



Village of Glendale Heights, IL

A Proud and Progressive Village for All People



Annual Budget Fiscal Year 2020/21

VILLAGE OF GLENDALE HEIGHTS, IL

Fiscal Year 2020/21

Annual Budget

VILLAGE BOARD OF TRUSTEES

Linda Jackson
Village President

Marie Schmidt
Village Clerk

Sharon Sullivan
Deputy Mayor
District 2

William Schmidt
District 1

Chester Pojack
District 5

Storino, Ramello & Durkin
Appointed Village Counsel

Michael Light
District 3

Pat Maritato
District 4

Mary Schroeder
District 6

Christopher B. Burke
Village Appointed Engineers

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Michael S. Marron
Village Administrator

Joanne Kalchbrenner
Community Development Director

William Poling
Finance Director/Treasurer

Nicole Lewis
Human Resources Manager

Douglas Flint
Chief of Police

Rachael Kaplan
Public Works Director

Keith Knautz
Parks, Recreation, Facilities Director

Jennifer Ferrell
Division Manager of Golf Course
Operations

READER'S GUIDE TO UNDERSTANDING THE BUDGET

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

BUDGET MESSAGE

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

VILLAGE OVERVIEW

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

BUDGET OVERVIEW

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

BUDGET SUMMARIES

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

BUDGET NARRATIVES

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

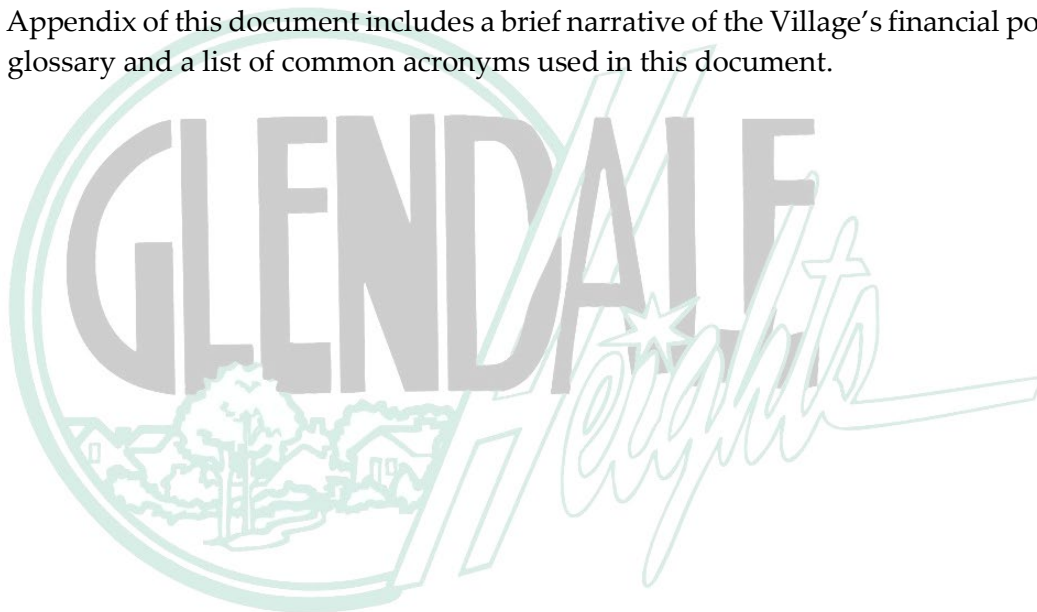
READER'S GUIDE TO UNDERSTANDING THE BUDGET

CAPITAL IMPROVEMENT PROGRAM

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

APPENDIX

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



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VILLAGE FOR ALL PEOPLE*

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ANNUAL BUDGET

December 31, 2020

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

The Fiscal Year 2020/2021 (FY 2021) Budget is hereby presented for the fiscal year May 1, 2020 to April 30, 2021. The annual budget is the policy document that sets the financial course for the Village and defines the services we provide to the community. State law requires the Board of Trustees to annually adopt an appropriations ordinance prior to July 31 each year and restricts the spending authority for all Village departments to the adopted appropriations. The following principles guide the planning and spending decisions when compiling the annual budget:

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

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

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

A primary mission of the annual budget is to emphasize delivering essential Village services in the most efficient manner possible. The Village has taken a number of steps over the past several years to improve upon its fiscal condition. Since its adoption in 2013, the Village has been able to exceed the Fund Balance Reserve Policy, which established a minimum reserve level of four months. Independent auditors reported to the Village Board this December that the fiscal year 2020 ending reserve balance was at a level of 5.6 months, which is more than the level set by

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

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

*source: Village CAFR.

