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III. GENERAL FUND

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GENERAL FUND

The General Fund supports the major operations of the Village and thus is considered the main operating Fund of the Village. The General Fund supports the following departments:

- Village Board & Clerk
- Village Manager's Office
- Facilities Maintenance (ongoing maintenance; not capital improvements)
- Information Technology
- Law
- Senior Services
- History Park
- Finance
- Community Development (formerly Planning & Development)
- Economic Development
- Police
- Fire/EMS
- Public Works – Administration, Street Maintenance, and Forestry

The key revenues supporting the General Fund are property taxes, sales tax, home rule sales tax, and income tax. Other revenues include user fees, other taxes, interfund transfers, and other miscellaneous revenues.

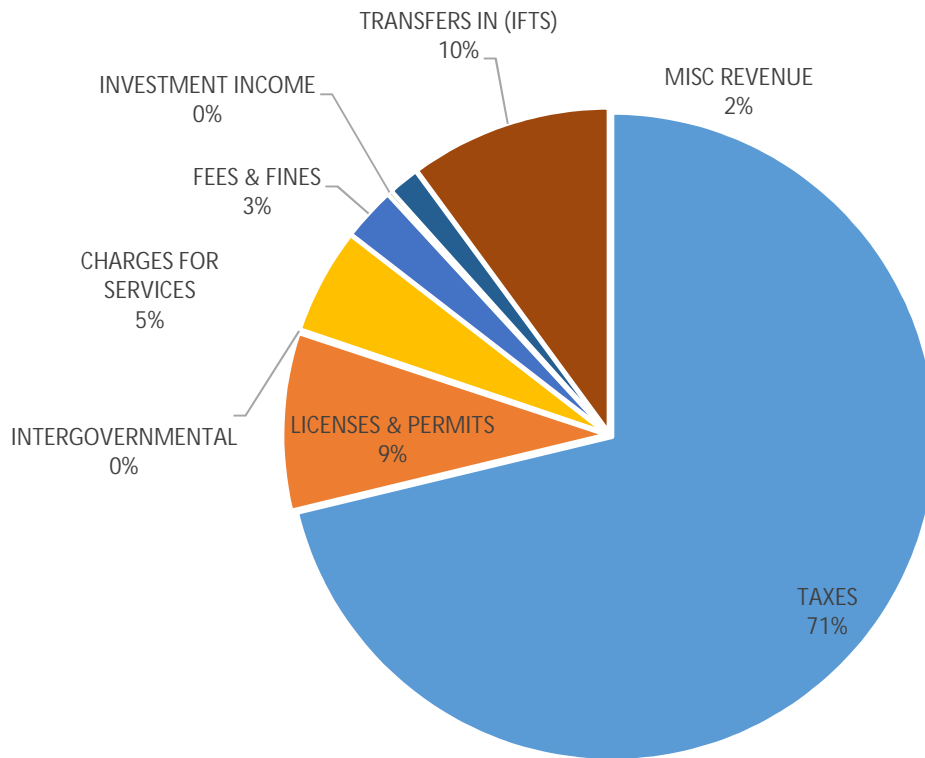
VILLAGE OF GLEN ELLYN
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2021 BUDGET

	2019 ACTUAL	2020 BUDGET	2020 REVISED BUDGET	2020 PROJECTION	2021 BUDGET	2021 % CHG 2020 ORG BUD
TAXES	\$ 14,363,808	\$ 14,299,657	\$ 14,299,657	\$ 13,831,197	\$ 13,455,893	-5.9%
LICENSES & PERMITS	1,578,621	1,707,550	1,707,550	1,796,560	1,672,550	-2.0%
INTERGOVERNMENTAL	21,309	42,150	42,150	1,542,150	22,060	-47.7%
CHARGES FOR SERVICES	938,615	1,019,628	1,019,628	927,339	999,216	-2.0%
FEES & FINES	498,768	498,000	498,000	357,000	505,000	1.4%
INVESTMENT INCOME	284,554	200,000	200,000	65,000	42,000	-79.0%
MISC REVENUE	414,047	290,500	290,500	246,364	290,500	0.0%
TRANSFERS IN (IFTS)	1,580,935	1,500,000	1,500,000	1,659,250	1,904,600	27.0%
TOTAL REVENUES	\$ 19,680,657	\$ 19,557,485	\$ 19,557,485	\$ 20,424,860	\$ 18,891,819	-3.4%
PERSONNEL SERVICES	\$ 10,004,702	\$ 10,608,722	\$ 10,608,722	\$ 10,227,120	\$ 11,074,982	4.4%
CONTRACTUAL SERVICES	3,570,030	3,708,710	3,794,851	3,190,053	3,831,895	3.3%
COMMODITIES	281,386	263,009	263,009	747,058	782,859	197.7%
CAPITAL OUTLAY	131,359	131,550	138,750	362,339	216,600	64.7%
TRANSFERS OUT (IFTS)	4,752,249	4,845,250	4,845,250	4,861,080	4,889,950	0.9%
TOTAL EXPENDITURES	\$ 18,739,726	\$ 19,557,241	\$ 19,650,582	\$ 19,387,650	\$ 20,796,286	6.3%
CHANGE IN FUND BALANCE	\$ 940,931	\$ 244	\$ (93,097)	\$ 1,037,210	\$ (1,904,467)	

Available Cash Analysis	Budget Basis
Available, January 1, 2020	10,014,717
Preliminary FY2020 inflow / (outflow)	1,037,210
Budgeted FY2021 inflow / (outflow)	(1,904,467)
Projected Available, December 31, 2021	9,147,460
Committed for capital projects	-
Reserve Policy (30% operating expenses)	6,174,000
Amount above reserve policy	2,973,460
Available Cash Analysis	Property Tax Cycle
Available, April 30, 2020	7,458,885
Committed for capital projects	-
Reserve Policy (30% operating expenses)	6,174,000
Amount above reserve policy	1,284,885

The measurement date for the cash analysis is important. Property taxes are largely received in June through September instead of throughout the year. The Village then draws on this cash balance. The low cash point of the year is April or May of each year. Therefore, it is important to evaluate reserves at that date, rather than the December fiscal year basis for the General Fund

Revenues by Source - General Fund Fiscal Year 2021 Budget



The above chart and previous spreadsheet provide a summary of revenues by source for the Village's General Fund. Taxes consist primarily of sales tax (17% of General Fund revenues), home rule sales tax (11%), income tax (13%), and property tax (20%). Charges for services reflect fees from cable franchise fees (3.0% of General Fund revenues), police service reimbursements (0.8%), and reimbursements for other agencies (0.7%). Licenses and permits primarily include vehicle licenses (1.9% of General Fund revenues) and various building permits and fees (5.7%). Fees and Fines reflect revenue from traffic fines (1.4% of General Fund revenues) and police ordinance fines (1.2%). Interfund transfers are transfers from other Village funds for purposes such as facilities, public works, or administration reimbursements. Miscellaneous revenues represent revenue that cannot be classified under existing categories. Intergovernmental revenue is negligible and represents funds received from other units of government. A detailed listing of General Fund revenues can be found later in this section.

VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2021 ORG BUD
TAXES								
1000	410100	PROPERTY TAX	7,366,140	7,508,849	7,508,849	7,508,849	7,541,113	0.4%
1000	410113	PROPERTY TAX - SSA # 13	43,017	43,900	43,900	42,000	43,900	0.0%
1000	410114	PROPERTY TAX - SSA # 14	93,852	96,000	96,000	91,000	96,000	0.0%
1000	410115	PROPERTY TAX - SSA # 15	4,712	4,800	4,800	4,800	4,800	0.0%
1000	410116	PROPERTY TAX - SSA # 16	2,076	2,100	2,100	2,100	2,100	0.0%
1000	410117	PROPERTY TAX - SSA # 17	653	670	670	670	670	0.0%
1000	410200	ROAD AND BRIDGE TAX	268,894	338,000	338,000	210,000	338,000	0.0%
1000	410300	PPRT	147,655	140,000	140,000	148,000	161,000	15.0%
1000	410400	SALES TAX	3,554,257	3,665,000	3,665,000	3,489,791	3,300,000	-10.0%
1000	410405	HOME RULE SALES TAX	2,602,904	2,550,000	2,550,000	2,301,218	2,143,500	-15.9%
1000	410410	STATE USE TAX	932,249	909,369	909,369	1,020,000	1,097,000	20.6%
1000	410411	CANNABIS USE TAX	-	-	-	15,000	24,900	0.0%
1000	410412	AUTO RENTAL TAX	35,362	30,000	30,000	24,000	24,000	-20.0%
1000	410420	STATE INCOME TAX	2,955,493	2,730,000	2,730,000	2,832,000	2,554,000	-6.4%
1000	410700	DEMOLITION TAX	12,100	14,000	14,000	6,600	6,600	-52.9%
1000	410800	HOTEL TAX	183,108	180,000	180,000	48,200	48,200	-73.2%
SUBTOTAL TAXES			18,202,470	18,212,688	18,212,688	17,744,228	17,385,783	-4.5%
LICENSES AND PERMITS								
1000	420100	VEHICLE LICENSES	363,947	380,000	380,000	318,000	360,000	-5.3%
1000	420200	BUSINESS REGISTRATION LICENSES	84,935	85,000	85,000	3,810	85,000	0.0%
1000	420300	LIQUOR LICENSES	133,198	135,000	135,000	88,500	135,000	0.0%
1000	420400	BUILDING PERMITS	860,806	1,000,000	1,000,000	1,360,000	1,000,000	0.0%
1000	420410	CONTRACTOR REGISTRATION	43,220	-	-	3,700	-	0.0%
1000	420420	STORMWATER ENGINEERING FEE	74,966	90,000	90,000	5,000	75,000	-16.7%
1000	420450	ELEVATOR INSPECTIONS	17,550	17,550	17,550	17,550	17,550	0.0%
SUBTOTAL LICENSES AND PERMITS			1,578,621	1,707,550	1,707,550	1,796,560	1,672,550	-2.05%
INTERGOVERNMENTAL								
1000	430100	FEDERAL GRANT REVENUE	7,989	7,260	7,260	1,507,260	7,260	0.0%
1000	430110	FEDERAL GRANT-RIDE DUPAGE	13,321	8,500	8,500	8,500	8,500	0.0%
1000	430200	STATE GRANT REVENUE	-	26,390	26,390	26,390	6,300	-76.1%
SUBTOTAL INTERGOVERNMENTAL			21,309	42,150	42,150	1,542,150	22,060	-47.66%
CHARGES FOR SERVICES								
1000	440050	AMBULANCE SERVICE FEES	281	25,500	25,500	-	-	-100.0%
1000	440060	POLICE FALSE ALARM FEES	5,323	26,200	26,200	12,675	26,200	0.0%
1000	440065	POLICE FINGERPRINTING FEES	25,162	24,000	24,000	19,000	24,000	0.0%
1000	440070	POLICE ACCIDENT REPORTS	3,975	3,500	3,500	2,500	3,500	0.0%
1000	440080	OVERWEIGHT TRUCK PERMIT	2,300	10,000	10,000	6,450	10,000	0.0%
1000	440100	POLICE SERVICE REIMBURSEMENTS	141,697	160,000	160,000	135,000	160,000	0.0%
1000	440120	REIMBURSEMENT - OTHER AGENCIES	132,926	135,428	135,428	135,428	138,516	2.3%
1000	440130	REIMBURSEMENT - GLEN OAK	46,450	47,000	47,000	55,866	56,000	19.1%
1000	440170	FACILITY RENTALS	10,868	13,000	13,000	420	6,000	-53.8%
1000	440221	CABLE FRANCHISE FEES	569,634	575,000	575,000	560,000	575,000	0.0%
SUBTOTAL CHARGES FOR SERVICES			938,615	1,019,628	1,019,628	927,339	999,216	-2.00%
FINES AND FEES								
1000	450100	POLICE ORDINANCE FINES	233,317	235,000	235,000	111,000	235,000	0.0%
1000	450200	TRAFFIC COURT FINES	262,751	260,000	260,000	236,000	260,000	0.0%
1000	450300	PLAN & DEV ADJUDICATION FINES	2,700	3,000	3,000	10,000	10,000	233.3%
SUBTOTAL FINES AND FEES			498,768	498,000	498,000	357,000	505,000	1.41%
INVESTMENT INCOME								
1000	460100	INVESTMENT INCOME	284,554	200,000	200,000	65,000	42,000	-79.0%
SUBTOTAL INVESTMENT INCOME			284,554	200,000	200,000	65,000	42,000	-79.00%
MISCELLANEOUS REVENUE								
1000	480110	POLICE TRAINING REIMBURSE	-	2,000	2,000	300	2,000	0.0%
1000	480200	PARKWAY REFORESTATION	228	-	-	4,964	-	0.0%
1000	480438	COD LICENSE FEE	30,000	30,000	30,000	15,000	30,000	0.0%
1000	480440	CELL TOWER RENTAL INCOME	169,236	168,500	168,500	163,500	168,500	0.0%
1000	489000	MISCELLANEOUS REVENUE	214,445	90,000	90,000	62,600	90,000	0.0%
1000	489100	MISCELLANEOUS - OVER/SHORT	138	-	-	-	-	0.0%
SUBTOTAL MISCELLANEOUS REVENUE			414,047	290,500	290,500	246,364	290,500	0.00%

VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020 ORG BUD
TRANSFERS IN (IFTS)								
1000	490100	REIMB - MFT LABOR / EQUIP	400,000	400,000	400,000	400,000	273,000	-31.8%
1000	490110	REIMB - ACCOUNTING SERVICES	536,600	576,400	576,400	570,650	564,900	-2.0%
1000	490120	REIMB - STAFF ENGINEER	207,000	218,600	218,600	218,600	275,100	25.8%
1000	490140	REIMB - PW SERVICE CHARGE	120,000	124,400	124,400	124,400	127,500	2.5%
1000	490150	REIMB - FACILITIES MAINTENANCE	128,800	105,600	105,600	105,600	103,500	-2.0%
1000	490160	REIMB - PW OPERATIONS	25,000	25,000	25,000	25,000	29,500	18.0%
1000	490180	REIMB - FORFEITURE FUND	163,535	-	-	165,000	36,000	0.0%
1000	490800	OPERATING TRANSFER IN	-	50,000	50,000	50,000	495,100	890.2%
1000	490850	OPERATING XFER-PROPERTY TAX	(3,838,662)	(3,913,031)	(3,913,031)	(3,913,031)	(3,929,890)	0.4%
SUBTOTAL TRANSFERS IN (IFTS)			(2,257,727)	(2,413,031)	(2,413,031)	(2,253,781)	(2,025,290)	-16.07%
TOTAL	GENERAL FUND REVENUES		19,680,657	19,557,485	19,557,485	20,424,860	18,891,819	-3.40%

FUND: GENERAL FUND
 ORGANIZATION: REVENUES

ACCOUNTS FOR:	2021 BUDGET
1000 GENERAL FUND REVENUES	
1000 410100 - PROPERTY TAX	7,541,113
OPERATING LEVY -2.3% CPI AND 1.1% NEW GROWTH	3,718,033
CAPITAL LEVY - 2.3% CPI AND 1.1% NEW GROWTH	4,046,028
ABATEMENT	(222,948)
1000 410113 - PROPERTY TAX - SSA # 13 MINIMAL INCREASE DUE TO BASE EAV INCREASES	43,900
1000 410114 - PROPERTY TAX - SSA # 14 ANTICIPATE MINIMAL INCREASE DUE TO BASE EAV INCR	96,000
1000 410115 - PROPERTY TAX - SSA # 15 MINIMAL INCREASE ANTICIPATED	4,800
1000 410116 - PROPERTY TAX - SSA # 16 MINIMAL INCREASE ANTICIPATED	2,100
1000 410117 - PROPERTY TAX - SSA # 17 MINIMAL INCREASE FROM PRIOR YEAR	670
1000 410200 - ROAD AND BRIDGE TAX	338,000
1000 410300 - PPRT PER ESTIMATE FROM STATE OF ILLINOIS	161,000
1000 410400 - SALES TAX BUDGETED COVID DECREASE	3,300,000
1000 410405 - HOME RULE SALES TAX PROJECTED BUDGET WITH COVID DECREASE	2,143,500
1000 410410 - STATE USE TAX IML ESTIMATE OF \$39.50 PER CAPITA	1,097,000
1000 410411 - CANNABIS USE TAX BASED ON IML ESTIMATES	24,900
1000 410412 - AUTO RENTAL TAX BASED ON 2020 PROJECTED	24,000
1000 410420 - STATE INCOME TAX IML ESTIMATE OF \$92.00 PER CAPITA	2,554,000
1000 410700 - DEMOLITION TAX BASED ON 2020 PROJECTED	6,600
1000 410800 - HOTEL TAX	48,200

FUND: GENERAL FUND
 ORGANIZATION: REVENUES

ACCOUNTS FOR:	2021 BUDGET
BASED ON ESTIMATED ACTUAL FOR 2020	
1000 420100 - VEHICLE LICENSES BASED ON HISTORICAL AMOUNTS	360,000
1000 420200 - BUSINESS REGISTRATION LICENSES BASED ON 2019 ACTUAL RESULTS	85,000
1000 420300 - LIQUOR LICENSES BASED OFF HISTORICAL RESULTS	135,000
1000 420400 - BUILDING PERMITS BASED OF 2020 PROJECTION	1,000,000
1000 420420 - STORMWATER ENGINEERING FEE BASED OFF HISTORICAL RESULTS	75,000
1000 420450 - ELEVATOR INSPECTIONS NO CHANGE FROM PRIOR YEAR	17,550
1000 430100 - FEDERAL GRANT REVENUE BULLET PROOF VEST GRANT	7,260
1000 430110 - FEDERAL GRANT-RIDE DUPAGE BASED OF HISTORICAL RESULTS	8,500
1000 430200 - STATE GRANT REVENUE TOBACCO GRANT	6,300
1000 440060 - POLICE FALSE ALARM FEES 386 PERMITS @ \$25 EACH ESTIMATED FINES	26,200 9,650 16,550
1000 440065 - POLICE FINGERPRINTING FEES BASED OF HISTORICAL RESULTS	24,000
1000 440070 - POLICE ACCIDENT REPORTS BASED OFF HISTORICAL RESULTS	3,500
1000 440080 - OVERWEIGHT TRUCK PERMIT OXCART REVENUE FROM OVERWEIGHT PERMIT	10,000
1000 440100 - POLICE SERVICE REIMBURSEMENTS REIMBURSEMENT FROM SCHOOL DISTRICT 87 DOJ OVERTIME REIMBURSEMENT MISCELLANEOUS REIMBURSEMENTS	160,000 135,000 15,000 10,000

FUND: GENERAL FUND
 ORGANIZATION: REVENUES

ACCOUNTS FOR:	2021 BUDGET
1000 440120 - REIMBURSEMENT - OTHER AGENCIES	138,516
REIMBURSEMENT FROM LIBRARY FOR	1,200
ACCOUNTING SERVICE	
REIMBURSEMENT FROM GWA FOR ACCOUNTING	137,316
SERVICE	
1000 440130 - REIMBURSEMENT - GLEN OAK	56,000
REIMBURSEMENT FROM GLEN OAK COUNTRY	
CLUB PER ANNEX	
1000 440170 - FACILITY RENTALS	6,000
ROOM RENTAL FEES AT CIVIC CENTER -	
REDUCED 4 COVID	
1000 440221 - CABLE FRANCHISE FEES	575,000
QUARTERLY FRANCHISE FEES ARE RECEIVED	
FROM CABLE TELEVISION PROVIDERS	
1000 450100 - POLICE ORDINANCE FINES	235,000
POLICE ORDINANCE FINES BASED ON	
HISTORICAL RESULTS	
1000 450200 - TRAFFIC COURT FINES	260,000
TRAFFIC COURT FINES BASED OFF	
HISTORICAL ACTIVITY	
1000 450300 - PLAN & DEV ADJUDICATION FINES	10,000
PLANNING ADJUDICATION FINES	
1000 460100 - INVESTMENT INCOME	42,000
1000 480110 - POLICE TRAINING REIMBURSE	2,000
1000 480438 - COD LICENSE FEE	30,000
ANNUAL LICENSE FEE WITH COLLEGE OF	
DUPAGE	
1000 480440 - CELL TOWER RENTAL INCOME	168,500
RENTAL REVENUE FOR CELL TOWERS LOCATED	
ON VILLAGE PROPERTY	
1000 489000 - MISCELLANEOUS REVENUE	90,000
1000 490100 - REIMB - MFT LABOR / EQUIP	273,000
TRANSFER FROM MFT FUND	
1000 490110 - REIMB - ACCOUNTING SERVICES	564,900
REIMBURSEMENT FOR ACCOUNTING SERVICES	
FROM OTHER FUNDS/ENTITIES	
1000 490120 - REIMB - STAFF ENGINEER	275,100

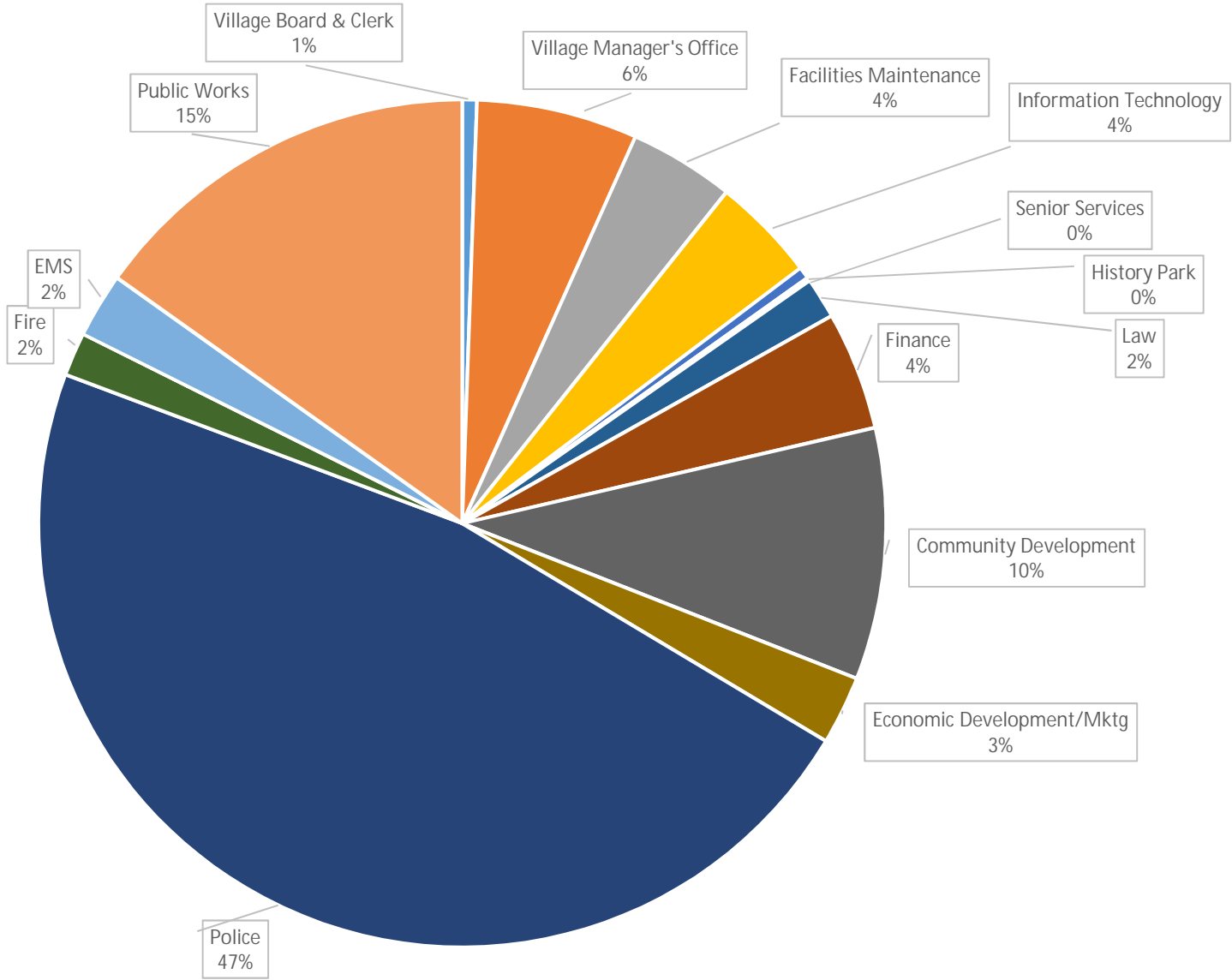
FUND: GENERAL FUND
 ORGANIZATION: REVENUES

ACCOUNTS FOR:	2021 BUDGET
REIMBURSEMENT FROM CAPITAL PROJECTS FUND FOR VILLAGE ENGINEER PERSONNEL COSTS	
1000 490140 - REIMB - PW SERVICE CHARGE PARKING FUND REIMBURSEMENT TO GENERAL FUND FOR MAINTENANCE AND PERSONNEL COSTS	127,500
1000 490150 - REIMB - FACILITIES MAINTENANCE TRANSFER FROM OTHER FUNDS FOR THEIR SHARE OF FACILITIES MAINTENANCE COSTS	103,500
1000 490160 - REIMB - PW OPERATIONS TRANSFER FROM PARKING FUND TO REIMBURSE FOR PUBLIC WORKS COSTS	29,500
1000 490180 - REIMB - FORFEITURE FUND REIMBURSEMENT FROM FORFEITURE FUND	36,000
1000 490800 - OPERATING TRANSFER IN	495,100
ACCOUNTING REIMBURSEMENT FOR FOOD AND BEVERAGE TAX	51,500
TRANSFER FROM INSURANCE FUND	143,600
TRANSFER FROM EQUIPMENT SERVICES FUND	300,000
1000 490850 - OPERATING XFER-PROPERTY TAX TRANSFER OF CAPITAL PORTION OF PROPERTY TAX LEVY TO CAPITAL PROJECTS FUND	(3,929,890)
TOTAL GENERAL FUND REVENUES	18,891,819

VILLAGE OF GLEN ELLYN
GENERAL FUND
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT
FISCAL YEAR 2021 BUDGET

Dept No. Department Description	FY2021 Budget Total	FY2020 Orig. Budget Total	\$ Change	% Change	FY2020 Rev. Budget Total	\$ Change	% Change	FY2020 Est. Actual Total	\$ Change	% Change
121100 Village Board & Clerk	115,249	113,500	1,749	1.5%	113,500	1,749	1.5%	107,871	7,378	6.8%
121200 Village Manager's Office	1,277,845	792,645	485,200	61.2%	792,645	485,200	61.2%	1,219,150	58,695	4.8%
121300 Facilities Maintenance	834,315	839,385	(5,070)	-0.6%	839,385	(5,070)	-0.6%	794,760	39,555	5.0%
121400 Information Technology	830,265	652,170	178,095	27.3%	652,170	178,095	27.3%	872,650	(42,385)	-4.9%
121500 Senior Services	93,600	90,850	2,750	3.0%	90,850	2,750	3.0%	90,125	3,475	3.9%
1216X0 History Park	28,350	27,180	1,170	4.3%	27,180	1,170	4.3%	26,170	2,180	8.3%
121700 Law	324,605	326,630	(2,025)	-0.6%	326,630	(2,025)	-0.6%	357,330	(32,725)	-9.2%
122100 Finance - Administration	600,590	652,740	(52,150)	-8.0%	659,940	(59,350)	-9.0%	593,336	7,254	1.2%
122200 Finance - Cashiers Office	339,124	335,275	3,849	1.1%	335,275	3,849	1.1%	308,238	30,886	10.0%
126100 Planning	591,200	585,500	5,700	1.0%	585,500	5,700	1.0%	577,300	13,900	2.4%
126200 Building	1,404,900	1,247,400	157,500	12.6%	1,247,400	157,500	12.6%	1,243,039	161,861	13.0%
126500 Economic Development/Mktg	544,580	642,480	(97,900)	-15.2%	642,480	(97,900)	-15.2%	434,350	110,230	25.4%
134100 Police - Administration	1,360,350	1,484,703	(124,353)	-8.4%	1,484,703	(124,353)	-8.4%	1,431,285	(70,935)	-5.0%
134200 Police - Operations	7,118,548	6,399,361	719,187	11.2%	6,469,361	649,187	10.0%	6,392,100	726,448	11.4%
134300 Police - Investigations	1,322,320	1,281,708	40,612	3.2%	1,281,708	40,612	3.2%	1,237,300	85,020	6.9%
135100 Fire	343,980	339,860	4,120	1.2%	339,860	4,120	1.2%	313,100	30,880	9.9%
135200 EMS	514,800	500,075	14,725	2.9%	500,075	14,725	2.9%	534,820	(20,020)	-3.7%
143100 Public Works Admin & Engineering	884,105	813,549	70,556	8.7%	817,896	66,209	8.1%	794,532	89,573	11.3%
143300 Public Works - Streets	1,303,735	1,329,095	(25,360)	-1.9%	1,330,060	(26,325)	-2.0%	1,235,545	68,190	5.5%
143400 Public Works - Forestry	963,825	1,103,135	(139,310)	-12.6%	1,113,964	(150,139)	-13.5%	824,649	139,176	16.9%
TOTAL	20,796,286	19,557,241	1,239,045	6.3%	19,650,582	1,145,704	5.8%	19,387,650	1,408,636	7.3%

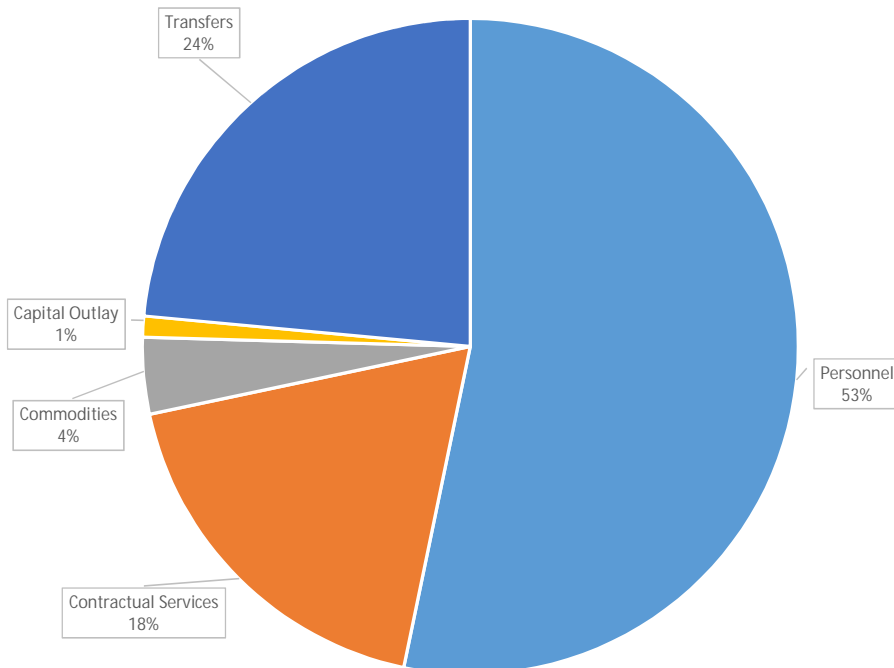
GENERAL FUND EXPENDITURES BY DEPARTMENT FISCAL YEAR 2021 BUDGET



**VILLAGE OF GLEN ELLYN
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2021 BUDGET**

Dept No. Department Description	Personnel Services	Contractual Services	Commodities	Capital Outlay	Transfers	FY2021 Budget Total
121100 Village Board & Clerk	33,774	78,075	1,500	-	1,900	115,249
121200 Village Manager's Office	611,800	105,845	506,000	-	54,200	1,277,845
121300 Facilities Maintenance	399,680	113,435	46,500	-	274,700	834,315
121400 Information Technology	306,565	357,500	1,100	138,000	27,100	830,265
121500 Senior Services	62,880	25,220	5,000	500	-	93,600
1216X0 History Park	5,900	22,450	-	-	-	28,350
121700 Law	214,775	101,330	100	-	8,400	324,605
122100 Finance - Administration	470,340	84,950	4,300	-	41,000	600,590
122200 Finance - Cashiers Office	289,980	21,989	8,155	-	19,000	339,124
126100 Planning	519,800	25,000	3,000	-	43,400	591,200
126200 Building	820,500	392,000	9,000	19,000	164,400	1,404,900
126500 Economic Development/Mktg	73,650	469,230	400	-	1,300	544,580
134100 Police - Administration	975,450	77,800	18,900	-	288,200	1,360,350
134200 Police - Operations	3,823,548	780,800	99,800	17,000	2,397,400	7,118,548
134300 Police - Investigations	783,820	30,100	11,700	-	496,700	1,322,320
135100 Fire	-	70,080	-	-	273,900	343,980
135200 EMS	-	513,300	1,500	-	-	514,800
143100 Public Works Admin & Engineering	736,300	21,651	5,804	500	119,850	884,105
143300 Public Works - Streets	559,850	214,910	44,625	34,900	449,450	1,303,735
143400 Public Works - Forestry	386,370	326,230	15,475	6,700	229,050	963,825
TOTAL	11,074,982	3,831,895	782,859	216,600	4,889,950	20,796,286

**GENERAL FUND EXPENDITURES BY FUNCTION
FY 2021 BUDGET**



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 Enterprise Fund section of this budget.

