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## III. GENERAL FUND

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## GENERAL FUND

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

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

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

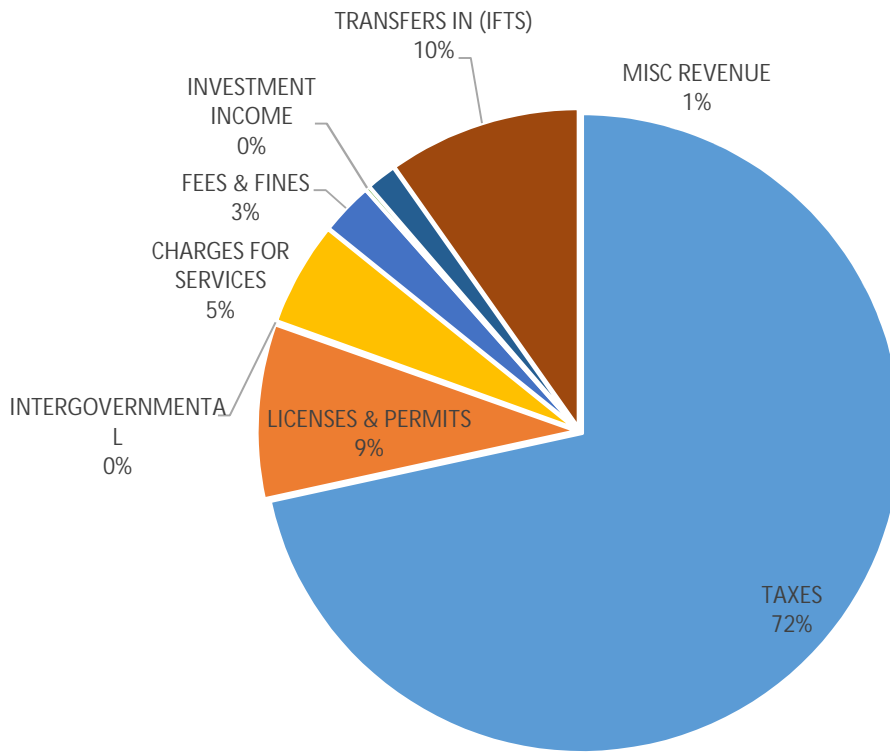
VILLAGE OF GLEN ELLYN  
GENERAL FUND BUDGET SUMMARY  
FISCAL YEAR 2021 BUDGET

|                           | 2019<br>ACTUAL | 2020<br>BUDGET | 2020<br>REVISED BUDGET | 2020<br>PROJECTION | 2021<br>BUDGET | 2021<br>% CHG 2020<br>ORG BUD |
|---------------------------|----------------|----------------|------------------------|--------------------|----------------|-------------------------------|
| TAXES                     | \$ 14,363,808  | \$ 14,299,657  | \$ 14,299,657          | \$ 13,831,197      | \$ 13,562,703  | -5.2%                         |
| LICENSES & PERMITS        | 1,578,621      | 1,707,550      | 1,707,550              | 1,796,560          | 1,672,550      | -2.0%                         |
| INTERGOVERNMENTAL         | 21,309         | 42,150         | 42,150                 | 1,542,150          | 22,060         | -47.7%                        |
| CHARGES FOR SERVICES      | 938,615        | 1,019,628      | 1,019,628              | 927,339            | 999,216        | -2.0%                         |
| FEES & FINES              | 498,768        | 498,000        | 498,000                | 357,000            | 505,000        | 1.4%                          |
| INVESTMENT INCOME         | 284,554        | 200,000        | 200,000                | 65,000             | 42,000         | -79.0%                        |
| MISC REVENUE              | 414,047        | 290,500        | 290,500                | 246,364            | 290,500        | 0.0%                          |
| TRANSFERS IN (IFTS)       | 1,580,935      | 1,500,000      | 1,500,000              | 1,659,250          | 1,854,100      | 23.6%                         |
| TOTAL REVENUES            | \$ 19,680,657  | \$ 19,557,485  | \$ 19,557,485          | \$ 20,424,860      | \$ 18,948,129  | -3.1%                         |
| PERSONNEL SERVICES        | \$ 10,004,702  | \$ 10,608,722  | \$ 10,608,722          | \$ 10,227,120      | \$ 10,998,382  | 3.7%                          |
| CONTRACTUAL SERVICES      | 3,570,030      | 3,708,710      | 3,794,851              | 3,195,053          | 3,809,920      | 2.7%                          |
| COMMODITIES               | 281,386        | 263,009        | 263,009                | 747,058            | 782,859        | 197.7%                        |
| CAPITAL OUTLAY            | 131,359        | 131,550        | 138,750                | 362,339            | 116,600        | -11.4%                        |
| TRANSFERS OUT (IFTS)      | 4,752,249      | 4,845,250      | 4,845,250              | 4,861,080          | 4,882,600      | 0.8%                          |
| TOTAL EXPENDITURES        | \$ 18,739,726  | \$ 19,557,241  | \$ 19,650,582          | \$ 19,392,650      | \$ 20,590,361  | 5.3%                          |
| CHANGE IN FUND<br>BALANCE | \$ 940,931     | \$ 244         | \$ (93,097)            | \$ 1,032,210       | \$ (1,642,232) |                               |

| Available Cash Analysis                 | Budget Basis       |
|---|--------------------|
| Available, January 1, 2020              | 10,014,717         |
| Preliminary FY2020 inflow / (outflow)   | 1,032,210          |
| Budgeted FY2021 inflow / (outflow)      | (1,642,232)        |
| Projected Available, December 31, 2021  | 9,404,695          |
| Committed for capital projects          | -                  |
| Reserve Policy (30% operating expenses) | 6,143,000          |
| Amount above reserve policy             | 3,261,695          |
| Available Cash Analysis                 | Property Tax Cycle |
| Available, April 30, 2020               | 7,458,885          |
| Committed for capital projects          | -                  |
| Reserve Policy (30% operating expenses) | 6,143,000          |
| Amount above reserve policy             | 1,315,885          |

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

## Revenues by Source - General Fund Fiscal Year 2021 Budget



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

VILLAGE OF GLEN ELLYN  
GENERAL FUND REVENUES

| ORG                            | OBJECT | ACCOUNT DESCRIPTION            | 2019       | 2020       | 2020       | 2020       | 2021       | 2021                  |
|--------------------------------|--------|--------------------------------|------------|------------|------------|------------|------------|-----------------------|
|                                |        |                                | ACTUAL     | ORIG BUD   | REV BUD    | PROJECTION | BUDGET     | % CHG 2021<br>ORG BUD |
| <b>TAXES</b>                   |        |                                |            |            |            |            |            |                       |
| 1000                           | 410100 | PROPERTY TAX                   | 7,366,140  | 7,508,849  | 7,508,849  | 7,508,849  | 7,764,061  | 3.4%                  |
| 1000                           | 410113 | PROPERTY TAX - SSA # 13        | 43,017     | 43,900     | 43,900     | 42,000     | 43,900     | 0.0%                  |
| 1000                           | 410114 | PROPERTY TAX - SSA # 14        | 93,852     | 96,000     | 96,000     | 91,000     | 96,000     | 0.0%                  |
| 1000                           | 410115 | PROPERTY TAX - SSA # 15        | 4,712      | 4,800      | 4,800      | 4,800      | 4,800      | 0.0%                  |
| 1000                           | 410116 | PROPERTY TAX - SSA # 16        | 2,076      | 2,100      | 2,100      | 2,100      | 2,100      | 0.0%                  |
| 1000                           | 410117 | PROPERTY TAX - SSA # 17        | 653        | 670        | 670        | 670        | 670        | 0.0%                  |
| 1000                           | 410200 | ROAD AND BRIDGE TAX            | 268,894    | 338,000    | 338,000    | 210,000    | 338,000    | 0.0%                  |
| 1000                           | 410300 | PPRT                           | 147,655    | 140,000    | 140,000    | 148,000    | 161,000    | 15.0%                 |
| 1000                           | 410400 | SALES TAX                      | 3,554,257  | 3,665,000  | 3,665,000  | 3,489,791  | 3,300,000  | -10.0%                |
| 1000                           | 410405 | HOME RULE SALES TAX            | 2,602,904  | 2,550,000  | 2,550,000  | 2,301,218  | 2,143,500  | -15.9%                |
| 1000                           | 410410 | STATE USE TAX                  | 932,249    | 909,369    | 909,369    | 1,020,000  | 1,097,000  | 20.6%                 |
| 1000                           | 410411 | CANNABIS USE TAX               | -          | -          | -          | 15,000     | 24,900     | 0.0%                  |
| 1000                           | 410412 | AUTO RENTAL TAX                | 35,362     | 30,000     | 30,000     | 24,000     | 24,000     | -20.0%                |
| 1000                           | 410420 | STATE INCOME TAX               | 2,955,493  | 2,730,000  | 2,730,000  | 2,832,000  | 2,554,000  | -6.4%                 |
| 1000                           | 410700 | DEMOLITION TAX                 | 12,100     | 14,000     | 14,000     | 6,600      | 6,600      | -52.9%                |
| 1000                           | 410800 | HOTEL TAX                      | 183,108    | 180,000    | 180,000    | 48,200     | 48,200     | -73.2%                |
| SUBTOTAL TAXES                 |        |                                | 18,202,470 | 18,212,688 | 18,212,688 | 17,744,228 | 17,608,731 | -3.3%                 |
| <b>LICENSES AND PERMITS</b>    |        |                                |            |            |            |            |            |                       |
| 1000                           | 420100 | VEHICLE LICENSES               | 363,947    | 380,000    | 380,000    | 318,000    | 360,000    | -5.3%                 |
| 1000                           | 420200 | BUSINESS REGISTRATION LICENSES | 84,935     | 85,000     | 85,000     | 3,810      | 85,000     | 0.0%                  |
| 1000                           | 420300 | LIQUOR LICENSES                | 133,198    | 135,000    | 135,000    | 88,500     | 135,000    | 0.0%                  |
| 1000                           | 420400 | BUILDING PERMITS               | 860,806    | 1,000,000  | 1,000,000  | 1,360,000  | 1,000,000  | 0.0%                  |
| 1000                           | 420410 | CONTRACTOR REGISTRATION        | 43,220     | -          | -          | 3,700      | -          | 0.0%                  |
| 1000                           | 420420 | STORMWATER ENGINEERING FEE     | 74,966     | 90,000     | 90,000     | 5,000      | 75,000     | -16.7%                |
| 1000                           | 420450 | ELEVATOR INSPECTIONS           | 17,550     | 17,550     | 17,550     | 17,550     | 17,550     | 0.0%                  |
| SUBTOTAL LICENSES AND PERMITS  |        |                                | 1,578,621  | 1,707,550  | 1,707,550  | 1,796,560  | 1,672,550  | -2.05%                |
| <b>INTERGOVERNMENTAL</b>       |        |                                |            |            |            |            |            |                       |
| 1000                           | 430100 | FEDERAL GRANT REVENUE          | 7,989      | 7,260      | 7,260      | 1,507,260  | 7,260      | 0.0%                  |
| 1000                           | 430110 | FEDERAL GRANT-RIDE DUPAGE      | 13,321     | 8,500      | 8,500      | 8,500      | 8,500      | 0.0%                  |
| 1000                           | 430200 | STATE GRANT REVENUE            | -          | 26,390     | 26,390     | 26,390     | 6,300      | -76.1%                |
| SUBTOTAL INTERGOVERNMENTAL     |        |                                | 21,309     | 42,150     | 42,150     | 1,542,150  | 22,060     | -47.66%               |
| <b>CHARGES FOR SERVICES</b>    |        |                                |            |            |            |            |            |                       |
| 1000                           | 440050 | AMBULANCE SERVICE FEES         | 281        | 25,500     | 25,500     | -          | -          | -100.0%               |
| 1000                           | 440060 | POLICE FALSE ALARM FEES        | 5,323      | 26,200     | 26,200     | 12,675     | 26,200     | 0.0%                  |
| 1000                           | 440065 | POLICE FINGERPRINTING FEES     | 25,162     | 24,000     | 24,000     | 19,000     | 24,000     | 0.0%                  |
| 1000                           | 440070 | POLICE ACCIDENT REPORTS        | 3,975      | 3,500      | 3,500      | 2,500      | 3,500      | 0.0%                  |
| 1000                           | 440080 | OVERWEIGHT TRUCK PERMIT        | 2,300      | 10,000     | 10,000     | 6,450      | 10,000     | 0.0%                  |
| 1000                           | 440100 | POLICE SERVICE REIMBURSEMENTS  | 141,697    | 160,000    | 160,000    | 135,000    | 160,000    | 0.0%                  |
| 1000                           | 440120 | REIMBURSEMENT - OTHER AGENCIES | 132,926    | 135,428    | 135,428    | 135,428    | 138,516    | 2.3%                  |
| 1000                           | 440130 | REIMBURSEMENT - GLEN OAK       | 46,450     | 47,000     | 47,000     | 55,866     | 56,000     | 19.1%                 |
| 1000                           | 440170 | FACILITY RENTALS               | 10,868     | 13,000     | 13,000     | 420        | 6,000      | -53.8%                |
| 1000                           | 440221 | CABLE FRANCHISE FEES           | 569,634    | 575,000    | 575,000    | 560,000    | 575,000    | 0.0%                  |
| SUBTOTAL CHARGES FOR SERVICES  |        |                                | 938,615    | 1,019,628  | 1,019,628  | 927,339    | 999,216    | -2.00%                |
| <b>FINES AND FEES</b>          |        |                                |            |            |            |            |            |                       |
| 1000                           | 450100 | POLICE ORDINANCE FINES         | 233,317    | 235,000    | 235,000    | 111,000    | 235,000    | 0.0%                  |
| 1000                           | 450200 | TRAFFIC COURT FINES            | 262,751    | 260,000    | 260,000    | 236,000    | 260,000    | 0.0%                  |
| 1000                           | 450300 | PLAN & DEV ADJUDICATION FINES  | 2,700      | 3,000      | 3,000      | 10,000     | 10,000     | 233.3%                |
| SUBTOTAL FINES AND FEES        |        |                                | 498,768    | 498,000    | 498,000    | 357,000    | 505,000    | 1.41%                 |
| <b>INVESTMENT INCOME</b>       |        |                                |            |            |            |            |            |                       |
| 1000                           | 460100 | INVESTMENT INCOME              | 284,554    | 200,000    | 200,000    | 65,000     | 42,000     | -79.0%                |
| SUBTOTAL INVESTMENT INCOME     |        |                                | 284,554    | 200,000    | 200,000    | 65,000     | 42,000     | -79.00%               |
| <b>MISCELLANEOUS REVENUE</b>   |        |                                |            |            |            |            |            |                       |
| 1000                           | 480110 | POLICE TRAINING REIMBURSE      | -          | 2,000      | 2,000      | 300        | 2,000      | 0.0%                  |
| 1000                           | 480200 | PARKWAY REFORESTATION          | 228        | -          | -          | 4,964      | -          | 0.0%                  |
| 1000                           | 480438 | COD LICENSE FEE                | 30,000     | 30,000     | 30,000     | 15,000     | 30,000     | 0.0%                  |
| 1000                           | 480440 | CELL TOWER RENTAL INCOME       | 169,236    | 168,500    | 168,500    | 163,500    | 168,500    | 0.0%                  |
| 1000                           | 489000 | MISCELLANEOUS REVENUE          | 214,445    | 90,000     | 90,000     | 62,600     | 90,000     | 0.0%                  |
| 1000                           | 489100 | MISCELLANEOUS - OVER/SHORT     | 138        | -          | -          | -          | -          | 0.0%                  |
| SUBTOTAL MISCELLANEOUS REVENUE |        |                                | 414,047    | 290,500    | 290,500    | 246,364    | 290,500    | 0.00%                 |

VILLAGE OF GLEN ELLYN  
GENERAL FUND REVENUES

| ORG                          | OBJECT                | ACCOUNT DESCRIPTION            | 2019        | 2020        | 2020        | 2020        | 2021        | 2021                  |
|------------------------------|-----------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|-----------------------|
|                              |                       |                                | ACTUAL      | ORIG BUD    | REV BUD     | PROJECTION  | BUDGET      | % CHG 2020<br>ORG BUD |
| TRANSFERS IN (IFTS)          |                       |                                |             |             |             |             |             |                       |
| 1000                         | 490100                | REIMB - MFT LABOR / EQUIP      | 400,000     | 400,000     | 400,000     | 400,000     | 273,000     | -31.8%                |
| 1000                         | 490110                | REIMB - ACCOUNTING SERVICES    | 536,600     | 576,400     | 576,400     | 570,650     | 564,900     | -2.0%                 |
| 1000                         | 490120                | REIMB - STAFF ENGINEER         | 207,000     | 218,600     | 218,600     | 218,600     | 224,600     | 2.7%                  |
| 1000                         | 490140                | REIMB - PW SERVICE CHARGE      | 120,000     | 124,400     | 124,400     | 124,400     | 127,500     | 2.5%                  |
| 1000                         | 490150                | REIMB - FACILITIES MAINTENANCE | 128,800     | 105,600     | 105,600     | 105,600     | 103,500     | -2.0%                 |
| 1000                         | 490160                | REIMB - PW OPERATIONS          | 25,000      | 25,000      | 25,000      | 25,000      | 29,500      | 18.0%                 |
| 1000                         | 490180                | REIMB - FORFEITURE FUND        | 163,535     | -           | -           | 165,000     | 36,000      | 0.0%                  |
| 1000                         | 490800                | OPERATING TRANSFER IN          | -           | 50,000      | 50,000      | 50,000      | 495,100     | 890.2%                |
| 1000                         | 490850                | OPERATING XFER-PROPERTY TAX    | (3,838,662) | (3,913,031) | (3,913,031) | (3,913,031) | (4,046,028) | 3.4%                  |
| SUBTOTAL TRANSFERS IN (IFTS) |                       |                                | (2,257,727) | (2,413,031) | (2,413,031) | (2,253,781) | (2,191,928) | -9.16%                |
| TOTAL                        | GENERAL FUND REVENUES |                                | 19,680,657  | 19,557,485  | 19,557,485  | 20,424,860  | 18,948,129  | -3.12%                |

