



Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, October 2, 2017
6:45 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. Roll Call**
- C. Motion to enter Executive Session for the purposes of discussing the sale price of real estate, with returning to open session thereafter.**
- D. Pledge of Allegiance**
- E. 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.
- F. 2018 Library Budget and Tax Levy Overview (Presented by Executive Director Bussey) (Discussion Only)**
 - 1. Dawn Bussey, the Executive Director for the Glen Ellyn Public Library will present the Library's 2018 Budget and Tax Levy overview.
- G. 2018 Budget Workshop Discussion (Finance Director Coyle) (Discussion Only)**
 - 1. Fire and EMS Services
 - a. Glen Ellyn Volunteer Fire Company (Presented by Fire Chief Clark)
 - b. General Fund Fire & EMS (Presented by Village Manager Franz)

c. Fire Service Fund (Presented by Village Manager Franz)

2. General Fund - Police (Presented by Chief Norton)

3. General Fund Administration & Engineering (Presented by Public Works Director Hansen)

4. General Funds - Streets (Presented by Public Works Director Hansen)

5. General Fund - Forestry (Presented by Public Works Director Hansen)

6. Motor Fuel Tax Fund (Presented by Public Works Director Hansen)

7. Equipment Services (Presented by Equipment Services Superintendent Frasco)

H. Other Items

I. Adjournment



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

Meeting: 10/02/17 06:45 PM
Department: Finance
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 2892)

DOC ID: 2892

Dawn Bussey, the Executive Director for the Glen Ellyn Public Library will present the Library's 2018 Budget and Tax Levy overview.



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

Meeting: 10/02/17 06:45 PM
Department: Finance
Department Head: Christina Coyle
Category: Budget
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 2893)

DOC ID: 2893

2018 Budget Workshop

Background

The meeting on October 2, 2018 is the second of several workshops for the 2018 budget. Attached to this agenda item is the portions of the budget document that are pertinent to the discussions at the workshop. Also included is a proposed budget from the Volunteer Fire Company. This material will be the focus of the meeting. The following will be discussed on October 2:

1. Fire and EMS Services
 - a. Glen Ellyn Volunteer Fire Company - Fire Chief Clark
 - b. General Fund Fire & EMS - Village Manager Franz
 - c. Fire Service Fund - Village Manager Franz
2. General Fund Administration & Engineering - Public Works Director Hansen
3. General Fund - Streets - Public Works Director Hansen
4. General Fund - Forestry - Public Works Director Hansen
5. Motor Fuel Tax Fund - Public Works Director Hansen
6. Equipment Services - Equipment Services Superintendent Frasco

ATTACHMENTS:

- VFC Proposed Budget 2018 (PDF)
- 03. General Fund (PDF)
- 04. Other Governmental Funds (PDF)
- 07. Internal Service Funds (PDF)
- 06. Capital Program (PDF)

Glen Ellyn Volunteer Fire Department
Income Statement
2018 Proposed Budget

9/7/2017

<u>ACCOUNT DESCRIPTION</u>	<u>2017 Budget</u>	<u>July YTD</u>	<u>FY Forecast</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Inc/Dec</u>
Revenues						
DONATIONS	-	(1,365)	(1,365)	1,365	-	
FIRE SERVICES FEE	(557,050)	(278,525)	(557,050)	-	(564,000)	1.2%
IMPACT FEES	(20,000)	(17,625)	(20,000)	-	(20,000)	0.0%
2% FOR FIRE TAX	(35,000)	-	(35,000)	-	(35,000)	0.0%
DONATIONS FF MEMORIAL	-	(2,300)	(2,300)	2,300	-	
CONTRIBUTIONS NOT FOR PROFIT	-	(267,972)	(267,972)	267,972	-	
FIRE INSPECTIONS	(30,000)	(10,416)	(30,000)	-	(30,000)	0.0%
INTEREST INCOME	(500)	(254)	(500)	-	(500)	0.0%
VENDING MACHINE SALES	-	-	-	-	-	
MISCELLANEOUS REVENUE	(1,000)	(36,775)	(36,775)	35,775	(1,000)	-3577.5%
Total Revenues	(643,550)	(615,232)	(950,962)	307,412	(650,500)	-46.2%
Expenses						
PAYROLL - ADMINISTRATOR	63,000	28,359	55,000	8,000	55,000	0.0%
PAYROLL - FIREFIGHTERS	80,000	51,033	101,033	(21,033)	115,000	13.8%
PAYROLL - FPB	13,000	6,054	11,000	2,000	13,000	18.2%
FICA TAXES	19,000	6,537	12,779	6,221	14,000	9.6%
FEDERAL UNEMPLOYMENT TAX	1,000	281	549	451	600	9.2%
STATE UNEMPLOYMENT TAX	7,000	357	698	6,302	800	14.6%
PAYROLL PROCESSING FEES	3,000	1,683	2,885	115	3,000	4.0%
<i>subtotal - personnel expenses</i>	186,000	94,304	183,944	2,056	201,400	9.5%
METRO LABOR	123,000	36,964	88,714	34,286	108,000	21.7%
PENSION EXPENSE	18,000	13,923	15,000	3,000	15,000	0.0%
PAYROLL - OFFICERS	1,300	-	1,300	-	1,300	0.0%
TAX PREPARATION	2,700	3,500	3,500	(800)	3,500	0.0%
BANKING SERVICES	50	25	50	-	50	0.0%
DUES & MEMBERSHIP	9,000	3,076	6,152	2,848	6,500	5.7%
HEALTH & WELLNESS	27,000	6,586	27,000	-	27,000	0.0%
INSURANCE	23,500	5,717	23,500	-	21,000	-10.6%
MARKETING & PUBLIC RELATIONS	3,500	-	1,500	2,000	1,500	0.0%
HISTORICAL EXPENSES	2,000	181	1,000	1,000	26,000	2500.0%
TECHNOLOGY & WEBSITE SERVICES	8,000	8,441	9,000	(1,000)	8,000	-11.1%
DRILL & TRAINING	30,000	10,205	25,000	5,000	25,000	0.0%
FIRE PREVENTION	1,500	-	1,500	-	1,500	0.0%
MAINTENANCE - AIRPACKS	13,000	1,941	3,882	9,118	6,000	54.6%
MAINTENANCE - EQUIPMENT	4,500	3,201	4,500	-	4,500	0.0%
MAINTENANCE - PAGERS/RADIOS	3,300	1,083	3,300	-	4,000	21.2%
BUILDINGS & GROUNDS	8,000	833	3,500	4,500	3,500	0.0%
SERVICE&RIDER, AWARDS	4,000	10,790	11,790	(7,790)	5,000	-57.6%
SERVICE & RIDER, RECREATION	14,000	8,637	10,637	3,363	11,000	3.4%
SERVICE&RIDER, HOUSE	15,000	4,879	9,758	5,242	13,000	33.2%
UTILITIES - CELL PHONE	7,200	4,116	7,056	144	7,100	0.6%
UTILITIES - INTERNET	1,000	590	1,090	(90)	1,200	10.1%
UTILITIES - TELEPHONE	2,500	1,878	3,219	(719)	3,300	2.5%
OFFICE SUPPLIES	7,500	2,945	5,049	2,451	5,100	1.0%
OPERATING SUPPLIES	4,000	2,017	4,000	-	4,000	0.0%
HOSE & APPLIANCES	8,500	4,693	8,500	-	8,500	0.0%
PERSONAL EQUIPMENT	40,000	13,105	40,000	-	50,000	25.0%
PERSONAL EQUIPMENT: VOUCHER	3,000	(418)	3,000	-	6,000	100.0%
WATER RESCUE	1,500	1,045	1,500	-	1,500	0.0%
UNDESIGNATED EXPENSES	50,000	6,230	6,230	43,770	50,050	703.4%
LOOSE EQUIPMENT	21,000	14,640	21,000	-	21,000	0.0%
Total Expenses	643,550	265,127	535,171	108,379	650,500	21.6%
Net Income / (Loss)	-	350,105	415,791	415,791	(0)	-100.0%

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GENERAL FUND

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

- Village Board & Clerk
- Village Manager's Office
- Facilities Maintenance (ongoing maintenance; not capital improvements)
- Information Technology
- Law
- Senior Services
- History Park
- Finance
- 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)	

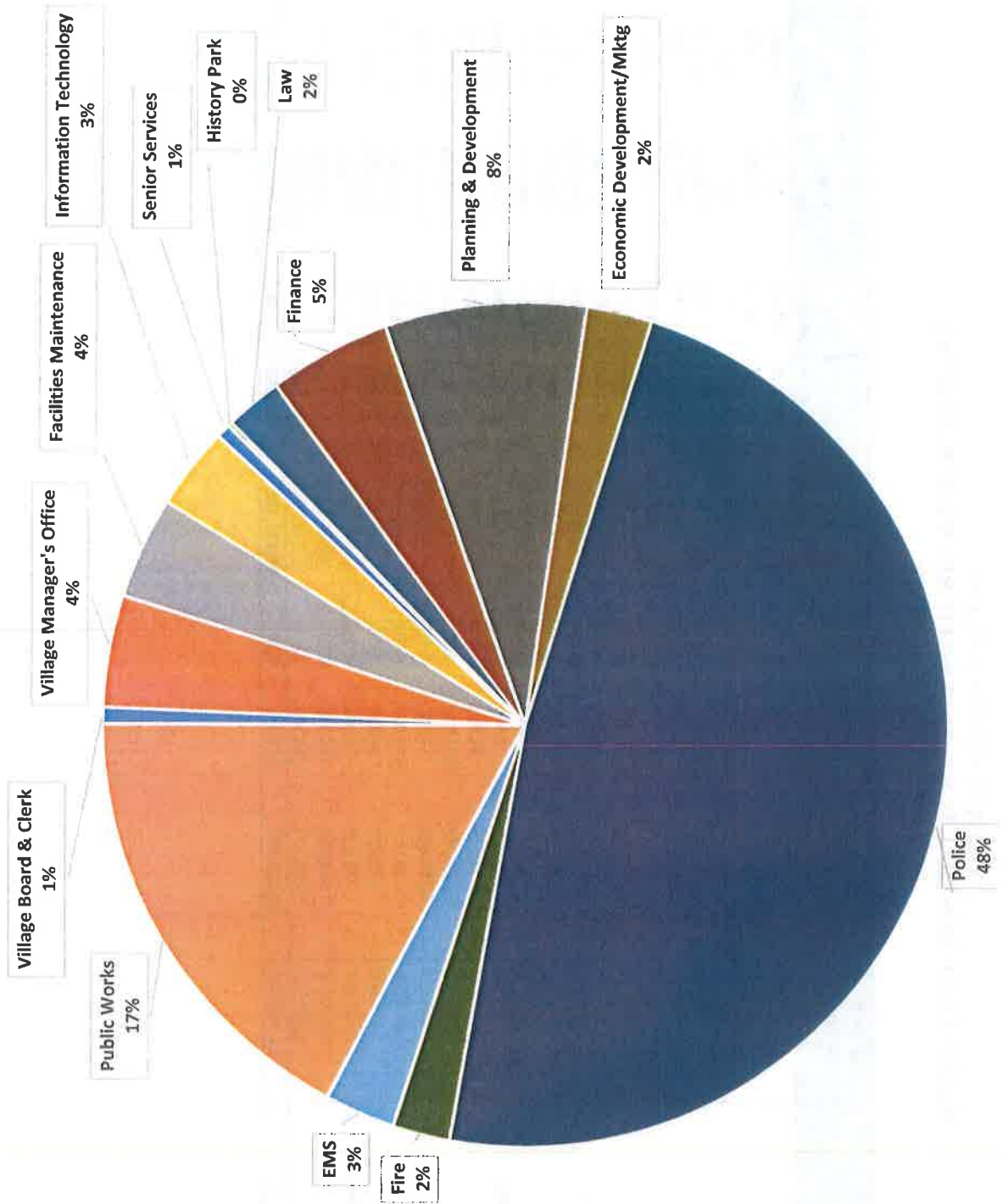
Available Cash Analysis

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%
121600	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%

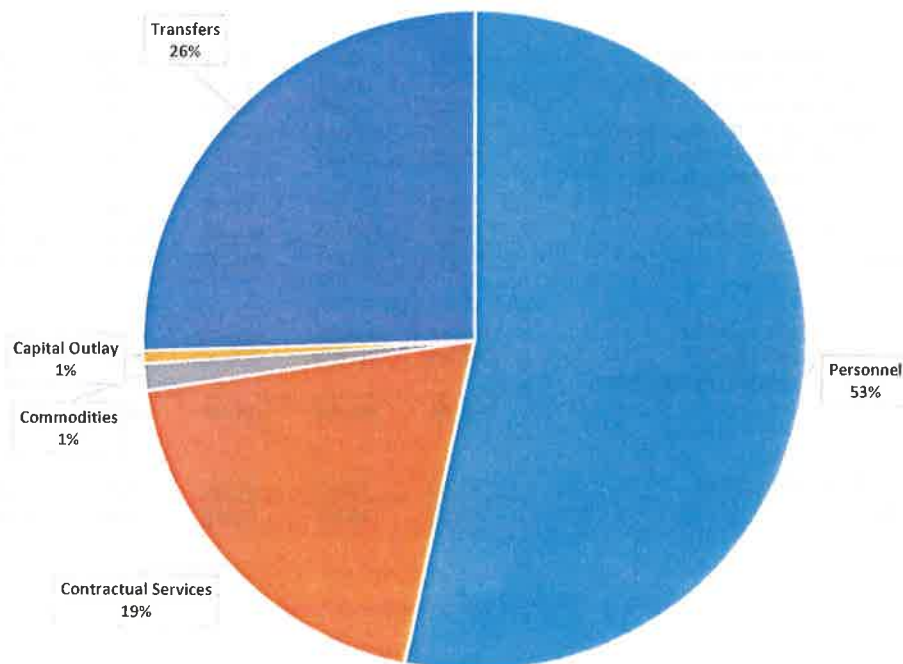
**GENERAL FUND EXPENDITURES BY DEPARTMENT
FISCAL YEAR 2018 BUDGET**



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
121600	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	3,475,946
AND LY NEW GROWTH	
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	93,000
EAV INCR	
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	2,042,000
PERFORMANCE LESS 2% STATE FEE	
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 BASED ON HISTORICAL AMOUNTS	380,000 380,000
1000 420200 - BUSINESS REGISTRATION LICENSES BASED OFF 2017 ESTIMATED ACTUAL	40,000 40,000
1000 420300 - LIQUOR LICENSES BASED OFF HISTORICAL RESULTS	120,000 120,000
1000 420400 - BUILDING PERMITS ESTIMATE DEVELOPED BY PLANNING & DEVELOP.	630,000 630,000
1000 420410 - CONTRACTOR REGISTRATION BASED OFF HISTORICAL RESULTS	40,000 40,000
1000 420420 - STORMWATER ENGINEERING FEE BASED OFF HISTORICAL RESULTS	30,000 30,000
1000 420450 - ELEVATOR INSPECTIONS TWO LESS ELEVATORS ON NICOLL	17,550 17,550
1000 430100 - FEDERAL GRANT REVENUE BULLET PROOF VEST GRANT	1,000 1,000
1000 430110 - FEDERAL GRANT-RIDE DUPAGE BASED OFF HISTORICAL RESULTS	8,500 8,500
1000 430200 - STATE GRANT REVENUE TOBACCO GRANT GRANT FOR POLLINATOR GRASS PLANTINGS HISTORIC RESOURCE SURVEY GRANT	31,740 1,650 10,000 20,090
1000 440050 - AMBULANCE SERVICE FEES REVENUES FROM PRIOR CONTRACT; SMALL AMOUNT IN 2018 REVENUE SHARING UNDER CURRENT CONTRACT	25,600 100 25,500
1000 440065 - POLICE FINGERPRINTING FEES BASED OFF HISTORICAL RESULTS	22,000 22,000
1000 440070 - POLICE ACCIDENT REPORTS BASED OFF HISTORICAL RESULTS	4,300 4,300
1000 440100 - POLICE SERVICE REIMBURSEMENTS REIMBURSEMENT FROM SCHOOL DISTRICT 87 MISCELLANEOUS REIMBURSEMENTS FOR SERVICE	135,000 117,000 18,000

FUND: GENERAL FUND
ORGANIZATION: REVENUES

ACCOUNTS FOR:	2018 BUDGET
1000 440120 - REIMBURSEMENT - OTHER AGENCIES	130,470
REIMBURSEMENT FROM LIBRARY FOR	1,200
ACCOUNTING SERVICE	
REIMBURSEMENT FROM GWA FOR ACCOUNTING	129,270
SERVICE	
1000 440130 - REIMBURSEMENT - GLEN OAK	44,000
REIMBURSEMENT FROM GLEN OAK COUNTRY	44,000
CLUB PER ANNEX	
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	620,000
FROM CABLE TELEVISION PROVIDERS	
1000 450100 - POLICE ORDINANCE FINES	200,000
POLICE ORDINANCE FINES BASED ON	200,000
HISTORICAL RESULTS	
1000 450200 - TRAFFIC COURT FINES	300,000
TRAFFIC COURT FINES BASED OFF	300,000
HISTORICAL ACTIVITY	
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	151,000
ON VILLAGE PROPERTY	
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	527,000
FROM OTHER FUNDS/ENTITIES	
1000 490120 - REIMB - STAFF ENGINEER	202,900
REIMBURSEMENT FROM CAPITAL PROJECTS	202,900
FUND FOR VILLAGE ENGINEER PERSONNEL COSTS	

