



# Village of Glendale Heights, IL

*A Proud and Progressive Village for All People*



## Annual Budget Fiscal Year 2021/22

# VILLAGE OF GLENDALE HEIGHTS, IL

## Fiscal Year 2021/22

## Annual Budget

### VILLAGE BOARD OF TRUSTEES

**Chodri Ma Khokhar**  
Village President

**Marie Schmidt**  
Village Clerk

**Mohammad Siddiqi**  
District 2

**William Schmidt**  
District 1

**Chester Pojack**  
District 5

**Storino, Ramello & Durkin**  
Appointed Village Counsel

**Michael Light**  
District 3

**Pat Maritato**  
Deputy Mayor/District 4

**Mary Schroeder**  
District 6

**Christopher B. Burke**  
Village Appointed Engineers

### VILLAGE DEPARTMENT DIRECTORS

**Michael Marron**  
Village Administrator

**Douglas Flint**  
Assistant Village Administrator

**Joanne Kalchbrenner**  
Community Development Director

**William Poling**  
Finance Director/Treasurer

**George Pappas**  
Chief of Police

**Keith Knautz**  
Parks, Recreation & Facilities Director

**Nicole Lewis**  
Human Resources Manager

**Rachael Kaplan**  
Public Works Director

**Jennifer Ferrell**  
Division Manager of Golf Course  
Operations

## 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.



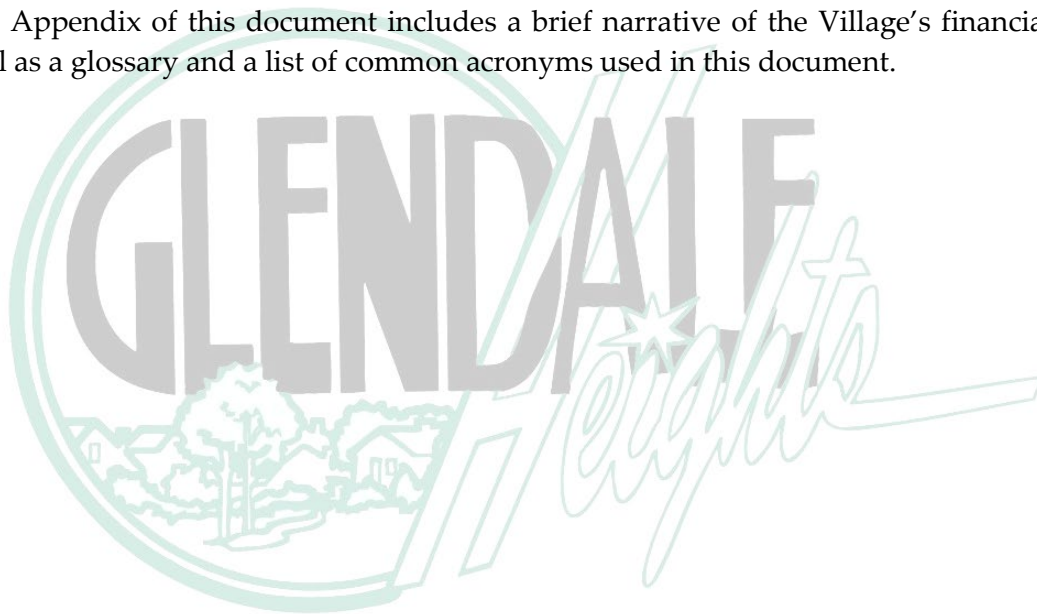
## READER'S GUIDE TO UNDERSTANDING THE BUDGET

### 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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VILLAGE FOR ALL PEOPLE*



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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 01, 2020**

*Christopher P. Morill*

**Executive Director**

November 30, 2021

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

The Fiscal Year 2021/2022 (FY 2022) Budget is hereby presented for the fiscal year May 1, 2021 to April 30, 2022. 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 improve upon its fiscal condition. Since its adoption in 2013, the Village has been able to exceed the Fund Balance Reserve Policy, which established a minimum reserve level of four months. Independent auditors reported to the Village Board this December that the fiscal year 2020 ending reserve balance was at a level of 5.6 months, which is more than the level set by



policy, and more than double the level recommended by the Government Finance Officers Association (GFOA).

Fiscal Year	General Fund Balance*	Equivalent Months
2014	\$8,730,078	5.3
2015	\$9,532,093	5.6
2016	\$11,242,615	6.7
2017	\$12,388,501	7.1
2018	\$13,345,430	7.4
2019	\$12,280,957	6.3
2020	\$10,975,133	5.6

\*source: Village Annual Financial Report.

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 2021/22 budget for all funds of the Village is included in this document. The total operating and capital budget is \$70,960,870, an increase of 3.7% from the final budget of \$68,458,334 in 2020/21. The primary reason for this increase in expenditures relates to a major project being undertaken at the Wastewater Treatment Plant (WWTP). 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 Aa3 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 that 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. During 2019, the Village Board approved changes to the Future Land Use Map to recognize the impact of large Business Parks up and down the North Avenue corridor. 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.

The Village of Glendale Heights has a strong focus on economic development, which continues to be one of the Village President and Village Board's 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 for employment and to shop and dine locally.

The Village has two main commercial corridors, Army Trail Road and North Avenue, as well as two additional corridors of Glen Ellyn Road and Bloomingdale Road. There has been significant development and redevelopment along these corridors and the Village is focused on continuing these efforts and improvements.

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 2020/21**

In the 2020/21 approved budget, the Village projected a 15.9% increase in General Fund revenues and a 6.0% increase in expenditures. These revenue increases stem primarily from a change in the method of recording home rule sales taxes. The increase in expenditures is mostly due to transfers made specifically for infrastructure improvement projects undertaken in the Infrastructure 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, in spite of the effects of the Coronavirus pandemic.

### 2020/21 ACTUAL RESULTS

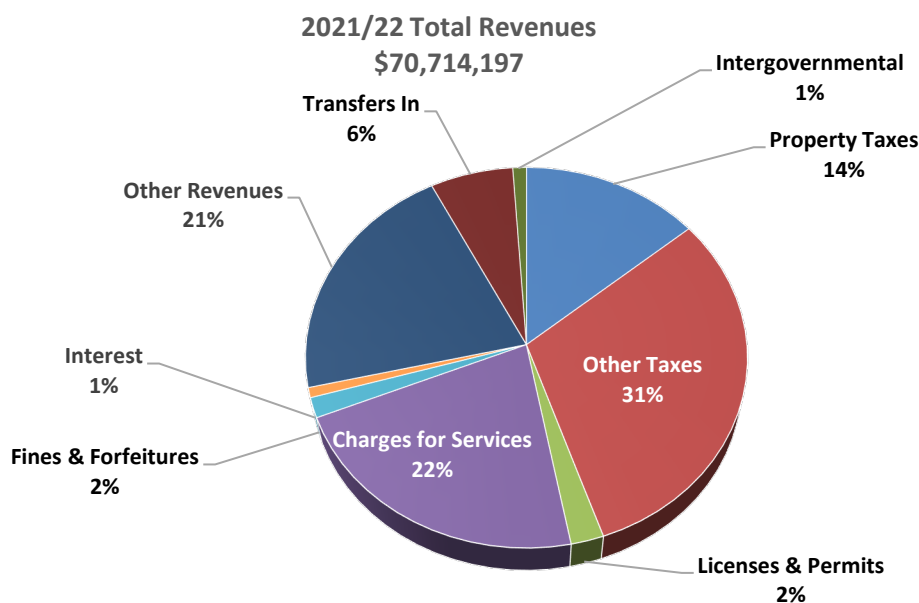
Currently, General Fund revenues, which were budgeted at \$30,875,913, ended the fiscal year at \$32,930,218, or approximately \$2.054 million over budget, which is 6.7%. This excess was due to \$1.7 million in Federal CARES Act funding distributed by DuPage County. Spending, as always, is monitored closely and because of this, actual General Fund expenditures came in at \$1.643 million under budget, as several capital/maintenance projects were deferred.

### 2021/22 OPERATING BUDGET OVERVIEW

In the 2021/22 budget, the Village is anticipating a decrease of \$1,752,826 or 5.7% in net General Fund revenues from the 2020/21 budget and a \$678,482 decrease or 2.3% in net expenditures. The retraction in revenues comes entirely from the impacts relating to the Coronavirus pandemic, which began in spring 2020. The expenditure decreases are due to a response in anticipated revenue shortfalls.

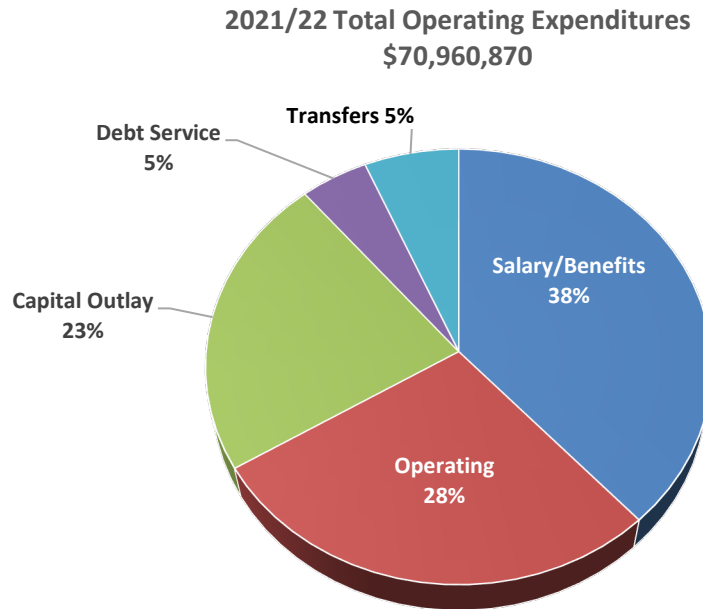
Over the last few budget years, departments have been held to limited increases in discretionary line items within their budgets. Departments are strongly encouraged to be vigilant in their use of the resources available, and are challenged to be innovative with methods of service delivery and cost savings/cost containment options.

The chart below summarizes 2021/22 proposed budgeted revenues by source for all funds:





The expenditure budget, which includes inter-fund transfers and capital projects, for 2021/22 totals \$70,960,870. This represents a 3.7% increase from the 2020/21 operating budget. The 2021/22 operating budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$246,673. The main reason for this is attributable to certain capital project expenditures using accumulated reserve funds. The following chart summarizes the 2021/22 budgeted expenditures/expenses by object for all funds:



## PROPERTY TAXES

After enduring eight consecutive years of decline in equalized assessed valuation (EAV), the Village in 2020 realized its fifth straight year of increase. The table below reflects EAV data from 2009 to 2020.

EAV Year	Bloomington Township	Milton Township	Total EAV	Total Tax Levy
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	\$7,944,224
2018	\$604,964,040	\$66,427,785	\$671,391,825	\$7,944,224
2019	\$678,698,446	\$72,708,186	\$751,406,632	\$7,944,224
2020	\$699,997,345	\$88,938,037	\$788,935,382	\$7,944,224

For 2020, increases in the EAV were 3.1% and 22.3% for Bloomingdale and Milton Townships, respectively. Up until 2014, the Village's tax levy had remained at, or less than the levy in 2008. In 2018, the State of Illinois reduced the Local Government Distributive Fund (LGDF) by 5%. LGDF monies come from personal and corporate income taxes paid to the State, and are shared back with local governments based on population. A five percent reduction in the LGDF amounts to a \$174,132 negative impact on Village revenues. Additionally, the State continues to withhold 1.5% 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 fee takes away approximately \$95,500 from the Village.

Despite this significant impact to revenues, the Village was able to adopt a Property Tax levy that was the same as the previous year, 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 (23.2%) 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 water and sewer infrastructure improvements are funded with water and sewer receipts. 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 42.1% (\$1,310,713.03) of the total 2020 tax levy allocated to debt service (\$3,112,100) 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. Some departments have undergone restructuring in the last few years; a more recent case of restructuring occurred at the beginning of the 2020 fiscal year, when the Finance and Administrative Services Departments were combined. Since 2007, the Village has decreased the full-time employment of the Village to 184 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
2018	188
2019	186
2020	184

\*source – Human Resources monthly staff reports.

Total personnel expenditures/expenses, which includes benefits, represents 57.6% of the total operating costs (excluding capital outlay, debt service and operating transfers) for all funds.

### **CAPITAL IMPROVEMENTS PROJECTS**

Having completed in 2014 an aggressive bond and build program, which began in 2007, the Village is now in a position of planning, with special emphasis on utility infrastructure (water and sewer), and the Wastewater Treatment Facility, resulting from State imposed mandates involving Phosphorus reduction. The Village is also expecting to break ground this year for improvements at Camera Park, which is a 64-acre community park, and the largest in the Villages' park system. Funding for the project will come from two State grants, along with matching funds from the Village.

### **SUMMARY**

Over the last few years, the Village has enjoyed positive growth, especially with respect to major revenues such as Sales and Home Rule Sales taxes, Real Estate Transfer Taxes, and Building Permits.

The Coronavirus Pandemic was in its infancy when the Village passed its Fiscal Year 2021 budget in mid-March 2020. Before the final appropriations ordinance was passed in mid-April, the Village was feeling the impacts of a statewide stay-at-home order and lock-downs, leaving a great



deal of uncertainty that a freshly passed budget would be adequate to carry the Village through the fiscal year. Predictions from Economists were dire. Experts suggested that we were entering a deep recession, which was unprecedented in its sudden onset, and forecasts were mixed as to the duration of the rapid and steep downturn. Administration and Finance developed a plan to review the budget and make adjustments quarterly to assess our fiscal health. Executive Staff immediately began implementing measures to ensure that the Village would be able to operate without severely influencing reserves. At the present time, we are in the middle of a resurgence of the virus. The same pressures of potential stay-at-home orders and selected industry shut downs loom. With that in mind, the Village will proceed cautiously and continue to forecast revenues and closely monitor expenses.

Several potential significant events will take place in the upcoming year that will put pressures on the financial resources of the Village. Among these are:

- Income Tax (Local Government Distributive Funds) reductions from the State
- Sales Tax hold back from the State
- Lack of Additional Federal Coronavirus stimulus
- Additional Stay at home restrictions
- Increases in Medical Insurance premiums
- Union Negotiations
- Pension Obligations

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, 2020. 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,

*Michael S. Marron*

Michael S. Marron  
Village Administrator

*William A. Poling*

William Poling  
Finance Director

## VILLAGE 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 six 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, sewer, and wastewater treatment, 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 ("AFSCME") in one bargaining unit. All contracts are current through April 30, 2021. The Village is in active contract negotiations with all five unions.

An annual budget is prepared by fund/department and is adopted by the Village Board thus providing the planning and operating tool that guides management's use of resources. The Village's FY 2022 budget anticipates total expenses of \$62,715,242, excluding the Police Pension fund and other financing uses. Anticipated revenues, excluding the Police Pension Fund and other financing sources total \$61,728,303. Fund balance unrestricted reserves of \$986,939 are expected to be used to meet the remaining portion of budgeted expenses.

The legal authority and limits for spending are derived from a separately adopted annual appropriations ordinance. The ordinance is predicated from the annual budget and is approved prior to the end of the first quarter of the fiscal year as provided in State Statute.

### INFORMATION USEFUL IN ASSESSING THE VILLAGE'S ECONOMIC CONDITION

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the Village operates.

#### *Local economy*

The Village is in the Chicago metropolitan area and benefits from the regions' diverse economy which is the foundation of a community's fiscal health. Understanding the broader economy in which the Village operates is critical in assessing the financial condition and interpreting the financial position.

#### **Major Initiatives and Accomplishments**

- For the fiscal year that ended April 30, 2020, total assets grew by more than \$8 million from \$169 to a total \$177 million, while total revenues experienced modest growth, increasing to \$54 million compared to the prior fiscal year, at \$52 million. The Villages' primary fund, which is the General Fund, reported a reserve balance of \$11.1 million, exceeding the Village's policy of 4 months and the level recommended by the Government Finance Officers Association (GFOA) of 2 months.
- The Water Billing Division completed the replacement of approximately 8,900 water meters and meter reading devices throughout the entire Village. These new water meters are not only replacing 20 year old devices, but also provide operational efficiencies for reading the meters with a few mouse clicks rather than having employees traverse the Village in vehicles.
- 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. The Police

Department is one of fewer than 750 law enforcement agencies accredited across the nation.

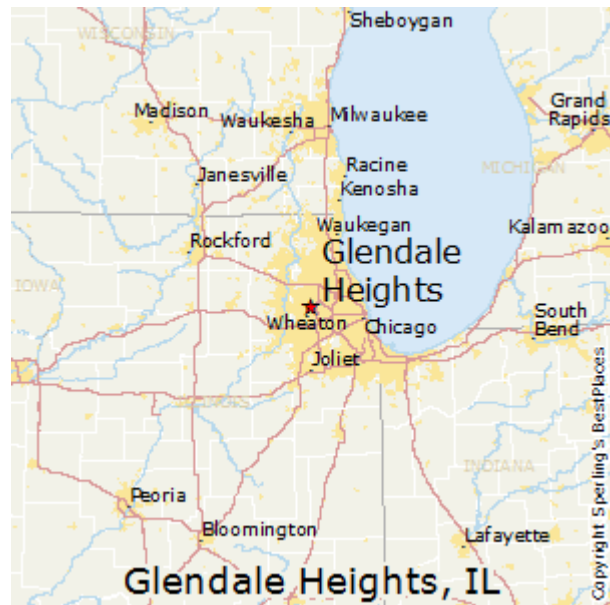
- The Village continued to focus on economic development along the North Avenue and Army Trail Road corridors. ML Realty completed construction of a 116,000 square foot flex space building at 760 e. North Avenue and began to market the building. Venture One also completed the construction of a 150,000 square foot building at 1 E. North Avenue and is also marketing the building. In late 2020, the Village received a proposal to redevelop a 20 acre site on the south side of Army Trail Road at Cavalry Drive. The proposed project would allow for the development of two multi-tenant business park buildings.
- Local road infrastructure was improved throughout the Village as part of the in-house road program overlaying Rolland Drive, Chaucer Lane, and Bloomingdale Court. This project involved the removal and replacement of deteriorated and structurally damaged curbs and sidewalks along with base repairs to the roadway before the new asphalt surface layer was applied. The in-house road program involved the repaving of over 4,160 square yards of surface roadway, and the replacement of 300 linear feet of curb and 2,800 square feet of sidewalk.
- Another important road project was the \$876,000 Gregory Avenue Reconstruction. This project reconstructed Gregory Avenue from the intersection of Gregory Avenue and Somerset Drive to the intersection of Gregory Avenue and North Brandon Drive. This construction also included storm sewer improvements, and curb and sidewalk improvements. This road project was paid for in part by a \$339,000 Community Development Block Grant (CDBG) administered by DuPage County.
- The Village also undertook the \$445,000 repair of the large box culvert located underneath Armitage Avenue, east of Glen Ellyn Road. Parts of a concrete floor mat were failing due to high velocity rushing water in storm events. Additionally, rocks and large boulders propelled by the flowing water were in the culvert and needed to be removed. The Village contractor replaced the failing floor of this major stormwater channel with concrete, removed the debris, and performed spot repairs on the culvert where needed. This project ensures the box culvert's longevity and that it is available for use in large storm events.
- Glendale Lakes Golf Club (Glendale Lakes) generated just under 29,000 rounds of golf for the 2020 calendar year. This was a significant increase in rounds from last year even though there were several golf restrictions in place due to the COVID-19 pandemic. The golf season started in early March and the golf course was open for two weeks before the COVID-19 pandemic hit. The golf course was required to be closed on March 21, 2020 as it was considered part of the Stay at Home Order issued by the State of Illinois.
- The Center for Senior Citizens celebrated their 10-year anniversary in August of 2020. Although not able to host a celebration as originally hoped, the Center for Senior



Citizens created a video production and a publication with pictures from the past 10 years remembering all of the wonderful events and programs we celebrated over the past decade. Membership is just under 2,000 members. Volunteerism continued to be a crucial aspect of the Center's operations and programming. In 2020, there were 31 volunteers dedicating over 782 hours to the Center. And one volunteer was recognized by the State of Illinois for her 2019 volunteerism.

- The biggest Parks project this year was completing the final design for the improvements to Camera Park. The Village was awarded an OSLAD Grant to assist in the funding of this project. Once completed, Camera Park will feature a new handicap accessible playground, fitness stations, challenge course, splash pad, disc golf, and other amenities. This re-development will provide residents of all ages state of the art recreational activities. The project is expected to be completed in the fall of 2021.

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 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 standalone retailers such as Target, Home Depot, Menards, and three large automobile dealerships.



## COMMUNITY RESOURCES

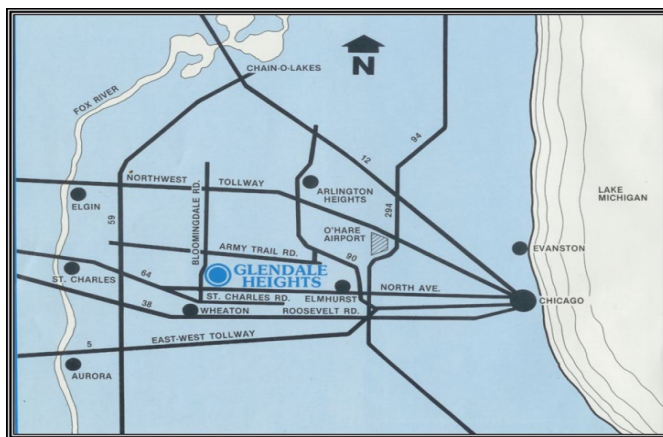
Elementary education is primarily provided by Marquardt School District 15 and Queen Bee School District 16. There is also one parochial school, St. Matthew's School, that serves the Village. Secondary education is provided by Glenbard High School District 87.

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

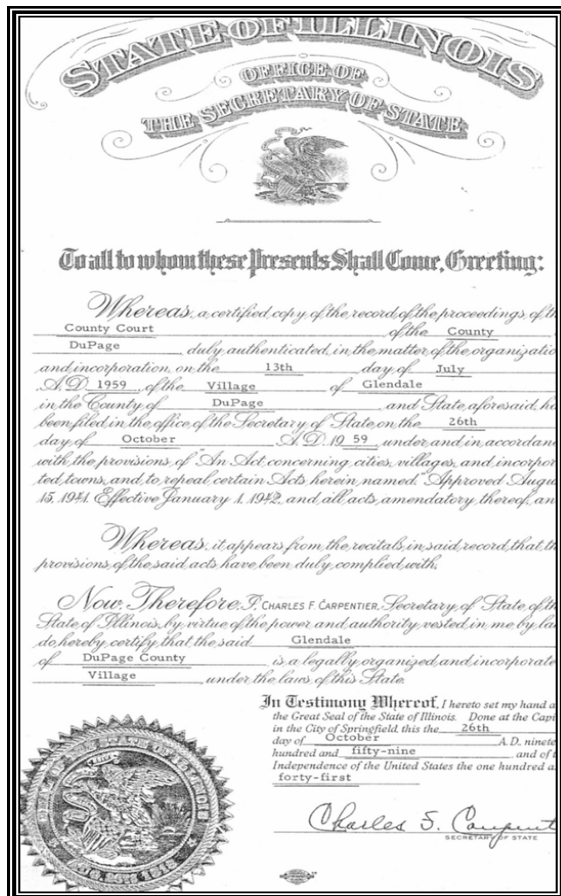
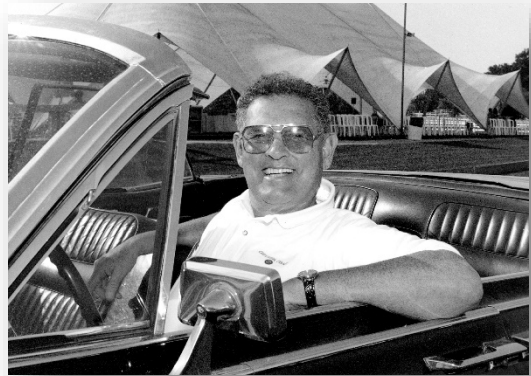
**Average Temperature (in degrees Fahrenheit):**

**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.

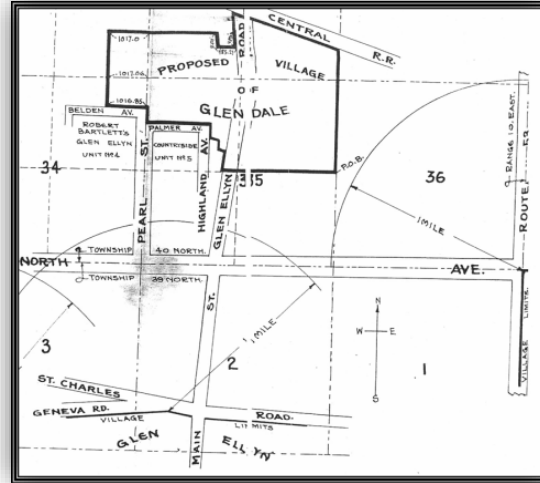


By early summer of 1959 with a population of 104, a petition to incorporate was circulated and filed on June 16, 1959. On July 13, 1959 the court declared the Village organized and the first election was held on August 2, 1959. The first meeting of the Village board was September 1, 1959 at the home 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.

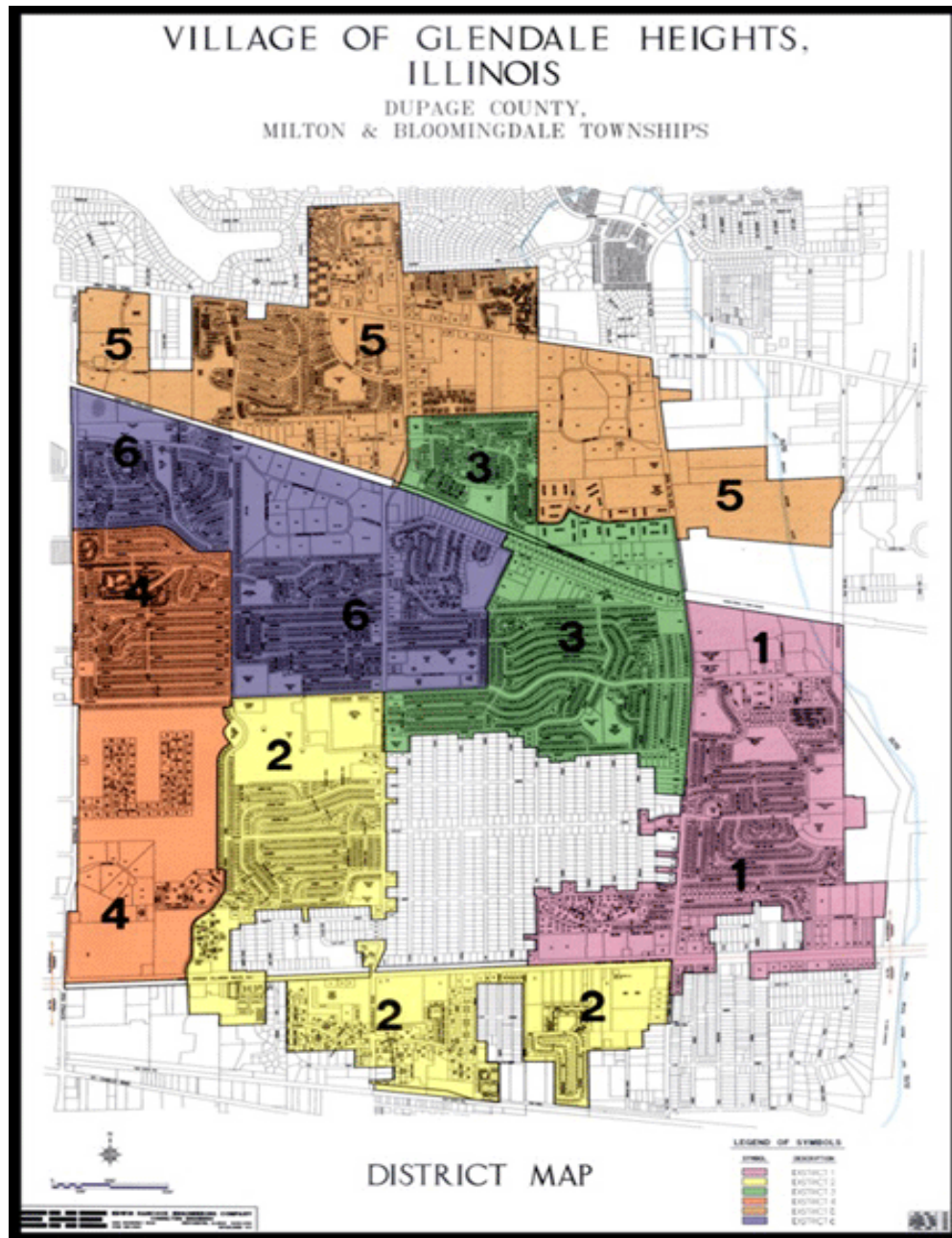
The Village has seen continuous investment and reinvestment in the community with many areas being upgraded and repurposed, including the addition of DuPage Dodge, Popeye's, Burger King, Army Trail Road Shell, Panda Express, Starbucks, Dunkin Donuts, and the development of several outlots in front of 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:** Chodri Ma Khokhar, at-Large

**District 1:** Trustee Bill Schmidt

**District 2:** Trustee, Mohammad Siddiqi

**District 3:** Trustee Michael Light

**District 4:** Trustee Pat Maritato

**District 5:** Trustee Chester Pojack

**District 6:** Trustee Mary Schroeder

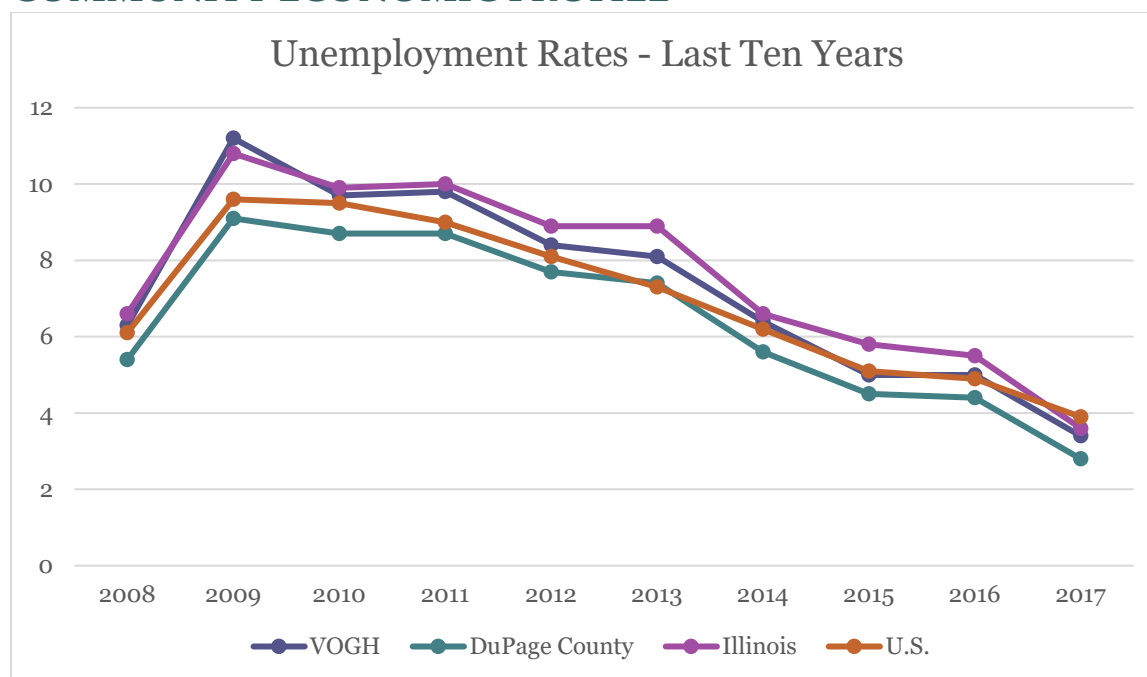


## VILLAGE PROFILE AT A GLANCE

DEMOGRAPHIC	2000		2010		PERCENT CHANGE
	NUMBER	PERCENT OF TOTAL	NUMBER	PERCENT OF TOTAL	
<b>POPULATION</b>	31,765	100.0%	34,208	100.0%	7.69%
<b>AGE:</b>					
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%
<b>GENDER</b>					
Male	16,210	51.0%	17,407	50.9%	7.38%
Female	15,555	49.0%	16,801	49.1%	8.01%
<b>RACE</b>					
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%
<b>HISPANIC ORIGIN</b>					
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%
<b>INCOME LEVEL OF RESIDENTS</b>					
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%
<b>EDUCATION</b>					
Level in years of formal schooling	14.60		14.70		0.68%
School Enrollment	13,729		14,146		3.04%
<b>HOUSING CHARACTERISTICS:</b>					
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%
<b>PROPERTY TAXES:</b>					
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



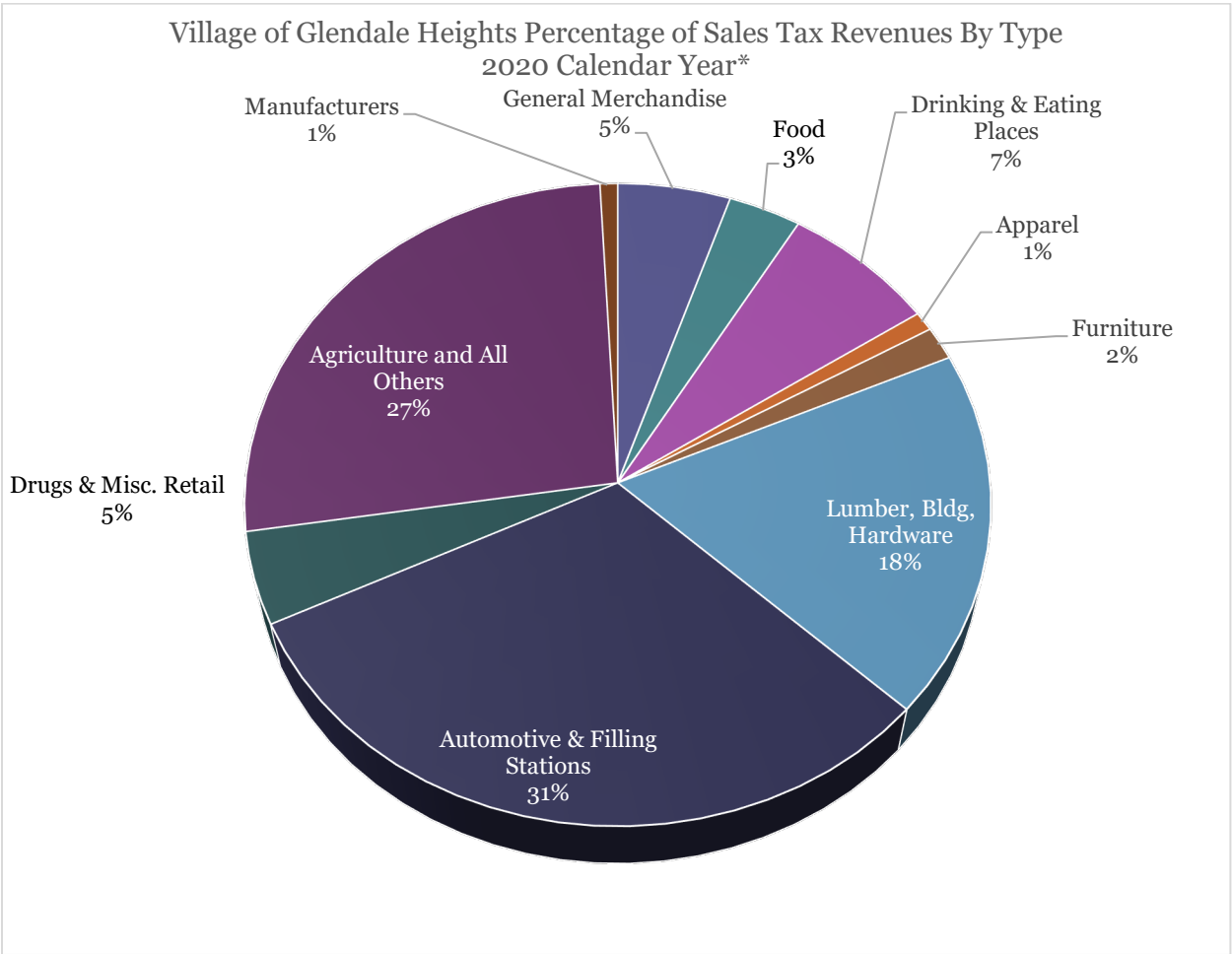
Over 18,341 people are employed by the more than 484 businesses operating in Glendale Heights. The employees are drawn from a pool of 2.8 million workers who reside within a 60-minute commute of the Village. As the nation now sees the benefit of low unemployment rates, the State of Illinois and Village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

In addition to promoting economic development activity, the Community Development Department also monitors existing property in the Village to help protect and improve property values, as well as the safety of its residents. Staff identifies property maintenance violations; licenses and inspects rental property; conducts real estate transfer inspections; responds to resident complaints; acts as the liaison to the Plan Commission and Property Enhancement Committee; processes business licenses, video gaming licenses and entertainment permits; ensures compliance with stormwater management requirements, and conducts a variety of other duties.

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.

	State	6.25%
<b>Retail, Sales</b>		
<b>Tax: DuPage</b>	County Water Commission Tax	0.00%
<b>County</b>	Home Rule Sales Tax	1.25%
	Regional Transportation Authority	0.75%
	<b>Total</b>	<b>8.25%</b>
<b>Food &amp; Beverage Tax:</b>		1.00%
<b>Amusement Tax (if a cover charge) :</b>		10.00%
<b>Amusement Tax (if no cover charge) :</b>		1.00%
<b>Hotel and Motel Tax:</b>		5.00%
<b>Automobile Renting Tax:</b>		1.00%
<b>Electric Utility Tax:</b>		4.00%
<b>Telecommunications Utility Tax:</b>		6.00%
<b>Natural Gas Utility Tax:</b>		5.00%
<b>Municipal Natural Gas Use Tax: (per therm)</b>		\$ 0.05
<b>Real Estate Transfer Tax (per \$1,000 selling price)</b>		\$ 3.00
<b>County Motor Fuel Tax: (per gallon)</b>		\$ 0.04
<b>Local Gas Tax (per gallon)</b>		\$ 0.02



\*source – Illinois Department of Revenue.



## THE BUDGET PROCESS

The Village operates under an annual budget spanning one fiscal year, May 1<sup>st</sup> through April 30<sup>th</sup>. This document contains the Annual Operating and Capital Budget for the fiscal year 2021/22. 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 March, 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 middle 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 will 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**

With the onset of the pandemic in the first quarter of 2020, Village Administration and the entire Board of Trustees believed it both necessary and prudent to review and modify as needed, budget estimates on a quarterly basis. This allows the Village to stay ahead and be more responsive to significant swings in either revenues or expenditures. 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.


Additionally, 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



 August, January, May – Quarterly budget reviews are conducted.



## 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 34 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 fiscal operations. The internal service funds are used to account for the costs of property and casualty insurance, and workers' compensation insurance.

### FIDUCIARY FUNDS

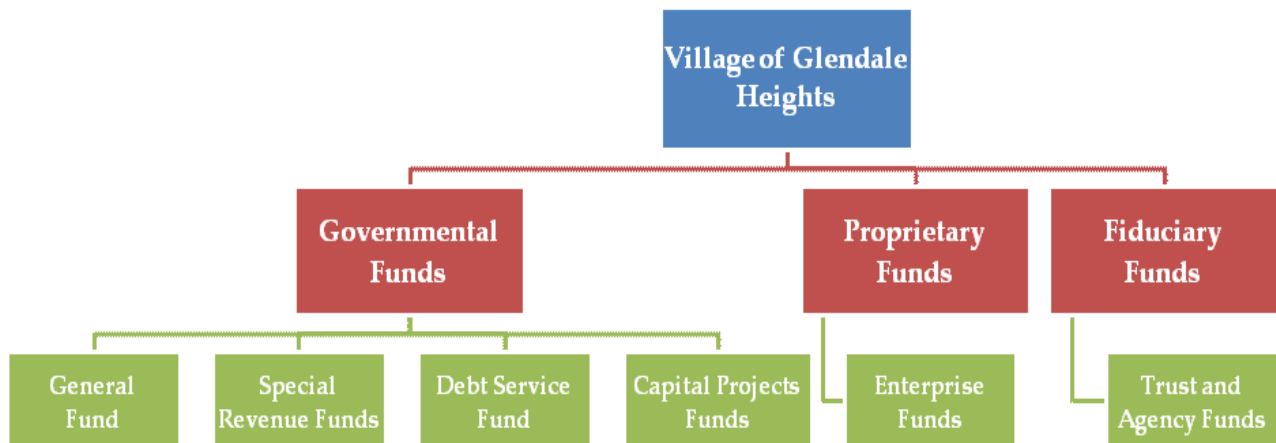
Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. The Village maintains one fiduciary funds, that being the police pension trust fund. Agency funds are generally used to account for assets that the Village holds in a fiduciary capacity or on behalf of others as their agent. The Village maintains one agency fund, that being the DUMEG Fund. 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 prepared using the accrual basis of accounting, with exceptions listed below. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

## PRIMARY GOVERNMENT





## GOVERNMENTAL FUNDS

### 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

Human Resources

Public Relations

Human and Senior Services

Central Services

Information Systems

Golf Course

##### POLICE DEPARTMENT

Police Administration

Patrol

Investigations

Support Services

Community Oriented Police

##### FINANCE DEPARTMENT

Administration

Purchasing

Utility Billing

##### COMMUNITY DEVELOPMENT

Administration

Inspection Services

##### 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 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, Restaurant/Banquet operations, Central Services, Grounds Maintenance, Facilities, Charity Classic Event and Special Events.

#### 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.

#### 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 seven (7) 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 Areas 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.

#### 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.

## 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  
Water Division  
Sewer Division  
Water Pollution Control Facility  
Water Billing Division  
Fleets  
Facilities  
Engineering

Information Systems  
**General Business Services:**  
Administrator  
Human Resources  
Public Affairs  
Finance  
Central Services  
Administrative Services

## 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.

Custodial Funds provide both opportunity and money. Custodial funds are used to record and report funds collected at an individual level.

DUMEG FUND

## 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 2021/22 budget year, the major funds are the General Fund and the Environmental Services 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 \$29,077,206, which makes up 44.5% of the Village's total revenue (excluding transfers in). Compared to the 2020/21 budget, the General Fund revenue shows a 4.6% decrease.

The General Fund expenditure budget, excluding transfers, is \$25,514,555, which is an increase of 2.2% compared to the 2020/21 budget. If all transfers to debt service and capital project funds are included, the budget reflects a 2.3% decrease of expenditures compared to 2020/21.

### 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 \$18,956,882, which makes up 26.8% 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 net position earnings of \$201,426. This decrease is attributed to planned capital improvements to be completed in FY 2021/22, including the first phase of State mandated rehabilitation to the Wastewater Treatment Plant's primary Digester.



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

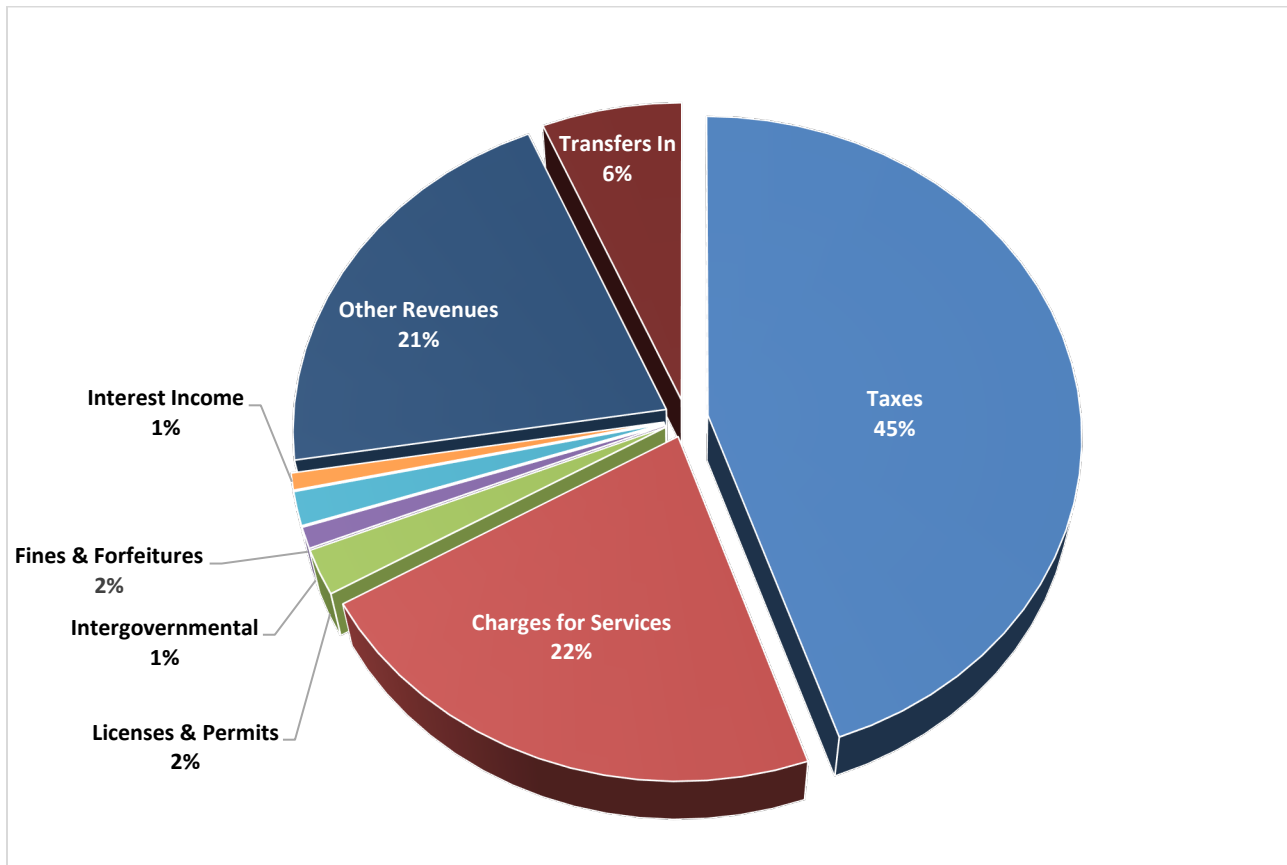
Function/Division	Fund Type					
	General	Special Revenue	Capital	Debt Service	Internal Service	Enterprise
Legislative	X					
Administration	X				X	X
Human Resources	X				X	X
Public Affairs	X					X
Senior Services	X					
Central Services	X	X			X	X
Law Enforcement	X	X				
Finance	X					X
Community Development	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 75% of the total revenue as adopted in the fiscal year 2021/22 Operating Budget. Although the Village has a diverse revenue stream, the Coronavirus Pandemic impacted overall revenues beginning in early 2020. The Village began to see some signs of improvement beginning in the third quarter of 2020; and fiscal year 2021 ended on a surprisingly strong note financially.

The Village's largest class of revenue for the 2021/22 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 2021/22.

### Total Revenues FY 2021/2022 \$70,714,197





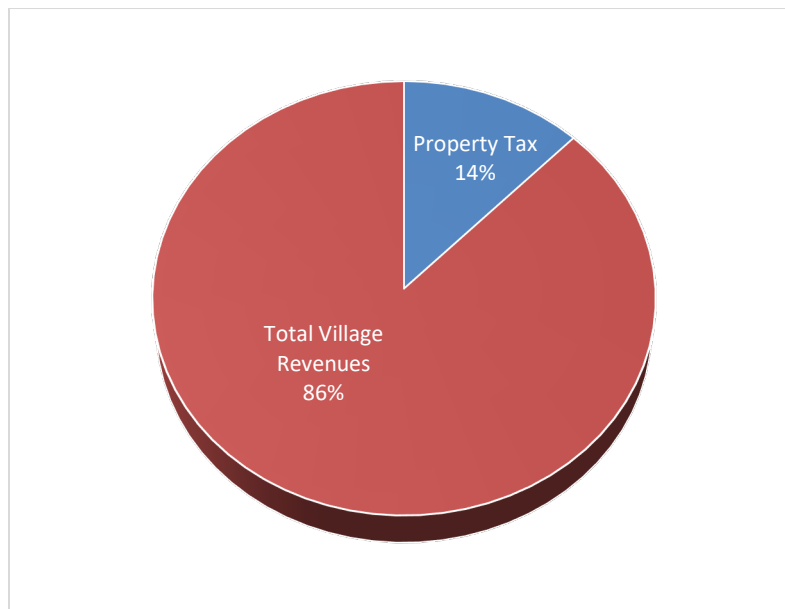
## MAJOR REVENUE SOURCES

### TAXES - PROPERTY TAX\*

Levy Year	Taxes Levied	Amount Collected
2010	\$7,199,982	\$7,199,982
2011	\$7,026,299	\$7,026,299
2012	\$7,093,993	\$6,844,513
2013	\$7,226,009	\$7,178,401
2014	\$7,649,916	\$7,598,241
2015	\$7,645,469	\$7,618,620
2016	\$7,645,393	\$7,626,296
2017	\$8,027,567	\$8,016,021
2018	\$8,027,161	\$8,003,367
2019	\$8,025,774	

\*source: Audited Annual Financial Report FY 2020

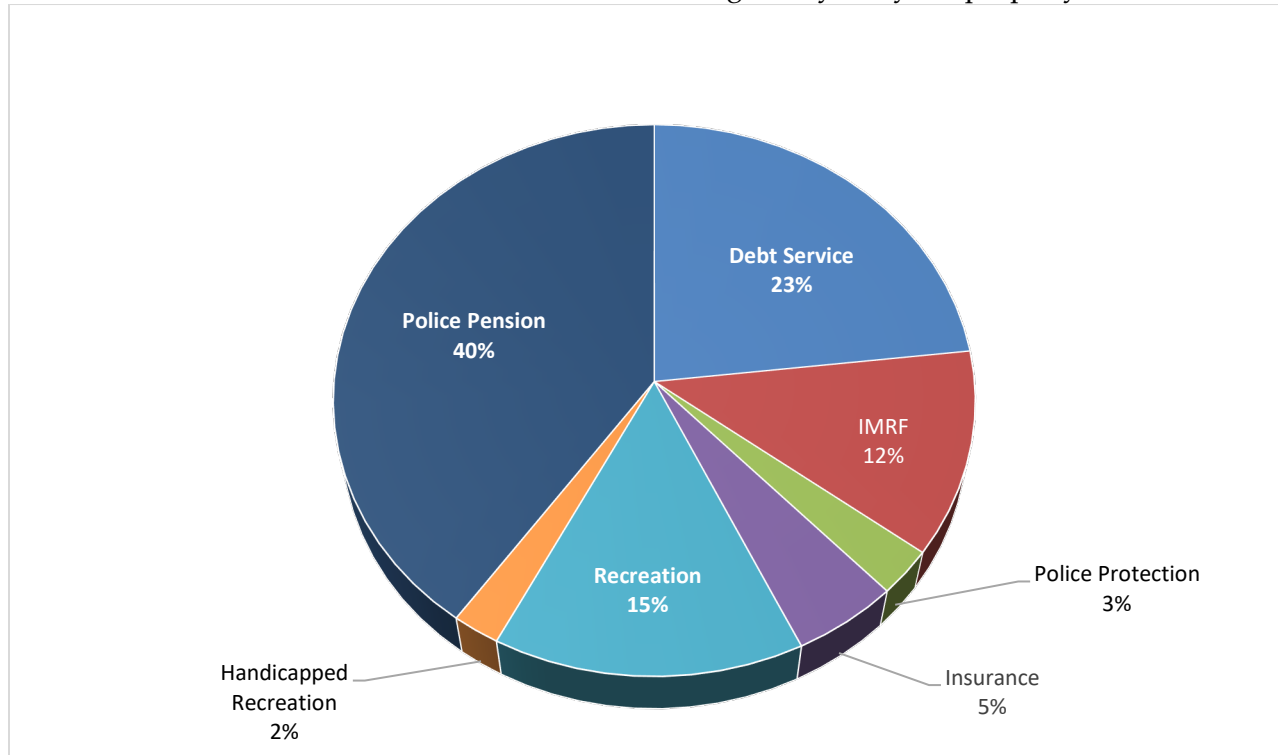
### Property Tax to Total Village Revenue 2021/22 Budget



Property tax is the Village's second largest revenue source and comprises just over 14% of the total budgeted revenue for 2021/22. 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 may levy a property tax for the

### 2020 Property Tax Levy Percent (%) Allocation



General 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, Insurance Fund and Debt Service Fund. Property taxes for 2020, which will be paid in 2021, attach as an enforceable lien on January 1, 2020 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 2020 property taxes in FY 2022.

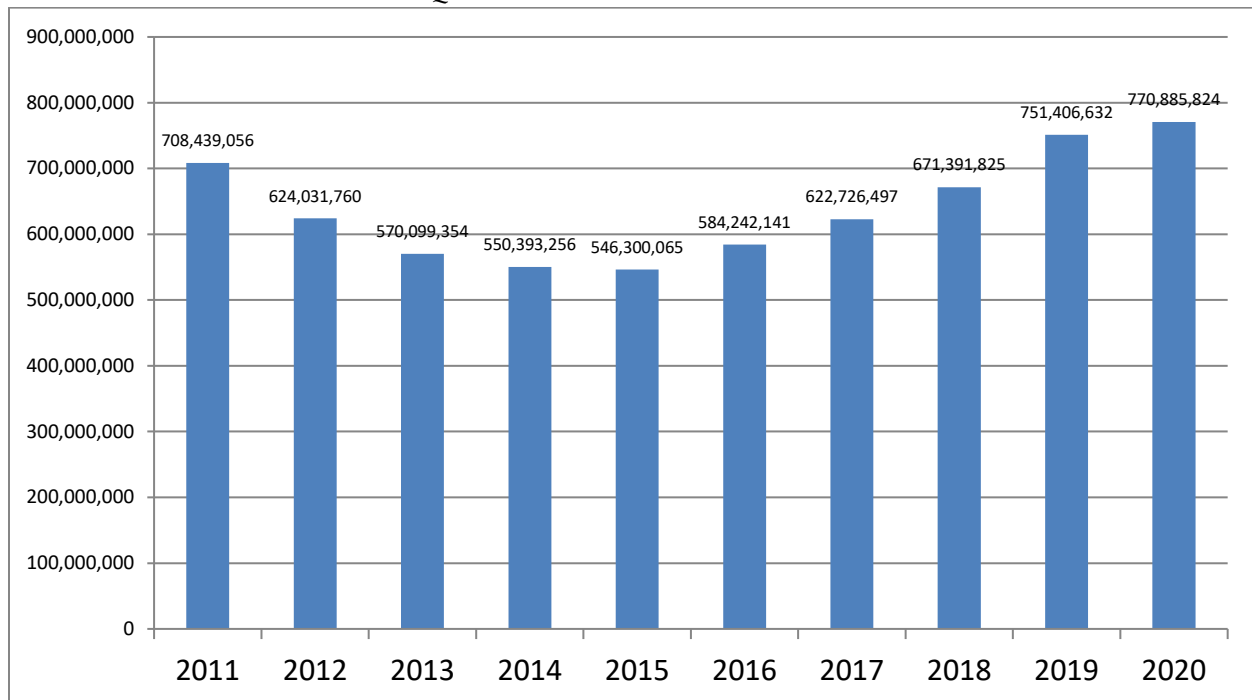
The General Fund levy is determined by first taking into account the expected change in equalized assessed valuation (EAV) of Village property. If the EAV is expected to increase, an increase in the levy can occur without increasing the resulting property tax rate. There are many unknown factors when 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 6% higher than was in 2008.

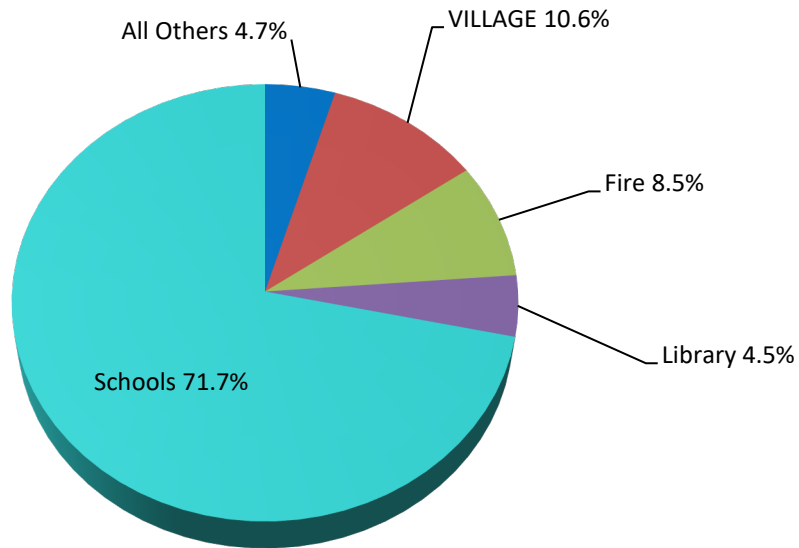
## EQUALIZED ASSESSED VALUES



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 water and sewer improvements are funded in part with revenues from the Environmental Fund. 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**

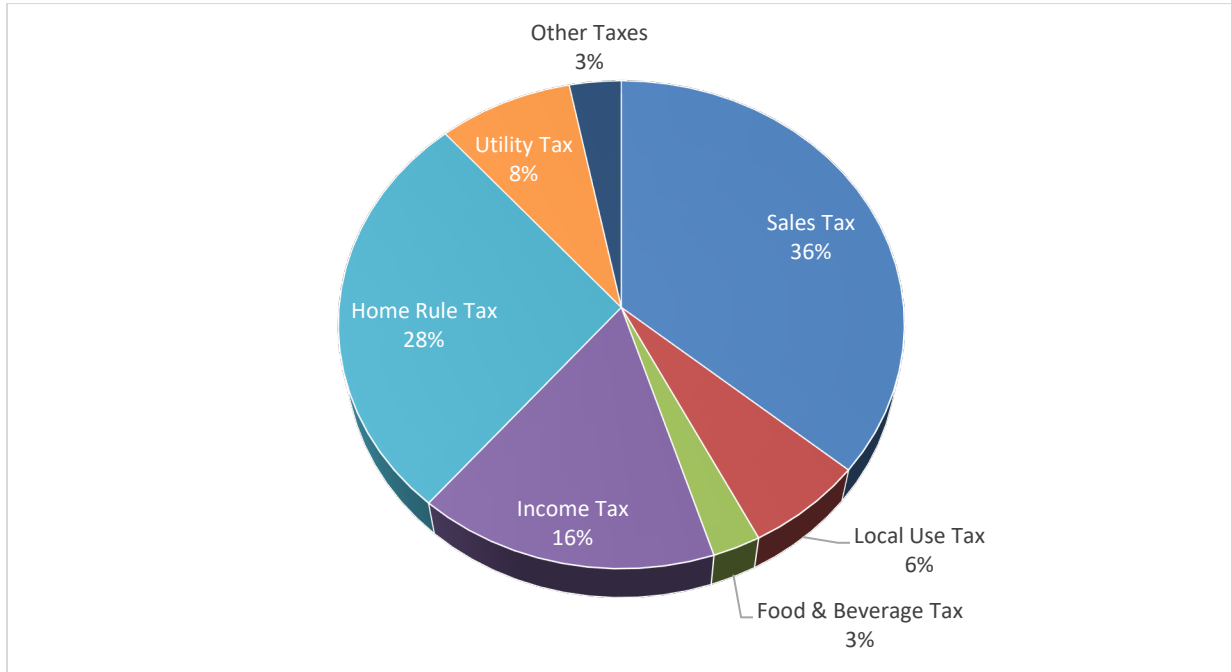


On average, 10.6% of a resident's property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an important distinction of the Village is that there is not a separate park district taxing body; instead the Village operates a recreation department. What this means to residents is that the 10.6% 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

#### 2021/22 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 30.5% of the total revenues budgeted for fiscal year 2021/22.

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.

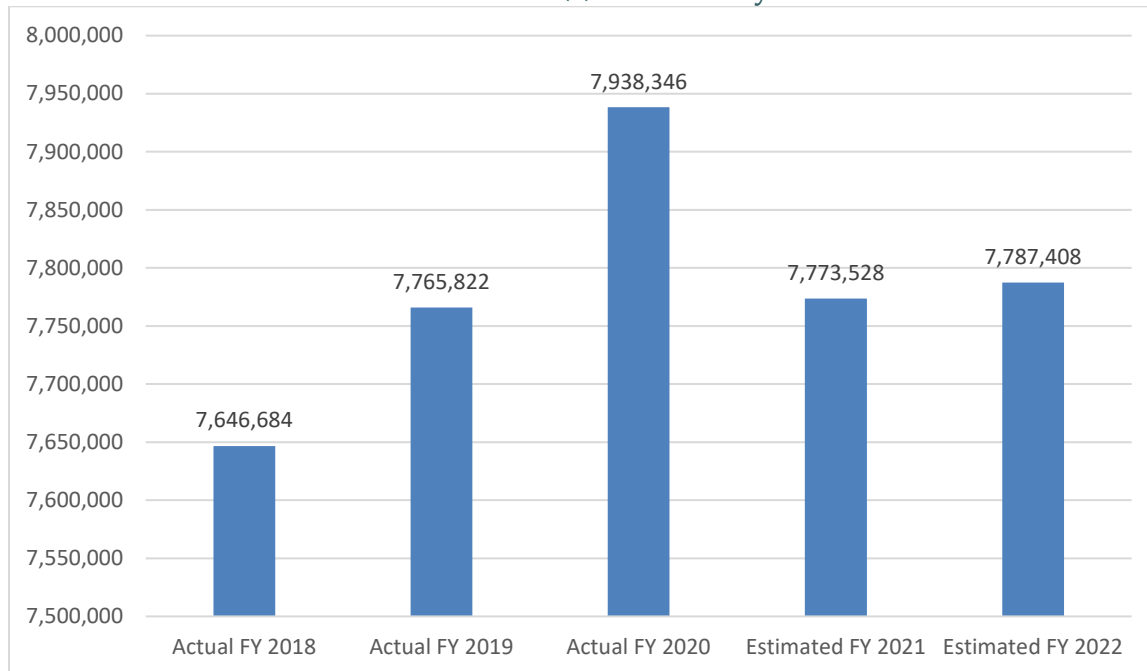


### State Sales Tax:

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**



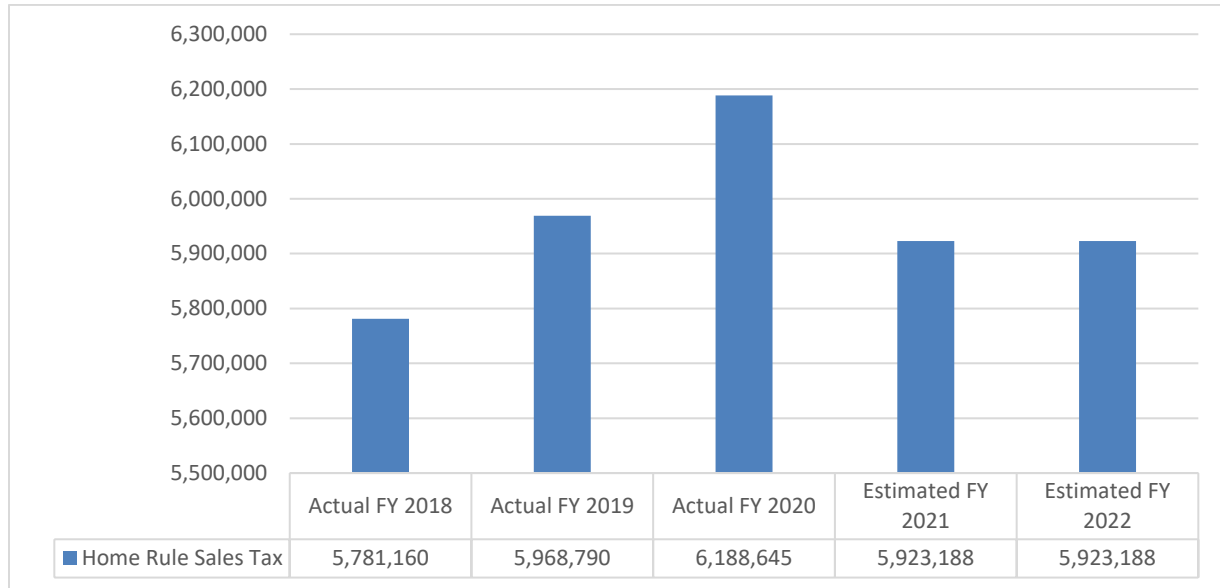
### Home Rule Sales Tax:

Another large revenue source within this class is Home Rule Sales Tax, which represents 27% 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 1.25%.

For the 2021/22 budget, the Home Rule Sales Tax revenue is allocated only for the General Fund. Transfers will be made to the Infrastructure Fund to finance capital improvements related to streets and other infrastructure uses.



### Home Rule Sales Tax Five (5) Year History



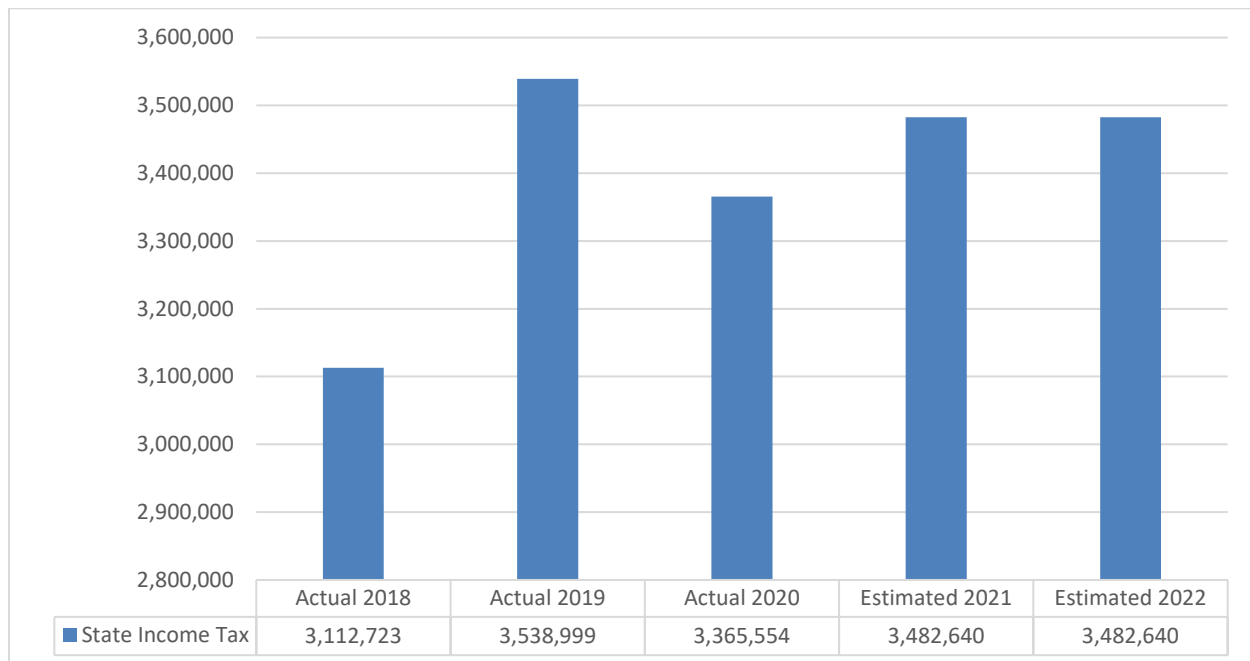


### Income Tax:

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 \$3,274,133 for 2019/20, an increase of 7.7% from 2018/19. 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 2019/20 and the preceding four years.