In addition, this department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital 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 are voluntary.

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.

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.

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. In 2020, the Executive Assistant began recording the minutes for the Village Board and the some other Commissions. Previously, this was done by a separate recording secretary.

Village Manager's Office

The Village Manager is the Chief Administrative Officer of the Village. The Village President and Board of Trustees sets policy and oversees and gives 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, to provide a recommended annual budget including the compensation plan, 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, Emergency Medical Services (EMS) contract, and providing staff liaison support to the Village Board, Environmental Commission, and ad hoc Sister City Committee.

Major Accomplishments for 2020

General

- Facilitated and coordinated a response to Covid-19 Pandemic and worked with all departments to manage this emergency response throughout the year.
- Continued to execute the CY2018-20 Strategic Plan and created the CY20-22 Strategic Plan with the assistance of a facilitator.
- Planned, designed and began construction the Civic Center Parking Garage, a 273 parking space garage behind the Civic Center. This project incorporated a property acquired at 423 Main Street to allow for a pedway connecting the garage and Main Street.
- Assisted with the process for Village Board approval of Apex 400 project and subsequent litigation. Also provided coordination of the construction, paying special attention to the public parking component.
- Facilitated Board discussion regarding new cannabis legislation and created a referendum question on the November 2020 ballot.
- Assisted in the planning and coordination of the CY20 Capital Program, including Phase I Engineering for Train Station/Pedestrian Tunnel/grant funding for train station/pedestrian tunnel; Streetscape Phase II engineering; Cumnor Utility Project; Streets Project, and others.
- Processed 25 Special Event and Film Permit requests. Both Special Event and Film Permit requests numbers were reduced due to COVID-19.
- Continued to improve electronic file management by digitizing historical Village official Clerk/Village Manager documents.
- Coordinated improvements in BFPC hiring process including introducing a lateral transfer hiring process.
- Worked with COD on a public art initiative to create inspire places, improve livability, add uniqueness, and help culture thrive.

Financial Oversight

- Budget
 - Updated Capital Plan, finalized unfunded projects, prioritized, and determined funding options to implement plan next year.
 - Assisted with the Financial Scorecard that assesses the Village's financial health with our comparable communities.
 - Assisted in the issuance of bonds for the Parking Garage and Streetscape projects and maintaining AAA bond rating
- Cost Control and Productivity Improvements
 - Continue to strengthen relationships with intergovernmental groups
 1. Park District discussions about land swap and project collaboration (Street/Sidewalk Projects)
 2. GWA: continue to work closely with Lombard to improve efficiency, control cost and delivery first-rate sanitary services to the area.
 3. DuPage Municipalities: continue to support the region through DMMC including participating in board policy setting, Springfield Drive-down and other lobbying efforts to protect local funds and build support; continue to build financial support for grant funding of local street projects and the Train Station project
 4. County: Collaborated with the County and other DuPage County municipalities to complete the implementation of a consolidated Records Management System.

Economic Development

- Coordinated successful economic development projects such as: Raising Cane; sale of 825 N. Main St; and others.
- Assisted with the Annexation of Elliott, Cumnor/Acorn; and a few other minor lots.
- Navigated businesses through COVID-19 pandemic and Restore Illinois reopening plan and guidelines and offered expanded Award program initiatives to assist businesses and non-for-profits manage the crisis.
- Assisted with the update to the Comprehensive Plan.

Communications

- Launched new Village-wide emergency communication tool.
- Managed crisis communication during the COVID-19 pandemic.
- Continued to grow the Village's social media footprint and offered a Notify Me option for direct communication.
- Implemented an advertising plan for Village events.

Major Initiatives for Calendar Year 2021

- Execute the Village Board's priorities that are identified in the Village's CY20-22 Strategic Plan.
- Continue to provide timely staff liaison support with Environmental Commission projects and initiatives.
- Continue to facilitate process improvements within BFPC process.
- Continued implementation of wayfinding signage plan, facility plan, IT plan, and assisting in managing and monitoring the overall capital plan.
- Work with the Village Board to determine the best options to preserve the McKee House while abiding by the IGA with the Forest Preserve.
- Assist in the coordinating of Community-wide Diversity, Equity, and Inclusion (DEI) and Community Conversations with our Intergovernmental Partners.
- Complete Comprehensive Plan through an open and transparent process that engages the community in determining a guide for future development.
- Complete the Police Department Assessment and Staffing Study and determine if any action steps are necessary to incorporate into the Strategic Plan.
- Complete a Water and Sewer Study.
- Update an agreement with the Volunteer Fire Company to understand responsibilities for both organizations.

Human Resources Division

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

Major Accomplishments for 2020

- Recruitment – placed 8 job search ads for open positions.
- Over the course of 2020, 195 employees were added to Payroll - 88 were new hires and 107 were rehires.
- Over the course of 2020, 135 employees were terminated from Payroll – 91 employees were laid off, 44 employees termed for other reasons.
- In response to the COVID shut down and reopening:
 - 91 employees were laid off from Reserve 22 and Village Links as of March 27, 2020.
 - 132 employees were newly hired/rehired over the course of May & June 2020, with 130 targeted for the Reserve 22 and the Village Links.
 - Review of the legislative impact from the Family First Coronavirus Response Act (FFCRA) to the organization.
 - Ongoing evaluations and communications to employees on how business and services would operate during COVID.
 - Established remote work stations for essential employees.
 - Issued ongoing communications to employees on staying healthy and how to report possible COVID situations.

- Posted required notifications in response to FFCRA, created and implemented Emergency Sick Leave Pay Form in response COVID Sick Pay and the FMLA expansion.
- Evaluated 24 leave of absence events, 18 were FMLA qualifying.
- Assisted with BFPC Police Officer hiring process.
- Updated policies on Harassment & Anti-Harassment and Drug & Alcohol to align with legislative updates.
- Rolled out an online training system to Village employees.
- Recruited a new Assistant Village Manager.
- Recruited a new position for IT - an IT Systems Engineer.
- Recruited a new Golf Course Superintendent.

Major Initiatives for Calendar Year 2021

- Establish Village-wide compliance training schedule.
- Establish training program for Supervisors.
- Complete a compensation assessment for 1/3 of all Village positions.
- Continue to manage COVID-19 and situations that arise from it.
- Continue facilitating improvements to BFPC hiring process.
- Coordinate hiring and on-boarding
- Update the performance review process to better align our goals and the process to evaluate our most important asset, employees.

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 an 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.

Accomplishments for CY 2020

A summary of several contributions made by the Village Attorney to the various Village Departments follows.

Administration

- Reviewed and oversaw responses to at least 775 FOIA requests, providing 21,025 pages of records.
- Oversaw and reported on APEX litigation
- 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 advising on Hill Avenue, Forest Preserve and Arden Courts annexations
- Worked on Elliott annexation agreement
- Worked on History Center Flood and insurance reimbursements
- Worked on creating easements and sales agreements for pedestrian access from Main St. to Civic Center parking lot
- Reviewed and amended contracts for Facilities Department
- Worked on Village Links/Reserve 22 contracts, releases, filming policy

Planning & Development

- Participated in ongoing negotiations related to the APEX project and PUD process
- Worked on vendor License agreements
- Assisted in monitoring Administrative Adjudication of Ordinance Violations
- Reviewed annexation agreements, assisted in securing compliance with water connection requirements of prior annexation agreements
- Worked on review of Large and Small Cell License ordinance and applications
- Worked on litigation over 825 N. Main, reacquisition of property
- Assisted with Zoning Code interpretation
- Worked on Massage Establishment Licensing

Police

- Assisted in communications from residents regarding police matters
- Worked in response to subpoenas/petition for mandamus
- Reviewed Fire and Police Commission policies
- Worked on revisions to parking regulations

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 water bill compliance matters
- Worked on Purchasing Policy
- Worked on Bond Issues
- Worked on Food and Beverage tax and collection enforcement

Public Works

- Performed multiple contract and easement reviews for various projects
- Worked on Amendments to Pretreatment Ordinance
- Worked on bid specifications and modified bid packages
- Reviewed multiple contracts
- Worked on resident-relations matters

Major Initiatives for CY 2021

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. The Village Attorney will continue to work with the President and Board on all requests for information and legal opinions.

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. The Communications Coordinator has elevated the Village's communication and marketing efforts. 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 CY 2020

- Facilitated the sale of 825 N. Main Street for future chiropractor office development.
- Launched new Village-wide emergency communication tool.
- Throughout the pandemic, consistent communication and updates for residents and businesses went out via the Village's communication channels including social media, e-newsletter, website, electronic sign and radio.
- Worked closely with Village community partners including School districts, Library and Park District throughout the pandemic for unified messages and information sharing.
- Worked closely with the Glen Ellyn Senior Center for a targeted senior mailing which included Village information and a resource guide to assist during the pandemic.
- Developed community-wide campaign to promote "Glen Ellyn United" which included a call for stories and photos of how Glen Ellyn residents are spending time

- or giving back to the community. Additionally, ran the “Hometown Hero” campaign that recognized those serving on the front lines during the pandemic.
- With business feedback, guided the Village Board to increase funding for both the Downtown Retail Interior Improvement and Façade Improvement Award programs.
 - Developed a COVID-19 Business Support Grant program.
 - Coordination with the Village’s finance department to waive business registration fees for 2021 and reduce downtown merchant parking fees for 2021.
 - Facilitated weekly meetings with partner organizations including the Glen Ellyn Chamber of Commerce, the Alliance of Downtown Glen Ellyn, DuPage Convention & Visitor’s Bureau, Choose DuPage and Innovation DuPage to support the business community.
 - Collaborated with the Chamber of Commerce and Alliance of Downtown Glen Ellyn to drive customer traffic to Glen Ellyn business through unique events and marketing i.e. valet parking, horse carriage rides, Chamber Gift Check raffle program, and Survival Kits.
 - In conjunction with Community Development, Public Works and Police, facilitated outdoor dining opportunities including, purchasing a tent for Main Street, tables and barricades for various outdoor dining locations. Additionally, coordinated with the Chamber to create an interactive map highlighting restaurants offering carry out, delivery and later outdoor dining.
 - Initiate an Intergovernmental Agreement with College of DuPage for a public art initiative.
 - Spearheaded Glen Ellyn’s Complete Count Committee for the 2020 Census.
 - Increased targeted Economic Development email distribution by over 200 new contacts while maintaining an open rate of 49% (industry standard is 28%).
 - Continued to grow and expand Economic Development Facebook page with a 27.3% increase in content and a total of 815 fans.
 - Increased subscription to the Village’s weekly electronic newsletter by 556 recipients totaling over 6,467 opt in subscribers.
 - Continued to grow and expand the Village’s social media channels. Each channel saw significant growth in followers, content, and impressions in 2020:
 - Facebook: Grew to 5,955 fans, totaling a 19.67% increase. Total engagements increased by 23.11%
 - Twitter: Grew to 2,812 followers, totaling a 31.7% increase. Total engagements increased by 401%
 - Instagram: Grew to 2,000 followers, totaling a 37.27% increase. Total engagements increased by 23.09%

Major Objectives for CY 2021

- Actively welcome new businesses to the Village and celebrate Glen Ellyn businesses’ success stories.
- Collaborate with College of DuPage McAninch Arts Center to promote the Frida Kahlo: Timeless exhibit planned for summer 2021.
- Work with County and State counterparts on communicating re-opening the state for business.

Senior Services Division

Staffed by two part-time positions headquartered at Grace Lutheran Church in downtown Glen Ellyn, the Senior Services Center offers support and referral services to Glen Ellyn senior citizens and their families for housing, home care services and many other services that may be needed. The Senior Service Center is a Senior Health Insurance Program site, providing assistance with Medicare plan and supplemental insurance plan enrollment and questions regarding Medicaid. Also, assists in referring low-income seniors 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. The Senior Center is a registration site for the RTA Senior Reduced Fare and Senior Free Ride passes, assists seniors with the IL Dept. on Aging Benefits Access Program application and for the SAFELINK Cell Phone program. In addition, the Senior Center provides various activities including weekly exercise classes, a monthly book club and monthly Movie Morning.

Major Accomplishments for CY 2020

- Continued successful partnership with Wheaton, Naperville, and Milton Township in the Ride DuPage and Ride to Work & Ride DuPage Paratransit programs. Advocate for the Ride DuPage Program to surrounding communities in DuPage County.
- Provide assistance to over 900 seniors and their families via telephone or face to face encounters.
- Attend a wide variety of educational seminars and conferences to continue to enhance knowledge of senior issues and services provided throughout our area.
- Worked closely with Village employees for a targeted senior mailing which included Village information and resource guide to assist during the pandemic.
- Assisted the senior population in finding resources to assist with COVID-19 needs.

Major Initiatives for CY 2021

- Continue to assist seniors in Glen Ellyn and their families with finding resources, Medicare issues, and other needs as they arise.
- Provide seamless transportation to seniors and people with disabilities in Glen Ellyn to foster their independence and ability to participate fully in society.
- Maintain the 60/40 split on the transportation program to continue to keep the Village's program costs down.
- Continued participation and attendance at various educational seminars and conferences in the Chicago area to expand knowledge of senior needs and resources available.

Information Technologies Department

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

Major Accomplishments for CY 2020

- Hired new System Engineer
- Researched, procured and implemented Village-wide SAN solution
- Deployed new core networking equipment
- Virtualized Village server infrastructure
- Implemented new IT request system
- Responded to the COVID-19 pandemic
 - Procured, configured and implemented 30+ laptops for remote access
 - Increased Village internet speeds to accommodate additional VPN users
 - Evaluated, procured and deployed Zoom web conferencing solution
 - Procured, configured and deployed new VPN/firewall appliances
- Implemented new helpdesk support software
- Assisted with transition to new agenda management software
- Implemented new backup and recovery platform for Village server infrastructure
- Deployed new mobile data terminals to all Fire Company apparatus
- Absorbed the responsibility of overseeing AV operations for the Village
- Implemented new AV System to broadcast, record and stream Board meetings
- Deployed application launcher software to all Village computers

Major Initiatives for CY 2021

- Maintain computer, phone and network services with minimal interruption.
- Replace network infrastructure for all Village facilities
- Upgrade and migrate to new ERP software version
- Implement integrated wireless network
- Replace one quarter of Village PCs/Laptops

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020 ORG BUD
121100 VILLAGE BOARD & CLERK								
121100	510100	SALARIES - PENSIONABLE	21,329	23,500	23,500	24,000	19,424	-17.3%
121100	510120	SALARIES - NON PENSIONABLE	15,364	18,000	18,000	6,200	9,100	-49.4%
121100	510200	OVERTIME	114	200	200	1,250	1,250	525.0%
121100	510400	FICA TAXES	2,784	3,200	3,200	2,400	2,300	-28.1%
121100	510500	IMRF EMPLOYER CONTRIBUTIONS	1,525	2,150	2,150	2,200	1,700	-20.9%
121100	520140	VILLAGE COMMISSIONS	18,219	11,000	11,000	7,000	15,000	36.4%
121100	520600	DUES-SUBSCRIPTIONS-REG FEES	28,795	28,625	28,625	16,500	22,625	-21.0%
121100	520620	EMPLOYEE EDUCATION	1,402	1,000	1,000	55	1,000	0.0%
121100	520625	TRAVEL	-	150	150	-	150	0.0%
121100	520905	PRINTING	-	150	150	-	150	0.0%
121100	521055	PROFESSIONAL SERVICES - OTHER	51,736	21,350	21,350	47,536	38,200	78.9%
121100	521230	PUBLIC RELATIONS	5,481	950	950	500	950	0.0%
121100	530100	OFFICE SUPPLIES	1,845	1,500	1,500	1,500	1,500	0.0%
121100	590600	TRANSFER TO INSURANCE - HEALTH	1,683	1,725	1,725	1,730	1,900	10.1%
TOTAL	VILLAGE BOARD & CLERK		150,279	113,500	113,500	110,871	115,249	1.5%

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

ACCOUNTS FOR:	2021 BUDGET
121100 VILLAGE BOARD & CLERK	
121100 510100 - SALARIES - PENSIONABLE	19,424
EXECUTIVE ASSISTANT (25% - REMAINING 75% IN VILLAGE MANAGER)	14,200
ADMINISTRATIVE ASSISTANT II (25% - REMAINING 25% VILLAGE MGR & 50% LAW 2.25% MERIT INCREASE FOR DEPARTMENT	4,700 524
121100 510120 - SALARIES - NON PENSIONABLE	9,100
RECORDING SECRETARY FEES FOR BOARD AND COMMISSION MEETINGS APPROX \$350 PER PAY PERIOD	9,100
121100 510200 - OVERTIME	1,250
121100 510400 - FICA TAXES	2,300
	2,300
121100 510500 - IMRF EMPLOYER CONTRIBUTIONS	1,700
IMRF @ 8.92%	1,700
121100 520140 - VILLAGE COMMISSIONS	15,000
LANDMARK PLAQUES-HISTORIC PRESERVATION COMMISSION	1,500
ENVIRONMENTAL COMMISSION INITIATIVES (RECYL EXTR)	5,000
GLEN ELLYN FUND	7,500
OTHER COMMISSION NEEDS	1,000
121100 520600 - DUES-SUBSCRIPTIONS-REG FEES	22,625
DUPAGE MAYORS AND MANAGERS CONFERENCE ANNUAL MEMBERSHIP DUES	18,500
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
121100 520620 - EMPLOYEE EDUCATION	1,000
BOARD MEETING/WORKSHOP MEAL EXPENSES	1,000

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

ACCOUNTS FOR:	2021 BUDGET
121100 520625 - TRAVEL	150
INCIDENTAL EXPENSES RELATING TO OFFICIAL VILLAGE BUSINESS	150
121100 520905 - PRINTING	150
PRINTING EXPENSES	150
121100 521055 - PROFESSIONAL SERVICES - OTHER	38,200
ELECTRONIC AGENDA/VIDEO STREAMING SERVICES-ANNUAL LICENSE	13,500
PUBLIC HEARING-LEGAL NOTICES	100
FINGER PRINTING SERVICES-LIQUOR LICENSE APPLICATIONS	750
ON-LINE VILLAGE CODE ANNUAL LICENSE	550
VILLAGE CODE-PERIODIC UPDATES TO ON-LINE CODE	8,300
DEI FACILITATOR	15,000
121100 521230 - PUBLIC RELATIONS	950
PUBLIC RELATIONS MATERIALS (LOGO ITEMS ETC)	300
ANNUAL CHAMBER OF COMMERCE STEAK FRY EVENT	650
121100 530100 - OFFICE SUPPLIES	1,500
MISC OFFICE SUPPLIES & AGENDA PACKET PAPER SUPPLY	1,500
121100 590600 - TRANSFER TO INSURANCE - HEALTH	1,900
25% of EXEC ASST HEALTH INSURANCE	1,900
TOTAL VILLAGE BOARD & CLERK	115,249

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2021					% CHG 2020
			2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	
121200 VILLAGE MANAGER'S OFFICE								
121200	510100	SALARIES - PENSIONABLE	510,266	533,500	533,500	490,000	509,200	-4.6%
121200	510120	SALARIES - NON PENSIONABLE	-	-	-	6,500	10,200	0.0%
121200	510170	ADDITIONAL MERIT AWARDS	-	25,000	25,000	-	-	-100.0%
121200	510200	OVERTIME	338	500	500	5,900	5,900	1080.0%
121200	510300	TEMPORARY HELP	12,236	7,500	7,500	3,000	7,500	0.0%
121200	510400	FICA TAXES	35,233	36,600	36,600	38,000	36,000	-1.6%
121200	510500	IMRF EMPLOYER CONTRIBUTIONS	33,820	44,200	44,200	44,000	43,000	-2.7%
121200	520135	GLEN ELLYN 4TH OF JULY COMMITT	5,000	5,000	5,000	-	5,000	0.0%
121200	520140	VILLAGE COMMISSIONS	49	-	-	-	-	0.0%
121200	520301	TUITION REIMBURSEMENT	1,800	1,200	1,200	1,800	1,200	0.0%
121200	520305	EMPLOYEE RECOGNITION	12,426	11,150	11,150	10,000	11,150	0.0%
121200	520515	CITIZEN CORPS/MILTON TWNSP	-	4,000	4,000	3,750	4,000	0.0%
121200	520600	DUES-SUBSCRIPTIONS-REG FEES	7,552	6,400	6,400	6,400	6,400	0.0%
121200	520615	RECRUITING AND TESTING	22,281	20,000	20,000	25,000	35,000	75.0%
121200	520620	EMPLOYEE EDUCATION	9,065	15,295	15,295	5,000	15,295	0.0%
121200	520625	TRAVEL	2,155	3,000	3,000	500	3,000	0.0%
121200	520630	STATE UNEMPLOYMENT CLAIMS	9,218	7,000	7,000	11,500	7,000	0.0%
121200	520701	LEGAL - HUMAN RESOURCES	9,544	10,000	10,000	12,000	10,000	0.0%
121200	520900	POSTAGE & SHIPPING	731	750	750	500	750	0.0%
121200	520905	PRINTING	315	750	750	500	750	0.0%
121200	520932	A/V/WEB COMMUNICATIONS SVC/SUP	-	2,000	2,000	-	2,000	0.0%
121200	521055	PROFESSIONAL SERVICES - OTHER	2,050	-	-	-	-	0.0%
121200	521195	TELECOMMUNICATIONS	2,304	1,800	1,800	1,800	1,800	0.0%
121200	521230	PUBLIC RELATIONS	2,593	4,000	4,000	1,600	2,500	0.0%
121200	530100	OFFICE SUPPLIES	7,759	6,000	6,000	6,000	6,000	0.0%
121200	530600	EMERGENCY (COVID) PURCHASES	-	-	-	500,000	500,000	0.0%
121200	590600	TRANSFER TO INSURANCE - HEALTH	42,953	43,700	43,700	42,100	50,900	16.5%
121200	590610	TRANSFER TO INSURANCE - GEN	3,300	3,300	3,300	3,300	3,300	0.0%
TOTAL	VILLAGE MANAGER'S OFFICE		732,989	792,645	792,645	1,219,150	1,277,845	61.4%

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

ACCOUNTS FOR:

2021 BUDGET

121200 VILLAGE MANAGER'S OFFICE	
121200 510100 - SALARIES - PENSIONABLE	509,200
VILLAGE MANAGER	171,500
VILLAGE MANAGER AUTO ALLOWANCE	7,200
VILLAGE MANAGER-MERIT/VARIABLE COMPENSATION	13,500
VILLAGE MANAGER-DEFERRED COMPENSATION	10,000
VILLAGE MANAGER-LOAN FORGIVENESS	9,230
ASSISTANT VILLAGE MANAGER	136,500
EXECUTIVE ASSISTANT (75%)	42,400
ALLOCATION-REMAINING 25% VB&C)	
COMMUNICATIONS COORDINATOR (PART-TIME)	51,600
ADMINISTRATIVE ASSISTANT II (25%)	4,700
ALLOCATION; REMAINING 25% VBC & 50% LAW)	
HR GENERALIST	51,000
2.25% INCREASE FOR DEPARTMENT	11,570
121200 510120 - SALARIES - NON PENSIONABLE	10,200
INTERN	10,200
121200 510200 - OVERTIME	5,900
121200 510300 - TEMPORARY HELP	7,500
ADMINISTRATIVE SUPPORT	7,500
121200 510400 - FICA TAXES	36,000
121200 510500 - IMRF EMPLOYER CONTRIBUTIONS	43,000
IMRF @ 8.92%	43,000
121200 520135 - GLEN ELLYN 4TH OF JULY COMMITTEE	5,000
4TH OF JULY COMMITTEE-VILLAGE ANNUAL CONTRIBUTION	5,000
121200 520301 - TUITION REIMBURSEMENT	1,200
EMPLOYEE TUITION REIMBURSEMENT	1,200
121200 520305 - EMPLOYEE RECOGNITION	11,150
HOLIDAY PARTY	3,000
EMPLOYEE APPRECIATION "LUNCH IN THE LOT" COOK OUT	750
LIFE MILESTONE RECOGNITION	500
RETIREMENTS	750
LONGEVITY	4,000
EMPLOYEE APPRECIATION SPRING BREAKFAST GATHERING	1,400
PERFORMANCE MEETINGS	750

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

ACCOUNTS FOR:	2021 BUDGET
121200 520515 - CITIZEN CORPS/MILTON TWNSP	4,000
C.E.R.T. ANNUAL DUES-MILTON TOWNSHIP	4,000
121200 520600 - DUES-SUBSCRIPTIONS-REG FEES	6,400
ICMA ANNUAL DUES (VM, AVM & ADMIN INTERN)	2,300
ILCMA ANNUAL DUES (VM, AVM & 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 MANAGER)	190
IPMA-HR ANNUAL DUES (ASSISTANT VILLAGE MANAGER)	400
ILCMA/IAMMA LUNCH SEMINARS	250
ROTARY CLUB ANNUAL DUES (VILLAGE MANAGER)	600
KIWANIS CLUB ANNUAL DUES (ASSISTANT VILLAGE MANAGER)	190
CRAIN'S CHICAGO BUSINESS	120
SURVEY MONKEY	250
CONSTANT CONTACT SUBSCRIPTION FOR E-NEWS	750
121200 520615 - RECRUITING AND TESTING	35,000
POLICE RECRUITMENT EXPENSES (PREP, POLY, MISC)	10,000
NON-SWORN RECRUITMENT EXPENSES (PRE-EMPLOYMENT PHYSICALS, BACKGROUND CHECKS, JOB ADS)	10,000
POLICE TESTING	15,000
121200 520620 - EMPLOYEE EDUCATION	15,295
ICMA/ILCMA ANNUAL CONFERENCE (VILLAGE MANAGER)	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 MANAGER)	1,200
EEO COMPLIANCE POSTERS	300
MISC. TRAINING (WEBINARS, WORKSHOPS, ETC)	2,000
SHRM CONFERENCE (HR GENERALIST)	1,620
HR TRAINING (ASST. VILLAGE MGR)	750

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

ACCOUNTS FOR:	2021 BUDGET
121200 520625 - TRAVEL	3,000
ICMA CONFERENCE-FLIGHT (VILLAGE MANAGER)	400
ICMA CONFERENCE-HOTEL (VILLAGE MANAGER)	550
ICMA-TAXI/TRANSPORTATION (VILLAGE MANAGER)	75
ILCMA SUMMER & WINTER CONFERENCE-HOTEL (VILLAGE MANAGER)	500
IPELRA CONFERENCE-HOTEL (ASSISTANT VILLAGE MANAGER)	375
MISC. TRAINING EVENTS	100
SHRM CONFERENCE (HR GENERALIST)	1,000
 121200 520630 - STATE UNEMPLOYMENT CLAIMS	 7,000
UNEMPLOYMENT CLAIMS	7,000
 121200 520701 - LEGAL - HUMAN RESOURCES	 10,000
EMPLOYMENT LAW AND COLLECTIVE BARGAINING MATTERS	10,000
 121200 520900 - POSTAGE & SHIPPING	 750
 121200 520905 - PRINTING	 750
 121200 520932 - A/V/WEB COMMUNICATIONS SVC/SUP	 2,000
MEDIA RENEWALS	500
SOFTWARE SUBSCRIPTION RENEWAL (ADOBE)	1,000
CONSUMABLES (DVDS/CDS)	500
 121200 521195 - TELECOMMUNICATIONS	 1,800
CELL PHONE STIPEND (VILLAGE MANAGER)	960
CELL PHONE (ASSISTANT VILLAGE MANAGER)	840
 121200 521230 - PUBLIC RELATIONS	 2,500
BUSINESS MEETINGS & COMMUNITY RELATIONS FUNCTIONS (INCL. RELATED MEAL EXPENSES)	2,500
 121200 530100 - OFFICE SUPPLIES	 6,000
 121200 530600 - EMERGENCY PURCHASES	 500,000
COVID EXPENSES	500,000
 121200 590600 - TRANSFER TO INSURANCE - HEALTH	 50,900
HEALTH INSURANCE CONTRIBUTION	50,900
 121200 590610 - TRANSFER TO INSURANCE - GEN	 3,300
GENERAL INSURANCE TRANSFER	3,300
 TOTAL VILLAGE MANAGER'S OFFICE	 1,277,845

