



Agenda
Village of Glen Ellyn
Special Village Board Workshop Meeting
Monday, September 8, 2025
5:30 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

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

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment when the item is discussed. Please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that one spokesperson for a group be appointed to provide comment for the entire group. When recognized, please step to the microphone and state your name and provide your comment. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

- E. Board Governance Discussion**

- 1) Continuation of Discussion Regarding Proposed Board Governance Documents Applicable to the Village Board and Boards and Commissions (Village Manager Franz and Village Attorney Stephanides)

- F. Midyear Financial Report**

- 1) Presentation of the Midyear Financial Report for 2025

- G. 2026 Budget Kickoff**

- 1) Budget Kickoff: Discuss Revenue Projections and Budget Challenges in Preparation for the Calendar Year 2026 Budget Process

- H. Adjourn**



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

Meeting 9/8/2025 5:30 PM
Department: Administration
Department Head:
Category: Discussion Item
Prepared By: Paul Stephanides

**AGENDA ITEM (ID
2025-744)**

DOC ID: 2025-744

Continuation of Discussion Regarding Proposed Board Governance Documents Applicable to the Village Board and Boards and Commissions (Village Manager Franz and Village Attorney Stephanides)

Statement of the Issue:

This item is a continuation of the Board's discussion from the July 28, 2025 Village Board Special Workshop meeting regarding documents prepared by staff to formalize procedures related to the Village Board and Village boards and commissions.

Analysis:

The Village Board discussed the attached draft ordinance amending Title 1 ("Administrative") and Title 2 ("Boards and Commissions") of the Glen Ellyn Village Code at the July 28, 2025 Village Board Special Workshop meeting. As a result of that discussion and per further analysis by staff of the ordinance, several additional amendments have been drafted to the ordinance by the Village Attorney. These amendments include the following:

- (1) Section 1-6-3(B) ("Village Board Workshops"): The language that provided that no formal action shall be taken at workshop meetings which was originally stricken has been added back to this section.
- (2) Section 1-6-10 ("Trustee Liaisons to Boards and Commissions"): Language has been added to provide that a Trustee must accept a liaison assignment to a board or commission and that assigned trustees "may" attend applicable board or commission meetings rather than "shall" attend such meetings.
- (3) Section 1-6-11 ("Attendance by Electronic Means"): The language requiring a vote to allow a member of the Board to attend a meeting electronically has been removed.
- (4) Section 1-6-12(B) ("Audience Participation Agenda Item"): The following language has been added at the end of this subsection:

The audience participation agenda item shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the President or by a majority vote of the Village Board or may

be continued to the end of an agenda by the President or by a majority vote of the Village Board.

(5) Section 1-7-2 ("Village Clerk"): Subsection B has been removed, which required the Village Clerk to execute a bond upon taking office. An amendment has been drafted to subsection F to allow for the appointment of up to three (3) deputy clerks instead of the current number of two (2).

(6) Section 2-1-3 ("Bond"): The requirement that members of the Board of Fire and Police Commissioners must secure a bond has been removed.

(7) Section 2-4-3 ("Commission Membership") regarding the Plan Commission: Language has been removed and added to provide general cleanup of this section. An amendment has been drafted to subsection E to provide that the Plan Commission Chair is to be appointed annually in July instead of the current June so that this appointment is consistent with other appointments of board and commission chairs.

(8) Section 2-4-4 ("Meetings") regarding the Plan Commission: An amendment has been drafted to subsection E to be consistent with Section 2-14-4(E) regarding the Zoning Board of Appeals. The amendment provides as follows: "The act of a majority of the members of the board shall be the act of the board." Also, general cleanup of this section has been drafted.

(9) Section 2-6-3 ("Commission Membership") regarding the Capital Improvements Commission: Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection E to provide that the Capital Improvements Commission Chair is to be appointed annually in July instead of the current month of June so that this appointment is consistent with other appointments of board and commission chairs.

(10) Section 2-7-3 ("Board Membership") regarding the Building Board of Appeals: Language has been added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection E to provide that the Building Board of Appeals Chair is to be appointed annually in July instead of the current June so that this appointment is consistent with other appointments of board and commission chairs.

(11) Section 2-7-3 ("Commission Membership") regarding the Architectural Appearance Commission: Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection E to provide that the Architectural Appearance Commission Chair is to be appointed annually in July instead of the current month of June so that this appointment is consistent with other appointments of board and commission chairs.

(12) Section 2-7-3 ("Commission Membership") regarding the Community Relations Commission: Subsection A of this section is proposed to be amended to provide that student members shall not be voting members nor count towards a quorum of the Commission. Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection F to provide that the Community Relations Commission Chair is to be appointed annually in July instead of the current month of June so that this appointment is consistent with other appointments of board and commission chairs.

(13) Section 2-11-3 ("Commission Membership") regarding the Environmental Commission: Language has been added to subsection A to allow for the appointment of one student member who will not be a voting member nor count towards a quorum of the Commission. Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection E to provide that the Environmental Commission Chair is to be appointed annually in July instead of the current month of June so that this appointment is consistent with other appointments of board and commission chairs.

(14) Section 2-12-3 ("Commission Membership") regarding the Recreation Commission: Language has been added to subsection A to allow for the appointment of one student member who will not be a voting member nor count towards a quorum of the Commission. Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection E to provide that the Environmental Commission Chair is to be appointed annually in July instead of the current month of June so that this appointment is consistent with other appointments of board and commission chairs.

(15) Section 2-13-2 ("Commission on Glen Ellyn Landmarks") regarding the Historic Preservation Commission: Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection A(1) to provide that the Historic Preservation Commission Chair is to be appointed annually in July instead of the current June so that this appointment is consistent with other appointments of board and commission chairs.

(16) Section 2-14-4 ("Meetings") regarding the Zoning Board of Appeals: An amendment has been drafted to subsection D to clarify that the presence of a majority of the Board members then in office is necessary to constitute a quorum to conduct business at a meeting rather than four members. This is consistent with Section 2-4-4(D) regarding the number of Plan Commission members in attendance at a meeting to conduct business. Language has also been removed and added to provide general cleanup of this section to be consistent with other boards and commissions.

(17) Title 2 ("Boards and Commissions"), Chapter 15 ("Technology Advisory Commission") of the Village Code has been deleted as the Technology Advisory Commission is no longer in existence.

(18) Section 2-16-3 ("Commission Membership") regarding the Finance Commission: Language has been added to subsection A to allow for the appointment of one student member who will not be a voting member nor count towards a quorum of the Commission. Language has been removed and added to provide general cleanup of this section to be consistent with other boards and commissions. An amendment has been drafted to subsection E to provide that the Finance Commission Chair is to be appointed annually in July instead of the current June so that this appointment is consistent with other appointments of board and commission chairs.

Also attached for discussion is a draft "Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions," and a draft resolution to approve and adopt the Protocols, both of which were previously submitted as part of the agenda item for the July 28, 2025 Village Board Special Workshop meeting.

Budget Impact:

N/A

Contribution to Strategic Plan

Strategic Priority: Effective Governance; Initiative: Effective Village Board and Board/Commission processes and meetings

Action Requested:

Continue discussion.

Attachments:

1. Procedures Ordinance - Draft
2. Protocols - Draft
3. Resolution - Protocols

DRAFT



Village Of Glen Ellyn

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”)
and Title 2 (“Boards and Commission”)
of the Glen Ellyn Village Code Regarding Village Board
Procedures, Electronic Attendance, and Rules for Audience Participation**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 2025**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County,
Illinois, this ____ day of _____, 2025.

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”)
and Title 2 (“Boards and Commission”)
of the Glen Ellyn Village Code Regarding Village Board
Procedures, Electronic Attendance, and Rules for Audience**

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village Board has determined to amend Title 1 (“Administrative”) and Title 2 (“Boards and Commissions”) of the Glen Ellyn Village Code regarding Village Board procedures to further establish an efficient and effective forum for Village Board meetings and other matters pertaining to the Village boards and commissions as set forth herein; and

WHEREAS, the Village Board has also determined to codify its rules for electronic attendance at Board meetings without being physically present as required by Section 7 of the Open Meetings Act, 5 ILCS 120/7, and to adopt rules for public comment as required by Section 2.06(g) of the Open Meetings Act, 5 ILCS 120/2.06(g).

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Village Code Amended. Title 1 (“Administrative”), Chapter 1 (“Official Village Code”) of the Glen Ellyn Village Code is amended to add a new Section 1-1-7

(“Administering Oaths”) as follows:

1-1-7. Administering oaths.

Whenever the administration of an oath is required by law or this Code, such oath may be administered by the Village President, Village Clerk, Plan Commission Chair, Zoning Board of Appeals Chair, the Village Attorney or the Plan Commission, or Zoning Board of Appeals recording secretary.

Section 3. Village Code Amended. Title 1 (“Administrative”), Chapter 5 (“Village President”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

1-5-2. No Bond bond; oath.

(A) No Bond bond: ~~Before entering upon the duties of his office, the~~ The President shall ~~give not be required to give a bond in the sum of \$3,000.00, with surety to be approved by the Board of Trustees, conditioned upon his faithful performance of his duties.~~

(B) Oath: ~~He~~ The President shall take the oath of office prescribed by ~~statute~~ law.

* * * *

1-5-6. President Pro Tem.

The Village Board shall select a Trustee to serve as President Pro Tem on a rotating basis for a three (3) month period. The rotation shall be based upon a Trustee’s seniority with the longest serving Trustee being initially selected to serve and in the case of a tie, the Trustees shall serve in alphabetical order. The President Pro Tem shall preside at all Board meetings in the absence of the President. If the President is temporarily absent from the Village or is unable to perform the duties of the office due to disability or incapacity, the President Pro Tem shall perform the duties and possess all the rights and powers of the President. The Trustee serving as President Pro Tem shall continue to vote as a Trustee and shall not be entitled to vote both as President Pro Tem and as a Trustee. If the President Pro Tem is unable to serve, the Trustee with the next longest seniority shall serve as President Pro Tem and in the case of a tie, Trustees shall serve in alphabetical order.

* * * *

Section 4. Village Code Amended. Title 1 (“Administrative”), Chapter 6 (“Board of Trustees”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

1-6-2. Oath.

Members of the Board of Trustees shall take the oath as prescribed by ~~statute~~ law.

1-6-3. Meetings.

(A) *Regular meetings:* The regular meetings of the Board of Trustees shall be held on the second and fourth Monday in each calendar month in each year at the hour of 7:00 p.m. The meeting place of the Board of Trustees shall be ~~in the boardroom,~~ in the Galligan Board Room in the Village Civic Center, unless otherwise specified by the Board of Trustees.

(B) *Village Board workshops:* One Village Board workshop meeting will be held each month ~~unless otherwise specified by the Board of Trustees or the Village Manager. The Village Board shall hold the workshop~~ Workshop meetings shall be held at the hour of 7:00 p.m. ~~on the third Monday of every a month of each year.~~ At the workshop meeting, the Village Board may discuss any item of current business or matters involving future attention. No formal action shall be taken at any workshop meeting. The meeting place of the Board of Trustees for a workshop meeting shall be in the Civic Center, unless otherwise specified by the Board of Trustees.

(C) *Holidays:* When the day of a regular meeting or workshop would occur on a holiday observed by the Village or on a holiday observed by the federal government, the regular meeting shall be held on the Tuesday following the regular meeting or workshop meeting date unless otherwise determined by the Board by resolution not later than the next preceding regular meeting or workshop meeting.

(D) *Special meetings:* Special meetings may be called by any three (3) members of the Board of Trustees, ~~or by the Village President or by the Village Manger;~~ provided, that a written notice of such special meeting shall be given in the manner provided by law Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02, as amended.

(E) *Emergency meetings:* Emergency meetings may be called as provided by ~~statute~~ Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02, as amended.

(F) *Closed executive session:* All Village Board regular, workshop, special, or emergency meetings shall be open to the public. The Board may hold closed executive sessions as provided in Section 2 of the Open Meetings Act, 5 ILCS 120/2, as amended. During any properly convened Village Board open meeting, a motion may be made to go into closed executive session. The motion shall specify one (1) or more exceptions contained in the Open Meetings Act. Only those specified exceptions stated in the motion may be considered and discussed at the closed executive session. The motion to go into closed session must be seconded and passed by roll call vote of a majority of Village Board members present as required by Section 2a of the Open Meetings Act, 5 ILCS 120/2a, as amended. Except as required under the Open Meetings Act, matters discussed in closed session are deemed confidential and are not to be disclosed.

1-6-4. President to preside; voting.

The President shall preside at all meetings of the Board of Trustees, The President but shall vote ~~only in those cases as provided by law~~ follows:

(A) Where the vote of the Trustees has resulted in a tie;

(B) Where one-half of the Trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or

(C) Where a vote greater than a majority of the corporate authorities is required by law or a provision of this Code to adopt an ordinance, resolution, or motion.

1-6-5. Quorum.

A majority of the Trustees, or three Trustees and the President, shall constitute a quorum to ~~do~~ conduct business; ~~but and no ordinance may be passed except on the favorable vote of a majority of elective members.~~ Any ordinance, resolution, or motion shall be passed as provided by law.

* * * *

1-6-7. Rules of order.

(A) *Order of business:* The order of business to be considered at regular meetings of the Board of Trustees shall be as follows:

1. Call to order.

2. Roll call.

3. Pledge of Allegiance led by a member of the Village Board, or by a member of a group or organization associated with the Village, or an individual.

4. ~~Village recognition.~~

5 4. Audience participation.

5. Recognitions.

6. Presentations.

6 7. Consent agenda (omnibus vote), which may include, but is not limited to, the approval of meeting minutes, approval of payroll and vouchers, and other items considered to be routine in nature.

7 8. Reports, motions, resolutions, and ordinances.

9. Trustee liaison reports.

8 10. Other business.

11. Reminders.

9 12. Adjournment.

(B) *Rescinding action:* ~~No A~~ vote or action of the Board of Trustees ~~shall may~~ be rescinded at any special or regular meeting ~~unless, there~~ There shall be present at such special or regular meeting as many members of the Board as were present at the meeting when such vote or action was taken.

(C) *Resolutions:* Any resolution submitted to the Board of Trustees shall be reduced in writing before being voted ~~on upon the request of the President or any two members of the Board.~~

(D) *Suspension of rules:* The rules of order, other than those prescribed by statute law, may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

(E) *Robert's Rules of Order:* The latest edition of "Robert's Rules of Order" shall govern the deliberations of the Board of Trustees, except when in conflict with any of the foregoing rules provisions of this Code or as otherwise adopted by the Board of Trustees. The President shall decide all questions of order.

(F) *Two readings of ordinances:* Upon the request of the President or upon the request of any two or more Trustees, two readings of any ordinance shall be required before final action of the passage thereof is taken; ~~otherwise~~ Otherwise, an ordinance may be passed when first presented. Any request by either the President or any two or more Trustees for two readings of an ordinance shall be made before any vote is taken on the proposed ordinance or as reflected on an agenda. When two readings of an ordinance are requested by either the President or any two or more Trustees, the first reading shall take place at the same meeting as the request to require two readings, and the second reading shall not take place sooner than the regular or adjourned meeting of the Board of Trustees ~~subsequent to~~ after the meeting at which the first reading was presented. ~~In the event an ordinance fails to receive a favorable vote of a majority of the elective members on first reading, it shall nevertheless proceed to a second reading for final action. The vote taken at the second reading shall supersede the vote taken at the first reading. If an ordinance requires two readings pursuant to this section, no vote shall take place on the ordinance at the first reading.~~

(G) *Vote required:* The passage of all ordinances for whatever purpose and any resolution or motion to create any liability against the Village or for the expenditure or appropriation of funds shall require the concurrence of a majority of all Board members then holding office including the President unless otherwise expressly provided by state law or this Code. A roll call vote of ayes and nays shall be taken and recorded in the meeting minutes for all ordinances or resolutions or for any other matter coming before the Board which creates any liability against or obligation on the part of the Village or for the expenditure or appropriation of its money and in every instance

where a request therefor is made by any Trustee. Motions and other matters coming before the Board may be adopted by voice vote unless there is a specific request for a roll call vote. The President shall determine the outcome of all voice votes.

(H) *Motions to reconsider:* A motion to reconsider an item previously voted upon at a meeting may be made at the same meeting under new business. The motion must be made by a member who voted on the prevailing side and passed by two-thirds (2/3) of the members then holding office. If so passed, the item will be placed on the next regular meeting agenda for consideration. A motion to reconsider a vote taken at the previous regular meeting may also be made at the next regular meeting and must be made by a member who voted on the prevailing side and passed by two-thirds (2/3) of the vote of the members then holding office. If so passed, the item will be placed on the next regular meeting agenda for consideration. Once a motion to reconsider is made and not passed, a motion to reconsider shall not be subsequently considered.

(I) *Abstentions:* A vote to abstain shall not be counted in the number of votes cast and shall not be counted with the prevailing or non-prevailing side.

(J) *Suspension of rules:* The rules of order may be suspended at any time by a majority vote of the Board members present at a meeting.

(K) *Protocols:* The Village Board of Trustees may by a duly adopted resolution, approve protocols and procedures applicable to meetings and activities of the corporate authorities and its members, which may also be applicable to Village boards and commissions.

* * * *

1-6-10. Trustee liaisons to boards and commissions:

The President shall appoint a Trustee to serve as a liaison to each of the Village's boards and commissions established by this Code with the advice and consent of the Board of Trustees and acceptance of individual Trustees to a liaison assignment. Trustee liaisons may attend meetings of the board or commission to which they serve as a liaison to observe the activities and discussion of the respective board or commission and report to the Village Board on such activities and discussion.

1-6-11. Attendance by electronic means:

(A) *Majority present:* A quorum of the Village Board must be physically present at a meeting for a member to attend by electronic means.

(B) *Request to attend electronically:* A Village Board member wishing to attend a regular or workshop meeting of the Village Board electronically by telephonic or video means must notify the Village Manager at least four (4) hours before a scheduled meeting. Such notice for an emergency meeting shall be given by a Board member as early as possible.

(C) *Basis to attend electronically:* Attendance electronically is permitted if a Board member is prevented from physically attending because of:

1. *Personal illness or disability;*
2. *Employment purposes or other public business;*
3. *A family or other emergency; or*
4. *Unexpected childcare obligation.*

(D) *Adequate equipment required:* Before allowing electronic attendance at a meeting, adequate equipment shall be provided by the Village so that the member participating electronically and other members of the Village Board are able to communicate effectively, and members of the audience are able to hear all communications at the meeting site.

(E) *Minutes:* Any member attending a meeting electronically shall be counted as present for that meeting. The meeting minutes shall also reflect whether each member is physically present or present by electronic means.

(F) *Rights of member attending electronically:* A member attending a meeting electronically shall be permitted to participate in the same capacity as those members physically present. The member attending electronically shall be heard, considered, and counted as to any vote taken. The member's name shall be called during a vote, and their vote shall be counted and recorded by the Village Clerk and placed in the meeting minutes. The member attending electronically may leave a meeting and return, as in the case of any member, provided the member announces their leaving the meeting and returning to the meeting.

(G) *Section applicable to boards and commissions:* This Section shall be applicable to all Village boards and commissions and shall govern the electronic attendance of any of their members.

1-6-12. Audience participation:

(A) *Sign-up procedure:* Members of the public who wish to address the Village Board at a Village Board meeting shall sign up before speaking, identifying themselves by name and indicating whether they wish to provide comment on a particular agenda item or during audience participation.