FUND: GENERAL FUND  
ORGANIZATION: REVENUES

| ACCOUNTS FOR:                                    | 2021 BUDGET |
|--|-------------|
| 1000 GENERAL FUND REVENUES                       |             |
| 1000 410100 - PROPERTY TAX                       | 7,764,061   |
| OPERATING LEVY -3.4% CPI AND LY NEW GROWTH       | 3,718,033   |
| CAPITAL LEVY - 3.4% CPI AND LY NEW GROWTH        | 4,046,028   |
| 1000 410113 - PROPERTY TAX - SSA # 13            | 43,900      |
| MINIMAL INCREASE DUE TO BASE EAV INCREASES       |             |
| 1000 410114 - PROPERTY TAX - SSA # 14            | 96,000      |
| ANTICIPATE MINIMAL INCREASE DUE TO BASE EAV INCR |             |
| 1000 410115 - PROPERTY TAX - SSA # 15            | 4,800       |
| MINIMAL INCREASE ANTICIPATED                     |             |
| 1000 410116 - PROPERTY TAX - SSA # 16            | 2,100       |
| MINIMAL INCREASE ANTICIPATED                     |             |
| 1000 410117 - PROPERTY TAX - SSA # 17            | 670         |
| MINIMAL INCREASE FROM PRIOR YEAR                 |             |
| 1000 410200 - ROAD AND BRIDGE TAX                | 338,000     |
| 1000 410300 - PPRT                               | 161,000     |
| PER ESTIMATE FROM STATE OF ILLINOIS              |             |
| 1000 410400 - SALES TAX                          | 3,300,000   |
| BUDGETED COVID DECREASE                          |             |
| 1000 410405 - HOME RULE SALES TAX                | 2,143,500   |
| PROJECTED BUDGET WITH COVID DECREASE             |             |
| 1000 410410 - STATE USE TAX                      | 1,097,000   |
| IML ESTIMATE OF \$39.50 PER CAPITA               |             |
| 1000 410411 - CANNABIS USE TAX                   | 24,900      |
| BASED ON IML ESTIMATES                           |             |
| 1000 410412 - AUTO RENTAL TAX                    | 24,000      |
| BASED ON 2020 PROJECTED                          |             |
| 1000 410420 - STATE INCOME TAX                   | 2,554,000   |
| IML ESTIMATE OF \$92.00 PER CAPITA               |             |
| 1000 410700 - DEMOLITION TAX                     | 6,600       |
| BASED ON 2020 PROJECTED                          |             |
| 1000 410800 - HOTEL TAX                          | 48,200      |
| BASED ON ESTIMATED ACTUAL FOR 2020               |             |

FUND: GENERAL FUND  
ORGANIZATION: REVENUES

| ACCOUNTS FOR:   | 2021 BUDGET      |
|---|------------------|
| 1000 440120 - REIMBURSEMENT - OTHER AGENCIES<br>REIMBURSEMENT FROM LIBRARY FOR<br>ACCOUNTING SERVICE            | 138,516<br>1,200 |
| REIMBURSEMENT FROM GWA FOR ACCOUNTING<br>SERVICE  | 137,316          |
| 1000 440130 - REIMBURSEMENT - GLEN OAK<br>REIMBURSEMENT FROM GLEN OAK COUNTRY<br>CLUB PER ANNEX                 | 56,000           |
| 1000 440170 - FACILITY RENTALS<br>ROOM RENTAL FEES AT CIVIC CENTER -<br>REDUCED 4 COVID                         | 6,000            |
| 1000 440221 - CABLE FRANCHISE FEES<br>QUARTERLY FRANCHISE FEES ARE RECEIVED<br>FROM CABLE TELEVISION PROVIDERS  | 575,000          |
| 1000 450100 - POLICE ORDINANCE FINES<br>POLICE ORDINANCE FINES BASED ON<br>HISTORICAL RESULTS                   | 235,000          |
| 1000 450200 - TRAFFIC COURT FINES<br>TRAFFIC COURT FINES BASED OFF<br>HISTORICAL ACTIVITY                       | 260,000          |
| 1000 450300 - PLAN & DEV ADJUDICATION FINES<br>PLANNING ADJUDICATION FINES                                      | 10,000           |
| 1000 460100 - INVESTMENT INCOME   | 42,000           |
| 1000 480110 - POLICE TRAINING REIMBURSE   | 2,000            |
| 1000 480438 - COD LICENSE FEE<br>ANNUAL LICENSE FEE WITH COLLEGE OF<br>DUPAGE                                   | 30,000           |
| 1000 480440 - CELL TOWER RENTAL INCOME<br>RENTAL REVENUE FOR CELL TOWERS LOCATED<br>ON VILLAGE PROPERTY         | 168,500          |
| 1000 489000 - MISCELLANEOUS REVENUE   | 90,000           |
| 1000 490100 - REIMB - MFT LABOR / EQUIP<br>TRANSFER FROM MFT FUND   | 273,000          |
| 1000 490110 - REIMB - ACCOUNTING SERVICES<br>REIMBURSEMENT FOR ACCOUNTING SERVICES<br>FROM OTHER FUNDS/ENTITIES | 564,900          |
| 1000 490120 - REIMB - STAFF ENGINEER  | 224,600          |



FUND: GENERAL FUND  
ORGANIZATION: REVENUES

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

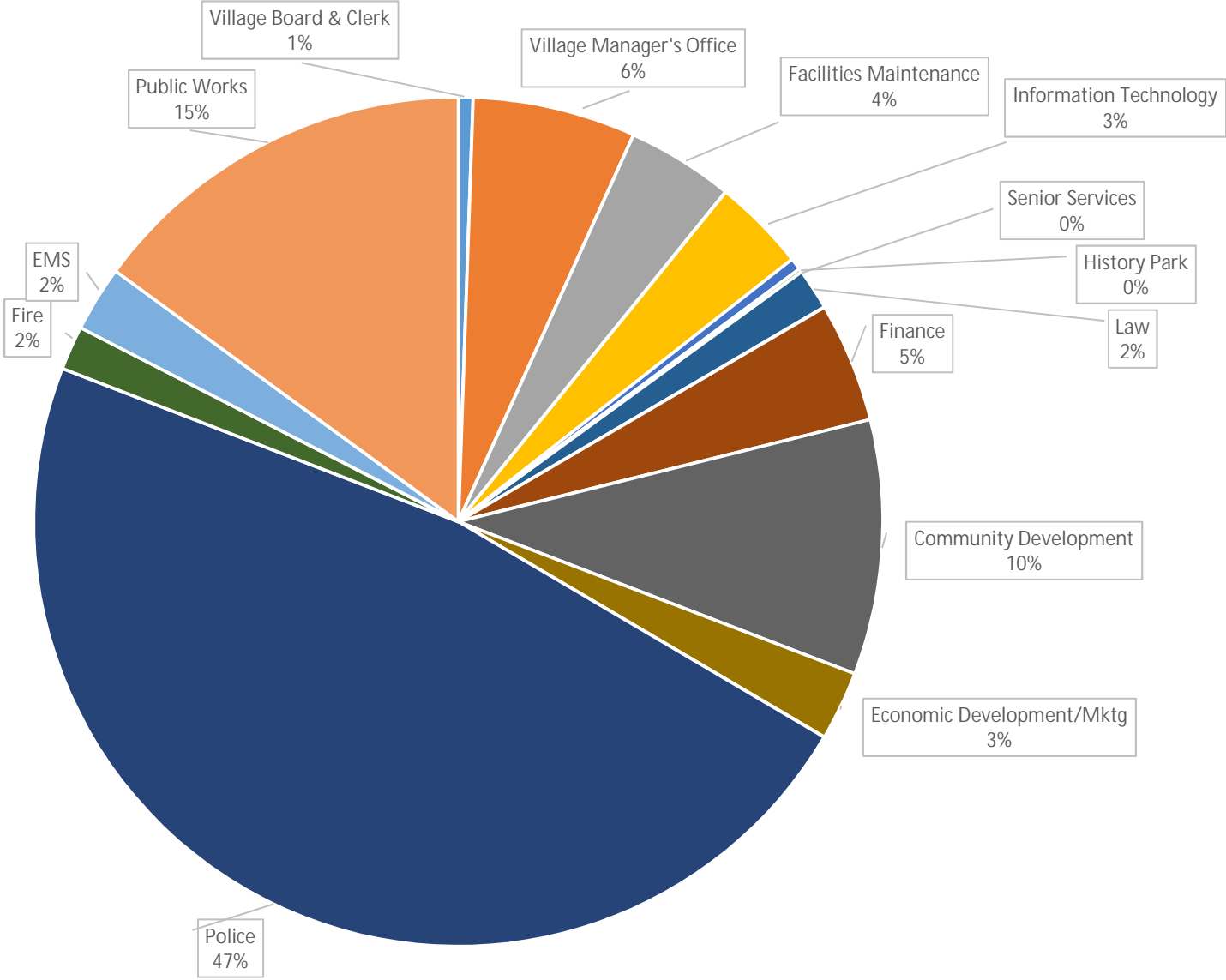
FUND: GENERAL FUND  
ORGANIZATION: REVENUES

| ACCOUNTS FOR:   | 2021 BUDGET       |
|---|-------------------|
| REIMBURSEMENT FROM CAPITAL PROJECTS<br>FUND FOR VILLAGE ENGINEER PERSONNEL<br>COSTS   |                   |
| 1000 490140 - REIMB - PW SERVICE CHARGE<br>PARKING FUND REIMBURSEMENT TO GENERAL<br>FUND FOR MAINTENANCE AND PERSONNEL<br>COSTS | 127,500           |
| 1000 490150 - REIMB - FACILITIES MAINTENANCE<br>TRANSFER FROM OTHER FUNDS FOR THEIR<br>SHARE OF FACILITIES MAINTENANCE COSTS    | 103,500           |
| 1000 490160 - REIMB - PW OPERATIONS<br>TRANSFER FROM PARKING FUND TO REIMBURSE<br>FOR PUBLIC WORKS COSTS                        | 29,500            |
| 1000 490180 - REIMB - FORFEITURE FUND<br>REIMBURSEMENT FROM FORFEITURE FUND   | 36,000            |
| 1000 490800 - OPERATING TRANSFER IN<br>ACCOUNTING REIMBURSEMENT FOR FOOD AND<br>BEVERAGE TAX                                    | 495,100<br>51,500 |
| TRANSFER FROM INSURANCE FUND  | 143,600           |
| TRANSFER FROM EQUIPMENT SERVICES FUND   | 300,000           |
| 1000 490850 - OPERATING XFER-PROPERTY TAX<br>TRANSFER OF CAPITAL PORTION OF PROPERTY<br>TAX LEVY TO CAPITAL PROJECTS FUND       | (4,046,028)       |
| TOTAL GENERAL FUND REVENUES   | 18,948,129        |

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

| Dept No. Department Description         | FY2021<br>Budget<br>Total | FY2020<br>Orig. Budget<br>Total | \$<br>Change     | %<br>Change | FY2020<br>Rev. Budget<br>Total | \$<br>Change   | %<br>Change | FY2020<br>Est. Actual<br>Total | \$<br>Change     | %<br>Change |
|---|---------------------------|---------------------------------|------------------|-------------|--------------------------------|----------------|-------------|--------------------------------|------------------|-------------|
| 121100 Village Board & Clerk            | 115,249                   | 113,500                         | 1,749            | 1.5%        | 113,500                        | 1,749          | 1.5%        | 107,871                        | 7,378            | 6.8%        |
| 121200 Village Manager's Office         | 1,279,345                 | 792,645                         | 486,700          | 61.4%       | 792,645                        | 486,700        | 61.4%       | 1,219,150                      | 60,195           | 4.9%        |
| 121300 Facilities Maintenance           | 839,015                   | 839,385                         | (370)            | 0.0%        | 839,385                        | (370)          | 0.0%        | 794,760                        | 44,255           | 5.6%        |
| 121400 Information Technology           | 730,265                   | 652,170                         | 78,095           | 12.0%       | 652,170                        | 78,095         | 12.0%       | 872,650                        | (142,385)        | -16.3%      |
| 121500 Senior Services                  | 93,600                    | 90,850                          | 2,750            | 3.0%        | 90,850                         | 2,750          | 3.0%        | 90,125                         | 3,475            | 3.9%        |
| 1216X0 History Park                     | 28,850                    | 27,180                          | 1,670            | 6.1%        | 27,180                         | 1,670          | 6.1%        | 26,170                         | 2,680            | 10.2%       |
| 121700 Law                              | 324,605                   | 326,630                         | (2,025)          | -0.6%       | 326,630                        | (2,025)        | -0.6%       | 357,330                        | (32,725)         | -9.2%       |
| 122100 Finance - Administration         | 600,590                   | 652,740                         | (52,150)         | -8.0%       | 659,940                        | (59,350)       | -9.0%       | 593,336                        | 7,254            | 1.2%        |
| 122200 Finance - Cashiers Office        | 339,124                   | 335,275                         | 3,849            | 1.1%        | 335,275                        | 3,849          | 1.1%        | 313,238                        | 25,886           | 8.3%        |
| 126100 Planning                         | 591,200                   | 585,500                         | 5,700            | 1.0%        | 585,500                        | 5,700          | 1.0%        | 577,300                        | 13,900           | 2.4%        |
| 126200 Building                         | 1,404,900                 | 1,247,400                       | 157,500          | 12.6%       | 1,247,400                      | 157,500        | 12.6%       | 1,243,039                      | 161,861          | 13.0%       |
| 126500 Economic Development/Mktg        | 544,580                   | 642,480                         | (97,900)         | -15.2%      | 642,480                        | (97,900)       | -15.2%      | 434,350                        | 110,230          | 25.4%       |
| 134100 Police - Administration          | 1,366,750                 | 1,484,703                       | (117,953)        | -7.9%       | 1,484,703                      | (117,953)      | -7.9%       | 1,431,285                      | (64,535)         | -4.5%       |
| 134200 Police - Operations              | 7,072,848                 | 6,399,361                       | 673,487          | 10.5%       | 6,469,361                      | 603,487        | 9.3%        | 6,392,100                      | 680,748          | 10.6%       |
| 134300 Police - Investigations          | 1,322,320                 | 1,281,708                       | 40,612           | 3.2%        | 1,281,708                      | 40,612         | 3.2%        | 1,237,300                      | 85,020           | 6.9%        |
| 135100 Fire                             | 343,980                   | 339,860                         | 4,120            | 1.2%        | 339,860                        | 4,120          | 1.2%        | 313,100                        | 30,880           | 9.9%        |
| 135200 EMS                              | 514,800                   | 500,075                         | 14,725           | 2.9%        | 500,075                        | 14,725         | 2.9%        | 534,820                        | (20,020)         | -3.7%       |
| 143100 Public Works Admin & Engineering | 807,355                   | 813,549                         | (6,194)          | -0.8%       | 817,896                        | (10,541)       | -1.3%       | 794,532                        | 12,823           | 1.6%        |
| 143300 Public Works - Streets           | 1,306,160                 | 1,329,095                       | (22,935)         | -1.7%       | 1,330,060                      | (23,900)       | -1.8%       | 1,235,545                      | 70,615           | 5.7%        |
| 143400 Public Works - Forestry          | 964,825                   | 1,103,135                       | (138,310)        | -12.5%      | 1,113,964                      | (149,139)      | -13.4%      | 824,649                        | 140,176          | 17.0%       |
| <b>TOTAL</b>                            | <b>20,590,361</b>         | <b>19,557,241</b>               | <b>1,033,120</b> | <b>5.3%</b> | <b>19,650,582</b>              | <b>939,779</b> | <b>4.8%</b> | <b>19,392,650</b>              | <b>1,197,711</b> | <b>6.2%</b> |