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: FACILITIES MAINTENANCE

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
121300	FACILITIES MAINTENANCE							
121300	510100	SALARIES - PENSIONABLE	171,787	193,900	193,900	188,000	203,730	5.1%
121300	510120	SALARIES - NON PENSIONABLE	124,523	147,950	147,950	130,000	147,950	0.0%
121300	510200	OVERTIME	7,208	3,000	3,000	5,000	5,000	66.7%
121300	510400	FICA TAXES	22,823	26,000	26,000	25,000	26,000	0.0%
121300	510500	IMRF EMPLOYER CONTRIBUTIONS	12,482	18,000	18,000	17,100	17,000	-5.6%
121300	520600	DUES-SUBSCRIPTIONS-REG FEES	-	525	525	-	525	0.0%
121300	520620	EMPLOYEE EDUCATION	1,895	5,400	5,400	1,000	5,400	0.0%
121300	520625	TRAVEL	-	250	250	-	250	0.0%
121300	520970	MAINTENANCE-BUILDING & GROUNDS	38,126	51,000	51,000	50,000	51,000	0.0%
121300	520970 19011	HISTORY CENTER FLOOD	188,297	-	-	-	-	0.0%
121300	521055	PROFESSIONAL SERVICES - OTHER	325	1,400	1,400	600	1,400	0.0%
121300	521075	CONTRACT MAINT SERVICE	32,022	36,700	36,700	30,000	32,000	0.0%
121300	521195	TELECOMMUNICATIONS	2,356	2,060	2,060	2,060	2,060	0.0%
121300	521200	UTILITIES	28,227	17,700	17,700	20,800	20,800	17.5%
121300	530100	OFFICE SUPPLIES	329	1,000	1,000	500	600	-40.0%
121300	530105	OPERATING SUPPLIES	41,208	41,500	41,500	45,500	41,500	0.0%
121300	530310	PARTS PURCHASED	96	2,000	2,000	1,500	2,000	0.0%
121300	530445	UNIFORMS	1,905	2,400	2,400	2,500	2,400	0.0%
121300	580110	EQUIPMENT/CAPITAL OUTLAY	1,457	15,000	15,000	-	-	-100.0%
121300	590600	TRANSFER TO INSURANCE - HEALTH	27,401	28,300	28,300	29,900	30,100	6.4%
121300	590610	TRANSFER TO INSURANCE - GEN	7,100	7,600	7,600	7,600	7,500	-1.3%
121300	590650	TRANSFER TO EQUIP FUND - O&M	15,500	9,500	9,500	9,500	8,900	-6.3%
121300	590655	TRANSFER TO EQUIP FUND - REPL	3,200	3,200	3,200	3,200	3,200	0.0%
121300	590690	TRANSFER TO FACIL MAINT RESRV	225,000	225,000	225,000	225,000	225,000	0.0%
TOTAL	FACILITIES MAINTENANCE		953,269	839,385	839,385	794,760	834,315	0.0%

FUND: GENERAL FUND
 DEPARTMENT: ADMINISTRATION
 ORGANIZATION: FACILITIES MAINTENANCE

ACCOUNTS FOR:	2021 BUDGET
121300 FACILITIES MAINTENANCE	
121300 510100 - SALARIES - PENSIONABLE	203,730
FACILITIES MANAGER	100,000
FULL TIME MAINTENANCE WORKER I	68,400
30 HOURS CUSTODIAN II	27,000
2.25% MERIT INCREASE FOR DEPARTMENT	8,330
121300 510120 - SALARIES - NON PENSIONABLE	147,950
MAINTENANCE WORKER II	31,700
CUSTODIAN III (6)	116,250
121300 510200 - OVERTIME	5,000
121300 510400 - FICA TAXES	26,000
121300 510500 - IMRF EMPLOYER CONTRIBUTIONS	17,000
IMRF @ 8.92%	17,000
121300 520600 - DUES-SUBSCRIPTIONS-REG FEES	525
INTERNATIONAL FACILITY MANAGEMENT ASSOC.	310
MEMBERSHIP DUES (FACILITY MANAGER)	
IL/CHICAGO CHAPTER-IFMA MEMBERSHIP DUES	215
(FACILITY MANAGER)	
121300 520620 - EMPLOYEE EDUCATION	5,400
SPOT AWARDS/EMPLOYEE RECOGNITION	400
INCENTIVES	
STAFF TRAINING SEMINARS (LOCAL OR	2,000
ONLINE)	
LEADERSHIP/MANAGEMENT TRAINING FOR	1,500
FACILITIES MANAGER	
SAFETY TRAINING	1,500
121300 520625 - TRAVEL	250
TRAINING SEMINARS	250
121300 520970 - MAINTENANCE-BUILDING & GROUNDS	51,000
UNSCHEDULED/EMERGENCY ELECTRICAL	4,000
REPAIRS	
UNSCHEDULED/EMERGENCY OVERHEAD GARAGE	6,500
DOOR REPAIRS	
UNSCHEDULED/EMERGENCY HVAC SYSTEM	15,000
REPAIRS	
UNSCHEDULED/EMERGENCY FIRE	6,000
DETECTION/SPRINKLER SYSTEM REPAIRS	
UNSCHEDULED/EMERGENCY STAND-BY	4,000
GENERATOR REPAIRS	
UNSCHEDULED/EMERGENCY BUILDING	15,500
MAINTENANCE REPAIRS	
121300 521055 - PROFESSIONAL SERVICES - OTHER	1,400

FUND: GENERAL FUND
 DEPARTMENT: ADMINISTRATION
 ORGANIZATION: FACILITIES MAINTENANCE

ACCOUNTS FOR:	2021 BUDGET
BID NOTICES-NEWSPAPER PUBLICATION	400
DOCUMENT DESTRUCTION	1,000
121300 521075 - CONTRACT MAINT SERVICE	32,000
ELEVATOR INSPECTION/PREVENTATIVE MAINTENANCE-CIVIC CENTER	6,000
OVERHEAD DOOR INSPECTION/PREVENTATIVE MAINTENANCE-ALL BUILDINGS	3,000
EXTERMINATOR SERVICE-ALL BUILDINGS (SPLIT WITH HISTORY CENTER)	5,000
FIRE EXTINGUISHERS-ANNUAL INSPECTION/PREVENTATIVE MAINTENANCE-ALL BUILDINGS	1,200
BACKFLOW/RPZ VALVE INSPECTIONS AND PREVENTATIVE MAINTENANCE-ALL BUILDINGS	1,000
FIRE DETECTION/SPRINKLER SYSTEMS-ANNUAL INSPECTIONS AND PREVENTATIVE MAINTENANCE	1,500
STAND BY GENERATORS-PREVENTATIVE MAINTENANCE. INSPECTIONS TESTING	7,000
WINDOW CLEANING - ALL BUILDINGS	3,000
HVAC-SPRING/FALL INSPECTIONS AND PREV. MAINT.- ALL BUILDINGS	1,800
CARPET RUNNERS	2,500
121300 521195 - TELECOMMUNICATIONS	2,060
ANNUAL CELL PHONE EXPENSE (FAC MGR & MAINT WORKER)	2,060
121300 521200 - UTILITIES	20,800
UTILITIES-NATURAL GAS	12,800
UTILITIES-WATER/SEWER	8,000
121300 530100 - OFFICE SUPPLIES	600
OFFICE SUPPLIES	600
121300 530105 - OPERATING SUPPLIES	41,500
CLEANING SUPPLIES, PAPER PRODUCTS & COFFEE SUPPLIES	30,000
HARDWARE SUPPLIES	7,000
HVAC FILTERS, BOILER CHEMICALS & SMALL TOOLS	4,500
121300 530310 - PARTS PURCHASED	2,000
INVENTORY PARTS	2,000

FUND: GENERAL FUND
 DEPARTMENT: ADMINISTRATION
 ORGANIZATION: FACILITIES MAINTENANCE

ACCOUNTS FOR:	2021 BUDGET
121300 530445 - UNIFORMS	2,400
SAFETY SHOES/BOOTS	1,200
UNIFORMS	1,200
121300 590600 - TRANSFER TO INSURANCE - HEALTH	30,100
HEALTH INSURANCE CONTRIBUTION	30,100
121300 590610 - TRANSFER TO INSURANCE - GEN	7,500
GENERAL INSURANCE TRANSFER	7,500
121300 590650 - TRANSFER TO EQUIP FUND - O&M	8,900
TRANSFER TO EQUIPMENT SERVICES - O&M	8,900
121300 590655 - TRANSFER TO EQUIP FUND - REPL	3,200
TRANSFER TO EQUIPMENT SERVICES -	3,200
VEHICLE REPLACEMENT	
121300 590690 - TRANSFER TO FACIL MAINT RESRV	225,000
CONTRIBUTION TO FACILITIES MAINTENANCE	225,000
RESERVE FUND	
TOTAL FACILITIES MAINTENANCE	834,315

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020 ORG BUD
121400		INFORMATION TECHNOLOGY						
121400	510100	SALARIES - PENSIONABLE	207,176	231,300	231,300	212,000	241,615	4.5%
121400	510120	SALARIES - NON PENSIONABLE	8,907	21,200	21,200	21,700	21,200	0.0%
121400	510400	FICA TAXES	15,702	18,250	18,250	17,900	21,000	15.1%
121400	510500	IMRF EMPLOYER CONTRIBUTIONS	14,832	21,050	21,050	19,300	22,750	8.1%
121400	520600	DUES-SUBSCRIPTIONS-REG FEES	-	500	500	300	400	-20.0%
121400	520620	EMPLOYEE EDUCATION	50	2,000	2,000	-	3,000	50.0%
121400	520900	POSTAGE & SHIPPING	44	300	300	200	300	0.0%
121400	520901	COPIER	28,384	31,000	31,000	28,000	34,200	10.3%
121400	520932	A/V/WEB COMMUNICATIONS SVC/SUP	1,370	1,900	1,900	4,500	9,350	392.1%
121400	520975	MAINTENANCE-EQUIPMENT	142,752	144,670	144,670	145,000	180,150	24.5%
121400	521055	PROFESSIONAL SERVICES - OTHER	54,994	57,500	57,500	37,500	58,100	1.0%
121400	521195	TELECOMMUNICATIONS	40,315	38,200	38,200	35,000	72,000	88.5%
121400	530100	OFFICE SUPPLIES	245	300	300	50	300	0.0%
121400	530105	OPERATING SUPPLIES	3,116	800	800	600	800	0.0%
121400	570110	COMPUTER EQUIPMENT/PROJECTS	42,060	44,300	44,300	185,000	138,000	-14.2%
121400	570117	A/V/WEB COMMUNICATIONS EQUIP	-	-	-	140,000	-	0.0%
121400	590600	TRANSFER TO INSURANCE - HEALTH	20,013	36,500	36,500	23,200	24,500	-32.9%
121400	590610	TRANSFER TO INSURANCE - GEN	1,900	2,400	2,400	2,400	2,600	8.3%
TOTAL		INFORMATION TECHNOLOGY	581,859	652,170	652,170	872,650	830,265	12.0%

FUND: GENERAL FUND
 DEPARTMENT: ADMINISTRATION
 ORGANIZATION: INFORMATION TECHNOLOGY

ACCOUNTS FOR:	2021 BUDGET
121400 INFORMATION TECHNOLOGY	
121400 510100 - SALARIES - PENSIONABLE	241,615
IT MANAGER	133,600
NETWORK ENGINEER	104,000
2.25% MERIT INCREASE FOR DEPARTMENT	4,015
121400 510120 - SALARIES - NON PENSIONABLE	21,200
AV TECHNICIAN	21,200
121400 510400 - FICA TAXES	21,000
EMPLOYER FICA TAXES	21,000
121400 510500 - IMRF EMPLOYER CONTRIBUTIONS	22,750
EMPLOYER IMRF CONTRIBUTIONS 8.92.%	22,750
121400 520600 - DUES-SUBSCRIPTIONS-REG FEES	400
GMIS MEMBERSHIP	400
121400 520620 - EMPLOYEE EDUCATION	3,000
ANNUAL CONFERENCE	1,000
IT MANAGER TECHNICAL TRAINING	1,000
IT SYSTEMS ENGINEER TECHNICAL TRAINING	1,000
121400 520900 - POSTAGE & SHIPPING	300
121400 520901 - COPIER	34,200
POLICE COPIER - ADMINISTRATION	4,000
POLICE COPIER - RECORDS	6,000
FINANCE COPIER	5,000
COMMUNITY DEVELOPMENT COPIER	5,000
PUBLIC WORKS COPIER	6,000
ADMINISTRATION COPIER	7,000
DOCUMENT FOLDER	1,200
121400 520932 - A/V/WEB COMMUNICATIONS SVC/SUP	9,350
MEDIA RENEWALS	450
VIDEO/PHOTO EDITING SOFTWARE	1,400
SUBSCRIPTION	
CONSUMABLES	500
AV SYSTEM ANNUAL MAINTENANCE	7,000

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ACCOUNTS FOR:	2021 BUDGET
121400 520975 - MAINTENANCE-EQUIPMENT	180,150
EMAIL ARCHIVER	2,500
FILE TRANSFER SERVICE	1,100
SOFTWARE PATCHING UTILITY	250
BACKUP AND RECOVERY SOFTWARE	2,000
EMAIL HOSTING	10,600
FIREWALL APPLIANCE	4,000
NETWORK MONITORING SOFTWARE	1,000
DOCUMENT MANAGEMENT SYSTEM	13,000
ERP SOFTWARE	85,000
ERP TRAINING PROGRAM	6,100
WEB FORM SERVICE	6,500
HELPDESK SOFTWARE	1,000
REMOTE SUPPORT SOFTWARE	2,500
VEHICLE STICKER SOFTWARE	6,500
ACCESS CONTROL SYSTEM	4,500
VILLAGE WEBSITE	10,500
ANTIVIRUS	3,000
SSL SECURITY CERTIFICATE	500
SMTP SERVICE	100
PHONE SYSTEM	6,300
PDF SOFTWARE	500
FILE SHARING SERVICE - COMMUNITY DEVELOPMENT	1,200
ERP DATABASE SOFTWARE LICENSING	5,500
PCI COMPLIANCE SCANNING	1,100
GIS SOFTWARE	1,300
WEB SECURITY GATEWAY APPLIANCE	1,400
VILLAGE ELECTRONIC SIGN MAINTENANCE	1,200
ENDPOINT IMAGING SOFTWARE	1,000
121400 521055 - PROFESSIONAL SERVICES - OTHER	58,100
GIS SERVICES	36,500
IT CONSULTING	20,000
DOCUMENT MANAGEMENT SYSTEM SUPPORT	1,600
121400 521195 - TELECOMMUNICATIONS	72,000
CELL PHONE REIMBURSEMENT	600
CELL PHONE - VILLAGE	600
PHONE SERVICE/VILLAGE INTERNET - ADMIN	29,000
PHONE SERVICE - POLICE DEPARTMENT	6,500
PHONE SERVICE - PUBLIC WORKS	7,500
BROADBAND INTERNET SERVICE	2,000
FIBER NETWORK MAINTENANCE	9,000
NETWORK CONNECTION - VILLAGE LINKS	10,800
NETWORK CONNECTION - FIRE DEPARTMENT	6,000
121400 530100 - OFFICE SUPPLIES	300
121400 530105 - OPERATING SUPPLIES	800

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ACCOUNTS FOR:	2021 BUDGET
121400 570110 - COMPUTER EQUIPMENT/PROJECTS	138,000
PC REPLACEMENT PROGRAM	28,000
MISCELLANEOUS HARDWARE/SOFTWARE NEEDS	10,000
MICROSOFT OFFICE	50,000
NETWORK HARDWARE	50,000
121400 590600 - TRANSFER TO INSURANCE - HEALTH	24,500
HEALTH INSURANCE CONTRIBUTION	24,500
121400 590610 - TRANSFER TO INSURANCE - GEN	2,600
GENERAL INSURANCE TRANSFER	2,600
TOTAL INFORMATION TECHNOLOGY	830,265

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: SENIOR SERVICES

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021 % CHG 2020 ORG BUD
121500	SENIOR SERVICES							
121500	510120	SALARIES - NON PENSIONABLE	55,307	56,100	56,100	58,700	58,580	4.4%
121500	510400	FICA TAXES	4,231	4,300	4,300	4,500	4,300	0.0%
121500	520160	SENIOR CENTER GRANT EXPENSES	1,915	-	-	3,000	-	0.0%
121500	520500	SENIOR TRANSPORTATION	22,204	20,000	20,000	14,250	20,000	0.0%
121500	520600	DUES-SUBSCRIPTIONS-REG FEES	50	250	250	375	300	20.0%
121500	520620	EMPLOYEE EDUCATION	14	900	900	-	900	0.0%
121500	521055	PROFESSIONAL SERVICES - OTHER	2,220	2,100	2,100	2,100	2,280	8.6%
121500	521195	TELECOMMUNICATIONS	1,620	1,700	1,700	1,700	1,740	2.4%
121500	530105	OPERATING SUPPLIES	5,252	5,000	5,000	5,000	5,000	0.0%
121500	580110	EQUIPMENT/CAPITAL OUTLAY	-	500	500	500	500	0.0%
TOTAL	SENIOR SERVICES		92,813	90,850	90,850	90,125	93,600	3.0%

FUND: GENERAL FUND
 DEPARTMENT: ADMINISTRATION
 ORGANIZATION: SENIOR SERVICES

ACCOUNTS FOR:	2021 BUDGET
121500 SENIOR SERVICES	
121500 510120 - SALARIES - NON PENSIONABLE	58,580
SENIOR SERVICES COORDINATOR	30,700
SENIOR SERVICES COORDINATOR	26,500
2.25% MERIT INCREASE FOR DEPARTMENT	1,380
121500 510400 - FICA TAXES	4,300
121500 520500 - SENIOR TRANSPORTATION	20,000
RIDE DUPAGE/RIDE TO WORK PROGRAM	20,000
SUBSIDY	
121500 520600 - DUES-SUBSCRIPTIONS-REG FEES	300
ILLINOIS SENIOR CENTER MEMBERSHIP DUES	100
(2-SENIOR SERVICES COORDINATORS)	
SENIOR NEWSLETTER ANNUAL SUBSCRIPTION	150
ZOOM SUBSCRIPTION	50
121500 520620 - EMPLOYEE EDUCATION	900
IL ANNUAL CONFERENCE ON AGING (2-SENIOR	300
SERVICES COORDINATORS)	
STATE MEDICARE SEMINARS	300
SENIOR ASSOC. TRAINING SEMINARS AND	300
WORKSHOPS	
121500 521055 - PROFESSIONAL SERVICES - OTHER	2,280
OFFICE LEASE-CUSTODIAL SERVICES FEE	2,280
121500 521195 - TELECOMMUNICATIONS	1,740
OFFICE LEASE-TELECOMM FEES	1,740
121500 530105 - OPERATING SUPPLIES	5,000
COPIER MAINTENANCE CONTRACT	3,000
OFFICE SUPPLIES	1,500
SUPPLIES FOR SENIOR GATHERINGS & EVENTS	500
121500 580110 - EQUIPMENT/CAPITAL OUTLAY	500
OFFICE EQUIPMENT REPAIR OR REPLACEMENT	500
TOTAL SENIOR SERVICES	93,600

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: HISTORY PARK

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021 % CHG 2020 ORG BUD
121600		HISTORY PARK - ADMIN/FACILITIES						
121600	520970	MAINTENANCE-BUILDING & GROUNDS	2,281	3,000	3,000	2,500	3,000	0.0%
121600	521055	PROFESSIONAL SERVICES - OTHER	1,936	1,580	1,580	1,950	1,950	23.4%
121600	521195	TELECOMMUNICATIONS	-	600	600	-	-	-100.0%
121600	521200	UTILITIES	12,936	10,000	10,000	12,000	12,500	25.0%
TOTAL		HISTORY PARK - ADMIN/FACILITIES	17,152	15,180	15,180	16,450	17,450	15.0%
121610		HISTORY PARK - PUBLIC WORKS						
121610	510100	SALARIES - PENSIONABLE	3,201	5,000	5,000	4,000	5,000	0.0%
121610	510400	FICA TAXES	245	400	400	320	400	0.0%
121610	510500	IMRF EMPLOYER CONTRIBUTIONS	229	500	500	400	500	0.0%
121610	520970	MAINTENANCE-BUILDING & GROUNDS	4,551	6,100	6,100	5,000	5,000	-9.8%
TOTAL		HISTORY PARK - PUBLIC WORKS	8,226	12,000	12,000	9,720	10,900	-5.0%
TOTAL		HISTORY PARK	25,378	27,180	27,180	26,170	28,350	6.1%

FUND: GENERAL FUND
 DEPARTMENT: ADMINISTRATION
 ORGANIZATION: HISTORY PARK

ACCOUNTS FOR:	2021 BUDGET
121600 HISTORY PARK - ADMIN/FAC	
121600 520970 - MAINTENANCE-BUILDING & GROUNDS UNSCCHEDULED OR EMERGENCY REPAIRS AND MAINTENANCE	3,000 3,000
121600 521055 - PROFESSIONAL SERVICES - OTHER	1,950
PEST CONTROL	800
FIRE ALARM MONITORING	650
MISCELLANEOUS	500
121600 521200 - UTILITIES	12,500
ELECTRICITY	8,500
NATURAL GAS	3,000
WATER/SEWER	1,000
TOTAL HISTORY PARK - ADMIN/FAC	17,450
121610 HISTORY PARK - PUBLIC WORKS	
121610 510100 - SALARIES - PENSIONABLE	5,000
THIS REPRESENTS SALARY AND BENEFIT EXPENSES FOR PUBLIC WORKS TO MAINTAIN THE HISTORY PARK FACILITIES	5,000 5,000
121610 510400 - FICA TAXES	400
121610 510500 - IMRF EMPLOYER CONTRIBUTIONS	500
121610 520970 - MAINTENANCE-BUILDING & GROUNDS	5,000
PROVIDES FUNDING FOR REGULAR MAINTENANCE OF OUTDOOR FACILITIES AND LANDSCAPING IN ALL SEASONS	5,000 5,000
TOTAL HISTORY PARK - PUBLIC WORKS	10,900
TOTAL HISTORY PARK	28,350

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: LAW

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020
121700	LAW							
121700	510100	SALARIES - PENSIONABLE	185,237	194,000	194,000	188,000	190,875	-1.6%
121700	510400	FICA TAXES	11,771	12,500	12,500	12,500	12,500	0.0%
121700	510500	IMRF EMPLOYER CONTRIBUTIONS	9,404	10,700	10,700	10,500	11,400	6.5%
121700	520600	DUES-SUBSCRIPTIONS-REG FEES	5,174	5,180	5,180	5,180	5,180	0.0%
121700	520620	EMPLOYEE EDUCATION	-	500	500	300	500	0.0%
121700	520625	TRAVEL	-	150	150	-	150	0.0%
121700	520700	LEGAL - GENERAL COUNSEL	19,859	5,000	5,000	50,000	5,000	0.0%
121700	520702	LEGAL - HEARING OFFICER	2,662	4,500	4,500	3,000	4,500	0.0%
121700	520705	LEGAL - PROSECUTORIAL SERVICES	77,466	85,000	85,000	75,000	85,000	0.0%
121700	521055	PROFESSIONAL SERVICES - OTHER	8,500	-	-	3,500	-	0.0%
121700	521195	TELECOMMUNICATIONS	900	900	900	900	900	0.0%
121700	521230	PUBLIC RELATIONS	-	100	100	50	100	0.0%
121700	530100	OFFICE SUPPLIES	128	100	100	100	100	0.0%
121700	590600	TRANSFER TO INSURANCE - HEALTH	6,759	7,000	7,000	7,300	7,400	5.7%
121700	590610	TRANSFER TO INSURANCE - GEN	1,000	1,000	1,000	1,000	1,000	0.0%
TOTAL	LAW		328,860	326,630	326,630	357,330	324,605	-0.6%

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: LAW

ACCOUNTS FOR:	2021 BUDGET
121700 LAW	
121700 510100 - SALARIES - PENSIONABLE	190,875
VILLAGE ATTORNEY	178,000
ADMIN ASST II (50%)	9,400
2.25% MERIT INCREASE FOR DEPARTMENT	3,475
121700 510400 - FICA TAXES	12,500
121700 510500 - IMRF EMPLOYER CONTRIBUTIONS	11,400
IMRF @ 8.92%	11,400
121700 520600 - DUES-SUBSCRIPTIONS-REG FEES	5,180
WESTLAW SUBSCRIPTION	4,050
ATTORNEY REGISTRATION AND DISCIPLINARY	380
COMMISSION	
DUPAGE BAR ASSOCIATION	150
MISCELLANEOUS	600
121700 520620 - EMPLOYEE EDUCATION	500
INSTITUTE OF CONTINUING LEGAL EDUCATION	500
TRAINING & RELATED LEGAL SEMINARS	
121700 520625 - TRAVEL	150
CONTINUING LEGAL EDUCATION SEMINARS AND	150
SEMI-ANNUAL MICA MEETINGS	
121700 520700 - LEGAL - GENERAL COUNSEL	5,000
OUTSIDE LEGAL COUNSEL	5,000
121700 520702 - LEGAL - HEARING OFFICER	4,500
ADMINISTRATIVE HEARING OFFICER	4,500
121700 520705 - LEGAL - PROSECUTORIAL SERVICES	85,000
VILLAGE PROSECUTOR OUTSIDE LEGAL	85,000
SERVICES	
121700 521195 - TELECOMMUNICATIONS	900
CELL PHONE STIPEND (VILLAGE ATTORNEY)	900
121700 521230 - PUBLIC RELATIONS	100
INCIDENTAL EXPENSES-BUSINESS MEETINGS	100
AND COMMUNITY RELATIONS FUNCTIONS	
121700 530100 - OFFICE SUPPLIES	100
121700 590600 - TRANSFER TO INSURANCE - HEALTH	7,400
HEALTH INSURANCE CONTRIBUTION	7,400
121700 590610 - TRANSFER TO INSURANCE - GEN	1,000
GENERAL INSURANCE TRANSFER	1,000
TOTAL LAW	324,605

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020 ORG BUD
126500	ECONOMIC DEVELOPMENT/MARKETING							
126500	510100	SALARIES - PENSIONABLE	38,768	70,000	70,000	33,000	63,100	-9.9%
126500	510300	TEMPORARY HELP	990	-	-	30,000	-	0.0%
126500	510400	FICA TAXES	3,019	5,400	5,400	4,900	4,850	-10.2%
126500	510500	IMRF EMPLOYER CONTRIBUTIONS	2,830	6,400	6,400	3,000	5,700	-10.9%
126500	520206	ECONOMIC DEVELOPMENT INCENTIVE	99,749	279,700	279,700	147,000	214,000	-23.5%
126500	520310	HOLIDAY DECORATIONS	35,981	38,000	38,000	38,000	46,000	21.1%
126500	520406	FACADE AWARD PROGRAM	-	15,000	15,000	15,000	15,000	0.0%
126500	520407	ALLIANCE OF DOWNTOWN GE	76,250	76,250	76,250	76,250	76,250	0.0%
126500	520600	DUES-SUBSCRIPTIONS-REG FEES	8,616	8,900	8,900	8,900	9,500	6.7%
126500	520620	EMPLOYEE EDUCATION	352	2,250	2,250	500	1,000	-55.6%
126500	520625	TRAVEL	161	1,700	1,700	-	200	-88.2%
126500	520900	POSTAGE & SHIPPING	21,684	23,500	23,500	11,500	23,000	-2.1%
126500	520903	MARKETING/ADVERTISING	8,875	15,000	15,000	12,000	10,000	-33.3%
126500	520905	PRINTING	26,872	29,650	29,650	17,500	29,150	-1.7%
126500	521055	PROFESSIONAL SERVICES - OTHER	2,141	7,000	7,000	3,500	3,000	-57.1%
126500	521057	CBD SNOW REMOVAL	31,667	19,000	19,000	19,000	22,000	15.8%
126500	521195	TELECOMMUNICATIONS	300	1,200	1,200	600	1,200	0.0%
126500	521230	PUBLIC RELATIONS	2,843	20,430	20,430	10,000	18,930	-7.3%
126500	530100	OFFICE SUPPLIES	83	400	400	400	400	0.0%
126500	590600	TRANSFER TO INSURANCE - HEALTH	891	21,400	21,400	2,000	-	-100.0%
126500	590610	TRANSFER TO INSURANCE - GEN	1,200	1,300	1,300	1,300	1,300	0.0%
TOTAL	ECONOMIC DEVELOPMENT/MARKETING		363,271	642,480	642,480	434,350	544,580	-15.2%

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

ACCOUNTS FOR:	2021 BUDGET
126500 ECONOMIC DEVELOPMENT/MARKETING	
126500 510100 - SALARIES - PENSIONABLE	63,100
ECONOMIC DEVELOPMENT COORDINATOR	63,100
126500 510400 - FICA TAXES	4,850
ER FICA/MED	4,850
126500 510500 - IMRF EMPLOYER CONTRIBUTIONS	5,700
IMRF @ 8.92%	5,700
126500 520206 - ECONOMIC DEVELOPMENT INCENTIVE	214,000
HAGGERTY CHEVROLET	81,000
DESITTER	3,000
PETES MARKET - BASED ON 2020 EST	100,000
BUCKYS GAS STATION - ESTIMATE	30,000
126500 520310 - HOLIDAY DECORATIONS	46,000
SEASONAL DECORATIONS	38,000
CHRISTMAS TREE DECORATIONS	8,000
126500 520406 - FACADE AWARD PROGRAM	15,000
FACADE AWARDS FOR COMMERCIAL DISTRICTS	15,000
ON ROOSEVELT ROAD AND STACY'S HISTORIC	
CORNER	
126500 520407 - ALLIANCE OF DOWNTOWN GE	76,250
FUNDING FOR THE ALLIANCE OF DOWNTOWN	71,250
GLEN ELLYN FOR EVENTS, MARKETING AND	
GENERAL BUSINESS SUPPORT	
JAZZ UP CONTRIBUTION	5,000
126500 520600 - DUES-SUBSCRIPTIONS-REG FEES	9,500
3CMA MEMBERSHIP (1)	400
ICSC MEMBERSHIP	100
VILLAGE'S MEMBERSHIP TO DCVB	9,000
126500 520620 - EMPLOYEE EDUCATION	1,000
COMMUNICATIONS CONFERENCE	500
ECON DEV CONFERENCE	500
126500 520625 - TRAVEL	200
MILEAGE	200
126500 520900 - POSTAGE & SHIPPING	23,000
POSTAGE: DIRECT MAILER POSTCARDS TO	10,500
COMMUNITY (3 TIMES THROUGHOUT YEAR)	
QUARTERLY VILLAGE NEWSLETTER	12,500

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

ACCOUNTS FOR:	2021 BUDGET
126500 520903 - MARKETING/ADVERTISING ADVERTISING CAMPAIGN	10,000 10,000
126500 520905 - PRINTING	29,150
PRINTED MATERIALS FOR MARKETING CAMPAIGNS (POSTCARDS)	8,000 8,000
BIG BELLY POSTERS	1,500
EVENT BOOKMARKS	550
SHOP AND DINE	1,800
RESIDENT HANDBOOK	1,500
COLLATERAL/SIGNAGE	1,500
QUARTERLY VILLAGE NEWSLETTER & SPRING ENVIRONMENTAL INSERT	12,500 12,500
SNOW REMOVAL MAILING TO CBD BUSINESSES	1,800
126500 521055 - PROFESSIONAL SERVICES - OTHER	3,000
GRAPHIC DESIGN: POSTCARDS, PRINT ADS	3,000
RESIDENT HANDBOOK AND OTHER COLLATERAL MATERIALS	
126500 521057 - CBD SNOW REMOVAL	22,000
SNOW REMOVAL IN CBD	22,000
126500 521195 - TELECOMMUNICATIONS	1,200
ECON DEVELOPMENT DIRECTOR CELL PHONE STIPEND	600 600
COMMUNICATIONS COORDINATOR CELL PHONE STIPEND	600 600
126500 521230 - PUBLIC RELATIONS	18,930
PARTNERED ORGANIZATION EVENTS SUCH AS CHAMBER, DCVB, CHOOSE DUPAGE AND OTHER FOR BOTH COMMUNICATIONS AND ECON DEV	500 500
VILLAGE HOSTED COMMERCIAL REAL ESTATE BROKER EVENTS	500 500
SPROUT SOCIAL YEARLY SUBSCRIPTION	750
DONATIONS/GIFT ITEMS	500
CONSTANT CONTACT	1,680
ADDITIONAL FRIDA KAHLO EXHIBIT PUBLIC RELATIONS	10,000 10,000
CHAMBER CONTRIBUTION	5,000
126500 530100 - OFFICE SUPPLIES	400
MISC OFFICE SUPPLIES	400
126500 590610 - TRANSFER TO INSURANCE - GEN	1,300
GENERAL INSURANCE TRANSFER	1,300
TOTAL ECONOMIC DEVELOPMENT/MARKETING	544,580

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, Glen Ellyn Public Library (GEPL), Glenbard Wastewater Authority (GWA), and Glen Ellyn Volunteer Fire Company (GEVFC).

