



Village of Glendale Heights, IL

A Proud and Progressive Village for All People



Annual Budget

Fiscal Year 2022/23

VILLAGE OF GLENDALE HEIGHTS, IL

Fiscal Year 2022/23

Annual Budget

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Village President

Marie Schmidt
Village Clerk

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District 2

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District 1

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District 5

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Appointed Village Counsel

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District 3

Pat Maritato
Deputy Mayor/District 4

Mary Schroeder
District 6

Christopher B. Burke
Village Appointed Engineers

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Acting Village Administrator

William Poling
Finance Director/Treasurer

Joanne Kalchbrenner
Community Development Director

Keith Knautz
Leisure Services Director

George Pappas
Chief of Police

Rachael Kaplan
Public Works Director

Nicole Lewis
Human Resources Manager

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 2022/23 fiscal year.

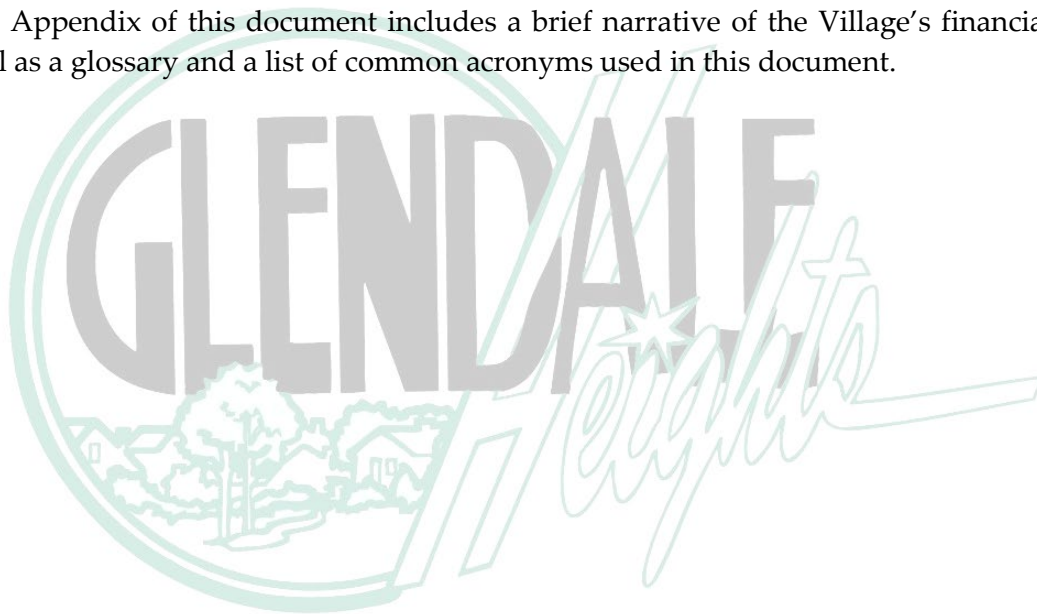
READER'S GUIDE TO UNDERSTANDING THE BUDGET

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.



*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*

TABLE OF CONTENTS

BUDGET MESSAGE	8
VILLAGE OVERVIEW	
Government Profile	18
Location	22
History	24
District Map	26
Village Profile at a Glance	27
Community Economic Profile	28
BUDGET OVERVIEW	
Budget Process	31
Fund Structure	34
Major Funds	40
Major Revenue Sources	42
BUDGET SUMMARIES	
Revenue & Expenditures – All Funds	67
Revenue Summary Funding by Source – All Funds	68
Expenditure Summary Funding by Class – All Funds	69
Revenue & Expenditure Summary - General Fund	70
Revenue Detail – General Fund	71
Expenditure Summary by Department – General Fund	76
Expenditure Detail – General Fund	78
Revenue Summary by Fund – Other Funds	96
Expenditure Summary by Fund – Other Funds	98
Tax Levy Statistics	100
Projected Impact of Fiscal Year 2021/22	102
Major Decreases in Fund Balance	104
Full-Time Employee Summary – By Department	105
Changes in Staffing Levels	107
Organization Chart and Mission Statement.	108
BUDGET NARRATIVES	
General Fund	109
Legislative	112
Village Board	111
Village Clerk	113
Plan Commission	114
Police Commission.	115
Special Events Fund	116
Youth Commission	117

TABLE OF CONTENTS (cont.)

BUDGET NARRATIVES (cont.)

General Fund (cont.)

Legislative (cont.)

Historical Building 118

Administration 121

Village Administration 132

Human Resources 133

Public Affairs 134

Senior Services 135

Information Services 137

Central Services 139

Police Department 141

Police Administration. 149

Patrol 150

Investigations 151

Support Services 153

State and Federal Grants. 154

Community Oriented Police. 156

Finance 157

Community Development 164

Community Development Administration 168

Inspection Services 170

Public Works 171

Public Works Administration. 180

Engineering 182

Streets 183

Fleets 184

Parks, Grounds and Facilities 186

Parks and Grounds 189

Forestry 191

Building Maintenance 192

Special Revenue Funds 194

Golf Fund 195

Golf Fund Revenue 201

Golf Course Administration 205

Facilities 207

Pro Shop 208

Food and Beverage 209

Grounds Maintenance. 211

Charity Classic 213

Special Events 214

Central Services 215

TABLE OF CONTENTS (cont.)

BUDGET NARRATIVES (cont.)

Recreation Fund	216
Recreation Fund Revenue	221
Administration	230
Programming	232
Preschool	235
Aquatics	237
After School/Day Camp	239
Facilities	241
Central Services	242
Information Systems	243
Emergency Services and Disaster Agency (ESDA) Fund	244
Handicap Recreation Fund	246
Motor Fuel Tax (MFT) Fund	248
Founders' Day Fund	250
Parks Development Fund	252
Article 36 Seizure Fund	253
Illinois Municipal Retirement Fund (IMRF) Fund	254
Infrastructure Fund	256
Tax Incremental Funds	
TIF #1 – North Avenue	258
TIF #2 – Second Place	261
TIF #3 – North Avenue/Bloomington Road	263
TIF #4 – Glen Ellyn Road/Peterson Avenue	266
TIF #5 - President St./North Ave.	268
TIF #6 – Eastern Glendale Heights	270
TIF #7 - Army Trail Road/Cavalry Drive	272
Special Service Area Funds	
SSA #1 - Glendale Lakes Business Park	274
SSA #2 - Glendale Industrial Park	276
SSA #3 - Highgrove East Industrial Park	278
SSA #4 - Highgrove West Industrial Park	280
SSA #5 - Glen Pointe Business Park	282
SSA #6 - Polo Club Heights Industrial Park	284
SSA #7 - Sawko Industrial Park	286
SSA #8 - Glendale Heights Business Park	288
Capital Project Funds	290
Computer Replacement Fund	291
Capital Projects Fund	292
Debt Service Fund	293
Insurance Fund	299
Enterprise Funds	300

TABLE OF CONTENTS (cont.)

BUDGET NARRATIVES (cont.)

Enterprise Funds (cont.)

Environmental Service Fund (cont.)

Environmental Service Fund.	300
Environmental Service Fund Revenue	310
Public Works Administration.	313
Engineering	315
Water Services.	316
Sewer Services	318
Waste Water Treatment Plant.	320
Fleets	322
Facilities	323
Information Services	324
Water Billing Division	325
General Business Services.	326
Pension Trust Funds	327
Police Pension.	328

CAPITAL IMPROVEMENT PROGRAM

Introduction	330
Village Property and Funding Sources	331
Capital Expenditures Summary by Fund	333
Utilities Division, Waste Water Treatment Plant, Golf CIP.	335

APPENDIX

Financial Policies	341
Administrative Policy.	341
Budget Management Policy	342
Credit Card Policy	344
Fund Balance Policy	345
Investment Policy	346
Purchasing Policy	351
Confidential Reporting Policy.	364
Police Pension Actuarial Funding Policy	366
Glossary	369
Acronyms	372



ANNUAL BUDGET

June 30, 2022

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

The Fiscal Year 2022/2023 (FY 2023) Budget is hereby presented for the fiscal year May 1, 2022 to April 30, 2023. 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 available 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 2022 ending reserve balance was at a level of 10.5 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
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
2021	\$16,054,846	7.8
2022	\$22,736,563	10.5

*source: Village Annual Comprehensive 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 2022/23 budget for all funds of the Village is included in this document. The total operating and capital budget is \$79,747,464, a decrease of 1.0% from the final budget of \$80,569,799 in 2021/22. The primary reason for this decrease 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.



ANNUAL BUDGET

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 2021/22

In the 2021/22 approved budget, the Village projected a 5.3% decrease in General Fund revenues and an 8.5% increase in expenditures. These revenue increases stem primarily from the loss of both sales tax and home rule sales tax resulting from a medical supplier's relocation out of the Village to a different community. 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. The Village's revenues have continued to remain stable, in spite of the effects of the Coronavirus pandemic, thanks to a diverse sales tax base.

2021/22 ACTUAL RESULTS

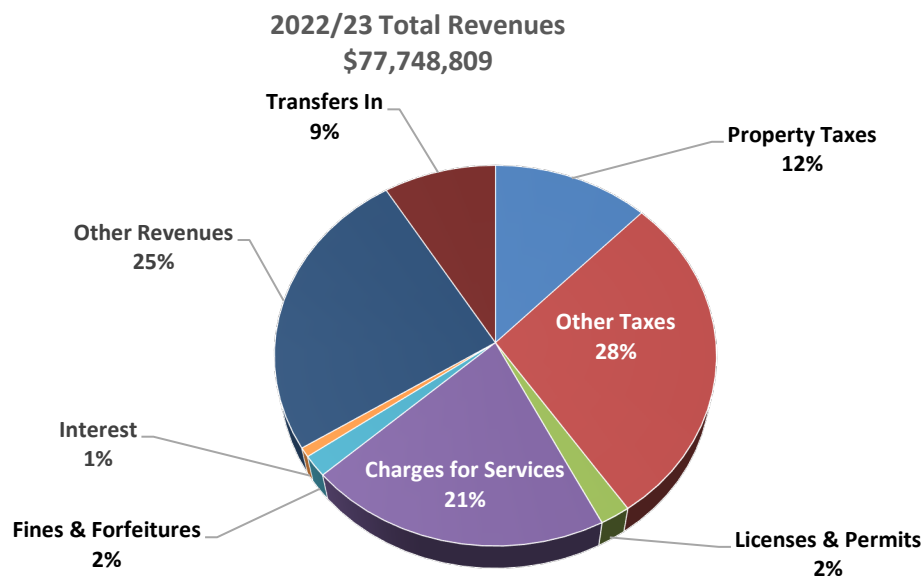
General Fund revenues, which were budgeted at \$31,238,108, ended the fiscal year at \$34,985,156, or approximately \$3.75 million over budget, which is 10.7%. This excess was due to sales, home rule sales, income, local use, and real estate transfer taxes remaining strong. Spending, as always, is monitored closely and because of this, actual General Fund expenditures came in at \$1.89 million under budget, as several capital/maintenance projects were deferred.

2022/23 OPERATING BUDGET OVERVIEW

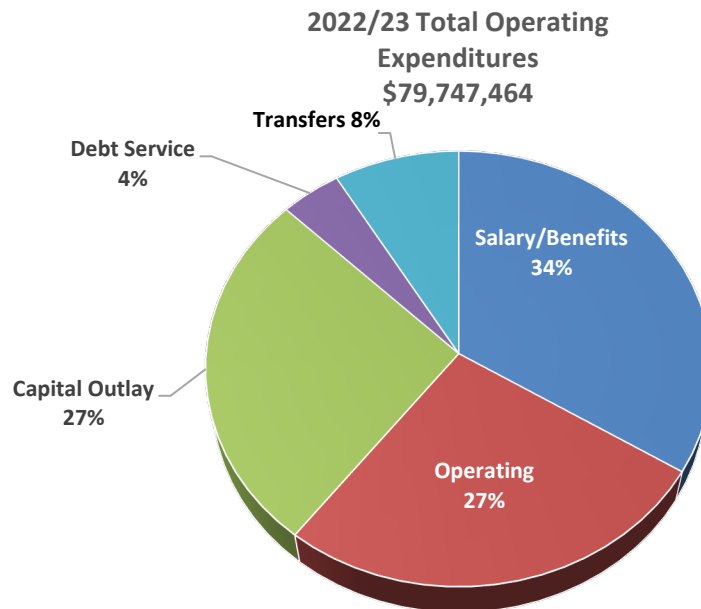
In the 2022/23 budget, the Village is anticipating a decrease of \$1,373,398 or 4.4% in net General Fund revenues from the 2021/22 budget and a \$602,129 increase or 2.0% in net expenditures. The retraction in revenues comes entirely from the residual impacts relating to the Coronavirus pandemic, which began in spring 2020. The expenditure increases are due to an increase in infrastructure spending.

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 2022/23 proposed budgeted revenues by source for all funds:



The expenditure budget, which includes inter-fund transfers and capital projects, for 2022/23 totals \$79,747,464. This represents a 1.0% decrease from the 2021/22 operating budget. The 2022/23 operating budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$1,998,655. The main reason for this is attributable to certain capital project expenditures using accumulated reserve funds. The following chart summarizes the 2022/23 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 2021 realized its sixth straight year of increase. The table below reflects EAV data from 2009 to 2021.

EAV Year	Bloomingtondale 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	\$696,232,137	\$74,653,6687	\$770,885,824	\$7,944,224
2021	\$712,560,494	\$83,795,549	\$796,356,043	\$8,354,907

For 2021, increases in the EAV were 2.3% and 12.2% 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 \$219,459 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.

As a result, the Village adopted a Property Tax levy increase of 4.98% over the previous year, in order to deliver the quality services residents and businesses have come to expect.

A substantial portion of the property tax levy (22.9%) 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 39.3% (\$1,230,800) of the total 2021 tax levy allocated to debt service (\$3,130,100) 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 2022 fiscal year, when the Recreation, Golf Course, Senior Center operations combined to form a new Leisure Services Department. Since 2007, the Village has decreased the full-time employment of the Village to 176 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
2021	186
2022	176

*source – Human Resources monthly staff reports.

Total personnel expenditures/expenses, which includes benefits, represents 55.9% 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. In July 2022, the Village completed 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.



ANNUAL BUDGET

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 stimulus
- Additional COVID related restrictions
- Increases in Medical Insurance premiums
- Union Negotiations
- Pension Obligations
- Spiraling Inflation
- Continued Supply Chain Issues

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, 2021. 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.



ANNUAL BUDGET

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,

Douglas R. Flint

William A. Poling

Douglas R. Flint
Acting Village Administrator

William Poling
Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Glendale Heights
Illinois**

For the Fiscal Year Beginning

May 01, 2021

Christopher P. Morrill

Executive 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, 2025.



ANNUAL BUDGET

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 2023 budget anticipates total expenses of \$69,234,597, excluding the Police Pension fund and other financing uses. Anticipated revenues, excluding the Police Pension Fund and other financing sources total \$66,505,406. Fund balance unrestricted reserves of \$2,729,191 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, 2022, total assets grew by more than \$25 million from \$187 million to a total \$212 million, while total revenues increased to \$60 million compared to the prior fiscal year, at \$58 million. The Villages' primary fund, which is the General Fund, reported a reserve balance of \$22 million. Reserves are at a level of 10.5 month's equivalent expenditures, exceeding the Village's policy of 4 months and the level recommended by the Government Finance Officers Association (GFOA) of 2 months.
- In January 2022, the Village Board approved an Intergovernmental Agreement with the Center for Governmental Studies, Northern Illinois University Outreach, Engagement and Regional Development for the purpose of developing a Multi-Year Strategic Plan to address:
 - Enabling the Village to identify and confirm a long-term vision and set organizational purpose and direction;
 - Provide an analysis of the current operating environment;
 - Receive community stakeholder, Village Board, and staff input into the process;

- Develop a strategic plan with clear priorities and measurable goals via a group leadership discussion process;
 - Launch an action planning session of the consensus goals; and,
 - Provide a communicative summary document/final report for use by the Board, Administration, Departments, and broader community.
- The Village's Police Department was re-accredited for the fifth time; continuing to maintain the Commission on the Accreditation of Law Enforcement Agencies (CALEA) accreditation that it received initially in 2008. Accreditation assures that the Department's policies, procedures and training guide the agency's performance. Specifically, it will:
 - Strengthen crime prevention and control
 - Formalize management and administrative procedures
 - Establish fair and non-discriminatory personnel practices
 - Improve service delivery
 - Boost citizen and staff confidence in the agency
 - Bring the Department up to national professional level
 - Assure government leaders of the quality of law enforcement

The Department is one of only 800 law enforcement agencies in the country that has earned CALEA Accreditation status.

- Economic development continues to be a priority for the Village of Glendale Heights. Supporting 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. Over the past several years, the Village has worked to address an area along Army Trail Road that includes significant truck storage on unpaved surfaces and other offensive uses that have negatively affected the surrounding neighborhood. The Village Board approved a 142,000 square foot and a 153,000 square foot Business Park development on this 20 acre site. Both buildings are nearly completed, and there is already a tenant for the rear building.
- Significant redevelopment also continued to occur along North Avenue. A new 116,000 square foot Business Park development at 760 E. North Avenue was completed and is being actively marketed, while the new Business Park at 1 E. North Avenue is occupied with other tenants anticipated.
- Local road infrastructure was improved throughout the Village as part of the In-House Road Program, overlaying Garland Court, Brahms Court, Avalon Court and Westberg Avenue. Additionally, the 2021 Motor Fuel Tax (MFT) Road Program included road construction of eight streets, along with curb, sidewalk and drainage improvements.
- Three applications for further CDBG funds were also made by the Village for future water main construction projects. The construction began in Fiscal Year 2022 and will extend to Fiscal Year 2024, depending on grant funding. The three grants are for a

maximum of \$600,000 each, a total of \$1.8 million. The water mains to be replaced will be located at Norton Avenue and East Schubert Avenue, Jill Court and Marilyn Avenue, and Cambridge Lane and Westchester Drive. Together, the three projects will be approximately 1.5 miles of new water main.



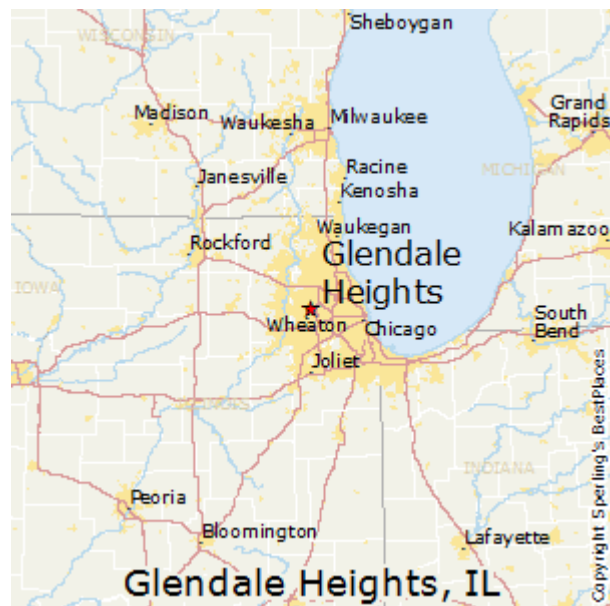
Camera Park

- The biggest Parks project this year was the completion of improvements to Camera Park. The Park was re-opened in July 2022, and boasts 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.

- Glendale Lakes Golf Club generated just under 25,500 rounds of golf for the 2021 calendar year. Golf was and still is viewed as a safe outdoor activity during the COVID-19 pandemic. Glendale Lakes continues to be the home golf course to five area golf teams. The

schools that use Glendale Lakes as their home course are: Glenbard North Boys and Girls, Glenbard East Boys and Girls and Glenbard West Girls. Each of these teams host their home matches, tournaments and some Illinois High School Association (IHSA) post-season events.

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





ANNUAL BUDGET

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.

ANNUAL BUDGET

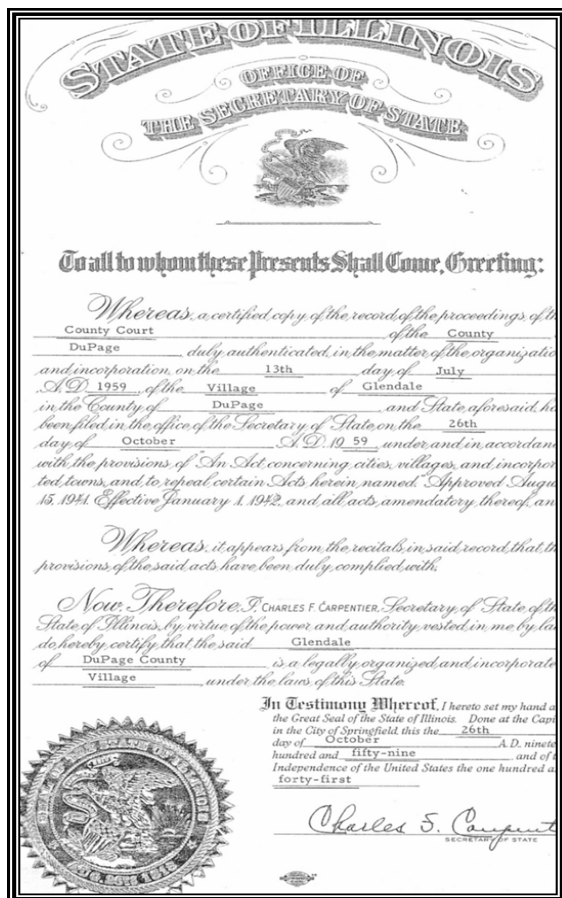


CLIMATE

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.

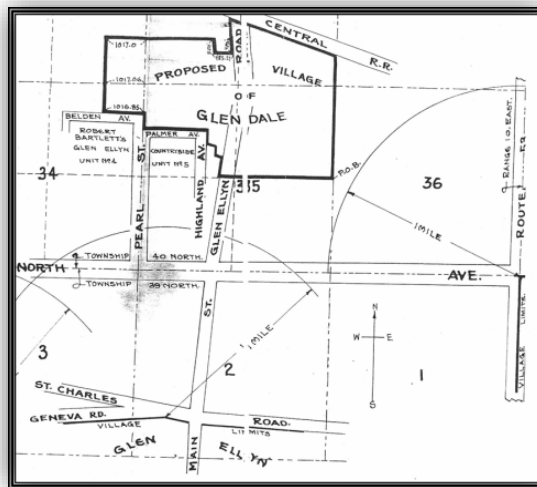


By early summer of 1959 with a population of 104, a petition to incorporate was circulated and filed on June 16, 1959. On July 13, 1959 the court declared the Village organized and the first election was held on August 2, 1959. The first meeting of the Village board was September 1, 1959 at the home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

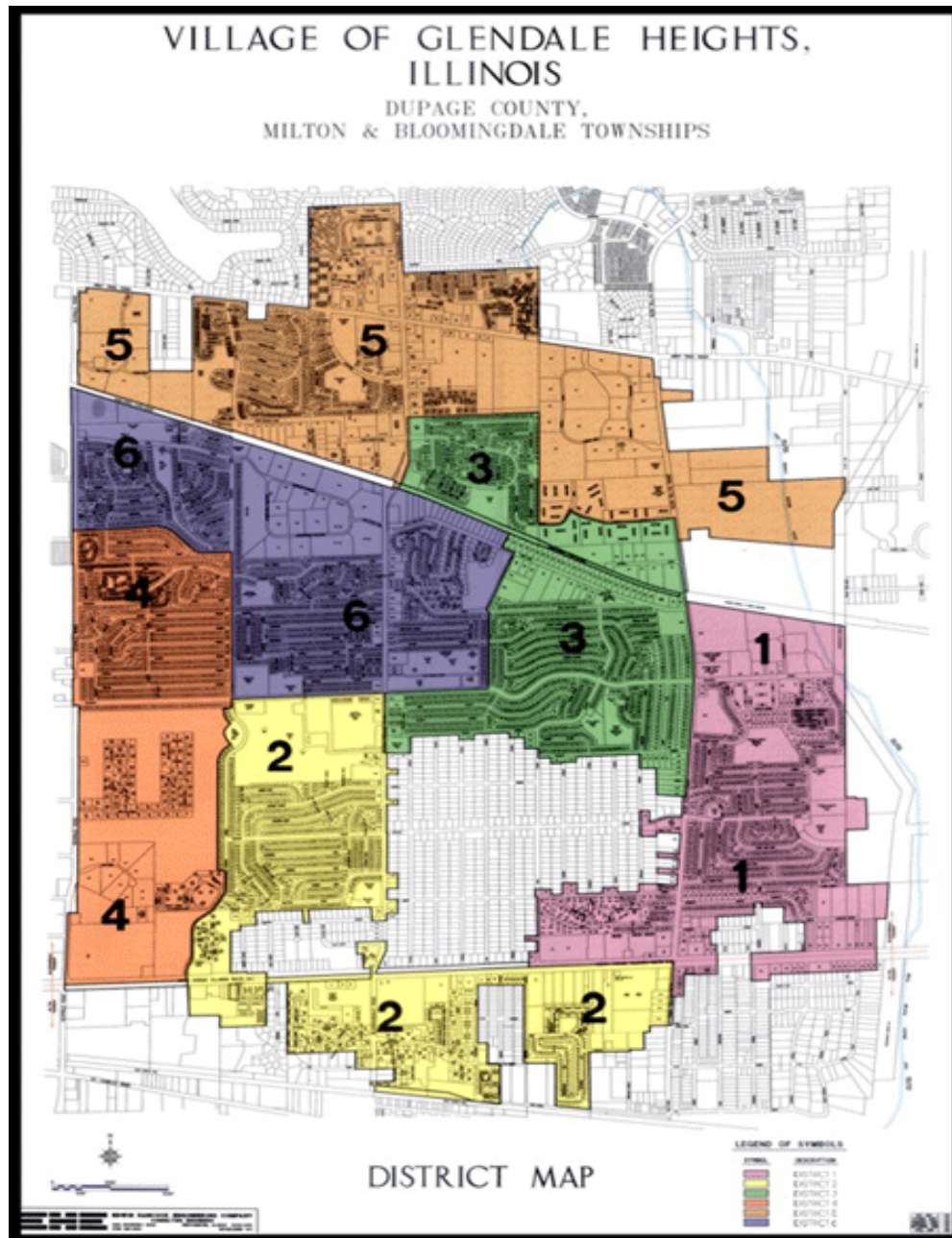


The current official population of the Village is 33,176 as of the 2020 census. The Village of



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 William 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



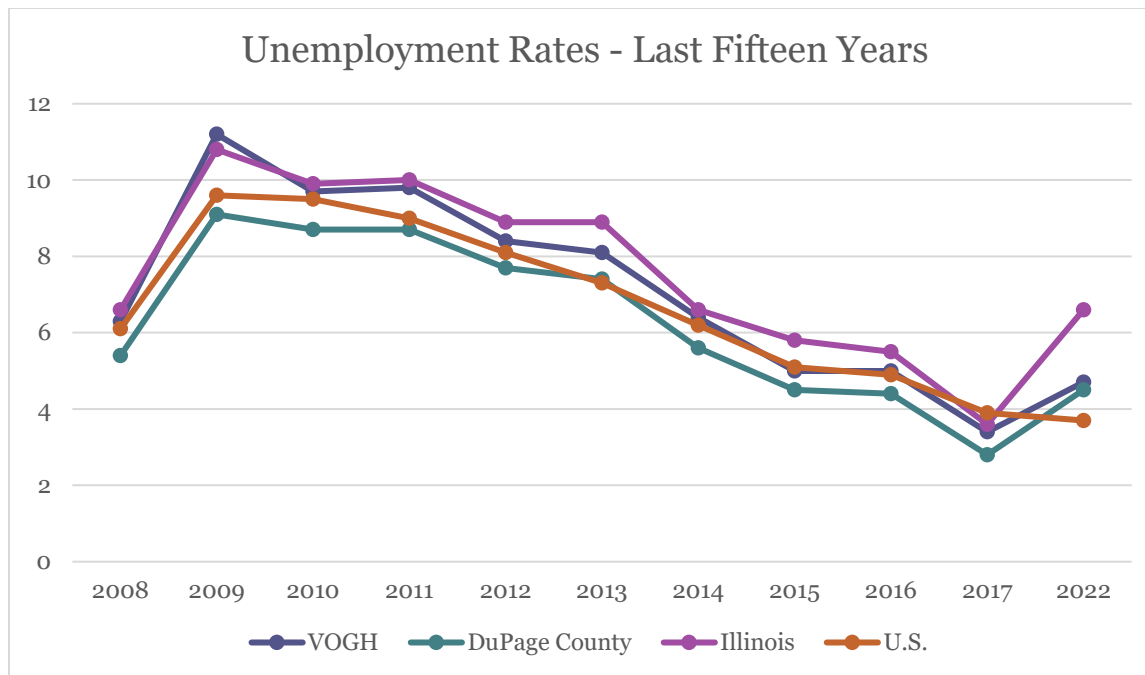
ANNUAL BUDGET

VILLAGE PROFILE AT A GLANCE

DEMOGRAPHIC	2010		2020		PERCENT CHANGE
	NUMBER	PERCENT OF TOTAL	NUMBER	PERCENT OF TOTAL	
POPULATION	34,208	100%	33,176	100%	-3.0%
AGE:					
Under 5 Years	2,646	7.7%	2,327	6.9%	-0.8%
5 to 19 Years	7,396	21.6%	6,277	18.5%	-3.1%
20 to 34 Years	8,777	25.7%	8,630	25.5%	-0.2%
35 to 64 Years	12,912	37.7%	12,392	36.6%	-1.1%
65+ Years	2,477	7.2%	4,237	12.5%	5.3%
Median Age	32		35		
GENDER:					
Male	17,407	50.9%	16,906	51.0%	0.1%
Female	16,801	49.1%	16,270	49.0%	-0.1%
RACE:					
White Alone	17,953	52.5%	12,145	36.6%	-15.9%
Black or African American Alone	2,005	5.9%	2,412	7.3%	1.4%
American Indian and Alaskan Native Alone	206	0.6%	424	1.3%	0.7%
Asian Alone	7,575	22.1%	8,378	25.3%	3.2%
Native Hawaiian or Other Pacific Native Alone	24	0.1%	32	0.1%	0.0%
Some Other Race Alone	5,271	15.4%	5,596	16.9%	1.5%
2 or More Races	1,174	3.4%	4,189	12.6%	9.2%
HISPANIC ORIGIN:					
Persons of Hispanic or Latino Origin	10,512	30.7%	10,889	50.7%	20.0%
Persons Not of Hispanic or Latino Origin	23,696	69.3%	10,599	49.3%	-20.0%
INCOME LEVEL OF RESIDENTS:					
Median Family Income	68,183		77,582		12.1%
Per Capita Income	36,307		41,317		12.1%
Unemployment Percentage	10.20%				
EDUCATION:					
Level in Years of Formal Schooling	14.7		14.9		20.0%
School Enrollment	14,146		12,958		-9.2%
HOUSING CHARACTERISTICS:					
Total Housing Units	11,864	100.0%	11,874	100.0%	0.1%
Occupied	11,257	94.9%	11,414	96.1%	1.3%
Vacant	607	5.1%	460	3.9%	-1.2%
Owner Occupied	7,605	64.1%	5,679	49.8%	-16.2%

SOURCE: US Census Bureau, 2020 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.

2020 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%

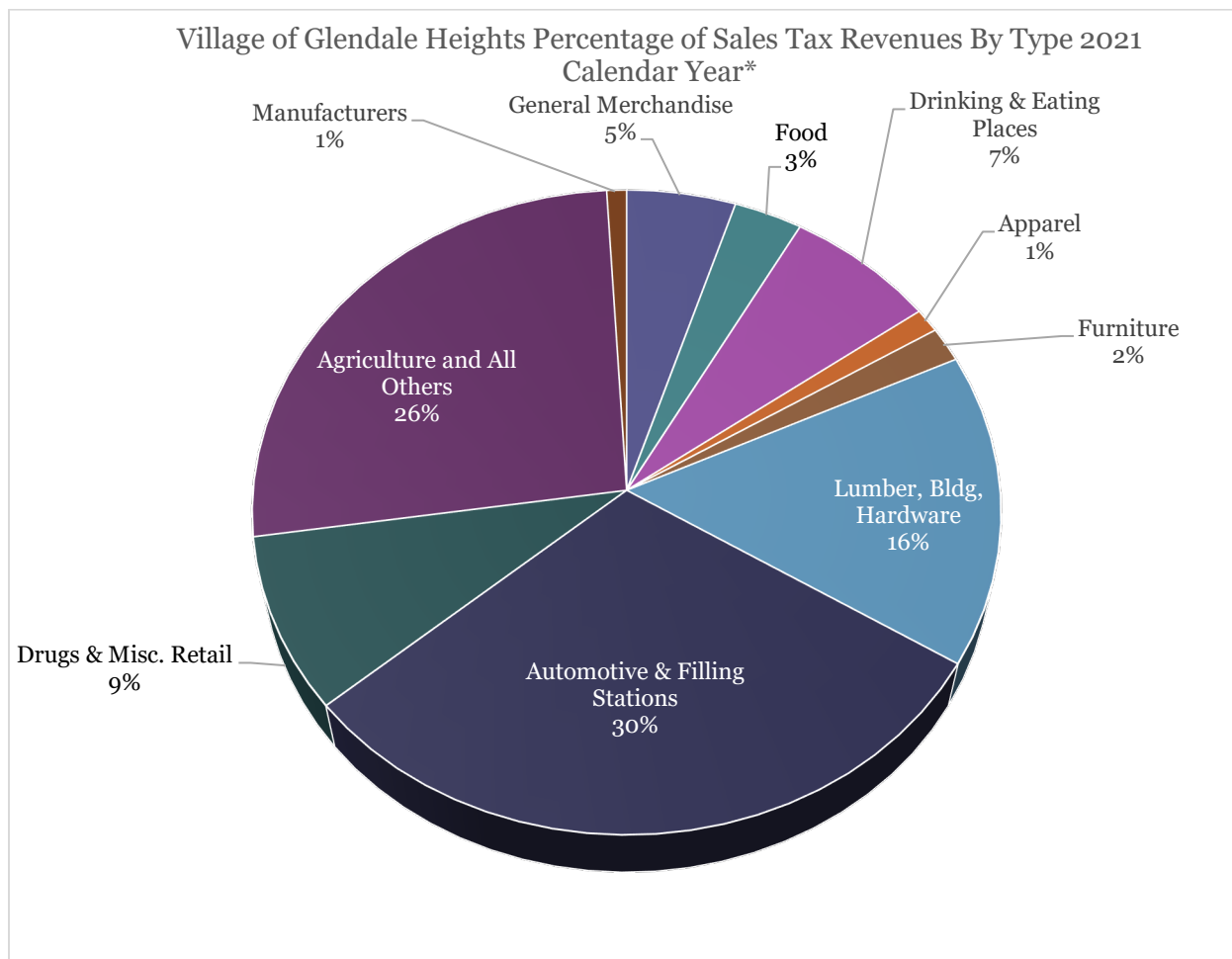


ANNUAL BUDGET

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



*source – Illinois Department of Revenue.

THE BUDGET PROCESS

The Village operates under an annual budget spanning one fiscal year, May 1st through April 30th. This document contains the Annual Operating and Capital Budget for the fiscal year 2022/23. 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

From 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, October, 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.

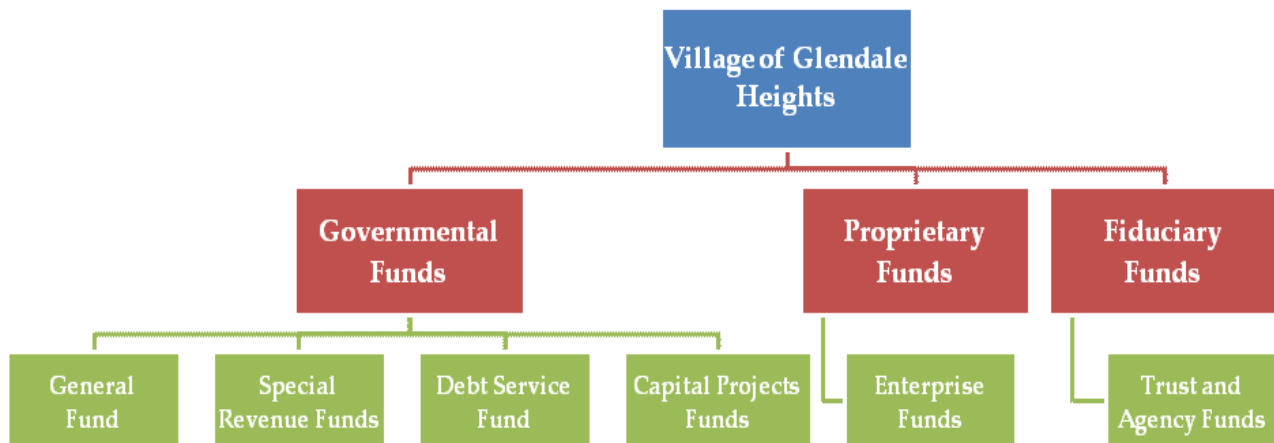
FIDUCIARY FUNDS

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

Building Maintenance

Central Services

Information Systems

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

LEISURE SERVICES

Parks and Grounds

Recreation

Human and Senior Services

Golf Course

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.

PARK 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
Waste Water Treatment Plant
Water Billing Division
Fleets
Facilities
Engineering

Information Systems
General Business Services:
Administration
Human Resources
Public Affairs
Finance
Central 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 2022/23 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 \$29,854,710, which makes up 44.9% of the Village's total revenue (excluding transfers in). Compared to the 2021/22 budget, the General Fund revenue shows a 4.4% decrease.

The General Fund expenditure budget, excluding transfers, is \$25,786,184, which is a decrease of 3.2% compared to the 2021/22 budget. If all transfers to debt service and capital project funds are included, the budget reflects a 1.3% increase of expenditures compared to 2021/22.

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 \$25,174,122, which makes up 34.3% 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 \$1,437,488. This decrease is attributed to planned capital improvements to be completed in FY 2022/23, including the second phase of State mandated rehabilitation to the Wastewater Treatment Plant's primary Digester.



ANNUAL BUDGET

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

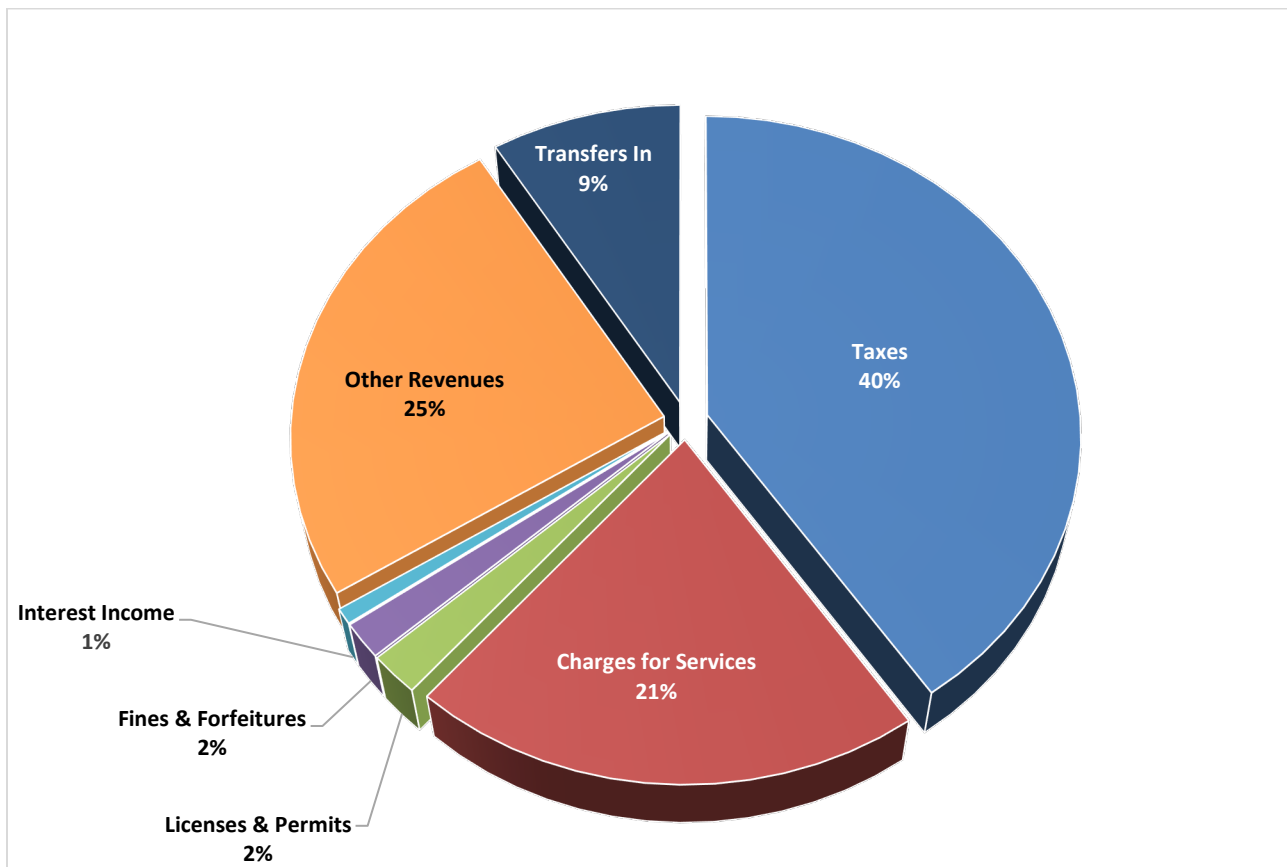
Function/Division	Fund Type					
	General	Special Revenue	Capital	Debt Service	Internal Service	Enterprise
Legislative	X					
Administration	X				X	X
Human Resources	X				X	X
Public Affairs	X					X
Senior Services	X					
Central Services	X	X			X	X
Law Enforcement	X	X				
Finance	X					X
Community Development	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/WWTP						X
Water Billing						X
Golf						X
Restaurant/Banquets						X

MAJOR REVENUE SOURCES

Major revenue sources comprise more than 67% of the total revenue as adopted in the fiscal year 2022/23 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. Fiscal year 2022 ended on an exceptionally strong note financially.

The Village's largest class of revenue for the 2022/23 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 2022/23.

Total Revenues FY 2022/2023 \$77,748,809



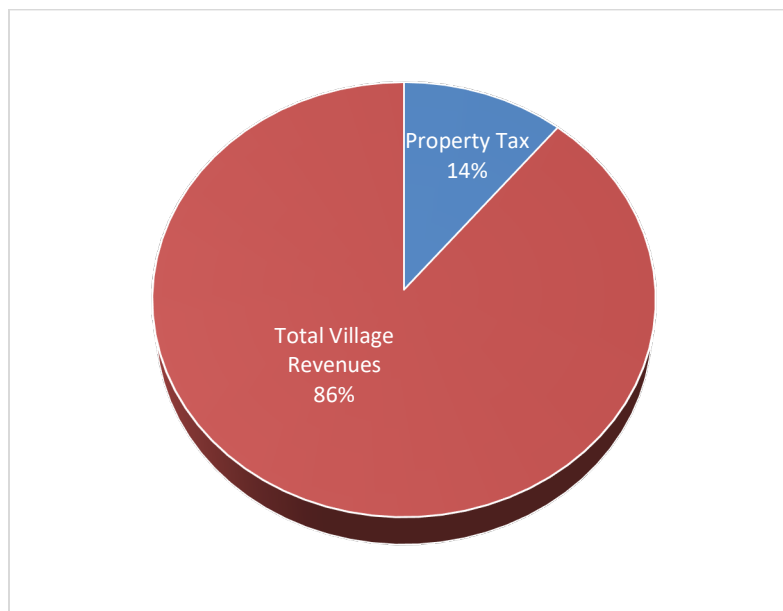
MAJOR REVENUE SOURCES

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	\$8,013,433
2020	\$8,025,692	\$8,017,653
2021	\$8,376,869	

*source: Audited Annual Comprehensive Financial Report FY 2022

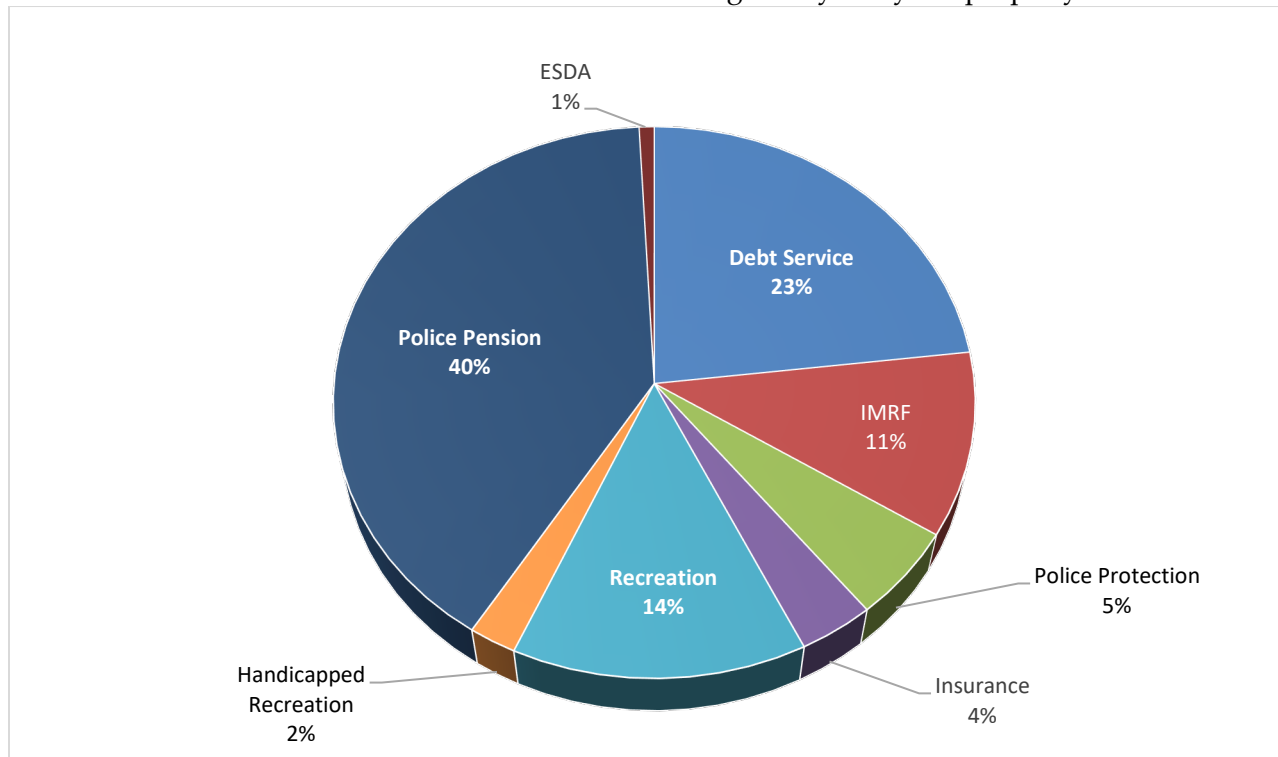
Property Tax to Total Village Revenue 2022/23 Budget



Property tax is the Village's second largest revenue source and comprises just over 12% of the total budgeted revenue for 2022/23. 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

2021 Property Tax Levy Percent (%) Allocation

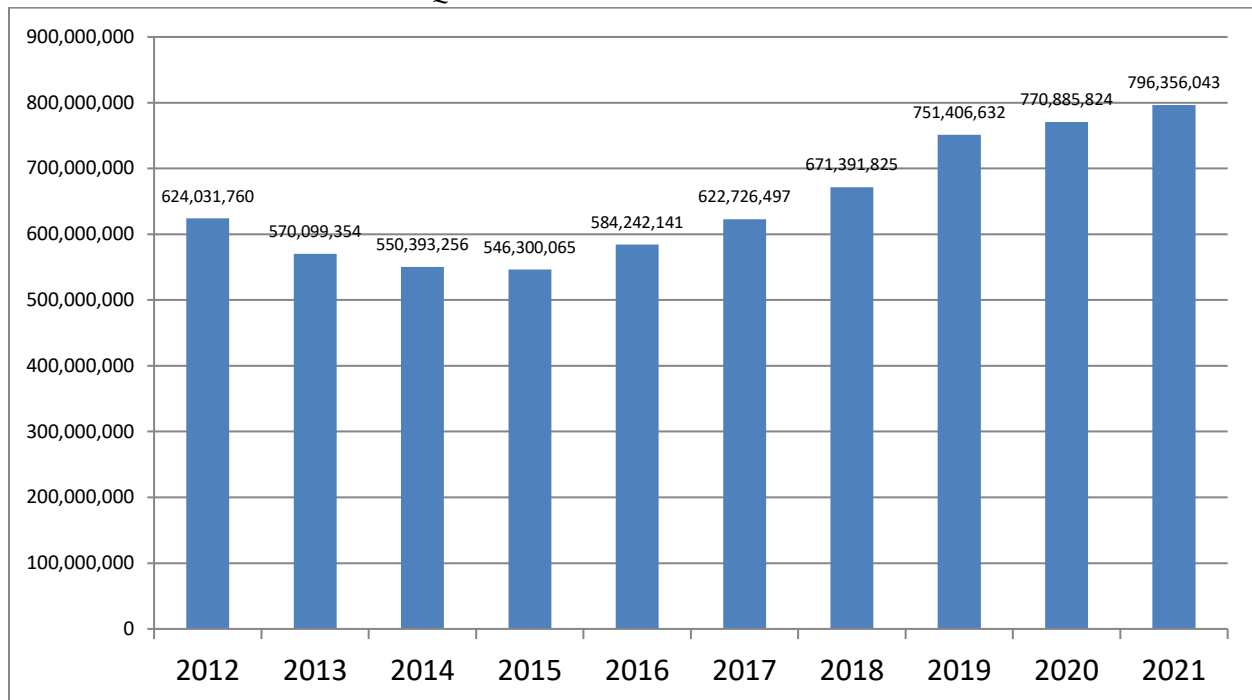


General Fund, Recreation Fund, Emergency Services and Disaster Agency (ESDA) Fund, Handicap Recreation Fund, Illinois Municipal Retirement Fund (IMRF), Special Service Area (SSA) Funds, Tax Incremental Financing (TIF) Funds, Police Pension Fund, Insurance Fund and Debt Service Fund. Property taxes for 2021, which will be paid in 2022, 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 the end of April every year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2021 property taxes in FY 2023.

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 is 11.1% higher than was in 2008.

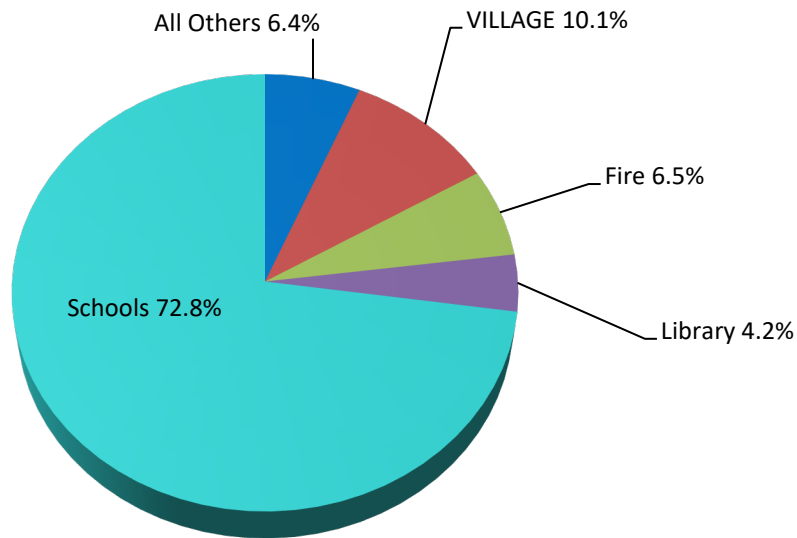
EQUALIZED ASSESSED VALUES



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

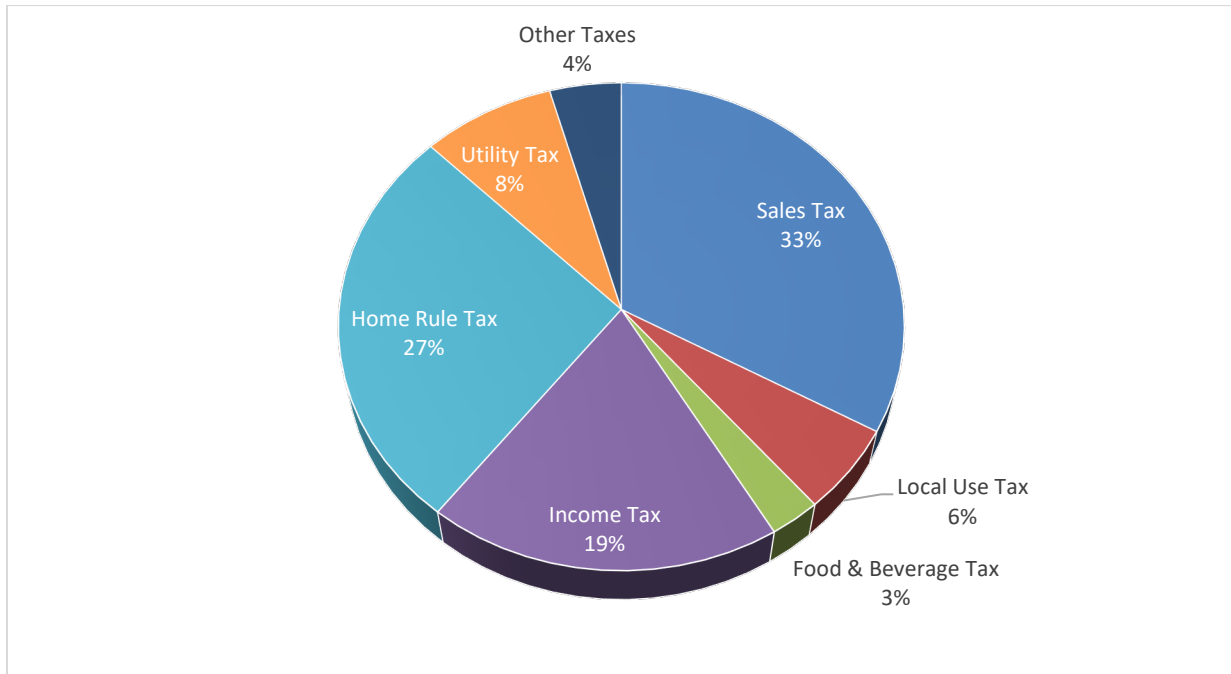


On average, 10.1% of a resident's property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an important distinction of the Village is that there is not a separate park district taxing body; instead the Village operates a recreation department. What this means to residents is that the 10.1% 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

2022/23 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 28.2% of the total revenues budgeted for fiscal year 2022/23.