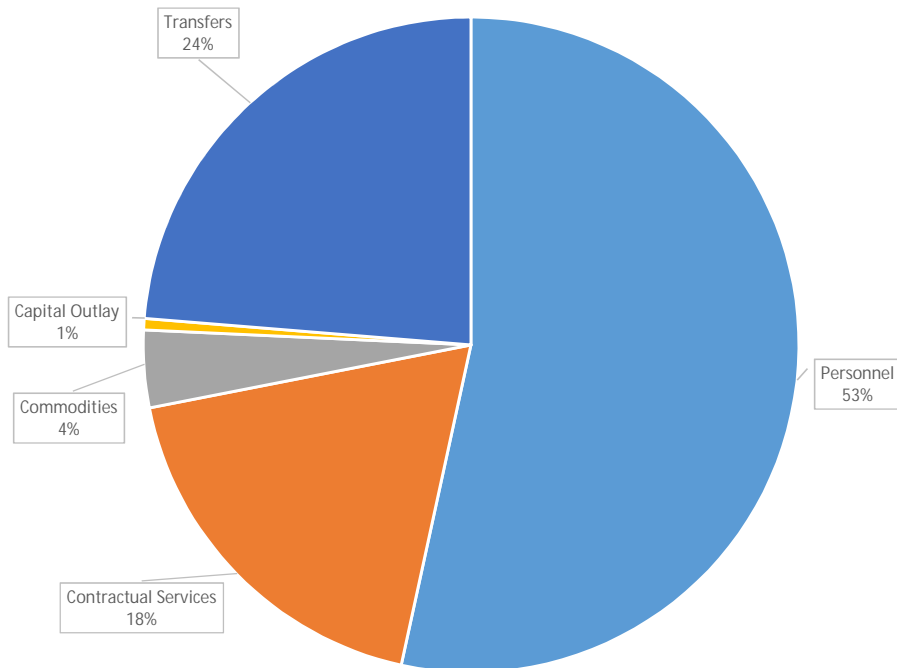
# GENERAL FUND EXPENDITURES BY DEPARTMENT FISCAL YEAR 2021 BUDGET



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

| Dept No. Department Description         | Personnel Services | Contractual Services | Commodities    | Capital Outlay | Transfers        | FY2021 Budget Total |
|---|--------------------|----------------------|----------------|----------------|------------------|---------------------|
| 121100 Village Board & Clerk            | 33,774             | 78,075               | 1,500          | -              | 1,900            | 115,249             |
| 121200 Village Manager's Office         | 611,800            | 107,345              | 506,000        | -              | 54,200           | 1,279,345           |
| 121300 Facilities Maintenance           | 399,680            | 118,135              | 46,500         | -              | 274,700          | 839,015             |
| 121400 Information Technology           | 306,565            | 357,500              | 1,100          | 38,000         | 27,100           | 730,265             |
| 121500 Senior Services                  | 62,880             | 25,220               | 5,000          | 500            | -                | 93,600              |
| 1216X0 History Park                     | 5,900              | 22,950               | -              | -              | -                | 28,850              |
| 121700 Law                              | 214,775            | 101,330              | 100            | -              | 8,400            | 324,605             |
| 122100 Finance - Administration         | 470,340            | 84,950               | 4,300          | -              | 41,000           | 600,590             |
| 122200 Finance - Cashiers Office        | 289,980            | 21,989               | 8,155          | -              | 19,000           | 339,124             |
| 126100 Planning                         | 519,800            | 25,000               | 3,000          | -              | 43,400           | 591,200             |
| 126200 Building                         | 820,500            | 392,000              | 9,000          | 19,000         | 164,400          | 1,404,900           |
| 126500 Economic Development/Mktg        | 73,650             | 469,230              | 400            | -              | 1,300            | 544,580             |
| 134100 Police - Administration          | 975,450            | 84,200               | 18,900         | -              | 288,200          | 1,366,750           |
| 134200 Police - Operations              | 3,823,548          | 735,100              | 99,800         | 17,000         | 2,397,400        | 7,072,848           |
| 134300 Police - Investigations          | 783,820            | 30,100               | 11,700         | -              | 496,700          | 1,322,320           |
| 135100 Fire                             | -                  | 70,080               | -              | -              | 273,900          | 343,980             |
| 135200 EMS                              | -                  | 513,300              | 1,500          | -              | -                | 514,800             |
| 143100 Public Works Admin & Engineering | 659,700            | 28,851               | 5,804          | 500            | 112,500          | 807,355             |
| 143300 Public Works - Streets           | 559,850            | 217,335              | 44,625         | 34,900         | 449,450          | 1,306,160           |
| 143400 Public Works - Forestry          | 386,370            | 327,230              | 15,475         | 6,700          | 229,050          | 964,825             |
| <b>TOTAL</b>                            | <b>10,998,382</b>  | <b>3,809,920</b>     | <b>782,859</b> | <b>116,600</b> | <b>4,882,600</b> | <b>20,590,361</b>   |

GENERAL FUND EXPENDITURES BY FUNCTION  
FY 2021 BUDGET



# ADMINISTRATION DEPARTMENT

## Overview

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

In addition, this department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital section of this budget book.

## Village Board and Clerk

The activities and expenses of the Village President, the Village Board and the Village Clerk comprise this budgetary area. All elected positions are part-time and are voluntary.

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

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

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

The Village Clerk is an elected official with a four-year term. This position is responsible for maintaining the official records of the Village. In doing so, the Village Clerk attends meetings of the Village Board, keeps a record of its proceedings, publishes and attests to all resolutions and ordinances passed by the Board and seals and attests to all contracts of the Village, as well as other licenses, permits, and documents. In 2020, the Executive Assistant began recording the minutes for the Village Board and the some other Commissions. Previously, this was done by a separate recording secretary.

### Village Manager's Office

The Village Manager is the Chief Administrative Officer of the Village. The Village President and Board of Trustees sets policy and oversees and gives direction to the Village Manager. It is the Village Manager's responsibility to administer the programs and policies established by the Village Board, to direct and coordinate the operations of the Village departments, to provide a recommended annual budget including the compensation plan, and to inform the Village Board of Village affairs and issues, including existing conditions and future requirements.

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

### Major Accomplishments for 2020

#### General

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

### Financial Oversight

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

### Economic Development

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

### Communications

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



### Major Initiatives for Calendar Year 2021

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

### Human Resources Division

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

### Major Accomplishments for 2020

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

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

#### Major Initiatives for Calendar Year 2021

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

#### Law Department

The Village of Glen Ellyn transformed the position of Village Attorney from independent outside counsel to full time on July 21, 2014. The Village Attorney serves as chief legal counsel to the Village Board, Village Manager, and Village management staff. He or she represents or advises the Village in legal proceedings and recommends outside counsel when required. The Village Attorney advises all Village departments, Boards and Commissions; prepares and reviews ordinances, resolutions and all legal documents; acts as an advisor to and/or member of various municipal commissions and Village Board standing committees. He or she also participates in the development and implementation of Village goals, objectives, policies and priorities.

#### Accomplishments for CY 2020

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

#### Administration

- Reviewed and oversaw responses to at least 775 FOIA requests, providing 21,025 pages of records.
- Oversaw and reported on APEX litigation
- Worked on various liquor license issues and oversaw administration of license program
- Reviewed and revised all agendas, ordinances, resolutions, and memoranda

- Worked on reviewing and advising on Hill Avenue, Forest Preserve and Arden Courts annexations
- Worked on Elliott annexation agreement
- Worked on History Center Flood and insurance reimbursements
- Worked on creating easements and sales agreements for pedestrian access from Main St. to Civic Center parking lot
- Reviewed and amended contracts for Facilities Department
- Worked on Village Links/Reserve 22 contracts, releases, filming policy

#### Planning & Development

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

#### Police

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

#### Finance

- Assisted with various issues related to collection of Real Estate Transfer Tax and exemptions
- Handled relations with the MICA municipal risk pool including direction of claims management, the tender of defense in cases involving property damage and employee terminations to relieve the Village of direct responsibility for damages and attorney's fees
- Worked on collection of claims on behalf of the Village for damage to Village property
- Worked on water bill compliance matters
- Worked on Purchasing Policy
- Worked on Bond Issues
- Worked on Food and Beverage tax and collection enforcement

### Public Works

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

### Major Initiatives for CY 2021

In the upcoming year the Village Attorney, in cooperation with other Village Departments, will conduct further reviews of the Village Code and Safety Manual and implement amendments to ensure consistency and fair application of existing laws. In association with these reviews, the Village Attorney will continue to review Loss Prevention recommendations made by our Insurance Risk Pool and assist in implementation as needed.

The Village Attorney will also continue to review and modify procurement policies and provide updates in accordance with existing law and the recommendations of the Village Board. The Village Attorney will continue to work with the President and Board on all requests for information and legal opinions.

### Economic Development/Marketing Division

The Economic Development Division is responsible for developing, directing, and administering the economic development functions for the Village of Glen Ellyn. The primary goal of this department is to develop and execute strategies to enhance the economic viability of the Village through the implementation and oversight of programs and initiatives established by the Village Board and Village Manager that will attract new businesses and encourage expansion and retention of existing businesses to promote a stronger economic base. The Communications Coordinator has elevated the Village's communication and marketing efforts. The Village has been able to be more strategic in marketing the community as a place to work, dine and play, as well as take a proactive role in promoting various Village programs and initiatives.

### Major Accomplishments for CY 2020

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

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

#### Major Objectives for CY 2021

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

## Senior Services Division

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

## Major Accomplishments for CY 2020

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

## Major Initiatives for CY 2021

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

## Information Technologies Department

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

### Major Accomplishments for CY 2020

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

### Major Initiatives for CY 2021

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

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

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



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

| ACCOUNTS FOR:  | 2021 BUDGET      |
|--|------------------|
| 121100 VILLAGE BOARD & CLERK   |                  |
| 121100 510100 - SALARIES - PENSIONABLE   | 19,424           |
| EXECUTIVE ASSISTANT (25% - REMAINING<br>75% IN VILLAGE MANAGER)  | 14,200           |
| ADMINISTRATIVE ASSISTANT II (25% -<br>REMAINING 25% VILLAGE MGR & 50% LAW<br>2.25% MERIT INCREASE FOR DEPARTMENT | 4,700<br><br>524 |
| 121100 510120 - SALARIES - NON PENSIONABLE   | 9,100            |
| RECORDING SECRETARY FEES FOR BOARD AND<br>COMMISSION MEETINGS<br>APPROX \$350 PER PAY PERIOD                     | 9,100            |
| 121100 510200 - OVERTIME   | 1,250            |
| 121100 510400 - FICA TAXES   | 2,300            |
|  | 2,300            |
| 121100 510500 - IMRF EMPLOYER CONTRIBUTIONS  | 1,700            |
| IMRF @ 8.92%   | 1,700            |
| 121100 520140 - VILLAGE COMMISSIONS  | 15,000           |
| LANDMARK PLAQUES-HISTORIC PRESERVATION<br>COMMISSION   | 1,500            |
| ENVIRONMENTAL COMMISSION INITIATIVES<br>(RECYL EXTR)   | 5,000            |
| GLEN ELLYN FUND  | 7,500            |
| OTHER COMMISSION NEEDS   | 1,000            |
| 121100 520600 - DUES-SUBSCRIPTIONS-REG FEES  | 22,625           |
| DUPAGE MAYORS AND MANAGERS CONFERENCE<br>ANNUAL MEMBERSHIP DUES  | 18,500           |
| METROPOLITAN MAYORS CAUCUS ANNUAL<br>MEMBERSHIP DUES   | 1,300            |
| ILLINOIS MUNICIPAL LEAGUE ANNUAL<br>MEMBERSHIP DUES  | 1,750            |
| CHAMBER OF COMMERCE-ANNUAL MEMBERSHIP<br>DUES  | 600              |
| CHICAGO METROPOLITAN AGENCY FOR<br>PLANNING (CMAP) ANNUAL MEMBERSHIP DUES  | 300              |
| MUNICIPAL CLERK'S ASSOCIATION ANNUAL<br>MEMBERSHIP DUES  | 50               |
| COMMUNITY RELATIONS OR<br>INTERGOVERNMENTAL FUNCTIONS-INCIDENTAL<br>EXPENSES                                     | 125              |
| 121100 520620 - EMPLOYEE EDUCATION   | 1,000            |
| BOARD MEETING/WORKSHOP MEAL EXPENSES   | 1,000            |

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

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

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

| ORG                             | OBJECT                   | ACCOUNT DESCRIPTION            | 2021           |                  |                 |                    |                | % CHG 2020 |
|---------------------------------|--------------------------|--------------------------------|----------------|------------------|-----------------|--------------------|----------------|------------|
|                                 |                          |                                | 2019<br>ACTUAL | 2020<br>ORIG BUD | 2020<br>REV BUD | 2020<br>PROJECTION | 2021<br>BUDGET |            |
| 121200 VILLAGE MANAGER'S OFFICE |                          |                                |                |                  |                 |                    |                |            |
| 121200                          | 510100                   | SALARIES - PENSIONABLE         | 510,266        | 533,500          | 533,500         | 490,000            | 509,200        | -4.6%      |
| 121200                          | 510120                   | SALARIES - NON PENSIONABLE     | -              | -                | -               | 6,500              | 10,200         | 0.0%       |
| 121200                          | 510170                   | ADDITIONAL MERIT AWARDS        | -              | 25,000           | 25,000          | -                  | -              | -100.0%    |
| 121200                          | 510200                   | OVERTIME                       | 338            | 500              | 500             | 5,900              | 5,900          | 1080.0%    |
| 121200                          | 510300                   | TEMPORARY HELP                 | 12,236         | 7,500            | 7,500           | 3,000              | 7,500          | 0.0%       |
| 121200                          | 510400                   | FICA TAXES                     | 35,233         | 36,600           | 36,600          | 38,000             | 36,000         | -1.6%      |
| 121200                          | 510500                   | IMRF EMPLOYER CONTRIBUTIONS    | 33,820         | 44,200           | 44,200          | 44,000             | 43,000         | -2.7%      |
| 121200                          | 520135                   | GLEN ELLYN 4TH OF JULY COMMITT | 5,000          | 5,000            | 5,000           | -                  | 5,000          | 0.0%       |
| 121200                          | 520140                   | VILLAGE COMMISSIONS            | 49             | -                | -               | -                  | -              | 0.0%       |
| 121200                          | 520301                   | TUITION REIMBURSEMENT          | 1,800          | 1,200            | 1,200           | 1,800              | 1,200          | 0.0%       |
| 121200                          | 520305                   | EMPLOYEE RECOGNITION           | 12,426         | 11,150           | 11,150          | 10,000             | 11,150         | 0.0%       |
| 121200                          | 520515                   | CITIZEN CORPS/MILTON TWNSP     | -              | 4,000            | 4,000           | 3,750              | 4,000          | 0.0%       |
| 121200                          | 520600                   | DUES-SUBSCRIPTIONS-REG FEES    | 7,552          | 6,400            | 6,400           | 6,400              | 6,400          | 0.0%       |
| 121200                          | 520615                   | RECRUITING AND TESTING         | 22,281         | 20,000           | 20,000          | 25,000             | 35,000         | 75.0%      |
| 121200                          | 520620                   | EMPLOYEE EDUCATION             | 9,065          | 15,295           | 15,295          | 5,000              | 15,295         | 0.0%       |
| 121200                          | 520625                   | TRAVEL                         | 2,155          | 3,000            | 3,000           | 500                | 3,000          | 0.0%       |
| 121200                          | 520630                   | STATE UNEMPLOYMENT CLAIMS      | 9,218          | 7,000            | 7,000           | 11,500             | 7,000          | 0.0%       |
| 121200                          | 520701                   | LEGAL - HUMAN RESOURCES        | 9,544          | 10,000           | 10,000          | 12,000             | 10,000         | 0.0%       |
| 121200                          | 520900                   | POSTAGE & SHIPPING             | 731            | 750              | 750             | 500                | 750            | 0.0%       |
| 121200                          | 520905                   | PRINTING                       | 315            | 750              | 750             | 500                | 750            | 0.0%       |
| 121200                          | 520932                   | A/V/WEB COMMUNICATIONS SVC/SUP | -              | 2,000            | 2,000           | -                  | 2,000          | 0.0%       |
| 121200                          | 521055                   | PROFESSIONAL SERVICES - OTHER  | 2,050          | -                | -               | -                  | -              | 0.0%       |
| 121200                          | 521195                   | TELECOMMUNICATIONS             | 2,304          | 1,800            | 1,800           | 1,800              | 1,800          | 0.0%       |
| 121200                          | 521230                   | PUBLIC RELATIONS               | 2,593          | 4,000            | 4,000           | 1,600              | 4,000          | 0.0%       |
| 121200                          | 530100                   | OFFICE SUPPLIES                | 7,759          | 6,000            | 6,000           | 6,000              | 6,000          | 0.0%       |
| 121200                          | 530600                   | EMERGENCY (COVID) PURCHASES    | -              | -                | -               | 500,000            | 500,000        | 0.0%       |
| 121200                          | 590600                   | TRANSFER TO INSURANCE - HEALTH | 42,953         | 43,700           | 43,700          | 42,100             | 50,900         | 16.5%      |
| 121200                          | 590610                   | TRANSFER TO INSURANCE - GEN    | 3,300          | 3,300            | 3,300           | 3,300              | 3,300          | 0.0%       |
| TOTAL                           | VILLAGE MANAGER'S OFFICE |                                | 732,989        | 792,645          | 792,645         | 1,219,150          | 1,279,345      | 61.4%      |



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

ACCOUNTS FOR:

