Agenda
Village of Glen Ellyn
Special Workshop Meeting
Thursday, September 28, 2017
7:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact the Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Five Year Forecast (Finance Director Coyle) (Discussion Only)

1. Finance Director Christina Coyle will present the Five Year Forecast for the General Fund

F. 2018 Budget Workshop Discussion (Finance Director Coyle) (Discussion Only)

1. 2018 Budget Workshop

1. General Fund Overview (Presented by Finance Director Coyle)

3. General Fund Administration (Presented by Village Manager Franz)

2. General Fund Revenues (Presented by Finance Director Coyle)

a. General Fund - Alliance of Downtown Glen Ellyn Proposed Budget

4. General Fund Planning & Development (Presented by Planning & Development Director Hulseberg)

5. General Fund Finance (Finance Director Coyle)

6. Roosevelt Road Tax Increment Financing (TIF) Fund (Presented by Village Manager Franz)

7. Central Business District (CBD) Tax Increment Financing (TIF) Fund (Presented by Village Manager Franz)

G. Other Items

H. Adjournment

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/28/17 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Report
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 2889) DOC ID: 2889

Finance Director Christina Coyle will present the Five Year Forecast for the General Fund

Please find a copy of the report attached.

ATTACHMENTS:

- Five Year Forecast 2018 (PDF)

Village of Glen Ellyn

General Fund Five Year Forecast

2018 BUDGET

Goals of Five Year Forecast

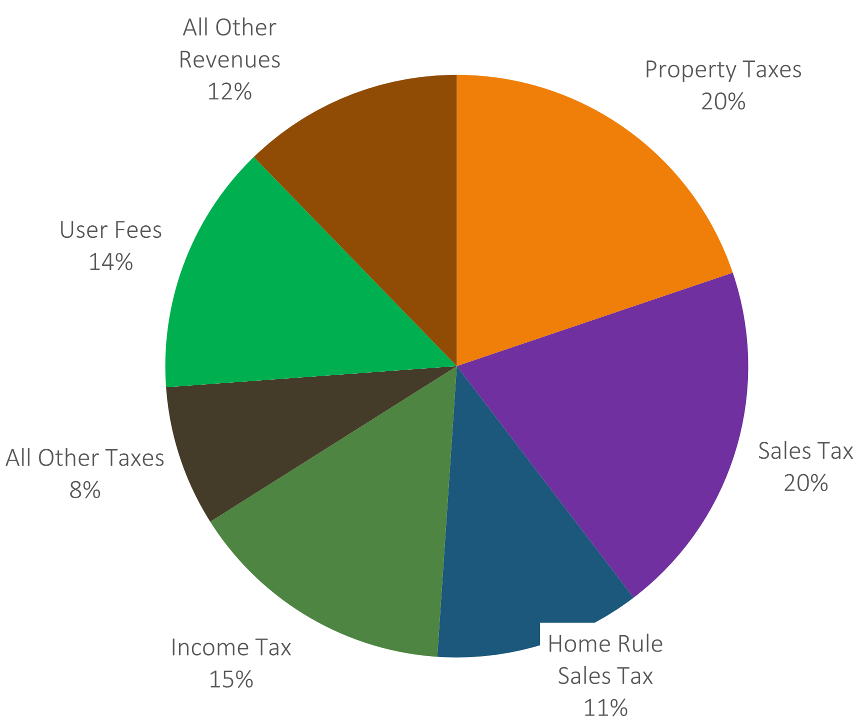
- Understand long-term financial trends in revenues and expenditures/expenses.
- Identify future imbalances (deficits).
- Identify potential areas where programs can be implemented now to avoid future deficits.
- Understand how this forecast aligns with past forecasts.
- Compare past forecasts with actual results.

Facts on the Five Year Forecast

- ∞ Developed annually as a tool for the budget process.
- ∞ Forecast is a model to project future activity and is not a prediction of what will happen.
- ∞ Each year's experience will vary.
  - ~ *The goal is that annual budgets will be balanced.*
  - ~ *Each year's actual results will vary.*
- ∞ Historical results includes FY2012, FY2013, FY2014, FY2015, FY2016 and estimated 2017. The Short Fiscal Year (May 1, 2014-December 31, 2014) is excluded as it was an 8-month period.

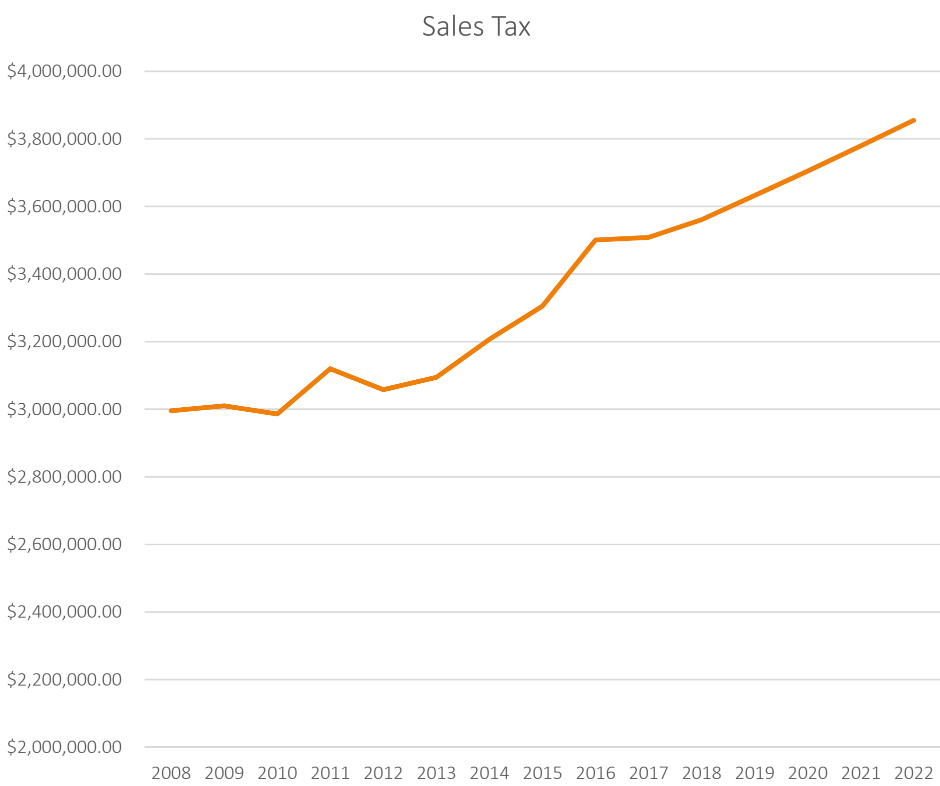
Composition of General Fund Revenues

2017 ESTIMATED



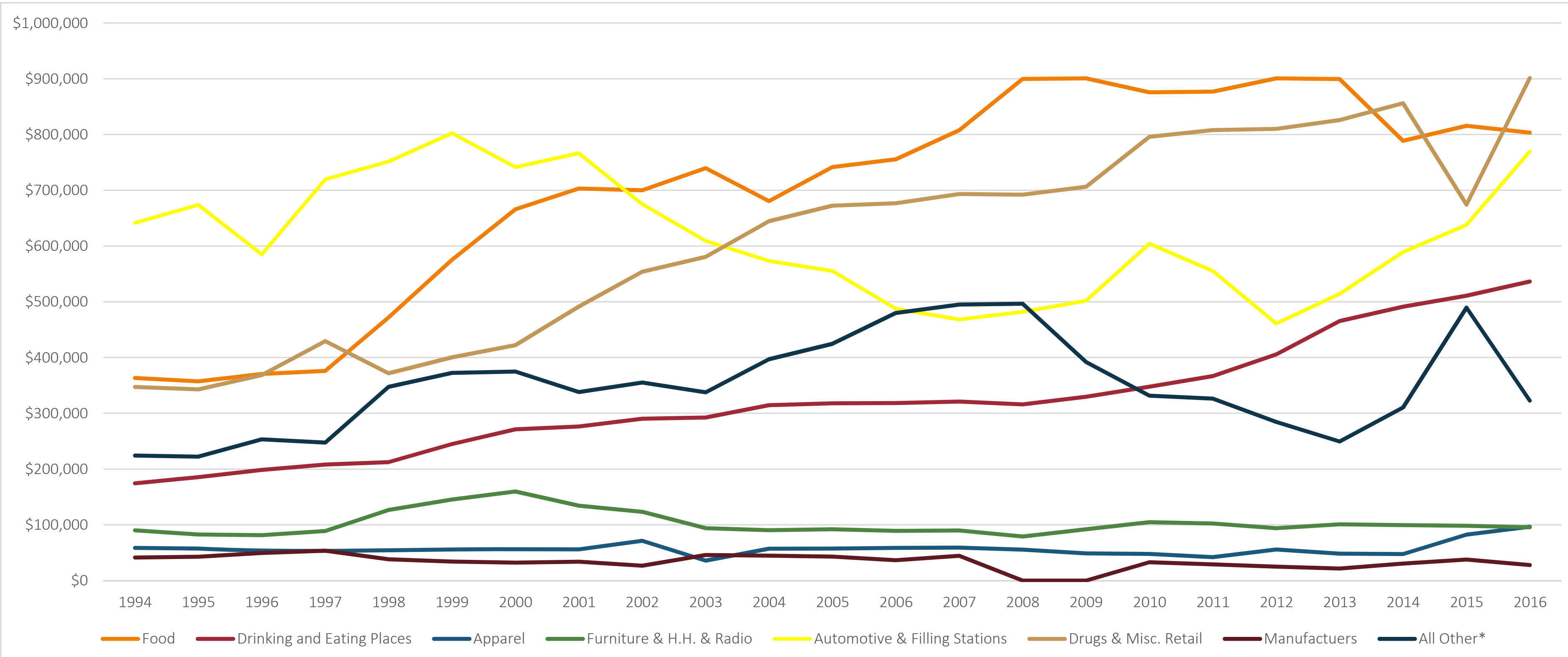
- 46% of General Fund revenue comes from our key revenues (sales tax, home rule sales tax, and income tax)
  - Village has no direct influence on income tax or sales tax
- 20% of General Fund revenue is from property tax levy
- 14% is from user fees which are designed to charge a fee for services used

General Fund Key Revenues – Sales Tax



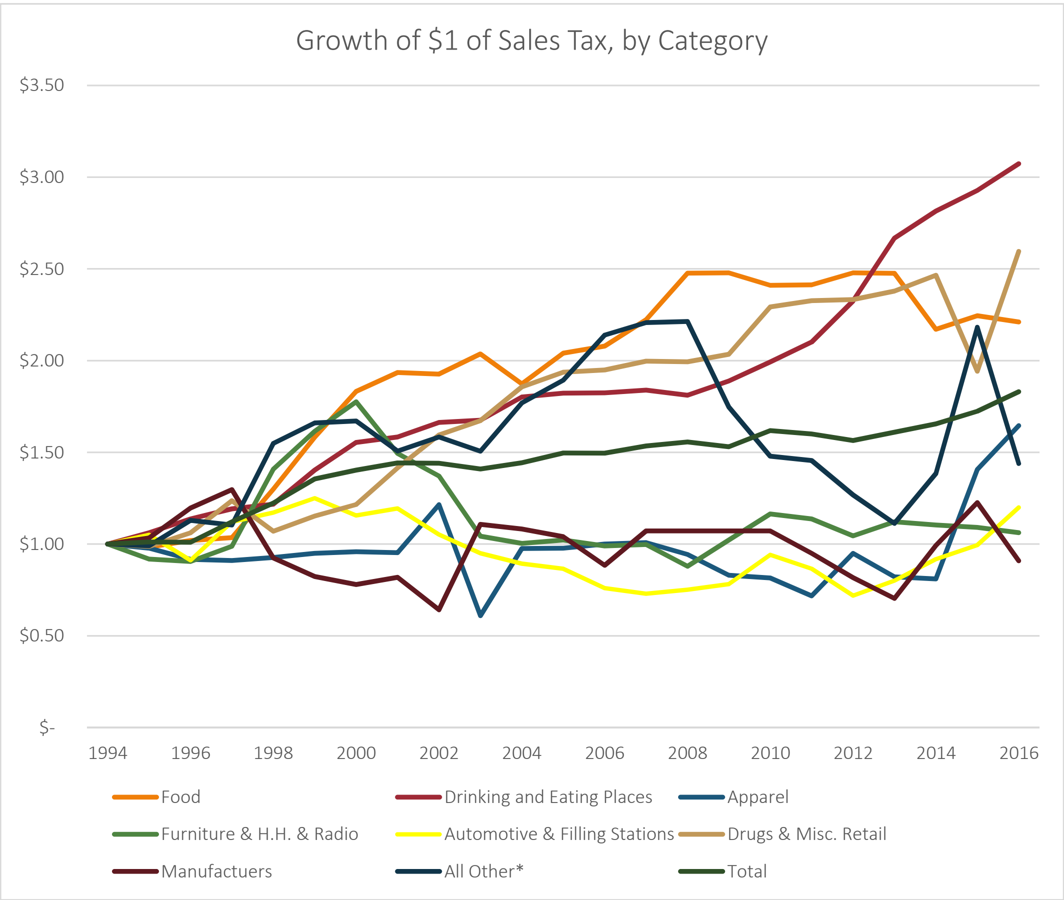
- Sales Tax has grown by an average of 1.8% per year over the past 10 years
- Preliminary 2018 Budget includes a 1.5% increase in sales tax
- Sales tax forecasted to grow at 2% in the 5 year forecast
- Rockefeller Institute estimates the national median sales tax growth forecast for 2018 is 3.5%.
- Largest Business Categories for Sales Tax (2016 data):
  - Drug and Misc. Retail (901K)
  - Food (803K – 2016 data)
  - Automotive & Filling (769K)
  - Eating & Drinking Places (536K)

Historical Sales Tax by Category



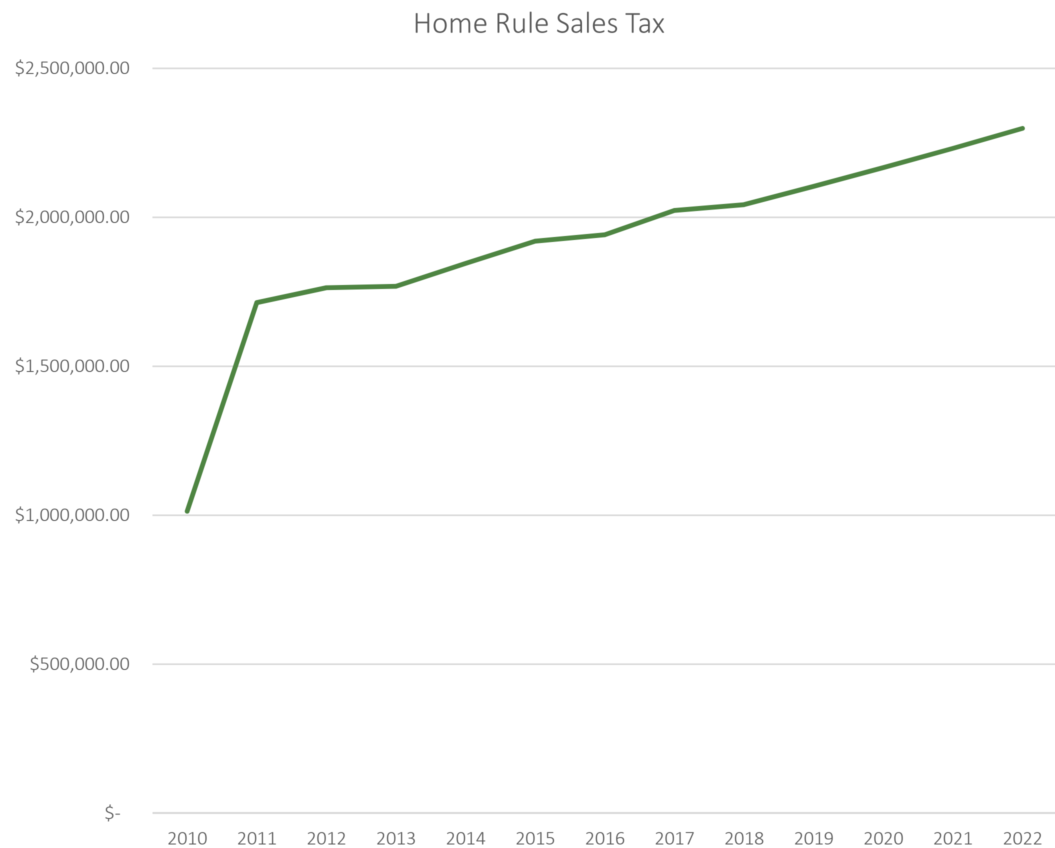
Food and Drugs and Miscellaneous Retail make up the largest sector of sales tax base.

Growth of Sales Tax by Category



Largest growth has been in the drinking and eating places category.

General Fund Key Revenues – Home Rule Sales Tax

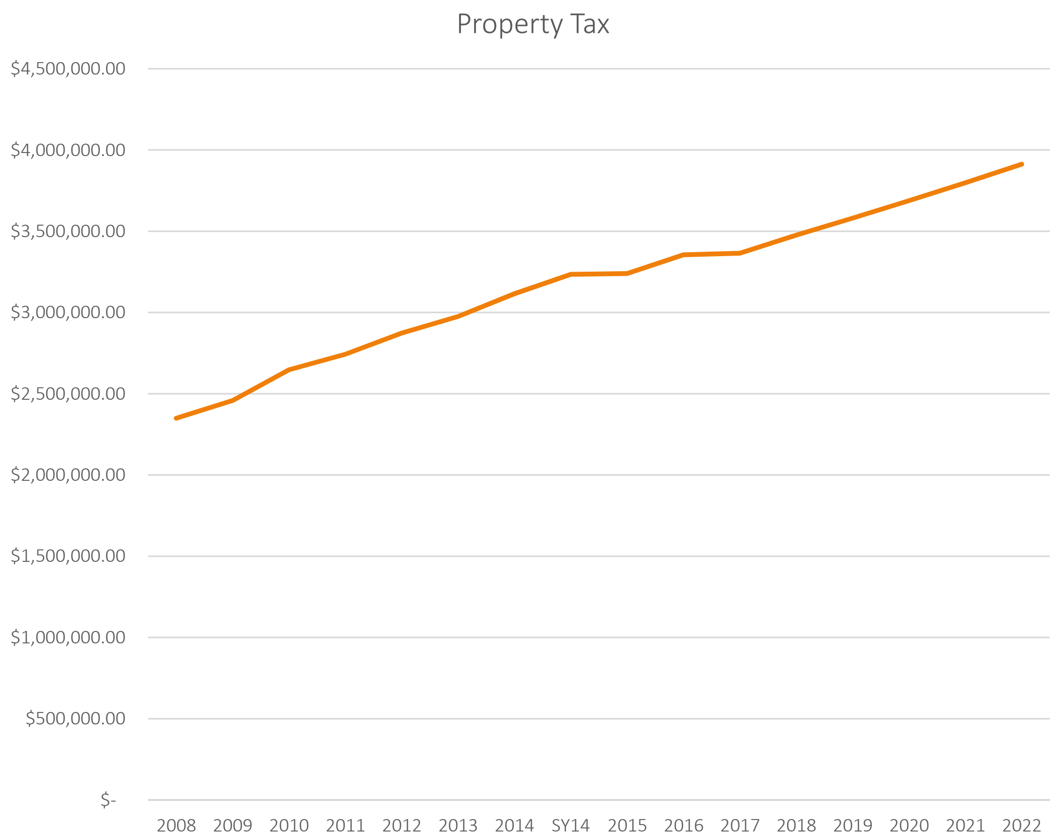


- Home Rule Sales Tax has grown by an average of 2.8% per year over the past 10 years
- Preliminary 2018 Budget includes a 3% increase less new $40,000 annual fee imposed by State of Illinois
- Sales tax forecasted to grow at 3% in the 5 year forecast
- Largest Business Categories for Home Rule Sales Tax (2016 data):
  - Drug and Misc. Retail (548K)
  - Eating & Drinking Places (527K)
  - Food (269K)

General Fund Key Revenues – Income Tax

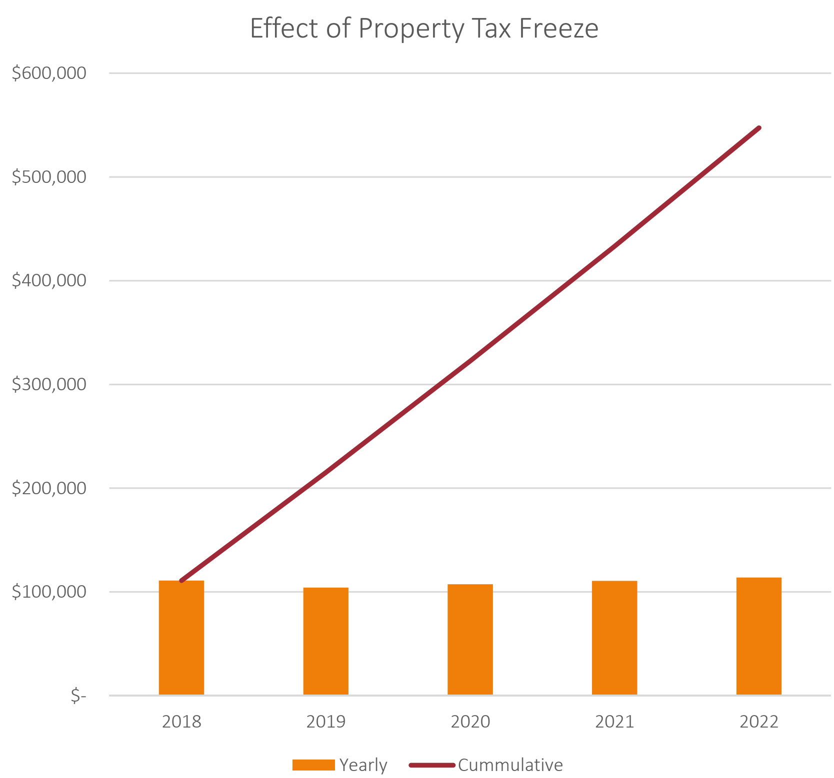
- Income Tax is more volatile than sales tax streams
- Income Tax has grown by an average of 1.0% per year over the past 10 years
- Preliminary 2018 Budget includes no increase to income tax from 2017 estimated actual. This is a 9% decrease from 2017 budget
- Income tax is forecast to be flat in 2019 but grow by 3% 2020-2022
- Rockefeller institute estimates median income tax growth for all states to accelerate to 4.1% in 2018. Unfortunately, due to state cuts, the Village will not realize this growth.

General Fund Key Revenues – Property Tax



- Village has adhered to the tax cap rules of CPI and new growth although not required to by its home rule status
- Average increase over 10 years is 3.68%
- 2018 preliminary budget includes:
  - 2.1% CPI set by DuPage County
  - 1.2% New Growth (last year's actual growth)
- Property tax is forecast to grow at 3.0% over the five year forecast

What would a property tax freeze cost the Village over 5 years?



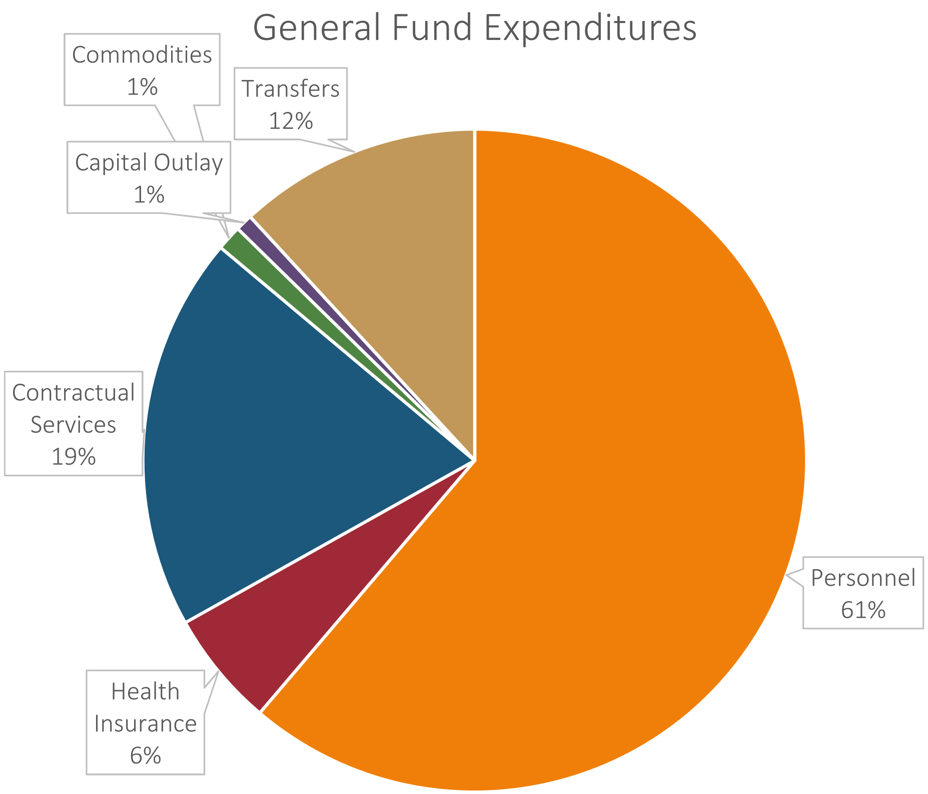
- The Village is a home rule community that is not legally bound by tax caps.
- However, the Village traditionally holds itself to the tax cap philosophy, which means the Village increases its levy for new growth and CPI only. This philosophy favors gradual increases over time rather than creating spikes in property tax rates.
- In 2014 (FY15 collections), the Village did not increase the levy and in 2015 and 2016 (FY16 and FY17 collections) the Village only increased the levy for new growth (no CPI factor).
- The Village levies one general operating levy for the General Fund. The Capital levy goes to the Capital Projects Fund, which will be addressed in subsequent slides.
- This slide shows the yearly and cumulative impact if the Village does not increase its tax levy.
- Over 5 years, the Village would forego $547,000 of revenue in the General Fund that would have to be made up from other revenue sources or through reductions in service. If just CPI was eliminated, the Village would forgo $368,000 in revenue over five years.

Challenges in Revenue Streams

Several challenges and decision points are on the horizon regarding General Fund Revenues:

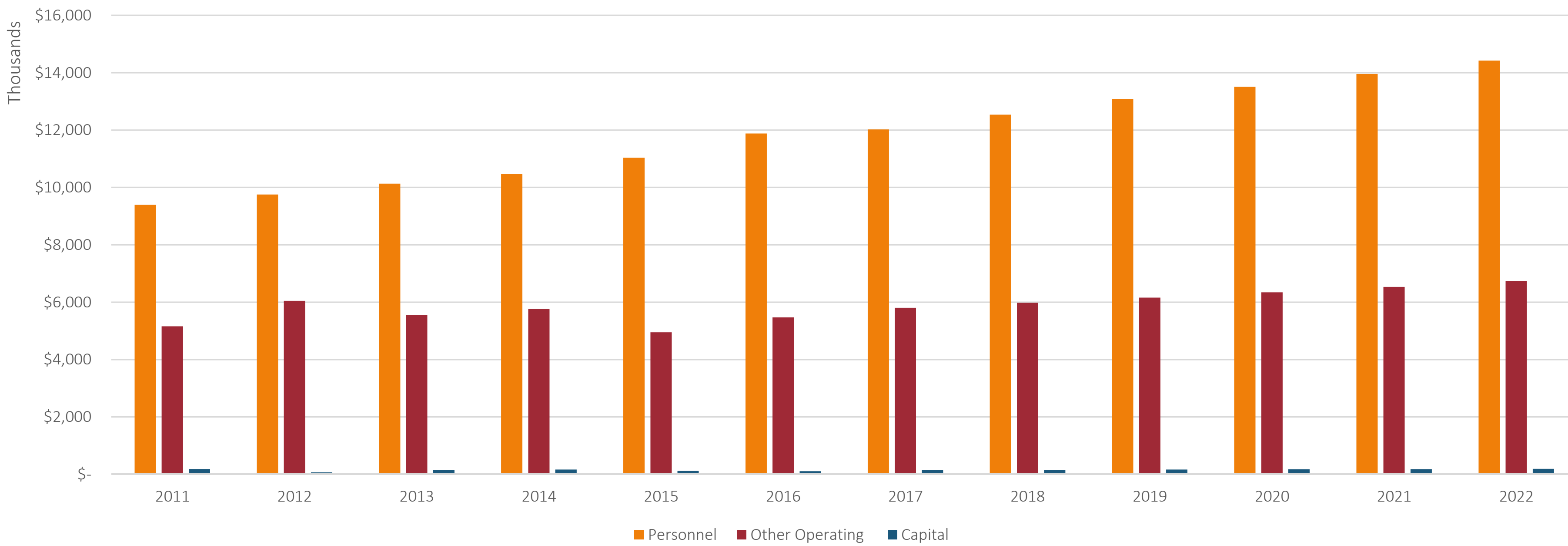
- The Village relies heavily upon performance of sales tax, home rule sales tax, and income tax to provide for known increases in costs. The Village has little direct control over these revenues that are highly influenced by the economy.
- User fees have not been increased which puts pressure on taxes to increase or perform well to maintain revenue levels.
- The State of Illinois continues to threaten state shared revenues.

Composition of General Fund Expenditures



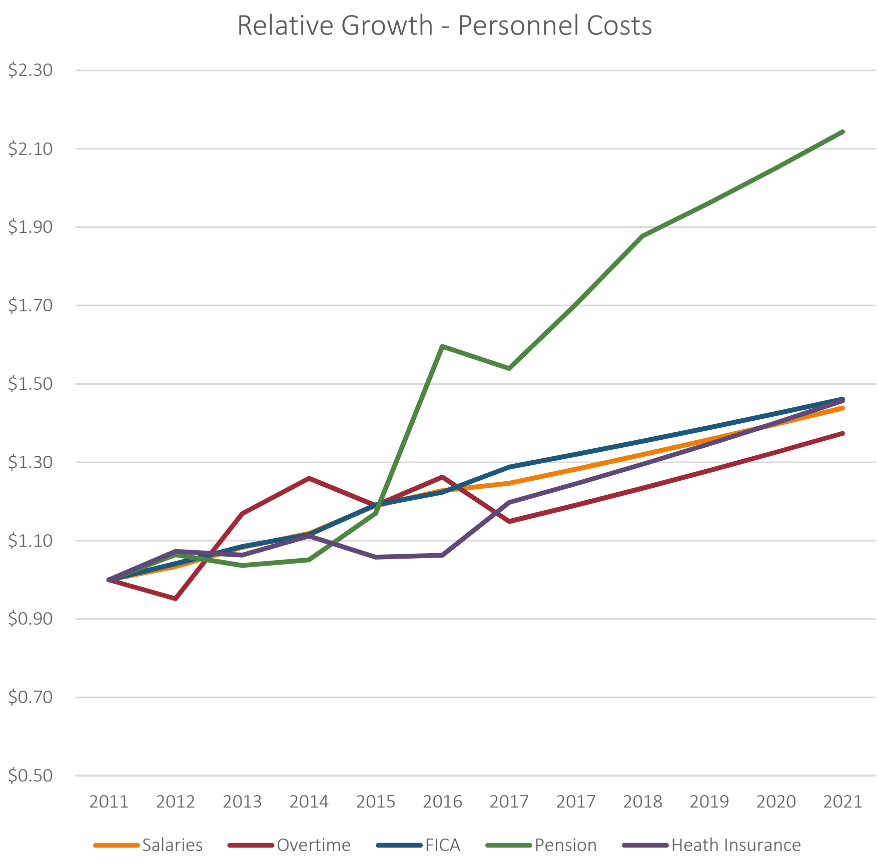
Personnel is the largest portion of the General Fund budget, $11.0 million of $17.9 million in expenses

General Fund Expenditures by Type



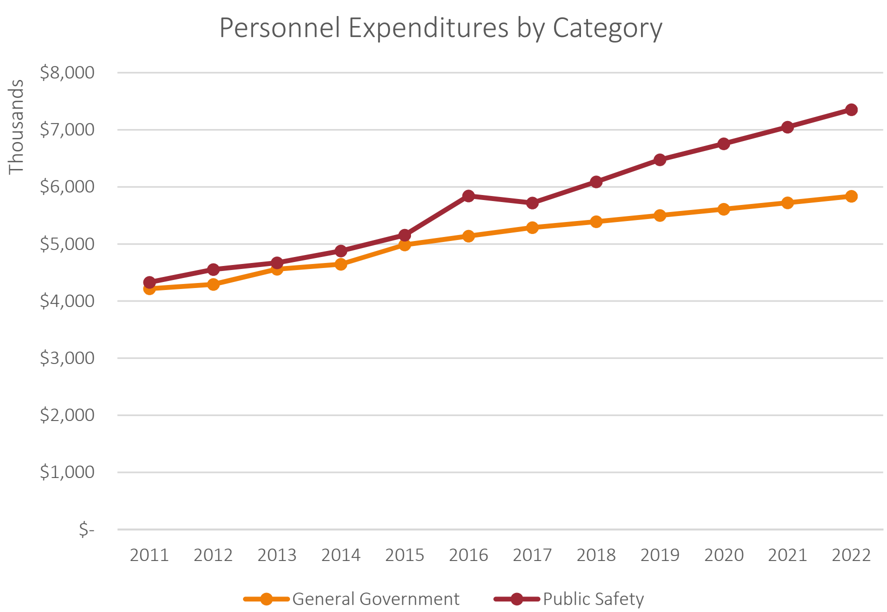
- Personnel expenditures comprise approximately 67% of General Fund expenditures.
- The Village functions accounted for in the General Fund are highly service oriented; therefore, it is expected that personnel expenditures would be the main expenditure type.
- Personnel expenditures grow at a faster rate than capital or other operating costs.

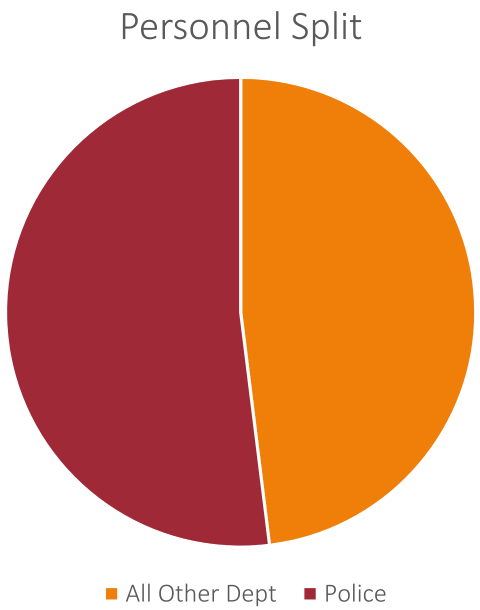
Personnel Expenditures by Type – Relative Growth



- Chart at left portrays the growth rate of personnel expenditures.
- Pension costs grow at the highest rate.
- The Village has been fortunate through its health insurance pool to mitigate health insurance cost increases seen in the marketplace.

Personnel Expenditures by Category





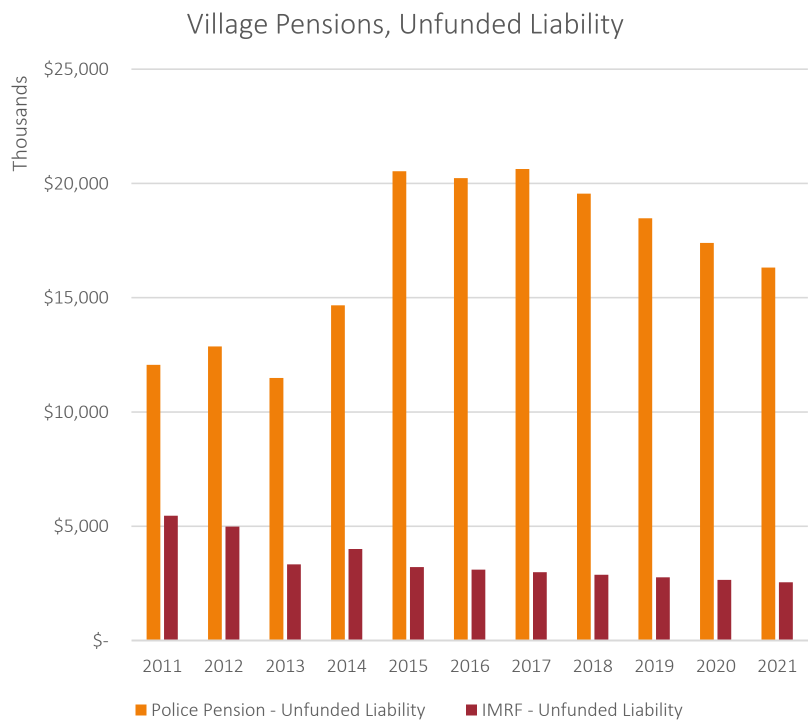
- Police comprises 52% of General Fund personnel.
- Public safety personnel costs are projected to grow at a faster rate (5.2%) than general government (2.0%).
- Police pension costs are also forecast to grow at a higher rate (7.9%) than municipal pension costs (2%).

Health Insurance

- The Village is a member of a health insurance risk-sharing pool.
- Health insurance costs have increased by an average of 3% over the past 6 years, beating the market place trend.
- Our pool administrators project 4% annual increases, assuming avoidance of the Cadillac Tax.
- The chart at right evaluates the difference in cost between a 4% trend and a 10% trend. As can be seen, it is important to our financial future to control our healthcare costs to the best of our abilities.

	4% Growth Rate	10% Growth Rate	Difference
2017 Cost	$1,016,000	$1,016,000	$0
2022 Cost	$1,236,000	$1,636,680	$400,680
Cumulative Cost over 5 Year Forecast	$5,724,511	$6,824,739	$1,100,228

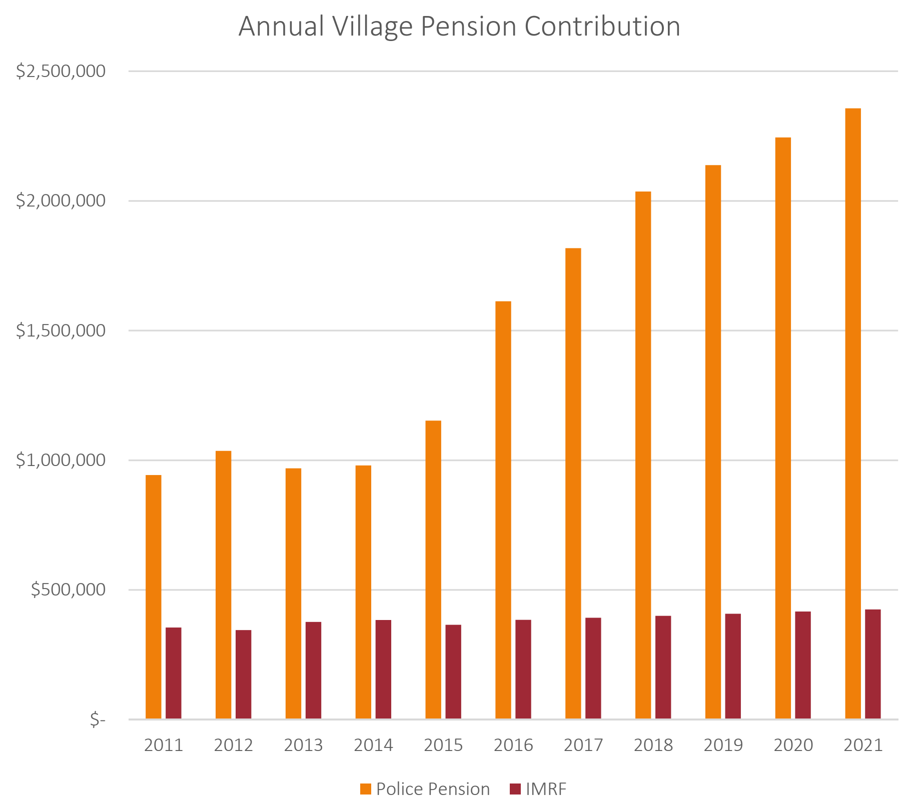
Village Pensions



- Village has two pensions, the Police Pension Fund and the Illinois Municipal Retirement Fund (IMRF).
- The increase in police pension is due to a duty disability, increases to the mortality ages, decreases in the investment rate return assumption in 2014-2017.
- Beginning in 2018, the unfunded liabilities decrease assuming the actuarial assumptions are met.

Annual Village Pension Contributions

- Police Pension annual contributions grow are projected to grow at 5-12% per year due to revision of actuarial assumptions.
  - *2016 Contribution (6.75%): $1,292,000*
  - *2017 Contribution (6.5%): $1,613,000*
  - *2018 Contribution (6.5%) est.: $1,818,800*
- IMRF contributions are anticipated to increase minimally. The anticipated rate change from 2017 to 2018 is from 10.34% of covered payroll to 9.89%.



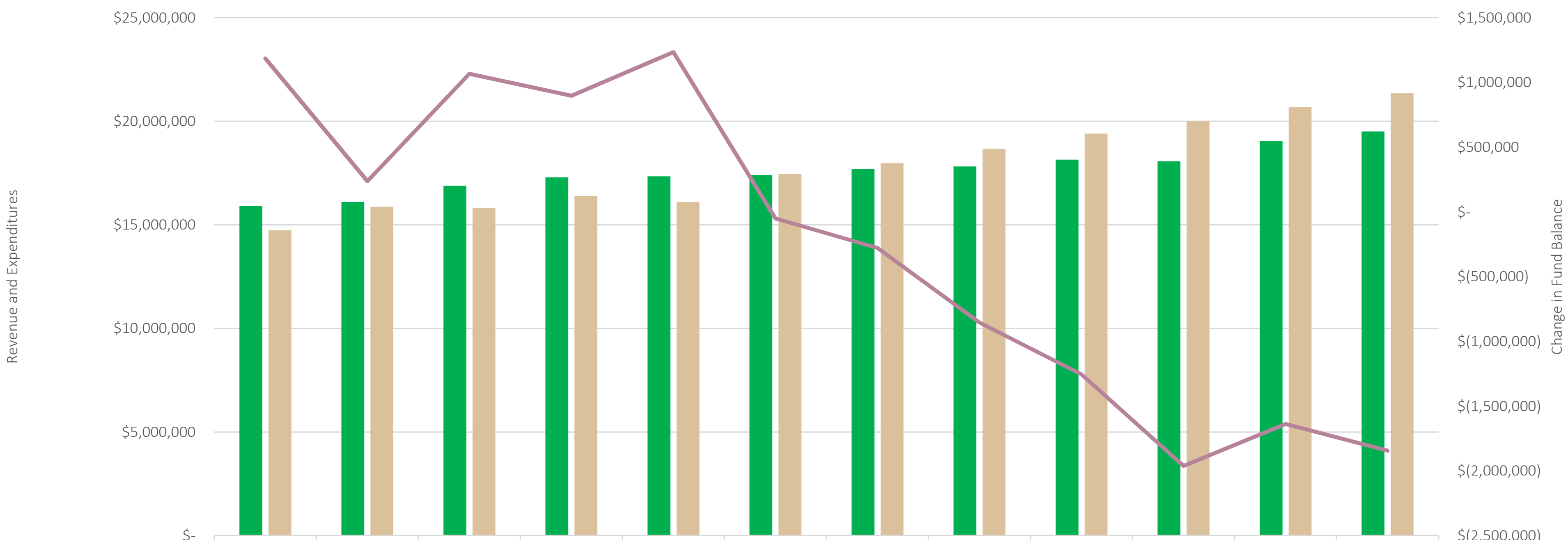
Other General Fund Expenditure Categories

	FY17 Est (thousands)	Average Historical Growth (2011-2017)	Projected Annual Growth (2017-2021)
Contractual Services	$3,459	2.6%	3.0%[1]
Commodities	$219	3.3%	3.0%[1]
Capital Outlay	$149	10.3%	5.0%[2]
Transfers	$2,128	3.1%	3.0%[3]

Footnotes:

1. Commodities and Contractual Services are anticipated to increase at a conservative 3%, also consistent with historical increases.
2. Capital replacement was deferred during the economic downturn; recent purchases have been meeting deferred needs. Capital is incidental in nature, mostly driven by operating initiatives.
3. Transfers are reimbursements to other funds.

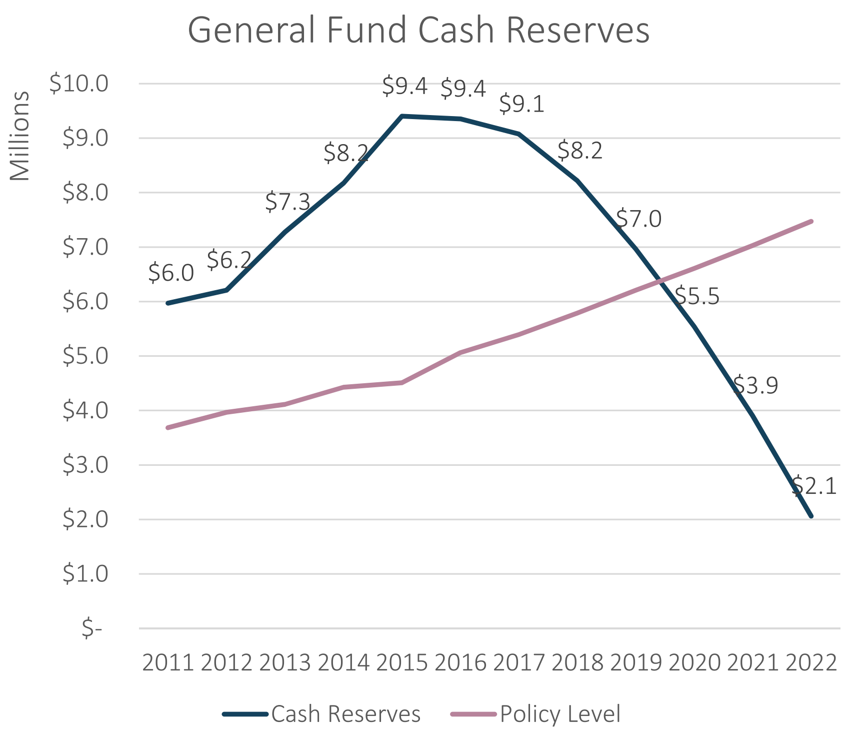
Annual General Fund Forecast

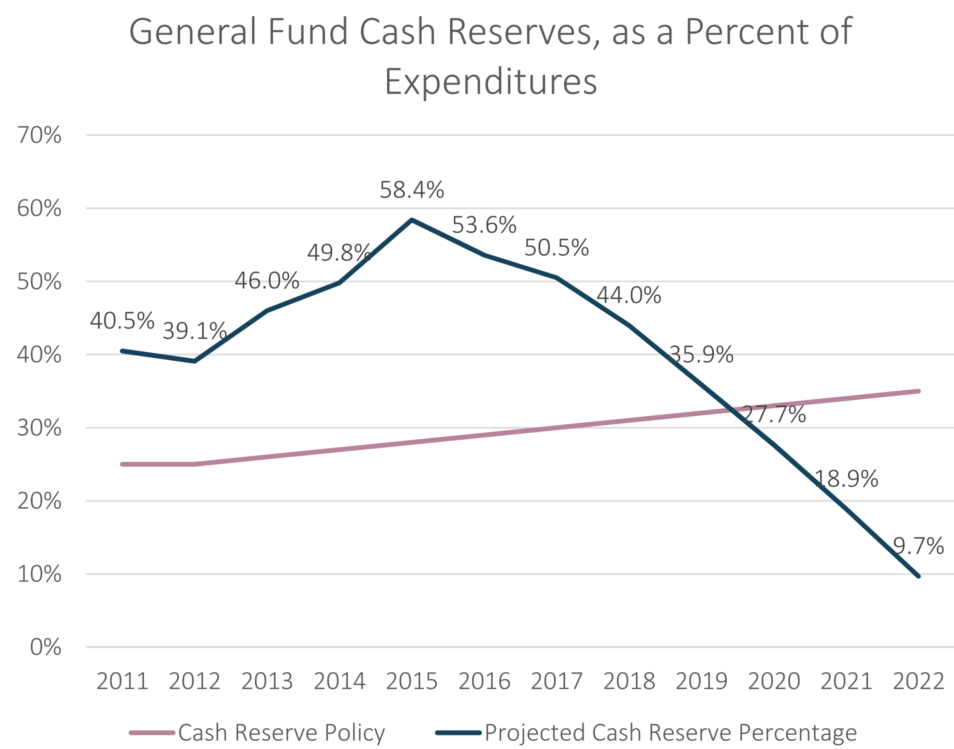


	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenues	$15,921,600	$16,105,939	$16,886,658	$17,290,193	$17,337,822	$17,405,406	$17,697,618	$17,817,976	$18,145,073	$18,064,056	$19,036,447	$19,501,178
Expenditures	$14,736,501	$15,869,009	$15,820,651	$16,394,227	$16,104,865	$17,457,079	$17,975,804	$18,673,028	$19,399,319	$20,025,711	$20,674,212	$21,345,661
Change in Fund Balance	$1,185,099	$236,930	$1,066,006	$895,966	$1,232,957	$(51,673)	$(278,186)	$(855,052)	$(1,254,246)	$(1,961,655)	$(1,637,765)	$(1,844,483)

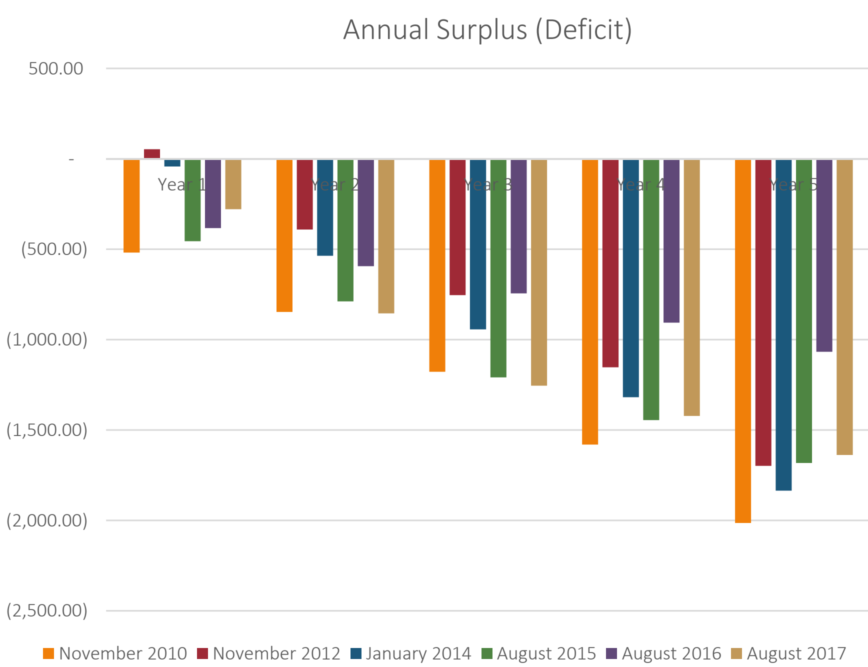
Revenues are forecast to grow at approximately 2% per year while expenditures grow at 3.5%, which would decrease the General Fund's fund balance by $7.1 million over the next 5 years.

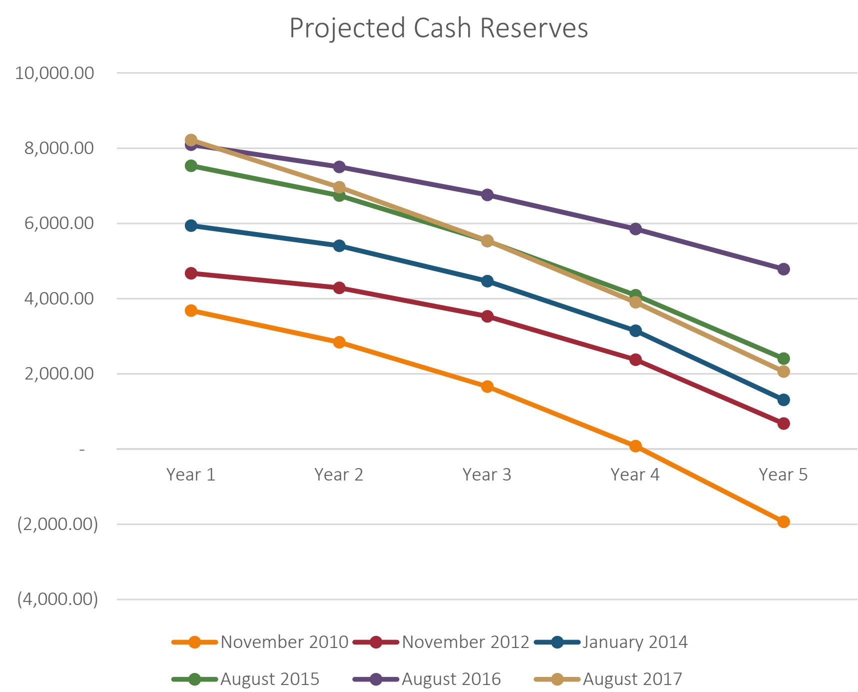
General Fund Balance Projections





How does this General Fund Forecast Compare?





- This year's forecast shows a decline over the prior year, due to the legislative changes from the State of Illinois.
- Similar challenges in the later years of declining fund balances.
- Better starting cash position has improved the 5 year outlook.
- This is the first year the projected cash reserves line has not improved position over the prior year.