FUND: GENERAL FUND
ORGANIZATION: REVENUES

ACCOUNTS FOR:**2018 BUDGET**

1000 490140 - REIMB - PW SERVICE CHARGE	119,500
PARKING FUND REIMBURSEMENT TO GENERAL	119,500
FUND FOR MAINTENANCE AND PERSONNEL COSTS	
1000 490150 - REIMB - FACILITIES MAINTENANCE	108,000
TRANSFER FROM OTHER FUNDS FOR THEIR	108,000
SHARE OF FACILITIES MAINTENANCE COSTS	
1000 490160 - REIMB - PW OPERATIONS	28,350
TRANSFER FROM PARKING FUND TO REIMBURSE	28,350
FOR PUBLIC WORKS COSTS	
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	3,705,516
TAX LEVY TO CAPITAL PROJECTS FUND	

TOTAL	GENERAL FUND REVENUES	17,872,476
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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 3rd 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, Glander 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, #2 and 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: ADMINISTRATION

ORGANIZATION: VILLAGE BOARD & CLERK

ACCOUNTS FOR:

2018 BUDGET

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

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

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

VILLAGE BOARD & CLERK

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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)		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Full-time Number of Positions		0	0	0	0	0
Part-time Number of Positions		0	0	0	0	0
Elected Positions		8	8	8	8	8

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

ORG	OBJECT	ACCOUNT DESCRIPTION	2016	2017	2017	2017	2018	2018
			ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% 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: ADMINISTRATION

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 TOWNSHIP	4,000
C.E.R.T. ANNUAL DUES-MILTON TOWNSHIP	4,000

FUND: GENERAL FUND**DEPARTMENT: ADMINISTRATION****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 CONFERENCE (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: ADMINISTRATION
ORGANIZATION: VILLAGE MANAGER'S OFFICE

ACCOUNTS FOR:	2018 BUDGET
121200 520701 - LEGAL - HUMAN RESOURCES	23,000
EMPLOYMENT LAW AND COLLECTIVE	8,000
BARGAINING MATTERS	
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	11,100
ENVIRONMENTAL INSERT	
121200 521055 - PROFESSIONAL SERVICES - OTHER	26,410
NEW NEWSLETTER EDITING SOFTWARE	250
ADMIN. INTERN	6,160
UPDATE TO WEBSITE (\$20K IN 2017 AND \$20K	20,000
IN 2018)	
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	4,000
FUNCTIONS (INCL. RELATED MEAL EXPENSES)	
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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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.	310
MEMBERSHIP DUES (FACILITY MANAGER)	
IL/CHICAGO CHAPTER-IFMA MEMBERSHIP DUES	215
(FACILITY MANAGER)	
121300 520620 - EMPLOYEE EDUCATION	5,500
SPOT AWARDS/EMPLOYEE RECOGNITION	400
INCENTIVES	
STAFF TRAINING SEMINARS (LOCAL OR ONLINE)	2,150
NEW EMPLOYEES	
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	4,000
REPAIRS	
UNSCHEDULED/EMERGENCY OVERHEAD GARAGE	6,500
DOOR REPAIRS	
UNSCHEDULED/EMERGENCY HVAC SYSTEM	15,000
REPAIRS	
UNSCHEDULED/EMERGENCY FIRE	6,000
DETECTION/SPRINKLER SYSTEM REPAIRS	
UNSCHEDULED/EMERGENCY STAND-BY	4,000
GENERATOR REPAIRS	
NEW POLICE DEPARTMENT	
UNSCHEDULED/EMERGENCY BUILDING	15,000
MAINTENANCE REPAIRS	
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	5,000
MAINTENANCE-CIVIC CENTER, NEW POLICE DPT	
OVERHEAD DOOR INSPECTION/PREVENTATIVE	3,000
MAINTENANCE-ALL BUILDINGS	
EXTERMINATOR SERVICE-ALL BUILDINGS	4,000
(SPLIT WITH HISTORY CENTER), NEW POLICE DPT	
FIRE EXTINGUISHERS-ANNUAL INSPECTION /	1,600
PREVENTATIVE MAINTENANCE-ALL BUILDINGS	
NEW POLICE DEPARTMENT	
BACKFLOW/RPZ VALVE INSPECTIONS AND	1,500
PREVENTATIVE MAINTENANCE-ALL BUILDINGS,	
NEW POLICE DEPARTMENT	
FIRE DETECTION/SPRINKLER SYSTEMS-ANNUAL	3,900
INSPECTIONS AND PREVENTATIVE MAINTENANCE	
STAND BY GENERATORS-PREVENTATIVE	9,000
MAINTENANCE. INSPECTIONS, TESTING	
WINDOW CLEANING - ALL BUILDINGS,	3,600
NEW POLICE DEPARTMENT	
HVAC-SPRING/FALL INSPECTIONS AND PREV.	2,400
MAINT.- ALL BUILDINGS	
NEW CARPET RUNNERS	3,000
POLICE DEPARTMENT & CIVIC CENTER	

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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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
MULTI 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)	6,000
LEASE/USAGE	
VILLAGE COLOR COPIER (KONICA-MINOLTA)	6,000
LEASE/USAGE	
VILLAGE B&W COPIER (CANON) USAGE/MTCE	2,000
PLANNING B&W COPIER (CANON) LEASE/USAGE	3,000
PUBLIC WORKS COLOR COPIER	7,000
(KONICA-MINOLTA) LEASE/USAGE	
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	18,000
REPLACEMENT CYCLE)	
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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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.

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
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	30,000
SUBSIDY	
121500 520600 - DUES-SUBSCRIPTIONS-REG FEES	250
ILLINOIS SENIOR CENTER MEMBERSHIP DUES	100
(2-SENIOR SERVICES COORDINATORS)	
SENIOR NEWSLETTER ANNUAL SUBSCRIPTION	150
121500 520620 - EMPLOYEE EDUCATION	900
IL ANNUAL CONFERENCE ON AGING (2-SENIOR	300
SERVICES COORDINATORS)	
STATE MEDICARE SEMINARS	300
SENIOR ASSOC. TRAINING SEMINARS AND	300
WORKSHOPS	
121500 521055 - PROFESSIONAL SERVICES - OTHER	2,100
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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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

								2018
ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	% 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		5,000
MAINTENANCE		
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		5,000
EXPENSES FOR PUBLIC WORKS TO MAINTAIN		
THE HISTORY PARK FACILITIES		
121610 510400 - FICA TAXES		500
		500
121610 510500 - IMRF EMPLOYER CONTRIBUTIONS		500
		500
121610 520970 - MAINTENANCE-BUILDING & GROUNDS		4,300
PROVIDES FUNDING FOR REGULAR		4,300
MAINTENANCE OF OUTDOOR FACILITIES AND		
LANDSCAPING IN ALL SEASONS		
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	90,000
TRUE NORTH LAWSUIT - LITIGATION FEES	
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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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

								2018
ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	% 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: ADMINISTRATION****ORGANIZATION: ECONOMIC DEVELOPMENT / MARKETING**

ACCOUNTS FOR:	2018 BUDGET
126500 ECONOMIC DEVELOPMENT/MARKETING	
126500 510100 - SALARIES - PENSIONABLE	49,600
ECONOMIC DEVELOPMENT COORDINATOR	49,600
(PART-TIME)	
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	7,000
AND INSTALLATION	
126500 520406 - FACADE AWARD PROGRAM	30,000
FACADE AWARDS FOR COMMERCIAL DISTRICTS	30,000
ON ROOSEVELT ROAD AND STACY'S HISTORIC	
CORNER	
126500 520407 - ALLIANCE OF DOWNTOWN GE	76,250
FUNDING FOR THE ALLIANCE OF DOWNTOWN	71,250
GLEN ELLYN FOR EVENTS, GENERAL BUSINESS	
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	15,000
COMMUNITY (3 TIMES THROUGHOUT YEAR)	

FUND: GENERAL FUND

DEPARTMENT: ADMINISTRATION

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
(PSTCARDS), 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	600
STIPEND	
COMMUNICATIONS COORDINATOR CELL PHONE	600
STIPEND	
126500 521230 - PUBLIC RELATIONS	3,400
PARTNERED ORGANIZATION EVENTS SUCH AS	750
CHAMBER, FOR BOTH COMMUNICATIONS AND ED	
PROMOTIONAL MATERIALS (GIVEAWAYS	1,000
INCLUDING LEATHER PORTFOLIOS)	
VILLAGE HOSTED COMMERCIAL REAL ESTATE	500
BROKER EVENTS	
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	48,000
ASSOCIATED WITH FRESH MARKET DEVELOPMENT	

TOTAL	ECONOMIC DEVELOPMENT/MARKETING	457,850
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Alliance of Downtown Glen Ellyn Proposed Budget 2018

	b6	b7	b8	b9	b10	b11	b12	b13	b14	b15	b16		
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 suprt (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	42,400
LINKS/RESERVE22. COST TO THE GENERAL	
FUND IS OFFSET BY AN IFT FROM THE	
VILLAGE LINKS / RESERVE22	
122100 510400 - FICA TAXES	28,000
122100 510500 - IMRF EMPLOYER CONTRIBUTIONS	30,600
122100 520305 - EMPLOYEE RECOGNITION	300
MISCELLANEOUS EMPLOYEE RECOGNITION	300
EXPENDITURES	
122100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,115
ILLINOIS GOVT FINANCE OFFICERS	420
MEMBERSHIP FOR DIRECTOR AND ASST DIRECTOR	
AMERICAN PAYROLL ASSOCIATION MEMBERSHIP	-
ILLINOIS CPA SOCIETY MEMBERSHIP FOR DIRECTOR	320
GFOA MEMBERSHIP FOR DIRECTOR AND ASST DIR.	375
COMPREHENSIVE ANNUAL FINANCIAL REPORT	550
AWARD APPLICATION FEE	
BUDGET AWARD APPLICATION FEE	450
122100 520620 - EMPLOYEE EDUCATION	2,500
IGFOA TRAINING SEMINARS	680
PAYROLL SEMINAR	100
IGFOA STATE CONFERENCE FOR DIRECTOR AND	750
ASST DIRECTOR	
GFOA CONFERENCE FOR DIRECTOR	450
MISC TRAINING	300
GFOA WEBINAR	220
MUNIS CONFERENCE	-
122100 520625 - TRAVEL	2,400
IGFOA CONFERENCE TRAVEL FOR DIRECTOR	1,030
AND ASST DIRECTOR	
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	86,000
COORDINATORS	
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	50
MEETINGS	
122200 520835 - BANKING SERVICES	900
DUNBAR COLLECTIONS SERVICE @ 3 TIMES	900
A WEEK PICKUP SPLIT BETWEEN FINANCE, WATER,	
SEWER AND REFUSE	
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	3,200
ANNUAL MAILING	
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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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	3,500
MINUTES FOR REIMBURSE THE VILLAGE FOR	
MINUTES PLAN COMMISSION AND ZBA	
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	1,200
DIRECTOR AND PLANNERS	
SUBSCRIPTION TO PLANNERS ADVISORY	800
SERVICE	
126100 520620 - EMPLOYEE EDUCATION	3,500
NATIONAL APA CONFERENCE FOR DIRECTOR	1,000
STATE APA CONFERENCE FOR PLANNERS	1,000
VARIOUS SEMINARS FOR	1,500
TRAINING/CERTIFICATION MAINT	
126100 520625 - TRAVEL	4,000
TRAVEL EXPENSES FOR PLANNING DIVISION	4,000
STAFF	
126100 520905 - PRINTING	1,000
PRINTING OF ZONING MAPS, PLATS, CODES, PLANS	1,000
RECORDING OF DOCUMENTS, FOIA'S, PUBLIC NOTICES	
126100 520965 - PROFESSIONAL SERVICES-PLANNING	4,000
MISC CONSULTANTS NOT COVERED BY ESCROW	4,000
(SURVEYS, LIGHTING OR TRAFFIC CONSULTANTS)	
126100 521055 - PROFESSIONAL SERVICES - OTHER	5,000
SCANNING OF BUILDING PERMIT AND	5,000
DEVELOPMENT FILES	

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	2017	2017	2017	2018	2018
			ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% 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	1,500
OFFICIAL/PLAN EXAMINER, NFPA, IAEI, AACE	
126200 520620 - EMPLOYEE EDUCATION	5,000
ICC SEMINARS AND TRAININGS FOR BUILDING	5,000
DIVISION, CODE CERTIFICATIONS, STAFF	
INCREASE \$1,500 FOR FIRE INSPECTORS	
126200 520625 - TRAVEL	500
MISCELLANEOUS TRAVEL REIMBURSEMENT FOR	500
BUILDING DIVISION STAFF	
126200 520905 - PRINTING	7,000
PRINTING OF INSPECTION FORMS, TRACKING	7,000
REQUEST FORMS, PUBLIC NOTICES	
126200 521042 - PLUMBING INSPECTIONS	25,000
PLUMBING INSPECTIONS BY LICENSED	25,000
PLUMBER ARE REIMBURSED THROUGH	
PERMIT FEES	
126200 521044 - ELEVATOR INSPECTIONS	15,000
LICENSED ELEVATOR INSPECTOR FOR ANNUAL	15,000
INSPECTIONS ELEVATORS. COST REIMBURSED BY	
OWNERS	
126200 521047 - FORESTRY AND LANDSCAPING	25,000
CONSULTING FORESTER FOR PLAN	25,000
REVIEWS/INSPECTIONS. MOST EXPENSES	
REIMBURSED BY FEES/ESCROW OF TREE	
PRESERVATION PLANS	

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 VILLAGE 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

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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.

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.

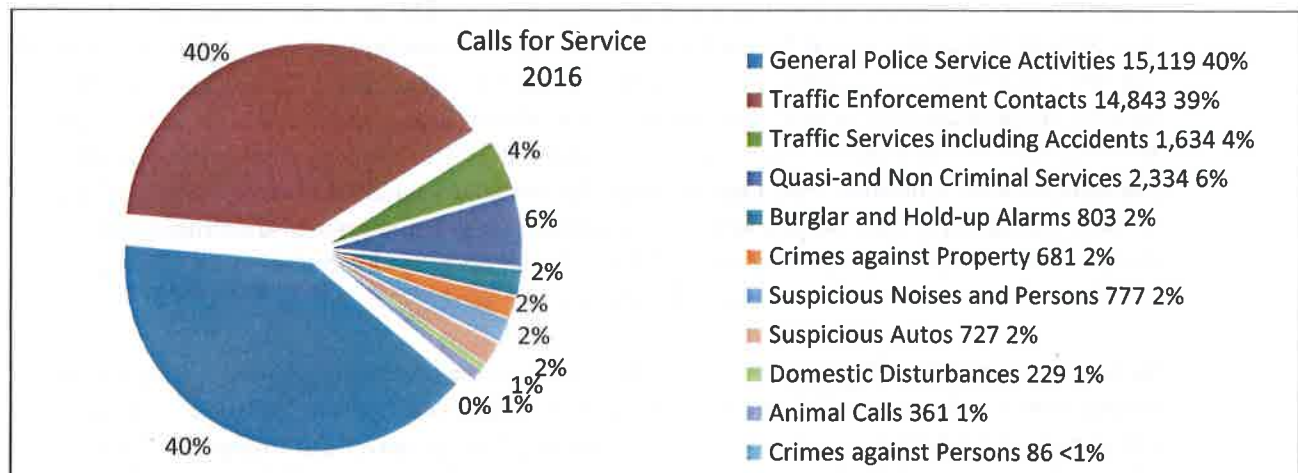
Activity

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	15,300
LEXIPOL, RMS CONNECTIVITY	
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 HEALTH INSURANCE CONTRIBUTION	100,600 100,600
134100 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	11,700 11,700
134100 590650 - TRANSFER TO EQUIP FUND - O&M TRANSFER TO EQUIPMENT SERVICES FOR O&M	21,900 21,900
134100 590655 - TRANSFER TO EQUIP FUND - REPL TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	13,900 13,900
134100 590700 - TRANSFER TO POLICE PENSION ANNUAL CONTRIBUTION TO THE POLICE PENSION FUND	190,800 190,800
TOTAL POLICE ADMINISTRATION	1,474,628

