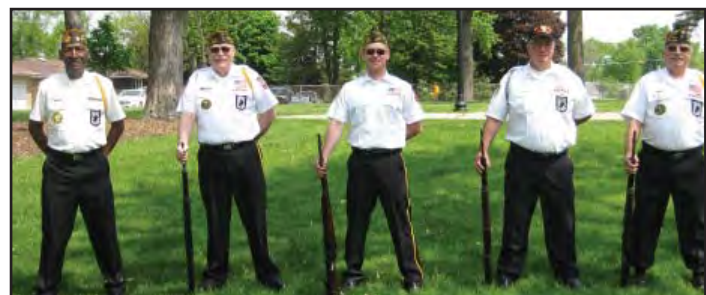




Village of Glendale Heights, IL



Annual Budget Fiscal Year 2014/15



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VILLAGE OF GLENDALE HEIGHTS, IL

Fiscal Year 2014/15

Annual Budget

VILLAGE BOARD OF TRUSTEES

Linda Jackson
President

Marie Schmidt
Village Clerk

Sharon Fonte
Deputy Mayor
District 2

William Schmidt
District 1

Michael Light
District 3

Pat Maritato
District 4

Chester Pojack
District 5

Mary Schroeder
District 6

VILLAGE DEPARTMENT DIRECTORS

Raquel Becerra
Village Administrator

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Roger Mabbitt
Assistant Village Administrator

Don Storino
Village Attorney

Bill Poling
Finance Director/Treasurer

Holly Beth Wood
Administrative Service Manager

Tracy Bostrom
Parks, Recreation & Facilities Director

Joanne Kalchbrenner
Community Development Director

Rachael Kaplan
Public Works Director

Michael Marron
Chief of Police

Keith Knautz
Director of Golf Course Operations



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Glendale Heights
Illinois**

For the Fiscal Year Beginning

May 1, 2013

Jeffrey R. Egan

Executive Director

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 2014/15 fiscal year.

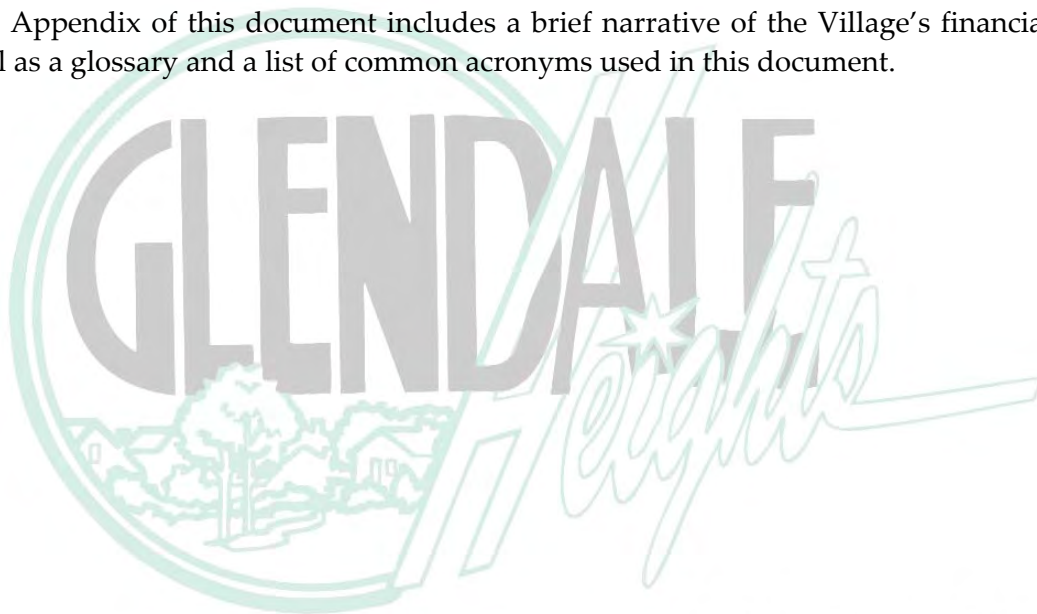
READER'S GUIDE TO UNDERSTANDING THE BUDGET

CAPITAL IMPROVEMENT PROGRAM

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

APPENDIX

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



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BUDGET MESSAGE



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INTRODUCTION

The 2014/15 fiscal year operating budget is hereby respectfully submitted. Local Ordinance and State Statute require the Village to adopt an annual budget which projects both anticipated revenues and adopted expenditures/expenses for the fiscal year. The Village's operating budget serves as an excellent source of communication to our residents in terms of our purpose and goals as a municipality.

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.

This 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.

As in previous years, this budget again focuses on delivering basic services the Village is responsible for as efficiently as possible. The Village has taken a number of steps over the past several years to stabilize its fiscal condition during these rough economic times. These consisted of reductions in staffing and Departmental restructuring, as well as changes to programs where necessary and the introduction of newer technologies to improve efficiencies. 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 improvements throughout the Village.

ECONOMIC OUTLOOK

In fiscal year 2013/14, the Village was able to revise its budget forecast to anticipate a balanced general fund budget condition. Revenues continue to strengthen as our local economy turns the corner from recession to recovery. Recognizing their role as financial stewards, the Village Board adopted a general fund balance reserve policy, and in so doing, embraced the need to ensure the financial security and solvency of the Village for many years to come.

In spite of still somewhat fragile economic conditions, the Village experienced a very good year for development both in the forms of new investment and reinvestment from businesses and residents. Among the more significant projects / statistics during the past year included:

- ❖ Construction of Thomas Place - a new 81-unit senior apartment building.
- ❖ Valli Produce grocery store expansion from 65,000 to 94,500 square feet.
- ❖ LA Fitness - demolition of their existing 35,000 square foot facility and construction of a new 45,000 square foot facility.
- ❖ Construction of a new Public Storage® self-storage facility.
- ❖ Continued renovations at Adventist GlenOaks Hospital, encompassing patient room upgrades, pharmacy upgrades, surgical wing expansion and the addition of a wound care center.
- ❖ Demolition of a vacant gas station at a main corner within the Village and conversion of the land to an open grassy area.
- ❖ A second straight year of increases in the issuance of building permits, rising from 1,610 in 2011 to 1,839 in 2013.

Due to careful strategic planning, the Village is reaping many rewards from years of sound financial management and investment in our community. The Village is on the final phase of improvements at its Civic Center campus, having recently completed the addition of a new Center for Senior Citizens, Police Department, renovated Sports Hub, expansion to the Aquatic Center, and renovations of the existing Village Hall facility. Other improvements to Village properties have also taken place over the last five years, including upgrades at the Water Pollution Control Facility, Glendale Lakes Golf Club and numerous streets resurfaced or reconstructed under the Accelerated Road Program.

The total 2014/15 budget for all funds of the Village is included in this document. The total net operating and capital budget is \$52,622,169, a decrease of 16.8% from \$63,268,107 in 2013/14. The primary reason for this decrease in expenditures is due to a decrease in capital projects in the Bond and Capital Improvements Funds. All budgeted funds are balanced, utilizing current revenue sources or accumulated fund equity.

LONG-TERM FINANCIAL PLANNING

The Board is regularly updated on the financial status of the Village, both through monthly staff reports and in other discussions. When it came time for the 2014/15 budget process to begin, it was still quite clear that although some major revenues were starting to improve, there were still challenges both short and long-term needing to be addressed, and that required the Village Board to remain financially vigilant. The Village has a history of sound planning and financial practices, as evidenced and affirmed by a solid 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 five years and is designed to ensure that capital improvements will be made when and where they are needed, and that the Village will have the funds to pay for and maintain them. Each year, projects are reviewed for need and cost, and are incorporated in the annual budget to the extent that funds are available.

The Village's first Comprehensive Plan was prepared by outside consultants and was adopted in 1972. The Comprehensive Plan is intended to guide the long range development of the Village. A broad array of development related issues are discussed in the plan, including transportation, land use, and economic development. The general guidance provided by the plan is considered when new developments are proposed and when specific programs are considered for implementation by the Village. Over time, it is expected that the broad policies in the plan may need to be adapted to meet changing conditions. Many of the policies of the plan are proposed with this need for flexibility in mind.

Annually, the Village revisits its strategic plan related to the Community Development Block Grant (CDBG) program. The 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 holds a public hearing, accepts public comment, and issues public notices.

The Village also has in place several long-term financial policies, covering areas such as, capital replacement, technology, basis of accounting versus basis of budgeting, 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 2013/14

In the 2013/14 approved budget, the Village projected a 2.6% increase in General Fund revenues and a 2.2% increase in expenditures. These revenue increases were primarily due to the increases in the sales and income tax line items, as well as building permit fees applicable to the General Fund. The increase in expenditures is mostly due to contracted salary adjustments and related health and other employee benefit increases, as well as continuing commitments from General Fund reserves towards maintaining level debt service expenditures. Taking out the level debt service pledge, the General Fund operating budget would be balanced. Growth in the Village's revenues has still been somewhat limited and, therefore, expenses had to be kept in check. As had been done in the past few years, the contribution of the General Fund to fund capital expenditures was kept at a minimum in the 2013/14 budget due to the lack of growth in the Village's revenue base.

2013/14 ACTUAL RESULTS

Currently, General Fund revenues, which were budgeted at \$20,948,258, are projected to end the fiscal year \$39,292 over budget, which is 0.2%. Spending is still being monitored closely and

deferred when possible. Because of this, General Fund expenditures are expected to be \$128,052 under budget, resulting in an overall surplus for the general fund of \$167,344. The Village is moving forward into FY 2014/15 cautiously optimistic that revenues will continue to improve and experience sustained increases.

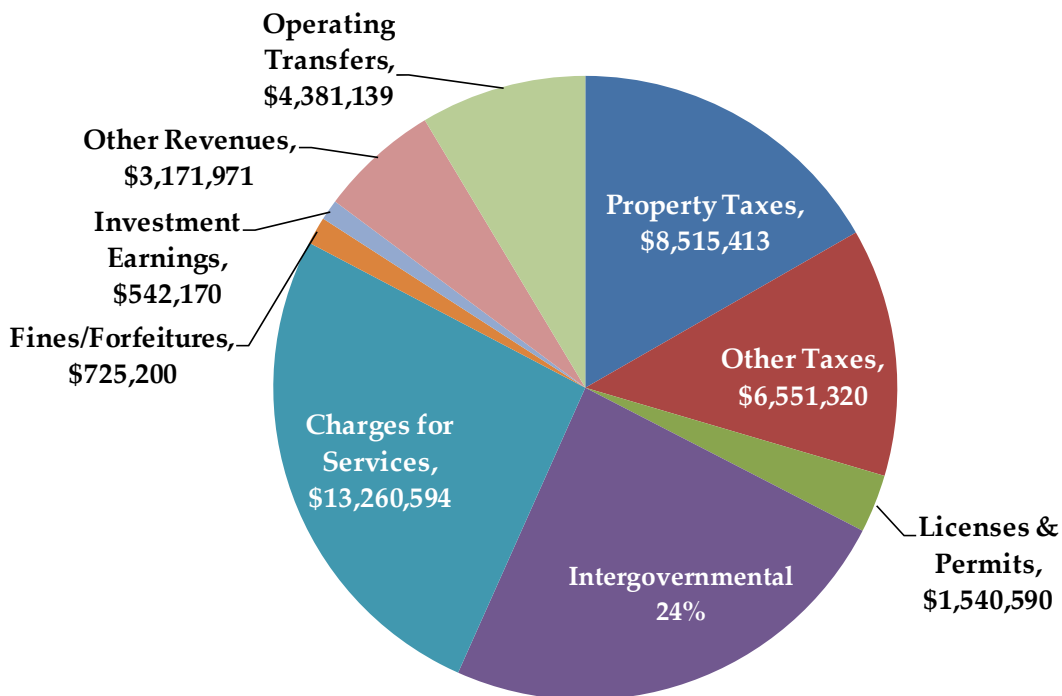
2014/15 OPERATING BUDGET OVERVIEW

In the 2014/15 budget, the Village is experiencing an increase of \$100,097 or 0.5% in General Fund revenues from the 2013/14 budget and a \$600,097 increase or 2.9% in expenditures. The growth in revenues comes primarily from the Intergovernmental sector, as income from sales taxes and income taxes reflects an improving economy, while the expenditure increase is almost all related to planned COLA increases for the Village workforce, as well as the continuing commitment from General Fund reserves towards maintaining level debt service expenditures.

As with the past couple of budget years, departments were initially held to a zero or minimal increase in discretionary line items within their budgets. Departments have learned to be vigilant in their use of the limited resources available, as well as being innovative with methods of service delivery and with other resources that could be utilized.

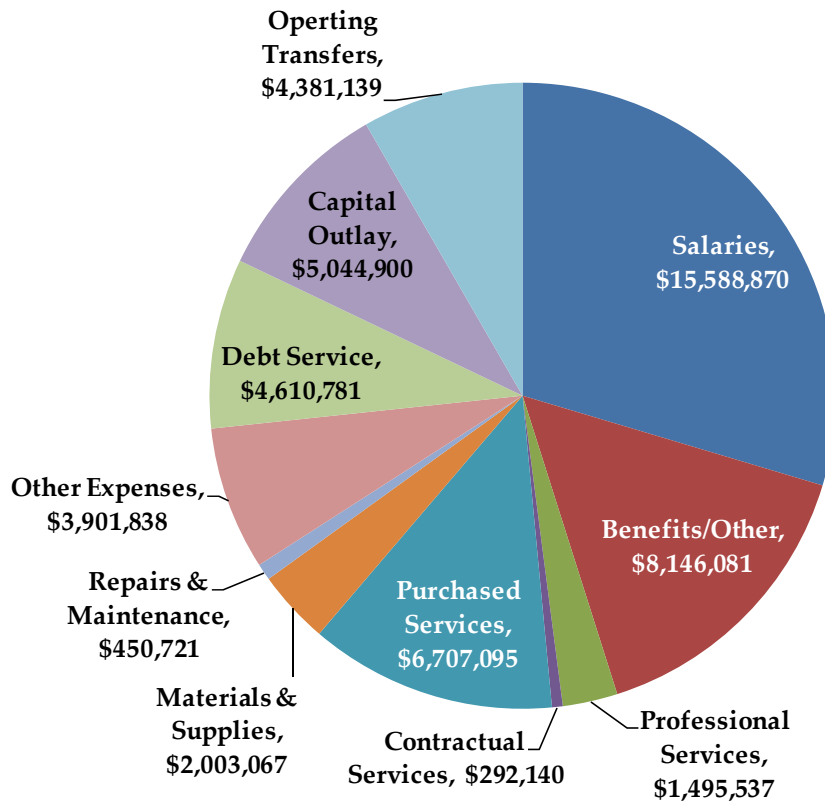
The projected operating fund revenues without operating transfers total \$46,591,503, a 0.7% decrease from 2013/14. The primary reason for this is due to a Federal grant originally budgeted to be received in 2013/14, which will not actually be realized until 2015/16. Also, several major building permit projects that occurred in 2014 are not forecast in 2014/15.

The chart below summarizes 2014/15 proposed budgeted revenues by source for all funds:



The operating budgeted expenditures, exclusive of interfund transfers and capital projects, for 2015 totals \$43,196,130. This represents a 1.3.% increase from the 2013/14 operating budget. The 2014/15 operating budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$1,649,527. The main reason for this is attributable to capital expenditures being budgeted in 2014/15 using accumulated reserve funds.

The following chart summarizes the 2014/15 budgeted expenditures/expenses by object for all funds:



PROPERTY TAXES

Last year at this time, the equalized assessed valuation (EAV) of the Village was projected to decrease again, down \$40,956,495 to \$583,075,265 due to continuing volatility being experienced in the housing market. The Village used information obtained from both Bloomingdale and Milton Townships, which supported decreases of 6.9% and 4.1%, respectively. Combining a decrease in the EAV with a 1.0% increase in the tax extension translated into an estimated tax rate of 1.2352, which was 1.5% greater than the previous year's rate of 1.1368, and is in general alignment with inflation. Despite the increase in the current year, the overall Village tax levy is more than \$450,000 less than it was in 2009.

The 2014/15 budget includes total property tax revenue of \$7,150,874 for tax year 2013. The total property tax extension is \$7,222,383, which is an increase of 1.9% over the 2012 levy. The Village is expecting further declines in EAV, ranging in the neighborhood of 4-5% for 2014.

A substantial portion of the property tax levy (about 28%) is for outstanding debt service. These amounts are all determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, bond issues for the road program are funded partly with Home Rule Sales Tax funds. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the overall levy is then reduced. Over 60% (\$3,073,640) of the total 2013 tax levy allocated to debt service (\$5,082,653) is being abated.

PERSONNEL

As part of a long-term strategic plan, the Village Board continues to support staffing levels throughout all Departments that match tasks and responsibilities with available funding resources. Several departments have undergone restructuring in the last few years; and since 2007, the Village has decreased the full-time employment of the Village to 199 from 228, mainly through attrition. During FY 2009/10, the Village offered eligible employees a Retirement Incentive Package Plan. A dozen employees accepted the plan, and a majority of those positions were either held vacant, or resulted in a departmental reorganization. Total personnel expenditures/expenses, which includes benefits, represents 54.9% of the total operating costs (excluding capital outlay and operating transfers) for all funds.

CAPITAL IMPROVEMENTS PROJECTS

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

SUMMARY

In conclusion, it is anticipated that true economic recovery is no longer just something on the horizon, but rather, being experienced presently. Declines in Equalized Assessed Values are expected to level off, and begin trending in positive territory within the next couple of years. With this in mind, the Village of Glendale Heights remains postured and challenged to monitor how Village services are provided and be open to innovation in terms of the utilization of resources within the 2014/15 Operating Budget. 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

Last year the Village became a first time recipient of the Government Finance Officers Association of the United States and Canada (GFOA) Distinguished Budget Presentation Award for its annual budget for the fiscal year beginning May 1, 2013. This is a significant achievement by the Village and reflects the commitment of the Board and staff to meet the highest principles of governmental budgeting. In order to receive this award, a governmental entity unit must publish a budget document that meets nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well the budget serves as a policy document, as an operations guide, as a financial plan, and as a communications device.

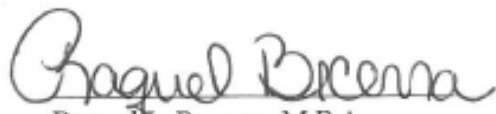
This award is valid for a period of one year only. We believe our current budget will conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

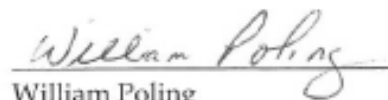
ACKNOWLEDGMENTS

The Village's budget is the culmination of the time and hard work of many people. We would like to extend our sincere appreciation to the Village President and entire Board of Trustees, as well as all members of the Executive Staff for their tireless dedication and assistance during the budget process. A special acknowledgment and thank you is also in order for the Assistant Finance Director, as without her extraordinary efforts and dedication, this document would still be just an idea and not a reality.

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

Respectfully submitted,


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


William Poling
Finance Director



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The logo for Glendale Village is a circular emblem. It features a green outer ring with the words "GLENDALE" at the top and "VILLAGE" at the bottom. Inside the ring is a stylized illustration of a village scene with houses, trees, and a winding path. The text "VILLAGE OVERVIEW" is superimposed over the logo in a large, bold, dark blue serif font.

VILLAGE OVERVIEW

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GOVERNMENT PROFILE

The Village of Glendale Heights is a home rule municipality under the Constitution of the State of Illinois (the "State"). The Village is governed by a Village President and Board of Trustees. The Village President and Village Clerk are elected at large for four-year terms. Six trustees are elected by district and serve staggered four-year terms. Serving under the Village President is the appointed Village Administrator who directs the management of the Village and eight appointed department directors, including the Finance Director and Chief of Police. The Village President also appoints consulting firms that serve as Village Attorney and Village Engineer. The Village provides a full range of services including police protection, public works, building permits, inspection and community development, recreation and social events, health, human and senior services, water and sewer, and other general government services.



Village employees are represented by five separate bargaining unit contracts. Patrol Officers and Sergeants of the Village's Police Department are represented by the Fraternal Order of Police ("FOP") in two separate bargaining units. The Village's public works, parks and facilities employees are represented by Teamsters Local 700 in two separate bargaining units. Clerical staff and certain other employees are represented by the American Federation of State, County and Municipal Employees, Local 3768 ("AFSCME") in one bargaining unit. All contracts expire April 30, 2015.



The Village has a Parks, Recreation, and Facilities Department, as opposed to a separate Park District. The Village owns and maintains 22 parks, playgrounds, and open space totaling 254 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.

Hundreds of residents were on hand for the grand re-opening of the Sports Hub on September 14, 2013. 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, a racquetball court, dance studios, and a computer training lab. The newly renovated facility features 4,000 square feet of additional programming space, including dance and fitness studios, a new fitness center, new indoor/outdoor playground equipment, party room, preschool facility enhancements and a gymnasium expansion. Residents can also improve their health and wellness by walking on the indoor track, using the new Fitness Center, or participating in a variety of group fitness offerings.



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. The Aquatic Center was renovated and celebrated its grand re-opening on July 4, 2012, creating a new aquatic experience with multiple attractions which would add thrills that hold 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.)

Glendale Lakes Golf Club is a Village-owned and operated facility. The golf course features an 18-hole championship design by Dick Nugent that offers bent grass tees, fairways and greens, manicured to the highest professional standards. The clubhouse offers a restaurant that is open every day for lunch and dinner from April through October. The banquet rooms can accommodate events with up to 250 people for golf outings, weddings, parties and business meetings. In 2013, Glendale Lakes generated over 25,000 rounds of golf.



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 offers its members use of a game room, arts and crafts room, sewing room, exercise room, and library. The Center also has a beautiful Community Room that can seat up to 140 people, and has an attached lighted outdoor veranda.

The Village's Water Pollution Control Facility (WPCF) processed 1.25 billion gallons of waste throughout the year, and staff collected and analyzed 883 lab tests to ensure quality control. The Village's facility won "Plant of the Year" for the State of Illinois, Group 1 Facilities, nominated by the IEPA. A WPCF staff member also took home "Operator of the Year", awarded by the Fox Valley Operators Association. Staff also applied for and successfully obtained a Department of Commerce and Economic Opportunity (DCEO) grant for the installation of energy savings equipment that will effectively reduce power consumption, along with protecting the plant's equipment.



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 DuPage High School District 87.

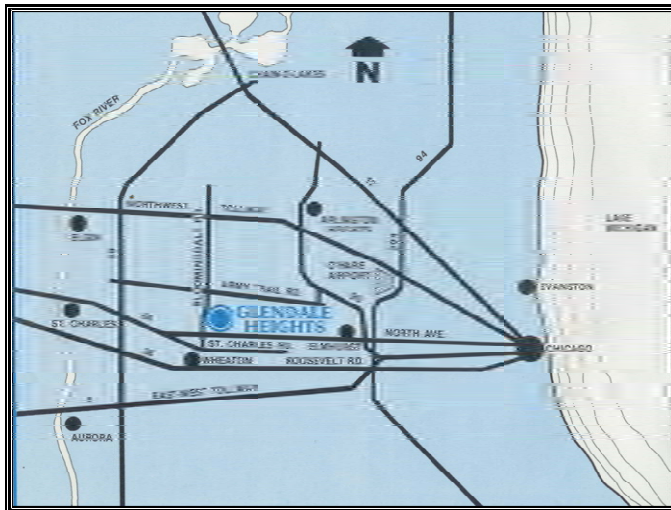


The Village is served by the Glenside Public Library District. The Library operates a central facility that serves a population of over 34,000 residents in Glendale Heights and Glen Ellyn Countryside.

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

LOCATION

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



CLIMATE

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

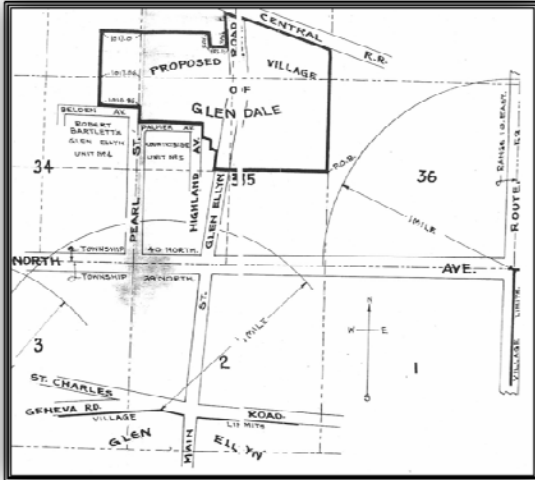
HISTORY

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

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

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





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

The positive influence of many improvements in the Village, including the opening of Menards and Valli Produce, the accelerated Road Repair Program, the Revitalization of Concorde Green Shopping Center, the Reconstruction of Reskin Park, and the Construction of the new Senior/Community

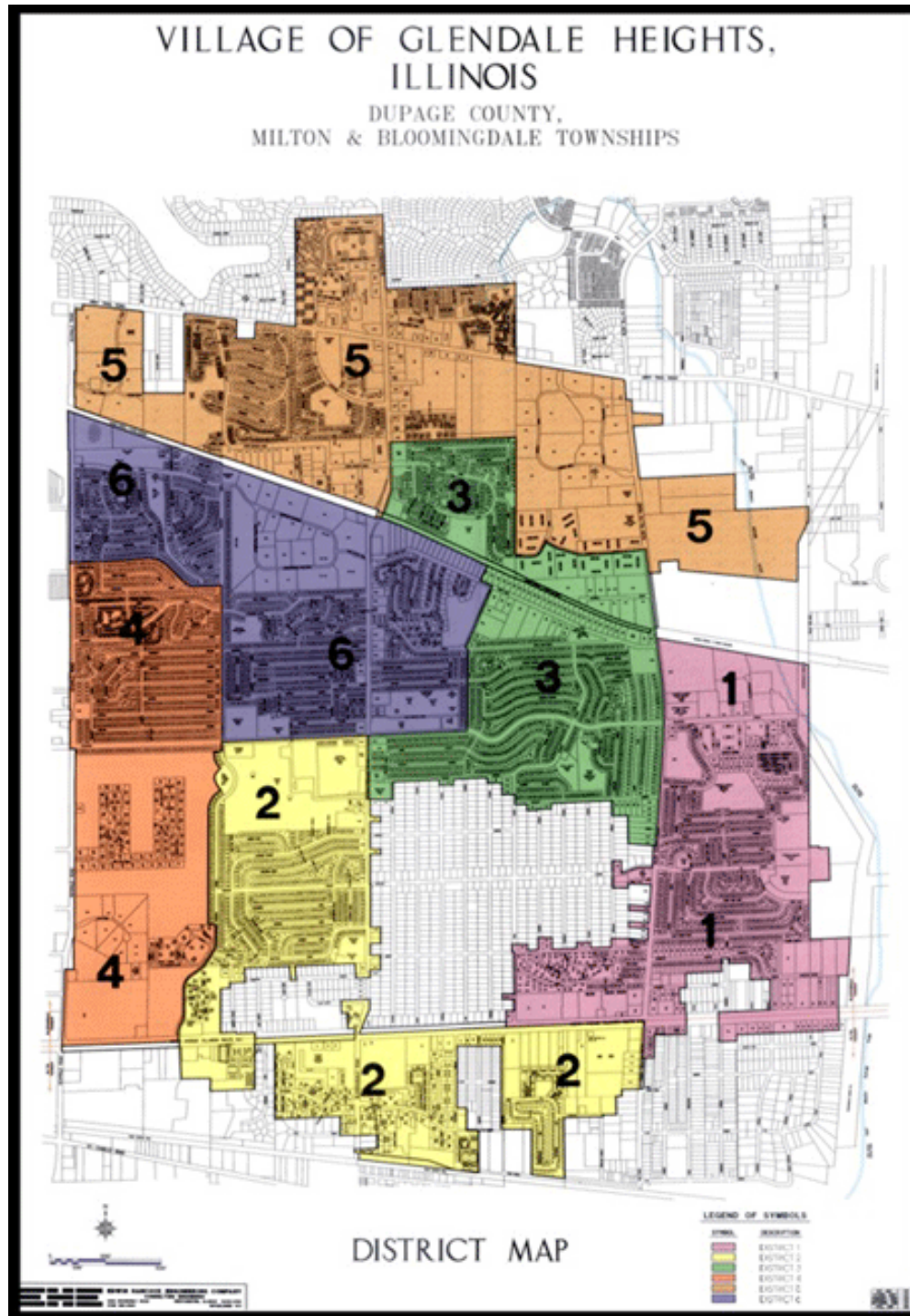
Center, all unmistakably echo the vibrant character and the vitality of the community. Glendale Heights has become an attractive, growing community, which boasts within its boundaries modern business parks, Glen Oaks Hospital, and the beautiful Glendale Lakes Golf Club, which is owned and managed by the Village of Glendale Heights.



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



DISTRICT MAP



President: Linda Jackson, at-Large

District 1: Trustee Bill Schmidt

District 2: Trustee, Deputy Mayor Sharon Fonte

District 3: Trustee Michael Light

District 4: Trustee Pat Maritato

District 5: Trustee Chester Pojack

District 6: Trustee Mary Schroeder



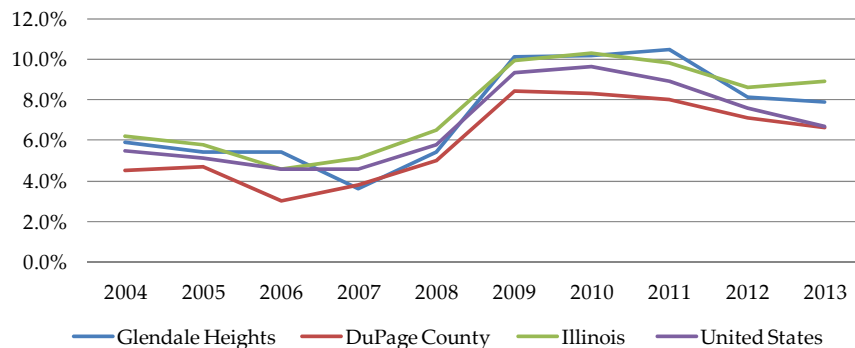
VILLAGE PROFILE AT A GLANCE

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

SOURCE: US Census Bureau, 2000 Census and 2010 Census

COMMUNITY ECONOMIC PROFILE

10 Year Unemployment Rate History



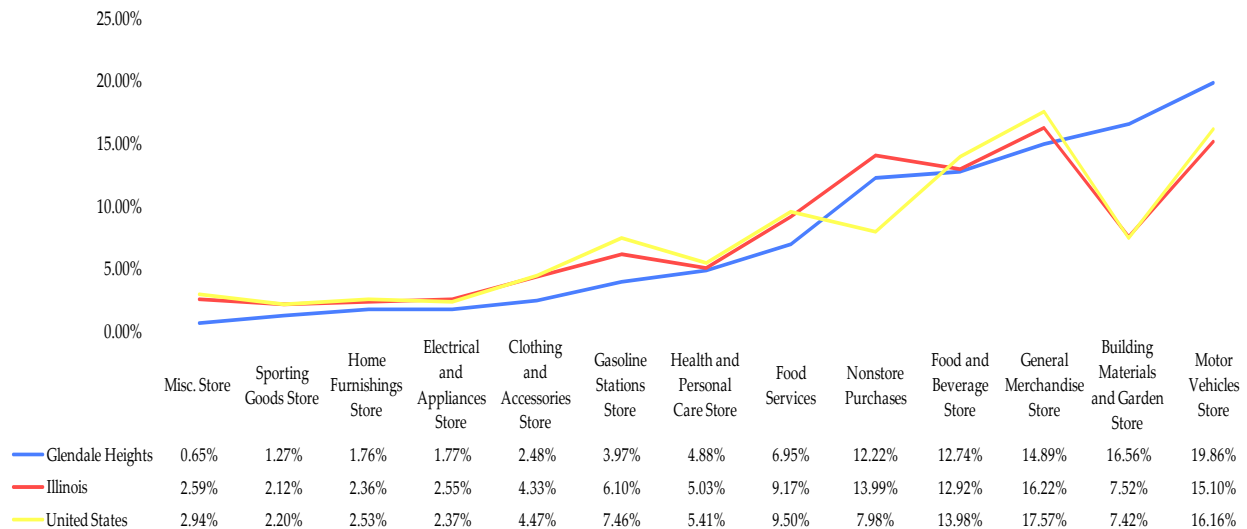
Over **18,341** people are employed by the more than **523** businesses operating in Glendale Heights. The employees are drawn from a pool of **2.8** million workers who reside within a 60-minute commute of the Village. As the nation continues to experience high

unemployment rates, with the State of Illinois amongst the highest, the Village mimics the same trend. However, at the end of 2013, the Village was below the unemployment rate for the State of Illinois. As the United States and local economies continue to show small signs of improvement, the unemployment rate has also been showing signs of a healthier economy. The unemployment rates dropped on average 0.40% points between 2012 and 2013 in the United States, DuPage County, Illinois and Glendale Heights respectively.

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

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

PERCENTAGE OF SALES REVENUE BY TYPE



There has been significant investment in the Village in the past year from both business owners and homeowners, which continues to improve the economic stability of the Village. The Village is very excited about another housing opportunity for our senior residents. The 81-unit senior apartment building, located at 1123 Bloomingdale Road, began construction in May and was granted occupancy on December 23, 2013, with the first residents moving in shortly thereafter.

Because of their success at 155 E. North Avenue, Valli Produce decided to expand the grocery store from 65,000 square feet to 94,500 square feet to include a food court area which provides restaurant quality food to take home or eat on-site, as well as an expanded deli section and improved flow through the store.

Another business that decided to reinvest in Glendale Heights is LA Fitness. They demolished their existing 35,000 square foot facility to construct a state of the art 45,000 square foot fitness facility that includes a lap pool, basketball court and fitness equipment.



Adventist GlenOaks Hospital is continuing to undergo significant improvements with patient room upgrades, pharmacy upgrades, surgical expansion and the addition of a wound care center. The hospital has made a significant investment in improving its facility and continues

to give back to the community through participation in many community events, such as the annual Health and Safety Fair held on the first Wednesday in October.

Several years ago, the Village Board approved a self-storage facility at 2023 Schmale Road, but it did not move forward due to economic conditions.

We are pleased that a reputable storage facility,

Public Storage, purchased the property and constructed a new facility at that location. In 2013, the project broke ground and was recently completed.



The Village Board also approved construction of a new Bucky's gas station at 602 North Avenue. The station will also include a 7,000 square foot store and car wash. This project replaces the former restaurant, which has been vacant and deteriorating for an extended period of time.

Over the past several years, the Village worked with the owner of the vacant gas station at the southwest corner of Fullerton Avenue and Bloomingdale Road. We were finally successful in requiring the gas station to be demolished. The site will be a grassy area until the property owner sells it to a new user. The Village also worked with DuPage County, who owned the vacant gas station at the northeast corner of Bloomingdale Road and Army Trail Road. The County auctioned the property to a developer who plans to construct a new gas station on the property.



In addition to new businesses moving into town and existing businesses investing in remodeling and expanding in Glendale Heights, homeowners also continue to invest in our community. The Community Development Department reviewed and issued a total of 1,839 building permits in 2013, compared to 1,792 in 2012 and 1,610 in 2011. We are seeing an increase in the number of permits for room additions and accessory structures like decks and patios, which is a strong indicator of the investment homeowners are making in their properties.

The Village continues to face the challenges of the high number of foreclosures that has impacted several localities in Illinois. There has been a shift this year as banks are beginning

to take more responsibility for properties, although it is still extremely difficult to address code violations for houses that are in the foreclosure process. The Community Development Department aggressively pursues code violations on vacant and foreclosed properties, and stays current with new laws and regulations that may help address issues more quickly.

The Village continues to focus on code enforcement efforts aimed toward maintaining properties and property values. The Community Development Department provides notices to property owners who are not maintaining their properties, and gives them an opportunity to correct any violations. They also manage the Rental Licensing Program by inspecting over 1,700 single family rental homes each year to ensure that landlords are maintaining their properties and providing a safe living environment. The Community Development Department and Police Department also work closely together on the Crime Free Rental Housing Program to hold landlords accountable for allowing tenants who violate the law to continue to rent their properties. These programs help ensure that our neighborhoods are safe and well-maintained.

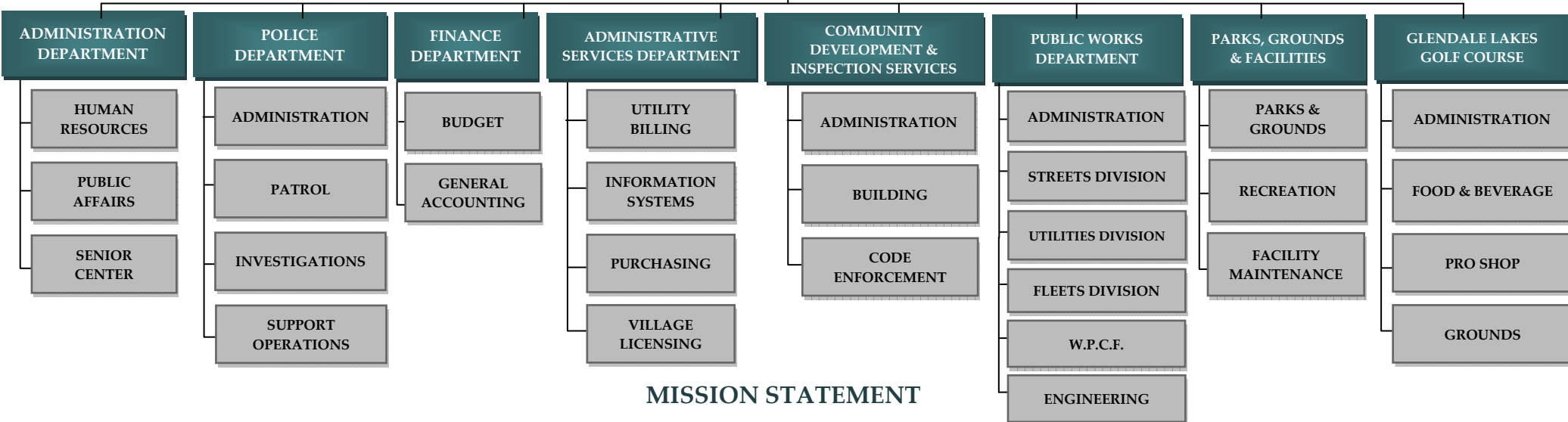
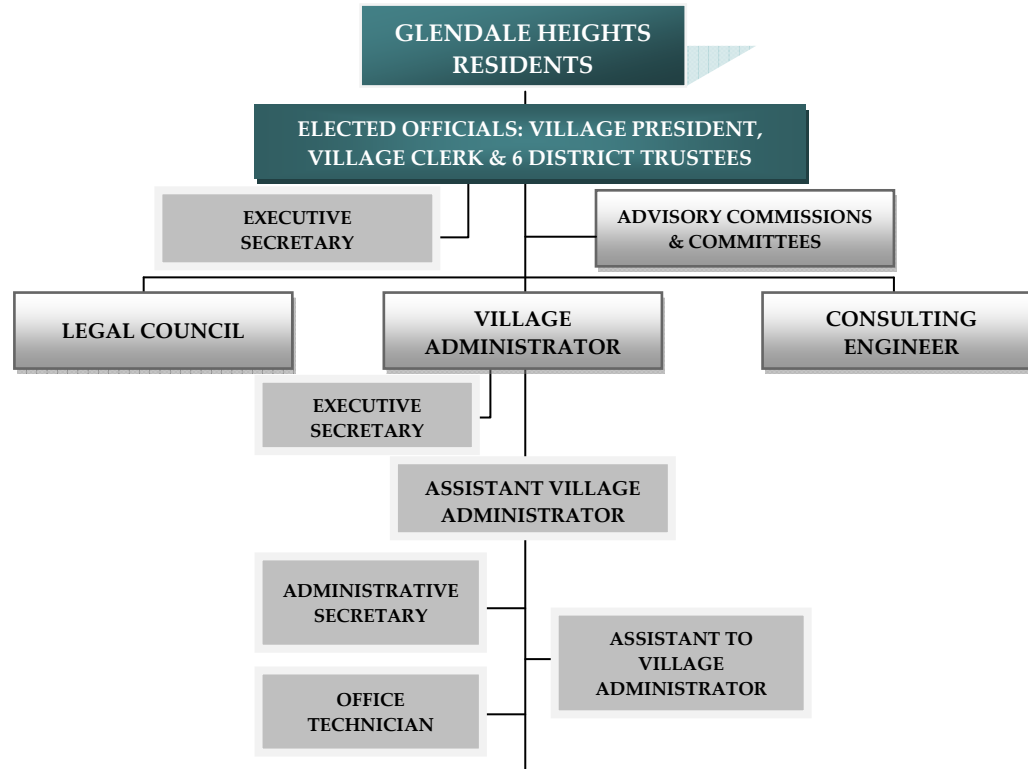
It is essential for the Village to be interactive with local businesses, both existing and potential, in order to remain an exceptional place to live for residents. It is also important because a large portion of the Village's revenue stream is derived from taxes. These taxes are crucial to the Village's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

VILLAGE OF GLENDALE HEIGHTS TAX RATES

	State	6.25%
Retail, Sales Tax: DuPage County	County Water Commission Tax	0.25%
	Home Rule Sales Tax	1.00%
	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
Motor Fuel Tax: (per gallon)	\$	0.04



VILLAGE OF GLENDALE HEIGHTS MUNICIPAL ORGANIZATION STRUCTURE



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.

A large, faint watermark of the Glendale logo is visible in the background. It features a circular seal with a building and trees, and the word "GLENDALE" in a stylized font.

BUDGET OVERVIEW

*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*



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



THE BUDGET PROCESS

The Village operates under an annual budget spanning one fiscal year, May 1st through April 30th. This document contains the Annual Operating and Capital Budget for the fiscal year 2014/15. 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 the citizens, the Village President, Trustees, Village Administrator, members of the Executive Staff, supervisors and many others throughout the organization. Each person plays a critical role in the development of the budget for the upcoming year. Although much of the time and effort in preparing the budget takes place during the months of January through April, the development, implementation, monitoring and review of the Village's budget is part of a comprehensive process that occurs throughout the entire year.

The goal each year of the Executive Staff is to present a balanced budget to the Village Board for review and adoption. A balanced budget is a budget in which revenues meet or exceed expenditures and cash reserves or fund balance is not considered a revenue source. The Village has made some strategic drawdown of cash reserves or fund balance for fulfilling debt service smoothing 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 begins a process of monitoring the Village's revenues and expenditures and discussing and resolving 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 organization under that department's scope of responsibility. Budgets are required to be completed and entered into the Village's budget system by the end of February.

The preliminary request budget is prepared by the Finance Department for review by Village Administration and all members of the Executive Staff. Included in the request budget are revenue projections for each Fund which are used to 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 in the current fiscal year budget) submitted by each department are discussed with



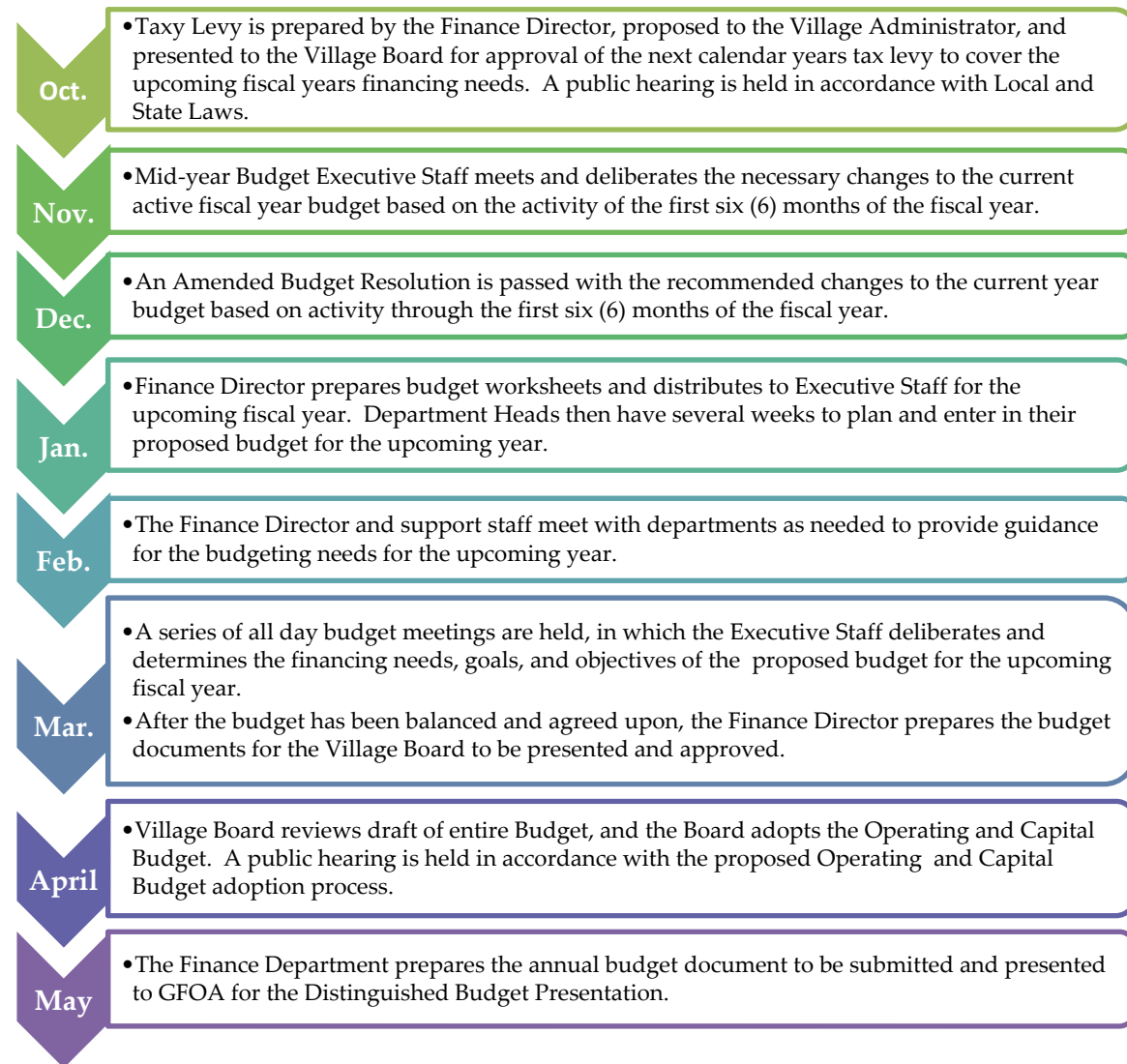
the Village Administrator and Executive Staff. If approved, those modification requests are added to the requested budget. In addition, the Village Administrator may hold individual meetings with Department Heads and additional changes may be made to the requested budget based on available financial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

AMENDING THE BUDGET

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

THE BUDGET PROCESS

CALENDAR OF EVENTS



FUND STRUCTURE

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

GOVERNMENTAL FUNDS

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

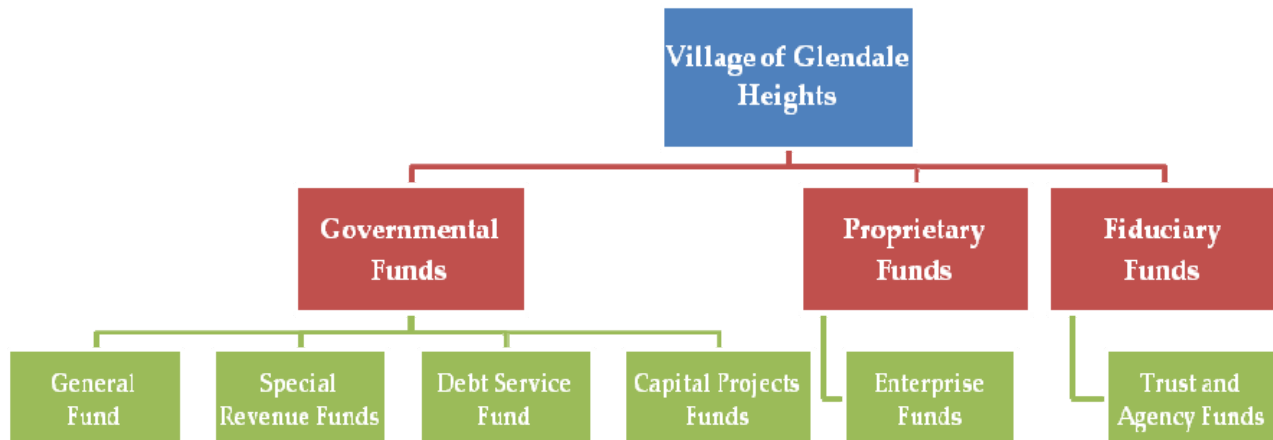
PROPRIETARY FUNDS

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

FIDUCIARY FUNDS

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

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:

ADMINISTRATION

BOARD, CLERK, ADVISORY

Village Board
Village Clerk
Various Committees & Commissions

ADMINISTRATION

Village Administration
Human Resources
Public Affairs
Human and Senior Services
Central Services

POLICE DEPARTMENT

Police Administration
Patrol
Investigations
Support Services
Community Oriented Police

FINANCE DEPARTMENT

COMMUNITY DEVELOPMENT

Community Development Administration
Inspection Services

ADMINISTRATIVE SERVICES

Administrative Services Administration
Information Systems

PUBLIC WORKS

Public Works Administration
Engineering
Streets
Fleet Maintenance

PARKS, GROUNDS AND FACILITIES

Parks & Grounds
Building Maintenance



SPECIAL REVENUE FUNDS

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

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 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) based upon tax levy. 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 and roadways. Financing is provided by a portion of the Village's share of Home Rule and Road and Bridge taxes. The Village of Glendale Heights has established a policy which limits the use of these funds to the purchase of commodities and contractual services to facilitate the Five Year Improvement Program.



FOUNDERS' DAY FUND

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

PARKS AND RECREATION IMPROVEMENT FUND

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

HISTORICAL BUILDING FUND

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

ARTICLE - 36 SEIZURE FUND

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

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

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

TAX INCREMENTAL FINANCING (TIF) DISTRICT FUNDS

The Village currently has five (5) 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 incentives to investors.

SPECIAL SERVICE AREA (SSA) FUNDS

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

DEBT SERVICE FUND

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



CAPITAL PROJECTS FUNDS

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

VEHICLE REPLACEMENT FUND

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

COMPUTER REPLACEMENT FUND

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

CAPITAL PROJECTS FUND

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

GOLF CART REPLACEMENT

This program is for the purpose of establishing reserve funds to purchase replacement golf carts when the condition of the units warrant replacement.

PARKS AND RECREATION EQUIPMENT REPLACEMENT

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

GENERAL OBLIGATION BOND FUNDS

These funds were established to account for specific capital expenditures identified to be paid from General Obligation 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 Services Administration
Water Division
Sewer Division
Water Pollution Control Facility
Water Billing Division
Fleets
Facilities
Engineering

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

GOLF COURSE FUND

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

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

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

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

POLICE PENSION FUND

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

ESCROW AGENCY FUND

Agency funds are generally used to account for assets that the Village holds in a fiduciary capacity or on behalf of others as their agent. Since agency funds do not include any revenue or

expense accounts, although reported within the Village's annual financial report, they are not included within this document. This Fund is used to account for Developer or Construction project escrows.

MAJOR FUNDS

Major funds are defined by the Village as those that are greater than or equal to 10% of the total funding for the fiscal year. For the 2014/15 budget year, the major funds are the General Fund and the Water & Sewer Fund.

GENERAL FUND

The General Fund is the general operating fund of the Village. It accounts for all services that are not specifically accounted for in other funds, including police, public works, community development services and general administration activities. The General Fund includes total revenues of \$21,048,355, which makes up 47.2% of the Village's total revenue. Compared to the 2013/14 budget, the General Fund revenue shows a 0.5% increase.

The General Fund expenditure budget, excluding transfers, is \$20,299,111, which is an increase of 2.6% compared to the 2013/14 budget. If all transfers to debt service and capital project funds are included, the budget reflects a 2.9% increase of expenditures compared to 2013/14.

ENTERPRISE SERVICES FUND

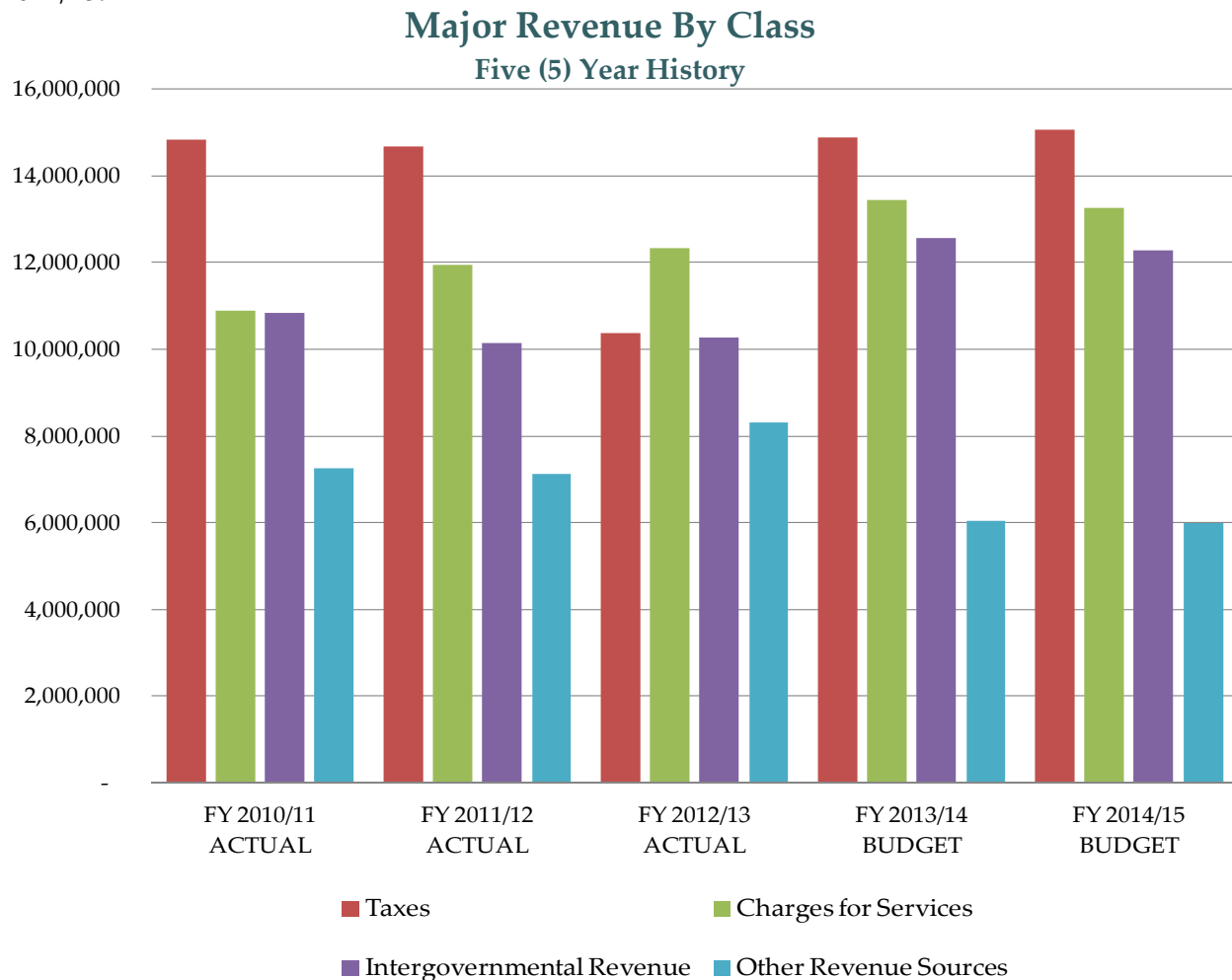
The Village's Enterprise Services Fund is an enterprise fund used to account for revenues and expenses of the Village's water and sanitary sewer system. Total revenue for this fund is \$9,696,769, which makes up 19.0% of the Village's total revenue. If all costs are included, such as transfers and other non-operating expenses, the fund will experience a net increase in retained earnings of \$56,840.

Department	Major Funds		Non-Major Funds		
	Governmental	Proprietary	Governmental Funds	Proprietary Funds	Fiduciary Funds
	General Fund	Environmental Services Fund			
Administration	√	√	√	√	
Administrator	√	√	√	√	
Administrative Services	√	√	√	√	
Boards, Clerk, Advisory	√				
Community Development	√	√			
Finance	√	√	√		
Parks & Recreation	√		√	√	
Parks, Grounds, and Facilities	√	√	√	√	
Police	√		√		√
Public Works	√	√	√		

MAJOR REVENUE SOURCES

Major revenue sources are those that comprise more than 87% of the total revenue as adopted in the fiscal year 2014/15 Operating Budget. Although the Village has a diverse revenue stream, the economic recession has negatively impacted overall revenues beginning in early 2008. The Village continues to see some signs of improvement beginning in 2012; however, a full economic recovery remains fragile and unpredictable.

The Village's largest class of revenue for the 2014/15 fiscal year is intergovernmental revenue followed by property tax revenue, utility tax revenue, home rule tax revenue and other tax revenue. It is important to note that major revenues are not always consistent year after year and the graph below only reflects the class of revenue that is considered major in fiscal year 2014/15.



Footnotes:

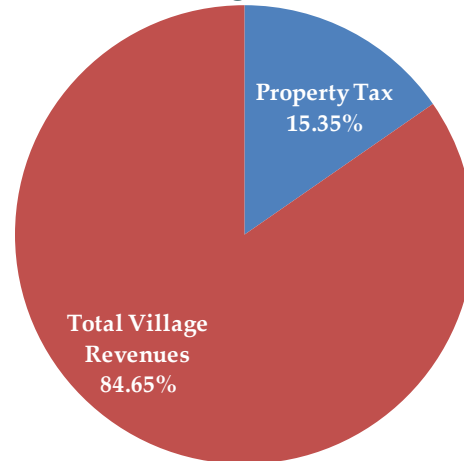
- i. Other Revenue Sources are comprised of licenses and permits, fines and forfeitures, investment income and miscellaneous income.

MAJOR REVENUE SOURCES

TAXES - PROPERTY TAX

Levy Year	Taxes Levied	Amount Collected
2005	6,445,117	6,445,194
2006	6,828,842	6,831,370
2007	7,303,035	7,290,282
2008	7,601,254	7,569,537
2009	7,471,466	7,455,532
2010	7,199,982	7,175,845
2011	7,026,299	6,925,592
2012	7,093,933	6,843,318
2013	7,226,009	

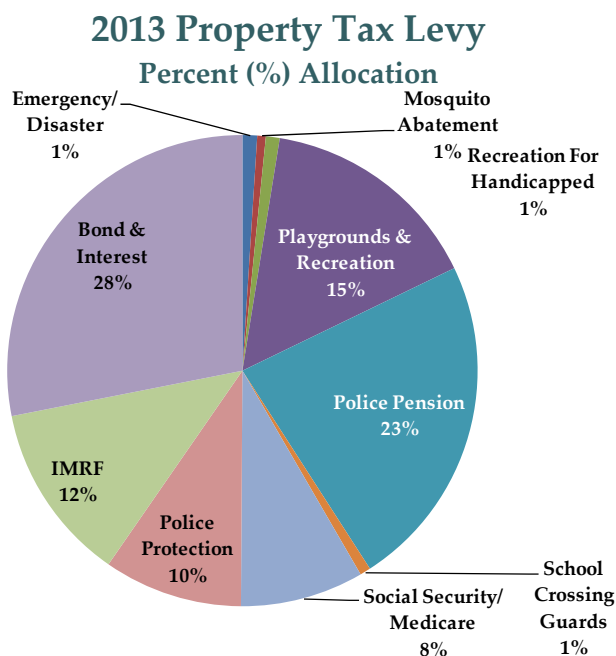
Property Tax to Total Village Revenue
2014/15 Budget



Property tax is the Village's second largest revenue source and comprises 15.35% of the total budgeted revenue for 2014/15. 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) Fund, Handicap Recreation Fund, Illinois Municipal Retirement Fund (IMRF), Special Service Area (SSA) Funds, Tax Incremental Financing (TIF) Funds, Police

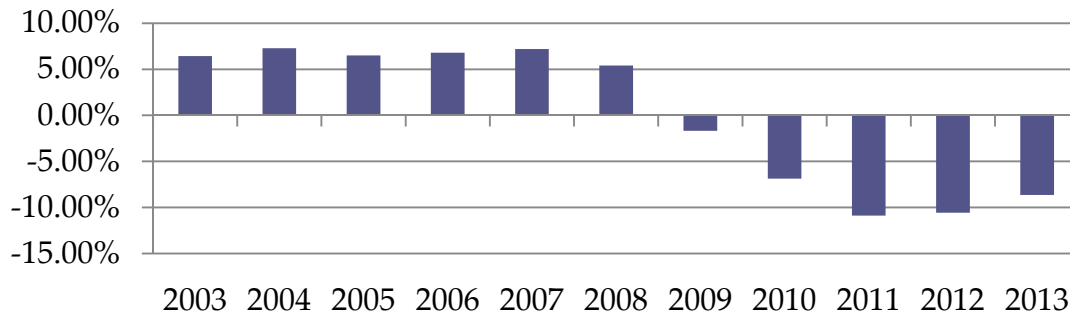
Pension Fund and Debt Service Fund. Property taxes for 2013, which will be paid in 2014, attach as an enforceable lien on January 1, 2014 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by DuPage County on or around May 1 and August 1 every year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2013 property taxes in 2014.



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 has continued to decline, 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.

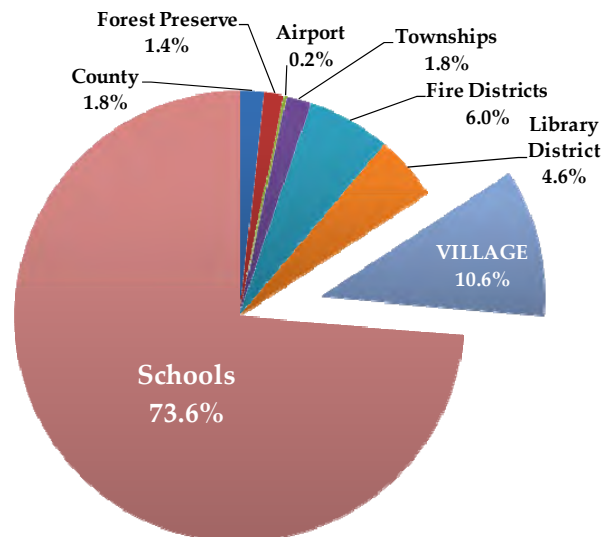
Equalized Assessed Value



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

Another part of the property tax levy is for the Village's outstanding debt service. These amounts are all determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, bond issues for the road program are funded partly with Home Rule Sales Tax funds. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the levy is reduced.

On average, 10.6% of a resident's property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an important distinction of the Village is that there is not a separate park district taxing body; instead the Village operates a recreation department. What this means to residents is that the 10.6% of the property tax bill that comes to the Village includes the levy for recreation. A major advantage to having a recreation department as opposed to a separate park district are the benefits of unified administration, finance, information systems and other support services.

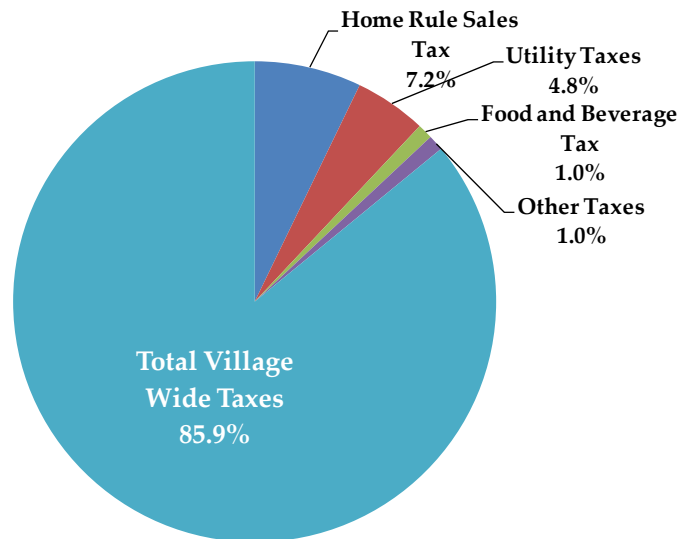


MAJOR REVENUE SOURCES

TAXES - OTHER TAXES

Other Taxes to Total Village Revenue
2014/15 Budget

Fiscal Year	Total Budget	Total Revenue Received	% Collected
2009/10	\$5,898,905	\$5,706,479	96.74%
2010/11	6,441,112	6,101,068	94.72%
2011/12	6,505,482	6,341,634	97.48%
2012/13	6,620,900	6,230,450	94.10%
2013/14	6,430,122	6,751,740	105.00%
2014/15	6,551,320		



The class of other taxes consists of a variety of revenue sources such as home rule sales 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 represents 14.1% of the total revenues budgeted for fiscal year 2014/15.

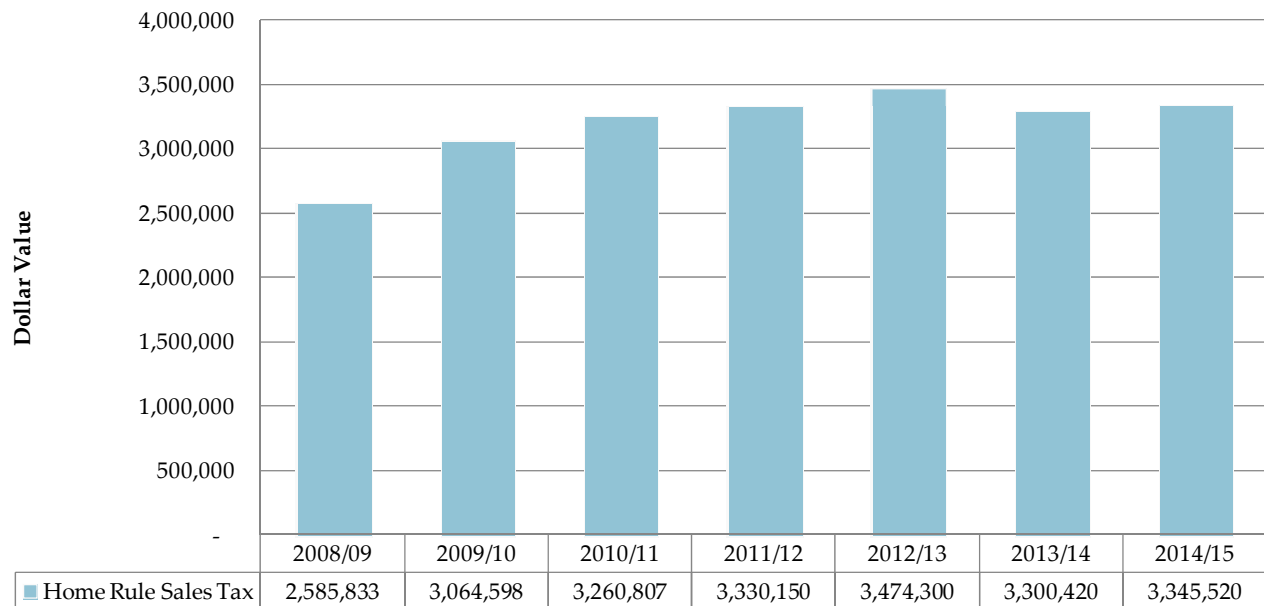
When projecting future revenue, the same approach is taken for this class as with intergovernmental revenue. Significant changes in the economy, such as major growths or downturns, will be reflected in budgeted revenues.

Home Rule Sales Tax:

The largest revenue source within this class is Home Rule Sales Tax, which represents 51.1% of other tax revenue. Since the Village is classified as a home rule municipality, it has the right to impose a sales tax within its jurisdiction, with no maximum rate limit as defined by the State of Illinois. Home rule sales tax is a sales tax imposed on retailers in the Village for the privilege of selling tangible personal property at the rate of 1.0%.

For the 2014/15 budget, the Home Rule Sales Tax revenue is split 50%/50% between the General Fund and the Infrastructure Fund. The Infrastructure Fund portion is strictly limited to funding debt repayments, capital improvements related to streets and other infrastructure uses.

Home Rule Sales Tax Seven (7) Year History



Footnotes:

- i. Fiscal Years 2008/09 to 2014/15 are presented on a modified accrual basis.
- ii. Fiscal Year 2013/14 is based off of estimated actual revenues, unaudited.

Utility Taxes:

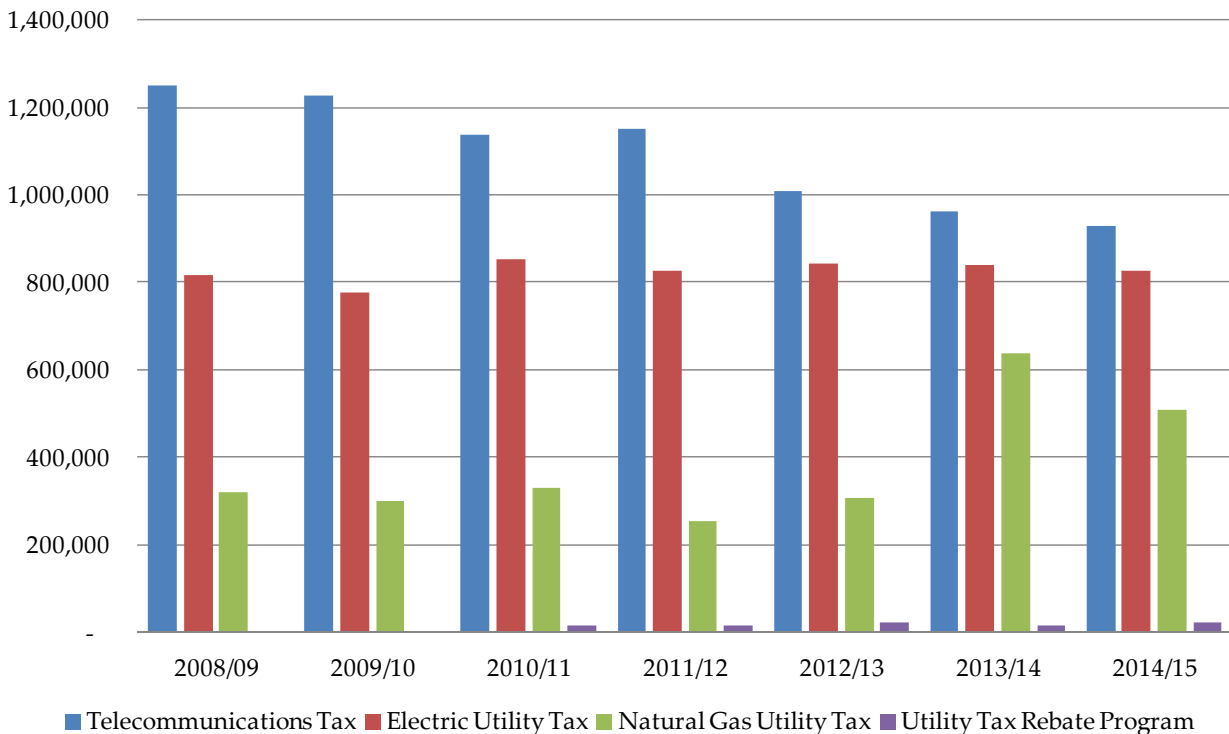
Utility taxes include the simplified telecommunications tax, natural gas and electric use tax. During Fiscal Year 1999/2000, the Village instituted the utility/use tax on telecommunications, natural gas and electric to reduce the Village's reliance on property tax revenue. The tax rate on electric and 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.

A 5.7% decrease was budgeted for the telecommunications tax revenue in Fiscal Year 2014/15 over the prior year's budget amount based on the 2012/13 actual performance of this revenue and the 2013/14 projected performance. A 33.9% increase is projected for the Fiscal Year 2014/15 Natural Gas Utility Tax budget due to the Village Board passing and implementing a new Natural Gas Use Tax.

The Village partnered with a firm specializing in auditing of utility companies to ensure utility tax revenue is being properly collected and distributed to the Village. To date, the audit has yielded evidence of several dozen miscodings, and hundreds of potential address exceptions

from utility companies that are being validated. We are hopeful the results of the audit will confirm all revenues are indeed being properly received, thus supporting the overall goal of the financial stability of the community.

Utility Tax Seven (7) Year History



Footnotes:

- i. Fiscal Years 2008/09 to 2014/15 are presented on a modified accrual basis.
- ii. Fiscal Year 2013/14 is based off of estimated actual revenues, unaudited.

Food & Beverage Tax:

The Village's 1% tax on the purchase of prepared foods and beverages is expected to generate a total of \$475,000 in 2014/15. This is an increase of 0.95% over current projections for 2013/14. The Food & Beverage Tax was introduced in July of 2010 to bring in additional revenue to supplement the decline in sales tax revenue.

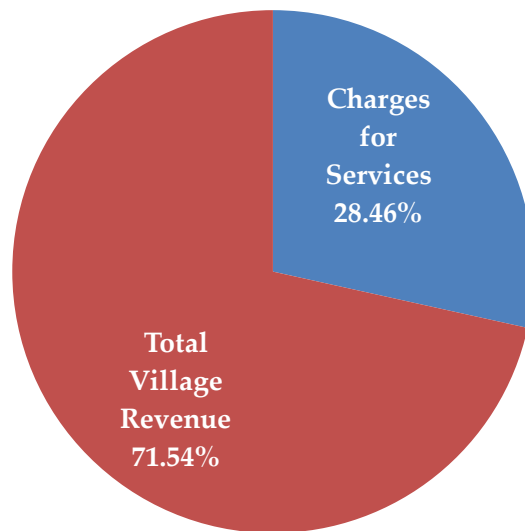
Amusement Tax:

In addition to the amusement tax, the Village began receiving a new amusement tax revenue from the newly constructed off track betting facility that opened in April of 2012. The estimated revenue for FY 2014/15 from the off track betting facility is \$95,000.

MAJOR REVENUE SOURCES CHARGES FOR SERVICES

Charges for Services to Total Village Revenue
2014/15 Budget

Fiscal Year	Total Budget	Total Revenue Received	% Collected
2009/10	\$ 10,133,497	\$9,792,522	96.6%
2010/11	11,049,802	10,879,651	98.5%
2011/12	11,784,638	11,941,520	101.3%
2012/13	12,563,788	12,320,261	98.1%
2013/14	13,428,713	12,948,741	96.4%
2014/15	13,260,594		

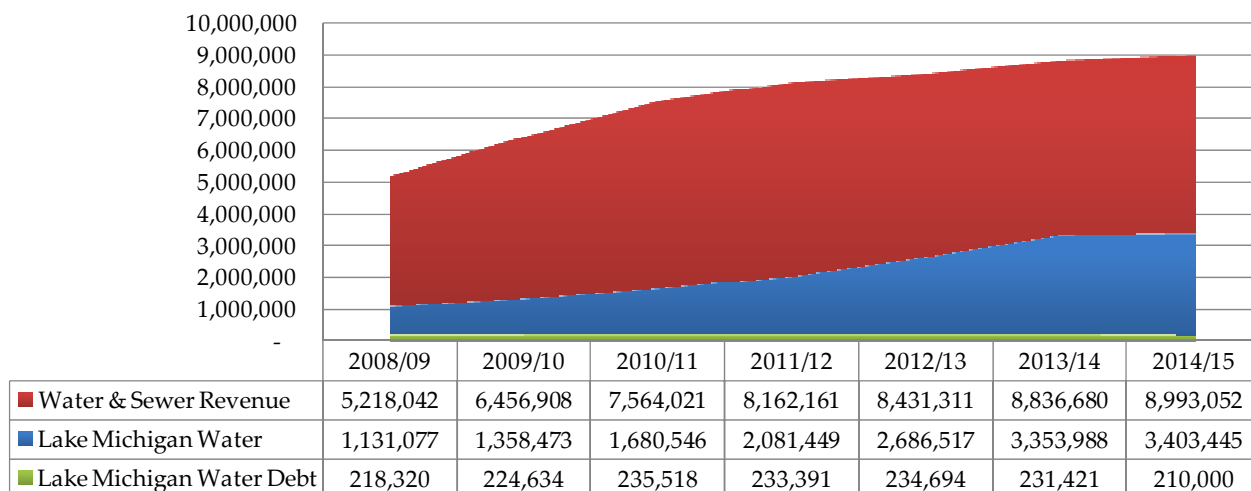


Revenue from charges for services, or user fees, is estimated at \$13.3 million for 2014/15, a decrease of 1.25% over 2013/14. The more significant user fees are water and sewer charges, golf course revenues, park and recreation services, cable television franchise fees, and water tower rental fees.

Water and Sewer Charges:

A total of \$8.99 million is expected to be generated from water and sewer consumption charges in 2014/15, a 1.8% increase over the 2013/14 adjusted budget.

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. The Village has been notified that the water rates will nearly double over the next four years, as follows:

Rates are per 1,000 Gallons of Water

2012 Rates \$2.73

2013 Rates \$3.32

2014 Rates \$3.97

2015 Rates \$4.68

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 the Environmental fund ran a deficit in its Net Asset's available for capital improvements. In conjunction with the rise in water costs, the Village raised 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 water rates, the Village has seen some decrease in usage, which inversely affects the ability to keep rates at a level that is able to fund its current operations and future capital needs of the fund.

Golf Course Fees:

The Glendale Lakes Golf Club has been owned and operated by the Village since 1987 and is open year round for all resident and non-resident golf lovers. The Golf Course revenues are broken down into three (3) segments; Golf & Pro Shop, Restaurants & Banquets, and the Charity Classic Event. The Golf Course revenue is very sensitive to the weather patterns, and in 2012, the summer caused a lower than normal turnout due to the excessive heat and drought that the Midwest was subjected to during the months of June, July, and August.

Pro Shop: The Pro Shop sold 25,000 rounds of golf in 2013, with golf fees for FY 2013/14 totaling \$698,769.

Restaurants and Banquets: Glendale Lakes Golf Club hosted over 46 wedding receptions and over 370 parties/meetings in its banquet rooms, for total revenue generating \$817,284 in FY 2013/14.

Charity Classic Event: Each year, the Village of Glendale Heights, alongside with Glendale Heights Chamber of Commerce and other local supporters, hosts an annual fundraiser to support local charities, foundations, and scholarship programs. In 2014, the Village had over 100 participants and raised \$24,000 in donated funds.



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.

Athletic Programming: The Soccer program hosted over 125 indoor and outdoor teams. Basketball programs were also extremely popular showing a 100% increase, with over 300 children participating in leagues and training programs. The Glendale Heights Football Program also had a great year, with nearly 200 children participating last fall.

Preschool: The preschool program participation remained consistent despite its challenges of moving a temporary location in the old police headquarters in the basement of Village Hall.

Aquatics: The Village experienced a decrease in attendance at the Glendale Heights Aquatic Center (GH₂O) in 2013 due to inclement weather. Over 1,100 people attended the Grand Re-Opening that took place as scheduled on July 4th, 2012. The pool has been updated to include a FlowRider (simulated surfing ride), a deep well with one and tree meter championship diving boards, and a new drop slide.

After School/Day Camp: The Summer of 2013 youth day camp programs had a similar turnout compared to its 2012 record high in participation.

Cable Television Franchise Fees:

Revenue from cable television franchise fees is estimated at \$384,000 for 2014/15. Actual revenues for 2013/14 are expected to be \$386,047. (unaudited)

Water Tower/Cellular Tower Rental:

The Village owns and operates four (4) water towers, 3 of which have space which is rented out to two companies and will generate roughly \$81,109 for the Village in Fiscal Year 2014/15. Additionally, the Village leases land space on the Village campus to cellular providers which results in another \$53,118 in anticipated revenue annually.

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

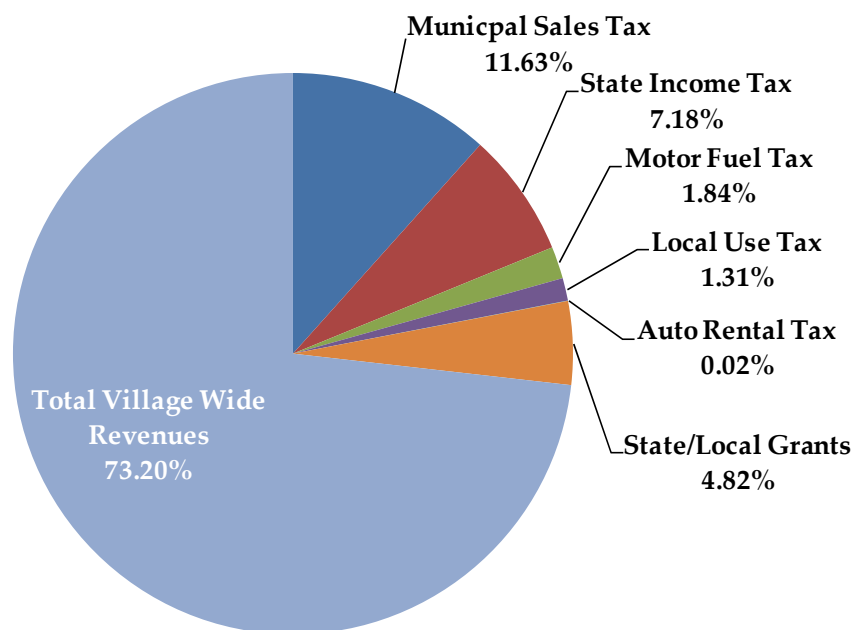
There is also a cellular tower that is in Camera Park. The Village receives a lease payment, and the funds are earmarked for the Parks & Recreation Development Fund. The Village anticipates receiving \$39,307 in Fiscal Year 2014/15 from this cellular tower.

MAJOR REVENUE SOURCES

INTERGOVERNMENTAL REVENUE

Fiscal Year	Total Budget	Total Revenue Received	% Collected	Fiscal Year	Total Budget	Total Revenue Received	% Collected
Intergovernmental Taxes				Intergovernmental Grants			
2009/10	\$ 8,145,332	\$8,264,281	101.46%	2009/10	\$2,813,740	\$1,242,292	44.15%
2010/11	7,990,429	8,529,742	106.75%	2010/11	2,482,330	2,301,318	92.71%
2011/12	9,480,334	9,479,006	99.99%	2011/12	3,359,118	668,332	19.90%
2012/13	9,346,908	9,630,625	103.04%	2012/13	1,521,999	649,689	42.69%
2013/14	10,019,262	9,964,126	99.45%	2013/14	2,543,795	1,716,786	67.49%
2014/15	10,239,892			2014/15	2,044,353		

**Intergovernmental Revenue to Total Village Revenue
2014/15 Budget**



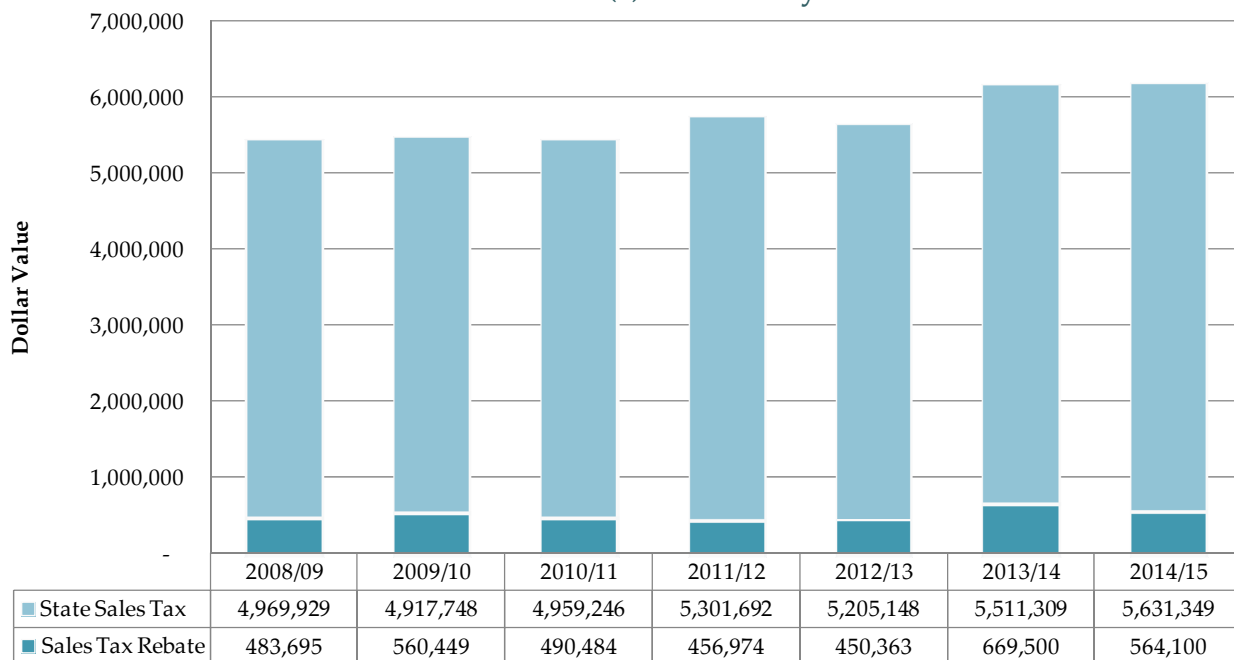
The intergovernmental revenue class includes a variety of revenue sources that the Village receives from other governmental entities. Sales tax, income tax and local use tax are examples of tax distributions made by the State of Illinois. These revenue sources are projected based on historical trends or obvious impacts in the economy, including both major growths as experienced in 2005-2007, and major downturns experienced by the nation since early 2008. An example of a more steady revenue source is motor fuel tax, which is a tax on each gallon of gasoline, combustible gas and diesel fuel sold.

The Village also receives grants that fluctuate depending on the program. Some grants are annual and reimburse the Village for eligible costs such as overtime, allowing them to be budgeted. However, other grants appear throughout the year and the Village is unable to include these revenue sources into the budget.

State Sales Tax:

The State of Illinois imposes a 6.25% sales tax, 1% of which is distributed to municipalities on a point of sale basis. Glendale Heights has increased its sales tax revenue base in the past 5-10 years through the acquisition of new business, and through sales tax incentives offered through the various TIF districts and throughout the Village. As previously stated, the Great Recession of 2008 and 2009 resulted in significant declines in retail sales. Fortunately, things now appear to be in a recovery. At this time, the projection is that state sales tax revenue will come in at \$5.51 million for 2013/14, comparing unfavorably to the \$5.62 million that was budgeted. For 2014/15 the estimate is for sales tax revenue of \$5,631,349, representing an increase of 0.16% over the 2013/14 budget, and an 8.19% increase over 2012/13 actual. The chart below illustrates sales tax revenue for fiscal year 2014/15 and the preceding six years.

State Sales Tax & Sales Tax Rebate
Seven (7) Year History



Footnotes:

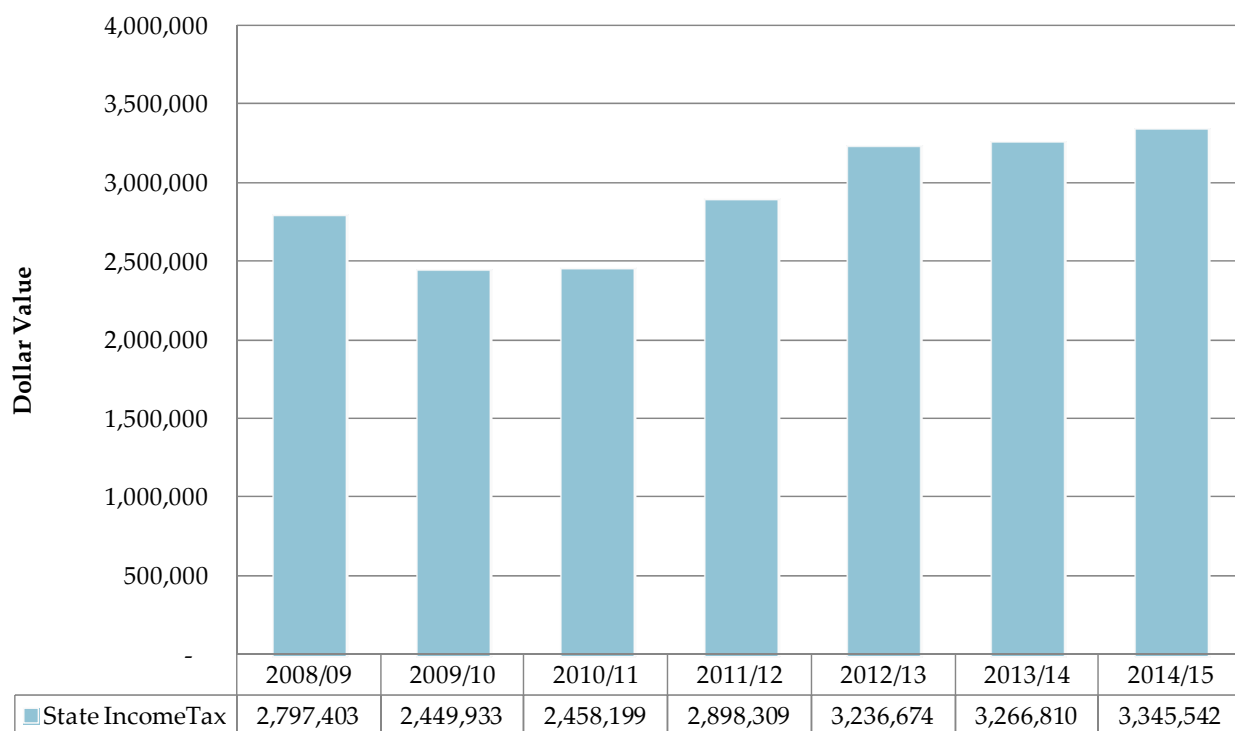
- i. Fiscal Years 2008/2009 to 2014/15 are presented on a modified accrual basis.
- ii. Fiscal Year 2013/2014 is based off of estimated actual revenues, unaudited.

State 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 2011, the State increased its income tax rate to 5% for individuals, and 7% for corporations. The State will now be distributing 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 had been falling since 2007/08 due to falling wages, rising unemployment, and lower corporate profits, but began to gain some ground starting in 2011/2012. State income tax receipts are estimated at \$3,345,542 for 2014/15, an increase of 2.52% from 2013/14. State income tax revenue is deposited into the General Fund. The chart below depicts income tax revenue for FY 2014/15 and the preceding six years.

State Income Tax
Seven (7) Year History

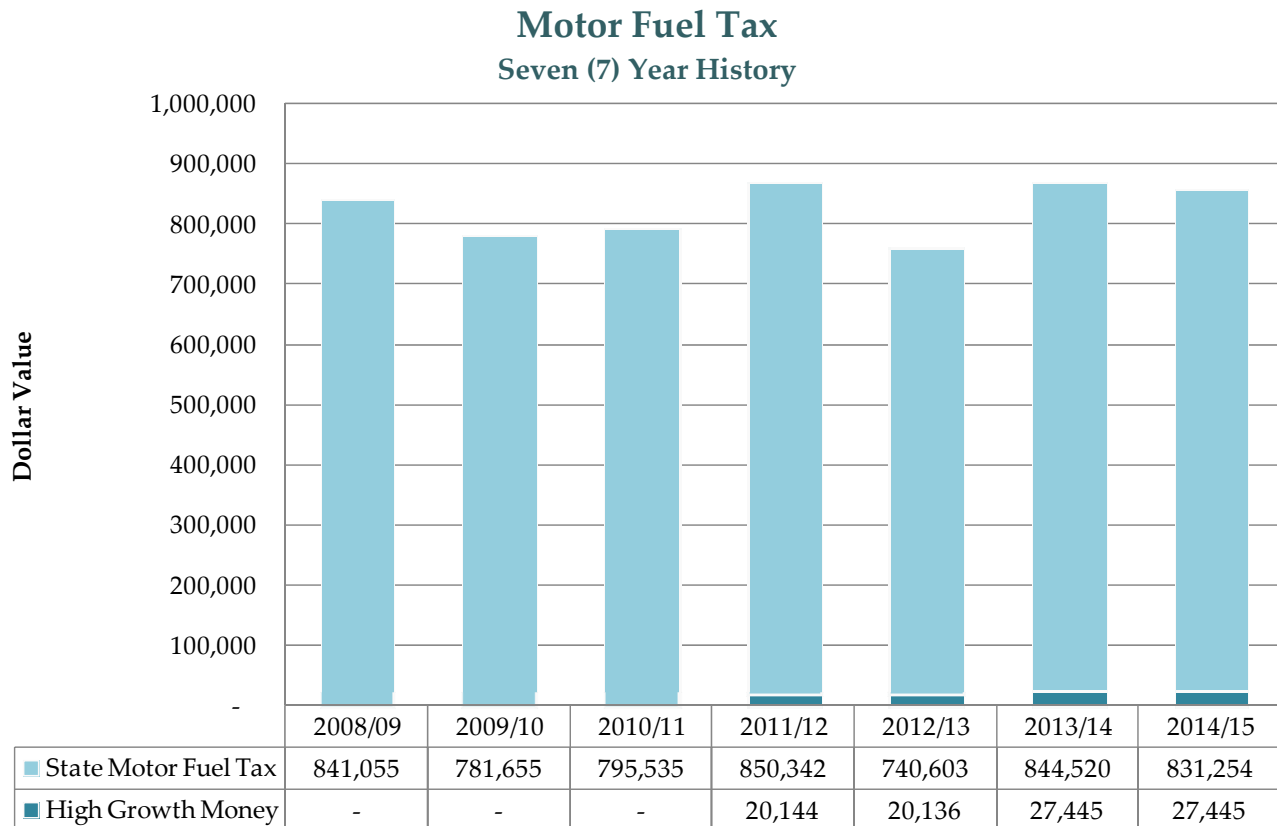


Footnotes:

- i. Fiscal Years 2008/09 to 2014/15 are presented on a modified accrual basis.
- ii. Fiscal Year 2013/14 is based off of estimated actual revenues, unaudited.