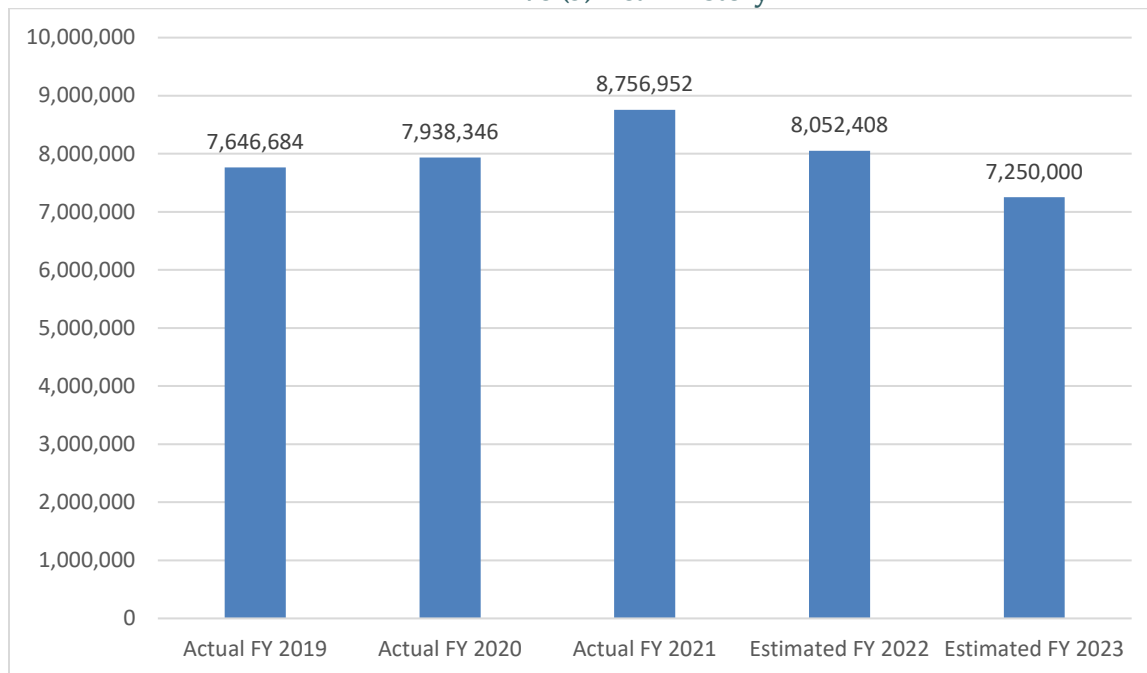
When projecting future revenue, the same approach is taken for this class as with intergovernmental revenue. Significant changes in the economy, such as major growths or downturns, will be reflected in budgeted revenues.

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

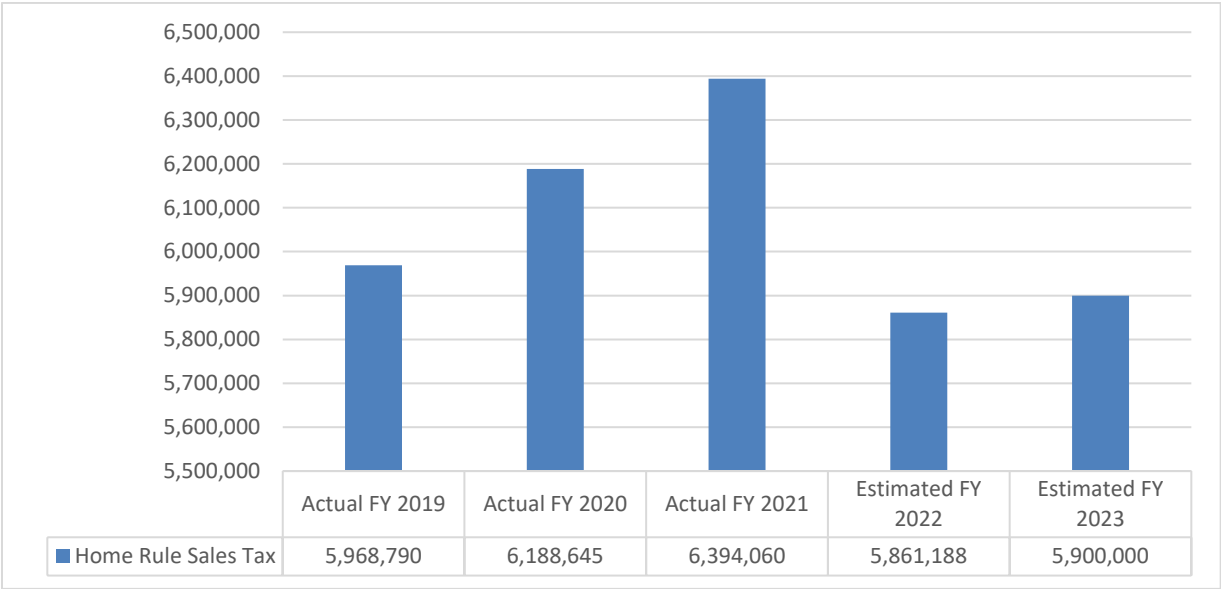


Home Rule Sales Tax:

Another large revenue source within this class is Home Rule Sales Tax, which represents 26.9% 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 2022/23 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

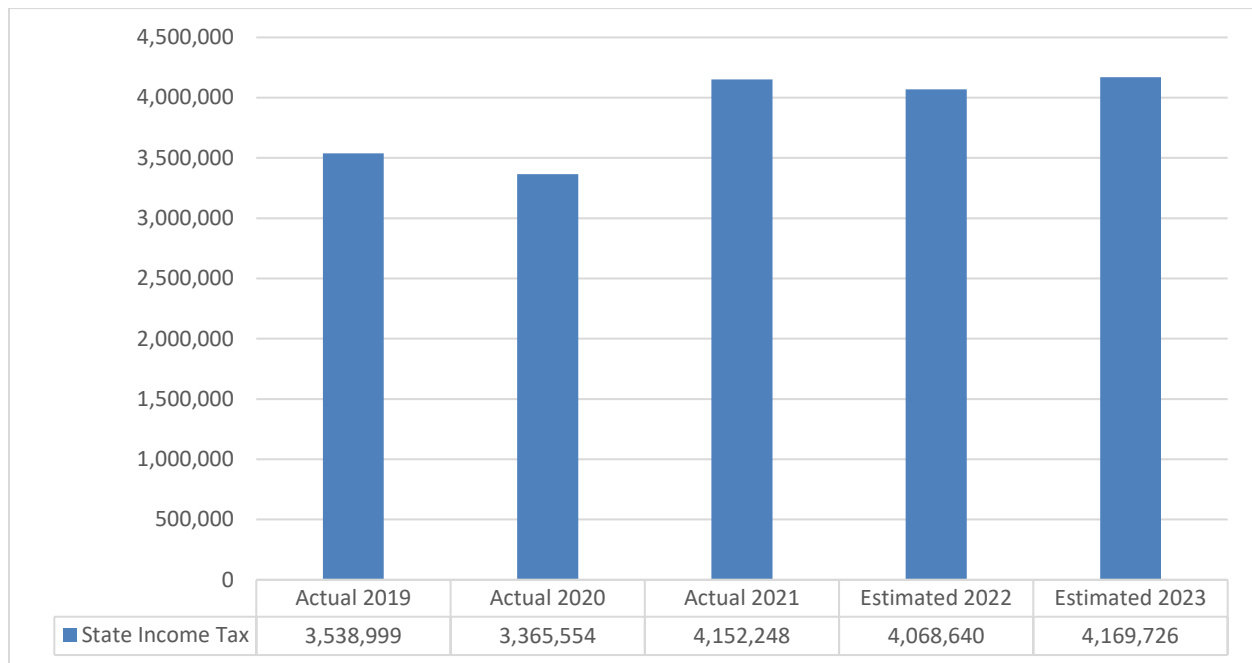


Income Tax:

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 are estimated at \$4,169,726 for 2022/23, an increase of 2.5% from 2021/22. 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 is expected to negatively impact the Village's FY 2022/2023 budget by \$219,459. State income tax revenue is deposited into the General Fund. The chart below depicts income tax revenue for FY 2022/23 and the preceding four years.

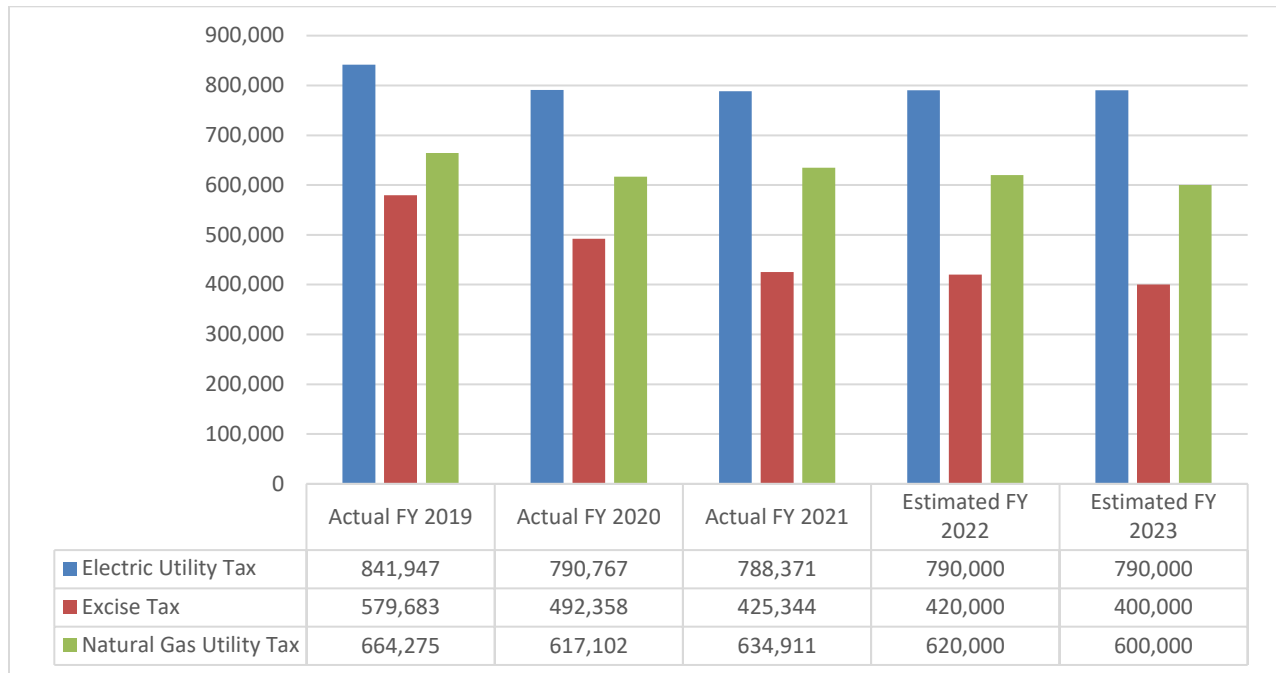
State Income Tax Five (5) Year History



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.

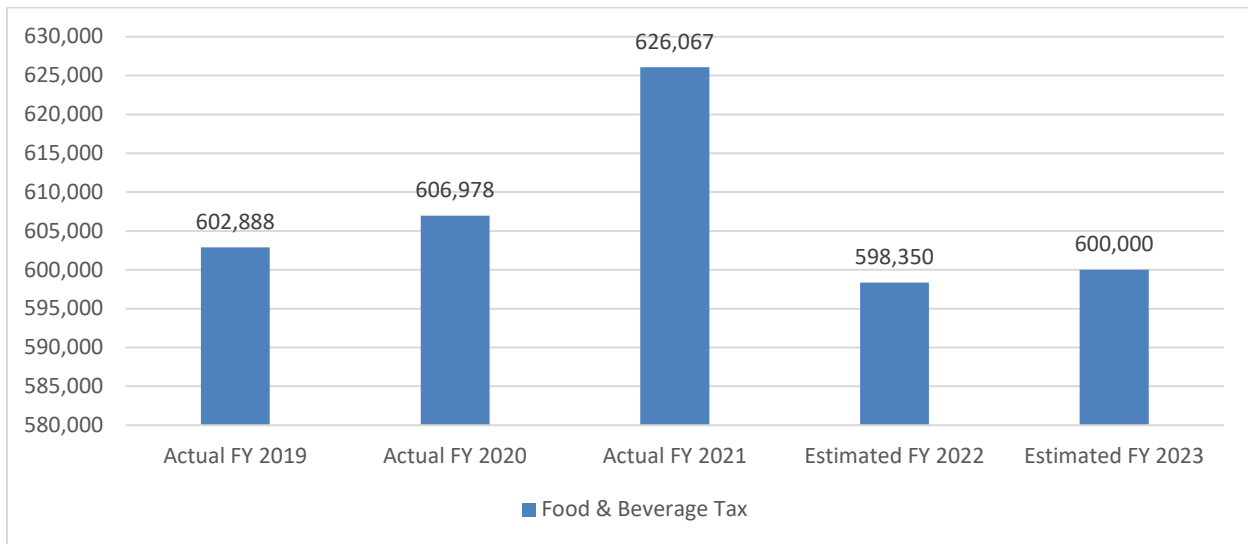
Utility Tax Five (5) Year History



Food & Beverage Tax:

The Village's 1% tax on the purchase of prepared foods and beverages is expected to generate a total of \$600,000 in 2022/23. 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.

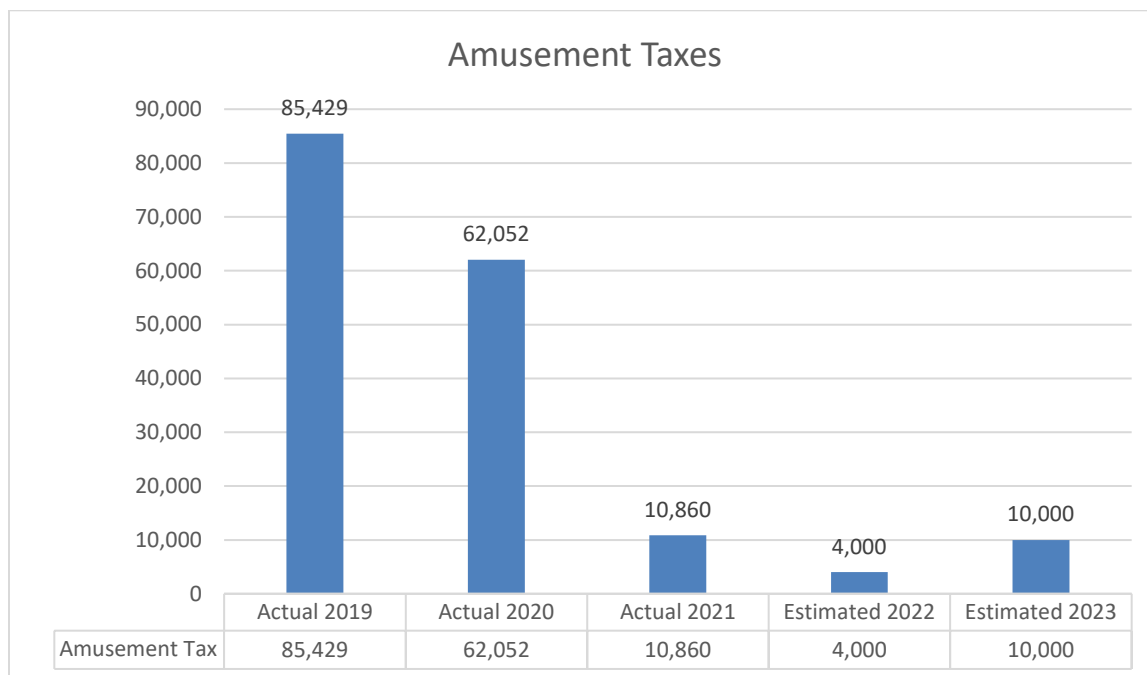
Food & Beverage Tax Five (5) Year History



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. The current taxing structure is 10% of total reported revenue if a cover fee is charged, and 1% of total reported revenue if no cover is charged. The tax is only applicable when the business has a valid Liquor License.

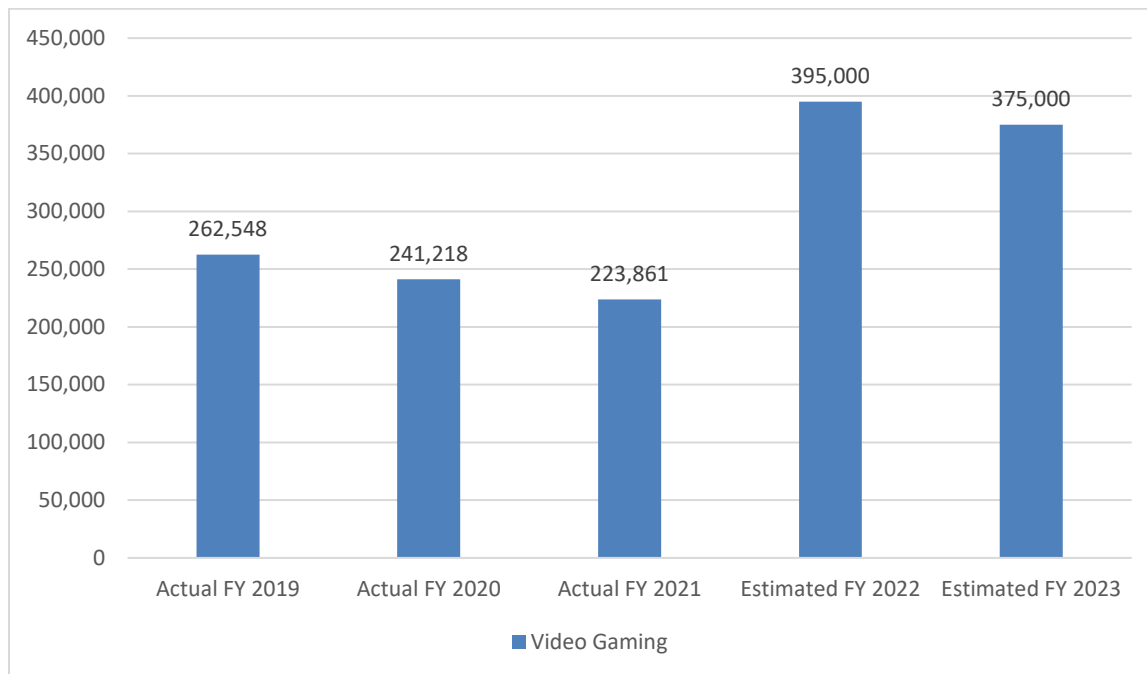
Amusement Tax Five (5) Year History



Video Gaming Tax:

Since being established in 2013, there has been impressive revenue growth in Video Gaming Taxes. At present, there are 17 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

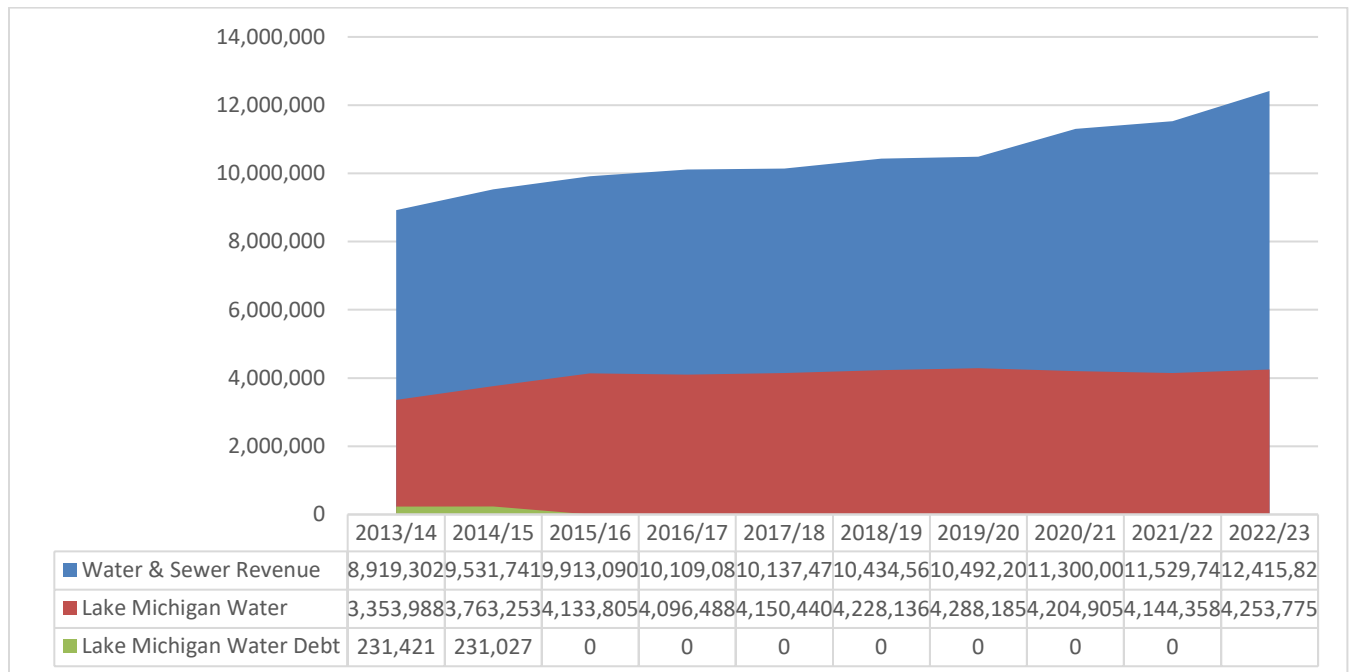
Fiscal Year	Total Budget	Total Revenue Received	% Collected
2012/13	\$12,563,788	\$12,320,261	98.1%
2013/14	\$13,428,713	\$13,109,208	97.6%
2014/15	\$13,389,208	\$13,487,337	100.7%
2015/16	\$13,871,320	\$13,936,570	100.5%
2016/17	\$14,439,713	\$14,539,134	99.7%
2017/18	\$14,780,991	\$14,502,221	98.1%
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	\$13,823,793	99.4%
2021/22	\$14,965,794		
2022/23	\$16,249,268		

Revenue from charges for services, or user fees, is estimated at \$16.25 million for 2022/23, an increase of 8.6% over 2021/22. 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 \$12.42 million is expected to be generated from water and sewer consumption charges in 2022/23, an increase of 4.6% 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 90% 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
2022 Rates	\$4.97
2023 Rates	\$5.18

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.

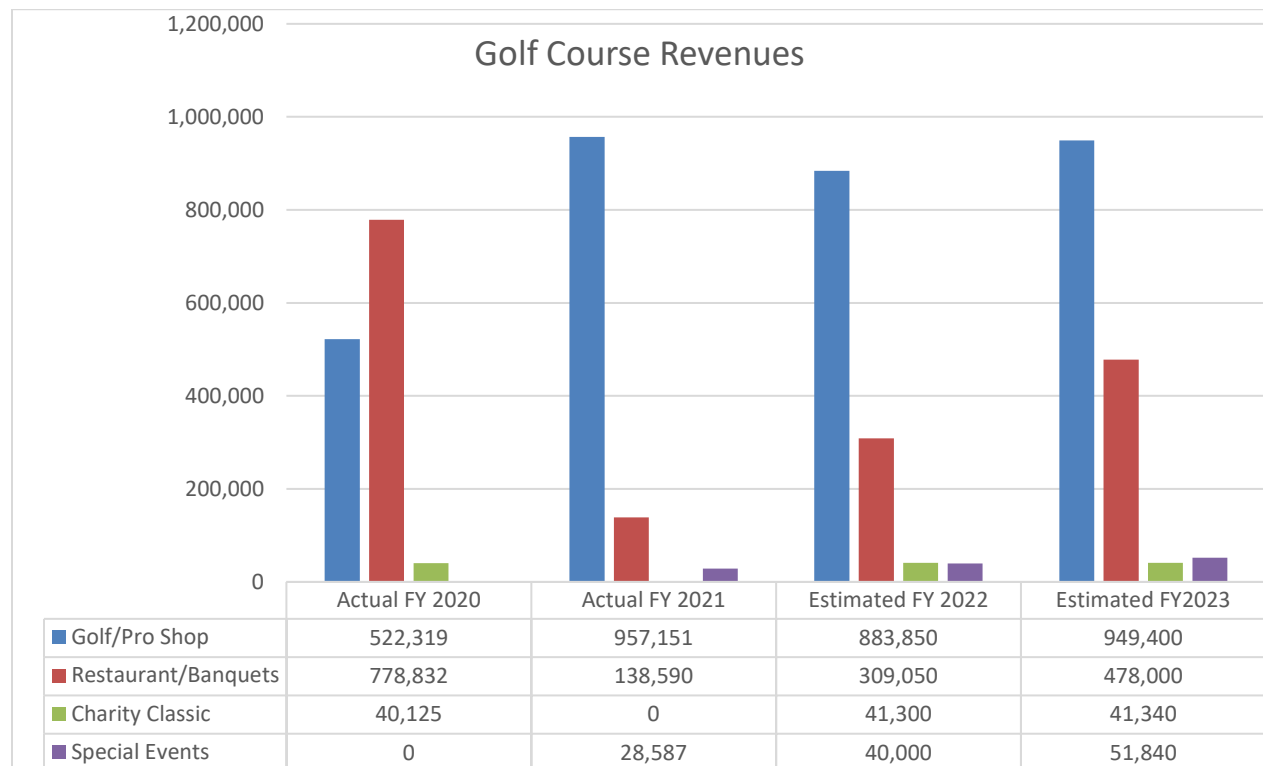
In 2019, a committee comprised of 2 Elected Officials, Village Administration, Public Works, Administrative Services, Finance and outside Engineering staff held several meetings focusing on the task of developing a utility rate structure that will allow the Village to move forward with 2 important projects (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.

In 2022, the Village engaged Trotter & Associates to update the water and sewer rate study. Recommendations are expected to be brought forward in the second quarter of 2023.

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.

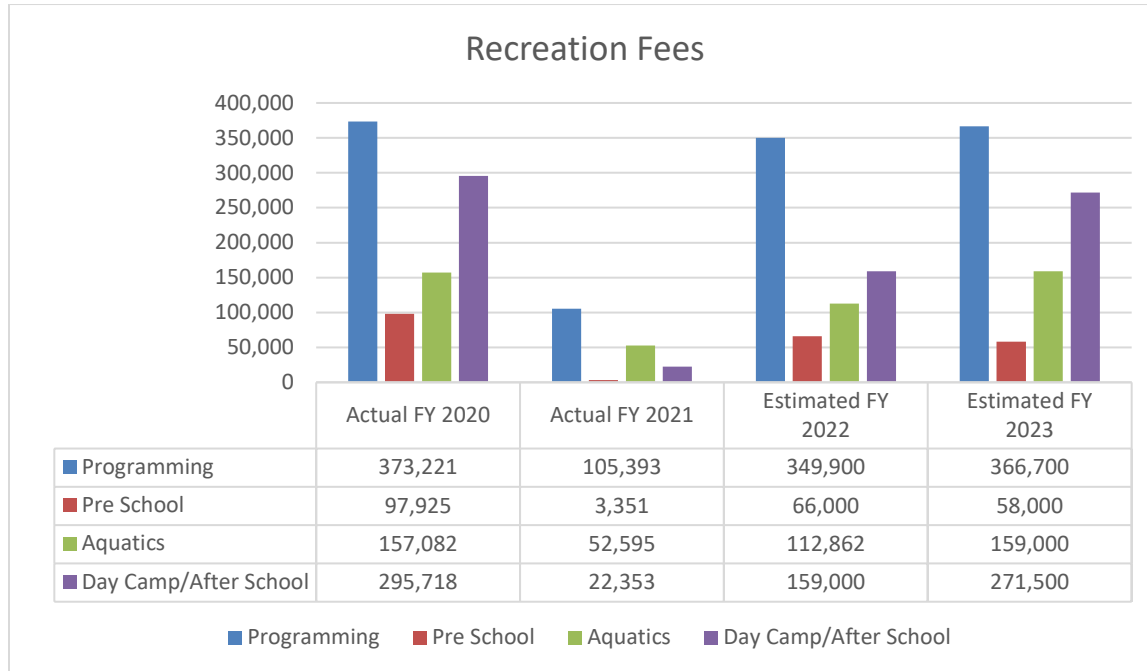


Rounds Played

Actual 2019	Actual 2020	Actual 2021	Actual 2022	Estimated 2023
16,954	25,511	21,047	20,027	25,000

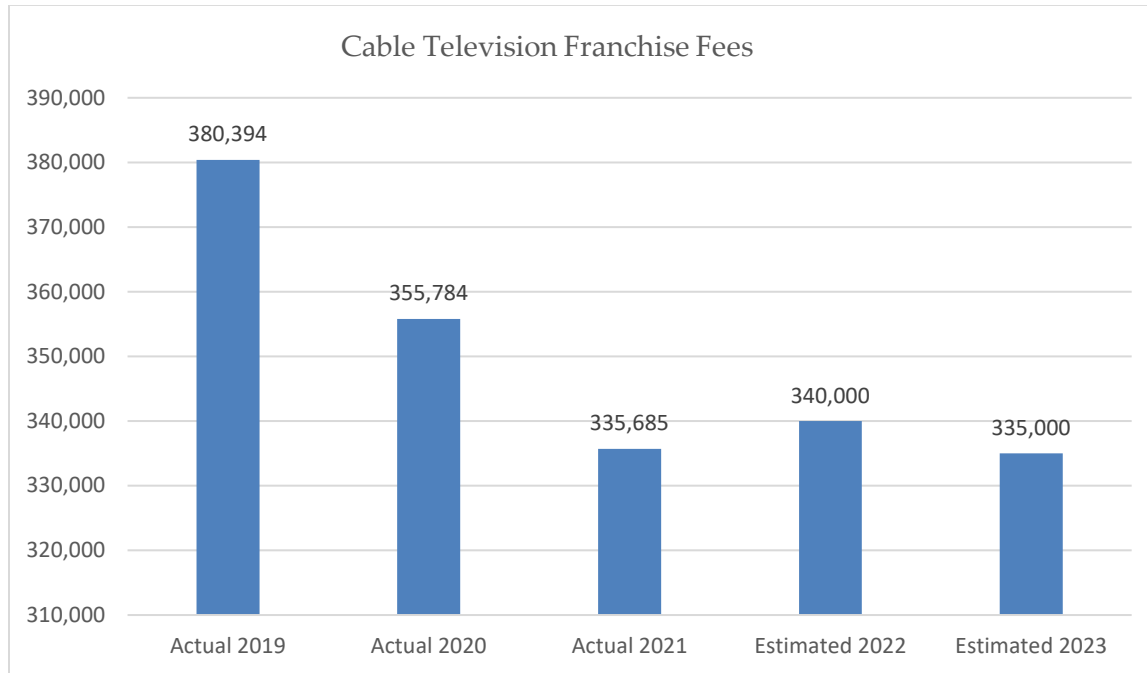
Parks and Recreation:

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:

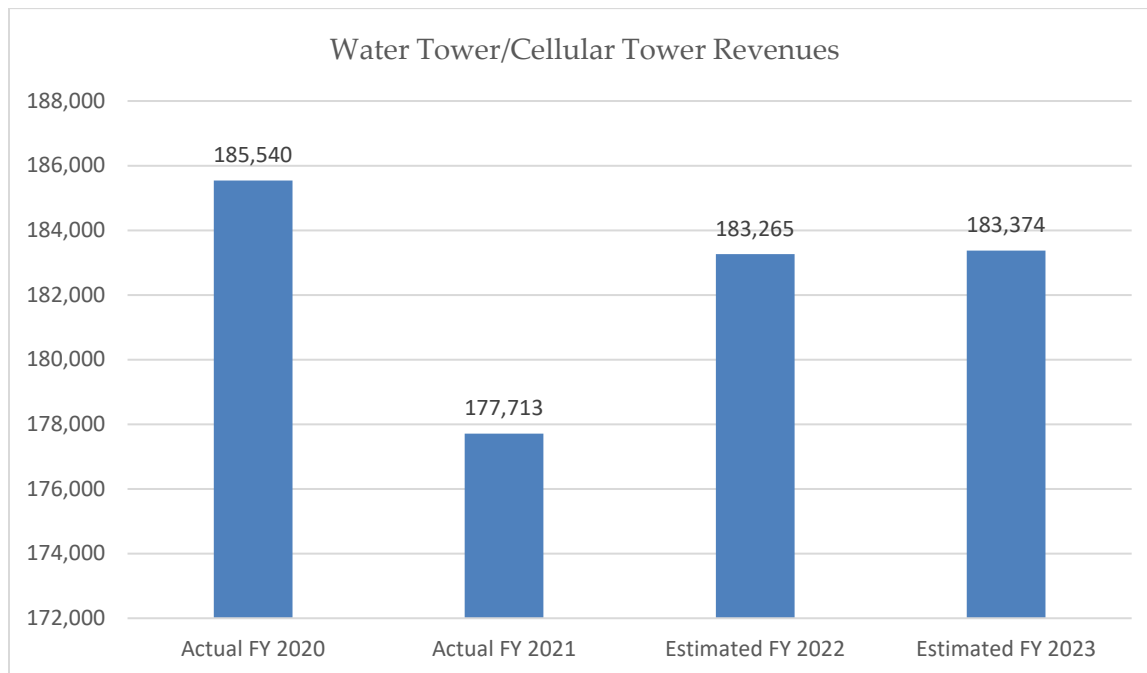
Revenue from cable television franchise fees is estimated at \$335,000 for 2022/23. Revenue continue to fall due to the availability of streaming video services.



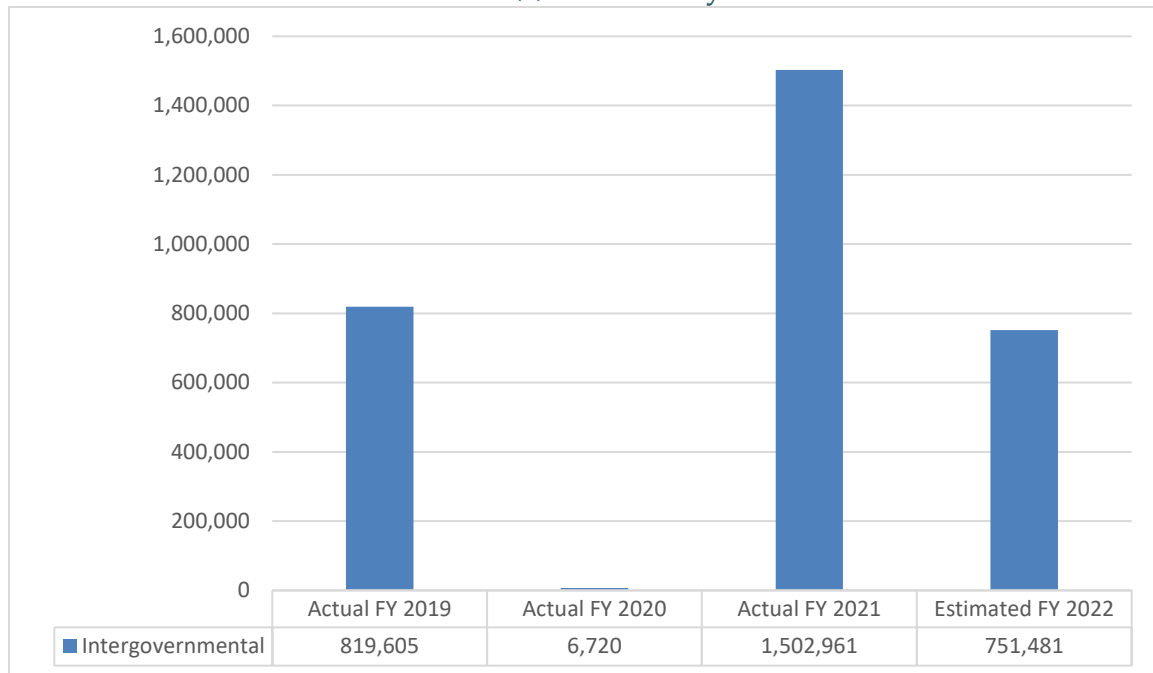
Water Tower/Cellular Tower Rental:

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 \$108,927 for the Village in Fiscal Year 2022/23. 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 Communication Easement Agreement was signed in late July 2019 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 \$55,947 in Fiscal Year 2022/23 from this cellular tower.



Intergovernmental Revenues Five (5) Year History

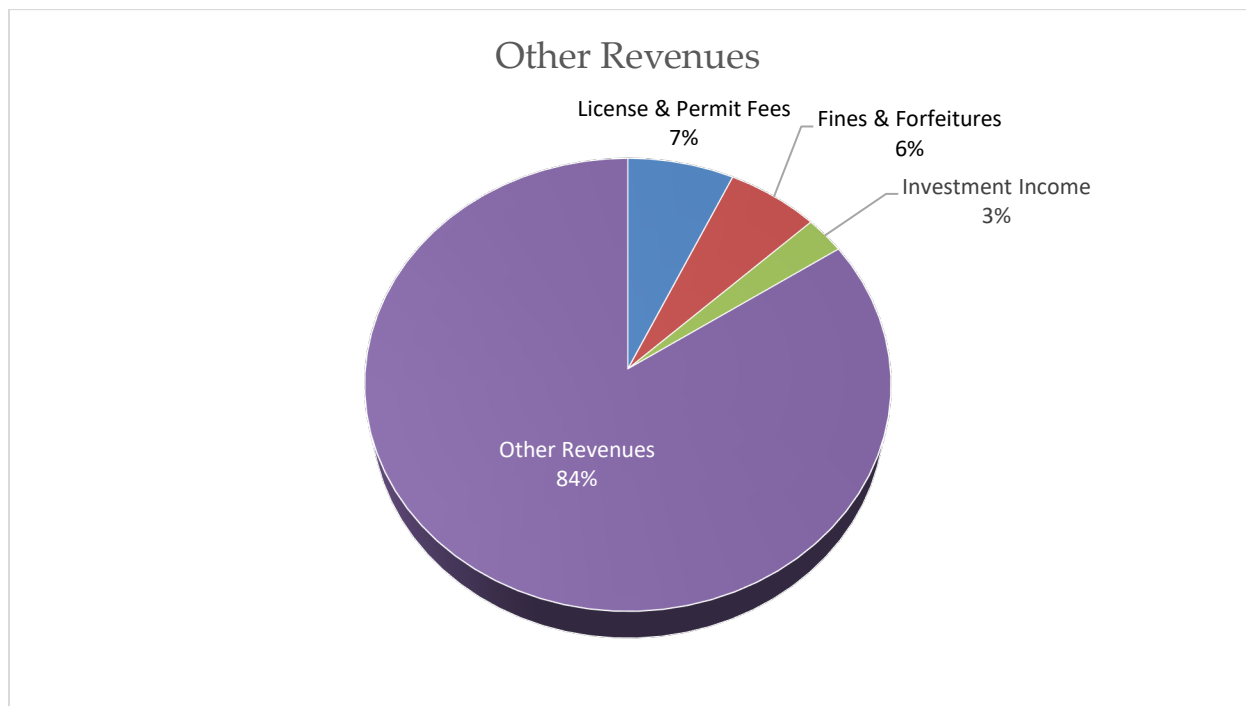


The intergovernmental revenue class includes the distribution of State Gas Taxes, which were doubled in 2019, and are now placed into what the State describes as a Transportation Improvement Fund.

FY 2023 Budgeted Grants	Amount
US DOJ BVP	\$3,800
DUMEG Fair Share	\$22,500
ILEAS Training	\$5,500
IDOT Traffic	\$14,995
NEDFYS	\$97,000
MFT	\$1,366,351
IEPA Stormwater	\$558,000
DuPage Stormwater	\$90,000
DCEO Senior Center	\$350,000
DCEO Community Garden	\$22,500
CDBG-Water Infrastructure	\$600,000
IEPA-Digester Rehabilitation	\$5,000,000
IEPA-Phosphorous	\$1,000,000
IEPA-Water Supply Facilities	\$2,800,000
ARPA-Water and Sewer Infrastructure	\$2,690,000

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	\$16,220,346	121.9%
2021/22	\$16,242,591		
2022/23	\$23,224,198		



LICENSES AND PERMITS

License and permit revenue projected for FY 2022/23 is \$1,620,820, a 10.1% decrease from the 2021/22 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 2022/23, and continued collection enforcement of single and multi-family rental licenses.

FINES AND FORFEITURES

Total revenue from fines is estimated at \$1,406,000 for FY 2022/23, representing an increase of 10.7% from the 2021/22 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. The Village also instituted an overweight truck enforcement program in 2022.

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 2022/23.

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 \$19,581,778 in fiscal year 2022/23, an increase of 55.9% from 2021/22. Primary drivers explaining the significant changes from last year is the IEPA loan in the amount of \$8,800,000 for the Wastewater Treatment Plant and American Rescue Plan Act (ARPA) funds of \$2,690,000.

Operating Transfers:

Revenues classified as operating transfers from other funds total \$6,840,238 in the fiscal year 2022/23 budget, which is an increase of 49.1% 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	10,000	5,605,948	-5,595,948
Golf Fund	5,270		5,270
Recreation Fund		25,924	-25,924
E.S.D.A. Fund		332	-332
Handicap Recreation Fund		54,000	-54,000
Founders' Day Fund		40,881	-40,881
Infrastructure Fund	4,084,000		4,084,000
TIF #3 Fund		10,000	-10,000
Computer Replacement Fund	63,302		63,302
Capital Projects Fund	677,000		677,000
Debt Service Fund	1,510,666		1,510,666
Environmental Services Fund		1,138,764	-1,138,764
Insurance Fund	490,000		490,000
Total Transfers	6,840,238	6,840,238	0



ANNUAL BUDGET

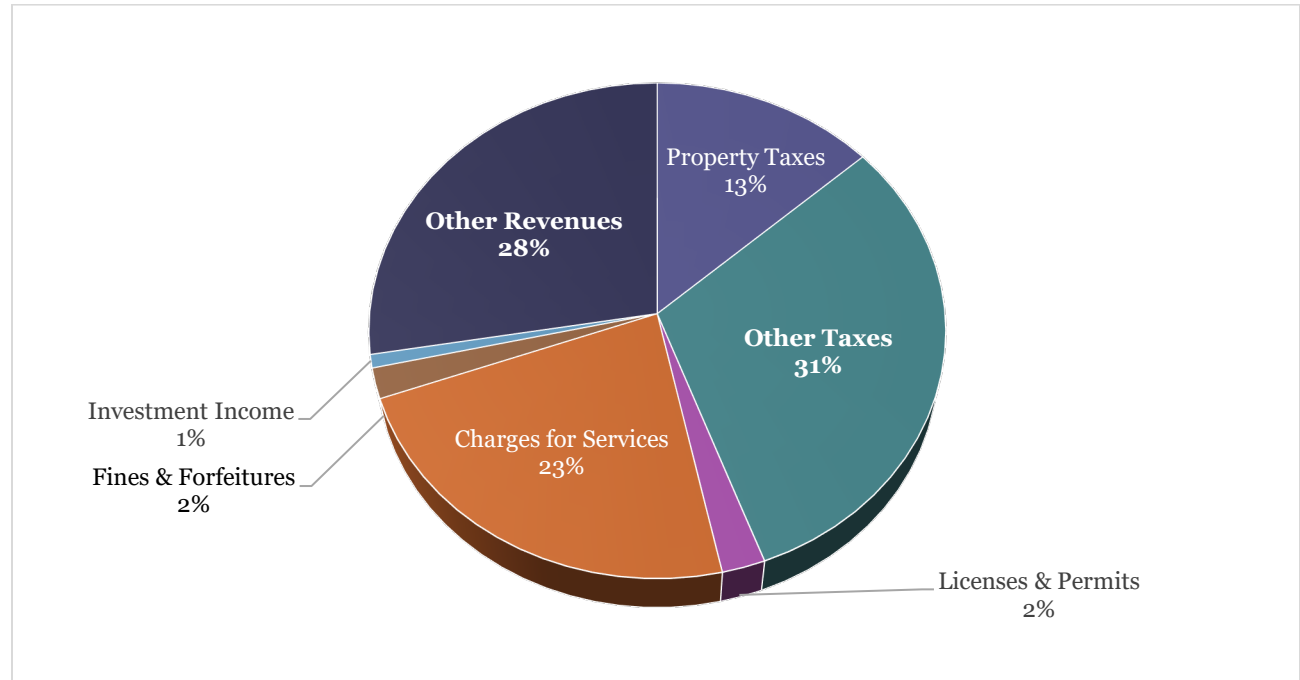
REVENUE & EXPENDITURES

ALL FUNDS

FUND	2020/21 ACTUAL	2021/22 BUDGET	2022/23 BUDGET
REVENUES	76,343,512	70,581,592	77,748,809
General Fund	34,203,351	33,300,968	31,395,560
Special Revenue Funds	10,132,421	10,524,929	11,463,194
Debt Service Fund	3,381,889	3,156,050	3,409,966
Capital Projects Funds	1,604,216	2,057,638	1,112,802
Enterprise Funds	12,667,241	16,248,842	25,174,122
Internal Service Fund	1,048,093	890,000	790,000
Trust Fund	13,306,301	4,403,165	4,403,165
EXPENDITURES	58,395,022	80,569,799	79,747,464
General Fund	29,525,843	32,852,863	32,922,982
Special Revenue Funds	8,136,701	13,191,534	11,204,512
Debt Service Fund	3,416,550	3,290,247	3,308,047
Capital Projects Funds	1,212,511	6,060,002	1,152,326
Enterprise Funds	11,852,843	20,623,609	26,611,610
Internal Service Fund	780,002	893,645	890,088
Trust Fund	3,470,572	3,657,899	3,657,899
Net Revenues			
Over (Under) Expenditures	17,948,490	(9,988,207)	(1,998,655)

REVENUE SUMMARY FUNDING BY SOURCE

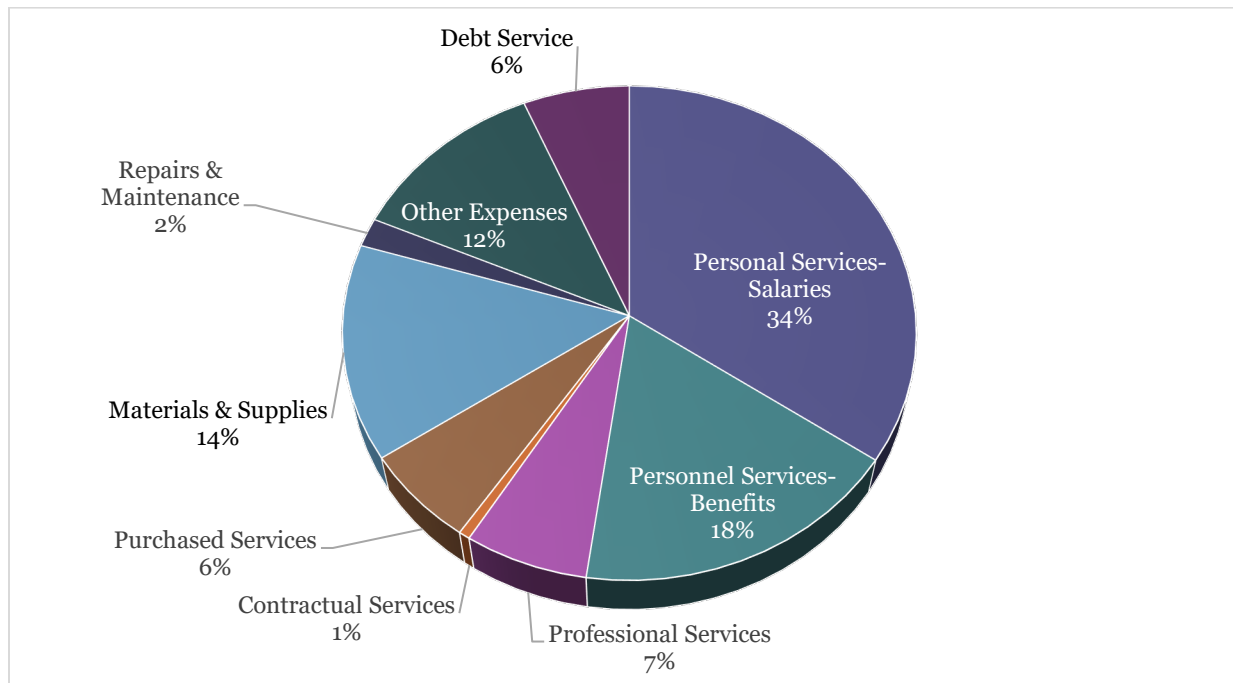
ALL FUNDS



	2020/21 ACTUAL	2021/22 BUDGET	2022/23 BUDGET
Property Taxes	9,941,806	9,944,766	9,523,806
Other Taxes	23,680,937	23,544,670	21,912,019
Licenses and Permits	1,696,660	1,803,060	1,620,820
Intergovernmental	1,502,961	751,481	0
Charges For Services	13,823,793	14,965,794	16,249,268
Fines And Forfeitures	1,243,038	1,269,700	1,406,000
Investment Earnings	1,602,802	607,259	615,600
Miscellaeous Revenues	17,216,940	12,562,572	19,581,778
Total Operating Revenues	70,708,937	65,449,302	70,909,291
Operating Transfers	5,634,576	5,132,290	6,840,238
Net Revenues and Transfers	76,343,513	70,581,592	77,749,529

EXPENDITURE SUMMARY FUNDING BY CLASS

ALL FUNDS



	2020/21 ACTUAL	2021/22 BUDGET	2022/23 BUDGET
Personnel Services-Salaries	16,373,268	17,858,121	17,814,325
Personnel Services-Benefits	8,297,408	9,729,571	9,139,119
Professional Services	1,325,387	3,304,633	3,394,915
Contractual Services	236,430	282,800	310,300
Purchased Services	3,696,364	3,453,111	3,195,501
Materials & Supplies	6,456,152	7,063,057	7,264,063
Repairs & Maintenance	1,444,827	1,646,277	971,875
Other Expenses	5,955,182	6,386,227	6,191,553
Debt Service	3,416,550	3,289,247	3,307,247
Depreciation & Amortization	1,425,448	0	0
Total Operating Expenses	48,627,016	53,013,044	51,588,898
 Capital Outlay	 4,133,430	 22,424,465	 21,323,598
Operating Transfers	5,634,576	5,132,290	6,834,968
 Net Expenditures & Transfers	 58,395,022	 80,569,799	 79,747,464



ANNUAL BUDGET

REVENUE AND EXPENDITURE SUMMARY GENERAL FUND

	2020/21 ACTUAL	2021/22 BUDGET	2022/23 BUDGET
REVENUES	32,973,743	31,238,108	29,864,710
Taxes	26,372,132	26,563,036	25,341,875
Licenses & Permits	1,689,862	1,790,200	1,607,250
Charges for Services	560,741	665,899	662,603
Fines & Forfeitures	1,242,783	1,269,500	1,406,000
Investment Income	90,483	85,000	80,000
Other Revenues	2,680,142	854,473	756,982
Operating Transfers	337,600	10,000	10,000
 EXPENDITURES	 28,385,613	 30,790,003	 31,392,132
General Government	9,378,399	10,564,516	10,039,022
Public Safety	8,577,016	9,408,013	9,478,629
Community Development	1,209,645	1,371,159	1,374,538
Public Works	2,039,855	2,277,824	2,251,822
Parks, Grounds & Facilities	2,406,328	2,657,475	2,318,999
Legislative	362,273	355,072	323,174
Operating Transfers	4,412,097	4,155,944	5,605,948
 NET REVENUES OVER (UNDER) EXPENDITURES	 4,588,130	 448,105	 (1,527,422)



ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL

Description	FY21 Actual	FY22 Budget	FY23 Budget
POLICE PROTECTION	344,797.45	215,584.00	444,307.00
POLICE PENSION	2,997,448.80	3,184,782.00	3,368,549.00
MUNICIPAL SALES TAX	8,239,102.42	7,802,408.00	7,000,000.00
SALES TAX (REBATE)	(528,257.20)	-	-
LOCAL USE TAX	1,538,918.59	1,373,384.00	1,244,100.00
AUTO RENTAL TAX	5,237.44	10,500.00	10,500.00
FOOD & BEVERAGE TAX	626,067.00	598,350.00	600,000.00
AMUSEMENT TAX	10,859.93	4,000.00	10,000.00
VIDEO GAMING TAX	223,860.80	395,000.00	375,000.00
PERS. PROP.REPLACEMENT TX	53,071.82	57,300.00	51,000.00
REAL ESTATE TRANSFER TAX	439,686.50	1,110,000.00	320,000.00
STATE INCOME TAX	4,152,247.90	4,068,640.00	4,169,726.00
CANNABIS EXCISE TAX	33,567.77	54,000.00	64,693.00
HOME RULE TAX	6,394,060.49	5,861,188.00	5,900,000.00
ELECTRICITY	788,370.80	790,000.00	790,000.00
NATURAL GAS	634,910.63	620,000.00	600,000.00
SIMPLIFIED TELECOMM. TAX	425,344.47	420,000.00	400,000.00
UTILITY TAX REBATE PGM	(16,350.00)	(21,000.00)	(21,000.00)
HOTEL TAX	9,186.03	18,900.00	15,000.00
VEHICLE LICENSE	265,586.50	269,000.00	275,000.00
BUILDING PERMITS	438,725.00	635,000.00	450,000.00
GARAGE SALE	1,740.00	3,500.00	3,500.00
BUSINESS LICENSE	83,816.00	80,000.00	73,800.00
SCAVENGER LICENSE	10,000.00	10,000.00	9,000.00
VENDING MACHINES LICENSE	16,842.00	15,000.00	17,950.00
CONTRACTORS LICENSE	39,200.00	37,500.00	38,000.00



ANNUAL BUDGET

LIQUOR LICENSE	91,957.17	135,000.00	142,000.00
TOBACCO DEALERS LICENSE	4,820.00	5,500.00	4,800.00
MULTI-FAMILY RENTAL LIC.	214,030.00	185,150.00	178,750.00
ANIMAL LICENSE	3,359.00	4,000.00	4,000.00
SINGLE FAMILY RENTAL LIC	446,236.67	354,300.00	351,800.00
ENTERTAINMENT PERMIT	1,800.00	1,350.00	2,250.00
VAC.BLDG.REGISTRY	17,950.00	7,400.00	7,400.00
VAC.BLDG.INSPECTION	850.00	-	-
VIDEO GAMING LICENSE	49,500.00	46,000.00	46,000.00
UTILITY PERMITS - R.O.W.	3,450.00	1,500.00	3,000.00
COURTROOM RENTAL	10,779.31	66,112.00	68,423.00
TOWER RENTAL	24,548.85	24,500.00	24,500.00
CABLE TV FRANCHISE FEE	335,684.69	340,000.00	335,000.00
RE-INSPECTION FEE	1,425.00	1,500.00	2,000.00
ANNEXATION FEE	1,250.00	-	-
PUBLIC HEARING FEE	4,550.00	9,000.00	9,500.00
FALSE ALARM FEE	12,590.97	5,500.00	5,500.00
PLAN REVIEW FEE		-	-
POLICE ACCIDENT REPORT	4,818.00	4,500.00	4,500.00
POLICE OFFICER DETAIL	12,951.15	18,000.00	18,000.00
FINGER PRINTING FEE	780.00	1,500.00	1,500.00
ANIMAL IMPOUND FEE	340.00	1,000.00	1,000.00
BASSETT LIQUOR TRAINING		250.00	250.00
FIRE PROTECTION FEE		-	-
WORKING W/O PERMIT	28,389.99	25,000.00	25,000.00
REAL ESTATE INSP.PROGRAM	80,500.00	83,200.00	75,000.00
COUNTY RIGHT OF WAY FEE	14,080.00	14,080.00	14,080.00
PARKS USAGE FEES	26,000.75	38,000.00	55,000.00