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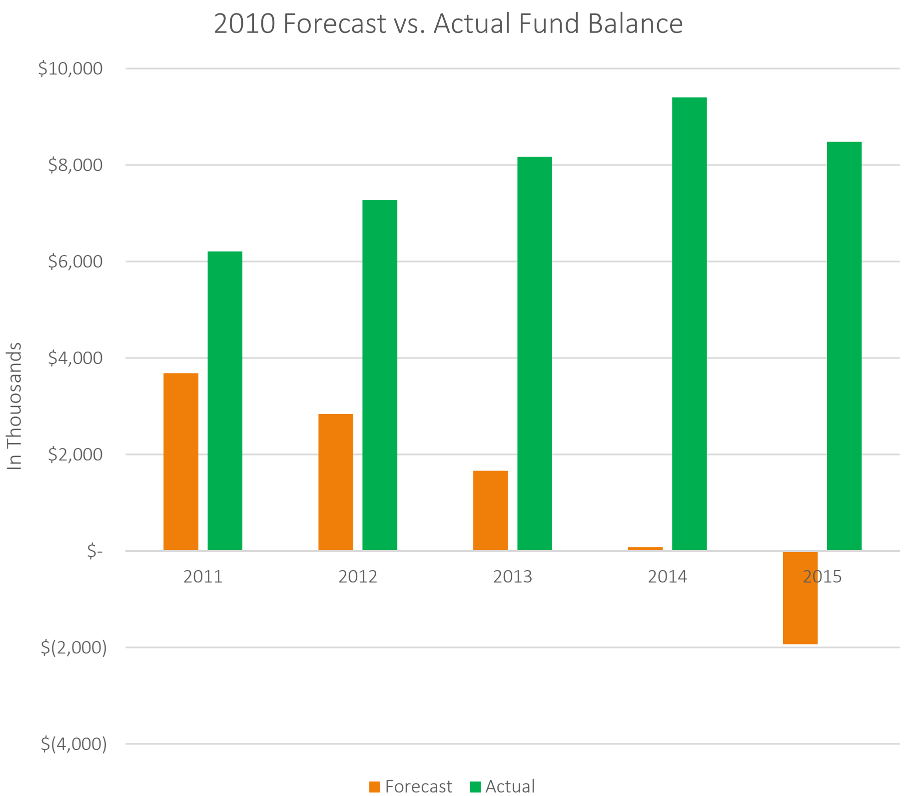
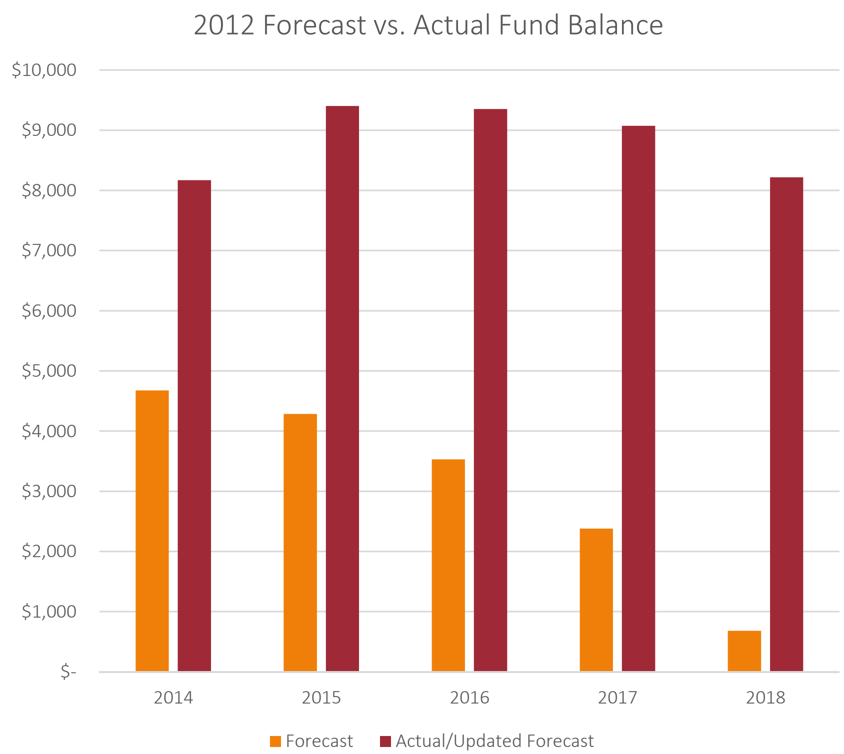
Forecast Versus Actual – November 2010 Forecast



- 2010 is the first forecast with completed actual results.
- Actual results fared better then forecast.
  - *Sales, Home Rule Sales, and Income tax have far outperformed expectations.*
  - *Lower salary increases than anticipated.*
  - *Lower healthcare cost increases than anticipated.*
  - *Annual balanced budgets and good fiscal management have allowed cash reserves to increase.*

Forecast Versus Actual/Current Forecast – November 2012 Forecast



- 2014 - 2016 are actual results and 2017-2018 are updated forecast balances.
- Actual results fared better then forecast.
  - *Sales, Home Rule Sales, and Income tax have far outperformed expectations in years prior to 2017.*
  - *Lower salary increases than anticipated.*
  - *Lower healthcare cost increases than anticipated.*
  - *Annual balanced budgets and good fiscal management have allowed cash reserves to increase.*

What we know for 2018 Budget

- Income tax will decrease by 10% by state of Illinois mandate – estimated hit of $250,000
- Home Rule Sales Tax will decrease by 2% for new State of Illinois Fee – estimated hit of $40,000
- Police Pension Contribution will increase by $205,000

Total negative impact to the 2018 General Fund budget of $495,000

Highlights of General Fund 5-Year Forecast

- Personnel costs comprise 67% of General Fund expenditures. It will be necessary for the Village to be focused on controlling and meeting the challenges health care and pension costs.
- The budget deficit in 2018 is due to state legislative changes and increased contribution to the police pension.
- The Village has little direct control over three revenue sources (sales tax, home rule sales tax, and income tax) which are directly impacted by the economy.
- The Village has made very few changes to user fee scales in the past several years.
- Operating costs continue to rise, despite stagnant revenues.
- The Village's AAA bond rating received in 2015 cited strong reserve balances as a key reason for the rating. It is important to maintain the healthy reserve levels to maintain the AAA rating.

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/28/17 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Budget
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 2890) DOC ID: 2890

2018 Budget Workshop

Background

The meeting on September 28, 2018 is the first of several workshops for the 2018 budget. Attached to this agenda item is the budget introduction as well as the information on the General Fund and Other Government Funds. This material will be the focus of the meeting. The following will be discussed on September 28:

1. General Fund Overview - Finance Director Coyle
2. General Fund Revenues - Finance Director Coyle
3. General Fund Administration - Village Manager Franz
    a. General Fund - Alliance of Downtown Glen Ellyn Proposed Budget
4. General Fund Planning & Development - Planning & Development Director Hulseberg
5. General Fund Finance - Finance Director Coyle
6. Central Business District (CBD) Tax Increment Financing (TIF) Fund - Village Manager Franz
7. Roosevelt Road Tax Increment Financing (TIF) Fund - Village Manager Franz

ATTACHMENTS:

- 01. Introduction (PDF)
- 02. Budget Overview (PDF)
- 03. General Fund (PDF)
- 04. Other Governmental Funds (PDF)

September 22, 2017

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

Subject: Budget Transmittal for Fiscal Year 2018—Recommended Draft Budget

Introduction

Transmitted with this letter is the recommended draft budget of the Village of Glen Ellyn for Fiscal Year 2018 (FY18), which runs from January 1, 2018 through December 31, 2018. This document presents a comprehensive look at major financial and non-financial goals and priorities for the Village both from a near-term as well as long-range perspective. This document, in many ways, acts as the corporate plan for the Village over the next twelve months. The budget formation was again conducted through a zero-based budget process. The FY18 budget process required all departments to justify all line items and summarize the need for all expenses incorporated in their respective department budgets.

The budget consists of 17 different funds, many summarized below. The General Fund continues to be a main focus of the annual budget process. This year, many pressures have been put upon the General Fund such that the current draft budget shows a deficit of $478,268. The components of the deficit are discussed at length below as well as the options the Village Board may consider to alleviate it.

The Capital budget includes projects that have been conceptually approved by the Village Board: the Taylor Street underpass. General street work, CBD street and streetscape, renovation of the Civic Center, purchase of a ladder truck for the Volunteer Fire Company, and other projects are included consisting of an overall capital budget of $19.4 million.

During this process, we spent considerable time shaping and refining the budget plan to meet the community's demand for high quality services while delivering these services in an efficient and economical manner.

Background (Financial Scorecard and Five Year Forecast)

In order to provide context for the merits and challenges of the Village's financial standing as the Village prepares its budget for Fiscal Year 2018, it is important to review the highlights of the Village's Scorecard and Five Year Forecast. The Scorecard compares and contrasts the Village's financial performance to its peers. In the Scorecard, the Village was identified to have a strong financial position with less debt and lower pension liabilities than its peers. The Village was also shown to have lower spending for fire, police, and administration as compared to the peer group.

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

In contrast to the Scorecard which looks at current and historical trends, the Five Year Forecast is a look into the Village's financial future. It is important to note that the Five Year Forecast is not a prediction of the future; it is a financial model for the Village to identify and understand potential imbalances in revenues and expenditures in order to take strategic action to mitigate those imbalances. The Five Year Forecast identified that the General Fund revenues are growing at a slower rate than General Fund expenditures. Revenues are forecasted to grow at 2.0% while expenditures grow at 3.5%, which creates a forecasted imbalance in the General Fund. Personnel costs, including salaries, FICA, health insurance, and pension costs are the majority of expenditures in the General Fund (67% of General Fund Expenditures). Personnel costs are projected to increase 2-6%, depending on department, over the next five years. Also, the Five Year Forecast provides a warning with respect to unfunded pension liabilities estimated at over $22 million at the end of FY2018. The contribution required to the Police Pension Fund is estimated to grow by 5-18% over the next five years, due to anticipation of decreasing the investment return assumption. Using a 6.5% assumed investment return, the police pension contribution for 2018 is $1.8 million, which is approximately 10% of the General Fund budget for FY 2018. A presentation of the Village's Five Year Forecast can be found in the FY2018 budget appendix.

Budget Guidelines, Discussion Topics and Challenges

Total recommended budget (net of interfund transfers) is $59.5 million, about $1.0 million less than the FY17 original budget (a 1.7% decrease). The FY18 proposed budget projects an overall net deficit of about $412,708, largely identical to the deficit in the General Fund.

Budget Guidelines: Management developed the budget under the following guidelines:

- General Fund Balanced budget – Over the many years since the recession, the Village has been successful in balancing the General Fund budget before presenting the budget to the Village Board as the goal is for the annual General Fund budget to be balanced. This year, due to pressures from the State of Illinois and an increasing police pension contribution, management felt that the Board should be actively involved in the decision in balancing the General Fund budget. We have outlined below some recommendations that the Board may consider in aligning the General Fund budget.

- Cash Reserves – Maintain the same cash reserve policy. The General Fund policy is 31% of operating expenditures for FY18, increasing by one percentage point per year up to 35%. Water and Sewer Fund cash reserve policy will increase to $2.261M with a 2.1% CPI increase. For certain other funds, the policy calls for cash reserves of at least 25% of operating costs. Management will be evaluating the Cash Reserve policy during the 2018 fiscal year to ensure the current reserve policies are appropriate.

- Special service areas for economic development – Rate will remain the same at 12.5 cents per $100 of EAV.

- Home Rule Sales Tax – The Home Rule Sales Tax rate in the draft budget remains unchanged. The State of Illinois did implement a new 2% collection fee which will cost the Village approximately $40,000 in lost revenue for FY2018.

- Personnel Costs - These costs are the largest expense for any municipality, so we pay special attention to all components of personnel. We continue to be one of the lowest users of full-time employees per capita in DuPage County. Job sharing and the utilization of seasonal employees and part-time employees allow us to control health insurance and pension costs.

    - We continue to see some turnover, retirements and vacancies in many department budgets. These savings have had a positive impact on our personnel trends.

    - After many years with below market health insurance increases, the Village did see a 7.0% increase in its PPO plan in July 2017. The HMO plan only increased 0.5%. The FY18 budget includes a 4% increase in health insurance July 2018, based upon guidance from our insurance broker.

    - One year remains on the current police contract, which includes a 2.75% increase in November 2017. The recommended budget for other non-sworn Village employees includes a compensation merit pool of funds of 2.0% increase. Ideally, staff would prefer to recommend a merit pool closer to 2.75%, but current budget pressures on the General Fund would not support this level of a merit pool. The Village is in the fourth year of a merit based pay system that allows Management to establish a scale and reward top performers more effectively.

- Capital improvement plan (CIP) – This year, the Board considered the Capital Plan in advance of the full budget document to allow for more in-depth consideration of the Capital Program. During the budget deliberation process, staff will be presenting a revised capital plan to the Village Board based upon feedback received at the Village Board Workshop in August 2017.

Discussion Topics for the Fiscal Year 2017 Budget Process. In addition to the background presented on the Scorecard and Five Year Forecast, Management feels that several items are important to communicate regarding the Fiscal Year 2018 budget:

- *General Fund Budget* – As mentioned above, the General Fund in the FY2018 draft budget has a deficit of $478,268. The factors contributing to this deficit are:
  - *State of Illinois reduction of Income Tax* – In July 2017, the State of Illinois approved a 10% reduction to the income tax that the municipalities, including the Village, receive from the State of Illinois. This was at a point in time when income tax receipts had already been declining throughout 2017 due to legislative tax code changes. Due to this reduction, the budget for income tax is **$250,000 lower** than the 2017 budget.
  - *State of Illinois Home Rule Sales Tax Collection Fee* – In July 2017, the State of Illinois also approved charging local governments a 2% fee on collection of the Home Rule Sales Tax. **This will cost the Village $40,000 for 2018**.
  - *Increased Police Pension Contribution* – Over the past four years, the Village has been incrementally decreasing the investment return assumption for the Police Pension Fund. This has been in response to a recommendation by the Finance Commission that a realistic return assumption for the Police Pension Fund is likely 6-6.25%. In FY2017, the investment rate was 6.5%, with a contribution of $1.613 million. Due to other changes in the actuarial model such as mortality tables and the payroll growth assumption, by maintaining a 6.5% investment return rate, the Police Pension contribution will be $1.818 million, approximately 10% of the General Fund budget and an **increase of $205,000 for the FY2018 budget.**

  The sum of these three events total $495,000, which is $16,700 greater than the current deficit. The impact of these three events is extremely challenging before considering any incremental costs that the General Fund may incur such as contractual increases in costs, etc. After staff's first internal deliberations on the budget, the deficit was approximately $795,000. Staff has worked diligently to reduce General Fund expenditures and every department has cut costs to reduce the budget to its current level and believes that the current budget is what is needed to maintain the current service levels. Therefore, staff will be discussing with the Village Board during the budget deliberations four options to address the General Fund deficit:

  1. *Service Reductions*: Costs for the General Fund budget could be contained by reducing the service level provided by the Village.
  2. *Revenue Increase*: The General Fund budget could be balanced by increasing General Fund revenues. This could be done by increasing the Home Rule Sales Tax, increasing fees and fines, or by implementing a new tax such as a Places for Eating tax.
  3. *Use of Reserves*: The Village Board could use General Fund reserves for one year to determine if the 10% reduction on income tax is lifted at the end of the State's fiscal year (June 2018). The 10% reduction does sunset in June 2018. However, staff believes it is likely that this 10% reduction will be continued in the State's 2019 budget as the State is still not out of its financial troubles. In fact, it is likely that the state will implement further

reductions to the LGDF (Local Government Distributive Fund) in future years. The Village Board could also determine to use reserves to allow more time to vet potential service reductions or revenue increases.

4. *Combination*: Some combination of the first three items could be used to address the General Fund budget.

- *Property Tax* – Typically, the Village voluntarily abides by the tax caps laws, meaning the Village historically increases the tax levy based on the lesser of CPI or 5%. In 2014, the Village Board did not increase property taxes towards the General Fund or the Capital Improvement Plan budget. In 2015, the Village Board only increased the levy to account for new growth/annexations, but did not increase the levy for a CPI factor. This was also the path chosen for the 2016 levy (2017 budget). This has created a savings of $320,000 to the taxpayers. The current budget includes a 2.1% growth factor for CPI and a 1.2% growth factor for new construction and annexations. The 2.1% is the CPI growth factor that is set by DuPage County for all taxing bodies. The 1.2% growth factor includes 0.04% for annexations and 1.16% for new construction. For new construction, last year, the Village Board opined that the levy should be based on known growth from the prior year rather than estimate a growth factor for the current year. The levy was prepared with this approach to new construction. Management is recommending that the levy be increased by CPI for the FY2017 budget for the following reasons.
  - In order to meet the debt service and continue to fund the community's capital needs, the capital levy should be increased. The Capital Fund has several unfunded and unscheduled projects which this small CPI would help fund. Also, the increase in CPI also helps the Fund's revenues keep pace with construction cost increases due to similar price inflation.
  - As discussed above, the General Fund several challenges this year and this small increase in revenue is a positive impact to the FY2018 budget.
  - The Five Year Forecast highlights that the growth of revenues is forecasted to meet the Village's growing expense needs. Increasing the property tax by CPI is a very small measure to ensure that this gap does not widen.
- *Distribution of the FY16 Surplus* – Distribution of the FY16 surplus was tabled so that it could be considered as part of the FY2018 budget process. The Board will need to evaluate how to best distribute the surplus (approximately $548K)
- *Water and sewer rates* – In 2013, in response to increased rates from the City of Chicago and DuPage Water Commission, the Village formulated a multi-year plan to cover the increased costs, maintain our facilities and infrastructure and build cash reserves to an appropriate level. In FY2016, due to strong reserves in the Water & Sewer Fund, rates were not increased. Rates were increased by 1.0% in FY2017. A Five Year Forecast for the Water & Sewer Fund as well as rate information will be presented with the budget for the Water & Sewer Fund. The draft FY2018 budget has an increase of 2.5% in water and sewer rates.
- *Unbudgeted and Unfunded Capital Plans* – The Capital Plan presented to the Village Board in August 2017 contemplated the following unfunded/unscheduled capital projects
  - Parking Garage
  - CBD Pedestrian Underpass/Train Station Improvements
  - Hill Ave. Sewer/Water Extension
  - CBD Street and Streetscape ($4.5 million budgeted)

- *Cost Control and Evaluation* – The Village continually evaluates cost control opportunities. Service modifications or eliminations over the last few years include:
  - Health Insurance Pool
  - Eliminated Community Grants and eliminated separate Economic Development Corporation
  - Shifted legal in-house and consolidated Village Clerk operations
  - Shifted to a turnkey EMS Operation
  - Reduction in Force (RIF)-15 full-time positions in last 10 years (12% of workforce)
  - Shifted towards outsourcing GIS model
  - Implementation of administrative adjudication for certain violations
- *Evaluation of current fines and fee structure* – Many of the Village's current fines and fees have not been adjusted for some time. Certain areas such as parking fund fees, parking ticket fines, building permits, etc., should be evaluated to ensure they are commensurate with the cost of providing service as well as competitive with other communities.

Challenges/Opportunities:

1. State of Illinois: The State of Illinois continues to mismanage its finances and this has a potential to impact local governments. As noted above, the State has impacted the FY18 budget negatively, at an impact of $290,000 to the General Fund. As the State continues to navigate its financial woes, there remains potential for property tax freeze and continued reduction of Local Government Distributive Fund (LGDF or income tax). Management will continue to monitor this situation closely and take action through the DuPage Mayors and Managers Conference (DMMC) and Illinois Municipal League (IML) as necessary.
2. Pension Liability: See Pension summary below.
3. Unfunded/Unbudgeted CIP Projects – See summary above.

General Fund

As with other municipalities, the majority of General Fund costs are borne by the largest departments of Police and Public Works, as well as providing services to the Volunteer Fire Company including ambulance services. When totaled, these three departments make up 70% of General Fund expenditures. The expenditures in our General Fund are dominated by salaries, pensions, and benefits (68%). The Village of Glen Ellyn has a diverse revenue stream; however, much of the revenue base is derived from sales and home rule sales taxes, income tax, and property taxes (66%). The draft General Fund FY2018 budget has a deficit of $478,268. Below is a comparison of the FY2018 draft budget to the FY2017 original budget

(in thousands)	FY17 Budget	FY18 Budget	Difference	Percent Change
Revenues*	$17,917	$17,872	$(45)	(0.2)%
Expenditures*	$18,201	$18,350	$149	0.8%
Transfer out to Capital Projects Fund*	$300	$0	$300	-100%
Net*	$16	$(478)	$(494)	

**In thousands*

The decrease in revenue is attributable to the cuts mandated by the State of Illinois.

Expenditures are budgeted to increase by 0.8%. The chart below by category highlights the changes from the prior year budget:

(in thousands)	FY17 Budget	FY18 Budget	Difference	Percent Change
Personnel Services	$9,642	$9,791	$149	1.5%
Contractual Services	$3,382	$3,522	$140	4.1%
Commodities	$235	$241	$6	2.9%
Capital Outlay	$192	$116	$(76)	(39.7)%
Transfers Out	$4,751	$4,680	$(71)	(1.5)%

Transfers Out represent the largest increase for the General Fund. Included in this amount is an increase to the transfer to the Police Pension Fund of $205,000.

- **Village Operations** make up 72% of the total budget for all funds in FY18. Operating costs typically are associated with the provision of day-to-day basic Village services. This includes all staffing costs, various contract and consulting services, the purchase of a number of materials and commodities, and expenditures related to the maintenance of Village owned assets and rights of way. Some examples of Village operating expenditures/expenses include:
  - Police and fire protection
  - Purchase of Lake Michigan water
  - ED Awards
  - Volunteer Fire Company support
  - Golf course maintenance
  - Street sweeping
  - Tree planting, maintenance, removal
  - Parking facilities
  - Employment benefits
  - Police and fire dispatch services
  - Treatment of sanitary sewage by the Glenbard Wastewater Authority
  - Weekly garbage pick-up
  - General, liability, property and workers compensation insurance
  - Snow and ice control
  - Water and sewer system maintenance
  - Pavement patching, line striping, and roadway signage
  - Ambulance service contract
  - Retirement benefits administration (Police Pension Fund)

  In many ways, these costs are non-discretionary, if we want to maintain the same level of services we currently provide. The discretionary portion of the budget: materials, dues and subscriptions, training, supplies, uniforms, postage, etc., has remained flat for many years which limits our ability to control overall costs.

- The Village continues to proactively seek economic development opportunities to increase sales tax revenues and create vibrant and diverse commercial districts. The Village established two TIF districts and enhanced the Award program. This year, Management is recommending utilizing $125,000 in TIF funding to support these award programs. In addition, the General Fund will continue to support $30,000 of requests in non-TIF areas. The Roosevelt Road TIF includes $52,000 to replace a sidewalk on Nicoll Way.

Water and Sanitary Sewer Fund
From 2011 to 2015, the Village experienced rate increases due to a 115% increase in the cost to purchase water from the DuPage Water Commission. In FY2016, the Village did not increase rates and in FY2017 rates were increased by 1.0%. The proposed budget includes a 2.5% increase in water and sewer rates. Management will present a rate analysis and Five Year Forecast for the Water and Sewer Fund during the budget deliberations. The Water/Sewer Fund continues to include capital replacement of infrastructure assets. This capital investment is closely correlated to the level of street infrastructure improvements funded through the Capital Projects Fund.

Village Links Reserve 22 Fund
The Village Links/Reserve 22 Fund continues to be a self-sustaining enterprise fund. FY2017 has seen a growth in banquets, a key component in growing Reserve 22; although restaurant growth has leveled. We are budgeting $2.495 in revenues for Reserve 22 with expenses of $2.244. Overall, we are budgeting $5.496M in revenues and $5.432M in expenses for Village Links/Reserve 22.

Pension Fund
The Finance Commission has worked with the Pension Board to develop some long-term strategies to address the growing pension cost liabilities. By identifying some modifications to the assumptions, the Village can begin to see the benefits of compound growth and is slowly addressing the problem. The following recommendations are incorporated into this draft budget:

- Keep the assumption for long term investment return at 6.5% with a goal of decreasing the rate again in 2019. The goal of the Finance Commission was to reach a target of 6.0% (6.25% if the Pension Board maximizing their investment options).
- The FY18 budget dedicates $1,818,000 to the Police Pension Fund an increase of $205,000 over FY17. The continued increasing cost of this pension contribution continues to put pressure on the General Fund. The pension contribution is now 10% of the total General Fund budget.

Conclusion
The Village of Glen Ellyn's FY18 recommended budget sustains the Village's current level of services, increases funding for pensions, and sustains decreases in revenues due to pressure from the State of Illinois. Striking the right balance between service levels and taxes to pay for those services is debated and decided during the budget process. This process, allocating scarce resources and prioritizing programs and projects, is difficult each year because the demand for municipal services often exceeds the revenues available to pay for those services. We look forward to working with the Village Board during the budget process to build a budget which sustains the Village of Glen Ellyn and provide the services that our residents need. Strong cash reserves protects the Village from unforeseen emergencies and strengthens our bond rating and overall financial position.

In closing, I wish to extend a thank you to everyone for their hard work in preparing the FY18 budget. The development of the budget could not take place without the commitment and cooperation of many Village employees. Many Management employees actively participate in developing and reviewing budget information which leads to an award-winning budget document for many years. Management will continue to find ways to improve efficiency and control costs and work diligently to bring the FY18 in under budget.

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

Respectfully submitted,

Mark Franz
Village Manager

Christina Coyle
Finance Director

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II. BUDGET OVERVIEW

PEOPLE OF GLEN ELLYN

Village Clerk

Village President (1) & Board of Trustees (6)

Village Prosecutor

Citizen Advisory Groups:

- Board of Fire and Police Commission (3)
- Building Board of Appeals (5)
- Capital Improvements Commission (9)
- Environmental Commission (9)
- Finance Commission (9)
- Historic Preservation (9)
- Plan commission (11)
- Police Pension Board (5)
- Recreation Commission (7)
- Zoning Board of Appeals (7)

Village Manager

Administration
7 + 8.675 FTE

Board & Village Clerk
Economic Development
History Park
Information Technology
Village Manager's Office
Communications
Facilities Maintenance
Human Resources
Senior Services
Law
Code Review
Risk Management

Finance
4 + 5.92 FTE

Accounts Payable
Employee Benefits Adm.
Payroll
Utility Billing
Cashier's Office
Investments
Risk Management
Health Insurance

Planning & Development
9 + 3.63 FTE

Building Permits
Planning
Code Inspection
Zoning

Village Links/Reserve 22
12 + 52.75 FTE

Banquet Facilities
Golf
Driving Range
Reserve 22 Restaurant
Stormwater Management
Grounds Maintenance

Police
48 + 4.85 FTE

Administration
Crossing Guards
Records
Accidents
Parking Control
Service Calls
Investigations
Patrol
Traffic Control

Public Works
30 + 5.54 FTE

Administration/Engineering
Forestry
Sanitary Sewers
Water Distribution
Equipment Services
Parking Maintenance (downtown area)
Streets & Storm Sewers

Glenbard Wastewater Authority

17 full time employees
Intergovernmental Agency
Wastewater Treatment Plant

Volunteer Fire Company - .50 FTE

Approx. 60 Volunteers
Approx. 1,400 Alarms per Year
Self-Governing
Non-Profit Corporation

FY18 Budget	Employee Count	FTE
Full Time Personnel	110	110
Part-Time Personnel	270	81.86
Total Employees / FTEs	380	191.86

(FTE = Full-Time Equivalent)

Village of Glen Ellyn
Budgetary Fund Structure

Governmental Funds

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

Proprietary Funds

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

Fiduciary Funds

Fiduciary Fund
Police Pension

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

Descriptions of major funds are found on the following page.

Village of Glen Ellyn
Major Fund Descriptions

Major Governmental Funds

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

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

Major Proprietary Funds

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

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

Village of Glen Ellyn

Organizational Matrix - Department/Function Assignment by Fund

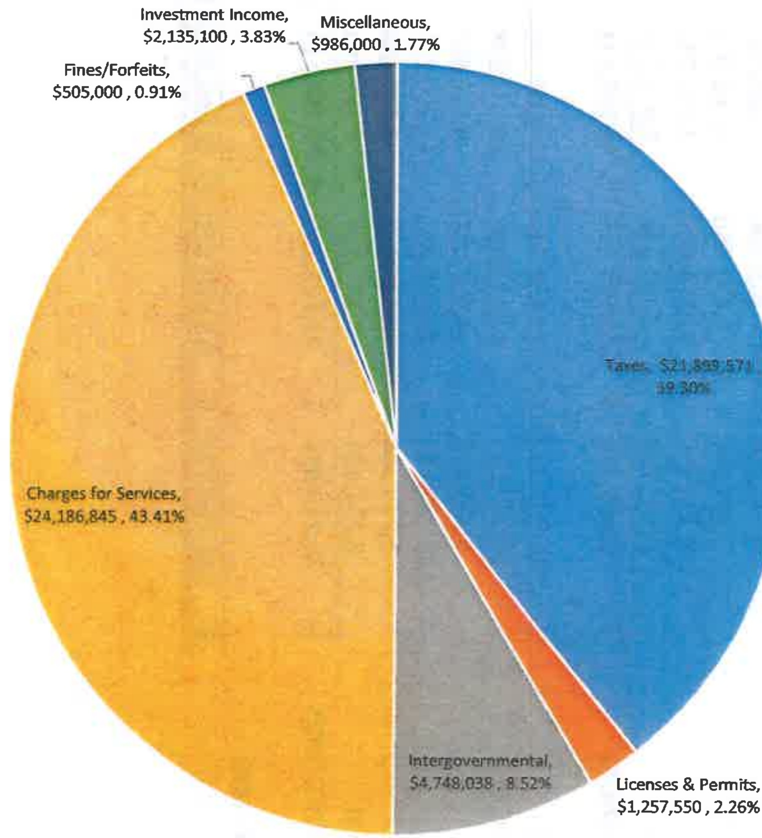
DEPARTMENT	General	Corporate Reserve	Motor Fuel Tax	Debt Service	CBD TIF	Roosevelt Road TIF	Forfeiture Fund	Capital Projects	Facilities Maintenance Reserve	Fire Service	Water/Sewer	Parking	Residential Solid Waste	Village Links/Reserve 22	Insurance	Equipment Services	Police Pension
Village Board & Clerk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

This matrix highlights the departments that are responsible for preparing a particular Fund's budget. In the daily operations of the Fund, one or more departments may be envolved.

VILLAGE OF GLEN ELLYN
ALL FUNDS BUDGET SUMMARY
FISCAL YEAR 2018

	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2017 PROJECTION	2018 BUDGET	% CHG 2017 TO 2018 ORG BUD
TAXES	$ 21,094,946	$ 21,094,946	$ 20,932,150	$ 21,899,571	3.8%
LICENSES & PERMITS	1,302,150	1,302,150	1,363,050	1,257,550	-3.4%
INTERGOVERNMENTAL	3,175,229	3,175,229	1,656,361	4,748,038	49.5%
CHARGES FOR SERVICES	24,742,647	24,742,647	23,882,827	24,186,845	-2.2%
FEES & FINES	515,000	515,000	483,565	505,000	-1.9%
INVESTMENT INCOME	1,891,050	1,891,050	2,661,970	2,135,100	12.9%
MISC REVENUE	1,782,600	1,782,600	1,471,764	986,000	-44.7%
TRANSFERS IN (IFTS)	8,151,494	8,151,494	8,836,244	8,376,794	2.8%
TOTAL REVENUES	**$ 62,655,116**	**$ 62,655,116**	**$ 61,287,931**	**$ 64,094,898**	**2.3%**
PERSONNEL SERVICES	$ 13,569,232	$ 13,569,232	$ 13,196,505	$ 13,706,069	1.0%
CONTRACTUAL SERVICES	17,037,565	17,411,000	16,743,278	17,719,054	4.0%
COMMODITIES	6,355,619	5,453,184	6,112,563	6,499,114	2.3%
CAPITAL OUTLAY	28,380,686	31,495,011	22,260,231	19,390,953	-31.7%
DEBT SERVICE	2,225,298	2,225,298	2,225,298	2,217,622	-0.3%
TRANSFERS OUT (IFTS)	8,151,494	8,151,494	8,836,244	8,376,794	2.8%
TOTAL EXPENDITURES	**$ 75,719,894**	**$ 78,305,219**	**$ 69,374,119**	**$ 67,909,606**	**-10.3%**
CHANGE IN FUND BALANCE	**$ (13,064,778)**	**$ (15,650,103)**	**$ (8,086,188)**	**$ (3,814,708)**	

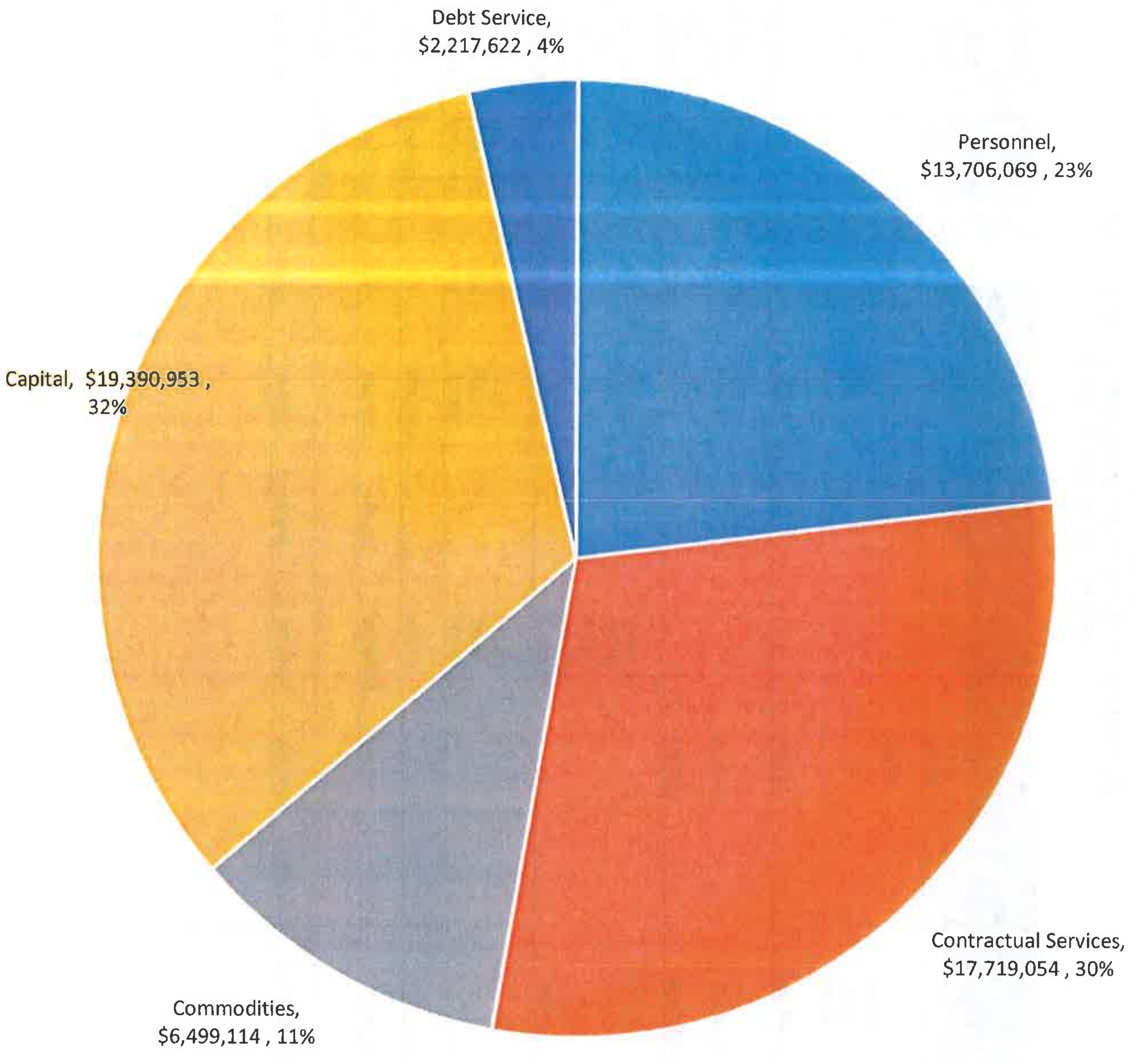
Revenues by Source - All Funds
2018 Budget



VILLAGE OF GLEN ELLYN
SUMMARY OF REVENUES BY SOURCE - ALL FUNDS
FISCAL YEAR 2017 BUDGET

Fund No.	Fund Description	Taxes	Licenses and Permits	Inter-Government Revenues	Charges for Services	Fines & Forfeits	Investment Income	Misc. Revenues	Transfers	FY2018 Budget Total	FY2017 Rev. Budget Total	FY2017 Est. Actual Total	FY2016 Actual Total
100	General	$ 13,252,566	$ 1,257,550	$ 41,240	$ 994,370	$ 505,000	$ 60,000	$ 243,000	$ 1,518,750	$ 17,872,476	$ 17,917,068	$ 17,812,118	$ 17,405,407
300	Debt Service	-	-	503,982	-	-	200	-	953,544	1,457,726	1,462,352	1,462,272	1,466,914
210	Motor Fuel Tax	-	-	715,000	-	-	2,200	6,100	-	723,300	727,200	724,150	710,709
240	Fire Services	1,867,400	-	-	-	-	5,000	-	-	1,872,400	1,022,100	1,243,108	960,620
250	Central Business District TIF	155,200	-	-	-	-	800	-	-	156,000	131,950	148,600	128,033
260	Roosevelt Road TIF	40,000	-	-	-	-	100	-	-	40,100	24,780	37,300	23,675
270	Forfeiture	-	-	-	-	-	-	-	-	-	-	675,000	-
Total Special Revenue Funds		2,062,600	-	715,000	-	-	8,100	6,100	-	2,791,800	1,906,030	2,828,158	1,823,037
200	Corporate Reserve	-	-	-	-	-	100	500,000	48,000	548,100	541,600	48,100	49,959
400	Capital Projects	6,487,405	-	3,487,816	-	-	60,000	80,000	300,000	10,415,221	9,651,691	8,097,790	7,036,296
450	Facilities Maintenance Reserve	-	-	-	-	-	4,200	-	250,000	254,200	252,500	254,200	446,450
Total Capital Projects Funds		6,487,405	-	3,487,816	-	-	64,300	580,000	598,000	11,217,521	10,445,791	8,400,090	7,532,705
500	Water & Sewer	97,000	-	-	14,244,850	-	73,000	35,000	-	14,449,850	14,939,500	14,369,250	14,909,967
530	Parking	-	-	-	377,200	-	6,000	800	-	384,000	381,300	394,400	398,575
540	Residential Solid Waste	-	-	-	1,546,475	-	3,000	1,000	-	1,550,475	1,669,600	1,613,373	1,665,448
550	Village Links / Reserve 22	-	-	-	5,392,000	-	9,000	95,100	-	5,496,100	5,472,500	5,280,370	5,162,989
Total Enterprise Funds		97,000	-	-	21,560,525	-	91,000	131,900	-	21,880,425	22,462,900	21,657,393	22,136,979
600	Insurance	-	-	-	1,220,750	-	6,500	5,000	2,141,100	3,373,350	3,245,775	3,214,150	2,898,382
650	Equipment Services	-	-	-	56,200	-	20,000	20,000	1,347,400	1,443,600	1,514,200	1,561,200	1,624,780
Total Internal Service Funds		-	-	-	1,276,950	-	26,500	25,000	3,488,500	4,816,950	4,759,975	4,775,350	4,523,162
900	Police Pension	-	-	-	355,000	-	1,885,000	-	1,818,000	4,058,000	3,701,000	4,352,550	3,628,480
ALL FUNDS		21,899,571	1,257,550	4,748,038	24,186,845	505,000	2,135,100	986,000	8,376,794	64,094,898	62,655,116	61,287,931	58,516,684
LESS INTERFUND TRANSFERS									(8,376,794)	(8,376,794)	(8,151,494)	(8,836,244)	(7,795,560)
ALL FUNDS, LESS INTERFUND TRANSFERS		$ 21,899,571	$ 1,257,550	$ 4,748,038	$ 24,186,845	$ 505,000	$ 2,135,100	$ 986,000	$ -	$ 55,718,104	$ 54,503,622	$ 52,451,687	$ 50,721,124

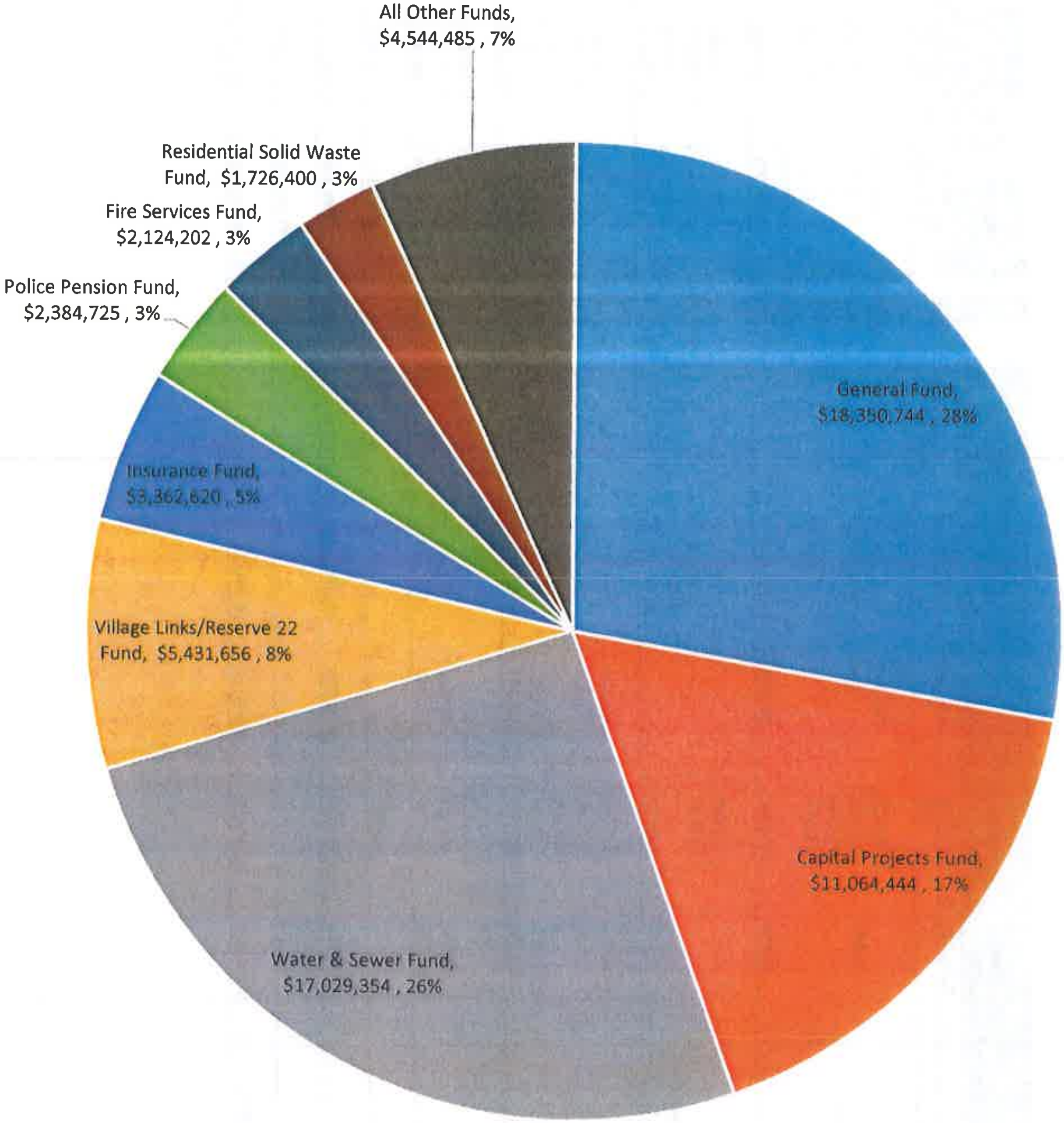
Expenditures by Function - All Funds
2018 Budget



VILLAGE OF GLEN ELLYN
SUMMARY OF EXPENDITURES BY FUNCTION - ALL FUNDS
FISCAL YEAR 2017 BUDGET

Fund No. Fund Description	Personnel Services	Contractual Services	Commodities	Capital Outlay	Debt Service	Transfers	FY2018 Budget Total	FY2017 Rev. Budget Total	FY2017 Est. Actual Total	FY2016 Actual Total
100 General	$ 9,791,063	$ 3,522,002	$ 241,379	$ 115,800	$ -	$ 4,680,500	$ 18,350,744	$ 18,436,294	$ 18,655,707	$ 17,457,080
300 Debt Service	-	450	-	-	1,457,526	-	1,457,976	1,462,502	1,462,602	1,467,310
210 Motor Fuel Tax	-	160,200	231,150	-	-	400,000	791,350	1,012,266	760,766	690,828
240 Fire Services	20,500	489,836	100	1,515,166	-	98,600	2,124,202	1,792,560	664,800	644,055
250 Central Business District TIF	-	154,350	-	-	-	-	154,350	194,590	186,840	69,110
260 Roosevelt Road TIF	-	30,000	-	52,000	-	-	82,000	27,000	1,000	525
270 Forfeiture	-	-	-	-	-	433,000	433,000	-	-	-
Total Special Revenue Funds	20,500	834,386	231,250	1,567,166	-	931,600	3,584,902	3,026,416	1,613,406	1,404,518
200 Corporate Reserve	-	125,000	-	18,000	-	-	143,000	41,000	41,000	47,337
400 Capital Projects	-	512,000	-	9,396,000	-	1,156,444	11,064,444	22,750,305	18,055,454	9,950,978
450 Facilities Maintenance Reserve	-	-	-	1,090,750	-	-	1,090,750	938,300	514,132	138,805
Total Capital Projects Funds	-	637,000	-	10,504,750	-	1,156,444	12,298,194	23,729,605	18,610,586	10,137,120
500 Water & Sewer	1,176,475	4,729,992	4,316,000	5,771,487	108,000	927,400	17,029,354	17,911,750	14,748,722	12,403,655
530 Parking	-	80,060	3,800	235,000	-	146,450	465,310	676,910	550,150	365,251
540 Residential Solid Waste	-	1,508,400	-	138,000	-	80,000	1,726,400	1,545,995	1,534,052	1,500,065
550 Village Links / Reserve 22	2,366,831	554,304	1,358,825	141,000	652,096	358,600	5,431,656	5,557,377	5,507,763	5,093,622
Total Enterprise Funds	3,543,306	6,872,756	5,678,625	6,285,487	760,096	1,512,450	24,652,720	25,692,032	22,340,687	19,362,593
600 Insurance	-	3,362,620	-	-	-	-	3,362,620	3,248,950	3,117,100	2,853,488
650 Equipment Services	351,200	105,115	347,860	917,750	-	95,800	1,817,725	1,377,956	1,323,705	1,190,748
Total Internal Service Funds	351,200	3,467,735	347,860	917,750	-	95,800	5,180,345	4,626,906	4,440,805	4,044,236
900 Police Pension	-	2,384,725	-	-	-	-	2,384,725	2,233,900	2,250,326	2,036,871
ALL FUNDS	13,706,069	17,719,054	6,499,114	19,390,953	2,217,622	8,376,794	67,909,606	79,207,655	69,374,119	55,909,728
LESS INTERFUND TRANSFERS						(8,376,794)	(8,376,794)	(8,151,494)	(8,836,244)	(7,795,560)
ALL FUNDS, LESS INTERFUND TRANSFERS	$ 13,706,069	$ 17,719,054	$ 6,499,114	$ 19,390,953	$ 2,217,622	$ -	$ 59,532,812	$ 71,056,161	$ 60,537,875	$ 48,114,168

Expenditures by Fund
2018 Budget



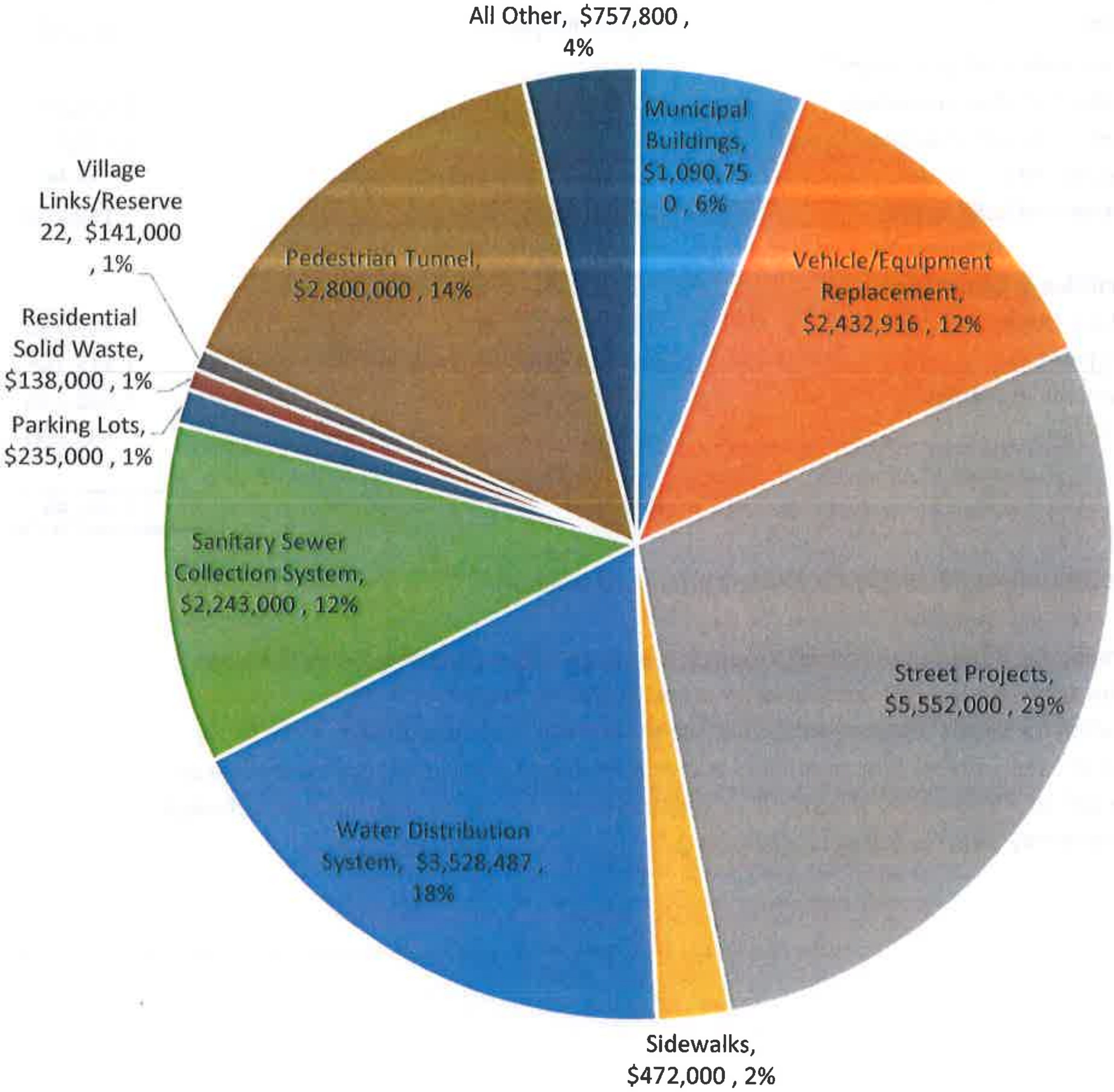
VILLAGE OF GLEN ELLYN
SUMMARY OF CAPITAL INVESTMENT
2018 BUDGET

Type	Fund	FY 2017 Budget
General Public Infrastructure[1]		
Street Reconstruction & Resurfacing	Capital Projects & Motor Fuel Tax	$ 5,552,000
Taylor Avenue Pedestrian Tunnel	Capital Projects	2,800,000
Sidewalk Program	Capital Projects	472,000
Other	Capital Projects	572,000
Special Purpose Public Infrastructure[2]		
Water Distribution System	Water & Sewer	3,528,487
Sanitary Sewer Collection System	Water & Sewer	2,243,000
Parking Lots	Parking	235,000
Residential Solid Waste	Residential Solid Waste	138,000
Village Links/Reserve 22	Village Links/Reserve 22	141,000
Municipal Facilities & Equipment		
Village Fleet	Equipment Services	917,750
Fire Fleet	Fire Services	1,515,166
Municipal Buildings	Facilities Reserve	1,090,750
All Other	Various	185,800
	Total	$ 19,390,953

Note: See individual fund schedules for detailed project descriptions.

1. Funding for General Public Infrastructure is obtained from general tax revenues and other sources such as grants, transfer taxes, and utility taxes.
2. Funding for Special Purpose Infrastructure is obtained from user charges from those who use the services (e.g. users who golf at the Village Links pay for improvements to the golf course or users of water & sewer system pay for capital improvements through the monthly water & sewer charges, etc.)