2021 BUDGET

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

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

| ACCOUNTS FOR:   | 2021 BUDGET |
|---|-------------|
| 121200 520515 - CITIZEN CORPS/MILTON TWNSP  | 4,000       |
| C.E.R.T. ANNUAL DUES-MILTON TOWNSHIP  | 4,000       |
| 121200 520600 - DUES-SUBSCRIPTIONS-REG FEES   | 6,400       |
| ICMA ANNUAL DUES (VM, AVM & ADMIN INTERN)   | 2,300       |
| ILCMA ANNUAL DUES (VM, AVM & ADMIN INTERN)  | 600         |
| IAMMA ANNUAL DUES (ASST. VM & ADMIN INTERN)   | 100         |
| CITY TECH/PUBLICSALARY.COM ANNUAL MEMBERSHIP DUES                                     | 400         |
| IPELRA ANNUAL DUES (ASST. VILLAGE MANAGER)  | 250         |
| SHRM ANNUAL DUES (ASSISTANT VILLAGE MANAGER)  | 190         |
| IPMA-HR ANNUAL DUES (ASSISTANT VILLAGE MANAGER)                                       | 400         |
| ILCMA/IAMMA LUNCH SEMINARS  | 250         |
| ROTARY CLUB ANNUAL DUES (VILLAGE MANAGER)   | 600         |
| KIWANIS CLUB ANNUAL DUES (ASSISTANT VILLAGE MANAGER)                                  | 190         |
| CRAIN'S CHICAGO BUSINESS  | 120         |
| SURVEY MONKEY   | 250         |
| CONSTANT CONTACT SUBSCRIPTION FOR E-NEWS  | 750         |
| 121200 520615 - RECRUITING AND TESTING  | 35,000      |
| POLICE RECRUITMENT EXPENSES (PREP, POLY, MISC)  | 10,000      |
| NON-SWORN RECRUITMENT EXPENSES (PRE-EMPLOYMENT PHYSICALS, BACKGROUND CHECKS, JOB ADS) | 10,000      |
| POLICE TESTING  | 15,000      |
| 121200 520620 - EMPLOYEE EDUCATION  | 15,295      |
| ICMA/ILCMA ANNUAL CONFERENCE (VILLAGE MANAGER)  | 1,550       |
| IPELRA ANNUAL CONFERENCE (ASST. VILLAGE MANAGER)                                      | 375         |
| SUPERVISOR MEETINGS (TRAINING AND MEALS)  | 2,500       |
| VILLAGE-WIDE EMPLOYEE COMPLIANCE TRAINING   | 5,000       |
| MORRISON LEADERSHIP TRAINING (VILLAGE MANAGER)  | 1,200       |
| EEO COMPLIANCE POSTERS  | 300         |
| MISC. TRAINING (WEBINARS, WORKSHOPS, ETC)   | 2,000       |
| SHRM CONFERENCE (HR GENERALIST)   | 1,620       |
| HR TRAINING (ASST. VILLAGE MGR)   | 750         |

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

| ACCOUNTS FOR:  | 2021 BUDGET   |
|--|---------------|
| 121200 520625 - TRAVEL   | 3,000         |
| ICMA CONFERENCE-FLIGHT (VILLAGE<br>MANAGER)  | 400           |
| ICMA CONFERENCE-HOTEL (VILLAGE MANAGER)  | 550           |
| ICMA-TAXI/TRANSPORTATION (VILLAGE<br>MANAGER)                                      | 75            |
| ILCMA SUMMER & WINTER CONFERENCE-HOTEL<br>(VILLAGE MANAGER)                        | 500           |
| IPELRA CONFERENCE-HOTEL (ASSISTANT<br>VILLAGE MANAGER)                             | 375           |
| MISC. TRAINING EVENTS  | 100           |
| SHRM CONFERENCE (HR GENERALIST)  | 1,000         |
| <br>121200 520630 - STATE UNEMPLOYMENT CLAIMS                                      | <br>7,000     |
| UNEMPLOYMENT CLAIMS  | 7,000         |
| <br>121200 520701 - LEGAL - HUMAN RESOURCES  | <br>10,000    |
| EMPLOYMENT LAW AND COLLECTIVE<br>BARGAINING MATTERS                                | 10,000        |
| <br>121200 520900 - POSTAGE & SHIPPING   | <br>750       |
| <br>121200 520905 - PRINTING   | <br>750       |
| <br>121200 520932 - A/V/WEB COMMUNICATIONS SVC/SUP                                 | <br>2,000     |
| MEDIA RENEWALS   | 500           |
| SOFTWARE SUBSCRIPTION RENEWAL (ADOBE)  | 1,000         |
| CONSUMABLES (DVDS/CDS)   | 500           |
| <br>121200 521195 - TELECOMMUNICATIONS   | <br>1,800     |
| CELL PHONE STIPEND (VILLAGE MANAGER)   | 960           |
| CELL PHONE (ASSISTANT VILLAGE MANAGER)   | 840           |
| <br>121200 521230 - PUBLIC RELATIONS   | <br>4,000     |
| BUSINESS MEETINGS & COMMUNITY RELATIONS<br>FUNCTIONS (INCL. RELATED MEAL EXPENSES) | 4,000         |
| <br>121200 530100 - OFFICE SUPPLIES  | <br>6,000     |
| <br>121200 530600 - EMERGENCY PURCHASES  | <br>500,000   |
| COVID EXPENSES   | 500,000       |
| <br>121200 590600 - TRANSFER TO INSURANCE - HEALTH                                 | <br>50,900    |
| HEALTH INSURANCE CONTRIBUTION  | 50,900        |
| <br>121200 590610 - TRANSFER TO INSURANCE - GEN                                    | <br>3,300     |
| GENERAL INSURANCE TRANSFER   | 3,300         |
| <br>TOTAL VILLAGE MANAGER'S OFFICE   | <br>1,279,345 |

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: FACILITIES MAINTENANCE

| ORG    | OBJECT                 | ACCOUNT DESCRIPTION            | 2019<br>ACTUAL | 2020<br>ORIG BUD | 2020<br>REV BUD | 2020<br>PROJECTION | 2021<br>BUDGET | 2021                  |
|--------|------------------------|--------------------------------|----------------|------------------|-----------------|--------------------|----------------|-----------------------|
|        |                        |                                |                |                  |                 |                    |                | % CHG 2020<br>ORG BUD |
| 121300 | FACILITIES MAINTENANCE |                                |                |                  |                 |                    |                |                       |
| 121300 | 510100                 | SALARIES - PENSIONABLE         | 171,787        | 193,900          | 193,900         | 188,000            | 203,730        | 5.1%                  |
| 121300 | 510120                 | SALARIES - NON PENSIONABLE     | 124,523        | 147,950          | 147,950         | 130,000            | 147,950        | 0.0%                  |
| 121300 | 510200                 | OVERTIME                       | 7,208          | 3,000            | 3,000           | 5,000              | 5,000          | 66.7%                 |
| 121300 | 510400                 | FICA TAXES                     | 22,823         | 26,000           | 26,000          | 25,000             | 26,000         | 0.0%                  |
| 121300 | 510500                 | IMRF EMPLOYER CONTRIBUTIONS    | 12,482         | 18,000           | 18,000          | 17,100             | 17,000         | -5.6%                 |
| 121300 | 520600                 | DUES-SUBSCRIPTIONS-REG FEES    | -              | 525              | 525             | -                  | 525            | 0.0%                  |
| 121300 | 520620                 | EMPLOYEE EDUCATION             | 1,895          | 5,400            | 5,400           | 1,000              | 5,400          | 0.0%                  |
| 121300 | 520625                 | TRAVEL                         | -              | 250              | 250             | -                  | 250            | 0.0%                  |
| 121300 | 520970                 | MAINTENANCE-BUILDING & GROUNDS | 38,126         | 51,000           | 51,000          | 50,000             | 51,000         | 0.0%                  |
| 121300 | 520970 19011           | HISTORY CENTER FLOOD           | 188,297        | -                | -               | -                  | -              | 0.0%                  |
| 121300 | 521055                 | PROFESSIONAL SERVICES - OTHER  | 325            | 1,400            | 1,400           | 600                | 1,400          | 0.0%                  |
| 121300 | 521075                 | CONTRACT MAINT SERVICE         | 32,022         | 36,700           | 36,700          | 30,000             | 36,700         | 0.0%                  |
| 121300 | 521195                 | TELECOMMUNICATIONS             | 2,356          | 2,060            | 2,060           | 2,060              | 2,060          | 0.0%                  |
| 121300 | 521200                 | UTILITIES                      | 28,227         | 17,700           | 17,700          | 20,800             | 20,800         | 17.5%                 |
| 121300 | 530100                 | OFFICE SUPPLIES                | 329            | 1,000            | 1,000           | 500                | 600            | -40.0%                |
| 121300 | 530105                 | OPERATING SUPPLIES             | 41,208         | 41,500           | 41,500          | 45,500             | 41,500         | 0.0%                  |
| 121300 | 530310                 | PARTS PURCHASED                | 96             | 2,000            | 2,000           | 1,500              | 2,000          | 0.0%                  |
| 121300 | 530445                 | UNIFORMS                       | 1,905          | 2,400            | 2,400           | 2,500              | 2,400          | 0.0%                  |
| 121300 | 580110                 | EQUIPMENT/CAPITAL OUTLAY       | 1,457          | 15,000           | 15,000          | -                  | -              | -100.0%               |
| 121300 | 590600                 | TRANSFER TO INSURANCE - HEALTH | 27,401         | 28,300           | 28,300          | 29,900             | 30,100         | 6.4%                  |
| 121300 | 590610                 | TRANSFER TO INSURANCE - GEN    | 7,100          | 7,600            | 7,600           | 7,600              | 7,500          | -1.3%                 |
| 121300 | 590650                 | TRANSFER TO EQUIP FUND - O&M   | 15,500         | 9,500            | 9,500           | 9,500              | 8,900          | -6.3%                 |
| 121300 | 590655                 | TRANSFER TO EQUIP FUND - REPL  | 3,200          | 3,200            | 3,200           | 3,200              | 3,200          | 0.0%                  |
| 121300 | 590690                 | TRANSFER TO FACIL MAINT RESRV  | 225,000        | 225,000          | 225,000         | 225,000            | 225,000        | 0.0%                  |
| TOTAL  | FACILITIES MAINTENANCE |                                | 953,269        | 839,385          | 839,385         | 794,760            | 839,015        | 0.0%                  |



FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: FACILITIES MAINTENANCE

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

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: FACILITIES MAINTENANCE

| ACCOUNTS FOR:  | 2021 BUDGET |
|--|-------------|
| BID NOTICES-NEWSPAPER PUBLICATION  | 400         |
| DOCUMENT DESTRUCTION   | 1,000       |
| 121300 521075 - CONTRACT MAINT SERVICE   | 36,700      |
| ELEVATOR INSPECTION/PREVENTATIVE MAINTENANCE-CIVIC CENTER                        | 6,000       |
| OVERHEAD DOOR INSPECTION/PREVENTATIVE MAINTENANCE-ALL BUILDINGS                  | 3,000       |
| EXTERMINATOR SERVICE-ALL BUILDINGS (SPLIT WITH HISTORY CENTER)                   | 5,000       |
| FIRE EXTINGUISHERS-ANNUAL INSPECTION/PREVENTATIVE MAINTENANCE-ALL BUILDINGS      | 1,600       |
| BACKFLOW/RPZ VALVE INSPECTIONS AND PREVENTATIVE MAINTENANCE-ALL BUILDINGS        | 1,500       |
| FIRE DETECTION/SPRINKLER SYSTEMS-ANNUAL INSPECTIONS AND PREVENTATIVE MAINTENANCE | 2,000       |
| STAND BY GENERATORS-PREVENTATIVE MAINTENANCE. INSPECTIONS TESTING                | 9,000       |
| WINDOW CLEANING - ALL BUILDINGS  | 3,600       |
| HVAC-SPRING/FALL INSPECTIONS AND PREV. MAINT.- ALL BUILDINGS                     | 2,000       |
| CARPET RUNNERS   | 3,000       |
| 121300 521195 - TELECOMMUNICATIONS   | 2,060       |
| ANNUAL CELL PHONE EXPENSE (FAC MGR & MAINT WORKER)                               | 2,060       |
| 121300 521200 - UTILITIES  | 20,800      |
| UTILITIES-NATURAL GAS  | 12,800      |
| UTILITIES-WATER/SEWER  | 8,000       |
| 121300 530100 - OFFICE SUPPLIES  | 600         |
| OFFICE SUPPLIES  | 600         |
| 121300 530105 - OPERATING SUPPLIES   | 41,500      |
| CLEANING SUPPLIES, PAPER PRODUCTS & COFFEE SUPPLIES                              | 30,000      |
| HARDWARE SUPPLIES  | 7,000       |
| HVAC FILTERS, BOILER CHEMICALS & SMALL TOOLS                                     | 4,500       |
| 121300 530310 - PARTS PURCHASED  | 2,000       |
| INVENTORY PARTS  | 2,000       |

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: FACILITIES MAINTENANCE

| ACCOUNTS FOR:                                  | 2021 BUDGET |
|--|-------------|
| 121300 530445 - UNIFORMS                       | 2,400       |
| SAFETY SHOES/BOOTS                             | 1,200       |
| UNIFORMS                                       | 1,200       |
| <br>   |             |
| 121300 590600 - TRANSFER TO INSURANCE - HEALTH | 30,100      |
| HEALTH INSURANCE CONTRIBUTION                  | 30,100      |
| <br>   |             |
| 121300 590610 - TRANSFER TO INSURANCE - GEN    | 7,500       |
| GENERAL INSURANCE TRANSFER                     | 7,500       |
| <br>   |             |
| 121300 590650 - TRANSFER TO EQUIP FUND - O&M   | 8,900       |
| TRANSFER TO EQUIPMENT SERVICES - O&M           | 8,900       |
| <br>   |             |
| 121300 590655 - TRANSFER TO EQUIP FUND - REPL  | 3,200       |
| TRANSFER TO EQUIPMENT SERVICES -               | 3,200       |
| VEHICLE REPLACEMENT                            |             |
| <br>   |             |
| 121300 590690 - TRANSFER TO FACIL MAINT RESRV  | 225,000     |
| CONTRIBUTION TO FACILITIES MAINTENANCE         | 225,000     |
| RESERVE FUND                                   |             |
| <br>   |             |
| TOTAL FACILITIES MAINTENANCE                   | 839,015     |

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: INFORMATION TECHNOLOGY

| ORG    | OBJECT | ACCOUNT DESCRIPTION            | 2019    | 2020     | 2020    | 2020       | 2021    | 2021                  |
|--------|--------|--------------------------------|---------|----------|---------|------------|---------|-----------------------|
|        |        |                                | ACTUAL  | ORIG BUD | REV BUD | PROJECTION | BUDGET  | % CHG 2020<br>ORG BUD |
| 121400 |        | INFORMATION TECHNOLOGY         |         |          |         |            |         |                       |
| 121400 | 510100 | SALARIES - PENSIONABLE         | 207,176 | 231,300  | 231,300 | 212,000    | 241,615 | 4.5%                  |
| 121400 | 510120 | SALARIES - NON PENSIONABLE     | 8,907   | 21,200   | 21,200  | 21,700     | 21,200  | 0.0%                  |
| 121400 | 510400 | FICA TAXES                     | 15,702  | 18,250   | 18,250  | 17,900     | 21,000  | 15.1%                 |
| 121400 | 510500 | IMRF EMPLOYER CONTRIBUTIONS    | 14,832  | 21,050   | 21,050  | 19,300     | 22,750  | 8.1%                  |
| 121400 | 520600 | DUES-SUBSCRIPTIONS-REG FEES    | -       | 500      | 500     | 300        | 400     | -20.0%                |
| 121400 | 520620 | EMPLOYEE EDUCATION             | 50      | 2,000    | 2,000   | -          | 3,000   | 50.0%                 |
| 121400 | 520900 | POSTAGE & SHIPPING             | 44      | 300      | 300     | 200        | 300     | 0.0%                  |
| 121400 | 520901 | COPIER                         | 28,384  | 31,000   | 31,000  | 28,000     | 34,200  | 10.3%                 |
| 121400 | 520932 | A/V/WEB COMMUNICATIONS SVC/SUP | 1,370   | 1,900    | 1,900   | 4,500      | 9,350   | 392.1%                |
| 121400 | 520975 | MAINTENANCE-EQUIPMENT          | 142,752 | 144,670  | 144,670 | 145,000    | 180,150 | 24.5%                 |
| 121400 | 521055 | PROFESSIONAL SERVICES - OTHER  | 54,994  | 57,500   | 57,500  | 37,500     | 58,100  | 1.0%                  |
| 121400 | 521195 | TELECOMMUNICATIONS             | 40,315  | 38,200   | 38,200  | 35,000     | 72,000  | 88.5%                 |
| 121400 | 530100 | OFFICE SUPPLIES                | 245     | 300      | 300     | 50         | 300     | 0.0%                  |
| 121400 | 530105 | OPERATING SUPPLIES             | 3,116   | 800      | 800     | 600        | 800     | 0.0%                  |
| 121400 | 570110 | COMPUTER EQUIPMENT/PROJECTS    | 42,060  | 44,300   | 44,300  | 185,000    | 38,000  | -14.2%                |
| 121400 | 570117 | A/V/WEB COMMUNICATIONS EQUIP   | -       | -        | -       | 140,000    | -       | 0.0%                  |
| 121400 | 590600 | TRANSFER TO INSURANCE - HEALTH | 20,013  | 36,500   | 36,500  | 23,200     | 24,500  | -32.9%                |
| 121400 | 590610 | TRANSFER TO INSURANCE - GEN    | 1,900   | 2,400    | 2,400   | 2,400      | 2,600   | 8.3%                  |
| TOTAL  |        | INFORMATION TECHNOLOGY         | 581,859 | 652,170  | 652,170 | 872,650    | 730,265 | 12.0%                 |

