



Village of Glendale Heights, IL

A Proud and Progressive Village for All People



Annual Budget Fiscal Year 2018/19

VILLAGE OF GLENDALE HEIGHTS, IL

Fiscal Year 2018/19

Annual Budget

VILLAGE BOARD OF TRUSTEES

Linda Jackson
Village President

Marie Schmidt
Village Clerk

Sharon Sullivan
Deputy Mayor
District 2

William Schmidt
District 1

Chester Pojack
District 5

Storino, Ramello & Durkin
Appointed Village Counsel

Michael Light
District 3

Pat Maritato
District 4

Mary Schroeder
District 6

Christopher B. Burke
Village Appointed Engineers

VILLAGE DEPARTMENT DIRECTORS

Raquel Becerra
Village Administrator

Holly Beth Wood
Administrative Service Manager

Joanne Kalchbrenner
Community Development Director

Douglas Flint
Chief of Police

Nicole Lewis
Human Resources Manager

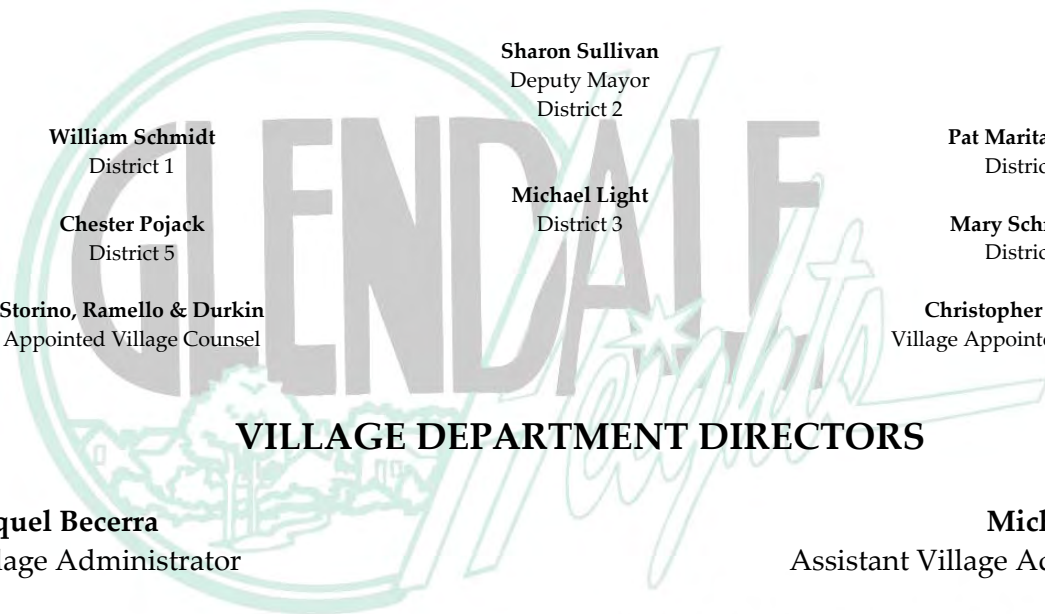
Michael Marron
Assistant Village Administrator

William Poling
Finance Director/Treasurer

Keith Knautz
Parks, Recreation & Facilities Director

Rachael Kaplan
Public Works Director

Jennifer Ferrell
Division Manager of Golf Course
Operations



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READER'S GUIDE TO UNDERSTANDING THE BUDGET

This reader's guide is to assist in understanding the various sections of a complex budget document. The budget is divided into various sections, which are detailed with explanations below.

BUDGET MESSAGE

This is a message from the Village Administrator and the Finance Director about the challenges, opportunities and uncertainties the Village faces in preparing the annual operating budget. The message highlights the Village's budget priorities and the principles adhered to in developing the budget.

VILLAGE OVERVIEW

The Village Overview section gives general information about the Village of Glendale Heights including an organization chart, its mission statement, government profile, location, history, demographics and community economics.

BUDGET OVERVIEW

The Budget Overview details the overall budget process and gives a basic understanding of how the Village creates and presents a budget. It also summarizes the Village's fund structure and provides detailed explanations of the major revenue sources of the Village.

BUDGET SUMMARIES

The Budget Summaries present the Village's Operating Budget in table and chart form. The Village presents this financial information in several different ways and compares current year information to prior years in order to gain a better understanding of the flow of funds and to note significant changes year after year. Also in this section is information on staffing levels and changes in fund balances for each of the Village's funds.

BUDGET NARRATIVES

The Budget Narratives are divided by fund, then department, then division, if applicable. Each fund, as well as each department/division within each fund, will have a budget narrative. These narratives start with a description of the department/division and detail the prior year accomplishments and goals and objectives for each division. In addition, this section will also include an explanation of budget highlights for the 2018/19 fiscal year.

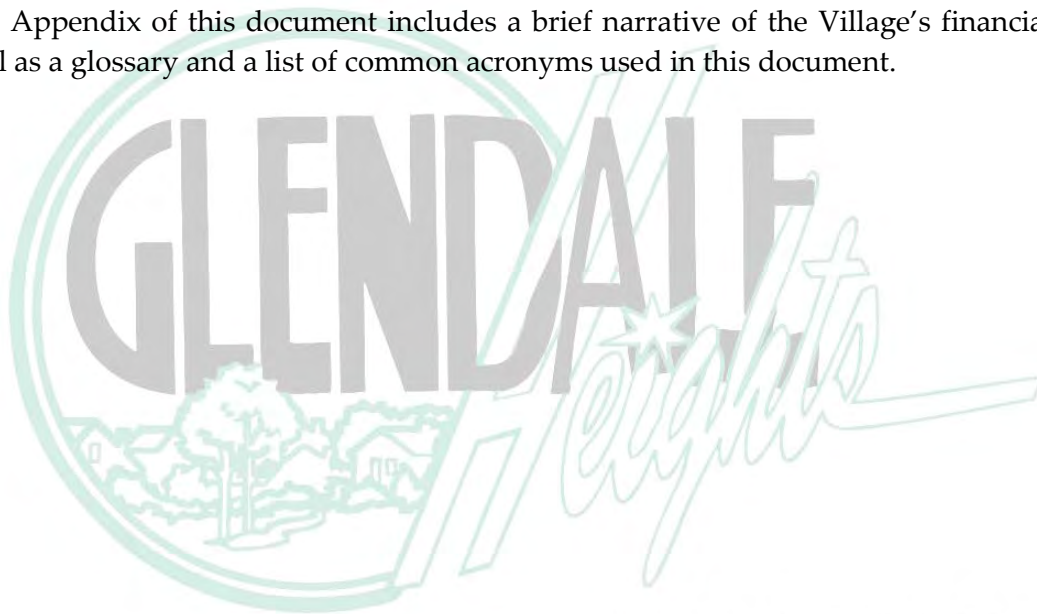
READER'S GUIDE TO UNDERSTANDING THE BUDGET

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvements Program is a comprehensive 5-year plan for the development of the Village's capital facilities, infrastructure and equipment. A summary of the capital projects will be listed by fund. The budget for the Capital Improvements Program is developed and incorporated into the Annual Budget that is presented to the Village Board for approval on an annual basis.

APPENDIX

The Appendix of this document includes a brief narrative of the Village's financial policies as well as a glossary and a list of common acronyms used in this document.



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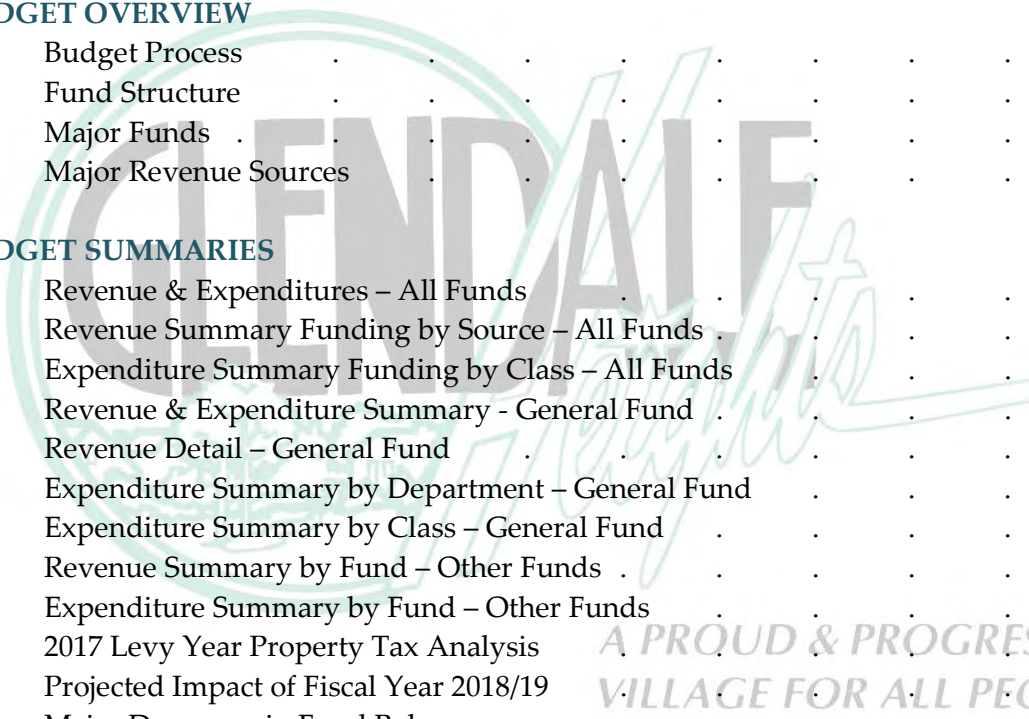


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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Glendale Heights
Illinois**

For the Fiscal Year Beginning

May 1, 2017

Christopher P. Morrill

Executive Director



BUDGET MESSAGE

*A PROUD & PROGRESSIVE
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August 31, 2018

The Honorable Mayor and Board of Trustees
Residents of the Village of Glendale Heights

The Fiscal Year 2018/2019 (FY 2019) Budget is hereby presented for the fiscal year May 1, 2018 to April 30, 2019. The annual budget is the policy document that sets the financial course for the Village and defines the services we provide to the community. State law requires the Board of Trustees to annually adopt an appropriations ordinance prior to July 31 each year and restricts the spending authority for all Village departments to the adopted appropriations. The following principles guide the planning and spending decisions when compiling the annual budget:

- Provide quality municipal services while improving efficiency and effectiveness with limited resources.
- Provide safety and security for the Village's residents.
- Provide for development and redevelopment in the Village.
- Provide funding for the maintenance of the Village's roads, water and sewer infrastructure and municipal facilities.
- Provide financial sustainability by being able to manage the Village's finances, through various economic cycles, without having to significantly impact the services provided to the Village's residents.

Responsibility for both the accuracy of the data and completeness and fairness of the presentation, including all disclosures, rests with the Village and its management. To the best of our knowledge and belief, the enclosed data are accurate, complete and reliable in all material respects. All disclosures necessary to enable the reader to gain an understanding of the Village's budget activities have been included.

The budget document is an important tool for sound fiscal management. As provided for in the appropriation adoption ordinance, the legal level of control is by department or division. A budgetary system of monitoring and control has been established to ensure accountability and budgetary compliance.

A primary mission of the annual budget is to emphasize delivering essential Village services in the most efficient manner possible. The Village has taken a number of steps over the past several

years to stabilize its fiscal condition. The Village was able to add back to its General Fund reserves for the 3rd consecutive year in FY 2017, and is anticipating a General Fund surplus again in FY 2018. In doing this, the Village once again exceeded the Fund Balance Reserve Policy adopted by the Village Board in 2013, which established a minimum reserve level of four months. Independent auditors reported to the Village Board last November that the fiscal year 2017 ending reserve balance was at a level of 7.1 months, which is more than one and a half times the level set by policy, and more than triple the level recommended by the Government Finance Officers Association (GFOA).

Fiscal Year	General Fund Surplus*
2015	\$802k
2016	\$1.710 million
2017	\$1.146 million

*source: Village CAFR.

Revenue growth and the diligent management of Village expenditures will continue to be the focus in future years in order to maintain service levels and necessary infrastructure maintenance and improvements throughout the Village.

The total 2018/19 budget for all funds of the Village is included in this document. The total net operating and capital budget is \$56,155,144, a decrease of 1.35% from \$56,924,037 in 2017/18. The primary reason for this decrease in expenditures is due to decreases in capital projects in the Tax Increment Financing District Funds, Capital Improvements, and Environmental Service Funds. All budgeted funds are balanced, utilizing current revenue sources or accumulated fund equity.

LONG-TERM FINANCIAL PLANNING

The Village Board is regularly updated on the financial status of the Village, both through monthly staff reports, and in other discussions. The Village has a history of sound planning and financial practices, as evidenced and re-affirmed by an excellent Aa2 credit rating from Moody's Investors Service.

The Capital Improvements Program (CIP) is the Village's comprehensive multi-year plan for the development of the Village's capital facilities, infrastructure and improvements. Capital projects include all vehicles, in addition to projects that cost more than \$10,000 over the life of the project. The plan outlines the capital projects that are expected to take place over the next three to five years and is designed to draw attention to capital improvements will be made when and where they are needed. Each year, projects are reviewed for need and cost, and are incorporated in the annual budget to the extent that funds are available.

The Village's first Comprehensive Plan was prepared by outside consultants and was adopted in 1972. The Comprehensive Plan is intended to guide the long-range development of the Village. A broad range of development related issues are discussed in the plan, including transportation, land use, and economic development. The general guidance provided by the plan is considered

when new developments are proposed and when specific programs are considered for implementation by the Village. Over time, it is expected that the policies in the plan may need to be adapted to meet changing conditions. Many of the policies of the plan are proposed with this need for flexibility in mind.

Annually, the Village revisits its strategic plan related to the Community Development Block Grant (CDBG) program. This plan guides the programs that the Village will undertake each year. In addition, the Village must prepare an Annual Action Plan that describes the actions to be taken in a specific program year. To ensure public participation, the Village issues public notices, holds a public hearing, and accepts public comment. The Village has been extremely successful in recent years in obtaining CDBG funding.

The Village also has in place several long-term financial policies, covering areas such as, capital replacement, technology, debt issuance, cash management and investments, and budget development and adjustment. More information regarding these policies can be found in the Appendix of this document.

REVIEW OF BUDGET YEAR 2017/18

In the 2017/18 approved budget, the Village projected a 3.2% increase in General Fund revenues and a 5.7% increase in expenditures. These revenue increases stem primarily from sales taxes, reflecting the improving economy. The increase in expenditures is mostly due to transfers made specifically for park improvement projects undertaken in the Capital Projects Fund, contractual salary increases, and an anticipated rise in employer provide health insurance benefits. Growth in the Village's revenues has been continuing to improve and expenses are constantly monitored.

2017/18 ACTUAL RESULTS

Currently, General Fund revenues, which were budgeted at \$23,536,578, are projected to end the fiscal year at approximately \$990,000 over budget, which is 4.2%. Spending, as always, is still being monitored closely and because of this, General Fund expenditures are expected to come in at \$600,000 under budget, resulting in an overall surplus for the general fund of approximately \$650,000. The Village is moving forward into FY 2018/19 with optimism that revenues will continue to improve and experience sustained increases.

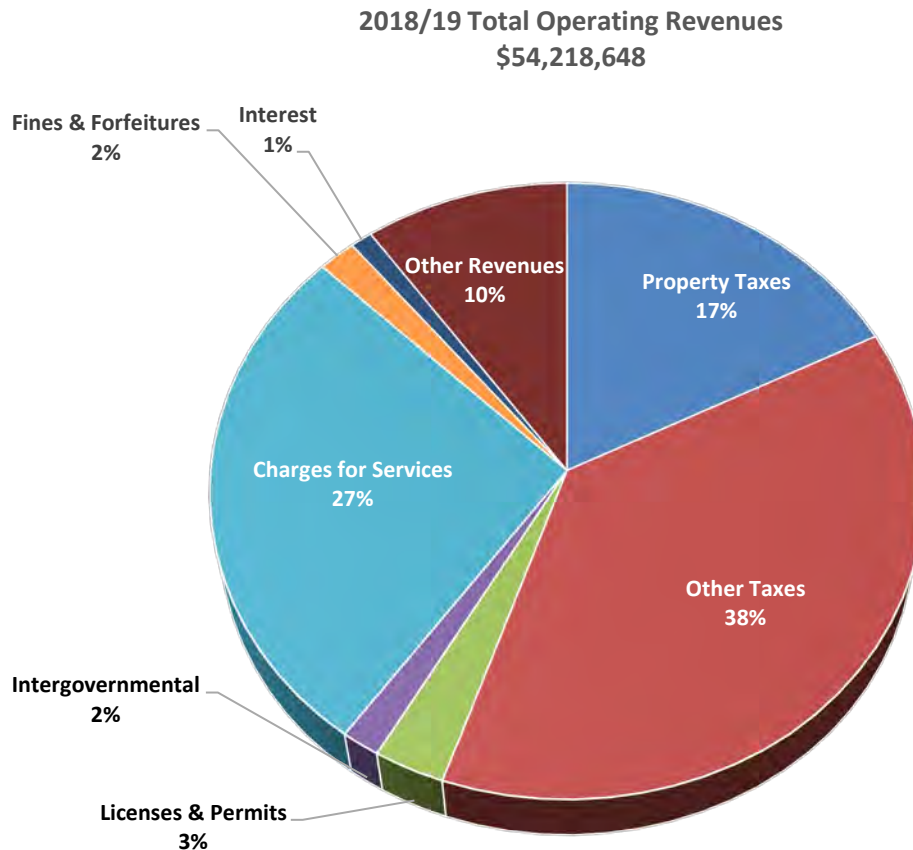
2018/19 OPERATING BUDGET OVERVIEW

In the 2018/19 budget, the Village is anticipating an increase of \$873,369 or 3.71% in net General Fund revenues from the 2017/18 budget and an \$183,635 increase or 0.8% in net expenditures. The growth in revenues comes mainly from sales taxes and fines and forfeitures income, principally related to the commencement of red light camera enforcement. The small expenditure increase is almost all related to projected salary and benefit increases.

Over the last few budget years, departments have been held to minimal increases in discretionary line items within their budgets. Departments are strongly encouraged to be vigilant in their use

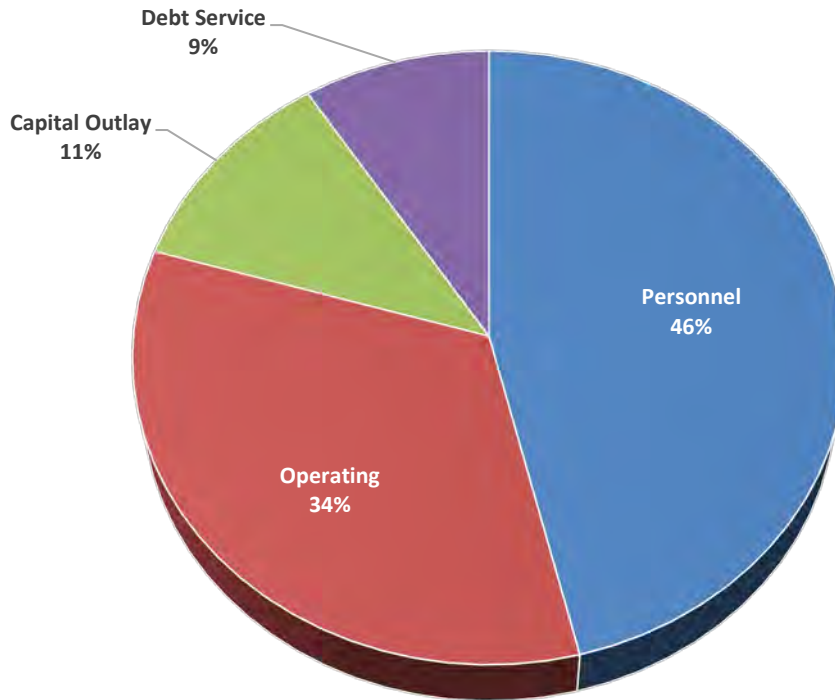
of the resources available, and are challenged to be innovative with methods of service delivery and cost savings/cost containment options.

The chart below summarizes 2018/19 proposed budgeted revenues by source for all funds:



The operating budgeted expenditures, exclusive of inter-fund transfers and capital projects, for 2018/19 totals \$56,155,144. This represents a 1.35% decrease from the 2017/18 operating budget. The 2018/19 operating budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$1,936,496. The main reason for this is attributable to capital expenditures being budgeted in 2018/19 using accumulated reserve funds. The following chart summarizes the 2018/19 budgeted expenditures/expenses by object for all funds:

**2018/19 Total Operating Expenditures
\$56,155,144**



PROPERTY TAXES

After enduring eight consecutive years of decline in equalized assessed valuation (EAV), the Village in 2017 realized just its second year of increase. The table below reflects EAV data from 2008 to 2017.

EAV Year	Bloomington Township	Milton Township	Total EAV	Total Tax Levy
2008	\$791,928,539	\$87,946,947	\$879,875,486	\$7,522,485
2009	\$777,264,498	\$87,788,830	\$865,053,328	\$7,392,775
2010	\$719,855,091	\$84,612,200	\$804,467,291	\$7,124,848
2011	\$628,692,838	\$79,746,218	\$708,439,056	\$6,953,015
2012	\$552,920,588	\$71,111,172	\$624,031,760	\$7,019,803
2013	\$503,062,830	\$67,036,524	\$570,099,354	\$7,150,874
2014	\$491,677,596	\$58,715,660	\$550,393,256	\$7,570,245
2015	\$489,182,429	\$57,117,636	\$546,300,065	\$7,566,545
2016	\$524,940,939	\$59,301,202	\$584,242,141	\$7,566,000
2017	\$561,198,861	\$61,527,636	\$622,726,497	\$8,023,666

The Village used information obtained from both Bloomingdale and Milton Townships, which supported an increase of 6.9% (Bloomingdale Township), and 3.8% (Milton Township), respectively. Up until 2017, the Village's tax levy had remained at, or less than the levy in 2008. With the passage of the current State budget, certain revenues that are shared with Municipalities were cut. In particular, the Local Government Distributive Fund (LGDF) was reduced by 10% beginning July 1, 2017. LGDF monies come from personal and corporate income taxes paid to the State, and are shared back with local governments based on population. A ten percent reduction in the LGDF works out to a \$283,000 negative impact on Village revenues. Additionally, the State began withholding 2% of monies from Home Rule Sales Tax and Excise Tax (otherwise known as Telecommunications Tax) and keeping those funds; calling it an Administrative Collection Fee. The impact of this new fee takes away approximately \$91,500 from the Village.

With such a significant impact to revenues, the Village was left with little choice but to seek an increase in the Property Tax levy and still be in a position to deliver the quality services residents and businesses have come to expect.

A substantial portion of the property tax levy (about 26.1%) is for outstanding debt service. These amounts are all determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, bond issues for the road program are funded partly with Home Rule Sales Tax funds. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the overall levy is then reduced. A total of 59.3% (\$3,017,691) of the total 2017 tax levy allocated to debt service (\$5,090,804) is being abated.

PERSONNEL

As part of a long-term strategic plan, the Village Board continues to support staffing levels throughout all Departments that match tasks and responsibilities with available funding resources. Several departments have undergone restructuring in the last few years; and since 2007, the Village has decreased the full-time employment of the Village to 192 from 224, mainly through natural attrition. The trend in employee counts is shown in the table on the next page.

Fiscal Year	Number of Full Time Positions*
2007	224
2008	223
2009	216
2010	206
2011	201
2012	195
2013	195
2014	195
2015	197
2016	187
2017	192

*source – Human Resources monthly staff reports.

With the news of 3 or 4 retirements within the Police Department scheduled to occur in FY 2018/19, the Department was given the go ahead to increase its manpower count by one (1) Officer, given the significant amount of training time needed before an Officer is released for patrol duty. Total personnel expenditures/expenses, which includes benefits, represents 58% of the total operating costs (excluding capital outlay, debt service and operating transfers) for all funds.

CAPITAL IMPROVEMENTS PROJECTS

Having nearly completed an aggressive bond and build program, which began in 2007, the Village now finds itself back into a more traditional pattern of planning and financing capital expenditures on funds available or pay as you go strategy. Although the use of bond proceeds cannot be ruled out should it be deemed in the Village's best interest, such option would likely not take place in the near term until housing values have further recovered and core revenues show consistent increases.

SUMMARY

With the “Great Recession” now used in past-tense conversation, there is genuine optimism that the economy will continue to forge ahead. The Bloomingdale Township Assessor's Office suggests continued positive increases in Equalized Assessed Values for the foreseeable future. Providing predictable, stable and high quality services to our residents and businesses continues to be our main focus. We believe this budget establishes a financial foundation for the Village Board to accomplish their goals. Our ongoing, combined efforts will ensure the Village of Glendale Heights can continue to provide the traditional high level of service to the residents and businesses of Glendale Heights.

PUBLIC HEARING AND NOTICE OF AVAILABILITY OF BUDGET

Copies of the tentative Appropriations Ordinance were made available for public inspection at least ten (10) days prior to the passage of the annual Appropriations Ordinance, and notice of this availability was published in a newspaper having general circulation within the Village. Not less than one week after publication the Appropriations Ordinance is available for public inspection and prior to final action on the budget, one public hearing was held on the tentative Appropriations Ordinance by the Board of Trustees. Notice of the public hearing was given at least one week prior to the time of the public hearing date.

AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Glendale Heights, Illinois for its annual budget for the fiscal year beginning May 1, 2017. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

ACKNOWLEDGMENTS

The Village's budget is the culmination of the time and hard work of many people. We would like to extend our sincere appreciation to the Village President and entire Board of Trustees, as well as all members of the Executive Staff for their tireless dedication and assistance during the budget process.

Critically reviewing, assessing and adjusting policies and practices can be challenging. Nevertheless, if the community is to continue to progress and to remain financially stable, this process is necessary in order to achieve the goals as set forth by the Village Board.

Respectfully submitted,

Raquel L. Becerra

Raquel L. Becerra, M.P.A.
Village Administrator

William A. Poling

William Poling
Finance Director



VILLAGE OVERVIEW

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GOVERNMENT PROFILE

The Village of Glendale Heights is a home rule municipality under the Constitution of the State of Illinois (the "State"). On July 13, 1959, the court declared the Village of Glendale Heights organized, and the first election was held on August 2. Harold Reskin was the founding father and the first developer of the Village of Glendale Heights.

The Village is governed by a Village President and Board of Trustees. The



Village President and Village Clerk are elected at large for four-year terms. Six trustees are elected by district and serve staggered four-year terms. Serving under the Village President is the appointed Village Administrator who directs the management of the Village and eight appointed department directors,



including the Finance Director and Chief of Police. The Village President also appoints consulting firms that serve as Village Attorney and Village Engineer.

The Village provides a full range of services including police protection, public works, building permits, inspection and community development, recreation and social events, health, human and senior services, water and sewer, and other general government services.

Village employees are represented by five separate bargaining unit contracts. Patrol Officers and Sergeants of the Village's Police Department are represented by the Fraternal Order of Police ("FOP") in two separate bargaining units. The Village's public works, parks and facilities employees are represented by Teamsters Local 700 in two separate bargaining units. Clerical staff and certain other employees are represented by the American Federation of State, County and Municipal Employees, Local 3768 ("AFSME") in one bargaining unit. All contracts expired April 30, 2018, and renewal negotiations are ongoing.

ADMINISTRATIVE SERVICES

The Department of Administrative Services provides support and services to Village residents and businesses, while also supporting various internal operational needs of all Village Departments.

Water Billing

The Division of Water Billing is responsible for the processing and receipt of payment of water bills for residential, commercial, industrial, and non-profit water customers of the Village. The process itself begins with collecting the actual water usage to ensure an accurate water bill is issued to each customer. The collection and recording of water usage is accomplished utilizing a radio device, which transmits the meter usage reading to the Village. As the meters are reaching their end of life, many of the batteries in the radio devices require replacement. Under a proactive meter maintenance program by the Department of Public Works, the Village has successfully replaced thousands of aging batteries to ensure accurate billing to our utility customers. While most customers have received the new battery, it is important customers receiving a post card indicating service is required contact the Water Billing Division to schedule a maintenance appointment.

During the 2017 calendar year, the Village collected meter reads for water usage by our customers totaling 765 million gallons and issued 106,198 customer bills. The actual cost of water paid to the DuPage Water Commission totaled just over \$4.5 million. The Village continues to encourage all water customers to be alert to potential water leaks within their homes and businesses, and to practice water conservation measures.



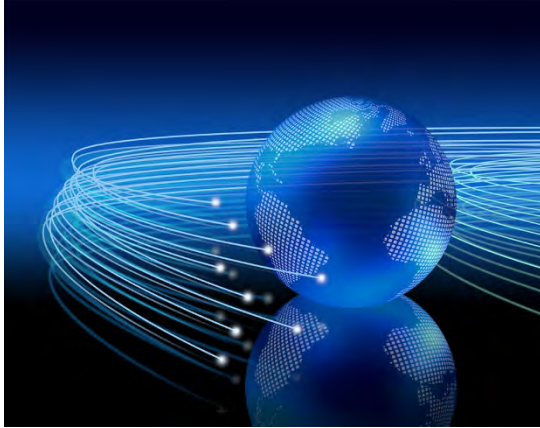
Licensing

During the 2017 calendar year, the Division of Licensing issued 21,960 vehicle stickers to residents and businesses, 375 garage sale permits, 857 animal tags, and 918 real estate transfer stamps. Vehicle sticker applications will be mailed to homes in May. We encourage everyone to purchase your stickers early by mail, or in person to avoid long lines as we near the due date.

Information Systems

As technology continues to advance and expand into all areas of Village operations, our Information Systems team is tasked with ensuring that our network infrastructure is not only safe from unauthorized access, data loss, and data corruption, but provides the capacity for data and voice communications, data storage, and emergency redundancy. While the security of our network is at the highest priority and is continuously monitored and updated, several additional

projects have been completed and are underway to reinforce the redundancy and stability of our network including:



✓ A fiber network connecting our Municipal Center to our Public Works Department. The capacity of the fiber bandwidth shall significantly improve the data flow between facilities, eliminate a costly telephone circuit, and establish a secondary data storage site.

✓ The Superior Financial system has been migrated from an on-site AS400 computer server to the hosted site by Superior. This decision will provide critical redundancy and permit access to our data if there is ever an emergency resulting in Village operations needing to be relocated to an alternative site.

✓ Completion of equipment upgrades to the Police mobile computer equipment, improving the reliability of the critical communication link to mobile data circuits.

Purchasing

The Division of Purchasing is responsible for the overall procurement processes within the Village. Under a centralized policy, guidelines are set to ensure all purchases will be made to obtain quality services and goods, receive competitive prices, while ensuring legal regulations are followed.

During the 2017 calendar year, a wide variety of goods and services have been purchased. A few of the services and items purchased during this period include:

- ✓ Demolition of Multiple Buildings
- ✓ Purchase of various vehicles and equipment such as a dump truck, police interceptors, tractors and mowers
- ✓ Leased data fiber to connect Village facilities
- ✓ Desktop and laptop computers
- ✓ Playground equipment, and
- ✓ Tree trimming services

Please view the Village Purchasing webpage for listings of the competitive procurement solicitations, and the sale of Village surplus property currently underway.

PARKS, RECREATION AND FACILITIES

Parks Division

The Parks Division had a busy 2017. In addition to maintaining over 254 acres of park land and more than 20 sports fields and playgrounds, the Parks Division completed numerous special

projects. One of the largest projects undertaken was planting over 400 parkway and park trees in efforts to re-establish our urban forest that was lost to the Emerald Ash Borer.



Other projects included seal coating the walking paths at Siems, Heritage and Nazos Parks, reconstruction of the parking lot at the Gazebo at Camera Park, a new playground structure and tennis court resurfacing at Ollman Park, seal coating of Siems and Camera Park basketball courts, and Nazos West, Camera East and Reskin ballfields all received field renovations.

Much of 2017 was spent on exploring the feasibility of future projects. Some of these potential projects include the addition of a community garden, a disc golf course and a new cricket field.

Recreation Division

Each year, the Recreation Division offers a wide variety of programs for all age groups from tiny tots to adults. The division strives to provide activities and programs that are affordable, fun and engaging in a safe environment.

Throughout 2017, the Recreation Division hosted 30 special events including our first “Time to Get Wild” event featuring alligators, snakes and lizards! Plans are underway for another great year of new and old events for all ages!



This was an exciting year for the GH₂O Aquatic Center as we celebrated the 20th anniversary by hosting a luau with a barbeque, music and hula and fire dancers. Thank you to those who came out to celebrate and join the fun activities.

Soccer has been a big focus this year and we are pleased to announce that we held our first tryouts for a competitive soccer team with over 80 participants competing for a spot. A new instructional league was also offered with great success.

The Recreation Division offered over 70 new programs and trips this year from expanding tot and youth athletics camps and training to “Colleen’s Holiday Desserts”; and we continue to strive to offer more new and exciting programs each year.

Facilities Division

The Facilities Division is responsible for the maintenance and upkeep of all Village facilities. They have been instrumental in renovating current buildings and work diligently to provide the residents with clean and updated facilities.

AQUATICS

The GH₂O Aquatic Center, built in 1997 offers a zero depth entry pool, sloping to a maximum depth of five feet, a six lane competitive lap swimming area, two water slides and a water play area.



Sand volleyball courts, sand play area, sundeck and concession area are also available. The GH₂O Aquatic Center was renovated and celebrated its grand re-opening on July 4, 2012, creating a new

aquatic experience with multiple attractions which would add thrills that hold attention both the young and the young at heart. The new features include a high dive, low dive, drop slide and the FlowRider (a surf simulator).

GLENDALE LAKES GOLF CLUB

Glendale Lakes Golf Club generated over 25,000 rounds of golf in 2017. Glendale Lakes Golf Club continues to be the home golf course to 5 area high school golf teams. The teams that use Glendale Lakes as their home golf course are Glenbard North Boys & Girls Teams, Glenbard East Boys & Girls Teams and the Glenbard West Girls Golf Team. Golf lessons are also available for youth

and adults who want to learn, or improve their golf game!



Glendale Lakes Golf Club hosts several annual golf events and outings. These include our Spring Fling in April, the Charity Golf Classic in June, the Summer Scramble in July, the National Fallen Firefighters Golf Outing in September and the Turkey Shoot in November. These annual events are popular and sell out quickly.

The Charity Golf Classic is a fundraiser hosted by the Village of

Glendale Heights. The golf outing raises money for Make-A-Wish Illinois, FOP Lodge #52 Community Enrichment Fund and the Glendale Heights Chamber of Commerce Scholarship Fund. All funds raised benefit the residents and families of Glendale Heights.

Our banquet facility hosted 229 banquets and special events this year. Of these events, 35 were wedding receptions. Couples that are looking for an outdoor venue can choose from our two options. We can hold your wedding ceremony at the gazebo in Camera Park, or for a more private setting, you can have your ceremony behind the clubhouse on the 1st tee. Glendale Lakes Golf Club has beautiful banquet rooms that overlook the golf course, and can accommodate up to 250 guests. Glendale Lakes Golf Club is the perfect place for love, laughter and your happily ever after. Our experienced staff will make your dream venue come to life. We have wedding packages to fit any budget and our chef is continually upgrading our menus to ensure our clients are offered the highest quality food at reasonable pricing. We can host other banquets including baby and bridal showers, birthday parties, anniversary parties, corporate meetings and more. Approximately 97% of all post-event evaluations are returned and rated their event as above average or better.

CENTER FOR SENIOR CITIZENS

The Center for Senior Citizens offers comprehensive senior citizen resources, innovative programming, information sessions, social events and exciting trips. The Center was designed with the active senior in mind and includes a game room, fitness room designed for older adults, arts & crafts room, as well as a full-service salon. The Center has a library with a cozy fireplace, filled with great books and four computer stations with internet access.

The Center's membership is just under 2,000 members. After completing our 7th annual survey, we asked our members what we can do to better serve them. The surveys gave staff and volunteers ideas for different programs and activities that staff will be trying in 2018.

Many of our services are coordinated with Local, County, State and Federal services. These services included 29 individuals who requested assistance with Benefit Access Application (BAA). These applications are completed online and assist seniors to receive a discounted license plate sticker and a RTA ride free card. Three individuals requested assistance with a standard Senior RTA card. The Center for Senior Citizens is listed on the RTA and Aging Website as a site for assistance. The Center is a certified Senior Health Insurance Program (SHIP) site. As part of the agreement with the State of Illinois, the Center's SHIP Volunteers educate Medicare beneficiaries and their families to help them make an informed choice about health care coverage. The Center's five volunteer counselors plus the Senior Services Manager assisted 65 individuals. The Center also hosted a Statewide SHIP training in 2017.



Volunteerism continues to be an important part of our Center and its daily function. In 2017, 52 individuals volunteered 2,133.30 hours to benefit the Center. Aside from assisting in the everyday programming, our wonderful volunteers helped with 36 special events, including bake sales and a Halloween party.

The Centers' craft instructors organized the Center's fifth annual Craft Fair. The proceeds for table rentals went towards craft supplies. In conjunction with the Craft Fair, there was a raffle for a handmade quilt. The quilt was made and donated by a staff member who is a "long arm quilter". The sales from the raffle tickets will be used for special events and programs in 2018.

An important component of the Center's operations are the senior social services, including its community dining program that provides meals-on-wheels as well as congregate dining at the Center. As part of our congregate dining, we provide "lunch-n-learn" programs. The Center holds informational sessions on important social service topics that keep our seniors educated on healthy lifestyles and promote senior safety. In 2017, community partners helped the Center provide 62 programs. The Agency on Aging nutrition grant via DSCC provided 2,916 meals. There were 14,918 home delivered meals sent from the Center's kitchen.

Our "Hidden Treasures" gift shop continues to flourish with generous donations from residents and businesses. These funds help support new programs and activities throughout the year. Another revenue source for the Center is the incredibly successful community room rental that hosted 137 birthday parties, showers and anniversary events in 2017.

COMMUNITY DEVELOPMENT

The Community Development Department focuses on maintaining and improving property values within the Village through a variety of measures including economic development, construction oversight and property maintenance inspections.

Economic development continues to be one of our highest priorities. Increased economic development improves property values, increases the tax base through property tax and sales tax, and lessens the tax burden on all property owners, as well as gives area residents more opportunities to shop and eat locally. Staff encourages new businesses to locate in the Village while addressing concerns from existing businesses ensuring they still call Glendale Heights their home.



The Village continues to see improvements in community service facilities. AMITA Health Adventist Medical Center, GlenOaks has remodeled the first floor behavioral health area and the second floor of the hospital to continue its upgrade of the hospital campus. The Village also worked with G. Stanley Hall School on an expansion project. The Islamic Education Center completed its next phase of

development with a major addition to the center, and Family in Faith Church received approval to construct a food pantry.

The Village worked closely with Glendale Animal Hospital, which chose to stay in Glendale Heights and construct a beautiful new building. Other businesses such as McDonalds, Taco Bell and Burger King all underwent major remodeling and façade upgrades.



undertaking substantial remodeling of the site to include retail frontage and self-storage in the rear of the building.

In 2017, the Village also focused on economic development along the North Avenue corridor. Staff worked extensively with Duke Realty on a proposal to redevelop a 17-acre area on the North side of North Avenue, just west of Swift Road. The area was annexed at the beginning of 2018 and will be redeveloped with an industrial building. This very exciting project addresses significant deteriorated structures that were just outside the Village boundary and extends the Village boundary eastward, which improves the property tax base. The Village Board also approved a small shopping center and a contractor's office on North Avenue, east of Glen Ellyn Road. Demolition of several outdated structures along North Avenue were approved to improve marketability and make the way for future development.

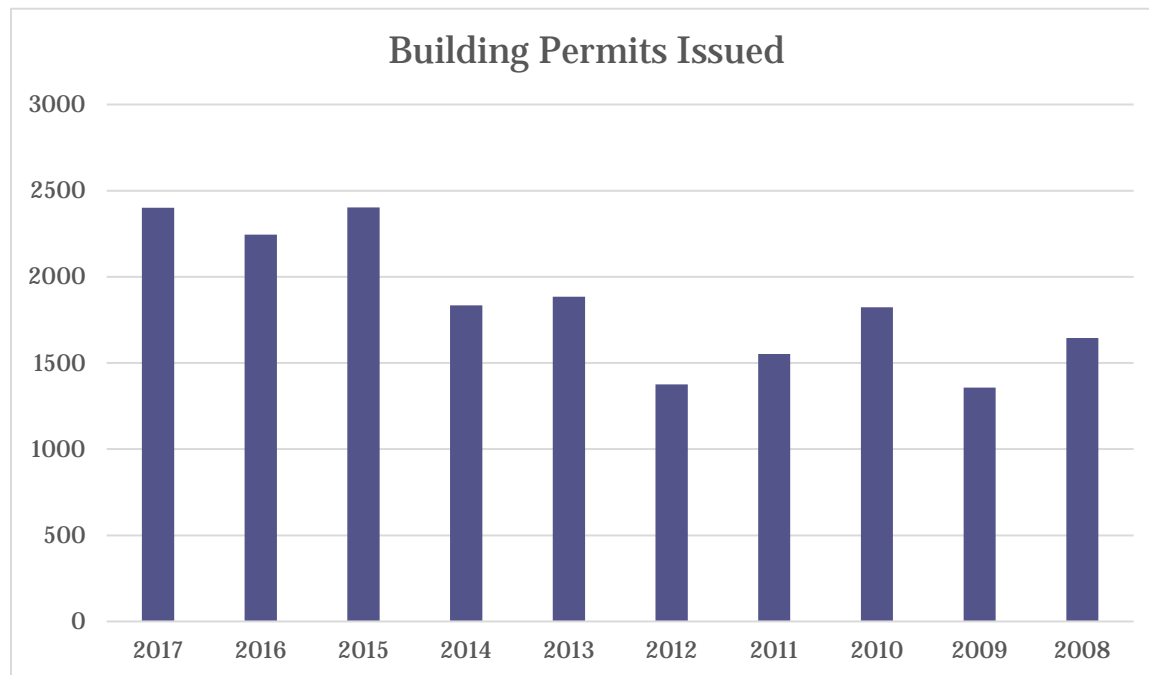
In addition to Community Development's focus on economic development, the department also monitors existing property in the Village to help protect and improve property values, as well as the safety of its residents.

The Village of Glendale Heights continues to attract investors who purchase and rent homes. We welcome these investors provided they comply with Village codes and ordinances. The number of single-family rental homes decreased slightly to 2,213 in 2017 from 2,302 in 2016. Staff also inspects all common areas and a percentage of units of the 2,913 multi-family apartments in the

In addition to the new businesses that opened in 2017, several other developments were approved and are currently under construction. The new owner of the former Dominick's site on Army Trail Road is



Village. The Village works with landlords and tenants to ensure that the rental units are properly maintained through the licensing and inspection process as well as the crime prevention partnership program. Staff also responds to service requests from residents as well as identifies property that is not properly maintained, and contacts owners to request that violations be addressed.



PUBLIC WORKS

Street Division

In 2017, a sidewalk removal and replacement project was undertaken on approximately 10 streets in the Village. The purpose of the project was to replace structurally damaged and dangerous sidewalks. Another aspect of the project was to preserve the mature parkway trees; this involved elevating the replaced sidewalks over the root system of the trees to prevent heaving of the replacement sidewalks.

Through the State of Illinois, Department of Commerce and Economic Opportunity (DCEO), Public Sector Energy Efficiency Program, the Village of Glendale Heights obtained an ‘Illinois Energy Now’ grant to replace all Village’s street lighting fixtures with energy efficient LED fixtures. The grant funding was approximately two thirds of the total cost of the fixtures, and the new LED fixtures are expected to reduce the annual consumption of electricity by 30-40%.

Local road infrastructure was improved throughout the Village as part of the in-house road program overlaying Wyatt Lane, Burr Oak Lane, Basswood Lane and Westchester Drive (north of Jacobsen Avenue). The project involved the removal and replacement of deteriorated and

structurally damaged curbs and sidewalks along with base repairs to the roadway before the new surface layer was applied. The in-house road program undertook the repaving of over 3,400 square yards of surface roadway, and the replacement of 800 linear feet of curb and 1,300 square feet of sidewalk.

Street Division staff responded to 12 snow and ice events throughout last year's winter season, plowing and de-icing 76 center lane miles of roadway and 147 courts. The Street Division also responded to 12 separate flood control events including clearing of storm inlets and streams to alleviate standing water on roadways. Additionally, the division responded to 497 work orders throughout the year.



Utilities Division

The Village's water infrastructure was improved in 2017 through rehabilitation of the East Burdette Water Tower. This is a 500,000 gallon elevated storage tank, which services approximately 25% of the Village's distribution system. Work included sandblasting the exterior/interior, repainting, various remedial repairs and the installation of a new mixer system to help improve water quality.

Utilities Division staff continued to perform maintenance to the water infrastructure including responding to eight water main breaks, seven fire hydrant replacements/repairs, nine water

service repairs, three main line valve repairs, pump station maintenance, and Illinois Environmental Protection Agency (IEPA) mandated sampling. I am pleased to report that all IEPA sampling undertaken in 2017 resulted in no violations or water quality issues.

There were two water leak detection surveys conducted by Water Services Incorporated. The survey resulted in identifying 22 leaks found in the spring and fall. Utilities Division Staff repaired all leaks found within the system.

Improvements to the Village's sanitary sewer collection system continued with a second phase of manhole repairs within the Payson Circle catchment area. Approximately 205 manholes were rehabilitated in phase two. This work included adjustments, lining the interior of manholes as well as applying grout. The project will reduce the amount of Inflow and Infiltration (I&I) into the sanitary sewer collection system.

Water Pollution Control Facility (WPCF)

The Village's Water Pollution Control Facility (WPCF) processed over one billion gallons of wastewater this year within IEPA guidelines and regulations. The WPCF, considered an exemplary plant by peer review publications, has continually operated well above the expected guidelines.

The Village, along with Trotter and Associates Inc., completed a Phosphorus Optimization Plan and a Phosphorus Feasibility Study. These projects were required as a condition of the Village's IEPA Permit for wastewater discharge. The projects will provide solutions for the future removal of phosphorus from the WPCF's wastewater stream.

Through its membership in the DuPage River Salt Creek Workgroup (DRSCW), the Village is continuing to improve local stream water quality, while saving wastewater utility payers money. Under an innovative partnership, the Village is working with 17 other communities to fund a series of waterway improvement projects throughout DuPage County as a cost effective solution in lieu of wastewater infrastructure upgrades.

Fleets Division

During the last year, the Fleets Division has continued to maintain over 300 vehicles and assorted pieces of equipment. Over the last few years, the Village has extended the useful life of the larger purchases in the Fleet. Extending the life of these vehicles means an increased cost savings to the Village, and an increased return



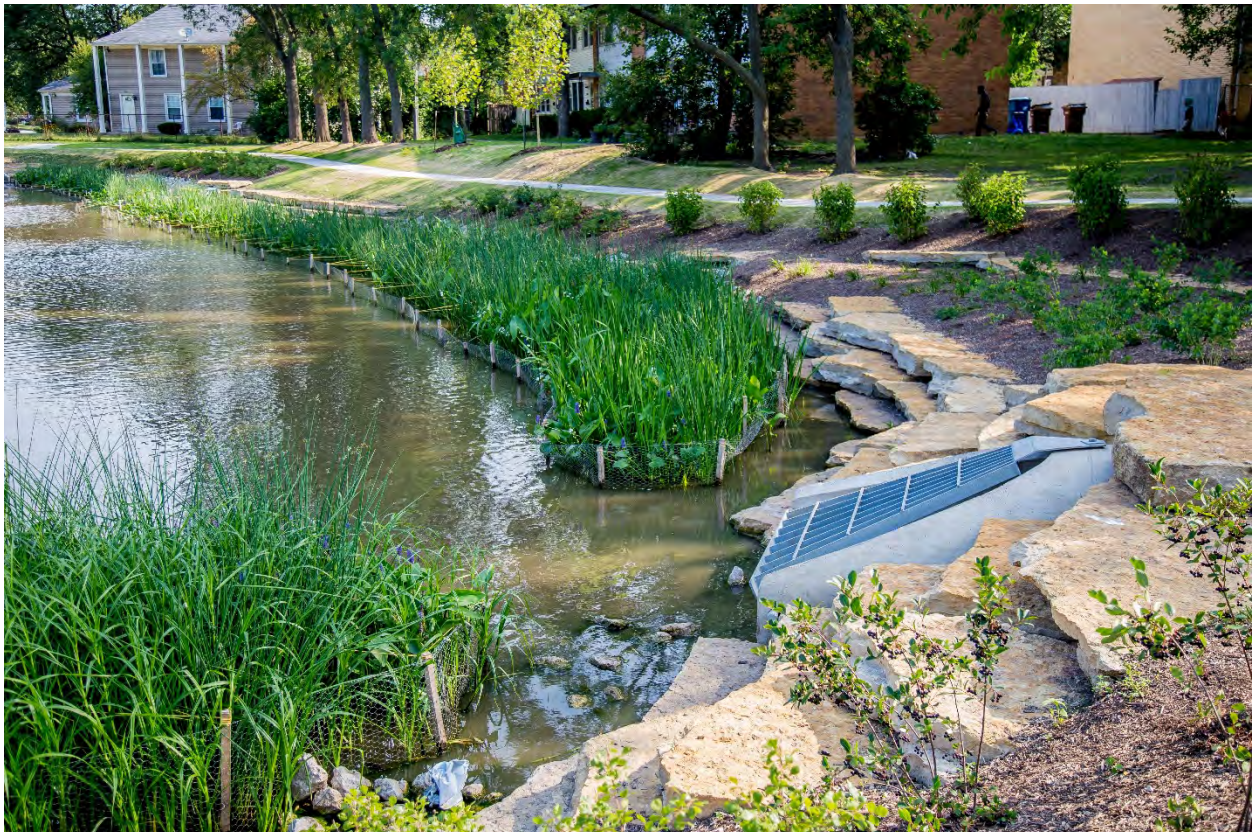
on investment over the life of these vehicles. The challenge for the division is to extend the life of these vehicles without substantially increasing expenditures of repairs on aging vehicles. Fleets accomplishes this by doing almost all repairs in-house with dedicated mechanics trained in all facets of diagnosis and repair.

Engineering Division

The Engineering Division ensures the Village upholds all local, state and federal mandates, including storm water management compliance, and erosion control inspections on active construction sites. In 2017, the division reviewed over 245 permit applications including engineering drawings and storm water reports.

The Engineering Division provided contract supervision and construction observation for large road projects. One such project was the 2017 MFT Road Program which included the reconstruction of nine streets, at a total cost of approximately \$1 million dollars. This project involved road reconstruction with curb and sidewalk repair, as well as drainage improvements.

The North Avenue Flood Alleviation Project was successfully completed last year. The project provides significant flood protection to residences surrounding James Court Pond and businesses at the Glendale Square shopping center on North Avenue. The construction involved the



dredging and upsizing of James Court Pond, with significant pond beautification and landscape improvements to the pond area. The project also involved storm sewer upgrades and the construction of two new detention ponds for flood relief at the corner of Highland Avenue and 2nd Place. This project cost approximately \$1.8 million in construction costs, and was funded almost entirely by grants. A Community Development Block Grant (CDBG) from DuPage County contributed \$400,000 of the funding, and approximately \$1.38 million came from a FEMA grant that contributed to construction and engineering costs.

Demolition was completed for the former Salt Creek BBQ building at Glendale Square. The building has been removed and the site is now prepared to serve as an underground detention area to be built in 2018. A Community Development Block Grant (CDBG) from DuPage County contributed \$400,000 of the funding for this project.

POLICE PROTECTION

Our police department employs a combined staff of 93 personnel, including 54 sworn police officers, 5 part-time officers, 4 community service officers, records clerks and crossing guards. The Department also enjoys a strong volunteer pool of 18 individuals who are members of the Emergency Services and Disaster Agency (ESDA).

The Village's police department continues to maintain the Commission on the Accreditation of Law Enforcement Agencies (CALEA) Accreditation that it received initially in 2008, having been re-accredited for their third time in 2017. In November of 2017, the police department was awarded a Gold Standard Accreditation from CALEA. Our police department is one of only 797 law enforcement agencies accredited across the nation, and one of only 48 in the State of Illinois. CALEA standards are rigorous and ensure the



Department is following the best practices in law enforcement. Part of the CALEA standards require the police department to review each incident in which force is used ensuring that our officers are using the response appropriate for the situation and within legal parameters. CALEA standards also ensure that citizen complaints are investigated thoroughly and in a timely manner.

COMMUNITY ORIENTED POLICING

The police department is dedicated to improving its relationship with the community. In 2017, the police department participated in many events to strengthen its partnership with our residents, and organized and participated in many events for children and adults.

For over 25 years, the police department has held weeklong classes at Safety Town for children 5-7 years of age. The classes are held over the summer and taught by officers from the police department as well as representatives from the Railroad Operation Life Saver, Glenside Fire Protection District, First Student Bus Company and AMITA Health Adventist Medical Center, GlenOaks. For children in 5th through 8th grade, the police department hosted the 11th Annual Junior Police Academy. Participants experienced various aspects of police work from the initial testing process to evidence processing, traffic stops and officer safety skills.

Our state certified School Resource Officers spent the school year teaching Drug Abuse Resistance Education (D.A.R.E.) to 5th grade students, and addressing school related concerns. Through a cooperative agreement between the schools and the police department, one officer rotates between the schools that teach kindergarten through 8th grade, while a second officer rotates between the Glenbard District 87 schools that children from Glendale Heights attend. In addition to teaching classes and attending extracurricular activities, they also investigate police related incidents at the schools reported by students and staff.

The police department also strives to keep our residents informed of important crime prevention tips by sponsoring a Neighborhood Watch Program and providing a monthly newsletter. In 2017, the police department moved the monthly neighborhood watch meetings from the police department to various venues throughout the village. It was great to see how many residents showed up to these meetings to learn more about what was going on in their neighborhoods. In October, the police department sponsored an opioid awareness program. Speakers from LTM Foundation conducted a presentation on the dangers of opioid's and the cycle of addiction. As part of the opioid awareness program, the police department's Community Outreach Specialist put on a display of places kids could potentially hide drugs.

On September 30th, the police department in partnership with the Parks, Recreation and Facilities Department and the Glenside Fire Protection District, sponsored the annual Kids Fishing Derby at Lake Becerra.



Smart 911 is an additional program in which the public can directly add information about themselves and their homes to the 911 emergency telephone system. The police department also maintains CodeRED, which allows mass notification to residents to inform them of emergencies or other matters of concern by telephone, email or text. Registration for both of these services is available on the Village website.

The police department also sponsored the Village's 19th Annual National Night Out. The event was held on the Village of Glendale Heights main campus, and residents were offered free food and games. National Night Out is held to raise crime and drug prevention awareness and strengthen our police and community partnerships. Many other groups assisted in the celebration including Bimbo Bakery, Glenside and Bloomingdale Fire Protection Districts, Glenside Public Library District, the Glendale Heights Parks, Recreation & Facilities Department, Glendale Lakes Golf Club, the Glendale Heights Youth Commission, the Junior Woman's Club, Target and AMITA Health Adventist Medical Center, GlenOaks. The Jessie White Tumblers even joined us and performed an incredible show for residents.

To promote safety awareness, the police department conducted seat belt safety checks in our school zones, and aggressively enforced the hands free cell phone law.

The prescription medication drop-off box, located in the main lobby of Village Hall, continues to be very useful. The drug drop-off box is available for residents to properly dispose of controlled and non-controlled pharmaceuticals.

Members of the police department continue to be strong supporters of the Illinois Special Olympics, raising thousands of dollars for those athletes.

PREPARATION IS THE KEY TO SUCCESS

The police department and its Emergency Services and Disaster Agency (ESDA) continues to conduct intruder drills with all schools in the Village. The Village also renewed an agreement with the Milton Township Community Emergency Response Team (CERT) to help train new Glendale Heights CERT members and provide continuing training for current members. Joining forces with Milton Township CERT allows the Village to tap into their extensive volunteer pool of over 1,000 CERT members in the event of an emergency.



2017 CRIME STATISTICS

The Glendale Heights Police Department maintains transparency by sharing crime statistics with residents. If you want timely information on crimes in your own neighborhood, please visit the Village website and click on Crime Reports. In addition, the police department publishes an annual report in March of each year with a more detailed breakdown of the previous year's activity. The report is available for viewing on the police department's page of the Village Website.

COMMUNITY RESOURCES

Elementary education is primarily provided by Marquardt School District 15 and Queen Bee School District 16. There is also one parochial school, St. Matthew’s School, that serves the Village. Secondary education is provided by Glenbard High School District 87.

The Village is served by the Glenside Public Library District. The Library operates a central facility that serves a population of over 34,000 residents in Glendale Heights and Glen Ellyn Countryside.

Fire protection and ambulance services are provided by the Glenside Fire Protection District, Bloomingdale Fire Protection District, and Carol Stream Fire Protection District, all of which are separate units of government.

LOCATION

The Village of Glendale Heights is located approximately 40 miles northwest of the City of Chicago, in DuPage County. One of Glendale Heights’ key assets is its location on the regional highway network. The Village is easily accessible via Interstate 290 (Eisenhower Expressway), located less than two miles to the north and east of the Village, and Interstate 355 (North-South Toll Way), located less than one mile to the east of the Village. State Route 64 (North Avenue) crosses the southern section of the Village and State Route 20 (Lake Street) is located just to the north of the Village. O’Hare International Airport is approximately 15 miles northeast of the Village. The Village has nine business parks totaling 465 acres predominately located along the Chicago Central and Pacific Railroad corridor. The total incorporated land area is approximately six (6) square miles, with a total of twenty-two (22) parks that make up the total of three hundred and two (302) acres of zoned parks or forest preserves.

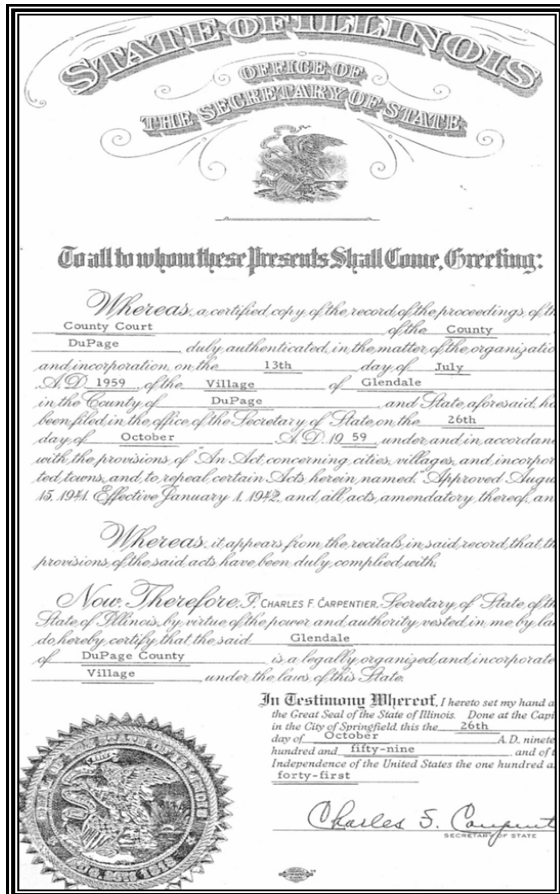


CLIMATE

Average Annual Rainfall:	36.00 inches
Average Annual Snowfall:	38.00 inches
Average Temperature (in degrees Fahrenheit):	
	High/Low
January	29.4/12.4
February	34.0/16.6
March	45.3/26.2
April	59.5/37.0
May	71.0/47.0
June	80.9/56.9
July	84.7/61.6
August	83.0/60.2
September	75.7/52.1
October	63.7/40.7
November	47.5/29.8
December	34.2/18.4

HISTORY

Until 1958 the area that is now Glendale Heights was largely rural with the exception of small pockets of subdivisions, on the east side of Bloomingdale Road, north of North Avenue, Glen Ellyn Countryside had been subdivided in 1951. During 1958, Midland Enterprises, operated by Charles and Harold Reskin, bought two farms on Glen Ellyn Road, north of North Avenue. The first houses were built that year on Glen Ellyn Road and Larry Lane near Fullerton Avenue.

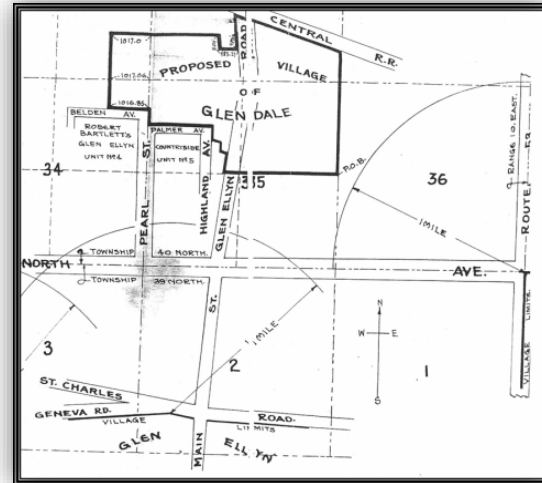


By early summer of 1959 with a population of 104, a petition to incorporate was circulated and filed on June 16, 1959. On July 13, 1959 the court declared the Village organized and the first election was held on August 2, 1959. The first meeting of the Village board was September 1, 1959 at the home of the newly elected Village President Anthony Larry. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen as "Glendale" is appropriate, as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. "Heights" describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

Today, Glendale Heights is a mature residential suburban community. Over the years, the Village has experienced welcomed and significant growth, both in population and within the business community. Its landscape is dotted with ranch

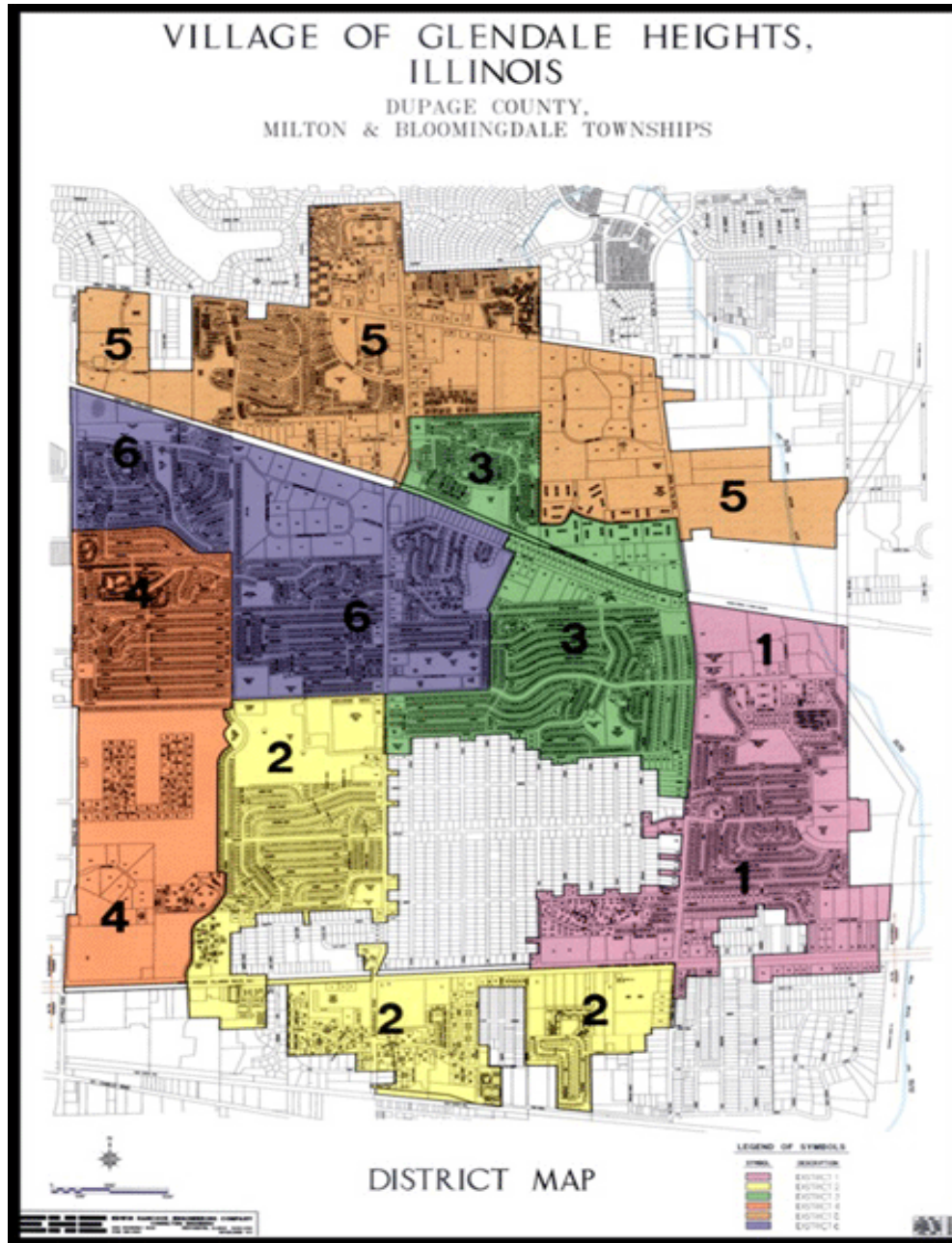
homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities and three excellent elementary school systems.

The Village has seen continuous investment and reinvestment in the community with shopping centers being upgraded and repurposed, including the addition of Menards, Valli Produce, Bucky’s, Shell and Art Van Furniture, reconstruction of LA Fitness and the development of several outlots in front of existing shopping centers to maximize retail potential. The modern business and industrial parks offer opportunities for a variety of business tenants and the Village is proud of its ongoing partnership with AMITA Health Adventist Medical Center GlenOaks, which has continued to upgrade its facilities to provide cutting edge care to its patients. The Village has an aggressive road repair program and makes ongoing improvements to the Village owned park system and Glendale Lakes Golf Club. With the consistent public and private investment over the years, the Village of Glendale Heights remains an attractive and vibrant community.



The current official population of the Village is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.

DISTRICT MAP



President: Linda Jackson, at-Large

District 1: Trustee Bill Schmidt

District 2: Trustee, Deputy Mayor Sharon Sullivan

District 3: Trustee Michael Light

District 4: Trustee Pat Maritato

District 5: Trustee Chester Pojack

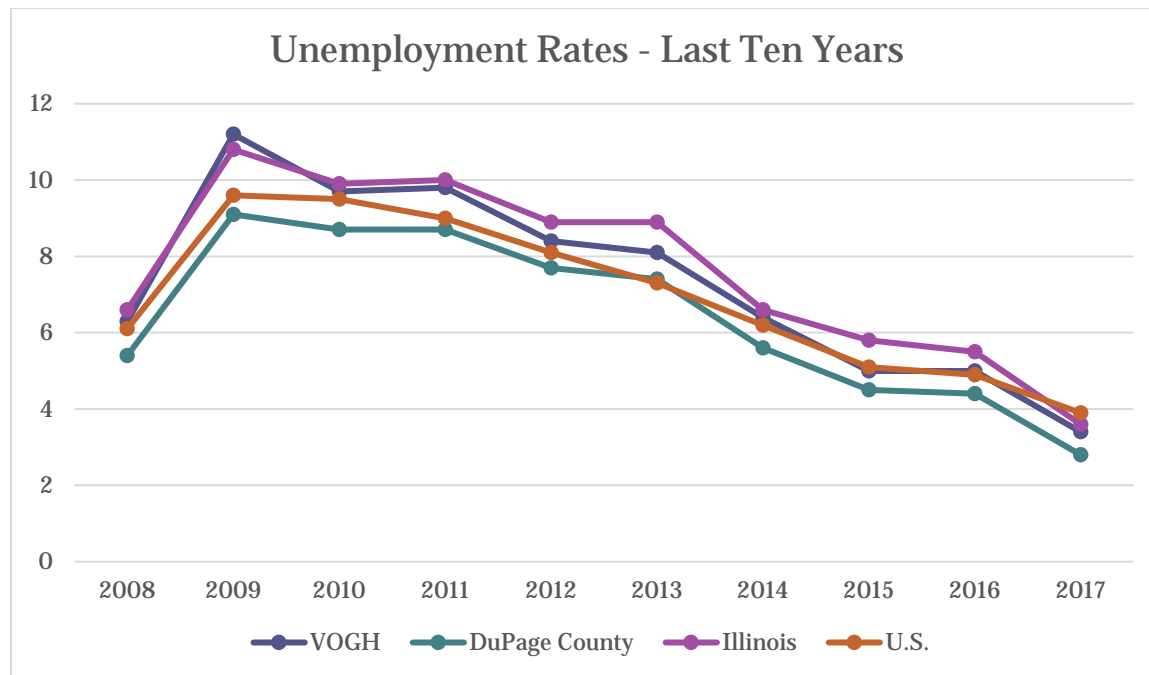
District 6: Trustee Mary Schroeder

VILLAGE PROFILE AT A GLANCE

DEMOGRAPHIC	2000		2010		PERCENT CHANGE
	NUMBER	PERCENT OF TOTAL	NUMBER	PERCENT OF TOTAL	
POPULATION	31,765	100.0%	34,208	100.0%	7.69%
AGE:					
Under 5 Years	2,528	8.0%	2,646	7.7%	4.67%
5 to 19 Years	7,009	22.1%	7,396	21.6%	5.52%
20 to 34 Years	9,023	28.4%	8,777	25.7%	-2.73%
35 to 64 Years	11,621	36.6%	12,912	37.7%	11.11%
65+ Years	1,584	5.0%	2,477	7.2%	56.38%
Median Age	32.80		32.00		-2%
GENDER					
Male	16,210	51.0%	17,407	50.9%	7.38%
Female	15,555	49.0%	16,801	49.1%	8.01%
RACE					
White alone	20,263	63.8%	17,953	52.5%	-11.40%
Black or African American alone	1,537	4.8%	2,005	5.9%	30.45%
American Indian and Alaskan native alone	95	0.3%	206	0.6%	116.84%
Asian alone	6,345	20.0%	7,575	22.1%	19.39%
Native Hawaiian or Other Pacific native alone	25	0.1%	24	0.1%	-4.00%
Some other race alone	2,576	8.1%	5,271	15.4%	104.62%
2 or more races	924	2.9%	1,174	3.4%	27.06%
HISPANIC ORIGIN					
Persons of Hispanic or Latino Origin	5,842	18.4%	10,512	30.7%	79.94%
Persons Not of Hispanic or Latino Origin	25,923	81.6%	23,696	69.3%	-8.59%
INCOME LEVEL OF RESIDENTS					
Median Family Income	56,285		68,183		21.14%
Per Capita Income	21,911		36,307		65.70%
Unemployment Percentage	3.30%		10.20%		209.09%
EDUCATION					
Level in years of formal schooling	14.60		14.70		0.68%
School Enrollment	13,729		14,146		3.04%
HOUSING CHARACTERISTICS:					
Total Housing Units	11,296	100.0%	11,864	100.0%	5.03%
Occupied	10,980	97.2%	11,257	94.9%	2.52%
Vacant	316	2.8%	607	5.1%	92.09%
Owner Occupied	7,756	68.7%	7,605	64.1%	-1.95%
Renter Occupied	3,224	28.5%	3,652	30.8%	13.28%
PROPERTY TAXES:					
Assessed Value	494,206,178		865,053,328		75.04%
Share of Total Tax Rate Levied by Village:	4.70		4.30		-8.51%
Total Tax Rate	0.9361		0.8637		-7.73%

SOURCE: US Census Bureau, 2000 Census and 2010 Census

COMMUNITY ECONOMIC PROFILE



Over 18,341 people are employed by the more than 484 businesses operating in Glendale Heights. The employees are drawn from a pool of 2.8 million workers who reside within a 60-minute commute of the Village. As the nation now sees the benefit of low unemployment rates, the State of Illinois and Village mimic similar trends due to a healthier economy.

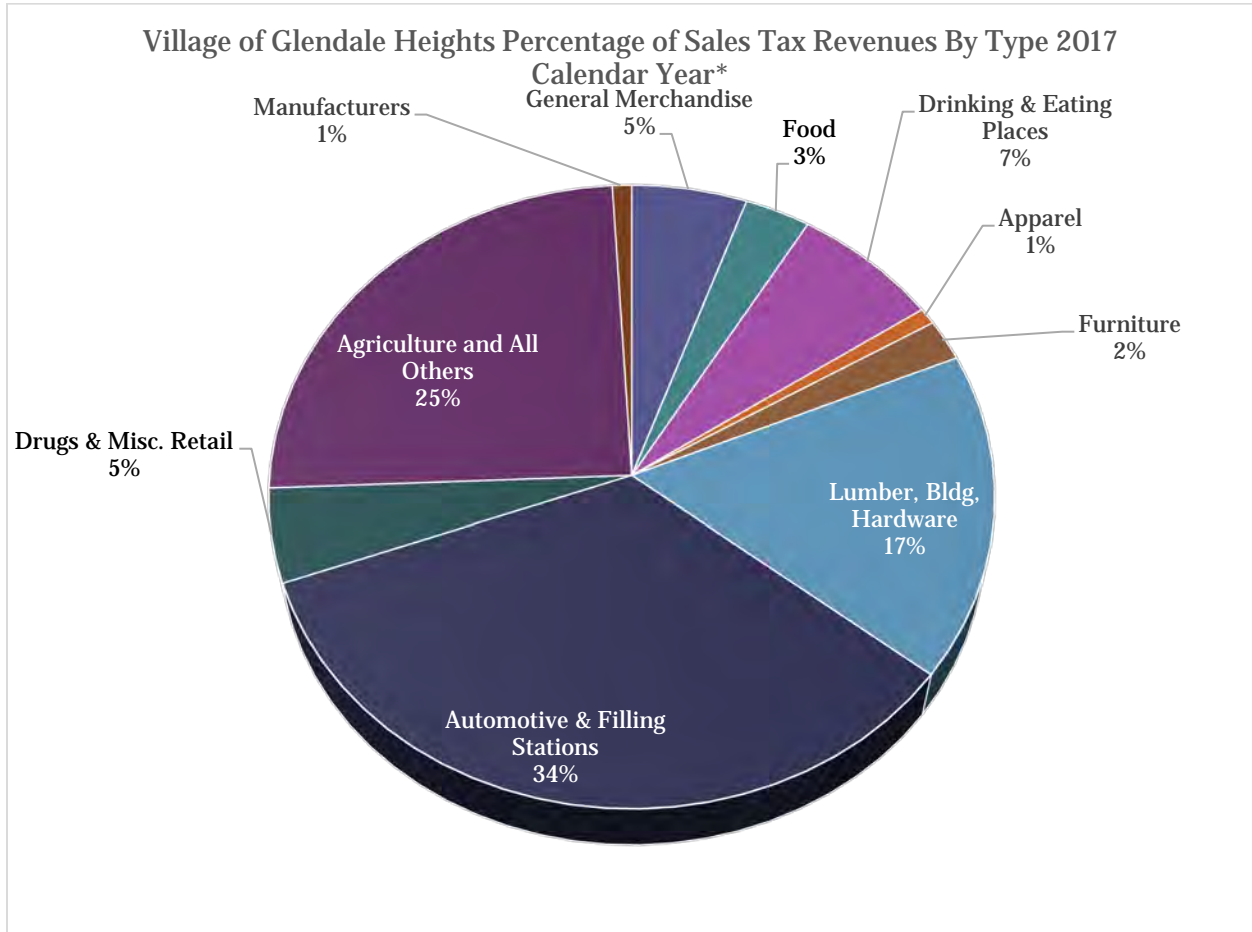
2010 Employment by Job Type for Civilian Population (Age 16+)	Glendale Heights, IL		Illinois	United States
White Collar	11,495	73.40%	75.39%	74.72%
Blue Collar	4,165	26.60%	24.61%	25.28%
Sales and Office	5,581	32.55%	27.14%	26.38%
Professional and Related	3,227	18.82%	21.63%	21.78%
Production, Transportation and Material Moving	2,756	16.07%	13.78%	12.88%
Management, Business and Financial Operations	2,687	15.67%	17.01%	16.09%
Service	1,478	8.62%	12.54%	13.50%
Construction, Extraction and Maintenance	1,409	8.22%	7.70%	8.85%
Farming, Fishing and Forestry	9	0.05%	0.20%	0.51%

One of Glendale Heights’ key assets is its location on the regional highway network. The Village’s industrial and commercial districts are the foundation of its fiscal health because State shared sales tax revenue is one of the Village’s largest sources of revenue. Businesses located throughout the community include a wide variety of food stores, restaurants, merchandise, and professional services for residents, as well as neighbors in nearby towns. There is over one million square feet of retail space located primarily in twenty-one shopping centers in the Village, plus some large stand-alone retailers such as Target, Home Depot, Menards, and three large automobile dealerships.

The Village continues to face the challenges of the high number of foreclosures that has impacted several localities in Illinois. There has been a shift this year as banks are beginning to take more responsibility for properties, although it is still extremely difficult to address code violations for houses that are in the foreclosure process. The Community Development Department aggressively pursues code violations on vacant and foreclosed properties, and stays current with new laws and regulations that may help address issues more quickly.

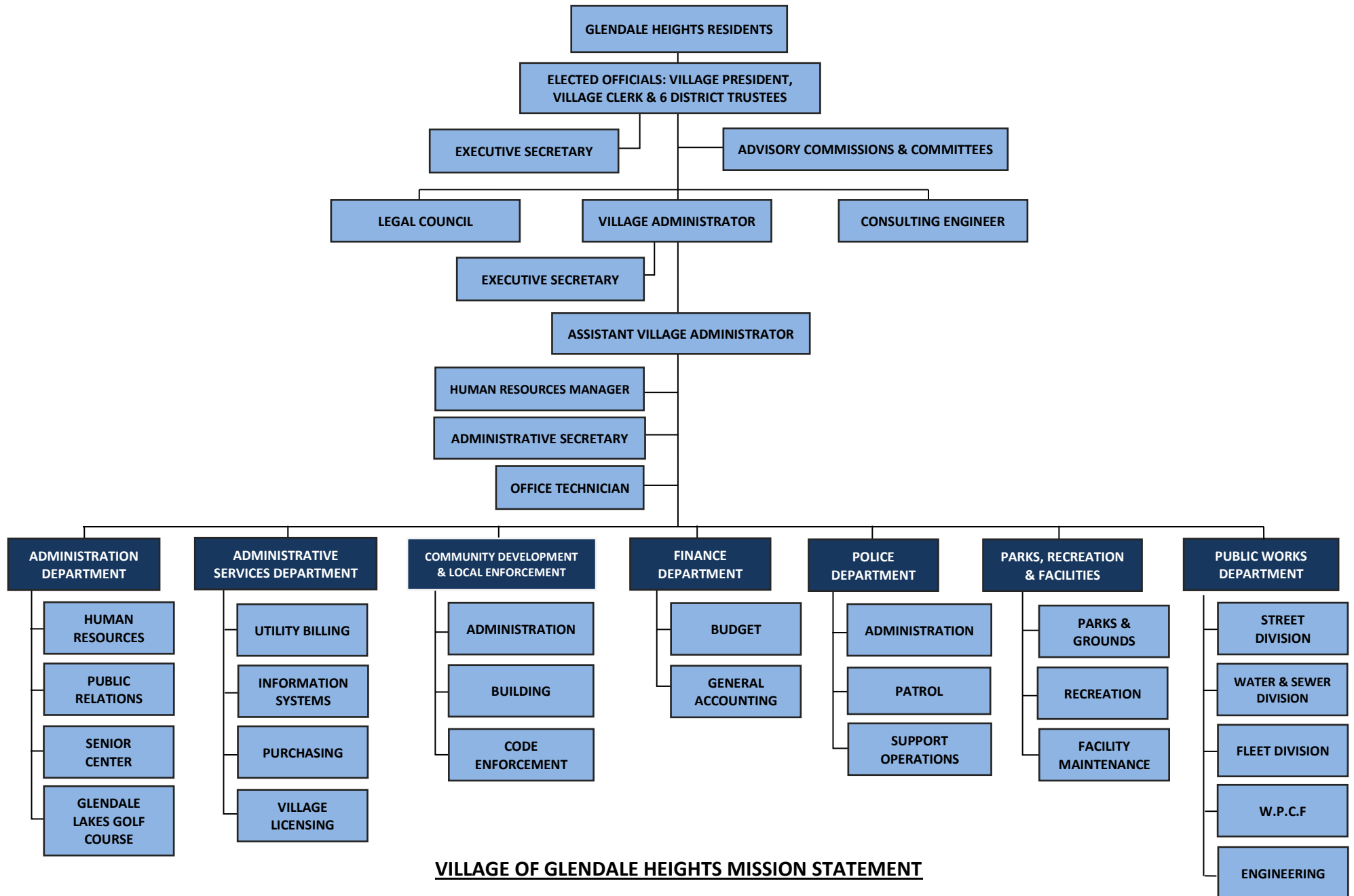
It is essential for the Village to be interactive with local businesses, both existing and potential, in order to remain an exceptional place to live for residents. It is also important because a large portion of the Village’s revenue stream is derived from taxes. These taxes are crucial to the Village’s operating budget in order to provide exceptional services to residents. The following chart reflects the current tax rates of those doing business within the Village.

TAX RATES		
	State	6.25%
Retail, Sales Tax:	County Water Commission Tax	0.00%
DuPage County	Home Rule Sales Tax	1.25%
	Regional Transportation Authority	0.75%
	Total	8.25%
Food & Beverage Tax:		1.00%
Amusement Tax (if a cover charge) :		10.00%
Amusement Tax (if no cover charge) :		1.00%
Hotel and Motel Tax:		5.00%
Automobile Renting Tax:		1.00%
Electric Utility Tax:		4.00%
Telecommunications Utility Tax:		6.00%
Natural Gas Utility Tax:		5.00%
Municipal Natural Gas Use Tax: (per therm)	\$	0.05
Real Estate Transfer Tax (per \$1,000 selling price):	\$	3.00
County Motor Fuel Tax: (per gallon)	\$	0.04



*source – Illinois Department of Revenue.

VILLAGE OF GLENDALE HEIGHTS MUNICIPAL ORGANIZATION STRUCTURE



VILLAGE OF GLENDALE HEIGHTS MISSION STATEMENT

The Village of Glendale Heights strives to improve the quality of life for all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.



BUDGET OVERVIEW

*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*

THE BUDGET PROCESS

The Village operates under an annual budget spanning one fiscal year, May 1st through April 30th. This document contains the Annual Operating and Capital Budget for the fiscal year 2018/19. The budget is a policy document that requires action and adoption by the Village Board.

The budget process for the Village of Glendale Heights involves its citizens, the Village President, Trustees, Village Administrator, members of the Executive Staff, supervisors and many others throughout the organization. Each person plays a critical role in the development of the budget for the upcoming year. Although much of the time and effort in preparing the budget takes place during the months of January through April, the development, implementation, monitoring and review of the Village's budget is part of a comprehensive process that occurs throughout the entire year.

The goal each year of the Executive Staff is to present a balanced budget to the Village Board for review and adoption. A balanced budget is a budget in which revenues meet or exceed expenditures and cash reserves or fund balance is not considered a revenue source. The Village has made some strategic drawdown of cash reserves or fund balance for fulfilling level debt service commitments made in conjunction with bonded debt incurred in 2009 and 2010.

The Village's annual budget is prepared on a May 1 through April 30 fiscal year basis. During the first 5-6 months of the fiscal year, the Finance Department initiates a process of monitoring the Village's revenues and expenditures and discussing and identifying any significant variances with each Department. The Village's current budgetary control is established at the Department/Division level and a budget is adopted for every fund. Total expenditures may not exceed the total amount appropriated for each fund unless a budget amendment is approved by the Village Board.

BUDGET PREPARATION

Preparation of the annual budget typically begins in January. The Finance Director provides each department with budget worksheets, an economic outlook, preliminary budget estimates and specific directives for developing their budgets. Each department then prepares a budget for each segment under that department's scope of responsibility. Budgets are required to be completed and entered into the Village's budget system by the end of February.

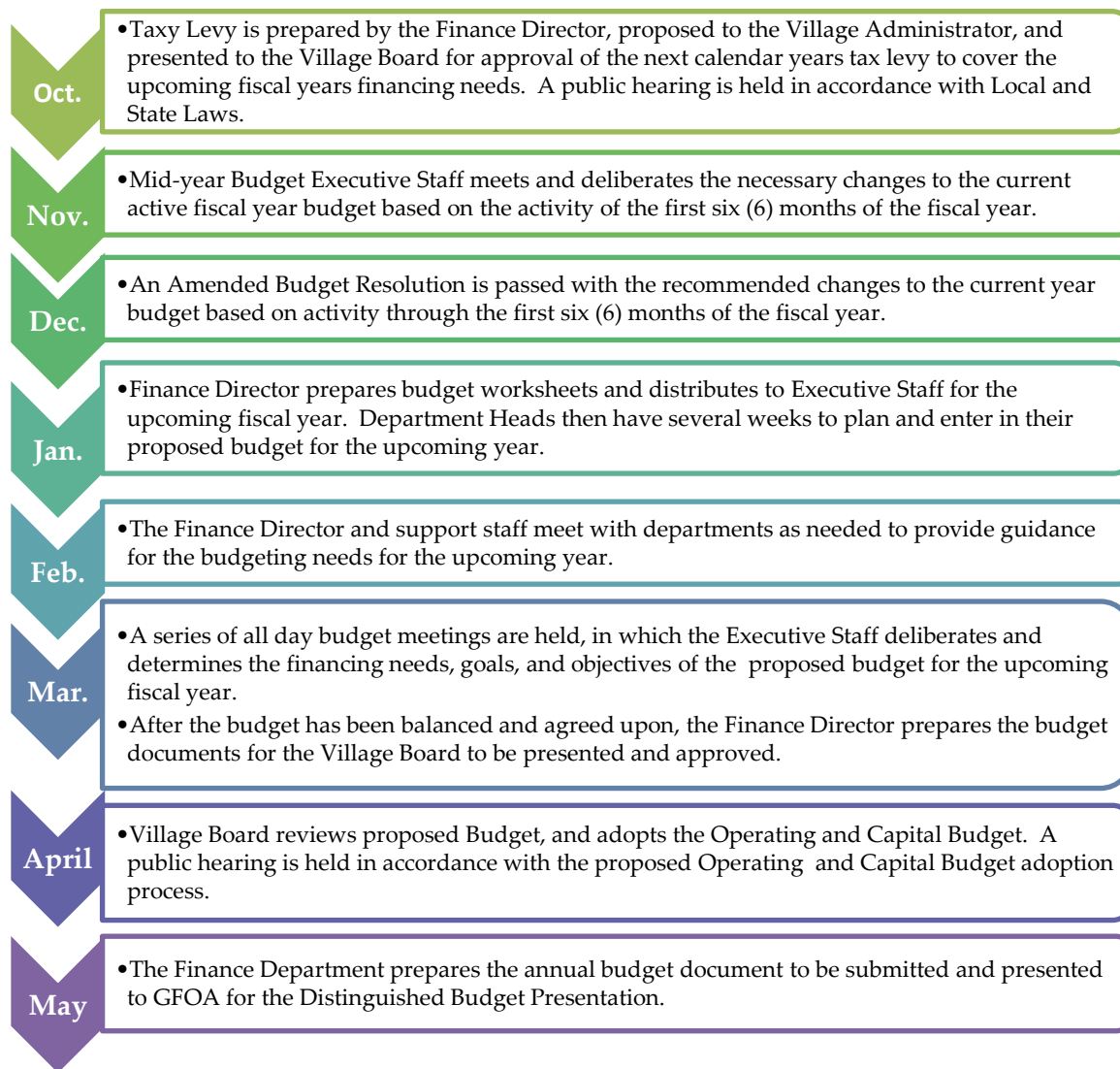
The preliminary request budget is prepared by the Finance Department for review by Village Administration and all members of the Executive Staff. Included in the request budget are revenue projections for each Fund which are used for controlling requested expenditures. It is the goal of the Village Administrator and Executive Staff to present a balanced recommended budget to the Village Board. Any new programs or modification requests (expenditures not previously included in the current fiscal year budget) submitted by each department are discussed with the Village Administrator and Executive Staff. If approved, those modification

requests are added to the requested budget. In addition, the Village Administrator may hold individual meetings with Department Heads and additional changes may be made to the requested budget based on available financial resources. A recommended budget is then prepared, incorporating all of the above changes, and sent to all members of the Village Board, Executive Staff, and other key persons. A Special Village Board meeting is then conducted to review and discuss the recommended budget and discuss any budgetary issues. This meeting is open to the Public. A formal Public Hearing on the Appropriations Ordinance is held once the recommended budget has been accepted by the Village Board.

AMENDING THE BUDGET

If necessary, the annual budget may be amended by Department Heads during the year through the use of Budget Transfer Requests, which allow for funds to be re-directed within certain parameters. Budget transfers within a Department/Division are authorized by the Village Administrator. Also, the annual budget may be amended formally by the Village Board during the year; usually after six months. Revenues or expenditures may be increased or decreased for a particular fund. These budget amendments are usually necessary if anticipated expenditures are predicted to exceed the total amount budgeted at the fund level due to changing priorities or unexpected occurrences.

THE BUDGET PROCESS
CALENDAR OF EVENTS



FUND STRUCTURE

The Village uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local Governments, uses fund accounting to demonstrate compliance with finance-related legal requirements. All of the funds of the Village can be divided into three categories: governmental funds, proprietary funds and fiduciary funds. All fund types with the exception of fiduciary funds are included in annual appropriations.

GOVERNMENTAL FUNDS

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in another fund. Governmental funds focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. The Village maintains 36 individual governmental funds.

PROPRIETARY FUNDS

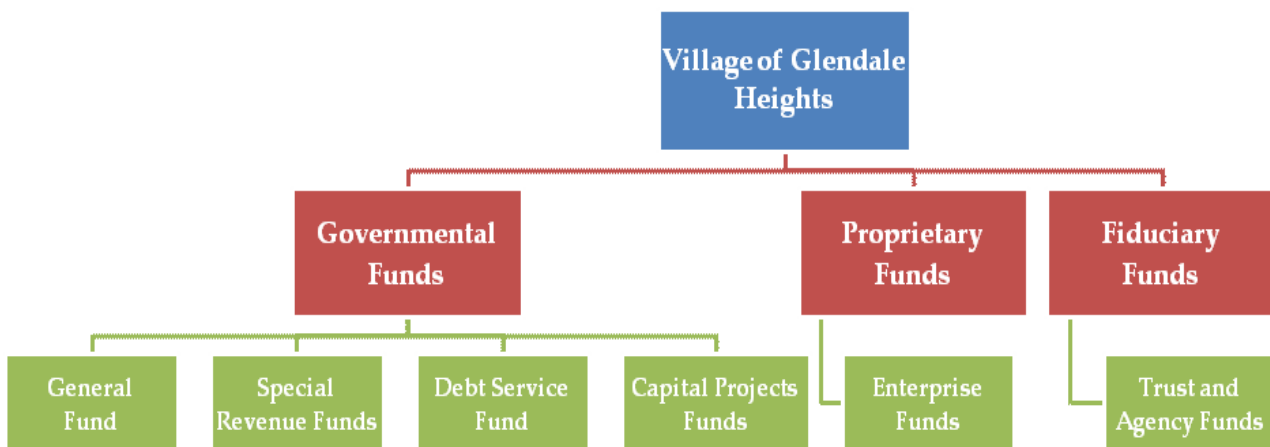
Proprietary funds are used to account for activities similar to those found in the private sector, where determination of net income is necessary or useful for sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds). The Village uses enterprise funds to account for its water and sewer system and the Glendale Lakes Golf Course fiscal operations. The internal service funds are used to account for the costs of property and casualty insurance, and workers' compensation insurance.

FIDUCIARY FUNDS

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. The Village maintains two different types of fiduciary funds: pension trust funds and agency funds. Agency funds are generally used to account for assets that the Village holds in a fiduciary capacity or on behalf of others as their agent. Since agency funds do not include any revenue or expense accounts, although reported within the Village's annual financial report, they are not included within this document.