BUDGETED CAPITAL INVESTMENT FISCAL YEAR 2018



VILLAGE OF GLEN ELLYN
ALL FUNDS BUDGET SUMMARY
PERSONNEL EXPENSES

	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2017 PROJECTION	2018 BUDGET	2018 $ CHG 2017 ORG BUD	2018 % CHG 2017 ORG BUD
SALARIES - PENSIONABLE	$ 6,422,134	$ 6,422,134	$ 6,250,613	$ 6,465,590	$ 43,456	0.7%
SALARIES - POLICE SWORN	3,742,538	3,742,538	3,620,000	3,791,755	49,217	1.3%
SALARIES - NON-PENSIONABLE[1]	1,369,739	1,369,739	1,341,970	1,388,698	18,959	1.4%
SALARIES - CROSSING GUARD	40,000	40,000	37,000	40,000	-	0.0%
OVERTIME	116,000	116,000	84,259	105,600	(10,400)	-9.0%
POLICE OVERTIME	335,600	335,600	376,000	356,165	20,565	6.1%
SNOW	60,000	60,000	60,000	58,000	(2,000)	-3.3%
TEMPORARY HELP[1]	86,180	86,180	82,000	117,000	30,820	35.8%
TEMPORARY HELP SNOW	24,500	24,500	20,000	24,500	-	0.0%
FICA	697,870	697,870	673,136	716,371	18,501	2.7%
IMRF[2]	674,671	674,671	651,527	642,390	(32,281)	-4.8%
TOTAL EXPENDITURES	**$ 13,569,232**	**$ 13,569,232**	**$ 13,196,505**	**$ 13,706,069**	**$ 136,837**	**1.0%**
POLICE PENSION CONTRIBUTION[3]	**1,613,000**	**1,613,000**	**1,613,000**	**1,818,000**	**$ 181,001**	**12.7%**

1. Includes additional planned use of summer employees and interns to complete water projects, including a potential change out of the water meter technology.

2. The IMRF rate in 2018 will decrease from 10.34% to 9.89%.

3. The police pension contribution will increase due to changes in the actuarial model including mortality tables and paying down the unfunded liability. The investment assumption is set at 6.5%.

VILLAGE OF GLEN ELLYN
SCHEDULE OF PROJECTED CHANGES IN FUND BALANCE / NET POSITION

Fund No.	Fund Description	Audited Fund Balance/ Net Position 12/31/2016	Estimated Revenues FY 2017	Estimated Expenditures FY 2017	Change in Fund Balance / Net Position FY 2017	Preliminary Fund Balance / Net Position 12/31/2017	% Change	
100	**General (major)**	**10,448,611**	**17,812,118**	**18,655,707**	**(843,589)**	**9,605,022**	-8.1%	
300	**Debt Service (major)**	**41,646**	**1,462,272**	**1,462,602**	**(330)**	**41,316**	-0.8%	
210	Motor Fuel Tax	636,130	724,150	760,766	(36,616)	599,514	-5.8%	
240	Fire Services	1,378,041	1,243,108	664,800	578,308	1,956,349	42.0%	a
250	Central Business District TIF	231,373	148,600	186,840	(38,240)	193,133	-16.5%	
260	Roosevelt Road TIF	(18,528)	37,300	1,000	36,300	17,772	-195.9%	b
270	Forfeiture	-	675,000	-	675,000	675,000	0.0%	
Total Special Revenue Funds		**2,227,016**	**2,828,158**	**1,613,406**	**1,214,752**	**3,441,768**	54.5%	
200	Corporate Reserve	150,423	48,100	41,000	7,100	157,523	4.7%	
400	Capital Projects (major)	14,799,094	8,097,790	18,055,454	(9,957,664)	4,841,430	-67.3%	c
450	Facilities Maintenance Reserve	915,110	254,200	514,132	(259,932)	655,178	-28.4%	d
Total Capital Projects Funds		**15,864,627**	**8,400,090**	**18,610,586**	**(10,210,496)**	**5,654,131**	-64.4%	
500	Water & Sewer	69,523,355	14,369,250	14,748,722	(379,472)	69,143,883	-0.5%	
530	Parking	2,659,208	394,400	550,150	(155,750)	2,503,458	-5.9%	
540	Residential Solid Waste	638,595	1,613,373	1,534,052	79,321	717,916	12.4%	e
550	Village Links / Reserve 22	20,396,163	5,280,370	5,507,763	(227,393)	20,168,770	-1.1%	
Total Enterprise Funds		**93,217,321**	**21,657,393**	**22,340,687**	**(683,294)**	**92,534,027**	-0.7%	
600	Insurance	2,143,179	3,214,150	3,117,100	97,050	2,240,229	4.5%	
650	Equipment Services	6,196,750	1,561,200	1,323,705	237,495	6,434,245	3.8%	
Total Internal Service Funds		**8,339,929**	**4,775,350**	**4,440,805**	**334,545**	**8,674,474**	4.0%	
900	**Police Pension**	**27,402,987**	**4,352,550**	**2,250,326**	**2,102,224**	**29,505,211**	7.7%	
ALL FUNDS		**157,542,137**	**61,287,931**	**69,374,119**	**(8,086,188)**	**149,455,949**	-5.1%	

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

Net Position: The difference between fund assets and fund liabilities in a proprietary fund.

a. The fund is accumulating funds to purchase a ladder truck in FY18.

b. The Roosevelt Road incurred start up costs in FY13/14. Those costs are repaid to the General Fund as increment is received.

c. The police station was constructed and paid for in FY17.

d. The amount of improvements ebbs and flows with the replacement schedule. See the Fund information for further detail.

e. The Fund has been building reserves back since a storm in FY2013.

VILLAGE OF GLEN ELLYN
SCHEDULE OF PROJECTED CHANGES IN FUND BALANCE / NET POSITION

Fund No. Fund Description	Preliminary Fund Balance/ Net Position 12/31/2017	Estimated Revenues FY 2018	Estimated Expenditures FY 2018	Change in Fund Balance / Net Position FY 2018	Preliminary Fund Balance / Net Position 12/31/2018	% Change	
100 General	9,605,022	17,872,476	18,350,744	(478,268)	9,126,754	-5.0%	
300 Debt Service	41,316	1,457,726	1,457,976	(250)	41,066	-0.6%	
210 Motor Fuel Tax	599,514	723,300	791,350	(68,050)	531,464	-11.4%	a
240 Fire Services	1,956,349	1,872,400	2,124,202	(251,802)	1,704,547	-12.9%	b
250 Central Business District TIF	193,133	156,000	154,350	1,650	194,783	0.9%	
260 Roosevelt Road TIF	17,772	40,100	82,000	(41,900)	(24,128)	-235.8%	c
270 Forfeiture	675,000	-	433,000	(433,000)	242,000	-64.1%	h
Total Special Revenue Funds	**3,441,768**	**2,791,800**	**3,584,902**	**(793,102)**	**2,648,666**	-23.0%	
200 Corporate Reserve	157,523	548,100	143,000	405,100	562,623	257.2%	d
400 Capital Projects	4,841,430	10,415,221	11,064,444	(649,223)	4,192,207	-13.4%	e
450 Facilities Maintenance Reserve	655,178	254,200	1,090,750	(836,550)	(181,372)	-127.7%	f
Total Capital Projects Funds	**5,654,131**	**11,217,521**	**12,298,194**	**(1,080,673)**	**4,573,458**	-19.1%	
500 Water & Sewer	69,143,883	14,449,850	17,029,354	(2,579,504)	66,564,379	-3.7%	
530 Parking	2,503,458	384,000	465,310	(81,310)	2,422,148	-3.2%	
540 Residential Solid Waste	717,916	1,550,475	1,726,400	(175,925)	541,991	-24.5%	g
550 Village Links / Reserve 22	20,168,770	5,496,100	5,431,656	64,444	20,233,214	0.3%	
Total Enterprise Funds	**92,534,027**	**21,880,425**	**24,652,720**	**(2,772,295)**	**89,761,732**	-3.0%	
600 Insurance	2,240,229	3,373,350	3,362,620	10,730	2,250,959	0.5%	
650 Equipment Services	6,434,245	1,443,600	1,817,725	(374,125)	6,060,120	-5.8%	
Total Internal Service Funds	**8,674,474**	**4,816,950**	**5,180,345**	**(363,395)**	**8,311,079**	-4.2%	
900 Police Pension	**29,505,211**	**4,058,000**	**2,384,725**	**1,673,275**	**31,178,486**	5.7%	
ALL FUNDS	**149,455,949**	**64,094,898**	**67,909,606**	**(3,814,708)**	**145,641,241**	-2.6%	

Fund Balance: The difference between fund assets and fund liabilities in a governmental fund.
Net Position: The difference between fund assets and fund liabilities in a proprietary fund.

a. Includes purchase of salt for a new salt storage facility.
b. A ladder truck is budgeted to be purchased in FY18 as well as a squad vehicle.
c. The TIF anticipates paying to construct a sidewalk on Nicoll Way.
d. It is anticipated that property will be sold in FY18.
e. $3.5M of grant funds are anticipated to be received in FY18.
f. A renovation of the Civic Center is budgeted in FY18.
g. The annual clean sweep is anticipated to be in FY18.
h. Planned use of funds for the police station (300K/year) and other expenditures.

VILLAGE OF GLEN ELLYN
SCHEDULE OF PROJECTED CHANGES IN CASH RESERVES

Fund No. Fund Description	Cash Available 1/1/2017	Preliminary Inflow / (Outflow) FY 2017	Budgeted Inflow / (Outflow) FY 2018	Projected Available 12/31/2018	Cash Reserve Policy Level	Projected Above Reserve Policy 12/31/2018
100 General	**9,426,967**	**(843,589)**	**(478,268)**	**8,105,110**	**5,653,000**	**2,452,110**
300 Debt Service	**41,646**	**(330)**	**(250)**	**41,066**	**N/A**	**N/A**
210 Motor Fuel Tax	641,777	(36,616)	(68,050)	537,111	N/A	N/A
240 Fire Services	1,243,326	578,308	(251,802)	1,569,832	N/A	N/A
250 Central Business District TIF	240,124	(38,240)	1,650	203,534	N/A	N/A
260 Roosevelt Road TIF	(18,528)	36,300	(41,900)	(24,128)	N/A	N/A
270 Forfeiture	-	675,000	(433,000)	242,000	N/A	N/A
Total Special Revenue Funds	**2,106,699**	**1,214,752**	**(793,102)**	**2,528,349**	N/A	N/A
200 Corporate Reserve	63,114	7,100	405,100	475,314	N/A	N/A
400 Capital Projects	14,745,156	(9,957,664)	(649,223)	4,138,269	N/A	N/A
450 Facilities Maintenance Reserve	923,709	(259,932)	(836,550)	(172,773)	N/A	N/A
Total Capital Projects Funds	**15,731,979**	**(10,210,496)**	**(1,080,673)**	**4,440,810**	N/A	N/A
500 Water & Sewer	9,673,831	(379,472)	(2,579,504)	6,714,855	2,261,000	4,453,855
530 Parking	1,548,391	(155,750)	(81,310)	1,311,331	71,396	1,239,935
540 Residential Solid Waste	463,000	79,321	(175,925)	366,396	399,600	(33,204)
550 Village Links / Reserve 22	1,642,633	(227,393)	64,444	1,479,684	1,438,000	41,684
Total Enterprise Funds	**13,327,855**	**(683,294)**	**(2,772,295)**	**9,872,266**	**4,169,996**	**5,702,270**
600 Insurance	1,308,990	97,050	10,730	1,416,770	N/A	N/A
650 Equipment Services	4,152,847	237,495	(374,125)	4,016,217	N/A	N/A
Total Internal Service Funds	**5,461,837**	**334,545**	**(363,395)**	**5,432,987**	N/A	[illegible]
900 Police Pension	**27,281,794**	**2,102,224**	**1,673,275**	**31,057,293**	N/A	N/A

Cash Reserve Policies for 2017:

General Fund:	31% of operating expenditures
Water & Sewer	Reserve policy level increased annually by CPI
Parking	31% of operating expenses
Residential Solid Waste	25% of operating expenses
Village Links/Reserve 22	31% of operating expenses
All Other Funds	No specific policy set. The use of the funds are 100% reserved for specific programs or functions.

VILLAGE OF GLEN ELLYN
SUMMARY OF EXPENSES/EXPENDITURES BY DEPARTMENT

	2017 BUDGET	2017 REVISED BUDGET	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
Administration					
General Fund					
Village Board & Clerk	80,540	80,540	77,330	115,360	43.2%
Village Manager's Office	755,739	755,739	745,860	787,464	4.2%
Facilities Maintenance	636,245	636,245	637,411	712,955	12.1%
Information Technology	549,142	551,773	508,110	575,380	4.8%
Senior Services	96,620	96,620	96,325	97,850	1.3%
History Park	40,830	40,830	31,305	29,430	-27.9%
Law	313,330	313,330	365,570	398,570	27.2%
Economic Development	451,430	513,341	545,549	457,850	1.4%
Central Business District TIF Fund	129,340	194,590	186,840	154,350	19.3%
Roosevelt Road TIF Fund	27,000	27,000	1,000	82,000	203.7%
Residential Solid Waste Fund	1,545,995	1,545,995	1,534,052	1,726,400	11.7%
Facilities Maintenance Reserve Fund	834,600	938,300	514,132	1,090,750	30.7%
Corporate Reserve Fund	41,000	41,000	41,000	143,000	248.8%
Total Administration	**5,501,811**	**5,735,303**	**5,284,484**	**6,371,359**	**15.8%**
Finance					
General Fund					
Finance - Administration	555,395	572,458	572,088	558,050	0.5%
Finance - Cashiers Office	314,915	314,915	309,470	311,500	-1.1%
Debt Service Fund	1,462,502	1,462,502	1,462,602	1,457,976	-0.3%
Insurance Fund	3,248,950	3,248,950	3,117,100	3,362,620	3.5%
Police Pension Fund	2,233,900	2,233,900	2,250,326	2,384,725	6.8%
Total Finance	**7,815,662**	**7,832,725**	**7,711,586**	**8,074,871**	**3.3%**
Planning & Development					
General Fund					
Planning	544,220	544,220	531,815	572,620	5.2%
Building	848,300	848,300	806,850	846,200	-0.2%
Total Planning & Development	**1,392,520**	**1,392,520**	**1,338,665**	**1,418,820**	**1.9%**
Police					
General Fund					
Police Administration	1,422,636	1,422,636	1,367,200	1,474,628	3.7%
Police Operations	6,304,964	6,317,564	6,867,300	6,124,032	-2.9%
Police Investigations	1,168,688	1,168,688	1,139,700	1,220,988	4.5%
Fofeiture Fund	-	-	-	'433,000	0.0%
Total Police	**8,896,288**	**8,908,888**	**9,374,200**	**9,252,648**	**4.0%**
Fire/EMS					
General Fund					
Fire	419,060	419,060	414,260	403,260	-3.8%
EMS	482,250	482,250	483,500	506,600	5.0%
Fire Services Fund	1,698,250	1,792,560	664,800	2,124,202	25.1%
Total Fire/EMS	**2,599,560**	**2,693,870**	**1,562,560**	**3,034,062**	**16.7%**
Public Works					
General Fund					
Administration	779,819	779,819	767,889	770,854	-1.1%
Streets	1,344,095	1,345,670	1,309,095	1,317,820	-2.0%
Forestry	1,093,677	1,232,296	1,079,080	1,069,333	-2.2%
Parking Fund	566,210	676,910	550,150	465,310	-17.8%
Water & Sewer Fund	17,127,600	17,911,750	14,748,722	17,029,354	-0.6%
Equipment Services Fund	1,183,090	1,377,956	1,323,705	1,817,725	53.6%
Capital Projects Fund	21,099,185	22,750,304	18,055,454	11,064,444	-47.6%
Motor Fuel Tax Fund	881,000	1,012,266	760,766	791,350	-10.2%
Total Public Works	**44,074,676**	**47,086,971**	**38,594,861**	**34,326,190**	**-22.1%**
Village Links/Reserve 22	**5,439,377**	**5,557,377**	**5,507,763**	**5,431,656**	**-0.1%**
GRAND TOTAL	**75,719,894**	**79,207,654**	**69,374,119**	**67,909,606**	[illegible]

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ADMINISTRATION DEPARTMENT
FISCAL YEAR 2018

- Village President and Board of Trustees
  - Village Manager
    - Village Board & Clerk's Office
    - Village Manager's Office — Environmental Commission (9)
      - Assistant Village Manager (1)
      - Communications Cord. (1 P.T. = .70 FTE)
      - Exec. Assistant/Deputy Clerk (1 F.T. = .75 FTE)*
      - Administrative Clerk II (2 P.T. = 1 FTE)
      - Administrative Intern (1 P.T. = .50 FTE)
      - Administrative Assistant (1 P.T. = 0.70 FTE)
    - Senior Services
      - Coordinator (2 P.T. = .6 FTE)
    - Facilities Maintenance
      - Facilities Manager (1)
      - Maintenance Worker I (1)
      - Maintenance Worker II (1 P.T. = 0.475 FTE)
      - Custodian II (1 P.T. = .75 FTE)
      - Custodian III (5 P.T. = 2.10 FTE)
    - Information Technology
      - Multimedia Specialist (1 P.T. = .70 FTE)
      - IT Manager (1)
      - Multimedia Intern (1 P.T. = .40 FTE)
    - Economic Development
      - Economic Development Cord. (1 P.T. = .75 FTE)
    - Law
      - Village Attorney (1)
      - Exec. Assistant/Deputy Clerk (1 F.T. = .25 FTE)*

FY18 Budget	Employee Count	FTE
Full Time Personnel	7	7.00
Part-Time Personnel	17	8.675
Total Employees / FTEs	24	15.675

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17	FY18
Village Manager's Office	5	3	3	3	3	3	3	3	3	3*
Information Technology	0	0	0	0	1	1	1	1	1	1**
Law	0	0	0	0	0	0	1	1	1	1
Facilities Maintenance	1	1	1	1	1	1	1	1	2	2
Total FT	6	4	4	4	5	5	6	6	7	7

* Exec. Assistant/Deputy Clerk is a full time position split .75/.25 between Village Manager's Office and Law.

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE BOARD & CLERK

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Village President	elected**	1.00	1.00	1.00	1.00	1.00
Village Trustee	elected**	6.00	6.00	6.00	6.00	6.00
Village Clerk	elected**	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES** (Full-time Equivalents)		-	-	-	-	-

Full-time Number of Positions	0	0	0	0	0
Part-time Number of Positions	0	0	0	0	0
Elected Positions	8	8	8	8	8

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE MANAGER'S OFFICE

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Village Manager	FT	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	FT	1.00	1.00	1.00	1.00	1.00
Assistant to the Village Manager - ADM	FT	1.00	-	-	-	-
Communications Coordinator	PT	-	-	0.70	0.70	0.70
Multimedia Specialist[1]	PT	0.70	-	-	-	-
Economic Development Coordinator	PT	0.75	0.75	0.75	0.75	0.75
Executive Assistant/Deputy Clerk[2]	FT	0.75	0.75	0.75	0.75	0.75
Administrative Services Coordinator	PT	0.75	0.75	-	-	-
Administrative Clerk II (2)	PT	1.00	1.00	1.00	1.00	1.00
Administrative/Legal Assistant[3]	PT	-	-	0.45	-	-
Administrative Assistant[3]	PT	-	-	-	0.70	0.70
Administrative Intern	PT	0.50	0.50	0.50	0.50	0.50
TOTAL EMPLOYEES (Full-time Equivalents)		**7.45**	**5.75**	**6.15**	**6.40**	**6.40**
Full-time Number of Positions		3	3	3	3	3
Part-time Number of Positions		7	5	6	6	6

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

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

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

INFORMATION TECHNOLOGY

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Information Technology Manager	FT	1.00	1.00	1.00	1.00	1.00
Multimedia Specialist[1]	PT	-	0.70	0.70	0.70	0.70
I.T. Help Desk Technician[2]	PT	-	0.50	-	-	-
Multimedia Intern	PT	-	-	0.40	0.40	0.40
TOTAL EMPLOYEES (Full-time Equivalents)		**1.00**	**2.20**	**2.10**	**2.10**	**2.10**
Full-time Number of Positions		1	1	1	1	1
Part-time Number of Positions		-	2	2	2	2

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

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

LAW

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Village Attorney	FT	-	1.00	1.00	1.00	1.00
Executive Assistant/Deputy Clerk[1]	FT	-	0.25	0.25	0.25	0.25
TOTAL EMPLOYEES (Full-time Equivalents)		**-**	**1.25**	**1.25**	**1.25**	**1.25**
Full-time Number of Positions		-	1	1	1	1
Part-time Number of Positions		-	1	1	1	1

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

SENIOR SERVICES

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Senior Services Coordinator (2)	PT	0.60	0.60	0.60	0.60	0.60
TOTAL EMPLOYEES (Full-time Equivalents)		**0.60**	**0.60**	**0.60**	**0.60**	**0.60**
Full-time Number of Positions		-	-	-	-	-
Part-time Number of Positions		2	2	2	2	2

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FACILITIES MAINTENANCE DIVISION

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Facilities Supervisor	FT	1.00	1.00	-	-	-
Facilities Manager[1]	FT	-	-	1.00	1.00	1.00
Maintenance Worker I	FT	-	-	-	1.00	1.00
Maintenance Worker II	PT	1.00	1.00	1.00	0.48	0.48
Custodian II (1)	PT	-	-	-	-	0.75
Custodian III (5)	PT	3.00	2.15	2.15	2.85	2.10
TOTAL EMPLOYEES (Full-time Equivalents)		**5.00**	**4.15**	**4.15**	**5.33**	**5.33**
Full-time Number of Positions		1	1	1	2	2
Part-time Number of Positions		8	7	7	7	7

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

FINANCE DEPARTMENT
FISCAL YEAR 2018

Finance Director

Finance Commission (10) [a]

Police Pension Board (5) [b]

Administration & Operations

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

Cashiers Office

- Accounts Manager (1)
- Accounts Rec. Specialist (4 P.T. = 1.92 FTE)
- Billing Specialist (4 P.T. = 1.8 FTE)
- Water Meter Reader (5 P.T. = 1 FTE)*

FY18 Budget	Employee Count	Employee FTE
Full Time Personnel	4	4.00
Part-Time Personnel	15	5.92
Total Employees / FTEs	19	9.92

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17	FY18
Operations	4	4	4	4	3**	3	3	3	3	3
Cashiers Office	1	1	1	1	1	1	1	1	1	1
Total FT	5	5	5	5	4	4	4	4	4	4

a. Finance Commission is advisory to the Village Board, established by local ordinance, impaneled with resident experts, including business leaders and government auditors.

b. Police Pension Board has specific statutory authority established in Article III of the Illinois Pension Code to oversee and manage the Glen Ellyn Police Pension Fund. Members include Village appointees, active police officers, and an annuitant.

*Water Meter Readers are paid out of Water/Sewer Fund and managed by the Finance Department.

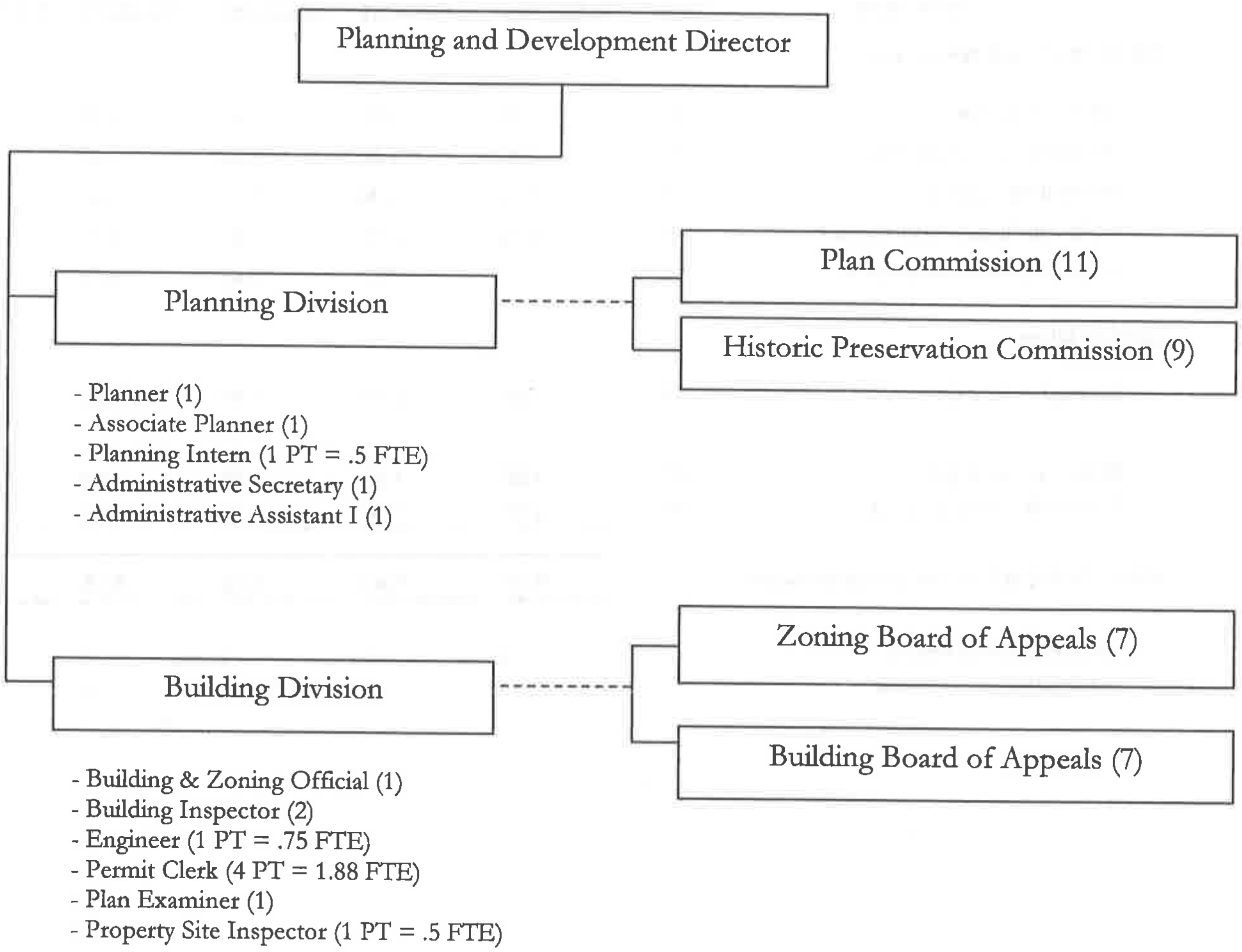
**I.T. Manager position moved to a separate Information Technology Division under Administration.

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FINANCE DEPARTMENT

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Administration & Operations						
Finance Director	FT	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	FT	1.00	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	PT	0.60	0.60	0.60	0.60	0.60
Business Office Coordinator	PT	-	0.45	0.45	0.45	0.60
Cashiers Office						
Accounts Manager	FT	1.00	1.00	1.00	1.00	1.00
Accounts Receivable Specialist (4)	PT	1.80	1.80	1.80	1.80	1.92
Billing Specialist (4)	PT	1.80	1.80	1.80	1.80	1.80
Water Meter Readers (5)	PT	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)		**9.20**	**9.65**	**9.65**	**9.65**	**9.92**
Full-time Number of Positions		4	4	4	4	4
Part-time Number of Positions		14	15	15	15	15

PLANNING AND DEVELOPMENT DEPARTMENT
FISCAL YEAR 2018



FY 2018 Budget	Employee Count	FTE
Full-Time Personnel	9	9.00
Part-Time	7	3.63
Total Employees/FTEs	16	12.63

(FTE = Full-Time Equivalents)

Budgeted Full-Time Employees	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17	FY18
Planning	3	3	3	3	3	3	3	3	4	5
Zoning / Inspection	4	4	4	4	4	4	4	4	4	4
Total FT	7	7	7	7	7	7	7	7	8	9

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2017 ANNUAL BUDGET
PERSONNEL SCHEDULE

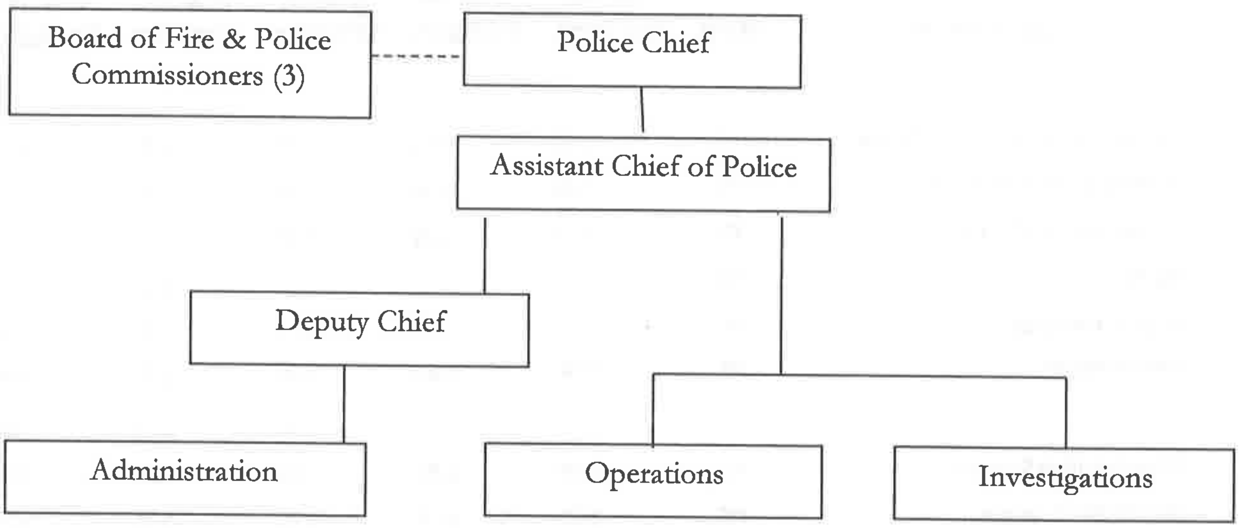
PLANNING & DEVELOPMENT DEPARTMENT

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Planning & Development Director	FT	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	1.00	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	1.00	1.00	1.00	-	-
Planner	FT	-	-	-	1.00	1.00
Associate Planner	FT	-	-	-	1.00	1.00
Plan Examiner	FT	1.00	1.00	1.00	1.00	1.00
Building Inspector (2)	FT	2.00	2.00	2.00	2.00	2.00
Administrative Secretary	FT	1.00	1.00	1.00	1.00	1.00
Stormwater Engineer	PT	0.75	0.75	0.75	0.75	0.75
Permit Clerk (4)[1]	PT	2.00	2.00	2.00	2.00	1.88
Property Site Inspector	PT	0.50	0.50	0.50	0.50	0.50
Administrative Assistant I	PT	0.70	0.70	0.70	0.70	1.00
Planning Intern (1)	PT	1.00	1.00	1.00	1.00	0.50
TOTAL EMPLOYEES (Full-time Equivalents)		**11.95**	**11.95**	**11.95**	**12.95**	**12.63**

1. There was not a reduction in hours for FY18; rather, a more precise calculation of the FTE count based on budget.

	SY 14	FY15	FY16	FY17	FY18
Full-time Number of Positions	7	7	7	8	9
Part-time Number of Positions	9	9	9	9	8

POLICE DEPARTMENT
FISCAL YEAR 2018



Administration

- Administrative Sergeant (1)
- Records Supervisor (1)
- Records Clerk (4 F.T. + 5 P.T. = 6.75 FTE)
- Property Officer (1)
- Administrative Secretary (1 P.T. = 0.60 FTE)
- Community Service Officer (1 P.T = .45 FTE)

Operations

- Police Sergeant (5)
- Police Officer (25)
- Community Service Officer (2 F.T. + 1 P.T. = 2.45 FTE)
- Crossing Guards (7 locations)**

Investigations

- Police Sergeant (1)
- Police Officer (4)
- Investigative Aid (1 P.T. = .60 FTE)
- High School Liaison Officer (1)

FY 18 Budget	Employee Count	FTE
Full Time Personnel	48	48.00
Part-Time Personnel	9	4.85
Total Employees / FTEs	57	52.85

(FTE = Full-Time Equivalent)

Authorized Full-Time Employees	FY09	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17
Sworn Officers	43	43	43	43	43	40*	40	40	40	40
Community Service Officers	3	2	2	2	2	2	2	2	2	2
Other Civilian	6	6	6	6	6	6	6	6	6	6
Total FT	52	51	51	51	51	48	48	48	48	48

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

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

POLICE DEPARTMENT

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Police Chief	FT	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police	FT	-	-	1.00	1.00	1.00
Deputy Chief	FT	2.00	2.00	1.00	1.00	1.00
Police Sergeant	FT	7.00	7.00	7.00	7.00	7.00
Police Officer**	FT	30.00	30.00	30.00	30.00	30.00
Records Supervisor/Tech	FT	1.00	1.00	1.00	1.00	1.00
Property Officer	FT	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	PT	0.50	0.60	0.60	0.60	0.60
Community Service Officer	FT	2.00	2.00	2.00	2.00	2.00
Community Service Officer (2)	PT	0.70	0.90	0.90	0.90	0.90
Investigative Aide	PT	-	0.60	0.60	0.60	0.60
Records Clerk (2)	FT	4.00	4.00	4.00	4.00	4.00
Records Clerk (5)	PT	2.75	2.75	2.75	2.75	2.75
Crossing Guards	PT	8 locations	7 locations	7 locations	7 locations	7 locations
TOTAL EMPLOYEES (Full-time Equivalents)		**51.95**	**52.85**	**52.85**	**52.85**	**52.85**
Full-time Number of Positions**		48	48	48	48	48
Part-time Number of Positions		17	16	16	16	16

PUBLIC WORKS DEPARTMENT
FISCAL YEAR 2018

Public Works Director

Engineering & Administration

Capital Improvements Commission (9)

- Assistant Public Works Director (1)
- Registered Professional Engineer (1)
- Senior Civil Engineer (1)
- Civil Engineer (1)
- Part-time Engineer (1 P.T. = 0.46 FTE)
- Utilities Inspector (1)
- Administrative Assistant II (1 F.T. + 1 P.T. = 1.5 FTE)
- Engineering Intern (1 P.T. = 0.21 FTE)

Utilities

- Utilities Superintendent (1)
- Utilities Crew Leader (2)
- Utilities Maintenance Worker (5)
- Senior Plant Operator (1)
- Water Plant Operator I (1)
- Customer Service Worker (1)

Streets/Forestry

- Street/Forestry Superintendent (1)
- Street Crew Leader (1)
- Street Maintenance Worker (3 F.T. + 1 P.T. = 3.4 FTE)
- Forestry Crew Leader (1)
- Forestry Maintenance Worker (3)
- Operations Seasonal (43 Seasonal = 3.57 FTE) ****

Equipment Services

- Equipment Services Superintendent (1)
- Equipment Mechanic II (2)
- Fleet Assistant (1 P.T. = .4 FTE)

Glenbard Wastewater Authority***

Glenbard Wastewater Authority Executive Oversight Committee (8)

FY18 Budget	Employee Count	FTE
Full Time Personnel	30	30.00
Part-Time Personnel	48	5.54
Total Employees / FTEs	78	35.54

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17	FY18
Administration / Engineering	6	6	6	6	6	6	7	7	7	7
Equipment Services	3	3	3	3	3	3	3	3	3	3
Streets / Forestry *	0	0	0	9	9	9	9	9	9	9
Utilities *	0	0	0	11	11	11	11	11	11	11
Operations *	19	19	19	0	0	0	0	0	0	0
Total FT**	28	28	28	29	29	29	30	30	30	30

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

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

*** Separate intergovernmental agreement agency with 17 full-time staff who are not Village employees. Per agreement with the Village of Lombard, the GWA Wastewater Manager reports to the Glen Ellyn Public Works Director.

**** Operations Seasonal Employees work in Utilities & Streets/Forestry

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - ADMINISTRATION/ENGINEERING

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Public Works Director	FT	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	1.00	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	FT	-	1.00	1.00	1.00	1.00
Civil Engineer	FT	1.00	1.00	1.00	1.00	1.00
Utilities Inspector	FT	1.00	1.00	1.00	1.00	1.00
Part-time Engineer	PT	-	-	-	0.46	0.46
Engineering Intern	PT	0.21	0.21	0.21	0.21	0.21
Administrative Assistant II	FT/PT	1.50	1.50	1.50	1.50	1.50
TOTAL EMPLOYEES (Full-time Equivalents)		**6.71**	**7.71**	**7.71**	**8.17**	**8.17**
Full-time Number of Positions		6	7	7	7	7
Part-time Number of Positions		2	2	2	3	3

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - OPERATIONS DIVISION

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Street/Forestry Superintendent	FT	1.00	1.00	1.00	1.00	1.00
Utilities Superintendent	FT	1.00	1.00	1.00	1.00	1.00
Sr Water Plant Operator	FT	1.00	1.00	1.00	1.00	1.00
Water Plant Operator I	FT	1.00	1.00	1.00	1.00	1.00
Crew Leader II	FT	1.00	1.00	1.00	-	-
Crew Leader II - Forestry	FT	-	-	-	-	-
Crew Leader II - Street	FT	-	-	-	-	-
Crew Leader II - Utilities	FT	-	-	-	-	1.00
Crew Leader I	FT	3.00	3.00	3.00	4.00	-
Crew Leader I - Forestry	FT	-	-	-	-	1.00
Crew Leader I - Street	FT	-	-	-	-	1.00
Crew Leader I - Utilities	FT	-	-	-	-	1.00
Customer Service Worker	FT	1.00	1.00	1.00	1.00	1.00
Maintenance Worker III	FT	-	-	1.00	1.00	-
Maintenance Worker III - Forestry	FT	-	-	-	-	-
Maintenance Worker III - Street	FT	-	-	-	-	1.00
Maintenance Worker III - Utilities	FT	-	-	-	-	-
Maintenance Worker II	FT	5.40	5.40	4.00	3.00	-
Maintenance Worker II - Forestry	FT	-	-	-	-	1.00
Maintenance Worker II - Street	FT	-	-	-	-	1.00
Maintenance Worker II - Utilities	FT	-	-	-	-	1.00
Maintenance Worker I	FT	6.00	6.00	6.40	7.40	-
Maintenance Worker I - Forestry	FT	-	-	-	-	2.00
Maintenance Worker I - Street	FT	-	-	-	-	1.40
Maintenance Worker I - Utilities	FT	-	-	-	-	4.00
Forestry Intern	PT	0.19	0.19	-	-	-
Seasonal Staff	PT	3.57	3.57	3.57	3.57	3.57
TOTAL EMPLOYEES (Full-time Equivalents)		**24.16**	**24.16**	**23.97**	**23.97**	**23.97**
Full-time Number of Positions		20	20	20	20	20
Part-time Number of Positions		45	45	45	45	45

Positions are broken out for FY18 to show greater detail on what part of operations each position serves. This does not represent a change in operations or organization structure

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - EQUIPMENT SERVICES

Classification	Status	SY 14 Budgeted Employees	FY 15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Equipment Services Superintendent	FT	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic II	FT	2.00	2.00	2.00	2.00	2.00
Fleet Assistant I [1]	PT	0.40	0.40	0.40	0.40	0.40
TOTAL EMPLOYEES (Full-time Equivalents)		**3.40**	**3.40**	**3.40**	**3.40**	**3.40**
Full-time Number of Positions		3	3	3	3	3
Part-time Number of Positions		1	1	1	1	1

1 Previously titled Inventory Clerk

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FIRE/EMS

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Administrative Clerk II (1)	PT	-	1.00	1.00	1.00	0.50
TOTAL EMPLOYEES (Full-time Equivalents)		**-**	**1.00**	**1.00**	**1.00**	**0.50**
Full-time Number of Positions		-	-	-	-	-
Part-time Number of Positions		-	2	2	2	1

* The Village of Glen Ellyn funds 1 part-time administrative staff for the Volunteer Fire Company. Any other paid staff for the Volunteer Fire Company are paid by the Fire Company and not the Village.

VILLAGE LINKS/RESERVE 22
FISCAL YEAR 2018

General Manager

Recreation Commission (7)

Administration

- Marketing Coordinator (1 P.T.=.45 FTE)

Golf

- Director of Golf (1)
- Head Golf Professional (1)
- Regular Part-Time Staff (10.9 FTE)

Reserve 22

- Food & Beverage Director (1)
- Executive Chef (1)
- Event Planning & Sales Coordinator (1)
- Sous Chef (1)
- Regular Part-Time Staff (32.2 FTE)

Grounds

- Golf Course Superintendent (1)
- Asst. Golf Course Superintendent (1)
- Grounds Supervisor I (1)
- Ground Worker I (2)
- Regular Part-Time Staff (9.2 FTE)

Fiscal Year 2018 Budget	Employee Count	FTE
Full-Time Personnel	12	12.0
Part-Time Personnel	174	52.75
Total Employees / FTEs	224	64.75

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17	FY18
Administration	1	1	1	1	1	1	1	1	1	1
Golf	3	3	3	3	3	3	2	2	2	2
Reserve 22	1	1	1	1	2	2	3	4	4	4
Grounds	4	3	3	2	2	5	5	5	5	5
Total FT	9	8	8	7	8	11	11	12	12	12

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE LINKS/RESERVE 22

Classification	Status	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees
Administration						
General Manager	FT	1.0	1.0	1.0	1.0	1.0
Grounds						
Golf Course Superintendent	FT	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	FT	1.0	1.0	1.0	1.0	1.0
Grounds Worker I	FT	-	3.0	3.0	3.0	3.0
Grounds Supervisor II	PT	-	-	-	-	0.5
Grounds Worker II	PT	-	-	-	-	0.1
Senior Grounds Technician II	PT	-	-	-	-	1.3
Grounds Technician II	PT					1.9
Specialized Laborer II	PT	-	-	-	-	2.5
Grounds Worker III	PT	-	-	-	-	0.5
Sr. Grounds Technician III	PT	-	-	-	-	-
Specialized Laborer III	PT	-	-	-	-	2.4
Seasonal Staff	PT	11.1	9.0	8.0	8.0	-
Golf						
Assistant Recreation Director	FT	1.0	1.0	-	-	-
Director of Golf	FT	-	-	-	1.0	1.0
Head Golf Professional	FT	1.0	1.0	1.0	1.0	1.0
Assistant Golf Professional	FT	1.0	1.0	1.0	-	-
Assistant Golf Professional II	PT	-	-	-	-	3.2
Golf Service Supervisor II	PT	-	-	-	-	0.6
Golf Service Supervisor III	PT	-	-	-	-	0.4
Housekeeping III	PT	-	-	-	-	0.4
Cashier III	PT	-	-	-	-	2.1
Starter/Ranger III	PT	-	-	-	-	2.4
Outside Services Attendant III	PT	-	-	-	-	1.8
Seasonal Staff	PT	10.4	9.5	9.5	9.5	-

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE LINKS/RESERVE 22

Classification	Status	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees
Reserve 22						
Food & Beverage Manager	FT	1.0	1.0	-	-	-
Executive Chef / Dir. Of Food & Bev	FT	1.0	1.0	1.0	1.0	1.0
Assistant Restaurant Manager	FT	-	-	2.0	2.0	1.0
Event Planning & Sales Coordinator	FT	-	-	-	-	1.0
Sous Chef	FT	-	-	-	1.0	1.0
Floor Supervisors	PT	-	-	2.0	2.0	-
Supervisor II	PT	-	-	-	-	1.9
Kitchen Coordinator II	PT	-	-	-	-	0.7
Cook II	PT	-	-	-	-	5.6
Busser II	PT	-	-	-	-	1.7
Dishwasher II	PT	-	-	-	-	1.3
Lead Server II	PT	-	-	-	-	0.4
Server II	PT	-	-	-	-	2.0
Bartender II	PT	-	-	-	-	0.9
Banquet Captain II	PT	-	-	-	-	0.4
Banquet Server II	PT	-	-	-	-	0.3
Banquet Bartender II	PT	-	-	-	-	0.3
Concession Worker II	PT	-	-	-	-	0.3
Assistant Event Sales Coordinator	PT	-	-	-	-	-
Special Events Intern	PT	-	-	-	-	-
Supervisor III	PT	-	-	-	-	0.5
Cook III	PT	-	-	-	-	2.4
Dishwasher III	PT	-	-	-	-	0.5
Busser III	PT	-	-	-	-	5.1
Host III	PT	-	-	-	-	2.1
Server III	PT	-	-	-	-	2.9
Bartender III	PT	-	-	-	-	2.2
Banquet Server III	PT	-	-	-	-	-
Concession Worker III	PT	-	-	-	-	1.3
Seasonal Staff [1]	PT	15.0	20.0	19.0	19.0	-
TOTAL EMPLOYEES (Full-time Equivalents)		**44.5**	**49.5**	**49.5**	**50.5**	**64.9**
Full-time Number of Positions		8	11	11	12	12
Part-time Number of Positions		120	150	141	141	212

1 Part-time FTE count has been recalculated to reflect the on-going part-time/seasonal staffing needs of the restaurant (Reserve 22) operations.

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III. GENERAL FUND

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
- 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 2018 BUDGET

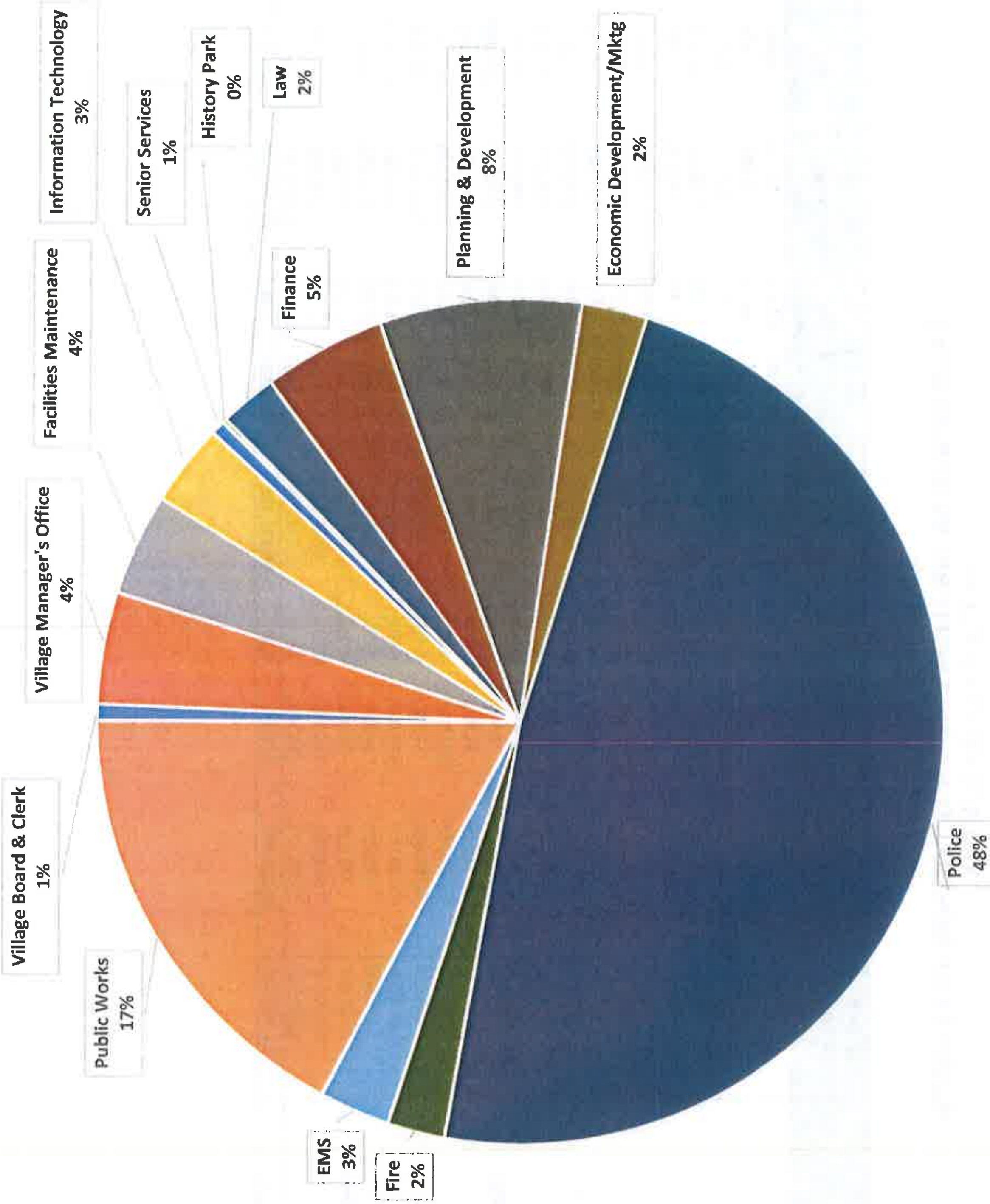
	2016 ACTUAL	2017 BUDGET	2017 REVISED BUDGET	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
TAXES	$ 13,043,149	$ 13,318,246	$ 13,318,246	$ 13,068,550	$ 13,252,566	-0.5%
LICENSES & PERMITS	1,179,409	1,302,150	1,302,150	1,363,050	1,257,550	-3.4%
INTERGOVERNMENTAL	15,953	11,150	11,150	16,563	41,240	269.9%
CHARGES FOR SERVICES	957,853	961,872	961,872	1,016,640	994,370	3.4%
FEES & FINES	488,660	515,000	515,000	483,565	505,000	-1.9%
INVESTMENT INCOME	23,662	30,000	30,000	56,000	60,000	100.0%
MISC REVENUE	382,921	358,000	358,000	387,100	243,000	-32.1%
TRANSFERS IN (IFTS)	1,313,800	1,420,650	1,420,650	1,420,650	1,518,750	6.9%
TOTAL REVENUES	**$ 17,405,407**	**$ 17,917,068**	**$ 17,917,068**	**$ 17,812,118**	**$ 17,872,476**	**-0.2%**
PERSONNEL SERVICES	$ 9,288,551	$ 9,642,023	$ 9,642,023	$ 9,391,103	$ 9,791,063	1.5%
CONTRACTUAL SERVICES	3,194,578	3,382,348	3,587,084	3,464,358	3,522,002	4.1%
COMMODITIES	232,489	234,524	234,524	219,173	241,379	2.9%
CAPITAL OUTLAY	106,245	192,000	221,663	149,323	115,800	-39.7%
TRANSFERS OUT (IFTS)	4,635,217	4,751,000	4,751,000	5,431,750	4,680,500	-1.5%
TOTAL EXPENDITURES	**$ 17,457,080**	**$ 18,201,895**	**$ 18,436,294**	**$ 18,655,707**	**$ 18,350,744**	**0.8%**
CHANGE IN FUND BALANCE	**$ (51,673)**	**$ (284,827)**	**$ (519,226)**	**$ (843,589)**	**$ (478,268)**	

Available Cash Analysis	
Available, January 1, 2017	9,426,967
Preliminary FY2017 inflow / (outflow)	(843,589)
Budgeted FY2018 inflow / (outflow)	(478,268)
Projected Available, December 31, 2018	8,105,110
Reserve Policy (31% operating expenses)	5,653,000
Amount above reserve policy	2,452,110

VILLAGE OF GLEN ELLYN
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT
FISCAL YEAR 2018 BUDGET

Dept No.	Department Description	FY2018 Budget Total	FY2017 Orig. Budget Total	$ Change	% Change	FY2017 Rev. Budget Total	$ Change	% Change	FY2017 Est. Actual Total	$ Change	% Change
121100	Village Board & Clerk	115,360	80,540	34,820	43.2%	80,540	34,820	43.2%	77,330	38,030	49.2%
121200	Village Manager's Office	787,464	755,739	31,725	4.2%	755,739	31,725	4.2%	745,860	41,604	5.6%
121300	Facilities Maintenance	712,955	636,245	76,710	12.1%	636,245	76,710	12.1%	637,411	75,544	11.9%
121400	Information Technology	575,380	549,142	26,238	4.8%	551,773	23,607	4.3%	508,110	67,270	13.2%
121500	Senior Services	97,850	96,620	1,230	1.3%	96,620	1,230	1.3%	96,325	1,525	1.6%
1216X0	History Park	29,430	40,830	(11,400)	-27.9%	40,830	(11,400)	-27.9%	31,305	(1,875)	-6.0%
121700	Law	398,570	313,330	85,240	27.2%	313,330	85,240	27.2%	365,570	33,000	9.0%
122100	Finance - Administration	558,050	555,395	2,655	0.5%	572,458	(14,408)	-2.5%	572,088	(14,038)	-2.5%
122200	Finance - Cashiers Office	311,500	314,915	(3,415)	-1.1%	314,915	(3,415)	-1.1%	309,470	2,030	0.7%
126100	Planning	572,620	544,220	28,400	5.2%	544,220	28,400	5.2%	531,815	40,805	7.7%
126200	Building	846,200	848,300	(2,100)	-0.2%	848,300	(2,100)	-0.2%	806,850	39,350	4.9%
126500	Economic Development/Mktg	457,850	451,430	6,420	1.4%	513,341	(55,491)	-10.8%	545,549	(87,699)	-16.1%
134100	Police - Administration	1,474,628	1,422,636	51,992	3.7%	1,422,636	51,992	3.7%	1,367,200	107,428	7.9%
134200	Police - Operations	6,124,032	6,304,964	(180,932)	-2.9%	6,317,564	(193,532)	-3.1%	6,867,300	(743,268)	-10.8%
134300	Police - Investigations	1,220,988	1,168,688	52,300	4.5%	1,168,688	52,300	4.5%	1,139,700	81,288	7.1%
135100	Fire	403,260	419,060	(15,800)	-3.8%	419,060	(15,800)	-3.8%	414,260	(11,000)	-2.7%
135200	EMS	506,600	482,250	24,350	5.0%	482,250	24,350	5.0%	483,500	23,100	4.8%
143100	Public Works Admin & Engineering	770,854	779,819	(8,965)	-1.1%	779,819	(8,965)	-1.1%	767,889	2,965	0.4%
143300	Public Works - Streets	1,317,820	1,344,095	(26,275)	-2.0%	1,345,670	(27,850)	-2.1%	1,309,095	8,725	0.7%
143400	Public Works - Forestry	1,069,333	1,093,677	(24,344)	-2.2%	1,232,296	(162,963)	-13.2%	1,079,080	(9,747)	-0.9%
	TOTAL	**18,350,744**	**18,201,895**	**148,849**	**0.8%**	**18,436,294**	**(85,550)**	**-0.5%**	**18,655,707**	**(304,963)**	**-1.6%**