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



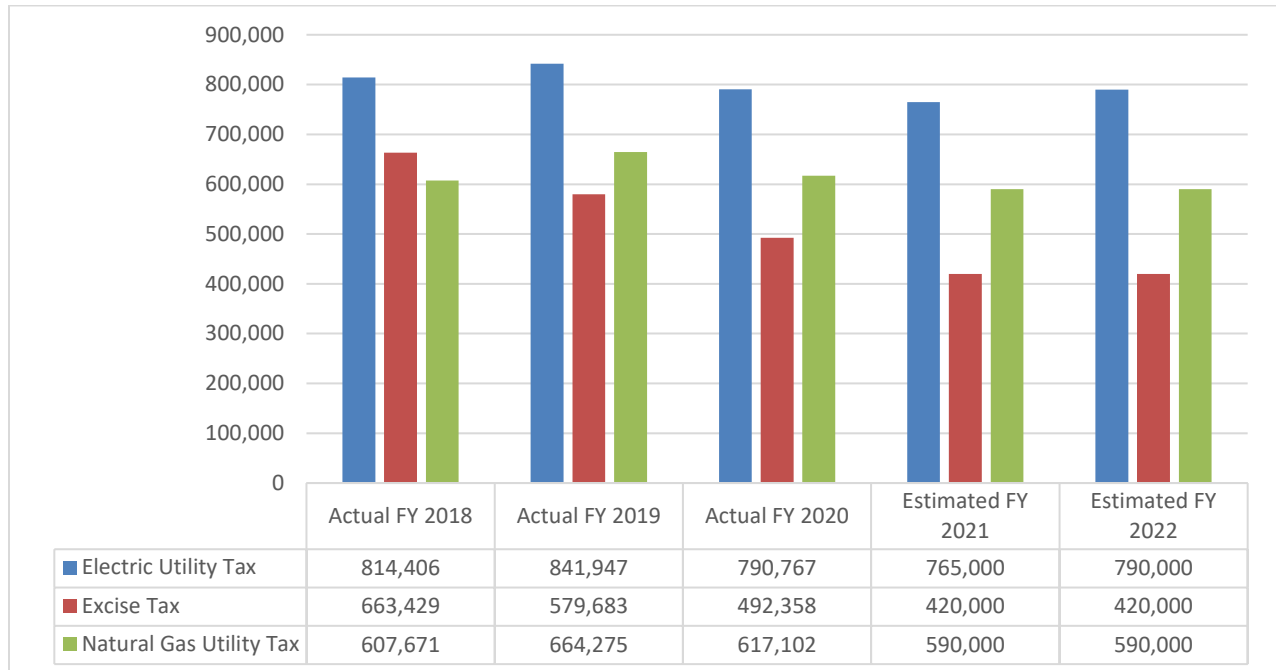




### Utility Taxes:

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

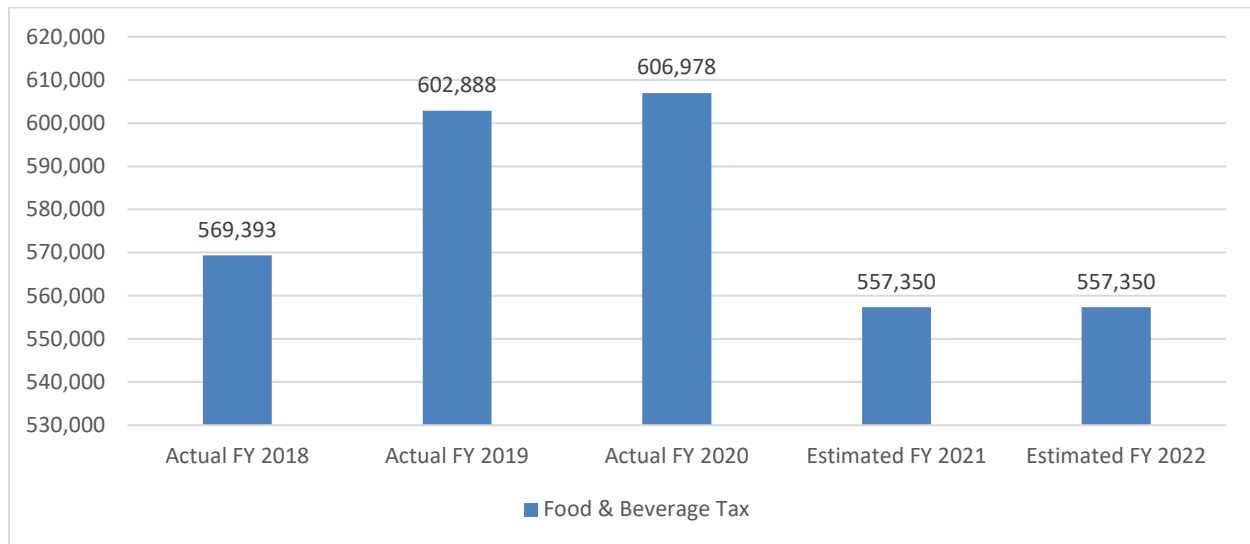




### Food & Beverage Tax:

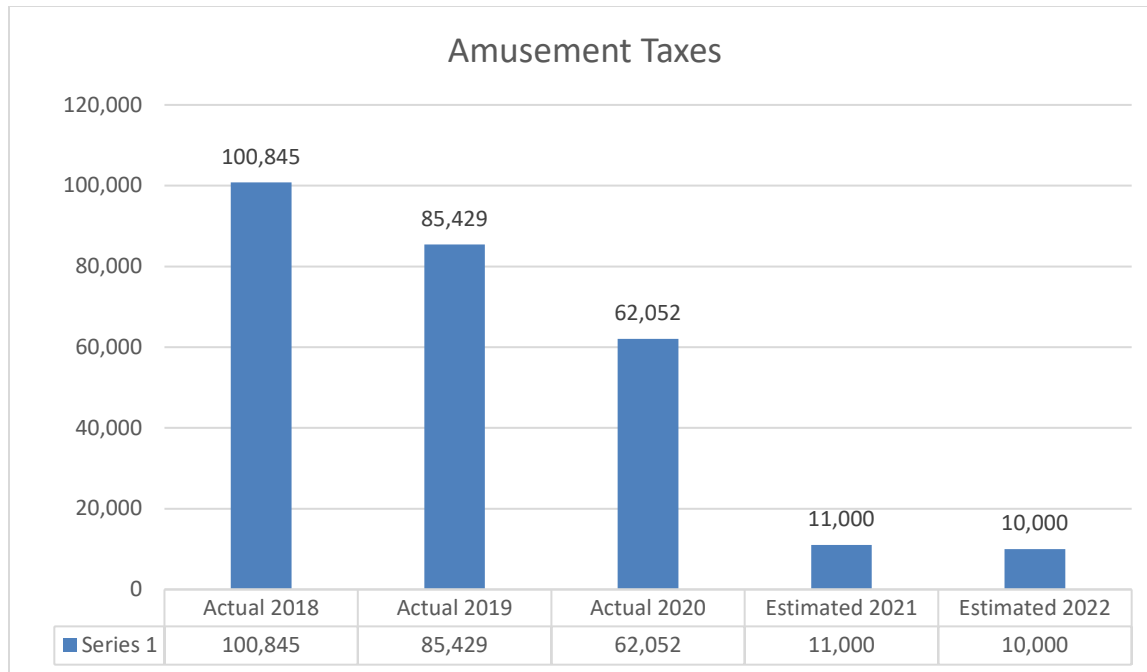
The Village's 1% tax on the purchase of prepared foods and beverages is expected to generate a total of \$557,350 in 2021/21. The Food & Beverage Tax was introduced in July of 2010 to bring in additional revenue to supplement the decline in sales and home rule sales tax revenue.

### Food & Beverage Tax Five (5) Year History



**Amusement Tax:**

Up until April 2020, amusement tax revenues included the off track betting facility that opened in April of 2012. When the Statewide stay at home order was put in place, the business closed its doors.

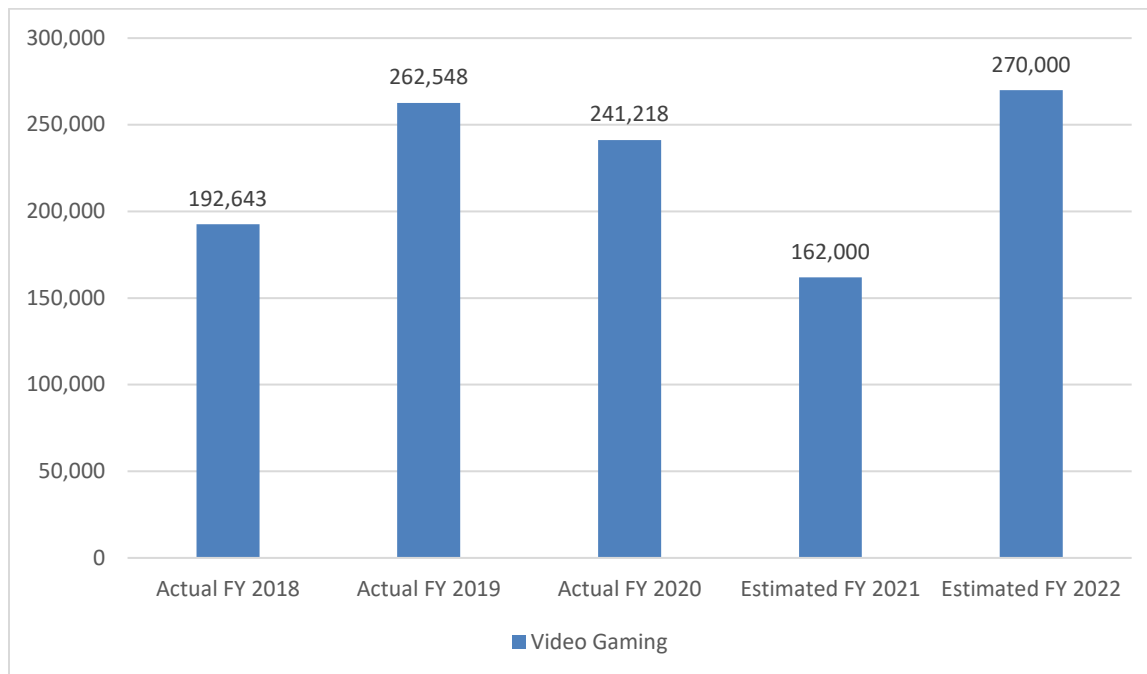
**Amusement Tax  
Five (5) Year History**



### 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
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	\$14,573,994	98.8%
2019/20	\$14,715,598	\$14,840,306	100.8%
2020/21	\$13,902,037		
2021/22	\$15,488,271		

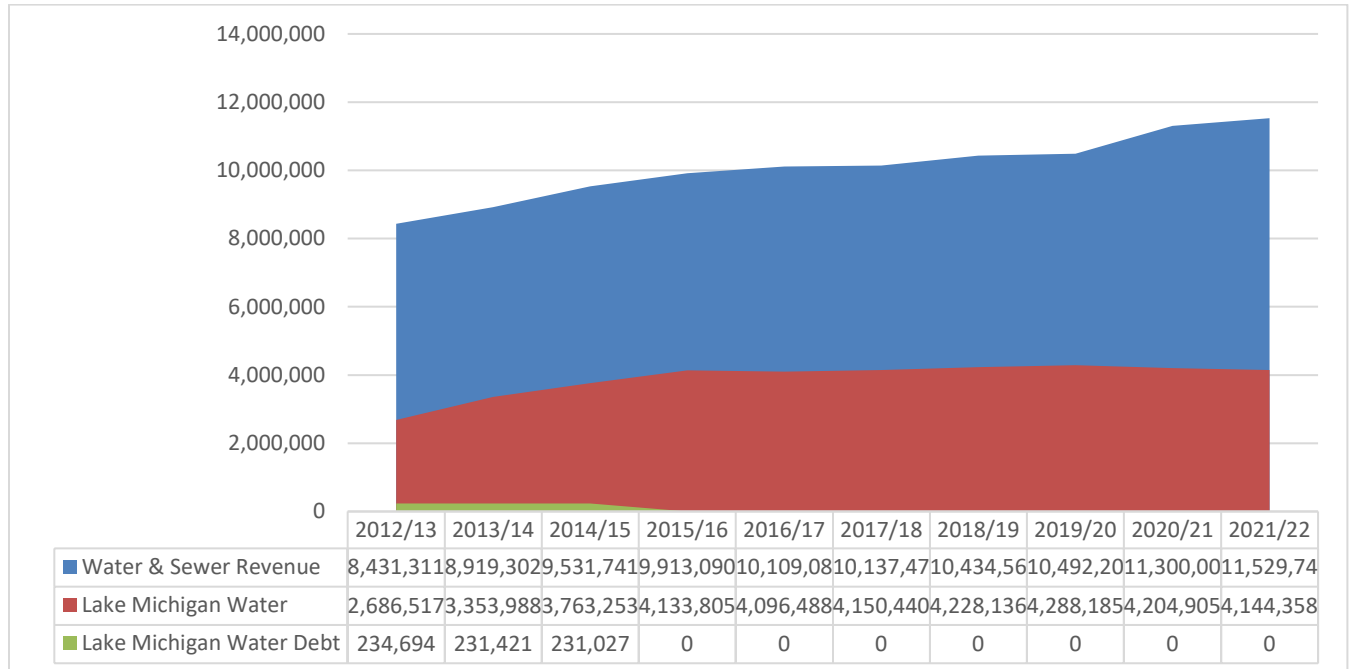
Revenue from charges for services, or user fees, is estimated at \$15.49 million for 2021/22, an increase of 11.4% over 2020/21. The more significant user fees are water and sewer charges, golf course revenues, park and recreation services, cable television franchise fees, satellite courtroom rental and water tower rental fees.



### Water and Sewer Charges:

A total of \$11.53 million is expected to be generated from water and sewer consumption charges in 2021/22, an increase of 2% 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

2020 Rates \$4.97

2021 Rates \$4.97

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.

In 2019, a committee comprised of 2 Elected Officials, Village Administration, Public Works, Administrative Services, Finance and outside Engineering staff held several meetings focusing on the task of developing a utility rate structure that will allow the Village to move forward with 2 important projects (meter/reading device system replacement and the start of phosphorous mitigation), while also generating new funds that will be specifically earmarked for capital infrastructure.

In order to generate sufficient revenues to meet both the General Obligation Bond and Illinois Environmental Protection Agency loan debt service costs, as well as to begin setting aside necessary funds to be specifically used for ongoing utility infrastructure maintenance projects, it was recommended that an adjustment be made across the board to water and sewer rates, including the debt service and capital infrastructure fees beginning July 1, 2019, and additional adjustments continuing on for the next four consecutive years. The challenges facing the Environmental Fund are indeed great, as the total estimated ten year CIP is over \$34 million.



### Golf Course Fees:

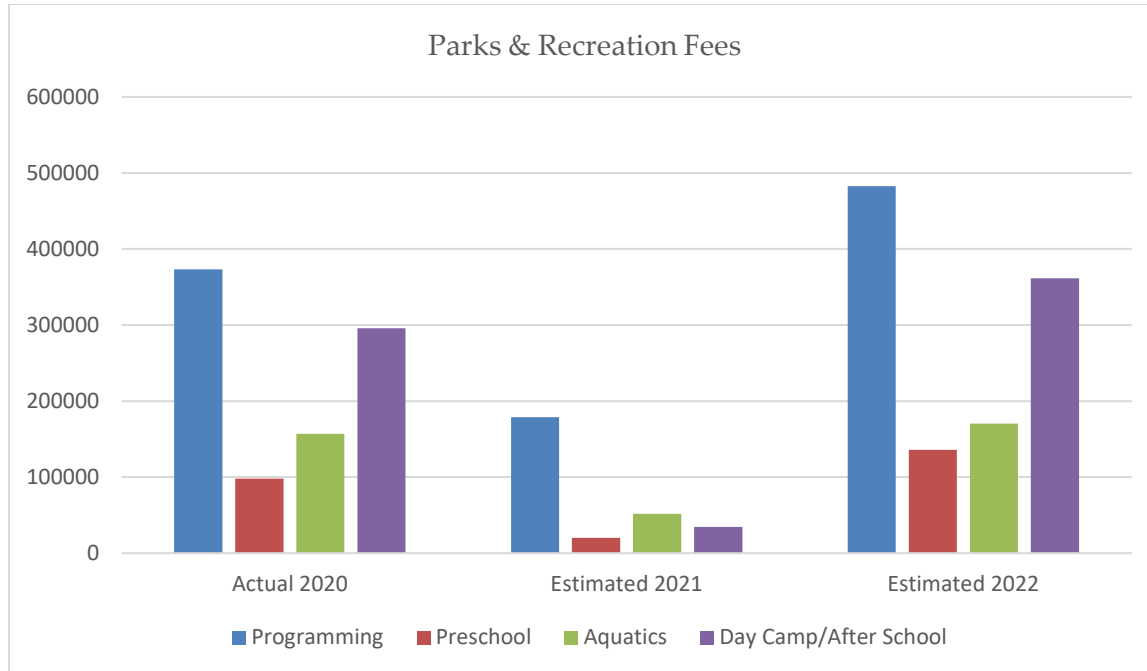
The Glendale Lakes Golf Club has been owned and operated by the Village since 1987 and is open year round for all resident and non-resident golf lovers. The Golf Course revenues are broken down into four (4) segments; Golf & Pro Shop, Restaurants & Banquets, Special Events and the Charity Classic Event. The Golf Course revenue is very sensitive to the weather patterns as well as a general decline in the game itself. In FY 2018/19, Golf operations were split into two separate fund groups; Golf operations and grounds maintenance are now reflected as a subset of the General Fund, while the Restaurant / Banquet functions remained as an Enterprise Fund. In FY 2019/20, the two separate funds were reunited and will be reported as a subset of the General Fund going forward.





**Parks and Recreation:**

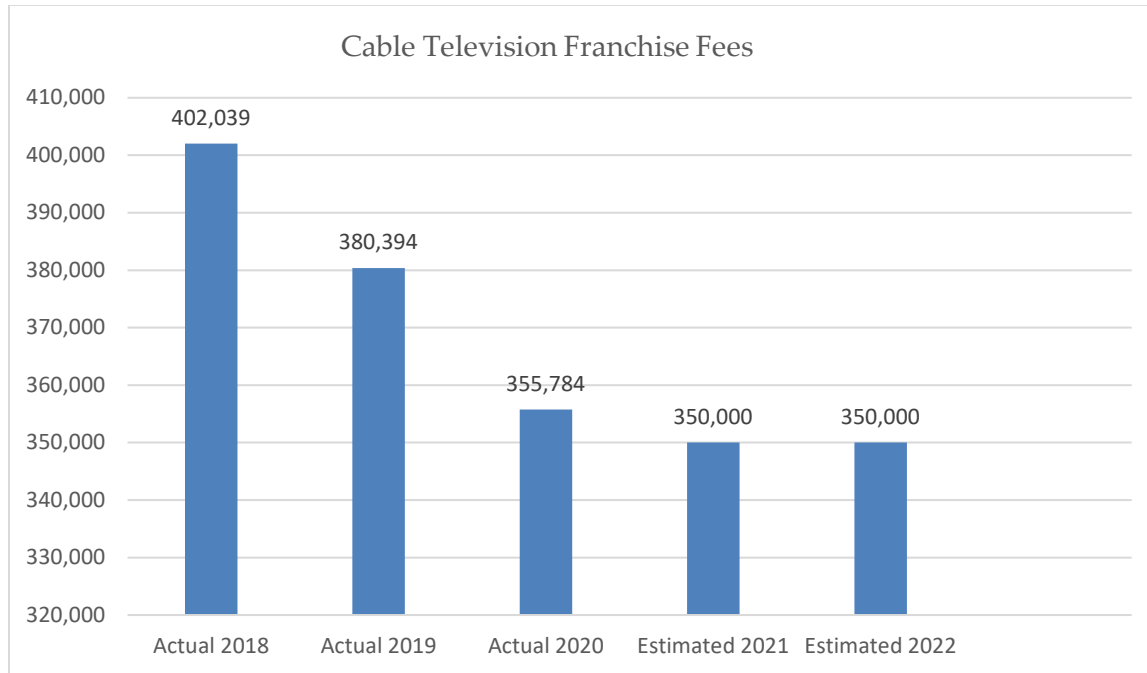
The Village of Glendale Heights operates its own Parks, Facilities & Recreation Department that offers a swimming pool, preschool facility, after school care, day camps, recreation & fitness center, 22 parks, over three and a half (3.5) miles of walking and biking trails, and several programs to its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





**Cable Television Franchise Fees:**

Revenue from cable television franchise fees is estimated at \$350,000 for 2021/22. Revenue continue to fall due to the availability of streaming video services.



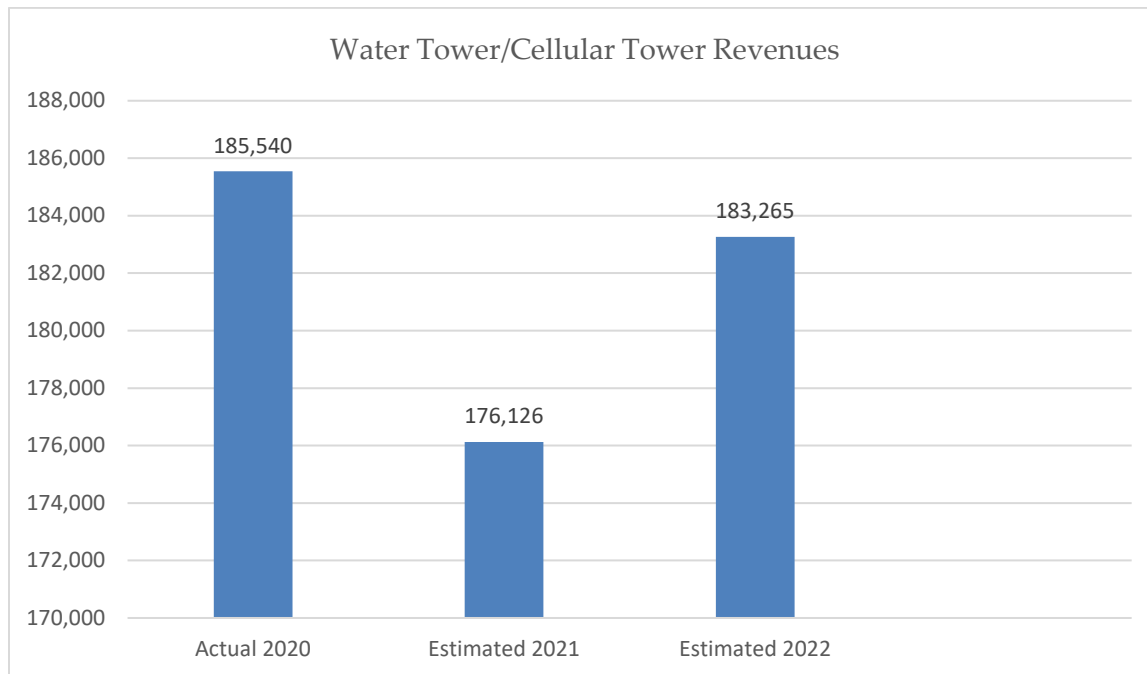


**Water Tower/Cellular Tower Rental:**

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 \$104,970 for the Village in Fiscal Year 2021/22. 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 Environmental Services Fund. Additionally, the Village leases land space on the Village campus to various cellular providers. A final agreement was signed in late July 2019, and during that time, SBA continued to make monthly payments, resulting in a revenue windfall.

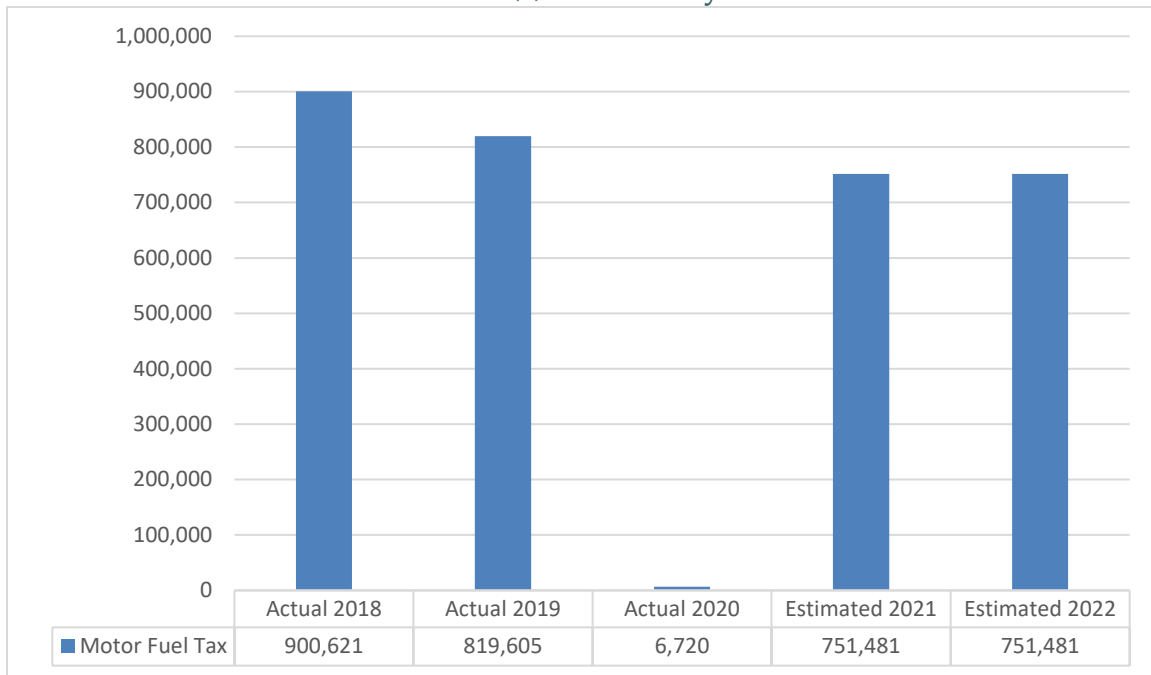
Because the Communications Easement Agreement is for a 55 year term, Generally Accepted Governmental Accounting Principles dictate the lump sum payment be recognized as revenue over the term of the agreement; or 55 years. The actual annual revenue then will be just under \$25,000.

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 \$53,795 in Fiscal Year 2021/22 from this cellular tower.





### Intergovernmental Revenues Five (5) Year History



The intergovernmental revenue class includes the distribution of State Gas Taxes, which were doubled in 2019, and are now placed into what the State describes as a Transportation Improvement Fund. Based on collections so far, the Village is expecting to receive \$751,481 from this new revenue source.





## State and Local Grants:

The Village is expecting to receive a Community Development Block Grants of \$400,000 to provide funding for critical utility infrastructure improvements. The Village also received notification of the awarding of several State Department of Commerce and Economic Opportunity grants as included in the State's FY 2020 Capital Bill. The grants are as follows:

P.A. 101-0029, Art. 15, Section 2555. The sum of \$450,000, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond 1 Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Glendale Heights for costs associated with capital improvements.

P.A. 101-0029, Art. 16, Section 20. The sum of \$350,000, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond Fund 15 to the Department of Commerce and Economic Opportunity for a grant to the Village of Glendale Heights for costs associated with the replacement of a sludge conveyor system.

P.A. 101-0029, Art. 16, Section 30. The sum of \$185,000, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Glendale Heights for costs associated with water filtration system improvements.

P.A. 101-0029, Art. 16, Section 40. The sum of \$143,300, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Glendale Heights for costs associated with the construction of a bike and pedestrian trail.

P.A. 101-0029, Art. 16, Section 50. The sum of \$350,000, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Glendale Heights for costs associated with capital improvements for the Glendale Heights Center for Senior Citizens.

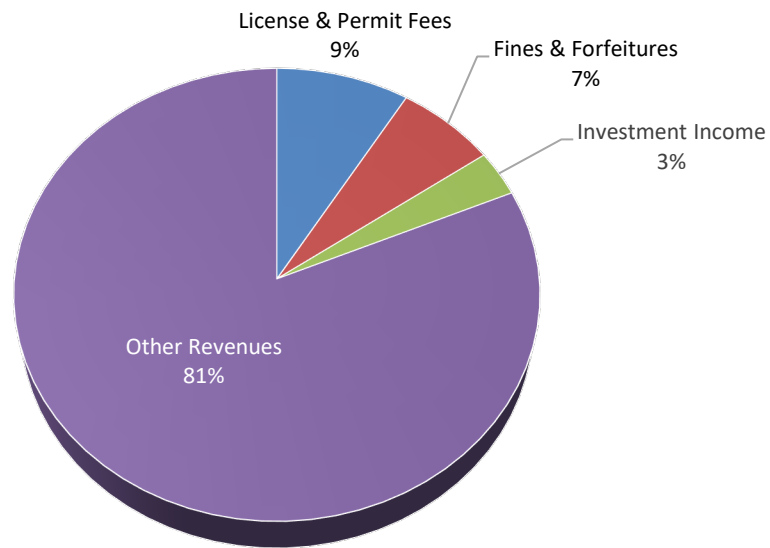
The single largest item included within the revenue category of Other Revenues is the loan coming from the Illinois Environmental Protection Agency (IEPA) in the amount of \$6.1 million, specifically dedicated for the Digester Rehabilitation project.



## MAJOR REVENUE SOURCES-OTHER REVENUE SOURCES

Fiscal Year	Total Budget	Total Revenue Received	% Collected
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	\$11,080,026	128.7%
2019/20	\$10,281,036	\$12,240,905	119.1%
2020/21	\$13,310,370		
2021/22	\$18,274,916		

## Other Revenues





## LICENSES AND PERMITS

License and permit revenue projected for FY 2021/22 is \$1,598,810, a 0.4% decrease from the 2020/21 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 2021/22, and continued collection enforcement of single and multi-family rental licenses.

## FINES AND FORFEITURES

Total revenue from fines is estimated at \$1,199,700 for FY 2021/22, representing an increase of 7.5% from the 2020/21 budget. The Village implemented a red light camera enforcement program starting in January, 2018, and changed service providers later that same year, and then changed again in 2020. Part of the explanation for the increase in estimates is related to being compliant with Generally Accepted Accounting Principles. The Village needs to reflect the revenue received from Red Light Camera violations at their gross amount, where previously this was not done.

## 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 2019/20, revenues experienced modest growth, and similar expectations are estimated for 2021/22.

## 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 \$14,879,147 in



fiscal year 2021/22, an increase of 49.6% from 2020/21. Primary drivers explaining the significant changes from last year is the IEPA loan in the amount of \$6,100,000 for the Wastewater Treatment Plant Digester Rehabilitation project.

**Operating Transfers:**

Revenues classified as operating transfers from other funds total \$4,587,729 in the fiscal year 2021/22 budget, which is a decrease of 18.8% from the prior year's budget. Following is a summary of the proposed operating transfers.

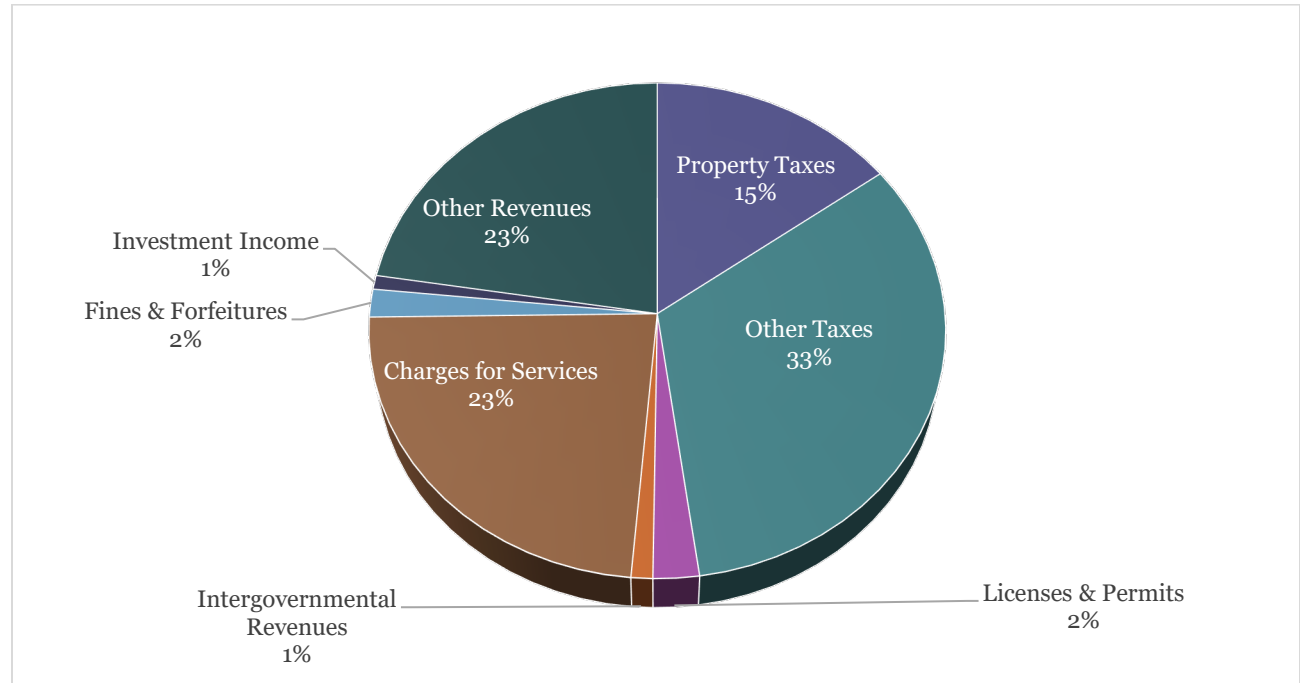
Fund Type/Fund	Transfers In	Transfers (out)	Net Transfers
General Fund	50,881	3,436,305	-3,385,424
Golf Fund	411,621		411,621
Recreation Fund		25,924	-25,924
E.S.D.A. Fund		332	-332
Founders' Day Fund		40,881	-40,881
Infrastructure Fund	1,600,000		1,600,000
TIF #3 Fund		10,000	-10,000
Computer Replacement Fund	63,302		63,302
Capital Projects Fund	525,536		525,536
Debt Service Fund	1,446,389		1,446,389
Environmental Services Fund		1,074,287	-1,074,287
Insurance Fund	490,000		490,000
<b>Total Transfers</b>	<b>4,587,729</b>	<b>4,587,729</b>	<b>0</b>

**REVENUE & EXPENDITURES****ALL FUNDS**

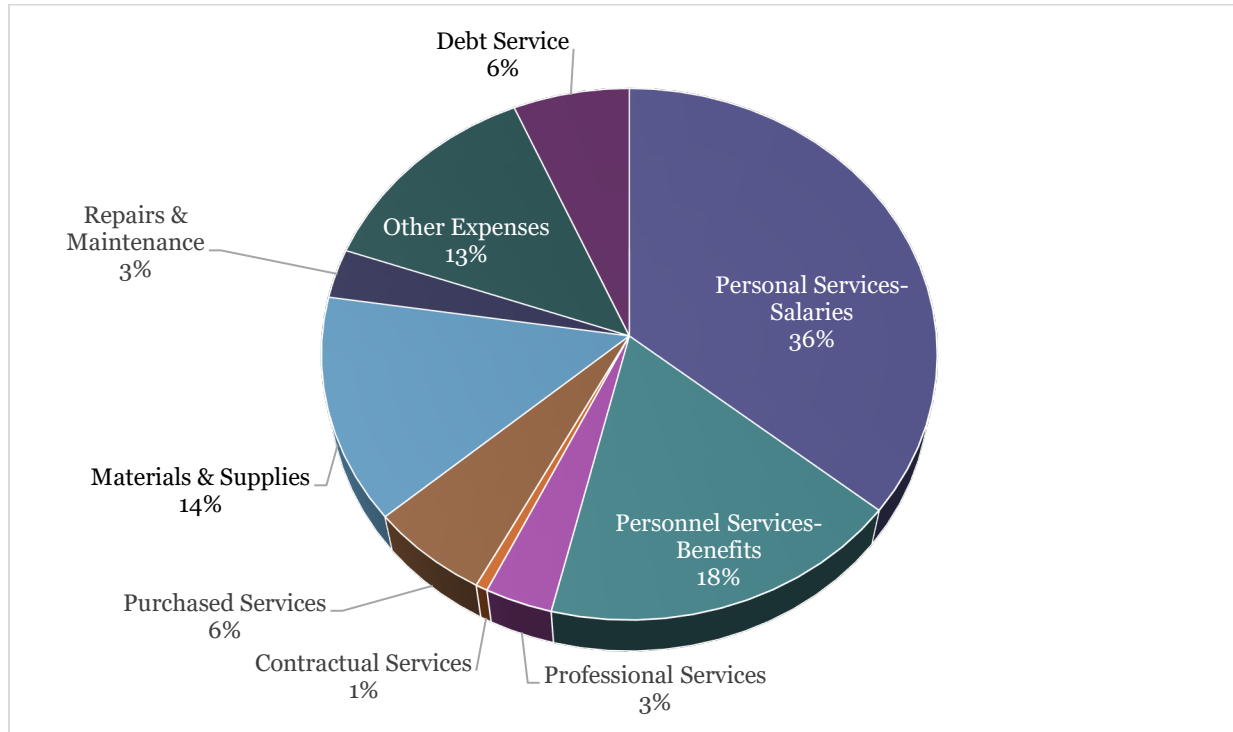
<b>FUND</b>	<b>2019/20 ACTUAL</b>	<b>2020/21 BUDGET</b>	<b>2021/22 BUDGET</b>
<b>REVENUES</b>	<b>95,565,081</b>	<b>65,299,304</b>	<b>70,714,197</b>
General Fund	28,728,648	32,295,731	30,563,723
Special Revenue Funds	12,336,270	9,154,958	10,555,542
Debt Service Fund	32,381,019	3,419,225	3,290,247
Capital Projects Funds	1,558,997	2,768,247	2,054,638
Enterprise Funds	15,308,051	12,578,008	18,956,882
Internal Service Fund	713,475	890,000	890,000
Trust Fund	4,538,620	4,193,135	4,403,165
<b>EXPENDITURES</b>	<b>91,720,997</b>	<b>68,458,334</b>	<b>70,960,870</b>
General Fund	29,999,210	30,959,781	30,391,496
Special Revenue Funds	12,766,798	10,699,996	9,748,409
Debt Service Fund	32,292,760	3,417,550	3,290,247
Capital Projects Funds	275,664	3,330,676	3,820,866
Enterprise Funds	12,058,566	15,936,471	19,158,308
Internal Service Fund	878,350	868,042	893,645
Trust Fund	3,449,648	3,245,818	3,657,899
<b>Net Revenues</b>			
<b>Over (Under) Expenditures</b>	<b>3,844,084</b>	<b>(3,159,030)</b>	<b>(246,673)</b>

## REVENUE SUMMARY FUNDING BY SOURCE

### ALL FUNDS



	2019/20 ACTUAL	2020/21 BUDGET	2021/22 BUDGET
Property Taxes	9,620,591	9,892,249	9,887,030
Other Taxes	22,071,602	21,597,580	21,729,770
Licenses and Permits	1,715,618	1,605,275	1,598,810
Intergovernmental	6,720	751,481	751,481
Charges For Services	14,840,306	13,902,037	15,488,271
Fines And Forfeitures	1,539,503	1,115,700	1,199,700
Investment Earnings	1,779,574	645,600	597,259
Miscellaeous Revenues	34,908,993	9,943,795	14,879,147
Total Operating Revenues	86,482,908	59,453,717	66,131,468
Operating Transfers	9,082,172	5,845,587	4,582,729
Net Revenues and Transfers	95,565,081	65,299,304	70,714,197

**EXPENDITURE SUMMARY FUNDING BY CLASS****ALL FUNDS**

	2019/20 ACTUAL	2020/21 BUDGET	2021/22 BUDGET
Personnel Services-Salaries	17,165,356	16,796,190	18,039,518
Personnel Services-Benefits	8,271,883	8,992,186	9,050,475
Professional Services	1,589,426	2,859,210	1,681,140
Contractual Services	238,098	274,375	298,800
Purchased Services	4,051,324	4,377,937	3,002,769
Materials & Supplies	6,782,323	6,909,393	6,874,980
Repairs & Maintenance	661,693	1,308,189	1,500,865
Other Expenses	7,370,413	6,006,911	6,605,818
Debt Service	29,536,632	3,415,450	3,288,147
Depreciation & Amortization	1,404,329	0	0
<b>Total Operating Expenses</b>	<b>77,071,478</b>	<b>50,939,841</b>	<b>50,342,512</b>
 Capital Outlay	 5,455,061	 11,522,906	 16,030,629
Operating Transfers	9,194,458	5,995,587	4,587,729
 <b>Net Expenditures &amp; Transfers</b>	 <b>91,720,997</b>	 <b>68,458,334</b>	 <b>70,960,870</b>



## REVENUE AND EXPENDITURE SUMMARY

### GENERAL FUND

	2019/20 ACTUAL	2020/21 BUDGET	2021/22 BUDGET
<b>REVENUES</b>	<b>26,643,817</b>	<b>30,875,913</b>	<b>29,123,087</b>
Taxes	21,522,285	24,435,329	24,748,136
Licenses & Permits	1,707,504	1,598,425	1,585,950
Charges for Services	593,914	567,480	657,892
Fines & Forfeitures	1,539,183	1,115,500	1,199,500
Intergovernmental	0	0	0
Investment Income	160,497	94,000	75,000
Other Revenues	675,130	2,677,579	810,728
Operating Transfers	445,302	387,600	45,881
 <b>EXPENDITURES</b>	 <b>27,949,645</b>	 <b>29,629,342</b>	 <b>28,950,860</b>
General Government	8,837,438	9,345,348	9,756,081
Public Safety	8,601,997	8,913,843	9,221,219
Community Development	1,154,336	1,276,647	1,306,185
Public Works	2,381,786	2,552,754	2,467,480
Parks, Grounds & Facilities	2,416,281	2,435,593	2,452,632
Legislative	269,986	433,649	310,958
Operating Transfers	4,287,821	4,671,508	3,436,305
 <b>NET REVENUES OVER (UNDER) EXPENDITURES</b>	 <b>(1,305,828)</b>	 <b>1,246,571</b>	 <b>172,227</b>

## GENERAL FUND REVENUE DETAIL

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	0	411	10	12	POLICE PROTECTION	328,575.09	344,797.00	215,584.00
101	0	411	10	13	POLICE PENSION	2,687,106.40	2,974,752.00	3,184,782.00
101	0	411	10	15	SOCIAL SECURITY-EMPLOYER	135,730.41		
101	0	411	10	16	SCHOOL CROSSING GUARDS	51,738.82		
101	0	411	10	69	MOSQUITO ABATEMENT	43,003.71		
101	0	411	11	10	MUNICIPAL SALES TAX	7,956,963.65	7,787,408.00	7,787,408.00
101	0	411	11	11	SALES TAX (REBATE)	-498,000.00	-362,880.00	-250,000.00
101	0	411	11	12	LOCAL USE TAX	1,197,039.12	1,384,384.00	1,384,384.00
101	0	411	11	14	AUTO RENTAL TAX	10,188.86	10,500.00	10,500.00
101	0	411	11	15	FOOD & BEVERAGE TAX	606,978.47	557,350.00	557,350.00
101	0	411	12	10	AMUSEMENT TAX	62,051.63	11,000.00	10,000.00
101	0	411	12	11	VIDEO GAMING TAX	241,217.70	162,000.00	270,000.00
101	0	411	13	10	PERS. PROP.REPLACEMENT TX	43,125.85	34,940.00	42,300.00
101	0	411	14	10	REAL ESTATE TRANSFER TAX	409,557.45	338,750.00	320,000.00
101	0	411	15	10	STATE INCOME TAX	3,365,554.16	3,482,640.00	3,482,640.00
101	0	411	15	11	CANNABIS EXCISE TAX	6,846.29	20,500.00	21,000.00
101	0	411	16	10	HOME RULE TAX	2,970,549.70	5,923,188.00	5,923,188.00
101	0	411	17	10	ELECTRICITY	790,766.70	765,000.00	790,000.00
101	0	411	17	11	NATURAL GAS	617,102.30	590,000.00	590,000.00
101	0	411	17	13	SIMPLIFIED TELECOMM. TAX	492,357.88	420,000.00	420,000.00
101	0	411	17	15	UTILITY TAX REBATE PGM	-11,700.00	-21,000.00	-21,000.00
101	0	411	18	10	HOTEL TAX	15,530.36	12,000.00	10,000.00
101	0	421	19	10	VEHICLE LICENSE	291,420.50	266,650.00	275,000.00
101	0	421	19	11	BUILDING PERMITS	504,063.13	425,000.00	425,000.00
101	0	421	19	12	GARAGE SALE	2,920.00	1,400.00	3,500.00
101	0	421	19	13	BUSINESS LICENSE	77,257.00	73,800.00	80,000.00
101	0	421	19	14	SCAVENGER LICENSE	11,500.00	11,500.00	10,000.00
101	0	421	19	15	VENDING MACHINES LICENSE	19,370.00	19,950.00	15,000.00
101	0	421	19	16	CONTRACTORS LICENSE	36,500.00	38,000.00	35,000.00
101	0	421	19	17	LIQUOR LICENSE	129,477.73	121,500.00	135,000.00
101	0	421	19	18	TOBACCO DEALERS LICENSE	4,881.00	4,950.00	5,500.00
101	0	421	19	19	MULTI-FAMILY RENTAL LIC.	189,455.00	188,000.00	178,450.00
101	0	421	19	20	ANIMAL LICENSE	3,270.00	4,000.00	4,000.00
101	0	421	19	21	SINGLE FAMILY RENTAL LIC	378,740.00	380,000.00	354,300.00
101	0	421	19	22	ENTERTAINMENT PERMIT	3,150.00	1,800.00	1,800.00
101	0	421	19	23	VAC.BLDG.REGISTRY	4,100.00	11,550.00	8,400.00

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	0	421	19	24	VAC.BLDG.INSPECTION	6,900.00	2,750.00	
101	0	421	19	28	VIDEO GAMING LICENSE	40,000.00	43,575.00	51,500.00
101	0	421	19	29	UTILITY PERMITS - R.O.W.	4,500.00	4,000.00	3,500.00
101	0	421	19	99	OTHER LICENSES			
101	0	441	25	10	COURTROOM RENTAL		16,500.00	66,112.00
101	0	441	25	12	TOWER RENTAL	38,049.51	24,500.00	24,500.00
101	0	441	25	14	CABLE TV FRANCHISE FEE	355,784.33	350,000.00	350,000.00
101	0	441	25	15	RE-INSPECTION FEE	1,719.84	2,800.00	2,000.00
101	0	441	25	16	ANNEXATION FEE			
101	0	441	25	17	PUBLIC HEARING FEE	13,750.00	13,000.00	10,000.00
101	0	441	25	18	ENGINEERING FEE			
101	0	441	25	19	LEGAL FEE			
101	0	441	25	20	FALSE ALARM FEE	5,575.00	11,000.00	5,500.00
101	0	441	25	21	PLAN REVIEW FEE	25.00		
101	0	441	25	22	POLICE ACCIDENT REPORT	5,275.00	4,500.00	4,500.00
101	0	441	25	23	POLICE OFFICER DETAIL	40,823.88	10,000.00	18,000.00
101	0	441	25	24	FINGER PRINTING FEE	1,240.00	1,500.00	1,500.00
101	0	441	25	25	ANIMAL IMPOUND FEE	540.00	1,000.00	1,000.00
101	0	441	25	26	POLICE DEPT. APPLICATION			
101	0	441	25	27	BASSETT LIQUOR TRAINING	125.00	250.00	250.00
101	0	441	25	28	FIRE PROTECTION FEE			
101	0	441	25	30	WORKING W/O PERMIT	29,431.00	27,000.00	25,000.00
101	0	441	25	31	REAL ESTATE INSP.PROGRAM	60,250.00	61,750.00	65,000.00
101	0	441	25	34	PLAT FILING FEE			
101	0	441	25	40	COUNTY RIGHT OF WAY FEE	3,739.30	14,080.00	14,080.00
101	0	441	25	41	CONDO CONVERSION FEE			
101	0	441	25	42	SEX OFFENDER REGISTRATION			
101	0	441	25	43	CHILD MURDERER & VIOLENT			
101	0	441	25	44	PARKS USAGE FEES	27,661.21	25,500.00	38,000.00
101	0	441	25	50	APPEARANCE COMM REVIEW			
101	0	441	25	51	AFFILIATE FEES			
101	0	441	25	52	ZONING VERIFICATION FEES	1,200.00	600.00	600.00
101	0	451	29	9	LOCAL DUI PROSECUTION	22,450.40	34,000.00	40,000.00
101	0	451	29	10	PARKING TICKETS	287,001.04	185,000.00	250,000.00
101	0	451	29	11	COMPLIANCE TICKETS	137,156.60	65,000.00	80,000.00
101	0	451	29	12	COURT FINES	198,458.98	156,000.00	156,000.00
101	0	451	29	13	LIQUOR FINES			
101	0	451	29	14	TOBACCO FINES		500.00	500.00
101	0	451	29	15	RED LIGHT CAMERA	874,741.04	655,000.00	645,000.00
101	0	451	29	16	LOCAL ORDINANCE VIOLATION	8,950.00	10,000.00	25,000.00

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	0	451	29	98	PD-OTHER REVENUES	10,425.23	10,000.00	3,000.00
101	0	461	30	10	INTEREST INCOME	160,497.42	94,000.00	75,000.00
101	0	481	42	10	FEDERAL	44,939.75	43,300.00	26,300.00
101	0	481	42	11	STATE OF IL.	638.25	280,010.00	70,495.00
101	0	481	42	12	DUMEG FAIR SHARE			
101	0	481	42	14	LOCAL	44,967.05	64,450.00	80,000.00
101	0	481	43	10	FEDERAL GRANTS		1,742,705.00	
101	0	481	43	11	STATE OF IL.			
101	0	481	50	11	OFS TRADE IN	13,715.98	5,000.00	5,000.00
101	0	481	50	17	RECAPTURE FEES-REVENUE			
101	0	481	50	19	TOWING & IMPOUND CHARGES	79,900.00	70,000.00	75,000.00
101	0	481	50	20	BOOT FEE	100.00	1,000.00	1,000.00
101	0	481	50	30	LATE FEES RENTAL LICENSES	30,330.00	65,000.00	10,000.00
101	0	481	50	31	50/50 CURB-CUT PROGRAM	3,378.00	4,000.00	4,000.00
101	0	481	50	32	SALES-RECYCLING SUPPLIES			
101	0	481	50	33	PARKWAY TREE REPLACEMENTS		100.00	100.00
101	0	481	50	51	SCHOOL RESOURCE OFFICER	129,440.15	149,821.00	214,183.00
101	0	481	60	12	DONATIONS OTHER			
101	0	481	60	15	DONATION-SAFETY TOWN			
101	0	481	60	16	DONATION-DARE			
101	0	481	62	10	PARK MEMORIALS	100.00	100.00	100.00
101	0	481	62	11	CITIZEN DONATIONS			
101	0	481	70	10	CASH (OVER) & SHORT	-157.71		
101	0	481	71	10	(GAIN) & LOSS INVESTMENTS	2,518.01		
101	0	481	89	10	MISCELLANEOUS INCOME	94,160.71	115,000.00	50,000.00
101	0	491	92	3	TRANSFER FROM-HANDICAPPED			
101	0	491	92	6	TRANSFER FROM-FOUNDER'S D	34,961.00		35,881.00
101	0	491	92	12	TRANSFER FROM INFRASTRUCT			
101	0	491	92	41	TRANSFER FROM-TIF 01	50,000.00	50,000.00	
101	0	491	92	42	TRANSFER FROM-TIF 02			
101	0	491	92	43	TRANSFER FROM TIF 03	10,000.00	10,000.00	10,000.00
101	0	491	92	51	TRANSFER FROM SSA 01	16,977.00	17,133.00	
101	0	491	92	52	TRANSFER FROM SSA 02	144,057.00	145,389.00	
101	0	491	92	53	TRANSFER FROM SSA 03	108,579.00	109,582.00	
101	0	491	92	54	TRANSFER FROM SSA 04	13,309.00	13,432.00	
101	0	491	92	55	TRANSFER FROM SSA 05	22,332.00	22,539.00	
101	0	491	92	56	TRANSFER FROM SSA 06	19,346.00	19,525.00	
101	0	491	93	1	TRANSFER FROM-VEHICLE REP	18,741.16		
101	0	491	93	2	TRANS FROM-COMPUTER REP	7,000.00		
101	0	491	93	3	TRANSFER FROM-CAPITAL PRO			

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	0	491	93	4	TRANSFER FROM-BOND-FUND			
101	0	491	94	1	TRANSFER FROM-DEBT SERVIC			
101	0	491	95	2	TRANSFER FROM-REST./BANQU			
101	0	491	96	2	TRANSFER FROM-ESCROW			
101	0	499	99	99	OTHER FINANCING SOURCES	26,485.00		
101	1016	441	28	13	SPECIAL EVENT REVENUES	1,163.00	3,500.00	7,500.00
101	1016	441	28	15	CAR SHOW	7,562.42		6,000.00
101	1016	441	28	16	SPECIAL EVENT REVS-OTHER			8,350.00
101	1016	481	60	12	DONATIONS OTHER	1,286.00		
101	1018	481	60	12	DONATIONS OTHER			
101	1018	481	89	10	MISCELLANEOUS INCOME		50.00	50.00
101	1019	441	28	13	SPECIAL EVENT REVENUES			10,000.00
101	1019	441	28	14	COMMUNITY DIVERSITY COMM.			
101	1117	441	27	13	GENERAL FITNESS CLASSES			
101	1117	461	30	10	INTEREST INCOME			
101	1117	481	42	10	FEDERAL	2,670.00		
101	1117	481	43	15	SENIOR HEALTH INS PGM			
101	1117	481	59	10	GENERAL MEMBERSHIPS			
101	1117	481	59	11	ACTIVITY FEES			
101	1117	481	59	16	SENIOR PROGRAM			
101	1117	481	59	17	SENIOR BUS			
101	1117	481	70	10	CASH (OVER) & SHORT	-340.00		
101	1117	481	81	10	SENIOR PROGRAM	6,092.50	2,000.00	8,000.00
101	1117	481	81	11	SENIOR BUS	5,153.25	848.00	7,000.00
101	1117	481	81	12	FACILITY RENTAL	39,244.00	3,150.00	54,000.00
101	1117	481	81	13	SALON SERVICES	25,949.00	24,500.00	30,000.00
101	1117	481	81	14	SPONSORSHIP	800.00		1,000.00
101	1117	481	81	15	GIFT CARDS			
101	1117	481	81	16	PRINTING REVENUE	32.32	100.00	100.00
101	1117	481	81	17	FITNESS MEMBERSHIPS	5,126.00	1,000.00	7,500.00
101	1117	481	81	18	GENERAL MEMBERSHIPS	2,912.00	2,000.00	6,000.00
101	1117	481	81	19	BEVERAGES SOLD REVENUE	8,532.71	2,500.00	10,000.00
101	1117	481	81	20	SC-SPECIALTY LINENS REV	4,047.00	1,750.00	7,000.00
101	1117	481	81	21	SC-OTHER RENTAL FEES	385.00	250.00	1,000.00
101	1117	481	81	22	SC-WAITSTAFF SERVICES	1,830.00	625.00	2,500.00
101	1117	481	81	23	SENIOR HOLIDAY LUNCHEON	3,124.00		3,000.00
101	1117	481	81	24	SENIOR TRIP REVENUES	-5,016.00	10,100.00	60,000.00
101	1117	481	81	25	SNACKS/COFFEE	477.05	250.00	500.00
101	1117	481	81	26	FACILITY SET UP FEES	2,075.00	850.00	3,500.00
101	1117	481	81	27	SALON RETAIL REVENUE			

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1117	481	81	28	COMM DINING DONATIONS			
101	1117	481	89	10	MISCELLANEOUS INCOME			
101	1117	481	89	14	DONATIONS			
101	1117	481	89	32	SALON MISCELLANEOUS			
101	1117	481	89	33	GIFT SHOP REVENUE	3,164.90	2,000.00	4,000.00
101	1117	481	89	99	PROMOTIONAL CREDIT			
101	1117	481	99	99	CREDIT CARD CLEARING			
101	1299	481	58	10	PULL TAB TAX	1,347.23	3,000.00	4,000.00
101	1299	481	58	11	D.U.I.	18,217.26	21,600.00	27,000.00
101	1299	481	58	12	COURT DRUG FINES	1,565.00	720.00	900.00
101	1299	481	58	14	SEX OFFENDER REGIST FUND	3,060.00	3,000.00	3,000.00
101	1299	481	58	20	STATE-TOBACCO GRANTS	4,510.00	5,000.00	5,000.00
101	1299	481	58	22	SUPERVISION FINES	5,184.21	12,000.00	15,000.00
101	1299	481	58	23	ELECTRONIC CITATION FEES	3,603.45	2,800.00	3,500.00
101	1299	481	58	24	FORFEITED FUNDS PD MONEY			
101	1299	481	58	25	EVIDENCE SEIZED CASH	1,746.26		
101	1299	481	58	26	STATE FORFEITURES FUND	3,404.65		
101	1299	481	58	27	FEDERAL FORFEITURES FUND	25,922.43		
101	1299	481	58	28	DARE ACCOUNT	2,500.00		
101	1299	481	58	30	MEG EQUITABLE SHARING			
101	1299	481	58	60	COMMUNITY ORIENTED POLICE	11,510.00	5,000.00	5,000.00
101	1299	481	58	61	GUN RANGE	6,000.00	6,000.00	6,000.00
101	1511	481	50	11	OFS TRADE IN	8,500.00	11,000.00	
101	1616	481	50	11	OFS TRADE IN		15,000.00	

## EXPENDITURE SUMMARY BY DEPARTMENT

### GENERAL FUND

Program	2019/20 ACTUAL	2020/21 BUDGET	2021/22 BUDGET
<b>Legislative</b>	<b>269,986</b>	<b>433,649</b>	<b>310,958</b>
Village Board	187,040	190,268	213,843
Village Clerk	17,551	18,800	17,800
Police Commission	7,205	30,490	27,115
Plan Commission	1,881	2,681	2,681
Special Events Commission	24,418	6,400	39,550
Youth Commission	699	1,625	1,625
Historical Building	6,081	3,385	8,344
Emergency	25,110	180,000	0
<b>General Government</b>	<b>8,806,836</b>	<b>9,319,348</b>	<b>9,756,081</b>
Village Administration	449,132	385,809	435,134
Human Resources	183,051	195,139	197,273
Public Affairs	134,652	169,125	141,343
Senior Services	397,962	351,417	484,012
Central Services	6,275,325	6,699,851	7,037,045
Administrative Services	0	0	0
Information Services	519,396	593,959	564,646
Finance	847,317	924,048	896,628
<b>Police Department</b>	<b>8,632,700</b>	<b>8,913,843</b>	<b>9,221,219</b>
Police Administration	800,074	943,352	810,722
Patrol	5,045,976	5,022,521	5,486,755
Investigations	1,306,095	1,482,063	1,382,775
Support Services	1,435,181	1,406,927	1,474,355
Community Oriented Policing	13,745	13,750	14,000
State & Federal Grants	31,629	45,230	52,612
<b>Public Works</b>	<b>2,381,786</b>	<b>2,552,754</b>	<b>2,467,480</b>
Administration	124,602	127,442	125,677
Engineering	112,414	111,752	128,889
Streets	1,804,833	1,952,307	1,851,541
Fleet Maintenance	339,936	361,253	361,373

**Parks, Grounds &**

<b>Facilities</b>	<b>2,416,181</b>	<b>2,435,593</b>	<b>2,452,632</b>
Parks	1,373,859	1,303,199	1,394,716
Forestry	79,773	135,979	106,295
Facilities	962,549	996,415	951,621

<b>Community Development</b>	<b>1,154,336</b>	<b>1,302,647</b>	<b>1,306,185</b>
Administration	632,991	739,192	731,489
Inspection Services	521,345	563,455	574,696

**General Fund Total Before**

<b>Operating Transfers</b>	<b>23,661,824</b>	<b>24,957,834</b>	<b>25,514,555</b>
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<b>Operating Transfers</b>	<b>4,287,821</b>	<b>4,671,508</b>	<b>3,436,305</b>
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<b>Total Expenditures</b>	<b>27,949,645</b>	<b>29,629,342</b>	<b>28,950,860</b>
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**GENERAL FUND EXPENDITURE DETAIL**

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	0	510	78	99	MISC EXP			
101	0	981	91	10	TRANSFER TO-GOLF COURSE	632,896.04	348,046.00	411,621.00
101	0	981	92	1	TRANSFER TO-RECREATION			
101	0	981	92	4	TRANSFER TO-MOTOR FUEL			
101	0	981	92	6	TRANSFER TO-FOUNDER'S DAY			
101	0	981	92	9	TRANSFER TO-HISTORICAL			
101	0	981	92	11	TRANSFER TO-IMRF FUND			
101	0	981	92	12	TRANSFER TO INFRASTRUCTUR		1,650,094.00	1,600,000.00
101	0	981	92	43	TRANSFER TO TIF NO.3			
101	0	981	92	46	TRANSFER TO TIF NO. 6			
101	0	981	93	1	TRANSFER TO-VEHICLE REP			
101	0	981	93	2	TRANSFER TO-COMPUTER REP	25,978.00	25,978.00	52,048.00
101	0	981	93	3	TRANSFER TO-CAPITAL PROJ	1,238,545.00	1,300,015.00	525,536.00
101	0	981	93	7	COMPUTER SOFTWARE REPLACE			
101	0	981	93	53	TRANSFER TO 2010 GOB		21,000.00	
101	0	981	93	60	DUMEG			
101	0	981	94	1	TRANSFER TO-DEBT SERVICE	810,402.00	831,375.00	502,100.00
101	0	981	94	2	TRANSFER TO-LIABILITY INS	345,000.00	495,000.00	345,000.00



## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	0	981	95	1	TRANSFER TO-ENVIRONMENTAL	1,000,000.00		
101	0	981	95	2	TRANSFER TO-GOLF COURSE	235,000.00		
101	1011	512	10	10	F-TIME & REG.PART-TIME	124,366.92	132,000.00	132,000.00
101	1011	512	15	10	FICA-EMPLOYER	7,377.07	8,184.00	8,184.00
101	1011	512	16	14	TRAVEL FOR MEETING & CONF	35.00	100.00	100.00
101	1011	512	16	15	TRAINING & SEMINARS	866.69	1,450.00	2,900.00
101	1011	512	16	16	MEDICARE-EMPLOYER	1,725.37	1,914.00	1,914.00
101	1011	512	21	11	PROF-LEGAL			
101	1011	512	21	99	PROFESSIONAL-OTHERS			
101	1011	512	24	12	PRINTING & BINDING	215.76	250.00	250.00
101	1011	512	31	99	OFFICE SUPPLIES	60.97	200.00	200.00
101	1011	512	37	10	UNIFORMS	12.00	250.00	500.00
101	1011	512	37	80	GAS & FUEL			
101	1011	512	37	99	OPERATING SUPPLIES	3,610.32	6,200.00	6,200.00
101	1011	512	39	99	OPERATING EQUIPMENT			
101	1011	512	51	12	CELLULAR PHONE			
101	1011	512	53	20	MEDICAL EQUIPMENT			
101	1011	512	60	99	VARIOUS COMMISSION			
101	1011	512	61	12	ECONOMIC DEVELOPMENT			
101	1011	512	61	13	SPECIAL EVENTS			
101	1011	512	61	99	VARIOUS COMMISSION			
101	1011	512	62	10	MEMBERSHIP DUES	37,739.88	24,180.00	46,055.00
101	1011	512	62	11	SUBSCRIPTIONS	334.76	290.00	290.00
101	1011	512	63	10	CHRISTMAS SHARING			
101	1011	512	63	11	DUPAGE CHILDREN CENTER			
101	1011	512	63	12	ADOPT-A-COP			
101	1011	512	63	13	BROOKFIELD ZOO			
101	1011	512	63	14	COMMUNITY HEALTH FAIR			
101	1011	512	63	99	OTHER COMM. CONTRIBUTION	8,638.00	11,250.00	11,250.00
101	1011	512	69	20	CIVIC ACTIVITIES	2,057.19	4,000.00	4,000.00
101	1011	512	69	31	VIL.CONCERN & DEV. PROB.			
101	1011	512	69	99	MISCELLANEOUS EXPENSE			
101	1011	911	84	99	FURNITURE & FIXTURE			
101	1012	512	10	10	F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00
101	1012	512	10	99	OVERTIME PAY			
101	1012	512	15	10	FICA-EMPLOYER	620.00	620.00	620.00
101	1012	512	16	14	TRAVEL FOR MEETING & CONF			
101	1012	512	16	15	TRAINING & SEMINARS		150.00	150.00
101	1012	512	16	16	MEDICARE-EMPLOYER	145.00	145.00	145.00
101	1012	512	21	99	PROFESSIONAL-OTHERS	6,426.33	6,000.00	6,000.00

VILLAGE OF GLENDALE HEIGHTS

ANNUAL BUDGET

101	1012	512	24	12	PRINTING & BINDING			
101	1012	512	24	14	ADVERTISING			
101	1012	512	31	17	POSTAGE			
101	1012	512	31	99	OFFICE SUPPLIES		50.00	50.00
101	1012	512	37	99	OPERATING SUPPLIES			
101	1012	512	51	12	CELLULAR PHONE			
101	1012	512	60	99	VARIOUS COMMISSION	300.00	500.00	500.00
101	1012	512	62	10	MEMBERSHIP DUES	60.00	335.00	335.00
101	1012	512	69	21	RECORDING FEES		1,000.00	
101	1012	512	69	22	LICENSES			
101	1012	512	69	23	PROPERTY TAX			
101	1013	512	16	14	TRAVEL FOR MEETING & CONF			
101	1013	512	16	15	TRAINING & SEMINARS	300.00	800.00	500.00
101	1013	512	21	11	PROF-LEGAL			
101	1013	512	24	12	PRINTING & BINDING		750.00	750.00
101	1013	512	24	16	RECRUITING	1,401.50	5,000.00	2,000.00
101	1013	512	24	28	TESTING	2,742.00	20,000.00	20,000.00
101	1013	512	24	99	OTHER PURCHASE-SERVICES			
101	1013	512	31	99	OFFICE SUPPLIES	15.11	100.00	100.00
101	1013	512	35	99	OTHER POLICE GEN.SUPLS.			
101	1013	512	37	10	UNIFORMS		300.00	300.00
101	1013	512	60	10	POLICE COMMISSION	2,206.60	3,000.00	3,000.00
101	1013	512	60	99	VARIOUS COMMISSION			
101	1013	512	62	10	MEMBERSHIP DUES	540.00	540.00	465.00
101	1013	512	62	11	SUBSCRIPTIONS			
101	1014	512	15	10	FICA-EMPLOYER	40.26	86.00	86.00
101	1014	512	16	15	TRAINING & SEMINARS			
101	1014	512	16	16	MEDICARE-EMPLOYER	9.41	20.00	20.00
101	1014	512	21	99	PROFESSIONAL-OTHERS			
101	1014	512	24	12	PRINTING & BINDING			
101	1014	512	37	99	OPERATING SUPPLIES			
101	1014	512	60	11	PLAN COMMISSION	691.26	1,375.00	1,375.00
101	1014	512	61	11	PLAN COMMISSION	1,140.00	1,200.00	1,200.00
101	1016	512	24	19	ENTERTAINMENT-SPL. EVENTS	3,510.00		8,500.00
101	1016	512	24	20	CAR SHOW	500.00		600.00
101	1016	512	24	99	OTHER PURCHASE-SERVICES	975.00		
101	1016	512	37	10	UNIFORMS			
101	1016	512	37	96	SPECIAL EVENT EXPS-OTHER	8,313.22		8,350.00
101	1016	512	37	97	COLOR RUN EVENT			
101	1016	512	37	98	CAR SHOW	3,818.53		3,700.00