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: INFORMATION TECHNOLOGY

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

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: INFORMATION TECHNOLOGY

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

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: INFORMATION TECHNOLOGY

| ACCOUNTS FOR:                                  | 2021 BUDGET |
|--|-------------|
| 121400 570110 - COMPUTER EQUIPMENT/PROJECTS    | 38,000      |
| PC REPLACEMENT PROGRAM                         | 28,000      |
| MISCELLANEOUS HARDWARE/SOFTWARE NEEDS          | 10,000      |
| <br>   |             |
| 121400 590600 - TRANSFER TO INSURANCE - HEALTH | 24,500      |
| HEALTH INSURANCE CONTRIBUTION                  | 24,500      |
| <br>   |             |
| 121400 590610 - TRANSFER TO INSURANCE - GEN    | 2,600       |
| GENERAL INSURANCE TRANSFER                     | 2,600       |
| <br>   |             |
| TOTAL INFORMATION TECHNOLOGY                   | 730,265     |

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: SENIOR SERVICES

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



FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: SENIOR SERVICES

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

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: HISTORY PARK

| ORG    | OBJECT | ACCOUNT DESCRIPTION             | 2019<br>ACTUAL | 2020<br>ORIG BUD | 2020<br>REV BUD | 2020<br>PROJECTION | 2021<br>BUDGET | 2021<br>% CHG 2020<br>ORG BUD |
|--------|--------|---------------------------------|----------------|------------------|-----------------|--------------------|----------------|-------------------------------|
| 121600 |        | HISTORY PARK - ADMIN/FACILITIES |                |                  |                 |                    |                |                               |
| 121600 | 520970 | MAINTENANCE-BUILDING & GROUNDS  | 2,281          | 3,000            | 3,000           | 2,500              | 3,000          | 0.0%                          |
| 121600 | 521055 | PROFESSIONAL SERVICES - OTHER   | 1,936          | 1,580            | 1,580           | 1,950              | 1,950          | 23.4%                         |
| 121600 | 521195 | TELECOMMUNICATIONS              | -              | 600              | 600             | -                  | -              | -100.0%                       |
| 121600 | 521200 | UTILITIES                       | 12,936         | 10,000           | 10,000          | 12,000             | 12,500         | 25.0%                         |
| TOTAL  |        | HISTORY PARK - ADMIN/FACILITIES | 17,152         | 15,180           | 15,180          | 16,450             | 17,450         | 15.0%                         |
| 121610 |        | HISTORY PARK - PUBLIC WORKS     |                |                  |                 |                    |                |                               |
| 121610 | 510100 | SALARIES - PENSIONABLE          | 3,201          | 5,000            | 5,000           | 4,000              | 5,000          | 0.0%                          |
| 121610 | 510400 | FICA TAXES                      | 245            | 400              | 400             | 320                | 400            | 0.0%                          |
| 121610 | 510500 | IMRF EMPLOYER CONTRIBUTIONS     | 229            | 500              | 500             | 400                | 500            | 0.0%                          |
| 121610 | 520970 | MAINTENANCE-BUILDING & GROUNDS  | 4,551          | 6,100            | 6,100           | 5,000              | 5,500          | -9.8%                         |
| TOTAL  |        | HISTORY PARK - PUBLIC WORKS     | 8,226          | 12,000           | 12,000          | 9,720              | 11,400         | -5.0%                         |
| TOTAL  |        | HISTORY PARK                    | 25,378         | 27,180           | 27,180          | 26,170             | 28,850         | 6.1%                          |

FUND: GENERAL FUND  
 DEPARTMENT: ADMINISTRATION  
 ORGANIZATION: HISTORY PARK

| ACCOUNTS FOR:   | 2021 BUDGET     |
|---|-----------------|
| 121600 HISTORY PARK - ADMIN/FAC   |                 |
| 121600 520970 - MAINTENANCE-BUILDING & GROUNDS<br>UNSCHEДУLED OR EMERGENCY REPAIRS AND<br>MAINTENANCE   | 3,000<br>3,000  |
| 121600 521055 - PROFESSIONAL SERVICES - OTHER<br>PEST CONTROL   | 1,950<br>800    |
| FIRE ALARM MONITORING   | 650             |
| MISCELLANEOUS   | 500             |
| 121600 521200 - UTILITIES<br>ELECTRICITY  | 12,500<br>8,500 |
| NATURAL GAS   | 3,000           |
| WATER/SEWER   | 1,000           |
| <b>TOTAL HISTORY PARK - ADMIN/FAC</b>   | <b>17,450</b>   |
| 121610 HISTORY PARK - PUBLIC WORKS  |                 |
| 121610 510100 - SALARIES - PENSIONABLE<br>THIS REPRESENTS SALARY AND BENEFIT<br>EXPENSES FOR PUBLIC WORKS TO MAINTAIN<br>THE HISTORY PARK FACILITIES  | 5,000<br>5,000  |
| 121610 510400 - FICA TAXES  | 400             |
| 121610 510500 - IMRF EMPLOYER CONTRIBUTIONS   | 500             |
| 121610 520970 - MAINTENANCE-BUILDING & GROUNDS<br>PROVIDES FUNDING FOR REGULAR<br>MAINTENANCE OF OUTDOOR FACILITIES AND<br>LANDSCAPING IN ALL SEASONS | 5,500<br>5,500  |
| <b>TOTAL HISTORY PARK - PUBLIC WORKS</b>  | <b>11,400</b>   |
| <b>TOTAL HISTORY PARK</b>   | <b>28,850</b>   |

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: LAW

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

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: LAW

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

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

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

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

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

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

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



## FINANCE DEPARTMENT

The Finance Department serves internal and external customers, provides assistance to residents and customers, provides management reports and information to elected officials and management, and provides payroll and benefits services to employees. The Department provides service to the Village, Glen Ellyn Public Library (GEPL), Glenbard Wastewater Authority (GWA), and Glen Ellyn Volunteer Fire Company (GEVFC).

The Finance Department is responsible for overseeing the fiscal operations of the Village. Primary responsibilities of the department include accounting, financial reporting, budgeting, long-term financial planning, capital financing, cash management, investment of Village funds, payment of bills, billing, collection of revenue, payroll, and pension administration. Starting in FY12/13, the Finance Department took on management and administration of employee benefits, such as health insurance, and managing liability insurance claims. In FY13/14, the Information Technology (IT) function was moved to the Village Manager's Office. In Short Year 14, the Finance Department was divided between Administration and Operations and the Cashiers Office to provide better delineation of the cost of the two operations.

Many of the functions performed by the department represent an internal service to other departments. Additionally, the Department performs accounting and related administrative services for the Glen Ellyn Public Library (GEPL) and the Glenbard Wastewater Authority (GWA), and provides support to the Glen Ellyn Volunteer Fire Company (GEVFC). A service charge representing the cost of services provided to other Village funds, the GEPL and GWA is collected and recognized as revenue in the General Fund.

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

Administration and Operations - This segment of the department is currently staffed by three full-time employees, a Finance Director, Assistant Finance Director, and Staff Accountant. This segment also includes two part-time employees, an Accounts Payable Coordinator and a Business Office Coordinator. Primary responsibilities of this area are general administration, accounting services, accounts payable, payroll processing, pension fund administration, insurance, and employee benefits services. The Business Office Coordinator specializes in coordinating accounting and financial reporting for the Village Links/Reserve 22.

General administration of the department is the responsibility of the Finance Director. Primary duties include the coordination and management of staff resources, coordination of the Village's annual budget process, management of the Village's independent annual financial audit, cash management, investment of Village funds, and planning for long-term capital project financing.

The accounting function records transactions in accordance with established policies and procedures. Monthly financial statements are prepared and distributed to department managers for review of current spending against budgeted amounts. The accounts payable function processes all disbursements for the Village, the Glenbard Wastewater Authority, and the Glen Ellyn Volunteer Fire Company.

Each year, in conformance with State statutes, the Village undergoes an audit of its financial statements and records by an independent audit firm for the purpose of obtaining an opinion as to whether the Village's financial statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP). The department is responsible for the coordination and preparation of the Village's annual financial statements (Comprehensive Annual Financial Report or "CAFR") through its audit firm as well as preparing all documentation and records necessary to support the amounts and disclosures in the financial statements.

For the past 30 years, the Village has received recognition for its CAFR in the form of a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This program requires preparation of financial statements in accordance with detailed program criteria, which help ensure a financial report that is well organized and easily readable as well as ensuring a spirit of complete disclosure and comparability with other local government financial statements.

Cashiers Office - The Cashiers Office is staffed by a full-time Accounts Manager, four part-time Accounts Receivable Specialists and three part-time Billing Specialists. This segment of the department represents the main point of contact for many Village residents. The Cashiers Office collects and records all payments received via the mail, email and in person at the Civic Center as well as receiving utility bill payments electronically from external financial institutions, which perform payment processing (lockbox and online bill pay) services for monthly Village utility bills.

The Cashiers Office manages all facets of the Village's monthly combined utility billing program for water/sanitary sewer and residential solid waste collection services. The Village presently services approximately 8,200 water/sewer and 7,450 solid waste accounts through monthly billings and handles all related customer service and account maintenance. Additionally, the Cashiers Office administers the Village vehicle license program (approximately 16,000 transactions per year), the business registration program for approximately 1,000 businesses (which includes an annual fire inspection that is coordinated through the Community Development Department) and the parking permit renewal process which covers more than 1200 customers parking in various lots throughout the Central Business District. Other transactions include the collection of building permit fees, real estate transfer taxes, and other miscellaneous fees.

Key Performance Metrics for the department include:

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

## Accomplishments for Fiscal Year 2020

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

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

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

### Goals and Objectives for Fiscal Year 2021

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

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

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

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

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

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

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

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

FUND: GENERAL FUND  
DEPARTMENT: FINANCE  
ORGANIZATION: CASHIERS OFFICE

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



FUND: GENERAL FUND  
DEPARTMENT: FINANCE  
ORGANIZATION: CASHIERS OFFICE

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

FUND: GENERAL FUND  
DEPARTMENT: FINANCE  
ORGANIZATION: CASHIERS OFFICE

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

# DEPARTMENT OF COMMUNITY DEVELOPMENT

## DEPARTMENT OVERVIEW

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

## DEPARTMENT RESPONSIBILITIES

The Department provides support to the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, and Building Board of Appeals. The Department's responsibilities extend to participation on the boards of the Chamber of Commerce and the Alliance of Downtown Glen Ellyn. With 14.75 full-time equivalent employees, the Department coordinates the review and analysis of all development projects, maintains land use and building records, issues building permits, provides building inspections, provides fire safety inspections, conducts reviews of stormwater and grading plans, enforces codes, conducts occupancy inspections, assigns fees and deposits, coordinates license agreements, registers contractors, prepares right-of-way vacations, monitors various escrow accounts, prepares and oversees annexations and annexation agreements, and assists in the preparation of long term plans and planning policies. Five primary consultants provide complete or partial plan review services and inspections of elevator, plumbing, tree preservation, wetland, building, and traffic plans as well as legal expertise and assistance on special projects. Department employees and consultants also provide recommendations to assist the volunteer Boards and Commissions and the Village Board in making decisions about the various proposed applications that come before them.

## 2019/2020 HIGHLIGHTS

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

### COVID-19 Impact & Response

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

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

### Daily Activities

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

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

### Code Enforcement

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

### Scanning Update

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

### MUNIS Update

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

### Contractor Registration Elimination

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

### Comprehensive Plan Update

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

### Freedom of Information Requests

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

### License Agreements

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

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

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

### Annexations & Annexation Agreements

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

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

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

### Code Amendments

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

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

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

#### 2019/2020 SIGNIFICANT DEVELOPMENT APPLICATIONS

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

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



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

#### 2019/2020 PETITIONS REVIEWED

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

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

<sup>1</sup>Includes Ordinances for Local Landmark Designations and License Agreements.

#### 2019/2020 CONSTRUCTION PROJECT SUMMARY

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

##### Residential Construction

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

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

#### Nonresidential Construction

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

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

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

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

#### BUILDING PERMIT ACTIVITY

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

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

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

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

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

### Miscellaneous Construction Projects

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

### 2020/2021 UPCOMING PROJECTS

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

### Mural/Public Art Approval Process

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

### Comprehensive Plan Update

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

### Appearance Review Guidelines

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

### Recreational Cannabis

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

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

### Affordable Housing

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

### Planned Unit Development Zoning Code Amendments

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

### Wayfinding and Signage Implementation – Phase I & Phase II

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

### Building Code Updates

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

### Census 2020

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

### Annexation Planning

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

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

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

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

#### Future Development Projects

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

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

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

#### Future Construction Projects

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

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

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



FUND: GENERAL FUND  
DEPARTMENT: COMMUNITY DEVELOPMENT  
ORGANIZATION: PLANNING

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

FUND: GENERAL FUND  
DEPARTMENT: COMMUNITY DEVELOPMENT  
ORGANIZATION: PLANNING

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

FUND: GENERAL FUND  
DEPARTMENT: COMMUNITY DEVELOPMENT  
ORGANIZATION: PLANNING

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

FUND: GENERAL FUND  
DEPARTMENT: COMMUNITY DEVELOPMENT  
ORGANIZATION: BUILDING

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

FUND: GENERAL FUND  
 DEPARTMENT: COMMUNITY DEVELOPMENT  
 ORGANIZATION: BUILDING

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

FUND: GENERAL FUND  
 DEPARTMENT: COMMUNITY DEVELOPMENT  
 ORGANIZATION: BUILDING

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

FUND: GENERAL FUND  
DEPARTMENT: COMMUNITY DEVELOPMENT  
ORGANIZATION: BUILDING

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

# GLEN ELLYN POLICE DEPARTMENT

## Staff

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

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

After being hired, police officers spend about 24 months on probation. They are immediately sent to a 14-week basic law enforcement course. This course is available from a number of training agencies within the State of Illinois. However, we prefer to send officers to the Police Training Institute at the University of Illinois in Champaign. This academy provides the best all-around education available. After graduation from this basic 560-hour course, which is both practical and academic, the officer returns for eighteen weeks of field training with Department training officers. During this period, the officer is continuously evaluated and if he or she has performed satisfactorily, is allowed to work on his or her own during the balance of their probation (approximately one and one half years). The Department takes the probationary period for police officers very seriously. This is the time to decide whether a new officer's performance matches the needs of the Department and expectations of the community. Throughout probation, the officer's performance is continually evaluated and a decision is made whether to retain the officer. While some may elect to leave because they chose the wrong career, most are asked to leave because of a failure to meet our standards.

Through November 1, in 2020, the Department hired eight new police officers. Assuming an officer completes probation, we expect it to take an average of about three years for a sworn officer to have sufficient skills through training and experience to be able to perform their duties with minimal supervision. The Department also updated our lateral transfer program to allow for trained and experienced officers to join our team and reduce the time and expense of new hires.

## Strategic Goals

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



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

## Covid-19

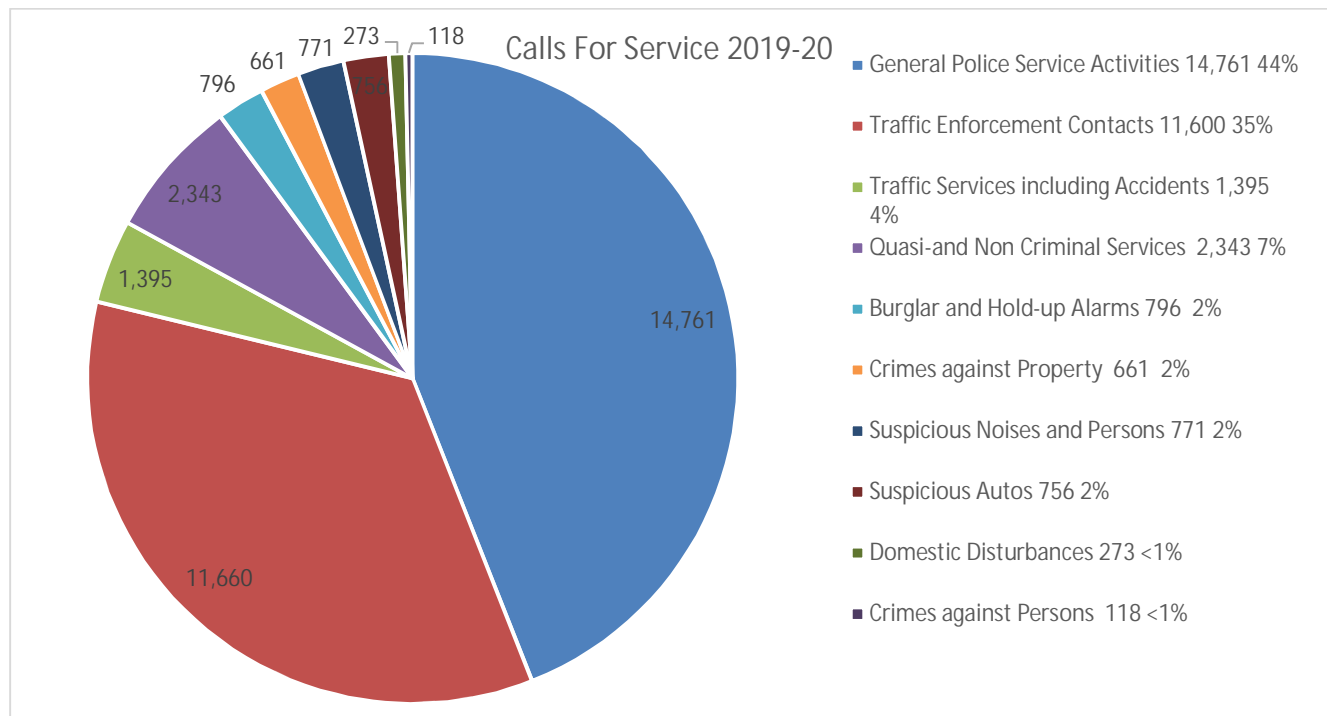
In 2020, the worldwide Covid-19 pandemic had serious impacts to police operations everywhere. In Glen Ellyn, the continuity of operations and the ability to provide police services was paramount. In order to maintain our ability to respond to emergency calls for service, wherever practical, we rebuilt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

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

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

## Activity

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



Major areas of service included:

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

- Alarm Calls 796 (2%)

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

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

## Crossing Guards

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

## Parking Control

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

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

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

## DuCOMM

We receive our public safety communication services through DuCOMM, which is a central communication organization comprised of 22 member municipal police departments and 22 member municipal fire departments or independent fire protection districts in DuPage County. Our Department has been a member of DuCOMM since its formation in 1976. DuCOMM is mostly funded by each member's annual contribution. For police, the formula for this contribution is based on the number of officers. The Glen Ellyn Police presently receive all communication and communication staff services from DuCOMM for which we will pay \$508,500 this year. They answer all Glen Ellyn 9-1-1 calls and dispatch our officers, paramedics and Volunteer Fire Department. In calendar year 2018, DuCOMM handled 41,111 Glen Ellyn police dispatches, which includes calls for service, as well as administrative duties and other public services. This number reflects a 5% increase from 2020.