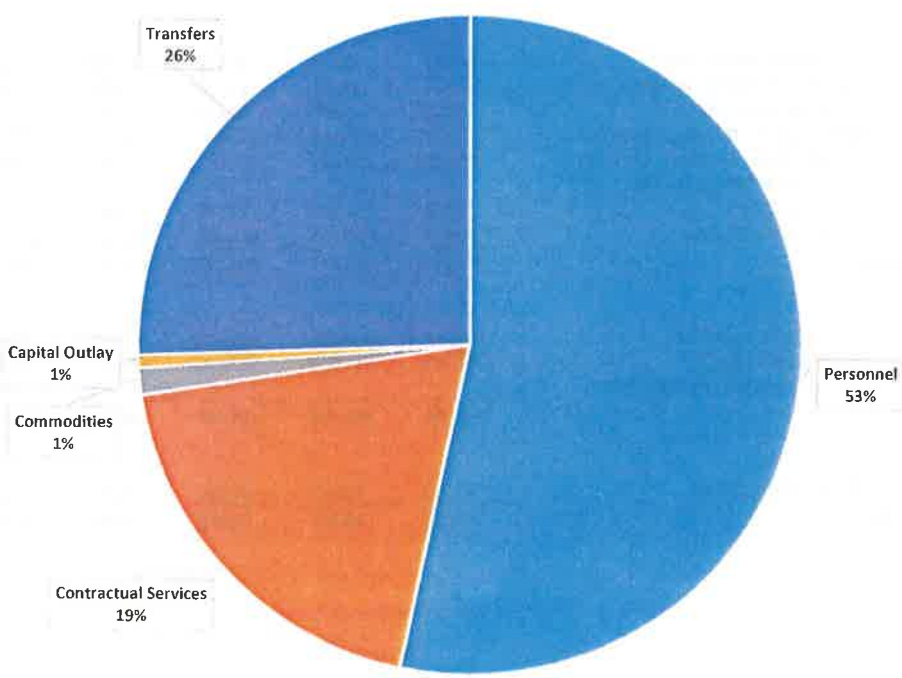
GENERAL FUND EXPENDITURES BY DEPARTMENT
FISCAL YEAR 2018 BUDGET



VILLAGE OF GLEN ELLYN
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT AND FUNCTION
FISCAL YEAR 2018

Dept No.	Department Description	Personnel Services	Contractual Services	Commodities	Capital Outlay	Transfers	FY2018 Budget Total
121100	Village Board & Clerk	26,145	88,215	1,000	-	-	115,360
121200	Village Manager's Office	571,600	151,864	3,500	-	60,500	787,464
121300	Facilities Maintenance	334,700	114,855	46,900	-	216,500	712,955
121400	Information Technology	203,900	308,680	1,100	44,700	17,000	575,380
121500	Senior Services	54,300	34,950	8,100	500	-	97,850
1216X0	History Park	8,200	21,230	-	-	-	29,430
121700	Law	203,400	184,670	2,500	-	8,000	398,570
122100	Finance - Administration	422,550	90,900	6,200	-	38,400	558,050
122200	Finance - Cashiers Office	274,600	11,700	6,000	-	19,200	311,500
126100	Planning	476,620	21,500	4,000	-	70,500	572,620
126200	Building	601,600	144,500	3,800	8,500	87,800	846,200
126500	Economic Development/Mktg	58,400	349,650	400	-	49,400	457,850
134100	Police - Administration	1,037,878	81,500	16,350	-	338,900	1,474,628
134200	Police - Operations	3,313,582	609,050	66,100	4,500	2,130,800	6,124,032
134300	Police - Investigations	731,688	32,800	10,700	-	445,800	1,220,988
135100	Fire	-	79,660	500	-	323,100	403,260
135200	EMS	-	505,100	1,500	-	-	506,600
143100	Public Works Admin & Engineering	601,180	47,695	7,479	1,500	113,000	770,854
143300	Public Works - Streets	511,120	238,975	41,275	54,650	471,800	1,317,820
143400	Public Works - Forestry	359,600	404,508	13,975	1,450	289,800	1,069,333
	TOTAL	**9,791,063**	**3,522,002**	**241,379**	**115,800**	**4,680,500**	**18,350,744**

GENERAL FUND EXPENDITURES BY FUNCTION
FY 2018 BUDGET



VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	201800.0% % CHG 2017 ORG BUD
TAXES								
1000	410100	PROPERTY TAX	6,931,628	6,953,071	6,953,071	6,953,000	7,181,462	3.3%
1000	490850	OPERATING XFER-PROPERTY TAX	(3,576,656)	(3,587,720)	(3,587,720)	(3,588,000)	(3,705,516)	3.3%
1000	410113	PROPERTY TAX - SSA # 13	40,922	40,900	40,900	42,500	44,000	7.6%
1000	410114	PROPERTY TAX - SSA # 14	87,772	87,700	87,700	90,700	93,000	6.0%
1000	410115	PROPERTY TAX - SSA # 15	4,283	4,200	4,200	4,400	4,500	7.1%
1000	410116	PROPERTY TAX - SSA # 16	1,949	1,900	1,900	1,900	2,000	5.3%
1000	410117	PROPERTY TAX - SSA # 17	552	550	550	550	620	12.7%
1000	410200	ROAD AND BRIDGE TAX	356,457	363,000	363,000	350,000	350,000	-3.6%
1000	410300	PPRT	123,530	130,745	130,745	140,000	123,000	-5.9%
1000	410400	SALES TAX	3,538,630	3,569,700	3,569,700	3,508,500	3,561,000	-0.2%
1000	410405	1% HOME RULE SALES TAX	1,951,437	1,998,200	1,998,200	2,023,000	2,042,000	2.2%
1000	410410	STATE USE TAX	675,392	652,000	652,000	690,000	702,500	7.7%
1000	410412	AUTO RENTAL TAX	28,798	30,000	30,000	28,000	30,000	0.0%
1000	410420	STATE INCOME TAX	2,702,952	2,900,000	2,900,000	2,650,000	2,650,000	-8.6%
1000	410700	DEMOLITION TAX	14,300	14,000	14,000	14,000	14,000	0.0%
1000	410800	HOTEL TAX	161,204	160,000	160,000	160,000	160,000	0.0%
SUBTOTAL TAXES			**13,043,149**	**13,318,246**	**13,318,246**	**13,068,550**	**13,252,566**	**-0.5%**
LICENSES AND PERMITS								
1000	420100	VEHICLE LICENSES	383,376	400,000	400,000	400,000	380,000	-5.0%
1000	420150	ANIMAL LICENSES	9,555	9,300	9,300	-	-	-100.0%
1000	420200	BUSINESS REGISTRATION LICENSES	40,620	39,000	39,000	40,000	40,000	2.6%
1000	420300	LIQUOR LICENSES	111,739	120,000	120,000	120,000	120,000	0.0%
1000	420400	BUILDING PERMITS	546,121	601,000	601,000	715,500	630,000	4.8%
1000	420410	CONTRACTOR REGISTRATION	42,155	40,000	40,000	40,000	40,000	0.0%
1000	420420	STORMWATER ENGINEERING FEE	27,993	75,000	75,000	30,000	30,000	-60.0%
1000	420450	ELEVATOR INSPECTIONS	17,850	17,850	17,850	17,550	17,550	-1.7%
SUBTOTAL LICENSES AND PERMITS			**1,179,409**	**1,302,150**	**1,302,150**	**1,363,050**	**1,257,550**	**-3.4%**
INTERGOVERNMENTAL								
1000	430100	FEDERAL GRANT REVENUE	1,795	1,000	1,000	1,000	1,000	0.0%
1000	430110	FEDERAL GRANT-RIDE DUPAGE	11,188	8,500	8,500	8,500	8,500	0.0%
1000	430200	STATE GRANT REVENUE	2,970	1,650	1,650	7,063	31,740	1823.6%
SUBTOTAL INTERGOVERNMENTAL			**15,953**	**11,150**	**11,150**	**16,563**	**41,240**	**269.9%**
CHARGES FOR SERVICES								
1000	440050	AMBULANCE SERVICE FEES	40,267	40,300	40,300	65,988	25,600	-36.5%
1000	440065	POLICE FINGERPRINTING FEES	41,726	22,000	22,000	22,000	22,000	0.0%
1000	440070	POLICE ACCIDENT REPORTS	4,305	3,000	3,000	4,300	4,300	43.3%
1000	440100	POLICE SERVICE REIMBURSEMENTS	130,882	135,000	135,000	135,000	135,000	0.0%
1000	440120	REIMBURSEMENT - OTHER AGENCIES	129,572	129,572	129,572	129,572	130,470	0.7%
1000	440130	REIMBURSEMENT - GLEN OAK	-	-	-	36,780	44,000	0.0%
1000	440170	FACILITY RENTALS	13,439	12,000	12,000	13,000	13,000	8.3%
1000	440221	CABLE FRANCHISE FEES	597,663	620,000	620,000	610,000	620,000	0.0%
SUBTOTAL CHARGES FOR SERVICES			**957,853**	**961,872**	**961,872**	**1,016,640**	**994,370**	**3.4%**
FEES AND FINES								
1000	450100	POLICE ORDINANCE FINES	201,412	200,000	200,000	185,000	200,000	0.0%
1000	450200	TRAFFIC COURT FINES	287,249	315,000	315,000	290,000	300,000	-4.8%
1000	450300	PLAN & DEV ADJUDICATION FINES	-	-	-	8,565	5,000	0.0%
SUBTOTAL FEES AND FINES			**488,660**	**515,000**	**515,000**	**483,565**	**505,000**	**-1.9%**
INVESTMENT INCOME								
1000	460100	INVESTMENT INCOME	23,662	30,000	30,000	56,000	60,000	100.0%
SUBTOTAL INVESTMENT INCOME			**23,662**	**30,000**	**30,000**	**56,000**	**60,000**	**100.0%**

VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	201800.0% % CHG 2017 ORG BUD
MISCELLANEOUS REVENUE								
1000	480110	POLICE TRAINING REIMBURSE	3,480	2,000	2,000	2,000	2,000	0.0%
1000	480120	STATE DRUG FORFEITURE PROCEEDS	-	-	-	100	-	0.0%
1000	480125	FED DRUG FORFEITURE PROCEEDS	148,288	118,000	118,000	138,000	-	-100.0%
1000	480200	PARKWAY REFORESTATION	13,837	15,000	15,000	21,000	15,000	0.0%
1000	480440	CELL TOWER RENTAL INCOME	151,670	148,000	148,000	151,000	151,000	2.0%
1000	489000	MISCELLANEOUS REVENUE	65,626	75,000	75,000	75,000	75,000	0.0%
1000	489100	MISCELLANEOUS - OVER/SHORT	20	-	-	-	-	0.0%
SUBTOTAL MISCELLANEOUS REVENUE			**382,921**	**358,000**	**358,000**	**387,100**	**243,000**	**-32.1%**
TRANSFERS IN (IFTS)								
1000	490100	REIMB - MFT LABOR / EQUIP	400,000	400,000	400,000	400,000	400,000	0.0%
1000	490110	REIMB - ACCOUNTING SERVICES	487,100	509,000	509,000	509,000	527,000	3.5%
1000	490120	REIMB - STAFF ENGINEER	220,300	270,600	270,600	270,600	202,900	-25.0%
1000	490140	REIMB - PW SERVICE CHARGE	119,300	119,800	119,800	119,800	119,500	-0.3%
1000	490150	REIMB - FACILITIES MAINTENANCE	44,400	96,900	96,900	96,900	108,000	11.5%
1000	490160	REIMB - PW OPERATIONS	42,700	24,350	24,350	24,350	28,350	16.4%
1000	490180	REIMB - FORFEITURE FUND	-	-	-	-	133,000	0.0%
SUBTOTAL TRANSFERS IN (IFTS)			**1,313,800**	**1,420,650**	**1,420,650**	**1,420,650**	**1,518,750**	**6.9%**
TOTAL	**GENERAL FUND REVENUES**		**17,405,407**	**17,917,068**	**17,917,068**	**17,812,118**	**17,872,476**	**-0.2%**

FUND: GENERAL FUND
ORGANIZATION: REVENUES

ACCOUNTS FOR:	2018 BUDGET
1000 GENERAL FUND REVENUES	
1000 410100 - PROPERTY TAX	7,181,462
GENERAL FUND OPERATING LEVY - 2.1%CPI AND LY NEW GROWTH	3,475,946
CAPITAL LEVY - 2.1% CPI AND LY NEW GROWTH	3,705,516
1000 410113 - PROPERTY TAX - SSA # 13	44,000
MINIMAL INCREASE DUE TO BASE EAV INCREASES	44,000
1000 410114 - PROPERTY TAX - SSA # 14	93,000
ANTICIPATE MINIMAL INCREASE DUE TO BASE EAV INCR	93,000
1000 410115 - PROPERTY TAX - SSA # 15	4,500
MINIMAL INCREASE ANTICIPATED	4,500
1000 410116 - PROPERTY TAX - SSA # 16	2,000
MINIMAL INCREASE ANTICIPATED FROM 2017	2,000
1000 410117 - PROPERTY TAX - SSA # 17	620
SMALL INCREASE BASED ON 2016 EAV	620
1000 410200 - ROAD AND BRIDGE TAX	350,000
1000 410300 - PPRT	123,000
PER ESTIMATE FROM STATE OF ILLINOIS	123,000
1000 410400 - SALES TAX	3,561,000
1.5% INCREASE FROM 2017 EST. ACTUAL	3,561,000
1000 410405 - 1% HOME RULE SALES TAX	2,042,000
PROJECT 3% INCREASE BASED ON PRIOR YEAR PERFORMANCE LESS 2% STATE FEE	2,042,000
1000 410410 - STATE USE TAX	702,500
IML ESTIMATE OF $25.30 PER CAPITA	702,500
1000 410412 - AUTO RENTAL TAX	30,000
ESTIMATE BASED OFF OF 2016 ESTIMATED ACTUAL	30,000
1000 410420 - STATE INCOME TAX	2,650,000
NO INCREASE ANTICIPATED FROM 2017 PROJECTED	2,650,000
1000 410700 - DEMOLITION TAX	14,000
BASED OFF OF CURRENT YEAR ESTIMATED ACTUAL	14,000
1000 410800 - HOTEL TAX	160,000
BASED ON ESTIMATED ACTUAL FOR 2016	160,000

FUND: GENERAL FUND
ORGANIZATION: REVENUES

ACCOUNTS FOR:	2018 BUDGET
1000 420100 - VEHICLE LICENSES	380,000
BASED ON HISTORICAL AMOUNTS	380,000
1000 420200 - BUSINESS REGISTRATION LICENSES	40,000
BASED OFF 2017 ESTIMATED ACTUAL	40,000
1000 420300 - LIQUOR LICENSES	120,000
BASED OFF HISTORICAL RESULTS	120,000
1000 420400 - BUILDING PERMITS	630,000
ESTIMATE DEVELOPED BY PLANNING & DEVELOP.	630,000
1000 420410 - CONTRACTOR REGISTRATION	40,000
BASED OFF HISTORICAL RESULTS	40,000
1000 420420 - STORMWATER ENGINEERING FEE	30,000
BASED OFF HISTORICAL RESULTS	30,000
1000 420450 - ELEVATOR INSPECTIONS	17,550
TWO LESS ELEVATORS ON NICOLL	17,550
1000 430100 - FEDERAL GRANT REVENUE	1,000
BULLET PROOF VEST GRANT	1,000
1000 430110 - FEDERAL GRANT-RIDE DUPAGE	8,500
BASED OFF HISTORICAL RESULTS	8,500
1000 430200 - STATE GRANT REVENUE	31,740
TOBACCO GRANT	1,650
GRANT FOR POLLINATOR GRASS PLANTINGS	10,000
HISTORIC RESOURCE SURVEY GRANT	20,090
1000 440050 - AMBULANCE SERVICE FEES	25,600
REVENUES FROM PRIOR CONTRACT; SMALL AMOUNT IN 2018	100
REVENUE SHARING UNDER CURRENT CONTRACT	25,500
1000 440065 - POLICE FINGERPRINTING FEES	22,000
BASED OFF HISTORICAL RESULTS	22,000
1000 440070 - POLICE ACCIDENT REPORTS	4,300
BASED OFF HISTORICAL RESULTS	4,300
1000 440100 - POLICE SERVICE REIMBURSEMENTS	135,000
REIMBURSEMENT FROM SCHOOL DISTRICT 87	117,000
MISCELLANEOUS REIMBURSEMENTS FOR SERVICE	18,000

FUND: GENERAL FUND
ORGANIZATION: REVENUES

ACCOUNTS FOR:	2018 BUDGET
1000 440120 - REIMBURSEMENT - OTHER AGENCIES	130,470
REIMBURSEMENT FROM LIBRARY FOR ACCOUNTING SERVICE	1,200
REIMBURSEMENT FROM GWA FOR ACCOUNTING SERVICE	129,270
1000 440130 - REIMBURSEMENT - GLEN OAK	44,000
REIMBURSEMENT FROM GLEN OAK COUNTRY CLUB PER ANNEX	44,000
1000 440170 - FACILITY RENTALS	13,000
ROOM RENTAL FEES AT CIVIC CENTER	13,000
1000 440221 - CABLE FRANCHISE FEES	620,000
QUARTERLY FRANCHISE FEES ARE RECEIVED FROM CABLE TELEVISION PROVIDERS	620,000
1000 450100 - POLICE ORDINANCE FINES	200,000
POLICE ORDINANCE FINES BASED ON HISTORICAL RESULTS	200,000
1000 450200 - TRAFFIC COURT FINES	300,000
TRAFFIC COURT FINES BASED OFF HISTORICAL ACTIVITY	300,000
1000 450300 - PLAN & DEV ADJUDICATION FINES	5,000
PLANNING ADJUDICATION FINES	5,000
1000 460100 - INVESTMENT INCOME	60,000
1000 480110 - POLICE TRAINING REIMBURSE	2,000
1000 480200 - PARKWAY REFORESTATION	15,000
1000 480440 - CELL TOWER RENTAL INCOME	151,000
RENTAL REVENUE FOR CELL TOWERS LOCATED ON VILLAGE PROPERTY	151,000
1000 489000 - MISCELLANEOUS REVENUE	75,000
1000 490100 - REIMB - MFT LABOR / EQUIP	400,000
TRANSFER FROM MFT FUND	400,000
1000 490110 - REIMB - ACCOUNTING SERVICES	527,000
REIMBURSEMENT FOR ACCOUNTING SERVICES FROM OTHER FUNDS/ENTITIES	527,000
1000 490120 - REIMB - STAFF ENGINEER	202,900
REIMBURSEMENT FROM CAPITAL PROJECTS FUND FOR VILLAGE ENGINEER PERSONNEL COSTS	202,900

FUND: GENERAL FUND
ORGANIZATION: REVENUES

ACCOUNTS FOR:	2018 BUDGET
1000 490140 - REIMB - PW SERVICE CHARGE	119,500
PARKING FUND REIMBURSEMENT TO GENERAL FUND FOR MAINTENANCE AND PERSONNEL COSTS	119,500
1000 490150 - REIMB - FACILITIES MAINTENANCE	108,000
TRANSFER FROM OTHER FUNDS FOR THEIR SHARE OF FACILITIES MAINTENANCE COSTS	108,000
1000 490160 - REIMB - PW OPERATIONS	28,350
TRANSFER FROM PARKING FUND TO REIMBURSE FOR PUBLIC WORKS COSTS	28,350
1000 490180 - REIMB - FORFEITURE FUND	133,000
REIMBURSEMENT FROM FORFEITURE FUND	133,000
1000 490850 - OPERATING XFER-PROPERTY TAX	3,705,516
TRANSFER OF CAPITAL PORTION OF PROPERTY TAX LEVY TO CAPITAL PROJECTS FUND	3,705,516
TOTAL GENERAL FUND REVENUES	**17,872,476**

ADMINISTRATION DEPARTMENT

Overview

For budgetary and accounting purposes, the Administration Department has seven main components in the General Fund: Village Board and Clerk, Village Manager's Office, Legal, Facilities Maintenance, Senior Services, Economic Development, Information Technology, and History Park (Stacy's Tavern/History Center). Primary oversight responsibilities also include the Residential Solid Waste Fund, which is found in the Administration section of this budget. In addition, this department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital Improvements section of this budget book.

Village Board and Clerk

The activities and expenses of the Village President, the Village Board and the Village Clerk comprise this budgetary area. All elected positions are part-time and receive nominal pay. Village Board business meetings are regularly held at 7:00 p.m. on the second and fourth Monday of each month in the Galligan Board Room on the third floor of the Civic Center. Regular Village Board Workshops are scheduled in Room 301 at 7:00 p.m. on the third Monday of each month. Special Workshops and Meetings are periodically convened on other dates, as needed.

The Village President is elected for a term of four years. As the Chief Executive Officer, the Village President performs a variety of duties as required by State Statute and Village Code. These duties include, but are not limited to, serving as the presiding officer at Village Board meetings, serving as the Village's Liquor Commissioner, and, with the advice and consent of the Village Trustees, appointment of the Village Manager, Village Attorney, Village Prosecutor, Village Hearing Officer, Ethics Officer, and all members of citizen Boards and Commissions except the Village Board of Trustees. Compensation for the Village President is $50 per month.

The Village Board of Trustees is comprised of six Trustees who are elected to four-year terms. Elections are held in odd numbered years such that the six Trustees are elected on a staggered basis, with three positions elected every two years. The Village Trustees, along with the Village President, make certain decisions to maintain and enhance the health, safety and welfare of the citizens of the Village of Glen Ellyn. These decisions include, but are not limited to, matters of Village finances including the approval of the annual Village Budget; approval of contracts; responding to citizen concerns; establishment of, and variations to, building, zoning, subdivision and traffic codes; and establishment of license fees and other charges. Trustees also serve as Village Board liaisons to the various other standing Boards and Commissions. Each Trustee receives compensation of $20 per month.

The Village President and the Board of Trustees determine appointments to the standing and Ad Hoc citizen advisory Boards and Commissions that provide invaluable service to the Village of Glen Ellyn. These appointments are all volunteer positions with specific areas of responsibility such as the Plan Commission or the Zoning Board of Appeals. Citizen advisory boards and commissions meet throughout the year and most meetings are held during evening hours and are open to the public.

The Village Clerk is an elected official with a four-year term. This position is responsible for maintaining the official records of the Village. In doing so, the Village Clerk attends meetings of the Village Board, keeps a record of its proceedings, publishes and attests to all resolutions and ordinances passed by the Board and seals and attests to all contracts of the Village, as well as other licenses, permits, and documents. The Village Clerk receives compensation of $500 per month.

Village Manager's Office

The full-time Village Manager is the Chief Administrative Officer of the Village. The Village President and Board of Trustees oversee and give direction to the Village Manager. It is the Village Manager's responsibility to administer the programs and policies established by the Village Board, to direct and coordinate the operations of the Village departments, and to inform the Village Board of Village affairs and issues, including existing conditions and future requirements.

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

Major Accomplishments for 2017

- Strategic Plan implementation, see 2017 3rd Quarter update included in this budget under appendices.
- Formalized an agreement with the Forest Preserve to utilize the Fleet building for salt storage beginning in 2019.
- Re-engaged with the College of DuPage by amending the Intergovernmental Agreement and returning to normal relations with the College for the first time in five years.
- Created the Glen Ellyn Fund and launched this effort with a Public Relations campaign.
- Completed the first community survey in 15 years through the National Citizen Survey process and publicized the results.
- Completed a five year contract with Groot for refuse service.
- Handled 55 Special Event and Film Permit requests.
- Coordinated a comprehensive update to Village's Nicor Franchise Agreement via the DuPage Mayor's and Managers Conference.
- Hosted 3nd Annual Market *Francais* event at the Civic Center in recognition of our Sister City relationship with Le Bouscat, FR.
- Continued to improve electronic file management by digitizing historical Village official Clerk/Village Manager documents.
- Coordinated the Year 2 audit for the Village's emergency medical services (EMS) contract with Metro.

- Coordinated contract amendment with the Village's electric aggregation supplier, FirstEnergy, which reduced residential electricity rates for another year, and also maintained the Village's commitment to renewable energy.
- Coordinated the Special Event Permit for the 2nd annual Intelligentsia Bike Race.
- Continued to serve as staff liaison to Environmental Commission, and assisted with a variety of projects, such as:
  - Developed the Commission's first-ever Strategic Alignment Plan
  - Implemented a pilot Curbside Composting Program.
  - Developed a Memorandum of Understanding with the DuPage Foundation in order to establish a community fund (the Glen Ellyn Fund) that would endow various initiatives that align with donor interests.
  - Implemented a Lambert Lake Stewardship Pilot Program initiative in partnership with Village Links/Reserve 22 staff.

Major Initiatives for Calendar Year 2018

- Continue to achieve the Village Board's priorities that are identified in the Village's Strategic Plan.
- Continue to provide timely staff liaison support with Environmental Commission projects and initiatives.

Human Resources Division

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

Major Accomplishments for 2017

- Conducted mandatory on-line ethics training for all regular part-time Village staff.
- Complete Village-wide EEO Training on Anti-Harassment and Discrimination.
- Conducted research to begin implementation of the Munis Personnel Actions module in order to automate payroll changes and reduce reliance on paper-based processes.

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. A summary of accomplishments during Fiscal Year 2015 and objectives for Fiscal Year 2016 follows.

Accomplishments for CY 2017

- Integration of the new full-time Village Attorney into the management team is accomplished, and a good working relationship has been established with all departments which now more effectively incorporates legal advice at the outset of administrative implementation of Village policies set by the Village Board. A summary of several contributions made by the Village Attorney to the various Village Departments follows.

Administration

- Worked with Police and Administration Departments on construction documents, GMP's and ongoing monitoring of billing and progress against GMP numbers. Assisted in bringing the project in under budget.
- Reviewed and oversaw responses to multiple FOIA requests
- Worked on issues related to employee terminations
- Worked on various liquor license issues and oversaw administration of license program
- Reviewed and revised all agendas, ordinances, resolutions, and memoranda
- Worked on reviewing and updating personnel manual
- Worked on revisions of Purchasing policy
- Worked on FOG Ordinance
- Worked on new Refuse contract
- Worked on sale of 725 Riford and realtor contract
- Worked on Amended Intergovernmental Agreement with COD and the County concerning jurisdictional matters
- Worked on IGA with COD concerning license of portions of Civic Center
- Worked on creating easements for pedestrian access from Main St. to Civic Center parking lot
- Worked on record retention policy and state requirements
- Worked on Agreement with DuPage Foundation for funding special projects
- Worked on Incentive Agreement with Phillips Edison to assist bringing a grocery store to Baker Hill

Planning & Development

- Participated in negotiations related to the Opus Development project
- Worked on Springbank development concept proposal and property purchases and lease agreement for McChesney parking lot
- Assisted with Hotel License requirements and enforcement efforts and helped bring litigation to an end
- Worked on vendor License agreements
- Assisted in implementation of program for Administrative Adjudication of Ordinance Violations
- Reviewed annexation agreements, assisted in securing compliance with water connection requirements of prior annexation agreements

- Worked on creation of Small Cell License and process for installation
- Worked on Dissolution of ARC and reduction in size of Plan Commission
- Worked on Amendment to Boundary Line Agreement with Lombard
- Worked on sale of 825 N. Main and ordinances associated with zoning approvals

Police

- Assisted in communications from residents regarding police matters
- Worked on Development Team and Agreement for new Police Department facility
- Worked in response to subpoenas/petition for mandamus
- Appeared in court on case involving a repeat filer against GEPD and had case dismissed with prejudice
- Worked on amendments to General Orders

Finance

- Assisted with various issues related to collection of Real Estate Transfer Tax and exemptions
- Handled relations with the MICA municipal risk pool including direction of claims management, the tender of defense in cases involving property damage and employee terminations to relieve the Village of direct responsibility for damages and attorney's fees
- Worked on collection of claims on behalf of the Village for damage to Village property
- Worked on and revised procurement policies
- Worked on tax abatement ordinance
- Worked on bid requirements for new ladder engine for GEVFD

Public Works

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

Major Initiatives for CY 2018

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

Economic Development/Marketing Division

The Economic Development Division is responsible for developing, directing, and administering the economic development functions for the Village of Glen Ellyn. The primary goal of this department is to develop and execute strategies to enhance the economic viability of the Village through the implementation and oversight of programs and initiatives established by the Village Board and Village Manager that will attract new businesses and encourage expansion and retention of existing businesses to promote a stronger economic base. 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 2017

- Facilitated economic development award programs including a fire prevention, façade, and downtown retail interior improvement awards totaling $108,000 in Village investments. This Village investment supported over a half million dollars in private investment in the Glen Ellyn business community.
- Hosted a real estate broker event with over 20 commercial real estate brokers to showcase newly available commercial properties along Main Street in downtown.
- Realized a 9.3% vacancy drop in the downtown commercial district with leases executed for the 6,500 square foot vacancy left with Soukups closing and new businesses opening along North Main Street.
- Facilitated a $1.25 million sales tax rebate agreement with the Village and Phillips Edison Company to bring Pete's Fresh Market to the 72,000 square foot vacancy left by Dominick's in 2013 in the Baker Hill Shopping Center.
- Continued to expand "Experience Glen Ellyn" a campaign tailored to supporting Glen Ellyn's businesses via print and social media outlets.
- Increase subscription to the Village's weekly electronic newsletter by 489 recipients totaling over 5,000 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 2017:
  - Facebook: Grew to 3,625 fans, totaling an 11.68% increase
  - Twitter: Grew to 1,333 followers, totaling a 27.6% increase
  - Instagram: Launched in late 2016, this channel grew to 257 followers, totaling an 88.5% increase
  - LinkedIn: Grew to 257 followers, totaling a 17.9% increase
- Implemented an advertising plan which encompassed a variety of advertisements focused on Village events. These advertisements were targeted to West Suburban residents and can be seen in publications including West Suburban Living, Glancer Magazine and Naperville Magazine.
- Keeping a consistent, branded message, three seasonal direct mail postcards were sent to local households in all of Glen Ellyn and a portion of Wheaton to showcase seasonal events. Additionally, the branded image expanded this year to include

rotating seasonal posters in the Big Belly garbage cans throughout the Central Business District.

- The Village's quarterly newsletter writing, editing, and design responsibilities were brought in-house to reduce outside consulting costs.
- The first community survey since 2004 was created, distributed and analyzed in partnership with the National Research Center. 1,500 Glen Ellyn households, selected at random, were asked to complete the survey. An opt-in online survey was also available to all residents of Glen Ellyn. The results of the National Citizen Survey helps Village Staff and the Village Board understand and respond appropriately to the needs of the community in the upcoming years, as well as make comparisons with peer cities.
- Issuance of RFP/RFQ for website redesign services.

Major Objectives for CY 2018

- Continue real estate broker events partnering with Choose DuPage and area real estate brokers to promote business opportunities in Glen Ellyn.
- Actively welcome new businesses to the Village and celebrate Glen Ellyn businesses' success stories.
- Review and update award and incentive programs to ensure that we are meeting Village goals and continuing to make Glen Ellyn a business friendly atmosphere.
- Further promote and educate residents on Village programs through current communication channels and introduce a new platform at the Civic Center, a rotating screen with pertinent resident information.
- The launch of an enhanced, redesigned Village website.
- Increase content and programming for Glen Ellyn Television (GETV).

Senior Services Division

Staffed by two part-time positions at Grace Lutheran Church in downtown Glen Ellyn, the Senior Services Center offers support and referral services to Glen Ellyn senior citizens. The Senior Service Center is a Senior Health Insurance Program site, providing assistance with insurance questions and eligibility for low-cost medications. Also, assists in referring low-income senior to federal or state subsidy programs. The Center also coordinates all facets of the Village's participation in the Ride DuPage & Ride-to-Work subsidized public transportation program, which is available to Glen Ellyn seniors and individuals with disabilities.

Major Accomplishments for CY 2017

- Continued successful partnership with Wheaton, Naperville, and Milton Township in the DuPage County Ride to Work & Ride DuPage public transportation programs.
- Provide assistance to over 900 seniors and their families via telephone or face to face encounters.

Major Initiatives for CY 2018

- 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.

Information Technologies Department

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

Major Initiatives for CY 2018

- Domain Controller Replacement Server Replacement – The server provides file and print services, and domain controller for the Village will be replaced. The current server is at the end of life.
- Replacement of the MDT computers in the Police Squad cars.
- Replacement of the phones and phone system at the Civic Center and Public Works.
- GIS Integration – We will continue to evolve the GIS services used by village employees and the public with our partners MGP.
- PC Replacements – Approximately 30 PCs will be replaced this period (3 to 4-year life cycle).
- Maintain computer, phone and network services with minimal downtime.

Facilities Maintenance Division

The Facilities Maintenance Division is responsible for maintenance and custodial services to the Glen Ellyn Civic Center, Reno Public Works Center both Fire Stations and the addition of the new Police Station (approx.. 180,000 sq. ft.). The Division is also responsible for coordinating and assisting in the use of the Civic Center meeting rooms and auditorium by outside groups (about 1,800 meetings and events per year). The Facilities Maintenance Division strives to emphasize preventative maintenance to mitigate the cost of unscheduled repairs and unplanned downtime of building mechanicals, while also maintaining the established standards of cleanliness for a professional work environment. The Division is also responsible for the development of the Village's multi-year Capital Replacement Plan for Village-owned facilities.

Major Accomplishments for CY 2017

- Recruited new full-time Facilities Maintenance employees.
- Recruited 2 new part time custodians to maintain the Civic Center and the new Police Department.
- Converted Clock Tower Lights at the Civic Center to LED.
- Replaced anode rods at Fire station #2 to preserve the existing water heater and resolved an ongoing water flow issue.

- Completed HVAC coil cleanings and inspections for all Village properties in-house due to the newly hired maintenance worker.
- Installed heaters on Civic Center compressors which will avoid future costly repairs.
- New passageway door installed at Public Works which will offer easier access for Village employees.
- Annual backflow testing has been completed at all Village facilities.
- Completed fire alarm and smoke detector testing at all Village facilities.
- Fire alarm repairs completed. Scheduled and completed various Capital Improvement Projects, including:
  - Continued to work on design build contract for the renovation and relocation of the Finance Dept. and the Planning Dept. at the Civic Center
  - Installed a fire suppression system in the Civic Center I.T/Server room.
  - Completed roof restoration at Fire Station#1
  - Applied for and coordinated the installation of 2 HVAC rooftop units at Public Works and Civic Center within a time frame that allowed the Village to receive a monetary rebate toward the installations.
  - Completed Civic Center HVAC unit rooftop refurbishment.
  - Completed installation of several overhead door panels at both fire stations.
  - Enlarged and replaced overhead door and associated mechanical equipment at Public Works Reno Center providing an additional bay that can be used to service the Village's emergency vehicles.
  - Replaced Radiant tube heater in Public Works Reno Center Equipment Services Division "Uplift "garage bay.
  - New water fountain with bottle filler installed at Public Works Department which will cut down on the use of packaged bottled water.
  - Completed roof repairs at the Civic Center and Public Works Reno Center.
  - Completed masonry work at Fire Station#1, #2and the Civic Center.
  - Replaced window sashes at the Civic Center.

Major Initiatives for CY 2018

- Continue to refine multi-year CIP plan for Village buildings, and deliver related CIP projects on-time and on budget. 2018 priority projects include:
  - Complete a design-build contract for the renovation and relocation of the Finance and Planning Department at the Civic Center.
  - Re-tube existing boilers at the Civic Center.
  - Install Reheat on HVAC for better temperature control in Finance Dept. at the Civic Center.
  - Upgrade elevator pump and controls at the Civic Center.
  - Install and upgrade Fire Alarm Panel and devices at Fire Station#1
  - Commission and repair HVAC equipment to extend its life cycle at Fire Station#1.
  - Install a door card reader system at Fire Station #1 and #2 to improve security.
  - Paint 1st and 2nd Floor at Fire Station #2.

- ➢ Coordinate various roof repairs at Civic Center and Public Works Reno Center.
- ➢ Continue and complete various tuck-pointing work at Civic Center and Fire Station #2.
- ➢ Complete exterior lighting conversion to LED at Public Works Reno Center.
- ➢ Replace (above ground) Vehicle oil tanks to comply with OSHA/Code Standards at Public Works.
- ➢ Complete Phase 1 painting lower level of Public Works.

- Continue to work with contractors to ensure all of the punch list items for the new 28,000 sq. ft. Police Station are completed to the Village's satisfaction.
- Continue to use in- house staff to reduce the need for outside services.
- Implement a contract inspection/testing/preventative maintenance program for the Village's stand-by generators at each Village facility.
- Update and improve the emergency procedure and evacuation manual for all Village buildings.
- Implement new Safety Training Courses for all Facilities employees.

History Park (History Center/Stacy's Tavern)

The History Park, located at Historic Stacy's Corners on the north end of Glen Ellyn, is operated by the Glen Ellyn Historical Society and maintained by the Village of Glen Ellyn. Maintenance of the property includes building and grounds and is provided by both the Facilities Maintenance Division and the Public Works Department. The Facilities Maintenance Division provides maintenance labor, building maintenance repairs and utilities, while the Public Works Department provides maintenance and labor of the following items: flowers, trees, landscape, snow shoveling, watering, holiday decorations, and lighting, among many others.

Major Accomplishments for CY 2017

- Completed HVAC equipment inspection and preventive maintenance.
- Complete roof repairs at the History Center.
- Completed tuck-pointing at the History Center.
- Completed Annual fire alarm testing and Fire Sprinkler testing at the History Center and Stacy's Tavern.
- Completed annual Backflow tests at the History Center and Stacy's Tavern
- Complete paving of the parking lot for the History Center

Major Initiatives for CY 2018

- Continue to work on a plan to install a Waste Enclosure to comply with Village Code.
- Complete masonry work at the History Center
- Continue to work with the Glen Ellyn Historical Society to ensure all maintenance needs are met, and major capital project needs are planned for and ultimately addressed in a cost effective manner in accordance with the parties' agreement.

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121100	**VILLAGE BOARD & CLERK**							
121100	510100	SALARIES - PENSIONABLE	-	-	-	-	-	0.0%
121100	510120	SALARIES - NON PENSIONABLE	15,498	17,165	17,165	14,100	24,345	41.8%
121100	510400	FICA TAXES	1,179	1,350	1,350	1,100	1,800	33.3%
121100	510500	IMRF EMPLOYER CONTRIBUTIONS	-	-	-	-	-	0.0%
121100	520140	VILLAGE COMMISSIONS	20,075	11,500	11,500	16,355	11,500	0.0%
121100	520600	DUES-SUBSCRIPTIONS-REG FEES	26,709	28,625	28,625	28,100	28,625	0.0%
121100	520620	EMPLOYEE EDUCATION	1,899	3,500	3,500	2,200	3,000	-14.3%
121100	520625	TRAVEL	25	150	150	50	150	0.0%
121100	520905	PRINTING	-	150	150	75	150	0.0%
121100	521055	PROFESSIONAL SERVICES - OTHER	11,392	15,150	15,150	12,500	43,840	189.4%
121100	521230	PUBLIC RELATIONS	850	950	950	850	950	0.0%
121100	530100	OFFICE SUPPLIES	1,808	2,000	2,000	2,000	1,000	-50.0%
121100	580110	EQUIPMENT/CAPITAL OUTLAY	280	-	-	-	-	0.0%
TOTAL	**VILLAGE BOARD & CLERK**		**79,715**	**80,540**	**80,540**	**77,330**	**115,360**	**43.2%**

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

ACCOUNTS FOR:	2018 BUDGET
121100 VILLAGE BOARD & CLERK	
121100 510120 - SALARIES - NON PENSIONABLE	24,345
TRUSTEE STIPEND FOR REMAINING TRUSTEES RECEIVING PAY	720
RECORDING SECRETARY FEES FOR BOARD AND COMMISSION MEETINGS EST. 40 MEETINGS W/ INCREASE RATE FOR DEBBIE S.	23,625
121100 510400 - FICA TAXES	1,800
121100 520140 - VILLAGE COMMISSIONS	11,500
LANDMARK PLAQUES-HISTORIC PRESERVATION COMMISSION	500
ANNUAL RECYCLING EXTRAVAGANZA EVENT	500
ENVIRONMENTAL COMMISSION INITIATIVES (MARKETING & PROMOTIONAL EXPENSES)	8,500
SISTER CITY COMMITTEE-MARKET FRANCAIS EVENT	2,000
121100 520600 - DUES-SUBSCRIPTIONS-REG FEES	28,625
DUPAGE MAYORS AND MANAGERS CONFERENCE ANNUAL MEMBERSHIP DUES	24,500
METROPOLITAN MAYORS CAUCUS ANNUAL MEMBERSHIP DUES	1,300
ILLINOIS MUNICIPAL LEAGUE ANNUAL MEMBERSHIP DUES	1,750
CHAMBER OF COMMERCE-ANNUAL MEMBERSHIP DUES	600
CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP) ANNUAL MEMBERSHIP DUES	300
MUNICIPAL CLERK'S ASSOCIATION ANNUAL MEMBERSHIP DUES	50
COMMUNITY RELATIONS OR INTERGOVERNMENTAL FUNCTIONS-INCIDENTAL EXPENSES	125
121100 520620 - EMPLOYEE EDUCATION	3,000
BOARD MEETING/WORKSHOP MEAL EXPENSES	3,000
121100 520625 - TRAVEL	150
INCIDENTAL EXPENSES RELATING TO OFFICIAL VILLAGE BUSINESS	150
121100 520905 - PRINTING	150
PRINTING EXPENSES	150

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

ACCOUNTS FOR:		2018 BUDGET
121100	521055 - PROFESSIONAL SERVICES - OTHER	43,840
	ELECTRONIC AGENDA/VIDEO STREAMING SERVICES-ANNUAL LICENSE	9,300
	PUBLIC HEARING-LEGAL NOTICES	100
	FINGER PRINTING SERVICES-LIQUOR LICENSE APPLICATIONS	750
	ON-LINE VILLAGE CODE ANNUAL LICENSE	500
	VILLAGE CODE-PERIODIC UPDATES TO ON-LINE CODE	4,500
	HISTORICAL RESOURCE SURVEY	28,690
121100	521230 - PUBLIC RELATIONS	950
	PUBLIC RELATIONS MATERIALS (LOGO ITEMS, ETC)	300
	ANNUAL CHAMBER OF COMMERCE STEAK FRY EVENT	650
121100	530100 - OFFICE SUPPLIES	1,000
	MISC OFFICE SUPPLIES & AGENDA PACKET PAPER SUPPLY	1,000
TOTAL	**VILLAGE BOARD & CLERK**	**115,360**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE BOARD & CLERK

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Village President	elected**	1.00	1.00	1.00	1.00	1.00
Village Trustee	elected**	6.00	6.00	6.00	6.00	6.00
Village Clerk	elected**	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES** (Full-time Equivalents)		-	-	-	-	-

Full-time Number of Positions	0	0	0	0	0
Part-time Number of Positions	0	0	0	0	0
Elected Positions	8	8	8	8	8

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121200	**VILLAGE MANAGER'S OFFICE**							
121200	510100	SALARIES - PENSIONABLE	400,924	456,800	456,800	395,500	448,500	-1.8%
121200	510120	SALARIES - NON PENSIONABLE	66,233	46,800	46,800	75,300	47,600	1.7%
121200	510200	OVERTIME	-	500	500	-	500	0.0%
121200	510300	TEMPORARY HELP	20,013	-	-	24,000	-	0.0%
121200	510400	FICA TAXES	32,491	32,700	32,700	37,000	33,000	0.9%
121200	510500	IMRF EMPLOYER CONTRIBUTIONS	41,733	45,500	45,500	41,000	42,000	-7.7%
121200	520135	GLEN ELLYN 4TH OF JULY COMMITT	5,000	5,000	5,000	5,000	5,000	0.0%
121200	520140	VILLAGE COMMISSIONS	-	-	-	50	-	0.0%
121200	520301	TUITION REIMBURSEMENT	-	2,400	2,400	-	-	-100.0%
121200	520305	EMPLOYEE RECOGNITION	14,122	7,600	7,600	7,500	7,000	-7.9%
121200	520515	CITIZEN CORPS/MILTON TWNSP	3,750	4,000	4,000	4,000	4,000	0.0%
121200	520600	DUES-SUBSCRIPTIONS-REG FEES	6,182	6,399	6,399	6,200	6,399	0.0%
121200	520615	RECRUITING AND TESTING	29,036	38,000	38,000	42,000	35,000	-7.9%
121200	520620	EMPLOYEE EDUCATION	11,921	11,275	11,275	12,000	11,275	0.0%
121200	520625	TRAVEL	1,724	2,775	2,775	3,000	2,000	-27.9%
121200	520630	STATE UNEMPLOYMENT CLAIMS	1,919	8,000	8,000	5,000	5,000	-37.5%
121200	520700	LEGAL - GENERAL COUNSEL	79	-	-	-	-	0.0%
121200	520701	LEGAL - HUMAN RESOURCES	8,653	8,000	8,000	8,000	23,000	187.5%
121200	520702	LEGAL - HEARING OFFICER	1,513	-	-	-	-	0.0%
121200	520860	BAD DEBT EXPENSE	9,773	-	-	-	-	0.0%
121200	520900	POSTAGE & SHIPPING	9,856	10,000	10,000	10,000	10,000	0.0%
121200	520905	PRINTING	12,772	11,100	11,100	11,100	11,100	0.0%
121200	521055	PROFESSIONAL SERVICES - OTHER	17,299	26,410	26,410	26,410	26,410	0.0%
121200	521195	TELECOMMUNICATIONS	2,663	1,680	1,680	2,000	1,680	0.0%
121200	521230	PUBLIC RELATIONS	5,553	4,000	4,000	4,000	4,000	0.0%
121200	530100	OFFICE SUPPLIES	3,650	4,000	4,000	4,000	3,500	-12.5%
121200	590600	TRANSFER TO INSURANCE - HEALTH	18,189	19,700	19,700	19,700	57,300	190.9%
121200	590610	TRANSFER TO INSURANCE - GEN	3,700	3,100	3,100	3,100	3,200	3.2%
TOTAL	**VILLAGE MANAGER'S OFFICE**		**728,747**	**755,739**	**755,739**	**745,860**	**787,464**	**4.2%**

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

ACCOUNTS FOR:	2018 BUDGET
121200 VILLAGE MANAGER'S OFFICE	
121200 510100 - SALARIES - PENSIONABLE	448,500
VILLAGE MANAGER	162,900
VILLAGE MANAGER AUTO ALLOWANCE	7,200
VILLAGE MANAGER-MERIT/VARIABLE COMPENSATION	13,500
VILLAGE MANAGER-DEFERRED COMPENSATION	10,000
VILLAGE MANAGER-LOAN FORGIVENESS	17,000
ASSISTANT VILLAGE MANAGER	115,000
EXECUTIVE ASSISTANT (75% ALLOCATION - REMAINING 25% IS BUDGETED IN LEGAL)	39,000
COMMUNICATIONS COORDINATOR (PART-TIME)	46,000
ADMINISTRATIVE ASSISTANT	37,900
121200 510120 - SALARIES - NON PENSIONABLE	47,600
ADMINISTRATIVE CLERK II (2)	41,200
INTERN - FORMERLY IMRF POSITION	6,400
121200 510200 - OVERTIME	500
121200 510400 - FICA TAXES	33,000
121200 510500 - IMRF EMPLOYER CONTRIBUTIONS	42,000
121200 520135 - GLEN ELLYN 4TH OF JULY COMMITTEE	5,000
4TH OF JULY COMMITTEE-VILLAGE ANNUAL CONTRIBUTION	5,000
121200 520305 - EMPLOYEE RECOGNITION	7,000
HOLIDAY PARTY	1,500
EMPLOYEE APPRECIATION "LUNCH IN THE LOT" COOK OUT	500
EMPLOYEE LIFE EVENTS	500
RETIREMENTS	500
LONGEVITY	2,600
EMPLOYEE APPRECIATION SPRING BREAKFAST GATHERING	1,400
121200 520515 - CITIZEN CORPS/MILTON TWNSP	4,000
C.E.R.T. ANNUAL DUES-MILTON TOWNSHIP	4,000

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

ACCOUNTS FOR:	2018 BUDGET
121200 520600 - DUES-SUBSCRIPTIONS-REG FEES	6,399
ICMA ANNUAL DUES (VM., ASST. VM & ADMIN INTERN)	2,300
ILCMA ANNUAL DUES (VM, ASST. VM & ADMIN INTERN)	600
IAMMA ANNUAL DUES (ASST. VM & ADMIN INTERN)	100
CITY TECH/PUBLICSALARY.COM ANNUAL MEMBERSHIP DUES	400
IPELRA ANNUAL DUES (ASST. VILLAGE MGR)	250
SHRM ANNUAL DUES (ASSISTANT VILLAGE MGR)	190
IPMA-HR ANNUAL DUES (ASSISTANT VILLAGE MGR)	400
ILCMA/IAMMA LUNCH SEMINARS	250
ROTARY CLUB ANNUAL DUES (VILLAGE MGR)	600
KIWANIS CLUB ANNUAL DUES (AVM)	190
CRAIN'S CHICAGO BUSINESS	119
SURVEY MONKEY	250
CONSTANT CONTACT SUBSCRIPTION FOR E-NEWS	750
121200 520615 - RECRUITING AND TESTING	35,000
POLICE RECRUITMENT EXPENSES (WRITTEN EXAMS, PHYSICALS, PSYCH TESTS, ASSESSMENT SERVICES)	25,000
NON-SWORN RECRUITMENT EXPENSES (PRE-EMPLOYMENT PHYSICALS, BACKGROUND CHECKS, JOB ADS)	10,000
121200 520620 - EMPLOYEE EDUCATION	11,275
ICMA/ILCMA ANNUAL CONFERNCE (VILLAGE MGR)	1,550
IPELRA ANNUAL CONFERENCE (ASST. VILLAGE MGR)	375
SUPERVISOR MEETINGS (TRAINING AND MEALS)	2,500
VILLAGE-WIDE EMPLOYEE COMPLIANCE TRAINING	5,000
MORRISON LEADERSHIP TRAINING (VILLAGE MGR)	1,200
EEO COMPLIANCE POSTERS	300
MISC. TRAINING (WEBINARS, WORKSHOPS, ETC.)	350
121200 520625 - TRAVEL	2,000
ICMA CONFERENCE-FLIGHT (VILLAGE MGR)	400
ICMA CONFERENCE-HOTEL (VILLAGE MANAGER)	550
ICMA-TAXI/TRANSPORTATION (VILLAGE MGR)	75
ILCMA SUMMER & WINTER CONFERENCE-HOTEL (VILLAGE MANAGER)	500
IPELRA CONFERENCE-HOTEL (ASST VILLAGE MGR)	375
MISC. TRAINING EVENTS	100
121200 520630 - STATE UNEMPLOYMENT CLAIMS	5,000
UNEMPLOYMENT CLAIMS	5,000

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

ACCOUNTS FOR:		2018 BUDGET
121200	520701 - LEGAL - HUMAN RESOURCES	23,000
	EMPLOYMENT LAW AND COLLECTIVE BARGAINING MATTERS	8,000
	POLICE UNION NEGOTIATIONS	15,000
121200	520900 - POSTAGE & SHIPPING	10,000
	QUARTERLY VILLAGE NEWSLETTER	10,000
121200	520905 - PRINTING	11,100
	QUARTERLY VILLAGE NEWSLETTER & SPRING ENVIRONMENTAL INSERT	11,100
121200	521055 - PROFESSIONAL SERVICES - OTHER	26,410
	NEW NEWSLETTER EDITING SOFTWARE	250
	ADMIN. INTERN	6,160
	UPDATE TO WEBSITE ($20K IN 2017 AND $20K IN 2018)	20,000
121200	521195 - TELECOMMUNICATIONS	1,680
	CELL PHONE STIPEND (VILLAGE MANAGER)	960
	CELL PHONE STIPEND (ASST VILLAGE MG)	600
	CELL PHONE STIPEND (EXECUTIVE ASST/DPTY CLERK)	120
121200	521230 - PUBLIC RELATIONS	4,000
	BUSINESS MEETINGS & COMMUNITY RELATIONS FUNCTIONS (INCL. RELATED MEAL EXPENSES)	4,000
121200	530100 - OFFICE SUPPLIES	3,500
	OFFICE SUPPLIES	3,500
121200	590600 - TRANSFER TO INSURANCE - HEALTH	57,300
	HEALTH INSURANCE CONTRIBUTION	57,300
121200	590610 - TRANSFER TO INSURANCE - GEN	3,200
	GENERAL INSURANCE TRANSFER	3,200
TOTAL	**VILLAGE MANAGER'S OFFICE**	**787,464**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE MANAGER'S OFFICE