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE OPERATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2016	2017	2017	2017	2018	2018
			ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2017 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	6,500
VIGILANT BEAST	
134200 520620 - EMPLOYEE EDUCATION	19,900
ACCOUNTED FOR NEW STATE TRAINING	19,900
REQUIREMENTS/PLI	
134200 520625 - TRAVEL	1,300
134200 520905 - PRINTING	7,200
NEW LEGISLATION REQUIRING RECEIPT	7,200
ISSUANCE	
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	19,200
NETRMS, ETSB, TASER ETC.	
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	32,400
GENERAL OPERATIONAL SUPPLIES, NARCAN	
SUPPLIES	
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 HEALTH INSURANCE CONTRIBUTION	444,500 444,500
134200 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	87,900 87,900
134200 590650 - TRANSFER TO EQUIP FUND - O&M TRANSFER TO EQUIPMENT SERVICES FOR O&M	144,200 144,200
134200 590655 - TRANSFER TO EQUIP FUND - REPL TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	119,400 119,400
134200 590700 - TRANSFER TO POLICE PENSION ANNUAL CONTRIBUTION TO THE POLICE PENSION FUND	1,334,800 1,334,800
TOTAL POLICE OPERATIONS	6,124,032

FUND: GENERAL FUND
DEPARTMENT: POLICE
ORGANIZATION: POLICE INVESTIGATIONS

								2018
ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	% 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
ORGANIZATION: 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	3,000
VACANCIES, SHIFT HANGOVER	
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	7,500
SOFTWARE UPDATE	
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
ORGANIZATION: POLICE INVESTIGATIONS

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

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

POLICE DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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)		<u>51.95</u>	<u>52.85</u>	<u>52.85</u>	<u>52.85</u>	<u>52.85</u>
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 $\frac{3}{4}$ 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 Mondt 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

			2016	2017	2017	2017	2018	2018
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2017
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 UTILITIES 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 EXEMPLARY 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	3,500
DEVELOPMENT FOR 7 EMPLOYEES	
CARTEGRAPH TRAINING	750
LEED CERTIFICATION	-
COMPUTER TRAINING	250
ACCREDITATION EDUCATION	250
ILLINOIS PUBLIC SERVICE INSTITUTE -	800
SENIOR CIVIL ENGINEER	
AUTOCAD TRAINING FOR ENGINEERING	3,000
ILLINOIS PUBLIC SERVICE INSTITUTE -	800
CIVIL ENGINEER	
143100 520625 - TRAVEL	2,400
IPASS	200
IPSI (HOTEL, FOOD, TRAVEL) SR CIVIL ENGINEER	600
CARTEGRAPH NATIONAL CONFERENCE - ASST	1,000
PW DIRECTOR	
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	500
MAINTENANCE	
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 (UTILITIES 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

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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 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 bike 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 from 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:
DEPARTMENT:
ORGANIZATION:

GENERAL FUND
PUBLIC WORKS
STREETS

			2016	2017	2017	2017	2018	2018
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2017
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	150
TRAVEL EXPENSES	
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	1,575
SIGN MAKING EQUIPMENT	
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	6,500
HYDROSTRIPPING	
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	40,000
CONCRETE	
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	20,000
ELEC. BOXES	

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	20,000
LEAVES AND ASPHALT	
143300 521125 - LEASED EQUIPMENT	1,000
BARRICADE RENTAL FOR SPECIAL EVENTS	1,000
143300 521195 - TELECOMMUNICATIONS	2,820
PHONE SERVICES FOR 4 FT STREET	2,200
EMPLOYEES AND 50% S/F SUPERINTENDENT	
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 HEALTH INSURANCE CONTRIBUTION	 67,600 67,600
 143300 590610 - TRANSFER TO INSURANCE - GEN GENERAL INSURANCE TRANSFER	 60,300 60,300
 143300 590650 - TRANSFER TO EQUIP FUND - O&M TRANSFER TO EQUIP SERVICES FOR O&M	 181,900 181,900
 143300 590655 - TRANSFER TO EQUIP FUND - REPL TRANSFER TO EQUIPMENT SERVICES FOR VEHICLE REPLACEMENT	 162,000 162,000
 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	1,100
OF ARBORCULTURE - 4 FORESTRY EMP. AND	
50% S/F SUPERINTENDENT	
SUBURBAN TREE CONSORTIUM	575
4 FORESTRY EMPLOYEES / CDL LICENSE	260
REIMBURSEMENT	
143400 520620 - EMPLOYEE EDUCATION	4,400
CERTIFIED TREE CARE SAFETY PROFESSIONAL	1,000
TRAINING	
4 FORESTRY EMPLOYEES AND SUPERINTENDENT	1,250
IAA CONFERENCE AND TRADE SHOW \$250 EACH	
MISC. SEMINARS / CLASSES FOR CONTINUING	2,150
EDUCATION HOURS - 4 FORESTRY EMPLOYEES	
AND 1 SUPERINTENDENT	
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 ENVIRONMENTAL 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	75,000
GREATER INCLUDING CONTRACT STUMP	
REMOVAL PER THE CONTRACT	
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	90,000
\$100 CONTRA COST SHARING PROGRAM \$9,000)	
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	1,800
AND 50% S/F SUPERINTENDENT	
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,	1,250
GLASSES, GLOVES, ETC.	
TWO SAFETY FUEL CANS	500
\$200 SAFETY BOOTS STIPEND FOR 4 FORESTRY	900
EMPLOYEES AND 50% FOR SUPERINTENDENT	
\$100 SAFETY BOOT STIPEND FOR 4 SEASONAL	400
EMPLOYEES	
143400 530445 - UNIFORMS	2,225
\$450 PER EMPLOYEE 4 FORESTRY - 50%	2,025
SUPERINTENDENT	
\$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	91,800
VEHICLE REPLACEMENT	
 TOTAL PUBLIC WORKS OPS - FORESTRY	 1,069,333

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - OPERATIONS DIVISION

<u>Classification</u>	<u>Status</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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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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)	-62.1%

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, 2018	<u>1,569,832</u>

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	804,500
2017 ESTIMATE	

2400 410910 - CAPITAL FIRE SERVICES FEE	804,500
ESTIMATED TO EQUAL OPERATING FIRE	804,500
SERVICE FEE	

2400 460100 - INTEREST INCOME	5,000
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TOTAL FIRE SERVICES REVENUES	1,872,400
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24000 FIRE SERVICES EXPENDITURES

24000 510120 - SALARIES - NON PENSIONABLE	19,000
ADMINISTRATIVE CLERK II	19,000

24000 510400 - FICA TAXES	1,500
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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	10,000
COMPANY. PAID FOR BY VILLAGE PER	
AGREEMENT	

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	63,600
MAINTENANCE SERVICES	
24000 590120 - ACCOUNTING SERVICE CHARGE	35,000
ACCOUNTING SERVICES CHARGE TRANSFER TO	35,000
GENERAL FUND	
TOTAL FIRE SERVICES EXPENDITURES	2,124,202

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

FIRE/EMS

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
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 on Roosevelt Road between Main Street and Nicoll Way for the purpose of revitalizing this main thoroughfare in Glen Ellyn. The formal adoption of the TIF occurred in late 2013. TIF startup costs 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

			2016	2017	2017	2017	2018	2018
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% 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
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TOTAL	ROOSEVELT ROAD REVENUES	40,100
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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
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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	<u>203,534</u>

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
FACADE, INTERIOR, AND FIRE AWARDS

125,000

125,000

25000 520825 - AUDIT

350

TIF AUDIT REQUIRED BY STATE STATUTE

350

25000 521055 - PROFESSIONAL SERVICES - OTHER
WAYFINDING SIGNAGE FOR THE DOWNTOWN
FINANCIAL ANALYSIS/MODELING

29,000

25,000

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	<u>242,000</u>

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
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INSURANCE FUND

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

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

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

Beginning January 1, 2009, the Village joined the Intergovernmental Personnel Benefit Cooperative (IPBC), a pool of approximately 80 Illinois municipalities who have joined together as an intergovernmental cooperative for the purpose of providing economies of scale and risk pooling among its members. Participation in this program was intended to offer the Village better price stability with respect to annual changes in its insurance costs, as well as offer a greater variety of choices (including lower cost programs) to participating employees.

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

The Village participates in the Municipal Insurance Cooperative Agency (MICA), which pools general liability / workers compensation insurance coverages with other local governments. MICA is a privately administered insurance pool consisting of about 20 municipal and other local government agencies within Illinois. Annual premiums payable to MICA are determined through an allocation model which is based on each member's loss experience (2/3) and loss exposure (1/3) over the past four claim years. Premiums are paid in May of each year. Under this policy, the Village has a deductible of \$5,000 for most claims. Other insurance paid includes public officials bond, excess crime, and underground storage claims.

Wellness – The Village also has a Wellness Program for its employees. The program includes an annual health screening each fall. The Village covers the cost of the screening for full-time employees and their spouses and retirees and their spouses and covers half of the cost of the screening for part-time employees. Flu shots are offered for free to all employees. Starting in FY13/14, our health insurance pool began paying \$100 of the screening cost for each full time employee and spouse. Employees receive incentives such as premium adjustments for participating in the screening. In 2014, the health insurance pool also began offering wellness incentives based upon the structure of the wellness program and the participation in the annual screening.

FUND: INSURANCE FUND
DEPARTMENT: FINANCE

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2018 % CHG 2017 ORG BUD
6000 INSURANCE REVENUES								
6000	440600	HEALTH PLAN EMPLOYEE CONTRIB	437,815	473,175	473,175	466,000	511,750	8.2%
6000	440605	HEALTH PLAN RETIREE/OTHER CONT	142,063	173,000	173,000	162,000	170,000	-1.7%
6000	440610	HEALTH PLAN CONTRIB - LIBRARY	250,813	268,900	268,900	267,000	281,500	4.7%
6000	440620	HEALTH PLAN CONTRIB - GWA	226,929	258,500	258,500	238,600	257,500	-0.4%
6000	460100	INVESTMENT INCOME	(3,010)	3,500	3,500	6,300	6,500	85.7%
6000	480885	PRIOR YEAR REFUND	(9,880)	-	-	-	-	0.0%
6000	489000	MISCELLANEOUS REVENUE	39	27,700	27,700	30,000	5,000	-81.9%
6000	490601	IFT / LAW INSURANCE	6,911	7,600	7,600	7,200	8,000	5.3%
6000	490602	IFT/ADMINISTRATION INSURANCE	21,889	22,800	22,800	22,800	60,500	165.4%
6000	490603	IFT / IT INSURANCE	15,126	16,200	16,200	16,500	17,000	4.9%
6000	490604	IFT/FINANCE ADMIN INSURANCE	33,259	35,800	35,800	36,500	38,400	7.3%
6000	490605	IFT/ FINANCE CASHIERS INSURANCE	17,841	19,200	19,200	19,000	19,200	0.0%
6000	490606	IFT/ PW ADMIN & ENG INSURANCE	54,193	70,600	70,600	63,000	67,200	-4.8%
6000	490608	IFT/ EQUIPMENT SERV INSURANCE	59,684	63,500	63,500	63,700	66,000	3.9%
6000	490609	IFT/ BUILDING INSURANCE	72,861	84,900	84,900	82,450	80,900	-4.7%
6000	490610	IFT/ PW STREETS INSURANCE	102,590	118,200	118,200	134,200	127,900	8.2%
6000	490611	IFT/ PW FORESTRY INSURANCE	78,090	86,900	86,900	86,400	93,600	7.7%
6000	490612	IFT/FACILITIES MAINT INSURANCE	20,384	38,000	38,000	34,200	40,700	7.1%
6000	490613	IFT/ POLICE ADMIN INSURANCE	107,294	118,400	118,400	108,100	112,300	-5.2%
6000	490614	IFT/ POLICE OPERAT INSURANCE	503,502	521,800	521,800	515,600	532,400	2.0%
6000	490616	IFT/PLANNING INSURANCE	41,646	51,500	51,500	64,900	70,500	36.9%
6000	490617	IFT / ECON DEV INSURANCE	1,500	1,300	1,300	1,300	1,400	7.7%
6000	490618	IFT/ PARKING INSURANCE	900	700	700	700	1,100	57.1%
6000	490619	IFT/ POLICE INVEST INSURANCE	81,515	91,900	91,900	92,200	92,800	1.0%
6000	490620	IFT/ WATER DIVISION INSURANCE	132,343	145,100	145,100	143,500	151,300	4.3%
6000	490622	IFT/ SEWER DIVISION INSURANCE	108,777	116,700	116,700	114,100	124,400	6.6%
6000	490624	IFT/ VLINKS R22 INSURANCE	188,007	223,500	223,500	231,500	248,600	11.2%
6000	490625	IFT/ FIRE INSURANCE	205,300	206,400	206,400	206,400	186,900	-9.4%
TOTAL	INSURANCE REVENUES		2,898,382	3,245,775	3,245,775	3,214,150	3,373,350	3.90%
60000 INSURANCE EXPENSES								
60000	520870	RISK MANAGEMENT	9,680	8,900	8,900	8,100	8,900	0.00%
60000	520885	LIABILITY INSURANCE - MICA	614,339	657,850	657,850	586,000	617,520	-6.10%
60000	520893	WELLNESS/HEALTH INCENTIVES	14,480	27,700	27,700	23,000	27,700	0.00%
60000	520895	INSURANCE-HOSPITAL GROUP LIFE	2,214,988	2,549,500	1,836,966	2,500,000	2,703,500	6.00%
60000	521055	PROFESSIONAL SERVICES - OTHER	-	5,000	5,000	-	5,000	0.00%
TOTAL	INSURANCE EXPENSES		2,853,488	3,248,950	2,536,416	3,117,100	3,362,620	3.50%
TOTAL	INSURANCE FUND		44,894	(3,175)	709,359	97,050	10,730	3.70%

Available Cash Analysis

Available, January 1, 2017	1,308,990
Preliminary FY2017 Inflow / (outflow)	97,050
Budgeted FY2018 Inflow / (outflow)	10,730
Projected Available, December 31, 2018	<u>1,416,770</u>

FUND: INSURANCE FUND

DEPARTMENT: FINANCE

ACCOUNTS FOR:

2018 BUDGET

6000 INSURANCE REVENUES

6000 440600 - HEALTH PLAN EMPLOYEE CONTRIB	511,750
VILLAGE EMPLOYEE CONTRIBUTION	377,500
LIBRARY EMPLOYEE CONTRIBUTION	69,900
GWA EMPLOYEE CONTRIBUTION	64,350
6000 440605 - HEALTH PLAN RETIREE/OTHER CONT	170,000
RETIREE PAYMENTS FOR HEALTH INSURANCE	170,000
6000 440610 - HEALTH PLAN CONTRIB - LIBRARY	281,500
LIBRARY HEALTH INSURANCE CONTRIBUTION	281,500
6000 440620 - HEALTH PLAN CONTRIB - GWA	257,500
GWA HEALTH INSURANCE CONTRIBUTION	257,500
6000 460100 - INVESTMENT INCOME	6,500
6000 489000 - MISCELLANEOUS REVENUE	5,000
WELLNESS INCENTIVE REIMBURSEMENT FROM	5,000
INSURANCE POOL	
6000 490601 - IFT / LAW INSURANCE	8,000
HEALTH INSURANCE CONTRIBUTION	6,900
GENERAL INSURANCE CONTRIBUTION	1,100
6000 490602 - IFT/ADMINISTRATION INSURANCE	60,500
HEALTH INSURANCE CONTRIBUTION	57,300
GENERAL INSURANCE CONTRIBUTION	3,200
6000 490603 - IFT / IT INSURANCE	17,000
HEALTH INSURANCE CONTRIBUTION	15,100
GENERAL INSURANCE CONTRIBUTION	1,900
6000 490604 - IFT/FINANCE ADMIN INSURANCE	38,400
HEALTH INSURANCE CONTRIBUTION	36,200
GENERAL INSURANCE CONTRIBUTION	2,200
6000 490605 - IFT/ FINANCE CASHIERS INSURANCE	19,200
HEALTH INSURANCE CONTRIBUTION	17,600
GENERAL INSURANCE CONTRIBUTION	1,600
6000 490606 - IFT/ PW ADMIN & ENG INSURANCE	67,200
HEALTH INSURANCE CONTRIBUTION	57,000
GENERAL INSURANCE CONTRIBUTION	10,200
6000 490608 - IFT/ EQUIPMENT SERV INSURANCE	66,000
HEALTH INSURANCE CONTRIBUTION	54,000
GENERAL INSURANCE CONTRIBUTION	12,000