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 took 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 the Cashiers Office to provide better delineation of the cost of the two operations.

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 for Calendar Year 2021 includes 4 full-time employees and 9 part-time employees. One full-time position, a Payroll Specialist, is being kept vacant in 2021 due to the budgetary pressures of Covid-19.

Administration and Operations - This segment of the department is currently staffed by three full-time employees, a Finance Director, Assistant Finance Director, and Staff Accountant. This segment also includes two part-time employees, an Accounts Payable Coordinator and a Business Office Coordinator. Primary responsibilities of this area are 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 transactions 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, and the Glen Ellyn Volunteer Fire Company.

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 30 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.

Cashiers Office - The Cashiers Office is staffed by a full-time Accounts Manager, four part-time Accounts Receivable Specialists and three part-time Billing Specialists. 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, email and in person at the Civic Center as well as receiving utility bill payments electronically from external financial institutions, which perform 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 8,200 water/sewer and 7,450 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 Community Development Department) and the parking permit renewal process which covers more than 1200 customers parking in various lots throughout the Central Business District. Other transactions include the collection of building permit fees, real estate transfer taxes, and other miscellaneous fees.

Key Performance Metrics for the department include:

Metric	2018	2019	2020 projected	2021 budget
Payments Processed	28,109	28,376	18,000	28,000
Real Estate Transfer Stamps	625	663	650	650
Invoices Processed	11,243	11,616	11,358	11,500

Accomplishments for Fiscal Year 2020

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.

- Excellence in Financial Reporting – For the fourteenth consecutive year, the Village's Comprehensive Annual Financial Report (CAFR) was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA).
- Distinguished Budget Presentation Award – The Village received the Distinguished Budget Presentation Award for the FY2020 Budget.
- Completed the Annual Audit – The annual audit was completed and was submitted for consideration for the Government Finance Officers Association's Award for Excellence in Financial Reporting.
- Maintained the Village's AAA bond rating which was reaffirmed during the issuance of the 2020 General Obligation Bonds.
- The Scorecard was updated in 2020 and reformatted to provide a more useful report to the Village Board and residents.
- The department continued the process of automating the accounts payable cycle. The Administration, Finance, and Community Development departments went live in 2019 and the Police Department went live in 2020 and the Village Links/Reserve 22 will go live at the end of 2020. The remaining departments are anticipated to be implemented in 2021 after the software upgrade.
- Managed the effects of the Covid-19 pandemic
 - Implemented Families First Act leave accruals in the payroll system
 - Assisted with layoffs and rehires for the Village Links/Reserve 22
 - Assisted in development and implementation of policies for Covid-19
 - During March to June 2020, maintained all operations while the building was closed to the public. Implemented new customer options such as credit card payment over the phone.
 - Began financial modeling of the pandemic effects in March 2020 and updated the model several times throughout 2020. Provided regular updates to the Finance Commission and Village Board.
 - Reviewed the capital program in light of the pandemic and worked with engineering to modify the capital program.

- Assisted administration during the vacancy of the Assistant Village Manager position.
- Assisted in reviewing redevelopment agreements.
- Managed the wellness program, including coordination of the annual screening and other wellness events.
- Issued bonds associated with the parking garage and Central Business District Street and streetscape projects.

Goals and Objectives for Fiscal Year 2021

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:

- Maintain AAA rating by maintaining a diverse tax base, strong financial policies and healthy reserves.
- 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.
- Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- Implementation of new Government Accounting Standards Board Pronouncements, as applicable.
- Continue to maintain continuity of operations during the Covid-19 pandemic and address any issues as they arise.
- Research and implement process improvements by utilizing available functions in the ERP system including:
 - Begin the process of automating purchasing card statements.
 - Automate the personnel change of status form
 - Research project ledger module for the capital program
- Track and retain leases and grant information.
- Research project ledger tracking module in financial software.
- Complete a water and sewer rate study.
- After the implementation of the new MIU's for the water billing system, the department has the goal of reducing the number of weeks that water and sewer service is billed in arrears.

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: ADMIN & OPERATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
122100 FINANCE - ADMIN & OPERATIONS								
122100	510100	SALARIES - PENSIONABLE	406,359	448,400	448,400	402,000	404,740	-9.7%
122100	510200	OVERTIME	-	-	-	1,000	2,000	0.0%
122100	510400	FICA TAXES	29,822	33,500	33,500	30,700	30,400	-9.3%
122100	510500	IMRF EMPLOYER CONTRIBUTIONS	27,091	38,500	38,500	36,500	33,200	-13.8%
122100	520305	EMPLOYEE RECOGNITION	286	300	300	300	300	0.0%
122100	520600	DUES-SUBSCRIPTIONS-REG FEES	1,472	2,105	2,105	2,000	2,110	0.2%
122100	520620	EMPLOYEE EDUCATION	1,515	2,500	2,500	500	2,500	0.0%
122100	520625	TRAVEL	2,200	2,400	2,400	-	2,400	0.0%
122100	520650	PUBLIC NOTICES	3,054	3,100	3,100	3,100	3,200	3.2%
122100	520825	AUDIT	31,536	32,035	32,035	32,036	32,540	1.6%
122100	520835	BANKING SERVICES	-	-	-	3,500	8,400	0.0%
122100	520900	POSTAGE & SHIPPING	24,162	27,800	27,800	24,000	24,800	-10.8%
122100	520975	MAINTENANCE-EQUIPMENT	1,305	2,000	2,000	2,000	2,000	0.0%
122100	521055	PROFESSIONAL SERVICES - OTHER	26,361	-	-	-	6,100	0.0%
122100	521195	TELECOMMUNICATIONS	600	600	600	600	600	0.0%
122100	530100	OFFICE SUPPLIES	1,830	3,000	3,000	2,000	2,000	-33.3%
122100	530105	OPERATING SUPPLIES	1,883	2,700	2,700	2,200	2,300	-14.8%
122100	580110	EQUIPMENT/CAPITAL OUTLAY	853	-	7,200	5,000	-	0.0%
122100	590600	TRANSFER TO INSURANCE - HEALTH	49,273	51,700	51,700	43,800	38,800	-25.0%
122100	590610	TRANSFER TO INSURANCE - GEN	1,900	2,100	2,100	2,100	2,200	4.8%
TOTAL	FINANCE - ADMIN & OPERATIONS		611,502	652,740	659,940	593,336	600,590	-8.0%

FUND: GENERAL FUND
 DEPARTMENT: FINANCE
 ORGANIZATION: FINANCE ADMIN & OPERATIONS

ACCOUNTS FOR:	2021 BUDGET
122100 FINANCE - ADMIN & OPERATIONS	
122100 510100 - SALARIES - PENSIONABLE	404,740
FINANCE DIRECTOR	143,300
ASSISTANT FINANCE DIRECTOR	94,700
PAYROLL SPECIALIST	-
ACCOUNTS PAYABLE COORDINATOR	34,900
BUSINESS OFFICE COORDINATOR FOR VILLAGE	46,000
LINKS/RESERVE 22. COST TO THE GENERAL	
FUND IS OFFSET BY AN IFT FROM THE	
VILLAGE LINKS/RESERVE 22	
STAFF ACCOUNTANT	78,500
2.25% MERIT INCREASE FOR DEPARTMENT	7,340
122100 510200 - OVERTIME	2,000
122100 510400 - FICA TAXES	30,400
122100 510500 - IMRF EMPLOYER CONTRIBUTIONS	33,200
IMRF	33,200
122100 520305 - EMPLOYEE RECOGNITION	300
MISCELLANEOUS EMPLOYEE RECOGNITION	300
EXPENDITURES	
122100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,110
ILLINOIS GOVT FINANCE OFFICERS	420
MEMBERSHIP FOR DIRECTOR AND ASST	
DIRECTOR	
ILLINOIS CPA SOCIETY MEMBERSHIP FOR	340
DIRECTOR	
GFOA MEMBERSHIP FOR DIRECTOR AND ASST	375
DIRECTOR	
COMPREHENSIVE ANNUAL FINANCIAL REPORT	530
AWARD APPLICATION FEE	
BUDGET AWARD APPLICATION FEE	445
122100 520620 - EMPLOYEE EDUCATION	2,500
IGFOA TRAINING SEMINARS	530
PAYROLL SEMINAR	175
IGFOA STATE CONFERENCE FOR DIRECTOR AND	750
ASST DIRECTOR	
GFOA CONFERENCE FOR DIRECTOR	420
MISC TRAINING	400
GFOA WEBINAR	225
122100 520625 - TRAVEL	2,400
IGFOA CONFERENCE TRAVEL FOR DIRECTOR	1,000
AND ASST DIRECTOR	
GFOA CONFERENCE TRAVEL FOR DIRECTOR	1,200
MISC TRAVEL COSTS	200

FUND: GENERAL FUND
 DEPARTMENT: FINANCE
 ORGANIZATION: FINANCE ADMIN & OPERATIONS

ACCOUNTS FOR:	2021 BUDGET
122100 520650 - PUBLIC NOTICES	3,200
BUDGET PUBLIC HEARING NOTICE	200
PROPERTY TAX LEVY PUBLIC HEARING NOTICE	800
ANNUAL TREASURER'S REPORT PUBLICATION	2,200
122100 520825 - AUDIT	32,540
ANNUAL AUDIT	32,500
AUDIT CONFIRMATION FEES	40
122100 520835 - BANKING SERVICES	8,400
122100 520900 - POSTAGE & SHIPPING	24,800
ALL GENERAL OUTGOING POSTAGE	24,000
METERED AT THE CIVIC CENTER	
POSTAL PERMITS	700
MISC FED-EX COSTS	100
122100 520975 - MAINTENANCE-EQUIPMENT	2,000
POSTAGE MACHINE RENTAL (\$500 PER QUARTER)	2,000
122100 521055 - PROFESSIONAL SERVICES	6,100
OPEB REPORT REQUIRED FOR AUDIT	6,100
122100 521195 - TELECOMMUNICATIONS	600
CELL PHONE STIPEND FOR DIRECTOR AND ASST DIRECTOR	600
122100 530100 - OFFICE SUPPLIES	2,000
MISCELLANEOUS OFFICE SUPPLIES	2,000
122100 530105 - OPERATING SUPPLIES	2,300
CHECK STOCK	1,000
YEAR END TAX FORMS	400
DOCUMENT DESTRUCTION COST	500
MISC OPERATING SUPPLIES	400
122100 590600 - TRANSFER TO INSURANCE - HEALTH	38,800
HEALTH INSURANCE CONTRIBUTION	38,800
122100 590610 - TRANSFER TO INSURANCE - GEN	2,200
GENERAL INSURANCE TRANSFER	2,200
TOTAL FINANCE - ADMIN & OPERATIONS	600,590

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
122200 FINANCE - CASHIERS OFFICE								
122200	510100	SALARIES - PENSIONABLE	97,570	115,000	115,000	114,000	122,080	6.2%
122200	510120	SALARIES - NON PENSIONABLE	151,345	140,200	140,200	127,600	138,000	-1.6%
122200	510400	FICA TAXES	18,724	19,500	19,500	19,000	19,500	0.0%
122200	510500	IMRF EMPLOYER CONTRIBUTIONS	6,778	10,500	10,500	7,500	10,400	-1.0%
122200	520305	EMPLOYEE RECOGNITION	339	350	350	350	350	0.0%
122200	520620	EMPLOYEE EDUCATION	141	400	400	-	400	0.0%
122200	520625	TRAVEL	-	50	50	-	50	0.0%
122200	520835	BANKING SERVICES	3,885	5,562	5,562	5,000	4,532	-18.5%
122200	520900	POSTAGE & SHIPPING	4,434	6,008	6,008	5,800	4,257	-29.1%
122200	520905	PRINTING	10,254	11,925	11,925	8,000	12,400	4.0%
122200	520975	MAINTENANCE-EQUIPMENT	415	-	-	-	-	0.0%
122200	530100	OFFICE SUPPLIES	3,315	3,280	3,280	3,200	3,280	0.0%
122200	530105	OPERATING SUPPLIES	3,347	3,800	3,800	3,588	4,875	28.3%
122200	590600	TRANSFER TO INSURANCE - HEALTH	17,063	17,200	17,200	17,700	17,500	1.7%
122200	590610	TRANSFER TO INSURANCE - GEN	1,400	1,500	1,500	1,500	1,500	0.0%
TOTAL	FINANCE - CASHIERS OFFICE		319,010	335,275	335,275	313,238	339,124	1.1%

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE

ACCOUNTS FOR:	2021 BUDGET
122200 FINANCE - CASHIERS OFFICE	
122200 510100 - SALARIES - PENSIONABLE	122,080
ACCOUNTS MANAGER	79,400
BILLING SPECIALIST II	36,800
2.25% MERIT INCREASE FOR DEPARTMENT	5,880
122200 510120 - SALARIES - NON PENSIONABLE	138,000
TWO PART-TIME BILLING SPECIALIST I	45,500
FOUR PART-TIME ACCOUNTS RECEIVABLE SPECIALISTS	92,500
122200 510400 - FICA TAXES	19,500
FICA/MED	19,500
122200 510500 - IMRF EMPLOYER CONTRIBUTIONS	10,400
IMRF	10,400
122200 520305 - EMPLOYEE RECOGNITION	350
VEHICLE STICKER LUNCH	120
EE RECOGNITION	230
122200 520620 - EMPLOYEE EDUCATION	400
MISC TRAININGS	200
IGFOA TRAINING SEMINARS	200
122200 520625 - TRAVEL	50
MISC MILEAGE REIMBURSEMENTS (LOCAL MEETINGS)	50
122200 520835 - BANKING SERVICES	4,532
VEHICLE STICKER ONLINE GATEWAY	721
VEHICLE STICKER ONLINE CREDIT CARD PROCESSING FEES	3,811
122200 520900 - POSTAGE & SHIPPING	4,257
VEHICLE STICKER MAILING	4,017
VEHICLE STICKER POSTAGE PERMIT	240
122200 520905 - PRINTING	12,400
VEHICLE STICKER FORM PRINTING FOR ANNUAL MAILING	5,500
NEW RESIDENT APPLICATIONS	320
TRANSFER TAX FORMS	200
TRANSFER TAX REFUND FORMS	120
RETT STAMP DECALS	300
FINAL WATER/CHANGE OF OWNERSHIP	300
CART CHANGEOUT BOOKS	300
DAILY WORK BATCH SLIPS	350
RECEIPT BOOKS	400
YARD/REFUSE/LEAF STICKER SALE BOOKS	810
MISC FORMS	700
BUSINESS LICENSE ANNUAL RENEWAL	400
VEHICLE STICKER SECOND NOTICE FORM AND PRINTING	2,700

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE

ACCOUNTS FOR:	2021 BUDGET
122200 530100 - OFFICE SUPPLIES	3,280
TONER CARTRIDGES	1,600
COPY PAPER	180
OFFICE SUPPLIES	1,500
122200 530105 - OPERATING SUPPLIES	4,875
VEHICLE STICKER DECALS	3,300
BUSINESS REGISTRATION DECALS	350
ENVELOPES	1,000
DEPOSIT SLIPS	225
122200 590600 - TRANSFER TO INSURANCE - HEALTH	17,500
HEALTH INSURANCE CONTRIBUTION	17,500
122200 590610 - TRANSFER TO INSURANCE - GEN	1,500
GENERAL INSURANCE CONTRIBUTION	1,500
TOTAL FINANCE - CASHIERS OFFICE	339,124

DEPARTMENT OF COMMUNITY DEVELOPMENT

DEPARTMENT OVERVIEW

The Community 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 Codes, Fire Code, Electric Code, Plumbing Code, Subdivision Regulations Code, Stormwater Ordinance, Appearance Review Guidelines, and Sign Code.

DEPARTMENT RESPONSIBILITIES

The Department provides support to the Plan Commission, Zoning Board of Appeals, Historic Preservation 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 14.75 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, provides fire safety inspections, conducts reviews of stormwater and grading plans, 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 complete or partial plan review services and inspections of elevator, plumbing, tree preservation, wetland, building, and traffic plans as well as legal expertise and assistance on special projects. Department employees and consultants also provide recommendations to assist the volunteer Boards and Commissions and the Village Board in making decisions about the various proposed applications that come before them.

2019/2020 HIGHLIGHTS

This narrative highlights projects completed between September 1, 2019, and August 31, 2020. During this time, the Village processed the annexation of three (3) properties and two (2) annexation agreements. This is down from eight (8) annexations in the previous year. The Village saw a 27 percent increase in the total number of building permits issued compared to the previous year from 1,916 to 2,431. Building permit value increased from the previous year by approximately 92 percent from \$57.30 million to \$110.13 million. A total of 21 new single-family home building permits were issued, down 22 percent from the previous year's 27. Permits for single-family alterations and additions increased from 153 to 1,152, with the value increasing more than 181 percent from \$8.97 million to \$25.25 million. Permits issued for commercial alterations/additions increased from 35 to 58, with the value increasing from \$4.27 million to \$10.88 million. Although the same number of new commercial construction building permits were issued this year compared to the previous year, a total five (5) permits each, the value for the 5 projects increased from \$6.86 to \$19.21 million. Overall, the value of commercial construction increased 170 percent from \$11.13 million to \$30.09 million. Furthermore, the Department continued to address several other necessary special projects in addition to coordinating the review of various building activities in 2019/2020; a description of some of those activities follows.

COVID-19 Impact & Response

Despite the disaster declaration and a shelter-in-place order by Governor Pritzker due to the Covid-19 pandemic, the Community Development Department continued to process all building permit and zoning approval applications, where some other municipalities were only processing emergency permits. The Department implemented a variety of operational changes to ensure the continuation of services. These changes included modifying how payments are processed and the allowance of electronic building permit application submission and acceptance of digital plans, as well as acceptance of credit card payment for permits and plan review fees over the phone. Refundable deposits that would normally require payment by check only were accepted by credit card over the phone as well. Fees were taken at the end of permit plan review instead of the time of application filing. To further improve the electronic submittal process, 14 application forms were updated, two new forms were created, and one new "What Application to Use" guide was created and posted to the Village website.

Due to Covid-19, many restaurants and bars were limited to take-out and/or delivery of their food and beverage menus. To assist these restaurants in their limited capacity with takeout services, the Department coordinated with the Public Works Department to create and distribute Glen Ellyn Curbside Pickup signs for downtown restaurants. In June when the Governor announced some of the restrictions on restaurants would be loosened as part of Phase 4 of the Restore Illinois Plan, the Village created new regulations, procedures and forms to allow businesses to safely maximize outdoor seating options. The Village Board also approved funding for the installation of a large tent on Main Street to allow the restaurants on Main Street additional outdoor seating. The Department was responsible for the inspection of the tent following its installation and remains responsible for ensuring ongoing compliance of outdoor seating and temporary tents throughout the Village.

Daily Activities

From September 1, 2019, to August 31, 2020, 3,163 customers visited the Community Development Department counter. This is approximately a 35 percent decrease from 4,844 customers seen the previous year. This reduction in face to face counter activity is due to the closure of the Civic Center to the public for more than three months and the continued high use of virtual methods by customers thereafter. While there were less customers physically coming into the building, the number of permits increased approximately 13 percent compared to the same time period in 2019, from 664 permits issued to 753.

A total of 5,633 building, elevator, site, and other inspections were conducted, and a total of 2,431 permits of all types were issued in 2019/2020. The Department also prepared 37 petitions or requests for the Village Board's review, predominantly related to zoning and/or development projects.

Code Enforcement

In 2004, the Department began issuing citations and in 2017, the Village started an internal Administrative Adjudication hearing process for code enforcement and property maintenance issues. Since 2004, a total of 345 citations have been issued. This year, the Village issued the first two Food and Beverage Tax non-payment citations for review through the Administrative Adjudication process. Due to the ongoing COVID-19 pandemic, code enforcement action has been deferred. This resulted in a decrease in citations issued and cases heard this year. From September 1, 2019, through August 31, 2020, 11 citations were issued, 15 citation cases were heard, and the total fines assessed were \$44,929.00.

Scanning Update

The Department continued its efforts to scan records, which began in 2002. Department staff scanned 1,615 building permit files in house, totaling 25,194 pages and 80 pages of business registrations. The Department staff also prepared 20 boxes of building permits, 20 rolls of large format plans, and four (4) boxes of commission files and sent them to an outside scanning company. Approximately 93 boxes remain in the attic of the Civic Center, and over 34 boxes remain in the Community Development Department. Archiving Department public records to a digital database is a recurring initiative in the Strategic Plan and the effort to complete it will continue for many years.

MUNIS Update

In the interest of customer service and transparency, the MUNIS Citizen Self Service project is planned to provide a way for customers to view building permit information online. This project began with training in the MUNIS Permit and Code Enforcement module and on-site visits to other municipalities. Several MUNIS Implementation training classes were attended by staff. Due to major updates to the MUNIS software and the new Fee and Deposit Schedule structure, all project types including each set of associated prerequisites, permits, inspections and plan reviews needed to be revised. Interdepartmental cooperation enabled the closing of 11 years of open Clearwater Inspections. Cleaning up the MUNIS database of any permits that are still open, yet have finished construction, is ongoing. Merging of duplicate address records and Parcel Identification Numbers (PINs) verification will be an additional ongoing project in coordination with the Finance Department before online viewing will be possible. Staff has also completed initial research of Tyler Technologies' Energov program to possibly replace our MUNIS program altogether.

Contractor Registration Elimination

On March 1, 2020, the Village Board approved the elimination of the contractor registration requirements. This is intended to expedite the permitting process while continuing to provide a similar level of protection for residents through the receipt of contractor bonds and insurance information.

Comprehensive Plan Update

The Village Board approved an agreement on June 25, 2018, with Houseal Lavigne Associates, LLC to update the Village's Comprehensive Plan. A draft of the Comprehensive Plan is currently under review by Village staff. Following additional input from the public at an open house in the fall of 2020, a formal review of the draft Plan by the Plan Commission and Village Board is anticipated to take place in winter of 2020.

Freedom of Information Requests

From September 1, 2019 to August 31, 2020, the Department processed 231 Freedom of Information Act (FOIA) requests resulting in approximately 16,588 pages of documents being identified, located, scanned, and sent to the requestor. The average number of pages per request was approximately 72 pages.

License Agreements

Due to the COVID-19 pandemic, the Illinois Department of Public Health (IDPH) issued restaurant and bar reopening guidance for indoor and outdoor seating in conjunction with enacting Phase 4 of Restore Illinois. The maximum occupancy of indoor dining was significantly decreased resulting in the need for expanded outdoor dining options to maximize available guest seating. The Village has historically granted license agreements for downtown restaurants, bars, and cafes to place seasonal

outdoor seating on Village public sidewalks. To expand options for outdoor seating in response to the IDPH regulations, the Village issued a substantially greater number of Sidewalk Café license agreements and also subsequently enacted new forms and approval processes to allow seating in the street, private property parking lot seating, and tent permits. The license agreements for additional outdoor seating due to Covid-19 are in addition to other kinds of license agreements the Department processes on an annual basis. The totals of each type of license agreement are listed below:

Outdoor Café License Agreements	22
Outdoor Café License Agreements that added street seating	9
Temporary Private Property Tents/Tables and Chairs	8
Vendor Cart License Agreements	2
Wind Enclosure License Agreements	2
TOTAL	43

Annexations & Annexation Agreements

The Village annexed three (3) properties and entered into two (2) annexation agreements between September 1, 2019 and August 31, 2020.

- Illinois Prairie Path Annexation. On January 13, 2020, the Village Board annexed the last remaining unincorporated portion of the Illinois Prairie Path within the Village’s planning jurisdiction and zoned the parcels CR Conservation Recreation District. The parcels are located on the east side of the Village, immediately south of the UP West Railroad. The annexation of this property gives the Village further opportunities for future annexation of adjacent neighborhoods by creating contiguity and wholly surrounding several properties.
- 1S750 Milton Avenue. On February 24, 2020, the Village Board approved an annexation agreement and the annexation of a single-family residence located at 1S750 Milton Avenue, just north of the Willowbrook Forest Preserve. The property owner petitioned the Village for annexation so the property could be connected to the Village’s sanitary sewer main. Village water is not available to the property at this time. The property was zoned R1 Residential District and was issued a new address of 380 S. Milton Avenue upon annexation.
- 2S611 Park Boulevard. On July 27, 2020, the Village Board approved the annexation of one single-family residence located at 2S611 Park Boulevard. This property is located on the east side of Park Boulevard in the Arboretum Estates East Subdivision. A current annexation agreement, signed in 2004, is recorded against the property and requires the property to be annexed and connected to Village water and sanitary sewer mains by 2023. The property owner petitioned for annexation in order to connect to Village utilities sooner. The property was zoned RE Residential District and a new address of 715 S. Park Boulevard was issued to the property upon annexation.
- 2S780 IL-53 & 22W151 Butterfield Road. On July 27, 2020, the Village Board voted to enter into an annexation agreement with the subject properties. The properties are located at the southwest corner of IL State Route 53 and Butterfield Road. They fall within the Village’s planning jurisdiction but are not contiguous to the Village’s corporate boundary at this time. The annexation agreement requires that the properties be annexed into the Village upon contiguity with the Village’s corporate boundary. Village utilities are not planned to extend to

this area and the property is currently serviced by the Illinois American Water Company for water and sewer. The properties will be redeveloped with a new gas station, car wash, and convenience store and a quick-serve restaurant with a drive-thru. Since the property remains unincorporated, DuPage County is responsible for reviewing and issuing all required zoning and building code approvals before construction.

Code Amendments

The Planning and Building Divisions within the Department regularly review the Village codes they administer for necessary updates in response to advancements in safety protocol, technology, and best practices. The codes are also routinely updated for any redundancies, conflicts, or inconsistencies that affect their enforcement or application to building permits and development applications. Provisions that are no longer applicable are removed. Below is a description of the four (4) amendments to the Village Code prepared by the Department and adopted by the Village Board between September 1, 2019, and August 31, 2019.

- **Small Cell/5G Regulations.** On April 12, 2018, former Illinois Governor Rauner signed into law Public Act 100-0585, which went into effect on June 1, 2018. This Act is now codified in the Illinois Compiled Statutes as 50 ILCS 840. It allows for the installation of small cellular service transmitters for the emittance of 5G wireless connections, which are commonly known as "small cell" devices, in public rights-of-way. The law limits the extent to which local municipal authorities may review and approve the installation of these devices on public property. In response to public concern regarding the safety of these devices being proximate to residential areas, the Village Board directed staff to draft regulations that will empower the Village to regulate these devices to the fullest extent that the state allows. Following several months of Village Board discussion and review, the Department in coordination with the Village Attorney prepared small cell regulations that were approved by the Village Board on April 27, 2020, to regulate small cells in the public right-of-way. Staff is currently working on Zoning Code text amendments to create regulations for small cell facilities that would be located on private property.
- **Zoning Code Amendments.** From September 1, 2019 to August 31, 2020, the Village Board adopted two (2) ordinances which amended various provisions in the Zoning Code, Title 10 of the Village Code. The first ordinance included the addition of permanent make up to the definition of beauty/barbershop, the granting of authority to the Community Development Director to automatically zone newly annexed properties CR Conservation Recreation District, the clarification of dumpster enclosure requirements, a provision to explicitly mandate the proper maintenance of landscaping, and a change to the maximum height of light poles. On December 9, 2019, the Village Board adopted these amendments. The Village Board also directed staff to prepare changes to the zoning districts in which tobacco, vape, and smoke shops were either a permitted or special use. On January 27, 2020, the Village Board elected to allow the subject use as a permitted use in the C3 Service Commercial District and eliminate it from the C5A Central Retail Core and C5B Central Service Subdistricts.
- **Other Village Code Amendments.** The Village Board adopted one (1) amendment to the Village Code which was prepared by the Community Development Department from September 1, 2019, through August 31, 2020. Section 2-13 of the Village Code was amended to reduce the

number of meetings required for the Local Landmark designation process. The Village Board approved the procedural change on December 9, 2019.

2019/2020 SIGNIFICANT DEVELOPMENT APPLICATIONS

From September 1, 2019 to August 31, 2020, the Department coordinated the review of numerous zoning relief requests and other applications. Below is a summary of significant development applications that were reviewed by the Planning division during this period.

- Civic Center Parking Garage (535 Duane Street). On January 27, 2020, the Village Board approved applications for a Special Use for a Planned Unit Development, a Special Use Permit for a public parking garage, and Exterior Appearance to allow the construction of the Civic Center Parking Garage. The four-story public parking garage will be immediately south of the Civic Center. The parking garage will provide 277 parking spaces and an additional ten (10) surface parking spaces will be in front of the Civic Center. This will add a net of 212 public parking spaces to the downtown. The dry utility permit to underground existing overhead utility lines was issued in the spring of 2020. The full building permit was issued in the summer of 2020. Construction is expected to be complete by the fall of 2021.
- Wendy's Restaurant (305 Roosevelt Road). On May 26, 2020, the Village Board approved the Exterior Appearance for Wendy's Restaurant to allow for substantial façade improvements to the exterior of the building. These improvements include the demolition of the solarium on the front façade and the replacement of the existing cornice and fascia with new finishes. The pylon sign on the site will also be removed and signage, landscaping, and screening will be updated throughout the site. The project will also include a complete interior remodel. Construction is expected to begin in the fall of 2020.
- BP Wash N Go (2S780 IL-53 & 22W151 Butterfield Road). On July 27, 2020, the Village Board approved an extraterritorial Minor Subdivision Plat with Variances from the Subdivision Regulations Code to create two new legal lots of record at the subject properties. The properties are currently unincorporated and developed with an existing gas station and a former bank. The property owner is redeveloping the property to construct a new gas station, car wash, and convenience store and a quick-serve restaurant with a drive-thru. Because the properties are located within unincorporated DuPage County, the Village does not have zoning jurisdiction and will not review the building permits. An annexation agreement was also approved for this property.
- Duane Street Townhomes (403-407 Duane Street). On July 27, 2020, the Village Board approved five (5) Zoning Variations and Exterior Appearance to allow the construction of four (4) three-story townhomes on the 10,000 square foot site. Each unit will be approximately 2,450 square feet and provide a tandem two-car garage, rear deck space, three (3) bedrooms, and three (3) full bathrooms. The building permit application is currently in review and construction is expected to begin in the fall of 2020.
- BP Trio Gas Station (339 Roosevelt Road). On July 27, 2020, the Village Board approved the Exterior Appearance for significant façade improvements to the exterior of the existing BP Trio gas station, car wash, and convenience store. The changes include new cultured stone veneer accents on the existing convenience store and car wash building's front façade, the

addition of an orange metal awning, new paint on the sides and rear façades, and updated signage and landscaping on the property. The building permit application is currently in review and construction is expected to begin in the fall of 2020.