VILLAGE OF GLENDALE HEIGHTS

ANNUAL BUDGET

101	1016	512	37	99	OPERATING SUPPLIES	7,300.83	6,400.00	8,400.00
101	1016	512	52	11	RENTALS-EQUIPMENTS			
101	1017	512	24	12	PRINTING & BINDING		225.00	225.00
101	1017	512	24	99	OTHER PURCHASE-SERVICES			
101	1017	512	37	99	OPERATING SUPPLIES	698.89	1,400.00	1,400.00
101	1017	512	52	11	RENTALS-EQUIPMENTS			
101	1018	512	24	12	PRINTING & BINDING	3,222.00		
101	1018	512	24	99	OTHER PURCHASE-SERVICES	2,264.15	2,410.00	2,514.00
101	1018	512	37	99	OPERATING SUPPLIES	13.49	245.00	250.00
101	1018	512	56	30	HISTORICAL BLDG.	397.17	500.00	5,350.00
101	1018	512	62	10	MEMBERSHIP DUES	25.00	30.00	30.00
101	1018	512	69	20	CIVIC ACTIVITIES	159.65	200.00	200.00
101	1018	911	84	99	FURNITURE & FIXTURE			
101	1019	511	97	11	EMRGNCY PROTECTVE MEASURE			
101	1019	512	37	99	OPERATING SUPPLIES			10,000.00
101	1022	512	15	10	FICA-EMPLOYER			
101	1022	512	16	15	TRAINING & SEMINARS			
101	1022	512	16	16	MEDICARE-EMPLOYER			
101	1022	512	37	99	OPERATING SUPPLIES			
101	1022	512	60	12	APPEARANCE COMMISSION			
101	1091	511	15	10	FICA-EMPLOYER			
101	1091	511	16	16	MEDICARE-EMPLOYER			
101	1091	511	97	10	DEBRIS&WRECKAGE REMOVAL			
101	1091	511	97	11	EMRGNCY PROTECTVE MEASURE	25,110.34	180,000.00	
101	1091	511	98	10	ROAD&BRIDGES RESTORATION			
101	1091	511	98	11	WATER CONTROL FACILITIES			
101	1091	511	98	12	BUILDINGS AND EQUIPMENT			
101	1091	511	98	13	UTILITY SYSTEMS			
101	1091	511	98	14	OTHER FACILITIES			
101	1110	513	10	10	F-TIME & REG.PART-TIME	403,987.89	336,747.00	383,654.00
101	1110	513	10	99	OVERTIME PAY			
101	1110	513	15	10	FICA-EMPLOYER	21,629.34	20,879.00	23,787.00
101	1110	513	16	14	TRAVEL FOR MEETING & CONF			
101	1110	513	16	15	TRAINING & SEMINARS	560.36	2,500.00	2,500.00
101	1110	513	16	16	MEDICARE-EMPLOYER	5,683.71	4,883.00	5,563.00
101	1110	513	16	33	EMPLOYEE RECOGNITION	14,347.14	17,000.00	16,000.00
101	1110	513	24	12	PRINTING & BINDING	54.57	100.00	100.00
101	1110	513	31	99	OFFICE SUPPLIES	218.16	250.00	250.00
101	1110	513	37	80	GAS & FUEL	691.46	1,500.00	1,200.00
101	1110	513	37	99	OPERATING SUPPLIES	63.30	150.00	150.00

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1110	513	51	12	CELLULAR PHONE			
101	1110	513	55	60	OTHER OFFICE EQUIPMENT			
101	1110	513	62	10	MEMBERSHIP DUES	1,785.25	1,800.00	1,930.00
101	1110	513	62	11	SUBSCRIPTIONS			
101	1110	513	69	50	HISTORICAL HOUSE	110.94		
101	1110	911	84	99	FURNITURE & FIXTURE			
101	1111	513	10	10	F-TIME & REG.PART-TIME	150,052.60	155,276.00	154,666.00
101	1111	513	10	99	OVERTIME PAY			
101	1111	513	15	10	FICA-EMPLOYER	8,786.61	9,627.00	9,589.00
101	1111	513	16	14	TRAVEL FOR MEETING & CONF		350.00	350.00
101	1111	513	16	15	TRAINING & SEMINARS		630.00	630.00
101	1111	513	16	16	MEDICARE-EMPLOYER	2,055.08	2,251.00	2,243.00
101	1111	513	16	33	EMPLOYEE RECOGNITION	1,793.88	2,775.00	3,900.00
101	1111	513	24	12	PRINTING & BINDING	2,004.48	3,600.00	2,400.00
101	1111	513	24	15	EMPLOYEE PHYSICAL EXAM	9,114.00	10,200.00	12,000.00
101	1111	513	24	16	RECRUITING AND TESTING	3,292.99	4,200.00	5,200.00
101	1111	513	24	99	OTHER PURCHASE-SERVICES	4,122.50	4,500.00	4,500.00
101	1111	513	31	10	BINDERS & ACCESSORIES			
101	1111	513	31	99	OFFICE SUPPLIES	219.29	250.00	250.00
101	1111	513	37	99	OPERATING SUPPLIES	405.31	475.00	475.00
101	1111	513	51	12	CELLULAR PHONE			
101	1111	513	62	10	MEMBERSHIP DUES	1,204.00	1,005.00	1,070.00
101	1112	513	10	10	F-TIME & REG.PART-TIME	74,730.15	78,939.00	80,197.00
101	1112	513	10	98	TEMPORARY HELP			
101	1112	513	10	99	OVERTIME PAY			
101	1112	513	15	10	FICA-EMPLOYER	4,458.29	4,895.00	4,972.00
101	1112	513	16	13	TUITION REIMBURSEMENT			
101	1112	513	16	14	TRAVEL FOR MEETING & CONF			
101	1112	513	16	15	TRAINING & SEMINARS	243.00	250.00	650.00
101	1112	513	16	16	MEDICARE-EMPLOYER	1,042.71	1,086.00	1,163.00
101	1112	513	24	12	PRINTING & BINDING	24,938.07	25,022.00	26,300.00
101	1112	513	24	32	SOFTWARE SUPPORT & MAINT	9,349.72	1,156.00	3,056.00
101	1112	513	24	99	OTHER PURCHASE-SERVICES	1,596.29	2,200.00	2,200.00
101	1112	513	31	17	POSTAGE	13,884.36	15,918.00	15,140.00
101	1112	513	31	99	OFFICE SUPPLIES	393.11	230.00	400.00
101	1112	513	32	14	COMPUTER SOFTWARE	480.99	720.00	750.00
101	1112	513	37	99	OPERATING SUPPLIES		200.00	200.00
101	1112	513	39	99	OPERATING EQUIPMENT	826.32	1,260.00	2,070.00
101	1112	513	51	12	CELLULAR PHONE			
101	1112	513	55	60	OTHER OFFICE EQUIPMENT	2,709.45	36,404.00	1,000.00

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101	1112	513	62	10	MEMBERSHIP DUES		845.00	3,245.00
101	1112	513	62	11	SUBSCRIPTIONS			
101	1114	513	37	10	UNIFORMS			
101	1116	513	16	15	TRAINING & SEMINARS			
101	1116	513	24	15	EMPLOYEE PHYSICAL EXAM			
101	1116	513	37	99	OPERATING SUPPLIES			
101	1116	513	62	10	MEMBERSHIP DUES			
101	1117	513	10	10	F-TIME & REG.PART-TIME	282,476.31	251,000.00	301,000.00
101	1117	513	10	11	HOLIDAY PAY			
101	1117	513	10	99	OVERTIME PAY	22.31	100.00	100.00
101	1117	513	15	10	FICA-EMPLOYER	17,438.20	15,562.00	18,662.00
101	1117	513	15	12	WORKMENS COMPENSATION			
101	1117	513	16	14	TRAVEL FOR MEETING & CONF	35.00	100.00	100.00
101	1117	513	16	15	TRAINING & SEMINARS	1,579.92	1,550.00	2,750.00
101	1117	513	16	16	MEDICARE-EMPLOYER	4,078.35	3,665.00	4,365.00
101	1117	513	24	12	PRINTING & BINDING	3,415.27	4,744.00	6,872.00
101	1117	513	24	14	ADVERTISING			
101	1117	513	24	32	SOFTWARE SUPPORT & MAINT	1,569.20	2,120.00	2,170.00
101	1117	513	24	99	OTHER PURCHASE-SERVICES	1,281.37		3,700.00
101	1117	513	31	17	POSTAGE	933.79	717.00	1,434.00
101	1117	513	31	99	OFFICE SUPPLIES			
101	1117	513	37	10	UNIFORMS		550.00	550.00
101	1117	513	37	80	GAS & FUEL	5,900.55	4,150.00	7,150.00
101	1117	513	37	81	SALON SUPPLIES	2,292.70	3,000.00	3,000.00
101	1117	513	37	83	COFFEE SUPPLIES			
101	1117	513	37	99	OPERATING SUPPLIES	12,667.07	5,500.00	13,000.00
101	1117	513	38	94	OFFICE EQUIPMENT			
101	1117	513	39	99	OPERATING EQUIPMENT			
101	1117	513	51	12	CELLULAR PHONE			
101	1117	513	52	10	LEASES-EQUIPMENTS	3,315.29	4,200.00	4,200.00
101	1117	513	53	17	EQUIPMENT R&M	2,039.97	3,570.00	3,570.00
101	1117	513	53	18	SENIOR CENTER	5,936.00	3,000.00	3,000.00
101	1117	513	56	13	SENIOR CENTER			
101	1117	513	62	10	MEMBERSHIP DUES	488.00	800.00	800.00
101	1117	513	62	11	SUBSCRIPTIONS	755.80	836.00	836.00
101	1117	513	63	99	OTHER COMM. CONTRIBUTION	15,000.00	15,000.00	15,000.00
101	1117	513	69	22	LICENSES	1,182.13	1,353.00	1,353.00
101	1117	513	69	28	DRY CLEANING			
101	1117	513	69	31	SALON MISCELLANEOUS			
101	1117	513	69	32	GIFT SHOP EXPENSE	3,564.04	2,000.00	5,000.00

VILLAGE OF GLENDALE HEIGHTS

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101	1117	513	69	69	PROMOTIONAL EXP			
101	1117	513	69	78	BANK FISCAL CHARGES			
101	1117	513	69	81	SENIOR UTILITY TAX REBATE			
101	1117	513	69	99	MISCELLANEOUS EXPENSE			
101	1117	513	71	12	ADULT GENERAL PROGRAM	5,172.35	3,500.00	7,000.00
101	1117	513	72	12	ADULT GENERAL PROGRAM			
101	1117	513	72	41	BEVERAGE PURCHASES	3,746.28	2,250.00	4,500.00
101	1117	513	72	42	SPECIALTY LINENS PURCH	4,964.48	3,500.00	7,000.00
101	1117	513	72	43	WAITSTAFF SERVICES PURCH	1,617.73	1,100.00	2,200.00
101	1117	513	72	44	SENIOR HOLIDAY LUNCHEON	2,927.39	2,150.00	4,300.00
101	1117	513	72	45	SENIOR TRIPS EXPENSE	9,061.33	15,000.00	60,000.00
101	1117	513	72	46	SENIOR HEALTH INS PGM	3,897.47		
101	1117	513	72	47	DONATIONS EXPENSES			
101	1117	513	72	48	SNACKS	603.44	400.00	400.00
101	1117	513	72	49	SALON RETAIL EXPENSES			
101	1117	513	72	50	FACILITY SET UP EXPENSE			
101	1117	513	73	12	ADULT GENERAL PROGRAM			
101	1117	911	81	17	RECREATION EQUIPMENT			
101	1117	911	84	99	FURNITURE & FIXTURE			
101	1117	981	93	1	TRANSFER TO-VEHICLE REP			
101	1118	513	15	10	FICA-EMPLOYER			
101	1118	513	15	11	UNEMPLOYMENT INSURANCE		70,000.00	15,000.00
101	1118	513	15	12	WORKMENS COMPENSATION			
101	1118	513	16	12	MEDICAL-EMPLOYER	2,396,472.66	2,406,866.00	2,523,845.00
101	1118	513	16	16	MEDICARE-EMPLOYER			
101	1118	513	16	17	EMPLOYER CONT. P.PENSION	2,688,377.07	3,251,135.00	3,184,782.00
101	1118	513	16	18	SICK DAYS BUY BACK ONLY	304,704.64		
101	1118	513	16	19	VACATION BUY BACK ONLY			
101	1118	513	16	21	MEDICAL-RETIRED EMPLOYEE			
101	1118	513	16	30	OPT OUT MED INSURANCE	35,482.56	35,000.00	35,000.00
101	1118	513	16	31	EMPLOYEE SEVERANCE PAY			
101	1118	513	16	32	HEALTH & WELLNESS PROG.	518.83	500.00	750.00
101	1118	513	21	11	PROF-LEGAL	334,113.56	330,000.00	340,000.00
101	1118	513	21	12	PROSECUTORS	112,665.41	124,000.00	144,000.00
101	1118	513	21	13	ADJUDICATOR	9,500.00	12,000.00	12,000.00
101	1118	513	21	14	ENGINEERING		1,000.00	1,000.00
101	1118	513	21	17	LEGISLATIVE LIAISON	42,000.00	42,000.00	
101	1118	513	21	98	SPECIAL ITEM			
101	1118	513	21	99	OTHER PROFESSIONAL	9,306.66	22,000.00	52,682.00
101	1118	513	24	10	MEDICAL DENTAL INSURANCE			

VILLAGE OF GLENDALE HEIGHTS

ANNUAL BUDGET

101	1118	513	24	12	PRINTING & BINDING	971.27	1,125.00	1,125.00
101	1118	513	31	17	POSTAGE	29,032.95	46,035.00	46,035.00
101	1118	513	31	99	OFFICE SUPPLIES	27,203.74	30,000.00	30,000.00
101	1118	513	37	98	GREEN INITIATIVE	-323.84	1,200.00	1,200.00
101	1118	513	37	99	OPERATING SUPPLIES	10,423.24	31,500.00	11,500.00
101	1118	513	51	10	TELEPHONE	25,760.74	30,300.00	30,300.00
101	1118	513	51	12	CELLULAR PHONE	43,587.84	26,700.00	29,800.00
101	1118	513	51	13	ELECTRICITY	16,004.39	18,000.00	18,000.00
101	1118	513	51	14	NATURAL GAS	2,975.02	3,000.00	3,000.00
101	1118	513	51	15	WATER	8,292.02	8,000.00	10,000.00
101	1118	513	52	11	RENTALS-EQUIPMENTS	18,213.79	19,350.00	19,850.00
101	1118	513	55	60	OTHER OFFICE EQUIPMENT	13,768.64	15,640.00	15,640.00
101	1118	513	69	39	MEMORIAL PARK BRICKS	30.30		
101	1118	513	69	40	COLLECTION AGENCY FEE	10,347.83	3,000.00	1,000.00
101	1118	513	69	78	BANK FISCAL CHARGES	56,510.16	56,000.00	56,000.00
101	1118	513	69	82	STATE ADMIN. COLLECT.FEE	46,942.85	92,500.00	95,500.00
101	1118	513	69	99	MISCELLANEOUS EXPENSE	20,695.16	3,000.00	3,000.00
101	1118	911	81	25	CAPITAL EQUIPMENT	11,747.61	20,000.00	
101	1210	521	10	10	F-TIME & REG.PART TIME	553,543.78	505,359.00	402,511.00
101	1210	521	10	11	HOLIDAY WORKED PAY			
101	1210	521	10	99	OVERTIME PAY	226.53	1,500.00	1,500.00
101	1210	521	15	10	FICA-EMPLOYER	16,533.61	17,879.00	14,882.00
101	1210	521	16	13	TUITION REIMBURSEMENT	8,704.02	17,800.00	11,528.00
101	1210	521	16	14	TRAVEL FOR MEETING & CONF	1,323.07	300.00	1,200.00
101	1210	521	16	15	TRAINING & SEMINARS	34,674.62	60,157.00	54,714.00
101	1210	521	16	16	MEDICARE - EMPLOYER	7,762.43	7,357.00	5,836.00
101	1210	521	16	31	EMPLOYEE-SEVERANCE PAY			
101	1210	521	24	12	PRINTING & BINDING		380.00	380.00
101	1210	521	24	15	EMPLOYEES PHYSICAL EXAM			11,100.00
101	1210	521	24	17	POLYGRAPH TEST	640.00	320.00	320.00
101	1210	521	24	19	NE DUPAGE FAM&YOUTH SVCS	71,876.12	64,450.00	80,000.00
101	1210	521	24	32	SOFTWARE SUPPORT & MAINT	4,139.50	3,680.00	4,670.00
101	1210	521	24	99	OTHER PURCHASE-SERVICES	12,876.13	30,500.00	30,000.00
101	1210	521	32	14	COMPUTER-SOFTWARE	1,370.45		
101	1210	521	35	10	MAJOR CRIME CONTINGENCY			
101	1210	521	35	99	OTHER POLICE GEN.SUPLS.		200.00	200.00
101	1210	521	37	10	UNIFORMS	37,562.77	35,500.00	45,500.00
101	1210	521	37	99	OPERATING SUPPLIES	779.89		4,935.00
101	1210	521	39	99	OPERATING EQUIPMENT	7,243.40	100,000.00	
101	1210	521	52	11	VEHICLE LEASE		85,000.00	122,161.00

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1210	521	62	10	MEMBERSHIP DUES	4,419.00	6,345.00	7,300.00
101	1210	521	62	11	SUBSCRIPTIONS	70.00	300.00	310.00
101	1210	521	69	13	ACCREDITATION (CALEA)	5,299.58	5,995.00	11,275.00
101	1210	521	69	14	MISCELLANEOUS LICENSES	326.00	330.00	400.00
101	1210	521	69	50	MISC. SAFETY TOWN EXPENSE			
101	1210	521	69	51	MISC. DARE EXPENSE			
101	1210	521	69	79	MISCELLANEOUS EXPENSE			
101	1210	521	69	88	JUVENILE DIVERSION PROG			
101	1210	911	81	10	GENERAL GOVERNMENT	30,703.04		
101	1210	911	84	99	FURNITURE & FIXTURE			
101	1211	522	10	10	F-TIME & REG.PART TIME	4,110,369.24	4,089,164.00	4,331,739.00
101	1211	522	10	11	HOLIDAY WORKED PAY	107,856.12	109,497.00	124,748.00
101	1211	522	10	12	PART TIME OFFICER	8,685.95	8,000.00	15,000.00
101	1211	522	10	13	DETAIL PAY	10,940.00	7,000.00	16,000.00
101	1211	522	10	99	OVERTIME PAY	282,831.88	303,955.00	371,306.00
101	1211	522	15	10	FICA-EMPLOYER	15,932.43	18,092.00	18,209.00
101	1211	522	16	16	MEDICARE - EMPLOYER	64,278.01	65,626.00	69,851.00
101	1211	522	16	31	EMPLOYEE-SEVERANCE PAY	39,308.96	103,827.00	27,000.00
101	1211	522	35	11	AMMUNITIONS	11,965.00	12,500.00	12,500.00
101	1211	522	35	12	TARGETS FOR GUN RANGE	333.26	500.00	1,000.00
101	1211	522	35	13	K-9	2,276.82	3,000.00	3,000.00
101	1211	522	35	99	OTHER POLICE GEN.SUPPLIES	164.86		
101	1211	522	37	84	CAR WASH	1,619.00	2,500.00	4,330.00
101	1211	522	37	99	OPERATING SUPPLIES	2,384.70	3,000.00	2,500.00
101	1211	522	39	99	OPERATING EQUIPMENT	28,542.94	17,315.00	126,873.00
101	1211	522	53	10	POLICE DEPARTMENT	2,320.17	8,545.00	2,699.00
101	1211	522	54	10	VEHICLES			
101	1211	523	24	99	OTHER PURCHASE-SERVICES	356,166.53	270,000.00	360,000.00
101	1211	911	81	10	GENERAL GOVERNMENT			
101	1211	911	82	10	VEHICLES			
101	1212	523	10	10	F-TIME & REG.PART TIME	1,161,059.03	1,294,539.00	1,213,516.00
101	1212	523	10	11	HOLIDAY WORKED PAY	1,736.96	20,394.00	18,665.00
101	1212	523	10	98	TEMPORARY HELP			
101	1212	523	10	99	OVERTIME PAY	86,403.72	96,531.00	96,883.00
101	1212	523	15	10	FICA-EMPLOYER	4,060.40	6,136.00	6,574.00
101	1212	523	16	14	TRAVEL, MEETING & CONF.			
101	1212	523	16	16	MEDICARE - EMPLOYER	17,491.18	22,156.00	20,481.00
101	1212	523	16	31	EMPLOYEE-SEVERANCE PAY	17,271.47		
101	1212	523	24	12	PRINTING & BINDING			
101	1212	523	24	99	OTHER PURCHASE-SERVICES	9,307.69	32,491.00	15,385.00



## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1212	523	35	16	INVESTIGATION-CONTINGENCY	750.00	750.00	750.00
101	1212	523	35	99	OTHER POLICE GEN.SUPPLIES	5,436.75	7,100.00	7,555.00
101	1212	523	37	99	OPERATING SUPPLIES	359.88		
101	1212	523	39	99	OPERATING EQUIPMENT			
101	1212	523	52	10	LEASES-EQUIPMENTS	408.00	408.00	408.00
101	1212	523	62	10	MEMBERSHIP DUES	530.00	550.00	550.00
101	1212	523	62	11	SUBSCRIPTIONS	888.00	1,008.00	1,008.00
101	1212	523	69	79	TOWING EXPENSE	392.00		1,000.00
101	1212	524	37	99	OPERATING SUPPLIES			
101	1212	911	81	10	GENERAL GOVERNMENT			
101	1213	524	10	10	F-TIME & REG.PART-TIME	539,118.81	521,683.00	528,900.00
101	1213	524	10	11	HOLIDAY WORKED PAY			
101	1213	524	10	13	CROSSING GUARDS	36,671.75	31,000.00	51,000.00
101	1213	524	10	98	TEMPORARY HELP			
101	1213	524	10	99	OVERTIME PAY	2,507.35	2,662.00	2,722.00
101	1213	524	15	10	FICA-EMPLOYER	31,440.53	30,226.00	28,707.00
101	1213	524	16	14	TRAVEL, MEETING & CONF.			
101	1213	524	16	16	MEDICARE - EMPLOYER	8,551.17	8,053.00	8,482.00
101	1213	524	16	31	EMPLOYEE-SEVERANCE PAY	31,956.26		
101	1213	524	24	12	PRINTING & BINDING	7,516.66	7,500.00	9,500.00
101	1213	524	24	13	PURCH SERVICES			
101	1213	524	24	15	VETERINARY STRAY ANIMALS		500.00	500.00
101	1213	524	24	26	COMPUTER DATA ACCESS	60,754.23	72,269.00	74,410.00
101	1213	524	24	99	OTHER PURCHASED SERVICES			
101	1213	524	31	99	OFFICE SUPPLIES	1,164.28	1,200.00	1,200.00
101	1213	524	35	15	VETERINARY COST	104.44		
101	1213	524	35	99	OTHER POLICE GEN.SUPPLIES	4,147.56	4,300.00	4,300.00
101	1213	524	37	80	GAS & FUEL	84,384.27	80,000.00	85,000.00
101	1213	524	39	99	OPERATING EQUIPMENT	1,383.06		
101	1213	524	51	10	TELEPHONE	359.40	360.00	360.00
101	1213	524	51	11	PAGER			
101	1213	524	51	12	CELLULAR PHONE			
101	1213	524	52	10	LEASES-EQUIPMENTS	7,865.02	12,000.00	12,000.00
101	1213	524	53	10	R&M OPERATING EQUIPMENT	61,783.00	46,459.00	46,459.00
101	1213	524	62	10	MEMBERSHIP DUES			
101	1213	524	69	24	ANIMAL IMPOUNDMENT	1,160.00	2,150.00	2,150.00
101	1213	524	69	80	RODENT TRAPPING	1,100.00	2,925.00	2,925.00
101	1213	524	69	81	CONSOLIDATED DISPATCH EXP	553,213.00	583,640.00	615,740.00
101	1213	911	81	10	GENERAL GOVERNMENT			
101	1213	911	82	10	VEHICLES			

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1214	525	35	99	OTHER POLICE GEN.SUPPLIES	13,745.33	13,750.00	14,000.00
101	1299	521	58	10	PULL TAB TAX	485.94	4,000.00	2,500.00
101	1299	521	58	11	D.U.I.	3,365.00	5,500.00	12,000.00
101	1299	521	58	12	COURT DRUG FINES		500.00	500.00
101	1299	521	58	14	SEX OFFENDER REGIST FUND	2,210.00	2,000.00	2,500.00
101	1299	521	58	20	STATE TOBACCO GRANTS		5,000.00	5,000.00
101	1299	521	58	22	SUPERVISION FINES	2,901.28	15,000.00	12,650.00
101	1299	521	58	23	ELECTRONIC CITATION FEES	3,000.00	3,000.00	3,000.00
101	1299	521	58	24	FORFEITED FUNDS PD MONEY			
101	1299	521	58	25	EVIDENCE SEIZED CASH	1,740.00		
101	1299	521	58	26	STATE FORFEITURES FUND	265.00		
101	1299	521	58	27	FEDERAL FORFEITURE FUND	4,930.69	5,230.00	1,992.00
101	1299	521	58	28	DARE ACCOUNT	2,602.06		930.00
101	1299	521	58	30	MEG EQUITABLE SHARING			
101	1299	521	58	60	COMMUNITY ORIENTED POLICE	10,129.11	5,000.00	5,000.00
101	1299	521	58	61	GUN RANGE			6,540.00
101	1310	514	10	10	F-TIME & REG.PART TIME	441,917.20	698,708.00	710,995.00
101	1310	514	10	99	OVERTIME PAY		1,000.00	1,000.00
101	1310	514	15	10	FICA-EMPLOYER	26,430.16	43,382.00	44,144.00
101	1310	514	16	14	TRAVEL FOR MEETING & CONF		250.00	250.00
101	1310	514	16	15	TRAINING & SEMINARS	164.00	1,300.00	2,200.00
101	1310	514	16	16	MEDICARE-EMPLOYER	6,252.19	10,262.00	10,324.00
101	1310	514	16	31	EMPLOYEE SEVERANCE PAY			
101	1310	514	21	10	AUDITING	38,600.00	40,375.00	46,275.00
101	1310	514	21	99	OTHER PROFESSIONAL	2,637.38	16,602.00	15,095.00
101	1310	514	24	12	PRINTING & BINDING	3,749.97	14,600.00	17,000.00
101	1310	514	24	14	ADVERTISING		4,000.00	4,000.00
101	1310	514	24	32	SOFTWARE SUPPORT & MAINT		1,123.00	31,900.00
101	1310	514	31	99	OFFICE SUPPLIES	2,182.77	3,550.00	1,750.00
101	1310	514	32	14	COMPUTER SOFTWARE		80,751.00	
101	1310	514	37	99	MISCELLANEOUS SUPPLIES		6,060.00	6,310.00
101	1310	514	38	99	OFFICE EQUIPMENT			
101	1310	514	51	12	CELLULAR PHONE			
101	1310	514	55	60	OFFICE EQUIPMENT R & M			3,300.00
101	1310	514	62	10	MEMBERSHIP DUES	650.00	1,085.00	1,085.00
101	1310	514	62	11	SUBSCRIPTIONS			
101	1310	514	69	21	RECORDING FEES		1,000.00	1,000.00
101	1310	514	69	22	LICENSES			
101	1310	514	69	99	MISCELLANEOUS EXPENSE	24.00		
101	1310	911	84	99	FURNITURE & FIXTURE			

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1410	515	10	10	F-TIME & REG.PART TIME	562,682.24	609,097.00	610,712.00
101	1410	515	10	98	TEMPORARY HELP	8,290.96	11,750.00	11,875.00
101	1410	515	10	99	OVERTIME PAY	12.88	100.00	100.00
101	1410	515	15	10	FICA-EMPLOYER	34,197.47	38,549.00	38,601.00
101	1410	515	16	14	TRAVEL FOR MEETING & CONF			100.00
101	1410	515	16	15	TRAINING & SEMINARS	135.00	260.00	660.00
101	1410	515	16	16	MEDICARE - EMPLOYER	8,086.36	9,014.00	9,028.00
101	1410	515	16	31	EMPLOYEE SEVERANCE PAY			
101	1410	515	24	12	PRINTING & BINDING	4,302.39	6,100.00	6,100.00
101	1410	515	24	13	PUBLICATIONS		994.00	1,263.00
101	1410	515	24	99	OTHER PURCHASE-SERVICES	8,626.20	29,378.00	21,400.00
101	1410	515	31	12	FILING SUPPLIES			
101	1410	515	31	17	POSTAGE			
101	1410	515	31	99	OFFICE SUPPLIES	1,121.07	1,500.00	1,500.00
101	1410	515	32	10	COMPUTERS AND ACCESSORIES			
101	1410	515	32	14	SOFTWARE			
101	1410	515	37	10	UNIFORMS/PPE	267.00		450.00
101	1410	515	37	99	OPERATING SUPPLIES	893.58	350.00	1,000.00
101	1410	515	39	93	OFFICE EQUIPMENT		200.00	800.00
101	1410	515	39	94	COMPUTER EQUIPMENT		650.00	650.00
101	1410	515	39	99	OPERATING EQUIPMENT			
101	1410	515	51	10	TELEPHONE			
101	1410	515	51	12	CELLULAR PHONE			
101	1410	515	52	10	LEASES-EQUIPMENTS	3,652.07	4,500.00	4,500.00
101	1410	515	52	11	VEHICLE LEASE			22,000.00
101	1410	515	55	32	TYPEWRITERS			
101	1410	515	55	60	R&M OFFICE EQUIPMENT			
101	1410	515	62	10	MEMBERSHIP DUES	724.00	750.00	750.00
101	1410	515	62	11	SUBSCRIPTIONS			
101	1410	911	82	10	VEHICLES		26,000.00	
101	1410	911	84	99	FURNITURE & FIXTURE			
101	1411	515	10	10	F-TIME & REG.PART TIME			
101	1411	515	10	99	OVERTIME PAY			
101	1411	515	15	10	FICA-EMPLOYER			
101	1411	515	16	14	TRAVEL FOR MEETING & CONF			
101	1411	515	16	15	TRAINING & SEMINARS			
101	1411	515	16	16	MEDICARE - EMPLOYER			
101	1411	515	21	14	ENGINEERING			
101	1411	515	24	12	PRINTING & BINDING			
101	1411	515	31	99	OFFICE SUPPLIES			

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1411	515	37	10	UNIFORMS/PPE			
101	1411	515	37	80	GAS & FUEL			
101	1411	515	37	99	OPERATING SUPPLIES			
101	1411	515	51	10	TELEPHONE			
101	1411	515	62	10	MEMBERSHIP DUES			
101	1411	515	62	11	SUBSCRIPTIONS			
101	1412	515	10	10	F-TIME & REG.PART TIME	450,257.73	492,355.00	492,267.00
101	1412	515	10	98	TEMPORARY HELP			
101	1412	515	10	99	OVERTIME PAY		1,000.00	1,000.00
101	1412	515	15	10	FICA-EMPLOYER	27,157.09	30,526.00	30,521.00
101	1412	515	16	13	TUITION REIMBURSEMENT			
101	1412	515	16	14	TRAVEL FOR MEETING & CONF	100.00		100.00
101	1412	515	16	15	TRAINING & SEMINARS	3,680.00	3,000.00	7,636.00
101	1412	515	16	16	MEDICARE - EMPLOYER	6,351.37	7,139.00	7,138.00
101	1412	515	16	20	LICENSES & CERTIFICATIONS			549.00
101	1412	515	16	31	EMPLOYEE SEVERANCE PAY			
101	1412	515	21	16	PLUMBING INSPECTOR			
101	1412	515	24	12	PRINTING & BINDING			
101	1412	515	24	99	OTHER PURCHASE-SERVICES	26,662.97	22,500.00	26,000.00
101	1412	515	31	99	OFFICE SUPPLIES			
101	1412	515	37	10	UNIFORMS/PPE	1,383.59	300.00	1,350.00
101	1412	515	37	80	GAS & FUEL	4,534.26	5,360.00	5,860.00
101	1412	515	37	99	OPERATING SUPPLIES	594.68	300.00	600.00
101	1412	515	39	99	OPERATING EQUIPMENT	162.98	400.00	600.00
101	1412	515	55	60	R&M OFFICE EQUIPMENT			
101	1412	515	55	61	R&M OPERATING EQUIPMENT			500.00
101	1412	515	62	10	MEMBERSHIP DUES	460.00	575.00	575.00
101	1412	515	62	11	SUBSCRIPTIONS			
101	1510	515	10	10	F-TIME & REG.PART TIME	102,718.22	100,180.00	114,797.00
101	1510	515	15	10	FICA-EMPLOYER	6,113.30	6,211.00	7,117.00
101	1510	515	16	14	TRAVEL FOR MEETING & CONF		200.00	200.00
101	1510	515	16	15	TRAINING & SEMINARS	490.00	1,200.00	1,200.00
101	1510	515	16	16	MEDICARE - EMPLOYER	1,429.65	1,526.00	1,665.00
101	1510	515	16	20	LICENSES & CERTIFICATIONS		100.00	100.00
101	1510	515	21	14	ENGINEERING			1,000.00
101	1510	515	24	12	PRINTING & BINDING			
101	1510	515	24	32	SOFTWARE SUPPORT/MAINT	301.18	400.00	400.00
101	1510	515	24	99	OTHER PURCHASE-SERVICES			
101	1510	515	31	99	OFFICE SUPPLIES	177.73	350.00	350.00
101	1510	515	37	10	UNIFORMS/PPE	85.33	200.00	200.00

VILLAGE OF GLENDALE HEIGHTS

ANNUAL BUDGET

101	1510	515	37	80	GAS & FUEL	348.84	100.00	500.00
101	1510	515	37	99	OPERATING SUPPLIES		300.00	300.00
101	1510	515	51	10	TELEPHONE			
101	1510	515	51	12	CELLULAR PHONE			
101	1510	515	62	10	MEMBERSHIP DUES	749.35	985.00	1,060.00
101	1510	515	62	11	SUBSCRIPTIONS			
101	1510	531	10	10	F-TIME & REG.PART-TIME	109,224.45	110,448.00	110,313.00
101	1510	531	10	98	TEMPORARY HELP			
101	1510	531	15	10	FICA-EMPLOYER	6,248.39	6,848.00	6,839.00
101	1510	531	16	14	TRAVEL FOR MEETING & CONF	377.25	300.00	400.00
101	1510	531	16	15	TRAINING & SEMINARS			
101	1510	531	16	16	MEDICARE - EMPLOYER	1,567.58	1,601.00	1,600.00
101	1510	531	16	31	EMPLOYEE SEVERANCE PAY			
101	1510	531	22	99	OTHER EQUIPMENT			200.00
101	1510	531	23	13	BURGLAR ALARM SYSTEM			
101	1510	531	24	12	PRINTING & BINDING	38.39	100.00	100.00
101	1510	531	24	13	SIDEWALKS			
101	1510	531	24	20	MOSQUITO & RODENT CONTROL			
101	1510	531	24	99	OTHER PURCHASED SERVICES			
101	1510	531	31	99	OFFICE SUPPLIES	1,994.01	300.00	500.00
101	1510	531	37	10	UNIFORMS	9.09	100.00	100.00
101	1510	531	37	14	RECYCLING SUPPLIES			
101	1510	531	37	80	GAS & FUEL	980.18	1,300.00	1,000.00
101	1510	531	37	99	OPERATING SUPPLIES			
101	1510	531	39	93	OFFICE EQUIPMENT		820.00	
101	1510	531	51	10	TELEPHONE			
101	1510	531	51	11	PAGER			
101	1510	531	51	12	CELLULAR PHONE			
101	1510	531	51	14	NATURAL GAS	1,902.97	2,500.00	2,000.00
101	1510	531	52	10	LEASES-EQUIPMENTS	2,030.87	2,500.00	2,000.00
101	1510	531	56	14	R&M PW BUILDINGS			
101	1510	531	57	20	R&M OPERATING EQUIPMENT			
101	1510	531	62	10	MEMBERSHIP DUES	229.00	625.00	625.00
101	1510	531	69	79	MISCELLANEOUS EXPENSE			
101	1510	911	84	99	FURNITURE & FIXTURE			
101	1511	532	10	10	F-TIME & REG.PART-TIME	1,085,060.04	1,055,354.00	1,093,339.00
101	1511	532	10	98	TEMPORARY HELP	8,063.00		9,600.00
101	1511	532	10	99	OVERTIME PAY	46,116.31	65,000.00	60,000.00
101	1511	532	15	10	FICA-EMPLOYER	68,150.58	69,710.00	72,077.00
101	1511	532	16	14	TRAVEL FOR MEETING & CONF			500.00

VILLAGE OF GLENDALE HEIGHTS

ANNUAL BUDGET

101	1511	532	16	15	TRAINING & SEMINARS	3,021.55	3,700.00	4,500.00
101	1511	532	16	16	MEDICARE - EMPLOYER	15,938.36	16,303.00	16,857.00
101	1511	532	16	31	EMPLOYEE SEVERANCE PAY			
101	1511	532	21	14	ENGINEERING	54.50	500.00	1,000.00
101	1511	532	23	10	DEBRIS REMOVAL	32,405.12	40,000.00	40,000.00
101	1511	532	23	14	CURB-CUT PROGRAM	6,651.00	8,000.00	8,000.00
101	1511	532	23	99	OTHER PROPERTY SERVICES	42,750.00	42,750.00	
101	1511	532	24	12	PRINTING & BINDING			
101	1511	532	24	13	CONTRACTUAL SERVICES	1,800.00	2,400.00	2,200.00
101	1511	532	31	99	OFFICE SUPPLIES	322.08	800.00	800.00
101	1511	532	34	13	LANDSCAPING SUPPLIES	1,749.54	2,500.00	2,500.00
101	1511	532	37	10	UNIFORMS/PPE	3,793.15	4,500.00	4,500.00
101	1511	532	37	11	CHEMICALS		100.00	100.00
101	1511	532	37	80	GAS & FUEL	42,530.08	45,000.00	45,000.00
101	1511	532	37	99	OPERATING SUPPLIES	2,971.10	3,000.00	3,000.00
101	1511	532	39	14	STREET LIGHTS			
101	1511	532	51	11	PAGER			
101	1511	532	51	12	CELLULAR PHONE	359.20	500.00	468.00
101	1511	532	51	13	ELECTRICITY	61,931.25	60,000.00	60,000.00
101	1511	532	52	11	EQUIPMENT RENTAL	3,322.54	4,000.00	600.00
101	1511	532	53	13	PUBLIC WORKS-STREET DIV.	4,585.16	5,500.00	6,500.00
101	1511	532	57	13	STREETS			
101	1511	532	57	14	STREET SIGNS/LIGHTS MAINT	22,101.09	34,840.00	30,000.00
101	1511	532	57	15	STREET MAINT. & REPAIRS	35,144.73	40,000.00	40,000.00
101	1511	532	57	16	GROUNDS MAINTENANCE			25,000.00
101	1511	532	57	17	STORMWATER MAINTENANCE			
101	1511	911	81	13	PUBLIC WORKS	316,013.00	447,850.00	325,000.00
101	1511	911	82	10	VEHICLES			
101	1515	533	10	10	F-TIME & REG.PART-TIME	200,106.74	213,227.00	217,478.00
101	1515	533	10	98	TEMPORARY HELP			
101	1515	533	10	99	OVERTIME PAY	2,157.36	3,000.00	3,500.00
101	1515	533	15	10	FICA-EMPLOYER	12,651.48	13,406.00	13,701.00
101	1515	533	16	15	TRAINING & SEMINARS	805.00	3,000.00	1,500.00
101	1515	533	16	16	MEDICARE - EMPLOYER	2,958.78	3,135.00	3,204.00
101	1515	533	16	31	EMPLOYEE SEVERANCE PAY	11,506.56		
101	1515	533	23	10	DEBRIS REMOVAL	1,316.95	2,500.00	2,000.00
101	1515	533	24	12	PRINTING & BINDING			
101	1515	533	24	32	SOFTWARE SUPPORT & MAINT	4,088.00	4,500.00	3,760.00
101	1515	533	31	99	OFFICE SUPPLIES	104.53	100.00	100.00
101	1515	533	37	10	UNIFORMS	914.86	1,000.00	1,300.00

# VILLAGE OF GLENDALE HEIGHTS

# ANNUAL BUDGET

101	1515	533	37	11	CHEMICALS	941.43	1,000.00	1,000.00
101	1515	533	37	71	SENIOR CENTER	939.41	500.00	1,000.00
101	1515	533	37	72	REPAIR SUPPLIES POLICE	22,605.10	20,000.00	16,500.00
101	1515	533	37	73	REPAIR SUPPLIES-P/R/F	20,386.33	25,000.00	24,000.00
101	1515	533	37	74	REPAIR SUPPLIES STREETS	38,312.59	38,850.00	40,000.00
101	1515	533	37	75	REPAIR SUPPLIES FLEETS	422.46	600.00	600.00
101	1515	533	37	76	REPAIR SUPPLIES ESDA	360.18	600.00	600.00
101	1515	533	37	77	REPAIR SUPPLIES COM DEV	1,011.68	2,000.00	2,000.00
101	1515	533	37	78	REPAIR SUPPLIES ADMIN	264.31	800.00	800.00
101	1515	533	37	79	REPAIR SUPPLIES PS ADMIN	1,717.02	1,000.00	800.00
101	1515	533	37	80	GAS & FUEL	469.61	800.00	800.00
101	1515	533	37	84	REPAIR SUPPLIES-GOLF	33.04	1,500.00	1,200.00
101	1515	533	37	98	MISC. INVENTORY SUPPLIES	3,100.39	3,200.00	3,200.00
101	1515	533	37	99	OPERATING SUPPLIES	5,845.89	6,000.00	6,000.00
101	1515	533	39	12	FLEET MAINTENANCE	3,968.70	9,000.00	9,000.00
101	1515	533	39	93	OFFICE EQUIPMENT	38.86	200.00	2,400.00
101	1515	533	39	99	OPERATING EQUIPMENT			
101	1515	533	51	10	TELEPHONE			
101	1515	533	51	11	PAGER			
101	1515	533	51	12	CELLULAR PHONE			
101	1515	533	52	10	LEASES-EQUIPMENTS	1,204.22	1,400.00	1,400.00
101	1515	533	53	12	PUBLIC WORKS-FLEET MAINT	1,675.00	4,735.00	3,500.00
101	1515	533	56	14	PUBLIC WORKS FACILITIES			
101	1515	533	62	10	MEMBERSHIP DUES	30.00	200.00	30.00
101	1616	534	10	10	F-TIME & REG.PART TIME	1,067,907.19	970,801.00	971,451.00
101	1616	534	10	98	TEMPORARY HELP	16,883.50		22,000.00
101	1616	534	10	99	OVERTIME PAY	16,210.60	18,900.00	22,500.00
101	1616	534	15	10	FICA-EMPLOYER	65,789.00	61,363.00	62,989.00
101	1616	534	16	14	TRAVEL FOR MEETING & CONF			50.00
101	1616	534	16	15	TRAINING & SEMINARS	405.00	9,100.00	600.00
101	1616	534	16	16	MEDICARE-EMPLOYER	15,386.42	14,322.00	14,731.00
101	1616	534	16	20	LICENSES & CERTIFICATIONS	300.00	750.00	3,175.00
101	1616	534	16	31	EMPLOYEE SEVERANCE PAY			
101	1616	534	23	10	DEBRIS REMOVAL	698.56	1,000.00	1,000.00
101	1616	534	23	15	ADOPT A STREET PROGRAM			25.00
101	1616	534	23	99	OTHER PROPERTY SERVICES			43,000.00
101	1616	534	24	32	SOFTWARE SUPPORT & MAINT	3,500.00	3,627.00	3,780.00
101	1616	534	24	99	OTHER PURCHASE-SERVICES			96,700.00
101	1616	534	31	99	OFFICE SUPPLIES	55.08	250.00	250.00
101	1616	534	32	14	COMPUTER SOFTWARE			

VILLAGE OF GLENDALE HEIGHTS

ANNUAL BUDGET

101	1616	534	34	10	TOPDRESSING SOIL	2,737.04	2,000.00	3,000.00
101	1616	534	34	11	GRAVEL AND SAND	269.26	825.00	1,500.00
101	1616	534	34	13	LANDSCAPING SUPPLIES	6,446.59	7,200.00	11,000.00
101	1616	534	34	14	FERTILIZER	7,137.88	7,500.00	5,000.00
101	1616	534	37	10	UNIFORMS	4,441.94	6,075.00	5,585.00
101	1616	534	37	80	GAS & FUEL	29,382.33	31,500.00	30,000.00
101	1616	534	37	99	OPERATING SUPPLIES	23,536.80	21,900.00	26,700.00
101	1616	534	38	14	PARKS & GROUNDS EQUIPMENT	15,380.74	6,800.00	11,400.00
101	1616	534	39	10	OPERATING EQUIPMENT	9,905.91	4,500.00	1,970.00
101	1616	534	51	11	PAGER			
101	1616	534	51	12	CELLULAR PHONE			
101	1616	534	51	13	ELECTRICITY	20,235.72	20,000.00	22,000.00
101	1616	534	52	10	LEASES-EQUIPMENTS	958.60	950.00	950.00
101	1616	534	52	11	RENTALS-EQUIPMENTS	6,417.26	7,000.00	7,000.00
101	1616	534	53	16	R&M OPERATING EQUIPMENT	355.43	500.00	500.00
101	1616	534	53	17	R&M PARKS & GROUND OP EQP	3,341.70	2,000.00	3,450.00
101	1616	534	57	17	R&M PARKS & GROUNDS	56,129.64	103,696.00	21,800.00
101	1616	534	62	10	MEMBERSHIP DUES	47.00	640.00	610.00
101	1616	537	10	10	F-TIME & REG.PART-TIME			
101	1616	537	15	10	FICA-EMPLOYER			
101	1616	537	16	16	MEDICARE-EMPLOYER			
101	1616	537	24	98	TREE REMOVAL/REPLACEMENT	55,355.28	59,800.00	54,800.00
101	1616	537	24	99	OTHER PURCHASE-SERVICES	140.28	300.00	500.00
101	1616	537	37	10	UNIFORMS PPE	544.96	500.00	500.00
101	1616	537	39	10	PARKS & GROUNDS TOOLS	1,830.68	500.00	2,495.00
101	1616	537	53	16	PARKS & GROUNDS EQUIPMENT			
101	1616	537	62	10	MEMBERSHIP DUES	410.00	700.00	700.00
101	1616	537	87	14	PARKS AND GROUNDS			
101	1616	911	81	16	PARKS & GROUND EQUIPMENT			
101	1616	911	82	10	VEHICLES		74,179.00	39,300.00
101	1616	911	82	12	PARKS & GROUNDS EQUIP.	21,491.55		8,000.00
101	1616	911	87	14	PARKS AND GROUNDS			
101	1617	511	10	10	F-TIME & REG.PART-TIME	706,961.87	721,154.00	644,257.00
101	1617	511	10	98	TEMPORARY HELP			
101	1617	511	10	99	OVERTIME PAY	4,444.58	6,000.00	5,000.00
101	1617	511	15	10	FICA-EMPLOYER	41,954.43	45,084.00	40,254.00
101	1617	511	16	14	TRAVEL FOR MEETING & CONF			50.00
101	1617	511	16	15	TRAINING & SEMINARS	-90.00		150.00
101	1617	511	16	16	MEDICARE-EMPLOYER	9,811.96	10,544.00	9,415.00
101	1617	511	16	20	LICENSES & CERTIFICATIONS			



## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1617	511	16	31	EMPLOYEE SEVERANCE PAY			
101	1617	511	24	12	PRINTING & BINDING			
101	1617	511	24	99	OTHER PURCHASE-SERVICES	74,313.58	62,335.00	67,270.00
101	1617	511	31	99	OFFICE SUPPLIES	152.61	200.00	200.00
101	1617	511	33	10	JANITORIAL SUPPLIES	19,695.27	22,000.00	25,000.00
101	1617	511	33	12	ELECTRICAL SUPPLIES	8,442.08	7,850.00	10,050.00
101	1617	511	33	13	HARDWARE SUPPLIES	1,934.15	3,600.00	3,600.00
101	1617	511	33	15	PLUMBING SUPPLIES	1,588.16	2,000.00	2,500.00
101	1617	511	33	16	LUMBER SUPPLIES	119.25	500.00	500.00
101	1617	511	33	18	CHEMICALS			
101	1617	511	33	99	OTHER BLDG. MAINT. SUPPLY	885.36	600.00	600.00
101	1617	511	37	10	UNIFORMS	2,725.31	3,450.00	3,200.00
101	1617	511	37	80	GAS & FUEL	9,401.80	8,000.00	8,000.00
101	1617	511	37	99	OPERATING SUPPLIES	20,377.97	9,900.00	22,550.00
101	1617	511	39	11	BLDG. MAINTENANCE TOOLS	1,659.85	3,010.00	1,400.00
101	1617	511	39	93	OFFICE EQUIPMENT			
101	1617	511	51	11	PAGER			
101	1617	511	51	12	CELLULAR PHONE			
101	1617	511	52	11	RENTALS-EQUIPMENTS	188.17	400.00	650.00
101	1617	511	56	12	R&M BUILDINGS & EQUIPMENT	58,082.99	89,788.00	52,975.00
101	1617	911	85	14	VILLAGE FACILITIES			54,000.00
101	1617	911	85	15	CLUB HOUSE			
101	1810	517	10	10	F-TIME & REG.PART-TIME	274,568.55		
101	1810	517	10	98	TEMPORARY HELP	5,118.35		
101	1810	517	10	99	OVERTIME PAY	55.81		
101	1810	517	15	10	FICA-EMPLOYER	14,894.45		
101	1810	517	16	14	TRAVEL FOR MEETING & CONF			
101	1810	517	16	15	TRAINING & SEMINARS	415.00		
101	1810	517	16	16	MEDICARE-EMPLOYER	3,483.38		
101	1810	517	21	99	PROFESSIONAL-OTHERS	1,690.00		
101	1810	517	24	12	PRINTING & BINDING	11,539.16		
101	1810	517	24	14	ADVERTISING	5,136.76		
101	1810	517	31	17	POSTAGE			
101	1810	517	31	99	OFFICE SUPPLIES	457.78		
101	1810	517	37	99	OPERATING SUPPLIES	6,272.23		
101	1810	517	62	10	MEMBERSHIP DUES	410.00		
101	1810	517	69	21	RECORDING FEES	562.50		
101	1810	517	69	22	LICENSES	105.74		
101	1810	517	69	23	PROPERTY TAX			
101	1811	517	10	10	F-TIME & REG.PART-TIME	153,257.77	156,337.00	158,057.00

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

101	1811	517	10	98	TEMPORARY HELP		1,890.00	2,700.00
101	1811	517	10	99	OVERTIME PAY	2,084.17	2,000.00	2,500.00
101	1811	517	15	10	FICA-EMPLOYER	9,416.91	9,972.00	10,110.00
101	1811	517	16	13	TUITION REIMBURSEMENT			
101	1811	517	16	14	TRAVEL FOR MEETING & CONF			
101	1811	517	16	15	TRAINING & SEMINARS	299.00	300.00	330.00
101	1811	517	16	16	MEDICARE-EMPLOYER	2,202.44	2,332.00	2,364.00
101	1811	517	21	15	NETWORK-CONSULTING	144,810.29	149,025.00	150,500.00
101	1811	517	22	10	COMPUTER EQUIPMENTS	1,681.73		2,000.00
101	1811	517	24	12	PRINTING & BINDING		50.00	50.00
101	1811	517	24	32	SOFTWARE SUPPORT & MAINT	101,835.51	112,250.00	108,310.00
101	1811	517	24	99	OTHER PURCHASE-SERVICES			
101	1811	517	31	17	POSTAGE			
101	1811	517	31	99	OFFICE SUPPLIES		100.00	100.00
101	1811	517	32	13	COMPUTER SPECIALIZED SUPL	710.93	2,500.00	1,500.00
101	1811	517	32	14	COMPUTER SOFTWARE	17,550.72	10,775.00	11,325.00
101	1811	517	32	15	COMPUTER EQUIPMENT	31,611.94	74,214.00	57,000.00
101	1811	517	32	99	OTHER COMPUTER SUPPLIES		900.00	500.00
101	1811	517	51	10	TELEPHONE	48,360.65	49,114.00	55,800.00
101	1811	517	51	11	PAGER			
101	1811	517	51	12	CELLULAR PHONE			
101	1811	517	55	30	OTHER COMPUTER EQUIPMENT	934.17	2,500.00	1,500.00
101	1811	517	62	10	MEMBERSHIP DUES			
101	1811	517	62	11	SUBSCRIPTIONS			
101	1811	517	83	13	P.C. HARDWARE			
101	1811	517	83	15	SOFTWARES	4,640.00	19,700.00	
101	1811	517	83	30	OTHER COMPUTER EQUIPMENT			
101	1811	517	84	99	OTHER FURNITURE & FIXTURE			
101	1812	517	10	10	F-TIME & REG.PART-TIME			
101	1812	517	10	99	OVERTIME PAY			
101	1812	517	15	10	FICA-EMPLOYER			
101	1812	517	16	14	TRAVEL FOR MEETING & CONF			
101	1812	517	16	15	TRAINING & SEMINARS			
101	1812	517	16	16	MEDICARE-EMPLOYER			
101	1812	517	21	99	PROFESSIONAL-OTHERS			
101	1812	517	24	12	PRINTING & BINDING			
101	1812	517	24	14	ADVERTISING			
101	1812	517	31	17	POSTAGE			
101	1812	517	31	99	OFFICE SUPPLIES			
101	1812	517	37	99	OPERATING SUPPLIES			

101	1812	517	51	11	PAGER		
101	1812	517	51	12	CELLULAR PHONE		
101	1812	517	60	99	VARIOUS COMMISSION		
101	1812	517	62	10	MEMBERSHIP DUES		
101	1812	517	69	21	RECORDING FEES		
101	1812	517	69	22	LICENSES		
101	1812	517	69	23	PROPERTY TAX		
101	9999	999	10	99	SALARY & FRINGE		356,036.00
101	9999	999	16	10	EXCHANGE-IMRF-EMPLOYER		
101	9999	999	16	12	EXCHANGE-MEDICAL-EMPLOYER	-100.00	

## Revenue Summary by Fund

### Other Funds

FUND TYPE/FUND	2019/20 ACTUAL	2020/21 BUDGET	2021/22 BUDGET
<b>Special Revenue Funds</b>	<b>14,421,101</b>	<b>10,574,776</b>	<b>11,996,178</b>
Golf Fund	2,084,832	1,419,818	1,440,636
Recreation Fund	2,138,574	1,467,877	2,334,400
Emergency Services & Disaster Agency Fund	51,763	0	0
Handicapped Recreation Fund	151,928	180,000	180,000
Motor Fuel Tax Fund	1,284,003	1,974,085	1,973,135
Founders' Day Fund	470,453	0	478,106
Parks & Recreation Development Fund	49,902	61,726	63,795
Article 36 Fund	25,288	2,201	2,200
I.M.R.F. Fund	961,313	1,000,000	950,000
Infrastructure Fund	3,786,120	2,308,994	2,505,100
T.I.F. #1 Fund	1,658,201	874,679	800,000
T.I.F. #2 Fund	0	0	0
T.I.F. #3 Fund	773,209	738,091	738,091
T.I.F. #4 Fund	62,349	75,770	48,916
T.I.F. #5 Fund	515,367	21,671	21,671
T.I.F. #6 Fund	2,843	203,464	203,464
T.I.F. #7 Fund	0	0	0
Special Service Area #1 Fund	13,275	13,917	14,747
Special Service Area #2 Fund	144,360	42,396	44,924
Special Service Area #3 Fund	109,036	45,098	47,794
Special Service Area #4 Fund	24,054	25,219	26,040
Special Service Area #5 Fund	30,953	32,455	34,399
Special Service Area #6 Fund	33,480	35,107	37,208
Special Service Area #7 Fund	17,611	18,462	19,561
Special Service Area #8 Fund	32,189	33,746	31,991
<b>Capital Projects Funds</b>	<b>1,558,997</b>	<b>2,768,247</b>	<b>2,054,638</b>
Vehicle Replacement Fund	18,740	0	0
Computer Replacement Fund	33,212	37,232	63,302
Capital Projects Fund	1,507,045	2,710,015	1,991,336
GOB Series 2010 Fund	0	21,000	0

Debt Service Fund	32,381,019	3,419,225	3,290,247
Insurance Fund	713,475	890,000	890,000
Enterprise Funds	15,308,051	12,578,008	18,956,882
Environmental Services Fund	15,308,051	12,578,008	18,956,882
Police Pension Trust Fund	4,444,047	4,193,135	4,403,165
DUMEG Trust Fund	94,573	0	0
<b>TOTAL OTHER FUNDS</b>	<b>68,921,264</b>	<b>34,423,391</b>	<b>41,591,110</b>

## Expenditure Summary by Fund

### Other Funds

FUND TYPE/FUND	2019/20 ACTUAL	2020/21 BUDGET	2021/22 BUDGET
<b>Special Revenue Funds</b>	<b>14,816,362</b>	<b>12,030,435</b>	<b>11,189,045</b>
Golf Fund	2,049,564	1,330,439	1,440,636
Recreation Fund	2,392,546	1,596,188	2,371,487
Emergency Services & Disaster Agency Fund	67,861	80,671	68,241
Handicapped Recreation Fund	176,015	179,300	179,300
Motor Fuel Tax Fund	1,277,726	2,019,667	1,900,000
Founders' Day Fund	447,277	0	478,106
Parks & Recreation Development Fund	0	40,000	0
Article 36 Fund	42,842	13,300	500
I.M.R.F. Fund	823,363	1,000,000	1,000,000
Infrastructure Fund	3,036,794	2,656,456	2,469,000
T.I.F. #1 Fund	3,386,824	1,726,614	549,575
T.I.F. #2 Fund	3,311	5,000	5,000
T.I.F. #3 Fund	730,630	692,200	692,200
T.I.F. #4 Fund	3,311	5,000	5,000
T.I.F. #5 Fund	49,233	5,000	5,000
T.I.F. #6 Fund	4,464	193,000	5,000
T.I.F. #7 Fund	0	60,000	20,000
Special Service Area #1 Fund	16,977	17,133	0
Special Service Area #2 Fund	144,057	145,389	0
Special Service Area #3 Fund	108,579	109,582	0
Special Service Area #4 Fund	13,309	13,432	0
Special Service Area #5 Fund	22,332	22,539	0
Special Service Area #6 Fund	19,346	119,525	0
Special Service Area #7 Fund	0	0	0
Special Service Area #8 Fund	0	0	0
<b>Capital Projects Funds</b>	<b>275,664</b>	<b>3,330,676</b>	<b>3,820,866</b>
Vehicle Replacement Fund	18,741	0	0
Computer Replacement Fund	7,000	8,815	34,500
Capital Projects Fund	249,923	3,268,661	3,786,366
GOB Series 2010 Fund	0	53,200	0

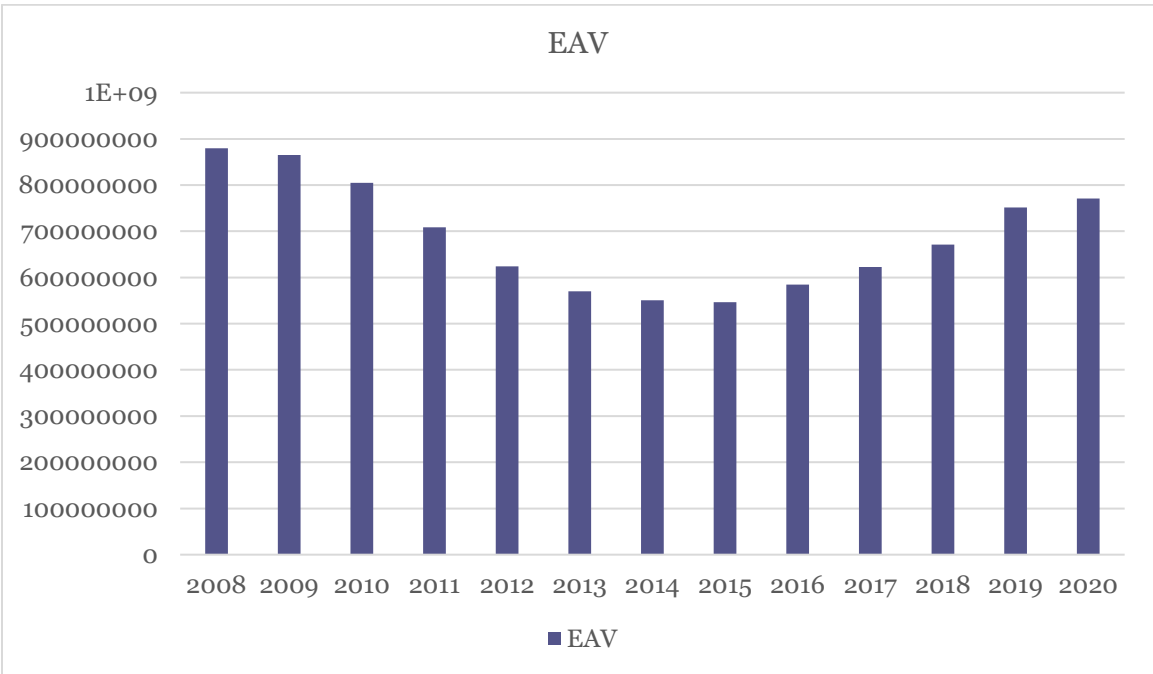
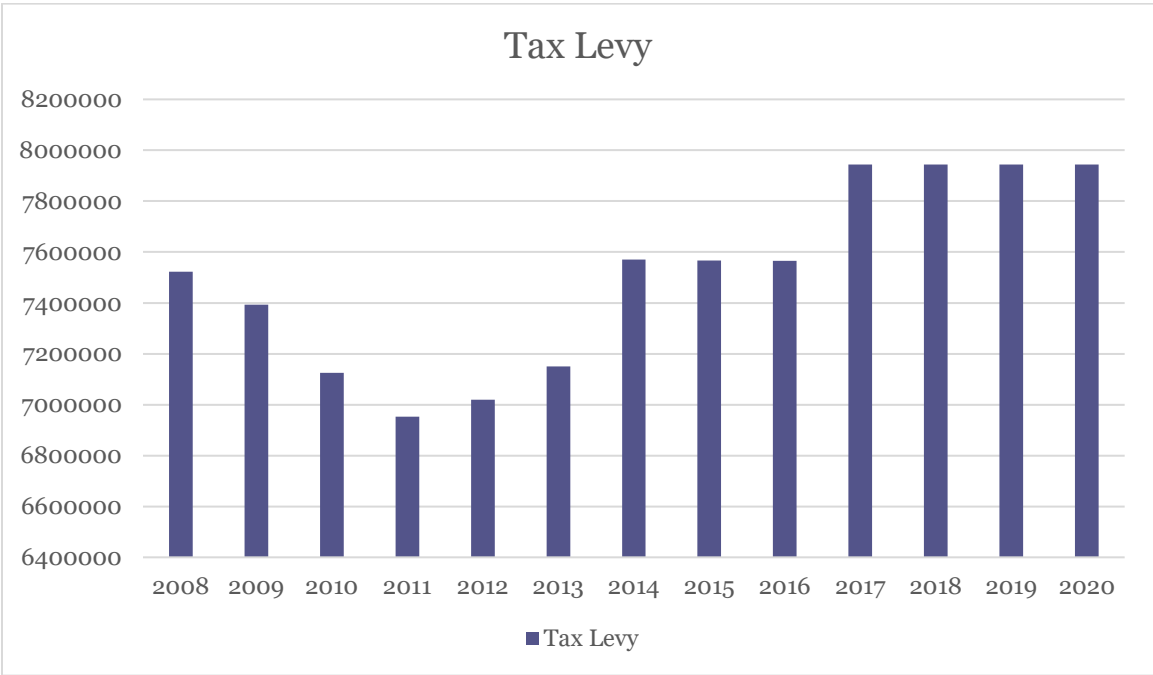
Debt Service Fund	32,292,760	3,417,550	3,290,247
Insurance Fund	878,350	868,042	893,645
Enterprise Funds	12,058,566	15,936,471	19,158,308
Environmental Services Fund	12,058,566	15,936,471	19,158,308
Police Pension Trust Fund	3,420,649	3,245,818	3,657,899
DUMEG Trust Fund	28,999	0	0
<b>TOTAL OTHER FUNDS</b>	<b>63,742,352</b>	<b>38,828,992</b>	<b>42,010,010</b>

## Property Tax Levy

Year	Total Levy in Dollars	Levy Rate *	EAV Bloomingdale Township	EAV Milton Township
2008	\$7,522,485	0.8639	\$791,928,539	\$87,946,947
2009	\$7,392,775	0.8637	\$777,264,498	\$87,788,830
2010	\$7,124,848	0.895	\$719,855,091	\$84,612,200
2011	\$6,953,015	0.9918	\$628,692,838	\$79,746,218
2012	\$7,019,803	1.1368	\$552,920,588	\$71,111,172
2013	\$7,150,874	1.2675	\$503,062,830	\$67,036,524
2014	\$7,570,245	1.3899	\$491,677,596	\$58,715,660
2015	\$7,566,545	1.3995	\$489,182,429	\$57,117,636
2016	\$7,566,000	1.3086	\$524,940,939	\$59,301,202
2017	\$7,944,224	1.2891	\$561,198,861	\$61,527,636
2018	\$7,944,224	1.1956	\$604,964,040	\$66,427,785
2019	\$7,944,224	1.0681	\$678,698,446	\$72,708,186
2020	\$7,944,224	1.0411	\$696,232,137	\$74,653,687

\*Rate is per \$100 Equalized Assessed Valuation





## PROJECTED IMPACT OF FISCAL YEAR 2021/22

FUND	Beg. Fund Balance	FY 2021 Net Impact	Budgeted Revenues (+)	Budgeted Expenditures (-)	Est. Ending Fund Balance
<b>General Fund</b>	10,975,133	1,068,368	29,123,087	28,950,860	12,215,728
<b>Special Revenue Funds</b>	4,703,133	(1,160,023)	11,996,178	11,189,045	4,350,243
Golf Fund	(89,379)	410,046	1,440,636	1,440,636	320,667
Recreation Fund	651,877	(2,020)	2,334,400	2,371,487	612,770
Emergency Services and Disaster Agency Fund	159,609	0	0	68,241	91,368
Handicapped Recreation Fund	5,843	0	180,000	179,300	6,543
Motor Fuel Tax Fund	348,290	0	1,973,135	1,900,000	421,425
Founders' Day Fund	46,586	0	478,106	478,106	46,586
Parks and Recreation Development Fund	122,021	0	63,795	0	185,816
Article 36 Fund	15,124	0	2,200	500	16,824
I.M.R.F. Fund	156,408	0	950,000	1,000,000	106,408
Infrastructure Fund	2,299,176	(1,042,024)	2,505,100	2,469,000	1,293,252
T.I.F. #1 Fund	(102,558)	(526,025)	800,000	549,575	(378,158)
T.I.F. #2 Fund	9,013	0	0	5,000	4,013
T.I.F. #3 Fund	449,806	0	738,091	692,200	495,697
T.I.F. #4 Fund	110,787	0	48,916	5,000	154,703
T.I.F. #5 Fund	(591,972)	0	21,671	5,000	(575,301)
T.I.F. #6 Fund	(1,621)	0	203,464	5,000	196,843
T.I.F. #7 Fund	0	0	0	20,000	(20,000)
Special Service Area #1 Fund	17,037	0	14,747	0	31,784
Special Service Area #2 Fund	(58,660)	0	44,924	0	(13,736)
Special Service Area #3 Fund	(28,074)	0	47,794	0	19,720
Special Service Area #4 Fund	181,235	0	26,040	0	207,275
Special Service Area #5 Fund	259,071	0	34,399	0	293,470
Special Service Area #6 Fund	151,525	0	37,208	0	188,733
Special Service Area #7 Fund	366,554	0	19,561	0	386,115
Special Service Area #8 Fund	225,435	0	31,991	0	257,426
<b>Capital Projects Funds</b>	2,135,807	(80,196)	2,054,638	3,820,866	289,383
Computer Replacement Fund	199,466	5,185	63,302	34,500	233,453
Capital Project Fund	1,907,225	(83,631)	1,991,336	3,786,366	28,564
GOB Series 2010 Fund	29,116	(1,750)	0	0	27,366
<b>Debt Service Fund</b>	433,503	0	3,290,247	3,290,247	433,503
<b>Insurance Fund</b>	224,493	0	890,000	893,645	220,848

## VILLAGE OF GLENDALE HEIGHTS

## ANNUAL BUDGET

Enterprise Funds	9,252,316	(3,143,902)	18,956,882	19,158,308	5,906,988
Environmental Services Fund	9,252,316	(3,143,902)	18,956,882	19,158,308	5,906,988
Police Pension Trust Fund	43,848,317	0	4,403,165	3,657,899	44,593,583
DUMEG Trust Fund	65,574	0	0	0	
<b>TOTAL ALL FUNDS</b>	<b>71,572,702</b>	<b>(3,315,753)</b>	<b>70,714,197</b>	<b>70,960,870</b>	<b>68,010,276</b>

## MAJOR DECREASES IN FUND BALANCE

### SPECIAL REVENUE FUNDS

#### **Recreation Fund**

The Recreation Fund is expected to experience a (\$37,087) decrease in fund balance at the end of FY 2021/22. The Recreation Fund is using reserves to replace a boiler unit in the main pool at the Aquatic Center.