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Village Manager	FT	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	FT	1.00	1.00	1.00	1.00	1.00
Assistant to the Village Manager - ADM	FT	1.00	-	-	-	-
Communications Coordinator	PT	-	-	0.70	0.70	0.70
Multimedia Specialist[1]	PT	0.70	-	-	-	-
Economic Development Coordinator	PT	0.75	0.75	0.75	0.75	0.75
Executive Assistant/Deputy Clerk[2]	FT	0.75	0.75	0.75	0.75	0.75
Administrative Services Coordinator	PT	0.75	0.75	-	-	-
Administrative Clerk II (2)	PT	1.00	1.00	1.00	1.00	1.00
Administrative/Legal Assistant[3]	PT	-	-	0.45	-	-
Administrative Assistant[3]	PT	-	-	-	0.70	0.70
Administrative Intern	PT	0.50	0.50	0.50	0.50	0.50
TOTAL EMPLOYEES (Full-time Equivalents)		**7.45**	**5.75**	**6.15**	**6.40**	**6.40**
Full-time Number of Positions		3	3	3	3	3
Part-time Number of Positions		7	5	6	6	6

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

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

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

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: FACILITIES MAINTENANCE

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121300	**FACILITIES MAINTENANCE**							
121300	510100	SALARIES - PENSIONABLE	75,341	137,000	137,000	137,700	170,900	24.7%
121300	510120	SALARIES - NON PENSIONABLE	122,406	108,600	108,600	113,000	122,300	12.6%
121300	510200	OVERTIME	1,931	2,500	2,500	4,000	2,500	0.0%
121300	510400	FICA TAXES	14,833	19,000	19,000	19,400	22,000	15.8%
121300	510500	IMRF EMPLOYER CONTRIBUTIONS	7,757	14,200	14,200	14,200	17,000	19.7%
121300	520600	DUES-SUBSCRIPTIONS-REG FEES	-	525	525	-	525	0.0%
121300	520620	EMPLOYEE EDUCATION	2,090	2,250	2,250	2,980	5,500	144.4%
121300	520625	TRAVEL	-	250	250	-	250	0.0%
121300	520970	MAINTENANCE-BUILDING & GROUNDS	48,128	48,500	48,500	50,000	50,500	4.1%
121300	521055	PROFESSIONAL SERVICES - OTHER	10,762	10,320	10,320	8,000	3,120	-69.8%
121300	521075	CONTRACT MAINT SERVICE	16,349	24,800	24,800	24,800	37,000	49.2%
121300	521195	TELECOMMUNICATIONS	1,126	1,400	1,400	1,400	2,060	47.1%
121300	521200	UTILITIES	14,685	15,900	15,900	15,900	15,900	0.0%
121300	530100	OFFICE SUPPLIES	1,189	1,000	1,000	1,000	1,000	0.0%
121300	530105	OPERATING SUPPLIES	30,454	35,000	35,000	35,000	41,500	18.6%
121300	530310	PARTS PURCHASED	1,102	2,000	2,000	1,200	2,000	0.0%
121300	530445	UNIFORMS	589	2,400	2,400	2,031	2,400	0.0%
121300	590600	TRANSFER TO INSURANCE - HEALTH	13,784	31,300	31,300	27,500	35,100	12.1%
121300	590610	TRANSFER TO INSURANCE - GEN	6,600	6,700	6,700	6,700	5,600	-16.4%
121300	590650	TRANSFER TO EQUIP FUND - O&M	15,500	19,400	19,400	19,400	22,600	16.5%
121300	590655	TRANSFER TO EQUIP FUND - REPL	7,300	3,200	3,200	3,200	3,200	0.0%
121300	590690	TRANSFER TO FACIL MAINT RESRV	345,000	150,000	150,000	150,000	150,000	0.0%
TOTAL	**FACILITIES MAINTENANCE**		**736,925**	**636,245**	**636,245**	**637,411**	**712,955**	**12.1%**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: FACILITIES MAINTENANCE

ACCOUNTS FOR:	2018 BUDGET
121300 FACILITIES MAINTENANCE	
121300 510100 - SALARIES - PENSIONABLE	170,900
FACILITIES MANAGER	89,100
FULL TIME MAINTENANCE WORKER I	52,600
NEW - 30 HOURS CUSTODIAN II	29,200
121300 510120 - SALARIES - NON PENSIONABLE	122,300
MAINTENANCE WORKER II	30,300
CUSTODIAN III (5)	92,000
121300 510200 - OVERTIME	2,500
121300 510400 - FICA TAXES	22,000
121300 510500 - IMRF EMPLOYER CONTRIBUTIONS	17,000
121300 520600 - DUES-SUBSCRIPTIONS-REG FEES	525
INTERNATIONAL FACILITY MANAGEMENT ASSOC. MEMBERSHIP DUES (FACILITY MANAGER)	310
IL/CHICAGO CHAPTER-IFMA MEMBERSHIP DUES (FACILITY MANAGER)	215
121300 520620 - EMPLOYEE EDUCATION	5,500
SPOT AWARDS/EMPLOYEE RECOGNITION INCENTIVES	400
STAFF TRAINING SEMINARS (LOCAL OR ONLINE) NEW EMPLOYEES	2,150
LEADERSHIP/MANAGEMENT TRAINING FOR	1,450
FACILITIES MANAGER, SAFETY TRAINING NEW EMPLOYEES	1,500
121300 520625 - TRAVEL	250
TRAINING SEMINARS	250

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: FACILITIES MAINTENANCE

ACCOUNTS FOR:	2018 BUDGET
121300 520970 - MAINTENANCE-BUILDING & GROUNDS	50,500
UNSCHEDULED/EMERGENCY ELECTRICAL REPAIRS	4,000
UNSCHEDULED/EMERGENCY OVERHEAD GARAGE DOOR REPAIRS	6,500
UNSCHEDULED/EMERGENCY HVAC SYSTEM REPAIRS	15,000
UNSCHEDULED/EMERGENCY FIRE DETECTION/SPRINKLER SYSTEM REPAIRS	6,000
UNSCHEDULED/EMERGENCY STAND-BY GENERATOR REPAIRS	4,000
NEW POLICE DEPARTMENT UNSCHEDULED/EMERGENCY BUILDING MAINTENANCE REPAIRS	15,000
121300 521055 - PROFESSIONAL SERVICES - OTHER	3,120
CARTEGRAPH-IMPLEMENTATION OF FACILITIES MAINTENANCE/WORK ORDER MODULE	-
NEW PORTABLE TABLET FOR WORK ORDER	-
SYSTEM IMPLEMENTATION, ENVIRONMENTAL TESTING	2,000
BID NOTICES-NEWSPAPER PUBLICATION	320
DOCUMENT DESTRUCTION	800
121300 521075 - CONTRACT MAINT SERVICE	37,000
ELEVATOR INSPECTION/PREVENTATIVE MAINTENANCE-CIVIC CENTER, NEW POLICE DPT	5,000
OVERHEAD DOOR INSPECTION/PREVENTATIVE MAINTENANCE-ALL BUILDINGS	3,000
EXTERMINATOR SERVICE-ALL BUILDINGS (SPLIT WITH HISTORY CENTER), NEW POLICE DPT	4,000
FIRE EXTINGUISHERS-ANNUAL INSPECTION / PREVENTATIVE MAINTENANCE-ALL BUILDINGS NEW POLICE DEPARTMENT	1,600
BACKFLOW/RPZ VALVE INSPECTIONS AND PREVENTATIVE MAINTENANCE-ALL BUILDINGS, NEW POLICE DEPARTMENT	1,500
FIRE DETECTION/SPRINKLER SYSTEMS-ANNUAL INSPECTIONS AND PREVENTATIVE MAINTENANCE	3,900
STAND BY GENERATORS-PREVENTATIVE MAINTENANCE. INSPECTIONS, TESTING	9,000
WINDOW CLEANING - ALL BUILDINGS, NEW POLICE DEPARTMENT	3,600
HVAC-SPRING/FALL INSPECTIONS AND PREV. MAINT.- ALL BUILDINGS	2,400
NEW CARPET RUNNERS POLICE DEPARTMENT & CIVIC CENTER	3,000

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: FACILITIES MAINTENANCE

ACCOUNTS FOR:		2018 BUDGET
121300	521195 - TELECOMMUNICATIONS	2,060
	ANNUAL CELL PHONE EXPENSE (FACILITIES MGR)	2,060
	NEW EMPLOYEE - ADDED PHONE	
121300	521200 - UTILITIES	15,900
	UTILITIES-NATURAL GAS	7,200
	UTILITIES-WATER/SEWER	8,700
121300	530100 - OFFICE SUPPLIES	1,000
	OFFICE SUPPLIES	1,000
121300	530105 - OPERATING SUPPLIES	41,500
	CLEANING SUPPLIES, COFFEE SUPPLIES	30,000
	NEW POLICE DEPARTMENT FLOOR CLEANER & VACUUMS	
	HARDWARE SUPPLIES	7,000
	HVAC FILTERS, SMALL TOOLS	4,500
121300	530310 - PARTS PURCHASED	2,000
	INVENTORY PARTS	2,000
121300	530445 - UNIFORMS	2,400
	SAFETY SHOES/BOOTS	1,200
	UNIFORMS	1,200
121300	590600 - TRANSFER TO INSURANCE - HEALTH	35,100
	HEALTH INSURANCE CONTRIBUTION	35,100
121300	590610 - TRANSFER TO INSURANCE - GEN	5,600
	GENERAL INSURANCE TRANSFER	5,600
121300	590650 - TRANSFER TO EQUIP FUND - O&M	22,600
	TRANSFER TO EQUIPMENT SERVICES - O&M	22,600
121300	590655 - TRANSFER TO EQUIP FUND - REPL	3,200
	TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	3,200
121300	590690 - TRANSFER TO FACIL MAINT RESRV	150,000
	CONTRIBUTION TO FACILITIES MAINTENANCE RESERVE FUND	150,000
TOTAL	**FACILITIES MAINTENANCE**	**712,955**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FACILITIES MAINTENANCE DIVISION

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Facilities Supervisor	FT	1.00	1.00	-	-	-
Facilities Manager[1]	FT	-	-	1.00	1.00	1.00
Maintenance Worker I	FT	-	-	-	1.00	1.00
Maintenance Worker II	PT	1.00	1.00	1.00	0.48	0.48
Custodian II (1)	PT	-	-	-	-	0.75
Custodian III (5)	PT	3.00	2.15	2.15	2.85	2.10
TOTAL EMPLOYEES (Full-time Equivalents)		**5.00**	**4.15**	**4.15**	**5.33**	**5.33**
Full-time Number of Positions		1	1	1	2	2
Part-time Number of Positions		8	7	7	7	7

[1] In the FY16 budget, the Facilities Supervisor position was re-evaluated and re-classified to a Facilities Manager.

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121400	**INFORMATION TECHNOLOGY**							
121400	510100	SALARIES - PENSIONABLE	156,891	163,600	163,600	158,100	166,900	2.0%
121400	510120	SALARIES - NON PENSIONABLE	-	7,300	7,300	2,400	7,300	0.0%
121400	510400	FICA TAXES	11,742	13,000	13,000	12,300	13,000	0.0%
121400	510500	IMRF EMPLOYER CONTRIBUTIONS	16,576	17,000	17,000	16,400	16,700	-1.8%
121400	520900	POSTAGE & SHIPPING	45	300	300	155	300	0.0%
121400	520901	COPIER	23,940	25,400	25,400	23,500	27,000	6.3%
121400	520932	A/V/WEB COMMUNICATIONS SVC/SUP	1,504	1,850	1,850	1,855	1,850	0.0%
121400	520975	MAINTENANCE-EQUIPMENT	99,647	130,886	130,886	115,000	155,246	18.6%
121400	521055	PROFESSIONAL SERVICES - OTHER	74,886	92,006	94,637	78,000	85,584	-7.0%
121400	521195	TELECOMMUNICATIONS	26,233	35,800	35,800	30,000	38,700	8.1%
121400	530100	OFFICE SUPPLIES	440	300	300	400	300	0.0%
121400	530105	OPERATING SUPPLIES	813	800	800	700	800	0.0%
121400	570110	COMPUTER EQUIPMENT/PROJECTS	49,783	42,500	42,500	51,000	37,500	-11.8%
121400	570117	A/V/WEB COMMUNICATIONS EQUIP	1,605	2,200	2,200	1,800	7,200	227.3%
121400	590600	TRANSFER TO INSURANCE - HEALTH	12,926	14,000	14,000	14,300	15,100	7.9%
121400	590610	TRANSFER TO INSURANCE - GEN	2,200	2,200	2,200	2,200	1,900	-13.6%
TOTAL	**INFORMATION TECHNOLOGY**		**479,231**	**549,142**	**551,773**	**508,110**	**575,380**	**4.8%**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ACCOUNTS FOR:	2018 BUDGET
121400 INFORMATION TECHNOLOGY	
121400 510100 - SALARIES - PENSIONABLE	166,900
IT MANAGER	120,900
MULIT MEDIA SPECIALIST	46,000
121400 510120 - SALARIES - NON PENSIONABLE	7,300
MULTI-MEDIA INTERNSHIP PROGRAM	7,300
121400 510400 - FICA TAXES	13,000
EMPLOYER FICA TAXES	13,000
121400 510500 - IMRF EMPLOYER CONTRIBUTIONS	16,700
EMPLOYER IMRF CONTRIBUTIONS 9.89%	16,700
121400 520900 - POSTAGE & SHIPPING	300
121400 520901 - COPIER	27,000
POLICE DEPARTMENT COLOR COPIER (XEROX) LEASE/USAGE	6,000
VILLAGE COLOR COPIER (KONICA-MINOLTA) LEASE/USAGE	6,000
VILLAGE B&W COPIER (CANON) USAGE/MTCE	2,000
PLANNING B&W COPIER (CANON) LEASE/USAGE	3,000
PUBLIC WORKS COLOR COPIER (KONICA-MINOLTA) LEASE/USAGE	7,000
NEW POLICE STATION COPIER LEASE	3,000
121400 520932 - A/V/WEB COMMUNICATIONS SVC/SUP	1,850
MEDIA RENEWALS	450
SOFTWARE SUBSCRIPTION RENEWAL (ADOBE)	900
CONSUMABLES (DVDS/CDs, ETC.)	500

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ACCOUNTS FOR:	2018 BUDGET
121400 520975 - MAINTENANCE-EQUIPMENT	155,246
IRONPORT ANTISPAM MTCE	2,400
JATHEON EMAIL ARCHIVAL APPLIANCE ANNUAL MTCE	2,400
SENDTHISFILE LARGE FILE TRANSFER SERVICE	1,000
NINITE REMOTE SOFTWARE UPDATE SOFTWARE MTCE	220
VERITAS BACKUP SOFTWARE UPDATES/SUPPORT	2,000
BOARD HOSTED EXCHANGE (VILLAGE BOARD EMAILS)	1,300
CISCO SMARTNET ASA (FIREWALL SOFTWARE UPDATES/SUPPORT)	300
WHAT'S UP GOLD (SERVER MONITORING SOFTWARE UPDATES/SUPPORT)	800
AVG ANTIVIRUS FOR SERVERS/DESKTOPS INCLUDES UPDATED & SUPPORT	2,500
ONBASE (DOCUMENT IMAGING SOFTWARE MTCE/SUPPORT)	12,000
GLEN ELLYN ALERTING SERVICE	13,000
MICROSOFT ACTION PACK SOFTWARE ANNUAL RENEWAL	475
MUNIS (ERP SOFTWARE UPDATES/SUPPORT)	91,000
SEAMLESS DOCS (ONLINE FILLABLE FORMS SERVICE)	5,000
EVANCED ROOM SCHEDULING SERVICE	551
ZENDESK HELP DESK TICKETING SERVICE	1,300
WEB FILTER UPDATES	1,000
ESRI SOFTWARE MTCE	2,000
OFFICE 365 EMAIL - NEW EMAIL BACKUP SYSTEM	16,000
121400 521055 - PROFESSIONAL SERVICES - OTHER	85,584
GIS SERVICES CONTRACTED FROM MGP	35,584
CONTRACTED IT SUPPORT - NEW IN 2016	40,000
IT SUPPORT FOR SPECIAL PROJECTS - NEW IN 2017	10,000
121400 521195 - TELECOMMUNICATIONS	38,700
LOCAL/LD SERVICE	20,000
INTERNET CONNECTIVITY (MULTIPLE SITES)	12,000
PHONE SYSTEM MTCE/SOFTWARE UPDATES	1,300
CELL PHONE REIMBURSEMENT (IT MANAGER)	600
PUBLIC WIFI	800
CC & PW MAINTENANCE	-
SHORETEL MAINTENANCE	4,000
121400 530100 - OFFICE SUPPLIES	300
OFFICE SUPPLIES	300

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: INFORMATION TECHNOLOGY

ACCOUNTS FOR:		**2018 BUDGET**
121400	530105 - OPERATING SUPPLIES	800
	OPERATING SUPPLIES	800
121400	570110 - COMPUTER EQUIPMENT/PROJECTS	37,500
	PC REPLACEMENTS (BASED ON 4 YEAR REPLACEMENT CYCLE)	18,000
	REPLACEMENT PARTS	8,000
	WINDOWS SERVER HARDWARE	7,000
	CLIENT ACCESS LICENSES	4,000
	WINDOWS SERVER 2012 R2 SOFTWARE	500
121400	570117 - A/V/WEB COMMUNICATIONS EQUIP	7,200
	REPLACEMENT TRIPOD	600
	FIELD RECORDER + SPARE BATTERIES	1,500
	REPLACEMENT HEADPHONES	100
	BOARD ROOM MEDIA UPGRADES	5,000
121400	590600 - TRANSFER TO INSURANCE - HEALTH	15,100
	HEALTH INSURANCE CONTRIBUTION	15,100
121400	590610 - TRANSFER TO INSURANCE - GEN	1,900
	GENERAL INSURANCE TRANSFER	1,900
TOTAL	**INFORMATION TECHNOLOGY**	**575,380**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

INFORMATION TECHNOLOGY

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Information Technology Manager	FT	1.00	1.00	1.00	1.00	1.00
Multimedia Specialist[1]	PT	-	0.70	0.70	0.70	0.70
I.T. Help Desk Technician[2]	PT	-	0.50	-	-	-
Multimedia Intern	PT	-	-	0.40	0.40	0.40
TOTAL EMPLOYEES (Full-time Equivalents)		**1.00**	**2.20**	**2.10**	**2.10**	**2.10**
Full-time Number of Positions		1	1	1	1	1
Part-time Number of Positions		-	2	2	2	2

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

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

INFORMATION TECHNOLOGY 5 YEAR REPLACEMENT SCHEDULE

This schedule outlines the future replacement schedule for major I.T. purchases. Additional items are added to each year's budget as necessary.

	2018	2019	2020	2021	2022
General Fund					
Office Suite Replacement	$ -	$ -	$ -	$ 50,000	$ -
Email Server Replacement	-	-	-	-	-
SQL Server Replacement	-	15,000	-	-	-
Security DVR Replacement (PD)	-	-	-	-	10,000
Document Imaging Server	-	-	8,000	-	-
Finance Server (MUNIS)	-	-	-	8,000	-
PD Domain Controller Replacement	-	-	-	-	12,000
Village domain Controller Replacement	7,000	-	-	-	-
Ironport (Email Spam/Virus Filter)	-	-	-	-	-
Email Archiver	-	-	8,000	-	-
Backup Server Replacement	-	-	15,000	-	-
PC Replacement	26,000	26,000	26,000	26,000	26,000
Total General Fund	**$ 33,000**	**$ 41,000**	**$ 57,000**	**$ 84,000**	**$ 48,000**
Other Funds					
Fire Department Server (Fire Service)	$ -	$ 10,000	$ -	$ -	$ -
Links Server Replacement (Vlinks/R22)	$ 10,000	$ -	$ -	$ -	$ -
Total	**$ 43,000**	**$ 51,000**	**$ 57,000**	**$ 84,000**	**$ 48,000**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: SENIOR SERVICES

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121500	**SENIOR SERVICES**							
121500	510120	SALARIES - NON PENSIONABLE	50,362	49,400	49,400	48,975	50,400	2.0%
121500	510400	FICA TAXES	3,853	3,670	3,670	3,800	3,900	6.3%
121500	520500	SENIOR TRANSPORTATION	21,507	30,000	30,000	30,000	30,000	0.0%
121500	520600	DUES-SUBSCRIPTIONS-REG FEES	235	250	250	250	250	0.0%
121500	520620	EMPLOYEE EDUCATION	25	900	900	900	900	0.0%
121500	521055	PROFESSIONAL SERVICES - OTHER	2,100	2,100	2,100	2,100	2,100	0.0%
121500	521195	TELECOMMUNICATIONS	1,500	1,700	1,700	1,700	1,700	0.0%
121500	530105	OPERATING SUPPLIES	8,302	8,100	8,100	8,100	8,100	0.0%
121500	580110	EQUIPMENT/CAPITAL OUTLAY	-	500	500	500	500	0.0%
TOTAL	**SENIOR SERVICES**		**87,885**	**96,620**	**96,620**	**96,325**	**97,850**	**1.3%**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: SENIOR SERVICES

ACCOUNTS FOR:	2018 BUDGET
121500 SENIOR SERVICES	
121500 510120 - SALARIES - NON PENSIONABLE	50,400
SENIOR SERVICES COORDINATOR	27,200
SENIOR SERVICES COORDINATOR	23,200
121500 510400 - FICA TAXES	3,900
EMPLOYER FICA TAXES	3,900
121500 520500 - SENIOR TRANSPORTATION	30,000
RIDE DUPAGE/RIDE TO WORK PROGRAM SUBSIDY	30,000
121500 520600 - DUES-SUBSCRIPTIONS-REG FEES	250
ILLINOIS SENIOR CENTER MEMBERSHIP DUES (2-SENIOR SERVICES COORDINATORS)	100
SENIOR NEWSLETTER ANNUAL SUBSCRIPTION	150
121500 520620 - EMPLOYEE EDUCATION	900
IL ANNUAL CONFERENCE ON AGING (2-SENIOR SERVICES COORDINATORS)	300
STATE MEDICARE SEMINARS	300
SENIOR ASSOC. TRAINING SEMINARS AND WORKSHOPS	300
121500 521055 - PROFESSIONAL SERVICES - OTHER	2,100
OFFICE LEASE-CUSTODIAL SERVICES FEE	2,100
121500 521195 - TELECOMMUNICATIONS	1,700
OFFICE LEASE-TELECOMM FEES	1,700
121500 530105 - OPERATING SUPPLIES	8,100
COPIER MAINTENANCE CONTRACT	6,100
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	**97,850**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

SENIOR SERVICES

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Senior Services Coordinator (2)	PT	0.60	0.60	0.60	0.60	0.60
TOTAL EMPLOYEES (Full-time Equivalents)		**0.60**	**0.60**	**0.60**	**0.60**	**0.60**
Full-time Number of Positions		-	-	-	-	-
Part-time Number of Positions		2	2	2	2	2

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

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: HISTORY PARK

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121600	**HISTORY PARK - ADMIN/FACILITIES**							
121600	510120	SALARIES - NON PENSIONABLE	-	2,000	2,000	1,100	2,000	0.0%
121600	510400	FICA TAXES	-	200	200	-	200	0.0%
121600	520970	MAINTENANCE-BUILDING & GROUNDS	3,350	8,000	8,000	6,000	5,000	-37.5%
121600	521055	PROFESSIONAL SERVICES - OTHER	1,415	1,580	1,580	1,580	1,580	0.0%
121600	521195	TELECOMMUNICATIONS	669	600	600	600	600	0.0%
121600	521200	UTILITIES	11,537	9,750	9,750	9,650	9,750	0.0%
TOTAL	**HISTORY PARK - ADMIN/FACILITIES**		**16,970**	**22,130**	**22,130**	**18,930**	**19,130**	**-13.6%**
121610	**HISTORY PARK - PUBLIC WORKS**							
121610	510100	SALARIES - PENSIONABLE	5,554	9,700	9,700	6,500	5,000	-48.5%
121610	510400	FICA TAXES	409	800	800	575	500	-37.5%
121610	510500	IMRF EMPLOYER CONTRIBUTIONS	579	1,200	1,200	800	500	-58.3%
121610	520970	MAINTENANCE-BUILDING & GROUNDS	4,207	7,000	7,000	4,500	4,300	-38.6%
TOTAL	**HISTORY PARK - PUBLIC WORKS**		**10,750**	**18,700**	**18,700**	**12,375**	**10,300**	**-44.9%**
TOTAL	**HISTORY PARK**		**27,720**	**40,830**	**40,830**	**31,305**	**29,430**	**-27.9%**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: HISTORY PARK

ACCOUNTS FOR:	2018 BUDGET
121600 HISTORY PARK - ADMIN/FACILITIES	
121600 510120 - SALARIES - NON PENSIONABLE	2,000
121600 510400 - FICA TAXES	200
121600 520970 - MAINTENANCE-BUILDING & GROUNDS	5,000
UNSCHEDULED OR EMERGENCY REPAIRS AND MAINTENANCE	5,000
121600 521055 - PROFESSIONAL SERVICES - OTHER	1,580
BURGLAR ALARM MONITORING	772
FIRE ALARM MONITORING	808
121600 521195 - TELECOMMUNICATIONS	600
TELEPHONE SERVICE (CALL ONE)	600
121600 521200 - UTILITIES	9,750
ELECTRICITY	5,500
NATURAL GAS	2,750
WATER/SEWER	1,500
TOTAL HISTORY PARK - ADMIN/FACILITIES	**19,130**
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
121610 510400 - FICA TAXES	500
	500
121610 510500 - IMRF EMPLOYER CONTRIBUTIONS	500
	500
121610 520970 - MAINTENANCE-BUILDING & GROUNDS	4,300
PROVIDES FUNDING FOR REGULAR MAINTENANCE OF OUTDOOR FACILITES AND LANDSCAPING IN ALL SEASONS	4,300
TOTAL HISTORY PARK - PUBLIC WORKS	**10,300**
TOTAL HISTORY PARK	**29,430**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: LAW

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
121700	**LAW**							
121700	510100	SALARIES - PENSIONABLE	178,342	181,900	181,900	178,000	179,100	-1.5%
121700	510400	FICA TAXES	10,852	14,300	14,300	11,100	11,300	-21.0%
121700	510500	IMRF EMPLOYER CONTRIBUTIONS	13,613	13,700	13,700	18,300	13,000	-5.1%
121700	520600	DUES-SUBSCRIPTIONS-REG FEES	4,387	4,530	4,530	4,530	4,580	1.1%
121700	520620	EMPLOYEE EDUCATION	314	500	500	350	500	0.0%
121700	520625	TRAVEL	-	250	250	90	90	-64.0%
121700	520700	LEGAL - GENERAL COUNSEL	3,941	5,000	5,000	55,000	90,000	1700.0%
121700	520702	LEGAL - HEARING OFFICER	-	2,000	2,000	2,500	3,500	75.0%
121700	520705	LEGAL - PROSECUTORIAL SERVICES	88,903	80,000	80,000	85,000	85,000	6.3%
121700	521195	TELECOMMUNICATIONS	900	900	900	900	900	0.0%
121700	521230	PUBLIC RELATIONS	-	150	150	100	100	-33.3%
121700	530100	OFFICE SUPPLIES	404	2,500	2,500	2,500	2,500	0.0%
121700	590600	TRANSFER TO INSURANCE - HEALTH	5,911	6,400	6,400	6,000	6,900	7.8%
121700	590610	TRANSFER TO INSURANCE - GEN	1,000	1,200	1,200	1,200	1,100	-8.3%
TOTAL	**LAW**		**308,567**	**313,330**	**313,330**	**365,570**	**398,570**	**27.2%**

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: LAW

ACCOUNTS FOR:	2018 BUDGET
121700 LAW	
121700 510100 - SALARIES - PENSIONABLE	179,100
VILLAGE ATTORNEY	166,100
EXECUTIVE ASSISTANT	13,000
121700 510400 - FICA TAXES	11,300
121700 510500 - IMRF EMPLOYER CONTRIBUTIONS	13,000
121700 520600 - DUES-SUBSCRIPTIONS-REG FEES	4,580
WESTLAW SUBSCRIPTION	4,050
ATTORNEY REGISTRATION AND DISCIPLINARY COMMISSION	380
DUPAGE BAR ASSOCIATION	150
121700 520620 - EMPLOYEE EDUCATION	500
INSTITUTE OF CONTINUING LEGAL EDUCATION TRAINING & RELATED LEGAL SEMINARS	500
121700 520625 - TRAVEL	90
CONTINUING LEGAL EDUCATION SEMINARS AND SEMI-ANNUAL MICA MEETINGS	90
121700 520700 - LEGAL - GENERAL COUNSEL	90,000
OUTSIDE LEGAL COUNSEL TRUE NORTH LAWSUIT - LITIGATION FEES	90,000
121700 520702 - LEGAL - HEARING OFFICER	3,500
	3,500
121700 520705 - LEGAL - PROSECUTORIAL SERVICES	85,000
VILLAGE PROSECUTOR OUTSIDE LEGAL SERVICES	85,000
121700 521195 - TELECOMMUNICATIONS	900
CELL PHONE STIPEND (VILLAGE ATTORNEY)	900
121700 521230 - PUBLIC RELATIONS	100
INCIDENTAL EXPENSES-BUSINESS MEETINGS AND COMMUNITY RELATIONS FUNCTIONS	100
121700 530100 - OFFICE SUPPLIES	2,500
OFFICE SUPPLIES	100
WORKFLOW SOFTWARE	2,400
121700 590600 - TRANSFER TO INSURANCE - HEALTH	6,900
HEALTH INSURANCE CONTRIBUTION	6,900

FUND: GENERAL FUND
DEPARTMENT: ADMINISTRATION
ORGANIZATION: LAW

ACCOUNTS FOR:		2018 BUDGET
121700	590610 - TRANSFER TO INSURANCE - GEN	1,100
	GENERAL INSURANCE TRANSFER	1,100
TOTAL	**LAW**	**398,570**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

LAW

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Village Attorney	FT	-	1.00	1.00	1.00	1.00
Executive Assistant/Deputy Clerk[1]	FT	-	0.25	0.25	0.25	0.25
TOTAL EMPLOYEES (Full-time Equivalents)		**-**	**1.25**	**1.25**	**1.25**	**1.25**
Full-time Number of Positions		-	1	1	1	1
Part-time Number of Positions		-	1	1	1	1

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

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
126500	**ECONOMIC DEVELOPMENT/MARKETING**							
126500	510100	SALARIES - PENSIONABLE	42,294	48,600	48,600	44,700	49,600	2.1%
126500	510400	FICA TAXES	3,235	3,750	3,750	3,450	3,800	1.3%
126500	510500	IMRF EMPLOYER CONTRIBUTIONS	4,568	5,100	5,100	4,650	5,000	-2.0%
126500	520206	ECONOMIC DEVELOPMENT INCENTIVE	176,716	119,100	119,100	170,500	115,000	-3.4%
126500	520310	HOLIDAY DECORATIONS	12,184	45,000	84,661	74,661	45,000	0.0%
126500	520406	FACADE AWARD PROGRAM	66,250	30,000	52,250	30,000	30,000	0.0%
126500	520407	ALLIANCE OF DOWNTOWN GE	71,250	71,250	71,250	71,250	76,250	7.0%
126500	520600	DUES-SUBSCRIPTIONS-REG FEES	750	9,080	9,080	17,488	9,900	9.0%
126500	520620	EMPLOYEE EDUCATION	550	3,200	3,200	2,500	3,200	0.0%
126500	520625	TRAVEL	64	1,200	1,200	1,000	1,200	0.0%
126500	520900	POSTAGE & SHIPPING	12,479	15,000	15,000	15,000	15,000	0.0%
126500	520903	MARKETING/ADVERTISING	18,864	15,000	15,000	20,000	15,000	0.0%
126500	520905	PRINTING	11,351	14,500	14,500	13,000	11,500	-20.7%
126500	521055	PROFESSIONAL SERVICES - OTHER	4,802	7,000	7,000	6,000	5,000	-28.6%
126500	521057	CBD APPEARANCE	16,000	15,000	15,000	18,000	18,000	20.0%
126500	521195	TELECOMMUNICATIONS	600	1,200	1,200	600	1,200	0.0%
126500	521230	PUBLIC RELATIONS	730	4,250	4,250	3,050	3,400	-20.0%
126500	530100	OFFICE SUPPLIES	328	400	400	400	400	0.0%
126500	590610	TRANSFER TO INSURANCE - GEN	1,500	1,300	1,300	1,300	1,400	7.7%
126500	590910	OPERATING TRANSFER OUT	46,016	41,500	41,500	48,000	48,000	15.7%
TOTAL	**ECONOMIC DEVELOPMENT/MARKETING**		**490,532**	**451,430**	**513,341**	**545,549**	**457,850**	**1.4%**

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

ACCOUNTS FOR:	2018 BUDGET
126500 ECONOMIC DEVELOPMENT/MARKETING	
126500 510100 - SALARIES - PENSIONABLE	49,600
ECONOMIC DEVELOPMENT COORDINATOR (PART-TIME)	49,600
126500 510400 - FICA TAXES	3,800
126500 510500 - IMRF EMPLOYER CONTRIBUTIONS	5,000
126500 520206 - ECONOMIC DEVELOPMENT INCENTIVE	115,000
HAGGERTY CHEVROLET	86,000
FRESH MARKET	26,000
DESITTER	3,000
TWO HOUND RED - NO PAYMENT IN 2018	-
126500 520310 - HOLIDAY DECORATIONS	45,000
SEASONAL DECORATIONS	38,000
NEW CHRISTMAS TREE ORNAMENT PURCHASE AND INSTALLATION	7,000
126500 520406 - FACADE AWARD PROGRAM	30,000
FACADE AWARDS FOR COMMERCIAL DISTRICTS ON ROOSEVELT ROAD AND STACY'S HISTORIC CORNER	30,000
126500 520407 - ALLIANCE OF DOWNTOWN GE	76,250
FUNDING FOR THE ALLIANCE OF DOWNTOWN GLEN ELLYN FOR EVENTS, GENERAL BUSINESS	71,250
SUPPORT, JAZZ UP CONTRIBUTION	5,000
126500 520600 - DUES-SUBSCRIPTIONS-REG FEES	9,900
3CMA MEMBERSHIP (1)	400
LEGACY MEMBERSHIP(2)	-
ICSC MEMBERSHIP	100
VILLAGE'S MEMBERSHIP TO DCVB	9,000
CHICAGO RESTAURANT BROKER	400
126500 520620 - EMPLOYEE EDUCATION	3,200
3CMA NATIONAL CONFERENCE	700
LOCAL PROGRAMS	2,500
126500 520625 - TRAVEL	1,200
3CMA LODGING & AIRFARE	800
MILEAGE	400
126500 520900 - POSTAGE & SHIPPING	15,000
POSTAGE: DIRECT MAILER POSTCARDS TO COMMUNITY (3 TIMES THROUGHOUT YEAR)	15,000

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

ACCOUNTS FOR:	2018 BUDGET
126500 520903 - MARKETING/ADVERTISING	15,000
ADVERTISING CAMPAIGN	15,000
126500 520905 - PRINTING	11,500
PRINTED MATERIALS FOR MARKETING CAMPAIGNS	8,000
(POSTCARDS), BIG BELLY POSTERS	1,200
EVENT BOOKMARKS	550
SHOP AND DINE	750
RESIDENT HANDBOOK	-
COLLATERAL	1,000
126500 521055 - PROFESSIONAL SERVICES - OTHER	5,000
GRAPHIC DESIGN: POSTCARDS	4,000
RESIDENT HANDBOOK	
MATERIALS	
PHOTOGRAPHY	1,000
126500 521057 - CBD APPEARANCE	18,000
SNOW REMOVAL IN CBD	18,000
126500 521195 - TELECOMMUNICATIONS	1,200
ECON DEVELOPMENT DIRECTOR CELL PHONE STIPEND	600
COMMUNICATIONS COORDINATOR CELL PHONE STIPEND	600
126500 521230 - PUBLIC RELATIONS	3,400
PARTNERED ORGANIZATION EVENTS SUCH AS CHAMBER, FOR BOTH COMMUNICATIONS AND ED	750
PROMOTIONAL MATERIALS (GIVEAWAYS INCLUDING LEATHER PORTFOLIOS)	1,000
VILLAGE HOSTED COMMERCIAL REAL ESTATE BROKER EVENTS	500
SPROUT SOCIAL YEARLY SUBSCRIPTION	750
PHOTO CONTEST PRIZES	400
126500 530100 - OFFICE SUPPLIES	400
MISC OFFICE SUPPLIES	400
126500 590610 - TRANSFER TO INSURANCE - GEN	1,400
GENERAL INSURANCE TRANSFER	1,400
126500 590910 - OPERATING TRANSFER OUT	48,000
TAFT AVENUE REIMBURSEMENT TRANSFER ASSOCIATED WITH FRESH MARKET DEVELOPMENT	48,000
TOTAL ECONOMIC DEVELOPMENT/MARKETING	**457,850**

Alliance of Downtown Glen Ellyn Proposed Budget 2018

		b6	b7	b8	b9	b10	b11	b12	b13	b14	b15	b16	
Events	Event Revenues *	Marketing	Printing	Advertising	Supplies	License Fees	Insurance	Prizes	Photography	Outside Vendors	Other	Event Expenses	Event Net Gain/(Loss)
Indoor Sidewalk Sale	$ 150	$ 175	$ 75	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 750	$ (600)
Beauty Palooza	$ 1,075	$ 225	$ 70	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ 530	$ 1,325	$ (250)
Wedding Walk	$ 3,000	$ 695	$ 500	$ 540	$ 90	$ -	$ -	$ -		$ -	$ -	$ 1,825	$ 1,175
Wines & Finds	$ 3,900	$ 540	$ 588	$ 540	$ 1,124	$ 325	$ 500		$ 250	$ -	$ 25	$ 3,892	$ 8
Village Carnival	$ 2,500											$ -	$ 2,500
Sidewalk Sale (50% with Chamber)	$ 225	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 225	$ -	$ 225	$ -
JazzUP**	$ 35,800	$ 1,000	$ 5,400	$ 1,500	$ 2,505		$ 1,000	$ -	$ 250	$ 20,600		$ 32,255	$ 3,545
Sounds on the Street	$ 3,100	$ 450	$ 150		$ -	$ -	$ 500	$ -	$ -	$ 2,000	$ -	$ 3,100	$ -
Fall Crawl - A Girl's Shopping Weekend	$ 1,000	$ 350	$ 150	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000	$ -
Wheaton College Family W/E & Shopping Card	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ladies Night Out	$ 4,000	$ 500	$ 150	$ 1,000	$ -	$ 320	$ 500	$ 600	$ -	$ -	$ -	$ 3,070	$ 930
Christmas 2016	$ 2,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000	$ -	$ 2,000	$ -
												$ -	
Event Sub-Totals	$ 56,750	$ 3,935	$ 7,083	$ 5,080	$ 3,719	$ 645	$ 2,500	$ 600	$ 500	$ 24,825	$ 555	$ 49,442	$ 7,308

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

Revenue and Expense Summary

Member Dues*	$ 17,750	$ 75	Members (	$ 250
Village Funding	$ 76,250			
Snow Removal Funding	$ 18,000			
Event Revenue	$ 56,750			
(2) Benefactor Sponsors estimated	$ 7,000			
Revenue Total	$ 175,750			

assumes 20 shared members with Chamber receiving discounted price

Website Management, Content & Design	$ 13,200	Hosting, functionality and content creation
Marketing Collateral	$ 5,000	Open Flags, directories, kiosk signs, etc
Executive Director	$ 61,800	
Additional Payroll Withholding	$ 4,728	
Payroll Process Fees	$ 760	
Ex Dir Cell Phone	$ 1,320	
Liability Insurance	$ 2,000	
Snow Removal	$ 18,000	
Accounting Fees	$ 500	
Other/Misc.	$ 300	Office supp (po box, postage, misc)
Event Expenses	$ 49,442	
Expense Total	$ 157,050	
Surplus/(Deficit)	$ 18,700	
JazzUp Reserve	$ 7,000	
Weather Reserve	$ 5,000	
Net Surplus/(Deficit)	$ 6,700	

4 year Breakeven Plan for Jazz Up, Expenses & Revenues shared equally between Alliance and Village

	2016	2017	2018	2019
Total	$10000 loss	$5000 loss	$2500 loss	Breakeven

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 2018 includes 4 full-time employees, 10 part-time employees, and 5 meter readers.

Administration and Operations - This segment of the department is staffed by three full-time employees, a Finance Director, Assistant Finance Director, and Accounting Specialist. 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 28 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, located in the Civic Center lobby area, is staffed by a full-time Accounts Manager, four part-time Accounts Receivable Specialists, four part-time Billing Specialists and five Meter Readers. This segment of the department represents the main point of contact for many Village residents. The Cashiers Office collects and records all payments received via the mail, 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 7,400 solid waste accounts through monthly billings and handles all related customer service and account maintenance. Additionally, the Cashiers Office administers the Village vehicle license program (approximately 16,000 transactions per year), the business registration program for approximately 1,000 businesses (which includes an annual fire inspection that is coordinated through the Planning and Development Department) and the parking permit renewal process which covers more than 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.

Accomplishments for Fiscal Year 2017

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

1. Excellence in Financial Reporting – For the twenty-eighth 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).

2. Distinguished Budget Presentation Award – The Village has prepared and submitted its FY2017 Budget for consideration for the Distinguished Budget Presentation Award.

3. 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.

4. Completed the Five-Year Forecasts. In August, the Five Year Forecast for the Capital Program was completed. As part of the budget process, Five Year Forecasts for the General Fund, Water & Sewer Fund, and Village Links/Reserve 22 Fund will be completed.

5. Began the process of automating the accounts payable cycle, which will be completed in the final quarter of 2017.

6. Distributed and filed all Affordable Care Act forms and filings within the required deadlines.

7. Reviewed the Fire Services Fee and worked with the Village Board to implement a capital Fire Services Fee which will begin to provide funding for the capital needs of the Volunteer Fire Company, including fleet replacement and maintenance and improvements to the Village's two fire stations. The Cashiers Office worked to ensure a timely implementation on the October Village Services Bill.

8. Supported the Village Manager's Office during its vacancy of two full time positions.

9. Reviewed the General Fund FY16 surplus with the Finance Commission and Village Board to approve the surplus be transferred to the Police Pension Fund and Facilities Maintenance Reserve Fund in order to fund the long-term obligations with pensions and facility maintenance and improvements.

10. Eliminated dog licenses following a review by staff and consultation with the Village Board.

Goals and Objectives for Fiscal Year 2018

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

1. Maintain AAA rating by maintaining a diverse tax base, strong financial policies and healthy reserves.

2. Continue to improve ongoing operations:

    a. Oversee the overall budget and guide the organization to stay under budget annually as well as continue to evaluate and initiate cost control ideas and programs.

    b. Look for ways to reduce paper filing and paper distribution of reports and documentation.

   c. Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.

3. Complete the pre-budget analysis including the following:
   a. Five year forecast.
   b. Review and make recommendations to the home rule sales tax, special service assessments, new revenue ideas, and other improvements of Village Financial policies.

4. Implementation of new Government Accounting Standards Board Pronouncements, as applicable.

5. Review fund balance (cash reserve) policy.

6. Review user fees to ensure they are commensurate with the cost of providing services and competitive with other communities.

7. Review the Fire Services Fee in winter 2018 as requested by the Village Board.

8. Prepare a plan to fund unfunded/unscheduled capital projects for consideration by the Village Board.

9. Consider online option for customers to purchase vehicle stickers if the program is retained.

10. Standardize address formatting to be consistent with the GIS system.

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: FINANCE - ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
122100	**FINANCE - ADMINISTRATION**							
122100	510100	SALARIES - PENSIONABLE	300,926	314,900	314,900	314,400	363,950	15.6%
122100	510120	SALARIES - NON PENSIONABLE	33,034	29,500	29,500	32,000	-	-100.0%
122100	510400	FICA TAXES	24,377	26,400	26,400	26,500	28,000	6.1%
122100	510500	IMRF EMPLOYER CONTRIBUTIONS	30,843	32,600	32,600	32,550	30,600	-6.1%
122100	520305	EMPLOYEE RECOGNITION	313	500	500	500	300	-40.0%
122100	520600	DUES-SUBSCRIPTIONS-REG FEES	2,017	2,350	2,350	2,350	2,115	-10.0%
122100	520620	EMPLOYEE EDUCATION	2,630	3,300	3,300	3,300	2,500	-24.2%
122100	520625	TRAVEL	629	3,600	3,600	3,600	2,400	-33.3%
122100	520650	PUBLIC NOTICES	2,684	2,850	2,850	2,850	2,850	0.0%
122100	520825	AUDIT	30,032	30,535	30,535	30,535	31,035	1.6%
122100	520835	BANKING SERVICES	17,772	18,000	18,000	17,000	18,000	0.0%
122100	520900	POSTAGE & SHIPPING	22,215	28,800	28,800	28,600	28,800	0.0%
122100	520905	PRINTING	1,623	2,160	2,160	2,100	300	-86.1%
122100	520975	MAINTENANCE-EQUIPMENT	1,740	2,000	2,000	1,740	2,000	0.0%
122100	521055	PROFESSIONAL SERVICES - OTHER	10,675	7,000	7,000	7,000	-	-100.0%
122100	521195	TELECOMMUNICATIONS	600	1,800	1,800	600	600	-66.7%
122100	530100	OFFICE SUPPLIES	1,977	4,000	4,000	2,400	3,000	-25.0%
122100	530105	OPERATING SUPPLIES	2,073	2,300	2,300	3,500	3,200	39.1%
122100	580110	EQUIPMENT/CAPITAL OUTLAY	20,638	7,000	24,063	24,063	-	-100.0%
122100	590600	TRANSFER TO INSURANCE - HEALTH	30,459	33,600	33,600	34,300	36,200	7.7%
122100	590610	TRANSFER TO INSURANCE - GEN	2,800	2,200	2,200	2,200	2,200	0.0%
TOTAL	**FINANCE - ADMINISTRATION**		**540,056**	**555,395**	**572,458**	**572,088**	**558,050**	**0.5%**

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: FINANCE - ADMINISTRATION

ACCOUNTS FOR:	2018 BUDGET
122100 FINANCE - ADMIN & OPERATIONS	
122100 510100 - SALARIES - PENSIONABLE	363,950
FINANCE DIRECTOR	129,800
ASSISTANT FINANCE DIRECTOR	90,650
PAYROLL & ACCOUNTING SPECIALIST	62,200
ACCOUNTS PAYABLE COORDINATOR	38,900
BUSINESS OFFICE COORDINATOR FOR VILLAGE LINKS/RESERVE22. COST TO THE GENERAL FUND IS OFFSET BY AN IFT FROM THE VILLAGE LINKS / RESERVE22	42,400
122100 510400 - FICA TAXES	28,000
122100 510500 - IMRF EMPLOYER CONTRIBUTIONS	30,600
122100 520305 - EMPLOYEE RECOGNITION	300
MISCELLANEOUS EMPLOYEE RECOGNITION EXPENDITURES	300
122100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,115
ILLINOIS GOVT FINANCE OFFICERS MEMBERSHIP FOR DIRECTOR AND ASST DIRECTOR	420
AMERICAN PAYROLL ASSOCIATION MEMBERSHIP	-
ILLINOIS CPA SOCIETY MEMBERSHIP FOR DIRECTOR	320
GFOA MEMBERSHIP FOR DIRECTOR AND ASST DIR.	375
COMPREHENSIVE ANNUAL FINANCIAL REPORT AWARD APPLICATION FEE	550
BUDGET AWARD APPLICATION FEE	450
122100 520620 - EMPLOYEE EDUCATION	2,500
IGFOA TRAINING SEMINARS	680
PAYROLL SEMINAR	100
IGFOA STATE CONFERENCE FOR DIRECTOR AND ASST DIRECTOR	750
GFOA CONFERENCE FOR DIRECTOR	450
MISC TRAINING	300
GFOA WEBINAR	220
MUNIS CONFERENCE	-
122100 520625 - TRAVEL	2,400
IGFOA CONFERENCE TRAVEL FOR DIRECTOR AND ASST DIRECTOR	1,030
GFOA CONFERENCE TRAVEL FOR DIRECTOR	1,300
MISC TRAVEL COSTS	70
MUNIS CONFERENCE TRAVEL	-

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: FINANCE - ADMINISTRATION

ACCOUNTS FOR:	2018 BUDGET
122100 520650 - PUBLIC NOTICES	2,850
BUDGET PUBLIC HEARING NOTICE	200
PROPERTY TAX LEVY PUBLIC HEARING NOTICE	650
ANNUAL TREASURER'S REPORT PUBLICATION	2,000
122100 520825 - AUDIT	31,035
ANNUAL AUDIT	31,000
AUDIT CONFIRMATION FEES	35
122100 520835 - BANKING SERVICES	18,000
BANKING SERVICES	18,000
122100 520900 - POSTAGE & SHIPPING	28,800
ALL GENERAL OUTGOING POSTAGE METERED AT THE CIVIC CENTER	28,000
POSTAL PERMITS	700
MISC FED-EX COSTS	100
122100 520905 - PRINTING	300
COVERS AND TABS FOR ANNUAL AUDIT	300
BUSINESS CARDS (AS NEEDED)	-
PRINTING OF ANNUAL BUDGET	-
122100 520975 - MAINTENANCE-EQUIPMENT	2,000
POSTAGE MACHINE RENTAL ($500 PER QUARTER)	2,000
122100 521195 - TELECOMMUNICATIONS	600
CELL PHONE STIPEND FOR DIRECTOR AND ASST DIRECTOR	600
122100 530100 - OFFICE SUPPLIES	3,000
MISCELLANEOUS OFFICE SUPPLIES	3,000
122100 530105 - OPERATING SUPPLIES	3,200
CHECK STOCK	2,000
YEAR END TAX FORMS	400
DOCUMENT DESTRUCTION COST	500
MISC OPERATING SUPPLIES	300
122100 590600 - TRANSFER TO INSURANCE - HEALTH	36,200
HEALTH INSURANCE CONTRIBUTION	36,200
122100 590610 - TRANSFER TO INSURANCE - GEN	2,200
GENERAL INSURANCE TRANSFER	2,200
TOTAL FINANCE - ADMIN & OPERATIONS	**558,050**

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIER'S OFFICE

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
122200	**FINANCE - CASHIERS OFFICE**							
122200	510100	SALARIES - PENSIONABLE	70,535	70,100	70,100	72,000	73,500	4.9%
122200	510120	SALARIES - NON PENSIONABLE	175,383	178,600	178,600	175,000	174,800	-2.1%
122200	510400	FICA TAXES	18,489	19,200	19,200	18,900	19,000	-1.0%
122200	510500	IMRF EMPLOYER CONTRIBUTIONS	7,161	7,400	7,400	7,500	7,300	-1.4%
122200	520305	EMPLOYEE RECOGNITION	192	350	350	350	350	0.0%
122200	520620	EMPLOYEE EDUCATION	95	475	475	400	400	-15.8%
122200	520625	TRAVEL	20	50	50	20	50	0.0%
122200	520835	BANKING SERVICES	791	875	875	800	900	2.9%
122200	520900	POSTAGE & SHIPPING	2,637	3,100	3,100	2,712	3,100	0.0%
122200	520905	PRINTING	4,971	6,795	6,795	6,000	6,900	1.5%
122200	530100	OFFICE SUPPLIES	2,327	3,980	3,980	3,200	3,000	-24.6%
122200	530105	OPERATING SUPPLIES	1,182	4,790	4,790	3,588	3,000	-37.4%
122200	590600	TRANSFER TO INSURANCE - HEALTH	16,041	17,400	17,400	17,200	17,600	1.1%
122200	590610	TRANSFER TO INSURANCE - GEN	1,800	1,800	1,800	1,800	1,600	-11.1%
TOTAL	**FINANCE - CASHIERS OFF**		**301,624**	**314,915**	**314,915**	**309,470**	**311,500**	-1.1%

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE

ACCOUNTS FOR:	**2018 BUDGET**
122200 FINANCE - CASHIERS OFFICE	
122200 510100 - SALARIES - PENSIONABLE	73,500
ACCOUNTS MANAGER	73,500
122200 510120 - SALARIES - NON PENSIONABLE	174,800
FOUR PART-TIME BILLING COORDINATORS	88,800
FOUR PART-TIME ACCOUNTS RECEIVABLE COORDINATORS	86,000
122200 510400 - FICA TAXES	19,000
122200 510500 - IMRF EMPLOYER CONTRIBUTIONS	7,300
122200 520305 - EMPLOYEE RECOGNITION	350
VEHICLE STICKER LUNCH	120
EE RECOGNITION	230
122200 520620 - EMPLOYEE EDUCATION	400
MISC TRAININGS	200
IGFOA TRAINING SEMINARS	200
LEGACY CONFERENCE	-
122200 520625 - TRAVEL	50
MISC MILEAGE REIMBURSEMENTS (LOCAL MEETINGS	50
122200 520835 - BANKING SERVICES	900
DUNBAR COLLECTIONS SERVICE @ 3 TIMES A WEEK PICKUP SPLIT BETWEEN FINANCE, WATER, SEWER AND REFUSE	900
122200 520900 - POSTAGE & SHIPPING	3,100
VEHICLE STICKER MAILING	3,100

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE

ACCOUNTS FOR:		2018 BUDGET
122200	520905 - PRINTING	6,900
	VEHICLE STICKER FORM PRINTING FOR ANNUAL MAILING	3,200
	VEHICLE STICKER COUNTER FORMS	120
	NEW RESIDENT APPLICATIONS	200
	TRANSFER TAX FORMS	200
	TRANSFER TAX REFUND FORMS	120
	RETT STAMP DECALS	200
	FINAL WATER/CHANGE OF OWNERSHIP	200
	CART CHANGEOUT BOOKS	300
	DAILY WORK BATCH SLIPS	350
	RECEIPT BOOKS	400
	YARD/REFUSE/LEAF STICKER SALE BOOKS	810
	BUSINESS CARDS	400
	BUSINESS LICENSE ANNUAL RENEWAL	400
122200	530100 - OFFICE SUPPLIES	3,000
	TONER CARTRIDGES	1,500
	COPY PAPER	180
	OFFICE SUPPLIES	1,320
122200	530105 - OPERATING SUPPLIES	3,000
	VEHICLE STICKER DECALS	1,300
	BUSINESS REGISTRATION DECALS	300
	MOTORCYCLE AND DOG TAGS	500
	ENVELOPES	700
	DEPOSIT SLIPS	90
	DUNBAR DEPOSIT BOOK WITH LABELS	110
122200	590600 - TRANSFER TO INSURANCE - HEALTH	17,600
	HEALTH INSURANCE CONTRIBUTION	17,600
122200	590610 - TRANSFER TO INSURANCE - GEN	1,600
	GENERAL INSURANCE CONTRIBUTION	1,600
TOTAL	**FINANCE - CASHIERS OFFICE**	**311,500**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FINANCE DEPARTMENT

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Administration & Operations						
Finance Director	FT	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	FT	1.00	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	PT	0.60	0.60	0.60	0.60	0.60
Business Office Coordinator	PT	-	0.45	0.45	0.45	0.60
Cashiers Office						
Accounts Manager	FT	1.00	1.00	1.00	1.00	1.00
Accounts Receivable Specialist (4)	PT	1.80	1.80	1.80	1.80	1.92
Billing Specialist (4)	PT	1.80	1.80	1.80	1.80	1.80
Water Meter Readers (5)	PT	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)		9.20	9.65	9.65	9.65	9.92
Full-time Number of Positions		4	4	4	4	4
Part-time Number of Positions		14	15	15	15	15

DEPARTMENT OF PLANNING AND DEVELOPMENT

DEPARTMENT OVERVIEW

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

DEPARTMENT RESPONSIBILITIES

The Department provides support to the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, Building Board of Appeals, and until its dissolution on July 24, 2017, the Architectural Review Commission. The Department's responsibilities extend to participation on the Boards of the Chamber of Commerce and the Alliance of Downtown Glen Ellyn. With 12 full-time equivalent employees, the Department coordinates the review and analysis of all development projects, maintains land use and building records, issues building permits, provides building inspections, enforces codes, conducts occupancy inspections, assigns fees and deposits, coordinates license agreements, registers contractors, prepares right-of-way vacations, monitors various escrow accounts, prepares and oversees annexations and annexation agreements, and assists in the preparation of long term plans and planning policies. Four primary consultants provide 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, consultants, and volunteer Boards and Commissions also provide recommendations to assist the Village Board in making decisions about developments and Village Codes.