ANNUAL BUDGET

ZONING VERIFICATION FEES	1,300.00	600.00	1,000.00
OTHER		1,307.00	-
LOCAL DUI PROSECUTION	33,808.75	30,000.00	-
PARKING TICKETS	189,855.92	250,000.00	250,000.00
COMPLIANCE TICKETS	64,647.70	60,000.00	60,000.00
COURT FINES	160,927.39	256,000.00	325,000.00
TOBACCO FINES		500.00	500.00
RED LIGHT CAMERA	774,110.42	645,000.00	750,000.00
LOCAL ORDINANCE VIOLATION	8,228.50	25,000.00	17,500.00
PD-OTHER REVENUES	11,203.89	3,000.00	3,000.00
INTEREST INCOME	90,482.86	85,000.00	80,000.00
FEDERAL	37,763.92	26,300.00	26,300.00
STATE OF IL.		70,495.00	20,495.00
LOCAL	61,047.41	80,000.00	97,000.00
FEDERAL GRANTS	1,756,998.92	-	-
STATE OF IL.	209,515.00	-	-
OFS-SURPLUS/TRADE-IN	2,252.23	16,575.00	5,000.00
RECAPTURE FEES-REVENUE		-	-
TOWING & IMPOUND CHARGES	73,605.00	80,000.00	75,000.00
BOOT FEE	200.00	-	1,000.00
LATE FEES RENTAL LICENSES	77,008.00	56,900.00	30,000.00
50/50 CURB-CUT PROGRAM	3,336.50	4,000.00	4,000.00
PARKWAY TREE REPLACEMENTS		100.00	100.00
SCHOOL RESOURCE OFFICER	130,678.89	214,183.00	219,037.00
PARK MEMORIALS	550.00	2,200.00	100.00
CASH (OVER) & SHORT	(557.92)	-	-
(GAIN) & LOSS INVESTMENTS	(1,738.99)	-	-
OTHER REVENUE	122,913.80	50,000.00	50,000.00



ANNUAL BUDGET

TRANSFER FROM TIF 03	10,000.00	10,000.00	10,000.00
TRANSFER FROM SSA 01	17,133.00	-	-
TRANSFER FROM SSA 02	145,389.00	-	-
TRANSFER FROM SSA 03	109,582.00	-	-
TRANSFER FROM SSA 04	13,432.00	-	-
TRANSFER FROM SSA 05	22,539.00	-	-
TRANSFER FROM SSA 06	19,525.00	-	-
OFS-LEASES	42,393.19	-	-
SPECIAL EVENT REVENUES	752.00	7,500.00	7,500.00
CAR SHOW		6,000.00	6,500.00
SPECIAL EVENT REVS-OTHER		8,350.00	8,350.00
OTHER REVENUE		50.00	50.00
SPECIAL EVENT REVENUES		10,000.00	-
OFS-SURPLUS/TRADE-IN	1,675.00	-	-
SENIOR PROGRAM	1,507.00	8,000.00	8,000.00
SENIOR BUS	762.98	2,000.00	-
FACILITY RENTAL	6,290.00	40,000.00	45,000.00
SALON SERVICES	24,596.00	32,000.00	32,000.00
SPONSORSHIP		1,000.00	800.00
PRINTING REVENUE		100.00	-
FITNESS MEMBERSHIPS	1,635.00	5,500.00	7,500.00
GENERAL MEMBERSHIPS	1,635.00	3,500.00	4,000.00
BEVERAGES SOLD REVENUE	352.40	7,800.00	6,000.00
SC-SPECIALTY LINENS REV	98.00	-	-
SC-OTHER RENTAL FEES	50.00	1,000.00	500.00
SC-WAITSTAFF SERVICES	200.00	2,500.00	1,000.00
SENIOR HOLIDAY LUNCHEON		4,800.00	2,300.00



ANNUAL BUDGET

SENIOR TRIP REVENUES		-	60,000.00
SNACKS/COFFEE	60.00	500.00	500.00
FACILITY SET UP FEES	350.00	3,500.00	2,400.00
DONATIONS		2,500.00	-
SALON MISCELLANEOUS		-	-
GIFT SHOP REVENUE	4,403.00	2,000.00	1,000.00
OFS-SURPLUS/TRADE-IN		9,500.00	
MISC RECEIPTS		3,900.00	
PULL TAB TAX	1,150.09	4,000.00	4,000.00
D.U.I.	21,250.21	18,500.00	27,000.00
COURT DRUG FINES	1,569.85	900.00	900.00
SEX OFFENDER REGIST FUND	2,780.00	3,000.00	3,000.00
STATE-TOBACCO GRANTS	1,320.00	5,000.00	5,000.00
SUPERVISION FINES	1,707.41	15,000.00	3,500.00
ELECTRONIC CITATION FEES	2,930.64	3,500.00	3,500.00
EVIDENCE SEIZED CASH	40,857.00	25,000.00	-
STATE FORFEITURES FUND	2,723.69	-	-
FEDERAL FORFEITURES FUND	4,687.08	7,000.00	-
DARE ACCOUNT		5,000.00	-
COMMUNITY ORIENTED POLICE	13,585.50	15,000.00	5,000.00
GUN RANGE		6,000.00	6,000.00
OFS-SURPLUS/TRADE-IN	11,000.00	9,200.00	-
OFS-SURPLUS/TRADE-IN		600.00	
OFS-SURPLUS/TRADE-IN	15,000.00	5,870.00	-



ANNUAL BUDGET

EXPENDITURE SUMMARY BY DEPARTMENT GENERAL FUND

Program	2020/21 ACTUAL	2021/22 BUDGET	2022/22 BUDGET
Legislative	362,273	355,072	323,174
Village Board	166,897	236,807	205,255
Village Clerk	16,826	17,800	17,804
Police Commission	18,038	32,115	21,115
Plan Commission	1,134	2,681	2,681
Special Events Commission	5,859	44,550	66,350
Youth Commission	942	1,625	1,625
Historical Building	2,492	9,494	8,344
Emergency	150,085	10,000	0
General Government	9,147,066	10,034,467	9,578,022
Village Administration	293,455	383,998	448,694
Human Resources	188,167	206,091	204,698
Public Affairs	155,474	141,176	171,790
Senior Services	330,945	414,075	393,179
Central Services	6,700,808	7,287,779	6,903,634
Information Services	562,008	602,461	566,083
Finance	916,209	998,887	889,944
Police Department	8,644,803	9,422,013	9,492,629
Police Administration	846,816	868,919	965,376
Patrol	4,922,860	5,553,732	5,473,851
Investigations	1,452,994	1,411,688	1,431,243
Support Services	1,367,296	1,487,694	1,564,562
Community Oriented Policing	11,045	14,000	14,000
State & Federal Grants	43,792	85,980	43,597
Public Works	2,203,403	2,793,873	2,698,822
Administration	126,011	131,829	130,466
Engineering	106,883	131,880	105,902
Streets	1,638,377	2,153,747	2,090,865
Fleet Maintenance	332,132	376,417	371,589



ANNUAL BUDGET

Parks, Grounds & Facilities	2,406,327	2,657,475	2,318,999
Parks	1,350,828	1,289,196	1,313,616
Forestry	59,770	147,245	107,000
Facilities	995,729	1,221,034	898,383
 Community Development	 1,209,645	 1,371,159	 1,374,538
Administration	669,038	761,077	766,722
Inspection Services	540,607	610,082	607,816
 General Fund Total Before Operating Transfers	 23,973,517	 26,634,059	 25,786,184
 Operating Transfers	 4,412,097	 4,155,944	 5,605,948
 Total Expenditures	 28,385,614	 30,790,003	 31,392,132



ANNUAL BUDGET

GENERAL FUND EXPENDITURE DETAIL

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GOLF COURSE	87,850.99	613,260.00	-
TRANSFER TO INFRASTRUCTUR	1,650,094.00	2,115,000.00	4,084,000.00
TRANSFER TO-COMPUTER REP	25,978.00	55,048.00	52,048.00
TRANSFER TO-CAPITAL PROJ	1,300,015.00	525,536.00	623,000.00
TRANSFER TO 2010 GOB	21,784.28	-	-
TRANSFER TO-DEBT SERVICE	831,375.00	502,100.00	501,900.00
TRANSFER TO-LIABILITY INS	495,000.00	345,000.00	345,000.00
F-TIME & REG.PART-TIME	124,626.88	138,991.00	119,536.00
FICA-EMPLOYER	7,635.58	9,325.00	7,411.00
TRAVEL FOR MEETING & CONF	50.77	100.00	100.00
TRAINING & SEMINARS	606.71	2,900.00	7,900.00
MEDICARE-EMPLOYER	1,785.73	2,181.00	1,733.00
SEVERANCE PAY		13,565.00	
PRINTING & BINDING		250.00	250.00
OFFICE SUPPLIES	179.03	1,200.00	200.00
UNIFORMS		500.00	500.00
GAS & FUEL		-	-
OPERATING SUPPLIES	2,234.17	6,200.00	6,200.00
MEMBERSHIP DUES	21,183.21	46,055.00	46,055.00
SUBSCRIPTIONS	52.00	290.00	120.00
OTHER COMM. CONTRIBUTION	6,550.00	11,250.00	11,250.00
CIVIC ACTIVITIES	1,992.76	4,000.00	4,000.00
F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00
FICA-EMPLOYER	620.00	620.00	623.00
TRAINING & SEMINARS		150.00	150.00



ANNUAL BUDGET

MEDICARE-EMPLOYER	145.00	145.00	146.00
PROFESSIONAL-OTHERS	4,961.00	6,000.00	6,000.00
OFFICE SUPPLIES		50.00	50.00
VARIOUS COMMISSION	1,100.00	500.00	500.00
MEMBERSHIP DUES		335.00	335.00
TRAINING & SEMINARS		500.00	500.00
PRINTING & BINDING		750.00	750.00
RECRUITING	2,819.00	2,000.00	2,000.00
TESTING	12,469.56	25,000.00	14,000.00
OFFICE SUPPLIES		100.00	100.00
UNIFORMS		300.00	300.00
POLICE COMMISSION	2,284.92	3,000.00	3,000.00
MEMBERSHIP DUES	465.00	465.00	465.00
FICA-EMPLOYER	31.33	86.00	86.00
MEDICARE-EMPLOYER	7.34	20.00	20.00
PLAN COMMISSION	464.96	1,375.00	1,375.00
PLAN COMMISSION	630.00	1,200.00	1,200.00
ENTERTAINMENT-SPL. EVENTS		8,500.00	8,500.00
CAR SHOW		600.00	600.00
OTHER PURCHASE-SERVICES		15,000.00	-
SPECIAL EVENT EXPS-OTHER		8,350.00	8,350.00
CAR SHOW		3,700.00	4,200.00
OPERATING SUPPLIES	5,859.16	8,400.00	44,700.00
PRINTING & BINDING		225.00	225.00
OPERATING SUPPLIES	941.75	1,400.00	1,400.00



ANNUAL BUDGET

OTHER PURCHASE-SERVICES	2,322.93	2,514.00	2,514.00
OPERATING SUPPLIES		250.00	250.00
HISTORICAL BLDG.	139.38	6,500.00	5,350.00
MEMBERSHIP DUES	30.00	30.00	30.00
CIVIC ACTIVITIES		200.00	200.00
EMRGNCY PROTECTVE MEASURE	797.59	-	-
OPERATING SUPPLIES		10,000.00	-
EMRGNCY PROTECTVE MEASURE	149,286.84	-	-
F-TIME & REG.PART-TIME	266,810.31	337,398.00	396,605.00
FICA-EMPLOYER	13,735.29	20,075.00	24,589.00
TRAINING & SEMINARS	303.12	2,060.00	2,500.00
MEDICARE-EMPLOYER	3,724.42	4,695.00	5,750.00
EMPLOYEE RECOGNITION	7,723.71	16,000.00	16,000.00
PRINTING & BINDING		100.00	100.00
OFFICE SUPPLIES	213.35	500.00	300.00
GAS & FUEL	255.57	900.00	900.00
OPERATING SUPPLIES	29.92	150.00	150.00
MEMBERSHIP DUES	659.30	2,120.00	1,800.00
F-TIME & REG.PART-TIME	155,260.97	158,569.00	161,403.00
OVERTIME PAY	23.48	-	-
FICA-EMPLOYER	9,116.04	9,589.00	10,007.00
TRAVEL FOR MEETING & CONF		350.00	350.00
TRAINING & SEMINARS	25.00	630.00	630.00
MEDICARE-EMPLOYER	2,132.11	2,243.00	2,340.00
EMPLOYEE RECOGNITION	2,773.75	3,900.00	2,425.00



ANNUAL BUDGET

PRINTING & BINDING	3,292.68	2,400.00	1,893.00
EMPLOYEE PHYSICAL EXAM	8,695.00	12,000.00	12,000.00
RECRUITING AND TESTING	1,548.62	5,200.00	5,200.00
OTHER PURCHASED SERVICES	4,111.63	4,500.00	6,500.00
OFFICE SUPPLIES	231.07	250.00	250.00
OPERATING SUPPLIES	377.17	5,390.00	600.00
CELLULAR PHONE		-	-
MEMBERSHIP DUES	579.00	1,070.00	1,100.00
F-TIME & REG.PART-TIME	78,170.40	82,430.00	82,044.00
FICA-EMPLOYER	4,727.30	4,972.00	5,087.00
TRAINING & SEMINARS		650.00	400.00
MEDICARE-EMPLOYER	1,105.66	1,163.00	1,190.00
PRINTING & BINDING	22,967.25	30,800.00	48,400.00
SOFTWARE SUPPORT & MAINT	1,140.39	1,156.00	2,951.00
OTHER PURCHASED SERVICES	1,959.93	2,200.00	2,200.00
POSTAGE	15,917.58	11,790.00	18,300.00
OFFICE SUPPLIES	100.57	400.00	400.00
COMPUTER SOFTWARE	719.99	750.00	750.00
OPERATING SUPPLIES		200.00	245.00
OPERATING EQUIPMENT	1,315.25	2,070.00	3,070.00
CELLULAR PHONE		-	-
OTHER OFFICE EQUIPMENT	27,199.83	1,000.00	2,800.00
MEMBERSHIP DUES	150.00	1,595.00	3,953.00
F-TIME & REG.PART-TIME	268,231.55	274,016.00	236,938.00
OVERTIME PAY	24.50	235.00	100.00
FICA-EMPLOYER	15,736.60	18,134.00	14,655.00



ANNUAL BUDGET

TRAVEL FOR MEETING & CONF	25.00	100.00	100.00
TRAINING & SEMINARS	500.00	2,750.00	2,750.00
MEDICARE-EMPLOYER	3,680.28	4,241.00	3,427.00
EMPLOYEE SEVERANCE PAY		17,664.00	
PRINTING & BINDING	3,783.80	6,872.00	6,800.00
ADVERTISING		-	-
SOFTWARE SUPPORT & MAINT	1,798.19	2,170.00	2,000.00
OTHER PURCHASED SERVICES		3,700.00	1,500.00
POSTAGE	957.90	1,434.00	1,470.00
OFFICE SUPPLIES		-	-
UNIFORMS	585.50	550.00	550.00
SPECIAL EVENTS		2,500.00	
GAS & FUEL	944.67	5,150.00	-
SALON SUPPLIES	2,332.25	3,000.00	3,200.00
OPERATING SUPPLIES	2,846.02	9,500.00	5,000.00
OFFICE EQUIPMENT		-	-
OPERATING EQUIPMENT	68.24	7,000.00	-
LEASES-EQUIPMENTS	2,964.40	4,200.00	4,200.00
EQUIPMENT R&M	719.95	3,570.00	3,570.00
SENIOR CENTER	580.00	3,000.00	3,000.00
MEMBERSHIP DUES	293.37	800.00	800.00
SUBSCRIPTIONS	515.40	836.00	836.00
OTHER COMM. CONTRIBUTION	15,000.00	15,000.00	15,000.00
LICENSES	1,181.00	1,353.00	1,353.00
GIFT SHOP EXPENSE	3,253.35	2,000.00	2,000.00
ADULT GENERAL PROGRAM	2,430.01	7,000.00	7,280.00



ANNUAL BUDGET

BANQUET/KITCHEN		700.00	1,000.00
ADULT GENERAL PROGRAM		300.00	1,000.00
SPECIAL EVENTS			6,000.00
BEVERAGE PURCHASES	283.20	2,700.00	2,700.00
WAITSTAFF SERVICES PURCH	122.27	10,700.00	2,200.00
SENIOR HOLIDAY LUNCHEON	2,029.45	2,500.00	3,350.00
SENIOR TRIPS EXPENSE		-	60,000.00
SNACKS	58.06	400.00	400.00
UNEMPLOYMENT INSURANCE	42,622.50	15,000.00	15,000.00
MEDICAL-EMPLOYER	2,186,648.85	2,500,000.00	2,411,075.00
EMPLOYER CONT. P.PENSION	3,273,831.80	3,643,782.00	3,368,549.00
SICK DAYS BUY BACK ONLY	324,065.30	-	-
OPT OUT MED INSURANCE	31,505.00	35,167.00	37,000.00
EMPLOYEE SEVERANCE PAY		177,623.00	-
HEALTH & WELLNESS PROG.	480.65	750.00	750.00
PROF-LEGAL	328,848.73	323,000.00	375,000.00
PROSECUTORS	104,136.39	139,000.00	144,000.00
ADJUDICATOR	9,875.00	12,000.00	12,000.00
ENGINEERING		1,000.00	1,000.00
LEGISLATIVE LIAISON	35,000.00	-	-
OTHER PROFESSIONAL	22,025.39	52,682.00	162,675.00
PRINTING & BINDING	757.01	1,125.00	1,700.00
OTHER PURCHASED SERVICES		1,000.00	12,800.00
POSTAGE	29,355.44	46,035.00	46,035.00
OFFICE SUPPLIES	24,050.22	26,625.00	30,000.00
GREEN INITIATIVE	899.88	1,200.00	1,200.00
OPERATING SUPPLIES	28,125.15	14,100.00	11,500.00
TELEPHONE	26,825.54	33,800.00	28,300.00
CELLULAR PHONE	10,397.10	29,800.00	28,900.00



ANNUAL BUDGET

ELECTRICITY	15,517.82	18,000.00	18,000.00
NATURAL GAS	1,575.91	6,000.00	3,000.00
WATER	9,109.04	10,000.00	10,000.00
RENTALS-EQUIPMENTS	15,629.76	19,850.00	19,850.00
OTHER OFFICE EQUIPMENT	5,768.62	14,640.00	5,800.00
MEMORIAL PARK BRICKS	194.85	2,900.00	-
COLLECTION AGENCY FEE	1,971.32	1,000.00	2,000.00
BANK FISCAL CHARGES	53,533.83	56,000.00	60,000.00
STATE ADMIN. COLLECT.FEE	97,778.16	95,500.00	95,500.00
MISCELLANEOUS EXPENSE	1,005.90	10,200.00	2,000.00
CAPITAL EQUIPMENT	19,273.00	-	-
F-TIME & REG.PART TIME	509,367.17	416,408.00	491,287.00
OVERTIME PAY		2,500.00	2,500.00
FICA-EMPLOYER	17,064.45	14,882.00	14,882.00
TUITION REIMBURSEMENT	10,846.76	14,028.00	13,658.00
TRAVEL FOR MEETING & CONF	427.64	-	3,100.00
TRAINING & SEMINARS	33,770.73	62,114.00	51,225.00
MEDICARE - EMPLOYER	7,097.78	5,836.00	7,123.00
EMPLOYEE-SEVERANCE PAY		18,450.00	-
PRINTING & BINDING	305.00	380.00	380.00
EMPLOYEES PHYSICAL EXAM		3,250.00	3,500.00
POLYGRAPH TEST		320.00	320.00
NE DUPAGE FAM&YOUTH SVCS	68,351.33	80,000.00	97,000.00
SOFTWARE SUPPORT & MAINT	2,412.50	4,670.00	5,000.00
OTHER PURCHASE-SERVICES	25,557.50	52,000.00	55,000.00
OTHER POLICE GEN.SUPLS.	188.09	200.00	200.00
UNIFORMS	35,091.93	50,500.00	52,500.00
OPERATING SUPPLIES		4,935.00	850.00



ANNUAL BUDGET

OPERATING EQUIPMENT	110,996.00	-	-
VEHICLE LEASE	678.66	122,161.00	152,346.00
MEMBERSHIP DUES	4,741.08	7,300.00	7,450.00
SUBSCRIPTIONS	80.00	310.00	310.00
ACCREDITATION (CALEA)	5,318.77	8,275.00	6,345.00
MISCELLANEOUS LICENSES	175.00	400.00	400.00
PRINCIPAL	13,582.22	-	-
INTEREST	763.75	-	-
F-TIME & REG.PART TIME	3,994,498.82	4,446,171.00	4,482,540.00
HOLIDAY WORKED PAY	118,946.37	124,748.00	-
PART TIME OFFICER	6,643.87	10,000.00	20,000.00
DETAIL PAY	5,210.00	16,000.00	16,000.00
OVERTIME PAY	237,489.27	316,306.00	377,322.00
FICA-EMPLOYER	15,924.16	18,209.00	19,470.00
MEDICARE - EMPLOYER	62,797.82	69,851.00	72,632.00
EMPLOYEE-SEVERANCE PAY	103,828.15	32,700.00	24,835.00
AMMUNITIONS	5,607.41	19,345.00	13,800.00
TARGETS FOR GUN RANGE	500.79	1,000.00	500.00
K-9	2,211.63	3,000.00	3,000.00
CAR WASH	915.00	4,330.00	4,330.00
OPERATING SUPPLIES	2,943.55	2,500.00	2,550.00
OPERATING EQUIPMENT	16,728.32	126,873.00	134,872.00
POLICE DEPARTMENT	2,838.01	2,699.00	2,000.00
OTHER PURCHASE-SERVICES	303,383.63	360,000.00	300,000.00
VEHICLES	42,393.19	-	-
F-TIME & REG.PART TIME	1,303,580.88	1,247,357.00	1,277,505.00
HOLIDAY WORKED PAY	4,287.28	18,665.00	-



ANNUAL BUDGET

OVERTIME PAY	82,198.54	91,883.00	96,883.00
FICA-EMPLOYER	5,542.44	6,574.00	7,341.00
MEDICARE - EMPLOYER	19,791.87	20,481.00	20,481.00
EMPLOYEE-SEVERANCE PAY	17,073.01	-	-
OTHER PURCHASE-SERVICES	11,530.48	15,385.00	15,385.00
INVESTIGATION-CONTINGENCY		750.00	750.00
OTHER POLICE GEN.SUPPLIES	6,712.73	7,555.00	8,000.00
LEASES-EQUIPMENTS	170.00	408.00	408.00
MEMBERSHIP DUES	83.36	550.00	550.00
SUBSCRIPTIONS	1,008.00	1,080.00	2,940.00
TOWING EXPENSE	1,015.00	1,000.00	1,000.00
F-TIME & REG.PART-TIME	519,363.47	541,639.00	562,482.00
CROSSING GUARDS	14,922.50	51,000.00	74,700.00
OVERTIME PAY		2,722.00	2,785.00
FICA-EMPLOYER	28,426.63	28,707.00	30,446.00
MEDICARE - EMPLOYER	7,692.00	8,482.00	9,239.00
PRINTING & BINDING	4,692.94	9,500.00	11,000.00
VETERINARY STRAY ANIMALS	107.95	500.00	500.00
COMPUTER DATA ACCESS	71,292.96	74,410.00	68,410.00
OFFICE SUPPLIES	931.60	1,200.00	1,200.00
OTHER POLICE GEN.SUPPLIES	4,636.92	4,300.00	4,300.00
GAS & FUEL	75,388.71	85,000.00	85,000.00
TELEPHONE	359.40	360.00	360.00
LEASES-EQUIPMENTS	7,653.93	12,000.00	12,000.00
R&M OPERATING EQUIPMENT	46,731.09	47,059.00	46,459.00
ANIMAL IMPOUNDMENT	1,150.92	2,150.00	3,150.00
RODENT TRAPPING	300.00	2,925.00	2,925.00



ANNUAL BUDGET

CONSOLIDATED DISPATCH EXP	583,642.00	615,740.00	649,606.00
OTHER POLICE GEN.SUPPLIES	11,045.36	14,000.00	14,000.00
PULL TAB TAX		2,500.00	2,500.00
D.U.I.	2,935.96	20,500.00	12,000.00
COURT DRUG FINES		500.00	500.00
SEX OFFENDER REGIST FUND	2,340.00	8,058.00	2,500.00
STATE TOBACCO GRANTS	2,056.21	17,310.00	5,000.00
SUPERVISION FINES	6,146.85	12,650.00	3,500.00
ELECTRONIC CITATION FEES	3,000.00	3,000.00	3,000.00
EVIDENCE SEIZED CASH	4,000.00	-	-
FEDERAL FORFEITURE FUND	1,014.95	8,992.00	1,992.00
DARE ACCOUNT		930.00	930.00
COMMUNITY ORIENTED POLICE	16,253.50	5,000.00	5,000.00
GUN RANGE	6,045.00	6,540.00	6,675.00
F-TIME & REG.PART TIME	702,606.46	768,495.00	674,926.00
OVERTIME PAY	184.25	1,000.00	1,000.00
FICA-EMPLOYER	41,720.40	47,424.00	41,907.00
TRAVEL FOR MEETING & CONF		125.00	-
TRAINING & SEMINARS	500.00	2,200.00	2,200.00
MEDICARE-EMPLOYER	9,808.17	11,091.00	9,801.00
EMPLOYEE SEVERANCE PAY		16,412.00	-
AUDITING	44,847.00	46,275.00	51,315.00
OTHER PROFESSIONAL	12,680.52	26,170.00	17,400.00
PRINTING & BINDING	13,142.13	18,000.00	21,950.00
ADVERTISING	3,753.69	4,000.00	4,000.00
SOFTWARE SUPPORT & MAINT	1,123.00	43,450.00	35,150.00

ANNUAL BUDGET

OFFICE SUPPLIES	3,499.28	1,750.00	2,900.00
COMPUTER SOFTWARE	80,571.21	-	14,500.00
MISCELLANEOUS SUPPLIES	1,180.41	6,310.00	6,310.00
OFFICE EQUIPMENT R & M		3,800.00	4,500.00
MEMBERSHIP DUES	414.00	1,285.00	1,085.00
SUBSCRIPTIONS		100.00	-
RECORDING FEES	178.00	1,000.00	1,000.00
F-TIME & REG.PART TIME	594,249.86	630,750.00	630,191.00
TEMPORARY HELP	7,188.48	11,875.00	14,902.00
OVERTIME PAY	20.32	2,100.00	3,000.00
FICA-EMPLOYER	36,206.95	38,601.00	40,182.00
TRAVEL FOR MEETING & CONF		100.00	600.00
TRAINING & SEMINARS	90.00	560.00	300.00
MEDICARE - EMPLOYER	8,531.81	9,028.00	9,397.00
PRINTING & BINDING	5,921.31	6,100.00	6,100.00
PUBLICATIONS	1,215.43	1,263.00	1,000.00
OTHER PURCHASE-SERVICES	10,516.12	29,050.00	30,000.00
OFFICE SUPPLIES	735.45	1,500.00	1,500.00
UNIFORMS/PPE		450.00	800.00
OPERATING SUPPLIES	59.99	1,000.00	1,000.00
OFFICE EQUIPMENT		800.00	500.00
COMPUTER EQUIPMENT		650.00	-
LEASES-EQUIPMENTS	4,241.96	4,500.00	4,500.00
VEHICLE LEASE		22,000.00	22,000.00
MEMBERSHIP DUES	60.33	750.00	750.00



ANNUAL BUDGET

F-TIME & REG.PART TIME	474,972.77	502,653.00	520,380.00
TEMPORARY HELP		15,000.00	-
OVERTIME PAY	58.14	11,000.00	2,500.00
FICA-EMPLOYER	28,931.41	30,521.00	32,419.00
TRAVEL FOR MEETING & CONF		100.00	100.00
TRAINING & SEMINARS	1,390.00	7,636.00	5,000.00
MEDICARE - EMPLOYER	6,766.42	7,138.00	7,582.00
LICENSES & CERTIFICATIONS		549.00	400.00
OTHER PURCHASE-SERVICES	23,429.66	26,000.00	30,000.00
UNIFORMS/PPE	312.00	1,350.00	1,350.00
GAS & FUEL	3,935.70	5,860.00	5,860.00
OPERATING SUPPLIES	421.04	600.00	600.00
OPERATING EQUIPMENT	94.76	600.00	550.00
R&M OPERATING EQUIPMENT		500.00	500.00
MEMBERSHIP DUES	295.00	575.00	575.00
F-TIME & REG.PART TIME	97,479.35	117,788.00	94,986.00
FICA-EMPLOYER	6,088.95	7,117.00	5,889.00
TRAVEL FOR MEETING & CONF		200.00	500.00
TRAINING & SEMINARS	475.00	1,200.00	500.00
MEDICARE - EMPLOYER	1,424.05	1,665.00	1,377.00
LICENSES & CERTIFICATIONS		100.00	-
ENGINEERING		1,000.00	-
SOFTWARE SUPPORT/MAINT	319.01	400.00	500.00
OFFICE SUPPLIES	115.16	350.00	650.00
UNIFORMS/PPE	118.49	200.00	200.00



ANNUAL BUDGET

GAS & FUEL	315.12	500.00	400.00
OPERATING SUPPLIES	267.78	300.00	200.00
MEMBERSHIP DUES	280.18	1,060.00	700.00
F-TIME & REG.PART-TIME	113,864.53	116,265.00	115,105.00
FICA-EMPLOYER	6,465.09	6,839.00	7,137.00
TRAVEL FOR MEETING & CONF	319.25	400.00	200.00
MEDICARE - EMPLOYER	1,607.59	1,600.00	1,699.00
OTHER EQUIPMENT		200.00	-
PRINTING & BINDING		100.00	100.00
OFFICE SUPPLIES	281.31	500.00	500.00
UNIFORMS		100.00	500.00
GAS & FUEL	625.50	1,000.00	1,000.00
OPERATING SUPPLIES	28.98	-	-
OFFICE EQUIPMENT	813.99	200.00	-
NATURAL GAS	44.38	2,000.00	-
LEASES-EQUIPMENTS	1,909.55	2,000.00	3,600.00
MEMBERSHIP DUES	50.64	625.00	625.00
F-TIME & REG.PART-TIME	1,074,930.77	1,173,361.00	1,155,055.00
TEMPORARY HELP		-	25,600.00
OVERTIME PAY	62,438.73	60,000.00	60,000.00
FICA-EMPLOYER	68,674.09	78,470.00	76,921.00
TRAVEL FOR MEETING & CONF		500.00	-
TRAINING & SEMINARS	523.93	4,000.00	4,500.00
MEDICARE - EMPLOYER	16,060.96	18,352.00	17,989.00
EMPLOYEE SEVERANCE PAY		28,639.00	-
ENGINEERING		500.00	1,000.00
DEBRIS REMOVAL	33,077.72	40,000.00	40,000.00



ANNUAL BUDGET

CURB-CUT PROGRAM	6,632.00	8,000.00	8,000.00
OTHER PROPERTY SERVICES	42,889.00	-	-
CONTRACTUAL SERVICES	1,800.00	2,408.00	2,200.00
OFFICE SUPPLIES	201.86	800.00	900.00
LANDSCAPING SUPPLIES	1,448.08	2,500.00	2,500.00
UNIFORMS/PPE	3,852.96	4,500.00	5,000.00
CHEMICALS		100.00	100.00
GAS & FUEL	40,492.15	50,000.00	45,000.00
OPERATING SUPPLIES	2,091.09	3,000.00	3,000.00
CELLULAR PHONE	464.13	468.00	500.00
ELECTRICITY	62,571.39	60,000.00	60,000.00
EQUIPMENT RENTAL	1,566.52	600.00	600.00
PUBLIC WORKS-STREET DIV.	4,017.21	8,500.00	10,000.00
STREETS		-	-
STREET SIGNS/LIGHTS MAINT	23,885.68	30,000.00	35,000.00
STREET MAINT. & REPAIRS	27,210.91	38,000.00	40,000.00
GROUNDS MAINTENANCE		25,000.00	50,000.00
PUBLIC WORKS	163,548.30	516,049.00	447,000.00
F-TIME & REG.PART-TIME	210,232.96	221,462.00	228,638.00
OVERTIME PAY	2,414.94	3,500.00	3,000.00
FICA-EMPLOYER	12,696.56	13,547.00	14,362.00
TRAINING & SEMINARS	1,485.00	1,500.00	1,500.00
MEDICARE - EMPLOYER	2,969.45	3,168.00	3,359.00
DEBRIS REMOVAL	1,479.08	2,000.00	2,000.00
SOFTWARE SUPPORT & MAINT	1,708.50	4,010.00	3,800.00
OFFICE SUPPLIES	43.55	100.00	100.00
UNIFORMS	753.00	1,300.00	1,450.00



ANNUAL BUDGET

CHEMICALS	620.06	1,000.00	1,000.00
SENIOR CENTER	81.74	1,000.00	1,000.00
REPAIR SUPPLIES POLICE	20,131.57	22,000.00	22,000.00
REPAIR SUPPLIES-P/R/F	20,713.59	23,000.00	24,000.00
REPAIR SUPPLIES STREETS	33,030.97	40,000.00	40,000.00
REPAIR SUPPLIES FLEETS	46.84	600.00	750.00
REPAIR SUPPLIES ESDA	158.12	1,600.00	1,000.00
REPAIR SUPPLIES COM DEV	1,726.36	2,000.00	2,000.00
REPAIR SUPPLIES ADMIN	176.46	1,300.00	1,000.00
REPAIR SUPPLIES PS ADMIN	164.29	800.00	1,000.00
GAS & FUEL	225.27	800.00	800.00
REPAIR SUPPLIES-GOLF	744.53	1,200.00	1,200.00
MISC. INVENTORY SUPPLIES	2,286.34	3,200.00	3,200.00
OPERATING SUPPLIES	5,038.36	6,000.00	6,000.00
FLEET MAINTENANCE	8,989.48	13,500.00	1,000.00
OFFICE EQUIPMENT		2,400.00	2,400.00
LEASES-EQUIPMENTS	1,340.40	1,900.00	1,500.00
PUBLIC WORKS-FLEET MAINT	2,844.90	3,500.00	3,500.00
MEMBERSHIP DUES	30.00	30.00	30.00
F-TIME & REG.PART TIME	962,328.01	807,690.00	778,028.00
TEMPORARY HELP		2,172.00	32,400.00
OVERTIME PAY	22,499.58	22,500.00	30,000.00
FICA-EMPLOYER	59,747.48	49,943.00	52,107.00
TRAVEL FOR MEETING & CONF		50.00	50.00
TRAINING & SEMINARS	2,225.86	3,538.00	500.00
MEDICARE-EMPLOYER	13,973.41	11,680.00	12,186.00



ANNUAL BUDGET

LICENSES & CERTIFICATIONS	696.50	3,175.00	3,400.00
DEBRIS REMOVAL		500.00	500.00
ADOPT A STREET PROGRAM		25.00	25.00
OTHER PROPERTY SERVICES		43,000.00	46,000.00
SOFTWARE SUPPORT & MAINT	3,626.44	3,780.00	3,880.00
OTHER PURCHASE-SERVICES		96,700.00	95,730.00
OFFICE SUPPLIES	198.22	250.00	250.00
TOPDRESSING SOIL	1,536.00	3,000.00	3,000.00
GRAVEL AND SAND	356.37	1,000.00	1,000.00
LANDSCAPING SUPPLIES	3,624.90	12,398.00	10,000.00
FERTILIZER	5,706.22	5,000.00	5,000.00
UNIFORMS	4,474.34	4,960.00	4,600.00
GAS & FUEL	24,903.28	30,000.00	30,000.00
OPERATING SUPPLIES	21,767.19	25,500.00	26,500.00
PARKS & GROUNDS EQUIPMENT	8,531.49	18,700.00	5,000.00
OPERATING EQUIPMENT	945.00	5,525.00	9,900.00
ELECTRICITY	27,929.16	27,000.00	30,000.00
LEASES-EQUIPMENTS	887.46	950.00	900.00
RENTALS-EQUIPMENTS	7,309.02	14,500.00	9,250.00
R&M OPERATING EQUIPMENT	451.36	500.00	500.00
R&M PARKS & GROUND OP EQP	1,846.95	3,450.00	2,600.00
R&M PARKS & GROUNDS	100,955.18	21,000.00	22,700.00
MEMBERSHIP DUES	130.00	610.00	610.00
TREE REMOVAL/REPLACEMENT	59,021.26	143,050.00	104,800.00
OTHER PURCHASE-SERVICES		500.00	500.00
UNIFORMS PPE		500.00	500.00



ANNUAL BUDGET

PARKS & GROUNDS TOOLS	421.72	2,495.00	500.00
MEMBERSHIP DUES	327.50	700.00	700.00
VEHICLES	74,179.00	35,000.00	97,000.00
PARKS & GROUNDS EQUIP.		8,000.00	-
PARKS AND GROUNDS		27,100.00	-
F-TIME & REG.PART-TIME	715,455.11	726,416.00	598,166.00
OVERTIME PAY	2,769.72	4,000.00	4,000.00
FICA-EMPLOYER	43,702.54	45,442.00	37,086.00
TRAVEL FOR MEETING & CONF		50.00	50.00
TRAINING & SEMINARS		150.00	150.00
MEDICARE-EMPLOYER	10,220.56	10,629.00	8,673.00
EMPLOYEE SEVERANCE PAY	18,589.64	25,017.00	-
PRINTING & BINDING		-	50.00
OTHER PURCHASE-SERVICES	53,846.07	67,270.00	65,376.00
OFFICE SUPPLIES	147.06	200.00	200.00
JANITORIAL SUPPLIES	25,503.09	22,000.00	25,000.00
ELECTRICAL SUPPLIES	6,961.73	10,050.00	7,750.00
HARDWARE SUPPLIES	3,011.99	3,100.00	3,100.00
PLUMBING SUPPLIES	2,600.31	4,500.00	2,500.00
LUMBER SUPPLIES	198.40	500.00	500.00
OTHER BLDG. MAINT. SUPPLY	257.70	600.00	600.00
UNIFORMS	2,706.40	3,200.00	3,800.00
GAS & FUEL	6,134.93	7,000.00	8,000.00
OPERATING SUPPLIES	8,193.47	20,000.00	21,350.00
BLDG. MAINTENANCE TOOLS	2,500.27	1,400.00	1,400.00
RENTALS-EQUIPMENTS	350.00	650.00	28,032.00
R&M BUILDINGS & EQUIPMENT	92,580.02	94,460.00	78,600.00



ANNUAL BUDGET

VILLAGE FACILITIES		174,400.00	4,000.00
F-TIME & REG.PART-TIME	155,384.53	163,390.00	164,937.00
TEMPORARY HELP	1,890.00	5,140.00	800.00
OVERTIME PAY	3,423.79	4,200.00	4,000.00
FICA-EMPLOYER	9,731.44	10,261.00	10,429.00
TRAINING & SEMINARS		330.00	1,830.00
MEDICARE-EMPLOYER	2,275.97	2,399.00	2,439.00
NETWORK-CONSULTING	144,150.77	150,500.00	163,500.00
COMPUTER EQUIPMENTS		2,000.00	2,000.00
PRINTING & BINDING		50.00	50.00
SOFTWARE SUPPORT & MAINT	107,666.24	110,117.00	108,160.00
OFFICE SUPPLIES		100.00	100.00
COMPUTER SPECIALIZED SUPL	2,483.99	1,500.00	6,000.00
COMPUTER SOFTWARE	10,007.10	11,325.00	16,038.00
COMPUTER EQUIPMENT	68,346.52	61,200.00	28,000.00
OTHER COMPUTER SUPPLIES	883.15	500.00	-
TELEPHONE	53,594.24	58,249.00	55,800.00
OTHER COMPUTER EQUIPMENT	2,170.66	1,500.00	2,000.00
SOFTWARES		19,700.00	-



ANNUAL BUDGET

Revenue Summary by Fund Other Funds

FUND TYPE/FUND	2020/21 ACTUAL	2021/22 BUDGET	2022/23 BUDGET
Special Revenue Funds	11,362,029	12,586,789	12,994,044
Golf Fund	1,229,609	2,062,860	1,530,850
Recreation Fund	1,366,506	1,945,877	2,037,000
Emergency Services & Disaster Agency Fund	0	5,280	68,000
Handicapped Recreation Fund	181,393	180,000	244,000
Motor Fuel Tax Fund	2,820,422	2,121,135	1,367,351
Founders' Day Fund	0	0	481,866
Parks & Recreation Development Fund	61,898	172,795	65,947
Article 36 Fund	2,355	2,200	0
I.M.R.F. Fund	1,008,158	950,000	900,000
Infrastructure Fund	2,227,237	3,020,100	4,981,100
T.I.F. #1 Fund	1,128,765	831,163	0
T.I.F. #2 Fund	0	0	0
T.I.F. #3 Fund	816,960	764,664	764,664
T.I.F. #4 Fund	48,916	48,916	52,128
T.I.F. #5 Fund	21,671	21,671	19,670
T.I.F. #6 Fund	203,464	203,464	213,024
T.I.F. #7 Fund	0	0	0
Special Service Area #1 Fund	14,058	14,747	15,625
Special Service Area #2 Fund	42,826	44,924	46,449
Special Service Area #3 Fund	45,561	47,794	50,652
Special Service Area #4 Fund	24,824	26,040	25,201
Special Service Area #5 Fund	32,792	34,399	36,448
Special Service Area #6 Fund	35,470	37,208	39,437
Special Service Area #7 Fund	18,647	19,561	20,731
Special Service Area #8 Fund	30,497	31,991	33,901
Capital Projects Funds	1,604,216	2,057,638	1,112,802
Vehicle Replacement Fund	0	0	0
Computer Replacement Fund	37,232	66,302	63,302
Capital Projects Fund	1,545,200	1,991,336	1,049,500



ANNUAL BUDGET

Golf Cart Replacement Fund	0	0	0
Recreation Equipment Replacement Fund	0	0	0
GOB Series 2010 Fund	21,784	0	0
Debt Service Fund	3,381,889	3,156,050	3,409,966
Insurance Fund	1,048,093	890,000	790,000
Enterprise Funds	12,667,241	16,248,842	25,174,122
Environmental Services Fund	12,667,241	16,248,842	25,174,122
Police Pension Trust Fund	13,306,301	4,403,165	4,403,165
DUMEG Trust Fund	0	0	0
TOTAL OTHER FUNDS	43,369,769	39,342,484	47,884,099



ANNUAL BUDGET

Expenditure Summary by Fund Other Funds

FUND TYPE/FUND	2020/21 ACTUAL	2021/22 BUDGET	2022/23 BUDGET
Special Revenue Funds	9,276,932	15,254,394	12,735,362
Golf Fund	1,140,230	2,062,860	1,530,850
Recreation Fund	1,487,392	1,974,062	2,174,756
Emergency Services & Disaster Agency Fund	67,726	68,241	71,256
Handicapped Recreation Fund	179,286	182,600	237,600
Motor Fuel Tax Fund	1,279,989	3,145,286	2,000,000
Founders' Day Fund	0	1,790	442,700
Parks & Recreation Development Fund	40,000	109,000	0
Article 36 Fund	4,300	500	0
I.M.R.F. Fund	874,716	1,000,000	1,000,000
Infrastructure Fund	2,510,157	5,007,065	4,523,000
T.I.F. #1 Fund	486,559	960,790	23,000
T.I.F. #2 Fund	3,539	5,000	5,000
T.I.F. #3 Fund	765,387	692,200	692,200
T.I.F. #4 Fund	2,876	5,000	5,000
T.I.F. #5 Fund	4,650	5,000	5,000
T.I.F. #6 Fund	10,189	5,000	5,000
T.I.F. #7 Fund	92,336	30,000	20,000
Special Service Area #1 Fund	17,133	0	0
Special Service Area #2 Fund	145,389	0	0
Special Service Area #3 Fund	109,582	0	0
Special Service Area #4 Fund	13,432	0	0
Special Service Area #5 Fund	22,539	0	0
Special Service Area #6 Fund	19,525	0	0
Special Service Area #7 Fund	0	0	0
Special Service Area #8 Fund	0	0	0
Capital Projects Funds	1,212,511	6,060,002	1,152,326
Vehicle Replacement Fund	0	0	0
Computer Replacement Fund	6,912	173,701	102,826
Capital Projects Fund	1,154,699	5,886,301	1,049,500



ANNUAL BUDGET

Golf Cart Replacement Fund	0	0	0
Recreation Equipment Replacement Fund	0	0	0
GOB Series 2010 Fund	50,900	0	0
Debt Service Fund	3,416,550	3,290,247	3,308,047
Insurance Fund	780,002	893,645	890,088
Enterprise Funds	11,852,843	20,623,609	26,611,610
Environmental Services Fund	11,852,843	20,623,609	26,611,610
Police Pension Trust Fund	3,470,572	3,657,899	3,657,899
DUMEG Trust Fund	0	0	0
TOTAL OTHER FUNDS	30,009,410	49,779,796	48,355,332

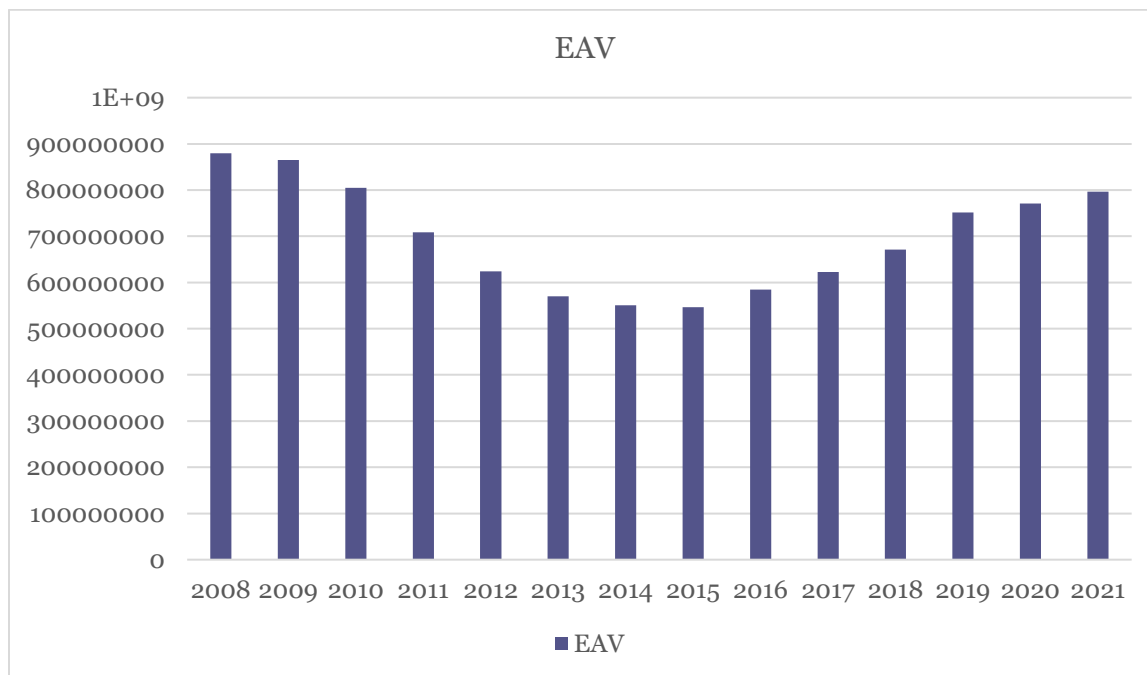
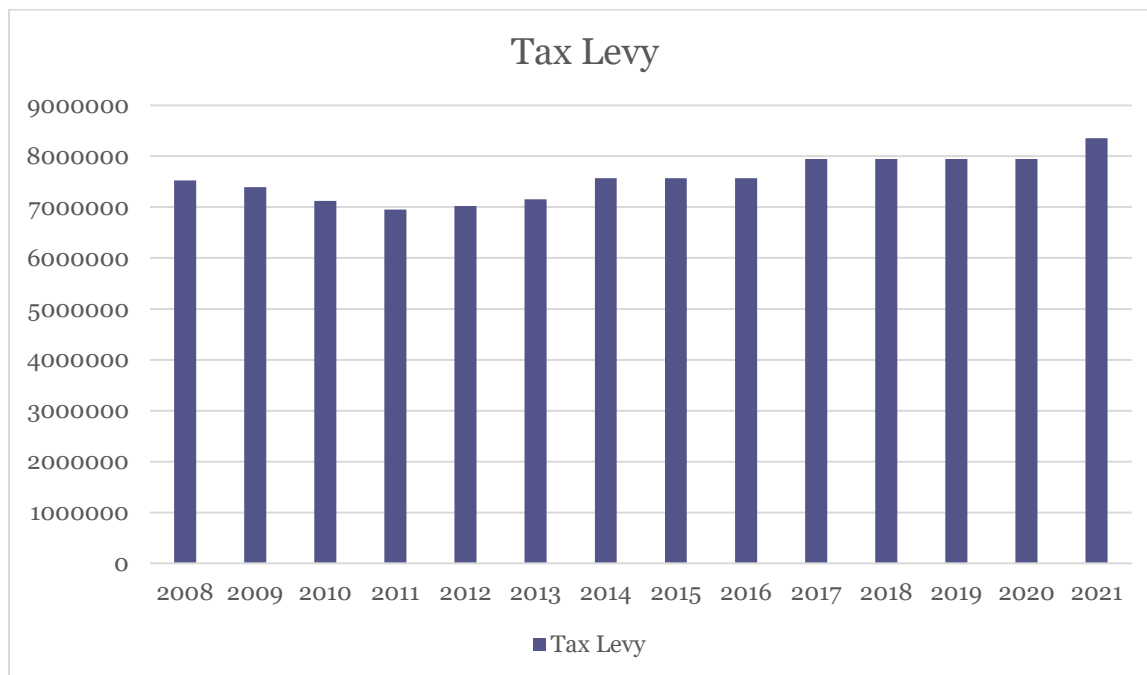


ANNUAL BUDGET

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
2021	\$8,354,907	1.0519	\$712,560,494	\$83,795,549

*Rate is per \$100 Equalized Assessed Valuation





ANNUAL BUDGET

PROJECTED IMPACT OF FISCAL YEAR 2022/2023

FUND	Beg. Fund Balance	Budgeted Revenues (+)	Budgeted Expenditures (-)	Est. Ending Fund Balance
General Fund	22,052,025	29,864,710	31,392,132	20,524,603
Special Revenue Funds	8,798,401	12,994,044	12,735,362	9,057,083
Golf Fund	139,469	1,530,850	1,530,850	139,469
Recreation Fund	721,101	2,037,000	2,174,756	583,345
Emergency Services and Disaster Agency Fund	34,741	68,000	71,256	31,485
Handicapped Recreation Fund	6,614	244,000	237,600	13,014
Motor Fuel Tax Fund	1,741,476	1,367,351	2,000,000	1,108,827
Founders' Day Fund	44,530	481,866	442,700	83,696
Parks and Recreation Development Fund	306,598	65,947	0	372,545
Article 36 Fund	17,274	0	0	17,274
I.M.R.F. Fund	410,739	900,000	1,000,000	310,739
Infrastructure Fund	2,923,761	4,981,100	4,523,000	3,381,861
T.I.F. #1 Fund	952,818	0	23,000	929,818
T.I.F. #2 Fund	2,655	0	5,000	(2,345)
T.I.F. #3 Fund	303,199	764,664	692,200	375,663
T.I.F. #4 Fund	206,130	52,128	5,000	253,258
T.I.F. #5 Fund	(580,121)	19,670	5,000	(565,451)
T.I.F. #6 Fund	392,985	213,024	5,000	601,009
T.I.F. #7 Fund	(112,674)	0	20,000	(132,674)
Special Service Area #1 Fund	28,858	15,625	0	44,483
Special Service Area #2 Fund	(116,944)	46,449	0	(70,495)
Special Service Area #3 Fund	(43,808)	50,652	0	6,844
Special Service Area #4 Fund	216,651	25,201	0	241,852
Special Service Area #5 Fund	304,070	36,448	0	340,518
Special Service Area #6 Fund	205,065	39,437	0	244,502
Special Service Area #7 Fund	404,964	20,731	0	425,695
Special Service Area #8 Fund	288,250	33,901	0	322,151
Capital Projects Funds	1,217,939	1,112,802	1,152,326	1,178,415
Computer Replacement Fund	273,935	63,302	102,826	234,411
Capital Project Fund	944,004	1,049,500	1,049,500	944,004
GOB Series 2010 Fund	0	0	0	0
Debt Service Fund	456,484	3,409,966	3,308,047	558,403



ANNUAL BUDGET

Insurance Fund	545,069	790,000	890,088	444,981
Enterprise Funds	43,613,523	25,174,122	26,611,610	42,176,035
Environmental Services Fund	43,613,523	25,174,122	26,611,610	42,176,035
Police Pension Trust Fund	51,737,528	4,403,165	3,657,899	52,482,794
DUMEG Trust Fund	59,151	0	0	59,151
TOTAL ALL FUNDS	128,480,120	77,748,809	79,747,464	126,481,465



ANNUAL BUDGET

MAJOR DECREASES IN FUND BALANCE

GENERAL FUND

The General Fund is expected to experience a (\$1,527,422) decrease in fund balance at the end of FY 2022/23. The General Fund is using reserves to bolster the 2022 Road Program, and to make repairs to the Historic House.

SPECIAL REVENUE FUNDS

Recreation Fund

The Recreation Fund is expected to experience a (\$137,756) decrease in fund balance at the end of FY 2022/23. The Recreation Fund is using reserves while programming is still recovering from the Pandemic.

Combined Motor Fuel Tax Fund and Infrastructure Fund

The combination of the Motor Fuel Tax Fund and Infrastructure Fund provides the necessary funding for the Village's Road Program. A net decrease of a (\$174,549) decrease in fund balance at the end of FY 2022/23 is expected in order to carry out the 2022 Road Program.

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 2022/23. This is the Village's newest TIF District, having been created in early 2022. Revenue in the form of Property Tax Increment won't be realized for a couple of years.

ENTERPRISE FUND

Environmental Services Fund

The Environmental Services Fund is expected to experience a (\$1,437,488) decrease in fund balance at the end of FY 2022/23. 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 (\$100,088) decrease in fund balance at the end of FY 2022/23. The negative fund balance is the result of an intentional act to maintain reserves in line with Independent Actuarial recommendations.