(B) *Audience participation agenda item:* The purpose of the audience participation portion of an agenda is to allow members of the public an opportunity to address the Village Board on matters not specifically listed on a meeting agenda. The audience participation agenda item shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the

President or by a majority vote of the Village Board or may be continued to the end of an agenda by the President or by a majority vote of the Village Board.

(C) *Procedure:* During audience participation or after the introduction of each agenda item, members of the public shall be called in the order that they signed up. Speakers shall address the Village Board from the podium, unless an accommodation is necessary, and state their name before providing their comment.

(D) *Three (3) minute limit per speaker:* Speakers shall limit their comment to no more than three (3) minutes unless additional time is granted by the President or by a majority vote of the Village Board. A timer shall be operated by the Village Clerk to notify speakers when the allotted time has expired. Upon the expiration of the applicable time, speakers shall stop speaking and leave the podium unless additional time is granted or unless there are questions directed to the speaker by Village Board members. Speakers shall not cede their time to other speakers except in the discretion of the President or a majority vote of the Village Board. The President may limit repetitive or redundant public comment.

(E) *Written public comment not to be read:* Written public comment shall not be read aloud at a meeting unless otherwise determined by the President or by a majority vote of the Village Board.

(F) *Public comment limits:* Groups of speakers should consolidate their comments and avoid repetition using representative speakers. Except during audience participation, speakers shall limit their comments to the item under consideration. Speakers shall address their remarks to the Village Board as a whole and not to any individual members. Speakers shall not ask questions of individual Board members or Village staff members without first obtaining permission from the President and the Board shall not be required to respond. Speakers shall refrain from making direct threats or personal attacks of Board members, Village staff, other speakers, or audience members. Board members may ask questions of speakers at the conclusion of their comments.

(G) *Presentations:* Notwithstanding the rules of this Section, petitioners, applicants, or sponsors of a particular agenda item shall be called at the beginning of said agenda item and may address the Village Board concerning the item for no more than ten (10) minutes. After members of the public have had an opportunity to address the Village Board pursuant to the rules provided in this Section, the petitioner, applicant or sponsor shall have no more than five (5) minutes to reply to any comments or questions from members of the public or Board members. There shall be no additional public participation on said agenda item after the reply period unless granted by the President or by a majority vote of the Village Board.

(H) *Section applicable to boards and commissions:* This section shall be applicable to all Village boards and commissions and shall govern audience participation at any Village boards and commissions' meetings, with the chair and the recording secretary of such board and commission assuming the duties of the President and Village Clerk.

1-6-14. Disturbing a meeting:

Any person may be removed from a Board meeting by the President or a majority vote of the Board if that person addresses or attempts to address the Village Board except in conformance and compliance with the rules provided in this chapter or otherwise acts in a disorderly manner to disrupt the ability of the Village Board to efficiently conduct its meeting. In addition, such person shall be subject to all penalties as provided by law, including the general penalty provision set forth in Section 1-4-1 of this Code. This Section shall also be applicable to any Village board or commission meeting and the chair of an applicable board or commission shall have the same authority of the President as set forth herein.

Section 5. Village Code Amended. Title 1 (“Administrative”), Chapter 7 (“Officers and Employees”), Section 1-7-2 (“Village Clerk”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

1-7-2. Village Clerk.

(A) *Election; term of office:* The Village Clerk shall be elected every other odd numbered year for a term of four years and serve as Village Clerk as provided by ~~statute~~ law. A regular term shall commence and a newly elected Village Clerk who has otherwise qualified shall be inaugurated and begin the duties of office during the regular meeting of the Board of Trustees on the second Monday in the month of May, following the proclamation of the results of the regular municipal election at which the Village Clerk is elected. The inauguration shall be scheduled on the agenda under "other business" as that term is used in section 1-6-7 of this title. A Village Clerk who has not qualified at that time or a Village Clerk chosen to fill a vacancy shall take office upon qualification.

~~(B) — *Bond:* Before entering upon the duties of his office, the Village Clerk shall execute a bond in an amount, and with such sureties, as may be required by the Board of Trustees, conditioned upon the faithful performance of his duties.~~

~~(C) (B) *Seal:*~~ The Village Clerk shall be the custodian of the corporate seal of the Village and shall seal and attest all contracts and other documents on which the Village seal is required. The corporate seal of the Village shall be oval in form. In the outer margin shall be the words, "Village of Glen Ellyn 1834". In the center shall be a likeness of the clock tower of the Glen Ellyn ~~civic~~ Civic Center.

~~(D) (C) *Records:*~~ The Clerk ~~clerk~~ shall have custody and control of all papers belonging to the Village, and shall prepare and keep a record of all of the officers and regular employees of the Village.

~~(E) (D) *Duties:*~~ The Clerk shall attend all meetings of the corporate authorities, and keep a full record of all proceedings.

~~(F)~~ (E) *Indexes*: The Village Clerk shall keep and maintain a proper index to all documents and records kept by ~~him~~ the Clerk so that ready access thereto and use thereof may be had.

~~(G)~~ (F) *Appointment of Deputy Clerks*: The Village Clerk may appoint up to ~~two~~ three Deputy Clerks, who need not be residents of the Village and who shall be empowered to discharge the functions and duties of the Office of Village Clerk as provided by ~~statute~~ law or as directed by the Village Clerk.

~~(H)~~ (G) *Additional duties*: In addition to the duties herein provided, the Clerk shall perform such other duties and functions as may be required by the Board of Trustees or by ~~statute~~ law.

~~(I)~~ (H) *Compensation*: There is hereby established, as compensation for the Village Clerk, the amount of \$0.00 per month, commencing on May 1, 2017.

Section 6. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 1 (“Board of Fire and Police Commissioners”), Section 2-1-3 (“Bond”) of the Glen Ellyn Village Code is amended to delete the overstricken language to read as follows:

~~2-1-3. Bond.~~

~~Each member of the Board of Fire and Police Commissioners shall file an oath and a fidelity bond in the sum of \$1,000.00 with such sureties as the President and Board of Trustees shall approve conditioned for the faithful performances of the duties of their office and deliver the same to the Village.~~

Section 7. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 4 (“Plan Commission”), Section 2-4-3 (“Commission Membership”) and Section 2-4-4 (“Meetings”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-4-3. Commission membership.

(A) *Appointment*: The Plan Commission shall consist of nine members who shall be appointed by the President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio, nonvoting member for a term of two years. All ~~Commissioners~~ members shall reside, own property, or work in the Village. The Village President may choose ~~Commissioners~~ members with special knowledge or special interest in the Village of Glen Ellyn who ~~are~~ do not currently ~~residing-reside,~~ reside, ~~own~~ own property ~~owners,~~ or ~~work~~ working within the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said Commission~~ vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~*Chairman*~~ *Chair:* The Village President, with the advice and consent of a majority of the Village Board of Trustees, shall designate one of the members of the Commission to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July of each year.

(F) *Secretary:* The Commission shall have a Secretary who is not a member of the Commission, and shall be provided by the Village Clerk's Office.

2-4-4. Meetings.

(A) *Regular meetings:* Regular meetings of the Commission shall be held twice a month.

(B) *Special meetings:* Special meetings of the Commission may be called by the ~~Chairman~~ Chair from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received by the ~~Chairman~~ Chair no less than five days prior to the requested date of the meeting.

(C) *Public hearings:* Public hearings are to be held, when necessary, after due and proper publication, no more than 30 nor less than 15 days prior to the date of the hearing. This notice shall contain the time and place of the hearing, name and address of the applicant, address and legal description of the property affected and a description of the relief sought by the applicant.

(D) *Quorum:* The presence of a majority of the Commission members then in office shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.

(E) *Manner of acting:* The act of a majority of the members ~~present at a meeting at which a quorum is present shall be the act of the members~~ of the Commission shall be the act of the Commission.

(F) *Rules of procedure:* The Commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the Commission.

Section 8. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 6 (“Capital Improvements Commission”), Section 2-6-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-6-3. Commission membership.

(A) *Appointment:* The Capital Improvements Commission shall consist of nine members who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of two years.~~ Also, the Village Manager and/or assistant to the Village Manager, the Public Works Director, and the professional engineer shall be ex officio nonvoting members of the Commission. All ~~Commissioners~~ members shall reside, own property, or work in the Village. The Village President may choose ~~Commissioners~~ members with special knowledge or special interest in the Village of Glen Ellyn who are do not currently ~~residing~~ reside, own property ~~owners~~, or work ~~working~~ within the Village

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said~~ Commission vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairperson~~ Chair: The Village President, with the advice and consent of a the majority of the ~~Village Board of Trustees~~, shall designate one of the members of the Commission ~~commission~~ to be ~~Chairperson~~ Chair. The ~~Chairperson~~ Chair shall be appointed annually in ~~June~~ July of each year.

(F) *Secretary:* The Commission shall have a secretary who is not a member of the Commission and shall be provided by the Village Manager's office.

Section 9. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 7 (“Building Board of Appeals”), Section 2-7-3 (“Board Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-7-3. Board membership.

(A) *Appointment:* The Building Board of Appeals shall consist of seven members who are qualified by experience and training to pass upon matters pertaining to building construction. Members shall be appointed by the Village President, with the approval of a majority of the Board of Trustees, to serve without compensation. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex-officio nonvoting member for a term of two years.~~

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Board Vacancies~~ vacancies on said board shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Board ~~board~~ member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairman~~ Chair: The Village President, with the advice and consent of a the majority of the ~~Village Board of Trustees,~~ shall designate one of the members of the Board ~~board~~ to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July of each year.

(F) *Secretary:* The Board ~~board~~ shall have a secretary who is not a member of the Board ~~board~~, and shall be provided by the ~~Administrator's~~ Manager's Office.

(G) *Membership:* The Building Board of Appeals shall consist of seven members who are qualified by experience or training to review matters pertaining to building, mechanical, electrical, plumbing, or fire protection construction. The members of the Board ~~board~~ shall have some experience or education in one or more of the following:

Builder/developer/general contractor.

Building inspector.

Engineer/architect.

Mechanical/electrical/plumbing/fire protection contractor.

Or related field.

Five of the members shall be appointed by the Village President. The remaining two members of the Board ~~board~~ shall consist of a Village staff member from the building or facilities maintenance division and the fire chief or another officer of the Fire Company. Neither of these two members can serve as a chair ~~or vice-chair~~ of the Board ~~board~~, and neither of them shall take any role in appeals brought under subsection 2-7-5(B) of this chapter. Their activities shall be limited to the review of amendments and

recommendations under subsection 2-7-5(A) of this chapter. All Board ~~board~~ members shall reside, own property, or work in the Village. The Village President may choose Commissioners ~~members~~ with special knowledge or special interest in the Village of Glen Ellyn who are do not currently ~~residing-reside~~, own property ~~owners~~, or work ~~working~~ within the Village.

Section 10. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 8 (“Architectural Appearance Commission”), Section 2-8-3 (“Board Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-8-3. Commission membership.

(A) *Appointment:* The Architectural Appearance Commission shall consist of seven members who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of one year. All members ~~commissioners~~ shall reside, own property, or work in the Village. The Village President may choose Commissioners ~~members~~ with special knowledge or special interest in the Village of Glen Ellyn who are do not currently ~~residing-reside~~, own property ~~owners~~, or work ~~working~~ within the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said commission~~ Commission vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission ~~commission~~ member may be removed by a majority vote of the Village President and Board of Trustees.

(E) *~~Chairman~~ Chair:* The Village President, with the advice and consent of a the majority of the ~~Village Board of Trustees~~, shall designate one of the members of the Commission ~~commission~~ to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~August~~ July of ~~each~~ year.

(F) *Secretary:* The Commission ~~commission~~ shall have a secretary who is not a member of the Commission ~~commission~~ and shall be provided by the ~~Administrator's~~ Manager's office.

(G) *Membership:* The ~~Architectural Appearance~~ Commission shall consist of seven members. Three of the members must be qualified by experience or training to review matters pertaining to architecture. One of the members must be qualified by experience or training to review matters

pertaining to landscape architecture. It is preferred that the remaining three members include one appointed member currently serving on each of the following Commissions ~~commissions~~: Plan Commission, Historic Preservation Commission, and Environmental Commission. If current Commission ~~commission~~ members are unavailable, at large members may be appointed.

Section 11. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 10 (“Community Relations Commission”), Section 2-10-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-10-3. Commission membership.

(A) *Appointment:* The Community Relations Commission shall consist of seven volunteer members and two volunteer student members appointed by the Village President, ~~with the approval by and~~ with the advice and consent of the majority of the Board of Trustees; ~~All Commissioners members~~ shall serve without compensation. The student members shall be in grades 9—12 or enrolled in higher education or vocational school. The student members shall not be voting members nor count toward a quorum of the Commission. ~~All Commissioners voting members~~ shall reside, own property, attend school, or work in the Village. The Village President may choose ~~Commissioners members~~ with special knowledge or special interest in the Village of Glen Ellyn who ~~are do~~ not currently ~~residing-reside~~, own property ~~owners~~, or ~~work working~~ within the Village.

(B) *Liaisons:* A member of the Board of Trustees shall be appointed by the Village President and shall serve as a non-voting trustee liaison. A representative from Glen Ellyn Park District, Glen Ellyn Public Library, School District 41, School District 87, School District 89, College of DuPage, and two Village staff members (one from the Police Department) may serve as non-voting liaisons to the ~~Community Relations~~ Commission.

(C) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(D) *Vacancies:* ~~Vacancies on said~~ Commission vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(E) *Removal:* A Commission member may be removed at any time by the majority vote of the Village President and Board of Trustees.

(F) ~~Chairperson~~ Chair: The Village President, with the advice and consent of the majority of the Village Board ~~of Trustees~~, shall designate one of the members of the Commission to be ~~Chairperson~~ Chair. The ~~Chairperson~~ Chair shall be appointed annually in July.

(G) *Secretary*: The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village ~~Administrator's~~ Manager's Office.

Section 12. Village Code Amended. Title 2 ("Boards and Commissions"), Chapter 11 ("Environmental Commission"), Section 2-11-3 ("Commission Membership") of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-11-3. Commission membership.

(A) *Appointment*: The Environmental Commission shall consist of nine members and one volunteer student member who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. The student member shall be in grades 9-12, or enrolled in higher education or vocational school. The student member shall not be a voting member nor count toward a quorum of the Commission. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of two years. All ~~Commissioners~~ voting members shall reside, own property, or work in the Village. The Village President may choose ~~Commissioners~~ members with special knowledge or special interest in the Village of Glen Ellyn who ~~are~~ do not currently residing-reside, own property owners, or work ~~working~~ within the Village.

(B) *Terms*: Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies*: ~~Vacancies on said~~ Commission vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal*: A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~*Chairman*~~ *Chair*: The Village President, with the advice and consent of a the majority of the ~~Village~~ Board of Trustees, shall designate one of the members of the Commission to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July of ~~each year~~.

(F) *Secretary*: The Commission shall have a secretary who is not a member of the Commission, and shall be provided by the ~~Administrator's~~ Village Manager's Office.

Section 13. Village Code Amended. Title 2 ("Boards and Commissions"), Chapter 12 ("Recreation Commission"), Section 2-12-3 ("Commission Membership") of the Glen Ellyn

Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-12-3. Commission membership.

(A) *Appointment:* The Recreation Commission shall consist of seven members and one volunteer student member who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. The student member shall be in grades 9-12 or enrolled in higher education or vocational school. The student member shall not be a voting member nor should count toward a quorum of the Commission.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on the Recreation Commission~~ vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairman~~ Chair: The Village President, with the advice and consent of ~~a the~~ majority of the ~~Village Board of Trustees,~~ shall designate one of the members of the Commission to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July ~~of each year.~~

(F) *Secretary:* The Commission shall have a Secretary who is not a member of the Commission, and shall be provided by the ~~Administrator's~~ Village Manager's Office.

Section 14. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 13 (“Historic Preservation Commission”), Section 2-13-3 (“Commission on Glen Ellyn Landmarks”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-13-2. Commission on Glen Ellyn Landmarks.

(A) *Creation, membership; terms:*

1. *Creation and membership:* There is hereby continued in existence the Historic Preservation Commission of the Village of Glen Ellyn, which ~~commission~~ shall be empowered to recommend the designation of historical and architectural landmarks within the Village in compliance with the powers and duties enumerated herein. The Commission shall consist of seven members, appointed by the Village President with the approval of a majority of the Board of Trustees, to serve without compensation, except that the members

of the Historic Preservation Commission as it existed at the time of enactment of this chapter shall continue as members of said Commission. Thereafter, an effort shall be made to select as members persons who are professionals in the disciplines of history, architecture, historic architecture, planning, archaeology, real estate, historic preservation, or related fields, or who have demonstrated special interest, knowledge or experience in architecture, history, neighborhood preservation, or related disciplines. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex-officio, nonvoting member for a term of two years.~~ The Village President, with the advice and consent of a the majority of the Village Board of Trustees, shall designate one of the members as Chairman Chair. The Chairman Chair shall be appointed annually in June July of each year. A secretary, who is not a member of the Commission, shall be provided by the manager's Village Manager's office. All Commissioners members shall reside, own property, or work in the Village. The Village President may choose Commissioners members with special knowledge or special interest in the Village of Glen Ellyn who are do not currently residing reside, own property owners, or work working within the Village.

2. *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

3. *Vacancies:* ~~Vacancies on the~~ Commission vacancies shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

4. *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(B) Meetings; voting:

1. *Regular meetings:* Regular meetings shall be monthly on a day certain as determined by the Chairman of the Commission.

2. *Special meetings:* Special meetings of the Commission may be called by the Chairman from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may be called by the written request of any two members of the Commission. Such written request shall be received by the Chairman no less than five days prior to the requested date of meeting.

3. *Notice of meetings:* Whenever any action affecting an owner of property proposed or designated as a landmark is to be considered at a regular or special meeting of the Commission, the owner shall be provided at least seven days' advance written notice of such meeting except where different notice provisions are specified elsewhere in this chapter.

4. *Quorum:* The presence of a majority of the Commission members then in office shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.

5. *Manner of acting:* Except as otherwise provided in this chapter, the act of a majority of the Commission members ~~present at a meeting at which a quorum is present~~ shall be the act of the ~~members~~ Commission.

6. *Rules of procedure:* The Commission shall enact rules of procedure and regulations not inconsistent with ordinances or statutes that further enhance the purpose of the Commission.

* * * *

Section 15. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 14 (“Zoning Board of Appeals”), Section 2-14-4 (“Meetings”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-14-4. Meetings.

(A) *Regular meetings:* Regular meetings shall be monthly on a day certain as determined by the ~~Chairman~~ Chair of the ~~Board~~ board.

(B) *Special meetings:* Special meetings of the ~~Board~~ board may be called by the ~~Chairman~~ Chair from time to time. Members of the ~~Board~~ board must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the ~~Board~~ board. Such written request shall be received by the ~~Chairman~~ Chair no less than five days prior to the requested date of meeting.

(C) *Public hearings:* Public hearings are to be held when necessary, after due and prior notice given in the manner specified in the zoning code or in Illinois Compiled Statutes.

(D) *Quorum:* The presence of ~~four board members~~ shall be necessary to constitute a quorum to transact any business at any regular or special meeting of the board, including the conduct of a ~~public hearing~~ a majority of the Board members then in office shall be necessary to constitute a quorum to transact any Board business at any regular or special Board meeting.

(E) *Manner of acting:* The act of a majority of the members of the ~~board~~ Board shall be the act of the ~~board~~ Board.