2019/2020 PETITIONS REVIEWED

From September 1, 2019 to August 31, 2020, the Department coordinated the preparation of 33 Ordinances or Resolutions that approved 37 petitions by the Village Board. Several ordinances contained multiple applications. This number does not include other inquiries or petitions that may have been withdrawn before 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 five (5) years.

COMMUNITY DEVELOPMENT DEPARTMENT Petitions considered by the Village Board					
	9/15-	9/16-8/17	9/17-8/18	9/18-	9/19-8/20
Annexations	4	1	4	5	3
Annexation and/or Recapture (Agreements)	1	0	3	3	2
Exterior Appearance Review	7	11	9	3	4
Planned Unit Developments	2	3	3	2	1
Right-of-Way Vacations	3	3	0	1	0
Sign Variations	2	8	8	4	1
Special Use Permits	5	5	9	6	2
Subdivisions	2	1	3	0	2
Zoning Map Amendments	1	1	2	4	1
Zoning Code Amendments	0	0	12	8	3
Zoning Variations	29	25	20	11	8
Miscellaneous ¹	3	4	11	7	10
TOTAL	59	54	84	54	37

¹Includes Ordinances for Local Landmark Designations and License Agreements.

2019/2020 CONSTRUCTION PROJECT SUMMARY

From September 1, 2019 to August 31, 2020, the Department coordinated the review of numerous building permits and conducted a variety of inspections. Below is a summary of the building permits and inspections that were reviewed and/or approved by the building division during this period.

Residential Construction

From September 1, 2019 to August 31, 2020, permits were issued for the construction of 21 new single-family residences and 1,152 additions or alterations to single-family homes. This was a decrease of approximately 22 percent in new residential construction from 27 permits issued last year while alteration and addition permits increased by more than 650 percent. Overall estimated construction costs for single-family and multi-family residential properties increased from last year by approximately 105 percent from \$22.13 million to \$45.33 million. Information on select, significant residential construction projects is listed below.

- Georgetown by the River (1044-1050 Swift Road). This project is currently under construction and the Village Board approved an extension to the original PUD approval of a four-building, 48-unit condominium development. Two (2) of the four (4) buildings were constructed before the recession of 2008/2009. One (1) of the remaining two (2) buildings has been substantially completed, while the other is estimated to be completed in early 2021.
- Brookhaven Subdivision (Maya Court). Approved by the Village Board on April 20, 2015, the developer began construction of the ten-unit, single-family residential subdivision. Two (2) of the ten (10) units have been substantially completed at this time, and one (1) is under construction.
- Enclaves of Glen Oak (Cumnor Avenue & Fairway Street). A 12-unit single-family residential subdivision, approved by the Village Board in August 2016, is currently under construction. All of the units have been substantially completed, and the developer is working on completion of the right-of-way improvements and landscaping in and around the detention pond area this fall.
- Avere on Duane (437 Duane Street). Demolition of the six (6) existing buildings on the site started in August 2019. Construction of the 48-unit multi-family development began in October of 2019 and is expected to be substantially complete in March of 2021.

Nonresidential Construction

From September 1, 2019 to August 31, 2020, permits were issued for the construction of five (5) nonresidential buildings and 58 additions or alterations to nonresidential buildings. New nonresidential construction remained the same as the previous year, while the number of nonresidential alterations and additions increased by approximately 66 percent from the previous year. The estimated construction costs from new nonresidential construction increased approximately 180 percent from \$6.86 million to \$19.21 million. Information on select significant nonresidential construction projects is listed below.

- Bucky's Convenience Store & Gas Station (1125 Roosevelt Road). The construction of a new gas station and convenience store on the south side of Roosevelt Road east of I-355 began in February 2019. It opened for business in January 2020. The remaining landscaping and pond improvements are estimated to be complete in the fall of 2020.
- Raising Cane's Chicken Fingers (495-499 Roosevelt Road). In August 2019, construction of the new fast-food drive-thru establishment began in the formerly vacant locations of Arby's fast food restaurant and Caribou Coffee. Construction was completed and the restaurant opened in July 2020.
- APEX 400 (400 & 418 N. Main Street). On April 8, 2019, the Village Board approved Final Planned Unit Development Plans to allow the construction of a five-story mixed-use building with 107 apartments, 8,844 square feet of commercial space and a two-story parking garage. In August 2019, demolition of the former Giesche Shoe Store was completed. Although building permit applications had been filed and were in review, the project had been on hold while in litigation. On July 28, 2020, Judge Bonnie Wheaton of the Circuit Court of the 18th Judicial Circuit dismissed all remaining counts against the Village, GSP Development, LLC,

and 400 Main, LLC. The project has been issued a building permit and is now under construction.

- Civic Center Parking Garage (535 Duane Street). The construction of the parking garage and other related site improvements began in the spring of 2020 and are expected to be complete in the fall of 2021.

BUILDING PERMIT ACTIVITY

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

COMMUNITY DEVELOPMENT DEPARTMENT					
Building Permit Activity					
	9/15- 8/16	9/16- 8/17	9/17- 8/18	9/18- 8/19	9/19- 8/20
Total Building Permits Number ¹	1,496	1,558	1,560	1,916	2,431
Estimated millions ² \$	\$70.93	\$72.28	\$57.86	\$57.30	\$110.13
Single Family Residences					
New Construction	27	22	30	27	21
Estimated millions ² \$	\$14.14	\$11.18	\$18.22	\$13.16	\$9.08
Alterations/ Additions	191	177	200	153	1,152
Estimated millions ² \$	\$9.52	\$9.72	\$11.89	\$8.97	\$25.25
Multiple Family Residences					
Number of Buildings	1	3	0	0	1
Number of Units	4	31	0	0	48
Estimated millions ² \$	\$1.09	\$2.41	0	0	\$11.0
Alterations/ Additions	0	0	0	0	0
Estimated millions ² \$	0	0	0	0	0
Detached Garages (by themselves)	14	9	18	7	12
New Commercial					
New Construction	4	4	2	5	5
Estimated millions ² \$	\$27.88	\$27.70	\$1.90	\$6.86	\$19.21
Alterations/ Additions	86	116	77	35	58
Estimated millions ² \$	\$7.79	\$9.67	\$8.08	\$4.27	\$10.88
Demolition Permits Issued	21	22	29	24	19
Counter Customer Contacts	4,401	4,653	3,639	4,844	3,163
Contractors Registered	662	697	682	662	2,058
FOIA Requests	182	210	162	244	16,588
FOIA Pages Produced	6,369	12,245	6,512	8,484	13,728
Property Citations Issued	12	12	31	18	9

Citation Fines Assessed	\$400	\$8,565	\$36,453	\$113,550	\$25,700
Food and Beverage Tax Citations Issued					2
F&B Citation Taxes & Fines Assessed					\$19,229
Pages Scanned	11,598	19,656	15,355	5,525	25,194
Inspections					
Building	3,231	3,260	3,530	3,972	5,212
Elevator	95	118	95	66	108
Site	313	243	167	140	104
Complaints /Referrals	309	316	278	280	77
Drainage Complaints	81	34	28	94	132
TOTAL	4,029	3,971	4,098	4,552	5,633

¹Represents all types of permits, including demolitions and miscellaneous permits, such as fences, which are not separately listed in this chart.

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

Miscellaneous Construction Projects

A total of 1,163 miscellaneous building permits were issued for residential and nonresidential properties. This includes, but is not limited to, the following permit types: driveway approaches, signs, sheds, fire sprinklers, generators, HAVC units, fire alarms, parking lots, decks, pools, fences, garages, sewer, water, electrical, and plumbing.

2020/2021 UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects in 2021.

Mural/Public Art Approval Process

The Village created a mural application and approval process in anticipation of public murals for the Frida Kahlo exhibit. The Village also updated applications and procedures for streetlight banners to accommodate street banners in anticipation of the Frida Kahlo exhibit. Using this new process the Village Board approved a mural to celebrate Frida Kahlo, and it is now being painted on the north wall of the Olive n' Vinnie's business.

Comprehensive Plan Update

Village staff continues to work with Houseal Lavigne Associates, LLC to update the Village's Comprehensive Plan. A draft of the Comprehensive Plan is currently under review by Village staff. Following additional input from the public at an open house in the fall of 2020, a formal review of the draft Plan by the Plan Commission and Village Board is anticipated to take place in winter of 2020.

Appearance Review Guidelines

The Department will begin to review the Appearance Review Guidelines to modernize the document. Research has already been completed on the recommended plant and tree list in the guidelines to remove invasive species from the list.

Recreational Cannabis

On June 25, 2019, Governor Pritzker signed the Cannabis Regulation and Tax Act (CRTA) which legalized the sale, possession, and use of cannabis for recreational purposes in limited quantities by

persons 21 years and older, beginning January 1, 2020. On November 14, 2019, the Village Board voted to impose a moratorium on the sale of recreational cannabis in the Village. Subsequently, following feedback from Village residents, the Village Board approved language on April 27, 2020, to add an Advisory Referendum Question to the November 3, 2020, General Election ballot. The question will ask, "Shall the Village permit the sale of recreational cannabis within Village limits?" Ultimately, the Village Board must adopt an ordinance to allow or prohibit the sale of recreational cannabis. Due to the referendum, the moratorium was extended to December 31, 2020.

Affordable Housing

During the review of larger residential developments over the past year, residents and some Village Trustees have raised concerns regarding affordable housing. Staff is currently researching regional housing data and affordable housing policies to bring forth information for Village Board review in the fall of 2020.

Planned Unit Development Zoning Code Amendments

Village staff is currently reviewing the Planned Unit Development sections of the Zoning Code to prepare code amendments that will streamline minor amendments to existing PUDs as well as modernize the review process to reflect current planning standards and best practices.

Wayfinding and Signage Implementation – Phase I & Phase II

The Community Development Department along with the Administration and Public Works Departments have been collaborating to implement Phase I of the Wayfinding and Signage plan. To date, Downtown parking signs, entryway signs at the Village's boundaries, facilities identification signs, park signs and downtown National Register signage have been installed. Staff continues to work toward installing the gateway signage at the Wheaton and Lombard borders on Roosevelt Road, which are the final signs in the Phase I installation package. Staff is currently reviewing signage for Phase II wayfinding and signage implementation.

Building Code Updates

Department staff plans to prepare amendments for the Village Board to consider for the adoption of the 2018 edition of the I.C.C. codes, the 2018 International Solar Energy Provisions, the 2017 National Electric Code, the 2018 Illinois Accessibility Code, and the 2018 Illinois Energy Conservation Code. This is expected to be completed by the second quarter of 2021.

Census 2020

The Village will continue to actively encouraging residents to participate in the 2020 Census. Community Development and GIS staff worked with the Census Bureau to provide accurate maps, lists, and jurisdiction information to the Census office.

Annexation Planning

The Department anticipates that the following annexations will be completed during the upcoming budget year:

- Arden Courts (2S706 S. Park Boulevard). The Village entered into an annexation agreement with Arden Courts (before the construction of the memory care facility), in 1999 which expired in May of 2019. This annexation agreement predates certain provisions that are now included in all annexation agreements, including Fire District reimbursement of fees, fire sprinkler requirements, and change of address upon annexation. The Department is actively working

with Arden Courts to draft a new annexation agreement to include these provisions and expects to have this finalized in the fall of 2020. Arden Courts is contiguous to the Village boundary and will be considered for annexation by the Village Board following the public hearing to consider the annexation agreement.

- Cumnor & Acorn Area (0N282 Cumnor Avenue, 0N276 Cumnor Avenue, 21W518 Fairway Street, & 21W536 Acorn Avenue). Four (4) single-family property owners east of the new Enclaves Subdivision petitioned the Village for annexation in order to obtain Village utilities. Staff continues to work with the property owners to finalize annexation agreements for each of the lots and anticipates annexation of the properties in the fall of 2020.
- Elliot Properties (21W171 Hill Avenue, et al.). Village staff has been working with Mr. Rob Elliot, one (1) of the property owners of the industrial park located at 21W171 Hill Avenue, for several years on a potential annexation agreement. Staff believes that negotiations have resulted in amenable terms for both the Village and the property owner. Staff anticipates the annexation agreement, annexation, and rezoning of the property will be brought before the Plan Commission and Village Board in September of 2020.

Future Development Projects

The Department anticipates working on the following potential development projects in 2021, among others.

- Main Street Pedway (423-425 N. Main Street). In October of 2017, the Village acquired the subject property to demolish the vacant buildings and create a pedestrian connection point from Main Street to the Civic Center Parking Garage. On January 27, 2020, the Village Board approved Phase 1 of the Planned Unit Development for the parking garage which included preliminary approval for the entire site and final approval for just the area of the parking garage. MA Mortenson Company on behalf of the Village is expected to submit a request for Final PUD approval for Phase 2, which will include the final design of the pedway in the fall of 2020 to ensure construction completion by fall of 2021.
- Glenwood Station (460 Crescent Boulevard). On June 3, 2020, Holladay Properties filed applications for a Special Use for a Planned Unit Development, a Special Use Permit for multi-family residential, and Exterior Appearance approval for the former McChesney grocery store property. The applicant is proposing a five-story, mixed-use building with 86 apartments, 1,556 square feet of commercial space, and 104 parking spaces. On Thursday, May 14, 2020, the Plan Commission reviewed the concept for this redevelopment at a pre-application meeting. Staff expects that the project will come before the Plan Commission and Village Board in the winter of 2020.
- Jet Bright Car Wash (375 Roosevelt Road). The Leslie's carwash site on the south side of Roosevelt Road is expected to be redeveloped with a Jet Bright Car Wash. The property owner has submitted zoning applications for a proposed a 5,436 square-foot carwash with three (3) queue lanes for 25 vehicles, 20 parking spaces for vacuuming, and four (4) parking spaces for employees.

- Harding Glen Townhomes (South/southwest of IL State Route 53 and Harding Avenue). Harding Customs Homes, LLC is proposing 23 townhomes on a 5.93-acre site, south of Harding Avenue and West of Route 53. The applicant is proposing three (3) four-unit buildings, one (1) five-unit building, and one (1) six-unit building. All buildings will be two-and-a-half stories tall. Each home is proposed to include a two-car parking garage and guest parking spaces will be provided in the development.
- Dr. Saylor Orthodontics Office (414 Pennsylvania Avenue). A new orthodontics office is being proposed on the north side of Pennsylvania Avenue just east of Western Avenue. The project features approximately 3,000 square feet of clinical space in a two-story building with a surface parking lot in front of the office. Staff is anticipating a formal submittal of the application for this project in September 2020.
- Glen Estates Subdivision (982-992 Hill Avenue). Patrick J. Murphy Builders is proposing an 8-lot single-family home subdivision on a 1.79-acre site, just northwest of the Glen Oak Country Club. The project was reviewed at a pre-application meeting by the Plan Commission on March 12, 2020, and a formal submittal of the application is currently in review by staff.
- Glen Oak Paddle Courts (21W451 Hill Avenue). The Glen Oak Country Club is proposing to construct paddle courts and a winter recreation facility on Country Club property just south of Hill Avenue and east of the main parking lot. An application is expected to be forthcoming in the beginning of 2021.
- Acacia Building Residences (413 N. Main Street). 413 Main, LLC is proposing to convert the vacant Masonic Hall on the subject property into a three-story, 12-unit apartment building. A formal application is currently in review by staff.
- Glen Ellyn Food Pantry (55 N. Park Boulevard). The Glen Ellyn Food Pantry is proposing the redevelopment of a former parsonage located on the north side of the Grace Lutheran Church property. The development would include a complete remodel and addition to the existing structure to accommodate a new food pantry on the site. The proposal was reviewed by the Plan Commission at a pre-application meeting on December 12, 2019. The formal application is currently under review by staff.
- Chiropractic Office/Clinic (825 N. Main Street). The formerly Village-owned property located at 825 N. Main Street has been sold to Progressive Physical Medicine S.C. The group intends to redevelop the property for use as a chiropractic clinic. Staff anticipates the formal submittal of plans in 2020.

Future Construction Projects

The Department anticipates the following approved projects will begin and/or continue construction in the next year.

- APEX 400 (400 & 418 N. Main Street). The demolition of the former Giesche Shoe Store began in August 2019. Building permits have been issued and construction is underway. The team will keep surrounding property owners informed about construction activities as needed.

- Avere on Duane (437 Duane Street). Demolition of the six (6) existing buildings on the site started in August 2019. Construction of the 48-unit multi-family development began in October 2019 and is to be expected to be completed by March 2021.
- Civic Center Parking Garage (535 Duane Street). On January 27, 2020, the Village Board approved the required zoning relief to allow the construction of the parking garage. Construction began in the spring of 2020 and is expected to be completed in the spring of 2021.
- Wendy's Restaurant (305 Roosevelt Road). The remodel of the interior and exterior of the building, along with site improvements proposed to the property, are currently in for building permits. Construction is expected to begin in the fall of 2020.
- Duane Street Townhomes (403-407 Duane Street). The construction plans for the four-unit townhome development are currently in review for building permits. Construction is expected to begin in fall 2020.
- BP Trio Gas Station (339 Roosevelt Road). The redevelopment plans to update the convenience store and carwash, as well as signage and landscaping on the site, are currently in review for building permits. Construction is expected to begin in the fall of 2020.

FUND: GENERAL FUND
DEPARTMENT: COMMUNITY DEVELOPMENT
ORGANIZATION: PLANNING

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
126100 PLANNING								
126100	510100	SALARIES - PENSIONABLE	386,359	421,000	421,000	425,800	447,150	6.2%
126100	510120	SALARIES - NON PENSIONABLE	12,920	21,300	21,300	13,900	-	-100.0%
126100	510400	FICA TAXES	29,698	32,400	32,400	33,000	33,000	1.9%
126100	510500	IMRF EMPLOYER CONTRIBUTIONS	28,053	40,200	40,200	38,700	39,650	-1.4%
126100	520600	DUES-SUBSCRIPTIONS-REG FEES	2,176	2,000	2,000	2,000	2,000	0.0%
126100	520620	EMPLOYEE EDUCATION	3,482	4,000	4,000	1,500	4,000	0.0%
126100	520625	TRAVEL	2,192	3,000	3,000	500	3,000	0.0%
126100	520905	PRINTING	3,676	4,000	4,000	6,000	4,000	0.0%
126100	520965	PROFESSIONAL SERVICES-PLANNING	3,059	5,000	5,000	2,000	5,000	0.0%
126100	521055	PROFESSIONAL SERVICES - OTHER	6,003	5,000	5,000	5,000	5,000	0.0%
126100	521195	TELECOMMUNICATIONS	1,718	2,000	2,000	2,000	2,000	0.0%
126100	530100	OFFICE SUPPLIES	6,277	3,000	3,000	3,000	3,000	0.0%
126100	580110	EQUIPMENT/CAPITAL OUTLAY	798	-	-	-	-	0.0%
126100	590600	TRANSFER TO INSURANCE - HEALTH	39,075	40,200	40,200	41,500	41,000	2.0%
126100	590610	TRANSFER TO INSURANCE - GEN	2,100	2,400	2,400	2,400	2,400	0.0%
TOTAL PLANNING			527,586	585,500	585,500	577,300	591,200	1.0%

FUND: GENERAL FUND
DEPARTMENT: COMMUNITY DEVELOPMENT
ORGANIZATION: PLANNING

ACCOUNTS FOR:	2021 BUDGET
126100 PLANNING	
126100 510100 - SALARIES - PENSIONABLE	447,150
DIRECTOR	152,900
PLANNER	71,000
PLANNING MANAGER	88,000
ASSOCIATE PLANNER	52,000
ADMINISTRATIVE ASST II	54,600
PLANNING INTERN	20,000
2.25% MERIT INCREASE FOR DEPARTMENT	8,650
126100 510400 - FICA TAXES	33,000
126100 510500 - IMRF EMPLOYER CONTRIBUTIONS	39,650
IMRF EMPLOYER CONTRIBUTIONS AT 8.92%	39,650
126100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,000
APA/AICP CERTIFICATION FEES FOR DIRECTOR AND PLANNERS	2,000
126100 520620 - EMPLOYEE EDUCATION	4,000
NATIONAL APA CONFERENCE FOR DIRECTOR	1,000
STATE APA CONFERENCE FOR PLANNERS	1,500
VARIOUS SEMINARS FOR TRAINING/CERTIFICATION MAINT	1,500
126100 520625 - TRAVEL	3,000
TRAVEL EXPENSES FOR PLANNING DIVISION STAFF	3,000
126100 520905 - PRINTING	4,000
PRINTING OF ZONING MAPS, PLATS, CODES PLANS ETC	4,000
126100 520965 - PROFESSIONAL SERVICES-PLANNING	5,000
MISC CONSULTANTS NOT COVERED BY ESCROW AND LIGHTING OR TRAFFIC CONSULTANTS	5,000
126100 521055 - PROFESSIONAL SERVICES - OTHER	5,000
SCANNING OF BUILDING PERMIT AND DEVELOPMENT FILES	5,000
126100 521195 - TELECOMMUNICATIONS	2,000
CELL PHONE COSTS FOR DIRECTOR AND OTHER STAFF THAT MUST BE AVAILABLE BY PHONE.	2,000
126100 530100 - OFFICE SUPPLIES	3,000
MISCELLANEOUS OFFICE SUPPLIES FOR PLANNING	3,000
126100 590600 - TRANSFER TO INSURANCE - HEALTH	41,000
HEALTH INSURANCE CONTRIBUTION	41,000

FUND: GENERAL FUND
DEPARTMENT: COMMUNITY DEVELOPMENT
ORGANIZATION: PLANNING

ACCOUNTS FOR:	2021 BUDGET
126100 590610 - TRANSFER TO INSURANCE - GEN	2,400
GENERAL INSURANCE TRANSFER	2,400
TOTAL PLANNING	591,200

FUND: GENERAL FUND
DEPARTMENT: COMMUNITY DEVELOPMENT
ORGANIZATION: BUILDING

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020 ORG BUD
126200 BUILDING								
126200	510100	SALARIES - PENSIONABLE	493,921	555,900	555,900	604,000	625,900	12.6%
126200	510120	SALARIES - NON PENSIONABLE	99,338	136,300	136,300	59,100	86,000	-36.9%
126200	510200	OVERTIME	1,625	3,000	3,000	500	3,000	0.0%
126200	510400	FICA TAXES	43,583	47,200	47,200	48,900	52,300	10.8%
126200	510500	IMRF EMPLOYER CONTRIBUTIONS	34,305	43,700	43,700	52,700	53,300	22.0%
126200	520600	DUES-SUBSCRIPTIONS-REG FEES	1,759	2,000	2,000	2,000	2,000	0.0%
126200	520620	EMPLOYEE EDUCATION	4,513	6,500	6,500	3,500	6,500	0.0%
126200	520625	TRAVEL	33	500	500	100	500	0.0%
126200	520905	PRINTING	1,811	4,000	4,000	2,000	4,000	0.0%
126200	521042	PLUMBING INSPECTIONS	32,340	100,000	100,000	35,000	50,000	-50.0%
126200	521044	ELEVATOR INSPECTIONS	12,890	15,000	15,000	13,039	15,000	0.0%
126200	521047	FORESTRY AND LANDSCAPING	36,515	35,000	35,000	35,000	40,000	14.3%
126200	521048	BUILDING REVIEWS & INSPECTIONS	109,894	110,000	110,000	165,000	230,000	109.1%
126200	521052	STORMWATER ENGINEERING	2,197	5,000	5,000	13,000	20,000	300.0%
126200	521055	PROFESSIONAL SERVICES - OTHER	45,936	-	-	28,000	20,000	0.0%
126200	521195	TELECOMMUNICATIONS	3,897	4,000	4,000	4,000	4,000	0.0%
126200	530100	OFFICE SUPPLIES	29,898	7,000	7,000	9,000	7,000	0.0%
126200	530445	UNIFORMS	1,724	1,800	1,800	1,800	2,000	11.1%
126200	570115	COMPUTERIZED PERMIT PROGRAM	-	-	-	-	15,000	0.0%
126200	580110	EQUIPMENT/CAPITAL OUTLAY	9,196	11,000	11,000	8,000	4,000	-63.6%
126200	590600	TRANSFER TO INSURANCE - HEALTH	97,339	109,500	109,500	108,400	99,300	-9.3%
126200	590610	TRANSFER TO INSURANCE - GEN	7,200	9,200	9,200	9,200	10,400	13.0%
126200	590650	TRANSFER TO EQUIP FUND - O&M	6,800	9,000	9,000	9,000	13,000	44.4%
126200	590655	TRANSFER TO EQUIP FUND - REPL	400	31,800	31,800	31,800	41,700	31.1%
TOTAL BUILDING			1,077,115	1,247,400	1,247,400	1,243,039	1,404,900	12.6%

FUND: GENERAL FUND
 DEPARTMENT: COMMUNITY DEVELOPMENT
 ORGANIZATION: BUILDING

ACCOUNTS FOR:	2021 BUDGET
126200 BUILDING	
126200 510100 - SALARIES - PENSIONABLE	625,900
BUILDING AND ZONING OFFICIAL	119,500
INSPECTION MANAGER	79,000
STORMWATER ENGINEER	95,700
PLAN REVIEWER	80,900
BUILDING INSPECTOR	74,000
PERMIT CLERKS (2)	87,500
PERMIT CLERK SUPERVISOR	73,600
2.25% MERIT INCREASE FOR DEPARTMENT	15,700
126200 510120 - SALARIES - NON PENSIONABLE	86,000
PART TIME PROPERTY MAINTENANCE	27,000
INSPECTOR	
FIRE INSPECTORS (2)	59,000
126200 510200 - OVERTIME	3,000
126200 510400 - FICA TAXES	52,300
FICA/MED TAXES	52,300
126200 510500 - IMRF EMPLOYER CONTRIBUTIONS	53,300
IMRF EMPLOYER CONTRIBUTIONS (8.92%)	53,300
126200 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,000
VARIOUS CERTIFICATIONS & MEMBERSHIPS	2,000
FOR STAFF	
126200 520620 - EMPLOYEE EDUCATION	6,500
ICC SEMINARS AND TRAININGS FOR BUILDING	6,500
DIVISION	
126200 520625 - TRAVEL	500
MISCELLANEOUS TRAVEL REIMBURSEMENT FOR	500
BUILDING DIVISION	
126200 520905 - PRINTING	4,000
PRINTING OF INSPECTION FORMS	4,000
PERMIT TRACKING REQUESTS, PUBLIC NOTICES	
AND FOIA REQUESTS	
126200 521042 - PLUMBING INSPECTIONS	50,000
PLUMBING INSPECTIONS BY LICENSED	50,000
PLUMBER AND REIMBURSED THROUGH PERMIT FEES	
126200 521044 - ELEVATOR INSPECTIONS	15,000
LICENSED ELEVATOR INSPECTOR FOR ANNUAL	15,000
INSPECTIONS	
COST REIMBURSED BY OWNERS	

FUND: GENERAL FUND
 DEPARTMENT: COMMUNITY DEVELOPMENT
 ORGANIZATION: BUILDING

ACCOUNTS FOR:	2021 BUDGET
126200 521047 - FORESTRY AND LANDSCAPING CONSULTING FORESTER FOR PLAN REVIEWS/INSPECTIONS MOST EXPENSES REIMBURSED BY FEES/ESCROW OF TREE PRESERVATION PLANS.	40,000 40,000
126200 521048 - BUILDING REVIEWS & INSPECTIONS CONSULTANT PERFORMING COMMERCIAL BUILDING PLAN REVIEWS REIMBURSED THROUGH BP FEES REVIEW & INSPECT.	230,000 230,000
126200 521052 - STORMWATER ENGINEERING WETLAND SPECIALIST FOR NON-ESCROW PROJECTS AND TO ASSIST STORMWATER ENGINEER WITH SPECIAL PROJECT	20,000 20,000
126200 521055 - PROFESSIONAL SERVICES - OTHER STRUCTURAL ENGINEER FOR VILLAGE PROJECTS W/O ESCROW	20,000 20,000
126200 521195 - TELECOMMUNICATIONS CELL PHONE STIPEND FOR EMPLOYEES WHO MUST BE AVAILABLE BY PHONE	4,000 4,000
126200 530100 - OFFICE SUPPLIES MISCELLANEOUS OFFICE SUPPLIES FOR BUILDING DIVISION	7,000 7,000
126200 530445 - UNIFORMS \$200 BOOT ALLOWANCE FOR 5 INSPECTORS AND VILLAGE SHIRTS FOR INSPECTOR'S IDENTIFICATION	2,000 2,000
126200 570115 - COMPUTERIZED PERMIT PROGRAM FIRE INSPECTION SOFTWARE TO REPLACE FIREHOUSE	15,000 15,000
126200 580110 - EQUIPMENT/CAPITAL OUTLAY KNOX BOXES FOR FIRE COMPANY THAT ARE REIMB BY CUSTOMERS 2 TABLETS FOR BUILDING INSPECTORS	4,000 3,000 1,000
126200 590600 - TRANSFER TO INSURANCE - HEALTH HEALTH INSURANCE CONTRIBUTION	99,300 99,300
126200 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	10,400 10,400

FUND: GENERAL FUND
DEPARTMENT: COMMUNITY DEVELOPMENT
ORGANIZATION: BUILDING

ACCOUNTS FOR:	2021 BUDGET
126200 590650 - TRANSFER TO EQUIP FUND - O&M	13,000
TRANSFER TO EQUIPMENT SERVICES - O&M	13,000
126200 590655 - TRANSFER TO EQUIP FUND - REPL	41,700
TRANSFER TO EQUIPMENT SERVICES -	41,700
VEHICLE REPLACEMENT	
TOTAL BUILDING	1,404,900

GLEN ELLYN POLICE DEPARTMENT

Staff

The Police Department is authorized 51.00 FTE employees in the FY20 budget. Of this number, 31 positions are police officers, 10 are police supervisors (which includes a special off-sight assignment) and the remaining are civilian employees, nine of whom are full time. Civilian employees include Community Service Officers, Records Clerks, Police Program Coordinator and Aides in Investigations and Property Control. Recruits in the academy and officers in field training do not count toward daily staffing requirements.