ANNUAL BUDGET

FULL-TIME EMPLOYEES SUMMARY BY DEPARTMENT

	2020/21	2021/22	2022/23	CHANGE
DEPARTMENT/DIVISION	ACTUAL	ACTUAL	BUDGET	FROM P/Y
GENERAL FUND	158.00	158.00	155.00	(3.00)
Boards & Commissions	1.00	1.00	1.00	-
Village Board	1.00	1.00	1.00	-
General Government	22.00	22.00	22.00	-
Village Administration	5.00	5.00	5.00	-
Human Resources	2.00	2.00	2.00	-
Public Affairs	1.00	1.00	1.00	-
Senior Services	3.00	3.00	3.00	-
Information Services	2.00	2.00	2.00	-
Finance	9.00	9.00	9.00	-
Police Department	72.00	72.00	71.00	(1.00)
Police Administration	6.00	6.00	5.00	(1.00)
Patrol	47.50	47.50	47.50	-
Investigations	12.00	12.00	12.00	-
Support Services	6.50	6.50	6.50	-
Public Works	21.00	21.00	21.00	-
Public Works Administration	2.00	2.00	2.00	-
Engineering	1.00	1.00	1.00	-
Streets	14.00	14.00	14.00	-
Fleet Maintenance	4.00	4.00	4.00	-
Parks, Grounds & Facilities	30.00	29.00	26.00	(3.00)
Parks & Grounds	16.00	15.00	12.00	(3.00)
Building Maintenance	14.00	14.00	14.00	-
Community Development Services	12.00	13.00	14.00	1.00



ANNUAL BUDGET

Community Development				
Administration	6.00	7.00	8.00	1.00
Inspection Services	6.00	6.00	6.00	-
Recreation Fund	7.00	7.00	7.00	-
Recreation Administration	3.00	3.00	3.00	-
Programming	4.00	4.00	4.00	-
Preschool	0.00	0.00	0.00	-
Environmental Services Fund	23.00	24.00	24.00	-
Water Services	7.00	7.00	7.00	-
Sewer Services	7.00	7.00	7.00	-
Waste Water Treatment Services	7.00	8.00	8.00	-
Water Billing Division Services	2.00	2.00	2.00	-
Golf Fund	5.00	5.00	5.00	-
Golf Administration	1.00	1.00	1.00	-
Grounds Maintenance	2.00	2.00	2.00	-
Pro Shop	1.00	1.00	1.00	-
Restaurant/Banquet	1.00	1.00	1.00	-
TOTAL FULL TIME EMPLOYEE'S	196.00	194.00	191.00	(3.00)



ANNUAL BUDGET

CHANGES IN STAFFING LEVELS

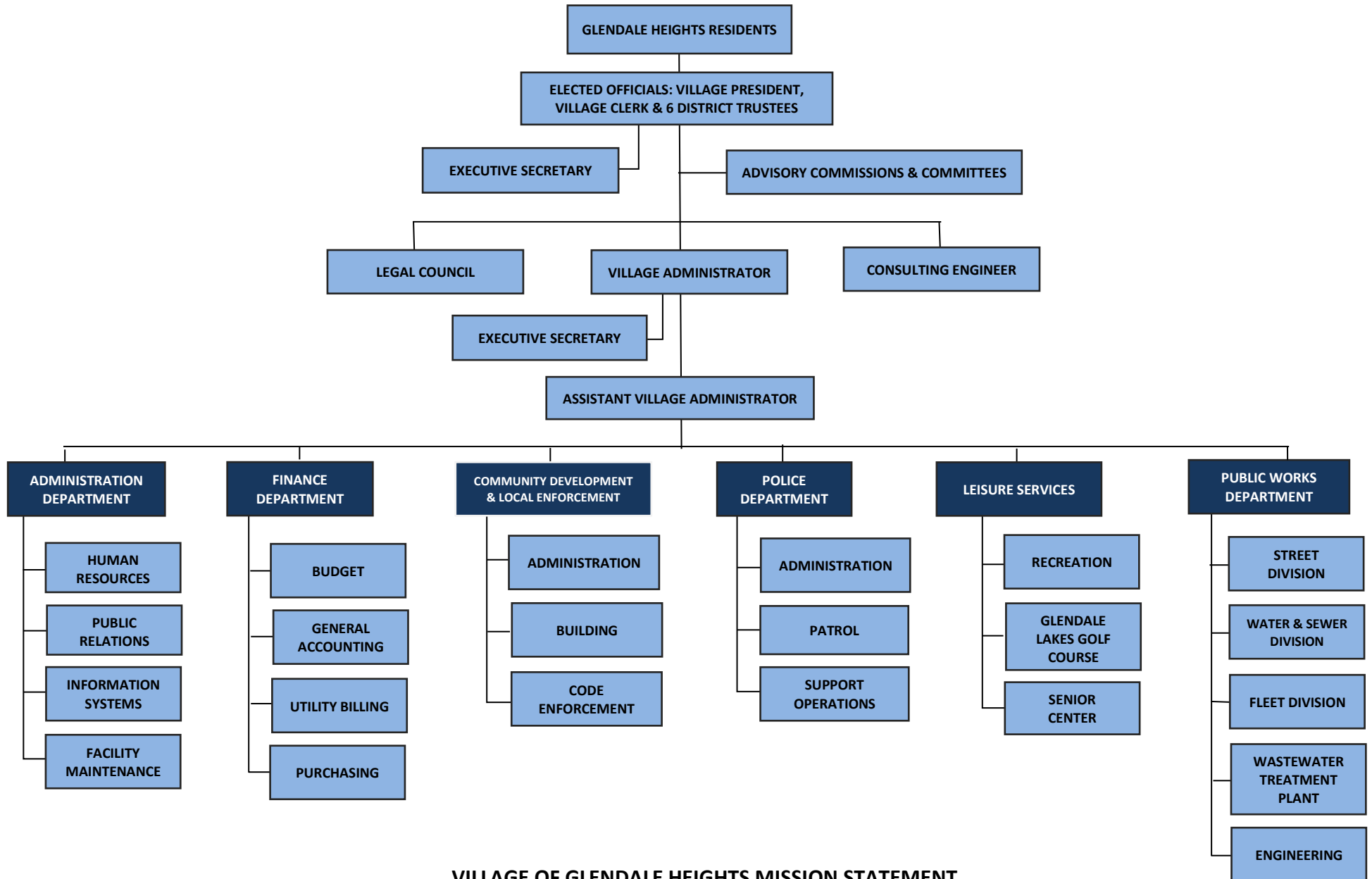
FROM FY 2021/22 TO 2022/23

POSITION TITLE	DEPARTMENT	DIVISION	FTE'S
Administrative Sergeant	Police	Administration	(1.00)
Maintenance Workers	Leisure Services	Parks	(3.00)
Zoning & Economic Development Planner	Community Development	Administration	1.00

FY 2022 / 2023

VILLAGE OF GLENDALE HEIGHTS

MUNICIPAL ORGANIZATION STRUCTURE



VILLAGE OF GLENDALE HEIGHTS MISSION STATEMENT

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

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

\$323,174

ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Village Board	\$166,897	\$236,807	\$205,255
Village Clerk	\$16,826	\$17,800	\$17,804
Police Commission	\$18,038	\$32,115	\$21,115
Plan Commission	\$1,134	\$2,681	\$2,681
Special Events	\$5,859	\$44,550	\$66,350
Youth Commission	\$942	\$1,625	\$1,625
Historical Building	\$2,492	\$9,494	\$8,344
Arts & Culture	\$798	\$10,000	-0-
COVID Expenses	\$149,287	-0-	-0-
TOTAL DIVISION	\$362,273	\$355,072	\$323,174

FY 2021/2022 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 2022/2023 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 Mayor-Trustee 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	124,626.88	138,991.00	119,536.00
FICA-EMPLOYER	7,635.58	9,325.00	7,411.00
TRAVEL FOR MEETING & CONF	50.77	100.00	100.00
TRAINING & SEMINARS	606.71	2,900.00	7,900.00
MEDICARE-EMPLOYER	1,785.73	2,181.00	1,733.00
SEVERANCE PAY		13,565.00	
PRINTING & BINDING		250.00	250.00
OFFICE SUPPLIES	179.03	1,200.00	200.00
UNIFORMS		500.00	500.00
OPERATING SUPPLIES	2,234.17	6,200.00	6,200.00
MEMBERSHIP DUES	21,183.21	46,055.00	46,055.00
SUBSCRIPTIONS	52.00	290.00	120.00
OTHER COMM. CONTRIBUTION	6,550.00	11,250.00	11,250.00
CIVIC ACTIVITIES	1,992.76	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00
FICA-EMPLOYER	620.00	620.00	623.00
TRAINING & SEMINARS		150.00	150.00
MEDICARE-EMPLOYER	145.00	145.00	146.00
PROFESSIONAL-OTHERS	4,961.00	6,000.00	6,000.00
OFFICE SUPPLIES		50.00	50.00
VARIOUS COMMISSION	1,100.00	500.00	500.00
MEMBERSHIP DUES		335.00	335.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
FICA-EMPLOYER	31.33	86.00	86.00
MEDICARE-EMPLOYER	7.34	20.00	20.00
PLAN COMMISSION	464.96	1,375.00	1,375.00
PLAN COMMISSION	630.00	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRAINING & SEMINARS		500.00	500.00
PRINTING & BINDING		750.00	750.00
RECRUITING	2,819.00	2,000.00	2,000.00
TESTING	12,469.56	25,000.00	14,000.00
OFFICE SUPPLIES		100.00	100.00
UNIFORMS		300.00	300.00
POLICE COMMISSION	2,284.92	3,000.00	3,000.00
MEMBERSHIP DUES	465.00	465.00	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL EVENT REVENUES	752.00	7,500.00	7,500.00
CAR SHOW		6,000.00	6,500.00
SPECIAL EVENT REVS-OTHER		8,350.00	8,350.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
ENTERTAINMENT-SPL. EVENTS		8,500.00	8,500.00
CAR SHOW		600.00	600.00
OTHER PURCHASE-SERVICES		15,000.00	-
SPECIAL EVENT EXPS-OTHER		8,350.00	8,350.00
CAR SHOW		3,700.00	4,200.00
OPERATING SUPPLIES	5,859.16	8,400.00	44,700.00



**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

Description	FY21 Actual	FY22 Budget	FY23 Budget
PRINTING & BINDING		225.00	225.00
OPERATING SUPPLIES	941.75	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.



ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
OTHER REVENUE		50.00	50.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
OTHER PURCHASE-SERVICES	2,322.93	2,514.00	2,514.00
OPERATING SUPPLIES		250.00	250.00
HISTORICAL BLDG.	139.38	6,500.00	5,350.00
MEMBERSHIP DUES	30.00	30.00	30.00
CIVIC ACTIVITIES		200.00	200.00



LEGISLATIVE: ARTS AND CULTURE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This division is established for the purpose of accounting for costs associated with the many cultural events that occur in the calendar year, such as Mexican Independence Day, Monarch Butterfly Day, Pakistani Independence Day, and October Fest.

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL EVENT REVENUES		10,000.00	-

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
EMRGNCY PROTECTVE MEASURE	797.59	-	-
OPERATING SUPPLIES		10,000.00	-

**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**\$10,479,793****ANNUAL EXPENSES BY DIVISION**

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Village Administration	\$322,449	\$420,130	\$493,423
Human Resources	\$291,613	\$306,836	\$312,595
Public Relations	\$159,897	\$145,976	\$176,497
Senior Center	\$330,945	\$414,075	\$393,179
Central Services	\$6,700,808	\$7,287,779	\$6,903,634
Golf Course	\$1,140,230	\$2,062,860	\$1,530,850
Information Systems	\$666,247	\$694,932	\$669,615
TOTAL DIVISION	\$9,612,189	\$11,332,588	\$10,479,793

ADMINISTRATION**2021/2022 ACCOMPLISHMENTS****ADMINISTRATION DEPARTMENT & HUMAN RESOURCES DIVISION****Activated the Emergency Operations Center (EOC) for the COVID-19 Pandemic**

Ensured the continuity of Village operations during the height of the COVID-19 pandemic.

Nepotism Policy

To support the Villages commitment to employment and advancement based upon qualifications and merit, without discrimination in favor of or in opposition to the employment of immediate family members, the Village Board of Trustees approved a Nepotism Policy.

Tele-work Policy and Technical Guidelines

The COVID-19 pandemic forced the Village to pivot to continue to support the community. In that pivot, the Village realized that technical operations also needed to change to support staff in providing for the Village.

Strategic Plan

The Village Board of Trustees has approved a partnership with the Northern Illinois University Center for Government Studies to conduct community surveys and update the Villages Strategic Plan. Work is due to commence in early 2022 and end in late 2022.

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.

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.

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 Police Officers, Temporary Code Enforcement Officers WWTP Part-Time Office Tech, Program Facility Coordinator's, Maintenance Workers (Utilities), Customer Service Associate, Executive Secretary to the Mayor and Board, Senior Center Salon Coordinator and multiple Summer/Seasonal hires for the Glendale Lakes Golf Club and the Parks Recreation & Facilities Department.

Employee Assistance Program

The organization utilization rate of the Employee Assistance Program was 110.23%. The EAP did in-person training this year on Managing Organizational Change and Civility in the Workplace.

FY 2022/2023 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

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
- ❖ Maintain the Employee Health & Wellness Committee and programming

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
- ❖ Research a Code of Professional Conduct for employees

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
- ❖ Provide benefits sheet

Goal #7: Conduct an internal Strengths, Weaknesses, Opportunities and Threats (S.W.O.T.) Analysis

- ❖ Work with departments to identify their strengths, weaknesses, opportunities and threats
- ❖ Conduct analysis of comparable communities
- ❖ Conduct Job Task Analysis of Village staff

Goal #8: 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 #9: Develop Supervisory and Leadership Training for Current Supervisors and Potential Supervisors

- ❖ Identifying and encouraging Department Heads to utilize training specific to supervisory level positions

Goal #10: Develop a 5-year Strategic Plan

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

Goal #11: Update the Villages Comprehensive Plan

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

Goal #12: 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 #13: Implementation of all five bargaining unit contracts

- ❖ 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

2021/2022 ACCOMPLISHMENTS

PUBLIC RELATIONS DIVISION

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

Maintained a page on our Village website to keep residents informed on the ever changing COVID-19 pandemic and State regulations. New information was made available regarding COVID-19 vaccines and booster shots.

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

In an effort to maintain health and safety standards as outlined by the Illinois Department of Public Health, the Public Relations Division successfully conducted hybrid Zoom and in-person Village Board Meetings.

Special Events

The Public Relations Division oversaw the Business Appreciation Breakfast, Memorial Day Ceremony, 20th Anniversary of Patriot Day and the Veterans Day Ceremony. The 20th Anniversary of Patriot Day included several changes to enhance the overall event including a route change for the silent parade, artifacts from the September 11th terrorist attacks, new video presentations, video interview from police officer who survived the attacks, and large American Flag on display as tribute to those we lost.

Video Productions

The Public Relations Division increased their video productions throughout 2021. Video productions included Fireside Chats, interviews, park highlights, drone footage and video clips/projects to portray various messaging including Wastewater Treatment Plant renovations, police initiatives/trainings, and other Department highlights.

Social Media

The Public Relations Division posted recaps and highlights of the Village Board Meetings along with including the agendas via Board Docs. Additional changes in the Village's social media channels included updated posting of Public Hearings as provided by the Community Development Department, and updated graphics and images for press releases for the Glendale Heights Police Department pages.

FY 2022/2023 Goals & Objectives

PUBLIC RELATIONS DIVISION

Goal 1: Increased productions of video and visual content for GHTV and Social Media

- ❖ 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
- ❖ Improve social media tracking and records retention process through Archive Social

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 Publications

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

Goal 7: Village Website

- ❖ Launch a new, redesigned Village website

Goal 8: Update Village Council Chambers Video System

- ❖ Replace aging and failing standard definition video cameras with new high definition cameras for better video quality. New video cameras will meet current day television standards.
- ❖ Replace aging video projector with new laser projector for better image quality
- ❖ Updated video switcher to make new video cameras compatible with current systems
- ❖ Support new methods of connecting outside computers and technology including using wireless technology

Goal 9: Replace E-sign at the corner of Bloomingdale Road and Fullerton Avenue

- ❖ Replace failing and outdated e-sign at the corner of Bloomingdale Road and Fullerton Avenue. New sign will include a higher resolution screen and new wireless technology.

CENTER FOR SENIOR CITIZENS**2021/2022 ACCOMPLISHMENTS****CENTER FOR SENIOR CITIZENS****Membership**

The Center reopened its doors to the public in May 2021 and continues to add programming to increase membership interest. The Center's membership is approximately 1,000 members and of those members, 553 members actively used the Center on a regular basis. We sparked outside interest as 74 non-residents joined the Center this year.

Program Partnerships

Many of our services are coordinated with local, county, state and federal services. These services include, Benefit Access Application (BBA), Regional Transportation Authority (RTA) ride free card, Senior Health Insurance Program (SHIP) assistance, DuPage Senior Citizens Council (DSCC) services, Notary Services, Republic Services Senior discounts and Village vehicle sticker and utility tax rebates.

Senior Health Insurance Program (SHIP)

The Center is a certified Senior Health Insurance Program (SHIP) site. Three SHIP trained volunteer counselors meet with senior citizens in-person or discuss over the phone, to provide Medicare information and assist with enrollment. One of our counselors is bilingual and allows us to assist minorities in the community and surrounding areas. SHIP volunteers educated 69 Medicare beneficiaries during the open enrollment period, October 15th - December 7th, 2021.

Volunteerism and Events

Volunteerism is an important part of our Center's success. In 2021/2022, 22 individuals volunteered 688 hours to benefit the Center. The Center hosted a fundraiser at Texas Roadhouse planned by our Senior Citizens Advisory Council volunteers. The Senior Citizens Advisory Council along with Center volunteers planned and hosted 16 other special events.

Hidden Treasures

The Hidden Treasures gift shop reopened in the fall of 2021, after being closed for more than a year due to the COVID-19 pandemic. The gift shop has profited the Center \$1,476.90. The items sold in the gift shop were all donated by the public. Profits from the gift shop are used to offset programming expenses.

Community Room Rentals

The Center uses its community room space for private rentals when the Center is closed to senior citizens. The Center resumed rentals in April of 2021 and rented the community room for 411 hours in 2021/2022.

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 was cancelled in March 2020 and has not returned due to the COVID-19 pandemic. The Agency on Aging's nutrition grant via the DuPage Senior Citizens Council (DSCC) provided 17,997 home delivered meals for the home bound and 2,275 pick-up meals that replaced in-person dining.

2022/2023 GOALS & OBJECTIVES
CENTER FOR SENIOR CITIZENS

Goal #1: Promote membership growth and retention

- ❖ Expand marketing and outreach to senior citizens in surrounding communities that are not currently served by a senior center.
- ❖ Utilize day passes to allow senior citizens to 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 strengthen community partnerships

- ❖ Develop and expand educational programs and referral networks 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.
- ❖ Collaborate with other Illinois Senior Centers to identify programming that is successful remotely.
- ❖ Identify and consolidate programs with neighboring senior centers to utilize the same volunteers to allow programs to run and not be cancelled due to low volunteer interest.

Goal #3: Continue to find transportation options for Members

- ❖ Help members register for transportation through Ride DuPage or Dial-a-Ride, and explain how to set-up appointments for rides.
- ❖ Look for alternative rideshare options that are senior citizen friendly.
- ❖ Help senior citizens identify which care providers offer transportation for medical appointments.

Goal #4: Develop online learning opportunities for members of the Center for Senior Citizens

- ❖ Work to offer online exercise programs for members that prefer to stay home.
- ❖ Research if an OWL video conferencing camera could help at home bound seniors feel engaged in programming at the Center.

Goal #5: Develop phone and online registration options

- ❖ Ease the transition from quarterly class registration on continuous programming by adding more options to register.
- ❖ Allow phone-in registration and offer registration forms that can be filled out ahead of time, and turned in via mail prior to class commencement and allow delayed payment options.

Goal #6: Develop online booking options for community room rental

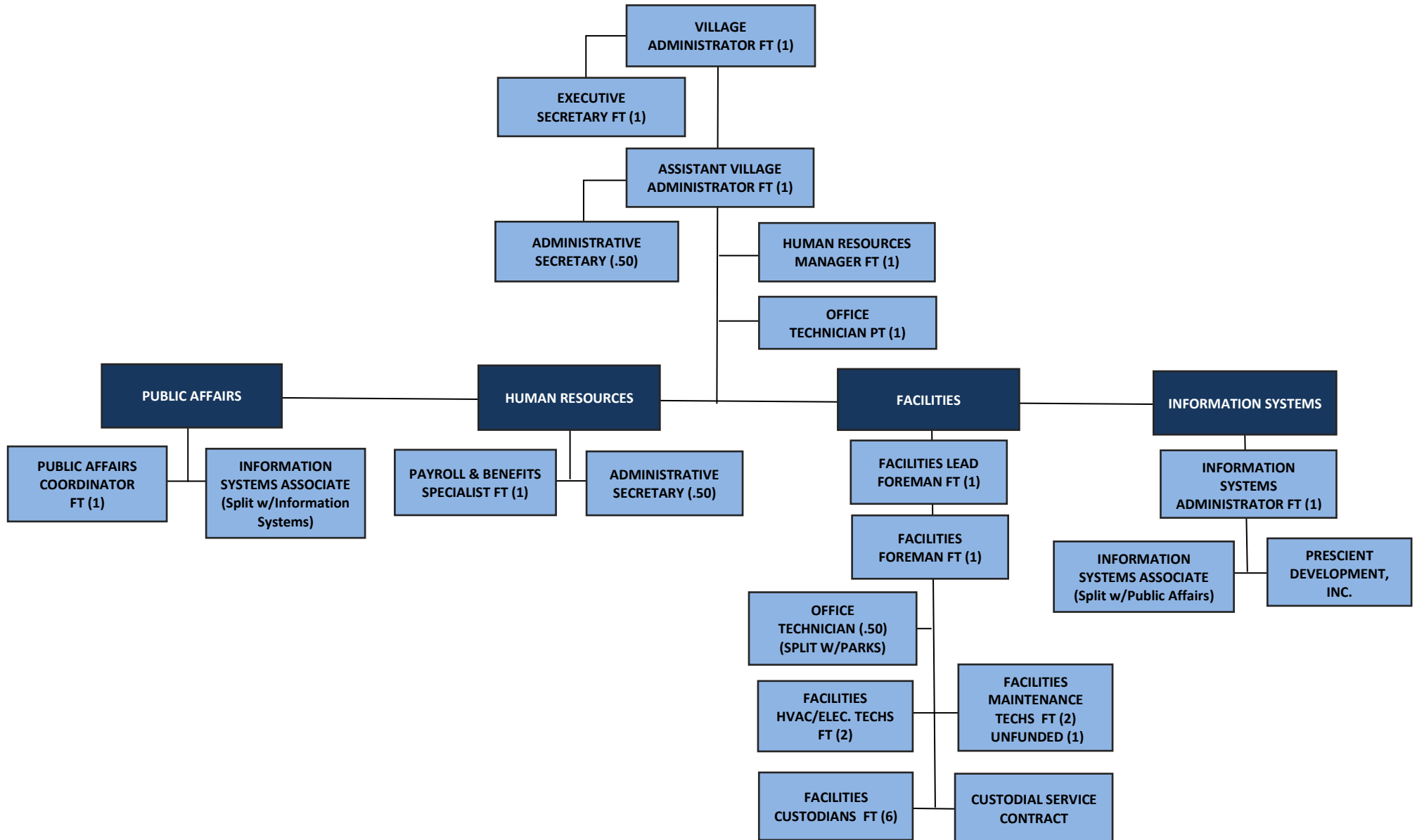
- ❖ Develop online booking options for community room rentals.

- ❖ Develop new contracts that clarify when payments and deadlines are due to increase communication with renters.

FY 2022 / 2023

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, and village-wide employee services, including recruitment, testing, benefit administrator, insurance claims coordination, payroll maintenance, and employee records. The Facilities division provides technical and custodial maintenance for all village facilities and properties. 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: 21 Full-Time, 2 Part-Time & 1 Unfunded.

ADMINISTRATION: VILLAGE ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	266,810.31	337,398.00	396,605.00
FICA-EMPLOYER	13,735.29	20,075.00	24,589.00
TRAINING & SEMINARS	303.12	2,060.00	2,500.00
MEDICARE-EMPLOYER	3,724.42	4,695.00	5,750.00
EMPLOYEE RECOGNITION	7,723.71	16,000.00	16,000.00
PRINTING & BINDING		100.00	100.00
OFFICE SUPPLIES	213.35	500.00	300.00
GAS & FUEL	255.57	900.00	900.00
OPERATING SUPPLIES	29.92	150.00	150.00
MEMBERSHIP DUES	659.30	2,120.00	1,800.00
F-TIME & REG.PART TIME	27,225.74	33,564.00	41,551.00
FICA-EMPLOYER	1,387.44	2,081.00	2,576.00
MEDICARE-EMPLOYER	381.29	487.00	602.00

ADMINISTRATION: HUMAN RESOURCES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	155,260.97	158,569.00	161,403.00
OVERTIME PAY	23.48	-	-
FICA-EMPLOYER	9,116.04	9,589.00	10,007.00
TRAVEL FOR MEETING & CONF		350.00	350.00
TRAINING & SEMINARS	25.00	630.00	630.00
MEDICARE-EMPLOYER	2,132.11	2,243.00	2,340.00
EMPLOYEE RECOGNITION	2,773.75	3,900.00	2,425.00
PRINTING & BINDING	3,292.68	2,400.00	1,893.00
EMPLOYEE PHYSICAL EXAM	8,695.00	12,000.00	12,000.00
RECRUITING AND TESTING	1,548.62	5,200.00	5,200.00
OTHER PURCHASED SERVICES	4,111.63	4,500.00	6,500.00
OFFICE SUPPLIES	231.07	250.00	250.00
OPERATING SUPPLIES	377.17	5,390.00	600.00
MEMBERSHIP DUES	579.00	1,070.00	1,100.00
F-TIME & REG.PART-TIME	55,843.55	55,630.00	58,052.00
FICA-EMPLOYER	3,341.21	3,449.00	3,599.00
IMRF-EMPLOYER GEN GOV'T	6,798.17	6,774.00	6,774.00
MEDICAL-EMPLOYER	8,924.61	6,335.00	9,671.00
MEDICARE-EMPLOYER	781.38	807.00	842.00
F-TIME & REG.PART TIME	25,875.91	25,778.00	26,901.00
OVERTIME PAY	2.61	-	-
FICA-EMPLOYER	1,522.72	1,598.00	1,668.00
MEDICARE-EMPLOYER	356.20	374.00	390.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	78,170.40	82,430.00	82,044.00
FICA-EMPLOYER	4,727.30	4,972.00	5,087.00
TRAINING & SEMINARS		650.00	400.00
MEDICARE-EMPLOYER	1,105.66	1,163.00	1,190.00
PRINTING & BINDING	22,967.25	30,800.00	48,400.00
SOFTWARE SUPPORT & MAINT	1,140.39	1,156.00	2,951.00
OTHER PURCHASED SERVICES	1,959.93	2,200.00	2,200.00
POSTAGE	15,917.58	11,790.00	18,300.00
OFFICE SUPPLIES	100.57	400.00	400.00
COMPUTER SOFTWARE	719.99	750.00	750.00
OPERATING SUPPLIES		200.00	245.00
OPERATING EQUIPMENT	1,315.25	2,070.00	3,070.00
OTHER OFFICE EQUIPMENT	27,199.83	1,000.00	2,800.00
MEMBERSHIP DUES	150.00	1,595.00	3,953.00
F-TIME & REG.PART TIME	4,115.32	4,221.00	4,319.00
FICA-EMPLOYER	248.83	517.00	268.00
MEDICARE-EMPLOYER	58.21	62.00	120.00



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
SENIOR PROGRAM	1,507.00	8,000.00	8,000.00
SENIOR BUS	762.98	2,000.00	-
FACILITY RENTAL	6,290.00	40,000.00	45,000.00
SALON SERVICES	24,596.00	32,000.00	32,000.00
SPONSORSHIP		1,000.00	800.00
PRINTING REVENUE		100.00	-
FITNESS MEMBERSHIPS	1,635.00	5,500.00	7,500.00
GENERAL MEMBERSHIPS	1,635.00	3,500.00	4,000.00
BEVERAGES SOLD REVENUE	352.40	7,800.00	6,000.00
SC-SPECIALTY LINENS REV	98.00	-	-
SC-OTHER RENTAL FEES	50.00	1,000.00	500.00
SC-WAITSTAFF SERVICES	200.00	2,500.00	1,000.00
SENIOR HOLIDAY LUNCHEON		4,800.00	2,300.00
SENIOR TRIP REVENUES		-	60,000.00
SNACKS/COFFEE	60.00	500.00	500.00
FACILITY SET UP FEES	350.00	3,500.00	2,400.00
DONATIONS		2,500.00	-
GIFT SHOP REVENUE	4,403.00	2,000.00	1,000.00



EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	268,231.55	274,016.00	236,938.00
OVERTIME PAY	24.50	235.00	100.00
FICA-EMPLOYER	15,736.60	18,134.00	14,655.00
TRAVEL FOR MEETING & CONF	25.00	100.00	100.00
TRAINING & SEMINARS	500.00	2,750.00	2,750.00
MEDICARE-EMPLOYER	3,680.28	4,241.00	3,427.00
EMPLOYEE SEVERANCE PAY		17,664.00	
PRINTING & BINDING	3,783.80	6,872.00	6,800.00
SOFTWARE SUPPORT & MAINT	1,798.19	2,170.00	2,000.00
OTHER PURCHASED SERVICES		3,700.00	1,500.00
POSTAGE	957.90	1,434.00	1,470.00
UNIFORMS	585.50	550.00	550.00
SPECIAL EVENTS		2,500.00	
GAS & FUEL	944.67	5,150.00	-
SALON SUPPLIES	2,332.25	3,000.00	3,200.00
OPERATING SUPPLIES	2,846.02	9,500.00	5,000.00
OPERATING EQUIPMENT	68.24	7,000.00	-
LEASES-EQUIPMENTS	2,964.40	4,200.00	4,200.00
EQUIPMENT R&M	719.95	3,570.00	3,570.00
SENIOR CENTER	580.00	3,000.00	3,000.00
MEMBERSHIP DUES	293.37	800.00	800.00
SUBSCRIPTIONS	515.40	836.00	836.00
OTHER COMM. CONTRIBUTION	15,000.00	15,000.00	15,000.00
LICENSES	1,181.00	1,353.00	1,353.00
GIFT SHOP EXPENSE	3,253.35	2,000.00	2,000.00
ADULT GENERAL PROGRAM	2,430.01	7,000.00	7,280.00
BANQUET/KITCHEN		700.00	1,000.00
ADULT GENERAL PROGRAM		300.00	1,000.00
SPECIAL EVENTS			6,000.00
BEVERAGE PURCHASES	283.20	2,700.00	2,700.00
WAITSTAFF SERVICES PURCH	122.27	10,700.00	2,200.00
SENIOR HOLIDAY LUNCHEON	2,029.45	2,500.00	3,350.00
SENIOR TRIPS EXPENSE		-	60,000.00
SNACKS	58.06	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 over 260 computers and nearly 200 users. They currently manage and maintain both primary servers and 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.

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	155,384.53	163,390.00	164,937.00
TEMPORARY HELP	1,890.00	5,140.00	800.00
OVERTIME PAY	3,423.79	4,200.00	4,000.00
FICA-EMPLOYER	9,731.44	10,261.00	10,429.00
TRAINING & SEMINARS		330.00	1,830.00
MEDICARE-EMPLOYER	2,275.97	2,399.00	2,439.00
NETWORK-CONSULTING	144,150.77	150,500.00	163,500.00
COMPUTER EQUIPMENTS		2,000.00	2,000.00
PRINTING & BINDING		50.00	50.00
SOFTWARE SUPPORT & MAINT	107,666.24	110,117.00	108,160.00
OFFICE SUPPLIES		100.00	100.00
COMPUTER SPECIALIZED SUPL	2,483.99	1,500.00	6,000.00
COMPUTER SOFTWARE	10,007.10	11,325.00	16,038.00
COMPUTER EQUIPMENT	68,346.52	61,200.00	28,000.00
OTHER COMPUTER SUPPLIES	883.15	500.00	-
TELEPHONE	53,594.24	58,249.00	55,800.00
OTHER COMPUTER EQUIPMENT	2,170.66	1,500.00	2,000.00
P.C. HARDWARE		-	-
SOFTWARES		19,700.00	-



ANNUAL BUDGET

COMPUTER EQUIPMENT		-	1,000.00
F-TIME & REG.PART-TIME	15,159.88	15,420.00	16,412.00
OVERTIME PAY	332.44	200.00	200.00
FICA-EMPLOYER	937.94	968.00	1,018.00
MEDICARE-EMPLOYER	219.41	226.00	238.00
NETWORK CONSULTING	14,010.72	14,788.00	15,850.00
COMPUTER EQUIPMENT	8,892.55	-	-
F-TIME & REG.PART TIME	18,950.02	19,275.00	20,515.00
OVERTIME PAY	415.37	250.00	250.00
FICA-EMPLOYER	1,172.37	1,211.00	1,272.00
MEDICARE-EMPLOYER	274.08	283.00	297.00
NETWORK CONSULTING	17,513.47	18,500.00	19,800.00
HTE ANNUAL SERV.CONTRACT	21,350.00	21,350.00	22,680.00
COMPUTER EQUIPMENT	5,010.44	-	4,000.00

ADMINISTRATION: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
UNEMPLOYMENT INSURANCE	42,622.50	15,000.00	15,000.00
MEDICAL-EMPLOYER	2,186,648.85	2,500,000.00	2,411,075.00
EMPLOYER CONT. P.PENSION	3,273,831.80	3,643,782.00	3,368,549.00
SICK DAYS BUY BACK ONLY	324,065.30	-	-
OPT OUT MED INSURANCE	31,505.00	35,167.00	37,000.00
EMPLOYEE SEVERANCE PAY		177,623.00	-
HEALTH & WELLNESS PROG.	480.65	750.00	750.00
PROF-LEGAL	328,848.73	323,000.00	375,000.00
PROSECUTORS	104,136.39	139,000.00	144,000.00
ADJUDICATOR	9,875.00	12,000.00	12,000.00
ENGINEERING		1,000.00	1,000.00
LEGISLATIVE LIAISON	35,000.00	-	-
OTHER PROFESSIONAL	22,025.39	52,682.00	162,675.00
PRINTING & BINDING	757.01	1,125.00	1,700.00
OTHER PURCHASED SERVICES		1,000.00	12,800.00
POSTAGE	29,355.44	46,035.00	46,035.00
OFFICE SUPPLIES	24,050.22	26,625.00	30,000.00
GREEN INITIATIVE	899.88	1,200.00	1,200.00
OPERATING SUPPLIES	28,125.15	14,100.00	11,500.00
TELEPHONE	26,825.54	33,800.00	28,300.00
CELLULAR PHONE	10,397.10	29,800.00	28,900.00
ELECTRICITY	15,517.82	18,000.00	18,000.00
NATURAL GAS	1,575.91	6,000.00	3,000.00
WATER	9,109.04	10,000.00	10,000.00
RENTALS-EQUIPMENTS	15,629.76	19,850.00	19,850.00
OTHER OFFICE EQUIPMENT	5,768.62	14,640.00	5,800.00
MEMORIAL PARK BRICKS	194.85	2,900.00	-



ANNUAL BUDGET

COLLECTION AGENCY FEE	1,971.32	1,000.00	2,000.00
BANK FISCAL CHARGES	53,533.83	56,000.00	60,000.00
STATE ADMIN. COLLECT.FEE	97,778.16	95,500.00	95,500.00
MISCELLANEOUS EXPENSE	1,005.90	10,200.00	2,000.00
CAPITAL EQUIPMENT	19,273.00	-	-



ANNUAL BUDGET

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 33,176 residents by providing 24-hour emergency and non-emergency service.

TOTAL OPERATING BUDGET

\$9,492,629

ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Administration	\$846,816	\$868,919	\$965,376
Patrol	\$4,922,860	\$5,553,732	\$5,473,851
Investigations	\$1,452,994	\$1,411,688	\$1,431,243
Support Services	\$1,367,293	\$1,487,694	\$1,564,562
Community Oriented Policing	\$11,045	\$14,000	\$14,000
Local, State and Federal Grants	\$43,792	\$85,980	\$43,597
TOTAL DIVISION	\$8,644,801	\$9,422,013	\$9,492,629

POLICE DEPARTMENT

2021/2022 ACCOMPLISHMENTS

POLICE DEPARTMENT

The Police Department maintained the Commission on Accreditation of Law Enforcement Agencies (CALEA) Accreditation. The police department was most recently re-accredited for the fifth time in November 2021. Our police department is one of only approximately 800 law enforcement agencies throughout the country who have earned CALEA Accreditation status.



ANNUAL BUDGET

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 our 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.

The police department in collaboration with Social Services Provider Northeast DuPage Family and Youth Services (NEDFYS), conducted bi-weekly home visits to residents and families, referred by members of the department. These in person follow up visits for at risk members of our community were well received and this program will continue.

The police department has provided progressive impaired driving training to officers. Selected officers attended the ARIDE, (Advanced Roadside Impaired Driving Enforcement) training and the probationary officers have attended DWI (Driving While Intoxicated) Detection and standard field sobriety training courses along with breath analysis for alcohol training and testifying in DUI (Driving Under the Influence) trials training. These types of training will hopefully encourage further enforcement efforts. This year, crashes caused by impaired drivers decreased by 25%. This is well below the 10% reduction goal.

The police department, through tireless efforts of the Police Commission, hired eight police officers in 2021. Although five of the new hires are still in the training phase, they ultimately will be accounted for as manpower in early 2022.

The sergeant's promotional exam was conducted in September 2021, through the testing firm of Resource Management Associates. Eleven eligible officers took part in the promotional process, which included a written test and an assessment center. The final eligibility list ratified by the Police Commission on October 13, 2021 contained seven officers who had an overall score of 70 points or higher.

The police department continues to strive to provide our community with officers who are fully trained with Crisis Intervention Team techniques. All of the eligible officers in the police department have received this 40 hour training. The International Association of Chiefs of Police promotes this training to help officers properly respond to behavioral health crises through recognition and de-escalation. The International Association of Chiefs of Police recognizes agencies providing this crisis response training to their officers through the One Mind Campaign. Efforts have been made to develop a team to increase social media efforts. Shift selections and other unforeseen issues have hampered this effort. Social media posts are presented in conjunction with other Village efforts have made a presence on social media throughout the year. Public Service Announcements are well received by the community. These informative broadcasts provide crime prevention and safety tips to our viewers in short videos and other



forms of public service announcements telecast over social media. One video and eleven posts were broadcast throughout the year covering a wide array of prevention and safety tips.

2022/2023 GOALS & OBJECTIVES

POLICE DEPARTMENT

Goal 1: Maintain 100% Compliance with CALEA Standards

- ❖ Continue to meet all CALEA standards for training and policy
- ❖ Ensure compliance with all mandates
- ❖ Prepare for the CALEA compliance service members review October 14-22

Goal 2: Increase the Proactive Initiative for Mental Health Services through Collaboration with North East DuPage Family and Youth Services to Provide the Highest Quality of Service for Our Residents

- ❖ Increase referrals to our Social Services Provider Northeast DuPage Family and Youth Services (NEDFYS) by 5%
- ❖ Increase referrals through officers and supervisors identifying those in need of mental health services, by:
 - establishing further allotted time and space for NEDFYS social services
 - continuing the co-responder model bi-weekly follow up in person follow up program for at risk residents and families
 - continuing to work on establishing program for trained social workers to assist on in-progress calls (2021-294 referrals)

Goal 3: Institute a Succession Plan to Develop Command and Executive Leadership as Required through CALEA

- ❖ Increase organizational performance through training, mentoring, and support to prepare individuals for critical roles when vacancies occur
- ❖ Provide leadership training and mentoring prior to advancement, temporary assignments such as officer in charge, and establishing the rank of commander

Goal 4: Institute the Rank of Commander of Police

- ❖ Work with Police Commission and written examination company to establish a commander eligibility list

Goal 5: Conduct a Police Officer Entrance Exam and Establish an Eligibility List

- ❖ Work with Police Commission and examination company to conduct police officer entrance exam and create an eligibility list

Goal 6: Work with IS Division to Replace Computers in Police Squad Cars

- ❖ This goal is carried over from 2021
- ❖ In cooperation with the IS Division, deploy new squad car computers or tablets

Goal 7: Maintain One Mind Campaign Certification

- ❖ Continue to train all certified police officers reaching two years of service in 40 hours of Crisis Intervention Training

Goal 8: Implement the Flock License Plate Reader Camera System

- ❖ Provide training and utilize the deployed 10 Flock cameras and system to detect and capture evidence
- ❖ Input hot alerts for investigative leads
- ❖ Receive real time alerts on vehicles related to criminal actions

Goal 9: Increase Social Media Presence

- ❖ Develop in-house team of officers, supervisors and command staff to jointly work on increasing our social media presence
- ❖ Conduct real time posting to Twitter and Facebook applications
- ❖ Department members will write, produce, record and publish short public service announcements to be broadcast on our social media pages

Goal 10: Continue to Implement In-House Training Programs to Meet and Exceed the Current Statutory and CALEA Mandates

- ❖ In house instructors will be given time to develop, write and implement new training programs to meet mandates as set by Illinois Statute and CALEA

Goal 11: Increase Proactive Policing Efforts

- ❖ Through the utilization of the roll call monitor, areas will be identified as locations in need of proactive policing, divided by beat
- ❖ Respective beat and traffic sergeants will be tasked with updating the locations and concerns weekly



ANNUAL BUDGET

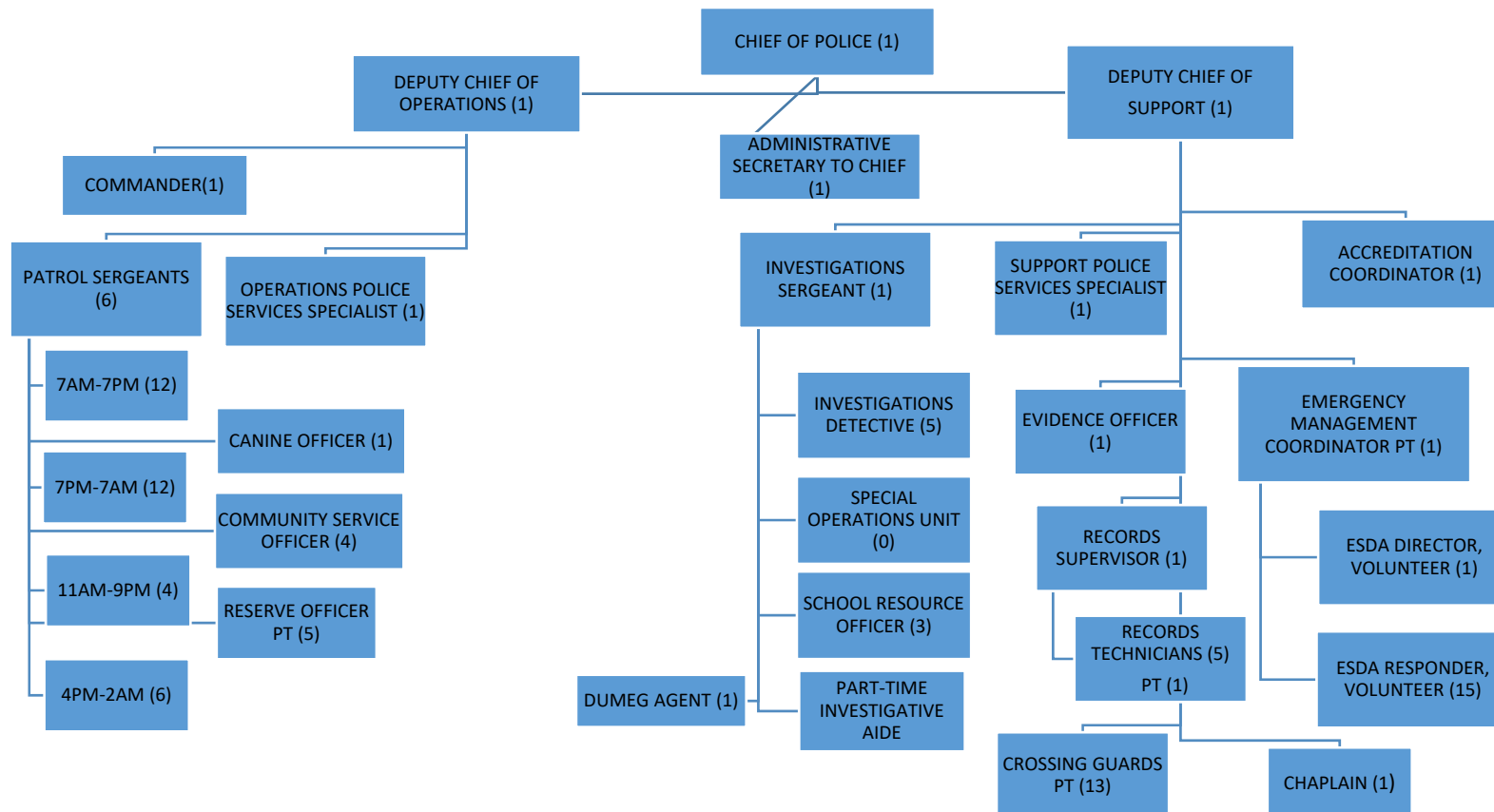
Goal 12: Increase Proactive Policing to Enhance Community Policing Efforts

- ❖ Re-establish community relationships and interactions
- ❖ Increase officer initiated foot patrols by 15%. (2021-421 foot patrols)
- ❖ Increase community engagement through a police department open house

Goal 13: Personnel Development

- ❖ Enhance employee opportunities through training, specialized positions, TDY assignments to DUMEG and detectives
- ❖ Develop mentoring program for specialty positions

FY 2022/2023 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, 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	509,367.17	416,408.00	491,287.00
OVERTIME PAY		2,500.00	2,500.00
FICA-EMPLOYER	17,064.45	14,882.00	14,882.00
TUITION REIMBURSEMENT	10,846.76	14,028.00	13,658.00
TRAVEL FOR MEETING & CONF	427.64	-	3,100.00
TRAINING & SEMINARS	33,770.73	62,114.00	51,225.00
MEDICARE - EMPLOYER	7,097.78	5,836.00	7,123.00
EMPLOYEE-SEVERANCE PAY		18,450.00	-



ANNUAL BUDGET

PRINTING & BINDING	305.00	380.00	380.00
EMPLOYEES PHYSICAL EXAM		3,250.00	3,500.00
POLYGRAPH TEST		320.00	320.00
NE DUPAGE FAM&YOUTH SVCS	68,351.33	80,000.00	97,000.00
SOFTWARE SUPPORT & MAINT	2,412.50	4,670.00	5,000.00
OTHER PURCHASE-SERVICES	25,557.50	52,000.00	55,000.00
OTHER POLICE GEN.SUPLS.	188.09	200.00	200.00
UNIFORMS	35,091.93	50,500.00	52,500.00
OPERATING SUPPLIES		4,935.00	850.00
OPERATING EQUIPMENT	110,996.00	-	-
VEHICLE LEASE	678.66	122,161.00	152,346.00
MEMBERSHIP DUES	4,741.08	7,300.00	7,450.00
SUBSCRIPTIONS	80.00	310.00	310.00
ACCREDITATION (CALEA)	5,318.77	8,275.00	6,345.00
MISCELLANEOUS LICENSES	175.00	400.00	400.00
PRINCIPAL	13,582.22	-	-
INTEREST	763.75	-	-



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	3,994,498.82	4,446,171.00	4,482,540.00
HOLIDAY WORKED PAY	118,946.37	124,748.00	-
PART TIME OFFICER	6,643.87	10,000.00	20,000.00
DETAIL PAY	5,210.00	16,000.00	16,000.00
OVERTIME PAY	237,489.27	316,306.00	377,322.00
FICA-EMPLOYER	15,924.16	18,209.00	19,470.00
MEDICARE - EMPLOYER	62,797.82	69,851.00	72,632.00
EMPLOYEE-SEVERANCE PAY	103,828.15	32,700.00	24,835.00
AMMUNITIONS	5,607.41	19,345.00	13,800.00
TARGETS FOR GUN RANGE	500.79	1,000.00	500.00
K-9	2,211.63	3,000.00	3,000.00
CAR WASH	915.00	4,330.00	4,330.00



ANNUAL BUDGET

OPERATING SUPPLIES	2,943.55	2,500.00	2,550.00
OPERATING EQUIPMENT	16,728.32	126,873.00	134,872.00
POLICE DEPARTMENT	2,838.01	2,699.00	2,000.00
OTHER PURCHASE-SERVICES	303,383.63	360,000.00	300,000.00
VEHICLES	42,393.19	-	-

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.



ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	1,303,580.88	1,247,357.00	1,277,505.00
HOLIDAY WORKED PAY	4,287.28	18,665.00	-
OVERTIME PAY	82,198.54	91,883.00	96,883.00
FICA-EMPLOYER	5,542.44	6,574.00	7,341.00
MEDICARE - EMPLOYER	19,791.87	20,481.00	20,481.00
EMPLOYEE-SEVERANCE PAY	17,073.01	-	-
OTHER PURCHASE-SERVICES	11,530.48	15,385.00	15,385.00
INVESTIGATION-CONTINGENCY		750.00	750.00
OTHER POLICE GEN.SUPPLIES	6,712.73	7,555.00	8,000.00
LEASES-EQUIPMENTS	170.00	408.00	408.00
MEMBERSHIP DUES	83.36	550.00	550.00
SUBSCRIPTIONS	1,008.00	1,080.00	2,940.00
TOWING EXPENSE	1,015.00	1,000.00	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	519,363.47	541,639.00	562,482.00
CROSSING GUARDS	14,922.50	51,000.00	74,700.00
OVERTIME PAY		2,722.00	2,785.00
FICA-EMPLOYER	28,426.63	28,707.00	30,446.00
MEDICARE - EMPLOYER	7,692.00	8,482.00	9,239.00
PRINTING & BINDING	4,692.94	9,500.00	11,000.00
VETERINARY STRAY ANIMALS	107.95	500.00	500.00
COMPUTER DATA ACCESS	71,292.96	74,410.00	68,410.00
OFFICE SUPPLIES	931.60	1,200.00	1,200.00
OTHER POLICE GEN.SUPPLIES	4,636.92	4,300.00	4,300.00
GAS & FUEL	75,388.71	85,000.00	85,000.00
TELEPHONE	359.40	360.00	360.00
LEASES-EQUIPMENTS	7,653.93	12,000.00	12,000.00
R&M OPERATING EQUIPMENT	46,731.09	47,059.00	46,459.00
ANIMAL IMPOUNDMENT	1,150.92	2,150.00	3,150.00
RODENT TRAPPING	300.00	2,925.00	2,925.00
CONSOLIDATED DISPATCH EXP	583,642.00	615,740.00	649,606.00



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
PULL TAB TAX	1,150.09	4,000.00	4,000.00
D.U.I.	21,250.21	18,500.00	27,000.00
COURT DRUG FINES	1,569.85	900.00	900.00
SEX OFFENDER REGIST FUND	2,780.00	3,000.00	3,000.00
STATE-TOBACCO GRANTS	1,320.00	5,000.00	5,000.00
SUPERVISION FINES	1,707.41	15,000.00	3,500.00
ELECTRONIC CITATION FEES	2,930.64	3,500.00	3,500.00
EVIDENCE SEIZED CASH	40,857.00	25,000.00	-
STATE FORFEITURES FUND	2,723.69	-	-
FEDERAL FORFEITURES FUND	4,687.08	7,000.00	-
DARE ACCOUNT		5,000.00	-
COMMUNITY ORIENTED POLICE	13,585.50	15,000.00	5,000.00
GUN RANGE		6,000.00	6,000.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PULL TAB TAX		2,500.00	2,500.00
D.U.I.	2,935.96	20,500.00	12,000.00
COURT DRUG FINES		500.00	500.00
SEX OFFENDER REGIST FUND	2,340.00	8,058.00	2,500.00
STATE TOBACCO GRANTS	2,056.21	17,310.00	5,000.00
SUPERVISION FINES	6,146.85	12,650.00	3,500.00
ELECTRONIC CITATION FEES	3,000.00	3,000.00	3,000.00



ANNUAL BUDGET

EVIDENCE SEIZED CASH	4,000.00	-	-
FEDERAL FORFEITURE FUND	1,014.95	8,992.00	1,992.00
DARE ACCOUNT		930.00	930.00
COMMUNITY ORIENTED POLICE	16,253.50	5,000.00	5,000.00
GUN RANGE	6,045.00	6,540.00	6,675.00



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
OTHER POLICE GEN.SUPPLIES	11,045.36	14,000.00	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

\$963,349

2021/2022 ACCOMPLISHMENTS

FINANCE DEPARTMENT

In reviewing the audited results of operations for fiscal year 2021 and comparing them to the previous year, the value of total Village assets increased by \$10 million, rising to \$187 million from \$177 million. Total revenues also grew, from \$54 million in fiscal year 2020 to \$57 million in fiscal year 2021. This in spite of the effects caused by the coronavirus pandemic. In fact sales tax revenues, which fueled 24% of total General Fund revenues in fiscal year 2021, were actually up from the previous year. How did this happen? Thanks to steadfast efforts encouraging economic development, and having 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 more than 28% since fiscal year 2015 as can be seen below.

Year	Sales Tax Revenues
2015	\$6,419,508
2016	\$7,119,873
2017	\$7,378,796
2018	\$7,660,811
2019	\$7,720,958
2020	\$7,956,964
2021	\$8,239,102

Additionally, in fiscal year 2021, the Village's General Fund finished the year with a fund balance position of \$15.6 million, its highest mark since 2011; exceeding both the level recommended by the Government Finance Officers Association (GFOA) and the amount established by Village policy.

A major step towards reducing reliance on manual recordkeeping systems and duplicative data entry was taken in 2021, with the transition to TimeClock Plus®, a time and attendance application. This application is designed to work with the current payroll/personnel software, while ensuring security of sensitive data through a centralized collection and storage process. At the end of December, there remained only one Department left to be migrated to the new system.

Regarding water billing and consumption statistics, the Village billed 753,248,000 gallons of water in fiscal year 2021. This represented an increase from the previous years' billing of 751,584,500 million gallons. This past year around 106 thousand individual water bills were issued from this division, totaling \$9,738,350.12.

A major project involving the replacement of nearly 8,900 water meters and meter reading devices Village-wide was substantially completed in 2021, with only a few meters remaining to be changed out. These new water meters replaced failing and sometimes inaccurate 20 year old devices, and also improved operational efficiencies, because they don't require finance staff to go out every month driving around town to capture readings. Instead, the usage data will be available electronically. We are also expecting the release of an app that residents can download on to their smartphones to monitor water usage and set alerts. This software is due to launch in the second quarter of 2022.

The primary goal and responsibility of the Purchasing division is to obtain the best value possible for the taxpayer's dollar, within the rules and regulations that govern public purchase of goods and services. Purchasing managed a total of 51 bids in fiscal year 2021, compared to 58 bids in the prior fiscal year. The Village strives to purchase at the lowest possible cost, consistent with the needs of the user department. With supply chain issues becoming more commonplace, the purchasing staff was challenged to seek out alternatives to ensure sufficient resources were available for smooth operations throughout the Village.

The Finance department is instrumental in the compilation of the Village's annual budget. The budget establishes management's fiscal plan for the year and is the control tool employed and referenced throughout the year by Village staff. The services, programs, revenues and expenses contained in the budget reflect the methods and use of resources through which staff intends to accomplish the goals and objectives of the President and Board of Trustees. In preparing the Village's annual budget for fiscal year 2021-2022, there existed an atmosphere of uncertainty. Village Administration and Finance continued a practice first developed in fiscal year 2020 to conduct quarterly reviews of the budget and make adjustments as needed. As circumstances place economic pressure through the potential of further mitigations, the Village will proceed cautiously with forecasting revenues and will closely monitor expenses.