FUND: INSURANCE FUND
DEPARTMENT: FINANCE

ACCOUNTS FOR:	2018 BUDGET
6000 490609 - IFT/ BUILDING INSURANCE	80,900
HEALTH INSURANCE CONTRIBUTION	75,000
GENERAL INSURANCE CONTRIBUTION	5,900
6000 490610 - IFT/ PW STREETS INSURANCE	127,900
HEALTH INSURANCE CONTRIBUTION	67,600
GENERAL INSURANCE CONTRIBUTION	60,300
6000 490611 - IFT/ PW FORESTRY INSURANCE	93,600
HEALTH INSURANCE CONTRIBUTION	45,100
GENERAL INSURANCE CONTRIBUTION	48,500
6000 490612 - IFT/FACILITIES MAINT INSURANCE	40,700
HEALTH INSURANCE CONTRIBUTION	35,100
GENERAL INSURANCE CONTRIBUTION	5,600
6000 490613 - IFT/ POLICE ADMIN INSURANCE	112,300
HEALTH INSURANCE CONTRIBUTION	100,600
GENERAL INSURANCE CONTRIBUTION	11,700
6000 490614 - IFT/ POLICE OPS INSURANCE	532,400
HEALTH INSURANCE CONTRIBUTION	444,500
GENERAL INSURANCE CONTRIBUTION	87,900
6000 490616 - IFT/PLANNING INSURANCE	70,500
HEALTH INSURANCE CONTRIBUTION	68,200
GENERAL INSURANCE CONTRIBUTION	2,300
6000 490617 - IFT / ECON DEV INSURANCE	1,400
GENERAL INSURANCE CONTRIBUTION	1,400
6000 490618 - IFT/ PARKING INSURANCE	1,100
GENERAL INSURANCE CONTRIBUTION	1,100
6000 490619 - IFT/ POLICE INVEST INSURANCE	92,800
HEALTH INSURANCE CONTRIBUTION	73,800
GENERAL INSURANCE CONTRIBUTION	19,000
6000 490620 - IFT/ WATER DIVISION INSURANCE	151,300
HEALTH INSURANCE CONTRIBUTION	93,700
GENERAL INSURANCE CONTRIBUTION	57,600
6000 490622 - IFT/ SEWER DIVISION INSURANCE	124,400
HEALTH INSURANCE CONTRIBUTION	87,400
GENERAL INSURANCE CONTRIBUTION	37,000
6000 490624 - IFT/VLINKS R22 INSURANCE	248,600
HEALTH INSURANCE CONTRIBUTION	179,400
GENERAL INSURANCE CONTRIBUTION	69,200

FUND: INSURANCE FUND

DEPARTMENT: FINANCE

ACCOUNTS FOR:

2018 BUDGET

6000 490625 - IFT/ FIRE INSURANCE	186,900
GENERAL INSURANCE CONTRIBUTION	186,900

TOTAL	INSURANCE REVENUES	3,373,350
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60000 INSURANCE EXPENSES

60000 520870 - RISK MANAGEMENT	8,900
EMPLOYEE DRUG TESTING	3,400
SAFETY PROGRAM	1,000
EMPLOYEE ASSISTANCE PROGRAM	2,700
MISC EXPENSES (INDEPENDENT MEDICAL EVAL MICA TRAVEL ETC)	1,800

60000 520885 - LIABILITY INSURANCE - MICA	617,520
MICA PREMIUM - EST. 5% INCREASE FROM PY PREMIU	595,220
DEDUCTIBLE PAYMENTS	17,000
PUBLIC OFFICIALS BOND	1,000
EXCESS CRIME INSURANCE	1,300
UNDERGROUND STORAGE TANK INSURANCE	3,000

60000 520893 - WELLNESS/HEALTH INCENTIVES	27,700
WELLNESS SCREENING EXPENSES	5,000
WELLNESS INCENTIVES	18,100
OTHER WELLNESS EVENTS/ACTIVITIES	1,000
HEALTHY OPTIONS ONLINE WELLNESS PORTAL	3,600

60000 520895 - INSURANCE-HOSPITAL GROUP LIFE	2,703,500
SWAHM HEALTH INSURANCE COSTS - INCLUDES 4% INCREASE IN JULY 2018	2,700,000
FSA AND COBRA ADMINISTRATION	2,500
MISCELLANEOUS EXPENSES	1,000

60000 521055 - PROFESSIONAL SERVICES - OTHER	5,000
LIABILITY INSURANCE EVALUATION	5,000

TOTAL	INSURANCE EXPENSES	3,362,620
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EQUIPMENT SERVICES DIVISION

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

1. Automotive repairs and maintenance of trucks, tractors, automobiles, fire apparatus, and other specialized equipment for all Village departments including the Glenbard Wastewater Authority (GWA) and the Glen Ellyn Volunteer Fire Company. The majority of all repairs are performed in-house (with the exception of body work and warranty work performed by the authorized dealer). This includes about 174 vehicles/equipment (24 Police, 103 Public Works, 3 Planning and Development, 2 Facilities Maintenance, 28 for the Glenbard Wastewater Authority and 14 for the Fire Company).
2. Emergency twenty-four hour road service.
3. Fuel distribution, monitoring, and underground storage tank (UST) compliance.
4. Maintenance of the computerized fleet maintenance system that tracks all vehicle repairs and preventive maintenance histories as well as parts disbursements and inventories.
5. Preparation of detailed bid specifications for securing new vehicles and equipment; bid opening, tabulation and award.
6. Coordination of the legal disposition of all "out-of-service" Village-owned vehicles and equipment.
7. Acquisition of parts and processing all vendor invoices related to the Division.
8. Maintenance and servicing of all shop equipment and acquisition of approved new items.
9. Snow removal and ice control assistance, storm damage cleanup and emergency flood response, and other emergency operations with 24/7 capability.

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

Equipment Services Accomplishments for FY17

1. Equipment Services Technicians maintained their A.S.E. Master Certified status and re-certified in areas where required. All Equipment Service Technicians hold double Master Certifications in the Automobile and Medium/Heavy Duty Truck Classifications. One technician is EVT certified while another tech is also an A.S.E. master certified truck equipment installer.
2. The Equipment Services Division received the ASE "Blue Seal of Excellence" award from the National Institute for Automotive Service Excellence for 2017. The program's emphasis is to

identify highly qualified repair facilities with a large percentage of ASE-certified professionals. This is the tenth consecutive year the division has been awarded this honor.

3. The Equipment Services Division completed 2,300 repair requests through August 15th 2017. We anticipate the completion of almost 4,000 repair requests by year end.
4. The Equipment Service Division has continued its endeavor to provide a more efficient fleet of equipment and vehicles that will reduce air pollution and our dependence on foreign oil by utilizing renewable fuel sources. The ESD maintains one compressed natural gas (CNG) bifuel powered Ford Transit Connect utility van. Natural gas burning vehicles produce fewer exhaust emissions and allow for extended service intervals. The entire fleet of diesel-powered vehicles and equipment runs on ultra-low sulphur diesel oil. The fleet also has a number of gasoline powered vehicles that are capable of running on an alternative fuel known as E85, which is made up of 85% ethanol. E85 is made from corn and is a renewable fuel source. In FY17 Equipment Services maintained five hybrid cars and SUVs. Hybrid vehicles utilize internal combustion engines coupled with electric generators/motors that drive vehicles with electric power. These vehicles are very fuel-efficient and provide zero-emissions when running on battery power only. The Equipment Services Division is committed to our goal of providing the Village with a "Green Fleet".
5. Equipment Services developed preventive maintenance (PM) checklists for all new vehicles placed into service.
6. Division personnel tore down old and setup four (4) new Police patrol cars. Equipment removed from the old marked/unmarked squad cars and subsequently installed in the new units included laptop computers complete with mounting doc's, mobile printers, new audio/video systems, AVL systems, LED light bars, communication radios, vehicle partitions, sirens, radars, emergency lighting, trunk boxes, electronic weapon racks, a graphics package, and other equipment as required.
7. Equipment Services vacuum tested and rebuilt the fire pump valves on four (4) Fire Engines and two (2) aerial Fire Trucks. The ESD also tore down 2 old Engines and completed the upfit of two (2) new Rosenbauer Engines. Equipment removed from the old Engines and subsequently installed in the new Engines included laptop computers complete with mounting doc's, communication radios, radio pack chargers, TIC charger, Knox boxes, air pack mounts, and other equipment as required.
8. Equipment Services wrote specifications, advertised, and procured four (4) new vehicles for the Glen Ellyn Public Works Department. Equipment Services personnel installed vehicle graphics, safety warning lighting, safety equipment, communication radios and any equipment necessary to satisfy the needs of the department on one (1) multi-purpose plow/dump truck, one (1) engineer's field service van, one (1) utility inspector's van, and one (1) Public Works Director's vehicle. The ESD reconditioned a Kawasaki Mule ATV that was transferred from the recreation Department to the Public Works Department and we upfit it to be used as a herbicide sprayer.
9. The ESD performed an annual inspection of vehicle fire extinguishers. Fire extinguishers were removed, inspected, serviced or replaced on all Village vehicles.

10. The ESD tore down and detailed "out of service" vehicles and equipment. Vehicles removed from service this year were sold through an on line auction.
11. The ESD completed the annual reconditioning of five v-box salt spreaders. The salt spreaders were installed into multipurpose dump bodies utilizing the IMT crane. This allowed for the safe and efficient transfer of equipment from storage racks to vehicle beds.
12. The ESD completed an inventory usage analysis and removed all obsolete inventories. Inventory has been consolidated and restocked. The CFA fleet analysis program has been updated to reflect all changes.
13. Continued laboratory analysis of lubricants used in the fleet of the Glen Ellyn Police Department and the various departments of Public Works to lower the cost of preventive maintenance and decrease downtime.
14. ESD staff continued to perform facility related projects at the Reno Center. The ESD obtained bids and provided oversight of the refinishing of the south half of the shop floor.
15. Equipment Services implemented and followed the established standards for the quality of repairs performed in the department and the accountability of staff time.

Equipment Services Goals for FY18

1. The Equipment Service Division will meet the needs of operators and departments in an environmentally friendly way and will provide service in an efficient fiscally responsible manner. Personnel will ensure that the Division operates in a user friendly way and will strive to promote team spirit.
2. Division personnel will continue to improve upon its preventive maintenance programs, and through cost-effective measures maintain the current level of services provided.
3. Preventive maintenance checklists will be periodically reviewed and adjusted according to long-term vehicle & equipment repair and maintenance histories.
4. Conduct research in conjunction and cooperation with all Village departments and divisions for which the acquisition of new or the replacement of existing vehicles and equipment are scheduled during the fiscal year to ensure that accurate and detailed bid specifications are properly prepared. As delivery of these vehicles and equipment occur, Division personnel will install all specialized equipment and perform any other tasks necessary to place these vehicles into service.
5. Perform the annual teardown of old and setup of new police squad cars.
6. Complete the refinishing of the north half of the shop floor.
7. Convert the old ESD office into a vehicle/equipment information library.

8. Complete the conversion of the obsolete paint booth into a useable vehicle repair bay and police vehicle up fit bay.
9. Continue the installation of back up camera systems into Public Works vehicles.
10. Continue to ensure that the Division's facility is in full compliance with all environmental-related laws and mandates. Re-examine all practices and procedures to ensure that the Division continues to operate in full compliance with all laws and mandates and in an environmentally safe manner.
11. Mechanic training will continue with both fee-based and free training courses offered by the National Association of Fleet Administrators (NAFA), Elgin Sweeper Company, Navistar Company, Allison Transmission, Emergency (fire) Vehicle Technician (EVT), Municipal Fleet Managers Association, Inland Diesel, etc. Emphasis will focus on Division personnel studying for and taking EVT certification tests (fire equipment) during the course of the year as well as Automotive Service Excellence (ASE) certifications.
12. Continue to perform cost effective tasks and services in an efficient manner for our customers (e.g., other Village departments and divisions) routinely and as special needs arise.

FUND: EQUIPMENT SERVICES FUND
DEPARTMENT: PUBLIC WORKS

			2016	2017	2017	2017	2018	% CHG 2017
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	ORG BUD
6500 EQUIPMENT SERVICES REVENUES								
6500	440650	EQUIPMENT O&M - GWA	40,000	37,900	37,900	37,900	36,200	-4.5%
6500	440660	GAS SOLD TO GE PARK DISTRICT	21,705	20,000	20,000	21,000	20,000	0.0%
6500	460100	INVESTMENT INCOME	8,342	5,000	5,000	21,000	20,000	300.0%
6500	489000	MISC REVENUE / SALE OF EQUIP	4,830	20,000	20,000	50,000	20,000	0.0%
6500	489200	G/L ON DISP OF FIXED ASSETS	61,303	-	-	-	-	0.0%
6500	490654	EQUIP O&M/REPLC - PW ADMIN	22,700	47,700	47,700	47,700	45,800	-4.0%
6500	490656	EQUIP O&M/REPLC - PW FORESTRY	210,900	198,700	198,700	198,700	196,200	-1.3%
6500	490657	EQUIP O&M/REPLAC - PW STR	373,200	354,900	354,900	354,900	343,900	-3.1%
6500	490658	EQUIP O&M/REPLC - FACILITIES	22,800	22,600	22,600	22,600	25,800	14.2%
6500	490659	EQUIP O&M/REPLAC - POL OPS	285,600	272,200	272,200	272,200	263,600	-3.2%
6500	490660	EQUIP O&M/REPLC - POLICE AD	29,700	39,500	39,500	39,500	35,800	-9.4%
6500	490661	EQUIP O&M/REPLAC - POL INV	80,900	78,800	78,800	78,800	60,600	-23.1%
6500	490662	EQUIP O&M/REPLC - FIRE	152,600	133,900	133,900	133,900	136,200	1.7%
6500	490664	EQUIP O&M/REPLC - PLANNING	9,900	6,700	6,700	6,700	6,900	3.0%
6500	490668	EQUIP O&M/REPLC - WATER	120,900	125,200	125,200	125,200	108,000	-13.7%
6500	490670	EQUIP O&M/REPLC - SEWER	175,000	145,900	145,900	145,900	119,800	-17.9%
6500	490672	EQUIP O&M/REPLC - EQUIP MAINT	4,400	5,200	5,200	5,200	4,800	-7.7%
TOTAL	EQUIPMENT SERVICES REVENUES		1,624,780	1,514,200	1,514,200	1,561,200	1,443,600	-4.7%
65000 EQUIPMENT SERVICES EXPENSES								
65000	510100	SALARIES - PENSIONABLE	264,860	265,300	265,300	266,600	268,300	1.1%
65000	510120	SALARIES - NON PENSIONABLE	17,530	22,100	22,100	21,000	22,100	0.0%
65000	510200	OVERTIME	7,401	10,000	10,000	5,000	10,000	0.0%
65000	510400	FICA TAXES	21,282	23,100	23,100	22,400	23,000	-0.4%
65000	510500	IMRF EMPLOYER CONTRIBUTIONS	28,061	30,100	30,100	29,400	27,800	-7.6%
65000	520600	DUES-SUBSCRIPTIONS-REG FEES	529	775	775	650	700	-9.7%
65000	520620	EMPLOYEE EDUCATION	445	2,400	2,400	1,200	2,505	4.4%
65000	520625	TRAVEL	428	1,950	1,950	600	1,950	0.0%
65000	520970	MAINTENANCE-BUILDING & GROUNDS	12,043	34,000	50,912	50,900	10,000	-70.6%
65000	521055	PROFESSIONAL SERVICES - OTHER	1,847	6,000	6,000	4,500	4,700	-21.7%
65000	521120	DISPOSAL COST	75	1,500	1,500	1,500	1,500	0.0%
65000	521125	LEASED EQUIPMENT	3,153	4,100	4,100	3,400	3,400	-17.1%
65000	521180	REPAIRS-CONTRACTUAL/LABOR	33,182	40,000	40,000	40,000	40,000	0.0%
65000	521185	REPAIRS-CONTRACTUAL/PARTS	20,713	25,000	25,000	25,000	25,000	0.0%
65000	521195	TELECOMMUNICATIONS	6,375	20,060	20,060	14,000	15,360	-23.4%
65000	530100	OFFICE SUPPLIES	118	1,500	1,500	1,500	6,500	333.3%
65000	530105	OPERATING SUPPLIES	11,866	12,000	12,000	12,000	12,000	0.0%
65000	530225	SAFETY SUPPLIES	860	1,300	1,300	1,200	1,300	0.0%
65000	530300	GAS AND OIL	117,731	226,600	226,600	200,000	220,600	-2.6%
65000	530305	LICENSE PLATES	2,017	1,585	1,585	1,480	1,885	18.9%
65000	530310	PARTS PURCHASED	111,764	90,000	90,000	90,000	90,000	0.0%
65000	530315	TIRES	16,588	14,000	14,000	14,000	14,000	0.0%
65000	530445	UNIFORMS	1,286	1,575	1,575	1,575	1,575	0.0%
65000	540000	DEPRECIATION	338,102	-	-	-	-	0.0%
65000	570155	VEHICLES	228,793	240,000	417,954	410,000	905,000	277.1%
65000	580101	CAPITAL ASSET ACCRUAL ADJ	(369,064)	-	-	-	-	0.0%
65000	580110	EQUIPMENT/CAPITAL OUTLAY	20,875	15,545	15,545	13,000	12,750	-18.0%
65000	590113	FACIL MAINT SERVICE CHARGE	9,000	9,400	9,400	9,400	10,500	11.7%
65000	590130	PW SERVICE CHARGE	13,900	14,500	14,500	14,500	14,500	0.0%
65000	590600	TRANSFER TO INSURANCE - HEALTH	46,284	50,900	50,900	51,100	54,000	6.1%
65000	590610	TRANSFER TO INSURANCE - GEN	13,400	12,600	12,600	12,600	12,000	-4.8%
65000	590650	TRANSFER TO EQUIP FUND - O&M	3,300	4,100	4,100	4,100	3,700	-9.8%
65000	590655	TRANSFER TO EQUIP FUND - REPL	1,100	1,100	1,100	1,100	1,100	0.0%
TOTAL	EQUIPMENT SERVICES EXPENSES		985,843	1,183,090	1,377,956	1,323,705	1,817,725	54.0%
TOTAL	EQUIPMENT SERVICES FUND		638,937	331,110	136,244	237,495	(374,125)	-213.0%