State Motor Fuel Tax:

The State of Illinois allocates a portion of its motor fuel tax receipts to municipalities based on a per-capita formula. The State further allocates a small amount to communities classified as “high-growth areas”, including Glendale Heights. From fiscal years 2010/11 through 2014/15, municipalities were given an additional allotment under the “Illinois Jobs Now” program. For FY 2014/15 we are projecting total state motor fuel tax revenue of \$831,254, a decrease of 1.6% from the preceding year’s estimated actual. The chart below shows 2014/15 MFT revenue estimates and actual collections for the preceding six years:



Footnotes:

- i. Fiscal Years 2008/09 to 2014/15 are presented on a modified accrual basis.
- ii. Fiscal Year 2013/14 is based off of estimated actual revenues, unaudited.

State and Local Grants:

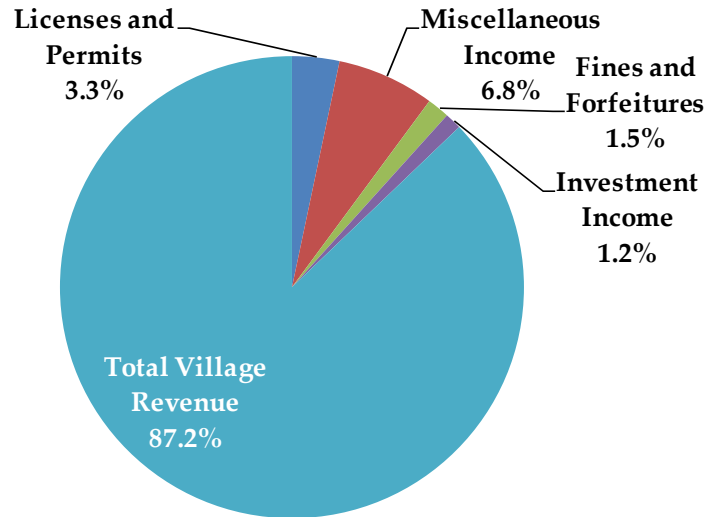
The Village is expecting to receive a \$1,376,000 FEMA grant to provide funding in the T.I.F. #1 project area. This grant will be used for the flood control project at North Avenue and Glen Ellyn Road. This grant is a 75/25 grant, meaning the Village receives \$0.75 cents for every dollar spent on this project.

MAJOR REVENUE SOURCES

OTHER REVENUE SOURCES

Fiscal Year	Total Budget	Total Revenue Received	% Collected
2009/10	\$5,970,587	\$6,905,398	115.7%
2010/11	4,684,472	7,259,505	155.0%
2011/12	5,416,473	7,116,148	131.4%
2012/13	5,448,607	8,307,240	152.5%
2013/14	6,041,300	7,115,178	117.8%
2014/15	5,979,931		

Other Revenue Sources to Total Village Revenue
2014/15 Budget



LICENSES AND PERMITS

License and permit revenue projected for FY 2014/15 is \$1,540,590, a 1.6% decrease from the 2013/14 budget. The decrease is attributed to a couple of major development projects which took place in FY 13/14. However, the Village still anticipates receiving a healthy amount of permit revenue due to the new developments being complete during FY 2014/15.

FINES AND FORFEITURES

Total revenue from fines is estimated at \$725,564 for FY 2014/15, representing a decrease of 0.1% from the 2013/14 budget.

INVESTMENT INCOME

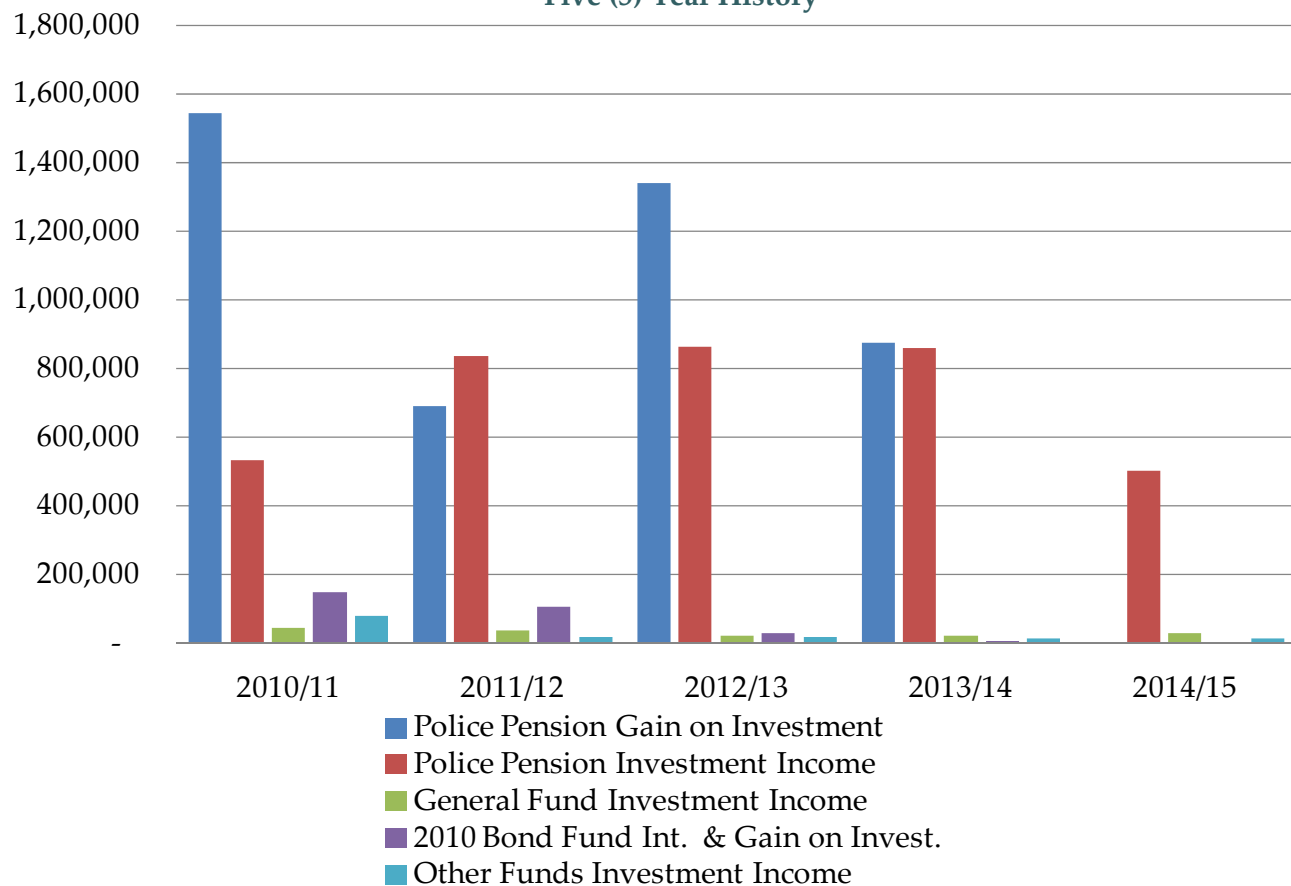
The Village of Glendale Heights receives income from investing idle cash in its operating funds and from investing Police Pension Fund reserves. Interest revenues have been an important source of funding for Village services. Interest revenues also include the Net Change in Fair Value of investments. 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.

In Fiscal Year 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 2012/13, revenues decreased from the 2009/10 level as the market stabilized and in 2013/14 and 2014/15, revenues are expected to sustain or increase their current rate of growth. Following is a table that breaks down investment earnings between operating investments and pension trust investments.

Investment Income & Gain on Investments

Five (5) Year History



Footnotes:

- Fiscal Years 2010/11 to 2014/15 are presented on a modified accrual basis.
- Fiscal Year 2013/14 and 2014/15 gain on investments are posted during annual audit.

MISCELLANEOUS REVENUE

Miscellaneous 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 \$3,171,971 for fiscal year 2014/15, a decrease of 0.1% from the previous year's budget. Employer pension contributions decreased 2.9%, while employee pension contributions remain unchanged.

MAJOR REVENUE SOURCES OTHER FINANCING SOURCES (USES)

Other financing sources are inflows of cash that are either non-operating or more one-time in nature. Typically, other financing sources include proceeds from issuing bonds, inter-fund transfers, and proceeds from the sale of land and equipment.

COMMUNITY CAPITAL PROJECTS – BUILDING FOR THE FUTURE!

ACCOUNT #	ACCOUNT NAME	FY 2009/10 BUDGET	FY 2009/10 ACTUAL
<i>Other Financing Sources (uses)</i>		<i>8,825,000</i>	<i>38,685,427</i>
352-0000-471-31-18	Bond Fund Series - 2009	8,825,000	8,825,000
352-0000-471-31-33	Bond Discount		(53,732)
353-0000-471-31-18	Bond Fund Series-2010	-	29,940,000
353-0000-471-33-18	Bond Fund Series-2010	-	(25,841)

In 2009 and 2010, the Village took advantage of the Build America Bonds that were offered as part of the American Reinvestment and Recovery Act to fund several long awaited capital projects. In addition, the Village was awarded a \$2.5 million Park and Recreation Facility Construction (PARC) grant and a \$100,000 and \$275,000 Department of Commerce and Economic Opportunities (DCEO) grant to supplement capital project funding that also included local funds from the Village's General Fund and Recreation Fund reserves.

Capital Projects completed so far include:

- ❖ The Center for Senior Citizens
- ❖ 2009 & 2010 Local Street Improvements
- ❖ Infrastructure Improvements (Water & Sewer System)
- ❖ Water Pollution Control Facility Improvements
- ❖ New Front Entrance to Village Hall – Now Fully Handicap Accessible
- ❖ Interior Remodeling of the Glendale Lakes Golf Course Clubhouse, Kitchen, and Patios
- ❖ New Police Station
- ❖ Interior Remodeling of Village Hall
- ❖ Sports Hub Renovation

Capital Projects still in progress include:

- ❖ **Interior Remodeling of Village Hall** – The final phase of this project includes upgrading the original single pane windows on the south and east side of Village Hall to double pane windows. The court room will also receive upgrades to its carpeting,



ANNUAL BUDGET

electronic televising equipment, podium, and blinds. The funding for these improvements is coming from a DCEO grant of \$250,000.

- ❖ **Way finding Signs** – The Fullerton Avenue campus will have new way finding signs to direct its daily visitors to each of its new and upgraded buildings and service counters.

Operating Transfers:

Revenues classified as operating transfers from other funds total \$4,381,139 in the fiscal year 2014/15 budget, which is a decrease of 0.6% 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	382,929	(1,249,244)	(866,315)
Special Revenue Funds	688,271	(2,311,299)	(1,623,028)
Recreation Fund	-	(13,700)	(13,700)
ESDA	-	(3,000)	(3,000)
Founders Day Fund	-	(49,730)	(49,730)
Parks & Recreation Development Fund	-	(51,000)	(51,000)
Infrastructure Fund	-	(1,310,670)	(1,310,670)
T.I.F. #1	-	(600,000)	(600,000)
T.I.F. #4	550,000	-	550,000
S.S.A. #1	-	(14,811)	(14,811)
S.S.A. #2	85,806	(125,684)	(39,878)
S.S.A. #3	52,465	(94,730)	(42,265)
S.S.A. #4	-	(11,611)	(11,611)
S.S.A. #5	-	(19,484)	(19,484)
S.S.A. #6	-	(16,879)	(16,879)
Capital Project Funds	569,570	(45,000)	524,570
Vehicle Replacement Fund	289,900	-	289,900
Capital Projects Fund	279,670	-	279,670
Recreation Equipment Replacement Fund	-	(45,000)	(45,000)
Debt Service Fund	2,605,369	-	2,605,369
Enterprise Funds	-	(775,596)	(775,596)
Environmental Services Fund	-	(738,396)	(738,396)
Golf Fund	-	(37,200)	(37,200)
Internal Services Fund	135,000	-	135,000
Insurance Fund	135,000	-	135,000
Total Transfers	4,381,139	(4,381,139)	-



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BUDGET SUMMARIES

A faint, light green watermark of the Glendale City Seal is visible in the background. The seal is circular and features the word "GLENDALE" in a large, serif font across the center. Below the name, there is a smaller, stylized illustration of a cityscape with buildings and a star. The seal is partially obscured by the large title text.

*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*



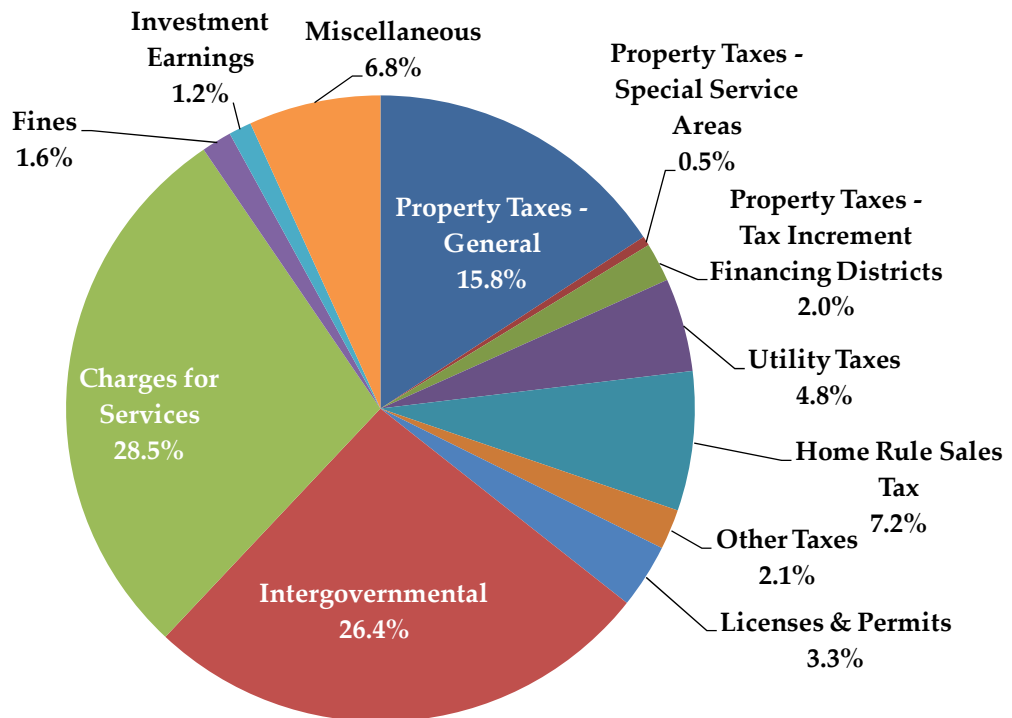
***A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE***



REVENUE & EXPENDITURES ALL FUNDS

FUND	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
REVENUES	45,583,203	51,314,241	51,157,799	50,972,642	-0.7%
General Fund	18,459,480	20,948,258	20,987,550	21,048,355	0.5%
Special Revenue Funds	6,413,462	9,221,432	8,512,618	8,842,660	-4.1%
Debt Service Fund	4,181,659	4,470,739	4,420,418	4,614,381	3.2%
Capital Projects Fund	1,144,832	2,281,204	2,285,916	2,107,270	-7.6%
Enterprise Fund	10,989,979	11,620,879	10,986,212	11,634,593	0.1%
Internal Service Funds	132,380	132,957	131,983	135,000	1.5%
Trust Funds	4,261,411	2,638,772	3,833,102	2,590,383	-1.8%
EXPENDITURES	58,333,376	63,268,107	52,301,338	52,622,169	-16.8%
General Fund	19,961,777	20,948,258	20,820,206	21,548,355	2.9%
Special Revenue Funds	9,258,184	12,739,766	9,059,857	11,418,874	-10.4%
Debt Service Fund	5,076,012	4,466,815	4,515,225	4,614,381	3.3%
Capital Projects Fund	10,690,060	10,228,919	3,878,075	936,662	-90.8%
Enterprise Fund	11,249,293	12,600,529	11,623,217	11,577,753	-8.1%
Internal Service Funds	662,668	787,233	766,549	787,054	0.0%
Trust Funds	1,435,382	1,496,587	1,638,209	1,739,090	16.2%
Net Revenues Over/(Under)					
Expenditures	(12,750,173)	(11,953,866)	(1,143,539)	(1,649,527)	16.2%

REVENUE SUMMARY FUNDING BY SOURCE ALL FUNDS

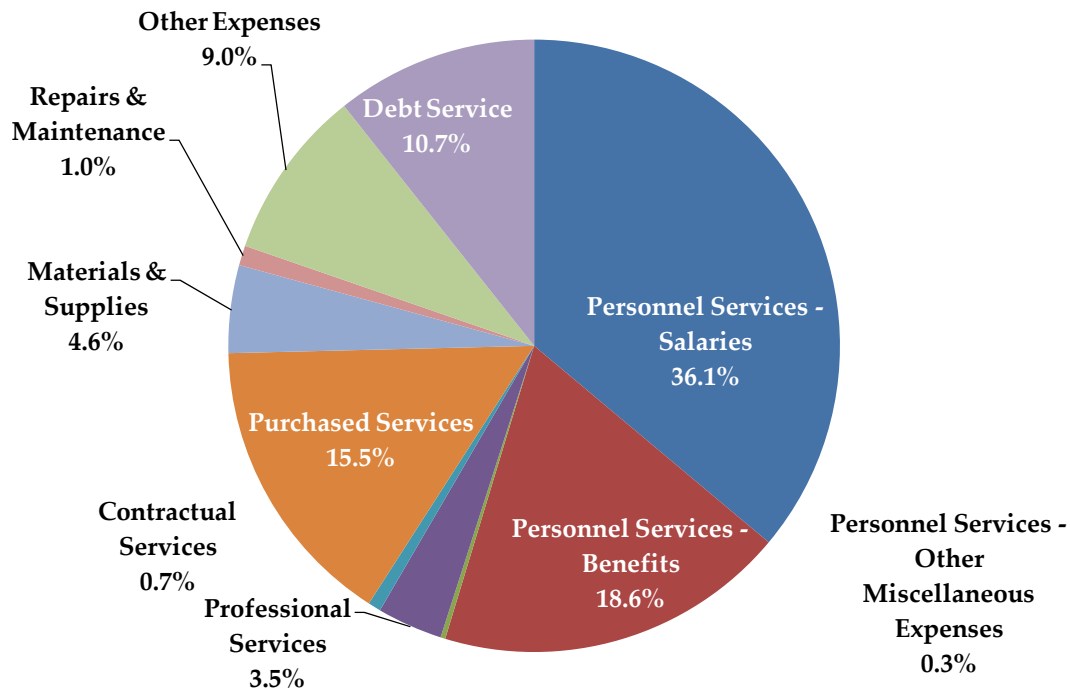


	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Property Taxes - General	\$ 3,634,062	\$ 7,231,803	\$ 7,041,487	\$ 7,356,905	1.7%
Property Taxes - Special Service Areas	126,495	230,411	230,413	226,108	-1.9%
Property Taxes - Tax Increment Financing Districts	382,961	981,550	981,132	932,400	-5.0%
Utility Taxes	2,136,813	2,198,622	2,421,217	2,242,000	2.0%
Home Rule Sales Tax	3,211,296	3,268,000	3,300,420	3,345,520	2.4%
Other Taxes	882,341	963,500	1,030,103	963,800	0.0%
Licenses & Permits	1,331,983	1,565,060	1,636,586	1,540,590	-1.6%
Intergovernmental	10,280,314	12,563,057	11,680,912	12,284,245	-2.2%
Charges for Services	12,320,261	13,428,713	12,948,741	13,260,594	-1.3%
Fines	647,349	725,564	716,611	725,200	-0.1%
Investment Earnings	2,263,920	542,238	1,772,892	542,170	0.0%
Miscellaneous	4,063,988	3,208,438	2,989,089	3,171,971	-1.1%
Total Operating Revenues	41,281,783	46,906,956	46,749,603	46,591,503	-0.7%
Operating Transfers	4,301,420	4,407,285	4,408,196	4,381,139	
Net Revenues & Transfers	\$45,583,203	\$51,314,241	\$51,157,799	\$50,972,642	



EXPENDITURE SUMMARY FUNDING BY CLASS

ALL FUNDS



	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Personnel Services - Salaries	\$ 14,861,574	\$ 15,214,621	\$ 15,269,219	\$ 15,588,870	2.5%
Personnel Services - Benefits	7,707,396	7,723,046	7,773,998	8,036,970	4.1%
Personnel Services - Other Miscellaneous Expenses	81,225	127,677	109,874	109,111	-14.5%
Professional Services	953,866	2,315,900	1,224,882	1,495,537	-35.4%
Contractual Services	257,873	307,287	264,280	292,140	-4.9%
Purchased Services	5,315,881	6,281,130	6,408,976	6,707,095	6.8%
Materials & Supplies	1,773,597	2,021,958	1,882,587	2,003,067	-0.9%
Repairs & Maintenance	358,957	506,583	420,026	450,721	-11.0%
Other Expenses	3,215,286	3,701,105	3,571,946	3,901,838	5.4%
Debt Service	5,072,859	4,463,215	4,512,333	4,610,781	3.3%
Depreciation & Amortization Expense	1,390,941	-	-	-	N/A
Total Operating Expenses	40,989,455	42,662,522	41,438,121	43,196,130	1.3%
 Capital Outlay	 13,042,501	 16,198,300	 6,455,021	 5,044,900	 -68.9%
Operating Transfers	4,301,420	4,407,285	4,408,196	4,381,139	
Net Expenditures & Transfers	\$ 58,333,376	\$ 63,268,107	\$ 52,301,338	\$ 52,622,169	



ANNUAL BUDGET

REVENUE AND EXPENDITURE SUMMARY GENERAL FUND

	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	FY 2013/14 ESTIMATE	FY 2014/15 BUDGET	% DIFFERENCE
REVENUES	\$ 18,459,480	\$ 20,948,258	\$ 20,987,550	\$ 21,048,355	0.5%
Taxes	6,219,275	7,841,499	8,057,748	7,909,528	0.9%
Licenses and Permits	1,330,401	1,562,700	1,634,054	1,538,150	-1.6%
Charges for Services	885,474	926,584	960,919	910,428	-1.7%
Fines and Forfeitures	625,018	668,000	665,741	707,000	5.8%
Intergovernmental	8,594,826	8,956,788	8,807,893	9,089,101	1.5%
Investment Income	20,943	28,188	19,965	28,000	-0.7%
Miscellaneous	447,993	595,898	472,629	483,219	-18.9%
Operating Transfers	335,550	368,601	368,601	382,929	3.9%
EXPENDITURES	19,961,777	20,948,258	20,820,206	21,548,355	3.5%
General Government	6,491,430	6,848,894	6,797,733	7,046,078	2.9%
Police Department	7,201,192	7,287,758	7,272,743	7,502,691	2.9%
Community Development	673,814	794,193	791,963	798,065	0.5%
Public Works	1,927,906	1,937,118	2,010,405	2,104,476	8.6%
Parks, Grounds & Facilities	2,232,955	2,653,789	2,557,426	2,589,296	-2.4%
Legislative	253,166	263,408	226,838	258,505	-1.9%
Operating Transfers	1,181,314	1,163,098	1,163,098	1,249,244	7.4%
NET REVENUES OVER EXPENDITURES	\$ (1,502,297)	\$ -	\$ 167,344	\$ (500,000)	-3.0%



REVENUE DETAIL GENERAL FUND

ACCOUNT NAME	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	FY 2013/14 ESTIMATE	FY 2014/15 BUDGET	% DIFFERENCE
TAXES	\$ 6,219,275	\$ 7,841,499	\$ 8,057,748	\$ 7,909,528	0.9%
Property Taxes - Police Protection	430,360	642,596	626,775	682,000	6.1%
Property Taxes - Police Pension	821,246	1,696,772	1,653,898	1,648,383	-2.9%
Property Taxes - Social Security - Employer	295,917	598,856	584,027	606,303	1.2%
Property Taxes - School Crossing Guards	25,964	51,510	50,576	52,020	1.0%
Property Taxes - Mosquito Abatement	20,985	41,643	40,942	42,262	1.5%
Utility Taxes - Electricity	842,833	854,522	838,082	825,000	-3.5%
Utility Taxes - Natural Gas	306,821	380,000	637,496	509,000	33.9%
Utility Taxes - Simplified Telecommunications Tax	1,007,894	985,100	962,854	929,000	-5.7%
Utility Taxes - Utility Tax Rebate Program	(20,735)	(21,000)	(17,215)	(21,000)	0.0%
Hotel Tax	37,604	40,000	31,950	40,000	0.0%
Municipal Taxes - Food & Beverage Tax	471,161	470,000	470,548	475,000	1.1%
Amusement Tax	99,011	117,000	115,129	117,000	0.0%
Video Gaming Tax	-	-	9,080	16,800	100%
Personal Property Replacement Tax	36,171	31,500	41,618	40,000	27.0%
Real Estate Transfer Tax	238,394	305,000	361,778	275,000	-9.8%
Home Rule Tax	1,605,649	1,648,000	1,650,210	1,672,760	1.5%
LICENSES AND PERMITS	1,330,401	1,562,700	1,634,054	1,538,150	-1.6%
Vehicle License	298,806	310,000	292,334	300,000	-3.2%
Building Permits	290,894	445,000	522,123	400,000	-10.1%
Garage Sale	6,137	6,500	5,840	6,200	-4.6%
Business License	77,135	76,000	85,813	76,000	0.0%
Scavenger License	8,550	11,500	11,875	11,500	0.0%
Vending Machines License	32,463	27,500	26,816	27,500	0.0%
Contractors License	30,700	30,000	27,500	30,000	0.0%
Liquor License	97,120	110,000	97,060	112,000	1.8%
Tobacco Dealers License	6,700	6,900	5,600	5,800	-15.9%
Multi-Family Rental License	101,190	127,000	139,150	140,650	10.7%
Animal License	1,405	1,500	1,228	1,500	0.0%
Single Family Rental License	360,950	375,000	392,875	400,000	6.7%
Entertainment Permit	600	1,800	1,300	1,500	-16.7%
Vacant Building Registry	12,900	13,000	7,800	10,000	-23.1%
Vacant Building Inspection	5,700	6,000	8,350	6,000	0.0%
Video Gaming License	-	15,000	7,000	9,500	-36.7%
Suspense Account	(849)	-	1,390	-	0.0%
CHARGES FOR SERVICES	885,474	926,584	960,919	910,428	-1.7%
Courtroom Rental	53,946	58,017	62,342	61,024	5.2%
Police Dept. Range Rental	2,000	5,000	5,000	5,000	0.0%
Water Tower Rental	159,817	161,104	161,830	134,227	-16.7%
Cable T.V. Franchise Fee	383,878	384,000	386,047	384,000	0.0%
Re-Inspection Fee	300	250	50	500	100.0%
Public Hearing Fee	4,050	6,000	10,456	6,500	8.3%
Engineering Fee	1,076	16,000	29,815	15,000	-6.3%
Legal Fee	-	7,000	6,209	8,000	14.3%
False Alarm Fee	10,875	10,000	7,450	8,000	-20.0%
Plan Review Fee	2,135	1,410	1,680	1,500	6.4%
Police Accident Report	4,050	4,000	3,554	4,000	0.0%

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REVENUE DETAIL GENERAL FUND (cont.)

ACCOUNT NAME	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	FY 2013/14 ESTIMATE	FY 2014/15 BUDGET	% DIFFERENCE
CHARGES FOR SERVICES (cont.)					
Police Officer-Off Duty	38,748	7,500	6,630	7,500	7,500
Finger Printing Fee	525	1,000	1,035	1,500	50.0%
Animal Impound Fee	1,160	2,000	1,060	2,000	0.0%
Police Dept. Application	2,585	-	-	2,625	100.0%
Bassett Liquor Training	550	500	350	500	0.0%
Working W/O Permit	1,694	1,800	2,312	2,000	11.1%
Real Estate Inspection Program	54,850	50,000	65,550	60,000	20.0%
Application Fee Liquor Dealer	1,000	-	500	-	0.0%
Plat Filing Fee	1,000	250	1,250	250	0.0%
County Right Of Way Fee	13,237	13,237	13,237	13,237	0.0%
Parks Usage Fees	6,345	7,600	8,890	6,500	-14.5%
Appearance Committee Review	-	500	-	-	-100.0%
Zoning Verification Fees	-	250	-	300	20.0%
Senior Center - Senior Health Insurance Program	520	1,980	-	-	-100.0%
Senior Center - Senior Program	6,479	5,500	6,702	6,200	12.7%
Senior Center - Senior Bus	3,277	3,000	3,083	4,500	50.0%
Senior Center - Facility Rental	47,362	54,000	50,490	54,000	0.0%
Senior Center - Salon Services	46,063	47,000	46,449	47,000	0.0%
Senior Center - Sponsorship	1,100	1,000	1,500	1,000	0.0%
Senior Center - Gift Cards	-	-	152	-	N/A
Senior Center - Simple Sam Computer Management	54	80	220	125	56.3%
Senior Center - Fitness Memberships	8,329	7,200	7,872	7,200	0.0%
Senior Center - General Memberships	2,126	1,300	2,904	2,000	53.8%
Senior Center - Beverages Sold Revenue	5,881	9,456	8,449	7,000	-26.0%
Senior Center - Specialty Linens Revenue	3,458	3,000	3,288	3,500	16.7%
Senior Center - Other Rental Fees	-	650	790	650	0.0%
Senior Center - Waitstaff Services	1,690	1,500	1,888	1,500	0.0%
Senior Center - Senior Holiday Luncheon	695	700	970	1,890	170.0%
Senior Center - Senior Trip Revenues	12,326	45,000	45,681	45,000	0.0%
Senior Center - Snacks	531	600	834	700	16.7%
Senior Center - Facility Set up Fees	2,708	4,000	4,400	4,000	0.0%
Senior Center - Miscellaneous Income	(2,532)	1,000	-	-	-100.0%
Senior Center - Donations	1,586	2,200	-	-	-100.0%
FINES AND FORFEITURES	625,018	668,000	665,741	707,000	5.8%
Local DUI Prosecution	49,703	60,000	54,957	60,000	0.0%
Parking Tickets	194,793	215,000	210,169	215,000	0.0%
Compliance Tickets	123,290	110,000	148,510	132,000	20.0%
Court Fines	250,007	275,000	250,955	300,000	9.1%
Liquor Fines	4,550	6,500	350	-	-100.0%
Tobacco Fines	2,675	1,500	800	-	-100.0%
INTERGOVERNMENTAL	8,594,826	8,956,788	8,807,893	9,089,101	1.5%
Parking Ticket - Collection Agency	17,290	15,000	15,010	15,000	0.0%
Police Dept. - Other Revenues	5,041	42,364	35,860	3,000	-92.9%
Municipal Sales Tax	5,205,148	5,622,611	5,511,309	5,631,349	0.2%
Sales Tax (Rebate)	(450,636)	(620,000)	(669,500)	(564,100)	-9.0%
Local Use Tax	542,372	571,170	589,474	608,902	6.6%

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ANNUAL BUDGET

REVENUE DETAIL GENERAL FUND (cont.)

ACCOUNT NAME	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	FY 2013/14 ESTIMATE	FY 2014/15 BUDGET	% DIFFERENCE
INTERGOVERNMENTAL (cont.)					
Auto Rental Tax	7,192	8,000	9,118	9,500	18.8%
State Income Tax	3,236,674	3,263,443	3,266,810	3,345,542	2.5%
Grants Police - Federal	591	-	2,256	-	0.0%
DUMEG Fair Share Rebate	24,908	24,700	24,908	24,908	0.8%
Federal Grants	6,081	-	-	-	0.0%
State of Illinois	-	20,000	20,000	12,000	-40.0%
Chapter 56.6 Drug Fines	-	3,000	-	3,000	0.0%
Local Law Enforcement Block Grant	-	5,000	2,178	-	-100.0%
Juvenile Diversion Program	165	1,500	470	-	-100.0%
INVESTMENT INCOME	20,943	28,188	19,965	28,000	-0.7%
Interest Income	28,508	28,188	23,201	28,000	-0.7%
IPBC Investment Revenue	(7,565)	-	(3,236)	-	0.0%
MISCELLANEOUS INCOME	447,993	595,898	472,629	483,219	-18.9%
Sale of Village Property	145	-	98	-	0.0%
Towing And Impound Charges	166,105	200,000	163,540	180,000	-10.0%
Boot Fee	2,070	2,000	740	-	-100.0%
Parking Fees/Payment Plan	29,801	35,000	13,654	17,000	-51.4%
50/50 Curb - Cut Program	3,310	2,500	1,180	3,570	42.8%
Sales - Recycling Supplies	2,411	2,000	2,749	2,500	25.0%
High School Resource Officer	119,682	114,138	110,063	116,728	2.3%
North Avenue Property	5,500	6,000	5,000	6,000	0.0%
Donations - Other	100	-	50	-	0.0%
Park Memorials	600	200	-	-	-100.0%
Cash (Over) & Short	(100)	-	(16)	-	0.0%
Miscellaneous Income	58,451	170,000	95,748	75,000	-55.9%
Special Event Revenues	8,723	7,050	7,079	6,850	20.0%
Donations - Other	625	1,000	1,015	1,915	-100.0%
Pull Tab Tax	5,786	2,500	-	2,500	0.0%
D.U.I.	7,079	20,146	3,739	33,156	64.6%
Sex Offender Registration	-	1,250	-	3,000	140.0%
Police Department Bike Unit	-	34	32	-	-100.0%
G.R.E.A.T. Program Receipts	7,186	2,000	9,730	-	-100.0%
Local Miscellaneous Donation	7,819	1,500	50	-	-100.0%
State - Tobacco Grants	1,136	7,080	1,551	5,000	-29.4%
Donations - Supervision Fines	20,601	20,000	46,559	25,000	25.0%
Electronic Citation Fees	-	1,000	-	1,000	0.0%
Forfeited Funds - Police money	963	-	6,252	-	0.0%
Donations - Safety Town	-	500	3,816	4,000	700.0%
TOTAL GENERAL FUND REVENUES	\$ 18,123,930	\$ 20,579,657	\$ 20,618,949	\$ 20,665,426	0.4%



EXPENDITURE SUMMARY BY DEPARTMENT GENERAL FUND

Program	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Boards & Commissions	\$ 253,166	\$ 263,408	\$ 226,838	\$ 258,505	-1.86%
Village Board	208,963	205,677	187,036	208,063	1.16%
Village Clerk	12,993	22,625	16,269	18,765	-17.06%
Police Commission	15,855	15,081	11,853	14,222	-5.70%
Plan Commission	2,008	3,185	1,569	4,690	47.25%
Special Events Commission	10,225	13,540	7,981	10,265	-24.19%
Youth Commission	2,000	2,000	1,339	2,000	0.00%
Community Diversity Commission	350	300	300	-	-100.00%
Appearance Commission	772	1,000	491	500	-50.00%
General Government	6,491,430	6,848,894	6,797,733	7,046,078	2.88%
Village Administration	373,097	392,395	386,932	401,317	2.27%
Human Resources	128,724	134,806	136,120	136,442	1.21%
Public Affairs	105,823	128,717	112,070	115,851	-10.00%
Senior Services	345,284	380,813	391,798	371,235	-2.52%
Central Services	4,418,299	4,624,842	4,644,596	4,902,518	6.00%
Administrative Services	315,993	328,441	325,747	335,462	2.14%
Information Services	353,338	401,095	359,451	318,896	-20.49%
Finance	450,872	457,785	441,019	464,357	1.44%
Police Department	7,201,192	7,287,758	7,272,743	7,502,691	2.95%
Police Department Administration	538,453	546,627	546,916	520,852	-4.72%
Patrol	4,200,821	4,172,293	4,190,814	4,284,509	2.69%
Investigations	1,103,179	1,127,434	1,123,977	1,160,150	2.90%
Support Services	1,306,302	1,372,894	1,338,396	1,457,524	6.16%
Community Oriented Police	1,253	3,000	2,597	3,000	0.00%
State & Federal Grants	51,184	65,510	70,043	76,656	17.01%
Public Works	1,927,906	1,937,118	2,010,405	2,104,476	8.64%
Public Works Administration	198,556	169,767	176,291	173,101	1.96%
Engineering	45,731	29,577	26,783	28,953	-2.11%
Streets	1,361,643	1,383,998	1,476,276	1,542,573	11.46%
Fleet Maintenance	321,976	353,776	331,055	359,849	1.72%
Parks, Grounds & Facilities	2,232,955	2,653,789	2,557,426	2,589,296	-2.43%
Playgrounds	1,384,785	1,361,334	1,343,489	1,416,392	4.04%
Forestry Operation	114,896	403,382	369,033	340,790	-15.52%
Building Maintenance	733,274	889,073	844,904	832,114	-6.41%
Community Development Services	673,814	794,193	791,963	798,065	0.49%
Community Development Administration	390,908	410,527	442,461	493,111	20.12%
Inspection Services	282,906	383,666	349,502	304,954	-20.52%

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EXPENDITURE SUMMARY BY DEPARTMENT

GENERAL FUND (cont.)

	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
General Fund Total before					
Operating Transfers	18,780,463	19,785,160	19,657,108	20,299,111	2.60%
Operating Transfers	1,181,314	1,163,098	1,163,098	1,249,244	7.41%
Transfer To - Vehicle Replacement Fund	72,599	212,500	212,500	212,500	0.00%
Transfer To - Computer Replacement Fund	63,165	94,798	94,798	-	-100.00%
Transfer To - Capital Projects Fund	100,000	60,000	60,000	183,670	206.12%
Transfer To - 2010 G.O.B.	-	25,000	25,000	-	
Transfer To - Debt Service	945,550	770,800	770,800	853,074	10.67%
TOTAL EXPENDITURES	\$19,961,777	\$20,948,258	\$20,820,206	\$21,548,355	2.86%



EXPENDITURE SUMMARY BY CLASS GENERAL FUND

Program	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Personnel Services	\$ 16,100,006	\$ 16,325,949	\$ 16,418,894	\$ 17,051,206	4.44%
Boards & Commissions	145,295	150,528	140,030	157,518	4.64%
General Government	5,406,859	5,510,213	5,493,518	5,808,366	5.41%
Police Department	6,844,306	6,899,525	6,911,451	7,084,583	2.68%
Public Works	1,349,854	1,317,688	1,427,571	1,432,321	8.70%
Parks, Grounds & Facilities	1,706,027	1,704,577	1,700,764	1,819,743	6.76%
Community Development Services	647,665	743,418	745,560	748,675	0.71%
Professional Services	503,605	588,188	570,610	499,161	-15.14%
Boards & Commissions	6,154	14,501	5,237	7,801	-46.20%
General Government	492,998	568,387	560,920	486,560	-14.40%
Public Works	4,453	5,300	4,453	4,800	-9.43%
Contractual Services	112,766	98,431	88,810	101,340	2.96%
Public Works	112,766	98,431	88,810	101,340	2.96%
Purchased Services	762,880	1,009,577	916,889	1,087,173	7.69%
Boards & Commissions	17,698	16,690	11,206	12,501	-25.10%
General Government	269,297	298,405	279,521	299,247	0.28%
Police Department	67,833	59,923	56,484	66,772	11.43%
Public Works	130,362	160,634	147,094	187,200	16.54%
Parks, Grounds & Facilities	262,397	437,410	388,468	485,723	11.05%
Community Development Services	15,293	36,515	34,116	35,730	-2.15%
Materials & Supplies	838,869	949,818	898,120	928,426	-2.25%
Boards & Commissions	22,100	17,255	10,934	15,880	-7.97%
General Government	194,454	237,546	218,929	245,801	3.48%
Police Department	206,314	223,848	202,152	232,120	3.70%
Public Works	206,095	220,519	232,685	215,865	-2.11%
Parks, Grounds & Facilities	201,318	240,300	223,961	208,100	-13.40%
Community Development Services	8,588	10,350	9,459	10,660	3.00%
Repairs & Maintenance	175,160	294,108	240,814	253,395	-13.84%
General Government	11,960	20,940	17,211	20,600	-1.62%
Police Department	19,568	20,232	17,938	22,520	11.31%
Public Works	110,967	110,196	87,460	157,900	43.29%
Parks, Grounds & Facilities	31,887	141,715	117,350	51,350	-63.77%
Community Development Services	778	1,025	855	1,025	0.00%
Other Expenses	203,789	401,703	435,612	331,260	-17.54%
Boards & Commissions	61,919	64,434	59,431	64,805	0.58%
General Government	73,174	134,067	176,741	166,354	24.08%
Police Department	63,089	83,230	83,912	95,696	14.98%
Public Works	1,309	1,700	806	1,550	-8.82%
Parks, Grounds & Facilities	2,808	116,387	113,532	880	-99.24%
Community Development Services	1,490	1,885	1,190	1,975	4.77%

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ANNUAL BUDGET

EXPENDITURE SUMMARY BY CLASS

GENERAL FUND (cont.)

Program	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Capital Outlay	83,388	117,386	87,359	47,150	-59.83%
General Government	42,688	79,336	50,893	19,150	-75.86%
Police Department	82	1,000	806	1,000	0.00%
Public Works	12,100	22,650	21,526	3,500	-84.55%
Parks, Grounds & Facilities	28,518	13,400	13,351	23,500	75.37%
Community Development Services	-	1,000	783	-	100.00%
Operating Transfers	1,181,314	1,163,098	1,163,098	1,249,244	7.41%
Transfer To - Vehicle Replacement Fund	72,599	212,500	212,500	212,500	0.00%
Transfer To - Computer Replacement Fund	63,165	94,798	94,798	-	-100.00%
Transfer To - Capital Projects Fund	100,000	60,000	60,000	183,670	206.12%
Transfer To - 2010 G.O.B.	-	25,000	25,000	-	-100.00%
Transfer To - Debt Service	945,550	770,800	770,800	853,074	10.67%
TOTAL ALL OBJECTS	\$ 19,961,777	\$ 20,948,258	\$ 20,820,206	\$ 21,548,355	2.86%



REVENUE SUMMARY BY FUND

OTHER FUNDS

FUND TYPE/FUND	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Special Revenue Funds	\$ 6,413,462	\$ 9,221,432	\$ 8,512,618	\$ 8,842,660	-4.11%
Recreation Fund	1,372,971	1,982,063	1,976,491	2,068,349	4.35%
Emergency Services and Disaster Agency Fund	34,121	58,092	57,311	72,246	24.36%
Handicapped Recreation Fund	93,970	122,998	120,480	68,185	-44.56%
Motor Fuel Tax Fund	899,959	963,283	1,010,200	997,644	3.57%
Founders' Day Fund	327,946	369,016	369,045	332,340	-9.94%
Parks & Recreation Development Fund	37,921	43,050	90,492	39,307	-8.69%
Infrastructure Fund	2,243,608	1,914,334	1,931,951	2,079,760	8.64%
Special Service Area #1 Fund	8,111	14,233	14,254	13,833	-2.81%
Special Service Area #2 Fund	95,805	120,591	120,592	125,684	4.22%
Special Service Area #3 Fund	64,708	90,629	90,629	94,730	4.53%
Special Service Area #4 Fund	14,563	23,118	23,182	23,085	-0.14%
Special Service Area #5 Fund	20,224	33,632	33,743	32,971	-1.97%
Special Service Area #6 Fund	16,553	32,511	32,549	31,172	-4.12%
Special Service Area #7 Fund	10,506	18,016	18,153	17,128	-4.93%
Special Service Area #8 Fund	11,522	25,560	25,620	25,776	0.85%
Article 36 Fund	25,001	27,300	24,589	27,300	0.00%
T.I.F. #1 Fund	285,226	1,621,800	797,787	752,000	-53.63%
T.I.F. #2 Fund	600	1,250	876	925	-26.00%
T.I.F. #3 Fund	427,718	608,050	642,943	608,200	0.02%
T.I.F. #4 Fund	50,672	363,550	363,573	553,600	52.28%
President St./North Ave. T.I.F.	-	-	-	-	N/A
IMRF Fund	369,812	778,913	759,383	877,975	12.72%
Historical Building Fund	1,945	9,443	8,775	450	-95.23%
Capital Projects Fund	1,144,832	2,281,204	2,285,916	2,107,270	-7.62%
Vehicle Replacement Fund	265,157	459,150	468,822	327,400	-28.69%
Computer Replacement Fund	81,577	114,997	115,008	200	-99.83%
Capital Projects Fund	568,068	128,000	128,004	279,670	118.49%
Cart Replacement Fund	1	-	1	-	N/A
Recreation Equipment Replacement Fund	141,763	-	20	-	N/A
GOB Series 2007 Fund	9	-	4	-	N/A
GOB Series 2008 Fund	-	-	-	-	N/A
GOB Series 2009 Fund	50	-	37	-	N/A
GOB Series 2010 Fund	88,207	1,579,057	1,574,020	1,500,000	-5.01%
Debt Service Funds	4,181,659	4,470,739	4,420,418	4,614,381	3.21%
Debt Service Fund	4,181,659	4,470,739	4,420,418	4,614,381	3.21%
Enterprise Funds	10,989,979	11,620,879	10,986,212	11,634,593	0.12%
Environmental Services Fund	9,179,268	9,651,342	9,427,249	9,696,769	0.47%
Golf Fund	1,810,711	1,969,537	1,558,963	1,937,824	-1.61%

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ANNUAL BUDGET

REVENUE SUMMARY BY FUND

OTHER FUNDS (cont.)

FUND TYPE/FUND	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Internal Service Funds	132,380	132,957	131,983	135,000	1.54%
Liability Insurance Fund	132,380	132,957	131,983	135,000	1.54%
Trust Funds	4,261,411	2,638,772	3,833,102	2,590,383	-1.83%
Police Pension Fund	4,261,411	2,638,772	3,833,102	2,590,383	-1.83%
TOTAL OTHER FUNDS	\$27,123,723	\$30,365,983	\$30,170,249	\$29,924,287	-1.45%



EXPENDITURE SUMMARY BY FUND

OTHER FUNDS

FUND TYPE/FUND	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Special Revenue Funds	9,258,184	12,739,766	9,059,857	11,418,874	-10.37%
Recreation Fund	2,004,050	2,140,154	2,113,725	2,056,836	-3.89%
Emergency Services and Disaster Agency Fund	73,084	72,226	55,108	55,935	-22.56%
Handicapped Recreation Fund	168,185	171,650	171,650	168,185	-2.02%
Motor Fuel Tax Fund	1,886,182	1,400,000	1,287,646	1,400,000	0.00%
Founders' Day Fund	321,849	370,002	364,716	332,340	-10.18%
Parks & Recreation Development Fund	71,697	68,000	68,000	51,000	-25.00%
Infrastructure Fund	2,219,280	2,514,697	2,155,678	2,260,070	-10.13%
Special Service Area #1 Fund	13,993	14,163	14,163	14,811	4.58%
Special Service Area #2 Fund	118,739	120,181	120,181	125,684	4.58%
Special Service Area #3 Fund	89,495	90,583	90,583	94,730	4.58%
Special Service Area #4 Fund	10,970	11,103	11,103	11,611	4.58%
Special Service Area #5 Fund	18,407	18,631	18,631	19,484	4.58%
Special Service Area #6 Fund	15,946	16,140	16,140	16,879	4.58%
Special Service Area #7 Fund	-	-	-	-	N/A
Special Service Area #8 Fund	-	-	-	-	N/A
Article 36 Fund	15,368	61,190	53,058	35,705	-41.65%
T.I.F. #1 Fund	724,812	3,654,010	886,777	2,575,500	-29.52%
T.I.F. #2 Fund	2,259	1,000	919	1,000	0.00%
T.I.F. #3 Fund	579,483	579,832	614,062	566,000	-2.39%
T.I.F. #4 Fund	1,516	461,000	25,486	660,000	43.17%
President St./North Ave. T.I.F.	44	53,115	56,805	15,000	-71.76%
IMRF Fund	918,309	910,538	929,867	942,853	3.55%
Historical Building Fund	4,516	11,551	5,559	15,251	32.03%
Capital Projects Fund	10,690,060	10,228,919	3,878,075	936,662	-90.84%
Vehicle Replacement Fund	366,665	748,162	412,596	291,318	-61.06%
Computer Replacement Fund	92,845	67,800	65,048	70,674	4.24%
Capital Projects Fund	379,347	155,707	38,312	279,670	79.61%
Cart Replacement Fund	-	-	-	-	N/A
Recreation Equipment Replacement Fund	141,828	-	-	45,000	N/A
GOB Series 2007 Fund	12,379	6,968	7,792	-	-100.00%
GOB Series 2009 Fund	-	81,584	81,671	-	-100.00%
GOB Series 2010 Fund	9,696,996	9,168,698	3,272,656	250,000	-97.27%
Debt Service Funds	5,076,012	4,466,815	4,515,225	4,614,381	3.30%
Debt Service Fund	5,076,012	4,466,815	4,515,225	4,614,381	3.30%
Enterprise Funds	11,249,293	12,600,529	11,623,217	11,577,753	-8.12%
Environmental Services Fund	9,227,052	10,632,339	9,695,063	9,639,929	-9.33%
Golf Fund	2,022,241	1,968,190	1,928,154	1,937,824	-1.54%
Internal Service Funds	662,668	787,233	766,549	787,054	-0.02%
Liability Insurance Fund	662,668	787,233	766,549	787,054	-0.02%

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EXPENDITURE SUMMARY BY FUND

OTHER FUNDS (cont.)

FUND TYPE/FUND	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET	% DIFFERENCE
Trust Funds	1,435,382	1,496,587	1,638,209	1,739,090	16.20%
Police Pension Fund	1,435,382	1,496,587	1,638,209	1,739,090	16.20%
TOTAL OTHER FUNDS	38,371,599	42,319,849	31,481,132	31,073,814	-26.57%



2013 LEVY YEAR PROPERTY TAX ANALYSIS

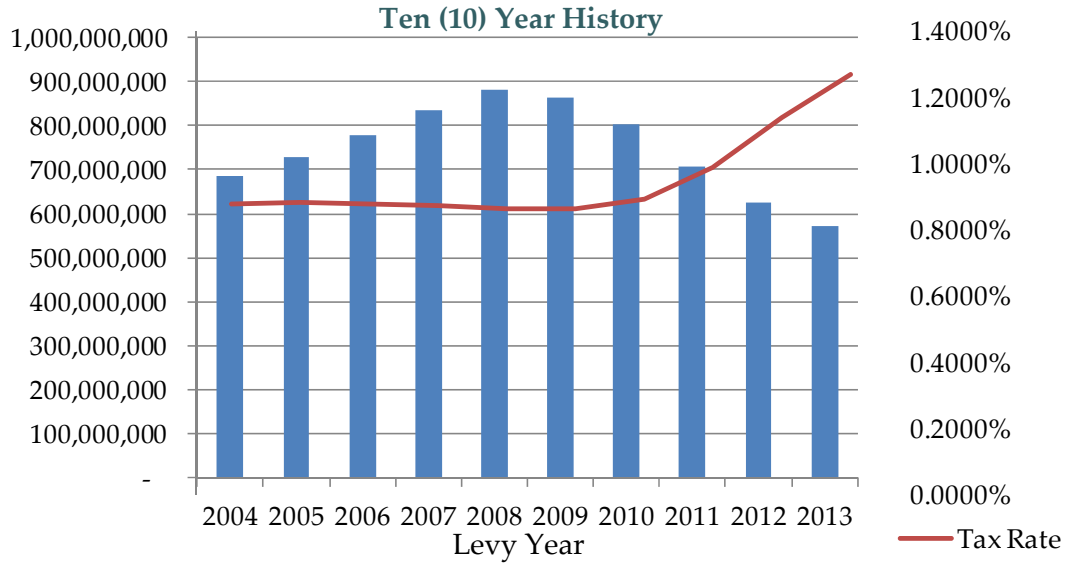
GENERAL FUND						SPECIAL REVENUE FUNDS					
Levy Year	Fiscal Year	Police Protection	Social Security /Medicare	School Crossing Guards	Mosquito Abatement	Recreation Fund	ESDA Fund	Rec. For Handi-capped Fund	IMRF Fund	Liability Insurance Fund	Police Pension Fund
2003	2004/05	\$ 299,800	\$ 505,038	\$ 52,250	\$ -	\$1,050,313	\$30,061	\$153,000	\$472,284	\$ 689,755	\$ 790,965
2004	2005/06	319,304	497,985	52,500	-	1,018,723	31,759	160,650	538,174	634,653	850,513
2005	2006/07	379,368	562,450	56,100	-	1,032,230	40,585	164,000	597,912	640,000	1,025,726
2006	2007/08	429,463	562,251	56,100	-	1,038,925	63,846	153,665	700,926	675,840	1,106,221
2007	2008/09	494,805	582,333	56,100	-	1,181,232	89,562	162,135	724,900	764,608	1,152,208
2008	2009/10	499,677	612,273	56,100	-	1,152,704	96,389	161,226	728,708	793,562	1,400,790
2009	2010/11	503,753	578,762	51,000	-	1,153,421	69,950	180,989	745,740	793,631	1,551,189
2010	2011/12	507,366	603,479	55,104	23,559	1,151,705	59,210	181,203	781,399	518,450	1,572,019
2011	2012/13	848,603	583,182	51,000	41,231	1,045,173	56,898	184,545	728,603	-	1,619,341
2012	2013/14	642,596	598,856	51,510	41,643	1,056,283	58,092	122,998	778,913	-	1,696,772
2013	2014/15	682,000	606,303	52,020	41,231	1,093,689	72,226	68,185	877,825		1,648,383
+ (-) over PY		39,404	7,447	510	(412)	37,406	14,134	(54,813)	98,912	-	(48,389)
Percent + (-)		6.1%	1.2%	1.0%	-1.0%	3.5%	24.3%	-44.6%	12.7%	n/a	-2.9%

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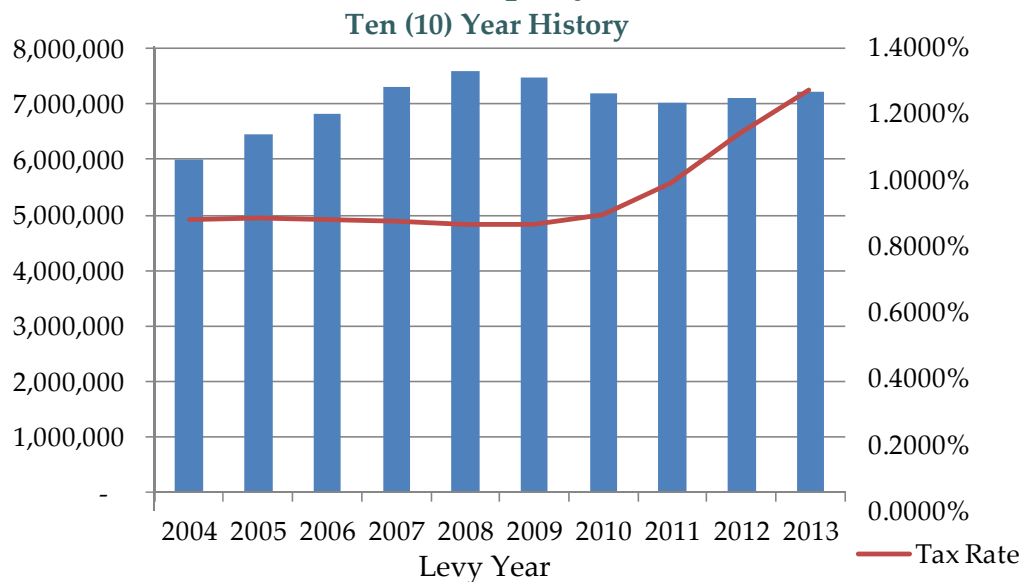
DEBT SERVICE FUND						A		B		= A/B	
Levy Year	Fiscal Year	Total Bond Principal & Interest	Tax Levy Abatement	Total Bonded Debt Tax Levy	Total Levy Request	DuPage County Extension Factor	Total Property Tax Levy Extension	Equalized Assessed Valuation (EAV)	Increase (Decrease) in EAV	Extended Property Tax Rate	Increase (Decrease) Over P/Y
2003	2004/05	2,896,011	1,140,538	1,755,473	\$5,798,939	-0.66%	5,760,810	634,730,016	6.9%	0.9076%	-0.7%
2004	2005/06	2,986,335	1,154,000	1,832,335	5,936,596	1.07%	6,000,081	684,550,012	7.8%	0.8765%	-3.4%
2005	2006/07	2,976,899	1,097,930	1,878,969	6,377,340	1.06%	6,445,117	729,415,646	6.6%	0.8836%	0.8%
2006	2007/08	2,761,812	791,543	1,970,270	6,757,507	1.06%	6,828,842	778,836,948	6.8%	0.8768%	-0.8%
2007	2008/09	2,506,177	539,570	1,966,607	7,174,490	1.79%	7,303,036	834,728,074	7.2%	0.8749%	-0.2%
2008	2009/10	3,118,078	1,099,854	2,018,224	7,519,653	1.09%	7,601,244	879,875,486	5.4%	0.8639%	-1.3%
2009	2010/11	2,836,496	938,947	1,897,549	7,525,984	-0.72%	7,471,466	865,053,328	-1.7%	0.8637%	0.0%
2010	2011/12	3,662,293	2,006,694	1,655,599	7,109,093	1.28%	7,199,982	804,467,291	-7.0%	0.8950%	3.6%
2011	2012/13	4,446,285	2,498,325	1,947,960	7,106,536	-1.13%	7,026,299	708,439,056	-11.9%	0.9918%	10.8%
2012	2013/14	5,081,046	3,108,906	1,972,140	7,019,803	1.06%	7,093,993	624,031,760	-11.9%	1.1368%	14.6%
2013	2014/15	5,082,653	3,073,641	2,009,012	7,150,874	1.05%	7,226,009	570,099,354	-8.6%	1.2675%	11.5%
+ (-) over PY		1,607	(35,265)	36,872	131,071	-0.01%	132,016	(53,932,406)	3.27%	0.13%	-3.12%
Percent + (-)		0.0%	-1.1%	1.9%	1.9%	-0.6%	1.9%	-8.6%	-27.5%	11.5%	-21.4%

2013 LEVY YEAR PROPERTY TAX ANALYSIS

**Equalized Assessed Valuation (EAV)
vs. Extended Property Tax Rate**



**Property Tax Levy
vs. Extended Property Tax Rate**



**FULL-TIME EMPLOYEES SUMMARY
BY DEPARTMENT**

DEPARTMENT/DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2014/15 BUDGET	CHANGE FROM P/Y
GENERAL FUND	160.02	160.00	159.00	(1.00)
Boards & Commissions	1.00	1.00	1.00	-
Village Board	1.00	1.00	1.00	-
General Government	22.65	23.00	23.00	-
Village Administration	4.50	5.00	5.00	-
Human Resources	2.50	2.00	2.00	-
Public Affairs	0.81	1.00	1.00	-
Senior Services	2.00	2.00	2.00	-
Administrative Services	4.00	4.00	4.00	-
Information Services	3.00	3.00	3.00	-
Finance	5.84	6.00	6.00	-
Police Department	75.65	76.00	75.00	(1.00)
Police Administration	6.77	6.00	6.00	-
Patrol	44.27	44.00	43.50	(0.50)
Investigations	10.00	10.00	10.00	-
Support Services	14.61	16.00	15.50	(0.50)
Public Works	19.22	20.00	20.00	-
Public Works Administration	3.50	4.00	4.00	-
Streets	12.72	13.00	13.00	-
Fleet Maintenance	3.00	3.00	3.00	-
Parks, Grounds & Facilities	30.50	30.00	30.00	-
Parks & Grounds	16.50	16.00	16.00	-
Building Maintenance	14.00	14.00	14.00	-
Community Development Services	11.00	10.00	10.00	-
Community Development Administration	6.00	5.00	6.00	1.00
Inspection Services	5.00	5.00	4.00	(1.00)
Recreation Fund	8.00	8.00	8.00	-
Recreation Administration	4.00	3.00	3.00	-
Programming	3.00	4.00	4.00	-
Preschool	1.00	1.00	1.00	-

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

DEPARTMENT/DIVISION	2012/13 BUDGET	2013/14 BUDGET	2014/15 BUDGET	CHANGE FROM P/Y
Environmental Services Fund	24.51	23.00	23.00	-
Water Services	7.46	7.00	7.00	-
Sewer Services	7.25	7.00	7.00	-
Waste Water Treatment Services	7.80	7.00	7.00	-
Water Billing Division Services	2.00	2.00	2.00	-
Golf Fund	7.00	7.00	7.00	-
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	3.00	3.00	3.00	-
TOTAL FULL TIME EMPLOYEE'S	199.53	198.00	197.00	(1.00)



CHANGES IN STAFFING LEVELS FROM FY 2013/14 TO 2014/15

POSITION TITLE	DEPT	DIVISION	FTE'S	ACTION
Assistant I.S. Administrator	AS	Information Services	(1.00)	Position Elimination
Information Systems Associate	AS	Information Services	1.00	New Position
Deputy Chief of Police	Police	Police Administration	1.00	New Position
Commander	Police	Patrol	(1.00)	Position Elimination
Commander	Police	Investigations	(1.00)	Position Elimination
Assistant to Community Development Director	CD	Community Development Administration	1.00	New Position
Deputy Building Code Official	CD	Inspection Services	1.00	New Position
Plumbing Inspector/Plumber Technician	CD	Inspection Services	(1.00)	Position Elimination
Code Enforcement Officer I	CD	Inspection Services	(1.00)	Position Elimination
TOTAL			(1.00)	



PROJECTED IMPACT OF FISCAL YEAR 2014/15

FUND	Est. Beg. Fund Balance A	Budgeted Revenues (+) B	Budgeted Expenditures (-) C	Transfers In (+) D	Transfers Out (-) E	Est. Ending Fund Balance =A + B - C + D - E
General Fund	8,897,422	20,665,426	20,299,111	382,929	1,249,244	8,397,422
Special Revenue Funds	4,809,551	8,154,389	9,107,575	688,271	2,311,299	2,233,337
Recreation Fund	195,056	2,068,349	2,043,136	-	13,700	206,569
Emergency Services and Disaster Agency Fund	10,473	72,246	52,935	-	3,000	26,784
Handicapped Recreation Fund	70,990	68,185	168,185	-	-	(29,010)
Motor Fuel Tax Fund	665,066	997,644	1,400,000	-	-	262,710
Founders' Day Fund	18,490	332,340	282,610	-	49,730	18,490
Parks & Recreation Development Fund	89,208	39,307	-	-	51,000	77,515
Infrastructure Fund	242,959	2,079,760	949,400	-	1,310,670	62,649
Special Service Area #1 Fund	35,444	13,833	-	-	14,811	34,466
Special Service Area #2 Fund	(112,170)	39,878	-	85,806	125,684	(112,170)
Special Service Area #3 Fund	(38,046)	42,265	-	52,465	94,730	(38,046)
Special Service Area #4 Fund	122,464	23,085	-	-	11,611	133,938
Special Service Area #5 Fund	210,241	32,971	-	-	19,484	223,728
Special Service Area #6 Fund	74,429	31,172	-	-	16,879	88,722
Special Service Area #7 Fund	269,079	17,128	-	-	-	286,207
Special Service Area #8 Fund	125,767	25,776	-	-	-	151,543
Article 36 Fund	95,261	27,300	35,705	-	-	86,856
T.I.F. #1 Fund	2,637,316	752,000	1,975,500	-	600,000	813,816
T.I.F. #2 Fund	26,329	925	1,000	-	-	26,254
T.I.F. #3 Fund	99,446	608,200	566,000	-	-	141,646
T.I.F. #4 Fund	492,355	3,600	660,000	550,000	-	385,955
T.I.F. #5 Fund	(332,518)	-	15,000	-	-	(347,518)
IMRF Fund	(208,507)	877,975	942,853	-	-	(273,385)
Historical Building Fund	20,419	450	15,251	-	-	5,618
Capital Projects Fund	3,314,572	1,537,700	891,662	569,570	45,000	4,485,180
Vehicle Replacement Fund	2,686,355	37,500	291,318	289,900	-	2,722,437
Computer Replacement Fund	365,083	200	70,674	-	-	294,609
Capital Projects Fund	49,525	-	279,670	279,670	-	49,525
Cart Replacement Fund	1,368	-	-	-	-	1,368
Recreation Equipment Replacement Fund	80,183	-	-	-	45,000	35,183
GOB Series 2010 Fund	132,058	1,500,000	250,000	-	-	1,382,058
Debt Service Funds	(452,050)	2,009,012	4,614,381	2,605,369	-	(452,050)
Debt Service Fund	(452,050)	2,009,012	4,614,381	2,605,369	-	(452,050)
Enterprise Funds	711,214	11,634,593	10,802,157	-	775,596	768,054
Environmental Services Fund	3,957,107	9,696,769	8,901,533	-	738,396	4,013,947
Golf Fund	(3,245,893)	1,937,824	1,900,624	-	37,200	(3,245,893)
Internal Service Funds	1,577,283	-	787,054	135,000	-	925,229
Liability Insurance Fund	1,577,283	-	787,054	135,000	-	925,229
Trust Funds	32,079,420	2,590,383	1,739,090	-	-	32,930,713
Police Pension Fund	32,079,420	2,590,383	1,739,090	-	-	32,930,713
TOTAL OTHER FUNDS	50,937,412	46,591,503	48,241,030	4,381,139	4,381,139	49,287,885

MAJOR INCREASES OR DECREASES IN FUND BALANCE

Fund	Increase (Decrease)
General Fund	\$ (500,000)
Special Revenue Funds	
Handicap Recreation Fund	(100,000)
Motor Fuel Tax Fund	(402,356)
Parks & Recreation Development Fund	(11,693)
Historical Building Fund	(14,801)
IMRF	(64,578)
Infrastructure Fund	(180,310)
Tax Increment Financing (TIF) #1	(1,823,500)
Tax Increment Financing (TIF) #3	42,200
Tax Increment Financing (TIF) #4	(106,400)
Capital Projects Fund	
Computer Replacement Fund	(70,474)
Recreation Equipment Replacement Fund	(45,000)
GOB Series 2010	1,250,000
Internal Service Fund	
Insurance Fund	(652,054)
Proprietary Fund	
Environmental Fund	56,840
Fiduciary Fund	
Police Pension Fund	851,293

GENERAL FUND

The proposed budget for FY 2014/15 is operationally balanced, and is using only \$500,000 for debt service smoothing. As part of the Village Board's decision to accelerate the construction of Village-wide capital projects, an agreement was made to supplement the debt service payments for the 2009 and 2010 Build America Bonds by using a portion of the General Fund's fund balance reserve. This decision was also made to alleviate the property tax burden of the residents and to use built up reserves specifically for capital projects.

Included in this year's budget, the Village was able to increase funds allocated to the Village's emerald ash borer tree maintenance plan. This budget reflects the Village's ability to make better progress than in prior years, and get one step closer to eradicating the problem.

Due to economic conditions, in the past few years the Village has been unable to make significant contributions to the Vehicle Replacement Fund, however, this year it has again been able to restore funding to a 50% level in the General Fund. The Vehicle Replacement Fund is the Village's long-term savings plan for large purchases for high ticket items, like vehicles and equipment.

SPECIAL REVENUE FUNDS

Handicap Recreation Fund

The Handicap Recreation Fund is expected to experience a 140.9% (\$100,000) decrease in fund balance at the end of FY 2014/15. The Handicap Recreation Fund is using reserves to reduce the overall 2013 tax levy burden.

Motor Fuel Tax (MFT) Fund

The Motor Fuel Tax Fund is expected to experience a 60.5% (\$402,356) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the MFT reserves and the funds will be used as capital outlay for the 2014 annual road program. In order for the Village to maintain its roads at a satisfactory level, the Village annually allocates MFT funds to repair deteriorated roads based on a maintenance and replacement program.

Park & Recreation Development Fund

The Park & Recreation Development Fund is expected to experience a 13.1% (\$11,693) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the Park & Recreation Development Fund reserves which will be used to partially fund capital improvement projects at Camera Park and the Parks & Fleets Maintenance Building.

Historical Building Fund

The Historical Building Fund is expected to experience a 72.4% (\$14,801) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the Historical Building Fund reserves which will be used for the printing of a History of Glendale Heights brochure and to partially fund capital project improvements including parking lot improvements.

Illinois Municipal Retirement Fund (IMRF)

The IMRF Fund is expected to experience a 31.12% (\$64,578) decrease in fund balance at the end of FY 2014/15. The IMRF Fund is using reserves to reduce the overall 2013 tax levy burden.

Infrastructure Fund

The Infrastructure Fund is expected to experience a 74.2% (\$180,310) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the Infrastructure reserves and the funds will be used for capital outlay.

Tax Increment Financing (TIF) #1 Fund

The TIF #1 Fund is expected to experience a 69.1% (\$1,823,500) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the TIF reserves and the funds will be used to continue the Village's efforts to fix the flooding issue at North Avenue & Glen Ellyn Road, in addition to starting the construction process to realign Western Avenue.

Tax Increment Financing (TIF) #3 Fund

The TIF #3 Fund is expected to experience a 42.4% (\$42,200) increase in fund balance at the end of FY 2014/15. This is a planned increase in the TIF reserves and the funds will be used in future years to improve the properties located within its TIF district.

Tax Increment Financing (TIF) #4 Fund

The Tax Increment Financing #4 Fund is expected to experience a 21.6% (\$106,400) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the TIF reserves and the funds will be used for Peterson Avenue Road Improvements.

CAPITAL PROJECTS FUNDS**Computer Replacement Fund**

The Computer Replacement Fund is expected to experience a 19.30% (\$70,474) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the Computer Replacement Reserves. The Village expects to resume contributions to this fund in FY 2015/16.

Recreation Equipment Replacement Fund

The Recreation Equipment Replacement Fund is expected to experience a 56.1% (\$45,000) decrease in fund balance at the end of FY 2014/15. This is a planned drawdown of the Recreation Equipment Replacement reserves which will be used to partially fund a capital project improvement at the Americana Tennis Courts.

General Obligation Bonds Series 2010

The GO Bond Series 2010 is expected to experience a 946.56% (\$1,250,000) increase in fund balance at the end of FY 2014/15. This is a planned increase due to the receipt of the final payment of the \$2.5 million PARC Grant. The remaining 2010 bond proceeds are expected to be spent by the end of the 2014/15 fiscal year by completing the Civic Center Property Improvements including Way Finding Signs and the Detention Pond.

PROPRIETARY FUNDS**Environmental Fund**

The Environmental Fund is expected to experience a 1.4% (\$56,840) increase in fund balance at the end of FY 2014/15. This is a planned increase of the Environmental Fund reserves and the funds will be reserved in anticipation of upcoming capital projects, including water infrastructure improvements and Village-wide water meter replacements.



INTERNAL SERVICE FUND

Insurance Fund

The Insurance Fund is expected to experience a 41.34% (\$652,054) decrease in fund balance at the end of FY 2014/15. The Insurance Fund is using reserves in order to reduce the overall 2013 tax levy burden. The Village has utilized reserves in this fund for the FY 2013/14 and FY 2014/15, and in anticipated upcoming fiscal years, to bring reserves in agreement with the actuarial study the Village had completed in the fall of 2011. The Village's decision to drawdown these funds to the actuarial assumption, shows the Village's desire to relieve the current and future tax burden of the residents, and to demonstrate its fiscal responsibility.

FIDUCIARY FUNDS

Police Pension Fund

The Police Pension Fund is expected to experience a 2.7% (\$851,293) increase in fund balance at the end of FY 2014/15. This is an anticipated increase in reserves in order to meet the future demands of the fund's annuity payments.



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

A large, faint watermark of the Glendale logo is centered in the background. It features a circular seal with the word "GLENDALE" at the top and "1926" at the bottom. Inside the seal is a stylized illustration of a cityscape with a prominent tower. The text "BUDGET NARRATIVES" is overlaid on this watermark.

BUDGET NARRATIVES

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GENERAL FUND

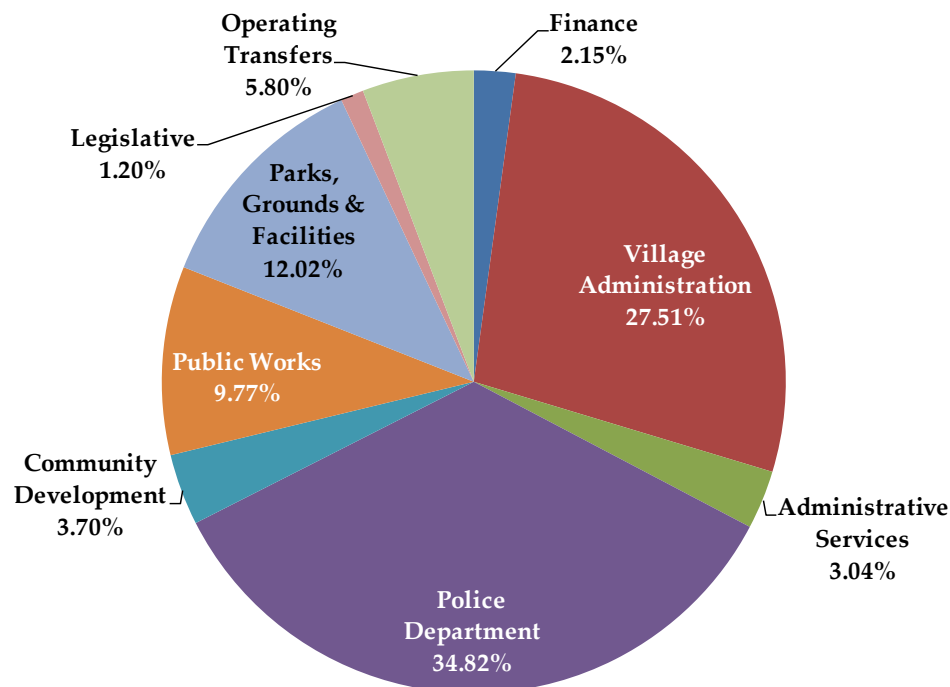
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

TOTAL OPERATING BUDGET

21,548,355

ANNUAL EXPENSES BY DEPARTMENT



ANNUAL EXPENSES BY CLASS

CLASS	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	FY 2013/14 ESTIMATE	FY 2014/15 BUDGET	% CHANGE
Personnel Services	16,100,006	16,325,949	16,418,894	17,051,206	4.4%
Professional Services	503,605	588,188	570,610	499,161	-15.1%
Contractual Services	112,766	98,431	88,810	101,340	3.0%
Purchased Services	762,880	1,009,577	916,889	1,087,173	7.7%
Materials & Supplies	838,869	949,818	898,120	928,426	-2.3%
Repairs & Maintenance	175,160	294,108	240,814	253,395	-13.8%
Other Expenses	203,789	401,703	435,612	331,260	-17.5%
Capital Outlay	83,388	117,386	87,359	47,150	-59.8%
Operating Transfers	1,181,314	1,163,098	1,163,098	1,249,244	7.4%
TOTAL CLASS	19,961,777	20,948,258	20,820,206	21,548,355	2.9%



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LEGISLATIVE

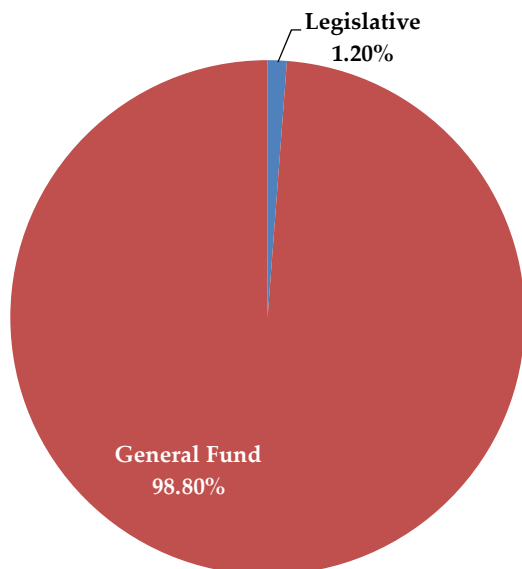
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

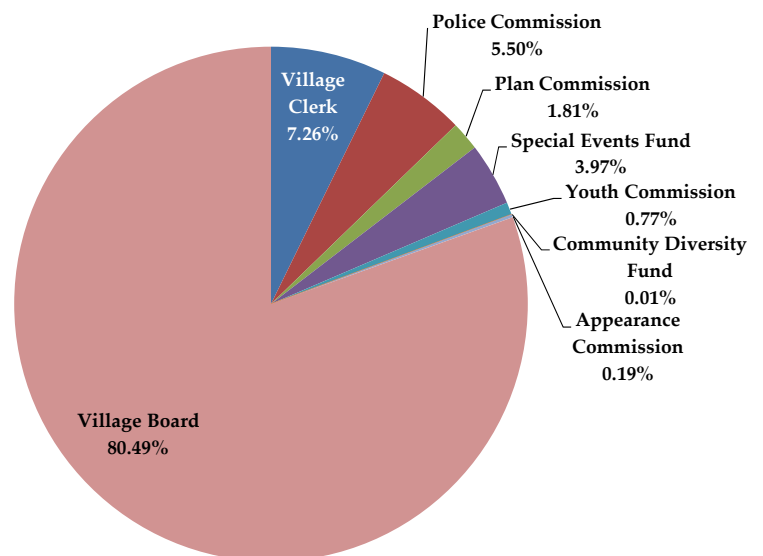
TOTAL OPERATING BUDGET

258,505

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Village Board	\$ 208,963	\$ 205,677	\$ 187,036	\$ 208,063	1.2%
Village Clerk	12,993	22,625	16,269	18,765	-17.1%
Police Commission	15,855	15,081	11,853	14,222	-5.7%
Plan Commission	2,008	3,185	1,569	4,690	47.3%
Special Events Fund	10,225	13,540	7,981	10,265	-24.2%
Youth Commission	2,000	2,000	1,339	2,000	0.0%
Community Diversity Fund	350	300	300	-	-100.0%
Appearance Commission	772	1,000	491	500	-50.0%
TOTAL DIVISION	\$ 253,166	\$ 263,408	\$ 226,838	\$ 258,505	-1.9%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 145,295	\$ 150,528	\$ 140,030	\$ 157,518	4.6%
Professional Services	6,154	14,501	5,237	7,801	-46.2%
Purchased Services	17,698	16,690	11,206	12,501	-25.1%
Materials & Supplies	22,100	17,255	10,934	15,880	-8.0%
Other Expenses	61,919	64,434	59,431	64,805	0.6%
TOTAL CLASS	\$ 253,166	\$ 263,408	\$ 226,838	\$ 258,505	-1.9%

FY 2013/2014 SIGNIFICANT ACCOMPLISHMENTS

Fund Balance Reserve Policy

In fiscal year 2013, general fund tax revenues continued to face pressure from a recovering economy. However, due to responsible financial planning, general fund reserves remain strong with enough funds to cover over 6 months of Village expenses. 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. During 2013, the Village Board of Trustees, in a confirming act of fiscal responsibility, adopted a fund balance reserve policy. This policy acknowledges and embraces the need to ensure the financial security and solvency of the Village.

Property Taxes:

Consistent with national trends, housing values throughout the Village have continued to slide, having decreased 36.6% since 2009. While a decline in property values pushes the tax rate up, it

does not mean that the Village is collecting higher tax dollars. In fact, the 2013 tax levy is still almost \$400,000 LESS than it was in 2009. 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 2014/2015 GOALS AND OBJECTIVES**Develop a Strategic Plan**

- ❖ Consideration should be given to establishing an overall strategic plan for the Village. Typically, strategic plans deal with an organization's mission and vision/values, along with such things as financial stability, economic redevelopment, infrastructure, organization (e.g. workforce, succession planning, etc.) environmental and technology issues, many of these which the Village has addressed on an individual basis. This strategic plan would pull all of these issues together into an overall big picture, long range plan with broad goals and priorities.

Focus on Village-wide Business Development

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

Ensure Low Crime Rate

- ❖ Continue to support Regional, State, and National efforts to lower crime level
- ❖ Support and educate the public in community policing philosophy

Facilitate Activities that Foster a Sense of Community

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



Maintain and Enhance the Appearance of Our Community

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

Continue to Provide High Quality Responsive and Cost Effective Village

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

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

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

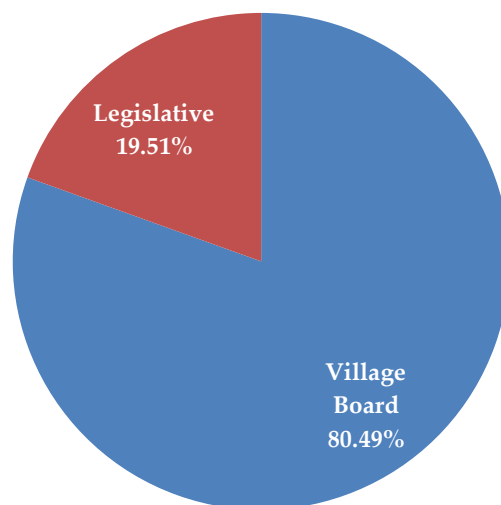
LEGISLATIVE: VILLAGE BOARD

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

BUDGET BY CLASS

VILLAGE BOARD	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 144,473	4.8%
Professional Services	1,300	-71.1%
Purchased Services	500	0.0%
Materials & Supplies	5,300	-7.8%
Other Expenses	56,490	-1.0%
TOTAL VILLAGE BOARD BUDGET	\$ 208,063	1.2%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.

Professional Services

- ❖ There were savings of \$3,200 due to the implementation of new procedures for hearings.

Purchased Services

- ❖ There are no significant changes to the budget from the prior fiscal year.

Materials & Supplies

- ❖ There was a \$450 decrease in material and supplies expenses.

Other Expenses

- ❖ There was an expense decrease of \$564 due, in part, to a decrease in membership dues.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

VILLAGE BOARD		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 133,875	\$ 137,873	\$ 128,160	\$ 144,473
101-1011-512-10-10	Full-Time & Regular Part-Time	123,321	125,000	116,807	131,419
101-1011-512-15-10	FICA-Employer	7,337	8,042	6,932	8,148
101-1011-512-16-14	Travel, Meeting & Conferences	1,501	2,850	2,669	2,900
101-1011-512-16-15	Training and Seminars	-	100	-	100
101-1011-512-16-16	Medicare - Employer	1,716	1,881	1,752	1,906
PROFESSIONAL SERVICES		4,200	4,500	278	1,300
101-1011-512-21-11	Legal	3,375	3,000	128	1,000
101-1011-512-21-99	Other Professional	825	1,500	150	300
PURCHASED SERVICES		70	500	49	500
101-1011-512-24-12	Printing & Binding	70	500	49	500
MATERIALS & SUPPLIES		14,117	5,750	3,940	5,300
101-1011-512-31-99	Miscellaneous Office Supplies	192	200	133	200
101-1011-512-37-10	Uniforms	457	1,450	245	1,000
101-1011-512-37-80	Gas & Fuel	-	100	-	100
101-1011-512-37-99	Miscellaneous Operating Supplies	4,006	4,000	3,562	4,000
101-1011-512-39-99	Other Operating Equipment	9,462	-	-	-
OTHER EXPENSES		56,701	57,054	54,609	56,490
101-1011-512-62-10	Membership Dues	42,999	44,100	43,180	43,500
101-1011-512-62-11	Subscription	258	424	179	460
101-1011-512-63-10	Christmas Sharing	1,000	-	-	-
101-1011-512-63-11	Dupage Children Center	4,000	-	-	-
101-1011-512-63-12	Adopt-A-Cop	400	-	-	-
101-1011-512-63-13	Brookfield Zoo	125	-	-	-
101-1011-512-63-14	Community Health Fair	1,500	-	-	-
101-1011-512-63-99	Other Community Contribution	1,500	8,530	8,050	8,530
101-1011-512-69-20	Civic Activities	4,919	4,000	3,200	4,000
TOTAL VILLAGE BOARD BUDGET		\$ 208,963	\$ 205,677	\$ 187,036	\$ 208,063

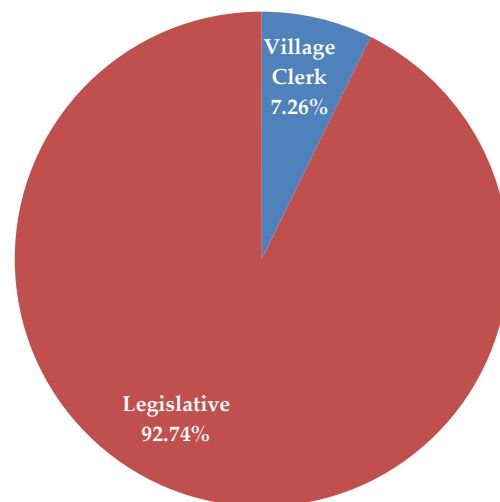
LEGISLATIVE: VILLAGE CLERK

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.

BUDGET BY CLASS

VILLAGE CLERK	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 11,165	-3.1%
Professional Services	6,500	-35.0%
Materials & Supplies	400	0.0%
Other Expenses	700	0.0%
TOTAL VILLAGE CLERK	\$ 18,765	-17.1%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Travel, Meeting & Conferences was reduced along with Training and Seminars.

Professional Services

- ❖ There was a \$7,500 decrease due to line-item for maintenance of BoardDocs software moved to Information Systems Division's budget.

Materials & Supplies

- ❖ There are no significant changes to the budget from the prior fiscal year.



ANNUAL BUDGET

Other Expenses

- ❖ There are no significant changes to the budget from the prior fiscal year.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

VILLAGE CLERK		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 10,765	\$ 11,525	\$ 10,960	\$ 11,165
101-1012-512-10-10	Full-Time & Regular Part-Time	10,000	10,000	10,000	10,000
101-1012-512-15-10	FICA-Employer	620	620	620	620
101-1012-512-16-14	Travel, Meeting & Conferences	-	460	50	250
101-1012-512-16-15	Training and Seminars	-	300	-	150
101-1012-512-16-16	Medicare - Employer	145	145	290	145
PROFESSIONAL SERVICES		1,954	10,000	4,959	6,500
101-1012-512-21-99	Other Professional	1,954	10,000	4,959	6,500
MATERIALS & SUPPLIES		74	400	-	400
101-1012-512-31-99	Miscellaneous Office Supplies	74	400	-	400
OTHER EXPENSES		200	700	350	700
101-1012-512-60-99	Recording Secretary	150	450	250	450
101-1012-512-62-10	Membership Dues	50	250	100	250
TOTAL VILLAGE CLERK		\$ 12,993	\$ 22,625	\$ 16,269	\$ 18,765

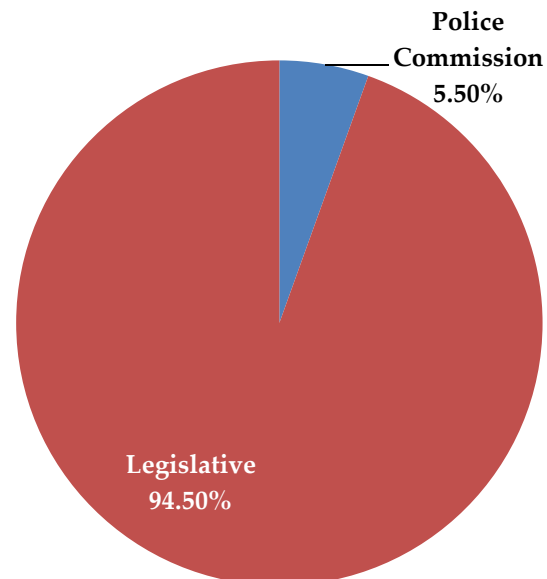
LEGISLATIVE: POLICE COMMISSION

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.

BUDGET BY CLASS

	2014/15	%
POLICE COMMISSION	BUDGET	CHANGE
Personnel Services	\$ 1,750	75.0%
Professional Services	1	0.0%
Purchased Services	9,661	-13.7%
Materials & Supplies	255	0.0%
Other Expenses	2,555	-2.7%
TOTAL POLICE COMMISSION	\$ 14,222	-5.7%



FY 2014/15 BUDGET HIGHLIGHTS

Personal Services

- ❖ Stipend payments increased for FY 2014/15.

Professional Services

- ❖ There are no changes to the budget from the prior fiscal year.

Purchased Services

- ❖ Recruiting expenses increased in FY 2014/15 in anticipation of hiring new personnel.
- ❖ A significant portion of recruitment testing was completed in FY 2013/14.

Materials & Supplies

- ❖ There are no changes to the budget from the prior fiscal year.



ANNUAL BUDGET

Other Expenses

- ❖ Subscriptions were cancelled for FY 2014/15.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

POLICE COMMISSION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 540	\$ 1,000	\$ 810	\$ 1,750
101-1013-512-16-14 Travel, Meeting & Conferences	540	1,000	810	1,750
PROFESSIONAL SERVICES	-	1	-	1
101-1013-512-21-11 Legal	-	1	-	1
PURCHASED SERVICES	12,812	11,200	8,467	9,661
101-1013-512-24-12 Printing And Binding	250	250	-	750
101-1013-512-24-16 Recruiting	2,000	802	422	2,250
101-1013-512-24-28 Testing	10,562	10,148	8,045	6,661
MATERIALS & SUPPLIES	150	255	64	255
101-1013-512-31-99 Miscellaneous Office Supplies	150	150	24	150
101-1012-512-37-10 Uniforms	-	105	40	105
OTHER EXPENSES	2,353	2,625	2,512	2,555
101-1013-512-60-10 Police Commission	1,833	2,000	2,000	2,000
101-1013-512-62-10 Membership Dues	520	555	512	555
101-1013-512-62-11 Subscriptions	-	70	-	-
TOTAL POLICE COMMISSION	\$ 15,855	\$ 15,081	\$ 11,853	\$ 14,222

LEGISLATIVE: PLAN COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

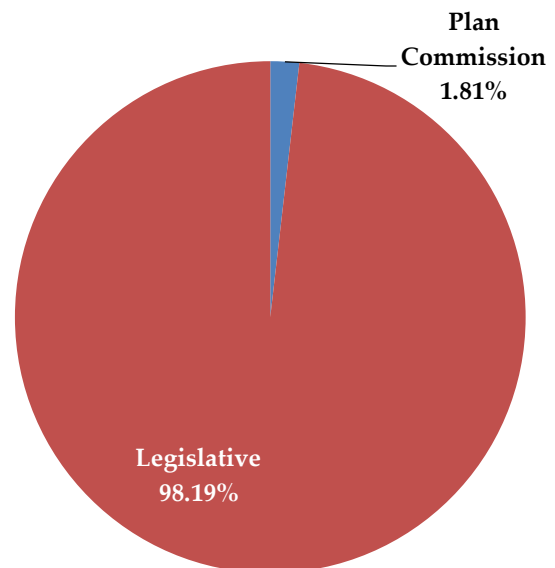
The Plan Commission serves as a recommending body to the Village Board on all matters related to community development. This commission recommends changes in the official comprehensive plan of the Village, and conducts public hearings in matters brought before the commission concerning annexation of 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.

BUDGET BY CLASS

	2014/15	%
PLAN COMMISSION	BUDGET	CHANGE
Personnel Services	\$ 130	0.0%
Other Expenses	4,560	49.3%
TOTAL PLAN COMMISSION	\$ 4,690	47.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ There were no changes made to the budget requests for this class.