BUDGETING BASIS

The Village budgets for governmental funds based on the modified accrual basis of accounting. The basis of budgeting is identical to the basis of accounting. Under this method, revenues (income) are recognized in the period they become measureable and available to finance expenditures of the period and expenditures (expenses) are recorded when incurred with the exception of principal and interest on long term debt, which are recorded when due. The budgets for all proprietary funds, which include Enterprise Funds and Internal Service Funds, are



GENERAL FUND

The General Fund accounts for resources traditionally associated with the Village’s operations which are not required legally or by sound financial management to be accounted for in another Fund. The Village’s General Fund is divided into the following functional areas:

LEGISLATIVE

BOARD, CLERK, ADVISORY

- Village Board
- Village Clerk
- Committees & Commissions

ADMINISTRATION

- Village Administration

ADMINISTRATION (continued)

- Human Resources
- Public Affairs
- Human and Senior Services
- Central Services
- Golf Course

POLICE DEPARTMENT

- Police Administration

POLICE DEPARTMENT (continued)

Patrol
Investigations
Support Services
Community Oriented Police

FINANCE DEPARTMENT

COMMUNITY DEVELOPMENT

Community Development Administration
Inspection Services

ADMINISTRATIVE SERVICES

Administrative Services Administration
Information Systems
Purchasing

PUBLIC WORKS

Public Works Administration
Engineering
Streets
Fleet Maintenance

PARKS, GROUNDS AND FACILITIES

Parks and Grounds
Building Maintenance

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

GOLF COURSE FUND

The Golf Course fund was established to account for the provision of a public golf course. All activities are accounted for including administration, operations, financing and revenue collections. The Village of Glendale Heights operates an 18-hole municipal golf course, known as Glendale Lakes Golf Club.

The Golf Course Fund supports the following Departments and Divisions: Administration, Pro-Shop, Central Services, Grounds Maintenance, Facilities and Charity Classic Event.

RECREATION FUND

The Village of Glendale Heights Recreation Fund provides for all municipally supported recreation opportunities for the residents of the Village.

The Recreation Fund supports the following Departments and Divisions: Administration, Programming, Preschool, Aquatics, After School/Day Camp, Facilities, Central Services, and Information Systems.

EMERGENCY SERVICES AND DISASTER AGENCY (ESDA) FUND

This program's responsibilities are associated with emergency procedures including planning for emergencies that surpass the normal capabilities of operating departments and coordination of local and outside resources in an emergency such as tornadoes, flooding, power outages and other natural or man-made disasters. Funding is provided by a property tax levy. The unit is comprised of a paid part-time coordinator and volunteer members.

HANDICAP RECREATION FUND

The fund is used to pay the Village's proportional share in the Northeast DuPage Special Recreational Association (NEDSRA). NEDSRA provides recreational programs for those children and adults not able to participate in conventional recreation programs and activities due to physical reasons.

MOTOR FUEL TAX FUND

This fund is established to account for the maintenance, improvement and replacement of the Village's streets and roadways. Financing is provided by the Village's share of state gasoline taxes and other shared taxes. The state law requires these gasoline taxes be used for the maintenance of streets and roadways. The Village of Glendale Heights has established a policy which limits the use of these funds to the purchase of commodities and contractual services to facilitate the Five Year Improvement Program.

INFRASTRUCTURE FUND

This fund is established to account for the maintenance, improvement and replacement of the Village's streets, infrastructure and roadways. Financing is provided by a portion of the Village's share of Home Rule and Road and Bridge taxes. The Village of Glendale Heights has established a policy which limits the use of these funds to the purchase of commodities and contractual services to facilitate the Five Year Improvement Program.

FOUNDERS' DAY FUND

This fund is established to account for revenues and expenditures for the Village's annual summer festival activities. It is coordinated by the Founders' Day Committee. The summer festival activities include five days of celebration to correspond with the Village's anniversary.

PARKS DEVELOPMENT FUND

This fund is used to account for Developers' contributions and other revenues pledged for future Parks and Recreation Improvement Programs and facilities.

HISTORICAL BUILDING FUND

This fund is established for the purpose of accounting for costs associated with the preservation, repairs, remodel and maintenance of the Village Founders Farmhouse. This house is the historical museum for the Village of Glendale Heights, and is used for displays, public access and viewing. The fund will record and report both revenues and costs.

ARTICLE - 36 SEIZURE FUND

The State of Illinois Laws under Article-36 authorizes and directs the Police Department to seize vehicles and properties determined to be improperly used, in such cases as Driving While Intoxicated, Illegal Drug Use or Distribution or other illegal activities. This Fund is established to record and control activities related to such seizures.

ILLINOIS MUNICIPAL RETIREMENT (I.M.R.F.) FUND

The IMRF Fund is established to maintain segregated accounts for the recording of transactions related to levied and IMRF funds.

TAX INCREMENTAL FINANCING (TIF) DISTRICT FUNDS

The Village currently has six (6) active T.I.F. districts. Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing among other things, incentives to investors.

SPECIAL SERVICE AREA (SSA) FUNDS

Special Service Area's are for the purpose of segregating record keeping and tax levies for industrial areas one (1) thru eight (8). The levies and expenses are associated with the road maintenance cost in the area.

DEBT SERVICE FUND

The Debt Service Fund is established to account for the accumulation of resources for the payment of general long term debts, principal, interest and related costs. Financing is provided by an annual Property Tax Levy and operating transfers from other funds.

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of Vehicles by all Village Departments. Revenues in this fund come from transfers from all departments with vehicles. Expenses in this fund are the actual purchase of vehicles by the Village.

COMPUTER REPLACEMENT FUND

The Computer Replacement Fund is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of hardware and related software by all Village departments. Revenues in this fund come from transfers from all departments with computers. Expenses in this fund are the actual purchase of hardware and software by the Village.

CAPITAL PROJECTS FUND

The Capital Projects Fund was created to account for the cost associated with various capital improvements throughout the Village. It is funded by Grants, operating transfers from other funds, and bond proceeds.

PARKS AND RECREATION EQUIPMENT REPLACEMENT

This program is for the purpose of establishing reserve funds to purchase replacement recreation fitness equipment when the condition of such equipment reaches a condition that warrants replacement.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed in a manner similar to private business enterprises. The intent of the Village Board is that the cost of providing these services is to be financed or recovered through user charges.

ENVIRONMENTAL SERVICES

The Village of Glendale Heights Environmental Services fund was established to account for the provision of Water, Sewer, and Wastewater Treatment Services to the residents and businesses of the Village of Glendale Heights. All activities necessary to provide such services are accounted for in this fund including, but not limited to, Administration, Operations, and Maintenance, Financing and related Debt Service, Billing and Collection.

The Enterprise Services Fund supports the following Departments and Divisions:

Public Works Administration	Information Systems
Water Division	General Business Services:
Sewer Division	Administrator
Water Pollution Control Facility	Human Resources
Water Billing Division	Public Affairs
Fleets	Finance
Facilities	Central Services
Engineering	Administrative Services

RESTAURANT/BANQUETS FUND

The Restaurant Banquets fund was established to account for the provision of a public banquet facility for public and private events. All activities are accounted for including administration, operations, financing and revenue collections. The Village of Glendale Heights operates an 18-hole municipal golf course, known as Glendale Lakes Golf Club.

The Restaurant/Banquets Fund supports the following Departments and Divisions: Administration, Central Services, and Food & Beverage.

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

Trust funds are used to account for assets held by the Village in a trustee capacity.

POLICE PENSION FUND

The Police Pension Fund accounts for the accumulation of resources to be used for retirement annuity payments for the participants. Resources are contributed by police employees at a rate fixed by law and by the Village based on an actuarial analysis.

ESCROW AGENCY FUND

Agency funds are generally used to account for assets that the Village holds in a fiduciary capacity or on behalf of others as their agent. Since agency funds do not include any revenue or expense accounts, although reported within the Village's annual financial report, they are not included within this document. This Fund is used to account for Developer or Construction project escrows.

MAJOR FUNDS

Major funds are defined by the Village as those that are greater than or equal to 10% of the total funding for the fiscal year. For the 2018/19 budget year, the major funds are the General Fund and the Water & Sewer Fund.

GENERAL FUND

The General Fund is the general operating fund of the Village. It accounts for all services that are not specifically accounted for in other funds, including police, public works, parks, community development services and general administration activities. The General Fund includes total revenues (excluding transfers in) of \$23,968,147, which makes up 41.2% of the Village's total revenue. Compared to the 2017/18 budget, the General Fund revenue shows a 4.3% increase.

The General Fund expenditure budget, excluding transfers, is \$23,292,299,, which is an increase of 5% compared to the 2017/18 budget. If all transfers to debt service and capital project funds are included, the budget reflects a 0.8% increase of expenditures compared to 2017/18.

ENVIRONMENTAL SERVICES FUND

The Village's Environmental Services Fund is an enterprise fund used to account for revenues and expenses of the Village's water and sanitary sewer system. Total revenue for this fund is \$11,573,321, which makes up 19.9% of the Village's total revenue. If all costs are included, such as transfers and other non-operating expenses, the fund will experience a net decrease in retained earnings of \$266,095. This decrease is attributed to planned capital improvements to be completed in FY 2018/19.

In an effort to provide further information on the function or division relationship to each Fund, the table below has been developed.

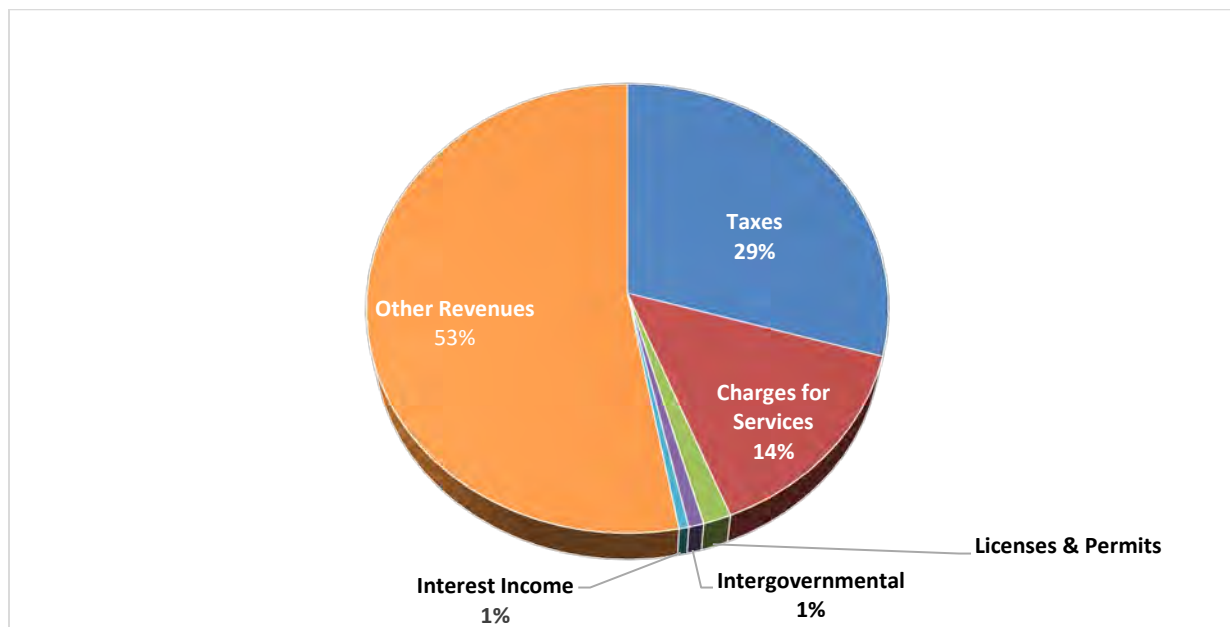
Function/Division	Fund Type					
	General	Special Revenue	Capital	Debt Service	Internal Service	Enterprise
Legislative	X					
Administration	X				X	X
Human Resources	X				X	X
Public Affairs	X					X
Senior Services	X					
Central Services	X	X			X	X
Law Enforcement	X	X				
Finance	X					X
Community Development	X					
Inspections	X					
Public Works	X					X
Engineering	X					X
Streets	X					
Fleets	X					X
Parks and Grounds	X					
Facilities	X	X				X
Administrative Service	X					X
Information Services	X		X			X
Recreation		X	X			
Programming		X				
Preschool/Aquatics/Day Camp		X				
Water/Sewer/WPCF						X
Water Billing						X
Golf						X
Restaurant/Banquets						X

MAJOR REVENUE SOURCES

Major revenue sources comprise more than 77% of the total revenue as adopted in the fiscal year 2018/19 Operating Budget. Although the Village has a diverse revenue stream, the economic recession has negatively impacted overall revenues beginning in early 2008. The Village began to see some signs of improvement beginning in 2014; and fiscal year 2018 is expected to end on a very strong note financially.

The Village’s largest class of revenue for the 2018/19 fiscal year is tax revenue followed by charges for services revenue. It is important to note that major revenues are not always consistent year after year and the graph below reflects all classes of revenue in fiscal year 2018/19.

Major Revenue By Class FY 2018/2019

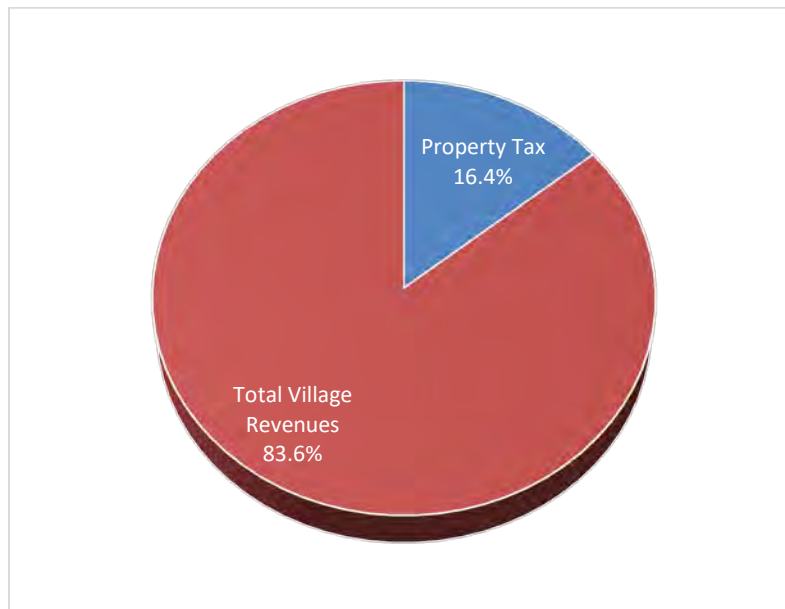


MAJOR REVENUE SOURCES

TAXES - PROPERTY TAX

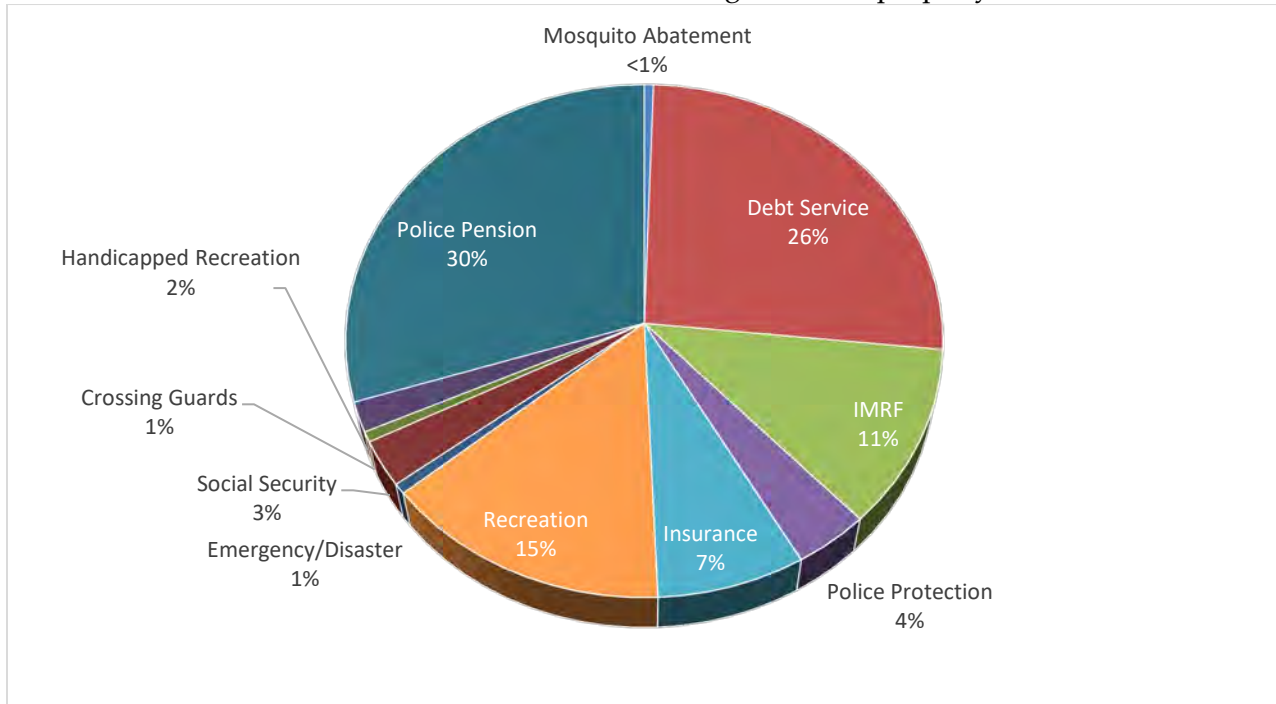
Levy Year	Taxes Levied	Amount Collected
2007	\$7,303,035	\$7,290,282
2008	\$7,601,254	\$7,569,537
2009	\$7,471,466	\$7,455,532
2010	\$7,199,982	\$7,175,845
2011	\$7,026,299	\$6,925,592
2012	\$7,093,993	\$6,844,518
2013	\$7,226,009	\$7,177,867
2014	\$7,649,916	\$7,602,022
2015	\$7,645,469	\$7,618,705
2016	\$7,645,393	\$7,626,304
2017	\$8,027,567	

**Property Tax to Total Village Revenue
2018/19 Budget**



Property tax is the Village's second largest revenue source and comprises just over 16% of the total budgeted revenue for 2018/19. Property tax is a value-based tax imposed on real estate property, where the township assessor's offices value residential, commercial and industrial properties. Counties are responsible for collecting payments and remitting the Village's portion throughout the year. The Village levies a property tax for the General

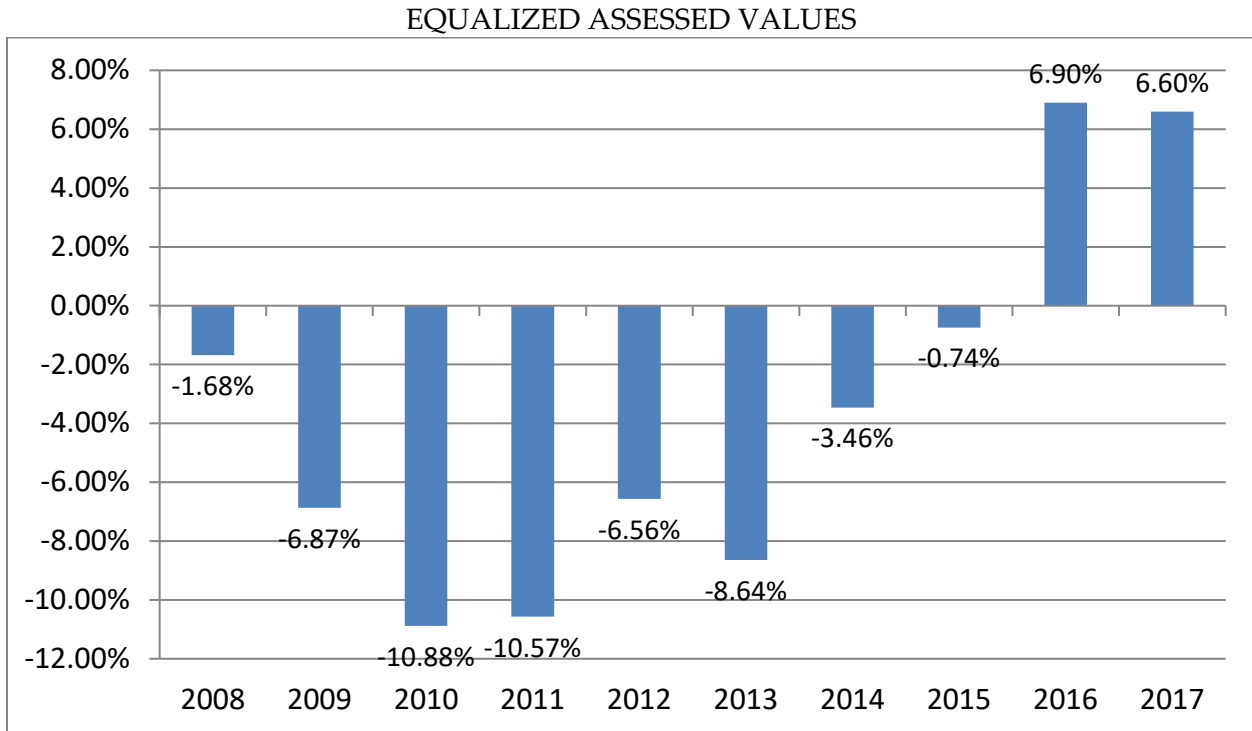
**2017 Property Tax Levy
 Percent (%) Allocation**



Fund, Recreation Fund, Emergency Services and Disaster Agency (ESDA) Fund, Handicap Recreation Fund, Illinois Municipal Retirement Fund (IMRF), Special Service Area (SSA) Funds, Tax Incremental Financing (TIF) Funds, Police Pension Fund and Debt Service Fund. Property taxes for 2017, which will be paid in 2018, attach as an enforceable lien on January 1, 2018 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by DuPage County on or around the end of April every year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2017 property taxes in FY 2019.

The General Fund levy is determined by first taking into account the expected change in equalized assessed valuation (EAV) of Village property. If the EAV is expected to increase, an increase in the levy can occur without increasing the resulting property tax rate. There are many unknown factors when this process occurs, such as DuPage County's equalization factor and the actual EAV, so projecting an exact property tax rate cannot occur. However, the Village strives for a close estimate. With the economic impact of the housing market crash in the beginning of 2007, the EAV declined for eight straight years, resulting in a gradual increase in the property tax rate. Since 2009, the Village has taken measures to reduce its tax levy, as a way to partially

mitigate the increasing tax rate. In 2016, the tax levy was increased primarily to restore self-insurance fund reserves, while in 2017, the levy was increased by about 5%, to make up state-shared revenues which were being reduced. Overall however, the tax levy remains less than 1% higher than was in 2008.

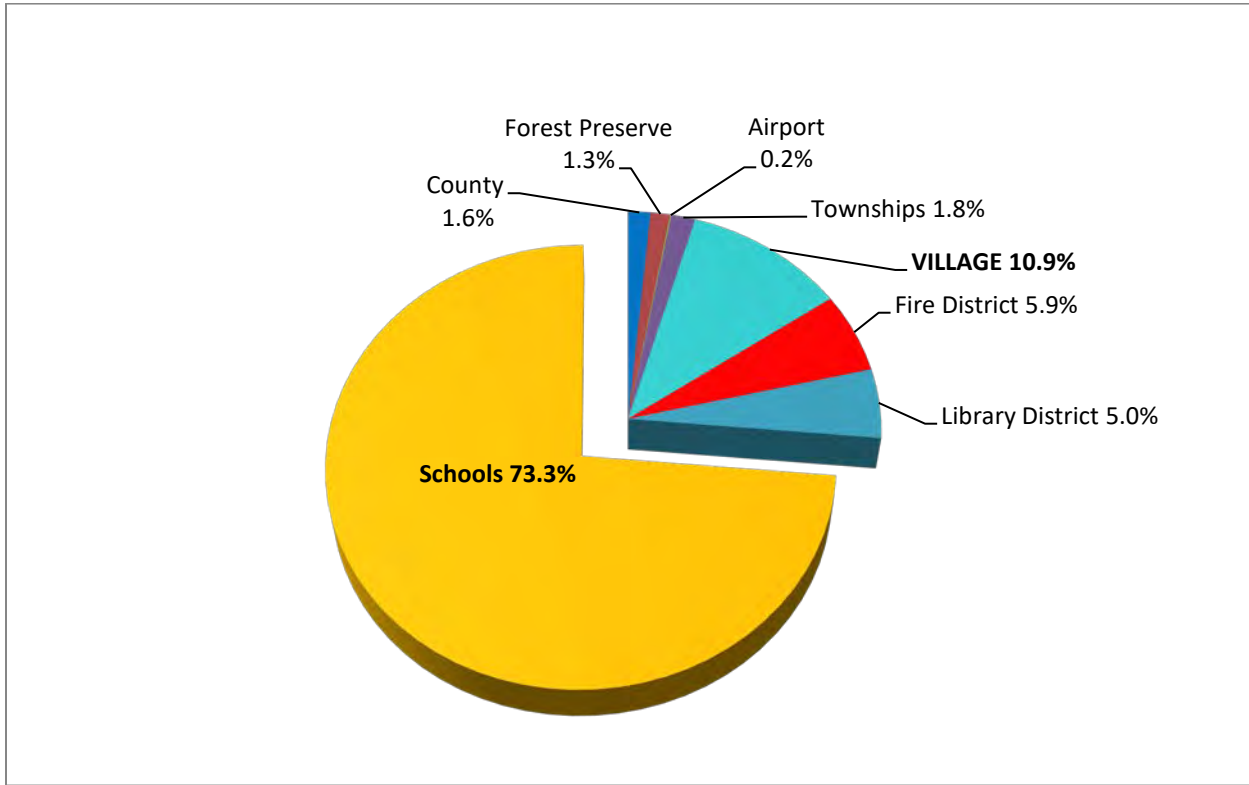


The Police Pension fund levy is actuarially determined. Other revenues that go toward funding the pension funds then reduce these amounts.

Another part of the property tax levy is for the Village’s outstanding debt service. These amounts are all determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds.

For example, bond issues for the road program are funded in part with Home Rule Sales Tax funds. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the levy is reduced.

Tax Levy Distribution

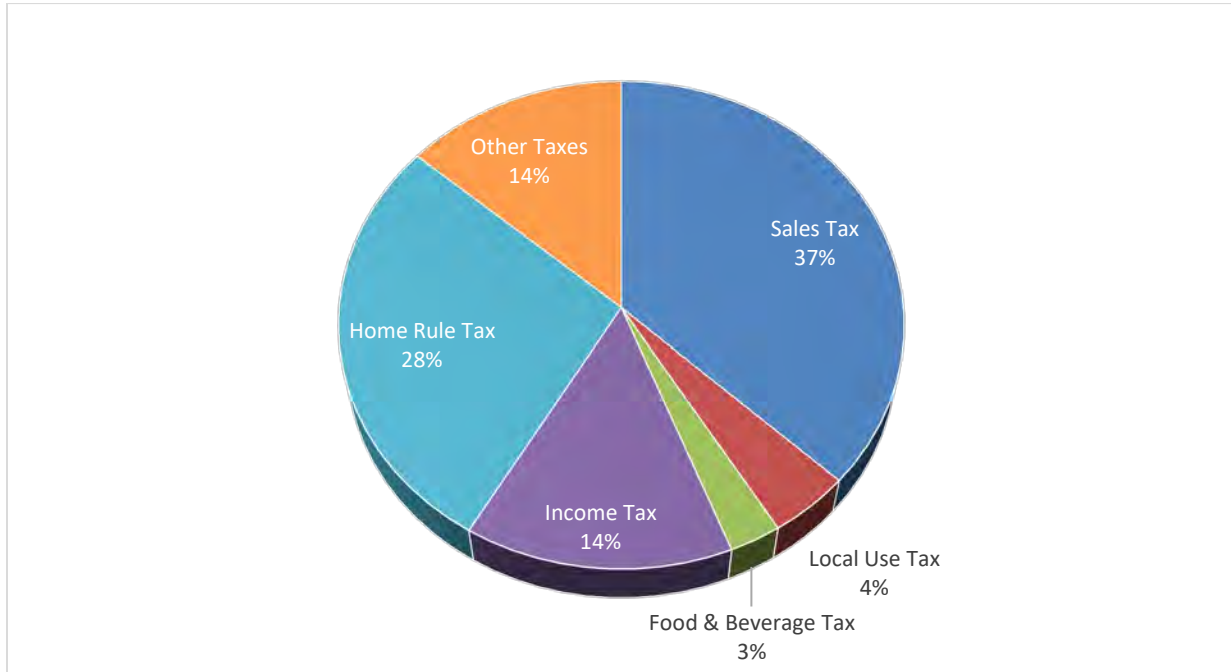


On average, 10.9% of a resident’s property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an important distinction of the Village is that there is not a separate park district taxing body; instead the Village operates a recreation department. What this means to residents is that the 10.9% of the property tax bill that comes to the Village includes the levy for recreation. A major advantage to having a recreation department as opposed to a separate park district are the benefits of unified administration, finance, information systems and other support services.

MAJOR REVENUE SOURCES

TAXES - OTHER TAXES

2018/19 Budget



The class of other taxes consists of a variety of revenue sources such as sales tax, home rule sales tax, income tax, local use tax, electric utility tax, telecommunications tax, natural gas tax, food and beverage tax, real estate transfer tax, personal property tax, and the amusement tax. Other taxes represent 35.2% of the total revenues budgeted for fiscal year 2018/19.

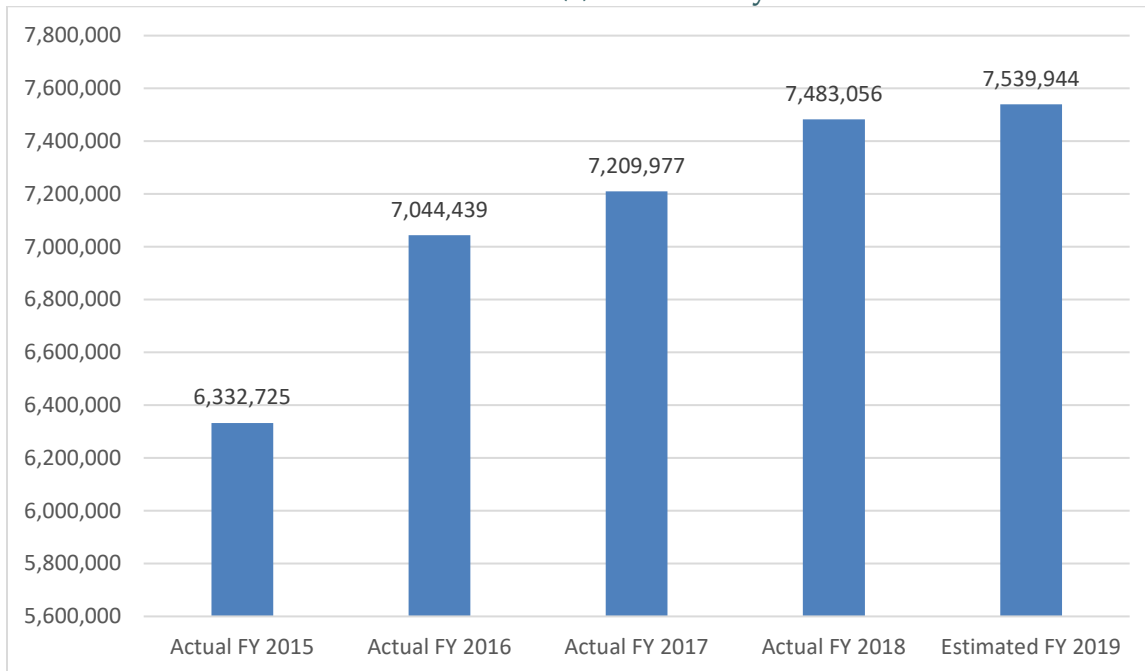
When projecting future revenue, the same approach is taken for this class as with intergovernmental revenue. Significant changes in the economy, such as major growths or downturns, will be reflected in budgeted revenues.

State Sales Tax:

For titled or registered items, Municipalities receive the equivalent of 16 percent of the 6.25 percent use tax on out-of-state purchases of titled or registered general merchandise for which the title or registration address of record is within their boundaries.

For other general merchandise and qualifying food, drugs, and medical appliances, monthly distributions from local governments’ 20 percent share of the 6.25 percent use tax rate on other general merchandise (i.e., not including titled and registered items, above) and 100 percent of the 1 percent use tax rate from sales of qualifying food, drugs, and medical appliances.

Sales Tax
Five (5) Year History

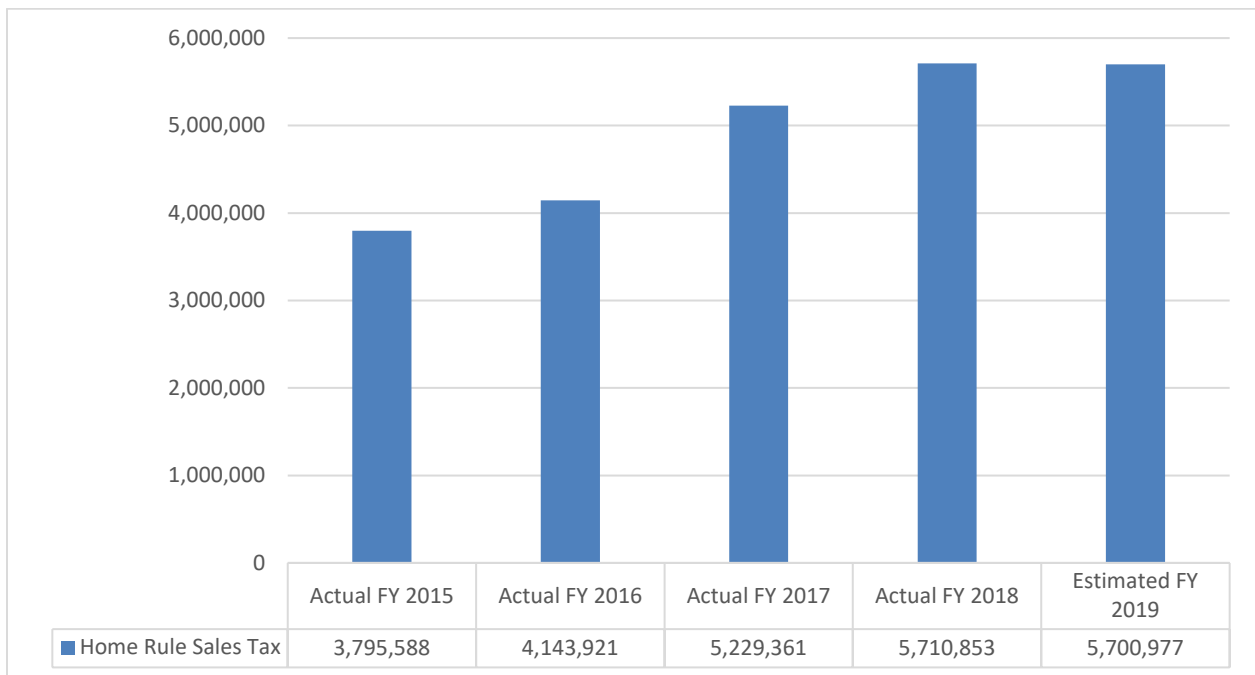


Home Rule Sales Tax:

Another large revenue source within this class is Home Rule Sales Tax, which represents 28% of other tax revenue. Since the Village is classified as a home rule municipality, it has the right to impose a sales tax within its jurisdiction, with no maximum rate limit as defined by the State of Illinois. Home rule sales tax is a sales tax imposed on retailers in the Village for the privilege of selling tangible personal property at the rate of 1.0%.

For the 2018/19 budget, the Home Rule Sales Tax revenue is split 50%/50% between the General Fund and the Infrastructure Fund. The Infrastructure Fund portion is strictly limited to funding debt repayments, capital improvements related to streets and other infrastructure uses.

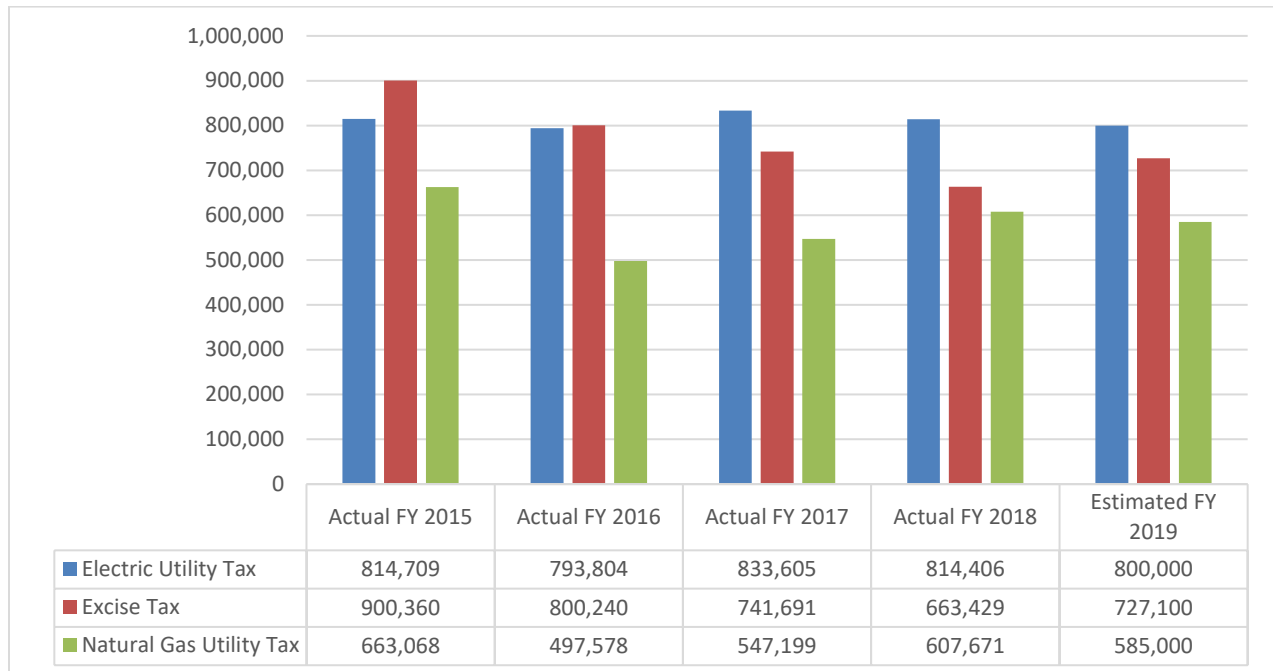
Home Rule Sales Tax Five (5) Year History



Utility Taxes:

Utility taxes include the excise tax (formerly known as telecommunications, tax), natural gas and electric use tax. During Fiscal Year 1999/2000, the Village instituted the utility/use tax on telecommunications, natural gas and electric to reduce the Village’s reliance on property tax revenue. The tax rate on electric and natural gas approximates 4-5% respectively. In Fiscal Year 2002/03, the 1% infrastructure Maintenance Fees Tax on telecommunications was combined with the 4.0% telecommunications tax via the new State Simplified Telecommunication Tax for a total of 5.0%. Simplified Telecommunication Tax revenues increased in Fiscal Year 2003/04 due to an approved increase in the Simplified Telecommunications Tax rate. The rate was raised from 5.0% to 6.0% effective January 1, 2003.

Utility Tax Five (5) Year History



Food & Beverage Tax:

The Village's 1% tax on the purchase of prepared foods and beverages is expected to generate a total of \$570,000 in 2018/19. The Food & Beverage Tax was introduced in July of 2010 to bring in additional revenue to supplement the decline in sales tax revenue.

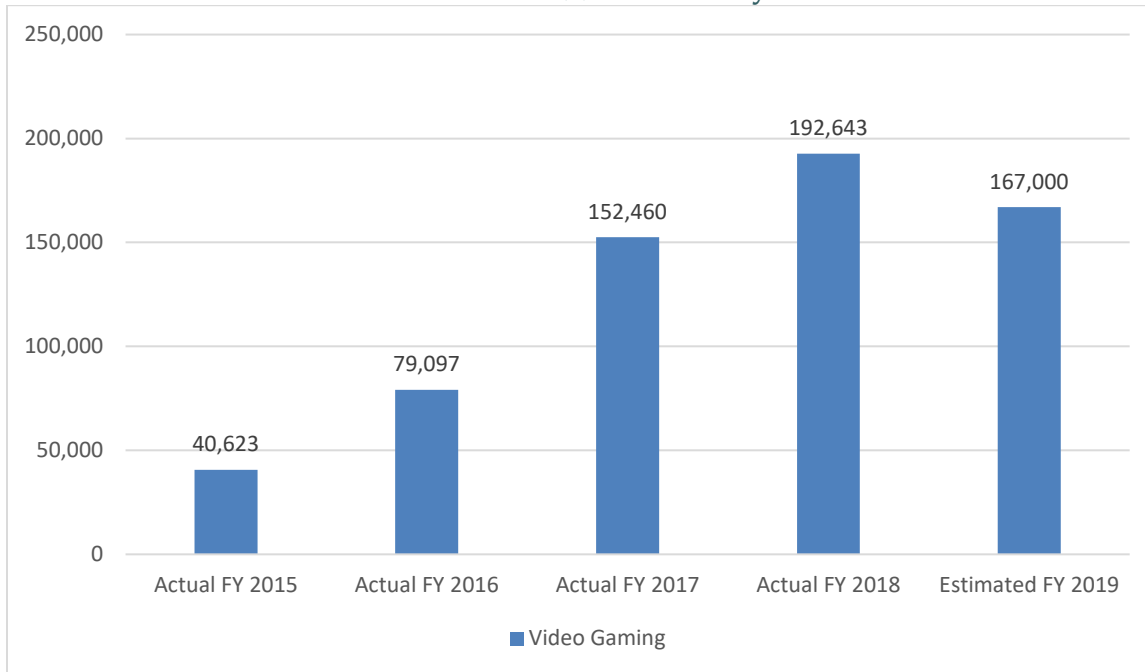
Amusement Tax:

In addition to the amusement tax, the Village began receiving a new amusement tax revenue from the newly constructed off track betting facility that opened in April of 2012. The estimated revenue for FY 2018/19 from the off track betting facility is \$95,000.

Video Gaming Tax:

Since being established in 2013, there has been impressive revenue growth in Video Gaming Taxes. At present, there are 8 businesses operating video gaming with expectations of additional establishments opening in the current fiscal year.

Video Gaming Tax
 Five (5) Year History



MAJOR REVENUE SOURCES CHARGES FOR SERVICES

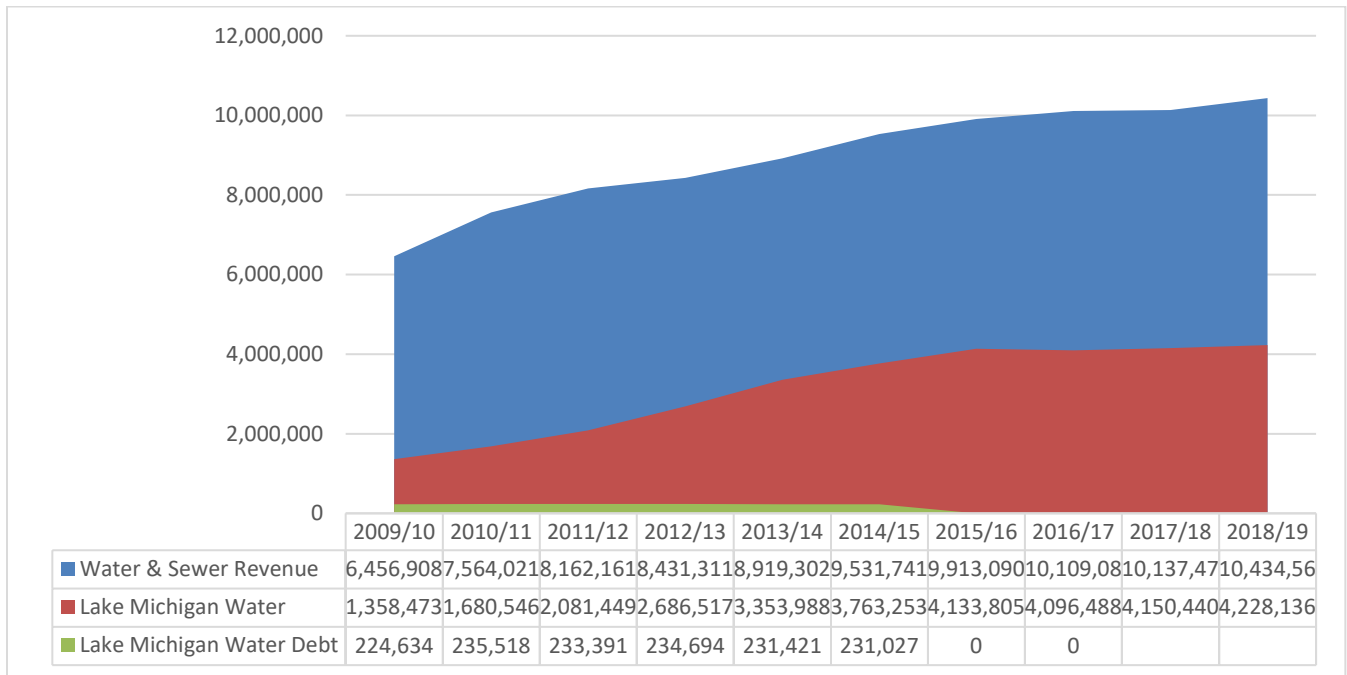
Fiscal Year	Total Budget	Total Revenue Received	% Collected
2009/10	\$10,133,497	\$9,792,522	96.6%
2010/11	\$11,049,802	\$10,879,651	98.5%
2011/12	\$11,784,638	\$11,941,520	101.3%
2012/13	\$12,563,788	\$12,320,261	98.1%
2013/14	\$13,428,713	\$13,109,208	97.6%
2014/15	\$13,389,208	\$13,487,337	100.7%
2015/16	\$13,871,320	\$13,936,570	100.5%
2016/17	\$14,439,713	\$14,539,134	99.7%
2017/18	\$14,780,991	\$14,502,221	98.1%
2018/19	\$14,748,428		

Revenue from charges for services, or user fees, is estimated at \$14.75 million for 2018/19, a decrease of 0.22% over 2017/18. The more significant user fees are water and sewer charges, golf course revenues, park and recreation services, cable television franchise fees, and water tower rental fees.

Water and Sewer Charges:

A total of \$10.43 million is expected to be generated from water and sewer consumption charges in 2018/19, an increase of 2.93% compared to the previous year.

**Water & Sewer Revenue vs.
 Cost of Lake Michigan Water**



Each year the Village purchases over 900 million gallons of water from the DuPage Water Commission (DPWC) to distribute to the entire Village. The Village passes the water rate it pays DPWC for the water directly onto its community customers. Since 2012, the water rates have increased by 81% as shown below:

DuPage Water Commission Rates are per 1,000 Gallons of Water

2012 Rates	\$2.73
2013 Rates	\$3.32
2014 Rates	\$3.97
2015 Rates	\$4.68
2016 Rates	\$4.85
2017 Rates	\$4.80
2018 Rates	\$4.88
2019 Rates	\$4.94

The DuPage Water Commission purchases water from the City of Chicago, so there is little that can be done about the large increase.

From fiscal year 2001/02 to 2009/10 and again in fiscal year 2013/14 and 2014/15 the Environmental Fund operated a deficit in Net Asset's available for capital improvements. Starting in Fiscal Year 2016/17, the Village instituted a Capital Infrastructure Fee and also pledged a portion of Home Rule Sales Taxes in the Environmental Fund as a means of building up a capital projects fund. In conjunction with the rise in water costs, the Village augmented water rates to build the funds' financial stability in order to fund future capital costs related to an aging water and sewer system infrastructure, as well have the resources available to maintain current capital and operational needs. The Village's water and sewer revenue is predicted based on current rates and previous usage history. With the rise of DuPage Water Commission water rates, the Village has seen some decrease in usage, which inversely affects the ability to keep rates at a level that is able to fund its current operations and future capital needs of the fund.

Golf Course Fees:

The Glendale Lakes Golf Club has been owned and operated by the Village since 1987 and is open year round for all resident and non-resident golf lovers. The Golf Course revenues are broken down into three (3) segments; Golf & Pro Shop, Restaurants & Banquets, and the Charity Classic Event. The Golf Course revenue is very sensitive to the weather patterns as well as a general decline in the activity itself. In FY 2018/19, Golf operations were split into two separate fund groups; Golf operations and grounds maintenance are now reflected as a Special Revenue Fund, while the Restaurant / Banquet functions remain as an Enterprise Fund.

Parks and Recreation:

The Village of Glendale Heights operates its own Parks, Facilities & Recreation Department that offers a swimming pool, preschool facility, after school care, day camps, recreation & fitness center, 22 parks, over three and a half (3.5) miles of walking and biking trails, and several programs to its community each year.

Cable Television Franchise Fees:

Revenue from cable television franchise fees is estimated at \$408,000 for 2018/19. Actual revenues for 2017/18 are expected to be \$295,401. (unaudited)

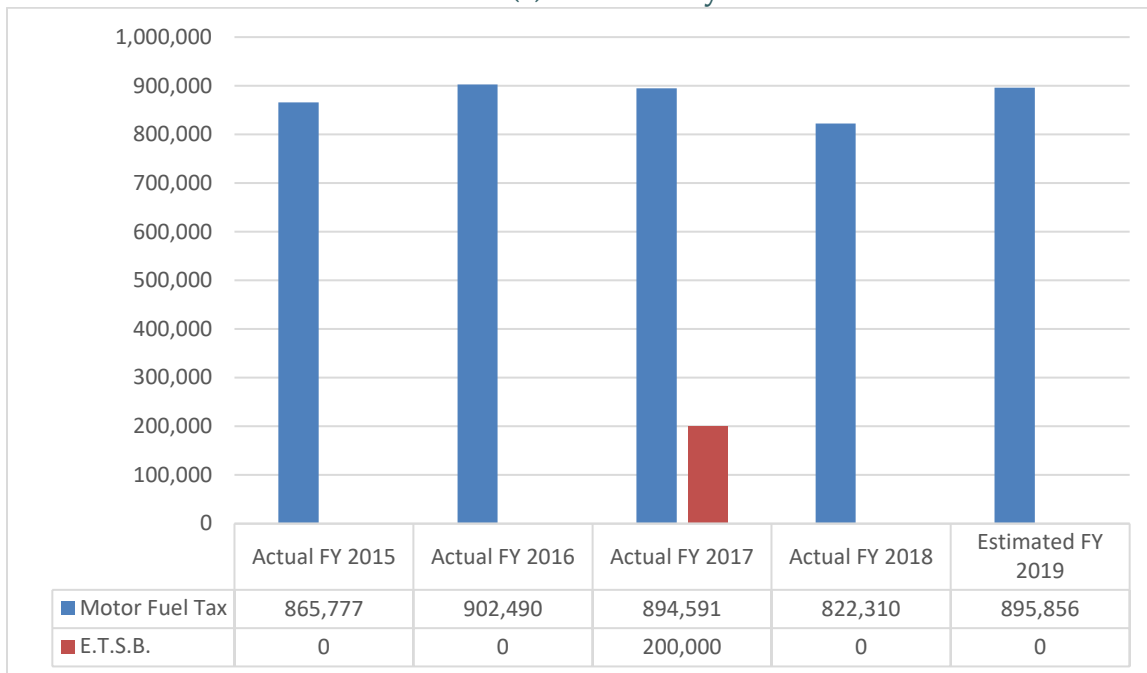
Water Tower/Cellular Tower Rental:

The Village owns and operates four (4) water towers, 2 of which have space which is rented out to two companies and will generate roughly \$90,534 for the Village in Fiscal Year 2018/19. Additionally, the Village leases land space on the Village campus to cellular providers which results in another \$76,994 in anticipated revenue annually.

Each contract is set up individually and increases annually between 3.5 and 4.5 percent. The funds are used to support general operational costs of the Village and are found in the General Fund and Environmental Services Fund.

There is also a cellular tower that is in Camera Park. The Village receives a lease payment, and the funds are earmarked for the Parks & Recreation Development Fund. The Village anticipates receiving \$47,823 in Fiscal Year 2018/19 from this cellular tower.

**Intergovernmental Revenues
 Five (5) Year History**



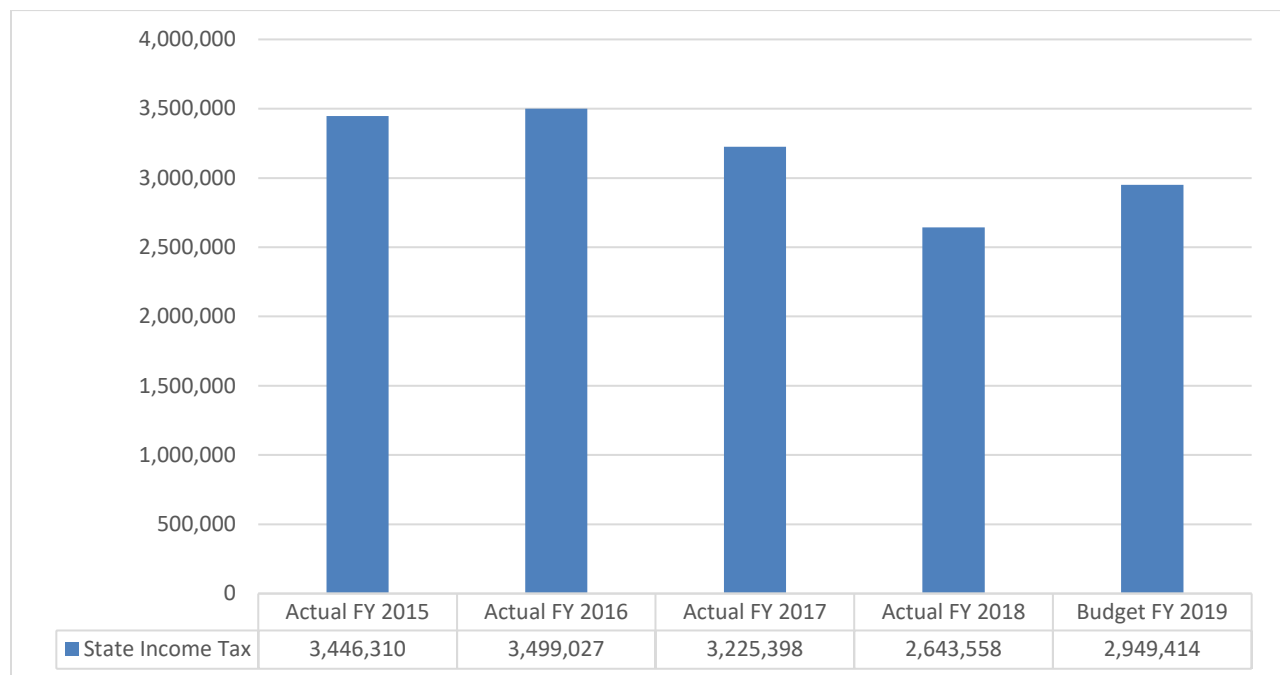
The intergovernmental revenue class includes a variety of revenue sources that the Village receives from other governmental entities. Motor Fuel Tax, E.T.S.B., and the now concluded Illinois Jobs Now Capital Bill funding. The motor fuel tax is a tax on each gallon of gasoline, combustible gas and diesel fuel sold.

Income Tax:

The State of Illinois remits to municipalities on a per-capita basis a portion of its personal and corporate income tax receipts. Prior to January 1, 2011, the State remitted 10% of the total tax collections from its 3% income tax. Beginning in 2015, the State changed its income tax rate to 3.75% for individuals, and 5.25% for corporations. The State now distributes to local governments an amount equal to 6% of the individual tax receipts and 6.86% of the corporate tax receipts, continuing to distribute 10% of the first 3% of the tax rates.

State income tax receipts fell beginning in 2007/08 due to falling wages, rising unemployment, and lower corporate profits, but began a rebound starting in 2014/15. State income tax receipts are estimated at \$2,949,414 for 2018/19, a decrease of 5.5% from 2017/18. Subsequent to the adoption of the Village’s budget for FY 2017/18, the State increased the person income tax rate from 3.75% to 4.95%, effective July 1, 2017. Simultaneously, the State decreased the distributions of Income Tax monies (known as the Local Government Distributive Fund) by 10% for 2017/18, and 5% in 2018/19. This was expected to negatively impact the Village’s budget by \$147,471. State income tax revenue is deposited into the General Fund. The chart below depicts income tax revenue for FY 2018/19 and the preceding four years.

**State Income Tax
Five (5) Year History**

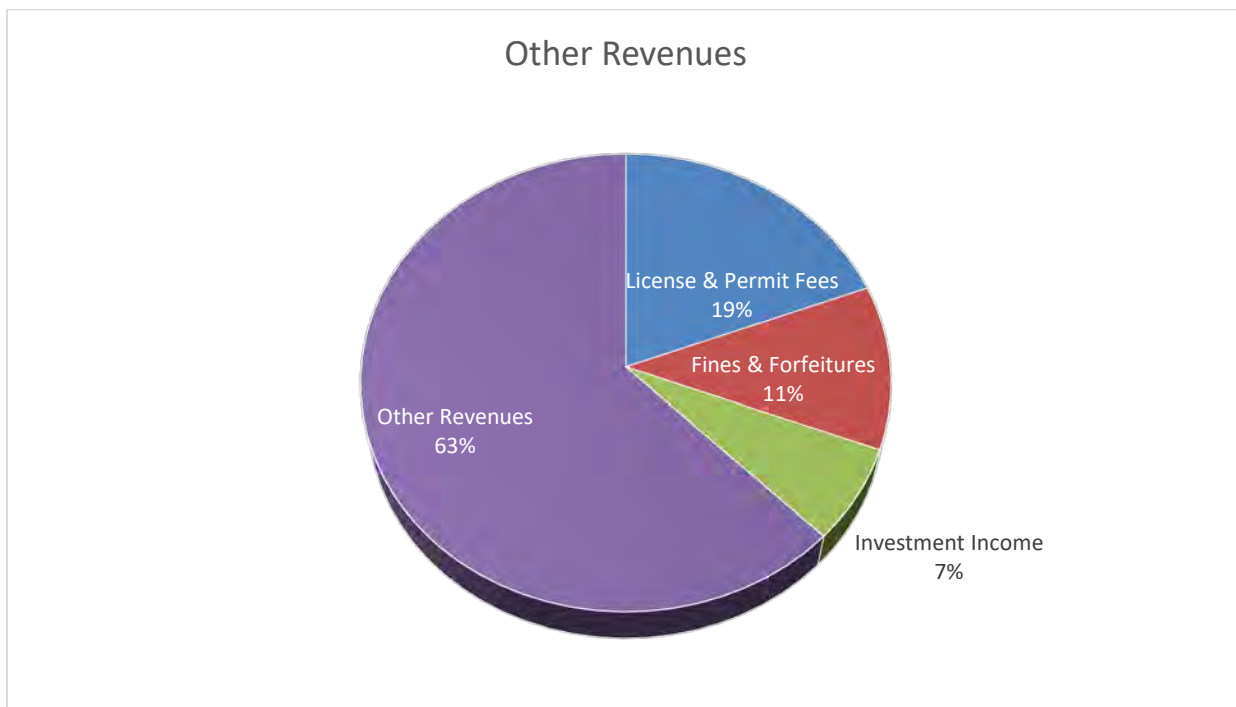


State and Local Grants:

The Village is expecting to receive two Community Development Block Grants of \$400,000 each to provide funding in the T.I.F. #1 project area. These grants will be used for the flood control project at North Avenue and Glen Ellyn Road.

MAJOR REVENUE SOURCES-OTHER REVENUE SOURCES

Fiscal Year	Total Budget	Total Revenue Received	% Collected
2009/10	\$5,970,587	\$6,905,398	115.7%
2010/11	\$4,684,472	\$7,259,505	155.0%
2011/12	\$5,416,473	\$7,116,148	131.4%
2012/13	\$5,448,607	\$8,307,240	152.5%
2013/14	\$6,041,300	\$7,690,511	127.3%
2014/15	\$6,167,333	\$8,112,987	131.5%
2015/16	\$6,306,483	\$7,083,447	112.3%
2016/17	\$9,587,727	\$9,160,700	95.5%
2017/18	\$9,391,085	\$9,286,812	98.9%
2018/19	\$8,609,347		



LICENSES AND PERMITS

License and permit revenue projected for FY 2018/19 is \$1,656,200, a 0.9% decrease from the 2017/18 budget. There is no significant change in the amount of estimated rental licenses that Village expects to issue. The Village still anticipates receiving a healthy amount of permit revenue due to the new developments being completed during FY 2018/19, and continued collection enforcement of single and multi-family rental licenses.

FINES AND FORFEITURES

Total revenue from fines is estimated at \$990,200 for FY 2018/19, representing an increase of 42.2% from the 2017/18 budget. The Village implemented a red light camera enforcement program starting in January, 2018.

INVESTMENT INCOME

The Village of Glendale Heights receives income from investing idle cash in its operating funds and from investing Police Pension Fund reserves. Until fiscal year 2010, interest revenues had been an important source of funding for Village services. Interest revenues also include the Net Change in Fair Value of investments. This category of revenue is dependent upon invested balances, as well as current trends in interest rates nationally and the stock market. As interest rates, equity markets and the invested balances rise, revenues will rise; as they fall, the opposite will occur. Investment results in the Village's pension fund are included in the gain on investments category. The State Legislature has enabled the Village's pension fund opportunities for investment in mutual funds, stocks, and corporate bonds.

Starting in FY 2007/08, revenues declined due to lower interest rates and a decline in stock market performance. In 2008/09, interest rates continued to decline and the stock market dropped by almost 50%. This resulted in negative earnings in the police pension fund. Fiscal Year 2009/10 revenues increased due almost entirely to a rebound in the stock market and the recovery in value in the pension fund and interest on fixed income investments. In 2011/12 and 2013/14, revenues decreased as the markets stabilized. In 2018/19, revenues are expected to sustain or increase their current rate of growth.

OTHR REVENUES

Other revenue consists of a multitude of sources not classified elsewhere. Some of the more significant miscellaneous revenue sources include employee and employer contributions into the Police Pension Fund, reimbursement of a High School Resource Officer, Donations, various grants, and other miscellaneous revenue. Miscellaneous revenue is estimated at \$5,386,977 fiscal year 2018/19, a decrease of 16.9% from 2017/18.

Operating Transfers:

Revenues classified as operating transfers from other funds total \$3,887,060 in the fiscal year 2018/19 budget, which is a decrease of 33.3% from the prior year's budget. Following is a summary of the proposed operating transfers.

Fund Type/Fund	Transfers In	Transfers (out)	Net Transfers
General Fund	441,800	1,305,971	-864,171
Golf Fund		5,000	-5,000
Recreation Fund		25,924	-25,924
E.S.D.A. Fund		332	-332
Founders' Day Fund		46,500	-46,500
Parks Development Fund		31,000	-31,000
Historical Building Fund	6,000		6,000
Infrastructure Fund		1,380,759	-1,380,759
TIF #1 Fund		50,000	-50,000
TIF #3 Fund		10,000	-10,000
SSA 1		16,516	-16,516
SSA 2	101,640	140,152	-38,512
SSA 3	65,313	105,635	-40,322
SSA 4		12,948	-12,948
SSA 5		21,727	-21,727
SSA 6		18,822	-18,822
Computer Replacement Fund	41,130	19,500	21,630
Capital Projects Fund	133,000		133,000
Debt Service Fund	2,617,677		2,617,677
Environmental Services Fund		710,774	-710,774
Restaurant / Banquets Fund		5,000	-5,000
Insurance Fund	500,000		500,000
Total Transfers	3,906,560	3,906,560	0



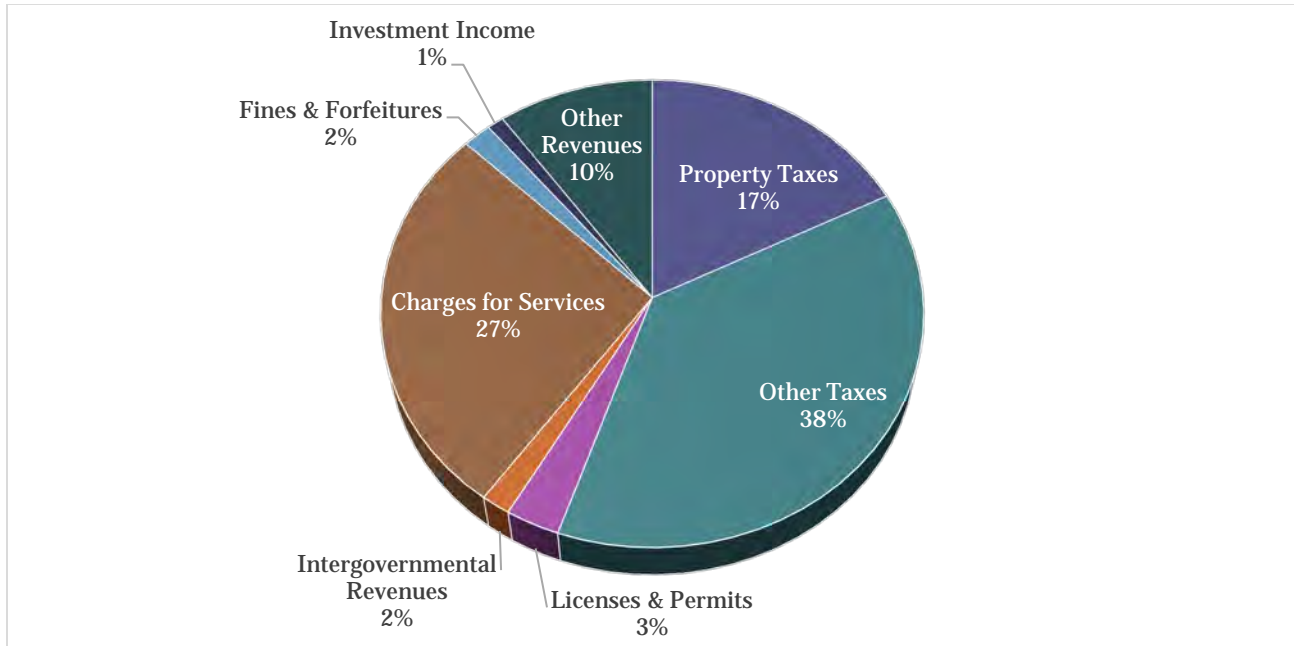
BUDGET SUMMARIES

*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*

REVENUE & EXPENDITURES**ALL FUNDS**

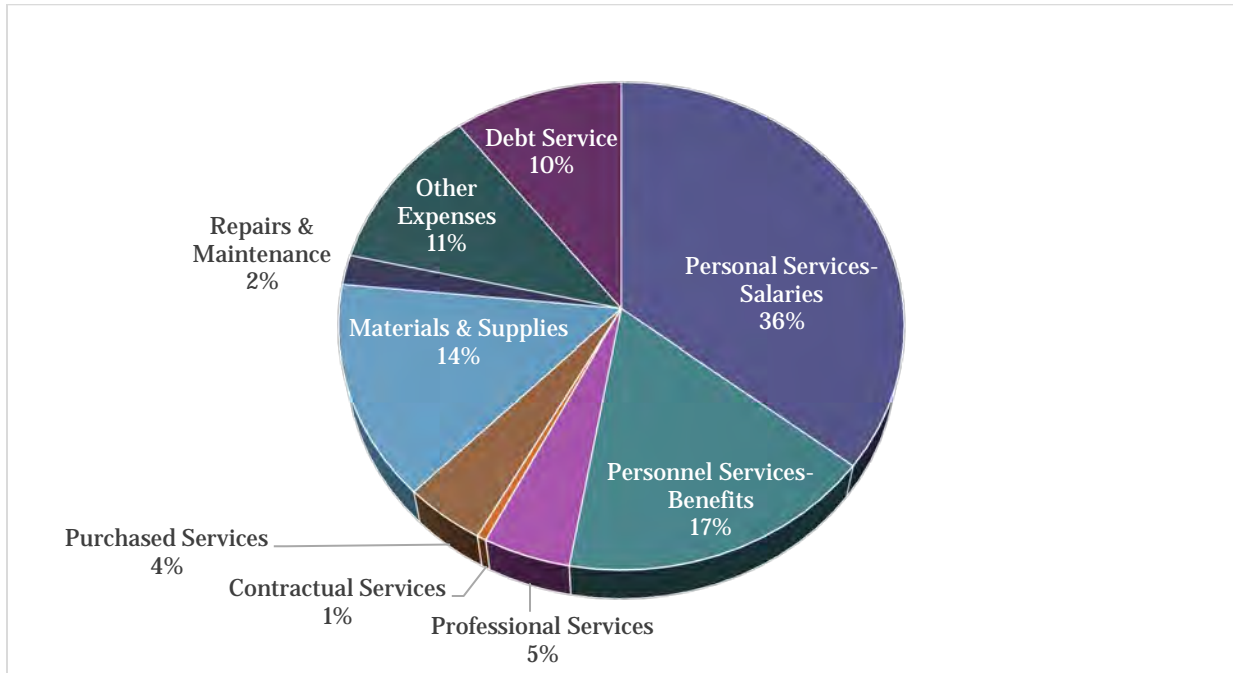
FUND	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	FY 18/FY 19 BUDGET % DIFF
REVENUES	59,610,412	60,303,089	57,546,983	58,125,208	-3.61%
General Fund	23,848,858	23,536,578	21,831,070	24,409,947	3.71%
Special Revenue Funds	10,250,134	12,926,891	10,399,141	11,487,820	-11.13%
Debt Service Fund	5,179,388	5,077,855	5,160,590	5,095,082	0.34%
Capital Projects Funds	1,122,357	1,282,878	1,309,561	188,280	-85.32%
Enterprise Funds	13,948,645	13,552,449	13,239,849	12,527,821	-7.56%
Internal Service Fund	508,663	850,000	853,167	1,100,000	29.41%
Trust Fund	4,752,367	3,076,438	4,753,605	3,316,258	7.80%
EXPENDITURES	55,872,389	65,803,189	55,461,299	60,008,736	-8.81%
General Fund	22,702,972	24,413,835	23,254,681	24,598,270	0.76%
Special Revenue Funds	10,028,890	17,345,039	11,193,103	14,274,560	-17.70%
Debt Service Fund	5,091,823	5,077,354	5,077,434	5,094,979	0.35%
Capital Projects Funds	1,397,259	2,146,528	1,064,905	152,500	-92.90%
Enterprise Funds	13,562,036	13,997,998	11,876,645	12,879,400	-7.99%
Internal Service Fund	814,601	848,432	612,468	846,829	-0.19%
Trust Fund	2,274,808	1,974,003	2,382,063	2,162,198	9.53%
Net Revenues					
Over (Under) Expenditures	3,738,023	(5,500,100)	2,085,684	(1,883,528)	-65.75%

REVENUE SUMMARY FUNDING BY SOURCE ALL FUNDS



	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	FY 18/FY 19 BUDGET % DIFF
Property Taxes	9,143,472	9,098,079	9,194,885	9,530,412	4.75%
Other Taxes	19,923,654	20,296,903	17,913,180	20,454,105	0.77%
Licenses and Permits	1,730,198	1,670,514	1,847,267	1,656,200	-0.86%
Intergovernmental	1,094,591	908,456	822,310	895,856	-1.39%
Charges For Services	14,524,594	14,780,991	14,502,221	14,748,428	-0.22%
Fines And Forfeitures	618,188	696,200	708,356	990,200	42.23%
Investment Earnings	1,145,367	545,545	1,316,355	575,970	5.58%
Miscellaneous Revenues	6,835,241	6,478,826	5,414,834	5,386,977	-16.85%
Total Operating Revenues	55,015,305	54,475,514	51,719,408	54,238,148	-0.44%
Operating Transfers	4,595,108	5,827,575	5,827,575	3,887,060	-33.30%
Net Revenues and Transfers	59,610,413	60,303,089	57,546,983	58,125,208	-3.61%

EXPENDITURE SUMMARY FUNDING BY CLASS ALL FUNDS



	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	FY 18/FY 19 BUDGET % DIFF
Personnel Services-Salaries	16,301,196	17,216,601	16,786,434	17,516,566	1.74%
Personnel Services-Benefits	7,670,378	8,011,603	7,747,688	8,415,130	5.04%
Professional Services	1,427,879	2,523,128	1,398,811	2,304,410	-8.67%
Contractual Services	254,054	257,390	194,257	245,875	-4.47%
Purchased Services	1,940,803	2,457,699	2,056,834	2,140,031	-12.93%
Materials & Supplies	7,088,181	7,009,632	6,458,481	7,035,346	0.37%
Repairs & Maintenance	1,117,177	925,252	622,262	968,070	4.63%
Other Expenses	5,876,191	4,256,139	4,280,257	5,447,114	27.98%
Debt Service	5,088,185	5,073,579	5,073,579	5,090,804	0.34%
Depreciation & Amortization	429,419	638,223	527,359	164,854	0.00%
Total Operating Expenses	47,193,463	48,369,246	45,145,962	49,328,200	1.98%
Capital Outlay	4,083,817	11,598,368	4,479,761	6,829,746	-41.11%
Operating Transfers	4,595,108	5,835,575	5,835,575	3,906,560	-33.06%
Net Expenditures & Transfers	55,872,388	65,803,189	55,461,298	60,064,506	-8.72%

REVENUE AND EXPENDITURE SUMMARY

GENERAL FUND

	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	FY 18/FY 19 BUDGET % DIFF
REVENUES	23,848,858	23,536,578	21,831,070	24,409,947	3.71%
Taxes	19,268,514	19,275,388	17,395,642	19,986,716	3.69%
Licenses & Permits	1,723,649	1,666,800	1,840,758	1,651,100	-0.94%
Charges for Services	772,429	740,670	632,456	701,534	-5.28%
Fines & Forfeitures	618,030	696,000	707,574	990,000	42.24%
Intergovernmental	200,000	0	0	0	0
Investment Income	32,621	39,000	71,892	55,000	41.03%
Other Revenues	809,007	581,020	645,048	603,297	3.83%
Operating Transfers	424,608	537,700	537,700	422,300	-21.46%
EXPENDITURES	22,753,158	24,600,035	23,413,486	24,643,770	0.18%
General Government	7,538,596	8,151,287	7,837,784	9,148,472	12.23%
Public Safety	7,677,490	7,977,211	7,485,109	8,069,565	1.16%
Community Development	914,655	1,069,977	1,039,457	1,062,044	-0.74%
Public Works	2,247,083	2,332,252	2,111,291	2,284,702	-2.04%
Parks, Grounds & Facilities	2,296,937	2,580,130	2,472,449	2,468,312	-4.33%
Legislative	240,625	262,850	241,068	304,704	15.92%
Operating Transfers	1,837,772	2,226,328	2,226,328	1,305,971	-41.34%
NET REVENUES OVER (UNDER) EXPENDITURES	1,095,700	(1,063,457)	(1,582,416)	(233,823)	-78.01%

GENERAL FUND REVENUE DETAIL

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	0	411	10	12	R	POLICE PROTECTION	345,598.94	343,000.00	345,590.95	302,853.00
101	0	411	10	13	R	POLICE PENSION	1,752,137.65	2,134,438.00	2,150,464.90	2,374,258.00
101	0	411	10	15	R	SOCIAL SECURITY-EMPLOYER	634,506.58	238,547.00	240,689.83	230,000.00
101	0	411	10	16	R	SCHOOL CROSSING GUARDS	51,785.33	51,000.00	51,867.77	51,000.00
101	0	411	10	69	R	MOSQUITO ABATEMENT	42,518.50	42,000.00	42,543.24	42,000.00
101	0	411	11	10	R	MUNICIPAL SALES TAX	7,378,796.37	7,456,691.00	6,292,032.88	7,589,944.00
101	0	411	11	11	R	SALES TAX (REBATE)	-600,400.00	-500,000.00	-500,000.00	-500,000.00
101	0	411	11	12	R	LOCAL USE TAX	843,447.72	865,462.00	751,853.77	899,670.00
101	0	411	11	14	R	AUTO RENTAL TAX	7,414.47	10,500.00	6,840.45	9,000.00
101	0	411	11	15	R	FOOD & BEVERAGE TAX	542,188.24	575,000.00	569,393.32	570,000.00
101	0	411	12	10	R	AMUSEMENT TAX	128,858.80	115,000.00	87,291.84	95,000.00
101	0	411	12	11	R	VIDEO GAMING TAX	152,460.02	150,000.00	147,437.23	167,000.00
101	0	411	13	10	R	PERS. PROP.REPLACEMENT TX	42,947.41	40,400.00	28,141.34	42,000.00
101	0	411	14	10	R	REAL ESTATE TRANSFER TAX	427,586.50	375,000.00	737,167.50	380,000.00
101	0	411	15	10	R	STATE INCOME TAX	3,225,398.21	3,121,008.00	2,643,558.20	2,949,414.00
101	0	411	16	10	R	HOME RULE TAX	2,179,255.30	2,211,742.00	1,951,955.69	2,683,477.00
101	0	411	17	10	R	ELECTRICITY	833,605.22	782,000.00	754,629.39	800,000.00
101	0	411	17	11	R	NATURAL GAS	547,198.95	585,000.00	535,653.05	585,000.00
101	0	411	17	13	R	SIMPLIFIED TELECOMM. TAX	741,690.73	692,100.00	559,727.74	727,100.00
101	0	411	17	15	R	UTILITY TAX REBATE PGM	-16,050.00	-21,000.00	-13,500.00	-21,000.00
101	0	411	18	10	R	HOTEL TAX	7,569.30	7,500.00	12,303.15	10,000.00
101	0	421	19	10	R	VEHICLE LICENSE	313,557.32	320,000.00	322,736.00	320,000.00
101	0	421	19	11	R	BUILDING PERMITS	382,637.94	340,000.00	473,204.73	390,000.00
101	0	421	19	12	R	GARAGE SALE	3,820.00	4,500.00	3,735.00	4,000.00
101	0	421	19	13	R	BUSINESS LICENSE	80,060.25	76,000.00	87,214.75	80,000.00
101	0	421	19	14	R	SCAVENGER LICENSE	11,500.00	11,500.00	10,000.00	11,500.00
101	0	421	19	15	R	VENDING MACHINES LICENSE	21,591.25	25,000.00	22,503.75	22,500.00
101	0	421	19	16	R	CONTRACTORS LICENSE	36,050.00	34,500.00	38,350.00	35,000.00
101	0	421	19	17	R	LIQUOR LICENSE	117,404.23	116,000.00	118,402.88	119,000.00
101	0	421	19	18	R	TOBACCO DEALERS LICENSE	6,060.00	5,500.00	6,800.00	6,000.00
101	0	421	19	19	R	MULTI-FAMILY RENTAL LIC.	156,080.00	155,000.00	222,515.00	168,300.00
101	0	421	19	20	R	ANIMAL LICENSE	4,658.00	4,500.00	4,010.00	4,000.00
101	0	421	19	21	R	SINGLE FAMILY RENTAL LIC	547,900.00	530,000.00	478,585.00	444,000.00
101	0	421	19	22	R	ENTERTAINMENT PERMIT	1,800.00	1,800.00	2,250.00	1,800.00

101	0	421	19	23	R	VAC.BLDG.REGISTRY	5,650.00	5,000.00	5,000.00	5,000.00
101	0	421	19	24	R	VAC.BLDG.INSPECTION	8,650.00	6,000.00	9,200.00	3,000.00
101	0	421	19	28	R	VIDEO GAMING LICENSE	22,500.00	30,000.00	30,000.00	35,000.00
101	0	421	19	29	R	UTILITY PERMITS - R.O.W.	3,150.00	1,500.00	3,300.00	2,000.00
101	0	421	19	90	R	SUSPENSE ACCOUNT-REVENUE	480.00		2,951.00	
101	0	421	19	99	R	OTHER LICENSES	100.00			
101	0	431	20	12	R	DUPAGE ETSB	200,000.00			
101	0	441	25	10	R	COURTROOM RENTAL	46,237.62			
101	0	441	25	11	R	POLICE DEPT. RANGE RENTAL	6,000.00	6,000.00		
101	0	441	25	12	R	TOWER RENTAL	71,263.18	75,630.00	74,033.72	76,994.00
101	0	441	25	14	R	CABLE TV FRANCHISE FEE	439,451.35	450,000.00	295,400.56	408,000.00
101	0	441	25	15	R	RE-INSPECTION FEE	13,825.00	9,000.00	13,800.00	12,500.00
101	0	441	25	17	R	PUBLIC HEARING FEE	9,000.00	11,250.00	14,750.00	10,000.00
101	0	441	25	20	R	FALSE ALARM FEE	5,200.00	5,500.00	5,750.00	5,500.00
101	0	441	25	22	R	POLICE ACCIDENT REPORT	4,295.45	4,000.00	5,150.20	4,500.00
101	0	441	25	23	R	POLICE OFFICER DETAIL	20,505.90	24,000.00	16,153.28	24,000.00
101	0	441	25	24	R	FINGER PRINTING FEE	1,495.00	1,500.00	4,591.00	1,500.00
101	0	441	25	25	R	ANIMAL IMPOUND FEE	480.00	1,200.00	650.00	1,000.00
101	0	441	25	26	R	POLICE DEPT. APPLICATION	2,820.00			3,000.00
101	0	441	25	27	R	BASSETT LIQUOR TRAINING	150.00	1,000.00	250.00	250.00
101	0	441	25	30	R	WORKING W/O PERMIT	23,941.00	20,500.00	41,148.00	23,000.00
101	0	441	25	31	R	REAL ESTATE INSP.PROGRAM	96,125.00	83,000.00	116,327.50	85,000.00
101	0	441	25	34	R	PLAT FILING FEE		250.00		250.00
101	0	441	25	40	R	COUNTY RIGHT OF WAY FEE	13,764.00	22,940.00	13,764.00	22,940.00
101	0	441	25	44	R	PARKS USAGE FEES	8,341.44	14,000.00	15,014.70	12,000.00
101	0	441	25	52	R	ZONING VERIFICATION FEES	1,000.00	800.00	1,500.00	1,000.00
101	0	451	29	9	R	LOCAL DUI PROSECUTION	44,529.10	40,000.00	30,786.13	40,000.00
101	0	451	29	10	R	PARKING TICKETS	266,625.29	291,000.00	331,558.75	280,000.00
101	0	451	29	11	R	COMPLIANCE TICKETS	116,889.28	85,000.00	138,435.96	110,000.00
101	0	451	29	12	R	COURT FINES	165,968.35	255,000.00	185,010.94	205,000.00
101	0	451	29	13	R	LIQUOR FINES	2,100.00	1,500.00		1,500.00
101	0	451	29	14	R	TOBACCO FINES		500.00		500.00
101	0	451	29	15	R	RED LIGHT CAMERA		20,000.00	19,882.50	350,000.00
101	0	451	29	51	R	PARKING TICKET-COL.AGENCY	4,665.00			
101	0	451	29	98	R	PD-OTHER REVENUES	17,253.24	3,000.00	1,900.07	3,000.00
101	0	461	30	10	R	INTEREST INCOME	32,620.60	39,000.00	71,891.59	55,000.00
101	0	481	42	10	R	FEDERAL	7,894.70	5,500.00	18,944.06	30,408.00
101	0	481	42	11	R	STATE OF IL.	3,113.00	9,699.00	22,457.82	9,669.00
101	0	481	42	12	R	DUMEG FAIR SHARE	24,908.00	24,908.00	18,681.00	

101	0	481	43	11	R	STATE OF IL.	208,178.67			
101	0	481	50	11	R	SALES OF VILLAGE PROP.			497.00	
101	0	481	50	19	R	TOWING & IMPOUND CHARGES	103,505.00	100,000.00	126,355.00	110,000.00
101	0	481	50	20	R	BOOT FEE	4,960.00	3,370.00	4,135.00	1,000.00
101	0	481	50	22	R	PARKING FEES-PAYMENT PLAN	37,835.35			
101	0	481	50	31	R	50/50 CURB-CUT PROGRAM	2,271.50	2,500.00	2,394.00	2,500.00
101	0	481	50	32	R	SALES-RECYCLING SUPPLIES			60.00	
101	0	481	50	33	R	PARKWAY TREE REPLACEMENTS		2,250.00	2,250.00	1,000.00
101	0	481	50	51	R	H.SCHOOL RESOURCE OFFICER	99,153.72	131,076.00	109,440.00	130,320.00
101	0	481	50	53	R	NORTH AVENUE PROPERTY	3,000.00			
101	0	481	62	10	R	PARK MEMORIALS	1,900.00		450.00	
101	0	481	70	10	R	CASH (OVER) & SHORT	-26.57		1,710.42	
101	0	481	71	10	R	(GAIN) & LOSS INVESTMENTS	-41,854.23		1,014.96	
101	0	481	89	10	R	MISCELLANEOUS INCOME	52,776.43	60,117.00	94,563.08	55,000.00
101	0	491	92	6	R	TRANSFER FROM-FOUNDER'S D	43,808.00	56,500.00	56,500.00	46,500.00
101	0	491	92	41	R	TRANSFER FROM-TIF 01	60,000.00	70,000.00	70,000.00	50,000.00
101	0	491	92	43	R	TRANSFER FROM TIF 03		10,000.00	10,000.00	10,000.00
101	0	491	92	51	R	TRANSFER FROM SSA 01	15,470.00	16,014.00	16,014.00	16,516.00
101	0	491	92	52	R	TRANSFER FROM SSA 02	131,276.00	135,891.00	135,891.00	140,152.00
101	0	491	92	53	R	TRANSFER FROM SSA 03	98,945.00	102,424.00	102,424.00	105,635.00
101	0	491	92	54	R	TRANSFER FROM SSA 04	12,128.00	12,554.00	12,554.00	12,948.00
101	0	491	92	55	R	TRANSFER FROM SSA 05	20,351.00	21,067.00	21,067.00	21,727.00
101	0	491	92	56	R	TRANSFER FROM SSA 06	17,630.00	18,250.00	18,250.00	18,822.00
101	0	481	93	2	R	TRANSFER FROM-COMPUTER REP		8,000.00	8,000.00	19,500.00
101	0	491	93	3	R	TRANSFER FROM-CAPITAL PRO		95,000.00	95,000.00	
101	0	491	93	4	R	TRANSFER FROM-BOND-FUND				
101	0	491	94	1	R	TRANSFER FROM-DEBT SERVIC				
101	0	491	95	2	R	TRANSFER FROM-GOLF COURSE	25,000.00			
101	0	491	96	2	R	TRANSFER FROM-ESCROW				
101	1016	441	28	13	R	SPECIAL EVENT REVENUES	2,294.01	5,100.00	8,218.00	5,100.00
101	1016	441	28	15	R	CAR SHOW	6,240.10	5,000.00	5,955.00	5,000.00
101	1016	481	60	12	R	DONATIONS OTHER	860.00	850.00	900.00	850.00
101	1117	481	59	16	R	SENIOR PROGRAM	5.00		10.00	
101	1117	481	70	10	R	CASH (OVER) & SHORT	24.00		57.00	
101	1117	481	81	10	R	SENIOR PROGRAM	5,790.48	8,000.00	7,049.01	8,000.00
101	1117	481	81	11	R	SENIOR BUS	4,105.00	4,500.00	6,131.10	5,500.00
101	1117	481	81	12	R	FACILITY RENTAL	51,591.50	50,000.00	56,233.50	50,000.00
101	1117	481	81	13	R	SALON SERVICES	39,144.80	15,000.00	14,036.00	20,000.00
101	1117	481	81	14	R	SPONSORSHIP	906.00	1,000.00	500.00	1,000.00

101	1117	481	81	16	R	PRINTING REVENUE	149.00	250.00	99.50	150.00
101	1117	481	81	17	R	FITNESS MEMBERSHIPS	6,370.00	6,500.00	5,497.00	6,500.00
101	1117	481	81	18	R	GENERAL MEMBERSHIPS	2,865.00	3,000.00	2,612.00	3,000.00
101	1117	481	81	19	R	BEVERAGES SOLD REVENUE	6,649.54	6,000.00	6,105.86	6,000.00
101	1117	481	81	20	R	SC-SPECIALTY LINENS REV	4,680.00	5,000.00	4,182.50	3,600.00
101	1117	481	81	21	R	SC-OTHER RENTAL FEES	1,025.00	1,900.00	500.00	1,000.00
101	1117	481	81	22	R	SC-WAITSTAFF SERVICES	2,120.00	2,500.00	2,110.00	2,500.00
101	1117	481	81	23	R	SENIOR HOLIDAY LUNCHEON	3,307.00	3,500.00	2,828.00	3,300.00
101	1117	481	81	24	R	SENIOR TRIP REVENUES	45,788.00	60,000.00	27,458.83	60,000.00
101	1117	481	81	25	R	SNACKS/COFFEE	640.88	600.00	404.89	500.00
101	1117	481	81	26	R	FACILITY SET UP FEES	3,500.00	4,000.00	3,835.00	3,500.00
101	1117	481	81	27	R	SALON RETAIL REVENUE	801.25			
101	1117	481	89	10	R	MISCELLANEOUS INCOME	16,197.72			
101	1117	481	89	32	R	SALON MISCELLANEOUS	691.00	500.00	197.00	1,000.00
101	1117	481	89	33	R	GIFT SHOP REVENUE	5,923.60	3,000.00	3,975.91	4,000.00
101	1117	481	89	99	R	PROMOTIONAL CREDIT			-92.00	
101	1299	481	58	10	R	PULL TAB TAX	1,852.08	2,500.00		2,500.00
101	1299	481	58	11	R	D.U.I.	27,062.72	25,000.00	12,160.66	25,000.00
101	1299	481	58	12	R	COURT DRUG FINES	130.24	3,000.00	2,475.00	3,000.00
101	1299	481	58	14	R	SEX OFFENDER REGIST FUND	1,440.00	2,000.00	2,930.00	2,000.00
101	1299	481	58	19	R	LOCAL MISC. DONATION	5,000.00			
101	1299	481	58	20	R	STATE-TOBACCO GRANTS	5,500.00	5,000.00		5,000.00
101	1299	481	58	22	R	SUPERVISION FINES	15,853.64	15,000.00	15,031.07	15,000.00
101	1299	481	58	23	R	ELECTRONIC CITATION FEES	2,297.10	2,000.00	2,316.37	2,000.00
101	1299	481	58	25	R	EVIDENCE SEIZED CASH	14,301.67		2,085.00	
101	1299	481	58	26	R	STATE FORFEITURES FUND	20,273.79		11,516.58	
101	1299	481	58	27	R	FEDERAL FORFEITURES FUND			21,192.47	
101	1299	481	58	28	R	DARE ACCOUNT	2,500.00		2,500.00	
101	1299	481	58	60	R	COMMUNITY ORIENTED POLICE			11,257.30	3,000.00
101	1299	481	58	61	R	GUN RANGE			6,000.00	6,000.00
101	1299	481	60	15	R	DONATION-SAFETY TOWN	2,045.00	3,000.00		

EXPENDITURE SUMMARY BY DEPARTMENT

GENERAL FUND

Program	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	FY 18/FY 19 BUDGET % DIFF
Legislative	231,230	251,900	225,994	293,754	16.62%
Village Board	188,955	205,568	185,492	205,968	0.19%
Village Clerk	14,669	15,300	13,379	15,300	0.00%
Police Commission	17,795	10,539	9,062	40,190	281.35%
Plan Commission	675	2,681	3,269	2,681	0.00%
Special Events Commission	7,258	16,012	13,442	27,815	73.71%
Youth Commission	1,709	1,800	1,350	1,800	0.00%
Appearance Commission	169	0	0	0	0.00%
General Government	7,336,321	7,976,037	7,694,898	8,608,876	7.93%
Village Administration	415,839	414,349	403,499	411,854	-0.60%
Human Resources	155,837	169,803	159,728	208,566	22.83%
Public Affairs	109,262	115,592	109,093	122,877	6.30%
Senior Services	386,583	434,051	357,125	422,934	-2.56%
Central Services	5,048,025	5,456,509	5,380,214	6,072,701	11.29%
Administrative Services	347,114	364,678	359,609	380,658	4.38%
Information Services	469,396	581,806	497,443	495,121	-14.90%
Finance	404,265	439,249	428,187	494,165	12.50%
Police Department	7,677,489	7,977,211	7,485,109	8,214,565	2.98%
Police Administration	550,146	543,631	527,133	772,805	42.16%
Patrol	4,310,506	4,561,978	4,393,455	4,731,437	3.71%
Investigations	1,284,730	1,367,725	1,322,476	1,218,168	-10.93%
Support Services	1,456,798	1,440,127	1,167,267	1,423,155	-1.18%
Community Oriented Policing	7,531	14,000	11,513	14,000	0.00%
State & Federal Grants	67,778	49,750	63,265	55,000	10.55%
Public Works	2,247,083	2,332,252	2,111,291	2,284,702	-2.04%
Administration	175,597	182,547	174,977	120,457	-34.01%
Engineering	59,045	58,309	57,734	103,904	78.20%
Streets	1,683,075	1,740,337	1,543,966	1,695,871	-2.56%
Fleet Maintenance	329,366	351,059	334,614	364,470	3.82%
Parks, Grounds & Facilities	2,296,937	2,580,130	2,472,449	2,468,312	-4.33%
Parks	1,310,625	1,359,596	1,304,699	1,353,921	-0.42%
Forestry	62,368	202,370	195,035	137,750	-31.93%
Facilities	923,944	1,018,164	972,715	976,641	-4.08%