2016/2017 HIGHLIGHTS

This narrative looks at projects completed between September 1, 2016 and August 31, 2017. During this time period, the Village experienced one annexation. This is down from four annexations and one recapture agreement in the previous year. The Village saw a 7.9% increase in the number of building permits issued compared to the previous year – from 1,412 to 1,524. Building permit value decreased from the previous year by approximately 5% - from $49.43 million to $46.63 million. A total of 19 new single-family home building permits were issued in 2016/2017 – down from the previous year's 38. Permits for single-family alterations decreased from 189 to 165, with the value decreasing from $9.38 million to $8.66 million. Permits issued for commercial alterations/additions increased from 71 to 107, with the value decreasing from $10.08 million to $7.02 million. Additionally, the Village saw an increase in the number of new commercial construction building permits issued compared to the previous year from 1 to 6, with the value increasing from $1.09 million to $15.57 million. Overall commercial construction increased 102% - from $11.17 million to $22.59 million. Based on anticipated construction projects, the Department expects an increase in permit revenue in the upcoming year. Furthermore, the Department continued to address a number of other necessary special projects in addition to coordinating the review of various building activities in 2016/2017. The following are just some of the Department's highlights between September 1, 2016 and August 31, 2017:

Daily Activities. From September 1, 2016 to August 31, 2017, more than 4,653 customers visited the Planning and Development Department counter. This number does not include other interactions such as inspections, meetings, telephone calls, emails and letters in response to other questions and requests. A total of 3,459 building, elevator, site and other inspections were conducted, and a total of 1,362 permits of all types were issued in 2016/2017. In addition, the Department coordinated the review of 62 petitions or requests, predominantly related to zoning and/or development projects that were ultimately acted on by the Village Board.

Code Enforcement. The Planning and Development Department began issuing citations in 2004. To date the Department has issued a total of 262 citations, with 12 citations being issued, four cases resolved, and one fine assessed with a judgement of $8,565 in 2016/2017. With the expansion of Administrative Adjudication to code enforcement, the Department predicts an increase in code enforcement revenue in the upcoming year.

Scanning Update. In the 2016/2017 budget year, the Department continued its efforts to scan records, which began in 2002. This past year – 1,067 building permit files/addresses (9,681 total pages), 42 commission files (4,561 total pages), 2,216 pages of general property files, 254 pages of business registrations and 2,764 pages of minutes from the Architectural Review Commission, Building Board of Appeals, Historic Preservation Commission, Plan Commission and Zoning Board of Appeals were scanned in-house. A total of 69 building permit files and 5 commission files were also prepared for scanning by an outside company. In addition, the last of the scanned microfiche consisting of fire prevention, miscellaneous microfiche, and commission file packets for the ARC and Plan Commissions were digitized and are still in the process of being indexed. Since beginning these efforts in 2002, a total of 1,309 commission files, 17,222 building permit files, 97 years of general property files, and more than 86 years of Commission minutes have been scanned. With approximately 93 boxes still in the attic and numerous large plans that need to be scanned, this is an effort that will continue for many years.

SeamlessDocs Update. SeamlessDocs is a software which allows PDF forms to be converted into fillable forms that can be electronically signed and submitted directly through the Village of Glen Ellyn website to the predetermined department. The software also allows document submittals and application payments and creates web forms for internal and external use. The Planning and Development Department has worked with SeamlessDocs throughout 2017 to integrate the software with the Village's programs. Currently, Planning and Development has trained staff representatives from Administration, Police and Reserve 22 on how to create various types of forms and options that are available. The Department hopes to roll out a new Contractor webpage along with Contractor Registration forms that will allow for on-line application, attachment and payment submittal next year.

MUNIS Update. In the interest of customer service and transparency, the MUNIS Citizen Self Service project was created 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, on-site visits to other municipalities, and later, contractor questionnaires were analyzed. Several MUNIS Implementation training classes were attended by staff. Due to a major updates to the MUNIS software in November, all project types including each set of associated prerequisites, permits, inspections and plan reviews are being revised to accommodate the additional plan review section. New project types are also being created to streamline the permitting process. The Department plans to continue to work on the project throughout 2018.

Adobe Acrobat DC Fillable Forms. To enhance the permitting and commission review process, building permits, forms and commission applications are now on the website as fillable forms.

Freedom of Information Requests. From September 1, 2016 to August 31, 2017, the Planning and Development Department processed 210 Freedom of Information (FOIA) requests resulting in approximately 12,245 pages of documents being identified, located and copied. The average number of pages per request was approximately 58 pages, with an average turnaround time of five days per request for resident requests and nine days per request for commercial requests (maximum of five days for general resident requests and 21 days for commercial requests permitted by law). Historically, the Department only received a handful of FOIA requests each year. The number of requests received by the Department continues to increase, and responding to these requests is taking up an increasingly large percentage of Department staff time.

Annexations/Annexation Agreements. The Village annexed one property and entered into one annexation agreement between September 1, 2016 and August 31, 2017

- Glenbard Wastewater Authority (GWA). On May 18, 2017 the Village Board approved an ordinance annexing the Glenbard Wastewater Authority (GWA) treatment facility located at the southeast corner of Bemis Road and Sunnybrook Road. The property is contiguous to the Village of Glen Ellyn and is within the Village's planning boundary. The GWA property was planned to be annexed into the Village of Glen Ellyn but contiguity with Glen Ellyn had not existed until 2014. Instead, the property was annexed to the Village of Lombard which was contiguous to the property as a temporary measure to allow the facility to be regulated by one of the member municipalities rather than by DuPage County. The disconnection of the property from Lombard and the annexation to Glen Ellyn fulfills the historical vision for this property.

Code Amendments.

- Landmark Criteria Amendment. Adopted by the Village Board on November 14, 2016, the amendment revised the landmarking criteria and requires more stringent standards.

- Architectural Review Commission Elimination. Adopted by the Village Board on July 24, 2017, the ordinance dissolved the Architectural Review Commission and consolidated reviews of requested sign variations to the Plan Commission, and exterior appearance reviews to the Department. This is part of the Village's overall mission to expedite process reviews and decrease costs for developers and businesses.

- Administrative Adjudication. Adopted by the Village Board on December 12, 2016, the ordinance expands the adjudication process to planning and building related violations. The new adjudication process increases the efficiency and effectiveness of resolving Village Code and Ordinance violations. The expansion of administrative adjudication allows the Village to expedite hearings and encourage overall compliance with Building Codes and Ordinances.

- Local Plumbing Amendments. Adopted by the Village Board on March 20, 2017, the amendment includes changes related to the FOG (fat, oil, and grease) program and the Illinois Department of Natural Resources' WaterSense program. The Approved 2014 Plumbing Code with local amendments has been forwarded to the State for approval.

- Wireless Sites in Public Right-of-Way Amendment. Adopted by the Village Board on June 26, 2017, the amendment expands the regulation of small cell facilities, distributed antenna systems, and other personal wireless telecommunication facility installations within the right of way to prevent interference with the facilities and operations of the Village's utilities, provide specific regulations and standards, protect the character of neighborhoods, minimize adverse visual impacts, facilitate the location of personal wireless telecommunication facilities, and promote the overall welfare of private properties adjacent to personal wireless telecommunication facilities.

SIGNIFICANT DEVELOPMENT APPLICATIONS

A number of significant development applications were reviewed from September 1, 2016 to August 31, 2017. Planning and Development Staff spend a significant amount of time working with the applicants to help assure projects come to fruition and that the review process is as expedient as possible. The following is a list of many of the requests considered.

- Roosevelt Glen Commercial Redevelopment (739-799 Roosevelt Road). Approved by the Village Board on February 13, 2017 is the commercial redevelopment of the Roosevelt Glen Corporate Center. Phase I of the redevelopment involves the demolition of two existing office buildings and the construction of a Panera Bread Restaurant with a drive-thru. Phase II includes the construction of a CVS Pharmacy with a drive-thru.

- ATI Physical Therapy (460 Roosevelt Road). Approved by the Village Board on November 14, 2016 is the commercial remodel of the exterior façade of the vacant building located at 460 Roosevelt Road to accommodate an ATI Physical Therapy, formerly Glen Ellyn Cycling.

- Aldi Food Store Expansion (700 Roosevelt Road). Approved by the Village Board on March 13, 2017 is an amendment to Ordinance 5399, the Preliminary Planned Unit Development of Danby Crossing, to allow the expansion of the existing Aldi Food Store building and to modify the signage and exterior appearance.

- True North Gas Station (825 N. Main Street). Approved by the Village Board on March 13, 2017 is a special use permit, zoning variations, and sign variations to accommodate the construction of a convenience store and gas station at 825 N. Main Street. The Village Board approved the exterior appearance and zoning variations for the project on April 24, 2017. The Village has actively sought to develop the site since 2010.

- Oak & Steel (480 N. Main Street). Approved by the Village Board on October 24, 2016 was the exterior appearance of the proposed renovation and remodel of the building located at 480 N. Main Street to accommodate Oak & Steel, a men's grooming and hair salon. The development involved the expansion and restoration of the existing building front.

- A Different Box of Crayons (439 Pennsylvania Avenue). Approved by the Village Board on January 9, 2017 was the renovation and 250 square foot addition to the existing building located at 439 Pennsylvania Avenue to accommodate A Different Box of Crayons.

- Barone's Pizzeria (475 Pennsylvania Avenue). Approved by the Village Board on December 12, 2016 were a sign variations and the exterior appearance for Barone's Pizzeria located at 475 Pennsylvania Avenue to accommodate the exterior remodel of the existing building.

- Two Hound Red Brewpub (486 Pennsylvania Avenue). Approved by the Village Board on January 9, 2017 was the exterior appearance of the proposed renovation and remodel of the building located at 486 Pennsylvania Avenue to accommodate Two Hound Red Brewpub. The existing 7,900 square foot building on the property was previously occupied by Schmid's Pharmacy and has been vacant for several years.

- Maryknoll Park (845 Pershing Avenue). Approved by the Village Board on July 24, 2017, the Glen Ellyn Park District (GEPD) plans to construct an expansion to the platform tennis hut and two additional platform tennis courts. The Glen Ellyn Park District also received approval of an updated Master Site Plan for their Maryknoll Park special use permit.

- Evermore Homes (490 Newton Avenue). Approved by the Village Board on April 10, 2017 was an ordinance granting approval of zoning variations and the exterior appearance for a 3-unit attached single-family development located at 490 Newton Avenue.

- Georgetown by the River (1044 Swift Road). Originally approved by the Village Board on April 9, 2007 to allow the construction of a 48-unit condominium residential development, the developer constructed 24 condominiums and discontinued the project due to the 2008 economic recession. In 2016, a new developer purchased the property and received Village Board approval on September 12, 2016 for an extension of the original proposal which expired on October 9, 2008.

2016/2017 CONSTRUCTION PROJECT SUMMARY

From September 1, 2016 to August 31, 2017, the Department coordinated the review of numerous building permits and conducted a variety of inspections. Below is a brief summary of the building permits and inspections that were reviewed and/or approved by the building division during 2016/2017.

Residential Construction. From September 2016 to August 2017, permits were issued for the construction of 19 new single-family residences and 165 additions or alterations to single-family homes. New residential construction decreased 50% from the past year and the number of residential alterations/additions decreased by approximately 12% from the previous year. Revenue from new single-family residential construction decreased 59.1% - from $19.61 million to $9.82 million. Information on select significant residential construction projects that occurred in FY 2016/2017 is listed below.

- Evermore Homes (490 Newton Avenue). Formerly a single-family residence, the residence was demolished in 2003 and the site has remained vacant for 14 years. The Village Board approved a 3-unit attached single-family development for the site which is estimated to be completed late fall 2017.

- Georgetown by the River (1044 Swift Road). Currently under construction, the Village Board approved a 24-unit condominium development which was halted in 2003 and restarted in 2016. It is estimated to be completed in 2018.

- Brookhaven Subdivision (Maya Court). Approved by the Village Board on April 20, 2015, the developer recently began construction of the 10-unit single-family residential development and is estimated to be completed in 2018.

- Enclaves of Glen Oak (Cumnor Avenue & Fairway Street). Approved by the Village Board on March 14, 2016, the 12-unit single-family residential development now under construction.

Nonresidential Construction. A summary of various significant non-residential construction activity that occurred in 2016/2017 is listed below.

- Glenbard West High School (670 Crescent Avenue). Approved by the Village Board on June 22, 2015, Glenbard Township High School District #87 completed the construction of a new science wing and loading dock late fall 2016.

- Police Station (65 S. Park Boulevard). Approved by the Village Board on May 23, 2016, the Glen Ellyn Police Department completed construction of the 29,500 square foot, 2-story police station located at 65 S. Park Boulevard mid-summer 2017.

- ATI Physical Therapy (460 Roosevelt Road). The Village Board approved renovation and remodel of the building located at 460 Roosevelt Road to accommodate ATI Physical Therapy which was completed mid-summer 2017.

- Chocolatier Stam (530 Pennsylvania Avenue). Approved by the Village Board on January 18, 2016, the renovation of the exterior building façade located at 530 Pennsylvania Avenue to accommodate Chocolatier Stam was completed early summer 2017.

- Glen Ellyn Dentistry (462 Prospect Avenue). Approved by the Village Board on August 15, 2016, the renovation and remodel of the existing building located at 462 Prospect Avenue to accommodate the relocation of Glen Ellyn Dentistry from 577 Pennsylvania Avenue is estimated to be completed late fall 2017.

- Oak & Steel (480 N. Main Street). The Village Board approved renovation and expansion of the existing building located at 480 N. Main Street in October 2016 to accommodate an Aveda Men's Hair Salon which was completed early summer 2017.

- Two Hound Red Brewpub (486 Pennsylvania Avenue). The Village Board approved renovation and remodel of the building located at 486 Pennsylvania Avenue to accommodate Two Hound Red Brewpub which is estimated to be completed mid-fall 2017.

- A Different Box of Crayons (439 Pennsylvania Avenue). The Village Board approved construction of a 250 square foot addition and renovation of the existing building to accommodate A Different Box of Crayons which is estimated to be completed early fall 2017.

- Aldi Food Store Expansion (700 Roosevelt Road). In February 2017, the Village Board approved the construction of a 2,029 square foot addition and remodel which is estimated to be completed late fall 2017.

- Maryknoll Park (845 Pershing Avenue). The Village Board approved construction of two platform tennis courts, and the expansion of the existing platform tennis hut which is estimated to be completed late fall 2017.

- Maple Glen Memory Care Facility (750 S. Park Boulevard). Approved by the Village Board on July 27, 2015, the new 33,947 square foot memory care facility is estimated to be completed late fall 2017.

Miscellaneous Construction Projects. Approximately 1,199 miscellaneous building permits were issued for residential and commercial properties. This includes driveway approaches, signs, sheds, decks, pools, fences, garages, sewer, water, electrical, plumbing, and miscellaneous projects.

Demolition Permits. A total of 21 demolition permits were issued during 2016/2017, a majority of which were for single-family homes.

PETITIONS REVIEWED

From September 1, 2016 to August 31, 2017, the Department coordinated the preparation of 62 requests that resulted in Ordinances or Resolutions that were acted on by the Village Board. This number does not include other inquiries or petitions that may have been withdrawn prior to reaching the Village Board or that have not yet been acted on by the Village Board. The table below indicates the type and number of petitions acted on by the Village Board over the past 5 years.

PLANNING AND DEVELOPMENT DEPARTMENT

Petitions considered by the Village Board

	2013	9/13-8/14	9/14-8/15	9/15-	9/16-
Annexations	0	0	8	4	1
Annexation and/or Recapture	1	2	4	1	0
Exterior Appearance Review	10	12	9	7	11
Planned Unit Developments	0	0	1	2	3
Right-of-Way Vacations	1	0	3	3	3
Sign Variations	5	2	7	2	8
Special Use Permits	6	5	9	5	5
Subdivisions	1	2	2	2	1
Zoning Map Amendments	1	0	1	1	1
Zoning Text Amendments	2	3	4	0	0
Zoning Variations	16	20	20	29	25
Miscellaneous[1]	5	11	10	3	4
TOTAL	**48**	**57**	**78**	**59**	**54**

1. Includes Ordinances regarding Landmark Designations and License Agreements.

BUILDING PERMIT ACTIVITY

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

PLANNING AND DEVELOPMENT DEPARTMENT

Building Permit Activity

	2013	9/13-8/14	9/14-8/15	9/15-8/16	9/16-8/17
Total Building Permits					
Number[1]	1,535	1,377	1447	1,412	1,524
Estimated millions $ [2]	$42.22	$53.94	$52.42	$49.43	$46.63
Single Family Residences					
New Construction	30	30	59	38	19
Estimated millions $	$11.91	$12.96	$26.09	$19.61	$9.82
Alterations/Additions	203	170	191	189	165
Estimated millions $	$6.99	$17.48	$9.29	$9.38	$8.66
Multiple Family Residences					
Number of Buildings	0	3	0	0	0
Number of Units	0	18	0	0	0
Estimated millions $	0	$1.55	0	0	0
Alterations/Additions	1	0	0	0	0
Estimated millions $	0	0	0	0	0
Detached Garages (by themselves)	21	16	16	18	7
New Commercial					
New Construction	2	2	0	1	6
Estimated millions $	$9.55	$5.7	0	$1.09	$15.57
Alterations/Additions	58	51	70	71	107
Estimated millions $	$5.64	$6.11	$8.11	$10.08	$7.02
Demolition Permits Issued	26	20	41	26	21
Demolition Permits Applied For	28	28	29	23	19
Counter Customer Contacts	4,426	4,145	4,199	4,401	4,653
Contractors Registered	693	692	682	662	697
FOIA Requests	148	156	198	182	210
FOIA Pages Produced	7,300	828	7,793	6,369	12,245
Citations Issued	20	6	9	12	12
Citation Fines Assessed	$550	$0	$1,000	$400	$8,565
Pages Scanned	20,763	19,768	19,587	11,598	19,656
Inspections					
Building	3,275	3,213	3,404	3,521	3,177
Elevator	70	121	71	95	118
Site	358	299	267	313	243
Complaints/Referrals	397	290	291	309	316
Drainage Complaints	77	47	65	81	34
TOTAL	4,177	3,970	4,098	4,319	3,888

1. Represents all types of permits, including miscellaneous permits and demolitions, such as fences, which are not separately listed in this chart. There were 1,111 miscellaneous permits issued in 2014/2015.
2. "Estimated millions $" is the total of construction costs submitted by the applicant on the permit application.
3. 2012 and 2013 FY numbers are based on the calendar year, while 2014 through 2017 FY numbers were collected from September 1 through August 31 due to the budget transition from the calendar year to the fiscal year.

UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects during FY 2017.

Zoning Text Amendments. The Department is currently reviewing approximately 30 items in the Zoning Code to provide clarification of definitions, permitted and special uses, commercial and residential regulations, accessory structures and uses, and existing nonconformities. We hope to bring these proposed text amendments to the Plan Commission in the Fall of 2017.

Sign Code Amendments. The Department will continue to review previously approved variances granted for signs and determine if the current standards of the Sign Code are appropriate. Staff will look for trends in regards to these variances and determine what types of hardships exist throughout the commercial zoning districts in relation to signage.

Lot Coverage Restrictions. Over the last several years the Department has seen an increase in drainage complaints resulting from an increase in impervious surfaces being added to residential lots. In the past year, drainage complaints have decreased from 81 to 31. Staff will still continue the process of examining current lot coverage restrictions and researching potential regulations addressing hard surface coverage to mitigate future drainage issues.

Comprehensive Plan Update. In FY2017, the Department submitted an application to the Chicago Metropolitan Agency for Planning (CMAP) for the 2017 Local Technical Assistance (LTA) Grant. If approved, the grant would provide the assistance and expertise of CMAP to update the Village's 2001 Comprehensive Plan and consolidate existing plans developed since 2001. The Department expects to receive the results of the application late summer/early fall of 2017.

Online Commission Agendas. In 2018, it is anticipated that work will begin to put Planning & Development Commission Agendas online.

Annexation Planning. The most recent annexation occurred in FY2017 with the annexation of the Glenbard Wastewater Authority (GWA). The Department is anticipating working on the following annexations over the upcoming budget year:

- 22W155 Buena Vista. The property owner of 22W155 Buena Vista contacted the Village to inquire about Village sanitary sewer main connection requirements. Since the property is contiguous to the Village's boundary, the property will need to be annexed and connected to both of the Village's water and sanitary sewer mains. The Department expects this annexation in early fall 2017.

- McKee House & Maintenance Facility (St. Charles Road, Lombard). The Village entered into a lease agreement with the Forest Preserve District of DuPage County on May 1, 2017 to lease the former Forest Preserve maintenance building for Glen Ellyn salt storage which also includes the McKee House property. The Village will be overseeing the efforts to preserve the McKee House and ensure that a Village facilitated stakeholder group has the opportunity to develop a restoration, funding, and business plan to potentially improve the McKee House. The lease agreement includes milestones that would need to be achieved to avoid the demolition of the McKee House by October 1, 2022. The lease agreement would be for 50 years commencing April 1, 2017 and cost $1.00 per year. The maintenance facility would be used for the storage of Village materials, salt, vehicles and equipment.

- Industrial Properties on Hill Avenue (Elliot Properties). The Department continues to work on the completion of an annexation agreement with the property owner. The property will allow the annexation of properties along Hill Avenue and allow the Village to loop its water main to improve the quality and pressure of water services in this area of the Village. Additionally, this annexation and others in the area could potentially allow the Village to wholly bound some properties and neighborhoods to the west on Acorn Avenue, Cumnor Avenue, Fairway Street, and Walnut Road. The Department is in the final stages of negotiating various costs related to utilities and should conclude the feasibility of the annexation in the near future.

- Arden Courts. The Village entered into an annexation agreement with Arden Courts (prior to the construction of the memory care facility) in 1999 which is due to expire in 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 amend the annexation agreement to include these provisions and expects to have these conditions finalized late 2017 or early 2018.

- Prairie Path & Union Pacific Properties. The Department is in the process of working towards annexing the properties north of Glen Oak Country Club and south of Churchill Woods. Once the industrial properties on Hill Avenue (mentioned above) have been annexed, the Department would likely move forward with the annexation of the Prairie Path and Union Pacific properties the Village's easterly planning jurisdiction. The Department plans to begin this project in 2018.

- Bucky's Convenience Store and Gas Station. An annexation agreement is proposed for the property located at the southeast corner of Roosevelt Road and Lawler Avenue. If annexed to the Village, it will be zoned C3 – Service Commercial to accommodate a convenience store, car wash, and gas station.

Development Projects. The Department anticipates working on the following potential development projects in FY17, among others.

- Springbank – McChesney Property. A mixed use Transit Oriented Development (TOD) along both sides of Crescent Boulevard potentially consisting of condominiums, apartments, commercial space, and a parking structure.

- 1N450 Highland Avenue. Currently in the commission pre-application stage of review, the project involves the development of 7-acres of property commonly known as 1N450 Highland Avenue and 22W540-580 Poss Road. The development would include the construction of 22 single-family homes ranging from 2,000-2,500 square feet on 50 foot wide lots.

- Andy's Frozen Custard (395 Roosevelt Road). As part of the redevelopment of the property located at 395 Roosevelt Road, Andy's Frozen Custard is proposing to construct a 1,255 square foot building with a drive-thru for one of the proposed three new commercial buildings (occupants to be determined). The development also includes plans to demolish the existing Enterprise Rent-A-Car building.

- Enterprise Rent-A-Car (404 Roosevelt Road). Enterprise Rent-A-Car is proposing to relocate from 395 Roosevelt Road and renovate and remodel the vacant building at 404 Roosevelt Road. Enterprise is currently seeking approval of a special use permit for this operation.

- Jimmy John's Gourmet Sandwiches (632 Roosevelt Road). Jimmy John's is proposing to relocate from 850 Roosevelt Road to 632 Roosevelt Road. The development includes the renovation of the existing building and construction of a drive-thru. Jimmy John's is currently seeking approval of a special use permit for this operation.

Construction Projects. The Department anticipates the following approved projects will begin construction in the next fiscal year.

- True North Gas Station (825 N. Main Street). Approved by the Village Board on March 13, 2017, construction may begin in 2018.

- Bucky's Convenience Store & Gas Station. Up for consideration by the Village Board in September 2017, construction may begin early 2018.

- Roosevelt Glen Redevelopment (799 Roosevelt Road). Pending the approval of the Village Board, as part of phase II of the Roosevelt Glen Redevelopment, a CVS Pharmacy with a pharmacy drive-thru is anticipated to begin construction in 2018.

- Enterprise Rent-A-Car (404 Roosevelt Road). Pending the approval of the Village Board, Enterprise Rent-A-Car plans to begin construction on the property located at 404 Roosevelt Road in 2018.

- Andy's Frozen Custard (395 Roosevelt Road). Pending the approval of the Village Board, Andy's Frozen Custard plans to begin construction on the property located at 395 Roosevelt Road in 2018.

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: PLANNING

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
126100	**PLANNING**							
126100	510100	SALARIES - PENSIONABLE	370,333	379,220	379,220	363,400	403,220	6.3%
126100	510120	SALARIES - NON PENSIONABLE	10,920	9,600	9,600	600	-	-100.0%
126100	510200	OVERTIME	-	-	-	103	-	0.0%
126100	510300	TEMPORARY HELP	6,060	5,000	5,000	5,000	3,500	-30.0%
126100	510400	FICA TAXES	27,590	28,200	28,200	28,300	30,000	6.4%
126100	510500	IMRF EMPLOYER CONTRIBUTIONS	38,857	39,200	39,200	37,600	39,900	1.8%
126100	520600	DUES-SUBSCRIPTIONS-REG FEES	2,059	2,000	2,000	2,000	2,000	0.0%
126100	520620	EMPLOYEE EDUCATION	2,114	5,000	5,000	3,000	3,500	-30.0%
126100	520625	TRAVEL	2,051	2,500	2,500	3,000	4,000	60.0%
126100	520705	LEGAL - PROSECUTORIAL SERVICES	-	-	-	412	-	0.0%
126100	520905	PRINTING	1,013	1,000	1,000	2,000	1,000	0.0%
126100	520965	PROFESSIONAL SERVICES-PLANNING	3,465	10,000	10,000	5,500	4,000	-60.0%
126100	521055	PROFESSIONAL SERVICES - OTHER	6,606	5,000	5,000	10,000	5,000	0.0%
126100	521195	TELECOMMUNICATIONS	1,328	2,000	2,000	2,000	2,000	0.0%
126100	530100	OFFICE SUPPLIES	5,389	4,000	4,000	4,000	4,000	0.0%
126100	580110	EQUIPMENT/CAPITAL OUTLAY	964	-	-	-	-	0.0%
126100	590600	TRANSFER TO INSURANCE - HEALTH	39,446	49,200	49,200	62,600	68,200	38.6%
126100	590610	TRANSFER TO INSURANCE - GEN	2,200	2,300	2,300	2,300	2,300	0.0%
TOTAL	**PLANNING**		**520,395**	**544,220**	**544,220**	**531,815**	**572,620**	**5.2%**

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: PLANNING

ACCOUNTS FOR:	2018 BUDGET
126100 PLANNING	
126100 510100 - SALARIES - PENSIONABLE	403,220
DIRECTOR	145,400
PLANNER	69,900
ADMINISTRATIVE SECRETARY	69,500
ADMINISTRATIVE ASST I	48,700
PLANNING INTERN	18,720
ASSOCIATE PLANNER	51,000
126100 510300 - TEMPORARY HELP	3,500
HOURLY RATE FOR SECRETARY TO PREPARE MINUTES FOR REIMBURSE THE VILLAGE FOR MINUTES PLAN COMMISSION AND ZBA	3,500
126100 510400 - FICA TAXES	30,000
126100 510500 - IMRF EMPLOYER CONTRIBUTIONS	39,900
126100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,000
APA/AICP CERTIFICATION FEES FOR DIRECTOR AND PLANNERS	1,200
SUBSCRIPTION TO PLANNERS ADVISORY SERVICE	800
126100 520620 - EMPLOYEE EDUCATION	3,500
NATIONAL APA CONFERENCE FOR DIRECTOR	1,000
STATE APA CONFERENCE FOR PLANNERS	1,000
VARIOUS SEMINARS FOR TRAINING/CERTIFICATION MAINT	1,500
126100 520625 - TRAVEL	4,000
TRAVEL EXPENSES FOR PLANNING DIVISION STAFF	4,000
126100 520905 - PRINTING	1,000
PRINTING OF ZONING MAPS, PLATS, CODES, PLANS RECORDING OF DOCUMENTS, FOIA'S, PUBLIC NOTICES	1,000
126100 520965 - PROFESSIONAL SERVICES-PLANNING	4,000
MISC CONSULTANTS NOT COVERED BY ESCROW (SURVEYS, LIGHTING OR TRAFFIC CONSULTANTS)	4,000
126100 521055 - PROFESSIONAL SERVICES - OTHER	5,000
SCANNING OF BUILDING PERMIT AND DEVELOPMENT FILES	5,000

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: PLANNING

ACCOUNTS FOR:		2018 BUDGET
126100	521195 - TELECOMMUNICATIONS	2,000
	CELL PHONE COSTS FOR DIRECTOR AND 2 PLANNERS THAT MUST BE AVAILABLE BY PHONE	2,000
126100	530100 - OFFICE SUPPLIES	4,000
	MISCELLANEOUS OFFICE SUPPLIES FOR PLANNING DIVISION	4,000
126100	590600 - TRANSFER TO INSURANCE - HEALTH	68,200
	HEALTH INSURANCE CONTRIBUTION	68,200
126100	590610 - TRANSFER TO INSURANCE - GEN	2,300
	GENERAL INSURANCE TRANSFER	2,300
TOTAL	**PLANNING**	**572,620**

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
126200	**BUILDING**							
126200	510100	SALARIES - PENSIONABLE	360,064	400,900	400,900	383,000	406,800	1.5%
126200	510120	SALARIES - NON PENSIONABLE	109,418	112,900	112,900	99,000	113,200	0.3%
126200	510200	OVERTIME	148	-	-	-	-	0.0%
126200	510400	FICA TAXES	34,483	39,200	39,200	37,000	40,000	2.0%
126200	510500	IMRF EMPLOYER CONTRIBUTIONS	37,044	41,900	41,900	39,700	41,600	-0.7%
126200	520600	DUES-SUBSCRIPTIONS-REG FEES	2,407	3,000	3,000	1,500	1,500	-50.0%
126200	520620	EMPLOYEE EDUCATION	3,816	4,500	4,500	4,500	5,000	11.1%
126200	520625	TRAVEL	-	500	500	200	500	0.0%
126200	520705	LEGAL - PROSECUTORIAL SERVICES	154	500	500	-	-	-100.0%
126200	520860	BAD DEBT EXPENSE	776	-	-	-	-	0.0%
126200	520905	PRINTING	7,929	7,000	7,000	12,000	7,000	0.0%
126200	521042	PLUMBING INSPECTIONS	20,817	20,000	20,000	25,000	25,000	25.0%
126200	521044	ELEVATOR INSPECTIONS	11,948	15,000	15,000	15,000	15,000	0.0%
126200	521047	FORESTRY AND LANDSCAPING	19,023	25,000	25,000	30,000	25,000	0.0%
126200	521048	BUILDING REVIEWS	68,312	65,000	65,000	60,000	60,000	-7.7%
126200	521052	STORMWATER ENGINEERING	-	3,000	3,000	2,000	3,000	0.0%
126200	521055	PROFESSIONAL SERVICES - OTHER	8,741	-	-	-	-	0.0%
126200	521195	TELECOMMUNICATIONS	1,400	2,500	2,500	2,500	2,500	0.0%
126200	530100	OFFICE SUPPLIES	2,830	5,000	5,000	2,000	3,000	-40.0%
126200	530445	UNIFORMS	800	800	800	800	800	0.0%
126200	570115	COMPUTERIZED PERMIT PROGRAM	2,550	5,000	5,000	-	5,000	0.0%
126200	580110	EQUIPMENT/CAPITAL OUTLAY	2,348	5,000	5,000	3,500	3,500	-30.0%
126200	590600	TRANSFER TO INSURANCE - HEALTH	64,261	76,200	76,200	73,750	75,000	-1.6%
126200	590610	TRANSFER TO INSURANCE - GEN	8,600	8,700	8,700	8,700	5,900	-32.2%
126200	590650	TRANSFER TO EQUIP FUND - O&M	5,500	6,300	6,300	6,300	6,500	3.2%
126200	590655	TRANSFER TO EQUIP FUND - REPL	4,400	400	400	400	400	0.0%
TOTAL	**BUILDING**		**777,769**	**848,300**	**848,300**	**806,850**	**846,200**	**-0.2%**

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING

ACCOUNTS FOR:	2018 BUDGET
126200 BUILDING	
126200 510100 - SALARIES - PENSIONABLE	406,800
BUILDING AND ZONING OFFICIAL	114,100
STORMWATER ENGINEER	64,900
PLAN REVIEWER	77,300
BUILDING INSPECTORS (2)	150,500
126200 510120 - SALARIES - NON PENSIONABLE	113,200
PART TIME PROPERTY MAINTENANCE INSPECTOR	26,300
PERMIT CLERKS (4)	86,900
126200 510400 - FICA TAXES	40,000
126200 510500 - IMRF EMPLOYER CONTRIBUTIONS	41,600
126200 520600 - DUES-SUBSCRIPTIONS-REG FEES	1,500
AIA CERTIFICATION RENEWAL FOR B&Z OFFICIAL/PLAN EXAMINER, NFPA, IAEI, AACE	1,500
126200 520620 - EMPLOYEE EDUCATION	5,000
ICC SEMINARS AND TRAININGS FOR BUILDING DIVISION, CODE CERTIFICATIONS, STAFF INCREASE $1,500 FOR FIRE INSPECTORS	5,000
126200 520625 - TRAVEL	500
MISCELLANEOUS TRAVEL REIMBURSEMENT FOR BUILDING DIVISION STAFF	500
126200 520905 - PRINTING	7,000
PRINTING OF INSPECTION FORMS, TRACKING REQUEST FORMS, PUBLIC NOTICES	7,000
126200 521042 - PLUMBING INSPECTIONS	25,000
PLUMBING INSPECTIONS BY LICENSED PLUMBER ARE REIMBURSED THROUGH PERMIT FEES	25,000
126200 521044 - ELEVATOR INSPECTIONS	15,000
LICENSED ELEVATOR INSPECTOR FOR ANNUAL INSPECTIONS ELEVATORS. COST REIMBURSED BY OWNERS	15,000
126200 521047 - FORESTRY AND LANDSCAPING	25,000
CONSULTING FORESTER FOR PLAN REVIEWS/INSPECTIONS. MOST EXPENSES REIMBURSED BY FEES/ESCROW OF TREE PRESERVATION PLANS	25,000

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING

ACCOUNTS FOR:	2018 BUDGET
126200 521048 - BUILDING REVIEWS	60,000
CONSULTANT PERFORMING COMMERCIAL BUILDING PLAN RENOVATIONS. REIMBURSED THROUGH BLDG PERMIT FEES	60,000
126200 521052 - STORMWATER ENGINEERING	3,000
WETLAND SPECIALIST FOR NON-ESCROW PROJECTS TO ASSIST STORMWATER ENGINEER SPECIAL PROJECTS	3,000
126200 521195 - TELECOMMUNICATIONS	2,500
CELL PHONE STIPEND FOR 4 EMPLOYEES WHO MUST BE AVAILABLE BY PHONE	2,500
126200 530100 - OFFICE SUPPLIES	3,000
MISCELLANEOUS OFFICE SUPPLIES FOR BUILDING DIVISION	3,000
126200 530445 - UNIFORMS	800
INSPECTOR ALLOCATION FOR EQUIPMENT AND ACCESSORIES AS NEEDED	800
126200 570115 - COMPUTERIZED PERMIT PROGRAM	5,000
PREPARE AND LAUNCH NEW MUNIS CUSTOMER SERVICE VILLABE WEBSITE MODULE TO ALLOW CUSTOMER ACCESS TO PERMIT INFO	5,000
126200 580110 - EQUIPMENT/CAPITAL OUTLAY	3,500
KNOX BOXES FOR FIRE COMPANY THAT ARE REIMB BY CUSTOMERS. COLOR PRINTER REPLACEMENT	3,500
126200 590600 - TRANSFER TO INSURANCE - HEALTH	75,000
HEALTH INSURANCE CONTRIBUTION	75,000
126200 590610 - TRANSFER TO INSURANCE - GEN	5,900
GENERAL INSURANCE TRANSFER	5,900
126200 590650 - TRANSFER TO EQUIP FUND - O&M	6,500
TRANSFER TO EQUIPMENT SERVICES - O&M	6,500
126200 590655 - TRANSFER TO EQUIP FUND - REPL	400
TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	400
TOTAL BUILDING	**846,200**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2017 ANNUAL BUDGET
PERSONNEL SCHEDULE

PLANNING & DEVELOPMENT DEPARTMENT

Classification	Status	Salary Range*	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	P	1.00	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	1.00	1.00	1.00	-	-
Planner	FT	J	-	-	-	1.00	1.00
Associate Planner	FT	H	-	-	-	1.00	1.00
Plan Examiner	FT	J	1.00	1.00	1.00	1.00	1.00
Building Inspector (2)	FT	J	2.00	2.00	2.00	2.00	2.00
Administrative Secretary	FT	F	1.00	1.00	1.00	1.00	1.00
Stormwater Engineer	PT	K	0.75	0.75	0.75	0.75	0.75
Permit Clerk (4)[1]	PT	D	2.00	2.00	2.00	2.00	1.88
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50	0.50
Administrative Assistant I	PT	D	0.70	0.70	0.70	0.70	1.00
Planning Intern (1)	PT	N/A	1.00	1.00	1.00	1.00	0.50
TOTAL EMPLOYEES (Full-time Equivalents)			**11.95**	**11.95**	**11.95**	**12.95**	**12.63**

1. There was not a reduction in hours for FY18; rather, a more precise calculation of the FTE count based on budget.

	SY 14	FY15	FY16	FY17	FY18
Full-time Number of Positions	7	7	7	8	9
Part-time Number of Positions	9	9	9	9	8

GLEN ELLYN POLICE DEPARTMENT SYNOPSIS

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

Statement of Purpose

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

Statement of Values

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

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

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

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

Staff

The Police Department is authorized 51.00 FTE employees in the FY18 budget. Of this number, 31 positions are police officers, 10 are police supervisors and the remaining are civilian employees eight of whom are full time. Civilian employees include Community Service Officers, records personnel, and aides in Investigations and property control. Not all authorized positions are staffed. For example, in FY 12/13 four police officer positions were not filled due to budgetary constraints and remain vacant. In FY16 an additional police officer position was not filled for the majority of the year. Recruits in the academy and officers in field training do not count toward daily staffing requirements.

Full-time Police Department personnel work 40-hours per week. Police services, including records and clerical operations, are provided around the clock every day of the year.

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

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

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

After being hired, police officers spend about 24 months on probation. They are immediately sent to a 12-week basic law enforcement course. Beginning in mid-2017, the Illinois Training Board lengthened basic law enforcement training to 14 weeks to accommodate additional mandated training. This course is available from a number of training agencies within the State of Illinois. However, we 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 480/560-hour course, which is both practical and academic, the officer returns for sixteen weeks of field training with Department training officers. During this period the officer is evaluated and if he or she has performed satisfactorily, is allowed to work on his or her own during the balance of their probation (approximately one and one half years). The Department takes the probationary period for Police Officers very seriously. This is the time to decide whether a new officer's performance really matches the needs of the Department and the community. Throughout probation, the officer's performance is continually evaluated and a decision is made whether to retain the officer. Since 2001 the Department has hired 66 Police Officers. As of January of 2017, twenty four (36%) of those officers did not satisfactorily complete the probationary phase of employment.

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

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 goal 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 service more efficiently.
  The Police Department is constantly reviewing technological opportunities to help streamline our efforts. We recently evaluated and purchased equipment to allow us to perform critical cell phone investigation functions without having to use another agency. This will save countless staff hours.

New Police Facility

In 2008, the Police Department began to undertake the process of a space needs analysis to determine the need for additional room. The architectural firm of Dewberry and Associates completed the study and determined the current police square footage of approximately 11,000 square feet should be closer to 43,000sf, based on community, activity and other factors. We then explored the feasibility of several options, including adding to the existing Civic Center, building a new structure around the Civic Center and exploring alternative sites for a police facility.

In 2015, the Village Board approved the sale of bonds to pay for among other capital expenses, a new police facility at Pan Fish Park. Programming work was completed with reductions to approximately 29,000 square feet in order to meet the budget set by the Village Board. Construction began in July 2016 and substantial completion occurred in early June, 2017. The Department hosted several open houses prior to moving into the new facility on June 14 and 15. The Department was fully operational in the new facility in the afternoon of

June 15, 2017. Interestingly, in order to keep costs down, police personnel chose to complete the move themselves without the use of a moving company. A moving truck was rented locally and another truck was borrowed from Public Works.

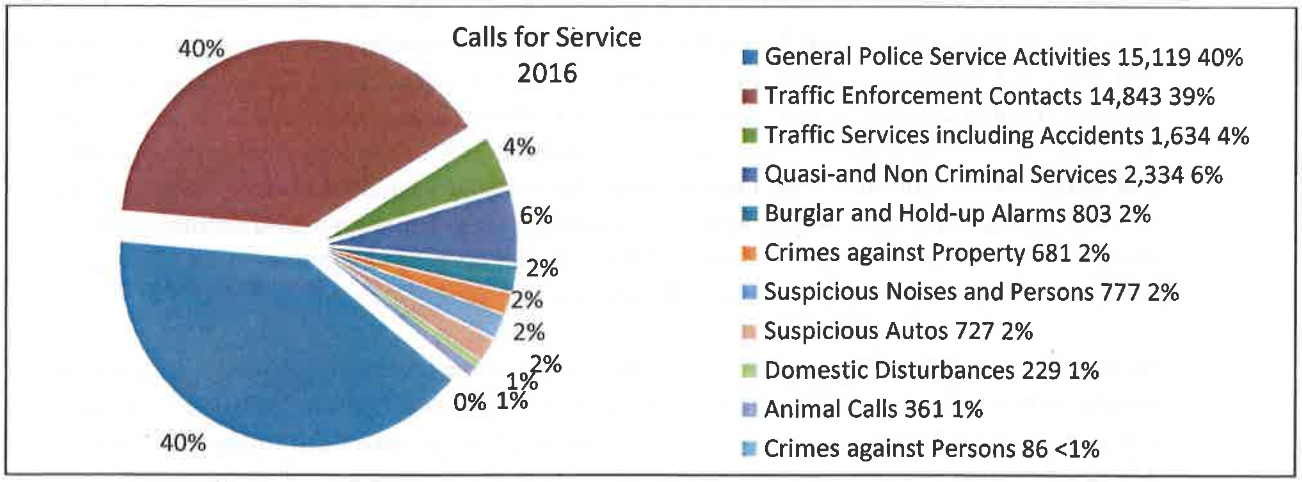
Activity

During calendar 2016, the Glen Ellyn Police Department handled 37,594 "incidents" or, Calls for Service, of various kind; an average of 103 incidents per day, compared to 106 per day in 2015. "Incidents" include both self-initiated activity (an Officer observes something while on patrol and takes action) and complaints (an Officer is called to a scene and takes action). This drop in activity is likely associated with reduced staff. Typically, about 55 – 60% of patrol activity is self-initiated. The Department investigated 86 against persons, (which includes homicide, assault, battery, robbery, sex, and child endangerment crimes) and 892 crimes against property, (which include burglary, theft, criminal damage/trespass, narcotics and deceptive practices).

The following table compares calendar 2016 total activity with previous years:

2009	2010	2011	2012	2013	2014	2015	2016	Year
40,358	39,630	38,329	37,879	36,960	39,699	38,640	37,594	Total Incidents

The chart below shows a categorical separation of calendar year 2016 activity.



General police services (15,119 – 40%) 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.

Quasi-criminal and non-criminal services (2,334– 6%) include improper parking, juvenile problems, liquor complaints, disorderly conduct, investigating 9-1-1 calls, suspicious circumstances, death investigations, weapon investigations and more.

Crossing Guards

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

Parking Control

Another associated responsibility of the Police Department is that of parking control within the Central Business District. During calendar year 2016, 7,606 parking tickets were issued throughout the Village, with approximately 56% issued as a result of the parking control program within the Central Business District. Due to the high number of tickets issued each year, the fine structure was increased in May 2010 as a deterrent to parking offenders, especially repeat offenders in the CBD.

The focus of our parking control program in the Central Business District is 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.

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 $525,000 this year. They answer all Glen Ellyn 9-1-1 calls and dispatch our officers, paramedics and Volunteer Fire Department. In calendar year 2016, DuCOMM handled 38,884 Glen Ellyn police dispatches, which includes calls for service and administrative duties and reflects a 4% decrease from 2015. This decrease is likely due to an unusual number of retirements and vacancies throughout the year.

In recent years, Glen Ellyn and several other communities have maintained a cooperative arrangement with DuCOMM and the Emergency Telephone System Board (ETSB) to enhance DuCOMM's level of service by integrating data between the Computer-Aided Dispatch system and the Records Management system. In January 2004, the ETSB approved a contract valued at over $1,300,000 that provides RMS services to our Police Department and all other DuPage County municipalities. Annual maintenance costs are paid to the ETSB for on-going technical support. This package enables us to perform wireless, paperless, in-car reporting which results in substantial man-hour savings. In 2016, the Board of Trustees approved a Letter of Intent to participate in a new county-wide RMS integrated system. Implementation of the new system is expected to occur in late 2018. However, due to a new interpretation by the Illinois Attorney General, RMS may no longer be funded via ETSB (911) surcharge funds. On a positive note, the Illinois General Assembly approved an increase in the 911 surcharge which will result in an anticipated increase of about $6,000,000 to the DuPage ETSB. This additional revenue should offset other costs associated with DuCOMM for its member agencies.

Children Center

Beginning in FY 86/87, the Village provided funds that allowed our Department to participate in the DuPage County State's Attorney's Children Center. This is a specially created, cooperative investigative unit, which handles sexual abuse crimes against children. The Children Center began operations on March 2, 1987. In 2016, the Children Center initiated 420 cases, of which 6 happened in Glen Ellyn. Glen Ellyn's financial contribution to the Center is $4,000 per year. We look forward to our continued participation as it results in greater staffing efficiency and reduced victim trauma. In addition, they routinely assist our Department in conducting victim-sensitive interviews related to other, non-qualifying cases.

DARE/ School Safety Officer

Beginning in 1992, we began teaching the DARE Program (Drug Abuse Resistance Education) for the fifth grade classes in School District 41. In 1995, we included St. James and St. Petronille School. Additionally, we teach the program in all four School District 41 elementary schools, and at Park View Elementary School (District 89). In 1994, we began teaching the Junior High School DARE program. In 2004, the State of Illinois stopped supporting DARE and its training due to financial reasons. Glen Ellyn has restructured our program and continued to provide this exceptional program to all fifth grade students attending both public and private schools within the community. In the 2015-16 school year, over 550 fifth grade students were anticipated to participate in the elementary school DARE program and the alternative "Too Good for Drugs" program (District 89). However, due to staff shortages, only about 400 fifth grade students were reached and both programs were suspended during the second semester. In school year 2017/18, we expect to again provide educational opportunity to all fifth graders. Our DARE officers typically spend over 1,000 hours in classroom teaching and preparation annually.

The fifth grade DARE and Too Good for Drugs programs last 12 weeks and involve a one-hour class presentation per week for each fifth grade class. The DARE curriculum was modified in 1995 to include violence resistance components. In 2007, we included a bullying presentation and an additional update began in the fall of 2012. The DARE program helps to satisfy the Illinois State Board of Education's fundamental requirements for health education and drug prevention. The unique aspect of DARE, which sets it apart from other school based drug education programs, is the fact that its curriculum is delivered by a uniformed police officer and not by a classroom teacher (which is a considerable benefit to both the student and the officer).

The long-term goals of DARE include:

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

High School Liaison

Beginning in school year 1996/97, we dedicated a police officer to serve as a full-time liaison for Glenbard West High School. The officer received special training including certification as a Juvenile Officer. The High School provides an office and secretarial services and, through an intergovernmental agreement, pays about 77% of the salary and related costs of our officer. This program has received very positive feedback from the school and community. In 2001, 2006, 2008, 2009, 2013 and 2017, we replaced the officer in this assignment to keep the perspective fresh and provide different opportunities within the Department. We expect this assignment to rotate among qualified officers about every 3 or 4 years.

Senior Citizens Police Academy

In 2007, we held a Seniors Police Academy with 25 senior citizens that lasted seven weeks. The Academy provided community members an opportunity to learn about the job of a police officer in their community. Through various guest speakers and meeting locations, they also gained insight into other areas such as: Village government, DuCOMM, Public Works and the Volunteer Fire Company. The "graduates" were overwhelmingly positive in their feedback concerning this experience. We held two sessions in 2008, 2009, 2010, and 2011 and one in 2013, 2014 and 2015, bringing our total number of graduates to 270. As part of the Senior Academy Alumni Program, U.S. Congressman Peter Roskam, Secretary of State Jessie White and Illinois Attorney General Lisa Madigan have spoken to our graduates and other residents at the Civic Center.