As 2021 drew to a close, the Village did approve a small but necessary increase in the property tax levy; the first increase in 3 years. Overall, the Village's share of property taxes amounts to less than 11% of the total property tax burden. The impact of the increase to residential property owners amounts to about \$31 annually.

On June 10, 2021, the GFOA awarded the Village with a Certificate of Achievement for Excellence in Financial Reporting, for its 2020 Annual Comprehensive Financial Report (ACFR). This is the 38th 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.

On June 23, 2021, the Village was recognized by the Government Finance Officers Association (GFOA) with a Distinguished Budget Presentation Award for its Fiscal Year 2020/2021 budget document. This marks the 8th consecutive year in which the Village has received this recognition.

Both the Budget and ACFR documents can be found on the Village's website.

The GFOA has established a code of ethics, and as finance officials, we are committed to these core principles:

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

**2022/2023 GOALS & 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 ACFR and Distinguished Budget Award.

Goal #2: Obtain an unmodified audit opinion in conjunction with the completion of the FY 2022 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: 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 #5: Initiate transition away from manual Change in Employee Status forms, and utilize automated Personnel Action Forms within Central Square's Payroll/Personnel Module.

Goal #6: Continue work with Technology Committee members in researching possible solutions for an Enterprise Resource Planning system and citizen engagement.

Goal #7: Update and strengthen Village Policy related to Credit Card usage.

Goal #8: Implement GovQA Freedom of Information Act (FOIA) public records solution.

**2022/2023 GOALS & OBJECTIVES
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: Complete the transition and delegation of the Buyer's duties to appropriate staff and/or other departments.

**2022/2023 GOALS & OBJECTIVES
WATER BILLING DIVISION**

Goal #1: 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 #2: Embark on a comprehensive update of Title 9 of the Village Code relating to Water and Sewer.

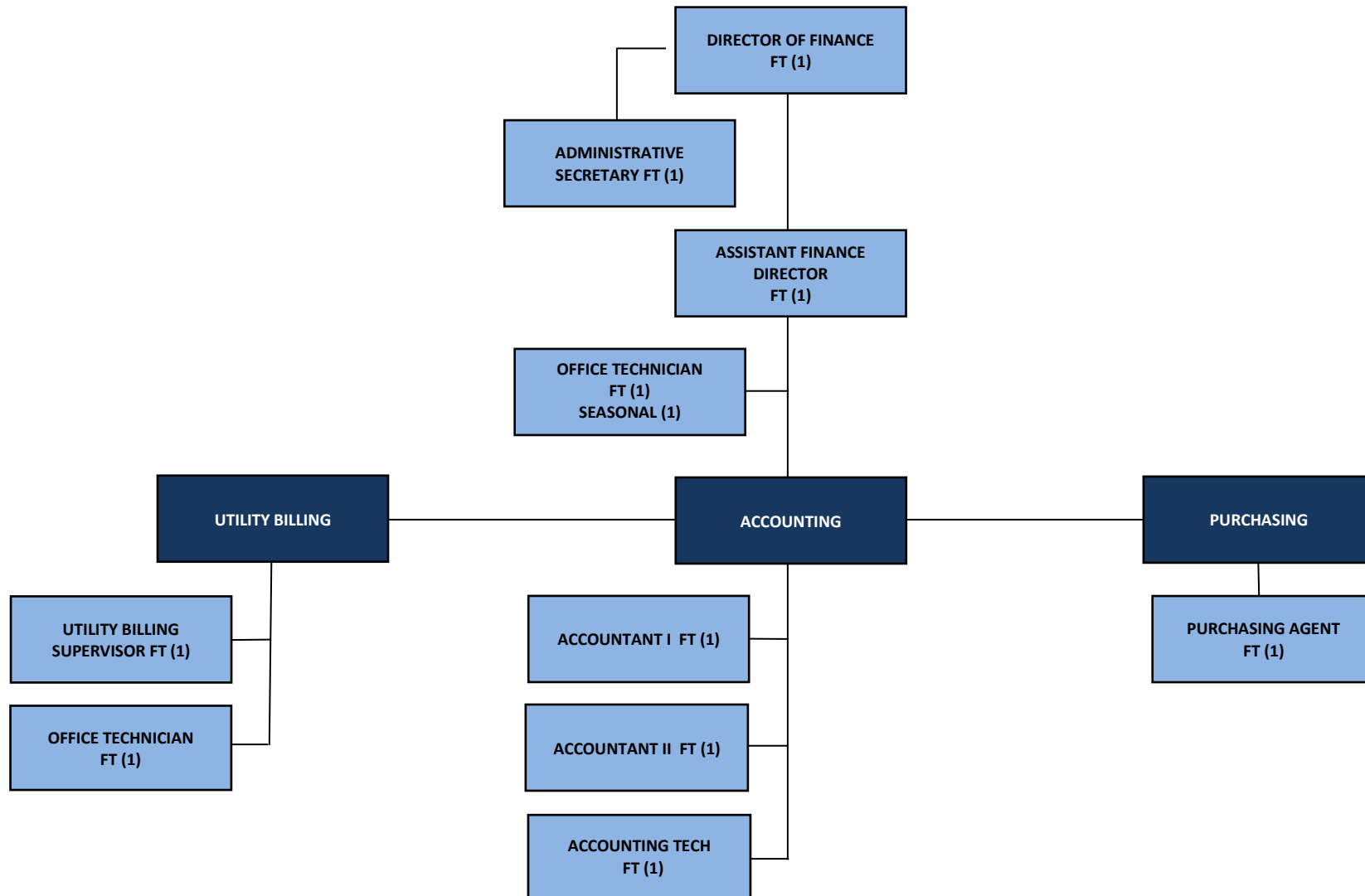
Goal #3: Provide Neptune 360 training/retraining to all Front Counter staff.

Goal #4 Work with Trotter & Associates on updating the Water and Sewer Rate Study.

PROPOSED FINANCE BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	702,606.46	768,495.00	674,926.00
OVERTIME PAY	184.25	1,000.00	1,000.00
FICA-EMPLOYER	41,720.40	47,424.00	41,907.00
TRAVEL FOR MEETING & CONF		125.00	-
TRAINING & SEMINARS	500.00	2,200.00	2,200.00
MEDICARE-EMPLOYER	9,808.17	11,091.00	9,801.00
EMPLOYEE SEVERANCE PAY		16,412.00	-
AUDITING	44,847.00	46,275.00	51,315.00
OTHER PROFESSIONAL	12,680.52	26,170.00	17,400.00
PRINTING & BINDING	13,142.13	18,000.00	21,950.00
ADVERTISING	3,753.69	4,000.00	4,000.00
SOFTWARE SUPPORT & MAINT	1,123.00	43,450.00	35,150.00
OFFICE SUPPLIES	3,499.28	1,750.00	2,900.00
COMPUTER SOFTWARE	80,571.21	-	14,500.00
MISCELLANEOUS SUPPLIES	1,180.41	6,310.00	6,310.00
OFFICE EQUIPMENT R & M		3,800.00	4,500.00
MEMBERSHIP DUES	414.00	1,285.00	1,085.00
SUBSCRIPTIONS		100.00	-
RECORDING FEES	178.00	1,000.00	1,000.00
F-TIME & REG.PART TIME	72,151.11	78,307.00	68,138.00
OVERTIME PAY	18.32	-	50.00
FICA-EMPLOYER	4,256.09	4,855.00	4,228.00
MEDICARE-EMPLOYER	1,001.22	1,135.00	989.00

FY 2022 / 2023
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: 10 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

\$1,374,538

ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Administration	\$669,038	\$761,077	\$766,722
Inspection Services	\$540,607	\$610,082	\$607,816
TOTAL DIVISION	\$1,209,645	\$1,371,159	\$1,374,538

COMMUNITY DEVELOPMENT DEPARTMENT

FY 2021/22 ACCOMPLISHMENTS

Throughout 2021-2022 the Community Development Department emphasized economic development efforts within the Village of Glendale Heights. We focused economic development efforts on business retention to help businesses recover from the pandemic. We assisted restaurants and small businesses with information regarding grants and other assistance during the pandemic. Additionally, we worked with brokers, land owners and developers to encourage development, redevelopment and leasing existing space including new opportunities along North Avenue and filling vacancies within the village. Specifically, we worked with developer of Army Trail Trade center to expedite permit process and encourage quality tenants

The Community Development Department worked with the Ad Hoc Committee to evaluate the Real Estate Transfer Inspection Program. We reviewed and evaluated the code violations that are identified on real estate transfer inspections to determine if they are appropriate, presented proposed changes to the real estate transfer inspection process to the Ad Hoc Committee and Village Board for consideration. Once the Village Board made its decision regarding the real estate transfer inspection program the Community Development Department provided

updated handouts and forms on the Village website and over the counter for easier customer access.

The Community Development Department presented the Village Board of Trustees with amendments to the zoning ordinance. We evaluated zoning ordinance regulations and presented the Village Board with amendments to outdoor storage, internet car sales and cannabis regulations to encourage new business opportunities. As part of our analysis, we compared regulations in Glendale Heights to other communities, prepared summaries of appropriate code amendments and resented findings to the Village Board of Trustees for consideration.

The Community Development Department maximized the use of the H5 computer software to improve customer service and overall efficiency. We completed the transition of rental properties from a spreadsheet to the H5 software to improve tracking and invoicing of rental property. Additionally, we updated the business license invoices to include additional information including elevator inspection information and other fees to better communicate with local businesses. We also added the option to pay for rental license renewal and business license renewal to GovPay system for online payments which reduced the time applicants had to wait in line.

COMMUNITY DEVELOPMENT DEPARTMENT FY 2022/23 GOALS AND OBJECTIVES

Goal #1: Evaluate and Utilize technology options to efficiency and improve customer service

- Review options for new computer software for community development, which includes online submittals, plan reviews and payment, as well as code enforcement and real estate transfer
- Make recommendation to the Village Board on new software system and establish a timeframe for implementation.
- Improve invoice system for payment of rental and business licenses.
- Provide additional brochures and forms on the Village website for easier customer access.

Goal #2: Continue economic development efforts within the Village of Glendale Heights

- Focus economic development efforts along the North Avenue corridor
- Implement comprehensive plan future land use map along the North Avenue corridor
- Work with brokers, land owners and developers along the North Avenue corridor to encourage development and redevelopment
- Meet with shopping center owners to encourage occupancy and property upgrades
- Contact property owners of unincorporated properties to encourage annexation

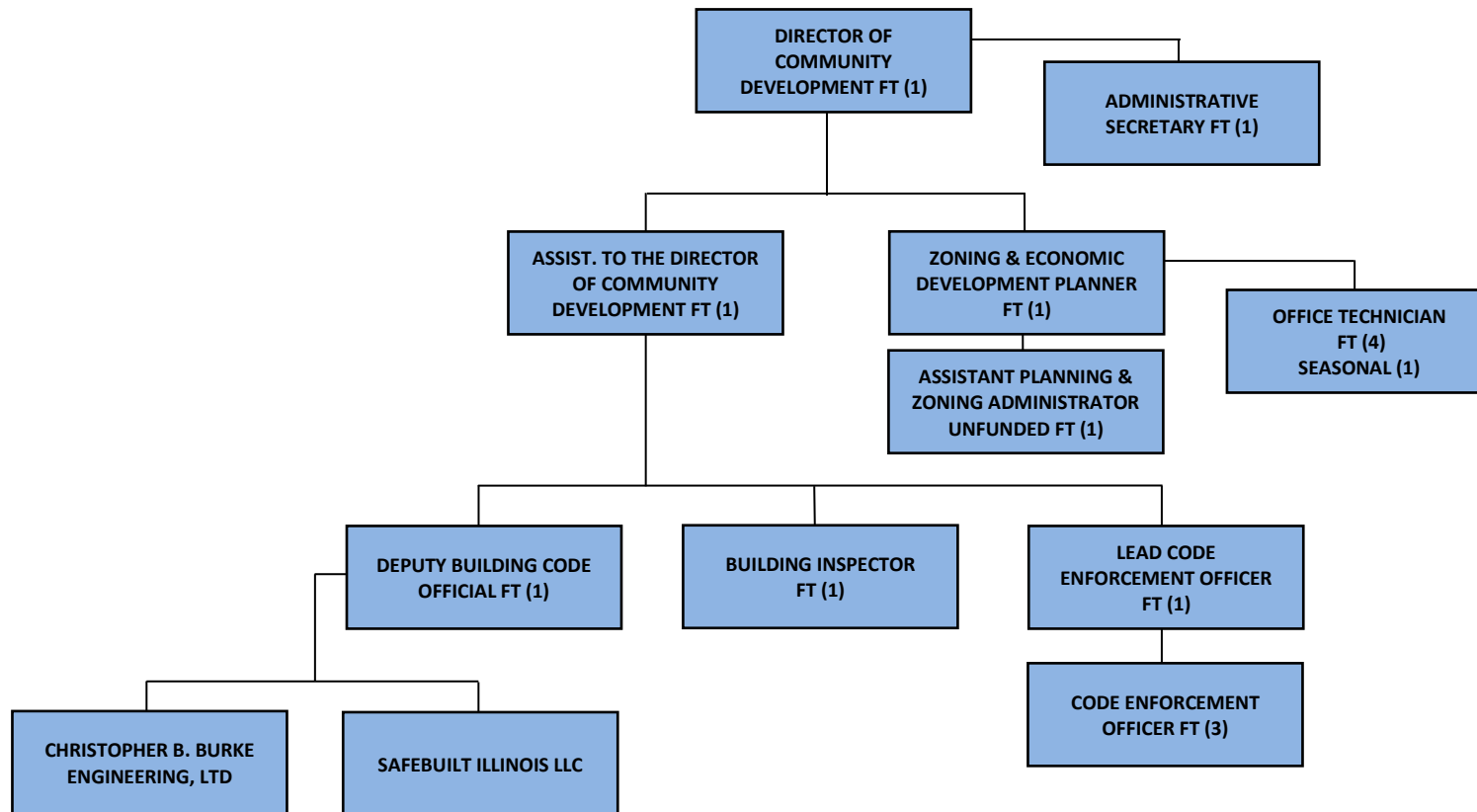
Goal #3: Present the 2021 National Building Codes to the Village Board of Trustees for adoption

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

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

- Evaluate zoning ordinance regulations to address current development trends and legislations
- Compare sign, recreational vehicle and other regulations in Glendale Heights to other communities and prepare appropriate code amendments.
- Present findings to the Village Board of Trustees for consideration

FY 2022 / 2023
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: 14 Full-Time 1 FT Unfunded 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	594,249.86	630,750.00	630,191.00
TEMPORARY HELP	7,188.48	11,875.00	14,902.00
OVERTIME PAY	20.32	2,100.00	3,000.00
FICA-EMPLOYER	36,206.95	38,601.00	40,182.00
TRAVEL FOR MEETING & CONF		100.00	600.00
TRAINING & SEMINARS	90.00	560.00	300.00
MEDICARE - EMPLOYER	8,531.81	9,028.00	9,397.00
PRINTING & BINDING	5,921.31	6,100.00	6,100.00
PUBLICATIONS	1,215.43	1,263.00	1,000.00
OTHER PURCHASE-SERVICES	10,516.12	29,050.00	30,000.00
OFFICE SUPPLIES	735.45	1,500.00	1,500.00
UNIFORMS/PPE		450.00	800.00



ANNUAL BUDGET

OPERATING SUPPLIES	59.99	1,000.00	1,000.00
OFFICE EQUIPMENT		800.00	500.00
COMPUTER EQUIPMENT		650.00	-
LEASES-EQUIPMENTS	4,241.96	4,500.00	4,500.00
VEHICLE LEASE		22,000.00	22,000.00
MEMBERSHIP DUES	60.33	750.00	750.00

COMMUNITY DEVELOPMENT: INSPECTION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	474,972.77	502,653.00	520,380.00
TEMPORARY HELP		15,000.00	-
OVERTIME PAY	58.14	11,000.00	2,500.00
FICA-EMPLOYER	28,931.41	30,521.00	32,419.00
TRAVEL FOR MEETING & CONF		100.00	100.00
TRAINING & SEMINARS	1,390.00	7,636.00	5,000.00
MEDICARE - EMPLOYER	6,766.42	7,138.00	7,582.00
LICENSES & CERTIFICATIONS		549.00	400.00
OTHER PURCHASE-SERVICES	23,429.66	26,000.00	30,000.00
UNIFORMS/PPE	312.00	1,350.00	1,350.00
GAS & FUEL	3,935.70	5,860.00	5,860.00
OPERATING SUPPLIES	421.04	600.00	600.00
OPERATING EQUIPMENT	94.76	600.00	550.00
R&M OPERATING EQUIPMENT		500.00	500.00
MEMBERSHIP DUES	295.00	575.00	575.00



ANNUAL BUDGET

PUBLIC WORKS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

\$2,698,822

ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Engineering	\$106,883	\$131,880	\$105,902
Administration	\$126,011	\$131,829	\$130,466
Streets	\$1,638,377	\$2,153,747	\$2,090,865
Fleet Maintenance	\$332,132	\$376,417	\$371,589
TOTAL DIVISION	\$2,203,404	\$2,793,873	\$2,698,822

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

2021/2022 ACCOMPLISHMENTS

FLEETS DIVISION

Fleets have ensured that staff have been trained on standard operating procedures and best management practices for all operations in the Fleets Division including monthly safety meetings.

Fleets Division has reviewed the accident records for the last 4 years and ensured best management practices and standard operating procedures have been followed.

Fleets Division has provided an efficient fleet that is safe and in good working order for other departments and divisions. Staff has provided and maintained all necessary safety equipment on board vehicles, including up to date first aid kits and fire extinguishers.

Fleets Division has involved all staff members on projects to ensure staff are kept current with training and understand all assignments undertaken in the division.

Ensure all tools and equipment are in good working order, kept current and up to date, and a program of replacement is developed. Fleets continues to involve all staff members on projects, break down tasks and assignments for staff to accomplish.

2021/2022 ACCOMPLISHMENTS

UTILITIES DIVISION

The Village's water infrastructure was improved in FY22 with the replacement of approximately 4,500 feet of water main on Glen Hill Drive from Armitage Avenue to Bloomingdale Road as part of the CDBG Glen Hill Drive Water Main Replacement Project – Phase 1. The upsizing of this water main improved fire flows in the area. Also completed this year was the lining of water main at 3 hard-to-access locations on Bloomingdale Rd/Marilyn, Bloomingdale Rd. Fullerton to Montana and Glen Ellyn Rd./Regency Dr. Additionally, as part of this project, a new 10" water main was installed under the recently lined storm sewer culvert pipe on Fullerton Ave. across from the Reskin Park North entrance.

Utilities Division staff continued to perform maintenance to the public water infrastructure system by responding to 21 water main breaks, 12 fire hydrant replacements/repairs, 38 b-box repairs and 11 main line valve repairs. These repairs/replacements were logged in to the Village GIS to update infrastructure. Illinois Environmental Protection Agency (IEPA) mandated annual Lead Inventory was submitted and new UCMR5 sampling has been finalized by the IEPA and will start in FY23. The Water Master Plan was finalized this year along with the Water Risk and Resilience Plan and Emergency Response Plans completed and certified with the IEPA. Utilities staff has continued to undertake zone inspections to identify and address any deficiencies in the field.

A water leak detection survey was undertaken by Water Services Incorporated. The survey resulted in identifying 9 leaks, 7 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. Additionally, a portable leak detection system and equipment was purchased through the Water Meter Replacement Project and deployed to monitor specific areas of the water distribution system known to have frequent water main breaks. This system has allowed the Utilities Division to monitor and schedule the repair of leaks before surfacing, reducing the loss of water and need for emergency operations.

Preventative maintenance to the Village's sanitary sewer collection system continued with the jetting of 294,925 feet (55 miles) of public sewer mains. Also, annual root cutting and de-greasing programs were undertaken. Televising of sewer mains in the Mill Pond Catchment Area was



ANNUAL BUDGET

completed to identify structural defects and a PO issued to Ruekert Mielke to update the sanitary sewer layer of the GIS to show video and sewer assessments for this catchment area. Completion of this will allow for the next I&I study and repairs to be budgeted for in the coming fiscal years.

Design engineering has been awarded for the Mill Pond Lift Station Rehabilitation which will eliminate confined space entry to service pumps and equipment. Also, the addition of smart run pumps and controls will allow the lift station to run at a more efficient level and provide the Village with energy savings.

2021/2022 ACCOMPLISHMENTS

WWTP DIVISION

The Village's Wastewater Treatment Plant (WWTP) processed over 2.0 billion gallons of wastewater this year within IEPA guidelines and regulations.

The Treatment Plant 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 EPA.

Operating and Best Management Practices have been reviewed and emergency plans and SOP's have been updated. The WWTP has also implemented an Asset Management Program to track maintenance and operations as well as efficiently tracking equipment repairs and inventory of parts and supplies.

Capital Improvements continue at the Wastewater Treatment Plant with the rehabilitation to Digester #2 this project began August of 2021. These improvements will improve plant efficiency in producing better solids processing as well as allowing for additional capacity for Nutrient Removal. This project is being funded through an IEPA low interest loan with a schedule of repayment over 20 years.

In addition, to the Digester Project the Non-Potable Water System has been replaced by Joseph J Henderson & Son who are the general contractor for the Digester Project. The non-potable water is used throughout the facility for the cleaning, lubrication of equipment and operating the belt press for solids removal. The system was past its useful life and had been experiencing structural failures.

WWTP 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 aeration blowers and waste pumps.



ANNUAL BUDGET

Compliance with State and Federal Regulations continues with the design of a nutrient removal project with an anticipated construction start date in FY23. This project will assist in the WWTP meeting new required effluent limitations set forth in the new NPDES Permit.

The WWTP continues to operate a Pretreatment Program and monitor users quarterly reporting. In addition, the Industrial User inventory continues to be updated and new wastewater discharge permits are issued as necessary.

The Village has continued its membership in the DuPage River Salt Creek Workgroup (DRSCW), the Village participates in the implementation of a chloride reduction program to improving local stream water quality. Additionally, the DRSCW is preparing a Nutrient Implementation Plan for the Village and other Municipal members which will identify measures and projects to reduce offensive condition impairments and meet applicable dissolved oxygen criteria.

2021/2022 ACCOMPLISHMENTS

STREETS DIVISION

The Village's infrastructure was improved in FY22 throughout the Village as part of the In-House Road Program overlaying Garland Court, Brahms Court, Avalon Court, and Westberg Avenue. The project involved the removal and replacement of deteriorated and structurally damaged curbs and sidewalks along with base repairs to the roadway before the new asphalt surface layer was applied. The In-House Road Program undertook the repaving of over 6,321 square yards of surface roadway, and the replacement of 100 linear feet of curb and 2,000 square feet of sidewalk.

The Sidewalk Removal and Replacement Project was undertaken on approximately four streets in the Village, replacing over 3,200 linear feet of sidewalks. 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; by elevating the replaced sidewalks over the root system of the trees, rather than removing the tree itself.

Street Division Staff responded to 21 snow and ice events throughout last year's winter season, plowing and de-icing 76 center lane miles of roadway and 147 courts for each event. The Street Division also responded to 28 separate flood control events including clearing of storm inlets and streams to alleviate standing water on roadways and lessen pollutants.

Replacements and repairs to vehicles was undertaken, where as a large snow plow/dump truck, and asphalt trailer/hotbox were replaced. A large snow plow/dump truck's dump body was sandblasted and painted to prolong the life of the vehicle.

2022/2023 GOALS & OBJECTIVES

FLEETS DIVISION

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

- ❖ Ensure standard operating procedures and best management practices are implemented and in place for all operations in the Fleets Division
 - 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 conditions for other departments and divisions.
 - Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on occurrences of 2 or more within a 14-day period
 - Assist other Divisions 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
- ❖ Prioritize repairs and replacement of equipment
- ❖ Purchase new heavy truck scan tool to diagnose trouble codes in house.

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 in a rotating manner with staff.
- ❖ Recycle and lower carbon footprints while controlling costs
 - Increase time between oil & fluid changes
 - Recycle antifreeze, batteries, engine oil, brake fluid, hydro fluid, and steel.

2022/2023 GOALS & OBJECTIVES

UTILITIES DIVISION

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

- ❖ Identify and repair structural defects to the Village's sanitary sewer system
 - Undertake construction of Mill Pond Lift Station
 - Undertake structural repairs to sanitary sewers in the Mill Pond Catchment Area as a result of in-house televising in FY22

- Televised sewer videos undertaken in FY22 will be linked to GIS in FY23
- ❖ Identify and repair structural defects to the Village's water distribution system
 - Replacement of water main on Norton Ave. and Schubert Ave. with CDBG/Village funds
 - Replacement of water main on West Fullerton Ave. identified from the Village Master Plan to improve fire flows

Goal #2: Improve service delivery across all areas of Utilities Division

Operations

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding new UCMR 5 sampling rule
 - Implement changes proposed for new UCMR 5 sampling rules in FY23 – FY25
 - Submit lead inventory as required by the IEPA
- ❖ Maintain water quality and flow through seasonal adjustments programs and capital projects
 - Integrate potable water mixers into SCADA system to operate at designated times to reduce energy costs and maintain water quality
 - Design and construct Water Facilities Pump Station Rehabilitation Project
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure
 - Utilities Division to undertake quarterly zone inspections to identify deficiencies in the field
 - Utilities Division will log these deficiencies and generate work orders for repairs to be completed

Goal #3: Develop Policies and Procedures to improve fiscal responsibility in all areas of Utilities Division

- ❖ Water Rate Study to be undertaken to accommodate future large capital projects

2022/2023 GOALS & OBJECTIVES

WWTP DIVISION

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

- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
 - Work with Wastewater Engineer to secure energy grant for Influent pumps

- Phosphorus Removal Project out to bid and commence construction to improve WWTP Nutrient removal performance
- Undertake Phase 2 of the fine screens rehab project
- Design of UV disinfection to eliminate gas chlorine

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
 - Modifications to odor Control Building to provide designated water supply
- ❖ 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

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

- ❖ Investigate potential programs for funding by:
 - Phosphorus Removal Project funded by low interest IEPA Loan
 - UV Disinfection Project and Primary Clarifier Rehab added to the IEPA Project Planning List
- ❖ 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
 - Re-bid Polymer Contract to ensure effectiveness of treated wastewater
 - Undertake Metals Study to mitigate zinc requirement in NPDES Permit

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

- ❖ Compliance with the Special Conditions in the Villages Discharge Permit:
 - Purchase new chlorine analyzer to comply with new NPDES Permit for lowered chlorine residual in the discharge
 - Implement Operator 10 database for efficiently reporting to IEPA
- ❖ Compliance of Permitted Industrial Users
 - Complete Local Limits Study and amend Sewer Use Ordinance

- Complete Commercial/Industrial survey inventory for USEPA

2022/2023 GOALS & OBJECTIVES

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
 - Implement annual In-House sidewalk program
- ❖ Improve Street Lighting in the Village
 - Install lighting at Goodrich Avenue in response to Resident request
- ❖ 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

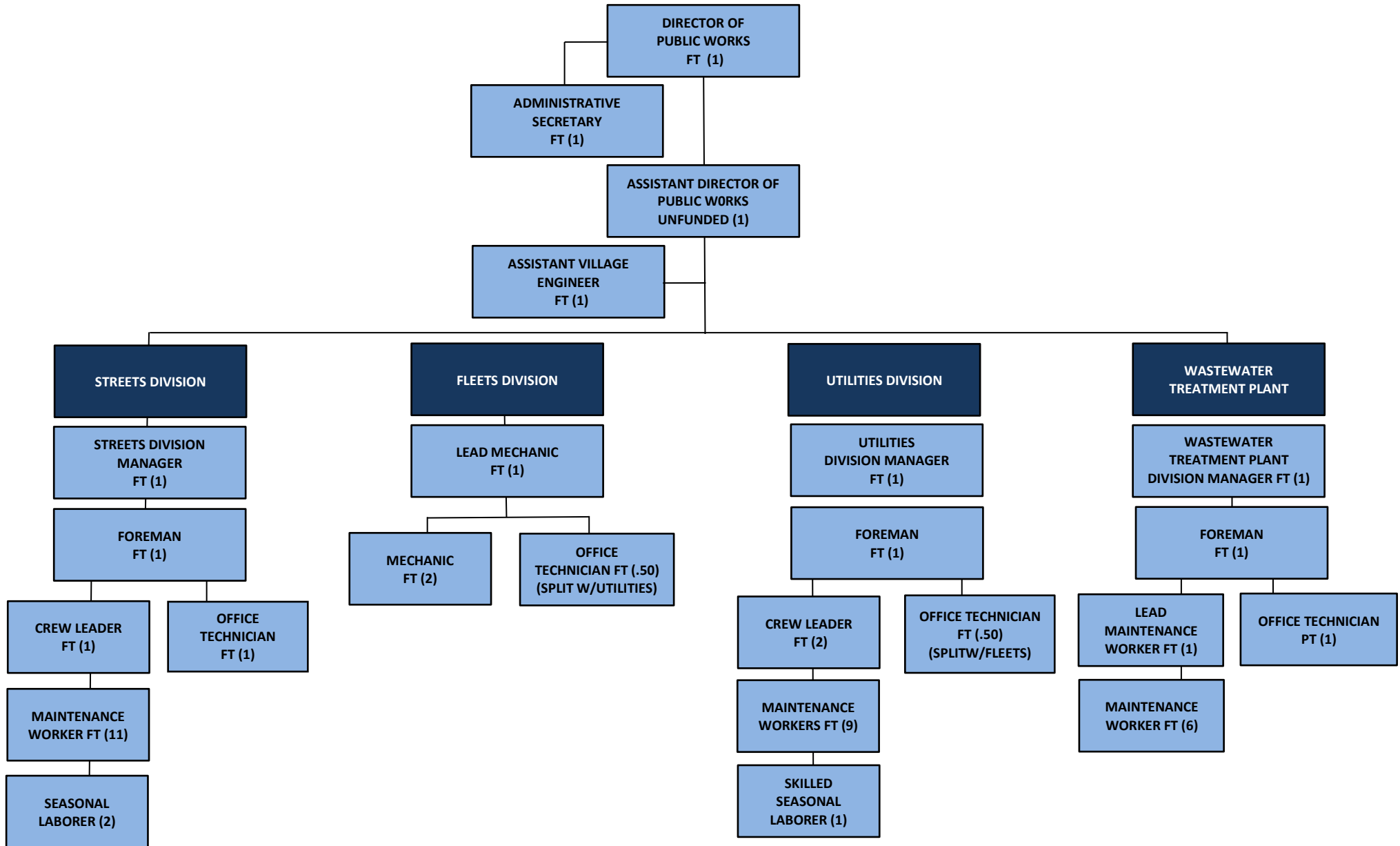
Goal #3: Develop policies and procedures to improve financial responsibility in all areas of Public Works

- ❖ Repair Vehicles to prolong the life expectancy
 - Replace Lift-All vehicle for Street Light maintenance
 - Replace 3-ton #565
 - Replace Vehicle #575 with Pickup with snow plow
 - Staff to inspect and clean all vehicles regularly

FY 2022 / 2023

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Street, Utilities, Fleets, Engineering and Wastewater Treatment Plant. 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: 44 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 33,176 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	113,864.53	116,265.00	115,105.00
FICA-EMPLOYER	6,465.09	6,839.00	7,137.00
TRAVEL FOR MEETING & CONF	319.25	400.00	200.00
MEDICARE - EMPLOYER	1,607.59	1,600.00	1,699.00
OTHER EQUIPMENT		200.00	-
PRINTING & BINDING		100.00	100.00
OFFICE SUPPLIES	281.31	500.00	500.00
UNIFORMS		100.00	500.00
GAS & FUEL	625.50	1,000.00	1,000.00
OPERATING SUPPLIES	28.98	-	-
OFFICE EQUIPMENT	813.99	200.00	-
NATURAL GAS	44.38	2,000.00	-
LEASES-EQUIPMENTS	1,909.55	2,000.00	3,600.00
MEMBERSHIP DUES	50.64	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	97,479.35	117,788.00	94,986.00
FICA-EMPLOYER	6,088.95	7,117.00	5,889.00
TRAVEL FOR MEETING & CONF		200.00	500.00
TRAINING & SEMINARS	475.00	1,200.00	500.00
MEDICARE - EMPLOYER	1,424.05	1,665.00	1,377.00
LICENSES & CERTIFICATIONS		100.00	-
ENGINEERING		1,000.00	-
SOFTWARE SUPPORT/MAINT	319.01	400.00	500.00
OFFICE SUPPLIES	115.16	350.00	650.00
UNIFORMS/PPE	118.49	200.00	200.00
GAS & FUEL	315.12	500.00	400.00
OPERATING SUPPLIES	267.78	300.00	200.00
MEMBERSHIP DUES	280.18	1,060.00	700.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	1,074,930.77	1,173,361.00	1,155,055.00
TEMPORARY HELP		-	25,600.00
OVERTIME PAY	62,438.73	60,000.00	60,000.00
FICA-EMPLOYER	68,674.09	78,470.00	76,921.00
TRAVEL FOR MEETING & CONF		500.00	-
TRAINING & SEMINARS	523.93	4,000.00	4,500.00
MEDICARE - EMPLOYER	16,060.96	18,352.00	17,989.00
EMPLOYEE SEVERANCE PAY		28,639.00	-
ENGINEERING		500.00	1,000.00
DEBRIS REMOVAL	33,077.72	40,000.00	40,000.00
CURB-CUT PROGRAM	6,632.00	8,000.00	8,000.00
OTHER PROPERTY SERVICES	42,889.00	-	-
CONTRACTUAL SERVICES	1,800.00	2,408.00	2,200.00
OFFICE SUPPLIES	201.86	800.00	900.00
LANDSCAPING SUPPLIES	1,448.08	2,500.00	2,500.00
UNIFORMS/PPE	3,852.96	4,500.00	5,000.00
CHEMICALS		100.00	100.00
GAS & FUEL	40,492.15	50,000.00	45,000.00
OPERATING SUPPLIES	2,091.09	3,000.00	3,000.00
CELLULAR PHONE	464.13	468.00	500.00
ELECTRICITY	62,571.39	60,000.00	60,000.00
EQUIPMENT RENTAL	1,566.52	600.00	600.00
PUBLIC WORKS-STREET DIV.	4,017.21	8,500.00	10,000.00
STREET SIGNS/LIGHTS MAINT	23,885.68	30,000.00	35,000.00
STREET MAINT. & REPAIRS	27,210.91	38,000.00	40,000.00
GROUNDS MAINTENANCE		25,000.00	50,000.00
PUBLIC WORKS	163,548.30	516,049.00	447,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	210,232.96	221,462.00	228,638.00
OVERTIME PAY	2,414.94	3,500.00	3,000.00
FICA-EMPLOYER	12,696.56	13,547.00	14,362.00
TRAINING & SEMINARS	1,485.00	1,500.00	1,500.00
MEDICARE - EMPLOYER	2,969.45	3,168.00	3,359.00
DEBRIS REMOVAL	1,479.08	2,000.00	2,000.00
SOFTWARE SUPPORT & MAINT	1,708.50	4,010.00	3,800.00
OFFICE SUPPLIES	43.55	100.00	100.00
UNIFORMS	753.00	1,300.00	1,450.00
CHEMICALS	620.06	1,000.00	1,000.00
SENIOR CENTER	81.74	1,000.00	1,000.00
REPAIR SUPPLIES POLICE	20,131.57	22,000.00	22,000.00
REPAIR SUPPLIES-P/R/F	20,713.59	23,000.00	24,000.00
REPAIR SUPPLIES STREETS	33,030.97	40,000.00	40,000.00
REPAIR SUPPLIES FLEETS	46.84	600.00	750.00
REPAIR SUPPLIES ESDA	158.12	1,600.00	1,000.00
REPAIR SUPPLIES COM DEV	1,726.36	2,000.00	2,000.00
REPAIR SUPPLIES ADMIN	176.46	1,300.00	1,000.00



ANNUAL BUDGET

REPAIR SUPPLIES PS ADMIN	164.29	800.00	1,000.00
GAS & FUEL	225.27	800.00	800.00
REPAIR SUPPLIES-GOLF	744.53	1,200.00	1,200.00
MISC. INVENTORY SUPPLIES	2,286.34	3,200.00	3,200.00
OPERATING SUPPLIES	5,038.36	6,000.00	6,000.00
FLEET MAINTENANCE	8,989.48	13,500.00	1,000.00
OFFICE EQUIPMENT		2,400.00	2,400.00
LEASES-EQUIPMENTS	1,340.40	1,900.00	1,500.00
PUBLIC WORKS-FLEET MAINT	2,844.90	3,500.00	3,500.00
MEMBERSHIP DUES	30.00	30.00	30.00
F-TIME & REG.PART TIME	52,555.79	58,299.00	57,160.00
OVERTIME PAY	603.73	1,000.00	1,000.00
FICA-EMPLOYER	3,174.28	3,677.00	3,606.00
TRAINING & SEMINARS		1,000.00	1,000.00
MEDICARE-EMPLOYER	742.20	860.00	843.00
COMPUTER SOFTWARE	988.50	2,800.00	2,800.00
UNIFORM/PPE	100.36	370.00	570.00
MISC. INVENTORY SUPPLIES	24,549.63	27,000.00	27,000.00

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

\$2,731,329

ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Parks & Grounds	\$1,350,828	\$1,289,196	\$1,313,616
Forestry Operation	\$59,770	\$147,245	\$107,000
Building Maintenance	\$1,340,074	\$1,591,791	\$1,310,713
TOTAL DIVISION	\$2,750,672	\$3,028,232	\$2,731,329

SIGNIFICANT ACCOMPLISHMENTS IN FY 2021/2022

PARKS, RECREATION & FACILITIES DEPARTMENT

2021/2022 ACCOMPLISHMENTS

PARKS, RECREATION & FACILITIES DEPARTMENT

The PRF Department had many accomplishments during 2021. In Parks, the biggest project of 2021 was the continued redevelopment of Camera Park. A groundbreaking ceremony took place in April. The project includes a new playground, fitness stations, challenge course, splash pad and a disc golf course. The disc golf course was completed and opened to the public in the summer of 2021. The entire project is expected to be completed in the spring of 2022 and will provide residents of all ages, state of the art recreational activities. Smaller projects included the addition of basketball ball hoops to Ollman Park and the planting of 75 park and parkway trees.

In 2021, the Facilities Division continued with additional cleaning and disinfecting of high touch areas to help mitigate the spread of COVID-19 while keeping up with the maintenance and upkeep of the Village's facilities.



2022/2023 GOALS & OBJECTIVES

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

2022/2023 GOALS & OBJECTIVES

PARKS DIVISION

Goal #1: Complete the setup and maintenance of new Community Garden

- ❖ Continue to look for Community Garden grants
- ❖ Have staff scheduled for observation of garden on daily basis
- ❖ Work with Community Garden Committee to see if expansion needed after year one

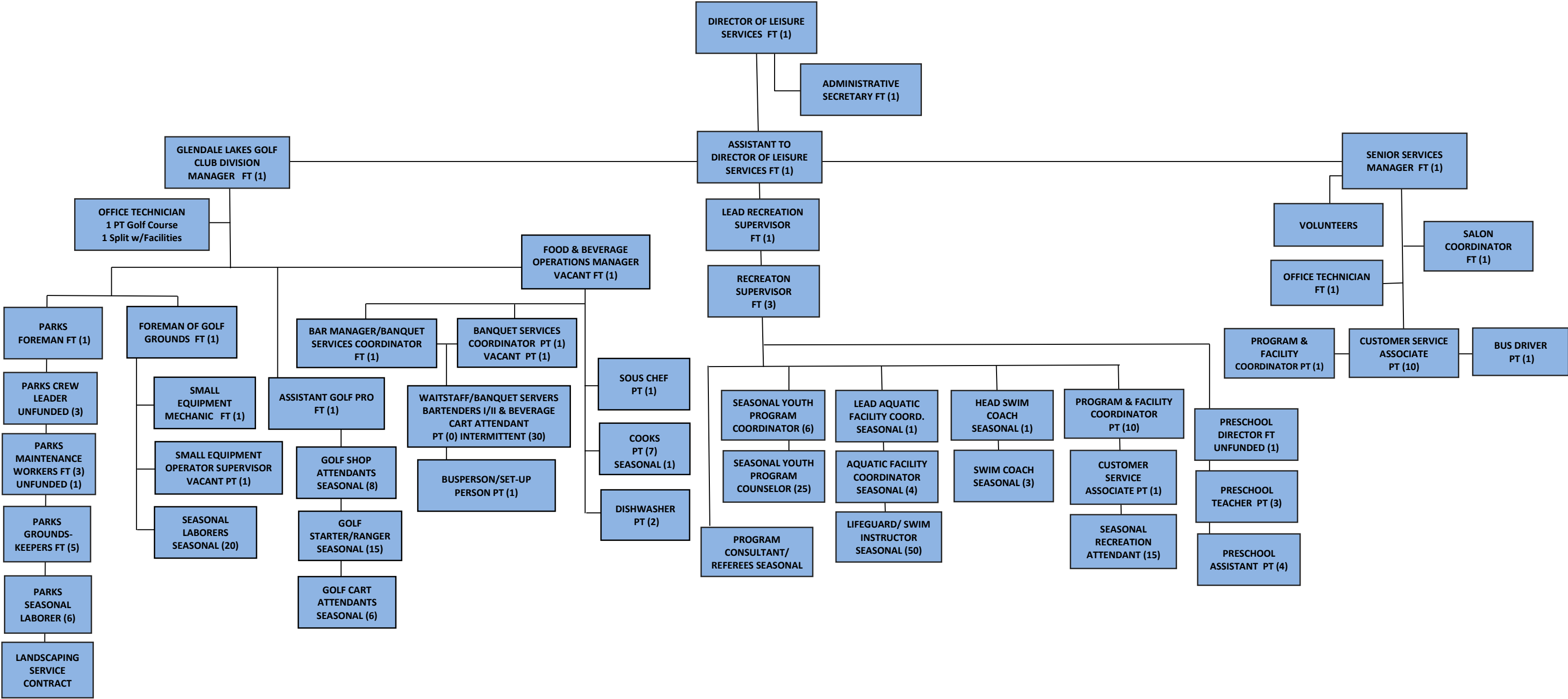
Goal #2: Identify and put plan together for new park in South part of town

- ❖ Budget for consultant to look at area to determine feasibility of park in South part of town
- ❖ Work with Village Board and local community to begin planning process based on feasibility study
- ❖ Begin budgetary process to establish new park

FY 2022 / 2023

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

LEISURE SERVICES



The Leisure Services Department provides quality recreational and leisure services and facilities for the residents of the Village of Glendale Heights. Glendale Lakes Golf Club features an 18-hole championship design golf course with a full service Pro-Shop. The banquet facility can accommodate groups up to 250 people. The Center for Senior Citizens provides services and programs for older adults designed to promote their well-being, support their independence, and overall quality of life. Total number of employees authorized: 24 Full-Time, 5 Full-Time Unfunded, 1 Full-Time Vacant, 44 Part-Time, 2 Part-Time Vacant, 160 Seasonal and 30 Intermittent.

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	962,328.01	807,690.00	778,028.00
TEMPORARY HELP		2,172.00	32,400.00
OVERTIME PAY	22,499.58	22,500.00	30,000.00
FICA-EMPLOYER	59,747.48	49,943.00	52,107.00
TRAVEL FOR MEETING & CONF		50.00	50.00
TRAINING & SEMINARS	2,225.86	3,538.00	500.00
MEDICARE-EMPLOYER	13,973.41	11,680.00	12,186.00
LICENSES & CERTIFICATIONS	696.50	3,175.00	3,400.00
DEBRIS REMOVAL		500.00	500.00
ADOPT A STREET PROGRAM		25.00	25.00
OTHER PROPERTY SERVICES		43,000.00	46,000.00
SOFTWARE SUPPORT & MAINT	3,626.44	3,780.00	3,880.00
OTHER PURCHASE-SERVICES		96,700.00	95,730.00
OFFICE SUPPLIES	198.22	250.00	250.00
TOPDRESSING SOIL	1,536.00	3,000.00	3,000.00
GRAVEL AND SAND	356.37	1,000.00	1,000.00
LANDSCAPING SUPPLIES	3,624.90	12,398.00	10,000.00
FERTILIZER	5,706.22	5,000.00	5,000.00
UNIFORMS	4,474.34	4,960.00	4,600.00
GAS & FUEL	24,903.28	30,000.00	30,000.00
OPERATING SUPPLIES	21,767.19	25,500.00	26,500.00
PARKS & GROUNDS EQUIPMENT	8,531.49	18,700.00	5,000.00
OPERATING EQUIPMENT	945.00	5,525.00	9,900.00
ELECTRICITY	27,929.16	27,000.00	30,000.00
LEASES-EQUIPMENTS	887.46	950.00	900.00



ANNUAL BUDGET

RENTALS-EQUIPMENTS	7,309.02	14,500.00	9,250.00
R&M OPERATING EQUIPMENT	451.36	500.00	500.00
R&M PARKS & GROUND OP EQP	1,846.95	3,450.00	2,600.00
R&M PARKS & GROUNDS	100,955.18	21,000.00	22,700.00
MEMBERSHIP DUES	130.00	610.00	610.00
VEHICLES	74,179.00	35,000.00	97,000.00
PARKS & GROUNDS EQUIP.		8,000.00	-
PARKS AND GROUNDS		27,100.00	-

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
TREE REMOVAL/REPLACEMENT	59,021.26	143,050.00	104,800.00
OTHER PURCHASE-SERVICES		500.00	500.00
UNIFORMS PPE		500.00	500.00
PARKS & GROUNDS TOOLS	421.72	2,495.00	500.00
MEMBERSHIP DUES	327.50	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, WWTP, 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	715,455.11	726,416.00	598,166.00
OVERTIME PAY	2,769.72	4,000.00	4,000.00
FICA-EMPLOYER	43,702.54	45,442.00	37,086.00
TRAVEL FOR MEETING & CONF		50.00	50.00
TRAINING & SEMINARS		150.00	150.00
MEDICARE-EMPLOYER	10,220.56	10,629.00	8,673.00
EMPLOYEE SEVERANCE PAY	18,589.64	25,017.00	-
PRINTING & BINDING		-	50.00
OTHER PURCHASE-SERVICES	53,846.07	67,270.00	65,376.00
OFFICE SUPPLIES	147.06	200.00	200.00
JANITORIAL SUPPLIES	25,503.09	22,000.00	25,000.00
ELECTRICAL SUPPLIES	6,961.73	10,050.00	7,750.00
HARDWARE SUPPLIES	3,011.99	3,100.00	3,100.00
PLUMBING SUPPLIES	2,600.31	4,500.00	2,500.00
LUMBER SUPPLIES	198.40	500.00	500.00
OTHER BLDG. MAINT. SUPPLY	257.70	600.00	600.00
UNIFORMS	2,706.40	3,200.00	3,800.00
GAS & FUEL	6,134.93	7,000.00	8,000.00

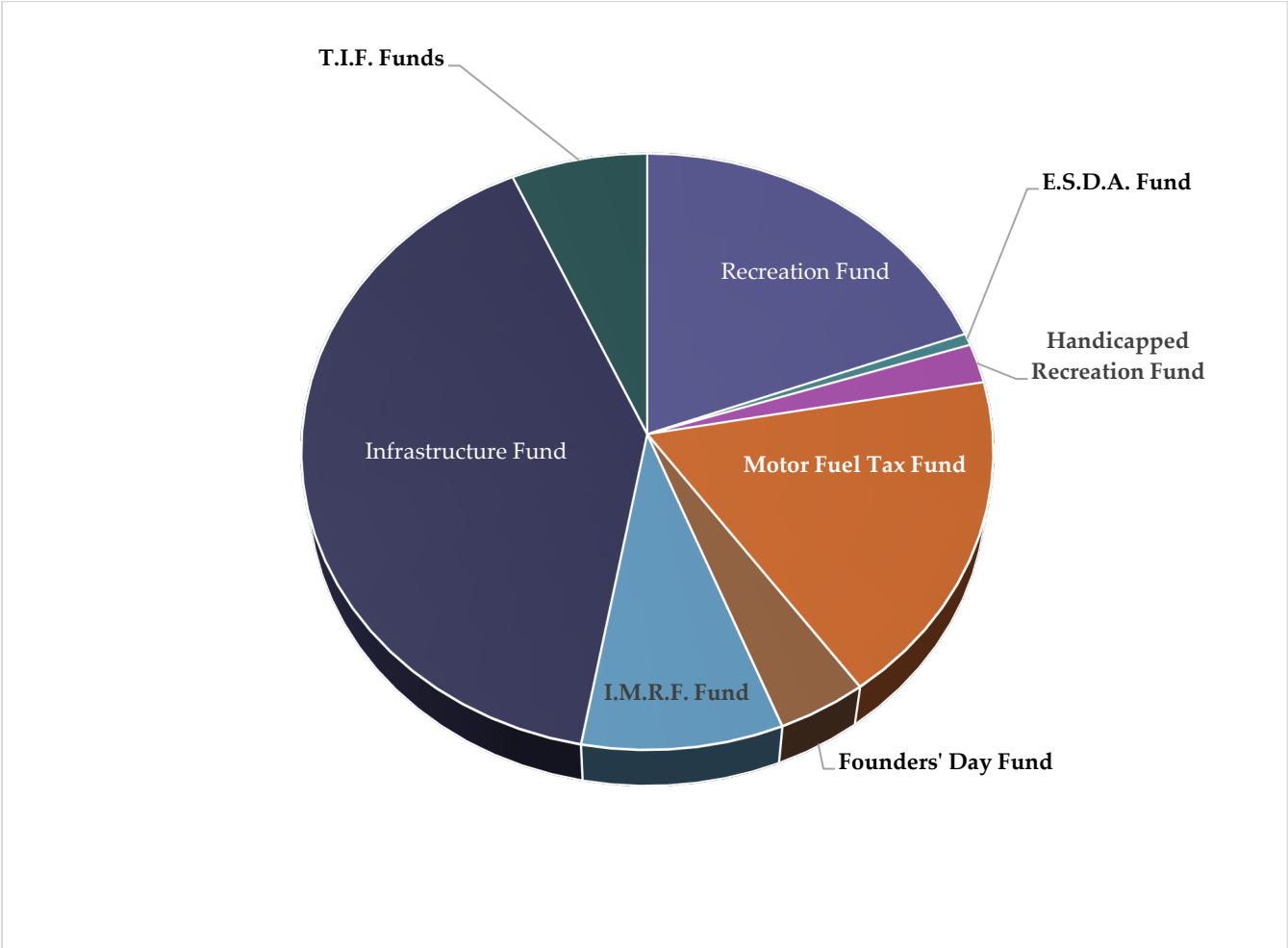


ANNUAL BUDGET

OPERATING SUPPLIES	8,193.47	20,000.00	21,350.00
BLDG. MAINTENANCE TOOLS	2,500.27	1,400.00	1,400.00
RENTALS-EQUIPMENTS	350.00	650.00	28,032.00
R&M BUILDINGS & EQUIPMENT	92,580.02	94,460.00	78,600.00
VILLAGE FACILITIES		174,400.00	4,000.00
OTHER PURCHASE-SERVICES	7,918.90	12,208.00	9,901.00
JANITORIAL SUPPLIES	2,883.36	3,200.00	3,200.00
OTHER BLDG. MAINT. SUPPLY	1,171.00	1,100.00	1,100.00
R&M GOLF COURSE-CLUBHOUSE	5,860.58	9,150.00	11,750.00
F-TIME & REG.PART-TIME	140,039.67	138,923.00	109,132.00
OVERTIME PAY	276.22	1,000.00	1,000.00
FICA-EMPLOYER	8,312.56	8,675.00	6,766.00
MEDICARE-EMPLOYER	1,943.90	2,029.00	1,582.00
LICENSES & CERTIFICATIONS		-	350.00
OTHER PURCHASE-SERVICES	49,903.03	52,570.00	51,346.00
JANITORIAL SUPPLIES	6,056.01	7,500.00	7,500.00
ELECTRICAL SUPPLIES	545.72	2,200.00	2,700.00
HARDWARE SUPPLIES	510.23	700.00	700.00
PLUMBING SUPPLIES	1,152.34	750.00	1,200.00
LUMBER SUPPLIES		200.00	200.00
OTHER BLDG. MAINT. SUPPLY	198.95	6,600.00	6,700.00
SPORTS HUB	20,299.63	27,000.00	53,400.00
RECREATION EQUIPMENT	2,648.00	-	38,000.00
F-TIME & REG.PART-TIME	74,670.38	75,627.00	78,916.00
OVERTIME PAY	131.19	500.00	500.00
FICA-EMPLOYER	4,504.42	4,720.00	4,893.00
MEDICARE-EMPLOYER	1,053.33	1,105.00	1,144.00
OTHER PURCHASE-SERVICES	800.00	900.00	1,000.00
JANITORIAL SUPPLIES	2,911.17	3,600.00	3,600.00
ELECTRICAL SUPPLIES	249.00	500.00	500.00
HARDWARE SUPPLIES	33.20	700.00	100.00
PLUMBING SUPPLIES	293.96	200.00	200.00
LUMBER SUPPLIES	139.43	100.00	100.00
R & M EQP & BUILDINGS	9,838.54	9,000.00	14,850.00

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

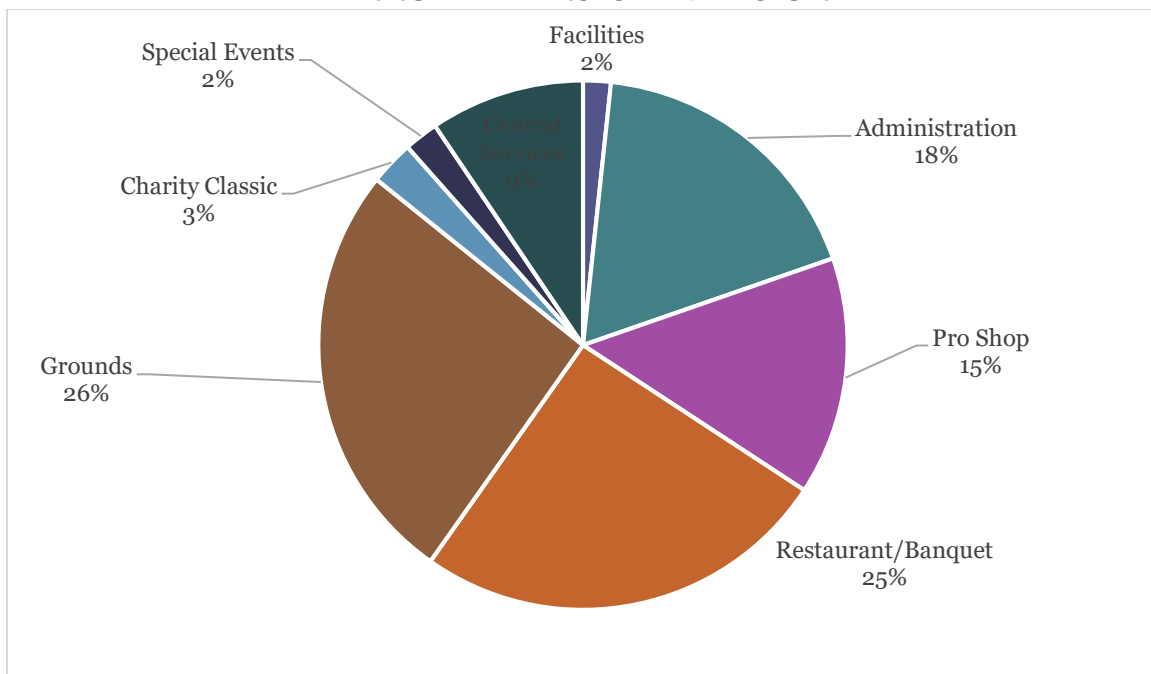
The Glendale Lakes Golf Club, golf course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty. Glendale Lakes also offers a full service Pro-shop stocked for 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. In FY 2019/2020 and going forward, these two were 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

\$1,530,850

ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL REVENUE BY CLASS

OPERATING REVENUE	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Charges for Services	\$1,095,741	\$1,192,900	\$1,427,400
Miscellaneous Revenues	\$133,869	\$869,960	\$103,450
TOTAL OPERATING REVENUE	\$1,229,609	\$2,062,860	\$1,530,850

ANNUAL EXPENSES BY DIVISION

DIVISION	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Golf Administration	\$262,897	\$891,781	\$275,198
Central Services	\$112,997	\$133,500	\$144,500
Facilities	\$17,834	\$25,658	\$25,951
Grounds Maintenance	\$386,812	\$432,117	\$397,447
Pro Shop	\$180,824	\$190,556	\$222,611
Charity Classic	-0-	\$41,300	\$41,300
Restaurant/Banquet	\$170,797	\$310,448	\$390,843
Special Events	\$8,069	\$37,500	\$32,000
TOTAL DIVISION	\$1,140,230	\$2,062,860	\$1,530,850

2021/2022 ACCOMPLISHMENTS

GLENDAL LAKES GOLF CLUB

New Fence Posts

New Fence Posts were installed around the Golf Maintenance Building. It was determined that the fence posts needed to be replaced with thicker posts as many wind storms blew down several sections of the board on board fence. New fence posts were installed by the Village of Glendale Heights Facilities Department. This project was completed in May/June of 2021.