ANNUAL BUDGET

Other Expenses

- ❖ Stipends were increased from the prior fiscal year.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

PLAN COMMISSION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 115	\$ 130	\$ 100	\$ 130
101-1014-512-15-10 FICA-Employer	93	100	81	100
101-1014-512-16-16 Medicare - Employer	22	30	19	30
OTHER EXPENSES	1,893	3,055	1,469	4,560
101-1014-512-60-99 Recording Secretary	858	1,375	884	1,375
101-1014-512-61-11 Stipends - Plan Commission	1,035	1,680	585	3,185
TOTAL PLAN COMMISSION	\$ 2,008	\$ 3,185	\$ 1,569	\$ 4,690

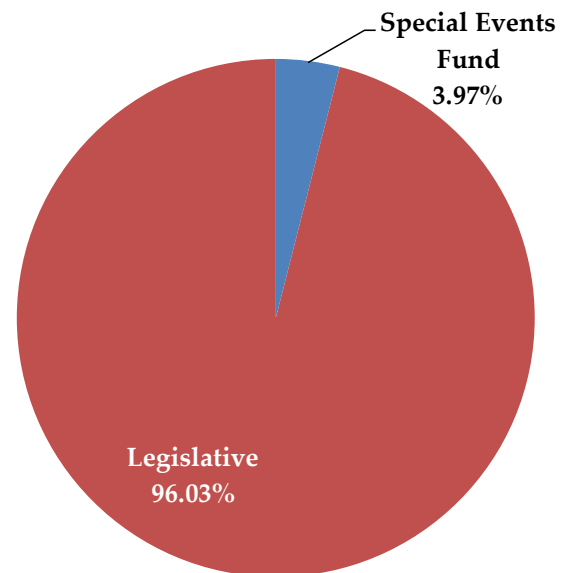
LEGISLATIVE: SPECIAL EVENTS FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

BUDGET BY CLASS

SPECIAL EVENTS FUND	2014/15 BUDGET	% CHANGE
Purchased Services	\$ 1,840	-59.0%
Materials & Supplies	8,425	-6.9%
TOTAL SPECIAL EVENTS FUND	\$ 10,265	-24.2%



FY 2014/15 BUDGET HIGHLIGHTS

Purchased Services

- ❖ Entertainment – Special Events costs are budgeted to decrease due to reducing the number of events hosted by the Village.

Materials & Supplies

- ❖ Miscellaneous Supplies are budgeted to decrease due to reducing the number of events hosted by the Village.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

SPECIAL EVENTS FUND	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PURCHASED SERVICES	\$ 4,316	\$ 4,490	\$ 2,690	\$ 1,840
101-1016-512-24-19 Entertainment - Special Events	4,316	4,490	2,690	1,840
MATERIALS & SUPPLIES	5,909	9,050	5,291	8,425
101-1016-512-37-99 Miscellaneous Supplies	5,909	9,050	5,291	8,425
TOTAL SPECIAL EVENTS FUND	\$ 10,225	\$ 13,540	\$ 7,981	\$ 10,265

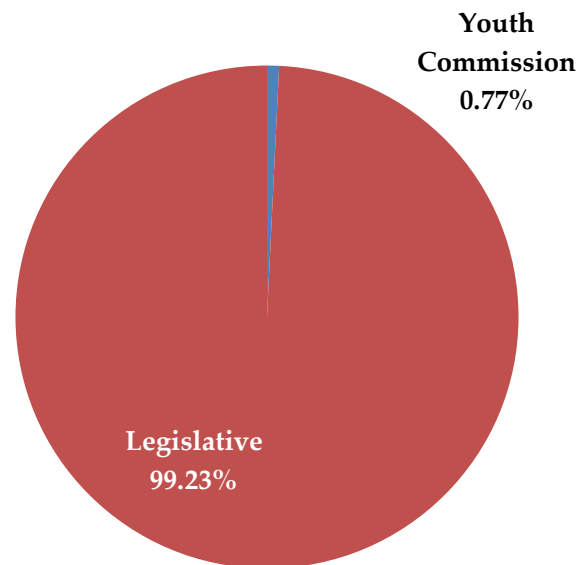
LEGISLATIVE: YOUTH COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The purpose and function of the Youth Commission (YC) 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.

BUDGET BY CLASS

YOUTH COMMISSION	2014/15 BUDGET	% CHANGE
Purchased Services	\$ 500	0.00%
Materials & Supplies	1,500	0.00%
TOTAL YOUTH COMMISSION	\$ 2,000	0.0%



FY 2014/15 BUDGET HIGHLIGHTS

Purchased Services

- ❖ There were not any changes made to the budget requests for this class.

Materials & Supplies

- ❖ There were not any changes made to the budget requests for this class.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

YOUTH COMMISSION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PURCHASED SERVICES	\$ 500	\$ 500	\$ -	\$ 500
101-1017-512-24-12 Printing And Binding	500	500	-	500
MATERIALS & SUPPLIES	1,500	1,500	1,339	1,500
101-1017-512-37-99 Miscellaneous Supplies	1,500	1,500	1,339	1,500
TOTAL YOUTH COMMISSION	\$ 2,000	\$ 2,000	\$ 1,339	\$ 2,000

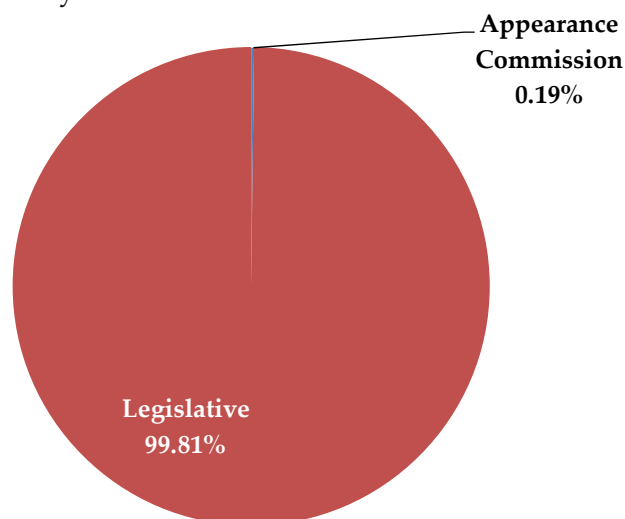
LEGISLATIVE: APPEARANCE COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

BUDGET BY CLASS

APPEARANCE COMMISSION	2014/15 BUDGET	% CHANGE
Other Expenses	500	-50.00%
TOTAL APPEARANCE COMMISSION	\$ 500	-50.0%



FY 2014/15 BUDGET HIGHLIGHTS

Other Expenses

- ❖ The 50.0% decrease is due to the decreased use of a recording secretary for meetings to be held during FY 2014/15.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

APPEARANCE COMMISSION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
OTHER EXPENSES	772	1,000	491	500
101-1022-512-60-12 Recording Secretary	772	1,000	491	500
TOTAL APPEARANCE COMMISSION	\$ 772	\$ 1,000	\$ 491	\$ 500



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

ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

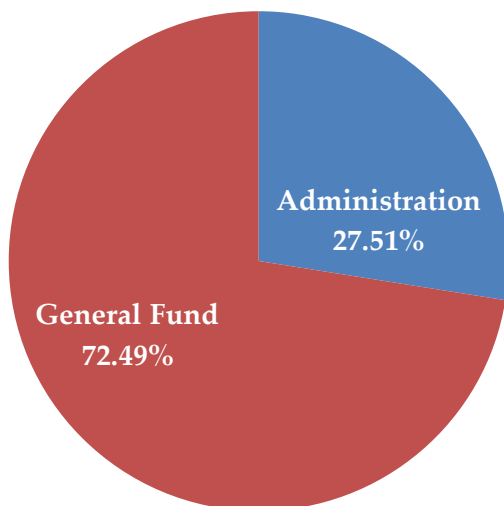
The Administration Department is divided into five divisions; Village Administration, Human Resources, Public Affairs, Senior Services, and Central Services.

The Administration Department is responsible for providing support services to all other operating departments in the organization. These services include general supervision of all departments by the Village Administrator and the Assistant Village Administrator, publication, cable TV productions, web page assistance, human/senior services and village-wide employee services, including recruitment, testing, benefit administration, insurance claims coordination, payroll maintenance, and employee records.

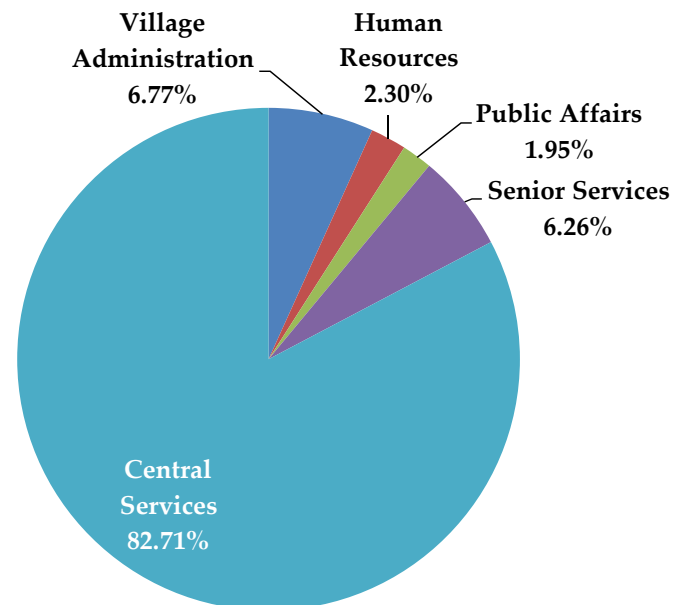
TOTAL OPERATING BUDGET

5,927,363

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Village Administration	\$ 373,097	\$ 392,395	\$ 386,932	\$ 401,317	2.3%
Human Resources	128,724	134,806	136,120	136,442	1.2%
Public Affairs	105,823	128,717	112,070	115,851	-10.0%
Senior Center	345,284	380,813	391,798	371,235	-2.5%
Central Services	4,418,299	4,624,842	4,644,596	4,902,518	6.0%
TOTAL DIVISION	\$ 5,371,227	\$ 5,661,573	\$ 5,671,516	\$ 5,927,363	4.7%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 4,505,033	\$ 4,594,828	\$ 4,579,778	\$ 4,884,506	6.3%
Professional Services	430,128	485,342	503,502	421,400	-13.2%
Purchased Services	186,190	212,925	199,215	210,537	-1.1%
Materials & Supplies	172,170	225,821	208,455	232,126	2.8%
Repairs & Maintenance	10,139	15,460	10,838	19,100	23.5%
Other Expenses	67,567	127,197	169,728	159,694	25.5%
TOTAL CLASS	\$ 5,371,227	\$ 5,661,573	\$ 5,671,516	\$ 5,927,363	4.7%

FY 2013/14 SIGNIFICANT ACCOMPLISHMENTS

VILLAGE ADMINISTRATION

Union Contract Negotiations

The Village successfully negotiated all five union contracts (Teamsters Public Works and Building Maintenance, FOP Patrol and Sergeants, and AFSCME employees). Each agreement, ratified by the respective union, was reached through the normal negotiation process without the need for arbitration. Salaries were settled equitably between union and non-union employees, and the Village was able to successfully negotiate concessions for future employees only being eligible for the Village's most affordable, base health insurance plan.

Funding Capital Projects

The Village entered the bond market with an excellent bond rating, and over the last five years the Village has been able to take advantage of favorable interest rates, including the Build

America Bond Program that offered a 35% interest payment subsidy. The Village has also been very successful at supplementing the current property and sales tax revenues through the aggressive pursuit of grant funding. Since 2001, the Village has received over \$12.5 million dollars in grant funding that has greatly helped finance our capital projects.

HUMAN RESOURCES

Health Insurance Renewal

The Village successfully negotiated excellent health insurance renewal rates, with a 0% increase overall compared to 2% and 13.4% increase from the prior two years.

HR Records Management

Implemented an effective records management program, including proper records retention and disposition schedules, and document destruction of scheduled records related to the Human Resources Division.

Recruitment and Selection

Assisted in the recruitment and selection process for several positions, including the newly appointed Director of Parks, Recreation and Facilities, Tracy Bostrom.

PUBLIC AFFAIRS

Character Generator

The new Character Generator and monitors can now be seen throughout Village facilities. This system has allowed for the Village to show a unified message related to programming, events, Village News, and weather updates and warnings. This has assisted with communicating messages clearly to the public, and the overall Village brand.

New Resident/Business Packet

The New Resident/Business packet will allow the Village to promote the new amenities and accolades the Village has made, while promoting the Village as a wonderful place for citizens to live and a viable location for current and new business.

New Staffing

The Public Affairs Division has successfully recruited and trained the Public Affairs Coordinator and Multi-Media Specialist, to design and develop the multitude of projects assigned to the Public Affairs Division. The Public Affairs Division preserves the integrity of the Village by providing clear, concise, accurate, and timely information to all internal and external environments through the media available.

Social Networking

Social networking platforms like Twitter (@VOGHNews), Facebook (Facebook.com/VOGHNews) and YouTube (www.YouTube.com/GlendaleHtsTV) have allowed

our organization to improve communication and productivity by disseminating information quickly among the general public in a more efficient manner, resulting in a more engaged and informed community.

Government Cable Access Channel (GHTV)

The Governmental Cable Access Channel has successfully been rebranded to GHTV. With this new branding we have increased programming, including government agencies involvement, public service announcements and educational programming. We have also utilized modern graphics and video templates to enhance the video production of programs, including the End of Year Presentation and the State of the Village Address. Active Parents can continue to watch their children participate in school and Village events on GHTV (Channel 6 on WOW and Comcast, Channel 99 on AT&T U-verse) and our YouTube Channel (www.YouTube.com/GlendaleHtsTV).

SENIOR SERVICES

Membership and Volunteerism

The number of seniors utilizing our Center for Senior Citizens continues to increase, and we now have 2,000 individuals renewing their annual memberships each year. Our goal is to continue to add important services for our senior community. In 2013, we added fax and copy services, stamp sales and notary services. The Center for Senior Citizens had 1,830 volunteer hours donated in 2013. Some volunteers have regularly scheduled volunteer shifts, while others help out with special events.

Social Services

The senior social services are another important asset of Center operations. These services include the Community Dining Program that provides Meals-On-Wheels as well as dining at the Center. The Senior Health Insurance Program (SHIP) is provided through grant funds received from the state to help educate Medicare recipients. The Center also holds informational sessions, featuring our community partners on important social service topics that keep our seniors educated on healthy lifestyles and promote senior safety.

FY 2014/15 GOALS AND OBJECTIVES

VILLAGE ADMINISTRATION & HUMAN RESOURCES DIVISION

Goal #1: Prepare for the Electrical Aggregation Renewal - Village's current Municipal Aggregation Program runs through March of 2015.

- ❖ Retain an electrical aggregation consultant to seek proposals for electrical aggregation through an official bidding process.
- ❖ Conduct required public hearings and draft ordinances for Village Board consideration.

Goal #2: Complete the awarded DCEO Grant of \$250,000 for the rehabilitation of the Village Hall exterior windows and Village Board room.

- ❖ Work with roofing/sidewall consultant to develop specifications for window replacement and caulking.
- ❖ Seek proposals through official bidding process for windows, carpeting, HVAC replacement, and millwork.

Goal #3: Assist departments with community and economic development.

- ❖ Work with Community Development Department to market Village-owned and vacant properties; promote new commercial development and redevelopment within select locations.
- ❖ Work with Parks, Recreation and Facilities to rehabilitate Taylor Rental property, and Sidney Avenue house demolition/park.
- ❖ Work with Parks Division to complete Park Master Plan update.
- ❖ Maintain strong public and private partnerships to capitalize and coordinate all resources and assets in the community; work with Chamber of Commerce to strengthen our coordination with Community Development efforts.

Goal #4: Maintain/Enhance the Village of Glendale Heights operational efficiencies.

- ❖ 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.
- ❖ Review/analyze all departments/divisions on an annual basis for operational improvements and efficiencies.
- ❖ Forge and maintain strong public and private partnerships to capitalize upon and coordinate all resources and assets the community has to offer in carrying out plans, policies and programs.
- ❖ Investigate/explore new technology for better/more efficient ways to conduct program and services.

Goal #5: 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.
- ❖ Assess job performance based on meaningful standards and measures through the implementation of Halogen evaluation software.
- ❖ Provide basic training and education to develop and maintain employees' knowledge and skills.

Goal #6: Promote a safe and healthy work environment for employees to experience job satisfaction in their achievements and contributions.

- ❖ Increase employees' awareness and understanding of their individual safety responsibilities.
- ❖ Reduce costs associated with accidents by maintaining an active safety program that promotes a safe and healthy work environment.
- ❖ Continue strong commitment to bringing injured employees back to work as quickly as possible following an injury or occupational disease.
- ❖ Update worker's compensation and accident policies and procedures.

Goal #7: Effectively prepare for upcoming insurance renewals.

- ❖ Generate and review accurate data in respect to insurance benefits.
- ❖ Look at external factors such as other employer's compensation packages for similar work, major benefits provided by comparable employers, and recent contract settlement terms.
- ❖ Work with Village brokers to negotiate future terms for health care and general liability coverage.

PUBLIC AFFAIRS DIVISION

Goal #1: Improve/Enhance Village website.

- ❖ Create a new easy to navigate and esthetically appealing website.
- ❖ Work directly with Executive Staff to develop department specific web pages, keeping with the design of an updated website.

Goal #2: Increase the Village's visibility in print and press releases.

- ❖ Foster partnership with area news media.
- ❖ Submit noteworthy articles about Village accolades.
- ❖ Develop a list of contacts/emails to send press releases.
- ❖ Continue to invite media personnel to Village events and meetings.
- ❖ Place advertisements in print ads and e-ads.

Goal #3: Expand public information outreach through social media.

- ❖ Promote gathering of email addresses to be used for email blasts and e-newsletter to residents and businesses.
- ❖ Increase public participation and use of Facebook, Twitter and YouTube.

Goal #4: Improve Village's print publications.

- ❖ Enhance the appearance of current publications (i.e. Newsletter)
- ❖ Encourage readers to visit Village website for further information.
- ❖ Allow for Village publications to be viewed and downloaded from Village website.

Goal #5: Continue to improve the Village's Government Access Channel (GHTV).

- ❖ Expand community programming with agency partners.
 - o Continue to produce original monthly video programs and public meeting coverage.
 - o Utilize other media outlets to cross-market Village's YouTube Channel, Facebook Pages, GHTV and publications.

Goal #6: Continue to increase ability for businesses and residents to get acquainted to Glendale Heights and DuPage County.

- ❖ Assist Community Development Department in creating a business/economic development section of the Village website.
- ❖ Maintain and nurture the partnership with the DuPage Convention and Visitors Bureau to promote the Village of Glendale Heights through marketing material.
- ❖ Maintain and nurture the partnership with the Glendale Heights Chamber of Commerce.
- ❖ Increase communication with surrounding localities to better coordinate advertising, event dates, etc.

SENIOR SERVICES DIVISION

Goal #1: Promote membership growth and retention.

- ❖ Expand current marketing and outreach to seniors in surrounding communities such as Bloomingdale, Glen Ellyn and Carol Stream that are not currently served by a Senior Center.
- ❖ Expand services to ethnic minorities by recruiting bi-lingual staff and volunteers, and offering programming and activities that reflect diverse cultures.

Goal #2: Continue to develop one-stop services.

- ❖ Offer seniors the ability to address and resolve more of their village and county-related business while at the senior center.

Goal #3: Continue to strengthen community partnerships.

- ❖ Develop and expand educational programs through community partnerships beyond current agencies that include Glendale Heights Police Department, Glenside Fire Department, Office of the Illinois Attorney General and Adventist GlenOaks Hospital. Reach out to underrepresented agencies. Identify other enrichment opportunities for seniors via:
 - o DuPage County programming, such as Health and Family Services and Community Care.
 - o Bookkeeping, business consulting, senior job fair.

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

- ❖ Utilize feedback methods and outreach to identify programs and services that seniors require or would meet the diverse interests of our senior population.
 - o Identify and seek funding sources to provide requested programs.
 - o Develop an incentive program for volunteer crafters.

Goal #5: Seek ways to increase community room rentals.

- ❖ Increase awareness and exposure of community room rental.
 - o Host customer appreciation function or “mocktail” party to current and past customers of the community room to showcase the space, products and services offered.
 - o Create a customer rewards program for repeat clients that encourages repeat rental of the community room.

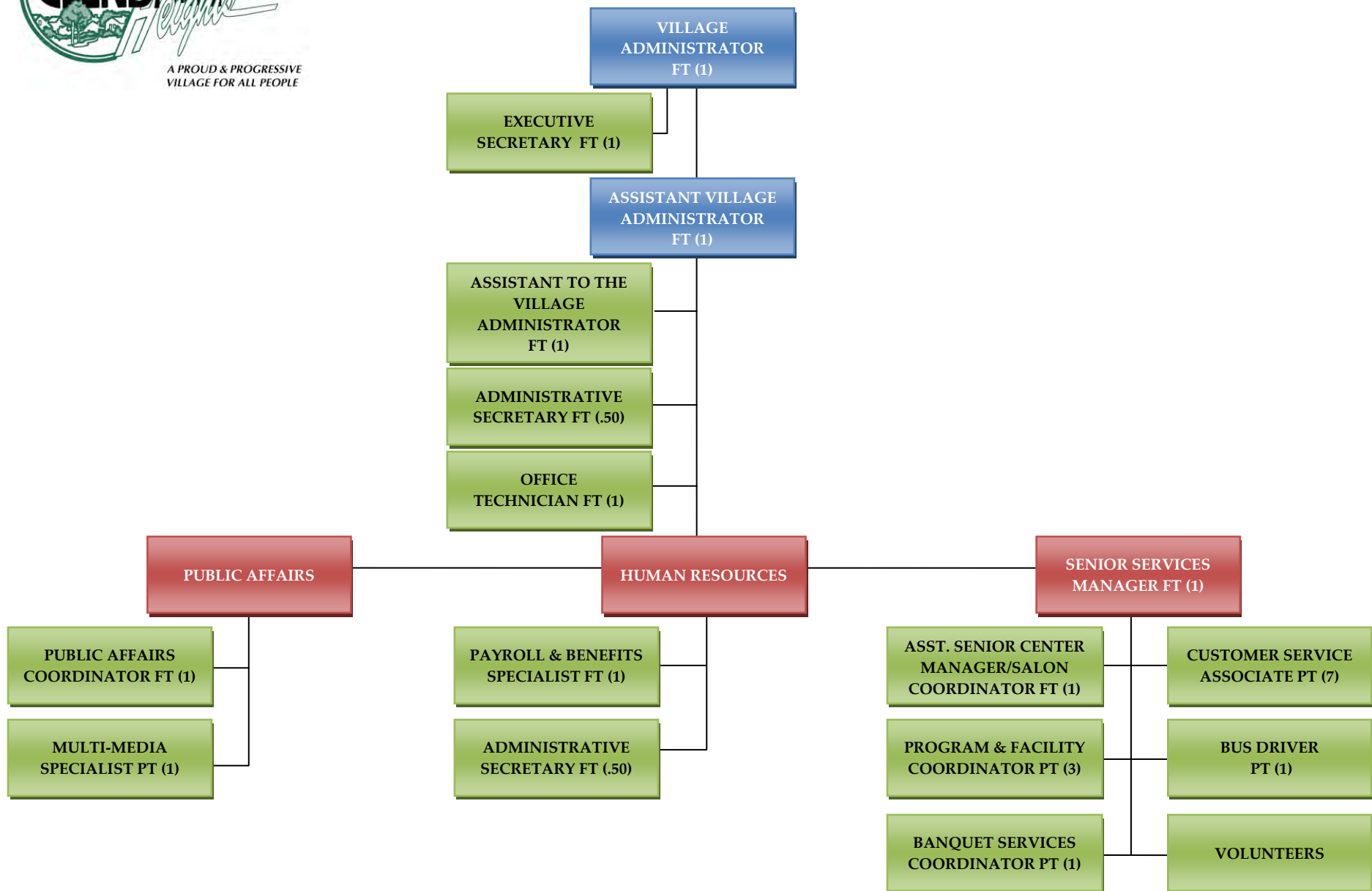
Goal #6: Advertise sales and senior-friendly businesses.

- ❖ Develop and expand advertising sales utilizing cross-promotional campaigns:
 - o Advertise for a partner business in our newsletter while the partner business uses its marketing efforts to promote the senior center services and room rental.
 - o Identify senior friendly businesses that would offer discounted rates or special promotions to members as part of their advertisement in the newsletter.



VILLAGE OF GLENDALE HEIGHTS

ADMINISTRATION



The Administration Department is responsible for providing support services to all other operating departments in the organization. These services include general supervision of all departments by the Village Administrator and the Assistant Village Administrator, publication, cable TV productions, web page assistance, human/senior services and village-wide employee services, including recruitment, testing, benefit administrator, insurance claims coordination, payroll maintenance, and employee records. Total number of employees: 10 Full-Time, 12 Part-Time and a PT Banquet Services Coordinator that is split with the Glendale Lakes Golf Club and Banquet Facilities.

ADMINISTRATION: VILLAGE ADMINISTRATION

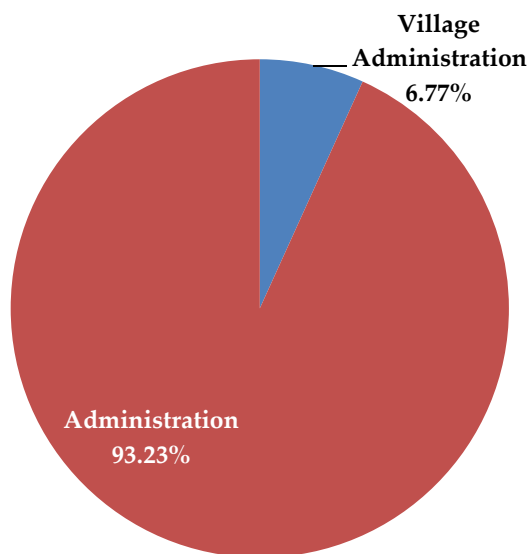
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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.

BUDGET BY CLASS

VILLAGE ADMINISTRATION	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 400,267	2.3%
Purchased Services	150	0.0%
Materials & Supplies	900	28.6%
TOTAL VILLAGE ADMINISTRATION	\$ 401,317	2.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.

Purchased Services

- ❖ There are no significant changes to the budget from the prior fiscal year.

Materials & Supplies

- ❖ Gas & Fuel budget increased by \$200 or 66.6%.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

VILLAGE ADMINISTRATION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 372,641	\$ 391,427	\$ 386,090	\$ 400,267
101-1110-513-10-10 Full-Time & Regular Part-Time	342,376	351,999	352,506	359,886
101-1110-513-15-10 FICA-Employer	18,476	21,824	18,869	22,313
101-1110-513-16-14 Travel, Meeting & Conferences	1,290	1,350	1,282	1,500
101-1110-513-16-15 Training & Seminars	85	150	149	350
101-1110-513-16-16 Medicare-Employer	4,758	5,104	4,890	5,218
101-1110-513-16-33 In-House Train/Emp Recognition	5,656	11,000	8,394	11,000
PURCHASED SERVICES	-	150	85	150
101-1110-513-24-12 Printing & Binding	-	150	85	150
MATERIALS & SUPPLIES	456	700	637	900
101-1110-513-31-99 Miscellaneous Office Supplies	250	250	231	250
101-1110-513-37-80 Gas & Fuel	69	300	262	500
101-1110-513-37-99 Miscellaneous Supplies	137	150	144	150
OTHER EXPENSES	-	118	120	-
101-1110-513-62-10 Membership Dues	-	118	120	-
TOTAL VILLAGE ADMINISTRATION	\$ 373,097	\$ 392,395	\$ 386,932	\$ 401,317

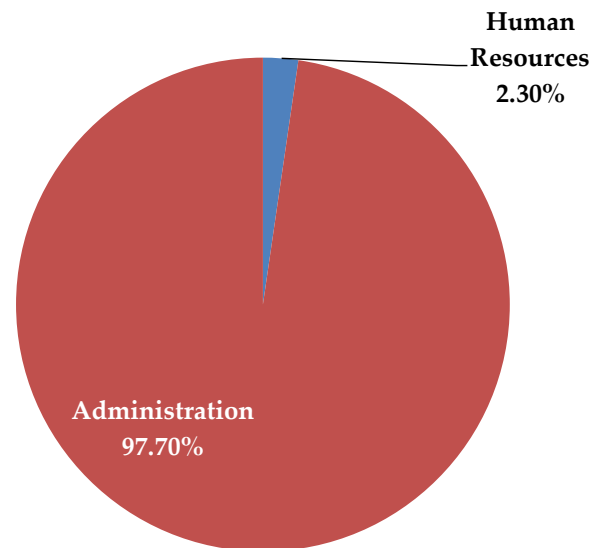
ADMINISTRATION: HUMAN RESOURCES

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.

BUDGET BY CLASS

HUMAN RESOURCES	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 108,342	1.9%
Purchased Services	22,350	-4.2%
Materials & Supplies	3,550	12.3%
Other Expenses	2,200	8.6%
TOTAL HUMAN RESOURCES	\$ 136,442	1.2%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.

Purchased Services

- ❖ Recruiting related expenses are budgeted to be lower in FY 2014/15.

Materials & Supplies

- ❖ Service awards for employees are higher in FY 2014/15 than in FY 2013/14 due to more employees receiving service awards.

Other Expenses

- ❖ Membership dues are estimated to increase.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

HUMAN RESOURCES	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 105,511	\$ 106,281	\$ 109,146	\$ 108,342
101-1111-513-10-10 Full-time & Regular Part-time	98,423	98,496	101,633	100,364
101-1111-513-15-10 FICA-Employer	5,738	6,107	5,944	6,223
101-1111-513-16-14 Travel, Meeting & Conferences	8	250	179	300
101-1111-513-16-16 Medicare-Employer	1,342	1,428	1,390	1,455
PURCHASED SERVICES	18,388	23,340	21,817	22,350
101-1111-513-24-12 Printing & Binding	1,541	2,485	2,485	2,850
101-1111-513-24-15 Employee Physical Exam	9,206	13,007	11,474	12,000
101-1111-513-24-16 Recruiting & Testing	3,193	3,500	3,510	3,000
101-1111-513-24-99 Other Purchase-Services	4,448	4,348	4,348	4,500
MATERIALS & SUPPLIES	2,980	3,160	3,132	3,550
101-1111-513-31-99 Miscellaneous Office Supplies	505	550	549	550
101-1111-513-37-99 Miscellaneous Supplies	2,475	2,610	2,583	3,000
OTHER EXPENSES	1,845	2,025	2,025	2,200
101-1111-513-62-10 Membership Dues	1,845	2,025	2,025	2,200
TOTAL HUMAN RESOURCES	\$ 128,724	\$ 134,806	\$ 136,120	\$ 136,442

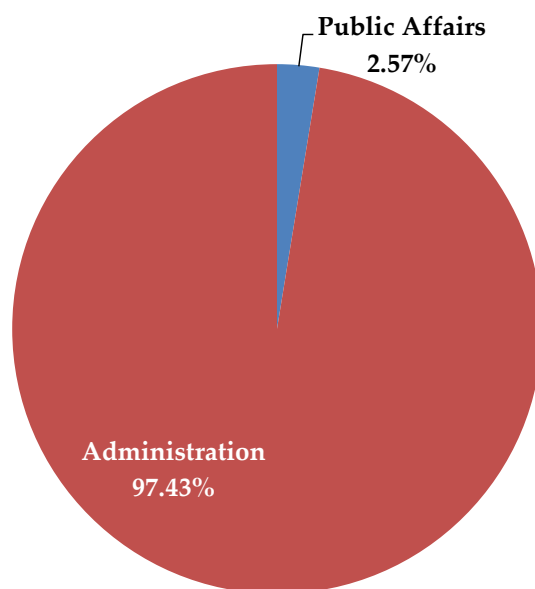
ADMINISTRATION: PUBLIC AFFAIRS

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.

BUDGET BY CLASS

	2014/15	%
PUBLIC AFFAIRS	BUDGET	CHANGE
Personnel Services	\$ 54,432	-30.2%
Purchased Services	33,272	3.1%
Materials & Supplies	20,237	22.6%
Repairs & Maintenance	7,600	280.0%
Other Expenses	310	100.0%
TOTAL PUBLIC AFFAIRS	\$ 115,851	-10.0%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Full-time and regular part-time salaries are budgeted to decrease by 40.44%. This budget only includes the salary of a full-time Public Affairs Coordinator. In the FY 2013/14, this work was completed by one full-time staff member, and one part-time employee. Savings were realized by sharing public affairs duties with the Information Systems Division.
- ❖ FICA and Medicare decreased by 40.14% due to downsizing to one full-time position.

Purchased Services

- ❖ Purchased Services decreased by \$2,499 or 6.99%.
- ❖ Other Operating Equipment increased by \$1,237 to assist with the maintenance and upgrade of the Control Room equipment.



ANNUAL BUDGET

Materials & Supplies

- ❖ Postage has increased due to an increase in postage rates and an increase in the number of scheduled newsletter and calendar mailings.

Repairs and Maintenance

- ❖ There was an increase of \$5,600 or 73.68% due to the need to budget for a memory recording deck for the control room; there was a subsequent decrease in DVcam tapes.

Other Expenses

- ❖ Other Expenses increased to \$310 to allocate funding for a membership to Public Relations Society of America (PRSA).

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

PUBLIC AFFAIRS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 61,938	\$ 77,942	\$ 69,774	\$ 54,432
101-1112-513-10-10 Full-Time & Regular Part-Time	56,527	71,091	64,198	49,843
101-1112-513-10-99 Overtime Pay	283	900	225	-
101-1112-513-15-10 FICA-Employer	3,821	4,468	3,972	3,091
101-1112-513-16-15 Training & Seminars	413	450	450	775
101-1112-513-16-16 Medicare-Employer	894	1,033	929	723
PURCHASED SERVICES	25,000	32,275	24,456	33,272
101-1112-513-24-12 Printing & Binding	20,301	28,321	20,762	24,771
101-1112-513-24-32 Software Support & Maintenance	504	754	544	1,264
101-1112-513-24-99 Other Purchase-Services	4,195	2,000	2,000	6,000
101-1112-513-39-99 Other Operating Equipment	-	1,200	1,150	1,237
MATERIALS & SUPPLIES	16,770	16,500	15,871	20,237
101-1112-513-31-17 Postage	13,946	14,500	14,384	18,223
101-1112-513-31-99 Miscellaneous Office Supplies	192	700	200	700
101-1112-513-32-14 Computer Software	2,332	1,100	1,093	1,200
101-1112-513-37-99 Miscellaneous Supplies	300	200	194	114
REPAIRS & MAINTENANCE	1,976	2,000	1,969	7,600
101-1112-513-55-60 Other Office Equipment	1,976	2,000	1,969	7,600
OTHER EXPENSES	139	-	-	310
101-1112-513-62-11 Subscriptions	139	-	-	310
TOTAL PUBLIC AFFAIRS	\$ 105,823	\$ 128,717	\$ 112,070	\$ 115,851

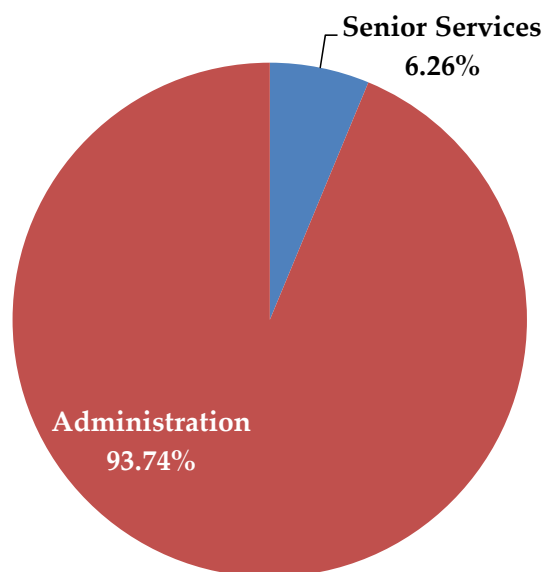
ADMINISTRATION: SENIOR SERVICES

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 new Community Room that can seat up to 140 people, and has an attached lighted outdoor veranda.

BUDGET BY CLASS

	2014/15	%
SENIOR SERVICES	BUDGET	CHANGE
Personnel Services	\$ 249,622	1.1%
Purchased Services	17,190	-29.8%
Materials & Supplies	80,839	-3.3%
Repairs & Maintenance	1,500	0.0%
Other Expenses	22,084	-8.8%
TOTAL SENIOR SERVICES	\$ 371,235	-2.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Full-time staffing levels remained the same, and part-time staff decreased; budgeting a 2.5% COLA and step increases overall.

Purchased Services

- ❖ Purchased services decreased by \$6,905 overall due to savings in printing and binding and leasing services.

Materials & Supplies

- ❖ Senior trips increased by \$17,634 due to the amount and types of trips budgeted; there is an off-setting revenue for this expense.

Repairs and Maintenance

- ❖ There are no significant changes to the budget from the prior fiscal year.



ANNUAL BUDGET

Other Expenses

- ❖ Other expenses decreased by \$2,017 due to a decrease in adult general programming.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

SENIOR SERVICES	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 256,417	\$ 246,978	\$ 269,475	\$ 249,622
101-1117-513-10-10 Full-Time & Regular Part-Time	237,636	227,030	249,505	227,949
101-1117-513-10-99 Overtime Pay	74	200	27	200
101-1117-513-15-10 FICA-Employer	14,458	14,076	15,171	15,944
101-1117-513-16-14 Travel, Meeting & Conferences	288	1,500	753	1,000
101-1117-513-16-15 Training & Seminars	580	880	471	800
101-1117-513-16-16 Medicare-Employer	3,381	3,292	3,548	3,729
PURCHASED SERVICES	19,004	24,495	20,921	17,190
101-1117-513-24-12 Printing & Binding	5,122	6,764	5,252	4,020
101-1117-513-24-32 Software Support & Maintenance	960	1,620	1,601	1,620
101-1117-513-24-99 Other Purchase-Services	7,508	9,611	9,583	7,550
101-1117-513-52-10 Leases-Equipments	5,414	6,500	4,485	4,000
MATERIALS & SUPPLIES	45,736	83,636	79,887	80,839
101-1117-513-31-17 Postage	886	1,225	971	1,568
101-1117-513-31-99 Miscellaneous Office Supplies	403	1,500	1,496	4,500
101-1117-513-37-10 Uniforms	750	750	704	610
101-1117-513-37-80 Gas & Fuel	5,433	6,000	4,812	4,500
101-1117-513-37-81 Salon Supplies	5,934	6,200	6,238	6,200
101-1117-513-37-99 Miscellaneous Supplies	4,398	4,400	3,881	4,000
101-1117-513-39-99 Other Operating Equipment	975	1,500	815	1,380
101-1117-513-72-12 Adult General Program	2,303	2,100	1,180	2,100
101-1117-513-72-41 Beverage Purchases	2,094	3,181	2,191	3,181
101-1117-513-72-42 Specialty Linens Purchases	1,748	2,600	2,599	2,600
101-1117-513-72-44 Senior Holiday Luncheon	3,785	4,800	3,759	4,800
101-1117-513-72-45 Senior Trips Expense	9,762	45,000	48,658	45,000
101-1117-513-72-46 Senior Health Insurance Program	5,034	1,980	2,007	-
101-1117-513-72-47 Donations Expenses	1,910	2,000	222	-
101-1117-513-72-48 Snacks	321	400	354	400
REPAIRS & MAINTENANCE	1,251	1,500	1,381	1,500
101-1117-513-53-17 Fitness Room R&M	1,251	1,500	1,381	1,500
OTHER EXPENSES	22,876	24,204	20,134	22,084
101-1117-513-62-10 Membership Dues	145	811	454	670
101-1117-513-62-11 Subscriptions	145	315	146	336
101-1117-513-63-99 Other Community Contributions	15,000	15,000	15,000	15,000
101-1117-513-69-22 Licenses	890	1,078	914	1,078
101-1117-513-71-12 Adult General Program	6,696	7,000	3,620	5,000
TOTAL SENIOR SERVICES	\$ 345,284	\$ 380,813	\$ 391,798	\$ 371,235

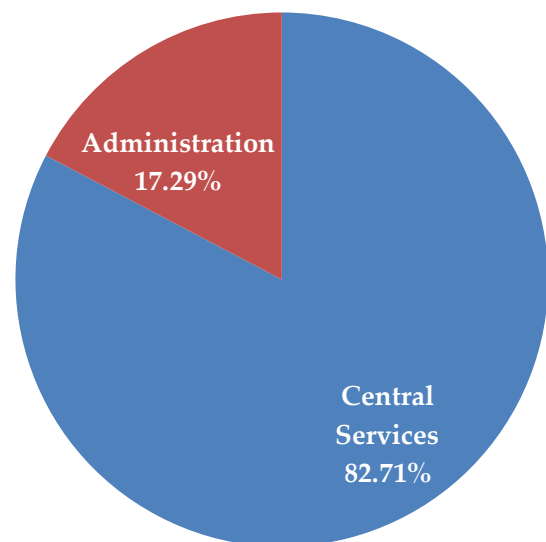
ADMINISTRATION: CENTRAL SERVICES

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.

BUDGET BY CLASS

CENTRAL SERVICES	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 4,071,843	7.9%
Professional Services	421,400	-13.2%
Purchased Services	137,575	3.7%
Materials & Supplies	126,600	3.9%
Repairs & Maintenance	10,000	-16.4%
Other Expenses	135,100	34.0%
TOTAL CENTRAL SERVICES	\$ 4,902,518	6.0%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Unemployment Expense is lower due to the anticipation of fewer claims being filed in the upcoming year. Medical Insurance costs are expected to increase based on loss run data and premium renewal information supplied by the Village's insurance broker. The Village's contribution to the Police Pension Fund is lower based on the most recent independent actuarial valuation report. Opt-Out medical insurance payments are expected to be greater, due to a larger number of employees electing to receive the incentive payment. Funding for Health and Wellness Programs are being decreased due to the overall limitation of funding.

Professional Services

- ❖ Legal Services are anticipated to decrease primarily due to Union contracts being settled and approved in the prior year. DUI Prosecutor costs are also expected to be reduced resulting from a greater compliance with traffic laws. Engineering costs are anticipated

to increase based on the expectation of a greater need for engineering services that are not necessarily related to a specific project, or in cases where project escrow funds are not applicable.

Purchased Services

- ❖ Printing costs are expected to increase due to the general increasing costs of paper products and printing supplies.

Materials & Supplies

- ❖ Miscellaneous Office Supplies increased to include additional funding for seating improvements to the Council Chambers.

Repairs & Maintenance

- ❖ Office Equipment Repairs are expected to increase in line with contractual increases for maintenance/monitoring services of fire alarms, video recording equipment, and electronic signage.

Other Expenses

- ❖ Postage costs are expected to rise due to increased costs of mailing through the U.S. Postal Service. Office supply costs are increasing due to the one-time purchase of replacement Executive Chairs in the Village Board room. Telephone expenses are anticipated to decline due to the removal of unnecessary telephone circuits and conversion to other types of communication technology. Electricity costs are expected to increase based on information provided from Commonwealth Edison directly related to the increased cost of delivery charges for Electricity. Collection Agency Fees are expected to increase due to the continuation of the Utility Tax Audit, and the agreed upon associated revenue recovery fees due to the firm performing the audit.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

CENTRAL SERVICES	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 3,708,526	\$ 3,772,200	\$ 3,745,293	\$ 4,071,843
101-1118-513-15-11 Unemployment Insurance	10,973	12,000	19,509	5,000
101-1118-513-16-12 Medical-Employer	2,016,089	2,035,728	1,985,652	2,386,085
101-1118-513-16-17 Employer Contribution Police Pension	1,612,069	1,696,772	1,653,898	1,648,383
101-1118-513-16-19 Vacation & Sick Days Buy Back	38,220	-	58,886	-
101-1118-513-16-30 Opt Out Med Insurance	31,175	27,225	26,875	32,000
101-1118-513-16-32 Health & Wellness Program	-	475	473	375
PROFESSIONAL SERVICES	430,128	485,342	503,502	421,400
101-1118-513-21-11 Legal	262,644	300,000	329,551	250,000
101-1118-513-21-12 Prosecutors	110,043	125,000	114,634	110,000
101-1118-513-21-13 Adjudicator	5,400	6,000	5,400	6,000
101-1118-513-21-14 Engineering	7,942	5,000	5,005	6,000
101-1118-513-21-17 Legislative Liaison	42,000	42,000	42,000	42,000
101-1118-513-21-99 Other Professional	2,099	7,342	6,912	7,400
PURCHASED SERVICES	123,798	132,665	131,936	137,575
101-1118-513-24-12 Printing & Binding	2,706	2,300	2,296	2,950
101-1118-513-51-10 Telephone	41,475	40,000	35,733	35,500
101-1118-513-51-12 Cellular Phone	27,097	32,840	32,365	31,200
101-1118-513-51-13 Electricity	23,920	23,500	28,052	38,500
101-1118-513-51-14 Natural Gas	4,783	12,500	13,333	7,500
101-1118-513-52-11 Rentals - Equipment	23,817	21,525	20,157	21,925
MATERIALS & SUPPLIES	106,228	121,825	108,928	126,600
101-1118-513-31-17 Postage	47,430	56,575	43,533	55,850
101-1118-513-31-99 Miscellaneous Office Supplies	44,560	50,000	50,870	55,500
101-1118-513-37-98 Green Initiative	210	750	643	750
101-1118-513-37-99 Miscellaneous Supplies	14,028	14,500	13,882	14,500
REPAIRS & MAINTENANCE	6,912	11,960	7,488	10,000
101-1118-513-55-60 Other Office Equipment	4,544	5,960	4,822	7,000
101-1118-513-56-15 North Avenue Property	2,368	6,000	2,666	3,000
OTHER EXPENSES	42,707	100,850	147,449	135,100
101-1118-513-69-39 Memorial Park Bricks	90	100	58	100
101-1118-513-69-40 Collection Agency Fee	6,856	55,750	127,380	90,000
101-1118-513-69-78 Bank Fiscal Charges	10,761	20,000	20,011	20,000
101-1118-513-69-90 Bad Debts/Write Off	25,000	25,000	-	25,000
TOTAL CENTRAL SERVICES	\$ 4,418,299	\$ 4,624,842	\$ 4,644,596	\$ 4,902,518

POLICE DEPARTMENT

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

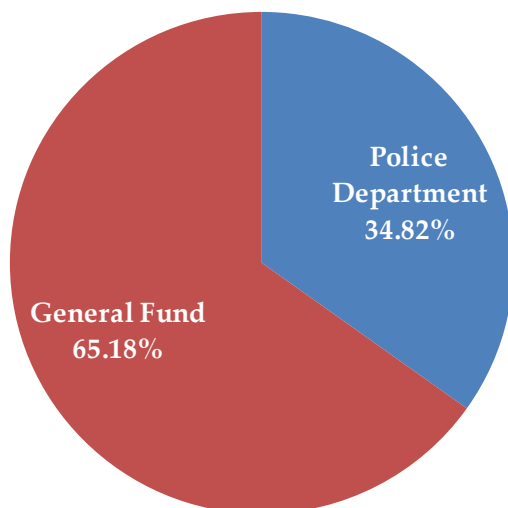
The Police Department is organized into six budget divisions: Administration, Patrol, Support Services, Investigations, Community Oriented Police, and State and Federal Grants.

The Police Department has an authorized strength of 52 budgeted full time sworn officers. The Support Division responsibilities include policy and procedure review, accreditation preparation, Community Outreach, budgeting and grant funding, records management, telecommunications, 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, service calls juvenile and adult investigations, School Resource Officers, 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.

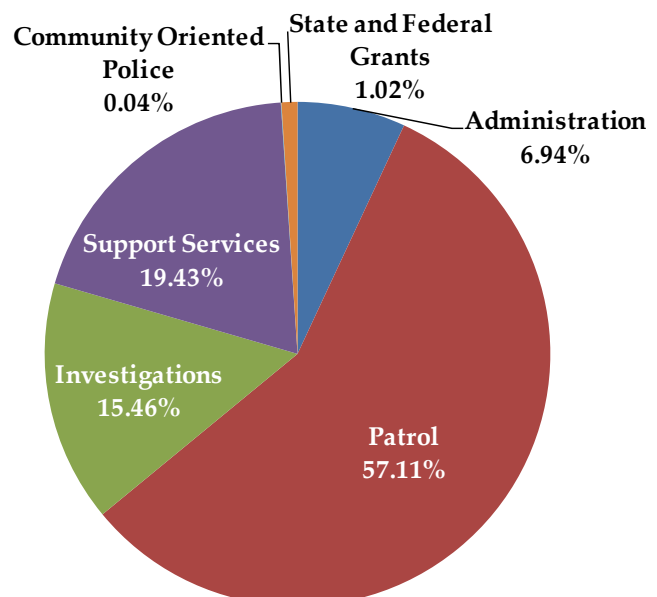
TOTAL OPERATING BUDGET

7,502,691

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Administration	\$ 538,453	\$ 546,627	\$ 546,916	\$ 520,852	-4.7%
Patrol	4,200,821	4,172,293	4,190,814	4,284,509	2.7%
Investigations	1,103,179	1,127,434	1,123,977	1,160,150	2.9%
Support Services	1,306,302	1,372,894	1,338,396	1,457,524	6.2%
Community Oriented Police	1,253	3,000	2,597	3,000	0.0%
State and Federal Grants	51,184	65,510	70,043	76,656	17.0%
TOTAL DIVISION	\$ 7,201,192	\$ 7,287,758	\$ 7,272,743	\$ 7,502,691	2.95%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 6,844,306	\$ 6,899,525	\$ 6,911,451	\$ 7,084,583	2.7%
Purchased Services	67,833	59,923	56,484	66,772	11.4%
Materials & Supplies	206,314	223,848	202,152	232,120	3.7%
Repairs & Maintenance	19,568	20,232	17,938	22,520	11.3%
Other Expenses	63,089	83,230	83,912	95,696	15.0%
Capital Outlay	82	1,000	806	1,000	0.0%
TOTAL CLASS	\$ 7,201,192	\$ 7,287,758	\$ 7,272,743	\$ 7,502,691	2.95%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/2014

In addition to dealing with day to day operations, the Police Department initiated and completed several important projects during fiscal year 2013/2014.

- ❖ The Police Department officially dedicated the new Police Facility with a ribbon cutting and open house which was held in conjunction with the National Night Out celebration.
- ❖ Our Police Department is one of 759 agencies that have received CALEA accreditation, out of a total of 17,985 police departments nationwide. Accreditation compels an agency to operate within specific guidelines, thereby strengthening accountability throughout all levels of the department. The CALEA accreditation process also acts as a valuable management tool, providing the necessary structure to continually promote the efficient use of resources and improve service delivery. In April of 2014, CALEA assessors were on-site evaluating the Department's ability to continue to meet CALEA standards and evaluating its last three years of performance. It is hoped that FY 2015 will see the awarding of the Department's second reaccreditation.

- ❖ The Department held quarterly training for alumni and current CERT team members.
- ❖ In April the Police Department sponsored an Easter Egg hunt at Safety Town, which was well attended.
- ❖ In November of 2013, sixteen residents graduated from the Citizens Police Academy, which was facilitated by the Department. The ten week long course instructed attendees in evidence work, first aid, juvenile law, domestic violence situations, traffic stops and other areas of police work. The course culminates in a ride-along session with an officer.
- ❖ The Police Department also sponsored the Junior Police Academy, a weeklong camp for children in grades 5 through 8. The camp exposes children to the exciting world of law enforcement in an age appropriate format.
- ❖ Completing opportunities for all ages, the Department held two safety classes at Safety Town for children aged 5 to 7. This program instructs children in all matters of safety including how to safely cross a street, bicycle safety, poison prevention, train safety and stranger danger.
- ❖ The Neighborhood Watch program run by the Department held a number of informative sessions throughout the fiscal year including presentations on Emergency Preparedness, gangs, Identity Theft, Scam Alerts, Home Safety, Smart 911, the Affordable Care Act and the Senior Health Insurance Program.
- ❖ The Police Department sponsored the Trick or Treat alternative at Safety Town for Halloween. This was attended by nearly 3,000 children and was funded by contributions of candy and monetary donations from local businesses. Due to the weather conditions this year it was held indoors at the newly renovated Sports Hub.
- ❖ The Department also participated in the Glendale Heights Health and Safety Fair, a event attended by thousands of residents.
- ❖ The Department conducted monthly educational programs "Get a Clue with the Blue" at the Glendale Heights Center for Seniors.
- ❖ The Police Department participated in "active shooter" drills at every school in the Village. The drills consisted of review of the ALICE response with school employees and was followed up with the simulation of an active shooter in the building. These drills were conducted on days or at times when students were not in the building.
- ❖ The Police Department was reorganized in FY 2014, reducing the number of command staff members from four to three. The reorganization occurred upon the retirement of Deputy Chief Tom Bialas. This reorganization reduced the authorized sworn member strength of the Department from 53 to 52.
- ❖ The Police Commission filled 4 vacancies for the position of Patrol Officer during the fiscal year. These openings were created as a result of retirements and resignations.

FY 2014/15 GOALS AND OBJECTIVES

Goal #1: Improve the efficiency of the Police Department in our processes and procedures without impacting the overall Mission of the Department and the level of service expected by the residents.

- ❖ Participate with Administrative Services in creating bid specifications for new uniform contract. (2014) (Administration)
 - o Identify companies that and services from which to solicit bids.
 - o Determine quantities of uniforms required and brands desired.
- ❖ Create Records training/reference manual. (2014) (Records)
 - o Seek sample training/reference manuals from other agencies.
 - o Break task into components and assign personnel and due dates for completion.
- ❖ In a collaborative effort with the Finance Department, develop a more efficient and effective means for collecting parking ticket revenues. (Records)
 - o Review ordinances to streamline the collection procedures, added fees and booting.
 - o Research the viability of private company managing parking ticket processes. (Records)
- ❖ Improve the efficiency of transmitting electronic evidence to the DuPage County State's Attorney's Office. (2015) (Evidence, Records)
 - o Determine the feasibility of utilizing Laserfiche to upload evidence photos and videos (instead of officers burning the data to disk).
 - o Determine if Laserfiche will provide a secure means of archiving electronic evidence
 - o If it is determined that it is feasible, work with the Evidence Officer to train patrol to upload electronic data to Laserfiche instead of burning to disk.
 - o If Initiatives 1 and 2 are positive, immediately upload electronic evidence to the DuPage County State's Attorney's Office when an evidence request is received.

Goal #2: Maintain safe and secure neighborhoods, reduce crime and improve the quality of life for our residents.

- ❖ Complete an annual exercise at each school in the Village to create a better understanding of school personnel and law enforcement on active shooter response. (2014, 2015, 2016) (Investigations)
 - o Develop training outlines for Department and School staff.
 - o Include Telecommunicators in on-site training and incorporate communications into scenario.
 - o Schedule all Telecommunicators and sworn officers to attend Active Shooter Response classes. (2014, 2015, 2016)
- ❖ Complete training program at each school and discuss ALICE concept with teachers and administrators. (2014) (Investigations)
- ❖ Reduce traffic crashes through Education and Enforcement. (2014, 2015, 2016) (Patrol)
 - o Research the feasibility of creating a traffic unit dedicated to traffic, DUI and truck enforcement. (2014)
 - o If determined to be feasible identify officers to be selected. (Patrol)

- o Train selected officers in truck enforcement and other related topics.
- o Implement traffic unit program in stages. (2014, 2015)
- o Training for Department members in DUI and other traffic related topics.
- o Produce newsletter articles regarding traffic safety.
- o Complete presentations at the Senior Center. (2014, 2015, 2016)
- o Utilizing the cable access channel identify existing relevant Public Service announcements or create our own for broadcast. (2014, 2015, 2016)
- ❖ Participate in DuPage County Health Department Narcan program to treat narcotics overdose victims.(2014)
 - o Develop an Operating Procedure regarding the program. (Support)
 - o Identify and train two trainers and train all sworn personnel in the administration of the program. (Patrol)
 - o Distribute medication based on DuPage County Health Department protocols. (Patrol)

Goal #3: Enhance job satisfaction of employees through improved training program, leadership development and collaboration.

- ❖ Provide Department training based on the needs of the Department and the member's knowledge, skills and abilities. (Patrol)
 - o Seek new volunteers for the training committee from multiple components within the Department. (2014)
 - o Purchase equipment to facilitate increased defensive tactics training. (2014)
 - o Survey Department members regarding career goals and training interests. (2014)
 - o Establish career track training programs. (2014)
- ❖ Increase the amount of roll call training being conducted. (Patrol)
 - o Provide a minimum of one roll call training topic per month regarding policy review. (2014, 2015, 2016) (Patrol)
 - o Each member of Investigations will present a minimum of one roll call training topic during the calendar year. (2014, 2015, 2016) (Investigations)
- ❖ Reinstitute Temporary Duty assignments to Investigations. (2015) (Investigations)
- ❖ Establish Department Safety Committee. (2015) (Administration)
- ❖ Create opportunities for members of the Department to interact and work cooperatively with members of other Departments within the Village. (2014, 2015, 2016) (Patrol)
- ❖ Evaluate interest and implications of reinstituting leadership academy. (2015)

Goal #4: Expand upon or improve current programs to more effectively reach out to the Community we serve and continue fostering a partnership with the community which achieves our Department Mission.

- ❖ Conduct Heroin Awareness program for community. (2014) (Support)
- ❖ Increase bike patrols 50%. (Patrol)
 - o Identify areas where additional bike patrol will be beneficial. (2014, 2015, 2016)

- o Ensure that bike patrol occurs, whenever possible, at special events. (2014, 2015, 2016)
- ❖ Increase interactions between Department and Faith-Based community within Glendale Heights. (Support)
 - o Create liaisons with individual churches within the community.
 - o Re-establish the Police Chaplain program.
- ❖ Continue to enhance the Neighborhood Watch program by varying the monthly meeting topics. (2014, 2015, 2016) (Patrol)
- ❖ Offer ALICE presentation to Chamber of Commerce. (2014) (Investigations)
- ❖ Working from the 2013 community survey, address identified weaknesses of the Department. (2014, 2015, 2016) (Support)
- ❖ Re-examine the school based drug prevention programs offered in local schools in light of Common Core Curriculum initiatives in our schools. (2014) (Investigations)
- ❖ Identify and establish communications with Homeowners Associations and property management companies within Glendale Heights. (2014, 2015, 2016) (Investigations)

Goal #5: Enhance Emergency Preparedness within the Village. (Emergency Management)

- ❖ Conduct Emergency Operations Center training with Executive Staff and Elected Officials. (2014)
- ❖ Hire, train and introduce new Emergency Management Coordinator. (2014)
- ❖ Update Emergency Operations Plan every two years. (2014 & 2016)
- ❖ Obtain certification and maintain our ESDA unit as a Certified unit.
- ❖ In cooperation with the National Weather Service, organize, promote and host a Basic Weather Spotter class. (2014 & 2016)
- ❖ Conduct annual CERT training. (2014, 2015, 2016)
- ❖ Host first responder lunch for CERT and ESDA members. (2014 & 2016)
- ❖ Update SNS plan for Village. (2014 & 2016)

Goal #6: Utilize technology appropriately to enhance the overall effectiveness in providing service to the community and enforcement of law.

- ❖ Using non-operational budget funds, continue replacement of in-car video systems. (2014 – 2016) (Patrol)
- ❖ Continue process of upgrading vehicles in the Department fleet. (2014 – 2016) (Patrol)
- ❖ Actively participate in the ETSB's efforts to replace the CAD and NETRMS records management system. (2014-2015) (Support)
- ❖ Research and budget for new Livescan machine. (2015) (Support)

Goal #7: Identify staffing challenges and position vacancies as far in advance as possible and take active steps to ensure that positions remain vacant for as short a time as possible.

- ❖ Working with Police Commission, conduct an examination and create an initial eligibility list for Police Officer. (2014 & 2016) (Operations)



- ❖ Working with Police Commission, conduct an examination for the position of Sergeant of Police. (2015) (Operations)
- ❖ Test for and assign K-9 officer position. (2014) (Patrol)
- ❖ Test for and assign DuMEG position. (2014) (Investigations)
- ❖ Test for and assign Detective positions. (2014, 2015, 2016) (Investigations)
- ❖ Test and assign School Resource Officer Position. (2014) (Investigations)

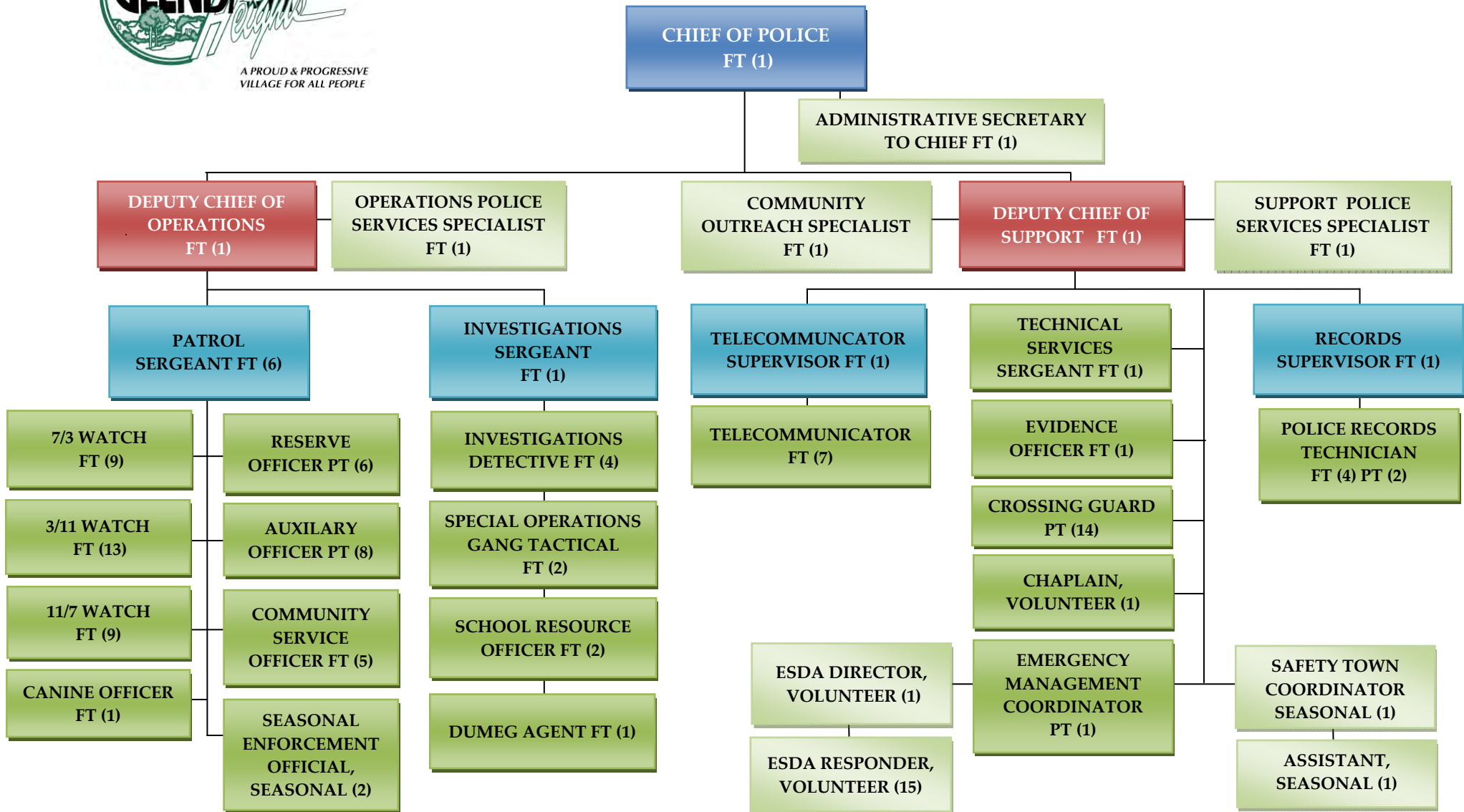
Goal #8: CALEA reaccreditation and continued updating of General Orders and Operating Procedures of the Department. (Support)

- ❖ Successful completion of on-site inspection in April of 2014.
- ❖ Successful commission hearing and award of reaccreditation in July of 2014.
- ❖ Continued active review of general Orders and Operations Procedures. (2014, 2015, 2016)
- ❖ Begin reaccreditation files for November 2017 reaccreditation.



VILLAGE OF GLENDALE HEIGHTS

POLICE DEPARTMENT



The Police Department is organized into two Divisions: Operations and Support. It has an authorized strength of 52 full-time sworn officers. The Support Division responsibilities include CALEA, Community Outreach, budget and grant funding, record management, telecommunications, E911, ESDA and evidence management. The Operations Division responsibilities include community oriented policing, police training, fire arms range, accident investigation, animal control, patrol, traffic citations, service calls, crime prevention, juvenile and adult investigations, School Resource Officers and Safety Town. 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 number of employees: 75 Full-Time, 23 Part-Time, 4 Seasonal for a grand total of 102 employees; 17 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 Chiefs of Support and Operations, Community Outreach Specialist, Technical Services Sergeant, and 3 civilian support service technicians. The Administration Division provides the following programs:

Community Outreach Program

Community Outreach Program offers 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

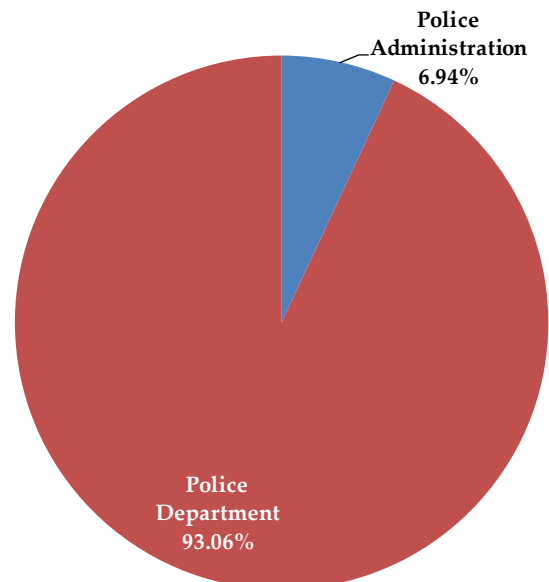
Thanks to the generous contributions of new or gently used medical equipment, the Village's Medical Supply Program has walkers, wheel chairs, canes, quad canes, crutches, commodes and other bathroom equipment, slings, and more, that may be borrowed FREE of charge to residents.

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.

BUDGET BY CLASS

POLICE ADMINISTRATION	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 464,793	-5.5%
Purchased Services	9,574	13.5%
Materials & Supplies	36,500	0.0%
Other Expenses	9,985	-0.6%
TOTAL POLICE ADMINISTRATION	\$ 520,852	-4.7%





FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ The full time salary in the Administration Division of the Police Department includes a 5.5% decrease from the previous fiscal year. This is due to the reorganization of the Police Department which eliminated one administrative position. The positions were only filled for 6 months of FY 2013/14.

Purchased Services

- ❖ There were no significant changes made to the budget requests for this class.

Materials & Supplies

- ❖ There were no significant changes made to the budget requests for this class.

Other Expenses

- ❖ There were no significant changes made to the budget requests for this class.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ADMINISTRATION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 492,779	\$ 491,642	\$ 495,363	\$ 464,793
101-1210-521-10-10 Full-Time & Regular Part-Time	455,707	443,730	451,133	417,362
101-1210-521-15-10 FICA-Employer	12,000	14,719	13,998	15,179
101-1210-521-16-14 Travel, Meeting & Conferences	1,145	1,000	975	1,200
101-1210-521-16-15 Training & Seminars	19,209	24,960	23,836	25,000
101-1210-521-16-16 Medicare - Employer	4,718	7,232	5,421	6,051
101-1210-521-16-31 Employee-Severance Pay	-	1	-	1
PURCHASED SERVICES	7,680	8,435	8,139	9,574
101-1210-521-24-12 Printing & Binding	161	380	379	680
101-1210-521-24-17 Polygraph Test	240	320	160	160
101-1210-521-24-32 Software Support & Maintenance	7,279	7,735	7,600	8,734
MATERIALS & SUPPLIES	30,412	36,500	35,603	36,500
101-1210-521-35-99 Other Police General Supplies	117	200	46	200
101-1210-521-37-10 Uniforms	30,295	36,300	35,557	36,300
OTHER EXPENSES	7,582	10,050	7,811	9,985
101-1210-521-62-10 Membership Dues	930	930	745	1,110
101-1210-521-62-11 Subscriptions	135	295	30	295
101-1210-521-69-13 Accreditation (CALEA)	4,408	7,075	5,465	8,280
101-1210-521-69-14 Miscellaneous Licenses	275	300	275	300
101-1210-911-81-10 Police Department	1,834	1,450	1,296	-
TOTAL ADMINISTRATION	\$ 538,453	\$ 546,627	\$ 546,916	\$ 520,852

POLICE DEPARTMENT: PATROL

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

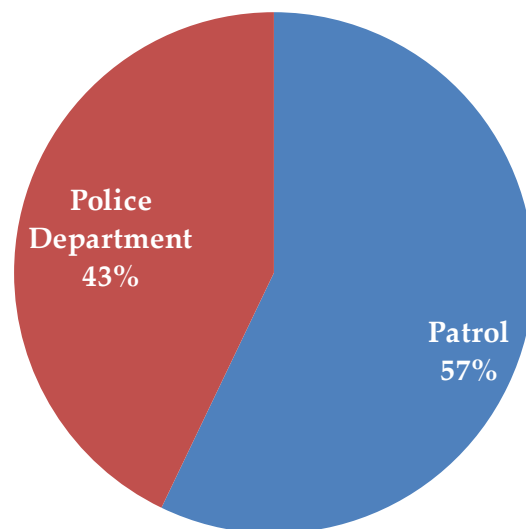
- Traffic Unit.
- Crime scene processing for the entire department.
- K-9 services utilizing the department's canine handler and the Police K-9 German Shepherd.
- Bicycle Patrol.

The Police Department has divided the Village into 4 areas called "beats." The formation of these "beats" is based upon the balancing of call loads within certain obvious geographical markers. Each beat has a Sergeant to coordinate officers assigned to assist the residents in their "beat." The beat officers meet bi-monthly 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.).



BUDGET BY CLASS

PATROL	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 4,259,239	2.7%
Materials & Supplies	22,750	4.3%
Repairs & Maintenance	2,520	0.0%
TOTAL PATROL	\$ 4,284,509	2.7%





ANNUAL BUDGET

FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ The 2.7% increase in the full time salary line reflects contractual step increases as well as anticipated COLA increases. The budget reflects 32 officers assigned to the Patrol Division.

Materials & Supplies

- ❖ Small increase reflects a K-9 being acquired in September. The Purchase of the K-9 will be from Asset forfeiture accounts.

Repairs and Maintenance

- ❖ There were no significant changes made to the budget requests for this class.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

PATROL	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 4,179,379	\$ 4,147,955	\$ 4,169,868	\$ 4,259,239
101-1211-522-10-10 Full-Time & Regular Part-Time	3,517,129	3,456,231	3,480,973	3,629,658
101-1211-522-10-11 Holiday Pay	213,470	225,000	220,359	227,000
101-1211-522-10-12 Part Time Officer	10,569	14,000	14,066	15,000
101-1211-522-10-13 Off-Duty Officers Pay	27,574	7,000	5,820	7,000
101-1211-522-10-99 Overtime Pay	337,464	350,460	353,869	303,393
101-1211-522-15-10 FICA-Employer	18,226	19,310	18,659	19,830
101-1211-522-16-16 Medicare - Employer	54,947	56,213	54,734	57,357
101-1211-522-16-31 Employee-Severance Pay	-	19,741	21,388	1
MATERIALS & SUPPLIES	19,160	21,818	18,850	22,750
101-1211-522-35-11 Ammunitions	9,577	13,000	12,912	13,500
101-1211-522-35-12 Targets For Gun Range	515	550	176	550
101-1211-522-35-13 K-9	349	-	-	350
101-1211-522-35-14 Dog Food	429	344	156	250
101-1211-522-35-15 Veterinary Cost	345	324	324	500
101-1211-522-35-99 Other Police General Supplies	1,889	2,000	1,388	2,000
101-1211-522-37-84 Car Wash	2,457	2,000	1,935	2,000
101-1211-522-37-99 Miscellaneous Supplies	3,599	3,600	1,959	3,600
REPAIRS & MAINTENANCE	2,282	2,520	2,096	2,520
101-1211-522-53-10 Police Department	2,282	2,520	2,096	2,520
TOTAL PATROL	\$ 4,200,821	\$ 4,172,293	\$ 4,190,814	\$ 4,284,509

POLICE DEPARTMENT: INVESTIGATIONS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The unit consists of a Sergeant, Evidence Officer, 4 Investigative Detectives, 2 School Resource Officers, and 2 Special Operations Officers.

Evidence Officer

The Evidence Officer is a civilian member of the Department who is responsible for the safeguarding and maintenance of all items of evidence and found property that are collected by the department. Currently the Department has over 16,000 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. He 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 he 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.

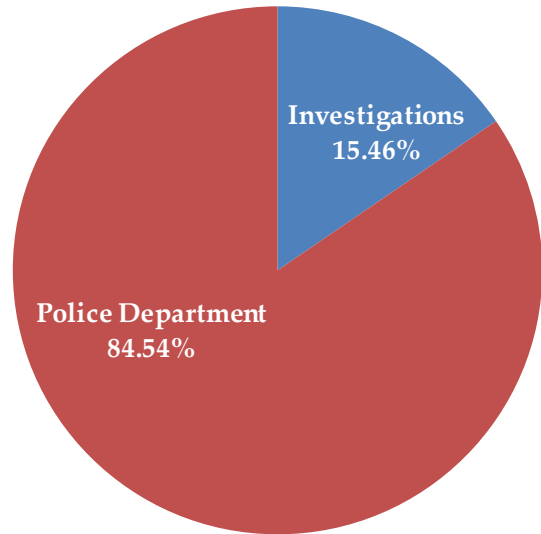
The Citizens Police Academy (CPA) provides an opportunity for citizens to take a look behind the “blue curtain” and learn what Police Officers contend with on a daily basis. Citizens learn how to conduct basic investigations and try their hand at evidence work. They also learn first aid, become CPR certified,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

BUDGET BY CLASS

INVESTIGATIONS	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,147,485	2.9%
Purchased Services	8,205	1.7%
Materials & Supplies	2,750	0.0%
Other Expenses	1,710	-4.2%
TOTAL INVESTIGATIONS	\$ 1,160,150	2.9%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ The increase in the full time salary account represents this year's COLA increase. There were no other changes in personnel proposed for FY 2014/15.

Purchased Services

- ❖ There were no significant changes made to the budget requests for this class.

Materials & Supplies

- ❖ There were no significant changes made to the budget requests for this class.

Other Expenses

- ❖ Subscriptions were budgeted to decrease.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

INVESTIGATIONS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 1,091,512	\$ 1,114,829	\$ 1,111,992	\$ 1,147,485
101-1212-523-10-10 Full-Time & Regular Part-Time	969,064	984,304	987,227	1,013,544
101-1212-523-10-11 Holiday Pay	17,501	18,961	18,016	20,346
101-1212-523-10-99 Overtime Pay	86,295	90,849	89,089	92,622
101-1212-523-15-10 FICA-Employer	4,812	3,550	3,665	3,702
101-1212-523-16-16 Medicare - Employer	13,840	17,164	13,995	17,270
101-1212-523-16-31 Employee-Severance Pay	-	1	-	1
PURCHASED SERVICES	7,583	8,070	8,296	8,205
101-1212-523-24-12 Printing & Binding	78	80	-	80
101-1212-523-24-99 Other Purchase-Services	6,897	7,565	7,888	7,500
101-1212-523-52-10 Leases - Equipment	608	425	408	625
MATERIALS & SUPPLIES	2,642	2,750	2,414	2,750
101-1212-523-35-16 Investigation-Contingency	750	750	750	750
101-1212-523-35-99 Other Police General Supplies	1,892	2,000	1,664	2,000
OTHER EXPENSES	1,442	1,785	1,275	1,710
101-1212-523-62-10 Membership Dues	270	375	270	375
101-1212-523-62-11 Subscriptions	607	660	660	585
101-1212-523-69-79 Towing Expense	565	750	345	750
TOTAL INVESTIGATIONS	\$ 1,103,179	\$ 1,127,434	\$ 1,123,977	\$ 1,160,150

POLICE DEPARTMENT: SUPPORT SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Support Operations Division is directed by a Deputy Chief, and is broken into separate sections; Communications, Records and Emergency Management. Communications operates the 911 center, dispatches calls to patrol, and performs real time research for officers. Records maintains all police departments reports/records, tickets, data entry, statistical research, arrest photos and answers most non-emergency calls.

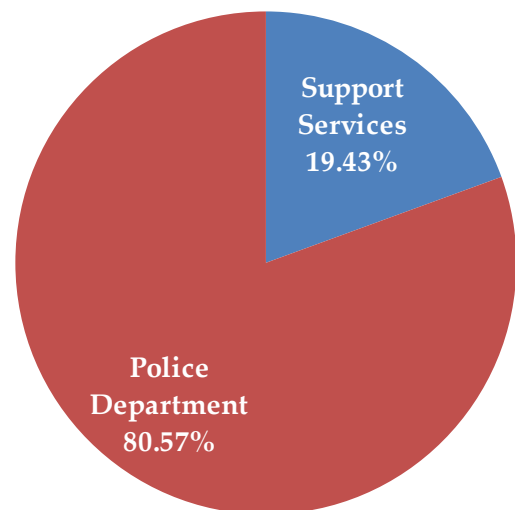
Communications Technical Services:

The Police Department maintains its own dispatch center for all 911 calls and service calls into the Police Department. Dispatchers then disseminate those calls into assignments to Patrol Officers. The center includes a Telecommunicator Supervisor and 7 civilian Communication Officers.

The Police Department Records Staff maintains all documents, tickets, and photos generated by the department and ensures the integrity of those records for future use. The unit consists of a Record Supervisor and 6 civilian support technician/data entry clerks.

BUDGET BY CLASS

SUPPORT SERVICES	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,213,066	5.9%
Purchased Services	48,993	12.8%
Materials & Supplies	167,120	4.6%
Repairs & Maintenance	20,000	12.9%
Other Expenses	7,345	24.8%
Capital Outlay	1,000	0.0%
TOTAL SUPPORT SERVICES	\$ 1,457,524	6.2%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ In FY 2013/14 one records technician position was vacant for a portion of the year. The increase in the 2014/15 budget reflects the position being full for the entire fiscal year and COLA increases.



Purchased Services

- ❖ The increase in this section is mainly due to an increase in the annual service charge for the NetRMS records management system which we access through DuPage County ETSB.

Materials & Supplies

- ❖ There were no changes made to the budget requests for this class, there is a slight increase due to anticipated increased fuel costs.

Repairs and Maintenance

- ❖ Repair and maintenance increased slightly in anticipation of many systems in the Police Department having warranties that are expiring in December.

Other Expenses

- ❖ There was an increase in this section due to animal impoundment fees increasing with increased number of strays located in the Village that must be taken directly to Animal Control.

Capital Outlay

- ❖ There were no significant changes made to the budget requests for this class.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

SUPPORT SERVICES	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 1,080,636	\$ 1,145,099	\$ 1,134,228	\$ 1,213,066
101-1213-524-10-10 Full-Time & Regular Part-Time	894,434	963,614	973,390	1,027,708
101-1213-524-10-11 Holiday Pay	26,904	27,295	26,197	27,977
101-1213-524-10-13 Crossing Guards	50,588	51,000	46,789	51,000
101-1213-524-10-99 Overtime Pay	43,929	30,223	20,828	30,000
101-1213-524-15-10 FICA-Employer	51,866	58,460	53,504	60,846
101-1213-524-16-16 Medicare - Employer	12,915	14,506	13,520	15,534
101-1213-524-16-31 Employee-Severance Pay	-	1	-	1
PURCHASED SERVICES	52,570	43,418	40,049	48,993
101-1213-524-24-12 Printing & Binding	7,437	7,500	7,159	8,500
101-1213-524-24-26 Computer Data Access	19,334	21,953	18,926	25,658
101-1213-524-51-10 Telephone	13,861	360	359	360
101-1213-524-52-10 Leases - Equipment	11,938	13,605	13,605	14,475
MATERIALS & SUPPLIES	152,847	159,780	142,688	167,120
101-1213-524-31-99 Miscellaneous Office Supplies	1,332	800	687	1,500
101-1213-524-35-15 Veterinary Cost	65	469	468	500
101-1213-524-35-99 Other Police General Supplies	3,799	3,511	3,284	4,120
101-1213-524-37-80 Gas & Fuel	147,651	155,000	138,249	161,000
REPAIRS & MAINTENANCE	17,286	17,712	15,842	20,000
101-1213-524-53-10 Police Department	17,286	17,712	15,842	20,000
OTHER EXPENSES	2,881	5,885	4,783	7,345
101-1213-524-62-10 Membership Dues	92	95	92	95
101-1213-524-69-24 Animal Impoundment	2,439	4,290	3,341	5,000
101-1213-524-69-80 Rodent Trapping	350	1,500	1,350	2,250
CAPITAL OUTLAY	82	1,000	806	1,000
101-1213-911-82-10 Vehicles	82	1,000	806	1,000
TOTAL SUPPORT SERVICES	\$ 1,306,302	\$ 1,372,894	\$ 1,338,396	\$ 1,457,524



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

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

COMMUNITY ORIENTED POLICE	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
MATERIALS & SUPPLIES	\$ 1,253	\$ 3,000	\$ 2,597	\$ 3,000
101-1214-525-35-99 Other Police General Supplies	1,253	3,000	2,597	3,000
TOTAL COMMUNITY ORIENTED POLICE	\$ 1,253	\$ 3,000	\$ 2,597	\$ 3,000

FY 2014/15 BUDGET HIGHLIGHTS

Materials & Supplies

- ❖ There were no significant changes made to the budget requests for this class.

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.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

STATE AND FEDERAL GRANTS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
OTHER EXPENSES	\$ 51,184	\$ 65,510	\$ 70,043	\$ 76,656
101-1299-521-58-10 Pull Tab Tax	1,298	2,500	-	2,500
101-1299-521-58-11 D.U.I.	7,507	20,146	3,739	33,156
101-1299-521-58-12 Chapter 56.5 Drug Fines	-	3,000	-	3,000
101-1299-521-58-14 Sex Offender Registration Fund	-	1,250	-	3,000
101-1299-521-58-15 Police Department Bike Unit	-	34	32	-
101-1299-521-58-16 Local Law Enforcement Block Grant	-	5,000	2,178	-
101-1299-521-58-17 Juvenile Diversion Program	131	1,500	470	-
101-1299-521-58-18 G.R.E.A.T. Program	7,210	2,000	9,730	-
101-1299-521-58-19 Local Misc. Donation	10,544	1,500	(6,044)	-
101-1299-521-58-20 State Tobacco Grants	2,737	7,080	1,890	5,000
101-1299-521-58-21 Range Facility	193	-	-	-
101-1299-521-58-22 Supervision Fines	20,601	20,000	46,938	25,000
101-1299-521-58-23 Electronic Citation Fees	-	1,000	-	1,000
101-1299-521-58-24 Forfeited Funds	963	-	6,251	-
101-1299-521-69-50 Miscellaneous Safety Town Expense	-	500	4,859	4,000
TOTAL STATE AND FEDERAL GRANTS	\$ 51,184	\$ 65,510	\$ 70,043	\$ 76,656

FY 2014/15 BUDGET HIGHLIGHTS

Other Expenses

- ❖ These accounts are offset by revenue accounts which are funded with special funds that are earmarked for specific purposes by law.



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

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 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.

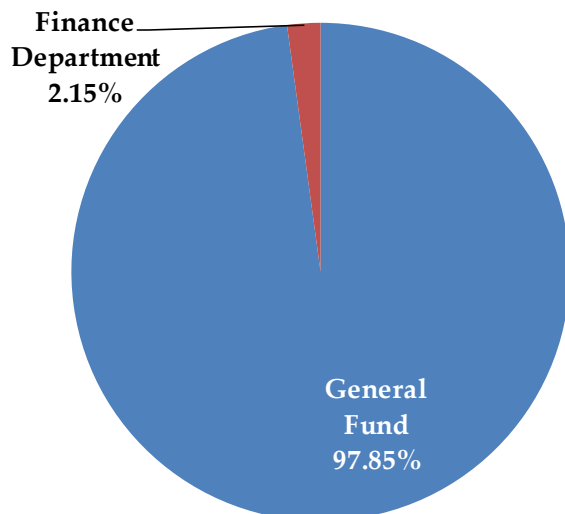
To carry out these duties, the department is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial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

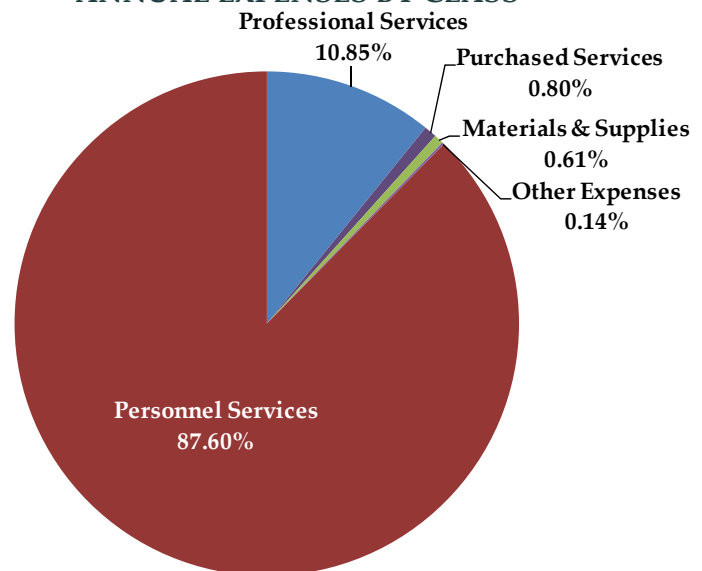
TOTAL OPERATING BUDGET

464,357

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY CLASS



ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 392,491	\$ 393,755	\$ 391,977	\$ 406,797	3.31%
Professional Services	51,969	56,245	42,440	50,360	-10.46%
Purchased Services	3,235	4,285	4,284	3,700	-13.65%
Materials & Supplies	2,332	2,850	1,668	2,850	0.00%
Other Expenses	845	650	650	650	0.00%
TOTAL CLASS	\$ 450,872	\$ 457,785	\$ 441,019	\$ 464,357	1.44%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/2014

Christmas came a few days early to the Village and its Finance Department, when the GFOA announced the Village as a first time ever recipient of the Distinguished Budget Presentation Award. A formal plaque presentation took place February 20, 2014.

The Village Board unanimously endorsed a Resolution in December of 2013 that established a Fund Balance Policy for the General Fund. The policy sets a floor level for reserves at no less than four months equivalent operating expenditures and is to be reviewed annually in conjunction with the budget cycle. This policy was put in place to ensure the Village's commitment to maintaining healthy fund balances in order to ensure its constituents stability in the Village's finances, even in times of economic uncertainty.

With the assistance and technical expertise provided from Azavar Audit Solutions, formal Notice of Tax Liability letters were sent to both Nicor and ComEd in December, 2013, identifying 872 and 37 addresses, respectively, which did not appear to be remitting utility taxes to the Village. A Notice of Tax Liability letter had previously been issued in 2012 to ComEd citing over 1,100 addresses which were not remitting utility taxes to the Village. ComEd has filed a formal objection to the 2012 Notice. The next step will be to arrange for a hearing, which should take place in 2014.

Through a program sponsored through Glenbard East High School Business Education Department, the Finance welcomed an intern during the Spring of 2014. The student had expressed a desire to attain a degree in Public Administration/Finance, and spent the next several weeks in the Department learning some of the operation. His experience and contribution to the department was positive and purposeful. The Finance Departments hopes to participate again in the program in upcoming years.

On March 17, 2014, the Village received notice from GFOA that it was once again a recipient of the Certificate of Achievement of Excellence in Financial Reporting for its 2013 Comprehensive Annual Financial Report (CAFR). 2013 marks the 31st consecutive year in which the Village has received this award.

In April, the Assistant Finance Director and Information Systems Network Administrator attended training for COGNOS®. COGNOS® will allow for the development of custom financial report writing capabilities and will enhance the current Financial Accounting software system.

FY 2014/15 GOALS AND OBJECTIVES

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

- ❖ Work with administration and departments to update and develop goals and objectives that relate to their divisional budget items for review and approval by Village President and Board of Trustees.
- ❖ Improve transparency and clarity with respect to providing timely and meaningful financial information in reports and on the Village website.
- ❖ Produce a "Citizens Financial Report" that can be submitted to the GFOA for consideration into the "Popular Annual Financial Reporting Award" Program.

Goal #2: Obtain a "clean" audit management letter opinion in conjunction with the completion of the FY 2014 Annual Independent Audit.

- ❖ Continue to review, enhance and/or implement operational internal controls, processes, and procedures Village-wide.
- ❖ Engage in discussions related to risk assessment, internal control/areas of exposure and means to implement improvements during Executive Staff meetings on a regular basis.
- ❖ Implement confidential reporting policy.

Goal #3: Continue to coordinate progress on the utility/sales tax audit being spearheaded by Azavar Audit Solutions.

- ❖ Assist in testing the accuracy of utility service charge bills.
- ❖ Work with Community Development to review parcel data.
- ❖ Assess the Village's ability to recover amounts billed.
- ❖ Work with Legal Counsel to prepare for anticipated Notice of Tax Liability Hearings.

Goal #4: Continue to coordinate progress on the fixed asset valuation and physical inventory assessment Village-wide, using Industrial Appraisers and department staff.

- ❖ Follow-up with each Department concerning the findings and resolve any discrepancies.
- ❖ Work with Administrative Services to ensure proper disposal of surplus/obsolete items.
- ❖ Coordinate fixed asset data and related work papers with independent auditors.

Goal #5: Implement the Local Debt Recovery Program as approved by the Village Board and managed through the State of Illinois Comptroller's Office.

- ❖ Determine best method for adjudicating cases.
- ❖ Work with the State of Illinois to properly transmit files.
- ❖ Develop policies and procedures for appeals.

Goal #6: Reduce the department's "carbon footprint".

- ❖ Transition reports whenever possible to PDF format.
- ❖ Upload CAFR and annual Budget documents to BoardDocs. ®
- ❖ Revamp invoice approval process to reduce paper consumption.
- ❖ Reformat journal entries and reconciliations to reduce paper consumption.

Goal #7: Implement Cognos® Financial Reporting Tool software.

- ❖ Examine existing reports and improve using Cognos.
- ❖ Develop new and better reports using Cognos.
- ❖ Be able to make key information more readily available.

Goal #8: Prepare finance department for future staffing changes/needs.

- ❖ Continue a cross-training program within the Department.
- ❖ Review the Finance Department structure and develop a strategy for future retirements and/or staffing changes (succession planning).

FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ The projected budget increase of \$13,042 for FY 2014/15 is attributable to the pay increases approved in the AFSCME union contract, as well as the approval of the non-union employee pay plan. Furthermore, there is one employee in the Finance Department who will be receiving a level increase in addition to the general wage increase. Increases in FICA and Medicare are directly proportional to the salary adjustments previously mentioned. The increase of \$1,251 in the Training & Seminars line item account relates to the anticipation of the Assistant Finance Director seeking to attain Certified Government Finance Officer certification, and the necessary training and testing materials for the first installments toward such certification.

Professional Services

- ❖ The projected increase of \$1,530 in auditing costs is tied to an approved 3 year engagement letter approved between the Village and it's Independent Auditing Firm. FY 2014/15 represents the final year of the engagement agreement. The \$8,000 decrease in Other Professional Services comes from a Purchase Order Encumbrance carried forward in FY 2013/14, for document scanning services that is not expected to take place in FY 2014/15.

Purchased Services

- ❖ Printing and binding expenses are estimated based on anticipated needs for FY 2014/15.

Materials & Supplies

- ❖ There are no changes from the FY 2013/14 budget.

Other Expenses

- ❖ There are no changes from the FY 2013/14 budget.