In recent years, Glen Ellyn and several other communities have maintained a cooperative arrangement with DuCOMM and the Emergency Telephone System Board (ETSB) to enhance DuCOMM's level of service by integrating data between the Computer-Aided Dispatch system and the Records Management system. In June 2019, the Department went live on a new, comprehensive public-safety software system. As has been customary practice, the ETSB has paid the capital costs up front, with all participating municipalities and fire districts reimbursing the Board annually for the life of the contract. After the warranty expires, the Department also will pay the ETSB for on-going technical support. This, combined with electronic traffic citations and crash reporting, greatly aids in keeping patrol officers in their beats, available for calls. Such a system would be cost prohibitive for Glen Ellyn without the shared cost of the other DuComm entities.

## Additional Police Partnership and Activities Include:

Children Center

DARE/ School Safety Officer

Junior Police Academy

"Coffee with the Cops"

Administrative Adjudication

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

FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: ADMINISTRATION

| ORG                          | OBJECT                | ACCOUNT DESCRIPTION            | 2019      | 2020      | 2020      | 2020       | 2021      | 2021                  |
|------------------------------|-----------------------|--------------------------------|-----------|-----------|-----------|------------|-----------|-----------------------|
|                              |                       |                                | ACTUAL    | ORIG BUD  | REV BUD   | PROJECTION | BUDGET    | % CHG 2020<br>ORG BUD |
| 134100 POLICE ADMINISTRATION |                       |                                |           |           |           |            |           |                       |
| 134100                       | 510100                | SALARIES - PENSIONABLE         | 537,375   | 575,650   | 575,650   | 558,200    | 513,000   | -10.9%                |
| 134100                       | 510110                | SALARIES - POLICE FT           | 265,110   | 273,803   | 273,803   | 270,500    | 277,000   | 1.2%                  |
| 134100                       | 510120                | SALARIES - NON PENSIONABLE     | 83,992    | 74,900    | 74,900    | 66,500     | 72,900    | -2.7%                 |
| 134100                       | 510220                | POLICE OVERTIME                | 27,955    | 21,450    | 21,450    | 13,000     | 21,450    | 0.0%                  |
| 134100                       | 510400                | FICA TAXES                     | 52,018    | 53,700    | 53,700    | 51,600     | 47,100    | -12.3%                |
| 134100                       | 510500                | IMRF EMPLOYER CONTRIBUTIONS    | 39,556    | 52,000    | 52,000    | 50,800     | 44,000    | -15.4%                |
| 134100                       | 520600                | DUES-SUBSCRIPTIONS-REG FEES    | 14,927    | 15,300    | 15,300    | 15,300     | 15,300    | 0.0%                  |
| 134100                       | 520620                | EMPLOYEE EDUCATION             | 2,451     | 10,000    | 10,000    | 3,535      | 10,000    | 0.0%                  |
| 134100                       | 520625                | TRAVEL                         | 593       | 3,000     | 3,000     | -          | 3,000     | 0.0%                  |
| 134100                       | 520905                | PRINTING                       | 1,868     | 1,900     | 1,900     | 1,900      | 1,900     | 0.0%                  |
| 134100                       | 520975                | MAINTENANCE-EQUIPMENT          | 3,413     | 48,400    | 48,400    | 35,400     | 48,400    | 0.0%                  |
| 134100                       | 521055                | PROFESSIONAL SERVICES - OTHER  | 6,378     | 5,000     | 5,000     | 5,000      | 5,000     | 0.0%                  |
| 134100                       | 521195                | TELECOMMUNICATIONS             | 1,893     | 4,800     | 4,800     | 4,800      | 600       | -87.5%                |
| 134100                       | 530100                | OFFICE SUPPLIES                | 2,342     | 2,500     | 2,500     | 2,500      | 2,500     | 0.0%                  |
| 134100                       | 530105                | OPERATING SUPPLIES             | 16,123    | 12,100    | 12,100    | 12,100     | 13,400    | 10.7%                 |
| 134100                       | 530445                | UNIFORMS                       | 1,888     | 2,000     | 2,000     | 1,750      | 3,000     | 50.0%                 |
| 134100                       | 590600                | TRANSFER TO INSURANCE - HEALTH | 91,998    | 90,500    | 90,500    | 100,700    | 104,500   | 15.5%                 |
| 134100                       | 590610                | TRANSFER TO INSURANCE - GEN    | 10,500    | 10,800    | 10,800    | 10,800     | 11,100    | 2.8%                  |
| 134100                       | 590650                | TRANSFER TO EQUIP FUND - O&M   | 15,500    | 10,400    | 10,400    | 10,400     | 8,400     | -19.2%                |
| 134100                       | 590655                | TRANSFER TO EQUIP FUND - REPL  | 10,800    | 10,800    | 10,800    | 10,800     | 10,800    | 0.0%                  |
| 134100                       | 590700                | TRANSFER TO POLICE PENSION     | 205,700   | 205,700   | 205,700   | 205,700    | 153,400   | -25.4%                |
| TOTAL                        | POLICE ADMINISTRATION |                                | 1,392,380 | 1,484,703 | 1,484,703 | 1,431,285  | 1,366,750 | -7.9%                 |

FUND: GENERAL FUND  
 DEPARTMENT: POLICE  
 ORGANIZATION: ADMINISTRATION

| ACCOUNTS FOR:  | 2021 BUDGET |
|--|-------------|
| 134100 POLICE ADMINISTRATION   |             |
| 134100 510100 - SALARIES - PENSIONABLE                               | 513,000     |
| EVIDENCE CUSTODIAN   | 70,000      |
| RECORDS F/T CLERK - (4)  | 222,200     |
| RECORDS SUPERVISOR   | 99,600      |
| RECORDS CLERK - PART - TIME - IMRF (2)                               | 52,800      |
| ADMINISTRATIVE ASSISTANT TO THE CHIEF                                | 50,200      |
| POLICE PROGRAM COORDINATOR   | -           |
| 2.25% MERIT INCREASE FOR DEPARTMENT<br>(NONSWORN)                    | 18,200      |
| 134100 510110 - SALARIES - POLICE FT                                 | 277,000     |
| SERGEANT - ADMINISTRATION  | 118,000     |
| CHIEF OF POLICE  | 159,000     |
| 134100 510120 - SALARIES - NON PENSIONABLE                           | 72,900      |
| COMMUNITY SERVICE OFFICER -<br>FINGERPRINTING                        | 18,900      |
| PART TIME RECORDS CLERKS -(3)  | 54,000      |
| 134100 510220 - POLICE OVERTIME                                      | 21,450      |
| HOLIDAY PAY - RECORDS CLERKS   | 12,000      |
| ADMIN SERGEANT   |             |
| NON-SWORN OVERTIME   | 7,000       |
| ADMIN SERGEANT COURT STANDBY PAY                                     | 2,450       |
| 134100 510400 - FICA TAXES   | 47,100      |
| 134100 510500 - IMRF EMPLOYER CONTRIBUTIONS                          | 44,000      |
| 134100 520600 - DUES-SUBSCRIPTIONS-REG FEES                          | 15,300      |
| COVERS ASSOCIATION MEMBERSHIPS, IACPNET<br>LEXIPOL, RMS CONNECTIVITY | 15,300      |
| 134100 520620 - EMPLOYEE EDUCATION                                   | 10,000      |
| 134100 520625 - TRAVEL   | 3,000       |
| 134100 520905 - PRINTING   | 1,900       |
| 134100 520975 - MAINTENANCE-EQUIPMENT                                | 48,400      |
| LIVESCAN   | 2,200       |
| PRMS   | 43,000      |
| MISCELLANEOUS REPAIR   | 3,200       |
| 134100 521055 - PROFESSIONAL SERVICES - OTHER                        | 5,000       |
| 134100 521195 - TELECOMMUNICATIONS                                   | 600         |
| 134100 530100 - OFFICE SUPPLIES                                      | 2,500       |
| 134100 530105 - OPERATING SUPPLIES                                   | 13,400      |

FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: ADMINISTRATION

| ACCOUNTS FOR:  | 2021 BUDGET        |
|--|--------------------|
| 134100 530445 - UNIFORMS   | 3,000              |
| 134100 590600 - TRANSFER TO INSURANCE - HEALTH<br>HEALTH INSURANCE CONTRIBUTION                          | 104,500<br>104,500 |
| 134100 590610 - TRANSFER TO INSURANCE - GEN<br>GENERAL INSURANCE TRANSFER                                | 11,100<br>11,100   |
| 134100 590650 - TRANSFER TO EQUIP FUND - O&M<br>TRANSFER TO EQUIPMENT SERVICES FOR O&M                   | 8,400<br>8,400     |
| 134100 590655 - TRANSFER TO EQUIP FUND - REPL<br>TRANSFER TO EQUIPMENT SERVICES -<br>VEHICLE REPLACEMENT | 10,800<br>10,800   |
| 134100 590700 - TRANSFER TO POLICE PENSION<br>ANNUAL CONTRIBUTION TO THE POLICE<br>PENSION FUND          | 153,400<br>153,400 |
| TOTAL POLICE ADMINISTRATION  | 1,366,750          |



FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: OPERATIONS

| ORG    | OBJECT            | ACCOUNT DESCRIPTION            | 2019<br>ACTUAL | 2020<br>ORIG BUD | 2020<br>REV BUD | 2020<br>PROJECTION | 2021<br>BUDGET | 202100.0%<br>% CHG 2020<br>ORG BUD |
|--------|-------------------|--------------------------------|----------------|------------------|-----------------|--------------------|----------------|------------------------------------|
| 134200 | POLICE OPERATIONS |                                |                |                  |                 |                    |                |                                    |
| 134200 | 510100            | SALARIES - PENSIONABLE         | 129,489        | 129,700          | 129,700         | 128,000            | 136,700        | 5.4%                               |
| 134200 | 510110            | SALARIES - POLICE FT           | 2,708,995      | 2,752,747        | 2,752,747       | 2,723,200          | 3,168,900      | 15.1%                              |
| 134200 | 510120            | SALARIES - NON PENSIONABLE     | 21,083         | 23,700           | 23,700          | 22,100             | 23,700         | 0.0%                               |
| 134200 | 510150            | SALARIES - CROSSING GUARDS     | 35,302         | 40,000           | 40,000          | 37,000             | 40,000         | 0.0%                               |
| 134200 | 510220            | POLICE OVERTIME                | 356,850        | 360,274          | 360,274         | 359,000            | 370,298        | 2.8%                               |
| 134200 | 510400            | FICA TAXES                     | 56,682         | 67,140           | 67,140          | 58,600             | 70,350         | 4.8%                               |
| 134200 | 510500            | IMRF EMPLOYER CONTRIBUTIONS    | 9,454          | 14,000           | 14,000          | 11,700             | 13,600         | -2.9%                              |
| 134200 | 520110            | CONTRIBUTION - GE FAMILY COUNS | 35,000         | 35,000           | 35,000          | 35,000             | 35,000         | 0.0%                               |
| 134200 | 520600            | DUES-SUBSCRIPTIONS-REG FEES    | 5,747          | 6,500            | 76,500          | 26,700             | 29,500         | 353.8%                             |
| 134200 | 520620            | EMPLOYEE EDUCATION             | 20,690         | 24,900           | 24,900          | 60,000             | 72,900         | 192.8%                             |
| 134200 | 520625            | TRAVEL                         | 1,791          | 3,400            | 3,400           | 1,300              | 3,900          | 14.7%                              |
| 134200 | 520905            | PRINTING                       | 6,149          | 5,200            | 5,200           | 3,000              | 5,200          | 0.0%                               |
| 134200 | 520920            | DU-COMM                        | 467,933        | 485,350          | 485,350         | 468,000            | 508,500        | 4.8%                               |
| 134200 | 520930            | GENERAL SERVICES               | 948            | -                | -               | -                  | -              | 0.0%                               |
| 134200 | 520934            | DARE PROGRAM EXPENSES          | 1,275          | 1,000            | 1,000           | 1,000              | 1,000          | 0.0%                               |
| 134200 | 520935            | IMPOUND FEES                   | 5,369          | 6,000            | 6,000           | 8,000              | 6,000          | 0.0%                               |
| 134200 | 520975            | MAINTENANCE-EQUIPMENT          | 19,418         | 27,300           | 27,300          | 22,000             | 27,300         | 0.0%                               |
| 134200 | 521055            | PROFESSIONAL SERVICES - OTHER  | 24,720         | 26,400           | 26,400          | 25,400             | 26,400         | 0.0%                               |
| 134200 | 521195            | TELECOMMUNICATIONS             | 29,873         | 26,650           | 26,650          | 21,900             | 19,400         | -27.2%                             |
| 134200 | 530100            | OFFICE SUPPLIES                | 3,404          | 6,300            | 6,300           | 6,300              | 6,300          | 0.0%                               |
| 134200 | 530105            | OPERATING SUPPLIES             | 33,062         | 39,000           | 39,000          | 32,400             | 40,500         | 3.8%                               |
| 134200 | 530445            | UNIFORMS                       | 34,980         | 34,000           | 34,000          | 37,500             | 53,000         | 55.9%                              |
| 134200 | 580110            | EQUIPMENT/CAPITAL OUTLAY       | -              | 20,000           | 20,000          | 10,000             | 17,000         | -15.0%                             |
| 134200 | 590600            | TRANSFER TO INSURANCE - HEALTH | 411,555        | 429,400          | 429,400         | 458,600            | 458,300        | 6.7%                               |
| 134200 | 590610            | TRANSFER TO INSURANCE - GEN    | 79,300         | 82,600           | 82,600          | 82,600             | 85,100         | 3.0%                               |
| 134200 | 590650            | TRANSFER TO EQUIP FUND - O&M   | 171,200        | 204,400          | 204,400         | 204,400            | 180,500        | -11.7%                             |
| 134200 | 590655            | TRANSFER TO EQUIP FUND - REPL  | 86,500         | 110,100          | 110,100         | 110,100            | 131,900        | 19.8%                              |
| 134200 | 590700            | TRANSFER TO POLICE PENSION     | 1,438,300      | 1,438,300        | 1,438,300       | 1,438,300          | 1,541,600      | 7.2%                               |
| TOTAL  | POLICE OPERATIONS |                                | 6,195,070      | 6,399,361        | 6,469,361       | 6,392,100          | 7,072,848      | 10.5%                              |

FUND: GENERAL FUND  
 DEPARTMENT: POLICE  
 ORGANIZATION: OPERATIONS

| ACCOUNTS FOR:   | 2021 BUDGET |
|---|-------------|
| 134200 POLICE OPERATIONS  |             |
| 134200 510100 - SALARIES - PENSIONABLE  | 136,700     |
| COMMUNITY SERVICE OFFICER FULL-TIME - 2   | 129,700     |
| 2.25% MERIT INCREASE FOR DEPARTMENT<br>(NONSWORN)                               | 7,000       |
| 134200 510110 - SALARIES - POLICE FT  | 3,168,900   |
| PATROL OFFICER - STEP 1 (7)   | 486,000     |
| PATROL OFFICER - STEP 2 (3)   | 220,000     |
| PATROL OFFICER - STEP 3 (1)   | 78,000      |
| PATROL OFFICER - STEP 4 (3)   | 250,600     |
| PATROL OFFICER - STEP 7 (1)   | 98,700      |
| PATROL OFFICER - STEP 9 (11)  | 1,147,000   |
| SERGEANTS (5)   | 592,000     |
| DEPUTY CHIEF OF POLICE  | 132,000     |
| PATROL OFFICER - BASE (1)   | 65,600      |
| PATROL OFFICER - STEP 5 (1)   | 89,000      |
| STAFFING STUDY RECOMMENDATIONS  | 10,000      |
| 134200 510120 - SALARIES - NON PENSIONABLE                                      | 23,700      |
| COMMUNITY SERVICE OFFICER PART-TIME (1)   | 23,700      |
| 134200 510150 - SALARIES - CROSSING GUARDS                                      | 40,000      |
| CROSSING GUARDS - 7 FULL-TIME<br>SUBSTITUTES                                    | 40,000      |
| 134200 510220 - POLICE OVERTIME   | 370,298     |
| COURT - TRAFFIC, SUMMARY SUSPENSION<br>AND DUI/CRIMINAL                         | 61,750      |
| COURT STAND-BY PAY - CONTRACTUAL<br>OBLIGATION                                  | 56,800      |
| EXTRA SHIFT   | 30,000      |
| EXTRA DUTY/SCHOOL ACTIVITY - REIMBURSED<br>TRAINING                             | 15,000      |
| MISCELLANEOUS - SPECIAL EVENTS  | 8,000       |
| UNEXPECTED CASES, SHIFT HANGOVER AND<br>VACANCIES                               | 10,000      |
| OFFICER-IN-CHARGE COMPENSATION  | 7,500       |
| FIELD TRAINING OFFICER COMPENSATION   | 17,503      |
| TACTICAL PATROL INCIDENTS   | 10,000      |
| HOLIDAY PAY   | 151,745     |
| NON SWORN CSO OVERTIME  | 2,000       |
| 134200 510400 - FICA TAXES  | 70,350      |
| 134200 510500 - IMRF EMPLOYER CONTRIBUTIONS                                     | 13,600      |
| 134200 520110 - CONTRIBUTION - GE FAMILY COUNSELING<br>MATCH 2020 FUNDING LEVEL | 35,000      |
| 134200 520600 - DUES-SUBSCRIPTIONS-REG FEES                                     | 29,500      |
| ORG MEMBERSHIPS, LANGUAGE LINE<br>DACRA(23000)                                  | 29,500      |