Community Development	914,655	1,069,977	1,039,457	1,062,044	-0.74%
Administration	524,911	590,408	583,621	575,510	-2.52%
Inspection Services	389,744	479,569	455,836	486,534	1.45%
General Fund Total Before					
Operating Transfers	20,703,715	22,187,507	21,029,198	22,932,253	3.36%
Operating Transfers	1,837,772	2,226,328	2,226,328	1,305,971	-41.34%
Total Expenditures	22,541,487	24,413,835	23,255,526	24,238,224	-0.72%

GENERAL FUND EXPENDITURE DETAIL

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	0	510	78	99	E	MISC EXP	161,483.03			
101	0	981	92	9	E	TRANSFER TO-HISTORICAL				6,000.00
101	0	981	93	1	E	TRANSFER TO-VEHICLE REP	335,004.00	704,463.00	704,463.00	
101	0	981	93	2	E	TRANSFER TO-COMPUTER REP	40,970.00	17,490.00	17,490.00	33,396.00
101	0	981	93	3	E	TRANSFER TO-CAPITAL PROJ	662,298.00	349,400.00	349,400.00	102,000.00
101	0	981	94	1	E	TRANSFER TO-DEBT SERVICE	799,500.00	809,975.00	809,975.00	819,575.00
101	0	981	94	2	E	TRANSFER TO-LIABILITY INS		345,000.00	345,000.00	345,000.00
101	1011	512	10	10	E	F-TIME & REG.PART-TIME	121,825.00	132,000.00	120,867.44	132,000.00
101	1011	512	15	10	E	FICA-EMPLOYER	7,234.81	8,184.00	7,168.19	8,184.00
101	1011	512	16	14	E	TRAVEL FOR MEETING & CONF	2,889.33	100.00	114.73	100.00
101	1011	512	16	15	E	TRAINING & SEMINARS		2,900.00	1,236.50	2,900.00
101	1011	512	16	16	E	MEDICARE-EMPLOYER	1,692.00	1,914.00	1,676.48	1,914.00
101	1011	512	24	12	E	PRINTING & BINDING	165.45	250.00	229.00	250.00
101	1011	512	31	99	E	OFFICE SUPPLIES	156.68	200.00	172.37	200.00
101	1011	512	37	10	E	UNIFORMS		500.00		500.00
101	1011	512	37	99	E	OPERATING SUPPLIES	3,670.82	4,000.00	3,360.53	4,200.00
101	1011	512	62	10	E	MEMBERSHIP DUES	38,797.88	39,980.00	38,797.88	40,180.00
101	1011	512	62	11	E	SUBSCRIPTIONS	258.80	290.00	258.80	290.00
101	1011	512	63	14	E	COMMUNITY HEALTH FAIR		1,500.00	1,500.00	
101	1011	512	63	99	E	OTHER COMM. CONTRIBUTION	8,435.00	9,750.00	6,690.00	11,250.00
101	1011	512	69	20	E	CIVIC ACTIVITIES	3,629.52	4,000.00	3,420.30	4,000.00
101	1011	512	69	99	E	MISCELLANEOUS EXPENSE	200.00			
101	1012	512	10	10	E	F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00	10,000.00
101	1012	512	15	10	E	FICA-EMPLOYER	620.00	620.00	620.00	620.00
101	1012	512	16	15	E	TRAINING & SEMINARS		150.00		150.00
101	1012	512	16	16	E	MEDICARE-EMPLOYER	145.00	145.00	145.00	145.00
101	1012	512	21	99	E	PROFESSIONAL-OTHERS	3,417.00	3,500.00	2,129.00	3,500.00
101	1012	512	31	99	E	OFFICE SUPPLIES	37.49	50.00		50.00
101	1012	512	60	99	E	VARIOUS COMMISSION	400.00	500.00	450.00	500.00
101	1012	512	62	10	E	MEMBERSHIP DUES	50.00	335.00	35.00	335.00
101	1013	512	16	14	E	TRAVEL FOR MEETING & CONF	735.00		255.00	
101	1013	512	16	15	E	TRAINING & SEMINARS		500.00	275.00	500.00
101	1013	512	24	12	E	PRINTING & BINDING	749.44	750.00	752.40	750.00
101	1013	512	24	16	E	RECRUITING	2,916.09	1,000.00	1,105.94	5,000.00
101	1013	512	24	28	E	TESTING	10,689.78	4,149.00	3,927.46	30,000.00
101	1013	512	24	99	E	OTHER PURCHASE-SERVICES		200.00	200.00	
101	1013	512	31	99	E	OFFICE SUPPLIES	100.97	100.00	6.58	100.00

101	1013	512	37	10	E	UNIFORMS	64.25	300.00		300.00
101	1013	512	60	10	E	POLICE COMMISSION	1,999.92	3,000.00	1,999.92	3,000.00
101	1013	512	62	10	E	MEMBERSHIP DUES	540.00	540.00	540.00	540.00
101	1014	512	15	10	E	FICA-EMPLOYER	36.40	86.00	81.00	86.00
101	1014	512	16	16	E	MEDICARE-EMPLOYER	8.52	20.00	18.94	20.00
101	1014	512	60	11	E	PLAN COMMISSION	630.00	1,375.00	1,399.32	1,375.00
101	1014	512	61	11	E	PLAN COMMISSION		1,200.00	1,770.00	1,200.00
101	1016	512	24	19	E	ENTERTAINMENT-SPL. EVENTS		7,800.00	6,256.00	7,800.00
101	1016	512	24	20	E	CAR SHOW	960.00	1,090.00	500.00	1,090.00
101	1016	512	37	98	E	CAR SHOW	2,920.41	2,897.00	2,788.20	3,700.00
101	1016	512	37	99	E	OPERATING SUPPLIES	3,377.33	4,225.00	3,897.78	15,225.00
101	1017	512	24	12	E	PRINTING & BINDING	400.00	225.00		400.00
101	1017	512	37	99	E	OPERATING SUPPLIES	1,308.82	1,575.00	1,349.84	1,400.00
101	1022	512	15	10	E	FICA-EMPLOYER	9.06			
101	1022	512	16	16	E	MEDICARE-EMPLOYER	2.12			
101	1022	512	60	12	E	APPEARANCE COMMISSION	157.50			
101	1110	513	10	10	E	F-TIME & REG.PART-TIME	380,754.65	370,675.00	370,779.26	360,942.00
101	1110	513	15	10	E	FICA-EMPLOYER	19,695.54	20,226.00	17,643.41	22,378.00
101	1110	513	16	14	E	TRAVEL FOR MEETING & CONF	1,471.33			
101	1110	513	16	15	E	TRAINING & SEMINARS	89.00	2,350.00	2,055.69	2,500.00
101	1110	513	16	16	E	MEDICARE-EMPLOYER	5,293.71	5,048.00	4,691.51	5,234.00
101	1110	513	16	33	E	EMPLOYEE RECOGNITION	7,484.75	12,000.00	5,110.79	17,000.00
101	1110	513	24	12	E	PRINTING & BINDING		100.00	64.75	100.00
101	1110	513	31	99	E	OFFICE SUPPLIES	138.37	250.00	244.24	250.00
101	1110	513	37	80	E	GAS & FUEL	848.29	1,500.00	857.42	1,500.00
101	1110	513	37	99	E	OPERATING SUPPLIES	63.40	150.00	143.32	150.00
101	1110	513	62	10	E	MEMBERSHIP DUES		2,050.00	1,909.01	1,800.00
101	1111	513	10	10	E	F-TIME & REG.PART-TIME	115,675.96	130,945.00	123,510.31	166,889.00
101	1111	513	15	10	E	FICA-EMPLOYER	6,775.09	8,119.00	7,239.72	10,347.00
101	1111	513	16	14	E	TRAVEL FOR MEETING & CONF	261.40	670.00	669.98	350.00
101	1111	513	16	15	E	TRAINING & SEMINARS		315.00		630.00
101	1111	513	16	16	E	MEDICARE-EMPLOYER	1,584.59	1,899.00	1,693.18	2,420.00
101	1111	513	16	33	E	EMPLOYEE RECOGNITION		2,875.00	2,850.00	3,450.00
101	1111	513	24	12	E	PRINTING & BINDING	2,281.48	3,031.00	3,030.89	2,750.00
101	1111	513	24	15	E	EMPLOYEE PHYSICAL EXAM	14,949.00	12,250.00	11,496.00	12,000.00
101	1111	513	24	16	E	RECRUITING AND TESTING	2,959.09	3,500.00	3,342.88	3,500.00
101	1111	513	24	99	E	OTHER PURCHASE-SERVICES	4,431.60	4,394.00	4,295.58	4,500.00
101	1111	513	31	99	E	OFFICE SUPPLIES	514.44	250.00	221.05	250.00
101	1111	513	37	99	E	OPERATING SUPPLIES	3,891.37	475.00	415.46	475.00

101	1111	513	62	10	E	MEMBERSHIP DUES	2,512.50	1,080.00	963.00	1,005.00
101	1112	513	10	10	E	F-TIME & REG.PART-TIME	58,294.56	62,766.00	62,466.75	68,573.00
101	1112	513	15	10	E	FICA-EMPLOYER	3,573.43	3,892.00	3,784.86	4,252.00
101	1112	513	16	15	E	TRAINING & SEMINARS	590.00	800.00	287.86	700.00
101	1112	513	16	16	E	MEDICARE-EMPLOYER	835.72	910.00	885.16	994.00
101	1112	513	24	12	E	PRINTING & BINDING	23,598.00	23,763.00	20,894.96	23,763.00
101	1112	513	24	32	E	SOFTWARE SUPPORT & MAINT	2,654.13	1,638.00	1,537.17	2,975.00
101	1112	513	24	99	E	OTHER PURCHASE-SERVICES	1,100.00	2,200.00	2,032.88	2,200.00
101	1112	513	31	17	E	POSTAGE	14,682.78	15,100.00	14,789.21	15,140.00
101	1112	513	31	99	E	OFFICE SUPPLIES	530.34	595.00	87.03	400.00
101	1112	513	32	14	E	COMPUTER SOFTWARE	558.99	505.00	129.97	300.00
101	1112	513	37	99	E	OPERATING SUPPLIES	194.90	200.00	20.70	200.00
101	1112	513	39	99	E	OPERATING EQUIPMENT	1,214.69	800.00	738.97	1,870.00
101	1112	513	55	60	E	OTHER OFFICE EQUIPMENT	882.31	1,000.00	515.04	1,000.00
101	1112	513	62	10	E	MEMBERSHIP DUES		1,423.00	922.50	510.00
101	1112	513	62	11	E	SUBSCRIPTIONS	551.67			
101	1117	513	10	10	E	F-TIME & REG.PART-TIME	240,633.11	264,525.00	236,752.65	249,873.00
101	1117	513	15	10	E	FICA-EMPLOYER	14,727.83	16,587.00	14,532.68	15,446.00
101	1117	513	16	14	E	TRAVEL FOR MEETING & CONF	1,268.62	100.00	83.20	100.00
101	1117	513	16	15	E	TRAINING & SEMINARS	151.22	2,105.00	1,909.50	2,279.00
101	1117	513	16	16	E	MEDICARE-EMPLOYER	3,444.52	3,879.00	3,398.81	4,268.00
101	1117	513	24	12	E	PRINTING & BINDING	4,890.30	5,100.00	3,341.65	5,400.00
101	1117	513	24	32	E	SOFTWARE SUPPORT & MAINT	1,420.00	1,480.00	1,480.00	1,600.00
101	1117	513	24	99	E	OTHER PURCHASE-SERVICES	6,721.24	800.00	339.73	7,400.00
101	1117	513	31	17	E	POSTAGE	975.81	1,125.00	1,139.14	1,125.00
101	1117	513	31	99	E	OFFICE SUPPLIES	4,619.00	1,390.00	761.82	
101	1117	513	37	10	E	UNIFORMS	469.69	500.00	357.42	500.00
101	1117	513	37	80	E	GAS & FUEL	3,435.21	6,000.00	5,189.99	7,150.00
101	1117	513	37	81	E	SALON SUPPLIES	5,472.58	2,366.00	1,910.81	2,300.00
101	1117	513	37	99	E	OPERATING SUPPLIES	3,530.27	10,425.00	10,856.04	10,425.00
101	1117	513	38	94	E	OFFICE EQUIPMENT		1,610.00	2,620.00	
101	1117	513	39	99	E	OPERATING EQUIPMENT	919.45	1,500.00	1,135.89	
101	1117	513	52	10	E	LEASES-EQUIPMENTS	5,041.08	4,200.00	4,352.94	4,200.00
101	1117	513	53	17	E	EQUIPMENT R&M	1,460.10	2,070.00	1,210.00	3,570.00
101	1117	513	56	13	E	SENIOR CENTER		3,800.00		
101	1117	513	62	10	E	MEMBERSHIP DUES	393.00	675.00	660.00	785.00
101	1117	513	62	11	E	SUBSCRIPTIONS	663.00	760.00	745.80	760.00
101	1117	513	63	99	E	OTHER COMM. CONTRIBUTION	15,000.00	16,500.00	16,500.00	15,000.00
101	1117	513	69	22	E	LICENSES	1,623.40	1,304.00	664.00	1,353.00

101	1117	513	69	31	E	SALON MISCELLANEOUS	670.13	500.00	1,244.39	1,000.00
101	1117	513	69	32	E	GIFT SHOP EXPENSE	3,532.19	4,700.00	6,372.07	5,000.00
101	1117	513	69	69	E	PROMOTIONAL EXP			18.00	
101	1117	513	69	99	E	MISCELLANEOUS EXPENSE	1,346.76		556.00	
101	1117	513	71	12	E	ADULT GENERAL PROGRAM	6,137.92	5,000.00	5,047.88	7,000.00
101	1117	513	72	12	E	ADULT GENERAL PROGRAM	14.18			
101	1117	513	72	41	E	BEVERAGE PURCHASES	2,135.34	2,500.00	1,862.31	2,500.00
101	1117	513	72	42	E	SPECIALTY LINENS PURCH	4,615.84	4,650.00	4,562.78	5,000.00
101	1117	513	72	43	E	WAITSTAFF SERVICES PURCH	1,604.40	2,200.00	1,522.35	2,200.00
101	1117	513	72	44	E	SENIOR HOLIDAY LUNCHEON	4,184.98	4,300.00	4,162.00	4,300.00
101	1117	513	72	45	E	SENIOR TRIPS EXPENSE	44,581.54	60,000.00	21,435.62	60,000.00
101	1117	513	72	48	E	SNACKS	269.96	400.00	399.83	400.00
101	1117	513	72	49	E	SALON RETAIL EXPENSES	606.19			
101	1117	513	72	50	E	FACILITY SET UP EXPENSE	24.47	1,000.00		2,000.00
101	1118	513	15	11	E	UNEMPLOYMENT INSURANCE	25,674.94	15,000.00	-9,454.95	15,000.00
101	1118	513	16	12	E	MEDICAL-EMPLOYER	2,103,224.90	2,390,900.00	2,323,234.60	2,647,934.00
101	1118	513	16	17	E	EMPLOYER CONT. P.PENSION	1,752,137.65	2,134,438.00	2,150,464.90	2,374,258.00
101	1118	513	16	18	E	SICK DAYS BUY BACK ONLY	304,123.11		191,769.06	
101	1118	513	16	30	E	OPT OUT MED INSURANCE	30,116.62	36,483.00	36,758.34	36,500.00
101	1118	513	16	32	E	HEALTH & WELLNESS PROG.	737.69	250.00	222.07	750.00
101	1118	513	21	11	E	PROF-LEGAL	361,137.76	350,000.00	258,873.38	340,000.00
101	1118	513	21	12	E	PROSECUTORS	126,858.63	120,000.00	108,077.63	140,000.00
101	1118	513	21	13	E	ADJUDICATOR	5,400.00	12,000.00	5,850.00	11,000.00
101	1118	513	21	14	E	ENGINEERING	1,770.28	2,000.00	1,144.50	1,500.00
101	1118	513	21	17	E	LEGISLATIVE LIAISON	42,000.00	42,000.00	42,000.00	42,000.00
101	1118	513	21	99	E	OTHER PROFESSIONAL	3,527.35	7,100.00	4,604.29	120,137.00
101	1118	513	24	12	E	PRINTING & BINDING	2,825.47	3,125.00	2,487.15	1,625.00
101	1118	513	31	17	E	POSTAGE	21,928.54	45,850.00	25,041.17	46,500.00
101	1118	513	31	99	E	OFFICE SUPPLIES	41,692.45	40,336.00	27,408.11	37,500.00
101	1118	513	37	98	E	GREEN INITIATIVE	1,340.58	1,300.00	1,028.00	1,300.00
101	1118	513	37	99	E	OPERATING SUPPLIES	12,009.40	11,000.00	9,611.37	11,000.00
101	1118	513	38	94	E	OFFICE EQUIPMENT		1,000.00	639.26	500.00
101	1118	513	51	10	E	TELEPHONE	38,596.05	34,630.00	27,748.93	59,500.00
101	1118	513	51	12	E	CELLULAR PHONE	25,058.03	28,800.00	27,219.30	27,800.00
101	1118	513	51	13	E	ELECTRICITY	16,518.28	22,500.00	16,845.90	18,500.00
101	1118	513	51	14	E	NATURAL GAS	1,767.81	5,000.00	1,849.78	2,500.00
101	1118	513	51	15	E	WATER				7,707.00
101	1118	513	52	11	E	RENTALS-EQUIPMENTS	20,618.34	21,227.00	18,977.96	19,350.00
101	1118	513	55	60	E	OTHER OFFICE EQUIPMENT	13,071.53	12,820.00	10,055.74	12,840.00

101	1118	513	56	15	E	NORTH AVENUE PROPERTY	1,602.33	750.00	39.18	
101	1118	513	69	39	E	MEMORIAL PARK BRICKS	1,618.47	100.00	23.90	100.00
101	1118	513	69	40	E	COLLECTION AGENCY FEE	33,988.38	12,900.00	11,111.97	12,900.00
101	1118	513	69	78	E	BANK FISCAL CHARGES	33,680.89	30,000.00	46,995.89	12,500.00
101	1118	513	69	82	E	STATE ADMIN. COLLECT.FEE		48,000.00	37,504.59	68,500.00
101	1118	513	69	90	E	BAD DEBTS/WRITE OFF	25,000.00	25,000.00		
101	1118	513	69	99	E	MISCELLANEOUS EXPENSE		2,000.00	2,082.36	3,000.00
101	1210	521	10	10	E	F-TIME & REG.PART TIME	426,279.84	412,558.00	414,957.83	495,432.00
101	1210	521	10	11	E	HOLIDAY WORKED PAY	1,934.48			
101	1210	521	10	99	E	OVERTIME PAY	309.56	1,000.00	978.96	1,000.00
101	1210	521	15	10	E	FICA-EMPLOYER	15,376.30	16,826.00	15,989.39	16,943.00
101	1210	521	16	13	E	TUITION REIMBURSEMENT	4,793.40	4,983.00	4,982.85	3,500.00
101	1210	521	16	14	E	TRAVEL FOR MEETING & CONF	1,610.56	1,500.00	510.81	1,750.00
101	1210	521	16	15	E	TRAINING & SEMINARS	40,634.99	38,517.00	31,636.33	40,177.00
101	1210	521	16	16	E	MEDICARE - EMPLOYER	5,911.99	5,982.00	5,723.04	7,184.00
101	1210	521	24	12	E	PRINTING & BINDING	465.86	380.00	327.45	380.00
101	1210	521	24	17	E	POLYGRAPH TEST		320.00		320.00
101	1210	521	24	32	E	SOFTWARE SUPPORT & MAINT	1,122.86	2,149.00	1,603.00	2,824.00
101	1210	521	35	99	E	OTHER POLICE GEN.SUPLS.		200.00	29.61	200.00
101	1210	521	37	10	E	UNIFORMS	44,406.32	45,000.00	36,193.03	45,000.00
101	1210	521	37	99	E	OPERATING SUPPLIES	88.18			1,025.00
101	1210	521	62	10	E	MEMBERSHIP DUES	2,026.66	4,810.00	4,830.00	5,200.00
101	1210	521	62	11	E	SUBSCRIPTIONS		295.00	70.00	300.00
101	1210	521	69	13	E	ACCREDITATION (CALEA)	4,810.49	8,736.00	8,954.20	6,245.00
101	1210	521	69	14	E	MISCELLANEOUS LICENSES	375.00	375.00	326.00	325.00
101	1210	521	69	79	E	MISCELLANEOUS EXPENSE			20.00	
101	1210	911	81	10	E	POLICE DEPARTMENT				145,000.00
101	1211	522	10	10	E	F-TIME & REG.PART TIME	3,698,058.09	3,977,998.00	3,926,670.44	4,117,503.00
101	1211	522	10	11	E	HOLIDAY WORKED PAY	186,369.79	103,397.00	103,396.04	100,772.00
101	1211	522	10	12	E	PART TIME OFFICER	11,727.57	13,000.00	10,115.38	15,000.00
101	1211	522	10	13	E	DETAIL PAY	6,000.00	7,000.00	7,020.00	7,000.00
101	1211	522	10	99	E	OVERTIME PAY	281,813.80	326,712.00	223,321.22	330,000.00
101	1211	522	15	10	E	FICA-EMPLOYER	20,354.24	18,264.00	16,178.02	18,196.00
101	1211	522	16	16	E	MEDICARE - EMPLOYER	57,782.41	64,970.00	59,318.97	65,836.00
101	1211	522	16	31	E	EMPLOYEE-SEVERANCE PAY	14,106.00	23,494.00	23,493.60	44,000.00
101	1211	522	35	11	E	AMMUNITIONS	16,803.11	11,853.00	11,852.27	14,000.00
101	1211	522	35	12	E	TARGETS FOR GUN RANGE	257.52	500.00	344.84	500.00
101	1211	522	35	13	E	K-9	2,528.21	3,800.00	2,384.49	3,800.00
101	1211	522	35	99	E	OTHER POLICE GEN.SUPPLIES	4,328.82			

101	1211	522	37	84	E	CAR WASH	917.00	2,000.00	1,773.52	2,000.00
101	1211	522	37	99	E	OPERATING SUPPLIES	7,359.74	2,600.00	1,404.18	3,000.00
101	1211	522	39	99	E	OPERATING EQUIPMENT		3,890.00	3,889.99	7,330.00
101	1211	522	53	10	E	POLICE DEPARTMENT	2,100.00	2,500.00	2,292.06	2,500.00
101	1212	523	10	10	E	F-TIME & REG.PART TIME	1,087,426.76	1,187,716.00	1,172,884.99	1,072,855.00
101	1212	523	10	11	E	HOLIDAY WORKED PAY	60,672.86	20,585.00	2,643.03	18,288.00
101	1212	523	10	99	E	OVERTIME PAY	104,015.51	115,000.00	107,595.19	88,277.00
101	1212	523	15	10	E	FICA-EMPLOYER	3,309.04	3,938.00	3,365.32	3,938.00
101	1212	523	16	16	E	MEDICARE - EMPLOYER	17,208.65	19,435.00	17,782.47	18,116.00
101	1212	523	24	99	E	OTHER PURCHASE-SERVICES	7,846.10	9,000.00	7,123.96	9,000.00
101	1212	523	35	16	E	INVESTIGATION-CONTINGENCY	750.00	750.00	750.00	750.00
101	1212	523	35	99	E	OTHER POLICE GEN.SUPPLIES	2,007.93	4,700.00	4,242.34	4,700.00
101	1212	523	39	99	E	OPERATING EQUIPMENT		4,500.00	4,450.00	
101	1212	523	52	10	E	LEASES-EQUIPMENTS	408.00	625.00	408.00	408.00
101	1212	523	62	10	E	MEMBERSHIP DUES	365.00	410.00	340.00	770.00
101	1212	523	62	11	E	SUBSCRIPTIONS	720.00	816.00	816.00	816.00
101	1212	523	69	79	E	TOWING EXPENSE		250.00	75.00	250.00
101	1213	524	10	10	E	F-TIME & REG.PART-TIME	619,543.27	558,966.00	513,789.60	560,074.00
101	1213	524	10	11	E	HOLIDAY WORKED PAY	11,699.84	9,824.00	9,823.16	12,086.00
101	1213	524	10	13	E	CROSSING GUARDS	46,587.10	56,433.00	45,465.26	51,000.00
101	1213	524	10	99	E	OVERTIME PAY	5,341.27	8,725.00	9,652.37	8,000.00
101	1213	524	15	10	E	FICA-EMPLOYER	37,221.12	32,245.00	31,576.19	35,056.00
101	1213	524	16	16	E	MEDICARE - EMPLOYER	10,027.32	9,134.00	8,288.95	9,138.00
101	1213	524	24	12	E	PRINTING & BINDING	9,500.29	9,500.00	9,187.70	9,500.00
101	1213	524	24	26	E	COMPUTER DATA ACCESS	20,384.84	53,445.00	40,861.03	54,683.00
101	1213	524	24	99	E	OTHER PURCHASED SERVICES		2,491.00	2,490.09	
101	1213	524	31	99	E	OFFICE SUPPLIES	1,199.66	1,200.00	1,124.85	1,200.00
101	1213	524	35	15	E	VETERINARY COST	300.34	500.00	260.75	500.00
101	1213	524	35	99	E	OTHER POLICE GEN.SUPPLIES	5,247.94	4,300.00	3,176.00	4,300.00
101	1213	524	37	80	E	GAS & FUEL	77,695.49	83,000.00	75,689.77	75,000.00
101	1213	524	39	99	E	OPERATING EQUIPMENT		2,771.00	2,771.00	1,000.00
101	1213	524	51	10	E	TELEPHONE	359.40	360.00	359.40	360.00
101	1213	524	52	10	E	LEASES-EQUIPMENTS	14,968.54	14,475.00	12,900.85	12,000.00
101	1213	524	53	10	E	R&M OPERATING EQUIPMENT	68,706.15	63,535.00	47,231.69	60,035.00
101	1213	524	69	24	E	ANIMAL IMPOUNDMENT	2,758.06	3,150.00	1,935.99	3,150.00
101	1213	524	69	80	E	RODENT TRAPPING	1,300.00	1,700.00	1,100.00	1,700.00
101	1213	524	69	81	E	CONSOLIDATED DISPATCH EXP	523,957.52	524,373.00	349,582.00	524,373.00
101	1214	525	35	99	E	OTHER POLICE GEN.SUPPLIES	7,531.21	14,000.00	11,513.34	14,000.00
101	1299	521	58	10	E	PULL TAB TAX	682.42	2,500.00	420.00	2,500.00

101	1299	521	58	11	E	D.U.I.	26,091.78	16,250.00	8,329.63	15,500.00
101	1299	521	58	12	E	COURT DRUG FINES	3,486.56	3,000.00	216.00	3,000.00
101	1299	521	58	14	E	SEX OFFENDER REGIST FUND	5,375.00	3,000.00		3,000.00
101	1299	521	58	16	E	LOCAL LAW ENF. BLCK GRANT	3,479.91			
101	1299	521	58	19	E	LOCAL MISC. DONATION	4,199.50			
101	1299	521	58	20	E	STATE TOBACCO GRANTS	1,234.05	5,000.00	386.93	5,000.00
101	1299	521	58	22	E	SUPERVISION FINES	9,517.78	15,000.00	10,791.66	15,000.00
101	1299	521	58	23	E	ELECTRONIC CITATION FEES		2,000.00		2,000.00
101	1299	521	58	25	E	EVIDENCE SEIZED CASH	5,226.57		10,790.00	
101	1299	521	58	26	E	STATE FORFEITURES FUND	4,999.00		18,250.00	
101	1299	521	58	27	E	FEDERAL FORFEITURE FUND			144.49	
101	1299	521	58	60	E	COMMUNITY ORIENTED POLICE			8,571.75	
101	1299	521	58	61	E	GUN RANGE			5,365.00	6,000.00
101	1299	521	69	50	E	MISC. SAFETY TOWN EXPENSE	3,485.64	3,000.00		3,000.00
101	1310	514	10	10	E	F-TIME & REG.PART TIME	326,472.94	361,423.00	362,809.85	410,436.00
101	1310	514	15	10	E	FICA-EMPLOYER	19,200.59	21,449.00	21,658.52	25,448.00
101	1310	514	16	14	E	TRAVEL FOR MEETING & CONF		150.00		150.00
101	1310	514	16	15	E	TRAINING & SEMINARS	315.00	850.00	515.00	850.00
101	1310	514	16	16	E	MEDICARE-EMPLOYER	4,616.53	5,272.00	5,127.92	5,951.00
101	1310	514	21	10	E	AUDITING	35,885.00	34,080.00	33,955.00	37,355.00
101	1310	514	21	99	E	OTHER PROFESSIONAL	13,210.07	11,000.00	175.00	7,000.00
101	1310	514	24	12	E	PRINTING & BINDING	2,812.93	2,900.00	2,770.99	3,400.00
101	1310	514	31	99	E	OFFICE SUPPLIES	926.76	1,475.00	524.74	2,925.00
101	1310	514	55	60	E	OFFICE EQUIPMENT R & M	175.00			
101	1310	514	62	10	E	MEMBERSHIP DUES	650.00	650.00	650.00	650.00
101	1410	515	10	10	E	F-TIME & REG.PART TIME	437,612.76	477,472.00	485,947.65	477,472.00
101	1410	515	10	98	E	TEMPORARY HELP	3,439.30	5,435.00	5,434.71	6,330.00
101	1410	515	10	99	E	OVERTIME PAY	24.80	100.00	108.44	100.00
101	1410	515	15	10	E	FICA-EMPLOYER	25,536.80	29,844.00	29,035.73	31,324.00
101	1410	515	16	14	E	TRAVEL FOR MEETING & CONF	348.84	100.00		100.00
101	1410	515	16	15	E	TRAINING & SEMINARS		660.00	590.00	660.00
101	1410	515	16	16	E	MEDICARE - EMPLOYER	6,143.31	7,079.00	6,872.49	7,324.00
101	1410	515	24	12	E	PRINTING & BINDING	4,518.97	7,350.00	3,516.16	4,500.00
101	1410	515	24	13	E	PUBLICATIONS	79.99	100.00	843.96	600.00
101	1410	515	24	99	E	OTHER PURCHASE-SERVICES	30,892.16	43,305.00	33,341.74	38,100.00
101	1410	515	31	99	E	OFFICE SUPPLIES	853.08	922.00	660.76	900.00
101	1410	515	32	14	E	SOFTWARE		240.00		
101	1410	515	37	10	E	UNIFORMS/PPE	280.50	450.00	410.50	450.00
101	1410	515	37	99	E	OPERATING SUPPLIES	593.05	925.00	924.88	900.00

101	1410	515	39	93	E	OFFICE EQUIPMENT		3,890.00	3,890.01	
101	1410	515	39	94	E	COMPUTER EQUIPMENT		2,033.00	1,982.95	
101	1410	515	51	10	E	TELEPHONE	3,561.16	5,700.00	5,165.03	
101	1410	515	52	10	E	LEASES-EQUIPMENTS	6,187.75	4,053.00	4,197.89	6,000.00
101	1410	515	55	60	E	R&M OFFICE EQUIPMENT	4,140.40			
101	1410	515	62	10	E	MEMBERSHIP DUES	698.00	750.00	698.00	750.00
101	1412	515	10	10	E	F-TIME & REG.PART TIME	326,160.02	406,440.00	395,975.30	418,007.00
101	1412	515	10	99	E	OVERTIME PAY				100.00
101	1412	515	15	10	E	FICA-EMPLOYER	19,797.50	25,199.00	23,875.76	25,916.00
101	1412	515	16	14	E	TRAVEL FOR MEETING & CONF		200.00		100.00
101	1412	515	16	15	E	TRAINING & SEMINARS	3,310.00	6,411.00	5,773.00	5,000.00
101	1412	515	16	16	E	MEDICARE - EMPLOYER	4,630.01	5,893.00	5,583.93	6,061.00
101	1412	515	24	99	E	OTHER PURCHASE-SERVICES	24,965.25	26,338.00	17,149.29	22,500.00
101	1412	515	37	10	E	UNIFORMS/PPE	1,125.70	1,350.00	1,328.61	1,350.00
101	1412	515	37	80	E	GAS & FUEL	3,640.08	4,860.00	4,459.33	4,600.00
101	1412	515	37	99	E	OPERATING SUPPLIES	510.72	603.00	602.08	600.00
101	1412	515	39	99	E	OPERATING EQUIPMENT	3,810.90	800.00	318.65	800.00
101	1412	515	55	60	E	R&M OFFICE EQUIPMENT	1,398.79			
101	1412	515	55	61	E	R&M OPERATING EQUIPMENT		1,000.00	310.00	1,000.00
101	1412	515	62	10	E	MEMBERSHIP DUES	395.00	475.00	460.00	500.00
101	1510	515	10	10	E	F-TIME & REG.PART TIME	46,155.21	47,491.00	48,921.89	89,939.00
101	1510	515	15	10	E	FICA-EMPLOYER	2,773.57	2,944.00	2,927.80	5,576.00
101	1510	515	16	14	E	TRAVEL FOR MEETING & CONF		300.00		300.00
101	1510	515	16	15	E	TRAINING & SEMINARS	734.89	1,000.00	781.00	1,100.00
101	1510	515	16	16	E	MEDICARE - EMPLOYER	648.72	689.00	684.76	1,304.00
101	1510	515	16	20	E	LICENSES & CERTIFICATIONS		100.00	61.41	100.00
101	1510	515	21	14	E	ENGINEERING	7,000.00	3,000.00	2,642.64	3,000.00
101	1510	515	24	32	E	SOFTWARE SUPPORT/MAINT	397.15	500.00	397.15	400.00
101	1510	515	31	99	E	OFFICE SUPPLIES	217.81	350.00	200.33	250.00
101	1510	515	37	10	E	UNIFORMS/PPE		200.00	25.22	200.00
101	1510	515	37	80	E	GAS & FUEL	454.73	500.00	295.50	500.00
101	1510	515	37	99	E	OPERATING SUPPLIES	52.80	300.00		300.00
101	1510	515	62	10	E	MEMBERSHIP DUES	610.00	935.00	796.00	935.00
101	1510	531	10	10	E	F-TIME & REG.PART-TIME	158,157.21	161,682.00	156,643.09	103,597.00
101	1510	531	15	10	E	FICA-EMPLOYER	8,765.90	10,024.00	8,861.25	6,423.00
101	1510	531	16	14	E	TRAVEL FOR MEETING & CONF	273.04	600.00	506.60	500.00
101	1510	531	16	15	E	TRAINING & SEMINARS	35.00	250.00		250.00
101	1510	531	16	16	E	MEDICARE - EMPLOYER	2,193.93	2,381.00	2,173.01	1,502.00
101	1510	531	22	99	E	OTHER EQUIPMENT	1,952.88		813.70	2,000.00

101	1510	531	24	12	E	PRINTING & BINDING	307.62	475.00		100.00
101	1510	531	31	99	E	OFFICE SUPPLIES	165.12	350.00	148.37	300.00
101	1510	531	37	10	E	UNIFORMS	130.00	300.00	38.00	300.00
101	1510	531	37	80	E	GAS & FUEL	860.41	1,000.00	1,191.40	1,500.00
101	1510	531	51	14	E	NATURAL GAS			1,686.14	
101	1510	531	52	10	E	LEASES-EQUIPMENTS	2,495.45	2,785.00	2,319.28	2,785.00
101	1510	531	56	14	E	PUBLIC WORKS FACILITIES	70.00	200.00		200.00
101	1510	531	57	20	E	R&M OPERATING EQUIPMENT		2,000.00	399.98	500.00
101	1510	531	62	10	E	MEMBERSHIP DUES	190.00	500.00	196.00	500.00
101	1511	532	10	10	E	F-TIME & REG.PART-TIME	951,925.01	1,013,652.00	1,009,441.04	1,033,197.00
101	1511	532	10	98	E	TEMPORARY HELP	4,180.70	15,000.00	13,615.00	16,400.00
101	1511	532	10	99	E	OVERTIME PAY	37,697.37	40,000.00	62,932.18	40,000.00
101	1511	532	15	10	E	FICA-EMPLOYER	59,401.08	65,594.00	65,360.50	67,555.00
101	1511	532	16	14	E	TRAVEL FOR MEETING & CONF	254.00			
101	1511	532	16	15	E	TRAINING & SEMINARS	3,331.00	5,600.00	5,046.00	4,100.00
101	1511	532	16	16	E	MEDICARE - EMPLOYER	13,892.07	15,495.00	15,285.81	15,799.00
101	1511	532	21	14	E	ENGINEERING	1,416.52	1,000.00		31,000.00
101	1511	532	23	10	E	DEBRIS REMOVAL	38,817.61	40,000.00	18,870.87	40,000.00
101	1511	532	23	14	E	CURB-CUT PROGRAM	4,662.00	5,000.00	4,700.00	5,000.00
101	1511	532	23	99	E	OTHER PROPERTY SERVICES	43,732.00	42,000.00	41,932.00	44,000.00
101	1511	532	24	13	E	CONTRACTUAL SERVICES	8,496.06	120,682.00	100,117.79	5,100.00
101	1511	532	31	99	E	OFFICE SUPPLIES	1,013.50	700.00	150.39	700.00
101	1511	532	34	13	E	LANDSCAPING SUPPLIES	2,281.00	2,500.00	2,127.11	2,500.00
101	1511	532	37	10	E	UNIFORMS/PPE	4,702.80	5,000.00	4,016.89	5,000.00
101	1511	532	37	11	E	CHEMICALS		100.00		100.00
101	1511	532	37	80	E	GAS & FUEL	30,328.02	35,000.00	36,985.94	35,000.00
101	1511	532	37	99	E	OPERATING SUPPLIES	2,609.00	3,500.00	3,086.75	3,000.00
101	1511	532	39	14	E	STREET LIGHTS	1,673.00			
101	1511	532	51	12	E	CELLULAR PHONE	60.00	360.00	270.00	420.00
101	1511	532	51	13	E	ELECTRICITY	87,960.06	80,000.00	58,999.82	70,000.00
101	1511	532	52	11	E	RENTALS-EQUIPMENTS	2,800.00	5,500.00	3,392.68	5,500.00
101	1511	532	53	13	E	PUBLIC WORKS-STREET DIV.	6,010.91	6,500.00	1,854.96	6,500.00
101	1511	532	57	14	E	STREET SIGNS/LIGHTS MAINT	341,489.81	58,000.00	50,240.58	40,000.00
101	1511	532	57	15	E	STREET MAINT. & REPAIRS	34,341.82	68,494.00	41,914.01	55,000.00
101	1511	911	81	13	E	PUBLIC WORKS-STREETS		110,660.00	3,625.42	170,000.00
101	1515	533	10	10	E	F-TIME & REG.PART-TIME	197,242.42	205,473.00	204,916.99	233,386.00
101	1515	533	10	99	E	OVERTIME PAY	2,865.08	3,000.00	2,995.33	3,000.00
101	1515	533	15	10	E	FICA-EMPLOYER	11,875.35	12,956.00	12,302.69	14,656.00
101	1515	533	16	15	E	TRAINING & SEMINARS	502.00	800.00	800.00	2,800.00

101	1515	533	16	16	E	MEDICARE - EMPLOYER	2,777.23	3,030.00	2,877.27	3,428.00
101	1515	533	23	10	E	DEBRIS REMOVAL	1,970.10	2,000.00		2,500.00
101	1515	533	24	12	E	PRINTING & BINDING		100.00		100.00
101	1515	533	24	32	E	SOFTWARE SUPPORT & MAINT	6,022.11	19,150.00	18,746.50	5,800.00
101	1515	533	31	99	E	OFFICE SUPPLIES	100.70	100.00	31.33	100.00
101	1515	533	37	10	E	UNIFORMS	975.25	800.00	717.95	800.00
101	1515	533	37	11	E	CHEMICALS	1,547.67	1,000.00	998.92	1,000.00
101	1515	533	37	71	E	SENIOR CENTER	344.56	500.00	148.38	500.00
101	1515	533	37	72	E	REPAIR SUPPLIES POLICE	22,026.56	20,000.00	17,400.52	20,000.00
101	1515	533	37	73	E	REPAIR SUPPLIES-P/R/F	28,273.13	22,000.00	20,602.57	22,000.00
101	1515	533	37	74	E	REPAIR SUPPLIES STREETS	34,316.43	40,000.00	37,467.11	35,000.00
101	1515	533	37	75	E	REPAIR SUPPLIES FLEETS	155.55	400.00	294.82	400.00
101	1515	533	37	76	E	REPAIR SUPPLIES ESDA	1,313.03	1,000.00	672.11	1,000.00
101	1515	533	37	77	E	REPAIR SUPPLIES COM DEV	1,545.16	1,500.00	1,228.73	1,500.00
101	1515	533	37	78	E	REPAIR SUPPLIES ADMIN	56.85	750.00	406.82	750.00
101	1515	533	37	79	E	REPAIR SUPPLIES PS ADMIN	373.02	500.00	493.00	500.00
101	1515	533	37	80	E	GAS & FUEL	235.25	200.00	217.05	350.00
101	1515	533	37	98	E	MISC. INVENTORY SUPPLIES	3,451.91	4,000.00	2,783.35	4,000.00
101	1515	533	37	99	E	OPERATING SUPPLIES	7,600.26	6,000.00	5,538.73	6,500.00
101	1515	533	39	12	E	FLEET MAINTENANCE	1,743.95	1,500.00	510.00	1,500.00
101	1515	533	39	93	E	OFFICE EQUIPMENT		1,400.00		
101	1515	533	52	10	E	LEASES-EQUIPMENTS	1,077.89	1,000.00	950.07	1,200.00
101	1515	533	53	12	E	PUBLIC WORKS-FLEET MAINT	945.00	1,500.00	1,484.00	1,500.00
101	1515	533	62	10	E	MEMBERSHIP DUES	30.00	400.00	30.00	200.00
101	1616	534	10	10	E	F-TIME & REG.PART TIME	985,017.77	1,016,867.00	1,002,317.60	1,001,326.00
101	1616	534	10	98	E	TEMPORARY HELP	18,842.72	26,000.00	23,570.40	26,000.00
101	1616	534	10	99	E	OVERTIME PAY	18,103.29	20,000.00	20,739.55	20,000.00
101	1616	534	15	10	E	FICA-EMPLOYER	61,344.99	65,898.00	62,442.43	64,934.00
101	1616	534	16	14	E	TRAVEL FOR MEETING & CONF	25.00			100.00
101	1616	534	16	15	E	TRAINING & SEMINARS	1,719.00	700.00	525.00	600.00
101	1616	534	16	16	E	MEDICARE-EMPLOYER	14,346.70	15,412.00	14,603.58	15,186.00
101	1616	534	16	20	E	LICENSES & CERTIFICATIONS		2,973.00	2,968.57	1,220.00
101	1616	534	23	10	E	DEBRIS REMOVAL	3,605.85	1,740.00		3,500.00
101	1616	534	23	15	E	ADOPT A STREET PROGRAM		25.00		25.00
101	1616	534	24	32	E	SOFTWARE SUPPORT & MAINT	3,233.28	3,300.00	3,300.00	3,400.00
101	1616	534	24	99	E	OTHER PURCHASE-SERVICES	40,707.09	1,395.00	1,395.00	
101	1616	534	31	99	E	OFFICE SUPPLIES	77.67	250.00	228.02	250.00
101	1616	534	34	10	E	TOPDRESSING SOIL	4,285.99	2,000.00	1,895.14	3,500.00
101	1616	534	34	11	E	GRAVEL AND SAND	1,510.40	500.00	77.70	1,000.00

101	1616	534	34	13	E	LANDSCAPING SUPPLIES	13,186.04	9,500.00	7,066.11	13,500.00
101	1616	534	34	14	E	FERTILIZER	12,015.13	7,870.00	7,707.96	9,500.00
101	1616	534	37	10	E	UNIFORMS	4,959.00	5,500.00	4,014.88	5,750.00
101	1616	534	37	80	E	GAS & FUEL	28,851.02	30,000.00	28,483.23	29,000.00
101	1616	534	37	99	E	OPERATING SUPPLIES	32,293.47	21,550.00	20,160.76	28,200.00
101	1616	534	38	14	E	PARKS & GROUNDS EQUIPMENT	9,300.00	7,500.00	6,722.93	7,000.00
101	1616	534	39	10	E	OPERATING EQUIPMENT	1,774.91	5,200.00	4,949.70	5,650.00
101	1616	534	51	11	E	PAGER	26.45			
101	1616	534	51	13	E	ELECTRICITY	26,228.73	30,000.00	22,224.82	28,000.00
101	1616	534	52	10	E	LEASES-EQUIPMENTS	457.78	720.00	743.33	720.00
101	1616	534	52	11	E	RENTALS-EQUIPMENTS	6,473.04	7,000.00	5,391.02	7,000.00
101	1616	534	53	16	E	R&M OPERATING EQUIPMENT	4,995.87	500.00	445.51	500.00
101	1616	534	53	17	E	R&M PARKS & GROUND OP EQP	16,909.03	8,429.00	7,823.49	4,100.00
101	1616	534	57	17	E	R&M PARKS & GROUNDS		68,377.00	54,252.10	73,150.00
101	1616	534	62	10	E	MEMBERSHIP DUES	335.00	390.00	650.00	810.00
101	1616	537	24	98	E	TREE REMOVAL/REPLACEMENT	47,229.31	180,000.00	173,372.01	59,100.00
101	1616	537	24	99	E	OTHER PURCHASE-SERVICES		950.00	720.00	950.00
101	1616	537	37	10	E	UNIFORMS PPE	726.47	750.00	352.35	500.00
101	1616	537	39	10	E	PARKS & GROUNDS TOOLS	845.78	5,500.00	5,350.86	500.00
101	1616	537	62	10	E	MEMBERSHIP DUES	381.19	700.00	604.57	700.00
101	1616	911	82	10	E	VEHICLES		11,030.00	11,195.00	
101	1616	911	82	12	E	PARKS & GROUNDS EQUIP.	13,185.00	3,440.00	3,440.00	66,000.00
101	1616	911	87	14	E	PARKS AND GROUNDS				10,000.00
101	1617	511	10	10	E	F-TIME & REG.PART-TIME	698,825.19	727,501.00	734,906.82	665,019.00
101	1617	511	10	99	E	OVERTIME PAY	5,091.68	6,000.00	5,208.66	6,000.00
101	1617	511	15	10	E	FICA-EMPLOYER	41,770.19	45,477.00	43,665.49	41,231.00
101	1617	511	16	14	E	TRAVEL FOR MEETING & CONF		100.00		100.00
101	1617	511	16	15	E	TRAINING & SEMINARS	566.76	250.00	100.00	2,000.00
101	1617	511	16	16	E	MEDICARE-EMPLOYER	9,768.86	10,646.00	10,212.26	9,643.00
101	1617	511	24	12	E	PRINTING & BINDING	249.75	50.00		50.00
101	1617	511	24	99	E	OTHER PURCHASE-SERVICES	46,950.10	40,080.00	33,956.93	64,890.00
101	1617	511	31	99	E	OFFICE SUPPLIES	162.40	200.00	188.45	200.00
101	1617	511	33	10	E	JANITORIAL SUPPLIES	20,401.89	20,000.00	20,073.79	20,000.00
101	1617	511	33	12	E	ELECTRICAL SUPPLIES	8,375.30	7,250.00	6,900.63	7,250.00
101	1617	511	33	13	E	HARDWARE SUPPLIES	3,346.03	5,100.00	4,662.77	3,800.00
101	1617	511	33	15	E	PLUMBING SUPPLIES	4,478.95	2,000.00	1,745.58	2,000.00
101	1617	511	33	16	E	LUMBER SUPPLIES	823.81	650.00	624.79	500.00
101	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY	1,630.73	700.00	433.81	700.00
101	1617	511	37	10	E	UNIFORMS	3,105.05	3,000.00	2,173.12	3,385.00

101	1617	511	37	80	E	GAS & FUEL	6,246.01	6,000.00	6,177.92	6,000.00
101	1617	511	37	99	E	OPERATING SUPPLIES	5,388.98	6,000.00	5,299.62	6,000.00
101	1617	511	39	11	E	BLDG. MAINTENANCE TOOLS	2,985.66	2,850.00	2,611.66	2,700.00
101	1617	511	51	11	E	PAGER	105.82			
101	1617	511	52	11	E	RENTALS-EQUIPMENTS		200.00	66.00	200.00
101	1617	511	56	12	E	R&M BUILDINGS & EQUIPMENT	63,671.03	134,110.00	93,706.65	134,973.00
101	1810	517	10	10	E	F-TIME & REG.PART-TIME	291,862.29	307,989.00	308,066.05	322,749.00
101	1810	517	10	98	E	TEMPORARY HELP	2,498.92	3,308.00	3,307.50	2,500.00
101	1810	517	10	99	E	OVERTIME PAY	494.56	1,000.00	13.50	500.00
101	1810	517	15	10	E	FICA-EMPLOYER	17,365.32	19,312.00	18,225.22	20,196.00
101	1810	517	16	14	E	TRAVEL FOR MEETING & CONF		100.00		100.00
101	1810	517	16	15	E	TRAINING & SEMINARS	175.00	250.00		250.00
101	1810	517	16	16	E	MEDICARE-EMPLOYER	4,061.43	4,534.00	4,262.56	4,723.00
101	1810	517	21	99	E	PROFESSIONAL-OTHERS	1,495.70	1,495.00	1,795.00	1,495.00
101	1810	517	24	12	E	PRINTING & BINDING	12,994.75	11,275.00	10,995.72	11,850.00
101	1810	517	24	14	E	ADVERTISING	4,577.23	3,500.00	3,719.33	4,000.00
101	1810	517	31	99	E	OFFICE SUPPLIES	131.85	250.00	114.66	250.00
101	1810	517	37	99	E	OPERATING SUPPLIES	8,534.30	8,500.00	6,818.44	8,875.00
101	1810	517	62	10	E	MEMBERSHIP DUES	489.00	415.00	408.00	420.00
101	1810	517	69	21	E	RECORDING FEES	972.50	1,250.00	521.50	1,250.00
101	1810	517	69	22	E	LICENSES	1,461.13	1,500.00	1,361.22	1,500.00
101	1811	517	10	10	E	F-TIME & REG.PART-TIME	131,070.73	136,211.00	137,802.93	155,618.00
101	1811	517	10	99	E	OVERTIME PAY	830.42	1,000.00	1,594.24	1,000.00
101	1811	517	15	10	E	FICA-EMPLOYER	7,988.90	8,507.00	8,441.89	9,710.00
101	1811	517	16	14	E	TRAVEL FOR MEETING & CONF	25.66	100.00		100.00
101	1811	517	16	15	E	TRAINING & SEMINARS	520.00	17,960.00	9,291.10	1,500.00
101	1811	517	16	16	E	MEDICARE-EMPLOYER	1,868.48	190.00	1,974.39	2,271.00
101	1811	517	21	15	E	NETWORK-CONSULTING	134,803.09	142,880.00	140,412.27	144,404.00
101	1811	517	22	10	E	COMPUTER EQUIPMENTS	12,333.60	775.00	771.48	
101	1811	517	24	12	E	PRINTING & BINDING		50.00		50.00
101	1811	517	24	31	E	HTE ANNUAL SERV.CONTRACT	40,116.39	48,240.00	48,240.00	48,240.00
101	1811	517	24	32	E	SOFTWARE SUPPORT & MAINT	34,688.12	34,620.00	29,619.39	37,750.00
101	1811	517	31	99	E	OFFICE SUPPLIES	53.97	100.00	24.83	100.00
101	1811	517	32	13	E	COMPUTER SPECIALIZED SUPL	1,376.11	1,750.00	1,366.54	1,250.00
101	1811	517	32	14	E	COMPUTER SOFTWARE	12,474.39	38,530.00	9,390.26	22,738.00
101	1811	517	32	15	E	COMPUTER EQUIPMENT		45,900.00	44,343.10	22,200.00
101	1811	517	51	10	E	TELEPHONE	25,742.33	40,993.00	34,463.87	46,690.00
101	1811	517	55	30	E	OTHER COMPUTER EQUIPMENT	552.56	1,500.00	1,129.82	1,500.00
101	1811	517	83	13	E	P.C. HARDWARE	55,290.81			

101	1811	517	83	15	E	SOFTWARES	4,680.52	30,000.00		
101	1811	517	83	30	E	OTHER COMPUTER EQUIPMENT	4,980.18	32,500.00	28,576.77	
101	9999	999	10	99	E	SALARY & FRINGE				360,046.00
101	9999	999	16	10	E	EXCHANGE-IMRF-EMPLOYER			-241.10	
101	9999	999	16	12	E	EXCHANGE-MEDICAL-EMPLOYER			-604.56	

Revenue Summary by Fund

Other Funds

FUND TYPE/FUND	2016/17	2017/18	2017/18	2018/19	FY 18/FY 19
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET % DIFF
Special Revenue Funds	10,250,134	12,926,891	10,399,140	11,487,820	-11.13%
Golf Fund	0	0	0	653,400	0.00%
Recreation Fund	2,402,741	2,360,326	2,341,198	2,325,625	-1.47%
Emergency Services & Disaster Agency Fund	51,815	51,020	51,958	51,020	0.00%
Handicapped Recreation Fund	169,625	168,000	169,590	150,000	-10.71%
Motor Fuel Tax Fund	901,664	909,956	849,112	897,356	-1.38%
Founders' Day Fund	425,007	431,128	431,498	437,800	1.55%
Parks & Recreation Development Fund	44,363	45,984	46,137	47,823	4.00%
Historical Building Fund	0	60	0	6,050	9983.33%
Article 36 Fund	26,721	23,505	5,520	23,505	0.00%
I.M.R.F. Fund	958,304	950,100	966,365	900,100	-5.26%
Infrastructure Fund	3,091,958	2,675,700	2,359,874	3,142,000	17.43%
T.I.F. #1 Fund	1,120,500	4,158,216	1,925,509	1,710,000	-58.88%
T.I.F. #2 Fund	0	665	0	650	-2.26%
T.I.F. #3 Fund	689,551	687,200	757,840	715,000	4.05%
T.I.F. #4 Fund	0	650	26,929	27,000	4053.85%
T.I.F. #5 Fund	6,003	6,000	9,512	10,000	66.67%
T.I.F. #6 Fund	0	0	0	0	0.00%
Special Service Area #1 Fund	12,261	11,842	11,559	12,564	6.10%
Special Service Area #2 Fund	131,082	192,403	192,403	140,045	-27.21%
Special Service Area #3 Fund	97,657	128,129	128,129	106,038	-17.24%
Special Service Area #4 Fund	20,793	21,580	21,580	22,897	6.10%
Special Service Area #5 Fund	27,062	28,151	28,151	29,304	4.10%
Special Service Area #6 Fund	29,750	29,888	29,888	31,701	6.07%
Special Service Area #7 Fund	14,716	15,782	15,782	16,672	5.64%
Special Service Area #8 Fund	28,561	30,606	30,606	31,270	2.17%
Capital Projects Funds	1,122,357	1,282,878	1,309,561	188,280	-85.32%
Vehicle Replacement Fund	361,836	709,963	761,796	14,000	-98.03%
Computer Replacement Fund	41,845	18,515	18,365	41,280	122.95%
Capital Projects Fund	672,298	554,400	529,400	133,000	-76.01%
Golf Cart Replacement Fund	0	0	0	0	0.00%

Recreation Equipment Replacement Fund	0	0	0	0	0.00%
GOB Series 2010 Fund	46,378	0	0	0	0.00%
Debt Service Fund	5,179,388	5,077,855	5,160,590	5,095,082	0.34%
Insurance Fund	508,663	850,000	853,167	1,100,000	29.41%
Enterprise Funds	13,948,645	13,552,449	13,239,849	12,527,821	-7.56%
Environmental Services Fund	12,367,624	11,650,989	11,722,898	11,573,321	-0.67%
Restaurant/Banquets Fund	1,581,021	1,901,460	1,516,951	954,500	-49.80%
Police Pension Trust Fund	4,752,367	3,076,438	4,753,605	3,316,258	7.80%
TOTAL OTHER FUNDS	35,761,554	36,766,511	35,715,912	33,715,261	-8.30%

Expenditure Summary by Fund

Other Funds

FUND TYPE/FUND	2016/17	2017/18	2017/18	2018/19	FY 18/FY 19
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET % DIFF
Special Revenue Funds	10,028,889	17,345,039	11,193,104	14,274,560	-17.70%
Golf Fund	0	0	0	965,077	0.00%
Recreation Fund	2,149,203	2,427,816	2,222,500	2,326,366	-4.18%
Emergency Services & Disaster Agency Fund	43,637	71,108	46,853	82,044	15.38%
Handicapped Recreation Fund	168,185	170,400	171,670	172,720	1.36%
Motor Fuel Tax Fund	126,557	1,650,905	1,412,659	1,200,000	-27.31%
Founders' Day Fund	410,924	429,921	423,911	435,150	1.22%
Parks & Recreation Development Fund	0	180,000	180,000	31,000	-82.78%
Historical Building Fund	1,996	15,285	3,135	9,800	-35.88%
Article 36 Fund	14,253	21,379	9,305	25,205	17.90%
I.M.R.F. Fund	926,552	997,224	877,579	997,224	0.00%
Infrastructure Fund	3,043,532	3,408,040	2,144,825	3,221,699	-5.47%
T.I.F. #1 Fund	2,148,585	6,016,131	1,910,208	3,854,275	-35.93%
T.I.F. #2 Fund	3,382	2,260	2,492	3,500	54.87%
T.I.F. #3 Fund	595,865	633,460	675,176	622,200	-1.78%
T.I.F. #4 Fund	3,429	886,260	712,491	3,500	-99.61%
T.I.F. #5 Fund	25,483	93,310	63,815	4,000	-95.71%
T.I.F. #6 Fund	0	0	0	5,000	0.00%
Special Service Area #1 Fund	15,470	16,014	16,014	16,516	3.13%
Special Service Area #2 Fund	131,276	135,891	135,891	140,152	3.14%
Special Service Area #3 Fund	98,945	102,424	102,424	105,635	3.14%
Special Service Area #4 Fund	12,129	12,554	12,554	12,948	3.14%
Special Service Area #5 Fund	20,351	21,067	21,067	21,727	3.13%
Special Service Area #6 Fund	17,630	18,250	18,250	18,822	3.13%
Special Service Area #7 Fund	0	0	0	0	0.00%
Special Service Area #8 Fund	71,505	35,340	30,285	0	-100.00%
Capital Projects Funds	1,397,259	2,146,528	1,064,905	152,500	-92.90%
Vehicle Replacement Fund	226,737	1,047,536	546,090	0	-100.00%
Computer Replacement Fund	43,471	101,370	74,051	19,500	-80.76%
Capital Projects Fund	460,943	947,049	396,707	133,000	-85.96%
Golf Cart Replacement Fund	0	0	0	0	0.00%
Recreation Equipment Replacement Fund	35,202	0	0	0	0.00%

GOB Series 2010 Fund	630,906	50,573	48,057	0	-100.00%
Debt Service Fund	5,091,823	5,077,354	5,077,434	5,094,979	0.35%
Insurance Fund	814,601	848,432	612,468	846,829	-0.19%
Enterprise Funds	13,562,036	13,997,998	11,876,645	12,935,170	-7.59%
Environmental Services Fund	11,469,711	12,089,845	9,967,612	11,842,218	-2.05%
Restaurant/Banquets Fund	2,092,325	1,908,153	1,909,033	1,092,952	-42.72%
Police Pension Trust Fund	2,274,808	1,974,003	2,382,063	2,162,198	9.53%
TOTAL OTHER FUNDS	33,169,416	41,389,354	32,206,619	*****	-14.31%

2017 LEVY YEAR PROPERTY TAX ANALYSIS

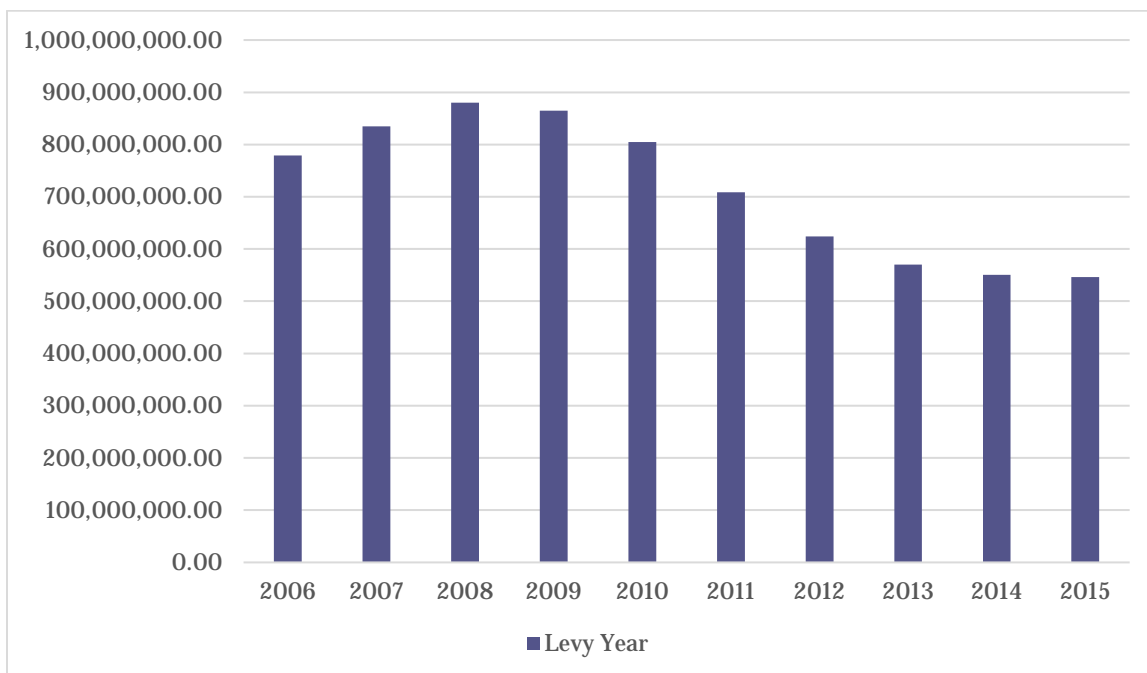
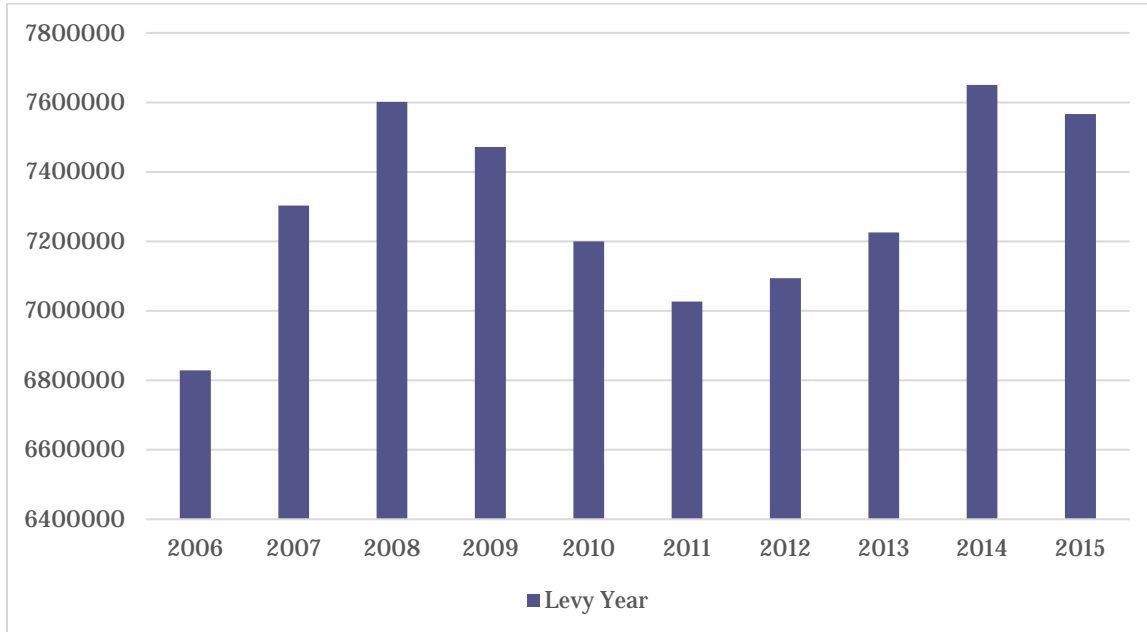
Levy Year	Fiscal Year	GENERAL FUND				SPECIAL REVENUE FUNDS				Liability Insurance Fund	Police Pension Fund
		Police Protection	Social Security / Medicare	School Crossing Guards	Mosquito Abatement	Recreation Fund	ESDA Fund	Rec. For Handicapped Fund	IMRF Fund		
2003	2004/05	\$299,800	\$ 505,038	\$ 52,250	\$ -	\$1,050,313	\$30,061	\$ 153,000	\$472,284	\$ 689,755	\$ 790,965
2004	2005/06	319,304	497,985	52,500	-	1,018,723	31,759	160,650	538,174	634,653	850,513
2005	2006/07	379,368	562,450	56,100	-	1,032,230	40,585	164,000	597,912	640,000	1,025,726
2006	2007/08	429,463	562,251	56,100	-	1,038,925	63,846	153,665	700,926	675,840	1,106,221
2007	2008/09	494,805	582,333	56,100	-	1,181,232	89,562	162,135	724,900	764,608	1,152,208
2008	2009/10	499,677	612,273	56,100	-	1,152,704	96,389	161,226	728,708	793,562	1,400,790
2009	2010/11	503,753	578,762	51,000	-	1,153,421	69,950	180,989	745,740	793,631	1,551,189
2010	2011/12	507,366	603,479	55,104	23,559	1,151,705	59,210	181,203	781,399	518,450	1,572,019
2011	2012/13	848,603	583,182	51,000	41,231	1,045,173	56,898	184,545	728,603	-	1,619,341
2012	2013/14	642,596	598,856	51,510	41,643	1,056,283	58,092	122,998	778,913	-	1,696,772
2013	2014/15	682,000	606,303	52,020	41,231	1,093,689	72,226	68,185	877,825		1,648,383
2014	2015/16	689,000	483,154	51,000	52,000	1,104,626	56,494	141,400	981,070	303,000	1,634,855
2015	2016/17	342,685	629,060	51,000	42,000	1,170,000	51,000	168,185	950,000	350,000	1,737,778
2016	2017/18	343,000	238,547	51,000	42,000	1,170,000	51,000	168,000	950,000	350,000	2,134,438

(continued below)

Levy Year	Fiscal Year	DEBT SERVICE FUND				Total Levy Request	DuPage County Extension Factor	A		B		= A/B	
		Debt Service Fund	Total Bond Principal & Interest	Tax Levy Abatement	Total Bonded Debt Tax Levy			Total Property Tax Levy Extension	Equalized Assessed Valuation (EAV)	Increase (Decrease) in EAV	Extended Property Tax Rate	Increase (Decrease) Over P/Y	
2003	2004/05	\$1,755,473	2,896,011	1,140,538	1,755,473	\$ 5,798,939	-0.66%	5,760,810	634,730,016	6.9%	0.9076%	-0.7%	
2004	2005/06	1,832,335	2,986,335	1,154,000	1,832,335	5,936,596	1.07%	6,000,081	684,550,012	7.8%	0.8765%	-3.4%	
2005	2006/07	1,878,969	2,976,899	1,097,930	1,878,969	6,377,340	1.06%	6,445,117	729,415,646	6.6%	0.8836%	0.8%	
2006	2007/08	1,970,270	2,761,812	791,543	1,970,270	6,757,507	1.06%	6,828,842	778,836,948	6.8%	0.8768%	-0.8%	
2007	2008/09	1,966,607	2,506,177	539,570	1,966,607	7,174,490	1.79%	7,303,036	834,728,074	7.2%	0.8749%	-0.2%	
2008	2009/10	2,018,224	3,118,078	1,099,854	2,018,224	7,519,653	1.09%	7,601,244	879,875,486	5.4%	0.8639%	-1.3%	
2009	2010/11	1,897,549	2,836,496	938,947	1,897,549	7,525,984	-0.72%	7,471,466	865,053,328	-1.7%	0.8637%	0.0%	
2010	2011/12	1,655,599	3,662,293	2,006,694	1,655,599	7,109,093	1.28%	7,199,982	804,467,291	-7.0%	0.8950%	3.6%	
2011	2012/13	1,947,960	4,446,285	2,498,325	1,947,960	7,106,536	-1.13%	7,026,299	708,439,056	-11.9%	0.9918%	10.8%	
2012	2013/14	1,972,140	5,081,046	3,108,906	1,972,140	7,019,803	1.06%	7,093,993	624,031,760	-11.9%	1.1368%	14.6%	
2013	2014/15	2,009,012	5,082,653	3,073,641	2,009,012	7,150,874	1.05%	7,226,009	570,099,354	-8.6%	1.2675%	11.5%	
2014	2015/16	2,073,646	5,081,233	3,007,586	2,073,646	7,570,245	1.05%	7,649,916	550,393,256	-3.5%	1.3899%	9.7%	
2015	2016/17	2,074,837	5,088,185	3,013,348	2,074,837	7,566,545	1.04%	7,645,469	546,300,065		1.3995%	0.7%	
+ (-) over PY		1,191	6,952	5,762	1,191	(3,700)	(0)	423,907	(4,093,191)	3.3%	0.12%	-1.8%	

2015 LEVY YEAR PROPERTY TAX ANALYSIS

Equalized Assessed Valuation (EAV)
And Tax Levy Ten (10) Year History



PROJECTED IMPACT OF FISCAL YEAR 2018/19

FUND	Est. Beg. Fund Balance	Budgeted Revenues (+)	Budgeted Expenditures (-)	Est. Ending Fund Balance
General Fund	11,510,444	24,409,947	24,598,270	11,322,121
Special Revenue Funds	(723,351)	11,487,820	14,274,560	(3,510,091)
Golf Fund	0	653,400	965,077	(311,677)
Recreation Fund	703,024	2,325,625	2,326,366	702,283
Emergency Services and Disaster Agency Fund	29,913	51,020	82,044	(1,111)
Handicapped Recreation Fund	50,634	150,000	172,720	27,914
Motor Fuel Tax Fund	323,016	897,356	1,200,000	20,372
Founders' Day Fund	14,749	437,800	435,150	17,399
Parks and Recreation Development Fund	27,583	47,823	31,000	44,406
Historical Building Fund	(2,116)	6,050	9,800	(5,866)
Article 36 Fund	31,546	23,505	25,205	29,846
I.M.R.F. Fund	(182,107)	900,100	997,224	(279,231)
Infrastructure Fund	172,698	3,142,000	3,221,699	92,999
T.I.F. #1 Fund	(1,912,790)	1,710,000	3,854,275	(4,057,065)
T.I.F. #2 Fund	17,377	650	3,500	14,527
T.I.F. #3 Fund	332,490	715,000	622,200	425,290
T.I.F. #4 Fund	(201,963)	27,000	3,500	(178,463)
T.I.F. #5 Fund	(1,054,904)	10,000	4,000	(1,048,904)
T.I.F. #6 Fund	0	0	5,000	(5,000)
Special Service Area #1 Fund	24,969	12,564	16,516	21,017
Special Service Area #2 Fund	(58,875)	140,045	140,152	(58,982)
Special Service Area #3 Fund	(28,949)	106,038	105,635	(28,546)
Special Service Area #4 Fund	160,532	22,897	12,948	170,481
Special Service Area #5 Fund	242,861	29,304	21,727	250,438
Special Service Area #6 Fund	124,494	31,701	18,822	137,373
Special Service Area #7 Fund	332,264	16,672	0	348,936
Special Service Area #8 Fund	130,203	31,270	0	161,473
Capital Projects Funds	2,443,235	188,280	152,500	2,479,015
Vehicle Replacement Fund	1,922,107	14,000	0	1,936,107
Computer Replacement Fund	125,719	41,280	19,500	147,499
Capital Project Fund	368,809	133,000	133,000	368,809
Recreation Equipment Replacement Fund	0	0	0	0
GOB Series 2010 Fund	26,600	0	0	26,600

FUND	Est. Beg. Fund Balance	Budgeted Revenues (+)	Budgeted Expenditures (-)	Est. Ending Fund Balance
Debt Service Fund	178,194	5,095,082	5,094,979	178,297
Insurance Fund	203,482	1,100,000	846,829	456,653
Enterprise Funds	(3,162,601)	12,527,821	12,935,170	(3,569,950)
Environmental Services Fund	1,459,691	11,573,321	11,842,218	1,190,794
Restaurant/Banquets Fund	(4,622,292)	954,500	1,092,952	(4,760,744)
Police Pension Trust Fund	38,232,778	3,316,258	2,162,198	39,386,838
TOTAL ALL FUNDS	48,682,181	58,125,208	60,064,506	46,742,883

MAJOR DECREASES IN FUND BALANCE

	(Decrease)
General Fund	\$ (188,323)
Special Revenue Funds	
Golf Fund	\$ (311,677)
Recreation Fund	\$ (741)
E.S.D.A. Fund	\$ (31,024)
Handicap Recreation Fund	\$ (22,720)
Motor Fuel Tax Fund	\$ (302,644)
Historical Building Fund	\$ (3,750)
Article 36 Seizure Fund	\$ (1,700)
IMRF	\$ (97,124)
Infrastructure Fund	\$ (79,699)
Tax Increment Financing (TIF) #1	\$ (2,144,275)
Tax Increment Financing (TIF) #2	\$ (2,850)
Tax Increment Financing (TIF) #6	\$ (5,000)
Special Service Area #1 Fund	\$ (3,952)
Special Service Area #2 Fund	\$ (107)
Enterprise Funds	
Environmental Services Fund	\$ (268,897)
Restaurant / Banquets Fund	\$ (138,452)

GENERAL FUND

The General Fund is expected to experience a (\$188,323) decrease in fund balance at the end of FY 2018/19. The General Fund is using reserves to partially mitigate the debt service burden in the 2017 tax levy.

SPECIAL REVENUE FUNDS

Golf Fund

The Golf Fund is expected to experience a (\$311,677) decrease in fund balance at the end of FY 2018/19. The Golf Fund is new this fiscal year, and the negative fund balance is the result of a general decline in golfing activities seen nationwide.

Recreation Fund

The Recreation Fund is expected to experience a (\$741) decrease in fund balance at the end of FY 2018/19. The Recreation Fund is using reserves to reduce the overall 2017 tax levy burden.

E.S.D.A. Fund

The E.S.D.A. is expected to experience a (\$31,024) decrease in fund balance at the end of FY 2018/19. The E.S.D.A. Fund is using reserves to pay for an Executive Management conference scheduled for Fall, 2018.

Handicap Recreation Fund

The Handicap Recreation Fund is expected to experience a (\$22,720) decrease in fund balance at the end of FY 2018/19. The Handicap Recreation Fund is using reserves to reduce the overall 2017 tax levy burden.

Motor Fuel Tax Fund

The Motor Fuel Tax Fund is expected to experience a (\$302,644) decrease in fund balance at the end of FY 2018/19. This is a planned drawdown of the Infrastructure reserves and the funds will be used for capital outlay.

Historical Building Fund

The Historical Building Fund is expected to experience a (\$3,750) decrease in fund balance at the end of FY 2018/19. This is a planned drawdown of the Historical Building Fund reserves which will be used for the printing of a History of Glendale Heights brochure and to fund ongoing renovations at the Historic House.

Article 36 Seizure Fund

The Article 36 Seizure Fund is expected to experience a (\$1,700) decrease in fund balance at the end of FY 2018/19. The Article 36 Seizure Fund is using reserves for specialized law enforcement programs and operations.

Illinois Municipal Retirement Fund (IMRF)

The IMRF Fund is expected to experience a (\$97,124) decrease in fund balance at the end of FY 2018/19. The IMRF Fund is using reserves to reduce the overall 2017 tax levy burden.

Infrastructure Fund

The Infrastructure Fund is expected to experience a (\$79,699) decrease in fund balance at the end of FY 2018/19. This is a planned drawdown of the Infrastructure reserves and the funds will be used for capital outlay.

Tax Increment Financing (TIF) #1 Fund

The TIF #1 Fund is expected to experience a (\$2,144,275) decrease in fund balance at the end of FY 2018/19. This is a planned drawdown of the TIF reserves and the funds will be used to continue the Village's efforts to fix the flooding issue at North Avenue & Glen Ellyn Road, and provide a financial incentive for purposes of economic development.

Tax Increment Financing (TIF) #2 Fund

The Tax Increment Financing #2 Fund is expected to experience a (\$2,850) decrease in fund balance at the end of FY 2018/19. This is a planned drawdown of the TIF reserves, due to declining Equalized Assessed Valuations within the TIF district.

Tax Increment Financing (TIF) #6 Fund

The Tax Increment Financing #6 Fund is expected to experience a (\$5,000) decrease in fund balance at the end of FY 2018/19. This is a brand new TIF, and use of reserve funds will be necessary until such time as the TIF District is able to generate sufficient tax increment revenue.

Special Service Area #1 Fund

The Special Service Area #1 Fund is expected to experience a (\$3,952) decrease in fund balance at the end of FY 2018/19. This is due to declining Equalized Assessed Valuations within the Special Service Area.

Special Service Area #2 Fund

The Special Service Area #2 Fund is expected to experience a (\$107) decrease in fund balance at the end of FY 2018/19. This is due to declining Equalized Assessed Valuations within the Special Service Area.

ENTERPRISE FUNDS**Environmental Services Fund**

The Environmental Services Fund is expected to experience a (\$268,897) decrease in fund balance at the end of FY 2018/19. This is a planned drawdown of the reserves for engineering related to capital projects.

Restaurant/Banquets Fund

The Restaurant/Banquets Fund is expected to experience a (\$138,452) decrease in fund balance at the end of FY 2018/19. The Restaurant/Banquets Fund is new this fiscal year, and the negative fund balance is the result of a general decline in events bookings at the Glendale Lakes Golf Club Clubhouse.

FULL-TIME EMPLOYEES SUMMARY BY DEPARTMENT

DEPARTMENT/DIVISION	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 BUDGET	CHANGE FROM P/Y
GENERAL FUND	159.00	151.00	154.00	154.00	-
Boards & Commissions	1.00	1.00	1.00	1.00	-
Village Board	1.00	1.00	1.00	1.00	-
General Government	21.00	21.00	21.00	21.00	-
Village Administration	5.00	5.00	5.00	5.00	-
Human Resources	2.00	2.00	2.00	2.00	-
Public Affairs	1.00	1.00	1.00	1.00	-
Senior Services	2.00	2.00	2.00	2.00	-
Administrative Services	4.00	4.00	4.00	4.00	-
Information Services	2.00	2.00	2.00	2.00	-
Finance	5.00	5.00	5.00	5.00	-
Police Department	76.00	68.00	70.00	71.00	1.00
Police Administration	6.00	6.00	6.00	6.00	-
Patrol	43.50	43.50	45.50	46.50	1.00
Investigations	12.00	12.00	12.00	12.00	-
Support Services	14.50	6.50	6.50	6.50	-
Public Works	21.00	21.00	21.00	20.00	(1.00)
Public Works Administration	3.00	3.00	3.00	2.00	(1.00)
Engineering	1.00	1.00	1.00	1.00	-
Streets	14.00	14.00	14.00	14.00	-
Fleet Maintenance	3.00	3.00	3.00	3.00	-
Parks, Grounds & Facilities	30.00	30.00	30.00	30.00	-
Parks & Grounds	16.00	16.00	16.00	16.00	-
Building Maintenance	14.00	14.00	14.00	14.00	-
Community Development Services	10.00	10.00	11.00	11.00	-

**FULL-TIME EMPLOYEES SUMMARY (cont.)
BY DEPARTMENT**

Community Development Administration	6.00	6.00	6.00	6.00	-
Inspection Services	4.00	4.00	5.00	5.00	-
Recreation Fund	8.00	8.00	8.00	8.00	-
Recreation Administration	3.00	3.00	3.00	3.00	-
Programming	4.00	4.00	4.00	4.00	-
Preschool	1.00	1.00	1.00	1.00	-
Environmental Services Fund	23.00	23.00	23.00	23.00	-
Water Services	7.00	7.00	7.00	7.00	-
Sewer Services	7.00	7.00	7.00	7.00	-
Waste Water Treatment Services	7.00	7.00	7.00	7.00	-
Water Billing Division Services	2.00	2.00	2.00	2.00	-
Golf Fund	7.00	7.00	7.00	7.00	-
Golf Administration	1.00	1.00	1.00	1.00	-
Grounds Maintenance	2.00	2.00	2.00	2.00	-
Pro Shop	1.00	1.00	1.00	1.00	-
Restaurant/Banquet	3.00	3.00	3.00	3.00	-
TOTAL FULL TIME EMPLOYEE'S	197.00	189.00	192.00	192.00	-

**CHANGES IN STAFFING LEVELS
FROM FY 2017/18 TO 2018/19**

POSITION TITLE	DEPT	DIVISION	FTE'S
Patrol Officer	Police	Support	1.00
Deputy Public Works Director	PW	Administration	(1.00)
TOTAL			0.00



BUDGET NARRATIVES

*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*

GENERAL FUND

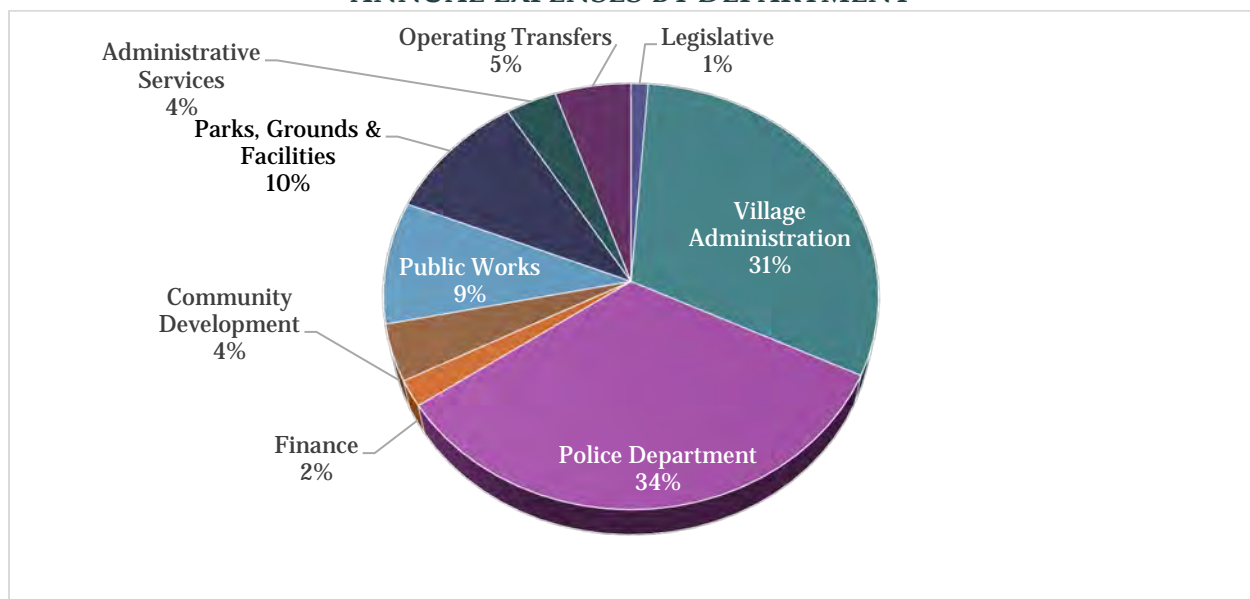
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The General Fund is divided into Departments; Legislative, Village Administration, Police, Finance, Administrative Services, Community Development, Public Works, and Parks, Grounds & Facilities.

TOTAL OPERATING BUDGET

\$24,598,270

ANNUAL EXPENSES BY DEPARTMENT



ANNUAL EXPENSES BY DEPARTMENT

CLASS	FY 2016/17 ACTUAL	FY 2017/18 BUDGET	FY 2017/18 ACTUAL	FY 2018/19 BUDGET	% CHANGE FY 2019/2018
Legislative	231,230	251,900	225,995	293,754	16.6%
Village Administration	6,115,546	6,590,304	6,409,660	7,598,978	15.3%
Police Department	7,677,490	7,977,211	7,485,109	8,214,565	3.0%
Finance	404,265	439,249	428,187	494,165	12.5%
Community Development	914,655	1,069,977	1,039,457	1,062,044	-0.7%
Public Works	2,247,083	2,332,252	2,111,291	2,284,702	-2.0%
Parks, Grounds & Facilities	2,296,937	2,580,130	2,472,449	2,468,312	-4.3%
Administrative Services	816,510	946,484	856,206	875,779	-7.5%
Operating Transfers	1,837,772	2,226,328	2,226,328	1,305,971	-41.3%
TOTAL CLASS	22,541,489	24,413,835	23,254,681	24,598,270	0.8%

LEGISLATIVE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Legislative Department is divided into eight divisions; Village Board, Village Clerk, Police Commission, Plan Commission, Special Events Fund, Youth Commission, Community Diversity Fund, and the Appearance Commission.

TOTAL OPERATING BUDGET

\$293,754

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Village Board	188,955.29	205,568.00	185,492.22	205,968.00
Village Clerk	14,669.49	15,300.00	13,379.00	15,300.00
Police Commission	17,795.45	10,539.00	9,062.30	40,190.00
Plan Commission	674.92	2,681.00	3,269.26	2,681.00
Special Events Commission	7,257.74	16,012.00	13,441.98	27,815.00
Youth Commission	1,708.82	1,800.00	1,349.84	1,800.00
Appearance Commission	168.68	0.00	0.00	0.00
TOTAL DIVISION	231,230.39	251,900.00	225,994.60	293,754.00

FY 2017/2018 SIGNIFICANT ACCOMPLISHMENTS

Fund Balance Reserve Policy:

A strong reserve fund is essential to the financial health of a community to ensure favorable credit ratings and to be prepared for emergencies, unanticipated expenses and revenue shortfalls. In 2013, the Village Board of Trustees, in a confirming act of fiscal responsibility, adopted a fund balance reserve policy. This policy acknowledges and embraces the need to ensure the financial security and solvency of the Village.

Property Taxes:

On average, 10.9% of a resident's property tax bill comes to the Village, while the remaining percentage goes to other taxing districts, with schools getting the highest percentage. One important distinction of the Village is that there is not a separate park district taxing body; instead, the Village operates a Recreation Department. What this means to residents is that the 10.9% of the property tax bill that comes to the Village includes the levy for recreation.

Interagency Collaboration and Cooperation:

The Village continued to strengthen its relationships with local organizations, civic groups, institutions, and individuals to create dialogue about community needs, as well as to assist the mobilization of positive action and change. The Village accomplishes their interagency goals through President Jackson's monthly partnership meetings among government leaders (G.A.P. meetings), and participation in the local Chamber of Commerce meetings and events.

FY 2018/2019 GOALS AND OBJECTIVES**Focus on Village-Wide Business Development**

- ❖ Redevelop the comprehensive Village-wide Marketing and Business Plan.
- ❖ Maintain and increase business occupancy rate.
- ❖ Continue to identify and revitalize underperforming shopping areas.

Facilitate Activities that Foster a Sense of Community

- ❖ Foster development that serves as community focal points and considers adjustments to reflect evolving needs and market trends.
- ❖ Evaluate inter-organizational activities to maximize and balance social and cultural opportunities in the Village.
- ❖ Promote community identity and events.
- ❖ Encourage resident involvement.
- ❖ Maintain and enhance communication.

Maintain and Enhance the Appearance of Our Community

- ❖ Advance residential, industrial and commercial regulations via ordinance and policy reviews and implementation.
- ❖ Promote an inviting outdoor environment.
- ❖ Continue to provide for community land use planning.

Continue to Provide High Quality Responsive and Cost Effective Village

- ❖ Continue to provide for community land use planning.
- ❖ Focus on the development, motivation and recognition of the municipal staff.
- ❖ Maintain a fiscally responsible government.
- ❖ Continue to evaluate and implement the use of technology in providing services and municipal operations.

Continue to Provide and Maintain Infrastructure, Facilities and Services to Focus on Core Municipal Service Areas

- ❖ Continue to address residential drainage and storm water concerns.
- ❖ Maintain a safe community.
- ❖ Maintain emergency management efforts.

LEGISLATIVE: VILLAGE BOARD

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights operates under the Trustee-Village form of government wherein the Village President and six Village Trustees comprise the governing and policy-making body of the Village. The Village Board of Trustees are responsible for the approval of the annual budget and the adoption of ordinances and resolutions that are intended to enhance the peace, health, safety and general welfare of the community, its residents and visitors.



PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1011	512	10	10	E	F-TIME & REG.PART-TIME	121,825.00	132,000.00	120,867.44	132,000.00
101	1011	512	15	10	E	FICA-EMPLOYER	7,234.81	8,184.00	7,168.19	8,184.00
101	1011	512	16	14	E	TRAVEL FOR MEETING & CONF	2,889.33	100.00	114.73	100.00
101	1011	512	16	15	E	TRAINING & SEMINARS		2,900.00	1,236.50	2,900.00
101	1011	512	16	16	E	MEDICARE-EMPLOYER	1,692.00	1,914.00	1,676.48	1,914.00
101	1011	512	24	12	E	PRINTING & BINDING	165.45	250.00	229.00	250.00
101	1011	512	31	99	E	OFFICE SUPPLIES	156.68	200.00	172.37	200.00
101	1011	512	37	10	E	UNIFORMS		500.00		500.00
101	1011	512	37	99	E	OPERATING SUPPLIES	3,670.82	4,000.00	3,360.53	4,200.00
101	1011	512	62	10	E	MEMBERSHIP DUES	38,797.88	39,980.00	38,797.88	40,180.00
101	1011	512	62	11	E	SUBSCRIPTIONS	258.80	290.00	258.80	290.00
101	1011	512	63	14	E	COMMUNITY HEALTH FAIR		1,500.00	1,500.00	
101	1011	512	63	99	E	OTHER COMM. CONTRIBUTION	8,435.00	9,750.00	6,690.00	11,250.00
101	1011	512	69	20	E	CIVIC ACTIVITIES	3,629.52	4,000.00	3,420.30	4,000.00
101	1011	512	69	99	E	MISCELLANEOUS EXPENSE	200.00			

LEGISLATIVE: VILLAGE CLERK

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The office and duties of the Village Clerk are established by state statute and local ordinance and cover a host of municipal responsibilities. Primary among these are the maintenance of official records and documents, custody of the Village seal, licensing, attendance at and recording of Village Council proceedings, administration of oaths, attestation and certification of documents, publication of ordinances, compliance with the Freedom of Information and Open Meetings Acts, and oversight of the Administrative Hearing Officer Program. Although the Illinois Legislature has established the County as the primary election authority, the Village Clerk continues to serve as the Local Election Official and is responsible for voter registration and municipal election duties pertaining to nomination petitions, ballots, and election results.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1012	512	10	10	E	F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00	10,000.00
101	1012	512	15	10	E	FICA-EMPLOYER	620.00	620.00	620.00	620.00
101	1012	512	16	15	E	TRAINING & SEMINARS		150.00		150.00
101	1012	512	16	16	E	MEDICARE-EMPLOYER	145.00	145.00	145.00	145.00
101	1012	512	21	99	E	PROFESSIONAL-OTHERS	3,417.00	3,500.00	2,129.00	3,500.00
101	1012	512	31	99	E	OFFICE SUPPLIES	37.49	50.00		50.00
101	1012	512	60	99	E	VARIOUS COMMISSION	400.00	500.00	450.00	500.00
101	1012	512	62	10	E	MEMBERSHIP DUES	50.00	335.00	35.00	335.00

LEGISLATIVE: POLICE COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Board of Police Commissioners for the Village of Glendale Heights, Illinois derives its power and authority from an Act of the General Assembly entitled, "Division 2.1 Board of Fire and Police Commissioners", of Chapter 65 of the Illinois Compiled Statutes and through the home-rule authority of the Village of Glendale Heights Board of Trustees. The Police Commission is responsible for the testing, selection, hiring of new Police Officers, and the promotion of Police Officers to the rank of Sergeant in accordance to the guidelines set forth by the Illinois State Statute.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1013	512	16	14	E	TRAVEL FOR MEETING & CONF	735.00		255.00	
101	1013	512	16	15	E	TRAINING & SEMINARS		500.00	275.00	500.00
101	1013	512	24	12	E	PRINTING & BINDING	749.44	750.00	752.40	750.00
101	1013	512	24	16	E	RECRUITING	2,916.09	1,000.00	1,105.94	5,000.00
101	1013	512	24	28	E	TESTING	10,689.78	4,149.00	3,927.46	30,000.00
101	1013	512	24	99	E	OTHER PURCHASE-SERVICES		200.00	200.00	
101	1013	512	31	99	E	OFFICE SUPPLIES	100.97	100.00	6.58	100.00
101	1013	512	37	10	E	UNIFORMS	64.25	300.00		300.00
101	1013	512	60	10	E	POLICE COMMISSION	1,999.92	3,000.00	1,999.92	3,000.00
101	1013	512	62	10	E	MEMBERSHIP DUES	540.00	540.00	540.00	540.00

LEGISLATIVE: PLAN COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Plan Commission serves as a recommending body to the Village Board on all matters related to community development. This commission recommends changes in the official comprehensive plan of the Village, and conducts public hearings in matters brought before the commission concerning annexation of property, planned unit developments, subdivisions, and zoning ordinance amendments, and conditional uses.