(F) *Rules of procedure:* The ~~Board~~ board shall enact rules of procedure not inconsistent with ordinances or statutes that further enhance the purposes of the ~~Board~~ board.

* * * *

Section 16. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 15 (“Technology Advisory Commission”) of the Glen Ellyn Village Code is deleted in its entirety and shall be replaced as follows:

CHAPTER 16 - RESERVED

Section 17. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 16 (“Finance Commission”), Section 2-16-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-16-3. Commission membership.

(A) *Appointment:* The Finance Commission shall consist of nine members and one volunteer student member who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. The student member shall be in grades 9-12 or enrolled in higher education or vocational school. The student member shall not be a voting member nor count toward a quorum of the Commission. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio, nonvoting member for a term of two years. In addition, the The Village Manager and/or ~~finance~~ Finance Director shall be ex officio nonvoting members of the Commission. All voting Commissioners members shall reside, own property, or work in the Village. The Village President may choose ~~Commissioners members~~ members with special knowledge or special interest in the Village ~~of Glen Ellyn~~ who ~~are~~ do not currently residing-reside, own property owners, or work working within the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* Commission ~~Vacancies~~ vacancies on said Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairperson~~ Chair: The Village President, with the advice and consent of a the majority of the Village Board of Trustees, shall designate one of the members of the Commission to be ~~Chairperson~~ Chair. The ~~Chairperson~~ Chair shall be appointed annually in ~~May~~ July of each year.

(F) *Secretary*: The Commission shall have a secretary who is not a member of the Commission and shall be provided by the Village Manager's office.

(G) *Vice ~~Chairperson~~ Chair*: The Village President, with the advice and consent of a the majority of the Village Board of Trustees, shall designate one of the members of the Commission to be vice ~~Chairperson~~ Chair. The vice ~~Chairperson~~ Chair shall be appointed annually in ~~May~~ July of each year.

Section 18. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 19. Repeal of Ordinance No. 5758 and Ordinance No. 6907. Ordinance No. 5758, “An Ordinance Defining Meeting and Adopting Procedures for Remote Participation,” adopted on May 26, 2009, and Ordinance No. 6907, “An Ordinance Amending Ordinance No. 5788, Defining Meeting and Adopting Procedures for Remote Participation to all Advisory Boards and Commissions,” are superseded, replaced and repealed pursuant to this Ordinance.

Section 20. Effective Date. This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Passed by the Village President and Board of Trustees of the Village of Glen Ellyn,
Illinois, this ____ day of _____, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois, this ____ day of
_____, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



DRAFT

Adopted _____, 2025

Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions

I. INTRODUCTION

These Protocols for meetings and other matters govern the Village Board and all Village boards and commissions. They are established to promote and protect the health, safety, and general welfare of the Village of Glen Ellyn's ("Village") residents and visitors to create an efficient and effective forum for public engagement and positive and professional atmosphere within which the Village's business can be conducted.

All purpose of Village public meetings is to conduct the business of the Village Board and Village boards and commissions. All public meetings shall be conducted in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, applicable state statutes, the Village Code and these protocols, as all may be amended from time-to-time and any additional rules adopted by a Village board or commission that are specifically applicable to the business of that board or commission.

II. CIVILITY PLEDGE

The Village adopts the "Civility Pledge" promulgated by the Illinois Municipal League applicable to all members that serve on the Village Board or any Village boards or commissions:

In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are striving to support and improve our community and understanding that we each may have different ideas for achieving that objective.

III. MEETING PROCEDURES

To conduct the business of the Village at a meeting in an efficient manner, the matters below

shall govern.

A. Duties of the Chair (for purposes of these Protocols, the chair includes the President, President Pro Tem and the chair of a board or commission)

1. The chair of a meeting is responsible to manage a meeting.
2. All questions of order shall be addressed to the chair and decided by the chair.
3. Decisions of the chair shall not be subject to further discussion or debate other than a motion and a second to appeal the decision of the chair which shall be subject to a voice vote. All members shall respect the decisions of the chair.
4. Members shall speak when recognized by the chair. When two (2) or more members seek to speak at the same time, the chair shall name the member who shall speak first.
5. The latest edition of "Robert's Rules of Order" shall govern the deliberations of the Board of Trustees, except when in conflict with any provisions of the Village Code or as otherwise adopted by the Board of Trustees or a board or commission as applicable. The President shall decide all questions of order.

B. Following the Agenda

1. The chair shall follow the agenda for a meeting and shall be responsible for the initial introduction of an item.
2. Discussion of matters not on an agenda should be avoided. As a courtesy, if a Board members wishes to introduce an item for discussion at a meeting that is not on the agenda, the member should endeavor to share the item with the Village Manager and the President at least twenty-four (24) hours in advance of the meeting.
3. An agenda order may be changed by the President or at the request of an individual Trustee subject to the approval of the President.
4. Trustee liaison reports shall be provided as needed at Board meetings and shall be limited to no more than three (3) minutes in total per report.

C. Roll Call Votes

A roll call vote of "ayes" and "nays" shall be taken and recorded in the meeting minutes for all ordinances and for all resolutions or motions that create any liability against or obligation on the part of the Village, or for the expenditure or appropriation of Village money, and in all other

instances where requests are made by a member as determined by the chair.

D. Subsidiary Motions

When a motion is pending before the Village Board or a board or commission, no other motion shall be considered except one of the following motions:

1. To table;
2. Call the question, which if seconded and adopted by a two-thirds (2/3) vote, ends debate on an item;
3. Postpone indefinitely;
4. Postpone to a time certain;
5. Amend the motion; or
6. Adjourn, which shall be in order except when:
 - i. A member has the floor;
 - ii. A motion on the main question is pending; or
 - iii. A motion to reconsider is pending.

IV. PROCLAMATIONS

Proclamations are strictly honorary in nature and do not carry legal or legislative significance, nor constitute an endorsement by the Village. Proclamations positively impact the Glen Ellyn community by increasing public awareness, advancing knowledge through education, marking important milestones, accomplishments, endeavors and pertinent work on behalf of and for Village residents.

A. Proclamations may be issued for the following purposes:

1. Village-sponsored events;
2. Matters of public awareness about an issue for a local community organization;
3. National or international groups hosted by a Village resident or the Village Board;
4. The 100th birthday of a Village resident;

5. Key milestones for local not-for-profits and local businesses (e.g., a 25th anniversary);
6. Individuals who have greatly contributed to the betterment of the community;
7. Arts, cultural or historic celebrations occurring in or proximate to the Village;
8. A Village resident or not-for-profit organization requesting local recognition of a nationally established commemorative observance as defined by the United States Library of Congress; and
9. A significant accomplishment by a student, team or group in athletics or academics from a public or private school or college located in the Village or who attended a public or private school or college located in the Village or was a current or former resident of the Village. Such schools shall include Glenbard West High School and Glenbard South High School.

B. To ensure that proclamations highlight attention upon Village-related activities, proclamations shall not be issued for the following:

1. Matters of ideological or religious beliefs, or individual conviction;
2. National, regional, or other organizations with no direct relationship to or location within the corporate limits of the Village of Glen Ellyn;
3. Issues which may imply official bias on a matter under consideration;
4. Political or religious issues not within the immediate responsibility or sphere of influence of the Village;
5. Subjects in conflict with Village policy or the well-being of its residents;
6. Request or advertisement related to a for-profit business; and
7. Requests by those who reside outside the Village.

C. The Village reserves the right to approve, edit, and decline all requests for proclamations in its discretion. The approval and issuance of a proclamation does not guarantee it will be presented at a public meeting .

D. Proclamation requests are subject to the following:

1. Requests must be submitted at least thirty (30) days in advance;

2. Requests must be made by a Village resident or Village-based organization;
3. Proclamations shall be limited to one per year per organization. A new request must be submitted and approved each year. The Village may elect not to issue a formal proclamation for events or honors which occur on an annual basis; and
4. Requests may be submitted by local elected officials within the Village's jurisdiction. Requests submitted within one month of an election for any local office will not be accepted.

V. COMMUNICATIONS

A. General Communications

1. *Contemporaneous communications under the Open Meetings Act.* Board members should avoid contemporaneous communications to avoid a violation of the Open Meetings Act. If an individual Board member nonetheless sends an email to the Board as a whole, Board members should not reply to all but may direct a private response to the original sender. These limitations do not apply to communications regarding scheduling matters.
2. *Use of blind copy.* Substantive email questions that are directed to staff may be copied to all members of the Board utilizing a "blind copy" function and noting the full board bcc in the salutation. Use of the blind copy avoids group communications outside of a public meeting.
3. *Communication through the Village Manager.* Communication with staff generally should be made through the Village Manager.
4. *Ex parte communications.* Village Board members and members of board and commissions should avoid situations that could give rise to claims of partiality or bias toward applicants or petitioners who have matters pending before the Village. Thus, communications outside of an applicable public hearing process should be avoided.

B. Responding to Email Sent to the Village Board

1. The Village Manager's Office is responsible for responding to all Village Board inquiries sent to the Village Board group email, "Contact the Board," or Village website contact link.
2. Board members may wish to respond to emails directly but are encouraged to blind copy all Board members on their reply for the purpose of: (1) avoiding

contemporaneous communications; and (2) informing the other members of the Board that the email has been responded to by an elected official.

3. The Village Manager shall provide the Board with the questions and answers that are provided in response to individual Board members regarding Board meeting agenda items.

C. Individual Board Emails

Village staff does not receive a copy of individual Board emails sent directly to Board members. If there is a need for a staff response or guidance, the Board member should contact the Village Manager as needed.

D. Use of Social Media

1. The Village Communications Coordinator maintains and operates the Village's official social media accounts for the purpose of disseminating information concerning the Village.
2. Board members are not required to maintain any social media accounts or have a presence on social media. Members may choose to post and/or comment on social media sites using their personal accounts with the understanding that such posts and/or comments do not represent the official position of the Village.
3. If a Board member has an individual social media account, it is the responsibility of the member to monitor their own activities to ensure they are not in violation of the Open Meetings Act as a public official. For example, it is a violation of the Open Meetings Act if more than two Trustees comment on another Trustee or President's thread.
4. Any account maintained by an individual Board member may be considered a public forum for First Amendment purposes. It is recommended that professional/Village activities and personal activities be kept separate on social media.

VI. REPEAL OF PREVIOUSLY ADOPTED POLICIES

The provisions of these Protocols shall supersede and replace all previously adopted policies, resolutions, ordinances, motions or other provisions on the matters set forth herein by the Village Board and all previously adopted policies, resolutions, ordinances, or motions are repealed, including but not limited to Resolution No. 24-08, "A Resolution to Adopt a Policy Pertaining to Proclamations and Supporting Resolutions," adopted on June 24, 2024.



Village of Glen Ellyn

Resolution No. xxxx

**A Resolution Approving and Adopting
Village of Glen Ellyn Protocols for the Village Board
and Village Boards and Commissions**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois**

This ____ Day of _____, 2025

Resolution No. xxxx

**A Resolution Approving and Adopting Village of Glen Ellyn Protocols for the
Village Board and Village Boards and Commissions**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions, attached hereto and incorporated herein by reference, are approved and adopted.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this ____ day of _____, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of _____, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



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

Meeting 9/8/2025 5:30 PM
Department: Finance
Department Head: Patrick Brankin
Category: Report
Prepared By: Patrick Brankin

**AGENDA ITEM (ID
2025-747)**

DOC ID: 2025-747

Presentation of the Midyear Financial Report for 2025

Statement of the Issue:

Staff will present the midyear 2025 financial report.

Analysis:

See attached presentation.

Budget Impact:

N/A

Contribution to Strategic Plan

Strategic Priority: Financial Stability. Initiative: Maintain financial stability and create a financial decision-making framework

Action Requested:

N/A

Attachments:

1. 2025 Q2 Financial Report
2. Village Links Financial Statements Q2 2025

VILLAGE OF

Glen Ellyn

ILLINOIS

2025 Midyear Financial Report





About This Report

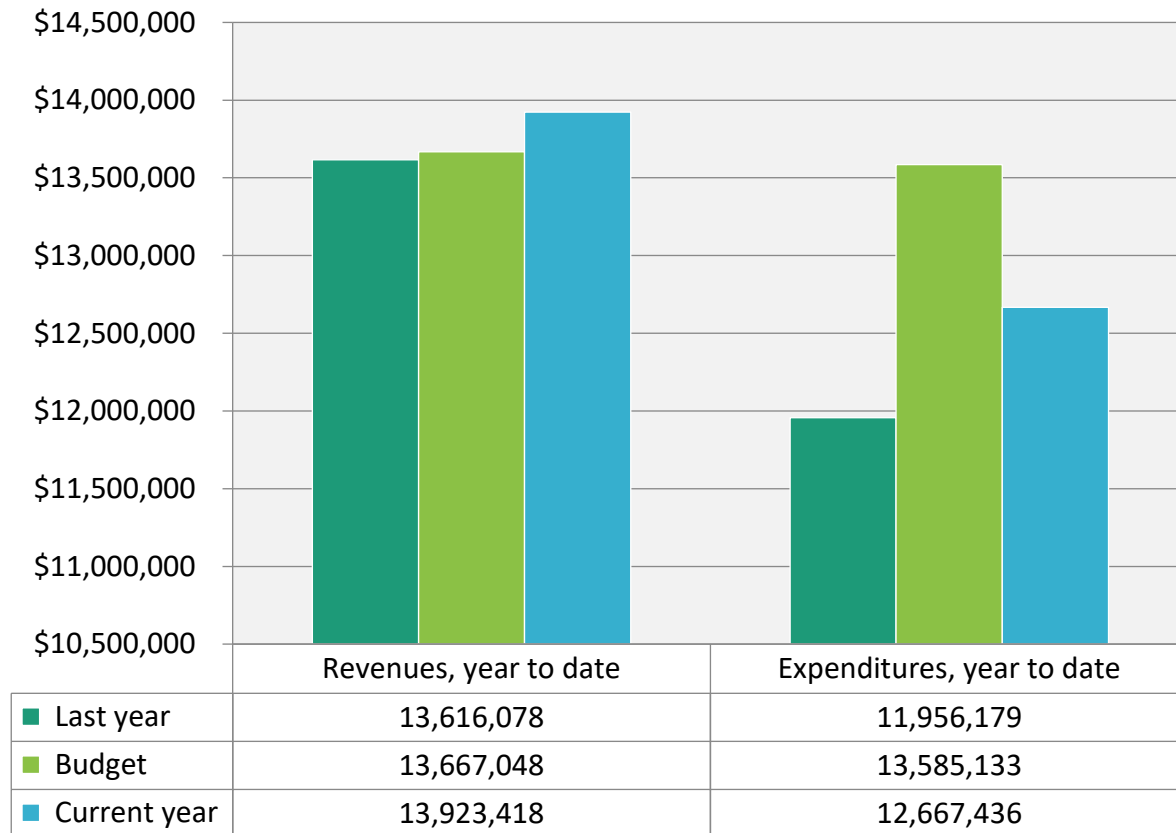
January 1, 2025 to June 30, 2025

Preliminary and Unaudited

Budgetary Basis (Cash Basis)

General Fund

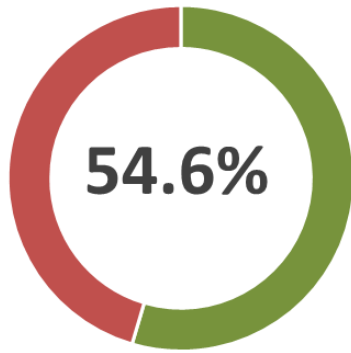
Year to Date Revenues and Expenditures



- Revenues exceed prior year-to-date by \$307,000, primarily due to strength of core revenues.
- Revenues exceed FY25 YTD budget by \$256,000 or 1.8%.
- Expenditures are greater than prior year by \$711,000, which is attributable to police and EMS.
- Expenditures are below FY25 YTD budget by \$918,000 or 7%.

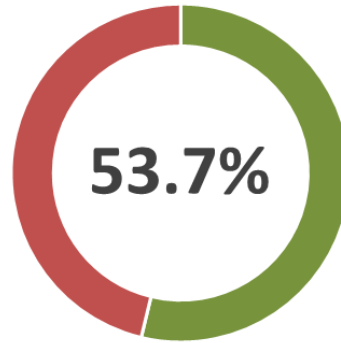
General Fund Core Revenues as % of Budget