FUND: GENERAL FUND  
 DEPARTMENT: POLICE  
 ORGANIZATION: OPERATIONS

| ACCOUNTS FOR:                                  | 2021 BUDGET |
|--|-------------|
| 134200 520620 - EMPLOYEE EDUCATION             | 72,900      |
| PTI COSTS (42000), NEW STATE                   | 72,900      |
| REQUIREMENTS                                   |             |
| 134200 520625 - TRAVEL                         | 3,900       |
| 134200 520905 - PRINTING                       | 5,200       |
| NEW LEGISLATION REQUIRING RECEIPT              | 5,200       |
| ISSUANCE                                       |             |
| 134200 520920 - DU-COMM                        | 508,500     |
| 5% INCREASE ESTIMATED IN QUARTERLY             | 486,150     |
| PAYMENTS                                       |             |
| FACILITY CONTRIBUTION                          | 22,350      |
| 134200 520934 - DARE PROGRAM EXPENSES          | 1,000       |
| 134200 520935 - IMPOUND FEES                   | 6,000       |
| 134200 520975 - MAINTENANCE-EQUIPMENT          | 27,300      |
| ANNUAL MAINT FEES TASER, TASER                 | 27,300      |
| CARTRIDGES, POSTAL MACHINE                     |             |
| 134200 521055 - PROFESSIONAL SERVICES - OTHER  | 26,400      |
| SERVICES SUCH AS DUMEG                         | 26,400      |
| 134200 521195 - TELECOMMUNICATIONS             | 19,400      |
| TYCO, COMCAST, AIR CARD, CELLULAR              | 19,400      |
| 134200 530100 - OFFICE SUPPLIES                | 6,300       |
| 134200 530105 - OPERATING SUPPLIES             | 40,500      |
| COMMODITIES SUCH AS AMMUNITION AND             | 40,500      |
| GENERAL OPERATIONAL SUPPLIES                   |             |
| NARCAN SUPPLIES                                |             |
| 134200 530445 - UNIFORMS                       | 53,000      |
| NEW RECRUIT UNIFORMS                           | 53,000      |
| 134200 580110 - EQUIPMENT/CAPITAL OUTLAY       | 17,000      |
| SCANNING OF LEGACY RECORDS                     | 5,000       |
| REPLACEMENT OF GLOCK PISTOLS                   | 12,000      |
| 134200 590600 - TRANSFER TO INSURANCE - HEALTH | 458,300     |
| HEALTH INSURANCE CONTRIBUTION                  | 458,300     |
| 134200 590610 - TRANSFER TO INSURANCE - GEN    | 85,100      |
| GENERAL INSURANCE TRANSFER                     | 85,100      |
| 134200 590650 - TRANSFER TO EQUIP FUND - O&M   | 180,500     |
| TRANSFER TO EQUIPMENT SERVICES FOR O&M         | 180,500     |

FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: OPERATIONS

| ACCOUNTS FOR:                                 | 2021 BUDGET |
|---|-------------|
| 134200 590655 - TRANSFER TO EQUIP FUND - REPL | 131,900     |
| TRANSFER TO EQUIPMENT SERVICES -              | 131,900     |
| VEHICLE REPLACEMENT                           |             |
| 134200 590700 - TRANSFER TO POLICE PENSION    | 1,541,600   |
| ANNUAL CONTRIBUTION TO THE POLICE             | 1,541,600   |
| PENSION FUND                                  |             |
| TOTAL POLICE OPERATIONS                       | 7,072,848   |

FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: INVESTIGATIONS

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

FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: INVESTIGATIONS

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

FUND: GENERAL FUND  
DEPARTMENT: POLICE  
ORGANIZATION: INVESTIGATIONS

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

## GLENN ELLYN FIRE AND EMS SERVICES

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

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

The Fire Department budget also has included paramedic service. Before 2009, the Village provided one 24 hour ambulance, plus one 12 hour ambulance. The services were provided by a contracted paramedic company, which retained all billed revenue, plus the Village provided supplemental funding. Following an RFP process in 2009, the village hired a paramedic company for two 24 hour ambulances, purchased ambulances, and hired a separate billing company. This arrangement expired June 15, 2014. Beginning on June 15, 2014, the Village returned to a turnkey model through a contracted paramedic company, which retained all billed revenue, plus supplemental Village funding. The new agreement does provide for the Village to receive a reimbursement of revenues above an agreed upon threshold. Under the new agreement, the Village does not own the ambulances.



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

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

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

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

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

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

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

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

# PUBLIC WORKS DEPARTMENT

## Overview

The Public Works Department is responsible for a wide variety of programs that provide the basic services required by Village residents. The department handles the design, and construction of village infrastructure in addition to numerous maintenance activities. The work performed in the department includes the drinking water distribution system, sanitary sewage and storm water collection systems, streets, street signs and pavement markings, traffic signals, street lighting, public sidewalks, Central Business District (CBD) landscaping and parking lots, parkway trees, and snow removal operations. The management, purchase, and maintenance of the entire village fleet of trucks and equipment is conducted by Public Works. As the lead agency, the Public Works Director works closely with the Glenbard Wastewater Authority that is jointly owned and operated by the Villages of Glen Ellyn and Lombard.

A major responsibility of the Public Works Department is development and implementation of the various capital projects to maintain and improve the water, sanitary sewer, storm sewer, street, and sidewalk systems. The water system provides safe water for drinking and water for fire-fighting. The sanitary sewers remove wastes from individual homes and enhanced treatment is provided at the Glenbard Wastewater Authority before discharge to the East Branch DuPage River. The storm sewer system transports rainwater from the village in order to reduce storm water flooding. The streets and sidewalks are constantly evaluated and maintained for safe travel.

The Village of Glen Ellyn has continually updated and expanded these systems over the years. The systems are collectively in good operating condition and provide reliable service for all residents. The systems continue to need significant capital improvements on a yearly basis. This work is reflected in the budget for the Public Works Department. Capital expenditures make up over 50% of the expenditures for the Public Works Department.

The other major responsibility of the Public Works Department is performing maintenance on the village infrastructure. Maintenance is performed and evaluated by the professional men and women that work in the department. Within the Public Works Department are six major Divisions: Administration, Engineering, Street, Forestry, Utilities (Water and Sewer), and Equipment Services (Fleet). Our Administration Division is the primary interface with the public providing excellent customer service by quickly responding to their needs in many different ways. The Engineering Division oversees our Capital Improvement Program as well as oversight of our Plant Operations that include water distribution and sanitary sewer collection facilities. Engineering provides the technical expertise on both the maintenance and construction associated with streets, water distribution and the storm and sanitary sewer systems. The Street Division, Forestry Division and Utilities Division are responsible for the daily planning, scheduling, and implementing of the required maintenance in their respective areas of expertise. The Equipment Services Division provides management of over 175 vehicles and numerous pieces of equipment for the Village (Police, Public Works, Community Development, and Facilities Maintenance), Fire Company, and Glenbard Wastewater Authority. The Public Works Department in the last 6 years as had a significant change in personnel with the hire of 19 new employees of the 34 full and part time positions. This change has decreased salary costs while increasing production.

During weather related emergencies caused by snow storms, flooding, or gale force winds the entire department is dedicated to work 24 hours a day indefinitely until the situation is stabilized. The department has proven itself to be very effective helping residents while performing a variety of emergency operations associated with village streets, forestry, and water and sewer systems.

Village assets maintained by the Public Works Department include:

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

## ADMINISTRATION / ENGINEERING DIVISION

The Administration and Engineering Division is responsible for the administration of the Public Works department and the Village's public infrastructure capital improvements program. The Division's staffing plan consists of the Public Works Director, Assistant Public Works Director, Professional Engineer, Senior Civil Engineer, Civil Engineer, Part-Time Engineer, Utilities Inspector, and two full-time Administrative Assistants.

The Administration staff is the primary interface between Public Works and the public. Staff makes sure work is completed in a safe and timely manner. The administrative assistants are on the front line fielding phone calls from residents and tracking service requests for the operating divisions. This is in addition to work such as coordination of field activities, processing of all personnel paperwork, issuing water meters, scheduling meter readings and other on-site inspections, monitoring the status of tree preservation and other development plans with regard to right of way, monitoring tree inventories, managing the tree cost share program and Tree City USA, processing invoices, completing required reports and handling of all department correspondence, requests for proposals and bid documents. The Assistant Public Works Director manages all of Operations (Street, Forestry, Water and Sewer) and the Admin office. The Public Works Director is responsible for the entire department, including Engineering, and for the Glenbard Wastewater Authority, an intergovernmental agency that is operated by an Executive Director serving Glen Ellyn and Lombard.

The engineering team of three full-time engineers, one full-time utilities inspector, and one part-time engineer is the primary technical resource for the Village in matters of public infrastructure. This group keeps records of public improvements; develops long-term capital plans and budgets for water, sewer and street infrastructure; initiates and coordinates infrastructure project design and construction activities; implements various infrastructure maintenance programs; oversees permits issued to utility companies for work in right-of-way; inspects developer roadway and utility improvements in the public right-of-way; and oversees public improvements related to private development projects, including plan reviews.

### Administration Accomplishments for FY20:

#### COVID Impacts to Administration:

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

## List of Accomplishments:

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



### Administration Performance Measurements

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

### Administration Goals for FY21

1. Enhance customer service, improve work order tracking, and increase productivity on the many core functions Public Works performs. In order to accomplish this goal, we will continue monitoring a work management tool (Cartegraph) that will allow our team to generate, track, and ultimately share status of work orders with the residents to provide the best in customer service. This software package allows residents to report, submit, and track work request online and with mobile devices and gain access to status of work being performed through an online GIS System.
2. Simultaneously reduce costs and improve service in all divisions.
3. Support and work collaboratively with all Village of Glen Ellyn Departments as needed.
4. Support Illinois Public Works Mutual Aid Network (IPWMAN) and DuPage County OHEM whenever emergencies occur in the region. Glen Ellyn Public Works is committed to assisting other municipalities' Public Works Departments in time of need.
5. Continue to assist with Village projects: Wayfinding, CBD Streetscape, APEX 400, Civic Center Parking Garage, CBD Parking adjustments.

## Engineering Division Activities in FY19 and Planned for FY20

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

### 1. Technical Resource:

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

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

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

## 3. Major Infrastructure Improvement and Maintenance Project Involvement

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

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

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

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

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

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

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

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

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

B. Another major maintenance effort on asphalt streets is crack sealing, with candidate street sections including those with in “good” condition per pavement condition index surveys (i.e. PCI scores of 85 or higher).

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

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

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

#### 4. Coordination with Consultants

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

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

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

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

#### 5. Public Improvements Inspections

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

#### Engineering Division Activity Comparison (2019 Vs. 2018)

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

## Engineering Goals for FY20

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

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



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

| ORG    | OBJECT | ACCOUNT DESCRIPTION                | 2019<br>ACTUAL | 2020<br>ORIG BUD | 2020<br>REV BUD | 2020<br>PROJECTION | 2021<br>BUDGET | 2021                  |
|--------|--------|------------------------------------|----------------|------------------|-----------------|--------------------|----------------|-----------------------|
|        |        |                                    |                |                  |                 |                    |                | % CHG 2020<br>ORG BUD |
| 143100 |        | PUBLIC WORKS - ADMIN & ENGINEERING |                |                  |                 |                    |                |                       |
| 143100 | 510100 | SALARIES - PENSIONABLE             | 506,987        | 522,650          | 522,650         | 523,000            | 539,050        | 3.1%                  |
| 143100 | 510120 | SALARIES - NON PENSIONABLE         | 25,904         | 29,200           | 29,200          | 14,500             | 29,200         | 0.0%                  |
| 143100 | 510200 | OVERTIME                           | 2,134          | 1,500            | 1,500           | 500                | 1,000          | -33.3%                |
| 143100 | 510300 | TEMPORARY HELP                     | 269            | 2,500            | 2,500           | 500                | 1,250          | -50.0%                |
| 143100 | 510400 | FICA TAXES                         | 39,499         | 41,000           | 41,000          | 43,100             | 42,200         | 2.9%                  |
| 143100 | 510500 | IMRF EMPLOYER CONTRIBUTIONS        | 35,818         | 47,700           | 47,700          | 49,750             | 47,000         | -1.5%                 |
| 143100 | 520305 | EMPLOYEE RECOGNITION               | 3,003          | 3,350            | 3,350           | 1,000              | 2,350          | -29.9%                |
| 143100 | 520600 | DUES-SUBSCRIPTIONS-REG FEES        | 818            | 315              | 315             | 315                | 501            | 59.0%                 |
| 143100 | 520620 | EMPLOYEE EDUCATION                 | 3,743          | 5,600            | 5,600           | 4,000              | 4,000          | -28.6%                |
| 143100 | 520625 | TRAVEL                             | 2,114          | 2,900            | 2,900           | -                  | 1,900          | -34.5%                |
| 143100 | 520905 | PRINTING                           | 154            | 750              | 750             | 150                | 250            | -66.7%                |
| 143100 | 520970 | MAINTENANCE-BUILDING & GROUNDS     | 907            | 750              | 750             | 750                | 750            | 0.0%                  |
| 143100 | 520975 | MAINTENANCE-EQUIPMENT              | 1,939          | 2,500            | 2,500           | 2,000              | 2,500          | 0.0%                  |
| 143100 | 521055 | PROFESSIONAL SERVICES - OTHER      | 30,567         | 19,800           | 24,147          | 24,147             | 4,500          | -81.4%                |
| 143100 | 521195 | TELECOMMUNICATIONS                 | 9,470          | 10,180           | 10,180          | 11,000             | 12,100         | 18.9%                 |
| 143100 | 530100 | OFFICE SUPPLIES                    | 1,760          | 2,800            | 2,800           | 2,000              | 2,250          | -19.6%                |
| 143100 | 530105 | OPERATING SUPPLIES                 | 1,074          | 1,250            | 1,250           | 500                | 1,250          | 0.0%                  |
| 143100 | 530225 | SAFETY SUPPLIES                    | 650            | 725              | 725             | 770                | 800            | 10.3%                 |
| 143100 | 530445 | UNIFORMS                           | 1,130          | 1,504            | 1,504           | 500                | 1,504          | 0.0%                  |
| 143100 | 580110 | EQUIPMENT/CAPITAL OUTLAY           | 1,111          | 1,950            | 1,950           | 1,000              | 500            | -74.4%                |
| 143100 | 590600 | TRANSFER TO INSURANCE - HEALTH     | 59,657         | 64,525           | 64,525          | 64,950             | 67,200         | 4.1%                  |
| 143100 | 590610 | TRANSFER TO INSURANCE - GEN        | 9,200          | 8,700            | 8,700           | 8,700              | 8,900          | 2.3%                  |
| 143100 | 590650 | TRANSFER TO EQUIP FUND - O&M       | 36,900         | 24,600           | 24,600          | 24,600             | 18,600         | -24.4%                |
| 143100 | 590655 | TRANSFER TO EQUIP FUND - REPL      | 12,600         | 16,800           | 16,800          | 16,800             | 17,800         | 6.0%                  |
| TOTAL  |        | PUBLIC WORKS - ADMIN & ENGINEERING | 787,410        | 813,549          | 817,896         | 794,532            | 807,355        | -1.3%                 |