The Plan Commission consists of seven members who are appointed by the Village President with the advice and consent of the Village Board. The Commission members are residents of the Village.

The Plan Commission is vested with the power to conduct hearings and make recommendations to the Village Board on: all amendments to the Zoning Ordinance; all Conditional Uses; and, Planned Unit Developments. The Plan Commission also reviews and makes recommendations to the Village Board on: subdivision developments; changes in the official Comprehensive Plan; and any other matters that may be referred to the Commission by the Village Board.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1014	512	15	10	E	FICA-EMPLOYER	36.40	86.00	81.00	86.00
101	1014	512	16	16	E	MEDICARE-EMPLOYER	8.52	20.00	18.94	20.00
101	1014	512	60	11	E	PLAN COMMISSION	630.00	1,375.00	1,399.32	1,375.00
101	1014	512	61	11	E	PLAN COMMISSION		1,200.00	1,770.00	1,200.00

LEGISLATIVE: SPECIAL EVENTS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village’s Special Events Fund organizes and puts on special events for the community throughout the calendar year. Among the annual activities run and supported by this fund are the following: Fishing Derby, Patriot’s Day, Breakfast with Santa, Breakfast with the Easter Bunny, and the Show and Shine Car Show.



PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1016	512	24	19	E	ENTERTAINMENT-SPL. EVENTS		7,800.00	6,256.00	7,800.00
101	1016	512	24	20	E	CAR SHOW	960.00	1,090.00	500.00	1,090.00
101	1016	512	37	98	E	CAR SHOW	2,920.41	2,897.00	2,788.20	3,700.00
101	1016	512	37	99	E	OPERATING SUPPLIES	3,377.33	4,225.00	3,897.78	15,225.00



LEGISLATIVE: YOUTH COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The purpose and function of the Youth Commission is to promote youth programs and youth participation within the Village. This committee annually participates in Red Ribbon Activities within the community as well as, Violence Protection and Family Safety Prevention Education.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1017	512	24	12	E	PRINTING & BINDING	400.00	225.00		400.00
101	1017	512	37	99	E	OPERATING SUPPLIES	1,308.82	1,575.00	1,349.84	1,400.00

LEGISLATIVE: APPEARANCE COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Appearance Commission (AC) members are charged with the responsibility to review exterior design features and materials for any proposed addition to, construction, reconstruction, rehabilitation, or alteration of all residential, commercial, and industrial structures, including principal buildings and accessory structures. The Appearance Commission was consolidated with the Plan Commission in FY 2018.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1022	512	15	10	E	FICA-EMPLOYER	9.06			
101	1022	512	16	16	E	MEDICARE-EMPLOYER	2.12			
101	1022	512	60	12	E	APPEARANCE COMMISSION	157.50			

ADMINISTRATION

VILLAGE ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Administration Department is divided into five divisions; Village Administration, Human Resources, Public Affairs, Senior Services, Central Services, and Golf Course. The Administration Department is responsible for providing support services to all other operating departments within the organization. These services include general supervision of all departments by the Village Administrator and the Assistant Village Administrator, publication, cable TV productions, web page assistance, human/senior services and village-wide employee services, including recruitment, testing, benefit administration, insurance claims coordination, payroll maintenance, and employee records.

TOTAL OPERATING BUDGET

\$7,187,124

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Village Administration	415,839.04	414,349.00	403,499.40	411,854.00
Human Resources	155,836.52	169,803.00	159,728.05	208,566.00
Public Affairs	109,261.52	115,592.00	109,093.06	122,877.00
Senior Center	386,583.33	434,051.00	357,125.30	422,934.00
Central Services	5,048,025.48	5,456,509.00	5,380,214.38	6,072,701.00
TOTAL DIVISION	5,699,706.85	6,175,955.00	6,006,160.79	7,187,124.00

FY 2017/2018 SIGNIFICANT ACCOMPLISHMENTS

HUMAN RESOURCES DIVISION

Health Insurance Renewal

The Village successfully negotiated health insurance renewal rates with a 5.6% increase. This is compared to a 6.6% increase last year and a 3.9% increase the previous year.

Recruitment and Selection

Assisted in the recruitment and selection process for Village Departments. Positions included seasonal positions for the Golf Course and Parks, Recreation and Facilities, Assistant Village Administrator, Code Enforcement Officer, Full-Time Community Development Office

Technician, Groundskeeper, Water & Sewer Maintenance Worker, Program and Facility Coordinator, Part-Time Code Enforcement Officer, Part-Time Office Technician for Administration, Salon Stylist, Seasonal Laborer and Seasonal Office Worker.

Employee Assistance Program

The organization utilization rate of the Employee Assistance Program was 156.28%. This was a 77.68% increase from last year's utilization rate of 78.6%. The Employee Assistance Program was on sight throughout the year and provided training sessions to employees on bullying in the workplace, harassment in the workplace and strategies for effective interactions. A training session was also provided to supervisors on responding to crisis in the workplace and harassment in the workplace.

Updated Safety Manual and Sexual Harassment and Discrimination Policy

The Village updated and revamped the Sexual Harassment Policy along with the Harassment and Discrimination Policy to be in accordance with state mandates. The Village created a social media policy. The Village also updated the Safety Manual and Departmental Emergency Operations Plans. These updates will ensure that employees are aware of how to conduct themselves at work and during emergencies.

PUBLIC RELATIONS DIVISION

Website

Successfully launched the newly branded Glendale Heights Fest website.
Successfully converted Village website to be mobile friendly.

Social Media

Began paying for sponsored posts on Facebook and Instagram.
Implemented more Facebook Live productions.

Intergovernmental Communication

Attended bi-monthly Government Agency Partnership (GAP) meetings with all public sector agencies to ensure strong communication continues on important intergovernmental agency topics. Arranged monthly meetings with Glenside Public Library District, Marquardt School District 15 and Queen Bee School District 16 to communicate on current trends in the Glendale Heights' schools.

Visual Arts

Successful completion and distribution of the Glendale Heights Historic Video. Recording and sale of the Parks, Recreation and Facilities Spring Dance program video. The Public Relations Division has worked with local print media to feature various pictures highlighting the Village of Glendale Heights.

SENIOR SERVICES DIVISION

Membership

The Center for Senior Citizens processed 680 Glendale Heights resident memberships, and 94 out-of-town memberships. The Center for Senior Citizens also processed 864 senior fitness memberships. Coupons for discount membership for residents of other communities has assisted in giving others the opportunity to sample our programs. The coupon incentives has worked so well that codes are now built in to RecTrac.

Additional Services

Senior Services processed 630 Village vehicle stickers.
Senior Transportation provided 3,370 rides.

Volunteerism

The Center has 61 active volunteers with a total of 1,998 hours to assist the center.

The Center's community partners helped provide 84 additional programs.

The Agency on Aging/DuPage Senior Citizens Council provided 2,212 meals. There were 12,649 home delivered meals sent from the Center's kitchen.

The Center is a certified Senior Health Insurance Program (SHIP) site. As part of the agreement with the State of Illinois, the Center's SHIP Volunteers educate Medicare Beneficiaries and their families to help them make an informed choice about health care coverage. The Center now has five volunteer counselors. By presenting SHIP education programs in surrounding communities, the Center has become part of the regular Carol Stream and Bloomingdale referral process. Our outreach effort received acknowledgement when the Village of Bloomingdale's Village Almanac printed information about SHIP at the Glendale Heights Center for Senior Citizens.

FY 2018/19 GOALS AND OBJECTIVES

VILLAGE ADMINISTRATION DEPARTMENT & HUMAN RESOURCES DIVISION

Goal #1: Assist departments with community and economic development

- ❖ Work with Community Development Department to market Village-owned and vacant properties; promote new commercial development and redevelopment within select locations.
- ❖ Work with the Parks Division to complete the Parks Master Plan update.
- ❖ Maintain strong public and private partnerships to capitalize and coordinate all resources and assets in the community; work with the Chamber of Commerce to strengthen our coordination with Community Development efforts.

Goal #2: Maintain/enhance the Village of Glendale Heights operational efficiencies

- ❖ Review and audit the payroll system to streamline processes.
- ❖ Design a new hardcopy of the employee evaluation to prepare the Village in discontinuing the use of the Halogen System.
- ❖ Implement the Power DMS system to assist in the efficient implementation of policies and procedures.
- ❖ Work with departments to develop goals and objectives that relate to their divisional budget items for review and approval by the Village President and Board of Trustees.
- ❖ Research service request systems to better allow free flow of communication.

Goal #3: Maintain a highly qualified workforce that supports the Village's mission, vision and values

- ❖ Provide a work environment where employees are engaged, teamwork is paramount, ideas are rewarded, and successes are celebrated.
- ❖ Promote professional growth and development opportunities through an improved employee recruitment, selection, retention and training process.
- ❖ Develop comprehensive career management tools, job enrichment strategies, and mentoring programs to help employees prepare for new opportunities.
- ❖ Provide basic training and education to develop and maintain employee's knowledge.
- ❖ Identifying and encouraging department directors to utilize training specific to supervisory level positions.

Goal #4: Promote a safe and healthy work environment for employees to experience job satisfaction in their achievements and contributions

- ❖ Increase employees' awareness and understanding of their individual safety responsibilities by implementing safety standards that are in compliance with OSHA requirements.
- ❖ Provide Employee Assistance Program training throughout the year.
- ❖ Reduce costs associated with accidents by maintaining a safety program that promotes a safe and healthy work environment.
- ❖ Update worker's compensation and accident policies and procedures.
- ❖ Research and analyze new occupational health provider.
- ❖ Review hazardous materials exposure to employees.
- ❖ Maintain an employee recognition and appreciation program.

Goal #5: Continue to review and update the Village's Personnel Policy, Administrative Policy, Safety Manual and the appropriate implementation of all five bargaining unit contracts

- ❖ Research a Code of Professional Conduct for employees.
- ❖ Review current policies and procedures for updates to reflect any changes in federal and state laws.
- ❖ Successfully negotiate all five bargaining unit contracts that are due to begin on May 1, 2018.

PUBLIC RELATIONS DIVISION**Goal 1: Continued updates of village department websites**

- ❖ Redesign and completion of the Parks, Recreation and Facilities website.
- ❖ Redesign and completion of the employee intranet.
 - Utilize training videos via the employee intranet.

Goal 2: Expand public information outreach and interaction through social media

- ❖ Implement a “featured” picture/image of Glendale Heights submitted by residents.
- ❖ Utilize additional hashtags.
- ❖ Research and develop alternative social media platforms.
 - Expand the use of social media to new outlets as they become available.
- ❖ Work on creating a social media task team in the event of an emergency.

Goal 3: Research additional ways to communicate to the public

- ❖ Conduct a focus group to understand best practices for communicating and distributing information to residents including children, adults and seniors.

Goal 4: Expand the Village’s Government Access Channel (GHTV)

- ❖ Work with Village Departments and outside organizations in various programming.
- ❖ Work with Parks, Recreation and Facilities to have more programs and events recorded to feature on GHTV.

Goal 5: Continue to develop media relations

- ❖ Work with various media outlets on potential sponsorship programs.
- ❖ Provide more press releases.

Goal 6: Research and apply for grants and additional funding opportunities

- ❖ Research technology grant opportunities.
- ❖ Research media and advertising grant opportunities.

Goal 7: Expand intergovernmental communication

- ❖ Research other organizations within the Glendale Heights community to discuss upcoming events and programs.

Goal 8: Research alternative methods for the Village Newsletter

- ❖ Research more cost effective methods of delivery of the Village Newsletter, Senior Activity Guide, and the Parks, Recreation and Facilities Program Guide.

Goal 9: Increase use of video from various events and programs

- ❖ Utilize the drone, time lapse and slow motion to capture artistic visuals for various productions.

- ❖ Create promotional videos for all departments highlighting various activities (no more than 45 seconds in length).

SENIOR SERVICES DIVISION

Goal #1: Promote membership growth and retention

- ❖ Expand current marketing and outreach to seniors in surrounding communities such as Bloomingdale, Glen Ellyn and Carol Stream that are not currently served by a Senior Center.
 - Work with Public Relations to develop material about services that are available to non-members.
 - Utilize a day pass to have non-members experience what the Center has to offer.
- ❖ Expand services to ethnic minorities by offering programming and activities that reflect diverse cultures.

Goal #2: Continue to develop one-stop services

- ❖ Offer seniors the ability to address and resolve more of their village and county-related business while at the Center, including the "Benefit Access Application".
 - Work with the Administrative Services Department to accept payment for water bills.

Goal #3: Continue to strengthen community partnerships

- ❖ Develop and expand educational programs and referral network through community partnerships beyond current agencies that include the Glendale Heights Police Department, Glenside Fire Protection District, the Office of the Illinois Attorney General and Adventist Medical Center AMITA GlenOaks. Reach out to underrepresented agencies.

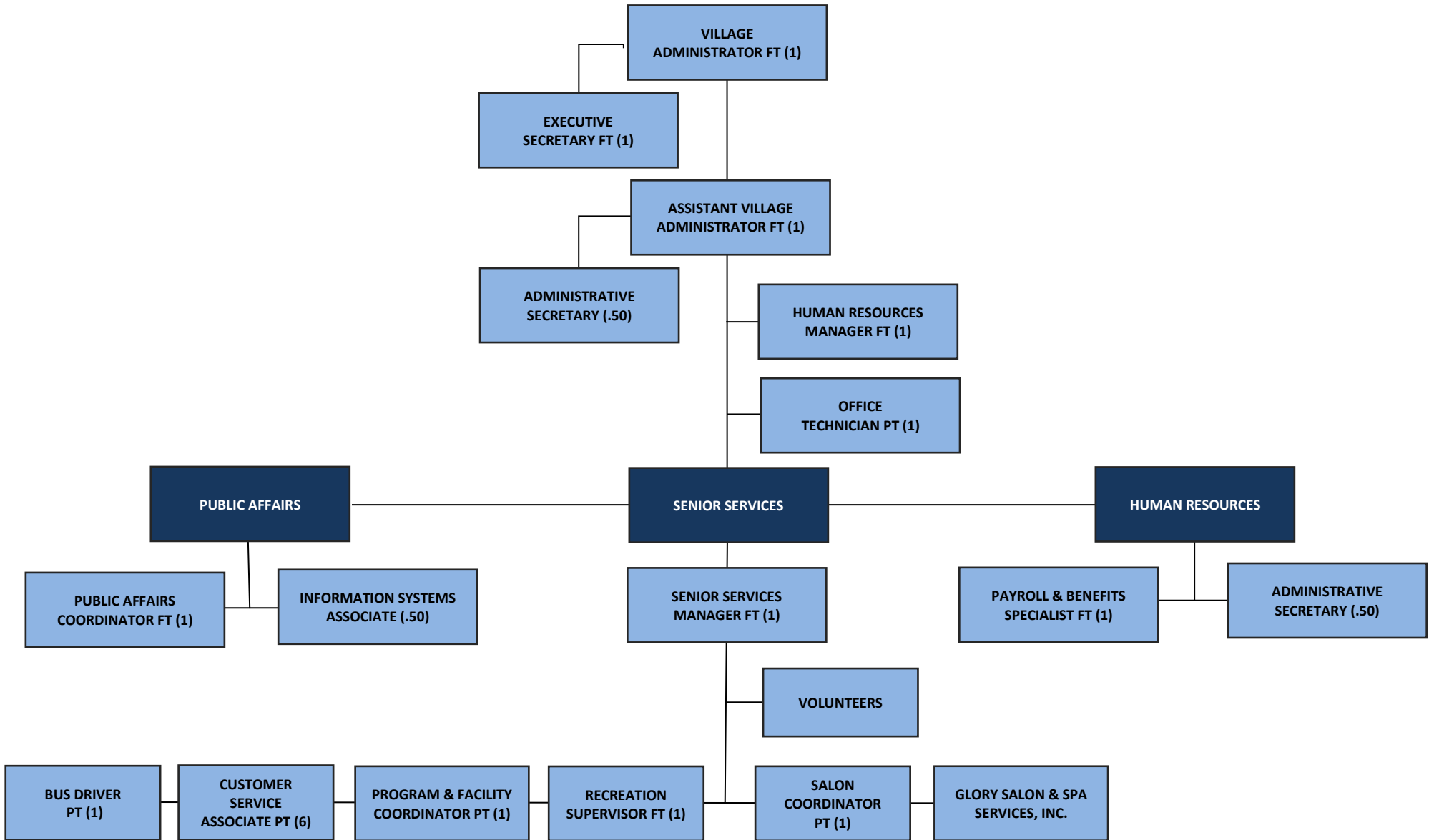
Goal #4: Continue to implement new and improved programming

- ❖ Continue to utilize feedback methods and outreach to identify programs and services that seniors desire and would meet the diverse interests of our senior population.
 - Develop questionnaires to obtain feedback for weekend and male-focused programming.

Goal #5: Seek ways to increase community room rentals

- ❖ Increase awareness and exposure of community room rental
 - Create a customer rewards program for repeat clients that encourages repeat rental of the community room.
 - Create a customer referral program for rental clients.
 - Create week night rental discount program.

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE ADMINISTRATION



The Administration Department is responsible for providing support services to all other operating departments in the organization. These services include general supervision of all departments by the Village Administrator and the Assistant Village Administrator, publication, cable TV productions, web page assistance, human/senior services and village-wide employee services, including recruitment, testing, benefit administrator, insurance claims coordination, payroll maintenance, and employee records. Total number of employees: 9 Full-Time, 10 Part-Time and an Information Systems Associate that is split with Administrative Services.

ADMINISTRATION: VILLAGE ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village Administration's Office is the center point for communication between the Village President and Board of Trustees, various Village departments and Glendale Heights' citizenry. To this end, the Village Administration's Office is responsible for coordinating communication among each of the partners that comprise local government. The General Administration Division provides leadership for the Village government organization by translating policy as established by the Village Board into operating programs. Administration ensures that the Village's mission statement remains the catalyst behind all operational endeavors.

Additionally, the Executive Division, with assistance from the Department of Finance, oversees the careful allocation of financial resources to ensure that cost-efficient service delivery remains an operational standard.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1110	513	10	10	E	F-TIME & REG.PART-TIME	380,754.65	370,675.00	370,779.26	360,942.00
101	1110	513	15	10	E	FICA-EMPLOYER	19,695.54	20,226.00	17,643.41	22,378.00
101	1110	513	16	14	E	TRAVEL FOR MEETING & CONF	1,471.33			
101	1110	513	16	15	E	TRAINING & SEMINARS	89.00	2,350.00	2,055.69	2,500.00
101	1110	513	16	16	E	MEDICARE-EMPLOYER	5,293.71	5,048.00	4,691.51	5,234.00
101	1110	513	16	33	E	EMPLOYEE RECOGNITION	7,484.75	12,000.00	5,110.79	17,000.00
101	1110	513	24	12	E	PRINTING & BINDING		100.00	64.75	100.00
101	1110	513	31	99	E	OFFICE SUPPLIES	138.37	250.00	244.24	250.00
101	1110	513	37	80	E	GAS & FUEL	848.29	1,500.00	857.42	1,500.00
101	1110	513	37	99	E	OPERATING SUPPLIES	63.40	150.00	143.32	150.00
101	1110	513	62	10	E	MEMBERSHIP DUES		2,050.00	1,909.01	1,800.00

ADMINISTRATION: HUMAN RESOURCES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Human Resources Division provides centralized personnel services for all Village departments. The Division is responsible for all aspects of human resources from recruiting through separation of service, labor management negotiations, workers' compensation, benefit administration, and implementation of personnel policies and procedures.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1112	513	10	10	E	F-TIME & REG.PART-TIME	58,294.56	62,766.00	62,466.75	68,573.00
101	1112	513	15	10	E	FICA-EMPLOYER	3,573.43	3,892.00	3,784.86	4,252.00
101	1112	513	16	15	E	TRAINING & SEMINARS	590.00	800.00	287.86	700.00
101	1112	513	16	16	E	MEDICARE-EMPLOYER	835.72	910.00	885.16	994.00
101	1112	513	24	12	E	PRINTING & BINDING	23,598.00	23,763.00	20,894.96	23,763.00
101	1112	513	24	32	E	SOFTWARE SUPPORT & MAINT	2,654.13	1,638.00	1,537.17	2,975.00
101	1112	513	24	99	E	OTHER PURCHASE-SERVICES	1,100.00	2,200.00	2,032.88	2,200.00
101	1112	513	31	17	E	POSTAGE	14,682.78	15,100.00	14,789.21	15,140.00
101	1112	513	31	99	E	OFFICE SUPPLIES	530.34	595.00	87.03	400.00
101	1112	513	32	14	E	COMPUTER SOFTWARE	558.99	505.00	129.97	300.00
101	1112	513	37	99	E	OPERATING SUPPLIES	194.90	200.00	20.70	200.00
101	1112	513	39	99	E	OPERATING EQUIPMENT	1,214.69	800.00	738.97	1,870.00
101	1112	513	55	60	E	OTHER OFFICE EQUIPMENT	882.31	1,000.00	515.04	1,000.00
101	1112	513	62	10	E	MEMBERSHIP DUES		1,423.00	922.50	510.00
101	1112	513	62	11	E	SUBSCRIPTIONS	551.67			

ADMINISTRATION: PUBLIC AFFAIRS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Public Affairs Division of the Administration Department is responsible for planning, directing and implementing all public relations strategies and initiatives for the Village. The Public Affairs Division is also responsible for coordinating outreach to the community through the Village's many print publications, the Village website, social media, and other specialized forms of media. This division also oversees the daily activities of the Village cable access channel.



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1111	513	10	10	E	F-TIME & REG.PART-TIME	115,675.96	130,945.00	123,510.31	166,889.00
101	1111	513	15	10	E	FICA-EMPLOYER	6,775.09	8,119.00	7,239.72	10,347.00
101	1111	513	16	14	E	TRAVEL FOR MEETING & CONF	261.40	670.00	669.98	350.00
101	1111	513	16	15	E	TRAINING & SEMINARS		315.00		630.00
101	1111	513	16	16	E	MEDICARE-EMPLOYER	1,584.59	1,899.00	1,693.18	2,420.00
101	1111	513	16	33	E	EMPLOYEE RECOGNITION		2,875.00	2,850.00	3,450.00
101	1111	513	24	12	E	PRINTING & BINDING	2,281.48	3,031.00	3,030.89	2,750.00
101	1111	513	24	15	E	EMPLOYEE PHYSICAL EXAM	14,949.00	12,250.00	11,496.00	12,000.00
101	1111	513	24	16	E	RECRUITING AND TESTING	2,959.09	3,500.00	3,342.88	3,500.00
101	1111	513	24	99	E	OTHER PURCHASE-SERVICES	4,431.60	4,394.00	4,295.58	4,500.00
101	1111	513	31	99	E	OFFICE SUPPLIES	514.44	250.00	221.05	250.00
101	1111	513	37	99	E	OPERATING SUPPLIES	3,891.37	475.00	415.46	475.00
101	1111	513	62	10	E	MEMBERSHIP DUES	2,512.50	1,080.00	963.00	1,005.00

ADMINISTRATION: SENIOR SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Glendale Heights Center for Senior Citizens is open year round and has over 2,000 members that use the facility throughout the year. The new facility was opened on August 1,



2010, and offers a variety of programs, as well as senior trips, salon services, shopping, crafts and affordable transportation. The Center also offers its members use of the facilities game room, arts and crafts room, sewing room, exercise room, and library. The Center has a beautiful Community Room that can seat up to 140 people, and has an attached lighted outdoor veranda.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1117	513	10	10	E	F-TIME & REG.PART-TIME	240,633.11	264,525.00	236,752.65	249,873.00
101	1117	513	15	10	E	FICA-EMPLOYER	14,727.83	16,587.00	14,532.68	15,446.00
101	1117	513	16	14	E	TRAVEL FOR MEETING & CONF	1,268.62	100.00	83.20	100.00
101	1117	513	16	15	E	TRAINING & SEMINARS	151.22	2,105.00	1,909.50	2,279.00
101	1117	513	16	16	E	MEDICARE-EMPLOYER	3,444.52	3,879.00	3,398.81	4,268.00
101	1117	513	24	12	E	PRINTING & BINDING	4,890.30	5,100.00	3,341.65	5,400.00
101	1117	513	24	32	E	SOFTWARE SUPPORT & MAINT	1,420.00	1,480.00	1,480.00	1,600.00
101	1117	513	24	99	E	OTHER PURCHASE-SERVICES	6,721.24	800.00	339.73	7,400.00
101	1117	513	31	17	E	POSTAGE	975.81	1,125.00	1,139.14	1,125.00
101	1117	513	31	99	E	OFFICE SUPPLIES	4,619.00	1,390.00	761.82	
101	1117	513	37	10	E	UNIFORMS	469.69	500.00	357.42	500.00
101	1117	513	37	80	E	GAS & FUEL	3,435.21	6,000.00	5,189.99	7,150.00
101	1117	513	37	81	E	SALON SUPPLIES	5,472.58	2,366.00	1,910.81	2,300.00
101	1117	513	37	99	E	OPERATING SUPPLIES	3,530.27	10,425.00	10,856.04	10,425.00
101	1117	513	38	94	E	OFFICE EQUIPMENT		1,610.00	2,620.00	
101	1117	513	39	99	E	OPERATING EQUIPMENT	919.45	1,500.00	1,135.89	

101	1117	513	52	10	E	LEASES-EQUIPMENTS	5,041.08	4,200.00	4,352.94	4,200.00
101	1117	513	53	17	E	EQUIPMENT R&M	1,460.10	2,070.00	1,210.00	3,570.00
101	1117	513	56	13	E	SENIOR CENTER		3,800.00		
101	1117	513	62	10	E	MEMBERSHIP DUES	393.00	675.00	660.00	785.00
101	1117	513	62	11	E	SUBSCRIPTIONS	663.00	760.00	745.80	760.00
101	1117	513	63	99	E	OTHER COMM. CONTRIBUTION	15,000.00	16,500.00	16,500.00	15,000.00
101	1117	513	69	22	E	LICENSES	1,623.40	1,304.00	664.00	1,353.00
101	1117	513	69	31	E	SALON MISCELLANEOUS	670.13	500.00	1,244.39	1,000.00
101	1117	513	69	32	E	GIFT SHOP EXPENSE	3,532.19	4,700.00	6,372.07	5,000.00
101	1117	513	69	69	E	PROMOTIONAL EXP			18.00	
101	1117	513	69	99	E	MISCELLANEOUS EXPENSE	1,346.76		556.00	
101	1117	513	71	12	E	ADULT GENERAL PROGRAM	6,137.92	5,000.00	5,047.88	7,000.00
101	1117	513	72	12	E	ADULT GENERAL PROGRAM	14.18			
101	1117	513	72	41	E	BEVERAGE PURCHASES	2,135.34	2,500.00	1,862.31	2,500.00
101	1117	513	72	42	E	SPECIALTY LINENS PURCH	4,615.84	4,650.00	4,562.78	5,000.00
101	1117	513	72	43	E	WAITSTAFF SERVICES PURCH	1,604.40	2,200.00	1,522.35	2,200.00
101	1117	513	72	44	E	SENIOR HOLIDAY LUNCHEON	4,184.98	4,300.00	4,162.00	4,300.00
101	1117	513	72	45	E	SENIOR TRIPS EXPENSE	44,581.54	60,000.00	21,435.62	60,000.00
101	1117	513	72	48	E	SNACKS	269.96	400.00	399.83	400.00
101	1117	513	72	49	E	SALON RETAIL EXPENSES	606.19			
101	1117	513	72	50	E	FACILITY SET UP EXPENSE	24.47	1,000.00		2,000.00



ADMINISTRATION: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Central Services Division is a centralized grouping for major costs shared by multiple Village departments such as; Medical Insurance, Unemployment Insurance, Police Pension Employer Contribution, Legal Services, Engineering Fees, Legislative Liaison Services, Adjudication Services, General Office Supplies, Office Equipment Rentals, Utilities, Village-wide committees, and Banking Services.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1118	513	15	11	E	UNEMPLOYMENT INSURANCE	25,674.94	15,000.00	-9,454.95	15,000.00
101	1118	513	16	12	E	MEDICAL-EMPLOYER	2,103,224.90	2,390,900.00	2,323,234.60	2,647,934.00
101	1118	513	16	17	E	EMPLOYER CONT. P.PENSION	1,752,137.65	2,134,438.00	2,150,464.90	2,374,258.00
101	1118	513	16	18	E	SICK DAYS BUY BACK ONLY	304,123.11		191,769.06	
101	1118	513	16	30	E	OPT OUT MED INSURANCE	30,116.62	36,483.00	36,758.34	36,500.00
101	1118	513	16	32	E	HEALTH & WELLNESS PROG.	737.69	250.00	222.07	750.00
101	1118	513	21	11	E	PROF-LEGAL	361,137.76	350,000.00	258,873.38	340,000.00
101	1118	513	21	12	E	PROSECUTORS	126,858.63	120,000.00	108,077.63	140,000.00
101	1118	513	21	13	E	ADJUDICATOR	5,400.00	12,000.00	5,850.00	11,000.00
101	1118	513	21	14	E	ENGINEERING	1,770.28	2,000.00	1,144.50	1,500.00
101	1118	513	21	17	E	LEGISLATIVE LIAISON	42,000.00	42,000.00	42,000.00	42,000.00
101	1118	513	21	99	E	OTHER PROFESSIONAL	3,527.35	7,100.00	4,604.29	120,137.00
101	1118	513	24	12	E	PRINTING & BINDING	2,825.47	3,125.00	2,487.15	1,625.00
101	1118	513	31	17	E	POSTAGE	21,928.54	45,850.00	25,041.17	46,500.00
101	1118	513	31	99	E	OFFICE SUPPLIES	41,692.45	40,336.00	27,408.11	37,500.00
101	1118	513	37	98	E	GREEN INITIATIVE	1,340.58	1,300.00	1,028.00	1,300.00
101	1118	513	37	99	E	OPERATING SUPPLIES	12,009.40	11,000.00	9,611.37	11,000.00
101	1118	513	38	94	E	OFFICE EQUIPMENT		1,000.00	639.26	500.00
101	1118	513	51	10	E	TELEPHONE	38,596.05	34,630.00	27,748.93	59,500.00
101	1118	513	51	12	E	CELLULAR PHONE	25,058.03	28,800.00	27,219.30	27,800.00
101	1118	513	51	13	E	ELECTRICITY	16,518.28	22,500.00	16,845.90	18,500.00
101	1118	513	51	14	E	NATURAL GAS	1,767.81	5,000.00	1,849.78	2,500.00
101	1118	513	51	15	E	WATER				7,707.00
101	1118	513	52	11	E	RENTALS-EQUIPMENTS	20,618.34	21,227.00	18,977.96	19,350.00
101	1118	513	55	60	E	OTHER OFFICE EQUIPMENT	13,071.53	12,820.00	10,055.74	12,840.00
101	1118	513	56	15	E	NORTH AVENUE PROPERTY	1,602.33	750.00	39.18	
101	1118	513	69	39	E	MEMORIAL PARK BRICKS	1,618.47	100.00	23.90	100.00

101	1118	513	69	40	E	COLLECTION AGENCY FEE	33,988.38	12,900.00	11,111.97	12,900.00
101	1118	513	69	78	E	BANK FISCAL CHARGES	33,680.89	30,000.00	46,995.89	12,500.00
101	1118	513	69	82	E	STATE ADMIN. COLLECT.FEE		48,000.00	37,504.59	68,500.00
101	1118	513	69	90	E	BAD DEBTS/WRITE OFF	25,000.00	25,000.00		
101	1118	513	69	99	E	MISCELLANEOUS EXPENSE		2,000.00	2,082.36	3,000.00

POLICE DEPARTMENT

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Police Department is organized into six budget divisions: Administration, Patrol, Support Services, Investigations, Community Oriented Policing, and State and Federal Grants.

The Police Department has an authorized strength of 54 budgeted full time sworn officers. The Support Division responsibilities include policy and procedure review, accreditation preparation, Community Outreach, budgeting and grant funding, records management, juvenile and adult investigations, School Resource Officers, crime prevention, E911, Emergency Management, evidence management and Safety Town. The Operations Division responsibilities include Community Oriented Policing, police training, firearms range, accident investigation, animal control, patrol activities, and service calls. The Department is charged with the duty of protecting the lives and property of the Village's 34,208 residents by providing 24-hour emergency and non-emergency service.

TOTAL OPERATING BUDGET

\$8,214,565

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Administration	550,146.49	543,631.00	527,132.50	772,805.00
Patrol	4,310,506.30	4,561,978.00	4,393,455.02	4,731,437.00
Investigations	1,284,729.85	1,367,725.00	1,322,476.30	1,218,168.00
Support Services	1,456,798.15	1,440,127.00	1,167,266.65	1,423,155.00
Community Oriented Police	7,531.21	14,000.00	11,513.34	14,000.00
State and Federal Grants	67,778.21	49,750.00	63,265.46	55,000.00
TOTAL DIVISION	7,677,490.21	7,977,211.00	7,485,109.27	8,214,565.00

SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/2018

Police Protection

The police department employs a combined staff of 93 personnel, including 54 sworn police officers, 5 part-time officers, 4 community service officers, records clerks and crossing guards. The Department also enjoys a strong volunteer pool of 18 individuals who are members of the Emergency Services and Disaster Agency (ESDA).

The Police Department is proud to proclaim that it continues to maintain the Commission on the Accreditation of Law Enforcement Agencies (CALEA) Accreditation that it received initially in 2008, having been re-accredited for their third time in 2017. In November of 2017, the police

department was awarded a Gold Standard Accreditation from CALEA. The police department is one of only 797 law enforcement agencies, or 3% of all law enforcement agencies, accredited across the nation, and one of only 48 in the State of Illinois. CALEA standards are rigorous and ensure the Department is following the best practices in law enforcement. Part of the CALEA standards require the police department to review each incident in which force is used ensuring that our officers are using the response appropriate for the situation and within legal parameters. CALEA standards also ensure that citizen complaints are investigated thoroughly and in a timely manner.

COMMUNITY ORIENTED POLICING

The police department is dedicated to improving its relationship with the community. In 2017, the police department participated in many events to strengthen its partnership with residents, and organized and participated in many events for children and adults.

For over 25 years, the police department has held weeklong classes at Safety Town for children 5-7 years of age. The classes are held over the summer and taught by officers from the police department as well as representatives from the Railroad Operation Life Saver, Glenside Fire Protection District, First Student Bus Company and AMITA Health Adventist Medical Center, Glen Oaks. For children in 5th through 8th grade, the police department hosted the 11th Annual Junior Police Academy. Participants experienced various aspects of police work from the initial testing process to evidence processing, traffic stops and officer safety skills. The Departments' state certified School Resource Officers spent the school year teaching Drug Abuse Resistance Education (D.A.R.E.) classes to the 5th grade students and addressing school related concerns. Through a cooperative agreement between the schools and the police department, one officer rotates between the schools that teach kindergarten through 8th grade, while a second officer rotates between the Glenbard District 87 schools that children from Glendale Heights attend. In addition to teaching classes and attending extracurricular activities, they also investigate police related incidents at the schools reported by students and staff.

The police department also strives to keep our residents informed of important crime prevention tips by sponsoring a Neighborhood Watch Program. In 2017, the police department moved the monthly neighborhood watch meetings from the police department to various venues throughout the village. It was great to see how many residents showed up to these meetings to learn more about what was going on in their neighborhoods. The police department continued to disseminate monthly newsletters to the Neighborhood Watch members. In October, the police department sponsored an opioid awareness program. Speakers from LTM Foundation conducted a presentation on the dangers of opioid's and the cycle of addiction. The police departments Community Outreach Specialist put on a display of places kids hide drugs.

On September 30, the police department in partnership with the Parks and Recreation Department and the Glenside Fire Protection District, sponsored our annual Kids Fishing Derby.

Tommy's Hot Dogs donated all the hotdogs and buns for the event, and police department Officers cooked the food. The event was held at Lake Becerra at Heritage Park.



Smart 911 is an additional program in which the public can directly add information about themselves and their homes via the internet to the 911 emergency telephone system. The police department also maintains a system, which allows mass notification to residents to inform them of emergencies or other matters of concern by telephone, email or text. The system can accomplish a Village-wide notification, or can be tailored to specific areas depending on the incident. This system is also used by the police department's Community Outreach Specialist, in partnership with the Senior Services Manager at the Center for Senior Citizens, to do well-being

checks on our senior citizen population during extreme weather conditions. Registration for both of these services is available on the Village website.

The police department also sponsored the Village's 19th Annual National Night Out. The event was held on the Village of Glendale Heights main campus, and residents were offered free food and games. National Night Out is held to raise crime and drug prevention awareness and strengthen our police and community partnerships. Many other groups assisted in the celebration including Bimbo Bakery, Glenside and Bloomingdale Fire Protection Districts, Glenside Public Library District, the Glendale Heights Parks, Recreation & Facilities Department, Glendale Lakes Golf Club, the Glendale Heights Youth Commission, The Junior Woman's Club, Target and AMITA Health Adventist Medical Center, Glen Oaks. To promote safety awareness, the police department conducted seat belt safety checks in our school zones, and aggressively enforced the hands free cell phone law.

The prescription medication drop-off box, located in the main lobby of Village Hall, continues to be very useful. The drug drop box is available for residents to properly dispose of controlled and non-controlled pharmaceuticals. Members of the police department continue to be strong supporters of the Illinois Special Olympics, raising thousands of dollars for those athletes.

PREPARATION IS THE KEY TO SUCCESS

The police department and its Emergency Services and Disaster Agency (ESDA) conducted intruder drills with all schools in the Village last year. The Village also renewed an agreement with the Milton Township Community Emergency Response Team (CERT) to help train new Glendale Heights CERT members and provide continuing training for current members. Joining

forces with Milton Township CERT allows the Village to tap into their extensive volunteer pool of over 1,000 CERT members in the event of an emergency.

2017 CRIME STATISTICS

The Glendale Heights Police Department maintains transparency by sharing crime statistics with residents. If you want timely information on crimes in your own neighborhood, please visit the Village website and click on Crime Reports. In addition, the police department publishes an annual report in March of each year with a more detailed breakdown of the previous years' activity. The report is available for viewing on the police department's page of the Village Website. The police department conducts weekly assessments of the crime patterns throughout the village and compiles a weekly report for police department staff. These analytics are then used by supervisors to prioritize patrol and investigative assignments. The police department has also used analytics to assist in reducing the calls of domestic violence. The department has implemented a plan to follow up on repeated domestic and domestic violence calls. The police department's Community Outreach Specialist now meets with all involved parties of repeated calls and works with them to get the assistance and counseling they need. The Village thanks the men and women of the Glendale Heights Police Department for their hard work and continued delivery of professional police services to the residents of the Village. They are doing a difficult job during challenging times



GOALS AND OBJECTIVES:

FY 2018/19 GOALS AND OBJECTIVES

Goal #1: Actively recruit qualified candidates to fill current and future vacancies

- ❖ Attend job & recruiting fairs with emphasis on criminal justice, (2018-2022).
- ❖ Strategically place ads to actively recruit to mirror the village's demographics, (2018, 2021).
- ❖ Test for new police officer applicants in October 2018, April 2020, October 2022.

Goal #2: Continue to develop and train Crisis Intervention Trained Officers (CIT)

- ❖ Become members of Local CIT Chapter, (2018-2022).
- ❖ Continue to get all officers CIT certified, currently at 11, (2018-2022).
- ❖ Have CIT Officer tour DuPage Health Department's "Living Room" (2018-2022).
- ❖ CIT Officers join social services to conduct follow-up on mental health calls, (2018-2022).

Goal #3: Increase scenario based training time

- ❖ In-room clearing techniques and immediate threat concepts, (2018-2022).

- ❖ Incorporate more scenario based training into bi-monthly shoots, (2018-2022).
- ❖ Train officers on .308 rifle, (2018-2022).

Goal #4: Maintenance of weapons

- ❖ Department armorers inspect 1/3 of handguns each year, (2018-2022).
- ❖ Department armorers inspect 1/2 of rifles each year, (2018-2022).
- ❖ Department armorers inspect shotguns three times per year, (2018-2022).
- ❖ Increase department armorers to replace retiring armorers, (2018-2022).

Goal #5: Vision statement

- ❖ Develop vision statement for police department as guide for officers to the future, (2018).

Goal #6: Formalization of forms

- ❖ Have standard numbering system for all forms, (2018-2022).
- ❖ Create accountability for all agency forms, (2018).

Goal #7: Conduct table-top exercise at hospital for active shooter

- ❖ Events in 2018, 2020, 2022.

Goal #8: Rapid deployment training at all schools

- ❖ Conduct rapid deployment training at all schools in Village, (2018-2022).
- ❖ Educate all school employees on violence prevention, (2018-2022).

Goal #9: Update mission statement of the department

- ❖ Develop team to review new mission statement for the Police Department, (2018)

Goal #10: CALEA Accreditation

- ❖ 2018, 2019, 2020 off-site assessment.
- ❖ 2021 on-site assessment at police department.

Goal #11: Continue to achieve the department mission and community oriented policing philosophy by reaching out to established minority groups within the Village

- ❖ Continue to have regular meetings with representatives of NAACP and Unity Outreach, (2018-2022).
- ❖ Continue to work with Solidarity DuPage and the Hispanic Community of Glendale Heights, (2018-2022).

Goal #12: Enhance Emergency Preparedness within the Village

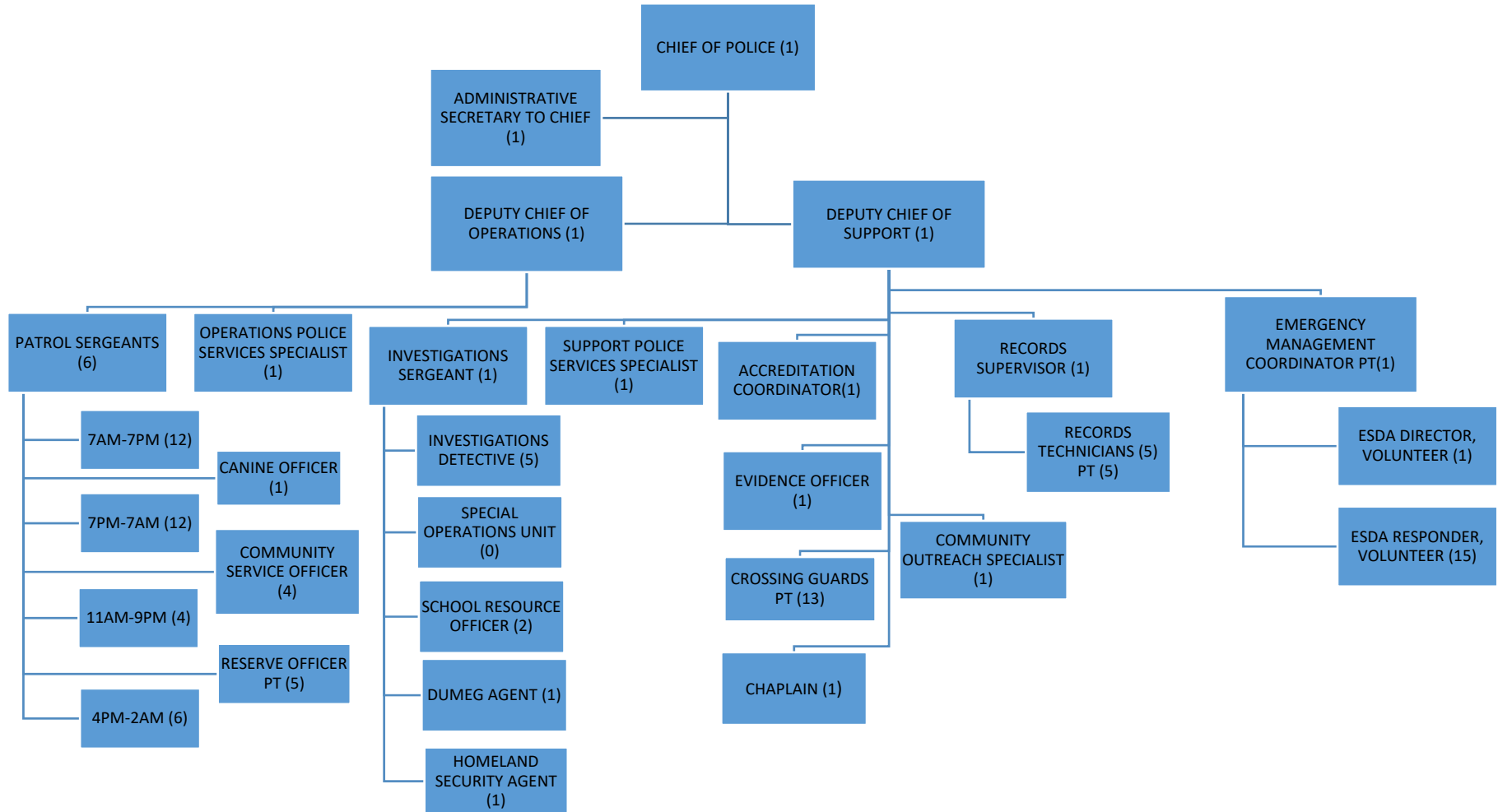
- ❖ Conduct emergency operations center training with Executive Staff and Elected Officials, (2018, 2020, 2022).
- ❖ Update Emergency Operations Plans, (2018, 2020, 2022).
- ❖ Host first responder lunch for CERT and ESDA members, (2018-2022).

- ❖ Update SNS plan for Village, (2018-2022).
- ❖ Update Emergency Operations Plan for Village, (2018-2022).

Goal #13: Develop 5 Year plan for the Police Department

- ❖ Use training tasks identified by the Illinois Law Enforcement Training Board to implement training programs, (2018-2022).
- ❖ Complete five-year plan of all equipment needs, including vehicles and weapons, (2018-2022).
- ❖ Define Department training needs for next five years, (2018-2022).

FY 2018/2019 VILLAGE OF GLENDALE HEIGHTS POLICE DEPARTMENT



The Police Department is organized into two Divisions, Operations and Support. It has an authorized strength of 54 full time sworn officers. The Support Division responsibilities include Investigations, School Resource Officers, Safety Town, CALEA, Community Outreach, budget and grant funding, records management, E911 ESDA and evidence management. The Operations Division responsibilities include Community Oriented Policing, police training, firearms range, accident investigation, animal control, patrol, traffic citations, service calls and crime prevention. The Department is charged with the duty of protecting the lives and property of the Village’s 34,000 residents by providing 24-hour emergency and non-emergency service. (Total full-time employees 69, part-time 26 for a grand total of 110 employees; 15 of which are volunteers).

POLICE DEPARTMENT: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This division manages all entities of the Police Department, and is responsible for ensuring the department is serving the community in an appropriate manner. The Administration Division consists of the Chief of Police, Deputy Chief of Support and Operations, Administrative Sergeant, Administrative Secretary, Community Outreach Specialist, a part-time Accreditation Coordinator and 2 Police Services Specialists. The Administration Division provides the following programs:

Community Outreach Programs

Community Outreach Programs offer the assistance of the department's specialist, who provides an appropriate referral system for those in need and a variety of social services and programs to individuals, families, groups and organizations within the community. The Department attempts to bridge the gap between the identification of the need for social services and the enrollment in outside programs.

Medical Supply Program

Thanks to the generous contributions of new or gently used medical equipment, the Village's Medical Supply Program has walkers, wheel chairs, canes, quad canes, crutches, commodes and other bathroom equipment, slings, and more, that may be borrowed FREE of charge to residents.

Digital Cell Phone Program

The Village of Glendale Heights' digital cell phone program is dedicated to providing the highest quality service to the elderly and disabled in our community with recycled cell phones for 9-1-1 calls.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1210	521	10	10	E	F-TIME & REG.PART TIME	426,279.84	412,558.00	414,957.83	495,432.00
101	1210	521	10	11	E	HOLIDAY WORKED PAY	1,934.48			
101	1210	521	10	99	E	OVERTIME PAY	309.56	1,000.00	978.96	1,000.00
101	1210	521	15	10	E	FICA-EMPLOYER	15,376.30	16,826.00	15,989.39	16,943.00
101	1210	521	16	13	E	TUITION REIMBURSEMENT	4,793.40	4,983.00	4,982.85	3,500.00
101	1210	521	16	14	E	TRAVEL FOR MEETING & CONF	1,610.56	1,500.00	510.81	1,750.00
101	1210	521	16	15	E	TRAINING & SEMINARS	40,634.99	38,517.00	31,636.33	40,177.00
101	1210	521	16	16	E	MEDICARE - EMPLOYER	5,911.99	5,982.00	5,723.04	7,184.00

101	1210	521	24	12	E	PRINTING & BINDING	465.86	380.00	327.45	380.00
101	1210	521	24	17	E	POLYGRAPH TEST		320.00		320.00
101	1210	521	24	32	E	SOFTWARE SUPPORT & MAINT	1,122.86	2,149.00	1,603.00	2,824.00
101	1210	521	35	99	E	OTHER POLICE GEN.SUPLS.		200.00	29.61	200.00
101	1210	521	37	10	E	UNIFORMS	44,406.32	45,000.00	36,193.03	45,000.00
101	1210	521	37	99	E	OPERATING SUPPLIES	88.18			1,025.00
101	1210	521	62	10	E	MEMBERSHIP DUES	2,026.66	4,810.00	4,830.00	5,200.00
101	1210	521	62	11	E	SUBSCRIPTIONS		295.00	70.00	300.00
101	1210	521	69	13	E	ACCREDITATION (CALEA)	4,810.49	8,736.00	8,954.20	6,245.00
101	1210	521	69	14	E	MISCELLANEOUS LICENSES	375.00	375.00	326.00	325.00
101	1210	521	69	79	E	MISCELLANEOUS EXPENSE			20.00	
101	1210	911	81	10	E	POLICE DEPARTMENT				145,000.00

POLICE DEPARTMENT: PATROL

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Patrol Division is directed by the Deputy Chief of Operations, who has 6 Sergeants supervising 32 Patrol Officers, 5 Part-Time Officers, and 5 Community Service Officers. Basic responsibilities include all calls for service and assistance, constant patrols of the community, and traffic enforcement.

Besides basic duties, Patrol personnel are also responsible for the following special programs:

- Traffic Unit.
- Crime scene processing for the entire department.
- K-9 services utilizing the department's canine handler and the Police K-9 German Shepherd.
- Bicycle Patrol.

The Police Department has divided the Village into 4 areas called "beats." The formation of these "beats" is based upon the balancing of call loads within certain obvious geographical markers. Each beat has a Sergeant to coordinate officers assigned to assist the residents in their "beat." The beat officers meet quarterly to discuss the needs and issues concerning their beats, such as methods that can be utilized to reduce crime, identification of problem areas, meeting and talking to the residents, recommendations to physical changes to a neighborhood, (additional lighting, changes in traffic flows, parking changes, etc.).



PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1211	522	10	10	E	F-TIME & REG.PART TIME	3,698,058.09	3,977,998.00	3,926,670.44	4,117,503.00
101	1211	522	10	11	E	HOLIDAY WORKED PAY	186,369.79	103,397.00	103,396.04	100,772.00
101	1211	522	10	12	E	PART TIME OFFICER	11,727.57	13,000.00	10,115.38	15,000.00
101	1211	522	10	13	E	DETAIL PAY	6,000.00	7,000.00	7,020.00	7,000.00
101	1211	522	10	99	E	OVERTIME PAY	281,813.80	326,712.00	223,321.22	330,000.00

101	1211	522	15	10	E	FICA-EMPLOYER	20,354.24	18,264.00	16,178.02	18,196.00
101	1211	522	16	16	E	MEDICARE - EMPLOYER	57,782.41	64,970.00	59,318.97	65,836.00
101	1211	522	16	31	E	EMPLOYEE-SEVERANCE PAY	14,106.00	23,494.00	23,493.60	44,000.00
101	1211	522	35	11	E	AMMUNITIONS	16,803.11	11,853.00	11,852.27	14,000.00
101	1211	522	35	12	E	TARGETS FOR GUN RANGE	257.52	500.00	344.84	500.00
101	1211	522	35	13	E	K-9	2,528.21	3,800.00	2,384.49	3,800.00
101	1211	522	35	99	E	OTHER POLICE GEN.SUPPLIES	4,328.82			
101	1211	522	37	84	E	CAR WASH	917.00	2,000.00	1,773.52	2,000.00
101	1211	522	37	99	E	OPERATING SUPPLIES	7,359.74	2,600.00	1,404.18	3,000.00
101	1211	522	39	99	E	OPERATING EQUIPMENT		3,890.00	3,889.99	7,330.00
101	1211	522	53	10	E	POLICE DEPARTMENT	2,100.00	2,500.00	2,292.06	2,500.00

POLICE DEPARTMENT: INVESTIGATIONS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Investigation falls under the direction of the Support Operations Deputy Chief. The unit consists of a Sergeant, Evidence Officer, 4 Investigative Detectives, 2 School Resource Officers, DEA Task Force Officer, DuMEG Task Force Officer, and 2 Special Operations Officers.

Evidence Officer

The Evidence Officer is a civilian member of the Department who is responsible for the safeguarding and maintenance of all items of evidence and found property that are collected by the department. Currently the Department has over 22,500 items of evidence or found property in its possession.

School Resource Officers

A School Resource Officer is assigned to the two school districts located within the Village. The Officer is responsible for conducting educational classes in drug, alcohol, and gang awareness with the children through the DARE program as well as having investigative responsibility over all crimes that both occur at the school with the children or off campus that affect the children. Additionally, the Officer acts as a Community Based Policing problem solver for all problems at the schools such as parking, traffic flow, etc. that would affect them. One officer is the liaison for both District 15 and District 16. As of August 2008, we also have a District 87 high school Liaison Officer who rotates between Glenbard East, Glenbard North and Glenbard West.



Special Operations Officers

Special Operations Officers are responsible for undercover and tactical responses for gangs, illegal drugs, and gun activity that occur in the Village. These officers are responsible for unmarked and non-uniform patrol in problem areas including special surveillance areas.



The Citizens Police Academy (CPA) provides an opportunity for citizens to take a look behind the “blue curtain” and learn what Police Officers contend with on a daily basis. Citizens learn how to conduct basic investigations and try their hand at evidence work. They also learn first aid, become CPR certified, visit the County jail and get the opportunity to shoot on the Department gun range.

Safety Town projects provide safety education to young children including stranger danger, fire prevention/safety, and a wide range of other age specific safety issues. The Department also conducts a Halloween trick or treat and Easter egg hunt programs at Safety Town.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1212	523	10	10	E	F-TIME & REG.PART TIME	1,087,426.76	1,187,716.00	1,172,884.99	1,072,855.00
101	1212	523	10	11	E	HOLIDAY WORKED PAY	60,672.86	20,585.00	2,643.03	18,288.00
101	1212	523	10	99	E	OVERTIME PAY	104,015.51	115,000.00	107,595.19	88,277.00
101	1212	523	15	10	E	FICA-EMPLOYER	3,309.04	3,938.00	3,365.32	3,938.00
101	1212	523	16	16	E	MEDICARE - EMPLOYER	17,208.65	19,435.00	17,782.47	18,116.00
101	1212	523	24	99	E	OTHER PURCHASE-SERVICES	7,846.10	9,000.00	7,123.96	9,000.00
101	1212	523	35	16	E	INVESTIGATION-CONTINGENCY	750.00	750.00	750.00	750.00
101	1212	523	35	99	E	OTHER POLICE GEN.SUPPLIES	2,007.93	4,700.00	4,242.34	4,700.00
101	1212	523	39	99	E	OPERATING EQUIPMENT		4,500.00	4,450.00	
101	1212	523	52	10	E	LEASES-EQUIPMENTS	408.00	625.00	408.00	408.00
101	1212	523	62	10	E	MEMBERSHIP DUES	365.00	410.00	340.00	770.00
101	1212	523	62	11	E	SUBSCRIPTIONS	720.00	816.00	816.00	816.00
101	1212	523	69	79	E	TOWING EXPENSE		250.00	75.00	250.00

POLICE DEPARTMENT: SUPPORT SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Support Services falls under the direction of the Support Operations Deputy Chief. The unit consists of a Record Supervisor, and 6 full-time & 6 part-time civilian records technicians.

Records Division:

The Police Department Records Staff maintains all documents, tickets, reports/records, data entry, statistical research, arrest photos generated by the department and ensures the integrity of those records for future use. Records also answers most non-emergency calls.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1213	524	10	10	E	F-TIME & REG.PART-TIME	619,543.27	558,966.00	513,789.60	560,074.00
101	1213	524	10	11	E	HOLIDAY WORKED PAY	11,699.84	9,824.00	9,823.16	12,086.00
101	1213	524	10	13	E	CROSSING GUARDS	46,587.10	56,433.00	45,465.26	51,000.00
101	1213	524	10	99	E	OVERTIME PAY	5,341.27	8,725.00	9,652.37	8,000.00
101	1213	524	15	10	E	FICA-EMPLOYER	37,221.12	32,245.00	31,576.19	35,056.00
101	1213	524	16	16	E	MEDICARE - EMPLOYER	10,027.32	9,134.00	8,288.95	9,138.00
101	1213	524	24	12	E	PRINTING & BINDING	9,500.29	9,500.00	9,187.70	9,500.00
101	1213	524	24	26	E	COMPUTER DATA ACCESS	20,384.84	53,445.00	40,861.03	54,683.00
101	1213	524	24	99	E	OTHER PURCHASED SERVICES		2,491.00	2,490.09	
101	1213	524	31	99	E	OFFICE SUPPLIES	1,199.66	1,200.00	1,124.85	1,200.00
101	1213	524	35	15	E	VETERINARY COST	300.34	500.00	260.75	500.00
101	1213	524	35	99	E	OTHER POLICE GEN.SUPPLIES	5,247.94	4,300.00	3,176.00	4,300.00
101	1213	524	37	80	E	GAS & FUEL	77,695.49	83,000.00	75,689.77	75,000.00
101	1213	524	39	99	E	OPERATING EQUIPMENT		2,771.00	2,771.00	1,000.00
101	1213	524	51	10	E	TELEPHONE	359.40	360.00	359.40	360.00
101	1213	524	52	10	E	LEASES-EQUIPMENTS	14,968.54	14,475.00	12,900.85	12,000.00
101	1213	524	53	10	E	R&M OPERATING EQUIPMENT	68,706.15	63,535.00	47,231.69	60,035.00
101	1213	524	69	24	E	ANIMAL IMPOUNDMENT	2,758.06	3,150.00	1,935.99	3,150.00
101	1213	524	69	80	E	RODENT TRAPPING	1,300.00	1,700.00	1,100.00	1,700.00
101	1213	524	69	81	E	CONSOLIDATED DISPATCH EXP	523,957.52	524,373.00	349,582.00	524,373.00

POLICE DEPARTMENT: COMMUNITY ORIENTED POLICE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This budget provides funds for supporting the following Community Oriented Activities;

- Village’s Safety Town Events
- Neighborhood Watch
- Community Events
- Youth Events
- Park Parties
- Citizens Police Academy
- Wee Care Bears
- Drug Prevention Supplies
- Dare Workbooks and Supplies

These activities are held at different times throughout the year and are geared toward involving and educating the community about safety and public service. The annual events cater to patrons of all ages.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1214	525	35	99	E	OTHER POLICE GEN.SUPPLIES	7,531.21	14,000.00	11,513.34	14,000.00

POLICE DEPARTMENT: STATE AND FEDERAL GRANTS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This grouping of accounts tracks all of the expenses related to grants received by Federal and State governments, as well as, funds and fines dedicated for law enforcement purposes by State law. These accounts are offset by revenue accounts which are funded with special funds that are earmarked for specific purposes by law.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1299	521	58	10	E	PULL TAB TAX	682.42	2,500.00	420.00	2,500.00
101	1299	521	58	11	E	D.U.I.	26,091.78	16,250.00	8,329.63	15,500.00
101	1299	521	58	12	E	COURT DRUG FINES	3,486.56	3,000.00	216.00	3,000.00
101	1299	521	58	14	E	SEX OFFENDER REGIST FUND	5,375.00	3,000.00		3,000.00
101	1299	521	58	16	E	LOCAL LAW ENF. BLCK GRANT	3,479.91			
101	1299	521	58	19	E	LOCAL MISC. DONATION	4,199.50			
101	1299	521	58	20	E	STATE TOBACCO GRANTS	1,234.05	5,000.00	386.93	5,000.00
101	1299	521	58	22	E	SUPERVISION FINES	9,517.78	15,000.00	10,791.66	15,000.00
101	1299	521	58	23	E	ELECTRONIC CITATION FEES		2,000.00		2,000.00
101	1299	521	58	25	E	EVIDENCE SEIZED CASH	5,226.57		10,790.00	
101	1299	521	58	26	E	STATE FORFEITURES FUND	4,999.00		18,250.00	
101	1299	521	58	27	E	FEDERAL FORFEITURE FUND			144.49	
101	1299	521	58	60	E	COMMUNITY ORIENTED POLICE			8,571.75	
101	1299	521	58	61	E	GUN RANGE			5,365.00	6,000.00
101	1299	521	69	50	E	MISC. SAFETY TOWN EXPENSE	3,485.64	3,000.00		3,000.00

FINANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Finance department is charged with these primary responsibilities:

- ❖ Maintaining the financial records of the Village.
- ❖ Collecting all revenues due to the Village.
- ❖ Assuring all debts are promptly satisfied.
- ❖ Providing for the safeguarding of assets.
- ❖ Providing financial information and support to all Village departments.
- ❖ Submitting monthly financial status reports to the Village Administrator and Village Board of Trustees.
- ❖ Providing estimate information for purposes of compiling budgets.
- ❖ Facilitating and coordinating the annual independent audit.

To carry out these duties, the department is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles.

The Finance Department will continue to focus on providing responsive and timely information and quality services to the residents, businesses, elected officials, and employees of the Village of Glendale Heights.

TOTAL OPERATING BUDGET

\$494,165

FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ACTUAL	FY 2019 BUDGET
404,264.82	439,249.00	428,187.02	494,165.00

SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/2018

Charged with oversight of the Village's 39 separate funds, the Finance Department is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. For the Fiscal Year ending April 30, 2017, the Village reported just over \$162 million in Governmental and Business type fund assets, and \$53.45 million in total revenues.

The Village's primary Fund, which is its General Fund, realized a net increase in reserves during Fiscal Year 2017 of \$1.146 million. In total, General Fund reserves ended the 2017 Fiscal Year at \$12.39 million or the equivalent of 7.1 months in operating expenditures, exceeding the Village's own policy of 4 months and more than triple the level of 2 months recommended by the Government Finance Officers Association (GFOA). With the combination of prudent financial management of the Board of Trustees and the Executive Staff, and the resurgence of positive economic activity, the Village has been able to report gains in General Fund reserves for the past three audited financial years, and is anticipating a balanced operating budget in the current year. In past years, reserve funds have been used to leverage grant monies, bond proceeds, and act as a safety net in recessionary years when taxes and other major revenues were declining. Reserve funds are also one of many key elements used by credit rating services. In its most recent annual comment dated April 2017, Moody's Investors Service affirmed the Village's very high credit position, stating that the Aa2 rating slightly exceeds the US city median rating of Aa3.

In preparing the 2017 property tax levy, the Village faced significant pressures resulting from the State's actions in reducing income tax monies that it shares with municipalities by ten percent, and imposing a new two percent collection fee on certain local revenues such as Home Rule Sales Tax and Excise Tax. The impact from the State's actions amounted to a loss in revenues of \$374 thousand dollars for the current fiscal year. In order to mitigate the impact on essential services, the Village reluctantly approved a five percent increase in the property tax levy. Since 2008, the Village has been levying nearly the same amount of property taxes. Unfortunately, because the Village's portion of the total tax bill is just around 11%, efforts to hold the line on property taxes are overshadowed by increases from School Districts, which make up nearly three-quarters of the property tax bill burden. Additionally, School District tax levies have consistently gone up compared to the Village.

On January 16, 2017 the Government Finance Officers Association of the United States and Canada (GFOA), announced that for the fourth consecutive year, the Village of Glendale Heights has earned GFOA's Distinguished Budget Presentation Award for its fiscal year 2016/2017 budget document.

This award represents a significant achievement by the Village. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the Village had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well the budget serves as:

- a policy document
- a financial plan
- an operations guide, and
- a communications device

Budget documents must be rated "proficient" in all four categories, as well as the fourteen mandatory criteria within those categories, to receive the award.

For budgets beginning in 2015, 1,565 participants received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The GFOA is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.

The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

On February 28, 2017, the Governmental Finance Officers Association (GFOA) awarded the Village of Glendale Heights with a Certificate of Achievement for Excellence in Financial Reporting, for its 2016 Comprehensive Annual Financial Report (CAFR). This is the 34th consecutive year in which the Village has received this award.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

FY 2018/19 GOALS AND OBJECTIVES

Goal #1: Continue to maintain high levels of professional accounting, reporting and budgetary standards worthy of the Government Finance Officers Association (GFOA) "Certificate of Achievement for Excellence in Financial Reporting" and the "Distinguished Budget Presentation Award" Programs.

- ❖ Demonstrate proficiency in financial management by attaining the Certificate of Achievement for CAFR and Distinguished Budget Award

Goal #2: Obtain an unmodified audit opinion in conjunction with the completion of the FY 2018 annual independent audit.

Goal #3: Continue to implement internal efficiencies by reviewing, enhancing and/or implementing operational process flow changes aimed at reducing redundancy, improving communication and centralizing and protecting information.

- ❖ Engage in an application optimization project using professional training staff from Superior; the objective being to continue efforts to work with Human Resources and Payroll staff to implement full software functionality that will eliminate duplicative and unnecessary record keeping, enhance document workflow, and streamline the calculation of salary and fringe estimates for the annual budget.
- ❖ Continue to work within other Village departments to re-engineer manual processes to reduce the reliance on external systems to perform core functions, streamline operations, and reduce processing costs by documenting end-to-end existing and new workflow processes.
- ❖ Implement the Asset Management Plus module in Superior, that will automatically generate a capital or controlled asset record based upon selections made in the Purchase Order / Accounts Payable processes. This enhancement will greatly reduce a very time consuming task associated with manually tracking capital items, maintaining custody records of assets, calculating depreciation, recording gain or loss of disposals, and accurately recording the book values of capital items.
- ❖ Continue work to revise daily receipt reconciliations to expedite month-end close to 10 business days.
- ❖ Implement new technologies to reduce the reliance on manual systems, ensure security of sensitive data through a centralized collection and storage process, and enhance the user experience of the Superior product.

Goal #4: Support Green Initiatives

Goal #5: Complete and implement Fringe Benefit taxation policies and guidelines.

Goal #6: Update the Village's Investment Policy.

Goal #7: Perform a compliance audit of all business establishments within the Village, which are eligible for or subject to the local Food and Beverage Tax.

Goal #8: Complete migration of COGNOS from local hosting to the Superior Cloud environment. Prepare for and complete upgrade to COGNOS version 11.

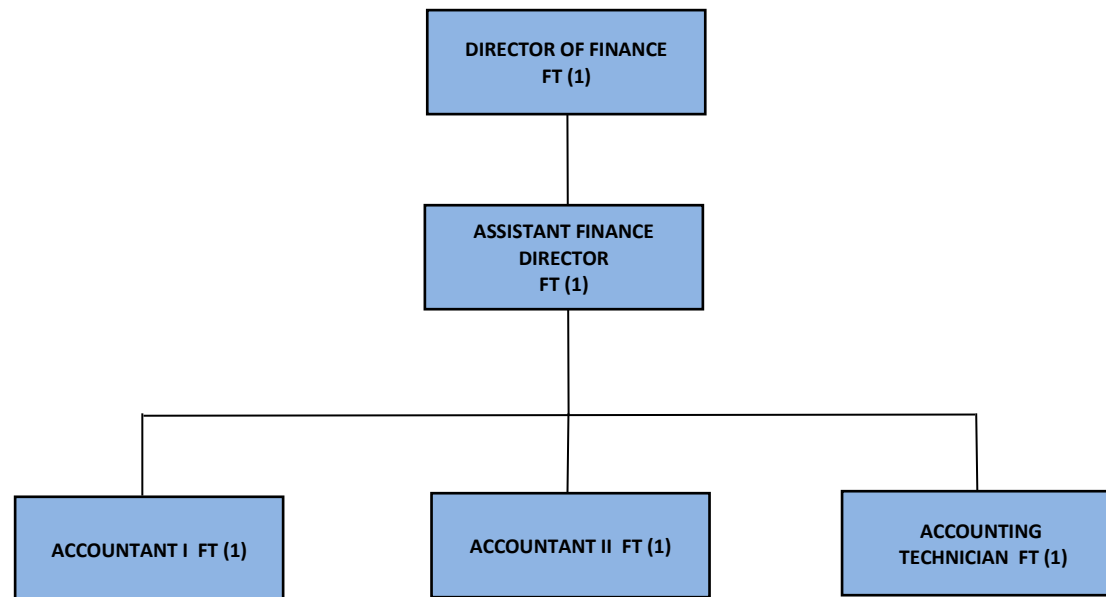
Goal #9: Undertake a sales tax audit, using businesses registered with the Illinois Department of Revenue and comparing the database to Village Business Licenses.

Goal #10: Revise chart of accounts for consistency across all departments, enhance reporting functions by eliminating crosswalks, and conform to Superior's COA format.

PROPOSED FINANCE BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1310	514	10	10	E	F-TIME & REG.PART TIME	326,472.94	361,423.00	362,809.85	410,436.00
101	1310	514	15	10	E	FICA-EMPLOYER	19,200.59	21,449.00	21,658.52	25,448.00
101	1310	514	16	14	E	TRAVEL FOR MEETING & CONF		150.00		150.00
101	1310	514	16	15	E	TRAINING & SEMINARS	315.00	850.00	515.00	850.00
101	1310	514	16	16	E	MEDICARE-EMPLOYER	4,616.53	5,272.00	5,127.92	5,951.00
101	1310	514	21	10	E	AUDITING	35,885.00	34,080.00	33,955.00	37,355.00
101	1310	514	21	99	E	OTHER PROFESSIONAL	13,210.07	11,000.00	175.00	7,000.00
101	1310	514	24	12	E	PRINTING & BINDING	2,812.93	2,900.00	2,770.99	3,400.00
101	1310	514	31	99	E	OFFICE SUPPLIES	926.76	1,475.00	524.74	2,925.00
101	1310	514	55	60	E	OFFICE EQUIPMENT R & M	175.00			
101	1310	514	62	10	E	MEMBERSHIP DUES	650.00	650.00	650.00	650.00

FY 2018 / 2019
VILLAGE OF GLENDALE HEIGHTS
FINANCE DEPARTMENT



The Finance department is responsible for all fiscal operations of the Village. These responsibilities include budget control, accounting, investments, payments, billing, all receipts, assets management, inventory, and assisting the Village Administrator with budget preparation. Total number of employees: 5 Full-Time

ADMINISTRATIVE SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Administrative Services Department is divided into two divisions; Administration and Information Services.

TOTAL OPERATING BUDGET

\$875,779

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Administration	347,113.98	364,678.00	359,608.70	380,658.00
Information Services	469,396.26	581,806.00	497,442.88	495,121.00
TOTAL DIVISION	816,510.24	946,484.00	857,051.58	875,779.00

SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/18

The Department of Administrative Services provides support and services to Village residents and businesses, while also supporting various internal operational needs of all Village Departments.

Water Billing

The Division of Water Billing is responsible for the processing and receipt of payment of water bills for residential, commercial, industrial, and non-profit water customers of the Village. The process itself begins with collecting the actual water usage to ensure an accurate water bill is issued to each customer. The collection and recording of water usage is accomplished utilizing a radio device, which transmits the meter usage reading to the Village. As the meters are reaching their end of life, many of the batteries in the radio devices require replacement. Under a proactive meter maintenance program by the Department of Public Works, the Village has successfully replaced thousands of aging batteries to ensure accurate billing to our utility customers. While most customers have received the new battery, it is important the Village continue the priority efforts to repair or replace our aging water meter system. During the 2017 calendar year, the Village collected meter reads for water usage by our customers totaling 765 million gallons and issued 106,198 customer bills. The actual cost of water paid to the DuPage Water Commission totaled just over 4.5 million dollars. The Village continues to encourage all water customers to be alert to potential water leaks within their homes and businesses, and to practice water conservation measures.

Licensing

The Division of Licensing is responsible for the issuance and annual renewals of business licenses, vehicle stickers, pet licensing, garage sale permits, and the processing of real estate transfer stamps. In addition to those services, this division provides reception support by assisting customers and callers with questions and directing them to the proper departments for further assistance. During the 2017 calendar year, the Village issued 21,960 vehicle stickers to residents and businesses, 375 garage sale permits, 857 animal tags, and issued 918 real estate transfer stamps.

Information Systems

As technology continues to advance and expand into all areas of Village operations, our Information Systems team is tasked with ensuring that our network infrastructure is not only safe from unauthorized access, data loss, and data corruption, but provides the capacity for data and voice communications, data storage, and emergency redundancy. While the security of our network is at the highest priority and is continuously monitored and updated, several additional projects have been completed and are underway to reinforce the redundancy and stability of our network including:

- ✓ A fiber network connecting our Municipal Center to our Public Works Department. The capacity of the fiber bandwidth shall significantly improve the data flow between facilities, eliminate a costly telephone circuit, and establish a secondary data storage site.
- ✓ The Superior Financial system has been migrated from an on-site AS400 computer server to the hosted site by Superior. This decision will provide critical redundancy and permit access to our data if an emergency resulted in Village operations needed to be relocated at an alternative site.
- ✓ Completion of equipment upgrades to the Police mobile computer equipment, improving the reliability of the critical communication link to mobile data circuits.

The I.S. team will continue to examine opportunities and threats to further advance with new technologies and secure our network, while responding to the needs of all Village Departments.

Purchasing

The Division of Purchasing is responsible for the overall procurement processes within the Village. Under a centralized policy, guidelines are set to ensure all purchases will be made to obtain quality services and goods, receive competitive prices, while ensuring legal regulations are followed. The Village continues to utilize various purchasing methods including price quotes, competitive sealed proposals and bids, requests for qualifications, and participation in joint government and cooperative agreements such as the State of Illinois. The Purchasing Division is also tasked with the sale of surplus property. During the 2017 calendar year a wide variety of goods and services have been purchased. A few of the services and items purchased during this period include:

- ✓ Demolition of Multiple Buildings

- ✓ Purchase of various vehicles and equipment such as a Dump Truck, Police Interceptors, Tractors and Mowers.
- ✓ Leased Data Fiber to connect Village facilities.
- ✓ Desktop and Laptop Computers
- ✓ Playground Equipment
- ✓ Tree Trimming Services

Individuals can view the Village Purchasing web page for listings of the competitive procurement solicitations, and the sale of Village surplus property currently underway.

FY 2018/19 GOALS AND OBJECTIVES

GOAL

Improve overall operational effectiveness within all Administrative Services divisions resulting in increased efficiencies to support both internal customers and residents.

DIVISIONAL OBJECTIVES:

Information Systems Division

- Annual Computer Replacement.
This is an annual goal, which is being reset for the acquisition and installation of the new equipment within the 2018/19 budget document. The completion of all purchases within the computer replacement program specific to user desktop and laptop units shall be completed no later than the close of the second quarter of the 2018/19 fiscal year (Oct 31).
- Superior Cognos Update and Training
The Village currently utilizes the Cognos reporting software of version 10 and is in the process of migrating established reports to our Superior cloud application. At this time, an upgraded version of Cognos 11 is available for distribution to the Village. As part of the 2018/19 fiscal year, the Village will move to the version 11 and provide necessary training for select personal of the Finance Department, and other key Departments. This project will be scheduled to begin late second quarter with necessary training to be completed by fiscal year end.
- Connectivity to Glendale Lakes Golf Club
As part of the 2017/18 fiscal year, approval was obtained to replace the T-1 point-to-point circuit connecting the Village Hall with Glendale Lakes Clubhouse with a point-to-point fiber connection. The decision was based on the limited bandwidth of the T1 of 1.5 mb to the expanded bandwidth of 100 mb of the fiber, providing significant improvements to the stability, speed, and capacity. The actual completion of the project will occur no later than the second quarter.

- Telephone System Upgrade.
As part of the 2018/19 Budget Document, funding has been included to upgrade the actual Voice Over IP telephone system operating software. This is a result of the manufacturer no longer supporting our current system as of December 31, 2018 resulting in the required upgrade. While the existing desk telephone sets will remain, new functions and features will require additional training for staff. The actual completion of this project will occur third quarter of the fiscal year.

Purchasing Division

- Insurance Requirements
Continued efforts are being made to establish boilerplate insurance requirements for vendors that serve the Village in various capacity and provide materials and supplies. While the Village has worked with the representative from Meisrow to guide us and provide recommended levels for categories of insurance requirements, issues remain open and require further examination to complete this project. This project will be completed by fiscal year-end 2019.
- Boiler Plate Documents
A review and update of the general purchasing documents, including the purchase order, and bid documents, including general conditions, for commodity/services, and construction, will be completed by the fiscal year second quarter.
- Surplus Property
While higher valued surplus is processed on a timely and efficient manner, low value items are placed on the back burner. Therefore, develop an improved method to process low value surplus efficiently without delays for all Departments.

Water Billing

- Electronic Water Bill Notifications
This project was previously placed on hold as the structure and appearance of the electronic bill was unacceptable. The e-bill can now be modified to produce a business quality electronic bill acceptable for distribution to customers. The project itself has begun in testing mode within the 2017/18 fiscal year with the release to customers no later than the fiscal year second quarter.

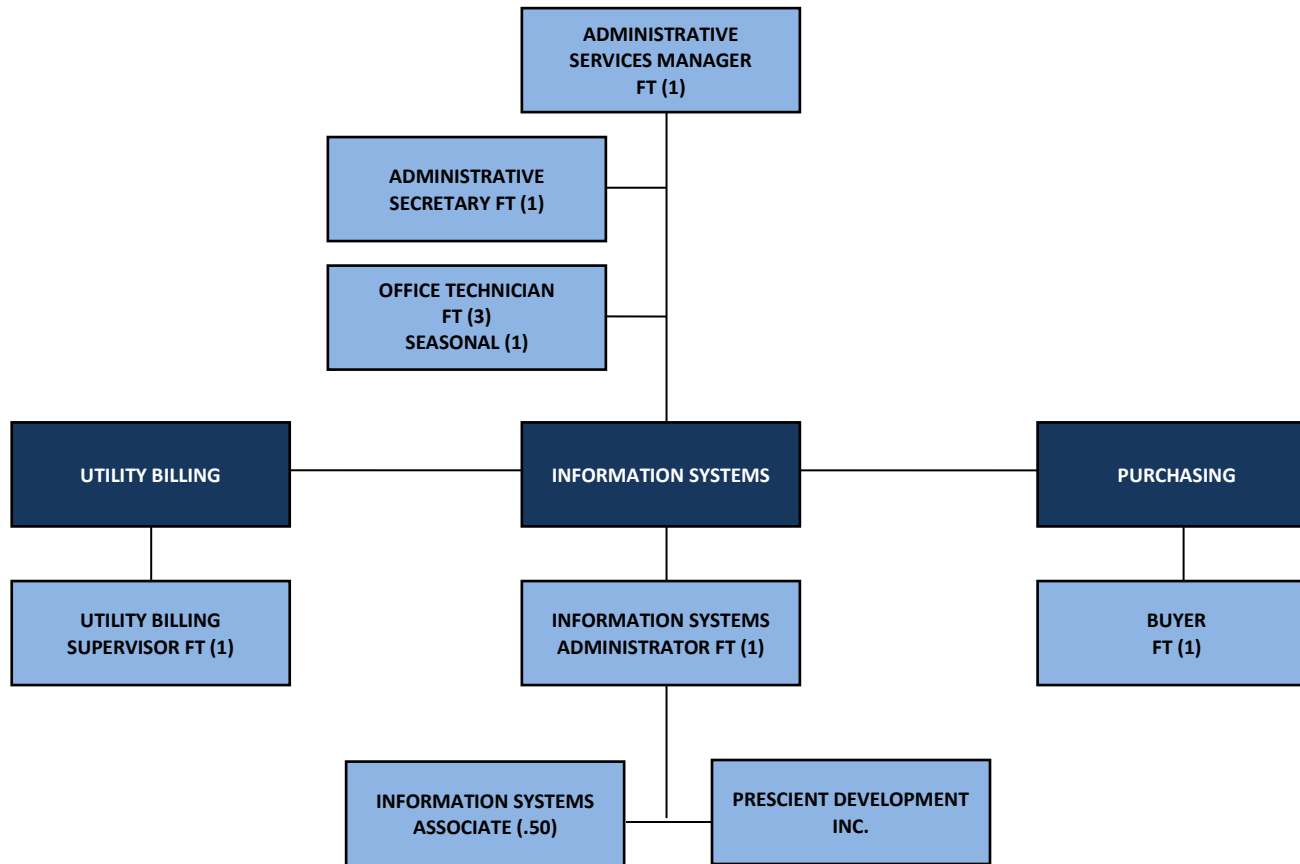
- Landlord Tenant Agreement and Payments
As the number of residential rental properties increase, modifications to our Landlord and Tenant application and process of closing accounts is necessary. To better ensure compliance of both the Village rental license program, collection of all outstanding water payments prior to establishing a new service for a new tenant, and clear communicate to the property owner their legal responsibility, we are establishing a new process and Landlord and Tenant Agreement. The new form and process will be activated no later than the fiscal year second quarter.

Licensing Operations

- Animal Licensing.
Continued efforts will be made to increase the actual percentage of pet registrations compared to actual pets owned within our community. Further attempts to obtain rabies registrations from DuPage County to identify pet owners.
- Vehicle License Registrations
Within the 2018/19 fiscal year, the Village will continue to utilize the Secretary of State Vehicle registration data to identify vehicles and owners who have not purchased the required license. As part of this process, all vehicles registered to the Village will be sent the proper form to purchase the license regardless if they have purchased a license in the prior year. The overall goal shall be to increase compliance of vehicle registrations within the community.

The Manager of Administrative Services will assist in completion of all the objectives listed within this memorandum. It is also an objective to provide a timely completion of employee annual reviews, and assist the overall Village with the best potential procurement opportunities reducing costs and supporting timely delivery of services and goods.

FY 2018 / 2019 VILLAGE OF GLENDALE HEIGHTS ADMINISTRATIVE SERVICES



The Administrative Services department provides essential support to internal operations as well as a broad range of services to the residents and businesses. The Utility Billing division is responsible for water meter readings and the processing of utility bills and other public services. The Village Licensing division is responsible for the issuance of licenses as required by ordinance and state statutes. The Information Systems division is responsible for all equipment and function related to the Village computer system and associated electronic operation. Administrative Services is also responsible for the procurement of goods and services. Total number of employees: 8 Full-Time, 1 Seasonal and an Information Systems Associate that is shared with Administration.

ADMINISTRATIVE SERVICES: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Administrative Services department provides essential support to internal operations as well as a broad range of services to the residents and businesses. Staffed by nine employees, the Administrative Services Department provides services to the public and to many of our operating departments. This department provides the public with the services of Water Billing and Village Licensing. In addition to providing these services to the public, we provide the broad based support of all Village operations and employees with the services provided under the divisions of Information Systems and Purchasing. The goal is to provide the necessary equipment, supplies, and technology to allow all Departments to operate efficiently and compliment their quality services throughout the community.

The Utility Billing division is responsible for water meter readings and the processing of utility bills, and other public services. The Village Licensing division is responsible for the issuance of licenses as required by ordinance and state statutes. The Information Systems division is responsible for all equipment and functions related to the Village computer system and associated electronic operations. Administrative Services is also responsible for the procurement of goods and services, and advises the Village Administration of necessary Purchasing Policies and Procedures set by Ordinance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1810	517	10	10	E	F-TIME & REG.PART-TIME	291,862.29	307,989.00	308,066.05	322,749.00
101	1810	517	10	98	E	TEMPORARY HELP	2,498.92	3,308.00	3,307.50	2,500.00
101	1810	517	10	99	E	OVERTIME PAY	494.56	1,000.00	13.50	500.00
101	1810	517	15	10	E	FICA-EMPLOYER	17,365.32	19,312.00	18,225.22	20,196.00
101	1810	517	16	14	E	TRAVEL FOR MEETING & CONF		100.00		100.00
101	1810	517	16	15	E	TRAINING & SEMINARS	175.00	250.00		250.00
101	1810	517	16	16	E	MEDICARE-EMPLOYER	4,061.43	4,534.00	4,262.56	4,723.00
101	1810	517	21	99	E	PROFESSIONAL-OTHERS	1,495.70	1,495.00	1,795.00	1,495.00
101	1810	517	24	12	E	PRINTING & BINDING	12,994.75	11,275.00	10,995.72	11,850.00
101	1810	517	24	14	E	ADVERTISING	4,577.23	3,500.00	3,719.33	4,000.00
101	1810	517	31	99	E	OFFICE SUPPLIES	131.85	250.00	114.66	250.00
101	1810	517	37	99	E	OPERATING SUPPLIES	8,534.30	8,500.00	6,818.44	8,875.00
101	1810	517	62	10	E	MEMBERSHIP DUES	489.00	415.00	408.00	420.00
101	1810	517	69	21	E	RECORDING FEES	972.50	1,250.00	521.50	1,250.00
101	1810	517	69	22	E	LICENSES	1,461.13	1,500.00	1,361.22	1,500.00

ADMINISTRATIVE SERVICES: INFORMATION SYSTEMS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The I.S. Division of the Administrative Services Department consists of two personnel and a contracted specialized Technology firm providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and coordinates our Superior cloud based solution which hosts our financial package and municipal software.

The role of the I.S. Division continually expands with technological advancements and needs of our internal departments. Advancements include support to the primary telephone systems of a Voice Over IP data driven communication, expansion of smart phones, mobile computers, and iPads which are a few examples of changing technology that are also supported under this division.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1811	517	10	10	E	F-TIME & REG.PART-TIME	131,070.73	136,211.00	137,802.93	155,618.00
101	1811	517	10	99	E	OVERTIME PAY	830.42	1,000.00	1,594.24	1,000.00
101	1811	517	15	10	E	FICA-EMPLOYER	7,988.90	8,507.00	8,441.89	9,710.00
101	1811	517	16	14	E	TRAVEL FOR MEETING & CONF	25.66	100.00		100.00
101	1811	517	16	15	E	TRAINING & SEMINARS	520.00	17,960.00	9,291.10	1,500.00
101	1811	517	16	16	E	MEDICARE-EMPLOYER	1,868.48	190.00	1,974.39	2,271.00
101	1811	517	21	15	E	NETWORK-CONSULTING	134,803.09	142,880.00	140,412.27	144,404.00
101	1811	517	22	10	E	COMPUTER EQUIPMENTS	12,333.60	775.00	771.48	
101	1811	517	24	12	E	PRINTING & BINDING		50.00		50.00
101	1811	517	24	31	E	HTE ANNUAL SERV.CONTRACT	40,116.39	48,240.00	48,240.00	48,240.00
101	1811	517	24	32	E	SOFTWARE SUPPORT & MAINT	34,688.12	34,620.00	29,619.39	37,750.00
101	1811	517	31	99	E	OFFICE SUPPLIES	53.97	100.00	24.83	100.00
101	1811	517	32	13	E	COMPUTER SPECIALIZED SUPL	1,376.11	1,750.00	1,366.54	1,250.00
101	1811	517	32	14	E	COMPUTER SOFTWARE	12,474.39	38,530.00	9,390.26	22,738.00
101	1811	517	32	15	E	COMPUTER EQUIPMENT		45,900.00	44,343.10	22,200.00
101	1811	517	51	10	E	TELEPHONE	25,742.33	40,993.00	34,463.87	46,690.00
101	1811	517	55	30	E	OTHER COMPUTER EQUIPMENT	552.56	1,500.00	1,129.82	1,500.00
101	1811	517	83	13	E	P.C. HARDWARE	55,290.81			
101	1811	517	83	15	E	SOFTWARES	4,680.52	30,000.00		
101	1811	517	83	30	E	OTHER COMPUTER EQUIPMENT	4,980.18	32,500.00	28,576.77	

COMMUNITY DEVELOPMENT

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Community Development Department is charged with planning for the future growth of the Village, with maintaining the quality of existing development and with assuring that new construction meets acceptable community standards. To carry out these responsibilities, the Department is organized into two divisions; Administration and Inspection Services. Community Development is assisted by and provides technical services to several advisory boards and commissions composed of citizens appointed by the Village for a specified number of years. These advisory boards include the Plan Commission, Redevelopment and Revitalization Committee, and Property Enhancement Committee.

TOTAL OPERATING BUDGET
\$1,062,044

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ESTIMATED	2018/19 BUDGET
Administration	524,910.87	590,408.00	583,620.90	575,510.00
Inspection Services	389,743.97	479,569.00	455,835.95	486,534.00
TOTAL DIVISION	914,654.84	1,069,977.00	1,039,456.85	1,062,044.00

FY 2017/18 SIGNIFICANT ACCOMPLISHMENTS

ADMINISTRATION

The Community Development Department continued to focus on economic development and maintaining and improving property values. Staff worked with many new businesses that opened within the Village, including Ferguson Electric, OSM Worldwide, US Spice Mills, Nidec Shimpo, Dunkin Donuts, Shell Gas Station and Burrito Parilla. Twenty-one Plan Commission cases were reviewed and processed. The Community Development staff worked closely with a developer, attorneys, consultants and the Village Board on the processing and approval of a significant annexation, TIF District and development proposal for property on the North side of North Avenue, near Swift Road. This expanded the Village’s boundary eastward within the planning area.



The Village provided landlord training for the crime prevention partnership program to ensure that both property owners and renters understand the laws and regulations within the Village.

INSPECTION SERVICES

Staff improved the rental license program to track rental property more efficiently. Although staff works with owners to achieve compliance, 415 citations were issued and processed. Staff licensed over 2,213 single-family rental homes, inspected multi-family apartments, conducted real estate transfer inspections and issued 2,949 building permits. Additionally, staff issued contractor's licenses, processed utility permits and responded to 225 Freedom of Information Act requests. Staff also proactively conducted code enforcement, responded to service requests, and responded to emergency call-outs from the Police Department.