Available Cash Analysis

Available, January 1, 2017	4,152,847
Preliminary FY2017 Inflow / (outflow)	237,495
Budgeted FY2018 inflow / (outflow)	(374,125)
Projected Available, December 31, 2018	4,016,217

FUND: EQUIPMENT SERVICES
DEPARTMENT: PUBLIC WORKS

ACCOUNTS FOR:**2018 BUDGET****6500 EQUIPMENT SERVICES REVENUES**

6500 440650 - EQUIPMENT O&M - GWA	36,200
EQUIPMENT O&M - GWA	36,200

6500 440660 - GAS SOLD TO GE PARK DISTRICT	20,000
FUEL SOLD TO GLEN ELLYN PARK DISTRICT	20,000

6500 460100 - INVESTMENT INCOME	20,000
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6500 489000 - MISC REVENUE / SALE OF EQUIPMENT	20,000
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6500 490654 - EQUIP O&M/REPLC - PW ADMIN	45,800
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6500 490656 - EQUIP O&M/REPLC - PW FORESTRY	196,200
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6500 490657 - EQUIP O&M/REPLC - PW STREETS	343,900
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6500 490658 - EQUIP O&M/REPLC - FACILITIES	25,800
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6500 490659 - EQUIP O&M/REPLC - POLICE OPERATIONS	263,600
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6500 490660 - EQUIP O&M/REPLC - POLICE ADMIN	35,800
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6500 490661 - EQUIP O&M/REPLC - POLICE INVESTIGATIONS	60,600
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6500 490662 - EQUIP O&M/REPLC - FIRE	136,200
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6500 490664 - EQUIP O&M/REPLC - PLANNING & DEVELOPME	6,900
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6500 490668 - EQUIP O&M/REPLC - WATER	108,000
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6500 490670 - EQUIP O&M/REPLC - SEWER	119,800
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6500 490672 - EQUIP O&M/REPLC - EQUIP MAINT	4,800
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TOTAL EQUIPMENT SERVICES REVENUES	1,443,600
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65000 EQUIPMENT SERVICES EXPENSES

65000 510100 - SALARIES - PENSIONABLE	268,300
ESD SUPERINTENDENT	103,300
(2) ESD MECHANIC II	165,000

65000 510120 - SALARIES - NON PENSIONABLE	22,100
FLEET ASSISTANT	22,100

65000 510200 - OVERTIME	10,000
OVERTIME	10,000

65000 510400 - FICA TAXES	23,000
FICA 7.65%	23,000

FUND: EQUIPMENT SERVICES
DEPARTMENT: PUBLIC WORKS

ACCOUNTS FOR:	2018 BUDGET
65000 510500 - IMRF EMPLOYER CONTRIBUTIONS	27,800
EMPLOYER IMRF CONTRIBUTIONS @ 9.89%	27,800
65000 520600 - DUES-SUBSCRIPTIONS-REG FEES	700
NATIONAL ASSOCIATION OF FLEET MANAGERS	500
MUNICIPAL FLEET MANAGERS ASSOCIATION	50
IFAMA DUES	150
65000 520620 - EMPLOYEE EDUCATION	2,505
TRAINING- SUPERINTENDENT	600
ASE TESTING - 3 TECHS	600
TRAINING- MECHANIC II	600
TRAINING- MECHANIC II	600
APWA conference- 3 TECHS	105
65000 520625 - TRAVEL	1,950
PW I-PASS	600
TRAINING LODGING - SUPERINTENDENT	450
TRAINING LODGING - MECHANIC II	450
TRAINING LODGING - MECHANIC II	450
65000 520970 - MAINTENANCE-BUILDING & GROUNDS	10,000
FUEL ISLAND MAINTENANCE	3,000
YARD GATE MAINTENANCE (2 GATES)	3,000
VEHICLE LIFT MAINTENANCE	3,000
PRESSURE WASHER MAINTENANCE	1,000
65000 521055 - PROFESSIONAL SERVICES - OTHER	4,700
CFA FLEET SOFTWARE ANNUAL SUPPORT	1,800
FORD TECH SUPPORT	2,800
UPS/FED EX Shipping	100
65000 521120 - DISPOSAL COST	1,500
SPECIAL WASTE DISPOSAL	1,500
65000 521125 - LEASED EQUIPMENT	3,400
G&K/CINTAS SERVICES	1,500
HERITAGE - CRYSTAL	1,600
TERRACE SUPPLY	300
65000 521180 - REPAIRS-CONTRACTUAL/LABOR	40,000
SUBLET REPAIR LABOR	40,000
65000 521185 - REPAIRS-CONTRACTUAL/PARTS	25,000
SUBLET REPAIR PARTS	25,000
65000 521195 - TELECOMMUNICATIONS	15,360
NETWORKFLEET GPS (60 VEHICLES)	13,800
VERIZON - 2 CELL PHONES	1,200
PHONE STIPEND-PATSCH	360

FUND: EQUIPMENT SERVICES
DEPARTMENT: PUBLIC WORKS

ACCOUNTS FOR:**2018 BUDGET**

65000 530100 - OFFICE SUPPLIES	6,500
OFFICE SUPPLIES	1,500
AUTOMOTIVE INFORMATION LIBRARY	5,000
FURNITURE/SHELVES	
65000 530105 - OPERATING SUPPLIES	12,000
OPERATING SUPPLIES	12,000
65000 530225 - SAFETY SUPPLIES	1,300
FIRST AID	200
SAFETY SHOES	800
MECHANICS SAFETY GLOVES	300
65000 530300 - GAS AND OIL	220,600
UNLEADED 70,000 GALLONS @ \$2.00	140,000
DIESEL 30,000 GALLONS @ \$2.00	60,000
OIL & GREASE	20,000
CNG 600 GAS GALLON EQUIVELANT (GGE) @ \$1.00	600
65000 530305 - LICENSE PLATES	1,885
SQUAD 01	105
DETECTIVE 13	195
SQUAD 20	105
8 POLICE RENEWALS	850
PW 230	105
PW 231	105
PW 238	105
PW 243	105
PW 244	105
PW 260	105
65000 530310 - PARTS PURCHASED	90,000
VEHICLE AND EQUIPMENT REPLACEMENT PARTS	90,000
65000 530315 - TIRES	14,000
REPLACEMENT TIRES	14,000
65000 530445 - UNIFORMS	1,575
MECHANIC II	450
MECHANIC II	450
SUPERINTENDENT	450
FLEET ASSISTANT	225

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2018 BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - EQUIPMENT SERVICES

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>SY 14 Budgeted Employees</u>	<u>FY 15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>	<u>FY18 Budgeted Employees</u>
Equipment Services Superintendent	FT	N	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic II	FT	J	2.00	2.00	2.00	2.00	2.00
Fleet Assistant I ¹	PT	E	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

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CAPITAL PROGRAM SUMMARY

The infrastructure built and maintained by the Village provides backbone or grid for the community to operate. This infrastructure is created through the planning and execution of a capital projects program, which includes design, construction, and significant maintenance of streets, water and sanitary infrastructure, storm and water sewers, street lights, public facilities, and sidewalks. Capital projects give rise to large, tangible Village assets. Municipal governments need to identify long-term capital needs and create an effective plan in which to maintain and enhance infrastructure.

CAPITAL PROGRAM GOALS

Capital planning and budgeting is a continual process for the Village. Successful project completion relies upon the execution of the goals that the Village has targeted. This coming year, the Village plans to execute the following goals:

- Implement a plan to address unfunded and/or unscheduled capital projects including village facilities, central business district over/underpass, downtown street and streetscape, fire station(s), and a downtown parking structure.
- Execute the Fiscal Year 2018 capital budget.

10-YEAR CAPITAL PLAN

In November 2012, the Village updated its 10-year capital improvements plan to detail the investment into its infrastructure over the next 10 years. This plan was presented to the Village Board at the November 19, 2012 board workshop and detailed the anticipated investment for all of the Village funds. At a Village Board Workshop on July 21, 2014, a proposed revision to the 10-year capital improvement plan was presented to the Village Board. This revision included deferring reconstruction of curb-less roadways in favor of only resurfacing those roads to provide funds for major unfunded/unscheduled capital projects including a police station, storm water improvements, a central business district parking structure and central business district roadway and streetscape improvements. As part of the discussions for the 2018 budget, the Village can determine how to continue implement and revise this plan. The 10-year Capital Plan addresses the following funds:

- Capital Projects Fund – for the design, construction, and significant maintenance of streets, storm sewers, and sidewalks within the Village.
- Facilities Maintenance Reserve Fund – for capital replacement and enhancement of Village buildings, including staff facilities, fire stations, and properties purchased for Glen Ellyn History Park.
- Motor Fuel Tax Fund – for capital projects which meet the narrow parameters established by state statute.
- General Fund – for information technology replacement and enhancement as well as incidental capital equipment purchased by Village General Fund departments.
- Water & Sewer Fund – for replacement and enhancement of the Village's Water & Sewer infrastructure.
- Parking Fund – for significant maintenance and construction/reconstruction of the Village parking lots.
- Recreation Fund – for capital replacement and enhancement of the Village Links golf course, clubhouse, and fleet, as well as any improvements necessary to Panfish Park, Lambert Lake Nature Preserve, and Co-Op Park.

An important component in the 10-year capital plan is the identification of unfunded and unscheduled projects. Identification of these projects helps begin or continue the process of prioritizing these projects with other Village needs.

5-YEAR CAPITAL IMPROVEMENT PLAN

Each year as part of the budget process, the Village updates its 5-year capital improvement plan (CIP). This 5 year plan also includes all funds of the Village. The 10 year capital plan provides the blueprint to assemble the 5 year plan. Modifications are then made to reflect changes in priority, scope, timing, and availability of financial resources and staff to complete the projects. The Village budget for the current year is then honed to the 5-year CIP, and those projects included in the upcoming budget year are approved conceptually by the Village Board through the Budget Approval process.

CAPITAL IMPACT TO ONGOING MAINTENANCE

The 2018 budget includes a mixture of both capital and ongoing maintenance projects. When developing its capital program, the Village takes into account the cost of repairing capital assets as opposed to replacing them. Each asset is evaluated independently to determine if it is in the best interest of the Village to repair or replace the asset. The major assets of the Village are its infrastructure including streets, water infrastructure and sewer infrastructure. By their nature, these assets require ongoing maintenance, whether it be patching potholes or repairing water leaks and main breaks.

City of Glen Ellyn
5-Year Capital Improvement Plan

Capital Projects Fund

Capital Fund		CY2017 PROJECTED	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST
Revenues:							
	Property Taxes	\$ 3,588,000	\$ 3,705,516	\$ 3,816,681	\$ 3,931,182	\$ 4,049,117	\$ 4,170,591
	Telecommunications Tax	760,000	729,600	700,416	672,399	645,503	619,683
	Electricity Use Tax	980,000	980,000	980,000	980,000	980,000	980,000
	Natural Gas Use Tax	314,000	318,710	323,491	328,343	333,268	338,267
	Real Estate Transfer Tax	730,000	753,579	777,920	803,046	828,985	855,761
	Grant Revenue	415,790	3,487,816	-	475,000	-	-
	Sale of Property	750,000	-	-	-	-	-
	Water & Sewer Contribution for Police Project	100,000	-	-	-	-	-
	Forfeiture Funds - To reimburse police station project	300,000	300,000	300,000	260,000	-	-
	Miscellaneous Income	80,000	80,000	83,000	83,830	84,668	85,515
	Interest Income	80,000	60,000	60,600	61,206	61,818	62,436
	Total Revenues	\$ 8,097,790	\$ 10,415,221	\$ 7,042,108	\$ 7,595,007	\$ 6,983,360	\$ 7,112,254
Expenditures:							
Non-Roadway Construction Projects:							
	Minor capital investment/other expenditures	\$ 23,500	\$ 28,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
	Village Green Storm Sewer Replacement	-	300,000	-	-	-	-
	Riford Road Drainage Improvements	70,000	-	-	-	-	-
GF1	725 and 729 Riford Various Improvements and Expenditures	36,600	-	-	-	-	-
	Lake Ellyn Improvements	46,010	-	-	-	-	-
	Lake Road Undergrounding	47,236	-	-	-	-	-
	Hill Avenue Bridge	150,000	55,000	-	-	-	-
	Hill Avenue Roadway Improvements (Village Contribution)	-	-	180,000	-	-	-
	Hill Avenue Utility Sewer and Water (Phase I)	-	-	-	200,000	-	-
	Prairie Path Resurfacing	38,000	-	-	-	-	-
	Royal Glen Infrastructure Improvements	-	-	-	-	125,000	-
	Saint Charles Road Salt Storage Facility	-	75,000	25,000	-	-	-
	Street Lighting Improvements - CBD	512,500	-	-	-	-	-
	Street Lighting Improvements - 5 Corners	-	70,000	-	-	-	-
	Street Lighting Improvements - Roosevelt Road	14,160	-	-	-	-	-
	Other Projects: Stormwater, Traffic, etc.	50,000	50,000	50,000	50,000	50,000	50,000
	Streetscape and Signage	-	45,000	45,000	-	-	-
	Special Engineering Projects	-	-	-	-	-	-
GF2	Taylor Avenue Pedestrian Tunnel	171,000	2,800,000	-	-	-	-
	Train Station/Pedestrian Bridge Phase I	100,000	140,000	-	-	-	-
	CBD Over/Underpass Feasibility Study	-	-	-	-	-	-
GF3	Sidewalk Program	76,440	472,000	200,000	150,000	150,000	150,000
	IDOT Crosswalks	71,164	48,393	-	-	-	-
	Police Station	9,738,000	-	-	-	-	-
	<i>subtotal non-roadway</i>	11,144,610	4,083,393	516,000	416,000	341,000	216,000
Roadway Rehabilitation Program							
	Pavement Preservation Program	500,000	500,000	500,000	500,000	500,000	500,000
	Pavement Condition Survey	1,950	-	-	25,000	-	-
	Baker Hill Ingress/Egress Improvements	50,000	500,000	-	-	-	-
GF4	Crescent Boulevard Reconstruction	28,396	150,000	160,000	-	-	-
	Lambert and Taft Intersection Improvements	6,600	-	110,000	-	-	-
	2016 and 2017 Street Resurfacing	1,932,750	-	-	-	-	-
	Elm-Oak-Geneva Improvements	270,000	-	-	-	-	-
	Kenilworth-Alley Improvements	940,000	-	-	-	-	-
	Montclair-East-Davis-Smith Improvements	1,500,000	280,000	-	-	-	-
GF6	North Park Boulevard STP Reconstruction Project (Roosevelt to DuPage)	210,000	3,252,500	-	-	-	-
GF7	Main Street STP Resurfacing (Roosevelt to Fairview)	-	313,500	-	-	-	-
	Bemis Road Reconstruction (Route 53 to Sunny Brook)	-	-	-	-	150,000	1,890,216
	DuPage (Nicoll to Bryant) & Nicoll (Roosevelt to DuPage)	-	-	770,000	-	-	-
	2015 Annexation Areas - Glen Crest Subdivision	-	-	-	1,415,676	-	-
	Future Street Resurfacing/Reconstruction Projects	-	1,250,000	4,363,648	1,866,250	5,401,361	3,745,355
	Concrete Street Patching and Rehabilitation Program	-	-	-	550,000	-	550,000
	CBD Underground Improvements Study	155,000	-	-	-	-	-
	CBD Roadway and Streetscape	6,500	250,000	4,500,000	-	-	-
	Sheehan Avenue Improvements	-	-	-	-	-	697,709
	Misc. Project Close Outs	-	-	-	-	-	-
	IFT / General Fund Engineering	202,900	209,000	213,000	217,000	221,000	225,000
	Engineering for Future Projects	70,000	300,000	-	-	-	-
	<i>subtotal road program</i>	5,874,096	7,005,000	10,616,648	4,573,926	7,072,361	7,608,280
	Total Improvements - Capital Projects Fund	\$ 17,018,706	\$ 11,088,393	\$ 11,132,648	\$ 4,989,926	\$ 7,413,361	\$ 7,824,280
	Bond Repayments	\$ 954,044	\$ 953,544	\$ 952,844	\$ 956,494	\$ 954,544	\$ 957,144
	Total Expenditures - Capital Projects Fund	\$ 17,972,750	\$ 12,041,937	\$ 12,085,492	\$ 5,946,420	\$ 8,367,905	\$ 8,781,424
	Change In Fund Balance, Capital Projects Fund	\$ (9,874,960)	\$ (1,626,716)	\$ (5,043,385)	\$ 1,648,587	\$ (1,384,545)	\$ (1,669,170)
	Capital Projects Fund Balance, Beginning of Year	\$ 16,242,724	\$ 6,367,764	\$ 4,741,048	\$ (302,336)	\$ 1,346,250	\$ (302,336)
	Capital Projects Fund Balance, End of Year	\$ 6,367,764	\$ 4,741,048	\$ (302,336)	\$ 1,346,250	\$ (302,336)	\$ (302,336)