Sales Tax



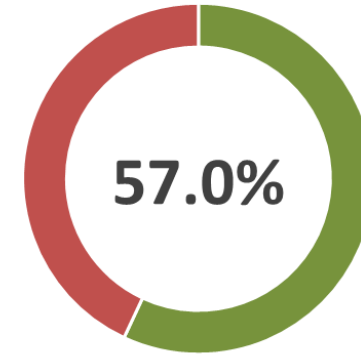
Target
49.2%

HR Sales Tax



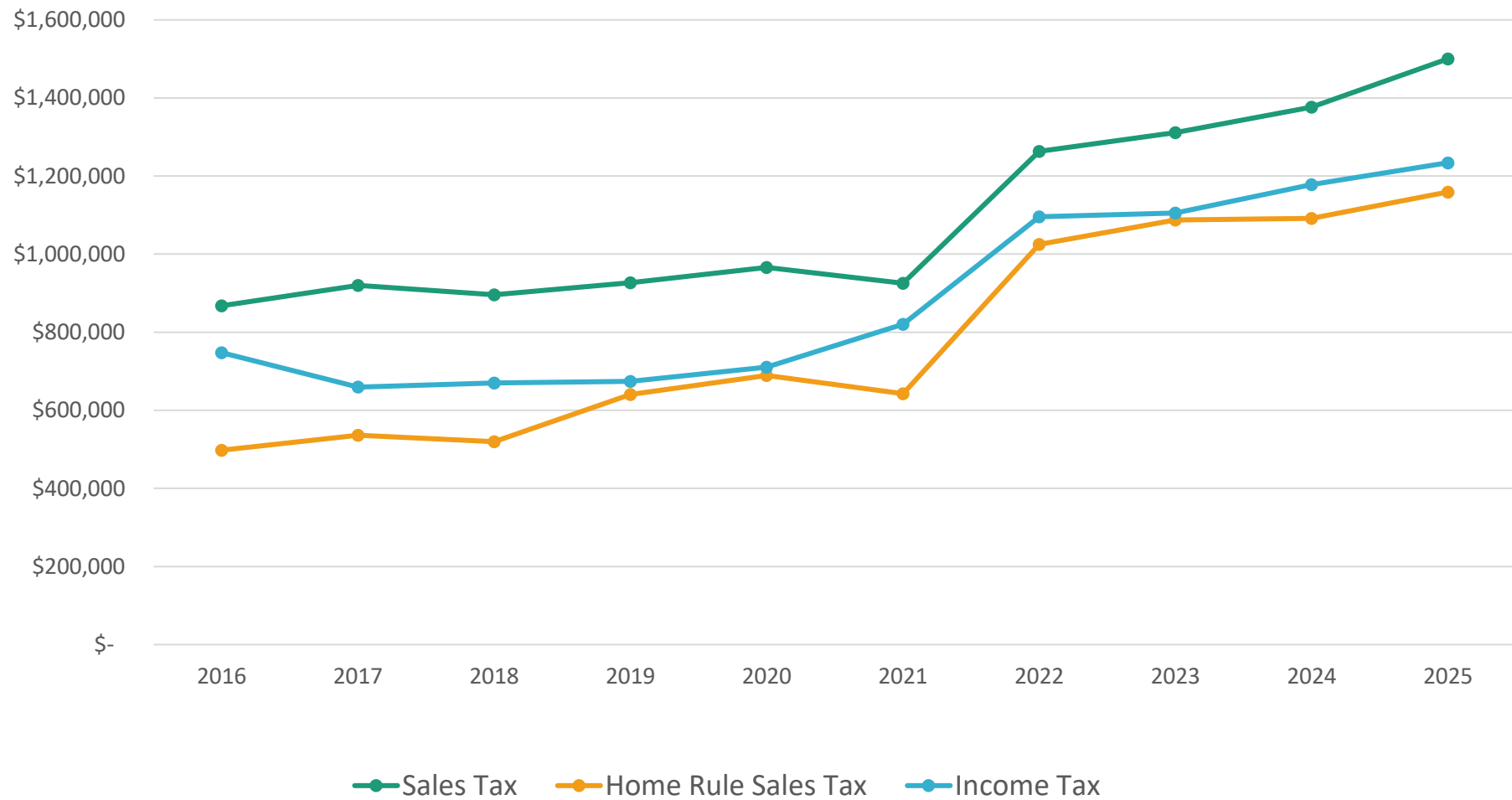
Target
48.5%

Income Tax



Target
56.2%

YTD Core Revenues

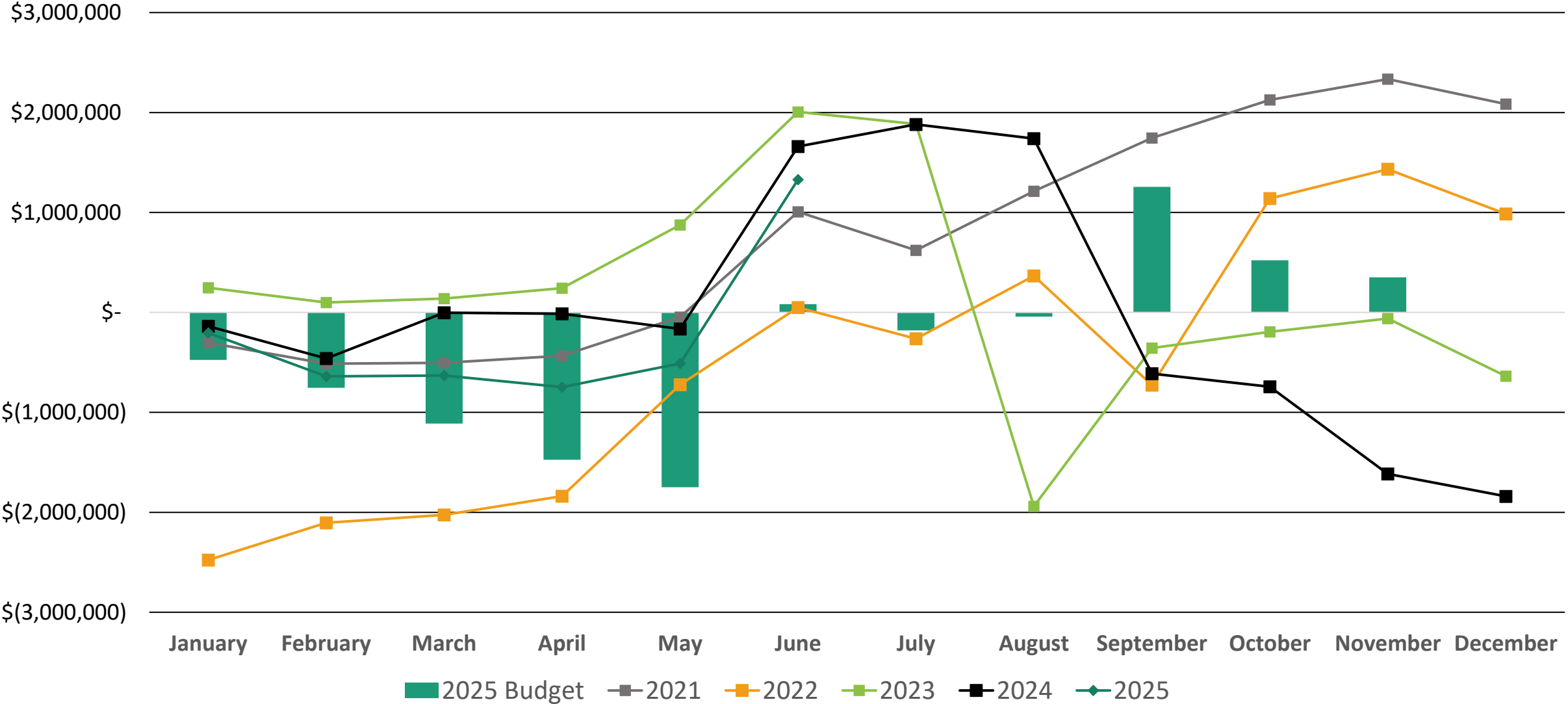




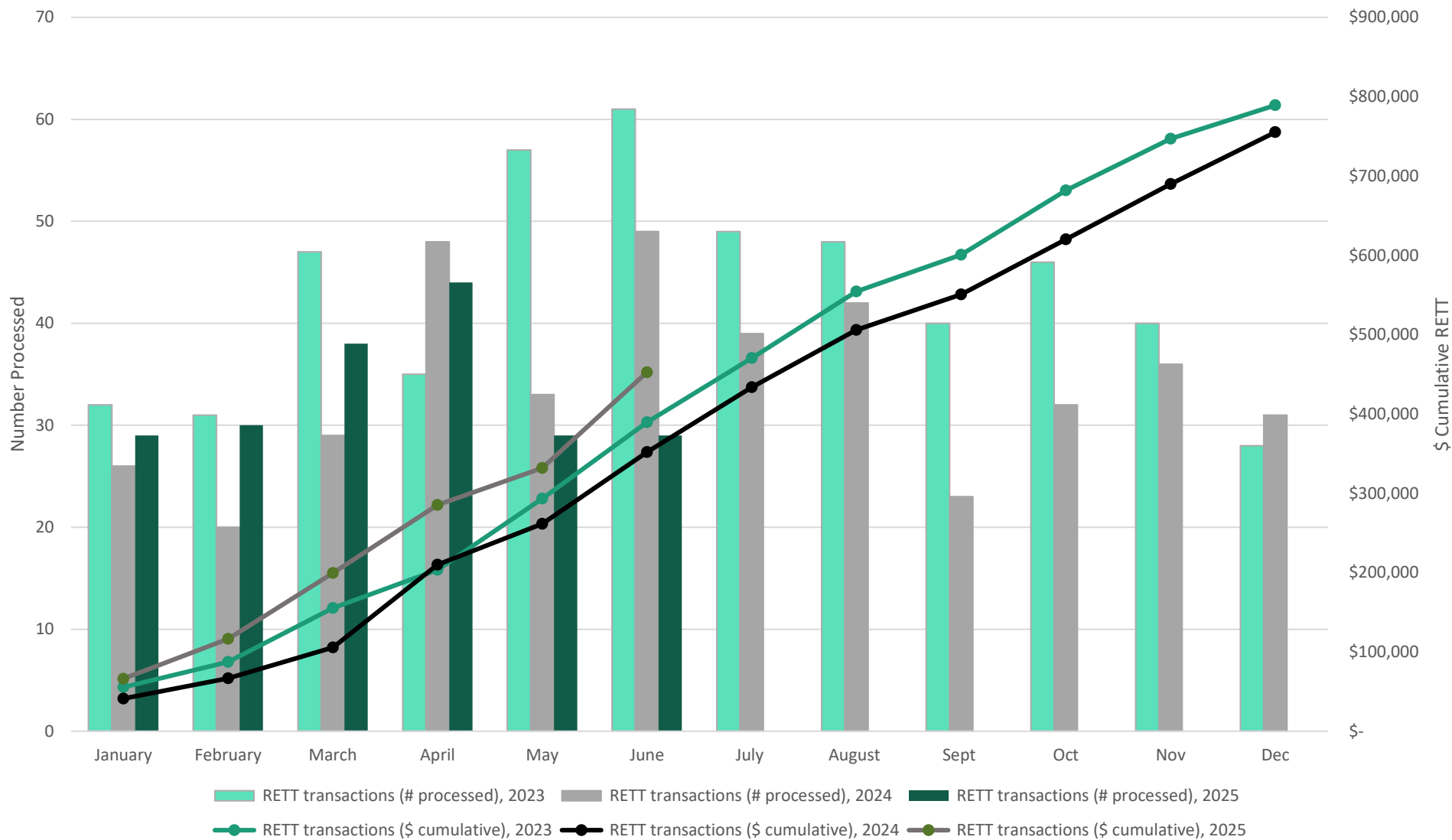
General Fund Budget Trends

- YTD expenditures are 6% above FY24
 - Fewer vacancies
 - Rising personnel costs
 - Rising contractual costs
- YTD expenditures are 7% below FY25 budget
 - Economic Development – fewer incentive payments
 - Vacancies in certain departments

General Fund Cumulative Change in Fund Balance

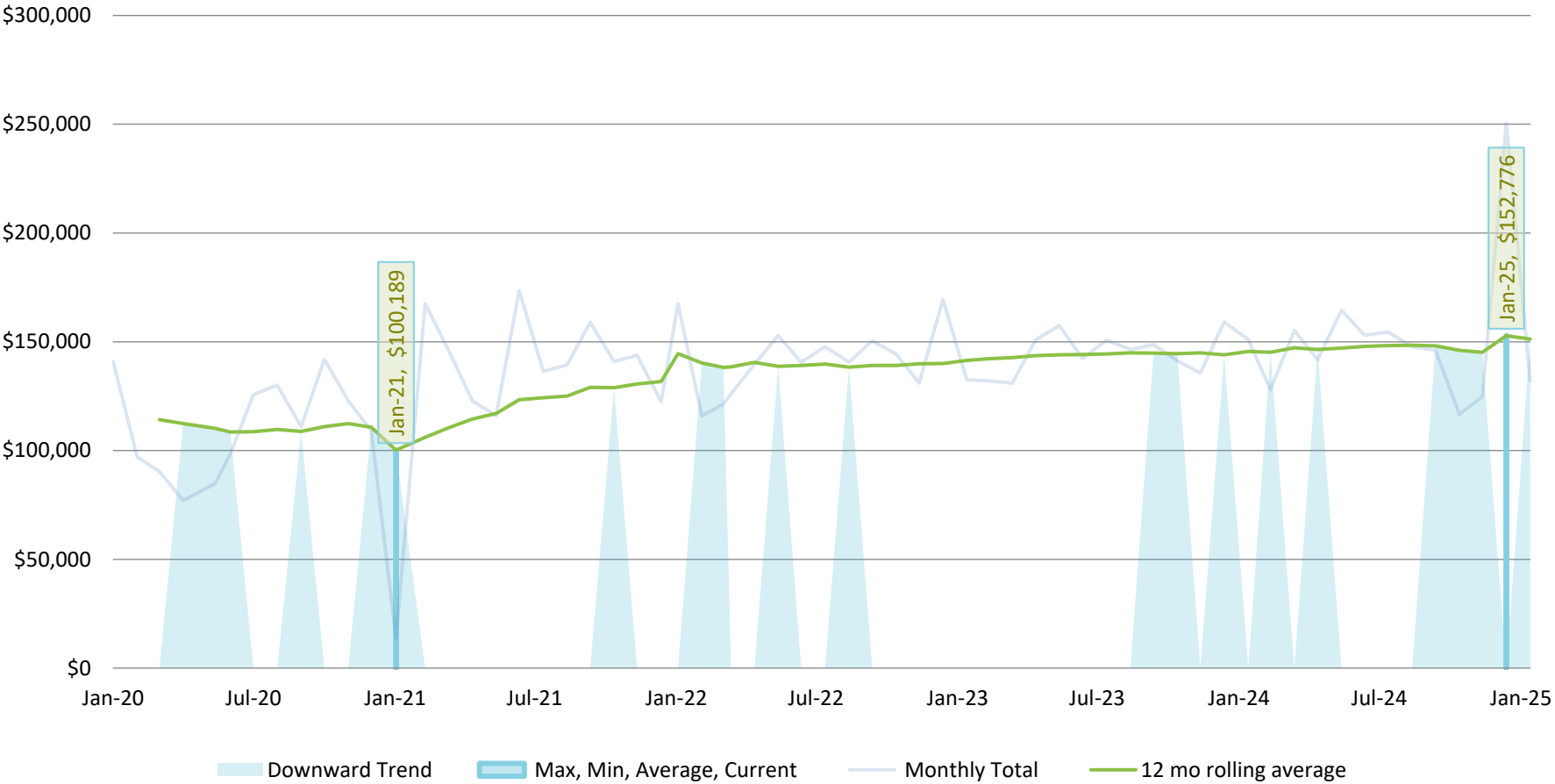


Capital Projects Fund - Real Estate Transfer Tax



Capital Projects Fund – Food & Beverage Tax

Monthly totals and 12 month rolling average, since inception



Other Funds

Water & Sewer Fund

- Fee revenue 44% of budget (43% in prior year)
- Total expenses 50% of budget (incl. encumbrances)

Parking Fund

- Total revenue 25% of budget (27% in PY)
- Total expenses 60% of budget (incl. encumbrances)

Residential Solid Waste Fund

- Total revenues 49% of budget (49% in PY)
- Total expenses 45% of budget (49% in PY)

Village Links/Reserve 22

- See included financial statements



Cash Reserves

Fund	Available Cash		Minimum Policy		Above/(Below) Policy	
General	\$	12,022,939	\$	8,003,411	\$	4,019,528
Water & Sewer	\$	11,813,827	\$	2,707,597	\$	9,106,229
Parking	\$	2,008,378	\$	103,744	\$	1,904,635
Solid Waste	\$	590,374	\$	520,050	\$	70,324
Village Links	\$	2,100,602	\$	1,859,419	\$	241,183

Police Pension Fund

Illinois Police Officers' Pension Investment Fund (IPOPIF)

- State mandated consolidation completed April 1, 2022
- IPOPIF long-term investment target 6.8%
- Village long-term target 6.5%

IPOPIF	YTD	1 Year	Inception to Date
Fund investment performance, net of fees	8.37%	12.72%	6.62%



Questions?

VILLAGE LINKS / RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of June 30, 2025

ORG	DESCRIPTION	2025 BUDGET	MONTH				YEAR-TO-DATE				
			2025	2024	DIFF	% DIFF	2025	2024	DIFF	% DIFF	
REVENUES:											
5500	Village Links Revenues	\$ 4,391,100	\$ 768,679	\$ 737,711	\$ 30,968	4%	\$ 1,999,050	\$ 1,950,196	\$ 48,854	3%	
5520	Reserve 22 Revenues	3,748,450	455,952	478,660	(22,708)	-5%	1,508,763	1,547,163	(38,400)	-2%	
Total Revenues		\$ 8,139,550	\$ 1,224,632	\$ 1,216,372	\$ 8,260	1%	\$ 3,507,813	\$ 3,497,359	\$ 10,454	0%	
EXPENDITURES:											
55700	Administration	\$ 802,432	\$ 57,310	\$ 47,387	\$ 9,923	21%	\$ 405,040	\$ 307,341	\$ 97,699	32%	
55710	Golf Course Maintenance	1,485,560	149,633	165,006	(15,373)	-9%	710,931	725,420	(14,489)	-2%	
55720	Golf Services	1,111,406	115,591	155,051	(39,460)	-25%	457,708	521,638	(63,930)	-12%	
55730	Reserve 22	3,358,636	343,199	403,520	(60,321)	-15%	1,541,209	1,569,856	(28,647)	-2%	
55740	Stormwater Management	51,585	1,494	1,020	475	47%	39,029	7,556	31,473	417%	
55750	Pro Shop Merchandise	175,053	33,892	33,351	541	2%	88,032	75,632	12,400	16%	
55780	Motorized Carts	68,060	9,918	10,841	(923)	-9%	20,729	21,440	(711)	-3%	
557X5	Mechanical Maintenance	417,756	34,799	27,036	7,763	29%	185,407	201,513	(16,106)	-8%	
Total Operating Expenses		\$ 7,470,488	\$ 745,836	\$ 843,211	\$ (97,375)	-12%	\$ 3,448,085	\$ 3,430,396	\$ 17,689	1%	
Operating Income		\$ 669,062	\$ 478,796	\$ 373,160	\$ 105,636	28%	\$ 59,728	\$ 66,963	\$ (7,235)	-11%	
Debt Service		303,100	36,550	40,950	(4,400)	-11%	36,550	40,950	(4,400)	-11%	
Capital Expenditures		498,520	-	88,254	(88,254)	-100%	400,079	507,478	(107,399)	-21%	
CHANGE IN NET POSITION		\$ (132,558)	\$ 442,246	\$ 243,956	\$ 198,290	81%	\$ (376,901)	\$ (481,466)	\$ 104,565	-22%	

KEY METRICS

		<u>Goal</u>						
Personnel Expenses as % of Sales		50%	32%	33%	0%	53%	53%	1%
Cash Balance (End of Month, in \$000's)	\$ 1,860	\$ 2,182	\$ 2,279	\$ (97)				

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of June 30, 2025

ORG/ OBJECT	DESCRIPTION	2025 BUDGET	MONTH				YEAR-TO-DATE			
			2025	2024	DIFF	% DIFF	2025	2024	DIFF	% DIFF
5500	VILLAGE LINKS REVENUES:									
440550	Green Fees	\$ 2,800,000	\$ 497,614	\$ 475,446	\$ 22,168	5%	\$ 1,214,110	\$ 1,196,833	\$ 17,277	1%
440554	Pro Shop - Sales	200,000	35,480	34,475	1,005	3%	95,561	89,377	6,184	7%
440555	Motor Carts	650,000	115,359	117,101	(1,742)	-1%	260,664	264,036	(3,372)	-1%
440556	Driving Range	500,000	90,196	84,645	5,551	7%	248,142	248,294	(153)	0%
440557	Resident Cards	35,000	3,880	3,770	110	3%	31,855	32,445	(590)	-2%
460100	Investment Income	60,000	6,852	5,942	910	15%	46,401	35,582	10,819	30%
489000	Miscellaneous Revenue	146,100	19,423	16,213	3,210	20%	102,483	83,741	18,742	22%
489100	Miscellaneous - Over/Short	-	(125)	119	(244)	-205%	(165)	(113)	(52)	46%
	Total Revenues	\$ 4,391,100	\$ 768,679	\$ 737,711	\$ 30,968	4%	\$ 1,999,050	\$ 1,950,196	\$ 48,854	3%
	COST OF GOODS SOLD:									
520945	Cost of Goods Sold - Pro Shop	\$ 140,000	\$ 31,171	\$ 30,435	\$ 736	2%	\$ 73,122	\$ 57,302	\$ 15,820	28%
	Total Cost of Goods Sold	\$ 140,000	\$ 31,171	\$ 30,435	\$ 736	2%	\$ 73,122	\$ 57,302	\$ 15,820	28%
	Gross Profit	\$ 4,251,100	\$ 737,508	\$ 707,276	\$ 30,232	4%	\$ 1,925,928	\$ 1,892,894	\$ 33,034	2%
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	\$ 1,314,522	\$ 105,309	\$ 109,324	\$ (4,015)	-4%	\$ 630,372	\$ 633,391	\$ (3,019)	0%
510120	Salaries - Non-Pensionable	488,163	81,450	70,908	10,543	15%	184,292	167,441	16,851	10%
510200	Salaries - Overtime	23,500	5,570	2,404	3,166	132%	12,859	6,689	6,169	92%
510400	FICA Taxes	139,705	14,514	13,750	765	6%	62,132	60,456	1,677	3%
510500	IMRF	68,670	5,564	4,918	646	13%	32,582	28,173	4,409	16%
590600	Health Insurance	146,100	10,341	11,095	(755)	-7%	67,550	72,120	(4,570)	-6%
52XXXX	Contractual Services	1,211,242	104,772	109,729	(4,958)	-5%	562,103	491,641	70,462	14%
53XXXX	Commodities	579,950	43,945	87,127	(43,182)	-50%	281,863	343,327	(61,464)	-18%
	Total Operating Expenses	\$ 3,971,852	\$ 371,465	\$ 409,256	\$ (37,790)	-9%	\$ 1,833,754	\$ 1,803,238	\$ 30,516	2%
	Operating Income	\$ 279,248	\$ 366,043	\$ 298,020	\$ 68,023	23%	\$ 92,174	\$ 89,655	\$ 2,519	3%
	Operating Income Percentage	6%	48%	40%			5%	5%		