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. 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.

After being hired, police officers spend about 24 months on probation. They are immediately sent to a 14-week basic law enforcement course. This course is available from a number of training agencies within the State of Illinois. However, we prefer to send officers to the Police Training Institute at the University of Illinois in Champaign. This academy provides the best all-around education available. After graduation from this basic 560-hour course, which is both practical and academic, the officer returns for eighteen weeks of field training with Department training officers. During this period, the officer is continuously 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 matches the needs of the Department and expectations of the community. Throughout probation, the officer's performance is continually evaluated and a decision is made whether to retain the officer. While some may elect to leave because they chose the wrong career, most are asked to leave because of a failure to meet our standards.

Through November 1, in 2020, the Department hired eight new police officers. 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. The Department also updated our lateral transfer program to allow for trained and experienced officers to join our team and reduce the time and expense of new hires.

Strategic Goals

In an effort to align budgets and spending with the strategic goals of the Village, wherever practical, it is desirable to associate spending with a stated goal. Typically, strategic goals tend to focus on newer initiatives, while core services tend to continue on in the background as necessary. Most goals are measureable and have a date range for completion. Some objectives of providing Village services are ongoing, such as providing quality customer service, ensuring good infrastructure and of course, providing police services. In some cases, strategic goals align quite nicely with some of these endeavors. Some examples include:

- IV-1 Maintain an up-to-date communication plan for emergencies.
The Police Department works with Communications Director to maintain up-to-date communications plans, including the ever changing social media landscape.
- VI-2 Continue to utilize technology to consolidate functions, streamline work processes and deliver services more efficiently. The Police Department is constantly reviewing technological opportunities to help streamline our efforts.

Covid-19

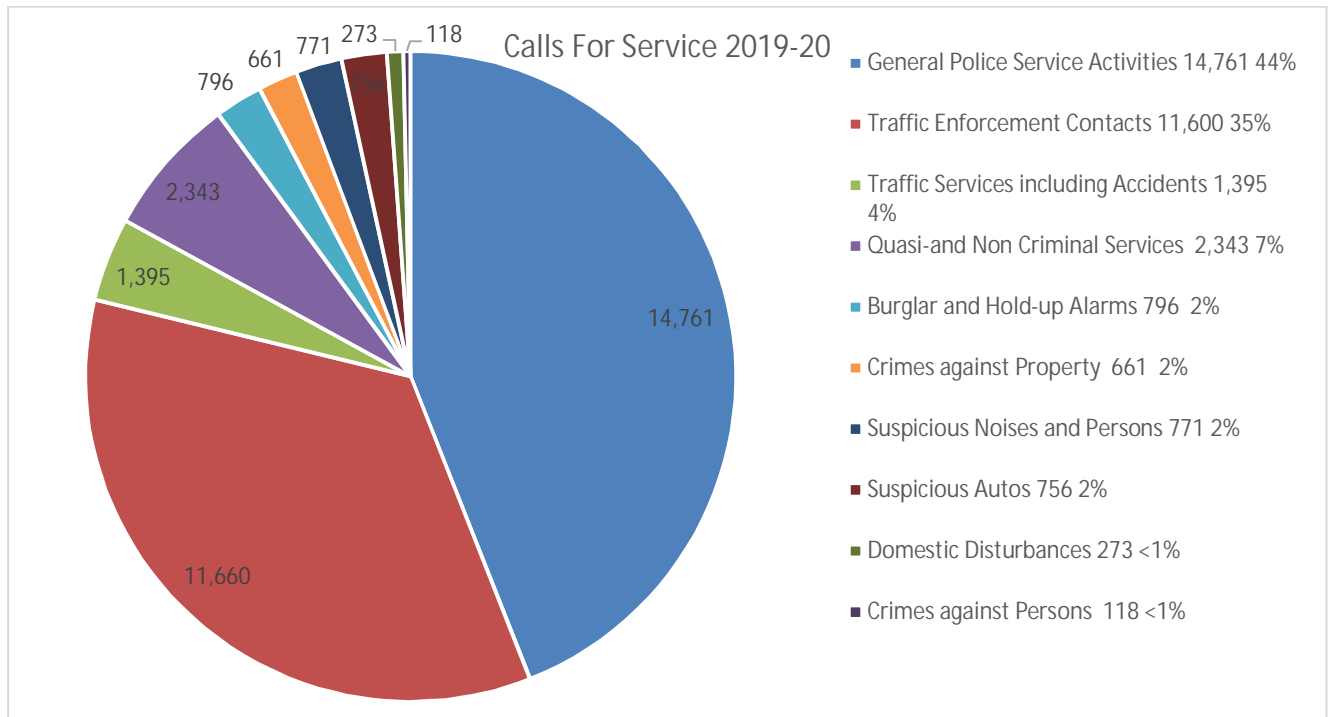
In 2020, the worldwide Covid-19 pandemic had serious impacts to police operations everywhere. In Glen Ellyn, the continuity of operations and the ability to provide police services was paramount. In order to maintain our ability to respond to emergency calls for service, wherever practical, we rebuilt our protocols. For example: we limited in-station contact except where necessary; we facilitated some calls for service via telephone where applicable; we employed dramatic safety procedures, including daily temperature checks for all employees, PPE, frequent deep-cleaning of our facility and vehicles, and; quarantined exposed employees when appropriate. Through all these actions, we never closed the Police Department to the public and we remained able to provide emergency police response.

Additionally we partnered with neighboring agencies (Wheaton, Lombard, DuPage County Sheriff) to assist and/or receive assistance in the event our agencies experienced multiple "positive" Covid-19 cases.

It is worth noting that Glen Ellyn was prepared to meet the challenges of the pandemic with an on-board supply of PPE. We also quickly adopted an on-going National Incident System approach which fostered cross-department cooperation, and the ability to expand and contract our operation as necessary.

Activity

On June 18, 2019 the Department, along with nearly all law enforcement agencies in DuPage County, transitioned to the Hexagon CAD/RMS system. To provide you with consistent data for a twelve month period, the call for service activity presented is for July 1, 2019 through June 30, 2020. During this period Glen Ellyn Police Department handled 33,534 "incidents", or Calls for Service, of various kinds; an average of 92 incidents per day, compared to 109 per day in 2018. Mid-March through mid-May 2020 saw a sharp decline in officer-initiated incidents, traffic enforcement in particular, in response to the Covid-19 health crisis.



Major areas of service included:

- Traffic Enforcement -11,660 (35%) These activities include directed patrols, selective enforcement efforts based upon both Department assessed needs and citizens' concerns as well as traffic stops for routine violations.
- Traffic Crashes – 668 Vehicular crashes occurring around the community accounted for 668 calls for police service. Of this number, 297 were intersection-related crashes that experienced 3 or more crashes during the year. The intersection at Park Blvd and Taft Avenue experienced the highest number of crashes with 11, while Roosevelt and Park Blvd experienced 10 crashes and Roosevelt and Nicoll reported 9 crashes. Following the installation of new traffic controls at Lambert and Taft in 2018 the total number of crashes at or related to this intersection was down to 6 in 2019 from 10 in 2018 and from 26 in 2017.
- Quasi-Criminal Activity –2,343 (7%) The Department issued 199 quasi-criminal ordinance citations in 2019. These offenses range from possession of minimal amounts of cannabis, drug paraphernalia, underage possession or consumption of alcohol, public intoxication, and criminal trespass to property.
- General police services 14,761 (44%) includes approximately 65 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.
- Suspicious Vehicle Calls 756 (2%)
- Suspicious Persons/Circumstances Calls 771 (2%)

- Alarm Calls 796 (2%)

The information below represents reported offenses for the year 2019 in comparison with 2018.

Reporting Category	CY2019	CY2018
Homicide	0	0
Criminal Sexual Assault	7	9
Robbery	6	5
Battery	91	73
Burglary	21	29
Theft/Deception	310	331
Motor Vehicle Theft	5	11
Arson	1	3
Criminal Damage or Trespass	98	116
Deadly Weapons	10	7
Sex Offenses	17	19
Offenses Involving Children	9	11
Drug Offenses	174	235
Liquor Control Act	14	34
Disorderly Conduct	76	90
Other Criminal Offenses	128	156
Crisis Intervention	356	387
Death/Suicide Investigations	45	52
Missing Persons	14	19
Miscellaneous Services	573	719
Medical Assists	534	633

Crossing Guards

The Police Department is responsible for staffing 7 school crossings within the Village.

Parking Control

Another associated responsibility of the Police Department is that of parking control throughout the community, with additional focus on the Central Business District. During calendar year 2019, 9,108 parking tickets were issued throughout the Village, with 5,441 tickets, or 60%, issued as a result of the parking control program within the Central Business District.

The focus of our parking control program in the Central Business District is to provide as much convenient on-street and lot parking for customers visiting the Central Business District as possible. To accomplish this, we encourage business owners and their employees to park off of the street and in designated lots and discourage commuters from parking in the Central Business District, other than in designated commuter locations.

The Covid-19 pandemic significantly altered our approach to parking education and enforcement. As restaurants began to re-open, by remaining nimble in our approach, we were able to provide as much on-street, convenient curbside pick-up space as possible, and make changes as needed.

DuCOMM

We receive our public safety communication services through DuCOMM, which is a central communication organization comprised of 22 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 \$508,500 this year. They answer all Glen Ellyn 9-1-1 calls and dispatch our officers, paramedics and Volunteer Fire Department. In calendar year 2018, DuCOMM handled 41,111 Glen Ellyn police dispatches, which includes calls for service, as well as administrative duties and other public services. This number reflects a 5% increase from 2020.

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 June 2019, the Department went live on a new, comprehensive public-safety software system. As has been customary practice, the ETSB has paid the capital costs up front, with all participating municipalities and fire districts reimbursing the Board annually for the life of the contract. After the warranty expires, the Department also will pay the ETSB for on-going technical support. This, combined with electronic traffic citations and crash reporting, greatly aids in keeping patrol officers in their beats, available for calls. Such a system would be cost prohibitive for Glen Ellyn without the shared cost of the other DuComm entities.

Additional Police Partnership and Activities Include:

Children Center

DARE/ School Safety Officer

Junior Police Academy

"Coffee with the Cops"

Administrative Adjudication

For additional information about these or other Glen Ellyn Police Activities, please visit our web page at <http://www.glenellyn.org/154/Police-Department>

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
134100 POLICE ADMINISTRATION								
134100	510100	SALARIES - PENSIONABLE	537,375	575,650	575,650	558,200	513,000	-10.9%
134100	510110	SALARIES - POLICE FT	265,110	273,803	273,803	270,500	277,000	1.2%
134100	510120	SALARIES - NON PENSIONABLE	83,992	74,900	74,900	66,500	72,900	-2.7%
134100	510220	POLICE OVERTIME	27,955	21,450	21,450	13,000	21,450	0.0%
134100	510400	FICA TAXES	52,018	53,700	53,700	51,600	47,100	-12.3%
134100	510500	IMRF EMPLOYER CONTRIBUTIONS	39,556	52,000	52,000	50,800	44,000	-15.4%
134100	520600	DUES-SUBSCRIPTIONS-REG FEES	14,927	15,300	15,300	15,300	15,300	0.0%
134100	520620	EMPLOYEE EDUCATION	2,451	10,000	10,000	3,535	10,000	0.0%
134100	520625	TRAVEL	593	3,000	3,000	-	3,000	0.0%
134100	520905	PRINTING	1,868	1,900	1,900	1,900	1,900	0.0%
134100	520975	MAINTENANCE-EQUIPMENT	3,413	48,400	48,400	35,400	42,000	0.0%
134100	521055	PROFESSIONAL SERVICES - OTHER	6,378	5,000	5,000	5,000	5,000	0.0%
134100	521195	TELECOMMUNICATIONS	1,893	4,800	4,800	4,800	600	-87.5%
134100	530100	OFFICE SUPPLIES	2,342	2,500	2,500	2,500	2,500	0.0%
134100	530105	OPERATING SUPPLIES	16,123	12,100	12,100	12,100	13,400	10.7%
134100	530445	UNIFORMS	1,888	2,000	2,000	1,750	3,000	50.0%
134100	590600	TRANSFER TO INSURANCE - HEALTH	91,998	90,500	90,500	100,700	104,500	15.5%
134100	590610	TRANSFER TO INSURANCE - GEN	10,500	10,800	10,800	10,800	11,100	2.8%
134100	590650	TRANSFER TO EQUIP FUND - O&M	15,500	10,400	10,400	10,400	8,400	-19.2%
134100	590655	TRANSFER TO EQUIP FUND - REPL	10,800	10,800	10,800	10,800	10,800	0.0%
134100	590700	TRANSFER TO POLICE PENSION	205,700	205,700	205,700	205,700	153,400	-25.4%
TOTAL	POLICE ADMINISTRATION		1,392,380	1,484,703	1,484,703	1,431,285	1,360,350	-7.9%

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: ADMINISTRATION

ACCOUNTS FOR:	2021 BUDGET
134100 POLICE ADMINISTRATION	
134100 510100 - SALARIES - PENSIONABLE	513,000
EVIDENCE CUSTODIAN	70,000
RECORDS F/T CLERK - (4)	222,200
RECORDS SUPERVISOR	99,600
RECORDS CLERK - PART - TIME - IMRF (2)	52,800
ADMINISTRATIVE ASSISTANT TO THE CHIEF	50,200
POLICE PROGRAM COORDINATOR	-
2.25% MERIT INCREASE FOR DEPARTMENT (NONSWORN)	18,200
134100 510110 - SALARIES - POLICE FT	277,000
SERGEANT - ADMINISTRATION	118,000
CHIEF OF POLICE	159,000
134100 510120 - SALARIES - NON PENSIONABLE	72,900
COMMUNITY SERVICE OFFICER - FINGERPRINTING	18,900
PART TIME RECORDS CLERKS -(3)	54,000
134100 510220 - POLICE OVERTIME	21,450
HOLIDAY PAY - RECORDS CLERKS	12,000
ADMIN SERGEANT	
NON-SWORN OVERTIME	7,000
ADMIN SERGEANT COURT STANDBY PAY	2,450
134100 510400 - FICA TAXES	47,100
134100 510500 - IMRF EMPLOYER CONTRIBUTIONS	44,000
134100 520600 - DUES-SUBSCRIPTIONS-REG FEES	15,300
COVERS ASSOCIATION MEMBERSHIPS, IACPNET LEXIPOL, RMS CONNECTIVITY	15,300
134100 520620 - EMPLOYEE EDUCATION	10,000
134100 520625 - TRAVEL	3,000
134100 520905 - PRINTING	1,900
134100 520975 - MAINTENANCE-EQUIPMENT	42,000
LIVESCAN	2,200
PRMS	36,600
MISCELLANEOUS REPAIR	3,200
134100 521055 - PROFESSIONAL SERVICES - OTHER	5,000
134100 521195 - TELECOMMUNICATIONS	600
134100 530100 - OFFICE SUPPLIES	2,500
134100 530105 - OPERATING SUPPLIES	13,400

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: ADMINISTRATION

ACCOUNTS FOR:	2021 BUDGET
134100 530445 - UNIFORMS	3,000
134100 590600 - TRANSFER TO INSURANCE - HEALTH HEALTH INSURANCE CONTRIBUTION	104,500 104,500
134100 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	11,100 11,100
134100 590650 - TRANSFER TO EQUIP FUND - O&M TRANSFER TO EQUIPMENT SERVICES FOR O&M	8,400 8,400
134100 590655 - TRANSFER TO EQUIP FUND - REPL TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	10,800 10,800
134100 590700 - TRANSFER TO POLICE PENSION ANNUAL CONTRIBUTION TO THE POLICE PENSION FUND	153,400 153,400
TOTAL POLICE ADMINISTRATION	1,360,350

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: OPERATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	202100.0% % CHG 2020 ORG BUD
134200	POLICE OPERATIONS							
134200	510100	SALARIES - PENSIONABLE	129,489	129,700	129,700	128,000	136,700	5.4%
134200	510110	SALARIES - POLICE FT	2,708,995	2,752,747	2,752,747	2,723,200	3,168,900	15.1%
134200	510120	SALARIES - NON PENSIONABLE	21,083	23,700	23,700	22,100	23,700	0.0%
134200	510150	SALARIES - CROSSING GUARDS	35,302	40,000	40,000	37,000	40,000	0.0%
134200	510220	POLICE OVERTIME	356,850	360,274	360,274	359,000	370,298	2.8%
134200	510400	FICA TAXES	56,682	67,140	67,140	58,600	70,350	4.8%
134200	510500	IMRF EMPLOYER CONTRIBUTIONS	9,454	14,000	14,000	11,700	13,600	-2.9%
134200	520110	CONTRIBUTION - GE FAMILY COUNS	35,000	35,000	35,000	35,000	85,000	142.9%
134200	520600	DUES-SUBSCRIPTIONS-REG FEES	5,747	6,500	76,500	26,700	29,500	353.8%
134200	520620	EMPLOYEE EDUCATION	20,690	24,900	24,900	60,000	72,900	192.8%
134200	520625	TRAVEL	1,791	3,400	3,400	1,300	3,900	14.7%
134200	520905	PRINTING	6,149	5,200	5,200	3,000	5,200	0.0%
134200	520920	DU-COMM	467,933	485,350	485,350	468,000	508,500	4.8%
134200	520930	GENERAL SERVICES	948	-	-	-	-	0.0%
134200	520934	DARE PROGRAM EXPENSES	1,275	1,000	1,000	1,000	1,000	0.0%
134200	520935	IMPOUND FEES	5,369	6,000	6,000	8,000	6,000	0.0%
134200	520975	MAINTENANCE-EQUIPMENT	19,418	27,300	27,300	22,000	23,000	-15.8%
134200	521055	PROFESSIONAL SERVICES - OTHER	24,720	26,400	26,400	25,400	26,400	0.0%
134200	521195	TELECOMMUNICATIONS	29,873	26,650	26,650	21,900	19,400	-27.2%
134200	530100	OFFICE SUPPLIES	3,404	6,300	6,300	6,300	6,300	0.0%
134200	530105	OPERATING SUPPLIES	33,062	39,000	39,000	32,400	40,500	3.8%
134200	530445	UNIFORMS	34,980	34,000	34,000	37,500	53,000	55.9%
134200	580110	EQUIPMENT/CAPITAL OUTLAY	-	20,000	20,000	10,000	17,000	-15.0%
134200	590600	TRANSFER TO INSURANCE - HEALTH	411,555	429,400	429,400	458,600	458,300	6.7%
134200	590610	TRANSFER TO INSURANCE - GEN	79,300	82,600	82,600	82,600	85,100	3.0%
134200	590650	TRANSFER TO EQUIP FUND - O&M	171,200	204,400	204,400	204,400	180,500	-11.7%
134200	590655	TRANSFER TO EQUIP FUND - REPL	86,500	110,100	110,100	110,100	131,900	19.8%
134200	590700	TRANSFER TO POLICE PENSION	1,438,300	1,438,300	1,438,300	1,438,300	1,541,600	7.2%
TOTAL	POLICE OPERATIONS		6,195,070	6,399,361	6,469,361	6,392,100	7,118,548	11.2%

FUND: GENERAL FUND
 DEPARTMENT: POLICE
 ORGANIZATION: OPERATIONS

ACCOUNTS FOR:	2021 BUDGET
134200 POLICE OPERATIONS	
134200 510100 - SALARIES - PENSIONABLE	136,700
COMMUNITY SERVICE OFFICER FULL-TIME - 2	129,700
2.25% MERIT INCREASE FOR DEPARTMENT (NONSWORN)	7,000
134200 510110 - SALARIES - POLICE FT	3,168,900
PATROL OFFICER - STEP 1 (7)	486,000
PATROL OFFICER - STEP 2 (3)	220,000
PATROL OFFICER - STEP 3 (1)	78,000
PATROL OFFICER - STEP 4 (3)	250,600
PATROL OFFICER - STEP 7 (1)	98,700
PATROL OFFICER - STEP 9 (11)	1,147,000
SERGEANTS (5)	592,000
DEPUTY CHIEF OF POLICE	132,000
PATROL OFFICER - BASE (1)	65,600
PATROL OFFICER - STEP 5 (1)	89,000
STAFFING STUDY RECOMMENDATIONS	10,000
134200 510120 - SALARIES - NON PENSIONABLE	23,700
COMMUNITY SERVICE OFFICER PART-TIME (1)	23,700
134200 510150 - SALARIES - CROSSING GUARDS	40,000
CROSSING GUARDS - 7 FULL-TIME SUBSTITUTES	40,000
134200 510220 - POLICE OVERTIME	370,298
COURT - TRAFFIC, SUMMARY SUSPENSION AND DUI/CRIMINAL	61,750
COURT STAND-BY PAY - CONTRACTUAL OBLIGATION	56,800
EXTRA SHIFT	30,000
EXTRA DUTY/SCHOOL ACTIVITY - REIMBURSED TRAINING	15,000
MISCELLANEOUS - SPECIAL EVENTS	8,000
UNEXPECTED CASES, SHIFT HANGOVER AND VACANCIES	10,000
OFFICER-IN-CHARGE COMPENSATION	7,500
FIELD TRAINING OFFICER COMPENSATION	17,503
TACTICAL PATROL INCIDENTS	10,000
HOLIDAY PAY	151,745
NON SWORN CSO OVERTIME	2,000
134200 510400 - FICA TAXES	70,350
134200 510500 - IMRF EMPLOYER CONTRIBUTIONS	13,600
134200 520110 - CONTRIBUTION - GE FAMILY COUNSELING INCREASE 2021 FUNDING	85,000
134200 520600 - DUES-SUBSCRIPTIONS-REG FEES	29,500
ORG MEMBERSHIPS, LANGUAGE LINE DACRA(23000)	29,500

FUND: GENERAL FUND
 DEPARTMENT: POLICE
 ORGANIZATION: OPERATIONS

ACCOUNTS FOR:	2021 BUDGET
134200 520620 - EMPLOYEE EDUCATION	72,900
PTI COSTS (42000), NEW STATE	72,900
REQUIREMENTS	
134200 520625 - TRAVEL	3,900
134200 520905 - PRINTING	5,200
NEW LEGISLATION REQUIRING RECEIPT	5,200
ISSUANCE	
134200 520920 - DU-COMM	508,500
5% INCREASE ESTIMATED IN QUARTERLY	486,150
PAYMENTS	
FACILITY CONTRIBUTION	22,350
134200 520934 - DARE PROGRAM EXPENSES	1,000
134200 520935 - IMPOUND FEES	6,000
134200 520975 - MAINTENANCE-EQUIPMENT	23,000
ANNUAL MAINT FEES TASER, TASER	23,000
CARTRIDGES, POSTAL MACHINE	
134200 521055 - PROFESSIONAL SERVICES - OTHER	26,400
SERVICES SUCH AS DUMEG	26,400
134200 521195 - TELECOMMUNICATIONS	19,400
TYCO, COMCAST, AIR CARD, CELLULAR	19,400
134200 530100 - OFFICE SUPPLIES	6,300
134200 530105 - OPERATING SUPPLIES	40,500
COMMODITIES SUCH AS AMMUNITION AND	40,500
GENERAL OPERATIONAL SUPPLIES	
NARCAN SUPPLIES	
134200 530445 - UNIFORMS	53,000
NEW RECRUIT UNIFORMS	53,000
134200 580110 - EQUIPMENT/CAPITAL OUTLAY	17,000
SCANNING OF LEGACY RECORDS	5,000
REPLACEMENT OF GLOCK PISTOLS	12,000
134200 590600 - TRANSFER TO INSURANCE - HEALTH	458,300
HEALTH INSURANCE CONTRIBUTION	458,300
134200 590610 - TRANSFER TO INSURANCE - GEN	85,100
GENERAL INSURANCE TRANSFER	85,100
134200 590650 - TRANSFER TO EQUIP FUND - O&M	180,500
TRANSFER TO EQUIPMENT SERVICES FOR O&M	180,500

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: OPERATIONS

ACCOUNTS FOR:	2021 BUDGET
134200 590655 - TRANSFER TO EQUIP FUND - REPL	131,900
TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	131,900
134200 590700 - TRANSFER TO POLICE PENSION	1,541,600
ANNUAL CONTRIBUTION TO THE POLICE PENSION FUND	1,541,600
TOTAL POLICE OPERATIONS	7,118,548

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: INVESTIGATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2019	2020	2020	2020	2021	2021
			ACTUAL	ORIG BUD	REV BUD	PROJECTION	BUDGET	% CHG 2020 ORG BUD
134300 POLICE INVESTIGATIONS								
134300	510100	SALARIES - PENSIONABLE	42,026	46,000	46,000	42,500	47,200	2.6%
134300	510110	SALARIES - POLICE FT	640,916	650,184	650,184	625,000	651,810	0.3%
134300	510220	POLICE OVERTIME	66,976	62,024	62,024	65,000	67,810	9.3%
134300	510400	FICA TAXES	13,172	13,000	13,000	13,200	13,000	0.0%
134300	510500	IMRF EMPLOYER CONTRIBUTIONS	3,048	4,200	4,200	3,900	4,000	-4.8%
134300	520600	DUES-SUBSCRIPTIONS-REG FEES	7,292	7,500	7,500	7,500	7,500	0.0%
134300	520620	EMPLOYEE EDUCATION	5,788	7,100	7,100	2,000	7,100	0.0%
134300	520625	TRAVEL	790	1,600	1,600	500	2,100	31.3%
134300	520905	PRINTING	-	900	900	900	900	0.0%
134300	520975	MAINTENANCE-EQUIPMENT	3,700	9,300	9,300	8,000	5,800	-37.6%
134300	521055	PROFESSIONAL SERVICES - OTHER	1,710	4,600	4,600	1,000	2,500	-45.7%
134300	521195	TELECOMMUNICATIONS	4,294	6,000	6,000	4,500	4,200	-30.0%
134300	530100	OFFICE SUPPLIES	960	1,200	1,200	1,200	1,200	0.0%
134300	530105	OPERATING SUPPLIES	3,446	5,500	5,500	5,500	6,500	18.2%
134300	530445	UNIFORMS	1,607	4,000	4,000	4,000	4,000	0.0%
134300	590600	TRANSFER TO INSURANCE - HEALTH	89,072	89,900	89,900	83,900	82,500	-8.2%
134300	590610	TRANSFER TO INSURANCE - GEN	16,900	18,300	18,300	18,300	18,600	1.6%
134300	590650	TRANSFER TO EQUIP FUND - O&M	31,800	20,200	20,200	20,200	16,400	-18.8%
134300	590655	TRANSFER TO EQUIP FUND - REPL	9,700	15,200	15,200	15,200	15,200	0.0%
134300	590700	TRANSFER TO POLICE PENSION	315,000	315,000	315,000	315,000	364,000	15.6%
TOTAL	POLICE INVESTIGATIONS		1,258,195	1,281,708	1,281,708	1,237,300	1,322,320	3.2%

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: INVESTIGATIONS

ACCOUNTS FOR:	2021 BUDGET
134300 POLICE INVESTIGATIONS	
134300 510100 - SALARIES - PENSIONABLE	47,200
INVESTIGATIVE AID - PART-TIME	46,000
2.25% MERIT INCREASE (NONSWORN)	1,200
134300 510110 - SALARIES - POLICE FT	651,810
DETECTIVE - STEP 9 (2)	210,200
SCHOOL RESOURCE OFFICER (1) - STEP 9	105,100
SERGEANT - ON LOAN TO DEA	127,000
SERGEANT - INVESTIGATIONS	120,500
DETECTIVE - STEP 4 (1)	89,010
134300 510220 - POLICE OVERTIME	67,810
TRAFFIC COURT	8,130
COURT STAND-BY PAY	15,180
TRAINING	2,000
MISCELLANEOUS - UNEXPECTED CASES	3,000
VACANCIES, SHIFT HANGOVER	
STIPEND FOR DETECTIVES	6,000
HOLIDAY PAY	33,500
134300 510400 - FICA TAXES	13,000
134300 510500 - IMRF EMPLOYER CONTRIBUTIONS	4,000
134300 520600 - DUES-SUBSCRIPTIONS-REG FEES	7,500
LEADS ONLINE, COVERT TRACKING, EVIDENCE	7,500
SOFTWARE UPDATE	
134300 520620 - EMPLOYEE EDUCATION	7,100
NEW LEGISLATIVE TRAINING	7,100
REQUIREMENTS/PLI	
134300 520625 - TRAVEL	2,100
134300 520905 - PRINTING	900
134300 520975 - MAINTENANCE-EQUIPMENT	5,800
CELLEBRITE ANNUAL UPDATES	5,800
134300 521055 - PROFESSIONAL SERVICES - OTHER	2,500
	2,500
134300 521195 - TELECOMMUNICATIONS	4,200
WOW, AIR CARDS, CELLULAR, POLE CAMERAS	4,200
134300 530100 - OFFICE SUPPLIES	1,200
134300 530105 - OPERATING SUPPLIES	6,500
134300 530445 - UNIFORMS	4,000
134300 590600 - TRANSFER TO INSURANCE - HEALTH	82,500
HEALTH INSURANCE CONTRIBUTION	82,500

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: INVESTIGATIONS

ACCOUNTS FOR:	2021 BUDGET
134300 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	18,600 18,600
134300 590650 - TRANSFER TO EQUIP FUND - O&M TRANSFER TO EQUIPMENT SERVICES FOR O&M	16,400 16,400
134300 590655 - TRANSFER TO EQUIP FUND - REPL TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	15,200 15,200
134300 590700 - TRANSFER TO POLICE PENSION ANNUAL CONTRIBUTION TO POLICE PENSION FUND	364,000 364,000
TOTAL POLICE INVESTIGATIONS	1,322,320

GLENN 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 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 expired 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.