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

Due to staffing shortage, no classes were held in 2016.

Junior Police Academy

In 2015, the Police Department completed the first annual Glen Ellyn Junior Police Academy, and the Department concluded its second Junior Police Academy in July 2016. This year's week long session had 16 participants comprised of middle school students entering 7th or 8th grade for the 2016 school year. The students met each day from 9:00 until noon. Instruction included traffic stops, crime scene processing, court process, and more. Tours included DuPage County Jail, and a court room where they visited with a Judge.

Due to staffing shortage, no classes were held in 2016.

"Coffee with the Cops"

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

Administrative Adjudication

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

	2012	2013	2014	2015	2016
Fine Revenue	$6,980	$8,785	$13,865	$13,020	$12,905
Hearing Officer Expenses	$4,477	$3,352	$3,275	$1,677.50	$1,512.50
Net Revenue	$2,503	$5,433	$10,590	$11,342.50	$11,392.50

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
134100	**POLICE ADMINISTRATION**							
134100	510100	SALARIES - PENSIONABLE	434,036	463,151	463,151	450,000	441,200	-4.7%
134100	510110	SALARIES - POLICE FT	382,177	392,841	392,841	380,000	400,328	1.9%
134100	510120	SALARIES - NON PENSIONABLE	68,621	81,599	81,599	70,000	89,900	10.2%
134100	510220	POLICE OVERTIME	20,298	8,645	8,645	15,000	15,650	81.0%
134100	510400	FICA TAXES	43,803	46,000	46,000	43,000	47,000	2.2%
134100	510500	IMRF EMPLOYER CONTRIBUTIONS	46,623	48,000	48,000	47,000	43,800	-8.8%
134100	520600	DUES-SUBSCRIPTIONS-REG FEES	8,734	13,800	13,800	9,000	15,300	10.9%
134100	520620	EMPLOYEE EDUCATION	1,419	13,000	13,000	8,000	13,000	0.0%
134100	520625	TRAVEL	2,813	6,100	6,100	5,000	6,100	0.0%
134100	520905	PRINTING	1,159	1,900	1,900	1,500	1,900	0.0%
134100	520975	MAINTENANCE-EQUIPMENT	1,104	1,400	1,400	1,400	35,400	2428.6%
134100	521055	PROFESSIONAL SERVICES - OTHER	4,225	5,000	5,000	5,000	5,000	0.0%
134100	521195	TELECOMMUNICATIONS	(339)	1,800	1,800	1,000	4,800	166.7%
134100	530100	OFFICE SUPPLIES	2,552	2,500	2,500	2,500	2,500	0.0%
134100	530105	OPERATING SUPPLIES	15,999	11,250	11,250	12,000	12,100	7.6%
134100	530445	UNIFORMS	3,234	1,750	1,750	3,200	1,750	0.0%
134100	590600	TRANSFER TO INSURANCE - HEALTH	95,594	105,300	105,300	95,000	100,600	-4.5%
134100	590610	TRANSFER TO INSURANCE - GEN	11,700	13,100	13,100	13,100	11,700	-10.7%
134100	590650	TRANSFER TO EQUIP FUND - O&M	24,500	25,600	25,600	25,600	21,900	-14.5%
134100	590655	TRANSFER TO EQUIP FUND - REPL	5,200	13,900	13,900	13,900	13,900	0.0%
134100	590700	TRANSFER TO POLICE PENSION	173,100	166,000	166,000	166,000	190,800	14.9%
TOTAL	**POLICE ADMINISTRATION**		**1,346,551**	**1,422,636**	**1,422,636**	**1,367,200**	**1,474,628**	**3.7%**

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE ADMINISTRATION

ACCOUNTS FOR:	2018 BUDGET
134100 POLICE ADMINISTRATION	
134100 510100 - SALARIES - PENSIONABLE	441,200
EVIDENCE CUSTODIAN	67,900
RECORDS F/T CLERK - (4)	208,400
RECORDS SUPERVISOR	92,000
RECORDS CLERK - PART - TIME - IMRF (1)	26,150
ADMINISTRATIVE ASSISTANT TO THE CHIEF	46,750
134100 510110 - SALARIES - POLICE FT	400,328
SERGEANT - ADMINISTRATION	118,928
CHIEF OF POLICE	150,800
DEPUTY CHIEF OF POLICE - ADMINISTRATION	130,600
134100 510120 - SALARIES - NON PENSIONABLE	89,900
COMMUNITY SERVICE OFFICER - FINGERPRINTING	18,400
RECORDS CLERK - PART -TIME - (4)	71,500
134100 510220 - POLICE OVERTIME	15,650
COURT STAND-BY PAY	1,650
HOLIDAY PAY - RECORDS CLERKS	7,000
NON-SWORN OVERTIME	7,000
134100 510400 - FICA TAXES	47,000
134100 510500 - IMRF EMPLOYER CONTRIBUTIONS	43,800
134100 520600 - DUES-SUBSCRIPTIONS-REG FEES	15,300
COVERS ASSOCIATION MEMBERSHIPS, IACPNET LEXIPOL, RMS CONNECTIVITY	15,300
134100 520620 - EMPLOYEE EDUCATION	13,000
134100 520625 - TRAVEL	6,100
134100 520905 - PRINTING	1,900
134100 520975 - MAINTENANCE-EQUIPMENT	35,400
ADD'L LIVESCAN & $30K FOR PRMS	35,400
134100 521055 - PROFESSIONAL SERVICES - OTHER	5,000
134100 521195 - TELECOMMUNICATIONS	4,800
TYCO, COMCAST, WOW, AIR CARDS, CELLULAR	4,800
134100 530100 - OFFICE SUPPLIES	2,500
134100 530105 - OPERATING SUPPLIES	12,100
134100 530445 - UNIFORMS	1,750

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE ADMINISTRATION

ACCOUNTS FOR:	2018 BUDGET
134100 590600 - TRANSFER TO INSURANCE - HEALTH	100,600
HEALTH INSURANCE CONTRIBUTION	100,600
134100 590610 - TRANSFER TO INSURANCE - GEN	11,700
GENERAL INSURANCE TRANSFER	11,700
134100 590650 - TRANSFER TO EQUIP FUND - O&M	21,900
TRANSFER TO EQUIPMENT SERVICES FOR O&M	21,900
134100 590655 - TRANSFER TO EQUIP FUND - REPL	13,900
TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	13,900
134100 590700 - TRANSFER TO POLICE PENSION	190,800
ANNUAL CONTRIBUTION TO THE POLICE PENSION FUND	190,800
TOTAL POLICE ADMINISTRATION	**1,474,628**

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE OPERATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 201 ORG BUD
134200 POLICE OPERATIONS								
134200	510100	SALARIES - PENSIONABLE	124,095	122,000	122,000	122,700	123,350	1.1%
134200	510110	SALARIES - POLICE FT	2,657,030	2,747,743	2,747,743	2,680,000	2,772,909	0.9%
134200	510120	SALARIES - NON PENSIONABLE	22,729	22,200	22,200	22,700	21,978	-1.0%
134200	510150	SALARIES - CROSSING GUARDS	35,103	40,000	40,000	37,000	40,000	0.0%
134200	510220	POLICE OVERTIME	327,245	275,421	275,421	286,000	287,845	4.5%
134200	510400	FICA TAXES	55,767	53,000	53,000	54,500	55,000	3.8%
134200	510500	IMRF EMPLOYER CONTRIBUTIONS	13,863	13,000	13,000	13,600	12,500	-3.8%
134200	520110	CONTRIBUTION - GE FAMILY COUNS	25,000	25,000	25,000	25,000	25,000	0.0%
134200	520600	DUES-SUBSCRIPTIONS-REG FEES	2,759	4,000	4,000	3,400	6,500	62.5%
134200	520620	EMPLOYEE EDUCATION	15,837	21,900	21,900	19,000	19,900	-9.1%
134200	520625	TRAVEL	5,061	1,300	1,300	4,000	1,300	0.0%
134200	520905	PRINTING	6,801	7,200	7,200	6,000	7,200	0.0%
134200	520920	DU-COMM	419,055	477,000	477,000	454,000	475,650	-0.3%
134200	520930	GENERAL SERVICES	3,421	-	-	-	-	0.0%
134200	520931	FED DRUG FORFEITURE EXPENSES	38,846	-	-	20,000	-	0.0%
134200	520934	DARE PROGRAM EXPENSES	1,916	500	500	3,000	1,000	100.0%
134200	520935	IMPOUND FEES	7,259	6,000	6,000	5,500	6,000	0.0%
134200	520936	SEIZED PROPERTY EXPENSES	866	-	-	-	-	0.0%
134200	520975	MAINTENANCE-EQUIPMENT	13,426	19,200	19,200	17,000	19,200	0.0%
134200	521055	PROFESSIONAL SERVICES - OTHER	24,646	25,400	25,400	25,400	25,400	0.0%
134200	521195	TELECOMMUNICATIONS	18,736	19,400	19,400	19,400	21,900	12.9%
134200	530100	OFFICE SUPPLIES	3,410	6,300	6,300	4,000	6,300	0.0%
134200	530105	OPERATING SUPPLIES	38,421	35,100	35,100	30,000	32,400	-7.7%
134200	530445	UNIFORMS	38,775	30,000	30,000	25,000	27,400	-8.7%
134200	580110	EQUIPMENT/CAPITAL OUTLAY	5,180	63,000	75,600	31,000	4,500	-92.9%
134200	590400	TRANSFER TO CPF	-	300,000	300,000	300,000	-	-100.0%
134200	590600	TRANSFER TO INSURANCE - HEALTH	406,602	428,200	428,200	422,000	444,500	3.8%
134200	590610	TRANSFER TO INSURANCE - GEN	96,900	93,600	93,600	93,600	87,900	-6.1%
134200	590650	TRANSFER TO EQUIP FUND - O&M	162,100	169,100	169,100	169,100	144,200	-14.7%
134200	590655	TRANSFER TO EQUIP FUND - REPL	123,500	103,100	103,100	103,100	119,400	15.8%
134200	590700	TRANSFER TO POLICE PENSION	1,261,200	1,196,300	1,196,300	1,196,300	1,334,800	11.6%
134200	590910	OPERATING TRANSFER OUT	-	-	-	675,000	-	0.0%
TOTAL	**POLICE OPERATIONS**		**5,955,548**	**6,304,964**	**6,317,564**	**6,867,300**	**6,124,032**	**-2.9%**

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE OPERATIONS

ACCOUNTS FOR:	2018 BUDGET
134200 POLICE OPERATIONS	
134200 510100 - SALARIES - PENSIONABLE	123,350
COMMUNITY SERVICE OFFICER FULL-TIME (2)	123,350
134200 510110 - SALARIES - POLICE FT	2,772,909
PATROL OFFICER - NEW HIRE (2)	119,811
PATROL OFFICER - STEP 1 (5)	321,490
PATROL OFFICER - STEP 2 (2)	136,069
PATROL OFFICER - STEP 4 (1)	76,136
PATROL OFFICER - STEP 5 (1)	82,727
PATROL OFFICER - STEP 6 (1)	88,045
PATROL OFFICER - STEP 7 (1)	91,630
PATROL OFFICER - STEP 9 (12)	1,161,677
SERGEANTS (5)	557,424
ASSISTANT CHIEF OF POLICE	137,900
134200 510120 - SALARIES - NON PENSIONABLE	21,978
COMMUNITY SERVICE OFFICER PART-TIME (1)	21,978
134200 510150 - SALARIES - CROSSING GUARDS	40,000
CROSSING GUARDS - 7 FULL-TIME, 2 SUBSTITUTES	40,000
134200 510220 - POLICE OVERTIME	287,845
COURT - TRAFFIC, SUMMARY SUSPENSION AND DUI/CRIMINAL	57,930
COURT STAND-BY PAY - CONTRACTUAL OBLIGATION	39,750
EXTRA SHIFT	10,000
EXTRA DUTY/SCHOOL ACTIVITY - REIMBURSED	5,000
TRAINING	2,000
MISCELLANEOUS - SPECIAL EVENTS	5,000
UNEXPECTED CASES, SHIFT HANGOVER AND VACANCIES	
OFFICER-IN-CHARGE COMPENSATION	5,500
FIELD TRAINING OFFICER COMPENSATION	15,865
TACTICAL PATROL INCIDENTS	10,000
HOLIDAY PAY	134,800
NON-SWORN OVERTIME-CSO's	2,000
134200 510400 - FICA TAXES	55,000
134200 510500 - IMRF EMPLOYER CONTRIBUTIONS	12,500
134200 520110 - CONTRIBUTION - GE FAMILY COUNS	25,000

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE OPERATIONS

ACCOUNTS FOR:	2018 BUDGET
134200 520600 - DUES-SUBSCRIPTIONS-REG FEES	6,500
ORG MEMBERSHIPS, LANGUAGE LINE, LESO VIGILANT BEAST	6,500
134200 520620 - EMPLOYEE EDUCATION	19,900
ACCOUNTED FOR NEW STATE TRAINING REQUIREMENTS/PLI	19,900
134200 520625 - TRAVEL	1,300
134200 520905 - PRINTING	7,200
NEW LEGISLATION REQUIRING RECEIPT ISSUANCE	7,200
134200 520920 - DU-COMM	475,650
5% INCREASE & BUILDING CONTRIBUTION	475,650
134200 520934 - DARE PROGRAM EXPENSES	1,000
134200 520935 - IMPOUND FEES	6,000
134200 520975 - MAINTENANCE-EQUIPMENT	19,200
ANNUAL MAINT FEES INCLUDING LIVESCAN NETRMS, ETSB, TASER ETC.	19,200
134200 521055 - PROFESSIONAL SERVICES - OTHER	25,400
SERVICES SUCH AS DUMEG	25,400
134200 521195 - TELECOMMUNICATIONS	21,900
TYCO, COMCAST, WOW, AIR CARDS, CELLULAR	21,900
134200 530100 - OFFICE SUPPLIES	6,300
134200 530105 - OPERATING SUPPLIES	32,400
COMMODITIES SUCH AS AMMUNITION AND GENERAL OPERATIONAL SUPPLIES, NARCAN SUPPLIES	32,400
134200 530445 - UNIFORMS	27,400
134200 580110 - EQUIPMENT/CAPITAL OUTLAY	4,500
SQUAD CAR PRINTERS	4,500
DACRA MUNICIPAL SOFTWARE	-

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE OPERATIONS

ACCOUNTS FOR:	2018 BUDGET
134200 590600 - TRANSFER TO INSURANCE - HEALTH	444,500
HEALTH INSURANCE CONTRIBUTION	444,500
134200 590610 - TRANSFER TO INSURANCE - GEN	87,900
GENERAL INSURANCE TRANSFER	87,900
134200 590650 - TRANSFER TO EQUIP FUND - O&M	144,200
TRANSFER TO EQUIPMENT SERVICES FOR O&M	144,200
134200 590655 - TRANSFER TO EQUIP FUND - REPL	119,400
TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	119,400
134200 590700 - TRANSFER TO POLICE PENSION	1,334,800
ANNUAL CONTRIBUTION TO THE POLICE PENSION FUND	1,334,800
TOTAL POLICE OPERATIONS	**6,124,032**

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE INVESTIGATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
134300	POLICE INVESTIGATIONS							
134300	510100	SALARIES - PENSIONABLE	38,352	42,700	42,700	37,300	43,600	2.1%
134300	510110	SALARIES - POLICE FT	576,383	601,954	601,954	560,000	618,518	2.8%
134300	510220	POLICE OVERTIME	75,785	51,534	51,534	75,000	52,670	2.2%
134300	510400	FICA TAXES	11,981	12,000	12,000	11,600	12,500	4.2%
134300	510500	IMRF EMPLOYER CONTRIBUTIONS	3,881	4,000	4,000	3,800	4,400	10.0%
134300	520600	DUES-SUBSCRIPTIONS-REG FEES	6,518	5,000	5,000	4,500	7,500	50.0%
134300	520620	EMPLOYEE EDUCATION	2,885	5,100	5,100	3,500	7,100	39.2%
134300	520625	TRAVEL	256	1,600	1,600	1,000	1,600	0.0%
134300	520905	PRINTING	-	900	900	500	900	0.0%
134300	520931	FED DRUG FORFEITURE EXPENSES	796	-	-	-	-	0.0%
134300	520933	STATE DRUG FORFEITURE EXPENSES	2,956	-	-	4,100	-	0.0%
134300	520936	SEIZED PROPERTY EXPENSES	513	-	-	900	-	0.0%
134300	520975	MAINTENANCE-EQUIPMENT	552	5,800	5,800	2,000	5,800	0.0%
134300	521055	PROFESSIONAL SERVICES - OTHER	480	4,600	4,600	4,600	4,600	0.0%
134300	521195	TELECOMMUNICATIONS	2,154	4,300	4,300	2,000	5,300	23.3%
134300	530100	OFFICE SUPPLIES	1,130	1,200	1,200	1,200	1,200	0.0%
134300	530105	OPERATING SUPPLIES	2,214	5,200	5,200	2,000	5,500	5.8%
134300	530445	UNIFORMS	4,171	1,400	1,400	4,000	4,000	185.7%
134300	590600	TRANSFER TO INSURANCE - HEALTH	63,215	71,200	71,200	71,500	73,800	3.7%
134300	590610	TRANSFER TO INSURANCE - GEN	18,300	20,700	20,700	20,700	19,000	-8.2%
134300	590650	TRANSFER TO EQUIP FUND - O&M	58,900	61,500	61,500	61,500	52,500	-14.6%
134300	590655	TRANSFER TO EQUIP FUND - REPL	22,000	17,300	17,300	17,300	8,100	-53.2%
134300	590700	TRANSFER TO POLICE PENSION	257,700	250,700	250,700	250,700	292,400	16.6%
TOTAL	**POLICE INVESTIGATIONS**		**1,151,122**	**1,168,688**	**1,168,688**	**1,139,700**	**1,220,988**	**4.5%**

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGNIZATION: POLICE INVESTIGATIONS

ACCOUNTS FOR:	2018 BUDGET
134300 POLICE INVESTIGATIONS	
134300 510100 - SALARIES - PENSIONABLE	43,600
INVESTIGATIVE AID - PART-TIME	43,600
134300 510110 - SALARIES - POLICE FT	618,518
DETECTIVE - STEP 9 (3)	291,310
SCHOOL RESOURCE OFFICER (1) - STEP 9	97,731
DETECTIVE - STEP 9 - ON LOAN TO DEA	110,549
SERGEANT - INVESTIGATIONS	118,928
134300 510220 - POLICE OVERTIME	52,670
TRAFFIC COURT	8,425
COURT STAND-BY PAY	8,700
TRAINING	2,000
MISCELLANEOUS - UNEXPECTED CASES VACANCIES, SHIFT HANGOVER	3,000
STIPEND FOR DETECTIVES	6,000
HOLIDAY PAY	24,545
134300 510400 - FICA TAXES	12,500
134300 510500 - IMRF EMPLOYER CONTRIBUTIONS	4,400
134300 520600 - DUES-SUBSCRIPTIONS-REG FEES	7,500
LEADS ONLINE, COVERT TRACKING, EVIDENCE SOFTWARE UPDATE	7,500
134300 520620 - EMPLOYEE EDUCATION	7,100
NEW LEGISLATIVE TRAINING REQUIREMENTS/PLI	7,100
134300 520625 - TRAVEL	1,600
134300 520905 - PRINTING	900
134300 520975 - MAINTENANCE-EQUIPMENT	5,800
CELLEBRITE ANNUAL UPDATES	5,800
134300 521055 - PROFESSIONAL SERVICES - OTHER	4,600
134300 521195 - TELECOMMUNICATIONS	5,300
TYCO, COMCAST, WOW, AIR CARDS, CELLULAR	5,300
134300 530100 - OFFICE SUPPLIES	1,200
134300 530105 - OPERATING SUPPLIES	5,500
134300 530445 - UNIFORMS	4,000

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGNIZATION: POLICE INVESTIGATIONS

ACCOUNTS FOR:	2018 BUDGET
134300 590600 - TRANSFER TO INSURANCE - HEALTH	73,800
HEALTH INSURANCE CONTRIBUTION	73,800
134300 590610 - TRANSFER TO INSURANCE - GEN	19,000
GENERAL INSURANCE TRANSFER	19,000
134300 590650 - TRANSFER TO EQUIP FUND - O&M	52,500
TRANSFER TO EQUIPMENT SERVICES FOR O&M	52,500
134300 590655 - TRANSFER TO EQUIP FUND - REPL	8,100
TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	8,100
134300 590700 - TRANSFER TO POLICE PENSION	292,400
ANNUAL CONTRIBUTION TO POLICE PENSION FUND	292,400
TOTAL POLICE INVESTIGATIONS	**1,220,988**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

POLICE DEPARTMENT

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Police Chief	FT	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police	FT	-	-	1.00	1.00	1.00
Deputy Chief	FT	2.00	2.00	1.00	1.00	1.00
Police Sergeant	FT	7.00	7.00	7.00	7.00	7.00
Police Officer**	FT	30.00	30.00	30.00	30.00	30.00
Records Supervisor/Tech	FT	1.00	1.00	1.00	1.00	1.00
Property Officer	FT	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	PT	0.50	0.60	0.60	0.60	0.60
Community Service Officer	FT	2.00	2.00	2.00	2.00	2.00
Community Service Officer (2)	PT	0.70	0.90	0.90	0.90	0.90
Investigative Aide	PT	-	0.60	0.60	0.60	0.60
Records Clerk (2)	FT	4.00	4.00	4.00	4.00	4.00
Records Clerk (5)	PT	2.75	2.75	2.75	2.75	2.75
Crossing Guards	PT	8 locations	7 locations	7 locations	7 locations	7 locations
TOTAL EMPLOYEES (Full-time Equivalents)		**51.95**	**52.85**	**52.85**	**52.85**	**52.85**

Full-time Number of Positions**	48	48	48	48	48
Part-time Number of Positions	17	16	16	16	16

GLEN ELLYN FIRE AND EMS SERVICES

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

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

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

FUND: FIRE SERVICES FUND
DEPARTMENT: FIRE / EMS
ORGANIZATION FIRE

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 ; CHG 201 ORG BUD
135100	**FIRE**							
135100	520155	ANNUAL FIRE INSPECTION PROGRAM	27,624	30,000	30,000	30,000	30,000	0.0%
135100	520401	DISCONNECTION TAXES	1,163	1,000	1,000	2,000	1,000	0.0%
135100	520920	DU-COMM	27,214	30,000	30,000	29,000	33,900	13.0%
135100	520970	MAINTENANCE-BUILDING & GROUNDS	847	2,000	2,000	1,000	1,000	-50.0%
135100	521055	PROFESSIONAL SERVICES - OTHER	271	300	300	-	300	0.0%
135100	521195	TELECOMMUNICATIONS	4,330	4,460	4,460	4,460	4,460	0.0%
135100	521200	UTILITIES	6,554	10,000	10,000	7,500	9,000	-10.0%
135100	530105	OPERATING SUPPLIES	-	1,000	1,000	-	500	-50.0%
135100	590610	TRANSFER TO INSURANCE - GEN	205,300	206,400	206,400	206,400	186,900	-9.4%
135100	590650	TRANSFER TO EQUIP FUND - O&M	146,000	127,300	127,300	127,300	129,600	1.8%
135100	590655	TRANSFER TO EQUIP FUND - REPL	6,600	6,600	6,600	6,600	6,600	0.0%
TOTAL	**FIRE**		**425,904**	**419,060**	**419,060**	**414,260**	**403,260**	**-3.8%**

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

ACCOUNTS FOR:	2018 BUDGET
135100 FIRE	
135100 520155 - ANNUAL FIRE INSPECTION PROGRAM	30,000
PAID TO VOLUNTEER FIRE COMPANY FOR FIRE INSPECTIONS	30,000
135100 520401 - DISCONNECTION TAXES	1,000
DISCONNECTION FEES TO OTHER DISTRICTS DUE IN ANNEXATIONS	1,000
135100 520920 - DU-COMM	33,900
SHARE OF DUCOMM FEES - 5% INCREASE	30,500
DUCOMM CONTRIBUTION FOR FACILITY	3,400
135100 520970 - MAINTENANCE-BUILDING & GROUNDS	1,000
LANDSCAPING AND MOWING FOR FIRE STATIONS	1,000
135100 521055 - PROFESSIONAL SERVICES - OTHER	300
DOCUMENT DESTRUCTION	300
135100 521195 - TELECOMMUNICATIONS	4,460
CALL ONE	3,300
ALARM	1,160
135100 521200 - UTILITIES	9,000
NATURAL GAS	4,500
WATER & SEWER	4,500
135100 530105 - OPERATING SUPPLIES	500
135100 590610 - TRANSFER TO INSURANCE - GEN	186,900
GENERAL INSURANCE TRANSFER	186,900
135100 590650 - TRANSFER TO EQUIP FUND - O&M	129,600
TRANSFER TO EQUIPMENT SERVICES - O&M	129,600
135100 590655 - TRANSFER TO EQUIP FUND - REPL	6,600
TRANSFER TO EQUIPMENT SERVICES - FUEL ISLAND REPLACEMENT	6,600
TOTAL FIRE	**403,260**

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
135200	**EMS**							
135200	520920	DU-COMM	108,857	114,450	114,450	115,700	121,500	6.2%
135200	520925	AMBULANCE SERVICE	374,256	366,200	366,200	366,000	383,500	4.7%
135200	520926	AMBULANCE BILLING SERVICE	426	100	100	800	100	0.0%
135200	530105	OPERATING SUPPLIES	2,240	1,500	1,500	1,000	1,500	0.0%
TOTAL	**EMS**		**485,780**	**482,250**	**482,250**	**483,500**	**506,600**	**5.0%**

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

ACCOUNTS FOR:	**2018 BUDGET**
135200 EMS	
135200 520920 - DU-COMM	121,500
DUCOMM SERVICES - ASSUMES 5% INCREASE	121,500
135200 520925 - AMBULANCE SERVICE	383,500
EMS/AMBULANCE SERVICES CONTRACT	383,500
135200 520926 - AMBULANCE BILLING SERVICE	100
RUN OFF OF AMBULANCE SERVICES FEES ON PRIOR CONTRACT	100
135200 530105 - OPERATING SUPPLIES	1,500
MISCELLANEOUS OPERATING SUPPLIES	1,500
TOTAL EMS	**506,600**

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 174 vehicles and numerous pieces of equipment for the Village (Police, Public Works, Planning and Development, and Facilities Maintenance), Fire Company, and Glenbard Wastewater Authority. The Public Works Department in the last 5 years as had a significant change in personnel with the hire of 17 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. 950 street lights (Village owned)
- approx. 14,121 parkway trees
- approx. 4,250 street and traffic signs
- Downtown benches, bike racks and trash receptacles
- approx. 70 miles of storm sewer mains
- approx. 3,100 storm sewer inlets, basins and manholes
- approx. 1,300 fire hydrants
- approx. 110 miles of water mains
- approx. 1,600 water main valves
- 8,462 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. 2,200 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 one full-time and one part-time Administrative Assistant.

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

Administration Accomplishments for FY17:

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. Researched and provided data for the leasing of the DuPage County Forest Preserve Churchill Woods Facility for future 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. Budget completed earlier in the year according to new budget calendar.

7. Supported operations and responded to resident inquiries and requests.

8. During 2017, 3 new employees were hired to fill open positions in Operations (2) and Engineering (1).

9. Worked closely with Glenbard Wastewater Authority (GWA) to accomplish several projects and oversee operations.

10. Continued to implement web based asset and work management software (OMS) through Cartegraph, Inc. Additional tablets were purchased to improve the mobility capabilities of Operations.

11. Supported Algonquin through IPWMAN during a prolonged flooding event.

12. Letters continue to be sent to property owners with hazardous trees that could impact the right-of-way. Ten letters were sent in 2017.

13. Managed the drainage improvements at 725/729 Riford.

14. Applied for and awarded 2 separate grants for conversion of streetlights to LED (Central Business District and Maryknoll subdivision).

15. Continued the Public Works Quarterly Staff meeting. These meetings are a combination of pertinent training for all employees and discussion of previous quarter accomplishments and the next quarter goals. Published quarterly reports focus on updating our team of departmental activities as well as monitoring Key Performance Indicators (KPI) for each Division.

Administration Goals for FY18

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. The Administration staff will continue to evaluate the organizational structure and make necessary changes as needed.

3. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.

4. Develop Standard Operating Procedures (SOP) for tasks performed to include safety instructions and methods to produce high performance in all aspects of work.

5. Continue safety initiatives to maintain a good record of safety in driving and task performance.

6. Simultaneously reduce costs and improve service in all divisions.

7. Support all Village of Glen Ellyn Departments as needed.

8. Support Illinois Public Works Mutual Aid Network (IPWMAN) whenever emergencies occur in the region. Glen Ellyn Public Works is committed to assisting other municipalities' Public Works Departments in time of need.

9. Train all new employees on policies and procedures.

10. Obtain new multi-year snow hauling contract.

11. Continue to monitor hazardous trees on private property that could impact public right-of-way.

12. Remodel interior of the Churchill Woods Facility for emergency salt storage.

13. Continue Reno Center Improvements: complete painting of exterior walls, asphalt surface the driveway connected to Wilson, expand Lambert parking lot for public and employee use, reconfigure sidewalk entrance for ADA compliance, and relocate and improve material storage capabilities.

Engineering Division Activities in CY 17 and Planned for CY18

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 or institutional development projects including:
  - Aldi's Expansion
  - A Toda Madre
  - Baker Hill Improved Access
  - Box of Crayons
  - Brookhaven Subdivision
  - Blackberry Market Expansion
  - Bucky's Gas Station at Roosevelt/Lawler
  - Enclaves of Glen Oak Subdivision
  - Glen Ellyn Bible Church
  - Harding Glen SFR and Townhomes
  - Newton Avenue Row Homes
  - 462 Prospect Dental Facility
  - 375-395 Roosevelt PUD
  - 404 Roosevelt/Enterprise Relocation
  - 632 Roosevelt Redevelopment
  - 1090 and 1100 Roosevelt Redevelopment
  - Roosevelt Glen Redevelopment
  - Spring Avenue Recreation Center
  - Two Hounds Brew Pub
  - True North Service Station
  - General Assistance to Developers
- Geographical Information Systems (GIS): Interfaced with GIS Consortium project leader on a regular basis to discuss applications and work status
- Continued imaging and logging of engineering plans and documents; working with consultants to obtain project record drawings in digital format
- 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 Development Department personnel with various grading and drainage issues associated with single-family home sites and/or redevelopment
- Provided cost estimates and other technical input to Planning & 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 Planning Department Development Committee meetings
- Continued participation in the DuPage County Mayors and Managers Transportation Technical Committee and STP Methodologies Evaluation Task Force
- Continued to provide the Public Works operating divisions with mapping and plan preparation assistance and technical input and advice as requested / needed
- Coordinated the testing and certification of Department spoil materials as required by state legislation on the disposal of clean construction and demolition debris
- Coordinated the JULIE locating program for the Public Works Department
- Continued review of monthly Glenbard Wastewater Authority flow data for unusual activity or trends
- Reviewed utility company permit applications and interfaced with the utilities regarding field issues and undergrounding projects
- Provided monthly reports on construction and engineering projects
- As liaison to the Capital Improvements Commission, continued to provide pre-meeting information packets and other information as needed for the commissioners

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, and parking lot capital needs.
- Continued coordination with the Illinois Department of Transportation for federal aid projects including the North Park Boulevard/Main Street Project and Taylor Avenue Pedestrian Tunnel Project.

3. **Major Infrastructure Improvements Project Involvement**

In 2017, the following major engineering efforts were 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.

- **Metra Train Station and Grade Separated Pedestrian Crossing (#16016)** – Engineering retained an engineering/architectural consultant team in 2017 for the completion of a Phase I study. It is anticipated that the study will be completed in mid-2018 with ongoing grant applications following immediately thereafter.

- **Kenilworth-Alley Improvements (#16009)** – This $1.3M project was designed in-house and involved significant sewer/water utility improvements and reconstruction of Kenilworth Avenue between Greenfield and Hill; reconstruction of three alleys including the Center Street Alley (east of Lorraine), Annandale-Park Alley (between Duane and Hillside), and the Chidester-Elm Alley (east of Lincoln).

- **2017 Resurfacing Program (#16002 and #17002)** – This $2.1M project was designed in-house and involved the rehabilitation of approximately 4 miles of streets throughout the Village including Amy Court, Baker Hill subdivision, Glenbard Road, Sunnybrook Road, Lake (Crescent to Oak), Turner (Montclair to Taylor), Greenwood Court, Buena Vista (Park to Taylor), South Ellyn (south of Buena Vista), roadways north of St. Charles and West of Main Street (Highland, Stacy, Emerson, and Cherry) and the Spring-Grove-Lombard-DuPage area south of Route 53.

- **2017 Road and Utility Improvements (#17004)** – This $3M project involved significant sewer/water utility and roadway improvements along 3,700 feet of streets including Montclair Avenue (Hill to Turner), East Road (Fairview to High), Davis Terrace (Linden to South End), Smith Road (May to Spring), and Turner Avenue (Montclair to Taylor).

In 2018, the following major improvement projects are planned for implementation:

- **Baker Hill Ingress/Egress Improvements (#16021)** – Engineering retained a consultant in 2017 to design a ¾ access intersection at Roosevelt and Pershing to improve access to the Baker Hill Shopping Plaza. Design will continue through 2018 with construction ultimately subject to IDOT approval. Construction could occur as soon as 2018 with $500K budgeted in FY2018 as a placeholder.

- **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 CY 2017 includes:

FY18 Street Maintenance Work	**Estimated Cost**
A. Asphalt Street Major Patching Project	$90,000
B. Asphalt Roadway Crack Sealing	$25,000
C. Asphalt Roadway Surface Treatments	$85,000
D. Concrete Pavement and Curb Repairs	$300,000
TOTAL – Capital Projects Fund	**$500,000**

A. Large-scale patching efforts will continue with targeted streets identified and evaluated by engineering and operations staff prior to contract development. Targeted streets typically have spot repair needs and are 3-5 years away from major rehabilitation. Periodically, an entire block of a roadway is resurfaced if warranted.

B. Another major maintenance effort on asphalt streets is crack sealing, with candidate street sections including both recently paved streets and somewhat older streets to fill developing cracks.

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

D. This program consists of the replacement of deteriorated sections of pavement and miscellaneous curb replacements at spot locations throughout the Village. Candidate sections include Main Street between Fairview and Hillside, Hillside Avenue between Main and Prospect and Hill Avenue east of Main Street.

- **CBD Improvements (#15006 and #16005)** – A $525K study of the underground infrastructure in the Central Business District was awarded in 2017 and is anticipated to be completed by summer of 2018. Detailed design engineering of both utility and streetscape improvements will follow the underground study with $250K budgeted (see "Coordination With Consultants" section) for engineering in 2018. $500K has been budgeted in the Sanitary Sewer Fund as well as $500K in the water fund as placeholders for funding the construction of the sewer and water infrastructure improvements.

- **Memory Court Lift Station Rehabilitation (#16012)** – Detailed design of improvements to the lift station serving the Indian Drive/Shady Lane/Memory Court area is planned in 2018 with $75K budgeted in the Sanitary Sewer Fund.

- **Route 53 and Roosevelt Road Water Main Rehabilitation (#16015)** – Rehabilitation of 12-inch water mains on the south side of Route 53 between Spring and Surrey and on the north side of Roosevelt Road under the East Branch DuPage River is planned for 2018 with $1.5M budgeted in the Water Fund.

- **Roosevelt Road Water Main Replacement (#13008)** – Detailed design and initial implementation of a multi-phase construction project to rehabilitate Roosevelt Road water mains between the Wheaton border and Route 53. 2018 efforts will include commencement of detailed design efforts throughout the corridor with $250,000 budgeted in the Water Fund.

- **Sidewalk Program** - Anticipated projects include the annual Village sidewalk installation and replacement program; engineering and construction of sidewalk improvements on the west side of Ellyn Avenue adjacent to the Glenbard West High School parking lot, and through the lot connecting Ellyn and Glen Ellyn Place; and Lake Ellyn Park sidewalk on the east side of Lenox and the west side of Lake Road.

FY18 SIDEWALK PROJECTS

Project	Segment	Estimated Cost
2018 Sidewalk Improvements (#17001)	Village-wide replacement program	$200,000
Glenbard West Parking Lot (#16007)	Extension of Sidewalk on Ellyn Avenue next to lot Connecting Sidewalk, Ellyn to Glen Ellyn Place	$75,000
Lake Ellyn Park/ Lenox Road Sidewalk (#16010)	East side of Lenox between Hawthorne and Essex and west side of Lake between Glenbard West entryway north of Crescent to Lake Ellyn dam	$175,000
Route 53 Sidewalk Study (#16014)	Engineering Study and Design for 1,300 ft. of new sidewalk for the east side of IL 53 between Marston and Sheehan and west side of IL 53 between Glenbard and Pershing	$10,000

East Branch Trail Study (#17007)	Feasibility Study for East Branch Trail Connecting the Illinois Prairie Path and Great Western Trail	$10,000
Route 53 Sidewalk (#16014)	Local Share Contribution for Sidewalk Constructed on Route 53 from Bemis to Marston	$2,000
FY18 SIDEWALK PROJECT TOTALS – Capital Projects Fund		**$472,000**

- **Taylor Avenue Pedestrian Tunnel (#15009)** – It is anticipated that engineering will be completed in early 2018 and the project bid through the Illinois Department of Transportation. Project construction costs, including construction oversight, are currently estimated at $2.8M with an STP grant covering up to $1.8M of construction. The local share of $1M will be budgeted for FY 2018.

- **Village Green Storm Sewer Replacement (#16017)** – Detailed design and construction of a replacement storm sewer serving as a drainage outfall for Wilson Avenue and Village Green Park. The preliminary estimated cost of engineering and construction budgeted for 2018 is $300,000.

- Village Public Works staff continues to obtain the best vendor prices for various annual municipal maintenance activities and other regular construction programs. This effort included participation in the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities that are jointly bidding out projects. The summary and status of these endeavors, as of August 2017, are displayed on the following table:

Project	Estimated Glen Ellyn Cost	Status
Asphalt Roadway Skip Patching and Resurfacing	$75,000 (2017)	This work will be bid and performed in 2017.
2015 Parking Lot and Prairie Path Paving Project	$122,700 (original award)	Resurfacing of the History Center Parking Lot will be completed in September of 2017.
Concrete Sidewalk And Roadway Repairs	$215,000 (2017)	The 2017 project has been awarded to Mondi Construction and construction is currently underway.
Pavement Markings	$60,000 (2017)	The Village Board has authorized the utilization of the Suburban Purchasing Cooperative contractor, Superior Road Striping for the restoration of pavement markings in 2017. The first phase of thermoplastic pavement markings are underway.
2016 Sewer Lining (Project #16020)	$450,000 (2016 project award)	Hoerr Construction has completed work on the Elm Street corridor between Kenilworth and Western and the contract work is now finished.
Asphalt Rejuvenators	$25,000 (2017)	The Village Board has authorized the use of Corrective Asphalt Materials for the application of Reclamite to streets resurfaced in 2016 and 2017. The work will be completed in early fall.
Crack Sealing	$60,000	The project has been awarded to Denler Inc. Staff has inspected all streets with a PCI of 85 or greater to identify candidate cracks for sealing. Work will commence in early fall.
Spoil Hauling and Delivery of Aggregates	$52,200 (2017 award)	Marcott Enterprises is the contractor.

- Ongoing close-out of various construction projects: Project close-outs include the 2016 Elm-Oak-Geneva Improvements Project, 2016 Sidewalk and Street Repair Program, IDOT Pedestrian Crosswalk Project, Hill Avenue Bridge, 2017 Kenilworth-Alley Improvements, and 2017 Montclair-East-Davis-Smith-Turner Utility and Roadway Improvements.

Coordination with Consultants

- Engineering staff play a key role in consulting engineer selection, project scope development, identification and resolution of project issues, and overall project coordination. New Consultant Assignments in 2018 include:

1.	**CBD Roadway Rehabilitation and Streetscape (#15006)** – The currently envisioned project will consist of a combination of straightforward and enhanced resurfacing of the core roadways in the Central Business District including sections of Main, Duane, Prospect, Crescent, Pennsylvania, Glenwood and Forest as well as limited streetscape improvements focusing on Main Street and Crescent. The total budget for the project – including all engineering phases – was previously established at $4.5 million. CY 18 efforts will focus on engineering design of Utility, Roadway, and Streetscape Improvements.	**$250,000 (Capital)**
2.	**Hill Avenue Sanitary Sewer and Water Main Extension Engineering (#13008)** – Continued detailed engineering efforts for the design of sewer and water main extensions along Hill Avenue between Cumnor and the new Hill Avenue Bridge over the East Branch of the DuPage River. The effort will involve completing Phase II engineering.	**$75,000 (Sewer and Water)**
3.	**Royal Glen – Glen Terrace Design Engineering (#17005)** – Consulting services for the design of water main replacements and sanitary sewer rehabilitation in the area north of Roosevelt Road and west of Finley, adjacent to the Braeside Subdivision. Currently in this area, the water and sewer mains are privately owned and maintained, but are in poor condition. Work will include development of easements and agreements – including project financing – with property so that the Village can assume system ownership following the improvements project. A CBDG-NI grant will be pursued for the work.	**$115,000 (Sewer and Water)**
4.	**2019 Utility and Roadway Improvements (19001)** – Consulting services for the design of utility and roadway improvements as part of the 2019 Street Improvement Program.	**$285,000 (Capital, Sewer, and Water)**
5.	**Consultant Assistance with Development Plan Review** – Staff intends to implement the use of consultant assistance to facilitate more timely development plan reviews when staff time is limited due to ongoing capital projects.	**$15,000 (Admin/ Engineering)**

4. **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. Additional inspections and services include fire flow test results and parkway irrigation system inspections. The Division responded to about 1,075 requests in 2017 for plan reviews (125), inspections (675), and work-in-parkway permits (110), refund of deposits (60), fire flow tests (70) and irrigation inspections (35).

Engineering Goals for FY18

1. Continue to fine tune the Village's long term plan for street maintenance activities based on improved inspection and assessment measures.

2. Continue assessment of the condition of the Village's sidewalk network to aid in planning sidewalk maintenance activities.

3. Continue development of the engineering division to assume a modest amount of additional in-house design and construction oversight services for engineering projects. In unison, evaluate opportunities to capitalize on these capabilities to reduce project engineering expenses.

4. Complete the Metra Train Station/Pedestrian Tunnel Phase I Engineering Study and commence grant funding application efforts for the 2019 Congestion Mitigation and Air Quality (CMAQ) Call For Projects as well as other funding opportunities as they become available.

5. Complete the design and construction of the 2018 Roadway Rehabilitation Program.

6. Solidify the CBD Streetscape Plan and retain an engineering consulting firm to complete the design of the CBD Utility and Roadway/Streetscape Improvements.

7. Complete engineering and construction of the Surface Transportation Program (STP) Funded Park Boulevard Rehabilitation and Main Street Resurfacing Project.

8. Complete construction of the first phase of the Roosevelt Road and Route 53 water main rehabilitation projects.

9. Continue engineering of the Roosevelt Road water main rehabilitation project(s).

10. Continue working with IDOT to improve ingress/egress at the Baker Hill Shopping Plaza.

11. Complete engineering of the 2019 Utility and Roadway Improvement project by late summer to allow for a fall letting.

12. Continue engineering of the Hill Avenue sanitary sewer and water main extension project, identify project funding sources, and develop an implementation plan for the project.

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
143100	**PUBLIC WORKS - ADMIN & ENGINEERING**							
143100	510100	SALARIES - PENSIONABLE	518,519	465,700	465,700	465,700	467,200	0.3%
143100	510120	SALARIES - NON PENSIONABLE	7,921	42,800	42,800	42,800	37,400	-12.6%
143100	510200	OVERTIME	813	1,500	1,500	1,000	1,500	0.0%
143100	510300	TEMPORARY HELP	138	5,380	5,380	4,000	5,380	0.0%
143100	510400	FICA TAXES	37,215	38,400	38,400	38,400	43,200	12.5%
143100	510500	IMRF EMPLOYER CONTRIBUTIONS	52,598	48,600	48,600	48,600	46,500	-4.3%
143100	520305	EMPLOYEE RECOGNITION	1,987	2,150	2,150	5,500	3,150	46.5%
143100	520600	DUES-SUBSCRIPTIONS-REG FEES	281	555	555	555	315	-43.2%
143100	520620	EMPLOYEE EDUCATION	2,633	8,350	8,350	8,350	9,350	12.0%
143100	520625	TRAVEL	-	800	800	1,200	2,400	200.0%
143100	520905	PRINTING	-	750	750	500	750	0.0%
143100	520970	MAINTENANCE-BUILDING & GROUNDS	444	1,200	1,200	750	1,200	0.0%
143100	520975	MAINTENANCE-EQUIPMENT	450	1,000	1,000	1,000	1,000	0.0%
143100	521055	PROFESSIONAL SERVICES - OTHER	53,366	22,880	22,880	20,380	19,880	-13.1%
143100	521195	TELECOMMUNICATIONS	7,439	9,200	9,200	9,200	9,650	4.9%
143100	530100	OFFICE SUPPLIES	2,005	4,000	4,000	2,500	4,000	0.0%
143100	530105	OPERATING SUPPLIES	586	1,250	1,250	750	1,250	0.0%
143100	530225	SAFETY SUPPLIES	1,135	500	500	1,000	725	45.0%
143100	530445	UNIFORMS	899	1,504	1,504	1,504	1,504	0.0%
143100	580110	EQUIPMENT/CAPITAL OUTLAY	11,596	5,000	5,000	3,500	1,500	-70.0%
143100	590600	TRANSFER TO INSURANCE - HEALTH	44,993	62,600	62,600	55,000	57,000	-8.9%
143100	590610	TRANSFER TO INSURANCE - GEN	9,200	8,000	8,000	8,000	10,200	27.5%
143100	590650	TRANSFER TO EQUIP FUND - O&M	18,500	20,400	20,400	20,400	31,000	52.0%
143100	590655	TRANSFER TO EQUIP FUND - REPL	4,200	27,300	27,300	27,300	14,800	-45.8%
TOTAL	**PUBLIC WORKS - ADMIN & ENGINEERING**		**776,919**	**779,819**	**779,819**	**767,889**	**770,854**	**-1.1%**

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

ACCOUNTS FOR:	2018 BUDGET
143100 PUBLIC WORKS - ADMIN	
143100 510100 - SALARIES - PENSIONABLE	467,200
PUBLIC WORKS DIRECTOR (60%)	85,200
ASSISTANT PUBLIC WORKS DIRECTOR (70%)	84,150
REGISTERED PROFESSIONAL ENGINEER (80%)	103,350
SENIOR CIVIL ENGINEER (80%)	73,500
CIVIL ENGINEER (80%)	56,700
UTILITIES INSPECTOR (20%)	15,300
ADMINISTRATIVE ASSISTANT II (70%)	49,000
143100 510120 - SALARIES - NON PENSIONABLE	37,400
ADMINISTRATIVE ASSISTANT II (34%)	9,150
PART TIME PROFESSIONAL ENGINEER	28,250
143100 510200 - OVERTIME	1,500
OT FOR ADMINISTRATIVE ASSISTANT II AND A PORTION OF THE UTIITIES INSPECTOR	1,500
143100 510300 - TEMPORARY HELP	5,380
ENGINEERING INTERN FOR 12 WEEKS (50%)	2,880
FRONT OFFICE COVERAGE (15 DAYS)	2,500
143100 510400 - FICA TAXES	43,200
EMPLOYER FICA TAXES	43,200
143100 510500 - IMRF EMPLOYER CONTRIBUTIONS	46,500
EMPLOYER IMRF CONTRIBUTIONS @ 9.89%	46,500
143100 520305 - EMPLOYEE RECOGNITION	3,150
SPOT AWARDS FOR EXAMPLARY PERFORMANCE	600
QUARTERLY DEPARTMENT MEETINGS	800
MISCELLANEOUS RECOGNITION	1,000
SEASONAL DEPARTMENT TEAM BUILDING	750
143100 520600 - DUES-SUBSCRIPTIONS-REG FEES	315
PE REGISTRATION (3 EMPLOYEES) ODD YEARS ONLY	-
ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK (IPWMAN)	250
DAILY HERALD SUBSCRIPTION	65

143100	520620 - EMPLOYEE EDUCATION	9,350
	CONTINUING EDUCATION FOR PROFESSIONAL DEVELOPMENT FOR 7 EMPLOYEES	3,500
	CARTEGRAPH TRAINING	750
	LEED CERTIFICATION	-
	COMPUTER TRAINING	250
	ACCREDITATION EDUCATION	250
	ILLINOIS PUBLIC SERVICE INSTITUTE - SENIOR CIVIL ENGINEER	800
	AUTOCAD TRAINING FOR ENGINEERING	3,000
	ILLINOIS PUBLIC SERVICE INSTITUTE - CIVIL ENGINEER	800
143100	520625 - TRAVEL	2,400
	IPASS	200
	IPSI (HOTEL, FOOD, TRAVEL) SR CIVIL ENGINEER	600
	CARTEGRAPH NATIONAL CONFERENCE - ASST PW DIRECTOR	1,000
	IPSI (HOTEL, FOOD, TRAVEL) - CIVIL ENGINEER	600
143100	520905 - PRINTING	750
	PUBLIC WORKS BROCHURES & POSTAGE	750
143100	520970 - MAINTENANCE-BUILDING & GROUNDS	1,200
	FLOOR MAT	750
	EMPLOYEE RECOGNITION DISPLAY IN LOBBY	450
143100	520975 - MAINTENANCE-EQUIPMENT	1,000
	DEFIB MAINTENANCE	500
	MOVEABLE STORAGE SHELVING YEARLY MAINTENANCE	500
143100	521055 - PROFESSIONAL SERVICES - OTHER	19,880
	ARCHIVE SCANNING	1,500
	CARTEGRAPH OMS ENTERPRISE PLATFORM 25%	10,380
	CARTEGRAPH TRAINING 25%	3,000
	ENGINEERING MISC	5,000
	DEVELOPMENT PLAN REVIEW SERVICES - ZERO AS WILL BE COLLECTED AND PAID THROUGH ESCROW	-
143100	521195 - TELECOMMUNICATIONS	9,650
	CELL PHONE PUBLIC WORKS DIRECTOR	600
	CELL PHONE ASST PUBLIC WORKS DIRECTOR	450
	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)	5,250
	SERVICE FOR TABLETS (2)	500
	CELL PHONE SENIOR CIVIL ENGINEER	600

143100	530100 - OFFICE SUPPLIES	4,000
	INCLUDES COPIER PAPER AND TONER AND OFFICE MATERIALS	4,000
143100	530105 - OPERATING SUPPLIES	1,250
	ITEMS FOR FIELD WORK AND FURNITURE PARTS AND UPGRADES	1,250
143100	530225 - SAFETY SUPPLIES	725
	SAFETY BOOTS (UTILITES INSPECTOR)	200
	SAFETY BOOTS (5 A&E EMPLOYEES - REDUCED AMOUNT)	375
	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	1,500
	UPGRADE TRAINING ROOM (DESKS AND CONFERENCE TABLE, MONITOR, AV COMM. ETC)	1,000
	ENGINEERING EQUIPMENT (FIELD EQUIPMENT)	500
143100	590600 - TRANSFER TO INSURANCE - HEALTH	57,000
	HEALTH INSURANCE CONTRIBUTION	57,000
143100	590610 - TRANSFER TO INSURANCE - GEN	10,200
	GENERAL INSURANCE TRANSFER	10,200
143100	590650 - TRANSFER TO EQUIP FUND - O&M	31,000
143100	590655 - TRANSFER TO EQUIP FUND - REPL	14,800
TOTAL	**PUBLIC WORKS - ADMIN**	**770,854**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - ADMINISTRATION/ENGINEERING

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Public Works Director	FT	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	1.00	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	FT	-	1.00	1.00	1.00	1.00
Civil Engineer	FT	1.00	1.00	1.00	1.00	1.00
Utilities Inspector	FT	1.00	1.00	1.00	1.00	1.00
Part-time Engineer	PT	-	-	-	0.46	0.46
Engineering Intern	PT	0.21	0.21	0.21	0.21	0.21
Administrative Assistant II	FT/PT	1.50	1.50	1.50	1.50	1.50
TOTAL EMPLOYEES (Full-time Equivalents)		**6.71**	**7.71**	**7.71**	**8.17**	**8.17**

Full-time Number of Positions	6	7	7	7	7
Part-time Number of Positions	2	2	2	3	3

PUBLIC WORKS OPERATIONS – GENERAL FUND (STREET and FORESTRY)

The Operations – General Fund budget consists of Operational Maintenance of Village owned Rights-of-Way (ROW) and includes such items as maintenance of our streets and roadways, sidewalks, signs, streetlights, parkway trees, landscaping, and Central Business District (CBD) appearance. Operations General Fund is 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 and ice management, the sidewalk improvement program, line striping and pavement crack sealing programs, street sweeping, parking meter maintenance, and parking lot and street light maintenance. 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 950 Village owned street lights. A computerized sign inventory program is continually updated to meet federally mandated retro-reflectivity requirements.