#### **E.S.D.A. Fund**

The E.S.D.A. is expected to experience a (\$68,241) decrease in fund balance at the end of FY 2021/22. The E.S.D.A. Fund is using reserves to reduce the overall 2020 tax levy burden.

#### **I.M.R.F. Fund**

The I.M.R.F. Fund is expected to experience a (\$50,000) decrease in fund balance at the end of FY 2021/22. The Fund is using reserves to reduce the overall 2020 tax levy burden.

#### **Tax Increment Financing (TIF) #7 Fund**

The TIF #7 Fund is expected to experience a (\$20,000) decrease in fund balance at the end of FY 2021/22. This is a new Fund, having been created in January 2021, and has not yet started generating incremental property tax revenue.

### CAPITAL PROJECTS FUNDS

#### **Capital Project Fund**

The Capital Project Fund is expected to experience a (\$1,795,030) decrease in fund balance at the end of FY 2021/22. This is a due to carry over purchase orders relating to the Camera Park Improvement Project.

### ENTERPRISE FUND

#### **Environmental Services Fund**

The Environmental Services Fund is expected to experience a (\$201,426) decrease in fund balance at the end of FY 2021/22. This is a planned drawdown of the reserves for engineering related to capital projects.

### INTERNAL SERVICE FUND

#### **Insurance Fund**

The Insurance Fund is expected to experience a (\$3,645) decrease in fund balance at the end of FY 2021/22. The negative fund balance is the result of an intentional act to maintain reserves in line with Independent Actuarial recommendations.

## FULL-TIME EMPLOYEES SUMMARY BY DEPARTMENT

DEPARTMENT/DIVISION	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 BUDGET	CHANGE FROM P/Y
<b>GENERAL FUND</b>	<b>155.00</b>	<b>158.00</b>	<b>158.00</b>	<b>158.00</b>	<b>1.0</b>
<b>Boards &amp; Commissions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>
Village Board	1.00	1.00	1.00	1.00	-
<b>General Government</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>-</b>
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	3.00	3.00	3.00	-
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	-
<b>Police Department</b>	<b>71.00</b>	<b>72.00</b>	<b>72.00</b>	<b>72.00</b>	<b>-</b>
Police Administration	6.00	6.00	6.00	6.00	-
Patrol	46.50	47.50	47.50	47.50	-
Investigations	12.00	12.00	12.00	12.00	-
Support Services	6.50	6.50	6.50	6.50	-
<b>Public Works</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>-</b>
Public Works Administration	3.00	2.00	2.00	2.00	-
Engineering	1.00	1.00	1.00	1.00	-
Streets	14.00	14.00	14.00	14.00	-
Fleet Maintenance	3.00	4.00	4.00	4.00	-
<b>Parks, Grounds &amp; Facilities</b>	<b>30.00</b>	<b>30.00</b>	<b>29.00</b>	<b>29.00</b>	<b>-</b>
Parks & Grounds	16.00	16.00	15.00	15.00	-
Building Maintenance	14.00	14.00	14.00	14.00	-
<b>Community Development Services</b>	<b>11.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>

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

Community Development Administration	6.00	6.00	7.00	7.00	-
Inspection Services	5.00	6.00	6.00	6.00	-
<b>Recreation Fund</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>
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	-
<b>Environmental Services Fund</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>24.00</b>	<b>-</b>
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	8.00	1.0
Water Billing Division Services	2.00	2.00	2.00	2.00	-
<b>Golf Fund</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>
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	-
<b>TOTAL FULL TIME EMPLOYEE'S</b>	<b>193.00</b>	<b>196.00</b>	<b>196.00</b>	<b>197.00</b>	<b>1.0</b>

**CHANGES IN STAFFING LEVELS**

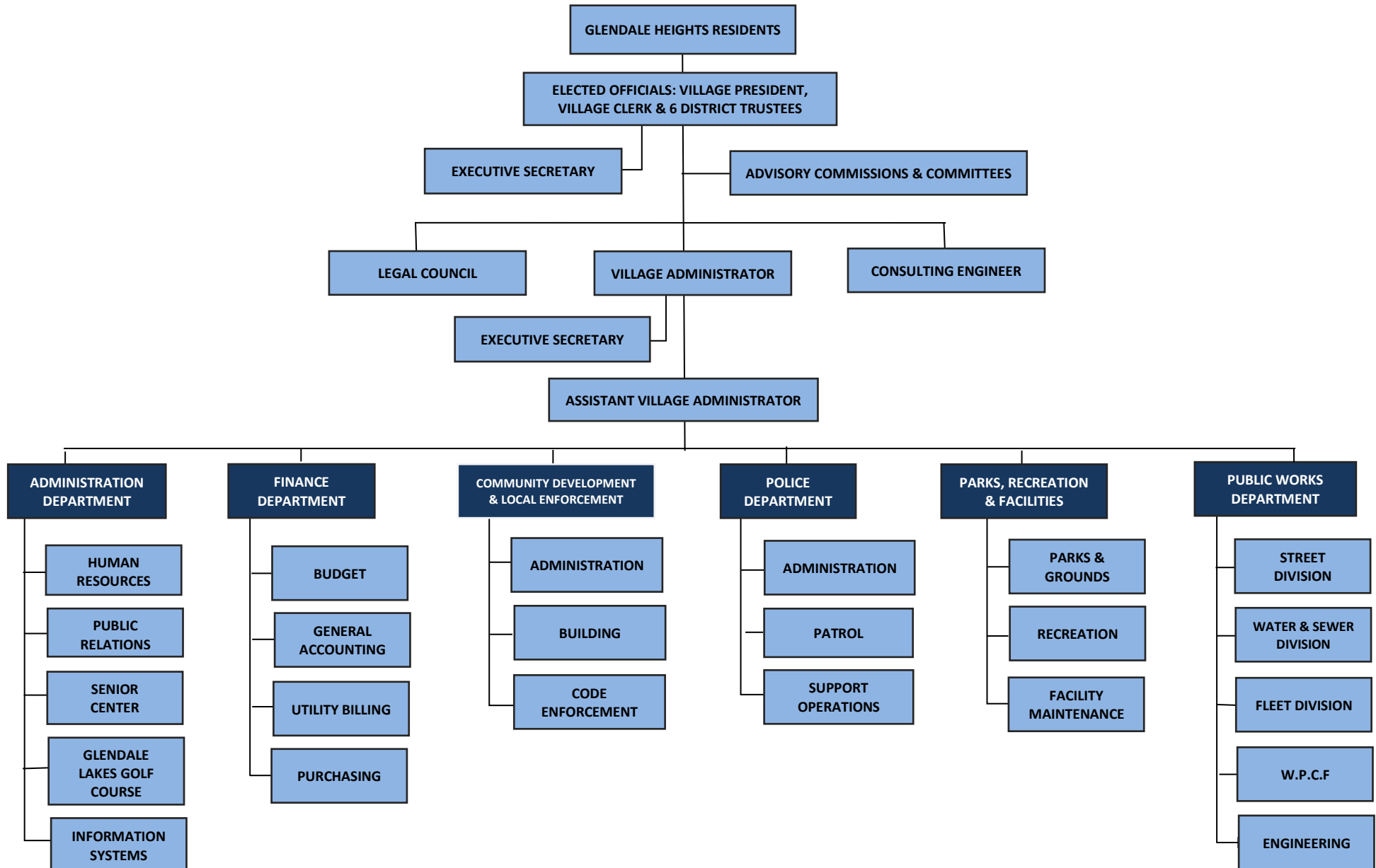
FROM FY 2020/21 TO 2021/22

POSITION TITLE	DEPARTMENT	DIVISION	FTE'S
Environmental Services Fund	Utilities	Waste Water Treatment Services	1.00
		<b>TOTAL</b>	<b>1.00</b>



FY 2021 / 2022  
VILLAGE OF GLENDALE HEIGHTS  
VILLAGE OF GLENDALE HEIGHTS  
MUNICIPAL ORGANIZATION STRUCTURE

ANNUAL BUDGET



**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.

## 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 Historical Building.

### TOTAL OPERATING BUDGET

**\$310,958**

### ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
Village Board	187,040	190,268	213,843
Village Clerk	17,551	18,800	17,800
Police Commission	7,205	30,490	27,115
Plan Commission	1,881	2,681	2,681
Special Events	24,418	6,400	29,550
Youth Commission	699	1,625	1,625
Historical Building	6,081	3,385	8,344
Arts & Culture	-	-	10,000
COVID Expenses	25,110	180,000	-
<b>TOTAL DIVISION</b>	<b>269,986</b>	<b>433,649</b>	<b>310,958</b>

### FY 2020/2021 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. The Village continues to carry a strong fund balance reserve since enacting this policy.

#### Property Taxes:

On average, 10.6% 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 10.6% 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 2021/2022 GOALS AND OBJECTIVES****Create Efficiency**

Effectively employ technology, reduce redundancy, improve communication and improve internal process flow to enhance the efficiency of employees without impacting the overall Mission of the Village and the level of service expected by our residents.

**Promote Customer Service**

Focus on resident friendly and responsive customer service, providing easy access to government services.

**Improve and Preserve Infrastructure**

Responsibly improve public facilities and infrastructure to enhance safety, long-term viability and resident satisfaction.

**Maintain Financial Stability**

Enhance financial stability within the Village's budget by utilizing multi-year budget projections, long term capital planning and financial forecasting.

**Emphasis on Economic Development**

Reinforce our business friendly environment to encourage existing businesses to grow and expand within the Village and attract new businesses to locate here.

**Promote Employee Job Satisfaction**

Enhance job satisfaction of employees through improved training programs, leadership development and collaboration. Ensure employees clearly understand Village expectations through an updated Operations Manual. Effectively address staffing challenges in critical departments.

**Provide Transparent Government**

Expand public information outreach and interaction through social media and an improved Village website.

## 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, all disbursements and establishing the annual Tax Levy. The Board is also responsible for 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1011	512	10	10	F-TIME & REG.PART-TIME	124,366.92	132,000.00	132,000.00
101	1011	512	15	10	FICA-EMPLOYER	7,377.07	8,184.00	8,184.00
101	1011	512	16	14	TRAVEL FOR MEETING & CONF	35.00	100.00	100.00
101	1011	512	16	15	TRAINING & SEMINARS	866.69	1,450.00	2,900.00
101	1011	512	16	16	MEDICARE-EMPLOYER	1,725.37	1,914.00	1,914.00
101	1011	512	24	12	PRINTING & BINDING	215.76	250.00	250.00
101	1011	512	31	99	OFFICE SUPPLIES	60.97	200.00	200.00
101	1011	512	37	10	UNIFORMS	12.00	250.00	500.00

101	1011	512	37	99	OPERATING SUPPLIES	3,610.32	6,200.00	6,200.00
101	1011	512	62	10	MEMBERSHIP DUES	37,739.88	24,180.00	46,055.00
101	1011	512	62	11	SUBSCRIPTIONS	334.76	290.00	290.00
101	1011	512	63	99	OTHER COMM. CONTRIBUTION	8,638.00	11,250.00	11,250.00
101	1011	512	69	20	CIVIC ACTIVITIES	2,057.19	4,000.00	4,000.00

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1012	512	10	10	F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00
101	1012	512	15	10	FICA-EMPLOYER	620.00	620.00	620.00
101	1012	512	16	15	TRAINING & SEMINARS		150.00	150.00
101	1012	512	16	16	MEDICARE-EMPLOYER	145.00	145.00	145.00
101	1012	512	21	99	PROFESSIONAL-OTHERS	6,426.33	6,000.00	6,000.00
101	1012	512	31	99	OFFICE SUPPLIES		50.00	50.00
101	1012	512	60	99	VARIOUS COMMISSION	300.00	500.00	500.00
101	1012	512	62	10	MEMBERSHIP DUES	60.00	335.00	335.00
101	1012	512	69	21	RECORDING FEES		1,000.00	

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1014	512	15	10	FICA-EMPLOYER	40.26	86.00	86.00
101	1014	512	16	16	MEDICARE-EMPLOYER	9.41	20.00	20.00
101	1014	512	60	11	PLAN COMMISSION	691.26	1,375.00	1,375.00
101	1014	512	61	11	PLAN COMMISSION	1,140.00	1,200.00	1,200.00



## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1013	512	16	15	TRAINING & SEMINARS	300.00	800.00	500.00
101	1013	512	24	12	PRINTING & BINDING		750.00	750.00
101	1013	512	24	16	RECRUITING	1,401.50	5,000.00	2,000.00
101	1013	512	24	28	TESTING	2,742.00	20,000.00	20,000.00
101	1013	512	31	99	OFFICE SUPPLIES	15.11	100.00	100.00
101	1013	512	37	10	UNIFORMS		300.00	300.00
101	1013	512	60	10	POLICE COMMISSION	2,206.60	3,000.00	3,000.00
101	1013	512	62	10	MEMBERSHIP DUES	540.00	540.00	465.00

## 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, Harvest Fest and the Show and Shine Car Show.

### PROPOSED BUDGET WITH ACTUAL HISTORY

#### REVENUES

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1016	441	28	13	SPECIAL EVENT REVENUES	1,163.00	3,500.00	7,500.00
101	1016	441	28	15	CAR SHOW	7,562.42		6,000.00
101	1016	441	28	16	SPECIAL EVENT REVS-OTHER			8,350.00
101	1016	481	60	12	DONATIONS OTHER	1,286.00		

#### EXPENDITURES

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1016	512	24	19	ENTERTAINMENT-SPL. EVENTS	3,510.00		8,500.00
101	1016	512	24	20	CAR SHOW	500.00		600.00
101	1016	512	24	99	OTHER PURCHASE-SERVICES	975.00		
101	1016	512	37	96	SPECIAL EVENT EXPS-OTHER	8,313.22		8,350.00
101	1016	512	37	98	CAR SHOW	3,818.53		3,700.00
101	1016	512	37	99	OPERATING SUPPLIES	7,300.83	6,400.00	8,400.00

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1017	512	24	12	PRINTING & BINDING		225.00	225.00
101	1017	512	37	99	OPERATING SUPPLIES	698.89	1,400.00	1,400.00

## **LEGISLATIVE: HISTORICAL BUILDING**

### **GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY**

This division 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 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. The Historical Commission 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.

**PROPOSED BUDGET WITH ACTUAL HISTORY****REVENUES**

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1018	481	89	10	MISCELLANEOUS INCOME		50.00	50.00

**EXPENDITURES**

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1018	512	24	12	PRINTING & BINDING	3,222.00		
101	1018	512	24	99	OTHER PURCHASE-SERVICES	2,264.15	2,410.00	2,514.00
101	1018	512	37	99	OPERATING SUPPLIES	13.49	245.00	250.00
101	1018	512	56	30	HISTORICAL BLDG.	397.17	500.00	5,350.00
101	1018	512	62	10	MEMBERSHIP DUES	25.00	30.00	30.00
101	1018	512	69	20	CIVIC ACTIVITIES	159.65	200.00	200.00

**ADMINISTRATION****VILLAGE ADMINISTRATION****GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY**

The Administration Department is divided into seven divisions; Village Administration, Human Resources, Public Affairs, Senior Services, Central Services, Golf Course, and Information Systems. 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****\$9,944,053****ANNUAL EXPENSES BY DIVISION**

<b>DIVISION</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 BUDGET</b>	<b>FY 2022 BUDGET</b>
Village Administration	449,132	385,809	435,134
Human Resources	183,051	195,139	197,273
Public Relations	134,652	169,125	141,343
Senior Center	397,962	351,417	484,012
Central Services	6,275,325	6,699,851	6,681,009
Golf Course	2,049,564	1,330,439	1,440,636
Information Systems	519,396	593,959	564,646
<b>TOTAL DIVISION</b>	<b>10,009,082</b>	<b>9,725,739</b>	<b>9,944,053</b>

**2020/2021 ACCOMPLISHMENTS****ADMINISTRATION DEPARTMENT****COVID-19 Testing & Vaccination Clinics**

In partnership with the DuPage County Health Department, Jewel-Osco, Queen Been School District 16, the Center for Senior Citizens, and the Parks, Recreation and Facilities Department, the Village has provided over 6,700 COVID-19 vaccination shots to the Senior Citizen community and individuals within Phase 1A – 1C.

**Implemented New Policy Format System**

The Administration Department with the approval of the Village Board, began to utilize a new policy system to establish format and authority for preparation and issuance of the components of the Village's Operations Manual. It further establishes a review process along with providing a formal distribution system to ensure that all employees receive a copy of the policies and procedures established by proper authority.

**Assisted Community Development Department**

Assisted the Community Development Department with the Calvary Drive TIF and redevelopment.

**Assisted Parks, Recreation and Facilities Department**

Assisted the Parks, Recreation and Facilities Department with the planning of Camera Park redevelopment.

**TimeClock Plus**

Assisted the Finance Department with the implementation of TimeClock Plus, a time and attendance software.

**HUMAN RESOURCES****Health Insurance Renewal**

The Village successfully negotiated health insurance renewal rates with a 0% increase. This is compared to a 0% increase last year and a 5.2% decrease 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, Utilities Division Manager, WPCF Plant Operator and Lead Maintenance Worker/Operator, Utilities Foreman and Crew Leader, Utilities Maintenance Worker and Public Works Part-Time Office Tech.

**Employee Assistance Program**

The organization utilization rate of the Employee Assistance Program was 103.26%. This was down from last year's utilization rate that was 150.70%. Due to Covid-19, the Employee Assistance Program was not on site this year for training.

**New Occupational Health Provider**

The Human Resources Division successfully transferred from our previous occupational health provider to Physicians Immediate Care. This transfer will assist with the ease of communication between us as the employer, the provider and our local hospital AMITA Health Medical Center GlenOaks. Physicians Immediate Care is a national business so applicants and employees can visit any Physicians Immediate Care Center for pre-employment drug screening and occupational healthcare needs.

**Utilization of New Policy Dissemination Tool - PowerDMS**

The Human Resources Division successfully expanded the Police Departments use of PowerDMS to include all full-time and regular part-time village employees. PowerDMS condenses the village's policy manual binders and personnel file training tracking sheets into a single, searchable online source that automatically disseminates, collects signatures on, and tracks the village's policies and procedures, and employees training.

**PUBLIC RELATIONS****Fireside Chats**

The Public Relations Division produced seven Fireside Chats in an effort to answer questions related to community special events and programming, community food distributions, volunteer opportunities, the unfolding of the COVID-19 pandemic, aspects of the Restore Illinois plan, the Village's disaster preparedness plan and the Federal CARES Act.

**Communication of State and Local Guidelines and Relief Efforts as Related to COVID-19**

Built a page on our Village website to keep residents informed on the ever changing COVID-19 pandemic and State regulations.

Included articles in the Village Newsletter related to COVID-19 pandemic safety tips and relief opportunities.

**Social Media**

The Public Relations Division assisted the Recreation Division in establishing a TikTok account. The Recreation Division hopes to start providing content during the 2<sup>nd</sup> quarter of 2021.

**INFORMATION SYSTEMS DIVISION****Laptop Deployment**

The past year has been extremely challenging for the I.S. Division as we continue to support all facets of the Village. As technology continues to change, the COVID-19 pandemic presented new challenges that impacted operations on many levels, and that we are currently struggling with today. The I.S. Division was initially scheduled to replace just 27 desktop computers, but an additional 22 laptops were added to our schedule in order to facilitate remote operations during the pandemic. Our small division worked very hard to provide network management, equipment, and remote desktop support to enable employees to work from home to minimize the impact on Village operations.

**COVID-19 Vaccination Call Center**

The I.S. division was asked to create a call center at our senior center for staff to register seniors for COVID-19 vaccines, the evening before the event. The call center was fully operational and up and running by the next morning.

**Zoom Venue for Village Board Meetings**



The I.S. and Public Relations divisions created a Zoom venue for our Council Chambers to allow for remote access to our Village Board meetings and also sought additional funding to provide necessary upgrades to our audio system to support the new requirements of Zoom.

**Traffic Court**

The I.S. Division worked with the Facilities Division to provide a private network for DuPage County so that traffic court, could once again, be held at the Village Hall. Enhancements included multiple network drops, generated circuits, additional power drops, and custom wiring for critical equipment.

**TimeClock Plus**

Assisted the Finance Department with implementation and integration of TimeClock Plus while also working with Facilities to determine locations for new time clock devices, and install wiring throughout the Village.

**Midco Security**

Transitioned the Police Department and Sports Hub into a new Midco Security contract, taking ownership of our security equipment while updating legacy systems to provide much-needed software and security updates.

**Axon Body Camera Project**

The Axon Body Camera project for the Police department was recently added to our priority list, including, bandwidth increases, facility wiring, network overhauling, programming, and tweaks. This project will continue into the new budget year as we begin the migration of all public safety cell phones to AT&T First Net.

**CENTER FOR SENIOR CITIZENS****Membership**

The Center's membership is approximately 1,000 members. All memberships will continue to be extend from the time the Center was in closed starting in 2020 until the official reopen date.

**COVID-19 Vaccination Clinics**

Approximately 6,500 COVID-19 vaccines were administered to approximately 2,476 individuals who were age 65 or better. 313.25 staff hours were spent assisting at the COVID-19 vaccination clinics. This hours-count does not include two additional COVID-19 vaccination clinics that Center staff called members to inform them of the availability of vaccines.

**Program Partnerships**

Many of our services are coordinated with Local, County, State and Federal services. These services include, Benefit Access Application (BAA), RTA ride free card, Senior Health Insurance Program (SHIP) assistance and Notary Services, Republic Services Senior discounts and Village vehicle sticker and utility tax rebates. The Center's partnership with the AARP Tax Assistance program continued in 2020/2021 with minimal appointments and social distancing.

**Senior Health Insurance Program (SHIP)**

The Center is a certified Senior Health Insurance Program (SHIP) site. Four SHIP trained volunteer counselors meet with senior citizens over the phone to help provide Medicare information and enrollment. SHIP volunteers provide service and educate our senior citizens. During the 2020 open enrollment period, October 15th – December 7<sup>th</sup>, 49 Medicare beneficiaries were assisted.

**Golden Shears Salon**

The Golden Shears Salon is open four days a week. A new schedule was created to allow for social distancing and disinfecting of the salon. The Salon gained 32 new clients in 2020, all by word of mouth.

**Volunteerism**

Volunteerism is an important part of our Center's success. In 2020/2021, 47 individuals volunteered 377.50 hours to benefit the Center. One member reached the 200 plus hours status. The Center hosted 16 special events with input from our volunteer Senior Advisory Committee.

**Meals-on Wheels and Congregate Dining Programs**

An important component of the Center's operations is its community-dining program that provides Meals-on-Wheels as well as congregate dining at the Center. Our congregate dining program has been cancelled since March 20, 2020 due to the COVID-19 pandemic. The Agency on Aging's nutrition grant via the DuPage Senior Citizens Council (DSCC) provided 16,665 home delivered meals. The Agency on Aging nutrition grant via DSCC meal pick up funding ended on December 31, 2020. Prior to the funding running out, 32,265 meals were picked up. Starting on January 1, 2021, the Center for Senior Citizens in partnership with Marquardt School District 15's dietary department and anonymous generous financial donations provided an additional 965 meals to the program.

**Hidden Treasures**

Our "Hidden Treasures" gift shop remains closed due to the pandemic.

**Community Room Rentals**

The Center has a community room that hosted eight birthday parties, showers, weddings and anniversary events in 2020/2021. Sixty rental events were cancelled due to the COVID-19 pandemic.

**FY 2021/2022 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
- ❖ 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
- ❖ Work with departments to develop goals and objectives that relate to their divisional budget items for review and approval of Village President and Board of Trustees

**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 Heads 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**

- ❖ 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
- ❖ Maintain an employee recognition and appreciation program

**Goal #5: Continue to review and update the Village's Personnel Policy, Administrative Policies and Village Policies**

- ❖ Review all policies every one to three years
- ❖ Request assistance and feedback from XPC as the implementers of the policies
- ❖ Maintain all local, state and federal regulations and policies

**Goal #6: Improve the onboarding of new employees**

- ❖ Streamline employee's interaction with Human Resources
- ❖ Identify how long the onboarding process needs to be

- ❖ Identify a current fellow employee who will train the new employee on the job duties/tasks and for how long
- ❖ Identify what an employee needs to know about the culture and work environment.
- ❖ Set goals for the employee
- ❖ Identify how this process can be measured and improved

**Goal #7: Develop Succession Plans**

- ❖ Create a timeline for your succession plan dependent on the position needing to be replaced and timeframe of when the current employee in the position needing to be replaced will be leaving the organization/position
- ❖ Pinpoint employees (candidates) within the organization that have the knowledge, skills and abilities (or that have the capacity to be taught/trained) to be successful in the succession position
- ❖ Engage the potential employee (candidate) and provide training/professional development to them for the succession position
- ❖ Allow the candidate to shadow the employee in the current roll and test the succession plan

**Goal #8: Develop a 5-year Strategic Plan**

- ❖ Allocate \$25,000 to obtain assistance from Northern Illinois University in developing the plan

**Goal #9: Update the Villages Comprehensive Plan**

- ❖ Apply to the Chicago Metropolitan Agency for Planning (CMAP) for grants and assistance in developing the plan

**Goal #10: Develop a cohesive Capital Improvement Plan**

- ❖ Focuses attention on community objectives and fiscal capacity
- ❖ Coordinate between capital needs and operating budgets
- ❖ Identify the most economical means to finance capital projects
- ❖ Increase opportunities for obtaining federal and state aid
- ❖ Relate public facilities to public and private development plans
- ❖ Reduce costs by identifying and consolidating duplicative expenditures across municipal departments
- ❖ Encourage careful project planning and design to avoid costly mistakes

**Goal #11: 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 Collective Bargaining Agreements that expire on April 30, 2021.

**PUBLIC RELATIONS DIVISION****Goal #1: Increased productions of video and visual content for GHTV and Social Media**

- ❖ Create monthly Fireside Chat videos highlighting upcoming programs and events for the month
- ❖ 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
- ❖ Utilize the drone, time lapse and slow motion to capture artistic visuals for various productions
- ❖ Create promotional videos for all Departments highlighting various activities

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

- ❖ Implement a “featured” picture/image of Glendale Heights from the residents
- ❖ Utilize additional hashtags
- ❖ Research and develop alternative social media platforms
  - Expand the use of social media to new outlets as they become available
- ❖ Increase timely messages onto social media platforms
- ❖ Increase video presence on social media platforms to highlight upcoming programs and announcements
- ❖ Paid ads featuring Glendale Heights pages as a whole and not specific programs and events.
- ❖ Condense use of multiple pages into more concise pages
- ❖ Introduce monthly E-Newsletters with important information on events and programs for each month

**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
- ❖ Email survey to gain better understanding for communication in the community

**Goal #4: Continue to develop media relations**

- ❖ Work with various media outlets on potential sponsorship programs
- ❖ Provide more press releases
- ❖ Update press master list
- ❖ Research new methods for better connecting with media members

**Goal #5: Research and apply for grants and additional funding opportunities**

- ❖ Research media and advertising grant opportunities

**Goal #6: 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

## **INFORMATION SYSTEMS DIVISION**

**Goal #1: To be included in technology considerations, projects, and decision making for all areas of the Village involving computers, networking, and telecommunication.**

**Goal #2: To improve communication with staff, directors, and employees to improve operations, utilizing our work order system to collect and convey objective information in order to prioritize work flow, resolve problems effectively, improve efficiency, and accountability.**

**Goal #3: To provide clear and open communications to all parties involved with technology changes, problems or concerns to ensure that all things are considered, to collect objective information in order to avoid operational hazards before they happen.**

**Goal #4: Move to a new digital provider - Retire unsupported analog lines and improve 9-1-1 system, all at a lower cost**

**Goal #5: Replace 18 ruggedized laptops for squad cars**

**Goal #6: Upgrade the entire organization to the latest Microsoft Office Suite**

**Goal #7: Retire and replace Virtual host and a SAN as part of scheduled replacements**

## **CENTER FOR SENIOR CITIZENS**

**Goal #1: Promote membership growth and retention**

- ❖ Expand current marketing and outreach to senior citizens in surrounding communities such as Bloomingdale, Glen Ellyn and Carol Stream that are not currently served by a Senior Center.
- ❖ Utilize a day pass to have non-residents 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 senior citizens the ability to address and resolve more of their village and county-related business while at the Center.
- ❖ Accept payment for water bills and provide a hand written receipt for the bill.

**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 AMITA Health GlenOaks Hospital.
- ❖ Identify other enrichment opportunities for seniors citizens
- ❖ Market SHIP and BAA education opportunities at the Center to neighboring communities

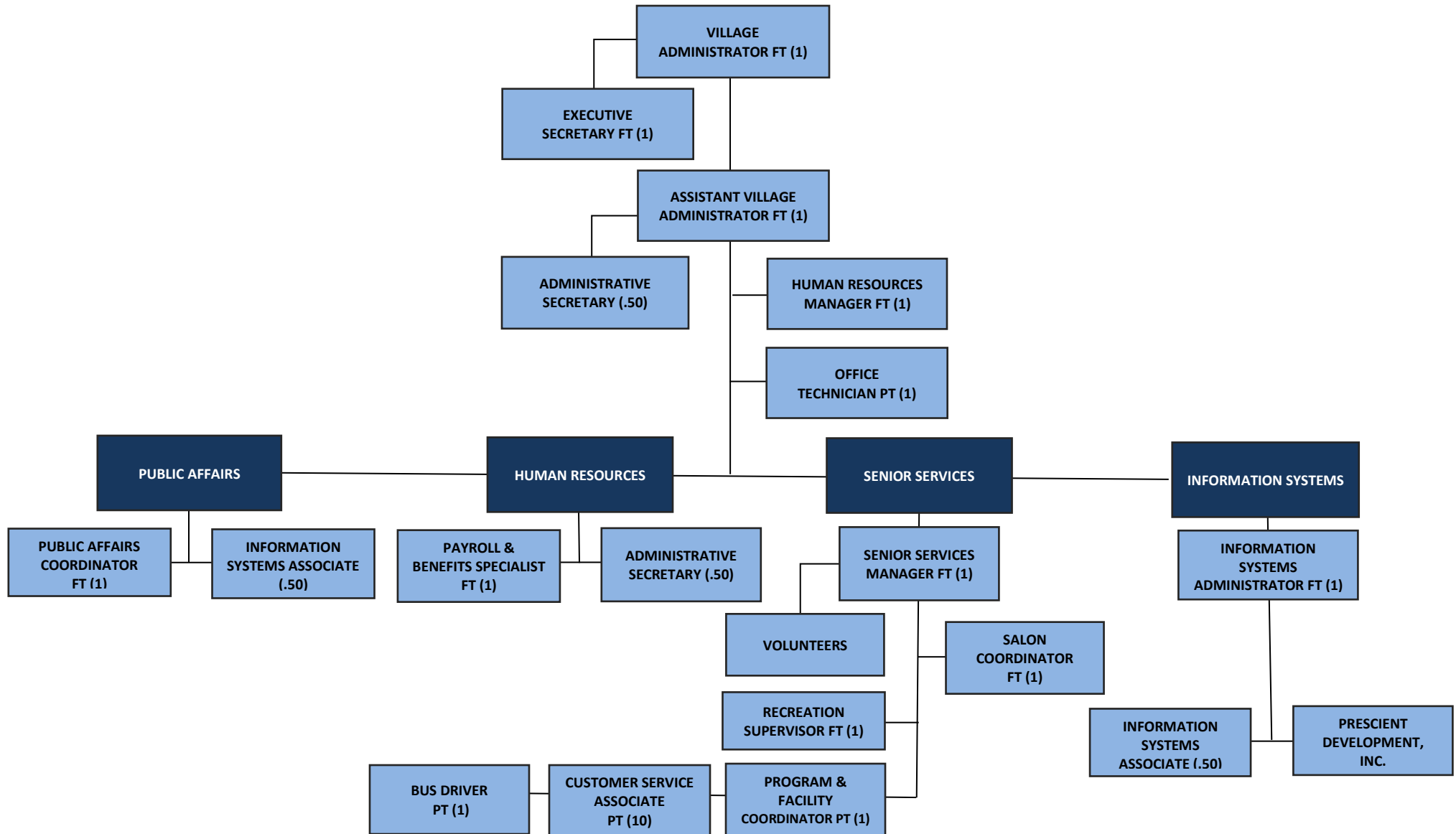
**Goal #4: Continue to implement new and improved programming**

- ❖ Continue to utilize feedback methods and outreach to identify programs and services that seniors citizens require or would meet the diverse interests of our senior citizen population
- ❖ Develop questionnaires for 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 encourage repeat rental of the Community Room
- ❖ Create a customer referral program for rental clients
- ❖ Create a weeknight rental discount program
- ❖ Rent the professional kitchen to small businesses/local licensed chefs

FY 2021 / 2022  
VILLAGE OF GLENDALE HEIGHTS  
ANNUAL BUDGET  
**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. The Information Systems division is responsible for all equipment and function related to the Village computer system and associated electronic operation. Total number of employees authorized: 12 Full-Time, 13 Part-Time



## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1111	513	10	10	F-TIME & REG.PART-TIME	150,052.60	155,276.00	154,666.00
101	1111	513	10	99	OVERTIME PAY			
101	1111	513	15	10	FICA-EMPLOYER	8,786.61	9,627.00	9,589.00
101	1111	513	16	14	TRAVEL FOR MEETING & CONF		350.00	350.00
101	1111	513	16	15	TRAINING & SEMINARS		630.00	630.00
101	1111	513	16	16	MEDICARE-EMPLOYER	2,055.08	2,251.00	2,243.00
101	1111	513	16	33	EMPLOYEE RECOGNITION	1,793.88	2,775.00	3,900.00
101	1111	513	24	12	PRINTING & BINDING	2,004.48	3,600.00	2,400.00
101	1111	513	24	15	EMPLOYEE PHYSICAL EXAM	9,114.00	10,200.00	12,000.00
101	1111	513	24	16	RECRUITING AND TESTING	3,292.99	4,200.00	5,200.00
101	1111	513	24	99	OTHER PURCHASE-SERVICES	4,122.50	4,500.00	4,500.00
101	1111	513	31	99	OFFICE SUPPLIES	219.29	250.00	250.00
101	1111	513	37	99	OPERATING SUPPLIES	405.31	475.00	475.00
101	1111	513	62	10	MEMBERSHIP DUES	1,204.00	1,005.00	1,070.00

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1112	513	10	10	F-TIME & REG.PART-TIME	74,730.15	78,939.00	80,197.00
101	1112	513	15	10	FICA-EMPLOYER	4,458.29	4,895.00	4,972.00
101	1112	513	16	15	TRAINING & SEMINARS	243.00	250.00	650.00
101	1112	513	16	16	MEDICARE-EMPLOYER	1,042.71	1,086.00	1,163.00
101	1112	513	24	12	PRINTING & BINDING	24,938.07	25,022.00	26,300.00
101	1112	513	24	32	SOFTWARE SUPPORT & MAINT	9,349.72	1,156.00	3,056.00
101	1112	513	24	99	OTHER PURCHASE-SERVICES	1,596.29	2,200.00	2,200.00
101	1112	513	31	17	POSTAGE	13,884.36	15,918.00	15,140.00
101	1112	513	31	99	OFFICE SUPPLIES	393.11	230.00	400.00
101	1112	513	32	14	COMPUTER SOFTWARE	480.99	720.00	750.00
101	1112	513	37	99	OPERATING SUPPLIES		200.00	200.00
101	1112	513	39	99	OPERATING EQUIPMENT	826.32	1,260.00	2,070.00
101	1112	513	55	60	OTHER OFFICE EQUIPMENT	2,709.45	36,404.00	1,000.00
101	1112	513	62	10	MEMBERSHIP DUES		845.00	3,245.00



## 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

#### REVENUES

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1117	481	42	10	FEDERAL	2,670.00		
101	1117	481	70	10	CASH (OVER) & SHORT	-340.00		
101	1117	481	81	10	SENIOR PROGRAM	6,092.50	2,000.00	8,000.00
101	1117	481	81	11	SENIOR BUS	5,153.25	848.00	7,000.00
101	1117	481	81	12	FACILITY RENTAL	39,244.00	3,150.00	54,000.00
101	1117	481	81	13	SALON SERVICES	25,949.00	24,500.00	30,000.00
101	1117	481	81	14	SPONSORSHIP	800.00		1,000.00
101	1117	481	81	16	PRINTING REVENUE	32.32	100.00	100.00
101	1117	481	81	17	FITNESS MEMBERSHIPS	5,126.00	1,000.00	7,500.00
101	1117	481	81	18	GENERAL MEMBERSHIPS	2,912.00	2,000.00	6,000.00
101	1117	481	81	19	BEVERAGES SOLD REVENUE	8,532.71	2,500.00	10,000.00
101	1117	481	81	20	SC-SPECIALTY LINENS REV	4,047.00	1,750.00	7,000.00
101	1117	481	81	21	SC-OTHER RENTAL FEES	385.00	250.00	1,000.00
101	1117	481	81	22	SC-WAITSTAFF SERVICES	1,830.00	625.00	2,500.00
101	1117	481	81	23	SENIOR HOLIDAY LUNCHEON	3,124.00		3,000.00
101	1117	481	81	24	SENIOR TRIP REVENUES	-5,016.00	10,100.00	60,000.00
101	1117	481	81	25	SNACKS/COFFEE	477.05	250.00	500.00
101	1117	481	81	26	FACILITY SET UP FEES	2,075.00	850.00	3,500.00
101	1117	481	89	33	GIFT SHOP REVENUE	3,164.90	2,000.00	4,000.00

## EXPENDITURES

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1117	513	10	10	F-TIME & REG.PART-TIME	282,476.31	251,000.00	301,000.00
101	1117	513	10	99	OVERTIME PAY	22.31	100.00	100.00
101	1117	513	15	10	FICA-EMPLOYER	17,438.20	15,562.00	18,662.00
101	1117	513	16	14	TRAVEL FOR MEETING & CONF	35.00	100.00	100.00
101	1117	513	16	15	TRAINING & SEMINARS	1,579.92	1,550.00	2,750.00
101	1117	513	16	16	MEDICARE-EMPLOYER	4,078.35	3,665.00	4,365.00
101	1117	513	24	12	PRINTING & BINDING	3,415.27	4,744.00	6,872.00
101	1117	513	24	32	SOFTWARE SUPPORT & MAINT	1,569.20	2,120.00	2,170.00
101	1117	513	24	99	OTHER PURCHASE-SERVICES	1,281.37		3,700.00
101	1117	513	31	17	POSTAGE	933.79	717.00	1,434.00
101	1117	513	37	10	UNIFORMS		550.00	550.00
101	1117	513	37	80	GAS & FUEL	5,900.55	4,150.00	7,150.00
101	1117	513	37	81	SALON SUPPLIES	2,292.70	3,000.00	3,000.00
101	1117	513	37	99	OPERATING SUPPLIES	12,667.07	5,500.00	13,000.00
101	1117	513	52	10	LEASES-EQUIPMENTS	3,315.29	4,200.00	4,200.00
101	1117	513	53	17	EQUIPMENT R&M	2,039.97	3,570.00	3,570.00
101	1117	513	53	18	SENIOR CENTER	5,936.00	3,000.00	3,000.00
101	1117	513	62	10	MEMBERSHIP DUES	488.00	800.00	800.00
101	1117	513	62	11	SUBSCRIPTIONS	755.80	836.00	836.00
101	1117	513	63	99	OTHER COMM. CONTRIBUTION	15,000.00	15,000.00	15,000.00
101	1117	513	69	22	LICENSES	1,182.13	1,353.00	1,353.00
101	1117	513	69	32	GIFT SHOP EXPENSE	3,564.04	2,000.00	5,000.00
101	1117	513	71	12	ADULT GENERAL PROGRAM	5,172.35	3,500.00	7,000.00
101	1117	513	72	41	BEVERAGE PURCHASES	3,746.28	2,250.00	4,500.00
101	1117	513	72	42	SPECIALTY LINENS PURCH	4,964.48	3,500.00	7,000.00
101	1117	513	72	43	WAITSTAFF SERVICES PURCH	1,617.73	1,100.00	2,200.00
101	1117	513	72	44	SENIOR HOLIDAY LUNCHEON	2,927.39	2,150.00	4,300.00
101	1117	513	72	45	SENIOR TRIPS EXPENSE	9,061.33	15,000.00	60,000.00
101	1117	513	72	46	SENIOR HEALTH INS PGM	3,897.47		
101	1117	513	72	48	SNACKS	603.44	400.00	400.00

## ADMINISTRATION: INFORMATION SYSTEMS

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Information Systems (I.S.) Division of Administration 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 Central Square Technologies® cloud based solution which hosts the financial package and municipal software. Beginning in Fiscal Year 2020, the I.S. Division was moved under Village Administration.

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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1811	517	10	10	F-TIME & REG.PART-TIME	153,257.77	156,337.00	158,057.00
101	1811	517	10	98	TEMPORARY HELP		1,890.00	2,700.00
101	1811	517	10	99	OVERTIME PAY	2,084.17	2,000.00	2,500.00
101	1811	517	15	10	FICA-EMPLOYER	9,416.91	9,972.00	10,110.00
101	1811	517	16	15	TRAINING & SEMINARS	299.00	300.00	330.00
101	1811	517	16	16	MEDICARE-EMPLOYER	2,202.44	2,332.00	2,364.00
101	1811	517	21	15	NETWORK-CONSULTING	144,810.29	149,025.00	150,500.00
101	1811	517	22	10	COMPUTER EQUIPMENTS	1,681.73		2,000.00
101	1811	517	24	12	PRINTING & BINDING		50.00	50.00
101	1811	517	24	32	SOFTWARE SUPPORT & MAINT	101,835.51	112,250.00	108,310.00
101	1811	517	31	99	OFFICE SUPPLIES		100.00	100.00
101	1811	517	32	13	COMPUTER SPECIALIZED SUPL	710.93	2,500.00	1,500.00
101	1811	517	32	14	COMPUTER SOFTWARE	17,550.72	10,775.00	11,325.00
101	1811	517	32	15	COMPUTER EQUIPMENT	31,611.94	74,214.00	57,000.00
101	1811	517	32	99	OTHER COMPUTER SUPPLIES		900.00	500.00
101	1811	517	51	10	TELEPHONE	48,360.65	49,114.00	55,800.00
101	1811	517	55	30	OTHER COMPUTER EQUIPMENT	934.17	2,500.00	1,500.00
101	1811	517	83	15	SOFTWARES	4,640.00	19,700.00	

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1118	513	15	11	UNEMPLOYMENT INSURANCE		70,000.00	15,000.00
101	1118	513	16	12	MEDICAL-EMPLOYER	2,396,472.66	2,406,866.00	2,523,845.00
101	1118	513	16	17	EMPLOYER CONT. P.PENSION	2,688,377.07	3,251,135.00	3,184,782.00
101	1118	513	16	18	SICK DAYS BUY BACK ONLY	304,704.64		
101	1118	513	16	30	OPT OUT MED INSURANCE	35,482.56	35,000.00	35,000.00
101	1118	513	16	32	HEALTH & WELLNESS PROG.	518.83	500.00	750.00
101	1118	513	21	11	PROF-LEGAL	334,113.56	330,000.00	340,000.00
101	1118	513	21	12	PROSECUTORS	112,665.41	124,000.00	144,000.00
101	1118	513	21	13	ADJUDICATOR	9,500.00	12,000.00	12,000.00
101	1118	513	21	14	ENGINEERING		1,000.00	1,000.00
101	1118	513	21	17	LEGISLATIVE LIAISON	42,000.00	42,000.00	
101	1118	513	21	99	OTHER PROFESSIONAL	9,306.66	22,000.00	52,682.00
101	1118	513	24	12	PRINTING & BINDING	971.27	1,125.00	1,125.00
101	1118	513	31	17	POSTAGE	29,032.95	46,035.00	46,035.00
101	1118	513	31	99	OFFICE SUPPLIES	27,203.74	30,000.00	30,000.00
101	1118	513	37	98	GREEN INITIATIVE	-323.84	1,200.00	1,200.00
101	1118	513	37	99	OPERATING SUPPLIES	10,423.24	31,500.00	11,500.00
101	1118	513	51	10	TELEPHONE	25,760.74	30,300.00	30,300.00
101	1118	513	51	12	CELLULAR PHONE	43,587.84	26,700.00	29,800.00
101	1118	513	51	13	ELECTRICITY	16,004.39	18,000.00	18,000.00
101	1118	513	51	14	NATURAL GAS	2,975.02	3,000.00	3,000.00
101	1118	513	51	15	WATER	8,292.02	8,000.00	10,000.00
101	1118	513	52	11	RENTALS-EQUIPMENTS	18,213.79	19,350.00	19,850.00
101	1118	513	55	60	OTHER OFFICE EQUIPMENT	13,768.64	15,640.00	15,640.00
101	1118	513	69	39	MEMORIAL PARK BRICKS	30.30		
101	1118	513	69	40	COLLECTION AGENCY FEE	10,347.83	3,000.00	1,000.00

101	1118	513	69	78	BANK FISCAL CHARGES	56,510.16	56,000.00	56,000.00
101	1118	513	69	82	STATE ADMIN. COLLECT.FEE	46,942.85	92,500.00	95,500.00
101	1118	513	69	99	MISCELLANEOUS EXPENSE	20,695.16	3,000.00	3,000.00
101	1118	911	81	25	CAPITAL EQUIPMENT	11,747.61	20,000.00	

## 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 55 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

**\$9,221,219**

### ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
Administration	800,074	943,352	810,722
Patrol	5,045,976	5,022,521	5,486,755
Investigations	1,306,095	1,482,063	1,382,775
Support Services	1,435,181	1,406,927	1,474,355
Community Oriented Policing	13,745	13,750	14,000
Local, State and Federal Grants	31,629	45,230	52,612
<b>TOTAL DIVISION</b>	<b>8,632,700</b>	<b>8,913,843</b>	<b>9,221,219</b>

### SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/2020

#### POLICE PROTECTION

The police department employs a combined staff of 93 personnel, including 55 sworn police officers, five part-time officers, four community service officers, records clerks, crossing guards, a Community Outreach Specialist and an Evidence Officer. The department also enjoys a strong volunteer pool of individuals who are members of the Emergency Services and Disaster Agency (ESDA). The Village is proud of the Glendale Heights Police Department for continuing to maintain the highest standards set forth by the Commission on Accreditation of Law



Enforcement Agencies (CALEA). The police department earned their first accreditation in 2008 and was most recently re-accredited for the fourth time in 2017. The police department is one of only approximately 800 law enforcement agencies throughout the country who have earned CALEA Accreditation status. CALEA standards are rigorous, and ensure the department is following 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 officers are using the appropriate response 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 its mission and working with the community to continue building relationships and trust. In 2019, the police department helped organize and participated in many events for all ages to continue to build relationships throughout the community. For over 25 years, the police department has held week-long classes at Safety Town for children 5 to 7 years of age. The classes are held over the summer and taught by officers from the police department, as well as representatives from other community organizations. For children in 5th through 8th grade, the police department hosted the 12th 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 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. In 2019, the police department worked with both elementary school districts to have one certified officer rotate between all schools. At the start of 2020, the Village, police department and School Districts 15 and 16 have entered into an agreement to have one certified School Resource Officer assigned to each district. This will ensure a full time police presence in each district. The police department also has an agreement with Glenbard High School District 87. One Glendale Heights Police Department Officer rotates daily between Glenbard East, West and North. The High School Liaison Officer provides security to the schools, investigates police related incidents in the schools, and assists with extracurricular activities.

The police department also strives to keep residents informed of important crime prevention tips by sponsoring Neighborhood Watch meetings and providing a monthly newsletter. In 2019, the police department continued to rotate the monthly neighborhood watch meetings at various venues throughout Glendale Heights. This has allowed the police department to communicate more intimately with residents and learn about concerns affecting specific neighborhoods. The police department continued to provide training to local businesses and places of worship on active violence awareness. This training provides employees and citizens options if a violent event occurs within their vicinity. Many of the officers did a number of fundraising initiatives including the Polar Plunge, Cop on Top at the local Dunkin Donuts, and

No Shave November. All of the money raised from these programs was donated to the Illinois Special Olympics.

The police department sponsored the Village's 21st Annual National Night Out in August of 2019. The event was held on the Village of Glendale Heights Civic Center campus, and residents were treated to free food and games. National Night Out is held to raise crime and drug prevention awareness and strengthen the police and community partnerships. The Village thanks the many other community groups who help make this event a huge success each year! The police department also sponsored a new event this past year, Movie with a Cop, held in July and August. Based on the turnout and public feedback, the police department hopes to make this an annual event.

#### PREPARATION IS THE KEY TO SUCCESS

The police department and its Emergency Services and Disaster Agency (ESDA) continually conducts intruder drills with all schools in the Village. The Village also renewed an agreement with Milton Township Community Emergency Response Team (CERT) to help train new Glendale Heights CERT members and provide ongoing 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. The Police Department and ESDA brought governmental agencies that serve the Village of Glendale Heights together for an Emergency Preparedness Conference this past year. The conference was held in Village facilities and provided instruction from a number of experts in the emergency preparedness field. The conference provided the opportunity for agencies that serve the Village residents to collaborate in a controlled environment to facilitate a better response for the community in the event of a large-scale emergency.

#### 2019 CRIME STATISTICS

The Glendale Heights Police Department maintains transparency by sharing crime statistics with residents. In March of each year, the police department publishes an annual report available on the Village website. This report will provide residents with a detailed breakdown of previous year's crime statistics.

#### Goals and Objectives

##### **Goal 1: Enhance Emergency Preparedness within the Village.**

Objective 1: Conduct emergency operations center training with Executive Staff and Elected Officials.

**Objective 1:** Prepare Emergency Operations Center for opening. Conduct a simulated exercise of an active, working, Emergency Operations Center.

**Objective 2:** Update Emergency Operations Plans for Village and get approval from DuPage County Office of Emergency Management.

**Goal 2: Conduct table-top exercise at hospital for active shooter.**

**Objective-** Police department personnel in cooperation with Emergency Management Coordinator and select, AMITA Health Adventist Medical Center, GlenOaks staff, coordinate and implement a table top exercise for an active shooter or violent incident event.

**Goal 3: Train and retrain all Officers and Supervisors in FEMA Incident Command System.**

**Objective 1:** All patrol officers to be trained in Incident Command Courses 100 and 700.

**Objective 2:** All supervisory staff to be trained in Incident Command Courses, 100, 200, 700, 800.

**Objective 3:** All supervisory staff to be trained in Incident Command Course 300 as classes are available throughout the year.

**Goal 4: CALEA**

**Objective 1:** Prepare for and pass Compliance Service Member yearly review.

**Objective 2:** Prepare for 2021 onsite and re-accreditation.

**Goal 5: International Association of Chiefs of Police One Mind Campaign certification.**

**Objective:** Continue training all officers of police department in Crisis Intervention Techniques. Submit training records to International Association of Chiefs of Police (IACP), to receive recognition of meeting the standards of the IACP One Mind Campaign.

**Goal 6: Implement DACRA E-Citation Municipal Enforcement System.**

**Objective:** To implement an efficiency within the police department parking ticket and adjudication system by entering into an agreement DACRA Municipal Enforcement System.

**Goal 7: Update the Police Departments Five Year Goal plan implemented in 2019.**

**Goal 8: Destruction of surplus property.**

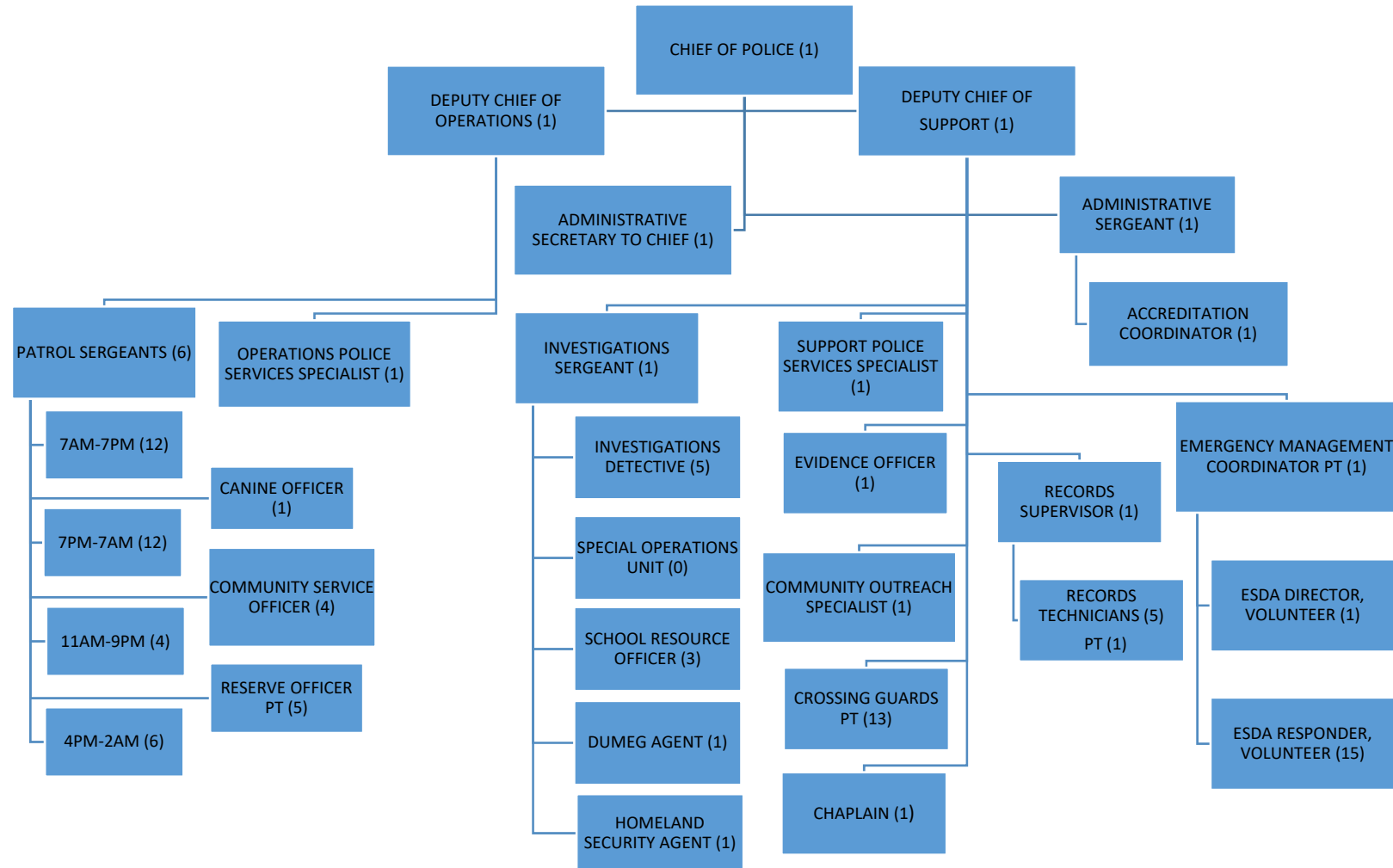
**Objective:** Identify all property within the police department that can be designated as surplus, work with Village Administration and Board for destruction orders and ordinances for said property.

**Goal 9: Decrease DUI crashes by twenty percent.**

**Objective:** Develop DUI and traffic enforcement plan to increase DUI enforcement and arrests.

**Goal 10:** Detectives will write, direct and produce short Public Service Announcements on crime prevention or topic of interest to be posted on police department and Villages social media pages.

FY 2020/2021  
VILLAGE OF GLENDALE HEIGHTS  
POLICE DEPARTMENT



The Police Department is organized into two Divisions, Operations and Support. It has an authorized strength of 55 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 34,208 residents by providing 24-hour emergency and non-emergency service. (Total full-time employees 69, part-time 22 for a grand total of 108 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 two 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1210	521	10	10	F-TIME & REG.PART TIME	553,543.78	505,359.00	402,511.00
101	1210	521	10	99	OVERTIME PAY	226.53	1,500.00	1,500.00
101	1210	521	15	10	FICA-EMPLOYER	16,533.61	17,879.00	14,882.00
101	1210	521	16	13	TUITION REIMBURSEMENT	8,704.02	17,800.00	11,528.00
101	1210	521	16	14	TRAVEL FOR MEETING & CONF	1,323.07	300.00	1,200.00
101	1210	521	16	15	TRAINING & SEMINARS	34,674.62	60,157.00	54,714.00
101	1210	521	16	16	MEDICARE - EMPLOYER	7,762.43	7,357.00	5,836.00

101	1210	521	24	12	PRINTING & BINDING		380.00	380.00
101	1210	521	24	15	EMPLOYEES PHYSICAL EXAM			11,100.00
101	1210	521	24	17	POLYGRAPH TEST	640.00	320.00	320.00
101	1210	521	24	19	NE DUPAGE FAM&YOUTH SVCS	71,876.12	64,450.00	80,000.00
101	1210	521	24	32	SOFTWARE SUPPORT & MAINT	4,139.50	3,680.00	4,670.00
101	1210	521	24	99	OTHER PURCHASE-SERVICES	12,876.13	30,500.00	30,000.00
101	1210	521	32	14	COMPUTER-SOFTWARE	1,370.45		
101	1210	521	35	99	OTHER POLICE GEN.SUPLS.		200.00	200.00
101	1210	521	37	10	UNIFORMS	37,562.77	35,500.00	45,500.00
101	1210	521	37	99	OPERATING SUPPLIES	779.89		4,935.00
101	1210	521	39	99	OPERATING EQUIPMENT	7,243.40	100,000.00	
101	1210	521	52	11	VEHICLE LEASE		85,000.00	122,161.00
101	1210	521	62	10	MEMBERSHIP DUES	4,419.00	6,345.00	7,300.00
101	1210	521	62	11	SUBSCRIPTIONS	70.00	300.00	310.00
101	1210	521	69	13	ACCREDITATION (CALEA)	5,299.58	5,995.00	11,275.00
101	1210	521	69	14	MISCELLANEOUS LICENSES	326.00	330.00	400.00
101	1210	911	81	10	GENERAL GOVERNMENT	30,703.04		

## POLICE DEPARTMENT: PATROL

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Patrol Division is directed by the Deputy Chief of Operations, who has six Sergeants supervising thirty-four Patrol Officers, five Part-Time Officers, and four 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
- 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1211	522	10	10	F-TIME & REG.PART TIME	4,110,369.24	4,089,164.00	4,331,739.00
101	1211	522	10	11	HOLIDAY WORKED PAY	107,856.12	109,497.00	124,748.00
101	1211	522	10	12	PART TIME OFFICER	8,685.95	8,000.00	15,000.00
101	1211	522	10	13	DETAIL PAY	10,940.00	7,000.00	16,000.00
101	1211	522	10	99	OVERTIME PAY	282,831.88	303,955.00	371,306.00
101	1211	522	15	10	FICA-EMPLOYER	15,932.43	18,092.00	18,209.00
101	1211	522	16	16	MEDICARE - EMPLOYER	64,278.01	65,626.00	69,851.00
101	1211	522	16	31	EMPLOYEE-SEVERANCE PAY	39,308.96	103,827.00	27,000.00
101	1211	522	35	11	AMMUNITIONS	11,965.00	12,500.00	12,500.00
101	1211	522	35	12	TARGETS FOR GUN RANGE	333.26	500.00	1,000.00
101	1211	522	35	13	K-9	2,276.82	3,000.00	3,000.00



101	1211	522	35	99	OTHER POLICE GEN.SUPPLIES	164.86		
101	1211	522	37	84	CAR WASH	1,619.00	2,500.00	4,330.00
101	1211	522	37	99	OPERATING SUPPLIES	2,384.70	3,000.00	2,500.00
101	1211	522	39	99	OPERATING EQUIPMENT	28,542.94	17,315.00	126,873.00
101	1211	522	53	10	POLICE DEPARTMENT	2,320.17	8,545.00	2,699.00
101	1211	523	24	99	OTHER PURCHASE-SERVICES	356,166.53	270,000.00	360,000.00

## **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 an Investigations Sergeant, Evidence Officer, five Investigative Detectives, three School Resource Officers, Department of Homeland Security Task Force Officer, DuMEG Task Force Officer, and a part time Investigative Aide.

#### **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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1212	523	10	10	F-TIME & REG.PART TIME	1,161,059.03	1,294,539.00	1,213,516.00
101	1212	523	10	11	HOLIDAY WORKED PAY	1,736.96	20,394.00	18,665.00
101	1212	523	10	99	OVERTIME PAY	86,403.72	96,531.00	96,883.00
101	1212	523	15	10	FICA-EMPLOYER	4,060.40	6,136.00	6,574.00
101	1212	523	16	16	MEDICARE - EMPLOYER	17,491.18	22,156.00	20,481.00
101	1212	523	16	31	EMPLOYEE-SEVERANCE PAY	17,271.47		
101	1212	523	24	99	OTHER PURCHASE-SERVICES	9,307.69	32,491.00	15,385.00
101	1212	523	35	16	INVESTIGATION-CONTINGENCY	750.00	750.00	750.00
101	1212	523	35	99	OTHER POLICE GEN.SUPPLIES	5,436.75	7,100.00	7,555.00
101	1212	523	37	99	OPERATING SUPPLIES	359.88		
101	1212	523	52	10	LEASES-EQUIPMENTS	408.00	408.00	408.00
101	1212	523	62	10	MEMBERSHIP DUES	530.00	550.00	550.00
101	1212	523	62	11	SUBSCRIPTIONS	888.00	1,008.00	1,008.00
101	1212	523	69	79	TOWING EXPENSE	392.00		1,000.00

## 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 five full-time & one 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1213	524	10	10	F-TIME & REG.PART-TIME	539,118.81	521,683.00	528,900.00
101	1213	524	10	13	CROSSING GUARDS	36,671.75	31,000.00	51,000.00
101	1213	524	10	99	OVERTIME PAY	2,507.35	2,662.00	2,722.00
101	1213	524	15	10	FICA-EMPLOYER	31,440.53	30,226.00	28,707.00
101	1213	524	16	16	MEDICARE - EMPLOYER	8,551.17	8,053.00	8,482.00
101	1213	524	16	31	EMPLOYEE-SEVERANCE PAY	31,956.26		
101	1213	524	24	12	PRINTING & BINDING	7,516.66	7,500.00	9,500.00
101	1213	524	24	15	VETERINARY STRAY ANIMALS		500.00	500.00
101	1213	524	24	26	COMPUTER DATA ACCESS	60,754.23	72,269.00	74,410.00
101	1213	524	31	99	OFFICE SUPPLIES	1,164.28	1,200.00	1,200.00
101	1213	524	35	15	VETERINARY COST	104.44		
101	1213	524	35	99	OTHER POLICE GEN.SUPPLIES	4,147.56	4,300.00	4,300.00
101	1213	524	37	80	GAS & FUEL	84,384.27	80,000.00	85,000.00
101	1213	524	39	99	OPERATING EQUIPMENT	1,383.06		
101	1213	524	51	10	TELEPHONE	359.40	360.00	360.00
101	1213	524	52	10	LEASES-EQUIPMENTS	7,865.02	12,000.00	12,000.00
101	1213	524	53	10	R&M OPERATING EQUIPMENT	61,783.00	46,459.00	46,459.00
101	1213	524	69	24	ANIMAL IMPOUNDMENT	1,160.00	2,150.00	2,150.00
101	1213	524	69	80	RODENT TRAPPING	1,100.00	2,925.00	2,925.00
101	1213	524	69	81	CONSOLIDATED DISPATCH EXP	553,213.00	583,640.00	615,740.00

## 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

#### REVENUES

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1299	481	58	10	PULL TAB TAX	1,347.23	3,000.00	4,000.00
101	1299	481	58	11	D.U.I.	18,217.26	21,600.00	27,000.00
101	1299	481	58	12	COURT DRUG FINES	1,565.00	720.00	900.00
101	1299	481	58	14	SEX OFFENDER REGIST FUND	3,060.00	3,000.00	3,000.00
101	1299	481	58	20	STATE-TOBACCO GRANTS	4,510.00	5,000.00	5,000.00
101	1299	481	58	22	SUPERVISION FINES	5,184.21	12,000.00	15,000.00
101	1299	481	58	23	ELECTRONIC CITATION FEES	3,603.45	2,800.00	3,500.00
101	1299	481	58	25	EVIDENCE SEIZED CASH	1,746.26		
101	1299	481	58	26	STATE FORFEITURES FUND	3,404.65		
101	1299	481	58	27	FEDERAL FORFEITURES FUND	25,922.43		
101	1299	481	58	28	DARE ACCOUNT	2,500.00		
101	1299	481	58	60	COMMUNITY ORIENTED POLICE	11,510.00	5,000.00	5,000.00
101	1299	481	58	61	GUN RANGE	6,000.00	6,000.00	6,000.00

#### EXPENDITURES

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1299	521	58	10	PULL TAB TAX	485.94	4,000.00	2,500.00
101	1299	521	58	11	D.U.I.	3,365.00	5,500.00	12,000.00
101	1299	521	58	12	COURT DRUG FINES		500.00	500.00
101	1299	521	58	14	SEX OFFENDER REGIST FUND	2,210.00	2,000.00	2,500.00
101	1299	521	58	20	STATE TOBACCO GRANTS		5,000.00	5,000.00

101	1299	521	58	22	SUPERVISION FINES	2,901.28	15,000.00	12,650.00
101	1299	521	58	23	ELECTRONIC CITATION FEES	3,000.00	3,000.00	3,000.00
101	1299	521	58	25	EVIDENCE SEIZED CASH	1,740.00		
101	1299	521	58	26	STATE FORFEITURES FUND	265.00		
101	1299	521	58	27	FEDERAL FORFEITURE FUND	4,930.69	5,230.00	1,992.00
101	1299	521	58	28	DARE ACCOUNT	2,602.06		930.00
101	1299	521	58	60	COMMUNITY ORIENTED POLICE	10,129.11	5,000.00	5,000.00
101	1299	521	58	61	GUN RANGE			6,540.00

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1214	525	35	99	OTHER POLICE GEN.SUPPLIES	13,745.33	13,750.00	14,000.00

## 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.
- ❖ Responsible for billing of water and sewer services.
- ❖ Responsible for the management of the Village's purchasing functions.
- ❖ 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

**\$974,373**

### SIGNIFICANT ACCOMPLISHMENTS IN FY 2020/2021

In 2020, the department concluded the second full year of a comprehensive restructuring of the Finance and Administrative Services divisions, which were blended together and then placed under the management of the Finance Director.

An examination of fiscal year 2020 audit information compared to 2019 reveals that the value of total Village assets increased to \$177 million from \$169 million. Total revenues grew from \$52 million in fiscal year 2019 to \$54 million in fiscal year 2020, despite the onset of the coronavirus pandemic, which began negatively affecting Village finances in March 2020.



Additionally, for fiscal year 2020, the Village's General Fund finished the year with a fund balance level of \$11.1 million, which exceeds both the level recommended by GFOA and the amount established by Village policy.