village of Glen Ellyn
5-Year Capital Improvement Plan

Water & Sewer Fund

	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST
Water & Sanitary Sewer Fund						
Capital Revenues - Water & Sewer Fund	\$ 4,220,000	\$ 3,167,000	\$ 3,209,000	\$ 3,165,000	\$ 3,251,700	\$ 3,291,000
CDBG Grant/Potential SSA to fund Royal Glen	\$ -	\$ -	\$ -	\$ -	\$ 1,885,000	\$ -
Water Projects:						
Street Program - subject to change - projects are itemized, if known						
CBD Underground Improvements	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Elm-Oak Improvements	90,000	-	-	-	-	-
Kenilworth-Alley Improvements	245,000	-	-	-	-	-
Montclair-East-Davis-Smith Improvements	600,000	100,000	-	-	-	-
North Park Boulevard STP Reconstruction Project (Roosevelt)	40,000	616,987	-	-	-	-
Bemis Road Reconstruction (Route 53 to Sunny Brook)	-	-	-	-	35,000	735,381
Sheehan Avenue Improvements	-	-	-	-	-	422,844
Crescent Boulevard Reconstruction	-	113,390	-	-	-	-
Misc. Project Close Outs	-	-	-	-	-	-
Future Street Projects	-	-	1,649,037	698,612	\$ 1,453,585	\$ 1,337,750
Street Repairs	2,500	18,000	18,000	18,000	18,000	18,000
Non-Roadway Projects:						
Standalone Main Replacements:						
Roosevelt Road Water Main	250,000	560,000	1,000,000	1,000,000	1,000,000	-
Roosevelt Road and Route 53 Water Main Lining	75,000	1,500,000	-	-	-	-
Hill Avenue Water Main	-	50,000	-	500,000	-	-
Royal Glen Infrastructure Improvements	-	75,000	-	-	1,675,000	-
Other Projects:						
Utility Services Maintenance Contract Newton Water Tank	135,260	135,260	135,260	135,260	-	-
Wilson & Newton Pumping Station Rehabilitation	25,000	-	-	-	500,000	-
WPAS & NPAS Rehabilitation	-	-	-	-	-	-
Standby Well Rehabilitation	-	-	-	-	-	-
Reservoir Rehabilitation	-	-	200,000	-	-	-
Police Station	50,000	-	-	-	-	-
SCADA Reinstrumentation	-	-	-	-	-	150,000
Water Meter Fixed Network Upgrade	-	297,500	297,500	-	-	-
Reno Center Improvements	-	65,000	-	-	-	-
COD Water Main Acquisition/Looping	-	-	50,000	-	-	-
Engineering for Future Projects	25,000	100,000	-	-	-	-
Subtotal - Water Projects	\$ 1,587,760	\$ 4,131,137	\$ 3,349,797	\$ 2,351,872	\$ 4,681,585	\$ 2,663,975
Sewer Projects:						
Street Program - subject to change - projects are itemized, if known						
CBD Underground Improvements	\$ 320,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
2014 Elm-Geneva Connectors-Cottage	-	-	-	-	-	-
Glenwood-Arbor-Ridgewood	-	-	-	-	-	-
Elm-Oak Improvements	250,000	-	-	-	-	-
Kenilworth-Alley Improvements	245,000	-	-	-	-	-
Montclair-East-Davis-Smith Improvements	800,000	50,000	-	-	-	-
North Park Boulevard STP Reconstruction Project (Roosevelt)	20,000	550,000	-	-	-	-
Main Street STP Resurfacing (Roosevelt to Fairview)	-	82,500	-	-	-	-
Bemis Road Reconstruction (Route 53 to Sunnybrook)	-	-	-	-	37,500	740,061
Sheehan Avenue Improvements	-	-	-	-	-	255,378
General Spots Repairs (Other Streets)	-	135,000	-	-	-	-
Miscellaneous Project Close Outs	-	-	-	-	-	-
Future Street Projects	-	-	1,033,991	826,301	1,050,125	501,196
Street Repairs	2,500	18,000	18,000	18,000	18,000	18,000
Engineering for Future Projects	50,000	135,000	-	-	-	-
Non-Roadway Projects:						
I/I Reduction (Lining + Repairs)	563,452	500,000	500,000	500,000	\$ 500,000	\$ 500,000
Hill Avenue Sanitary Sewer	-	25,000	-	250,000	-	-
Lift Station Rehab	-	-	-	-	-	-
Hill Avenue	-	25,000	-	-	-	-
Memory Court	-	75,000	625,000	-	-	-
Surrey	-	-	150,000	-	-	-
South Park	-	-	-	-	-	-
Orchard Place	-	-	-	-	-	400,000
Police Station-Utilities	50,000	-	-	-	-	-
Royal Glen Infrastructure Improvements	-	40,000	-	-	85,000	-
Reno Center Improvements	-	65,000	-	-	-	-
Subtotal - Sewer Projects	\$ 2,300,952	\$ 2,200,500	\$ 2,326,991	\$ 1,594,301	\$ 1,690,625	\$ 2,414,196
Total Improvements - Water & Sewer Fund	\$ 3,888,712	\$ 6,331,637	\$ 5,676,788	\$ 3,946,174	\$ 8,062,835	\$ 7,493,246
Change in Capital Balance, Water & Sewer Fund	\$ 331,288	\$ (3,164,637)	\$ (2,467,788)	\$ (781,174)	\$ (2,926,125)	\$ (4,283,346)
Water & Sewer Capital Fund Balance, Beginning of Year	\$ 5,735,715	\$ 6,067,003	\$ 2,902,366	\$ 434,578	\$ (346,596)	\$ (1,474,977)
Water & Sewer Capital Fund Balance, End of Year	\$ 6,067,003	\$ 2,902,366	\$ 434,578	\$ (346,596)	\$ (3,272,721)	\$ (5,759,323)

CAPITAL PROJECTS FUND

The Capital Projects Fund is used primarily for the design, construction, and significant maintenance of streets, storm sewers and sidewalks within the Village. Funding is primarily obtained through taxes on the use of natural gas, electricity and telecommunications services. A real estate transfer tax was added in December of 2000 in connection with a 20 year street and storm sewer improvement plan. Beginning in FY09/10, the use of a portion of the Village property tax has been allocated to continue our investment in public infrastructure assets and to provide a stable revenue source into the future.

Other revenues include a stormwater “fee in lieu” which is collected on developments that add impervious surface area and are unable to provide adequate on-site detention of storm-water runoff. These impact fees are to be used to fund storm sewer system improvements in the Village. The Capital Projects Fund also generates some additional revenues through the periodic sale of unneeded Village-owned land / rights of way and applies these funds toward future Village property purchases, where desirable.

Fiscal Year 2018 Budget Summary: The Capital Projects Fund budget includes a full complement of projects and initiatives which continue our strong emphasis on reinvestment in the maintenance of the public infrastructure. Most of these programs also have a significant impact our Water and Sanitary Sewer Fund as we generally address many of these infrastructure components in concert, to optimize efficiency and minimize cost.

FUND: CAPITAL PROJECTS FUND
DEPARTMENT: PUBLIC WORKS (CAPITAL PROGRAM)

		2016	2017	2017	2017	2018	2018	
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2017
								ORG BUD
4000 CAPITAL PROJECTS REVENUES								
4000	410100	PROPERTY TAX	3,576,656	3,587,720	3,587,720	3,588,000	3,705,516	3.3%
4000	410500	TELECOMMUNICATIONS TAX	811,804	804,000	804,000	760,000	729,600	-9.3%
4000	410510	ELECTRICITY USE TAX	981,613	960,000	960,000	980,000	980,000	2.1%
4000	410520	NATURAL GAS USE TAX	334,291	335,000	335,000	314,000	318,710	-4.9%
4000	410600	REAL ESTATE TRANSFER TAX	855,345	815,000	815,000	730,000	753,579	-7.5%
4000	430100	FEDERAL GRANT REVENUE	-	1,936,971	1,936,971	415,790	3,487,816	80.1%
4000	430150	COM DEVELOPMENT BLOCK GRANT	220,500	-	-	-	-	0.0%
4000	460100	INVESTMENT INCOME	57,596	60,000	60,000	80,000	60,000	0.0%
4000	480420	VACATION OF RIGHT OF WAY	10,232	-	-	-	-	0.0%
4000	489000	MISCELLANEOUS REVENUE	188,259	753,000	753,000	830,000	80,000	-89.4%
4000	490450	OPERATING TFR - GENERAL FUND	-	300,000	300,000	300,000	-	-100.0%
4000	490800	OPERATING TRANSFER IN	-	100,000	100,000	100,000	300,000	200.0%
TOTAL	CAPITAL PROJECTS REVENUES		7,036,296	9,651,691	9,651,691	8,097,790	10,415,221	7.9%
40000 CAPITAL PROJECTS EXPENDITURES								
40000	520825	AUDIT FEES	-	4,500	4,500	-	4,500	0.0%
40000	520990	CONTRACT STREET MAINTENANCE	215,053	500,000	502,368	500,000	110,000	-78.0%
40000	520990	18004 2018 CONCRETE STREET PATCHING	-	-	-	-	300,000	0.0%
40000	520990	18005 2018 ASPHALT STREET PATCHING	-	-	-	-	90,000	0.0%
40000	521055	PROFESSIONAL SERVICES - OTHER	1,225	7,500	7,500	7,500	7,500	0.0%
40000	580100	CONSTRUCTION PROJECTS	59,292	193,000	284,000	200,000	256,000	32.6%
40000	580100	14001 LAKE ELLYN OUTLET	668,814	-	6,990	46,010	-	0.0%
40000	580100	14006 CBD UNDER/OVERPASS	2,391	100,000	100,000	-	-	-100.0%
40000	580100	15005 POLICE STATION	5,703,818	10,364,195	10,364,195	9,738,000	-	-100.0%
40000	580100	15009 TAYLOR AVE PEDESTRIAN TUNNEL	44,133	2,650,000	2,812,931	171,000	2,800,000	5.7%
40000	580100	15011 LAKE ELLYN RIFORD ROAD IMPROV	16,700	70,000	70,000	70,000	-	-100.0%
40000	580100	16004 CBD LIGHTING IMPROVEMENTS	-	350,000	512,500	512,500	-	-100.0%
40000	580100	16005 CBD UNDERGROUND IMPROV	-	-	155,000	155,000	-	0.0%
40000	580100	16008 HILL AVENUE BRIDGE	16,319	30,000	187,640	150,000	16,000	-46.7%
40000	580100	16016 TRAIN STATION/PEDESTRIAN BRIDG	51	250,000	250,000	100,000	-	-100.0%
40000	580100	16017 VILLAGE GREEN STORM SEWER REPL	-	-	-	-	300,000	0.0%
40000	580100	16018 LAKE ROAD UNDERGROUND UTILITY	1,000	-	-	17,000	-	0.0%
40000	580155	SIDEWALK IMPROVEMENTS	10,460	-	-	-	-	0.0%
40000	580155	14007 IDOT CROSSWALKS	36,241	136,971	136,971	71,164	-	-100.0%
40000	580155	16003 2016 SIDEWALK IMPROVEMENTS	75,000	-	1,439	1,440	-	0.0%
40000	580155	16007 GLENBARD WEST PARKING/SIDEWALK	-	-	-	-	75,000	0.0%
40000	580155	16010 LAKE ELLYN PARK SIDEWALK	-	-	-	-	175,000	0.0%
40000	580155	16013 RT 53 SIDEWALK (BEMIS-MARSTON)	3,553	2,000	2,000	-	2,000	0.0%
40000	580155	16014 ROUTE 53 SIDEWALK STUDY	-	-	-	-	10,000	0.0%
40000	580155	17001 2017 SIDEWALK IMPROVEMENTS	-	75,000	76,250	75,000	-	-100.0%
40000	580155	17007 EAST BRANCH TRAIL FEASIBILITY	-	-	-	-	10,000	0.0%
40000	580155	18003 2018 SIDEWALK IMPROVEMENTS	-	-	-	-	200,000	0.0%
40000	580160	STREET IMPROVEMENTS	5,927	170,000	170,000	70,000	125,000	-26.5%
40000	580160	505 RIFORD ROAD RECONSTRUCTION PRO	5,255	-	-	-	-	0.0%
40000	580160	506 LAMBERT RD/ROOSEVELT ROAD	81,756	-	-	-	-	0.0%
40000	580160	12001 HAWTHORNE CORRIDOR	120	-	-	-	-	0.0%
40000	580160	13001 PARK BLVD/MAIN STREET	17,086	-	209,695	210,000	3,252,000	0.0%
40000	580160	13002 CRESCENT BOULEVARD RECONSTR	11,679	-	449,024	28,396	-	0.0%
40000	580160	13003 LENOX LINDEN	33,590	-	-	-	-	0.0%
40000	580160	14004 ELM-GENEVA-COTTAGE	225	-	-	-	-	0.0%
40000	580160	14005 GLENWOOD-ARBOR-RIDGEWOOD	6,065	-	-	-	-	0.0%
40000	580160	15006 CBD ROADWAY REHAB & STREETSCAP	-	250,000	95,000	6,500	250,000	0.0%
40000	580160	16001 2016 PAVEMENT CONDITION INDEX	19,700	-	8,450	1,950	-	0.0%
40000	580160	16002 2016 RESURFACING PROGRAM	-	1,472,750	1,472,750	1,472,750	-	-100.0%
40000	580160	16006 ELM-OAK IMPROVEMENTS	1,728,398	-	393,930	270,000	-	0.0%
40000	580160	16009 KENILWORTH-ALLEY IMPROVEMENTS	6,365	960,000	960,000	940,000	-	-100.0%
40000	580160	16021 BAKER HILL - PERSHING INTERSEC	2,591	-	3,902	50,000	500,000	0.0%
40000	580160	17002 2017 STREET IMPROVEMENTS	1,342	553,625	553,625	460,000	-	-100.0%
40000	580160	17004 MONTCLAIR EAST DAVIS SMITH IMP	-	1,725,000	1,725,000	1,500,000	-	-100.0%
40000	580160	17006 SHEEHAN AVENUE IMPROVEMENTS	-	10,000	10,000	-	-	-100.0%
40000	580160	18001 TAFT & LAMBERT INTERSECTION	-	-	-	6,600	-	0.0%
40000	580160	18002 2018 STREET RESURFACING	-	-	-	-	1,250,000	0.0%
40000	580160	19001 2019 STREET RECONSTRUCTION	-	-	-	-	175,000	0.0%
40000	590131	PW ENGINEERING SERVICE CHARGE	220,300	270,600	270,600	270,600	202,900	-25.0%
40000	590300	TRANSFER TO DEBT SERVICE ABATE	956,532	954,044	954,044	954,044	953,544	-0.1%
TOTAL	CAPITAL PROJECTS EXPENDITURES		9,950,979	21,099,185	22,750,305	18,055,454	11,064,444	-47.6%
TOTAL	CAPITAL PROJECTS FUND		(2,914,683)	(11,447,494)	(13,098,614)	(9,957,664)	(649,223)	-7.5%

Available Cash Analysis

Available, January 1, 2017	16,424,724
Less outstanding encumbrances	(1,679,568)
Preliminary FY2017 inflow / (outflow)	(9,957,664)
Budgeted FY2018 inflow / (outflow)	(649,223)
Projected Available, December 31, 2018	4,138,269

FUND: CAPITAL PROJECTS FUND
DEPARTMENT: PUBLIC WORKS (CAPITAL PROGRAM)

ACCOUNTS FOR:**2018 BUDGET****4000 CAPITAL PROJECTS REVENUES**

4000 410100 - PROPERTY TAX LEVY BASED ON CPI OF 2.1%	3,705,516
2.1% AND LAST YEAR'S NEW GROWTH	3,705,516

4000 410500 - TELECOMMUNICATIONS TAX	729,600
TELECOM TAXES ANTICIPATED TO	729,600
CONTINUE TO DECREASE	

4000 410510 - ELECTRICITY USE TAX	980,000
ANTICIPATED TO BE FLAT FROM 2016	980,000
AND 2017 EST.	