The Forestry Division activities include the maintenance of more than 14,121 trees on parkways and on Village-owned green space. The Comprehensive Forestry Management Program includes: annual winter pruning, tree removal and stump grinding, spring and fall tree planting, 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 four 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 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.

Operations - Street Division– General Fund Accomplishments for FY 17

1. The Street Division continued to focus on a 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 during the recent construction season.

2. Public Works once again, successfully handled snow and ice removal during the past 2016 - 2017 season. There were 18 snow events with a total of approximately 23 inches of snow. 1,400 tons of road salt was used. The 2016-17 season was considered a mild winter.

3. Continued implementation of the Cartegraph Sign View software. This software tracks sign assets and establishes a plan to ensure all signs meet MUTCD standards as well as federal retro-reflectivity guidelines. All 5,838 signs were entered and updated in Cartegraph by in house staff. This involved 310 hours of data entry adjusting the map locations and assuring the information was complete and accurate with what exists in the field.

4. The Street and Forestry Divisions assisted in 38 special events throughout the Village. Water filled barriers were utilized during 9 of the special events. These barriers provide significant additional safety to the public during road closures due to events. Thirty aluminum pedestrian barriers are utilized during 5 of the events to increase public safety and to better assist pedestrian flow.

5. Glen Ellyn hosted the Intelligentsia Cup Bike Race for the second year. Staff successfully hosted this event in addition to Jazz in Glen Ellyn at the same time providing pre-event set up and take down of barricades, barriers and additional parking regulation postings.

6. The Street Division completed a yearly in-house pavement assessment with Engineering. This clearly defined and prioritized efforts in addressing and maintaining roadways. Roads 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.

7. Central Business District improvements:

   a. Staff changed out banners for each of the four seasons of the year.

   b. Street Division continues to maintain five locations where the "Big Belly" compacting recycling and refuse containers are located in the CBD.

   c. 60 new flag poles and American flags were purchased to be flown during the summer. An additional 6 French flags were purchased, 4 of which were displayed on Duane Street in honor of our Sister City in France.

   d. The remaining 30 of the 50 single hoop bile racks were "Rhino Lined" and re-installed in the CBD. This treatment provides a durable long lasting coating that resists chipping and the need for yearly painting.

e. Staff assisted a contractor in converting 295 Street lights in the CBD to LED along with the lights along the Prairie Path. Public Works received $20,000 from the ICE in the form of a grant to assist in this project. The new fixtures have the ability to provide up-lighting to highlight some of the local building architecture in the Central Business District.

9. In house staff also re-wired poles and converted 29 Street lights to LED in the Mary Knoll subdivision. This project was partially funded by a $5,500 grant that was received thru DCEO. All four Village maintained traffic signals were converted to LED by in house staff.

8. Staff removed 11 Historic landmark signs that were sent out for powder coating and re installed at various locations in Glen Ellyn.

9. Graded gravel base for new driveway that connects Wilson Ave. to the operations lot of the Reno Center.

Operation Street Division – General Fund Goals for FY 18

1. Continue to assist Engineering Division with the LED Initiative designed to convert village owned street lights in the Village from high pressure sodium/mercury vapor lighting to LED. 60 remaining village owned streetlights and all streetlights at Stacy's Corners will be converted to LED.

2. Upgrade the components of two electrical control boxes for the CBD street light system. The two in need of this work are located at the Taylor Street Underpass and at Forest and Duane.

3. Continue to implement Cartegraph by tracking all Village owned street light location data as well as locations of all Village owned retaining walls and fences.

4. Continue the yearly CBD sidewalk pressure washing program that will maintain CBD sidewalks on an established rotational basis and contract the fourth phase of the program.

5. 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.

6. Provide timely and reliable support to the Police and Fire Departments as needed throughout the year for both emergency and special events. Work cooperatively with all Departments in the Village as well as all other government agencies and business groups working in the Village.

7. Change out banners in the CBD (4 seasons) in a timely and cost effective manner.

8. 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 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.

9. Rent an asphalt paver to see if it improves productivity and reduces contracted skip paving costs as needed.

Operations - Forestry Division – General Fund Accomplishments for FY 17

1. In the past 12 months approximately 104 trees were removed by the contractor. All stump removal has been done in house this past year in an effort to expedite the restoration of the parkways. Forestry's landscape maintenance contractor was utilized to excavate the stump debris and complete restoration of the parkway with soil and seed for 350 locations as a cost saving measure compared to the restoration cost of the stump removal contractor. The Forestry Division completed another 50 restorations of the parkway without contractor assistance as a further cost savings to the Village.

2. The Forestry Division (without contractor assistance) completed 69 tree related work orders and 141 tree removals (including 8 Ash removals). Removals by the contractor equaled 104 (including 11 Ash removals).

3. Certified Arborists responded to 478 Forestry Service requests in the past 12 months.

4. The Village received the Tree City USA award for the 33rd year in a row. For Glen Ellyn's Arbor Day celebration, a tree was planted at 30 S. Lambert in honor of Bob Greenburg, Utilities Superintendent for over 32 years of dedicated service to Public Works.

5. Planted 474 trees through the Reforestation Program using the Suburban Tree Consortium contractor. Of the 474 trees planted, 89 residents participated in the cost share program.

6. Forestry continued to work with DuPage County to improve the Illinois Prairie Path within the Village limits.

7. The current population of Ash trees in the Village is 506. This population contains Ash trees of various species, mostly White Ash and Green Ash. In 2017 Forestry staff is inspecting 363 Ash trees. The trees being inspected were either treated 2 years ago or were trees that were inspected last year but were placed on the "no treat" list. Of the 363 trees, 270 were found to be in good condition and were treated in-house with a Tree-Age injection. The 93 trees placed on the "no treat" list will be inspected again next year with the Ash trees that were treated in 2016. Village staff monitors these trees closely

and removes them as needed. Trees treated in 2017 will not be inspected/treated again until 2019.

Ash Tree Summary	Total Trees before EAB in 2007	Trees Removed	Current Ash Tree Population	Trees being Treated	Trees on "No Treat List"
#of trees	1953	1447	506	413	93

8. The Forestry Division continued to work with residents to ensure all potentially hazards to right of way from private property Ash trees as well as other dead and dying species are removed in a timely manner.

9. This year's focus in Manor Woods was to prep for a controlled burn and perform weed control. We also selectively spot treated areas of weeds where there were larger patches becoming established. The path and perimeter was also sprayed to keep weeds from encroaching onto the path. Erosion control measures at drainage pipes were implemented with coir logs to prevent path erosion.

10. The Sign bed at Main and Crescent received a much needed facelift with the removal of all depleted plant material, replacing them with perennials designed by our in- house horticulturist. Additional plants were added in the spring of 2017 to fill in and replace any plants lost over the winter. These plantings will provide continual color interest with low maintenance throughout the season

11. Staff assisted with the contracting and support of installation of native plant seeding in the swale located at 729 Riford Rd. The "swale" was planted with low growing profile prairie seed mix as an alternative to turf. This application is more environmentally and ecologically friendly while providing the egress of overland flooding from Lake Ellyn over Riford Rd. to Perry's Pond in the case of large rain events. Sod was installed in the rear yard of 725 Riford.

12. Once again the Central Business District sidewalk floral displays generated a multitude of compliments. The sidewalk planters, 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 10,549 not counting plants that are pre grown in the 33 hanging baskets. 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	2,720	10	62	0
Summer	6,240	33	98	33
Fall	1,589	10	86	0
Winter	0	4	10	0

Operations Forestry Division – General Fund Goals for CY 18

1. Continue to monitor and remove infested Ash trees based on the guidelines identified in the EAB Management Program. Our goal is to maintain a healthy population of Ash trees in the village by using treatments to combat EAB infestation. Forestry staff plans to treat all Ash trees that are worthy of treatment in-house using Tree-Age. Utilizing in house staff to perform treatments will save the Village an estimated $20,000 every year in contractor expenses. The only expense for treatment will be purchasing the chemical. Because treatments are viable for two years, Forestry staff will be inspecting trees that were treated in 2016 and trees on the no treat list totaling roughly 236 trees. Upon arriving to treat the tree, the applicator will inspect the tree and determine if the tree warrants treatment or not. If the tree is in poor condition it will either be marked for removal or placed on the "No Treat" list to be removed at a later date. Trees treated in 2018 will not be inspected/treated again until 2020.

2. Continue to plant trees in the right-of-way through the Parkway Reforestation Program. Approximately 474 trees will be planted during the spring and fall planting seasons. 89 of these trees will be planted thru the Resident Cost- Share program (residents donate $100 per tree) All trees will be planted by a contractor.

3. Continue to remove all stumps of removed trees in right of way and restore parkways with seed and soil. The majority of this work will be done with in house staff.

4. Continue to improve landscaping at the Civic Center.

5. Continue the Manor Woods Native Plant and Tree Restoration Project, implementing a control burn (fall 2017 - spring 2018 weather depending) and following up with the planting of native trees and the introduction of flowering native plants.

6. Add 5 hanging basket containers in the CBD to expand the current display areas in the downtown. This will be the second phase of 5 additional hanging baskets to be added yearly over three years bringing the grand total to 43 baskets.

7. Replace all of the flower planters located on the sidewalks in the CBD. The current planters have begun to deteriorate and are in need of replacement. The new planters will provide a new look that will be more compatible with the color scheme of the existing CBD hardscape.

8. Replace and redesign the existing planting beds along the south side of Pennsylvania ROW form Western Ave. to the western limits. This will be done in an effort to provide a more cohesive look and ease of maintenance over all.

9. Complete reforestation work on the Illinois Prairie Path.

10. Reduce the wait for a tree to be planted in the same location of a tree removal if the planting space remains viable. Tree to be planted in the next planting season or within 1 year dependent on the tree species to be planted.

11. Update Tree Management Plan.

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
143300	**PUBLIC WORKS OPS - STREETS**							
143300	510100	SALARIES - PENSIONABLE	269,495	291,400	291,400	300,000	296,300	1.7%
143300	510120	SALARIES - NON PENSIONABLE	18,942	23,200	23,200	19,000	23,600	1.7%
143300	510200	OVERTIME	13,827	14,600	14,600	14,000	14,600	0.0%
143300	510210	SNOW	60,714	60,000	60,000	60,000	58,000	-3.3%
143300	510300	TEMPORARY HELP	5,582	21,200	21,200	13,000	23,120	9.1%
143300	510310	TEMPORARY HELP - SNOW	21,607	24,500	24,500	20,000	24,500	0.0%
143300	510400	FICA TAXES	28,707	33,300	33,300	32,000	34,000	2.1%
143300	510500	IMRF EMPLOYER CONTRIBUTIONS	35,863	37,000	37,000	32,000	37,000	0.0%
143300	520600	DUES-SUBSCRIPTIONS-REG FEES	82	100	100	100	315	215.0%
143300	520620	EMPLOYEE EDUCATION	420	2,000	2,000	1,000	2,000	0.0%
143300	520625	TRAVEL	-	150	150	150	150	0.0%
143300	520915	ESDA EXPENSE	7,270	7,425	7,425	7,000	7,425	0.0%
143300	520970	MAINTENANCE-BUILDING & GROUNDS	25,158	23,400	23,400	20,000	11,400	-51.3%
143300	520975	MAINTENANCE-EQUIPMENT	7,577	7,890	7,890	7,890	10,265	30.1%
143300	520995	MAINTENANCE-SIGNS	16,951	25,000	25,000	25,000	20,000	-20.0%
143300	521035	MAINTENANCE-STREET PAINTING	93,106	52,000	53,575	52,000	42,000	-19.2%
143300	521040	MAINTENANCE-TRAFFIC SIGNALS	24,315	27,000	27,000	25,000	27,000	0.0%
143300	521045	MAINTENANCE-STREET LIGHTS	28,997	45,000	45,000	45,000	40,000	-11.1%
143300	521055	PROFESSIONAL SERVICES - OTHER	3,928	28,475	28,475	28,000	26,100	-8.3%
143300	521057	CBD APPEARANCE	2,098	10,500	10,500	8,000	8,500	-19.0%
143300	521060	SNOW REMOVAL SERVICES	11,590	20,000	20,000	14,000	20,000	0.0%
143300	521115	LANDFILL FEES	14,985	15,000	15,000	22,000	20,000	33.3%
143300	521125	LEASED EQUIPMENT	1,084	12,000	12,000	1,000	1,000	-91.7%
143300	521195	TELECOMMUNICATIONS	1,962	1,980	1,980	1,980	2,820	42.4%
143300	530100	OFFICE SUPPLIES	1,027	1,000	1,000	1,000	1,000	0.0%
143300	530105	OPERATING SUPPLIES	5,503	6,000	6,000	7,000	7,000	16.7%
143300	530210	OPERATING SUPPLIES ASPHALT	23,439	19,500	18,736	23,500	25,000	28.2%
143300	530225	SAFETY SUPPLIES	7,636	5,600	5,600	5,600	5,650	0.9%
143300	530445	UNIFORMS	2,204	2,475	2,475	2,475	2,625	6.1%
143300	580110	EQUIPMENT/CAPITAL OUTLAY	9,270	53,300	53,300	32,300	54,650	2.5%
143300	590600	TRANSFER TO INSURANCE - HEALTH	50,190	57,100	57,100	73,100	67,600	18.4%
143300	590610	TRANSFER TO INSURANCE - GEN	52,400	61,100	61,100	61,100	60,300	-1.3%
143300	590650	TRANSFER TO EQUIP FUND - O&M	198,300	190,600	190,600	190,600	181,900	-4.6%
143300	590655	TRANSFER TO EQUIP FUND - REPL	174,900	164,300	164,300	164,300	162,000	-1.4%
TOTAL	**PUBLIC WORKS OPS - STREETS**		**1,219,130**	**1,344,095**	**1,345,670**	**1,309,095**	**1,317,820**	**-2.0%**

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ACCOUNTS FOR:	2018 BUDGET
143300 PUBLIC WORKS OPS - STREETS	
143300 510100 - SALARIES - PENSIONABLE	296,300
(1) MAINTENANCE WORKER III	72,000
STREET/FORESTRY SUPERINTENDENT (50%)	49,200
CREW LEADER I	76,250
(1) MAINTENANCE WORKER I	45,000
(1) MAINTENANCE WORKER II	53,850
143300 510120 - SALARIES - NON PENSIONABLE	23,600
MAINTENANCE WORKER	23,600
143300 510200 - OVERTIME	14,600
STREET DIVISION CALL OUT	14,600
CALL OUT COMP, FOR 1 CREW LEADER PLUS 50% SUPERINTENDENT	
143300 510210 - SNOW	58,000
OVERTIME COVERS ALL PUBLIC WORKS STAFF THAT WORK SNOW	58,000
143300 510300 - TEMPORARY HELP	23,120
2 SUMMER SUMMER SEASONALS FOR 12 WEEKS @ $11.00 PE	10,560
1 EXTENDED SEASONAL FOR 24 WEEKS @$11.00/HR	12,560
143300 510310 - TEMPORARY HELP - SNOW	24,500
SEASONAL SNOW LABOR	24,500
143300 510400 - FICA TAXES	34,000
EMPLOYER FICA TAXES	34,000
143300 510500 - IMRF EMPLOYER CONTRIBUTIONS	37,000
EMPLOYER IMRF CONTRIBUTIONS @ 9.89%	37,000
143300 520600 - DUES-SUBSCRIPTIONS-REG FEES	315
4.5 STREET EMPLOYEES / CDL REIMBURSEMENT	315
143300 520620 - EMPLOYEE EDUCATION	2,000
4.5 STREET EMPLOYEES FOR REGIONAL APWA SHOW- AMERICAN PUBLIC WORKS ASSOCIATION TRADE SHOW	200
MISCELLANEOUS EDUCATION 4.5 STREET EMPLOYEES AND 50% STREET/FORESTRY SUPERINTENDENT	1,000
MISC ELECTRICAL SEMINARS - 4 STREET EMPLOYEES	800

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ACCOUNTS FOR:	2018 BUDGET
143300 520625 - TRAVEL	150
4.5 STREET EMPLOYEES MISCELLANEOUS TRAVEL EXPENSES	150
143300 520915 - ESDA EXPENSE	7,425
ESDA CONTRACT	1,925
MAINTENANCE EXPENSES	5,500
143300 520970 - MAINTENANCE-BUILDING & GROUNDS	11,400
MISCELLANEOUS MASONRY WORK	4,000
RT 38/CBD POTENTIAL SIDEWALK TRIP HAZARDS	5,000
SIDEWALK SALT (40% OF TOTAL PURCHASE)	2,400
RHINO LINING OF BIKE RACKS IN THE CBD	-
143300 520975 - MAINTENANCE-EQUIPMENT	10,265
REPAIRS OF SMALL EQUIPMENT	1,500
ETS PRO SOFTWARE ANNUAL MAINTENANCE FOR SIGN MAKING EQUIPMENT	1,575
CARTEGRAPH OMS PLATFORM SOFTWARE (12.5%)	5,190
NEW - BIG BELLY MAINTENANCE AND SUPPLIES	2,000
143300 520995 - MAINTENANCE-SIGNS	20,000
ALUMINUM SIGN BLANKS AND ALUMINUM HYDROSTRIPPING	6,500
SIGN FABRICATION MATERIALS	7,500
SIGN POSTS AND HARDWARE	6,000
143300 521035 - MAINTENANCE-STREET PAINTING	42,000
PAINT THINNER FOR INHOUSE BEADS APPLICATIONS	2,000
CONTRACT - LINE STRIPING - ASPHALT AND CONCRETE	40,000
143300 521040 - MAINTENANCE-TRAFFIC SIGNALS	27,000
IDOT SIGNAL INVOICES	14,000
OPTICOM MAINTENANCE	8,500
OPTICOM MAINTENANCE INSPECTION CONTRACT	4,500
143300 521045 - MAINTENANCE-STREET LIGHTS	40,000
REPLACEMENT PARTS	10,000
ELECTRICAL CONTRACTOR	15,000
SPARE FIXTURES FOR INVENTORY	5,000
SPARE LIGHT POLE FOR INVENTORY	10,000
143300 521055 - PROFESSIONAL SERVICES - OTHER	26,100
WEATHER FORECASTING	1,600
CBD ELECTRICAL NEEDS	3,000
CARTEGRAPH TRAINING/IMPLEMENTATION (12.5%)	1,500
NEW - REBUILD DUANE/FOREST & UNDERPASS ELEC. BOXES	20,000

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ACCOUNTS FOR:	2018 BUDGET
143300 521057 - CBD APPEARANCE	8,500
AMERICAN AND FRENCH FLAGS	1,500
FLAG POLES	1,000
MISCELLANEOUS SUPPLIES	1,000
PRESSURE WASH SIDEWALKS IN CBD	5,000
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	2,820
PHONE SERVICES FOR 4 FT STREET EMPLOYEES AND 50% S/F SUPERINTENDENT	2,200
ACCESSORIES (10% OF PHONE SERVICES)	220
IPAD AND LAPTOP SERVICE	400
143300 530100 - OFFICE SUPPLIES	1,000
OFFICE SUPPLIES	1,000
143300 530105 - OPERATING SUPPLIES	7,000
TOOLS AND MISCELLANEOUS SUPPLIES	6,000
TOP SOIL / PARKWAY RESTORATION SUPPLIES	1,000
143300 530210 - OPERATING SUPPLIES	25,000
ASPHALT	22,500
EMULSION	2,500
143300 530225 - SAFETY SUPPLIES	5,650
BARRICADES: 25 W/LIGHTS/BATTERIES; 50 WITHOUT LIGHTS	3,000
TRAFFIC CONES	500
SAFETY HATS, GLOVES, ETC.	750
GLASSES, $200 SAFETY BOOT STIPEND FOR 5 STREET EMPLOYEES AND 50% SUPERINTENDENT	1,100
$100 SAFETY BOOT STIPEND FOR 3 SEASONAL EMPLOYEES	300
143300 530445 - UNIFORMS	2,625
$450 PER EMPLOYEE 5 STREET - 50% SUPERINTENDENT	2,475
$50 PER SEASONAL EMPLOYEE - 3 SEASONAL	150

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: STREETS

ACCOUNTS FOR:	2018 BUDGET
143300 580110 - EQUIPMENT/CAPITAL OUTLAY	54,650
CARRY OVER - 7 VILLAGE ENTRY SIGNS	21,000
SMALL EQUIPMENT (IMPACT DRIVER GRINDER CRIMP TOOL)	1,500
CONCRETE ROAD BARRIER LIFT CLAMP	4,000
IPAD FOR FIELD USE WITH CARTEGRAPH	400
NEW - CONVERSION OF 61 REMAINING STREET LIGHTS TO LED	27,450
HAND HELD LEAF BLOWER	300
143300 590600 - TRANSFER TO INSURANCE - HEALTH	67,600
HEALTH INSURANCE CONTRIBUTION	67,600
143300 590610 - TRANSFER TO INSURANCE - GEN	60,300
GENERAL INSURANCE TRANSFER	60,300
143300 590650 - TRANSFER TO EQUIP FUND - O&M	181,900
TRANSFER TO EQUIP SERVICES FOR O&M	181,900
143300 590655 - TRANSFER TO EQUIP FUND - REPL	162,000
TRANSFER TO EQUIPMENT SERVICES FOR VEHICLE REPLACEMENT	162,000
TOTAL PUBLIC WORKS OPS - STREETS	**1,317,820**

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
143400	**PUBLIC WORKS OPS - FORESTRY**							
143400	510100	SALARIES - PENSIONABLE	257,493	263,800	263,800	265,000	269,900	2.3%
143400	510200	OVERTIME	7,018	14,600	14,600	7,000	10,000	-31.5%
143400	510300	TEMPORARY HELP	11,606	26,000	26,000	10,000	28,400	9.2%
143400	510400	FICA TAXES	20,413	23,300	23,300	22,400	23,600	1.3%
143400	510500	IMRF EMPLOYER CONTRIBUTIONS	27,433	28,800	28,800	27,000	27,700	-3.8%
143400	520600	DUES-SUBSCRIPTIONS-REG FEES	1,243	1,775	1,775	1,500	1,935	9.0%
143400	520620	EMPLOYEE EDUCATION	1,415	4,600	4,600	4,000	4,400	-4.3%
143400	520625	TRAVEL	495	500	500	500	500	0.0%
143400	520635	SAFETY TRAINING	-	1,500	1,500	1,500	1,500	0.0%
143400	520970	MAINTENANCE-BUILDING & GROUNDS	42,214	58,307	70,657	60,000	62,203	6.7%
143400	520975	MAINTENANCE-EQUIPMENT	5,273	6,315	6,315	6,315	6,690	5.9%
143400	521055	PROFESSIONAL SERVICES - OTHER	15,505	20,975	20,975	15,000	16,600	-20.9%
143400	521057	CBD APPEARANCE	33,239	43,000	44,225	39,000	46,000	7.0%
143400	521090	TREE TRIMMING	99,180	70,000	88,857	58,000	48,000	-31.4%
143400	521095	TREE REMOVAL	42,964	81,000	176,316	121,000	106,000	30.9%
143400	521100	TREE REPLACEMENT	87,492	132,500	143,372	132,500	100,000	-24.5%
143400	521103	EMERALD ASH BORER PROGRAM	57,543	6,000	6,000	6,000	6,000	0.0%
143400	521125	LEASED EQUIPMENT	1,536	2,500	2,500	1,500	2,500	0.0%
143400	521195	TELECOMMUNICATIONS	3,622	1,980	1,980	1,980	2,180	10.1%
143400	530100	OFFICE SUPPLIES	868	1,000	1,000	1,000	1,000	0.0%
143400	530105	OPERATING SUPPLIES	5,096	6,200	6,200	6,200	7,200	16.1%
143400	530225	SAFETY SUPPLIES	2,003	2,900	2,900	2,900	3,550	22.4%
143400	530445	UNIFORMS	2,287	2,025	2,025	2,025	2,225	9.9%
143400	580110	EQUIPMENT/CAPITAL OUTLAY	2,032	8,500	8,500	1,660	1,450	-82.9%
143400	590600	TRANSFER TO INSURANCE - HEALTH	40,290	44,800	44,800	44,300	45,100	0.7%
143400	590610	TRANSFER TO INSURANCE - GEN	37,800	42,100	42,100	42,100	48,500	15.2%
143400	590650	TRANSFER TO EQUIP FUND - O&M	100,900	100,200	100,200	100,200	104,400	4.2%
143400	590655	TRANSFER TO EQUIP FUND - REPL	110,000	98,500	98,500	98,500	91,800	-6.8%
TOTAL	**PUBLIC WORKS OPS - FORESTRY**		**1,016,958**	**1,093,677**	**1,232,296**	**1,079,080**	**1,069,333**	**-2.2%**

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:	2018 BUDGET
143400 PUBLIC WORKS OPS - FORESTRY	
143400 510100 - SALARIES - PENSIONABLE	269,900
STREET/FORESTRY SUPERINTENDENT (50%)	49,200
CREW LEADER I	61,300
(2) MAINTENANCE WORKER I	101,400
MAINTENANCE WORKER II	58,000
143400 510200 - OVERTIME	10,000
FORESTRY DIVISION CALL OUT	10,000
COMP FOR 1 CREWLEADER PLUS 50% SUPERINTENDENT	
143400 510300 - TEMPORARY HELP	28,400
3 SUMMER SEASONALS FOR 12 WEEKS @ 11.00/HR	15,840
1 EXTENDED SEASONAL FOR 24 WEEKS @11.00/HR	12,560
143400 510400 - FICA TAXES	23,600
EMPLOYER FICA TAXES	23,600
143400 510500 - IMRF EMPLOYER CONTRIBUTIONS	27,700
EMPLOYER IMRF CONTRIBUTIONS @ 9.89%	27,700
143400 520600 - DUES-SUBSCRIPTIONS-REG FEES	1,935
ILL. ARBOREST ASSOCIATION/ILL. SOCIETY OF ARBORCULTURE - 4 FORESTRY EMP. AND 50% S/F SUPERINTENDENT	1,100
SUBURBAN TREE CONSORTIUM	575
4 FORESTRY EMPLOYEES / CDL LICENSE REIMBURSMENT	260
143400 520620 - EMPLOYEE EDUCATION	4,400
CERTIFIED TREE CARE SAFETY PROFESSIONAL TRAINING	1,000
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	2,150
143400 520625 - TRAVEL	500
4 FORESTRY EMPLOYEES AND 50% S/F SUPERINTENDENT	500

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:		2018 BUDGET
143400	520635 - SAFETY TRAINING	1,500
	FORESTRY TREE WORK TRAINING	1,500
143400	520970 - MAINTENANCE-BUILDING & GROUNDS	62,203
	LANDSCAPE MAINTENANCE VILLAGE OWNED AREAS	31,203
	IPP PLANTINGS (COMPLETES GRANT MONEY)	5,000
	MISCELLANEOUS PLANT REPLACEMENT (CIVIC CENTER, TRAIN STATION, 5 CORNERS, ETC)	4,000
	ECOLOGICAL RESTORATION OF VILLAGE MAINTAINED OPEN LAND FOR ENVIRONEMENTAL IMPROVEMENT	6,000
	NEW - REPLACEMENT OF GRAVEL WALKWAY VOLUNTEER PARK	500
	NEW - IMPROVE LANDSCAPE BEDS PENNSYLVANIA ROW	-
	NEW - POLLINATOR MEADOW MIX PILOT PROGRAM COMED GRANT INITIATIVE	10,000
	NEW - SECOND YEAR OF THREE YEAR STEWARDSHIP FOR SWALE AT 725 RIFORD	3,000
	NEW - WEED VIOLATION MOWING	2,500
143400	520975 - MAINTENANCE-EQUIPMENT	6,690
	REPAIR OF SMALL EQUIPMENT	1,500
	CARTEGRAPH OMS PLATFORM SOFTWARE (12.5%)	5,190
143400	521055 - PROFESSIONAL SERVICES - OTHER	16,600
	WEATHER FORECASTING	1,600
	TREE PRESERVATION CONSULTANT	5,000
	CARTEGRAPH TRAINING / IMPLEMENTATION -12.5%	1,500
	TREE INVENTORY - ZONE C	3,500
	NEW - VOLCANO MULCH CORRECTION	5,000
143400	521057 - CBD APPEARANCE	46,000
	CBD FLOWERS	29,000
	CBD PLANTER REPLACEMENT (80 POTS)	5,000
	FLORAL CLOCK DISPLAYS	5,000
	MISCELLANEOUS SUPPLIES	2,000
	CBD BED UPGRADES	5,000
143400	521090 - TREE TRIMMING	48,000
	CONTRACT PRUNING OF A PORTION OF ZONE B AND C	48,000

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:	2018 BUDGET
143400 521095 - TREE REMOVAL	106,000
CONTRACT REMOVAL OF TREES 15" AND GREATER INCLUDING CONTRACT STUMP REMOVAL PER THE CONTRACT	75,000
PARKWAY RESTORATIONS FROM STUMP REMOVAL	25,000
NEW - HAULING OF LOGS AND WOOD CHIPS	3,000
NEW - PRIVATE HAZARD TO ROW TREE REMOVAL	3,000
143400 521100 - TREE REPLACEMENT	100,000
257 @$350 PURCHASE ($250 TREE COST AND $100 CONTRA COST SHARING PROGRAM $9,000)	90,000
MANOR WOODS PLANTING OF 40 TREES ($250/TREE)	10,000
143400 521103 - EMERALD ASH BORER PROGRAM	6,000
EAB CHEMICAL FOR IN HOUSE TREATMENTS	5,000
TREE INJECTION PLUGS AND MISC. SUPPLIES (IN HOUSE)	1,000
143400 521125 - LEASED EQUIPMENT	2,500
MISC. LEASED EQUIPMENT	2,500
143400 521195 - TELECOMMUNICATIONS	2,180
PHONE SERVICES - 4 FORESTRY EMPLOYEES AND 50% S/F SUPERINTENDENT	1,800
ACCESSORIES (10% OF PHONE SERVICE)	180
IPAD SERVICE	200
143400 530100 - OFFICE SUPPLIES	1,000
OFFICE SUPPLIES	1,000
143400 530105 - OPERATING SUPPLIES	7,200
TOP SOIL / PARKWAY RESTORATION SUPPLIES	2,000
TOOLS AND MISCELLANEOUS SUPPLIES	4,000
CLIMBING EQUIPMENT	1,200
143400 530225 - SAFETY SUPPLIES	3,550
TRAFFIC CONES	500
SAFETY HARD HATS, CHAINSAW CHAPS, GLASSES, GLOVES, ETC.	1,250
TWO SAFETY FUEL CANS	500
$200 SAFETY BOOTS STIPEND FOR 4 FORESTRY EMPLOYEES AND 50% FOR SUPERINTENDENT	900
$100 SAFETY BOOT STIPEND FOR 4 SEASONAL EMPLOYEES	400
143400 530445 - UNIFORMS	2,225
$450 PER EMPLOYEE 4 FORESTERY - 50% SUPERINTENDENT	2,025
$50 PER SEASONAL EMPLOYEE - 4 SEASONAL	200

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS
ORGANIZATION: FORESTRY

ACCOUNTS FOR:	2018 BUDGET
143400 580110 - EQUIPMENT/CAPITAL OUTLAY	1,450
PUSH MOWER	650
HAND HELD LEAF BLOWER	300
GARDEN DOLLY FOR CBD POTS	500
143400 590600 - TRANSFER TO INSURANCE - HEALTH	45,100
HEALTH INSURANCE CONTRIBUTION	45,100
143400 590610 - TRANSFER TO INSURANCE - GEN	48,500
GENERAL INSURANCE TRANSFER	48,500
143400 590650 - TRANSFER TO EQUIP FUND - O&M	104,400
TRANSFER TO EQUIPMENT SERVICES FOR O&M	104,400
143400 590655 - TRANSFER TO EQUIP FUND - REPL	91,800
TRANSFER TO EQUIPMENT SERVICES FOR VEHICLE REPLACEMENT	91,800
TOTAL PUBLIC WORKS OPS - FORESTRY	**1,069,333**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - OPERATIONS DIVISION

Classification	Status	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Street/Forestry Superintendent	FT	1.00	1.00	1.00	1.00	1.00
Utilities Superintendent	FT	1.00	1.00	1.00	1.00	1.00
Sr Water Plant Operator	FT	1.00	1.00	1.00	1.00	1.00
Water Plant Operator I	FT	1.00	1.00	1.00	1.00	1.00
Crew Leader II	FT	1.00	1.00	1.00	-	-
Crew Leader II - Forestry	FT	-	-	-	-	-
Crew Leader II - Street	FT	-	-	-	-	-
Crew Leader II - Utilities	FT	-	-	-	-	1.00
Crew Leader I	FT	3.00	3.00	3.00	4.00	-
Crew Leader I - Forestry	FT	-	-	-	-	1.00
Crew Leader I - Street	FT	-	-	-	-	1.00
Crew Leader I - Utilities	FT	-	-	-	-	1.00
Customer Service Worker	FT	1.00	1.00	1.00	1.00	1.00
Maintenance Worker III	FT	-	-	1.00	1.00	-
Maintenance Worker III - Forestry	FT	-	-	-	-	-
Maintenance Worker III - Street	FT	-	-	-	-	1.00
Maintenance Worker III - Utilities	FT	-	-	-	-	-
Maintenance Worker II	FT	5.40	5.40	4.00	3.00	-
Maintenance Worker II - Forestry	FT	-	-	-	-	1.00
Maintenance Worker II - Street	FT	-	-	-	-	1.00
Maintenance Worker II - Utilities	FT	-	-	-	-	1.00
Maintenance Worker I	FT	6.00	6.00	6.40	7.40	-
Maintenance Worker I - Forestry	FT	-	-	-	-	2.00
Maintenance Worker I - Street	FT	-	-	-	-	1.40
Maintenance Worker I - Utilities	FT	-	-	-	-	4.00
Forestry Intern	PT	0.19	0.19	-	-	-
Seasonal Staff	PT	3.57	3.57	3.57	3.57	3.57
TOTAL EMPLOYEES (Full-time Equivalents)		**24.16**	**24.16**	**23.97**	**23.97**	**23.97**

Full-time Number of Positions	20	20	20	20	20
Part-time Number of Positions	45	45	45	45	45

Positions are broken out for FY18 to show greater detail on what part of operations each position serves. This does not represent a change in operations or organization structure

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IV. OTHER GOVERNMENTAL FUNDS

FIRE SERVICE FUND

The Village and Fire Company have had a strong and symbiotic relationship for decades as both agencies have worked collaboratively to provide vital services to the community. This long standing affiliation was formalized through an Intergovernmental Agreement (IGA) in 2014 in conjunction with the approval of the Fire Service Fee.

In 2013, the Village completed a statistical comparison of Glen Ellyn to nine other comparable communities in the area. This analysis resulted in the 2013 Financial Scorecard which provided some insight as to how the GEVFC benefits the entire Glen Ellyn community. According to the study, the Volunteer Fire Company saves the Village over $3M per year by using the volunteer model. In addition, Glen Ellyn has the lowest amount of unfunded pensions in the sample group on a per capita basis, which is a direct result of not having a career fire department which creates additional pension liabilities. These benefits are substantial, but do not tell the entire story. The GEVFC is an ISO 3-rated department, which has provided emergency services for this community for over 100 years and oversees and supports EMS services that are provided on a contractual basis. Currently there are over 60 Volunteers that continue to provide this critical service to the community for $1 per year.

On December 9, 2013, the Village Board approved a monthly fee for Glen Ellyn residents and businesses in order to fund the Glen Ellyn Volunteer Fire Company (GEVFC) and maintain a path of financial sustainability. In the past, the GEVFC had a donation program which for many years had met their funding needs. However, the donation program had dwindled and was no longer deemed a fair and equitable approach to funding an essential service like fire and emergency response when only 20% of the properties were participating. Given the operational, capital and facility needs of the Company and how the long-standing donation program was not keeping up with those needs, the Village Board instituted this new fee that went into effect May 1, 2014. The Fire Services Fund was created when this new fee went into effect.

In 2017, the Village Board instituted a Capital Fire Service Fee which would be dedicated solely to meeting the needs of the Fire fleet of vehicles as well as to meet ongoing building maintenance and improvements to the two aging fire stations. This Capital Fire Service Fee went into effect on the October 1, 2017 Village Services Bill.

In addition to this funding, the Village supports the Volunteer Fire Company in a number of ways. The Village owns and maintains two fire stations, maintains the Fire fleet and assists in coordinating a replacement schedule, as well as provides IT, HR, and some accounting/financial assistance. The Village also pays for dispatch services through DuComm and assists the overall management of EMS services through a Village contract with Metro. These life safety responsibilities are critical functions for all municipalities, so the Village and Fire Company have and will continue to work closely to provide emergency services through the volunteer model that has saved the Village and Village taxpayers millions of dollars annually.

FUND: FIRE SERVICES FUND
DEPARTMENT: FIRE/ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	201 % CHG 2017 ORG BUD
2400	**FIRE SERVICES REVENUES**							
2400	410118	PROPERTY TAX SSA 18 NORTH FIRE	82,113	133,100	133,100	134,000	155,800	0.0%
2400	410119	PROPERTY TAX SSA 19 SOUTH FIRE	73,372	85,300	85,300	73,000	102,600	0.0%
2400	410900	FIRE SERVICES FEE	804,615	803,000	803,000	804,500	804,500	0.2%
2400	410910	CAPITAL FIRE SERVICES FEE	-	-	-	198,000	804,500	0.0%
2400	460100	INTEREST INCOME	520	700	700	5,000	5,000	614.3%
2400	489000	MISCELLANEOUS REVENUE	-	-	-	28,608	-	0.0%
TOTAL	**FIRE SERVICES REVENUES**		**960,620**	**1,022,100**	**1,022,100**	**1,243,108**	**1,872,400**	**79.3%**
24000	**FIRE SERVICES EXPENDITURES**							
24000	510120	SALARIES - NON PENSIONABLE	17,344	45,000	45,000	18,200	19,000	-57.8%
24000	510400	FICA TAXES	1,327	3,500	3,500	1,400	1,500	-57.1%
24000	520150	FIRE COMPANY CONTRIBUTION	495,000	557,050	557,050	495,000	479,336	-14.0%
24000	520620	EMPLOYEE EDUCATION	-	500	500	-	500	0.0%
24000	520825	AUDIT	8,000	10,000	10,000	8,000	10,000	0.0%
24000	521055	PROFESSIONAL SERVICES - OTHER	50	-	-	-	-	0.0%
24000	530105	OPERATING SUPPLIES	-	100	100	100	100	0.0%
24000	570125	FIRE STATION RENOVATION	-	-	-	-	103,000	0.0%
24000	570155	VEHICLES	112,335	1,000,000	1,094,310	60,000	1,412,166	41.2%
24000	590113	FACIL MAINT SERVICE CHARGE	-	57,100	57,100	57,100	63,600	11.4%
24000	590120	ACCOUNTING SERVICE CHARGE	10,000	25,000	25,000	25,000	35,000	40.0%
TOTAL	**FIRE SERVICES EXPENDITURES**		**644,055**	**1,698,250**	**1,792,560**	**664,800**	**2,124,202**	**25.1%**
TOTAL	**FIRE SERVICES FUND**		**316,565**	**(676,150)**	**(770,460)**	**578,308**	**(251,802)**	**-62.**

Available Cash Analysis	
Available, January 1, 2017	1,243,326
Preliminary FY2017 inflow / (outflow)	578,308
Budgeted FY2018 inflow / (outflow)	(251,802)
Projected Available, December 31, 201	1,569,832

FUND: FIRE SERVICES FUND
DEPARTMENT: FIRE/ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
FIRE SERVICES FUND SUMMARY BY FUNCTION								
Operations								
		Revenues	36,720	141,200	141,200	109,800	129,700	-8.1%
		Expenditures	36,720	141,200	141,200	109,800	129,700	-8.1%
		Annual Net	-	-	-	-	-	0.0%
		End of year balance	-	-	-	-	-	0.0%
Contributions to GEVFC								
		Revenues	495,000	557,050	557,050	495,000	479,336	-14.0%
		Expenditures	495,000	557,050	557,050	495,000	479,336	-14.0%
		Annual Net	-	-	-	-	-	0.0%
		End of year balance	-	-	-	-	-	0.0%
Vehicle Replacement								
		Beginning of year balance	546,262	833,927	833,927	833,927	1,202,535	44.2%
		Revenues	-	-	-	-	-	0.0%
		Capital Contribution	400,000	400,000	400,000	400,000	400,000	0.0%
		Transfers In	-	-	-	28,608	-	0.0%
		Expenditures	112,335	1,000,000	1,094,310	60,000	1,412,166	0.0%
		Annual Net	287,665	(600,000)	(694,310)	368,608	(1,012,166)	68.7%
		End of year balance	833,927	233,927	139,617	1,202,535	190,369	-18.6%
Facility Funding								
		Beginning of year balance	380,499	409,399	409,399	409,399	619,099	51.2%
		Revenues	28,900	(76,150)	(76,150)	209,700	863,364	-1233.8%
		Expenditures	-	-	-	-	103,000	0.0%
		Annual Net	28,900	(76,150)	(76,150)	209,700	760,364	-1098.5%
		End of year balance	409,399	333,249	333,249	619,099	1,379,463	313.9%
Total								
		Revenues	960,620	1,022,100	1,022,100	1,243,108	1,872,400	83.2%
		Expenditures	644,055	1,698,250	1,792,560	664,800	2,124,202	25.1%
		Annual Net	316,565	(676,150)	(770,460)	578,308	(251,802)	-62.8%
		End of year balance	1,243,326	567,176	472,865	1,821,634	1,569,832	176.8%

FUND: FIRE SERVICES FEE
DEPARTMENT: FIRE/ADMINISTRATION

ACCOUNTS FOR:	2018 BUDGET
2400 FIRE SERVICES REVENUES	
2400 410118 - PROPERTY TAX SSA 18 NORTH FIRE	155,800
2016 ESTIMATED LEVY	155,800
2400 410119 - PROPERTY TAX SSA 19 SOUTH FIRE	102,600
2016 ESTIMATED LEVY	102,600
2400 410900 - FIRE SERVICES FEE	804,500
PROJECTED FIRE SERVICES FEE BASED ON 2017 ESTIMATE	804,500
2400 410910 - CAPITAL FIRE SERVICES FEE	804,500
ESTIMATED TO EQUAL OPERATING FIRE SERVICE FEE	804,500
2400 460100 - INTEREST INCOME	5,000
TOTAL FIRE SERVICES REVENUES	**1,872,400**
24000 FIRE SERVICES EXPENDITURES	
24000 510120 - SALARIES - NON PENSIONABLE	19,000
ADMINISTRATIVE CLERK II	19,000
24000 510400 - FICA TAXES	1,500
24000 520150 - FIRE COMPANY CONTRIBUTION	479,336
REQUEST LESS FY16 YE CASH FLOW FOR VFC	479,336
24000 520620 - EMPLOYEE EDUCATION	500
MISCELLANEOUS EMPLOYEE EDUCATION	500
24000 520825 - AUDIT	10,000
2015 AUDIT COSTS FOR VOLUNTEER FIRE COMPANY. PAID FOR BY VILLAGE PER AGREEMENT	10,000
24000 530105 - OPERATING SUPPLIES	100
MISCELLANEOUS SUPPLIES	100
24000 570125 - FIRE STATION RENOVATION	103,000
FS#1 FIRE ALARM REPLACEMENT	37,000
FS#1 EAST ENTRANCE DOOR REPAIR/REPLACE FRAME	6,000
FS#1 2ND FL HEATING & AC - RECONDITION/REFURBISH 3 UNITS	18,000
FS#2 PARKING LOT IMPROVEMENTS & EXPANSION	20,000
FS#2 RETILE FIRST FLOOR	8,000
FS#2 ELECTRICAL CIRCUIT UPGRADES	8,000
INTERIOR PAINTING	6,000

FUND: FIRE SERVICES FEE
DEPARTMENT: FIRE/ADMINISTRATION

ACCOUNTS FOR:		2018 BUDGET
24000	570155 - VEHICLES	1,412,166
	LADDER TRUCK	1,000,000
	REPLACE SQUAD 1	412,166
24000	590113 - FACIL MAINT SERVICE CHARGE	63,600
	REIMBURSEMENT FOR FACILITIES MAINTENANCE SERVICES	63,600
24000	590120 - ACCOUNTING SERVICE CHARGE	35,000
	ACCOUNTING SERVICES CHARGE TRANSFER TO GENERAL FUND	35,000
TOTAL	**FIRE SERVICES EXPENDITURES**	**2,124,202**

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FIRE/EMS

Classification	Status	Salary Range*	SY 14 Budgeted Employees	FY15 Budgeted Employees	FY16 Budgeted Employees	FY17 Budgeted Employees	FY18 Budgeted Employees
Administrative Clerk II (1)	PT	B	-	1.00	1.00	1.00	0.50
TOTAL EMPLOYEES (Full-time Equivalents)			-	**1.00**	**1.00**	**1.00**	**0.50**
Full-time Number of Positions			-	-	-	-	-
Part-time Number of Positions			-	2	2	2	1

* The Village of Glen Ellyn funds 1 part-time administrative staff for the Volunteer Fire Company. Any other paid staff for the Volunteer Fire Company are paid by the Fire Company and not the Village.

TAX INCREMENT FINANCING FUNDS

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

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

Central Business District (CBD) TIF Fund: The CBD TIF Fund was established in early 2012 to provide for economic development within the Central Business District. TIF startup costs were incurred in FY2012 and were reimbursed with increment received in FY2014. The CBD TIF remains in its infancy; and thus little expenditures have occurred from inception to date. For FY2018, the Village is budgeting to continue the economic development incentive award programs. The Village also continues to evaluate potential redevelopment projects in the CBD.

Roosevelt Road TIF Fund: The Village began the process of establishing a TIF district n Roosevelt Road between Main Street and Nicoll Way for the purpose of revitalizing this main thoroughfare in Glen Ellyn. The formal adoption of the TIF occurred in late 2013. TIF startup costs were incurred in FY2014 and are being repaid with TIF increment as it is received. This TIF is also in its infancy, and thus little expenditures have occurred from inception to date. FY2018, the Village is budgeting to utilize TIF resources to fund wayfinding signage for the TIF corridor as well as to fund a sidewalk in the TIF area.

FUND **ROOSEVELT ROAD TIF FUND**
DEPARTMENT **ADMINISTRATION**

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUG
2600		**ROOSEVELT ROAD REVENUES**						
2600	410100	PROPERTY TAX	23,675	24,780	24,780	37,300	40,000	61.4%
2600	460100	INTEREST INCOME	-	-	-	-	100	0.0%
TOTAL		**ROOSEVELT ROAD REVENUES**	**23,675**	**24,780**	**24,780**	**37,300**	**40,100**	**61.8%**
26000		**ROOSEVELT ROAD EXPENDITURES**						
26000	521055	PROFESSIONAL SERVICES - OTHER	525	27,000	27,000	1,000	30,000	11.1%
26000	580100	CAPITAL IMPROVEMENTS	-	-	-	-	52,000	0.0%
TOTAL		**ROOSEVELT ROAD EXPENDITURES**	**525**	**27,000**	**27,000**	**1,000**	**82,000**	**203.7%**
TOTAL		**ROOSEVELT ROAD TIF**	**23,150**	**(2,220)**	**(2,220)**	**36,300**	**(41,900)**	**1787.4%**

Available Cash Analysis	
Available, January 1, 2017	(18,528)
Preliminary FY2017 Inflow / (outflow)	36,300
Budgeted FY2018 Inflow / (outflow)	(41,900)
Projected Available, December 31, 2018	(24,128)

FUND: ROOSEVELT ROAD TIF FUND
DEPARTMENT: ADMINISTRATION

ACCOUNTS FOR:		2018 BUDGET
2600	**ROOSEVELT ROAD REVENUES**	
2600	410100 - PROPERTY TAX	40,000
	BASED ON 5% INCREASE FROM 2016 LEVY	40,000
2600	460100 - INTEREST INCOME	100
TOTAL	**ROOSEVELT ROAD REVENUES**	**40,100**
26000	**ROOSEVELT ROAD EXPENDITURES**	
26000	521055 - PROFESSIONAL SERVICES - OTHER TIF	30,000
	FINANCIAL MODELING/CONSULTING SERVICES	5,000
	WAYFINDING SIGNAGE	25,000
26000	580100 - CAPITAL IMPROVEMENTS	52,000
	NICOLL WAY SIDEWALK	52,000
TOTAL	**ROOSEVELT ROAD EXPENDITURES**	**82,000**

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
2500	**CBD TIF REVENUES**							
2500	410100	PROPERTY TAX	127,788	131,800	131,800	147,800	155,200	17.8%
2500	460100	INTEREST INCOME	244	150	150	800	800	433.3%
TOTAL	**CBD TIF REVENUES**		**128,033**	**131,950**	**131,950**	**148,600**	**156,000**	**18.2%**
25000	**CBD TIF EXPENDITURES**							
25000	520406	FACADE/RETAIL AWARD PROGRAM	66,000	125,000	165,250	166,500	125,000	0.0%
25000	520700	LEGAL - GENERAL COUNSEL	-	-	-	-	-	0.0%
25000	520825	AUDIT	330	340	340	340	350	2.9%
25000	521055	PROFESSIONAL SERVICES - OTHER	-	4,000	29,000	20,000	29,000	625.0%
25000	530105	OPERATING SUPPLIES	2,780	-	-	-	-	0.0%
TOTAL	**CBD TIF EXPENDITURES**		**69,110**	**129,340**	**194,590**	**186,840**	**154,350**	**19.3%**
TOTAL	**CBD TIF FUND**		**58,923**	**2,610**	**(62,640)**	**(38,240)**	**1,650**	**-36.8%**

Available Cash Analysis	
Available, January 1, 2017	240,124
Preliminary FY2017 inflow / (outflow)	(38,240)
Budgeted FY2018 inflow / (outflow)	1,650
Projected Available, December 31, 2018	203,534

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

ACCOUNTS FOR:		2018 BUDGET
2500	**CBD TIF REVENUES**	
2500	410100 - PROPERTY TAX	155,200
	BUDGETED AT A 5% INCREASE FROM 2016 TIF LEVY	155,200
2500	460100 - INTEREST INCOME	800
TOTAL	**CBD TIF REVENUES**	**156,000**
25000	**CBD TIF EXPENDITURES**	
25000	520406 - FACADE/RETAIL AWARD PROGRAM	125,000
	FAÇADE, INTERIOR, AND FIRE AWARDS	125,000
25000	520825 - AUDIT	350
	TIF AUDIT REQUIRED BY STATE STATUTE	350
25000	521055 - PROFESSIONAL SERVICES - OTHER	29,000
	WAYFINDING SIGNAGE FOR THE DOWNTOWN	25,000
	FINANCIAL ANALYSIS/MODELING	4,000
TOTAL	**CBD TIF EXPENDITURES**	**154,350**

FORFEITURE FUND

The Forfeiture Fund is new to the budget in Fiscal Year 2018. In order to provide greater transparency to these funds, this fund has been added to the Fiscal Year 2018 Budget. Previously, these accounts were included in the General Fund budget. The Village has three sources of forfeiture funds including seized property, state drug forfeiture funds, and federal drug forfeiture funds. Each set of funds has specific regulations regarding its use according to federal and state statutes.

FUND: FORFEITURE FUND
DEPARTMENT: POLICE

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	201800.0% % CHG 2017 ORG BUD
2700		FORFEITURE REVENUES						
2700	490800	OPERATING TRANSFER IN	-	-	-	675,000	-	0.0%
TOTAL		FORFEITURE REVENUES	-	-	-	675,000	-	0.0%
TOTAL		SEIZED FUNDS EXPENDITURES	-	-	-	-	-	0.0%
27200		FEDERAL FORFEITURE EXPENDITURE						
27200	590400	TRANSFER TO CPF	-	-	-	-	300,000	0.0%
27200	590910	OPERATING TRANSFER OUT	-	-	-	-	133,000	0.0%
TOTAL		FEDERAL FORFEITURE EXPENDITURE	-	-	-	-	433,000	0.0%
TOTAL		STATE FORFEITURE EXPENDITURES	-	-	-	-	-	0.0%
TOTAL		FORFEITURE FUND EXPENDITURES	-	-	-	-	-	0.0%
TOTAL		FORFEITURE FUND	-	-	-	675,000	(433,000)	0.0%

Available Cash Analysis	
Available, January 1, 2017	-
Preliminary FY2017 Inflow / (outflow)	675,000
Budgeted FY2018 Inflow / (outflow)	(433,000)
Projected Available, December 31, 2018	242,000

FUND: FORFEITURE
DEPARTMENT: POLICE

ACCOUNTS FOR:		2018 BUDGET
27200	**FEDERAL FORFEITURE EXPENDITURE**	
27200	590400 - TRANSFER TO CPF	300,000
	TRANSFER TO CAPITAL PROJECTS FUND - POLICE STATION	300,000
27200	590910 - OPERATING TRANSFER OUT	133,000
	TRANSFER TO GENERAL FUND TO REIMBURSE SALARIES	133,000
TOTAL	**FEDERAL FORFEITURE EXPENDITURE**	**433,000**