FUND: GENERAL FUND
 DEPARTMENT: FIRE/EMS
 ORGANIZATION: FIRE

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
135100 FIRE								
135100	520920	DU-COMM	36,577	64,520	64,520	37,200	55,620	-13.8%
135100	520970	MAINTENANCE-BUILDING & GROUNDS	337	500	500	500	500	0.0%
135100	521195	TELECOMMUNICATIONS	5,035	5,240	5,240	5,850	7,360	40.5%
135100	521200	UTILITIES	8,503	6,600	6,600	6,550	6,600	0.0%
135100	590610	TRANSFER TO INSURANCE - GEN	167,500	174,600	174,600	174,600	175,100	0.3%
135100	590650	TRANSFER TO EQUIP FUND - O&M	106,700	81,800	81,800	81,800	92,200	12.7%
135100	590655	TRANSFER TO EQUIP FUND - REPL	<u>6,600</u>	<u>6,600</u>	<u>6,600</u>	<u>6,600</u>	<u>6,600</u>	0.0%
TOTAL	FIRE		331,252	339,860	339,860	313,100	343,980	1.2%

FUND: GENERAL FUND
 DEPARTMENT: FIRE/EMS
 ORGANIZATION: FIRE

ACCOUNTS FOR:	2021 BUDGET
135100 FIRE	
135100 520920 - DU-COMM	55,620
QUARTERLY SHARES - NEW FORMULA	48,000
DUCOMM CONTRIBUTION FOR FACILITY	7,520
ACTIVE 911	100
135100 520970 - MAINTENANCE-BUILDING & GROUNDS	500
LANDSCAPING AND MOWING FOR FIRE	500
STATIONS	
135100 521195 - TELECOMMUNICATIONS	7,360
CALL ONE	6,200
ALARM	1,160
135100 521200 - UTILITIES	6,600
NATURAL GAS	2,950
WATER & SEWER	3,650
135100 590610 - TRANSFER TO INSURANCE - GEN	175,100
GENERAL INSURANCE TRANSFER	175,100
135100 590650 - TRANSFER TO EQUIP FUND - O&M	92,200
TRANSFER TO EQUIPMENT SERVICES - O&M	92,200
135100 590655 - TRANSFER TO EQUIP FUND - REPL	6,600
TRANSFER TO EQUIPMENT SERVICES - FUEL	6,600
ISLAND REPLACEMENT	
TOTAL FIRE	343,980

FUND: GENERAL FUND
 DEPARTMENT: FIRE/EMS
 ORGANIZATION: EMS

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021 % CHG 2020 ORG BUD
135200 EMS								
135200	520920	DU-COMM	118,992	85,600	85,600	119,000	85,600	0.0%
135200	520925	AMBULANCE SERVICE	397,259	412,975	412,975	414,800	427,700	3.6%
135200	520926	AMBULANCE BILLING SERVICE	29	-	-	20	-	0.0%
135200	530105	OPERATING SUPPLIES	<u>3,080</u>	<u>1,500</u>	<u>1,500</u>	<u>1,000</u>	<u>1,500</u>	0.0%
TOTAL	EMS		519,360	500,075	500,075	534,820	514,800	2.9%

FUND: GENERAL FUND
DEPARTMENT: FIRE/EMS
ORGANIZATION: EMS

ACCOUNTS FOR:	2021 BUDGET
135200 EMS	
135200 520920 - DU-COMM	85,600
DUCOMM PER NEW FIRE FORMULA	85,100
ACTIVE 911	500
135200 520925 - AMBULANCE SERVICE	427,700
EMS/AMBULANCE SERVICES CONTRACT	427,700
135200 530105 - OPERATING SUPPLIES	1,500
MISCELLANEOUS OPERATING SUPPLIES	1,500
TOTAL EMS	514,800

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 six major Divisions: Administration, Engineering, Street, Forestry, Utilities (Water and Sewer), 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 Division, 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 175 vehicles and numerous pieces of equipment for the Village (Police, Public Works, Community Development, and Facilities Maintenance), Fire Company, and Glenbard Wastewater Authority. The Public Works Department in the last 6 years as had a significant change in personnel with the hire of 19 new employees of the 34 full and part time positions. This change has decreased salary costs while increasing production.

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:

- 89 miles of roadway
- approx. 960 street lights (Village owned)
- approx. 14,170 parkway trees
- approx. 5,900 street and traffic signs
- Downtown benches, bike racks and trash receptacles
- approx. 70 miles of storm sewer mains
- approx. 3,100 storm sewer inlets and catch basins
- approx. 1,200 storm sewer manholes
- approx. 1,300 fire hydrants
- approx. 110 miles of water mains
- approx. 1,600 water main valves
- approx. 8,230 active water services
- 2 one million gallon ground level water reservoirs
- 2 elevated water storage tanks of 500,000 gallons and 750,000 gallons
- 2 water pressure adjusting stations
- 2 water pumping stations
- 2 stand-by ground water wells
- approx. 2,400 cross connection devices
- approx. 85 miles of sanitary sewer mains
- 5 sanitary sewer lift stations
- approx. 2,000 sanitary sewer manholes

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, Senior Civil Engineer, Civil Engineer, Part-Time Engineer, Utilities Inspector, and two full-time Administrative Assistants.

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 with regard to right of way, monitoring tree inventories, managing the tree cost share program and Tree City USA, processing invoices, completing required reports and handling of all department correspondence, requests for proposals and bid documents. The Assistant Public Works Director manages all of Operations (Street, Forestry, Water and Sewer) and the Admin office. The Public Works Director is responsible for the entire department, including Engineering, and for the Glenbard Wastewater Authority, an intergovernmental agency that is operated by an Executive Director serving Glen Ellyn and Lombard.

The engineering team of three full-time engineers, one full-time utilities inspector, and one part-time engineer 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, including plan reviews.

Administration Accomplishments for FY20:

COVID Impacts to Administration:

1. Devised work schedule for employee safety and continued to provide service to residents.
2. Immediate and drastic budget cuts to counter reduced revenue.
3. Changed work environment to provide safe conditions for all employees.
4. Completed various projects/tasks in addition to normal ones.
5. Created social distancing outdoor meeting and dining area at Public Works.

List of Accomplishments:

1. Snow removal operations were a significant part of administrative duties.
2. Committed to 100% salt purchase in collaboration with DuPage County as a money saving idea with improved contractual benefits beyond State Procurement.
3. Converted the DuPage County Forest Preserve Churchill Woods Facility to salt storage and seasonal equipment storage.
4. Enhanced all data pertaining to Public Works on the new Village website.
5. Performance evaluations and yearend review process conducted.
6. Compile division budgets for management and village board presentations.
7. Completed the Horse Trough Project by reconditioning the original and placing it at the Civic Center and creating a replica for the intersection of Crescent and Main.
8. Riford Channel Restoration and Perry Pond dam improvement. 725 Riford swale/berm installation and improvements.
9. Continued to implement web based asset and work management software (OMS) through Cartegraph, Inc. Cartegraph was contracted to create data export capabilities for employee time entry for MUNIS, eliminating approximately 75 hours per year spent on these tasks with a ROI of 3 years. The Assistant Director continued to work with the MGP team (GIS Consortium) to improve the GeoData connection and data integrity between GIS and OMS. SeeClickFix was purchased and implements as the new public facing Customer Request System with a go live date of early 2021.
10. Assisted with multiple Village projects: Wayfinding, CBD Streetscape, Dine on Main, APEX 400, Civic Center Parking Garage, CBD Parking adjustments.
11. Managed the yearly inspection and maintenance of the emergency warning sirens and Emergency Vehicle Pre-emptive system. These annual contracts cost a combined \$7,000 and ensure that the emergency infrastructure in Glen Ellyn is functioning as designed. The sirens were utilized during the August 10th derecho (wind storm) experienced by Glen Ellyn. Wheaton, Lombard and Villa Park had confirmed tornadoes during this weather event.
12. Worked collaboratively with Glen Ellyn Administration and Community Development to solicit and award a contract for the implementation of Wayfinding Signage Phase I. Public Works oversaw the installation of all signs by the contractor.

Administration Performance Measurements

Activity	2020 (July 19 – July 20)	2019 (July18 – June 19)	+/- change	% difference
Phone Calls	5,942	7,578	(1,636)	-12%
Request Created	1,280	1,552	(272)	-18%
Invoices Processed	1,589	1,660	(71)	-4%
Customer Service Appointments	1,420	1,769	(349)	-20%

Administration Goals for FY21

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. This software package allows residents to report, submit, and track work request online and with mobile devices and gain access to status of work being performed through an online GIS System.
2. Simultaneously reduce costs and improve service in all divisions.
3. Support and work collaboratively with all Village of Glen Ellyn Departments as needed.
4. Support Illinois Public Works Mutual Aid Network (IPWMAN) and DuPage County OHEM whenever emergencies occur in the region. Glen Ellyn Public Works is committed to assisting other municipalities' Public Works Departments in time of need.
5. Continue to assist with Village projects: Wayfinding, CBD Streetscape, APEX 400, Civic Center Parking Garage, CBD Parking adjustments.

Engineering Division Activities in FY19 and Planned for FY20

The following narrative highlights the important roles, assignments, accomplishments and goals of the Engineering Division, featuring both current and future projects.

1. Technical Resource:

- Provided technical reviews, inputs, special support and/or inspection services for private and institutional development projects including:
 - Apex 400 Residential/Retail Develop.
 - Avere Residential Develop.
 - Baker Hill Improved Access
 - Bucky's Gas Station at Roosevelt/Lawler
 - Glen Ellyn Bible Church
 - Glen Ellyn Parking Garage
 - Harding Glen SFR and Townhomes
 - Noble House/Sushi Ukai
 - Pete's Market
 - Pin Oak Community Center
 - Raising Cane's
 - 375-395 Roosevelt PUD
 - 632 Roosevelt Redevelopment
 - General Assistance to Developers
- Geographical Information Systems (GIS): Interfaced with GIS Consortium project leader on a regular basis to discuss applications, work status, and needed updates
- Continued imaging and logging of engineering plans and documents
- Continued updating of various assets including water valve sheets and b-box and sanitary sewer service line cleanout location data bases
- Assisted the Village's Stormwater Engineer and Community Development personnel with various grading and drainage issues associated with projects ranging from single-family home sites to large developments
- Provided cost estimates and other technical input to Community Development 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 monthly Community Development Committee meetings
- Continued participation in the DuPage County Mayors and Managers Transportation Technical Committee and Surface Transportation Program (STP) Methodologies Evaluation Task Force
- Continued to provide Public Works operating divisions with mapping and plan preparation assistance, highway permit applications for utility repairs, and other technical input and advice as requested / needed
- 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
- Met with Illinois Tollway Public Relations Representatives regarding the Interstate 355 resurfacing project and provided pertinent updates to the Village through the Manager's Office.
- Served as liaison to the Capital Improvements Commission, continued to provide pre-meeting information packets and other information as needed for the Commissioners
- Served on the East Branch DuPage River Greenway Trail Project Steering Committee

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

- ❑ Continued making updates and refinements in the long-term capital improvements program for Village roadway / storm sewer rehabilitation, water system improvements, sanitary sewer system upgrades, parking lot, and facility capital needs
- ❑ Continued coordination with the Illinois Department of Transportation for federal aid projects including the North Park Boulevard/Main Street Project, Taylor Avenue Pedestrian Tunnel Project, and Crescent Boulevard Projects
- ❑ In unison with the DuPage Mayors and Manager's Conference and Member Communities, actively participated in the development of the new local Surface Transportation Program (i.e. federal funding program for surface transportation projects which Glen Ellyn regularly applies for)
- ❑ Applied for Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding for the Glen Ellyn Metra Train Station and Pedestrian Underpass project. Efforts included presentations of the project to Northwest Municipal Conference and DuPage Mayors and Managers Conference
- ❑ Attended training to prepare for new Grant Accountability and Transparency Act (GATA) Requirements

3. Major Infrastructure Improvement and Maintenance Project Involvement

In 2019, the following major engineering efforts commenced and improvement projects were designed, bid, and constructed. Engineering staff completed project designs in-house as well as with consultants, bid and awarded construction contracts, and oversaw project construction with consultant assistance.

- ❑ Baker Hill Ingress/Egress Improvements (#16021) – Construction of a ¾ access intersection at Roosevelt and Pershing to improve access to the Baker Hill Shopping Plaza and Pershing Avenue.
- ❑ Scott-Clifton-Cumnor-Ellynwood Roadway and Drainage Improvements (#19007) – Construction of stormwater drainage improvements and rehabilitation of approximately ½ mile of the entitled streets in Northeast Glen Ellyn.

- Maintenance Related Construction Programs – This effort included participation in the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities that jointly bid out projects. The summary and status of these endeavors, as of September 2019, are displayed on the following table:

Project	Estimated Glen Ellyn Cost	Status
2019 Sidewalk and Concrete Street Repairs	\$346,000 (2019)	A contract was awarded to the low bidder, Schroeder & Schroeder, Inc., at the May 28 Village Board Meeting. Extensive concrete roadway panel replacement is intended for this year's program. A first batch of repairs was completed between June 21 and July 3. A second batch was completed the week of August 19 and a final batch is anticipated to be completed in the fall.
2019 Asphalt Roadway Patching	\$190,000 (2019)	The contract was awarded to Schroeder Asphalt Services, Inc. at the June 24 Village Board Meeting. Project scope includes roadway patching throughout the Village and resurfacing of Hill Avenue from Cumnor Avenue to the Prairie Path. Contracts are currently being executed and a pre-construction meeting is being scheduled. A list of patching locations will be finalized in advance of construction starting in late September.
2019 Pavement Markings	\$60,000 (2019)	The contract was awarded to the low bidder of the DuPage County contract, Superior Road Striping, at the May 28 Village Board Meeting. The majority of striping on concrete pavement has been completed, while striping on asphalt pavement is targeted for late September.
2019 Crack Sealing	\$15,000 (2019)	Candidate locations and quantities are being compiled in order to request three pricing proposals. Staff anticipates recommending the low proposal for execution by the Village Manager. Construction is targeted to start by late September.
2019 Asphalt Surface Rejuvenation	\$85,000 (2019)	Staff estimated quantities and requested a proposal from Corrective Asphalt Materials as a single source purchase. A contract was awarded at the May 28 Village Board Meeting. Candidate locations include streets that have been resurfaced one to three years prior. Construction is targeted to be completed in mid-September.
Annual Sewer Lining	\$500,000 (2019)	Staff is in the process of finalizing the bidding and contract documents. Televising of additional sewer sections is required and has been requested to be complete by PW Utilities Division. Project will be bid as soon as all sewer video is received, reviewed and remaining sewer sections are included in the scope of the work.
Spoil Hauling and Delivery of Aggregates	\$54,000 (2018)	KLF Enterprises

- Ongoing close-out of various construction projects: Major project close-outs include North Park Boulevard and Main Street Improvements, Taylor Avenue Pedestrian Tunnel, 2018 Street Resurfacing, IDOT Pedestrian Crosswalks, Hill Avenue Bridge, and Crescent Boulevard Reconstruction.

In 2020, the following major improvement projects are planned for implementation:

- Street Rehabilitation Projects
More extensive Rehabilitation of Village roadways and utilities including: Windsor (Sawyer to Chesterfield), Sawyer (Lorraine to Wheaton Border), Chesterfield (Lorraine to Wheaton Border), Phillips (Lorraine to Vine), Vine (Hillside to Ridgewood), Ridgewood (Kenilworth to Brandon), Kenilworth (Hillside to Dawn), Dawn (Hillside to Duane), Evergreen (Hillside to Duane), Center (Evergreen to Lorraine), and Carleton (DuPage heading south to the entrance to Glen Hill North/800 Roosevelt Road). Also included is varying levels of resurfacing of relatively recently (2015) annexed areas west of the Glenbard Wastewater Treatment Plant including Marston (Maple to and including Marston Court), Birchbrook Court, Brook Court, Lorry Court, Crest Court, Ridge Road (Glen Crest to Bemis), Glen Crest Drive (Danby to West End), Danby (Glen Crest to Bemis), as well as other Village roadways including Chapel Court, Sheehan Avenue (Jonathan to Sunnybrook), and Anthony Street (Kenilworth to West End). FY20 Budget includes funding for these projects in the amounts of approximately \$6.2M Capital, \$2.4M Water, and \$1.9M Sewer.
- Contract Street Maintenance – Includes pavement preservation work to sustain and improve the condition of a roadway as well as extend its life between major rehabilitation events. Public Works 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 contract street maintenance work proposed for FY 2020 includes:

FY20 Street Maintenance Work	Estimated Cost
A. Asphalt Street Major Patching/Resurfacing Project	\$200,000
B. Asphalt Roadway Crack Sealing	\$25,000
C. Asphalt Roadway Surface Treatments	\$25,000
D. Concrete Pavement and Curb Repairs	\$550,000
TOTAL – Capital Projects Fund	\$800,000

A. Large-scale patching efforts will continue with targeted streets identified and evaluated by engineering and operations staff prior to contract development. Targeted asphalt 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 those with in “good” condition per pavement condition index surveys (i.e. PCI scores of 85 or higher).

C. The surface treatment program consists of the application of a preservative seal to recently paved roadways.

D. This program consists of the replacement of deteriorated sections of concrete pavement and miscellaneous curb replacements at spot locations throughout the Village.

- Cumnor Avenue Roadway, Sewer, and Water Improvements (#19009) – This project includes the extension of sanitary sewer and water distribution infrastructure into the currently unincorporated area of Glen Ellyn on Cumnor Avenue between Fairway and Acorn. The FY20 Budget includes \$105K Capital, \$160K Water, and \$175K Sewer for the project.
- Hill Avenue Sewer and Water Improvements (#00511) – This project includes the extension of sanitary sewer and water distribution infrastructure into the recently annexed area along Hill Avenue between Walnut and the East Branch DuPage River. The FY Budget includes \$200K Capital, \$710K Water, and \$500K Sewer for the project.
- Route 53 and Roosevelt Road Water Main Rehabilitation (#16015) – This project includes rehabilitation of 12-inch water main on the south side of Illinois Route 53 between Spring and Surrey (under the East Branch DuPage River) is planned for 2020 with \$1.0M budgeted in the Water Fund.
- Sidewalk Program – The 2020 program includes \$150K in removal and replacement of defective sidewalk squares. Also included is \$60K in funding for the construction of new sidewalk on the north side of High Road (Main to Forest) and on the west side of Western Avenue (Geneva to Amy).
- Village Green Storm Sewer Replacement (#16017) – This project includes construction of a replacement storm sewer serving as a drainage outfall for Wilson Avenue and Village Green Park. The preliminary estimated cost of construction budgeted for 2020 is \$270K.

4. Coordination with Consultants

Engineering staff plays a key role in consulting engineer selection, project scope development, identification and resolution of project issues, and overall project coordination. New consultant assignments in 2020 include:

- CBD Roadway Rehabilitation and Streetscape (#15006 Roadway and Streetscape and #16005 Utilities) Design Engineering – The currently envisioned project will consist of utility, roadway, and streetscape improvements through the Glen Ellyn Central Business District. It is anticipated that the second portion of the detailed design engineering for the project will be awarded and commence in late 2019. The amount budgeted in 2020 will be for the balance of the engineering design services to complete engineering drawings and bidding documents, secure project permissions, and

competitively bid the proposed improvements. The amount budgeted for the assignment anticipated to commence in late 2019 includes \$800K Capital, \$125K Water, and \$125K Sewer.

- Glen Ellyn Metra Station and Multi-Modal Access Improvements Project (#16016) – Funds are budgeted in 2020 to commence detailed design engineering services (Phase II Engineering) for the reconstruction of the Glen Ellyn Metra Train Station and site improvements including a new grade-separated Pedestrian Underpass of the UP-West Line. While the entirety of the assignment is anticipated to cost approximately \$2M-\$2.5M, the amount budgeted and anticipated to be expended in 2020 is \$500K in the Capital Projects Fund.
- Pavement Condition Index Survey – Funds are budgeted in 2020 to complete the quadrennial non-destructive pavement condition assessment of the Village’s Roadway network. The 2020 survey data will be utilized to review and update the Village’s master roadway rehabilitation program. The amount budgeted in 2020 is \$35K in the Capital Projects Fund.

5. Public Improvements Inspections

- The Engineering Division, primarily in the person of the Utilities Inspector, inspects all water, sewer, driveway and sidewalk installations in the Village, ranging from single-family home renovations to complete sub-divisions. The Division responds to about 1,000 requests annually including plan reviews, various public improvement inspections, work-in-parkway permits, refund of deposits, fire flow tests and irrigation inspections.

Engineering Division Activity Comparison (2019 Vs. 2018)

Activity	2018	2019	+/- change	% difference
Roadway Rehabilitation (Centerline Miles)	3.40	0.55	(2.85)	-84%
Sidewalk Improvements (Square Feet)	32,789	13,039	(19,750)	-60%
Water Main Improvements (Miles)	0.66	0	(0.66)	-100%
Sanitary Sewer Main Improvements (Miles)	0.16	0	(0.16)	-100%
Storm Sewer Main Improvements (Miles)	0.43	0.17	(0.26)	-60%
Cracksealing (Linear Feet)	19,837	14,286	(5,551)	-28%
Pavement Rejuvenator (Square Yards)	0	91,644	91,644	-
Utility Permit Reviews	57	45	(12)	-21%

Engineering Goals for FY20

While it is the Engineering Division's intent and goal to complete all planned and budgeted initiatives, the following list highlights the Divisions primary goals for 2020:

1. Continue to fine tune the Village's long term plan for street maintenance activities based on improved inspection and assessment measures. 2020 offers the opportunity to complete a more comprehensive update of the program including the addition of additional out-years as new pavement condition information will be obtained for the Village's roadway network.
2. Continue systematic assessment of the condition of the Village's sidewalk network to aid in planning sidewalk maintenance activities.
3. Continue closely monitoring streets for, and implementing, pavement maintenance activities including surface treatment (rejuvenator), crack sealing, and patching.
4. Implement construction of the Hill Avenue and Cumnor Avenue Sewer and Water Utility Extension Projects.
5. Procure and commence Phase II Engineering Services for the Glen Ellyn Metra Train Station and Multimodal Access Improvements Project including close coordination with the CBD Streetscape Project.
6. Facilitate the thorough, high quality, and timely completion of detailed engineering for the CBD Utility and Streetscape Project with attention to communicating, coordinating, and obtaining the needed input of Staff, Elected Officials, and the Public. Efforts shall also include close coordination with the Glen Ellyn Metra Train Station and Multimodal Access Improvements Project.
7. Complete the design and construction oversight of the 2020/2021 Roadway Rehabilitation Program. The Engineering Division notes the program is being developed to capitalize on economies of scale; however the program will need to be implemented and administered in a reasonable manner to ensure success of the project.
8. Pursue all applicable grant funding opportunities for planned capital projects including from Congestion Mitigation and Air Quality Improvement Program (CMAQ), Illinois Transportation Enhancement Program (ITEP), Regional Transit Authority (RTA), Safe Routes to Schools (SRTS), Surface Transportation Program (STP), and any other Programs.

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: ADMIN & ENGINEERING

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
143100		PUBLIC WORKS - ADMIN & ENGINEERING						
143100	510100	SALARIES - PENSIONABLE	506,987	522,650	522,650	523,000	603,050	3.1%
143100	510120	SALARIES - NON PENSIONABLE	25,904	29,200	29,200	14,500	29,200	0.0%
143100	510200	OVERTIME	2,134	1,500	1,500	500	1,000	-33.3%
143100	510300	TEMPORARY HELP	269	2,500	2,500	500	1,250	-50.0%
143100	510400	FICA TAXES	39,499	41,000	41,000	43,100	48,000	2.9%
143100	510500	IMRF EMPLOYER CONTRIBUTIONS	35,818	47,700	47,700	49,750	53,800	-1.5%
143100	520305	EMPLOYEE RECOGNITION	3,003	3,350	3,350	1,000	2,350	-29.9%
143100	520600	DUES-SUBSCRIPTIONS-REG FEES	818	315	315	315	501	59.0%
143100	520620	EMPLOYEE EDUCATION	3,743	5,600	5,600	4,000	4,000	-28.6%
143100	520625	TRAVEL	2,114	2,900	2,900	-	1,900	-34.5%
143100	520905	PRINTING	154	750	750	150	250	-66.7%
143100	520970	MAINTENANCE-BUILDING & GROUNDS	907	750	750	750	750	0.0%
143100	520975	MAINTENANCE-EQUIPMENT	1,939	2,500	2,500	2,000	2,500	0.0%
143100	521055	PROFESSIONAL SERVICES - OTHER	30,567	19,800	24,147	24,147	4,500	-81.4%
143100	521195	TELECOMMUNICATIONS	9,470	10,180	10,180	11,000	4,900	18.9%
143100	530100	OFFICE SUPPLIES	1,760	2,800	2,800	2,000	2,250	-19.6%
143100	530105	OPERATING SUPPLIES	1,074	1,250	1,250	500	1,250	0.0%
143100	530225	SAFETY SUPPLIES	650	725	725	770	800	10.3%
143100	530445	UNIFORMS	1,130	1,504	1,504	500	1,504	0.0%
143100	580110	EQUIPMENT/CAPITAL OUTLAY	1,111	1,950	1,950	1,000	500	-74.4%
143100	590600	TRANSFER TO INSURANCE - HEALTH	59,657	64,525	64,525	64,950	74,550	4.1%
143100	590610	TRANSFER TO INSURANCE - GEN	9,200	8,700	8,700	8,700	8,900	2.3%
143100	590650	TRANSFER TO EQUIP FUND - O&M	36,900	24,600	24,600	24,600	18,600	-24.4%
143100	590655	TRANSFER TO EQUIP FUND - REPL	12,600	16,800	16,800	16,800	17,800	6.0%
TOTAL		PUBLIC WORKS - ADMIN & ENGINEERING	787,410	813,549	817,896	794,532	884,105	-1.3%

FUND: GENERAL FUND
 DEPARTMENT: PUBLIC WORKS
 ORGANIZATION: ADMIN & ENGINEERING

ACCOUNTS FOR:	2021 BUDGET
143100 PUBLIC WORKS - ADMIN & ENGINEERING	
143100 510100 - SALARIES - PENSIONABLE	603,050
PUBLIC WORKS DIRECTOR (60%)	91,000
ASSISTANT PUBLIC WORKS DIRECTOR (70%)	91,800
REGISTERED PROFESSIONAL ENGINEER (80%)	111,900
SENIOR CIVIL ENGINEER (80%)	81,400
CIVIL ENGINEER (80%)	65,000
UTILITIES INSPECTOR (20%)	16,800
ADMINISTRATIVE ASSISTANT II (70%)	50,100
ADMINISTRATIVE ASSISTANT I (34%) - PT	17,350
2.25% MERIT INCREASE FOR DEPARTMENT	13,700
CIVIL ENGINEER - NEW - 80%	64,000
143100 510120 - SALARIES - NON PENSIONABLE	29,200
PART TIME PROFESSIONAL ENGINEER	29,200
143100 510200 - OVERTIME	1,000
OT FOR ADMINISTRATIVE ASSISTANT II AND	1,000
A PORTION OF THE UTILITIES INSPECTOR	
143100 510300 - TEMPORARY HELP	1,250
FRONT OFFICE COVERAGE (7 DAYS)	1,250
143100 510400 - FICA TAXES	48,000
EMPLOYER FICA TAXES	48,000
143100 510500 - IMRF EMPLOYER CONTRIBUTIONS	53,800
EMPLOYER IMRF CONTRIBUTIONS @ 8.92%	53,800
143100 520305 - EMPLOYEE RECOGNITION	2,350
SPOT AWARDS FOR EXEMPLARY PERFORMANCE	600
QUARTERLY DEPARTMENT MEETINGS	1,000
MISCELLANEOUS RECOGNITION	-
SEASONAL DEPARTMENT TEAM BUILDING	750
143100 520600 - DUES-SUBSCRIPTIONS-REG FEES	501
PE REGISTRATION (3 EMPLOYEES) ODD YEARS	186
ONLY	
ILLINOIS PUBLIC WORKS MUTUAL AID	250
NETWORK (IPWMAN)	
DAILY HERALD SUBSCRIPTION	65

FUND: GENERAL FUND
 DEPARTMENT: PUBLIC WORKS
 ORGANIZATION: ADMIN & ENGINEERING

ACCOUNTS FOR:	2021 BUDGET
143100 520620 - EMPLOYEE EDUCATION	4,000
CONTINUING EDUCATION FOR PROFESSIONAL	3,500
COMPUTER TRAINING	250
ACCREDITATION EDUCATION	250
143100 520625 - TRAVEL	1,900
IPASS	200
IPSI (HOTEL, FOOD, TRAVEL) - SENIOR	600
CIVIL ENGINEER	
IPSI (HOTEL, FOOD, TRAVEL) - CIVIL	600
ENGINEER	
APWA SNOW CONFERENCE PRESENTATION	500
143100 520905 - PRINTING	250
PUBLIC WORKS BROCHURES & POSTAGE	250
143100 520970 - MAINTENANCE-BUILDING & GROUNDS	750
FLOOR MAT	750
143100 520975 - MAINTENANCE-EQUIPMENT	2,500
MOVEABLE STORAGE SHELVING YEARLY	500
MAINTENANCE	
PITNEY BOWES	2,000
143100 521055 - PROFESSIONAL SERVICES - OTHER	4,500
ARCHIVE SCANNING	1,500
CARTEGRAPH TRAINING 25%	3,000

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: ADMIN & ENGINEERING

ACCOUNTS FOR:	2021 BUDGET
143100 521195 - TELECOMMUNICATIONS	12,100
CELL PHONE PUBLIC WORKS DIRECTOR	600
CELL PHONE ASSISTANT PUBLIC WORKS DIRECTOR	600
CELL PHONE PROFESSIONAL ENGINEER	600
CELL PHONE CIVIL ENGINEER	600
CELL PHONE PUBLIC WORKS UTILITY INSPECTOR	800
CELL PHONE ACCESSORIES	250
PHONE BILLS RENO CENTER LAND LINE (CALL ONE)	7,200
SERVICE FOR TABLET	250
CELL PHONE SENIOR CIVIL ENGINEER	600
CELL PHONE PART TIME PROFESSIONAL ENGINEER	600
143100 530100 - OFFICE SUPPLIES	2,250
INCLUDES COPIER PAPER AND TONER OFFICE MATERIALS	2,250
143100 530105 - OPERATING SUPPLIES	1,250
ITEMS FOR FIELD WORK AND FURNITURE PARTS AND UPGRADES	1,250
143100 530225 - SAFETY SUPPLIES	800
SAFETY BOOTS (UTILITIES INSPECTOR)	200
SAFETY BOOTS (5 A&E EMPLOYEES - REDUCED AMOUNT)	450
SAFETY SUPPLIES - FIELD WORK	150
143100 530445 - UNIFORMS	1,504
PUBLIC WORKS DIRECTOR	188
ASSISTANT PUBLIC WORKS DIRECTOR	188
PROFESSIONAL ENGINEER	188
CIVIL ENGINEER	188
PUBLIC WORKS UTILITY INSPECTOR	188
FT ADMINISTRATIVE ASSISTANT II	188
PT ADMINISTRATIVE ASSISTANT II	188
SENIOR CIVIL ENGINEER	188
143100 580110 - EQUIPMENT/CAPITAL OUTLAY	500
ENGINEERING EQUIP (GEN. SUPPLIES)	500

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: ADMIN & ENGINEERING

ACCOUNTS FOR:	2021 BUDGET
143100 590600 - TRANSFER TO INSURANCE - HEALTH HEALTH INSURANCE CONTRIBUTION	74,550 74,550
143100 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	8,900 8,900
143100 590650 - TRANSFER TO EQUIP FUND - O&M O&M TRANSFER TO EQUIP SERVICES	18,600 18,600
143100 590655 - TRANSFER TO EQUIP FUND - REPL	17,800
TOTAL PUBLIC WORKS - ADMIN & ENGINEERING	884,105

PUBLIC WORKS OPERATIONS – STREETS & 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 divided into two cost centers – Street Division and Forestry Division. Some of the everyday activities performed under the Operations General Fund qualify for Illinois Department of Transportation reimbursement through the Motor Fuel Tax (MFT) Program. These tasks are monitored and documented for inclusion in annual MFT Resolutions to qualify for MFT funding.