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

| ACCOUNTS FOR:                               | 2021 BUDGET |
|---|-------------|
| 143100 PUBLIC WORKS - ADMIN & ENGINEERING   |             |
| 143100 510100 - SALARIES - PENSIONABLE      | 539,050     |
| PUBLIC WORKS DIRECTOR (60%)                 | 91,000      |
| ASSISTANT PUBLIC WORKS DIRECTOR (70%)       | 91,800      |
| REGISTERED PROFESSIONAL ENGINEER (80%)      | 111,900     |
| SENIOR CIVIL ENGINEER (80%)                 | 81,400      |
| CIVIL ENGINEER (80%)                        | 65,000      |
| UTILITIES INSPECTOR (20%)                   | 16,800      |
| ADMINISTRATIVE ASSISTANT II (70%)           | 50,100      |
| ADMINISTRATIVE ASSISTANT I (34%) - PT       | 17,350      |
| 2.25% MERIT INCREASE FOR DEPARTMENT         | 13,700      |
| 143100 510120 - SALARIES - NON PENSIONABLE  | 29,200      |
| PART TIME PROFESSIONAL ENGINEER             | 29,200      |
| 143100 510200 - OVERTIME                    | 1,000       |
| OT FOR ADMINISTRATIVE ASSISTANT II AND      | 1,000       |
| A PORTION OF THE UTILITIES INSPECTOR        |             |
| 143100 510300 - TEMPORARY HELP              | 1,250       |
| FRONT OFFICE COVERAGE (7 DAYS)              | 1,250       |
| 143100 510400 - FICA TAXES                  | 42,200      |
| EMPLOYER FICA TAXES                         | 42,200      |
| 143100 510500 - IMRF EMPLOYER CONTRIBUTIONS | 47,000      |
| EMPLOYER IMRF CONTRIBUTIONS @ 8.92%         | 47,000      |
| 143100 520305 - EMPLOYEE RECOGNITION        | 2,350       |
| SPOT AWARDS FOR EXEMPLARY PERFORMANCE       | 600         |
| QUARTERLY DEPARTMENT MEETINGS               | 1,000       |
| MISCELLANEOUS RECOGNITION                   | -           |
| SEASONAL DEPARTMENT TEAM BUILDING           | 750         |
| 143100 520600 - DUES-SUBSCRIPTIONS-REG FEES | 501         |
| PE REGISTRATION (3 EMPLOYEES) ODD YEARS     | 186         |
| ONLY  |             |
| ILLINOIS PUBLIC WORKS MUTUAL AID            | 250         |
| NETWORK (IPWMAN)                            |             |
| DAILY HERALD SUBSCRIPTION                   | 65          |

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

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

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

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

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

| ACCOUNTS FOR:   | 2021 BUDGET      |
|---|------------------|
| 143100 590600 - TRANSFER TO INSURANCE - HEALTH<br>HEALTH INSURANCE CONTRIBUTION | 67,200<br>67,200 |
| 143100 590610 - TRANSFER TO INSURANCE - GEN<br>GENERAL INSURANCE TRANSFER       | 8,900<br>8,900   |
| 143100 590650 - TRANSFER TO EQUIP FUND - O&M<br>O&M TRANSFER TO EQUIP SERVICES  | 18,600<br>18,600 |
| 143100 590655 - TRANSFER TO EQUIP FUND - REPL                                   | 17,800           |
| TOTAL PUBLIC WORKS - ADMIN & ENGINEERING  | 807,355          |

## PUBLIC WORKS OPERATIONS – STREETS & FORESTRY

The Operations – General Fund budget consists of Operational Maintenance of Village owned Rights-of-Way (ROW) and includes such items as maintenance of our streets and roadways, sidewalks, signs, streetlights, parkway trees, landscaping, and Central Business District (CBD) appearance. Operations General Fund is divided into two cost centers – Street Division and Forestry Division. Some of the everyday activities performed under the Operations General Fund qualify for Illinois Department of Transportation reimbursement through the Motor Fuel Tax (MFT) Program. These tasks are monitored and documented for inclusion in annual MFT Resolutions to qualify for MFT funding.

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

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

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

## COVID - 19 IMPACTS:

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

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

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

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

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

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

1. The Street Division continued the program to bring all regulatory traffic signs into compliance with the current State of Illinois traffic sign code. Work included installing new signposts and sign faces on Village of Glen Ellyn streets that were paved during the recent construction season. Implementation of the Cartegraph Sign View software is used to track sign assets and establishes a plan to ensure all signs meet MUTCD standards as well as federal retro-reflectivity guidelines.
2. The Street Division completed a yearly in-house pavement assessment with Engineering. This clearly defined and prioritized efforts in addressing and maintaining roadways. Streets were categorized as one of the following: outside contractor for skip paving, in-house paving, or in-house patching. This assessment focused Operations on the areas within our capabilities needing the most attention.
3. Street division continued to maintain village streets, restoring 16 asphalt patches where utility digs had been.
4. All streetlight poles at Five Corners as well as the traffic signals at Main and Elm were painted.

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

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

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



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

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

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

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

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

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

FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: STREETS

| ORG    | OBJECT | ACCOUNT DESCRIPTION            | 2019<br>ACTUAL | 2020<br>ORIG BUD | 2020<br>REV BUD | 2020<br>PROJECTION | 2021<br>BUDGET | 2021                  |
|--------|--------|--------------------------------|----------------|------------------|-----------------|--------------------|----------------|-----------------------|
|        |        |                                |                |                  |                 |                    |                | % CHG 2020<br>ORG BUD |
| 143300 |        | PUBLIC WORKS OPS - STREETS     |                |                  |                 |                    |                |                       |
| 143300 | 510100 | SALARIES - PENSIONABLE         | 307,249        | 297,800          | 297,800         | 325,000            | 334,550        | 12.3%                 |
| 143300 | 510120 | SALARIES - NON PENSIONABLE     | 17,389         | 25,000           | 25,000          | 20,000             | 25,600         | 2.4%                  |
| 143300 | 510200 | OVERTIME                       | 25,301         | 16,000           | 16,000          | 25,300             | 16,000         | 0.0%                  |
| 143300 | 510210 | SNOW                           | 95,055         | 70,000           | 70,000          | 52,500             | 70,000         | 0.0%                  |
| 143300 | 510300 | TEMPORARY HELP                 | 10,631         | 24,560           | 24,560          | -                  | 12,000         | -51.1%                |
| 143300 | 510310 | TEMPORARY HELP - SNOW          | 25,359         | 26,000           | 26,000          | 18,500             | 26,000         | 0.0%                  |
| 143300 | 510400 | FICA TAXES                     | 35,740         | 36,000           | 36,000          | 33,700             | 38,100         | 5.8%                  |
| 143300 | 510500 | IMRF EMPLOYER CONTRIBUTIONS    | 30,155         | 35,800           | 35,800          | 29,600             | 37,600         | 5.0%                  |
| 143300 | 520600 | DUES-SUBSCRIPTIONS-REG FEES    | 66             | 315              | 315             | 200                | 315            | 0.0%                  |
| 143300 | 520620 | EMPLOYEE EDUCATION             | 593            | 1,500            | 1,500           | 50                 | 1,500          | 0.0%                  |
| 143300 | 520625 | TRAVEL                         | -              | 150              | 150             | -                  | 150            | 0.0%                  |
| 143300 | 520915 | ESDA EXPENSE                   | 3,793          | 7,425            | 7,425           | 3,000              | 7,425          | 0.0%                  |
| 143300 | 520970 | MAINTENANCE-BUILDING & GROUNDS | 9,762          | 13,500           | 13,500          | 16,000             | 13,500         | 0.0%                  |
| 143300 | 520975 | MAINTENANCE-EQUIPMENT          | 6,509          | 9,450            | 10,415          | 7,250              | 3,075          | -70.5%                |
| 143300 | 520995 | MAINTENANCE-SIGNS              | 23,751         | 30,000           | 30,000          | 32,000             | 30,000         | 0.0%                  |
| 143300 | 521035 | MAINTENANCE-STREET PAINTING    | 61,247         | 32,000           | 32,000          | 24,000             | 32,000         | 0.0%                  |
| 143300 | 521040 | MAINTENANCE-TRAFFIC SIGNALS    | 30,971         | 26,250           | 26,250          | 25,000             | 26,250         | 0.0%                  |
| 143300 | 521045 | MAINTENANCE-STREET LIGHTS      | 66,397         | 50,000           | 50,000          | 28,000             | 50,000         | 0.0%                  |
| 143300 | 521055 | PROFESSIONAL SERVICES - OTHER  | 2,977          | 5,600            | 5,600           | 3,000              | 5,600          | 0.0%                  |
| 143300 | 521057 | CBD APPEARANCE                 | 15,644         | 8,500            | 8,500           | 5,000              | 3,500          | -58.8%                |
| 143300 | 521060 | SNOW REMOVAL SERVICES          | 12,781         | 20,000           | 20,000          | 10,000             | 20,000         | 0.0%                  |
| 143300 | 521115 | LANDFILL FEES                  | 19,914         | 20,000           | 20,000          | 18,000             | 20,000         | 0.0%                  |
| 143300 | 521125 | LEASED EQUIPMENT               | 554            | 1,000            | 1,000           | 500                | 1,000          | 0.0%                  |
| 143300 | 521195 | TELECOMMUNICATIONS             | 2,232          | 3,020            | 3,020           | 2,500              | 3,020          | 0.0%                  |
| 143300 | 530100 | OFFICE SUPPLIES                | 1,069          | 1,350            | 1,350           | 1,350              | 1,000          | -25.9%                |
| 143300 | 530105 | OPERATING SUPPLIES             | 9,051          | 8,000            | 8,000           | 8,000              | 8,000          | 0.0%                  |
| 143300 | 530210 | OPERATING SUPPLIES, ASPHALT    | 25,589         | 25,000           | 25,000          | 20,000             | 25,000         | 0.0%                  |
| 143300 | 530225 | SAFETY SUPPLIES                | 8,117          | 8,150            | 8,150           | 3,000              | 8,050          | -1.2%                 |
| 143300 | 530445 | UNIFORMS                       | 2,062          | 2,625            | 2,625           | 2,625              | 2,575          | -1.9%                 |
| 143300 | 580110 | EQUIPMENT/CAPITAL OUTLAY       | 69,003         | 26,200           | 26,200          | 2,670              | 34,900         | 33.2%                 |
| 143300 | 590600 | TRANSFER TO INSURANCE - HEALTH | 68,226         | 45,200           | 45,200          | 66,100             | 61,350         | 35.7%                 |
| 143300 | 590610 | TRANSFER TO INSURANCE - GEN    | 55,200         | 57,500           | 57,500          | 57,500             | 58,600         | 1.9%                  |
| 143300 | 590650 | TRANSFER TO EQUIP FUND - O&M   | 212,200        | 208,000          | 208,000         | 208,000            | 201,700        | -3.0%                 |
| 143300 | 590655 | TRANSFER TO EQUIP FUND - REPL  | 182,300        | 187,200          | 187,200         | 187,200            | 127,800        | -31.7%                |
| TOTAL  |        | PUBLIC WORKS OPS - STREETS     | 1,436,885      | 1,329,095        | 1,330,060       | 1,235,545          | 1,306,160      | -1.8%                 |

FUND: GENERAL FUND  
 DEPARTMENT: PUBLIC WORKS  
 ORGANIZATION: STREETS

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

FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: STREETS

| ACCOUNTS FOR:   | 2021 BUDGET |
|---|-------------|
| 143300 520625 - TRAVEL  | 150         |
| 4.5 STREET EMPLOYEES MISCELLANEOUS TRAVEL EXPENSES            | 150         |
| 143300 520915 - ESDA EXPENSE                                  | 7,425       |
| ESDA CONTRACT   | 1,925       |
| MAINTENANCE EXPENSES  | 5,500       |
| 143300 520970 - MAINTENANCE-BUILDING & GROUNDS                | 13,500      |
| MISCELLANEOUS MASONRY WORK                                    | 4,000       |
| RT 38/CBD POTENTIAL SIDEWALK TRIP HAZARDS                     | 5,000       |
| SIDEWALK SALT (40% OF TOTAL PURCHASE)                         | 2,400       |
| CONTRACTOR SIDEWALK SALT (@ 100% TOTAL PURCHASE)              | 2,100       |
| 143300 520975 - MAINTENANCE-EQUIPMENT                         | 3,075       |
| REPAIRS OF SMALL EQUIPMENT                                    | 1,500       |
| ETS PRO SOFTWARE ANNUAL MAINTENANCE FOR SIGN MAKING EQUIPMENT | 1,575       |
| 143300 520995 - MAINTENANCE-SIGNS                             | 30,000      |
| ALUMINUM SIGN BLANKS AND ALUMINUM HYDROSTRIPPING              | 9,000       |
| INCREASED SIGN REPLACEMENT DUE TO OMS TRACKING                |             |
| SIGN FABRICATION MATERIALS                                    | 10,500      |
| SIGN POSTS AND HARDWARE                                       | 10,500      |
| 143300 521035 - MAINTENANCE-STREET PAINTING                   | 32,000      |
| PAINT BEADS, THINNER FOR INHOUSE APPLICATIONS                 | 2,000       |
| CONTRACT - LINE STRIPING - ASPHALT AND CONCRETE               | 30,000      |
| 143300 521040 - MAINTENANCE-TRAFFIC SIGNALS                   | 26,250      |
| IDOT SIGNAL INVOICES  | 14,000      |
| OPTICOM MAINTENANCE   | 3,500       |
| OPTICOM MAINTENANCE INSPECTION CONTRACT                       | 4,750       |
| CONTRACTOR TRAFFIC SIGNAL MAINTENANCE                         | 4,000       |
| 143300 521045 - MAINTENANCE-STREET LIGHTS                     | 50,000      |
| REPLACEMENT PARTS   | 20,000      |
| ELECTRICAL CONTRACTOR   | 15,000      |
| SPARE FIXTURES FOR INVENTORY                                  | 5,000       |
| SPARE LIGHT POLE FOR INVENTORY                                | 10,000      |
| 143300 521055 - PROFESSIONAL SERVICES - OTHER                 | 5,600       |
| WEATHER FORECASTING   | 1,100       |
| CBD ELECTRICAL NEEDS  | 3,000       |
| CARTEGRAPH TRAINING/IMPLEMENT(12.5%)                          | 1,500       |

FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: STREETS

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

FUND: GENERAL FUND  
 DEPARTMENT: PUBLIC WORKS  
 ORGANIZATION: STREETS

| ACCOUNTS FOR:  | 2021 BUDGET |
|--|-------------|
| 143300 580110 - EQUIPMENT/CAPITAL OUTLAY               | 34,900      |
| LANDSCAPE TRAILER (REPLACEMENT)                        | 6,200       |
| PALLET SHELVING FOR GARAGE                             | 3,000       |
| ASPHALT GRINDER (REPLACEMENT)                          | 25,000      |
| SML BATTERY POWER TOOLS / SHOP VAC / CHAINSAW          | 700         |
| 143300 590600 - TRANSFER TO INSURANCE - HEALTH         | 61,350      |
| HEALTH INSURANCE CONTRIBUTION                          | 61,350      |
| 143300 590610 - TRANSFER TO INSURANCE - GEN            | 58,600      |
| GENERAL INSURANCE TRANSFER                             | 58,600      |
| 143300 590650 - TRANSFER TO EQUIP FUND - O&M           | 201,700     |
| TRANSFER TO EQUIP SERVICES FOR O&M                     | 201,700     |
| 143300 590655 - TRANSFER TO EQUIP FUND - REPL          | 127,800     |
| TRANSFER TO EQUIPMENT SERVICES FOR VEHICLE REPLACEMENT | 127,800     |
| TOTAL PUBLIC WORKS OPS - STREETS                       | 1,306,160   |

FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: FORESTRY

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



FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: FORESTRY

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

FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: FORESTRY

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

FUND: GENERAL FUND  
DEPARTMENT: PUBLIC WORKS  
ORGANIZATION: FORESTRY

| ACCOUNTS FOR:  | 2021 BUDGET |
|--|-------------|
| 143400 530105 - OPERATING SUPPLIES   | 9,500       |
| TOP SOIL / PARKWAY RESTORATION SUPPLIES  | 3,000       |
| TOOLS AND MISCELLANEOUS SUPPLIES   | 5,000       |
| WEED CONTROL SUPPLIES  | 1,500       |
| 143400 530225 - SAFETY SUPPLIES  | 2,850       |
| TRAFFIC CONES  | 500         |
| SAFETY HARD HATS, CHAINSAW CHAPS,<br>GLASSES, GLOVES, ETC                            | 1,250       |
| \$200 SAFETY BOOTS STIPEND FOR 4<br>FORESTRY EMPLOYEES AND 50% FOR<br>SUPERINTENDENT | 900         |
| \$100 SAFETY BOOT STIPEND FOR 2 SEASONAL<br>EMPLOYEES                                | 200         |
| 143400 530445 - UNIFORMS   | 2,125       |
| \$450 PER EMPLOYEE 4 FORESTRY - %50<br>SUPERINTENDENT                                | 2,025       |
| \$50 PER SEASONAL EMPLOYEE - 2 SEASONAL  | 100         |
| 143400 580110 - EQUIPMENT/CAPITAL OUTLAY   | 6,700       |
| BLOWER (REPLACEMENT)   | 300         |
| TWO EAB TREATMENT GUNS (REPLACEMENTS)  | 5,000       |
| TOPPING SAW (REPLACEMENT)  | 700         |
| BATTERY POWER POLE SAW   | 700         |
| 143400 590600 - TRANSFER TO INSURANCE - HEALTH                                       | 49,750      |
| HEALTH INSURANCE CONTRIBUTION  | 49,750      |
| 143400 590610 - TRANSFER TO INSURANCE - GEN  | 32,800      |
| GENERAL INSURANCE TRANSFER   | 32,800      |
| 143400 590650 - TRANSFER TO EQUIP FUND - O&M   | 67,600      |
| TRANSFER TO EQUIPMENT SERVICES FOR O&M   | 67,600      |
| 143400 590655 - TRANSFER TO EQUIP FUND - REPL  | 78,900      |
| TRANSFER TO EQUIPMENT SERVICES FOR<br>VEHICLE REPLACEMENT                            | 78,900      |
| TOTAL PUBLIC WORKS OPS - FORESTRY  | 964,825     |