KEY METRICS

	<u>Goal</u>								
Rounds Played	80,000	14,270	14,186	84	35,511	37,237	(1,726)		
Revenue Per Round	\$ 54.89	\$ 53.87	\$ 52.00	\$ 1.86	\$ 56.29	\$ 52.37	\$ 3.92		
Resident Cards Sold	N/A	215	204	11	2,470	2,656	(186)		
Cost of Goods Sold % - Pro Shop	70%	88%	88%	0%	77%	64%	12%		
Personnel Expenses as % of Sales	50%	29%	29%	0%	50%	50%	0%		

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of June 30, 2025

ORG/ OBJECT	DESCRIPTION	2025 BUDGET	MONTH				YEAR-TO-DATE			
			2025	2024	DIFF	% DIFF	2025	2024	DIFF	% DIFF
<u>MISCELLANEOUS REVENUE</u>										
Miscellaneous Revenue includes the following items that don't fit into any of the major revenue categories:										
Adult & Junior Golf Lessons			\$ 12,007	\$ 7,470	\$ 4,537		\$ 45,171	\$ 45,800	\$ (629)	
Hand Cart Rentals			4,778	5,903	(1,125)		13,707	18,544	(4,837)	
Equipment Sold at Auction			-	-	-		31,406	-	31,406	
Golf Club Rentals			1,730	2,010	(280)		3,250	3,730	(480)	
Locker Rentals			300	-	300		4,100	200	3,900	
Illinois Sales Tax (1.75%)			525	520	5		1,751	1,689	61	
Glen Ellyn Food & Beverage Tax (1%)			54	60	(6)		178	184	(6)	
Tree Donation			-	250	(250)		1,000	250	750	
Miscellaneous			29	-	29		1,920	13,344	(11,423)	
Total		\$ 146,100	\$ 19,423	\$ 16,213	\$ 3,210		\$ 102,483	\$ 83,741	\$ 18,742	

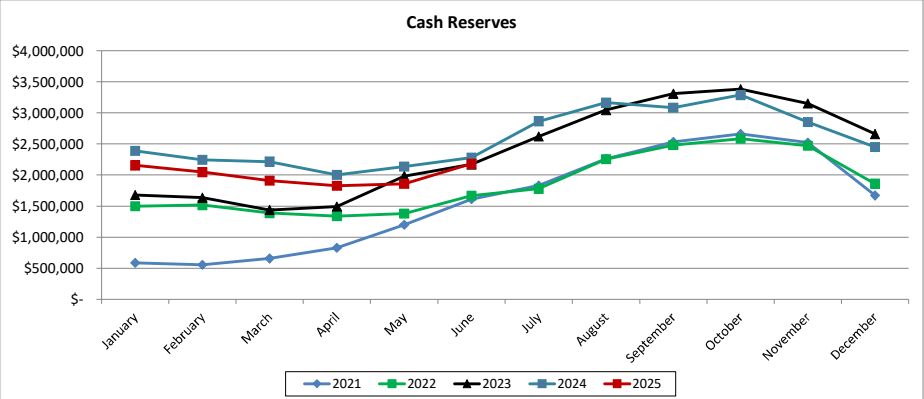
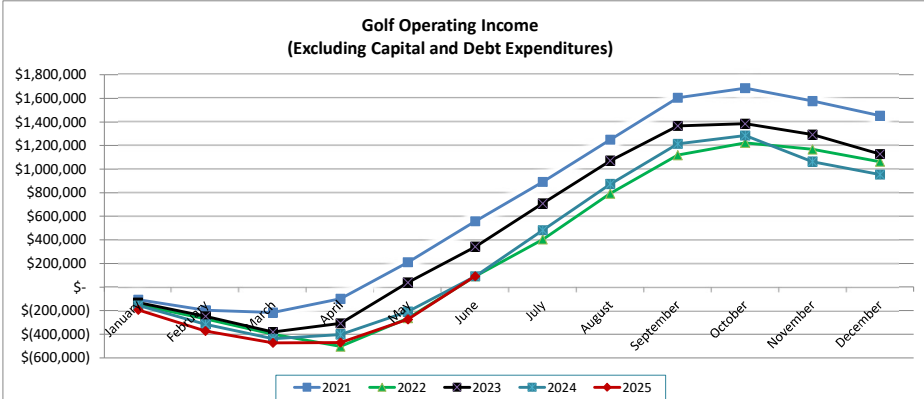
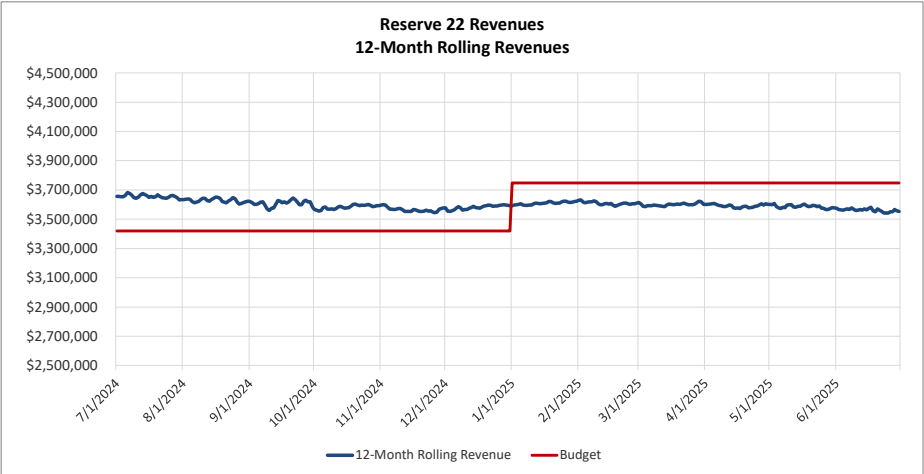
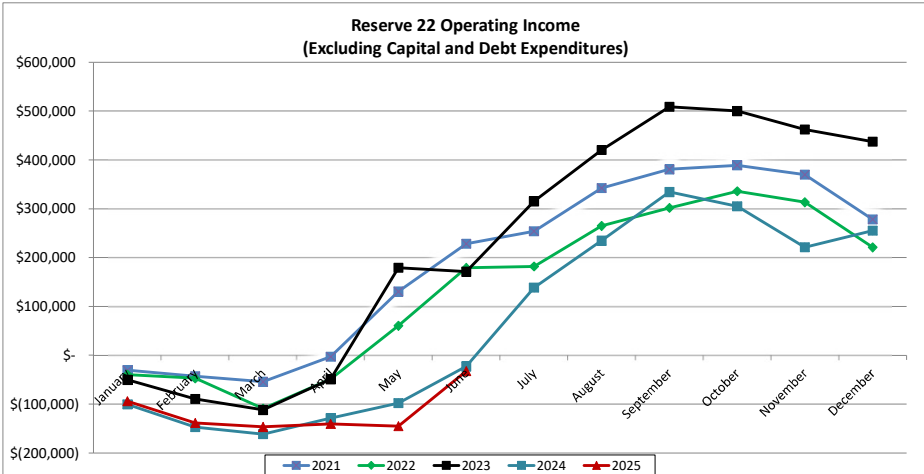
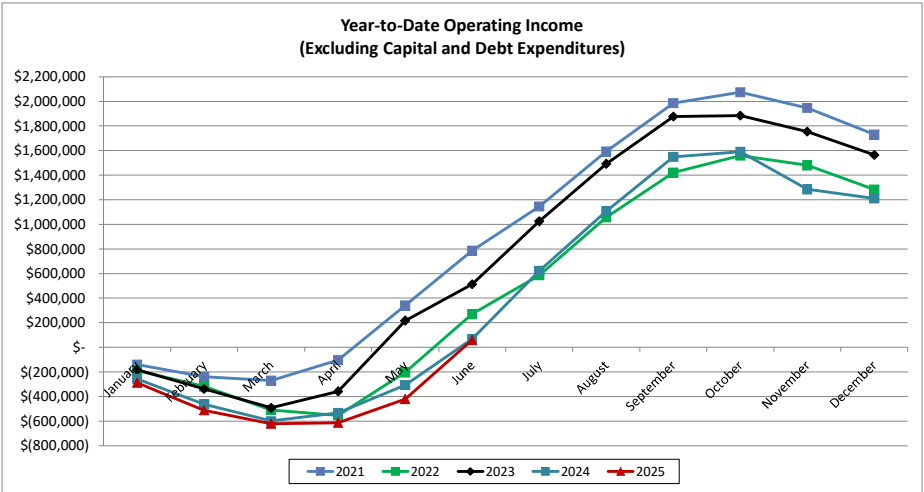
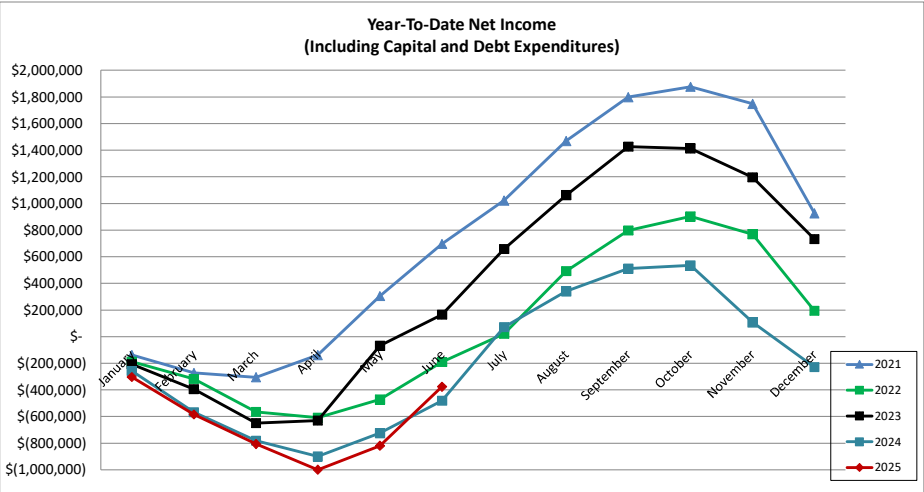
RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of June 30, 2025

ORG/ OBJECT	DESCRIPTION	2025 BUDGET	MONTH				YEAR-TO-DATE			
			2025	2024	DIFF	% DIFF	2025	2024	DIFF	% DIFF
5520	RESERVE 22 REVENUES:									
441100	Food	\$ 2,111,500	\$ 234,500	\$ 248,577	\$ (14,077)	-6%	\$ 864,998	\$ 879,789	\$ (14,791)	-2%
441101	Liquor	483,800	71,658	66,500	5,158	8%	188,033	192,086	(4,053)	-2%
441102	Beer	557,100	83,154	85,536	(2,382)	-3%	222,748	230,511	(7,763)	-3%
441103	Wine	242,900	23,700	25,193	(1,493)	-6%	97,705	104,324	(6,620)	-6%
441104	NA Beverages	121,500	18,617	24,717	(6,100)	-25%	43,273	51,833	(8,560)	-17%
441106	Room Charges	3,800	169	-	169	0%	1,479	1,550	(71)	-5%
441107	Service Charges	227,600	24,272	28,121	(3,849)	-14%	89,994	87,091	2,903	3%
489000	Miscellaneous Revenue	250	(119)	16	(135)	-859%	533	(22)	555	-2546%
	Total Revenues	\$ 3,748,450	\$ 455,952	\$ 478,660	\$ (22,708)	-5%	\$ 1,508,763	\$ 1,547,163	\$ (38,400)	-2%
55730	COST OF GOODS SOLD:									
530400	Cost of Goods Sold - Beer	\$ 144,850	\$ 18,204	\$ 23,069	\$ (4,865)	-21%	\$ 54,839	\$ 61,209	\$ (6,370)	-10%
530401	Cost of Goods Sold - Wine	75,300	5,995	9,827	(3,832)	-39%	27,638	29,733	(2,095)	-7%
530402	Cost of Goods Sold - Liquor	101,600	11,025	18,902	(7,878)	-42%	40,119	41,817	(1,699)	-4%
530405	Cost of Goods Sold - NA Beverages	63,180	11,501	15,552	(4,051)	-26%	27,808	37,136	(9,327)	-25%
530420	Cost of Goods Sold - Food	675,680	81,558	105,616	(24,058)	-23%	291,871	320,123	(28,252)	-9%
	Total Cost of Goods Sold	\$ 1,060,610	\$ 128,282	\$ 172,967	\$ (44,684)	-26%	\$ 442,275	\$ 490,018	\$ (47,743)	-10%
	Gross Profit	\$ 2,687,840	\$ 327,670	\$ 305,694	\$ 21,976	7%	\$ 1,066,488	\$ 1,057,145	\$ 9,343	1%
	Gross Profit Percentage	72%	72%	64%			71%	68%		
55730	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	\$ 838,556	\$ 66,658	\$ 71,393	\$ (4,735)	-7%	\$ 433,636	\$ 400,130	\$ 33,506	8%
510120	Salaries - Non-Pensionable	749,543	78,959	86,663	(7,703)	-9%	308,158	341,103	(32,945)	-10%
510200	Salaries - Overtime	7,500	460	535	(75)	-14%	1,244	2,596	(1,352)	-52%
510399	Tips Paid Through Payroll	-	(113)	725	(838)	-116%	3,812	(2,417)	6,228	-258%
510400	FICA Taxes	153,178	15,244	16,094	(850)	-5%	69,924	70,552	(628)	-1%
510500	IMRF	43,689	4,344	4,069	275	7%	26,511	22,412	4,099	18%
590600	Health Insurance	85,500	7,162	7,068	94	1%	46,555	44,804	1,751	4%
52XXXX	Contractual Services	227,560	27,370	23,054	4,316	19%	119,324	103,771	15,553	15%
53XXXX	Commodities	192,500	14,833	20,954	(6,121)	-29%	89,770	96,887	(7,116)	-7%
	Total Operating Expenses	\$ 2,298,026	\$ 214,917	\$ 230,553	\$ (15,637)	-7%	\$ 1,098,934	\$ 1,079,838	\$ 19,096	2%
	Operating Income (Loss)	\$ 389,814	\$ 112,753	\$ 75,140	\$ 37,613	50%	\$ (32,446)	\$ (22,693)	\$ (9,753)	43%
	Operating Income (Loss) Percentage	10%	25%	16%			-2%	-1%		

RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of June 30, 2025

ORG/ OBJECT	DESCRIPTION	2025 BUDGET	MONTH				YEAR-TO-DATE			
			2025	2024	DIFF	% DIFF	2025	2024	DIFF	% DIFF
<u>KEY METRICS</u>										
		<u>Goal</u>								
Revenue Source:										
Restaurant & Bar	N/A		\$ 263,700	\$ 257,539	\$ 6,161	2%	\$ 873,311	\$ 916,671	\$ (43,360)	-5%
Banquets	N/A		125,242	153,226	(27,984)	-18%	483,877	474,820	9,058	2%
Other	N/A		67,010	67,895	(885)	-1%	151,575	155,673	(4,097)	-3%
Total	\$ 3,748,450		\$ 455,952	\$ 478,660	\$ (22,708)	-5%	\$ 1,508,763	\$ 1,547,163	\$ (38,400)	-2%
Reserve 22 Revenues (Last 12 Months)	\$ 3,748,450						\$ 3,553,993	\$ 3,656,664	\$ (102,671)	-3%
Reserve 22 Expenses (Last 12 Months)	\$ 3,358,636						\$ 3,308,305	\$ 3,413,359	\$ (105,053)	-3%
# Guest Checks (Restaurant/Bar)	N/A		6,784	6,661	123		20,197	21,265	(1,068)	
Revenue Per Guest Check	N/A		\$ 38.87	\$ 38.66	\$ 0.21		\$ 43.24	\$ 43.11	\$ 0.13	
# Guests (Restaurant/Bar)	N/A		10,248	10,367	(119)		30,943	33,969	(3,026)	
Average Guest Spend	N/A		\$ 25.73	\$ 24.84	\$ 0.89		\$ 28.22	\$ 26.99	\$ 1.24	
Cost of Goods Sold %	28%		28%	36%	-8%		29%	32%	-2%	
Cost of Goods Sold % (By Category):										
Cost of Goods Sold - Beer	26%		22%	27%	-5%		25%	27%	-2%	
Cost of Goods Sold - Wine	31%		25%	39%	-14%		28%	29%	0%	
Cost of Goods Sold - Liquor	21%		15%	28%	-13%		21%	22%	0%	
Cost of Goods Sold - NA Beverages	52%		62%	63%	-1%		64%	72%	-7%	
Cost of Goods Sold - Food	32%		35%	42%	-8%		34%	36%	-3%	
Personnel Expenses as % of Revenues	50%		38%	39%	-1%		59%	57%	2%	
Prime Cost (Cost of Goods Sold + Personnel Expenses) as % of Revenues	78%		66%	75%	-9%		88%	89%	-1%	

Village Links / Reserve 22
Dashboard Financial Reports
As of June 30, 2025





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

Meeting 9/8/2025 5:30 PM
Department: Finance
Department Head: Patrick Brankin
Category: Budget
Prepared By: Patrick Brankin

**AGENDA ITEM (ID
2025-748)**

DOC ID: 2025-748

Budget Kickoff: Discuss Revenue Projections and Budget Challenges in Preparation for the Calendar Year 2026 Budget Process

Statement of the Issue:

As the Board begins the planning process for the Calendar Year 2026 budget, staff would like to outline the key steps and challenges we will address in the upcoming Board Workshop. This memo serves as the initial kickoff for our budgetary discussions and sets the stage for a collaborative and strategic approach to the Village's financial planning. Staff is looking for initial feedback from the Village Board as we embark on developing a budget for the next fiscal year.

Analysis:

Review of the 2025 Midyear Financial Report

The first agenda item will be to review the 2025 midyear financial report. This report provides a snapshot of the Village's current financial status, highlighting Village revenues, expenditures, and cash reserves through the midpoint of the year. The Village Board recently accepted the calendar year (CY) 2024 audit and has had preliminary conversations regarding the potential transfer of some of the General Fund reserve surplus to the Water & Sanitary Sewer fund to be applied to the costs of Lead Service Line Replacement.

In addition, attached is the Q2 Strategic Plan Update, which provides a comprehensive overview of progress made on the action plan and priority projects identified by the Village Board. This update not only highlights key accomplishments and milestones achieved to date but also reflects the ongoing alignment between strategic initiatives and resource allocation through the budget process. As we prepare to embark on a new Strategic Planning cycle later this year, this report serves as both a reflection of what has been accomplished and a foundation for informed decision-making moving forward. It demonstrates our continued commitment to transparency, accountability, and measurable progress toward the community's long-term goals.