Cart Paths

The Village of Glendale Heights Public Works Department came out over summer and overlaid several sections of the golf cart path on the golf course. There were several areas that needed repair as well and the concrete portion of the golf cart ramp which comes out under the building basement.

Golf Cart Storage Heater

A new heater was purchased for the golf cart storage area in the basement, as the previous heater stopped working.

Fireplace

A gas fireplace starter and logs were purchased to replace the existing gas logs in the fireplace. It was determined that this type of fireplace did not have the proper set-up of the starter and logs and was unsafe. It has been replaced with the proper logs and starter.

Outdoor Television

An outdoor TV was purchased for the golf patio. This TV was installed over the summer and many golfers enjoyed watching TV after their round of golf. Although this TV is meant to be outdoors, we will remove it for the winter months and store inside to extend its life.

Smart Thermostat

Two smart thermostats were purchased for the upstairs walk-in cooler and the basement walk-in freezer. This smart thermostat will monitor the temperatures and send an alert to staff if the temperature gets out of range potentially identifying a problem before its too late.

2022/2023 GOALS & 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 our newly upgraded G1 Golf Software 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, paint exterior window trim, replace stucco panels on clubhouse
- ❖ Updating facility inside and outside will attract more business

2022/2023 GOALS & OBJECTIVES

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
- ❖ 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

2022/2023 GOALS & OBJECTIVES

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

2022/2023 GOALS & OBJECTIVES

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

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

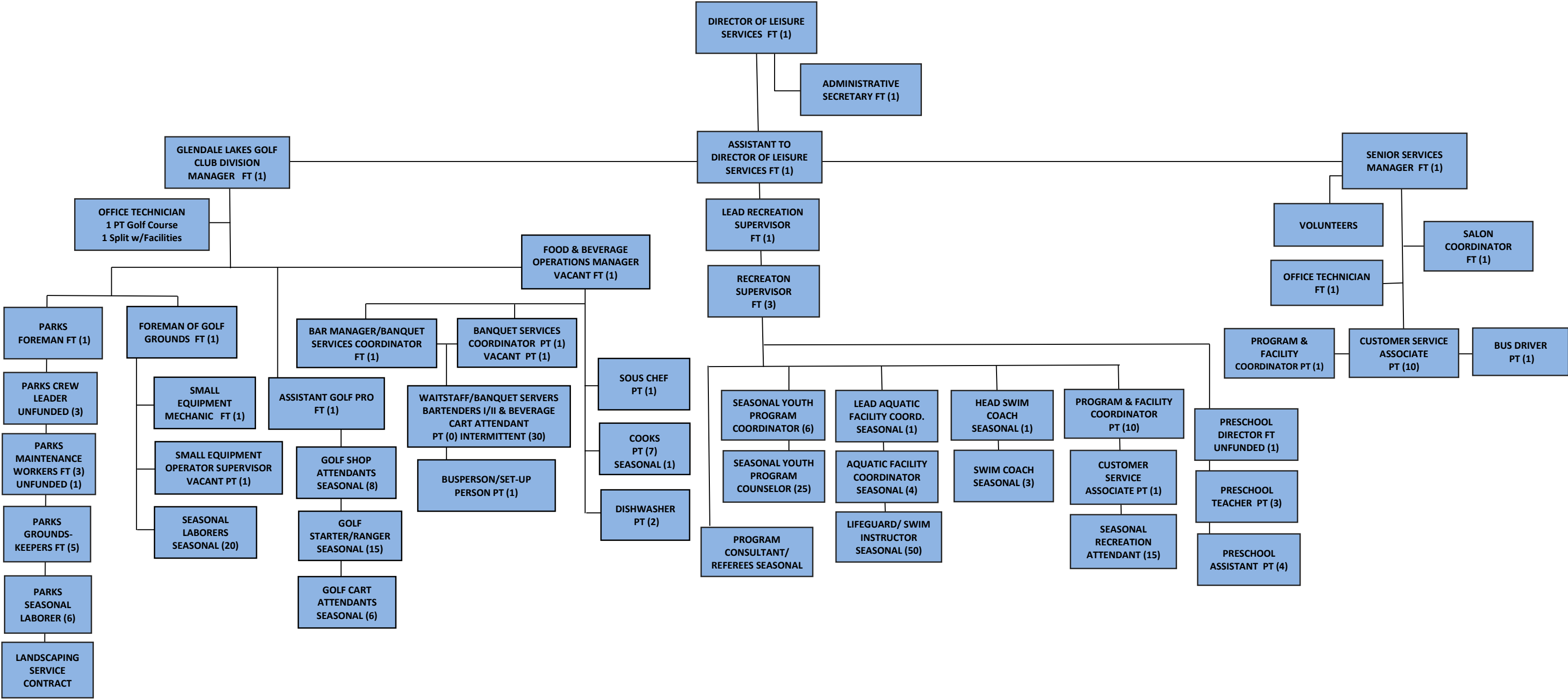
Goal # 3: Clean up Maintenance Building and Outside Yard

- ❖ 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 2022 / 2023

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

LEISURE SERVICES



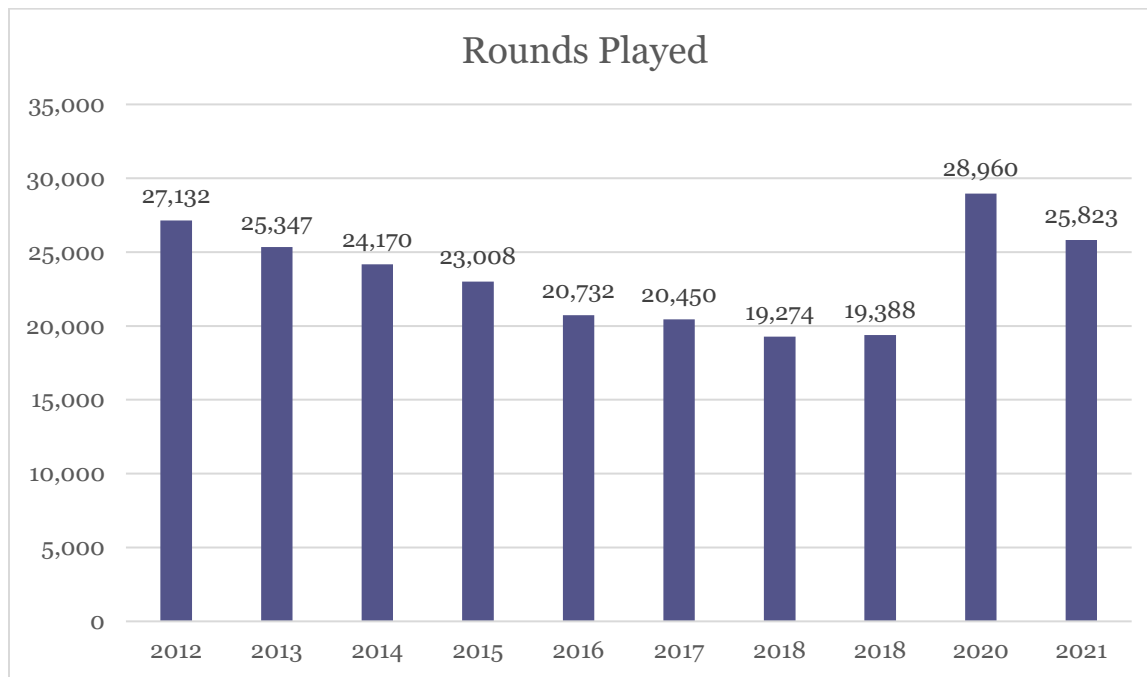
The Leisure Services Department provides quality recreational and leisure services and facilities for the residents of the Village of Glendale Heights. Glendale Lakes Golf Club features an 18-hole championship design golf course with a full service Pro-Shop. The banquet facility can accommodate groups up to 250 people. The Center for Senior Citizens provides services and programs for older adults designed to promote their well-being, support their independence, and overall quality of life. Total number of employees authorized: 24 Full-Time, 5 Full-Time Unfunded, 1 Full-Time Vacant, 44 Part-Time, 2 Part-Time Vacant, 160 Seasonal and 30 Intermittent.

GOLF FUND: REVENUE

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

In a typical year, approximately 19,000 rounds of golf are played on the course. Golf in 2021 was anything typical, and Glendale Lakes generated just under 26,000 rounds of golf in calendar year 2021.

Golf Rounds Played Last 10 Years



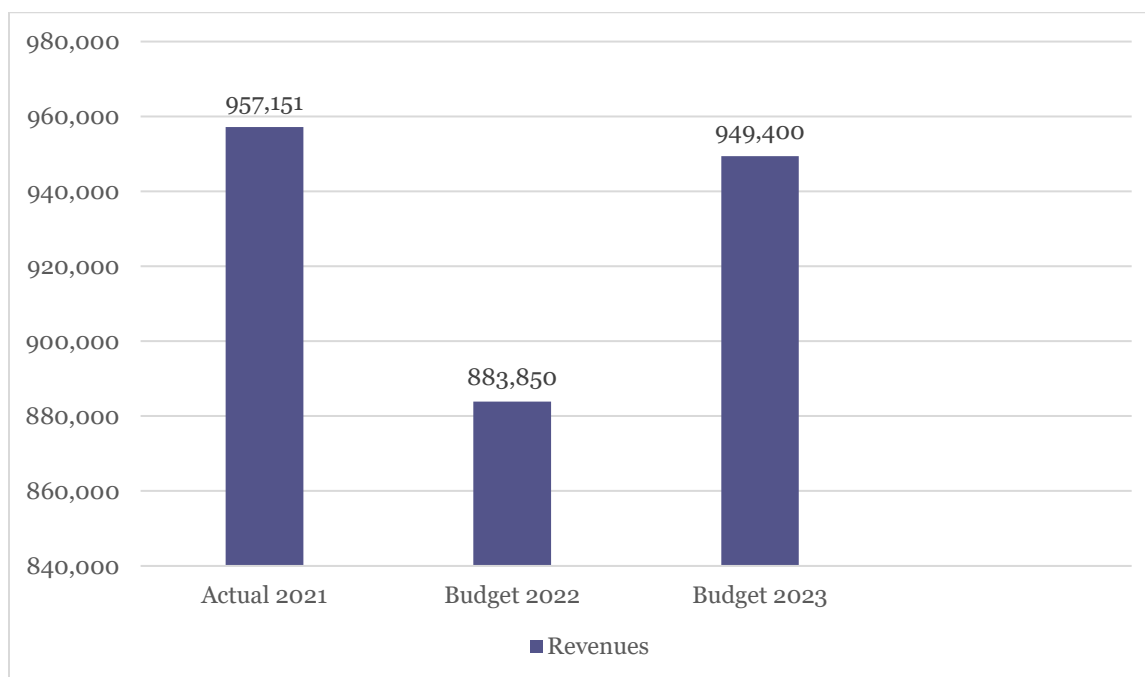
Pro Shop

The Glendale Lakes Golf Course is open year round and had over 26,000 rounds of golf played in calendar year 2021. Each year's revenue is very dependent upon a healthy economy and favorable golfing conditions. The Village is predicting only minimal increases in revenue from last year's budget.

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

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

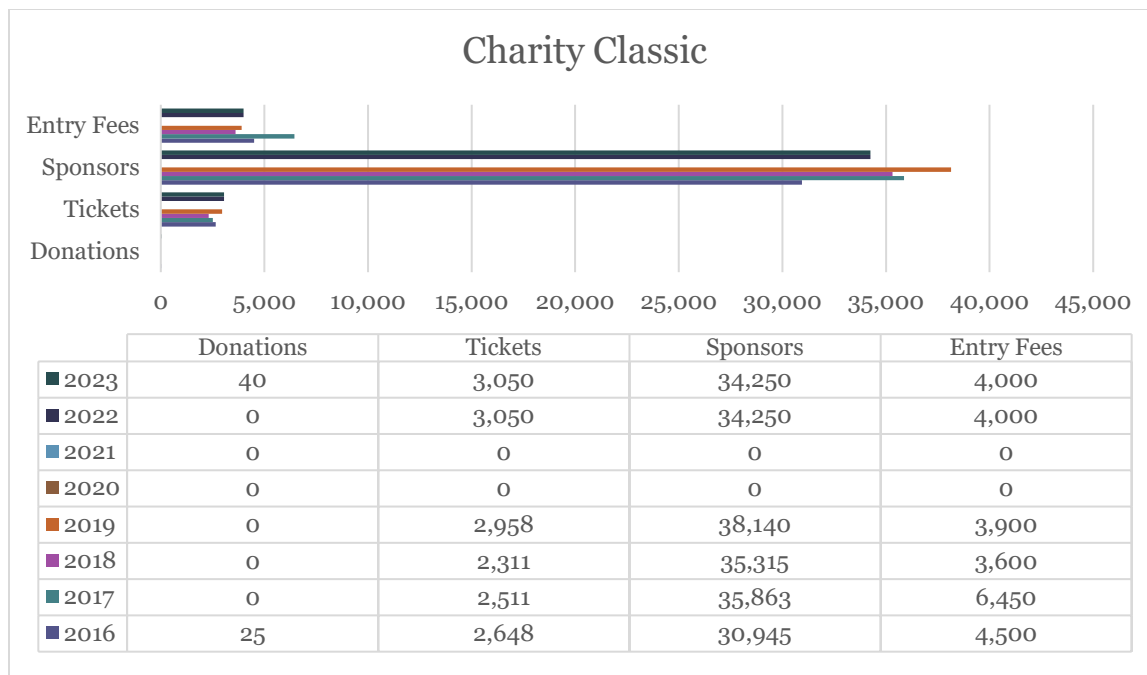
Pro Shop Revenue Including Greens Fees and Cart Fees



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 \$350,000 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 in 2020 or 2021.

Charity Golf Classic Revenue Eight (8) Year History



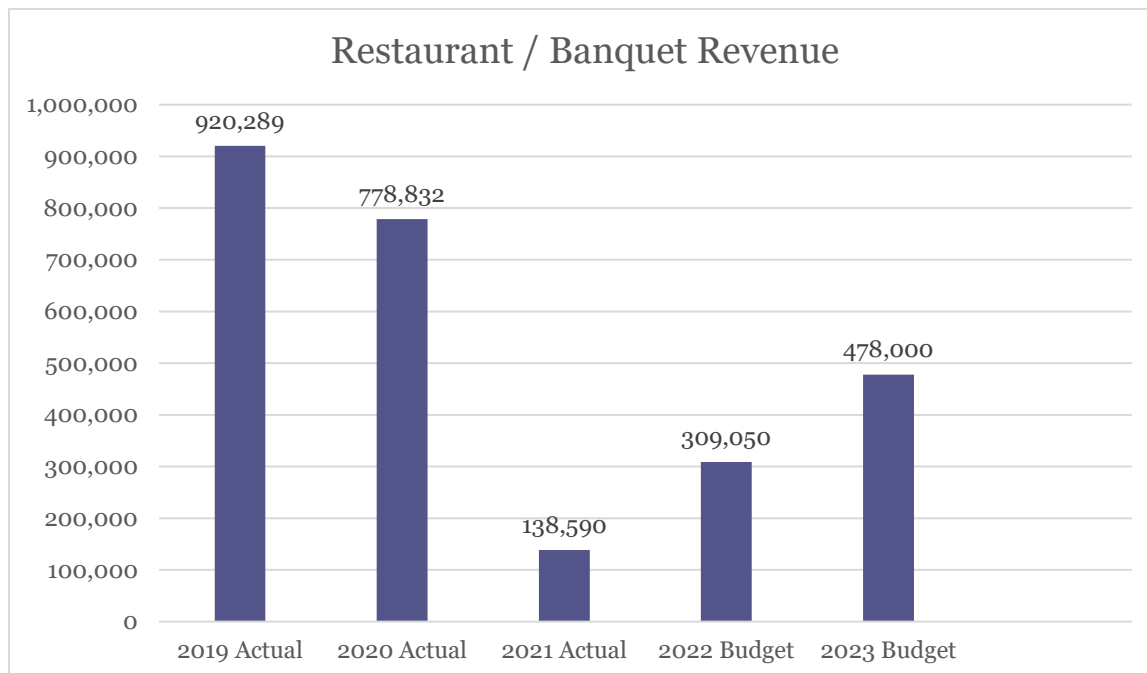
GOLF FUND: RESTAURANT AND BANQUETS

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 2018/2019 rated Glendale Lakes Golf Club above average or better.

Golfers are also able to purchase from a grill menu at the clubhouse which golfers visit before and after their rounds as well as before teeing off on the 10th hole. The Golf Course also offers up to two beverage carts that service golfers during play from the months of April through October.

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	112,317.80	117,661.00	113,113.00
FICA-EMPLOYER	6,805.37	7,131.00	7,013.00
TRAVEL FOR MEETING & CONF		25.00	25.00
TRAINING & SEMINARS		225.00	225.00
MEDICARE-EMPLOYER	1,591.65	1,668.00	1,640.00
OTHER EQUIPMENT	15.24	325.00	325.00
PRINTING & BINDING	64.49	650.00	650.00
ADVERTISING	11,773.76	24,341.00	18,000.00
NUISANCE ANIMAL CONTROL	1,245.27	2,700.00	2,700.00
SOFTWARE SUPPORT & MAINT	2,500.00	2,500.00	2,500.00
OFFICE SUPPLIES	32.48	100.00	100.00
OPERATING SUPPLIES		100.00	100.00
LEASES-EQUIPMENT	28,934.40	28,934.00	28,935.00
COMPUTER EQUIPMENT	1,646.16	2,312.00	2,312.00
OPERATING EQUIPMENT		4,265.00	250.00
TELEPHONE	6,416.22	6,700.00	6,700.00
CELLULAR PHONE	300.00	300.00	300.00
ELECTRICITY	35,892.50	39,000.00	41,000.00



ANNUAL BUDGET

NATURAL GAS	11,465.46	13,000.00	13,000.00
WATER	1,187.83	2,000.00	2,000.00
LEASES-EQUIPMENTS	2,012.55	2,520.00	2,520.00
R&M-CLUBHOUSE	796.09	1,919.00	5,000.00
R&M OPERATING EQUIPMENT	223.79	300.00	350.00
MEMBERSHIP DUES	1,233.51	2,306.00	2,305.00
LICENSES	1,140.00	1,135.00	1,135.00
BANK FISCAL CHARGES	21,934.17	21,000.00	23,000.00
MISCELLANEOUS EXPENSE	7,812.49	-	-
GOLF CARTS		608,664.00	-
FACILITY IMPROVEMENTS	5,555.50	-	-



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
OTHER PURCHASE-SERVICES	7,918.90	12,208.00	9,901.00
JANITORIAL SUPPLIES	2,883.36	3,200.00	3,200.00
OTHER BLDG. MAINT. SUPPLY	1,171.00	1,100.00	1,100.00
R&M GOLF COURSE-CLUBHOUSE	5,860.58	9,150.00	11,750.00



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	40,598.35	46,737.00	43,909.00
TEMPORARY HELP	101,813.20	104,000.00	131,460.00
OVERTIME PAY	48.76	100.00	100.00
FICA-EMPLOYER	8,889.85	9,112.00	10,873.00
MEDICARE-EMPLOYER	2,079.07	2,131.00	2,543.00
UNIFORMS	1,099.86	1,500.00	1,500.00
HANDICAP	280.00	300.00	300.00
SCORECARDS	2,095.00	-	2,800.00
GOLF CLUB-FOR RENT	799.96	100.00	100.00
OTHER PRO-SHOP SUPPLIES	546.21	1,000.00	1,000.00
HARDWARE	10,802.68	12,200.00	14,000.00
APPAREL	7,931.34	6,500.00	7,800.00
SUNDRIES	952.42	2,250.00	2,800.00
SPECIAL PROMOTIONS EXPENS	28.56	-	-
SPECIAL ORDERS	2,233.00	4,000.00	2,800.00
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 10th 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	78,514.54	133,766.00	114,372.00
TEMPORARY HELP	11,956.99	30,000.00	43,540.00
OVERTIME PAY	15.53	542.00	-
FICA-EMPLOYER	5,940.61	9,861.00	9,791.00
TRAVEL FOR MEETING & CONF		50.00	50.00
TRAINING & SEMINARS		400.00	400.00
MEDICARE-EMPLOYER	1,389.31	2,309.00	2,290.00
PRINTING & BINDING	44.74	300.00	300.00
CLEANING SUPPLIES	639.81	3,000.00	3,000.00
UNIFORMS	492.93	1,700.00	2,000.00
OPERATING SUPPLIES	937.48	3,000.00	4,000.00
OPERATING EQUIPMENT	1,171.74	1,750.00	3,500.00
PAPER GOODS	2,420.51	2,000.00	2,000.00
UTENSILS, GLASS, CHINAS		1,500.00	1,500.00
FLOWERS/LINENS	2,763.33	12,000.00	10,000.00
LINENS	148.44	200.00	250.00
OTHER F&B GEN. SUPPLIES	24.05	200.00	200.00
BEVERAGES	10,442.93	10,220.00	13,000.00
BEER	16,053.39	19,000.00	20,000.00



ANNUAL BUDGET

LIQUOR & WINES	7,258.27	10,000.00	11,500.00
FOODS	20,852.86	57,200.00	100,000.00
OTHER F&B SUPLS. FOR SALE	360.00	5,000.00	5,000.00
FEST F&BEVERAGE		-	12,000.00
GLENDALE FEST BOOTH RENTA		-	25,000.00
R&M KITCHEN EQUIPMENT	9,319.12	6,300.00	7,000.00
MEMBERSHIP DUES	50.00	50.00	50.00
DRY CLEANING		100.00	100.00



GOLF FUND: GROUNDS & MAINTENANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	148,330.94	164,012.00	150,509.00
TEMPORARY HELP	98,068.72	107,088.00	99,000.00
OVERTIME PAY	28.13	9.00	-
FICA-EMPLOYER	14,822.18	16,242.00	15,470.00
TRAINING & SEMINARS	180.00	600.00	600.00
MEDICARE-EMPLOYER	3,466.52	3,799.00	3,618.00
OTHER PROFESSIONAL		1,000.00	1,500.00
TOPDRESSING SOIL	3,321.66	4,000.00	4,000.00
GRASS SEEDS	1,096.00	1,700.00	1,700.00
LANDSCAPING SUPPLIES	3,786.18	6,700.00	5,500.00
FERTILIZER & CHEMICALS	38,379.69	36,000.00	40,000.00
SERVICE DOG	7,600.00	7,600.00	7,600.00
UNIFORMS	1,259.12	1,500.00	1,500.00
GAS & FUEL	7,297.91	10,000.00	12,000.00
OPERATING SUPPLIES	1,667.00	1,850.00	1,200.00
OFFICE EQUIPMENT	74.29	100.00	100.00
MARKERS & MARKING PAINTS	795.27	1,000.00	1,000.00
GREEN SUPPLIES	763.42	800.00	800.00
TEE SUPPLIES	225.00	6,400.00	1,000.00
SAND TRAP SUPPLIES	575.00	1,200.00	800.00
CELLULAR PHONE	300.00	300.00	300.00
LEASES-EQUIPMENTS	2,368.74	2,869.00	2,500.00
RENTALS-EQUIPMENTS	3,146.94	2,750.00	2,750.00

FISCAL YEAR 2022/23



ANNUAL BUDGET

GOLF COURSE EQUIPMENTS	13,627.96	14,300.00	15,000.00
R&M GOLF CARTS	3,400.79	4,300.00	4,500.00
R&M GOLF-MAINT BLDG	231.04	7,250.00	500.00
R&M GOLF COURSE	10,593.64	27,848.00	23,100.00
MEMBERSHIP DUES	310.00	900.00	900.00
GOLF COURSE EQUIPMENT	21,095.95	-	-



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 2020 and 2021 due to the pandemic. In Fiscal Year 2022/23, the Golf Fund is estimating a community contribution of \$25,000.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRAVEL, MEETING & CONF.		300.00	300.00
OTHER COMM. CONTRIBUTION		25,000.00	25,000.00
CHARITY CLASSIC EXPENSES		16,000.00	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 and Turkey Shoot.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPEC. EVNT. EXPS	8,069.24	37,500.00	32,000.00



**GOLF FUND:
CENTRAL SERVICES**

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
UNEMPLOYMENT INSURANCE		2,000.00	2,000.00
IMRF-EMPLOYER	43,937.93	50,000.00	55,000.00
MEDICAL-EMPLOYER	67,559.18	80,000.00	86,000.00
OPT OUT-MED. INSURANCE	1,500.00	1,500.00	1,500.00

RECREATION FUND

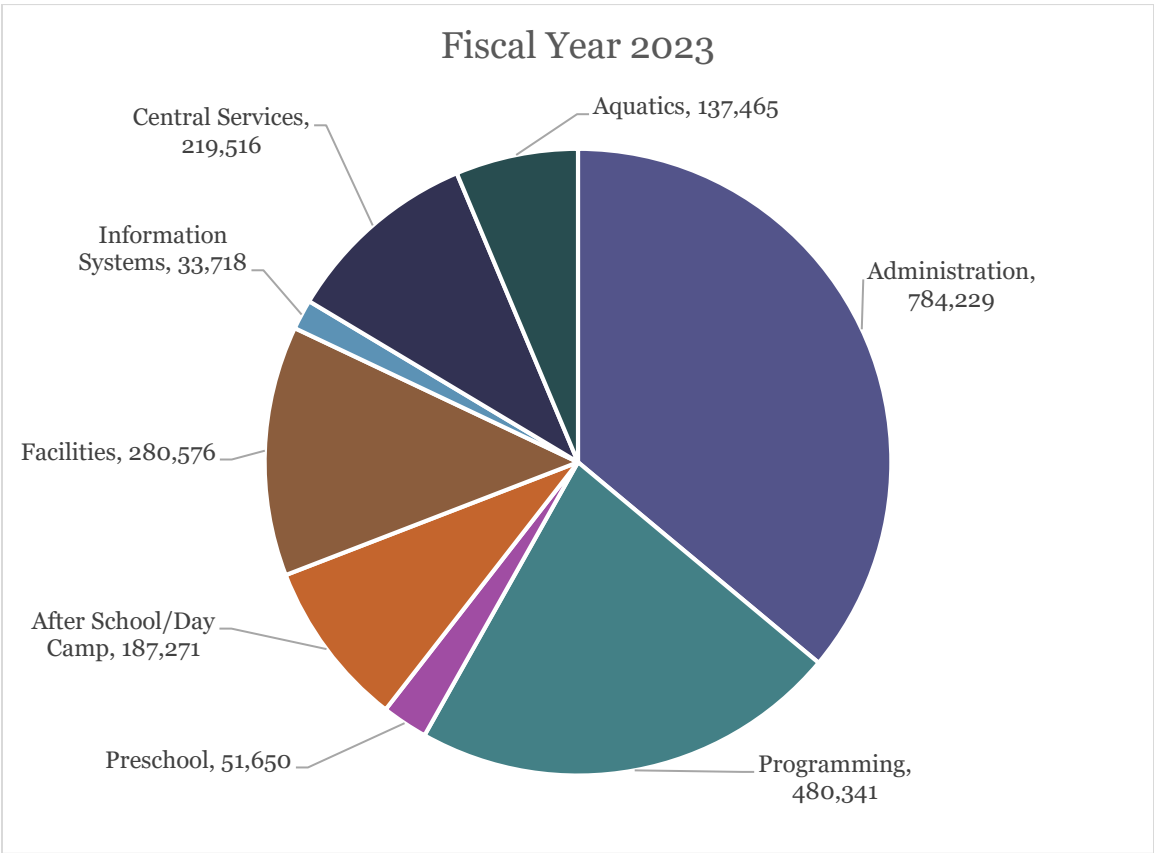
FUND DESCRIPTION

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 2023 OPERATING BUDGET
\$2,174,756

ANNUAL EXPENSES BY DIVISION



ANNUAL REVENUE BY CLASS

CATEGORY	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Taxes	\$1,179,057	\$1,170,000	\$1,170,000
Charges for Services	\$135,948	\$648,377	\$712,200
Miscellaneous Income	\$51,500	\$128,500	\$154,800
TOTAL REVENUES	\$1,366,506	\$1,946,877	\$2,037,000

ANNUAL EXPENSES BY DIVISION

CATEGORY	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Administration	\$589,701	\$750,940	\$784,229
Programming	\$243,185	\$427,728	\$480,341
Preschool	\$20,833	\$56,508	\$51,650
Aquatics	\$79,751	\$106,314	\$137,465
After School/Day Camp	\$24,765	\$120,633	\$187,271
Facilities	\$231,886	\$248,147	\$280,576
Central Services	\$257,718	\$232,190	\$219,506
Information Systems	\$39,553	\$31,602	\$33,718
TOTAL DIVISIONS	\$1,487,392	\$1,974,062	\$2,17,4756

PARKS, RECREATION & FACILITIES DEPARTMENT

2021/2022 ACCOMPLISHMENTS

PARKS, RECREATION & FACILITIES DEPARTMENT

The PRF Department had many accomplishments during 2021. In Parks, the biggest project of 2021 was the continued redevelopment of Camera Park. A groundbreaking ceremony took place in April. The project includes a new playground, fitness stations, challenge course, splash pad and a disc golf course. The disc golf course was completed and opened to the public in the summer of 2021. The entire project is expected to be completed in the spring of 2022 and will provide residents of all ages, state of the art recreational activities. Smaller projects included the addition of basketball ball hoops to Ollman Park and the planting of 75 park and parkway trees.

In 2021, the Facilities Division continued with additional cleaning and disinfecting of high touch areas to help mitigate the spread of COVID-19 while keeping up with the maintenance and upkeep of the Village's facilities.

As COVID-19 restrictions lessened, the Recreation Department was once again able to provide the residents with a variety of recreational activities in person. After a year-long break, the PATH Before School Care and After School program started in August with 113 participants.

Preschool has returned and the little ones are participating in educational activities. Youth soccer, baseball and softball leagues returned in the spring as well as our adult softball and basketball leagues.

GH2O Aquatic Center was open again starting out with a reservation system and then returning to normal operations with over 8,400 patrons visiting. The Glendale Heights Dolphins Swim Team practiced daily and participated in virtual meets. Swim lessons operated as normal with over 250 participants.

COVID continued to alter some of our special events, but we were able to offer a good number including the Mother/Son and Daddy/Daughter Dances. Moms, sons, dads and daughters were able to join in "The Greatest Show". Participants enjoyed a delicious meal, witnessed magic and ended the evening with a special dance and a souvenir to take home. A new event added this year was our "Back to School Bash" which took place in conjunction with National Night Out and helped to advertise some of our fall programs. Other events in 2021 included Harvest Fest, breakfast with Santa, and Park Parties.

2022/2023 GOALS & OBJECTIVES

RECREATION DIVISION

Goal #1: Evaluate Special Events and how they are managed and run throughout the year

- ❖ Examine current events to determine if changes are needed
- ❖ Work with Village Board and Administration to get suggestions for potential new events
- ❖ Figure out staffing needs for Special Events

Goal #2: Work to utilize different advertising mediums to expand the reach of Hub programming

- ❖ Identify different ways to promote programming
- ❖ Purchase any necessary software or programs to expand advertising
- ❖ Designate time in weekly meetings to discuss advertising

Goal #3: Connect with Local Businesses

- ❖ Identify current participants and needs of preschool program
- ❖ Work with Village Board and Administration to determine best way to move forward

2022/2023 GOALS & OBJECTIVES

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

2022/2023 GOALS & OBJECTIVES

PARKS DIVISION

Goal #1: Complete the setup and maintenance of new Community Garden

- ❖ Continue to look for Community Garden grants
- ❖ Have staff scheduled for observation of garden on daily basis
- ❖ Work with Community Garden Committee to see if expansion needed after year one

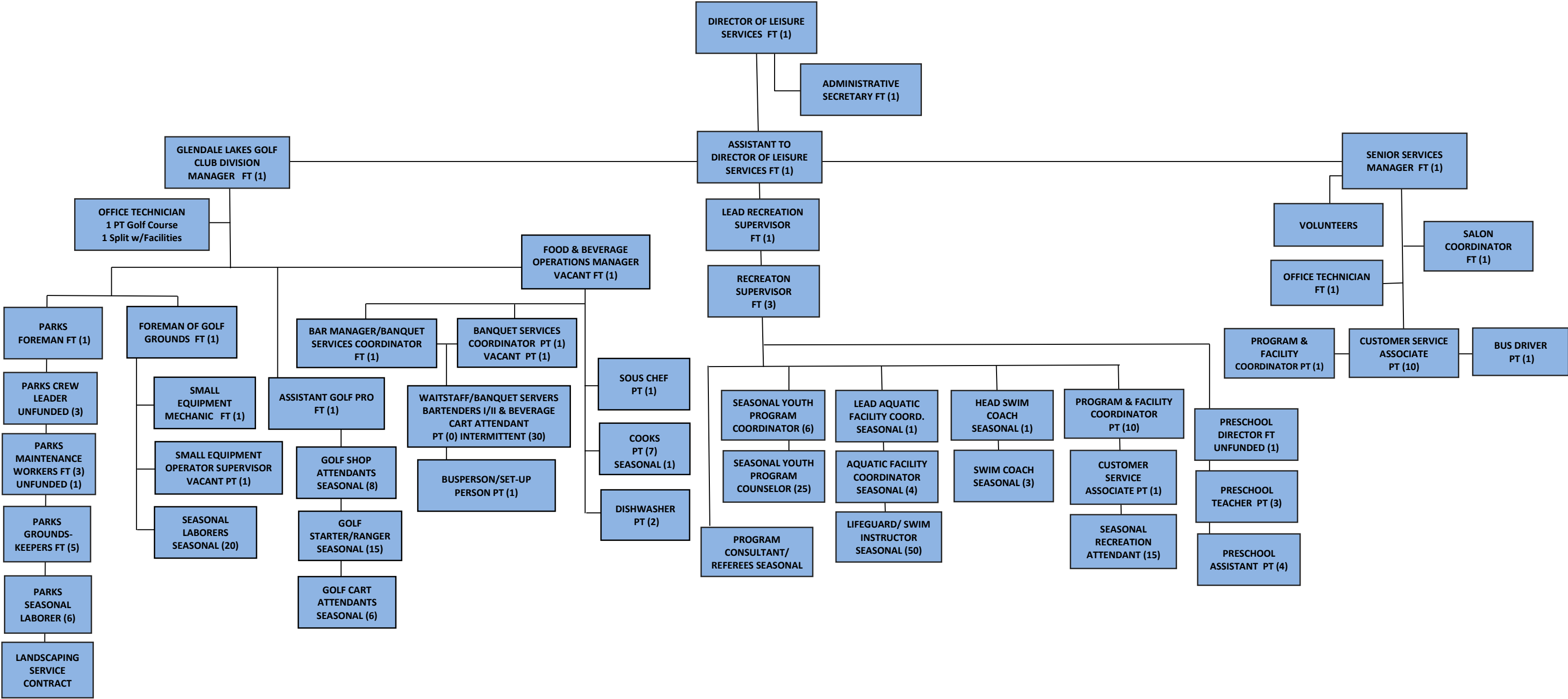
Goal #2: Identify and put plan together for new park in South part of town

- ❖ Budget for consultant to look at area to determine feasibility of park in South part of town
- ❖ Work with Village Board and local community to begin planning process based on feasibility study
- ❖ Begin budgetary process to establish new park

FY 2022 / 2023

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

LEISURE SERVICES



The Leisure Services Department provides quality recreational and leisure services and facilities for the residents of the Village of Glendale Heights. Glendale Lakes Golf Club features an 18-hole championship design golf course with a full service Pro-Shop. The banquet facility can accommodate groups up to 250 people. The Center for Senior Citizens provides services and programs for older adults designed to promote their well-being, support their independence, and overall quality of life. Total number of employees authorized: 24 Full-Time, 5 Full-Time Unfunded, 1 Full-Time Vacant, 44 Part-Time, 2 Part-Time Vacant, 160 Seasonal and 30 Intermittent.

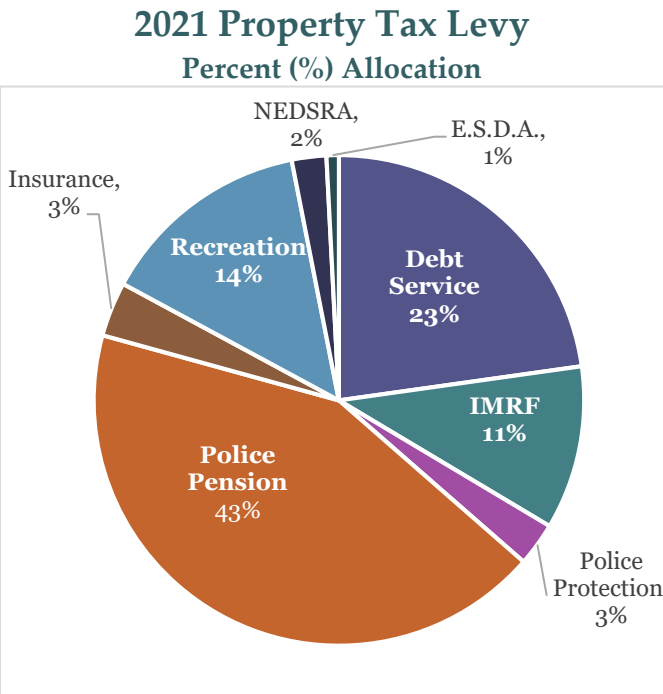
RECREATION FUND: REVENUE

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 57% of the total budgeted revenue for 2022/23. 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 2021, which will be paid in 2022, attach as an enforceable lien on January 1, 2022 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

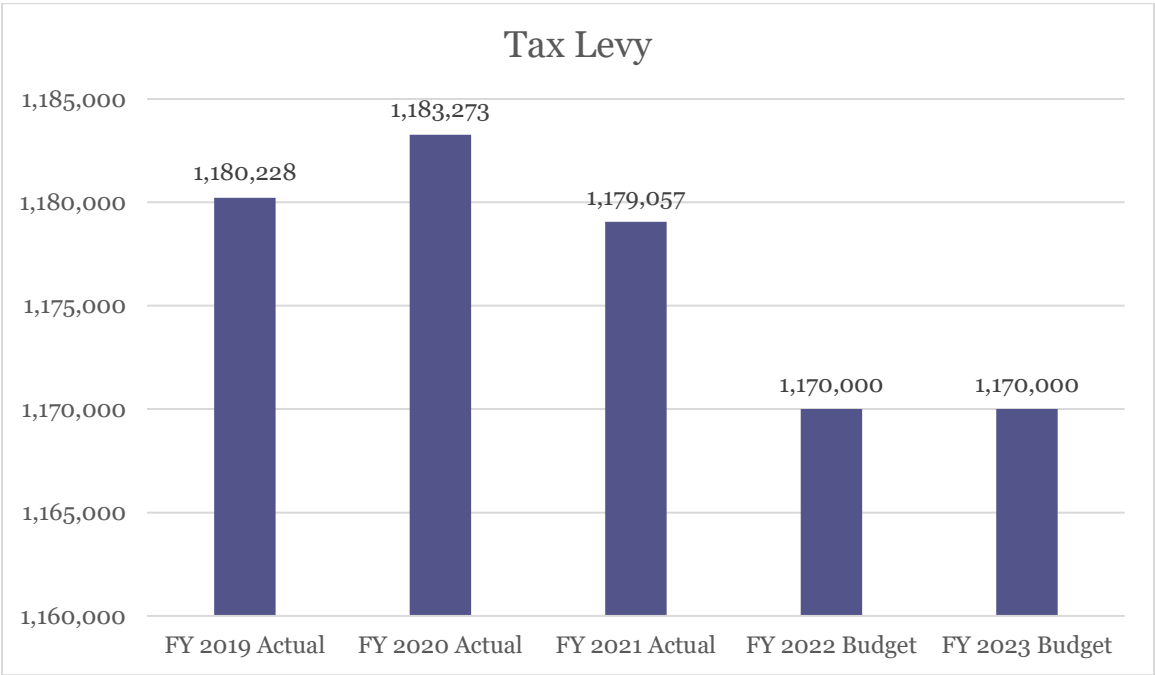
year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2021 property taxes in fiscal year 2023.

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), 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.

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

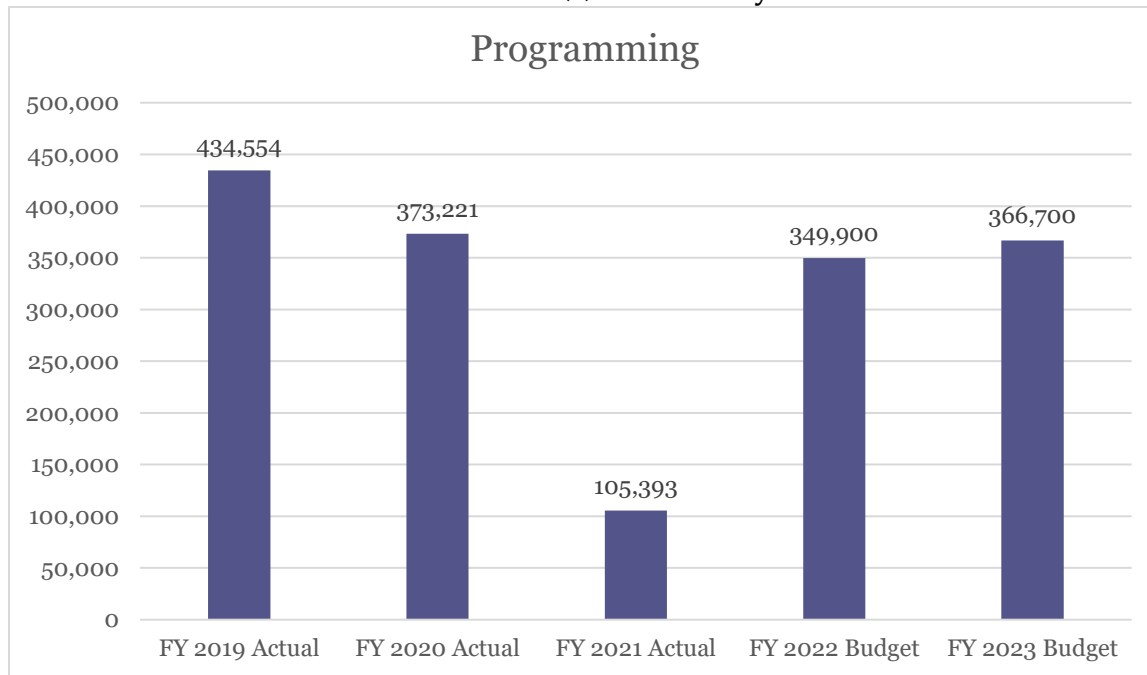
- ❖ Increased space for new fitness equipment
- ❖ Improved A/V
- ❖ New flooring
- ❖ Painted walls

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**

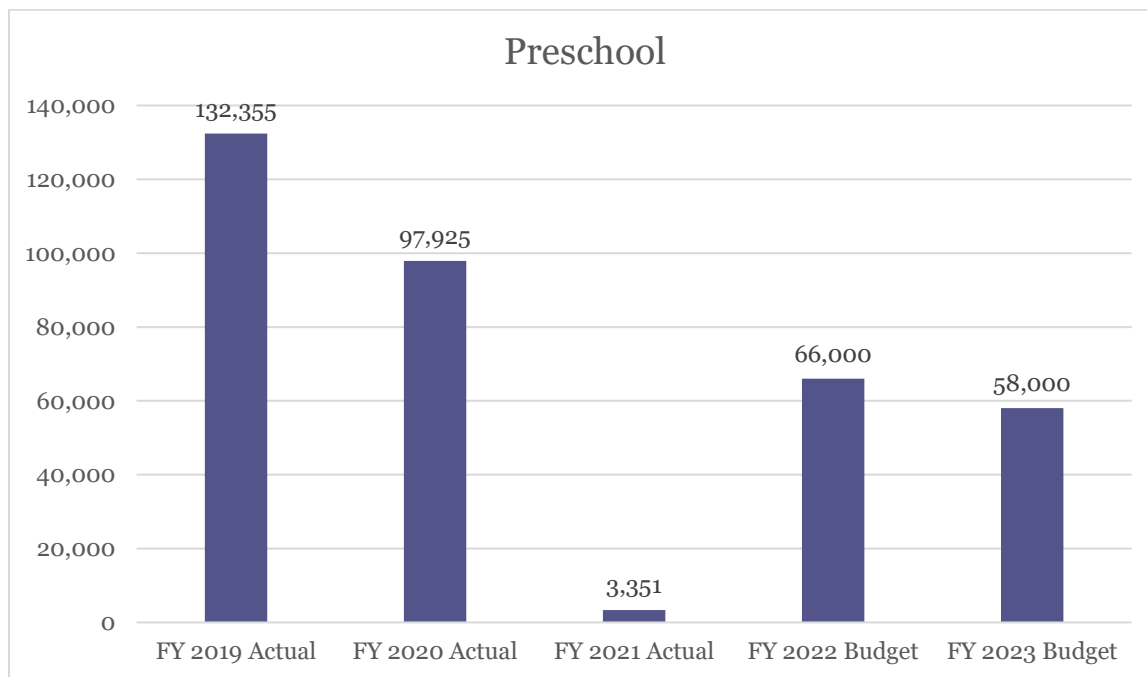


Preschool

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 2022/23, 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



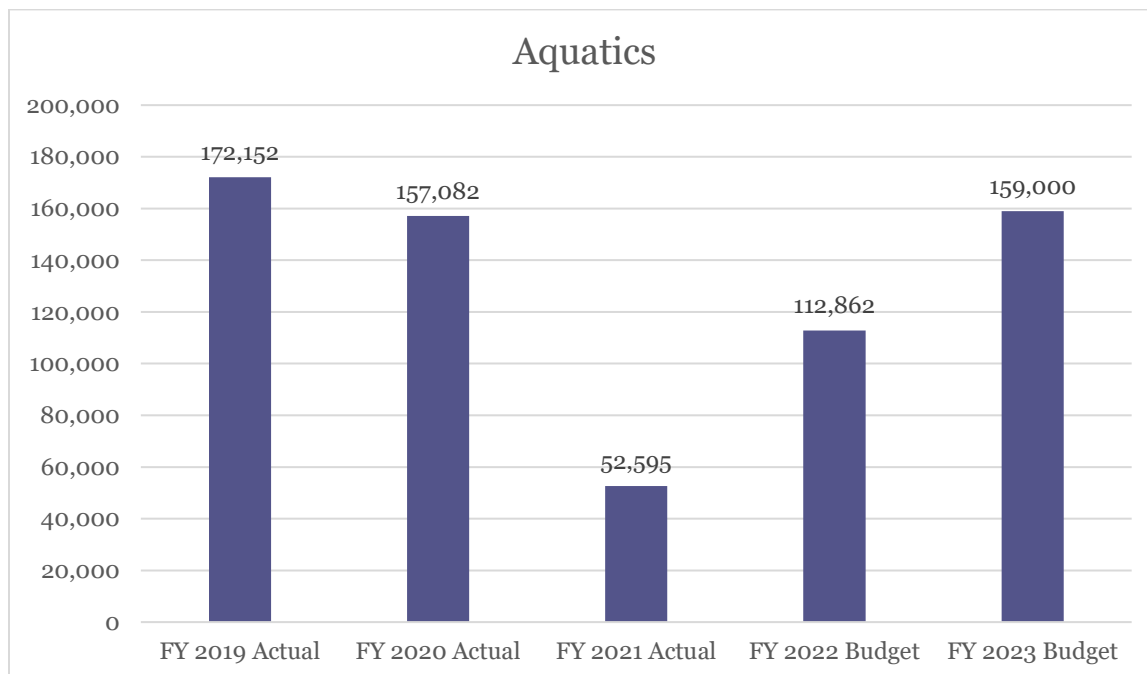
Aquatics

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 (GH₂O). The Aquatic Center has been updated to include a FlowRider (simulated surfing ride), a deep well with diving boards, and a new drop slide.

The Village is estimating that revenue will be improved from Fiscal Year 2022/23 due to the impact of the pandemic. The following bar 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

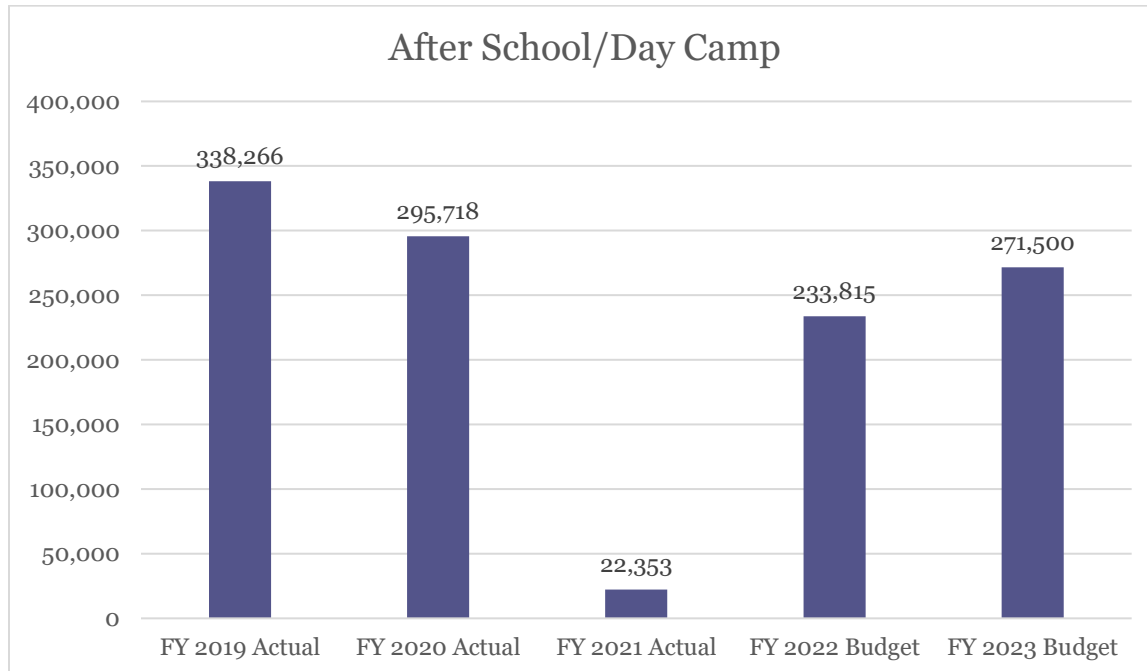


After School/Day Camp

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 2022/23, primarily due to a renewed interest in the program, and further loosening of pandemic restrictions. The following bar 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
PLAYGROUND & RECREATION	1,179,057.33	1,170,000.00	1,170,000.00
VENDING MACHINE PROCEEDS	40.23	1,100.00	1,100.00
ADVERTISING		1,000.00	500.00
CASH (OVER) & SHORT	692.90	-	-
OTHER REVENUE	3,023.97	200.00	200.00
ADULT GENERAL PROGRAMS		700.00	700.00
GENERAL FITNESS CLASSES	177.00	1,000.00	1,000.00
YOUTH ATHLETICS	39,868.50	50,000.00	60,000.00
MARTIAL ARTS	2,298.00	8,000.00	8,000.00
DANCE	2,475.10	20,000.00	10,000.00
GYMNASTICS	1,999.00	10,000.00	10,000.00
YOUTH GENERAL PROGRAMS	339.00	2,000.00	2,000.00
TOT GENERAL PROGRAMS	1,041.24	10,000.00	10,000.00
SOCCER LEAGUE REVENUE	2,250.30	75,000.00	75,000.00
MEN'S BASKETBALL REVENUE	3,998.00	12,000.00	12,000.00
ADULT SOFTBALL REVENUE	2,090.00	7,000.00	7,000.00
YOUTH BASKETBALL LEAGUES	450.00	19,000.00	15,000.00
TEEN PROGRAM		1,000.00	1,000.00
YOUTH BASEBALL/SOFTBALL	663.25	20,000.00	12,000.00
YOUTH BASEBALL/SOFTBALL	1,508.00	200.00	-
CONCESSION REVENUE		-	20,000.00
GENERAL MEMBERSHIPS	10,132.96	56,000.00	40,000.00
ACTIVITY FEES		5,000.00	10,000.00
RACQUETBALL COURT FEE		3,000.00	3,000.00
FACILITY RENTAL FEE	36,102.35	50,000.00	70,000.00
PRESCHOOL	3,351.46	66,000.00	58,000.00
SWIM LESSON	2,373.58	24,232.00	28,000.00
SWIM DIVE TEAM	7,255.00	13,730.00	15,000.00
SWIM PASSES		7,979.00	56,000.00
SWIM DAILY FEES	42,966.00	66,921.00	60,000.00
DAY CAMP	18,137.42	102,315.00	140,000.00
AFTER SCHOOL PROGRAMS		120,000.00	120,000.00
SPECIAL ACTIVITIES	4,215.50	11,500.00	11,500.00
BASEBALL/SOFTBALL		2,000.00	-
SWIM TEAM		10,000.00	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	383,692.65	458,937.00	487,456.00
HOLIDAY WORKED PAY		1,500.00	1,500.00
OVERTIME PAY		700.00	700.00
FICA-EMPLOYER	22,724.51	27,599.00	30,359.00
UNEMPLOYMENT INSURANCE	500.00	500.00	500.00
TRAVEL FOR MEETING & CONF		300.00	300.00
TRAINING & SEMINARS	503.75	4,400.00	5,350.00
MEDICARE-EMPLOYER	5,354.78	6,455.00	7,100.00
LICENSES & CERTIFICATIONS		90.00	200.00
ADVERTISING	1,528.14	25,990.00	26,500.00
SOFTWARE SUPPORT & MAINT	6,606.00	6,930.00	7,665.00
OTHER PURCHASED SERVICES	419.20	400.00	500.00
POSTAGE	45.40	10,000.00	8,500.00
OFFICE SUPPLIES	295.07	600.00	600.00
UNIFORMS	2,976.81	4,100.00	7,000.00
GAS & FUEL		200.00	300.00
OPERATING SUPPLIES	2,632.50	6,700.00	7,600.00
RECREATION	737.93	3,655.00	2,900.00
COMPUTER EQUIPMENT	1,001.68	-	-
TELEPHONE	2,612.89	2,500.00	2,700.00
CELLULAR PHONE	2,081.04	1,600.00	1,500.00
ELECTRICITY	62,538.48	95,000.00	90,000.00



ANNUAL BUDGET

NATURAL GAS	7,616.86	18,000.00	23,000.00
WATER	3,282.17	8,500.00	10,000.00
LEASES-EQUIPMENTS	4,274.37	5,000.00	5,000.00
RECREATION EQUIPMENT	3,536.68	2,600.00	2,900.00
MEMBERSHIP DUES	1,193.72	2,760.00	3,175.00
BANK FISCAL CHARGES	5,487.02	18,000.00	15,000.00
MISCELLANEOUS EXPENSE	10,821.00	-	-
TRANSFER TO-COMPUTER REP	924.00	924.00	924.00
TRANSFER TO-CAPITAL PROJ	30,000.00	-	-
TRANSFER TO-LIABILITY INS	25,000.00	25,000.00	25,000.00
BASEBALL/SOFTBALL		2,000.00	-
SWIM TEAM	1,313.88	10,000.00	10,000.00

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), 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.





ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	190,075.40	262,580.00	297,901.00
FICA-EMPLOYER	11,657.24	15,623.00	18,470.00
MEDICARE - EMPLOYER	2,726.36	3,654.00	4,320.00
ADULT GENERAL PROGRAMS		200.00	200.00
GENERAL FITNESS CLASSES	462.00	400.00	400.00
YOUTH ATHLETICS	27,267.02	35,000.00	42,000.00
MARTIAL ARTS	1,173.50	5,600.00	5,600.00
DANCE	2,539.60	14,000.00	7,000.00
GYMNASTICS	319.28	9,000.00	9,000.00
YOUTH GENERAL PROGRAMS	144.00	800.00	800.00
TOT GENERAL PROGRAMS	876.40	7,000.00	7,000.00
SOCCER LEAGUES	1,395.50	13,700.00	13,000.00
YOUTH BASKETBALL LEAGUES		2,400.00	1,000.00
TEEN PROGRAMS		250.00	250.00
YOUTH BASEBALL/SOFTBALL	7.00	100.00	100.00
CONCESSION WAGES		-	12,000.00
ADULT GENERAL PROGRAMS		75.00	75.00
GENERAL FITNESS CLASSES		100.00	100.00
DANCE PROGRAMS		250.00	150.00
YOUTH GENERAL PROGRAMS	19.37	400.00	400.00
TOT GENERAL PROGRAMS	25.59	250.00	250.00
SOCCER LEAGUES		7,621.00	7,600.00
MENS BASKETBALL LEAGUES		150.00	150.00
SOFTBALL LEAGUES	479.97	700.00	800.00
YOUTH BASKETBALL LEAGUES		4,500.00	2,500.00
TEEN PROGRAMS		250.00	250.00
YOUTH BASEBALL/SOFTBALL	2,484.51	9,000.00	9,000.00
CONCESSION SUPPLIES		-	8,000.00
SOCCER LEAGUES		2,100.00	2,100.00
MENS BASKETBALL LEAGUES		5,000.00	5,000.00
SOFTBALL LEAGUES	700.00	1,100.00	1,100.00
YOUTH BASKETBALL LEAGUES		600.00	600.00
YOUTH BASEBALL/SOFTBALL		500.00	600.00
SOCCER LEAGUES	108.00	14,750.00	13,000.00
MENS BASKETBALL LEAGUES	180.00	1,300.00	1,300.00
SOFTBALL LEAGUES	240.00	1,250.00	2,000.00



ANNUAL BUDGET

YOUTH BASKETBALL LEAGUES	70.00	5,000.00	3,000.00
YOUTH BASEBALL/SOFTBALL	234.00	1,800.00	2,500.00
ADULT GENERAL PROGRAMS		225.00	225.00
TEEN TRIPS/EVENTS		200.00	200.00
YOUTH BASEBALL/SOFTBALL		300.00	400.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	18,808.99	49,000.00	43,000.00
HOLIDAY PAY		-	600.00
FICA-EMPLOYER	1,318.84	3,038.00	2,666.00
MEDICARE - EMPLOYER	308.42	710.00	624.00
PURCHASED SERVICES		660.00	1,660.00
PRESCHOOL	397.14	2,300.00	2,300.00
PRESCHOOL		800.00	800.00

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 GH₂O (Aquatic Center), discount on swim lessons and swim team registration, participation in the Surf Club which is available to members only, discounts on pool rentals for birthday parties, and discounts on summer camps.

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

Glendale Heights Swim Team

The recreational, semi-competitive, Glendale Heights Dolphins Swim Team is a great program that stresses not only sportsmanship, but 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
OVERTIME PAY	3,675.80	3,534.00	3,600.00
FICA-EMPLOYER	4,551.21	5,967.00	6,200.00
MEDICARE-EMPLOYER	1,064.48	1,395.00	1,665.00
SWIM LESSONS	5,040.75	4,312.00	6,250.00
SWIM DIVE TEAM	1,312.14	2,858.00	5,000.00
SALARIES AND WAGES	63,377.90	88,009.00	110,000.00
SWIM LESSONS		-	250.00
SWIM DIVE TEAM		-	3,000.00
SWIM PASSES	728.50	239.00	1,500.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
OVERTIME PAY		2,063.00	2,500.00
FICA-EMPLOYER	908.03	5,032.00	7,595.00
MEDICARE-EMPLOYER	212.36	1,205.00	1,776.00
SALARIES & WAGES DAY CAMP	14,645.50	35,968.00	70,000.00
SALARIES & WAGES PATH		37,000.00	50,000.00
DAY CAMP	1,044.23	2,636.00	3,000.00
AFTER SCHOOL PROGRAM		2,400.00	2,400.00
SPECIAL ACTIVITIES	7,955.06	11,500.00	11,500.00
DAY CAMP		6,479.00	15,000.00
AFTER SCHOOL PROGRAMS		3,500.00	4,000.00
DAY CAMP		3,850.00	12,000.00
AFTER SCHOOL PROGRAMS		9,000.00	7,500.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	140,039.67	138,923.00	109,132.00
OVERTIME PAY	276.22	1,000.00	1,000.00
FICA-EMPLOYER	8,312.56	8,675.00	6,766.00
MEDICARE-EMPLOYER	1,943.90	2,029.00	1,582.00
LICENSES & CERTIFICATIONS		-	350.00
OTHER PURCHASE-SERVICES	49,903.03	52,570.00	51,346.00
JANITORIAL SUPPLIES	6,056.01	7,500.00	7,500.00
ELECTRICAL SUPPLIES	545.72	2,200.00	2,700.00
HARDWARE SUPPLIES	510.23	700.00	700.00
PLUMBING SUPPLIES	1,152.34	750.00	1,200.00
LUMBER SUPPLIES		200.00	200.00
OTHER BLDG. MAINT. SUPPLY	198.95	6,600.00	6,700.00
SPORTS HUB	20,299.63	27,000.00	53,400.00
RECREATION EQUIPMENT	2,648.00	-	38,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
FICA-EMPLOYER	954.61	-	-
IMRF-EMPLOYER RECREATION	112,797.08	81,615.00	73,931.00
MEDICAL-EMPLOYER	126,564.28	150,000.00	145,000.00
MEDICARE-EMPLOYER	223.26	-	-
OPT OUT MED INSURANCE	1,520.00	200.00	200.00
EMPLOYEE-SEVERANCE PAY	15,396.90	-	-
HEALTH & WELLNESS PROG.	261.90	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 several primary servers and 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
FICA-EMPLOYER	954.61	-	-
IMRF-EMPLOYER RECREATION	112,797.08	81,615.00	73,931.00
MEDICAL-EMPLOYER	126,564.28	150,000.00	145,000.00
MEDICARE-EMPLOYER	223.26	-	-
OPT OUT MED INSURANCE	1,520.00	200.00	200.00
EMPLOYEE-SEVERANCE PAY	15,396.90	-	-
HEALTH & WELLNESS PROG.	261.90	375.00	375.00



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.



ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
EMERGENCY/DISASTER		-	68,000.00
OFS-SURPLUS/TRADE-IN		5,280.00	-

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	35,408.06	36,599.00	38,698.00
FICA-EMPLOYER	2,222.13	2,270.00	2,399.00
IMRF-EMPLOYER PUBLIC SFTY	4,294.20	4,484.00	4,741.00
TRAINING & SEMINARS		1,000.00	1,000.00
MEDICARE - EMPLOYER	519.72	531.00	561.00
PRINTING & BINDING		100.00	100.00
SOFTWARE SUPPORT & MAINT	7,792.00	8,925.00	8,925.00
UNIFORMS	127.00	800.00	800.00
GAS & FUEL	306.91	1,000.00	1,500.00
OPERATING SUPPLIES	190.17	1,500.00	1,500.00
OPERATING EQUIPMENT	11,762.16	-	-
CELLULAR PHONE	300.00	300.00	300.00
R&M OPERATING EQUIPMENT	2,301.46	4,000.00	4,000.00
ESDA	2,169.92	6,000.00	6,000.00
CERT PROGRAM EXPENSES		400.00	400.00
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.

New friends and role models
E motional support and confidence
Diverse social and community outings
Special Olympics or Adaptive Sports
Recreation choices and Inclusion
Art 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
REC.HANDICAPPED-NEDSRA	181,393.42	180,000.00	190,000.00
OTHER REVENUE		-	54,000.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
REC.HANDICAPPED-NEDSRA	179,286.00	181,800.00	182,100.00
OTHER COMM. CONTRIBUTION		800.00	1,500.00
TRANSFER TO-CAPITAL PROJ			54,000.00

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.

2022/23 BUDGET HIGHLIGHTS

REVENUE:

Intergovernmental

- ❖ The Fiscal Year 2022/23 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 2020 U.S. Census population count of 33,176.
- ❖ Interest Income remains unchanged from the prior year.

**BUDGETED
EXPENDITURES
2022 Road
Program
\$4.7 million**



COMBINED FUNDS

- ✓ Road Program Projects:
- ✓ Hesterman
- ✓ Charles
- ✓ Devon
- ✓ Arlington
- ✓ Cardinal
- ✓ Greenbriar
- ✓ Coventry
- ✓ Lincoln





EXPENDITURES:

- ❖ 2023 MFT Road Program.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
REBUILD ILLINOIS PGM	1,502,961.20	751,481.00	-
INTEREST INCOME	1,112.06	1,000.00	500.00
STATE OF IL.	1,290,099.11	1,368,654.00	1,366,851.00
PRIOR YEAR ADJ	26,250.00	-	-

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
CHEMICALS	105,381.09	-	-
STREET IMPROVEMENT PGM	1,174,607.65	3,145,286.00	2,000,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
CARNIVAL PROCEEDS		-	393,366.00
BOOTH RENTAL		-	70,000.00
OTHER REVENUE		-	18,500.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PRINTING & BINDING		-	200.00
ENTERTAINMENT-SPL. EVENTS		1,790.00	320,450.00
OTHER PURCHASE-SERVICES		-	47,750.00
UNIFORMS		-	1,000.00
OPERATING SUPPLIES		-	6,700.00
RENTALS-EQUIPMENTS		-	65,800.00
MISCELLANEOUS EXPENSE		-	800.00

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.

2022/23 BUDGET HIGHLIGHTS

- ❖ 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. Also, a Community Contribution from Eligo Energy has been earmarked for a Community Garden project. These funds are designated for Park Improvements.

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TOWER RENTAL	51,898.06	53,795.00	55,947.00
PARKS & REC.IMPROVEMENT	10,000.00	10,000.00	10,000.00
CIVIC FEE ELIGO ENERGY		109,000.00	

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PARKS AND GROUNDS		109,000.00	
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 otherwise unbudgeted law enforcement activities in Glendale Heights. There is a healthy balance in this fund which will support this expenditure.

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TOWING REIMBURSEMENTS		200.00	-
MISCELLANEOUS CHARGES	255.00	-	-
ADMINISTRATIVE FEE	2,100.00	2,000.00	-

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
VEHICLE TITLE & REGIST	300.00	500.00	-
MEMBERSHIP DUES	4,000.00	-	-

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

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

IMRF is established under statutes adopted by the Illinois General Assembly. It is governed by a Board of eight trustees who must also be participating members and one trustee who must be receiving an IMRF annuity.

Four trustees are elected by employers, three are elected by participating members, and one annuitant trustee is elected by IMRF annuitants (individuals receiving IMRF retirement benefits). Trustees receive no compensation, only reimbursement for expenses. The Board appoints an Executive Director who is responsible for all administrative functions and supervision of staff employees. The Board also appoints medical and investment consultants, an actuary and an independent auditor. To learn more about IMRF, visit www.imrf.org.





ANNUAL BUDGET

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
I.M.R.F.	1,008,157.72	950,000.00	900,000.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
IMRF-EMPLOYER GEN GOV'T	874,715.73	1,000,000.00	1,000,000.00

IMRF Rates – last five (5) years

2022: 10.02%

2021: 12.25%

2020: 12.13%

2019: 10.40%

2018: 12.69%

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.



ANNUAL BUDGET

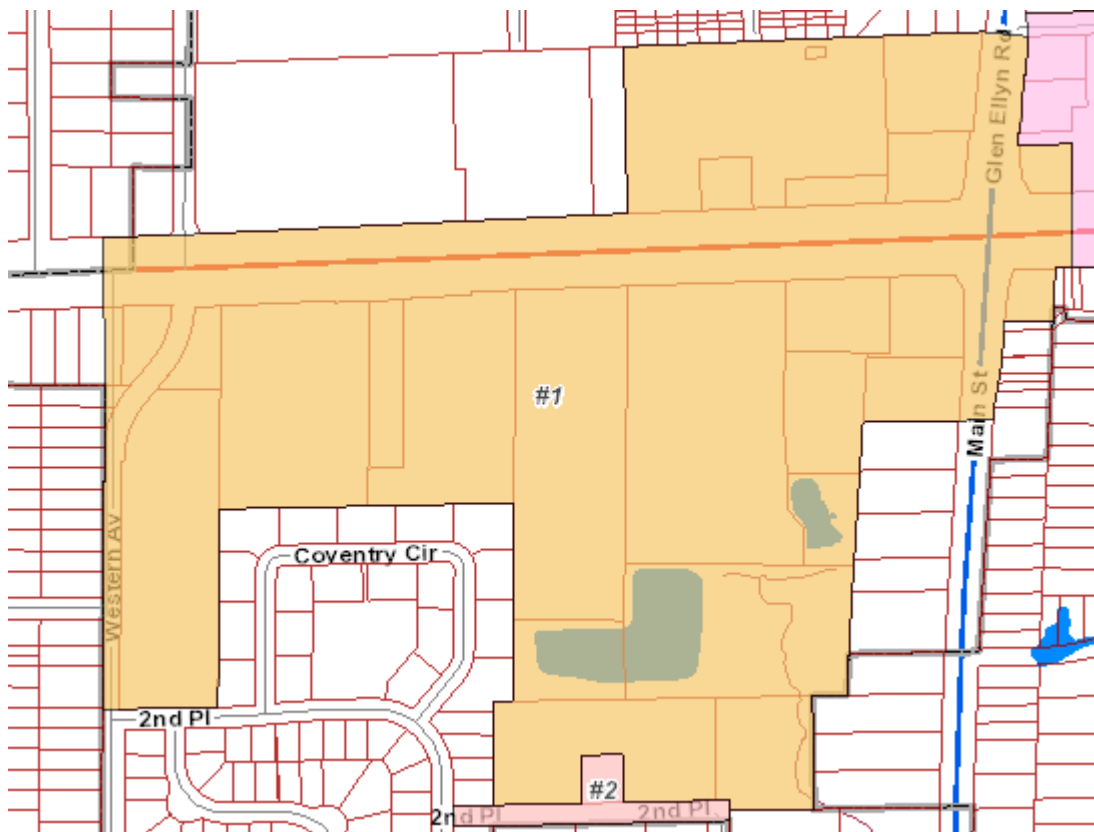
REVENUES

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. The T.I.F. officially expired December 31, 2021.

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

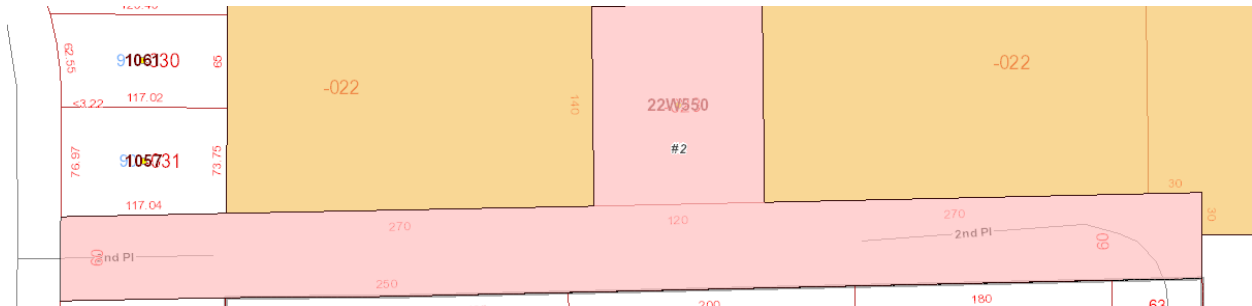
REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TAX INCREMENT FINANCING	805,620.36	831,163.00	-
MUNICIPAL SALES TAX	188,979.54	-	-
FEDERAL GRANTS	41,443.24	-	-
PY ADJ of REFUNDS	92,722.08	-	-

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
AUDITING	2,740.00	2,575.00	-
PROF-LEGAL	10,894.67	15,000.00	5,000.00
ENGINEERING	37,871.93	217,955.00	-
OTHER PURCHASED SERVICES	3,325.50	33,957.00	18,000.00
RDA DUPAGE JEEP	137,774.07	138,000.00	-
RDA KELLY MOON	259,547.54	276,000.00	-
STREET IMPROVEMENT PGM	34,404.88	277,303.00	-

TAX INCREMENT FINANCING (T.I.F.) #2 FUND Second Place



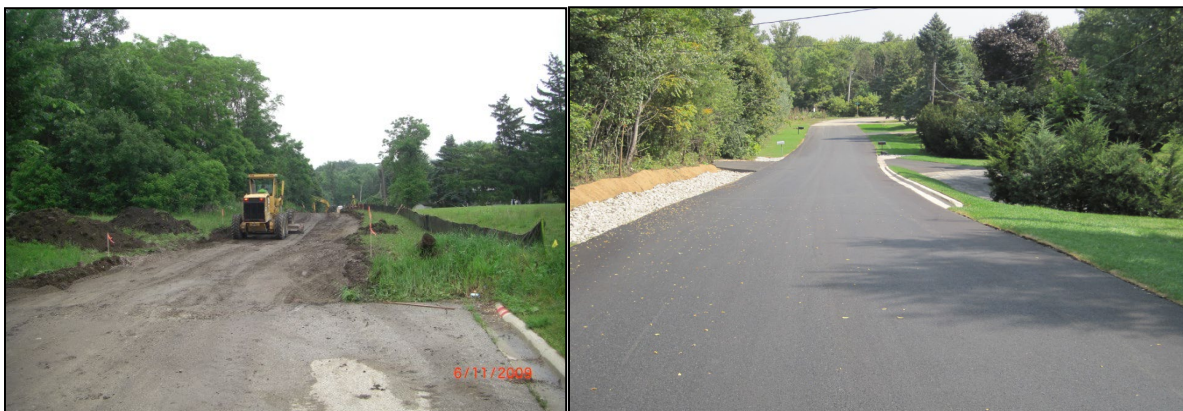
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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.

2nd PLACE ROADWAY EXTENSION – Completed in 2011

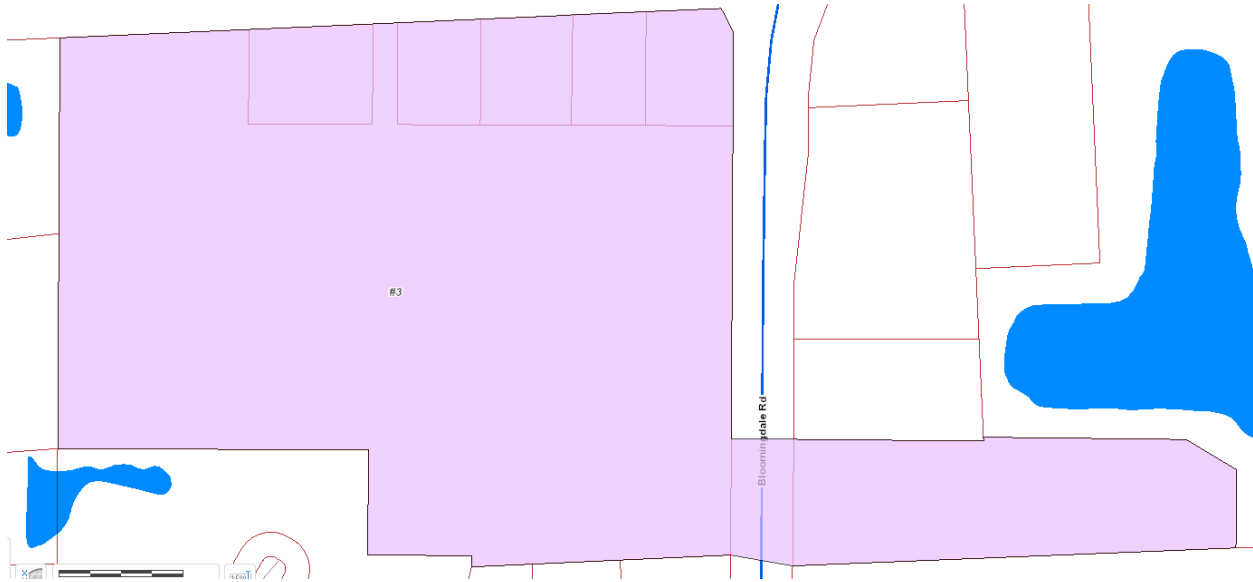




EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PROF-LEGAL	3,538.93	5,000.00	5,000.00

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



GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors, construction of infrastructure and other tools that reinvest in the district.

T.I.F. #3 was created in February of 2004 to account for the project costs and resources related to the Bloomingdale Road and North Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

T.I.F. #3 includes the shopping center at the southwest corner of Bloomingdale Road and North Avenue which has been revitalized with facade upgrades and new tenants including Valli Produce, Taco Bell, Chase Bank, and Good Tequilas, and more recently, a Burger King and Popeye's Louisiana Chicken restaurant.

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.



Anthony Place



ANNUAL BUDGET

REVENUES

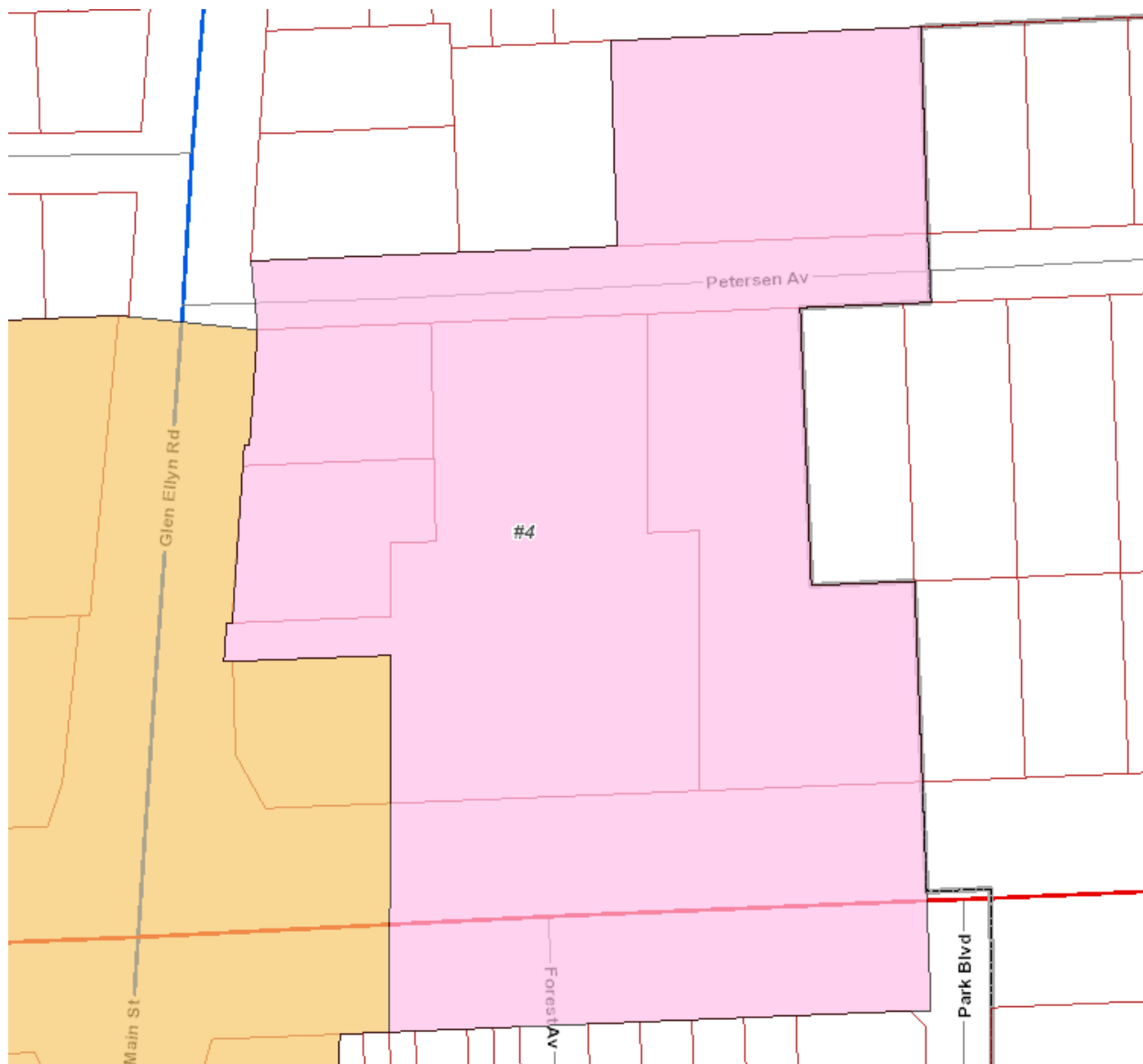
Description	FY21 Actual	FY22 Budget	FY23 Budget
TAX INCREMENT FINANCING	488,090.56	514,664.00	514,664.00
MUNICIPAL SALES TAX	328,869.58	250,000.00	250,000.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
AUDITING	2,740.00	2,575.00	2,575.00
PROF-LEGAL	3,271.84	5,000.00	5,000.00
GHSA, LP RDA	104,625.00	104,625.00	104,625.00
INTEREST EXPENSE	644,750.12	570,000.00	570,000.00
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 Casey's gas station, convenience store and car wash. Bucky's opened their doors in early Spring of 2016.

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TAX INCREMENT FINANCING	48,915.52	48,916.00	52,128.00

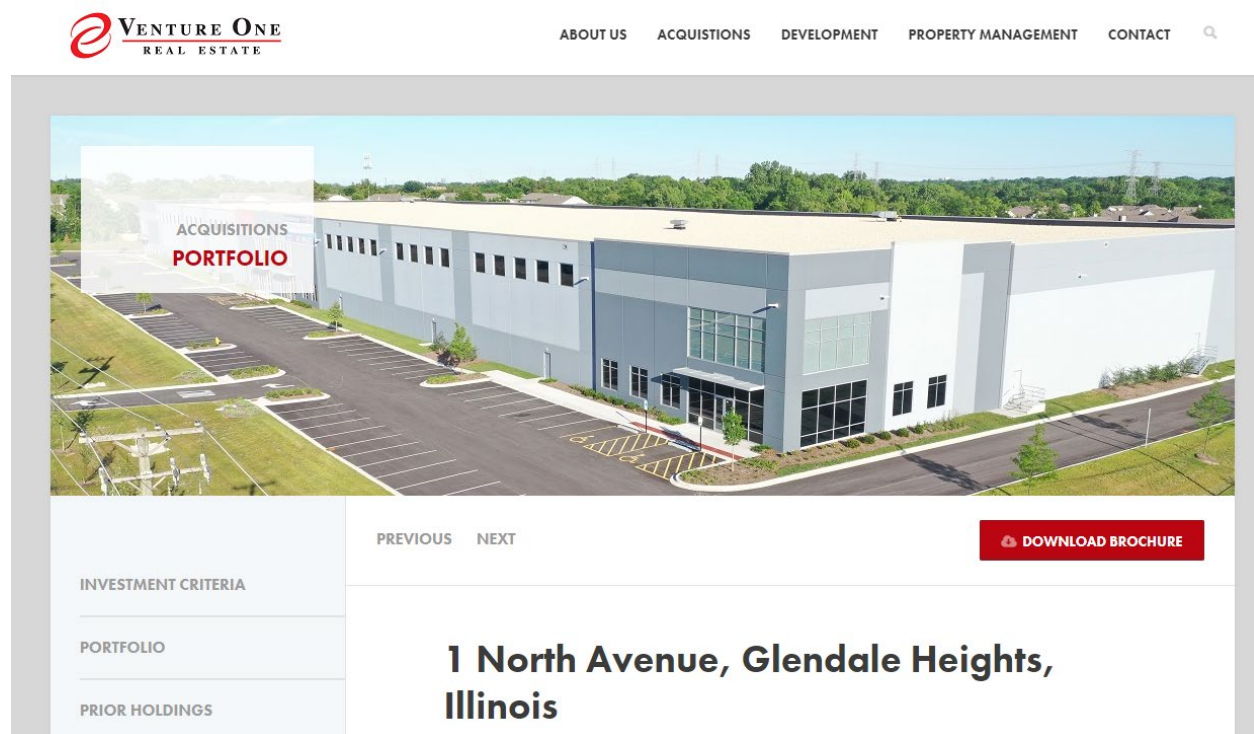
EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PROF-LEGAL	2,875.94	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 were consolidated in the TIF District.



ANNUAL BUDGET

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TAX INCREMENT FINANCING	21,671.04	21,671.00	19,670.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PROF-LEGAL	4,650.29	5,000.00	5,000.00

TAX INCREMENT FINANCING (T.I.F.) #6 FUND Eastern Glendale Heights

OCTOBER 2019

Duke's Glendale Hts. Spec Industrial Lands Full-Building Tenant



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.



ANNUAL BUDGET

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
TAX INCREMENT FINANCING	203,463.88	203,464.00	213,024.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PROF-LEGAL	10,189.34	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.



ANNUAL BUDGET

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
PROF-LEGAL	92,336.14	20,000.00	20,000.00
ENGINEERING		10,000.00	

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

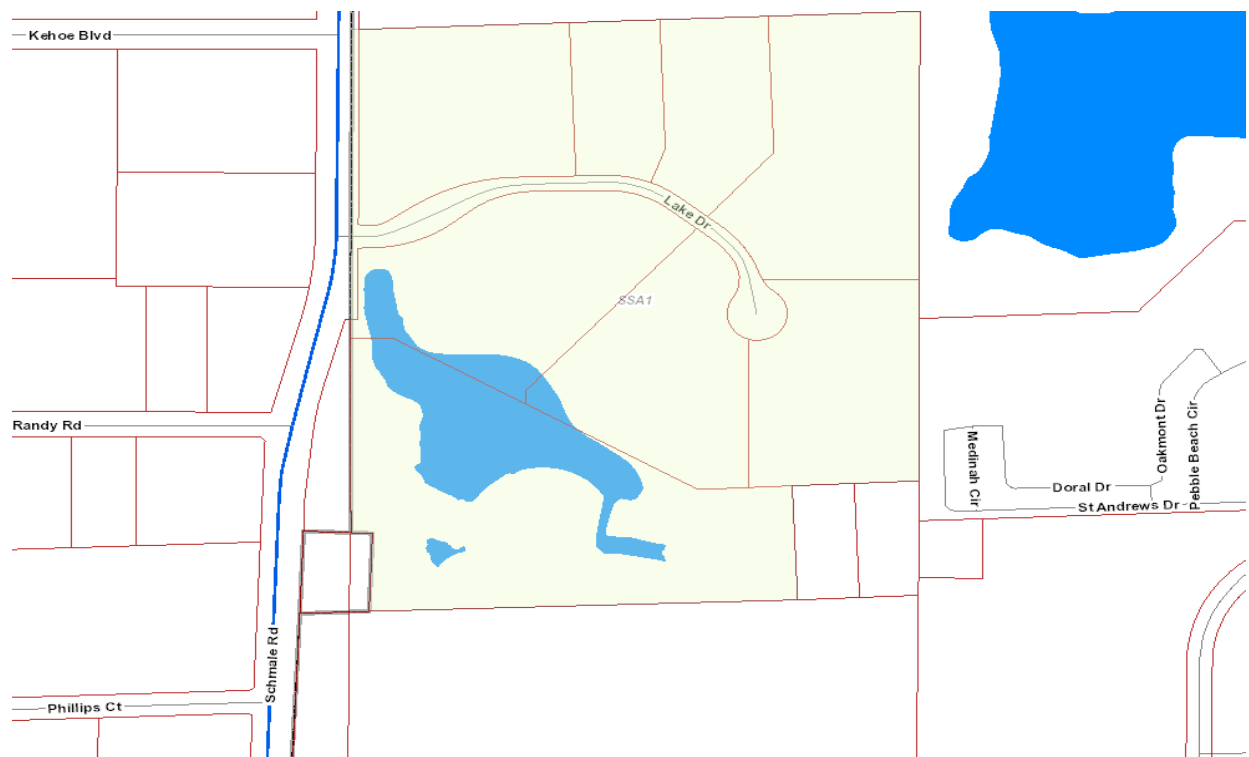
Glendale Lakes Business Park

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.





ANNUAL BUDGET

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-01	14,058.06	14,747.00	15,625.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GENERAL FUND	17,133.00	-	-

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

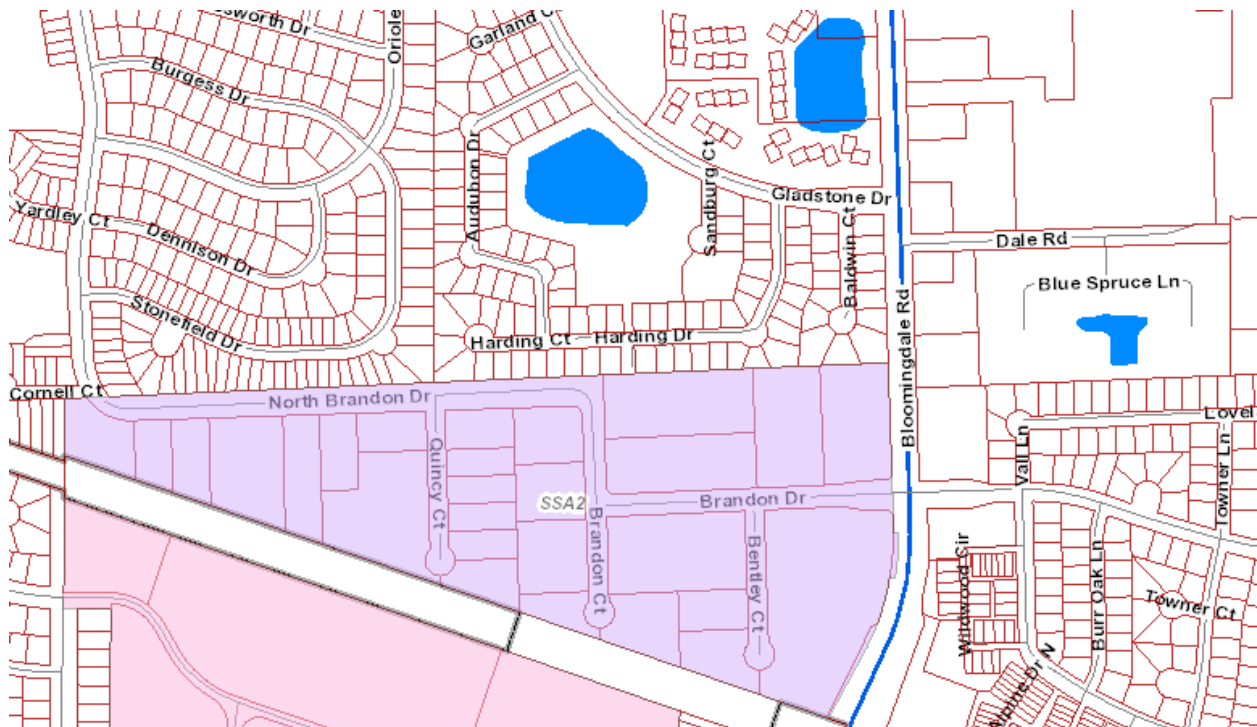
Glendale Industrial Park

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.





ANNUAL BUDGET

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-02	42,825.58	44,924.00	46,449.00

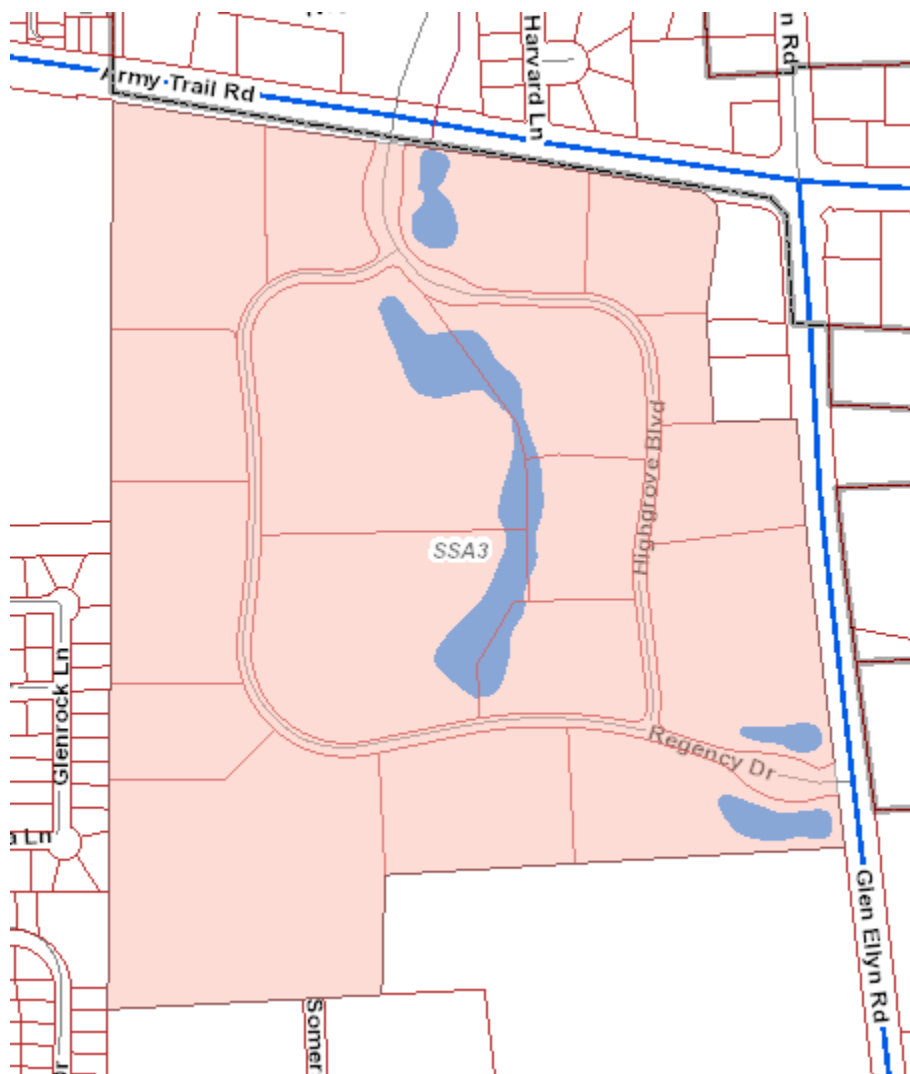
EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GENERAL FUND	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



ANNUAL BUDGET

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-03	45,561.18	47,794.00	50,652.00

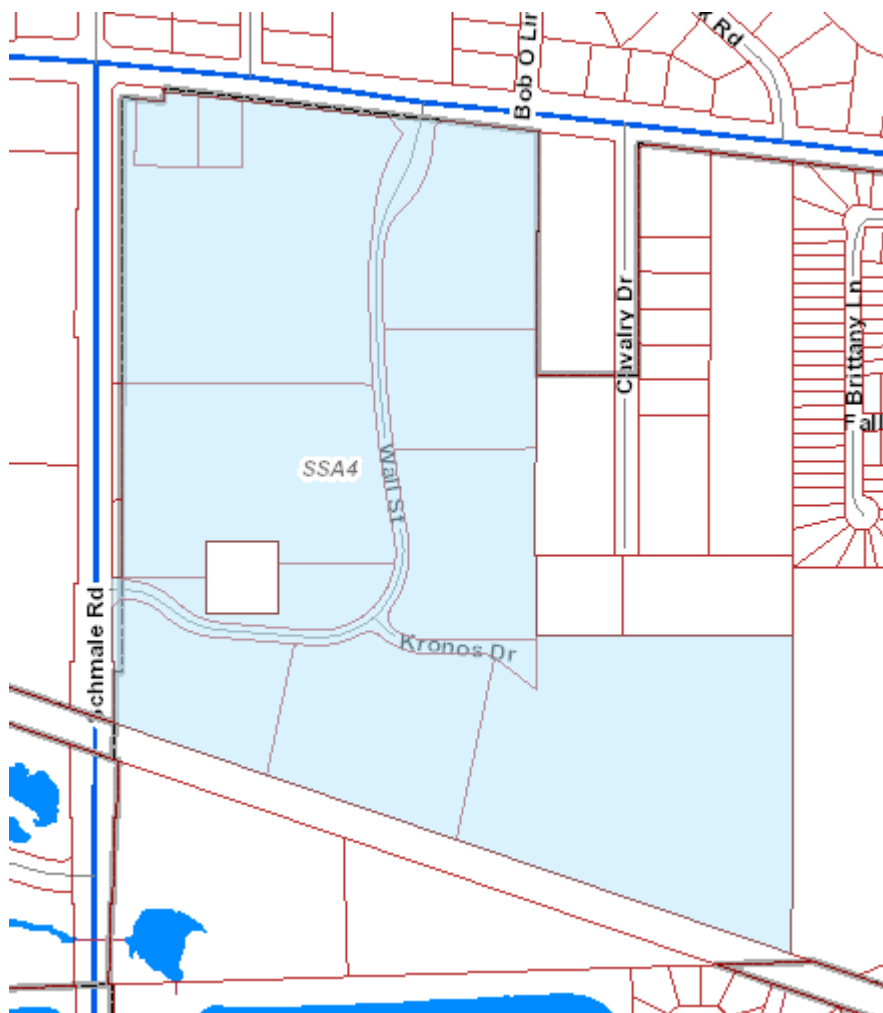
EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GENERAL FUND	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.



ANNUAL BUDGET

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

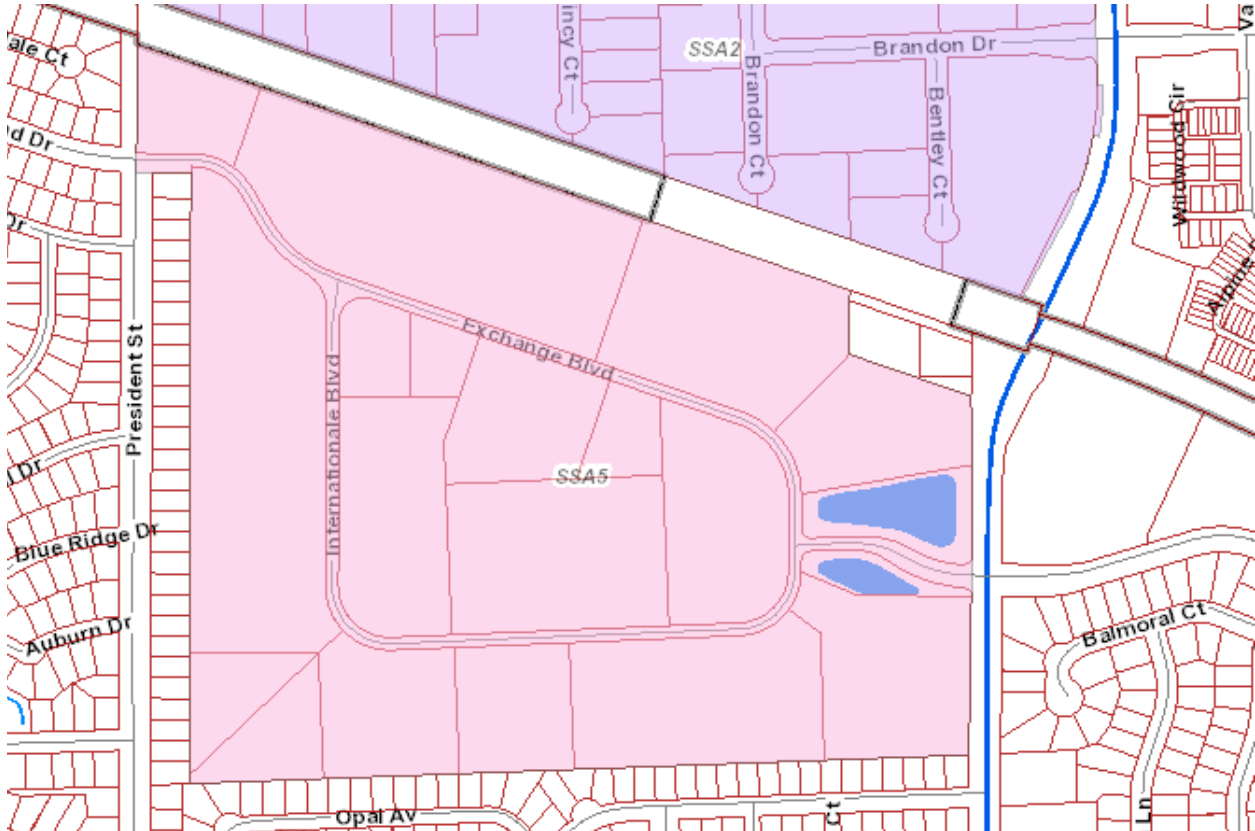
Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-04	24,823.80	26,040.00	25,201.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GENERAL FUND	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.



ANNUAL BUDGET

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-05	32,792.26	34,399.00	36,448.00

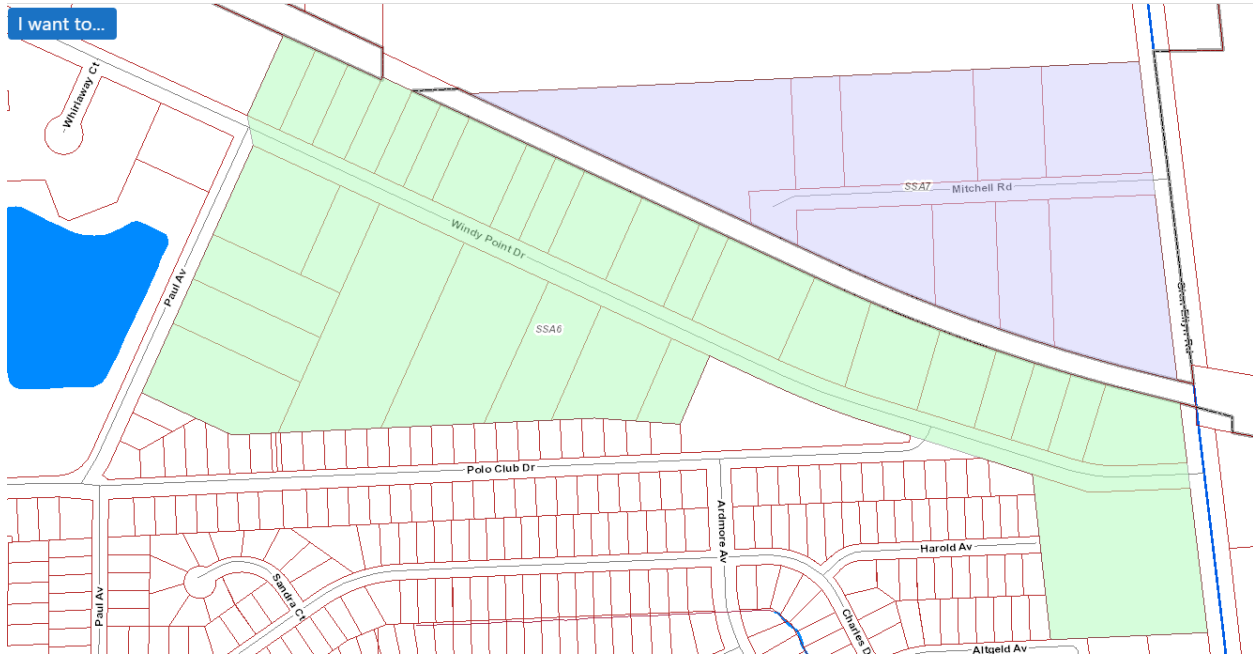
EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GENERAL FUND	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.



ANNUAL BUDGET

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-06	35,470.41	37,208.00	39,437.00

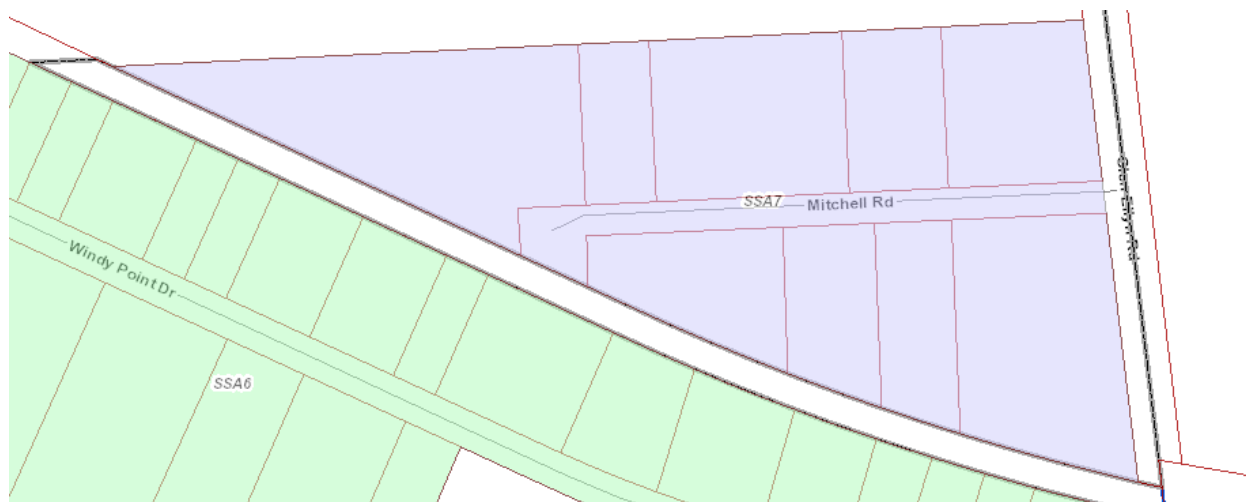
EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER TO-GENERAL FUND	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.



ANNUAL BUDGET

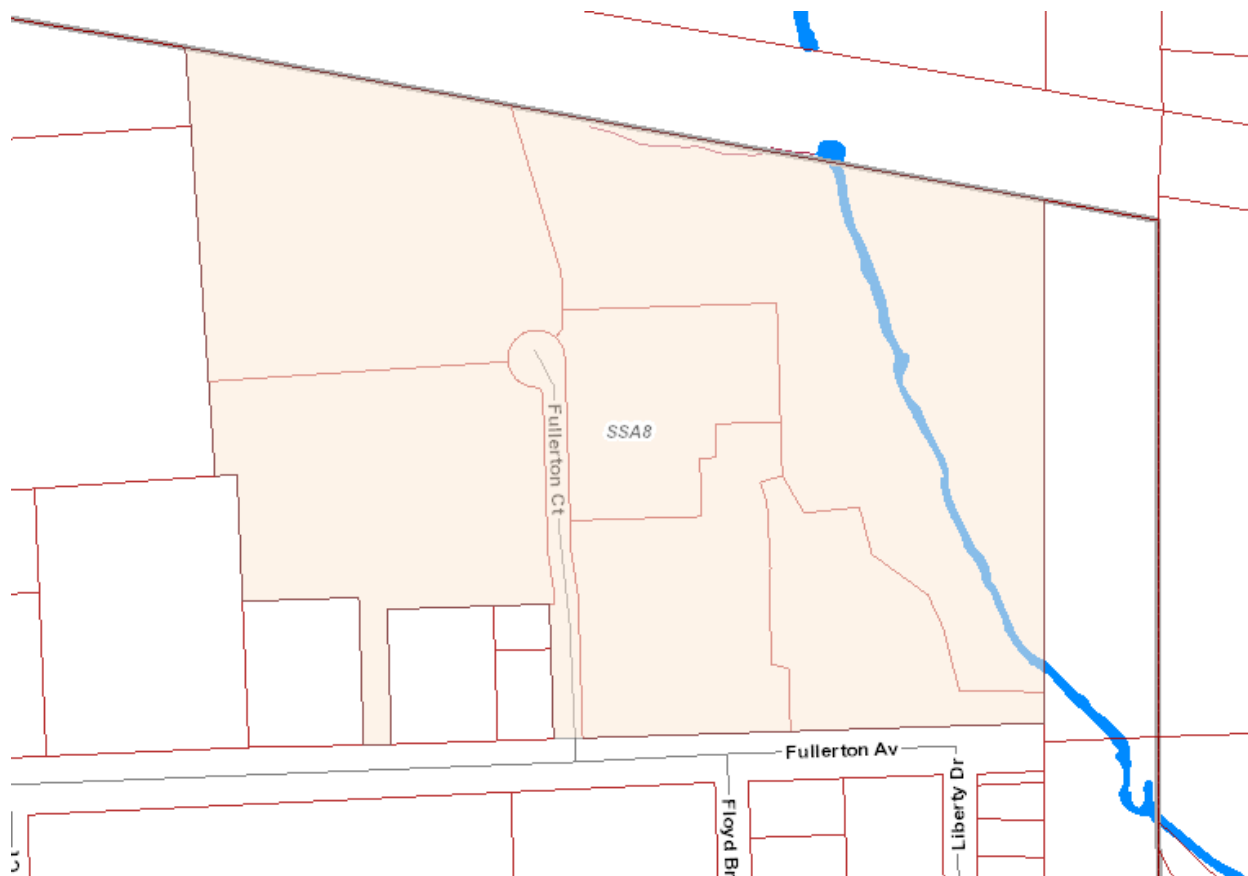
REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-07	18,646.99	19,561.00	20,731.00

SPECIAL SERVICE AREA #8 (S.S.A.) FUND

Glendale Heights Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 8 is located in the Glendale Heights Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 8.