ANNUAL BUDGET

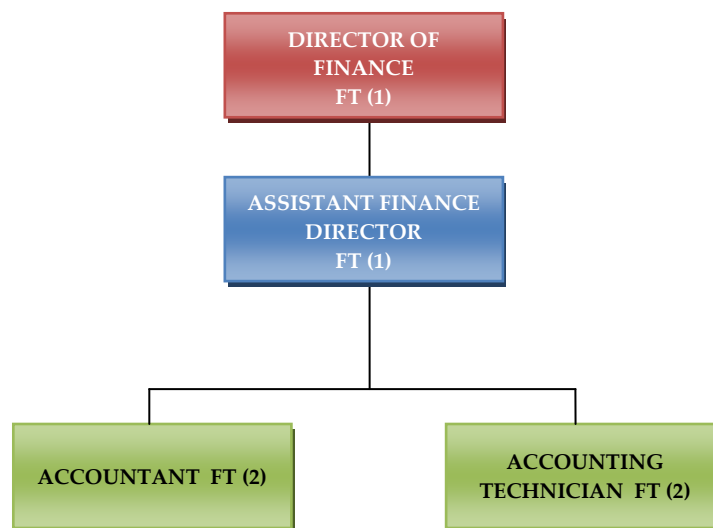
PROPOSED FINANCE BUDGET BY CLASS WITH ACTUAL HISTORY

Account	Account Description	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 392,491	\$ 393,755	\$ 391,977	\$ 406,797
101-1310-514-10-10	Full-Time & Regular Part-Time	356,151	364,566	364,168	375,519
101-1310-514-15-10	FICA - Employer	22,146	22,603	21,633	23,282
101-1310-514-16-14	Travel, Meeting & Conferences	51	300	124	300
101-1310-514-16-15	Training & Seminars	200	1,000	898	2,251
101-1310-514-16-16	Medicare - Employer	5,287	5,286	5,154	5,445
101-1310-514-16-31	Employee Severance Pay	8,656	-	-	-
PROFESSIONAL SERVICES		51,969	56,245	42,440	50,360
101-1310-514-21-10	Auditing	44,948	40,245	36,170	42,360
101-1310-514-21-99	Other Professional	7,021	16,000	6,270	8,000
PURCHASED SERVICES		3,235	4,285	4,284	3,700
101-1310-514-24-12	Printing & Binding	3,235	4,285	4,284	3,700
MATERIALS & SUPPLIES		2,332	2,850	1,668	2,850
101-1310-514-31-12	Filing Supplies	280	450	134	450
101-1310-514-31-99	Miscellaneous Office Supplies	2,052	2,400	1,534	2,400
OTHER EXPENSES		845	650	650	650
101-1310-514-62-10	Membership Dues	845	650	650	650
TOTAL FINANCE BUDGET		\$ 450,872	\$ 457,785	\$ 441,019	\$ 464,357



VILLAGE OF GLENDALE HEIGHTS

FINANCE DEPARTMENT



The Finance department is responsible for all fiscal operations of the Village. These responsibilities include budget control, accounting, investments, payments, billing, all receipts, assets management, inventory, and assisting the Village Administrator with budget preparation. Total number of employees: 6 Full-Time.



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ADMINISTRATIVE SERVICES

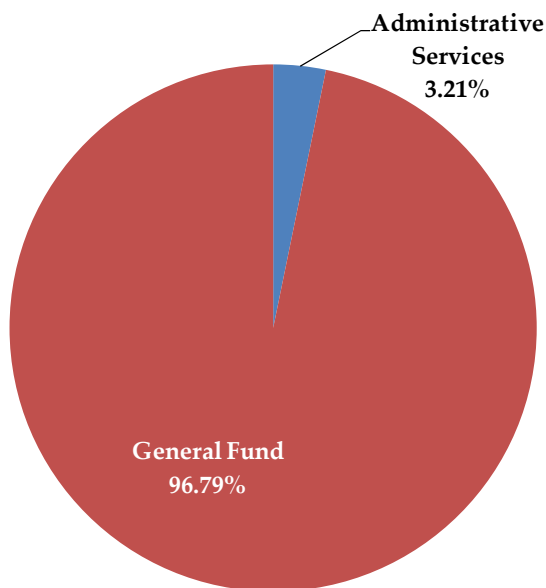
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

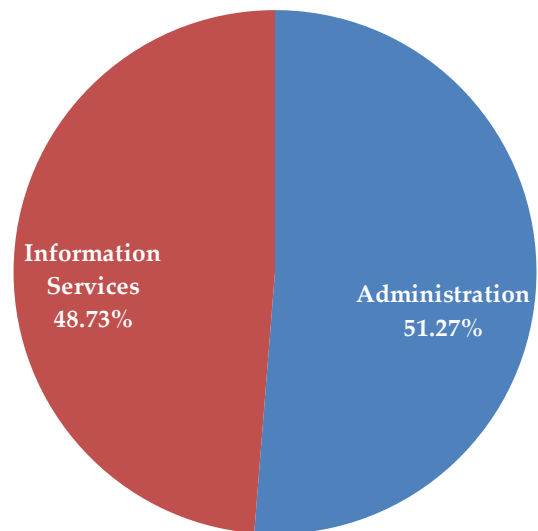
TOTAL OPERATING BUDGET

\$654,358

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION



ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Administration	\$ 315,993	\$ 328,441	\$ 325,747	\$ 335,462	2.1%
Information Services	353,338	401,095	359,451	318,896	-20.5%
TOTAL DIVISION	\$ 669,331	\$ 729,536	\$ 685,198	\$ 654,358	-10.3%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 509,335	\$ 521,630	\$ 521,763	\$ 517,063	-0.9%
Professional Services	10,901	26,800	14,978	14,800	-44.8%
Purchased Services	79,872	81,195	76,022	85,010	4.7%
Materials & Supplies	19,952	8,875	8,806	10,825	22.0%
Repairs & Maintenance	1,821	5,480	6,373	1,500	-72.6%
Other Expenses	4,762	6,220	6,363	6,010	-3.4%
Capital Expenses	42,688	79,336	50,893	19,150	-75.9%
TOTAL CLASS	\$ 669,331	\$ 729,536	\$ 685,198	\$ 654,358	-10.3%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/14

During FY 2013/14 the Administrative Services Department successfully accomplished a wide spectrum of projects, procurements, and services to support both our internal customers within Village Departments, and our external customers including Community Residents and Businesses. The following represent the significant accomplishments during fiscal year 2013/14.

As the Village completed several capital building and recreation improvement programs, the Administrative Services Department continued to play an integral role with the closure of several key construction contracts, including final payment coordination. While many of the supplemental procurements supporting such projects were also completed, numerous procurements specific to the capital building and improvement project continued throughout FY 2013/14.

Our Information Systems staff successfully completed their technical role within the capital building and recreation improvement programs with the final project of the Sports Hub facility. The overall projects for FY 2013/14 included the rewiring of the Civic Center network to POE Switches, upgrade to the data cabling to Cat 6, and the removal of old and abandoned cabling of both the original network and phone systems. The Sports Hub project also required the

installation of POE network switches and testing of the overall network system and VoIP telephones.

The Information Systems also completed the conversion of Police Mobile Data Terminals from a Laptop based unit(s) to a tablet PC providing increased capability and space within the Police Vehicles.

The Division of Water Billing completed the transition to a new bill print company expanding the services to include past due notices. The transition improved the overall efficiencies with substantial cost savings of the service itself, reduction in postal mailing costs, and redesign of the actual water bill for ease of customer review.

FY 2014/15 GOALS AND OBJECTIVES

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

ADMINISTRATION - LICENSING OPERATIONS

Goal #1: Develop improved home business licenses procedures.

- ❖ Utilizing the Illinois Retailers Tax Report to identify Home Business's currently without the necessary home business license and work in coordination with the Department of Community Development to notify the resident of the requirement to obtain a license.

Goal #2: Develop improved animal licensing procedures.

- ❖ Include in the 2015 vehicle license renewal process a form for pet owners to complete to submit for their animal license.

ADMINISTRATION - PURCHASING

Goal #1: Preparation of a new Purchasing Policy and Payment Handbook.

- ❖ It has been several years since a purchasing policy and payment handbook has been written requiring not only the policy and handbook to be updated, but a complete review and re-writing is necessary.
- ❖ As part of the process the Village Purchasing Ordinance shall be reviewed and incorporated in the policy document for Village Board consideration.

Goal #2: Updating of the standard bid boilerplate and general conditions.

- ❖ The update of the standard bid boilerplate for the general conditions for construction type bids.

- ❖ The completion of the standard bid boilerplate and General Conditions for procurement of commodities will be scheduled for completion prior to the close of the second quarter.

Goal #3: Completion of a lease versus buy for computer desktop and laptop equipment.

- ❖ Assist the IS Division to prepare the Request for Information to obtain the necessary information to make a proper decision for the lease versus buy.

Goal #4: Revamp insurance requirements.

- ❖ Work with brokers from Mesirow to review and establish a menu of insurance requirements for vendors that provide commodities, services and construction elements to the Village.

INFORMATION SYSTEMS DIVISION

Goal #1: Completion of a security/vulnerability audit of the Village of Glendale Heights network system.

- ❖ The selection of a firm to perform this task has been completed and a proposal is under evaluation.
 - o The commencement of the work is anticipated late April or May 2014.
 - o The results will identify what action, if any, the Village will need to take to protect from potential threats to our network(s).

Goal #2: Completion of a lease versus buy for computer desktop and laptop equipment.

- ❖ Prepare a Request for Information and pricing menu of leasing potential of our desktop and laptop equipment.
- ❖ Determine the overall best method, both financially and efficiently, for the acquisition for Village operations.

Goal #3: Completion of a computer equipment inventory.

- ❖ This audit shall update and confirm inventory and locations of desktop and laptop equipment of both Village acquired equipment and equipment acquired under alternative sources under grant and other programs.
- ❖ Develop a tracking method to record when a computer is reassigned, or removed for surplus or parts.

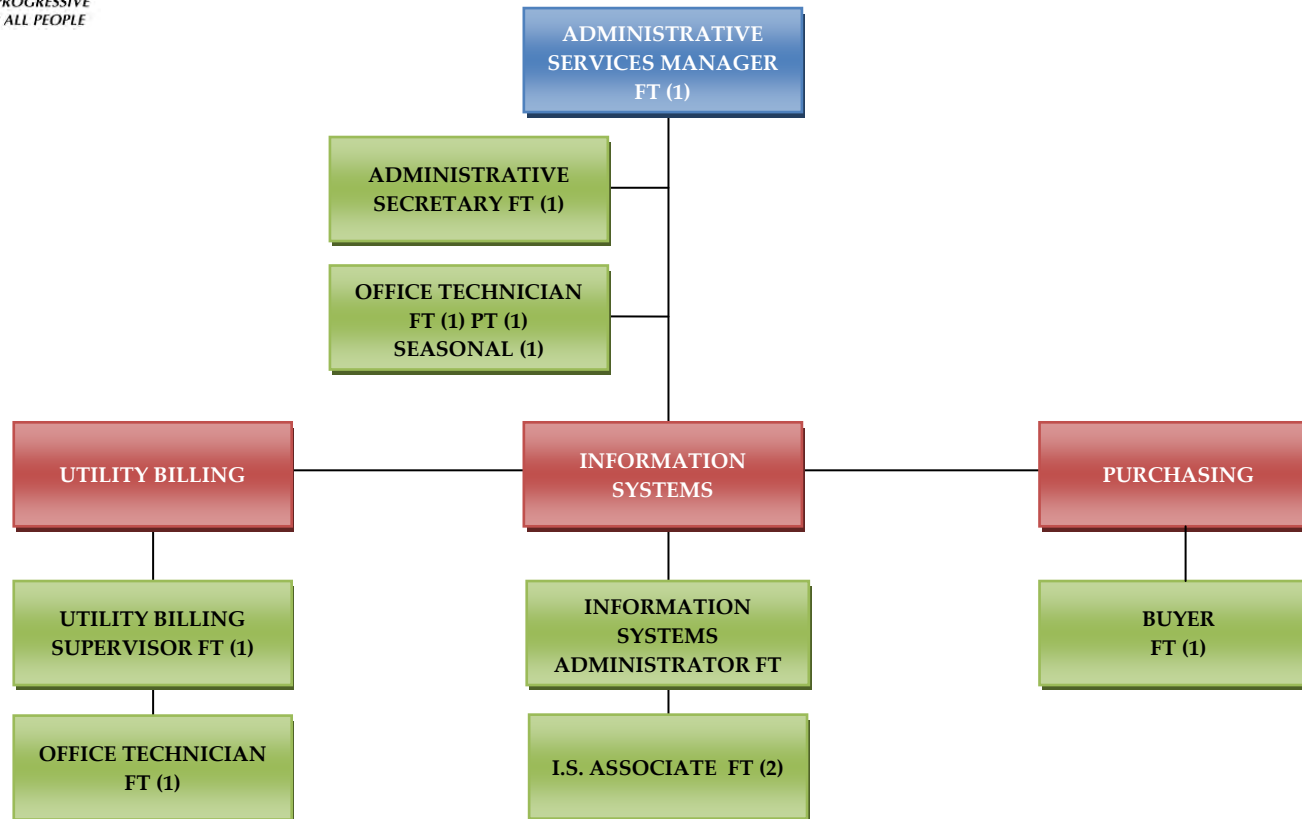
Goal #4: Examination of Microsoft license options and user requirements.

- ❖ Completion of an analysis of procurement options of Microsoft licensing comparing cloud solutions, including review of specific program needs of individual users.



VILLAGE OF GLENDALE HEIGHTS

ADMINISTRATIVE SERVICES



The Administrative Services department provides essential support to internal operations as well as a broad range of services to the residents and businesses. The Utility Billing division is responsible for water meter readings and the processing of utility bills and other public services. The Village Licensing division is responsible for the issuance of licenses as required by ordinance and state statutes. The Information Systems division is responsible for all equipment and function related to the Village computer system and associated electronic operation. Administrative Services is also responsible for the procurement of goods and services. Total number of employees: 9 Full-Time, 1 Part-Time and 1 Seasonal.

ADMINISTRATIVE SERVICES: ADMINISTRATION

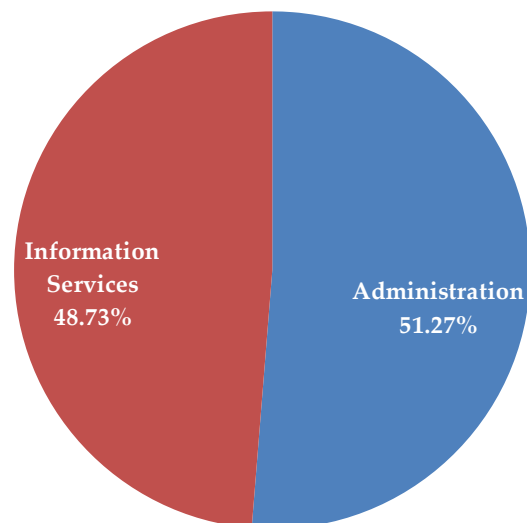
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

BUDGET BY CLASS

ADMINISTRATION	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 309,027	2.3%
Professional Services	500	0.0%
Purchased Services	11,600	-3.9%
Materials And Supplies	8,475	9.0%
Other Expenses	5,860	-3.5%
TOTAL ADMINISTRATION	\$ 335,462	2.1%



FY 2014/15 BUDGET HIGHLIGHTS

Overall Administrative Services Administration and Information Systems has submitted a projected budget document reflecting a 12% reduction compared to the prior year.

Personnel Services

- ❖ Full-time and regular part-time budgeted expense increased slightly by 0.2%. The increase reflects salary adjustments for step and COLA increases.

Professional Services

- ❖ Represents the fee to obtain the vehicle registration data file from the Secretary of State for registration within our Community for use with our vehicle license mailing. No financial change has occurred from the prior year for this expenditure.

Purchased Services

- ❖ Represents the services of the data collection and mailing of the annual vehicle license registration and legal advertising as required for public notices, tax levy, and public bids. A slight decrease of 0.6% has occurred in anticipation of projected lower costs for the annual vehicle license mailing.

Materials & Supplies

- ❖ Represents the acquisition of vehicle license and business license decals. An overall increase of 0.9% has been projected in anticipation of overall higher supply costs.

Other Expenses

- ❖ Represents memberships dues to professional organizations, recording fees, and licensing costs. Overall a slight increase of 2% has been projected for license registration of Village vehicles.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 293,950	\$ 302,021	\$ 300,431	\$ 309,027
101-1810-517-10-10	Full-Time & Regular Part-Time	271,265	277,605	277,051	283,509
101-1810-517-10-98	Temporary Help	2,021	2,037	2,036	2,500
101-1810-517-10-99	Overtime Pay	523	750	717	600
101-1810-517-15-10	Fica-Employer	16,323	17,367	16,588	17,768
101-1810-517-16-14	Travel, Meeting & Conferences	-	-	-	100
101-1810-517-16-15	Training & Seminars	-	200	160	250
101-1810-517-16-16	Medicare-Employer	3,818	4,062	3,879	4,300
PROFESSIONAL SERVICES		500	500	500	500
101-1810-517-21-99	Professional-Others	500	500	500	500
PURCHASED SERVICES		9,668	12,075	10,961	11,600
101-1810-517-24-12	Printing & Binding	6,154	8,175	6,923	7,900
101-1810-517-24-14	Advertising	3,514	3,900	4,038	3,700
MATERIALS AND SUPPLIES		7,264	7,775	7,627	8,475
101-1810-517-31-99	Miscellaneous Office Supplies	83	150	143	200
101-1810-517-37-99	Miscellaneous Supplies	7,181	7,625	7,484	8,275
OTHER EXPENSES		4,611	6,070	6,228	5,860
101-1810-517-62-10	Membership Dues	433	370	410	360
101-1810-517-69-21	Recording Fees	2,960	3,250	2,563	3,000
101-1810-517-69-22	Licenses	1,218	2,450	3,255	2,500
TOTAL ADMINISTRATION		\$ 315,993	\$ 328,441	\$ 325,747	\$ 335,462

ADMINISTRATIVE SERVICES: INFORMATION SYSTEMS

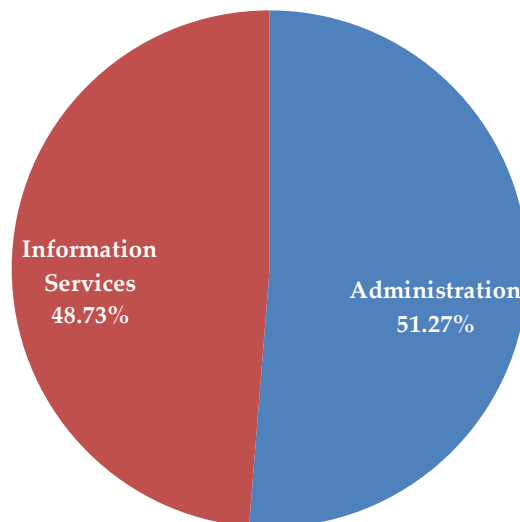
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The I.S. Division of the Administrative Services Department consists of three personnel providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and an AS/400 which hosts our financial package and municipal software.

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

BUDGET BY CLASS

INFORMATION SERVICES	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 208,036	-5.3%
Professional Services	14,300	-45.6%
Purchased Services	73,410	6.2%
Materials & Supplies	2,350	113.6%
Repairs & Maintenance	1,500	-72.6%
Other Expenses	150	0.0%
Capital Expenses	19,150	-75.9%
TOTAL INFORMATION SERVICES	\$ 318,896	-20.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Full-time budgeted expenses decreased by 0.5%. While step and COLA increases did occur, staff changes resulted in an overall reduction in expenditures.

Professional Services

- ❖ Represents phase two of the Village Network Security and general Network consulting that may be required throughout the budget year. Also included are the hardware maintenance service agreements for the IBM server and line printer. Overall a significant decrease in costs of 0.46% has occurred with a prior year training project held for future completion.

Purchased Services

- ❖ Within purchased services is the expenditure for the annual software maintenance and support for SunGard (Village Financial System), other centralized software, T-1 and data telephone lines. Overall a 4% increase has occurred with part of the expansion of additional Internet Broadband connections.

Materials & Supplies

- ❖ Provides for small office and computer cable components and supplies.

Repairs & Maintenance

- ❖ Provides for minor repairs not covered under maintenance agreements.

Other Expenses

- ❖ Provides for membership dues to the Government Technology Association.

Capital Outlay

- ❖ Funding has been provided for expansion and replacement of firewall devices and additional wireless access points within the Village facilities.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 215,385	\$ 219,609	\$ 221,332	\$ 208,036
101-1811-517-10-10	Full-Time & Regular Part-Time	199,719	203,724	204,692	192,834
101-1811-517-15-10	FICA-Employer	12,335	12,631	13,283	11,956
101-1811-517-16-14	Travel, Meeting & Conferences	425	150	150	300
101-1811-517-16-15	Training & Seminars	21	150	100	150
101-1811-517-16-16	Medicare-Employer	2,885	2,954	3,107	2,796
PROFESSIONAL SERVICES		10,401	26,300	14,478	14,300
101-1811-517-21-15	Network - Consulting	1,948	17,500	5,835	5,500
101-1811-517-22-10	Lab Testing - Computer Equipment	8,453	8,800	8,643	8,800
PURCHASED SERVICES		70,204	69,120	65,061	73,410
101-1811-517-24-12	Printing & Binding	18	100	-	100
101-1811-517-24-31	H.T.E. Annual Service Contract	35,021	35,750	35,750	37,210
101-1811-517-24-32	Software Support & Maintenance	19,523	21,275	18,601	20,440
101-1811-517-24-99	Other Purchase-Services	6,099	455	455	-
101-1811-517-51-10	Telephone	9,543	11,540	10,255	15,660
MATERIALS & SUPPLIES		12,688	1,100	1,179	2,350
101-1811-517-31-99	Miscellaneous Office Supplies	29	100	120	100
101-1811-517-32-13	Computer Specialized Supplies	6,276	1,000	1,059	1,000
101-1811-517-32-14	Computer Software	6,383	-	-	1,250
REPAIRS & MAINTENANCE		1,821	5,480	6,373	1,500
101-1811-517-55-30	Other Computer Equipment	1,821	5,480	6,373	1,500
OTHER EXPENSES		151	150	135	150
101-1811-517-62-10	Membership Dues	151	150	135	150
CAPITAL EXPENSES		42,688	79,336	50,893	19,150
101-1811-517-83-13	P.C. Hardware	-	-	285	10,150
101-1811-517-83-15	Softwares	-	59,776	31,049	-
101-1811-517-83-30	Other Computer Equipment	42,688	19,560	19,559	9,000
TOTAL INFORMATION SERVICES		\$ 353,338	\$ 401,095	\$ 359,451	\$ 318,896



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COMMUNITY DEVELOPMENT

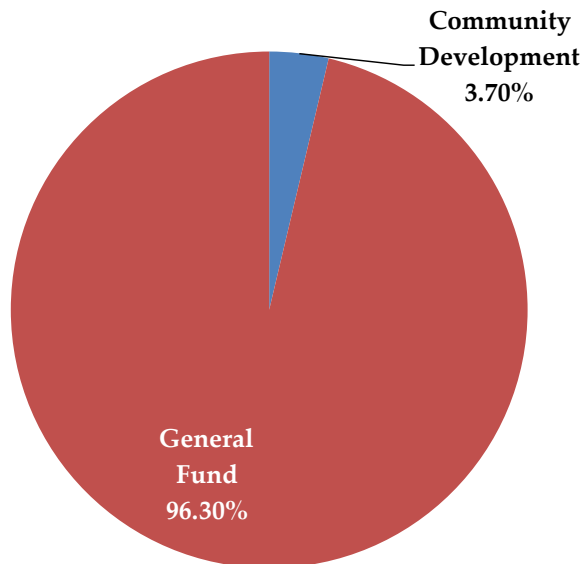
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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, Appearance Commission, Redevelopment and Revitalization Committee, and Property Enhancement Committee.

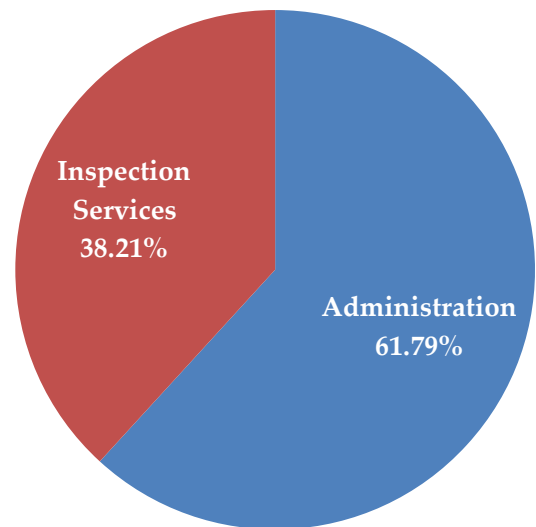
TOTAL OPERATING BUDGET

\$798,065

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Administration	\$ 390,908	\$ 410,527	\$ 442,461	\$ 493,111	20.12%
Inspection Services	282,906	383,666	349,502	304,954	-20.52%
TOTAL DIVISION	\$ 673,814	\$ 794,193	\$ 791,963	\$ 798,065	0.49%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 647,665	\$ 743,418	\$ 745,560	\$ 748,675	0.71%
Purchased Services	15,293	36,515	34,116	35,730	-2.15%
Materials & Supplies	8,588	10,350	9,459	10,660	3.00%
Repairs & Maintenance	778	1,025	855	1,025	0.00%
Other Expenses	1,490	1,885	1,190	1,975	4.77%
Capital Outlay	-	1,000	783	-	N/A
TOTAL CLASS	\$ 673,814	\$ 794,193	\$ 791,963	\$ 798,065	0.49%

FY 2013/14 SIGNIFICANT ACCOMPLISHMENTS

ADMINISTRATION

Staff reviewed the proposed rezoning and conditional use permit for a new gas station, car wash and convenience store in a former restaurant site at 602 North Avenue. In addition, staff reviewed the proposed plans for major expansion of Adventist Glen Oaks Hospital. A standardized review process for all video gaming license requests was created. To guide residents through the building permit process, all informational brochures were updated. Additionally, staff updated the building permit application form and the rental license inspection form to improve consistency and make the inspection process more transparent.

INSPECTION SERVICES

Staff licensed and inspected over 1,500 single-family rental homes and issued 1,832 building permits. A majority of the permits were for small residential projects, but staff inspected and granted occupancy of several major projects including an 81 unit senior apartment complex, a mini-warehouse facility and a 45,000 square foot fitness facility.

FY 2014/15 GOALS AND OBJECTIVES

Goal #1: Improve overall department efficiency, effectiveness and consistency.

- ❖ Evaluate department functions to determine if functions can be streamlined, modified or improved to reduce workload and improve accuracy and efficiency.
 - Review processes, such as the permit review process, to determine if steps can be modified to review permits/applications more accurately and quickly.
 - Evaluate application forms to improve communication to the public and between departments.
 - Update Plan Commission and Appearance Commission handouts to clearly explain the process to potential applicants.
 - Work with inspectors to ensure that they are consistently enforcing the codes and regulations of the Village. Standardize inspection forms to minimize subjectivity.
- ❖ Prepare policies and procedures for departmental functions and duties to ensure effectiveness and consistency.
 - Prepare procedures for administrative adjudication process to ensure consistency.
 - Prepare policies for inspectors when they encounter code violations during inspections to ensure consistency.
 - Prepare policies and procedures for permit submittals and processing to expedite the review process.

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

- ❖ Develop a comprehensive strategy to prioritize and improve economic development efforts in the Village.
 - Prepare a comprehensive economic development plan for the Village of Glendale Heights that includes specific goals and tasks to improve economic development efforts, including reviewing the zoning regulations.
 - Present the proposed economic development plan to the Mayor and Village Board for approval.
- ❖ Prepare collateral material for economic development purposes.
 - Continue with the next steps to prepare a business recruitment packet that includes community information and demographic information.
 - Prepare a new business welcome packet that explains the process to open a business in Glendale Heights.

Goal #3: Use technological resources to improve department effectiveness and efficiency (multi-year project).

- ❖ Improve Village staff, elected official and the public's access to information.
 - Continue staff efforts to reduce the backlog of permit and address information by scanning and including documents on Laserfiche.

- o Begin to scan large format plans and import to Laserfiche system so plans will be available to all Village personnel. This will reduce the inefficient system of searching paper copies of files when responding to FOIAs and other requests for information.
- ❖ Improve the use of the HTE system to improve efficiency and better track workload.
 - o Use HTE system to create templates for various documents, including home occupation licenses, permit review letters and contractor's licenses to improve efficiency.

Goal #4: Improve the rental license and Crime Free Rental Housing Program.

- ❖ Update the rental licensing ordinance to clarify requirements and address issues that have arisen.
 - o Obtain copies of rental license ordinances from other communities to determine how they have addressed issues such as vacant properties, family members, and percentage of units inspected.
 - o Prepare an amendment to the rental license ordinance and present it to the Village Board for consideration.
- ❖ Implement Crime Free Rental Housing Program.
 - o Survey other communities with a Crime Free Rental Housing Program to determine how it is implemented, including how they provide training.
 - o Prepare Crime Free Rental Housing training material and provide online training for both single-family rental and multi-family rental properties.

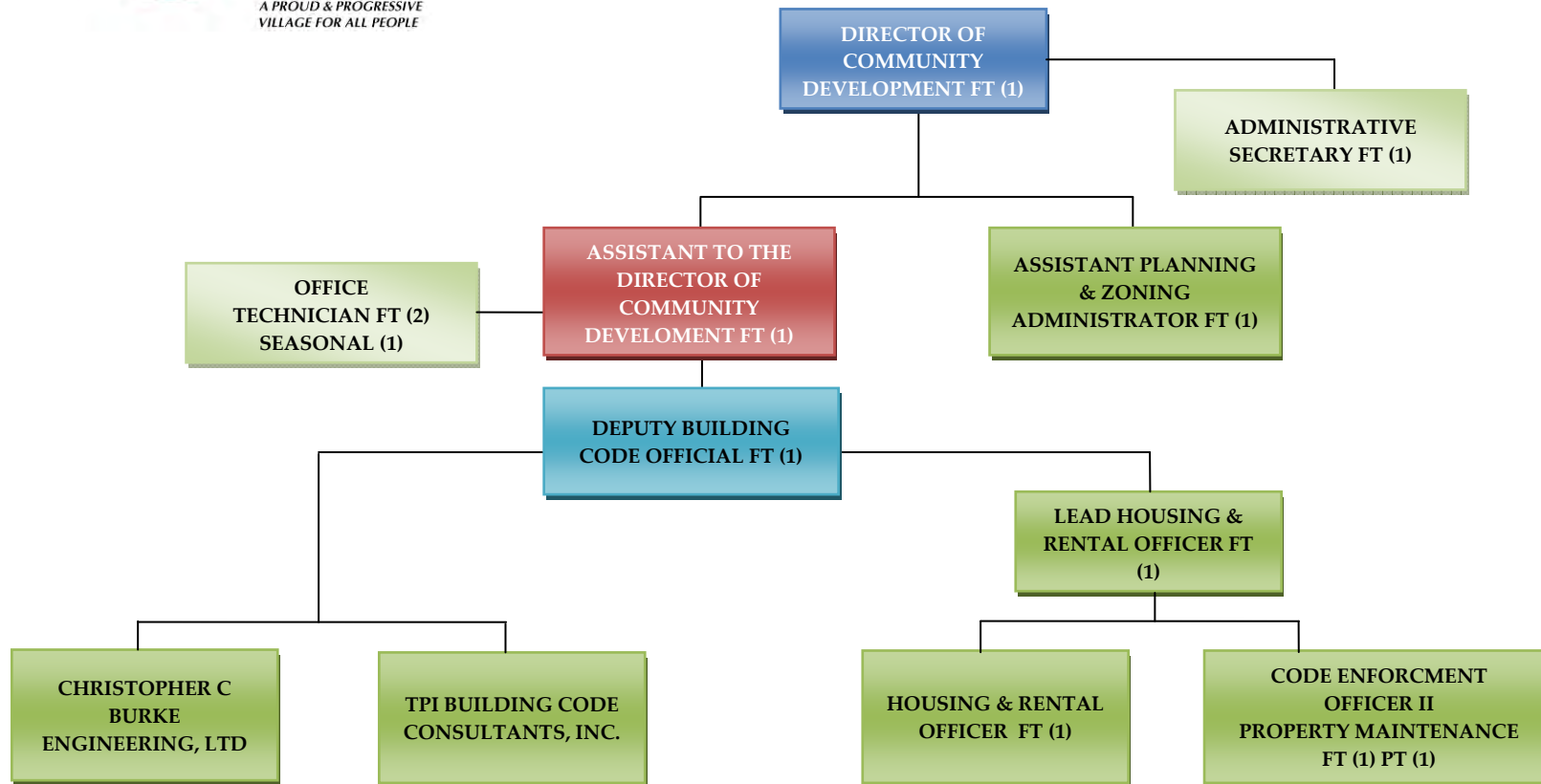
Goal #5: Improve code enforcement program throughout the community, with a strong focus on properties in foreclosure.

- ❖ Minimize code enforcement issues for properties in the foreclosure process.
 - o Continue to research best practices to address properties in foreclosure process and evaluate which practices could be adopted by the Village of Glendale Heights.
 - o Improve the ability to pursue vacant property owners by researching ownership.
 - o Pursue vacant property owners to submit to vacant property registration and inspections.
 - o Obtain contact information for banks and establish relationship to require property maintenance of foreclosed properties.
- ❖ Implement the Illinois Housing Development Authority \$75,000 grant received to assist the Village with maintaining vacant properties.
- ❖ Increase involvement in crime prevention issues by working cooperatively with the Police Department to conduct a saturation patrol of certain problem areas in the Village.
 - o Continue to work with the Police Department to identify areas of the Village that would most benefit from strict property maintenance enforcement to improve the quality of life in the neighborhood and potentially reduce the calls for police service and code enforcement violations from these areas.



VILLAGE OF GLENDALE HEIGHTS

COMMUNITY DEVELOPMENT



The Department of Community Development is charged with planning for the future growth of the Village, maintaining the quality of existing development, and 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 manages operations in the Zoning Department and office services, as well as maintaining oversight of the entire Community Development Department. The Inspection Services Division consists of the Building, Housing and Rental, and Code Enforcement Departments. The Building Department performs permit review, approval and inspection services and is assisted by two contracted service providers. Christopher C. Burke Engineering performs engineering plan review. TPI Building Code Consultants, Inc. assists with commercial building plan review and plumbing inspection. The Housing and Rental and the Code Enforcement Departments inspect and enforce regulations related to housing, rental and property maintenance. 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, Appearance Commission, Redevelopment and Revitalization Committee, and Property Enhancement Committee.

Total number of employees: 10 Full-Time and 1 Part-Time.

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

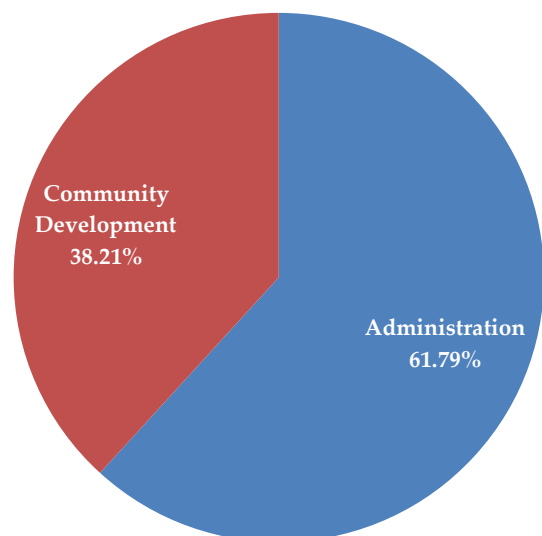
Construction projects are approved if they comply with Building and Zoning Regulations.

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.

BUDGET BY CLASS

	2014/15 BUDGET	% CHANGE
ADMINISTRATION		
Personnel Services	\$ 458,341	22.5%
Purchased Services	31,670	-4.2%
Materials & Supplies	1,550	25.2%
Repairs & Maintenance	100	0.0%
Other Expenses	1,450	42.9%
TOTAL		
ADMINISTRATION	\$ 493,111	20.1%





FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Full-time budgeted expense increased slightly. This increase reflects salary adjustments and step increases.
- ❖ This department also is budgeting for a new full-time position of Assistant to Community Development Director that was filled during FY 2013/14.

Purchased Services

- ❖ Purchased services increased substantially to cover the cost of outside consultant review services. These services include general plumbing and commercial plan reviews and building inspections. Increased costs will be offset by matching revenue.

Materials & Supplies

- ❖ Increase in budget represents the purchase of additional publications of ICC Code books and mass data conversion from hardcopy files to laser fiche.

Repairs & Maintenance

- ❖ There were no changes made to this budget class.

Other Expenses

- ❖ Represents an increase to cover an online subscription of crime free housing training.

Capital Outlay

- ❖ Capital Outlay is substantially reduced because no additional expenditures were necessary.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ADMINISTRATION		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 374,534	\$ 374,119	\$ 406,760	\$ 458,341
101-1410-515-10-10	Full-Time & Regular Part-Time	348,083	344,200	376,158	419,791
101-1410-515-10-98	Temporary Help	-	3,135	2,872	6,016
101-1410-515-15-10	FICA-Employer	20,664	21,380	22,230	26,028
101-1410-515-16-14	Travel, Meeting & Conferences	955	300	245	300
101-1410-515-16-15	Training & Seminars	-	105	-	120
101-1410-515-16-16	Medicare - Employer	4,832	4,999	5,255	6,086
PURCHASED SERVICES		14,034	33,055	33,005	31,670
101-1410-515-24-12	Printing & Binding	2,627	2,500	2,660	2,500
101-1410-515-24-13	Publications	-	750	741	1,910
101-1410-515-24-99	Other Purchase-Services	3,130	21,600	21,531	20,500
101-1410-515-51-10	Telephone	4,079	3,900	3,947	4,200
101-1410-515-52-10	Leases-Equipments	4,198	4,305	4,126	2,560
MATERIALS & SUPPLIES		1,115	1,238	1,161	1,550
101-1410-515-31-99	Miscellaneous Office Supplies	470	400	356	400
101-1410-515-37-10	Uniforms/PPE	83	138	132	450
101-1410-515-37-99	Miscellaneous Supplies	562	700	673	700
REPAIRS & MAINTENANCE		-	100	87	100
101-1410-515-55-60	Other Office Equipment	-	100	87	100
OTHER EXPENSES		1,225	1,015	665	1,450
101-1410-515-62-10	Membership Dues	1,225	665	665	650
101-1410-515-62-11	Subscriptions	-	350	-	800
CAPITAL OUTLAY		-	1,000	783	-
101-1410-911-84-99	Other Furniture & Fixtures	-	1,000	783	-
TOTAL ADMINISTRATION		\$ 390,908	\$ 410,527	\$ 442,461	\$ 493,111

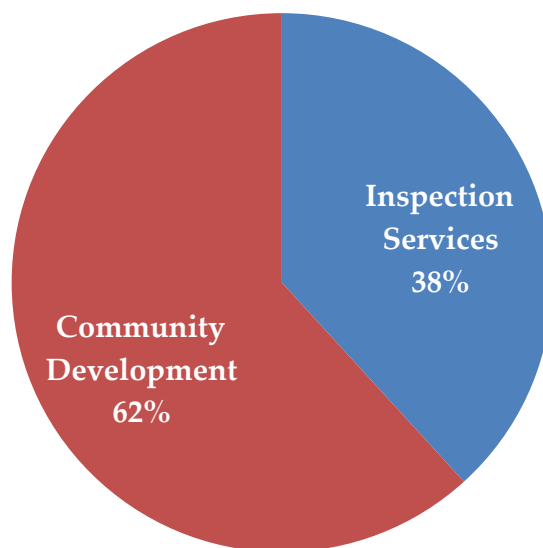
COMMUNITY DEVELOPMENT: INSPECTION SERVICES

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, Single-Family and Multi-Family Rental Inspection Programs.

BUDGET BY CLASS

INSPECTION SERVICES	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 290,334	-21.4%
Purchased Services	4,060	17.3%
Materials & Supplies	9,110	0.0%
Repairs & Maintenance	925	0.0%
Other Expenses	525	-39.7%
TOTAL INSPECTION SERVICES	\$ 304,954	-20.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Personnel Services expenditures are reduced due to retirements and department restructuring.

Purchased Services

- ❖ Two cell phones and one tablet are budgeted for this class. The new technology will be used to provide better tools for staff as they are performing their job duties while out in the field and in the office.

Materials & Supplies

- ❖ There were no changes made to this budget class.

Repairs & Maintenance

- ❖ There were no changes made to this budget class.



ANNUAL BUDGET

Other Expenses

- ❖ Represents a slight decrease from membership dues being decreased due to department restructuring.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

INSPECTION SERVICES	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 273,131	\$ 369,299	\$ 338,800	\$ 290,334
101-1412-515-10-10 Full-Time & Regular Part-Time	251,750	339,556	311,629	266,347
101-1412-515-15-10 FICA-Employer	14,934	20,734	19,245	16,524
101-1412-515-16-14 Travel, Meeting & Conferences	175	1,060	355	500
101-1412-515-16-15 Training & Seminars	2,780	3,100	3,070	3,100
101-1412-515-16-16 Medicare - Employer	3,492	4,849	4,501	3,863
PURCHASED SERVICES	1,259	3,460	1,111	4,060
101-1412-515-39-99 Other Operating Equipment	1,259	3,460	1,111	4,060
MATERIALS & SUPPLIES	7,473	9,112	8,298	9,110
101-1412-515-31-99 Miscellaneous Office Supplies	29	50	-	50
101-1412-515-37-10 Uniforms/PPE	496	1,062	1,062	900
101-1412-515-37-80 Gas & Fuel	6,948	7,500	6,759	7,560
101-1412-515-37-99 Miscellaneous Supplies	-	500	477	600
REPAIRS & MAINTENANCE	778	925	768	925
101-1412-515-55-60 Other Office Equipment	778	925	768	925
OTHER EXPENSES	265	870	525	525
101-1412-515-62-10 Membership Dues	265	870	525	525
TOTAL INSPECTION SERVICES	\$ 282,906	\$ 383,666	\$ 349,502	\$ 304,954

PUBLIC WORKS

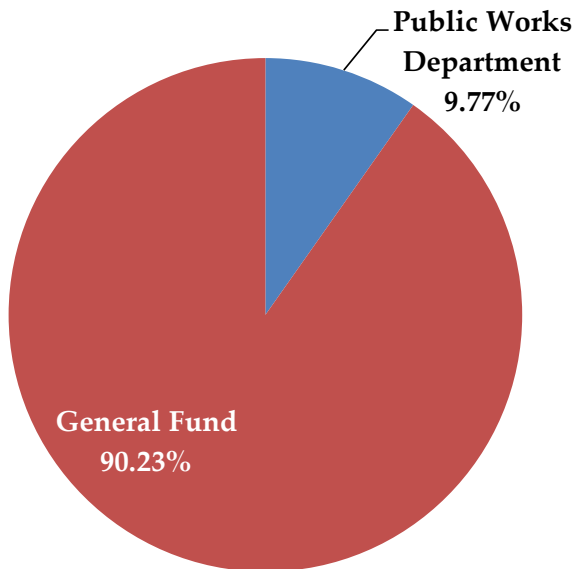
The Public Works Department is divided into four divisions; Administration, Streets, Fleet Maintenance, and Engineering. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational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

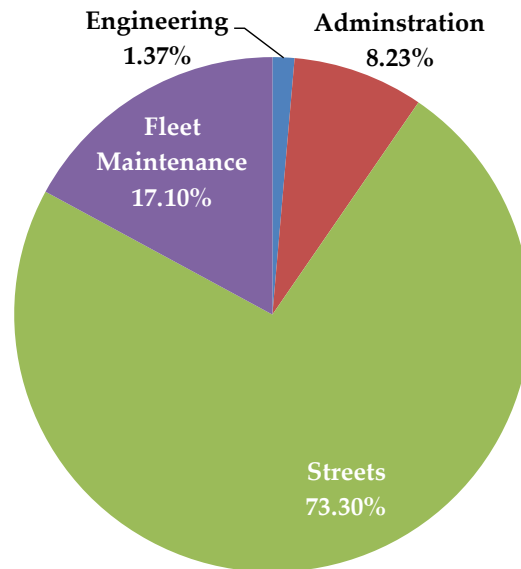
TOTAL OPERATING BUDGET

\$2,104,476

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Engineering	\$ 45,731	\$ 29,577	\$ 26,783	\$ 28,953	-2.1%
Administration	198,556	169,767	176,291	173,101	2.0%
Streets	1,361,643	1,383,998	1,476,276	1,542,573	11.5%
Fleet Maintenance	321,976	353,776	331,055	359,849	1.7%
TOTAL DIVISION	\$ 1,927,906	\$ 1,937,118	\$ 2,010,405	\$ 2,104,476	8.6%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,349,854	\$ 1,317,688	\$ 1,427,571	\$ 1,432,321	8.7%
Professional Services	4,453	5,300	4,453	4,800	-9.4%
Contractual Services	112,766	98,431	88,810	101,340	3.0%
Purchased Services	109,179	158,234	144,839	185,360	17.1%
Materials & Supplies	227,278	222,919	234,940	217,705	-2.3%
Repairs & Maintenance	110,967	110,196	87,460	157,900	43.3%
Other Expenses	1,309	1,700	806	1,550	-8.8%
Capital Outlay	12,100	22,650	21,526	3,500	-84.5%
TOTAL CLASS	\$ 1,927,906	\$ 1,937,118	\$ 2,010,405	\$ 2,104,476	8.6%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/14

The Public Works Department has successfully completed a variety of accomplishments during the 2013/14 fiscal year.

ENGINEERING

In January of 2014, the Assistant Village Engineer retired, and the hiring of a new Engineer has been undertaken.

STREETS

The Division promoted one (1) Maintenance Worker to Crew Leader in July 2013. The Division employed 2 Temporary Workers. Staff attended a variety of training and seminars, such as operator certification for backhoe operation, electrical training required for street light maintenance, and National Association of Sewer Service Companies (NASSCO). The NASSCO was for certification in televising and analyzing structural defects in storm sewers and structures.

The Division supported 50% for the GIS hosting agreement contract with Ruekert-Mielke Engineering.

The Division contracted with Waste Management for supplementing the Street Sweeping program during the fall months of October and November. Additionally, the division contracted with DisposAll Company to remove excavated spoil and debris from the in-house road projects, storm sewer projects, as well as the street sweeping program. In addition, the Division supported the Mosquito Abatement program.

The Division rented an eight (8) ton roller, which was essential for paving during the In-House Road Program.

The Division maintained a stock of plow blades and sweeper brooms, for immediate replacement.

The Division also undertook the construction of storm water projects at the Scarboro Drive retention pond and installed additional street lights on Burr Oak Lane, Aspen Lane, and Woodside Lane.

FLEET MAINTENANCE

The Division undertook a complete renumbering of the Fleet to better identify all Departments' vehicles and equipment. One vehicle lift, which was the only remaining original lift being some 35 years old, was replaced with a new similar lift.

2014/15 GOALS AND OBJECTIVES

Due to the nature of the public works department, the goals listed below are set in the assumption that some may take one to three years to complete.

ENGINEERING DIVISION

Goal # 1: Engineering Division will improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Engineering Division will identify and investigate all reported flooding locations:
 - o Ensuring all flooding locations are reported on Public Works database at the time they occur. Up-to-date and ongoing.
 - o Investigating, analyzing and recommending both short term and long term solutions to flooding incidents. Listed locales for future Assistant Village Engineer for resolution.
 - o Developing a 5 year Capital Improvement Plan to address flooding incidents, including in-house projects/repairs. To be undertaken by end of FY15.
 - o Developing a weekly/monthly/annual inspection and maintenance program for the Village's storm water system. Completed by end of FY15.
- ❖ Engineering Division will ensure all construction sites are being maintained in a safe manner to the Public by:

- o Developing and implementing check sheet for all construction sites that include areas of public safety such as traffic control measures, safety fencing, sheet trenching, etc. To be undertaken by end of FY15.
- o Providing comments in Engineering Reviews that include public safety issues developed off the site inspection check sheet, to address problematic areas at review stage. To be undertaken by end of FY15.
- o Carrying out as minimum, weekly inspections of all construction sites and ensure compliance to developed checklist. To be undertaken in FY14 and ongoing.
- ❖ Engineering Division Develop set of Engineering Standards for all Engineering Projects undertaken in the Village.
 - o Develop and finalize Autocad engineering standards to be used in all engineering projects, to be approved by the Board.
 - o Post approved Engineering Standards on Village website, to allow for easy access for public and developer. To be undertaken in FY15.
 - o Provide Engineering Standards packet to Community Development to be handed out to all applicants of larger engineering projects. To be undertaken in FY15.

Goal # 2: Engineering Division will Improve Service Delivery across all Areas of Public Works Operations.

- ❖ Engineering Division will undertake Reviews within 7 days:
 - o All projects are to be directed to Admin. Secretary to log all incoming plan sets/permits. Completed in FY14 and ongoing.
 - o Assistant Village Engineer must provide a status report every Friday on completion of projects to the Director. Completed in FY14 and ongoing.
 - o All reviews must be coordinated with Village Engineer before any review is released by Public Works. Completed in FY14 and ongoing.
 - o All reviews must be provided in memo format with clear, concise comments regarding the project. Completed in FY14 and ongoing.
- ❖ Engineering Division will undertake All National Pollutants Discharge Elimination System (NPDES) Compliance Inspections on behalf of the Village by:
 - o Ensure the Storm Water Pollution Prevention Plan where appropriate, is located on the construction project site - verify in the field. Completed in FY14 and ongoing.
 - o Check all active construction sites weekly or after every 1/2" rainfall event or greater, and complete NPDES Inspection Report. Completed in FY14 and ongoing.
 - o Provide comments to all developers of any deficiencies and ensure corrective measures are taken - provide copy of inspection report. Completed in FY14 and ongoing.
 - o Keep copies of all NPDES inspection reports with project files. Completed in FY14 and ongoing.

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

- ❖ Engineering Division will ensure active participation:
 - Assistant Village Engineer will ensure he is fully versed with all Engineering related Ordinances and Codes as they pertain to the Village. Completed in FY14 and ongoing.
 - Attending seminars and workshops to be up to date on technology and industry standards. Completed in FY14 and ongoing.
 - Providing efficient service to engineering consultants, developers and contractors by offering alternative cost efficient suggestions and alternatives. Completed in FY14 and ongoing.
- ❖ Engineering Division will resolve engineering and construction conflicts as they arise:
 - Fully understanding the issues and listening to the external parties concerns. Completed in FY14 and ongoing.
 - Application of knowledge learned. Completed in FY14 and ongoing.
- ❖ Engineering Division will strive to improve:
 - Promoting latest standards. Completed in FY14 and ongoing.
 - Preserving only what is right. Completed in FY14 and ongoing.
 - Focusing on reduction of cost & introduce budget cuts. Completed in FY14 and ongoing.

FLEETS DIVISION

Goal #1: Fleets Division will improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Fleets Division will ensure standard operating procedures and best management practices are in place and implemented for all operations in the Fleets Division:
 - Reviewing and updating existing procedures, and create new documentation where necessary. SOP's are updated when requested by the Public Works Director as well as on an as needed basis.
 - Training all staff on Best Management Practices and Standard Operating Procedures for division including monthly safety meetings. Staff has been trained in the use of hot work permits and staff is implementing more monthly on site safety training for FY15.
 - Reviewing accident records for the last 4 years and ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations. All accidents are reviewed.
 - Ensuring daily/weekly/monthly/annual safety checks of internal equipment and procedures are undertaken and documented. Equipment safety checks are performed monthly and annual lift inspections are performed by an outside vendor and documented.
- ❖ Fleets Division will provide an efficient Fleet that is safe and in good working order for the other departments and divisions by:

- Providing and maintaining all necessary safety equipment on board vehicles, including up to date first aid kits. Safety equipment is inspected during preventative maintenance inspections as well as before an IDOT safety inspection.
- Ensuring all appropriate vehicles are certified with Safety Inspection (including rectifying identified issues).
- Providing notifications to division supervisors by the Lead Mechanic on a weekly basis. Notifications are sent out each Friday for vehicles due the following week. This process repeats every six months.
- Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on occurrences of 2 or more within a 14 day period. Review and checked weekly by supervisors.
- ❖ Fleets Division will Support Snow & Ice Operations:
 - Ensuring all snow equipment and vehicles are fully serviced and maintained by no later than the end of October. (Ongoing) Fleets had all snow and ice equipment prepared for FY14 snow season and will be prepared for FY15.
 - Ensuring calibration of salt and calcium chloride is undertaken on all snow removal vehicles by end of October. (Ongoing) Fleets recalibrated all trucks for the FY14 season and will reinsert for FY15.
 - Providing list to Director of all snow removal equipment/vehicles that require repair by end of October. A list will be provided to the Director as well as Division Heads for upcoming winter season.
 - Work closely with Streets Division Supervisor and make adjustments as necessary throughout the season. (Ongoing)

Goal # 2: Fleets Division will Improve Service Delivery across all Areas of Public Works Operations.

- ❖ Fleets Division will increase effectiveness with existing vehicle service request system. (VSR):
 - Assigning mechanics to new V.S.R.'s each morning. (Ongoing)
 - Effective parts inventory management-quicker turnaround. Fleets undertook two physical parts inventories in FY14. (Ongoing in FY15)
 - Sending repair verification to appropriate division manager. Done on a daily basis.
- ❖ Fleets Division will work with all departments and divisions as it relates to vehicle and equipment scheduling:
 - Setting up achievable scheduling time lines. (Ongoing)
 - Continuing to send out preventative maintenance schedule notifications. Sent out to Division Managers every Friday.
 - Reporting what is completed and prompting divisions on missed schedules. Undertaken through the use of the weekly service schedule as well as the Fleets VSR (Vehicle Service Request) system.



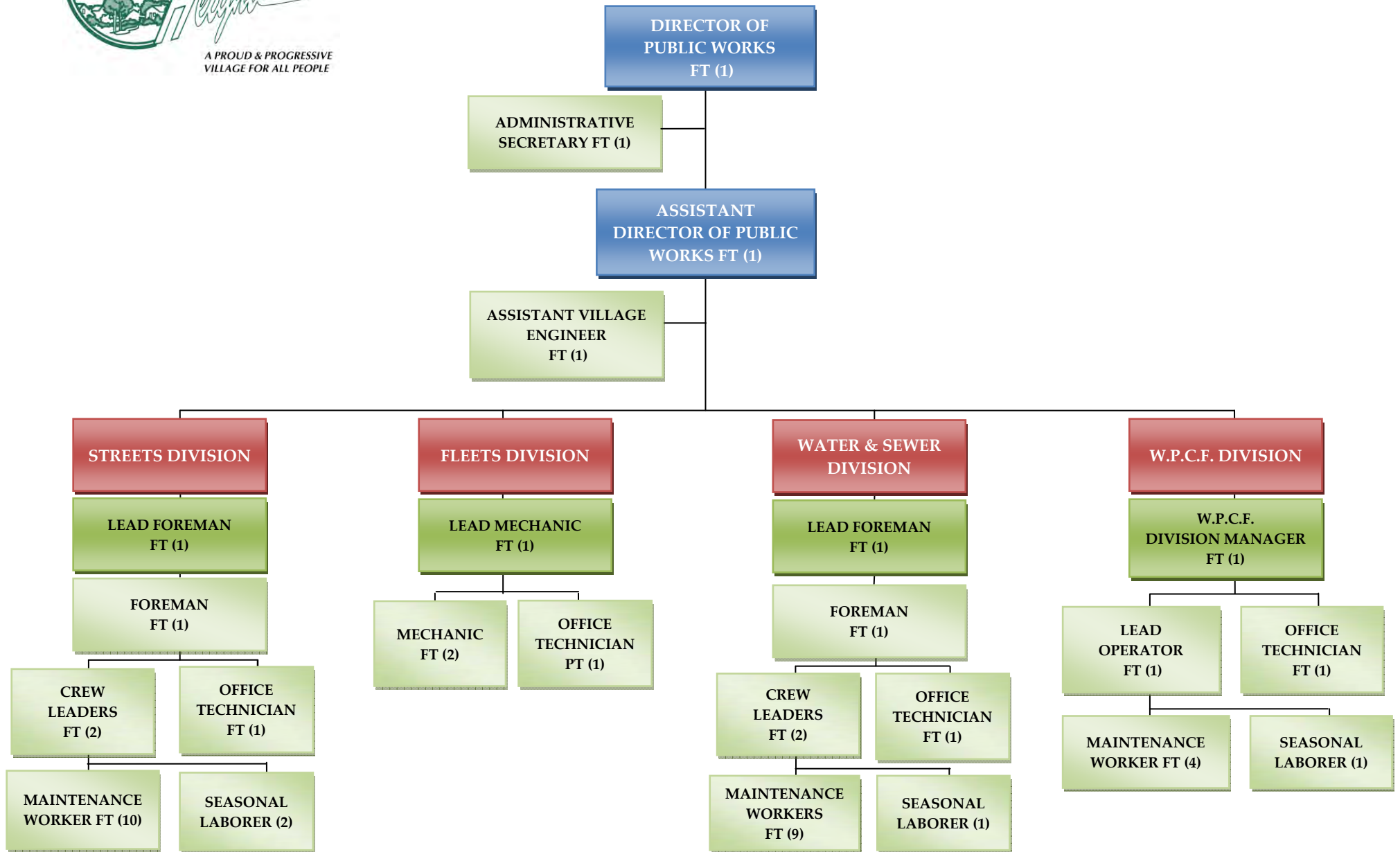
Goal #3: Fleets Division will develop policies and procedures to Improve financial responsibility in all areas of Public Works.

- ❖ Fleets Division will execute the annual budget responsibly:
 - Payment of invoices within ten days of receipt. Invoices are processed daily.
 - Monitoring and controlling overtime. (Ongoing)
 - Self audit of budget and follow Village adopted policies. Ongoing and perform a weekly audit.
 - Price shopping on parts and inventory. (Ongoing) Fleets Division undertook a tire price comparison in FY14.
 - Following established administration purchasing guidelines. (Ongoing)
- ❖ Fleets Division will recycle and lower carbon footprints while controlling costs:
 - Increasing time between oil & fluid changes. Fleets has begun an oil sampling regiment to test oil and extend drain intervals to the maximum capacity of the oil.
 - Recycling antifreeze and continue recycling of batteries, engine oil and brake fluid. (Ongoing)



VILLAGE OF GLENDALE HEIGHTS

PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Streets, Utilities, Fleets, Engineering, and Water Pollution Control Facility. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department. Total number of employees: 43 Full-Time, 1 Part-Time, 3 Seasonal.

PUBLIC WORKS: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

Essential Functions

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

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.

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

Service Standards

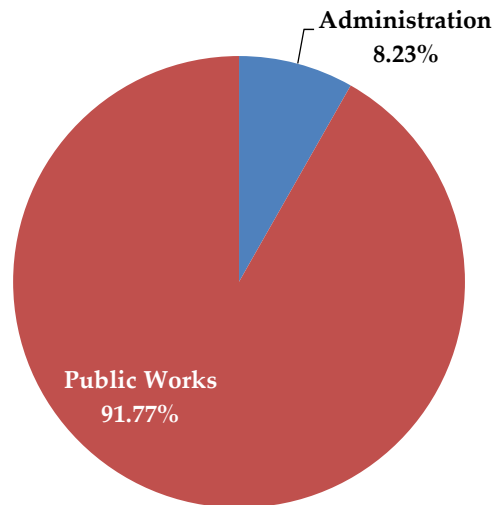
The Public Works team takes pride in its track record of quality first service. Acquiring customer feedback, using self-assessments and other benchmarking tools, the department maintains a clear picture of business advantages, private sector competition, and a comparison of service levels with neighboring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

BUDGET BY CLASS

ADMINISTRATION	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 165,616	2.8%
Professional Services	2,000	0.0%
Purchased Services	2,985	-9.1%
Materials & Supplies	1,800	-34.5%
Repairs & Maintenance	200	0.0%
Other Expenses	500	0.0%
TOTAL		
ADMINISTRATION	\$ 173,101	2.0%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.

Professional Services

- ❖ There are no significant changes to the budget from the prior fiscal year.

Purchased Services

- ❖ Less printing and binding budgeted for this fiscal year.

Materials & Supplies

- ❖ Binders & accessories to be purchased.
- ❖ Less uniforms & PPE equipment budgeted based on historical need.
- ❖ Lower gas prices and mileage consumption.

Repairs & Maintenance

- ❖ There are no significant changes to the budget from the prior fiscal year.

Other Expenses

- ❖ There are no significant changes to the budget from the prior fiscal year.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ADMINISTRATION		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 191,384	\$ 161,032	\$ 159,280	\$ 165,616
101-1510-531-10-10	Full-Time & Regular Part-Time	178,004	149,264	148,105	153,522
101-1510-531-15-10	FICA - Employer	10,510	9,254	8,804	9,518
101-1510-531-16-14	Travel, Meeting & Conferences	223	250	189	250
101-1510-531-16-15	Training & Seminars	100	100	75	100
101-1510-531-16-16	Medicare - Employer	2,547	2,164	2,107	2,226
PROFESSIONAL SERVICES		1,953	2,000	1,953	2,000
101-1510-531-22-99	Radio Equipment - Other	1,953	2,000	1,953	2,000
PURCHASED SERVICES		2,212	3,285	2,931	2,985
101-1510-531-24-12	Printing & Binding	-	500	285	200
101-1510-531-52-10	Leases - Equipment	2,212	2,785	2,646	2,785
MATERIALS & SUPPLIES		2,435	2,750	11,586	1,800
101-1510-531-31-10	Binders & Accessories	-	-	-	300
101-1510-531-31-99	Miscellaneous Office Supplies	472	250	177	250
101-1510-531-37-10	Uniforms	197	500	132	250
101-1510-531-37-80	Gas & Fuel	1,766	2,000	1,662	1,000
101-1510-531-51-14	Natural Gas	-	-	9,615	-
REPAIRS & MAINTENANCE		-	200	111	200
101-1510-531-56-14	Public Works Facilities	-	200	111	200
OTHER EXPENSES		572	500	430	500
101-1510-531-62-10	Membership Dues	572	500	430	500
TOTAL ADMINISTRATION		\$ 198,556	\$ 169,767	\$ 176,291	\$ 173,101

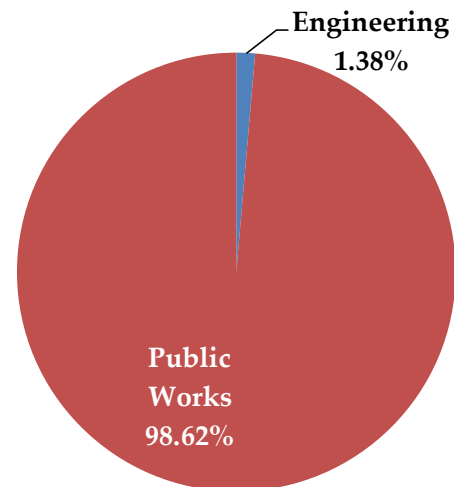
PUBLIC WORKS: ENGINEERING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

BUDGET BY CLASS

ENGINEERING	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 25,663	0.5%
Purchased Services	1,000	81.8%
Materials & Supplies	1,440	-19.6%
Other Expenses	750	0.0%
Capital Outlay	100	-33.3%
TOTAL ENGINEERING	\$ 28,953	-2.1%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ In January of 2014, the Assistant Village Engineer retired, and the undertaking of replacing this position is planned in FY15.
- ❖ Budgeting a 2.5% COLA.
- ❖ There is no conference travel planned for this fiscal year.

Professional Services

- ❖ There are no projects needing engineering by an outside firm.

Purchased Services

- ❖ Increase in price for maintenance costs.
- ❖ New scanning cost expected for this fiscal year.

Materials & Supplies

- ❖ New compartment storage shelf to be purchased to store office supplies.
- ❖ Less uniforms & PPE equipment budgeted based on historical need.
- ❖ Lower gas prices and mileage consumption.



ANNUAL BUDGET

Other Expenses

- ❖ There are no significant changes to the budget from the prior fiscal year.

Capital Outlay

- ❖ Less furniture and fixtures budgeted this fiscal year.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ENGINEERING	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 38,044	\$ 25,537	\$ 24,978	\$ 25,663
101-1510-515-10-10 Full-Time & Regular Part-Time	34,933	22,533	23,175	23,375
101-1510-515-15-10 FICA - Employer	2,173	1,397	1,207	1,449
101-1510-515-16-14 Travel, Meeting & Conferences	350	780	-	-
101-1510-515-16-15 Training & Seminars	80	500	314	500
101-1510-515-16-16 Medicare - Employer	508	327	282	339
PROFESSIONAL SERVICES	-	800	-	-
101-1510-515-21-14 Engineering	-	800	-	-
PURCHASED SERVICES	379	550	391	1,000
101-1510-515-24-12 Printing & Binding	25	150	30	500
101-1510-515-24-32 Software Support/Maintenance	354	400	361	500
MATERIALS & SUPPLIES	6,601	1,790	968	1,440
101-1510-515-31-99 Miscellaneous Office Supplies	95	300	158	500
101-1510-515-37-10 Uniforms	277	300	-	150
101-1510-515-37-80 Gas & Fuel	934	900	757	500
101-1510-515-37-99 Miscellaneous Supplies	5,295	290	53	290
OTHER EXPENSES	707	750	346	750
101-1510-515-62-10 Membership Dues	620	650	346	650
101-1510-515-62-11 Subscriptions	87	100	-	100
CAPITAL OUTLAY	-	150	100	100
101-1510-911-84-99 Other Furniture & Fixture	-	150	100	100
TOTAL ENGINEERING	\$ 45,731	\$ 29,577	\$ 26,783	\$ 28,953

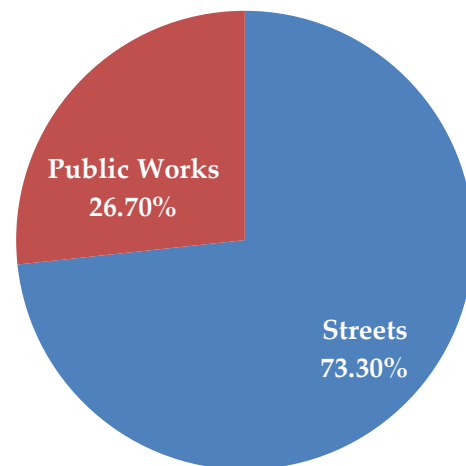
PUBLIC WORKS: STREETS

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.

BUDGET BY CLASS

STREETS	2014/15 BUDGET	% CHANGE
Personnel Services	\$1,032,398	10.1%
Professional Services	2,800	12.0%
Contractual Services	99,340	3.0%
Purchased Services	172,635	14.9%
Materials & Supplies	77,300	-0.6%
Repairs & Maintenance	154,700	59.1%
Capital Outlay	3,400	-84.9%
TOTAL STREETS	\$1,542,573	11.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Pager pay increases based on union contract.
- ❖ Increase in budgeted overtime.
- ❖ Staff will be attending a variety of training and seminars, such as, Trench Compliance and Competent Person Training. The training budget was decreased from the prior fiscal year.

Professional Services

- ❖ Budgeted increase in the GIS hosting agreement.

Contractual Services

- ❖ Budgeted a decrease in the cost for construction debris that is removed by DisposAll Company.
- ❖ Budgeted an increase in the cost of Mosquito Abatement that is undertaken throughout the Village each year.



Purchased Services

- ❖ Purchasing electricity from ComEd to power the street lights throughout the Village with an anticipated 25% increase.
- ❖ Increase in anticipated cost for four weeks of street sweeping.

Materials & Supplies

- ❖ Less uniforms & PPE Equipment budgeted based on historical need.

Repairs & Maintenance

- ❖ Budgeted decrease in the replacement of plow blades.
- ❖ Budgeted decrease in the purchase of street signs and street lights.
- ❖ The replacement of the 18" dilapidated public storm water sewer and structures on Gerald Avenue.

Capital Outlay

- ❖ The installation of an additional street light on Mill Pond Drive.
- ❖ Program to reconstruct approximately 5-8 Village streets



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

STREETS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 940,555	\$ 937,358	\$ 1,049,642	\$ 1,032,398
101-1511-532-10-10 Full-Time & Regular Part-Time	825,744	811,269	872,622	893,792
101-1511-532-10-98 Temporary Help	-	12,448	12,448	16,000
101-1511-532-10-99 Overtime Pay	45,968	40,000	87,438	45,000
101-1511-532-15-10 FICA-Employer	52,444	55,631	58,848	59,817
101-1511-532-16-14 Travel, Meeting & Conferences	-	100	35	300
101-1511-532-16-15 Training & Seminars	4,134	4,900	4,488	3,500
101-1511-532-16-16 Medicare - Employer	12,265	13,010	13,763	13,989
PROFESSIONAL SERVICES	2,500	2,500	2,500	2,800
101-1511-532-21-14 Engineering	2,500	2,500	2,500	2,800
CONTRACTUAL SERVICES	112,766	96,431	86,810	99,340
101-1511-532-23-10 Debris Removal	51,003	49,000	41,284	47,000
101-1511-532-23-14 50/50 Curb-Cut Program	6,540	4,000	2,320	7,140
101-1511-532-23-99 Other Property Services	55,223	43,431	43,206	45,200
PURCHASED SERVICES	102,622	150,209	138,069	172,635
101-1511-532-24-12 Printing & Binding	25	200	-	200
101-1511-532-24-13 Contractual Services	15,874	52,511	42,359	53,000
101-1511-532-51-11 Pager	873	850	909	935
101-1511-532-51-13 Electricity	83,850	93,148	91,741	115,000
101-1511-532-52-11 Rentals - Equipment	2,000	3,500	3,060	3,500
MATERIALS & SUPPLIES	80,883	77,754	93,139	77,300
101-1511-532-31-99 Miscellaneous Office Supplies	290	1,200	786	1,200
101-1511-532-34-13 Landscaping Supplies	2,250	2,000	1,799	2,000
101-1511-532-37-10 Uniforms	4,571	5,454	4,902	5,000
101-1511-532-37-11 Chemicals	79	100	29	100
101-1511-532-37-80 Gas & Fuel	63,816	65,000	82,534	65,000
101-1511-532-37-99 Miscellaneous Supplies	9,877	4,000	3,089	4,000
REPAIRS & MAINTENANCE	110,217	97,246	84,690	154,700
101-1511-532-53-13 Street Equipment	4,256	14,029	9,892	10,200
101-1511-532-57-14 Street Signs/Lights Maintenance	29,104	22,500	20,690	26,500
101-1511-532-57-15 Street Maintenance & Repairs	33,584	48,546	46,545	43,000
101-1511-532-57-16 Grounds Maintenance	864	2,000	1,776	2,000
101-1511-532-57-17 Stormwater Maintenance	42,409	10,171	5,787	73,000
CAPITAL OUTLAY	12,100	22,500	21,426	3,400
101-1511-911-81-13 Equipment	12,100	22,500	21,426	3,400
TOTAL STREETS	\$ 1,361,643	\$ 1,383,998	\$ 1,476,276	\$ 1,542,573

PUBLIC WORKS: FLEETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

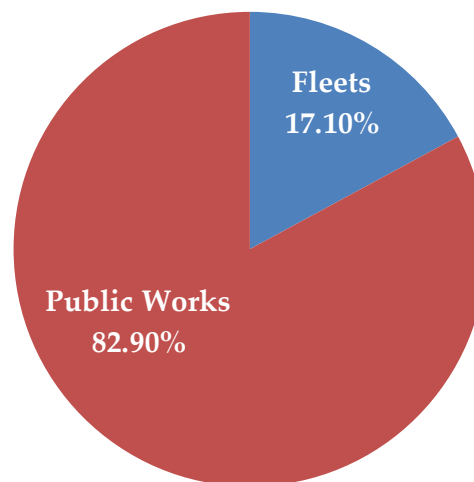
This division provides these services to approximately 314 pieces of Village-owned vehicles and equipment. The services provided to our respective divisions include preventive maintenance, repair services, fabrication services, new vehicle specification, purchasing, salvage, product support and training.

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

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

BUDGET BY CLASS

FLEETS	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 208,644	7.7%
Contractual Services	2,000	0.0%
Purchased Services	8,740	108.6%
Materials & Supplies	137,165	-2.5%
Repairs & Maintenance	3,000	-76.5%
Other Expenses	300	-33.3%
TOTAL FLEETS	\$ 359,849	1.7%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Reduced budgeted overtime.
- ❖ Reduced training budget.



Contractual Services

- ❖ The Division is continuing the bi-annual cleaning and debris removal for the triple catch basins and garage sewers.

Purchased Services

- ❖ Upgrade of CFAwin Fleet Maintenance Software to latest version 8. This software is used for repairs and troubleshooting, as well as inventory control and maintenance records.
- ❖ Fewer gas cylinders to be rented.

Materials & Supplies

- ❖ Fewer office supplies are budgeted for this fiscal year.

Repairs & Maintenance

- ❖ The Division continues to have an outside source to perform annual safety inspections of the five vehicle lifts utilized in day to day operations.
- ❖ Repairs to the senior center vehicles budgeted in this fiscal year.
- ❖ Interior repairs to street vehicles budgeted for this fiscal year.
- ❖ Less repair supplies are budgeted for Streets, ESDA, Community Development, and Public Works Admin. vehicles.
- ❖ Reduction inventory stock, general repair items and general supplies for daily operations.

Other Expenses

- ❖ The Division remains a member of the Municipal Fleet Managers Association which holds monthly meetings with area fleet managers.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

FLEETS		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 179,871	\$ 193,761	\$ 193,671	\$ 208,644
101-1515-533-10-10	Full-Time & Regular Part-Time	160,130	174,116	174,591	189,424
101-1515-533-10-99	Overtime Pay	5,232	4,000	4,653	3,000
101-1515-533-15-10	FICA-Employer	10,178	11,099	11,020	11,930
101-1515-533-16-15	Training & Seminars	1,950	1,950	830	1,500
101-1515-533-16-16	Medicare - Employer	2,381	2,596	2,577	2,790
CONTRACTUAL SERVICES		-	2,000	2,000	2,000
101-1515-533-23-10	Debris Removal	-	2,000	2,000	2,000
PURCHASED SERVICES		3,966	4,190	3,448	8,740
101-1515-533-24-12	Printing & Binding	10	100	25	100
101-1515-533-24-32	Software Support & Maintenance	2,075	2,150	2,075	7,200
101-1515-533-51-11	Pager	198	240	210	240
101-1515-533-52-10	Leases - Equipment	1,683	1,700	1,138	1,200
MATERIALS & SUPPLIES		137,359	140,625	129,247	137,165
101-1515-533-31-99	Miscellaneous Office Supplies	87	200	198	100
101-1515-533-37-10	Uniforms	975	975	975	975
101-1515-533-37-11	Chemicals	1,900	1,550	1,064	1,550
101-1515-533-37-71	Repair Supplies - Senior Center	-	1,900	296	2,000
101-1515-533-37-72	Repair Supplies - Police	32,672	35,000	30,200	35,000
101-1515-533-37-73	Repair Supplies - P/R/F	32,315	32,500	32,255	32,500
101-1515-533-37-74	Repair Supplies - Streets	43,027	42,500	42,517	42,500
101-1515-533-37-75	Repair Supplies - Fleets	2,467	1,000	1,176	1,000
101-1515-533-37-76	Repair Supplies - ESDA	777	1,000	84	1,000
101-1515-533-37-77	Repair Supplies - Com. Dev.	1,119	2,000	1,658	1,500
101-1515-533-37-78	Repair Supplies - Administration	267	700	238	1,200
101-1515-533-37-79	Repair Supplies - PS Administration	506	700	354	500
101-1515-533-37-80	Gas & Fuel	546	500	197	500
101-1515-533-37-98	Miscellaneous Inventory Supplies	(10,242)	7,000	6,910	5,000
101-1515-533-37-99	Miscellaneous Supplies	9,760	10,700	8,870	10,000
101-1515-533-39-12	Fleet Maintenance	21,183	2,400	2,255	1,840
REPAIRS & MAINTENANCE		750	12,750	2,659	3,000
101-1515-533-53-12	Fleet Maintenance Equipment	750	2,750	2,659	3,000
101-1515-533-56-14	Facilities	-	10,000	-	-
OTHER EXPENSES		30	450	30	300
101-1515-533-62-10	Membership Dues	30	450	30	300
TOTAL FLEETS		\$ 321,976	\$ 353,776	\$ 331,055	\$ 359,849



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

PARKS, GROUNDS & FACILITIES:

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

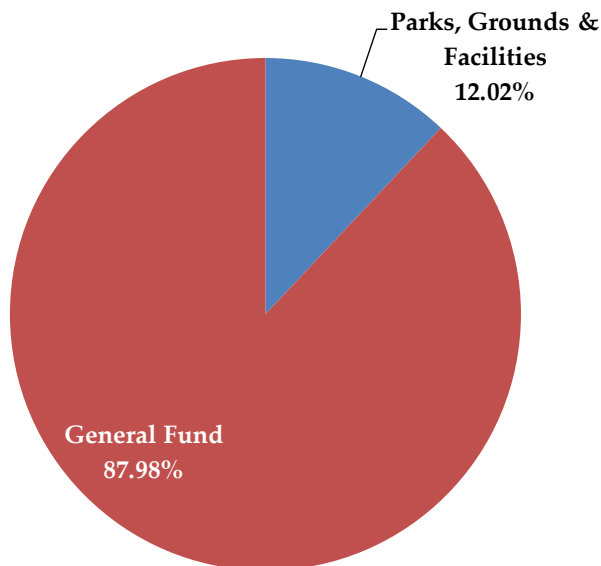
The Parks, Grounds & Facilities Department is divided into three divisions; Parks and Grounds, Forestry Operations, and Building Maintenance.

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.

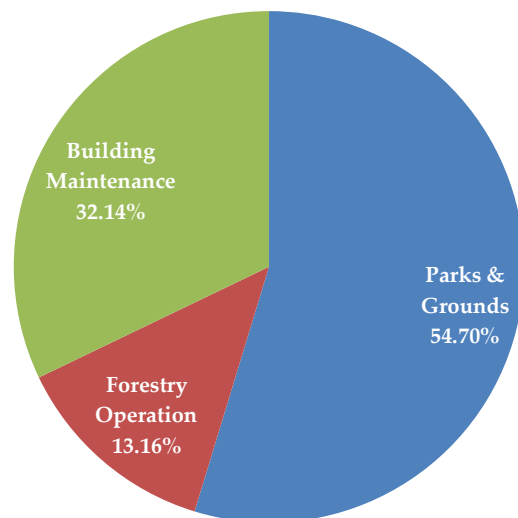
TOTAL OPERATING BUDGET

\$2,589,296

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





ANNUAL BUDGET

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Parks & Grounds	\$ 1,384,785	\$ 1,361,365	\$ 1,343,490	\$ 1,416,392	4.0%
Forestry Operation	114,896	403,351	369,033	340,790	-15.5%
Building Maintenance	733,274	889,073	844,904	832,114	-6.4%
TOTAL DIVISION	\$ 2,232,955	\$ 2,653,789	\$ 2,557,427	\$ 2,589,296	-2.4%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,706,027	\$ 1,704,577	\$ 1,700,765	\$ 1,819,743	6.8%
Purchased Services	262,397	437,410	388,468	485,723	11.0%
Materials & Supplies	201,318	240,300	223,961	208,100	-13.4%
Repairs & Maintenance	31,887	141,715	117,350	51,350	-63.8%
Other Expenses	2,808	116,387	113,532	880	-99.2%
Capital Outlay	28,518	13,400	13,351	23,500	75.4%
TOTAL CLASS	\$ 2,232,955	\$ 2,653,789	\$ 2,557,427	\$ 2,589,296	-2.4%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/2014

PLAYGROUNDS

- ❖ Installed new playground structure, swing set and zip line at Circle Park.
- ❖ Completed a new preschool playground with poured safety surface at the Sports Hub.
- ❖ Conducted a playground maintenance audit at 22 parks.
- ❖ Developed and implemented a rotation schedule to prevent over-use damage to our athletic fields.
- ❖ Evaluated all baseball/softball fields to determine needs regarding irrigation, drainage and fence improvements.
- ❖ Reconstructed the football field at Nazos Park.

FORESTRY OPERATION

- ❖ Implemented a new Emerald Ash Borer Management Plan.
- ❖ Completed a Village wide tree inventory with GIS locations.
- ❖ Removed approximately 500 dead Ash Trees.

BUILDING MAINTENANCE

- ❖ Improvements made to the Senior Center, Civic Center and Golf Course.

- ❖ Constructed the Administrative Conference Room at the Civic Center.
- ❖ New lighting installed for the Glendale Lakes Golf Club Patio.

FY 2014/15 GOALS AND OBJECTIVES

FACILITIES DIVISION

Goal #1: Improve the operational maintenance of all facilities and equipment.

- ❖ Maintain a database of all mechanical assets. Set-up an automated preventative maintenance schedule based on manufacturer's recommendation.
- ❖ Complete all necessary repairs in no more than 7 days.
- ❖ Initiate a quarterly building inspection program that will identify areas that require or will shortly require repairs or replacements.
- ❖ Track financial information in the database, and use the information for future budgets.
- ❖ Determine the areas of maintenance that would best be suited for outsourcing. Provide economical contracts for services from the best and most dependable vendor that meets Village requirements.
 - HVAC
 - Roofs
 - Generators
 - Veteran's Memorial Fountain

Goal #2: Provide a cleanliness level for all facilities that provides an inviting/welcoming atmosphere.

- ❖ Both contractual and staff custodial services should be maintained at the same level. High profile areas shall be inspected daily. Document deficiencies and take appropriate action immediately.
- ❖ Provide necessary training and feedback as needed. Custodial staff will understand his/her role in providing this customer service.
- ❖ Set up a monthly meeting with Custodial Services Contractor to discuss performance and adjust the contract, as needed. (New contractor started January 2014)

PARKS DIVISION

Goal #1: Protect natural resources and provide aesthetically pleasing and safe parks.

- ❖ Develop field rotation schedule to prevent over use of specific turf areas. If a turf field is used in the fall season, it will not be used in the same manner in the spring/summer season.
- ❖ Complete an audit of Reskin, Camera, Ollman, Nazos, and Gilberto playgrounds.
 - Update the existing database with the results of repairs completed in order to ensure safe parks & playgrounds and prepare future budgets.

- ❖ Complete an evaluation of all baseball/softball fields.
 - Determine if drainage, irrigation and fencing is needed, and make repairs & improvements.

Goal #2: Develop a preventative maintenance schedule for asphalt park paths, parking lots and tennis courts.

- ❖ Design a five (5) year plan for seal coating repair/replacement of asphalt paths, tennis courts and parking lots.
 - Include the costs for a minimum of 1/5 of the areas into the budget each year.
 - Provide the specifications to Administrative Services by March 15th of each year.
 - Coordinate the asphalt replacement projects to coincide with the Village's road improvement program for increased cost savings.

Goal #3: Implement the EAB tree removals/replacements according to the revised EAB Management Plan.

- ❖ Implement year three (3) of the Village's major tree trimming program.
- ❖ Work with vendor to complete the stem by stem tree inventory (Graf).
 - This inventory will be coordinated with the existing GIS System.
 - Train staff on the use of the GIS system for tracking of the Urban Forest by the end of November.

Goal #4: Continue parks staff training program.

- ❖ Create and implement a CDL Training Program for Groundskeepers.
- ❖ Recertify all Parks Staff in CPR and First Aid.
- ❖ Decrease natural gas usage by 5%.

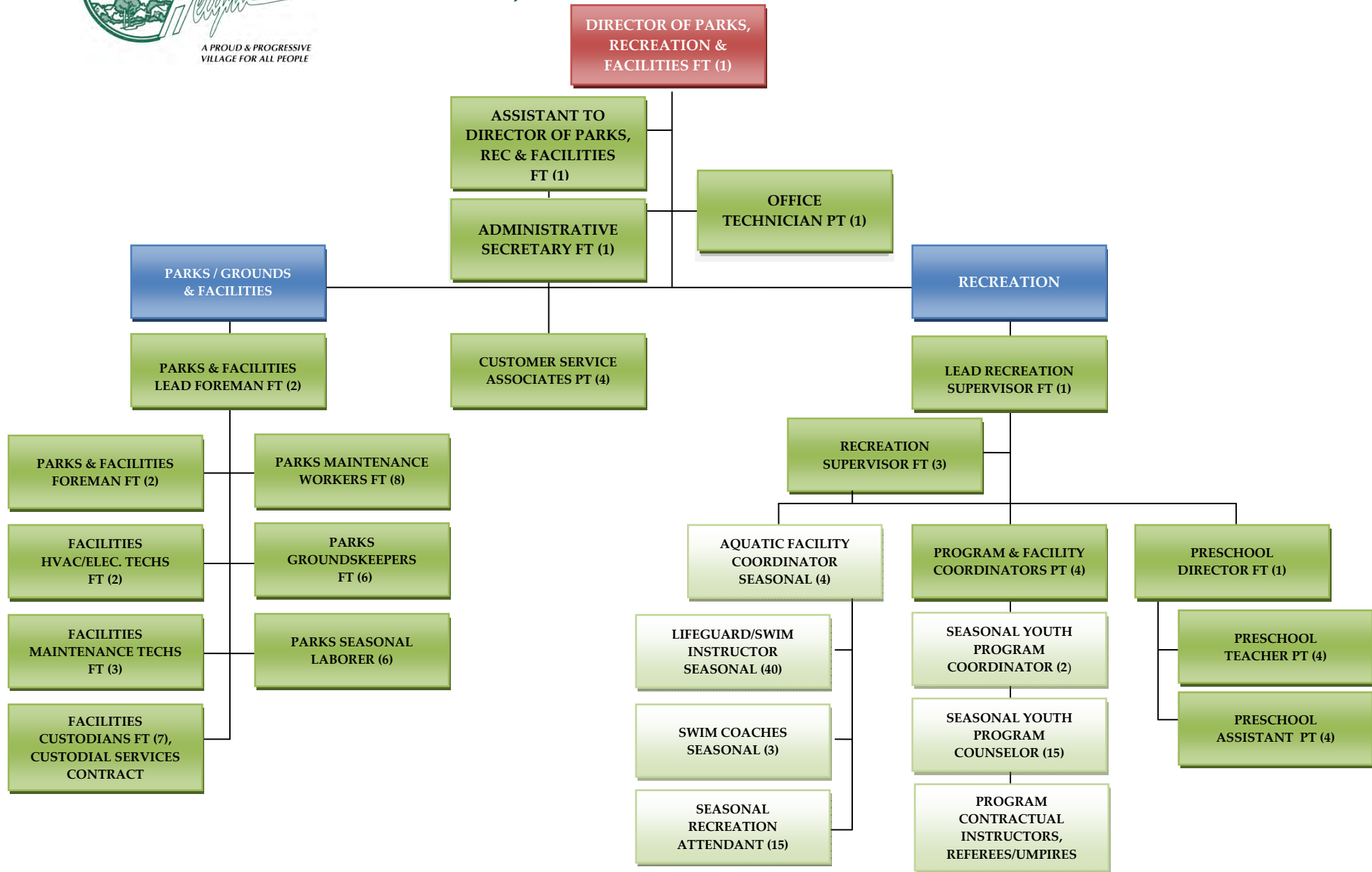
Goal #5: Complete capital park improvement projects throughout the Village.

- ❖ Circle Park - Remove spray play unit and restore open grass area.
- ❖ Americana Tennis Courts/Lighting - Write bid specifications, approve lowest qualified bid, and complete the tennis court reconstruction. Include Ollman Tennis Courts improvements as an alternate bid.
- ❖ Ollman Park Renovations - Research pricing on new walking path, shade structure, player benches, park bench and park grill. Work with elected officials to prioritize renovations.
- ❖ Parks/Fleets Renovations - Complete Parks facility renovations including lunchroom renovations, ceilings, new urinal and toilets, paint and install new appliances. Work with Administration to complete Taylor Rental renovations.
- ❖ Mill Pond South - Remove redundant playground and restore grass area.



VILLAGE OF GLENDALE HEIGHTS

PARKS, GROUNDS AND FACILITIES



Parks & Recreation's purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community's needs. The Facilities division provides technical and custodial maintenance for all Village facilities and properties. Total number of employees: 38 Full-Time, 17 Part-Time and 89 Seasonal.

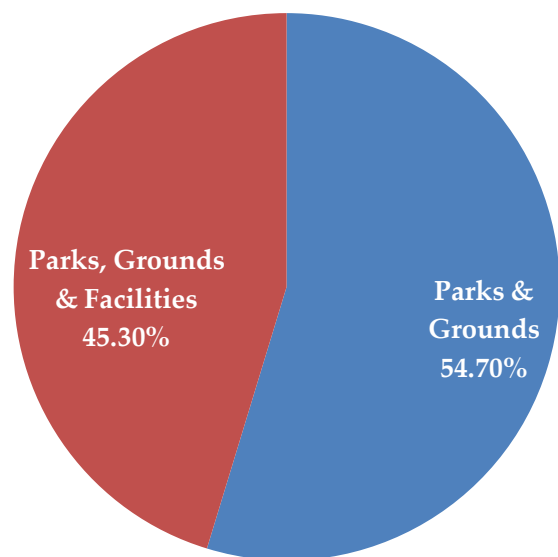
PARKS, GROUNDS & FACILITIES: PARKS & GROUNDS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

BUDGET BY CLASS

PARKS & GROUNDS	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,155,999	3.4%
Purchased Services	90,003	14.9%
Materials & Supplies	143,700	-3.3%
Repairs & Maintenance	3,000	0.0%
Other Expenses	190	100.0%
Capital Outlay	23,500	75.4%
TOTAL PARKS & GROUNDS	\$ 1,416,392	4.0%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Increased Office Technician Support and temporary help increase.
- ❖ All other staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Overtime Pay decreased by \$3,000 due to efficiency improvements.

Purchased Services

- ❖ Electricity increase projected from ComEd.
- ❖ New expense for a new Adopt-a-Street program.
- ❖ Increase cost in vegetation management contract.

Materials & Supplies

- ❖ Increase in field repairs.
- ❖ Gravel and sand needs have been reduced.



- ❖ Repair the landscaping at the Polo Club Waterfall.
- ❖ Decrease in employee uniform costs.
- ❖ Gas & Fuel reduction based on 2014 actual usage.

Repairs & Maintenance

- ❖ There were no significant changes made to this budget class.

Other Expenses

- ❖ New ILSTMA membership.
- ❖ New annual pesticide applicators fee.

Capital Outlay

- ❖ New electrical contactor for Camera Park lighted soccer field.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

PARKS & GROUNDS		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 1,126,573	\$ 1,118,014	\$ 1,115,775	\$ 1,155,999
101-1616-534-10-10	Full-Time & Regular Part-Time	961,816	966,071	963,318	1,004,524
101-1616-534-10-98	Temporary Help	37,864	28,080	25,122	28,080
101-1616-534-10-99	Overtime Pay	46,233	45,000	48,663	42,000
101-1616-534-15-10	FICA-Employer	62,561	62,725	62,237	64,022
101-1616-534-16-14	Travel, Meeting & Conferences	434	398	398	400
101-1616-534-16-15	Training & Seminars	3,034	1,481	1,481	2,000
101-1616-534-16-16	Medicare-Employer	14,631	14,259	14,556	14,973
PURCHASED SERVICES		74,801	78,363	72,909	90,003
101-1616-534-23-10	Debris Removal	1,806	2,056	1,839	2,000
101-1616-534-23-15	Adopt-a-Street Program	-	-	-	500
101-1616-534-24-32	Software Support & Maintenance	2,638	2,771	2,771	2,860
101-1616-534-24-99	Other Purchase-Services	28,865	32,416	30,329	35,148
101-1616-534-51-11	Pager	1,137	1,320	1,321	1,320
101-1616-534-51-13	Electricity	35,366	33,500	31,934	41,875
101-1616-534-52-11	Rentals-Equipments	4,989	6,300	4,715	6,300
MATERIALS & SUPPLIES		147,059	148,588	138,485	143,700
101-1616-534-32-14	Computer Software	-	350	503	-
101-1616-534-34-10	Topdressing Soil	4,677	5,652	5,638	6,000
101-1616-534-34-11	Gravel Sand	773	3,200	3,199	1,500
101-1616-534-34-13	Landscaping Supplies	12,828	13,000	11,353	15,000
101-1616-534-34-14	Fertilizer	14,887	13,500	13,264	13,500
101-1616-534-37-10	Uniforms	5,872	6,500	5,984	6,000
101-1616-534-37-80	Gas & Fuel	60,380	62,495	54,690	58,000
101-1616-534-37-99	Miscellaneous Supplies	44,876	42,534	42,497	42,700
101-1616-534-39-10	Parks & Grounds Tools	2,766	1,357	1,357	1,000
REPAIRS & MAINTENANCE		6,850	3,000	2,970	3,000
101-1616-534-53-16	Parks & Grounds Equipment	6,850	3,000	2,970	3,000
OTHER EXPENSES		984	-	-	190
101-1616-534-62-10	Membership Dues	984	-	-	190
CAPITAL OUTLAY		28,518	13,400	13,351	23,500
101-1616-911-81-16	Equipment	7,352	-	-	-
101-1616-911-82-12	Parks & Grounds Equipment	11,890	13,400	13,351	17,500
101-1616-911-87-14	Parks & Grounds	9,276	-	-	6,000
TOTAL PARKS & GROUNDS		\$ 1,384,785	\$ 1,361,365	\$ 1,343,490	\$ 1,416,392

PARKS, GROUNDS & FACILITIES: FORESTRY

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

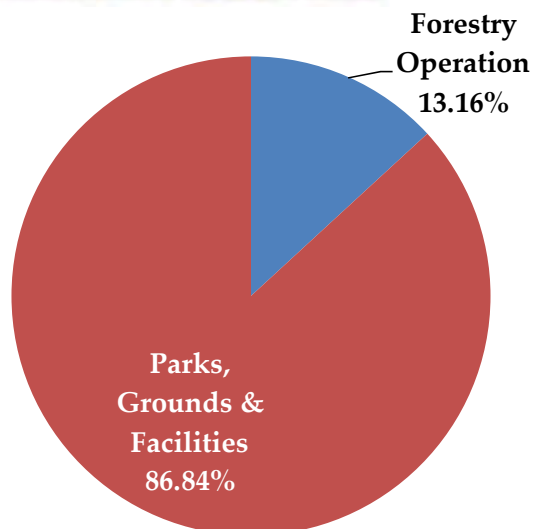
The Village of Glendale Heights maintains approximately 13,000 park and parkway trees.