4000 410520 - NATURAL GAS USE TAX	318,710
BASED ON 10 YEAR REVENUE PROJECTIONS	318,710

4000 410600 - REAL ESTATE TRANSFER TAX	753,579
3.2% INCREASE FROM 2017 EST. ACTUAL	753,579

4000 430100 - FEDERAL GRANT REVENUE	3,487,816
NORTH PARK BLVD STP GRANT	1,362,000
MAIN STREET STP GRANT	240,000
TAYLOR STREET UNDERPASS GRANT	1,800,000
CMAQ CROSSWALK GRANT	85,816

4000 460100 - INVESTMENT INCOME	60,000
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4000 489000 - MISCELLANEOUS REVENUE	80,000
MISC INCOME	80,000

4000 490800 - OPERATING TRANSFER IN	300,000
TRANSFER FROM FORFEITURE FUND	300,000
POLICE STATION	

TOTAL CAPITAL PROJECTS REVENUES	10,415,221
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40000 CAPITAL PROJECTS EXPENDITURES

40000 520825 - AUDIT FEES	4,500
SINGLE AUDIT REQUIRED BY FEDERAL STATUTES	4,500

40000 520990 - CONTRACT STREET MAINTENANCE	110,000
ASPHALT ROADWAY CRACK SEALING	25,000
ASPHALT ROADWAY SURFACE TREATMENTS	85,000

40000 520990 - 18004 2018 CONCRETE STREET PATCHING	300,000
2018 CONCRETE STREET PATCHING	300,000

40000 520990 - 18005 2018 ASPHALT STREET PATCHING	90,000
2018 ASPHALT STREET PATCHING	90,000

FUND: CAPITAL PROJECTS FUND
DEPARTMENT: PUBLIC WORKS (CAPITAL PROGRAM)

ACCOUNTS FOR:	2018 BUDGET
40000 521055 - PROFESSIONAL SERVICES - OTHER	7,500
ENGINEERING SOFTWARE	7,500
(AUTOCAD SUBSCRIPTIONS)	
40000 580100 - CONSTRUCTION PROJECTS	256,000
MISCELLANEOUS EXPENSES	15,000
MISCELLANEOUS STORM SEWER IMPROVEMENTS	50,000
NPDES GENERAL STORMWATER PERMIT	1,000
WAYFINDING SIGNAGE	45,000
LED FIXTURE REPLACEMENT FOR 5 CORNERS	70,000
SAINT CHARLES ROAD SALT STORAGE FACILITY	75,000
40000 580100 - 15005 POLICE STATION	10,364,195
40000 580100 - 15009 TAYLOR AVE PEDESTRIAN TUNNEL	2,800,000
TAYLOR PEDESTRIAN TUNNEL CONSTRUCTION	2,550,000
TAYLOR PEDESTRIAN TUNNEL RESIDENT	
ENGINEERING	250,000
40000 580100 - 16008 HILL AVENUE BRIDGE	16,000
HILL AVE. BRIDGE - CONSTRUCTION	16,000
40000 580100 - 16017 VILLAGE GREEN STORM SEWER REPL	300,000
VILLAGE GREEN STORM SEWER REPLACEMENT	300,000
40000 580155 - 16007 GLENBARD WEST PARKING/SIDEWALK	75,000
GLENBARD WEST PARKING LOT SIDEWALK (#16007)	75,000
40000 580155 - 16010 LAKE ELLYN PARK SIDEWALK	175,000
LAKE ELLYN PARK AND LENOX ROAD SIDEWALK	175,000
40000 580155 - 16013 RT 53 SIDEWALK (BEMIS-MARSTON)	2,000
ROUTE 53 SIDEWALK (BEMIS - MARSTON)	2,000
IDOT COST	
40000 580155 - 16014 ROUTE 53 SIDEWALK STUDY	10,000
ROUTE 53 SIDEWALK STUDY	10,000
40000 580155 - 17007 EAST BRANCH TRAIL FEASIBILITY	10,000
	10,000
40000 580155 - 18003 2018 SIDEWALK IMPROVEMENTS	200,000
2018 SIDEWALK REMOVAL AND REPLACEMENT	200,000
PROGRAM	
40000 580160 - STREET IMPROVEMENTS	125,000
ENGINEERING FOR FUTURE STREET PROJECTS	125,000

FUND: CAPITAL PROJECTS FUND
DEPARTMENT: PUBLIC WORKS (CAPITAL PROGRAM)

ACCOUNTS FOR:**2018 BUDGET**

40000 580160 - 13001 N PARK BLVD STP PROJECT	3,252,000
N. PARK AND MAIN ST. - CONSTRUCTION	3,002,000
N. PARK AND MAIN ST. - RESIDENT ENGINEERING	250,000
40000 580160 - 15006 CBD ROADWAY REHAB & STREETSCAP	250,000
CBD ROADWAY REHABILITATION AND	250,000
STREETSCAPE - DESIGN ENGINEERING (#15006)	
40000 580160 - 16021 BAKER HILL - PERSHING INTERSEC	500,000
BAKER HILL INGRESS/EGRESS IMP. (3/4 ACCESS)	500,000
40000 580160 - 18002 2018 STREET RESURFACING	1,250,000
2018 STREET RESURFACING - CONSTRUCTION	1,150,000
2018 STREET RESURFACING - RESIDENT	100,000
ENGINEERING	
40000 580160 - 19001 2019 STREET RECONSTRUCTION	175,000
2019 STREET RECONSTRUCTION - DESIGN	175,000
ENGINEERING	
40000 590131 - PW ENGINEERING SERVICE CHARGE	202,900
ENGINEERING SERVICE CHARGE - TRANSFER	202,900
TO GENERAL FUND	
40000 590300 - TRANSFER TO DEBT SERVICE ABATE	953,544
TRANSFER TO DEBT SERVICE FOR 2015 GO	953,544
BONDS	
TOTAL CAPITAL PROJECTS EXPENDITURES	11,064,444

FACILITIES MAINTENANCE RESERVE FUND

The Facilities Maintenance Reserve Fund is the capital replacement fund for most Village buildings, including Village staff facilities, fire stations and Glen Ellyn History Park properties. The fund was created in 1990 with an infusion of dollars available from the General Fund cash reserves. Funding was based on an analysis of building components performed by an engineering firm (Reserve Study), and then updated with additions in 1998 and 2002. Since its inception, the Fund has been the expense point for most major building projects. Components covered include building envelope (roofs, siding, etc.), environmental controls and equipment, interior finishes (paint, carpet, etc.), plumbing and fire protection, and site elements such as landscape, fencing, parking lots and flag poles. The Reserve Study also assesses the current condition and future replacement costs for critical industrial components such as garage doors, automatic yard gates, vehicle repair lifts and fueling stations.

BUILDING	SERVICE AREAS	SQUARE FOOTAGE	BUILT
Glen Ellyn Civic Center 535 Duane St.	Planning & development, building & zoning, administration, finance, civic center	42,000	1929
Reno Public Works Center 30 S. Lambert Rd.	streets/ forestry, utilities, equipment services	36,000	1977
Fire Station #1 Main & Pennsylvania	fire service	9,900	1957
Fire Station #2 681 Taft Ave.	fire service	11,000	1972
Stacy's Tavern Museum 557 Geneva Rd	Historical Society History Park	4,235	1846
History Center 800 N. Main	Historical Society History Park	c. 8000	1950's
Police Station 65 S. Park	Police	29,000	2017

The building components covered by the fund are assigned a life span and their major component replacement costs are amortized over that span. The fund is supported through annual contributions from the General Fund. Buildings supported by enterprise funds (e.g. water/sewer facilities) are also included. In 2012, the Administration Department conducted an updated Facilities Maintenance Reserve Study to reconsider timeframes for maintenance and repair of building components, as well as funding needed to support the Fund. All projects planned in the study for a particular year are scrutinized annually and determined if they should be completed---or deferred to a future year based on actual need.

FUND: FACILITIES MAINTENANCE RESERVE FUND
DEPARTMENT: ADMINISTRATION (CAPITAL PROGRAM)

			2016	2017	2017	2017	2018	2018
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2018 ORG BUD
4500 FACILITIES RESERVE REVENUES								
4500	460100	INVESTMENT INCOME	1,450	2,500	2,500	4,200	4,200	68.0%
4500	490690	FACILITIES MAINT - GEN FUND	345,000	150,000	150,000	150,000	150,000	0.0%
4500	490692	FACILITIES MAINT - WATER	50,000	50,000	50,000	50,000	50,000	0.0%
4500	490694	FACILITIES MAINT - SEWER	50,000	50,000	50,000	50,000	50,000	0.0%
TOTAL	FACILITIES RESERVE REVENUES		446,450	252,500	252,500	254,200	254,200	0.7%
45000 FACILITIES RESERVE EXPENDITURES								
45000	521055	PROFESSIONAL SERVICES - OTHER	1,100	-	-	-	-	0.0%
45000	570105	CIVIC CENTER RENOVATION	56,570	543,000	611,000	220,248	872,750	52.2%
45000	570125	FIRE STATION RENOVATION	13,111	159,200	178,900	152,820	-	-100.0%
45000	570145	RENO CENTER RENOVATION	60,695	99,400	99,400	107,064	133,000	33.8%
45000	570160	STACY'S AND HISTORY CENTER	-	33,000	49,000	34,000	10,000	-69.7%
45000	570165	OTHER VILLAGE FACILITIES	7,328	-	-	-	-	0.0%
45000	570170	CHURCHILL WOODS FACILITY	-	-	-	-	75,000	0.0%
TOTAL	FACILITIES RESERVE EXPENDITURES		138,805	834,600	938,300	514,132	1,090,750	25.1%
TOTAL	FACILITIES MAINTENANCE RESERVE		307,646	(582,100)	(685,800)	(259,932)	(836,550)	43.7%

Available Cash Analysis

Available, January 1, 2017	923,709
Preliminary FY2017 inflow / (outflow)	(259,932)
Budgeted FY2018 inflow / (outflow)	(836,550)
Projected Available, December 31, 2018	(172,773)

FUND: FACILITIES MAINTENANCE RESERVE FUND
DEPARTMENT: ADMINISTRATION (CAPITAL PROGRAM)

ACCOUNTS FOR:		2018 BUDGET
4500 FACILITIES RESERVE REVENUES		
4500 460100 - INVESTMENT INCOME		4,200
4500 490690 - FACILITIES MAINT - GEN FUND		150,000
CONTRIBUTION FROM THE GENERAL FUND		150,000
4500 490692 - FACILITIES MAINT - WATER		50,000
CONTRIBUTION FROM WATER		50,000
4500 490694 - FACILITIES MAINT - SEWER		50,000
CONTRIBUTION FROM SEWER		50,000
TOTAL FACILITIES RESERVE REVENUES		254,200
45000 FACILITIES RESERVE EXPENDITURES		
45000 570105 - CIVIC CENTER RENOVATION		872,750
EXTERIOR PAINT ALLOWANCE - PHASED		30,000
TUCKPOINTING ALLOWANCE - PHASED		18,000
WINDOW REPAIR/REPLACEMENTS ALLOWANCE		7,500
BOILER TUBE REPLACEMENTS/RECONDITION		20,000
HVAC REHEATS FOR 2ND FLOOR		7,000
PLANNING & DEVELOPMENT RELOCATION TO		324,481
FIRST FLOOR (ESTIMATED - WAITING FOR FINAL PLAN)		
FINANCE DEPARTMENT CONSOLIDATION ON		271,095
FIRST FLOOR (ESTIMATED - WAITING FOR FINAL PLAN)		
COD SHARED SPACE CONTRIB AND 2ND FLOOR		130,674
(ESTIMATED - WAITING FOR FINAL PLAN)		
NEW NESTING CHAIRS FOR PUBLIC MEETING		5,000
SPACES		
ELEVATOR MECHANICALS - RECONDITION		20,000
PHONE SYSTEM VOIP REPLACEMENT		24,000
ROOF REPAIRS ALLOWANCE		5,000
CONSULTING SERVICES - MECHANICALS		10,000
BUILDING ENVELO		
45000 570145 - RENO CENTER RENOVATION		133,000
GARAGE IMPROVEMENTS - VENTING SWITCHES		15,000
LED CONVERSION OF EXTERIOR LIGHT FIXTURES		12,000
REPLACE ABOVE GROUND VEHICLE OIL		15,000
STORAGE TANKS (OHS A COMPLIANCE)		
PHONE SYSTEM REPLACEMENT - VOIP		20,000
SALT STORAGE BINS STRUCTURAL INSPECTION		20,000
& REPAIRS		
PAINTING - LOWER INTERIOR - PHASE I		28,000
SECURITY SYSTEM UPGRADES - PHASE II		5,000
EXTERIOR CORRUGATED SIDING REPAIRS - PHASED		10,000
EXTERIOR PAINT FINISHES - PHASE III		8,000

FUND: FACILITIES MAINTENANCE RESERVE FUND
DEPARTMENT: ADMINISTRATION (CAPITAL PROGRAM)

ACCOUNTS FOR:	2018 BUDGET
45000 570160 - STACY'S AND HISTORY CENTER	10,000
EXTERIOR FACADE REPAIRS/BRICK TUCKPOINTING	10,000
HISTORY CENTER	
45000 570170 - CHURCHILL WOODS FACILITY	75,000
FACILITY DEMOLITION & REMODEL	75,000
TOTAL FACILITIES RESERVE EXPENDITURES	1,090,750

CORPORATE RESERVE FUND

The Corporate Reserve Fund was established by Ordinance #2072 in 1976, funded by a Federal grant reimbursement of about \$407,000 for the Village Green (open space) project that was received several years after the work was completed. The Fund may be used for emergency needs ("rainy day reserve"), and as a "revolving loan fund" to assist Village departments and Village activities in financing major projects. Loans made to assist departments and activities generally include a rate of interest, and include a pay-back schedule as determined by a Village Board resolution or ordinance.

In FY91/92 the Village Board directed that interest earned on Corporate Reserve Fund balances would be transferred to the General Fund as an ongoing and important revenue source. Beginning in FY10/11 and in conjunction with the review and update of a number of financial policies, the Corporate Reserve Fund will accumulate and retain interest earnings on its invested balances as a means of reestablishing reserve balances which have been drawn on heavily during the past several years.

The Corporate Reserve Fund has historically been utilized for loans for a variety of Village projects and activities. This has allowed the Village to avoid the cost of borrowing through the issuance of bonds or bank loans.

Recent uses of Corporate Reserve Fund balances include:

- **Glen Ellyn Park District** - During fiscal year 2000/01, the Village extended a \$1,000,000 interest-free loan to the Glen Ellyn Park District to assist with their demolition of the Maryknoll Seminary buildings at the southeast corner of Route 53 and Pershing. This loan was set up to be re-paid in annual installments of \$100,000 over a 10 year period, with the first \$100,000 received in December, 2001. The terms of the loan agreement were modified by Ordinance 5124 adopted January 13, 2003 (in follow-up to the long-term lease of the Village Green to the Park District approved in December, 2002) which provided for the deferral of the \$100,000 annual loan repayments due in December, 2003, 2004 and 2005 until December, 2011, 2012, and 2013. The loan was fully repaid in Fiscal 2014.
- **DuPage Mayors and Managers Conference** - Also during fiscal year 2000/01, the Village Board was one of 12 DuPage home-rule communities to each provide a \$125,000 loan to the DuPage Mayors and Manager's Conference to assist in the \$1.5 million acquisition and renovation of their facility in Oak Brook. This loan was fully repaid during Short Fiscal Year 2014.
- **Glen Ellyn Historical Society** - The Corporate Reserve Fund provided funding for the Village purchase and ownership of the building at **800 N. Main Street** (now named the "History Center" and located at the NW corner of Main and Elm) in November, 2002 for the benefit of the Glen Ellyn Historical Society. The \$1,050,000 purchase price was paid from an initial deposit of \$325,000 from the Historical Society, with the remaining \$725,000 loaned from the Corporate Reserve Fund. The Historical Society reimbursed the Village the remaining \$725,000 with an annual payment each November over a five year period with

interest at the average Illinois Funds rate. Rental income received by the Village from leased space in the building was credited against the loan re-payments due from the Historical Society. Just like Stacy's Tavern Museum, the Village owns and maintains this property and building and depends on the Historical Society for its use and operation for public benefit.

Similarly, the Village completed purchases of properties at **810-816 N. Main Street** (December, 2005) and **820 N. Main Street** (January, 2008) for further future development at the History Park site.

- **Volunteer Fire Company** - A March, 2003 request of the Volunteer Fire Company was approved which extended equipment financing assistance totaling \$550,000 for their purchase of 2 replacement fire engines costing \$832,000. Terms of the loan agreement called for annual re-payments each April 1st by the Fire Company over a three year period (beginning April 1, 2004) with interest charged at the average Illinois Funds rate.
- **Transfer to Capital Projects Fund** – In FY07/08, a total of \$2.5 million was transferred to the Capital Projects Fund to keep pace with our 20 year street program which had fallen behind due to lagging revenues and increases in the scope of scheduled improvement projects and construction pricing.
- **IMRF Early Retirement Incentive** – In FY08/09, the Village paid the final installment of its obligation under an early retirement incentive program offered in 2006 through the Illinois Municipal Retirement Fund (IMRF). This program was offered as a means of further reducing staffing costs through the elimination of positions in the Public Works Department and by rehiring replacement staff at lower pay rates.

The early retirement of this obligation in FY08/09 provided the Village an estimated present value savings of \$200,000 as opposed to financing this obligation with IMRF over a period of 10 years.