Regarding water billing and consumption statistics, the Village billed 751,584,500 gallons of water in fiscal year 2020. This represented a decline from the previous years' billing of 760,223,200 million gallons. Each year around 106 thousand individual water bills are issued from this division.

One major achievement involving the water billing division was a project involving the replacement of approximately 8,900 water meters and meter reading devices throughout the entire Village. These new water meters are not only replacing 20 year old devices, but also provide operational efficiencies, because they won't require finance staff to go out every month driving around town to capture readings. Instead, the usage data will be available electronically.

Within the purchasing division, a total of 58 bids were managed in fiscal year 2020, compared to 69 bids in the prior fiscal year. Bids included professional services, commodities, leases and rentals, and construction projects.

In preparing the Village's annual budget for fiscal year 2020-2021, there was enormous uncertainty. Before the final appropriations ordinance was passed in mid-April, the Village was feeling the impacts of a statewide stay-at-home order and lock-downs, leaving a great deal of anxiety whether a freshly passed budget would be adequate to carry the Village through the fiscal year. Predictions from Economists were dire. Experts suggested that we were entering a deep recession, which was unprecedented in its sudden onset, and forecasts were mixed as to the duration of the rapid and steep downturn. Administration and Finance developed a plan to review the budget and make adjustments quarterly to assess our fiscal health. Executive Staff immediately began implementing cost control measures to ensure that the Village would be able to operate without severely impacting reserves. As the virus continues to surge and pressures of potential stay-at-home orders and selected industry shut downs loom, the Village will proceed cautiously with forecasting revenues and will closely monitor expenses.

Several potential significant events could take place in the upcoming year that will put pressures on the financial resources of the Village. Among these are:

- Income Tax (Local Government Distributive Funds) reductions from the State
- Sales Tax hold back from the State
- Potential ramifications of not increasing the Tax Levy in three years
- Lack of Additional Federal Coronavirus stimulus
- Additional Stay at home restrictions
- Increases in Medical Insurance premiums
- Union Negotiations

The Village depends on major revenues, such as sales and home rule sales tax to support the level of services expected by residents and businesses within the Village. Sales tax alone makes up 31% of the Village's total General Fund revenue budget. Thanks to the tireless and continued efforts to encourage economic development, and a diverse mixture of sales tax generating businesses, such as automobile dealerships, grocery stores, big box home improvement stores, and a large medical equipment supplier, sales tax revenues have grown by nearly 25% since fiscal year 2015.

2015	\$6,419,508
2016	\$7,119,873
2017	\$7,378,796
2018	\$7,660,811
2019	\$7,720,958
2020	\$7,956,964

As 2020 drew to a close, and for the third year in a row, the Village did not seek an increase in the property tax levy, keeping a promise from the Village President and Board of Trustees to protect the "public's pocket book". Overall, the Village's share of property taxes amounts to less than 11% of the total property tax burden.

On June 5, 2020, the Village was recognized by the Government Finance Officers Association (GFOA) with a Distinguished Budget Presentation Award for its Fiscal Year 2019/2020 budget document. This marks the seventh consecutive year in which the Village has received this recognition.

On April 27, 2020, the GFOA awarded the Village with a Certificate of Achievement for Excellence in Financial Reporting, for its 2019 Comprehensive Annual Financial Report (CAFR). This is the 37th 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.

Both the budget and CAFR documents can be found on the Village's website.

The GFOA has established a code of ethics, and as finance officials, we commit to these core values:

- Integrity and honesty
- Producing results for our community
- Treating people fairly
- Diversity and inclusion
- Reliability and consistency

**FY 2021/22 GOALS AND OBJECTIVES****FINANCE DEPARTMENT**

**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 the Annual Audited Financial Report and Distinguished Budget Award.

**Goal #2: Obtain an unmodified audit opinion in conjunction with the completion of the FY 2021 annual independent audit.**

**Goal #3: Complete the transition to TimeClock Plus® time and attendance application.**

- ❖ This application is designed 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 Central Square product.

**Goal #4: Document major departmental tasks through the creation of "checklists".**

**Goal #5: 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.**

- ❖ Continue to work within other Village departments to evaluate manual processes and recommend changes that will 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 Central Square, 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.

**Goal #6: Complete upgrade of COGNOS to COGNOS version 11.**

**Goal #7: Advance efforts to adopt a "Transparency Policy", including the detail posting of disbursements on the Village website.**

**PURCHASING DIVISION****Goal #1: 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.

**Goal #2: 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.

**Goal #3: 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 DIVISION****Goal #1: Complete the Water Meter Replacement Project, led by Water Resources.****Goal #2: Implement 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 communication to the property owner as to their legal responsibility, we are establishing a new process and landlord and tenant agreement.

**Goal #3: Conduct a comprehensive audit of all Water Billing accounts, to ensure proper service type and rates.****Goal #4: Embark on a comprehensive update of Title 9 of the Village Code relating to Water and Sewer.**

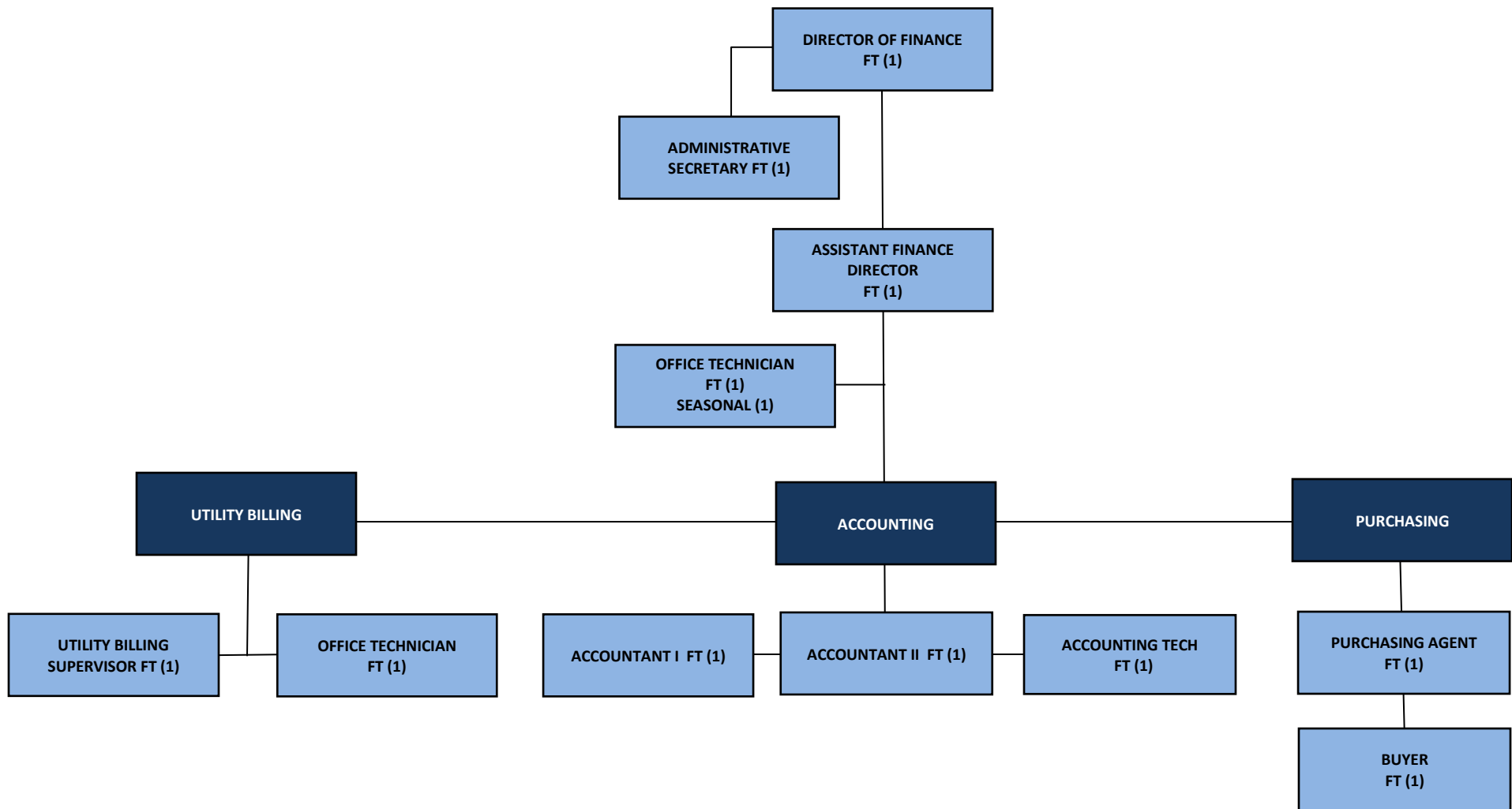
## PROPOSED FINANCE BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1310	514	10	10	F-TIME & REG.PART TIME	441,917.20	698,708.00	710,995.00
101	1310	514	10	99	OVERTIME PAY		1,000.00	1,000.00
101	1310	514	15	10	FICA-EMPLOYER	26,430.16	43,382.00	44,144.00
101	1310	514	16	14	TRAVEL FOR MEETING & CONF		250.00	250.00
101	1310	514	16	15	TRAINING & SEMINARS	164.00	1,300.00	2,200.00
101	1310	514	16	16	MEDICARE-EMPLOYER	6,252.19	10,262.00	10,324.00
101	1310	514	21	10	AUDITING	38,600.00	40,375.00	46,275.00
101	1310	514	21	99	OTHER PROFESSIONAL	2,637.38	16,602.00	15,095.00
101	1310	514	24	12	PRINTING & BINDING	3,749.97	14,600.00	17,000.00
101	1310	514	24	14	ADVERTISING		4,000.00	4,000.00
101	1310	514	24	32	SOFTWARE SUPPORT & MAINT		1,123.00	31,900.00
101	1310	514	31	99	OFFICE SUPPLIES	2,182.77	3,550.00	1,750.00
101	1310	514	32	14	COMPUTER SOFTWARE		80,751.00	
101	1310	514	37	99	MISCELLANEOUS SUPPLIES		6,060.00	6,310.00
101	1310	514	55	60	OFFICE EQUIPMENT R & M			3,300.00
101	1310	514	62	10	MEMBERSHIP DUES	650.00	1,085.00	1,085.00
101	1310	514	69	21	RECORDING FEES		1,000.00	1,000.00
101	1310	514	69	99	MISCELLANEOUS EXPENSE	24.00		

FY 2021 / 2022

# VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

## 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, sale of real estate transfer stamps, vehicle stickers, animal licenses, garage sale permits and assisting the Village Administrator with budget preparation. The Utility Billing division is responsible for water meter readings and the processing of utility bills and other public services. The Purchasing division is responsible for the procurement of goods and services. Total number of employees authorized: 11 Full-time and 1 Seasonal

**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**  
**\$1,319,773**

**ANNUAL EXPENSES BY DIVISION**

<b>DIVISION</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 BUDGET</b>	<b>FY 2022 BUDGET</b>
Administration	632,991	739,192	731,489
Inspection Services	534,062	577,087	588,284
<b>TOTAL DIVISION</b>	<b>1,167,053</b>	<b>1,316,279</b>	<b>1,319,773</b>

**FY 2020/21 SIGNIFICANT ACCOMPLISHMENTS****Community Development Department**

In 2020, the Community Development Department continued to provide the same high level of service during the pandemic as it has done in the past, and even initiated new programs to enhance customer service while prioritizing safety.

In order to assist the public in their efforts to perform construction, operate their businesses, sell their homes and maintain their properties, the Community Development Department established a system to accept applications and payments online. A drop box was also provided for the public to drop off information if they did not want to conduct business electronically. This allowed the public to continue to do business without needing to come in to Village Hall. Along with the remainder of Village staff, the Community Development Department staff continued to work through the pandemic and did not close. Staff continued to conduct inspections, perform office duties and conduct meetings, in person when possible, or remotely if required.

Economic development continues to be a priority for the Village of Glendale Heights. Supporting our businesses and encouraging new development helps bring and keep jobs,

lowers the tax burden on all residents and gives residents more options to shop and eat locally. While we continued to encourage new development and help new businesses open, the Village also assisted our existing businesses in their efforts to remain open through the pandemic. Village staff worked with our existing restaurants and bars to design and create outdoor dining options, provide protective barriers, provide safety information and answer questions as they worked to maintain their businesses.

The Community Development Department worked with several developers and businesses in 2020 to open new businesses and construct new developments. The Plan Commission conducted fourteen public hearings in person, or when necessary, remotely, to ensure that development proposals were still able to move forward. The public had an opportunity to review proposals and participate either in person or online. The Village Board then made a final determination on each proposal. Three new industrial businesses, including Backyard Storage Solutions, Western Specialty Contractors and Nexius Solutions were approved and opened, and a swim school was approved, but has not yet opened. The Village also welcomed 33 new businesses in 2020 including a new Popeye's Louisiana Kitchen, KeHe Distribution, Blossom Group, Premier Packaging and many others.

Over the past several years the Village has worked to address an area along Army Trail Road that includes significant outdoor truck storage on unpaved surfaces and other offensive uses that have negatively impacted the surrounding neighborhood, and has had many meetings with neighbors to keep them up to date on the Village efforts. The Village received a proposal to redevelop the area and the Plan Commission considered the redevelopment of this 20-acre area on the south side of Army Trail Road at Cavalry Drive. The proposed development would eliminate those negative uses and allow the development of a 142,000 square foot and a 153,000 square foot Business Park building. The Village Board will consider the proposal in early 2021.

Significant activity also continued to occur along North Avenue. Coda Resources obtained occupancy of the entire 180,000 square foot industrial building at 990 E. North Avenue, bringing many jobs to the community.

ML Realty completed shell construction of an 116,000 square foot flex space building at 760 E. North Avenue and began to market the building. Venture One also completed the shell construction of a 150,000 square foot building at 1 E. North Avenue and is also marketing the building.

In addition to promoting economic development activity, the Community Development Department also monitors existing property in the Village to help protect and improve property values, as well as the safety of its residents. Staff identifies property maintenance violations; licenses and inspects rental property; conducts real estate transfer inspections; responds to resident complaints; is liaison to the Plan Commission and Property Enhancement Committee; processes business licenses, video gaming licenses and entertainment permits; ensures



compliance with storm water management requirements, and conducts a variety of other duties.

The Community Development Department reviews and issues new business applications and coordinates the reviews with the Fire District, Police Department and Public Works Department. The Department also processed business license renewals for the 522 businesses and 72 home occupations within the Village. New businesses

In 2020, the Community Development Department received 3,044 building permit applications for industrial, commercial and residential construction, only slightly lower than the 3,091 that were received in 2019, in spite of the pandemic. Staff reviewed the permit applications and conducted inspections to verify that work performed complies with national code standards and ensures safe structures. The Department also issued 41 permits to utility companies to conduct work in the public right-of-way.

The Village issued licenses to 1,480 single-family home rental properties and 3,757 multi-family units in 2020. Staff works with property owners 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. Through this program, the Village provides property owners and tenants information about their rights and obligations to comply with the law. This program is important to deter crime and help protect property values in the community.

Community Development Department staff also works with residents, developers and contractors to provide information and assist with zoning, building and flooding questions. The Department responded to approximately 414 Freedom of Information Act requests in 2020. It also provided zoning verification letters and floodplain information to property owners upon request. Staff assists residents with flooding problems and minimizing floodplain insurance requirements.

Staff 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. Although the majority of property owners address violations, if not addressed, staff issues citations to require that property be properly maintained. Staff also works with management companies and homeowners associations to ensure that common areas and buildings are also maintained.

## **FY 2021/22 GOALS AND OBJECTIVES**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

#### **Goal #1: Emphasize economic development efforts within the Village of Glendale Heights**

- Focus economic development efforts on business retention to help businesses recover from the pandemic.

- Work with brokers, land owners and developers along the North Avenue corridor to encourage development, redevelopment and leasing existing space.
- Meet with shopping center owners to encourage occupancy and property upgrades.
- Contact property owners of unincorporated properties to encourage annexation.

**Goal #2: Evaluate the Real Estate Transfer Inspection Program**

- Review and evaluate code violations that are identified on real estate transfer inspections to determine if they are appropriate.
- Present proposed changes to the real estate transfer inspection process to the Village Board for consideration.
- Provide updated handouts and forms on the Village website and over the counter for easier customer access.

**Goal #3: Present the 2021 National Building Codes to the Village Board of Trustees for adoption**

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

**Goal #4: Present the Village Board of Trustees with amendments to the zoning ordinance**

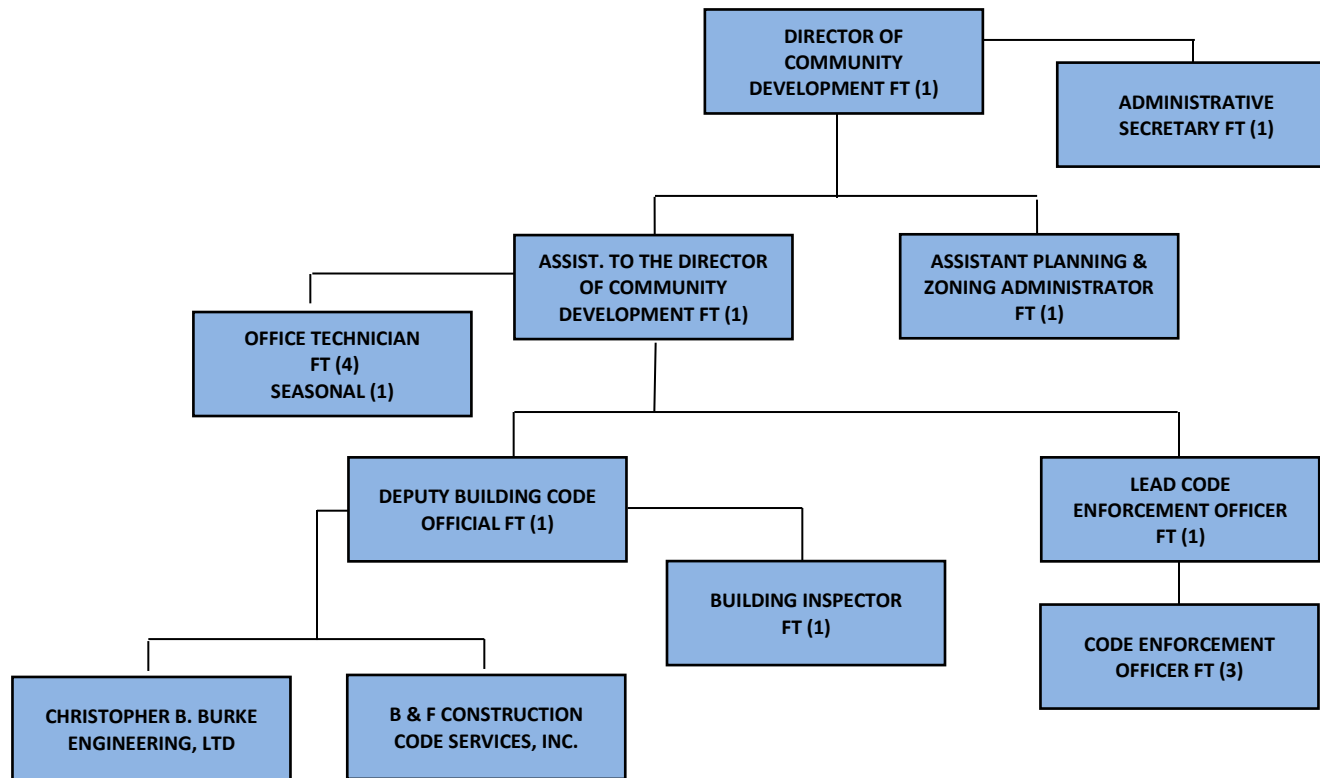
- Evaluate zoning ordinance regulations related to signs, recreational vehicles and other issues to address current development trends and legislation.
- Compare regulations in Glendale Heights to other communities.
- Prepare summaries of appropriate code amendments.
- Present findings to the Village Board of Trustees for consideration.

**Goal #5: Maximize the use of the H5 computer software to improve customer service and overall efficiency.**

- Complete the transition of rental properties from a spreadsheet to the H5 software to improve tracking and invoicing of rental property.
- Update business license invoices to include additional information to better communicate with local businesses.

FY 2021 / 2022

# VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE 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, business licenses 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 authorized is 14 Full-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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1410	515	10	10	F-TIME & REG.PART TIME	562,682.24	609,097.00	610,712.00
101	1410	515	10	98	TEMPORARY HELP	8,290.96	11,750.00	11,875.00
101	1410	515	10	99	OVERTIME PAY	12.88	100.00	100.00
101	1410	515	15	10	FICA-EMPLOYER	34,197.47	38,549.00	38,601.00
101	1410	515	16	14	TRAVEL FOR MEETING & CONF			100.00
101	1410	515	16	15	TRAINING & SEMINARS	135.00	260.00	660.00
101	1410	515	16	16	MEDICARE - EMPLOYER	8,086.36	9,014.00	9,028.00
101	1410	515	24	12	PRINTING & BINDING	4,302.39	6,100.00	6,100.00
101	1410	515	24	13	PUBLICATIONS		994.00	1,263.00
101	1410	515	24	99	OTHER PURCHASE-SERVICES	8,626.20	29,378.00	21,400.00
101	1410	515	31	99	OFFICE SUPPLIES	1,121.07	1,500.00	1,500.00

101	1410	515	37	10	UNIFORMS/PPE	267.00		450.00
101	1410	515	37	99	OPERATING SUPPLIES	893.58	350.00	1,000.00
101	1410	515	39	93	OFFICE EQUIPMENT		200.00	800.00
101	1410	515	39	94	COMPUTER EQUIPMENT		650.00	650.00
101	1410	515	52	10	LEASES-EQUIPMENTS	3,652.07	4,500.00	4,500.00
101	1410	515	52	11	VEHICLE LEASE			22,000.00
101	1410	515	62	10	MEMBERSHIP DUES	724.00	750.00	750.00
101	1410	911	82	10	VEHICLES		26,000.00	

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1412	515	10	10	F-TIME & REG.PART TIME	450,257.73	492,355.00	492,267.00
101	1412	515	10	99	OVERTIME PAY		1,000.00	1,000.00
101	1412	515	15	10	FICA-EMPLOYER	27,157.09	30,526.00	30,521.00
101	1412	515	16	14	TRAVEL FOR MEETING & CONF	100.00		100.00
101	1412	515	16	15	TRAINING & SEMINARS	3,680.00	3,000.00	7,636.00
101	1412	515	16	16	MEDICARE - EMPLOYER	6,351.37	7,139.00	7,138.00
101	1412	515	16	20	LICENSES & CERTIFICATIONS			549.00
101	1412	515	24	99	OTHER PURCHASE-SERVICES	26,662.97	22,500.00	26,000.00
101	1412	515	37	10	UNIFORMS/PPE	1,383.59	300.00	1,350.00
101	1412	515	37	80	GAS & FUEL	4,534.26	5,360.00	5,860.00
101	1412	515	37	99	OPERATING SUPPLIES	594.68	300.00	600.00
101	1412	515	39	99	OPERATING EQUIPMENT	162.98	400.00	600.00
101	1412	515	55	61	R&M OPERATING EQUIPMENT			500.00
101	1412	515	62	10	MEMBERSHIP DUES	460.00	575.00	575.00

## 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

**\$2,467,480**

### ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
Engineering	112,414	111,752	128,889
Administration	124,602	127,442	125,677
Streets	1,804,833	1,952,307	1,851,541
Fleet Maintenance	339,936	361,253	361,373
<b>TOTAL DIVISION</b>	<b>2,381,785</b>	<b>2,552,754</b>	<b>2,467,480</b>

### SIGNIFICANT ACCOMPLISHMENTS IN FY 2020/21

#### Public Works Department

##### Streets Division

In 2020 Local road infrastructure were improved throughout the Village as part of the In-House Road Program overlaying Rolland Drive, Chaucer Lane, and Bloomingdale Court. 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 asphalt surface layer was applied. The in-house road program undertook the repaving of over 4,160 square yards of surface roadway, and the replacement of 300 linear feet of curb and 2,800 square feet of sidewalk.

Sidewalk Removal and Replacement Project was undertaken on approximately 3 streets in the Village. The purpose of the project was to replace structurally damaged and hazardous 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, rather than removing the tree itself.

Golf Course Cart Path improvements were undertaken at Glendale Lakes Golf Course. A new storm sewer system was installed to convey water from the cart path. Crews installed two (2) structures and 150 feet of pipe. Additionally, the crew replaced a portion of the cart path that was necessary to correct drainage issues.

Street Division Staff responded to 14 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 38 separate flood control events including clearing of storm inlets and streams to alleviate standing water on roadways. Additionally, the Division responded to 314 work orders throughout the year and undertaken over 2,900 JULIE Locates for buried utility services.

Street Division pursued a variety of training opportunities including Confined Space Entry and Entry Rescue, Public Roads De-Icing, Certified Flagger Instructor Certifications, Pollution Prevention for MS4, Chlorine Mitigation, and CPR.

### **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 2020, the division reviewed over 200 permit applications including engineering drawings and storm water reports.

The Division provided contract supervision and construction observation for large road projects. One such project was the 2020 MFT Road Program that included the reconstruction of three major arterial streets, at a total cost of approximately \$2.0 million dollars. This project involved road reconstruction with curb and sidewalk repair, as well as drainage improvements.

Another important road project was the \$876k Gregory Avenue Reconstruction. This project reconstructed Gregory Avenue from the intersection of Gregory Avenue and Somerset Drive to the intersection of Gregory Avenue and N Brandon Drive. This construction also included storm sewer improvements, and curb and sidewalk improvements. This road project was paid for in part by a \$339k Community Development Block Grant (CDBG) administered by DuPage County.

The Village also undertook the \$445k repair of the large box culvert located underneath Armitage Avenue, east of Glen Ellyn Road. A concrete floor mat was failing in parts due to high velocity rushing water in major storm events. Additionally, there rocks and large boulders propelled by the flowing water were in the culvert and needed to be removed and taken offsite. The Village contractor replaced the failing floor of this major stormwater channel with concrete, removed the debris, and performed spot repairs on the culvert where needed. This project ensures the box culvert's longevity and that is available for use in large storm events.

In the spring, the Village undertook a \$170k project to reline the storm sewer culverts underneath Ardmore Avenue near Lincoln Avenue. The existing culverts were failing corrugated metal pipes, rusting in places with large holes in the pipe wall and bottom. An inflatable bladder was inserted into the culverts to line them with a tough and durable resin to the shape of the original culverts. This made the culverts long lasting and stronger without the disruption and expense of excavating and removing the existing pipes and the road above them. Silt buildup was removed from the pipe outlet area for better flow and erosion control in the stream was restored.



The Village also completed the “heavy construction” phase of the \$875k East Branch Tributary 2 Channel Maintenance Project. The Village’s contractor dredged a section of the creek that was causing drainage problems in the creek. The improvements included streambank stabilization, dredging, vegetation management of invasive species, and the planting of new trees and shrubs. The project is now in the phase of planting and managing native species, which will continue for five years. The Village can received \$400k in CDBG grant money reimbursement for this project.

### **Water Pollution Control Facility**

The Village’s Water Pollution Control Facility (WPCF) processed over 1.2 billion gallons of wastewater this year within IEPA guidelines and regulations. WPCF, considered an exemplary Plant by peer review publications, has continually operated well above the expected guidelines.

The Facility was successful in passing the annual Discharge Monitoring Report Quality Assurance Testing (DMRQA) as required by the IEPA. This testing ensures Village laboratory procedures and methods meet or exceed the standards set forth by the IEPA.

The EPA requires that a certified Operator oversee every wastewater plants. There are four levels of certification in Illinois. The Village’s Plant requires the highest level of certification being a Class 1. The Village has successfully trained its staff and currently there are two Class 1 operators on site, as well as one Class 4 operator. The Facility did not have an annual IEPA inspection in 2019 however, an inspection was undertaken in 2020 and the results of this inspection are anticipated in 2021. Past inspections have resulted in favorable comments from the IEPA for the Village and its staff for operating and maintaining a water pollution control facility that has consistently exceeded IEPA expectations.

WPCF along with Concentric Integration, LLC, undertook improvements to the Supervisory Control and Data Acquisition System (SCADA). This included improvements and upgrades to the hardware and software for the influent screening system.

WPCF entered into an agreement with Trotter and Associates for engineering services to rehabilitate both of the Village’s Aerobic Digesters. The digesters are a vital part of the operation at WPCF and must be upgraded to accommodate upcoming phosphorus removal mandates set by the EPA. This project is anticipated to start in mid-2021 and has been modified form the original scope to include the rehabilitation of only one digester at this time. Future Capital Improvement Projects will address the rehabilitation of the second digester.

Through its membership in the DuPage River Salt Creek Workgroup (DRSCW), the Village is contributing to improving 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, which continues to prolong anticipated regulations from the IEPA regarding stricter effluent limitations.

### **Fleets Division**

Fleets Division has made changes to its heavy truck purchases over the last few years. We are now purchasing Peterbilt trucks with stainless steel salt spreaders and dump bodies. These upgrades will allow the Village to utilize these vehicles for at least 12 to 15 years with a longer life expectancy in the overall Fleet. The Division will continue to service and repair over 350 vehicles and pieces of equipment serving the Police, Community Development, Public Works, and Parks & Rec Facility. Public Works took delivery of our brand new 2021 Vactor sewer cleaning truck. In house repairs and maintenance allows for a quick turn around and lower costs made possible by our three highly trained mechanics.

### **Utilities Division**

The Village's water infrastructure was improved in 2020 with the replacement of the Village Water Meter System. The water meter system improvement will allow all residential, commercial, industrial and municipal meters to track the use of water with more accuracy, provide real time readings and flow data. This system will allow meters to be read from Village Water Billing computers rather than drive around readings every month for greater efficiency. In addition, the meter system has the ability to detect water flow during non-peak hours which aids in identifying leaks in private plumbing systems. Additionally during the water meter project, Village Utilities staff repaired 151 bboxes to assist with water meter installations.

Utilities Division staff continued to perform maintenance to the public water infrastructure system by responding to 17 water main breaks, 8 fire hydrant replacements/repairs, 10 private water service repairs, 5 main line valve repairs, pump station maintenance. Well house maintenance included a new well pump motor with controls and an overall well inspection at the Golf Course well house. Illinois Environmental Protection Agency (IEPA) mandated sampling was undertaken. I am pleased to report that all IEPA sampling completed in 2020 resulted in no violations or water quality issues. In-house projects and maintenance to the water system continued with the flushing of 622 fire hydrants and painting of 280 fire hydrants.

Water Services Incorporated undertook a water leak detection survey. The survey resulted in identifying 7 leaks, 5 of which were identified as fire hydrant leaks and the remaining two leaks were water main valve issues. Utilities Division staff repaired all leaks found within the system.

Preventative maintenance to the Village's sanitary sewer collection system also continued. Jetting of approximately 258,795 feet (49 miles) of public sewer mains was achieved. In addition, annual root cutting and de-greasing programs were undertaken. Rehabilitation and retrofit to the Payson Circle Lift Station began in late October with total site completion to be expected in spring of 2021. With the addition of smart run pumps and controls, the lift station will run at a more efficient level and provide the Village with energy savings.

Improvements to the Supervisory Control and Data Acquisition System (SCADA), which manages both the Village's water and sewer systems, were also undertaken by Concentric Integration, LLC. This included improvements and upgrades to hardware and software. These changes will allow for improved efficiency when identifying problems within the infrastructure and a historical data program to allow staff to identify past issues or information needed for reports and projects.

**GOALS AND OBJECTIVES FY 2021/22****UTILITIES DIVISION GOALS & OBJECTIVES  
FY22****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.
  - Televiser all sanitary sewers and identify major structural defects in the Mill Pond Catchment Area.
  - Implement capital improvements as funding is available
  - Map and report all structural defects on Village's GIS.
- ❖ Make repairs of all water main breaks in a 24-hour period.
  - Undertake survey of all water main valve locations throughout the Village and verify map locations on GIS, including inventory for isolation purposes.
  - Record all water main breaks on Village's GIS.

**Goal #2: Improve service delivery across all areas of Public Works Operations.**

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding new UCMR 5 sampling.
  - Monitor changes proposed for new UCMR 5 sampling and implement when required.
  - Submit lead inventory as required by the IEPA in a timely manner.
- ❖ 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.
  - Finalize Water Model & Master Plan to identify to improve efficiencies
  - Develop Water Risk and Resilience Assessment and Emergency Response Plan for the water distribution system – RRA due 6/30/2021 & ERP due 12/31/2021
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure.
  - Utilities Division will undertake quarterly zone inspections to identify deficiencies in the field to achieve better efficiency for 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 has secured and will undertake the installation of leak detection equipment throughout the water distribution system as needed to increase awareness of potential water main leaks before they become breaks.
  - Utilities Division will amend daily timesheets for maintenance workers to record more precise hours worked on individual assignments.

**FY-22 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.
  - Implement annual contracted sidewalk program.
- ❖ 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 repairs.
  - Increased amount of permanent patch repairs undertaken.
  - Update external structural ranking survey (IMS).

**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.
  - Streets Division Manager/Foreman to check Public Works database every morning for status of reports.

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

- ❖ Repair Vehicles to prolong the life expectancy.
  - Replace Steel Dump Body on 6-Wheeler.
  - Sandblast and Repaint Dump Body on 6-Wheeler.
  - Staff to inspect and clean all vehicles regularly.

## FLEETS DIVISION FY22

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 and fire extinguishers.
  - Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on occurrences of 2 or more within a 14 day period.
  - Assist other Division with new purchases including specifications and installation of equipment.
  - Develop staff skills and knowledge with available training and ASE certifications.

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

- Continue to utilize the checklist of all equipment with categories of excellent, good, fair or poor.
- Continue to assign one staff member to perform a weekly inspection of Fleets Division owned tools and equipment to include condition.
- Continue to involve all staff members on projects, break down tasks and assignments for staff to accomplish.
- Prioritize repairs and replacement of equipment.

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

- ❖ Execute the annual budget responsibly
  - 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.
  - Monitor and control overtime.
- ❖ Recycle and lower carbon footprints while controlling costs.
  - Increase time between oil & fluid changes. On going
  - Recycle antifreeze, batteries, engine oil, brake fluid, hydro fluid, and steel.

❖ **WPCF DIVISION Goals FY22**

**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.
  - Ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations.
- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
  - Implement preventative maintenance software program.
  - Work with Village Engineer to secure energy grant for Influent pumps.
  - Complete Phosphorus Design Engineering to improve WPCF Nutrient removal performance.
- ❖ Manage a Confined Spaces Program by:
  - Review and amend Confined Space Policy
  - Review assets and eliminate any unnecessary confined spaces.
  - Work towards eliminating gas chlorine to reduce confined entries when changing cylinders.

**Goal # 2: Improve Service Delivery across all Areas of Public Works Operations**

- ❖ Reduce odors emanating from the Treatment Plant by:
  - Patrol the area for odors on a daily basis.
  - Undertake maintenance to the deodorizing system for the digester to reduce odors in times of upset.
- ❖ Ensure all Equipment is correctly maintained and serviced in a timely manner by:
  - All corrective and preventative maintenance is tracked in Allmax software program.
  - Daily work orders to be issued to staff to undertake maintenance/repairs.
  - Reporting of DMR data to be incorporated in Operator Ten as part of the Allmax software.

**Goal #3: Develop Policies and Procedures to Improve Financial Responsibility in all Areas of Public Works**

- ❖ Practice responsible stewardship of Village funds by:
  - Establish RFP's for emergency services to secure fair pricing.
  - Review operations for efficiency and see if cost savings can be achieved.
- ❖ Investigate potential programs for funding by:
  - Plan projects in accordance with eligible funding programs.
  - Securing low interest loans or grant opportunities.
- ❖ Reduce the environmental impact of the Village's wastewater system upon land and water resources by:
  - Work towards improving sludge quality for additional opportunities in land application.
  - Work towards improving non-potable supply so the plant can operate the majority of the systems with this supply.

**Goal #4: Compliance with all State and Federal Regulations operating the Villages Treatment Plant**

- ❖ Compliance with the Special Conditions in the Villages Discharge Permit:
  - Undertake design work for upcoming phosphorous improvements.
  - Continue to update the Industrial User inventory.
  - Adhere to the new requirements which are forthcoming in the revised NPDES Permit.
- ❖ Compliance of Permitted Industrial Users
  - Check quarterly results to ensure compliance with Village Limits.
  - Issue NOV's to problematic Non-Compliant Users.
  - Bring Users into compliance.

**ENGINEERING DIVISION**

- ❖ **IMPROVE AND PRESERVE INFRASTRUCTURE**
  - ❖ 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.
  - ❖ 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.



❖ **CREATE EFFICIENCY –**

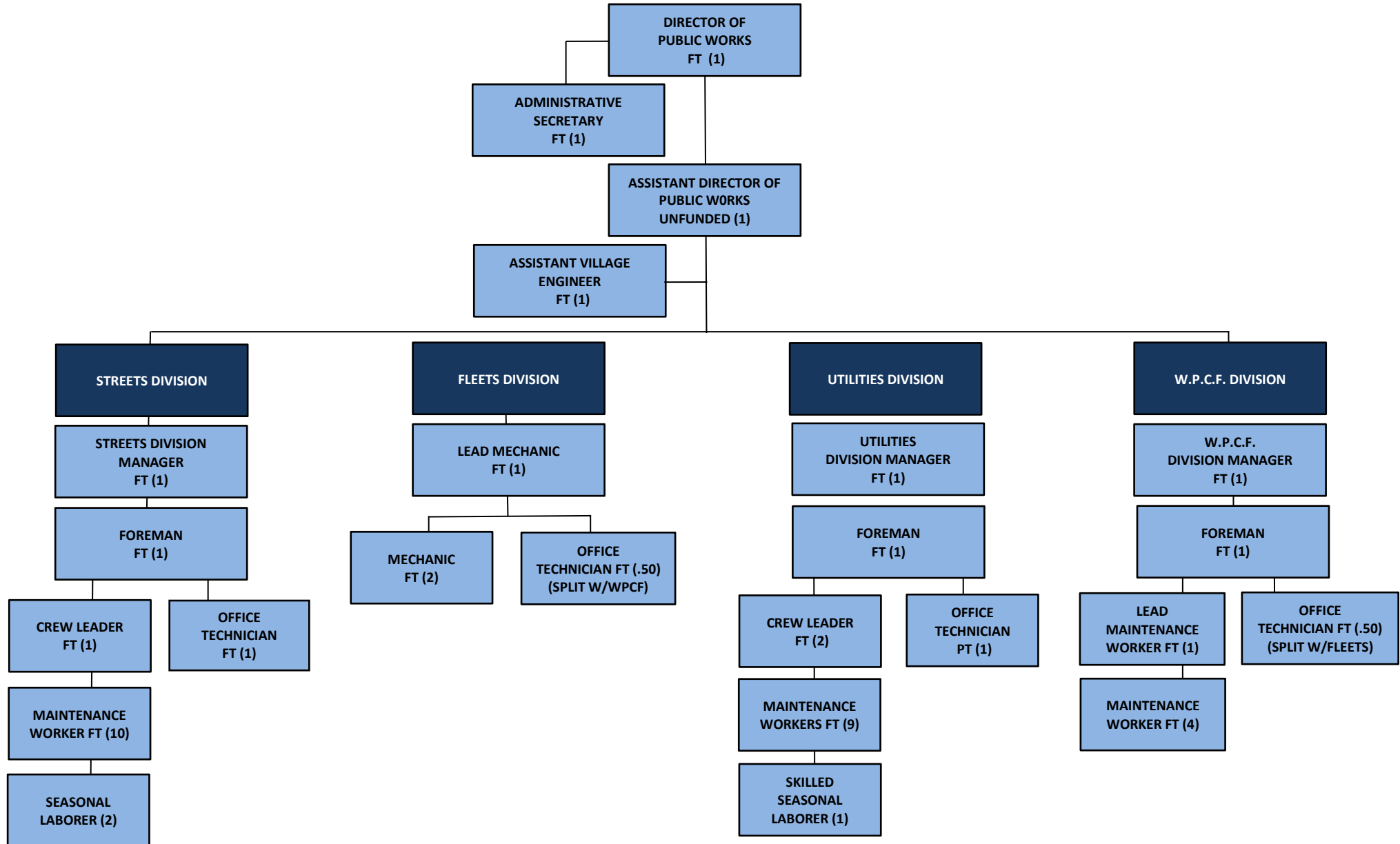
- ❖ Identify and Investigate all reported flooding locations
  - Ensure all flooding locations are reported on Public Works database at the time they occur.
  - Investigate, analyze and recommend both short-term and long-term solutions to flooding incidents.
  - Develop a weekly/monthly/annual inspection and maintenance program for the Village's storm water system.
- ❖ 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

❖ **MAINTAIN FINANCIAL STABILITY –**

- ❖ Develop a five year Capital Improvement Plan to address flooding incidents, including in-house projects/repairs.

# VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

## 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 authorized: 41 Full-Time, 1 Full-Time Unfunded, 1 Part-Time, and 3 Seasonal.

## PUBLIC WORKS: ADMINISTRATION

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Public Works Department provides services to 34,208 residents, eight industrial parks, and various commercial enterprises in six 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1510	531	10	10	F-TIME & REG.PART-TIME	109,224.45	110,448.00	110,313.00
101	1510	531	15	10	FICA-EMPLOYER	6,248.39	6,848.00	6,839.00
101	1510	531	16	14	TRAVEL FOR MEETING & CONF	377.25	300.00	400.00
101	1510	531	16	16	MEDICARE - EMPLOYER	1,567.58	1,601.00	1,600.00
101	1510	531	22	99	OTHER EQUIPMENT			200.00
101	1510	531	24	12	PRINTING & BINDING	38.39	100.00	100.00
101	1510	531	31	99	OFFICE SUPPLIES	1,994.01	300.00	500.00
101	1510	531	37	10	UNIFORMS	9.09	100.00	100.00
101	1510	531	37	80	GAS & FUEL	980.18	1,300.00	1,000.00
101	1510	531	39	93	OFFICE EQUIPMENT		820.00	
101	1510	531	51	14	NATURAL GAS	1,902.97	2,500.00	2,000.00
101	1510	531	52	10	LEASES-EQUIPMENTS	2,030.87	2,500.00	2,000.00
101	1510	531	62	10	MEMBERSHIP DUES	229.00	625.00	625.00

## 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 Illinois Environmental Protection Agency (IEPA) Storm water National Pollutant Discharge Elimination System (NPDES) MS4 Permit remains in compliance.

### PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1510	515	10	10	F-TIME & REG.PART TIME	102,718.22	100,180.00	114,797.00
101	1510	515	15	10	FICA-EMPLOYER	6,113.30	6,211.00	7,117.00
101	1510	515	16	14	TRAVEL FOR MEETING & CONF		200.00	200.00
101	1510	515	16	15	TRAINING & SEMINARS	490.00	1,200.00	1,200.00
101	1510	515	16	16	MEDICARE - EMPLOYER	1,429.65	1,526.00	1,665.00
101	1510	515	16	20	LICENSES & CERTIFICATIONS		100.00	100.00
101	1510	515	21	14	ENGINEERING			1,000.00
101	1510	515	24	32	SOFTWARE SUPPORT/MAINT	301.18	400.00	400.00
101	1510	515	31	99	OFFICE SUPPLIES	177.73	350.00	350.00
101	1510	515	37	10	UNIFORMS/PPE	85.33	200.00	200.00
101	1510	515	37	80	GAS & FUEL	348.84	100.00	500.00
101	1510	515	37	99	OPERATING SUPPLIES		300.00	300.00
101	1510	515	62	10	MEMBERSHIP DUES	749.35	985.00	1,060.00

## 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1511	532	10	10	F-TIME & REG.PART-TIME	1,085,060.04	1,055,354.00	1,093,339.00
101	1511	532	10	98	TEMPORARY HELP	8,063.00		9,600.00
101	1511	532	10	99	OVERTIME PAY	46,116.31	65,000.00	60,000.00
101	1511	532	15	10	FICA-EMPLOYER	68,150.58	69,710.00	72,077.00
101	1511	532	16	14	TRAVEL FOR MEETING & CONF			500.00
101	1511	532	16	15	TRAINING & SEMINARS	3,021.55	3,700.00	4,500.00
101	1511	532	16	16	MEDICARE - EMPLOYER	15,938.36	16,303.00	16,857.00
101	1511	532	21	14	ENGINEERING	54.50	500.00	1,000.00
101	1511	532	23	10	DEBRIS REMOVAL	32,405.12	40,000.00	40,000.00
101	1511	532	23	14	CURB-CUT PROGRAM	6,651.00	8,000.00	8,000.00
101	1511	532	23	99	OTHER PROPERTY SERVICES	42,750.00	42,750.00	
101	1511	532	24	13	CONTRACTUAL SERVICES	1,800.00	2,400.00	2,200.00
101	1511	532	31	99	OFFICE SUPPLIES	322.08	800.00	800.00
101	1511	532	34	13	LANDSCAPING SUPPLIES	1,749.54	2,500.00	2,500.00
101	1511	532	37	10	UNIFORMS/PPE	3,793.15	4,500.00	4,500.00
101	1511	532	37	11	CHEMICALS		100.00	100.00
101	1511	532	37	80	GAS & FUEL	42,530.08	45,000.00	45,000.00
101	1511	532	37	99	OPERATING SUPPLIES	2,971.10	3,000.00	3,000.00
101	1511	532	51	12	CELLULAR PHONE	359.20	500.00	468.00
101	1511	532	51	13	ELECTRICITY	61,931.25	60,000.00	60,000.00
101	1511	532	52	11	EQUIPMENT RENTAL	3,322.54	4,000.00	600.00
101	1511	532	53	13	PUBLIC WORKS-STREET DIV.	4,585.16	5,500.00	6,500.00
101	1511	532	57	14	STREET SIGNS/LIGHTS MAINT	22,101.09	34,840.00	30,000.00
101	1511	532	57	15	STREET MAINT. & REPAIRS	35,144.73	40,000.00	40,000.00
101	1511	532	57	16	GROUNDS MAINTENANCE			25,000.00
101	1511	911	81	13	PUBLIC WORKS	316,013.00	447,850.00	325,000.00

## 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 on approximately 314 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					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1515	533	10	10	F-TIME & REG.PART-TIME	200,106.74	213,227.00	217,478.00
101	1515	533	10	99	OVERTIME PAY	2,157.36	3,000.00	3,500.00
101	1515	533	15	10	FICA-EMPLOYER	12,651.48	13,406.00	13,701.00
101	1515	533	16	15	TRAINING & SEMINARS	805.00	3,000.00	1,500.00
101	1515	533	16	16	MEDICARE - EMPLOYER	2,958.78	3,135.00	3,204.00
101	1515	533	16	31	EMPLOYEE SEVERANCE PAY	11,506.56		
101	1515	533	23	10	DEBRIS REMOVAL	1,316.95	2,500.00	2,000.00
101	1515	533	24	32	SOFTWARE SUPPORT & MAINT	4,088.00	4,500.00	3,760.00
101	1515	533	31	99	OFFICE SUPPLIES	104.53	100.00	100.00
101	1515	533	37	10	UNIFORMS	914.86	1,000.00	1,300.00
101	1515	533	37	11	CHEMICALS	941.43	1,000.00	1,000.00
101	1515	533	37	71	SENIOR CENTER	939.41	500.00	1,000.00
101	1515	533	37	72	REPAIR SUPPLIES POLICE	22,605.10	20,000.00	16,500.00
101	1515	533	37	73	REPAIR SUPPLIES-P/R/F	20,386.33	25,000.00	24,000.00
101	1515	533	37	74	REPAIR SUPPLIES STREETS	38,312.59	38,850.00	40,000.00
101	1515	533	37	75	REPAIR SUPPLIES FLEETS	422.46	600.00	600.00
101	1515	533	37	76	REPAIR SUPPLIES ESDA	360.18	600.00	600.00

101	1515	533	37	77	REPAIR SUPPLIES COM DEV	1,011.68	2,000.00	2,000.00
101	1515	533	37	78	REPAIR SUPPLIES ADMIN	264.31	800.00	800.00
101	1515	533	37	79	REPAIR SUPPLIES PS ADMIN	1,717.02	1,000.00	800.00
101	1515	533	37	80	GAS & FUEL	469.61	800.00	800.00
101	1515	533	37	84	REPAIR SUPPLIES-GOLF	33.04	1,500.00	1,200.00
101	1515	533	37	98	MISC. INVENTORY SUPPLIES	3,100.39	3,200.00	3,200.00
101	1515	533	37	99	OPERATING SUPPLIES	5,845.89	6,000.00	6,000.00
101	1515	533	39	12	FLEET MAINTENANCE	3,968.70	9,000.00	9,000.00
101	1515	533	39	93	OFFICE EQUIPMENT	38.86	200.00	2,400.00
101	1515	533	52	10	LEASES-EQUIPMENTS	1,204.22	1,400.00	1,400.00
101	1515	533	53	12	PUBLIC WORKS-FLEET MAINT	1,675.00	4,735.00	3,500.00
101	1515	533	62	10	MEMBERSHIP DUES	30.00	200.00	30.00



## 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

**\$2,452,632**

### ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
Parks & Grounds	1,395,351	1,377,378	1,442,016
Forestry Operation	58,281	61,800	58,995
Building Maintenance	962,649	996,415	951,621
<b>TOTAL DIVISION</b>	<b>2,416,281</b>	<b>2,435,593</b>	<b>2,452,632</b>

### SIGNIFICANT ACCOMPLISHMENTS IN FY 2020/2021

#### Parks, Grounds and Facilities

##### Parks Division

The Parks Division is responsible for maintaining over 254 acres of parkland and more than 20 sports fields and playgrounds. They are also responsible for approximately 6,000 park and parkway trees.

The biggest project this year was completing the final design for the improvements to Camera Park. We are proud to announce that the Village was awarded on OSLAD Grant to assist in the funding of this project. Once completed, Camera Park will be feature a new playground, fitness stations, challenge course and splash pad. This re-development will provide residents of all ages state of the art recreational activities. The project is expected to be completed in 2021.

##### 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.

In 2020, roof replacements for Glendale Lakes Golf Club, the Historic House and Sports Hub Fieldhouse were completed and several additional roofing projects are planned over the next few years.

Throughout 2020, there were many challenges for the Facilities Division due to the COVID-19 pandemic. As recommend by the CDC, filtration systems and filters were upgraded to allow for protection in HVAC systems in public buildings. Custodians have been challenged with the additional cleaning and disinfecting of high touch areas, multiple times daily, while continuing with normal daily duties.

### **Goals and Objectives Parks Division**

#### ***Goal #1: Obtain Professional Certifications and Licensing***

*Staff to obtain National Certified Playground Inspector re-certification*

*Staff to obtain Agriculture Pesticide Licensing re-certification*

*Staff to obtain Illinois Department of Agriculture and DuPage County Health Department Mosquito Larvae Control Application re-certification*

*Budget for a staff member to attend the International Society of Arborists certification program in 2022*

#### ***Goal #2: Offer new leisure activities for the residents to utilize***

*Develop and install a disc golf course at Camera Park*

*Establish a Monarch Butterfly Station at an additional park*

*Work with Queen Bee School District 16 to offer a community garden*

*Look at installing additional “little libraries”*

### **Facilities Division**

#### ***Goal #1: Establish a long term plan for Pool Equipment Replacements***

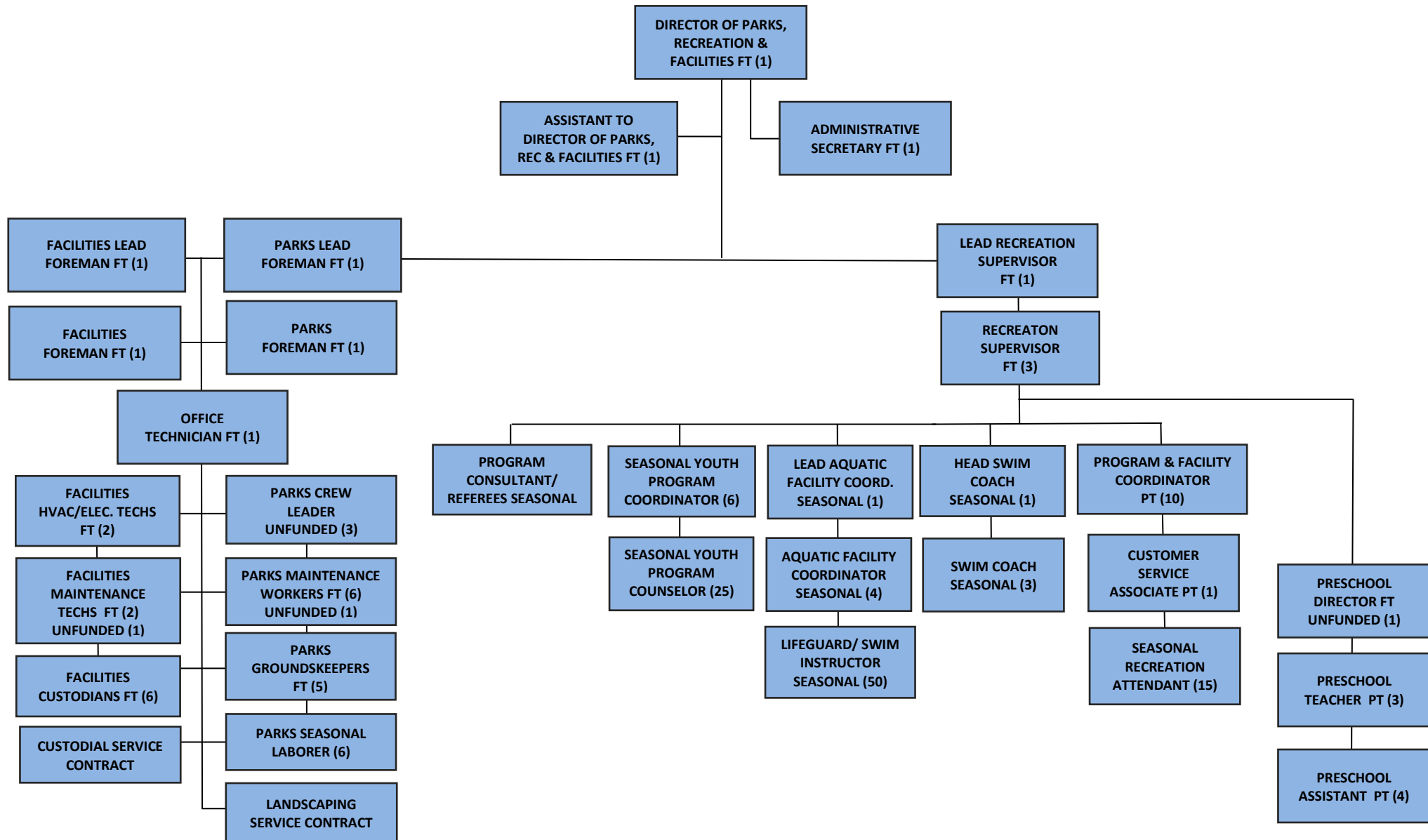
*Inspect pool equipment*

*Establish a 5 year plan for maintenance and replacements*

#### ***Goal #2: Streamline Fire and Burglary Alarm Service and Monitoring***

*Combine fire and burglar service and monitoring to one vendor*

FY 2021 / 2022  
VILLAGE OF GLENDALE HEIGHTS ANNUAL BUDGET  
**VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE**  
**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 authorized: 33 Full-Time, 6 FT Unfunded, 18 Part-Time and 111 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. In winter season, the Division assists with snow and ice removal at the Village complex. The Division supplements its own forces with private contractors for tree removal and grounds maintenance and landscaping efforts.

### PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1616	534	10	10	F-TIME & REG.PART TIME	1,067,907.19	970,801.00	971,451.00
101	1616	534	10	98	TEMPORARY HELP	16,883.50		22,000.00
101	1616	534	10	99	OVERTIME PAY	16,210.60	18,900.00	22,500.00
101	1616	534	15	10	FICA-EMPLOYER	65,789.00	61,363.00	62,989.00
101	1616	534	16	14	TRAVEL FOR MEETING & CONF			50.00
101	1616	534	16	15	TRAINING & SEMINARS	405.00	9,100.00	600.00
101	1616	534	16	16	MEDICARE-EMPLOYER	15,386.42	14,322.00	14,731.00
101	1616	534	16	20	LICENSES & CERTIFICATIONS	300.00	750.00	3,175.00
101	1616	534	23	10	DEBRIS REMOVAL	698.56	1,000.00	1,000.00
101	1616	534	23	15	ADOPT A STREET PROGRAM			25.00
101	1616	534	23	99	OTHER PROPERTY SERVICES			43,000.00
101	1616	534	24	32	SOFTWARE SUPPORT & MAINT	3,500.00	3,627.00	3,780.00
101	1616	534	24	99	OTHER PURCHASE-SERVICES			96,700.00
101	1616	534	31	99	OFFICE SUPPLIES	55.08	250.00	250.00
101	1616	534	34	10	TOPDRESSING SOIL	2,737.04	2,000.00	3,000.00
101	1616	534	34	11	GRAVEL AND SAND	269.26	825.00	1,500.00
101	1616	534	34	13	LANDSCAPING SUPPLIES	6,446.59	7,200.00	11,000.00
101	1616	534	34	14	FERTILIZER	7,137.88	7,500.00	5,000.00
101	1616	534	37	10	UNIFORMS	4,441.94	6,075.00	5,585.00
101	1616	534	37	80	GAS & FUEL	29,382.33	31,500.00	30,000.00
101	1616	534	37	99	OPERATING SUPPLIES	23,536.80	21,900.00	26,700.00
101	1616	534	38	14	PARKS & GROUNDS EQUIPMENT	15,380.74	6,800.00	11,400.00
101	1616	534	39	10	OPERATING EQUIPMENT	9,905.91	4,500.00	1,970.00
101	1616	534	51	13	ELECTRICITY	20,235.72	20,000.00	22,000.00

101	1616	534	52	10	LEASES-EQUIPMENTS	958.60	950.00	950.00
101	1616	534	52	11	RENTALS-EQUIPMENTS	6,417.26	7,000.00	7,000.00
101	1616	534	53	16	R&M OPERATING EQUIPMENT	355.43	500.00	500.00
101	1616	534	53	17	R&M PARKS & GROUND OP EQP	3,341.70	2,000.00	3,450.00
101	1616	534	57	17	R&M PARKS & GROUNDS	56,129.64	103,696.00	21,800.00
101	1616	534	62	10	MEMBERSHIP DUES	47.00	640.00	610.00
101	1616	911	82	10	VEHICLES		74,179.00	39,300.00
101	1616	911	82	12	PARKS & GROUNDS EQUIP.	21,491.55		8,000.00

## 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. In FY 2015, the Village dedicated \$576,100 towards fully eradicating the EAB problem. Going forward, the Village has pledged to allocate resources as they are available to plant new trees.

### PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1616	537	24	98	TREE REMOVAL/REPLACEMENT	55,355.28	59,800.00	54,800.00
101	1616	537	24	99	OTHER PURCHASE-SERVICES	140.28	300.00	500.00
101	1616	537	37	10	UNIFORMS PPE	544.96	500.00	500.00
101	1616	537	39	10	PARKS & GROUNDS TOOLS	1,830.68	500.00	2,495.00
101	1616	537	62	10	MEMBERSHIP DUES	410.00	700.00	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

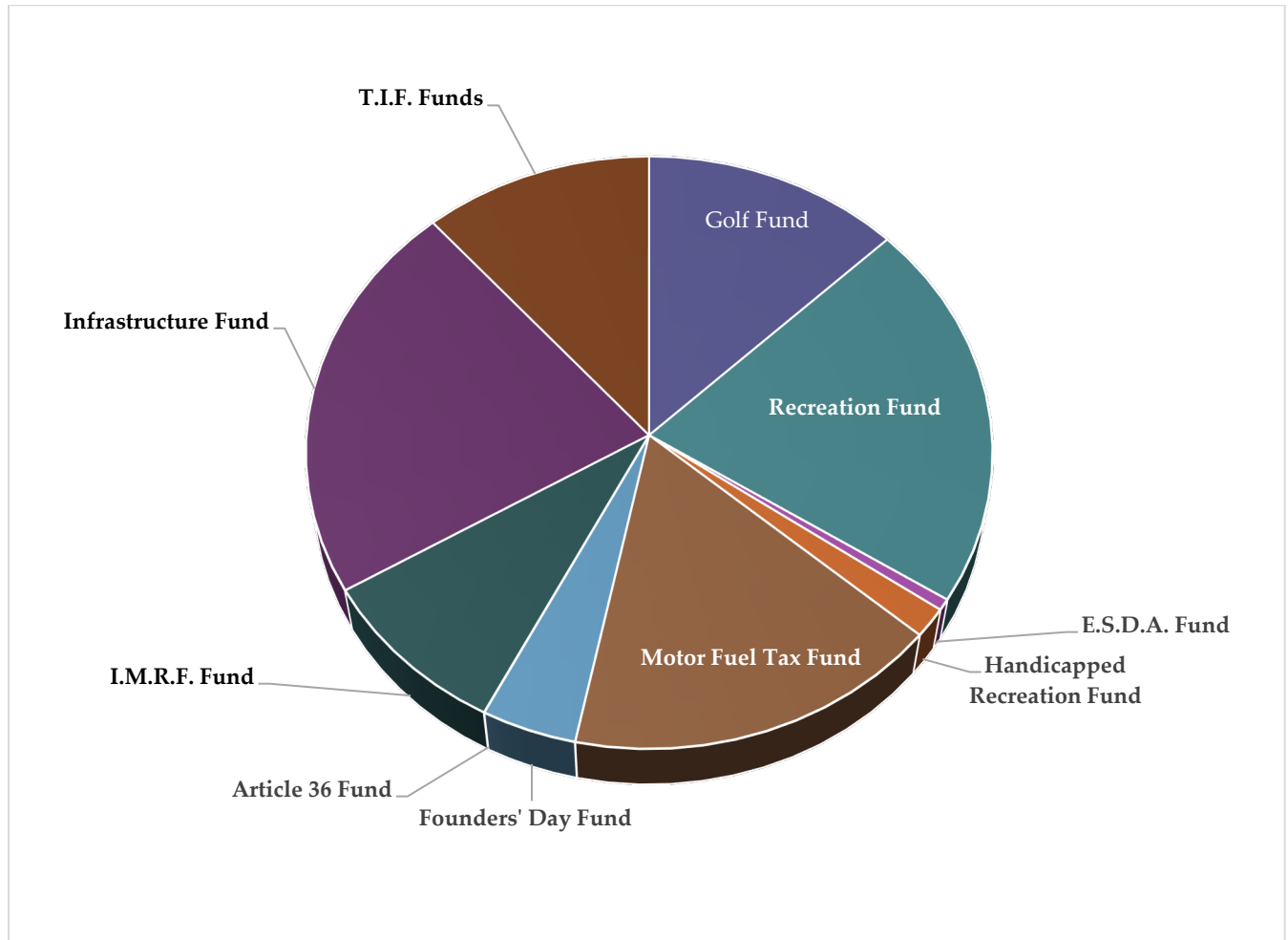
ACCOUNT NUMBER					DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
101	1617	511	10	10	F-TIME & REG.PART-TIME	706,961.87	721,154.00	644,257.00
101	1617	511	10	99	OVERTIME PAY	4,444.58	6,000.00	5,000.00
101	1617	511	15	10	FICA-EMPLOYER	41,954.43	45,084.00	40,254.00
101	1617	511	16	14	TRAVEL FOR MEETING & CONF			50.00
101	1617	511	16	15	TRAINING & SEMINARS	-90.00		150.00
101	1617	511	16	16	MEDICARE-EMPLOYER	9,811.96	10,544.00	9,415.00
101	1617	511	24	99	OTHER PURCHASE-SERVICES	74,313.58	62,335.00	67,270.00
101	1617	511	31	99	OFFICE SUPPLIES	152.61	200.00	200.00
101	1617	511	33	10	JANITORIAL SUPPLIES	19,695.27	22,000.00	25,000.00
101	1617	511	33	12	ELECTRICAL SUPPLIES	8,442.08	7,850.00	10,050.00
101	1617	511	33	13	HARDWARE SUPPLIES	1,934.15	3,600.00	3,600.00
101	1617	511	33	15	PLUMBING SUPPLIES	1,588.16	2,000.00	2,500.00
101	1617	511	33	16	LUMBER SUPPLIES	119.25	500.00	500.00
101	1617	511	33	99	OTHER BLDG. MAINT. SUPPLY	885.36	600.00	600.00
101	1617	511	37	10	UNIFORMS	2,725.31	3,450.00	3,200.00
101	1617	511	37	80	GAS & FUEL	9,401.80	8,000.00	8,000.00
101	1617	511	37	99	OPERATING SUPPLIES	20,377.97	9,900.00	22,550.00



101	1617	511	39	11	BLDG. MAINTENANCE TOOLS	1,659.85	3,010.00	1,400.00
101	1617	511	52	11	RENTALS-EQUIPMENTS	188.17	400.00	650.00
101	1617	511	56	12	R&M BUILDINGS & EQUIPMENT	58,082.99	89,788.00	52,975.00
101	1617	911	85	14	VILLAGE FACILITIES			54,000.00

## 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

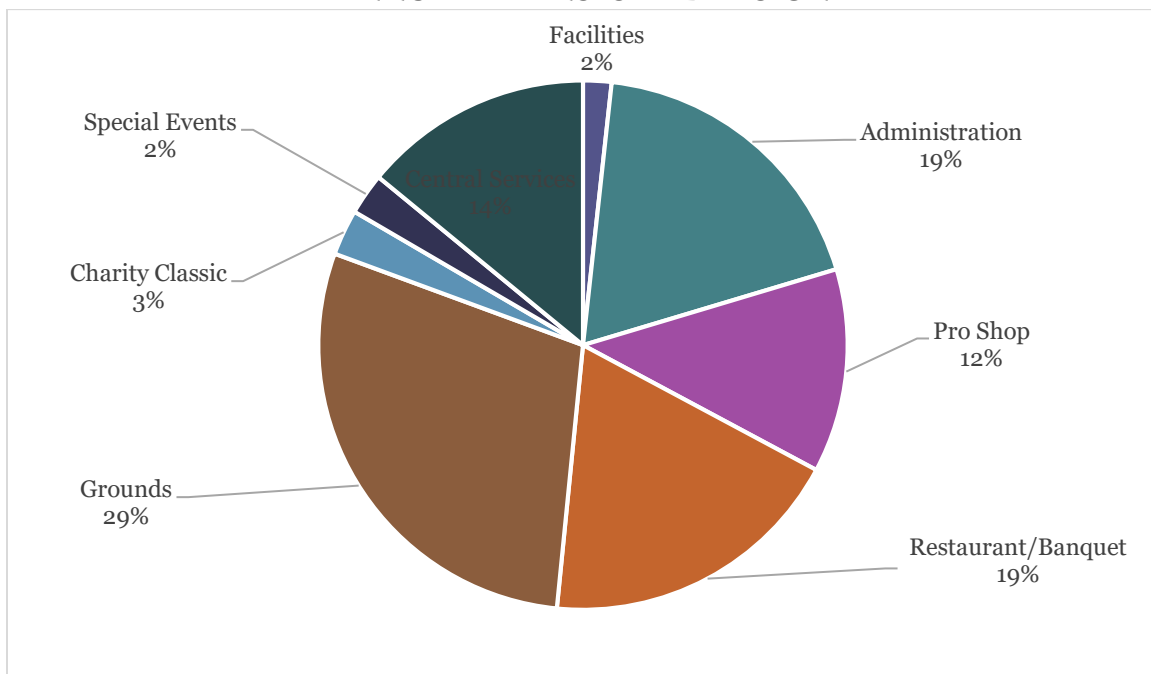
The Glendale Lakes Golf Club, golf course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty. Glendale Lakes also offers a full service Pro-shop stocked for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

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. For FY 2019/2020 and going forward, these two will be reunited back into one fund, and will be identified as a subset under the General Fund. All activities are accounted for including administration, operations, financing and revenue collections.