FY 2018/19 GOALS AND OBJECTIVES

Goal #1: Present the 2018 National Building Codes to the Village Board for adoption

- ❖ Present proposed codes with amendments to the Ordinance Committee and Village Board.
 - Evaluate the codes to determine the necessity of local amendments.
 - Meet with Bloomingdale and Glenside Fire Districts to reach consensus on Code amendments and updates.
 - Prepare appropriate ordinances and memos to present code amendments to the Ordinance Committee.

Goal #2: Evaluate the Real Estate Transfer Inspection Program to determine its effectiveness.

- ❖ Obtain direction from Administration regarding the value of the Real Estate Transfer Inspection Program
 - Survey other communities to determine those that require real estate transfer inspections and the extent of those inspections.
 - Evaluate the staff time spent on real estate transfer inspections and the benefits of the inspections on the overall community.
 - Conduct a cost benefit analyses of the real estate transfer inspection program to determine if the revenues generated support the cost of the program.

Goal #3: Improve economic development efforts within the Village of Glendale Heights.

- ❖ Focus economic development efforts along the North Avenue corridor.
 - Prepare an economic development strategy to encourage high quality development along North Avenue.
 - Work with land owners and developers along the North Avenue Corridor to encourage development and redevelopment.
- ❖ Continue meetings with shopping center owners to encourage occupancy and property upgrades. Meet with a minimum of four shopping center owners.

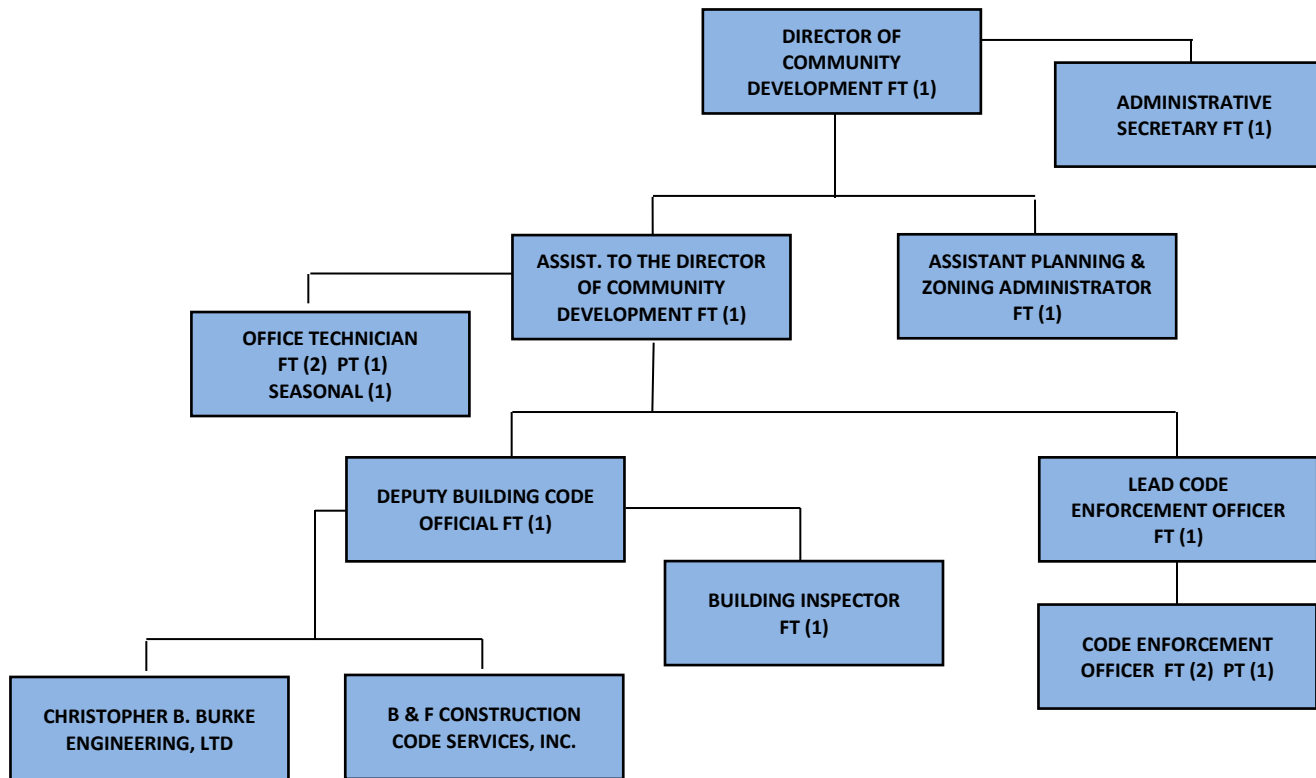
Goal #4: Use technological resources to improve department effectiveness and efficiency.

- ❖ Improve Village staff, elected officials and the public's access to information.
 - Review archived permits to prepare them to be closed and scanned.
 - Continue to scan large format plans and import to Laserfiche system so plans will be available to all Village personnel.
- ❖ Improve the use of the HTE system to improve efficiency and better track workload.
 - Train staff on Code Enforcement module of HTE.
 - Provide staff with webinar training on the HTE system, a minimum of four webinar training sessions.

Goal #5: Present Boundary Line Agreement with the Village of Glen Ellyn to the Village Board for Approval.

- ❖ Present a proposed boundary agreement to the Mayor and Village Board of Trustees for consideration.
 - Meet with representatives from the Village of Glen Ellyn to negotiate a new boundary line agreement.
 - Provide maps and plans to Glen Ellyn for their review.
 - Obtain maps and plans from the Village of Glen Ellyn for review.
 - Reach agreement on a proposed boundary agreement on a staff level.

FY 2018 / 2019 VILLAGE OF GLENDALE HEIGHTS COMMUNITY DEVELOPMENT



The Department of Community Development is charged with planning for the future growth of the Village, maintaining the quality of existing development, and with assuring that new construction meets acceptable community standards. To carry out these responsibilities, Community Development is divided into two divisions; Administration and Inspection Services. Administration maintains oversight of the entire Department, Planning, Zoning, Economic Development and office services. The Inspection Services Division consists of the Building, Rental, Real Estate Transfer, Crime Prevention and Code Enforcement. The Inspection Services Division inspects and enforces regulations related to construction, rental, real estate and property maintenance. The Division is also responsible for Crime Prevention Partnership and Administrative Adjudication. Two contracted service providers assist the Department. Christopher B. Burke Engineering performs engineering plan review and inspections. B & F Construction Code Services, Inc. assists with commercial building plan review and inspection. Community Development is the staff liaison to advisory boards and commissions composed of citizens appointed by the Village for a specified number of years. These advisory boards include the Plan Commission, Redevelopment and Revitalization Committee, and Property Enhancement Committee. Total number of employees: 11 Full-Time, 2 Part-Time and 1 Seasonal.

COMMUNITY DEVELOPMENT ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Comprehensive Planning

Forecasts and plans for the physical development of the Village for the next 10 to 15 years.

Annexation, Zoning, Land Use

Plays a major role in the development of new subdivisions and the preservation of existing neighborhoods.

Plan Review

Trained and certified individuals review submitted plans to ensure that buildings adhere to established codes.

Code Enforcement

Ensures that established standards are observed for the safety and preservation of the community.

Building Permits

Construction projects are approved if they comply with Building and Zoning Regulations.

Property Maintenance

Establishes and enforces minimum standards for maintenance of existing buildings, structures, premises, and facilities in order to protect the health, safety, and general welfare of the public.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1410	515	10	10	E	F-TIME & REG.PART TIME	437,612.76	477,472.00	485,947.65	477,472.00
101	1410	515	10	98	E	TEMPORARY HELP	3,439.30	5,435.00	5,434.71	6,330.00
101	1410	515	10	99	E	OVERTIME PAY	24.80	100.00	108.44	100.00
101	1410	515	15	10	E	FICA-EMPLOYER	25,536.80	29,844.00	29,035.73	31,324.00
101	1410	515	16	14	E	TRAVEL FOR MEETING & CONF	348.84	100.00		100.00
101	1410	515	16	15	E	TRAINING & SEMINARS		660.00	590.00	660.00
101	1410	515	16	16	E	MEDICARE - EMPLOYER	6,143.31	7,079.00	6,872.49	7,324.00
101	1410	515	24	12	E	PRINTING & BINDING	4,518.97	7,350.00	3,516.16	4,500.00
101	1410	515	24	13	E	PUBLICATIONS	79.99	100.00	843.96	600.00
101	1410	515	24	99	E	OTHER PURCHASE-SERVICES	30,892.16	43,305.00	33,341.74	38,100.00
101	1410	515	31	99	E	OFFICE SUPPLIES	853.08	922.00	660.76	900.00
101	1410	515	32	14	E	SOFTWARE		240.00		

101	1410	515	37	10	E	UNIFORMS/PPE	280.50	450.00	410.50	450.00
101	1410	515	37	99	E	OPERATING SUPPLIES	593.05	925.00	924.88	900.00
101	1410	515	39	93	E	OFFICE EQUIPMENT		3,890.00	3,890.01	
101	1410	515	39	94	E	COMPUTER EQUIPMENT		2,033.00	1,982.95	
101	1410	515	51	10	E	TELEPHONE	3,561.16	5,700.00	5,165.03	
101	1410	515	52	10	E	LEASES-EQUIPMENTS	6,187.75	4,053.00	4,197.89	6,000.00
101	1410	515	55	60	E	R&M OFFICE EQUIPMENT	4,140.40			
101	1410	515	62	10	E	MEMBERSHIP DUES	698.00	750.00	698.00	750.00

COMMUNITY DEVELOPMENT: INSPECTION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Inspection Services Division ensures that construction methods, structures, and building projects meet all national, state, county, and local building codes. This division also administers Real Estate Transfer, Business Licenses, Code Enforcement, Single-Family and Multi-Family Rental Inspection Programs.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1412	515	10	10	E	F-TIME & REG.PART TIME	326,160.02	406,440.00	395,975.30	418,007.00
101	1412	515	10	99	E	OVERTIME PAY				100.00
101	1412	515	15	10	E	FICA-EMPLOYER	19,797.50	25,199.00	23,875.76	25,916.00
101	1412	515	16	14	E	TRAVEL FOR MEETING & CONF		200.00		100.00
101	1412	515	16	15	E	TRAINING & SEMINARS	3,310.00	6,411.00	5,773.00	5,000.00
101	1412	515	16	16	E	MEDICARE - EMPLOYER	4,630.01	5,893.00	5,583.93	6,061.00
101	1412	515	24	99	E	OTHER PURCHASE-SERVICES	24,965.25	26,338.00	17,149.29	22,500.00
101	1412	515	37	10	E	UNIFORMS/PPE	1,125.70	1,350.00	1,328.61	1,350.00
101	1412	515	37	80	E	GAS & FUEL	3,640.08	4,860.00	4,459.33	4,600.00
101	1412	515	37	99	E	OPERATING SUPPLIES	510.72	603.00	602.08	600.00
101	1412	515	39	99	E	OPERATING EQUIPMENT	3,810.90	800.00	318.65	800.00
101	1412	515	55	60	E	R&M OFFICE EQUIPMENT	1,398.79			
101	1412	515	55	61	E	R&M OPERATING EQUIPMENT		1,000.00	310.00	1,000.00
101	1412	515	62	10	E	MEMBERSHIP DUES	395.00	475.00	460.00	500.00

PUBLIC WORKS

The Public Works Department is divided into four divisions; Engineering, Administration, Streets, and Fleet Maintenance. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department.

Some or parts of the divisions in Public Works are funded by the General Fund. The General Fund department funding is categorized into four segments; Engineering, Administration, Streets, and Fleet Maintenance.

TOTAL OPERATING BUDGET

\$2,284,702

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Engineering	59,044.88	58,309.00	57,733.70	103,904.00
Administration	175,596.56	182,547.00	174,976.82	120,457.00
Streets	1,683,075.34	1,740,337.00	1,543,965.74	1,695,871.00
Fleet Maintenance	329,366.46	351,059.00	334,614.24	364,470.00
TOTAL DIVISION	2,247,083.24	2,332,252.00	2,111,290.50	2,284,702.00

SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/18

STREETS DIVISION

In 2017, a sidewalk removal and replacement project was undertaken on approximately 10 streets in the Village. The purpose of the project was to replace structurally damaged and dangerous sidewalks. Another aspect of the project was to preserve the mature parkway trees; this involved elevating the replaced sidewalks over the root system of the trees to prevent heaving of the replacement sidewalks.

Through the State of Illinois, Department of Commerce and Economic Opportunity (DCEO), Public Sector Energy Efficiency Program, the Village of Glendale Heights obtained an 'Illinois Energy Now' grant to replace all Village street lighting fixtures with energy efficient LED fixtures. The grant funding was approximately two thirds of the total cost of the fixtures, and the new LED fixtures are expected to reduce the annual consumption of electricity by 30-40%. Local road infrastructure was improved throughout the Village as part of the in-house road program overlaying Wyatt Lane, Burr Oak Lane, Basswood Lane and Westchester Drive (north of Jacobsen Avenue). The project involved the removal and replacement of deteriorated and structurally damaged curbs and sidewalks along with base repairs to the roadway before the

new surface layer was applied. The in-house road program undertook the repaving of over 3,400 square yards of surface roadway, and the replacement of 800 linear feet of curb and 1,300 square feet of sidewalk. Street Division staff responded to 12 snow and ice events throughout last year's winter season, plowing and de-icing 76 center lane miles of roadway and 147 courts. The Street Division also responded to 12 separate flood control events including clearing of storm inlets and streams to alleviate standing water on roadways. Additionally, the division responded to 497 work orders throughout the year.

FLEETS DIVISION



During the last year, the Fleets Division maintained over 300 vehicles and assorted pieces of equipment. Over the last few years, the Village has extended the useful life of larger trucks/equipment in the Fleet. Extending the life of these vehicles means an increased cost savings to the Village, and an increased return on

investment over the life of these vehicles. The challenge for the division is to extend the life of these vehicles without substantially increasing expenditures of repairs on aging vehicles. Fleets accomplishes this by doing almost all repairs in-house with dedicated mechanics trained in all facets of diagnosis and repair.

ENGINEERING DIVISION

The Engineering Division ensures the Village upholds all local, state and federal mandates, including storm water management compliance, and erosion control inspections on active construction sites. In 2017, the division reviewed over 245 permit applications including engineering drawings and storm water reports. The Engineering Division provided contract supervision and construction observation for large road projects. One such project was the 2017 MFT Road Program which included the reconstruction of nine streets, at a total cost of approximately \$1 million dollars. This project involved road reconstruction with curb and sidewalk repair, as well as drainage improvements. The North Avenue Flood Alleviation Project was successfully completed last year. The project provides significant flood protection to residences surrounding James Court Pond and businesses at the Glendale Square shopping center on North Avenue. The construction involved the dredging and upsizing of James Court Pond, with significant pond beautification and landscape improvements to the pond area. The project also involved storm sewer upgrades and the construction of two new detention ponds for flood relief at the corner of Highland Avenue and 2nd Place. This project cost approximately \$1.78 million to construct, and was funded almost entirely by grants. A Community

Development Block Grant (CDBG) from DuPage County contributed \$400,000 of the funding, and approximately \$1.38 million came from a FEMA grant that contributed to construction and engineering costs. Demolition was completed at the former Salt Creek BBQ building at Glendale Square. The building has been removed and the site is now prepared to serve as an underground detention area to be built in 2018. A Community Development Block Grant (CDBG) from DuPage County provided \$400,000 of the funding for this project.

GOALS AND OBJECTIVES FY 2018/19

ENGINEERING DIVISION

Goal #1: Improve safety for residents and employees alike, in all Public Works service areas

- ❖ Identify and investigate all reported flooding locations
 - Ensure all flooding locations are reported on Public Works database at the time they occur.
 - Investigate, analyze and recommend both short-term and long-term solutions to flooding incidents.
 - Develop a five year Capital Improvement Plan to address flooding incidents, including in-house projects/repairs.
 - Develop a weekly/monthly/annual inspection and maintenance program for the Village's storm water system.

- ❖ Ensure all construction sites are being maintained in a safe manner to the public
 - Carryout as a minimum, weekly inspections of all construction sites and ensure compliance to developed checklist.

- ❖ Develop set of engineering standards for all engineering projects undertaken in the Village
 - Develop and finalize AutoCAD engineering standards to be used in all engineering projects, to be approved by the Village Board.
 - Post approved engineering standards on Village website, to allow for easy access for public and developer.
 - Provide Engineering Standards packet to Community Development to be handed out to all applicants of larger engineering projects.

Goal #2: Participate in conferences and training programs to add new skills to the benefit of the Village

- ❖ Attend training sessions to receive and maintain licenses and accreditations
 - Assistant Village Engineer will take exam to become CPESC (Certified Professional in Erosion and Sediment Control) and maintain accreditation with continuing education.
 - Attend IAFSM Conference to maintain CFM (Certified Floodplain Manager) accreditation.

- Attend various training classes to receive continuing education and professional development hours to maintain professional engineering license.

FLEETS DIVISION

Goal #1: Improve safety for residents and employees alike, in all Public Works Service Areas

- ❖ Ensure standard operating procedures and best management practices are in place and implemented for all operations in the Fleets Division
 - Train all staff on best management practices and standard operating procedures for division including monthly safety meetings.
 - Review accident records for the last 4 years and ensure best management practices and standard operating procedures address any shortfalls in operations.
 - Ensure monthly/annual safety checks of internal equipment and procedures are undertaken and documented.
- ❖ Provide an efficient fleet that is safe and in good working order for the other departments and divisions
 - Provide and maintain all necessary safety equipment on board vehicles, including up to date first aid kits.
 - Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on occurrences of 2 or more within a 14 day period.

Goal # 2: Ensure all tools and equipment are in good working order, kept current and up to date, and a program of replacement is developed

- Develop a checklist of all equipment with categories of excellent, good, fair or poor.
- Assign one staff member to perform a weekly inspection of Fleets Division owned tools and equipment to include condition.
- Involve all staff members on projects, break down tasks and assignments for staff to accomplish.
- Prioritize repairs and replacement of equipment.
- Develop a five year plan of larger purchases (>\$1000.00) within the Fleets Division.

Goal #3: Develop policies and procedures to improve fiscal responsibility by all Fleets employees

- ❖ Execute the annual budget responsibly
 - Monitor and control overtime.
 - Price shop on parts and inventory to ensure competitive pricing.
 - Perform a self-audit of the Division inventory, to be performed in a rotating manner with staff.
- ❖ Recycle and lower carbon footprints while controlling costs.

- Increase time between oil & fluid changes.
- Recycle antifreeze and continue recycling of batteries, engine oil and brake fluid.

STREETS DIVISION

Goal # 1: Improve safety for residents and employees alike, in all Public Works service areas

- ❖ Improve pedestrian safety throughout the Village
 - Identify all remedial sidewalk work and update database to track and record conditions; conduct ADA audit.
- ❖ Improve street lighting in the Village
 - Identify locations of lighting deficiencies and install additional street lighting where needed.
- ❖ Improve and Maintain Village Streets
 - Survey all streets on an annual basis for permanent/temporary patch repair.

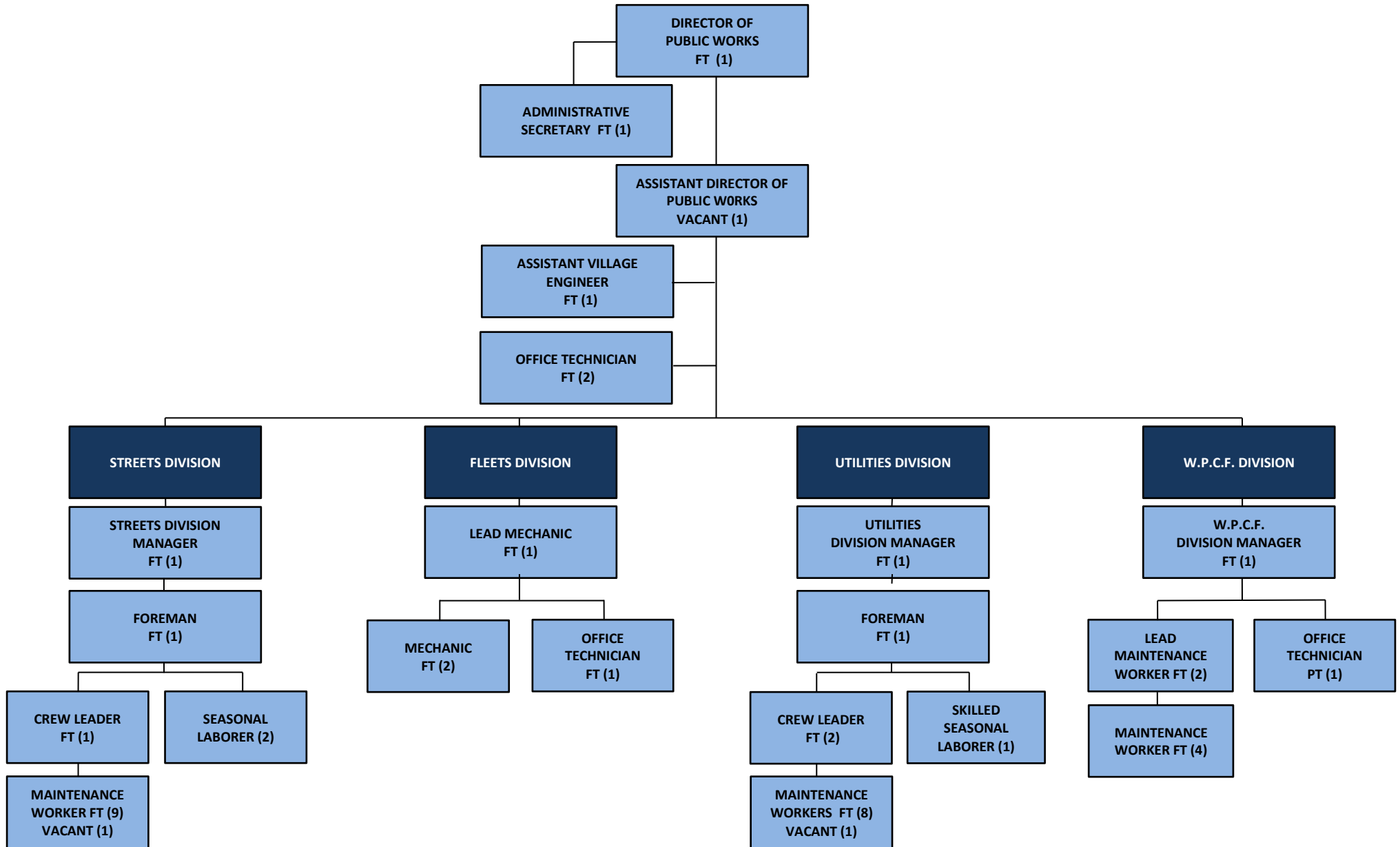
Goal # 2: Improve service delivery across all areas of Public Works operations

- ❖ Provide an initial response within 2 days of receipt, and a substantive response within 7 days of receipt of all work orders/complaints.

Goal #3: Develop policies and procedures to improve financial responsibility in all areas of Public Works

- ❖ Develop an Anti-Icing Program to lower the consumption of roadway salt to lessen chlorides
 - Pursue the use of anti-icing liquid/salt brine to pretreat roadways prior to winter storm events.
 - Street Division will utilize liquid salt brine in conjunction with roadway salt during snow removal operations to lower chloride output.

FY 2018 / 2019 VILLAGE OF GLENDALE HEIGHTS PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Street, Utilities, Fleets, Engineering and Water Pollution Control Facility. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department. Total number of employees: 40 Full-Time, 1 Part-Time, 3 Seasonal.

PUBLIC WORKS: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Public Works Department provides services to 34,208 residents, 8 industrial parks, and various commercial enterprises in 6 political districts. Policy leadership is provided by the Village President with the advice and consent of six Village Board Members. The office of the Village Administrator oversees that the Public Works Department is effectively translating the policy into programs and services. The Public Works staff performs service and projects that many times are vital, life sustaining necessities. These services form the foundation for many of the basic needs that improve the quality of life for 100% of the residents.

Essential Functions

Administration - Facilitates leadership, direction, and coordination of services as the executive management partner.

Engineering – Provides engineering services to Public Works and support to other departments.

Street Maintenance - Right-of-way maintenance and repair, including snow and ice control, storm water maintenance, and pavement management for approximately 76 centerline miles of roadway.

Fleet Maintenance - Provides the Village Departments with safe vehicles and equipment; appropriate for their use that are economical, dependable, and environmentally sound to operate.

Service Standards

The Public Works team takes pride in its track record of quality first service. Acquiring customer feedback, using self-assessments and other benchmarking tools, the department maintains a clear picture of business advantages, private sector competition, and a comparison of service levels with neighboring communities.

Vision: We want our customers to call us because they know we will provide efficient timely service.

Mission: Our mission is to enhance our customers' lives by providing them services that often surpass their basic needs.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1510	531	10	10	E	F-TIME & REG.PART-TIME	158,157.21	161,682.00	156,643.09	103,597.00
101	1510	531	15	10	E	FICA-EMPLOYER	8,765.90	10,024.00	8,861.25	6,423.00
101	1510	531	16	14	E	TRAVEL FOR MEETING & CONF	273.04	600.00	506.60	500.00
101	1510	531	16	15	E	TRAINING & SEMINARS	35.00	250.00		250.00
101	1510	531	16	16	E	MEDICARE - EMPLOYER	2,193.93	2,381.00	2,173.01	1,502.00
101	1510	531	22	99	E	OTHER EQUIPMENT	1,952.88		813.70	2,000.00
101	1510	531	24	12	E	PRINTING & BINDING	307.62	475.00		100.00
101	1510	531	31	99	E	OFFICE SUPPLIES	165.12	350.00	148.37	300.00
101	1510	531	37	10	E	UNIFORMS	130.00	300.00	38.00	300.00
101	1510	531	37	80	E	GAS & FUEL	860.41	1,000.00	1,191.40	1,500.00
101	1510	531	51	14	E	NATURAL GAS			1,686.14	
101	1510	531	52	10	E	LEASES-EQUIPMENTS	2,495.45	2,785.00	2,319.28	2,785.00
101	1510	531	56	14	E	PUBLIC WORKS FACILITIES	70.00	200.00		200.00
101	1510	531	57	20	E	R&M OPERATING EQUIPMENT		2,000.00	399.98	500.00
101	1510	531	62	10	E	MEMBERSHIP DUES	190.00	500.00	196.00	500.00

PUBLIC WORKS: ENGINEERING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Engineering Division will provide quality engineering services to both internal departments and external parties, such as contractors, developers, DuPage County, and other engineering bodies. The division is also instrumental in ensuring the Village's IEPA Storm water NPDES MS4 Permit remains in compliance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1510	515	10	10	E	F-TIME & REG.PART TIME	46,155.21	47,491.00	48,921.89	89,939.00
101	1510	515	15	10	E	FICA-EMPLOYER	2,773.57	2,944.00	2,927.80	5,576.00
101	1510	515	16	14	E	TRAVEL FOR MEETING & CONF		300.00		300.00
101	1510	515	16	15	E	TRAINING & SEMINARS	734.89	1,000.00	781.00	1,100.00
101	1510	515	16	16	E	MEDICARE - EMPLOYER	648.72	689.00	684.76	1,304.00
101	1510	515	16	20	E	LICENSES & CERTIFICATIONS		100.00	61.41	100.00
101	1510	515	21	14	E	ENGINEERING	7,000.00	3,000.00	2,642.64	3,000.00
101	1510	515	24	32	E	SOFTWARE SUPPORT/MAINT	397.15	500.00	397.15	400.00
101	1510	515	31	99	E	OFFICE SUPPLIES	217.81	350.00	200.33	250.00
101	1510	515	37	10	E	UNIFORMS/PPE		200.00	25.22	200.00
101	1510	515	37	80	E	GAS & FUEL	454.73	500.00	295.50	500.00
101	1510	515	37	99	E	OPERATING SUPPLIES	52.80	300.00		300.00
101	1510	515	62	10	E	MEMBERSHIP DUES	610.00	935.00	796.00	935.00

PUBLIC WORKS: STREETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Streets Division will strive to maintain the Village's streets and storm water infrastructure in quality condition year round, through sound fiscally responsible use of available resources, long range plans, and cooperative efforts of residents, employees, and elected officials.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1511	532	10	10	E	F-TIME & REG.PART-TIME	951,925.01	1,013,652.00	1,009,441.04	1,033,197.00
101	1511	532	10	98	E	TEMPORARY HELP	4,180.70	15,000.00	13,615.00	16,400.00
101	1511	532	10	99	E	OVERTIME PAY	37,697.37	40,000.00	62,932.18	40,000.00
101	1511	532	15	10	E	FICA-EMPLOYER	59,401.08	65,594.00	65,360.50	67,555.00
101	1511	532	16	14	E	TRAVEL FOR MEETING & CONF	254.00			
101	1511	532	16	15	E	TRAINING & SEMINARS	3,331.00	5,600.00	5,046.00	4,100.00
101	1511	532	16	16	E	MEDICARE - EMPLOYER	13,892.07	15,495.00	15,285.81	15,799.00
101	1511	532	21	14	E	ENGINEERING	1,416.52	1,000.00		31,000.00
101	1511	532	23	10	E	DEBRIS REMOVAL	38,817.61	40,000.00	18,870.87	40,000.00
101	1511	532	23	14	E	CURB-CUT PROGRAM	4,662.00	5,000.00	4,700.00	5,000.00
101	1511	532	23	99	E	OTHER PROPERTY SERVICES	43,732.00	42,000.00	41,932.00	44,000.00
101	1511	532	24	13	E	CONTRACTUAL SERVICES	8,496.06	120,682.00	100,117.79	5,100.00
101	1511	532	31	99	E	OFFICE SUPPLIES	1,013.50	700.00	150.39	700.00
101	1511	532	34	13	E	LANDSCAPING SUPPLIES	2,281.00	2,500.00	2,127.11	2,500.00
101	1511	532	37	10	E	UNIFORMS/PPE	4,702.80	5,000.00	4,016.89	5,000.00
101	1511	532	37	11	E	CHEMICALS		100.00		100.00
101	1511	532	37	80	E	GAS & FUEL	30,328.02	35,000.00	36,985.94	35,000.00
101	1511	532	37	99	E	OPERATING SUPPLIES	2,609.00	3,500.00	3,086.75	3,000.00
101	1511	532	39	14	E	STREET LIGHTS	1,673.00			
101	1511	532	51	12	E	CELLULAR PHONE	60.00	360.00	270.00	420.00
101	1511	532	51	13	E	ELECTRICITY	87,960.06	80,000.00	58,999.82	70,000.00
101	1511	532	52	11	E	RENTALS-EQUIPMENTS	2,800.00	5,500.00	3,392.68	5,500.00
101	1511	532	53	13	E	PUBLIC WORKS-STREET DIV.	6,010.91	6,500.00	1,854.96	6,500.00
101	1511	532	57	14	E	STREET SIGNS/LIGHTS MAINT	341,489.81	58,000.00	50,240.58	40,000.00
101	1511	532	57	15	E	STREET MAINT. & REPAIRS	34,341.82	68,494.00	41,914.01	55,000.00
101	1511	911	81	13	E	PUBLIC WORKS-STREETS		110,660.00	3,625.42	170,000.00

PUBLIC WORKS: FLEETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Fleets Division is committed to providing municipal fleet repair and maintenance to Village-owned vehicles and equipment to ensure the availability of a long-lasting, reliable, and cost effective fleet, emphasizing on minimizing effects on the environment.

This division provides these services to approximately 314 pieces of Village-owned vehicles and equipment. The services provided to our respective divisions include preventive maintenance, repair services, fabrication services, new vehicle specification, purchasing, salvage, product support and training.

Fleet Services employs highly trained technicians that have the experience and expertise to provide all of these services. The fleets garage has 7 working service bays, and 5 lifts.

The Fleet Maintenance division is committed to investigating future options in transportation, alternative fuels and cleaner running vehicles.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1515	533	10	10	E	F-TIME & REG.PART-TIME	197,242.42	205,473.00	204,916.99	233,386.00
101	1515	533	10	99	E	OVERTIME PAY	2,865.08	3,000.00	2,995.33	3,000.00
101	1515	533	15	10	E	FICA-EMPLOYER	11,875.35	12,956.00	12,302.69	14,656.00
101	1515	533	16	15	E	TRAINING & SEMINARS	502.00	800.00	800.00	2,800.00
101	1515	533	16	16	E	MEDICARE - EMPLOYER	2,777.23	3,030.00	2,877.27	3,428.00
101	1515	533	23	10	E	DEBRIS REMOVAL	1,970.10	2,000.00		2,500.00
101	1515	533	24	12	E	PRINTING & BINDING		100.00		100.00
101	1515	533	24	32	E	SOFTWARE SUPPORT & MAINT	6,022.11	19,150.00	18,746.50	5,800.00
101	1515	533	31	99	E	OFFICE SUPPLIES	100.70	100.00	31.33	100.00
101	1515	533	37	10	E	UNIFORMS	975.25	800.00	717.95	800.00
101	1515	533	37	11	E	CHEMICALS	1,547.67	1,000.00	998.92	1,000.00
101	1515	533	37	71	E	SENIOR CENTER	344.56	500.00	148.38	500.00
101	1515	533	37	72	E	REPAIR SUPPLIES POLICE	22,026.56	20,000.00	17,400.52	20,000.00
101	1515	533	37	73	E	REPAIR SUPPLIES-P/R/F	28,273.13	22,000.00	20,602.57	22,000.00
101	1515	533	37	74	E	REPAIR SUPPLIES STREETS	34,316.43	40,000.00	37,467.11	35,000.00
101	1515	533	37	75	E	REPAIR SUPPLIES FLEETS	155.55	400.00	294.82	400.00
101	1515	533	37	76	E	REPAIR SUPPLIES ESDA	1,313.03	1,000.00	672.11	1,000.00
101	1515	533	37	77	E	REPAIR SUPPLIES COM DEV	1,545.16	1,500.00	1,228.73	1,500.00

101	1515	533	37	78	E	REPAIR SUPPLIES ADMIN	56.85	750.00	406.82	750.00
101	1515	533	37	79	E	REPAIR SUPPLIES PS ADMIN	373.02	500.00	493.00	500.00
101	1515	533	37	80	E	GAS & FUEL	235.25	200.00	217.05	350.00
101	1515	533	37	98	E	MISC. INVENTORY SUPPLIES	3,451.91	4,000.00	2,783.35	4,000.00
101	1515	533	37	99	E	OPERATING SUPPLIES	7,600.26	6,000.00	5,538.73	6,500.00
101	1515	533	39	12	E	FLEET MAINTENANCE	1,743.95	1,500.00	510.00	1,500.00
101	1515	533	39	93	E	OFFICE EQUIPMENT		1,400.00		
101	1515	533	52	10	E	LEASES-EQUIPMENTS	1,077.89	1,000.00	950.07	1,200.00
101	1515	533	53	12	E	PUBLIC WORKS-FLEET MAINT	945.00	1,500.00	1,484.00	1,500.00
101	1515	533	62	10	E	MEMBERSHIP DUES	30.00	400.00	30.00	200.00

PARKS, GROUNDS & FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Parks, Grounds & Facilities Department is divided into three divisions; Parks and Grounds, Forestry Operations, and Building Maintenance.

The Department’s purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community’s needs. The Facilities division provides technical and custodial maintenance for all Village facilities and properties.

TOTAL OPERATING BUDGET

\$2,468,312

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Parks & Grounds	1,323,810.22	1,374,066.00	1,319,333.83	1,429,921.00
Forestry Operation	49,182.75	187,900.00	180,399.79	61,750.00
Building Maintenance	923,944.19	1,018,164.00	972,714.95	976,641.00
TOTAL DIVISION	2,296,937.16	2,580,130.00	2,472,448.57	2,468,312.00

SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/2018

PARKS DIVISION

The Parks Division had a busy 2017. In addition to maintaining over 254 acres of park land and more than 20 sports fields and playgrounds, the Parks Division completed numerous special projects. One of the largest projects undertaken was planting over 400 parkway and park trees in efforts to re-establish our urban forest that was lost to the Emerald Ash Borer. Other projects included seal coating the walking paths at Siems, Heritage and Nazos Parks, reconstruction of the parking lot at the Gazebo at Camera Park, a new playground structure and tennis court resurfacing at Ollman Park, seal coating of Siems and Camera Park basketball



courts, and Nazos West, Camera East and Reskin ballfields all received field renovations. Much of 2017 was spent on exploring the feasibility of future projects. Some of these potential projects include the addition of a community garden, a disc golf course and a new cricket field.

FACILITIES DIVISION

The Facilities Division is responsible for the maintenance and upkeep of all Village facilities. They have been instrumental in renovating current buildings and work diligently to provide the residents with clean and updated facilities.

FY 2018/19 GOALS AND OBJECTIVES

FACILITIES DIVISION

Goal #1: Create a final plan for the basement (Facilities home) of the Civic Center

- ❖ Re-organize basement rooms.
- ❖ Establish final basement layout.

PARKS DIVISION

Goal #1: Establish new daily operating procedures to be more efficient in maintaining parks and properties

- ❖ Create teams/groups based on skill and certifications.
- ❖ Assign teams/groups parks and properties.
- ❖ Assign permanent equipment and tools to each team/group.
- ❖ Develop checklists and schedules for each team/group to follow.

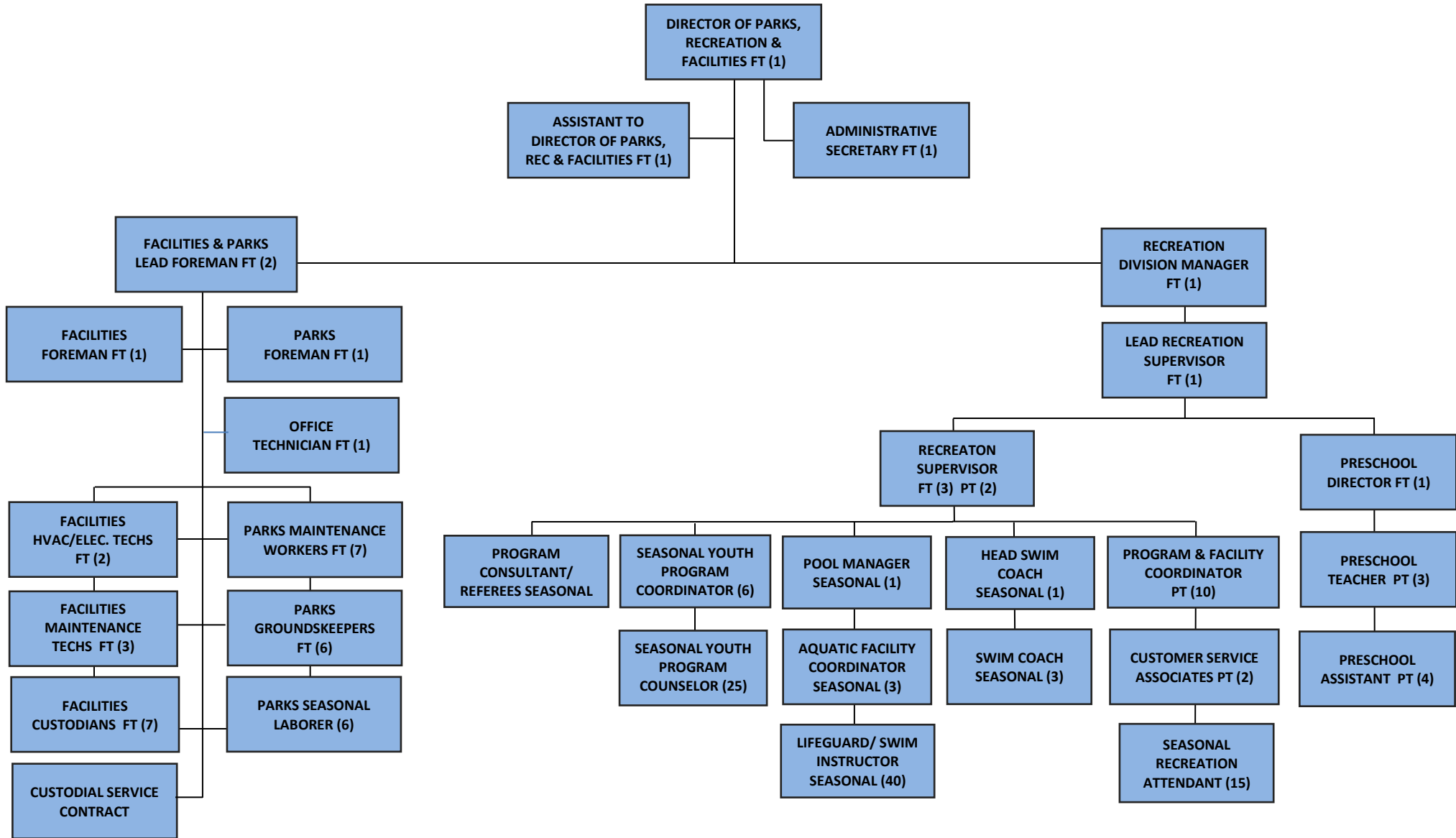
Goal #2: To maintain and revitalize the Village's urban forest

- ❖ Provide training on the Geographic Information System (GIS) Tree Maintenance Layer.
- ❖ Maintain tree inventory and maintenance.
- ❖ Establish a watering plan for all new trees that are planted in the Village.

Goal #3: Offer new leisure activities for the residents to utilize

- ❖ Develop and install a disc golf course.
- ❖ Work with Queen Bee School District 16 to offer a community garden.

VILLAGE OF GLENDALE HEIGHTS PARKS, RECREATION AND FACILITIES



Parks & Recreation’s purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community’s needs. The Facilities division provides technical and custodial maintenance for all village facilities and properties. Total number of employees: 39 Full-Time, 21 Part-Time and 100 Seasonal.

PARKS, GROUNDS & FACILITIES: PARKS & GROUNDS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Parks & Grounds Division is responsible for maintaining all public properties. Included in the division's responsibility is the removal and/or trimming of trees located in the public right-of-ways and Village park properties. The Division provides services including grass cutting, brush removal, leaf pickup and general turf maintenance along roadways and other public properties. The Division supplements its own forces with private contractors for tree removal efforts.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1616	534	10	10	E	F-TIME & REG.PART TIME	985,017.77	1,016,867.00	1,002,317.60	1,001,326.00
101	1616	534	10	98	E	TEMPORARY HELP	18,842.72	26,000.00	23,570.40	26,000.00
101	1616	534	10	99	E	OVERTIME PAY	18,103.29	20,000.00	20,739.55	20,000.00
101	1616	534	15	10	E	FICA-EMPLOYER	61,344.99	65,898.00	62,442.43	64,934.00
101	1616	534	16	14	E	TRAVEL FOR MEETING & CONF	25.00			100.00
101	1616	534	16	15	E	TRAINING & SEMINARS	1,719.00	700.00	525.00	600.00
101	1616	534	16	16	E	MEDICARE-EMPLOYER	14,346.70	15,412.00	14,603.58	15,186.00
101	1616	534	16	20	E	LICENSES & CERTIFICATIONS		2,973.00	2,968.57	1,220.00
101	1616	534	23	10	E	DEBRIS REMOVAL	3,605.85	1,740.00		3,500.00
101	1616	534	23	15	E	ADOPT A STREET PROGRAM		25.00		25.00
101	1616	534	24	32	E	SOFTWARE SUPPORT & MAINT	3,233.28	3,300.00	3,300.00	3,400.00
101	1616	534	24	99	E	OTHER PURCHASE-SERVICES	40,707.09	1,395.00	1,395.00	
101	1616	534	31	99	E	OFFICE SUPPLIES	77.67	250.00	228.02	250.00
101	1616	534	34	10	E	TOPDRESSING SOIL	4,285.99	2,000.00	1,895.14	3,500.00
101	1616	534	34	11	E	GRAVEL AND SAND	1,510.40	500.00	77.70	1,000.00
101	1616	534	34	13	E	LANDSCAPING SUPPLIES	13,186.04	9,500.00	7,066.11	13,500.00
101	1616	534	34	14	E	FERTILIZER	12,015.13	7,870.00	7,707.96	9,500.00
101	1616	534	37	10	E	UNIFORMS	4,959.00	5,500.00	4,014.88	5,750.00
101	1616	534	37	80	E	GAS & FUEL	28,851.02	30,000.00	28,483.23	29,000.00
101	1616	534	37	99	E	OPERATING SUPPLIES	32,293.47	21,550.00	20,160.76	28,200.00
101	1616	534	38	14	E	PARKS & GROUNDS EQUIPMENT	9,300.00	7,500.00	6,722.93	7,000.00
101	1616	534	39	10	E	OPERATING EQUIPMENT	1,774.91	5,200.00	4,949.70	5,650.00
101	1616	534	51	11	E	PAGER	26.45			
101	1616	534	51	13	E	ELECTRICITY	26,228.73	30,000.00	22,224.82	28,000.00
101	1616	534	52	10	E	LEASES-EQUIPMENTS	457.78	720.00	743.33	720.00
101	1616	534	52	11	E	RENTALS-EQUIPMENTS	6,473.04	7,000.00	5,391.02	7,000.00

101	1616	534	53	16	E	R&M OPERATING EQUIPMENT	4,995.87	500.00	445.51	500.00
101	1616	534	53	17	E	R&M PARKS & GROUND OP EQP	16,909.03	8,429.00	7,823.49	4,100.00
101	1616	534	57	17	E	R&M PARKS & GROUNDS		68,377.00	54,252.10	73,150.00
101	1616	534	62	10	E	MEMBERSHIP DUES	335.00	390.00	650.00	810.00
101	1616	911	82	10	E	VEHICLES		11,030.00	11,195.00	
101	1616	911	82	12	E	PARKS & GROUNDS EQUIP.	13,185.00	3,440.00	3,440.00	66,000.00
101	1616	911	87	14	E	PARKS AND GROUNDS				10,000.00

PARKS, GROUNDS & FACILITIES: FORESTRY

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights maintains approximately 13,000 park and parkway trees.

The Emerald Ash Borer (EAB) was first discovered in Glendale Heights in 2007. EAB normally attack and kill Ash trees that are weakened by stresses such as drought, disease, and mechanical injury. The Village is dedicated to allocate resources as they are available to replace infected trees with new trees. In FY 2015, the Village dedicated \$576,100 towards fully eradicating the EAB problem.



PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1616	537	24	98	E	TREE REMOVAL/REPLACEMENT	47,229.31	180,000.00	173,372.01	59,100.00
101	1616	537	24	99	E	OTHER PURCHASE-SERVICES		950.00	720.00	950.00
101	1616	537	37	10	E	UNIFORMS PPE	726.47	750.00	352.35	500.00
101	1616	537	39	10	E	PARKS & GROUNDS TOOLS	845.78	5,500.00	5,350.86	500.00
101	1616	537	62	10	E	MEMBERSHIP DUES	381.19	700.00	604.57	700.00

PARKS, GROUNDS & FACILITIES: BUILDING MAINTENANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Building Maintenance Division provides repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings. The buildings consist of the following; Civic Center, Police Station, Vehicle Maintenance Garage, W.P.C.F. Facilities, Public Works Building, Sports Hub, Senior Center, Swimming Pool, Golf Course, and other department properties for a total of 24 buildings.

The maintenance consists of (but is not limited to) the repair/replacement of the following; heating and air conditioning equipment, overhead garage doors, vehicle exhaust systems, painting, carpentry, plumbing, electrical, fire tools, designing and building training props.

The Building Maintenance Division is also responsible for the purchasing of hazardous material supplies, purchasing and maintenance of all physical fitness equipment, ordering and distribution of all custodial supplies, along with all invoices and payments associated with the operations of building maintenance.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
101	1617	511	10	10	E	F-TIME & REG.PART-TIME	698,825.19	727,501.00	734,906.82	665,019.00
101	1617	511	10	99	E	OVERTIME PAY	5,091.68	6,000.00	5,208.66	6,000.00
101	1617	511	15	10	E	FICA-EMPLOYER	41,770.19	45,477.00	43,665.49	41,231.00
101	1617	511	16	14	E	TRAVEL FOR MEETING & CONF		100.00		100.00
101	1617	511	16	15	E	TRAINING & SEMINARS	566.76	250.00	100.00	2,000.00
101	1617	511	16	16	E	MEDICARE-EMPLOYER	9,768.86	10,646.00	10,212.26	9,643.00
101	1617	511	24	12	E	PRINTING & BINDING	249.75	50.00		50.00
101	1617	511	24	99	E	OTHER PURCHASE-SERVICES	46,950.10	40,080.00	33,956.93	64,890.00
101	1617	511	31	99	E	OFFICE SUPPLIES	162.40	200.00	188.45	200.00
101	1617	511	33	10	E	JANITORIAL SUPPLIES	20,401.89	20,000.00	20,073.79	20,000.00
101	1617	511	33	12	E	ELECTRICAL SUPPLIES	8,375.30	7,250.00	6,900.63	7,250.00
101	1617	511	33	13	E	HARDWARE SUPPLIES	3,346.03	5,100.00	4,662.77	3,800.00
101	1617	511	33	15	E	PLUMBING SUPPLIES	4,478.95	2,000.00	1,745.58	2,000.00
101	1617	511	33	16	E	LUMBER SUPPLIES	823.81	650.00	624.79	500.00
101	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY	1,630.73	700.00	433.81	700.00
101	1617	511	37	10	E	UNIFORMS	3,105.05	3,000.00	2,173.12	3,385.00
101	1617	511	37	80	E	GAS & FUEL	6,246.01	6,000.00	6,177.92	6,000.00
101	1617	511	37	99	E	OPERATING SUPPLIES	5,388.98	6,000.00	5,299.62	6,000.00

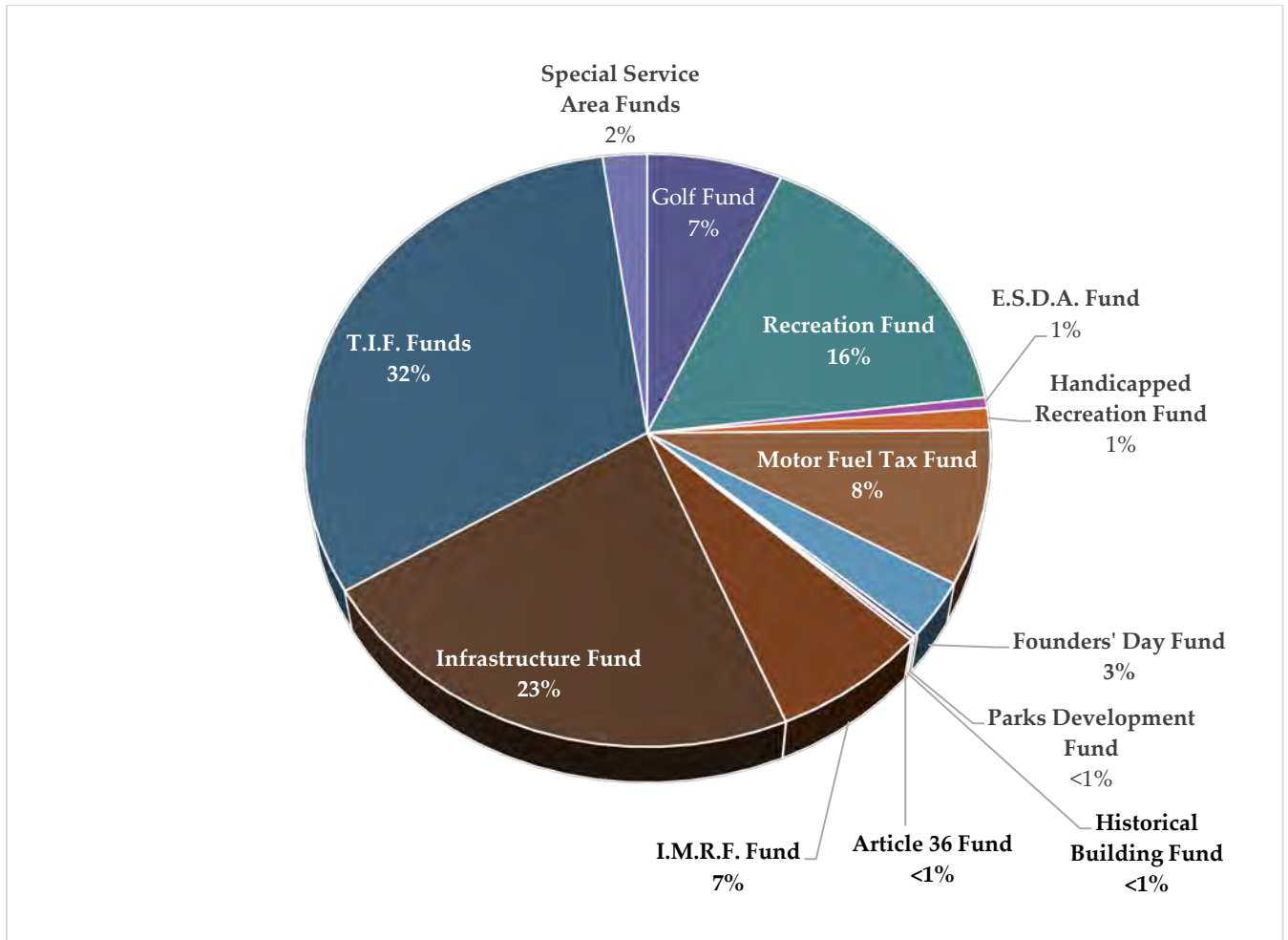
101	1617	511	39	11	E	BLDG. MAINTENANCE TOOLS	2,985.66	2,850.00	2,611.66	2,700.00
101	1617	511	51	11	E	PAGER	105.82			
101	1617	511	52	11	E	RENTALS-EQUIPMENTS		200.00	66.00	200.00
101	1617	511	56	12	E	R&M BUILDINGS & EQUIPMENT	63,671.03	134,110.00	93,706.65	134,973.00



**A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE**

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes. The Village has 25 Special Revenue Funds. In the chart below, the Tax Increment Financing (T.I.F.) and Special Service Area (S.S.A.) Funds were categorized with their like kind. The Golf Fund has been included as a Special Revenue Fund, having been spilt into two distinct functions.



GOLF FUND

FUND DESCRIPTION

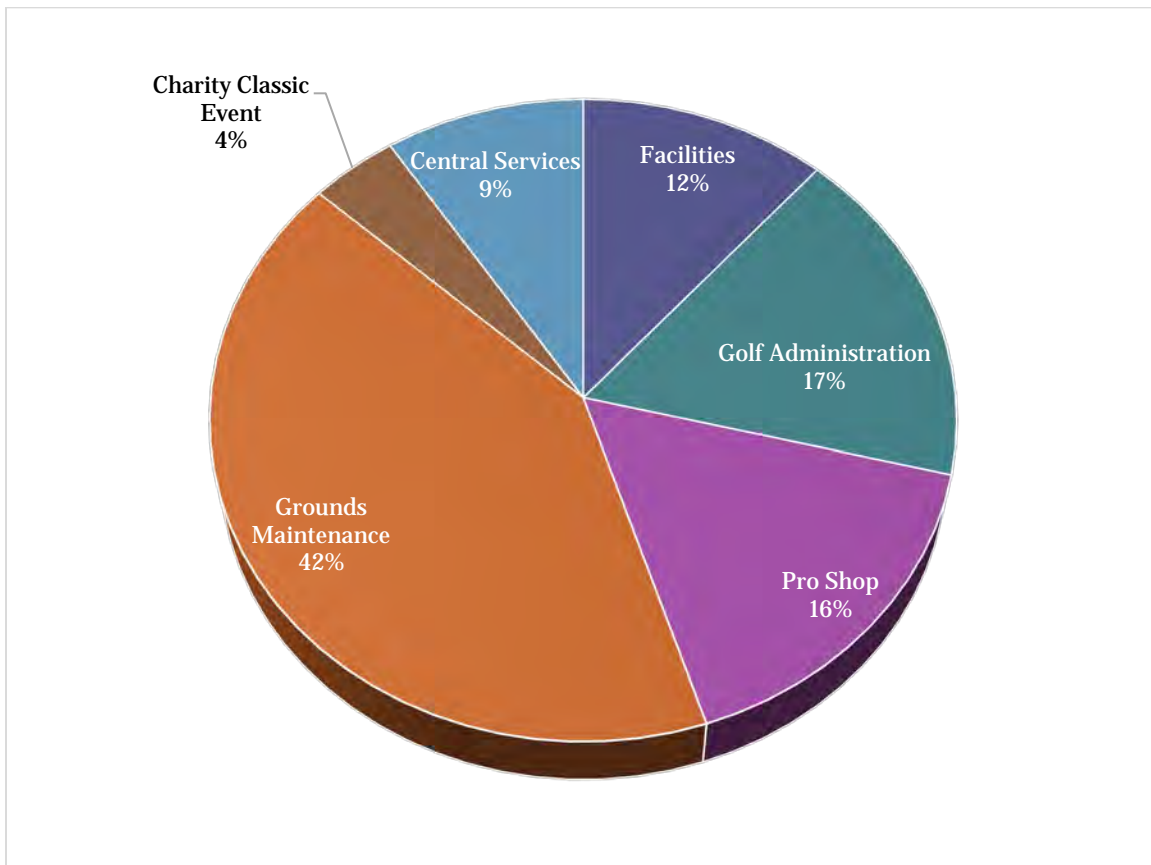
The Glendale Lakes Golf Club, golf course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty. Glendale Lakes also offers a full service Pro-shop stocked for any golfers needs.

Starting in FY 2018/2019, the Golf Fund was divided into two separate Funds; with Golf, Pro Shop and Grounds Maintenance operations being reclassified to a Special Revenue Fund, while Golf Restaurant and Banquet functions were kept as an Enterprise Fund. All activities are accounted for including administration, operations, financing and revenue collections.

TOTAL OPERATING BUDGET

\$965,077

ANNUAL EXPENSES BY DIVISION



ANNUAL REVENUE BY CLASS

OPERATING REVENUE	2018/19 BUDGET
Charges for Services	607,150.00
Miscellaneous Revenues	46,250.00
TOTAL OPERATING REVENUE	653,400.00

ANNUAL EXPENSES BY DIVISION

DIVISION	2018/19 BUDGET
Golf Administration	167,256.00
Central Services	89,231.00
Facilities	110,778.00
Grounds Maintenance	402,262.00
Pro Shop	156,300.00
Charity Classic Event	39,250.00
TOTAL DIVISION	965,077.00

FY 2017/18 SIGNIFICANT ACCOMPLISHMENTS**Golf Administration Accomplishments**

- ❖ Purchased Caterease- A Food & Beverage software program that is web based that will help track all details that pertain to an event as well as finances, menus and costs.
- ❖ Purchased a 2nd projector and 2nd sound system for the clubhouse. We now have 2 of these items to accommodate if we have 2 events going on at the same time.
- ❖ Fiber optic service for clubhouse- This will help with the consistency of the connection of the internet to the clubhouse, which helps with the point of sale system and credit card processing.
- ❖ Repair & maintenance for clubhouse- The cart path by the 1st tee was re-surfaced, new ceilings were added to the bathrooms, new signage around the clubhouse and parking lot was purchased.

Golf Grounds Accomplishments

- ❖ Bunker renovation project continued with filling in the greenside bunker on #17, filling in the greenside bunker on #4, and filling in the greenside bunker on #18.
- ❖ Trash pumps were purchased to help improve the playability of the existing old bunkers from heavy rains.
- ❖ Rough mower purchase- A new rough mower was purchased to replace our existing one. Our existing mower was having some inconsistent problems running. This mower will

still be at the golf course and will be used as a second rough mower should we need it to mow the rough.

FY 2018/19 GOALS AND OBJECTIVES

Golf Administration Division

Goal # 1: Implement technologies to streamline daily financial transaction processes

- ❖ Train Glendale Lakes Managers how to use SunGard (HTE) system.
- ❖ Utilize Caterase Food & Beverage Software to help organize events and finances.
- ❖ Develop and implement a Standard Operating Procedure for daily reconciliations.

Goal #2: Facilitate enhanced communication among all 3-division managers at the golf course

- ❖ Hold regular staff meetings.
- ❖ Encourage all managers to communicate to each other pertinent information by texting and emailing more frequently, and entering details in Caterase Software.

Goal #3: Replace ½ the fleet of golf carts, and replace the cart batteries on the existing 35 carts

- ❖ Increase our inventory of usable golf carts.
- ❖ Cut down on the need to rent additional carts.
- ❖ Golf Carts will be more reliable.

Goal #4: Sealcoat and Re-Stripe Parking Lot and Basement

- ❖ Enhance aesthetics for clubhouse.
- ❖ New stripes in basement will help staff park carts in basement more orderly which will cause less wear and tear on the carts.



Golf Operations Division

Goal #1: Increase junior and youth golf participants at Glendale Lakes Golf Club

- ❖ Continue to work with local high school coaches to help promote the Junior Golf program
- ❖ Market Junior Golf programs to junior high schools that feed into the high schools that use Glendale Lakes as their home golf course.
- ❖ Participate in Carol Stream's "Just Play" event to advertise our Junior Golf programs and golf lessons.

- ❖ Use SNAG Golf to introduce basic golf skills at community events in Glendale Heights and Carol Stream.
- ❖ Use SNAG Golf to expose summer PATH program participants to golf.

Goal #2: Increase rounds of golf at Glendale Lakes Golf Club

- ❖ Monitor other courses in our immediate area for pricing comparison on a regular basis.
- ❖ Work on marketing specials to fill open times on the tee sheet.
- ❖ Work with the maintenance division to improve golf course so we can create a positive experience for golfers and improve word of mouth.
- ❖ Promote to golf outing participants to come back and play with coupons/discounts valid at slow times.
- ❖ Promote to local businesses our golf outing packages.

Goal #3: Create a Senior Day to encourage senior golfers to come out and play

- ❖ Tuesday will be Senior Day where senior golfers will pay the Senior Rate and get a different “food special” each month.
- ❖ Promote to senior living communities and the Glendale Heights Center for Senior Citizens.
- ❖ Promote on our website and at the pro shop counter to golfers.

Goal # 4: Create Golf Leagues to encourage weekly play

- ❖ Create a Wednesday Night League to try to promote weekly playing.
- ❖ Create a High School League to encourage high school golf team’s members to play weekly.

Golf Grounds Division

Goal #1: Increase golf course playability for all skill levels

- ❖ Continue to widen and increase the view along the right side of Hole #7 fairway by removing overgrown areas including willow trees by # 3 green.
- ❖ Continue bunker renovation project.
- ❖ Develop a fertilization program for the rough.
- ❖ Work on green speed and smoothness of greens so they are more consistent year round.

Goal #2: Improve golf course and clubhouse aesthetics

- ❖ Re-do bag drop area to make it appealing for customers as they are arriving to facility.
- ❖ Work on beautifying the tee sign area on each tee box.
- ❖ Continue with dog service to help control goose population.
- ❖ Remove dead trees on golf course and tree trim large limbs.

Goal # 3: Clean up Maintenance Building and Outside Yard

- ❖ Complete paperwork on old and broken equipment to determine usefulness.
- ❖ Dispose of equipment that needs to be disposed of and get equipment organized that is going to be sold or used for trade in value.

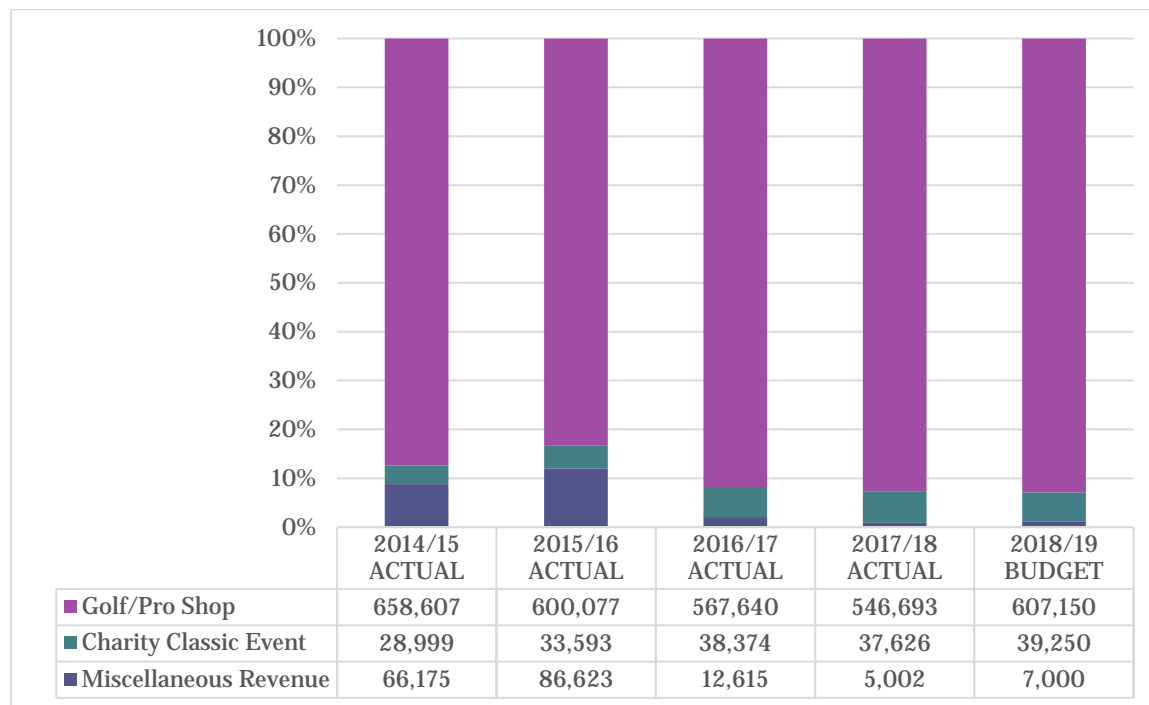
GOLF FUND: REVENUE

Each year, approximately 22,000 rounds of golf are played on the course, and Glendale Lakes hosts approximately 100 golf outings per year.

One of the biggest golf outings each year is the Charity Golf Classic event. This year’s event is scheduled on June 15th. Since its inception, this golf outing has raised over \$325,000 for local charities, primarily benefitting children in Glendale Heights.

The Golf Course Revenues are categorized into three major categories; Golf and Pro Shop, Charity Classic Event, and Miscellaneous Revenue.

Golf Fund Revenue Five (5) Year History



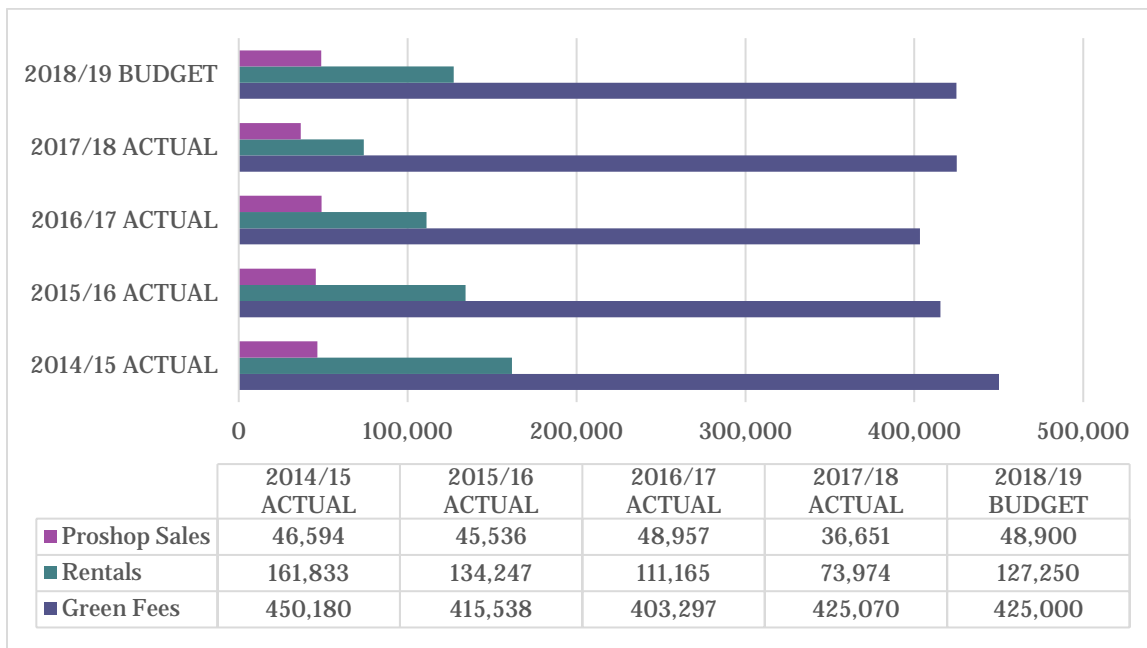
Pro Shop

The Glendale Lakes Golf Course is open year round and had over 22,000 rounds of golf played in calendar year 2017. Each year’s revenue is very dependent upon a healthy economy and favorable golfing conditions. The Village is predicting only minimal increases in revenue from last year’s budget.

The Pro Shop revenue category encompasses all cash flows received from sales of daily rounds of golf, annual memberships, cart and equipment rental, and Pro Shop sales.

The Pro Shop offers a variety of items for sale, including clubs, clothing, golf balls, and many golf accessories. The GLGC competitively prices its merchandise in order to have profitable sales year round.

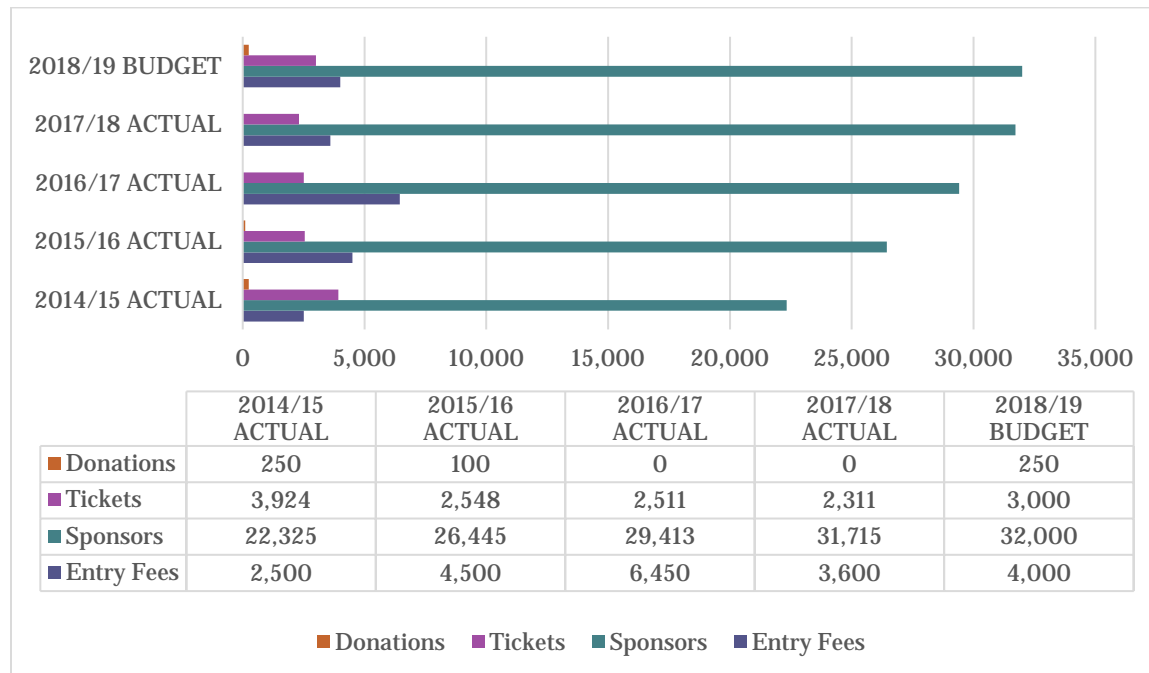
**Pro Shop Revenue
Five (5) Year History**



Charity Golf Classic

The Charity Golf Classic is held annually in June at the Glendale Lakes Golf Course. Since its inception, the Charity Golf Classic has raised over \$325,000 to support local organizations. In past years, money raised by the Charity Golf Classic has gone toward local scholarships, residents in financial need, as well as aiding in the fight against juvenile diabetes, breast cancer and heart disease.

Charity Golf Classic Revenue
Five (5) Year History



GOLF FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Administration division provides essential support to internal operations as well as a broad range of services to the residents and other Village Departments. The Administration is responsible for the oversight of the daily operations and maintenance of the golf course. The Administration Division strives to;

- ❖ Provide high-quality, service-oriented and challenging golf experiences for all levels of players.
- ❖ Provide quality lesson programs, tournaments, golf shop, and a restaurant and banquet facility.
- ❖ Maintain the Glendale Lakes Golf Course at the highest level, using the natural features of the property to enhance the beauty and golf experience of the course.
- ❖ Actively market the golf course to promote play, use of the banquet facilities, and assist in meeting revenue targets.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
110	1710	516	10	10	E	F-TIME & REG.PART-TIME				50,607.00
110	1710	516	15	10	E	FICA-EMPLOYER				3,138.00
110	1710	516	16	14	E	TRAVEL FOR MEETING & CONF				25.00
110	1710	516	16	15	E	TRAINING & SEMINARS				225.00
110	1710	516	16	16	E	MEDICARE-EMPLOYER				734.00
110	1710	516	22	99	E	OTHER EQUIPMENT				300.00
110	1710	516	24	12	E	PRINTING & BINDING				150.00
110	1710	516	24	14	E	ADVERTISING				6,750.00
110	1710	516	24	20	E	MOSQUITO & ANIMAL CONTROL				1,400.00
110	1710	516	31	99	E	OFFICE SUPPLIES				100.00
110	1710	516	37	99	E	OPERATING SUPPLIES				100.00
110	1710	516	39	10	E	LEASES-EQUIPMENT				28,935.00
110	1710	516	39	99	E	OPERATING EQUIPMENT				11,000.00
110	1710	516	51	10	E	TELEPHONE				7,075.00
110	1710	516	51	12	E	CELLULAR PHONE				150.00
110	1710	516	51	13	E	ELECTRICITY				20,500.00
110	1710	516	51	14	E	NATURAL GAS				4,500.00
110	1710	516	52	10	E	LEASES-EQUIPMENTS				1,750.00

110	1710	516	56	18	E	R&M-CLUBHOUSE				12,000.00
110	1710	516	56	20	E	R&M OPERATING EQUIPMENT				300.00
110	1710	516	62	10	E	MEMBERSHIP DUES				1,767.00
110	1710	516	69	78	E	BANK FISCAL CHARGES				10,750.00
110	1710	981	94	2	E	TRANSFER TO-LIABILITY INS				5,000.00

GOLF FUND: PRO SHOP

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Pro Shop services its customers by providing rounds of golf, purchases of annual memberships, cart and equipment rental, and offering a variety of items for sale. The Pro Shop offers for sale golf clubs, clothing, golf balls, and many more golf accessories. The GLGC competitively prices its merchandise in order to have profitable sales year round.

The Glendale Lakes Golf Course is open year round and has 75 carts and 12 walk behind carts available for rent. Residents and visitors are offered competitive pricing for daily green fees as well as annual memberships.

The Pro Shop division is responsible for hiring the best customer service representatives to work with our patrons, the buying and selling of the Pro Shop items, the management of annual memberships, and the daily interactions with the numerous guests that visit the Golf Course.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
110	1711	717	10	10	E	F-TIME & REG.PART-TIME				36,832.00
110	1711	717	10	98	E	TEMPORARY HELP				72,000.00
110	1711	717	10	99	E	OVERTIME PAY				225.00
110	1711	717	15	10	E	FICA-EMPLOYER				6,762.00
110	1711	717	16	16	E	MEDICARE-EMPLOYER				1,581.00
110	1711	717	37	10	E	UNIFORMS				1,700.00
110	1711	717	41	10	E	HANDICAP				1,000.00
110	1711	717	41	13	E	GOLF CLUB-FOR RENT				100.00
110	1711	717	41	99	E	OTHER PRO-SHOP SUPPLIES				1,475.00
110	1711	717	42	10	E	HARDWARE				11,500.00
110	1711	717	42	11	E	APPAREL				8,500.00
110	1711	717	42	12	E	SUNDRIES				2,500.00
110	1711	717	42	13	E	EVENT GIFTS FOR SALE				7,500.00
110	1711	717	42	19	E	SPECIAL ORDERS				4,000.00
110	1711	717	62	10	E	MEMBERSHIP DUES				625.00

GOLF FUND: GROUNDS & MAINTENANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Grounds Maintenance Division is responsible for the repairs and maintenance of the Glendale Lakes Golf Course. The division provides services including grass cutting, brush removal, leaf pickup and general lawn maintenance to all tee boxes, fairways, sand traps, putting greens, golf club and patio areas, and all other public spaces. The Division also supplements its own forces with private contractors when necessary.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
110	1713	516	10	10	E	F-TIME & REG.PART-TIME				132,066.00
110	1713	516	10	98	E	TEMPORARY HELP				110,000.00
110	1713	516	10	99	E	OVERTIME PAY				2,100.00
110	1713	516	15	10	E	FICA-EMPLOYER				15,138.00
110	1713	516	16	15	E	TRAINING & SEMINARS				410.00
110	1713	516	16	16	E	MEDICARE-EMPLOYER				3,540.00
110	1713	516	21	99	E	OTHER PROFESSIONAL				2,500.00
110	1713	516	34	10	E	TOPDRESSING SOIL				4,000.00
110	1713	516	34	12	E	GRASS SEEDS				1,200.00
110	1713	516	34	13	E	LANDSCAPING SUPPLIES				5,500.00
110	1713	516	34	14	E	FERTILIZER & CHEMICALS				34,000.00
110	1713	516	35	13	E	SERVICE DOG				7,600.00
110	1713	516	37	10	E	UNIFORMS				1,300.00
110	1713	516	37	80	E	GAS & FUEL				13,000.00
110	1713	516	37	99	E	OPERATING SUPPLIES				860.00
110	1713	516	39	90	E	OPERATING EQUIPMENT				1,150.00
110	1713	516	39	93	E	OFFICE EQUIPMENT				100.00
110	1713	516	45	10	E	MARKERS & MARKING PAINTS				1,200.00
110	1713	516	45	11	E	GREEN SUPPLIES				1,310.00
110	1713	516	45	12	E	TEE SUPPLIES				250.00
110	1713	516	45	13	E	SAND TRAP SUPPLIES				1,200.00
110	1713	516	51	12	E	CELLULAR PHONE				300.00
110	1713	516	52	10	E	LEASES-EQUIPMENTS				2,369.00
110	1713	516	52	11	E	RENTALS-EQUIPMENTS				1,319.00

110	1713	516	53	18	E	GOLF COURSE EQUIPMENTS				14,000.00
110	1713	516	54	12	E	R&M PARKS & GROUNDS-EQP				500.00
110	1713	516	54	14	E	R&M GOLF CARTS				24,250.00
110	1713	516	56	19	E	R&M GOLF-MAINT BLDG				500.00
110	1713	516	57	15	E	R&M GOLF COURSE				19,500.00
110	1713	516	58	10	E	R&M VEHICLES				200.00
110	1713	516	62	10	E	MEMBERSHIP DUES				900.00

GOLF FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Facilities Division provides repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings located at the Glendale Lakes Golf Club. The buildings consist of the Golf Clubhouse and the Golf Maintenance Facility.

The maintenance consists of (but is not limited to) the repair/replacement of the following; heating and air conditioning equipment, overhead garage doors, vehicle exhaust systems, painting, carpentry, plumbing, electrical, and custodial services.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
110	1617	511	24	99	E	OTHER PURCHASE-SERVICES				16,888.00
110	1617	511	33	10	E	JANITORIAL SUPPLIES				640.00
110	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY				1,500.00
110	1617	511	56	18	E	R&M GOLF COURSE-CLUBHOUSE				75,750.00
110	1617	911	81	30	E	CAPITAL EQUIPMENT				16,000.00

GOLF FUND: CHARITY CLASSIC

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Charity Golf Classic is held annually in June at the Glendale Lakes Golf Club. This division is responsible for capturing all of the costs of the event, as well as, the payment of the Charity Golf Classic proceeds to its respective recipients. In Fiscal Year 2018/19, the Golf Fund is estimating a community contribution of \$24,000.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
110	1714	717	16	14	E	TRAVEL, MEETING & CONF.				1,250.00
110	1714	717	63	99	E	OTHER COMM. CONTRIBUTION				24,000.00
110	1714	717	69	29	E	CHARITY CLASSIC EXPENSES				14,000.00

GOLF FUND: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Central Services Division is a centralized grouping for major costs shared by multiple Village departments such as; Medical Insurance, Unemployment Insurance, Illinois Municipal Retirement Fund Employer Contributions, Vacation and Sick Buyback, Health and Wellness and Opt Out Insurance.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
110	1718	516	15	11	E	UNEMPLOYMENT INSURANCE				2,000.00
110	1718	516	16	10	E	IMRF-EMPLOYER				26,820.00
110	1718	516	16	12	E	MEDICAL-EMPLOYER				51,691.00
110	9999	999	10	99	E	SALARY & FRINGE				8,720.00

RECREATION FUND

FUND DESCRIPTION

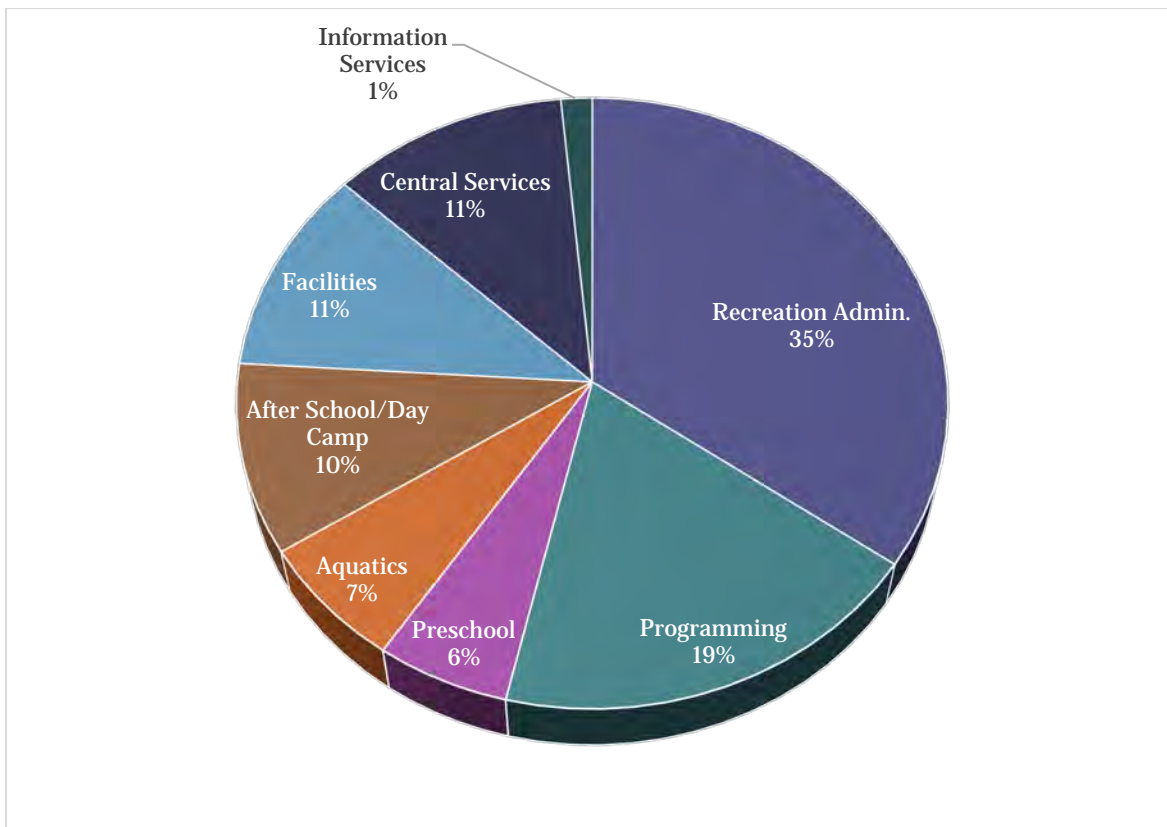
The Recreation Fund is divided into the following eight (8) divisions; Administration, Programming, Preschool, Aquatics, After School/Day Camp, Facilities, Information Services, and Central Services. The Village of Glendale Heights Recreation Fund provides for all municipally supported recreation opportunities for the residents of the Village.

Parks & Recreation’s purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community’s needs.

TOTAL OPERATING BUDGET

\$2,326,366

ANNUAL EXPENSES BY DIVISION



ANNUAL REVENUE BY CLASS

ACCOUNT	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Taxes	1,179,615.31	1,178,000.00	1,178,972.19	1,170,000.00
Charges for Services	997,680.90	957,876.00	953,564.06	928,300.00
Miscellaneous Income	225,444.48	224,450.00	208,661.90	227,325.00
TOTAL REVENUE	2,402,740.69	2,360,326.00	2,341,198.15	2,325,625.00

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Administration	666,534.67	768,457.00	761,939.29	801,714.00
Programming	431,057.29	515,316.00	417,759.03	435,116.00
Preschool	131,587.68	131,858.00	121,386.50	131,858.00
Aquatics	176,420.64	148,147.00	148,144.53	151,851.00
After School/Day Camp	202,881.82	222,876.00	216,645.82	230,899.00
Facilities	239,020.47	345,152.00	261,918.07	252,480.00
Central Services	254,143.67	240,768.00	244,749.55	266,399.00
Information Systems	27,421.76	34,242.00	34,271.25	35,049.00
TOTAL DIVISION	2,149,203.48	2,427,816.00	2,222,499.67	2,326,366.00



SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/2018

Each year, the Recreation Division offers a wide variety of programs for all age groups from tiny tots to adults. The division strives to provide activities and programs that are affordable, fun and engaging in a safe environment. Throughout 2017, the Recreation Division hosted 30 special events including our first "Time to Get Wild" event featuring alligators, snakes and lizards! Plans are underway for another great year of new and returning events for all ages! This was an exciting year for the GH2O Aquatic Center as we celebrated the 20th anniversary by hosting a luau with a barbeque, music and hula and fire dancers. Thank you to those who came out to celebrate and join the fun activities.

Soccer has been a big focus this year and we are pleased to announce that we held our first tryouts for a competitive soccer team with over 80 participants competing for a spot. A new instructional league was also offered with great success.

The Recreation Division offered over 70 new programs and trips this year from expanding tot and youth athletics camps and training to "Colleen's Holiday Desserts"; and we continue to strive to offer more new and exciting programs each year.

FY 2018/19 GOALS AND OBJECTIVES RECREATION DIVISION

Goal #1: Ensure PATH programs are in line with standard practices across the state

- ❖ Apply for DHS non-exempt license status.
- ❖ Evaluate service needs in before and after school care.
- ❖ Align PATH Programs with ACT Now quality standards.

Goal #2: Institute revised training plan for part-time and seasonal staff

- ❖ Review and revise training materials for part-time and seasonal staff.
- ❖ Coordinate new hire/change of employee status plan with human resources.
- ❖ Hold quarterly meetings (at minimum) with staff members (Program Facility Coordinator's, Seasonal Recreation Attendant's, Pool, and PATH employees).

Goal #3: Improve Aquatic Program Efficiency

- ❖ Upon review of past aquatics enrollment, institute consolidated scheduling of events and programs.
- ❖ Analyze swim team enrollment to re-evaluate coaching needs for the team.
- ❖ Re-evaluate concession stand menu for optimum efficiency on orders.
- ❖ Complete patron surveys for aquatics programs to measure patron satisfaction as changes are implemented.

Goal #4: Connect with local businesses

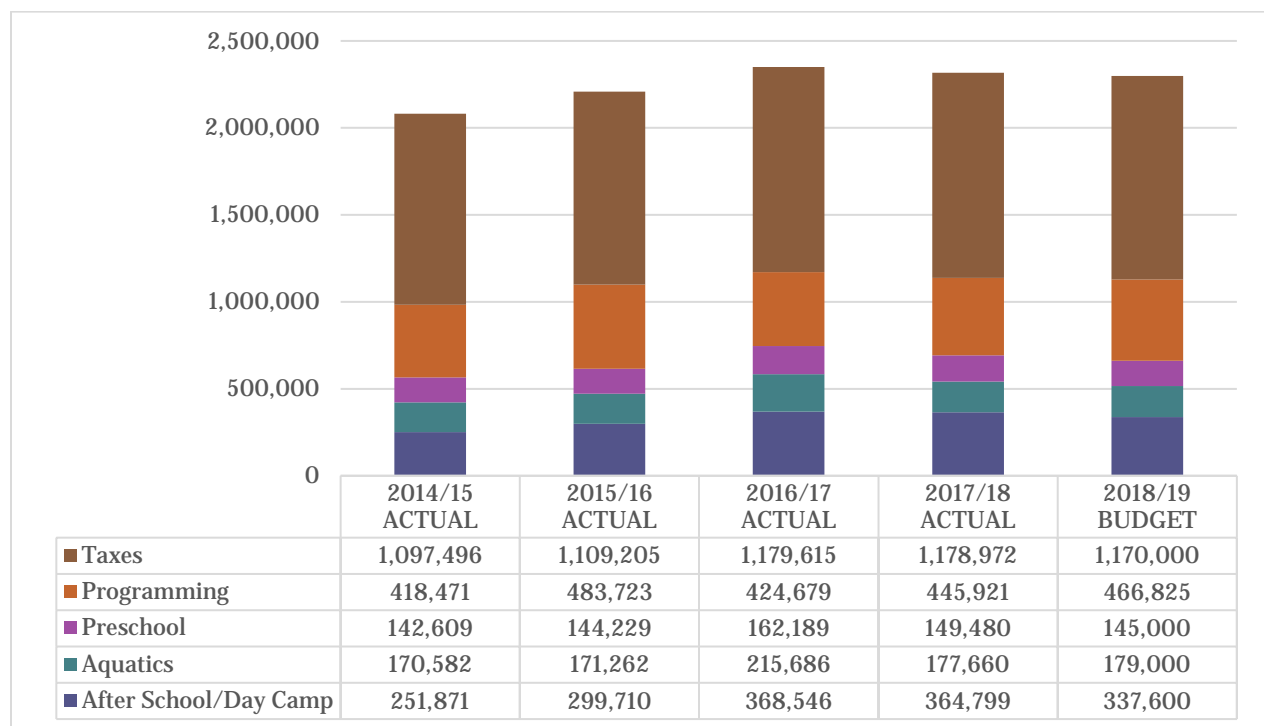
- ❖ Create corporate fitness membership package.
- ❖ Promote corporate fitness membership offerings.
- ❖ Introduce adult leagues to local businesses.
- ❖ Create sponsorship package.
- ❖ Promote sponsorships to local businesses.

RECREATION FUND: REVENUE

The mission of the Glendale Heights Parks and Recreation Department is to build on current strengths by preserving open space and providing quality recreational and leisure services and facilities for the residents of the Village of Glendale Heights. With our variety of parks, facilities and aquatic park, we work diligently to accomplish the goals set within our statement and beyond

The Recreation Fund Revenues are categorized into five major categories; Taxes, and Charges for Services which include, After School/Day Camp, Aquatic, Preschool, and Programming.