- **Purchase of 825 N. Main Street** – The Village purchased 825 N. Main Street with the intent to guide redevelopment of this entryway property.
- **Economic development funding** – As part of an economic development project, the Corporate Reserve Fund is scheduled to loan \$793,000 for improvements to a public road (Taft Avenue) and extraordinary stormwater improvements as part of a larger redevelopment project. New sales tax receipts are scheduled to repay the corporate reserve fund.
- **Purchase of Park Boulevard Properties** – The Village purchased properties at 55, 59, and 81 S. Park Boulevard.

FUND: CORPORATE RESERVE FUND
DEPARTMENT: ADMINISTRATION (CAPITAL PROGRAM)

			2016	2017	2017	2017	2018	2018
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2017 ORG BUD
2000	CORP RESERVE REVENUES							
2000	430300	LOAN REPAYMENT - DMMC	3,893	-	-	-	-	0.0%
2000	460100	INVESTMENT INCOME	49	100	100	100	100	0.0%
2000	489000	MISCELLANEOUS REVENUE	-	500,000	500,000	-	500,000	0.0%
2000	490617	IFT / ECONOMIC DEVELOPMENT	46,016	41,500	41,500	48,000	48,000	15.7%
TOTAL	CORP RESERVE REVENUES		49,959	541,600	541,600	48,100	548,100	1.2%
20000	CORPORATE RESERVE EXPENDITURES							
20000	521055	PROFESSIONAL SERVICES - OTHER	-	19,000	19,000	19,000	125,000	557.9%
20000	580150	REAL ESTATE PURCHASES	47,337	22,000	22,000	22,000	18,000	-18.2%
TOTAL	CORPORATE RESERVE EXPENDITURES		47,337	41,000	41,000	41,000	143,000	248.8%
TOTAL	CORPORATE RESERVE FUND		2,622	500,600	500,600	7,100	405,100	-19.1%

Available Cash Analysis

Available, January 1, 2017	63,114
Preliminary FY2017 Inflow / (outflow)	7,100
Budgeted FY2018 inflow / (outflow)	405,100
Projected Available, December 31, 2018	475,314

FUND: CORPORATE RESERVE FUND
DEPARTMENT: ADMINISTRATION (CAPITAL PROGRAM)

ACCOUNTS FOR:**2018 BUDGET****2000 CORPORATE RESERVE REVENUES**

2000 460100 - INVESTMENT INCOME 100

2000 489000 - MISCELLANEOUS REVENUE 500,000

825 N MAIN PROCEEDS 500,000

2000 490617 - IFT / ECONOMIC DEVELOPMENT 48,000

TAFT AVENUE REIMBURSEMENT ASSOCIATED 48,000

WITH FRESH MARKET DEVELOPMENT

TOTAL CORPORATE RESERVE REVENUES 548,100

20000 CORPORATE RESERVE EXPENDITURES

20000 521055 - PROFESSIONAL SERVICES - OTHER 125,000

COMPREHENSIVE PLAN 125,000

20000 580150 - REAL ESTATE PURCHASES 18,000

CONTRACTUAL REAL ESTATE LOAN 18,000

FORGIVENESS OVER SERVICE PERIOD OF THE
EMPLOYEE

TOTAL CORPORATE RESERVE EXPENDITURES 143,000

DEBT SERVICE FUND

The purpose of the Village's Debt Service Fund is to accumulate funds for the payment of principal and interest on the Village's outstanding bonds issued for governmental purposes. The Debt Service Fund does not include the payment of principal and interest on debt associated with the Village's enterprise activities, which includes the debt issued for the Village Links/Reserve 22 facility. The debt accounted for in the Debt Service Fund includes:

- **2010 Build America Bonds:** The Village of Glen Ellyn issued debt on behalf of the Glen Ellyn Public Library. The proceeds of these bonds were used to fund repairs and improvements to the Glen Ellyn Public Library. Payment of principal and interest on the bonds is made by the Glen Ellyn Public Library. In this budget document, there is revenue budgeted for the payment received from the Glen Ellyn Public Library to offset the payment of principal and interest to bondholders.
- **2015 General Obligation Bonds:** In 2015, the Village issued debt to fund stormwater improvements and to build a new police facility. Principal and interest are funded by a transfer from the Capital Projects Fund rather than funded by property tax dollars.

In 2015, the Village also was upgraded to a "AAA" rating by S&P. This was a positive for the Village economically as a higher credit rating lowers the interest cost. The "AAA" rating is also a testament to the sound financial practices and management of the Village. The Village has not budgeted to issue additional debt in fiscal year 2018.

FUND: DEBT SERVICE FUND
DEPARTMENT: FINANCE

			2016	2017	2017	2017	2018	2018
ORG	OBJECT	ACCOUNT DESCRIPTION	ACTUAL	ORIG BUD	REVISED BUD	PROJECTION	BUDGET	% CHG 2017
ORG BUD								
3000 DEBT SERVICE REVENUES								
3000	430420	LIBRARY DEBT PAYMENT - 2010	510,328	508,108	508,108	508,108	503,982	-0.8%
3000	460100	INVESTMENT INCOME	54	200	200	120	200	0.0%
3000	490300	ABATEMENT TRANSFER - CPF	956,532	954,044	954,044	954,044	953,544	-0.1%
TOTAL	DEBT SERVICE REVENUES		1,466,914	1,462,352	1,462,352	1,462,272	1,457,726	-0.3%
30000 DEBT SERVICE EXPENDITURES								
30000	520855	PAYING AGENT FEE	450	350	350	450	450	28.6%
30000	551110	2010 GO TAXABLE PRINC - LIB	410,000	425,000	425,000	425,000	440,000	3.5%
30000	551120	2010 GO TAXABLE INT - LIBRARY	100,328	83,108	83,108	83,108	63,982	-23.0%
30000	551140	2015 G.O. BONDS PRINCIPAL	345,000	525,000	525,000	525,000	535,000	1.9%
30000	551145	2015 G.O. BONDS INTEREST	611,532	429,044	429,044	429,044	418,544	-2.4%
TOTAL	DEBT SERVICE EXPENDITURES		1,467,310	1,462,502	1,462,502	1,462,602	1,457,976	-0.3%
TOTAL	DEBT SERVICE FUND		(396)	(150)	(150)	(330)	(250)	66.7%

Available Cash Analysis

Available, January 1, 2017	41,646
Preliminary FY2017 inflow / (outflow)	(330)
Budgeted FY2018 inflow / (outflow)	(250)
Projected Available, December 31, 2018	<u>41,066</u>

FUND: DEBT SERVICE FUND**DEPARTMENT: FINANCE (CAPITAL PROGRAM)****ACCOUNTS FOR:****2018 BUDGET****3000 DEBT SERVICE REVENUES**

3000 430420 - LIBRARY DEBT PAYMENT - 2010	503,982
REIMBURSEMENT FROM LIBRARY FOR 2010	503,982
TAXABLE BONDS DEBT SERVICE PAYMENTS	

3000 460100 - INVESTMENT INCOME	200
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3000 490300 - ABATEMENT TRANSFER - CPF	953,544
TRANSFER FROM CAPITAL PROJECTS FUND TO	953,544
FUND THE DEBT SERVICE PAYMENTS FOR 2015	
GO BONDS	

TOTAL	DEBT SERVICE REVENUES	1,457,726
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30000 DEBT SERVICE EXPENDITURES

30000 520855 - PAYING AGENT FEE	450
PAYING AGENT FEE FOR 2015 GO BONDS	450

30000 551110 - 2010 GO TAXABLE PRINC - LIB	440,000
PRINCIPAL PAYMENT DUE JANUARY 1	440,000

30000 551120 - 2010 GO TAXABLE INT - LIBRARY	63,982
INTEREST PAYMENTS DUE JULY 1 AND JANUARY 1	63,982

30000 551140 - 2015 G.O. BONDS PRINCIPAL	535,000
PRINCIPAL PAYMENT DUE JANUARY 1	535,000

30000 551145 - 2015 G.O. BONDS INTEREST	418,544
INTEREST PAYMENTS DUE JULY 1 AND JANUARY 1	418,544

TOTAL	DEBT SERVICE EXPENDITURES	1,457,976
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VILLAGE OF GLEN ELYN
LONG TERM DEBT
PRINCIPAL AND INTEREST PAYMENTS - LAST 10 FISCAL YEARS

	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17	FY18
2000 G.O. (10 yr)	272,089									
2001 G.O. (10 yr)	512,288	494,000								
2001A Refunding										
2002 G.O. (10yr)	1,092,099	1,089,024								
2003 G.O. (20 yr)	337,260	340,420								
2003A G.O. (10 yr)	585,624	585,626	584,660	587,700	594,550					
2010 G.O. Refunding (Village Infrastructure)			1,064,856	1,055,900						
2010 G.O. Refunding (Village Links)			335,050	337,418	332,418	337,418	336,568	334,942	342,518	338,968
2010 G.O. Refunding (Glen Elyn Public Library)				374,700	382,500					
2010 Build America Bonds (Glen Elyn Public Library)				128,978	128,998	518,978	515,326	510,328	508,108	503,982
2012 G.O. (Village Links)					310,652	310,528	311,328	312,028	312,628	313,128
2015 G.O. (Police Station)								956,532	954,044	953,544
	2,799,360	2,509,070	1,984,566	2,494,696	1,749,118	1,166,924	1,163,222	2,113,830	2,117,298	2,109,622

Less Abatements:

1987 Pledge*

Others

Total paid by

Property Taxes

(609,349)	(340,420)	(335,050)	(841,096)	(1,154,568)	(1,166,924)	(1,163,222)	(2,113,830)	(2,117,298)	(2,109,622)
2,190,011	2,168,650	1,649,516	1,653,600	594,550	-	-	-	-	-

- 1 - District #87 purchase of Memorial Park. District #87 pays debt service requirements to the Village and property taxes are abated.
- 2 - First issue (\$4 million) of 2000 \$18 million referendum bonds for storm sewer improvement projects.
- 3 - Refunded the 1992 refunding bonds to obtain lower interest rates.
- 4 - Second issue (\$9 million) of 2000 \$18 million referendum bonds for storm sewer improvement projects.
- 5 - Village Links renovation bonds (2003 G.O.) All debt service to be paid from golf course revenues; all property taxes are abated.
- 6 - Third (and final) issue (\$5 million) of 2000 \$18 million referendum bonds for storm sewer improvement projects.
- 7 - Refunded the 2002 G.O. Bonds to obtain lower interest rates.
- 8 - Refunded the 2003 G.O. Bonds to obtain lower interest rates.
- refunded in 2002) to obtain lower interest rates. Prior to FY14, these bonds were not included in the budget.
- 10 - Build America Bonds were issued for Library building renovations.
- 11- General obligation bonds were issued to fund a portion of the cost of the Village Links clubhouse and driving range renovation.
- 12 - General obligation bonds were issued to fund a new police station, property acquisition, and stormwater improvements. The property tax for this issue is abated as existing Capital Projects Fund revenue are being used to fund the debt service requirements.

* Prior to the 1987 \$15 million infrastructure improvement bond referendum, the Village Board made a pledge to abate \$10 million over the 20 year life of the bonds. A total of \$10,705,390 was abated over a 21 year period.

**VILLAGE OF GLEN ELLYN
LONG TERM DEBT
FUTURE PRINCIPAL AND INTEREST PAYMENTS**

Budget year	2018	2019	2020	2021	2022	2023-2036	TOTAL
Tax levy year	2017	2018	2019	2020	2021	2022-2035	

2010 G.O. Refunding (Village Links)

Principal	290,000	305,000	315,000	330,000	120,000	-	1,360,000
Interest	48,968	39,542	28,868	17,056	4,676	-	139,110
Total P & I	338,968	344,542	343,868	347,056	124,676	-	1,499,110

1

2012 G.O. (Village Links)

Principal	230,000	235,000	240,000	240,000	245,000	2,760,000	3,950,000
Interest	83,128	78,528	73,828	69,028	64,228	349,206	717,946
Total P & I	313,128	313,528	313,828	309,028	309,228	3,109,206	4,667,946

2

2015 G.O. (Police Station/Capital Projects)

Principal	535,000	545,000	565,000	580,000	600,000	9,740,000	12,565,000
Interest	418,544	407,844	391,494	374,544	357,144	2,676,271	4,625,840
Total P & I	953,544	952,844	956,494	954,544	957,144	12,416,271	17,190,840

3

Village Total

Principal	1,055,000	1,085,000	1,120,000	1,150,000	965,000	12,500,000	17,875,000
Interest	550,640	525,914	494,190	460,628	426,048	3,025,477	5,482,896
Total P & I	1,605,640	1,610,914	1,614,190	1,610,628	1,391,048	15,525,477	23,357,896

Less Planned Abatements: (1,605,640) (1,610,914) (1,614,190) (1,610,628) (1,391,048) (15,525,477) (23,357,896)

Total paid by
Property Taxes

- 1 - Refunding of Village Links renovation bonds (2003 G.O.) All debt service to be paid from golf course revenues; none from Village tax dollars.
- 2 - Bonds (\$5.05 million) issued for renovating the Village Links Clubhouse. All debt service to be paid from golf course revenues; not from Village tax dollars.
- 3 - Bonds (\$13.435 million) issued for a new police station, property acquisition and stormwater improvements. All debt service to be paid from Capital Projects Fund revenues.

NOTE: This schedule does not include debt for the Glen Ellyn Public Library.

Debt Limits - The Village, under its home rule authority, does not have a legal debt limit.

MOTOR FUEL TAX FUND

The Village receives an allocation of State motor fuel tax (MFT) dollars based upon its population. Use of motor fuel tax dollars is restricted to specific road-related construction and maintenance activities as administered by the Illinois Department of Transportation (IDOT). The Village has traditionally allocated the majority of its share of motor fuel tax dollars to the General Fund as a reimbursement to pay for street maintenance activities (including snow and ice control). Costs for street light electricity and road salt are directly charged to the MFT Fund. Also, the Village does occasionally use accumulated motor fuel tax dollars for capital projects, in accordance with IDOT guidelines.

FUND: MOTOR FUEL TAX FUND
DEPARTMENT: PUBLIC WORKS (CAPITAL PROGRAM)

ORG	OBJECT	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 PROJECTION	2018 BUDGET	2017 % CHG 2017 ORG BUD
2100 MFT REVENUES								
2100	430210	MOTOR FUEL TAX ALLOTMENT	706,965	719,000	719,000	715,900	715,000	-0.6%
2100	460100	INVESTMENT INCOME	2,502	2,200	2,200	2,150	2,200	0.0%
2100	489000	MISCELLANEOUS REVENUE	1,242	6,000	6,000	6,100	6,100	1.7%
TOTAL	MFT REVENUES		710,709	727,200	727,200	724,150	723,300	-0.5%
21000 MFT EXPENDITURES								
21000	521190	STREET LIGHTING/ENERGY COST	147,424	150,000	150,000	157,500	160,200	6.8%
21000	530215	OPERATING SUPPLIES, SALT	SALT	143,404	131,000	72,000	231,150	61.2%
21000	580100	CAPITAL IMPROVEMENTS	-	200,000	200,000	-	-	-100.0%
21000	580100 13002	CAPITAL IMPROVEMENTS	-	-	131,266	131,266	-	0.0%
21000	590100	TRANSFER TO GENERAL FUND - MFT	400,000	400,000	400,000	400,000	400,000	0.0%
TOTAL	MFT EXPENDITURES		690,828	881,000	1,012,266	760,766	791,350	-10.2%
TOTAL	MOTOR FUEL TAX FUND		19,881	(153,800)	(285,066)	(36,616)	(68,050)	-55.8%
Available Cash Analysis								
Available, January 1, 2017			641,777					
Preliminary FY2017 inflow / (outflow)			(36,616)					
Budgeted FY2018 inflow / (outflow)			(68,050)					
Projected Available, December 31, 2018			537,111					

FUND: MOTOR FUEL TAX FUND**DEPARTMENT: PUBLIC WORKS (CAPITAL PROGRAM)****COUNTS FOR:****2018 BUDGET****2100 MFT REVENUES**

2100 430210 - MOTOR FUEL TAX ALLOTMENT	715,000
BASED ON IML ESTIMATE OF \$25.75 PER	715,000
CAPITA	

2100 460100 - INVESTMENT INCOME	2,200
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2100 489000 - MISCELLANEOUS REVENUE	6,100
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TOTAL MFT REVENUES	723,300
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21000 MFT EXPENDITURES

21000 521190 - STREET LIGHTING/ENERGY COST	160,200
12 MONTHS COMED COSTS FOR STREETLIGHTS	160,200

21000 530215 - OPERATING SUPPLIES, SALT	231,150
1100 TONS @ \$51.50 FOR JAN-MAR 2018	56,650
900 TONS @ \$55 FOR NOV-DEC 2018	49,500
PRE-WET LIQUID	15,000
2000 TONS @ \$55 FOR SALT STORAGE	110,000

21000 590100 - TRANSFER TO GENERAL FUND - MFT	400,000
SUPPORTS GEN FUND FOR SWEEPINGS	400,000
TRAFFIC SIGNALS, STREET LIGHTS, CATCH	
BASIN CLEANING, STORM CLEAN UP	
SNOW REMOVAL	

TOTAL MFT EXPENDITURES	791,350
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