### TOTAL OPERATING BUDGET

**\$1,440,636**

### ANNUAL EXPENSES BY DIVISION



**ANNUAL REVENUE BY CLASS**

<b>OPERATING REVENUE</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 BUDGET</b>	<b>FY 2022 BUDGET</b>
Charges for Services	1,301,151	1,019,500	942,715
Miscellaneous Revenues	783,681	400,318	497,921
<b>TOTAL OPERATING REVENUE</b>	<b>2,084,832</b>	<b>1,419,818</b>	<b>1,440,636</b>

**ANNUAL EXPENSES BY DIVISION**

<b>DIVISION</b>			
Golf Administration	279,835	281,702	275,398
Central Services	141,628	126,828	207,721
Facilities	48,764	20,328	25,658
Grounds Maintenance	636,491	410,603	429,223
Pro Shop	142,329	174,353	184,075
Charity Classic	37,014	-0-	41,300
Restaurant/Banquet	763,503	269,305	277,261
Special Events	-0-	47,320	37,500
<b>TOTAL DIVISION</b>	<b>2,049,564</b>	<b>1,330,439</b>	<b>1,440,636</b>

**FY 2020/21 SIGNIFICANT ACCOMPLISHMENTS****Golf Administration Accomplishments**

- ❖ Due to COVID-19, the golf course saw a record number of rounds of golf. (Approx. 29,000)
- ❖ The golf course was able to provide PPE for all golf course staff while working

**Golf Grounds Accomplishments**

- ❖ The golf course was the recipient of “donated” sand from another golf course that we will use during our bunker renovation project.
- ❖ Added irrigation to grassy areas behind the clubhouse
- ❖ Added drainage in the golf cart staging area
- ❖ 2 Work Horse golf carts, and a new Buffalo Blower were purchased.

**Food & Beverage Accomplishments**

- ❖ Due to COVID-19, the banquets were very limited on capacity numbers throughout the year, and even closed for some months.

- ❖ When banquets were open, staff adapted to the restrictions and had to make changes in our operating procedures to ensure everyone's safety.

### **FY 2021/22 GOALS AND OBJECTIVES**

#### **Golf Administration Division**

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

- ❖ Work with Finance staff to utilize the journal entry export function of Golf Now Reservations to reduce the number of manual interventions to record daily transactions
- ❖ Train Glendale Lakes Managers how to use Central Square Financial system
- ❖ Continue to use Triple Seat Software for Food & Beverage Bookings and details
- ❖ Learn and Implement Time Clock Plus Software to manage payroll

Goal #2: Facilitate enhanced communication among all 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 Food & Beverage Software

Goal #3: Update interior and exterior of the clubhouse

- ❖ Enhance aesthetics for clubhouse with new landscaping, and paint exterior window trim
- ❖ Updating facility will attract more business

#### **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
- ❖ Use SNAG Golf (Starting New At Golf) golf instruction equipment 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
- ❖ Goal is to get 25,000 rounds for fiscal year
- ❖ 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
- ❖ Utilize Spark Golf-to increase weekly players for a weekly weeknight golf league

- ❖ 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

### **Food & Beverage Division**

Goal #1: Increase sales to golfers of food before, during and after their rounds of golf

- ❖ Offer a quick and easy bar menu that appeals to golfers at the turn (between #9 green and #10 tee box) 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
- ❖ Create and set up procedures to record and monitor food costs

Goal #2: Improve staff productivity

- ❖ Cross train staff to do various tasks
- ❖ Communicate among all division managers to have the most updated information on daily events going on at the facility by utilizing food & beverage 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

### **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
- ❖ 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
- ❖ Expand tee boxes on Par 3's- Holes # 8, #15, # 16 to have larger area to hit from

Goal #2: Improve golf course and clubhouse aesthetics

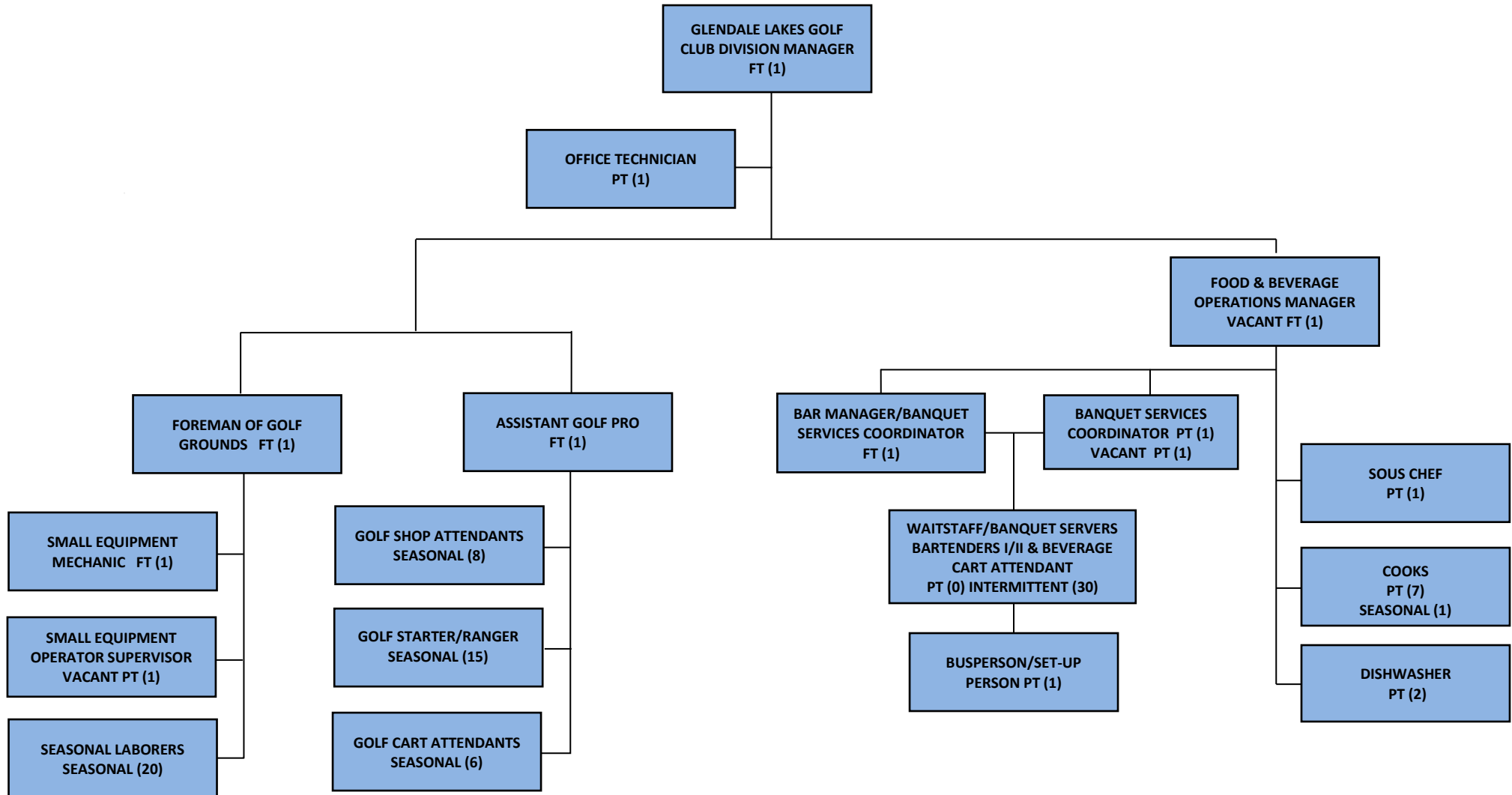
- ❖ Enhance bag drop area to make it appealing for customers as they are arriving to facility
- ❖ Work on beautifying the tee sign area on each tee box

- ❖ 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

FY 2021 / 2022  
 VILLAGE OF GLENDALE HEIGHTS  
 ANNUAL BUDGET  
**VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE**  
**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 authorized: 6 Full-Time, 15 Part-Time, 50 Seasonal and 30 Intermittent.

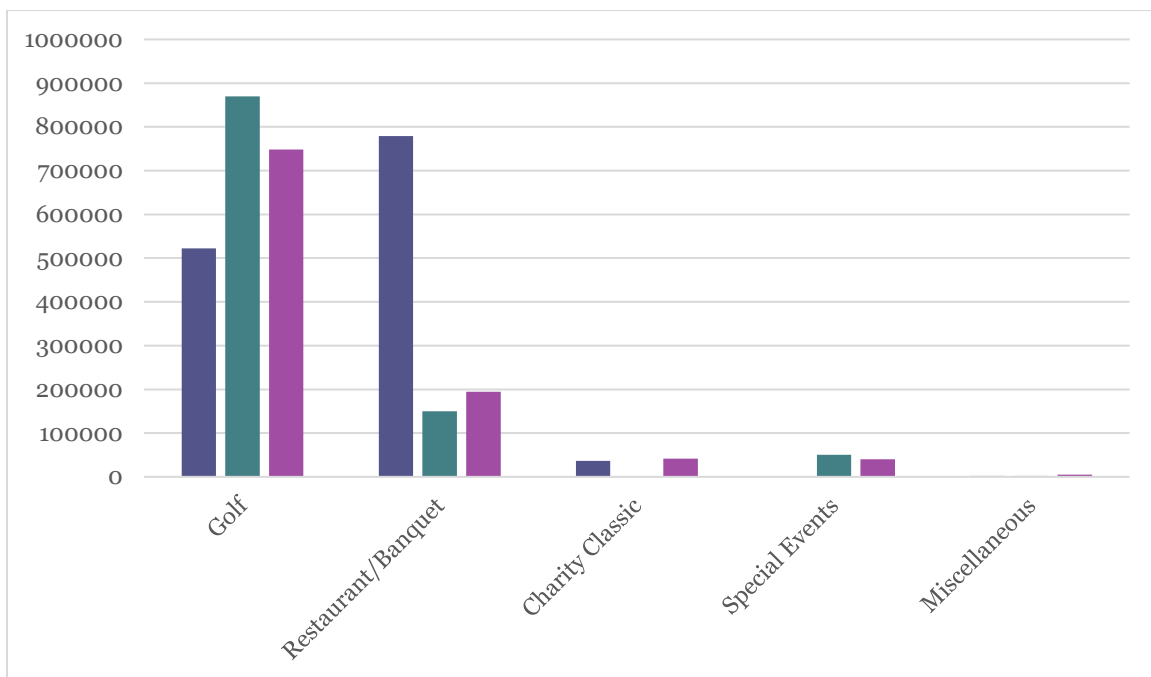


## GOLF FUND: REVENUE

In a typical year, approximately 19,000 rounds of golf are played on the course. Golf in 2020 was anything typical, and Glendale Lakes generated just under 29,000 rounds of golf in calendar year 2020. The clubhouse was closed to the public until early July. Golfers had to check-in thru the bar window for the month of May, then just the golf shop was allowed to be open starting in June. Some of the annual events had to be canceled due to the COVID-19 pandemic as well. These events were the Spring Fling Golf Outing, The Charity Classic Golf Outing, Easter & Mother's Day brunches, and the final Fish Fry dinner. During the time the clubhouse, was able to be open, 12 parties were hosted, along with three meetings. Since the food and beverage department was impacted so much by the pandemic, adjustments were made to the budget of decreasing revenue and expenses

The Golf Course Revenues are categorized into five categories; Golf and Pro Shop, Restaurant/Banquets, Charity Classic Event, Special Events and Miscellaneous Revenue.

### Golf Fund Revenue



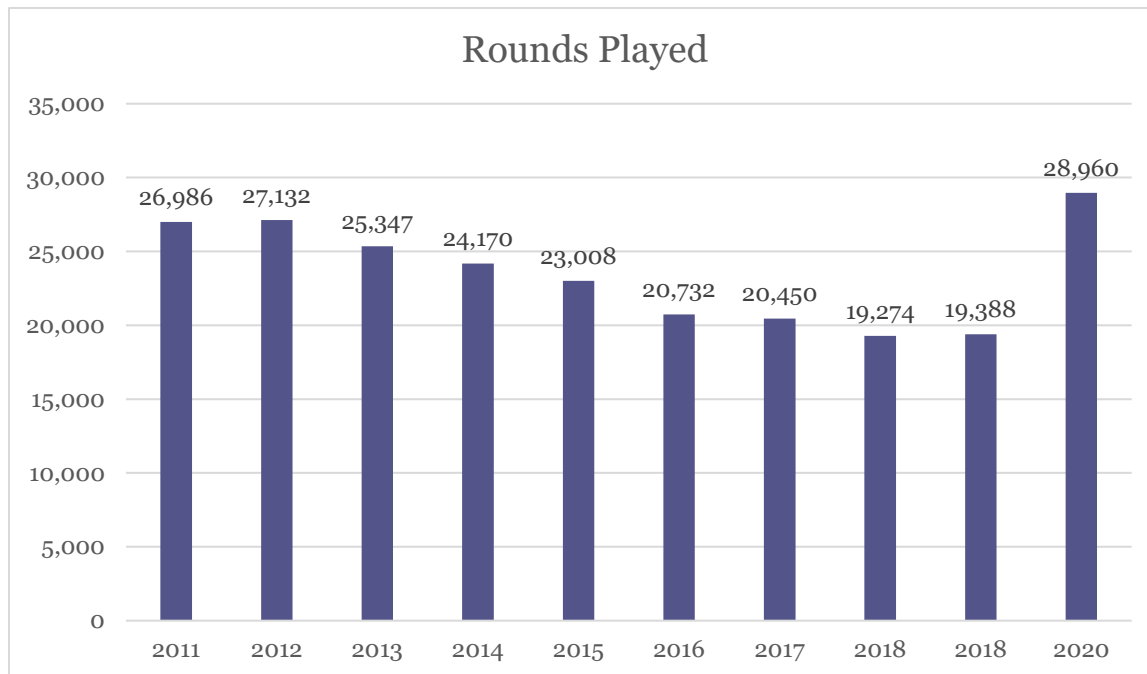
**Pro Shop**

The Glendale Lakes Golf Course is open year round and had over 29,000 rounds of golf played in calendar year 2020. 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.

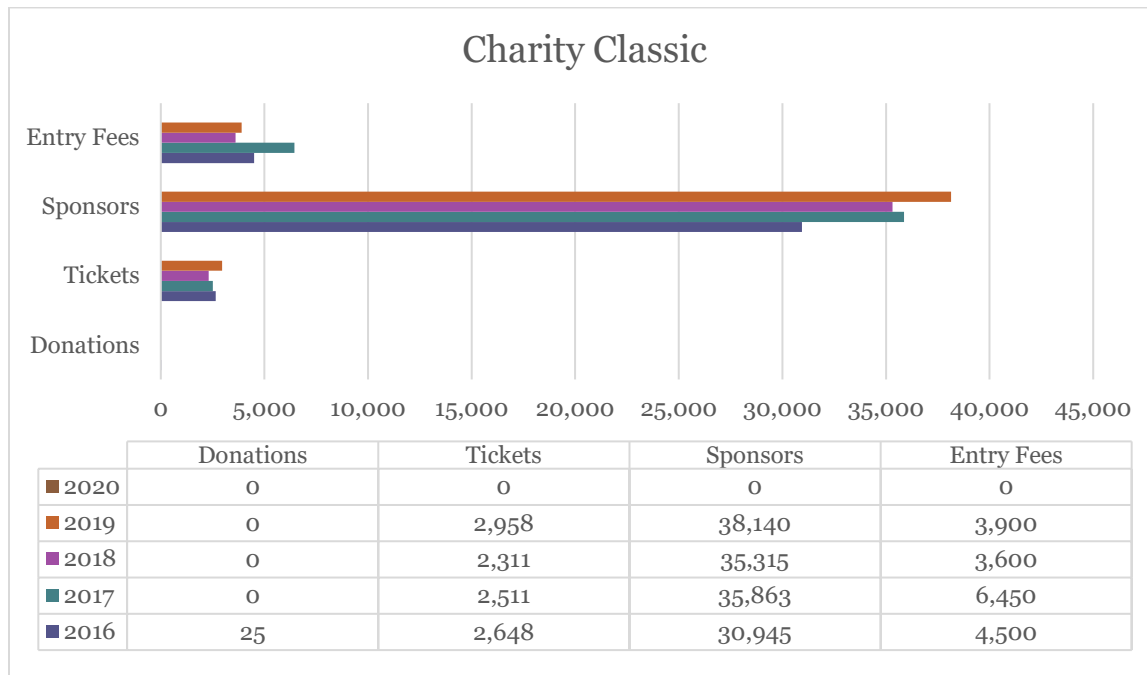
### Golf Rounds Played Last 10 Years



### 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. Due to the pandemic, the Charity Golf Classic did not take place.

### Charity Golf Classic Revenue Five (5) Year History



## GOLF RESTAURANT AND BANQUETS

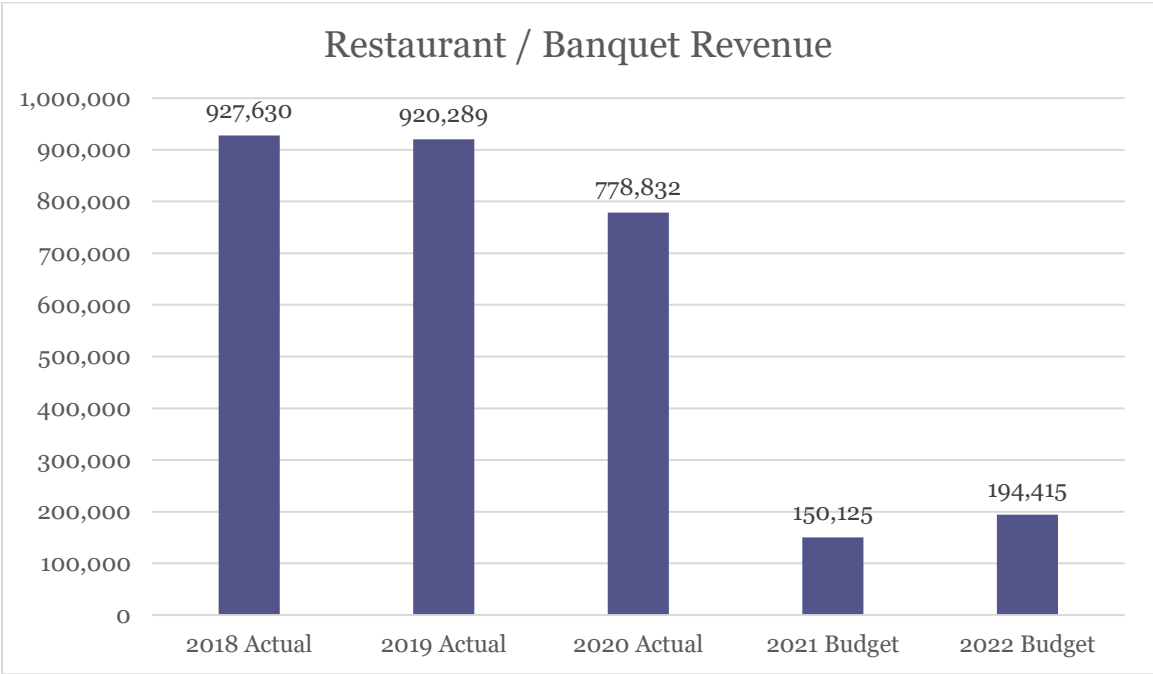
The Glendale Lakes Golf Club can accommodate up to 250 people for special events including wedding receptions, family reunions, business meetings, and many more.

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 2017/2018 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 10<sup>th</sup> hole. The Golf Course also offers up to two beverage carts that service golfers during play from the months of April through October.

The Banquet portion of the Glendale Lakes Golf Club had an unusual year. The restrictions were more stringent with food and beverage than the golf side of the business. As part of the restrictions, indoor gatherings were not allowed until June. Starting in June, the maximum number of guests indoors was 50 people. This restriction lasted until Friday, October 23<sup>rd</sup> when even tighter restrictions mandated no indoor dining in DuPage County. Since October 23<sup>rd</sup>, 2020 the facility has not been allowed to host any banquets.

**Golf Restaurant and Banquet Revenue  
Last 5 Years**



## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1710	516	10	10	E	F-TIME & REG.PART-TIME	110,746.45	117,144.00	115,014.00
110	1710	516	15	10	E	FICA-EMPLOYER	6,682.09	7,222.00	7,131.00
110	1710	516	16	14	E	TRAVEL FOR MEETING & CONF		25.00	25.00
110	1710	516	16	15	E	TRAINING & SEMINARS	280.00	225.00	225.00
110	1710	516	16	16	E	MEDICARE-EMPLOYER	1,562.68	1,689.00	1,668.00
110	1710	516	22	99	E	OTHER EQUIPMENT	79.52	325.00	325.00
110	1710	516	24	12	E	PRINTING & BINDING	649.81	650.00	650.00
110	1710	516	24	14	E	ADVERTISING	16,768.94	26,500.00	26,500.00
110	1710	516	24	20	E	NUISANCE ANIMAL CONTROL	1,417.28	3,350.00	2,700.00
110	1710	516	24	32	E	SOFTWARE SUPPORT & MAINT	2,625.00	2,500.00	2,500.00
110	1710	516	31	99	E	OFFICE SUPPLIES	76.70	100.00	100.00
110	1710	516	37	99	E	OPERATING SUPPLIES	39.68	100.00	100.00
110	1710	516	39	10	E	LEASES-EQUIPMENT	26,523.20	28,934.00	28,934.00
110	1710	516	39	94	E	COMPUTER EQUIPMENT		1,647.00	2,312.00
110	1710	516	39	99	E	OPERATING EQUIPMENT			2,725.00
110	1710	516	51	10	E	TELEPHONE	6,613.25	5,000.00	6,228.00
110	1710	516	51	12	E	CELLULAR PHONE	300.00	300.00	300.00

110	1710	516	51	13	E	ELECTRICITY	36,904.56	41,000.00	37,000.00
110	1710	516	51	14	E	NATURAL GAS	13,313.42	11,000.00	11,000.00
110	1710	516	51	15	E	WATER	2,672.69	2,000.00	2,000.00
110	1710	516	52	10	E	LEASES-EQUIPMENTS	2,407.62	2,520.00	2,520.00
110	1710	516	56	18	E	R&M-CLUBHOUSE	2,182.64	850.00	700.00
110	1710	516	56	20	E	R&M OPERATING EQUIPMENT	52.54	300.00	300.00
110	1710	516	62	10	E	MEMBERSHIP DUES	2,081.00	2,634.00	2,306.00
110	1710	516	69	22	E	LICENSES	1,131.00	1,131.00	1,135.00
110	1710	516	69	78	E	BANK FISCAL CHARGES	19,731.75	19,000.00	21,000.00
110	1710	911	85	18	E	FACILITY IMPROVEMENTS	24,993.00	5,556.00	

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1617	511	24	99	E	OTHER PURCHASE-SERVICES	14,743.26	9,638.00	12,208.00
110	1617	511	31	99	E	OFFICE SUPPLIES			
110	1617	511	33	10	E	JANITORIAL SUPPLIES	3,113.27	3,140.00	3,200.00
110	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY	957.30	1,100.00	1,100.00
110	1617	511	56	18	E	R&M GOLF COURSE-CLUBHOUSE	12,125.48	6,450.00	9,150.00
110	1617	911	81	30	E	CAPITAL EQUIPMENT	17,825.00		



## GOLF FUND: GOLF/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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1711	717	10	10	E	F-TIME & REG.PART-TIME	38,786.69	42,973.00	43,056.00
110	1711	717	10	98	E	TEMPORARY HELP	67,045.02	92,000.00	104,000.00
110	1711	717	10	99	E	OVERTIME PAY	72.56		
110	1711	717	15	10	E	FICA-EMPLOYER	6,658.89	8,375.00	9,112.00
110	1711	717	16	16	E	MEDICARE-EMPLOYER	1,557.28	2,034.00	2,131.00
110	1711	717	37	10	E	UNIFORMS	694.77	1,700.00	1,500.00
110	1711	717	41	10	E	HANDICAP	40.00	200.00	300.00
110	1711	717	41	12	E	SCORECARDS		2,095.00	
110	1711	717	41	13	E	GOLF CLUB-FOR RENT		850.00	100.00
110	1711	717	41	99	E	OTHER PRO-SHOP SUPPLIES	460.25	1,000.00	1,000.00
110	1711	717	42	10	E	HARDWARE	11,694.58	9,500.00	9,500.00
110	1711	717	42	11	E	APPAREL	5,097.87	6,500.00	6,500.00
110	1711	717	42	12	E	SUNDRIES	2,693.11	2,500.00	2,250.00
110	1711	717	42	13	E	SPECIAL PROMOTIONS EXPENS	4,485.86		
110	1711	717	42	19	E	SPECIAL ORDERS	2,415.95	4,000.00	4,000.00
110	1711	717	62	10	E	MEMBERSHIP DUES	626.00	626.00	626.00

## RESTAURANT/BANQUETS: 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 2017/2018 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 10<sup>th</sup> hole. The Golf Course also offers up to two beverage carts that service golfers during play from the months of April through October.

### PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1712	718	10	10	E	F-TIME & REG.PART-TIME	258,642.14	100,000.00	144,524.00
110	1712	718	10	98	E	TEMPORARY HELP	97,850.99	25,000.00	20,000.00
110	1712	718	10	99	E	OVERTIME PAY	175.43		
110	1712	718	15	10	E	FICA-EMPLOYER	23,045.42	8,460.00	10,199.00
110	1712	718	16	14	E	TRAVEL FOR MEETING & CONF		50.00	50.00
110	1712	718	16	15	E	TRAINING & SEMINARS	536.17	800.00	400.00
110	1712	718	16	16	E	MEDICARE-EMPLOYER	5,389.63	1,995.00	2,388.00
110	1712	718	24	12	E	PRINTING & BINDING	299.99	300.00	300.00
110	1712	718	33	11	E	CLEANING SUPPLIES	5,426.08	3,250.00	2,000.00
110	1712	718	37	10	E	UNIFORMS	1,696.33	1,700.00	1,700.00
110	1712	718	37	99	E	OPERATING SUPPLIES	2,586.74	3,000.00	1,750.00
110	1712	718	39	99	E	OPERATING EQUIPMENT	7,571.71	3,500.00	2,050.00
110	1712	718	43	10	E	PAPER GOODS	3,952.44	3,800.00	2,000.00
110	1712	718	43	11	E	UTENSILS, GLASS, CHINAS	3,115.53	1,500.00	1,500.00
110	1712	718	43	13	E	FLOWERS/LINENS	49,571.45	5,000.00	5,000.00
110	1712	718	43	14	E	LINENS	293.86	400.00	200.00
110	1712	718	43	99	E	OTHER F&B GEN. SUPPLIES	161.43	400.00	200.00
110	1712	718	44	10	E	BEVERAGES	13,288.18	16,500.00	6,100.00

110	1712	718	44	11	E	BEER	21,871.41	25,000.00	13,275.00
110	1712	718	44	12	E	LIQUOR & WINES	17,936.82	15,000.00	3,250.00
110	1712	718	44	13	E	FOODS	191,337.40	36,000.00	16,125.00
110	1712	718	44	14	E	CIGARETTES & TOBACCO			500.00
110	1712	718	44	15	E	OTHER F&B SUPLS. FOR SALE	13,934.03	1,500.00	5,000.00
110	1712	718	44	16	E	FEST F&BEVERAGE	10,543.28		12,000.00
110	1712	718	51	12	E	CELLULAR PHONE	300.00		300.00
110	1712	718	52	12	E	GLENDALE FEST BOOTH RENTA	25,000.00		20,000.00
110	1712	718	53	18	E	R&M KITCHEN EQUIPMENT	7,530.61	16,000.00	6,300.00
110	1712	718	62	10	E	MEMBERSHIP DUES	50.00	50.00	50.00
110	1712	718	69	28	E	DRY CLEANING		100.00	100.00
110	1712	718	69	90	E	BAD DEBT EXPENSE	1,396.21		

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1713	516	10	10	E	F-TIME & REG.PART-TIME	143,574.23	140,479.00	167,861.00
110	1713	516	10	98	E	TEMPORARY HELP	94,578.37	100,000.00	107,088.00
110	1713	516	10	99	E	OVERTIME PAY	145.61		
110	1713	516	15	10	E	FICA-EMPLOYER	14,301.01	14,833.00	16,861.00
110	1713	516	16	15	E	TRAINING & SEMINARS	255.00	600.00	600.00
110	1713	516	16	16	E	MEDICARE-EMPLOYER	3,344.62	3,472.00	3,944.00
110	1713	516	21	99	E	OTHER PROFESSIONAL		1,000.00	1,000.00
110	1713	516	34	10	E	TOPDRESSING SOIL	3,388.32	4,000.00	4,000.00
110	1713	516	34	12	E	GRASS SEEDS	798.00	2,100.00	1,700.00
110	1713	516	34	13	E	LANDSCAPING SUPPLIES	8,522.03	6,200.00	6,700.00
110	1713	516	34	14	E	FERTILIZER & CHEMICALS	34,690.16	36,000.00	36,000.00
110	1713	516	35	13	E	SERVICE DOG	7,600.00	7,600.00	7,600.00
110	1713	516	37	10	E	UNIFORMS	738.63	1,500.00	1,500.00
110	1713	516	37	80	E	GAS & FUEL	11,150.15	10,000.00	10,000.00
110	1713	516	37	99	E	OPERATING SUPPLIES	860.41	2,000.00	1,850.00
110	1713	516	39	93	E	OFFICE EQUIPMENT	231.83	100.00	100.00
110	1713	516	45	10	E	MARKERS & MARKING PAINTS	1,213.57	1,000.00	1,000.00
110	1713	516	45	11	E	GREEN SUPPLIES	1,297.15	800.00	800.00
110	1713	516	45	12	E	TEE SUPPLIES	221.94	600.00	6,400.00
110	1713	516	45	13	E	SAND TRAP SUPPLIES	1,160.97	1,200.00	1,200.00
110	1713	516	51	12	E	CELLULAR PHONE	300.00	300.00	300.00
110	1713	516	52	10	E	LEASES-EQUIPMENTS	1,777.00	2,369.00	2,369.00
110	1713	516	52	11	E	RENTALS-EQUIPMENTS	1,497.00	2,550.00	2,750.00

110	1713	516	53	18	E	GOLF COURSE EQUIPMENTS	14,232.96	14,000.00	14,300.00
110	1713	516	54	12	E	R&M PARKS & GROUNDS-EQP	198.85		
110	1713	516	54	14	E	R&M GOLF CARTS	2,102.33	3,600.00	4,300.00
110	1713	516	56	19	E	R&M GOLF-MAINT BLDG	58.64	3,000.00	2,000.00
110	1713	516	57	15	E	R&M GOLF COURSE	18,500.74	29,800.00	26,100.00
110	1713	516	62	10	E	MEMBERSHIP DUES	1,048.00	900.00	900.00
110	1713	911	81	18	E	GOLF COURSE EQUIPMENT	268,703.19	20,600.00	

## 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. The event was cancelled in FY 2020/21 due to the pandemic. In Fiscal Year 2021/22, the Golf Fund is estimating a community contribution of \$25,000.

### PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1714	717	16	14	E	TRAVEL, MEETING & CONF.	285.65		300.00
110	1714	717	63	99	E	OTHER COMM. CONTRIBUTION	23,000.00		25,000.00
110	1714	717	69	29	E	CHARITY CLASSIC EXPENSES	13,728.24		16,000.00

## GOLF FUND: SPECIAL EVENTS

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Special Events Division was established in 2021, specifically for three events typically conducted during the golfing year, those being the Spring Fling, Turkey Shoot and Summer Scramble.

### PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1715	717	69	30	E	SPEC. EVNT. EXPS		47,320.00	37,500.00

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
110	1718	516	15	11	E	UNEMPLOYMENT INSURANCE		2,000.00	2,000.00
110	1718	516	16	10	E	IMRF-EMPLOYER	54,268.48	53,200.00	65,000.00
110	1718	516	16	12	E	MEDICAL-EMPLOYER	84,948.20	70,128.00	84,000.00
110	1718	516	16	30	E	OPT OUT-MED. INSURANCE	1,500.00	1,500.00	1,500.00



## RECREATION FUND

### FUND DESCRIPTION

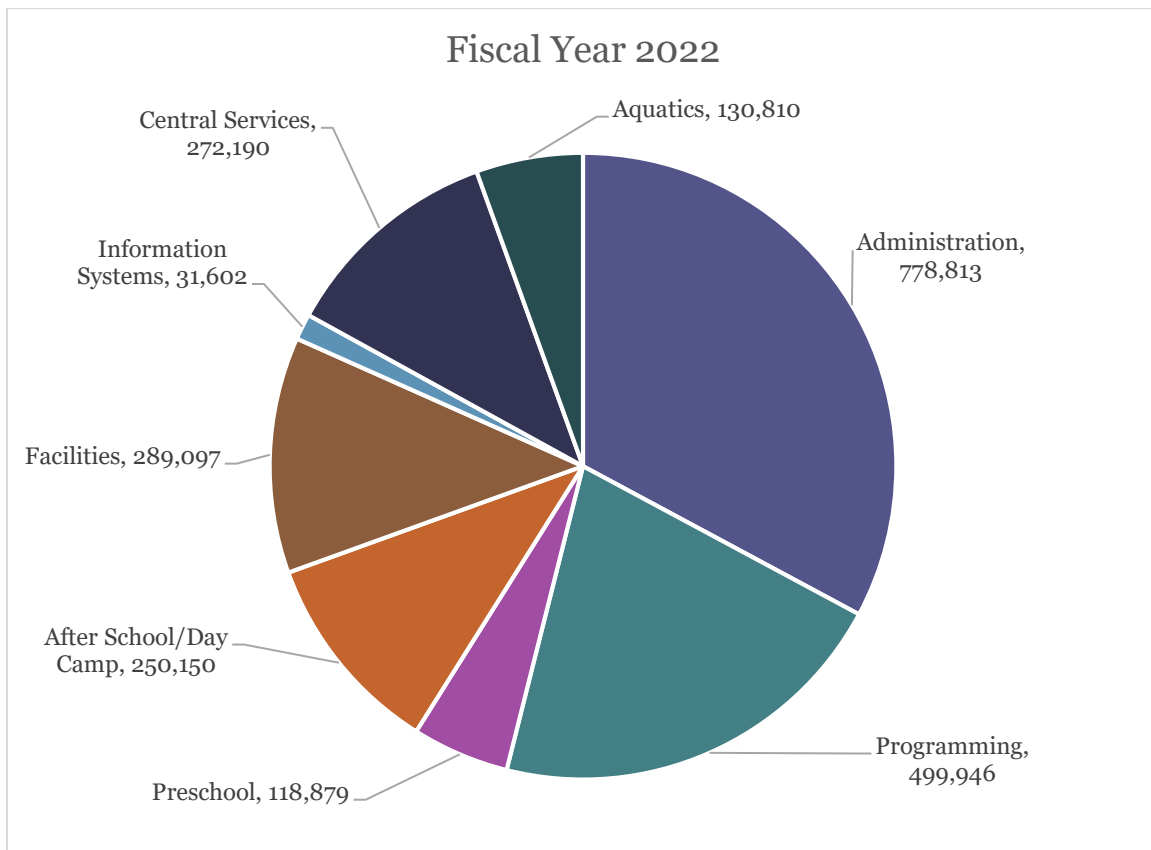
The Recreation Fund is divided into the following eight (8) divisions; Administration, Programming, Preschool, Aquatics, After School/Day Camp, Facilities, Information Services, and Central Services. The Village of Glendale Heights Recreation Fund provides for all municipally supported recreation opportunities 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 FY 2022 OPERATING BUDGET

**\$2,371,487**

### ANNUAL EXPENSES BY DIVISION



## ANNUAL REVENUE BY CLASS

CATEGORY	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Taxes	1,183,273	1,179,000	1,170,000
Charges for Services	748,824	209,973	961,400
Miscellaneous Income	206,477	78,904	203,000
<b>TOTAL REVENUES</b>	<b>2,138,574</b>	<b>1,467,877</b>	<b>2,334,400</b>

## ANNUAL EXPENSES BY DIVISION

CATEGORY	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Administration	1,008,124	626,819	778,813
Programming	380,636	277,818	499,946
Preschool	112,365	28,914	118,879
Aquatics	142,785	79,497	130,810
After School/Day Camp	229,657	39,843	250,150
Facilities	242,589	254,910	289,097
Central Services	246,017	242,471	272,190
Information Systems	30,373	45,916	31,602
<b>TOTAL DIVISIONS</b>	<b>2,392,546</b>	<b>1,596,188</b>	<b>2,371,487</b>

## SIGNIFICANT ACCOMPLISHMENTS IN FY 2020/2021

## RECREATION DIVISION

This year has been a challenging one for the Recreation Division due to the COVID-19 pandemic. In March, suddenly, the Sports Hub had to close to the public and all programming came to a halt. To remain engaged in the community with residents, on-line activities and classes were offered including nightly bedtime stories and weekly cooking challenges among other offerings.

Once some restrictions were loosened, we were able to start in person classes as well as softball and basketball leagues. We opened the Fitness Center and GH<sub>2</sub>O Aquatic Park with limited capacity. Staff spent countless hours creating plans for re-opening with the goal to provide these services and keep patrons and staff safe. The opening of the pool was the highlight of 2020 as offering families the opportunity to swim and have fun at GH<sub>2</sub>O in a safe setting made for many happy children and adults. We were also able to offer swim lessons and an alternative Swim Team program.

Working with the Department of Family and Children Services, we were able to offer an Essential Day Camp to those families in need. Children enjoyed socially distanced fun activities along with trips to GH<sub>2</sub>O to cool off.

As we continue to fight this pandemic, staff continually looks for safe activities for our residents. A Haunted Trail was held at Camera Park in October and a Day of the Dead celebration was held in November. December saw our tree lighting event moved to Camera Park where after Santa helped the Mayor light several trees in the park and an amazing fireworks display finished the evening. Breakfast with Santa became Breakfast from Santa as families signed up for a time to drive thru the Sports Hub turn around and see and talk to Mr. and Mrs. Claus while receiving breakfast and a gift bag from Santa's elves. Seeing the smiling faces as Santa and Mrs. Claus were seated just a few feet away, was a great way to end the year.

As 2021 continues, we have hope that we will be able to provide additional in-person events and programming. Until then, we will continue to offer safe recreational activities and events.

## **FY 2021/22 GOALS AND OBJECTIVES**

### **RECREATION DIVISION**

#### **Goal #1: Create Policies and Procedures for Financial Reporting**

Dedicate one person to handle all payment plans (billing and collection)

Create procedures for reviewing revenue on programs and fees due

Create coaches credit policy

Create refund policy and timeline

#### **Goal #2: Season End Reports**

Establish a new end of season reporting process

Create deadlines for reports and review

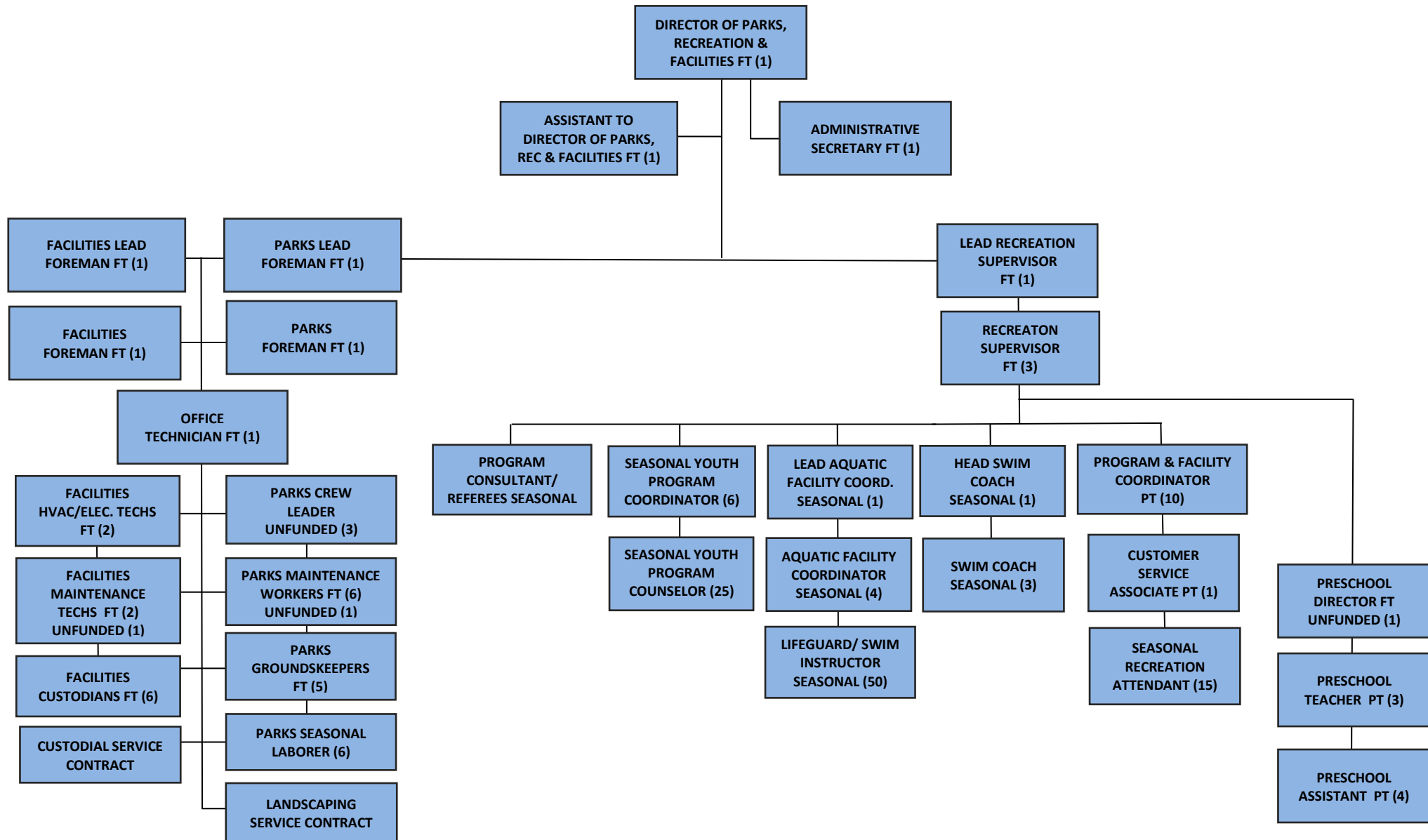
Create end of season goals for each program for the following season/year

#### **Goal #3: Connect with Local Businesses**

Introduce a variety of adult leagues to local businesses

Create and promote sponsorship package

FY 2021 / 2022  
VILLAGE OF GLENDALE HEIGHTS ANNUAL BUDGET  
**VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE**  
**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 authorized: 33 Full-Time, 6 FT Unfunded, 18 Part-Time and 111 Seasonal.

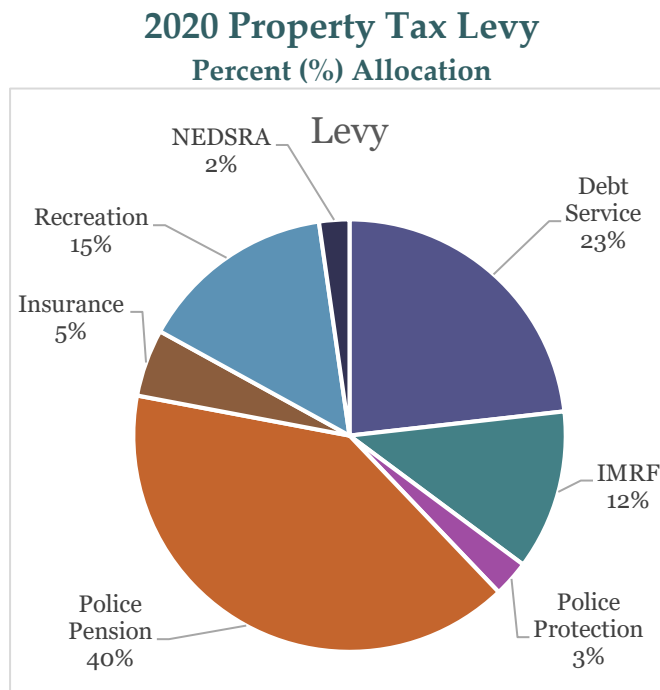
## RECREATION FUND: REVENUE

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 segments; Taxes, and Charges for Services which include, After School/Day Camp, Aquatic, Preschool, and Programming.

### TAXES

Property tax is the Funds largest revenue source and comprises % of the total budgeted revenue for 2021/22. 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, Insurance Fund, Police Pension Fund and some of the Debt Service Fund. Property taxes for 2020, which will be paid in 2021, attach as an enforceable lien on January 1, 2021 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

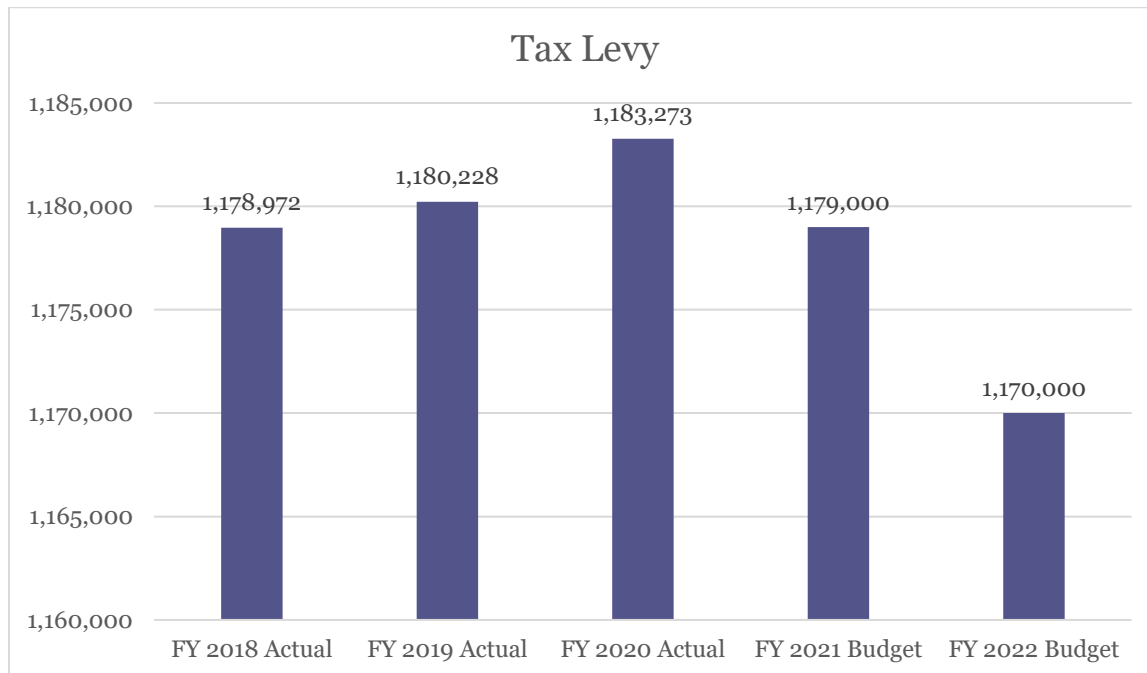
year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2020 property taxes in fiscal year 2022.

On average, 10.6% 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 10.6% 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 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 5 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.

2020 has been a challenging one for the Recreation Division due to the COVID-19 pandemic. In March, suddenly, the Sports Hub had to close to the public and all programming came to a halt. To remain engaged in the community with residents, on-line activities and classes were offered including nightly bedtime stories and weekly cooking challenges among other offerings.

Once some restrictions were loosened, some in person classes were started as well as softball and basketball leagues. The Fitness Center was opened as well as the GH<sub>2</sub>O Aquatic Park with limited capacity. Staff spent countless hours creating plans for re-opening with the goal to provide these services and keep patrons and staff safe. The opening of the pool was the highlight of 2020 as offering families the opportunity to swim and have fun at GH<sub>2</sub>O in a safe setting made for many happy children and adults. We were also able to offer swim lessons and an alternative Swim Team program.

Working with the Department of Family and Children Services, we were able to offer an Essential Day Camp to those families in need. Children enjoyed socially distanced fun activities along with trips to GH<sub>2</sub>O to cool off.

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

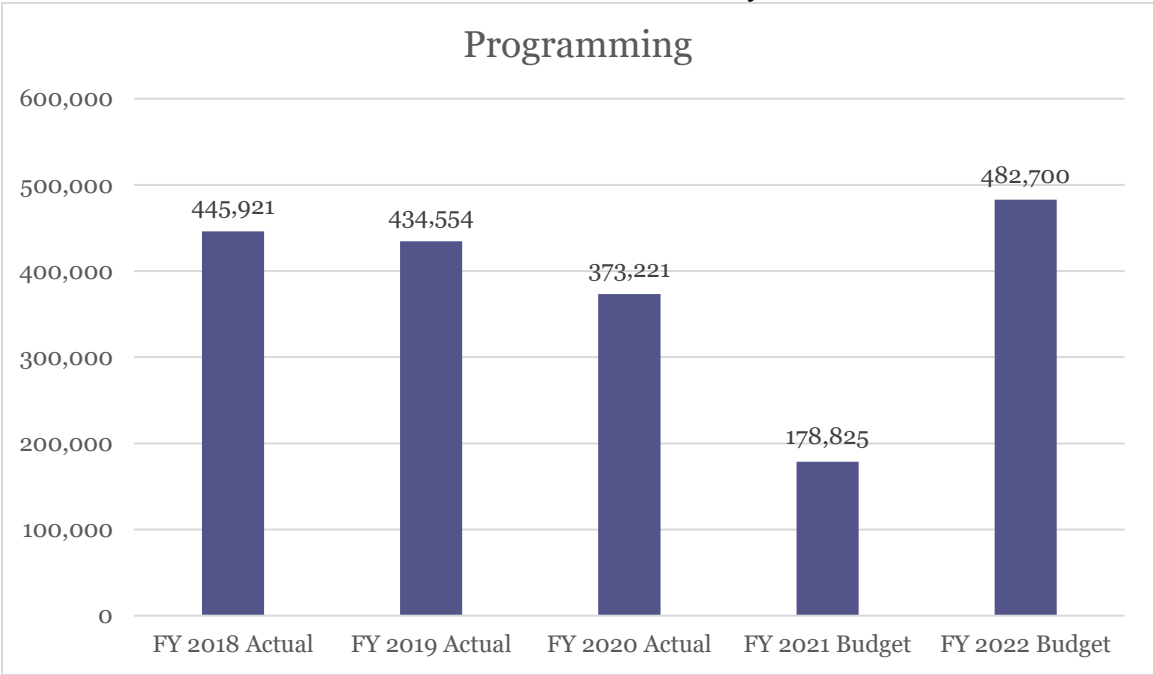
**Existing Programming Space**

- ❖ 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.



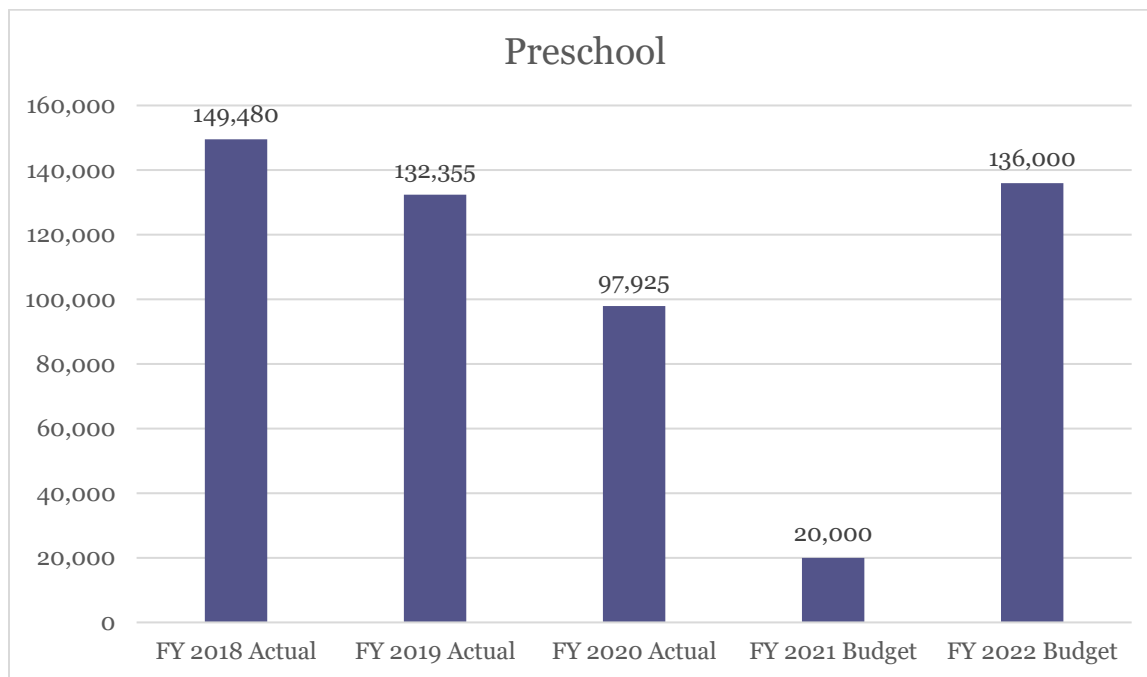
**Programming Revenue**  
**Five (5) Year History**



**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 continue its decline in Fiscal Year 2021/22, primarily due to less expensive, 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**

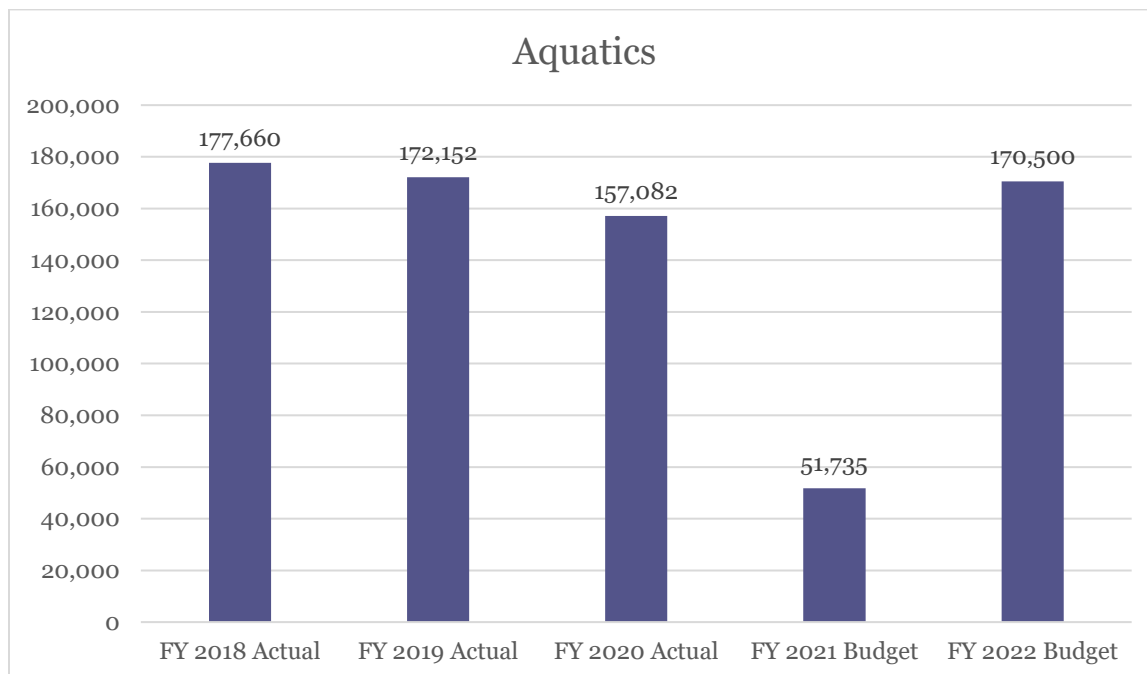
## Aquatics

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 an increase in attendance at the Glendale Heights Aquatic Center (GH<sub>2</sub>O). 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 be improved from Fiscal Year 2020/21 due to the impact of the pandemic. The following line graph shows the historical revenue trends in aquatics over the last 5 years, including this budget's revenue projection.

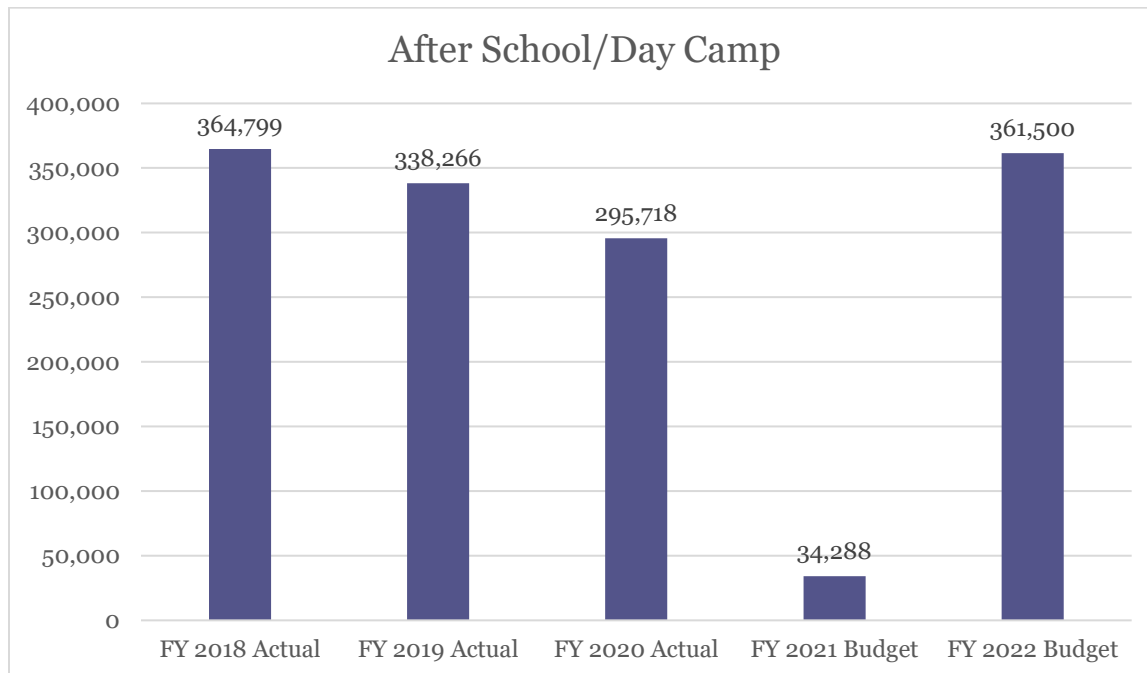
### Aquatic Revenue Five (5) Year History



**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 increase in Fiscal Year 2021/22, primarily due to a greater interest in the program, and loosening of pandemic restrictions. 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1610	411	10	17	R	PLAYGROUND & RECREATION	1,183,273.49	1,179,000.00	1,170,000.00
201	1610	461	30	10	R	INTEREST INCOME	552.36		
201	1610	481	42	14	R	LOCAL	5,000.00		
201	1610	481	59	15	R	VENDING MACHINE PROCEEDS	3,822.91		500.00
201	1610	481	60	14	R	ADVERTISING	1,800.00	1,000.00	1,000.00
201	1610	481	70	10	R	CASH (OVER) & SHORT	666.35		
201	1610	481	89	10	R	MISCELLANEOUS INCOME	3,852.93	3,029.00	200.00
201	1612	441	27	12	R	ADULT GENERAL PROGRAMS	172.00	700.00	1,400.00
201	1612	441	27	13	R	GENERAL FITNESS CLASSES	361.50	1,500.00	6,000.00
201	1612	441	27	14	R	YOUTH ATHLETICS	22,178.42	25,000.00	30,000.00
201	1612	441	27	15	R	MARTIAL ARTS	9,435.00	8,000.00	16,000.00
201	1612	441	27	16	R	DANCE	19,122.85	15,000.00	30,000.00
201	1612	441	27	17	R	GYMNASTICS	10,065.90	5,000.00	10,000.00
201	1612	441	27	18	R	YOUTH GENERAL PROGRAMS	495.00	1,000.00	2,000.00
201	1612	441	27	19	R	TOT GENERAL PROGRAMS	3,102.00	2,500.00	5,000.00
201	1612	441	27	21	R	SOCCER LEAGUE REVENUE	100,705.23	20,000.00	116,000.00
201	1612	441	27	22	R	MEN'S BASKETBALL REVENUE	12,425.00	5,000.00	20,000.00
201	1612	441	27	24	R	ADULT SOFTBALL REVENUE	2,265.00	4,000.00	7,000.00
201	1612	441	27	25	R	YOUTH BASKETBALL LEAGUES	16,987.50	10,000.00	19,000.00
201	1612	441	27	27	R	ADULT ATHLETICS	200.00		
201	1612	441	27	39	R	TEEN PROGRAM	133.00	250.00	1,000.00
201	1612	441	27	40	R	YOUTH BASEBALL/SOFTBALL	2,573.75	6,000.00	24,000.00
201	1612	441	27	42	R	FOOTBALL/CHEERLEADING	-2,122.50		6,000.00
201	1612	481	27	40	R	YOUTH BASEBALL/SOFTBALL	50.00	1,625.00	6,500.00
201	1612	481	31	44	R	CONCESSION REVENUE	16,478.98		19,800.00
201	1612	481	59	10	R	GENERAL MEMBERSHIPS	51,194.00	28,000.00	56,000.00
201	1612	481	59	11	R	ACTIVITY FEES	26,208.00	7,500.00	30,000.00
201	1612	481	59	13	R	RACQUETBALL COURT FEE	2,959.75	750.00	3,000.00
201	1612	481	59	14	R	FACILITY RENTAL FEE	78,231.00	37,000.00	74,000.00
201	1613	441	27	28	R	PRESCHOOL	97,924.74	20,000.00	136,000.00
201	1614	441	27	29	R	SWIM LESSON	25,414.65	2,374.00	28,000.00
201	1614	441	27	30	R	SWIM DIVE TEAM	13,845.00	7,195.00	14,500.00
201	1614	441	27	31	R	SWIM PASSES	51,345.00		57,000.00
201	1614	441	27	32	R	SWIM DAILY FEES	66,477.50	42,166.00	71,000.00
201	1615	441	27	34	R	DAY CAMP	128,383.35	18,138.00	160,000.00
201	1615	441	27	35	R	AFTER SCHOOL PROGRAMS	152,867.52	15,000.00	190,000.00
201	1615	441	27	36	R	SAFETY TOWN	240.00		

201	1615	441	27	37	R	SPECIAL ACTIVITIES	14,226.70	1,150.00	11,500.00
201	1699	481	59	31	R	BASEBALL/SOFTBALL	790.00		2,000.00
201	1699	481	59	32	R	SWIM TEAM	14,870.41		10,000.00

## 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 Departments.

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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1610	711	10	10	E	F-TIME & REG.PART-TIME	466,275.96	365,000.00	468,642.00
201	1610	711	10	11	E	HOLIDAY WORKED PAY		500.00	500.00
201	1610	711	10	99	E	OVERTIME PAY	332.36	200.00	200.00
201	1610	711	15	10	E	FICA-EMPLOYER	27,444.69	22,630.00	29,056.00
201	1610	711	15	11	E	UNEMPLOYMENT INSURANCE		500.00	500.00
201	1610	711	16	14	E	TRAVEL FOR MEETING & CONF	289.27	300.00	300.00
201	1610	711	16	15	E	TRAINING & SEMINARS	3,000.27	750.00	4,400.00
201	1610	711	16	16	E	MEDICARE-EMPLOYER	6,486.13	5,293.00	6,795.00
201	1610	711	16	29	E	LICENSES & CERTIFICATIONS		50.00	200.00
201	1610	711	24	14	E	ADVERTISING	15,734.27	11,090.00	25,990.00
201	1610	711	24	32	E	SOFTWARE SUPPORT & MAINT	6,466.93	7,900.00	6,930.00
201	1610	711	24	99	E	OTHER PURCHASED SERVICES	312.55	400.00	400.00
201	1610	711	31	17	E	POSTAGE	6,827.75	5,000.00	10,000.00
201	1610	711	31	99	E	OFFICE SUPPLIES	376.84	600.00	600.00
201	1610	711	37	10	E	UNIFORMS	5,064.14	4,600.00	6,150.00
201	1610	711	37	80	E	GAS & FUEL	64.13	400.00	400.00
201	1610	711	37	99	E	OPERATING SUPPLIES	7,436.20	4,100.00	6,700.00
201	1610	711	39	14	E	RECREATION	9,149.95	1,500.00	3,875.00
201	1610	711	51	10	E	TELEPHONE	2,480.22	2,500.00	2,500.00
201	1610	711	51	12	E	CELLULAR PHONE	2,591.86	1,920.00	1,600.00
201	1610	711	51	13	E	ELECTRICITY	95,883.33	75,000.00	95,000.00

201	1610	711	51	14	E	NATURAL GAS	14,049.95	10,000.00	15,000.00
201	1610	711	51	15	E	WATER	8,421.28	7,500.00	8,500.00
201	1610	711	52	10	E	LEASES-EQUIPMENTS	4,797.28	5,200.00	5,000.00
201	1610	711	53	17	E	RECREATION EQUIPMENT	2,613.22	6,200.00	3,000.00
201	1610	711	62	10	E	MEMBERSHIP DUES	2,304.34	2,760.00	2,760.00
201	1610	711	69	78	E	BANK FISCAL CHARGES	14,822.18	10,000.00	10,000.00
201	1610	981	93	2	E	TRANSFER TO-COMPUTER REP	924.00	924.00	924.00
201	1610	981	93	3	E	TRANSFER TO-CAPITAL PROJ	268,500.00	30,000.00	
201	1610	981	94	2	E	TRANSFER TO-LIABILITY INS	25,000.00	25,000.00	25,000.00
201	1699	711	69	31	E	BASEBALL/SOFTBALL	675.79	4,000.00	2,000.00
201	1699	711	69	32	E	SWIM TEAM	9,799.39	14,000.00	10,000.00
201	9999	999	10	99	E	SALARY & FRINGE			25,891.00



## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1612	713	10	10	E	F-TIME & REG.PART-TIME	230,180.72	195,000.00	291,984.00
201	1612	713	10	99	E	OVERTIME PAY	186.09		
201	1612	713	15	10	E	FICA-EMPLOYER	14,166.12	12,090.00	18,103.00
201	1612	713	16	16	E	MEDICARE - EMPLOYER	3,312.98	2,828.00	4,234.00
201	1612	713	59	14	E	FACILITY RENTAL SUPPLIES	125.35		250.00
201	1612	713	71	12	E	ADULT GENERAL PROGRAMS	75.00	200.00	600.00
201	1612	713	71	13	E	GENERAL FITNESS CLASSES	612.50	700.00	2,800.00
201	1612	713	71	14	E	YOUTH ATHLETICS	12,393.20	17,100.00	21,000.00
201	1612	713	71	15	E	MARTIAL ARTS	7,354.10	5,600.00	11,200.00
201	1612	713	71	16	E	DANCE	18,554.26	10,500.00	21,000.00
201	1612	713	71	17	E	GYMNASTICS	9,427.50	4,500.00	9,000.00
201	1612	713	71	18	E	YOUTH GENERAL PROGRAMS		400.00	800.00
201	1612	713	71	19	E	TOT GENERAL PROGRAMS	2,100.40	1,200.00	2,500.00
201	1612	713	71	21	E	SOCCER LEAGUES	14,026.00	3,000.00	15,000.00
201	1612	713	71	25	E	YOUTH BASKETBALL LEAGUES	1,867.00	400.00	2,400.00
201	1612	713	71	29	E	TEEN PROGRAMS		100.00	250.00
201	1612	713	71	40	E	YOUTH BASEBALL/SOFTBALL	303.88	300.00	1,000.00
201	1612	713	71	44	E	CONCESSION WAGES	6,928.58		7,500.00
201	1612	713	72	12	E	ADULT GENERAL PROGRAMS	18.00	75.00	150.00
201	1612	713	72	13	E	GENERAL FITNESS CLASSES	10.36	50.00	150.00
201	1612	713	72	16	E	DANCE PROGRAMS	290.77	100.00	250.00
201	1612	713	72	18	E	YOUTH GENERAL PROGRAMS		200.00	400.00
201	1612	713	72	19	E	TOT GENERAL PROGRAMS		125.00	250.00
201	1612	713	72	21	E	SOCCER LEAGUES	9,086.71	3,000.00	10,500.00
201	1612	713	72	22	E	MENS BASKETBALL LEAGUES		100.00	200.00
201	1612	713	72	24	E	SOFTBALL LEAGUES	215.85	480.00	700.00
201	1612	713	72	25	E	YOUTH BASKETBALL LEAGUES	4,971.24	2,000.00	4,500.00
201	1612	713	72	29	E	TEEN PROGRAMS	75.98	50.00	250.00
201	1612	713	72	40	E	YOUTH BASEBALL/SOFTBALL	1,409.95	3,600.00	12,000.00
201	1612	713	72	42	E	FOOTBALL/CHEERLEADING			5,000.00
201	1612	713	72	44	E	CONCESSION SUPPLIES	12,144.90		12,500.00
201	1612	713	73	16	E	DANCE		70.00	100.00
201	1612	713	73	21	E	SOCCER LEAGUES	2,859.72	1,000.00	2,800.00
201	1612	713	73	22	E	MENS BASKETBALL LEAGUES	1,755.00	2,000.00	5,000.00
201	1612	713	73	23	E	VOLLEYBALL LEAGUES			

201	1612	713	73	24	E	SOFTBALL LEAGUES	810.00	700.00	1,500.00
201	1612	713	73	25	E	YOUTH BASKETBALL LEAGUES	305.21	350.00	600.00
201	1612	713	73	40	E	YOUTH BASEBALL/SOFTBALL	450.00		500.00
201	1612	713	73	42	E	FOOTBALL/CHEERLEADING			500.00
201	1612	713	74	21	E	SOCCER LEAGUES	14,756.00	5,000.00	17,250.00
201	1612	713	74	22	E	MENS BASKETBALL LEAGUES	750.00	500.00	1,300.00
201	1612	713	74	24	E	SOFTBALL LEAGUES	270.00	300.00	1,750.00
201	1612	713	74	25	E	YOUTH BASKETBALL LEAGUES	4,310.00	3,000.00	5,000.00
201	1612	713	74	40	E	YOUTH BASEBALL/SOFTBALL	4,358.50	500.00	5,300.00
201	1612	713	75	12	E	ADULT GENERAL PROGRAMS			225.00
201	1612	713	75	29	E	TEEN TRIPS/EVENTS			200.00
201	1612	713	75	40	E	YOUTH BASEBALL/SOFTBALL	174.42		500.00
201	1612	713	75	42	E	FOOTBALL/CHEERLEADING			200.00
201	1612	713	76	16	E	DANCE		700.00	750.00

## **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.

**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.

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

This pre-kindergarten class is recommended for children who will start kindergarten in the Fall of 2021. The Alphabet, letters, numbers, shapes, color recognition, socialization and name writing are some of the areas of emphasis for a smooth transition into kindergarten.