Recreation Fund Revenue Five (5) Year History



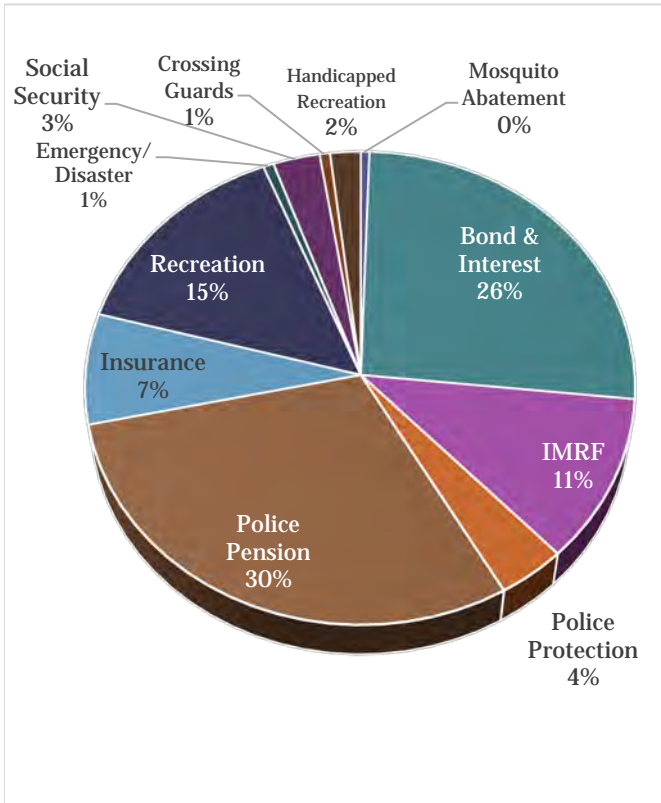
TAXES

Property tax is the Funds largest revenue source and comprises 50.9% of the total budgeted revenue for 2018/19. Property tax is a value-based tax imposed on real estate property, where the township assessor’s offices value residential, commercial and industrial properties. Counties are responsible for collecting payments and remitting the Village’s portion throughout the year.

The Village levies a property tax for the General Fund, Recreation Fund, Emergency Services and Disaster Agency (ESDA) Funds, Handicap Recreation Fund, Illinois Municipal Retirement Fund (IMRF), Special Service Area (SSA) Funds, Tax Incremental Financing (TIF) Funds,

2017 Property Tax Levy

Percent (%) Allocation



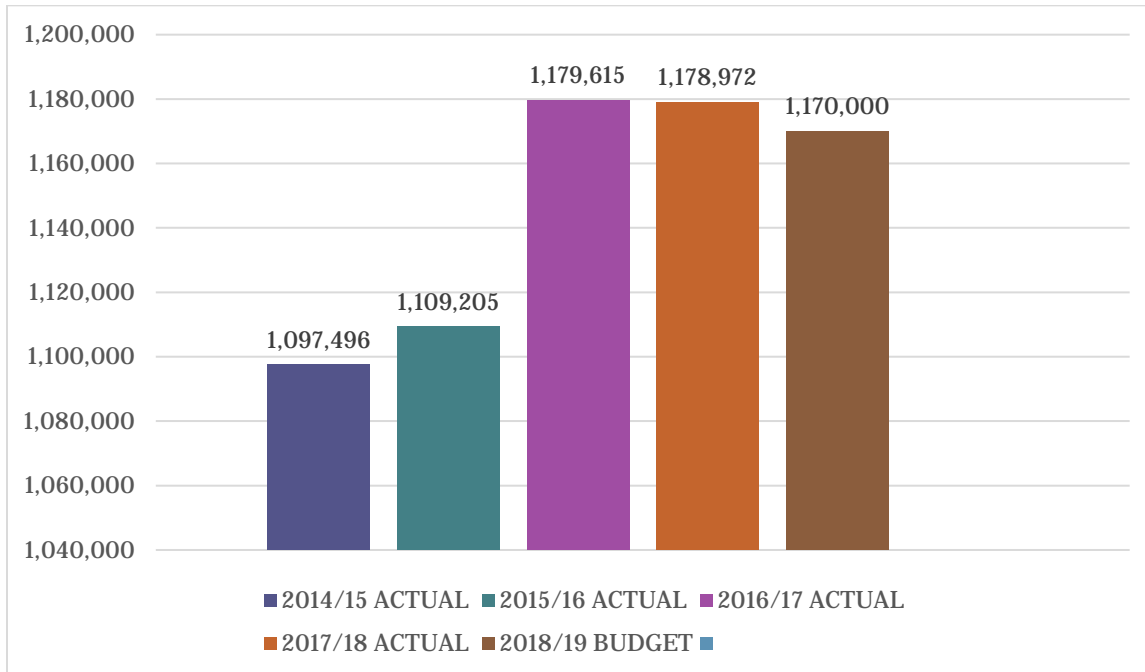
Insurance Fund, Police Pension Fund and some of the Debt Service Fund. Property taxes for 2017, which will be paid in 2018, attach as an enforceable lien on January 1, 2018 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by DuPage County on or around May 1 every year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2017 property taxes in fiscal year 2019.

On average, 10.9% of a resident's property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an important distinction of the Village is that there is not a separate park district taxing body; instead the

Village operates a recreation department. What this means to residents is that the 10.9% of the property tax bill that comes to the Village includes the levy for recreation. A major advantage to having a recreation department as opposed to a separate park district is the benefits of unified administration, finance, information systems and other support services.

With the economic impact of the housing market crash in the beginning of 2007, the EAV has continued to decline, resulting in a gradual increase in the property tax rate. In order to minimize the property tax levy burden on the Glendale Heights residents, the Village has kept a level Recreation Fund property tax levy. The property tax levy revenue over the past 6 years is portrayed in the following graph.

Property Tax Revenue Five (5) Year History



Programming

The Recreation Fund receives a variety of revenue from participation by the residents of Glendale Heights and surrounding communities and by many programs the Village offers. Programs include, but are not limited to; adult athletics, soccer leagues, GHYBS (baseball & softball), GHS (football & cheerleading), open gym, gymnastics, youth programs, martial arts & fencing, ice skating, NEDSRA (Northeast DuPage Special Recreation Association), tot programs, day camps, many popular special events and use of the Fitness Center and Sports Hub Facilities.



Recreation Division

Each year, the Recreation Division offers a wide variety of programs for all age groups from tiny tots to adults. The division strives to provide activities and programs that are affordable, fun and engaging in a safe environment.

Throughout 2017, the Recreation Division hosted 30 special events including our first “Time to Get Wild” event featuring alligators, snakes and lizards! Plans are underway for another great year of new and old events for all ages! Soccer has been a big focus this year and we are pleased to announce that we held our first tryouts for a competitive soccer team with over 80 participants competing for a spot. A new instructional league was also offered with great success.

The Recreation Division offered over 70 new programs and trips this year from expanding tot and youth athletics camps and training to “Colleen’s Holiday Desserts”; and we continue to strive to offer more new and exciting programs each year.

The Sports Hub facility, which was completely renovated in 2013-2014, boasts the following amenities:

Sports Hub Improvements:

- ❖ New lobby and elevator
- ❖ Over 4,000 square feet of additional programming space
- ❖ Indoor playground with attached party room
- ❖ Improved locker rooms
- ❖ Meeting room with new A.V. equipment
- ❖ All exterior window replacements
- ❖ Additional restrooms throughout the Sports Hub
- ❖ New interior/exterior doors



Gyms (A, B & C)

- ❖ Lighting improvements
- ❖ Ceiling renovation
- ❖ Removed half wall between gym B and C for additional playing space, including an additional Jr. High size basketball court
- ❖ Refinished wood floor and extend wood flooring into gym C
- ❖ Replaced all basketball backboards/rims
- ❖ Replaced and increased wall padding
- ❖ Painted walls
- ❖ Replaced curtain with a drop down curtain
- ❖ Added an additional drop down curtain

- ❖ New Air conditioning Unit

Preschool

- ❖ Increased security through restricted access to rooms
- ❖ Improved access to new outside playground area
- ❖ Replaced flooring
- ❖ Painted walls
- ❖ New cabinetry
- ❖ New tables and chairs
- ❖ New age-appropriate playground

Fitness Center

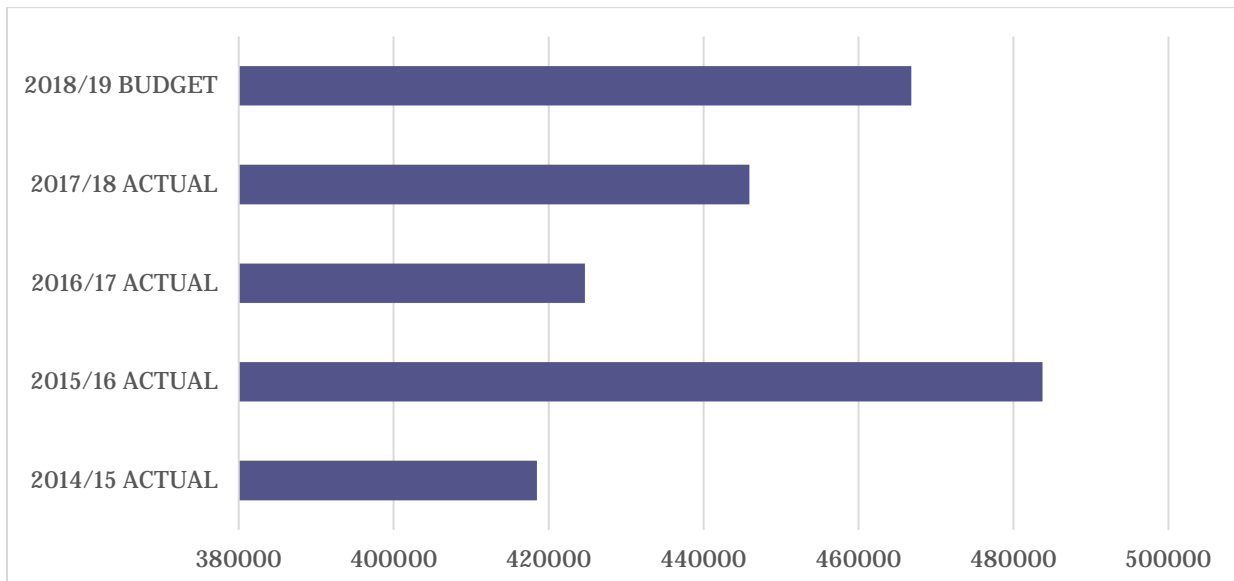
- ❖ Increased space for new fitness equipment
- ❖ Improved A/V
- ❖ New flooring
- ❖ Painted walls

Existing Programming Space

- ❖ Painted walls
- ❖ Replaced flooring

The following line graph shows the historical revenue trends in programming over the last 5 years, including this budget’s revenue projection.

**Programming Revenue
Five (5) Year History**

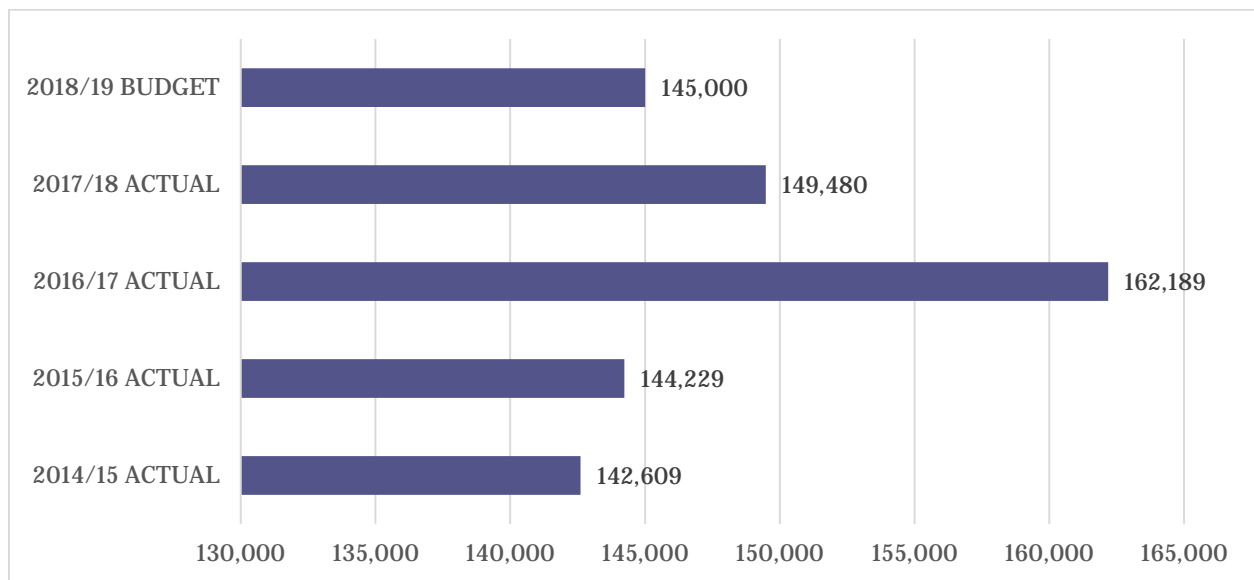


Preschool

The Glendale Heights Preschool Program prepares children for kindergarten by providing a nurturing, caring environment taught by experienced early childhood teachers.

The Village is estimating that revenue will decline by 3% in Fiscal Year 2018/19, primarily due to similar services to be provided by School Districts within the Village. The following line graph shows the historical revenue trends in preschool over the last 5 years, including this budget’s revenue projection.

Preschool Revenue
Five (5) Year History



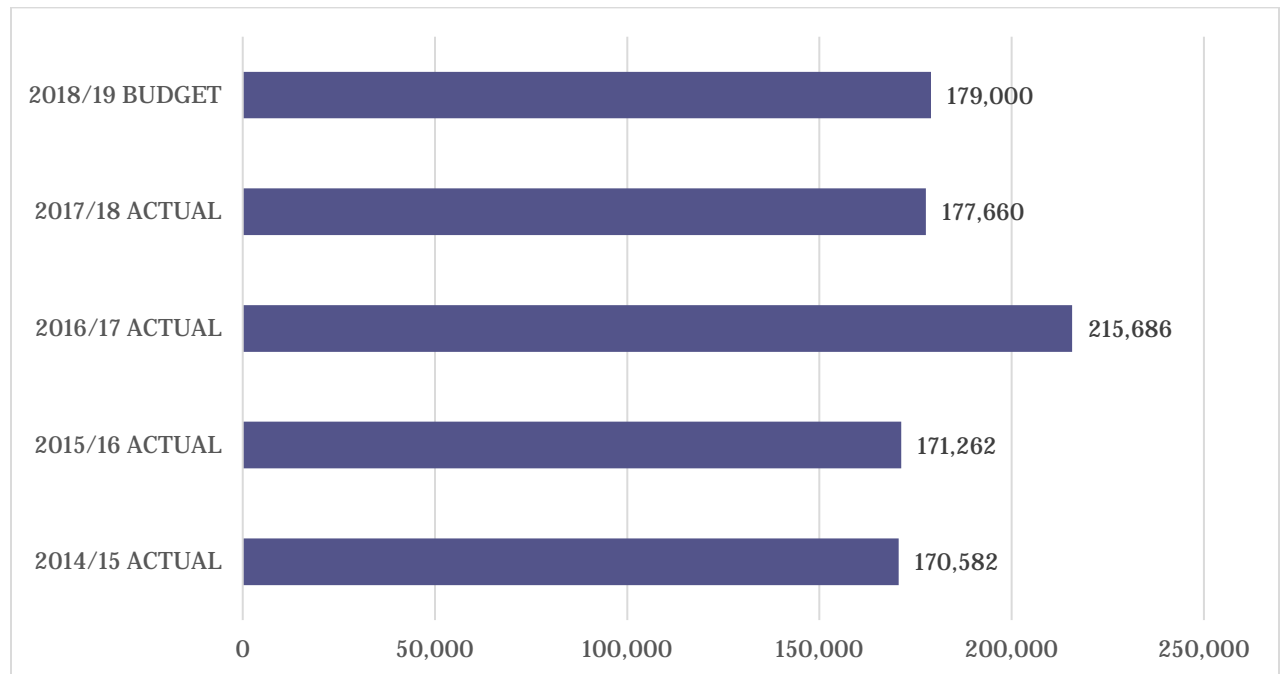
Aquatics

The Aquatic Center, built in 1997 offers a zero depth entry pool, sloping to maximum depth of five feet, a six lane competitive lap swimming area, two water slides, and a water spray play area and volleyball courts, sand play area, sundeck and concession area are also available.

On July 4, 2012, the Aquatic Center celebrated its Grand Re-Opening. The Village experienced a 15% increase in attendance at the Glendale Heights Aquatic Center (GH₂O). The Aquatic Center has been updated to include a FlowRider (simulated surfing ride), a deep well with diving boards, and a new drop slide.

The Village is estimating that revenue will increase 0.8% in Fiscal Year 2018/19. The following line graph shows the historical revenue trends in aquatics over the last 5 years, including this budget’s revenue projection.

Aquatic Revenue
Five (5) Year History

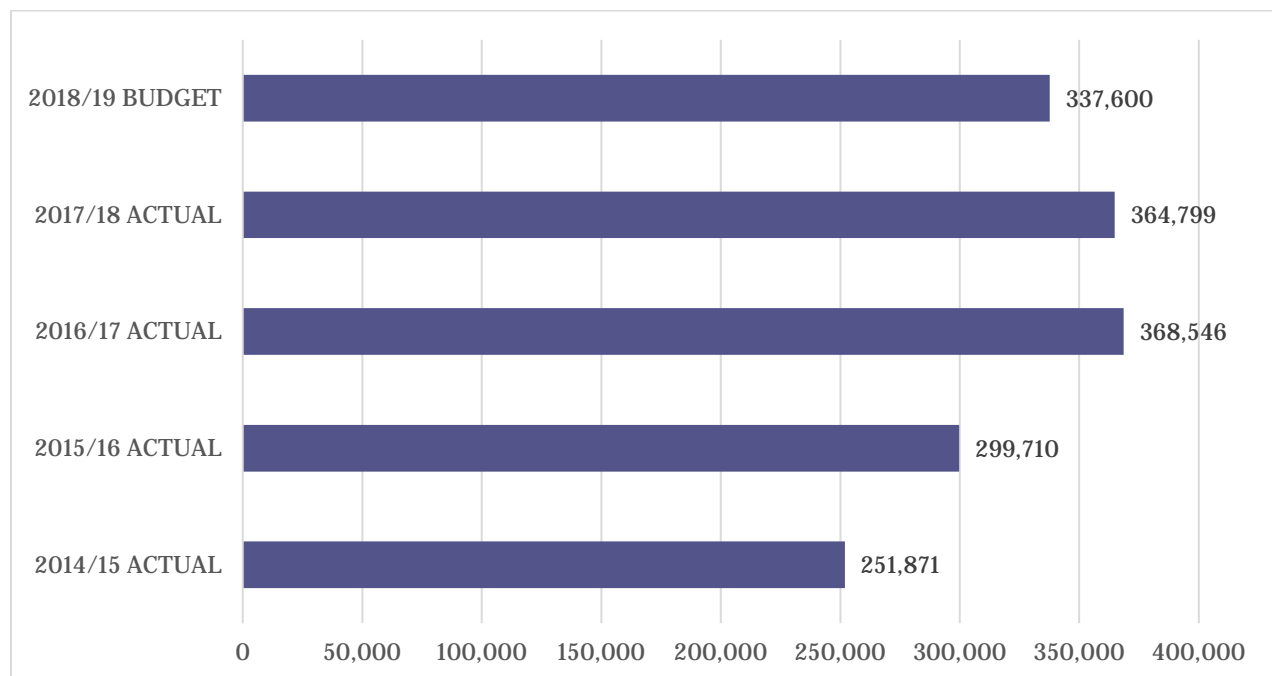


After School/Day Camp

The Village invites all area residents and community children to participate in youth recreation in the Village’s after school, summer camp, and day off programs. The Village works closely with area schools to provide programs that complement schedules and curricula while providing participants with a nurturing, yet engaging, place to play.

The Village is estimating that revenue will decrease 7.5% in Fiscal Year 2018/19, primarily due to a drop in enrollment. The following line graph shows the historical revenue trends in afterschool/day camp over the last 5 years, including this budget’s revenue projection.

After School/Day Camp Revenue
Five (5) Year History



PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1610	411	10	17	R	PLAYGROUND & RECREATION	1,179,615.31	1,178,000.00	1,178,972.19	1,170,000.00
201	1610	461	30	10	R	INTEREST INCOME	669.90	600.00		600.00
201	1610	481	59	15	R	VENDING MACHINE PROCEEDS	3,541.73	3,600.00	4,544.62	3,600.00
201	1610	481	60	11	R	MEMORIAL SPONSORSHIPS	100.00			
201	1610	481	60	12	R	DONATIONS OTHER	600.00			
201	1610	481	60	14	R	ADVERTISING		1,000.00		1,000.00
201	1610	481	70	10	R	CASH (OVER) & SHORT	256.07		593.81	
201	1610	481	89	10	R	MISCELLANEOUS INCOME	3,963.29	1,000.00	2,403.42	1,000.00

201	1610	491	93	6	R	REC. EQUIPMENT	24,653.00			
201	1612	441	27	12	R	ADULT GENERAL PROGRAMS	-20.00	2,500.00	865.00	1,200.00
201	1612	441	27	13	R	GENERAL FITNESS CLASSES	8,872.50	10,000.00	6,764.00	8,000.00
201	1612	441	27	14	R	YOUTH ATHLETICS	11,273.00	13,500.00	12,856.00	13,500.00
201	1612	441	27	15	R	MARTIAL ARTS	14,559.00	16,000.00	16,547.00	16,000.00
201	1612	441	27	16	R	DANCE	28,563.44	30,000.00	30,636.90	30,000.00
201	1612	441	27	17	R	GYMNASTICS	9,436.00	13,000.00	11,949.50	11,000.00
201	1612	441	27	18	R	YOUTH GENERAL PROGRAMS	4,792.00	5,000.00	2,935.00	4,000.00
201	1612	441	27	19	R	TOT GENERAL PROGRAMS	5,643.00	8,000.00	7,360.00	8,000.00
201	1612	441	27	21	R	SOCCER LEAGUE REVENUE	86,895.75	98,500.00	103,024.84	100,000.00
201	1612	441	27	22	R	MEN'S BASKETBALL REVENUE	18,558.50	25,000.00	20,662.50	22,000.00
201	1612	441	27	24	R	ADULT SOFTBALL REVENUE	3,415.00	2,000.00	50.00	2,000.00
201	1612	441	27	25	R	YOUTH BASKETBALL LEAGUES	24,406.70	26,000.00	19,605.50	23,000.00
201	1612	441	27	39	R	TEEN PROGRAM	466.75	1,000.00	637.50	1,000.00
201	1612	441	27	40	R	YOUTH BASEBALL/SOFTBALL	18,501.83	20,000.00	23,581.59	20,000.00
201	1612	441	27	42	R	FOOTBALL/CHEERLEADING	14,610.73	14,000.00	4,150.07	7,000.00
201	1612	481	27	40	R	YOUTH BASEBALL/SOFTBALL	5,967.93	6,500.00	6,039.58	6,500.00
201	1612	481	27	42	R	FOOTBALL/CHEERLEADING	4,391.25	3,750.00	1,778.75	1,375.00
201	1612	481	29	40	R	YOUTH BASEBALL/SOFTBALL		500.00		500.00
201	1612	481	31	40	R	YOUTH BASEBALL/SOFTBALL	1,197.50			
201	1612	481	31	44	R	CONCESSION REVENUE		25,000.00	21,378.39	25,000.00
201	1612	481	32	42	R	FOOTBALL/CHEERLEADING		500.00	466.00	250.00
201	1612	481	59	10	R	GENERAL MEMBERSHIPS	56,265.50	55,000.00	55,358.50	56,000.00
201	1612	481	59	11	R	ACTIVITY FEES	25,198.00	25,000.00	31,651.00	28,000.00
201	1612	481	59	13	R	RACQUETBALL COURT FEE	2,142.30	2,000.00	3,155.00	2,500.00
201	1612	481	59	14	R	FACILITY RENTAL FEE	79,542.50	79,000.00	64,468.66	80,000.00
201	1613	441	27	28	R	PRESCHOOL	162,189.18	155,000.00	149,479.70	145,000.00
201	1614	441	27	29	R	SWIM LESSON	41,726.84	38,400.00	38,839.76	40,000.00
201	1614	441	27	30	R	SWIM DIVE TEAM	14,551.40	14,303.00	14,303.00	15,000.00
201	1614	441	27	31	R	SWIM PASSES	56,377.25	56,135.00	56,235.00	56,000.00
201	1614	441	27	32	R	SWIM DAILY FEES	81,911.41	68,256.00	68,281.84	68,000.00
201	1614	441	27	33	R	POOL CONCESSIONS	22,404.54			
201	1614	481	70	10	R	CASH (OVER) & SHORT	-1,285.80			
201	1615	441	27	34	R	DAY CAMP	185,540.18	173,500.00	176,431.40	165,000.00
201	1615	441	27	35	R	AFTER SCHOOL PROGRAMS	176,307.40	160,000.00	177,501.96	165,000.00
201	1615	441	27	36	R	SAFETY TOWN	1,507.50	1,682.00	1,682.50	1,500.00
201	1615	441	27	37	R	SPECIAL ACTIVITIES	5,191.00	6,100.00	9,183.50	6,100.00
201	1699	481	59	31	R	BASEBALL/SOFTBALL	2,563.00	5,000.00	1,384.00	5,000.00
201	1699	481	59	32	R	SWIM TEAM	14,390.31	16,000.00	15,348.17	16,000.00
201	1699	481	59	33	R	FOOTBALL/CHEERLEADING	1,288.00		92.00	

RECREATION FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Administration division provides essential support to internal operations as well as a broad range of services to the residents and other Village Departments. Administration is responsible for the oversight of the daily operations and maintenance of all operations run under the Parks, Recreation, and Facilities Department.

The mission of the Glendale Heights Parks and Recreation Department is to build on current strengths by preserving open space and providing quality recreational and leisure services and facilities for the residents of the Village of Glendale Heights. With the Village's variety of parks, facilities and Aquatic Park, this department works day in and day out to accomplish the goals set within our statement and beyond.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1610	711	10	10	E	F-TIME & REG.PART-TIME	391,237.36	477,146.00	477,492.52	503,346.00
201	1610	711	10	11	E	HOLIDAY WORKED PAY	1,001.20	1,000.00		500.00
201	1610	711	10	99	E	OVERTIME PAY	106.58	400.00	197.50	1,000.00
201	1610	711	15	10	E	FICA-EMPLOYER	23,368.02	29,582.00	28,568.86	31,207.00
201	1610	711	15	11	E	UNEMPLOYMENT INSURANCE	500.00	500.00		500.00
201	1610	711	16	14	E	TRAVEL FOR MEETING & CONF	1,686.56	100.00	47.02	100.00
201	1610	711	16	15	E	TRAINING & SEMINARS	3,255.15	6,550.00	4,877.28	5,950.00
201	1610	711	16	16	E	MEDICARE-EMPLOYER	5,532.00	6,940.00	6,695.40	7,299.00
201	1610	711	16	29	E	LICENSES & CERTIFICATIONS		400.00	50.00	400.00
201	1610	711	24	14	E	ADVERTISING	24,322.41	27,890.00	24,709.48	28,115.00
201	1610	711	24	32	E	SOFTWARE SUPPORT & MAINT	7,080.20	6,234.00	6,233.21	6,300.00
201	1610	711	24	99	E	OTHER PURCHASED SERVICES	1,104.17	1,525.00	586.23	1,400.00
201	1610	711	31	17	E	POSTAGE	9,005.90	11,000.00	8,460.26	11,000.00
201	1610	711	31	99	E	OFFICE SUPPLIES	543.32	700.00	574.22	700.00
201	1610	711	32	14	E	COMPUTER SOFTWARE	1,776.27			
201	1610	711	37	10	E	UNIFORMS	6,297.55	6,750.00	6,168.28	6,500.00
201	1610	711	37	80	E	GAS & FUEL	564.31	800.00	291.93	700.00
201	1610	711	37	99	E	OPERATING SUPPLIES	7,056.43	6,200.00	5,729.59	6,400.00
201	1610	711	39	14	E	RECREATION	7,255.89	5,571.00	5,464.00	3,500.00
201	1610	711	39	93	E	OFFICE EQUIPMENT	680.94			
201	1610	711	39	94	E	COMPUTER EQUIPMENT	95.66	2,265.00	2,264.11	1,200.00
201	1610	711	51	10	E	TELEPHONE	3,190.47	3,500.00	2,618.51	2,700.00

201	1610	711	51	12	E	CELLULAR PHONE	1,592.47	1,810.00	1,680.00	1,700.00
201	1610	711	51	13	E	ELECTRICITY	97,820.52	94,000.00	97,807.06	94,000.00
201	1610	711	51	14	E	NATURAL GAS	10,859.03	17,000.00	21,093.14	20,000.00
201	1610	711	51	15	E	WATER				10,393.00
201	1610	711	52	10	E	LEASES-EQUIPMENTS	8,608.79	8,000.00	7,162.00	8,000.00
201	1610	711	53	17	E	RECREATION EQUIPMENT	4,853.95	7,540.00	7,400.73	4,100.00
201	1610	711	62	10	E	MEMBERSHIP DUES	2,103.70	2,645.00	2,754.71	2,730.00
201	1610	711	62	11	E	SUBSCRIPTIONS		50.00		50.00
201	1610	711	69	78	E	BANK FISCAL CHARGES	20,035.82	16,000.00	16,653.83	16,000.00
201	1610	911	84	99	E	FURNITURE & FIXTURE		1,359.00	1,359.42	
201	1610	981	93	2	E	TRANSFER TO-COMPUTER REP				924.00
201	1610	981	94	2	E	TRANSFER TO-LIABILITY INS	25,000.00	25,000.00	25,000.00	25,000.00

RECREATION FUND: PRESCHOOL

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Glendale Heights Preschool Program prepares children for kindergarten by providing a loving, caring environment taught by experienced early childhood teachers. Children are encouraged to explore, discover and create through fun filled learning experiences. Children participate in a variety of developmentally appropriate activities designed to help them socially, academically, and physically. This continuous program will also help provide the basis for future reading and writing skills, and includes activities in the areas of music, art, language development, science, math and gross and fine motor skill development.



The Benefits of Preschool

Most medical professionals, as well as educators, agree that the ages three through five are crucial periods in a child's education and development. Enrolling your child in a preschool program will help to lay the foundation for academics, social interaction skills, as well as build self-confidence in a child.

Our preschool program curriculum reflects the guidelines of the state of Illinois learning standards. We are proud to be licensed by the Illinois Department of Children & Family Services (D.C.F.S.).

Prepare your child for kindergarten and beyond through fun learning experiences and activities at the Glendale Heights Preschool!

Summer Preschool (Ages 3-5)

Introduce your child to the preschool classrooms and preschool staff by enrolling them in this fun summer preschool class. Children will explore preschool classrooms and have fun playing games, doing crafts, music, outdoor play and water park activities.

Introduction to Preschool (Ages 2.5-3)

This class is a great way to prepare your child for our Preschool Program. Children will meet preschool staff and become familiar with the classrooms. Emphasis is placed on socialization skills, as well as building self-esteem. Each week a new theme will be explored through fun-filled stories, songs, finger plays, art and dramatic play. Please bring a small snack and drink. Children must be 2.5 years old and wear pull-ups.

Preschool Explorers (Age 3-4)

This class gives children the opportunity to explore, discover, problem solve and build self-esteem. Children will be introduced to colors, numbers and shapes through developmentally appropriate activities with emphasis on social and emotional growth. Fees include field trips and vision/hearing testing.

Pre-K Adventurers ~ 3 Days (Age 4-5)

This pre-kindergarten class is recommended for children who will start kindergarten in the Fall of 2017. The Alphabet, letters, numbers, shapes, color recognition, socialization and name writing are some of the areas of emphasis for a smooth transition into kindergarten. Fees include field trips and vision/hearing testing.

Pre-K Adventurers ~ 5 Days (Age 4-5)

This pre-kindergarten class is recommended for children who will start kindergarten in the Fall of 2017. The Alphabet, letters, numbers, shapes, color recognition, socialization and name writing are some of the areas of emphasis for a smooth transition into kindergarten. Fees include field trips and vision/hearing testing.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1613	714	10	10	E	F-TIME & REG.PART-TIME	115,423.16	115,000.00	107,315.80	115,000.00
201	1613	714	15	10	E	FICA-EMPLOYER	7,053.25	7,130.00	6,543.90	7,130.00
201	1613	714	16	16	E	MEDICARE - EMPLOYER	1,649.50	1,668.00	1,530.38	1,668.00
201	1613	714	24	99	E	PURCHASED SERVICES		1,100.00		1,100.00
201	1613	714	72	28	E	PRESCHOOL	4,906.27	4,300.00	3,336.92	4,300.00
201	1613	714	76	28	E	PRESCHOOL	2,555.50	2,660.00	2,659.50	2,660.00

PARKS AND RECREATION FUND: PROGRAMMING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Sports Hub facility offers indoor recreation programs for all age groups. The facility also offers four preschool classrooms, three gymnasiums that hold activities such as basketball, volleyball and gymnastics, an indoor soccer gymnasium, one racquetball court, one dance studio, indoor playground, and state of the art fitness room.

This division provides a variety of programs to the Glendale Heights and surrounding communities. Programs include, but not are limited to; adult athletics, soccer leagues, GHYBS (baseball & softball), GHS (football & cheerleading), open gym, gymnastics, youth programs, martial arts & fencing, ice skating, NEDSRA (Northeast DuPage Special Recreation Association), tot programs, golf camps, many popular annual special events and access to the Fitness Center and Sports Hub.



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1612	713	10	10	E	F-TIME & REG.PART-TIME	269,841.15	296,740.00	237,464.49	240,961.00
201	1612	713	10	11	E	HOLIDAY WORKED PAY	140.02	500.00		200.00
201	1612	713	10	99	E	OVERTIME PAY	306.59	400.00	34.03	400.00
201	1612	713	15	10	E	FICA-EMPLOYER	17,401.85	18,400.00	15,918.12	17,591.00
201	1612	713	16	16	E	MEDICARE - EMPLOYER	4,069.44	5,950.00	3,722.77	4,114.00
201	1612	713	59	14	E	FACILITY RENTAL SUPPLIES	512.12	750.00	351.43	700.00
201	1612	713	71	12	E	ADULT GENERAL PROGRAMS		500.00	180.00	300.00
201	1612	713	71	13	E	GENERAL FITNESS CLASSES	4,436.00	4,500.00	3,391.75	3,500.00
201	1612	713	71	14	E	YOUTH ATHLETICS	6,957.90	10,125.00	6,478.90	9,450.00
201	1612	713	71	15	E	MARTIAL ARTS	10,389.95	11,200.00	10,454.10	11,200.00
201	1612	713	71	16	E	DANCE	12,666.95	19,000.00	17,243.70	21,000.00
201	1612	713	71	17	E	GYMNASTICS	6,896.10	8,800.00	7,024.80	10,400.00
201	1612	713	71	18	E	YOUTH GENERAL PROGRAMS	2,949.90	3,300.00	73.50	2,000.00
201	1612	713	71	19	E	TOT GENERAL PROGRAMS	1,738.60	5,600.00	5,335.00	5,600.00
201	1612	713	71	21	E	SOCCER LEAGUES	9,680.65	9,900.00	7,954.00	8,000.00
201	1612	713	71	25	E	YOUTH BASKETBALL LEAGUES	335.00	900.00		
201	1612	713	71	40	E	YOUTH BASEBALL/SOFTBALL	163.00	500.00	400.00	500.00
201	1612	713	71	42	E	FOOTBALL/CHEERLEADING	5,050.00	2,700.00	2,370.00	1,500.00
201	1612	713	71	44	E	CONCESSION WAGES		11,000.00	10,990.50	11,000.00
201	1612	713	72	12	E	ADULT GENERAL PROGRAMS		500.00	68.98	300.00
201	1612	713	72	13	E	GENERAL FITNESS CLASSES		500.00		300.00
201	1612	713	72	14	E	YOUTH ATHLETICS	61.97	100.00		
201	1612	713	72	16	E	DANCE PROGRAMS	4,556.06	4,300.00	3,401.23	200.00
201	1612	713	72	18	E	YOUTH GENERAL PROGRAMS		200.00		200.00
201	1612	713	72	19	E	TOT GENERAL PROGRAMS	25.00	300.00	71.53	100.00
201	1612	713	72	21	E	SOCCER LEAGUES	10,539.48	9,700.00	11,224.39	9,600.00
201	1612	713	72	22	E	MENS BASKETBALL LEAGUES	99.90	500.00	200.02	350.00
201	1612	713	72	24	E	SOFTBALL LEAGUES	676.32	450.00		450.00
201	1612	713	72	25	E	YOUTH BASKETBALL LEAGUES	3,056.54	4,400.00	3,517.32	3,500.00
201	1612	713	72	29	E	TEEN PROGRAMS	457.70	600.00	372.46	500.00
201	1612	713	72	40	E	YOUTH BASEBALL/SOFTBALL	11,725.94	14,400.00	10,239.23	13,800.00
201	1612	713	72	42	E	FOOTBALL/CHEERLEADING	10,309.20	12,941.00	12,468.50	7,050.00
201	1612	713	72	44	E	CONCESSION SUPPLIES		14,800.00	13,656.96	14,000.00
201	1612	713	73	16	E	DANCE	96.37	300.00		100.00
201	1612	713	73	21	E	SOCCER LEAGUES	2,047.49	2,150.00	1,626.04	2,400.00
201	1612	713	73	22	E	MENS BASKETBALL LEAGUES	4,434.47	6,200.00	4,753.04	5,000.00
201	1612	713	73	24	E	SOFTBALL LEAGUES	1,217.64	300.00		300.00

201	1612	713	73	25	E	YOUTH BASKETBALL LEAGUES	500.90	950.00	597.84	800.00
201	1612	713	73	40	E	YOUTH BASEBALL/SOFTBALL	321.00	500.00	471.48	450.00
201	1612	713	73	42	E	FOOTBALL/CHEERLEADING	626.48	659.00	658.50	400.00
201	1612	713	74	21	E	SOCCER LEAGUES	10,918.49	13,250.00	12,995.00	13,000.00
201	1612	713	74	22	E	MENS BASKETBALL LEAGUES	1,535.00	1,300.00	1,320.00	1,300.00
201	1612	713	74	24	E	SOFTBALL LEAGUES	1,205.00	650.00		500.00
201	1612	713	74	25	E	YOUTH BASKETBALL LEAGUES	6,115.36	5,425.00	4,720.00	5,000.00
201	1612	713	74	40	E	YOUTH BASEBALL/SOFTBALL	3,830.00	4,500.00	3,141.00	3,500.00
201	1612	713	75	12	E	ADULT GENERAL PROGRAMS		1,000.00		200.00
201	1612	713	75	29	E	TEEN TRIPS/EVENTS		100.00		100.00
201	1612	713	75	40	E	YOUTH BASEBALL/SOFTBALL	231.44	500.00	191.51	500.00
201	1612	713	75	42	E	FOOTBALL/CHEERLEADING		1,500.00	1,100.91	1,000.00
201	1612	713	76	16	E	DANCE		1,576.00	1,576.00	1,800.00
201	1612	713	77	40	E	YOUTH BASEBALL/SOFTBALL	1,251.00			
201	1612	713	77	42	E	FOOTBALL/CHEERLEADING	165.00			
201	1612	713	78	40	E	YOUTH BASEBALL/SOFTBALL	1,422.03			
201	1612	713	78	42	E	FOOTBALL/CHEERLEADING	96.29			

PARKS AND RECREATION FUND: AQUATICS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Aquatic Center, built in 1997 offers a zero depth entry pool, sloping to maximum depth of five feet, a six lane competitive lap swimming area, two water slides and a water play area. Sand volleyball courts, sand play area, sundeck and concession area are also available.

On July 4, 2012, the Aquatic Center celebrated its Grand Re-Opening. The project goal for the Aquatic Center was to create an aquatic experience with multiple attractions which would add thrills that hold the attention of young and the young at heart. The new features include a high dive, low dive, drop slide and the FlowRider® (a surf simulator.)



Residents can purchase an annual membership that provides them with priority entrance to the GH₂O (Aquatic Center), discount on swim lessons and swim team registration, participation in the Surf Club which is available to members only, discounts on pool rentals for birthday parties, and discounts on summer camps.

The division is responsible for daily operations and maintenance of the Aquatic Center by providing its patrons; daily access to the Aquatic Center and all of its attractions, life guards, a concession stand, swim and dive lessons, flow rider lessons, GH Dolphins Swim Team, aquatic center birthday parties, private rentals, and daily events throughout the aquatic season.

Glendale Heights Swim Team

The recreational, semi-competitive, Glendale Heights Dolphins Swim Team is a great program that stresses not only sportsmanship, but fun! This program does not require previous competitive experience and the season runs from the second week of June through the first week of August. The team practices 5 times a week and the practice times are determined by the coach depending on swimmers' level. Meets are on Wednesday evenings and Saturday mornings. This program is a great way for our community's youth to make friends that will last a lifetime! The registration meeting is held in May of every year.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1614	715	10	99	E	OVERTIME PAY		1,807.00	1,806.16	1,000.00
201	1614	715	15	10	E	FICA-EMPLOYER	8,392.60	7,970.00	7,971.76	8,308.00
201	1614	715	16	16	E	MEDICARE-EMPLOYER	1,962.79	1,865.00	1,864.34	1,943.00
201	1614	715	71	29	E	SWIM LESSONS	11,603.03	11,009.00	11,008.68	12,000.00
201	1614	715	71	30	E	SWIM DIVE TEAM	8,932.18	9,664.00	9,662.95	9,000.00
201	1614	715	71	31	E	SWIM PASSES	117,850.54	113,017.00	113,016.72	115,000.00
201	1614	715	72	29	E	SWIM LESSONS	71.94			200.00
201	1614	715	72	30	E	SWIM DIVE TEAM	3,016.00	1,376.00	1,375.90	1,400.00
201	1614	715	72	31	E	SWIM PASSES	955.91	1,439.00	1,438.02	3,000.00
201	1614	715	77	33	E	POOL CONCESSION	11,997.00			
201	1614	715	78	33	E	POOL CONCESSION	11,638.65			

RECREATION FUND: AFTER SCHOOL/DAY CAMP

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

PATH stands for **Play at the Hub**. The Village invites all area residents and community children to participate in youth recreation designed to foster knowledge, creativity, physical stamina, and character in the Village's after school, summer camp, and day off programs. The Village works closely with area schools to provide programs that complement schedules and curricula while providing participants with a nurturing, yet engaging, place to play.

When school is out, the PATH counselors will take Day Off Camp participants on exciting day trips! The Village's experienced counselors maintain a safe, fun, and caring environment while sharing new experiences with campers. Campers do not have to be in PATH to participate. Each day offers a variety of structured activities including physical, artistic and academically enriching activities.



This division is responsible for the planning, preparation, and execution of all scheduled After School Care and Day Camp programs.

School Days Off

When Queen Bee 16 and Marquardt 15 are out of school, check in with the PATH Days Off Trips. This past year the group enjoyed several exciting and educational trips.

Spring Break Camp

PATH counselors get the opportunity to engage with PATH Spring Break Camp Participants visiting places like the aquarium, conservatory, National Museum of Mexican Art, Space Center, and the zoo.

Summer Camps

The Village offers several summer camps to residents and local community children from the ages of 4 to 16. The Village kicks off the summer break with weekly field trips.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1615	716	10	99	E	OVERTIME PAY		613.00	612.54	300.00
201	1615	716	15	10	E	FICA-EMPLOYER	8,872.98	9,772.00	9,802.02	10,292.00
201	1615	716	16	16	E	MEDICARE-EMPLOYER	2,075.19	2,286.00	2,292.54	2,407.00
201	1615	716	71	34	E	DAY CAMP	57,381.85	80,045.00	79,933.94	83,000.00
201	1615	716	71	35	E	AFTER SCHOOL PROGRAM	85,728.95	79,310.00	77,547.44	83,000.00
201	1615	716	72	34	E	DAY CAMP	1,515.74	2,107.00	2,106.34	2,200.00
201	1615	716	72	35	E	AFTER SCHOOL PROGRAM	3,604.83	4,000.00	2,515.85	3,500.00
201	1615	716	72	37	E	SPECIAL ACTIVITIES	2,890.54	8,440.00	8,851.00	8,500.00
201	1615	716	75	34	E	DAY CAMP	19,099.01	14,054.00	14,053.81	15,000.00
201	1615	716	75	35	E	AFTER SCHOOL PROGRAMS	4,522.23	4,300.00	3,634.02	4,500.00
201	1615	716	76	34	E	DAY CAMP	10,159.50	10,749.00	10,748.07	11,000.00
201	1615	716	76	35	E	AFTER SCHOOL PROGRAMS	7,031.00	7,200.00	4,548.25	7,200.00

RECREATION FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village is served by the Parks, Recreation, and Facilities Department, as opposed to a separate Park District. The Village owns and maintains 22 parks, playgrounds, and open space totaling 271 acres, including a 64-acre central community park, which has an extensive bike and walking path system, various lighted athletic fields, handicap accessible playground, skate park, gazebo, and concession stand.

The Facilities Division provides repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings located at several points throughout the Village. The maintenance consists of (but is not limited to) the repair/replacement of the following; heating and air conditioning equipment, overhead garage doors, vehicle exhaust systems, painting, carpentry, plumbing, electrical, fire tools, designing and building training props.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1617	511	10	10	E	F-TIME & REG.PART-TIME	128,737.84	131,101.00	132,342.60	130,450.00
201	1617	511	10	99	E	OVERTIME PAY	1,853.79	1,500.00	1,627.77	1,500.00
201	1617	511	15	10	E	FICA-EMPLOYER	7,721.11	8,128.00	7,893.12	8,088.00
201	1617	511	16	15	E	TRAINING & SEMINARS		100.00		100.00
201	1617	511	16	16	E	MEDICARE-EMPLOYER	1,805.70	1,923.00	1,845.90	1,892.00
201	1617	511	24	99	E	OTHER PURCHASE-SERVICES	47,468.23	53,850.00	47,098.87	53,600.00
201	1617	511	33	10	E	JANITORIAL SUPPLIES	6,532.16	7,500.00	6,947.17	7,500.00
201	1617	511	33	12	E	ELECTRICAL SUPPLIES	1,228.29	1,500.00	1,534.60	2,000.00
201	1617	511	33	13	E	HARDWARE SUPPLIES	568.18	1,800.00	1,867.55	600.00
201	1617	511	33	15	E	PLUMBING SUPPLIES	366.30	600.00	314.73	500.00
201	1617	511	33	16	E	LUMBER SUPPLIES	46.94	200.00	92.59	200.00
201	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY	9,438.15	7,400.00	1,453.94	7,000.00
201	1617	511	39	11	E	BLDG. MAINTENANCE TOOLS	285.60			
201	1617	511	53	11	E	R & M EQ & BUILDINGS	896.19			
201	1617	511	56	11	E	SPORTS HUB	32,071.99	51,550.00	40,899.23	39,050.00
201	1617	911	81	17	E	RECREATION EQUIPMENT		78,000.00	18,000.00	

RECREATION FUND: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Central Services Division is a centralized grouping for major costs shared by multiple Village departments such as: Medical Insurance, Illinois Municipal Retirement Fund Employer Contributions, Vacation and Sick Buyback, and Opt-Out Insurance.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1618	711	16	10	E	IMRF-EMPLOYER RECREATION	112,466.44	104,079.00	116,969.13	117,324.00
201	1618	711	16	12	E	MEDICAL-EMPLOYER	141,126.63	136,114.00	127,469.38	130,500.00
201	1618	711	16	30	E	OPT OUT MED INSURANCE	120.00	200.00	120.00	200.00
201	1618	711	16	32	E	HEALTH & WELLNESS PROG.	430.60	375.00	371.59	375.00
201	9999	999	10	99	E	SALARY & FRINGE				18,000.00
201	9999	999	16	10	E	EXCHANGE-IMRF-EMPLOYER			-51.51	
201	9999	999	16	12	E	EXCHANGE-MEDICAL-EMPLOYER			-129.04	

PARKS AND RECREATION FUND: INFORMATION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The I.S. Division of the Administrative Services Department consists of two personnel and a contracted specialized Technology firm providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and coordinates our Superior cloud based solution which hosts our financial package and municipal software.

The role of the I.S. Division continually expands with technological advancements and needs of our internal Departments. Advancements include support to the primary telephone systems of a Voice Over IP data driven communication, expansion of smart phones, mobile computers, and iPads which are a few examples of changing technology that are also supported under this division.

The Recreation Fund shares the cost of the I.S. Division with the General Fund and Environmental Services Fund.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
201	1811	711	10	10	E	F-TIME & REG.PART-TIME	13,106.23	13,621.00	13,993.46	13,833.00
201	1811	711	10	99	E	OVERTIME PAY		96.00	45.12	200.00
201	1811	711	15	10	E	FICA-EMPLOYER	794.12	851.00	837.56	870.00
201	1811	711	16	16	E	MEDICARE-EMPLOYER	185.89	198.00	195.84	204.00
201	1811	711	21	15	E	NETWORK CONSULTING	13,335.52	13,974.00	13,697.61	13,942.00
201	1811	711	32	15	E	COMPUTER EQUIPMENT		5,502.00	5,501.66	6,000.00

EMERGENCY SERVICES AND DISASTER AGENCY FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



This program's responsibilities are associated with emergency procedures including planning for emergencies that surpass the normal capabilities of operating departments and coordination of local and outside resources in an emergency such as tornadoes, flooding, power outages and other natural or man-made disasters. Funding is provided by a property tax levy. The unit is comprised of a paid part-time coordinator and volunteer members.

Our unit in Glendale Heights is managed as a part of the Glendale Heights Police Department. The Glendale Heights Emergency Services (ESDA) Unit assists other emergency response agencies in Glendale Heights when requested for service. This assistance may be in traffic control operations for the annual Glendale Heights Fest, an emergency situation where roads must be closed due to gas leaks, downed wires, or debris following a severe storm.



In addition, we operate basic scene lighting units that can be used to assist the Police or Fire departments after dark while they conduct investigations or provide emergency work related to an incident.



Once trained, our members also serve as weather spotters and may be deployed to observe and report on storm activity approaching Glendale Heights.

The Glendale Heights ESDA unit is also part of a mutual-aid agreement among other ESDA units in DuPage County, and may be called upon to assist with emergency situations or planned events in other surrounding communities in DuPage and Cook Counties.

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
202	0	411	10	18	R	EMERGENCY/DISASTER	51,785.33	51,000.00	51,867.77	51,000.00
202	0	461	30	10	R	INTEREST INCOME	29.69	20.00		20.00
202	0	481	89	10	R	MISCELLANEOUS INCOME			90.00	

EXPENDITURES

202	0	521	10	10	E	F-TIME & REG.PART TIME	19,305.62	24,447.00	26,351.23	31,421.00
202	0	521	15	10	E	FICA-EMPLOYER	1,196.97	1,516.00	1,633.78	1,948.00
202	0	521	16	10	E	IMRF-EMPLOYER PUBLIC SFTY	2,516.70	3,141.00	3,371.36	3,987.00
202	0	521	16	15	E	TRAINING & SEMINARS	744.00	21,000.00	142.00	21,000.00
202	0	521	16	16	E	MEDICARE - EMPLOYER	279.91	354.00	382.06	456.00
202	0	521	24	12	E	PRINTING & BINDING	100.00	100.00		100.00
202	0	521	24	32	E	SOFTWARE SUPPORT & MAINT	8,500.00	8,500.00	8,500.00	8,500.00
202	0	521	37	10	E	UNIFORMS	758.14	800.00		800.00
202	0	521	37	80	E	GAS & FUEL	321.52	550.00	309.50	600.00
202	0	521	37	99	E	OPERATING SUPPLIES	1,416.13	1,000.00	561.29	1,500.00
202	0	521	51	12	E	CELLULAR PHONE	150.00	300.00	300.00	300.00
202	0	521	55	60	E	R&M OFFICE EQUIPMENT	3,808.24			
202	0	521	57	20	E	R&M OPERATING EQUIPMENT		3,000.00	1,912.13	4,000.00
202	0	521	61	20	E	ESDA	4,539.92	6,000.00	3,389.92	6,000.00
202	0	521	69	98	E	CERT PROGRAM EXPENSES		400.00		400.00
202	0	981	93	2	E	TRANSFER TO-COMPUTER REP				332.00
202	9999	999	10	99	E	SALARY & FRINGE				700.00
202	9999	999	16	10	E	EXCHANGE-IMRF-EMPLOYER	-0.03			

HANDICAP RECREATION FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The fund is used to pay the Village's proportional share in the Northeast DuPage Special Recreational Association (NEDSRA). NEDSRA provides recreational programs for those children and adults not able to participate in conventional recreation programs and activities due to physical reasons.

NEDSRA has been offering award-winning programs since 1977. They respond to the expressed and observed needs of community members with disabilities and provide quality recreational **choices** that enhance the physical, social, mental, and emotional development of the very special people they serve.

New friends and role models
E motional support and confidence
D iverse social and community outings
S pecial Olympics or Adaptive Sports
R ecreation choices and Inclusion
A rt therapy and cultural arts



NEDSRA PROMISE

"**Putting People First**" is more than just our slogan; it is their approach to everything they do!

Northeast DuPage Special Recreation Association (**NEDSRA**) improves the quality of life for thousands of people with disabilities each year, by providing them with a variety of recreational and social programs. The programs are offered in partnership with eight park districts and three Village recreation departments.



NEDSRA VISION

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community, to enhance the quality of life for each individual.

NEDSRA MISSION

To serve as an integral partner with our member park districts and Villages to positively impact individuals with disabilities through diverse recreational opportunities and community services.

NEDSRA CORE VALUES

- Service with Compassion
- Excellence and Quality
- Integrity
- Commitment
- Fun



PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
203	0	411	10	19	R	REC.HANDICAPPED-NEDSRA	169,528.81	168,000.00	169,590.17	150,000.00
203	0	461	30	10	R	INTEREST INCOME	95.90			

EXPENDITURES

203	0	711	63	15	E	REC.HANDICAPPED-NEDSRA	164,985.00	167,200.00	168,450.00	172,000.00
203	0	711	63	99	E	OTHER COMM. CONTRIBUTION	3,200.00	3,200.00	3,220.00	720.00

MOTOR FUEL TAX FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Motor Fuel Tax (MFT) Fund accounts for resources received from the MFT allotments the Village receives monthly from the Illinois Department of Transportation. This fund is established to account for the maintenance, improvement and replacement of the Village's streets and roadways. Financing is provided by the Village's share of state gasoline taxes and other shared taxes. The state law requires these gasoline taxes be used for the maintenance of streets and roadways. The Village of Glendale Heights has established a policy which limits the use of these funds to the purchase of commodities and contractual services to facilitate an ongoing Road Improvement Program.

2018/19 BUDGET HIGHLIGHTS

REVENUE:

Intergovernmental

- ❖ The Fiscal Year 2018/19 MFT Allocation is budgeted based on the State of Illinois per capita formula of \$25.75 times 34,208 population. This represents no change from the preceding year's budget.
- ❖ Interest Income remains unchanged from the prior year.

EXPENDITURES:

- ❖ 2018 MFT Road Program.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
204	0	431	20	10	R	MOTOR FUEL TAX	894,590.81	908,456.00	822,310.08	895,856.00
204	0	461	30	10	R	INTEREST INCOME	7,073.15	1,500.00	26,801.93	1,500.00
EXPENDITURES										
204	0	531	37	11	E	CHEMICALS	97,916.33			
204	0	911	87	13	E	STREET IMPROVEMENT PGM	28,641.08	1,650,905.00	1,412,658.67	1,200,000.00

FOUNDERS' DAY FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This fund was established to account for revenues and expenditures for the Village’s annual summer festival activities. It is coordinated by the Founders’ Day Committee.

The Glendale Heights Fest activities include five days of celebration to correspond with the Village’s incorporation anniversary of July 13, 1959. Each day the Festival draws crowds by offering live entertainment at the main stage, food booths, carnival rides, and carnival games. The Festival provides two firework shows, one on Wednesday night and the grand finale on Sunday evening. Glendale Heights Festival is well known in DuPage County for the entertainment it brings to its residents and its surrounding communities.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
206	0	441	28	10	R	CARNIVAL PROCEEDS	343,544.97	365,276.00	365,276.42	365,000.00
206	0	441	28	12	R	BOOTH RENTAL	56,850.00	57,100.00	57,700.00	55,600.00
206	0	481	70	10	R	CASH (OVER) & SHORT	-142.10		-229.24	
206	0	481	89	10	R	MISCELLANEOUS INCOME	24,754.08	8,752.00	8,751.10	17,200.00



EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
206	0	719	16	14	E	TRAVEL FOR MEETING & CONF	614.80			
206	0	719	24	12	E	PRINTING & BINDING	146.71	200.00	146.71	200.00
206	0	719	24	19	E	ENTERTAINMENT-SPL. EVENTS	284,195.69	302,676.00	296,175.62	307,000.00
206	0	719	24	99	E	OTHER PURCHASE-SERVICES	34,616.25	25,182.00	25,181.59	32,300.00
206	0	719	37	10	E	UNIFORMS	352.50			750.00
206	0	719	37	99	E	OPERATING SUPPLIES	2,634.03	2,863.00	2,809.59	4,000.00
206	0	719	52	11	E	RENTALS-EQUIPMENTS	44,555.61	42,405.00	42,404.40	43,700.00
206	0	719	69	99	E	MISCELLANEOUS EXPENSE		95.00	693.25	700.00
206	0	981	91	1	E	TRANSFER TO-GENERAL FUND	43,808.00	56,500.00	56,500.00	46,500.00

PARK DEVELOPMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

To account for Developers’ contributions and other revenues dedicated for future Parks and Recreation Improvements.

2018/19 BUDGET HIGHLIGHTS

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
207	0	441	25	12	R	TOWER RENTAL	44,362.70	45,984.00	46,137.16	47,823.00

Tower Rental

- ❖ The Village receives a lease payment for the cellular tower that is in Camera Park and these funds are earmarked for Park & Recreation Improvements.

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
207	0	981	93	3	E	TRANSFER TO-CAPITAL PROJ		180,000.00	180,000.00	31,000.00

Transfers

- ❖ A transfer was included in the FY 2018/2019 budget to the Capital Projects Fund for the Aquatic Park assessment project.

HISTORICAL BUILDING FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This fund is established for the purpose of accounting for costs associated with the preservation, repairs, remodel and maintenance of the Village Founders Farmhouse. This house is the historical museum for the Village of Glendale Heights, and is used for displays, public access and viewing. The fund will record and report both revenues and costs.



The Historical Committee was formed to oversee the restoration of the Glendale Heights Historic House to preserve an important piece of history. The plans for the house include restoring and furnishing the home to the early 1900's to become a place that reflects the "way things were" 100 years ago.

The Glendale Heights Historic House was donated to the Village in memory of Harold A. Reskin, the founding father and the first developer of the Village. Space in the Historic House is devoted to exhibit artifacts and pictures of the rich history of the Village, its growth and development. The Village hopes to create a place that educates and entertains residents about the Village's "proud and progressive" past and future.

The Village hosts periodic fundraisers furthering the restoration of the Historic House.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
209	0	461	30	10	R	INTEREST INCOME		10.00		
209	0	481	89	10	R	MISCELLANEOUS INCOME		50.00		50.00
209	0	491	91	1	R	TRANSFER FROM GEN.FUND				6,000.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
209	0	512	24	12	E	PRINTING & BINDING		4,525.00		3,000.00
209	0	512	24	99	E	OTHER PURCHASE-SERVICES		2,235.00	2,229.04	2,375.00
209	0	512	37	99	E	OPERATING SUPPLIES	53.94	250.00		250.00
209	0	512	56	30	E	HISTORICAL BLDG.	1,697.96	7,350.00	761.39	750.00
209	0	512	62	10	E	MEMBERSHIP DUES		25.00	25.00	25.00
209	0	512	69	20	E	CIVIC ACTIVITIES	244.18	900.00	119.15	400.00
209	0	911	84	99	E	FURNITURE & FIXTURE				3,000.00

ARTICLE 36 SEIZURE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The State of Illinois Laws under Article-36 authorizes and directs the Police Department to seize vehicles and properties determined to be improperly used such as Driving While Intoxicated, Illegal Drug Use or Distribution or other illegal activities. This Fund is established to record and control activities related to such seizures.

Funds obtained through vehicle or property seizures utilizing Article 36 are utilized to support law enforcement activities in Glendale Heights. These funds are used to supplement not supplant funding from the General Fund. There is a healthy balance in this fund which will support this expenditure.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
210	0	451	29	97	R	TOWING REIMBURSEMENTS		200.00		200.00
210	0	451	29	99	R	MISCELLANEOUS CHARGES	157.74		781.98	
210	0	461	30	10	R	INTEREST INCOME		100.00		100.00
210	0	481	50	40	R	ADMINISTRATIVE FEE	2,145.00	2,000.00	1,895.00	2,000.00
210	0	481	50	41	R	SALES OF VEHICLE ART-36	24,418.01	21,205.00	2,748.50	21,205.00
210	0	481	89	10	R	MISCELLANEOUS INCOME			95.00	

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
210	0	511	24	32	E	SOFTWARE MAINT & SUPPORT			779.93	
210	0	511	39	99	E	OPERATING EQUIPMENT		3,029.00	2,271.71	3,120.00
210	0	511	50	40	E	VEHICLE TITLE & REGIST	665.00	2,500.00	570.00	2,500.00
210	0	511	50	42	E	TOWING EXPENSE		2,500.00		2,500.00
210	0	511	50	43	E	GAS & OIL		100.00		100.00
210	0	511	50	49	E	MISC. EXPENSE ART-36	13,587.58	2,750.00	290.00	2,750.00
210	0	511	51	10	E	TELEPHONE		940.00	630.00	1,175.00
210	0	511	62	10	E	MEMBERSHIP DUES		500.00	500.00	4,000.00
210	0	511	62	11	E	SUBSCRIPTIONS		4,060.00	4,058.40	4,060.00
210	0	511	69	99	E	MISCELLANEOUS EXPENSE		5,000.00	205.00	5,000.00

ILLINOIS MUNICIPAL RETIREMENT (I.M.R.F.) FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The IMRF Fund was established to maintain segregated accounts for the recording of transactions related to levied and IMRF funds.

IMRF is established under statutes adopted by the Illinois General Assembly. It is governed by a Board of eight trustees who must also be participating members and one trustee who must be receiving an IMRF annuity.

Four trustees are elected by employers, three are elected by participating members, and one annuitant trustee is elected by IMRF annuitants (individuals receiving IMRF retirement benefits). Trustees receive no compensation, only reimbursement for expenses. The Board appoints an Executive Director who is responsible for all administrative functions and supervision of staff employees. The Board also appoints medical and investment consultants, an actuary and an independent auditor. To learn more about IMRF, visit www.imrf.org.



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
211	0	411	10	11	R	I.M.R.F.	957,756.05	950,000.00	957,514.23	900,000.00
211	0	461	30	10	R	INTEREST INCOME	548.26	100.00		100.00
211	0	481	89	10	R	MISCELLANEOUS INCOME			8,851.09	
211	0	513	16	10	E	IMRF-EMPLOYER GEN GOV'T	926,552.41	997,224.00	877,439.98	997,224.00
211	0	513	69	78	E	BANK FISCAL CHARGES			138.69	

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
211	0	513	16	10	E	IMRF-EMPLOYER GEN GOV'T	926,552.41	997,224.00	877,439.98	997,224.00
211	0	513	69	78	E	BANK FISCAL CHARGES			138.69	

IMRF Rates – last five (5) years

2019: 10.40%*

2018: 12.69%

2017: 12.85%

2016: 13.24%

2015: 13.03%

*preliminary

INFRASTRUCTURE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This fund was created in FY 2011/12 to account for revenues and expenditures that are designated specifically for Village-wide infrastructure improvements. The Infrastructure Fund is funded by the Road and Bridge Property tax, and shares a portion of the Home Rule Sales Tax.

The Home Rule Sales Tax was increased in FY 2009/10 to raise funds to pay back the bonds issued to fund the Village's accelerated road improvement program. The Village took into consideration the current cost, as well as the future costs of major road improvements, and



deemed it necessary to take advantage of the Build America Bond Subsidy (BAB) offered by the Federal Government. As part of the federal government's attempt to stimulate the economy from the economic downturn in 2007, the government offered subsidies to local governments that were in need of major capital improvements. The Village's BAB's were sold in anticipation of receiving an interest subsidy from the Federal Government to help repay the interest on the issued debt, thereby, greatly reducing the realized interest rate. In combination of the BAB subsidy, as well as the acceleration of the road improvement program, the Village has greatly reduced the residents' financial burden to improve the Village's Roads in upcoming years. The majority of the funds received from the Home Rule Sales Tax are dedicated to repay the bonds used in 2008/09 to accelerate the Village's Road Improvement Program.



In addition to paying down the debt, this fund also provides infrastructure, road, and other necessary capital improvements throughout the Village. This fund also helps to supply the Village's snow and ice control stock that helps to keep the roads safe throughout the winter. Lastly, this fund supports SSA's #2 and SSA's #3 bond payment portion of the work completed within these districts.

Prior to FY 2011/12, these funds were comingled with the Motor Fuel Tax Fund. Due to the statutory limits of the funds expendable per the state legislature, the Village along with IDOT, declared it necessary to separate the funds. After the completion of a multiple year MFT audit, the beginning balances of both the MFT Fund and the Infrastructure Fund were determined. In FY 2013, the beginning fund balance for the Infrastructure Fund was transferred from the Motor

Fuel Tax Fund to formally account for the Infrastructure Fund balance of the prior years' revenues and infrastructure expenditures.

FY 2018/19 BUDGET HIGHLIGHTS

REVENUES

- ❖ The Village anticipates receiving \$400,000 from the Community Development Block Grant program (CDBG) for street improvements on Gregory Avenue.

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
212	0	411	10	50	R	ROAD & BRIDGES	157,631.70	155,000.00	147,920.55	150,000.00
212	0	411	16	11	R	HOME RULE TAX-ROAD PROG	2,179,255.31	2,235,000.00	1,951,955.69	2,300,000.00
212	0	411	16	12	R	STORMWATER	201,434.56	285,000.00	243,994.44	290,000.00
212	0	461	30	10	R	INTEREST INCOME		500.00		500.00
212	0	481	43	10	R	FEDERAL GRANTS	400,000.00			400,000.00
212	0	481	43	12	R	COUNTY STORMWATER GRANT	151,956.95		11,166.29	
212	0	481	89	10	R	MISCELLANEOUS INCOME	1,679.00	200.00	4,837.00	1,500.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
212	0	531	21	11	E	PROF-LEGAL	36,407.55	30,000.00	16,902.45	35,000.00
212	0	531	21	14	E	ENGINEERING	117,291.06	371,039.00	162,153.72	335,500.00
212	0	531	24	13	E	SIDEWALKS		84,000.00	71,529.25	100,000.00
212	0	531	37	11	E	CHEMICALS		116,100.00	110,890.73	148,000.00
212	0	531	37	99	E	OPERATING SUPPLIES	3,370.12			
212	0	531	57	13	E	R&M STORM SEWERS		20,000.00	2,711.60	20,000.00
212	0	531	57	15	E	R&M ROADS		72,950.00	43,435.02	80,000.00
212	0	531	69	82	E	STATE ADMIN.COLLECT.FEE		41,700.00	39,252.39	51,200.00
212	0	911	87	12	E	INFRASTRUCTURE IMPROVMNT	831.50			
212	0	911	87	13	E	STREET IMPROVEMENT PGM	1,220,521.01	922,162.00	1,558.36	721,240.00
212	0	911	87	27	E	STORMWATER IMPROVEMENTS	315,116.20	309,191.00	255,493.52	350,000.00
212	0	981	92	52	E	TRANSFER TO SSA #2	97,056.00	155,725.00	155,725.00	101,640.00
212	0	981	92	53	E	TRANSFER TO SSA #3	62,908.00	89,727.00	89,727.00	65,313.00
212	0	981	94	1	E	TRANSFER TO-DEBT SERVICE	1,190,031.00	1,195,446.00	1,195,446.00	1,213,806.00

TAX INCREMENT FINANCING (T.I.F.) #1 FUND North Avenue

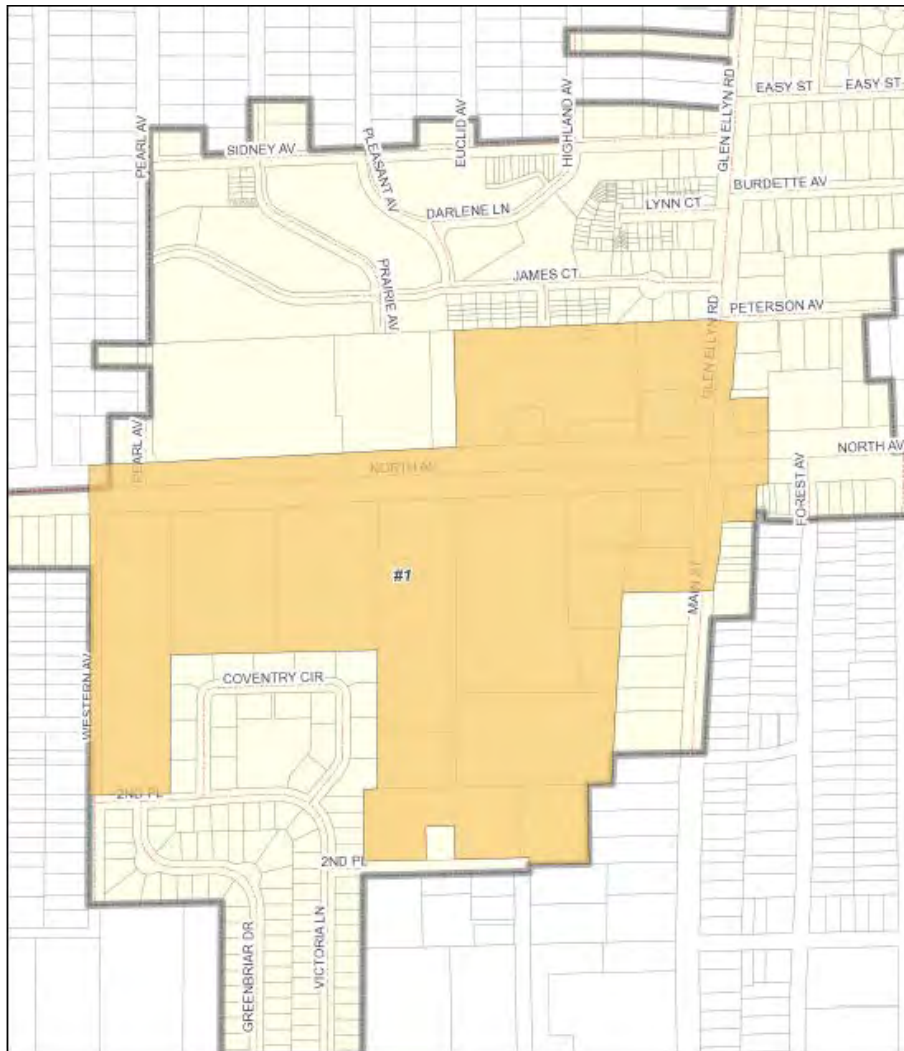
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors, construction of infrastructure and other tools that reinvest in the district.

T.I.F. #1 was created in April of 1997 to account for the project costs and resources related to the Glen Ellyn Road and North Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

TIF #1 includes all four corners of Glen Ellyn Road and North Avenue, but is mostly west of Glen Ellyn Road. It encompasses the shopping center south of North Avenue that has been redeveloped with a Menards store, and area to the west that has been developed with a Dodge dealership.

The shopping center north of North Avenue has had facade upgrades and includes Brunswick Zone.



In FY 2012/13, the Village used TIF funds to purchase land that was located on the south side of North Avenue and west of Main Street. The purchase of this land enabled the Village to work with the new Dodge Dealership to clear trees that were blocking visibility of the new business. With this land acquisition, the Village was also able to realign Western Avenue, and create green space and a future park for nearby

residents.

In FY 2015/16, the Village completed the Western Avenue road realignment project, finalized the engineering associated with addressing the flooding issue at North Avenue & Glen Ellyn Road, and substantially completed improvements to the Menards Lift Station.

In FY 2017/18, the Village completed the first phase of stormwater flood mitigation work at North Avenue & Glen Ellyn Road, using a combination of Federal and State grants, leveraged with Property Tax Increment revenues.

Primary Businesses In TIF #1



DuPage



Glendale Square Shopping Center

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY**REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
241	0	411	10	51	R	TAX INCREMENT FINANCING	701,713.79	702,000.00	706,736.62	710,000.00
241	0	411	11	10	R	MUNICIPAL SALES TAX	188,782.72	200,000.00	192,869.50	200,000.00
241	0	461	30	10	R	INTEREST INCOME		500.00		
241	0	481	43	10	R	FEDERAL GRANTS	230,003.92	2,545,716.00	315,902.65	800,000.00
241	0	491	92	44	R	TRANSFER FROM TIF #4		710,000.00	710,000.00	

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
241	0	531	21	10	E	AUDITING	2,575.00	6,575.00	6,575.00	6,775.00
241	0	531	21	11	E	PROF-LEGAL	64,733.47	131,260.00	50,592.83	100,000.00
241	0	531	21	14	E	ENGINEERING	224,150.51	729,915.00	278,977.41	310,000.00
241	0	531	24	99	E	OTHER PURCHASED SERVICES			8,259.43	
241	0	531	63	95	E	RDA DUPAGE JEEP				1,300,000.00
241	0	531	63	98	E	RDA KELLY MOON	507,392.69	422,500.00	387,827.26	265,500.00
241	0	531	69	99	E	MISCELLANEOUS EXPENSE			109.38	
241	0	911	86	10	E	LAND ACQUISITION	3,000.00	407,437.00	358,710.00	
241	0	911	87	13	E	STREET IMPROVEMENT PGM	1,286,733.31	4,248,444.00	749,156.66	1,822,000.00
241	0	981	91	1	E	TRANSFER TO-GENERAL FUND	60,000.00	70,000.00	70,000.00	50,000.00

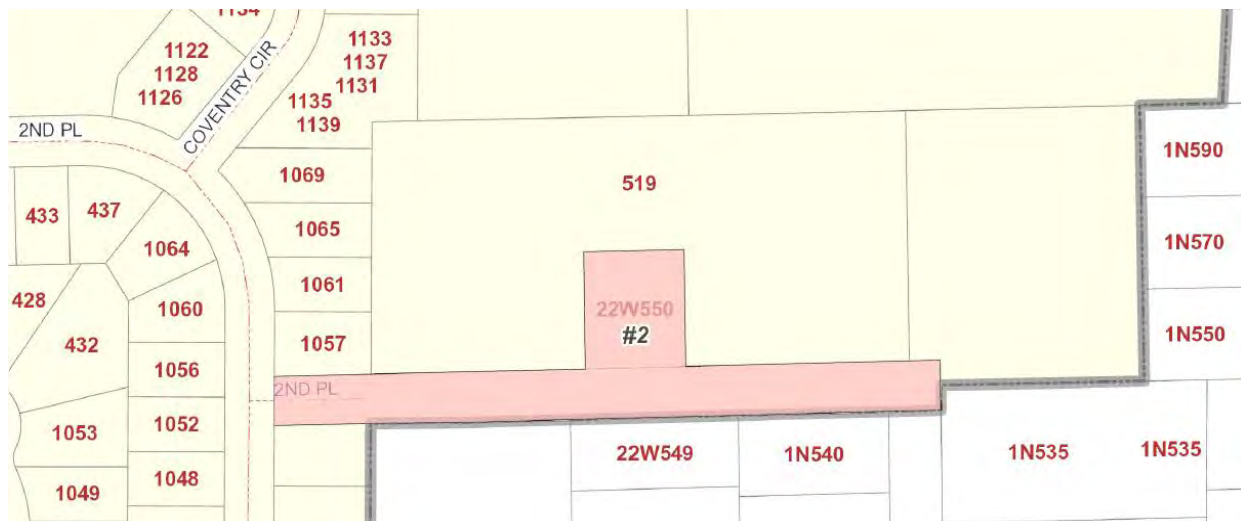
TAX INCREMENT FINANCING (T.I.F.) #2 FUND Second Place

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors, construction of infrastructure and other tools that reinvest in the district.

T.I.F. #2 was created in October of 2002 to account for the project costs and resources related to the road rights of way and one single family house Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

In FY 2011, the Village used T.I.F. funds to complete construction along Second Place Road. In FY 2017, there is very little or no activity anticipated with this T.I.F. District.



2nd PLACE ROADWAY EXTENSION – Completed in 2011



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
242	0	411	10	51	R	TAX INCREMENT FINANCING		650.00		650.00
242	0	461	30	10	R	INTEREST INCOME		15.00		

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
242	0	531	21	11	E	PROF-LEGAL	3,382.30	2,260.00	2,491.78	3,500.00

TAX INCREMENT FINANCING (T.I.F.) #3 FUND North Avenue/Bloomingdale Road

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors, construction of infrastructure and other tools that reinvest in the district.

T.I.F. #3 was created in February of 2004 to account for the project costs and resources related to the Bloomingdale Road and North Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

T.I.F. #3 includes the shopping center at the southwest corner of Bloomingdale Road and North Avenue which has been revitalized with facade upgrades and new tenants including Valli Produce, Taco Bell, Chase Bank, and Good Tequilas.



The Village has a standing agreement with Concorde Green Shopping Center to pay the interest expense for the redevelopment costs of the shopping center. The Village uses the T.I.F funds as well as an allocation of Municipal Sales Tax generated from the business located in that shopping center to pay this agreement's expense. This agreement will end when the T.I.F. expires in 2027.



Concorde Green Shopping Center

Thomas Place, an 81 unit senior apartment project was completed in December, 2013 on the east side of Bloomingdale Road. The Village also executed a Redevelopment Agreement in conjunction with that particular project.



Thomas Place

REVENUES

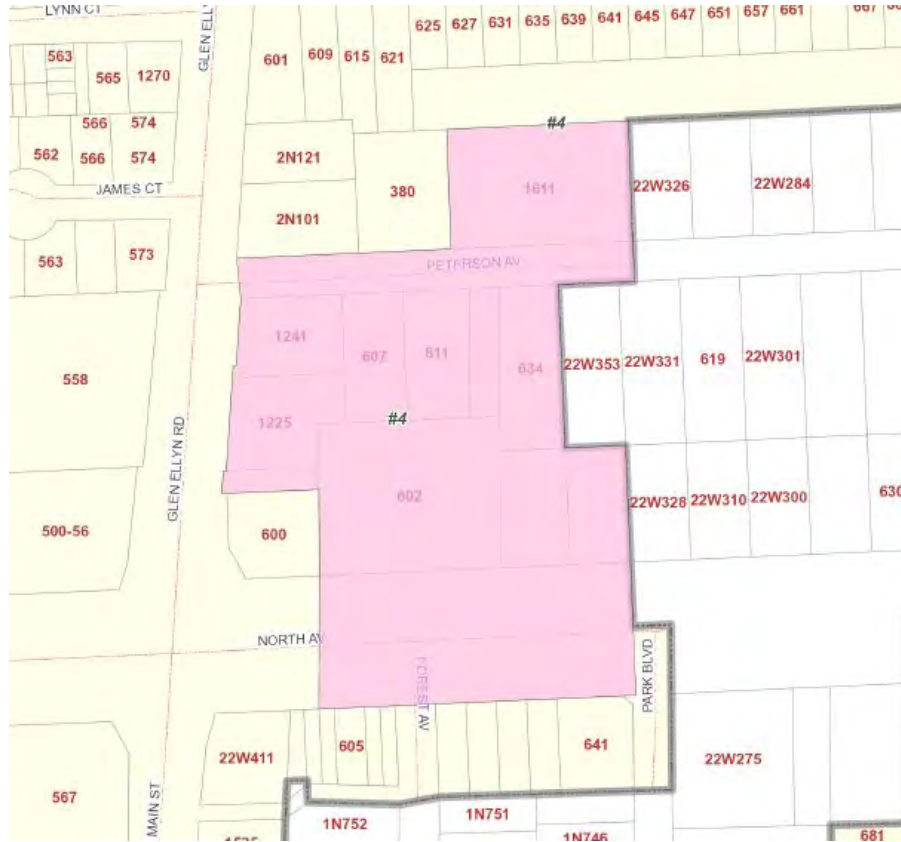
ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
243	0	411	10	51	R	TAX INCREMENT FINANCING	446,752.82	447,000.00	464,836.42	465,000.00
243	0	411	11	10	R	MUNICIPAL SALES TAX	242,798.40	240,000.00	293,003.29	250,000.00
243	0	461	30	10	R	INTEREST INCOME		200.00		

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
243	0	531	21	10	E	AUDITING	2,575.00	2,575.00	2,575.00	2,575.00
243	0	531	21	11	E	PROF-LEGAL	3,693.35	16,260.00	2,491.78	5,000.00
243	0	531	63	96	E	GHSA, LP RDA	104,625.00	104,625.00	104,625.00	104,625.00
243	0	531	69	77	E	INTEREST EXPENSE	484,971.74	500,000.00	555,484.58	500,000.00
243	0	981	91	1	E	TRANSFER TO-GENERAL FUND		10,000.00	10,000.00	10,000.00

TAX INCREMENT FINANCING (T.I.F.) #4 FUND Glen Ellyn Road/Petersen Avenue

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors, construction of infrastructure and other tools that reinvest in the district.

T.I.F. #4 was created in February of 2010 to account for the project costs and resources related to the Glen Ellyn Road and Petersen Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.



TIF #4 includes property northeast of North Avenue and Glen Ellyn Road.

In FY 2016, T.I.F. funds were pledged to facilitate a the redevelopment of land containing an abandoned and deteriorated restaurant into what is now a brand new Bucky’s gas station, convenience store and car wash. Bucky’s opened their doors in early Spring of 2016.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
244	0	411	10	51	R	TAX INCREMENT FINANCING		500.00	26,929.08	27,000.00
244	0	461	30	10	R	INTEREST INCOME		150.00		

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
244	0	513	69	99	E	MISCELLANEOUS EXPENSE		150,000.00		
244	0	531	21	11	E	PROF-LEGAL	3,428.55	26,260.00	2,491.48	3,500.00
244	0	981	91	1	E	TRANSFER TO-GENERAL FUND		710,000.00	710,000.00	

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
245	0	513	69	99	E	MISCELLANEOUS EXPENSE	7,246.28			
245	0	531	21	11	E	PROF-LEGAL	3,973.40	16,260.00	4,276.73	4,000.00
245	0	531	51	13	E	ELECTRICITY	574.19	1,400.00	105.57	
245	0	531	51	14	E	NATURAL GAS	965.42	1,400.00	282.27	
245	0	531	69	99	E	MISCELLANEOUS EXPENSE	12,724.08		-3,395.00	
245	0	911	86	10	E	LAND ACQUISITION		74,250.00	62,545.00	

TAX INCREMENT FINANCING (T.I.F.) #6 FUND Eastern Glendale Heights

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors.

T.I.F. #6 was created in January of 2018 to account for the project costs and resources related to the Eastern Glendale Heights Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

Boundary Map



The TIF District is a compact area, located north of North Avenue, and just West of Swift Road. There is one parcel included in the TIF District, which will contain a light industrial speculative building.

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
246	0	531	21	11	E	PROF-LEGAL				5,000.00

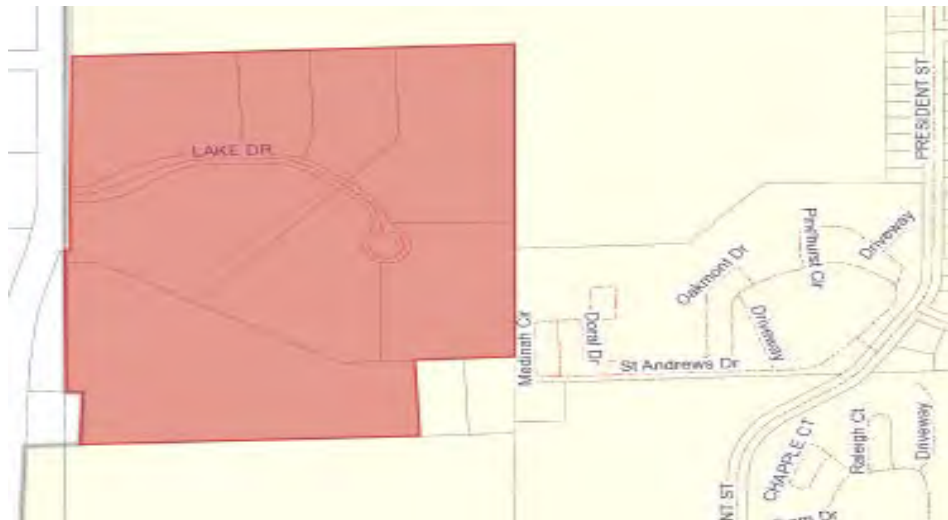
SPECIAL SERVICE AREA #1 (S.S.A.) FUND Glendale Lakes Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 1 is located in the Glendale Lakes Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 1.

The Special Service Area No. 1 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No.1 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 1 tax does not exceed 0.1964% (or \$0.1964 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 1 (Glendale Lakes Business Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
251	0	411	10	61	R	SPECIAL SERVICE AREA-01	12,261.41	11,842.00	11,559.30	12,564.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
251	0	981	91	1	E	TRANSFER TO-GENERAL FUND	15,470.00	16,014.00	16,014.00	16,516.00

SPECIAL SERVICE AREA #2 (S.S.A.) FUND

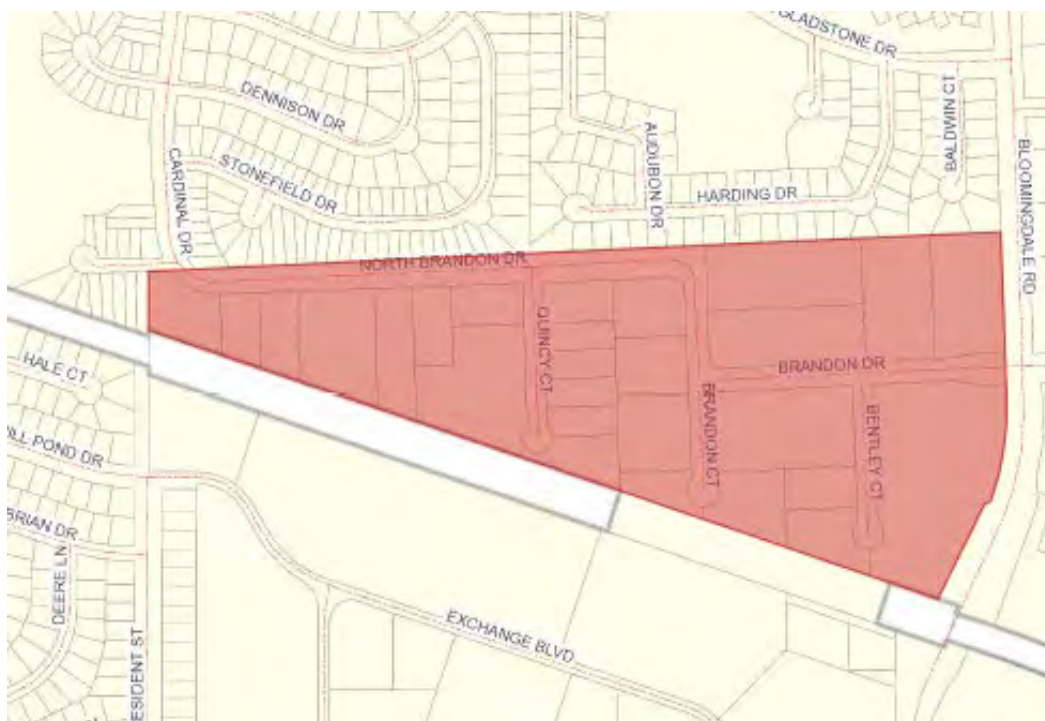
Glendale Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 2 is located in the Glendale Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 2.

The Special Service Area No. 2 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 2 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 2 tax does not exceed 0.332% (or \$0.332 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 2 (Glendale Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
252	0	411	10	62	R	SPECIAL SERVICE AREA-02	34,026.04	36,678.00	36,678.07	38,405.00
252	0	491	92	12	R	TRANSFER FROM INFRASTRUCT	97,056.00	155,725.00	155,725.00	101,640.00

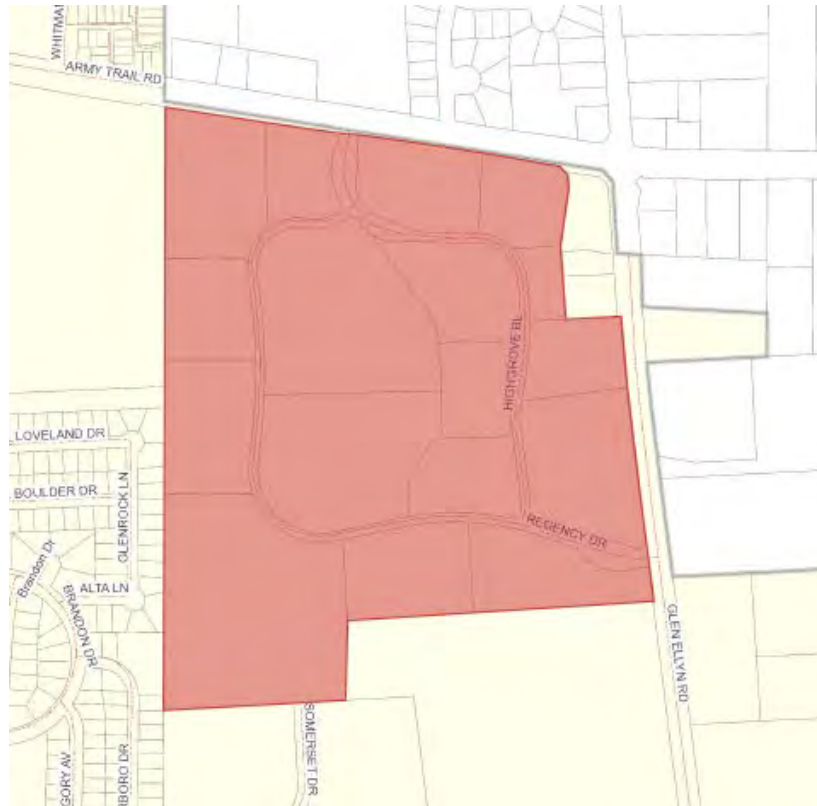
EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
252	0	981	91	1	E	TRANSFER TO-GENERAL FUND	131,276.00	135,891.00	135,891.00	140,152.00

SPECIAL SERVICE AREA #3 (S.S.A.) FUND

High Grove East Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 3 is located in the High Grove East Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 3.

The Special Service Area No. 3 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 3 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 3 tax does not exceed 0.2185% (or \$0.2185 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 3 (High Grove East Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
253	0	411	10	63	R	SPECIAL SERVICE AREA-03	34,748.61	38,402.00	38,401.88	40,725.00
253	0	491	92	12	R	TRANSFER FROM INFRASTRUCT	62,908.00	89,727.00	89,727.00	65,313.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
253	0	981	91	1	E	TRANSFER TO-GENERAL FUND	98,945.00	102,424.00	102,424.00	105,635.00

SPECIAL SERVICE AREA #4 (S.S.A.) FUND

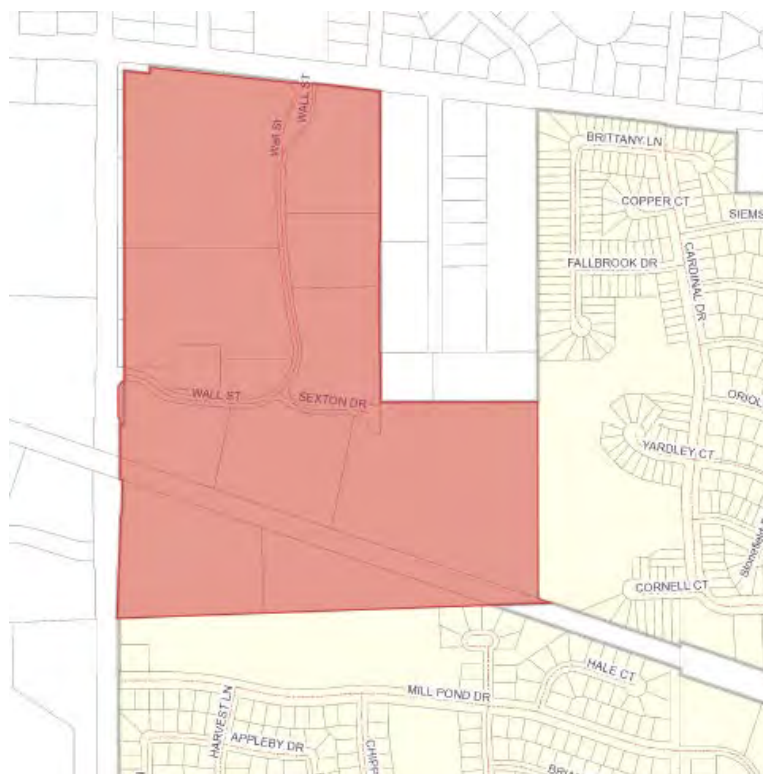
High Grove West Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 4 is located in the High Grove West Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 4.