The Emerald Ash Borer was discovered in Glendale Heights. EAB normally attack and kill Ash trees that are weakened by stresses such as drought, disease, and mechanical injury. The Village is dedicated to allocate resources as they are available to replace infected trees with new trees. This year, the Village is dedicating \$337,100 towards eradicating this problem, which is up 20.9% from FY 2013/14.



BUDGET BY CLASS

FORESTRY OPERATION	2014/15 BUDGET	% CHANGE
Purchased Services	\$ 337,100	20.9%
Materials & Supplies	3,000	-63.2%
Other Expenses	690	-99.4%
TOTAL FORESTRY OPERATION	\$ 340,790	-15.5%





FY 2014/15 BUDGET HIGHLIGHTS

Purchased Services

- ❖ Approximately six-hundred thirty-three Ash Trees infected with the Emerald Ash Borer will be removed.

Materials & Supplies

- ❖ Decrease in PPE equipment, not as many replacements needed this fiscal year.
- ❖ Decrease in chainsaw replacements and grappling hook not needed this fiscal year.

Other Expenses

- ❖ Remove membership to the Suburban Tree Consortium.
- ❖ Relocation of Parks Grounds expenses to Tree Removal/Replacement line item.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

FORESTRY OPERATION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PURCHASED SERVICES	\$ 110,392	\$ 278,802	\$ 247,356	\$ 337,100
101-1616-537-24-98 Tree Removal/Replacement	-	278,802	247,356	337,100
101-1616-537-24-99 Other Purchase-Services	110,392	-	-	-
MATERIALS & SUPPLIES	2,680	8,162	8,145	3,000
101-1616-537-37-10 Uniforms PPE	1,494	2,500	2,499	1,500
101-1616-537-39-10 Parks & Grounds Tools	1,186	5,662	5,646	1,500
OTHER EXPENSES	1,824	116,387	113,532	690
101-1616-537-62-10 Membership Dues	109	1,409	538	690
101-1616-537-87-14 Parks Grounds	1,715	114,978	112,994	-
TOTAL FORESTRY OPERATION	\$ 114,896	\$ 403,351	\$ 369,033	\$ 340,790

PARKS, GROUNDS & FACILITIES: BUILDING MAINTENANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

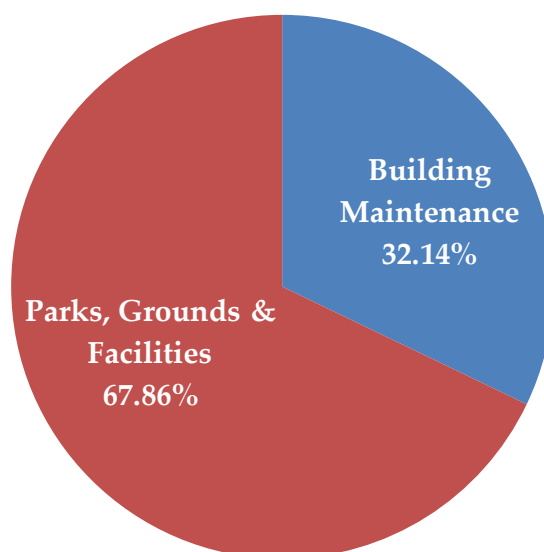
The Building Maintenance Division provides repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings. The buildings consist of the following; Civic Center, Police Station, Vehicle Maintenance Garage, W.P.C.F. Facilities, Public Works Building, Sports Hub, Senior Center,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

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

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.

BUDGET BY CLASS

BUILDING MAINTENANCE	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 663,744	13.2%
Purchased Services	58,620	-26.9%
Materials & Supplies	61,400	-26.5%
Repairs & Maintenance	48,350	-65.1%
TOTAL BUILDING MAINTENANCE	\$ 832,114	-6.4%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Reallocated time/responsibilities due to new custodial contracted services. Janitorial services will be contracted out for the Water Pollution Control Facility, Fleets Division, Senior Center and Glendale Lakes Golf Course.
- ❖ Budgeting a 2.5% COLA and step increases.
- ❖ Eliminated summer seasonal positions.



- ❖ Reduced overtime pay due custodial contract.

Purchased Services

- ❖ Reduced costs for blue print conversion to disc.
- ❖ Reduced roof consultant fee.
- ❖ Reduced custodial contract fees.

Materials & Supplies

- ❖ Reduced maintenance tools, electrical supplies, uniforms, and miscellaneous supplies accounts.
- ❖ Increase in light bulbs due to larger facilities.
- ❖ Removed additional expenses for moving/remodeling.
- ❖ Increase in backflow repairs.
- ❖ Decrease in employee uniforms.
- ❖ Decrease in Christmas decoration purchases.

Repairs & Maintenance

- ❖ Reduction in facility maintenance needs.
- ❖ Civic Center basement renovations will be done in house for the Building Maintenance Divisions relocated office space.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

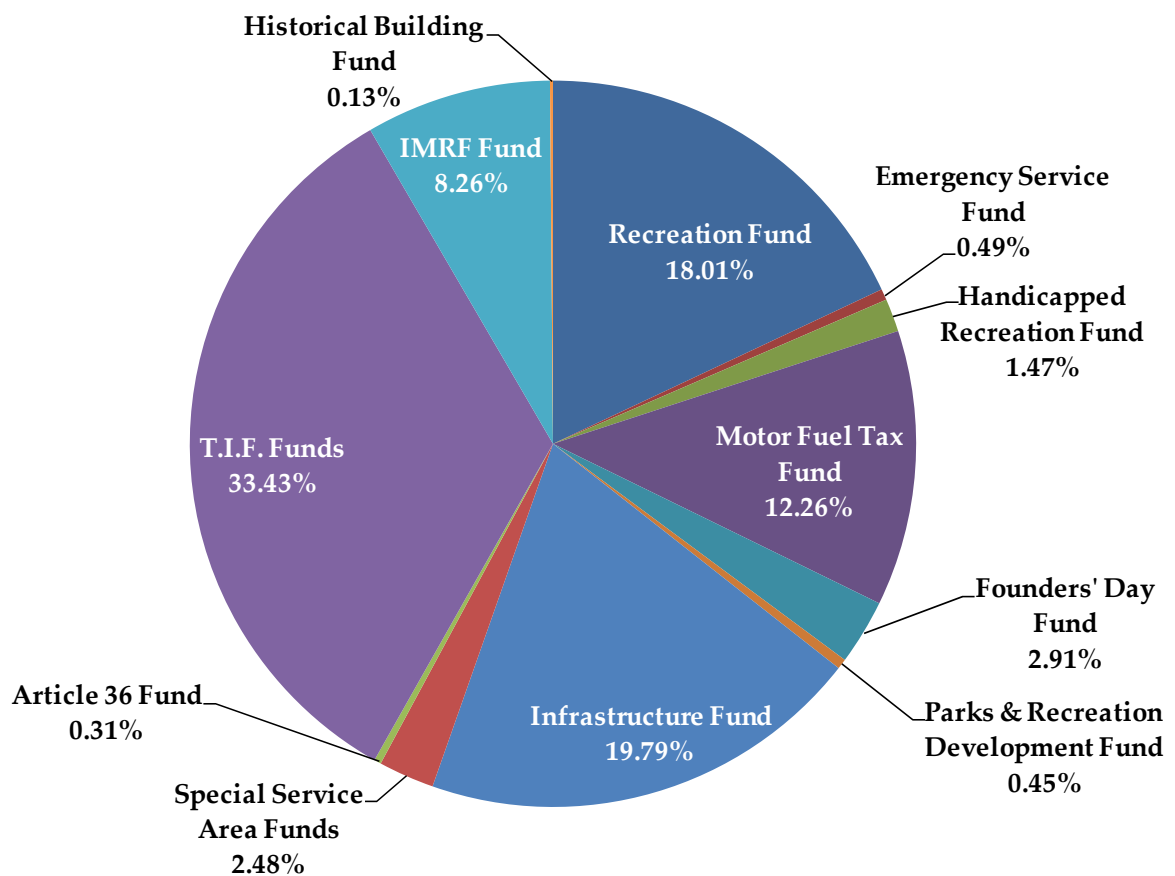
BUILDING MAINTENANCE	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 579,454	\$ 586,563	\$ 584,990	\$ 663,744
101-1617-511-10-10 Full-Time & Regular Part-Time	520,284	519,716	523,287	606,425
101-1617-511-10-98 Temporary Help	12,298	12,960	12,484	-
101-1617-511-10-99 Overtime Pay	6,654	12,037	8,147	9,500
101-1617-511-15-10 FICA-Employer	32,281	33,026	32,427	38,188
101-1617-511-16-14 Travel, Meeting & Conferences	187	200	161	200
101-1617-511-16-15 Training & Seminars	200	900	900	500
101-1617-511-16-16 Medicare-Employer	7,550	7,724	7,584	8,931
PURCHASED SERVICES	77,204	80,245	68,203	58,620
101-1617-511-24-12 Printing & Binding	1,354	908	832	775
101-1617-511-24-99 Other Purchase-Services	74,971	78,137	66,462	56,945
101-1617-511-51-11 Pager	879	1,200	909	900
MATERIALS & SUPPLIES	51,579	83,550	77,331	61,400
101-1617-511-31-99 Miscellaneous Office Supplies	173	450	333	200
101-1617-511-33-10 Janitorial Supplies	15,578	16,560	16,320	16,000
101-1617-511-33-12 Electrical Supplies	6,544	9,100	8,857	7,500
101-1617-511-33-13 Hardware Supplies	5,628	5,140	3,371	5,500
101-1617-511-33-15 Plumbing Supplies	1,517	1,600	1,569	3,500
101-1617-511-33-16 Lumber Supplies	545	500	469	500
101-1617-511-33-99 Other Building Maint. Supplies	1,993	2,900	2,857	2,900
101-1617-511-37-10 Uniforms	3,548	4,500	4,276	3,500
101-1617-511-37-80 Gas & Fuel	12,237	12,500	11,763	12,500
101-1617-511-37-99 Miscellaneous Supplies	-	21,800	21,508	5,500
101-1617-511-39-11 Bldg. Maintenance Tools	3,816	8,500	6,008	3,800
REPAIRS & MAINTENANCE	25,037	138,715	114,380	48,350
101-1617-511-53-11 Building Maintenance	2,984	13,240	10,700	5,000
101-1617-511-56-12 Maintenance Building	22,053	125,475	103,680	43,350
TOTAL BUILDING MAINTENANCE	\$ 733,274	\$ 889,073	\$ 844,904	\$ 832,114



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

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes. The Village has 23 Special Revenue Funds. In the chart below, the T.I.F. and S.S.A. Funds were categorized with their like kind.





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

RECREATION FUND

FUND DESCRIPTION

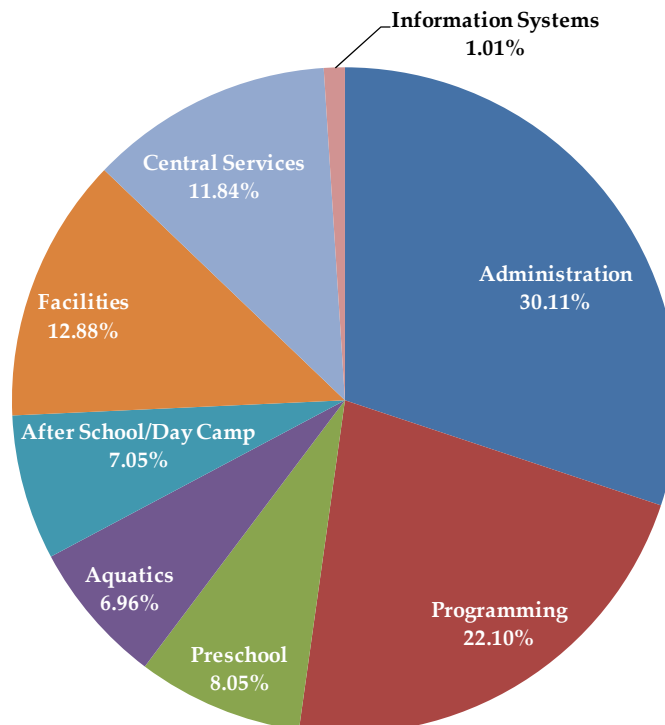
The Recreation Fund is divided into the following eight (8) divisions; Administration, Programming, Preschool, Aquatics, After School/Day Camp, Facilities, Information Services, and Central Services. The Village of Glendale Heights Recreation Fund provides for all municipally supported recreation opportunities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

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

TOTAL OPERATING BUDGET

\$2,056,836

ANNUAL EXPENSES BY DIVISION





RECREATION FUND

2014/15 BUDGETED INCOME STATEMENT

CLASS	2012/13 ACTUAL	2014/15 BUDGET	2014/15 ESTIMATED	2014/15 BUDGET	% CHANGE
OPERATING REVENUE	\$ 1,372,196	\$ 1,976,413	\$ 1,967,847	\$ 2,062,599	4.4%
Charges For Services	841,892	920,130	938,274	968,910	5.3%
Taxes	530,304	1,056,283	1,029,573	1,093,689	3.5%
OPERATING EXPENDITURES	1,987,301	2,117,656	2,091,227	2,043,136	-3.5%
Personnel Services	1,583,253	1,674,965	1,668,302	1,576,705	-5.9%
Purchased Services	113,269	138,352	147,192	197,474	42.7%
Materials & Supplies	143,106	154,277	138,662	141,506	-8.3%
Repairs & Maintenance	45,727	56,383	45,280	50,438	-10.5%
Other Expenses	96,416	84,376	82,488	75,013	-11.1%
Capital Outlay	5,530	9,303	9,303	2,000	-78.5%
OPERATING INCOME (LOSS)	(615,105)	(141,243)	(123,380)	19,463	113.8%
NON-OPERATING REVENUE	775	5,650	8,644	5,750	1.8%
Miscellaneous	281	150	4,659	250	66.7%
Advertising	-	5,000	3,651	5,000	0.0%
Interest Income	494	500	334	500	0.0%
NON-OPERATING EXPENSES	16,749	22,498	22,498	13,700	-39.1%
Operating Transfers Out	16,749	22,498	22,498	13,700	-39.1%
NET INCOME (LOSS)	\$ (631,079)	\$ (158,091)	\$ (137,234)	\$ 11,513	107.3%



ANNUAL BUDGET

ANNUAL REVENUE BY CLASS

ACCOUNT	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Taxes	\$ 530,304	\$ 1,056,283	\$ 1,029,573	\$ 1,093,689	3.5%
Charges for Services	841,892	920,130	938,274	968,910	5.3%
Miscellaneous Income	775	5,650	8,644	5,750	1.8%
TOTAL REVENUE	\$ 1,372,971	\$ 1,982,063	\$ 1,976,491	\$ 2,068,349	4.4%

ANNUAL EXPENSES BY DIVISION

DIVISION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Administration	\$ 558,716	\$ 635,735	\$ 663,192	\$ 615,290	-3.2%
Programming	400,946	451,687	423,589	451,457	-0.1%
Preschool	152,723	160,130	150,436	164,428	2.7%
Aquatics	166,119	156,045	155,945	142,292	-8.8%
After School/Day Camp	116,860	135,044	139,969	143,984	6.6%
Facilities	275,369	283,913	280,974	263,101	-7.3%
Central Services	295,075	273,172	255,540	241,824	-11.5%
Information Systems	21,493	21,930	21,582	20,760	-5.3%
TOTAL DIVISION	\$ 1,987,301	\$ 2,117,656	\$ 2,091,227	\$ 2,043,136	-3.5%

ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,583,253	\$ 1,674,965	\$ 1,668,302	\$ 1,576,705	-5.9%
Purchased Services	113,269	138,352	147,192	197,474	42.7%
Materials & Supplies	143,106	154,277	138,662	141,506	-8.3%
Repairs & Maintenance	45,727	56,383	45,280	50,438	-10.5%
Other Expenses	96,416	84,376	82,488	75,013	-11.1%
Capital Outlay	5,530	9,303	9,303	2,000	-78.5%
TOTAL CLASS	\$ 1,987,301	\$ 2,117,656	\$ 2,091,227	\$ 2,043,136	-3.5%



TRANSFERS

TRANSFERS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
TRANSFERS TO	\$ 16,749	\$ 22,498	\$ 22,498	\$ 13,700	-39.1%
Transfer To - Vehicle Rep.	2,895	7,400	7,400	3,700	-50.0%
Transfer To - Computer Rep.	3,854	5,098	5,098	-	-100.0%
Transfer To - Liability Ins.	10,000	10,000	10,000	10,000	0.0%
TOTAL TRANSFERS	\$ 16,749	\$ 22,498	\$ 22,498	\$ 13,700	-39.1%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/2014

Administration

- ❖ Completion of Sports Hub renovation project.
- ❖ Facilitated the grand re-opening of the Sports Hub Indoor Recreation Center.

Programming

- ❖ Created forty-eight new fitness class offerings.
- ❖ Created forty new classes/programs.

Preschool

- ❖ Added security/safety in the preschool wing of the Sports Hub.
- ❖ New preschool playground with poured in safety surface.

Aquatics

- ❖ Swim lesson participation increased 35% from 2012 and 86% from 2011. This was the highest participation increase in over ten years.
- ❖ Increased interest/participation by 150% in the Surf Club.
- ❖ Twelve participants competed in our first ever FlowRider competition.

After School/Day Camp

- ❖ Increased participation by 20% in our PATH After School program.
- ❖ Increased participation in PATH Pals by 200% over 2012/13.
- ❖ Incorporated swim lessons into our PATH Day Camp program.

FY 2014/15 GOALS AND OBJECTIVES

RECREATION DIVISION

Goal #1: Increase visibility and resident awareness of the Sports Hub athletic facilities and GH₂O Aquatic Center.

- ❖ Attend five (5) public events in which we will promote the Sports Hub and Aquatic Center.
- ❖ Identify the amenity or event that attracted the patron to the Aquatic Center through short face-to-face surveys.
- ❖ Promote the Sports Hub through three (3) new publications as a destination for families with multiple recreational opportunities.
- ❖ Develop and implement a "Secret Shopper" program using iVip volunteers to ensure that Staff are providing excellent customer service.

Goal #2: Implement staff training that includes management expectations and staff responsibilities to increase job knowledge, ability and accountability.

- ❖ Develop an electronic training form which will be appropriate for all part-time positions.
- ❖ Budget sufficient funds for all Recreation Supervisors to attend professional seminars to achieve at least 1.0 CEU as rated by IPRA.
- ❖ Recreation Supervisors will attend their respective professional committee meeting/seminars and attend at least 2 on-line training opportunities through IPRA/NRPA.

Goal #3: Create a comprehensive branding and marketing program, and organizational strategies between all Youth Athletic Programs.

- ❖ Develop greater continuity between individual programs in methods of scheduling, operations, promotion, and program logo.
- ❖ Work collaboratively with boards, coaches and staff to increase cohesiveness and promotion of activities.

Goal #4: Create year-round educational programs to support and improve coaching, facilitate player development and overall program growth.

- ❖ Achieve 100% certification of all youth sport coaches in NYSCA or other acceptable certification program.
- ❖ Create and offer at least three (3) player development sessions.

Goal #5: Improve PATH Programs' structure to provide consistent benefits to families.

- ❖ Develop new set of PATH Lesson Plans based on Illinois State standards consistent with PATH mission statement by June 1st and September 1st for camp and after school programs respectively.

- ❖ Evaluate and revise staff training program to uphold staff expectations for professionalism and classroom management.
- ❖ All staff members to attend at least one external training activity.

Goal #6: Develop, plan and implement new and existing programs at the Sports Hub to raise revenue/increase profitability and customer satisfaction.

- ❖ Standardize party experience from point of registration through evaluation by updating forms and formally training staff in June and September.
- ❖ Improve participation/enrollment numbers in all recreation programs needing an increase in participation (goal 5% increase in these programs).
- ❖ Perform seasonal evaluations of all programming and classes.

Goal #7: Maximize efficiency at the Aquatic Center to reduce operating costs.

- ❖ Review class enrollment for each of the five sessions to maximize capacity of classes when pool space and staff permit.
- ❖ Train pool managers to enforce staffing ratios whenever possible.
- ❖ Consistently enforce weather-related closing procedures and reduce staff as necessary.

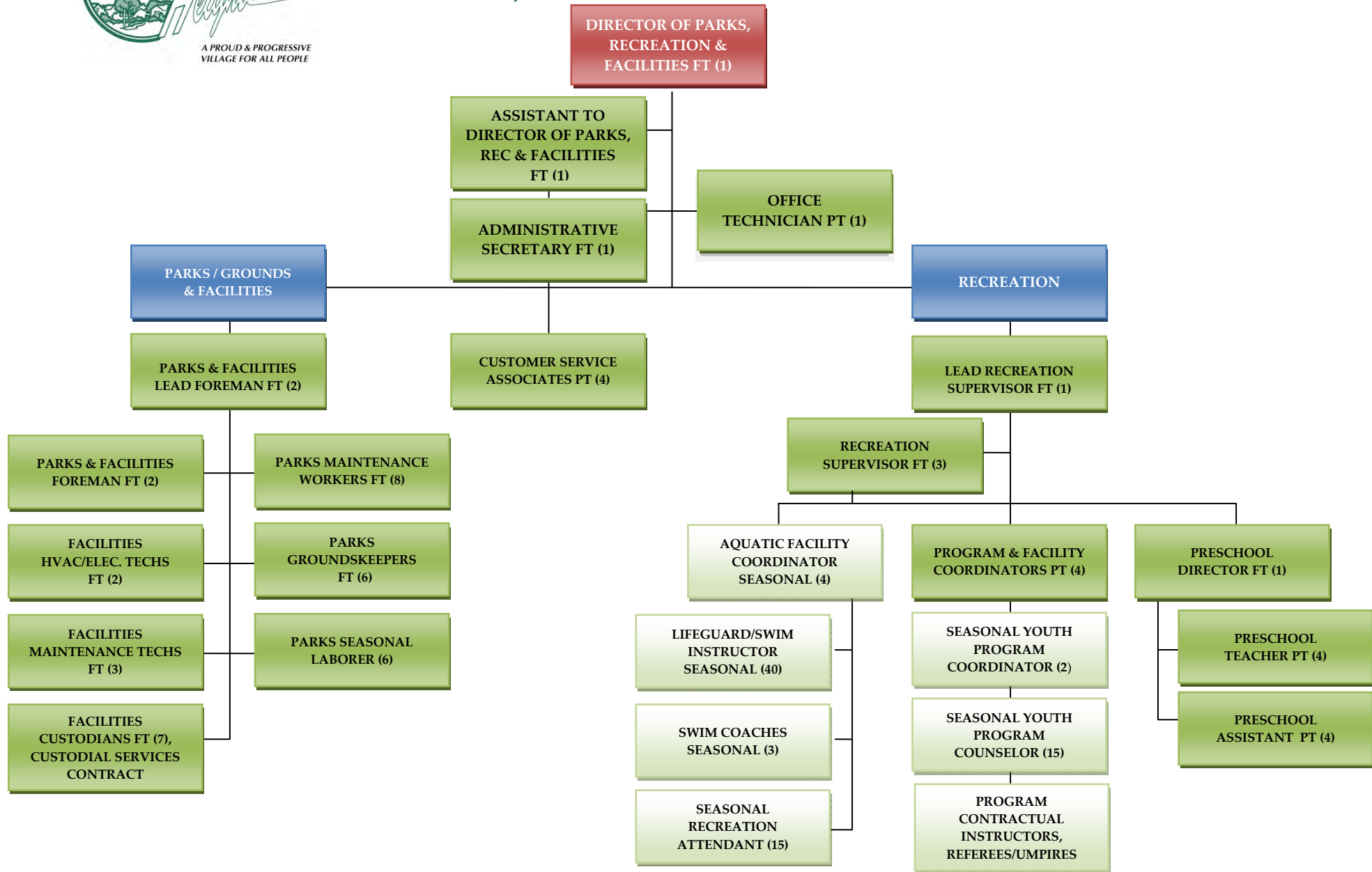
Goal #8: Implement three specific modules not currently utilized including League Scheduler, League Schedule Print and Team Schedule Print.

- ❖ Research RecTrac League scheduling/booking of practices.
- ❖ Investigate better methods to use Leagues module by October 1- choose three (3) options to use Rec Trac for improved League management.
- ❖ Research RecTrac capabilities in all aspects available to Recreation Supervisors.
- ❖ Hold bi-annual RecTrac training for all full- and part-time recreation Staff.



VILLAGE OF GLENDALE HEIGHTS

PARKS, GROUNDS AND FACILITIES



Parks & Recreation's purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community's needs. The Facilities division provides technical and custodial maintenance for all Village facilities and properties. Total number of employees: 38 Full-Time, 17 Part-Time and 89 Seasonal.

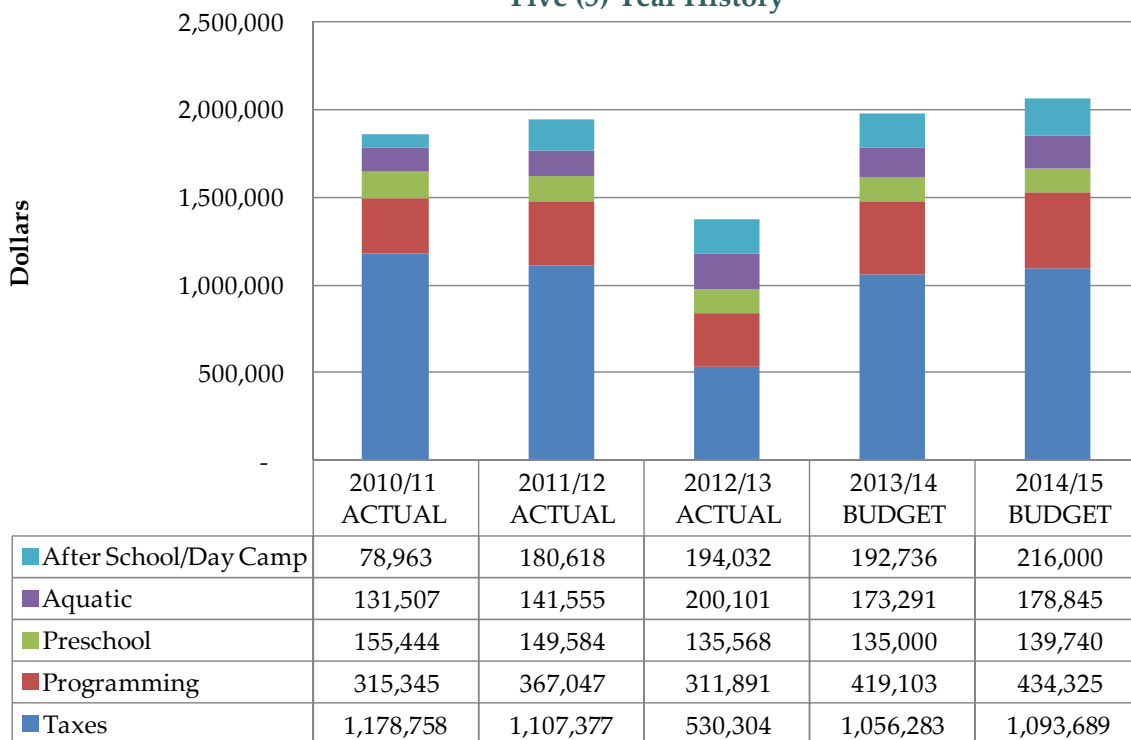
RECREATION FUND: REVENUE

The Parks, Recreation, and Facilities Director, Cecilia Sullivan, served the Village for the past 30 years and retired in September of 2013. The Village has been greatly benefited by the years of dedicated service to the Village by her leadership. In September of 2013, the Village was proud to announce the new Parks, Recreation, and Facilities Director, Tracy Bostrom. Tracy comes to our community with over 20 years of parks, recreation, and facilities experience. Tracy has held several leadership positions throughout her career, most recently directing recreational programming and park management for the Greenfield Parks and Recreation Department, in Greenfield, Indiana.

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 out to accomplish the goals set within our statement and beyond

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

Park & Recreation Fund Revenue
Five (5) Year History

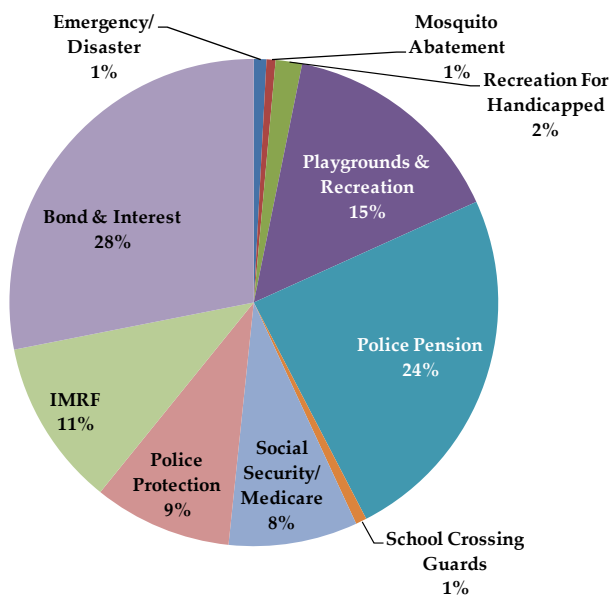


TAXES

Property tax is the Funds largest revenue source and comprises 52.9% of the total budgeted revenue for 2014/15. 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, Police

2013 Property Tax Levy
Percent (%) Allocation



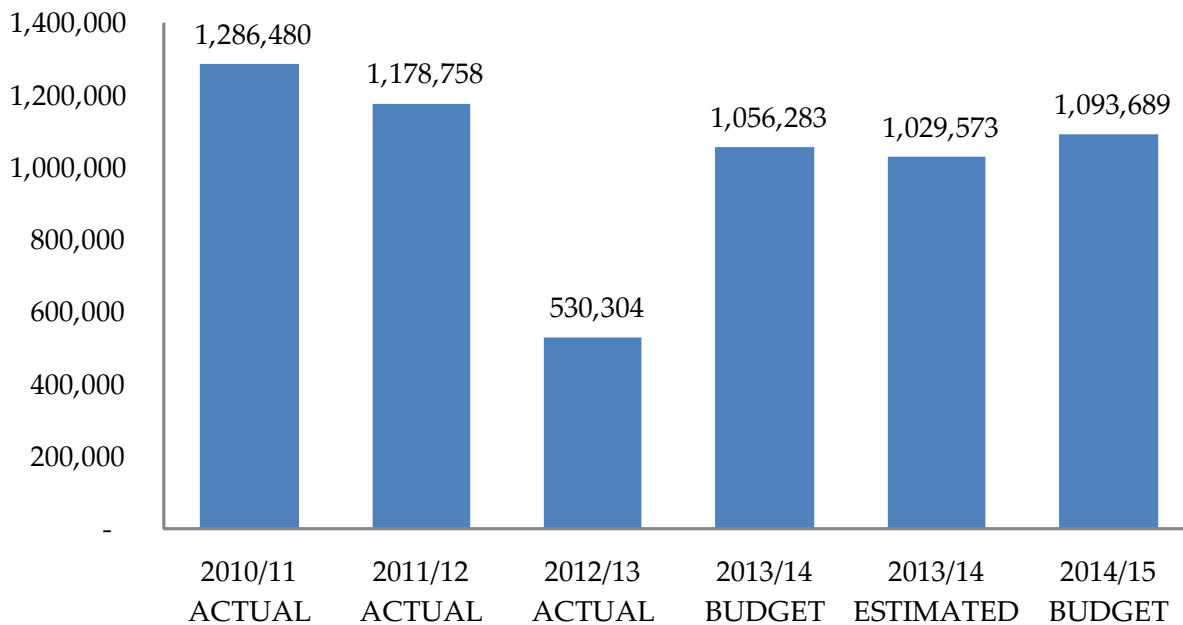
Pension Fund and some of the Debt Service Fund. Property taxes for 2013, which will be paid in 2014, attach as an enforceable lien on January 1, 2014 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by DuPage County on or around May 1 and August 1 every year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2013 property taxes in 2014.

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 has continued to decline, resulting in a gradual increase in the property tax rate. In order to lighten the property tax levy burden on the Glendale Heights residents, the Village has continued to lower its Park's and Recreation Funds property tax levy. The decline of revenue in the property tax levy of \$192,791 over the past 5 years is portrayed in the following graph.

Property Tax Revenue
Five (5) Year History w/Estimated Actual



CHARGES FOR SERVICES

Programming

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

In 2012, the Soccer program hosted over 125 indoor and outdoor teams. The basketball programs were also extremely popular showing a 100% increase, with over 300 children



participating in leagues and training programs. Glendale Heights Spartans also had a great year, with nearly 200 children participating last fall.

The renovation of the new Sports Hub has been guided under supervision of the Parks, Recreation, and Facilities Director. The Sports Hub project goals are to develop a design solution that addresses existing circulation and security issues, incorporate design elements that add an inviting atmosphere, and improved building infrastructure such as roofing, HVAC, plumbing and electrical.

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 increase 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

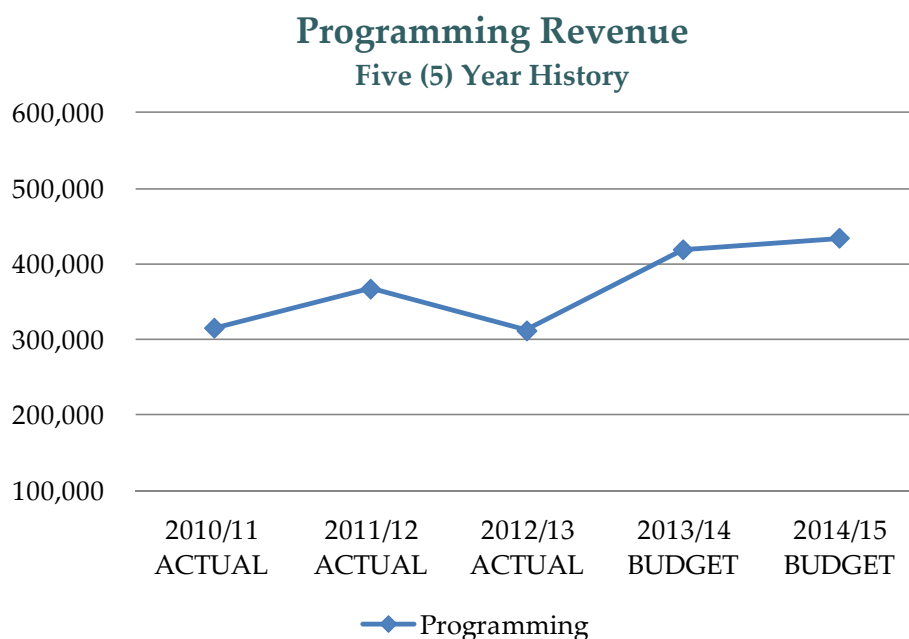
Fitness Center

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

Existing Programming Space

- ❖ Painted walls
- ❖ Replaced flooring

With the re-opening of the newly renovated Sports Hub in September of 2013, revenues are estimated to increase by 3.6% in Fiscal Year 2014/15. The following line graph shows the historical revenue trends in programming over the last 4 years, including this budget's revenue projection.

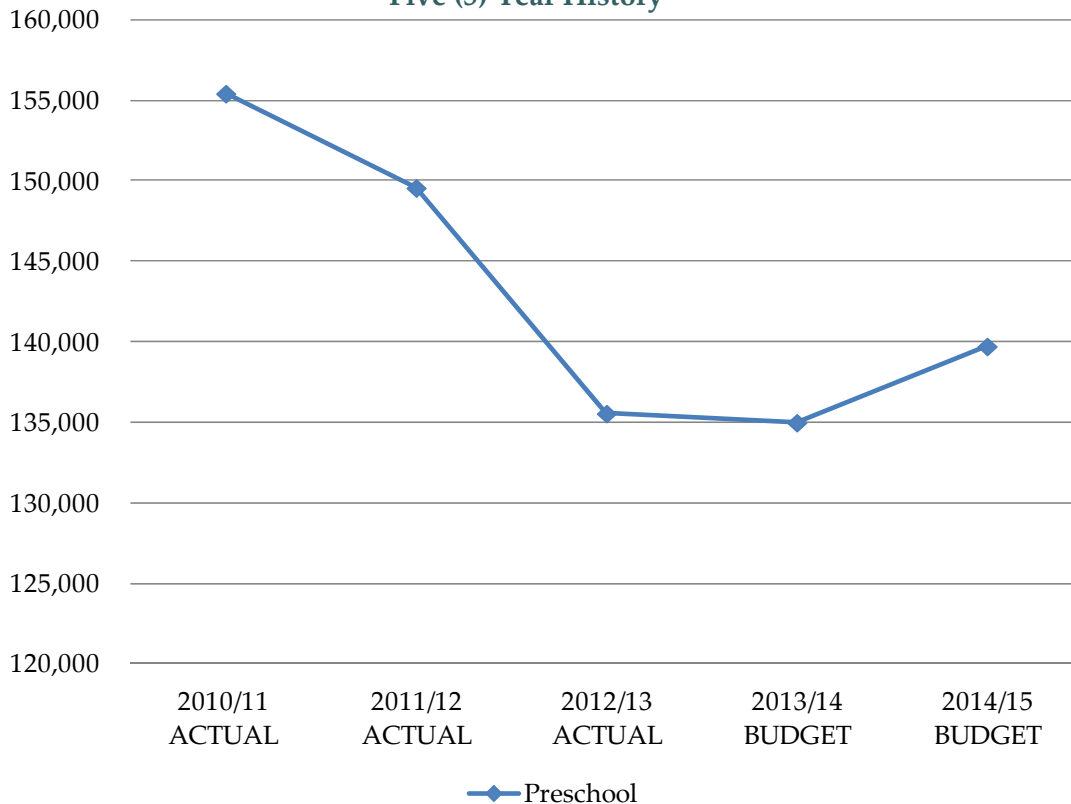


Preschool

The Glendale Heights Preschool Program prepares children for kindergarten by providing a nurturing, caring environment taught by experienced early childhood teachers. The Preschool Program enrollment remained consistent despite its challenges in moving into a temporary location in Village Hall until September of 2013.

The Village is estimating that revenue will increase 3.5% in Fiscal Year 2014/15. The following line graph shows the historical revenue trends in preschool over the last 4 years, including this budget's revenue projection. The program's participation shows a decrease since a free Preschool Program and additional competition opened in the community.

Preschool Revenue Five (5) Year History

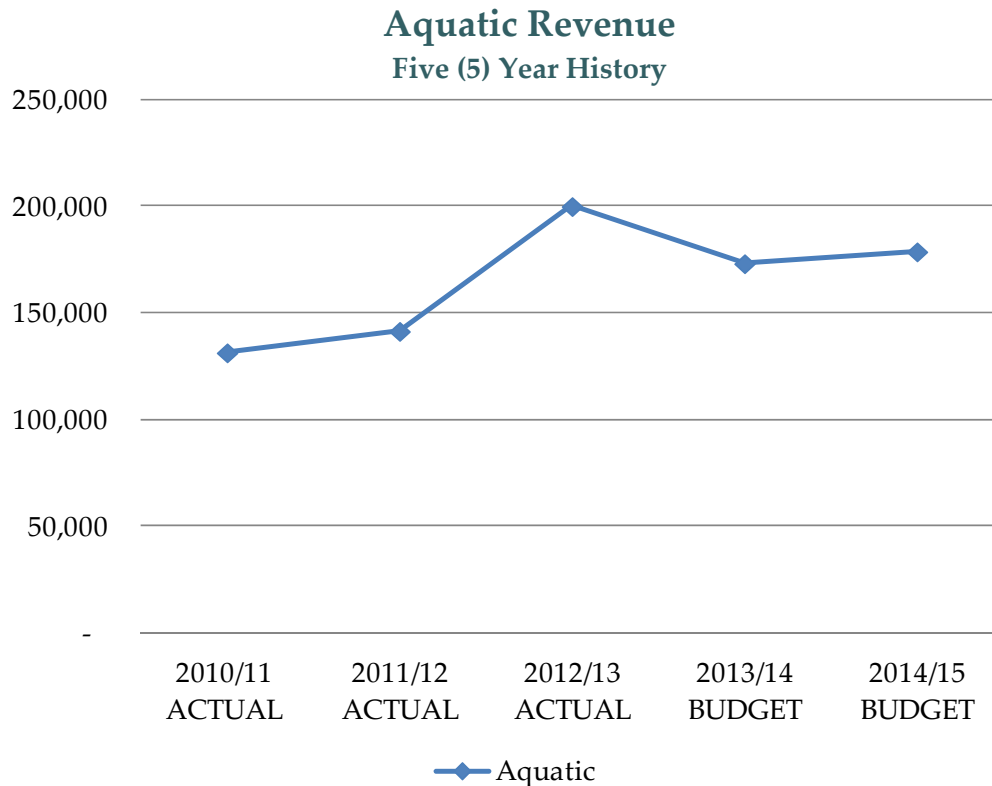


Aquatic

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. 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 Village experienced a 15% increase in attendance at the Glendale Heights Aquatic Center (GH₂O). Over 1,100 people attended the Grand Re-Opening that took place as scheduled. The Aquatic Center has been updated to include a FlowRider (simulated surfing ride), a deep well with diving boards, and a new drop slide.

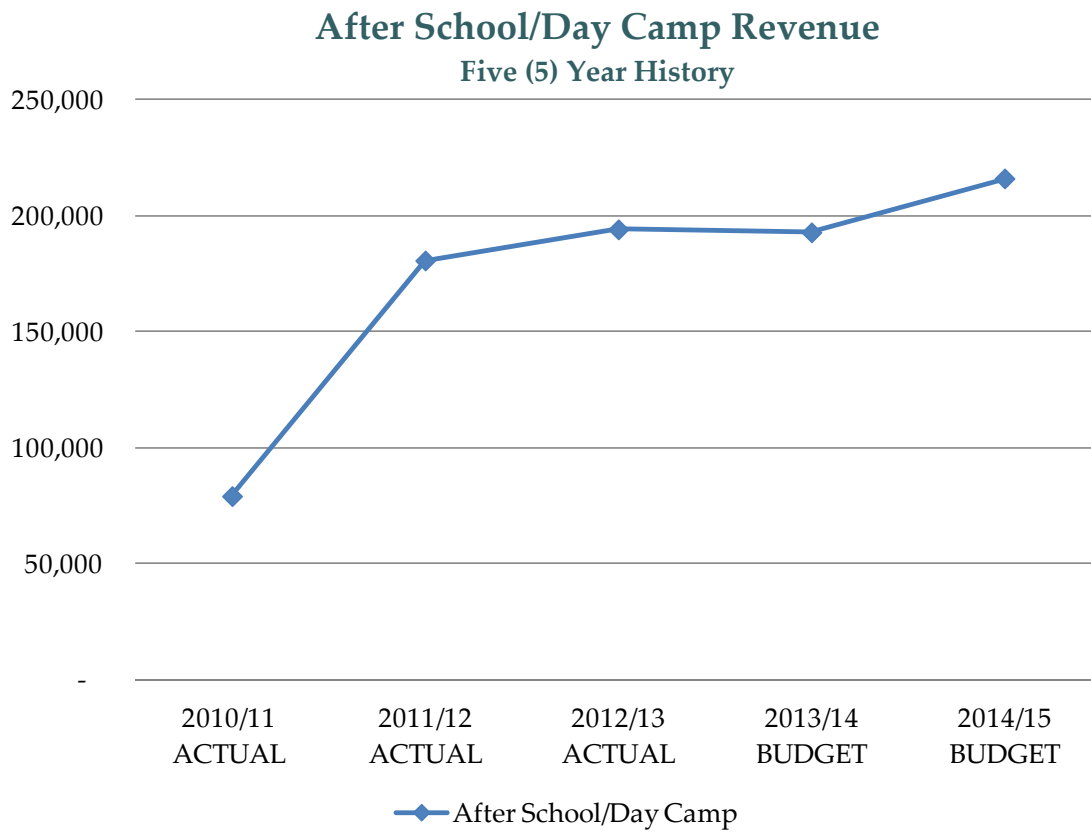
The Village is estimating that revenue will increase 3.2% in Fiscal Year 2014/15. The following line graph shows the historical revenue trends in aquatics over the last 4 years, including this budget's revenue projection.



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 Summer of 2013 put the Village in the record books for increased participation in youth day camp programs. The Village is estimating that revenue will increase 12.1% in Fiscal Year 2014/15. The following line graph shows the historical revenue trends in afterschool/day camp over the last 4 years, including this budget's revenue projection.



MISCELLANEOUS INCOME

The Village anticipates receiving \$5,000 in Sponsorships in Fiscal Year 2014/15.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
TAXES		\$ 530,304	\$ 1,056,283	\$ 1,029,573	\$ 1,093,689
201-1610-411-10-17	Property Taxes	530,304	1,056,283	1,029,573	1,093,689
CHARGES FOR SERVICES		841,892	920,130	938,274	968,910
PROGRAMMING		311,891	419,103	389,159	434,325
201-1612-441-27-12	Adult General Programs	1,291	3,000	4,940	9,375
201-1612-441-27-13	General Fitness Classes	7,010	17,000	11,590	24,000
201-1612-441-27-14	Youth Athletics	5,083	10,000	13,196	13,000
201-1612-441-27-15	Martial Arts	7,863	8,200	8,552	9,000
201-1612-441-27-16	Dance	1,751	14,000	20,490	20,000
201-1612-441-27-17	Gymnastics	10,369	13,528	10,691	13,000
201-1612-441-27-18	Youth General Programs	12,672	3,000	3,414	3,000
201-1612-441-27-19	Tot General Programs	3,469	6,000	4,799	6,000
201-1612-441-27-21	Soccer League Revenue	78,915	100,000	75,300	85,000
201-1612-441-27-22	Men's Basketball Revenue	17,815	18,000	16,304	18,000
201-1612-441-27-24	Adult Softball Revenue	12,870	12,000	11,200	12,000
201-1612-441-27-25	Youth Basketball Leagues	18,423	19,100	14,656	14,500
201-1612-441-27-38	High School Summer League	-	-	-	2,000
201-1612-441-27-39	Teen Program	2,327	1,100	520	1,100
201-1612-441-27-40	Youth Baseball/Softball	35,887	32,000	24,148	32,000
201-1612-441-27-42	Football/Cheerleading	37,211	39,072	37,101	39,000
201-1612-481-27-40	Youth Baseball/Softball	4,990	10,800	9,123	8,000
201-1612-481-27-42	Football/Cheerleading	12,641	11,303	11,678	11,000
201-1612-481-28-40	Youth Baseball/Softball	-	-	1,563	-
201-1612-481-28-42	Football/Cheerleading	(133)	-	1,182	-
201-1612-481-29-40	Youth Baseball/Softball	-	500	1,000	500
201-1612-481-30-40	Youth Baseball/Softball	(420)	500	-	-
201-1612-481-30-42	Football/Cheerleading	(780)	-	-	-
201-1612-481-31-40	Youth Baseball/Softball	4,214	1,500	1,726	4,000
201-1612-481-31-42	Football/Cheerleading	3,829	-	-	-
201-1612-481-32-42	Football/Cheerleading	2,349	-	-	-
201-1612-481-59-10	General Memberships	2,277	30,000	28,540	32,000
201-1612-481-59-11	Activity Fees	4,431	14,000	20,762	21,000
201-1612-481-59-13	Racquetball Court Fee	85	4,000	1,532	1,500
201-1612-481-59-14	Facility Rental Fee	25,380	50,000	52,651	54,150
201-1610-481-59-15	Vending Machine Proceeds	72	500	2,501	1,200
PRESCHOOL		135,868	135,000	141,534	139,740
201-1613-441-27-28	Preschool	135,868	135,000	141,534	139,740
AQUATIC		200,101	173,291	175,545	178,845
201-1614-441-27-29	Swim Lesson	38,524	40,748	41,334	43,000
201-1614-441-27-30	Swim Dive Team	6,292	12,088	12,088	12,745
201-1614-441-27-31	Swim Passes	64,086	66,330	66,029	69,000



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY (cont.)

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
201-1614-441-27-32	Swim Daily Fees	61,141	39,399	39,398	52,000
201-1614-441-27-33	Pool Concessions	20,202	14,726	14,896	2,100
201-1614-481-27-30	Swim Team	1,991	-	(6)	-
201-1614-481-28-30	Swim Team	-	-	1,806	-
201-1614-481-31-30	Swim Team	7,857	-	-	-
201-1614-481-32-30	Swim Team	8	-	-	-
AFTER SCHOOL/DAY CAMP		194,032	192,736	232,036	216,000
201-1615-441-27-34	Day Camp	113,113	102,036	108,935	111,000
201-1615-441-27-35	After School Programs	75,173	83,100	114,977	98,000
201-1615-441-27-36	Safety Town	-	-	1,410	1,400
201-1615-441-27-37	Special Activities	5,746	7,600	6,714	5,600
MISCELLANEOUS INCOME		775	5,650	8,644	5,750
201-1610-461-30-10	Interest Income	494	500	334	500
201-1610-481-60-14	Advertising	-	5,000	3,651	5,000
201-1610-481-89-10	Miscellaneous Income	281	150	4,659	250
TOTAL REVENUE		\$ 1,372,971	\$ 1,982,063	\$ 1,976,491	\$ 2,068,349

RECREATION FUND: ADMINISTRATION

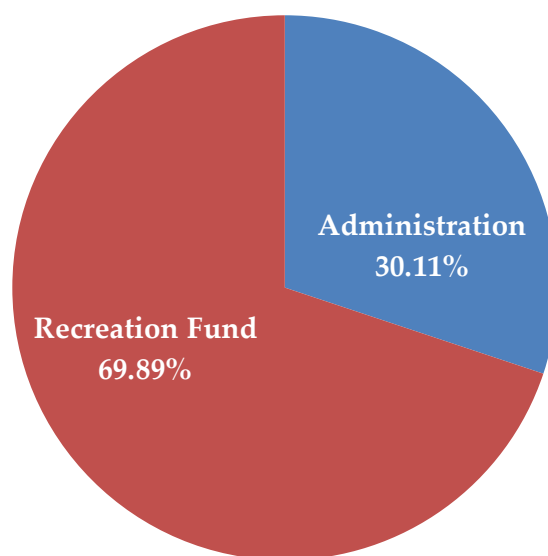
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

BUDGET BY CLASS

	2014/15	%
ADMINISTRATION	BUDGET	CHANGE
Personnel Services	\$ 431,543	-3.7%
Purchased Services	148,274	7.2%
Materials & Supplies	22,100	-26.2%
Other Expenses	11,373	11.6%
Capital Outlay	2,000	-78.5%
TOTAL		
ADMINISTRATION	\$ 615,290	-3.2%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Budgeting a decrease in support staff.
- ❖ Budgeting a 2.5% COLA and step increases.
- ❖ Decrease in unemployment insurance.
- ❖ Increased funds for IPRA Conference and NRPA.
- ❖ Reduced employee training.



Purchased Services

- ❖ Reallocation of printing and binding funds to Advertising line item.
- ❖ Electricity and Natural Gas expenses are expected to increase based on estimated usage.
- ❖ Increase in copy machine contract.
- ❖ Increase in fitness center maintenance due to opening of Sports Hub facility.

Materials & Supplies

- ❖ Increase in postal fees.
- ❖ Reduced employee uniforms.
- ❖ Decreased supplies due to reducing special events.
- ❖ Planned reduction in equipment replacements.

Other Expenses

- ❖ Reduced membership fees.
- ❖ Added subscriptions for the Sports Hub Fitness Center.
- ❖ Bank Fiscal Charges expected to increase based on increase in estimated revenue received from credit and debit cards.

Capital Outlay

- ❖ Anticipated purchase of a fridge/freezer combo for the Nazo's Concession Building.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ADMINISTRATION	DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 403,690	\$ 447,932	\$ 463,710	\$ 431,543
201-1610-711-10-10	Full-Time & Regular Part-Time	369,592	409,343	427,282	394,379
201-1610-711-10-11	Holiday Pay	275	-	-	-
201-1610-711-10-99	Overtime Pay	273	29	453	-
201-1610-711-15-10	FICA - Employer	22,040	25,379	24,278	24,451
201-1610-711-15-11	Unemployment Insurance	455	1,000	87	500
201-1610-711-16-14	Travel, Meeting & Conferences	515	1,560	1,287	1,945
201-1610-711-16-15	Training & Seminars	5,241	4,685	4,645	4,550
201-1610-711-16-16	Medicare - Employer	5,299	5,936	5,678	5,718
PURCHASED SERVICES		113,269	138,352	147,192	148,274
201-1610-711-24-12	Printing & Binding	15,255	17,565	16,484	-
201-1610-711-24-14	Advertising	4,496	8,408	7,604	25,890
201-1610-711-24-32	Software Support & Maintenance	6,174	6,514	6,514	6,710
201-1610-711-24-99	Other Purchased Services	-	-	-	500
201-1610-711-51-10	Telephone	4,983	4,956	4,222	4,000
201-1610-711-51-12	Cellular Phone	2,113	3,381	3,136	3,200
201-1610-711-51-13	Electricity	59,007	70,000	71,893	72,500
201-1610-711-51-14	Natural Gas	14,415	20,000	29,263	24,200
201-1610-711-52-10	Leases-Equipments	3,606	4,800	6,010	7,800
201-1610-711-53-17	Recreation Equipment	3,220	2,650	2,066	3,474
201-1610-711-55-60	Other Office Equipment	-	78	-	-
MATERIALS & SUPPLIES		25,035	29,958	29,197	22,100
201-1610-711-31-17	Postage	5,313	5,600	5,525	5,900
201-1610-711-31-99	Miscellaneous Office Supplies	600	700	698	700
201-1610-711-37-10	Uniforms	9,180	8,900	8,533	8,000
201-1610-711-37-80	Gas & Fuel	298	1,000	913	500
201-1610-711-37-99	Miscellaneous Supplies	6,456	9,233	9,003	4,800
201-1610-711-39-14	Recreation	3,188	4,525	4,525	2,200
OTHER EXPENSES		11,192	10,190	13,790	11,373
201-1610-711-62-10	Membership Dues	2,872	2,890	2,941	2,273
201-1610-711-62-11	Subscriptions	-	-	-	100
201-1610-711-69-78	Bank Fiscal Charges	8,320	7,300	10,849	9,000
CAPITAL OUTLAY		5,530	9,303	9,303	2,000
201-1610-911-81-17	Recreation Equipment	5,530	9,303	9,303	2,000
TOTAL ADMINISTRATION		\$ 558,716	\$ 635,735	\$ 663,192	\$ 615,290

PARKS AND RECREATION FUND: PROGRAMMING

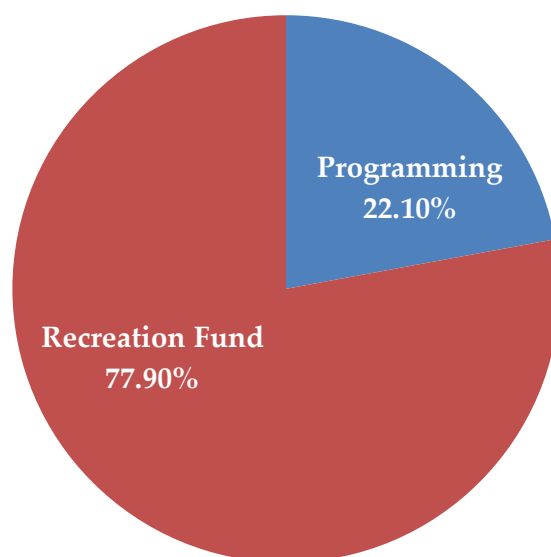
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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 courts, one dance studio, and a computer training lab.

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

BUDGET BY CLASS

PROGRAMMING	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 337,831	0.0%
Materials & Supplies	75,006	-4.9%
Other Expenses	38,620	10.7%
TOTAL PROGRAMMING	\$ 451,457	-0.1%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Budgeted reduction in staff.
- ❖ Increased Instructor Salaries based on additional programs being offered.

Materials & Supplies

- ❖ Overall reduction in expected needs for Materials and Supplies.

Other Expenses

- ❖ Anticipated reduction in official fees needed for planned programming.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

PROGRAMMING		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 280,625	\$ 337,930	\$ 321,252	\$ 337,831
201-1612-713-10-10	Full-Time & Regular Part-Time	212,126	252,110	242,588	242,987
201-1612-713-10-11	Holiday Pay	291	-	-	-
201-1612-713-10-99	Overtime Pay	350	177	179	200
201-1612-713-15-10	FICA - Employer	13,829	15,631	15,301	15,065
201-1612-713-16-16	Medicare - Employer	3,234	3,656	3,578	3,523
201-1612-713-71-12	Instructor Salaries - Adult General Programs	33	-	-	4,700
201-1612-713-71-13	Instructor Salaries - General Fitness Classes	5,647	10,970	10,073	16,000
201-1612-713-71-14	Instructor Salaries - Youth Athletics	1,243	8,000	9,634	10,000
201-1612-713-71-15	Instructor Salaries - Martial Arts	6,031	5,924	5,906	6,400
201-1612-713-71-16	Instructor Salaries - Dance	-	7,350	6,461	7,400
201-1612-713-71-17	Instructor Salaries - Gymnastics	9,219	11,545	8,658	9,600
201-1612-713-71-18	Instructor Salaries - Youth General Programs	4,712	1,381	1,381	1,600
201-1612-713-71-19	Instructor Salaries - Tot General Programs	245	750	557	400
201-1612-713-71-21	Instructor Salaries - Soccer Leagues	1,020	2,600	2,321	1,800
201-1612-713-71-25	Instructor Salaries - Youth Basketball Leagues	3,044	1,200	-	1,000
201-1612-713-71-29	Instructor Salaries - Teen Programs	1,474	300	-	300
201-1612-713-71-40	Instructor Salaries - Youth Baseball/Softball	5,680	3,600	2,803	3,600
201-1612-713-71-42	Instructor Salaries - Football/Cheerleading	11,209	11,736	10,987	12,056
201-1612-713-77-40	Concession Wages - Youth Baseball/Softball	1,238	1,000	825	1,200
MATERIALS & SUPPLIES		75,579	78,857	70,133	75,006
201-1612-713-59-14	Facility Rental Supplies	-	-	-	1,000
201-1612-713-72-12	Adult General Programs	-	1,500	2,997	200
201-1612-713-72-13	General Fitness Classes	-	494	494	500
201-1612-713-72-16	Dance Programs	30	200	5,082	4,290
201-1612-713-72-18	Youth General Programs	220	400	360	400
201-1612-713-72-19	Tot General Programs	62	400	392	400
201-1612-713-72-21	Soccer Leagues	4,888	5,600	5,557	5,800
201-1612-713-72-22	Mens Basketball Leagues	350	800	776	700
201-1612-713-72-24	Softball Leagues	1,240	1,500	1,816	2,000
201-1612-713-72-25	Youth Basketball Leagues	3,826	3,700	3,700	3,500
201-1612-713-72-29	Teen Programs	32	100	-	100
201-1612-713-72-38	High School Summer League	-	-	-	100
201-1612-713-72-40	Youth Baseball/Softball	17,776	23,850	13,234	20,650
201-1612-713-72-42	Football/Cheerleading	34,047	28,498	27,305	23,741
201-1612-713-73-16	Awards - Dance	-	75	-	400
201-1612-713-73-19	Tot General Programs	-	-	-	75
201-1612-713-73-21	Awards - Soccer Leagues	966	1,260	1,260	1,500
201-1612-713-73-22	Awards - Mens Basketball Leagues	5,246	3,800	2,448	3,800
201-1612-713-73-24	Awards - Softball Leagues	2,147	2,700	2,304	2,500
201-1612-713-73-25	Awards - Youth Basketball Leagues	572	750	467	750
201-1612-713-73-29	Awards - Teen Programs	-	100	-	-
201-1612-713-73-38	Awards - High School Summer League	-	-	-	400
201-1612-713-73-40	Awards - Youth Baseball/Softball	2,919	1,120	861	1,000
201-1612-713-73-42	Awards - Football/Cheerleading	1,258	2,010	1,080	1,200

(continued to the next page)



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY (cont.)

PROGRAMMING		2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
OTHER EXPENSES		44,742	34,900	32,204	38,620
201-1612-713-74-14	Official Fees - Youth Athletic Programs	-	-	-	500
201-1612-713-74-21	Official Fees - Soccer Leagues	13,666	11,936	10,870	13,000
201-1612-713-74-22	Official Fees - Mens Basketball Leagues	1,295	1,300	630	900
201-1612-713-74-24	Official Fees - Softball Leagues	2,884	4,500	4,032	4,500
201-1612-713-74-25	Official Fees - Youth Basketball Leagues	3,283	4,000	3,598	3,900
201-1612-713-74-38	Official Fees - High School Summer League	-	-	-	1,200
201-1612-713-74-40	Official Fees - Youth Baseball/Softball	7,043	5,800	4,845	5,500
201-1612-713-74-42	Official Fees - Football/Cheerleading	-	600	-	300
201-1612-713-75-12	Trip Expense - Adult General Programs	-	-	-	800
201-1612-713-75-40	Trip Expense - Youth Baseball/Softball	2,300	1,300	821	950
201-1612-713-75-42	Trip Expense - Football/Cheerleading	4,869	4,653	4,302	4,570
201-1612-713-78-40	Concession Materials & Supplies - Youth				
	Baseball/Softball	4,734	811	648	2,500
201-1612-713-78-42	Concession Materials & Supplies -				
	Football/Cheerleading	2,407	-	2,289	-
201-1612-713-80-42	Apparel - Football/Cheerleading	2,261	-	169	-
TOTAL PROGRAMMING		\$ 400,946	\$ 451,687	\$ 423,589	\$ 451,457

RECREATION FUND: PRESCHOOL

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

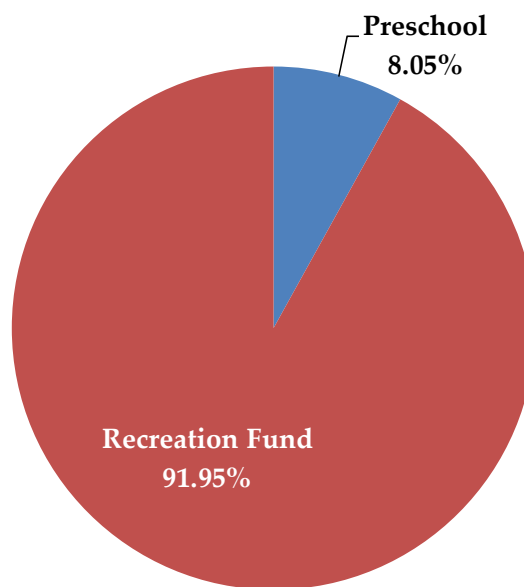
The Glendale Heights Preschool Program prepares children for kindergarten by providing a loving, caring environment taught by experienced early childhood teachers. Children are encouraged to explore, discover and create through fun filled learning experiences. Children participate in a variety of developmentally 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 Village's preschool program is proud to be licensed by the Illinois Department of Children & Family Services (D.C.F.S.) and its curriculum reflects the guidelines of the state of Illinois learning standards. Registration for the 2014-15 School Year begins on May 1st.

The Preschool division is responsible for preparing, teaching and executing of the preschool program every year under the direction of the Director of Parks, Recreation & Facilities.

BUDGET BY CLASS

	2014/15 BUDGET	% CHANGE
PRESCHOOL		
Personnel Services	\$ 155,008	2.9%
Materials & Supplies	5,800	0.0%
Other Expenses	3,620	0.0%
TOTAL PRESCHOOL	\$ 164,428	2.7%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Budgeting a 2.5% COLA and step increases.

Materials & Supplies

- ❖ There are no significant changes to the budget from the prior fiscal year.



ANNUAL BUDGET

Other Expenses

- ❖ There are no significant changes to the budget from the prior fiscal year.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

PRESCHOOL	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 145,953	\$ 150,710	\$ 143,343	\$ 155,008
201-1613-714-10-10	Full-Time & Regular Part-Time	135,685	140,000	133,261	144,000
201-1613-714-15-10	FICA - Employer	8,322	8,680	8,171	8,928
201-1613-714-16-16	Medicare - Employer	1,946	2,030	1,911	2,080
MATERIALS & SUPPLIES		5,742	5,800	4,928	5,800
201-1613-714-72-28	Preschool	5,742	5,800	4,928	5,800
OTHER EXPENSES		1,028	3,620	2,165	3,620
201-1613-714-76-28	Rental Expense - Preschool	1,028	3,620	2,165	3,620
TOTAL PRESCHOOL		152,723	160,130	150,436	164,428

PARKS AND RECREATION FUND: AQUATICS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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



Glendale Heights Swim Team

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

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.

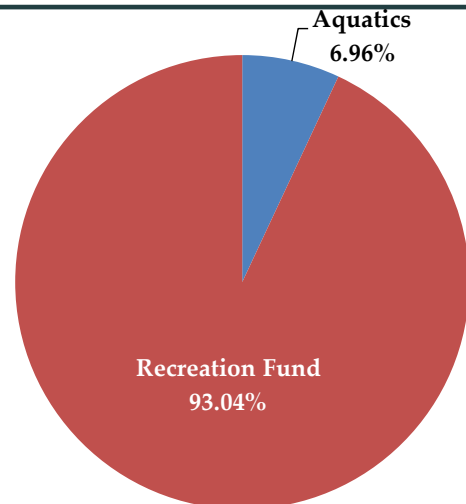
The division is responsible for daily operations and maintenance of the Aquatic Center by providing its patrons; daily access to the Aquatic Center and all of its attractions, life guards, a concession stand, swim and dive lessons, flow rider lessons, GH Dolphins Swim Team, aquatic center birthday parties,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



ANNUAL BUDGET

BUDGET BY CLASS

AQUATICS	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 137,292	0.7%
Materials & Supplies	5,000	59.7%
TOTAL AQUATICS	\$ 142,292	-8.8%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Slight increase in budgeted Instructor Salaries. Budgeted levels based off of prior year actual expenses.

Materials & Supplies

- ❖ Anticipated purchase of replacement equipment.
- ❖ Added first aid supplies to budget.

Other Expenses

- ❖ Funds not needed due to concession stand contract.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

AQUATICS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	138,082	136,291	136,291	137,292
201-1614-715-15-10 FICA - Employer	7,501	7,609	7,609	7,936
201-1614-715-16-16 Medicare - Employer	1,754	1,780	1,780	1,856
201-1614-715-71-29 Instructor Salaries - Swim Lessons	12,198	11,659	11,659	12,000
201-1614-715-71-30 Instructor Salaries - Swim Dive Team	8,433	9,971	9,971	10,000
201-1614-715-71-31 Instructor Salaries - Swim Passes	108,196	105,272	105,272	105,500
MATERIALS & SUPPLIES	5,029	3,130	3,030	5,000
201-1614-715-72-29 Swim Lessons	-	229	229	1,400
201-1614-715-72-30 Swim Dive Team	727	1,816	1,716	2,000
201-1614-715-72-31 Swim Passes	1,146	1,085	1,085	1,600
201-1614-715-73-30 Awards - Swim Dive Team	3,156	-	-	-
OTHER EXPENSES	23,008	16,624	16,624	-
201-1614-715-75-30 Trip Expense - Swim Dive Team	2,754	-	-	-
201-1614-715-77-33 Concession Wages - Pool Concession	7,680	8,712	8,712	-
201-1614-715-78-30 Concession Materials & Supplies - Swim Team	756	-	-	-
201-1614-715-78-33 Concession Materials & Supplies - Pool Concession	10,676	7,912	7,912	-
201-1614-715-80-30 Apparel - Swim Team	1,142	-	-	-
TOTAL AQUATICS	\$ 166,119	\$ 156,045	\$ 155,945	\$ 142,292

RECREATION FUND: AFTER SCHOOL/DAY CAMP

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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



School Days Off

When Queen Bee 16 and Marquardt 15 are out of school, check in with the PATH Days Off Trips. This year we enjoyed trips to Klein Creek Farm, The Chicago History Museum, and Sledding!

Spring Break Camp

The PATH counselors are so excited to spend Spring Break with PATH Spring Break Camp Participants visiting the aquarium, conservatory, National Museum of Mexican Art, Space Center, and the zoo.

Summer Camps

The Village offers several summer camps to residents and local community children from the ages of 4 to 15. The Village kicks off the summer break with a week of Chicago-based trips to places such as the beach or zoo.

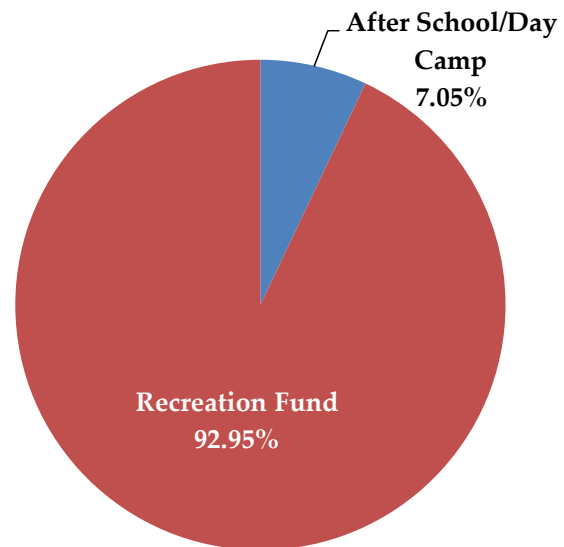
This division is responsible for the planning, preparation, and execution of all scheduled After School Care and Day Camp programs.



ANNUAL BUDGET

BUDGET BY CLASS

AFTER SCHOOL/DAY CAMP	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 113,184	6.4%
Materials & Supplies	9,400	-2.4%
Other Expenses	21,400	12.4%
TOTAL AFTER SCHOOL/DAY CAMP	\$ 143,984	6.6%



FY 2013/14 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Budgeted increased in staff hours due to programming needs.

Materials & Supplies

- ❖ Anticipated net decrease in supplies needed in FY 14/15.

Other Expenses

- ❖ Increase in Trip Expense and Rental Expense due to additional trips and activities added, as well as, anticipated increase in enrollment.
- ❖ Transportation fees are expected to increase.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT #	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 90,550	\$ 106,370	\$ 113,562	\$ 113,184
201-1615-716-15-10	FICA - Employer	5,222	6,262	6,530	6,634
201-1615-716-16-16	Medicare - Employer	1,221	1,465	1,527	1,550
201-1615-716-71-34	Instructor Salaries - Day Camp	44,100	48,643	50,626	48,000
201-1615-716-71-35	Instructor Salaries - After School Program	40,007	50,000	54,879	57,000
MATERIALS & SUPPLIES		9,864	9,632	8,702	9,400
201-1615-716-72-34	Day Camp	797	1,072	1,277	1,100
201-1615-716-72-35	After School Program	4,725	3,960	3,677	4,000
201-1615-716-72-37	Special Activities	4,342	4,600	3,748	4,300
OTHER EXPENSES		16,446	19,042	17,705	21,400
201-1615-716-75-34	Trip Expense - Day Camp	7,074	5,939	5,939	7,500
201-1615-716-75-35	Trip Expense - After School Programs	770	2,700	2,263	2,800
201-1615-716-76-34	Rental Expense Day Camp	5,517	5,903	6,183	6,000
201-1615-716-76-35	Rental Expense After School Programs	3,085	4,500	3,320	5,100
TOTAL AFTER SCHOOL/DAY CAMP		\$ 116,860	\$ 135,044	\$ 139,969	\$ 143,984

RECREATION FUND: FACILITIES

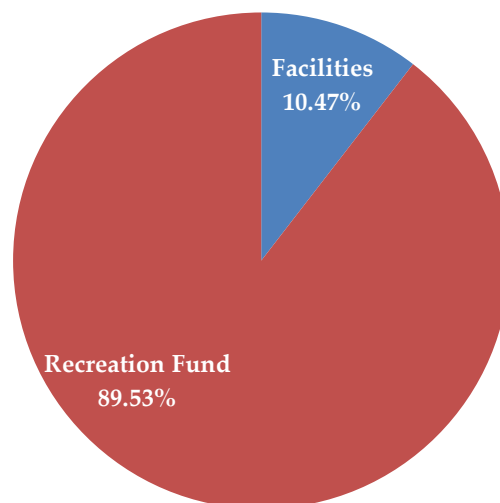
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village is served by the Parks, Recreation, and Facilities Department of the Village, 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.

BUDGET BY CLASS

FACILITIES	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 139,263	-30.6%
Purchased Services	\$ 49,200	100.0%
Materials & Supplies	24,200	-10.0%
Repairs & Maintenance	50,438	-10.5%
TOTAL FACILITIES	\$ 263,101	-7.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Decrease salary expenses by 69% because of the new janitorial contract and janitorial fees being reallocated across various divisions.

Purchased Services

- ❖ Funds added for janitorial contract (overall savings of \$12,167 in personnel services).

Materials & Supplies

- ❖ Janitorial Supplies are budgeted to decrease based off of supplies being provided with the new janitorial contract.



ANNUAL BUDGET

Repairs & Maintenance

- ❖ Janitorial fees are reallocated to other divisions based off of the new janitorial contract.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT #	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 207,785	\$ 200,630	\$ 213,022	\$ 139,263
201-1617-511-10-10	Full-Time & Regular Part-Time	190,100	182,973	194,562	126,394
201-1617-511-10-99	Overtime Pay	2,376	2,548	3,360	3,000
201-1617-511-15-10	FICA - Employer	12,407	11,921	11,926	7,836
201-1617-511-16-15	Training & Seminars	-	400	385	200
201-1617-511-16-16	Medicare - Employer	2,902	2,788	2,789	1,833
PURCHASED SERVICES		-	-	-	49,200
201-1610-511-24-99	Other Purchased Services	-	-	-	49,200
MATERIALS & SUPPLIES		21,857	26,900	22,672	24,200
201-1617-511-33-10	Janitorial Supplies	12,106	15,300	14,315	12,600
201-1617-511-33-12	Electrical Supplies	2,311	2,000	1,432	2,000
201-1617-511-33-13	Hardware Supplies	800	800	545	800
201-1617-511-33-15	Plumbing Supplies	692	1,000	928	1,000
201-1617-511-33-16	Lumber Supplies	90	250	148	250
201-1617-511-33-99	Other Building Maintenance Supplies	5,430	6,350	4,869	6,350
201-1617-511-39-11	Building Maintenance Tools	428	1,200	435	1,200
REPAIRS & MAINTENANCE		45,727	56,383	45,280	50,438
201-1617-511-53-11	Building Maintenance	1,666	16,838	16,613	9,438
201-1617-511-56-11	Sports Hub	44,061	39,545	28,667	41,000
TOTAL FACILITIES		\$ 275,369	\$ 283,913	\$ 280,974	\$ 263,101

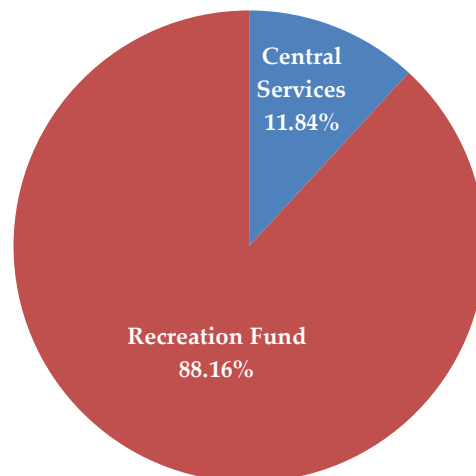
RECREATION FUND: CENTRAL SERVICES

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.

BUDGET BY CLASS

	2014/15 BUDGET	% CHANGE
CENTRAL SERVICES		
Personnel Services	\$ 241,824	-11.5%
TOTAL CENTRAL SERVICES	\$ 241,824	-11.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Due to staffing changes, medical contributions and I.M.R.F. are budgeted to decrease.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

CENTRAL SERVICES	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 295,075	\$ 273,172	\$ 255,540	\$ 241,824
201-1618-711-16-10 IMRF - Employer	97,261	114,373	126,230	107,371
201-1618-711-16-12 Medical -Employer	97,199	156,074	127,507	131,578
201-1618-711-16-18 Sick Day Buy Back	100,495	-	-	-
201-1618-711-16-30 Opt Out Med Insurance	120	2,500	1,578	2,500
201-1618-711-16-32 Health & Wellness Program	-	225	225	375
TOTAL CENTRAL SERVICES	\$ 295,075	\$ 273,172	\$ 255,540	\$ 241,824

PARKS AND RECREATION FUND: INFORMATION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The I.S. Division of the Administrative Services Department consists of three personnel providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and an AS/400 which hosts our financial package and municipal software.

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

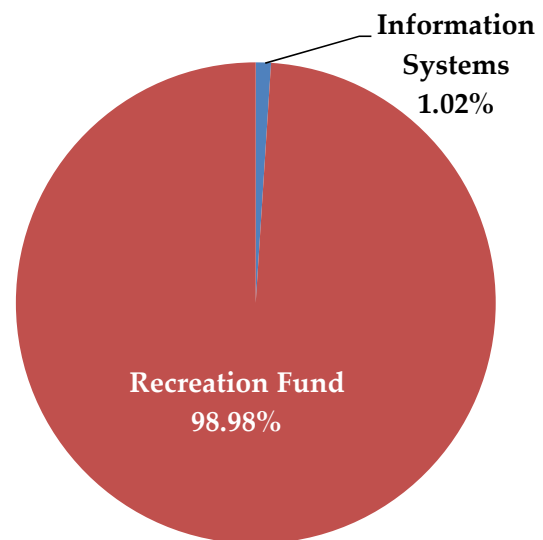
The Recreation Fund shares the cost of the I.S. Division with the General Fund and Environmental Services Fund.

BUDGET BY CLASS

INFORMATION SYSTEMS	2014/15 BUDGET	% CHANGE

Personnel Services	\$ 20,760	-5.3%

TOTAL INFORMATION SYSTEMS	\$ 20,760	-5.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Personnel changes due to a retirement and restructuring of the department.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

INFORMATION SYSTEMS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES	\$ 21,493	\$ 21,930	\$ 21,582	\$ 20,760
201-1811-711-10-10 Full-Time & Regular Part-Time	19,971	20,372	19,943	19,284
201-1811-711-15-10 FICA - Employer	1,234	1,263	1,328	1,196
201-1811-711-16-16 Medicare - Employer	288	295	311	280
TOTAL INFORMATION SYSTEMS	\$ 21,493	\$ 21,930	\$ 21,582	\$ 20,760



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

EMERGENCY SERVICES AND DISASTER AGENCY FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



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

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



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



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

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



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 34,121	\$ 58,092	\$ 57,311	\$ 72,246
TAXES		29,165	58,092	57,198	72,226
202-0000-411-10-18	Emergency/Disaster	29,165	58,092	57,198	72,226
INTERGOVERNMENTAL		4,930	-	-	-
202-0000-481-43-11	State of Illinois	4,930	-	-	-
INVESTMENT INCOME		26	-	14	20
202-0000-461-30-10	Interest Income	26	-	14	20
OTHER INCOME		-	-	99	-
202-0000-481-89-10	Miscellaneous Income	-	-	99	-
EXPENDITURES		55,904	56,926	39,808	52,935
PERSONAL SERVICES		26,838	30,671	18,426	27,180
202-0000-521-10-10	Full-Time & Regular Part-Time	21,639	24,317	14,502	21,640
202-0000-521-15-10	FICA-Employer	1,342	1,580	899	1,342
202-0000-521-16-10	IMRF-Employer	2,857	3,504	1,964	2,984
202-0000-521-16-15	Training & Seminars	686	900	851	900
202-0000-521-16-16	Medicare - Employer	314	370	210	314
PURCHASED SERVICES		15,336	14,430	13,781	14,430
202-0000-521-24-12	Printing & Binding	-	500	-	500
202-0000-521-24-32	Software Support & Maintenance	13,500	13,500	13,500	13,500
202-0000-521-51-11	Pager	1,012	-	-	-
202-0000-521-51-12	Cellular Phone	824	430	281	430
MATERIALS & SUPPLIES		2,888	3,625	1,251	3,125
202-0000-521-37-10	Uniforms	328	750	565	750
202-0000-521-37-80	Gas & Fuel	738	875	633	875
202-0000-521-37-99	Miscellaneous Supplies	1,822	2,000	53	1,500
REPAIRS & MAINTENANCE		1,934	3,200	2,010	2,700
202-0000-521-55-60	Other Office Equipment	1,934	3,200	2,010	2,700
OTHER EXPENSES		8,908	5,000	4,340	5,500
202-0000-521-61-20	ESDA	4,850	5,000	4,340	5,000
202-0000-521-69-98	CERT Program Expenses	4,058	-	-	500
OTHER FINANCING SOURCES (USES)		(17,180)	(15,300)	(15,300)	(3,000)
TRANSFERS FROM (TO)		(17,180)	(15,300)	(15,300)	(3,000)
202-0000-981-93-01	Transfer To - Vehicle Rep.	(16,005)	(14,250)	(14,250)	(3,000)
202-0000-981-93-02	Transfer To - Computer Rep.	(1,175)	(1,050)	(1,050)	-
TOTAL CHANGE IN FUND BALANCE		(38,963)	(14,134)	2,203	16,311
Beginning of year Fund Balance		47,233	8,270	8,270	10,473
End of year Fund Balance		\$ 8,270	\$ (5,864)	\$ 10,473	\$ 26,784

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) based upon tax levy. NEDSRA provides recreational programs for those children and adults not able to participate in conventional recreation programs and activities due to physical reasons.

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

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

NEDSRA PROMISE

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

Northeast DuPage Special Recreation Association (NEDSRA) improves the quality of life for thousands of people with disabilities each year,



by providing them with a variety of recreational and social programs. The programs are offered in partnership with eight park districts and three Village recreation departments.

NEDSRA VISION

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

NEDSRA MISSION

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

NEDSRA CORE VALUES

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



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 93,970	\$ 122,998	\$ 120,480	\$ 68,185
TAXES		93,897	122,998	120,418	68,185
203-0000-411-10-19	Recreation Handicapped - NEDSRA	93,897	122,998	120,418	68,185
INVESTMENT INCOME		73	-	62	-
203-0000-461-30-10	Interest Income	73	-	62	-
EXPENDITURES		168,185	171,650	171,650	168,185
OTHER EXPENSES		168,185	171,650	171,650	168,185
203-0000-711-63-15	Recreation Handicapped - NEDSRA	164,985	168,450	168,450	164,985
203-0000-711-63-99	Other Community Contributions	3,200	3,200	3,200	3,200
TOTAL CHANGES IN FUND BALANCE		(74,215)	(48,652)	(51,170)	(100,000)
Fund Balance at Beginning of Year		196,375	122,160	122,160	70,990
Fund Balance at End of Year		\$ 122,160	\$ 73,508	\$ 70,990	\$ (29,010)

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 a Five Year Improvement Program.



2014/15 BUDGET HIGHLIGHTS



REVENUE:

Intergovernmental

❖ The Fiscal Year 2014/15 MFT Allocation is budgeted based on the State of Illinois per capita formula of \$24.30 times 34,208 Population. This is a 3.4% or \$27,366 increase from the preceding year's budget.

EXPENDITURES:

Materials & Supplies

- ❖ A portion of the Village's roadway salt will be purchased from this year's MFT Fund.
- ❖ Construction of 2014 MFT Road Project



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET
REVENUES		\$ 899,959	\$ 963,283	\$ 1,010,200	\$ 997,644
INTERGOVERNMENTAL		898,684	961,983	1,009,911	996,644
204-0000-431-20-10	Motor Fuel Tax	760,739	824,038	871,966	858,699
204-0000-431-20-11	IJN Capital Bill Program	137,945	137,945	137,945	137,945
204-0000-481-43-11	State of Illinois Grant	-	-	-	-
INVESTMENT INCOME		1,275	1,300	289	1,000
204-0000-461-30-10	Interest Income	1,275	1,300	289	1,000
EXPENDITURES		1,357,182	1,400,000	1,287,646	1,400,000
MATERIALS & SUPPLIES		-	-	-	160,000
204-0000-531-37-11	Chemicals	-	-	-	160,000
CAPTIAL OUTLAY		1,357,182	1,400,000	1,287,646	1,240,000
204-0000-911-87-13	Street Improvement Program	1,357,182	1,400,000	1,287,646	1,240,000
OTHER FINANCING SOURCES (USES)		(529,000)	-	-	-
204-0000-981-92-12	Transfer To - Infrastructure	(529,000)	-	-	-
TOTAL CHANGE IN FUND BALANCE		(986,223)	(436,717)	(277,446)	(402,356)
Fund Balance at Beginning of Year		1,928,735	942,512	942,512	665,066
Fund Balance at End of Year		\$ 942,512	\$ 505,795	\$ 665,066	\$ 262,710

FOUNDER'S 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.

2014/15 BUDGET HIGHLIGHTS

REVENUE

Charges for Services, Donations, & Miscellaneous Income

- ❖ All classes of revenues are budgeted based off of historical activity.

EXPENDITURES

Personnel

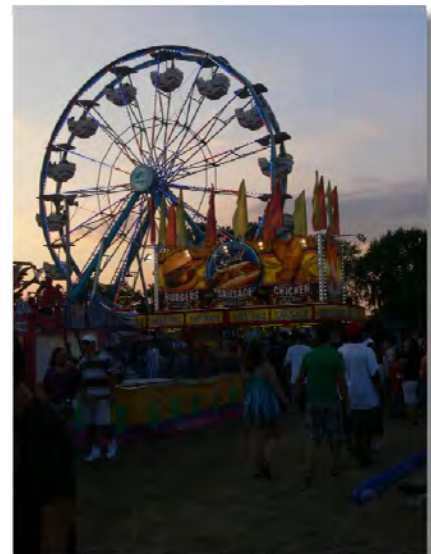
- ❖ There were no significant changes made to the budget requests for this class.

Purchased Services

- ❖ Entertainment – Special Events budget is based off of estimated carnival revenues.

Materials & Supplies

- ❖ There were no significant changes made to the budget requests for this class.





ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 327,946	\$ 369,016	\$ 369,045	\$ 332,340
CHARGES FOR SERVICES		311,906	349,634	349,634	316,302
206-0000-441-28-10	Carnival Proceeds	253,606	290,734	290,734	258,002
206-0000-441-28-12	Booth Rental	58,300	58,900	58,900	58,300
INVESTMENT INCOME		27	-	29	25
206-0000-461-30-10	Interest Income	27	-	29	25
DONATIONS		1,000	1,000	1,000	1,000
206-0000-481-60-12	Donations Other	1,000	1,000	1,000	1,000
MISCELLANEOUS INCOME		15,013	18,382	18,382	15,013
206-0000-481-89-10	Miscellaneous Income	15,013	18,382	18,382	15,013
EXPENDITURES		273,849	302,202	296,916	282,610
PERSONNEL SERVICES		448	418	418	500
206-0000-719-16-14	Travel, Meeting & Conferences	448	418	418	500
PURCHASED SERVICES		269,388	296,320	291,036	277,660
206-0000-719-24-12	Printing & Binding	281	275	275	281
206-0000-719-24-14	Advertising	2,462	1,747	2,021	2,463
206-0000-719-24-19	Entertainment - Special Events	216,271	235,804	235,804	216,271
206-0000-719-24-99	Other Purchased Services	17,669	23,900	18,342	23,700
206-0000-719-52-11	Rentals - Equipment	32,705	34,594	34,594	34,945
MATERIALS & SUPPLIES		4,013	5,464	5,462	4,450
206-0000-719-37-10	Uniforms	-	1,320	1,319	1,000
206-0000-719-37-99	Miscellaneous Supplies	4,013	4,144	4,143	3,450
OTHER FINANCING SOURCES (USES)		(48,000)	(67,800)	(67,800)	(49,730)
TRANSFERS		(48,000)	(67,800)	(67,800)	(49,730)
206-0000-981-91-01	Transfer To - General Fund	(48,000)	(67,800)	(67,800)	(49,730)
NET CHANGES IN FUND BALANCE		6,097	(986)	4,329	-
Fund Balance at Beginning of Year		8,064	14,161	14,161	18,490
Fund Balance at End of Year		\$ 14,161	\$ 13,175	\$ 18,490	\$ 18,490



PARKS AND RECREATION DEVELOPMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

To account for Developers' contributions for future Parks and Recreation Improvements.

2014/15 BUDGET HIGHLIGHTS

REVENUE

Tower Rental

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

Transfers

- ❖ The Village anticipates transferring \$25,000 for the Parks & Fleets building renovations and \$26,000 to supplement the cost of the new gazebo at Camera Park.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 37,921	\$ 43,050	\$ 90,492	\$ 39,307
CHARGES FOR SERVICES		37,854	33,000	39,438	39,307
207-0000-441-25-12	Tower Rental	37,854	33,000	39,438	39,307
INVESTMENT INCOME		67	50	54	-
207-0000-461-30-10	Interest Income	67	50	54	-
DONATIONS		-	10,000	51,000	-
207-0000-481-60-10	Parks & Recreation Improvements	-	10,000	51,000	-
OTHER FINANCING SOURCES (USES)		(71,697)	(68,000)	(68,000)	(51,000)
TRANSFERS		(71,697)	(68,000)	(68,000)	(51,000)
207-0000-981-93-03	Transfer To - Capital Projects Fund	(31,180)	(68,000)	(68,000)	(51,000)
207-0000-981-93-06	Transfer To - Rec. Equipment	(40,517)	-	-	-
NET CHANGES IN FUND BALANCE		(33,776)	(24,950)	22,492	(11,693)
Fund Balance Beginning of Year		100,492	66,716	66,716	89,208
Fund Balance End of Year		\$ 66,716	\$ 41,766	\$ 89,208	\$ 77,515

HISTORICAL BUILDING FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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



The Historical Committee was formed to oversee the restoration of the Glendale Heights Historic House to preserve an important piece of history. The plans for the house include restoring and furnishing the home to the early 1900's to become a place that reflects the "way things were" 100 years ago.

The Glendale Heights Historic House was donated to the Village in memory of Harold A. Reskin, the founding father and the first developer of the Village. Space in the Historic House is devoted to exhibit artifacts and pictures of the rich history of the Village, its growth and development. The Village hopes to create a place that educates and entertains residents about the Village's "proud and progressive" past and future.

The Village hosts periodic fundraisers furthering the restoration of the Historic House.

2014/15 BUDGET HIGHLIGHTS

OTHER FINANCING SOURCES (USES)

Materials & Supplies

- ❖ Supplies purchased in FY 13/14 were not needed for FY/15.

Repairs & Maintenance

- ❖ Through the use of Village smart phones, the historic house was able to cancel its Internet annual subscription. An annual savings of \$1,500.