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

This pre-kindergarten class is recommended for children who will start kindergarten in the Fall of 2021. 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1613	714	10	10	E	F-TIME & REG.PART-TIME	100,360.51	25,000.00	103,000.00
201	1613	714	15	10	E	FICA-EMPLOYER	6,110.62	1,551.00	6,386.00
201	1613	714	16	16	E	MEDICARE - EMPLOYER	1,429.01	363.00	1,493.00
201	1613	714	24	99	E	PURCHASED SERVICES		500.00	1,100.00
201	1613	714	72	28	E	PRESCHOOL	2,319.80	1,500.00	4,300.00
201	1613	714	76	28	E	PRESCHOOL	2,144.75		2,600.00

## **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 that 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 GH<sub>2</sub>O (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 also 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 five 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! An annual registration meeting is held in May.

## PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1614	715	10	99	E	OVERTIME PAY	2,994.29	3,676.00	2,500.00
201	1614	715	15	10	E	FICA-EMPLOYER	7,949.09	4,537.00	7,100.00
201	1614	715	16	16	E	MEDICARE-EMPLOYER	1,859.07	1,062.00	1,660.00
201	1614	715	71	29	E	SWIM LESSONS	13,631.00	5,041.00	10,000.00
201	1614	715	71	30	E	SWIM DIVE TEAM	8,949.15	1,313.00	8,500.00
201	1614	715	71	31	E	SALARIES AND WAGES	102,636.93	63,139.00	96,000.00
201	1614	715	72	29	E	SWIM LESSONS	85.00		150.00
201	1614	715	72	30	E	SWIM DIVE TEAM	2,679.74		2,700.00
201	1614	715	72	31	E	SWIM PASSES	2,000.37	729.00	2,200.00

## **RECREATION FUND: AFTER SCHOOL/DAY CAMP**

### **GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY**

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

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.

#### **School Days Off**

When Queen Bee District 16 and Marquardt District 15 are out of school, students can check out all of the available PATH Days Off Trips. Each year the group enjoy 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 zoos throughout the Chicagoland area.

#### **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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1615	716	10	99	E	OVERTIME PAY	321.71		
201	1615	716	15	10	E	FICA-EMPLOYER	10,798.51	1,528.00	11,850.00
201	1615	716	16	16	E	MEDICARE-EMPLOYER	2,525.48	358.00	2,800.00
201	1615	716	71	34	E	SALARIES & WAGES DAY CAMP	114,192.75	14,645.00	100,000.00
201	1615	716	71	35	E	SALARIES & WAGES PATH	59,654.03	10,000.00	85,000.00
201	1615	716	72	34	E	DAY CAMP	2,007.63	1,012.00	2,500.00
201	1615	716	72	35	E	AFTER SCHOOL PROGRAM	2,373.28	800.00	3,000.00
201	1615	716	72	37	E	SPECIAL ACTIVITIES	10,076.27	11,500.00	11,500.00
201	1615	716	75	34	E	DAY CAMP	13,841.45		18,000.00
201	1615	716	75	35	E	AFTER SCHOOL PROGRAMS	2,930.68		3,500.00
201	1615	716	76	34	E	DAY CAMP	7,898.31		8,000.00
201	1615	716	76	35	E	AFTER SCHOOL PROGRAMS	3,037.00		4,000.00

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1617	511	10	10	E	F-TIME & REG.PART-TIME	137,331.68	139,466.00	138,923.00
201	1617	511	10	99	E	OVERTIME PAY	688.05	1,500.00	1,000.00
201	1617	511	15	10	E	FICA-EMPLOYER	8,150.63	8,740.00	8,675.00
201	1617	511	16	16	E	MEDICARE-EMPLOYER	1,906.07	2,044.00	2,029.00
201	1617	511	24	99	E	OTHER PURCHASE-SERVICES	52,023.90	51,460.00	52,570.00
201	1617	511	33	10	E	JANITORIAL SUPPLIES	6,623.71	7,000.00	7,500.00
201	1617	511	33	12	E	ELECTRICAL SUPPLIES	2,730.09	2,000.00	2,200.00
201	1617	511	33	13	E	HARDWARE SUPPLIES	690.35	750.00	700.00
201	1617	511	33	15	E	PLUMBING SUPPLIES	728.33	500.00	500.00
201	1617	511	33	16	E	LUMBER SUPPLIES	128.81	200.00	200.00
201	1617	511	33	99	E	OTHER BLDG. MAINT. SUPPLY	5,039.97	1,600.00	6,600.00
201	1617	511	56	11	E	SPORTS HUB	26,547.79	32,500.00	35,200.00
201	1617	911	81	17	E	RECREATION EQUIPMENT		7,150.00	33,000.00

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1618	711	15	10	E	FICA-EMPLOYER		955.00	
201	1618	711	16	10	E	IMRF-EMPLOYER RECREATION	97,023.01	90,000.00	81,615.00
201	1618	711	16	12	E	MEDICAL-EMPLOYER	148,498.71	134,000.00	190,000.00
201	1618	711	16	16	E	MEDICARE-EMPLOYER		224.00	
201	1618	711	16	30	E	OPT OUT MED INSURANCE	120.00	1,520.00	200.00
201	1618	711	16	31	E	EMPLOYEE-SEVERANCE PAY		15,397.00	
201	1618	711	16	32	E	HEALTH & WELLNESS PROG.	375.00	375.00	375.00

## PARKS AND RECREATION FUND: INFORMATION SERVICES

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Information Systems (I.S.) Division of the Administration 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 Central Square Technologies 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
201	1811	711	10	10	E	F-TIME & REG.PART-TIME	14,952.91	15,253.00	15,420.00
201	1811	711	10	99	E	OVERTIME PAY	203.26	200.00	200.00
201	1811	711	15	10	E	FICA-EMPLOYER	918.71	958.00	968.00
201	1811	711	16	16	E	MEDICARE-EMPLOYER	214.96	224.00	226.00
201	1811	711	21	15	E	NETWORK CONSULTING	14,083.45	14,788.00	14,788.00
201	1811	711	32	15	E	COMPUTER EQUIPMENT		14,493.00	

## **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 and Disaster Agency (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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
202	0	411	10	18	R	EMERGENCY/DISASTER	51,738.82		
202	0	461	30	10	R	INTEREST INCOME	24.15		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
202	0	521	10	10	E	F-TIME & REG.PART TIME	35,498.79	35,577.00	36,599.00
202	0	521	15	10	E	FICA-EMPLOYER	2,200.92	2,206.00	2,270.00
202	0	521	16	10	E	IMRF-EMPLOYER PUBLIC SFTY	3,908.91	4,315.00	4,484.00
202	0	521	16	15	E	TRAINING & SEMINARS	2,856.08	1,000.00	1,000.00
202	0	521	16	16	E	MEDICARE - EMPLOYER	514.70	516.00	531.00
202	0	521	24	12	E	PRINTING & BINDING		100.00	100.00
202	0	521	24	32	E	SOFTWARE SUPPORT & MAINT	8,499.67	8,500.00	8,925.00
202	0	521	37	10	E	UNIFORMS	216.07	800.00	800.00
202	0	521	37	80	E	GAS & FUEL	418.53	975.00	1,000.00
202	0	521	37	99	E	OPERATING SUPPLIES	3,796.07	1,500.00	1,500.00
202	0	521	39	99	E	OPERATING EQUIPMENT		14,150.00	
202	0	521	51	12	E	CELLULAR PHONE	300.00	300.00	300.00
202	0	521	54	10	E	R&M VEHICLES	2,106.50		
202	0	521	57	20	E	R&M OPERATING EQUIPMENT	2,933.24	4,000.00	4,000.00
202	0	521	61	20	E	ESDA	4,279.92	6,000.00	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	332.00	332.00

## 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.

**N**ew 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
203	0	411	10	19	R	REC.HANDICAPPED-NEDSRA	151,856.78	180,000.00	180,000.00
203	0	461	30	10	R	INTEREST INCOME	70.89		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
203	0	711	63	15	E	REC.HANDICAPPED-NEDSRA	175,255.00	178,500.00	178,500.00
203	0	711	63	99	E	OTHER COMM. CONTRIBUTION	760.00	800.00	800.00



## 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.

### 2021/22 BUDGET HIGHLIGHTS

#### REVENUE:

##### Intergovernmental

- ❖ The Fiscal Year 2021/22 MFT Allocation is budgeted based on the State of Illinois per capita formula of \$20.50 for the general allocation, and another \$15.00 for the newly enacted Transportation Renewal Fund allocation, which is then multiplied by the Village's 2010 U.S. Census population count of 34,208.
- ❖ Interest Income remains unchanged from the prior year.

#### EXPENDITURES:

- ❖ 2021 MFT Road Program.



Combined funds include the MFT and Infrastructure Fund

**PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY****REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
204	0	431	20	10	R	MOTOR FUEL TAX	6,720.00		
204	0	431	20	11	R	REBUILD ILLINOIS PGM		751,481.00	751,481.00
204	0	461	30	10	R	INTEREST INCOME	14,950.72	1,500.00	1,000.00
204	0	481	43	11	R	STATE OF IL.	1,262,331.82	1,221,104.00	1,220,654.00

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
204	0	531	37	11	E	CHEMICALS	185,873.20	121,967.00	
204	0	911	87	13	E	STREET IMPROVEMENT PGM	1,091,853.13	1,897,700.00	1,900,000.00

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
206	0	441	28	10	R	CARNIVAL PROCEEDS	393,366.00		393,366.00
206	0	441	28	11	R	SPECIAL EVENTS PROGRAMS			
206	0	441	28	12	R	BOOTH RENTAL	65,320.00		66,240.00
206	0	441	28	20	R	CAR SHOW			
206	0	461	30	10	R	INTEREST INCOME			
206	0	481	60	12	R	DONATIONS OTHER			
206	0	481	70	10	R	CASH (OVER) & SHORT	2,766.11		
206	0	481	89	10	R	MISCELLANEOUS INCOME	9,000.42		18,500.00

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
206	0	719	24	12	E	PRINTING & BINDING	151.21		200.00
206	0	719	24	19	E	ENTERTAINMENT-SPL. EVENTS	339,784.48		324,450.00
206	0	719	24	99	E	OTHER PURCHASE-SERVICES	33,493.48		45,575.00
206	0	719	37	10	E	UNIFORMS	331.90		1,000.00
206	0	719	37	99	E	OPERATING SUPPLIES	3,983.37		6,200.00
206	0	719	52	11	E	RENTALS-EQUIPMENTS	33,898.17		59,000.00
206	0	719	69	99	E	MISCELLANEOUS EXPENSE	673.07		800.00
206	0	981	91	1	E	TRANSFER TO-GENERAL FUND	34,961.00		40,881.00

## 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.

### 2020/21 BUDGET HIGHLIGHTS

#### REVENUES

##### Revenues

- ❖ The Village receives a lease payment for the cellular tower that is in Camera Park and also an annual contribution as part of a Redevelopment Agreement for property located south of North Avenue and east of Western Avenue. These funds are earmarked for Park Improvements.

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
207	0	441	25	12	R	TOWER RENTAL	49,901.95	51,726.00	53,795.00
207	0	461	30	10	R	INTEREST INCOME			
207	0	481	43	11	R	STATE OF IL.			
207	0	481	60	10	R	PARKS & REC.IMPROVEMENT		10,000.00	10,000.00

#### EXPENDITURES

##### Transfers

- ❖ There no activity included in the FY 2021/2022 budget.

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
207	0	981	93	3	E	TRANSFER TO-CAPITAL PROJ		40,000.00	

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
210	0	451	29	97	R	TOWING REIMBURSEMENTS		200.00	200.00
210	0	451	29	99	R	MISCELLANEOUS CHARGES	320.00		
210	0	481	50	11	R	OFS TRADE IN	11,020.00		
210	0	481	50	40	R	ADMINISTRATIVE FEE	1,170.00	2,000.00	2,000.00
210	0	481	50	41	R	SALES OF VEHICLE ART-36	5,502.50	1.00	
210	0	481	89	10	R	MISCELLANEOUS INCOME	25.14		
210	0	499	99	99	R	OTHER FINANCING SOURCES	7,250.00		

### EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
210	0	511	39	99	E	OPERATING EQUIPMENT	803.45		
210	0	511	50	40	E	VEHICLE TITLE & REGIST		2,500.00	500.00
210	0	511	50	42	E	TOWING EXPENSE		2,500.00	
210	0	511	50	43	E	GAS & OIL		100.00	
210	0	511	50	49	E	MISC. EXPENSE ART-36	30,472.00	3,950.00	
210	0	511	51	10	E	TELEPHONE	3,267.97		
210	0	511	62	10	E	MEMBERSHIP DUES	4,000.00	4,000.00	
210	0	511	62	11	E	SUBSCRIPTIONS	4,148.09		
210	0	511	69	99	E	MISCELLANEOUS EXPENSE	150.00	250.00	

## 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](http://www.imrf.org).



**REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
211	0	411	10	11	R	I.M.R.F.	960,863.77	1,000,000.00	950,000.00
211	0	461	30	10	R	INTEREST INCOME	448.53		
211	0	481	89	10	R	MISCELLANEOUS INCOME	0.20		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
211	0	513	16	10	E	IMRF-EMPLOYER GEN GOV'T	823,363.04	1,000,000.00	1,000,000.00

**IMRF Rates – last five (5) years**

2021: 12.25%

2020: 12.13%

2019: 10.40%

2018: 12.69%

2017: 12.85%



## 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.

## REVENUES

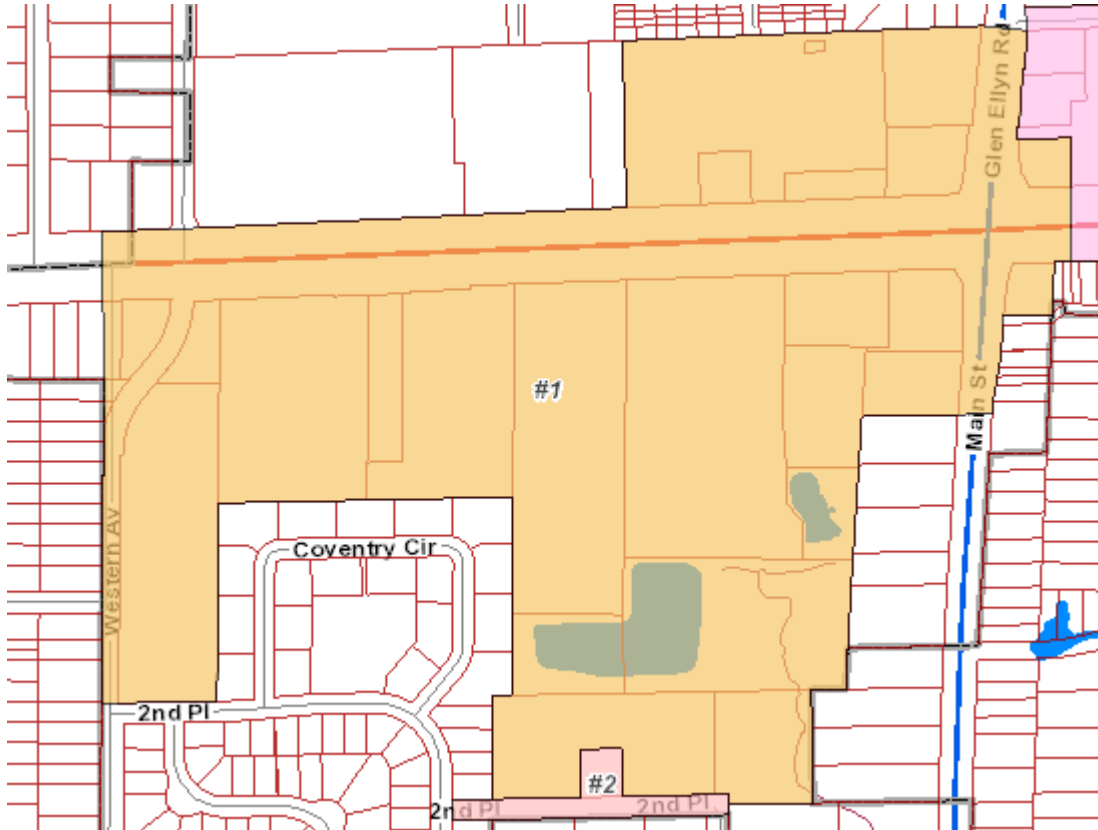
ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
212	0	411	10	50	R	ROAD & BRIDGES	121,802.59	125,000.00	124,000.00
212	0	411	16	11	R	HOME RULE TAX-ROAD PROG	2,475,458.11		
212	0	411	16	12	R	STORMWATER	742,637.47		
212	0	411	20	10	R	FUEL TAX	93,795.68	132,800.00	132,000.00
212	0	461	30	10	R	INTEREST INCOME	50.47	100.00	100.00
212	0	481	43	10	R	FEDERAL GRANTS	349,481.60	400,000.00	648,000.00
212	0	481	89	10	R	MISCELLANEOUS INCOME	2,894.00	1,000.00	1,000.00
212	0	491	91	1	R	TRANSFER FROM GEN.FUND		1,650,094.00	1,600,000.00

## EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
212	0	531	21	10	E	AUDITING	4,200.00		4,500.00
212	0	531	21	11	E	PROF-LEGAL	12,111.16	15,000.00	15,000.00
212	0	531	21	14	E	ENGINEERING	244,661.72	385,231.00	334,500.00
212	0	531	24	13	E	SIDEWALKS	120,531.05	167,034.00	150,000.00
212	0	531	24	98	E	CONTRACTED TREE REMOVAL	14,585.00		
212	0	531	37	11	E	CHEMICALS	17,824.16	30,000.00	160,000.00
212	0	531	57	13	E	R&M STORM SEWERS	2,472.56	23,000.00	5,000.00
212	0	531	57	15	E	R&M ROADS	17,006.96	40,000.00	75,000.00
212	0	531	69	82	E	STATE ADMIN.COLLECT.FEE	48,011.83		
212	0	911	87	12	E	INFRASTRUCTURE IMPROVMNT			240,000.00
212	0	911	87	13	E	STREET IMPROVEMENT PGM	1,593,785.25	1,361,107.00	700,000.00
212	0	911	87	27	E	STORMWATER IMPROVEMENTS	198,236.55	635,084.00	785,000.00
212	0	981	92	52	E	TRANSFER TO SSA #2	103,924.00		
212	0	981	92	53	E	TRANSFER TO SSA #3	66,021.00		
212	0	981	94	1	E	TRANSFER TO-DEBT SERVICE	593,423.00		

## 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 Dodge/Chrysler/Jeep/Ram



Glendale Square Shopping Center

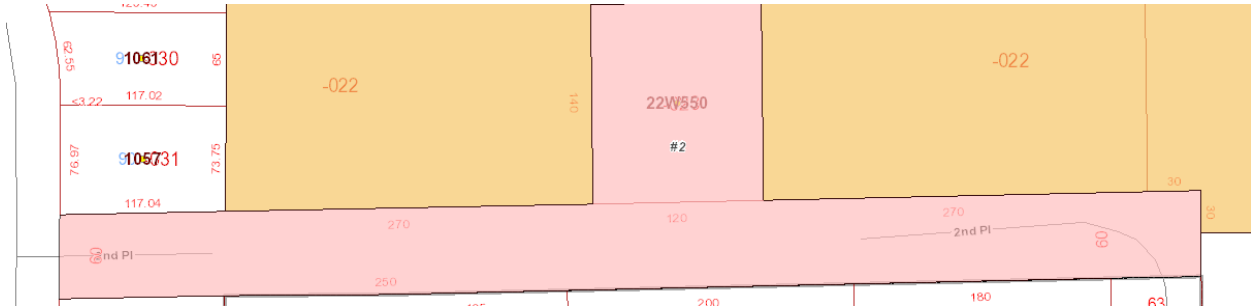
**PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY****REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
241	0	411	10	51	R	TAX INCREMENT FINANCING	767,083.52	775,679.00	800,000.00
241	0	411	11	10	R	MUNICIPAL SALES TAX	191,597.41	99,000.00	
241	0	461	30	10	R	INTEREST INCOME	318.12		
241	0	481	43	10	R	FEDERAL GRANTS	699,202.01		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
241	0	531	21	10	E	AUDITING	2,575.00	2,575.00	2,575.00
241	0	531	21	11	E	PROF-LEGAL	9,508.86	30,000.00	15,000.00
241	0	531	21	14	E	ENGINEERING	96,403.69	411,653.00	100,000.00
241	0	531	24	99	E	OTHER PURCHASED SERVICES	3,976.50	34,255.00	18,000.00
241	0	531	63	95	E	RDA DUPAGE JEEP	1,300,000.00	137,774.00	138,000.00
241	0	531	63	98	E	RDA KELLY MOON	258,648.41	268,568.00	276,000.00
241	0	911	87	13	E	STREET IMPROVEMENT PGM	1,665,711.32	791,789.00	
241	0	981	91	1	E	TRANSFER TO-GENERAL FUND	50,000.00	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. Since then, there has been very little activity with this T.I.F. District.

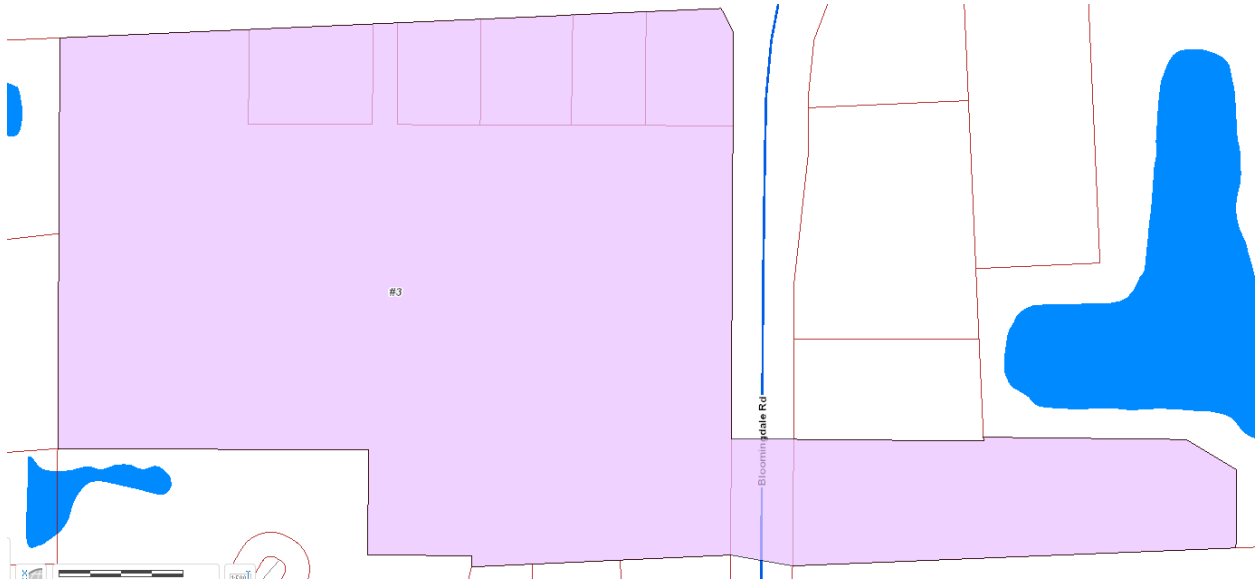
### 2<sup>nd</sup> PLACE ROADWAY EXTENSION – Completed in 2011



**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
242	0	531	21	11	E	PROF-LEGAL	3,311.06	5,000.00	5,000.00

## TAX INCREMENT FINANCING (T.I.F.) #3 FUND North Avenue/Bloomington 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 Bloomington 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 Bloomington 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

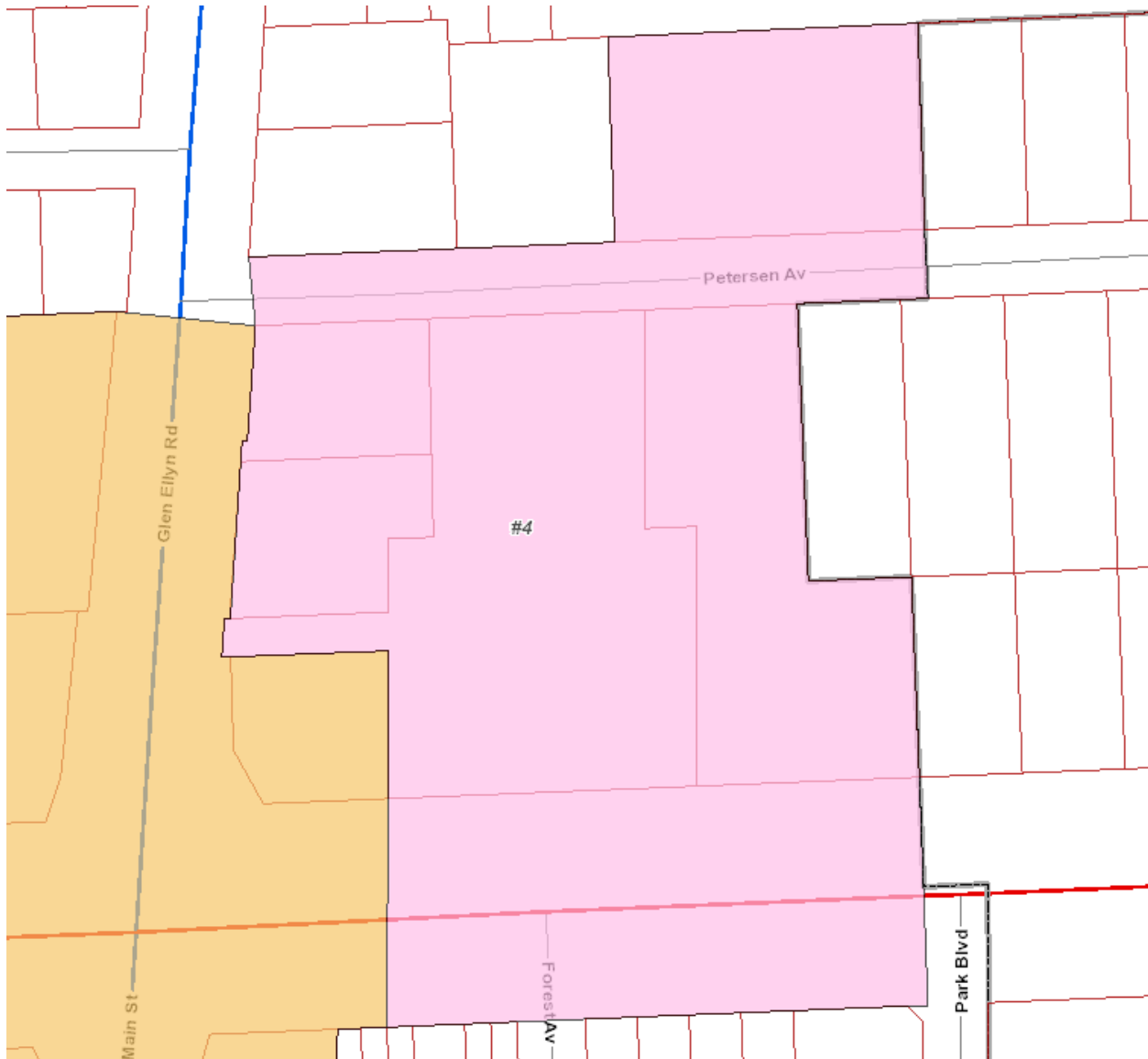
ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
243	0	411	10	51	R	TAX INCREMENT FINANCING	485,248.04	488,091.00	488,091.00
243	0	411	11	10	R	MUNICIPAL SALES TAX	287,785.08	250,000.00	250,000.00
243	0	461	30	10	R	INTEREST INCOME	175.40		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
243	0	513	69	99	E	MISCELLANEOUS EXPENSE			
243	0	531	21	10	E	AUDITING	2,575.00	2,575.00	2,575.00
243	0	531	21	11	E	PROF-LEGAL	6,914.11	5,000.00	5,000.00
243	0	531	21	14	E	ENGINEERING			
243	0	531	63	96	E	GHSA, LP RDA	104,625.00	104,625.00	104,625.00
243	0	531	69	77	E	INTEREST EXPENSE	606,516.38	570,000.00	570,000.00
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 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
244	0	411	10	51	R	TAX INCREMENT FINANCING	62,342.50	75,770.00	48,916.00
244	0	461	30	10	R	INTEREST INCOME	6.87		

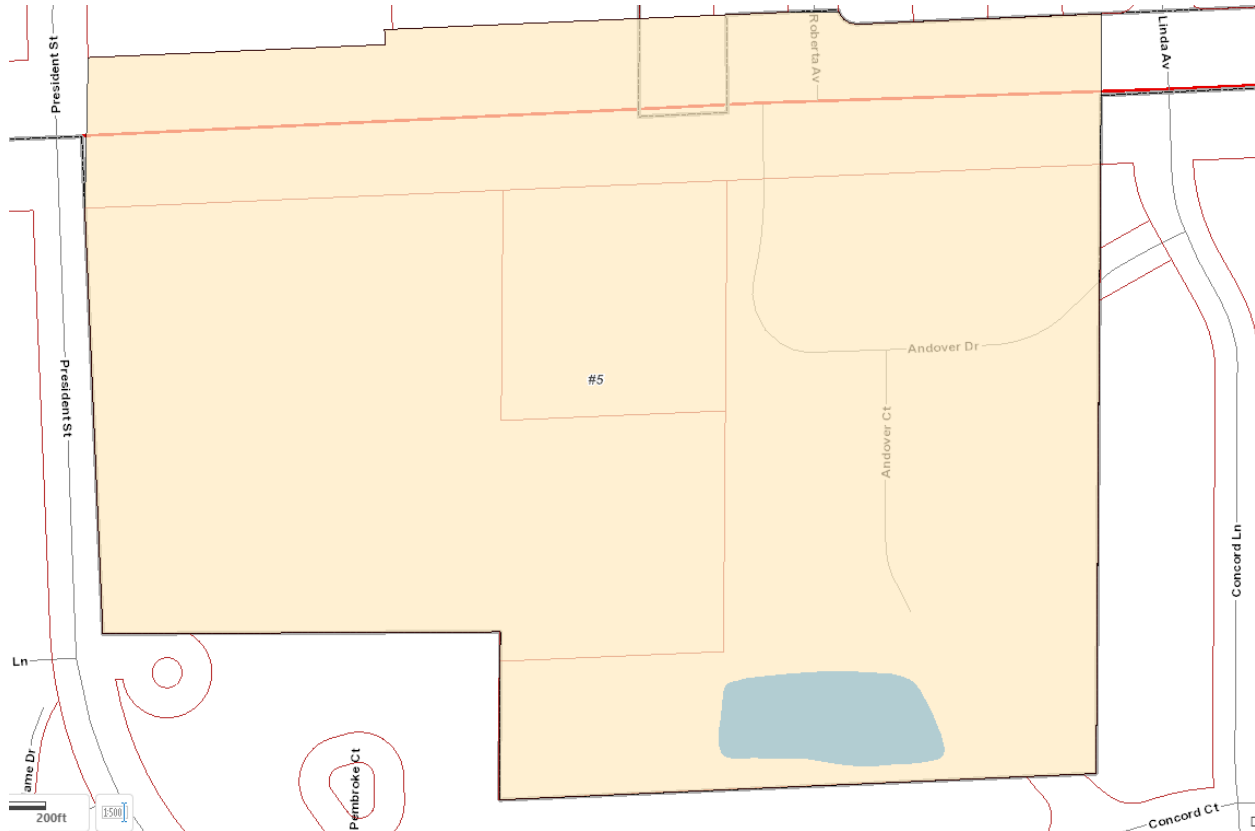
## EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
244	0	531	21	11	E	PROF-LEGAL	3,310.77	5,000.00	5,000.00

## TAX INCREMENT FINANCING (T.I.F.) #5 FUND

### President Street/North Avenue Fund

#### 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. #5 was created in February of 2014 to account for the project costs and resources related to the President Street/North Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

The TIF District is a compact area, located southeast of the intersection of President Street and North Avenue. Approximately eight parcels are included in the TIF District. The current land uses include a mix of residential and commercial uses. This TIF District provides the Village with the possibility of bringing new development to an area that has become underutilized. To potentially expedite the redevelopment of the TIF, the Village has acquired 3 of the parcels located within the boundaries of the area, with the intent of combining them into one larger parcel and thus making it more attractive for a larger type of project.

**REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
245	0	411	10	51	R	TAX INCREMENT FINANCING	15,361.80	21,671.00	21,671.00
245	0	461	30	10	R	INTEREST INCOME	5.55		
245	0	481	99	90	R	SPECIAL ITEM	500,000.00		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
245	0	513	69	99	E	MISCELLANEOUS EXPENSE			
245	0	531	21	10	E	AUDITING			
245	0	531	21	11	E	PROF-LEGAL	49,233.32	5,000.00	5,000.00

## 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.

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.

**REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
246	0	411	10	51	R	TAX INCREMENT FINANCING	2,842.44	203,464.00	203,464.00
246	0	461	30	10	R	INTEREST INCOME	1.03		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
246	0	513	69	99	E	MISCELLANEOUS EXPENSE		188,000.00	
246	0	531	21	11	E	PROF-LEGAL	4,463.53	5,000.00	5,000.00



## TAX INCREMENT FINANCING (T.I.F.) #7 FUND

### Army Trail Road/Cavalry Drive

#### 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. #7 was created on January 21, 2021 to account for the project costs and resources related to the Army Trail Road / Cavalry Drive Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

The TIF District is a compact area, located south of Army Trail Road, and just West of Bloomingdale Road. There is one parcel included in the TIF District, which will contain two light industrial speculative buildings.

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
247	0	531	21	11	E	PROF-LEGAL		60,000.00	20,000.00

## SPECIAL SERVICE AREA #1 (S.S.A.) FUND

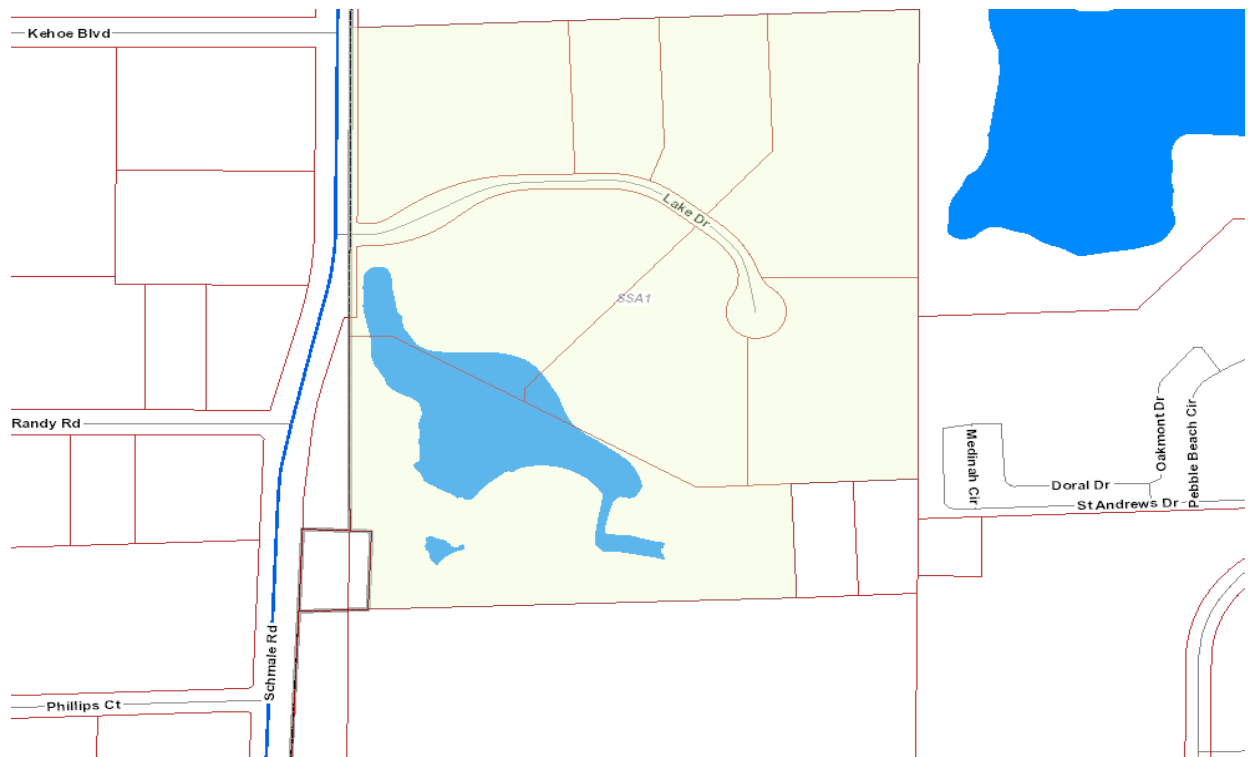
### Glendale Lakes Business Park

#### 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
251	0	411	10	61	R	SPECIAL SERVICE AREA-01	13,267.11	13,917.00	14,747.00
251	0	461	30	10	R	INTEREST INCOME	8.30		

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
251	0	981	91	1	E	TRANSFER TO-GENERAL FUND	16,977.00	17,133.00	

## SPECIAL SERVICE AREA #2 (S.S.A.) FUND

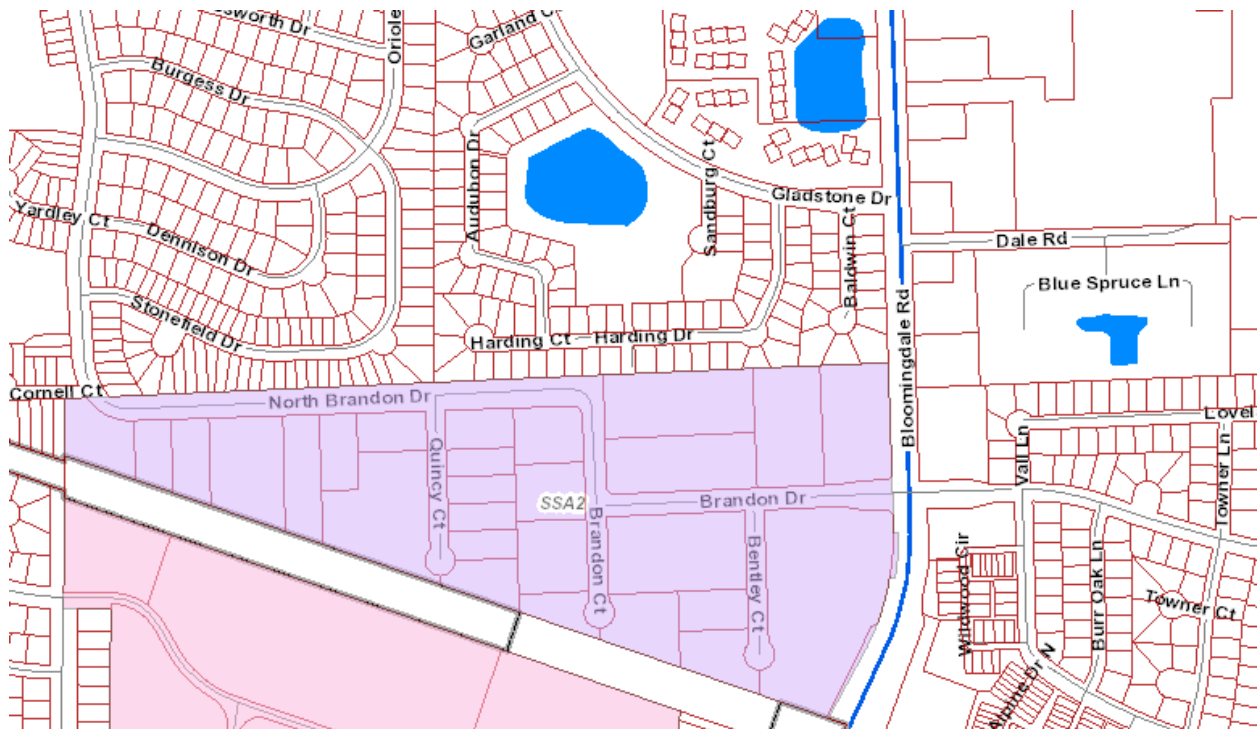
### Glendale Industrial Park

#### 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
252	0	411	10	62	R	SPECIAL SERVICE AREA-02	40,415.20	42,396.00	44,924.00
252	0	461	30	10	R	INTEREST INCOME	20.48		
252	0	471	31	14	R	GOB-SERIES 2006(VOGH-SSA)			
252	0	491	92	4	R	TRANSFER FROM-MOTOR FUEL			
252	0	491	92	12	R	TRANSFER FROM INFRASTRUCT	103,924.00		

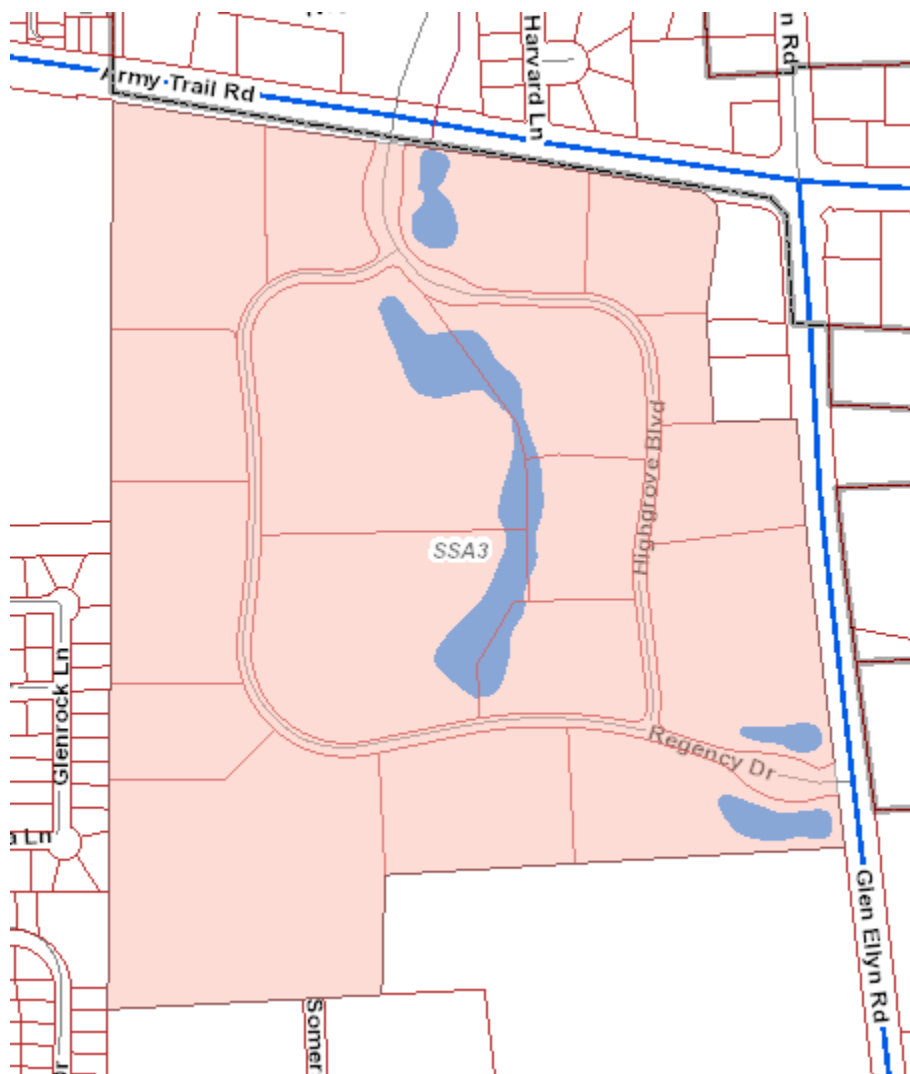
**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
252	0	981	91	1	E	TRANSFER TO-GENERAL FUND	144,057.00	145,389.00	

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
253	0	411	10	63	R	SPECIAL SERVICE AREA-03	42,991.69	45,098.00	47,794.00
253	0	461	30	10	R	INTEREST INCOME	23.22		
253	0	471	31	14	R	GOB-SERIES 2006(VOGH-SSA)			
253	0	491	92	12	R	TRANSFER FROM INFRASTRUCT	66,021.00		

## EXPENDITURES

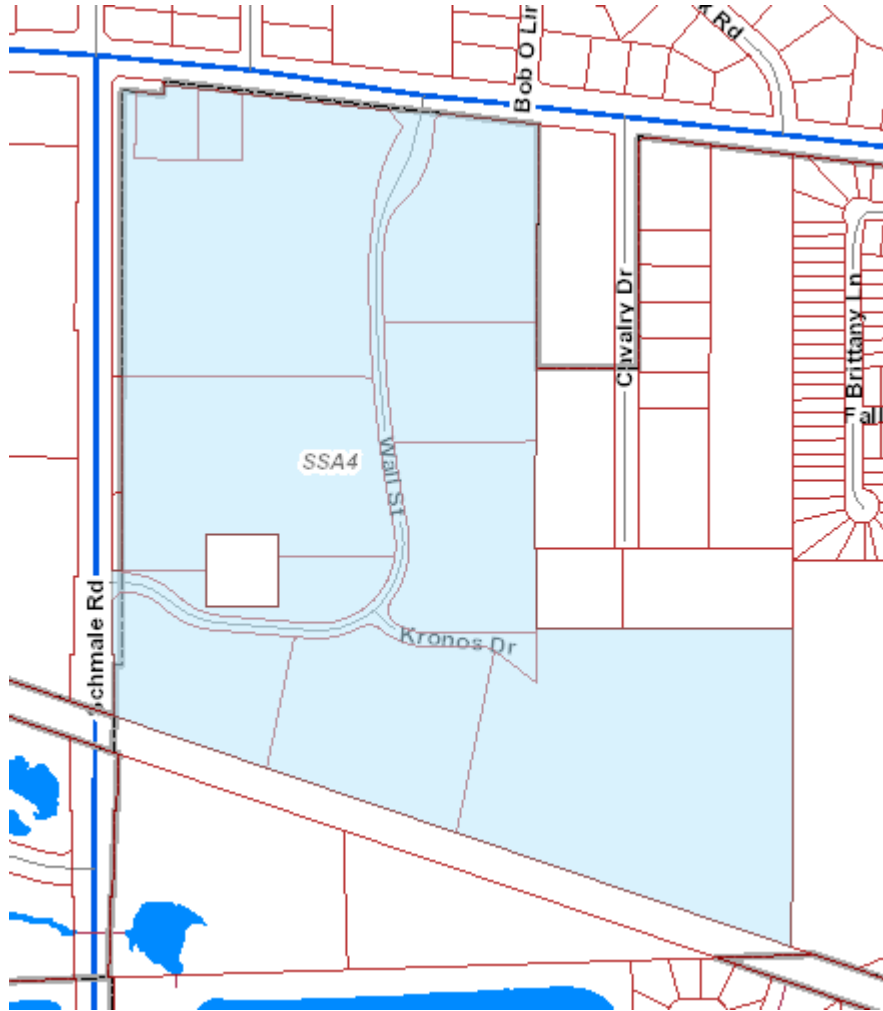
ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
253	0	981	91	1	E	TRANSFER TO-GENERAL FUND	108,579.00	109,582.00	



## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
254	0	411	10	64	R	SPECIAL SERVICE AREA-04	24,041.43	25,219.00	26,040.00
254	0	461	30	10	R	INTEREST INCOME	12.97		

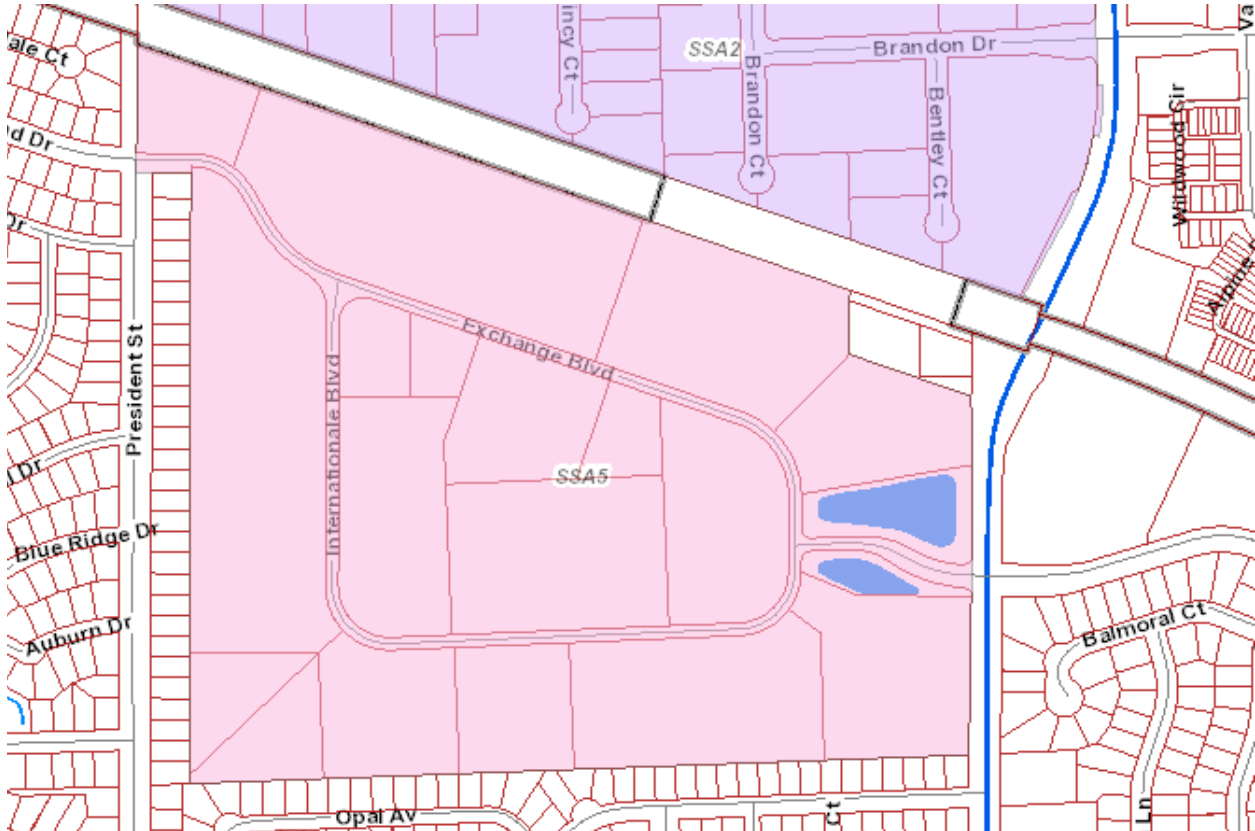
**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
254	0	981	91	1	E	TRANSFER TO-GENERAL FUND	13,309.00	13,432.00	

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
255	0	411	10	65	R	SPECIAL SERVICE AREA-05	30,938.86	32,455.00	34,399.00
255	0	461	30	10	R	INTEREST INCOME	13.90		

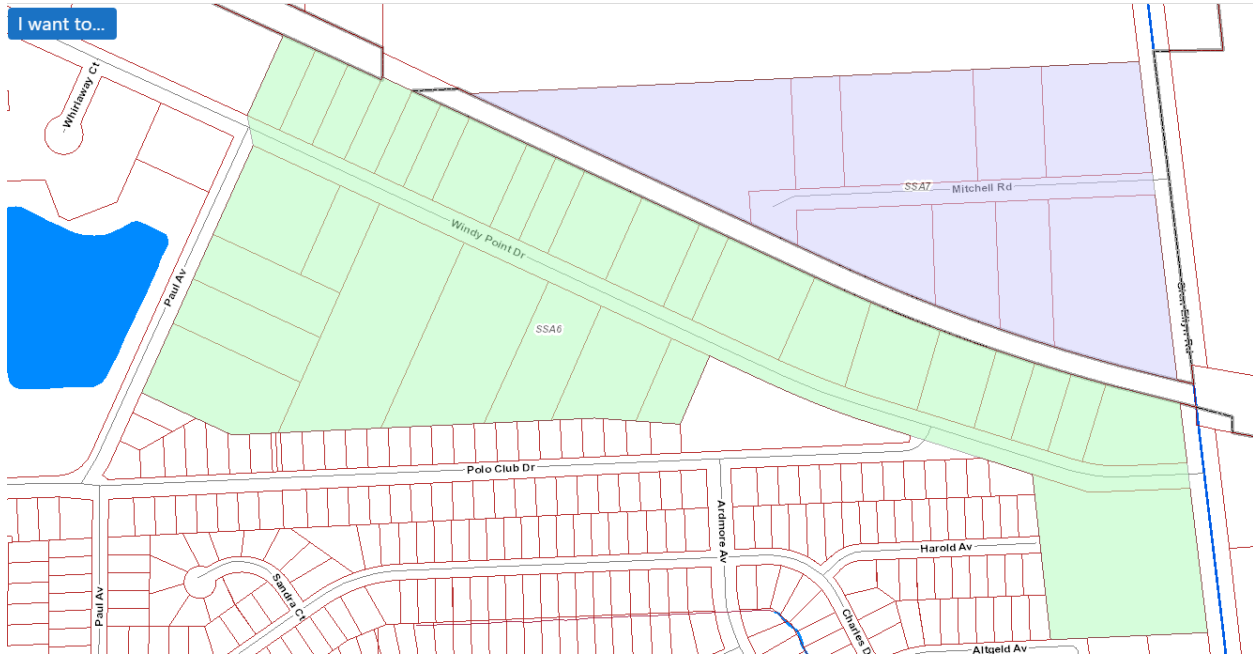
**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
255	0	981	91	1	E	TRANSFER TO-GENERAL FUND	22,332.00	22,539.00	

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
256	0	411	10	66	R	SPECIAL SERVICE AREA-06	33,466.70	35,107.00	37,208.00
256	0	461	30	10	R	INTEREST INCOME	12.90		

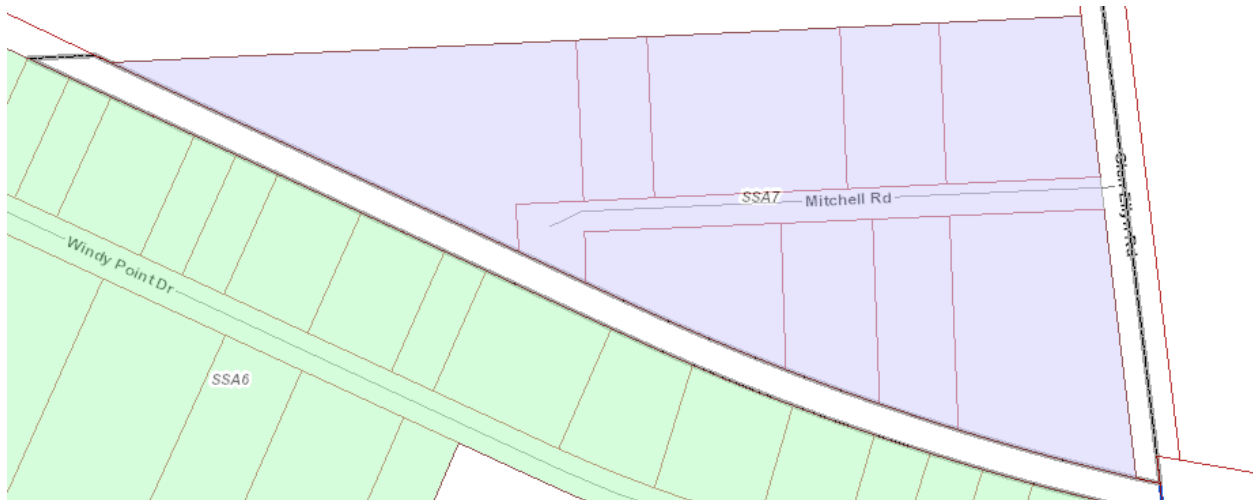
**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
256	0	981	91	1	E	TRANSFER TO-GENERAL FUND	19,346.00	19,525.00	

## 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

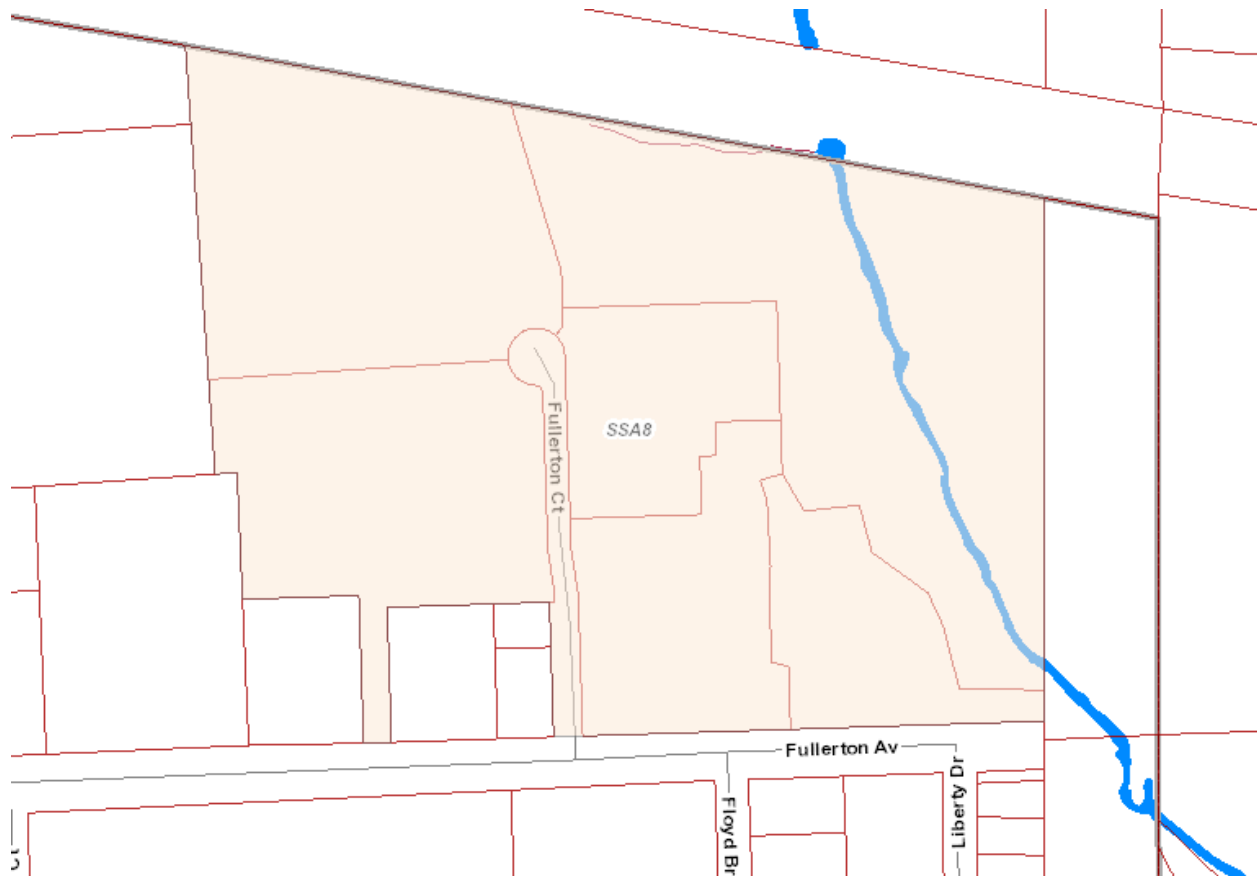
ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
257	0	411	10	67	R	SPECIAL SERVICE AREA-07	17,599.78	18,462.00	19,561.00
257	0	461	30	10	R	INTEREST INCOME	11.61		



## 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.

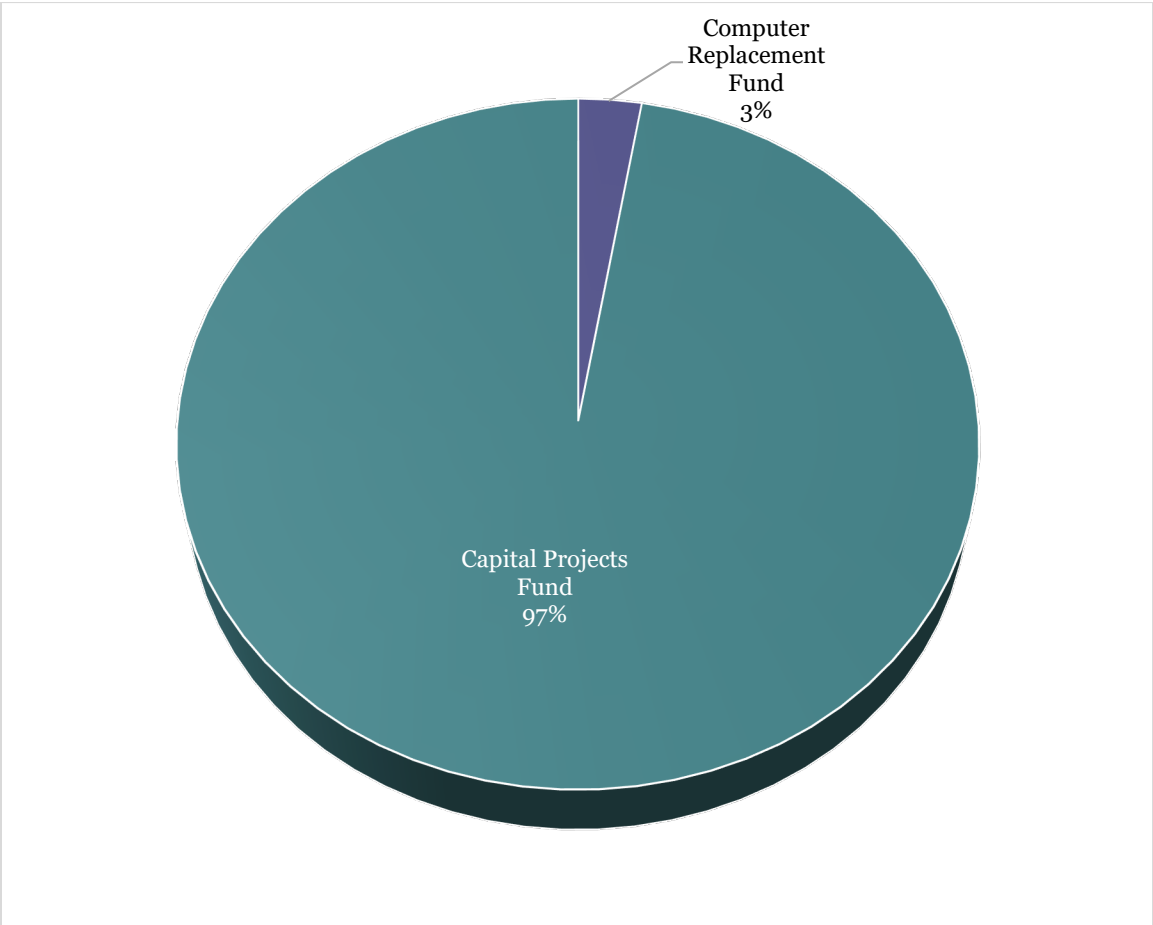
The Village of Glendale Heights Special Service Area No. 8 (Glendale Heights Business Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

**REVENUES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
258	0	411	10	68	R	SPECIAL SERVICE AREA-08	32,169.37	33,746.00	31,991.00
258	0	461	30	10	R	INTEREST INCOME	19.36		

# 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.



## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
302	0	491	91	1	R	TRANSFER FROM GEN.FUND	25,978.00	25,978.00	52,048.00
302	0	491	92	1	R	TRANSFER FROM-RECREATION	924.00	924.00	924.00
302	0	491	92	2	R	TRANSFER FROM-EMERGENCY	332.00	332.00	332.00
302	0	491	95	1	R	TRANSFER FROM-ENVIRONMENT	5,978.00	9,998.00	9,998.00

### EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
302	0	511	32	14	E	COMPUTER SOFTWARE			21,500.00
302	0	911	83	13	E	P.C. HARDWARE		8,815.00	13,000.00
302	0	981	91	1	E	TRANSFER TO-GENERAL FUND	7,000.00		

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
303	0	481	43	11	R	STATE OF IL.		1,340,000.00	1,465,800.00
303	0	491	91	1	R	TRANSFER FROM GEN.FUND	1,238,545.00	1,300,015.00	525,536.00
303	0	491	92	1	R	TRANSFER FROM-RECREATION	268,500.00	30,000.00	
303	0	491	92	7	R	TRANSFER FROM PARKS IMPRV		40,000.00	

### EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
303	0	511	39	10	E	PARKS & GROUNDS EQUIPMENT	578.79		
303	0	511	57	14	E	R&M PARKS AND GROUNDS	35,345.71	304,710.00	670,000.00
303	0	911	81	16	E	PARKS & GROUND EQUIPMENT		2,370,030.00	2,392,530.00
303	0	911	85	14	E	VILLAGE FACILITIES			50,000.00
303	0	911	85	17	E	PARKS AND GROUNDS		140,000.00	143,300.00
303	0	911	85	21	E	SENIOR CENTER		350,000.00	450,000.00
303	0	911	87	14	E	PARKS AND GROUNDS	213,998.65	103,921.00	80,536.00