Overall Financial Position and Challenges

The Village's overall financial position remains strong. However, the Village is navigating cost of living increases that continue to be higher than what was experienced for many years. These increases affect nearly all Village functions, from contractual services to personnel costs. Additionally, staff has identified a number of especially significant challenges in the short term:

1. **Increased Pension Contributions:** We are anticipating another substantial increase in the

Village's police pension contributions for 2026. This contribution is determined by an actuarial valuation and is projected to increase by approximately \$260,000 in 2026. The primary reasons given for this increase include the Village's recent change in pension funding policy to aggressively reduce the police pension liability, increased membership in active-duty participants, and compensation increases for active-duty members included in the most recent collective bargaining agreement.

2. Rising Personnel Costs: Personnel costs continue to rise, driven by contractual obligations, healthcare expenses, the difficulty of recruiting and retaining talented employees, and other related factors such as the classification and compensation study recently completed by the Village. In addition, the Village is currently negotiating its first collective bargaining agreement for certain Public Works employees. Health insurance premiums comprise a significant portion of these rising personnel costs. The Village, like our neighboring municipalities, is experiencing drastic increases in health insurance costs. Per the Intergovernmental Personnel Benefit Cooperative (IPBC), the intergovernmental agency and risk pool in which the Village participates, these increases are caused by continued increases in market trends for healthcare costs and the coverage of weight-loss medications such as GLP-1. The Village, at its most recent renewal on July 1, 2025, saw premium increases of more than 15% for PPO plans and increases of 3.3% to 6.3% for HMO plans.

3. Loss of Use Tax Revenue: Use Tax, as defined by the Use Tax Act (35 ILCS 105/), is a tax imposed on the privilege of using, in Illinois, any item of tangible personal property that is purchased anywhere at retail. As the Board may be aware, recent legislative changes in Illinois have contributed to increases in the Village's sales tax collections from the State. However, decreased use tax collections represent the flip side of this coin and these collections are decreasing at a greater than expected rate. Whereas the Village collected over \$1 million in Use Tax revenues from the State as recently as 2024, the Illinois Municipal League now projects our 2026 collections to be less than \$200,000.

4. Facility Needs: The Village continues to be challenged by aging facilities, including the Civic Center, Fire Stations, GWA, and the Public Works Reno Center. The Fire Stations and GWA have separate funding sources that need continued attention, but the Civic Center and Reno Center are funded through a contribution from the General Fund and Water and Sewer Funds. Given the needs of these buildings, additional resources are necessary to address these issues over the next decade. Dedicated more resources immediately, will begin to assist in addressing these building needs.

Review of the 2026 General Fund Revenue Budget

Following our discussion on the midyear financial report and the overall financial challenges, we will review the first draft of the 2026 general fund revenue budget. Understanding revenue trends through forecasting is a critical step in the budget process.

Budget Impact:

Direction provided by the Board at this workshop will influence the preparation of the 2026 budget.

Contribution to Strategic Plan

Strategic Priority: Financial Stability; Initiative: Maintain financial stability and create a financial decision-making framework

Action Requested:

Staff seeks direction from the Board in two primary areas:

1. **Transfer of Excess General Fund Reserves:** As discussed with the Board earlier in the year,

Staff continues to recommend that \$500,000 in General Fund reserves be transferred to the Water & Sanitary Sewer Fund to assist with the costs of Lead Line Replacement. Additionally, staff seeks direction from the Board on the use of remaining excess reserves.

2. **Property Tax Levy Increase:** Determining the size of the property tax levy increase that the Board is willing to support is essential for our budget planning. As the Board is aware, we often discuss potential increases to the levy in two separate areas: cost of living increases (CPI) and new growth. The CPI for 2024 to be used in the 2025 levy calculations was 2.9%, and 2024 actual new growth to be used for 2025 levy calculations was 0.5%, making the total levy increase permissible under the Property Tax Extension Law Limit (PTELL) 3.4%. During the Board Workshop, staff will walk through various scenarios and examine the financial impact of these scenarios on the Village and its residents.

Attachments:

1. Draft revenue budget summary
2. Draft revenue budget detail
3. 2026 Budget Schedule
4. 2025 Action Report Priorities-2025-09-01
5. CY20-25 Strategic Plan-Action Plan-CY2025 Q2-2025-09-04

**VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES**

ORG	OBJECT	ACCOUNT DESCRIPTION	2024 ACTUAL	2025 ORIG BUD	2025 REV BUD	2025 PROJECTION	2026 BUDGET	\$ CHG FROM 2025 ORIG BUD	% CHG FROM 2025 ORG BUD	\$ CHG FROM 2025 PROJ	% CHG FROM 2025 PROJ
TAXES											
1000	410100	PROPERTY TAX	8,505,948	8,970,182	8,970,182	8,970,182	9,272,297	302,115	3.4%	302,115	3.4%
1000	410113	PROPERTY TAX - SSA # 13	43,457	43,800	43,800	43,800	43,800	-	0.0%	-	0.0%
1000	410114	PROPERTY TAX - SSA # 14	96,075	95,100	95,100	95,100	95,100	-	0.0%	-	0.0%
1000	410115	PROPERTY TAX - SSA # 15	5,028	4,500	4,500	4,500	4,500	-	0.0%	-	0.0%
1000	410116	PROPERTY TAX - SSA # 16	2,327	2,300	2,300	2,300	2,300	-	0.0%	-	0.0%
1000	410117	PROPERTY TAX - SSA # 17	664	700	700	700	700	-	0.0%	-	0.0%
1000	410200	ROAD AND BRIDGE TAX	201,613	200,000	200,000	200,000	200,000	-	0.0%	-	0.0%
1000	410300	PPRT	223,508	302,000	302,000	194,000	217,000	(85,000)	-28.1%	23,000	11.9%
1000	410400	SALES TAX	5,279,220	5,360,750	5,360,750	5,939,000	6,254,300	893,550	16.7%	315,300	5.3%
1000	410405	HOME RULE SALES TAX	4,116,784	4,175,200	4,175,200	4,497,600	4,700,000	524,800	12.6%	202,400	4.5%
1000	410410	STATE USE TAX	1,016,284	795,000	795,000	400,000	150,000	(645,000)	-81.1%	(250,000)	-62.5%
1000	410411	CANNABIS USE TAX	46,055	50,000	50,000	50,000	50,000	-	0.0%	-	0.0%
1000	410412	AUTO RENTAL TAX	32,892	33,000	33,000	30,000	33,000	-	0.0%	3,000	10.0%
1000	410420	STATE INCOME TAX	4,898,639	5,189,000	5,189,000	5,266,200	5,529,500	340,500	6.6%	263,300	5.0%
1000	410700	DEMOLITION TAX	8,800	10,000	10,000	10,000	10,000	-	0.0%	-	0.0%
1000	410800	HOTEL TAX	140,627	120,000	120,000	120,000	120,000	-	0.0%	-	0.0%
SUBTOTAL TAXES			24,617,920	25,351,532	25,351,532	25,823,382	26,682,497	1,330,965	5.3%	859,115	3.3%
LICENSES AND PERMITS											
1000	420100	VEHICLE LICENSES	294,931	300,000	300,000	300,000	300,000	-	0.0%	-	0.0%
1000	420200	BUSINESS REGISTRATION LICENSES	80,212	60,000	60,000	60,000	60,000	-	0.0%	-	0.0%
1000	420300	LIQUOR LICENSES	125,019	135,000	135,000	140,000	140,000	5,000	3.7%	-	0.0%
1000	420400	BUILDING PERMITS	1,415,491	1,225,000	1,225,000	1,100,000	1,225,000	-	0.0%	125,000	11.4%
1000	420420	STORMWATER ENGINEERING FEE	30,028	40,000	40,000	20,000	40,000	-	0.0%	20,000	100.0%
1000	420450	ELEVATOR INSPECTIONS	22,800	22,650	22,650	30,000	30,000	7,350	32.5%	-	0.0%
SUBTOTAL LICENSES AND PERMITS			1,968,481	1,782,650	1,782,650	1,650,000	1,795,000	12,350	0.7%	145,000	8.8%
INTERGOVERNMENTAL											
1000	430100	FEDERAL GRANT REVENUE	7,334	-	-	1,000	-	-	0.0%	(1,000)	-100.0%
1000	430110	FEDERAL GRANT-RIDE DUPAGE	7,889	8,500	8,500	8,500	8,500	-	0.0%	-	0.0%
SUBTOTAL INTERGOVERNMENTAL			15,223	8,500	8,500	9,500	8,500	-	0.0%	(1,000)	-10.5%

**VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES**

ORG	OBJECT	ACCOUNT DESCRIPTION	2024 ACTUAL	2025 ORIG BUD	2025 REV BUD	2025 PROJECTION	2026 BUDGET	\$ CHG FROM 2025 ORIG BUD	% CHG FROM 2025 ORG BUD	\$ CHG FROM 2025 PROJ	% CHG FROM 2025 PROJ
CHARGES FOR SERVICES											
1000	440050	AMBULANCE SERVICE FEES	108	-	-	-	-	-	0.0%	-	0.0%
1000	440060	POLICE FALSE ALARM FEES	6,550	7,500	7,500	7,500	7,500	-	0.0%	-	0.0%
1000	440065	POLICE FINGERPRINTING FEES	2,437	2,200	2,200	2,200	2,200	-	0.0%	-	0.0%
1000	440070	POLICE ACCIDENT REPORTS	4,525	4,000	4,000	4,000	4,000	-	0.0%	-	0.0%
1000	440080	OVERWEIGHT TRUCK PERMIT	11,075	17,900	17,900	10,000	17,900	-	0.0%	7,900	79.0%
1000	440100	POLICE SERVICE REIMBURSEMENTS	167,190	165,000	165,000	165,000	175,000	10,000	6.1%	10,000	6.1%
1000	440120	REIMBURSEMENT - OTHER AGENCIES	137,300	136,100	136,100	136,100	181,300	45,200	33.2%	45,200	33.2%
1000	440130	REIMBURSEMENT - GLEN OAK	58,637	58,600	58,600	53,818	58,600	-	0.0%	4,782	8.9%
1000	440170	FACILITY RENTALS	-	-	-	-	-	-	0.0%	-	0.0%
1000	440221	CABLE FRANCHISE FEES	445,343	500,000	500,000	450,000	450,000	(50,000)	-10.0%	-	0.0%
SUBTOTAL CHARGES FOR SERVICES			833,164	891,300	891,300	828,618	896,500	5,200	0.6%	67,882	8.2%
FINES AND FEES											
1000	450100	POLICE ORDINANCE FINES	246,462	220,000	220,000	220,000	220,000	-	0.0%	-	0.0%
1000	450200	TRAFFIC COURT FINES	308,452	300,000	300,000	300,000	300,000	-	0.0%	-	0.0%
1000	450300	PLAN & DEV ADJUDICATION FINES	13,750	30,000	30,000	15,000	20,000	(10,000)	-33.3%	5,000	33.3%
SUBTOTAL FINES AND FEES			568,664	550,000	550,000	535,000	540,000	(10,000)	-1.8%	5,000	0.9%
INVESTMENT INCOME											
1000	460100	INVESTMENT INCOME	792,483	750,000	750,000	600,000	500,000	(250,000)	-33.3%	(100,000)	-16.7%
SUBTOTAL INVESTMENT INCOME			792,483	750,000	750,000	600,000	500,000	(250,000)	-33.3%	(100,000)	-16.7%
MISCELLANEOUS REVENUE											
1000	480110	POLICE TRAINING REIMBURSE	8,813	12,000	12,000	6,000	12,000	-	0.0%	6,000	100.0%
1000	480200	PARKWAY REFORESTATION	5,750	2,000	2,000	2,000	2,000	-	0.0%	-	0.0%
1000	480438	COD LICENSE FEE	-	55,850	55,850	55,750	56,500	650	1.2%	750	1.3%
1000	480440	CELL TOWER RENTAL INCOME	58,275	190,550	190,550	190,550	198,200	7,650	4.0%	7,650	4.0%
1000	482000	LEASE REVENUE	111,477	-	-	-	-	-	0.0%	-	0.0%
1000	482101	SBITA REVENUE	-	-	-	-	-	-	-	-	-
1000	489000	MISCELLANEOUS REVENUE	85,985	100,000	100,000	125,000	125,000	25,000	25.0%	-	0.0%
1000	489100	MISCELLANEOUS - OVER/SHORT	375	-	-	-	-	-	0.0%	-	0.0%
SUBTOTAL MISCELLANEOUS REVENUE			270,675	360,400	360,400	379,300	393,700	33,300	9.2%	14,400	3.8%

**VILLAGE OF GLEN ELLYN
GENERAL FUND REVENUES**

ORG	OBJECT	ACCOUNT DESCRIPTION	2024 ACTUAL	2025 ORIG BUD	2025 REV BUD	2025 PROJECTION	2026 BUDGET	\$ CHG FROM 2025 ORIG BUD	% CHG FROM 2025 ORG BUD	\$ CHG FROM 2025 PROJ	% CHG FROM 2025 PROJ
TRANSFERS IN (IFTS)											
1000	490100	REIMB - MFT LABOR / EQUIP	230,111	275,000	275,000	275,000	275,000	-	0.0%	-	0.0%
1000	490110	REIMB - ACCOUNTING SERVICES	755,200	898,100	898,100	898,100	982,100	84,000	9.4%	84,000	9.4%
1000	490120	REIMB - STAFF ENGINEER	285,800	309,000	309,000	309,000	334,400	25,400	8.2%	25,400	8.2%
1000	490140	REIMB - PW SERVICE CHARGE	130,500	138,400	138,400	138,400	146,200	7,800	5.6%	7,800	5.6%
1000	490150	REIMB - FACILITIES MAINTENANCE	161,300	157,800	157,800	157,800	157,800	-	0.0%	-	0.0%
1000	490160	REIMB - PW OPERATIONS	20,000	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
1000	490180	REIMB - FORFEITURE FUND	43,401	-	-	-	-	-	0.0%	-	0.0%
1000	490800	OPERATING TRANSFER IN	53,400	53,400	53,400	53,400	53,400	-	0.0%	-	0.0%
1000	490850	OPERATING XFER-PROPERTY TAX	(4,513,598)	(4,746,022)	(4,746,022)	(4,746,022)	(4,905,868)	(159,846)	3.4%	(159,846)	3.4%
SUBTOTAL TRANSFERS IN (IFTS)			(2,833,886)	(2,894,322)	(2,894,322)	(2,894,322)	(2,936,968)	(42,646)	1.5%	(42,646)	1.5%
TOTAL	GENERAL FUND REVENUES		26,232,725	26,800,060	26,800,060	26,931,478	27,879,229	1,079,169	4.0%	947,751	3.5%

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2026 2026 ANNUAL BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2026 Department
1000	GENERAL FUND REVENUES			
1000	410100 - PROPERTY TAX			9,272,297.00 *
	OPERATING LEVY - 0.5% NEW GROWTH and 2.9% CPI		1.00	4,366,429.00 -4,366,429.00
	CAPITAL LEVY - 0.5% NEW GROWTH ONLY AND 2.9% CPI		1.00	4,905,868.00 -4,905,868.00
1000	410113 - PROPERTY TAX - SSA # 13			43,800.00 *
	MINIMAL INCREASE DUE TO BASE EAV INCREASES		1.00	43,800.00 -43,800.00
1000	410114 - PROPERTY TAX - SSA # 14			95,100.00 *
	ANTICIPATE MINIMAL INCREASE DUE TO BASE EAV INCR		1.00	95,100.00 -95,100.00
1000	410115 - PROPERTY TAX - SSA # 15			4,500.00 *
	MINIMAL INCREASE ANTICIPATED		1.00	4,500.00 -4,500.00
1000	410116 - PROPERTY TAX - SSA # 16			2,300.00 *
	MINIMAL INCREASE ANTICIPATED		1.00	2,300.00 -2,300.00
1000	410117 - PROPERTY TAX - SSA # 17			700.00 *
	MINIMAL INCREASE FROM PRIOR YEAR		1.00	700.00 -700.00
1000	410200 - ROAD AND BRIDGE TAX			200,000.00 *
	ROAD & BRIDGE TAX		1.00	200,000.00 -200,000.00
1000	410300 - PPRT			217,000.00 *
	BASED ON IML PROJECTIONS		1.00	217,000.00 -217,000.00
1000	410400 - SALES TAX			6,254,300.00 *
	BASED ON CURRENT TRENDS		1.00	6,254,300.00 -6,254,300.00
1000	410405 - HOME RULE SALES TAX			4,700,000.00 *
	BASED ON CURRENT TRENDS		1.00	4,700,000.00 -4,700,000.00
1000	410410 - STATE USE TAX			150,000.00 *
	BASED ON IML ESTIMATE & TREND		1.00	150,000.00 -150,000.00
1000	410411 - CANNABIS USE TAX			50,000.00 *
	BASED ON IML ESTIMATE & TRENDS		1.00	50,000.00 -50,000.00

VILLAGE OF GLEN ELLYN

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2026 2026 ANNUAL BUDGET					
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2026 Department
1000	410412 - AUTO RENTAL TAX		1.00	33,000.00	33,000.00 * -33,000.00
1000	410420 - STATE INCOME TAX BASED ON TRENDS & IML PROJECTIONS		1.00	5,529,500.00	5,529,500.00 * -5,529,500.00
1000	410700 - DEMOLITION TAX DEMOLITION TAX		1.00	10,000.00	10,000.00 * -10,000.00
1000	410800 - HOTEL TAX BASED ON 2025 PROEJCTED ACTUAL		1.00	120,000.00	120,000.00 * -120,000.00
1000	420100 - VEHICLE LICENSES BASED ON HISTORICAL AMOUNTS		1.00	300,000.00	300,000.00 * -300,000.00
1000	420200 - BUSINESS REGISTRATION LICENSES BASED ON 2025 PROJECTED ACTUAL		1.00	60,000.00	60,000.00 * -60,000.00
1000	420300 - LIQUOR LICENSES BASED OFF HISTORICAL RESULTS		1.00	140,000.00	140,000.00 * -140,000.00
1000	420400 - BUILDING PERMITS BASED OFF HISTORICAL RESULTS		1.00	1,225,000.00	1,225,000.00 * -1,225,000.00
1000	420420 - STORMWATER ENGINEERING FEE		1.00	40,000.00	40,000.00 * -40,000.00
1000	420450 - ELEVATOR INSPECTIONS BASED OFF 2025 PROJECTED		1.00	30,000.00	30,000.00 * -30,000.00
1000	430110 - FEDERAL GRANT-RIDE DUPAGE BASED OF HISTORICAL RESULTS		1.00	8,500.00	8,500.00 * -8,500.00
1000	440060 - POLICE FALSE ALARM FEES				7,500.00
1000	440065 - POLICE FINGERPRINTING FEES BASED OFF 2025 PROJECTED		1.00	2,200.00	2,200.00 * -2,200.00
1000	440070 - POLICE ACCIDENT REPORTS BASED OFF HISTORICAL RESULTS		1.00	4,000.00	4,000.00 * -4,000.00
1000	440080 - OVERWEIGHT TRUCK PERMIT OXCART REVENUE FROM OVERWEIGHT PERMIT		1.00	17,900.00	17,900.00 * -17,900.00
1000	440100 - POLICE SERVICE REIMBURSEMENTS REIMBURSEMENT FROM SCHOOL DISTRICT 87		1.00	165,000.00	175,000.00 * -165,000.00
	MISCELLANEOUS REIMBURSEMENTS		1.00	10,000.00	-10,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2026 2026 ANNUAL BUDGET					
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2026 Department
1000	440120 - REIMBURSEMENT - OTHER AGENCIES				181,300.00 *
	REIMBURSEMENT FROM LIBRARY FOR		1.00	1,200.00	-1,200.00
	ACCOUNTING SERVICE				
	REIMBURSEMENT FROM GWA FOR ACCOUNTING		1.00	180,100.00	-180,100.00
	SERVICE				
1000	440130 - REIMBURSEMENT - GLEN OAK				58,600.00 *
	REIMBURSEMENT FROM GLEN OAK COUNTRY		1.00	58,600.00	-58,600.00
	CLUB PER ANNEX				
1000	440221 - CABLE FRANCHISE FEES				450,000.00 *
	QUARTERLY FRANCHISE FEES ARE RECEIVED		1.00	450,000.00	-450,000.00
	FROM CABLE TELEVISION PROVIDERS				
1000	450100 - POLICE ORDINANCE FINES				220,000.00 *
	POLICE ORDINANCE FINES		1.00	220,000.00	-220,000.00
1000	450200 - TRAFFIC COURT FINES				300,000.00 *
	TRAFFIC COURT FINES BASED OFF		1.00	300,000.00	-300,000.00
	HISTORICAL ACTIVITY				
1000	450300 - PLAN & DEV ADJUDICATION FINES				20,000.00 *
	PLANNING ADJUDICATION FINES		1.00	20,000.00	-20,000.00
1000	460100 - INVESTMENT INCOME				500,000.00 *
			1.00	500,000.00	-500,000.00
1000	480110 - POLICE TRAINING REIMBURSE				12,000.00 *
			1.00	12,000.00	-12,000.00
1000	480200 - PARKWAY REFORESTATION				2,000.00 *
	BASED OFF HISTORICAL RESULTS		1.00	2,000.00	-2,000.00
1000	480438 - COD LICENSE FEE				56,500.00 *
	ANNUAL LICENSE FEE WITH COLLEGE OF		1.00	30,000.00	-30,000.00
	DUPAGE				
	BUILDING AND PARKING MAINTENANCE		1.00	26,500.00	-26,500.00
	PORTION OF ABOVE				
1000	480440 - CELL TOWER RENTAL INCOME				198,200.00 *
	RENTAL REVENUE FOR CELL TOWERS LOCATED		1.00	198,200.00	-198,200.00
	ON VILLAGE PROPERTY				