The Special Service Area No. 4 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 4 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 4 tax does not exceed 0.1383% (or \$0.1383 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 4 (High Grove West Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
254	0	411	10	64	R	SPECIAL SERVICE AREA-04	20,793.24	21,580.00	21,579.86	22,897.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
254	0	981	91	1	E	TRANSFER TO-GENERAL FUND	12,128.00	12,554.00	12,554.00	12,948.00

SPECIAL SERVICE AREA #5 (S.S.A.) FUND

Glen Point Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 5 is located in the Glen Point Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 5.

The Special Service Area No. 5 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 5 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 5 tax does not exceed 0.1655% (or \$0.1655 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 5 (Glen Point Business Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
255	0	411	10	65	R	SPECIAL SERVICE AREA-05	27,062.38	28,151.00	28,151.45	29,304.00

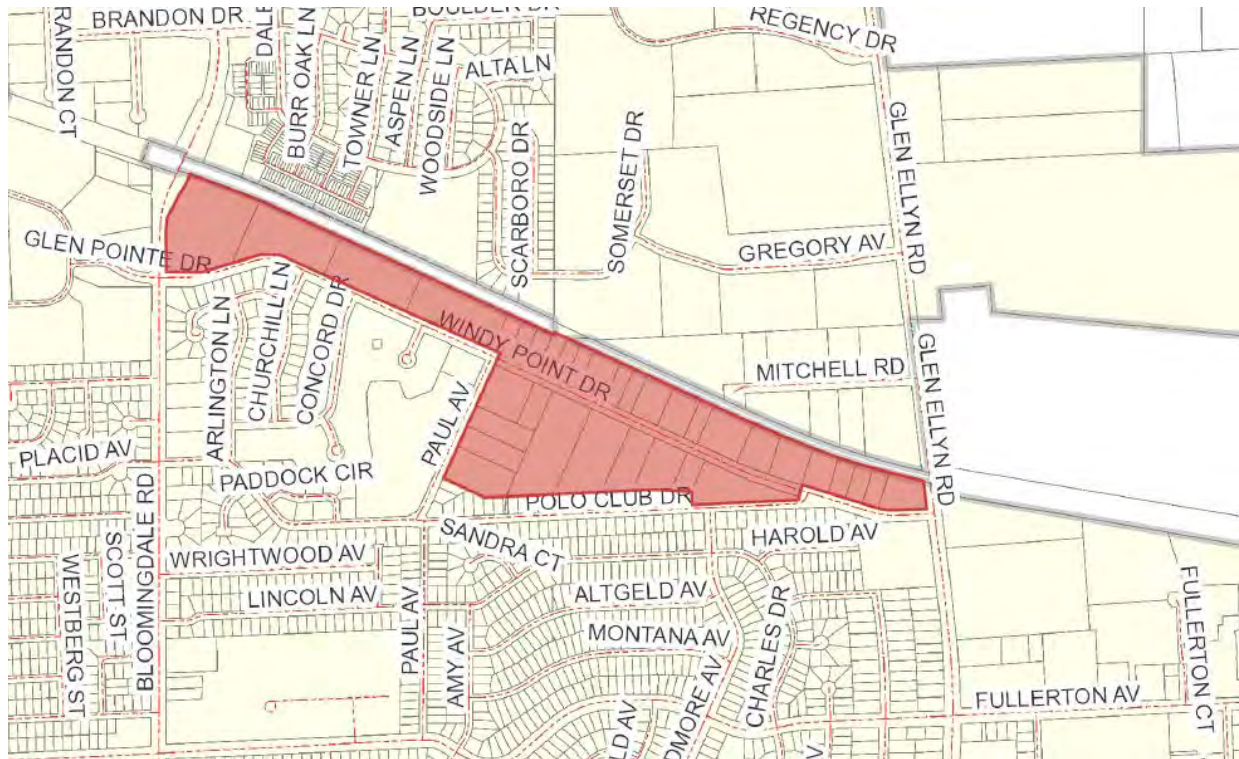
EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
255	0	981	91	1	E	TRANSFER TO-GENERAL FUND	20,351.00	21,067.00	21,067.00	21,727.00

SPECIAL SERVICE AREA #6 (S.S.A.) FUND

Polo Club Heights Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 6 is located in the Polo Club Heights Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 6.

The Special Service Area No. 6 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 6 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 6 tax does not exceed 0.251% (or \$0.251 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 6 (Polo Club Heights Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
256	0	411	10	66	R	SPECIAL SERVICE AREA-06	29,750.34	29,888.00	29,888.08	31,701.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
256	0	981	91	1	E	TRANSFER TO-GENERAL FUND	17,630.00	18,250.00	18,250.00	18,822.00

SPECIAL SERVICE AREA #7 (S.S.A.) FUND Sawko Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 7 is located in the Sawko Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 7.

The Special Service Area No. 7 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 7 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 7 tax does not exceed 0.3001% (or \$0.3001 per \$100.00) of the assessed value, as equalized, of the taxable personal property.



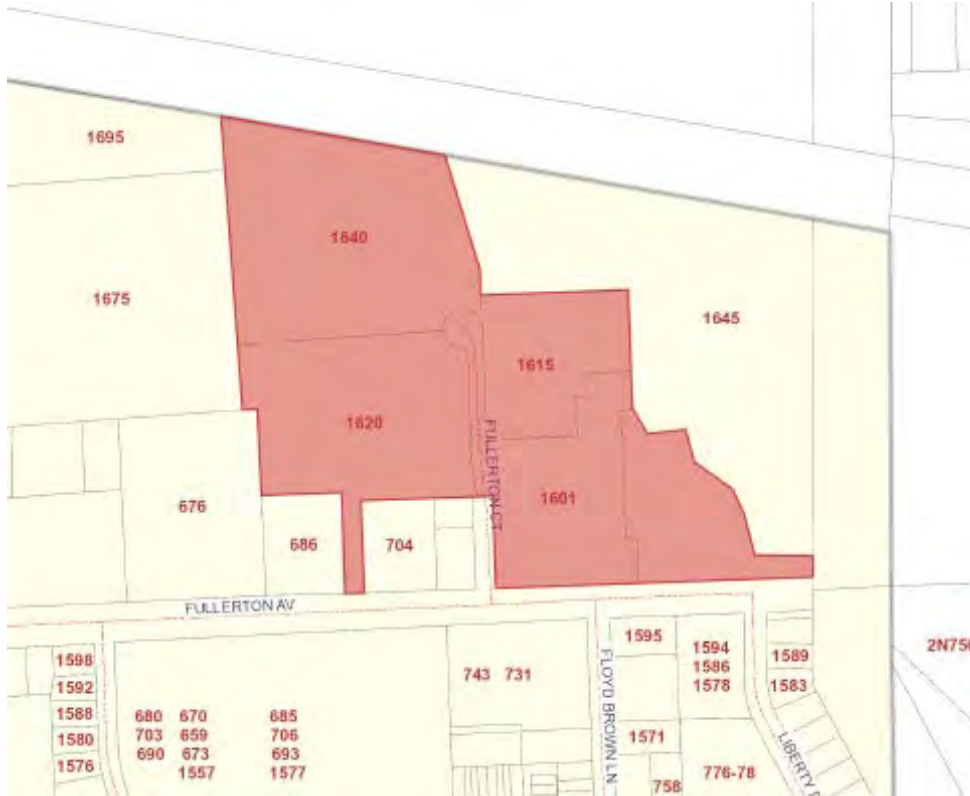
The Village of Glendale Heights Special Service Area No. 7 (Sawko Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
257	0	411	10	67	R	SPECIAL SERVICE AREA-07	14,716.13	15,782.00	15,781.90	16,672.00

SPECIAL SERVICE AREA #8 (S.S.A.) FUND Glendale Heights Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 8 is located in the Glendale Heights Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 8.

The Special Service Area No. 8 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 8 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 8 tax does not exceed 0.54% (or \$0.54 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 8 (Glendale Heights Business Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
258	0	411	10	68	R	SPECIAL SERVICE AREA-08	28,561.14	30,606.00	30,606.18	31,270.00

EXPENDITURES

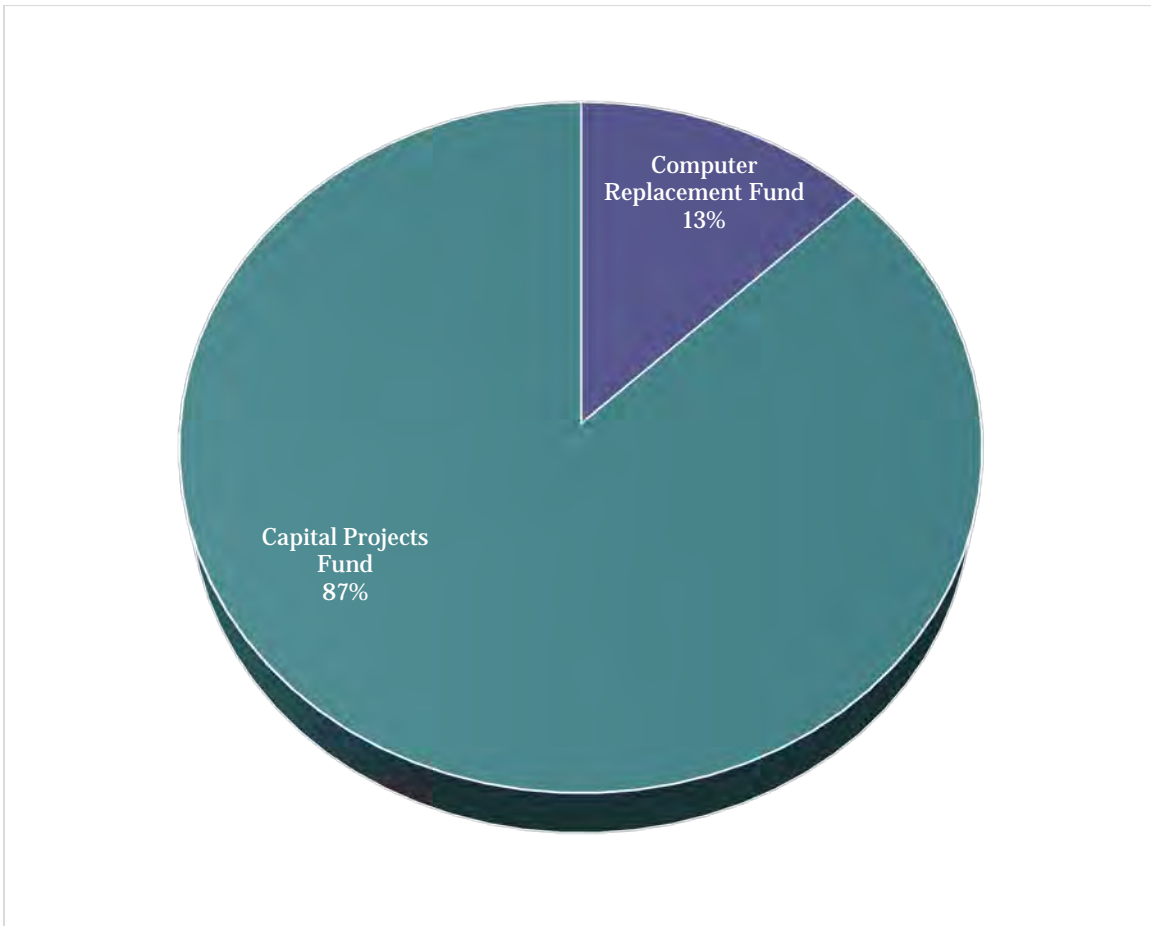
ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
258	0	531	21	14	E	ENGINEERING	5,699.53	5,110.00	54.50	
258	0	911	87	13	E	STREET IMPROVEMENT PGM	65,805.91	30,230.00	30,230.00	



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VILLAGE FOR ALL PEOPLE**

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.



VEHICLE REPLACEMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Vehicle Replacement Fund (VRF) is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of Vehicles, Equipment, and HVAC units by all Village Departments. Revenues in this fund come from transfers from all departments with vehicles and from proceeds of vehicles which may be sold. Expenses in this fund are the actual purchase of vehicles and equipment by the Village.

The Vehicle Replacement Fund was established on or around Fiscal Year 1988 with the objective to provide a financially sustainable and fiscally responsible level-funding model to accrue funds for the replacement of certain qualifying equipment. The Village-wide model uses reasonable life expectancy assumptions, inflationary projections, potential residual values and other principles to determine annual funding contributions. Those charged with the governance over the fund have maintained the Fund in a sound fiscal condition despite several years of challenging economic conditions.

With the onset of these challenges, most notably the Great Recession that began around 2009, financial resources became unavailable to continue with the level funding model and the Vehicle Replacement Fund was forced to undergo major changes to acquire necessary qualifying equipment. Below is a summary of the funding changes:

- 2018 Funding for actual replacements only.
- 2017 Funding for actual replacements only.
- 2016 Funding for actual replacements only.
- 2015 Net funding (balancing strategy to help general fund.)
- 2014 Funding level established at 50%.
- 2013 Net funding (balancing strategy to help general fund.)
- 2012 No contribution from general fund. Contribution came from PD Supervision account.
- 2011 No contribution from general fund. Contribution came from PD Supervision account.
- 2010 General fund contribution suspended.
- 2009 Full funding.

Additional stresses were placed on the Fund, in the form of two (2) loans made to the North Avenue / President Street TIF District #5 Fund in the total amount of \$598,000 for land acquisition, and transfers out to the General Fund amounting to \$740,353 to support daily operating activities over several years. While it is expected that the TIF#5 loan will be repaid sometime in the future, it is not likely to happen in the short term. The transfers out to the General Fund will not be repaid.

To this end, the deviation of VRF's funding strategy, the likelihood of continued financial pressures from the House-approved Property Tax Freeze, reductions in the Local Government Distributive Fund and State Administrative Collection Fees on Home Rule Sales Taxes and Excise Tax, it seems unlikely that a return to the original funding program is feasible. With that as a backdrop the FY 2018/2019 budget contemplates the Vehicle Replacement Fund being liquidated, and that the monies currently contained in the Fund be distributed proportionately to those Funds that have made contributions into the Fund.

The distribution of funds would be transferred at the close of the current fiscal year and designated as restricted for vehicle/equipment purchases. The Vehicle Replacement Fund committee shall be retained and be charged with these duties:

- Review those qualifying vehicles and equipment scheduled for replacement.
- Consider requests for upgrades to existing or new purchases of equipment.
- Recommend holdovers.
- Such other duties that may be applicable to the committee.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
301	0	461	30	10	R	INTEREST INCOME	10,625.57	2,000.00	18,369.90	14,000.00
301	0	481	50	11	R	SALES OF VILLAGE PROP.	6,806.00	3,500.00	23,242.00	
301	0	481	89	10	R	MISCELLANEOUS INCOME			15,721.14	
301	0	491	91	1	R	TRANSFER FROM GEN.FUND	335,004.00	704,463.00	704,463.00	
301	0	491	95	2	R	TRANSFER FROM-GOLF COURSE	9,400.00			

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
301	0	911	82	10	E	VEHICLES	226,737.06	1,047,536.00	546,090.49	

COMPUTER REPLACEMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Computer Replacement Fund is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of higher value hardware and software licenses by all Village departments. Revenues in this fund come from transfers from all departments with computers. Expenses in this fund are the actual purchase of hardware and software by the Village.

Examples of assets in the Computer Replacement Fund include computers, software licenses, servers, and network equipment. Each asset’s replacement cost and useful life is evaluated and contributions to this fund are determined during the annual budget process.



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
302	0	461	30	10	R	INTEREST INCOME		150.00		150.00
302	0	491	91	1	R	TRANSFER FROM GEN.FUND	40,970.00	17,490.00	17,490.00	33,396.00
302	0	491	92	1	R	TRANSFER FROM-RECREATION				924.00
302	0	491	92	2	R	TRANSFER FROM-EMERGENCY				332.00
302	0	491	95	1	R	TRANSFER FROM-ENVIRONMENT	875.00	875.00	875.00	6,478.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
302	0	511	24	32	E	SOFTWARE MAINT & SUPPORT	3,197.70			
302	0	511	24	99	E	OTHER PURCHASE-SERVICES	13,160.00			
302	0	511	32	14	E	COMPUTER SOFTWARE	3,775.41	15,150.00	15,100.26	
302	0	511	39	94	E	COMPUTER EQUIPMENT	7,206.51	39,500.00	38,609.36	
302	0	911	83	13	E	P.C. HARDWARE	16,131.20			
302	0	911	83	30	E	OTHER COMPUTER EQUIPMENT		38,720.00	12,340.90	
302	0	981	91	1	E	TRANSFER TO-GENERAL FUND		8,000.00	8,000.00	19,500.00

CAPITAL PROJECTS FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Capital Projects Fund was created to account for the cost associated with various capital improvements throughout the Village. It is funded by grants, operating transfers from other funds, and bond proceeds.



REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
303	0	481	43	11	R	STATE OF IL.		25,000.00		
303	0	491	91	1	R	TRANSFER FROM GEN.FUND	662,298.00	349,400.00	349,400.00	102,000.00
303	0	491	92	7	R	TRANSFER FROM PARKS IMPRV		180,000.00	180,000.00	31,000.00
303	0	491	93	53	R	TRANSFER FROM GOB 2010	10,000.00			

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
303	0	511	39	10	E	PARKS & GROUND EQUIPMENT		6,000.00	1,559.06	6,000.00
303	0	511	57	14	E	R&M PARKS & GROUNDS		41,400.00	5,700.00	77,000.00
303	0	911	81	16	E	PARKS & GROUND EQUIPMENT	184,605.78			
303	0	911	85	15	E	PUBLIC WORKS-FLEET MAINT	3,600.00			
303	0	911	85	17	E	PARKS AND GROUNDS	16,918.30			
303	0	911	87	13	E	STREET IMPROVEMENT PGM	2,255.06	304,347.00		
303	0	911	87	14	E	PARKS AND GROUNDS	207,186.84	500,302.00	294,447.72	50,000.00
303	0	981	91	1	E	TRANSFER TO-GENERAL FUND		95,000.00	95,000.00	
303	0	981	93	53	E	TRANSFER TO 2010 GOB	46,377.00			

RECREATIONAL EQUIPMENT REPLACEMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This program is for the purpose of establishing reserve funds to purchase replacement recreation fitness equipment when the condition of such equipment reaches a deteriorated condition for continued use.



EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
306	0	513	39	17	E	RECREATION EQUIPMENT	10,549.30			
306	0	981	92	1	E	TRANSFER TO-RECREATION	24,653.00			



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DEBT SERVICE FUND

FUND DESCRIPTION

Debt Service Funds are established to account for the accumulation of resources for, and the payment of, long-term principal, interest and related costs. These obligations represent the Village’s annual installment payments of principal and interest for previous capital projects or acquisitions funded through debt financing. The Village currently has five outstanding bond issues:

- ❖ 2006 General Obligation Bonds
- ❖ 2007 General Obligation Bonds
- ❖ 2008 General Obligation Bonds
- ❖ 2009 General Obligation Build America Bonds
- ❖ 2010 General Obligation Build America Bonds

Financing is provided by an annual Property Tax Levy and operating transfers from other funds.

LEGAL DEBT LIMIT

Under the 1970 Illinois Constitution, there is no legal debt limit for home rule municipalities except as set by the General Assembly. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
401	0	411	10	10	R	BOND & INTEREST	2,091,037.12	2,068,015.00	2,084,035.93	2,073,113.00
401	0	461	30	10	R	INTEREST INCOME	1,191.68	500.00		500.00
401	0	481	50	0	R	OTHER REVENUES	519,200.09	427,145.00	494,359.39	403,792.00
401	0	491	91	1	R	TRANSFER FROM GEN.FUND	799,500.00	809,975.00	809,975.00	819,575.00
401	0	491	92	12	R	TRANSFER FROM INFRASTRUCT	1,190,031.00	1,195,446.00	1,195,446.00	1,213,806.00
401	0	491	95	1	R	TRANSFER FROM-ENVIRONMENT	578,428.00	576,774.00	576,774.00	584,296.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
401	0	511	21	99	E	PROFESSIONAL-OTHERS	862.50	1,000.00	880.00	1,000.00
401	0	511	69	78	E	BANK FISCAL CHARGES	2,775.00	2,775.00	2,975.00	3,175.00
401	0	921	88	18	E	BOND 2006-PRNCIPAL-ABATED	240,000.00	260,000.00	260,000.00	280,000.00
401	0	921	88	19	E	BOND-2007-PRNCIPAL-LEVIED	460,000.00	480,000.00	480,000.00	495,000.00
401	0	921	88	20	E	BOND-2008-PRNCIPAL-ABATED	550,000.00	575,000.00	575,000.00	605,000.00
401	0	921	88	21	E	BOND-2009-PRNCIPAL-LEVIED	720,000.00	740,000.00	740,000.00	775,000.00
401	0	921	88	22	E	SERIES 2010-PRINCIPAL	1,265,000.00	1,290,000.00	1,290,000.00	1,340,000.00
401	0	922	89	18	E	BOND 2006-INTETEST-ABATED	55,800.00	46,200.00	46,200.00	35,800.00
401	0	922	89	19	E	BOND-2007-INTEREST-LEVIED	139,925.00	122,675.00	122,675.00	104,675.00
401	0	922	89	20	E	BOND-2008-INTEREST-ABATED	64,943.76	45,006.00	45,006.26	23,444.00
401	0	922	89	21	E	BOND-2009-INTEREST-LEVIED	232,750.04	203,950.00	203,950.04	174,350.00
401	0	922	89	22	E	SERIES 2010-INTEREST	1,359,766.26	1,310,748.00	1,310,747.50	1,257,535.00

DEBT SERVICE SCHEDULES OVERVIEW

2006 General Obligation Bonds:

Purpose:	Road Construction/Re-construction SSA's #1 - 6
Maturity Date:	April 21, 2021
Original Principal Amount:	\$3,000,000
Investment Rating:	Aa2 (Moody's)
Principal Outstanding:	\$895,000
Interest:	\$73,000
Funding Sources:	Transfer from General Fund, Special Service Area Tax Levy

2007 General Obligation Bonds

Purpose:	Reskin Park, Senior Center, Historic House, Campus Parking, Schmale Road Fencing
Maturity Date:	December 15, 2022
Original Principal Amount:	\$5,475,000
Investment Rating:	Aa2 (Moody's)
Principal Outstanding:	\$2,680,000
Interest:	\$326,187
Funding Sources:	Property Taxes Levied

2008 General Obligation Bonds

Purpose:	2009 Accelerated Road Program, CDBG Match
Maturity Date:	December 15, 2018
Original Principal Amount:	\$5,000,000
Investment Rating:	Aa2 (Moody's)
Principal Outstanding:	\$605,000
Interest:	\$23,444
Funding Sources:	Home Rule Sales Tax transferred from Infrastructure Fund

DEBT SERVICE SCHEDULES (cont.)

OVERVIEW

2009 General Obligation Bonds: Build America Bonds

Purpose:	WPCF Tertiary Filter Design Engineering, New Police Department Engineering and Architectural Fees, 2010 Accelerated Road Program, Sewer Slip Lining Projects, Bloomingdale Road Water Main Replacement, Senior Center, CDBG Match
Maturity Date:	December 15, 2029
Original Principal Amount:	\$8,825,000
Investment Rating:	Aa2 (Moody's)
Principal Outstanding:	\$3,655,000
Interest:	\$841,781
Treasury Rebate:	(\$294,622)
Funding Sources:	Property Taxes Levied, Water & Sewer Receipts, Home Rule Sales Tax transferred from Infrastructure Fund

2010 General Obligation: Build America Bonds

Purpose:	New Police Department Building, Village Hall Renovations, Sports Hub, Village Aquatic Park Equipment & Upgrades, WPCF Tertiary Filter Replacements, WPCF Digester Upgrades, New Parking Lots for the Village Hall and Aquatic Center, Golf Course Patio and Kitchen Upgrades, Detention Pond at Civic Center Improvements, and Civic Center Wayfinding Signs, CDBG Match
Maturity Date:	December 15, 2035
Original Principal	\$29,940,000
Investment Rating:	Aa2 (Moody's)
Principal Outstanding:	\$23,240,000
Interest:	\$11,398,002
Treasury Rebate:	(\$3,989,300)
Funding Sources:	Property Taxes Levied, Water & Sewer Receipts transferred from Environmental Fund, and General Fund Reserves Pledge

DEBT SERVICE SCHEDULES

ANNUAL PRINCIPAL PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	Series 2006	Series 2007	Series 2008	Series 2009	Series 2010	Total
2019	280,000	495,000	605,000	775,000	1,340,000	3,495,000
2020	300,000	515,000	-	805,000	1,395,000	3,015,000
2021	315,000	535,000	-	245,000	1,430,000	2,525,000
2022	-	555,000	-	255,000	1,505,000	2,315,000
2023	-	580,000	-	265,000	1,565,000	2,410,000
2024	-	-	-	280,000	1,635,000	1,915,000
2025	-	-	-	300,000	1,690,000	1,990,000
2026	-	-	-	130,000	1,780,000	1,910,000
2027	-	-	-	140,000	1,250,000	1,390,000
2028	-	-	-	145,000	1,310,000	1,455,000
2029	-	-	-	155,000	1,365,000	1,520,000
2030	-	-	-	160,000	1,435,000	1,595,000
2031	-	-	-	-	1,510,000	1,510,000
2032	-	-	-	-	725,000	725,000
2033	-	-	-	-	765,000	765,000
2034	-	-	-	-	805,000	805,000
2035	-	-	-	-	845,000	845,000
2036	-	-	-	-	890,000	890,000
Total	895,000	2,680,000	605,000	3,655,000	23,240,000	31,075,000

DEBT SERVICE SCHEDULES

ANNUAL INTEREST PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	Series 2006	Series 2007	Series 2008	Series 2009	Series 2009	Series 2010	Series 2010	Total
					Treasury Rebate		Treasury Rebate	
2019	35,800	104,675	23,444	174,350	(61,023)	1,257,535	(440,137)	1,094,644
2020	24,600	86,112	-	141,413	(49,494)	1,200,585	(420,205)	983,011
2021	12,600	66,800	-	105,188	(36,816)	1,135,020	(397,257)	885,535
2022	-	45,400	-	93,856	(32,850)	1,065,308	(372,858)	798,856
2023	-	23,200	-	81,744	(28,610)	990,810	(346,784)	720,360
2024	-	-	-	68,825	(24,089)	911,778	(319,122)	637,392
2025	-	-	-	54,825	(19,189)	827,575	(289,651)	573,560
2026	-	-	-	39,075	(13,676)	738,850	(258,598)	505,651
2027	-	-	-	32,250	(11,288)	643,620	(225,267)	439,315
2028	-	-	-	24,725	(8,654)	575,495	(201,423)	390,143
2029	-	-	-	16,931	(5,925)	502,790	(175,977)	337,819
2030	-	-	-	8,600	(3,010)	425,668	(148,984)	282,274
2031	-	-	-	-	-	341,720	(119,602)	222,118
2032	-	-	-	-	-	251,875	(88,156)	163,719
2033	-	-	-	-	-	206,563	(72,297)	134,266
2034	-	-	-	-	-	158,750	(55,563)	103,187
2035	-	-	-	-	-	108,438	(37,953)	70,485
2036	-	-	-	-	-	55,625	(19,469)	36,156
Total	73,000	326,187	23,444	841,782	(294,624)	11,398,005	(3,989,303)	8,378,491

DEBT SERVICE SCHEDULES

ANNUAL DEBT SERVICE PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	Principal	Interest	Treasury Rebate	Total
2019	3,495,000	1,595,804	(501,160)	4,589,644
2020	3,015,000	1,452,710	(469,699)	3,998,011
2021	2,525,000	1,319,608	(434,073)	3,410,535
2022	2,315,000	1,204,564	(405,708)	3,113,856
2023	2,410,000	1,095,754	(375,394)	3,130,360
2024	1,915,000	980,603	(343,211)	2,552,392
2025	1,990,000	882,400	(308,840)	2,563,560
2026	1,910,000	777,925	(272,274)	2,415,651
2027	1,390,000	675,870	(236,555)	1,829,315
2028	1,455,000	600,220	(210,077)	1,845,143
2029	1,520,000	519,721	(181,902)	1,857,819
2030	1,595,000	434,268	(151,994)	1,877,274
2031	1,510,000	341,720	(119,602)	1,732,118
2032	725,000	251,875	(88,156)	888,719
2033	765,000	206,563	(72,297)	899,266
2034	805,000	158,750	(55,563)	908,187
2035	845,000	108,438	(37,953)	915,485
2036	890,000	55,625	(19,469)	926,156
Total	31,075,000	12,662,418	(4,283,927)	39,453,491



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PROPRIETARY FUNDS ENTERPRISE FUNDS

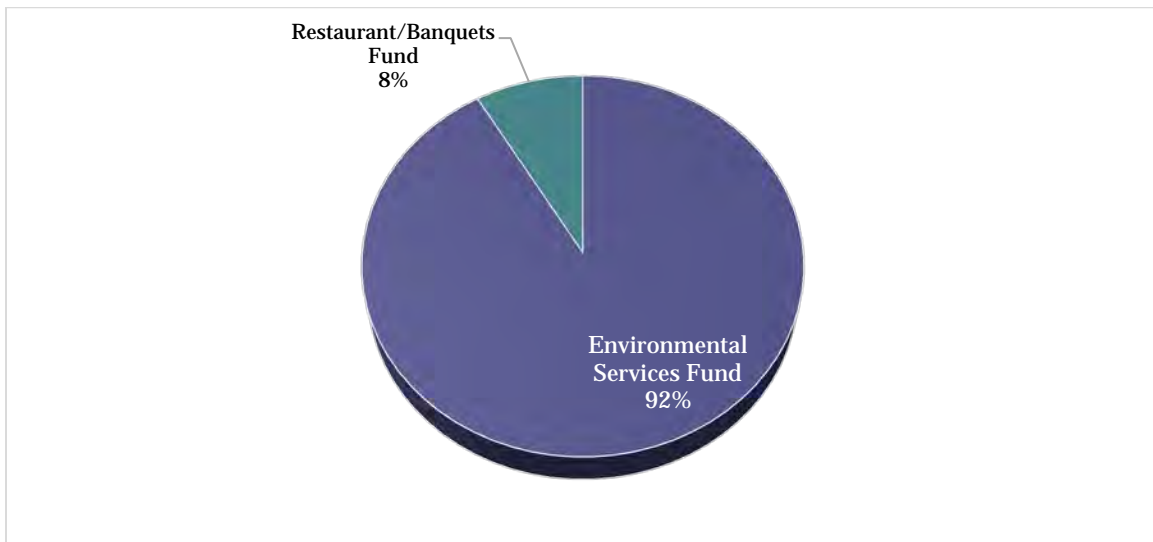
Proprietary funds account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

The Village reports the following major proprietary funds:

ENTERPRISE FUNDS: These funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise.

Environmental Service Fund

The fund accounts for the provision of water, sewer and wastewater services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collection.



Restaurant/Banquets Fund

The fund accounts for the operational activities of the food service side of the municipal golf course. Golf operations were re-classified in FY 2018/2019 to a separate Special Revenue Fund. Activities include, but are not limited to personnel expenses, clubhouse facilities, operations and maintenance.

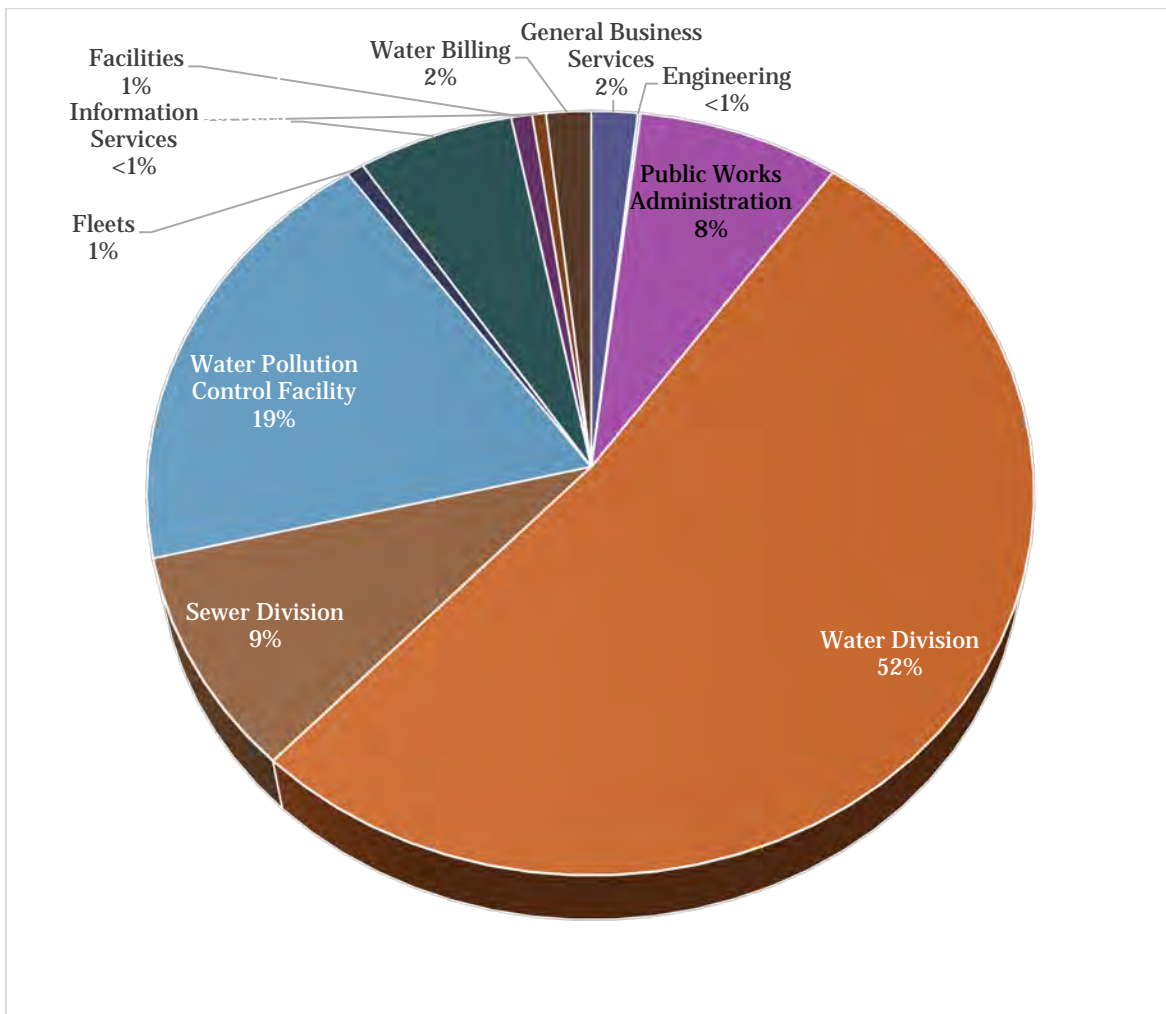
ENVIRONMENTAL SERVICES

FUND DESCRIPTION

The Village of Glendale Heights Environmental Services Fund was established to manage the provision of Water, Sewer and Treatment Services to the residents of the Village of Glendale Heights. All activities necessary to provide such services are accounted for in this fund including, but not limited to, Administration, Operations and Maintenance, Financing and related Debt Service, Billing and Collection.

TOTAL OPERATING BUDGET \$11,842,218

ANNUAL EXPENSES BY DIVISION



PROPOSED BUDGET WITH ACTUAL HISTORY

OPERATING REVENUES	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Taxes	669,415.53	870,500.00	666,871.57	427,500.00
Licenses & Permit Fees	6,549.00	3,714.00	6,509.00	5,100.00
Charges for Services	10,779,012.62	10,759,375.00	10,972,764.66	11,089,021.00
Miscellaneous	912,647.22	17,400.00	76,752.83	51,700.00

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Engineering	50,332.68	52,974.00	53,354.45	12,787.00
Public Works Administration	2,206,224.14	920,778.00	899,351.20	931,346.00
Water Division	947,341.95	2,115,711.00	1,304,500.18	1,946,504.00
Water Purchases DPWC	4,096,488.00	4,150,440.00	3,909,680.32	4,228,136.00
Sewer Division	1,084,895.51	1,527,820.00	1,0384,49.03	1,099,717.00
Water Pollution Control Facility	1,309,746.40	1,657,310.00	1,289,616.89	2,242,432.00
Fleets	152,631.70	157,320.00	155,683.02	80,242.00
Facilities	100,701.65	111,430.00	93,431.00	96,441.00
Information Systems	62,285.21	67,215.00	66,826.33	62,739.00
Water Billing Division	199,471.60	208,267.00	200,876.33	207,487.00
General Business Services	278,503.90	285,218.00	261,850.54	212,859.00
Central Services	981,088.09	835,362.00	693,992.63	721,528.00

SIGNIFICANT ACCOMPLISHMENTS IN FY 2017/2018**Utilities Division**

The Village's water infrastructure was improved in 2017 through rehabilitation of the East Burdette Water Tower. This is a 500,000 gallon elevated storage tank, which services approximately 25% of the Village's distribution system. Work included sandblasting the exterior/interior, repainting, various remedial repairs and the installation of a new mixer system to help improve water quality.

Utilities Division staff continued to perform maintenance to the water infrastructure including responding to eight water main breaks, seven fire hydrant replacements/repairs, nine water service repairs, three main line valve repairs, pump station maintenance, and Illinois

Environmental Protection Agency (IEPA) mandated sampling. All IEPA sampling undertaken in 2017 resulted in no violations or water quality issues.

There were two water leak detection surveys conducted by Water Services Incorporated. The survey resulted in identifying 22 leaks found in the spring and fall. Utilities Division Staff repaired all leaks found within the system.

Improvements to the Village's sanitary sewer collection system continued with a second phase of manhole repairs within the Payson Circle catchment area. Approximately 205 manholes were rehabilitated in phase two. This work included adjustments, lining the interior of manholes as well as applying grout. The project will reduce the amount of Inflow and Infiltration (I&I) into the sanitary sewer collection system.

Water Pollution Control Facility (WPCF)

The Village's Water Pollution Control Facility (WPCF) processed over one billion gallons of wastewater this year within IEPA guidelines and regulations. The WPCF, considered an exemplary plant by peer review publications, has continually operated well above the expected guidelines.

The Village, along with Trotter and Associates Inc., completed a Phosphorus Optimization Plan and a Phosphorus Feasibility Study. These projects were required as a condition of the Village's IEPA Permit for wastewater discharge. The projects will provide solutions for the future removal of phosphorus from the WPCF's wastewater stream.

Through its membership in the DuPage River Salt Creek Workgroup (DRSCW), the Village is continuing to improve local stream water quality, while saving wastewater utility payers money. Under an innovative partnership, the Village is working with 17 other communities to fund a series of waterway improvement projects throughout DuPage County as a cost effective solution in lieu of wastewater infrastructure upgrades.

Engineering Division

The Engineering Division ensures the Village upholds all local, state and federal mandates, including storm water management compliance, and erosion control inspections on active construction sites. In 2017, the division reviewed over 245 permit applications including engineering drawings and storm water reports.

The Engineering Division provided contract supervision and construction observation for large road projects. One such project was the 2017 MFT Road Program which included the reconstruction of nine streets, at a total cost of approximately \$1 million dollars. This project involved road reconstruction with curb and sidewalk repair, as well as drainage improvements.

The North Avenue Flood Alleviation Project was successfully completed last year. The project provides significant flood protection to residences surrounding James Court Pond and businesses at the Glendale Square shopping center on North Avenue. The construction involved the dredging and upsizing of James Court Pond, with significant pond beautification and landscape improvements to the pond area. The project also involved storm sewer upgrades and the construction of two new detention ponds for flood relief at the corner of Highland Avenue and 2nd Place. This project cost approximately \$1.78 million in construction costs, and was funded almost entirely by grants. A Community Development Block Grant (CDBG) from DuPage County contributed \$400,000 of the funding, and approximately \$1.38 million came from a FEMA grant that contributed to construction and engineering costs.

Demolition was completed for the former Salt Creek BBQ building at Glendale Square. The building has been removed and the site is now prepared to serve as an underground detention area to be built in 2018. A Community Development Block Grant (CDBG) from DuPage County contributed \$400,000 of the funding for this project.

FY 2018/19 GOALS AND OBJECTIVES

Due to the nature of the Public Works department, the goals listed below are set in the assumption that some may take one to three years to complete.

UTILITIES DIVISION

Goal #1: Improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Identify and repair structural defects to the Village's sanitary sewer system
 - Televisé all sanitary sewers and identify major structural defects.
 - Map and report all structural defects on Village's GIS.
- ❖ Make repairs of all water main breaks in a 24-hour period.
 - Undertake a survey of all water main valves locations throughout the Village and verify map locations on GIS, including inventory for isolation purposes.
 - Identify remedial works and/or new valve installations to address deficiencies to isolate water mains.
 - Record all water main breaks on the Village's GIS.
- ❖ Continue to implement a Confined Spaces program.
 - Define and amend Confined Space Policy to include rescue teams roles and responsibilities to work in Utilities Division.
 - Review and amend confined space inventory on an annual basis.
 - Continue training of all Utilities Division staff as required.

Goal #2: Improve service delivery across all areas of Public Works Operations.

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding UCMR 4 sampling and continue to monitor new regulations pertaining to lead in drinking water.
 - Follow-up with individual user lead level results exceeding 15 parts per billion in a timely manner.
 - Submit lead inventory as required by the IEPA in a timely manner.
 - Ensure all UCMR 4 sampling is undertaken appropriately and data is submitted to the USEPA, CDX website as required.
- ❖ Maintain water quality through seasonal adjustments and programs.
 - Integrate potable water mixers into SCADA system to operate at designated times to reduce energy costs and maintain water quality.
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure.
 - Utilities Division will undertake a quarterly zone inspection to identify deficiencies in the field to achieve better efficiency for the residents.
 - Utilities Division will log these deficiencies and generate work orders for completion.

Goal #3: Develop Policies and Procedures to improve fiscal responsibility in all areas of Public Works.

- ❖ Utilities Division will strategically undertake the reduction of water loss.
 - Utilities Division will identify fire hydrants throughout the system that are suspected sources of water theft; these hydrants will be secured by a locking mechanism.
 - Utilities Division will investigate the benefits of possibly undertaking the installation of permit leak detection equipment throughout the water distribution system.
 - Utilities Division will review and amend daily time sheets for maintenance workers. This will improve efficiency by providing accurate accounting in day-to-day work operations and provide a detailed report of where deficiencies may be improved upon.

WPCF DIVISION**Goal #1: Improve safety for residents and employees alike, in all Public Works Service Areas**

- ❖ Ensure Standard Operating Procedures and Best Management Practices are in place and implemented:
 - Review and update existing procedures, and create new documentation where necessary.

- Train all staff on Best Management Practices and Standard Operating Procedures for division including monthly safety meetings.
- Ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations.
- Ensure daily/weekly/monthly/annual safety checks of internal equipment and procedures are undertaken and documented.

- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
 - Closely monitor changes in weather and incoming flow.
 - Maintain accurate and up to date lab data.
 - Adhere to a preventative maintenance program to reduce equipment failure.
 - Rehabilitate Grit Removal system.
 - Rehabilitate Screening Facilities.
 - Replace Sludge Removal Conveyor System.
 - Influent Control Panel Hardware Upgrades.

- ❖ Manage a Confined Spaces Program by:
 - Review and amend Confined Space Inventory on an annual basis.
 - Continue training of all staff as required.
 - Ensure safety equipment inventory is checked on a monthly basis, and deficiencies are resolved.

Goal # 2: Improve Service Delivery across all Areas of Public Works Operations

- ❖ Reduce odors emanating from the Treatment Plant by:
 - Continuing to run the plant in a manner to avoid odors.
 - Patrol the area for odors on a daily basis.
 - Use an odor control system if necessary.
 - Log all odor occurrences and/or complaints in the Public Works Database to record and investigate any occurrences.
 - Respond to any external complaints within 2 hours.

- ❖ Ensure all Equipment is correctly maintained and serviced in a timely manner by:
 - All corrective and preventative maintenance is tracked in an Access database.
 - Daily work orders to be issued to staff to undertake maintenance/repairs.
 - All repairs are tracked and recorded on a daily basis.
 - All work orders to be filed in annual reports for IEPA recording keeping/inspection purposes.

Goal #3: Develop Policies and Procedures to Improve Financial Responsibility in all Areas of Public Works

- ❖ Practice responsible stewardship of Village funds by:
 - Maintain records and related systems of internal control in accordance with accepted policies of the Village.
 - Payment of invoices with-in ten days of receipt.
 - Timely execution of payroll.
- ❖ Investigate potential programs for funding by:
 - Plan projects in accordance with eligible funding programs.
 - Check for programs on the State and Federal level.
 - Review water rates annually.
 - Check for possible Grants for future projects.
- ❖ Reduce the environmental impact of the Village's wastewater system upon land and water resources by:
 - A sludge management program which is reliable, environmentally sound and can respond to changes in government regulations.
 - Promote using non potable water where applicable.

Goal #4: Compliance with all State and Federal Regulations operating the Villages Treatment Plant

- ❖ Compliance with the Special Conditions in the Villages Discharge Permit:
 - Complete Digester and Spare Digester Rehabilitation Engineering.
 - Complete Toxicity testing on the Plants' Effluent.
 - Continue to update the Industrial User inventory.

FLEETS MAINTENANCE DIVISION

Goal #1: Improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Ensure Standard Operating Procedures and Best Management Practices are in place and implemented for all operations in the Fleets Division.
 - Train all staff on Best Management Practices and Standard Operating Procedures for division including monthly safety meetings.
 - Review accident records for the last 4 years and ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations.
 - Ensure monthly/annual safety checks of internal equipment and procedures are undertaken and documented.
- ❖ Provide an efficient Fleet that is safe and in good working order for the

other departments and divisions.

- Provide and maintain all necessary safety equipment on board vehicles, including up to date first aid kits.
- Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on occurrences of 2 or more within a 14 day period.
- ❖ Develop a GPS monitoring system for the purpose of collecting data on Fleet movement.
 - Integrate Garmin turn-by-turn capable system to further enhance the safety of the Fleet.
 - Monitor and record location of the snow and ice Fleet for the safety of the drivers as well as residents.

Goal # 2: Ensure all tools and equipment are in good working order, kept current and up to date, and a program of replacement is developed.

- Develop a checklist of all equipment with categories of excellent, good, fair or poor.
- Assign one staff member to perform a weekly inspection of Fleets Division owned tools and equipment to include condition.
- Involve all staff members on projects, break down tasks and assignments for staff to accomplish.
- Prioritize repairs and replacement of equipment.
- Develop a five year plan of larger purchases (>\$1000.00) within the Fleets Division.

Goal #3: Develop Policies and Procedures to improve fiscal responsibility by all Fleets employees.

- ❖ Execute the annual budget responsibly.
 - Monitor and control overtime.
 - Price shop on parts and inventory to ensure competitive pricing.
 - Perform a self-audit of the Division inventory, to be performed in a rotating manner with staff.
- ❖ Recycle and lower carbon footprints while controlling costs.
 - Increase time between oil & fluid changes.
 - Recycle antifreeze and continue recycling of batteries, engine oil and brake fluid.

ENGINEERING DIVISION

Goal # 1: Improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Identify and Investigate all reported flooding locations
 - Ensure all flooding locations are reported on Public Works database at the time they occur.

- Investigate, analyze and recommend both short-term and long-term solutions to flooding incidents.
- Develop a five year Capital Improvement Plan to address flooding incidents, including in-house projects/repairs.
- Develop a weekly/monthly/annual inspection and maintenance program for the Village's storm water system.

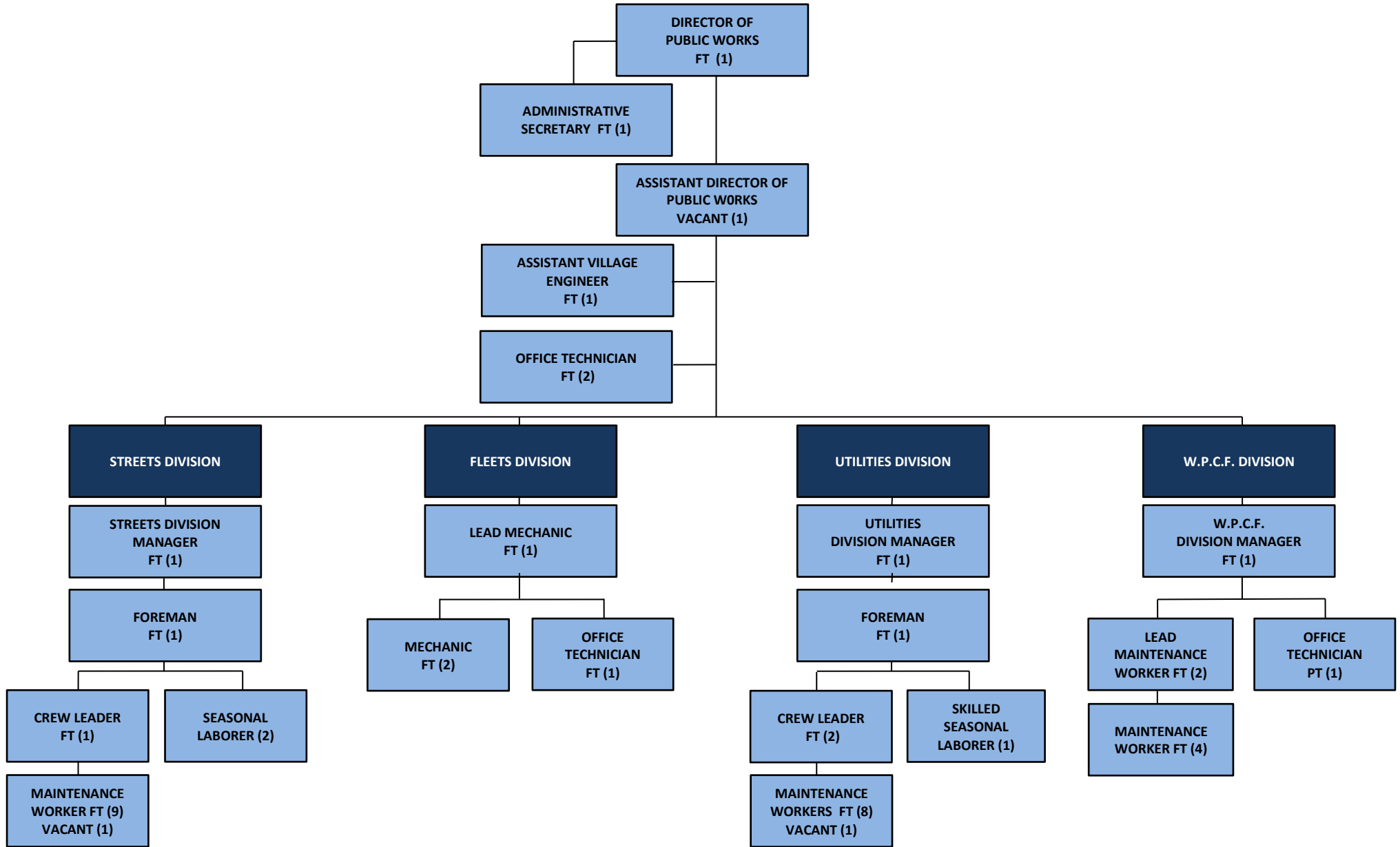
- ❖ Ensure all construction sites are being maintained in a safe manner to the public.
 - Carryout as a minimum, weekly inspections of all construction sites and ensure compliance to developed checklist.

- ❖ Develop set of Engineering Standards for all Engineering Projects undertaken in the Village.
 - Develop and finalize AutoCAD engineering standards to be used in all engineering projects, to be approved by the Board.
 - Post approved Engineering Standards on Village website, to allow for easy access for public and developer.
 - Provide Engineering Standards packet to Community Development to be handed out to all applicants of larger engineering projects.

Goal #2: Participate in Conferences and Training Programs to add new skills to the benefit of the Village.

- ❖ Attend Training Sessions to receive and maintain licenses and accreditations
 - Assistant Village Engineer will take exam to become CPESC (Certified Professional in Erosion and Sediment Control) and maintain accreditation with continuing education.
 - Attend IAFSM Conference to maintain CFM (Certified Floodplain Manager accreditation).
 - Attend various training classes to receive continuing education and professional development hours to maintain professional engineering license

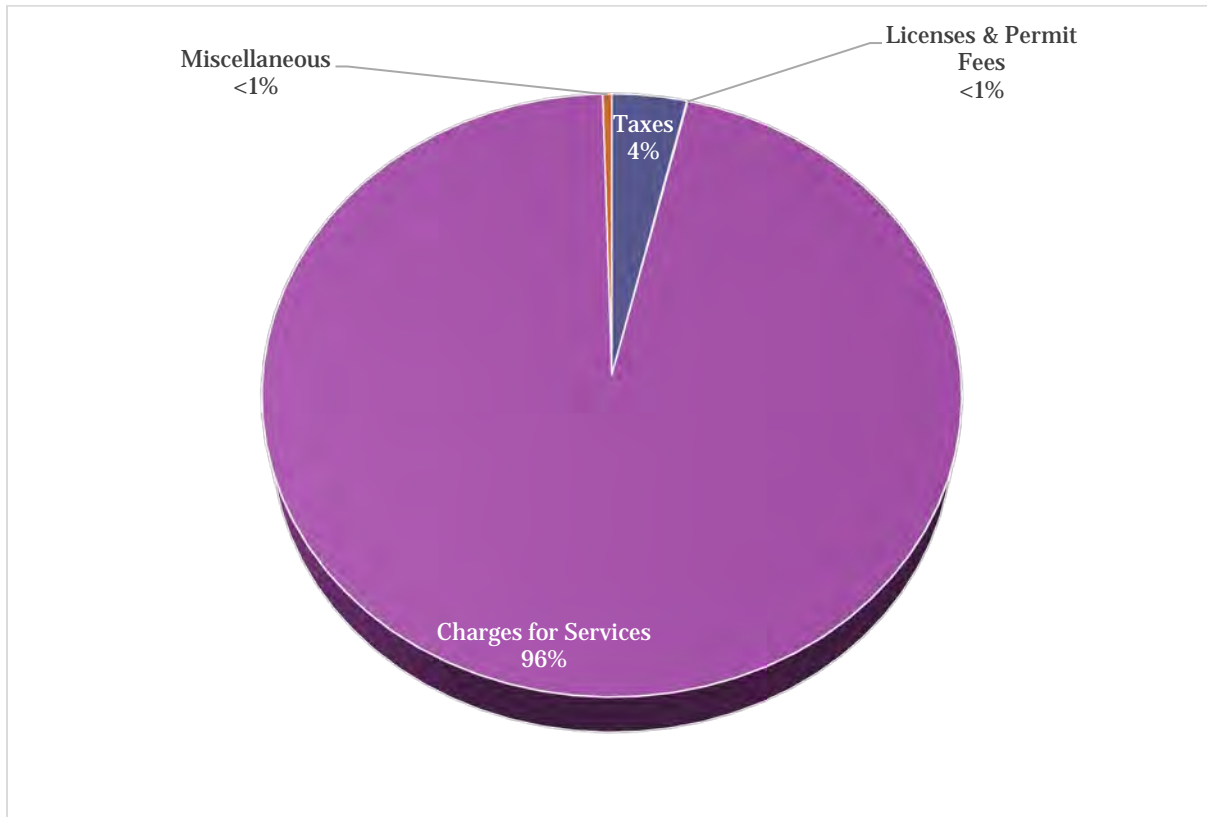
FY 2018 / 2019 VILLAGE OF GLENDALE HEIGHTS PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Street, Utilities, Fleets, Engineering and Water Pollution Control Facility. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department. Total number of employees: 40 Full-Time, 1 Part-Time, 3 Seasonal.

ENVIRONMENTAL SERVICE FUND: REVENUE

PERCENTAGES OF OPERATING REVENUES



CHARGES FOR SERVICES

Charges for Services is the primary source of revenue for the Environmental Services Fund, accounting for 96% of its share. The revenue generated by Charges for Services is 100% tied to the water used by the Village’s Residents and Commercial accounts. The Village has an agreement to purchase all of the Village’s water source from the DuPage Water Commission.

On May 1, 2018 the Village implemented a rate increase to all customers for water use in an amount of .06¢ per thousand gallons. The rate increase is a direct result of the actual cost of water purchased by the Village from the DuPage Water Commission that will be charged. The overall scheduled increases to the Village by the DuPage Water Commission are as follows:

- January 1, 2013 – .59¢ per thousand gallons
- January 1, 2014 – .65¢ per thousand gallons
- January 1, 2015 – .71¢ per thousand gallons

May 1, 2014 – .19¢ per thousand gallons
 May 1, 2015 – .82¢ per thousand gallons
 May 1, 2016 – (.05¢) per thousand gallons
 May 1, 2017 - .08¢ per thousand gallons
 May 1, 2018 - .06¢ per thousand gallons

RESIDENTIAL WATER RATES Effective May 1, 2018 (P/TH GALLONS)	
Cost Allocation	Rate (Per Month)
Water	\$4.94
Local Water Delivery	\$2.69
Sewer	\$4.75
Sewer Debt	\$7.50 (Flat Rate)
Capital Infrastructure Fee	\$1.50 (Flat Rate)
TOTAL AVG. COST OF WATER BILL AT 7.5 TH	\$101.85

The Water Rates are set in order to cover the cost to purchase the water supplied to the Village’s Residents and Commercial properties, the operational demands of running a water, sewer, and waste water treatment facility, as well as, provide funding for ongoing and unforeseen capital costs needed to sustain and provide high levels of sanitation to the water, sewer, and waste water treatment infrastructure.

LICENSES & PERMIT FEES

Whenever a new resident or business wishes to tap onto our water and sewer system, the Village charges a permit fee.

The RPZ Fee (Reduce Pressure Zone) is a charge to all customers that have a backflow prevention device installed on a private water service and requires annual testing and permitting.

MISCELLANEOUS REVENUE

Penalties are charges to accounts that are paid late and are categorized as miscellaneous revenue. The Village bills monthly, aiming to lessen the burden of the water utility. In order to influence prompt payment, the Village has a strict payment policy and implements a late payment fee for all bills paid more than one day late. Each month, if the account continues to be delinquent, the Village increases its leverage in collecting on the past due account by shutting off the water flow to the residence or commercial property. Though the Village receives revenue from late payment accounts, the Village strives to offer its residents the best and latest technology for payment to encourage timely payments. This revenue is based off of the number of accounts that are delinquent, the amount of debt outstanding, and the current water rates.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1510	411	16	13	R	WATER TAX	669,415.53	870,500.00	666,871.57	427,500.00
501	1510	421	19	25	R	WATER PERMIT FEES	31.00	80.00	150.00	100.00
501	1510	421	19	26	R	SEWER PERMIT FEES	2,650.00	600.00	2,950.00	2,000.00
501	1510	421	19	27	R	LICENSE AND PERMIT FEES	3,868.00	3,034.00	3,409.00	3,000.00
501	1510	441	25	12	R	TOWER RENTAL	87,340.85	90,534.00	90,630.61	90,534.00
501	1510	441	26	10	R	WATER & SEWER RECEIPTS	10,109,081.62	10,137,472.00	10,347,688.23	10,434,568.00
501	1510	441	26	11	R	LATE PENALTY FEES	278,488.10	300,765.00	275,040.77	314,672.00
501	1510	441	26	13	R	WATER TAP IN FEES	58,515.00	16,900.00	16,592.00	21,400.00
501	1510	441	26	14	R	WATER METER SALES	16,253.50	10,720.00	1,801.05	7,036.00
501	1510	441	26	16	R	SEWER RODDING FEES	10,050.00	9,440.00	14,525.00	13,230.00
501	1510	441	26	17	R	SEWER EXCAVATION FEES	18,600.00	16,200.00	33,100.00	21,600.00
501	1510	441	26	18	R	SEWER TAP IN FEES	32,146.55	8,800.00	24,800.00	17,600.00
501	1510	441	26	20	R	CAPITAL INFRASTRUCT FEE	167,337.00	167,544.00	167,469.00	167,381.00
501	1510	441	26	51	R	NSF-FEE	1,200.00	1,000.00	1,118.00	1,000.00
501	1510	461	30	10	R	INTEREST INCOME	273.40	200.00	5,922.37	3,500.00
501	1510	481	70	10	R	CASH (OVER) & SHORT	-123.11		-55.97	
501	1510	481	89	10	R	MISCELLANEOUS INCOME	754,496.93	17,200.00	70,886.43	48,200.00
501	1510	491	93	53	R	TRANSFER FROM GOB 2010	158,000.00			

ENVIRONMENTAL SERVICE FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Public Works Department provides services to 34,208 residents, 8 industrial parks, and various commercial enterprises in 6 political districts. Policy leadership is provided by the Village President with the advice and consent of six Village Board Members. The office of the Village Administrator oversees that the Public Works Department is effectively translating the policy into programs and services. The Public Works staff performs service and projects that many times are vital life sustaining necessities. Although the majority of services are by design and subtly delivered, they form the foundation for many of the basic needs that improve the quality of life for all Village residents.

Vision: We want our customers to call us because they know we will provide efficient timely service.

Mission: Our mission is to enhance our customers' lives by providing them services that often surpass their basic needs.

Essential Functions

Administration - Facilitates leadership, direction, and coordination of services as the executive management partner.

Engineering – Providing engineering services to consultants, contractors, and other departments in the Village.

Utilities - Potable water distribution, sanitary sewer collection, and transmission for over 8,800 customers.

Fleet Maintenance - Provides the Utilities and WPCF divisions with safe vehicles and equipment; appropriate for their use that are economical, dependable, and environmentally sound to operate.

Water Pollution Control Facility - Provide the final collection and treatment of a daily average of 3.5 Million Gallons per Day (MGD) of wastewater, reaching peaks of 32 MGD in rainstorm conditions.

Service Standards

The Public Works team takes pride in its track record of quality first service. Acquiring customer feedback, using self-assessments and other benchmarking tools, the department maintains a clear picture of business advantages, private sector competition, and a comparison of service levels with neighboring communities. In recent years, the department is recognized

for its exemplary Snow & Ice Control Program, an unparalleled Sanitary Sewer Line Repair Program, surpassing waste water discharge standards, and modernizing and standardizing its municipal fleet, while annually completing millions of dollars in capital projects.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1510	811	10	10	E	F-TIME & REG.PART TIME	100,838.30	103,757.00	103,596.04	103,597.00
501	1510	811	15	10	E	FICA-EMPLOYER	5,466.10	6,433.00	5,802.95	6,423.00
501	1510	811	16	14	E	TRAVEL FOR MEETING & CONF		200.00		200.00
501	1510	811	16	15	E	TRAINING & SEMINARS		800.00	279.00	800.00
501	1510	811	16	16	E	MEDICARE-EMPLOYER	1,422.20	1,504.00	1,457.62	1,502.00
501	1510	811	21	10	E	AUDITING	13,000.00	13,000.00	13,000.00	13,000.00
501	1510	811	21	11	E	LEGAL	1,239.50			
501	1510	811	21	14	E	ENGINEERING	2,833.48	5,000.00	2,805.00	5,500.00
501	1510	811	21	99	E	OTHER PROFESSIONAL				2,000.00
501	1510	811	24	12	E	PRINTING & BINDING	307.63	300.00		300.00
501	1510	811	31	17	E	POSTAGE		100.00		100.00
501	1510	811	51	10	E	TELEPHONE	5,524.09	7,200.00	5,066.99	11,700.00
501	1510	811	51	12	E	CELLULAR PHONE	247.49	1,500.00	557.35	750.00
501	1510	811	51	14	E	NATURAL GAS		7,000.00	1,686.14	4,000.00
501	1510	811	52	10	E	LEASES-EQUIPMENTS	2,495.45	3,500.00	2,319.28	3,500.00
501	1510	811	62	10	E	MEMBERSHIP DUES		500.00	125.00	500.00
501	1510	811	69	78	E	BANK FISCAL CHARGES	43,380.24	38,000.00	39,487.55	58,000.00
501	1510	811	69	82	E	STATE ADMIN.COLLECT.FEE		14,500.00	13,084.15	8,700.00
501	1510	811	69	91	E	DEPRECIATION EXPENSE	1,329,893.45			
501	1510	911	81	21	E	PW/SCADA UPGRADE		19,835.00	12,435.13	
501	1510	911	84	99	E	FURNITURE & FIXTURE	273.21			
501	1510	981	93	2	E	TRANSFER TO-COMPUTER REP	875.00	875.00	875.00	6,478.00
501	1510	981	94	1	E	TRANSFER TO-DEBT SERVICE	578,428.00	576,774.00	576,774.00	584,296.00
501	1510	981	94	2	E	TRANSFER TO-LIABILITY INS	120,000.00	120,000.00	120,000.00	120,000.00

ENVIRONMENTAL SERVICE FUND: WATER SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This Water Services division is responsible for the operation and maintenance of the water distribution system, which involves all storage tanks, pumping stations and standby well supplies. Lake Michigan water is supplied to 34,208 residents through 76 miles of water mains. While pumping an average of 2.7 million gallons of water daily, the system has the capacity to pump 6.2 million gallons daily.

This division proudly provides top quality municipal water service to customers by operating and maintaining water supply facilities in accordance with local, state, and federal requirements to ensure the availability of a plentiful and reliable water supply.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1512	812	10	10	E	F-TIME & REG.PART-TIME	478,310.75	512,604.00	479,992.29	505,373.00
501	1512	812	10	98	E	TEMPORARY HELP	13,709.88	20,440.00	13,332.48	17,500.00
501	1512	812	10	99	E	OVERTIME PAY	22,451.93	30,000.00	17,189.78	25,000.00
501	1512	812	15	10	E	FICA-EMPLOYER	31,126.72	34,901.00	30,869.05	33,968.00
501	1512	812	16	14	E	TRAVEL FOR MEETING & CONF	444.74	1,200.00	606.76	1,200.00
501	1512	812	16	15	E	TRAINING & SEMINARS	2,985.00	5,000.00	4,987.00	5,000.00
501	1512	812	16	16	E	MEDICARE - EMPLOYER	7,279.97	8,163.00	7,219.40	7,944.00
501	1512	812	21	11	E	LEGAL	7,424.75	5,000.00	3,071.00	6,000.00
501	1512	812	21	14	E	ENGINEERING	8,521.00	33,938.00	4,785.86	20,000.00
501	1512	812	22	16	E	PUBLIC WORKS-WATER	10,577.50	11,000.00	8,544.75	14,000.00
501	1512	812	23	10	E	DEBRIS REMOVAL	9,566.27	12,000.00	3,346.00	6,000.00
501	1512	812	24	12	E	PRINTING & BINDING	266.07	4,000.00	2,527.01	1,000.00
501	1512	812	24	13	E	CONTRACTUAL SERVICES	56,945.90	158,154.00	112,316.30	40,845.00
501	1512	812	24	32	E	SOFTWARE SUPPORT & MAINT		7,700.00	1,715.95	6,700.00
501	1512	812	31	99	E	OFFICE SUPPLIES	380.97	1,600.00	229.72	1,000.00
501	1512	812	34	11	E	GRAVEL AND SAND	7,015.20			
501	1512	812	34	13	E	LANDSCAPING SUPPLIES	4,104.30	4,000.00	2,239.23	4,000.00
501	1512	812	34	15	E	MATERIALS	47,074.27	20,000.00	16,011.04	16,000.00
501	1512	812	37	10	E	UNIFORMS	2,702.24	3,500.00	2,376.25	3,500.00
501	1512	812	37	11	E	CHEMICALS	39.84	300.00	35.28	2,300.00
501	1512	812	37	80	E	GAS & FUEL	12,999.46	15,000.00	12,947.02	13,000.00
501	1512	812	37	81	E	OPERATING SUPPLIES	76,663.21	146,850.00	106,188.88	127,700.00
501	1512	812	37	99	E	OPERATING SUPPLIES	55,605.58	6,000.00	4,786.89	5,000.00
501	1512	812	39	15	E	OPERATIONAL EQUIPMENT	2,697.05	5,500.00	3,885.10	500.00
501	1512	812	39	99	E	OPERATING EQUIPMENT	528.21			
501	1512	812	51	12	E	CELLULAR PHONE	482.50	1,120.00	653.00	1,120.00
501	1512	812	51	13	E	ELECTRICITY	52,469.05	51,500.00	49,232.37	47,000.00
501	1512	812	51	16	E	LAKE MICH. WATER	4,096,488.00	4,150,440.00	3,909,680.32	4,228,136.00
501	1512	812	52	11	E	RENTALS-EQUIPMENTS		1,000.00		1,000.00
501	1512	812	53	14	E	PUBLIC WORKS-WATER DIV.		17,985.00		19,000.00
501	1512	812	57	18	E	INFRASTRUCTURE MAINT	4,728.33	12,000.00	502.77	2,000.00
501	1512	812	57	19	E	TANK MAINTENANCE	200.02	31,154.00	30,904.00	31,154.00
501	1512	812	62	10	E	MEMBERSHIP DUES	672.00	850.00	600.00	850.00
501	1512	911	81	14	E	PUBLIC WORKS-WATER		10,000.00	3,878.00	
501	1512	911	87	10	E	INFRASTRUCTURE-WATER	29,369.24	943,252.00	379,527.00	980,850.00

ENVIRONMENTAL SERVICE FUND: SEWER SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Sewer Services division is responsible for the maintenance of 83 miles of sanitary sewer collection and eight lift stations. This division aims to provide outstanding municipal wastewater collection service to customers by developing, operating, and maintaining wastewater pumping stations, gravity sewers, service lines, and force mains in accordance with local, state, and federal requirements. This division also provides a sanitary sewer service program which assists homeowners who may be experiencing sanitary sewer line problems.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1513	813	10	10	E	F-TIME & REG.PART-TIME	534,624.97	554,733.00	542,948.23	542,530.00
501	1513	813	10	98	E	TEMPORARY HELP		3,742.00	2,776.00	10,250.00
501	1513	813	10	99	E	OVERTIME PAY	22,820.93	25,000.00	26,259.82	20,000.00
501	1513	813	15	10	E	FICA-EMPLOYER	33,457.85	36,174.00	34,529.58	35,512.00
501	1513	813	16	15	E	TRAINING & SEMINARS	4,340.00	5,500.00	4,867.00	5,500.00
501	1513	813	16	16	E	MEDICARE - EMPLOYER	7,824.46	8,460.00	8,075.29	8,305.00
501	1513	813	21	11	E	LEGAL	14,802.00	9,000.00	2,340.25	5,000.00
501	1513	813	21	14	E	ENGINEERING	56,828.99	184,776.00	91,163.71	85,000.00
501	1513	813	23	10	E	DEBRIS REMOVAL	8,155.27	10,000.00	5,341.75	6,000.00
501	1513	813	24	13	E	CONTRACTUAL SERVICES	30,742.22	16,620.00	6,276.90	14,500.00
501	1513	813	31	99	E	OFFICE SUPPLIES	382.33	500.00	98.98	500.00
501	1513	813	34	13	E	LANDSCAPING SUPPLIES	2,964.63	4,000.00	2,494.73	4,000.00
501	1513	813	34	15	E	MATERIALS	8,027.52	10,000.00	8,352.34	10,000.00
501	1513	813	37	10	E	UNIFORMS	2,782.55	3,500.00	2,649.53	3,500.00
501	1513	813	37	11	E	CHEMICALS	6,623.64	9,000.00	4,771.60	10,000.00
501	1513	813	37	80	E	GAS & FUEL	15,352.22	20,000.00	16,740.98	17,500.00
501	1513	813	37	81	E	OPERATING SUPPLIES	18,300.00	7,500.00	2,510.41	5,500.00
501	1513	813	37	82	E	PRIVATE EXCAVATION SUPPLI	14,469.17	15,000.00	10,647.80	16,000.00
501	1513	813	37	99	E	OPERATING SUPPLIES	3,705.11	4,000.00	3,131.12	4,000.00
501	1513	813	39	15	E	OPERATIONAL EQUIPMENT	6,180.55	7,000.00	4,850.47	6,000.00
501	1513	813	51	12	E	CELLULAR PHONE	537.50	1,120.00	653.00	1,120.00
501	1513	813	51	13	E	ELECTRICITY	20,989.92	21,000.00	20,937.36	20,000.00
501	1513	813	51	14	E	NATURAL GAS	596.67	1,000.00	682.18	1,000.00
501	1513	813	52	11	E	RENTALS-EQUIPMENTS	95.00	1,000.00		1,000.00
501	1513	813	53	15	E	PUBLIC WORKS-SEWER DIV.		22,000.00	9,729.94	17,000.00

501	1513	813	57	11	E	INFRASTRUCTURE-SEWER	261,893.51			
501	1513	813	69	90	E	BAD DEBT EXPENSE	8,398.50			
501	1513	911	81	15	E	PUBLIC WORKS-SEWER		17,195.00	17,195.00	
501	1513	911	87	11	E	INFRASTRUCTURE-SEWER		530,000.00	208,425.06	250,000.00

ENVIRONMENTAL SERVICE FUND: WATER POLLUTION CONTROL FACILITY (WPCF)

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Waste Water Treatment Services division is responsible for the operation and maintenance of the Village's Water Pollution Control Facility (WPCF). Though not as visible as other public services, the wastewater treatment process is one of the most fundamental daily responsibilities. The facility normally processes 3.5 Million Gallons per Day (MGD) of wastewater, but is designed to process an average daily flow of 5.26 MGD and maximum daily flow of 10.52 MGD. The facility is also designed to process an additional 21 MGD of Excess Flow during wet weather/rain conditions. The facility is permitted by the Illinois Environmental Protection Agency (IEPA), to discharge treated wastewater to the East Branch of the DuPage River. The treated wastewater is actually cleaner than the receiving stream water! Bio-solids or sludge produced by the facility is land applied on farm fields as fertilizer, to aid in preserving a clean environment. The staff team works very diligently to keep the plant at peak performance and be a good neighbor. Odor control is always a top priority and part of all operation and maintenance decisions.

The Illinois Association of Water Pollution Control has been presenting awards to deserving facilities for 65 years. Nominees are presented to the Association by the Illinois Environmental Protection Agency. Facilities that provide exceptional service to their community as well as the wastewater community are recognized for their efforts with a nomination for Plant of the Year Award. In 2013, the Glendale Heights Treatment Facility was nominated along with 4 other Group 1 Facilities for Plant of the Year. This is a State-wide Award and encompasses over 200 Group 1 Facilities. On April 17, 2013 at the Annual IAWPCO banquet in Springfield Illinois, Glendale Heights was selected as the Plant of the Year. This is the first time WPCF has won such an Award and the Village is extremely proud of the WPCF staff for their efforts.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1514	814	10	10	E	F-TIME & REG.PART-TIME	557,802.53	590,069.00	577,200.18	573,856.00
501	1514	814	10	99	E	OVERTIME PAY	17,250.46	12,000.00	10,002.84	11,603.00
501	1514	814	15	10	E	FICA-EMPLOYER	35,052.77	37,328.00	36,023.46	36,298.00
501	1514	814	16	14	E	TRAVEL FOR MEETING & CONF	12.27	300.00		100.00
501	1514	814	16	15	E	TRAINING & SEMINARS	6,901.91	5,242.00	4,542.50	4,560.00
501	1514	814	16	16	E	MEDICARE EMPLOYER	8,197.88	8,730.00	8,424.83	8,489.00
501	1514	814	21	11	E	LEGAL SERVICES	9,259.25	8,000.00	7,161.10	8,000.00
501	1514	814	21	14	E	ENGINEERING	69,067.76	134,311.00	93,538.84	415,000.00
501	1514	814	22	18	E	PUBLIC WORKS-W.TREATMENT	17,413.88	17,250.00	12,699.93	17,250.00
501	1514	814	23	11	E	SLUDGE REMOVAL	97,713.33	115,000.00	96,509.80	105,000.00
501	1514	814	24	12	E	PRINTING & BINDING	516.54	300.00		300.00
501	1514	814	24	32	E	SOFTWARE SUPPORT & MAINT	1,309.69	35,000.00	20,000.00	5,000.00
501	1514	814	24	99	E	OTHER PURCHASED SERVICES	8,832.74	51,600.00	42,365.00	53,100.00
501	1514	814	31	99	E	OFFICE SUPPLIES	130.18	500.00	299.02	500.00
501	1514	814	37	10	E	UNIFORMS	2,178.16	3,490.00	2,668.88	3,490.00
501	1514	814	37	11	E	CHEMICALS	27,508.66	36,650.00	29,217.83	36,650.00
501	1514	814	37	12	E	LAB SUPPLIES	4,116.07	5,000.00	4,818.67	12,000.00
501	1514	814	37	80	E	GAS & FUEL	1,207.08	1,500.00	947.54	1,000.00
501	1514	814	37	81	E	OIL & GREASE	984.05	1,000.00	996.10	1,000.00
501	1514	814	37	99	E	OPERATING SUPPLIES	4,543.92	3,500.00	3,377.15	3,000.00
501	1514	814	39	99	E	OPERATING EQUIPMENT	1,431.85	6,000.00	4,893.62	8,000.00
501	1514	814	51	10	E	TELEPHONE	2,194.75	1,900.00	2,312.64	14,400.00
501	1514	814	51	12	E	CELLULAR PHONE	512.50	1,200.00	726.47	1,000.00
501	1514	814	51	13	E	ELECTRICITY	226,192.91	216,600.00	219,594.19	223,096.00
501	1514	814	51	14	E	NATURAL GAS	5,188.79	6,000.00	5,544.66	6,000.00
501	1514	814	52	10	E	LEASES-EQUIPMENTS	1,700.62	2,300.00	1,604.45	2,300.00
501	1514	814	53	19	E	PUBLIC WORKS-W.TREATMENT	65,542.15	51,300.00	33,333.91	51,300.00
501	1514	814	53	20	E	ELECTRICAL STORM DAMAGE	58,553.86			
501	1514	814	56	16	E	PUBLIC WORKS-W.TREATMENT	1,014.58	1,500.00	1,184.28	1,500.00
501	1514	814	62	10	E	MEMBERSHIP DUES	44,915.26	12,740.00	10,429.00	13,140.00
501	1514	814	69	60	E	N.P.D.E.S. FEE (IL.STATE)	32,500.00	32,500.00	32,500.00	35,000.00
501	1514	911	81	19	E	PUBLIC WORKS-W.TREATMENT		258,500.00	26,700.00	590,500.00

ENVIRONMENTAL SERVICE FUND: FLEETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Fleets Division is committed to providing municipal fleet repair and maintenance to Village-owned vehicles and equipment to ensure the availability of a long-lasting, reliable, and cost effective fleet, emphasizing on minimizing effects on the environment.

This division provides these services to approximately 300 pieces of Village owned vehicles and equipment. Roughly 25 pieces are clean air units. The services provided to our respective divisions include preventive maintenance, repair services, fabrication services, new vehicle specification, purchasing, salvage, product support and training.

The Fleets Division employs highly trained technicians that have the experience and expertise to provide all of these services. The fleets' garage has 7 working service bays, and 5 lifts.

The Fleets division is committed to investigating future options in transportation, alternative fuels and cleaner running vehicles.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1515	811	10	10	E	F-TIME & REG.PART TIME	117,401.81	115,846.00	115,622.86	47,901.00
501	1515	811	10	99	E	OVERTIME PAY	716.37	1,000.00	748.72	1,000.00
501	1515	811	15	10	E	FICA-EMPLOYER	6,935.86	7,557.00	6,836.76	3,032.00
501	1515	811	16	15	E	TRAINING & SEMINARS	149.00	450.00	599.00	1,450.00
501	1515	811	16	16	E	MEDICARE-EMPLOYER	1,622.01	1,767.00	1,598.91	709.00
501	1515	811	21	18	E	COMPUTER SOFTWARE	3,745.06	10,350.00	10,304.50	5,800.00
501	1515	811	37	10	E	UNIFORM/PPE	350.00	350.00	70.00	350.00
501	1515	811	37	98	E	MISC. INVENTORY SUPPLIES	21,711.59	20,000.00	19,902.27	20,000.00

ENVIRONMENTAL SERVICE FUND: ENGINEERING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Engineering Division will provide quality engineering services to both internal departments and external parties, such as contractors, developers, DuPage County, and other engineering bodies. The division is also instrumental in ensuring the Village's IEPA Storm water NPDES MS4 Permit remains in compliance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1411	811	10	10	E	F-TIME & REG.PART TIME	46,155.20	47,491.00	48,921.81	9,993.00
501	1411	811	15	10	E	FICA-EMPLOYER	2,725.61	2,944.00	2,911.51	999.00
501	1411	811	16	16	E	MEDICARE-EMPLOYER	637.42	689.00	680.89	145.00
501	1411	811	24	32	E	SOFTWARE SUPPORT/MAINT	397.14	500.00	397.14	400.00
501	1411	811	24	99	E	OTHER PURCHASE-SERVICES		200.00		
501	1411	811	31	99	E	OFFICE SUPPLIES	14.54	100.00		200.00
501	1411	811	37	10	E	UNIFORM/PPE	123.90	200.00		200.00
501	1411	811	37	80	E	GAS & FUEL	67.62	500.00	233.10	500.00
501	1411	811	51	12	E	CELLULAR PHONE	211.25	350.00	210.00	350.00

ENVIRONMENTAL SERVICE FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Facilities Division provides custodial services, repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings. The buildings consist of the following; W.P.C.F. Facilities, Public Works Building, and other department properties for a total of 24 buildings.

The maintenance consists of (but is not limited to) the repair/replacement of the following; heating and air conditioning equipment, overhead garage doors, vehicle exhaust systems, painting, carpentry, plumbing, electrical, fire tools, designing and building training props.

Building Facilities is also responsible for the purchasing of Hazardous Material supplies, purchasing and maintenance of all physical fitness equipment, ordering and distribution of all custodial supplies, along with all invoices and payments associated with the operations of building maintenance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1617	511	10	10	E	F-TIME & REG.PART-TIME	80,289.20	71,663.00	71,905.99	71,010.00
501	1617	511	10	99	E	OVERTIME PAY	778.77	1,000.00	1,001.13	1,000.00
501	1617	511	15	10	E	FICA-EMPLOYER	4,923.33	4,443.00	4,301.97	4,403.00
501	1617	511	16	16	E	MEDICARE-EMPLOYER	1,151.27	1,054.00	1,005.93	1,030.00
501	1617	511	24	99	E	OTHER PURCHASE-SERVICES	802.31	970.00	557.70	1,000.00
501	1617	511	33	10	E	JANITORIAL SUPPLIES	3,202.77	3,500.00	3,500.00	3,500.00
501	1617	511	33	12	E	ELECTRICAL SUPPLIES	44.00	500.00	310.13	500.00
501	1617	511	33	13	E	HARDWARE SUPPLIES	62.99	100.00		100.00
501	1617	511	33	15	E	PLUMBING SUPPLIES	65.63	150.00	147.04	150.00
501	1617	511	33	16	E	LUMBER SUPPLIES		100.00		100.00
501	1617	511	53	11	E	R & M EQP & BUILDINGS	9,381.38	27,950.00	10,701.11	13,648.00

ENVIRONMENTAL SERVICE FUND: INFORMATION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The I.S. Division of the Administrative Services Department consists of two personnel and a contracted I.S. consulting firm providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and an AS/400 which hosts our financial package and municipal software.

The role of the I.S. Division continually expands with technological advancements and needs of our internal Departments. Advancements include support to the primary telephone systems of a Voice Over IP data driven communication, expansion of smart phones, mobile computers, and iPads which are a few examples of changing technology that are also supported under this division.

A portion of the personnel service and other related costs are budgeted in the Environmental Services Fund.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1811	811	10	10	E	F-TIME & REG.PART TIME	19,660.88	20,432.00	20,689.70	17,291.00
501	1811	811	10	99	E	OVERTIME PAY	191.65	500.00	267.26	500.00
501	1811	811	15	10	E	FICA-EMPLOYER	1,202.14	1,267.00	1,266.69	1,103.00
501	1811	811	16	16	E	MEDICARE-EMPLOYER	280.89	296.00	296.25	258.00
501	1811	811	21	15	E	NETWORK CONSULTING	20,003.33	20,960.00	20,546.43	17,427.00
501	1811	811	24	31	E	HTE ANNUAL SERV.CONTRACT	19,873.00	23,760.00	23,760.00	23,760.00
501	1811	811	24	99	E	OTHER PURCHASE-SERVICES	1,073.32			
501	1811	811	32	15	E	COMPUTER EQUIPMENT				2,400.00

ENVIRONMENTAL SERVICE FUND: WATER BILLING DIVISION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Water Billing Division is responsible for issuing timely and accurate water, sewer, and waste water treatment bills to Glendale Heights residents and businesses, collecting customer accounts efficiently and effectively, and responding to customer inquiries in a professional manner.

The Water Billing Division, which is a subset of the Administrative Services Division, includes 2 full-time budgeted employees that are responsible for the water billing for the Village. The Water Billing Division maintains approximately 8,830 water accounts and takes care of all the billing and collections on a monthly basis.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1813	811	10	10	E	F-TIME & REG.PART TIME	112,763.87	116,675.00	116,756.50	118,403.00
501	1813	811	10	99	E	OVERTIME PAY		2,500.00		1,000.00
501	1813	811	15	10	E	FICA-EMPLOYER	6,776.25	7,389.00	6,995.85	7,403.00
501	1813	811	16	14	E	TRAVEL FOR MEETING & CONF	220.00	50.00		50.00
501	1813	811	16	16	E	MEDICARE-EMPLOYER	1,584.71	1,728.00	1,636.26	1,731.00
501	1813	811	24	12	E	PRINTING & BINDING	806.28	10,850.00	9,073.49	9,850.00
501	1813	811	24	99	E	OTHER PURCHASE-SERVICES	31,874.76	5,150.00	3,369.01	4,600.00
501	1813	811	31	17	E	POSTAGE	45,366.39	45,500.00	45,341.11	46,500.00
501	1813	811	31	99	E	OFFICE SUPPLIES	2.55	200.00	34.57	200.00
501	1813	811	37	80	E	GAS & FUEL		200.00	136.64	225.00
501	1813	811	51	11	E	PAGER	52.79			
501	1813	811	51	99	E	MISC. COMMUNICATION	24.00	25.00	10.00	25.00
501	1813	811	69	78	E	BANK FISCAL CHARGES		18,000.00	17,522.90	17,500.00

ENVIRONMENTAL SERVICE FUND: GENERAL BUSINESS SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

For the purposes of budget presentation, personnel services for Village Administration, Human Resources, Public Affairs, Finance, Central Services, and Administrative Services have been combined and reflected together as General Business Services. Each of these departments designate a percentage of qualified staff positions to the Environmental Services Fund in order to fairly represent the associated cost of personnel services dedicated to this fund. Central Services records the cost of IMRF and medical insurance benefits for any employee that is paid from the Environmental Services Fund.

The explanation, goals & objectives, and all other relative information can be found in their respective budget pages of this document. Please refer to the Table of Contents to find the relevant pages for the respective budget.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
501	1110	811	10	10	E	F-TIME & REG.PART TIME	64,277.19	79,533.00	62,443.95	55,202.00
501	1110	811	15	10	E	FICA-EMPLOYER	3,308.42	4,931.00	2,937.82	3,423.00
501	1110	811	16	16	E	MEDICARE-EMPLOYER	894.98	1,153.00	786.80	800.00
501	1111	811	10	10	E	F-TIME & REG.PART TIME	46,562.35	52,249.00	49,532.68	16,656.00
501	1111	811	15	10	E	FICA-EMPLOYER	2,726.67	3,239.00	2,893.83	1,033.00
501	1111	811	16	16	E	MEDICARE-EMPLOYER	637.59	758.00	676.68	242.00
501	1112	811	10	10	E	F-TIME & REG.PART TIME	6,476.64	6,641.00	6,938.37	3,609.00
501	1112	811	15	10	E	FICA-EMPLOYER	397.12	412.00	419.78	224.00
501	1112	811	16	16	E	MEDICARE-EMPLOYER	92.90	96.00	98.19	52.00
501	1310	811	10	10	E	F-TIME & REG.PART TIME	107,530.70	89,888.00	89,812.24	45,604.00
501	1310	811	15	10	E	FICA-EMPLOYER	6,319.78	5,826.00	5,349.42	2,827.00
501	1310	811	16	16	E	MEDICARE-EMPLOYER	1,519.93	1,303.00	1,266.66	661.00
501	1518	811	16	10	E	IMRF-EMPLOYER	509,350.52	318,112.00	305,589.67	284,038.00
501	1518	811	16	12	E	MEDICAL-EMPLOYER	445,721.64	511,695.00	378,589.65	427,115.00
501	1518	811	16	19	E	VACATION BUY BACK ONLY	20,132.03			
501	1518	811	16	30	E	OPT OUT MED INSURANCE	5,555.00	5,180.00	9,438.31	10,000.00
501	1518	811	16	32	E	HEALTH & WELLNESS PROG.	328.90	375.00	375.00	375.00
501	1810	811	10	10	E	F-TIME & REG.PART TIME	35,216.98	36,204.00	36,200.34	24,655.00
501	1810	811	10	99	E	OVERTIME PAY		200.00		200.00
501	1810	811	15	10	E	FICA-EMPLOYER	2,060.81	2,257.00	2,114.96	1,541.00
501	1810	811	16	16	E	MEDICARE-EMPLOYER	481.84	528.00	494.42	360.00
501	9999	999	10	99	E	SALARY & FRINGE				55,770.00
501	9999	999	16	10	E	EXCHANGE-IMRF-EMPLOYER			-32.97	
501	9999	999	16	12	E	EXCHANGE-MEDICAL-EMPLOYER			-82.63	

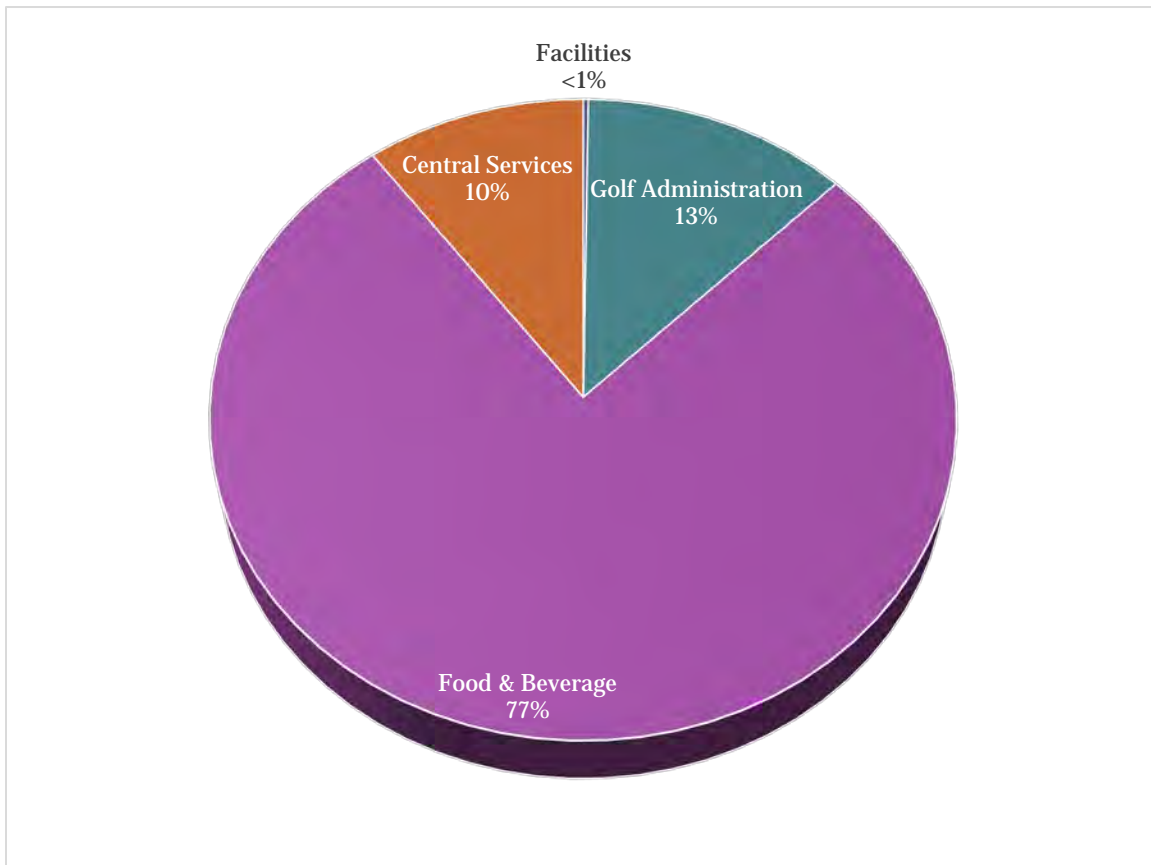
RESTAURANT/BANQUETS FUND

FUND DESCRIPTION

Starting in FY 2018/2019, the Golf Fund was divided into two separate Funds; with Golf, Pro Shop and Grounds Maintenance operations being reclassified to a Special Revenue Fund, while Golf Restaurant and Banquet functions were kept as an Enterprise Fund. All activities are accounted for including administration, operations, financing and revenue collections.