The Special Service Area No. 8 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 8 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 8 tax does not exceed 0.54% (or \$0.54 per \$100.00) of the assessed value, as equalized, of the taxable personal property.



ANNUAL BUDGET

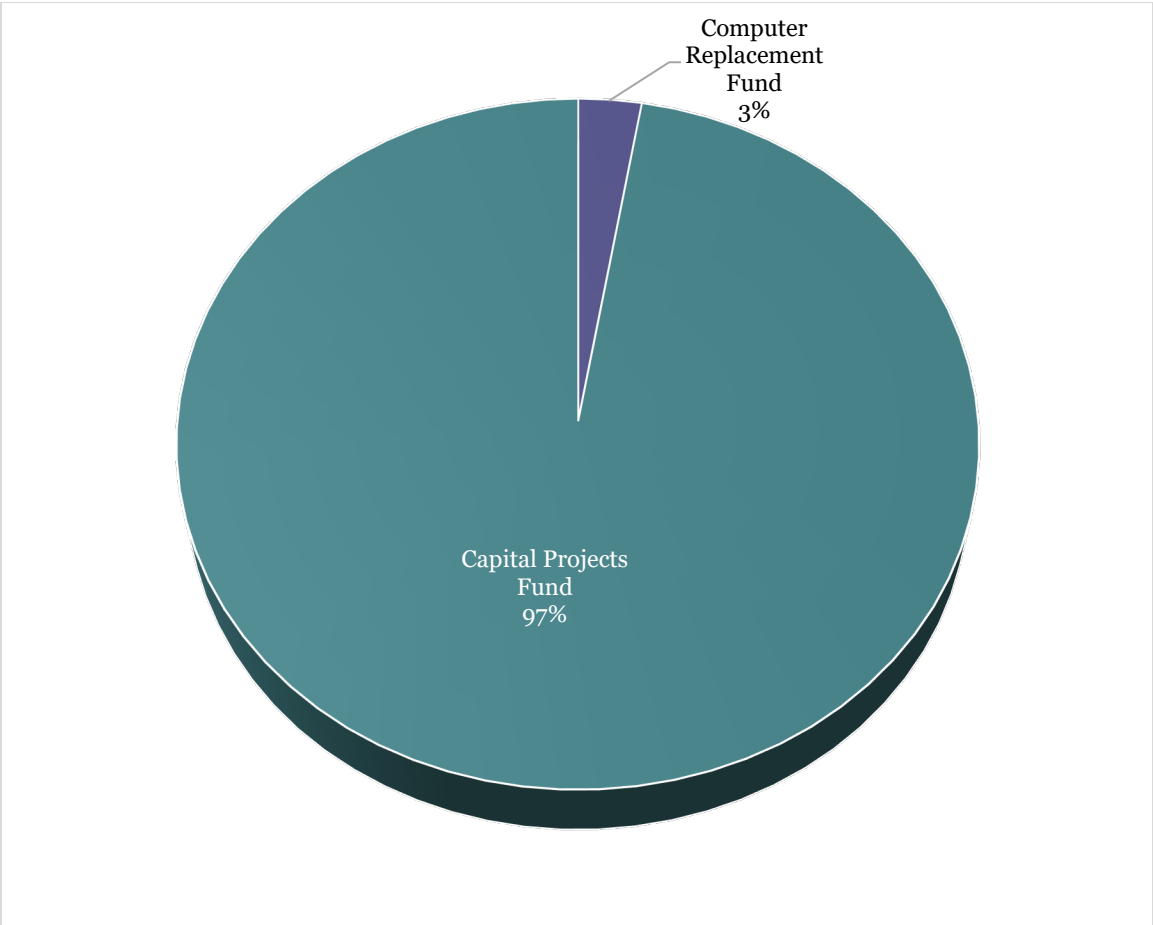
The Village of Glendale Heights Special Service Area No. 8 (Glendale Heights Business Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar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

REVENUES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SPECIAL SERVICE AREA-08	30,496.88	31,991.00	33,901.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
TRANSFER FROM GEN.FUND	25,978.00	55,048.00	52,048.00
TRANSFER FROM-RECREATION	924.00	924.00	924.00
TRANSFER FROM-EMERGENCY	332.00	332.00	332.00
TRANSFER FROM-ENVIRONMENT	9,998.00	9,998.00	9,998.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
SOFTWARE MAINT & SUPPORT		-	68,326.00
OTHER PURCHASE-SERVICES		-	-
COMPUTER SOFTWARE		98,258.00	21,500.00
COMPUTER EQUIPMENT		62,443.00	-
P.C. HARDWARE	6,912.01	13,000.00	13,000.00



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
STATE OF IL.	175,184.80	1,465,800.00	372,500.00
TRANSFER FROM GEN.FUND	1,300,015.00	525,536.00	623,000.00
TRANSFER FROM-RECREATION	30,000.00	-	-
TRANSFER FROM-HANDICAPPED			54,000.00
TRANSFER FROM PARKS IMPRV	40,000.00	-	-

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
R&M PARKS AND GROUNDS	681,554.57	707,266.00	-
PARKS & GROUND EQUIPMENT	318,468.82	4,385,440.00	32,000.00
VILLAGE FACILITIES		50,000.00	135,000.00
PARKS AND GROUNDS		143,300.00	-
FACILITY IMPROVEMENTS		-	325,000.00
SENIOR CENTER		450,000.00	350,000.00
PARKS AND GROUNDS	154,675.95	150,295.00	207,500.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
BOND & INTEREST	1,891,888.52	1,843,858.00	1,899,300.00
TRANSFER FROM GEN.FUND	831,375.00	502,100.00	501,900.00
TRANSFER FROM-ENVIRONMENT	658,625.00	810,092.00	1,008,766.00



ANNUAL BUDGET

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
PROFESSIONAL-OTHERS		1,000.00	800.00
BANK FISCAL CHARGES	1,100.00	1,100.00	1,100.00
BOND 2006-PRINCIPAL-ABATED	315,000.00	-	-
GOB SERIES 2019	2,015,000.00	2,140,000.00	2,265,000.00
BOND 2006-INTEREST-ABATED	12,600.00	-	-
GOB SERIES 2019	1,072,850.00	972,100.00	865,100.00
IEPA LOAN		176,047.00	176,047.00

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:	\$19,375,000.00
Interest:	\$4,861,450.00
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

Fiscal Year	Series 2019
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
Total	24,210,000

DEBT SERVICE SCHEDULES

ANNUAL INTEREST PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	Series 2019
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
Total	7,164,814.16

DEBT SERVICE SCHEDULES

ANNUAL DEBT SERVICE PAYMENTS – GENERAL OBLIGATION

DEBT

Fiscal Year	Principal	Interest	Total
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
Total	24,210,000	7,164,814.16	31,374,814.16

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
LIABILITY INSURANCE	403,263.12	400,000.00	300,000.00
OTHER REVENUE	4,830.37	-	-
TRANSFER FROM GEN.FUND	495,000.00	345,000.00	345,000.00
TRANSFER FROM-RECREATION	25,000.00	25,000.00	25,000.00
TRANSFER FROM-ENVIRONMENT	120,000.00	120,000.00	120,000.00

EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
LIABILITY INS. PREMIUMS	244,739.35	506,850.00	506,850.00
LIAB.INS.-CONSULTING	48,198.35	58,800.00	49,300.00
LIAB.INS.-SELF INSURED	411,375.43	255,000.00	255,000.00
F-TIME & REG.PART-TIME	55,843.55	55,630.00	58,052.00
FICA-EMPLOYER	3,341.21	3,449.00	3,599.00
IMRF-EMPLOYER GEN GOV'T	6,798.17	6,774.00	6,774.00
MEDICAL-EMPLOYER	8,924.61	6,335.00	9,671.00
MEDICARE-EMPLOYER	781.38	807.00	842.00

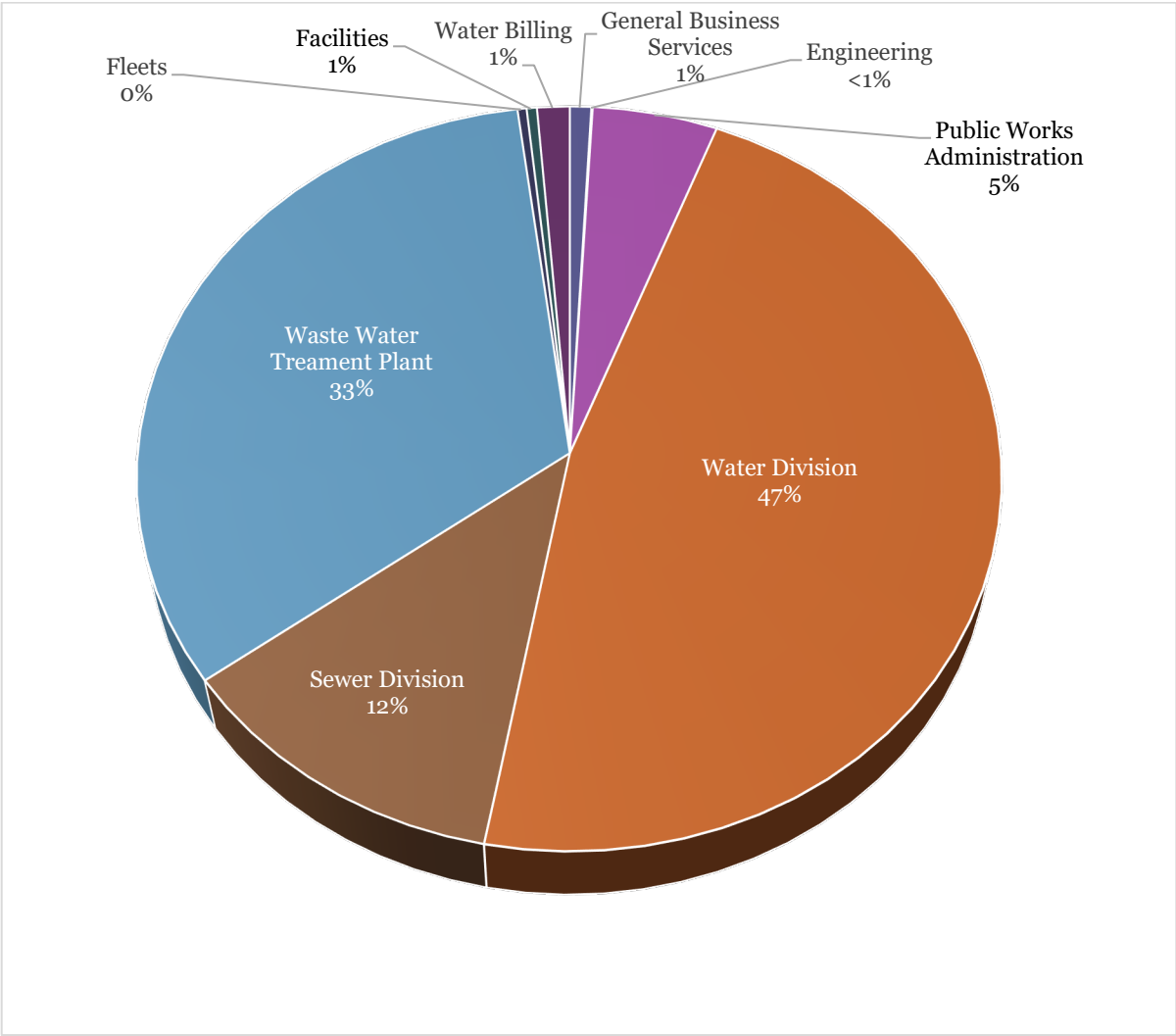
ENVIRONMENTAL SERVICES

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 EXPENDITURE BUDGET \$26,611,610

ANNUAL EXPENSES BY DIVISION



PROPOSED BUDGET WITH ACTUAL HISTORY

CATEGORY	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
License & Permit Fees	\$6,798	\$12,860	\$13,570
Charges for Services	\$11,979,462	\$12,404,823	\$12,927,752
Miscellaneous	\$680,979	\$3,831,159	\$12,232,800
Total	\$12,667,239	\$16,248,842	\$25,174,122

ANNUAL EXPENSES BY DIVISION

CATEGORY	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Engineering	\$12,724	\$13,588	\$13,761
Public Works Administration	\$242,2264	\$1,124,692	\$1,291,175
Water Division	\$2,632,496	\$6,102,328	\$7,921,948
Water Purchases	\$4,151,665	\$4,051,300	\$4,253,775
Sewer Division	\$696,939	\$1,817,756	\$3,116,634
Waste Water Treatment Plant	\$1,202,292	\$6,095,041	\$8,516,448
Fleets	\$82,714	\$95,006	\$93,979
Facilities	\$94,625	\$96,952	\$105,803
Water Billing Division	\$280.850	\$338,138	\$336,786
General Business Services	\$203,301	\$213,848	\$220,614
Central Services	\$72,975	\$674,960	\$740,687
Total	\$11,852,843	\$20,623,609	\$26,611,610

SIGNIFICANT ACCOMPLISHMENTS IN FY 2021/2022 PUBLIC WORKS DEPARTMENT

2021/2022 ACCOMPLISHMENTS

FLEETS DIVISION

Fleets have ensured that staff have been trained on standard operating procedures and best management practices for all operations in the Fleets Division including monthly safety meetings.

Fleets Division has reviewed the accident records for the last 4 years and ensured best management practices and standard operating procedures have been followed.

Fleets Division has provided an efficient fleet that is safe and in good working order for other departments and divisions. Staff has provided and maintained all necessary safety equipment on board vehicles, including up to date first aid kits and fire extinguishers.

Fleets Division has involved all staff members on projects to ensure staff are kept current with training and understand all assignments undertaken in the division.

Ensure all tools and equipment are in good working order, kept current and up to date, and a program of replacement is developed. Fleets continues to involve all staff members on projects, break down tasks and assignments for staff to accomplish.

2021/2022 ACCOMPLISHMENTS

UTILITIES DIVISION

The Village's water infrastructure was improved in FY22 with the replacement of approximately 4,500 feet of water main on Glen Hill Drive from Armitage Avenue to Bloomingdale Road as part of the CDBG Glen Hill Drive Water Main Replacement Project – Phase 1. The upsizing of this water main improved fire flows in the area. Also completed this year was the lining of water main at 3 hard-to-access locations on Bloomingdale Rd/Marilyn, Bloomingdale Rd. Fullerton to Montana and Glen Ellyn Rd./Regency Dr. Additionally, as part of this project, a new 10" water main was installed under the recently lined storm sewer culvert pipe on Fullerton Ave. across from the Reskin Park North entrance.

Utilities Division staff continued to perform maintenance to the public water infrastructure system by responding to 21 water main breaks, 12 fire hydrant replacements/repairs, 38 b-box repairs and 11 main line valve repairs. These repairs/replacements were logged in to the Village GIS to update infrastructure. Illinois Environmental Protection Agency (IEPA) mandated annual Lead Inventory was submitted and new UCMR5 sampling has been finalized by the IEPA and will start in FY23. The Water Master Plan was finalized this year along with the Water Risk and Resilience Plan and Emergency Response Plans completed and certified with the IEPA. Utilities staff has continued to undertake zone inspections to identify and address any deficiencies in the field.

A water leak detection survey was undertaken by Water Services Incorporated. The survey resulted in identifying 9 leaks, 7 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. Additionally, a portable leak detection system and equipment was purchased through the Water Meter Replacement Project and deployed to monitor specific areas of the water distribution system known to have frequent water main breaks. This system has allowed the Utilities Division to monitor and schedule the repair of leaks before surfacing, reducing the loss of water and need for emergency operations.

Preventative maintenance to the Village's sanitary sewer collection system continued with the jetting of 294,925 feet (55 miles) of public sewer mains. Also, annual root cutting and de-greasing programs were undertaken. Televising of sewer mains in the Mill Pond Catchment Area was completed to identify structural defects and a PO issued to Ruekert Mielke to update the sanitary sewer layer of the GIS to show video and sewer assessments for this catchment area. Completion of this will allow for the next I&I study and repairs to be budgeted for in the coming fiscal years.

Design engineering has been awarded for the Mill Pond Lift Station Rehabilitation which will eliminate confined space entry to service pumps and equipment. Also, the addition of smart run pumps and controls will allow the lift station to run at a more efficient level and provide the Village with energy savings.

2021/2022 ACCOMPLISHMENTS

WWTP DIVISION

The Village's Wastewater Treatment Plant (WWTP) processed over 2.0 billion gallons of wastewater this year within IEPA guidelines and regulations.

The Treatment Plant 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 EPA.

Operating and Best Management Practices have been reviewed and emergency plans and SOP's have been updated. The WWTP has also implemented an Asset Management Program to track maintenance and operations as well as efficiently tracking equipment repairs and inventory of parts and supplies.

Capital Improvements continue at the Wastewater Treatment Plant with the rehabilitation to Digester #2 this project began August of 2021. These improvements will improve plant efficiency in producing better solids processing as well as allowing for additional capacity for Nutrient Removal. This project is being funded through an IEPA low interest loan with a schedule of repayment over 20 years.

In addition, to the Digester Project the Non-Potable Water System has been replaced by Joseph J Henderson & Son who are the general contractor for the Digester Project. The non-potable water is used throughout the facility for the cleaning, lubrication of equipment and operating the belt press for solids removal. The system was past its useful life and had been experiencing structural failures.

WWTP 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 aeration blowers and waste pumps.

Compliance with State and Federal Regulations continues with the design of a nutrient removal project with an anticipated construction start date in FY23. This project will assist in the WWTP meeting new required effluent limitations set forth in the new NPDES Permit.

The WWTP continues to operate a Pretreatment Program and monitor users quarterly reporting. In addition, the Industrial User inventory continues to be updated and new wastewater discharge permits are issued as necessary.

The Village has continued its membership in the DuPage River Salt Creek Workgroup (DRSCW), the Village participates in the implementation of a chloride reduction program to improving local stream water quality. Additionally, the DRSCW is preparing a Nutrient Implementation Plan for the Village and other Municipal members which will identify measures and projects to reduce offensive condition impairments and meet applicable dissolved oxygen criteria.

2021/2022 ACCOMPLISHMENTS

STREETS DIVISION

The Village's infrastructure was improved in FY22 throughout the Village as part of the In-House Road Program overlaying Garland Court, Brahms Court, Avalon Court, and Westberg Avenue. The project involved the removal and replacement of deteriorated and structurally damaged curbs and sidewalks along with base repairs to the roadway before the new asphalt surface layer was applied. The In-House Road Program undertook the repaving of over 6,321 square yards of surface roadway, and the replacement of 100 linear feet of curb and 2,000 square feet of sidewalk.

The Sidewalk Removal and Replacement Project was undertaken on approximately four streets in the Village, replacing over 3,200 linear feet of sidewalks. 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; by elevating the replaced sidewalks over the root system of the trees, rather than removing the tree itself.

Street Division Staff responded to 21 snow and ice events throughout last year's winter season, plowing and de-icing 76 center lane miles of roadway and 147 courts for each event. The Street Division also responded to 28 separate flood control events including clearing of storm inlets and streams to alleviate standing water on roadways and lessen pollutants.

Replacements and repairs to vehicles was undertaken, where as a large snow plow/dump truck, and asphalt trailer/hotbox were replaced. A large snow plow/dump truck's dump body was sandblasted and painted to prolong the life of the vehicle.

2022/2023 GOALS & OBJECTIVES

FLEETS DIVISION

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

- ❖ Ensure standard operating procedures and best management practices are implemented and in place for all operations in the Fleets Division
 - 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 conditions for other departments and divisions.
 - Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on occurrences of 2 or more within a 14-day period
 - Assist other Divisions 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
- ❖ Prioritize repairs and replacement of equipment
- ❖ Purchase new heavy truck scan tool to diagnose trouble codes in house.

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 in a rotating manner with staff.
- ❖ Recycle and lower carbon footprints while controlling costs
 - Increase time between oil & fluid changes
 - Recycle antifreeze, batteries, engine oil, brake fluid, hydro fluid, and steel.

2022/2023 GOALS & OBJECTIVES

UTILITIES DIVISION

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

Service Areas

- ❖ Identify and repair structural defects to the Village's sanitary sewer system
 - Undertake construction of Mill Pond Lift Station
 - Undertake structural repairs to sanitary sewers in the Mill Pond Catchment Area as a result of in-house televising in FY22
 - Televised sewer videos undertaken in FY22 will be linked to GIS in FY23
- ❖ Identify and repair structural defects to the Village's water distribution system
 - Replacement of water main on Norton Ave. and Schubert Ave. with CDBG/Village funds
 - Replacement of water main on West Fullerton Ave. identified from the Village Master Plan to improve fire flows

Goal #2: Improve service delivery across all areas of Utilities Division

Operations

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding new UCMR 5 sampling rule
 - Implement changes proposed for new UCMR 5 sampling rules in FY23 – FY25
 - Submit lead inventory as required by the IEPA
- ❖ Maintain water quality and flow through seasonal adjustments programs and capital projects
 - Integrate potable water mixers into SCADA system to operate at designated times to reduce energy costs and maintain water quality
 - Design and construct Water Facilities Pump Station Rehabilitation Project
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure
 - Utilities Division to undertake quarterly zone inspections to identify deficiencies in the field
 - Utilities Division will log these deficiencies and generate work orders for repairs to be completed

Goal #3: Develop Policies and Procedures to improve fiscal responsibility in all areas of Utilities Division

- ❖ Water Rate Study to be undertaken to accommodate future large capital projects

2022/2023 GOALS & OBJECTIVES

WWTP DIVISION

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

- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
 - Work with Wastewater Engineer to secure energy grant for Influent pumps
 - Phosphorus Removal Project out to bid and commence construction to improve WWTP Nutrient removal performance
 - Undertake Phase 2 of the fine screens rehab project
 - Design of UV disinfection to eliminate gas chlorine

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
 - Modifications to odor Control Building to provide designated water supply
- ❖ 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

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

- ❖ Investigate potential programs for funding by:
 - Phosphorus Removal Project funded by low interest IEPA Loan
 - UV Disinfection Project and Primary Clarifier Rehab added to the IEPA Project Planning List
- ❖ 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
 - Re-bid Polymer Contract to ensure effectiveness of treated wastewater
 - Undertake Metals Study to mitigate zinc requirement in NPDES Permit

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

- ❖ Compliance with the Special Conditions in the Villages Discharge Permit:
 - Purchase new chlorine analyzer to comply with new NPDES Permit for lowered chlorine residual in the discharge
 - Implement Operator 10 database for efficiently reporting to IEPA
- ❖ Compliance of Permitted Industrial Users
 - Complete Local Limits Study and amend Sewer Use Ordinance

- Complete Commercial/Industrial survey inventory for USEPA

2022/2023 GOALS & OBJECTIVES

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
 - Implement annual In-House sidewalk program
- ❖ Improve Street Lighting in the Village
 - Install lighting at Goodrich Avenue in response to Resident request
- ❖ 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

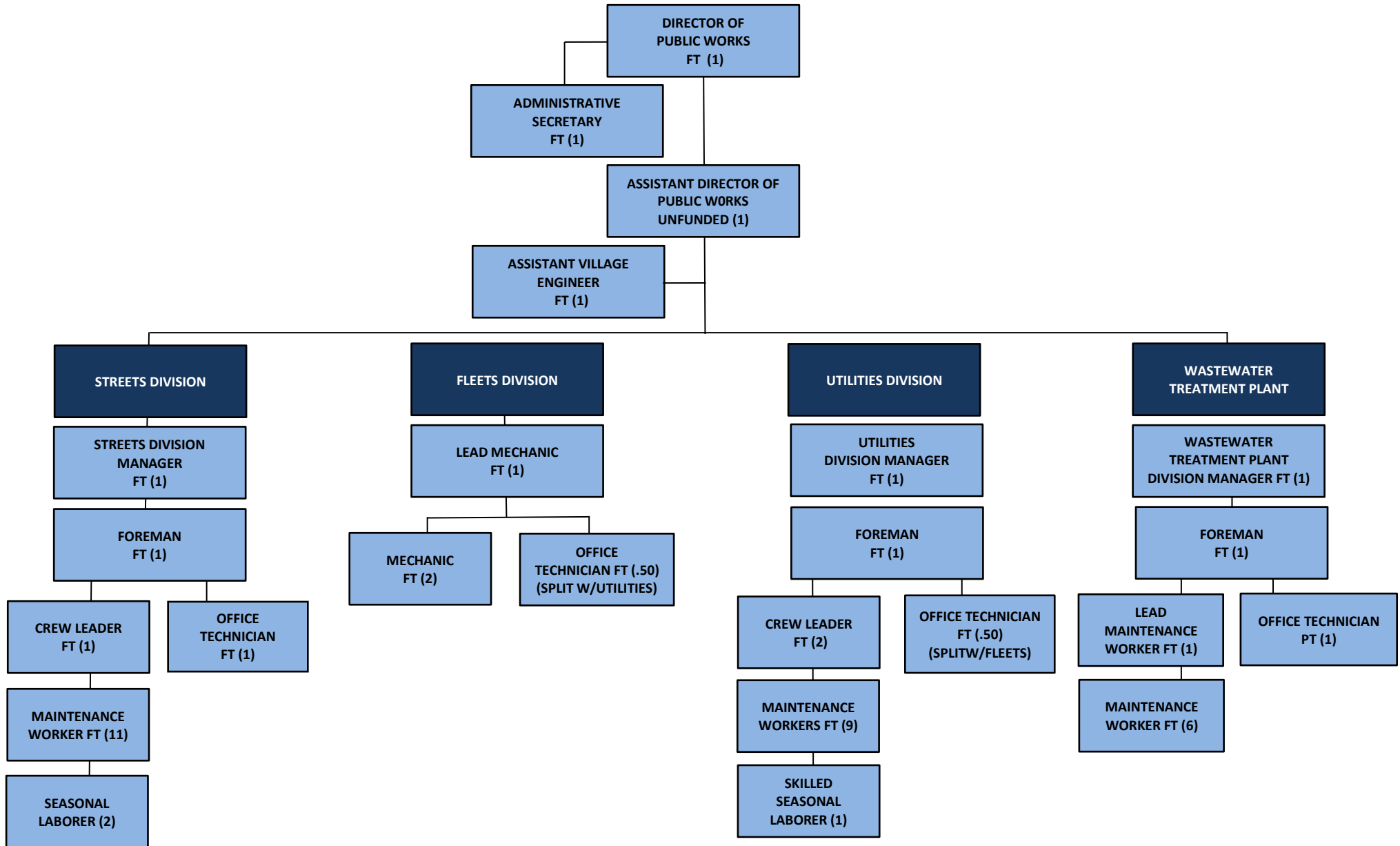
Goal #3: Develop policies and procedures to improve financial responsibility in all areas of Public Works

- ❖ Repair Vehicles to prolong the life expectancy
 - Replace Lift-All vehicle for Street Light maintenance
 - Replace 3-ton #565
 - Replace Vehicle #575 with Pickup with snow plow
 - Staff to inspect and clean all vehicles regularly

FY 2022 / 2023

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

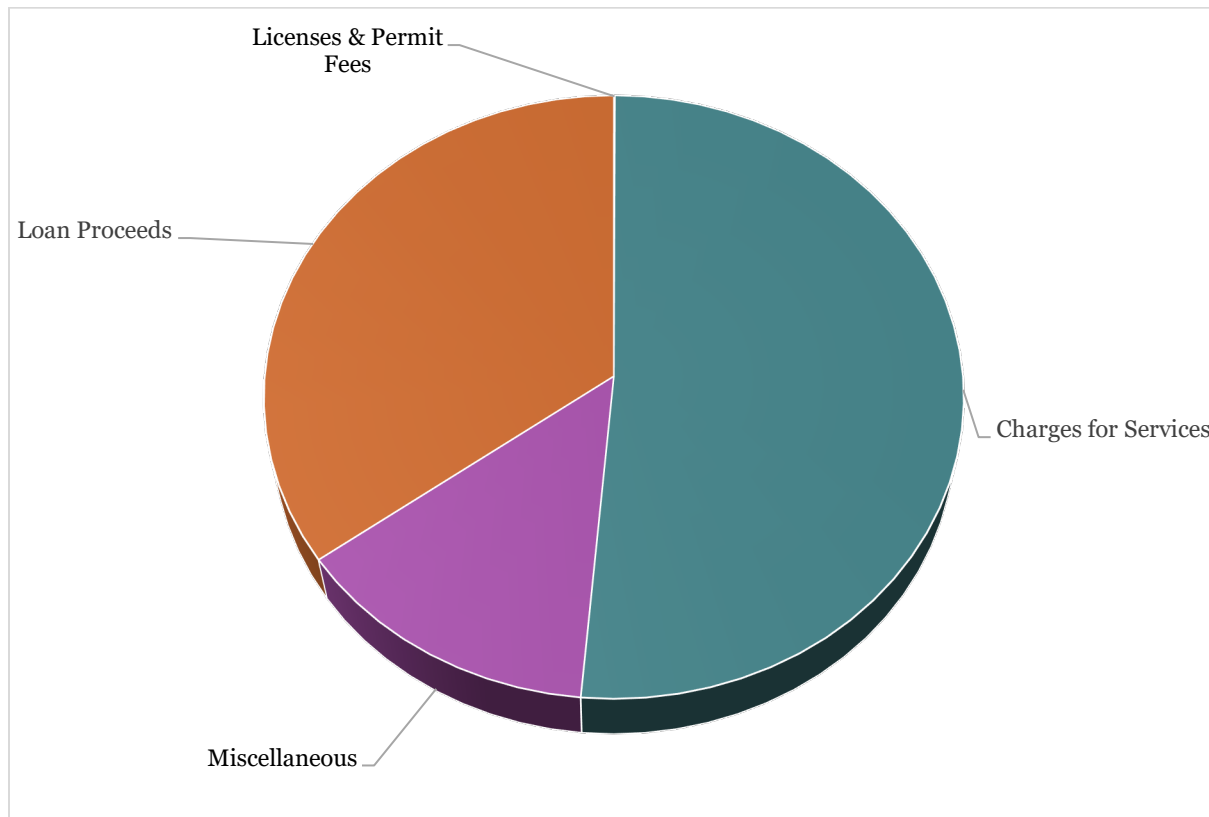
PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Street, Utilities, Fleets, Engineering and Wastewater Treatment Plant. 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: 44 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 51% 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.

Prior to May 1, 2022, the last rate increase for water use was back in 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 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
 May 1, 2022 - .21¢ per thousand gallons

RESIDENTIAL WATER RATES Effective May 1, 2022 (P/TH GALLONS)	
Cost Allocation	Rate (Per Month)
Water	\$5.18
Local Water Delivery	\$3.31
Sewer	\$5.81
Sewer Debt	\$10.00 (Flat Rate)
Capital Infrastructure Fee	\$3.00 (Flat Rate)
TOTAL AVG. COST OF WATER BILL AT 7 TG	\$113.10

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 is in the first stages of applying for a loan from the Illinois Environmental Protection Agency (IEPA) in the amount of \$9.5 million dollars for continued improvements at the Waste Water Treatment Plant (WWTP).

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
WATER PERMIT FEES	350.00	200.00	160.00
SEWER PERMIT FEES	2,225.00	2,750.00	2,500.00
LICENSE AND PERMIT FEES	4,222.50	4,910.00	4,910.00
PRETREATMENT PERMITS		5,000.00	6,000.00
TOWER RENTAL	101,265.73	104,970.00	108,927.00
METERED WATER REVENUE	11,128,042.70	11,529,748.00	1,120,523.00
LATE PENALTY FEES	235,830.13	340,642.00	357,596.00
WATER TAP IN FEES		8,000.00	12,000.00
WATER METER SALES	4,353.45	6,000.00	6,000.00
SEWER RODDING FEES	9,450.00	11,075.00	-
SEWER EXCAVATION FEES	36,000.00	21,600.00	-
SEWER TAP IN FEES		7,200.00	14,400.00
CAPITAL INFRASTRUCT FEE	464,102.80	334,588.00	335,726.00
NSF-FEE	420.00	1,000.00	1,000.00
SURCHARGES		40,000.00	12,000.00
INTEREST INCOME	32,863.52	21,159.00	35,000.00
FEDERAL GRANTS		800,000.00	600,000.00
OFS-SURPLUS/TRADE-IN	19,500.00	-	-
CASH (OVER) & SHORT	(742.37)	-	-
(GAIN)&LOSS SALES VIL.PRO	(10,720.29)	-	-
OTHER REVENUE	640,078.29	10,000.00	107,800.00
IEPA LOAN PROCEEDS		3,000,000.00	8,800,000.00
ARPA PROCEEDS			2,690,000.00
METERED WATER REVENUE			6,469,667.00
VOLUME SEWER REVENUE			4,489,913.00

ENVIRONMENTAL SERVICE FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Public Works Department provides services to 33,176 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.

Waste Water Treatment Plant (WWTP) - 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



ANNUAL BUDGET

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	113,864.28	110,313.00	115,105.00
FICA-EMPLOYER	6,464.83	6,839.00	7,137.00
MEDICARE-EMPLOYER	1,607.32	1,600.00	1,669.00
AUDITING	14,248.00	13,000.00	13,000.00
LEGAL		-	100.00
ENGINEERING	3,000.00	43,000.00	5,000.00
OTHER PROFESSIONAL	1,620.00	1,750.00	1,500.00
OPERATING SUPPLIES	734.99	-	500.00
OFFICE EQUIPMENT		200.00	200.00
TELEPHONE	3,266.08	2,700.00	3,300.00
CELLULAR PHONE	616.86	550.00	600.00
NATURAL GAS	44.38	2,250.00	300.00
LEASES-EQUIPMENTS	1,909.34	2,150.00	3,600.00
MEMBERSHIP DUES	50.64	250.00	400.00
DEPRECIATION EXPENSE	1,425,448.39	-	-
PY ADJUSTMENT	60,765.72	-	-
TRANSFER TO-COMPUTER REP	9,998.00	9,998.00	9,998.00
TRANSFER TO-DEBT SERVICE	658,625.00	810,092.00	1,008,766.00
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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	10,831.55	11,089.00	10,554.00
FICA-EMPLOYER	676.56	688.00	654.00
TRAINING & SEMINARS		-	500.00
MEDICARE-EMPLOYER	158.19	161.00	153.00
SOFTWARE SUPPORT/MAINT	319.00	400.00	500.00
OFFICE SUPPLIES	54.98	200.00	500.00
UNIFORM/PPE	152.40	200.00	200.00
GAS & FUEL	248.02	500.00	400.00
CELLULAR PHONE	282.83	350.00	300.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	438,860.50	581,227.00	516,986.00
TEMPORARY HELP		-	22,500.00
OVERTIME PAY	27,071.57	20,000.00	28,000.00
FICA-EMPLOYER	28,194.71	36,355.00	35,184.00
TRAVEL FOR MEETING & CONF		-	600.00
TRAINING & SEMINARS	2,952.00	6,000.00	6,000.00
MEDICARE - EMPLOYER	6,594.14	8,502.00	8,229.00
LEGAL	11,156.06	15,000.00	30,000.00
ENGINEERING	54,223.63	589,108.00	603,000.00
PUBLIC WORKS-WATER	17,467.00	14,500.00	10,000.00
DEBRIS REMOVAL	6,560.00	5,000.00	5,000.00
PRINTING & BINDING	1,992.49	1,000.00	500.00
CONTRACTUAL SERVICES	20,525.36	80,963.00	116,400.00
SOFTWARE SUPPORT & MAINT	3,075.62	5,500.00	12,800.00
WTR METER REPLACEMNT PROJ	1,644,772.50	575,449.00	-
OFFICE SUPPLIES	315.65	500.00	400.00
LANDSCAPING SUPPLIES	2,546.29	4,000.00	2,500.00
MATERIALS	19,873.27	22,000.00	16,000.00
UNIFORMS	2,924.93	3,500.00	2,400.00
CHEMICALS	1,516.33	1,500.00	1,500.00
GAS & FUEL	13,781.91	20,000.00	15,000.00
OPERATING SUPPLIES	26,832.05	59,500.00	55,500.00
OPERATING SUPPLIES	4,872.75	6,000.00	5,000.00



ANNUAL BUDGET

OPERATIONAL EQUIPMENT	12,828.59	1,000.00	10,000.00
CELLULAR PHONE	2,152.33	1,080.00	900.00
ELECTRICITY	63,157.23	45,000.00	60,000.00
LAKE MICH. WATER	4,151,664.65	4,051,300.00	4,253,775.00
RENTALS-EQUIPMENTS	4,678.00	2,500.00	3,000.00
PUBLIC WORKS-WATER DIV.	12,744.84	16,846.00	14,000.00
WELL BUILDING IMPROVE	387.50	500.00	-
INFRASTRUCTURE MAINT	53,261.50	4,850.00	2,000.00
TANK MAINTENANCE	146,860.44	147,110.00	207,549.00
MEMBERSHIP DUES	307.00	1,000.00	1,000.00
INFRASTRUCTURE-WATER	9.90	3,826,838.00	6,130,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	507,786.29	563,654.00	589,216.00
TEMPORARY HELP		4,039.00	-
OVERTIME PAY	28,602.17	30,000.00	30,000.00
FICA-EMPLOYER	33,226.72	36,129.00	38,391.00
TRAINING & SEMINARS	1,965.00	5,500.00	7,600.00
MEDICARE - EMPLOYER	7,770.73	8,450.00	8,979.00
LEGAL	555.74	6,000.00	10,000.00
ENGINEERING	163.50	241,508.00	185,000.00
DEBRIS REMOVAL	470.00	4,000.00	4,000.00
CONTRACTUAL SERVICES	6,928.08	15,200.00	17,000.00
NORTH AVE EMERG REPAIRS		7,000.00	7,000.00
OFFICE SUPPLIES	148.83	500.00	200.00
LANDSCAPING SUPPLIES	1,847.96	4,000.00	3,000.00
MATERIALS	11,786.36	10,000.00	10,000.00
UNIFORMS	2,747.92	3,500.00	3,800.00
CHEMICALS	7,865.04	9,000.00	11,500.00
GAS & FUEL	13,813.38	20,000.00	15,000.00
OPERATING SUPPLIES	2,289.02	5,000.00	5,000.00
PRIVATE EXCAVATION SUPPLI	7,769.86	9,000.00	-
OPERATING SUPPLIES	3,876.47	4,000.00	3,000.00
OPERATIONAL EQUIPMENT	5,000.37	5,000.00	4,000.00
CELLULAR PHONE	1,196.92	1,080.00	900.00
ELECTRICITY	30,038.39	28,000.00	30,000.00
NATURAL GAS	951.09	900.00	950.00
RENTALS-EQUIPMENTS	1,728.65	12,500.00	1,000.00



ANNUAL BUDGET

PUBLIC WORKS-SEWER DIV.	6,296.65	40,625.00	41,000.00
LIFT STATION SITE IMPROVE		15,000.00	-
INFRASTRUCTURE MAINT		25,000.00	50,000.00
BAD DEBT EXPENSE	12,113.93	-	-
PUBLIC WORKS-SEWER		39,100.00	40,098.00
LIFT STATION-MILL POND		500.00	-
INFRASTRUCTURE-SEWER		663,571.00	2,000,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	473,147.73	682,424.00	739,305.00
OVERTIME PAY	23,063.93	15,000.00	15,000.00
FICA-EMPLOYER	30,253.73	42,902.00	46,767.00
TRAVEL FOR MEETING & CONF		700.00	600.00
TRAINING & SEMINARS	5,060.02	5,800.00	9,300.00
MEDICARE EMPLOYER	7,075.53	10,036.00	10,937.00
LEGAL SERVICES	6,069.50	15,000.00	20,000.00
ENGINEERING	26,040.64	666,519.00	635,000.00
LAB TESTING SERVICES		9,900.00	14,700.00
PUBLIC WORKS-W.TREATMENT	17,386.82	38,350.00	62,750.00



ANNUAL BUDGET

SLUDGE REMOVAL	110,453.25	115,000.00	115,000.00
PRINTING & BINDING	88.21	100.00	100.00
SOFTWARE SUPPORT & MAINT	2,777.65	10,300.00	23,000.00
OTHER PURCHASED SERVICES	89,409.00	93,291.00	96,054.00
OFFICE SUPPLIES	599.19	1,000.00	500.00
UNIFORMS	2,045.56	3,960.00	5,260.00
CHEMICALS	25,742.78	33,500.00	36,500.00
LAB SUPPLIES	5,593.07	12,200.00	25,000.00
GAS & FUEL	483.50	1,500.00	1,000.00
OIL & GREASE	1,149.50	1,200.00	1,850.00
OPERATING SUPPLIES	1,458.77	3,000.00	9,000.00
OPERATING EQUIPMENT	2,557.91	5,500.00	4,000.00
TELEPHONE	2,895.83	8,000.00	7,500.00
CELLULAR PHONE	605.99	1,000.00	815.00
ELECTRICITY	248,662.12	230,000.00	245,000.00
NATURAL GAS	6,423.82	6,500.00	6,500.00
UTILITIES/WATER	31,328.87	70,000.00	-
LEASES-EQUIPMENTS	1,037.08	2,000.00	2,000.00
PUBLIC WORKS-W.TREATMENT	39,810.02	92,587.00	86,500.00
PUBLIC WORKS-W.TREATMENT	255.92	3,500.00	3,500.00
MEMBERSHIP DUES	13,732.25	14,590.00	15,510.00
N.P.D.E.S. FEE (IL.STATE)	27,083.34	35,000.00	32,500.00
PUBLIC WORKS-W.TREATMENT		110,682.00	30,000.00
P.WORKS-WATER TREATMENT		645,000.00	215,000.00
WPCF DIGESTER REHAB PROJ		3,109,000.00	5,000,000.00
WTPP PHOSPHOROUS REMOVAL			1,000,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	52,555.79	58,299.00	57,160.00
OVERTIME PAY	603.73	1,000.00	1,000.00
FICA-EMPLOYER	3,174.28	3,677.00	3,606.00
TRAINING & SEMINARS		1,000.00	1,000.00
MEDICARE-EMPLOYER	742.20	860.00	843.00
COMPUTER SOFTWARE	988.50	2,800.00	2,800.00
UNIFORM/PPE	100.36	370.00	570.00
MISC. INVENTORY SUPPLIES	24,549.63	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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART-TIME	74,670.38	75,627.00	78,916.00
OVERTIME PAY	131.19	500.00	500.00
FICA-EMPLOYER	4,504.42	4,720.00	4,893.00
MEDICARE-EMPLOYER	1,053.33	1,105.00	1,144.00
OTHER PURCHASE-SERVICES	800.00	900.00	1,000.00
JANITORIAL SUPPLIES	2,911.17	3,600.00	3,600.00
ELECTRICAL SUPPLIES	249.00	500.00	500.00
HARDWARE SUPPLIES	33.20	700.00	100.00
PLUMBING SUPPLIES	293.96	200.00	200.00
LUMBER SUPPLIES	139.43	100.00	100.00
R & M EQP & BUILDINGS	9,838.54	9,000.00	14,850.00

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 over 260 computers and nearly 200 users. They currently manage and maintain several primary servers and virtual servers running across 3 host physical servers, and a cloud based host of 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	18,950.02	19,275.00	20,515.00
OVERTIME PAY	415.37	250.00	250.00
FICA-EMPLOYER	1,172.37	1,211.00	1,272.00
MEDICARE-EMPLOYER	274.08	283.00	297.00
NETWORK CONSULTING	17,513.47	18,500.00	19,800.00
HTE ANNUAL SERV.CONTRACT	21,350.00	21,350.00	22,680.00
COMPUTER EQUIPMENT	5,010.44	-	4,000.00

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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	131,178.05	150,258.00	133,861.00
OVERTIME PAY	592.35	3,000.00	3,000.00
FICA-EMPLOYER	8,065.18	9,282.00	8,392.00
TRAVEL FOR MEETING & CONF		200.00	200.00
MEDICARE-EMPLOYER	1,886.18	2,178.00	1,963.00
LEGAL		1,000.00	2,000.00
PRINTING & BINDING	8,323.06	13,000.00	12,000.00
OTHER PURCHASE-SERVICES	4,490.72	34,920.00	41,420.00
POSTAGE	46,194.67	48,000.00	48,000.00
OFFICE SUPPLIES	20.56	200.00	400.00
GAS & FUEL	123.02	250.00	100.00
MISCELLANEOUS	577.04	-	-
CELLULAR PHONE	289.08	450.00	450.00
BANK FISCAL CHARGES	79,109.79	75,400.00	85,000.00

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 Relations, 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

Description	FY21 Actual	FY22 Budget	FY23 Budget
F-TIME & REG.PART TIME	27,225.74	33,564.00	41,551.00
FICA-EMPLOYER	1,387.44	2,081.00	2,576.00
MEDICARE-EMPLOYER	381.29	487.00	602.00
F-TIME & REG.PART TIME	25,875.91	25,778.00	26,901.00
FICA-EMPLOYER	1,522.72	1,598.00	1,668.00
MEDICARE-EMPLOYER	356.20	374.00	390.00
F-TIME & REG.PART TIME	4,115.32	4,221.00	4,319.00
FICA-EMPLOYER	248.83	517.00	268.00
MEDICARE-EMPLOYER	58.21	62.00	120.00
F-TIME & REG.PART TIME	72,151.11	78,307.00	68,138.00
OVERTIME PAY	18.32	-	50.00
FICA-EMPLOYER	4,256.09	4,855.00	4,228.00
MEDICARE-EMPLOYER	1,001.22	1,135.00	989.00
IMRF-EMPLOYER	(297,125.65)	268,369.00	268,369.00
MEDICAL-EMPLOYER	325,000.67	398,716.00	464,443.00
VACATION BUY BACK ONLY	40,907.71	-	-
OPT OUT MED INSURANCE	3,875.00	7,500.00	7,500.00
HEALTH & WELLNESS PROG.	316.78	375.00	375.00
FICA-EMPLOYER	11.52	-	-
MEDICARE-EMPLOYER	2.69	-	-



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

Description	FY21 Actual	FY22 Budget	FY23 Budget
INTEREST INCOME	1,478,343.69	500,000.00	500,000.00
POLICE PENSION W/H	520,743.84	442,000.00	442,000.00
VILLAGE POLICE PENSION	3,273,831.80	3,461,165.00	3,461,165.00
(GAIN) & LOSS INVESTMENTS	8,031,552.88	-	-
OTHER REVENUE	1,829.04	-	-



EXPENDITURES

Description	FY21 Actual	FY22 Budget	FY23 Budget
TEMPORARY HELP	2,500.00	2,500.00	2,500.00
TRAVEL, MEETING & CONF.	2,087.88	3,375.00	3,375.00
AUDITING		2,500.00	2,500.00
LEGAL	5,450.00	15,100.00	15,100.00
LIABILITY INSURANCE	5,779.00	5,700.00	5,700.00
INVESTMENT-MANAGEMENT	146,708.37	90,000.00	90,000.00
MEMBERSHIP DUES	8,795.00	8,300.00	8,300.00
PENSION REFUNDS	32,039.01	20,000.00	20,000.00
DISABILITY PENSIONS	221,411.68	220,927.00	220,927.00
RETIREMENT PENSIONS	2,768,986.63	3,010,063.00	3,010,063.00
RECORDING SECRETARY		2,500.00	2,500.00
SURVIVOR BENEFITS	276,814.32	276,814.00	276,814.00
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
- ❖ GH20 Aquatic Center
- ❖ Sports Hub
- ❖ Center for Senior Services
- ❖ Glendale Lakes Golf Club
- ❖ Historical House
- ❖ Public Works Facilities
- ❖ Parks and Fleets Facilities
- ❖ Waste Water Treatment Plant

Public Parking Lots

The Village is responsible for maintaining the following parking lots:

- ❖ Aquatic Center Parking Lot
- ❖ Sports Hub Parking Lot
- ❖ Civic Center Campus Parking Lot
- ❖ Camera Park Parking Lot
- ❖ Public Works Parking Lot
- ❖ Water Pollution Control Facility Parking Lot
- ❖ Glendale Lakes Golf Club Lot
- ❖ 22 Public Park Parking Lots

Village Parks

The Village is responsible for maintaining the following building/properties related to its Parks, Recreation and Facilities Department:

- | | | |
|-------------------|-----------------------|--------------------------|
| ❖ Americana Park | ❖ Heritage Park | ❖ Ringneck Park |
| ❖ Camera Park | ❖ Millenium Park | ❖ Shorewood Park |
| ❖ Circle Park | ❖ Mill Pond Park | ❖ Sidney Park |
| ❖ College Park | ❖ Nazos Park | ❖ Siems Park |
| ❖ Gilberto Park | ❖ Ollman Park | ❖ Safety Town |
| ❖ Gladstone Park | ❖ Pheasant Ridge Park | ❖ Veterans Memorial Park |
| ❖ Glen Hill Park | ❖ Reskin Park | ❖ Sports Hub |
| ❖ Greenbriar Park | | |

Funding:

FISCAL YEAR 2022/23



ANNUAL BUDGET

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

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.



ANNUAL BUDGET

Equipment items 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 2022/2023

Description	FY23 Budget
PUBLIC WORKS	447,000.00
VEHICLES	97,000.00
VILLAGE FACILITIES	4,000.00
RECREATION EQUIPMENT	38,000.00
STREET IMPROVEMENT PGM	2,000,000.00
STREET IMPROVEMENT PGM	2,700,000.00

FISCAL YEAR 2022/23



ANNUAL BUDGET

STORMWATER IMPROVEMENTS	600,000.00
P.C. HARDWARE	13,000.00
PARKS & GROUND EQUIPMENT	32,000.00
VILLAGE FACILITIES	135,000.00
FACILITY IMPROVEMENTS	325,000.00
SENIOR CENTER	350,000.00
PARKS AND GROUNDS	207,500.00
INFRASTRUCTURE-WATER	6,130,000.00
PUBLIC WORKS-SEWER	40,098.00
INFRASTRUCTURE-SEWER	2,000,000.00
PUBLIC WORKS-W.TREATMENT	30,000.00
P.WORKS-WATER TREATMENT	215,000.00
WPCF DIGESTER REHAB PROJ	5,000,000.00
WTTP PHOSPHOROUS REMOVAL	1,000,000.00



ANNUAL BUDGET

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
UTILITIES CAPITAL PROJECTS	CAPITAL COSTS	\$8,575,000	\$915,000	\$5,685,000	\$3,450,000	\$2,880,000
<i>Norton Ave & 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 & 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 & 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 & 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 & 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				



ANNUAL BUDGET

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
UTILITIES CAPITAL PROJECTS	CAPITAL COSTS	\$8,575,000	\$915,000	\$5,685,000	\$3,450,000	\$2,880,000
<i>North Avenue CA Sanitary Sewer I&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 & High Grove Blvd WM Replacement</i>	<i>\$2,100,000</i>					
Design Engineering	\$150,000				X	



ANNUAL BUDGET

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
UTILITIES CAPITAL PROJECTS	CAPITAL COSTS	\$8,575,000	\$915,000	\$5,685,000	\$3,450,000	\$2,880,000
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 & 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 & 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 & 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



ANNUAL BUDGET

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



ANNUAL BUDGET

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
WTPP CAPITAL PROJECTS	CAPITAL COSTS					
<i>Phosphorous Removal & Digester #1 Rehab Project (EPA Loan)</i>	<i>\$9,398,500</i>					
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>	<i>\$1,330,000</i>					
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>	<i>\$2,760,000</i>					
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>	<i>\$2,000,000</i>					
Design Engineering	\$150,000		X			
Out to Bid				X		
Construction Engineering	\$150,000			X		
Construction	\$1,700,000			X		



ANNUAL BUDGET

GOLF CAPITAL PROJECTS			
DESCRIPTION	FY 2023	FY 2024	FY 2025
Cart Path and Cart Ramp Repairs	10,000	10,000	10,000
77 New EZGO Golf Carts	436,502		
Bunker Renovations	10,000	10,000	10,000
Carpet in Banquet Rooms/Common Areas/Bathrooms		100,000	
Update Banquet Room Ceiling, Lighting		20,000	
Replace Steamer in Kitchen		13,000	
Purchase Gator Utility Vehicle		30,000	30,000
Tri-Plex Greens Mower		45,000	
Utility Cart		12,000	
Bunker Rake			23,000
Roller			17,000
Banquet Chairs 280			240,000

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:

FISCAL YEAR 2022/23

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

FISCAL YEAR 2022/23

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

FISCAL YEAR 2022/23

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

AC: Appearance Commission
AFSCME: American Federation of State, County and Municipal Employees
APWA: American Public Works Association
ASCE: American Society of Civil Engineers
AWWA: American Water Works Association
BAB: Build America Bond
BSI: Backflow Solutions Inc.
CAD: Computer Aided Design
CALEA: Commission of Accreditation for Law Enforcement Agencies
CDBG: Community Development Block Grant
CERT: Community Emergency Response Team
CEU: Continuing Education Unit
CIP: Capital Improvement Program
COLA: Cost of Living Adjustment
COSTCO: China Off Shore Trading Company
CPA: Citizen Police Academy
CPR: Cardiopulmonary Resuscitation
CSA: Customer Service Associate
DARE: Drug Abuse Resistance Education
CSO: Community Service Officer
DCFS: Department of Children and Family Services
DUI: Driving Under the Influence
E911: Enhanced 911 (emergency service)
EAB: Emerald Ash Borer
EAV: Equalized Assessed Value
EMS: Emergency Medical Services
EOC: Emergency Operations Center
ESDA: Emergency Service Disaster Agency
ESS: Enterprise Software System
F&B: Food and Beverage
FCC: Federal Communications Commission
FDIC: Federal Deposit Insurance Corporation

FEMA: Federal Emergency Management Agency
FICA: Federal Insurance Contributions Act
FOIA: Freedom of Information Act
FOP: Fraternal Order of Police
FSLIC: Federal Savings and Loan Insurance Corporation
FT: Full-Time
FTE: Full-Time Equivalent
FY: Fiscal Year
GAAP: Generally Accepted Accounting Principles
GAP: Government Accountability Program
GFOA: Government Finance Officers Association
GH: Glendale Heights
GH₂O: Glendale Heights Aquatic Center
GHS: Glendale Heights Football & Cheerleading
GHYBS: Glendale Heights Youth Baseball & Softball
GIS: Geographical Information Systems
GLGC: Glendale Lakes Golf Club
GO: General Obligation (bonds/debt service)
GOB: General Obligation Bond
GREAT: Gang Resistance Education and Training
HR: Human Resources
HTE: High Technology Entrepreneur
HVAC: Heating, Ventilating & Air Conditioning
IAFSM: Illinois Association for Floodplain and Storm Water Management
IBM: International Business Machines Corporation
IDLH: Immediate Danger to Life or Health
IDOT: Illinois Department of Transportation
IEPA: Illinois Environmental Protection Agency

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