VILLAGE OF GLEN ELLYN

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2026 2026 ANNUAL BUDGET				
ACCOUNTS FOR: GENERAL FUND				
	VENDOR	QUANTITY	UNIT COST	2026 Department
1000 489000 - MISCELLANEOUS REVENUE		1.00	125,000.00	125,000.00 * -125,000.00
1000 490100 - REIMB - MFT LABOR / EQUIP TRANSFER FROM MFT FUND		1.00	275,000.00	275,000.00 * -275,000.00
1000 490110 - REIMB - ACCOUNTING SERVICES REIMBURSEMENT FOR ACCOUNTING SERVICES FROM OTHER FUNDS/ENTITIES		1.00	982,100.00	982,100.00 * -982,100.00
1000 490120 - REIMB - STAFF ENGINEER REIMBURSEMENT FROM CAPITAL PROJECTS FUND FOR VILLAGE ENGINEER PERSONNEL COSTS		1.00	334,400.00	334,400.00 * -334,400.00
1000 490140 - REIMB - PW SERVICE CHARGE PARKING FUND REIMBURSEMENT TO GENERAL FUND FOR MAINTENANCE AND PERSONNEL COSTS		1.00	146,200.00	146,200.00 * -146,200.00
1000 490150 - REIMB - FACILITIES MAINTENANCE TRANSFER FROM OTHER FUNDS FOR THEIR SHARE OF FACILITIES MAINTENANCE COSTS		1.00	157,800.00	157,800.00 * -157,800.00
1000 490160 - REIMB - PW OPERATIONS TRANSFER FROM PARKING FUND TO REIMBURSE FOR PUBLIC WORKS COSTS		1.00	20,000.00	20,000.00 * -20,000.00
1000 490800 - OPERATING TRANSFER IN ACCOUNTING REIMBURSEMENT FOR FOOD AND BEVERAGE TAX		1.00	53,400.00	53,400.00 * -53,400.00
1000 490850 - OPERATING XFER-PROPERTY TAX TRANSFER OF CAPITAL PORTION OF PROPERTY TAX LEVY TO CAPITAL PROJECTS FUND		1.00	4,905,868.00	-4,905,868.00 * 4,905,868.00
TOTAL GENERAL FUND REVENUES				27,879,229.00
TOTAL GENERAL FUND				27,879,229.00
GRAND TOTAL				27,879,229.00

** END OF REPORT - Generated by Patrick Brankin **

**VILLAGE OF GLEN ELLYN
2025/2026 BUDGET SCHEDULE**

MUNIS available for department budget entry June 25, 2025

Department budgets and draft narratives due August 8, 2025

Department budget review meetings with Village Manager August 8, 2025
August 29, 2025

Department final narratives due September 5, 2025

Village Board Special Workshop (6pm) Budget overview, revenues, Q2 2025 financials, reserve transfer for LSLR, obtain initial Board feedback and parameters September 8, 2025

Village Board Workshop - CIP Review September 15, 2025

Distribution of proposed budget to Village Board September 30, 2025

Village Board Special Workshop General Fund October 6, 2025

Village Board Workshop Other Funds October 20, 2025

Village Board Special Workshop (6pm) Open Items, if needed October 27, 2025

Village Board Meeting Budget public hearing and first reading November 10, 2025
Village Board Meeting Tax levy public hearing and first reading November 10, 2025

Village Board Special Meeting Budget second reading and adoption November 17, 2025
Property tax levy second reading and adoption

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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27	28	29	30	31		

August						
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31						

September						
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October						
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November						
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December						
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CY2020-25 Strategic Plan Action Report – CY25 Goals

Subject to direction from the Village Board, the following is the current list of high-priority goals for Calendar Year 2025, along with Q2 updates. These items, presented in no particular order, will be highlighted in blue in the CY2020–2025 Strategic Action Plan Summary.:

1. **Strategic Priority:** Financial Stability; **Initiative:** Staff to research and identify additional revenue sources as part of the CY25 budget preparation process. In addition, apply for grants and find alternative revenues to address project funding gaps and minimize the potential of issuing debt for capital projects.
 - ✓ Received the GFOA budget award for our 2025 budget, with special recognition in the area of strategic goals and strategies. Applying for the 2024 ACFR and PAFR awards upon completion of the audit.
 - ✓ Evaluated the Fire/EMS/Capital fees and declined to recommend a rate increase until an architect is under contract and an updated capital plan is presented by the Fire Company.
 - ✓ Lead service line ordinances established an approach to private lines as well as creating a \$6 monthly fee on all water accounts which will be discontinued when the Village's financial obligations related to lead service line replacement have been met.
2. **Strategic Priority:** Effective Governance; **Initiative:** Finalize the Redevelopment Agreement for the US Bank property, sell the property to the Park District, and assist in identifying grant funds and other ways to fund the gap for Phase II of the project by end of 2024.
 - ✓ The Village and Park District approved lease agreements for maintenance of Manor Woods and Panfish Park
 - ✓ The Village sold the US Bank site to the Park District and demolition is scheduled by the Park District for September 2025.
3. **Strategic Priority:** Development; **Initiative:** Advance and communicate to the community the process for developing the Roosevelt Rd./Taft Ave. property by approving two different purchase and sale agreements by June 2024.
 - ✓ Staff is coordinating with the U.S. Department of Housing and Urban Development on the next steps in the grant application process. The grant is intended to cover the costs of the demolition of the western parcels. As part of the grant requirements, an environmental review of the property is required prior to demolition. The Village has established an intergovernmental agreement with DuPage County to conduct the environmental review required by the Department of Housing and Urban Development as part of the grant application.
 - ✓ Go Glen Ellyn Two, LLC plans to utilize the acquired eastern parcels, including the portion fronting Roosevelt Road, for commercial development that will align with its adjacent property located east of the site. They have had issues with Illinois EPA with their demolition process and continue to address those issues before developing the site.
4. **Strategic Priority:** Infrastructure; **Initiative:** Complete all phases over a four/five-year schedule to be approved by the Village Board.
 - ✓ Crescent-Glenwood Parking Lot and Median Rehabilitation design nearly complete and targeted for construction in fall of 2025.
 - ✓ Duane/Main Alley reconstruction in design and targeted for fall 2025 construction.
5. **Strategic Priority:** Infrastructure; **Initiative:** Complete the 2024 CIP Plan and work towards minimizing the amount of additional debt needed to complete Phase III and IV/Train Station and Underpass project. Begin Phase II Engineering of the Train Station and Pedestrian Tunnel Project to maximize the ability to acquire additional grant funds for this project by May 2026.
 - ✓ The Village has secured a substantial amount of grant funding for this project. To date, \$14.4 Million has been secured from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program, \$5 Million from the Illinois Commerce Commission (ICC) Grade Crossing Protection Fund, \$4 Million

from Metra, and \$1.4M from the Surface Transportation Program, for a total of \$24.8 Million. Glen Ellyn is on the contingency list for an additional \$10.8 Million from the Surface Transportation Program with the Village continuing to explore and apply for additional funding.

- ✓ Currently, the project is targeting competitive bidding in April 2026 which would allow construction to start in early 2026. Construction is currently anticipated to take approximately two years to complete.
- ✓ Land acquisition from UP will be coordinated with IDOT and begin in Fall 2025.

6. **Strategic Priority:** Workforce and Operations; **Initiative:** Implement the new Community Development software with assistance from a consultant to ensure best practices are established through the implementation of the new software system by May 2025.

- ✓ The Community Development software launched on April 21st.
- ✓ Staff continues to coordinate public communications to facilitate an informed and streamlined software deployment.

7. **Strategic Priority:** Workforce Development; **Initiative:** Negotiate the first contract with Public Works employees and continue to focus on succession planning, employee engagement, employee training, and overall employee retention throughout the organization.

- ✓ Ongoing discussions with the International Union of Operating Engineers (IUOE) Local 150 continue to move the process forward.
- ✓ Staff continues to review and update job descriptions and classifications to ensure consistency and alignment with the labor market and findings of the compensation study completed in 2023. These efforts contribute to the Village's strategic goal of Workforce Development.

8. **Strategic Priority:** Infrastructure; **Initiative:** Complete Village Links Clubhouse project by September 2024, the GWA project through issuance of debt by April '24, complete a facilities assessment by Q2 2025, and hire an architectural firm to begin due diligence on Fire Station 62 renovation plans by December '25.

- ✓ **Village Links:** The Master Plan has been completed and continues to be assessed to evaluate timing and funding options. A combination of increasing cash reserves, retiring current debt and value engineering will be necessary.
- ✓ **GWA:** GWA continues to work on items leading up to the groundbreaking for the Primary Clarifier and Gravity Thickener Improvements project. This project is scheduled to commence in Q4 of 2025 with a final completion date of March 10, 2026. GWA completed the cleaning of its second largest anaerobic digester. Just over 500,000 gallons of sludge was removed from the digester, and it will not need to be cleaned again for approximately another 10 years.
- ✓ **Public Works:** The Reno Center remodeling project has been tabled to focus on completing an assessment of all buildings to better plan for future improvements and reevaluate the needs of Public Works and the Reno Center. The Village Board approved a professional services agreement with an architectural firm to conduct the Reno Center space needs analysis.
- ✓ **Fire Stations:** In December 2024, staff issued a Request for Qualifications for architectural services for the additions/renovations of the two fire stations. Staff is in the process of interviewing architectural firms that submitted proposals to select the most qualified firm. Staff continues to work through the process of identifying a qualified architectural firm.

9. **Strategic Priority:** Effective Governance; **Initiative:** Develop a governance policy for the Village Board to discuss and agree on rules of order and process improvements by June 2025. A framework and protocol have been developed and discussed by the Board in July at a special workshop regarding the governance issue.

10. **Strategic Priority:** Effective Governance; **Initiative:** Quality of life topics including:

- a. Complete a Sustainability Study by hiring a consultant through an RFP process.
 - ✓ paleBLUEdot has provided four baseline documents that include data on the Village's greenhouse gas emissions inventory, ground coverage and heat islands, renewable energy potential, and more.

- ✓ Members of the Environmental Commission, Village Board, and staff met with paleBLUEdot to discuss Village sustainability goals. paleBLUEdot is in the process of drafting these goals to incorporate into the sustainability assessments, to be reviewed and adopted by the Village Board.

b. McKee House:

- ✓ Continue to work in partnership with the Midwest SOARRING Foundation (MSF) to seek grants and develop formal plans to renovate the McKee House. Concept plans were shared at an event and stakeholders are seeking grants and donations to fund the \$4M project.
- ✓ The McKee House Preservation Group, Inc. a new 501(c)(3) nonprofit, has been established to assist with fundraising and development efforts. This nonprofit has seven dedicated board members including Village, District, and MSF representatives, as well as other interested members from the community. The nonprofit has created subcommittees for fundraising and outreach. The nonprofit McKee House Preservation Group, Inc was awarded a \$300,000 grant from Illinois 46th Dist. Rep. Diane Blair-Sherlock's office. The group will be initiating the grant application process. The groups continue fundraising efforts and raising awareness of the project.
- ✓ Staff met with DuPage County Forest Preserve District to request an extension to the lease agreement and are waiting for a response.

c. Public Art Grant Funding

- ✓ The Village of Glen Ellyn received a visual art grant from the JCS Arts, Health and Education Fund of the DuPage Foundation, which, matched by Village funds, allowed the Public Art Workgroup to install "Enclosure," a permanent public art display in Panfish Park. Unveiled during the June 2025 celebration of the park's newly renovated playground.



2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Red: Critical – significant unresolved issues impacts project scope, schedule &/or budget. Successful project completion unlikely w/o changes or resources

Blue: Priority Projects (12) in 2024/25

Summary: 72 of 74 actions are complete or on track. Added 18 new Action Items (Approx. 25%) since June 2022.

Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
Financial Sustainability	a) Maintain financial stability and create a financial decision making framework	Develop strategy for revenue diversity and growth and cost control measures to meet the challenges of the new economy through the budget process.	Maintain AAA Bond Rating; complete mid-year budget discussion; utilized ARPA Funds; monitor state revenues and pension consolidation impacts; identify ways to sustain right sized departments including public safety departments	Q4 2022-X Q4-2023-X Q4-2024-X Q4-2025	Finance
		Increase Village Board and community awareness of financial policies and procedures through quarterly reports and regular communication; review financial policies with Finance Commission & Village Board	Completed Scorecard in 2020, Five Year Forecast and Update Financial Policies (Pension, Debt, Other); Review Fire Service Fee (2023/24) and Parking Fund (2023/24) and Complete Village's first ever Popular Annual Financial Report in 2024 and '25. Complete new Scorecard by March, 2026.	Q3 2021-X Q4 2022-X Q4-2023-X Q4-2024-X Q2-2026	Finance
		Present recommended budget document annually with integrated strategic priorities	The budget for CY 2026 is in process.	Q4 2025	Finance
	a) Maintain financial stability and create a financial decision making framework	Review EMS/Fire/Capital Fees/W&S Fees/Building Fees/Fire Service Fees	EMS Fee Update complete in 2021, W&S Rates approved in 2025 with lead lines; Refuse Rates approved in 2022 & '23; Fire Service Fees and EMS contract in 2024. Preliminary Building Fees in Aug 2024 and full review with new software system by December 2026.	Q3 2021-X Q4 2022-X Q2 2024-X Q4-2026	Finance
		New Action Item: Develop an annual schedule for fee review and discussions though approval of a Resolution in January each year.	Conduct fee reviews to include: water and sewer rates/increases, parking permits, building permits, Village Links user fees, ambulance fees and Fire Service/EMS fees. Declined to recommend a rate increase until an updated capital plan is presented by the Fire Company.	Q2 2025	Finance



2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
		New Action Item: Staff to research and identify additional revenue sources as part of the CY26 budget preparation process. In addition, apply for grants and find alternative revenues to minimize the potential of issuing debt for capital projects.	Received GFOA Budget Award with special recognition in the area of strategic goals. Applied for 2024 Awards for Annual Comprehensive Financial Report and Popular Annual Financial Report. Staff is in the process of completing grant applications for funding assistance for the demolition of the western parcels of the Roosevelt Road hotel properties and for the joint fire training tower.	Q4 2024-X Q4-2025	Finance
		Determine how to utilize funds above policy level; transfer surplus to Capital Fund and Facilities Fund seek additional grant funds and prioritize funding.	Received Board approval to transfer \$4 million of excess General Fund reserves, with half being allocated to the Capital Projects Fund and half to the Fire Services fund in 2024. Consider options for CY25.	Q3 2023-X Q3-2024-X Q3-2025	Finance
	b) Maintain Village Links/R22 as self-sustaining	Manage revenues and expenses to adequately cover all operating expenses, debt, and capital, including maintaining cash reserves at the required policy level while providing high quality services and customer satisfaction.	Contribute to Glen Ellyn's reputation of a desirable community by presenting the facility in a high quality manner at all times, and Maintain a 4.0 + guest rating for all areas of operation, including golf, dining, and banquets, as reported by customer review portals Open Table, Google Reviews, and Reputation Defender.	Ongoing	Finance/Rec.
		Review monthly and annual financial statement and goals with Recreation Commission and quarterly with Finance Commission and Village Board	Continue to monitor short term and long term trends and maximize profits; updating the master plan for facility and complete monthly financial reports.	Q4 2024-X	Finance/Rec.
		New Action Item: Develop a master plan for the Village Links golf course.	Complete the study by July 2024 and a further feasibility study by March 2025. Master plan has been completed.	Q3 2024-X Q2 2025-X	Village Links/R22
	c) Maintain capital funding	Continue to prioritize capital projects through annual CIP	Approve Annual CIP annually	Q4 2025	Finance
	d) Evaluate long-range financial outlook	Complete 5-Year Forecast to Finance Commission and Village Board as part of Budget process	Completed mini-version of 5-year Forecast focusing on revenues and key expenditures; complete more comprehensive forecast in '26	Q4 2025	Finance
		Develop financial scorecard every 5 years with the Finance Commission to assess financial health with our peer communities	Complete the next Financial Scorecard in 2025.	Q2 2026	Finance