ANNUAL BUDGET

Capital Outlay

- ❖ The Historical House parking lot is being seal coated and the fund is paying 50% towards new outdoor parking lot lighting.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/12 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET
REVENUES		\$ 1,945	\$ 2,475	\$ 984	\$ 450
INVESTMENT INCOME		11	100	9	100
209-0000-461-30-10	Interest Income	11	100	9	100
DONATIONS		1,934	2,325	975	300
209-0000-481-60-12	Donations Other	1,934	2,325	975	300
MISCELLANEOUS INCOME		-	50	-	50
209-0000-481-89-10	Miscellaneous Income	-	50	-	50
EXPENDITURES		4,516	11,551	5,559	15,251
PURCHASED SERVICES		-	5,100	-	5,100
209-0000-512-24-12	Printing & Binding	-	5,100	-	5,100
MATERIALS & SUPPLIES		418	1,050	479	575
209-0000-512-37-99	Miscellaneous Supplies	418	1,050	479	575
REPAIRS & MAINTENANCE		3,069	4,076	4,058	2,576
209-0000-512-56-30	Historical Building	3,069	4,076	4,058	2,576
OTHER EXPENSES		1,029	1,325	1,022	1,250
209-0000-512-69-20	Civic Activities	1,029	1,325	1,022	1,250
CAPITAL OUTLAY		-	-	-	5,750
209-0000-911-84-99	Other Furniture & Fixture	-	-	-	5,750
OTHER FINANCING SOURCES (USES)		-	6,968	7,791	-
TRANSFERS		-	6,968	7,791	-
209-0000-491-93-53	Transfer from - GOB 2010	-	6,968	7,791	-
TOTAL CHANGE IN FUND BALANCE		(2,571)	(2,108)	3,216	(14,801)
Fund Balance at Beginning of Year		19,774	17,203	17,203	20,419
Fund Balance at End of Year		\$ 17,203	\$ 15,095	\$ 20,419	\$ 5,618



ARTICLE 36 SEIZURE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

Funds obtained through vehicle or property seizures utilizing Article 36 are utilized to support law enforcement activities in Glendale Heights. These funds are used to supplement not supplant funding from the General Fund. This fiscal year, these funds will be utilized to purchase a digital system for in-car video recordings. There is a healthy balance in this fund which will support this expenditure.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 25,001	\$ 27,300	\$ 24,588	\$ 27,300
FINES & FORFEITURES		-	200	-	200
210-0000-451-29-99	Towing Reimbursements	-	200	-	200
INVESTMENT INCOME		74	100	67	100
210-0000-461-30-10	Interest Income	74	100	67	100
CHARGES FOR SERVICES		24,927	27,000	24,521	27,000
210-0000-481-50-40	Administrative Fee	2,100	2,000	3,035	2,000
210-0000-481-50-41	Sales of Vehicle	22,827	25,000	21,486	25,000
EXPENDITURES		15,368	61,190	53,057	35,705
OTHER EXPENSES		15,368	61,190	53,057	35,705
210-0000-511-50-40	Vehicle Title & Registration	1,330	2,500	1,913	2,500
210-0000-511-50-42	Towing Expense	2,075	2,500	1,280	2,500
210-0000-511-50-43	Gas & Oil	-	100	-	100
210-0000-511-50-49	Miscellaneous Expense	11,963	56,090	49,864	30,605
TOTAL CHANGE IN FUND BALANCES		9,633	(33,890)	(28,469)	(8,405)
Fund Balance at Beginning of Year		114,097	123,730	123,730	95,261
Fund Balance at End of Year		\$ 123,730	\$ 89,840	\$ 95,261	\$ 86,856

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.



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 369,812	\$ 778,913	\$ 759,383	\$ 877,975
TAXES		369,541	778,913	759,235	877,825
211-0000-411-10-11	I.M.R.F.	369,541	778,913	759,235	877,825
INVESTMENT INCOME		271	-	148	150
211-0000-461-30-10	Interest Income	271	-	148	150
EXPENDITURES		918,309	910,538	929,867	942,853
OTHER EXPENSES		918,309	910,538	929,867	942,853
211-0000-513-16-10	I.M.R.F. - Employer Contribution	918,309	910,538	929,867	942,853
TOTAL CHANGE IN FUND BALANCE		(548,497)	(131,625)	(170,484)	(64,878)
Fund Balance at Beginning of Year		510,474	(38,023)	(38,023)	(208,507)
Fund Balance at End of Year		\$ (38,023)	\$ (169,648)	\$ (208,507)	\$ (273,385)

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, as well as 50%, or \$0.50 cents per dollar 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 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 our 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 officially account for the Infrastructure Fund balance of the prior years' revenues and infrastructure expenditures.

FY 2014/15 BUDGET HIGHLIGHTS

Miscellaneous Income

- ❖ The Village anticipates receiving \$200,000 from the Community Development Block Grant program (CDBG).

Purchased Services

- ❖ Engineering of 2014 MFT Road Project.
- ❖ Feasibility study for Hesterman Ditch Retaining Wall Project.
- ❖ Engineering for 2014 CDBG Project.

Materials & Supplies

- ❖ A portion of the Village's salt and calcium chloride purchase. Splitting costs with the Motor Fuel Tax Fund.

Capital Outlay

- ❖ Purchase of materials for in house road projects (Glengarry, Scott, Altgeld, and parking lots).
- ❖ Village contribution for 2014 CDBG contract.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 1,714,608	\$ 1,832,750	\$ 1,850,281	\$ 2,079,760
TAXES		1,712,171	1,832,000	1,847,184	1,877,760
212-0000-411-10-50	Road & Bridges	106,524	212,000	196,974	205,000
212-0000-411-16-11	Home Rule Tax - Road Program	1,605,647	1,620,000	1,650,210	1,672,760
INVESTMENT INCOME		654	750	265	500
212-0000-461-30-10	Interest Income	654	750	265	500
MISCELLANEOUS INCOME		1,783	-	2,832	201,500
212-0000-481-89-10	Miscellaneous Income	1,783	-	2,832	201,500
EXPENDITURES		953,020	1,121,327	762,309	949,400
PROFESSIONAL SERVICES		225,712	400,321	258,193	295,000
212-0000-531-21-11	Legal	16,794	30,000	43,445	35,000
212-0000-531-21-14	Engineering	208,918	370,321	214,748	260,000
MATERIALS & SUPPLIES		130,618	183,300	182,682	54,400
212-0000-531-37-11	Chemicals	130,618	183,300	182,682	54,400
CAPITAL OUTLAY		596,690	537,706	321,434	600,000
212-0000-911-87-12	Infrastructure Improvement	390,695	347,706	267,008	10,000
212-0000-911-87-13	Street Improvement Program	205,995	190,000	54,426	590,000
OTHER FINANCING SOURCES (USES)		(737,260)	(1,311,786)	(1,311,699)	(1,310,670)
TRANSFERS		(737,260)	(1,311,786)	(1,311,699)	(1,310,670)
212-0000-491-92-12	Transfer From - Infrastructure	-	81,584	81,671	-
212-0000-981-92-04	Transfer To - Motor Fuel Tax	529,000	-	-	-
212-0000-981-92-52	Transfer To - SSA #2	(73,039)	(79,315)	(79,315)	(85,806)
212-0000-981-92-53	Transfer To - SSA #3	(41,995)	(48,564)	(48,564)	(52,465)
212-0000-981-92-54	Transfer To - GOB 2010	-	(100,000)	(100,000)	-
212-0000-981-94-01	Transfer To - Debt Service	(1,151,226)	(1,165,491)	(1,165,491)	(1,172,399)
TOTAL CHANGE IN FUND BALANCE		24,328	(600,363)	(223,727)	(180,310)
Fund Balance at Beginning of Year		442,358	466,686	466,686	242,959
Fund Balance at End of Year		\$ 466,686	\$ (133,677)	\$ 242,959	\$ 62,649

TAX INCREMENT FINANCING (T.I.F.) #1 FUND North Avenue

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

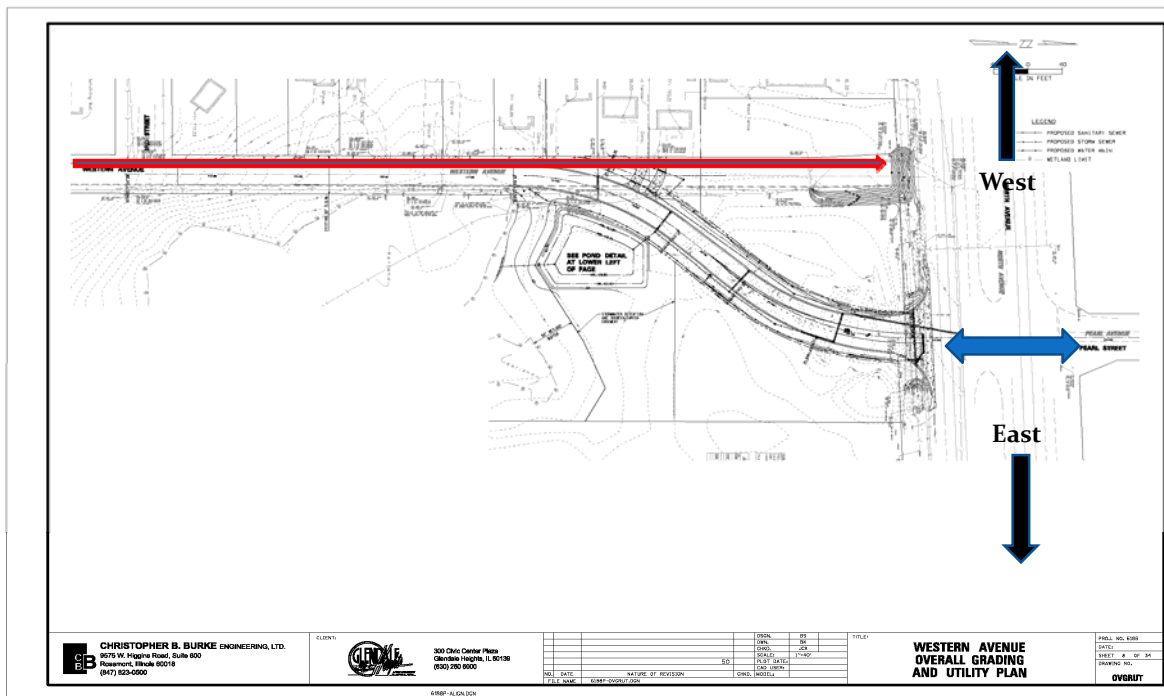
T.I.F. #1 was created in April of 1997 to account for the project costs and resources related to the Glen Ellyn Road and North Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

TIF #1 includes all four corners of Glen Ellyn Road and North Avenue, but is mostly west of Glen Ellyn Road. It encompasses the shopping center south of North Avenue that has been redeveloped with a Menards store, and area to the west that has been developed with a Dodge dealership. The shopping center north of North Avenue has had facade upgrades and includes Brunswick Zone.



In FY 2012/13, the Village used TIF funds to purchase land that was located on the south side of North Avenue and west of Main Street. The purchase of this land enabled the Village to work with the new Dodge Dealership to clear trees that were blocking visibility of the new business. With this land acquisition, the Village will also be able to realign Western Avenue, and create green space and a park for nearby residents.

In FY 2014/15, the Village will be continuing its efforts to fix the flooding issue at North Avenue & Glen Ellyn Road, in addition to, starting the construction process to realign Western Avenue.





ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 285,226	\$ 1,621,800	\$ 797,787	\$ 752,000
TAXES		283,371	869,000	796,238	750,000
241-0000-411-10-51	Tax Increment Financing	283,371	719,000	718,956	670,000
241-0000-411-11-10	Municipal Sales Tax	-	150,000	77,282	80,000
INVESTMENT INCOME		1,855	2,800	1,549	2,000
241-0000-461-30-10	Interest Income	1,855	2,800	1,549	2,000
MISCELLANEOUS INCOME		-	750,000	-	-
241-0000-481-43-11	State of Illinois	-	750,000	-	-
EXPENDITURES		654,812	3,264,010	496,777	1,975,500
PROFESSIONAL SERVICES		56,158	682,010	113,242	372,500
241-0000-531-21-10	Auditing	2,268	2,500	2,700	2,500
241-0000-531-21-11	Legal	33,620	60,000	18,031	60,000
241-0000-531-21-14	Engineering	20,270	619,510	92,511	310,000
OTHER EXPENSES		300,000	150,000	345,059	303,000
241-0000-531-63-98	RDA-Dupage Dodge	300,000	150,000	297,940	303,000
241-0000-531-69-99	Miscellaneous Expense	-	-	47,119	-
CAPITAL OUTLAY		298,654	2,432,000	38,476	1,300,000
241-0000-911-86-10	Land Acquisition	298,654	-	-	-
241-0000-911-87-13	Street Improvement Program	-	2,432,000	38,476	1,300,000
OTHER FINANCING SOURCES (USES)		(70,000)	(390,000)	(390,000)	(600,000)
TRANSFERS		(70,000)	(390,000)	(390,000)	(600,000)
241-0000-491-92-42	Transfer From - T.I.F. #2	-	-	-	-
241-0000-981-91-01	Transfer To - General Fund	(20,000)	(30,000)	(30,000)	(50,000)
241-0000-981-92-44	Transfer To - T.I.F. #4	(50,000)	(360,000)	(360,000)	(550,000)
TOTAL TIF#1 FUND		(439,586)	(2,032,210)	(88,990)	(1,823,500)
Fund Balance at Beginning of Year		3,165,892	2,726,306	2,726,306	2,637,316
Fund Balance at End of Year		\$ 2,726,306	\$ 694,096	\$ 2,637,316	\$ 813,816

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

Second Place

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

T.I.F. #2 was created in October of 2002 to account for the project costs and resources related to the road rights of way and one single family house Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

In FY 2011, the Village used T.I.F. funds to complete construction along Second Place Road. In FY 2015, there is very little activity associated with this T.I.F. District.



2nd PLACE ROADWAY EXTENSION – Completed in 2011





ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 600	\$ 1,250	\$ 876	\$ 925
TAXES		583	1,200	862	900
242-0000-411-10-51	Tax Increment Financing	583	1,200	862	900
INVESTMENT INCOME		17	50	14	25
242-0000-461-30-10	Interest Income	17	50	14	25
EXPENDITURES		2,259	1,000	919	1,000
PROFESSIONAL SERVICES		2,259	1,000	919	1,000
242-0000-531-21-11	Legal	2,259	1,000	919	1,000
NET CHANGES IN FUND BALANCE		(1,659)	250	(43)	(75)
Fund Balance at Beginning of Year		28,031	26,372	26,372	26,329
Fund Balance at End of Year		\$ 26,372	\$ 26,622	\$ 26,329	\$ 26,254

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 Kabuki, as well as vacant property east of Bloomingdale Road which is now being developed with senior apartments.



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 December of 2012, the Village Board approved the plans for the new 81-unit senior housing building that will be located at 1123 Bloomingdale Road. The new senior housing will provide an additional housing opportunity for our senior citizen residents.



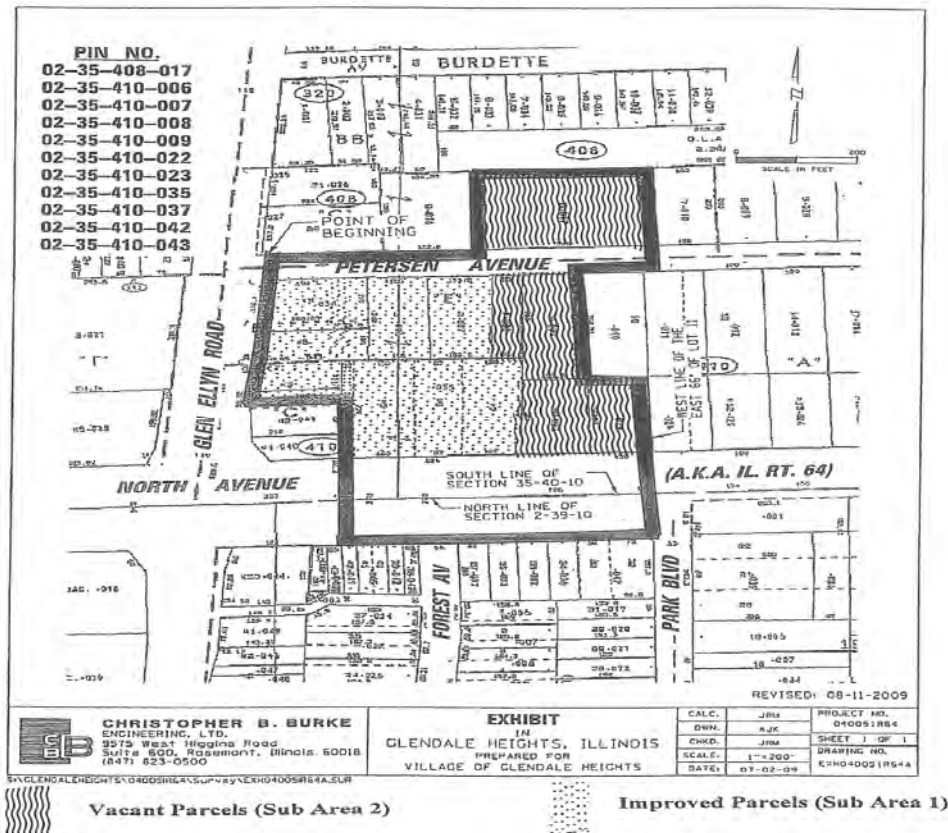
ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 427,718	\$ 608,050	\$ 642,943	\$ 608,200
TAXES		427,535	607,850	642,774	608,000
243-0000-411-10-51	Tax Increment Financing	98,399	257,850	257,824	258,000
243-0000-411-11-10	Municipal Sales Tax	329,136	350,000	384,950	350,000
INVESTMENT INCOME		183	200	169	200
243-0000-461-30-10	Interest Income	183	200	169	200
EXPENDITURES		579,483	579,832	614,062	566,000
PROFESSIONAL SERVICES		53,475	29,832	13,449	16,000
243-0000-531-21-10	Auditing	2,268	2,500	2,700	1,000
243-0000-531-21-11	Legal	51,207	27,332	10,749	15,000
OTHER EXPENSES		526,008	550,000	600,613	550,000
243-0000-531-69-77	Interest Expense	526,008	550,000	600,613	550,000
TOTAL CHANGES IN FUND BALANCE		(151,765)	28,218	28,881	42,200
Fund Balance at Beginning of Year		222,330	70,565	70,565	99,446
Fund Balance at End of Year		\$ 70,565	\$ 98,783	\$ 99,446	\$ 141,646

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 including a vacant restaurant, vacant lots and small commercial parcels.

In FY 2015, the T.I.F. fund will begin Peterson Avenue Road improvements.

Proposed Peterson Ave / Glen Ellyn Road TIF



Future Land Use Exhibit



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 672	\$ 3,550	\$ 3,573	\$ 3,600
TAXES		608	3,500	3,490	3,500
244-0000-411-10-51	Tax Increment Financing	608	3,500	3,490	3,500
INVESTMENT INCOME		64	50	83	100
244-0000-461-30-10	Interest Income	64	50	83	100
EXPENDITURES		1,516	461,000	25,486	660,000
PROFESSIONAL SERVICES		1,516	21,000	25,486	140,000
244-0000-531-21-11	Legal	1,516	21,000	25,486	25,000
244-0000-531-21-14	Engineering	-	-	-	115,000
OTHER EXPENSES		-	440,000	-	220,000
244-0000-513-63-97	RDA Buchanan Energy	-	-	-	120,000
244-0000-513-69-99	Miscellaneous Expense	-	440,000	-	100,000
CAPITAL OUTLAY		-	-	-	300,000
244-0000-911-87-13	Street Improvement Program	-	-	-	300,000
OTHER FINANCING SOURCES (USES)		50,000	360,000	360,000	550,000
TRANSFERS		50,000	360,000	360,000	550,000
244-0000-481-92-41	Transfer From - T.I.F. #1	50,000	360,000	360,000	550,000
TOTAL TIF#4 FUND		49,156	(97,450)	338,087	(106,400)
Fund Balance at Beginning of Year		105,112	154,268	154,268	492,355
Fund Balance at End of Year		\$ 154,268	\$ 56,818	\$ 492,355	\$ 385,955



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

President Street/North Avenue Fund

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors.

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

The TIF District is a compact area, located southeast of the intersection of President Street and North Avenue. Approximately eight parcels are included in the TIF District. The current land uses include a mix of residential and commercial uses. This TIF District provides the Village with the possibility of bringing new development to an area that has become underutilized.

PROPOSED BUDGET CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
EXPENDITURES		\$ 44	\$ 53,115	\$ 56,804	\$ 15,000
PROFESSIONAL SERVICES		44	48,000	56,309	15,000
245-0000-531-21-11	Legal	44	46,000	54,582	15,000
245-0000-531-21-14	Engineering	-	2,000	1,727	-
OTHER EXPENSES		-	5,115	495	-
245-0000-531-69-99	Miscellaneous Expense	-	5,115	495	-
NET CHANGE IN FUND BALANCE		(44)	(53,115)	(56,804)	(15,000)
Fund Balance at Beginning of Year		(275,670)	(275,714)	(275,714)	(332,518)
Fund Balance at End of Year		\$ (275,714)	\$ (328,829)	\$ (332,518)	\$ (347,518)

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

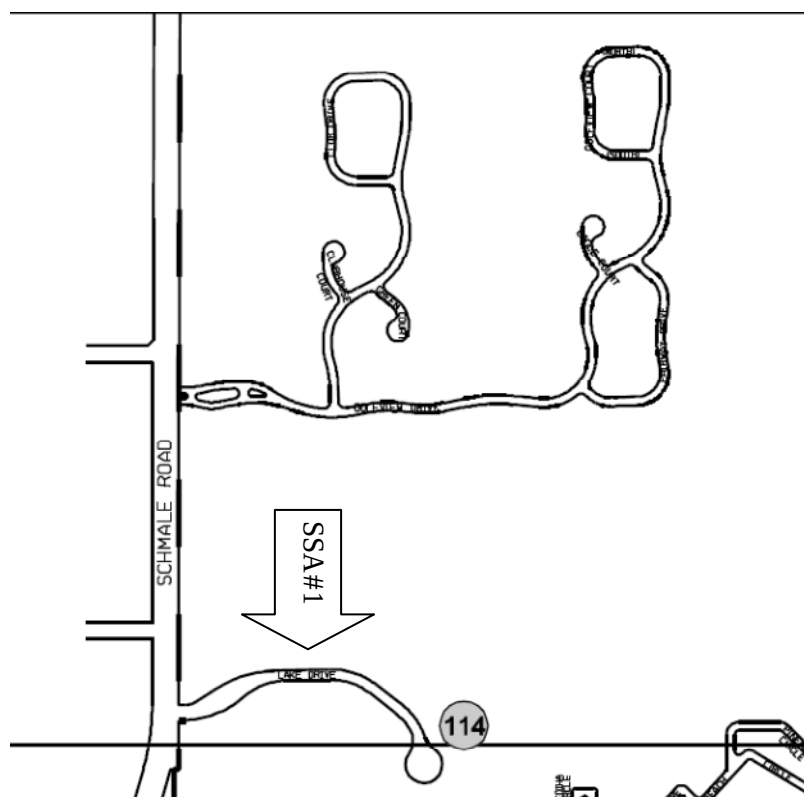
Glendale Lakes Business Park

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

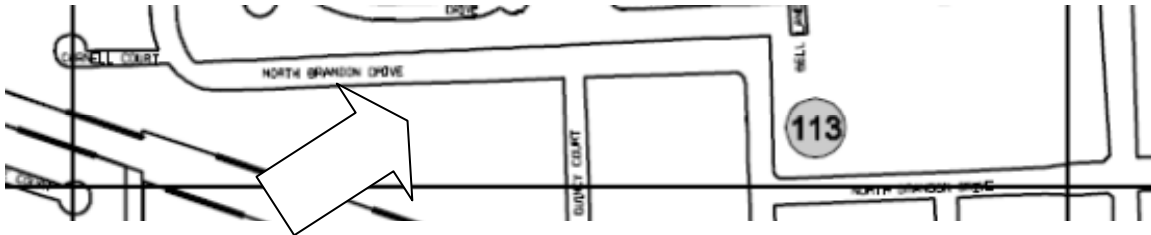
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 8,111	\$ 14,233	\$ 14,254	\$ 13,833
TAXES		8,085	14,233	14,233	13,833
251-0000-411-10-61	Special Service Area #1	8,085	14,233	14,233	13,833
INVESTMENT INCOME		26	-	21	-
251-0000-461-30-10	Interest Income	26	-	21	-
OTHER FINANCING SOURCES (USES)		(13,993)	(14,163)	(14,163)	(14,811)
TRANSFERS		(13,993)	(14,163)	(14,163)	(14,811)
251-0000-981-91-01	Transfer To - General Fund	(13,993)	(14,163)	(14,163)	(14,811)
TOTAL CHANGES IN FUND BALANCE		(5,882)	70	91	(978)
Fund Balance at Beginning of Year		41,235	35,353	35,353	35,444
Fund Balance at End of Year		\$ 35,353	\$ 35,423	\$ 35,444	\$ 34,466

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

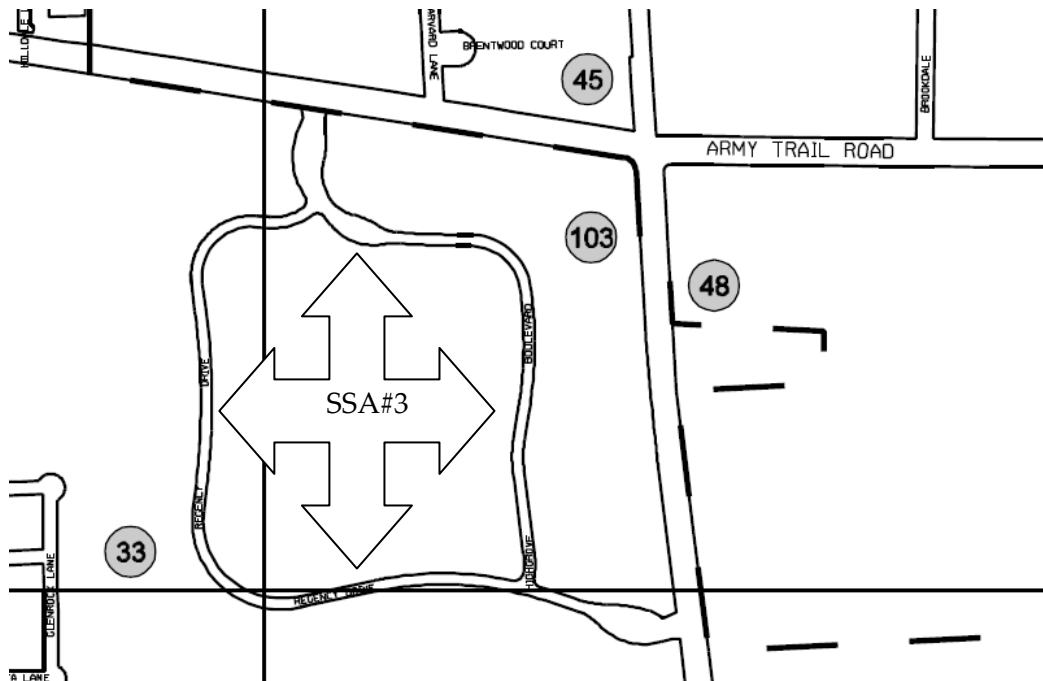
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATE	2014/15 BUDGET
REVENUES		\$ 22,766	\$ 41,276	\$ 41,277	\$ 39,878
TAXES		22,766	41,276	41,277	39,878
252-0000-411-10-62	Special Service Area #2	22,766	41,276	41,277	39,878
OTHER FINANCING SOURCES (USES)		(45,700)	(40,866)	(40,866)	(39,878)
TRANSFERS		(45,700)	(40,866)	(40,866)	(39,878)
252-0000-491-92-12	Transfer From Infrastructure	73,039	79,315	79,315	85,806
252-0000-981-91-01	Transfer To - General Fund	(118,739)	(120,181)	(120,181)	(125,684)
TOTAL SSA#2 FUND		(22,934)	410	411	-
Fund Balance at Beginning of Year		(89,647)	(112,581)	(112,581)	(112,170)
Fund Balance at End of Year		\$ (112,581)	\$ (112,171)	\$ (112,170)	\$ (112,170)

SPECIAL SERVICE AREA #3 (S.S.A.) FUND

High Grove East Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 3 is located in the High Grove East Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 3.

The Special Service Area No. 3 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 3 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 3 tax does not exceed 0.2185% (or \$0.2185 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 3 (High Grove 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

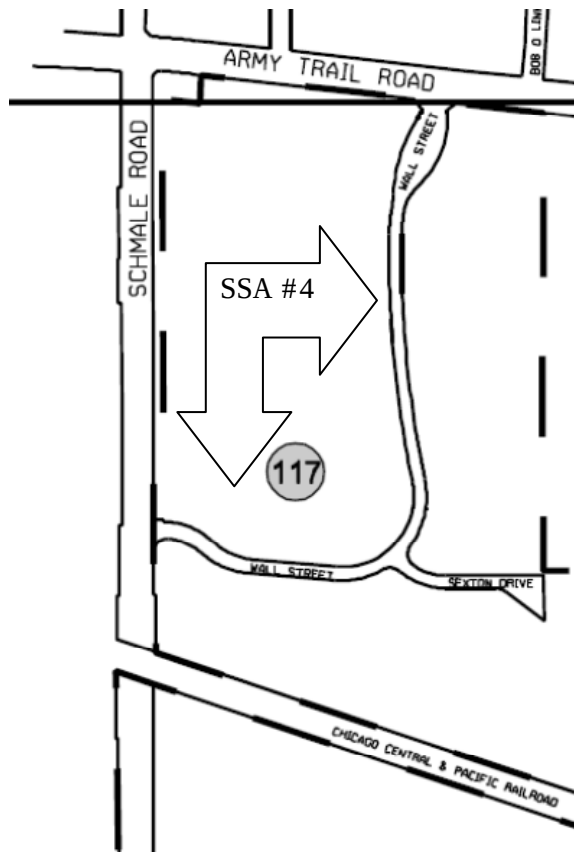
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 22,713	\$ 42,065	\$ 42,065	\$ 42,265
TAXES		22,713	42,065	42,065	42,265
	253-0000-411-10-63 Special Service Area #3	22,713	42,065	42,065	42,265
OTHER FINANCING SOURCES (USES)		(47,500)	(42,019)	(42,019)	(42,265)
TRANSFERS		(47,500)	(42,019)	(42,019)	(42,265)
	253-0000-491-92-12 Transfer From Infrastructure	41,995	48,564	48,564	52,465
	253-0000-981-91-01 Transfer To - General Fund	(89,495)	(90,583)	(90,583)	(94,730)
TOTAL CHANGES IN FUND BALANCE		(24,787)	46	46	-
Fund Balance at Beginning of Year		(13,305)	(38,092)	(38,092)	(38,046)
Fund Balance at End of Year		\$ (38,092)	\$ (38,046)	\$ (38,046)	\$ (38,046)

SPECIAL SERVICE AREA #4 (S.S.A.) FUND

High Grove West Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 4 is located in the High Grove West Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 4.

The Special Service Area No. 4 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 4 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 4 tax does not exceed 0.1383% (or \$0.1383 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 4 (High Grove West Industrial Park) was established pursuant the provisions of Article

VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.



ANNUAL BUDGET

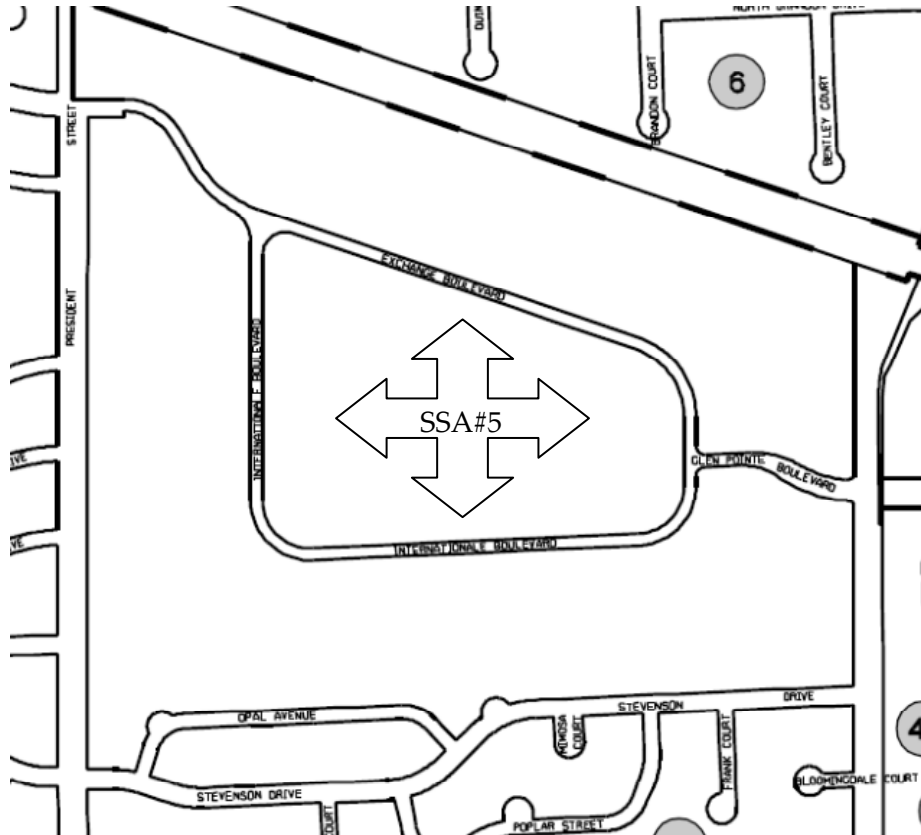
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 14,563	\$ 23,118	\$ 23,182	\$ 23,085
TAXES		14,494	23,118	23,118	23,085
254-0000-411-10-64	Special Service Area #4	14,494	23,118	23,118	23,085
INVESTMENT INCOME		69	-	64	-
254-0000-461-30-10	Interest Income	69	-	64	-
OTHER FINANCING SOURCES (USES)		(10,970)	(11,103)	(11,103)	(11,611)
TRANSFERS		(10,970)	(11,103)	(11,103)	(11,611)
254-0000-981-91-01	Transfer To - General Fund	(10,970)	(11,103)	(11,103)	(11,611)
TOTAL CHANGES IN FUND BALANCE		3,593	12,015	12,079	11,474
Fund Balance at Beginning of Year		106,792	110,385	110,385	122,464
Fund Balance at End of Year		\$ 110,385	\$ 122,400	\$ 122,464	\$ 133,938

SPECIAL SERVICE AREA #5 (S.S.A.) FUND

Glen Point Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 5 is located in the Glen Point Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 5.

The Special Service Area No. 5 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 5 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 5 tax does not exceed 0.1655% (or \$0.1655 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

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



ANNUAL BUDGET

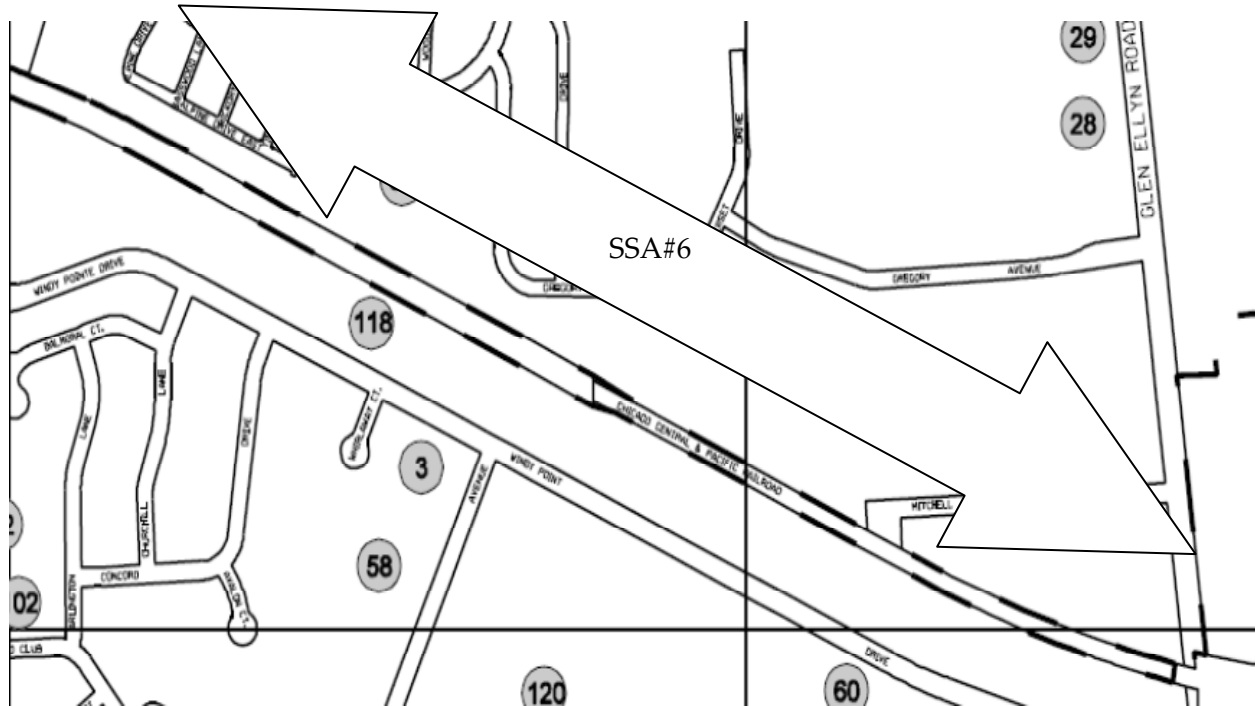
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 20,224	\$ 33,632	\$ 33,743	\$ 32,971
TAXES		20,102	33,632	33,633	32,971
	255-0000-411-10-65 Special Service Area #5	20,102	33,632	33,633	32,971
INVESTMENT INCOME		122	-	110	-
	255-0000-461-30-10 Interest Income	122	-	110	-
OTHER FINANCING SOURCES (USES)		(18,407)	(18,631)	(18,631)	(19,484)
TRANSFERS		(18,407)	(18,631)	(18,631)	(19,484)
	255-0000-981-91-01 Transfer To - General Fund	(18,407)	(18,631)	(18,631)	(19,484)
TOTAL CHANGES IN FUND BALANCE		1,817	15,001	15,112	13,487
Fund Balance at Beginning of Year		193,312	195,129	195,129	210,241
Fund Balance at End of Year		\$ 195,129	\$ 210,130	\$ 210,241	\$ 223,728

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

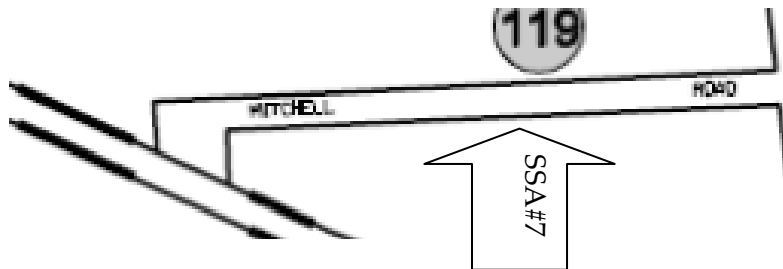
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 16,553	\$ 32,511	\$ 32,549	\$ 31,172
TAXES		16,515	32,511	32,511	31,172
256-0000-411-10-66	Special Service Area #6	16,515	32,511	32,511	31,172
INVESTMENT INCOME		38	-	38	-
256-0000-461-30-10	Interest Income	38	-	38	-
OTHER FINANCING SOURCES (USES)		(15,946)	(16,140)	(16,140)	(16,879)
TRANSFERS		(15,946)	(16,140)	(16,140)	(16,879)
256-0000-981-91-01	Transfer To - General Fund	(15,946)	(16,140)	(16,140)	(16,879)
TOTAL CHANGES IN FUND BALANCE		607	16,371	16,409	14,293
Fund Balance at Beginning of Year		57,413	58,020	58,020	74,429
Fund Balance at End of Year		\$ 58,020	\$ 74,391	\$ 74,429	\$ 88,722

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.

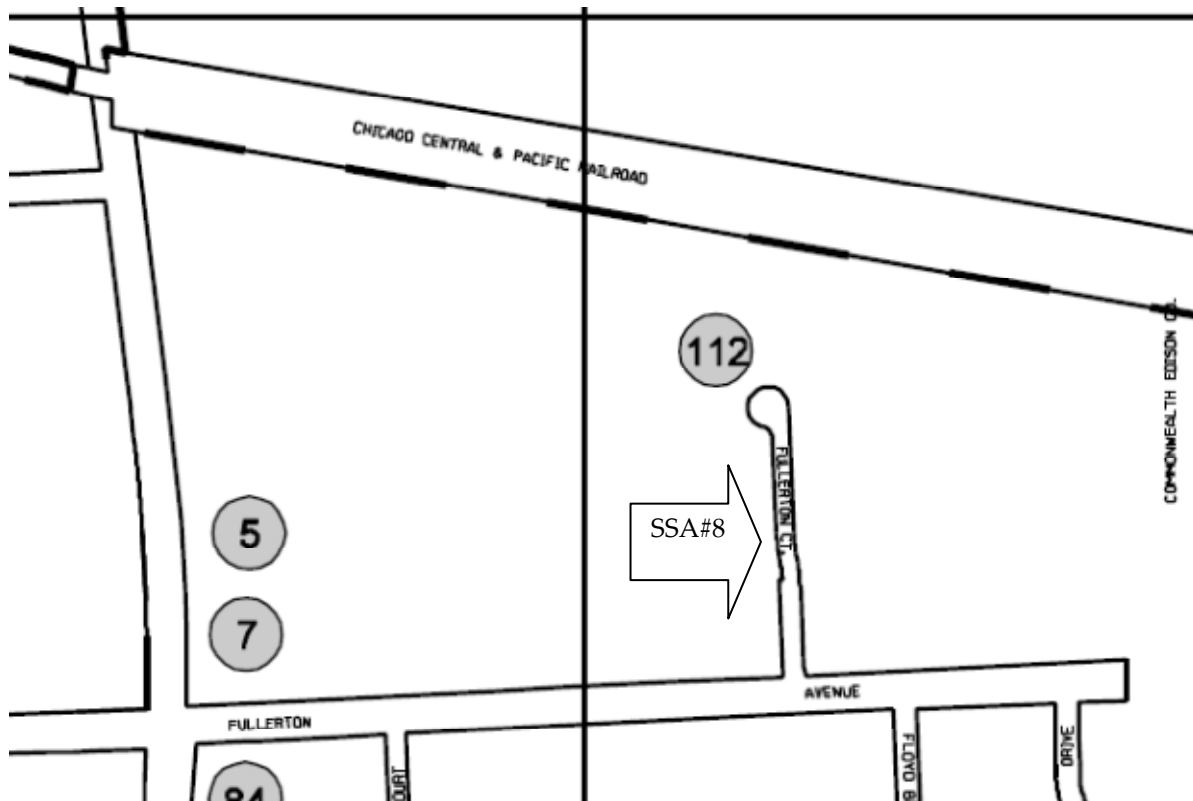
PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 10,506	\$ 18,016	\$ 18,153	\$ 17,128
TAXES		10,356	18,016	18,016	17,128
257-0000-411-10-67	Special Service Area #7	10,356	18,016	18,016	17,128
INVESTMENT INCOME		150	-	137	-
257-0000-461-30-10	Interest Income	150	-	137	-
TOTAL CHANGES IN FUND BALANCE		10,506	18,016	18,153	17,128
Fund Balance at Beginning of Year		240,420	250,926	250,926	269,079
Fund Balance at End of Year		\$ 250,926	\$ 268,942	\$ 269,079	\$ 286,207

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

Glendale Heights Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



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

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

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



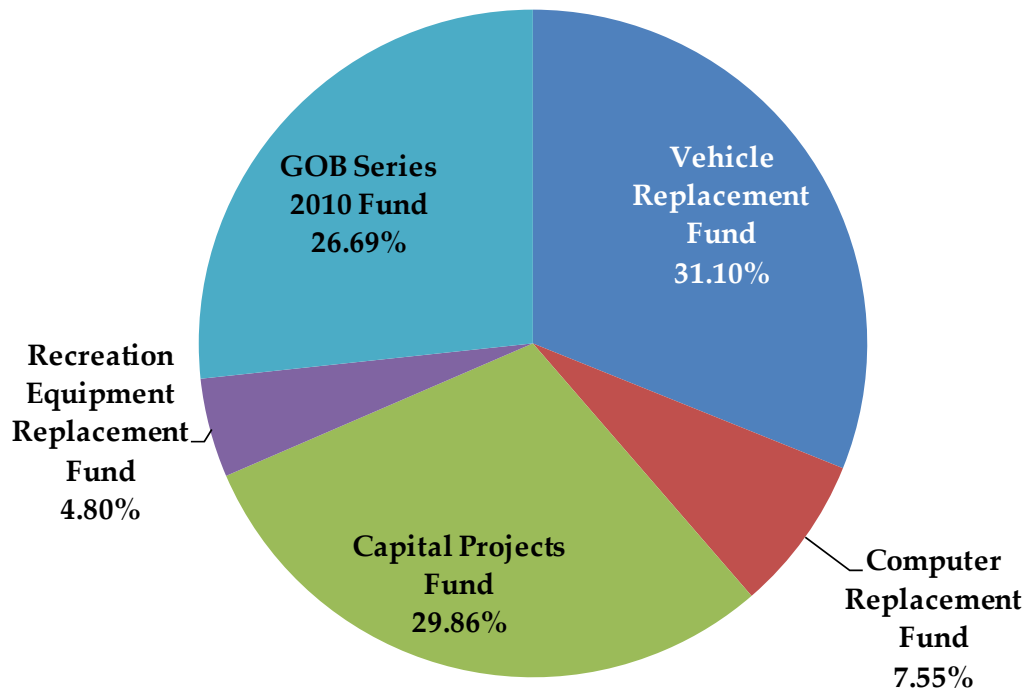
ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 11,522	\$ 25,560	\$ 25,620	\$ 25,776
TAXES		11,464	25,560	25,560	25,776
258-0000-411-10-68	Special Service Area #8	11,464	25,560	25,560	25,776
INVESTMENT INCOME		58	-	60	-
258-0000-461-30-10	Interest Income	58	-	60	-
TOTAL SSA#8 FUND		11,522	25,560	25,620	25,776
Fund Balance at Beginning of Year		88,625	100,147	100,147	125,767
Fund Balance at End of Year		\$ 100,147	\$ 125,707	\$ 125,767	\$ 151,543

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.





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VEHICLE REPLACEMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Vehicle Replacement Fund (VRF) is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of Vehicles, Equipment, and HVAC units by all Village Departments. Revenues in this fund come from transfers from all departments with vehicles and from proceeds of vehicles which may be sold. Expenses in this fund are the actual purchase of vehicles and equipment by the Village.

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 budget.

Based on the approved budget, each fund transfers its contributions to the VRF on a quarterly basis throughout the year. Planning for the replacement of vehicles in this manner eliminates the financial impact that replacing an expensive vehicle or several vehicles at once will have on a department's operating budget and fund in any given year.

Due to the decline in the economy, the vehicle replacement fund has been short funded in recent years based on the estimated required contribution for each fund; General Fund, Environmental Fund, Golf Fund, Parks & Recreation Fund, and the ESDA Fund. This upcoming year, every fund is contributing at 50% of its required contribution except the ESDA Fund which is funding at a level of 20%.



CAPITAL OUTLAY

Vehicle and Equipment Items to be Replaced:

Police Administration Unit #20	25,000
Police Patrol Unit #6	23,948
Police Patrol Unit #8	22,843
Police Patrol Unit #9	24,269
Police Patrol Unit #10	32,297
Police Patrol Unit #17	19,944
Police Patrol Unit #21	24,220
Public Works Unit #573 - Replace dump body	10,000
Public Works Engineer Unit #999	18,080
Golf Grounds Unit #1016 - Green Aerator	16,200
Golf Grounds Unit #1018 - Spray Rig	24,145
Golf Grounds Unit #1023 - Utility Vehicle	6,343
Golf Grounds Unit #1024 - Utility Vehicle	6,343
Golf Grounds Unit #1025 - Utility Vehicle	6,343
Golf Grounds Unit #1026 - Utility Vehicle	6,343
Administration Vehicle Unit	25,000





ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES	\$ 25,446	\$ 94,000	\$ 103,672	\$ 37,500
INVESTMENT INCOME	8,473	5,000	7,165	7,500
301-0000-461-30-10 Interest Income	8,473	5,000	7,165	7,500
MISCELLANEOUS INCOME	16,973	89,000	96,507	30,000
301-0000-481-50-11 Sales of Village Property	16,973	89,000	96,507	30,000
EXPENDITURES	366,665	748,162	412,596	291,318
OTHER EXPENSES	8,146	-	-	-
301-0000-511-69-99 Miscellaneous Expense	8,146	-	-	-
CAPITAL OUTLAY	358,519	748,162	412,596	291,318
301-0000-911-82-10 Vehicles	358,519	748,162	412,596	291,318
OTHER FINANCING SOURCES (USES)	239,711	365,150	365,150	289,900
TRANSFERS	239,711	365,150	365,150	289,900
301-0000-491-91-01 Transfer From - General Fund	72,599	212,500	212,500	212,500
301-0000-491-92-01 Transfer From - Recreation Fund	2,895	7,400	7,400	3,700
301-0000-491-92-02 Transfer From - Emergency Service Fund	16,005	14,250	14,250	3,000
301-0000-491-95-01 Transfer From - Environmental Fund	91,300	76,000	76,000	43,500
301-0000-491-95-02 Transfer From - Golf Course	56,912	55,000	55,000	27,200
TOTAL CHANGE IN FUND BALANCE	(101,508)	(289,012)	56,226	36,082
Fund Balance at Beginning of Year	2,731,637	2,630,129	2,630,129	2,686,355
Fund Balance at End of Year	\$ 2,630,129	\$ 2,341,117	\$ 2,686,355	\$ 2,722,437

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 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 recovering economy, the Village decided to delay contribution into this fund in FY 14/15. The Fund is considered to have been fully funded up until this fiscal year.



CAPITAL OUTLAY

P.C. Hardware

Desktop Computer Replacement (2) - \$2,500 Each	5,000
Laptop Replacement (1) - \$3,000 Each	3,000
Laptop Replacement (2) - \$4,000 Each	4,000

Other Computer Equipment

Smart UPS (2)	1,998
Firebox Core	4,000
Licensing upgrade to Microsoft 2013	48,326
GIS Plotter Printer	3,500
Replacement Printers (2)	850



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 195	\$ 150	\$ 161	\$ 200
INVESTMENT INCOME		195	150	161	200
302-0000-461-30-10	Interest Income	195	150	161	200
EXPENDITURES		92,845	67,800	65,048	70,674
CAPITAL OUTLAY		92,845	67,800	65,048	70,674
302-0000-911-83-13	P.C. Hardware	38,491	63,800	64,155	8,500
302-0000-911-83-30	Other Computer Equipment	54,354	4,000	893	62,174
OTHER FINANCING SOURCES (USES)		81,382	114,847	114,847	-
TRANSFERS		81,382	114,847	114,847	-
302-0000-491-91-01	Transfer From - General Fund	63,165	94,798	94,798	-
302-0000-491-92-01	Transfer From - Recreation Fund	3,854	5,098	5,098	-
302-0000-491-92-02	Transfer From - Emergency Service Fund	1,175	1,050	1,050	-
302-0000-491-95-01	Transfer From - Environmental Fund	11,288	11,326	11,326	-
302-0000-491-95-02	Transfer From - Golf Course	1,900	2,575	2,575	-
TOTAL CHANGE IN FUND BALANCE		(11,268)	47,197	49,960	(70,474)
Fund Balance at Beginning of Year		326,391	315,123	315,123	365,083
Fund Balance at End of Year		\$ 315,123	\$ 362,320	\$ 365,083	\$ 294,609



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.

CAPITAL OUTLAY

Parks And Grounds

Circle Park mushroom removal/restoration of grounds	2,500
Americana tennis court lights	45,000
Americana tennis court restoration	85,000
Ollman Park playground structure and benches	60,000
Mill Pond south playground removal/restoration of grounds	5,000
Heritage Park parking lot overlay	2,500
Parks/Fleets building renovations	25,000
Camera Park gazebo project	54,670

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 436,888	\$ -	\$ 3	\$ -
INVESTMENT INCOME		-	-	3	-
303-0000-461-30-10	Interest Income	-	-	3	-
MISCELLANEOUS INCOME		436,888	-	-	-
303-0000-481-43-11	State of Illinois	436,888	-	-	-
EXPENDITURES		379,347	155,707	38,312	279,670
CAPITAL OUTLAY		379,347	155,707	38,312	279,670
303-0000-911-85-10	Civic Center	12,626	-	-	-
303-0000-911-86-10	Land Acquisition	92,000	27,707	-	-
303-0000-911-87-13	Street Improvement Program	251,720	-	-	-
303-0000-911-87-14	Parks And Grounds	23,001	128,000	38,312	279,670
OTHER FINANCING SOURCES (USES)		131,180	128,000	128,000	279,670
TRANSFERS		131,180	128,000	128,000	279,670
303-0000-491-91-01	Transfer From - General Fund	100,000	60,000	60,000	183,670
303-0000-491-92-07	Transfer From - Parks Improvement	31,180	68,000	68,000	51,000
303-0000-491-93-06	Transfer From - Recreation Equipment	-	-	-	45,000
TOTAL CHANGE IN FUND BALANCE		188,721	(27,707)	89,691	-
Fund Balance at Beginning of Year		(228,887)	(40,166)	(40,166)	49,525
Fund Balance at End of Year		\$ (40,166)	\$ (67,873)	\$ 49,525	\$ 49,525



RECREATIONAL EQUIPMENT REPLACEMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This program is for the purpose of establishing reserved funds to purchase replacement recreation fitness equipment when the condition of such equipment reaches a deteriorated condition for continued use.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 101,246	\$ -	\$ 21	\$ -
INVESTMENT INCOME		90	-	21	-
306-0000-461-30-10	Interest Income	90	-	21	-
OTHER INCOME		101,156	-	-	-
306-0000-481-89-10	Miscellaneous Income	101,156	-	-	-
EXPENDITURES		141,828	-	-	-
CAPITAL OUTLAY		141,828	-	-	-
306-0000-911-81-17	Recreation Equipment	141,828	-	-	-
OTHER FINANCING SOURCES (USES)		40,517	-	-	(45,000)
TRANSFERS		40,517	-	-	(45,000)
306-0000-491-92-07	Transfer From - Parks Development	40,517	-	-	-
306-0000-981-93-03	Transfer To - Capital Project Fund	-	-	-	(45,000)
TOTAL CHANGE IN FUND BALANCE		(65)	-	21	(45,000)
Fund Balance at Beginning of Year		80,227	80,162	80,162	80,183
Fund Balance at End of Year		\$ 80,162	\$ 80,162	\$ 80,183	\$ 35,183

GENERAL OBLIGATION BONDS (G.O.B.) SERIES 2010 FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This fund was established to account for specific capital expenditures identified to be paid from the 2010 Series General Obligation Bond proceeds.



Civic Center Front Entrance Improvements

Despite the economic challenges the Village has been faced with in the recent years, the Village has been able to complete many community improvement projects and accomplish several goals. The Village took advantage of the Build America Bonds that were offered as part of the American Reinvestment and Recovery Act in 2009 and 2010. These federally subsidized bonds offered a unique opportunity to borrow money for infrastructure improvements at very low rates, offsetting 35 percent of the

interest costs of the bond. Based upon the Community Survey done in 2004, and the Capital Projects planning and feasibility studies that followed, the Village was in a good position to proceed with several long awaited projects.

In 2010, the Village sold \$29,940,000 in Build America Bonds to finance the accelerated Capital Project Plan. In addition to bond proceeds, the Village was granted \$3,141,858 in Federal, State and Local grants to complete the Sports Hub, Police Department, and Civic Center Improvements. The Village Board also approved a transfer of \$2,464,190 in General and Recreation Fund reserves to finance capital improvements.



New Police Department



Flow Rider

The Build America Bonds provided the Village with a unique and timely opportunity to take advantage of a financing opportunity to accelerate its Capital Projects Plan. Without the sale of these bonds and the Boards initiation of dedicating dollars to capital outlay, the Village would have not been able to afford

the necessary capital projects it has been able to complete since 2010. Due to the board's action to accelerate the completion of its Capital Projects Plan, the Village will be able to have minimal capital needs for years to come.



Glendale Lakes Golf Patio

This bond fund was able to finance the following capital improvement projects:

- ❖ New Police Department Building
- ❖ Village Hall Renovations
- ❖ Sports Hub
- ❖ Village Aquatic Park Equipment & Upgrades
- ❖ W.P.C.F. Tertiary Filter Replacements
- ❖ W.P.C.F. Digester Upgrades
- ❖ New Parking Lots for the Village Hall and Aquatic Center
- ❖ Golf Course Patio and Kitchen Upgrades
- ❖ Detention Pond at Civic Center Improvements
- ❖ Civic Center Wayfinding Signs

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/2014

- ❖ Completed the Civic Center Improvements by August 1st, 2013
- ❖ Completed the redevelopment of the Sports Hub and host a grand re-opening of the Sports Hub on September 14th, 2013

FY 2014/15 GOALS AND OBJECTIVES

- ❖ Order and install Wayfinding signs for the entire Village Campus, including the installation of 2 new electronic signs off of Fullerton Road
- ❖ Repair and professionally landscape the retention pond located in front of the Civic Center
- ❖ Upgrade windows on the south and east side of the Civic Center with new double pane windows.
- ❖ Complete budgeted upgrades to the council chamber.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 88,207	\$ 1,454,057	\$ 1,449,019	\$ 1,500,000
INVESTMENT INCOME		26,732	-	6,105	-
353-0000-461-30-10	Interest Income	80	-	-	-
353-0000-481-71-10	(Gain) & Loss Investments	26,652	-	6,105	-
MISCELLANEOUS INCOME		61,475	1,454,057	1,442,914	1,500,000
353-0000-481-43-11	State of Illinois	32,600	1,451,650	1,440,508	1,500,000
353-0000-481-89-10	Miscellaneous Income	28,875	2,407	2,406	-
EXPENDITURES		9,696,996	9,068,698	3,172,655	250,000
CAPITAL OUTLAY		9,696,996	9,068,698	3,172,655	250,000
353-0000-911-21-14	Engineering Design/Construction	33,894	35,996	6,927	-
353-0000-911-50-10	WPCF Tertiary Filter Replacement	98,267	-	5,712	-
353-0000-911-50-13	Sports Hub/Aquatic Park	6,134,332	7,061,800	2,430,758	-
353-0000-911-50-14	Aquatic Center Parking Lot	342,309	257,386	137,564	-
353-0000-911-50-15	Civic Center East Parking	232,812	203,862	94,996	-
353-0000-911-50-16	Civic Cntr Front Entrance	2,738	-	-	-
353-0000-911-50-17	Civic Center/Property Improvement	561,328	650,538	403,457	250,000
353-0000-911-50-18	Golf Course Kitchen Improvement	3,162	1,236	1,388	-
353-0000-911-50-19	Golf Course Patio Improvement	40,354	4,865	6,623	-
353-0000-911-50-20	New Police Department Building	2,018,963	318,888	25,378	-
353-0000-911-87-21	Generator Replacement	(137)	-	-	-
353-0000-911-87-23	Digester	228,974	57,945	40,001	-
353-0000-911-87-26	Campus Wayfinding Signage	-	476,182	19,851	-
OTHER FINANCING SOURCES (USES)		-	25,000	25,000	-
TRANSFERS		-	25,000	25,000	-
353-0000-491-91-01	Transfer From - General Fund	-	25,000	25,000	-
353-0000-491-92-12	Transfer From - Infrastructure Fund	-	100,000	100,000	-
353-0000-981-95-01	Transfer To - Environmental Fund	-	(100,000)	(100,000)	-
TOTAL CHANGE IN FUND BALANCE		(9,608,789)	(7,589,641)	(1,698,636)	1,250,000
Fund Balance at Beginning of Year		11,439,483	1,830,694	1,830,694	132,058
Fund Balance at End of Year		\$ 1,830,694	\$ (5,758,947)	\$ 132,058	\$ 1,382,058



DEBT SERVICE FUND

FUND DESCRIPTION

Debt Service Funds are established to account for the accumulation of resources for, and the payment of, long-term principal, interest and related costs. These obligations represent the Village's annual installment payments of principal and interest for previous capital projects or acquisitions funded through debt financing. The Village currently has five outstanding bond issues:

- ❖ 2006 General Obligation Bonds
- ❖ 2007 General Obligation Bonds
- ❖ 2008 General Obligation Bonds
- ❖ 2009 General Obligation Build America Bonds
- ❖ 2010 General Obligation Build America Bonds

Financing is provided by an annual Property Tax Levy and operating transfers from other funds.

LEGAL DEBT MARGIN

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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET
REVENUES	\$ 2,009,012
Taxes	2,009,012
EXPENDITURES	4,614,381
Professional Services	800
Other Expenses	4,613,581
OTHER FINANCING SOURCES (USES)	2,605,369
Transfers	2,605,369
TOTAL CHANGE IN FUND BALANCE	\$ -



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 1,533,570	\$ 1,972,440	\$ 1,922,120	\$ 2,009,012
TAXES		910,159	1,972,140	1,921,871	2,009,012
401-0000-411-10-10	Bond & Interest	910,159	1,972,140	1,921,871	2,009,012
INVESTMENT INCOME		279	300	249	-
401-0000-461-30-10	Interest Income	279	300	249	-
MISCELLANEOUS INCOME		623,132	-	-	-
401-0000-481-50-52	Build America Bond Subsidy	623,132	-	-	-
EXPENDITURES		5,076,011	4,466,815	4,515,226	4,614,381
PROFESSIONAL SERVICES		552	600	643	800
401-0000-511-21-99	Professional - Other	552	600	643	800
OTHER EXPENSES		5,075,459	4,466,215	4,514,583	4,613,581
401-0000-511-69-78	Bank Fiscal Charges	2,600	3,000	2,250	2,800
401-0000-921-88-15	2001 Bond Principal - Levied	270,000	-	-	-
401-0000-921-88-16	2003 Bond Principal - Levied	520,000	-	-	-
401-0000-921-88-18	2006 Bond Principal - Abated	180,000	190,000	190,000	210,000
401-0000-921-88-19	2007 Bond Principal - Levied	195,000	610,000	610,000	425,000
401-0000-921-88-20	2008 Bond Principal - Abated	465,000	485,000	485,000	505,000
401-0000-921-88-21	2009 Bond Principal - Levied	640,000	660,000	660,000	670,000
401-0000-921-88-22	2010 Bond Series Principal	570,000	980,000	980,000	1,205,000
401-0000-922-89-15	2001 Bond Interest - Levied	11,475	-	-	-
401-0000-922-89-16	2003 Bond Interest - Levied	15,600	-	-	-
401-0000-922-89-18	2006 Bond Interest - Abated	87,550	80,800	80,800	73,200
401-0000-922-89-19	2007 Bond Interest - Levied	199,475	192,650	192,650	171,300
401-0000-922-89-20	2008 Bond Interest - Abated	132,475	117,362	117,363	100,994
401-0000-922-89-21	2009 Bond Interest - Levied	315,852	196,450	204,859	205,044
401-0000-922-89-22	2010 Bond Series Interest	1,470,432	950,953	991,661	1,045,243
OTHER FINANCING SOURCES (USES)		2,648,089	2,498,299	2,498,299	2,605,369
TRANSFERS		2,648,089	2,498,299	2,498,299	2,605,369
401-0000-491-91-01	Transfer From - General Fund	945,550	770,800	770,800	853,074
401-0000-491-92-12	Transfer From - Infrastructure Fund	1,151,226	1,165,491	1,165,491	1,172,399
401-0000-491-95-01	Transfer From - Environmental Fund	551,313	562,008	562,008	579,896
TOTAL CHANGE IN FUND BALANCE		(894,352)	3,924	(94,807)	-
Fund Balance at Beginning of Year		537,109	(357,243)	(357,243)	(452,050)
Fund Balance at End of Year		\$ (357,243)	\$ (353,319)	\$ (452,050)	\$ (452,050)

DEBT SERVICE SCHEDULES OVERVIEW

2006 General Obligation Bonds:

Purpose:	Road Construction/Re-construction SSA's #1 - 6
Maturity Date:	April 21, 2021
Original Principal Amount:	\$3,000,000
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$1,830,000
Interest:	\$313,000
Funding Sources:	Transfer from General Fund, Special Service Area Tax Levy

2007 General Obligation Bonds

Purpose:	Reskin Park, Senior Center, Historic House, Campus Parking, Schmale Road Fencing
Maturity Date:	December 15, 2022
Original Principal Amount:	\$5,475,000
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$4,485,000
Interest:	\$916,512
Funding Sources:	Property Taxes Levied

2008 General Obligation Bonds

Purpose:	2009 Accelerated Road Program, CDBG Match
Maturity Date:	December 15, 2018
Original Principal Amount:	\$5,000,000
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$2,760,000
Interest:	\$317,706
Funding Sources:	Home Rule Sales Tax transferred from Infrastructure Fund

DEBT SERVICE SCHEDULES (cont.)

OVERVIEW

2009 General Obligation Bonds: Build America Bonds

Purpose:	WPCF Tertiary Filter Design Engineering, New Police Department Engineering and Architectural Fees, 2010 Accelerated Road Program, Sewer Slip Lining Projects, Bloomingdale Road Water Main Replacement, Senior Center, CDBG Match
Maturity Date:	December 15, 2029
Original Principal Amount:	\$8,825,000
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$6,475,000
Interest:	\$1,820,226
Treasury Rebate:	(\$637,077)
Funding Sources:	Property Taxes Levied, Water & Sewer Receipts, Home Rule Sales Tax transferred from Infrastructure Fund

2010 General Obligation: Build America Bonds

Purpose:	New Police Department Building, Village Hall Renovations, Sports Hub, Village Aquatic Park Equipment & Upgrades, WPCF Tertiary Filter Replacements, WPCF Digester Upgrades, New Parking Lots for the Village Hall and Aquatic Center, Golf Course Patio and Kitchen Upgrades, Detention Pond at Civic Center Improvements, and Civic Center Wayfinding Signs, CDBG Match
Maturity Date:	December 15, 2035
Original Principal Amount:	\$29,940,000
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$28,235,000
Interest:	\$16,910,618
Treasury Rebate:	(\$5,918,717)
Funding Sources:	Property Taxes Levied, Water & Sewer Receipts transferred from Environmental Fund, and General Fund Reserves Pledge

DEBT SERVICE SCHEDULES

ANNUAL PRINCIPAL PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	Series 2006	Series 2007	Series 2008	Series 2009	Series 2010	Total
2015	210,000	425,000	505,000	670,000	1,205,000	3,015,000
2016	225,000	440,000	525,000	690,000	1,235,000	3,115,000
2017	240,000	460,000	550,000	720,000	1,265,000	3,235,000
2018	260,000	480,000	575,000	740,000	1,290,000	3,345,000
2019	280,000	495,000	605,000	775,000	1,340,000	3,495,000
2020	300,000	515,000	-	805,000	1,395,000	3,015,000
2021	315,000	535,000	-	245,000	1,430,000	2,525,000
2022	-	555,000	-	255,000	1,505,000	2,315,000
2023	-	580,000	-	265,000	1,565,000	2,410,000
2024	-	-	-	280,000	1,635,000	1,915,000
2025	-	-	-	300,000	1,690,000	1,990,000
2026	-	-	-	130,000	1,780,000	1,910,000
2027	-	-	-	140,000	1,250,000	1,390,000
2028	-	-	-	145,000	1,310,000	1,455,000
2029	-	-	-	155,000	1,365,000	1,520,000
2030	-	-	-	160,000	1,435,000	1,595,000
2031	-	-	-	-	1,510,000	1,510,000
2032	-	-	-	-	725,000	725,000
2033	-	-	-	-	765,000	765,000
2034	-	-	-	-	805,000	805,000
2035	-	-	-	-	845,000	845,000
2036	-	-	-	-	890,000	890,000
Total	1,830,000	4,485,000	2,760,000	6,475,000	28,235,000	43,785,000

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

Fiscal Year	Series 2006	Series 2007	Series 2008	Series 2009	Series 2009 Treasury Rebate	Series 2010	Series 2010 Treasury Rebate	Total
2015	73,200	171,300	100,994	282,430	(98,851)	1,439,729	(503,905)	1,464,897
2016	64,800	156,425	83,318	259,315	(90,760)	1,402,374	(490,831)	1,384,641
2017	55,800	139,925	64,944	232,750	(81,463)	1,359,766	(475,915)	1,295,807
2018	46,200	122,675	45,006	203,950	(71,383)	1,310,748	(458,762)	1,198,434
2019	35,800	104,675	23,444	174,350	(61,023)	1,257,535	(440,137)	1,094,644
2020	24,600	86,112	-	141,413	(49,494)	1,200,585	(420,205)	983,011
2021	12,600	66,800	-	105,188	(36,816)	1,135,020	(397,257)	885,535
2022	-	45,400	-	93,856	(32,850)	1,065,308	(372,858)	798,856
2023	-	23,200	-	81,744	(28,610)	990,810	(346,784)	720,360
2024	-	-	-	68,825	(24,089)	911,778	(319,122)	637,392
2025	-	-	-	54,825	(19,189)	827,575	(289,651)	573,560
2026	-	-	-	39,075	(13,676)	738,850	(258,598)	505,651
2027	-	-	-	32,250	(11,288)	643,620	(225,267)	439,315
2028	-	-	-	24,725	(8,654)	575,495	(201,423)	390,143
2029	-	-	-	16,931	(5,925)	502,790	(175,977)	337,819
2030	-	-	-	8,600	(3,010)	425,668	(148,984)	282,274
2031	-	-	-	-	-	341,720	(119,602)	222,118
2032	-	-	-	-	-	251,875	(88,156)	163,719
2033	-	-	-	-	-	206,563	(72,297)	134,266
2034	-	-	-	-	-	158,750	(55,563)	103,187
2035	-	-	-	-	-	108,438	(37,953)	70,485
2036	-	-	-	-	-	55,625	(19,469)	36,156
Total	313,000	916,512	317,706	1,820,227	(637,081)	16,910,622	(5,918,716)	13,722,270



DEBT SERVICE SCHEDULES

ANNUAL DEBT SERVICE PAYMENTS – GENERAL OBLIGATION

DEBT

Fiscal Year	Principal	Interest	Treasury Rebate	Total
2015	3,015,000	2,067,653	(602,756)	4,479,897
2016	3,115,000	1,966,232	(581,591)	4,499,641
2017	3,235,000	1,853,185	(557,378)	4,530,807
2018	3,345,000	1,728,579	(530,145)	4,543,434
2019	3,495,000	1,595,804	(501,160)	4,589,644
2020	3,015,000	1,452,710	(469,699)	3,998,011
2021	2,525,000	1,319,608	(434,073)	3,410,535
2022	2,315,000	1,204,564	(405,708)	3,113,856
2023	2,410,000	1,095,754	(375,394)	3,130,360
2024	1,915,000	980,603	(343,211)	2,552,392
2025	1,990,000	882,400	(308,840)	2,563,560
2026	1,910,000	777,925	(272,274)	2,415,651
2027	1,390,000	675,870	(236,555)	1,829,315
2028	1,455,000	600,220	(210,077)	1,845,143
2029	1,520,000	519,721	(181,902)	1,857,819
2030	1,595,000	434,268	(151,994)	1,877,274
2031	1,510,000	341,720	(119,602)	1,732,118
2032	725,000	251,875	(88,156)	888,719
2033	765,000	206,563	(72,297)	899,266
2034	805,000	158,750	(55,563)	908,187
2035	845,000	108,438	(37,953)	915,485
2036	890,000	55,625	(19,469)	926,156
Total	43,785,000	20,278,067	(6,555,797)	57,507,270



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PROPRIETARY FUNDS

ENTERPRISE FUNDS

Proprietary funds account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

The Village reports the following major proprietary funds:

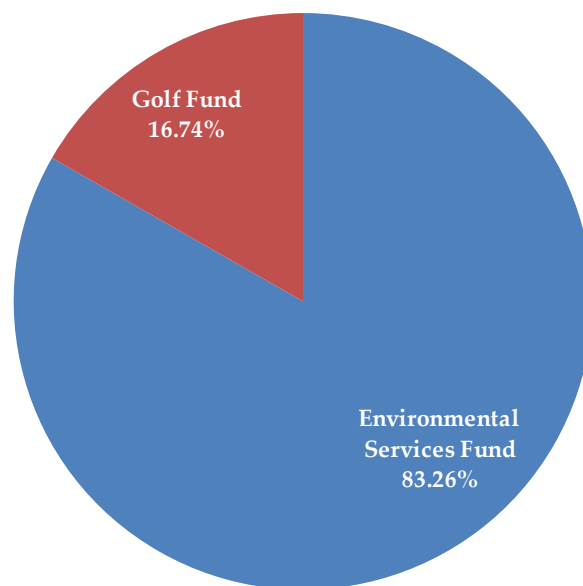
ENTERPRISE FUNDS: These funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise.

Environmental Service Fund

The fund accounts for the provision of water, sewer and wastewater services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collection.

Golf Fund

The fund accounts for the operational activities of a municipal golf course. Activities include, but are not limited to, course construction, including clubhouses and maintenance facilities, operations, maintenance and financing.





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ENVIRONMENTAL SERVICES

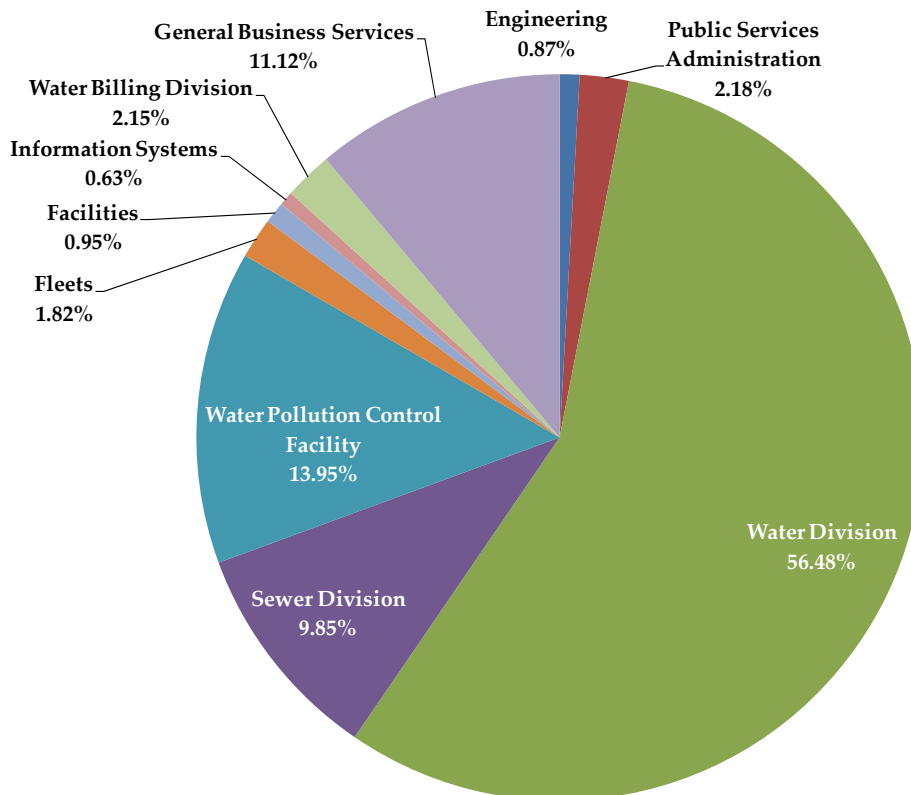
FUND DESCRIPTION

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

TOTAL OPERATING BUDGET

\$9,639,929

ANNUAL EXPENSES BY DIVISION





ENVIRONMENTAL SERVICE FUND FY 2014/15 BUDGETED INCOME STATEMENT

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
OPERATING REVENUE	\$ 8,530,343	\$ 9,210,788	\$ 9,075,797	\$ 9,069,013	-1.5%
Licenses & Permit Fees	1,582	2,360	2,532	2,440	3.4%
Charges For Services	8,528,761	9,208,428	9,073,265	9,066,573	-1.5%
OPERATING EXPENDITURES	7,203,404	9,872,048	8,934,772	8,901,533	-9.8%
Personnel Services	3,115,305	3,263,319	3,224,256	3,273,855	0.3%
Professional Services	88,364	520,127	186,568	167,250	-67.8%
Contractual Services	115,044	174,000	145,097	156,150	-10.3%
Purchased Services	3,282,455	3,814,525	4,006,096	4,136,959	8.5%
Materials & Supplies	309,557	369,301	323,956	349,925	-5.2%
Repairs & Maintenance	71,010	94,925	75,244	93,425	-1.6%
Other Expenses	176,531	81,845	72,415	81,071	-0.9%
Capital Outlay	45,138	1,554,006	901,140	642,898	-58.6%
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	1,326,939	(661,260)	141,025	167,480	125.3%
DEPRECIATION EXPENSE	(1,258,790)	-	-	-	N/A
NON-OPERATING REVENUE	648,925	440,554	351,453	627,756	42.5%
Intergovernmental	5,581	-	11,239	286,500	N/A
Miscellaneous	643,344	340,554	240,214	341,256	0.2%
Interest Income	-	-	-	-	N/A
(Gain) & Loss Sales of Village Property	-	-	-	-	N/A
Contribution Revenue	-	-	-	-	N/A
Operating Transfers In	-	100,000	100,000	-	-100.0%
NON-OPERATING EXPENSES	764,858	760,291	760,291	738,396	-2.9%
Operating Transfers Out	764,858	760,291	760,291	738,396	-2.9%
NET INCOME (LOSS)	(47,784)	(980,997)	(267,813)	56,840	105.8%



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

	2012/13	2013/14	2013/14	2014/15	%
OPERATING REVENUES	ACTUAL	BUDGET	ESTIMATED	BUDGET	CHANGE
Licenses & Permit Fees	\$ 1,582	\$ 2,360	\$ 2,532	\$ 2,440	3.2%
Charges For Services	8,528,761	9,208,428	9,073,265	9,066,573	-1.6%
Intergovernmental	5,581	-	11,239	286,500	N/A
Miscellaneous	643,344	340,554	240,214	341,256	0.3%
TOTAL OPERATING REVENUES	\$ 9,179,268	\$ 9,551,342	\$ 9,327,250	\$ 9,696,769	1.6%

ANNUAL EXPENSES BY DIVISION

	2012/13	2013/14	2013/14	2014/15	%
DIVISION	ACTUAL	BUDGET	ESTIMATED	BUDGET	CHANGE
Engineering	\$ 53,665	\$ 71,769	\$ 74,352	\$ 78,514	9.1%
Public Services Administration	294,599	182,742	167,970	193,965	6.7%
Water Division	3,626,530	5,146,204	5,162,454	5,027,913	-2.3%
Sewer Division	790,695	1,532,185	909,024	876,519	-72.1%
Water Pollution Control Facility	1,019,086	1,529,470	1,179,080	1,241,499	-24.4%
Fleets	140,281	161,152	149,455	161,572	0.3%
Facilities	74,557	79,546	79,345	84,862	6.7%
Information Systems	51,401	54,647	51,774	55,948	2.5%
Water Billing Division	178,519	174,415	173,128	191,010	9.6%
General Business Services	974,071	939,918	988,190	989,731	5.0%
Administrative Services	34,944	35,681	35,602	36,500	2.3%
Administrator	61,635	64,007	63,463	65,454	2.3%
Central Services	722,551	677,393	726,521	723,183	6.3%
Human Resources	42,740	42,980	44,161	43,792	1.8%
Public Relations	6,836	8,611	7,531	6,061	-33.9%
Finance	105,365	111,246	110,912	114,741	3.2%
TOTAL DIVISION	\$ 7,203,404	\$ 9,872,048	\$ 8,934,772	\$ 8,901,533	-10.9%



ANNUAL EXPENSES BY CLASS

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 3,115,305	\$ 3,263,319	\$ 3,224,256	\$ 3,273,855	0.3%
Professional Services	88,364	520,127	186,568	167,250	-189.1%
Contractual Services	115,044	174,000	145,097	156,150	-12.3%
Purchased Services	3,282,455	3,814,525	4,006,096	4,136,959	8.0%
Materials & Supplies	309,557	369,301	323,956	349,925	-6.0%
Repairs & Maintenance	71,010	94,925	75,244	93,425	-2.0%
Other Expenses	176,531	81,845	72,415	81,071	-1.1%
Capital Outlay	45,138	1,554,006	901,140	642,898	-101.1%
TOTAL CLASS	\$ 7,203,404	\$ 9,872,048	\$ 8,934,772	\$ 8,901,533	-10.9%

SIGNIFICANT ACCOMPLISHMENTS IN FY 2013/2014

ENGINEERING

In January of 2014, the Assistant Village Engineer retired and a replacement is planned in FY15.

WATER DIVISION

The Water Division hired two employees in FY14 due to open positions in the division. A skilled seasonal worker was added during the construction season to assist with operations and maintenance. A part-time Office Tech was promoted to full-time in July 2013.

- ❖ James Court design and construction observation undertaken by Christopher B. Burke Engineering.
- ❖ North Avenue Pressure Adjusting Station design and build undertaken by Christopher B. Burke Engineering.
- ❖ Leak Detection of the water distribution system was performed by Water Services Inc.
- ❖ Upgrade of small utility vehicle to 1.5 ton dump and outfitted with snow removal equipment.
- ❖ Purchased new Caterpillar combination backhoe to replace JCB combination backhoe.
- ❖ James Court water main replacement project was undertaken from Glen Ellyn Road to Pearl Avenue. This consisted of 2,400 feet of 8 inch water main replacement, associated fire hydrants, service lines and valves.
- ❖ Installation of 3 chlorine analyzers at the DuPage Water Commission incoming water mains.

The Water Billing Division completed the transition to a new bill print company expanding the services to include past due notices. The transition improved the overall efficiencies with

substantial cost savings of the service itself, reduction in postal mailing costs, and redesign of the actual water bill for ease of customer review. This transition also reduced the printed expenditure by 37% as a result of competitive pricing.

SEWER DIVISION

- ❖ Three individuals were part of a “train the trainer” program for confined space rescue.
- ❖ Six staff were trained and certified by the National Association of Sewer Service Companies (NASSCO) in televising and analyzing structural defects in sewers and structures.
- ❖ Utilities Division staff televised over 60,000 feet of public sanitary sewers. This televising footage was viewed and condition assessment reports were created by an outside source to be linked to the Village’s GIS.
- ❖ Design engineering for the Regency Drive Lift Station Retrofit was undertaken by Christopher B. Burke Engineering.

WATER POLLUTION CONTROL FACILITY

- ❖ A process safety manual was created for the Village's Chlorine Leak Response, and Public Works staff was trained on chlorine rescue.
- ❖ New lab equipment was purchased to test for nutrients and metals. Staff was trained and WPCF no longer has to perform these tests with an external lab.
- ❖ A chlorine rescue tool box was created to speed the recovery of staff and mitigate the risk of leak(s).
- ❖ Sludge production was reduced resulting in a savings to the budget for hauling of sludge.
- ❖ Industrial User Permitting of nine industrial users.

FY 2014/15 GOALS AND OBJECTIVES

Due to the nature of the Public Works department, the goals listed below are set in the assumption that some may take one to three years to complete.

UTILITIES DIVISION

Goal #1: Utilities Division will improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Utilities Division will identify and repair structural defects to the Village's sanitary sewer system by:
 - Televising all sanitary sewers and identify major structural defects. FY14 completed 80% of one catchment area and this will be ongoing goal for the next 5 years.

- Map and report all structural defects on Village's GIS. In progress for one catchment area, which will be completed by end of FY15.
- Develop a 5-year Capital Improvement Plan to address structural defects, including in-house repairs. This is ongoing and to be completed at the end of FY15 when first catchment area condition assessments have been completed.
- Develop a weekly/monthly/annual maintenance program for the Village's sanitary sewer system. Existing maintenance program has not yet been modified to include defects identified from televising, but will be completed by end of FY15.
- ❖ Utilities Division will make repairs of all water main breaks in a 24-hour period by:
 - Undertake survey of all water main valve locations throughout the Village and verify map locations on GIS, including inventory for isolation purposes. This task will be started summer FY15 and will be ongoing over next 3 years.
 - Identify remedial works and /or new valve installations to address deficiencies to isolate water mains. Additional valves added to system in FY14. Remedial repairs will be identified during summer FY15 survey.
 - Develop a weekly/monthly/annual maintenance program for valve exercising throughout the Village. Existing valve exercising program has not yet been updated and will be started in FY16.
 - Develop annual in-house project schedule by April to address remedial works for upcoming construction season. Some repairs have been made in FY14, but repair program is to be developed and implemented in phases by FY15.
 - Maintain equipment, tools and vehicles and an accurate inventory of parts in stock. Full inventory check is undertaken quarterly and weekly checks of equipment on vehicles is undertaken and reviewed by supervisors.
 - Record all water main breaks on Village's GIS. Software has been budgeted in FY15 to allow data to be entered in GIS.
- ❖ Utilities Division will continue to implement a Confined Spaces Program by:
 - Define and amend Confined Space Policy to include rescue teams roles and responsibilities to work in Utilities Division. Rescue team policy created FY14 and will be reviewed annually.
 - Review and amend Confined Space Inventory on an annual basis. Goal is complete for FY14 and is ongoing.
 - Continue training of all Utilities Division staff as required. "Train the Trainer" was completed in FY14 to enable staff to train others in confined spaces on an ongoing basis.
 - Develop a Standard Operating Procedure/Best Management Practices to ensure all contracted parties are informed of the Village's Confined Space Policy and procedures. SOP has been created and implemented in FY14 and will be reviewed annually.
 - Develop one departmental database for Confined Space Permits tracking and recording. Database created in FY14 and will be implemented department wide in FY15.

- o Ensure safety equipment inventory is checked on a monthly basis, and deficiencies are resolved. Checklist created and implemented in FY14 and repairs addressed as needed.

Goal #2: Utilities Division will improve service delivery across all areas of Public Works Operations.

- ❖ Utilities Division will identify and repair structural defects in the Village's water distribution system by:
 - o Schedule and record preventative maintenance measures by logging in databases. Fire hydrant maintenance database created in FY14 and all work is logged. A survey will be started in FY15 to identify repairs to structures and valve boxes and information will be entered into new software purchased in FY 15.
 - o Map and report all structural defects on water distribution system on Village's GIS. Ongoing as part of above survey.
 - o Develop a 5-year Capital Improvement Plan to address structural defects, including in-house repairs. To be developed in FY16.
 - o Develop a vacancy query database and establish field verifications of vacant properties. Query created from parcel data of GIS and a new list will be implemented in winter FY15, and reviewed weekly during this period.
 - o Review and analyze meter feasibility study report and recommend actions to improve customer service. Meter feasibility study is budgeted in FY15.
 - o Finalize water tower maintenance program contract and consider additional water tower maintenance contracts. Contract to be executed in FY15 and additional storage facilities will be added to the program as funding allows.
- ❖ Utilities Division will maintain water quality through seasonal adjustments and programs by:
 - o Continue annual fire hydrant flushing program. Hydrant flushing of entire system completed in FY14 and will be ongoing annually.
 - o Adjust elevated tank levels seasonally as necessary for weather conditions. Adjustments made in December 2013 and is reviewed twice a year.
 - o Create Standard Operating Procedure to adjust tank levels and train appropriate staff. SOP will be completed in FY15.
 - o Monitor bi-monthly IEPA samples and take necessary corrective action in the event of any failures (boil order, flushing etc). No failures occurred in FY14 and will be monitored throughout FY15.
 - o Ensure staff are appropriately trained on all sampling procedures. Staff are being trained through rotation every 6 months and division will be fully trained by end of FY16.

Goal #3: Utilities Division will develop policies and procedures to improve financial responsibility in all areas of Public Works.

- ❖ Utilities Division will ensure all drinking water, billing and pumpage is accounted for by:
 - Review monthly water billing report and DuPage Water Commission monthly billing invoices and identify any discrepancies. Reviewed by supervisor on a monthly basis and is ongoing.
 - Perform routine leak detection surveys of the Village's water distribution system. Leak detection survey completed in FY14 and 2 surveys planned for FY15.
- ❖ Utilities Division will define purchasing responsibilities and procedures to officially purchase economical and practical products and equipment by:
 - Require staff to request purchase of supplies or equipment. All staff make requests to supervisors who review and approve on an ongoing basis.
 - Ensure the field purchase orders list is generated and used for small purchases. List created and implemented in FY14 and will be ongoing in FY15.
 - Larger purchase items will require 3 proposals if applicable. These purchases shall be discussed with Department Head. All large purchases follow these procedures and will be ongoing.
- ❖ Utilities Division will identify service areas, review procedures and determine the necessity of services and equipment by:
 - Review maintenance and service areas to determine if service is still needed or if savings can be obtained by changing procedures or eliminating, updating equipment. Review of services will be undertaken in FY15.
 - Determine if service can be undertaken by outside source at a cost savings with the same level of service. This is a goal for FY15

W.P.C.F. DIVISION

Goal #1: WPCF Division will improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ WPCF Division will ensure Standard Operating Procedures and Best Management Practices are in place and implemented for all operations of WPCF by:
 - Review and update existing procedures, and create new documentation where necessary. SOP's are updated when new equipment is installed or updated.
 - Train all staff on Best Management Practices and Standard Operating Procedures for division including monthly safety meetings. Safety training is performed monthly using DVD or reading material.
 - Review accident records for the last 4 years and ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations. All accidents were reviewed and a SOP has been created where needed.
 - Ensure daily/weekly/monthly/annual safety checks of internal equipment and procedures are undertaken and documented. Equipment and safety checks are done monthly and documented.

- ❖ WPCF Division will provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
 - Closely monitor changes in weather and incoming flow. Undertaken daily and ongoing.
 - Maintain accurate and up to date lab data. Undertaken daily and ongoing.
 - Adhere to a preventative maintenance program to reduce equipment failure. Undertaken daily and ongoing.
- ❖ WPCF Division will continue to implement a Confined Spaces Program by:
 - Define and amend Confined Space Policy to include rescue teams roles and responsibilities to work in WPCF Division. In the process of rewriting Chlorine procedures and will be completed for FY15.
 - Review and amend Confined Space Inventory on an annual basis. Undertaken annually and ongoing.
 - Continue training of all WPCF staff as required. Completed yearly.
 - Develop a Standard Operating Procedures/Best Management Practices to ensure all contracted parties are informed of Village's Confined Space Policy and procedures. In the process of finalizing Chlorine procedures and once completed all parties will be given a copy.
 - Develop one departmental database for Confined Space Permits tracking and recording. An Access database has been created but not yet utilized.
 - Ensure safety equipment inventory is checked on a monthly basis, and deficiencies are resolved. Done monthly.

Goal # 2: WPCF Division will improve service delivery across all areas of Public Works Operations.

- ❖ WPCF Division will reduce odors emanating from the Treatment Plant by:
 - Continuing to operate the plant in a manner to avoid odors. Ongoing.
 - Patrol the area for odors on a daily basis. Done daily.
 - Use an odor control system if necessary. Ongoing.
 - Log all odor occurrences and/or complaints in the Public Works Database to record and investigate any occurrences. Ongoing, if needed.
 - Respond to any external complaints within 2 hours. Ongoing.
- ❖ WPCF Division will ensure all equipment is correctly maintained and serviced in a timely manner by:
 - All corrective and preventative maintenance is tracked in WPCF database. Ongoing.
 - Daily work orders to be issued to staff to undertake maintenance/repairs. Ongoing.
 - All repairs are tracked and recorded on a daily basis. Ongoing.
 - All work orders to be filed in annual reports for IEPA recording keeping/inspection purposes. Ongoing.

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

- ❖ WPCF Division will practice responsible stewardship of Village funds by:
 - Maintain records and related systems of internal control in accordance with accepted policies of the Village. Ongoing.
 - Payment of invoices within ten days of receipt. Invoices are processed with the time limits.
 - Timely execution of payroll. Ongoing.
- ❖ WPCF Division will investigate potential programs for funding by:
 - Plan projects in accordance with eligible funding programs. Project has been planned for FY15 to change the lighting at WPCF to LED with a DCEO Grant.
 - Check for programs on the State and Federal level. Ongoing.
 - Review water rates annually. Ongoing.
- ❖ WPCF Division will reduce the environmental impact of the Village's wastewater system upon land and water resources by:
 - A sludge management program which is reliable, environmentally sound and can respond to changes in government regulations. Ongoing.
 - Promote using non potable water where applicable. Ongoing.
 - Coordinate an Industrial Pretreatment program with other Village departments. A revised plan was incorporated with Administrative Services and Community Development.
 - Revise the Pretreatment Industrial User list and issue permits as necessary. A project is planned for FY15 to accomplish this task.