TOTAL OPERATING BUDGET
\$1,092,952

ANNUAL EXPENSES BY DIVISION



ANNUAL REVENUE BY CLASS

OPERATING REVENUE	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET
Charges for Services	963,074.69	1,033,772.00	927,630.39	954,000.00
Miscellaneous Revenues	(682.06)	500.00	0.00	500.00
TOTAL OPERATING REVENUE	962,392.63	1,034,272.00	927,630.39	954,500.00

ANNUAL EXPENSES BY DIVISION

DIVISION	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ESTIMATE	2018/19 BUDGET
Golf Administration	441,278.01	304,889.00	276,982.43	135,158.00
Central Services	254,876.15	174,228.00	163,217.36	111,384.00
Facilities	15,207.94	24,938.00	22,437.36	2,560.00
Food & Beverage	838,752.01	817,902.00	901,954.61	843,850.00
TOTAL DIVISION	1,550,114.11	1,321,957.00	1,364,591.76	1,092,952.00

FY 2017/18 SIGNIFICANT ACCOMPLISHMENTS**Golf Administration Accomplishments**

- ❖ Purchased CaterEase- A Food & Beverage software program that is web based that will help track all details that pertain to an event as well as finances, menus and costs.
- ❖ Purchased a 2nd projector and 2nd sound system for the clubhouse. We now have 2 of these items to accommodate if we have 2 events going on at the same time.
- ❖ Fiber optic service for clubhouse- This will help with the consistency of the connection of the internet to the clubhouse, which helps with the point of sale system and credit card processing.
- ❖ Repair & maintenance for clubhouse- The cart path by the 1st tee was re-surfaced, new ceilings were added to the bathrooms, new signage around the clubhouse and parking lot was purchased.

Food & Beverage Accomplishments

- ❖ Purchased 2 new buffet chaffers to increase the amount that we have, new salad dressing caddies that are smaller and take up less table space than our existing ones, and new banquet tables to replace unsafe tables.
- ❖ Glass & china- New salad bowls were purchased that are a little smaller and are easier to stack on a serving tray.

FY 2018/19 GOALS AND OBJECTIVES**Golf Administration Division**

Goal # 1: Implement technologies to streamline daily financial transaction processes

- ❖ Train Glendale Lakes managers how to use SunGard (HTE) system.
- ❖ Utilize Caterease Food & Beverage Software to help organize events and finances.
- ❖ Develop and implement a Standard Operating Procedure for daily reconciliations.

Goal #2: Facilitate enhanced communication among all 3-division managers at the golf course

- ❖ Hold regular staff meetings.
- ❖ Encourage all managers to communicate to each other pertinent information by texting and emailing more frequently, and entering details in Caterease Software.

Goal #3: Replace ½ the fleet of golf carts, and replace the cart batteries on the existing 35 carts

- ❖ Increase our inventory of usable golf carts.
- ❖ Cut down on the need to rent additional carts.
- ❖ Golf Carts will be more reliable.

Goal #4: Sealcoat and Re-Stripe Parking Lot and Basement

- ❖ Enhance aesthetics for clubhouse.
- ❖ New stripes in basement will help staff park carts in basement more orderly which will cause less wear and tear on the carts.

Food & Beverage Division

Goal #1: Increase sales to golfers of food before, during and after their rounds of golf

- ❖ Offer a new bar menu that appeals to golfers at the turn and golfers after golf.
- ❖ Advertise in the golf carts menus for golfers of food we offer at the turn.
- ❖ Have bartenders trained to be able to cook food in a timely manner for golfers when there is no designated cook on duty.

Goal #2: Improve staff productivity

- ❖ Cross train staff.
- ❖ Communicate among all division managers to have the most updated information on daily events going on at the facility by utilizing Caterease software and staff meetings.
- ❖ Train golf kitchen staff to be more efficient and offer more consistent service to customers.

Goal #3: Create improved menus and offerings to customers to attract new business

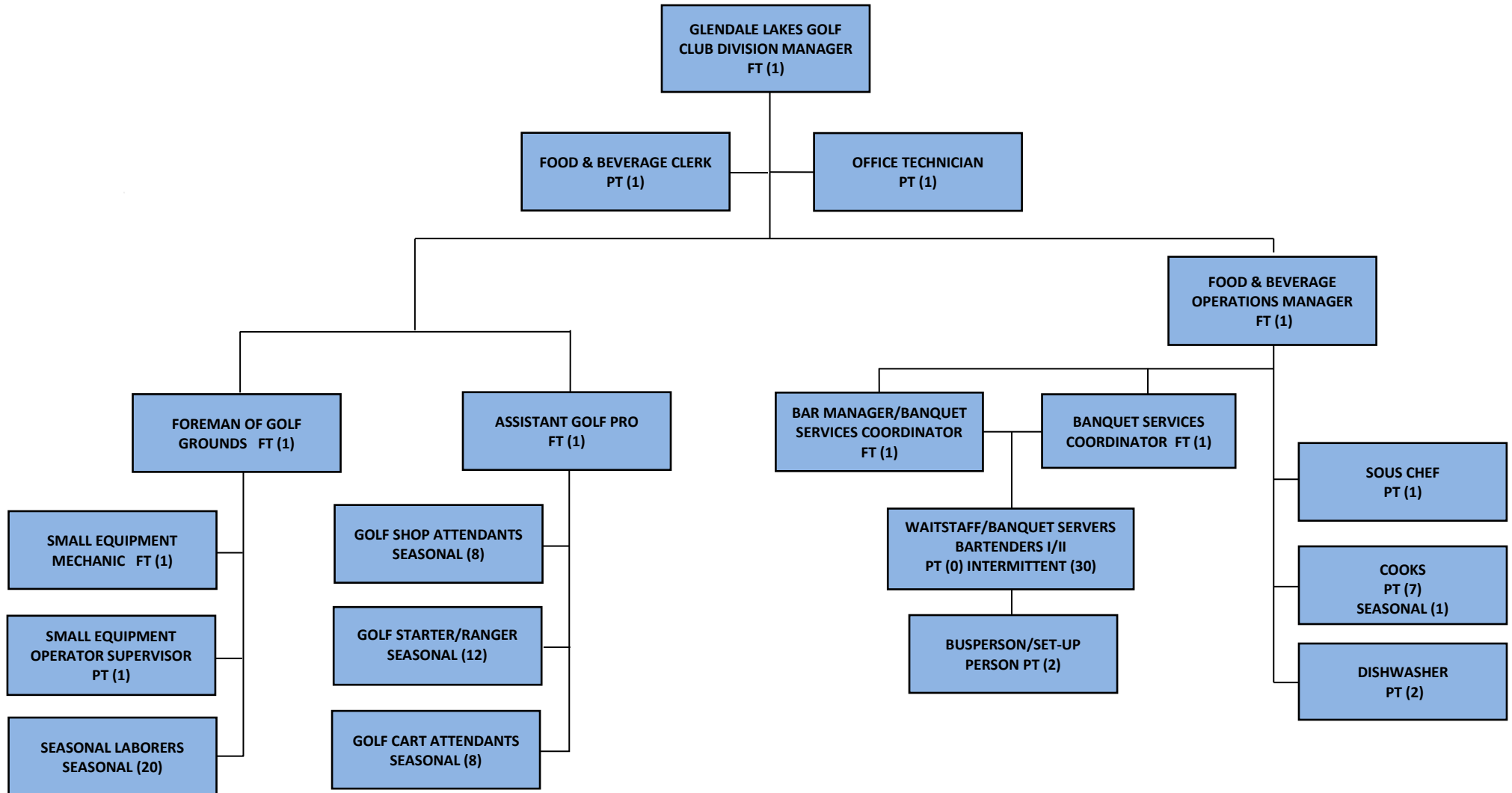
- ❖ Create new menus and bring new ideas of offering different items to customers.
- ❖ Gather feedback from events, analyze data and make changes as necessary to offer the best possible experience to customers.

- ❖ Promote all of our business offerings to all events that are held here by having promotional information available.

Goal #4: Purchase new portable risers

- ❖ New risers will be lighter and easier to move for staff.
- ❖ New risers should not scratch up the dance floor.
- ❖ New risers will be more aesthetically pleasing for events that use them.

FY 2018 / 2019 VILLAGE OF GLENDALE HEIGHTS GLENDALE LAKES GOLF CLUB (Division of Administration)



The Glendale Lakes Golf Course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty and offers a full service Pro-shop. The banquet rooms accommodate up to 250 people for weddings, showers and parties. Total Number of Employees: 7 Full-Time, 15 Part-Time, 49 Seasonal and 30 Intermittent.

RESTAURANT/BANQUETS FUND: FOOD & BEVERAGE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Glendale Lakes Golf Club can accommodate up to 250 people for special events including wedding receptions, family reunions, business meetings, and many more.

The Restaurant and Banquet Division is responsible for the servicing of all customers that visit the restaurant or attend one of the many banquets held throughout the year. This division is also responsible for the ordering, preparing, and serving of all food and beverages ordered at any of its events or restaurant facilities. Over 95% of all event evaluations in 2016/2017 rated Glendale Lakes Golf Club above average or better.

Golfers are also able to purchase from a grill menu at the clubhouse which golfers visit before and after their rounds as well as before teeing off on the 10th hole. The Golf Course also offers up to 2 beverage carts that service golfers during play from the months of April through October.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
502	1712	718	10	10	E	F-TIME & REG.PART-TIME	240,109.46	264,574.00	287,078.20	264,000.00
502	1712	718	10	98	E	TEMPORARY HELP	150,581.19	138,000.00	155,066.18	136,000.00
502	1712	718	10	99	E	OVERTIME PAY	962.72	500.00	376.28	750.00
502	1712	718	15	10	E	FICA-EMPLOYER	25,081.30	24,964.00	28,429.80	24,850.00
502	1712	718	16	14	E	TRAVEL FOR MEETING & CONF	110.00	50.00	118.00	50.00
502	1712	718	16	15	E	TRAINING & SEMINARS	97.95	500.00	129.00	500.00
502	1712	718	16	16	E	MEDICARE-EMPLOYER	5,865.90	5,858.00	6,649.08	5,850.00
502	1712	718	24	12	E	PRINTING & BINDING	334.81	400.00	254.27	400.00
502	1712	718	33	11	E	CLEANING SUPPLIES	3,953.58	5,000.00	5,366.15	5,250.00
502	1712	718	37	10	E	UNIFORMS	1,444.74	1,600.00	1,602.44	1,600.00
502	1712	718	37	99	E	OPERATING SUPPLIES	3,796.64	4,646.00	6,361.00	4,000.00
502	1712	718	39	99	E	OPERATING EQUIPMENT	3,765.02	8,730.00	7,728.06	8,500.00
502	1712	718	43	10	E	PAPER GOODS	3,043.73	3,000.00	3,052.98	3,200.00
502	1712	718	43	11	E	UTENSILS	1,876.96	2,300.00	1,823.79	2,000.00
502	1712	718	43	12	E	GLASS & CHINAS	6,376.13	3,000.00	2,087.33	3,000.00
502	1712	718	43	13	E	FLOWERS/LINENS	28,361.20	24,000.00	29,795.96	28,000.00
502	1712	718	43	14	E	LINENS		400.00	285.68	400.00
502	1712	718	43	99	E	OTHER F&B GEN. SUPPLIES	313.93	528.00	567.02	550.00
502	1712	718	44	10	E	BEVERAGES	17,100.22	13,046.00	18,158.67	18,000.00

502	1712	718	44	11	E	BEER	24,921.00	23,500.00	23,797.79	25,000.00
502	1712	718	44	12	E	LIQUOR & WINES	31,409.88	30,000.00	31,312.70	30,000.00
502	1712	718	44	13	E	FOODS	223,210.67	200,000.00	230,010.11	215,000.00
502	1712	718	44	14	E	CIGARETTES & TOBACCO	1,366.00	1,500.00	1,055.00	1,500.00
502	1712	718	44	15	E	OTHER F&B SUPLS. FOR SALE	14,864.00	15,000.00	13,033.00	15,000.00
502	1712	718	44	16	E	SUMMER FEST F&BEVERAGE	11,887.90	13,356.00	13,506.00	16,500.00
502	1712	718	51	12	E	CELLULAR PHONE	300.00	300.00	300.00	300.00
502	1712	718	52	12	E	GLENDALE FEST BOOTH RENTA	25,000.00	25,000.00	25,000.00	25,000.00
502	1712	718	53	18	E	R&M KITCHEN EQUIPMENT	8,349.56	8,000.00	8,676.12	8,000.00
502	1712	718	62	10	E	MEMBERSHIP DUES	50.00	50.00	50.00	50.00
502	1712	718	69	28	E	DRY CLEANING		100.00	284.00	600.00
502	1712	718	69	90	E	BAD DEBT EXPENSE	4,217.52			

RESTAURANT/BANQUETS FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Administration division provides essential support to internal operations as well as a broad range of services to the residents and other Village Departments. The Administration is responsible for the oversight of the daily operations and maintenance of the golf course. The Administration Division strives to;

- ❖ Provide high-quality, service-oriented and challenging golf experiences for all levels of players.
- ❖ Provide quality lesson programs, tournaments, golf shop, and a restaurant and banquet facility.
- ❖ Maintain the Glendale Lakes Golf Course at the highest level, using the natural features of the property to enhance the beauty and golf experience of the course.
- ❖ Actively market the golf course to promote play, use of the banquet facilities, and assist in meeting revenue targets.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
502	1710	516	10	10	E	F-TIME & REG.PART-TIME	98,997.45	108,786.00	99,165.28	50,606.00
502	1710	516	15	10	E	FICA-EMPLOYER	5,968.05	6,745.00	5,967.56	3,138.00
502	1710	516	16	14	E	TRAVEL FOR MEETING & CONF	125.00	50.00		25.00
502	1710	516	16	15	E	TRAINING & SEMINARS		450.00	160.00	225.00
502	1710	516	16	16	E	MEDICARE-EMPLOYER	1,395.71	1,577.00	1,395.68	734.00
502	1710	516	22	11	E	OFFICE EQUIPMENTS	3,194.61			
502	1710	516	22	99	E	OTHER EQUIPMENT	359.42	600.00	726.78	300.00
502	1710	516	24	12	E	PRINTING & BINDING	20.65	945.00	1,336.15	600.00
502	1710	516	24	14	E	ADVERTISING	32,324.36	26,405.00	28,098.60	20,250.00
502	1710	516	24	20	E	MOSQUITO & ANIMAL CONTROL	1,198.64	2,350.00	2,356.62	1,100.00
502	1710	516	24	32	E	SOFTWARE SUPPORT & MAINT		3,400.00	3,428.00	1,908.00
502	1710	516	31	17	E	POSTAGE		50.00		
502	1710	516	31	99	E	OFFICE SUPPLIES	69.93	100.00	73.25	
502	1710	516	37	99	E	OPERATING SUPPLIES	145.42	100.00		
502	1710	516	39	99	E	OPERATING EQUIPMENT		2,716.00	2,716.19	
502	1710	516	51	10	E	TELEPHONE	8,230.82	18,552.00	9,669.91	5,075.00
502	1710	516	51	12	E	CELLULAR PHONE	300.00	300.00	300.00	150.00
502	1710	516	51	13	E	ELECTRICITY	41,155.72	41,000.00	40,295.30	20,500.00
502	1710	516	51	14	E	NATURAL GAS	14,805.93	14,000.00	14,475.59	10,500.00

502	1710	516	52	10	E	LEASES-EQUIPMENTS	4,488.29	3,500.00	3,079.50	1,750.00
502	1710	516	52	11	E	RENTALS-EQUIPMENTS	1,009.97			
502	1710	516	56	18	E	R&M-CLUBHOUSE	8,441.94	9,384.00	5,415.01	1,000.00
502	1710	516	56	20	E	R&M OPERATING EQUIPMENT		300.00	278.19	
502	1710	516	62	10	E	MEMBERSHIP DUES	1,654.00	1,954.00	2,539.00	422.00
502	1710	516	69	22	E	LICENSES	1,108.00	1,125.00	1,119.00	1,125.00
502	1710	516	69	78	E	BANK FISCAL CHARGES	19,295.80	19,500.00	16,441.39	10,750.00
502	1710	516	69	79	E	MISCELLANEOUS EXPENSE			4,110.85	
502	1710	516	69	91	E	DEPRECIATION EXPENSE	152,588.30			
502	1710	911	82	13	E	GOLF CARTS		31,000.00	23,834.58	
502	1710	981	91	1	E	TRANSFER TO-GENERAL FUND	25,000.00			
502	1710	981	93	1	E	TRANSFER TO-VEHICLE REP	9,400.00			
502	1710	981	94	2	E	TRANSFER TO-LIABILITY INS	10,000.00	10,000.00	10,000.00	5,000.00

RESTAURANT/BANQUETS FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Facilities Division provides repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings located at the Glendale Lakes Golf Club. The buildings consist of the Golf Clubhouse and the Golf Maintenance Facility.

The maintenance consists of (but is not limited to) the repair/replacement of the following; heating and air conditioning equipment, overhead garage doors, vehicle exhaust systems, painting, carpentry, plumbing, electrical, and custodial services.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
502	1617	511	24	99	E	OTHER PURCHASE-SERVICES	6,353.45	8,038.00	5,898.28	
502	1617	511	33	10	E	JANITORIAL SUPPLIES	3,291.13	3,200.00	3,200.00	2,560.00
502	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY	1,070.45	1,000.00	1,470.63	
502	1617	511	56	18	E	R&M GOLF COURSE-CLUBHOUSE	4,492.91	12,700.00	11,868.45	

RESTAURANT/BANQUETS FUND: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Central Services Division is a centralized grouping for major costs shared by multiple Village departments such as; Medical Insurance, Unemployment Insurance, Illinois Municipal Retirement Fund Employer Contributions, Vacation and Sick Buyback, Health and Wellness and Opt Out Insurance.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
502	1718	516	15	11	E	UNEMPLOYMENT INSURANCE	2,000.00	2,000.00		
502	1718	516	16	10	E	IMRF-EMPLOYER	126,411.93	65,223.00	67,270.51	32,532.00
502	1718	516	16	12	E	MEDICAL-EMPLOYER	111,162.37	105,505.00	94,446.85	67,952.00
502	1718	516	16	18	E	SICK DAYS-BUY BACK ONLY	13,801.85			
502	1718	516	16	30	E	OPT OUT-MED. INSURANCE	1,500.00	1,500.00	1,500.00	
502	9999	999	10	99	E	SALARY & FRINGE				10,900.00



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INSURANCE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

To account for costs attributable to the Village's Workers Compensation and General Liability Insurance programs. Financing is provided by an annual Property Tax Levy and operating transfers from other funds.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
402	0	411	10	14	R	LIABILITY INSURANCE	353,230.46	350,000.00	353,167.15	600,000.00
402	0	461	30	10	R	INTEREST INCOME	432.28			
402	0	491	91	1	R	TRANSFER FROM GEN.FUND		345,000.00	345,000.00	345,000.00
402	0	491	92	1	R	TRANSFER FROM-RECREATION	25,000.00	25,000.00	25,000.00	25,000.00
402	0	491	95	1	R	TRANSFER FROM-ENVIRONMENT	120,000.00	120,000.00	120,000.00	120,000.00
402	0	491	95	2	R	TRANSFER FROM-GOLF COURSE	10,000.00	10,000.00	10,000.00	10,000.00

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
402	0	511	24	81	E	LIABILITY INS. PREMIUMS	453,385.24	478,850.00	448,897.69	478,850.00
402	0	511	24	82	E	LIAB.INS.-CONSULTING	55,050.00	55,000.00	32,333.00	55,000.00
402	0	511	24	83	E	LIAB.INS.-SELF INSURED	253,090.48	255,000.00	74,948.42	255,000.00
402	1111	513	10	10	E	F-TIME & REG.PART-TIME	37,551.14	44,077.00	40,695.21	41,640.00
402	1111	513	15	10	E	FICA-EMPLOYER	2,236.54	2,733.00	2,424.38	2,582.00
402	1111	513	16	10	E	IMRF-EMPLOYER GEN GOV'T	4,920.62	4,900.00	5,210.31	4,900.00
402	1111	513	16	12	E	MEDICAL-EMPLOYER	7,843.36	7,233.00	7,391.68	7,233.00
402	1111	513	16	16	E	MEDICARE-EMPLOYER	523.12	639.00	567.02	604.00
402	9999	999	10	99	E	SALARY & FRINGE				1,020.00
402	9999	999	16	12	E	EXCHANGE-MEDICAL-EMPLOYER	0.20			

PENSION TRUST FUNDS

Pension Trust funds are used to account for assets held by the Village as trustee or agent for individuals, private organizations or other governmental units. The Village's Police Pension Funds provide pension benefits for all retired Police personnel.

The Village's Police Pension System (PPS) participants are obligated to fund all PPS costs, respectively, based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. The PPS are reported as pension trust funds because of the Village's fiduciary responsibility.

POLICE PENSION FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Police Pension Plan is a single-employer defined benefit pension that covers all sworn police personnel. Although this is a single-employer pension plan, the defined benefits and employee and employer contribution levels are governed by the Illinois State Statutes and may be amended only by the Illinois legislature. The Village accounts for the plan as a pension trust fund. A Pension Trust Fund is used to account for assets of defined pension plans, defined contribution plans, other post-employment benefit plans or other benefit plans held by a government in a trustee capacity.

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
601	0	461	30	10	R	INTEREST INCOME	1,091,806.09	500,000.00	1,193,369.17	500,000.00
601	0	481	41	10	R	POLICE PENSION W/H	456,235.32	442,000.00	478,925.77	442,000.00
601	0	481	45	10	R	VILLAGE POLICE PENSION	1,752,137.65	2,134,438.00	2,150,464.90	2,374,258.00
601	0	481	71	10	R	(GAIN) & LOSS INVESTMENTS	1,451,794.74		930,759.98	
601	0	481	89	10	R	MISCELLANEOUS INCOME	393.08		84.78	

EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 BUDGET
601	0	518	10	98	E	TEMPORARY HELP		2,500.00	1,250.00	2,500.00
601	0	518	16	14	E	TRAVEL, MEETING & CONF.	2,705.00	3,375.00	365.00	3,375.00
601	0	518	21	10	E	AUDITING	1,125.00	1,250.00	1,125.00	2,500.00
601	0	518	21	11	E	LEGAL		8,500.00	3,150.00	8,500.00
601	0	518	24	11	E	LIABILITY INSURANCE	5,608.00	5,700.00		5,700.00
601	0	518	24	23	E	INVESTMENT-MANAGEMENT	123,528.79	90,000.00	134,385.13	90,000.00
601	0	518	62	10	E	MEMBERSHIP DUES	10,873.23	6,800.00	795.00	6,800.00
601	0	518	69	10	E	PENSION REFUNDS		20,000.00		20,000.00
601	0	518	69	11	E	DISABILITY PENSIONS	204,323.44	216,094.00	216,626.08	216,094.00
601	0	518	69	12	E	RETIREMENT PENSIONS	1,743,931.80	1,413,055.00	1,817,757.27	1,600,000.00
601	0	518	69	13	E	RECORDING SECRETARY	2,500.00			
601	0	518	69	14	E	SURVIVOR BENEFITS	180,213.00	206,609.00	206,609.28	206,609.00
601	0	518	69	99	E	MISCELLANEOUS EXPENSE		120.00		120.00



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CAPITAL IMPROVEMENTS PROGRAM

CAPITAL IMPROVEMENT PROGRAM

What is a Capital Improvement Program?

A Capital Improvement Program (CIP) is a major public infrastructure and planning tool for municipalities. The CIP is a statement of the Village's policies and financial abilities to manage the physical development of the community. The development of a five-year CIP provides a systematic plan for providing infrastructure improvements within a prioritized framework.

The CIP sets the general schedule within which public improvements are proposed to be undertaken. The five-year schedule represents estimated future capital needs that may be funded given projected revenue estimates. The CIP is reviewed and revised annually. Capital expenditures that are expected to have matching favorable revenues are included in the Annual Operating Budget that is presented to the Village Board as part of the annual budget process.

There are several benefits for developing and adopting a Capital Improvement Program. Not only does the CIP become a management tool for the Village Board and Executive staff, a CIP also provides valuable information to the citizens, developers and businesses who are interested in the development of the community. The CIP document also assists in leveraging available resources through improved timing of projects, and coordinating Village projects with those of other public or private entities.

Despite the many benefits of capital improvement programming, it is important to highlight the fact that this is a fluid document and guide. Changes can occur for many reasons. Revenues can fluctuate as a result of changing economic conditions or shifts in public policy. Private economic decisions can also affect the timing, scale and location of capital projects. Finally, community objectives are difficult to set and may be altered during the budget process when priorities are often revised.

In summary, a CIP should reflect community assets, community needs and community goals. A CIP should also provide guidelines for growth and development. Currently, the Village of Glendale Heights does not have a formalized CIP in place. Although the Village has not officially adopted a CIP, major capital expenditures are carefully identified, planned for, and budgeted assuming resources will become available.

The schedules which follow, summarize the Village's capital expenditures. Other attachments provide a greater level of detail for the anticipated operations and maintenance and capital expenditures respectively. The Enterprise Funds, including the Water, Sewer, and Water Pollution Control Facility along with the Glendale Lakes Golf Course are also summarized.

VILLAGE PROPERTY AND FUNDING SOURCES

The Village has responsibility for maintaining the following facilities and equipment:

Public Facilities

The Village is responsible for maintaining the following municipal buildings:

- ❖ Civic Center Campus
- ❖ GH₂O Aquatic Center
- ❖ Sports Hub
- ❖ Center for Senior Services
- ❖ Glendale Lakes Golf Club
- ❖ Historical House
- ❖ Public Works Facilities
- ❖ Parks and Fleets Facilities
- ❖ Water Pollution Control Facility

Public Parking Lots

The Village is responsible for maintaining the following parking lots:

- ❖ Aquatic Center Parking Lot
- ❖ Sports Hub Parking Lot
- ❖ Civic Center Campus Parking Lot
- ❖ Camera Park Parking Lot
- ❖ Public Works Parking Lot
- ❖ Water Pollution Control Facility Parking Lot
- ❖ Glendale Lakes Golf Club Lot
- ❖ 22 Public Park Parking Lots

Village Parks

The Village is responsible for maintaining the following building/properties related to its Parks, Recreation and Facilities Department:

- | | | |
|------------------|--------------------------|-----------------------------|
| ❖ Americana Park | ❖ Heritage Park | ❖ Ringneck Park |
| ❖ Camera Park | ❖ Millenium Park | ❖ Shorewood Park |
| ❖ Circle Park | ❖ Mill Pond Park | ❖ Sidney Park |
| ❖ College Park | ❖ Nazos Park | ❖ Siems Park |
| ❖ Gilberto Park | ❖ Ollman Park | ❖ Safety Town |
| ❖ Gladstone Park | ❖ Pheasant Ridge
Park | ❖ Veterans Memorial
Park |
| ❖ Glen Hill Park | ❖ Reskin Park | ❖ Sports Hub |

Funding:

Since 2007, the Village has taken advantage of four separate Property Tax supported General Obligation and Build America Bond issues to fund several long awaited capital projects. In addition, the Village has been awarded a number of Federal and State grants, all used to

supplement capital project funding including local funds from the Village's General Fund and Recreation Fund reserves.

Capital Projects completed so far include:

- ❖ Renovations to Reskin Park
- ❖ Ornamental Fencing along Schmale Road adjacent to Glendale Lakes Golf Course
- ❖ Remodeling and renovations to the Village's Historical House
- ❖ The Center for Senior Citizens
- ❖ Sewer slip lining on several streets
- ❖ Bloomingdale Road water main replacement
- ❖ 2009 & 2010 Local Street Improvements
- ❖ Infrastructure Improvements (Water & Sewer System)
- ❖ Water Pollution Control Facility Improvements
- ❖ New Front Entrance to Village Hall – Now Fully Handicap Accessible
- ❖ Interior Remodeling of the Glendale Lakes Golf Course Clubhouse, Kitchen, and Patios
- ❖ New Police Station
- ❖ Interior Remodeling of Village Hall
- ❖ Sports Hub Renovation
- ❖ Aquatic Center Expansion
- ❖ Wayfinding Signs for the Civic Center Campus

Though these bond proceeds were able to help the Village take major strides in completing capital projects that needed to be accomplished, there are still other capital improvements that the Village will need to address in the upcoming years. Emphasis will need to be placed on funding projects in several Village Parks which all have playground equipment that will need to be replaced during the same upcoming timeframe. While the Village will continue to seek out grant opportunities, it is anticipated that the majority of funds to complete these projects will come from transfers from the General Fund and Recreation Fund, as well as dedicated proceeds from a cellular tower rental agreement at Camera Park. At this time, the Village does not plan on borrowing again for Capital Improvements.

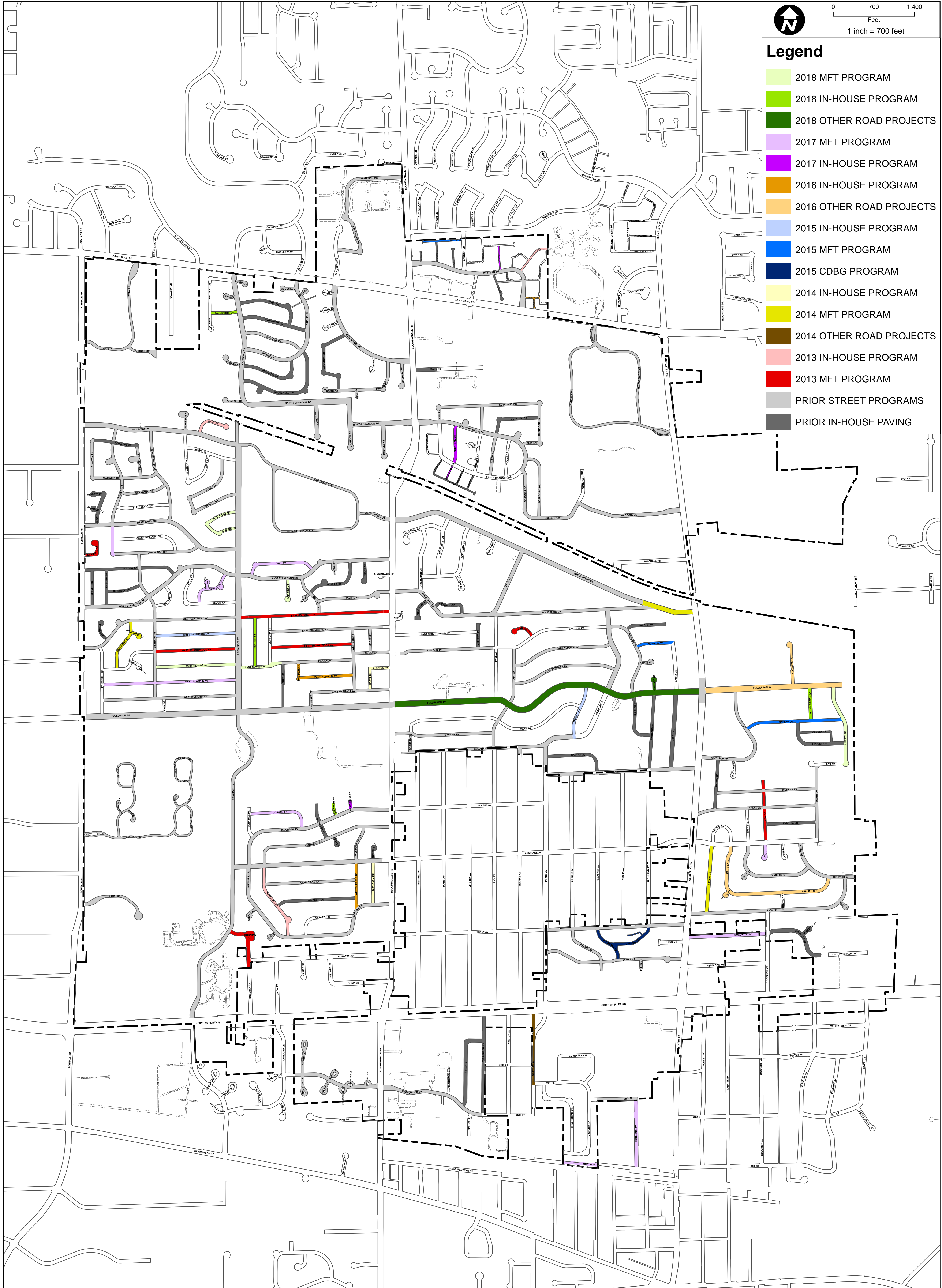
Streets

The Village of Glendale Heights street system consists of 76 miles of asphalt and concrete streets. During the 2008 and 2009 Bond Projects, the Village completed several miles of restructuring and resurfacing of the Village's streets. The streets are monitored on an annual basis, rated, and are given a projected date for resurfacing.

Funding:

The funding for street resurfacing is provided mainly by the Motor Fuel Tax Fund and supplemented by the Infrastructure Fund.

2004-2018 ROAD PROJECTS



Infrastructure

The Village of Glendale Heights infrastructure system consists of 76 miles of water mains, 83 miles of sanitary sewers, 840 street lights, 4 water towers and 1,303 fire hydrants. The water mains and sanitary sewers are monitored on an annual basis, rated, and are given a projected date for replacement.

Funding:

The funding for infrastructure improvements is provided mainly by the Environmental Fund and supplemented by the Motor Fuel Tax Fund, Infrastructure Fund, bonds and grants.

Vehicles and Equipment

The Village maintains 121 vehicles and over 250 pieces of equipment for use by Village staff in the performance of their duties.

Funding:

The Vehicle Replacement Fund (VRF) is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of Vehicles, Equipment, and HVAC units by all Village Departments. Revenues in this fund come from transfers from all departments with vehicles and from proceeds of vehicles which may be sold. Expenses in this fund are the actual purchase of vehicles and equipment by the Village.

Every year during the budget process the schedule of vehicles and equipment for replacement is updated to ensure that accurate vehicle lives and replacement costs are included in the replacement schedule. Each department then submits their requests for replacement for the upcoming year and collectively the VRF committee approves the requests for replacement. The need to replace a vehicle is based on the vehicle's actual condition, number of miles/hours of use, maintenance history and projected future maintenance costs as well as an analysis of the type of vehicle replacement that is needed, and if other options exist for not replacing the vehicle. If a department requests to upgrade a vehicle from its original replacement model, the cost difference is budgeted in the respective department's operating budget.

Based on the approved budget, each fund transfers its contributions to the VRF on a quarterly basis throughout the year. Planning for the replacement of vehicles in this manner eliminates the financial impact that replacing an expensive vehicle or several vehicles all at once will have on a department's operating budget and fund in any given year.

Due to the decline in the economy, the vehicle replacement fund has been short funded in recent years based on the estimated required contribution for each fund; General Fund, Environmental Fund, Golf Fund, Parks & Recreation Fund, and the ESDA Fund. This upcoming year, each fund is contributing only the amount necessary to fund its own scheduled vehicles that are budgeted to be replaced in FY 2017.

Equipment items that are not included in the VRF are budgeted when needed to be replaced and are paid for by the department and fund making the request. The approval of equipment is made by the Village Board at the time of approving the annual budget.

Computer Equipment

The Village maintains several hundred pieces of computer type equipment items such as desktops, laptops, printers, network infrastructure equipment, tablets, and smart phones that are for use by Village staff in the performance of their duties.

Funding:

The Computer Replacement Fund is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of hardware and software licenses by all Village departments. Revenues in this fund come from transfers from all departments with computers. Expenses in this fund are the actual purchase of hardware and software by the Village.

Examples of assets in the Computer Replacement Fund include computers, software licenses, servers, and network equipment. Each asset's replacement cost and useful life is evaluated and contributions to this fund are determined during the annual budget process.

Due to a still recovering economy, the Village decided to delay contribution into this fund in FY 2015/16. The Fund is considered to have been fully funded up until fiscal year 2014/15. A change has been made in the manner in which funding for computer hardware and software items are managed beginning in this budget year. Items with an anticipated cost of \$5,000 and under are reflected in the applicable Fund. Items costing over \$5,000 will remain in the Computer Replacement Fund.

SUMMARY OF CAPITAL REQUESTS BY FUND

Fund Type	Cost Per Project	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
General Fund					
Hesterman Ditch					
Retaining Wall & FES		X			
Special Revenue Funds					
Road Improvements					
STP- Fullerton Avenue Reconstruction			X		
W Altgeld Avenue		X			
Wyatt Lane		X			
Burr Oak Lane		X			
Westchester Drive		X			
Basswood Lane		X			
Harvest Lane		X			
Jill Court		X			
Altgeld Avenue		X			
Opal Avenue		X			
Hemlock Drive		X			
Joseph Lane		X			
Burdette Avenue		X			
Lincoln Avenue			X		
Terry Road			X		
Victoria Lane			X		
Amherst Circle				X	
Terry Road East				X	
Westberg Street				X	
West Wrightwood Avenue				X	
Gregory Avenue					X
Montana Avenue					X
Jacobsen Avenue					X
Armitage Ditch					
Repair concrete floor of the box culvert					X
TIF 1 Infrastructure Improvements					
North Avenue Flood Mitigation Project			X		

Fund Type	Cost Per Project	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
Enterprise Funds					
Secondary Clarifiers - Replace weirs and troughs					
Fine Screen Rehabilitation		X			
Sludge Garage - Sludge Hauling Alterations		X			
Primary Tanks Rehabilitation		X		X	
Digester - Purchase 2 new Blowers				X	
Structural Deficiencies				X	X
Spare Digester - Replace Diffusers and cover					X
DRSCWG Capital Projects (Phosphorus Condition)		X	X	X	X
SCADA Modifications					
Brandon Ct Water Tower Rehab Payment III	\$500K	X			
784 East Burdette Water Tower Rehab Payment II	\$127K	X			
784 East Burdette Water Tower Rehab Payment III	\$127K		X		
*210 North Ave (north) Stge Tank Rehabilitation Payment I	\$279K	X			
210 North Ave (north) Stge Tank Rehabilitation Payment II	\$279K		X		
210 North Ave (north) Stge Tank Rehabilitation Payment III	\$279K			X	
*Water Metering System Replacement	\$4.4M		X	X	
Glengary Avenue Water Main Replacement	\$500K			X	
Westchester Drive Water Main Replacement	\$700K			X	
East Schubert Drive Water Main Replacement	\$800K				X
East Altgeld Water Main Replacement	\$700K				X
*North Ave. Sanitary Sewer Catchment I&I Study Phase II	\$35k	X			
Payson Circle Lift Station Retrofit	\$850K		X		
North Avenue Sanitary Sewer Catchment Repairs	\$1.0M	X	X		
*Gravity Sanitary Sewer Catchment I&I Study	\$200K		X	X	
Gravity Sanitary Sewer Catchment Repairs	\$1.5M				X
SCADA Modifications Water and Sewer Systems	\$400k	X	X	X	

Fund Type	Cost	FY	FY	FY	FY
	Per Project	2018/19	2019/20	2020/21	2021/22
Capital Funds					
Aquatic Center remove sand volleyball court				X	
Aquatic Center add new splash pad area					X
Glen Hill Park develop a soccer field adjacent to park			X		
Glen Hill Park replace playground structure					
Millennium Park replace playground structure				X	
Ollman Park parking lot overlay				X	
Camera Park develop playground/walking path area by concessions				X	
Camera Park provide fishing station/pier access to wetland and pond					X
Camera Park develop a 9-hole disc golf course		X			
Circle Park parking lot overlay			X		
College Park remove and replace existing basketball court and parking lot		X			
Nazos Park Main parking lot overlay			X		

*Denotes a potential impact to operations and maintenance.

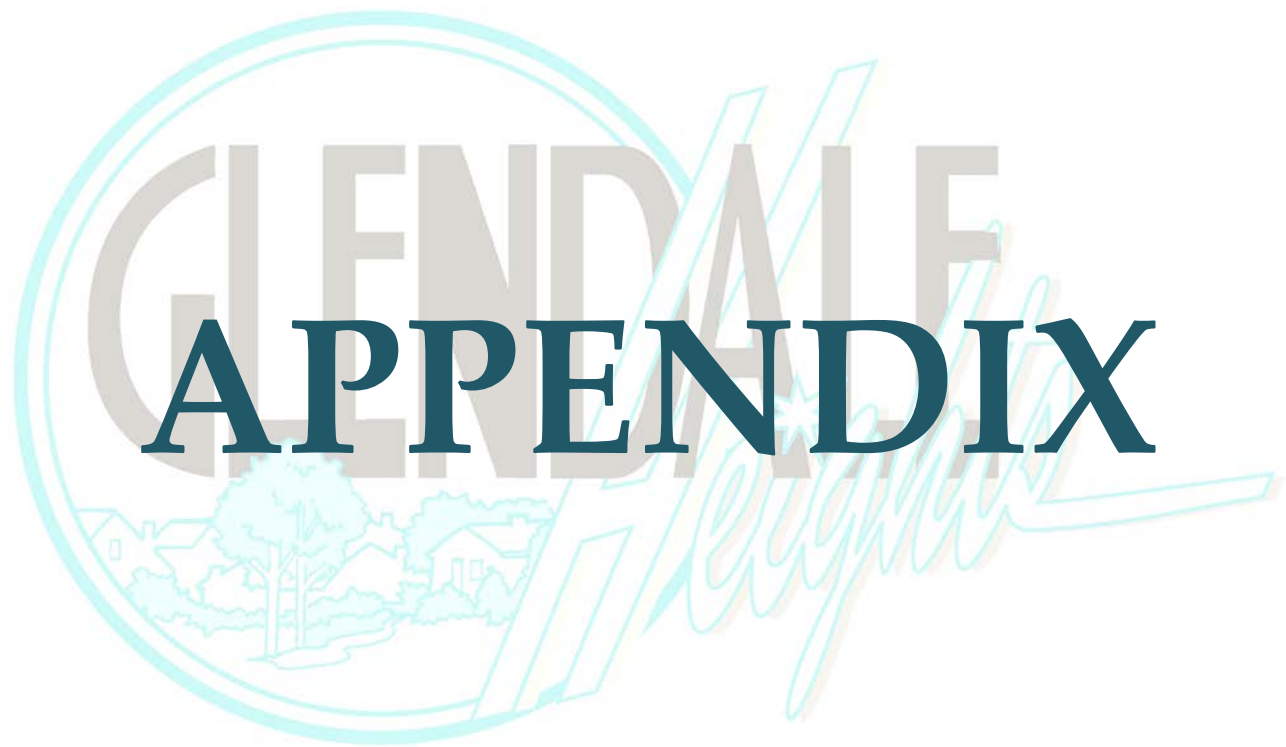
Initial renovations to Water Towers or Storage Tanks requires coordination between the contractor and Village staff. The amount of time spent on these projects is minimal however, it is necessary to fulfill the project. In these instances staff provide valving, flushing and coordination efforts at the beginning of the project and upon completion.

The proposed Water Metering System Replacement will require staff time at the end of the project as it is anticipated some effort on the Villages part will be required in dealing with outstanding metering equipment replacements. Additionally, there will be training and staff time required for billing and customer inquiries when dealing with the new system.

Before any of the proposed I&I Studies are undertaken staff will be required to notify of all residents affected by the study. This involves placing a door hanger at every property; this is quite involved and takes several days to complete. Additionally, ad-hoc requests for maintenance work during these studies occur and requires staff time to undertake. These are minimal however; they are required to complete the project.



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ADMINISTRATIVE POLICY

MONITORING OF POSTINGS AND/OR CODINGS TO THE BUDGET

All departments are required to review Accounts Payable, Journal Entries, Encumbrances, etc. and all transactions on their respective budget statements on a monthly basis. If there are any incorrect general ledger accounts(s) used and/or mis-posting within their respective departments, they are to be corrected via Journal Entry Re-class form within 10 working days of receipt of the Budget Statement. A Journal Entry Re-class form will be completed by the department and submitted to the Finance Department. Forms should have supporting detail attached.

If the Journal Entry Re-class form is charging the budget of another Department, staff are required to advise that Department in writing of their action. Departments should not be charged without their approval.

If staff are processing a voucher and charging another department part or all of the expense, they must get that department manager's approval on the voucher prior to sending it to Accounts Payable for payment processing. This is not applicable to a monthly recurring charge such as payroll, insurance, legal expense, DuPage Water Commission and similar regular monthly transactions.

After the Six Month Review is prepared, NO Journal Entry Re-class forms are to be submitted affecting a transaction posted to the General Ledger prior to October 31st.

VILLAGE EXCEED BUDGET APPROVAL (VEBA)

It is the policy of the Village of Glendale to adopt a zero base, line item budget each fiscal year. It is the responsibility of each Department Manager to carry out public services and business operations in their respective departments within the appropriated amount of funds provided in each line item (including sub-line items) in the fiscal year budget.

The Village Exceed Budget Approval (VEBA) is designed to recognize that all situations and conditions cannot be anticipated in the budget process. Unforeseen situations arise during the course of the fiscal year that require the expenditure of funds that exceed the funding in a particular line item or sub-line item, or that were not budgeted for at all. Some examples include, a higher than expected increase of insurance rates, the breakdown and needed repair of an essential piece of equipment, a natural disaster that resulted in higher than average overtime wages, a new or expanded public service initiated by the Village Board, or a recreation program with higher than anticipated participants resulting in the higher expenses.

In an effort to control and reduce the number of VEBA forms that are submitted and the associated financial impact, the following VEBA policy is established:

VEBA FORM SUBMITTAL & AUTHORIZATION

1. All Department Managers are responsible for reviewing and analyzing ALL of their budget account numbers and line items on a monthly basis to monitor spending during the course of the fiscal year, and to identify and correct errors in account number expenses or allocated charges within 30 days. When one department has expenses that need to be charged to another department's account, the department head responsible for the account must give approval PRIOR to the charge being processed. The Finance Director is responsible for all accounts in the General Fund Central Services accounts.
2. Department Managers must submit a VEBA form and secure authorization from the Village Administrator to shift funds between sub-line items in any single account even when such shifting of funds may not result in an overall need for more funding in the account.
3. Department Managers must submit a VEBA form and secure written authorization from the Village Administrator PRIOR to committing to any expense that is either over the line item budgeted funds or was not specifically budgeted. A complete and accurate explanation together with a copy of the computer system print out of the specified account must be attached.
4. A calculation must be provided for any request for an expense increase that is substantiated by an associated revenue increase. For example, if a recreation program has a greater number of participants than anticipated, therefore the expenses to run the program are also greater, an explanation of the original revenue/expense calculation compared to the actual revenue/expense calculation must be provided on the VEBA form.
5. Department Managers are responsible to maintain their own records of all VEBA authorizations for shifting funds between sub-line items and for additional funding authorizations. All additional fund authorizations during the first six months of the fiscal year must be entered into the six-month review system and clearly stated as pre-approved.

BUDGET MANAGEMENT POLICY

BACKGROUND

Each year, the Village Board approves an annual budget and subsequently approves an Appropriations Ordinance which grants spending authority to Village staff. Great care is taken by Staff and Board members to anticipate the necessary expenditures for the upcoming fiscal year, with priority given to the protection of human health, the preservation of private and

public assets and sustaining and / or enhancing the quality of life within the community. The intent of this policy is to provide direction to Staff on how to best manage the approved budget while incurring the necessary expenses to provide quality services.

LEGAL LEVEL OF BUDGETARY CONTROL:

Department level, or where no departmental segregation of a fund exists, the fund level.

EXPENDITURES WITHIN BUDGET

Certain expenditures are essential to providing public services such as salaries, commodities and capital outlay. These expenditures have been budgeted based on the best information available during the budget process. Staff prepares a detailed budget document listing each expected item for the fiscal year. Once approved by the Village Board, Staff is charged with managing the expenditures of their departments as close to the approved budget as possible. Staff is responsible for ensuring all expenditures are considered necessary, competitive whenever possible and procured through the purchasing policy of the Village.

In the event a budgeted item is no longer necessary, staff may substitute alternate purchases as long as the expenditure is again necessary as well as appropriate. However, when possible staff is strongly encouraged to allow any surplus for the year to accrue as maintaining the fiscal health of the Village funds is vital to financial stability. Staff will not purchase any non-necessary items with the justification of having budget funds available.

EXPENDITURES OUTSIDE OF THE BUDGET

The actual costs of providing Village services will on occasion vary from the approved Village budget due to extraordinary circumstances, acts of nature, unforeseen changes to the market and various other causes. When Staff encounters situations requiring expenditures either in excess of the approved amount or unbudgeted altogether, Staff will evaluate options for remedying the over-budget situation in the following order:

1. Determine if other items budgeted within the same account will not be necessary during the fiscal year sufficient to cover the unplanned item(s). If so, no other action is necessary at this point.
2. Identify any possible budget transfer. Budget transfers will be submitted first to the department director responsible for the account(s) in question and then to the Village Administrator for review, approval and application. Allowable budget transfers will meet all of the following criteria:
 - a) Within the same fund
 - b) Within the same department
 - c) Within the same object class (i.e. commodity to commodity, capital to capital, etc.)

- d) Sufficient funds exist in the account being transferred from in order to cover not only the transfer, but also any item(s) to be purchased from that account during the remainder of the fiscal year.
3. For over-budget situations that will be significant, a formal amendment will need Village board approval. These amendments will be brought to the board at the six-month budget review, or sooner if deemed necessary by the Village Administrator or designee. Any budget amendments that increase the total budgeted expenditures in a fund must be approved by the Village Board. To be considered, amendments will need to be submitted with all required details as follows:
 - b) Department director approval (or designee)
 - c) Village Administrator approval (or designee)
 - d) Finance Director approval (or designee)
4. For over-budget situations that will be minor compared to the total budget of the account, the account will be allowed to go over budget for the fiscal year with the requirement that sufficient budget funds exist within that fund AND department to absorb the deficit for the fiscal year. The Village Administrator and the Finance Director, will determine if the amount of deficit is minor or material.

REVIEW AND REPORTING

Department directors will be responsible for managing their approved budgets at the department level. They will be held accountable for all items charged to their accounts. Directors will need to monitor their accounts as any discrepancies from what is expected by a director should be reported to Finance for further detail.

Finance department staff will review the expense report closely each month to identify any material variances from budget. Department directors will be required to provide sufficient explanation as requested as to the cause of the material variances. The Finance Department will produce a monthly department report which will not only discuss important items of note but also provide useful and concise financial information for Village Board review. This report will be distributed to the Board no more than forty-five (45) days after each month end. Reports will be issued sooner where possible, allowing time for bank reconciliations and end-of-month accounting entries as well as report preparation and review.

CREDIT CARD POLICY

The Village of Glendale Heights shall upon the authorization of the Village Administrator issue credit cards to specified individuals and or a department for use on transactions of the Village of Glendale Heights. Use of the issued card is specific as authorized only for the use of a legal Village transaction.

The individual or department head is responsible to maintain security of the card to assure proper use. Further, the individual or department is responsible that payments of charges made on the card are promptly paid on time to avoid any late payment fees and interest charges. Note that on occasion the card may be delegated for use to a department not holding a credit card, when it is appropriate and convenient or necessary to have a Village credit card used. If that department has not paid the charge on time they are responsible for the late or interest fees. The individual or department are responsible to reconcile the monthly statement received from the card company to assure transactions charged are correct and any unpaid balance is correct and that a voucher for payment has been processed.

The card may be used only for approved budget items and in accordance with established purchasing policies. The card may not be used for a personal, non-work transaction.

When payment vouchers are processed, copies of the receipt of payment should be attached. Each such receipt or document should have an explanation of the purpose of the use of the card. Restaurant receipts should have listed the names of all persons included in the meal charges.

When credit cards are utilized for travel, advance deposits, reservations etc. an expense report needs to be promptly filed. The charges incurred on the credit card should be listed and designated on the expense report.

Upon transfer to another department or termination of employment the credit card needs to be returned to the Village of Glendale Heights and a written receipt of return secured.

The Village will also have credit cards issued by vendors such as Costco, Target, etc. These cards will be maintained by the Purchasing Department. They will be issued for use upon request and must be returned to the Purchasing Department immediately after the designated use.

FUND BALANCE POLICY

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the General Fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.

The adequacy of unrestricted fund balance in the General Fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their General Fund of no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures.

The Village Board of Trustees, acknowledge and embrace the need to ensure the financial security and solvency of the Village, to preserve and enhance the Village's investment grade credit ratings and to ensure the availability of funds for use in addressing expenses related to extreme situations, such as unforeseen emergencies, unanticipated expenditures and revenue shortfalls.

The Village Board of Trustees finds that maintaining a minimum unrestricted fund balance in the General Fund Reserve in an amount equal to no less than thirty-three and one-third (33.33%) percent (four (4) months) of the Village's budgeted General Fund operating expenditures shall suffice to ensure the satisfaction of the policy goals established in Resolution No. 2013 –R 76.

The Reserve established shall be maintained at an amount equal to no less than 33.33% (four months) of the General Fund's annually budgeted operating expenditures. The Reserve is established to pay for expenses caused by unforeseen emergencies or for shortfalls caused by revenue declines.

The Reserve Policy shall be reviewed by the Board of Trustees annually in conjunction with the adoption of the Budget.

INVESTMENT POLICY

SCOPE OF INVESTMENT POLICY

This investment policy applies to the Village of Glendale Heights except for the Police Pension Fund. It is inclusive of all other funds that that may be created from time to time during the budgeting process.

Moneys for the Police Pension Fund will be administered by the persons designated by the Board of Trustees for the Police Pension Fund or their appointed person.

PRUDENT PERSON POLICY

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

OBJECTIVES OF INVESTMENT POLICY

The purpose of this policy is to establish guidelines and parameters for the management of cash assets of the Village of Glendale Heights. These guidelines are for Village officials charged with the responsibility for the stewardship of funds.

OBJECTIVES INCLUDE

1. Safety of principal is a foremost objective. Each investment transaction shall reasonably seek to ensure that capital losses are avoided.
2. The Village shall diversify investments to avoid incurring unreasonable risks. This shall include investment types and/or investment firms and institutions.
3. The Village investment portfolio shall remain sufficiently liquid to enable the Village to meet operating requirements which may be reasonably anticipated. A guideline for this amount would be to have 90 days liquid assets to cover operating expenses. Based upon reasonable investment decisions it may be more than 90 days.

RESPONSIBILITY FOR INVESTMENT PROGRAM

The establishment of investment policies is the responsibility of the Village Board, Village Administrator and the Village Treasurer. Management and administrative accountability shall be delegated to the Director of Finance under the direction of the Village Administrator. The Director of Finance shall be authorized to conduct transactions of investment and/or reinvestment of funds in accordance with this investment policy.

The responsibility for investment activities of the Police Pension Fund rests with the Board of Trustees of the Police Pension Fund.

CASH MANAGEMENT

Receipts

All monies due the Village shall be collected as promptly as possible. Monies that are received shall be deposited in an approved financial institution no later than two business days after receipt by the Village. Exception to this time may be applicable under extenuating circumstances. Amounts that remain uncollected after a reasonable length of time shall be subject to any legal means of collection and may include penalties and/or cost of collection including but not limited to administrative and legal cost incurred.

All financial institutions (banks, savings or building loan and credit union) are required to submit the complete "Call Report" required by their regulatory authority each annual quarter within 30 days of the date their regulatory authority requested same (commonly March, June, September, & December of each year).

Disbursements

Any disbursement due suppliers of goods and/or services or to employees for salaries and wages shall be contingent upon an available budget appropriation. Disbursements are made in accordance with Village policy.

Pooling of Cash

Except where otherwise provided by the Board of Trustees, the Village Finance Director will be authorized to pool the cash of various funds to enhance investment earnings where in his/her opinion it is advantageous and prudent to do so. Investment income will be allocated to the various funds based upon their respective participation.

Accounting

The Village of Glendale Heights maintains its accounting records on the basis of fund accounting. Each fund is considered a separate accounting entity. All investment transactions shall be stated at fair value in accordance with GASB Statement 31.

Financial Institutions

The Village of Glendale Heights shall select financial institutions on the following basis:

Security: Selected financial institutions shall be a member of the FDIC or the FSLIC systems. The institution shall be required to post required collateral for funds in excess of the FDIC or FSLIC insurable limits. The Village will not maintain deposits in any financial institution in which Village funds on deposit will exceed Seventy-Five (75%) percent of the institutions' capital stock and surplus. Reasonable fees and charges for services rendered by the institution are normal, anticipated and acceptable. Fees are inclusive of a reasonable cost factor for collateralization when required and applicable.

Location: When possible the Village will utilize financial institutions within the Village of Glendale Heights and not precluded by other standard of this policy. However other qualified depositories may be used regardless of location.

Statement of Condition: The Village will maintain for public and management, current statements of condition for each financial institution named as a depository. The refusal of any said institution to provide such data upon request may serve as sufficient cause for withdrawal of funds.

Investment Selection: The Village may invest in any type of security allowed in the Illinois Statutes except that it should specifically avoid any purchase of financial forwards or futures, any leveraged investments, lending securities or derivatives. Investments shall be selected to provide asset growth and to accomplish the goals of the Village.

COMMERCIAL PAPER

A Standard & Poor's commercial paper rating is a current assessment of the likelihood of timely payment of debt considered short-term in the relevant market. Ratings are graded into several categories ranging from "A-1" for the highest quality obligations to "D" for the lowest. These categories are as follows:

- A-1 This highest category indicates that the degree of safety regarding timely payment is strong. Those issues determined to possess extremely strong safety characteristics are denoted with a plus sign (+) designation.
- A-2 Capacity for timely payment on issues with this designation is satisfactory. However, the relative degree of safety is not as high as for issues designated "A-1".
- A-3 Issues carrying this designation have adequate capacity for timely payment. They are, however, more vulnerable to the adverse effects of changes in circumstances than obligations carrying the higher, designations.

The Village shall invest primarily in A-1 Rated Paper. Due to availability and a higher return on Investment, A-2 may be utilized but not to exceed Fifteen (15%) percent of total investments. A-3 not to exceed Five (5%) percent of total investment. However, the total investment of A-2 and A-3 combined shall not exceed Fifteen (15%) percent.

CERTIFICATES OF DEPOSIT

Investments shall be made in transaction amounts not to exceed FDIC limits in financial institutions with FDIC coverage.

DIVERSIFICATION AND MATURITIES

In order to reduce the risk of default, the investment portfolio of the Village shall not exceed the following limits unless specifically authorized by the Board of Trustees.

No financial institution shall hold more than Fifty (50%) percent of the Village investment portfolio, exclusive of U.S. Treasury securities.

Commercial paper shall not exceed Twenty (20%) percent of the Village's investment portfolio.

Illinois Funds shall not exceed Fifty (50%) percent of the Village's investment portfolio.

Up to Twenty (20%) percent of the Village's investment portfolio may be invested for a maximum period of Three (3) years.

Certificates of deposit shall not exceed FDIC limits. The Village may invest in more than one certificate of deposit at an individual banking institution provided that the total value of the certificates of deposit at said institution shall not exceed FDIC limits. Brokered certificates of deposit shall not exceed Fifty (50%) of the Village's investment portfolio.

Maturities of invested funds shall be determined by the Director of Finance. They shall be determined by the cash operating requirements, return on investment opportunity and any pertinent reasonable judgment. Except as provided herein General Fund and Special Revenue Funds shall be limited to a maximum of thirty-six (36) months from the date of purchase. Other

funds shall have a guideline of thirty-six (36) month maximum, but may be purchased with a longer maturity to match future project or liability requirements.

COLLATERAL

It is the policy of the Village to require that funds on deposit in excess of FDIC or FSLIC limits be secured by some form of collateral. The applicable institution must submit that list of collateral for approval by the Village. The following are acceptable assets as collateral.

1. United States Government Securities
2. Obligations of Federal Agencies
3. Obligations of Federal Instrumentalities
4. Obligations of the State of Illinois

The amount of collateral provided will not be less than One Hundred Ten (110%) percent of the fair market value of the net amount of public funds secured, the ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly, and additional collateral will be requested when the ratio declines below the required level. Collateral agreements will preclude the release of pledged assets without the authorized signature from the Village of Glendale Heights.

INTERNAL CONTROLS

The Director of Finance shall establish a system of internal controls complying with accepted accounting principles. These controls may be revised or vary from time to time to comply with General Ledger systems and improved methods and/or procedure. The internal controls shall be reviewed for approval in conjunction with the annual examination of the financial statements and procedures of the Village. The controls shall be designed to prevent loss of public funds arising from fraud, employee error, misrepresentation of third parties or imprudent actions by employees and officers of the Village. The general ledger accounts will be reconciled monthly to institution or investment statements.

REPORTING

The Director of Finance shall submit monthly investments or supplemental reports or statements that provide the following information:

1. Principal type of investment and where invested by fund
2. Earnings for the current month and year to date

Reports and statements are not limited and may contain additional informative data.

The reports shall be provided to the Village President Board of Trustees and other Village managers as deemed appropriate.

AMENDMENT

This policy shall be reviewed periodically and any changes will be presented to the Board of Trustees for their approval.

PURCHASING POLICY

(Village Code – Title 3, Chapter 1)

PURPOSE; SCOPE; EXEMPTIONS:

Purpose:

The purpose of this chapter is to provide for the fair and equitable treatment of all persons involved in public purchasing by the village, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Scope:

This chapter applies to contracts for the procurement of equipment, supplies, services and construction of public improvements entered into by the village. It shall apply to the expenditure of public funds by the Village for public purchasing. When the procurement involves any expenditure regulated by federal or Illinois law or by federal or Illinois regulations, the procurement shall be conducted in accordance with any mandatory applicable laws and regulations. (Ord. 2007-100, 10-18-2007)

Exemptions:

The provisions of this chapter shall not apply to the selection of the Village attorney who shall be appointed by the Village president pursuant to section 1-7-3 of this code or other special legal counsel retained by the village. (Ord. 2009-62, 11-19-2009)

The provisions of this chapter shall not apply to the purchases made by the Village director of golf course operations pursuant to section 1-7E-1 of this code. (Prior ord.)

PURCHASING AGENT:

Administrative Services Manager Serve As

Except as otherwise provided herein, the administrative services manager shall serve as the principal public purchasing official for the Village and shall be responsible for the procurement of equipment, supplies, contractual services and construction of public improvements in accordance with this chapter, as well as the management and disposal of supplies. In the event of a vacancy in the office of the administrative services manager, the Village administrator shall act as the administrative services manager until such time as the office is no longer vacant.

Duties

In accordance with this chapter and subject to the supervision of the Village administrator, the administrative services manager shall:

1. Procure or supervise the procurement of equipment, supplies, contractual services, and construction of public improvements needed by the village;
2. Exercise general supervision over all inventories of equipment and supplies belonging to the village;

3. Sell, trade, or otherwise dispose of surplus equipment or supplies belonging to the village; and establish and maintain programs for specifications development, contract administration, inspection and acceptance, in cooperation with the departments using procured equipment, supplies, and contractual services, in construction of public improvements.

Delegation of Purchasing Duties

With the approval of the Village president, Village administrator and board of trustees, the administrative services manager may delegate authority to other Village officials to purchase certain equipment, supplies, contractual services, or construction of public improvements items if such delegation is deemed necessary for the effective procurement of those items. (Ord. 2007-100, 10-18-2007)

COMPETITIVE SEALED BIDDING

All contracts of the Village for the purchase of equipment, supplies, contractual services or construction of public improvements exceeding ten thousand dollars (\$10,000.00) shall be awarded by competitive sealed bidding, except as otherwise provided.

The administrative services manager shall issue an invitation for bids which shall include specifications and all contractual terms and conditions applicable to the procurement.

Adequate public notice of the invitation for bids shall be given not less than ten (10) calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation within the community in a reasonable time prior to bid opening. The public notice shall state the place, date, and time of bid opening.

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids.

Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspections, testing, quality, workmanship, delivery, and suitability for particular purposes. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used.

Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. If mistakes are discovered before bid opening, the bid may be withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. Any modification prior to the bid opening must be submitted in a sealed envelope prior to the scheduled opening of the bid. After bid opening, no changes in bid prices or other provision of bids prejudicial to the interest of the Village or fair competition shall be permitted.

In lieu of the bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if, in the sole judgment of the board of trustees:

1. The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
2. The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made.

All requests to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written request to the administrative services manager indicating the reason for the request.

Unless all bids are rejected by the board of trustees, the contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. In the event the low responsive and responsible bid for a construction of public improvements project exceeds available funds, the administrative services manager is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds.

When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of un-priced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation. (Ord. 2007-100, 10-18-2007)

COMPETITIVE SEALED PROPOSALS

When the board of trustees determines that the use of competitive sealed bidding is either not practicable or not advantageous to the village, a contract may be entered into by use of the competitive sealed proposals method.

Proposals shall be solicited through a request for proposals.

Adequate public notice of the request for proposals shall be given in the same manner as provided in subsection 3-1-3C of this chapter, provided the minimum time shall be twenty (20) calendar days. (Prior ord.)

No proposals shall be handled so as to permit disclosure of the identity of any offerer or the contents of any proposal to competing offerers prior to the time at which the proposals are due. A register of proposals shall be prepared containing the name of each offerer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after the time at which proposals have been formally awarded. (Ord. 2007-100, 10-18-2007)

The request for proposals shall state the relative importance of price and other evaluation factors.

As provided in the request for proposals, discussions may be conducted with responsible offerers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerers shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

The award shall be made by the board of trustees to the responsible offerer whose proposal is determined to be the most advantageous to the village, taking into consideration price and the evaluation factors set forth in the request for proposals. (Prior ord.)

AUTHORIZATION OF AWARD AND FORMAL BID WAIVERS

The Village administrator shall have the authority to provide approval authorization of recommendations for all formal bid waivers, award of formal sealed competitive bids, and award of request for proposals with monetary values not to exceed twenty thousand dollars (\$20,000.00). The Village president and board of trustees shall provide authorization for values exceeding twenty thousand dollars (\$20,000.00), or values below twenty thousand dollars (\$20,000.00) as requested by the Village administrator, of the award of formal sealed competitive bids and award of request for proposals. The board of trustees, by a vote of two-thirds ($\frac{2}{3}$) of all trustees elected, may waive any and all requirements of section 3-1-3 or 3-1-4 of this chapter. (Ord. 2007-100, 10-18-2007; amd. 2011 Code)

SMALL PURCHASES

Any purchase not exceeding ten thousand dollars (\$10,000.00) may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section. (Ord. 2007-100, 10-18-2007)

Insofar as is practical for small purchases in excess of one thousand dollars (\$1,000.00), no less than three (3) businesses shall be solicited to submit quotations. The award shall be made to the business offering the lowest acceptable quotation and in the best interest of the village. The names of the businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as part of the purchase record. (Prior ord.)

The administrative services manager shall adopt operational procedures for making small purchases of one thousand dollars (\$1,000.00) or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service, or construction of public improvements being purchased. (Ord. 2007-100, 10-18-2007)

SOLE SOURCE PROCUREMENT

A contract may be awarded without competition when the administrative services manager determines, in writing, after conducting a good faith review of available sources, that there is only one source for the required equipment, supply, service, or construction item. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. For contracts with values of ten thousand dollars (\$10,000.00) to twenty thousand dollars (\$20,000.00), the administrative services manager must obtain prior authorization from the Village administrator, and contracts with values exceeding twenty thousand dollars (\$20,000.00) must be authorized by the Village president and board of trustees. (Ord. 2007-100, 10-18-2007; amd. 2011 Code)

EMERGENCY PROCUREMENT

Notwithstanding any other provisions of this chapter, the Village administrator may make or authorize the administrative services manager and others to make emergency procurement of equipment, supplies, contractual services, or construction items when there exists a threat to the public health, welfare, or safety; provided, that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. (Ord. 2007-100, 10-18-2007)

CANCELLATION OF INVITATIONS FOR BIDS OR REQUESTS FOR PROPOSALS

An invitation for bids, a request for proposals or other solicitation may be canceled. Any or all bids or proposals may be rejected in whole or in part when it is in the best interests of the village. Each solicitation issued by the Village shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part when it is in the best interests of the village. Notice of cancellation shall be sent to all businesses solicited. (Prior ord.)

RESPONSIBILITY OF BIDDERS AND OFFERERS

If a bidder or offerer who otherwise would have been awarded a contract exceeding ten thousand dollars (\$10,000.00) is found non-responsible, a determination of non-responsibility shall be made by the board of trustees. The unreasonable failure of a bidder or offerer to supply promptly information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or offerer. The administrative services manager shall notify the non-responsible bidder or offerer of the determination. The determination shall be made part of the contract file and be made a public record. (Ord. 2007-100, 10-18-2007)

BID AND PERFORMANCE BONDS

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the administrative services manager or head of a using department deems advisable to protect the Village interest and shall be required for all contracts for the construction of public improvements. Any such bonding requirements shall be set forth in the solicitation. The bid or performance bond shall not be used as a substitute for a determination of a bidder's or offerer's responsibility. (Ord. 2007-100, 10-18-2007)

TYPES OF CONTRACTS

Authorized Contracts

The Village may use any type of contract which is appropriate to the procurement and which will promote the best interests of the village.

Multi-term Contracts

1. Subject to the limitations imposed by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the village, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation, and funds are available for the first fiscal period at the time of contracting. The contract shall provide that the payment and performance obligations for succeeding fiscal periods shall be subject to cancellation and termination without penalty dependent upon the availability and appropriation of funds therefore.
2. Prior to the utilization of a multi-term contract, it shall be determined in writing:
 - a. That the estimated requirements cover the period of the contract and are reasonably firm and continuing.
 - b. That such a contract will serve the best interests of the Village by encouraging effective competition or otherwise promoting economies in Village procurement.
3. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled.

Restrictions on Awarding Contracts

Multiple source awards shall not be made when a single award will meet the Village needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers to meet the valid requirements. (Prior ord.)

CONTRACT ADMINISTRATION SYSTEM

A contract administration system designed to ensure that a contractor is performing in accordance with the solicitation under which the contract was awarded and the terms and conditions of the contract shall be maintained. (Prior ord.)

RIGHT TO INSPECT FACILITIES

As a condition to the submission of any bid, proposal or quotation by a prospective vendor or contractor, the prospective vendor or contractor grants to the Village the permission, at reasonable times upon adequate notice, to inspect the plant of the vendor, place of business, or work site of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the village. (Prior ord.)

REPORT ANTICOMPETITIVE PRACTICES

When, for any reason, collusion or other anticompetitive practices are suspected among any bidders or offerers, a notice of the relevant facts shall be transmitted to the Village attorney or the appropriate legal officer having jurisdiction. (Prior ord.)

VILLAGE PROCUREMENT RECORDS

All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the Village in a contract file by the administrative services manager. (Ord. 2007-100, 10-18-2007)

All procurement records shall be retained and disposed of by the Village in accordance with records retention guidelines and schedules approved by the state of Illinois. (Prior ord.)

MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the Village needs, and shall not be unduly restrictive. The policy enunciated in this section applies to all specifications including, but not limited to, those prepared for the Village by architects, engineers, designers, and draftsmen. (Prior ord.)

BRAND NAME OR EQUAL SPECIFICATION

Brand name or equal specifications may be used when the administrative services manager determines in writing that:

1. No other design or performance specification or qualified products list is available;
2. Time does not permit the preparation of another form of purchase description not including a brand name specification;
3. The nature of the product or the nature of the Village requirements makes use of a brand name or equal specification suitable for the procurement; or
4. Use of a brand name or equal specification is in the best interests of the village. (Ord. 2007-100, 10-18-2007)

Brand name or equal specifications shall seek to designate three (3), or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award. (Prior ord.)

Unless the administrative services manager determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, function, or performance characteristics which are required. (Ord. 2007-100, 10-18-2007)

Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. (Prior ord.)

BRAND NAME SPECIFICATION

The use of a brand name specification may be used when the administrative services manager makes a written determination that only the identified brand name item or items will satisfy the Village needs.

The administrative services manager shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under section 3-1-7 of this chapter. (Ord. 2007-100, 10-18-2007)

RESPONSIBILITY FOR SELECTION OF METHODS OF CONSTRUCTION CONTRACTING MANAGEMENT

The administrative services manager, with direction from the Village administrator, shall have discretion to recommend to the board of trustees the appropriate method of construction contracting management for a particular project. In determining which method to use, the administrative services manager shall consider the Village requirements, its resources, and the potential contractor capabilities. The administrative services manager shall include in the recommendation a written statement setting forth the facts which led to the recommendation of a particular method of construction contracting management for each project.

It is recognized that the following methods are currently being used for control and coordination of construction of public improvements projects:

1. A single prime contractor (including a turnkey or design build contractor); and
2. Multiple prime contractors managed by:
 - a. A designated general contractor;
 - b. A construction manager; or (Ord. 2007-100, 10-18-2007)
 - c. An administrative services manager, public services director or a project manager. (Ord. 2007-100, 10-18-2007; amd. 2011 Code)

BID SECURITY

Bid security shall be required for all competitive sealed bidding for construction contracts when the price is estimated by the administrative services manager to exceed ten thousand dollars (\$10,000.00). Bid security shall be a bond provided by a surety company authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the village. Nothing herein shall prevent the requirement of such bonds in service or commodity contracts when the circumstances warrant.

The bid security shall be in an amount equal to at least ten percent (10%) of the amount bid.

When the invitation for bids requires security, the failure to provide bid security will result in the bid being rejected unless it is determined that the bid fails to comply only in a nonsubstantial manner with the security requirements.

If a bidder is permitted to withdraw its bid before award as provided in subsection 3-1-3F of this chapter, no action shall be had against the bidder or the bid security. (Ord. 2007-100, 10-18-2007)

CONTRACT PERFORMANCE AND PAYMENT BONDS

When a contract for the construction of a public improvement is awarded in excess of ten thousand dollars (\$10,000.00), the following bonds or security shall be delivered to the Village and shall become binding on the parties upon the execution of the contract:

1. A performance bond satisfactory to the village, executed by a surety company authorized to do business in the state or otherwise secured in a manner satisfactory to the village, in an amount equal to one hundred percent (100%) of the price specified in the contract.
2. A payment bond satisfactory to the village, executed by a surety company authorized to do business in the state or otherwise secured in a manner satisfactory to the village, for the protection of all persons supplying labor and materials to the contractor or its subcontractors for the performance of the work provided in the contract. The bond shall be in an amount equal to one hundred percent (100%) of the price specified in the contract.

Nothing in this section shall be construed to limit the authority of the Village to require a performance bond or other security in addition to those bonds or in circumstances other than specified in subsection A of this section. (Prior ord.)

CONTRACT CHANGES

Every contract modification, change order or contract price adjustment in excess of ten thousand dollars (\$10,000.00) and every contract modification, change order or contract adjustment extending the contract completion time under a contract for the construction of a public improvement with the Village shall be subject to prior approval by the board of trustees after receiving a report from the project manager as to the effect of the contract modification,

change order, or contract price adjustment on the total project budget or the total contract budget. (Prior ord.)

ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES

The provisions of this chapter shall not apply to the selection of the Village engineer who shall be appointed by the Village president, with the advice and consent of the board of trustees, pursuant to section 1-7-3 of this code.

If it is necessary to solicit proposals for professional architectural, engineering or land surveying services, the Village shall, unless it has a satisfactory relationship with one or more firms, announce publicly all requirements for the architectural, engineering or land surveying services. In the procurement of architectural, engineering and land surveying services, the administrative services manager shall request firms to submit a statement of qualifications and performance data. The administrative services manager shall mail a notice requesting a statement of interest and in the specific project for which services are sought to all firms who have a current statement of qualifications and performance data on file with the administrative services manager. The administrative services manager shall place an advertisement in a newspaper or periodical of general circulation requesting a statement of interest in the specific project for which services are sought and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the administrative services manager. The advertisement shall state the day, hour and place that the statement of interest and the statements of qualifications and performance data shall be due.

The Village shall negotiate contracts for professional architectural, engineering or land surveying services on the basis of demonstrated competence and qualifications at fair and reasonable prices. Unless the Village has a satisfactory relationship with one or more firms, a selection committee appointed by the Village president, with the advice and consent of the board of trustees, or in the absence of such an appointment, a selection committee composed of three (3) members, including the administrative services manager, the director of public works or another officer with appropriate professional qualifications and the project manager or head of the department in need of the architectural, engineering or land surveying services shall evaluate the firms submitting statements of interest taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness and ability to meet time and budget requirements, location, workload of the firm and such other factors as the selection committee may determine are applicable. The selection committee shall conduct discussions with no less than two (2) firms regarding the proposed contract and the relative utility of alternative methods of approach for furnishing the required services and any required public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services. If fewer than three (3) firms submit statements of interest and the selection committee determines that one or both of those firms are qualified, the selection committee may proceed to negotiate a contract as set forth below with the firm or firms determined to be qualified.

The administrative services manager, in consultation with the selection committee, shall negotiate a contract with the firm considered to be the most qualified for architectural, engineering or land surveying services at compensation which the administrative services manager determines in writing to be fair and reasonable to the village. In making this decision, the administrative services manager shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should the administrative services manager, in consultation with the selection committee, be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the administrative services manager determines to be fair and reasonable to the village, negotiations with that firm shall be formally terminated. The administrative services manager shall then undertake negotiations with the second most qualified. If unable to come to an agreement, the administrative services manager shall then move to the third most qualified or further until an agreement is reached. (Ord. 2007-100, 10-18-2007)

AUTHORITY TO DEBAR OR SUSPEND

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the administrative services manager, after consulting with the Village attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three (3) years. After consultation with the Village attorney, the administrative services manager shall recommend to the Village president and board of trustees to suspend a person from consideration for award of contracts if there is probable cause to believe that person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three (3) months. The causes for debarment include:

Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Village contractor;

Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals; or

Violation of contract provisions, as set forth below, of a character which is regarded by the administrative services manager to be serious as to justify debarment action:

1. Deliberate failure, without good cause, to perform in accordance with the specifications or the time limit provided in the contract;
2. A recent record of unsatisfactory performance in accordance with the terms of one or more contracts;

3. Any other cause the administrative services manager determines to be so serious and compelling as to affect responsibility as a Village contractor including debarment by another governmental entity for any cause listed; or
4. For violation of the ethical standards set forth in sections 3-1-30, 3-1-31, 3-1-32 and 3-1-33 of this chapter. (Ord. 2007-100, 10-18-2007)

BID PROTEST

A. Any actual or prospective bidder, offerer, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Village administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest. The protest shall then be submitted within ten (10) calendar days after such aggrieved person knows or should have known the facts giving rise thereto. (Prior ord.)

B. In the event of a timely protest under subsection A of this section, the administrative services manager shall not proceed further with the solicitation or award of the contract until the Village administrator makes a determination either on the merits of the protest or that the award of a contract without delay is necessary to protect a substantial interest of the village. Protesters shall exhaust their administrative remedy prior to initiating judicial remedies. (Ord. 2007-100, 10-18-2007)

REMEDIES FOR SOLICITATIONS OR AWARDS IN VIOLATION OF LAW

If, prior to the bid opening or the closing date for receipt of proposals, the administrative services manager, after consultation with the Village attorney, determines that a solicitation is in violation of federal, state, or municipal law, then the solicitation shall be canceled or revised to comply with applicable law.

If, after the bid opening or closing date for receipt of proposals, the administrative services manager, after consultation with the Village attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award shall be canceled.

If, after an award, the administrative services manager, after consultation with the Village attorney, determines that a solicitation or award of a contract was in violation of applicable law and the person awarded the contract has not acted fraudulently or in bad faith:

1. The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the village;
2. The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

3. If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void, if such action is in the best interests of the village. (Ord. 2007-100, 10-18-2007)

COOPERATIVE PURCHASING

The Village shall utilize joint or cooperative purchasing pursuant to the provisions of article A of this chapter whenever favorable prices are obtained for required goods and contractual services. (Prior ord.)

SURPLUS PROPERTY

The administrative services manager shall provide a written recommendation to the Village administrator when Village property should be designated as no longer necessary or useful to or in the best interests of the village. The Village administrator may approve or disapprove of the designation made by the administrative services manager.

Upon approval of the designation by the Village administrator, the administrative services manager is authorized to sell or otherwise dispose of all surplus personal property with a current market value of less than two thousand five hundred dollars (\$2,500.00). A record shall be kept of all dispositions of property made by the administrative services manager.

For the disposition of surplus property with a value greater than two thousand five hundred dollars (\$2,500.00), approval of the Village president and board of trustees, including approval of the manner of sale and publication of legal notice, is required. (Ord. 2007-100, 10-18-2007)

CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this chapter constitute violations of the Illinois criminal code, they shall be punishable as provided therein. (Ord. 2007-100, 10-18-2007)

EMPLOYEE CONFLICT OF INTEREST

It shall be unethical for any Village employee to participate directly or indirectly in a procurement contract when the Village employee knows that:

- A. The Village employee or any member of the Village employee's immediate family has a financial interest pertaining to the procurement contract; or
- B. Any other person, business, or organization with whom the Village employee or any member of a Village employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract. (Ord. 2007-100, 10-18-2007)

GRATUITIES AND KICKBACKS

It shall be unethical for any person to offer, give, or agree to give any Village employee or former Village employee, or for any Village employee or former Village employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal thereof.

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. (Ord. 2007-100, 10-18-2007)

USE OF CONFIDENTIAL INFORMATION

It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person. (Ord. 2007-100, 10-18-2007)

CONFIDENTIAL REPORTING ADMINISTRATIVE POLICY

I. General

The Village of Glendale Heights expects its board members appointed officials department directors officers employees and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Village of Glendale Heights we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all board members appointed officials department directors officers employees and other representatives to report wrongful conduct in accordance with this administration policy procedure.

III. Wrongful Conduct

Wrongful Conduct is defined in this administrative policy to include a serious violation of Village of Glendale Heights policy such that could result in termination a violation of applicable state and federal law or the use of Village of Glendale Heights property resources or authority for personal gain or other non organization related purpose except as provided under

Village of Glendale Heights policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by this confidential reporting policy. Rather this policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the Village of Glendale Heights.

IV. No Retaliation

No board members appointed officials department directors officers employees and other representatives who in good faith report Wrongful Conduct will suffer harassment retaliation or adverse employment consequence. Any director officer or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment. This confidential reporting policy is intended to encourage and enable employees and others to raise serious concerns within the Village of Glendale Heights prior to seeking resolution outside the Village of Glendale Heights.

V. Reporting Wrongful Conduct

The Village of Glendale Heights encourages its board members appointed officials department directors officers employees and other representatives to share their questions concerns suggestions or complaints with someone who can address them properly such as a direct supervisor or department director. Any board member appointed official department director officer employee or other representative may report Wrongful Conduct to the appropriate department director the Village Administrator or the Village President of the Board of Trustees. If the Wrongful Conduct implicates one or all of the above or if the reporting individual is not comfortable speaking with or not satisfied with the response of the foregoing individuals the issue may be reported to any member of the Village Board of Trustees or the Village's Human Resources Department, The Village Administrator, Village President and any member of the Village Board of Trustees to whom a report of Wrongful Conduct is made is required to immediately advise the Board of Trustees of such report of Wrongful Conduct.

VI. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VII. Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible

consistent with the need to conduct an adequate investigation.

VIII. Handling of Reported Wrongful Conduct

When an Administrative Investigation is to be conducted pursuant to an internal review process Department members shall be notified in writing within a reasonable time frame and when it will not reasonably compromise the internal review process of a complaint against them. A representative of Village Administration will notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct within five business days unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

GLOSSARY

Accrual Basis of Accounting: A method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of

Appropriation: an authorization by the Village Board to make expenditures and to incur obligations for a specific purpose

Assessed Valuation: a value established for real property for use as a basis in levying property taxes

Audit: Prepared by an independent certified public accountant, the primary objective of an audit is to determine if the Village’s financial statements fairly represent the Village’s financial position and results of operations in conformity with generally accepted accounting principles

Balanced Budget: A budget is balanced when planned revenues or existing fund equity equal or exceed planned expenditures, that is, total outlays or disbursements, for a fiscal year

Bond: a form of borrowing that reflects a written promise from the Village to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects

Budget: a financial plan for a specified period of time that matched projected revenues and planned expenditures to municipal services, goals and objectives. The Village of Glendale Heights uses a budget covering one fiscal year, May 1st thru April 30th

Budget Message: provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years and the views and recommendations of the Village Administrator

Capital Expenditure: any expense that results in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements (interchangeable with the term capital outlay)

Capital Improvement: a permanent addition to the Village’s assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of the same

Capital Outlay: any expense that result in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements (interchangeable with the term capital expenditure)

GLOSSARY (cont.)

Capital Projects: the largely one-time cost for acquisition, construction, improvement, or renovation of land, structures and improvements thereon. The cost must be \$25,000 or more in order to be considered a capital project. All vehicle purchases are also considered capital projects, even if the cost is below \$25,000

Charges for Services: a revenue category which includes a charge for a specific service. These primarily include water & sewer revenues, recreation and golf course program fees, and other miscellaneous user fees

Debt Service: payment of principal and interest on an obligation resulting from the issuance of bonds or notes

Deficit: an excess of expenditures over revenues

Depreciation: The loss of asset value over time and usage, recorded as an expense under the full accrual method of accounting.

Equalized Assessed Valuation (EAV): a value established for real property for use as a basis in levying property taxes within DuPage County, Illinois. The EAV is calculated by taking the Assessed Valuation multiplied by the DuPage County equalization factor, which changes every year

Expenditure: the outflow of funds paid or to be paid for an asset or goods and services obtained, regardless of when the expense is actually paid

Fiscal Year: a 12-month period of time to which the budget applies; the fiscal year for the Village of Glendale Heights is May 1st thru April 30th

Full-Time Equivalent: the decimal equivalent of a part-time position converted to a full-time base (an employee that works a 40-hour work week is 1.0)

Fund: an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created

Fund Balance: the amount of financial resources available for use; the excess of assets over Liabilities

Generally Accepted Accounting Principles: uniform minimum standards and guidelines for financial accounting and reporting

GLOSSARY (cont.)

Grant: contribution of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility

Home Rule: the power of a local village or county to set up its own system of governing and local ordinances without receiving a charter from the state which comes with certain requirements and limitations

Interfund Transfers: monies moved from one fund to another; money is transferred to finance the operations of another fund or to reimburse the fund for expenses

Modified Accrual Basis of Accounting: an adaptation of the accrual basis of accounting for governmental fund types - revenues and other financing sources are recognized when they become available to finance expenditures of the current period

Moody's: the system of rating securities with the purpose to provide investors with a simple system of gradation by which future relative creditworthiness of securities may be gauged

Operating Budget: annual appropriation of funds for ongoing program costs

Ordinance: a formal legislative enactment by the Village Board that is the full force and effect of law within the Village boundaries

Reserve: an account used to record that a portion of the fund's balance is legally restricted for a specific purpose

Revenue: amount received for taxes, fees, permits, licenses, interest and intergovernmental sources during the fiscal year

User Fees: payment of a fee or direct receipt of a public service by benefiting from the service for a specific purpose and is, therefore, not available for general appropriation

Village Code: a collaboration of Village Board approved ordinances currently in effect

COMMONLY USED ACRONYMS

AC: Appearance Commission	FEMA: Federal Emergency Management Agency
AFSCME: American Federation of State, County and Municipal Employees	FICA: Federal Insurance Contributions Act
APWA: American Public Works Association	FOIA: Freedom of Information Act
ASCE: American Society of Civil Engineers	FOP: Fraternal Order of Police
AWWA: American Water Works Association	FSLIC: Federal Savings and Loan Insurance Corporation
BAB: Build America Bond	FT: Full-Time
BSI: Backflow Solutions Inc.	FTE: Full-Time Equivalent
CAD: Computer Aided Design	FY: Fiscal Year
CALEA: Commission of Accreditation for Law Enforcement Agencies	GAAP: Generally Accepted Accounting Principles
CDBG: Community Development Block Grant	GAP: Government Accountability Program
CERT: Community Emergency Response Team	GFOA: Government Finance Officers Association
CEU: Continuing Education Unit	GH: Glendale Heights
CIP: Capital Improvement Program	GH₂O: Glendale Heights Aquatic Center
COLA: Cost of Living Adjustment	GHS: Glendale Heights Football & Cheerleading
COSTCO: China Off Shore Trading Company	GHYBS: Glendale Heights Youth Baseball & Softball
CPA: Citizen Police Academy	GIS: Geographical Information Systems
CPR: Cardiopulmonary Resuscitation	GLGC: Glendale Lakes Golf Club
CSA: Customer Service Associate	GO: General Obligation (bonds/debt service)
DARE: Drug Abuse Resistance Education	GOB: General Obligation Bond
CSO: Community Service Officer	GREAT: Gang Resistance Education and Training
DCFS: Department of Children and Family Services	HR: Human Resources
DUI: Driving Under the Influence	HTE: High Technology Entrepreneur
E911: Enhanced 911 (emergency service)	HVAC: Heating, Ventilating & Air Conditioning
EAB: Emerald Ash Borer	IAFSM: Illinois Association for Floodplain and Storm Water Management
EAV: Equalized Assessed Value	IBM: International Business Machines Corporation
EMS: Emergency Medical Services	IDLH: Immediate Danger to Life or Health
EOC: Emergency Operations Center	IDOT: Illinois Department of Transportation
ESDA: Emergency Service Disaster Agency	IEPA: Illinois Environmental Protection Agency
ESS: Enterprise Software System	
F&B: Food and Beverage	
FCC: Federal Communications Commission	
FDIC: Federal Deposit Insurance Corporation	

COMMONLY USED ACRONYMS (cont.)

IMRF: Illinois Municipal Retirement Fund	TV: Television
IP: Internet Protocol	VEBA: Village Exceed Budget Approval
IPBC: Interpersonal Personnel Benefits Cooperative	VOGH: Village of Glendale Heights
IPRA: Illinois Parks and Recreation Association	VoIP: Voice over Internet Protocol
IS: Information Systems	VRF: Vehicle Replacement Fund
ISPE: Illinois Society of Professional Engineers	VSR: Vehicle Service Request
JERC: Journal Entry Re-Class	WPCF: Water Pollution Control Facility
JULIE: Joint Utility Locating Information for Excavators	YC: Youth Commission
K-9: Canine	YWCA: Young Woman's Christian Association
LEA: Local Education Authority	
MCWWA: Mid-Central Water Works Association	
MFMA: Municipal Fleet Managers Association	
MFT: Motor Fuel Tax	
MGD: Millions Gallons per Day	
NASSCO: National Association of Sewer Service Companies	
NEDSRA: Northeast DuPage Special Recreation Association	
NPDES: National Pollutants Discharge Elimination System	
PATH: Play at the Hub	
PCI: Payment Card Industry	
POE: Point of Entry	
PPE: Personal Protective Equipment	
PPS: Police Pension System	
PT: Part-Time	
PUD: Planned Unit Development	
RPZ: Reduce Pressure Zone	
SAN: Storage Area Network	
SCADA: Supervisory Control and Data Acquisition	
SSA: Special Service Area	
TMDL: Total Maximum Daily Load	
TIF: Tax Increment Financing	