Street and roadway activities include the maintenance of approximately 89 lane miles of roadway. Responsibilities include: maintenance of streets, curbs, signs and pavement markings, snow removal operations, the sidewalk improvement program, line striping and pavement crack sealing programs, street sweeping, parking meter maintenance, and parking lot and street light maintenance. The Street Division serves in a support role for special events such as the Taste of Glen Ellyn, Fourth of July Parade, Jazz in Glen Ellyn, Tour of Glen Ellyn Bike Race and the Holiday Walk, as well as many smaller events. The Street Division focuses attention on the Central Business District (CBD) through twice a week street sweepings and sidewalk cleaning, executing the seasonal banner program, removing snow during the winter, installation and maintenance of benches, trash cans and signs, and the maintenance of 982 Village owned street lights. Our computerized sign inventory program currently contains 6082 signs that is continually updated to meet federally mandated retro-reflectivity requirements.

The Forestry Division activities include the maintenance of more than 14,137 trees on parkways and on Village-owned green space and has been a member of Tree City USA for 37 years in a row. The Comprehensive Forestry Management Program includes: annual winter pruning, tree removal and stump grinding, spring and fall tree planting, annual cable inspection, landscape maintenance, service request inquiry, organization of the annual Arbor Day Celebration, flower design, planting and maintenance in the CBD, Parkway Reforestation Programs, disease and insect monitoring, educational tree seminars and oversight of the Tree Preservation Ordinance on right of way with regards to construction projects. The Forestry Division advises residents who seek assistance on private property tree issues.

Our three certified arborists on staff are very knowledgeable at inspecting Village trees for insect and disease concerns. These include inspecting for the most threatening disease and insects: Dutch Elm disease, Oak Wilt disease, gypsy moth and Emerald Ash Borer (EAB) insects. Our in house administered Emerald Ash Borer (EAB) treatment program uses Tre-Age to treat a representative population of 436 ash trees in the Village for future generations. A computerized tree inventory program is continually updated with each tree planted and removed as well as any significant maintenance performed to each village tree.

COVID - 19 IMPACTS:

Impacts were realized in every area of yearly scheduled tasks and work flow. From the strategic scheduling of staff work hours to avoid the risk of exposure, to the reduction of \$246,825 from Street / Forestry General Fund in the 2020 budget.

One of the reductions made was to the seasonal staff for both divisions. This was done not only for budgetary reasons, but also for safety reasons (less staff, less chance for the spread of exposure for seasonal staff and PW staff). The reduction of 6 seasonal staff posed a significant productivity challenge in the areas of both the Street and Forestry divisions. Forestry reduced the purchase of flowers as well as reduced tree pruning. Yearly scheduled tasks such as Stump grinding, watering of plant material, asphalt replacement, CBD maintenance were just some of the challenging areas to schedule and provide regular service.

Five outdoor dining areas were installed with the aid of the Street / Forestry divisions. Festive lighting was installed in the Main Street tent and numerous planters and flower pots were arranged among the eating areas to provide a festive place for the residence to eat and maintain social distancing. Street division also fabricated and installed 60 signs for curb side pick up to enable restaurants to provide services to the residents.

The Forestry division took on service tasks that were reduced from our contracted landscape maintenance in an effort to save funds and keep up with the town's appearance.

The Street division was able to perform other areas of maintenance such as CBD line striping and parking lot maintenance due to the empty parking lots during the State mandated stay at home order.

Operations Street Division – (General Fund) Accomplishments for FY 20

1. The Street Division continued the program to bring all regulatory 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 recent construction season. Implementation of the Cartegraph Sign View software is used to track sign assets and establishes a plan to ensure all signs meet MUTCD standards as well as federal retro-reflectivity guidelines.
2. The Street Division completed a yearly in-house pavement assessment with Engineering. This clearly defined and prioritized efforts in addressing and maintaining roadways. Streets were categorized as 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.
3. Street division continued to maintain village streets, restoring 16 asphalt patches where utility digs had been.
4. All streetlight poles at Five Corners as well as the traffic signals at Main and Elm were painted.

5. Taking advantage of the low to no traffic volumes due to COVID – 19, all CBD parking lots and line striping of on street parking spaces, stop bars and cross walks were striped by the Street division. Using in house staff saved the cost of using a contractor this year especially in light of the upcoming CBD Streetscape.
6. Central Business District:
 - a. The Street Division installed the new Horse Trough that was made as a duplicate to take the traditional spot as the center piece of the CBD. The original was removed in 2019 to be sent away and restored for display in front of the Civic Center as it is becoming too fragile to continue relocating every year when the holiday tree is installed.
 - b. The Street Division installed the newly restored Horse Trough in front of the Civic Center where it will remain for years to come. The light on the top was replaced with a replica similar to the original historical light.
 - c. Street Division removed all signs, light poles and brick pavers from the Civic Center parking lot in preparation for the new parking garage construction. All parking meters, signs light poles and hardscape was removed in the Main Street lot to prepare for the Apex construction. All materials were saved and stored to be utilized at a later time.

Operations Street Division – (General Fund) Goals for FY 21

1. Continue to implement Cartegraph by tracking all Village owned street light location and light pole data as well as adding locations of all Village owned retaining walls and fences.
2. Perform efficient and effective snow removal on all Village-maintained roadways while reducing salt usage has been and will continue to be our goal. Plans for additional training of personnel on specialized equipment (the CBD snow blower and the Wing Plow) will resume in order to have backup capabilities in the event of an emergency.
3. Continue to evaluate and make maintenance repairs to the streets as required. The budget provides funding for asphalt and emulsion used as a primer before asphalt placement. The asphalt will be used for minor repairs and pothole patching by the Street Division 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.
4. Continue to upgrade and replace street signs in accordance to replacement plan provided thru Cartegraph. This maintains sign compliance standards set by the MUTCD and federally mandated retro-reflectivity requirements.

Operations - Forestry Division – (General Fund) Accomplishments for FY 20

1. The Village received the Tree City USA award for the 37th year in a row.
2. The Forestry Division planted a Swamp White Oak at the Police Station – “In Dedication to all the Essential Workers Everywhere during the COVID – 19 Pandemic”.
3. Due to a reduction of the tree planting budget 51 out of the 252 trees scheduled for spring planting were planted through the Reforestation Program using the Suburban Tree Consortium contractor.
4. The Forestry crew and Village tree contractors responded to a strong wide spread Derecho weather event that occurred on August 10th 2020 resulting in tree damage that occurred mostly throughout the area north of Roosevelt Rd. Village staff worked for two weeks responding to storm damage and brush removal. Two Village crews were assisted by two contractors to remove brush and assist with tree damage from the storm. Thirty loads of brush were hauled by Public Works crew, 2500 cubic yards of total brush that was tub ground by a contractor. An additional 600 cubic yards of chips produced by Public Works crew were also hauled out from the Public Works yard.
5. Forestry continues to target wooded Village owned parcels, removing hazardous trees and invasive species. These properties will be listed and maintained as needed to ensure safety to neighboring properties and roadways. Some of these areas completed over the past 12 months were the dead end of Lowell Ave. at 53, Bryant Ave. and 53, east side of Bryant Ave. between 161 and 169 Bryant, North Pass pumping station.

- Planting of the flowers in the CBD remained an uplifting visual during the COVID pandemic. While the Fall plantings were cancelled as part of the reduction to the General Fund the CBD looked as beautiful as ever for the residents to enjoy. The planting beds and hanging baskets contained a diverse assortment of eye catching color and texture that was ever changing throughout the year. The total number of plants installed throughout the year is 1,115 not counting plants that are pre grown in the 45 hanging baskets. This year the 12 "Painted Pots" were designed and painted by each of the schools in Dist. 41 and Dist. 89. All the beds and planters are designed by our staff horticulturist and takes between 4-5 weeks to complete. The Forestry Division plants and maintains three seasons of annuals as well as winter interest comprised of the following:

Season	Total Plants	# of Planting Beds	#of Pots	# of Hanging Baskets
Spring	2,700	10	62	0
Summer	6,585	33	98	45
Fall (COVID CUT)	0	0	0	0
Winter	0	4	10	0

Operations Forestry Division – (General Fund) Goals for FY 21

- Continue to monitor/manage the Ash tree population based on the guidelines identified in the EAB Management Plan. Our goal is to maintain a population of 436 healthy Ash trees by administering a chemical injection. The injection is made into the tree which will kill EAB larvae that feed on the cambium of Ash trees. Ash trees that are deemed worthy of treatment will be injected by in house staff every other year saving the Village an estimated \$40,000 in contractor expenses over a two year period.
- Continue to plant trees in the right-of-way through the Parkway Reforestation Program. Approximately 280 trees will be planted during the spring and fall planting seasons. All trees will be planted by a contractor.
- The Frieda Kahlo exhibit to be held at the Collage of DuPage in 2020 was rescheduled for 2021 due to the COVID pandemic. The Forestry Horticulturist will continue to consult with the Horticulturist from Ball Seed to compliment the colors of the flowers planned to be on display in the COD gardens and entrance to the exhibit.
- Continue to stump grind every other week with the goal of keeping the stump list below 50 -60 stumps in the parkway at any time.
- Continue to remove dead or potentially hazardous trees from the parkways as needed.
- Prune a portion of trees in Zone E during the 2020-21 pruning season to maintain proper form and health of the trees.

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
143300		PUBLIC WORKS OPS - STREETS						
143300	510100	SALARIES - PENSIONABLE	307,249	297,800	297,800	325,000	334,550	12.3%
143300	510120	SALARIES - NON PENSIONABLE	17,389	25,000	25,000	20,000	25,600	2.4%
143300	510200	OVERTIME	25,301	16,000	16,000	25,300	16,000	0.0%
143300	510210	SNOW	95,055	70,000	70,000	52,500	70,000	0.0%
143300	510300	TEMPORARY HELP	10,631	24,560	24,560	-	12,000	-51.1%
143300	510310	TEMPORARY HELP - SNOW	25,359	26,000	26,000	18,500	26,000	0.0%
143300	510400	FICA TAXES	35,740	36,000	36,000	33,700	38,100	5.8%
143300	510500	IMRF EMPLOYER CONTRIBUTIONS	30,155	35,800	35,800	29,600	37,600	5.0%
143300	520600	DUES-SUBSCRIPTIONS-REG FEES	66	315	315	200	315	0.0%
143300	520620	EMPLOYEE EDUCATION	593	1,500	1,500	50	1,500	0.0%
143300	520625	TRAVEL	-	150	150	-	150	0.0%
143300	520915	ESDA EXPENSE	3,793	7,425	7,425	3,000	5,000	0.0%
143300	520970	MAINTENANCE-BUILDING & GROUNDS	9,762	13,500	13,500	16,000	13,500	0.0%
143300	520975	MAINTENANCE-EQUIPMENT	6,509	9,450	10,415	7,250	3,075	-70.5%
143300	520995	MAINTENANCE-SIGNS	23,751	30,000	30,000	32,000	30,000	0.0%
143300	521035	MAINTENANCE-STREET PAINTING	61,247	32,000	32,000	24,000	32,000	0.0%
143300	521040	MAINTENANCE-TRAFFIC SIGNALS	30,971	26,250	26,250	25,000	26,250	0.0%
143300	521045	MAINTENANCE-STREET LIGHTS	66,397	50,000	50,000	28,000	50,000	0.0%
143300	521055	PROFESSIONAL SERVICES - OTHER	2,977	5,600	5,600	3,000	5,600	0.0%
143300	521057	CBD APPEARANCE	15,644	8,500	8,500	5,000	3,500	-58.8%
143300	521060	SNOW REMOVAL SERVICES	12,781	20,000	20,000	10,000	20,000	0.0%
143300	521115	LANDFILL FEES	19,914	20,000	20,000	18,000	20,000	0.0%
143300	521125	LEASED EQUIPMENT	554	1,000	1,000	500	1,000	0.0%
143300	521195	TELECOMMUNICATIONS	2,232	3,020	3,020	2,500	3,020	0.0%
143300	530100	OFFICE SUPPLIES	1,069	1,350	1,350	1,350	1,000	-25.9%
143300	530105	OPERATING SUPPLIES	9,051	8,000	8,000	8,000	8,000	0.0%
143300	530210	OPERATING SUPPLIES, ASPHALT	25,589	25,000	25,000	20,000	25,000	0.0%
143300	530225	SAFETY SUPPLIES	8,117	8,150	8,150	3,000	8,050	-1.2%
143300	530445	UNIFORMS	2,062	2,625	2,625	2,625	2,575	-1.9%
143300	580110	EQUIPMENT/CAPITAL OUTLAY	69,003	26,200	26,200	2,670	34,900	33.2%
143300	590600	TRANSFER TO INSURANCE - HEALTH	68,226	45,200	45,200	66,100	61,350	35.7%
143300	590610	TRANSFER TO INSURANCE - GEN	55,200	57,500	57,500	57,500	58,600	1.9%
143300	590650	TRANSFER TO EQUIP FUND - O&M	212,200	208,000	208,000	208,000	201,700	-3.0%
143300	590655	TRANSFER TO EQUIP FUND - REPL	182,300	187,200	187,200	187,200	127,800	-31.7%
TOTAL		PUBLIC WORKS OPS - STREETS	1,436,885	1,329,095	1,330,060	1,235,545	1,303,735	-1.8%

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ACCOUNTS FOR:	2021 BUDGET
143300 PUBLIC WORKS OPS - STREETS	
143300 510100 - SALARIES - PENSIONABLE	334,550
(1) MAINTENANCE WORKER III	76,500
STREET/FORESTRY SUPERINTENDENT (50%)	52,900
CREW LEADER II	84,800
(1) MAINTENANCE WORKER I	49,700
(1) MAINTENANCE WORKER II	61,500
2.25% MERIT INCREASE FOR DEPARTMENT	9,150
143300 510120 - SALARIES - NON PENSIONABLE	25,600
MAINTENANCE WORKER	25,600
143300 510200 - OVERTIME	16,000
STREET DIVISION CALL OUT	16,000
FOR 1 CREW LEADER PLUS 50%	
SUPERINTENDENT	
143300 510210 - SNOW	70,000
OVERTIME COVERS ALL PUBLIC WORKS STAFF	70,000
THAT WORK SNOW	
143300 510300 - TEMPORARY HELP	12,000
2 SUMMER SUMMER SEASONALS FOR 12 WEEKS	12,000
@ \$12.00 PE	
143300 510310 - TEMPORARY HELP - SNOW	26,000
SEASONAL SNOW LABOR	26,000
143300 510400 - FICA TAXES	38,100
EMPLOYER FICA TAXES	38,100
143300 510500 - IMRF EMPLOYER CONTRIBUTIONS	37,600
EMPLOYER IMRF CONTRIBUTIONS @ 8.92%	37,600
143300 520600 - DUES-SUBSCRIPTIONS-REG FEES	315
4.5 STREET EMPLOYEES / CDL	315
REIMBURSEMENT	
143300 520620 - EMPLOYEE EDUCATION	1,500
4.5 STREET EMPLOYEES FOR REGIONAL APWA	200
SHOW- AMERICAN PUBLIC WORKS ASSOCIATION	
TRADE SHOW	
MISCELLANEOUS EDUCATION 4.5 STREET	500
EMPLOYEES AND 50% STREET/FORESTRY	
SUPERINTENDENT	
MISC ELECTRICAL SEMINARS - 4 STREET	800
EMPLOYEES	

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ACCOUNTS FOR:	2021 BUDGET
143300 520625 - TRAVEL	150
4.5 STREET EMPLOYEES MISCELLANEOUS TRAVEL EXPENSES	150
143300 520915 - ESDA EXPENSE	5,000
ESDA CONTRACT	1,500
MAINTENANCE EXPENSES	3,500
143300 520970 - MAINTENANCE-BUILDING & GROUNDS	13,500
MISCELLANEOUS MASONRY WORK	4,000
RT 38/CBD POTENTIAL SIDEWALK TRIP HAZARDS	5,000
SIDEWALK SALT (40% OF TOTAL PURCHASE)	2,400
CONTRACTOR SIDEWALK SALT (@ 100% TOTAL PURCHASE)	2,100
143300 520975 - MAINTENANCE-EQUIPMENT	3,075
REPAIRS OF SMALL EQUIPMENT	1,500
ETS PRO SOFTWARE ANNUAL MAINTENANCE FOR SIGN MAKING EQUIPMENT	1,575
143300 520995 - MAINTENANCE-SIGNS	30,000
ALUMINUM SIGN BLANKS AND ALUMINUM HYDROSTRIPPING	9,000
INCREASED SIGN REPLACEMENT DUE TO OMS TRACKING	
SIGN FABRICATION MATERIALS	10,500
SIGN POSTS AND HARDWARE	10,500
143300 521035 - MAINTENANCE-STREET PAINTING	32,000
PAINT BEADS, THINNER FOR INHOUSE APPLICATIONS	2,000
CONTRACT - LINE STRIPING - ASPHALT AND CONCRETE	30,000
143300 521040 - MAINTENANCE-TRAFFIC SIGNALS	26,250
IDOT SIGNAL INVOICES	14,000
OPTICOM MAINTENANCE	3,500
OPTICOM MAINTENANCE INSPECTION CONTRACT	4,750
CONTRACTOR TRAFFIC SIGNAL MAINTENANCE	4,000
143300 521045 - MAINTENANCE-STREET LIGHTS	50,000
REPLACEMENT PARTS	20,000
ELECTRICAL CONTRACTOR	15,000
SPARE FIXTURES FOR INVENTORY	5,000
SPARE LIGHT POLE FOR INVENTORY	10,000
143300 521055 - PROFESSIONAL SERVICES - OTHER	5,600
WEATHER FORECASTING	1,100
CBD ELECTRICAL NEEDS	3,000
CARTEGRAPH TRAINING/IMPLEMENT(12.5%)	1,500

FUND: GENERAL FUND
 DEPARTMENT: PUBLIC WORKS
 ORGANIZATION: STREETS

ACCOUNTS FOR:	2021 BUDGET
143300 521057 - CBD APPEARANCE	3,500
AMERICAN AND FRENCH FLAGS	1,500
FLAG POLES	1,000
MISCELLANEOUS SUPPLIES	1,000
143300 521060 - SNOW REMOVAL SERVICES	20,000
SNOW HAULING CONTRACT	20,000
143300 521115 - LANDFILL FEES	20,000
DISPOSAL OF STREET SWEEPINGS, LEAVES AND ASPHALT	20,000
143300 521125 - LEASED EQUIPMENT	1,000
BARRICADE RENTAL FOR SPECIAL EVENTS	1,000
143300 521195 - TELECOMMUNICATIONS	3,020
PHONE SERVICES FOR 4 FT STREET	2,200
EMPLOYEES AND 50% S/F SUPERINTENDENT	
ACCESSORIES (10% OF PHONE SERVICES)	220
IPAD AND LAPTOP SERVICE FOR TWO IPADS	600
143300 530100 - OFFICE SUPPLIES	1,000
OFFICE SUPPLIES	1,000
143300 530105 - OPERATING SUPPLIES	8,000
TOOLS AND MISCELLANEOUS SUPPLIES	7,000
TOP SOIL / PARKWAY RESTORATION SUPPLIES	1,000
143300 530210 - OPERATING SUPPLIES, ASPHALT	25,000
ASPHALT	22,500
EMULSION	2,500
143300 530225 - SAFETY SUPPLIES	8,050
BARRICADES: 25 W/LIGHTS/BATERIES, 50 WITHOUT LIGHTS	3,000
TRAFFIC CONES	500
SAFETY HATS, GLASSES, GLOVES, ETC	750
\$200 SAFETY BOOT STIPEND FOR 5 STREET EMPLOYEES AND 50% SUPERINTENDENT	1,100
\$100 SAFETY BOOT STIPEND FOR 2 SEASONAL EMPLOYEES	200
ADDITIONAL 10 WATER BARRIERS FOR SPECIAL EVENTS	2,500
143300 530445 - UNIFORMS	2,575
\$450 PER EMPLOYEE 5 STREET - 50% SUPERINTENDENT	2,475
\$50 PER SEASONAL EMPLOYEE - 2 SEASONAL	100

FUND: GENERAL FUND
 DEPARTMENT: PUBLIC WORKS
 ORGANIZATION: STREETS

ACCOUNTS FOR:	2021 BUDGET
143300 580110 - EQUIPMENT/CAPITAL OUTLAY	34,900
LANDSCAPE TRAILER (REPLACEMENT)	6,200
PALLET SHELVING FOR GARAGE	3,000
ASPHALT GRINDER (REPLACEMENT)	25,000
SML BATTERY POWER TOOLS / SHOP VAC / CHAINSAW	700
143300 590600 - TRANSFER TO INSURANCE - HEALTH	61,350
HEALTH INSURANCE CONTRIBUTION	61,350
143300 590610 - TRANSFER TO INSURANCE - GEN	58,600
GENERAL INSURANCE TRANSFER	58,600
143300 590650 - TRANSFER TO EQUIP FUND - O&M	201,700
TRANSFER TO EQUIP SERVICES FOR O&M	201,700
143300 590655 - TRANSFER TO EQUIP FUND - REPL	127,800
TRANSFER TO EQUIPMENT SERVICES FOR VEHICLE REPLACEMENT	127,800
TOTAL PUBLIC WORKS OPS - STREETS	1,303,735

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ORG	OBJECT	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 ORIG BUD	2020 REV BUD	2020 PROJECTION	2021 BUDGET	2021
								% CHG 2020 ORG BUD
143400		PUBLIC WORKS OPS - FORESTRY						
143400	510100	SALARIES - PENSIONABLE	290,216	298,200	298,200	302,550	311,470	4.5%
143400	510200	OVERTIME	9,231	10,000	10,000	13,000	10,000	0.0%
143400	510300	TEMPORARY HELP	12,554	11,040	11,040	-	12,000	8.7%
143400	510400	FICA TAXES	23,131	24,400	24,400	24,150	24,900	2.0%
143400	510500	IMRF EMPLOYER CONTRIBUTIONS	20,909	28,000	28,000	27,500	28,000	0.0%
143400	520600	DUES-SUBSCRIPTIONS-REG FEES	1,011	1,935	1,935	1,300	1,935	0.0%
143400	520620	EMPLOYEE EDUCATION	1,042	5,050	5,050	495	3,550	-29.7%
143400	520625	TRAVEL	-	750	750	-	750	0.0%
143400	520635	SAFETY TRAINING	-	1,500	1,500	-	1,500	0.0%
143400	520970	MAINTENANCE-BUILDING & GROUNDS	55,292	91,500	91,500	45,500	81,500	-10.9%
143400	520975	MAINTENANCE-EQUIPMENT	5,400	6,375	7,340	6,000	2,000	-72.8%
143400	521055	PROFESSIONAL SERVICES - OTHER	8,927	14,280	14,280	8,000	10,600	-25.8%
143400	521057	CBD APPEARANCE	34,150	45,100	45,100	31,000	40,000	-11.3%
143400	521090	TREE TRIMMING	29,467	70,000	70,000	-	86,000	22.9%
143400	521095	TREE REMOVAL	126,372	100,000	100,000	65,000	79,000	-21.0%
143400	521100	TREE REPLACEMENT	106,969	98,000	107,864	17,460	-	-100.0%
143400	521103	EMERALD ASH BORER PROGRAM	4,655	10,000	10,000	-	15,000	50.0%
143400	521125	LEASED EQUIPMENT	461	2,500	2,500	1,500	1,500	0.0%
143400	521195	TELECOMMUNICATIONS	2,159	2,380	2,380	3,100	2,895	21.6%
143400	530100	OFFICE SUPPLIES	849	1,350	1,350	1,000	1,000	-25.9%
143400	530105	OPERATING SUPPLIES	14,123	11,000	11,000	10,000	9,500	-13.6%
143400	530225	SAFETY SUPPLIES	2,868	3,450	3,450	2,500	2,850	-17.4%
143400	530445	UNIFORMS	1,913	2,125	2,125	2,125	2,125	0.0%
143400	580110	EQUIPMENT/CAPITAL OUTLAY	6,881	12,600	12,600	10,169	6,700	-46.8%
143400	590600	TRANSFER TO INSURANCE - HEALTH	44,191	45,800	45,800	46,500	49,750	8.6%
143400	590610	TRANSFER TO INSURANCE - GEN	29,600	32,100	32,100	32,100	32,800	2.2%
143400	590650	TRANSFER TO EQUIP FUND - O&M	99,500	76,200	76,200	76,200	67,600	-11.3%
143400	590655	TRANSFER TO EQUIP FUND - REPL	97,600	97,500	97,500	97,500	78,900	-19.1%
TOTAL		PUBLIC WORKS OPS - FORESTRY	1,029,470	1,103,135	1,113,964	824,649	963,825	-13.40%

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:	2021 BUDGET
143400 PUBLIC WORKS OPS - FORESTRY	
143400 510100 - SALARIES - PENSIONABLE	311,470
STREET/FORESTRY SUPERINTENDENT (50%)	52,950
CREW LEADER II	69,800
MAINTENANCE WORKER I	49,950
MAINTENANCE WORKER II	62,525
MAINTENANCE WORKER III	68,245
2.25% MERIT INCREASE FOR DEPARTMENT	8,000
143400 510200 - OVERTIME	10,000
FORESTRY DIVISION CALL OUT	10,000
COMP FOR 1 CREWLEADER PLUS 50% SUPERINTENDENT	
143400 510300 - TEMPORARY HELP	12,000
2 SUMMER SEASONALS FOR 12 WEEKS @ 12.00 PER HR	12,000
143400 510400 - FICA TAXES	24,900
143400 510500 - IMRF EMPLOYER CONTRIBUTIONS	28,000
EMPLOYER IMRF CONTRIBUTIONS @ 9.09%	28,000
143400 520600 - DUES-SUBSCRIPTIONS-REG FEES	1,935
ILL. ARBORIST ASSOCIATION/ILL. SOCIETY OF ARBORICULTURE - 4 FORESTRY EMP. AND 50% S/F SUPERINTENDENT	1,100
SUBURBAN TREE CONSORTIUM	575
4 FORESTRY EMPLOYEES / CDL LICENSE REIMBURSEMENT	260
143400 520620 - EMPLOYEE EDUCATION	3,550
4 FORESTRY EMPLOYEES AND SUPERINTENDENT - IAA CONFERENCE AND TRADE SHOW \$250 EACH	1,250
MISC. SEMINARS / CLASSES FOR CONTINUING EDUCATION HOURS - 4 FORESTRY EMPLOYEES AND 1 SUPERINTENDENT	1,500
IPSI 1 EMPLOYEE	800
143400 520625 - TRAVEL	750
4 FORESTRY EMPLOYEES AND 50% S/F SUPERINTENDENT	150
IPSI TRAVEL EXPENSES 1 EMPLOYEE	600
143400 520635 - SAFETY TRAINING	1,500
FORESTRY TREE WORK TRAINING	1,500

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:	2021 BUDGET
143400 520970 - MAINTENANCE-BUILDING & GROUNDS	81,500
LANDSCAPE MAINTENANCE, VILLAGE-OWNED AREAS	54,000
ECOLOGICAL RESTORATION OF VILLAGE MAINTAINED OPEN LAND FOR ENVIRONMENTAL IMPROVEMENT	20,000
STEWARDSHIP OF RETENTION AREAS	5,000
WEED VIOLATION MOWING	2,500
143400 520975 - MAINTENANCE-EQUIPMENT	2,000
REPAIR OF SMALL EQUIPMENT	2,000
143400 521055 - PROFESSIONAL SERVICES - OTHER	10,600
WEATHER FORECASTING	1,100
CARTEGRAPH TRAINING / IMPLEMENTATION - 12.	1,500
TREE INVENTORY - ZONE A	7,000
DVP TREE FERTILIZATION	1,000
143400 521057 - CBD APPEARANCE	40,000
CBD FLOWERS	32,000
MISCELLANEOUS SUPPLIES	3,000
CBD BED UPGRADES	5,000
143400 521090 - TREE TRIMMING	86,000
CONTRACT PRUNING OF ZONE E AND PART OF ZONE A	86,000
143400 521095 - TREE REMOVAL	79,000
CONTRACT REMOVAL OF TREES 15" AND GREATER INCLUDING CONTRACT STUMP REMOVAL PER THE CONTRACT	60,000
PARKWAY RESTORATIONS FROM STUMP REMOVAL	13,000
HAULING OF LOGS AND WOOD CHIPS	3,000
PRIVATE HAZARD TO ROW TREE REMOVAL	3,000
143400 521103 - EMERALD ASH BORER PROGRAM	15,000
EAB CHEMICAL FOR IN HOUSE TREATMENTS	13,000
TREE INJECTION PLUGS AND MISC. SUPPLIES (IN HOUSE)	2,000
143400 521125 - LEASED EQUIPMENT	1,500
MISC. LEASED EQUIPMENT	1,500
143400 521195 - TELECOMMUNICATIONS	2,895
PHONE SERVICES - 4 FORESTRY EMPLOYEES AND 50% S/F SUPERINTENDENT	1,950
ACCESSORIES (10% OF PHONE SERVICE)	195
IPAD SERVICE FOR TWO IPADS	750
143400 530100 - OFFICE SUPPLIES	1,000
OFFICE SUPPLIES	1,000

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:	2021 BUDGET
143400 530105 - OPERATING SUPPLIES	9,500
TOP SOIL / PARKWAY RESTORATION SUPPLIES	3,000
TOOLS AND MISCELLANEOUS SUPPLIES	5,000
WEED CONTROL SUPPLIES	1,500
143400 530225 - SAFETY SUPPLIES	2,850
TRAFFIC CONES	500
SAFETY HARD HATS, CHAINSAW CHAPS, GLASSES, GLOVES, ETC	1,250
\$200 SAFETY BOOTS STIPEND FOR 4 FORESTRY EMPLOYEES AND 50% FOR SUPERINTENDENT	900
\$100 SAFETY BOOT STIPEND FOR 2 SEASONAL EMPLOYEES	200
143400 530445 - UNIFORMS	2,125
\$450 PER EMPLOYEE 4 FORESTRY - %50 SUPERINTENDENT	2,025
\$50 PER SEASONAL EMPLOYEE - 2 SEASONAL	100
143400 580110 - EQUIPMENT/CAPITAL OUTLAY	6,700
BLOWER (REPLACEMENT)	300
TWO EAB TREATMENT GUNS (REPLACEMENTS)	5,000
TOPPING SAW (REPLACEMENT)	700
BATTERY POWER POLE SAW	700
143400 590600 - TRANSFER TO INSURANCE - HEALTH	49,750
HEALTH INSURANCE CONTRIBUTION	49,750
143400 590610 - TRANSFER TO INSURANCE - GEN	32,800
GENERAL INSURANCE TRANSFER	32,800
143400 590650 - TRANSFER TO EQUIP FUND - O&M	67,600
TRANSFER TO EQUIPMENT SERVICES FOR O&M	67,600
143400 590655 - TRANSFER TO EQUIP FUND - REPL	78,900
TRANSFER TO EQUIPMENT SERVICES FOR VEHICLE REPLACEMENT	78,900
TOTAL PUBLIC WORKS OPS - FORESTRY	963,825