## 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 just one outstanding bond issues:

- ❖ 2019 General Obligation Builds

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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
401	0	411	10	10	R	BOND & INTEREST	2,101,133.57	1,877,625.00	1,843,858.00
401	0	461	30	10	R	INTEREST INCOME	980.83		
401	0	471	31	10	R	OFS GOB S2019 ISSUE	24,210,000.00		
401	0	471	31	16	R	OFS GOB S2019 PREM	3,451,128.65		
401	0	481	50	0	R	OTHER REVENUES	441,282.27		
401	0	491	91	1	R	TRANSFER FROM GEN.FUND	810,403.00	831,375.00	502,100.00
401	0	491	92	12	R	TRANSFER FROM INFRASTRUCT	593,423.00		
401	0	491	95	1	R	TRANSFER FROM-ENVIRONMENT	772,668.00	710,225.00	944,289.00

**EXPENDITURES**

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
401	0	511	21	99	E	PROFESSIONAL-OTHERS	249,339.92	1,000.00	1,000.00
401	0	511	69	78	E	BANK FISCAL CHARGES	2,225.00	1,100.00	1,100.00
401	0	850	99	99	E	OTHER FINANCING USES	24,898,889.83		
401	0	921	88	18	E	BOND 2006-PRINCIPAL-ABATED	300,000.00	315,000.00	
401	0	921	88	19	E	BOND-2007-PRINCIPAL-LEVIED	515,000.00		
401	0	921	88	21	E	BOND-2010-PRINCIPAL-LEVIED	805,000.00		
401	0	921	88	22	E	SERIES 2010-PRINCIPAL	1,395,000.00		
401	0	921	88	23	E	GOB SERIES 2019	165,000.00	2,015,000.00	2,140,000.00
401	0	922	89	18	E	BOND 2006-INTEREST-ABATED	24,600.00	12,600.00	
401	0	922	89	19	E	BOND-2007-INTEREST-LEVIED	68,139.58		
401	0	922	89	21	E	BOND-2009-INTEREST-LEVIED	141,413.00		
401	0	922	89	22	E	SERIES 2010-INTEREST	1,200,584.54		
401	0	922	89	23	E	GOB SERIES 2019	23,005.01	1,072,850.00	972,100.00
401	0	922	89	24	E	IEPA LOAN			176,047.00
401	0	981	91	1	E	TRANSFER TO-GENERAL FUND			
401	0	981	95	1	E	TRANSFER TO-ENVIRONMENTAL	2,504,563.47		

## DEBT SERVICE SCHEDULES

### OVERVIEW

#### General Obligation Project and Refunding Bonds, Series 2019

Purpose:	Refunded GOB Issues 2007, 2009, 2010, Water Meter / Meter Reading Device Replacement Project
Maturity Date:	December 31, 2035
Original Principal:	\$24,210,000.00
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$21,515,000.00
Interest:	\$5,827,550.00
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**

<b>Fiscal Year</b>	<b>Series 2019</b>
2020	680,000
2021	2,015,000
2022	2,140,000
2023	2,265,000
2024	1,820,000
2025	1,920,000
2026	1,865,000
2027	1,370,000
2028	1,450,000
2029	1,535,000
2030	1,625,000
2031	1,545,000
2032	765,000
2033	800,000
2034	835,000
2035	865,000
2036	715,000
<b>Total</b>	<b>24,210,000</b>

**DEBT SERVICE SCHEDULES****ANNUAL INTEREST PAYMENTS – GENERAL OBLIGATION DEBT**

<b>Fiscal Year</b>	<b>Series 2019</b>
2020	264,414.16
2021	1,072,850.00
2022	972,100.00
2023	865,100.00
2024	751,850.00
2025	660,850.00
2026	564,850.00
2027	471,600.00
2028	403,100.00
2029	330,600.00
2030	253,850.00
2031	188,850.00
2032	127,050.00
2033	96,450.00
2034	72,450.00
2035	47,400.00
2036	21,450.00
<b>Total</b>	<b>7,164,814.16</b>

**DEBT SERVICE SCHEDULES****ANNUAL DEBT SERVICE PAYMENTS – GENERAL OBLIGATION  
DEBT**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2020	680,000	264,414.16	944,414.16
2021	2,015,000	1,072,850.00	3,087,850.00
2022	2,140,000	972,100.00	3,112,100.00
2023	2,265,000	865,100.00	3,130,100.00
2024	1,820,000	751,850.00	2,571,850.00
2025	1,920,000	660,850.00	2,580,850.00
2026	1,865,000	564,850.00	2,429,850.00
2027	1,370,000	471,600.00	1,841,600.00
2028	1,450,000	403,100.00	1,853,100.00
2029	1,535,000	330,600.00	1,865,600.00
2030	1,625,000	253,850.00	1,878,850.00
2031	1,545,000	188,850.00	1,733,850.00
2032	765,000	127,050.00	892,050.00
2033	800,000	96,450.00	896,450.00
2034	835,000	72,450.00	907,450.00
2035	865,000	47,400.00	912,400.00
2036	715,000	21,450.00	736,450.00
<b>Total</b>	<b>24,210,000</b>	<b>7,164,814.16</b>	<b>31,374,814.16</b>

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
402	0	411	10	14	R	LIABILITY INSURANCE	303,713.58	400,000.00	400,000.00
402	0	411	10	98	R	SPECIAL ITEM P-TAX PY ADJ	-67,714.09		
402	0	411	99	99	R	GENERAL	4,198.29		
402	0	461	30	10	R	INTEREST INCOME	141.77		
402	0	481	50	16	R	OFS INS RECOVERY	19,297.68		
402	0	481	71	10	R	(GAIN) & LOSS INVESTMENTS	-36,161.81		
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
402	0	491	95	1	R	TRANSFER FROM-ENVIRONMENT	120,000.00	120,000.00	120,000.00

#### EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
402	0	511	24	81	E	LIABILITY INS. PREMIUMS	503,089.12	478,850.00	506,850.00
402	0	511	24	82	E	LIAB.INS.-CONSULTING	57,473.35	57,800.00	58,800.00
402	0	511	24	83	E	LIAB.INS.-SELF INSURED	244,913.51	255,000.00	255,000.00
402	1111	513	10	10	E	F-TIME & REG.PART-TIME	53,631.27	55,847.00	55,630.00
402	1111	513	15	10	E	FICA-EMPLOYER	3,201.35	3,463.00	3,449.00
402	1111	513	16	10	E	IMRF-EMPLOYER GEN GOV'T	5,910.55	6,774.00	6,774.00
402	1111	513	16	12	E	MEDICAL-EMPLOYER	9,382.59	9,498.00	6,335.00
402	1111	513	16	16	E	MEDICARE-EMPLOYER	748.72	810.00	807.00

## ENVIRONMENTAL SERVICES

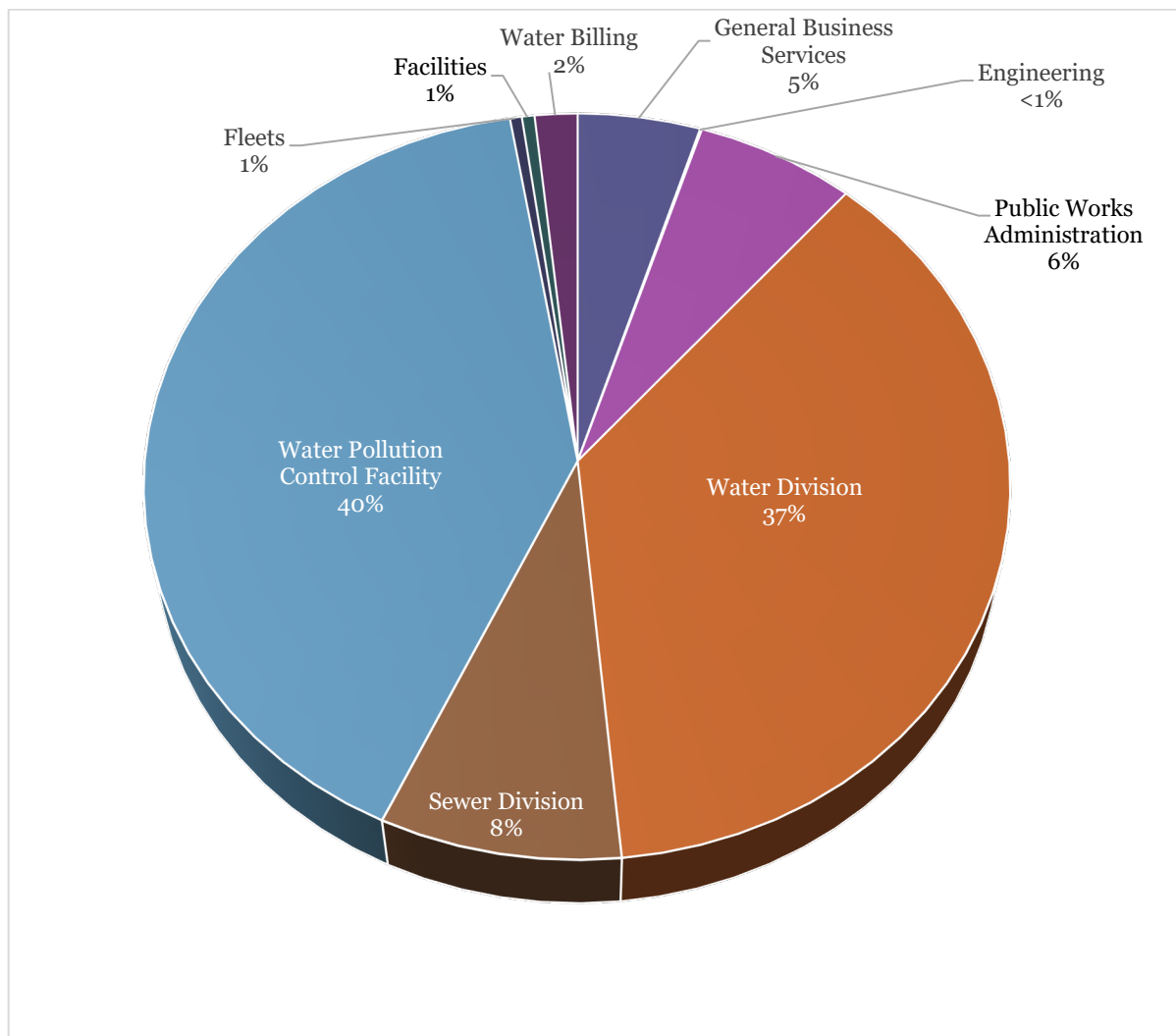
### FUND DESCRIPTION

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

**\$19,158,308**

### ANNUAL EXPENSES BY DIVISION



**PROPOSED BUDGET WITH ACTUAL HISTORY**

<b>CATEGORY</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>
License & Permit Fees	8,113.50	6,850.00	12,860.00
Charges for Services	11,687,828.53	12,053,358.00	12,412,863.00
Miscellaneous	3,612,108.53	517,800.00	6,531,159.00
<b>Total</b>	<b>15,308,050.56</b>	<b>12,578,008.00</b>	<b>18,956,882.00</b>

**ANNUAL EXPENSES BY DIVISION**

<b>CATEGORY</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>
Engineering	12,716.94	13,632.00	13,588.00
Public Works Administration	2,444,877.42	991,425.00	1,218,689.00
Water Division	2,493,435.92	5,886,542.00	2,976,314.00
Water Purchases	4,101,05.14	4,204,905.00	4,144,358.00
Sewer Division	796,219.00	1,185,064.00	1,622,798.00
Waste Water Treatment Plant	1,134,259.80	2,286,497.00	7,733,354.00
Fleets	80,850.36	89,610.00	90,776.00
Facilities	89,044.36	98,653.00	96,352.00
Water Billing Division	271,848.76	320,610.00	326,333.00
General Business Services	214,213.48	213,326.00	260,786.00
Central Services	420,044.97	646,207.00	674,960.00
<b>Total</b>	<b>12,058,565.86</b>	<b>15,936,471.00</b>	<b>19,158,308.00</b>

**SIGNIFICANT ACCOMPLISHMENTS IN FY 2020/2021****UTILITIES DIVISION**

The Village's water infrastructure was improved in 2020 with the replacement of the Village Water Meter System. The water meter system improvement will allow all residential, commercial, industrial and municipal meters to track the use of water with more accuracy, provide real time readings and flow data. This system will allow meters to be read from Village Water Billing computers rather than drive around readings every month for greater efficiency. In addition, the meter system has the ability to detect water flow during non-peak hours which aids in identifying leaks in private plumbing systems. Additionally during the water meter project, Village Utilities staff repaired 151 B-boxes to assist with water meter installations.

Utilities Division staff continued to perform maintenance to the public water infrastructure system by responding to 17 water main breaks, 8 fire hydrant replacements/repairs, 10 private water service repairs, 5 main line valve repairs, pump station maintenance. Well house maintenance included a new well pump motor with controls and an overall well inspection at the Golf Course well house. Illinois Environmental Protection Agency (IEPA) mandated sampling was undertaken. I am pleased to report that all IEPA sampling completed in 2020 resulted in no violations or water quality issues. In-house projects and maintenance to the water system continued with the flushing of 622 fire hydrants and painting of 280 fire hydrants.

Water Services Incorporated undertook a water leak detection survey. The survey resulted in identifying 7 leaks, 5 of which were identified as fire hydrant leaks and the remaining two leaks were water main valve issues. Utilities Division staff repaired all leaks found within the system.

Preventative maintenance to the Village's sanitary sewer collection system also continued. Jetting of approximately 258,795 feet (49 miles) of public sewer mains was achieved. In addition, annual root cutting and de-greasing programs were undertaken. Rehabilitation and retrofit to the Payson Circle Lift Station began in late October with total site completion to be expected in spring of 2021. With the addition of smart run pumps and controls, the lift station will run at a more efficient level and provide the Village with energy savings.

Improvements to the Supervisory Control and Data Acquisition System (SCADA), which manages both the Village's water and sewer systems, were also undertaken by Concentric Integration, LLC. This included improvements and upgrades to hardware and software. These changes will allow for improved efficiency when identifying problems within the infrastructure and a historical data program to allow staff to identify past issues or information needed for reports and projects.

#### **Water Pollution Control Facility**

The Village's Water Pollution Control Facility (WPCF) processed over 1.2 billion gallons of wastewater this year within IEPA guidelines and regulations. WPCF, considered an exemplary Plant by peer review publications, has continually operated well above the expected guidelines. The Facility was successful in passing the annual Discharge Monitoring Report Quality Assurance Testing (DMRQA) as required by the IEPA. This testing ensures Village laboratory procedures and methods meet or exceed the standards set forth by the IEPA.

The EPA requires that a certified Operator oversee every wastewater plants. There are four levels of certification in Illinois. The Village's Plant requires the highest level of certification being a Class 1. The Village has successfully trained its staff and currently there are two Class 1 operators on site, as well as one Class 4 operator. The Facility did not have an annual IEPA inspection in 2019 however, an inspection was undertaken in 2020 and the results of this inspection are anticipated in 2021. Past inspections have resulted in favorable comments from the IEPA for the Village and its staff for operating and maintaining a water pollution control facility that has consistently exceeded IEPA expectations.

WPCF along with Concentric Integration, LLC, undertook improvements to the Supervisory Control and Data Acquisition System (SCADA). This included improvements and upgrades to the hardware and software for the influent screening system.

WPCF entered into an agreement with Trotter and Associates for engineering services to rehabilitate both of the Village's Aerobic Digesters. The digesters are a vital part of the operation at WPCF and must be upgraded to accommodate upcoming phosphorus removal mandates set by the EPA. This project is anticipated to start in mid-2021 and has been modified from the original scope to include the rehabilitation of only one digester at this time. Future Capital Improvement Projects will address the rehabilitation of the second digester.

Through its membership in the DuPage River Salt Creek Workgroup (DRSCW), the Village is contributing to improving 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, which continues to prolong anticipated regulations from the IEPA regarding stricter effluent limitations.

## **FY 2021/22 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**

#### **UTILITIES DIVISION GOALS & OBJECTIVES**

**FY22**

#### **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.
  - Televising all sanitary sewers and identify major structural defects in the Mill Pond Catchment Area.
  - Implement capital improvements as funding is available
  - Map and report all structural defects on Village's GIS.
- ❖ Make repairs of all water main breaks in a 24-hour period.
  - Undertake survey of all water main valve locations throughout the Village and verify map locations on GIS, including inventory for isolation purposes.



- Record all water main breaks on Village's GIS.

**Goal #2: Improve service delivery across all areas of Public Works Operations.**

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding new UCMR 5 sampling.
  - Monitor changes proposed for new UCMR 5 sampling and implement when required.
  - Submit lead inventory as required by the IEPA in a timely manner.
- ❖ 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.
  - Finalize Water Model & Master Plan to identify to improve efficiencies
  - Develop Water Risk and Resilience Assessment and Emergency Response Plan for the water distribution system – RRA due 6/30/2021 & ERP due 12/31/2021
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure.
  - Utilities Division will undertake quarterly zone inspections to identify deficiencies in the field to achieve better efficiency for 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 has secured and will undertake the installation of leak detection equipment throughout the water distribution system as needed to increase awareness of potential water main leaks before they become breaks.
  - Utilities Division will amend daily timesheets for maintenance workers to record more precise hours worked on individual assignments.

**❖ WPCF DIVISION Goals FY22**

**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.
  - Ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations.
- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
  - Implement preventative maintenance software program.
  - Work with Village Engineer to secure energy grant for Influent pumps.
  - Complete Phosphorus Design Engineering to improve WPCF Nutrient removal performance.
- ❖ Manage a Confined Spaces Program by:
  - Review and amend Confined Space Policy
  - Review assets and eliminate any unnecessary confined spaces.
  - Work towards eliminating gas chlorine to reduce confined entries when changing cylinders.

**Goal # 2: Improve Service Delivery across all Areas of Public Works Operations**

- ❖ Reduce odors emanating from the Treatment Plant by:
  - Patrol the area for odors on a daily basis.
  - Undertake maintenance to the deodorizing system for the digester to reduce odors in times of upset.
- ❖ Ensure all Equipment is correctly maintained and serviced in a timely manner by:
  - All corrective and preventative maintenance is tracked in Allmax software program.
  - Daily work orders to be issued to staff to undertake maintenance/repairs.
  - Reporting of DMR data to be incorporated in Operator Ten as part of the Allmax software.

**Goal #3: Develop Policies and Procedures to Improve Financial Responsibility in all Areas of Public Works**

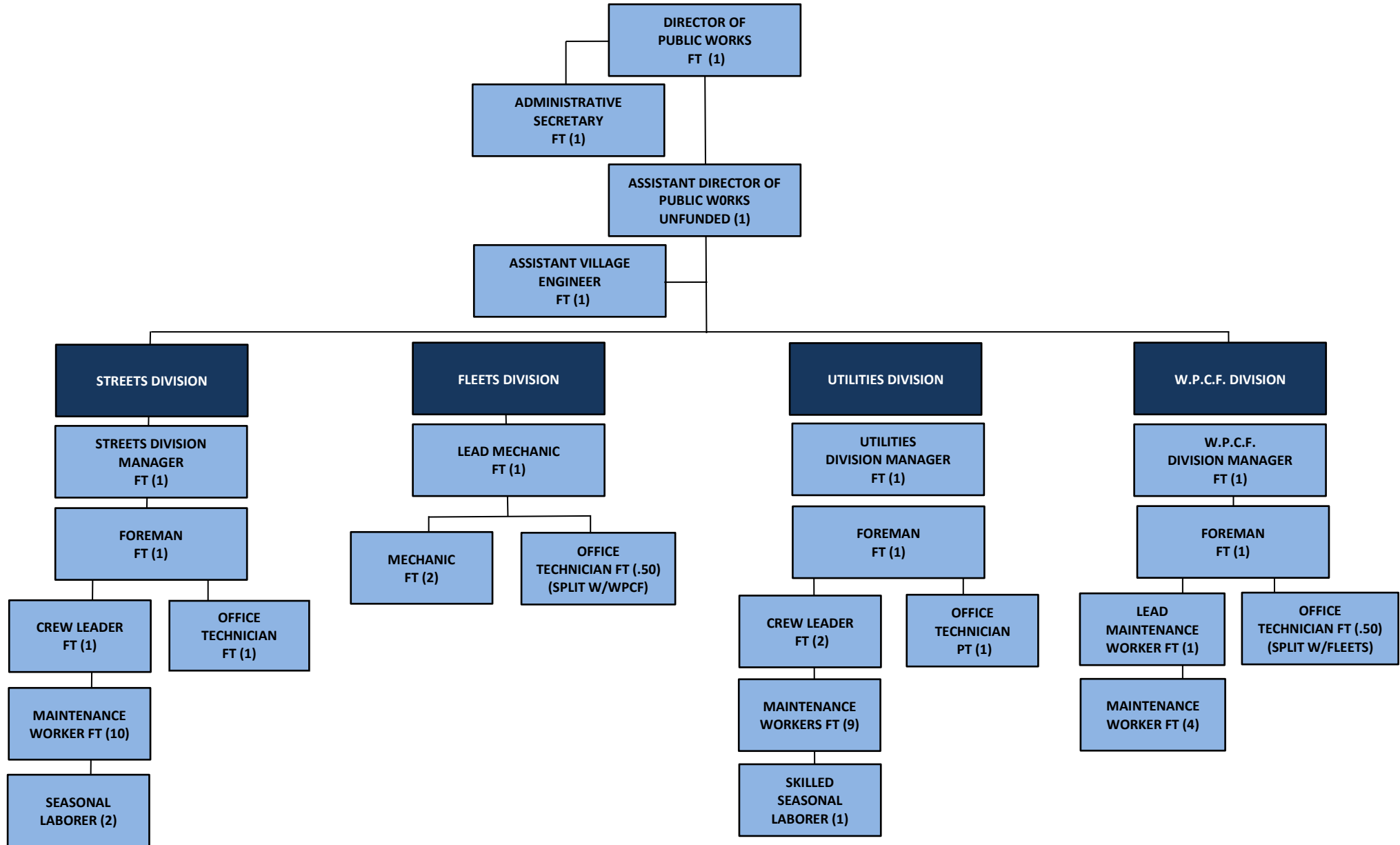
- ❖ Practice responsible stewardship of Village funds by:
  - Establish RFP's for emergency services to secure fair pricing.
  - Review operations for efficiency and see if cost savings can be achieved.
- ❖ Investigate potential programs for funding by:
  - Plan projects in accordance with eligible funding programs.
  - Securing low interest loans or grant opportunities.
- ❖ Reduce the environmental impact of the Village's wastewater system upon land and water resources by:
  - Work towards improving sludge quality for additional opportunities in land application.
  - Work towards improving non-potable supply so the plant can operate the majority of the systems with this supply.

**Goal #4: Compliance with all State and Federal Regulations operating the Villages Treatment Plant**

- ❖ Compliance with the Special Conditions in the Villages Discharge Permit:
  - Undertake design work for upcoming phosphorous improvements.
  - Continue to update the Industrial User inventory.
  - Adhere to the new requirements which are forthcoming in the revised NPDES Permit.
- ❖ Compliance of Permitted Industrial Users
  - Check quarterly results to ensure compliance with Village Limits.
  - Issue NOV's to problematic Non-Compliant Users.
  - Bring Users into compliance.

# VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

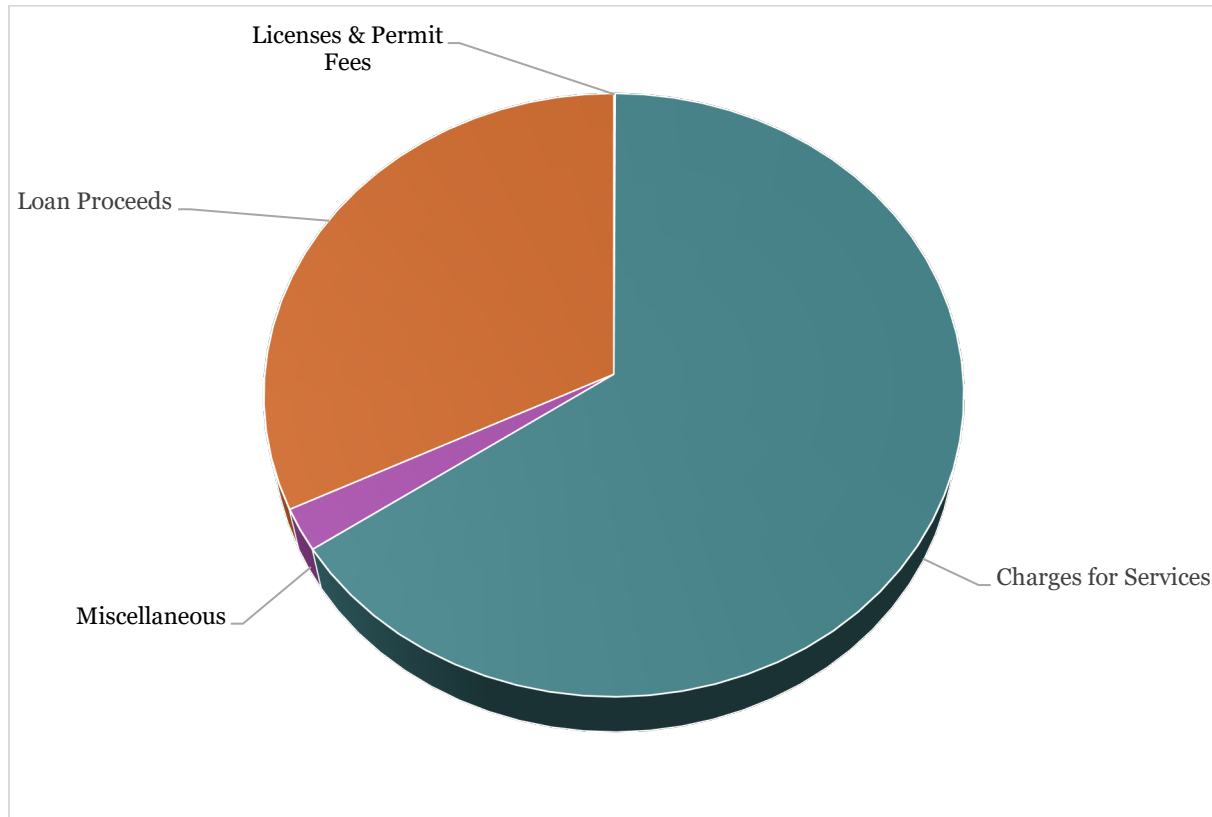
## PUBLIC WORKS



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 authorized: 41 Full-Time, 1 Full-Time Unfunded, 1 Part-Time, and 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 65% 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.

The last rate increase for water use was back on May 1, 2019. That rate increase was a direct result of the actual cost of water purchased by the Village from the DuPage Water Commission that is passed through. Prior scheduled increases to the Village by the DuPage Water Commission are as follows:

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  
 May 1, 2019 - .03¢ per thousand gallons  
 May 1, 2020 – no increase  
 May 1, 2021 – no increase

<b>RESIDENTIAL WATER RATES</b> <b>Effective May 1, 2021</b> <b>(P/TH GALLONS)</b>	
Cost Allocation	Rate (Per Month)
Water	\$4.97
Local Water Delivery	\$3.11
Sewer	\$5.50
Sewer Debt	\$10.00 (Flat Rate)
Capital Infrastructure Fee	\$3.00 (Flat Rate)
<b>TOTAL AVG. COST OF WATER BILL AT 7 TG</b>	<b>\$108.06</b>

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.

#### **LOAN PROCEEDS**

The Village received approval for a loan from the Illinois Environmental Protection Agency (IEPA) in the amount of \$6.1 million dollars for the Glendale Heights Digester Rehabilitation Project.

#### **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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1510	421	19	25	R	WATER PERMIT FEES	962.50	300.00	200.00
501	1510	421	19	26	R	SEWER PERMIT FEES	3,600.00	2,750.00	2,750.00
501	1510	421	19	27	R	LICENSE AND PERMIT FEES	3,551.00	3,800.00	4,910.00
501	1510	421	19	30	R	PRETREATMENT PERMITS			5,000.00
501	1510	441	25	12	R	TOWER RENTAL	97,588.26	99,900.00	104,970.00
501	1510	441	26	10	R	WATER & SEWER RECEIPTS	10,810,831.23	11,300,000.00	11,529,748.00
501	1510	441	26	11	R	LATE PENALTY FEES	274,291.51	253,753.00	340,642.00
501	1510	441	26	13	R	WATER TAP IN FEES	30,938.00	17,400.00	17,400.00
501	1510	441	26	14	R	WATER METER SALES	8,802.10	4,000.00	6,000.00
501	1510	441	26	16	R	SEWER RODDING FEES	6,550.00	10,925.00	9,715.00
501	1510	441	26	17	R	SEWER EXCAVATION FEES	15,300.00	16,200.00	21,600.00
501	1510	441	26	18	R	SEWER TAP IN FEES	17,235.00	14,400.00	7,200.00
501	1510	441	26	20	R	CAPITAL INFRASTRUCT FEE	425,307.43	335,780.00	334,588.00
501	1510	441	26	51	R	NSF-FEE	985.00	1,000.00	1,000.00
501	1510	441	26	52	R	SURCHARGES			40,000.00
501	1510	461	30	10	R	INTEREST INCOME	87,115.83	50,000.00	21,159.00
501	1510	481	43	10	R	FEDERAL GRANTS			400,000.00
501	1510	481	43	11	R	STATE OF IL.		400,000.00	
501	1510	481	70	10	R	CASH (OVER) & SHORT	-285.99		
501	1510	481	71	11	R	(GAIN)&LOSS SALES VIL.PRO	-29,888.20		
501	1510	481	89	10	R	MISCELLANEOUS INCOME	42,683.42	67,800.00	10,000.00
501	1510	481	90	10	R	IEPA LOAN PROCEEDS			6,100,000.00
501	1510	491	91	1	R	TRANSFER FROM GEN.FUND	1,000,000.00		
501	1510	491	94	1	R	TRANSFER FROM-DEBT SERVIC	2,504,563.47		
501	1510	499	99	99	R	OTHER FINANCING SOURCES	7,920.00		



## ENVIRONMENTAL SERVICE FUND: ADMINISTRATION

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Public Works Department provides services to 34,208 residents, eight industrial parks, and various commercial enterprises in six 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1510	811	10	10	E	F-TIME & REG.PART TIME	109,224.45	110,448.00	110,313.00
501	1510	811	15	10	E	FICA-EMPLOYER	6,248.12	6,848.00	6,839.00
501	1510	811	16	16	E	MEDICARE-EMPLOYER	1,567.54	1,601.00	1,600.00
501	1510	811	21	10	E	AUDITING	13,000.00	18,000.00	13,000.00
501	1510	811	21	14	E	ENGINEERING	2,833.00	4,000.00	3,000.00
501	1510	811	21	99	E	OTHER PROFESSIONAL	1,680.22	1,500.00	1,750.00
501	1510	811	24	12	E	PRINTING & BINDING		150.00	
501	1510	811	37	99	E	OPERATING SUPPLIES		500.00	
501	1510	811	51	10	E	TELEPHONE	2,654.51	2,800.00	2,700.00
501	1510	811	51	12	E	CELLULAR PHONE	531.02	480.00	550.00
501	1510	811	51	14	E	NATURAL GAS	1,902.97	2,000.00	2,250.00
501	1510	811	52	10	E	LEASES-EQUIPMENTS	2,030.69	2,500.00	2,150.00
501	1510	811	62	10	E	MEMBERSHIP DUES	229.00	375.00	250.00
501	1510	811	69	91	E	DEPRECIATION EXPENSE	1,404,328.90		
501	1510	981	93	2	E	TRANSFER TO-COMPUTER REP	5,978.00	9,998.00	9,998.00
501	1510	981	94	1	E	TRANSFER TO-DEBT SERVICE	772,669.00	710,225.00	944,289.00
501	1510	981	94	2	E	TRANSFER TO-LIABILITY INS	120,000.00	120,000.00	120,000.00

## 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 Illinois Environmental Protection Agency (IEPA) Storm water National Pollutant Discharge Elimination System (NPDES) MS4 Permit remains in compliance.

### PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1411	811	10	10	E	F-TIME & REG.PART TIME	10,705.46	11,131.00	11,089.00
501	1411	811	15	10	E	FICA-EMPLOYER	635.37	690.00	688.00
501	1411	811	16	16	E	MEDICARE-EMPLOYER	148.68	161.00	161.00
501	1411	811	24	32	E	SOFTWARE SUPPORT/MAINT	301.18	400.00	400.00
501	1411	811	31	99	E	OFFICE SUPPLIES	102.29	200.00	200.00
501	1411	811	37	10	E	UNIFORM/PPE	172.28	200.00	200.00
501	1411	811	37	80	E	GAS & FUEL	348.83	500.00	500.00
501	1411	811	51	12	E	CELLULAR PHONE	302.85	350.00	350.00

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1512	812	10	10	E	F-TIME & REG.PART-TIME	494,754.47	486,471.00	482,340.00
501	1512	812	10	98	E	TEMPORARY HELP			19,500.00
501	1512	812	10	99	E	OVERTIME PAY	21,306.60	25,000.00	20,000.00
501	1512	812	15	10	E	FICA-EMPLOYER	32,165.53	31,711.00	32,354.00
501	1512	812	16	14	E	TRAVEL FOR MEETING & CONF		600.00	
501	1512	812	16	15	E	TRAINING & SEMINARS	5,317.00	5,500.00	6,000.00
501	1512	812	16	16	E	MEDICARE - EMPLOYER	7,522.58	7,416.00	7,567.00
501	1512	812	16	31	E	EMPLOYEE SEVERANCE PAY	19,463.60		
501	1512	812	21	11	E	LEGAL	8,633.13	11,000.00	8,000.00
501	1512	812	21	14	E	ENGINEERING	92,136.20	246,594.00	133,000.00
501	1512	812	22	16	E	PUBLIC WORKS-WATER	17,894.25	21,000.00	10,000.00
501	1512	812	23	10	E	DEBRIS REMOVAL	3,435.00	8,000.00	5,000.00
501	1512	812	24	12	E	PRINTING & BINDING		4,500.00	1,000.00
501	1512	812	24	13	E	CONTRACTUAL SERVICES	15,466.20	86,790.00	69,400.00
501	1512	812	24	32	E	SOFTWARE SUPPORT & MAINT	1,642.45	5,700.00	4,500.00
501	1512	812	24	33	E	WTR METER REPLACEMNT PROJ	1,438,492.83	2,002,042.00	
501	1512	812	31	99	E	OFFICE SUPPLIES	311.09	500.00	500.00
501	1512	812	34	13	E	LANDSCAPING SUPPLIES	3,626.53	5,000.00	4,000.00
501	1512	812	34	15	E	MATERIALS	24,114.17	24,200.00	22,000.00
501	1512	812	37	10	E	UNIFORMS	2,326.03	3,500.00	3,500.00
501	1512	812	37	11	E	CHEMICALS	1,335.78	1,800.00	1,500.00
501	1512	812	37	80	E	GAS & FUEL	16,906.74	18,000.00	15,000.00

501	1512	812	37	81	E	OPERATING SUPPLIES	80,934.01	51,925.00	49,500.00
501	1512	812	37	99	E	OPERATING SUPPLIES	4,535.17	5,000.00	6,000.00
501	1512	812	39	15	E	OPERATIONAL EQUIPMENT	6,871.76	13,050.00	11,000.00
501	1512	812	51	12	E	CELLULAR PHONE	1,504.73	1,270.00	1,080.00
501	1512	812	51	13	E	ELECTRICITY	53,875.31	50,000.00	45,000.00
501	1512	812	51	16	E	LAKE MICH. WATER	4,101,055.14	4,204,905.00	4,144,358.00
501	1512	812	52	11	E	RENTALS-EQUIPMENTS	4,678.00	8,000.00	2,500.00
501	1512	812	53	14	E	PUBLIC WORKS-WATER DIV.	24,652.00	35,300.00	14,000.00
501	1512	812	56	12	E	WELL BUILDING IMPROVE		5,000.00	500.00
501	1512	812	57	18	E	INFRASTRUCTURE MAINT		32,748.00	1,000.00
501	1512	812	57	19	E	TANK MAINTENANCE	108,909.76	148,350.00	147,110.00
501	1512	812	62	10	E	MEMBERSHIP DUES	625.00	850.00	1,000.00
501	1512	911	81	14	E	PUBLIC WORKS-WATER		79,542.00	
501	1512	911	87	10	E	INFRASTRUCTURE-WATER		2,460,183.00	1,852,463.00

## 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 that assists homeowners who may be experiencing sanitary sewer line problems.

### PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1513	813	10	10	E	F-TIME & REG.PART-TIME	541,941.64	545,759.00	548,235.00
501	1513	813	10	98	E	TEMPORARY HELP			15,000.00
501	1513	813	10	99	E	OVERTIME PAY	27,736.29	32,000.00	30,000.00
501	1513	813	15	10	E	FICA-EMPLOYER	34,438.13	35,821.00	36,781.00
501	1513	813	16	15	E	TRAINING & SEMINARS	3,206.50	5,500.00	5,500.00
501	1513	813	16	16	E	MEDICARE - EMPLOYER	8,054.01	8,378.00	8,602.00
501	1513	813	21	11	E	LEGAL	771.45	5,000.00	3,000.00
501	1513	813	21	14	E	ENGINEERING	15,012.97	170,102.00	115,000.00
501	1513	813	23	10	E	DEBRIS REMOVAL	3,715.00	5,550.00	4,000.00
501	1513	813	24	13	E	CONTRACTUAL SERVICES	6,390.95	7,700.00	7,700.00
501	1513	813	24	33	E	NORTH AVE EMERG REPAIRS			7,000.00
501	1513	813	24	34	E	EMERG.REP.BLOOM/STEVENSON	166.00		
501	1513	813	31	99	E	OFFICE SUPPLIES	210.88	500.00	500.00
501	1513	813	34	13	E	LANDSCAPING SUPPLIES	4,245.80	5,000.00	4,000.00
501	1513	813	34	15	E	MATERIALS	9,728.53	10,000.00	10,000.00
501	1513	813	37	10	E	UNIFORMS	2,960.07	3,500.00	3,500.00
501	1513	813	37	11	E	CHEMICALS	4,372.50	9,000.00	9,000.00
501	1513	813	37	80	E	GAS & FUEL	13,554.23	18,000.00	15,000.00
501	1513	813	37	81	E	OPERATING SUPPLIES	17,414.61	7,500.00	5,000.00
501	1513	813	37	82	E	PRIVATE EXCAVATION SUPPLI	7,932.90	9,000.00	9,000.00
501	1513	813	37	99	E	OPERATING SUPPLIES	1,664.64	4,000.00	4,000.00
501	1513	813	39	15	E	OPERATIONAL EQUIPMENT	3,227.03	5,000.00	5,000.00
501	1513	813	51	12	E	CELLULAR PHONE	1,024.34	1,080.00	1,080.00
501	1513	813	51	13	E	ELECTRICITY	30,327.49	24,000.00	28,000.00

501	1513	813	51	14	E	NATURAL GAS	905.94	900.00	900.00
501	1513	813	52	11	E	RENTALS-EQUIPMENTS		1,000.00	1,000.00
501	1513	813	53	15	E	PUBLIC WORKS-SEWER DIV.	14,580.95	60,774.00	20,000.00
501	1513	813	56	12	E	LIFT STATION SITE IMPROVE		15,000.00	20,500.00
501	1513	813	57	18	E	INFRASTRUCTURE MAINT			25,000.00
501	1513	813	69	90	E	BAD DEBT EXPENSE	42,636.15		
501	1513	911	81	15	E	PUBLIC WORKS-SEWER		190,000.00	30,000.00
501	1513	911	85	55	E	LIFT STATION-MILL POND		5,000.00	500.00
501	1513	911	87	11	E	INFRASTRUCTURE-SEWER			650,000.00

## ENVIRONMENTAL SERVICE FUND: WASTE WATER TREATMENT PLANT (WWTP)

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Waste Water Treatment Services division is responsible for the operation and maintenance of the Village's Waste Water Treatment Plant (WWTP). 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 Illinois Environmental Protection Agency (IEPA) permits the facility 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 Statewide 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 WWTP has won such an Award and the Village is extremely proud of the WWTP staff for their efforts.

### PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1514	814	10	10	E	F-TIME & REG.PART-TIME	462,857.85	488,825.00	585,560.00
501	1514	814	10	98	E	TEMPORARY HELP			11,500.00
501	1514	814	10	99	E	OVERTIME PAY	13,912.46	17,000.00	15,000.00
501	1514	814	15	10	E	FICA-EMPLOYER	28,916.31	31,361.00	37,948.00
501	1514	814	16	14	E	TRAVEL FOR MEETING & CONF			700.00
501	1514	814	16	15	E	TRAINING & SEMINARS	5,591.25	5,610.00	6,800.00
501	1514	814	16	16	E	MEDICARE EMPLOYER	6,762.61	7,334.00	8,875.00
501	1514	814	16	31	E	EMPLOYEE SEVERANCE PAY	27,653.60		
501	1514	814	21	11	E	LEGAL SERVICES		10,000.00	9,000.00



501	1514	814	21	14	E	ENGINEERING	15,685.81	667,390.00	50,000.00
501	1514	814	22	16	E	LAB TESTING SERVICES			9,900.00
501	1514	814	22	18	E	PUBLIC WORKS-W.TREATMENT	18,991.41	30,250.00	58,350.00
501	1514	814	23	11	E	SLUDGE REMOVAL	108,479.22	115,000.00	115,000.00
501	1514	814	24	12	E	PRINTING & BINDING		300.00	100.00
501	1514	814	24	32	E	SOFTWARE SUPPORT & MAINT	1,600.96	6,000.00	6,000.00
501	1514	814	24	99	E	OTHER PURCHASED SERVICES	86,804.00	90,609.00	93,291.00
501	1514	814	31	99	E	OFFICE SUPPLIES	472.68	600.00	500.00
501	1514	814	37	10	E	UNIFORMS	2,779.79	3,250.00	3,960.00
501	1514	814	37	11	E	CHEMICALS	28,710.93	35,500.00	33,500.00
501	1514	814	37	12	E	LAB SUPPLIES	4,329.38	7,000.00	9,000.00
501	1514	814	37	80	E	GAS & FUEL	626.86	1,500.00	1,500.00
501	1514	814	37	81	E	OIL & GREASE	1,000.00	1,200.00	1,200.00
501	1514	814	37	99	E	OPERATING SUPPLIES	2,075.00	3,000.00	2,500.00
501	1514	814	39	99	E	OPERATING EQUIPMENT	646.85	3,200.00	3,500.00
501	1514	814	51	10	E	TELEPHONE	2,259.84	7,284.00	8,000.00
501	1514	814	51	12	E	CELLULAR PHONE	656.73	600.00	480.00
501	1514	814	51	13	E	ELECTRICITY	228,899.93	250,000.00	230,000.00
501	1514	814	51	14	E	NATURAL GAS	6,101.75	7,000.00	6,500.00
501	1514	814	52	10	E	LEASES-EQUIPMENTS	943.98	1,800.00	2,300.00
501	1514	814	53	19	E	PUBLIC WORKS-W.TREATMENT	31,201.89	68,500.00	85,300.00
501	1514	814	56	16	E	PUBLIC WORKS-W.TREATMENT	649.71	4,500.00	3,500.00
501	1514	814	62	10	E	MEMBERSHIP DUES	13,149.00	14,184.00	14,590.00
501	1514	814	69	60	E	N.P.D.E.S. FEE (IL.STATE)	32,500.00	32,500.00	35,000.00
501	1514	911	81	19	E	PUBLIC WORKS-W.TREATMENT		375,200.00	75,000.00
501	1514	911	85	40	E	WPCF DIGESTER REHAB PROJ			6,209,000.00

## 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 on approximately 300 Village owned vehicles and equipment, of which roughly 25 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 seven working service bays, and five 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1515	811	10	10	E	F-TIME & REG.PART TIME	49,517.20	53,306.00	54,370.00
501	1515	811	10	99	E	OVERTIME PAY	539.34	1,000.00	1,000.00
501	1515	811	15	10	E	FICA-EMPLOYER	3,131.27	3,367.00	3,433.00
501	1515	811	16	15	E	TRAINING & SEMINARS	299.00	1,000.00	1,000.00
501	1515	811	16	16	E	MEDICARE-EMPLOYER	732.28	787.00	803.00
501	1515	811	16	31	E	EMPLOYEE-SEVERANCE PAY	2,876.64		
501	1515	811	21	18	E	COMPUTER SOFTWARE	3,748.00	2,800.00	2,800.00
501	1515	811	37	10	E	UNIFORM/PPE	130.00	350.00	370.00
501	1515	811	37	98	E	MISC. INVENTORY SUPPLIES	19,876.63	27,000.00	27,000.00

## 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; WWTP, 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1617	511	10	10	E	F-TIME & REG.PART-TIME	75,325.97	75,918.00	75,627.00
501	1617	511	10	99	E	OVERTIME PAY	256.63	1,000.00	500.00
501	1617	511	15	10	E	FICA-EMPLOYER	4,451.56	4,769.00	4,720.00
501	1617	511	16	16	E	MEDICARE-EMPLOYER	1,040.98	1,116.00	1,105.00
501	1617	511	24	99	E	OTHER PURCHASE-SERVICES	709.80	800.00	900.00
501	1617	511	33	10	E	JANITORIAL SUPPLIES	3,201.51	3,500.00	3,600.00
501	1617	511	33	12	E	ELECTRICAL SUPPLIES	274.64	500.00	500.00
501	1617	511	33	13	E	HARDWARE SUPPLIES	69.99	100.00	100.00
501	1617	511	33	15	E	PLUMBING SUPPLIES		150.00	200.00
501	1617	511	33	16	E	LUMBER SUPPLIES	83.08	100.00	100.00
501	1617	511	53	11	E	R & M EQP & BUILDINGS	3,629.91	10,700.00	9,000.00

## ENVIRONMENTAL SERVICE FUND: INFORMATION SERVICES

### GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Information Services (I.S.) Division of the Administration Department consists of two personnel and a contracted I.S. technology 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1811	811	10	10	E	F-TIME & REG.PART TIME	18,687.95	19,055.00	19,275.00
501	1811	811	10	99	E	OVERTIME PAY	254.32	200.00	250.00
501	1811	811	15	10	E	FICA-EMPLOYER	1,148.37	1,194.00	1,211.00
501	1811	811	16	16	E	MEDICARE-EMPLOYER	268.38	279.00	283.00
501	1811	811	21	15	E	NETWORK CONSULTING	17,604.34	18,500.00	18,500.00
501	1811	811	24	31	E	HTE ANNUAL SERV.CONTRACT	21,350.00	21,350.00	21,350.00
501	1811	811	32	15	E	COMPUTER EQUIPMENT		3,850.00	

## 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 Finance Department, includes 2 full-time budgeted employees that are responsible for the water billing for the Village. The Water Billing Division maintains nearly 9,000 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1813	811	10	10	E	F-TIME & REG.PART TIME	126,060.35	139,414.00	128,357.00
501	1813	811	10	98	E	TEMPORARY HELP	1,238.36		
501	1813	811	10	99	E	OVERTIME PAY		440.00	3,000.00
501	1813	811	15	10	E	FICA-EMPLOYER	7,659.33	8,174.00	8,144.00
501	1813	811	16	14	E	TRAVEL FOR MEETING & CONF		100.00	200.00
501	1813	811	16	16	E	MEDICARE-EMPLOYER	1,791.23	1,912.00	1,912.00
501	1813	811	21	11	E	LEGAL		1,000.00	1,000.00
501	1813	811	24	12	E	PRINTING & BINDING	9,976.58	11,000.00	13,000.00
501	1813	811	24	99	E	OTHER PURCHASE-SERVICES	3,967.75	34,920.00	46,420.00
501	1813	811	31	17	E	POSTAGE	45,975.20	46,500.00	48,000.00
501	1813	811	31	99	E	OFFICE SUPPLIES	14.83	200.00	200.00
501	1813	811	37	80	E	GAS & FUEL	195.74	350.00	250.00
501	1813	811	38	10	E	MISCELLANEOUS		1,200.00	
501	1813	811	69	78	E	BANK FISCAL CHARGES	74,969.39	75,400.00	75,400.00

## 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, and Central 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
501	1110	811	10	10	E	F-TIME & REG.PART TIME	42,414.88	35,995.00	40,217.00
501	1110	811	15	10	E	FICA-EMPLOYER	2,261.50	2,232.00	2,493.00
501	1110	811	16	16	E	MEDICARE-EMPLOYER	598.27	522.00	583.00
501	1111	811	10	10	E	F-TIME & REG.PART TIME	25,006.30	25,879.00	25,778.00
501	1111	811	15	10	E	FICA-EMPLOYER	1,467.74	1,605.00	1,598.00
501	1111	811	16	16	E	MEDICARE-EMPLOYER	343.17	375.00	374.00
501	1112	811	10	10	E	F-TIME & REG.PART TIME	3,932.73	4,154.00	4,221.00
501	1112	811	15	10	E	FICA-EMPLOYER	234.68	258.00	517.00
501	1112	811	16	16	E	MEDICARE-EMPLOYER	54.93	120.00	62.00
501	1310	811	10	10	E	F-TIME & REG.PART TIME	48,584.68	72,233.00	72,220.00
501	1310	811	15	10	E	FICA-EMPLOYER	2,901.28	4,478.00	4,478.00
501	1310	811	16	16	E	MEDICARE-EMPLOYER	686.16	1,047.00	1,047.00
501	1518	811	16	10	E	IMRF-EMPLOYER	70,681.86	268,369.00	268,369.00
501	1518	811	16	12	E	MEDICAL-EMPLOYER	354,201.15	369,963.00	398,716.00
501	1518	811	16	19	E	VACATION BUY BACK ONLY	-12,599.80		
501	1518	811	16	30	E	OPT OUT MED INSURANCE	7,166.65	7,500.00	7,500.00
501	1518	811	16	32	E	HEALTH & WELLNESS PROG.	595.11	375.00	375.00
501	9999	999	10	99	E	SALARY & FRINGE			46,329.00

## 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 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
601	0	461	30	10	R	INTEREST INCOME	1,495,371.32	500,000.00	500,000.00
601	0	481	41	10	R	POLICE PENSION W/H	508,516.94	442,000.00	442,000.00
601	0	481	45	10	R	VILLAGE POLICE PENSION	2,688,377.07	3,251,135.00	3,461,165.00
601	0	481	71	10	R	(GAIN) & LOSS INVESTMENTS	-249,493.27		
601	0	481	89	10	R	MISCELLANEOUS INCOME	1,274.85		

#### EXPENDITURES

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 BUDGET
601	0	518	10	98	E	TEMPORARY HELP		2,500.00	2,500.00
601	0	518	16	14	E	TRAVEL, MEETING & CONF.	3,668.12	3,375.00	3,375.00
601	0	518	21	10	E	AUDITING	1,125.00	2,500.00	2,500.00
601	0	518	21	11	E	LEGAL	12,700.38	8,500.00	15,100.00
601	0	518	24	11	E	LIABILITY INSURANCE		5,700.00	5,700.00
601	0	518	24	23	E	INVESTMENT-MANAGEMENT	125,709.42	90,000.00	90,000.00
601	0	518	62	10	E	MEMBERSHIP DUES		8,300.00	8,300.00
601	0	518	69	10	E	PENSION REFUNDS	317,467.02	20,000.00	20,000.00
601	0	518	69	11	E	DISABILITY PENSIONS	219,816.64	220,927.00	220,927.00
601	0	518	69	12	E	RETIREMENT PENSIONS	2,460,848.16	2,607,082.00	3,010,063.00
601	0	518	69	13	E	RECORDING SECRETARY	2,500.00		2,500.00
601	0	518	69	14	E	SURVIVOR BENEFITS	276,814.32	276,814.00	276,814.00
601	0	518	69	99	E	MISCELLANEOUS EXPENSE		120.00	120.00



## 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
- ❖ GH<sub>2</sub>O 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  |                       |                          |
| ❖ Greenbriar Park | ❖ Reskin Park         | ❖ Sports Hub             |

*Funding:*

**Streets**

The Village of Glendale Heights street system consists of 76 miles of asphalt and concrete 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.

**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. Beginning in FY 2019/20, the VRF was dissolved, and remaining fund balances distributed primarily between the General and Environmental Service Funds.

In the years when funds were much tighter, the vehicle replacement fund had been short funded. Starting in FY 2017, each fund contributed only the amount necessary to fund its own scheduled vehicles that are budgeted to be replaced.

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.

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.

## CAPITAL EXPENDITURES SUMMARY BY FUND-FY 2021/2022

ACCOUNT NUMBER					TYPE	DESCRIPTION	FY 2022 BUDGET
101	1511	911	81	13	E	PUBLIC WORKS	325,000.00
101	1616	911	82	10	E	VEHICLES	39,300.00
101	1616	911	82	12	E	PARKS & GROUNDS EQUIP.	8,000.00
101	1617	911	85	14	E	VILLAGE FACILITIES	54,000.00
201	1617	911	81	17	E	RECREATION EQUIPMENT	33,000.00
204	0	911	87	13	E	STREET IMPROVEMENT PGM	1,900,000.00
212	0	911	87	12	E	INFRASTRUCTURE IMPROVMNT	240,000.00
212	0	911	87	13	E	STREET IMPROVEMENT PGM	700,000.00
212	0	911	87	27	E	STORMWATER IMPROVEMENTS	785,000.00
302	0	911	83	13	E	P.C. HARDWARE	13,000.00
303	0	911	81	16	E	PARKS & GROUND EQUIPMENT	2,392,530.00
303	0	911	85	14	E	VILLAGE FACILITIES	50,000.00
303	0	911	85	17	E	PARKS AND GROUNDS	143,300.00
303	0	911	85	21	E	SENIOR CENTER	450,000.00
303	0	911	87	14	E	PARKS AND GROUNDS	80,536.00
501	1512	911	87	10	E	INFRASTRUCTURE-WATER	1,852,463.00
501	1513	911	81	15	E	PUBLIC WORKS-SEWER	30,000.00
501	1513	911	85	55	E	LIFT STATION-MILL POND	500.00
501	1513	911	87	11	E	INFRASTRUCTURE-SEWER	650,000.00
501	1514	911	81	19	E	PUBLIC WORKS-W.TREATMENT	75,000.00
501	1514	911	85	40	E	WPCF DIGESTER REHAB PROJ	6,209,000.00

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>UTILITIES CAPITAL PROJECTS</b>	<b>CAPITAL COSTS</b>	<b>\$8,575,000</b>	<b>\$915,000</b>	<b>\$5,685,000</b>	<b>\$3,450,000</b>	<b>\$2,880,000</b>
<i>Norton Ave &amp; E Schubert Ave WM Replacement (CDBG)</i>	<i>\$1,670,000</i>					
Design Engineering	\$70,000					
Out to Bid						
Construction Engineering	\$50,000	X				
Construction	\$1,550,000	X				
<i>E Marilyn &amp; Jill Ct WM Replacement (CDBG)</i>	<i>\$820,000</i>					
Design Engineering	\$70,000	X				
Out to Bid			X			
Construction Engineering	\$50,000		X			
Construction	\$700,000		X			
<i>Cambridge Lane &amp; Westchester Dr WM Replacement (CDBG)</i>	<i>\$1,660,000</i>					
Design Engineering	\$110,000		X			
Out to Bid				X		
Construction Engineering	\$50,000			X		
Construction	\$1,500,000			X		
<i>Burdette W Elevated WT 0.5MG - Payments 1, 2 &amp; 3</i>	<i>\$235,000</i>	X	X	X		
<i>Water Supply Facilities Rehabilitation Project (IEPA Loan)</i>	<i>\$3,200,000</i>					
Design Engineering	\$200,000	X				
Out to Bid		X				
Construction Engineering	\$200,000	X				
Construction	\$2,800,000	X				
<i>Burdette W South Ground Storage Tank(S) - Payment 1, 2 &amp; 3</i>	<i>\$300,000</i>				X	X
<i>W Fullerton Ave WM Replacement (Reserves)</i>	<i>\$1,470,000</i>					
Design Engineering	\$100,000					
Out to Bid		X				
Construction Engineering	\$100,000	X				
Construction	\$1,270,000	X				

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>UTILITIES CAPITAL PROJECTS</b>	<b>CAPITAL COSTS</b>	<b>\$8,575,000</b>	<b>\$915,000</b>	<b>\$5,685,000</b>	<b>\$3,450,000</b>	<b>\$2,880,000</b>
<i>North Avenue CA Sanitary Sewer I&amp;I Phase 2</i>	<i>\$650,000</i>					
Design Engineering	\$50,000					
Out to Bid		X				
Construction Engineering	\$50,000	X				
Construction	\$550,000	X				
<i>Mill Pond LS Retrofit (Covid Relief Funds)</i>	<i>\$1,620,000</i>					
Design Engineering	\$120,000					
Out to Bid		X				
Construction Engineering	\$100,000	X				
Construction	\$1,400,000	X				
<i>Mill Pond CA Sanitary Sewer Structural Repairs Phase 1</i>	<i>\$780,000</i>					
Design Engineering	\$80,000			X		
Out to Bid				X		
Construction Engineering	\$50,000			X		
Construction	\$650,000			X		
<i>Belden Ave/Reskin Elem School WM Replacement (CDBG)</i>	<i>\$1,300,000</i>					
Design Engineering	\$100,000			X		
Out to Bid				X		
Construction Engineering	\$100,000			X		
Construction	\$1,100,000			X		
<i>Adventist Glen Oaks WM Replacement</i>	<i>\$1,940,000</i>					
Design Engineering	\$120,000				X	
Out to Bid					X	
Construction Engineering	\$120,000				X	
Construction	\$1,700,000				X	
<i>Regency Drive &amp; High Grove Blvd WM Replacement</i>	<i>\$2,100,000</i>					
Design Engineering	\$150,000				X	

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>UTILITIES CAPITAL PROJECTS</b>	<b>CAPITAL COSTS</b>	<b>\$8,575,000</b>	<b>\$915,000</b>	<b>\$5,685,000</b>	<b>\$3,450,000</b>	<b>\$2,880,000</b>
Out to Bid						X
Construction Engineering	\$150,000					X
Construction	\$1,800,000					X
<i>E Altgeld Ave WM Replacement</i>	<i>\$900,000</i>					
Design Engineering	\$100,000					X
Out to Bid						
Construction Engineering	\$100,000					
Construction	\$700,000					
<i>Mill Pond CA - Structural Repairs 4/5- Phase 2</i>	<i>\$530,000</i>					
Design Engineering	\$60,000				X	
Out to Bid					X	
Construction Engineering	\$70,000				X	
Construction	\$400,000				X	
<i>President &amp; Stevenson LS Retrofit</i>	<i>\$1,640,000</i>					
Design Engineering	\$120,000		X			
Out to Bid				X		
Construction Engineering	\$120,000			X		
Construction	\$1,400,000			X		
<i>President &amp; Stevenson CA - Structural Repairs 4/5- Phase 1</i>	<i>\$530,000</i>					
Design Engineering	\$60,000				X	
Out to Bid					X	
Construction Engineering	\$70,000				X	
Construction	\$400,000				X	
<i>President &amp; Stevenson CA - Structural Repairs 4/5- Phase 2</i>	<i>\$530,000</i>					
Design Engineering	\$60,000					X
Out to Bid						X
Construction Engineering	\$70,000					X



		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
UTILITES CAPITAL PROJECTS	CAPITAL COSTS	\$8,575,000	\$915,000	\$5,685,000	\$3,450,000	\$2,880,000
Construction	\$400,000					X

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
WTTP CAPITAL PROJECTS	CAPITAL COSTS					
<i>Phosphorous Removal &amp; Digester #1 Rehab Project (EPA Loan)</i>	\$9,398,500					
Design Engineering	\$348,500					
Out to Bid		X				
Construction Engineering	\$450,000	X				
Construction	\$8,600,000	X	X			
<i>Primary Clarifiers Replacement Project (IEPA Loan)</i>	\$1,330,000					
Design Engineering	\$100,000	X				
Out to Bid			X			
Construction Engineering	\$100,000		X			
Construction	\$1,130,000		X			
<i>Secondary Clarifiers Replacement Project (IEPA Loan)</i>	\$2,760,000					
Design Engineering	\$230,000			X		
Out to Bid					X	
Construction Engineering	\$230,000				X	
Construction	\$2,300,000				X	
<i>U.V Disinfection Conversion Project (IEPA Loan)</i>	\$2,000,000					
Design Engineering	\$150,000		X			
Out to Bid				X		
Construction Engineering	\$150,000			X		
Construction	\$1,700,000			X		

## 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 Purchasing Agent 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) Purchasing Agent 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 Purchasing Agent, 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 Purchasing Agent 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:**

##### **Purchasing Agent Serve As**

Except as otherwise provided herein, the Purchasing Agent 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 Purchasing Agent, the Village administrator shall act as the Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent. (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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent makes a written determination that only the identified brand name item or items will satisfy the Village needs.

The Purchasing Agent 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 Purchasing Agent, 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 Purchasing

Agent shall consider the Village requirements, its resources, and the potential contractor capabilities. The Purchasing Agent 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 Purchasing Agent, 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 Purchasing Agent 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 Purchasing Agent shall request firms to submit a statement of qualifications and performance data. The Purchasing Agent 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 Purchasing Agent. The Purchasing Agent 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 Purchasing Agent. 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 Purchasing Agent, 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 Purchasing Agent, 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 Purchasing Agent determines in writing to be fair and reasonable to the village. In making this decision, the Purchasing Agent shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should the Purchasing Agent, 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 Purchasing Agent determines to be fair and reasonable to the village, negotiations with that firm shall be formally terminated. The Purchasing Agent shall then undertake negotiations with the second most qualified. If unable to come to an agreement, the Purchasing Agent 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 Purchasing Agent, 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent 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 Purchasing Agent, 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 Purchasing Agent, 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 Purchasing Agent, 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 Purchasing Agent 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 Purchasing Agent.

Upon approval of the designation by the Village administrator, the Purchasing Agent 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 Purchasing Agent.

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.

## **AMENDMENT TO POLICE PENSION ACTUARIAL FUNDING POLICY**

**RESOLUTION NO. 2019— R - 67  
A RESOLUTION TO APPROVE AND ADOPT  
THE FIRST AMENDMENT TO THE  
ACTUARIAL FUNDING POLICY STATEMENT  
FOR THE VILLAGE OF GLENDALE HEIGHTS, ILLINOIS**

WHEREAS, the Village of Glendale Heights (the "Village") has established certain Administrative Policies from time to time; and

WHEREAS, the Village adopted Resolution No. 2017- R- 85 entitled "A Resolution Approving and Adopting An Actuarial Funding Policy Statement for the Village of Glendale Heights, Illinois" ( the " Policy") on October 19, 2017; and

WHEREAS, the corporate authorities of the Village have determined that it is advisable, necessary and in the public interest to amend the Policy by amending the sections entitled "Goals and Objectives" and " Operation of the Policy".

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Glendale Heights, DuPage County, Illinois, as follows:

Section 1. The corporate authorities of the Village hereby incorporate the foregoing preamble clauses into this resolution.

Section 2. The corporate authorities hereby approve and adopt the following amendments to the Policy:

A. The Policy shall be amended by deleting the section entitled "Goals and Objectives" it in its entirety and substituting the following in its place:  
Goals and Objectives.

In any given fiscal year in which the General Fund, including the Insurance and Golf Fund, realizes a surplus, to be determined based on the Comprehensive Annual Financial Report for the most recently completed fiscal year, (revenues and other financing sources exceed expenditures and other financing uses), an amount equaling ten (10%) percent of the surplus will be distributed as an additional employer contribution to the Village of Glendale Heights Police Pension Fund. This furthers the key goals and objectives of the policy in that it will:

- Make sure that benefits are secure for fund participants now and in the long term.
- Keep the recommended costs of the plan stable across generations of taxpayers.
- Provide year-to-year contribution stability/ budgeting for the Village.

B. The Policy shall be amended further by deleting the section entitled "Operation of the Policy" it in its entirety and substituting the following in its place:

Operation of the Policy.

The Village will review the policy on an annual basis. The Village retains the right to amend the policy, as necessary, to keep the policy in line with the goals and objectives."

Section 3. That the remainder of the Policy shall remain in full force and effect and unchanged.

Section 4. This resolution shall be in full force and effect upon its passage and approval in accordance with law.

## 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

<b>AC:</b> Appearance Commission	<b>FEMA:</b> Federal Emergency Management Agency
<b>AFSCME:</b> American Federation of State, County and Municipal Employees	<b>FICA:</b> Federal Insurance Contributions Act
<b>APWA:</b> American Public Works Association	<b>FOIA:</b> Freedom of Information Act
<b>ASCE:</b> American Society of Civil Engineers	<b>FOP:</b> Fraternal Order of Police
<b>AWWA:</b> American Water Works Association	<b>FSLIC:</b> Federal Savings and Loan Insurance Corporation
<b>BAB:</b> Build America Bond	<b>FT:</b> Full-Time
<b>BSI:</b> Backflow Solutions Inc.	<b>FTE:</b> Full-Time Equivalent
<b>CAD:</b> Computer Aided Design	<b>FY:</b> Fiscal Year
<b>CALEA:</b> Commission of Accreditation for Law Enforcement Agencies	<b>GAAP:</b> Generally Accepted Accounting Principles
<b>CDBG:</b> Community Development Block Grant	<b>GAP:</b> Government Accountability Program
<b>CERT:</b> Community Emergency Response Team	<b>GFOA:</b> Government Finance Officers Association
<b>CEU:</b> Continuing Education Unit	<b>GH:</b> Glendale Heights
<b>CIP:</b> Capital Improvement Program	<b>GH<sub>2</sub>O:</b> Glendale Heights Aquatic Center
<b>COLA:</b> Cost of Living Adjustment	<b>GHS:</b> Glendale Heights Football & Cheerleading
<b>COSTCO:</b> China Off Shore Trading Company	<b>GHYBS:</b> Glendale Heights Youth Baseball & Softball
<b>CPA:</b> Citizen Police Academy	<b>GIS:</b> Geographical Information Systems
<b>CPR:</b> Cardiopulmonary Resuscitation	<b>GLGC:</b> Glendale Lakes Golf Club
<b>CSA:</b> Customer Service Associate	<b>GO:</b> General Obligation (bonds/debt service)
<b>DARE:</b> Drug Abuse Resistance Education	<b>GOB:</b> General Obligation Bond
<b>CSO:</b> Community Service Officer	<b>GREAT:</b> Gang Resistance Education and Training
<b>DCFS:</b> Department of Children and Family Services	<b>HR:</b> Human Resources
<b>DUI:</b> Driving Under the Influence	<b>HTE:</b> High Technology Entrepreneur
<b>E911:</b> Enhanced 911 (emergency service)	<b>HVAC:</b> Heating, Ventilating & Air Conditioning
<b>EAB:</b> Emerald Ash Borer	<b>IAFSM:</b> Illinois Association for Floodplain and Storm Water Management
<b>EAV:</b> Equalized Assessed Value	<b>IBM:</b> International Business Machines Corporation
<b>EMS:</b> Emergency Medical Services	<b>IDLH:</b> Immediate Danger to Life or Health
<b>EOC:</b> Emergency Operations Center	<b>IDOT:</b> Illinois Department of Transportation
<b>ESDA:</b> Emergency Service Disaster Agency	<b>IEPA:</b> Illinois Environmental Protection Agency
<b>ESS:</b> Enterprise Software System	
<b>F&amp;B:</b> Food and Beverage	
<b>FCC:</b> Federal Communications Commission	
<b>FDIC:</b> Federal Deposit Insurance Corporation	

**COMMONLY USED ACRONYMS (cont.)****IMRF:** Illinois Municipal Retirement Fund**IP:** Internet Protocol**IPBC:** Interpersonal Personnel Benefits  
Cooperative**IPRA:** Illinois Parks and Recreation  
Association**IS:** Information Systems**ISPE:** Illinois Society of Professional  
Engineers**JERC:** Journal Entry Re-Class**JULIE:** Joint Utility Locating Information  
for Excavators**K-9:** Canine**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**TV:** Television**VEBA:** Village Exceed Budget Approval**VOGH:** Village of Glendale Heights**VoIP:** Voice over Internet Protocol**VRF:** Vehicle Replacement Fund**VSR:** Vehicle Service Request**WPCF:** Water Pollution Control Facility**YC:** Youth Commission**YWCA:** Young Woman's Christian  
Association