2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
		New Action item: Create a plan for how to pay for lead service line replacements in the Village	Lead Line Ordinances and rate increase approved in 2025.	Q2 2025	PW 14/14
Development	a) Implement Economic Development strategy focused on overall commercial vitality, EAV growth and sales tax growth.	Update Comprehensive Plan to assist in guiding future development, update zoning code and regulations as appropriate and implement Comp Plan goals including focusing on catalyst sites in the downtown and Roosevelt Rd. corridor	Completed the Comp Plan. Utilize the Comprehensive Plan to spur economic growth and investment. Identify priority projects from this plan and incorporate into future goal setting. Complete the zoning code update by December 2026	Q3-2023-X Q4-2024-X Q4-2026	CD/ED
		Promote and manage TIF Districts by evaluating major commercial projects and ROI assessments. (Focus: McChesney Project and Hotel sites)	EAV increased community-wide, downtown and TIF Districts annually by 5% by end of 2025.	Ongoing	CD/ED
		Purchase and redevelop the hotel sites on Roosevelt Rd.	Successfully closed on the sale of four parcels comprising the eastern 1.3 acres of the Roosevelt Road/Taft Avenue hotel site to Go Glen Ellyn Two, LLC, for \$1.5 million. Grant application in process with HUD or demolition of the parcels. IGA established with Co. DuPage to ac as the responsible entity as part of the grant. IEPA paused the demolition and the property owner continues to work with them on the demo process.	Q3 2024-X	CD/ED
		Evaluate financial impact and compliance with downtown plan and TIF goals for all major CBD commercial developments	Alignment with 2009 Downtown Plan; added 240 Residential Units; new parking garage (200 new spaces); two key components of Downtown Plan. Glenwood Station to be completed by Q2 2025	Q2 2025-X	CD/ED
		Evaluate Affordable/Workforce Housing needs and determine if new goals are necessary to meet needs of community.	Hired a consultant SB Friedman and completed Housing Study.	Q2 2023-X	CD/ED
		Complete Civic Center Parking Garage and oversee improvements to the Main St. Parking Lot.	Increase # of parking spaces in downtown by 200 spaces- by adding CC Parking Garage and improvements to Main St. Garage; purchase Main St. parking garage back from the developer, and evaluate parking modifications expected with the CBD construction project and train station/pedestrian tunnel project.	Q2 2021-X Q2 2022-X Q2 2024-X Q1 2025-X	CD/ED



2020-25 Strategic Plan Action Report

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Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
		Partner with the Chamber and the Alliance on opportunities to assist CBD businesses and all businesses to work through the CBD construction impact and begin to focus on enhancing business climate in CBD by extending hours, increasing pedestrian traffic and customers through special events and activities and enhancing downtown assets including addition of an Event Park.	Increased # of events to 20-25 through partnerships with Alliance and Chamber. Increase downtown pocket parks, public art, etc.; created a construction grant program and marketing plan with the Alliance and Chamber and support park district on construction of downtown park.	Q4 2023- X Q4-2024- X Q4-2026	CD/ED
	b) Successful growth, development, annexation & business retention	Consider annexation opportunities to increase the tax base, control future development, share costs of infrastructure, and provide and protect high quality of life for neighborhoods.	Add commercial sq./ft. and strategic residential sq./ft. through annexation: * Finalize the annexation of the industrial properties on the south side of Hill Ave by October 1, 2020 - Complete *Finalize annexation on Cumnor/Acorn by August 2020.- Complete *Finalize pre-annexation agreements with Arboretum Estates that expire in 2023.(5 properties to incorporate). Complete *Finalize pre-annexation for SW corner of Butterfield and 53 by and the Butterfield Rd. residential property by December 2025	Q4 2023- X Q4-2024- X Q4-2025	CD/ED
		In partnership with our local business-oriented agencies, continue proactive efforts to recruit new businesses and retain current business by creating a favorable, welcoming climate for all businesses	Add and/or improve new commercial sq. ft. and/or new businesses with expanding Award programs, Covid Awards, Beautification Awards, Construction Grants and utilization of TIF Districts. Continue to search for grocery store opportunities.	Ongoing	CD/ED
		New Action Item: Complete a thorough assessment of the community development needs and identify and purchase software system to meet those needs by January 2024. Village Board approved consultant (Baker/Tilly) and the project has been implemented by April 2025.	New LAMA software has been live for four months and issues are being addressed including evaluating workflows and improving efficiencies.	Q4-2025	CD/IT/PW
		Review and modify building codes, sustainability goals and architecture review guidelines to create more flexibility and protection for residents and businesses	Building Code updated in Q2 2022; Zoning Code scheduled for late 2025 into 2026; ACC tentatively scheduled for 2027	Q4-2022- X Q4 2026 Q4-2027	CD/ED



2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
		New Action Item: Consider including additional green space and public art in downtown (COD Partnership and JCS) to enhance the CBD as part of the overall streetscape improvement project	Created a plaza connecting the public garage to Main Street. Created a partnership with COD and DuPage Foundation: Plaza Murals-Complete; Taylor St. Underpass Public Art-Complete Village received visuals art gran from JSC Arts.	Ongoing	CD/ED
	c) Assess and improve commercial district infrastructure to support business retention and growth by investing in streetscape improvements, wayfinding signage, and other beautification efforts.	Complete the Streetscape Improvement Project (See Infrastructure Section)	Phase I-Substantially completed in 2022, punch list items remaining. Phase II and III-Substantially complete by October 15, 2024; punch list items to be completed in 2025. Glenwood/Crescent Parking Lot to be completed in 2025. Combine Phase IV with Pedestrian Tunnel/Train Station project, Phase 2 design engineering to be completed by CY25 Q4.	Q4 2022-X Q4 2023-X Q4 2024-X Q4 2025 Q4 2027	PW
		New Action Item: Identify other beautification projects to improve the quality of life for residents and visitors of the CBD and Roosevelt Rd corridor and drive new business investment.	Construct Phase II of the wayfinding plan; develop a long term plan for beautification efforts for east Roosevelt Rd. from 53 (State bike study) to Lombard border; and improve Panfish Park and develop the US Bank site.	Q2 2025-x Q4 2025	CD/PW
		New Action Item: Develop a Public Arts initiative by finding partners and private investors.	Completed an IGA with COD; Partnership with the JCS Fund of the DuPage Foundation. New murals in Main St. Plaza, Taylor St underpass and another initiative planned for Panfish Park in CY24.	Q3-2024	CD/ED
	d) Effective stewardship of incentives to support business recruitment and retention	Coordinate award programs and assessment of value to business community annually	Added a Beautification Award and Construction Impact Award for the CBD in 2022, 2023 and 2024.	Q4-2025	CD/ED
		Grow business relationships with economic development partners, including but not limited to, Alliance of Downtown Glen Ellyn, Glen Ellyn Chamber of Commerce, Choose DuPage, College of DuPage, Glen Ellyn Public Library, DuPage Convention and Visitors Bureau, Innovation DuPage, Business Development Center, and Library	Assisted with Chamber and Alliance Executive Director recruitment and planned monthly meetings with ED partners (12/year)	Q4 2025	CD/ED
		Continue business retention visits with existing businesses	Conduct 24 visits annually (2/month)	Q4 2025	CD/ED



2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Strategic Priority

Effective Governance

Initiative

a) Robust citizen participation and inclusivity

Actions

Develop recruitment strategy for future Village Commissioners through the newsletter and e-news and promote diversity, inclusiveness, and public engagement. Developed a map to identify where all Volunteers lived to ensure representation from all areas of Glen Ellyn.

New Action Item: Recognition Event to recognize those commissioners that have served.

New Action Item: Continue to evaluate and increase opportunities for partnership with intergovernmental entities

Improve organization's understanding of resident needs and expectations by completing the Citizen Survey and track progress from previous surveys

New Action Item: Create board effectiveness index or evaluation process through the assistance of a facilitator and annual review process.

New Action Item: Village Board special initiatives: Create the CRC and AAC , Hotel Work Group and hired Housing consultant, continue to develop partnership with Midwest SOARRING Foundation to preserve the McKee House, completed 3 Public Art initiatives with COD, complete mental health assessment in partnership with GEYFS, finalize ARPA Funding, promote DuPage Foundation, incorporate grant administration in Admin position, and tracked EBRT project with the County. Continue to work closely with schools and Park District on major capital projects and work with Township, Park District, and Library on senior services.

b) Effective Village Board and Board/Commission process and meetings

Procure legislative management system to integrate agenda development and web streaming of Village meetings

Measure of Success

Modified Board and Commission process to promote more turnover and diversity and completed a Recognition event at Village Links in fall 2023 and 2024.

During the pandemic, regular communication with Intergovernmental groups and County Health Department. Arts Initiative with COD, Lombard Hill Ave water main project, DEI Initiative with Intergovernmental Group, US Bank project and Panfish Park improvements, and Polar Plaza and Event Park with Park District; continue to work with Forest Preserve on the McKee House, and collaborated with the County on East Branch River Trail Project .Approved lease agreements for Panfish Park and Manor Words

Complete survey, publicized results and compared results to last survey showing strong support for quality of service.

Governance Ordinance to be considered by the Village Board in Q3 CY25 and determine any next steps.

Village Board concurred with Strategic Plan goals and has identified these special projects to complete over the next few years. May not have bandwidth to complete all these projects in timely manner.

Implementation and launch of new system-Complete

Target Date

Q3-2023-X
Q3-2024-X

Ongoing

Q4 2023-X

Q3-2025

Ongoing

Q3 2020-X

Department(s)

Admin

Admin

Admin

Admin

All Depts

Admin



2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Blue: Priority Projects (12) in 2024/25

Summary: 72 of 74 actions are complete or on track. Added 18 new Action Items (Approx. 25%) since June 2022.

Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
		New Agenda Item: Establish the Community Relations Commission	Appointing Chair and board members and modify the Ordinance by Q3 2021	Q3 2021-X	Admin
		Email weekly e-news and continue to publish quarterly newsletters	Increase distribution list and open rates	Ongoing	Admin
	c) A well-informed and engaged community	Update New Resident information	Complete new web-based new resident packet	Q2 2022-X	Admin
		Implementation of service request system to expedite registering, processing and tracking of residential service requests	See/Click/Fix categories have been expanded. Process improvements to "Contact Us" have been implemented.	Q3 2024-X	Admin
		Communicate updates to 2020-25 Strategic Plan quarterly, develop new Strategic Plan and incorporate goals into the annual budget process	Incorporate into annual budget	Ongoing	Admin
		New Action Item: Identify and expand diversity, equity, and inclusion opportunities for our diverse population. Community Relations Commission to be established and lead those efforts.	Complete community conversations with a facilitator and incorporate action steps; establish CRC to guide process.	Q4 2021-X	Admin
					12/12
Workforce & Operations	a) Attract and retain an innovative, high-performing and diverse workforce and evaluate and implement changes to the Village's work environment to make the Village an employer of choice and ensure adequate staffing to meet service demands	Conduct periodic department assessment and staffing studies to rightsize departments. Completing reviews of Police Department, EMS services, Finance, and IT. Also creating a more robust HR Division, reviewed Community Development and PW/GWA Departments due to high turnover and Village Links/Reserve 22.	Completed HR and Police Department Assessment and Staffing Study and EMS review by Q3 2021 Public Works, IT, Admin and CD evaluated in 2023/24.	Q3 2021-X Q1-2025-X	Admin
		New Action Item: Review pay & classifications for all positions and review overall compensation plan annually as part of the budget process. Complete a Comp Study for 2023.	Compensation Study to be completed in 2023 and recommendations incorporated in CY24 Budget. Staff is working to refine job descriptions and classifications that align with Village goals and the competitive labor market and evaluate 1/3 of positions annually.	Q4 2023-X Ongoing	Admin
		New Action Item: Address employee retention issues by identifying ways to attract and retain talent including: maternity/paternity benefits, Work from Home options, Board Liaison stipends, Summer Friday schedule, and moving forward with the compensation plan. In addition, review workloads and spread out major projects to avoid employee burnout.	HR team focused on employee retention including employee engagement events, regular Supervisor meetings, and 2nd in command work group. Created a Family Care policy and modifying sick leave policy. incorporated goals of Comp Study in the annual compensation plan as part of the budget annually.	Q2 2022-X Q4 2023-X Ongoing	Admin

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2020-25 Strategic Plan Action Report

Village of Glen Ellyn-CY25 Q2

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Strategic Priority

Initiative

Actions

Measure of Success

Target Date

Department(s)

Provide leadership/management training and opportunities for supervisors, including those outside of traditional job responsibilities

Created a Second in Command Internal Work Group to meet and train quarterly.

Q3 2021-X
Ongoing

Admin

Review organization-wide training needs and formalize a list of certifications and/or specialized skills of all current positions; develop a plan to maintain all requirements for each

Develop a comprehensive training program and schedule that assists departments in augmenting training including the Police to receive State mandated training required for 2024 by the end of the year. Additionally, we need to implement software that allows us to appropriately track the training mandates. Our current software is not capable of handling the complexities involved with the training mandates implemented in the last few years. This will be done by the end of the 2025.

Q4 2025

Admin

Update the Personnel Manual.

Ensure that all updates to the Personnel Manual are completed by the end of Q4 2024 and shared with internal work team to review, revise, and approved by relevant stakeholders.

Q4-2025

Admin

Negotiate first collective bargaining agreement with PW union

Negotiate the first contract with Public Works employees and continue to focus on succession planning, employee engagement, employee training, and overall employee retention throughout the organization.

Q1 2026

Admin/PW

Create succession plans in all departments and continually review staffing allocation and needs

Track key positions and prepare plans to fill positions as necessary

Ongoing

Admin

b) Continue to provide high quality public safety services focused on customer service and professionalism.

Recruit and retain a police force to serve the public during a time of recruitment challenges.

Fill all vacancies by June 2024 (complete) and continue to implement recommendations of the Police Department Assessment Study.

Q2-2024
Ongoing

PD

Support the Fire Company in managing fire and EMS services for the community.

Extend the EMS contract with Metro Paramedics by July 2024.

Q3 2024-X
Ongoing

Fire Company

c) Evaluate Technology Needs of the Organization; Redefine Organizational Philosophy Toward the use of Technology

Redefine the role of IT to focus on identifying "best practices" and innovative methods of service delivery and operational effectiveness through the use of technology.

Develop a 5-Year IT Plan and implementation schedule. Added a fourth team member to execute plan more effectively.

Q4 2022-X

Admin



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		Develop a plan for additional e-services in all departments to streamline process and improve customer satisfaction.	Execute on the following projects: Accounts Payable; Police Services; Public Works Services; Special Events /Raffle/Liquor Licenses/Block Parties = Partially Complete; Community Development Automation Project;	Q2 2022-X Q3 2025-X Ongoing	Admin/CD
		Update the financial software to incorporate the HR module. Reconsidering options, need to complete a comprehensive evaluate of our Enterprise Resource Planning (ERP) system and possible alternatives.	Achieve the full implementation of the Munis HR module system with all specified modules-On Hold Need to hire a consultant to assist in evaluating options and make recommendations for ERP.	Q4-2026	Admin
		Conduct annual IT employee satisfaction survey	Integrated and functional within the organization's HR infrastructure by the end of Q4 2025.	Ongoing	Admin
	d) Examine Additional Shared Service Opportunities	Continue to evaluate and increase opportunities for partnership with intergovernmental entities and government consortiums and shared services.	List of ongoing partnerships include: DuComm, GIS, MICA, Health Insurance, Grants, HR Services with Library, Maintenance of Parks with Park District; COD (Public Art/Public Safety), Milton Township (Mental Health) opportunities; and DuPage Foundation (GE Fund)	Ongoing	Admin
		Complete a Sustainability Study by hiring a consultant through an RFP process.	paleBLUEdot is in the process of assessing initial data provided by staff to form the foundations of the baseline and vulnerability assessments. Four baseline documents have been provides to the Village on the greenhouse gas emissions, ground coverage and heat islands, renewable energy potential, and more.	Q4-2024-X Q3-2025	PW/Admin
		Assist the Fire Company in building rapport with neighboring municipalities through Mutual Aid agreements.	Develop a team approach to working with other Fire Departments to provide EMS and fire services in the most efficient and effective manner.	Ongoing	Admin/Fire
Infrastructure	a) Develop the Capital Improvement Plan (CIP)	Execute the Capital Improvement Plan (CIP) including IT improvements, facility improvements, and equipment replacement annually as well as GWA CIP.	Quarterly review with internal committee and review by CIC, schedule check ins with VB as necessary.	Ongoing	16/17 PW/Admin/GWA



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		Advance the Village's required American Disabilities Act Transition Plan.	Establish MOU with the Chicago Metropolitan Agency for Planning (CMAP) for technical assistance. Conduct self-evaluation and transition planning process	Q4-2025	PW/Admin
		Prepare for construction of the new Train Station funding primarily by grants (CMAQ, ICC, Metra) and seek additional funding due to cost increases and changes in scope of the project.	The Village has secured a substantial amount of grant funding for this project. To date, \$14.4M has been secured from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program, \$5M from the Illinois Commerce Commission (ICC) Grade Crossing Protection Fund, \$4M from Metra, and \$1.4M from the Surface Transportation Program, for a total of \$24.8M. Glen Ellyn is on the contingency list for an additional \$10.8M from the Surface Transportation Program with the Village continuing to explore and apply for additional funding	Q2-2026	PW/Admin
		Complete Civic Center Parking Garage	Project completion on budget and on time	Q4 2021-X	PW/Admin
		New Action Item: Create partnership with Park District to purchase and develop the US Bank site into downtown park and event space.	The final design has been reviewed and recommended by the Architectural Appearance Commission and is tentatively scheduled for the Plan Commission in February 2025.	Q1 2025-X Q2-2026-X	Admin/PW
	b) Facility Improvements	Consider restructuring Facilities Division and assessing all Village facilities and develop a comprehensive facility plan and maintenance/ replacement schedule.	Complete Facility Assessment and developed maintenance schedules and database for future improvements.	Q4 2025	Admin/PW
		Complete key facility projects in 2024 and 2025.	Village Links Clubhouse is complete. The Facilities Div reassigned to PW. The Reno Center remodeling project reenvisioned to focus on completing an assessment of all buildings to better plan for future improvements, has been tabled. GWA operated site identified as location for Fire Training Tower. Grant application submitted for the planning portion of the Fire Training Tower.	Q4 2025	Admin/PW



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Village of Glen Ellyn-CY25 Q2

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		Partner with the Forest Preserve and SOARRING to develop the McKee House into a Native American museum without using any taxpayer funds other than utility upgrades.	Monthly meetings continue to plan for achieving the 2026 fundraising goal. SOARRING has placed a sign at the McKee House site to raise awareness of the project. Plans to begin an electronic newsletter are in the early stages. McKee house Preservation Group, Inc was awarded \$300,000 grant from IL Rep. Blair-Sherlock's office.	Ongoing	Admin/PW
		New Action Item: Fire Station	Interviewing architect firms fir the additions/ renovations of the two fire stations.	Q3 2025	Fire
	c) Transit oriented downtown	Complete the downtown streetscape project including utilities, streets, and sidewalks to improve pedestrian accessibility and parking and consider enhancing outdoor dining and special event space to spur future private investment.	Phase I-Substantially completed in 2022, punch list items remaining. Phase II and III-Substantially complete by October 15, 2024; punch list items to be completed in 2025. Glenwood/Crescent Parking Lot to be completed in 2025. Combine Phase IV with Pedestrian Tunnel/Train Station project, Phase 2 design engineering to be completed by CY25 Q2.Project is going out for bid in April 2026.	Q4 2022-X Q4 2023-X Q3-2024-X Q4-2026	PW/Admin
		Evaluate parking opportunities as economic development partnerships that would increase parking in the downtown	Apex Project, lease arrangements with McChesney and Duly and looking for other partnerships for Phase IV of Streetscape Project.	Ongoing	PW/Admin
	d) Safe & reliable roads & utilities	Continue to improve streets on a 20-22 year cycle by conducting regular street assessments and executing on approved CIP priorities.	Complete projects on time and on budget	Ongoing	PW
		Complete a water/sewer rate assessment to ensure a sustainable financial structure. Complete lead service line replacement plan in 2024 and determine funding strategy in 2025.	Complete W/S Study in 2023, Initial plan due to IEPA by April 15, 2024 and final by April 15, 2027. Baxter & Woodman has been hired as the consultant to meet these requirements. Based on the number of affected services and regulated percent to replace yearly (currently a 10 year timeframe), provide information to the Board for developing a policy to replace the publicly and privately owned portions of the service line, including funding impacts.	Q1 2023-X 2024-Q3	PW



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Initiative

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13/13