FLEETS DIVISION

Goal #1: Fleets Division will improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Fleets Division will ensure standard operating procedures and best management practices are in place and implemented for all operations in the Fleets Division by:
 - Review and update existing procedures, and create new documentation where necessary. SOP's are updated when requested by the Public Works Director as well as on an as needed basis.
 - Train all staff on Best Management Practices and Standard Operating Procedures for division including monthly safety meetings. Staff has been trained in the use of hot work permits and staff is implementing more monthly on-site safety training for FY15.
 - Review accident records for the last 4 years and ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations. All accidents are reviewed.
 - Ensure daily/weekly/monthly/annual safety checks of internal equipment and procedures are undertaken and documented. Equipment safety checks are

performed monthly and annual lift inspections are performed by an outside vendor and documented.

- ❖ Fleets Division will provide an efficient Fleet that is safe and in good working order for the other departments and divisions by:
 - Provide and maintain all necessary safety equipment on board vehicles, including up to date first aid kits. Safety equipment is inspected during preventative maintenance inspections as well as before an IDOT safety inspection.
 - Ensure all appropriate vehicles are certified with Safety Inspection (including rectifying identified issues).
 - Prior notification to division supervisors to be provided by Lead Mechanic on a weekly basis. Notifications are sent out each Friday for vehicles due the following week. This process repeats every six months.
 - Repetitive, returned vehicles are investigated and resolved by Lead Mechanic on 2 or more occurrences within a 14 day period. Reviewed and checked weekly by supervisors.
- ❖ Fleets Division will Support Snow & Ice Operations by:
 - Ensure all snow equipment and vehicles are fully serviced and maintained no later than the end of October. Ongoing. Fleets had all snow and ice equipment prepared for FY14 snow season and will be prepared for FY15.
 - Ensure calibration of salt and calcium chloride is undertaken on all snow removal vehicles by the end of October. Ongoing. Fleets recalibrated all trucks for the FY14 season and will reinsert for FY15.
 - Provide list to Director of all snow removal equipment/vehicles that require repair by end of October. A list will be provided to the Director as well as Division Heads for upcoming winter season.
 - Work closely with Streets Division Supervisor and make adjustments as necessary throughout the season. Ongoing.

Goal # 2: Fleets Division will Improve Service Delivery across all Areas of Public Works Operations.

- ❖ Fleets Division will increase effectiveness with existing vehicle service request system. (VSR) by:
 - Assign mechanics to new V.S.R.'s each morning. Ongoing.
 - Effective parts inventory management-quicker turnaround. Fleets undertook two physical parts inventories in FY14. Ongoing in FY15.
 - Send repair verification to appropriate division manager. Done on a daily basis.
- ❖ Fleets Division will work with all departments and divisions as it relates to vehicle and equipment scheduling by:
 - Set up achievable scheduling time lines. Ongoing.
 - Continue to send out preventative maintenance schedule notifications. Sent out to Division Managers every Friday.

- o Report what is completed and prompt divisions on missed schedules. Undertaken through the use of the weekly service schedule as well as the Fleets VSR (Vehicle Service Request) system.

Goal #3: Fleets Division will develop policies and procedures to improve financial responsibility in all areas of Public Works.

- ❖ Fleets Division will execute the annual budget responsibly by:
 - o Payment of invoices within ten days of receipt. Invoices are processed daily.
 - o Monitor and Control overtime. Ongoing.
 - o Self audit of budget and follow Village adopted policies. Ongoing and perform a weekly audit.
 - o Price shop on parts and inventory. Ongoing. Fleets Division undertook a tire price comparison in FY14.
 - o Follow established administration purchasing guidelines. Ongoing.
- ❖ Fleets Division will recycle and lower carbon footprints while controlling costs by:
 - o Increase time between oil & fluid changes. Fleets has begun an oil sampling regiment to test oil and extend drain intervals to the maximum capacity of the oil.
 - o Recycle antifreeze and continue recycling of batteries, engine oil and brake fluid. Ongoing.

ENGINEERING DIVISION

Goal # 1: Engineering Division will improve safety for residents and employees alike, in all Public Works Service Areas.

- ❖ Engineering Division will identify and investigate all reported flooding locations by:
 - o Ensure all flooding locations are reported on Public Works database at the time they occur. Up-to-date and ongoing.
 - o Investigate, analyze and recommend both short term and long term solutions to flooding incidents. Listed locales for future Assistant Village Engineer for resolution.
 - o Develop a 5-year Capital Improvement Plan to address flooding incidents, including in-house projects/repairs. To be undertaken by end of FY15.
 - o Develop a weekly/monthly/annual inspection and maintenance program for the Village's storm water system. To be completed by end of FY15.
- ❖ Engineering Division will ensure all construction sites are being maintained in a safe manner to the Public by:
 - o Develop and implement check sheet for all construction sites that include areas of public safety such as traffic control measures, safety fencing, sheet trenching, etc. To be undertaken by end of FY15.
 - o Provide comments in Engineering Reviews that include public safety issues developed off the site inspection check sheet, to address problematic areas at review stage. To be undertaken by end of FY15.

- Carryout as minimum, weekly inspections of all construction sites and ensure compliance to developed checklist. To be undertaken in FY14 and ongoing.
- ❖ Engineering Division Develop set of Engineering Standards for all Engineering Projects undertaken in the Village.
 - Develop and finalize Autocad engineering standards to be used in all engineering projects, to be approved by the Board. It is completed and currently under review by Christopher B. Burke Engineering.
 - Post approved Engineering Standards on Village website, to allow for easy access for public and developer. To be undertaken in FY15.
 - Provide Engineering Standards packet to Community Development to be handed out to all applicants of larger engineering projects. To be undertaken in FY15.

Goal # 2: Engineering Division will Improve Service Delivery across all Areas of Public Works Operations.

- ❖ Engineering Division will undertake Reviews within 7 days by:
 - All projects are to be directed to Admin. Secretary to log all incoming plan sets/permits. Completed in FY14 and ongoing.
 - Assistant Village Engineer must provide a status report every Friday on completion of projects to the Director. Completed in FY14 and ongoing.
 - All reviews must be coordinated with Village Engineer before any review is released by Public Works. Completed in FY14 and ongoing.
 - All reviews must be provided in memo format with clear, concise comments regarding the project. Completed in FY14 and ongoing.
- ❖ Engineering Division will undertake All National Pollutants Discharge Elimination System(NPDES) Compliance Inspections on behalf of the Village by:
 - Ensure the Storm Water Pollution Prevention Plan where appropriate, is located on the construction project site - verify in the field. Completed in FY14 and ongoing.
 - Check all active construction sites weekly or after every 1/2" rainfall event or greater, and complete NPDES Inspection Report. Completed in FY14 and ongoing.
 - Provide comments to all developers of any deficiencies and ensure corrective measures are taken - provide copy of inspection report. Completed in FY14 and ongoing.
 - Keep copies of all NPDES inspection reports with project files. Completed in FY14 and ongoing.

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

- ❖ Engineering Division will ensure active participation by:

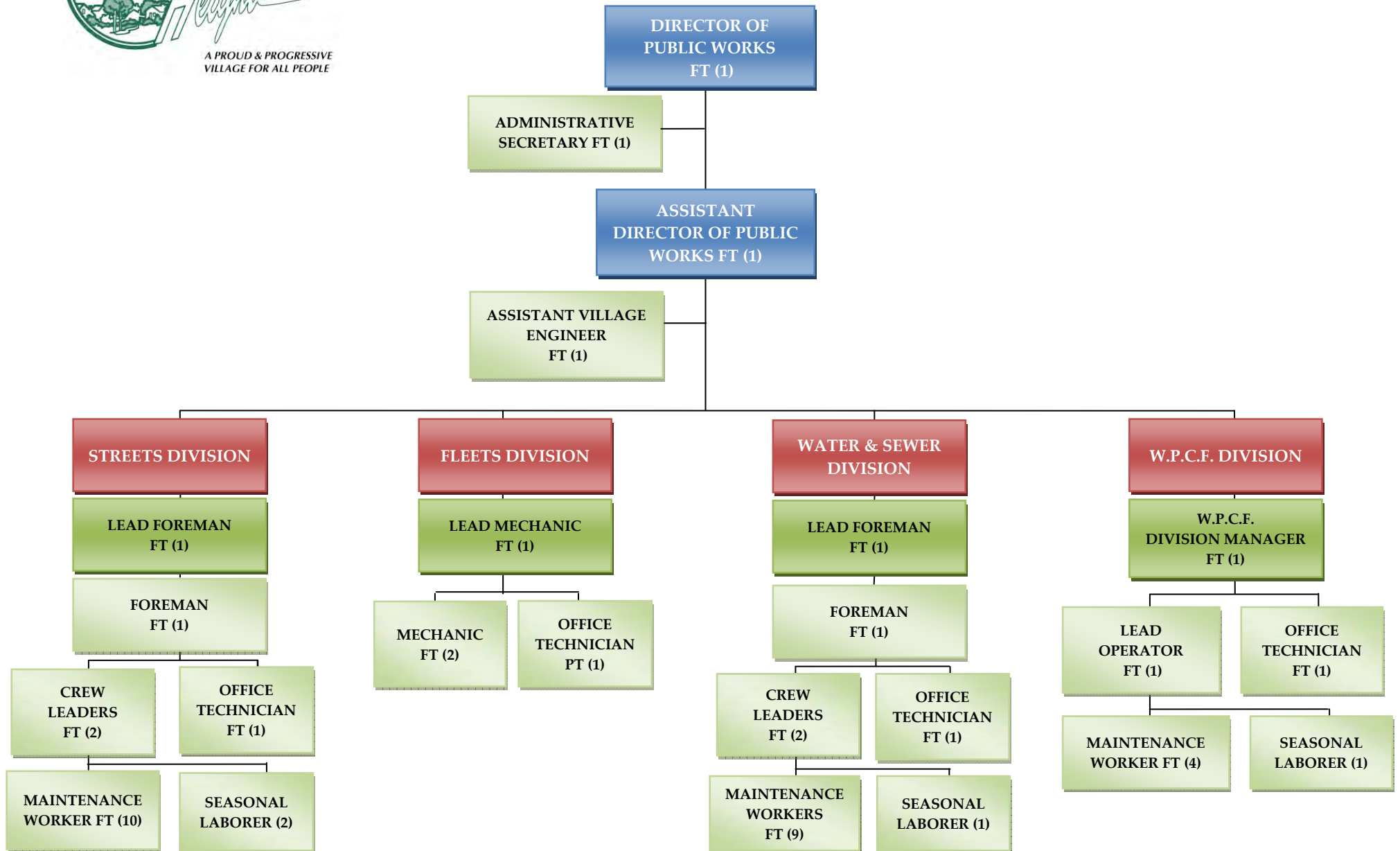


- Assistant Village Engineer will ensure he is fully versed with all Engineering related Ordinances and Codes as they pertain to the Village. Completed in FY14 and ongoing.
- Attend seminars and workshops to be up to date on technology and industry standards. Completed in FY14 and ongoing.
- Provide efficient service to engineering consultants, developers and contractors by offering alternative cost efficient suggestions and alternatives. Completed in FY14 and ongoing.
- ❖ Engineering Division will resolve engineering and construction conflicts as they arise by:
 - Fully understanding the issues and listening to the external parties concerns. Completed in FY14 and ongoing.
 - Application of knowledge learned. Completed in FY14 and ongoing.
- ❖ Engineering Division will strive to improve by:
 - Promote latest standards. Completed in FY14 and ongoing.
 - Preserve only what is right. Completed in FY14 and ongoing.
 - Focus on reduction of cost & introduce budget cuts. Completed in FY14 and ongoing.



VILLAGE OF GLENDALE HEIGHTS

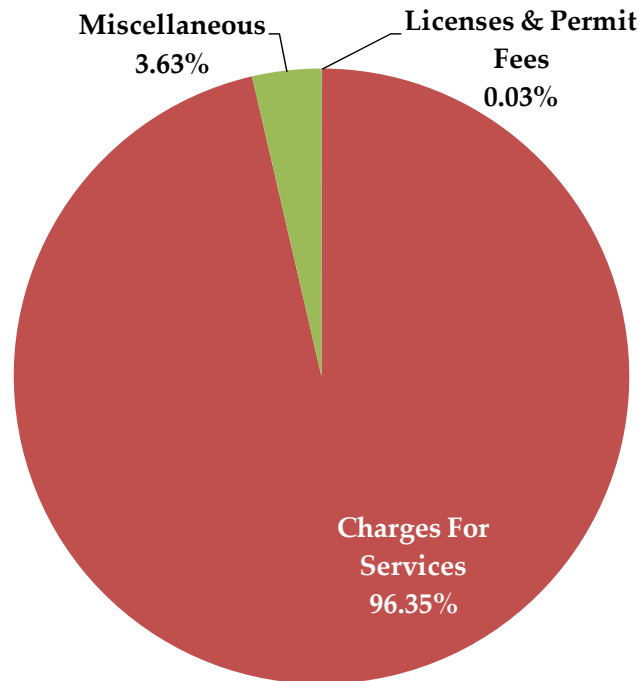
PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Streets, Utilities, Fleets, Engineering, and Water Pollution Control Facility. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department. Total number of employees: 43 Full-Time, 1 Part-Time, 3 Seasonal.

ENVIRONMENTAL SERVICE FUND: REVENUE

PERCENTAGES OF OPERATING REVENUES



CHARGES FOR SERVICES

Charges for Services is the primary source of revenue for the Environmental Services Fund, accounting for 96.35% of its share. The revenue generated by Charges for Services is 100% tied to the water used by the Village's Residents and Commercial accounts. The Village has an agreement to purchase all of the Village's water source from the DuPage Water Commission.

On January 1, 2014 the Village implemented a rate increase to all customers for water use in an amount of .65¢ per thousand gallons. The rate increase is a direct result of the actual cost of water purchased by the Village from the DuPage Water Commission that will be charged. The overall scheduled increases to the Village by the DuPage Water Commission are as follows:

January 1, 2013 – .59¢ per thousand gallons
 January 1, 2014 – .65¢ per thousand gallons
 January 1, 2015 – .71¢ per thousand gallons

On May 1, 2014, a scheduled rate adjustment was implemented which includes an increase of three percent (3%) to the local water delivery charge and the sewer volume service charge to residential, commercial, industrial and institutional customers. This resulted in an increased cost for residential customers per thousand gallons of .07¢ for the local water delivery charge,

and .12¢ for the sewer volume service charge. On average, a residential household bill increased \$1.43 per month.

RESIDENTIAL WATER RATES Effective May 1, 2014 (P/TH GALLONS)	
Cost Allocation	Rate (Per Month)
Water	\$3.97
Local Water Delivery	\$2.39
Pipeline	\$0.25
Sewer	\$4.22
Sewer Debt	\$7.50 (Flat Rate)
TOTAL AVG. COST OF WATER BILL AT 7.5 TH	\$88.73

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 services and requires annual testing and permitting.

MISCELLANEOUS REVENUE

Penalties are charges to accounts that are paid late and are categorized as miscellaneous revenue. The Village bills monthly, aiming to lessen the burden of the water utility. In order to influence prompt payment, the Village has a strict payment policy and implements a late payment fee for all bills paid more than 1 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.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
LICENSES & PERMIT FEES		\$ 1,582	\$ 2,360	\$ 2,532	\$ 2,440
501-1510-421-19-25	Water Permit Fees	40	80	-	160
501-1510-421-19-26	Sewer Permit Fees	280	480	-	480
501-1510-421-19-27	RPZ Fee	1,262	1,800	2,532	1,800
CHARGES FOR SERVICES		8,528,761	9,208,428	9,073,265	9,066,573
501-1510-441-26-10	Water & Sewer Receipts	8,431,311	9,002,978	8,836,680	8,993,052
501-1510-441-26-13	Water Tap In Fees	35,327	160,350	107,053	10,350
501-1510-441-26-14	Water Meter Sales	17,068	11,096	13,685	11,096
501-1510-441-26-16	Sewer Rodding Fees	23,565	12,015	20,260	15,275
501-1510-441-26-17	Sewer Excavation Fees	19,600	11,700	22,800	18,000
501-1510-441-26-18	Sewer Tap In Fees	-	8,800	71,652	17,600
501-1510-441-26-51	NSF - Fee	1,890	1,489	1,135	1,200
INTERGOVERNMENTAL		5,581	-	11,239	286,500
501-1510-481-43-10	Federal Grants	5,581	-	-	200,000
501-1510-481-43-11	State Grants	-	-	11,239	86,500
MISCELLANEOUS		643,344	340,554	240,214	341,256
501-1510-461-30-10	Interest Income	1,214	450	1,328	1,500
501-1510-481-70-10	Cash (Over) & Short	(29)	-	(381)	-
501-1510-441-26-11	Late Penalty Fees	299,429	315,104	218,473	314,756
501-1510-481-89-10	Miscellaneous Income	342,730	25,000	20,794	25,000
TOTAL OPERATING REVENUES		\$ 9,179,268	\$ 9,551,342	\$ 9,327,250	\$ 9,696,769

ENVIRONMENTAL SERVICE FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

Essential Functions

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

Engineering – Providing engineering services to consultants, contractors, and other departments in the Village.

Utilities - Potable water distribution, sanitary sewer collection, and transmission for over 8,800 customers.

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

Water Pollution Control Facility - Provide the final collection and treatment of a daily average of 3.5 Million Gallons per Day (MGD) of wastewater, reaching peaks of 32 MGD in rainstorm conditions.

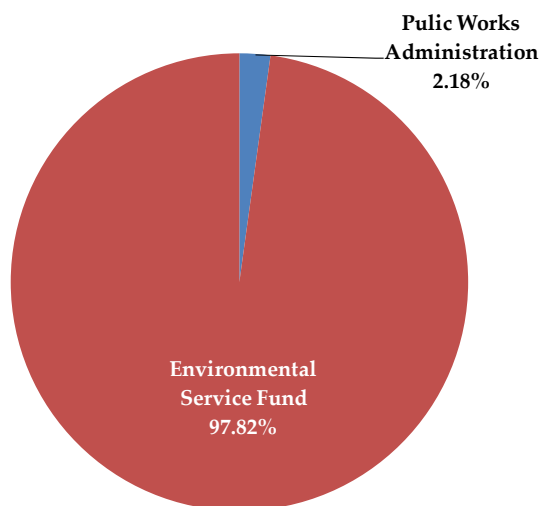
Service Standards

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

for an 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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 102,955	2.7%
Professional Services	22,500	-13.9%
Purchased Services	19,360	12.6%
Materials & Supplies	600	100.0%
Repairs & Maintenance	10,000	100.0%
Other Expenses	38,250	-0.6%
Capital Outlay	300	-99.2%
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 193,965	6.1%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Training and Seminars budget is decreased based on historical data.

Professional Services

- ❖ Less litigation expected for this fiscal year.

Purchased Services

- ❖ Fewer engineering projects are budgeted for this fiscal year.
- ❖ Less printing and binding expenses are budgeted for this fiscal year.
- ❖ Additional phone stipends budgeted for this fiscal year.
- ❖ Anticipated an increased cost in the purchase of natural gas.

Materials & Supplies

- ❖ Postage expense was not budgeted.
- ❖ Budgeted an increase in Miscellaneous supplies.

Repairs & Maintenance

- ❖ Budgeted renovation of the Public Works training room and kitchen.

Other Expenses

- ❖ Budgeted reduction in membership dues.



ANNUAL BUDGET

Capital Outlay

- ❖ No significant changes made to the budget from the prior fiscal year.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 131,374	\$ 100,250	\$ 98,031	\$ 102,955
501-1510-811-10-10	Full-Time & Regular Part-Time	122,040	92,197	91,040	95,174
501-1510-811-15-10	FICA - Employer	7,058	5,716	5,240	5,901
501-1510-811-16-15	Training & Seminars	552	1,000	483	500
501-1510-811-16-16	Medicare - Employer	1,724	1,337	1,268	1,380
PROFESSIONAL SERVICES		17,923	26,142	19,809	22,500
501-1510-811-21-10	Auditing	14,175	15,200	15,120	15,200
501-1510-811-21-11	Legal	998	2,000	1,939	1,500
501-1510-811-21-14	Engineering	2,750	8,942	2,750	5,800
PURCHASED SERVICES		10,336	17,200	19,390	19,360
501-1510-811-24-12	Printing & Binding	-	500	285	200
501-1510-811-51-10	Telephone	7,441	7,000	5,874	7,000
501-1510-811-51-12	Cellular Phone	650	800	970	1,160
501-1510-811-51-14	Natural Gas	-	6,000	9,615	8,000
501-1510-811-52-10	Leases-Equipments	2,245	2,900	2,646	3,000
MATERIALS & SUPPLIES		111	300	96	600
501-1510-811-31-17	Postage	-	100	-	-
501-1510-811-37-99	Miscellaneous Supplies	111	200	96	600
REPAIRS & MAINTENANCE		-	-	-	10,000
501-1510-811-56-14	Public Works Facilities	-	-	-	10,000
OTHER EXPENSES		134,855	38,500	30,374	38,250
501-1510-811-62-10	Membership Dues	-	500	500	250
501-1510-811-69-76	VIPFER - Expense	2,208	-	-	-
501-1510-811-69-78	Bank Fiscal Charges	39,144	38,000	29,874	38,000
501-1510-811-69-90	Bad Debts	93,503	-	-	-
CAPITAL OUTLAY		-	350	270	300
501-1510-911-84-99	Other Furniture & Fixture	-	350	270	300
TOTAL PUBLIC WORKS ADMINISTRATION		\$ 294,599	\$ 182,742	\$ 167,970	\$ 193,965

ENVIRONMENTAL SERVICE FUND: WATER SERVICES

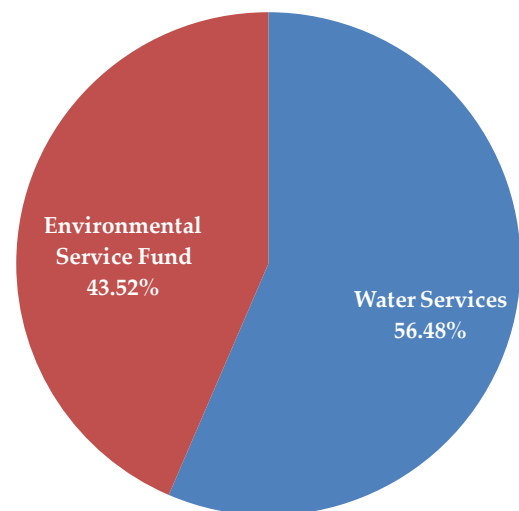
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 528,835	0.8%
Professional Services	51,000	-74.0%
Contractual Services	15,000	-31.8%
Purchased Services	3,732,880	8.9%
Materials & Supplies	107,350	-7.8%
Repairs & Maintenance	8,500	240.0%
Other Expenses	750	0.0%
Capital Outlay	583,598	-31.9%
TOTAL WATER SERVICES	\$ 5,027,913	-2.3%



FY 2014/15 BUDGET HIGHLIGHTS:

Personnel Services

- ❖ All other staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Minor re-allocation in supervisor personnel.
- ❖ Reinstatement of hiring a skilled seasonal worker to assist during the construction season.
- ❖ Training and Seminars budget is reduced for this fiscal year.

Professional Services

- ❖ Anticipated reduction in litigation expenses.
- ❖ Reduction in engineering related to having fewer capital projects planned for this fiscal year.

Contractual Services

- ❖ Budgeted a decrease in the cost of construction debris that is removed by DisposAll Company.

Purchased Services

- ❖ Reduction in Contractual Services due to having fewer capital projects planned for this fiscal year.
- ❖ Lake Michigan water purchases increased by \$345,335.00 due to increased purchase price from the DuPage Water Commission.
- ❖ Increase in Software Support & Maintenance due to the increase in shared cost of the plotter replacement.
- ❖ Increase in the annual amount of phone stipend given to a qualified employee.
- ❖ Anticipating an increase in purchased electricity from ComEd.

Materials & Supplies

- ❖ Fewer projects planned reduces the budget needed for Materials, Operational Supplies, Miscellaneous Supplies and Operational Equipment.

Repairs & Maintenance

- ❖ Increase in Infrastructure Maintenance related to repairing the altitude valve overhauls.

Other Expenses

- ❖ No changes made to the budget from the prior fiscal year.

Capital Outlay

- ❖ Purchase of increased numbers of replacement batteries for MXU water meters.
- ❖ Purchase of increased number of replacement fittings due to IEPA "No Lead" standard.
- ❖ New water main installation as part of CDBG project.
- ❖ DCEO Grants for lighting/VFD's for power saving efficiency.
- ❖ First installment of Glen Ellyn Road water tower painting contract.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 463,528	\$ 524,546	\$ 490,596	\$ 528,835
501-1512-812-10-10	Full-Time & Regular Part-Time	401,001	448,680	415,510	440,454
501-1512-812-10-98	Temporary Help	-	-	-	14,500
501-1512-812-10-99	Overtime Pay	25,513	28,000	34,735	28,000
501-1512-812-15-10	FICA - Employer	25,457	29,554	27,096	30,377
501-1512-812-16-14	Travel, Meeting & Conferences	11	900	795	900
501-1512-812-16-15	Training & Seminars	5,592	10,500	6,123	7,500
501-1512-812-16-16	Medicare - Employer	5,954	6,912	6,337	7,104
PROFESSIONAL SERVICES		26,277	196,459	104,490	51,000
501-1512-812-21-11	Legal	6,552	15,000	5,374	8,000
501-1512-812-21-14	Engineering	8,067	166,459	87,859	28,000
501-1512-812-22-16	Lab Testing Services	11,658	15,000	11,257	15,000
CONTRACTUAL SERVICES		6,123	22,000	21,442	15,000
501-1512-812-23-10	Debris Removal	6,123	22,000	21,442	15,000
PURCHASED SERVICES		2,982,997	3,426,952	3,699,534	3,732,880
501-1512-812-24-12	Printing & Binding	1,175	1,700	1,263	1,700
501-1512-812-24-13	Contractual Services	11,191	84,893	61,641	65,485
501-1512-812-24-32	Software Support & Maintenance	6,845	6,000	1,832	7,500
501-1512-812-51-11	Pager	443	425	414	450
501-1512-812-51-12	Cellular Phone	440	630	441	700
501-1512-812-51-13	Electricity	41,691	39,900	48,534	43,000
501-1512-812-51-16	Lake Michigan Water	2,686,518	3,058,110	3,353,988	3,403,445
501-1512-812-51-17	Lake Michigan Water - Debt	234,694	234,694	231,421	210,000
501-1512-812-52-11	Rentals-Equipments	-	600	-	600
MATERIALS & SUPPLIES		105,306	116,392	103,168	107,350
501-1512-812-31-99	Miscellaneous Office Supplies	227	500	115	500
501-1512-812-34-13	Landscaping Supplies	2,768	6,500	2,491	6,500
501-1512-812-34-15	Materials	20,799	25,000	21,133	18,000
501-1512-812-37-10	Uniforms	3,053	3,727	3,225	3,500
501-1512-812-37-11	Chemicals	471	800	256	800
501-1512-812-37-80	Gas & Fuel	25,934	29,500	28,247	25,000
501-1512-812-37-81	Operational Supplies	41,833	41,500	41,381	44,500
501-1512-812-37-99	Miscellaneous Supplies	4,183	5,400	4,098	5,000
501-1512-812-39-15	Operational Equipment	6,038	3,465	2,222	3,550
REPAIRS & MAINTENANCE		1,109	2,500	1,448	8,500
501-1512-812-57-18	Infrastructure - Maintenance	1,045	2,000	1,062	8,000
501-1512-812-57-19	Tank Maintenance	64	500	386	500

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ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY (cont.)

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
OTHER EXPENSES		374	750	478	750
501-1512-812-62-10	Membership Dues	374	750	478	750
CAPITAL OUTLAY		40,816	856,605	741,298	583,598
501-1512-911-81-14	Public Works - Water	34,572	147,835	64,220	72,600
501-1512-911-87-10	Infrastructure - Water	6,244	708,770	677,078	510,998
TOTAL WATER DIVISION		\$ 3,626,530	\$ 5,146,204	\$ 5,162,454	\$ 5,027,913

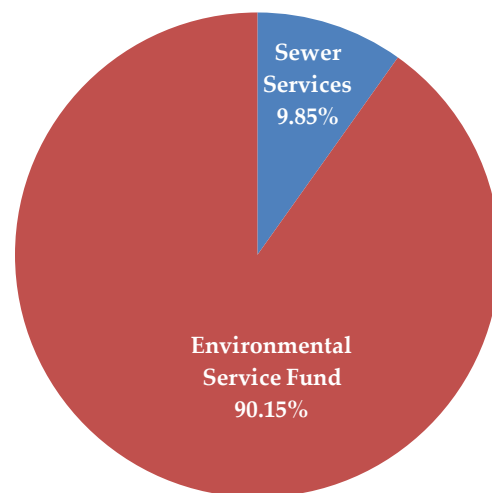
ENVIRONMENTAL SERVICE FUND: SEWER SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Sewer Services division is responsible for the maintenance of 83 miles of sanitary sewer collection and eight lift stations. This division aims to provide outstanding municipal wastewater collection service to customers by developing, operating, and maintaining wastewater pumping stations, gravity sewers, service lines, and force mains in accordance with local, state, and federal requirements. This division also provides a sanitary sewer service program which assists homeowners who may be experiencing sanitary sewer line problems.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 647,084	1.1%
Professional Services	18,000	-90.0%
Contractual Services	12,000	0.0%
Purchased Services	91,235	-6.1%
Materials & Supplies	108,200	-5.7%
TOTAL SEWER DIVISION	\$ 876,519	-42.8%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Budgeting a 2.5% COLA and step increases.
- ❖ Minor budgeted change in the allocation of supervisory personnel.
- ❖ Budgeted reduction in the anticipated cost of overtime.
- ❖ Reduced the Training and Seminars budget for this fiscal year.

Professional Services

- ❖ Anticipated reduction in litigation fees
- ❖ Reduction in engineering expenses due to the reduction of capital improvement projects.

Contractual Services

- ❖ No significant changes to the budget from the prior fiscal year.

Purchased Services

- ❖ Reduction in Contractual Services due to having fewer capital projects planned for this fiscal year.
- ❖ Increase in the annual amount of phone stipend given to a qualified employee.
- ❖ Anticipating an increase in purchased electricity from Com-Ed.
- ❖ Anticipating a need to purchase natural gas.

Materials & Supplies

- ❖ Reduction in Chemicals budget due to competitive pricing and fewer capital projects.
- ❖ Budgeted an increase in Operational Supplies due to a greater number of operational projects anticipated.
- ❖ Private Excavation Supplies are budgeted to increase due to a greater number of anticipated private excavation projects.
- ❖ Budgeted a decrease in Operational Equipment needed for this fiscal year..

Capital Outlay

- ❖ Reduction in expenditure due to the reduction of capital improvement projects.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 613,733	\$ 640,253	\$ 666,943	\$ 647,084
501-1513-813-10-10	Full-Time & Regular Part-Time	516,679	529,834	548,953	549,634
501-1513-813-10-98	Temporary Help	6,357	18,000	16,164	14,500
501-1513-813-10-99	Overtime Pay	46,129	35,000	47,924	30,000
501-1513-813-15-10	FICA - Employer	34,153	35,919	36,868	36,836
501-1513-813-16-15	Training & Seminars	2,428	13,100	8,412	7,500
501-1513-813-16-16	Medicare - Employer	7,987	8,400	8,622	8,614
PROFESSIONAL SERVICES		9,442	180,398	33,121	18,000
501-1513-813-21-11	Legal	4,477	10,000	2,438	5,000
501-1513-813-21-14	Engineering	4,965	170,398	30,683	13,000
CONTRACTUAL SERVICES		6,207	12,000	11,794	12,000
501-1513-813-23-10	Debris Removal	6,207	12,000	11,794	12,000
PURCHASED SERVICES		74,525	97,213	51,014	91,235
501-1513-813-24-13	Contractual Services	44,684	61,783	17,583	50,200
501-1513-813-51-11	Pager	443	500	414	500
501-1513-813-51-12	Cellular Phone	440	650	441	700
501-1513-813-51-13	Electricity	28,958	33,280	32,576	38,000
501-1513-813-51-14	Natural Gas	-	-	-	835
501-1513-813-52-11	Rentals-Equipments	-	1,000	-	1,000
MATERIALS & SUPPLIES		83,288	114,777	92,233	108,200
501-1513-813-31-99	Miscellaneous Office Supplies	165	300	90	300
501-1513-813-34-13	Landscaping Supplies	2,238	3,000	1,071	3,000
501-1513-813-34-15	Materials	9,042	16,500	13,363	13,500
501-1513-813-37-10	Uniforms	2,826	4,077	3,351	4,000
501-1513-813-37-11	Chemicals	10,627	12,000	7,888	9,000
501-1513-813-37-80	Gas & Fuel	19,158	28,400	27,503	23,400
501-1513-813-37-81	Operational Supplies	3,390	4,500	-	11,000
501-1513-813-37-82	Private Excavation Supplies	19,792	19,500	16,602	25,500
501-1513-813-37-99	Miscellaneous Supplies	3,506	4,000	3,601	4,000
501-1513-813-39-15	Operational Equipment	12,544	22,500	18,764	14,500
CAPITAL OUTLAY		3,500	487,544	53,919	-
501-1513-911-81-15	Public Works - Sewer	-	35,000	-	-
501-1513-911-87-11	Infrastructure - Sewer	3,500	452,544	53,919	-
TOTAL SEWER DIVISION		\$ 790,695	\$ 1,532,185	\$ 909,024	\$ 876,519

ENVIRONMENTAL SERVICE FUND: WASTE WATER TREATMENT SERVICES

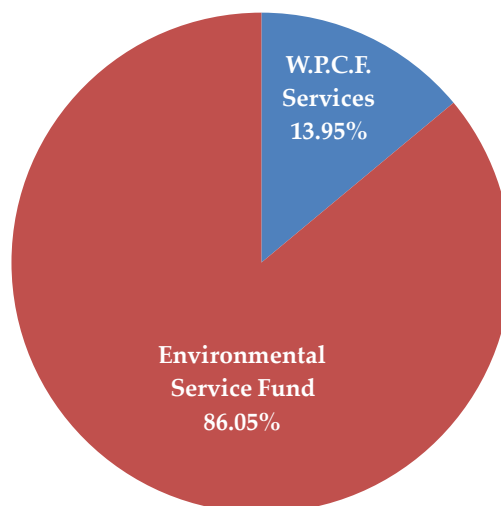
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Waste Water Treatment Services division is responsible for the operation and maintenance of the Village's Water Pollution Control Facility (WPCF). Though not as visible as other public services, the wastewater treatment process is one of the most fundamental daily responsibilities. The facility normally processes 3.5 Million Gallons per Day (MGD) of wastewater, but is designed to process an average daily flow of 5.26 MGD and maximum daily flow of 10.52 MGD. The facility is also designed to process an additional 21 MGD of Excess Flow during wet weather/rain conditions. The facility is permitted by the Illinois Environmental Protection Agency (IEPA), to discharge treated wastewater to the East Branch of the DuPage River. The treated wastewater is actually cleaner than the receiving stream water! Biosolids 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. This year the Glendale Heights Treatment Facility was nominated along with 4 other Group 1 Facilities for Plant of the Year. This is a State wide Award and encompasses over 200 Group 1 Facilities. On April 17, 2013 at the Annual IAWPCO banquet in Springfield Illinois, Glendale Heights was selected as the Plant of the Year. This is the first time WPCF has won such an Award and the Village is extremely proud of the WPCF staff for their efforts.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 578,678	-10.8%
Professional Services	68,000	-40.0%
Contractual Services	129,150	-7.8%
Purchased Services	240,500	4.4%
Materials & Supplies	55,300	-2.2%
Repairs & Maintenance	68,800	-21.9%
Other Expenses	42,071	-1.2%
Capital Outlay	59,000	-71.8%
TOTAL WATER POLLUTION CONTROL FACILITY	\$ 1,241,499	-18.8%



FY 2014/15 BUDGET HIGHLIGHTS:**Personnel Services**

- ❖ Budgeting a 2.5% COLA and step increases.
- ❖ Reduced budgeted allocation of 2 Maintenance Workers.
- ❖ Reduced budget for temporary help.
- ❖ Budgeted a reduction in Training and Seminars this fiscal year.

Professional Services

- ❖ The division has budgeted for legal contractual review of project documents and contracts. Projects that are planned by the division this year are as follows: Setting Local Limits and, Converting Chlorine from gas to liquid for disinfection purposes.
- ❖ Budgeted a decrease in engineering fees due to a reduction in anticipated projects.

Contractual Services

- ❖ A Local Limit study will be performed by a consulting Engineer.
- ❖ Sludge removal is budgeted to decrease this fiscal year.

Purchased Services

- ❖ Anticipating an increase in purchased electricity from ComEd.
- ❖ Reduction in Printing and Binding and software maintenance contracts.

Materials & Supplies

- ❖ Budgeted reduction of Uniforms proportionate to personnel reductions.
- ❖ New sampling budgeted for an increase in Lab Supplies.
- ❖ Reduction in budget request for Oil and Grease and Miscellaneous Supplies.

Repairs & Maintenance

- ❖ Fewer repairs anticipated for the Waste Water Treatment Facility Equipment and Buildings.

Other Expenses

- ❖ Membership dues and N.P.D.E.S fees are expected to be lower this fiscal year.

Capital Outlay

- ❖ The facility has planned and budgeted for converting chlorine gas disinfection to liquid chlorine disinfection.
- ❖ New LED lighting will be installed with funding from a DCEO and ICE Energy Savings Grant.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 544,800	\$ 649,106	\$ 571,504	\$ 578,678
501-1514-814-10-10	Full-Time & Regular Part-Time	477,370	561,755	511,105	502,632
501-1514-814-10-98	Temporary Help	5,240	10,000	-	5,000
501-1514-814-10-99	Overtime Pay	23,006	25,000	15,144	25,000
501-1514-814-15-10	FICA - Employer	30,995	36,999	31,979	33,023
501-1514-814-16-14	Travel, Meeting & Conferences	55	200	90	300
501-1514-814-16-15	Training & Seminars	885	6,500	5,707	5,000
501-1514-814-16-16	Medicare Employer	7,249	8,652	7,479	7,723
PROFESSIONAL SERVICES		32,922	113,303	27,348	68,000
501-1514-814-21-11	Legal Services	7,159	10,000	11,336	10,000
501-1514-814-21-14	Engineering	25,763	103,303	16,012	58,000
CONTRACTUAL SERVICES		102,714	140,000	111,861	129,150
501-1514-814-22-18	Public Works - Water Treatment	11,008	15,000	12,999	14,150
501-1514-814-23-11	Sludge Removal	91,706	125,000	98,862	115,000
PURCHASED SERVICES		178,451	230,300	198,593	240,500
501-1514-814-24-12	Printing & Binding	244	500	-	300
501-1514-814-24-32	Software Support & Maintenance	5,273	4,000	395	2,500
501-1514-814-51-10	Telephone	3,513	4,400	1,442	2,600
501-1514-814-51-11	Pager	646	600	497	600
501-1514-814-51-12	Cellular Phone	1,093	1,300	914	1,200
501-1514-814-51-13	Electricity	156,029	205,200	181,772	220,000
501-1514-814-51-14	Natural Gas	10,215	12,000	11,927	11,000
501-1514-814-52-10	Leases - Equipments	1,438	2,300	1,646	2,300
MATERIALS & SUPPLIES		49,951	56,559	52,428	55,300
501-1514-814-31-99	Miscellaneous Office Supplies	306	500	256	500
501-1514-814-37-10	Uniforms	2,831	4,259	3,128	3,000
501-1514-814-37-11	Chemicals	32,106	36,650	35,251	36,650
501-1514-814-37-12	Lab Supplies	2,902	4,000	3,962	6,500
501-1514-814-37-80	Gas & Fuel	1,896	2,650	1,996	2,650
501-1514-814-37-81	Oil & Grease	2,425	1,500	1,352	500
501-1514-814-37-99	Miscellaneous Supplies	3,015	4,000	3,527	2,500
501-1514-814-39-99	Other Operating Equipment	4,470	3,000	2,956	3,000
REPAIRS & MAINTENANCE		68,124	88,100	70,130	68,800
501-1514-814-53-19	Equipment	63,693	85,600	68,350	67,300
501-1514-814-56-16	Buildings	4,431	2,500	1,780	1,500
OTHER EXPENSES		41,302	42,595	41,563	42,071
501-1514-814-62-10	Membership Dues	8,802	9,095	9,063	9,571
501-1514-814-69-60	N.P.D.E.S. Fee (Il.State)	32,500	33,500	32,500	32,500
CAPITAL OUTLAY		822	209,507	105,653	59,000
501-1514-911-81-19	Public Works - Water Treatment	822	209,507	105,653	59,000
TOTAL WATER POLLUTION CONTROL FACILITY		\$ 1,019,086	\$ 1,529,470	\$ 1,179,080	\$ 1,241,499

ENVIRONMENTAL SERVICE FUND: FLEETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

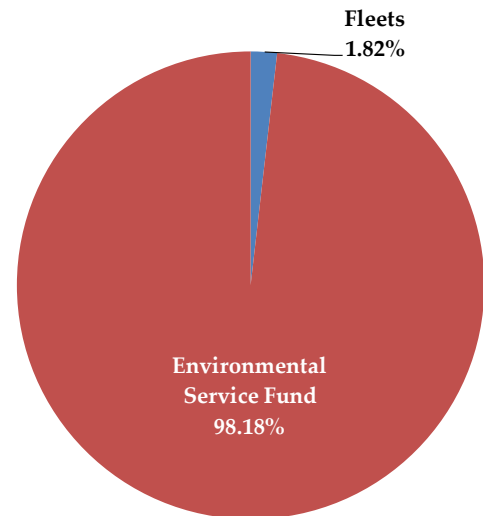
This division provides these services to approximately 232 pieces of Village owned vehicles and equipment. Roughly 25 pieces are clean air units. The services provided to our respective divisions include preventive maintenance, repair services, fabrication services, new vehicle specification, purchasing, salvage, product support and training.

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

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

BUDGET BY CLASS

CLASS	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 129,022	4.8%
Professional Services	6,750	269.9%
Materials & Supplies	25,800	-28.7%
TOTAL FLEETS	\$ 161,572	0.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Reduced budget for Overtime Pay.
- ❖ Budgeted a reduction in Training and Seminars this fiscal year.



ANNUAL BUDGET

Purchased Services

- ❖ Upgrade of CFAwin Fleet Maintenance Software to latest version 8. This software is used for repairs and troubleshooting, as well as inventory control and maintenance records.

Materials & Supplies

- ❖ Reduction in anticipated repairs and stock inventory items.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 111,474	\$ 123,129	\$ 119,483	\$ 129,022
501-1515-811-10-10	Full-Time & Regular Part-Time	101,678	112,560	109,541	118,389
501-1515-811-10-99	Overtime Pay	1,308	1,300	1,163	1,000
501-1515-811-15-10	FICA - Employer	6,348	6,997	6,866	7,402
501-1515-811-16-15	Training & Seminars	640	640	302	500
501-1515-811-16-16	Medicare - Employer	1,500	1,632	1,611	1,731
PROFESSIONAL SERVICES		1,800	1,825	1,800	6,750
501-1515-811-21-18	Computer Software	1,800	1,825	1,800	6,750
MATERIALS & SUPPLIES		27,007	36,198	28,172	25,800
501-1515-811-32-14	Computer Software	275	350	275	450
501-1515-811-37-10	Uniform/PPE	325	350	350	350
501-1515-811-37-98	Misc. Inventory Supplies	26,407	35,498	27,547	25,000
TOTAL FLEETS		\$ 140,281	\$ 161,152	\$ 149,455	\$ 161,572

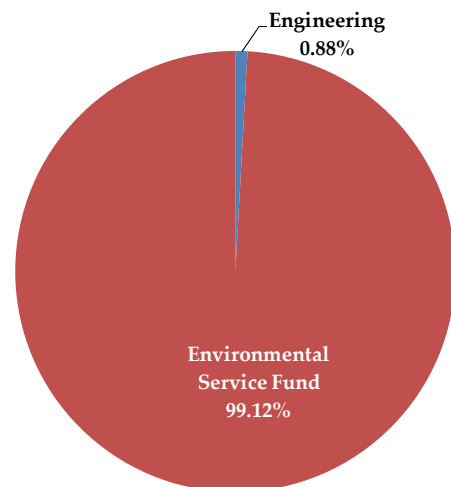
ENVIRONMENTAL SERVICE FUND: ENGINEERING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 75,389	8.8%
Professional Services	1,000	-50.0%
Purchased Services	1,225	145.0%
Materials & Supplies	900	100.0%
TOTAL ENGINEERING	\$ 78,514	9.4%



FY 2014/15 BUDGET HIGHLIGHTS:

Personnel Services

- ❖ In January of 2014, the Assistant Village Engineer retired, and the replacement of this position is planned in FY15.

Professional Services

- ❖ Budgeted a decrease in engineering fees related to emergency projects.

Purchased Services

- ❖ New scanning cost expected for this fiscal year.
- ❖ Cellular phone stipend for the Assistant Village Engineer budgeted at 75%.

Materials & Supplies

- ❖ Miscellaneous office supplies budgeted in anticipation of the new Assistant Village Engineer.
- ❖ Uniforms/PPE budgeted in anticipation of the new Assistant Village Engineer.
- ❖ Gas & Fuel budgeted in anticipation of the new Assistant Village Engineer.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 53,311	\$ 69,269	\$ 73,991	\$ 75,389
501-1411-811-10-10	Full-Time & Regular Part-Time	49,531	64,098	69,525	70,124
501-1411-811-15-10	FICA - Employer	3,064	4,191	3,620	4,248
501-1411-811-16-16	Medicare - Employer	716	980	846	1,017
PROFESSIONAL SERVICES		-	2,000	-	1,000
501-1411-811-21-14	Engineering	-	2,000	-	1,000
PURCHASED SERVICES		354	500	361	1,225
501-1411-811-24-12	Printing & Binding	-	-	-	500
501-1411-811-24-32	Software Support/Maintenance	354	500	361	500
501-1411-811-51-12	Cellular Phone	-	-	-	225
MATERIALS & SUPPLIES		-	-	-	900
501-1411-811-31-99	Miscellaneous Office Supplies	-	-	-	200
501-1411-811-37-10	Uniform/PPE	-	-	-	200
501-1411-811-37-80	Gas & Fuel	-	-	-	500
TOTAL ENGINEERING		\$ 53,665	\$ 71,769	\$ 74,352	\$ 78,514

ENVIRONMENTAL SERVICE FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

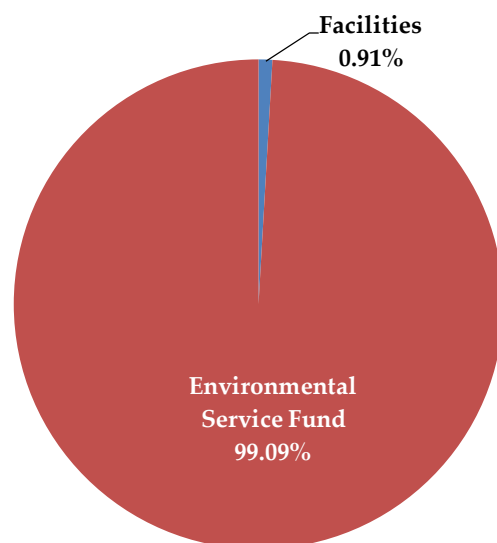
The Facilities Division provides custodial services, repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings. The buildings consist of the following; W.P.C.F. Facilities, Public Works Building, and other department properties for a total of 24 buildings.

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

Building Facilities is also responsible for the purchasing of Hazardous Material supplies, purchasing and maintenance of all physical fitness equipment, ordering and distribution of all custodial supplies, along with all invoices and payments associated with the operations of building maintenance.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 70,412	-1.0%
Purchased Services	\$ 3,700	100.0%
Materials & Supplies	4,625	13.5%
Repairs & Maintenance	6,125	41.6%
TOTAL FACILITIES	\$ 84,862	6.7%



FY 2014/15 BUDGET HIGHLIGHTS:

Personnel Services

- ❖ Slight decrease in salaries, FICA, and Medicare due to reallocation of budgeted salaries in conjunction to the new janitorial contract.
- ❖ Budgeting a 2.5% COLA and step increases.

Purchased Services

- ❖ Funds added for new HVAC maintenance contract.



Materials & Supplies

- ❖ Overall net increase in cost of janitorial and electrical supplies.

Repairs and Maintenance

- ❖ Anticipated increase in building repairs and maintenance needs.
- ❖ New expenses for RPZ testing.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 69,021	\$ 71,146	\$ 72,339	\$ 70,412
501-1617-511-10-10	Full-Time & Regular Part-Time	63,352	65,253	66,389	64,479
501-1617-511-10-99	Overtime Pay	792	901	821	1,000
501-1617-511-15-10	FICA - Employer	3,953	4,046	4,157	3,998
501-1617-511-16-16	Medicare - Employer	924	946	972	935
PURCHASED SERVICES		-	-	-	3,700
501-1617-511-24-99	Other Purchase Services	-	-	-	3,700
MATERIALS & SUPPLIES		3,759	4,075	3,340	4,625
501-1617-511-33-10	Janitorial Supplies	3,046	3,200	3,193	3,500
501-1617-511-33-12	Electrical Supplies	713	500	147	750
501-1617-511-33-13	Hardware Supplies	-	100	-	100
501-1617-511-33-15	Plumbing Supplies	-	175	-	175
501-1617-511-33-16	Lumber Supplies	-	100	-	100
REPAIRS & MAINTENANCE		1,777	4,325	3,666	6,125
501-1617-511-53-11	Building Maintenance	1,777	4,325	3,666	6,125
TOTAL FACILITIES		\$ 74,557	\$ 79,546	\$ 79,345	\$ 84,862

ENVIRONMENTAL SERVICE FUND: INFORMATION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

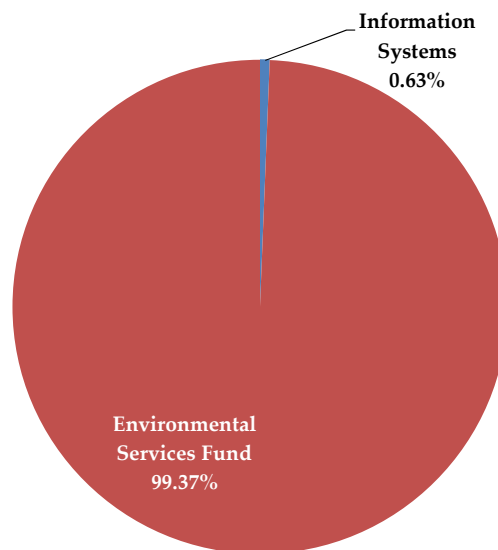
The I.S. Division of the Administrative Services Department consists of three personnel providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and an AS/400 which hosts our financial package and municipal software.

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

A portion of the personnel service and other related costs are budgeted in the Environmental Services Fund.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 35,911	9.2%
Purchased Services	20,037	-7.9%
TOTAL INFORMATION SYSTEMS	\$ 55,948	2.4%



FY 2014/15 BUDGET HIGHLIGHTS:

Personnel Services

- ❖ Full-time budgeted expenses increased by 9.2%. The increase reflects salary adjustments for step and COLA increases, including adjustments for divisional reorganization.

Purchased Services

- ❖ Funding provides for Environmental fund portion of annual service and maintenance support of the SunGard financial software package.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 32,242	\$ 32,897	\$ 32,369	\$ 35,911
501-1811-811-10-10	Full-Time & Regular Part-Time	29,959	30,559	29,911	33,358
501-1811-811-15-10	FICA - Employer	1,850	1,895	1,992	2,069
501-1811-811-16-16	Medicare - Employer	433	443	466	484
PURCHASED SERVICES		19,159	21,750	19,405	20,037
501-1811-811-24-31	H.T.E. Annual Service Contract	19,159	19,750	19,405	20,037
501-1811-811-24-99	Other Purchase - Services	-	2,000	-	-
TOTAL INFORMATION SYSTEMS		\$ 51,401	\$ 54,647	\$ 51,774	\$ 55,948

ENVIRONMENTAL SERVICE FUND: WATER BILLING DIVISION

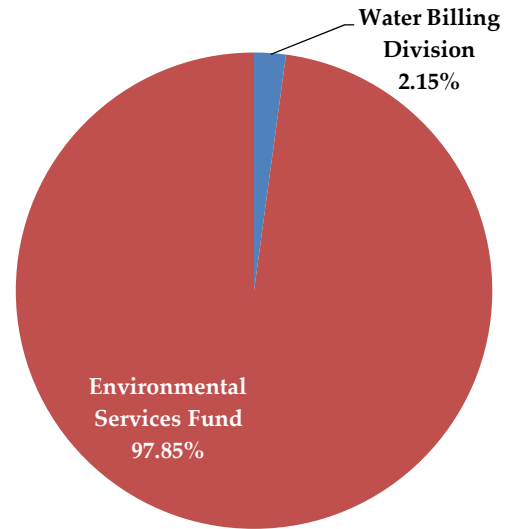
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Water Billing Division is responsible for issuing timely and accurate water, sewer, and waste water treatment bills to Glendale Heights residents and businesses, collecting customer accounts efficiently and effectively, and responding to customer inquiries in a professional manner.

The Water Billing Division, which is a subset of the Administrative Services Division, includes 2 full-time budgeted employees that are responsible for the water billing for the Village. The Water Billing Division maintains approximately 8,830 water accounts and takes care of all the billing and collections on a monthly basis.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 115,838	2.7%
Purchased Services	28,022	36.0%
Materials & Supplies	47,150	15.0%
TOTAL WATER BILLING DIVISION	\$ 191,010	9.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Full-time budgeted expenses increased by 2.7%. The increase reflects salary adjustments for step and COLA increases, including additional overtime allocations.

Purchased Services

- ❖ Provides for water bill print services. The expenditure for this service has been reduced as a result of competitive selection processes.

Materials & Supplies

- ❖ The primary expenditure within the category provides for postal charges for the mailing of utility bills. A 15% increase has been included in this line as a result of recent postage increase and anticipated postage increases over the FY period.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 121,751	\$ 112,805	\$ 110,810	\$ 115,838
501-1813-811-10-10	Full-Time & Regular Part-Time	112,806	104,557	102,984	104,875
501-1813-811-10-99	Overtime Pay	-	-	-	2,500
501-1813-811-15-10	FICA - Employer	7,052	6,482	6,196	6,657
501-1813-811-16-14	Travel, Meeting & Conferences	244	250	181	250
501-1813-811-16-16	Medicare - Employer	1,649	1,516	1,449	1,556
PURCHASED SERVICES		16,633	20,610	17,799	28,022
501-1813-811-24-12	Printing & Binding	839	1,050	987	1,100
501-1813-811-24-99	Other Purchase - Services	15,704	19,440	16,718	26,800
501-1813-811-51-11	Pager	66	70	70	72
501-1813-811-51-99	Misc. Communication	24	50	24	50
MATERIALS & SUPPLIES		40,135	41,000	44,519	47,150
501-1813-811-31-17	Postage	39,942	40,750	44,367	47,000
501-1813-811-31-99	Miscellaneous Office Supplies	193	250	152	150
TOTAL WATER BILLING DIVISION		\$ 178,519	\$ 174,415	\$ 173,128	\$ 191,010

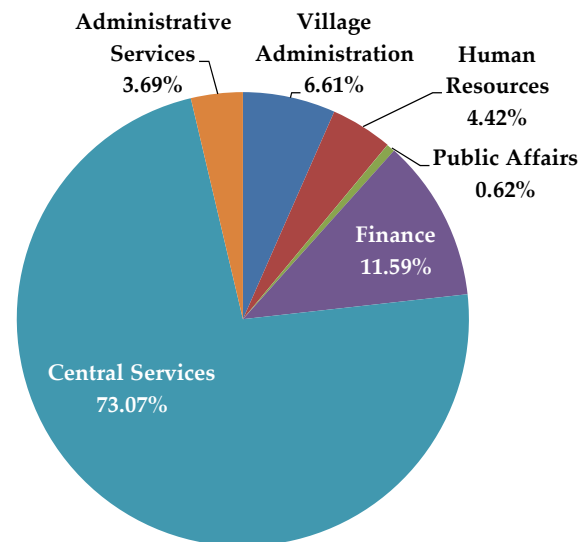
ENVIRONMENTAL SERVICE FUND: GENERAL BUSINESS SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

For the purposes of budget presentation, personnel services for Village Administration, Human Resources, Public Affairs, Finance, Central Services, and Administrative Services have been combined and reflected together as General Business Services. Each of these departments designate a percentage of qualified staff positions to the Environmental Services Fund in order to fairly represent the associated cost of personnel services dedicated to this fund. Central Services records the cost of IMRF and medical insurance benefits for any employee that is paid from the Environmental Services Fund.

BUDGET BY CLASS

DIVISION	2014/15 BUDGET	% CHANGE
PERSONNEL SERVICES	989,731	5.3%
Village Administration	65,454	2.3%
Human Resources	43,792	1.9%
Public Affairs	6,061	-29.6%
Finance	114,741	3.1%
Central Services	723,183	6.8%
Administrative Services	36,500	2.3%
TOTAL DIVISION	989,731	5.3%



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.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 974,071	\$ 939,918	\$ 988,190	\$ 989,731
VILLAGE ADMINISTRATION		61,635	64,007	63,463	65,454
501-1110-811-10-10	Full-Time & Regular Part-Time	57,727	59,459	59,464	60,802
501-1110-811-15-10	FICA - Employer	3,105	3,686	3,173	3,770
501-1110-811-16-16	Medicare - Employer	803	862	826	882
HUMAN RESOURCES		42,740	42,980	44,161	43,792
501-1111-811-10-10	Full-Time & Regular Part-Time	39,868	39,926	41,194	40,680
501-1111-811-15-10	FICA - Employer	2,328	2,475	2,405	2,522
501-1111-811-16-16	Medicare - Employer	544	579	562	590
PUBLIC AFFAIRS		6,836	8,611	7,531	6,061
501-1112-811-10-10	Full-Time & Regular Part-Time	6,281	7,899	6,976	5,538
501-1112-811-10-99	Overtime Pay	31	100	23	100
501-1112-811-15-10	FICA - Employer	425	497	431	343
501-1112-811-16-16	Medicare - Employer	99	115	101	80
FINANCE		105,365	111,246	110,912	114,741
501-1111-811-10-10	Full-Time & Regular Part-Time	97,562	103,341	103,335	106,587
501-1111-811-15-10	FICA - Employer	6,295	6,407	6,115	6,608
501-1111-811-16-16	Medicare - Employer	1,508	1,498	1,462	1,546
CENTRAL SERVICES		722,551	677,393	726,521	723,183
501-1518-811-16-10	IMRF-Employer	289,510	275,782	309,933	290,635
501-1518-811-16-12	Medical-Employer	394,136	399,686	409,936	425,973
501-1518-811-16-18	Sick Days Buy Back Only	33,850	-	-	-
501-1518-811-16-30	Opt Out Med Insurance	5,055	1,450	6,180	6,200
501-1518-811-16-32	Health & Wellness Prog.	-	475	472	375
ADMINISTRATIVE SERVICES		34,944	35,681	35,602	36,500
501-1810-811-10-10	Full-Time & Regular Part-Time	32,576	33,145	33,201	33,891
501-1810-811-15-10	FICA - Employer	1,919	2,055	1,946	2,101
501-1810-811-16-16	Medicare - Employer	449	481	455	508



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

GOLF COURSE FUND

FUND DESCRIPTION

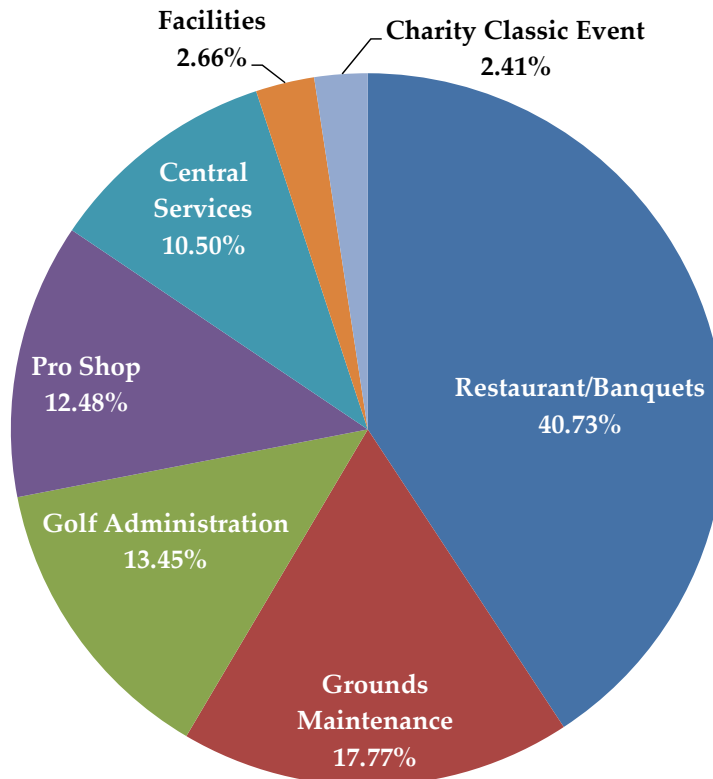
The Glendale Lakes Golf Club, course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty. Glendale Lakes also offers a full service Pro-shop stocked for any golfers needs. The banquet rooms accommodate up to 250 people for weddings, showers and parties. The restaurant is open daily for lunch and dinner from April through October and for dinner year round on Friday evenings.

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.

TOTAL OPERATING BUDGET

1,937,824

ANNUAL EXPENSES BY DIVISION





GOLF FUND

2014/15 BUDGETED INCOME STATEMENT

CLASS	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET	% CHANGE
OPERATING REVENUE	\$ 1,689,581	\$ 1,959,287	\$ 1,554,406	\$ 1,927,574	-1.6%
Charges For Services	1,689,581	1,959,287	1,554,406	1,927,574	-1.6%
OPERATING EXPENDITURES	1,821,278	1,900,615	1,860,579	1,900,624	0.0%
Personnel Services	1,122,488	1,112,057	1,134,595	1,119,989	0.7%
Professional Services	1,701	2,376	1,980	2,376	0.0%
Contractual Services	6,193	7,000	6,681	6,850	-2.1%
Purchased Services	139,207	170,890	167,660	169,200	-1.0%
Materials & Supplies	429,491	446,353	422,165	472,105	5.8%
Repairs & Maintenance	58,836	51,163	50,554	44,713	-12.6%
Other Expenses	59,012	83,676	63,255	69,951	-16.4%
Capital Outlay	4,350	27,100	13,689	15,440	-43.0%
OPERATING INCOME (LOSS)					
BEFORE DEPRECIATION	(131,697)	58,672	(306,173)	26,950	-54.1%
DEPRECIATION EXPENSE	(132,151)	-	-	-	N/A
NON-OPERATING REVENUE	121,130	10,250	4,557	10,250	0.0%
Intergovernmental	-	-	-	-	N/A
Miscellaneous	8,500	10,000	4,698	10,000	0.0%
Interest Income	112	250	181	250	0.0%
Cash over/(short)	167	-	(322)	-	N/A
Contribution Revenue	112,351	-	-	-	N/A
NON-OPERATING EXPENSES	68,812	67,575	67,575	37,200	-45.0%
Operating Transfers Out	68,812	67,575	67,575	37,200	(0)
NET INCOME (LOSS)	(211,530)	1,347	(369,191)	-	-100.0%



ANNUAL BUDGET

ANNUAL REVENUE BY CLASS

	2012/13	2013/14	2013/14	2014/15	%
OPERATING REVENUE	ACTUAL	BUDGET	ESTIMATED	BUDGET	CHANGE
Charges for Services	\$ 1,689,581	\$ 1,959,287	\$ 1,554,406	\$ 1,927,574	-1.6%
Miscellaneous Revenue	8,779	10,250	4,557	10,250	0.0%
TOTAL OPERATING REVENUE	\$ 1,698,360	\$ 1,969,537	\$ 1,558,963	\$ 1,937,824	-1.6%

ANNUAL EXPENSES BY DIVISION

	2012/13	2013/14	2013/14	2014/15	%
DIVISION	ACTUAL	BUDGET	ESTIMATED	BUDGET	CHANGE
Golf Administration	\$ 257,771	\$ 263,374	\$ 258,420	\$ 255,682	-2.9%
Central Services	218,598	196,531	210,266	199,502	1.5%
Facilities	61,870	60,479	59,401	50,581	-16.4%
Grounds Maintenance	300,631	339,446	336,332	337,762	-0.5%
Pro Shop	192,500	230,664	212,650	237,104	2.8%
Restaurant/Banquets	754,523	749,571	745,657	774,143	3.3%
Charity Classic Event	35,385	60,550	37,853	45,850	-24.3%
TOTAL DIVISION	\$ 1,821,278	\$ 1,900,615	\$ 1,860,579	\$ 1,900,624	0.0%

ANNUAL EXPENSES BY CLASS

	2012/13	2013/14	2013/14	2014/15	%
CLASS	ACTUAL	BUDGET	ESTIMATED	BUDGET	CHANGE
Personnel Services	\$ 1,122,488	\$ 1,112,057	\$ 1,134,595	\$ 1,119,989	0.7%
Professional Services	1,701	2,376	1,980	2,376	0.0%
Contractual Services	6,193	7,000	6,681	6,850	-2.1%
Purchased Services	139,207	170,890	167,660	169,200	-1.0%
Materials & Supplies	429,491	446,353	422,165	472,105	5.8%
Repairs & Maintenance	58,836	51,163	50,554	44,713	-12.6%
Other Expenses	59,012	83,676	63,255	69,951	-16.4%
Capital Outlay	4,350	27,100	13,689	15,440	-43.0%
TOTAL CLASS	\$ 1,821,278	\$ 1,900,615	\$ 1,860,579	\$ 1,900,624	0.0%



SIGNIFICANT ACCOMPLISHMENTS IN FY 2014/2015

GOLF ADMINISTRATION

There were not many changes in Golf Administration. The largest accomplishment was in the purchase and use of a new color copier for the department which has allowed for more creative flyers and brochures like that for the Charity Classic.

FACILITIES

In facilities, the significant change that occurred in this fiscal year was the change out of the partitions in the women's restroom.

GROUNDS MAINTENANCE

There were many improvements in the grounds department during the fiscal year. A few that should be mentioned are the new river wall addition on hole number two that has helped to stabilize the bank and stopped the erosion of the area around the green. This will help the golfers with course playability and help the grounds staff to maintain that area.

Another major accomplishment was the redesign and construction of the bunker on the left side of the ninth green. This test project helped to lay the groundwork for future bunker work that is planned in future budgets. The work on this bunker included laying new drainage, removing all of the sand that was in the bunker which was up to two feet in areas, reshape the bunker and then refill the bunker. This project was done in the fall and has been very well received by the Glendale Lakes Golf Club customers.

PRO SHOP

The major accomplishment in this division is the addition of 35 carts through a lease. These EZ Go golf carts replaced 35 carts that were purchased in 2001. The 2001 carts were traded in as a part of the lease and the new carts helped to solve a problem of carts not holding a charge. The lease for these carts is five years.

RESTAURANT/BANQUETS

The purchase of a number of new electronics helped bring Glendale Lakes Golf Club into the 21st century. A new sound system was purchased for the restaurant and banquet rooms. This new sound system was able to play cd's and an i-Pod while filling the room with sound and music with only one speaker. Self-contained and on wheels, this system should last Glendale Lakes many years. Additionally, new televisions were purchased for the bar and banquet rooms to offer customers the viewing choices that they have been looking for.

CHARITY CLASSIC EVENT

The 2013 Charity Classic raised money for a number of great causes and organizations including Make-A-Wish Illinois, the Glendale Heights Chamber of Commerce Scholarship Fund, the FOP Lodge 52 Community Enrichment Fund and the largest portion of the funds went to the Friends of Don Darby Fund. Officer Darby was the canine officer for the Village of Glendale Heights who died from a rare form of brain cancer in August of 2013.

FY 2014/15 GOALS AND OBJECTIVES

ADMINISTRATION

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

- ❖ Continue to work with local high school coaches to further the Junior Golf Program.
- ❖ Market junior golf programs to junior high schools that feed into high schools that have Glendale Lakes as home course.
- ❖ Participate in Carol Stream's "Just Play" event to advertise junior golf to Carol Stream residents and work with Carol Stream to advertise golf at Coyote Crossing.
- ❖ Use SNAG Golf to work on skill building and introduce youth to golf through community events around the surrounding suburbs.
- ❖ Separate youth golf lessons and leagues into more age divisions for better teaching.

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

- ❖ Work on specials that we offer to ensure that we are marketing these to fill open times on the tee sheet.
- ❖ Work with the maintenance division to continue to improve product so that we create positive word of mouth dealing with the golf course and the golf experience at Glendale Lakes.
- ❖ Promote golf outings for comeback play.
- ❖ Develop and distribute coupon opportunities to larger outings with a return coupon.

FOOD AND BEVERAGE DIVISION

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

- ❖ Change the menu at the bar to offer more golfer friendly selections.
- ❖ Use carts and golf shop to advertise specials, and food and beverage options.
- ❖ Change job duties of evening bartenders to make them more of a one-stop shop.

Goal #2: Continue to initiate changes in waitstaff and kitchen operations.

- ❖ Analyze possible scheduling changes to increase efficiency and effectiveness.
- ❖ Re-evaluate and revise overall operation of golf kitchen during golf season.
- ❖ Finalize analysis of set-up position and staffing considerations.

Goal #3: Create improved menus through use of tastings by regular customer groups.

- ❖ Utilize data from tastings to *increase* revenue, profitability and guest satisfaction.

GOLF OPERATIONS DIVISION

Goal #1: Improve course playability.

- ❖ Continue to widen and increase view to the right of 7 fairway by removing overgrown area and creating playable rough.
- ❖ Renovate bunker and add drainage to the right of 9 green, front right of 1 green, left of 8 green, and front left of 2 green by reshaping bunker face, adding drainage in bunker and through flood prone area in front of bunker, installing a fabric sand barrier and putting in new sand. Also look at back left bunker on 2 green to determine what might be done to replace or fill in that bunker.
- ❖ Focus on areas of the golf course that need re-seeding and additional growing to bring those areas up to the same level of play as the rest of the golf course.
- ❖ Develop new plan for improved fertilization of the rough.

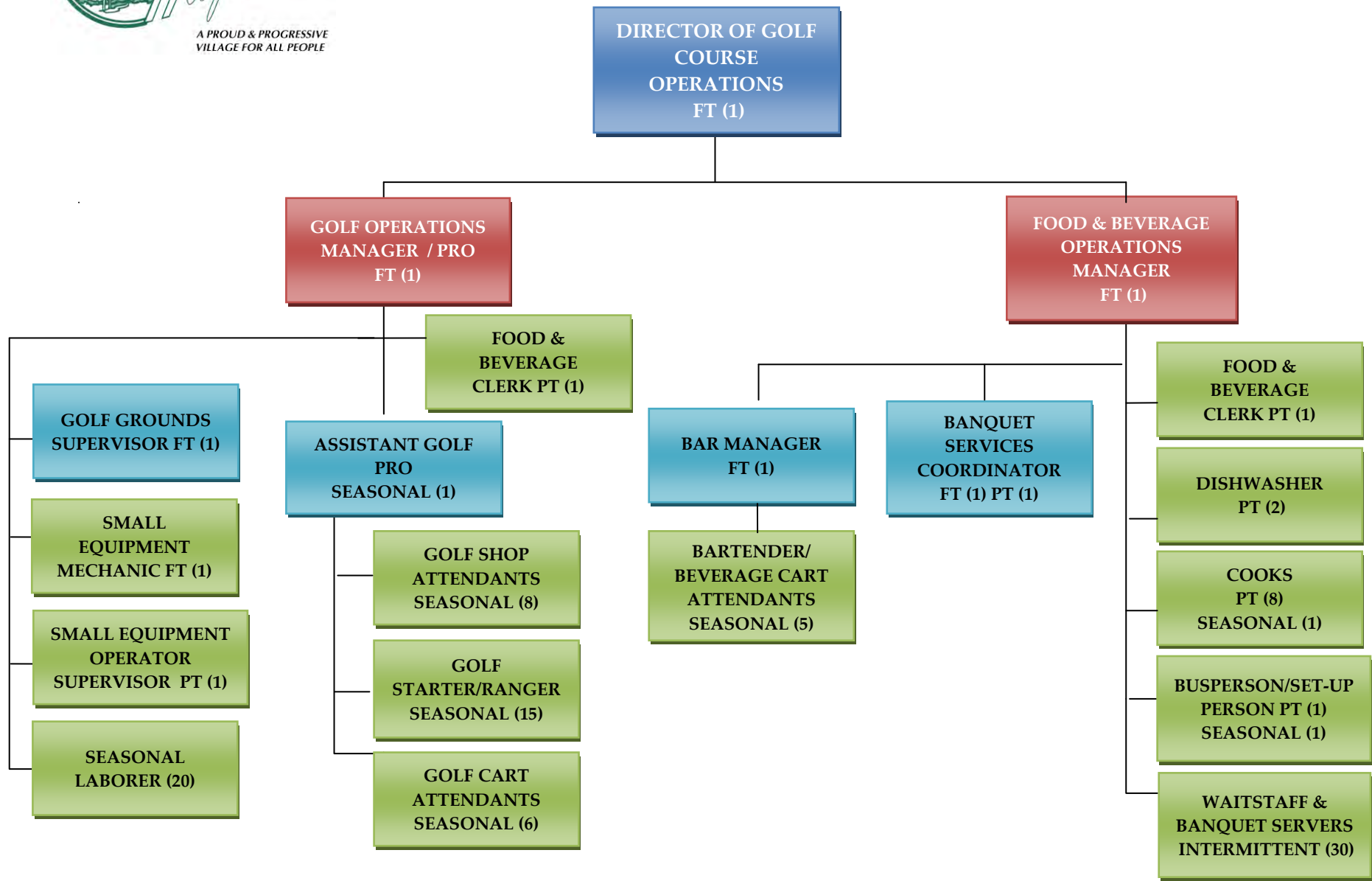
Goal #2: Improve course and clubhouse aesthetics.

- ❖ Work on new flower plan for front walkway to bring more consistent color to that area.
- ❖ Re-do the bag drop area and beautify that entranceway.
- ❖ Examine grounds maintenance compound to begin planning for concrete pads and eliminating stagnant water from front of the building.



VILLAGE OF GLENDALE HEIGHTS

GLENDALE LAKES GOLF COURSE



The Glendale Lakes Golf Course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty and offers a full service Pro-shop. The banquet rooms accommodate up to 250 people for weddings, showers and parties. The restaurant is open daily for lunch and dinner from April through October. Total number of employees: 7 Full-Time, 15 Part-Time, 58 Seasonal and 30 Intermittent and a PT Banquet Services Coordinator that is split with the Senior Center.

GOLF FUND: REVENUE

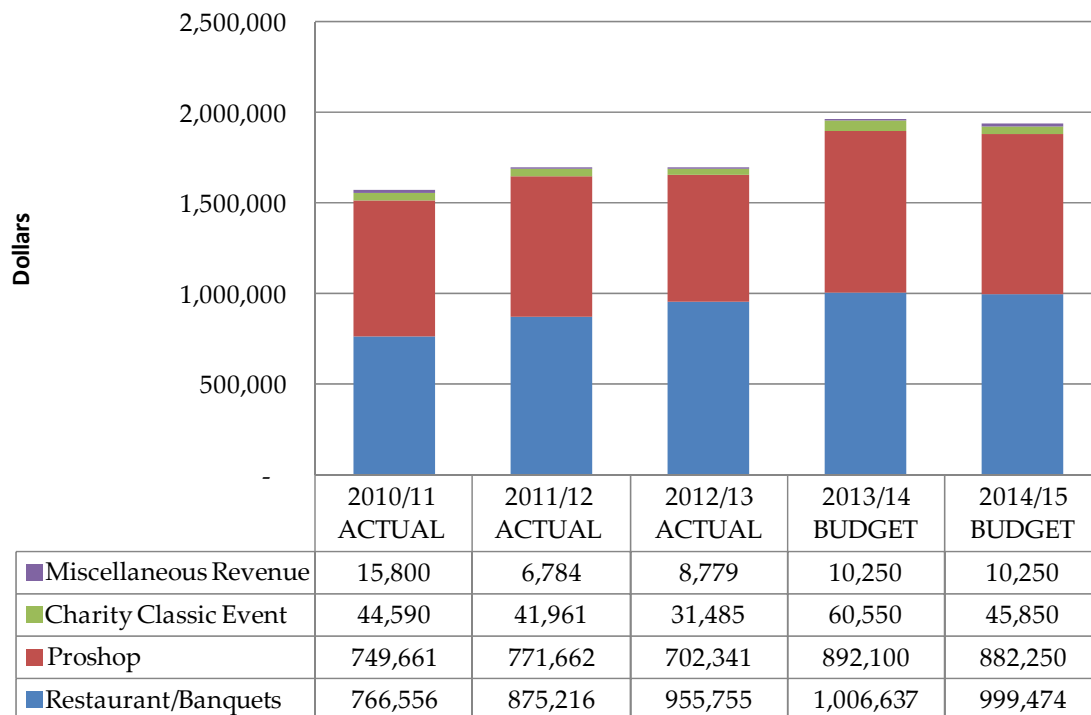
The Director of Golf Course Operations has served the Village for the past 14 years. Each year, approximately 25,000 rounds of golf are played on the course, and Glendale Lakes hosts approximately 100 golf outings per year.

One of the biggest golf outings each year is the Charity Golf Classic event. This year's event is scheduled on June 18th. Since its inception, this golf outing has raised over \$275,000 for local charities, primarily benefitting children in Glendale Heights.

Residents are encouraged to stop in to see the beautiful banquet rooms in the clubhouse located at 1550 President Street, across from Camera Park. The banquet rooms offer a perfect place for smaller groups, such as bridal and baby showers, graduations/birthday parties, and cotillions. The banquet rooms can also accommodate large events (up to 250 guests) and can be a great place for family reunions and weddings. The food is excellent, the prices are reasonable, and the staff members' attention to detail will make sure your event is a great success.

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

Golf Fund Revenue Five (5) Year History



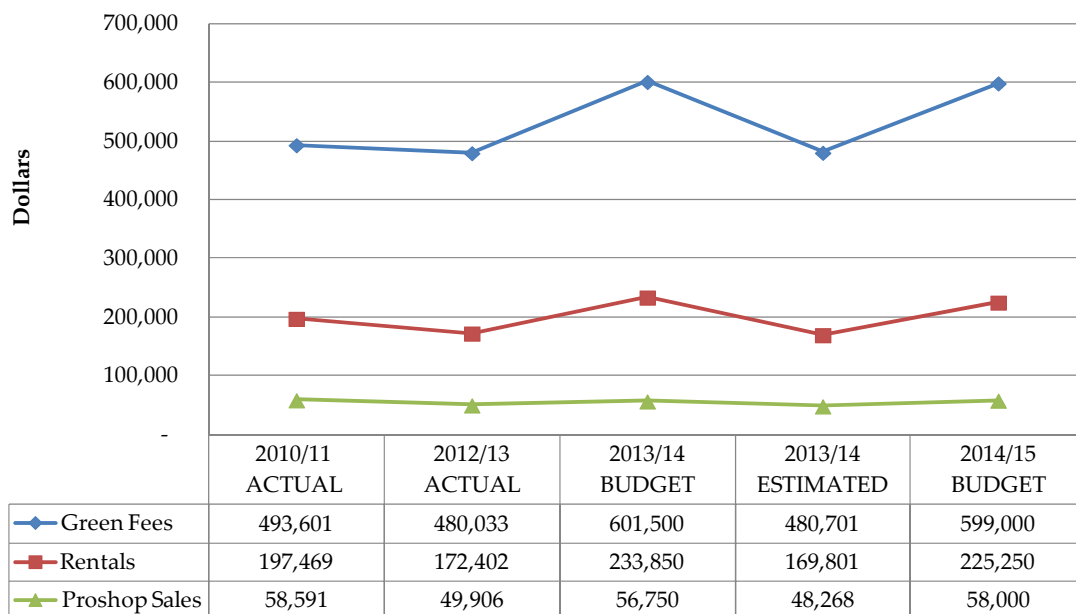
Pro Shop

The Glendale Lakes Golf Course is open year round and had over 25,000 rounds of golf played in calendar year 2013. Each year's revenue is very dependent upon a healthy economy and favorable golfing conditions. The Village is predicting a 1.6% decrease in revenue from last year's budget based on an estimated decrease in anticipated participation in the Glendale Lakes Golf Club offerings.

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, shoes, golf balls, and many golf accessories. The GLGC competitively prices its merchandise in order to have profitable sales year round.

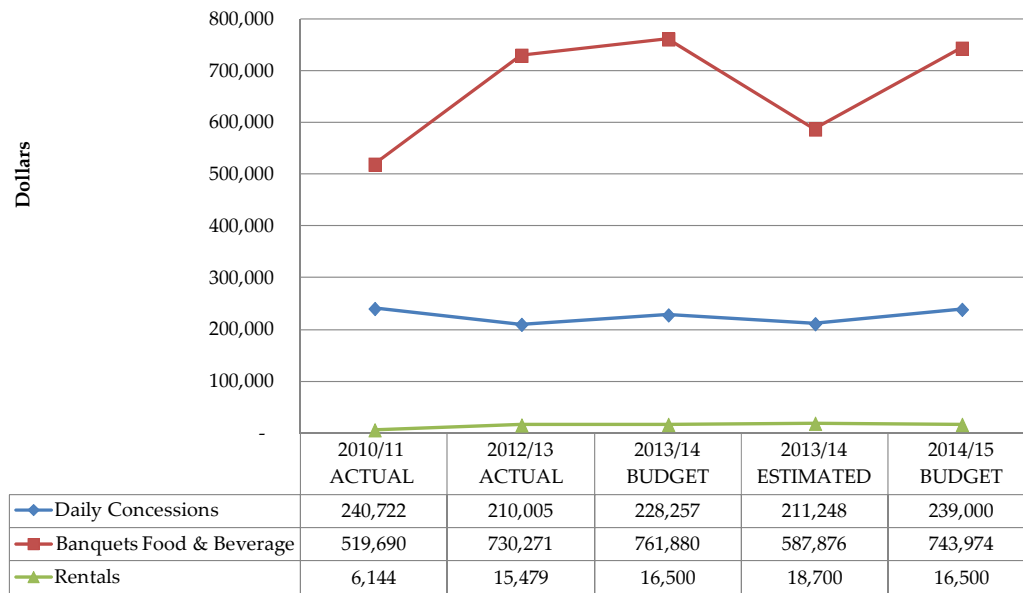
Pro Shop Revenue Five (5) Year History



Restaurant/Banquet

The Glendale Lakes Golf Course can accommodate up to 250 people for special events including wedding receptions, family reunions, business meetings, and many more. In the fall of 2012, the Village competitively analyzed its banquet fees and adjusted prices according to today's market values. In calendar year 2013, GLGC hosted over 46 wedding receptions and over 370 parties and meetings in its banquet rooms. Over 97% of all event evaluation in 2012 rated Glendale Lakes Golf Club above average or better.

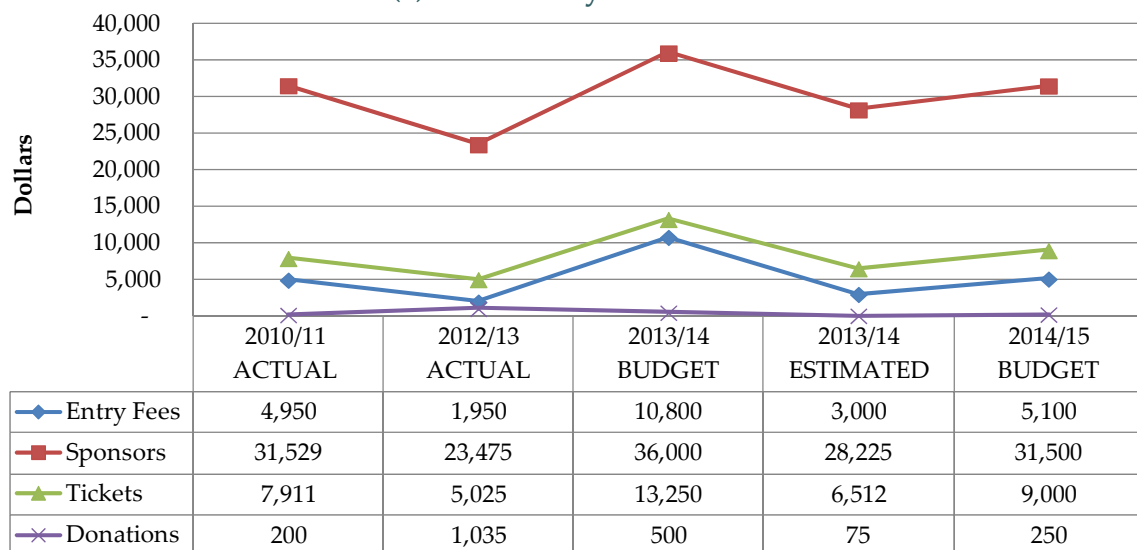
Restaurant and Banquet Revenue Three (3) Year History w/Estimated Actual



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 \$275,000 to support local organizations. In past years, money raised by the Charity Golf Classic has gone toward local scholarships, residents in financial need, as well as aiding in the fight against juvenile diabetes, breast cancer and heart disease.

Charity Golf Classic Revenue Three (3) Year History w/Estimated Actual





ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
CHARGES FOR SERVICES		\$ 1,689,581	\$ 1,959,287	\$ 1,554,406	\$ 1,927,574
PROSHOP		702,341	892,100	698,770	882,250
GREEN FEES		480,033	601,500	480,701	599,000
502-1711-441-22-13	Golf-Green Fees	464,698	575,000	469,527	573,500
502-1711-441-22-14	Golf Permanent Tee Time	1,250	2,000	450	1,000
502-1711-441-22-15	Golf Memberships	13,600	17,000	9,965	19,000
502-1711-441-22-16	VOGH Resident Golf ID-Card	-	-	654	-
502-1711-441-22-17	Golf Handicap	485	500	545	500
502-1711-441-22-18	Special Orders	-	7,000	(440)	5,000
RENTALS		172,402	233,850	169,801	225,250
502-1711-441-22-10	Golf Cart Rental	170,792	231,000	167,886	222,000
502-1711-441-22-11	Pull Cart Rental	521	1,250	643	1,250
502-1711-441-22-12	Golf Club Rental	1,089	1,600	1,272	2,000
PROSHOP SALES		49,906	56,750	48,268	58,000
502-1711-441-21-10	Golf Balls	15,316	19,000	14,695	17,500
502-1711-441-21-11	Golf Gloves	3,537	4,000	2,928	4,000
502-1711-441-21-12	Golf Apparel	5,412	6,500	6,476	8,500
502-1711-441-21-13	Golf Accessories	3,777	4,500	3,893	4,500
502-1711-441-21-14	Golf Clubs	9,812	9,000	9,780	9,500
502-1711-441-21-15	Golf Shoes	438	-	385	-
502-1711-441-21-16	Golf Gift Accessories	1,292	1,000	76	1,000
502-1711-441-21-17	Event Gift-Sales	6,639	7,750	6,491	8,000
502-1711-441-21-18	Golf Headwear	3,683	5,000	3,544	5,000
RESTAURANT/BANQUETS		955,755	1,006,637	817,824	999,474
DAILY CONCESSIONS		210,005	228,257	211,248	239,000
502-1712-441-23-10	Sales-Beverages	23,507	27,000	21,748	27,000
502-1712-441-23-11	Sales-Beer	60,248	70,000	57,772	65,000
502-1712-441-23-12	Sales-Liquor & Wines	32,333	29,000	31,110	32,000
502-1712-441-23-13	Sales-Foods	33,016	35,000	34,357	35,500
502-1712-441-23-14	Sales-Cigarettes/Tobacco	1,409	2,500	1,504	2,500
502-1712-441-23-15	Summer Fest-F&Beverage	59,492	64,757	64,757	77,000
BANQUETS FOOD & BEVERAGE		730,271	761,880	587,876	743,974
502-1712-441-23-17	Service Charge Income	133,984	112,030	35,000	106,974
502-1712-441-24-10	Sales-Beverages	48,249	50,000	45,413	50,000
502-1712-441-24-11	Sales-Beer	40,033	47,000	39,797	45,000
502-1712-441-24-12	Sales-Liquor & Wines	63,351	77,000	58,097	67,000
502-1712-441-24-13	Sales-Foods	444,654	475,850	409,569	475,000
RENTALS		15,479	16,500	18,700	16,500
502-1712-441-24-14	Room Charges	5,005	2,000	7,273	2,000
502-1712-441-24-15	Party Special Revenues	10,340	14,000	11,351	14,000
502-1712-481-99-99	Credit Card Clearing	134	500	76	500
CHARITY CLASSIC EVENT		31,485	60,550	37,812	45,850
ENTRY FEES		1,950	10,800	3,000	5,100
502-1714-481-61-10	Entry Fee	1,950	10,800	3,000	5,100

(continued to next page)



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY (cont.)

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
CHARITY CLASSIC EVENT (cont.)					
SPONSORS		23,475	36,000	28,225	31,500
502-1714-481-61-11	Platinum Sponsor	14,000	14,000	14,000	14,000
502-1714-481-61-12	Gold Sponsor	1,000	5,000	1,500	1,500
502-1714-481-61-13	Silver Sponsor	6,100	12,000	10,500	11,000
502-1714-481-61-14	Tee Sponsor	2,375	5,000	2,225	5,000
TICKETS		5,025	13,250	6,512	9,000
502-1714-481-61-15	Dinner Ticket	250	1,250	500	1,000
502-1714-481-61-16	Sponsor Other	1,200	5,000	1,500	3,000
502-1714-481-61-26	Raffle Tickets	3,575	7,000	4,512	5,000
DONATIONS		1,035	500	75	250
502-1714-481-61-99	Donations	1,035	500	75	250
MISCELLANEOUS REVENUE		8,779	10,250	4,557	10,250
502-1710-461-30-10	Interest Income	112	250	181	250
502-1710-481-70-10	Cash (Over) & Short	167	-	(322)	-
502-1710-481-89-10	Miscellaneous Income	8,500	10,000	4,698	10,000
TOTAL OPERATION INCOME		\$ 1,698,360	\$ 1,969,537	\$ 1,558,963	\$ 1,937,824

GOLF COURSE FUND: ADMINISTRATION

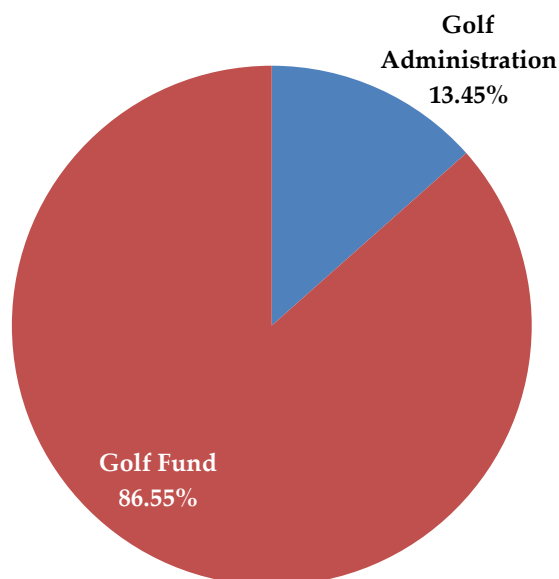
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 116,771	2.2%
Professional Services	2,001	0.0%
Contractual Services	6,850	-2.1%
Purchased Services	106,250	-3.8%
Materials & Supplies	1,250	194.1%
Repairs & Maintenance	1,000	100.0%
Other Expenses	21,560	4.9%
TOTAL GOLF ADMINISTRATION	\$ 255,682	-2.9%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.



Professional Services

- ❖ There were no significant changes made to the budget requests for this class.

Purchased Services

- ❖ Electricity purchased is budgeted to decrease.

Materials & Supplies

- ❖ This budget has an increase for this year due to a 50/50 split for the purchase of an AED device for the Glendale Lakes Golf Clubhouse.

Repairs & Maintenance

- ❖ Emergency repairs are budgeted for this fiscal year.

Other Expenses

- ❖ Bank Fiscal Charges are expected to increase slightly.

Capital Outlay

- ❖ There are no major capital expenses this year compared to last year's budget that had the seal coating and striping of the Glendale Lakes parking lot.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 111,419	\$ 114,268	\$ 113,911	\$ 116,771
502-1710-516-10-10	Full-Time & Regular Part-Time	103,565	105,636	105,632	108,009
502-1710-516-15-10	FICA-Employer	6,118	6,550	6,245	6,696
502-1710-516-16-14	Travel, Meeting & Conferences	305	350	484	350
502-1710-516-16-15	Training & Seminars	-	200	90	150
502-1710-516-16-16	Medicare-Employer	1,431	1,532	1,460	1,566
PROFESSIONAL SERVICES		1,701	2,001	1,620	2,001
502-1710-516-21-10	Auditing	1,701	2,000	1,620	2,000
502-1710-516-21-11	Prof-Legal	-	1	-	1
CONTRACTUAL SERVICES		6,193	7,000	6,681	6,850
502-1710-516-22-11	Office Equipments	1,698	2,400	2,144	2,400
502-1710-516-22-99	Other Equipment	4,495	4,600	4,537	4,450
PURCHASED SERVICES		105,370	110,420	113,479	106,250
502-1710-516-24-12	Printing & Binding	166	350	230	350
502-1710-516-24-14	Advertising	30,497	32,500	32,569	32,500
502-1710-516-24-20	Mosquito & Animal Control	838	3,540	3,529	1,460
502-1710-516-51-10	Telephone	6,763	7,300	7,515	7,300
502-1710-516-51-12	Cellular Phone	951	990	882	900
502-1710-516-51-13	Electricity	44,576	44,000	41,689	43,000
502-1710-516-51-14	Natural Gas	14,486	15,000	20,364	15,000
502-1710-516-51-15	Water	2,600	2,860	2,860	2,860
502-1710-516-52-10	Leases-Equipments	4,295	3,600	3,572	2,600
502-1710-516-52-11	Rentals-Equipments	198	280	269	280
MATERIALS & SUPPLIES		44	425	580	1,250
502-1710-516-31-17	Postage	-	325	500	300
502-1710-516-31-99	Miscellaneous Office Supplies	44	-	-	100
502-1710-516-37-99	Miscellaneous Supplies	-	100	80	850
REPAIRS & MAINTENANCE		11,925	-	-	1,000
502-1710-516-56-18	Golf Course-Clubhouse	11,925	-	-	1,000
OTHER EXPENSES		21,119	20,560	22,149	21,560
502-1710-516-62-10	Membership Dues	754	1,035	1,080	1,035
502-1710-516-69-22	Licenses	1,025	1,025	1,025	1,025
502-1710-516-69-78	Bank Fiscal Charges	19,340	18,500	20,044	19,500
CAPITAL OUTLAY		-	8,700	-	-
502-1710-911-87-15	Golf Course Improvements	-	8,700	-	-
TOTAL GOLF ADMINISTRATION		\$ 257,771	\$ 263,374	\$ 258,420	\$ 255,682

GOLF COURSE FUND: PRO SHOP

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

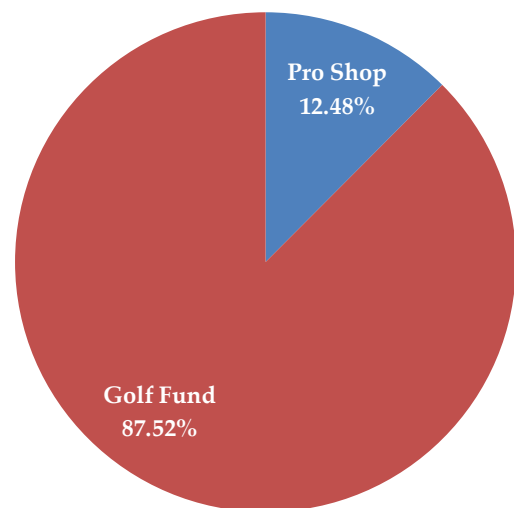
The Pro Shop services its customers by providing rounds of golf, purchases of annual memberships, cart and equipment rental, and offering a variety of items for sale. The Pro Shop offers for sale golf clubs, clothing, shoes, golf balls, and many more golf accessories. The GLGC competitively prices its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

The Glendale Lakes Golf Course is open year round and has 75 carts and 30 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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 168,098	1.2%
Purchased Services	24,150	-0.4%
Materials & Supplies	42,375	12.0%
Other Expenses	2,481	0.0%
TOTAL PRO SHOP	\$ 237,104	2.8%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.

Purchased Services

- ❖ There were no significant changes made to the budget requests for this class.



Materials & Supplies

- ❖ The large additions to this account are the scorecards that are an every other year purchase needed this year, and the SNAG golf equipment that is being purchased for youth and adult golf skills instruction.

Other Expenses

- ❖ There were no significant changes made to the budget requests for this class.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 155,285	\$ 166,093	\$ 161,520	\$ 168,098
502-1711-717-10-10	Full-Time & Regular Part-Time	61,304	67,500	63,084	67,500
502-1711-717-10-98	Temporary Help	82,277	85,000	86,225	87,500
502-1711-717-10-99	Overtime Pay	630	1,000	904	750
502-1711-717-15-10	FICA-Employer	8,914	9,963	9,164	9,765
502-1711-717-16-14	Travel, Meeting & Conferences	75	100	-	100
502-1711-717-16-15	Training & Seminars	-	200	-	200
502-1711-717-16-16	Medicare-Employer	2,085	2,330	2,143	2,283
PURCHASED SERVICES		240	24,240	16,330	24,150
502-1711-717-51-12	Cellular Phone	240	240	240	300
502-1711-717-52-11	Rental Equipment	-	24,000	16,090	23,850
MATERIALS & SUPPLIES		34,584	37,850	32,357	42,375
502-1711-717-37-10	Uniforms	773	900	900	1,000
502-1711-717-41-10	Handicap	-	150	150	150
502-1711-717-41-11	Pencils	315	-	-	325
502-1711-717-41-12	Scorecards	2,080	-	-	2,200
502-1711-717-41-13	Golf Club-For Rent	1,161	-	-	100
502-1711-717-41-14	Youth Golf Supplies	-	-	-	2,000
502-1711-717-41-99	Other Pro Shop Supplies	2,027	2,500	2,489	1,750
502-1711-717-42-10	Golf Balls	7,802	7,250	7,434	7,500
502-1711-717-42-11	Golf Gloves	1,945	2,100	1,825	2,100
502-1711-717-42-12	Golf Apparels	2,548	4,200	3,501	4,500
502-1711-717-42-13	Golf Accessories	1,657	1,500	1,614	1,500
502-1711-717-42-14	Golf Clubs	6,052	5,000	4,550	6,000
502-1711-717-42-15	Golf Shoes	353	-	163	-
502-1711-717-42-16	Golf Gift Accessories	(125)	250	(213)	250
502-1711-717-42-17	Event Gift - For Sales	5,602	6,500	5,759	6,500
502-1711-717-42-18	Golf Headwear	2,394	2,500	2,081	2,500
502-1711-717-42-19	Special Orders	-	5,000	2,104	4,000
OTHER EXPENSES		2,391	2,481	2,443	2,481
502-1711-717-62-10	Membership Dues	1,156	1,156	1,156	1,156
502-1711-717-62-11	Subscriptions	13	25	-	25
502-1711-717-69-27	Freight - In	1,222	1,300	1,287	1,300
TOTAL PRO SHOP		\$ 192,500	\$ 230,664	\$ 212,650	\$ 237,104

GOLF COURSE FUND: RESTAURANT & BANQUET

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

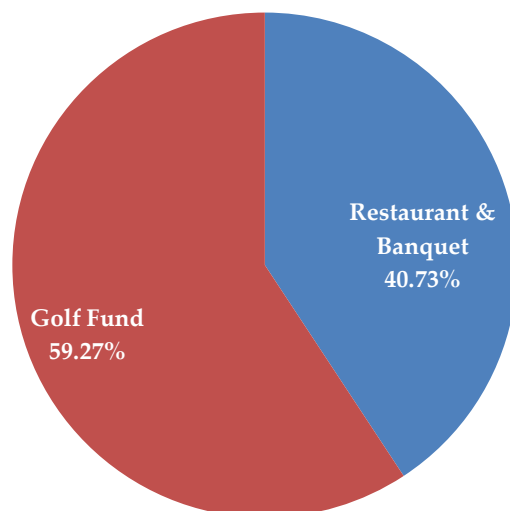
The Glendale Lakes Golf Club can accommodate up to 250 people for special events including wedding receptions, family reunions, business meetings, and many more. Glendale Lakes also offers a Restaurant that is open 9:00am to sunset during the months of April through October.

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 97% of all event evaluations in 2012 rated Glendale Lakes Golf Club above average or better.

Golfers are also able to purchase from a grill menu at the clubhouse which golfers visit before and after their rounds as well as before teeing off on the 10th hole. The Golf Course also offers up to 2 beverage carts that service golfers during play from the months of April through October.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 386,018	1.7%
Purchased Services	30,800	1.0%
Materials & Supplies	346,175	6.5%
Repairs & Maintenance	7,500	25.0%
Other Expenses	150	0.0%
Capital Outlay	3,500	-58.3%
TOTAL RESTAURANT/ BANQUET	\$ 774,143	3.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Changes in personnel allow for additional money in temporary help to offset the addition of the Bartender II position which is for the front bar during the golf season and regular raises for full and part time staff.



Purchased Services

- ❖ There were no significant changes made to the budget requests for this class.

Materials & Supplies

- ❖ There is an estimated 6% increase in these expenditures due to anticipated sales and price increase in all food and beverages purchased during this year.

Repairs & Maintenance

- ❖ There is a 25% increase anticipated in repairs and maintenance due to the increased age of equipment and the additional work that is anticipated for the divider walls in the banquet rooms.

Other Expenses

- ❖ There were no significant changes made to the budget requests for this class.

Capital Outlay

- ❖ There is a significant decrease in capital in this year's budget as the only items that are being purchased are additional tables.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 388,740	\$ 379,483	\$ 387,808	\$ 386,018
502-1712-718-10-10	Full-Time & Regular Part-Time	267,774	257,500	263,376	260,000
502-1712-718-10-98	Temporary Help	91,991	93,500	96,633	97,500
502-1712-718-10-99	Overtime Pay	1,428	450	232	500
502-1712-718-15-10	FICA-Employer	22,326	22,395	22,261	22,165
502-1712-718-16-14	Travel, Meeting & Conferences	-	200	47	350
502-1712-718-16-15	Training & Seminars	-	200	53	320
502-1712-718-16-16	Medicare-Employer	5,221	5,238	5,206	5,183
PURCHASED SERVICES		30,638	30,490	30,495	30,800
502-1712-718-24-12	Printing & Binding	398	250	255	500
502-1712-718-51-12	Cellular Phone	240	240	240	300
502-1712-718-52-12	Glendale Fest Booth Rental	30,000	30,000	30,000	30,000
MATERIALS & SUPPLIES		328,482	325,048	316,986	346,175
502-1712-718-33-11	Cleaning Supplies	2,847	3,300	3,364	2,900
502-1712-718-37-10	Uniforms	1,302	1,000	237	1,000
502-1712-718-37-99	Miscellaneous Supplies	3,336	3,000	3,197	3,250
502-1712-718-39-99	Other Operating Equipment	1,334	2,260	1,868	2,625
502-1712-718-43-10	Paper Goods	4,409	4,000	3,806	4,000
502-1712-718-43-11	Utensils	3,140	1,500	855	1,300
502-1712-718-43-12	Glass & Chinas	9,912	3,400	3,365	3,500
502-1712-718-43-13	Flowers/Linens	27,142	26,000	27,004	26,000
502-1712-718-43-14	Linens	-	330	95	300
502-1712-718-43-99	Other F&B Gen. Supplies	202	300	264	300
502-1712-718-44-10	Beverages	17,051	18,500	20,086	21,000
502-1712-718-44-11	Beer	25,892	27,000	26,870	29,000
502-1712-718-44-12	Liquor & Wines	32,925	30,000	25,782	33,000
502-1712-718-44-13	Foods	181,807	181,200	177,352	190,000
502-1712-718-44-14	Cigarettes & Tobacco	540	1,450	1,366	1,500
502-1712-718-44-15	Other F&B Supplies For Sale	3,039	7,400	7,068	10,000
502-1712-718-44-16	Summer Fest Food & Beverage	13,604	14,408	14,407	16,500
REPAIRS & MAINTENANCE		6,613	6,000	6,519	7,500
502-1712-718-53-18	Golf Course Equipments	6,613	6,000	6,519	7,500
OTHER EXPENSES		50	150	50	150
502-1712-718-62-10	Membership Dues	50	50	50	50
502-1712-718-69-28	Dry Cleaning	-	100	-	100
CAPITAL OUTLAY		-	8,400	3,799	3,500
502-1712-911-81-18	Golf Course Equipment	-	6,900	3,799	-
502-1712-911-84-11	Tables	-	1,500	-	3,500
TOTAL RESTAURANT/BANQUET		\$ 754,523	\$ 749,571	\$ 745,657	\$ 774,143

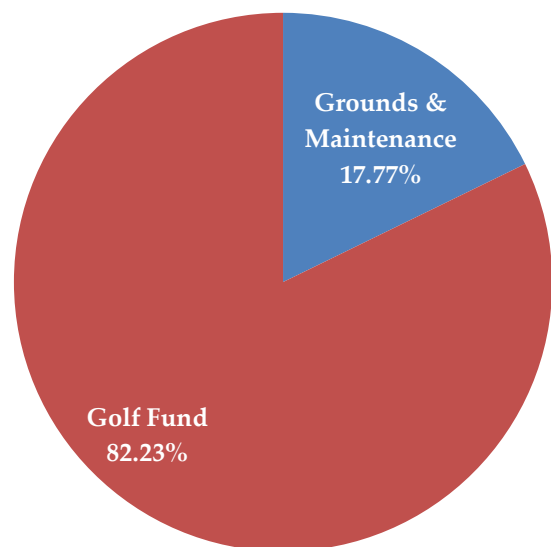
GOLF COURSE FUND: GROUNDS & MAINTENANCE

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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 216,182	1.3%
Professional Services	375	0.0%
Purchased Services	8,000	39.4%
Materials & Supplies	77,005	0.0%
Repairs & Maintenance	23,350	-27.0%
Other Expenses	910	-2.7%
Capital Outlay	11,940	19.4%
TOTAL GROUNDS & MAINTENANCE	\$ 337,762	-0.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ Staffing levels remained the same, budgeting a 2.5% COLA and step increases.
- ❖ Slight increase in budgeted temporary help.

Professional Services

- ❖ There are no significant changes to the budget from the prior fiscal year.

Purchased Services

- ❖ This budget category is seeing an increase due to the lease for the irrigation control system that is needed for the golf course. The lease for this is spread out over five years.

Materials & Supplies

- ❖ An increase due to the reintroduction of supplies for the anticipated new goose dog.



- ❖ An increase due to the continuation of the sand trap remodeling and improvements. This year we are looking to take on four additional traps on the front side.
- ❖ An increase due to the need to do some fertilization of some of the rough on the golf course.
- ❖ A decrease in other building and supplies due to not needing to do repair work to the Glendale Lakes fence.

Repairs & Maintenance

- ❖ This area is down a significant amount due to the estimation of fewer golf equipment repairs as well as a decrease in the supplies needed for golf carts.

Other Expenses

- ❖ There are no significant changes to the budget from the prior fiscal year.

Capital Outlay

- ❖ The increase in this area is due to the purchase of a Kubota bucket and a new goose dog for the golf course. Additionally there will be a continuation of the general project work on the golf course that has been lessened in this year's budget.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 205,092	\$ 213,366	\$ 220,215	\$ 216,182
502-1713-516-10-10	Full-Time & Regular Part-Time	101,156	105,085	109,761	106,660
502-1713-516-10-98	Temporary Help	87,934	91,500	93,481	93,000
502-1713-516-10-99	Overtime Pay	1,349	1,150	1,378	1,100
502-1713-516-15-10	FICA-Employer	11,685	12,344	12,457	12,103
502-1713-516-16-14	Travel, Meeting & Conferences	130	200	125	200
502-1713-516-16-15	Training & Seminars	105	200	100	200
502-1713-516-16-16	Medicare-Employer	2,733	2,887	2,913	2,919
PROFESSIONAL SERVICES		-	375	360	375
502-1713-516-21-99	Other Professional	-	375	360	375
PURCHASED SERVICES		2,959	5,740	7,356	8,000
502-1713-516-51-12	Cellular Phone	240	240	240	300
502-1713-516-52-10	Leases-Equipments	1,822	4,000	5,847	6,300
502-1713-516-52-11	Rentals-Equipments	897	1,500	1,269	1,400
MATERIALS & SUPPLIES		60,220	77,030	66,318	77,005
502-1713-516-34-10	Topdressing Soil	5,971	6,000	4,711	5,500
502-1713-516-34-11	Gravel And Sand	930	500	-	1,000
502-1713-516-34-12	Grass Seeds	1,035	1,000	825	3,500
502-1713-516-34-13	Landscaping Supplies	6,839	6,000	4,848	5,500
502-1713-516-34-14	Fertilizer	4,599	15,500	15,029	16,500
502-1713-516-34-99	Other Supplies - Parks & Grounds	35	100	-	-
502-1713-516-35-13	K-9	22	-	-	250
502-1713-516-35-14	Dog Food	171	116	116	350
502-1713-516-35-15	Veterinary Cost	829	-	-	-
502-1713-516-37-10	Uniforms	1,612	1,200	1,349	1,100
502-1713-516-37-11	Chemicals	12,374	15,000	14,616	14,000
502-1713-516-37-80	Gas & Fuel	19,431	17,000	16,762	16,500
502-1713-516-37-99	Miscellaneous Supplies	111	100	84	100
502-1713-516-39-10	Parks & Grounds Tools	765	800	523	955
502-1713-516-39-12	Fleet Maintenance	966	500	-	500
502-1713-516-45-10	Markers & Marking Paints	1,017	700	291	500
502-1713-516-45-11	Green Supplies	921	400	-	1,000
502-1713-516-45-12	Tee Supplies	1,130	1,325	432	1,000
502-1713-516-45-13	Sand Trap Supplies	1,462	6,150	2,120	8,000
502-1713-516-45-99	Other Bldg. & Grounds Supplies	-	4,639	4,612	750
REPAIRS & MAINTENANCE		27,315	32,000	31,433	23,350
502-1713-516-53-18	Golf Course Equipments	11,546	14,000	13,326	10,000
502-1713-516-54-12	Parks & Grounds-Equipment	112	-	-	250
502-1713-516-54-14	Golf Carts	12,914	14,000	14,409	9,600
502-1713-516-56-19	Golf Course - Maint. Building	89	500	276	500
502-1713-516-57-15	Golf Course	2,654	3,500	3,422	3,000

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ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY (cont.)

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
OTHER EXPENSES		695	935	760	910
502-1713-516-62-10	Membership Dues	685	835	760	885
502-1713-516-62-11	Subscriptions	10	100	-	25
CAPITAL OUTLAY		4,350	10,000	9,890	11,940
501-1713-911-81-18	Golf Course Equipment	-	-	-	10,115
502-1713-911-87-15	Golf Course Improvements	4,350	10,000	9,890	1,825
TOTAL GROUNDS & MAINTENANCE		\$ 300,631	\$ 339,446	\$ 336,332	\$ 337,762

GOLF COURSE FUND: FACILITIES

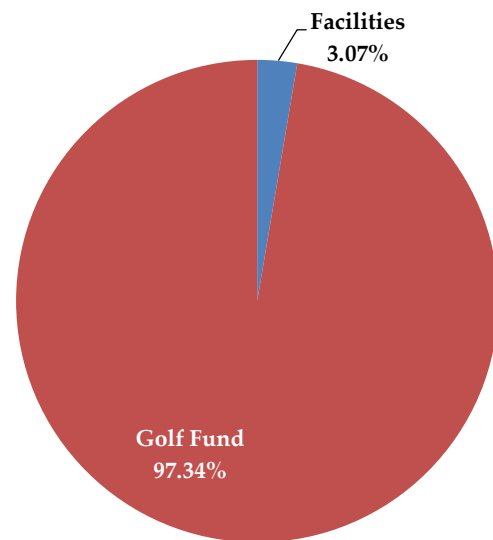
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 32,418	-21.5%
Materials & Supplies	5,300	-11.7%
Repairs & Maintenance	12,863	-2.3%
TOTAL FACILITIES	\$ 50,581	-16.4%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ The decrease in this area is due to the new allocation of staff that Glendale Lakes gets due to the work being done by an outside contractor for janitorial services.

Materials & Supplies

- ❖ These budgeted items are seeing a decrease due to the outside contract for janitorial services and their requirements for supplies.

Repairs & Maintenance

- ❖ Anticipated decrease in building repairs and maintenance needs.



ANNUAL BUDGET

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 42,726	\$ 41,316	\$ 40,875	\$ 32,418
502-1617-511-10-10	Full-Time & Regular Part-Time	38,772	37,172	37,043	29,835
502-1617-511-10-99	Overtime Pay	479	1,300	1,122	300
502-1617-511-15-10	FICA-Employer	2,816	2,305	2,196	1,850
502-1617-511-16-16	Medicare-Employer	659	539	514	433
MATERIALS & SUPPLIES		6,161	6,000	5,924	5,300
502-1617-511-33-10	Janitorial Supplies	4,839	4,200	4,194	3,500
502-1617-511-33-99	Other Building Maint. Supplies	1,322	1,800	1,730	1,800
REPAIRS & MAINTENANCE		12,983	13,163	12,602	12,863
502-1617-511-53-11	Building Maintenance	2,786	-	-	-
502-1617-511-56-12	Maintenance Building	-	288	-	288
502-1617-511-56-18	Golf Course-Clubhouse	9,470	11,200	11,318	10,900
502-1617-511-56-19	Golf Course-Maint. Building	727	1,675	1,284	1,675
TOTAL FACILITIES		\$ 61,870	\$ 60,479	\$ 59,401	\$ 50,581

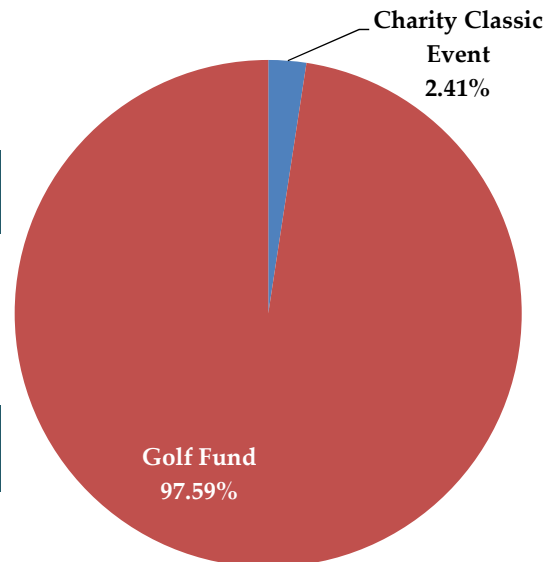
GOLF COURSE FUND: CHARITY CLASSIC

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Charity Golf Classic is held annually in June at the Glendale Lakes Golf Club. This division is responsible for capturing all of the costs of the event, as well as, the payment of the Charity Golf Classic proceeds to its respective recipients. In Fiscal Year 2014/15, the Golf Fund is estimating a community contribution of \$30,000.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 1,000	0.0%
Other Expenses	44,850	-24.7%
TOTAL CHARITY CLASSIC EVENT	\$ 45,850	-24.3%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ There were no significant changes made to the budget requests for this class.

Other Expenses

- ❖ The changes in the expenses of the Charity Classic are due aligning this category with actual expenses from previous years experience.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 628	\$ 1,000	\$ -	\$ 1,000
502-1714-717-16-14	Travel, Meeting & Conferences	628	1,000	-	1,000
OTHER EXPENSES		34,757	59,550	37,853	44,850
502-1714-717-63-99	Other Community Contributions	20,743	40,000	24,000	30,000
502-1714-717-69-29	Charity Classic Expenses	14,014	19,550	13,853	14,850
TOTAL CHARITY CLASSIC EVENT		\$ 35,385	\$ 60,550	\$ 37,853	\$ 45,850

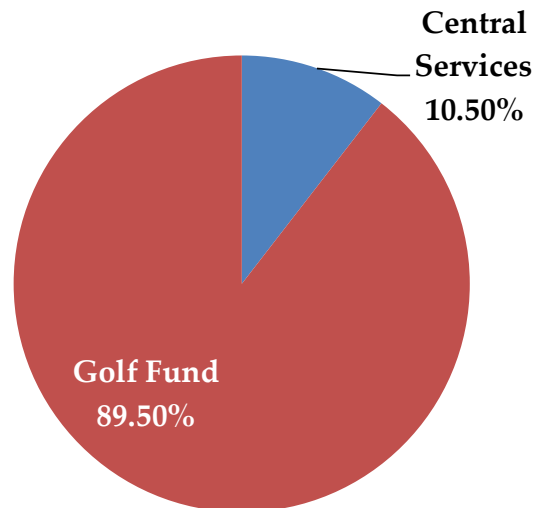
GOLF COURSE FUND: CENTRAL SERVICES

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.

BUDGET BY CLASS

ACCOUNT	2014/15 BUDGET	% CHANGE
Personnel Services	\$ 199,502	1.5%
TOTAL CENTRAL SERVICES	\$ 199,502	1.5%



FY 2014/15 BUDGET HIGHLIGHTS

Personnel Services

- ❖ There were no significant changes made to this budget class.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
PERSONNEL SERVICES		\$ 218,598	\$ 196,531	\$ 210,266	\$ 199,502
502-1718-516-15-11	Unemployment Insurance	2,640	2,500	2,646	2,000
502-1718-516-16-10	IMRF - Employer	78,149	73,000	80,917	79,000
502-1718-516-16-12	Medical - Employer	122,936	120,806	126,522	118,127
502-1718-516-16-18	Sick Days - Buy Back Only	13,124	-	-	-
502-1718-516-16-30	Opt Out - Medical Insurance	1,500	-	-	-
502-1718-516-16-32	Health & Wellness Program	249	225	181	375
TOTAL CENTRAL SERVICES		\$ 218,598	\$ 196,531	\$ 210,266	\$ 199,502



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INSURANCE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

To account for costs attributable to the Village's Workers Compensation and General Liability Insurance programs. Financing is provided by an annual Property Tax Levy and operating transfers from other funds.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		1,423	2,000	1,026	-
INVESTMENT INCOME		1,423	2,000	1,026	-
402-0000-461-30-10	Interest Income	1,423	2,000	1,026	-
EXPENDITURES		662,668	787,233	766,549	787,054
PURCHASED SERVICES		618,996	753,780	720,888	741,710
402-0000-511-24-81	Liability Insurance - Premiums	419,696	472,780	437,198	457,210
402-0000-511-24-82	Liability Insurance - Consulting	49,000	50,000	50,000	53,500
402-0000-511-24-83	Liability Insurance - Self Insured	150,301	231,000	233,690	231,000
PERSONAL SERVICES		43,672	33,453	45,661	45,344
402-1111-513-10-10	Full-Time & Regular Part-Time	30,576	31,075	32,069	31,674
402-1111-513-15-10	FICA - Employer	1,817	1,927	1,898	1,964
402-1111-513-16-10	I.M.R.F. - Employer Contribution	4,041	-	4,353	4,529
402-1111-513-16-12	Medical - Employer	6,813	-	6,897	6,718
402-1111-513-16-16	Medicare - Employer	425	451	444	459
OTHER FINANCING SOURCES (USES)		130,957	130,957	130,957	135,000
TRANSFERS		130,957	130,957	130,957	135,000
402-0000-491-92-01	Transfer From - Recreation Fund	10,000	10,000	10,000	10,000
402-0000-491-95-01	Transfer From - Environmental Fund	110,957	110,957	110,957	115,000
402-0000-491-95-02	Transfer From - Golf Course	10,000	10,000	10,000	10,000
TOTAL CHANGE IN FUND BALANCE		(530,288)	(654,276)	(634,566)	(652,054)
Fund Balance at Beginning of Year		2,742,137	2,211,849	2,211,849	1,577,283
Fund Balance at End of Year		2,211,849	1,557,573	1,577,283	925,229



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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 BY CLASS WITH ACTUAL HISTORY

ACCOUNT	ACCOUNT DESCRIPTION	2012/13 ACTUAL	2013/14 BUDGET	2013/14 ESTIMATED	2014/15 BUDGET
REVENUES		\$ 4,261,411	\$ 2,638,772	\$ 3,833,102	\$ 2,590,383
INVESTMENT INCOME		2,198,845	500,000	1,733,131	500,000
601-0000-461-30-10	Interest Income	861,553	500,000	858,479	500,000
601-0000-481-71-10	Gain & (Loss) Investments	1,337,292	-	874,652	-
MISCELLANEOUS INCOME		2,062,566	2,138,772	2,099,971	2,090,383
601-0000-481-41-10	Police Pension - Employee Portion	449,247	442,000	446,073	442,000
601-0000-481-45-10	Police Pension - Employer Portion	1,612,069	1,696,772	1,653,898	1,648,383
601-0000-481-89-10	Miscellaneous Income	1,250	-	-	-
EXPENDITURES		1,435,382	1,496,587	1,638,209	1,739,090
PERSONNEL SERVICES		3,603	5,875	4,684	5,875
601-0000-518-10-98	Temporary Help	1,250	2,500	2,500	2,500
601-0000-518-16-14	Travel, Meeting & Conferences	2,353	3,375	2,184	3,375
PROFESSIONAL SERVICES		8,650	12,250	12,409	12,250
601-0000-518-21-10	Auditing	-	1,250	1,250	1,250
601-0000-518-21-11	Legal	3,300	8,500	11,159	8,500
601-0000-518-21-99	Other Professional	5,350	2,500	-	2,500
PURCHASED SERVICES		141,817	90,000	153,855	90,000
601-0000-518-24-11	Liability Insurance	-	-	5,055	-
601-0000-518-24-23	Investment - Management	141,817	90,000	148,800	90,000
OTHER EXPENSES		1,281,312	1,388,462	1,467,261	1,630,965
601-0000-518-62-10	Membership Dues	5,754	4,800	6,187	4,800
601-0000-518-69-10	Pension Refunds	-	20,000	32,794	20,000
601-0000-518-69-11	Disability Pensions	194,854	195,505	204,849	196,483
601-0000-518-69-12	Retirement Pensions	995,216	1,082,550	1,116,677	1,282,142
601-0000-518-69-14	Survivor Benefits	85,488	85,487	106,454	127,420
601-0000-518-69-99	Miscellaneous Expense	-	120	300	120
TOTAL CHANGE IN FUND BALANCE		2,826,029	1,142,185	2,194,893	851,293
Fund Balance at Beginning of Year		27,058,498	29,884,527	29,884,527	32,079,420
Fund Balance at End of Year		\$ 29,884,527	\$ 31,026,712	\$ 32,079,420	\$ 32,930,713



CAPITAL IMPROVEMENTS PROGRAM



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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
- ❖ Water Pollution Control Facility

Public Parking Lots

The Village is responsible for maintaining the following parking lots:

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

Village Parks

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

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

Funding:

Since 2007, the Village has taken advantage of four separate Property Tax supported General Obligation and Build America Bond issues to fund several long awaited capital projects. In addition, the Village has been awarded a number of Federal and State grants, all used to



supplement capital project funding including local funds from the Village's General Fund and Recreation Fund reserves.

Capital Projects completed so far include:

- ❖ Renovations to Reskin Park
- ❖ Ornamental Fencing along Schmale Road adjacent to Glendale Lakes Golf Course
- ❖ Remodeling and renovations to the Village's Historical House
- ❖ The Center for Senior Citizens
- ❖ Sewer slip lining on several streets
- ❖ Bloomingdale Road water main replacement
- ❖ 2009 & 2010 Local Street Improvements
- ❖ Infrastructure Improvements (Water & Sewer System)
- ❖ Water Pollution Control Facility Improvements
- ❖ New Front Entrance to Village Hall – Now Fully Handicap Accessible
- ❖ Interior Remodeling of the Glendale Lakes Golf Course Clubhouse, Kitchen, and Patios
- ❖ New Police Station
- ❖ Interior Remodeling of Village Hall
- ❖ Sports Hub Renovation
- ❖ Aquatic Center Expansion
- ❖ Wayfinding Signs for the Civic Center Campus

Though these bond proceeds were able to help the Village take major strides in completing capital projects that needed to be accomplished, there are still other capital improvements that the Village will need to address in the upcoming years. Emphasis will need to be placed on funding projects in several Village Parks which all have playground equipment that will need to be replaced during the same upcoming timeframe. While the Village will continue to seek out grant opportunities, it is anticipated that the majority of funds to complete these projects will come from transfers from the General Fund and Recreation Fund, as well as dedicated proceeds from a cellular tower rental agreement at Camera Park. At this time, the Village does not plan on borrowing again for Capital Improvements.

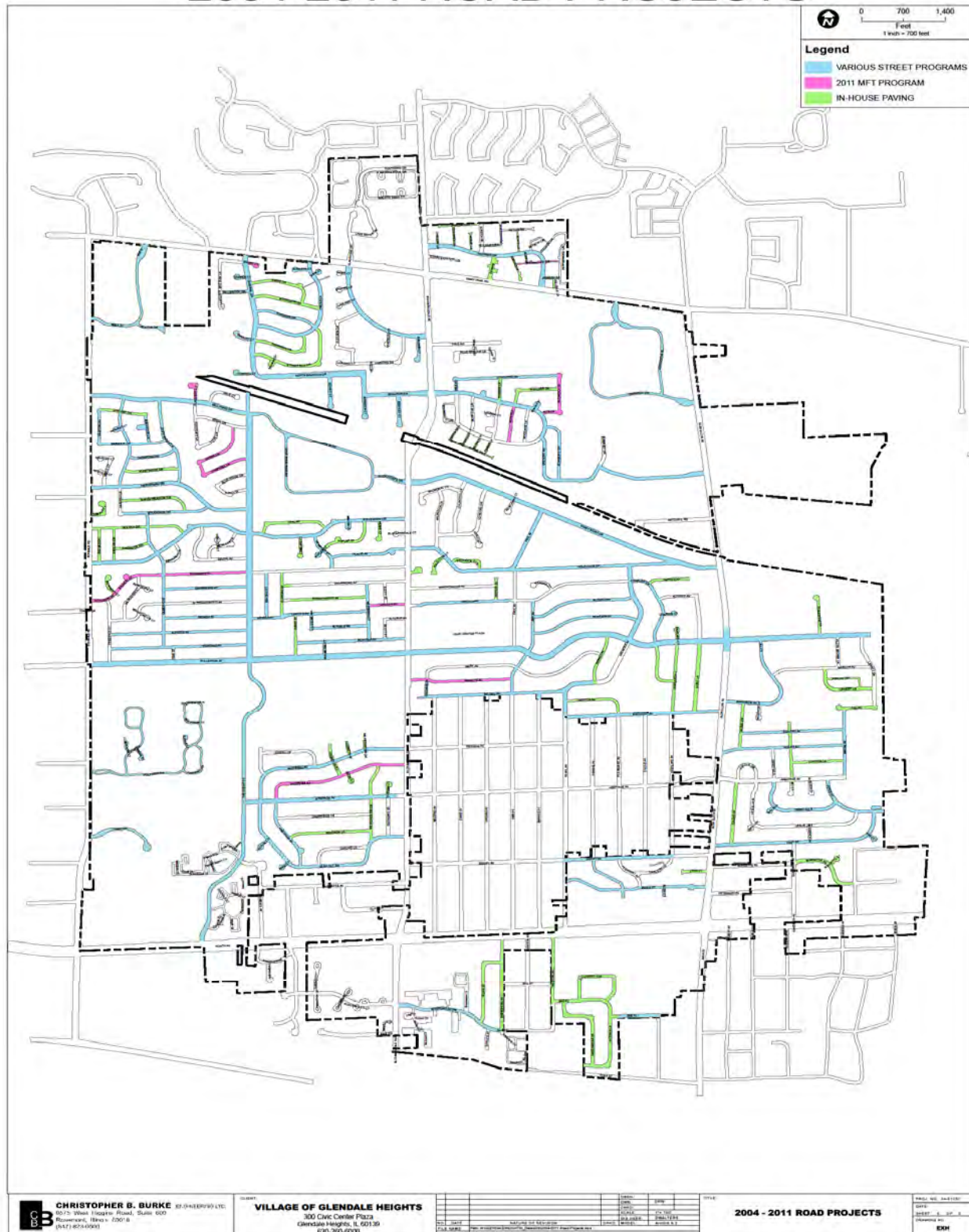
Streets

The Village of Glendale Heights street system consists of 76 miles of asphalt and concrete streets. During the 2008 and 2009 Bond Projects, the Village completed several miles of restructuring and resurfacing of the Village's streets. The streets are monitored on an annual basis, rated, and are given a projected date for resurfacing.

Funding:

The funding for street resurfacing is provided mainly by the Motor Fuel Tax Fund and supplemented by the Infrastructure Fund.

2004-2011 ROAD PROJECTS





Infrastructure

The Village of Glendale Heights infrastructure system consists of 76 miles of water mains, 83 miles of sanitary sewers, 840 street lights, 4 water towers and 1,303 fire hydrants. The water mains and sanitary sewers are monitored on an annual basis, rated, and are given a projected date for replacement.

Funding:

The funding for infrastructure improvements is provided mainly by the Environmental Fund and supplemented by the Motor Fuel Tax Fund, Infrastructure Fund, bonds and grants.

Vehicles and Equipment

The Village maintains 121 vehicles and over 250 pieces of equipment for use by Village staff in the performance of their duties.

Funding:

The Vehicle Replacement Fund (VRF) is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of Vehicles, Equipment, and HVAC units by all Village Departments. Revenues in this fund come from transfers from all departments with vehicles and from proceeds of vehicles which may be sold. Expenses in this fund are the actual purchase of vehicles and equipment by the Village.

Every year during the budget process the schedule of vehicles and equipment for replacement is updated to ensure that accurate vehicle lives and replacement costs are included in the replacement schedule. Each department then submits their requests for replacement for the upcoming year and collectively the VRF committee approves the requests for replacement. The need to replace a vehicle is based on the vehicle's actual condition, number of miles/hours of use, maintenance history and projected future maintenance costs as well as an analysis of the type of vehicle replacement that is needed, and if other options exist for not replacing the vehicle. If a department requests to upgrade a vehicle from its original replacement model, the cost difference is budgeted in the respective department's operating budget.

Based on the approved budget, each fund transfers its contributions to the VRF on a quarterly basis throughout the year. Planning for the replacement of vehicles in this manner eliminates the financial impact that replacing an expensive vehicle or several vehicles all at once will have on a department's operating budget and fund in any given year.

Due to the decline in the economy, the vehicle replacement fund has been short funded in recent years based on the estimated required contribution for each fund; General Fund, Environmental Fund, Golf Fund, Parks & Recreation Fund, and the ESDA Fund. This upcoming year, every fund is contributing at 50% of its required contribution except the ESDA Fund which is funding at a level of 20%.



Equipment items that are not included in the VRF are budgeted when needed to be replaced and are paid for by the department and fund making the request. The approval of equipment is made by the Village Board at the time of approving the annual budget.

Computer Equipment

The Village maintains several hundred pieces of computer type equipment items such as desktops, laptops, printers, network infrastructure equipment, tablets, and smart phones that are for use by Village staff in the performance of their duties.

Funding:

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

Examples of assets in the Computer Replacement Fund include computers, software licenses, servers, and network equipment. Each asset's replacement cost and useful life is evaluated and contributions to this fund are determined during the annual budget process.

Due to a still recovering economy, the Village decided to delay contribution into this fund in FY 2014/15. The Fund is considered to have been fully funded up until this fiscal year.



CAPITAL EXPENDITURES SUMMARY BY FUND

Fund Type/Fund	2011/2012 ACTUALS	2012/13 ACTUALS	2013/14 ACTUALS	2014/15 BUDGET
General Fund	58,790	86,937	201,649	47,150
Police Department	474	1,916	2,102	1,000
Administrative Services - Information	9,913	42,688	50,893	19,150
Community Development	-	-	783	-
Public Works	1,776	12,100	21,526	3,500
Parks, Recreation & Facilities	46,627	30,233	126,345	23,500
Special Revenue Funds	3,327,983	2,258,056	1,656,859	3,447,750
Recreation Fund	9,033	5,530	9,303	2,000
ESDA	13,500	-	-	-
Motor Fuel Tax Fund	1,126,548	1,357,182	1,287,646	1,240,000
Historic Building Fund	454	-	-	5,750
Infrastructure Fund	1,766,848	596,690	321,434	600,000
T.I.F. #1	-	298,654	38,476	1,300,000
T.I.F. #4	176,600	-	-	300,000
T.I.F. #5	235,000	-	-	-
Capital Project Funds	15,114,521	10,648,020	3,681,684	891,662
Vehicle Replacement Fund	110,043	358,519	412,596	291,318
Computer Replacement Fund	37,953	92,845	65,048	70,674
Capital Projects Fund	626,060	379,347	38,312	279,670
Recreation Equipment Replacement Fund	-	141,828	-	-
G.O. Bond 2007	8,942	12,379	-	-
G.O. Bond 2009	133,748	-	-	-
G.O. Bond 2010	14,197,775	9,663,102	3,165,728	250,000
Enterprise Funds	158,937	49,488	914,829	658,338
Environmental Services Fund	156,967	45,138	901,140	642,898
Golf Fund	1,970	4,350	13,689	15,440
Total Capital Expenditures	18,660,231	13,042,501	6,455,021	5,044,900



CAPITAL EXPENDITURES SUMMARY BY TYPE

Fund/Type	2011/2012 ACTUALS	2012/13 ACTUALS	2013/14 ACTUALS	2014/15 BUDGET
General Fund	58,790	86,937	201,649	47,150
Police Equipment	474	1,916	2,102	1,000
Furniture and Fixtures	500	-	883	100
Street Lights	1,276	12,100	9,426	3,400
Public Works Garage	-	-	12,000	-
Parks & Grounds Equipment	19,995	19,242	13,351	17,500
Parks & Grounds Improvements	26,632	10,991	112,994	6,000
Computer Hardware, Software, and Licenses	9,913	42,688	50,893	19,150
Special Revenue Funds	3,327,983	2,258,056	1,656,859	3,447,750
Recreation Equipment	9,033	5,530	9,303	2,000
Emergency Services Equipment	13,500	-	-	-
Furniture and Fixtures	454	-	-	5,750
Infrastructure Improvements	477,689	390,695	267,008	10,000
Street Resurfacing and Reconstruction	2,592,307	1,563,177	1,380,548	3,430,000
Land Acquisition	235,000	298,654	-	-
Capital Project Funds	15,114,521	10,648,020	3,681,684	891,662
Vehicles and Equipment	110,043	358,519	412,596	291,318
Computer Hardware, Software, and Licenses	37,953	92,845	65,048	70,674
Land Acquisition	286,388	92,000	-	-
Civic Center Front Entrance Improvements	50,181	2,738	-	-
Civic Center Remodeling	70,299	573,954	403,457	250,000
Sports Hub and Aquatic Park Renovation	3,103,027	6,134,332	2,430,758	-
Civic Center and Aquatic Parking Lots	573,517	575,120	232,560	-
Center for Senior Citizens	8,345	12,379	-	-
New Police Station	8,776,831	2,018,963	25,378	-
Parks & Grounds Improvements	11,969	164,829	38,312	279,670
Golf Course Kitchen Remodeling	183,994	3,162	1,388	-
Golf Course Patio Remodeling	384,564	40,354	6,623	-
Generator Replacement	300,128	(137)	-	-
Sanitary Sewer Digester	62,315	228,974	40,001	-
WPCF Tertiary Filter Replacement	599,550	98,268	5,712	-
Street Improvements	411,587	251,720	-	-
Public Works Utilities Televising Equipment	143,830	-	-	-
Campus Wayfinding Signage	-	-	19,851	-
Enterprise Funds	158,937	49,488	914,829	658,338
Water Meters and Batteries	21,988	34,572	64,220	72,600
Waste Water Treatment Facility Equipment	-	822	105,653	59,000
Water Mains Infrastructure Improvements	131,479	6,244	677,078	510,998
Sanitary Sewer Infrastructure Improvements	-	3,500	53,919	-
Public Works Furniture and Fixtures	3,500	-	270	300
Golf Course Equipment	1,970	-	3,799	10,115
Golf Course Furniture and Fixtures	-	-	-	3,500
Golf Course Improvements	-	4,350	9,890	1,825
Total Capital Expenditures	18,660,231	13,042,501	6,455,021	5,044,900



SUMMARY OF CAPITAL REQUESTS BY FUND

Fund Type	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
General Fund					
Repair lateral line/place new structures at the intersection of W. Wrightwood & President St.	X				
Hesterman Ditch					
Replace all existing Flared End Sections		X			
Repair concrete floor of the flow line of the swale			X		
Whitman Ditch					
Repair concrete floor of the flow line of the swale				X	
Armitage Ditch					
Repair concrete floor of the flow line of the swale					X
Special Revenue Funds					
Road Improvements					
Coventry Circle	X				
Hemlock Court	X				
Hemlock Drive	X				
Hilldale Lane	X				
Jamison Drive	X				
Payson Circle	X				
Victoria Lane		X			
2nd Place		X			
Greenbriar Drive		X			
Gregory Avenue			X		
Paul Avenue			X		
Amherst Circle				X	
Basswood Lane				X	
Brookside Drive				X	
Jeffery Avenue				X	
River Drive				X	
Spruce Street				X	
Van Meter Court				X	
Westberg Street				X	
West Wrightwood Avenue					X
Wrightwood Court					X
South Brandon Drive					X
Capital Project Funds					
Camera Park					
Develop new spray park		X			
Develop cricket field in place of existing softball field		X			
Provide fishing station/pier to access to wetland and pond		X			
Consider development of an 18-hole Disc Golf Course		X			
Gladstone Park					
Renovate or replace existing picnic/shade structure			X		
Develop new playground area			X		
Glen Hill Park					
Develop a soccer field adjacent to Glen Hill Park			X		



SUMMARY OF CAPITAL REQUESTS BY FUND (cont.)

Fund Type	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Capital Project Funds (cont.)					
Americana Park					
Renovate existing ball field to drain water properly			X		
Develop one full or half basketball court			X		
Consider soccer field to overlap use with existing baseball field			X		
Consider adding Disc Golf			X		
Simon Property					
Develop one practice field				X	
Consider development of a community dog park				X	
Consider development of an 18-hole Disc Golf course				X	
Cambria					
Develop a picnic or shade structure area					X
Circle Park					
Remove, move and replace existing basketball court					X
Renovate existing playground equipment					X
Renovate existing spray park and provide support amenities					X
College Park					
Renovate existing ball field to provide adequate drainage					X
Remove, move, and replace existing basketball court					X
Consider soccer field to overlap use with existing baseball field					X
Mill Pond Park					
Develop fitness loop trail with fitness stations					X
Develop one practice soccer or football field at Mill Pond Drive					X
Provide fishing stations/piers					X
Renovate playground equipment					X
Enterprise Funds					
Engineer/Repave entire Parking Lot/Driveway	X				
Engineer/Rehabilitation Work to Structural Deficiencies	X				
Engineer/Secondary Clarifiers - Replace weirs and troughs		X			
Engineer/Secondary Clarifiers - New Covers		X			
Digester - Purchase 2 new Turbo Blowers			X		
Engineer/Sludge Garage - Sludge Hauling Alterations			X		
Engineer/Spare Digester - Replace Diffusers			X		
Engineer/Aerobic Digester - Replace diffusers				X	
Aeration Tank - Replace gates				X	
Primary Clarifier - Replace Gates				X	
Add Gears to Gates					X
Portable Motor actuator					X
Engineer/Activated Sludge Tank Modifications					X
MXU Water Meter Battery Replacement - Phase II	X				
MXU Water Meter Battery Replacement Phase III		X			
784 Burdette Water Tower Rehab		X			
Glengary Water Main Replacement		X			
Engineering for Glengary Water Main Replacment		X			
Westchester Water Main Replacement		X			
Engineering Westchester Water Main Replacement		X			



FIVE YEAR CAPITAL IMPROVEMENT PLAN BY FUND (cont.)

Fund Type	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Enterprise Funds (cont.)					
Brandon Ct Water Tower Rehab		X			
MXU Water Meter Battery Replacement - Phase IV			X		
210 North Ave (north) Stge Tank Rehabilitation			X		
2163 Gladstone Ave Building Repairs			X		
Lynn Ct Water Main Replacement			X		
Engineering for Lynn Ct Water Main Replacement			X		
E. Schubert Ave Water Main Replacement				X	
Engineering for E Schubert Water Main Replacement				X	
Marilyn Ave Water Main Replacement				X	
Eng for Marilyn Ave Water Main Replacement				X	
210 North Ave (S) Stge Tank Rehab					X
E. Altgeld Water Main Replacement					X
Engineering for E. Altgeld Water Main Replacement					X
Meter Replacement - Phase I					X



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



APPENDIX

*A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE*



**A PROUD & PROGRESSIVE
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ADMINISTRATIVE POLICY

MONITORING OF POSTINGS AND/OR CODINGS TO OUR 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 misposting within their respective departments, they are to be corrected via Journal Entry Re-class (JERC) form within 10 working days of receipt of the Budget Statement. A JERC form will be completed by the department and submitted to the Finance Department. Forms should have supporting detail attached.

If the JERC 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 and similar regular monthly transactions.

After the Six Month Review is prepared, NO JERC forms are to be submitted affecting a transaction posted to the General Ledger prior to October 31st.

VILLAGE EXCEED BUDGET APPROVAL (VEBA)

It is the policy of the Village of Glendale to adopt a zero base, line item budget each fiscal year. It is the responsibility of each Department Manager to carry out public services and business operations in their respective departments within the appropriated amount of funds provided in each line item (including sub-line items) in the fiscal year budget.

The Village Exceed Budget Approval (VEBA) is designed to recognize that all situations and conditions cannot be anticipated in the budget process. Unforeseen situations arise during the course of the fiscal year that require the expenditure of funds that exceed the funding in a particular line item or sub-line item, or that were not budgeted for at all. Some examples include, a higher than expected increase of insurance rates, the breakdown and needed repair of an essential piece of equipment, a natural disaster that resulted in higher than average overtime wages, a new or expanded public service initiated by the Village Board, or a recreation program with higher than anticipated participants resulting in the higher expenses.

In an effort to control and reduce the number of VEBA forms that are submitted and the associated financial impact, the following VEBA policy is established:

VEBA FORM SUBMITTAL & AUTHORIZATION

1. All Department Managers are responsible for reviewing and analyzing ALL of their budget account numbers and line items on a monthly basis to monitor spending during the course of the fiscal year, and to identify and correct errors in account number expenses or allocated charges within 30 days. When one department has expenses that need to be charged to another department's account, the department head responsible for the account must give approval PRIOR to the charge being processed. The Finance Director is responsible for all accounts in the General Fund Central Services accounts.
2. Department Managers must submit a VEBA form and secure authorization from the Village Administrator to shift funds between sub-line items in any single account even when such shifting of funds may not result in an overall need for more funding in the account.
3. Department Managers must submit a VEBA form and secure written authorization from the Village Administrator PRIOR to committing to any expense that is either over the line item budgeted funds or was not specifically budgeted. A complete and accurate explanation together with a copy of the computer system print out of the specified account must be attached.
4. A calculation must be provided for any request for an expense increase that is substantiated by an associated revenue increase. For example, if a recreation program has a greater number of participants than anticipated, therefore the expenses to run the program are also greater, an explanation of the original revenue/expense calculation compared to the actual revenue/expense calculation must be provided on the VEBA form.
5. Department Managers are responsible to maintain their own records of all VEBA authorizations for shifting funds between sub-line items and for additional funding authorizations. All additional fund authorizations during the first six months of the fiscal year must be entered into the six-month review system and clearly stated as pre-approved.

BUDGET MANAGEMENT POLICY

BACKGROUND

Each year, the Village Board approves an annual budget and subsequently approves an Appropriations Ordinance which grants spending authority to Village staff. Great care is taken by Staff and Board members to anticipate the necessary expenditures for the upcoming fiscal year, with priority given to the protection of human health, the preservation of private and public assets and sustaining and / or enhancing the quality of life within the community. The



intent of this policy is to provide direction to Staff on how to best manage the approved budget while incurring the necessary expenses to provide quality services.

LEGAL LEVEL OF BUDGETARY CONTROL:

Department level, or where no departmental segregation of a fund exists, the fund level.

EXPENDITURES WITHIN BUDGET

Certain expenditures are essential to providing public services such as salaries, commodities and capital outlay. These expenditures have been budgeted based on the best information available during the budget process. Staff prepares a detailed budget document listing each expected item for the fiscal year. Once approved by the Village Board, Staff is charged with managing the expenditures of their departments as close to the approved budget as possible. Staff is responsible for ensuring all expenditures are considered necessary, competitive whenever possible and procured through the purchasing policy of the Village.

In the event a budgeted item is no longer necessary, staff may substitute alternate purchases as long as the expenditure is again necessary as well as appropriate. However, when possible staff is strongly encouraged to allow any surplus for the year to accrue as maintaining the fiscal health of the Village funds is vital to financial stability. Staff will not purchase any non-necessary items with the justification of having budget funds available.

EXPENDITURES OUTSIDE OF THE BUDGET

The actual costs of providing Village services will on occasion vary from the approved Village budget due to extraordinary circumstances, acts of nature, unforeseen changes to the market and various other causes. When Staff encounters situations requiring expenditures either in excess of the approved amount or unbudgeted altogether, Staff will evaluate options for remedying the over-budget situation in the following order:

1. Determine if other items budgeted within the same account will not be necessary during the fiscal year sufficient to cover the unplanned item(s). If so, no other action is necessary at this point.
2. Identify any possible budget transfer. Budget transfers will be submitted first to the department director responsible for the account(s) in question and then to the Village Administrator for review, approval and application. Allowable budget transfers will meet all of the following criteria:
 - a) Within the same fund
 - b) Within the same department
 - c) Within the same object class (i.e. commodity to commodity, capital to capital, etc.)
 - d) Sufficient funds exist in the account being transferred from in order to cover not only the transfer, but also any item(s) to be purchased from that account during the remainder of the fiscal year.

3. For over-budget situations that will be significant, a formal amendment will need Village board approval. These amendments will be brought to the board at the six-month budget review, or sooner if deemed necessary by the Village Administrator or designee. Any budget amendments that increase the total budgeted expenditures in a fund must be approved by the Village Board. To be considered, amendments will need to be submitted with all required details as follows:
 - b) Department director approval (or designee)
 - c) Village Administrator approval (or designee)
 - d) Finance Director approval (or designee)
4. For over-budget situations that will be minor compared to the total budget of the account, the account will be allowed to go over budget for the fiscal year with the requirement that sufficient budget funds exist within that fund AND department to absorb the deficit for the fiscal year. The Village Administrator and the Finance Director, will determine if the amount of deficit is minor or material.

REVIEW AND REPORTING

Department directors will be responsible for managing their approved budgets at the department level. They will be held accountable for all items charged to their accounts. Directors will need to monitor their accounts as any discrepancies from what is expected by a director should be reported to Finance for further detail.

Finance department staff will review the expense report closely each month to identify any material variances from budget. Department directors will be required to provide sufficient explanation as requested as to the cause of the material variances. The Finance Department will produce a monthly department report which will not only discuss important items of note but also provide useful and concise financial information for Village Board review. This report will be distributed to the Board no more than forty-five (45) days after each month end. Reports will be issued sooner where possible, allowing time for bank reconciliations and end-of-month accounting entries as well as report preparation and review.

CREDIT CARD POLICY

The Village of Glendale Heights shall upon the authorization of the Village Administrator issue credit cards to specified individuals and or a department for use on transactions of the Village of Glendale Heights. Use of the issued card is specific as authorized only for the use of a legal Village transaction.

The individual or department head is responsible to maintain security of the card to assure proper use. Further, the individual or department is responsible that payments of charges made on the card are promptly paid on time to avoid any late payment fees and interest charges. Note that on occasion the card may be delegated for use to a department not holding a credit

card, when it is appropriate and convenient or necessary to have a Village credit card used. If that department has not paid the charge on time they are responsible for the late or interest fees. The individual or department are responsible to reconcile the monthly statement received from the card company to assure transactions charged are correct and any unpaid balance is correct and that a voucher for payment has been processed.

The card may be used only for approved budget items and in accordance with established purchasing policies. The card may not be used for a personal, non-work transaction.

When payment vouchers are processed, copies of the receipt of payment should be attached. Each such receipt or document should have an explanation of the purpose of the use of the card. Restaurant receipts should have listed the names of all persons included in the meal charges.

When credit cards are utilized for travel, advance deposits, reservations etc. an expense report needs to be promptly filed. The charges incurred on the credit card should be listed and designated on the expense report.

Upon transfer to another department or termination of employment the credit card needs to be returned to the Village of Glendale Heights and a written receipt of return secured.

The Village will also have credit cards issued by vendors such as Costco, Target, etc. These cards will be maintained by the Purchasing Department. They will be issued for use upon request and must be returned to the Purchasing Department immediately after the designated use.

FUND BALANCE POLICY

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the General Fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.

The adequacy of unrestricted fund balance in the General Fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their General Fund of no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures.

The Village Board of Trustees, acknowledge and embrace the need to ensure the financial security and solvency of the Village, to preserve and enhance the Village's investment grade credit ratings and to ensure the availability of funds for use in addressing expenses related to



extreme situations, such as unforeseen emergencies, unanticipated expenditures and revenue shortfalls.

The Village Board of Trustees finds that maintaining a minimum unrestricted fund balance in the General Fund Reserve in an amount equal to no less than thirty-three and one-third (33.33%) percent (four(4)months') of the Village's budgeted General Fund operating expenditures shall suffice to ensure the satisfaction of the policy goals established in Resolution No. 2013 –R 76.

The Reserve established shall be maintained at an amount equal to no less than 33.33% (four months') of the General Fund's annually budgeted operating expenditures. The Reserve is established to pay for expenses caused by unforeseen emergencies or for shortfalls caused by revenue declines.

The Reserve Policy shall be reviewed by the Board of Trustees annually in conjunction with the adoption of the Budget.

INVESTMENT POLICY

SCOPE OF INVESTMENT POLICY

This investment policy applies to the Village of Glendale Heights except for the Police Pension Fund. It is inclusive of all other funds that that may be created from time to time during the budgeting process.

Moneys for the Police Pension Fund will be administered by the persons designated by the Board of Trustees for the Police Pension Fund or their appointed person.

PRUDENT PERSON POLICY

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

OBJECTIVES OF INVESTMENT POLICY

The purpose of this policy is to establish guidelines and parameters for the management of cash assets of the Village of Glendale Heights. These guidelines are for Village officials charged with the responsibility for the stewardship of funds.

OBJECTIVES INCLUDE

1. Safety of principal is a foremost objective. Each investment transaction shall reasonably seek to ensure that capital losses are avoided.



2. The Village shall diversify investments to avoid incurring unreasonable risks. This shall include investment types and/or investment firms and institutions.
3. The Village investment portfolio shall remain sufficiently liquid to enable the Village to meet operating requirements which may be reasonably anticipated. A guideline for this amount would be to have 90 days liquid assets to cover operating expenses. Based upon reasonable investment decisions it may be more than 90 days.

RESPONSIBILITY FOR INVESTMENT PROGRAM

The establishment of investment policies is the responsibility of the Village Board, Village Administrator and the Village Treasurer. Management and administrative accountability shall be delegated to the Director of Finance under the direction of the Village Administrator. The Director of Finance shall be authorized to conduct transactions of investment and/or reinvestment of funds in accordance with this investment policy.

The responsibility for investment activities of the Police Pension Fund rests with the Board of Trustees of the Police Pension Fund.

CASH MANAGEMENT

Receipts

All monies due the Village shall be collected as promptly as possible. Monies that are received shall be deposited in an approved financial institution no later than two business days after receipt by the Village. Exception to this time may be applicable under extenuating circumstances. Amounts that remain uncollected after a reasonable length of time shall be subject to any legal means of collection and may include penalties and/or cost of collection including but not limited to administrative and legal cost incurred.

All financial institutions (banks, savings or building loan and credit union) are required to submit the complete "Call Report" required by their regulatory authority each annual quarter within 30 days of the date their regulatory authority requested same (commonly March, June, September, & December of each year).

Disbursements

Any disbursement due suppliers of goods and/or services or to employees for salaries and wages shall be contingent upon an available budget appropriation. Disbursements are made in accordance with Village policy.

Pooling of Cash

Except where otherwise provided by the Board of Trustees, the Village Finance Director will be authorized to pool the cash of various funds to enhance investment earnings where in his/her opinion it is advantageous and prudent to do so. Investment income will be allocated to the various funds based upon their respective participation.

Accounting

The Village of Glendale Heights maintains its accounting records on the basis of fund accounting. Each fund is considered a separate accounting entity. All investment transactions shall be stated at fair value in accordance with GASB Statement 31.

Financial Institutions

The Village of Glendale Heights shall select financial institutions on the following basis:

Security: Selected financial institutions shall be a member of the FDIC or the FSLIC systems. The institution shall be required to post required collateral for funds in excess of the FDIC or FSLIC insurable limits. The Village will not maintain deposits in any financial institution in which Village funds on deposit will exceed Seventy-Five (75%) percent of the institutions' capital stock and surplus. Reasonable fees and charges for services rendered by the institution are normal, anticipated and acceptable. Fees are inclusive of a reasonable cost factor for collateralization when required and applicable.

Location: When possible the Village will utilize financial institutions within the Village of Glendale Heights and not precluded by other standard of this policy. However other qualified depositories may be used regardless of location.

Statement of Condition: The Village will maintain for public and management, current statements of condition for each financial institution named as a depository. The refusal of any said institution to provide such data upon request may serve as sufficient cause for withdrawal of funds.

Investment Selection: The Village may invest in any type of security allowed in the Illinois Statutes except that it should specifically avoid any purchase of financial forwards or futures, any leveraged investments, lending securities or derivatives. Investments shall be selected to provide asset growth and to accomplish the goals of the Village.

COMMERCIAL PAPER

A Standard & Poor's commercial paper rating is a current assessment of the likelihood of timely payment of debt considered short-term in the relevant market. Ratings are graded into several categories ranging from "A-1" for the highest quality obligations to "D" for the lowest. These categories are as follows:

- A-1 This highest category indicates that the degree of safety regarding timely payment is strong. Those issues determined to possess extremely strong safety characteristics are denoted with a plus sign (+) designation.
- A-2 Capacity for timely payment on issues with this designation is satisfactory. However, the relative degree of safety is not as high as for issues designated "A-1".



A-3 Issues carrying this designation have adequate capacity for timely payment. They are, however, more vulnerable to the adverse effects of changes in circumstances than obligations carrying the higher, designations.

The Village shall invest primarily in A-1 Rated Paper. Due to availability and a higher return on Investment, A-2 may be utilized but not to exceed Fifteen (15%) percent of total investments. A-3 not to exceed Five (5%) percent of total investment. However, the total investment of A-2 and A-3 combined shall not exceed Fifteen (15%) percent.

CERTIFICATES OF DEPOSIT

Investments shall be made in transaction amounts not to exceed FDIC limits in financial institutions with FDIC coverage.

DIVERSIFICATION AND MATURITIES

In order to reduce the risk of default, the investment portfolio of the Village shall not exceed the following limits unless specifically authorized by the Board of Trustees.

No financial institution shall hold more than Fifty (50%) percent of the Village investment portfolio, exclusive of U.S. Treasury securities.

Commercial paper shall not exceed Twenty (20%) percent of the Village's investment portfolio.

Illinois Funds shall not exceed Fifty (50%) percent of the Village's investment portfolio.

Up to Twenty (20%) percent of the Village's investment portfolio may be invested for a maximum period of Three (3) years.

Certificates of deposit shall not exceed FDIC limits. The Village may invest in more than one certificate of deposit at an individual banking institution provided that the total value of the certificates of deposit at said institution shall not exceed FDIC limits. Brokered certificates of deposit shall not exceed Fifty (50%) of the Village's investment portfolio.

Maturities of invested funds shall be determined by the Director of Finance. They shall be determined by the cash operating requirements, return on investment opportunity and any pertinent reasonable judgment. Except as provided herein General Fund and Special Revenue Funds shall be limited to a maximum of thirty-six (36) months from the date of purchase. Other funds shall have a guideline of thirty-six (36) month maximum, but may be purchased with a longer maturity to match future project or liability requirements.

COLLATERAL

It is the policy of the Village to require that funds on deposit in excess of FDIC or FSLIC limits be secured by some form of collateral. The applicable institution must submit that list of collateral for approval by the Village. The following are acceptable assets as collateral.

1. United States Government Securities
2. Obligations of Federal Agencies
3. Obligations of Federal Instrumentalities
4. Obligations of the State of Illinois

The amount of collateral provided will not be less than One Hundred Ten (110%) percent of the fair market value of the net amount of public funds secured, the ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly, and additional collateral will be requested when the ratio declines below the required level. Collateral agreements will preclude the release of pledged assets without the authorized signature from the Village of Glendale Heights.

INTERNAL CONTROLS

The Director of Finance shall establish a system of internal controls complying with accepted accounting principles. These controls may be revised or vary from time to time to comply with General Ledger systems and improved methods and/or procedure. The internal controls shall be reviewed for approval in conjunction with the annual examination of the financial statements and procedures of the Village. The controls shall be designed to prevent loss of public funds arising from fraud, employee error, misrepresentation of third parties or imprudent actions by employees and officers of the Village. The general ledger accounts will be reconciled monthly to institution or investment statements.

REPORTING

The Director of Finance shall submit monthly investments or supplemental reports or statements that provide the following information:

1. Principal type of investment and where invested by fund
2. Earnings for the current month and year to date

Reports and statements are not limited and may contain additional informative data.

The reports shall be provided to the Village President Board of Trustees and other Village managers as deemed appropriate.

AMENDMENT

This policy shall be reviewed periodically and any changes will be presented to the Board of Trustees for their approval.

PURCHASING POLICY

(Village Code – Title 3, Chapter 1)

PURPOSE; SCOPE; EXEMPTIONS:

Purpose:

The purpose of this chapter is to provide for the fair and equitable treatment of all persons involved in public purchasing by the village, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Scope:

This chapter applies to contracts for the procurement of equipment, supplies, services and construction of public improvements entered into by the village. It shall apply to the expenditure of public funds by the Village for public purchasing. When the procurement involves any expenditure regulated by federal or Illinois law or by federal or Illinois regulations, the procurement shall be conducted in accordance with any mandatory applicable laws and regulations. (Ord. 2007-100, 10-18-2007)

Exemptions:

The provisions of this chapter shall not apply to the selection of the Village attorney who shall be appointed by the Village president pursuant to section 1-7-3 of this code or other special legal counsel retained by the village. (Ord. 2009-62, 11-19-2009)

The provisions of this chapter shall not apply to the purchases made by the Village director of golf course operations pursuant to section 1-7E-1 of this code. (Prior ord.)

PURCHASING AGENT:

Administrative Services Manager Serve As

Except as otherwise provided herein, the administrative services manager shall serve as the principal public purchasing official for the Village and shall be responsible for the procurement of equipment, supplies, contractual services and construction of public improvements in accordance with this chapter, as well as the management and disposal of supplies. In the event of a vacancy in the office of the administrative services manager, the Village administrator shall act as the administrative services manager until such time as the office is no longer vacant.

Duties

In accordance with this chapter and subject to the supervision of the Village administrator, the administrative services manager shall:

1. Procure or supervise the procurement of equipment, supplies, contractual services, and construction of public improvements needed by the village;
2. Exercise general supervision over all inventories of equipment and supplies belonging to the village;

3. Sell, trade, or otherwise dispose of surplus equipment or supplies belonging to the village; and establish and maintain programs for specifications development, contract administration, inspection and acceptance, in cooperation with the departments using procured equipment, supplies, and contractual services, in construction of public improvements.

Delegation of Purchasing Duties

With the approval of the Village president, Village administrator and board of trustees, the administrative services manager may delegate authority to other Village officials to purchase certain equipment, supplies, contractual services, or construction of public improvements items if such delegation is deemed necessary for the effective procurement of those items. (Ord. 2007-100, 10-18-2007)

COMPETITIVE SEALED BIDDING

All contracts of the Village for the purchase of equipment, supplies, contractual services or construction of public improvements exceeding ten thousand dollars (\$10,000.00) shall be awarded by competitive sealed bidding, except as otherwise provided.

The administrative services manager shall issue an invitation for bids which shall include specifications and all contractual terms and conditions applicable to the procurement.

Adequate public notice of the invitation for bids shall be given not less than ten (10) calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation within the community in a reasonable time prior to bid opening. The public notice shall state the place, date, and time of bid opening.

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids.

Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspections, testing, quality, workmanship, delivery, and suitability for particular purposes. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used.

Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. If mistakes are discovered before bid opening, the bid may be withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. Any modification prior to the bid opening must be submitted in a sealed envelope prior to the scheduled opening of the bid. After bid opening, no changes in bid prices or other provision of bids prejudicial to the interest of the Village or fair competition shall be permitted.

In lieu of the bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if, in the sole judgment of the board of trustees:

1. The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
2. The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made.

All requests to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written request to the administrative services manager indicating the reason for the request.

Unless all bids are rejected by the board of trustees, the contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. In the event the low responsive and responsible bid for a construction of public improvements project exceeds available funds, the administrative services manager is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds.

When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of un-priced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation. (Ord. 2007-100, 10-18-2007)

COMPETITIVE SEALED PROPOSALS

When the board of trustees determines that the use of competitive sealed bidding is either not practicable or not advantageous to the village, a contract may be entered into by use of the competitive sealed proposals method.

Proposals shall be solicited through a request for proposals.

Adequate public notice of the request for proposals shall be given in the same manner as provided in subsection 3-1-3C of this chapter, provided the minimum time shall be twenty (20) calendar days. (Prior ord.)

No proposals shall be handled so as to permit disclosure of the identity of any offerer or the contents of any proposal to competing offerers prior to the time at which the proposals are due. A register of proposals shall be prepared containing the name of each offerer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after the time at which proposals have been formally awarded. (Ord. 2007-100, 10-18-2007)

The request for proposals shall state the relative importance of price and other evaluation factors.

As provided in the request for proposals, discussions may be conducted with responsible offerers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerers shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

The award shall be made by the board of trustees to the responsible offerer whose proposal is determined to be the most advantageous to the village, taking into consideration price and the evaluation factors set forth in the request for proposals. (Prior ord.)

AUTHORIZATION OF AWARD AND FORMAL BID WAIVERS

The Village administrator shall have the authority to provide approval authorization of recommendations for all formal bid waivers, award of formal sealed competitive bids, and award of request for proposals with monetary values not to exceed twenty thousand dollars (\$20,000.00). The Village president and board of trustees shall provide authorization for values exceeding twenty thousand dollars (\$20,000.00), or values below twenty thousand dollars (\$20,000.00) as requested by the Village administrator, of the award of formal sealed competitive bids and award of request for proposals. The board of trustees, by a vote of two-thirds ($\frac{2}{3}$) of all trustees elected, may waive any and all requirements of section 3-1-3 or 3-1-4 of this chapter. (Ord. 2007-100, 10-18-2007; amd. 2011 Code)

SMALL PURCHASES

Any purchase not exceeding ten thousand dollars (\$10,000.00) may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section. (Ord. 2007-100, 10-18-2007)

Insofar as is practical for small purchases in excess of one thousand dollars (\$1,000.00), no less than three (3) businesses shall be solicited to submit quotations. The award shall be made to the business offering the lowest acceptable quotation and in the best interest of the village. The names of the businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as part of the purchase record. (Prior ord.)

The administrative services manager shall adopt operational procedures for making small purchases of one thousand dollars (\$1,000.00) or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service, or construction of public improvements being purchased. (Ord. 2007-100, 10-18-2007)

SOLE SOURCE PROCUREMENT

A contract may be awarded without competition when the administrative services manager determines, in writing, after conducting a good faith review of available sources, that there is only one source for the required equipment, supply, service, or construction item. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. For contracts with values of ten thousand dollars (\$10,000.00) to twenty thousand dollars (\$20,000.00), the administrative services manager must obtain prior authorization from the Village administrator, and contracts with values exceeding twenty thousand dollars (\$20,000.00) must be authorized by the Village president and board of trustees. (Ord. 2007-100, 10-18-2007; amd. 2011 Code)

EMERGENCY PROCUREMENT

Notwithstanding any other provisions of this chapter, the Village administrator may make or authorize the administrative services manager and others to make emergency procurement of equipment, supplies, contractual services, or construction items when there exists a threat to the public health, welfare, or safety; provided, that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. (Ord. 2007-100, 10-18-2007)

CANCELLATION OF INVITATIONS FOR BIDS OR REQUESTS FOR PROPOSALS

An invitation for bids, a request for proposals or other solicitation may be canceled. Any or all bids or proposals may be rejected in whole or in part when it is in the best interests of the village. Each solicitation issued by the Village shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part when it is in the best interests of the village. Notice of cancellation shall be sent to all businesses solicited. (Prior ord.)

RESPONSIBILITY OF BIDDERS AND OFFERERS

If a bidder or offerer who otherwise would have been awarded a contract exceeding ten thousand dollars (\$10,000.00) is found non-responsible, a determination of non-responsibility shall be made by the board of trustees. The unreasonable failure of a bidder or offerer to supply promptly information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or offerer. The administrative services manager shall notify the non-responsible bidder or offerer of the determination. The determination shall be made part of the contract file and be made a public record. (Ord. 2007-100, 10-18-2007)

BID AND PERFORMANCE BONDS

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the administrative services manager or head of a using department deems advisable to protect the Village interest and shall be required for all contracts for the construction of public improvements. Any such bonding requirements shall be set forth in the solicitation. The bid or performance bond shall not be used as a substitute for a determination of a bidder's or offerer's responsibility. (Ord. 2007-100, 10-18-2007)

TYPES OF CONTRACTS

Authorized Contracts

The Village may use any type of contract which is appropriate to the procurement and which will promote the best interests of the village.

Multi-term Contracts

1. Subject to the limitations imposed by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the village, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation, and funds are available for the first fiscal period at the time of contracting. The contract shall provide that the payment and performance obligations for succeeding fiscal periods shall be subject to cancellation and termination without penalty dependent upon the availability and appropriation of funds therefore.
2. Prior to the utilization of a multi-term contract, it shall be determined in writing:
 - a. That the estimated requirements cover the period of the contract and are reasonably firm and continuing.
 - b. That such a contract will serve the best interests of the Village by encouraging effective competition or otherwise promoting economies in Village procurement.
3. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled.

Restrictions on Awarding Contracts

Multiple source awards shall not be made when a single award will meet the Village needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers to meet the valid requirements. (Prior ord.)

CONTRACT ADMINISTRATION SYSTEM

A contract administration system designed to ensure that a contractor is performing in accordance with the solicitation under which the contract was awarded and the terms and conditions of the contract shall be maintained. (Prior ord.)

RIGHT TO INSPECT FACILITIES

As a condition to the submission of any bid, proposal or quotation by a prospective vendor or contractor, the prospective vendor or contractor grants to the Village the permission, at reasonable times upon adequate notice, to inspect the plant of the vendor, place of business, or work site of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the village. (Prior ord.)

REPORT ANTICOMPETITIVE PRACTICES

When, for any reason, collusion or other anticompetitive practices are suspected among any bidders or offerers, a notice of the relevant facts shall be transmitted to the Village attorney or the appropriate legal officer having jurisdiction. (Prior ord.)

VILLAGE PROCUREMENT RECORDS

All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the Village in a contract file by the administrative services manager. (Ord. 2007-100, 10-18-2007)

All procurement records shall be retained and disposed of by the Village in accordance with records retention guidelines and schedules approved by the state of Illinois. (Prior ord.)

MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the Village needs, and shall not be unduly restrictive. The policy enunciated in this section applies to all specifications including, but not limited to, those prepared for the Village by architects, engineers, designers, and draftsmen. (Prior ord.)

BRAND NAME OR EQUAL SPECIFICATION

Brand name or equal specifications may be used when the administrative services manager determines in writing that:

1. No other design or performance specification or qualified products list is available;
2. Time does not permit the preparation of another form of purchase description not including a brand name specification;
3. The nature of the product or the nature of the Village requirements makes use of a brand name or equal specification suitable for the procurement; or
4. Use of a brand name or equal specification is in the best interests of the village. (Ord. 2007-100, 10-18-2007)

Brand name or equal specifications shall seek to designate three (3), or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award. (Prior ord.)

Unless the administrative services manager determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, function, or performance characteristics which are required. (Ord. 2007-100, 10-18-2007)

Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. (Prior ord.)

BRAND NAME SPECIFICATION

The use of a brand name specification may be used when the administrative services manager makes a written determination that only the identified brand name item or items will satisfy the Village needs.

The administrative services manager shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under section 3-1-7 of this chapter. (Ord. 2007-100, 10-18-2007)

RESPONSIBILITY FOR SELECTION OF METHODS OF CONSTRUCTION CONTRACTING MANAGEMENT

The administrative services manager, with direction from the Village administrator, shall have discretion to recommend to the board of trustees the appropriate method of construction contracting management for a particular project. In determining which method to use, the administrative services manager shall consider the Village requirements, its resources, and the potential contractor capabilities. The administrative services manager shall include in the recommendation a written statement setting forth the facts which led to the recommendation of a particular method of construction contracting management for each project.

It is recognized that the following methods are currently being used for control and coordination of construction of public improvements projects:

1. A single prime contractor (including a turnkey or design build contractor); and
2. Multiple prime contractors managed by:
 - a. A designated general contractor;
 - b. A construction manager; or (Ord. 2007-100, 10-18-2007)
 - c. An administrative services manager, public services director or a project manager. (Ord. 2007-100, 10-18-2007; amd. 2011 Code)

BID SECURITY

Bid security shall be required for all competitive sealed bidding for construction contracts when the price is estimated by the administrative services manager to exceed ten thousand dollars (\$10,000.00). Bid security shall be a bond provided by a surety company authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the village. Nothing herein shall prevent the requirement of such bonds in service or commodity contracts when the circumstances warrant.

The bid security shall be in an amount equal to at least ten percent (10%) of the amount bid.

When the invitation for bids requires security, the failure to provide bid security will result in the bid being rejected unless it is determined that the bid fails to comply only in a nonsubstantial manner with the security requirements.

If a bidder is permitted to withdraw its bid before award as provided in subsection 3-1-3F of this chapter, no action shall be had against the bidder or the bid security. (Ord. 2007-100, 10-18-2007)

CONTRACT PERFORMANCE AND PAYMENT BONDS

When a contract for the construction of a public improvement is awarded in excess of ten thousand dollars (\$10,000.00), the following bonds or security shall be delivered to the Village and shall become binding on the parties upon the execution of the contract:

1. A performance bond satisfactory to the village, executed by a surety company authorized to do business in the state or otherwise secured in a manner satisfactory to the village, in an amount equal to one hundred percent (100%) of the price specified in the contract.
2. A payment bond satisfactory to the village, executed by a surety company authorized to do business in the state or otherwise secured in a manner satisfactory to the village, for the protection of all persons supplying labor and materials to the contractor or its subcontractors for the performance of the work provided in the contract. The bond shall be in an amount equal to one hundred percent (100%) of the price specified in the contract.

Nothing in this section shall be construed to limit the authority of the Village to require a performance bond or other security in addition to those bonds or in circumstances other than specified in subsection A of this section. (Prior ord.)

CONTRACT CHANGES

Every contract modification, change order or contract price adjustment in excess of ten thousand dollars (\$10,000.00) and every contract modification, change order or contract adjustment extending the contract completion time under a contract for the construction of a public improvement with the Village shall be subject to prior approval by the board of trustees after receiving a report from the project manager as to the effect of the contract modification,

change order, or contract price adjustment on the total project budget or the total contract budget. (Prior ord.)

ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES

The provisions of this chapter shall not apply to the selection of the Village engineer who shall be appointed by the Village president, with the advice and consent of the board of trustees, pursuant to section 1-7-3 of this code.

If it is necessary to solicit proposals for professional architectural, engineering or land surveying services, the Village shall, unless it has a satisfactory relationship with one or more firms, announce publicly all requirements for the architectural, engineering or land surveying services. In the procurement of architectural, engineering and land surveying services, the administrative services manager shall request firms to submit a statement of qualifications and performance data. The administrative services manager shall mail a notice requesting a statement of interest and in the specific project for which services are sought to all firms who have a current statement of qualifications and performance data on file with the administrative services manager. The administrative services manager shall place an advertisement in a newspaper or periodical of general circulation requesting a statement of interest in the specific project for which services are sought and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the administrative services manager. The advertisement shall state the day, hour and place that the statement of interest and the statements of qualifications and performance data shall be due.

The Village shall negotiate contracts for professional architectural, engineering or land surveying services on the basis of demonstrated competence and qualifications at fair and reasonable prices. Unless the Village has a satisfactory relationship with one or more firms, a selection committee appointed by the Village president, with the advice and consent of the board of trustees, or in the absence of such an appointment, a selection committee composed of three (3) members, including the administrative services manager, the director of public works or another officer with appropriate professional qualifications and the project manager or head of the department in need of the architectural, engineering or land surveying services shall evaluate the firms submitting statements of interest taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness and ability to meet time and budget requirements, location, workload of the firm and such other factors as the selection committee may determine are applicable. The selection committee shall conduct discussions with no less than two (2) firms regarding the proposed contract and the relative utility of alternative methods of approach for furnishing the required services and any required public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services. If fewer than three (3) firms submit statements of interest and the selection committee determines that one or both of those firms are qualified, the selection committee may proceed to negotiate a contract as set forth below with the firm or firms determined to be qualified.

The administrative services manager, in consultation with the selection committee, shall negotiate a contract with the firm considered to be the most qualified for architectural, engineering or land surveying services at compensation which the administrative services manager determines in writing to be fair and reasonable to the village. In making this decision, the administrative services manager shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should the administrative services manager, in consultation with the selection committee, be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the administrative services manager determines to be fair and reasonable to the village, negotiations with that firm shall be formally terminated. The administrative services manager shall then undertake negotiations with the second most qualified. If unable to come to an agreement, the administrative services manager shall then move to the third most qualified or further until an agreement is reached. (Ord. 2007-100, 10-18-2007)

AUTHORITY TO DEBAR OR SUSPEND

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the administrative services manager, after consulting with the Village attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three (3) years. After consultation with the Village attorney, the administrative services manager shall recommend to the Village president and board of trustees to suspend a person from consideration for award of contracts if there is probable cause to believe that person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three (3) months. The causes for debarment include:

Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Village contractor;

Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals; or

Violation of contract provisions, as set forth below, of a character which is regarded by the administrative services manager to be serious as to justify debarment action:

1. Deliberate failure, without good cause, to perform in accordance with the specifications or the time limit provided in the contract;
2. A recent record of unsatisfactory performance in accordance with the terms of one or more contracts;

3. Any other cause the administrative services manager determines to be so serious and compelling as to affect responsibility as a Village contractor including debarment by another governmental entity for any cause listed; or
4. For violation of the ethical standards set forth in sections 3-1-30, 3-1-31, 3-1-32 and 3-1-33 of this chapter. (Ord. 2007-100, 10-18-2007)

BID PROTEST

A. Any actual or prospective bidder, offerer, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Village administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest. The protest shall then be submitted within ten (10) calendar days after such aggrieved person knows or should have known the facts giving rise thereto. (Prior ord.)

B. In the event of a timely protest under subsection A of this section, the administrative services manager shall not proceed further with the solicitation or award of the contract until the Village administrator makes a determination either on the merits of the protest or that the award of a contract without delay is necessary to protect a substantial interest of the village. Protesters shall exhaust their administrative remedy prior to initiating judicial remedies. (Ord. 2007-100, 10-18-2007)

REMEDIES FOR SOLICITATIONS OR AWARDS IN VIOLATION OF LAW

If, prior to the bid opening or the closing date for receipt of proposals, the administrative services manager, after consultation with the Village attorney, determines that a solicitation is in violation of federal, state, or municipal law, then the solicitation shall be canceled or revised to comply with applicable law.

If, after the bid opening or closing date for receipt of proposals, the administrative services manager, after consultation with the Village attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award shall be canceled.

If, after an award, the administrative services manager, after consultation with the Village attorney, determines that a solicitation or award of a contract was in violation of applicable law and the person awarded the contract has not acted fraudulently or in bad faith:

1. The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the village;
2. The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

3. If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void, if such action is in the best interests of the village. (Ord. 2007-100, 10-18-2007)

COOPERATIVE PURCHASING

The Village shall utilize joint or cooperative purchasing pursuant to the provisions of article A of this chapter whenever favorable prices are obtained for required goods and contractual services. (Prior ord.)

SURPLUS PROPERTY

The administrative services manager shall provide a written recommendation to the Village administrator when Village property should be designated as no longer necessary or useful to or in the best interests of the village. The Village administrator may approve or disapprove of the designation made by the administrative services manager.

Upon approval of the designation by the Village administrator, the administrative services manager is authorized to sell or otherwise dispose of all surplus personal property with a current market value of less than two thousand five hundred dollars (\$2,500.00). A record shall be kept of all dispositions of property made by the administrative services manager.

For the disposition of surplus property with a value greater than two thousand five hundred dollars (\$2,500.00), approval of the Village president and board of trustees, including approval of the manner of sale and publication of legal notice, is required. (Ord. 2007-100, 10-18-2007)

CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this chapter constitute violations of the Illinois criminal code, they shall be punishable as provided therein. (Ord. 2007-100, 10-18-2007)

EMPLOYEE CONFLICT OF INTEREST

It shall be unethical for any Village employee to participate directly or indirectly in a procurement contract when the Village employee knows that:

- A. The Village employee or any member of the Village employee's immediate family has a financial interest pertaining to the procurement contract; or
- B. Any other person, business, or organization with whom the Village employee or any member of a Village employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract. (Ord. 2007-100, 10-18-2007)



GRATUITIES AND KICKBACKS

It shall be unethical for any person to offer, give, or agree to give any Village employee or former Village employee, or for any Village employee or former Village employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal thereof.

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. (Ord. 2007-100, 10-18-2007)

USE OF CONFIDENTIAL INFORMATION

It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person. (Ord. 2007-100, 10-18-2007)

GLOSSARY

Accrual Basis of Accounting: A method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of

Appropriation: an authorization by the Village Board to make expenditures and to incur obligations for a specific purpose

Assessed Valuation: a value established for real property for use as a basis in levying property taxes

Audit: Prepared by an independent certified public accountant, the primary objective of an audit is to determine if the Village’s financial statements fairly represent the Village’s financial position and results of operations in conformity with generally accepted accounting principles

Balanced Budget: A budget is balanced when planned revenues or existing fund equity equal or exceed planned expenditures, that is, total outlays or disbursements, for a fiscal year

Bond: a form of borrowing that reflects a written promise from the Village to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects

Budget: a financial plan for a specified period of time that matched projected revenues and planned expenditures to municipal services, goals and objectives. The Village of Glendale Heights uses a budget covering one fiscal year, May 1st thru April 30th

Budget Message: provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years and the views and recommendations of the Village Administrator

Capital Expenditure: any expense that results in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements (interchangeable with the term capital outlay)

Capital Improvement: a permanent addition to the Village’s assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of the same

Capital Outlay: any expense that result in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements (interchangeable with the term capital expenditure)

GLOSSARY (cont.)

Capital Projects: the largely one-time cost for acquisition, construction, improvement, or renovation of land, structures and improvements thereon. The cost must be \$25,000 or more in order to be considered a capital project. All vehicle purchases are also considered capital projects, even if the cost is below \$25,000

Charges for Services: a revenue category which includes a charge for a specific service. These primarily include water & sewer revenues, recreation and golf course program fees, and other miscellaneous user fees

Debt Service: payment of principal and interest on an obligation resulting from the issuance of bonds or notes

Deficit: an excess of expenditures over revenues

Depreciation: The loss of asset value over time and usage, recorded as an expense under the full accrual method of accounting.

Equalized Assessed Valuation (EAV): a value established for real property for use as a basis in levying property taxes within DuPage County, Illinois. The EAV is calculated by taking the Assessed Valuation multiplied by the DuPage County equalization factor, which changes every year

Expenditure: the outflow of funds paid or to be paid for an asset or goods and services obtained, regardless of when the expense is actually paid

Fiscal Year: a 12-month period of time to which the budget applies; the fiscal year for the Village of Glendale Heights is May 1st thru April 30th

Full-Time Equivalent: the decimal equivalent of a part-time position converted to a full-time base (an employee that works a 40-hour work week is 1.0)

Fund: an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created

Fund Balance: the amount of financial resources available for use; the excess of assets over Liabilities

Generally Accepted Accounting Principles: uniform minimum standards and guidelines for financial accounting and reporting

GLOSSARY (cont.)

Grant: contribution of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility

Home Rule: the power of a local village or county to set up its own system of governing and local ordinances without receiving a charter from the state which comes with certain requirements and limitations

Interfund Transfers: monies moved from one fund to another; money is transferred to finance the operations of another fund or to reimburse the fund for expenses

Modified Accrual Basis of Accounting: an adaptation of the accrual basis of accounting for governmental fund types - revenues and other financing sources are recognized when they become available to finance expenditures of the current period

Moody's: the system of rating securities with the purpose to provide investors with a simple system of gradation by which future relative creditworthiness of securities may be gauged

Operating Budget: annual appropriation of funds for ongoing program costs

Ordinance: a formal legislative enactment by the Village Board that is the full force and effect of law within the Village boundaries

Reserve: an account used to record that a portion of the fund's balance is legally restricted for a specific purpose

Revenue: amount received for taxes, fees, permits, licenses, interest and intergovernmental sources during the fiscal year

User Fees: payment of a fee or direct receipt of a public service by benefiting from the service for a specific purpose and is, therefore, not available for general appropriation

Village Code: a collaboration of Village Board approved ordinances currently in effect

COMMONLY USED ACRONYMS

AC: Appearance Commission	FEMA: Federal Emergency Management Agency
AFSCME: American Federation of State, County and Municipal Employees	FICA: Federal Insurance Contributions Act
APWA: American Public Works Association	FOIA: Freedom of Information Act
ASCE: American Society of Civil Engineers	FOP: Fraternal Order of Police
AWWA: American Water Works Association	FSLIC: Federal Savings and Loan Insurance Corporation
BAB: Build America Bond	FT: Full-Time
BSI: Backflow Solutions Inc.	FTE: Full-Time Equivalent
CAD: Computer Aided Design	FY: Fiscal Year
CALEA: Commission of Accreditation for Law Enforcement Agencies	GAAP: Generally Accepted Accounting Principles
CDBG: Community Development Block Grant	GAP: Government Accountability Program
CERT: Community Emergency Response Team	GFOA: Government Finance Officers Association
CEU: Continuing Education Unit	GH: Glendale Heights
CIP: Capital Improvement Program	GH₂O: Glendale Heights Aquatic Center
COLA: Cost of Living Adjustment	GHS: Glendale Heights Football & Cheerleading
COSTCO: China Off Shore Trading Company	GHYBS: Glendale Heights Youth Baseball & Softball
CPA: Citizen Police Academy	GIS: Geographical Information Systems
CPR: Cardiopulmonary Resuscitation	GLGC: Glendale Lakes Golf Club
CSA: Customer Service Associate	GO: General Obligation (bonds/debt service)
DARE: Drug Abuse Resistance Education	GOB: General Obligation Bond
CSO: Community Service Officer	GREAT: Gang Resistance Education and Training
DCFS: Department of Children and Family Services	HR: Human Resources
DUI: Driving Under the Influence	HTE: High Technology Entrepreneur
E911: Enhanced 911 (emergency service)	HVAC: Heating, Ventilating & Air Conditioning
EAB: Emerald Ash Borer	IAFSM: Illinois Association for Floodplain and Storm Water Management
EAV: Equalized Assessed Value	IBM: International Business Machines Corporation
EMS: Emergency Medical Services	IDLH: Immediate Danger to Life or Health
EOC: Emergency Operations Center	IDOT: Illinois Department of Transportation
ESDA: Emergency Service Disaster Agency	IEPA: Illinois Environmental Protection Agency
ESS: Enterprise Software System	
F&B: Food and Beverage	
FCC: Federal Communications Commission	
FDIC: Federal Deposit Insurance Corporation	

COMMONLY USED ACRONYMS (cont.)

IMRF: Illinois Municipal Retirement Fund

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