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

The total 2020/21 budget for all funds of the Village is included in this document. The total operating and capital budget is \$64,855,392, a decrease of 23.0% from the final budget of \$79,783,291 in 2019/20. The primary reason for this decrease in expenditures relates to a bond refunding issue undertaken in the prior fiscal year. All budgeted funds are balanced, utilizing current revenue sources or accumulated fund equity.

LONG-TERM FINANCIAL PLANNING

The Village Board is regularly updated on the financial status of the Village, both through monthly staff reports, and in other discussions. The Village has a history of sound planning and financial practices, as evidenced and re-affirmed by an excellent Aa3 credit rating from Moody's Investors Service.

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

The Village's first Comprehensive Plan was prepared by outside consultants and was adopted in 1972. The Comprehensive Plan is intended to guide the long-range development of the Village.

A broad range of development related issues are discussed in the plan, including transportation, land use, and economic development. The general guidance provided by the plan is considered when new developments are proposed and when specific programs are considered for implementation by the Village. During 2019, the Village Board approved changes to the Future Land Use Map to recognize the impact of large Business Parks up and down the North Avenue corridor. Over time, it is expected that the policies in the plan may need to be adapted to meet changing conditions. Many of the policies of the plan are proposed with this need for flexibility in mind.

The Village of Glendale Heights has a strong focus on economic development, which continues to be one of the Mayor and Village Board's highest priorities. Increased economic development improves property values, increases the tax base through property tax and sales tax, and lessens the tax burden on all property owners, as well as gives area residents more opportunities to shop and eat locally.

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

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

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

REVIEW OF BUDGET YEAR 2019/20

In the 2019/20 approved budget, the Village projected a 6.6% increase in General Fund revenues and a 12.3% increase in expenditures. These revenue increases stem primarily from sales taxes and building permits, reflecting the Villages' commitment toward economic development. The increase in expenditures is mostly due to transfers made specifically for park improvement projects undertaken in the Capital Projects Fund, contractual salary increases, and an anticipated

rise in employer provide health insurance benefits. Growth in the Village's revenues has been continuing to improve and expenses are constantly monitored.

2019/20 ACTUAL RESULTS

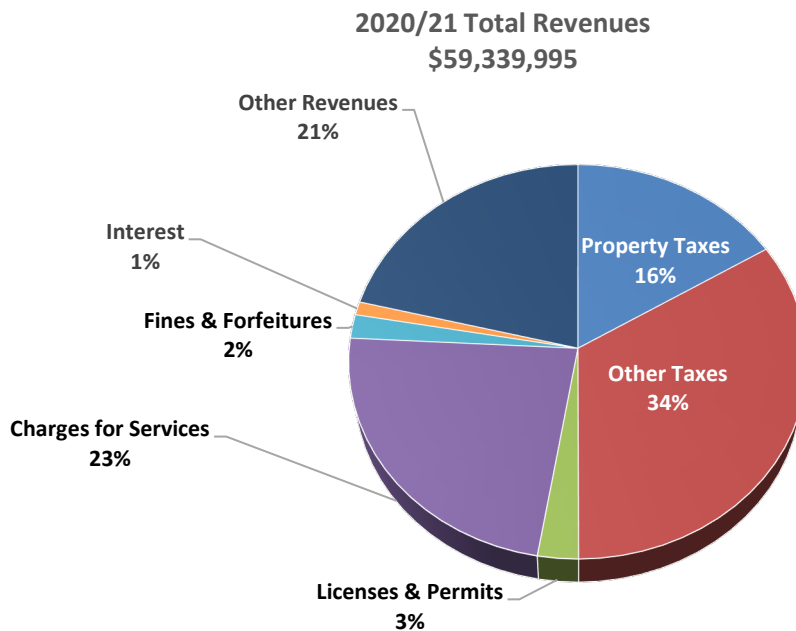
Currently, General Fund revenues, which were budgeted at \$25,250,722, ended the fiscal year at \$26,643,817, or approximately \$1.4 million over budget, which is 5.5%. Spending, as always, is monitored closely and because of this, actual General Fund expenditures came in at \$262,077 under budget. Overall however, spending outpaced revenues by \$1.3 million.

2020/21 OPERATING BUDGET OVERVIEW

In the 2020/21 budget, the Village is anticipating a decrease of \$51,826 or 0.2% in net General Fund revenues from the 2019/20 budget and a \$564,593 decrease or 2.0% in net expenditures. The retraction in revenues comes entirely from the impacts relating to the Coronavirus pandemic, which began in spring 2020. The expenditure decreases are due to a response in anticipated revenue shortfalls.

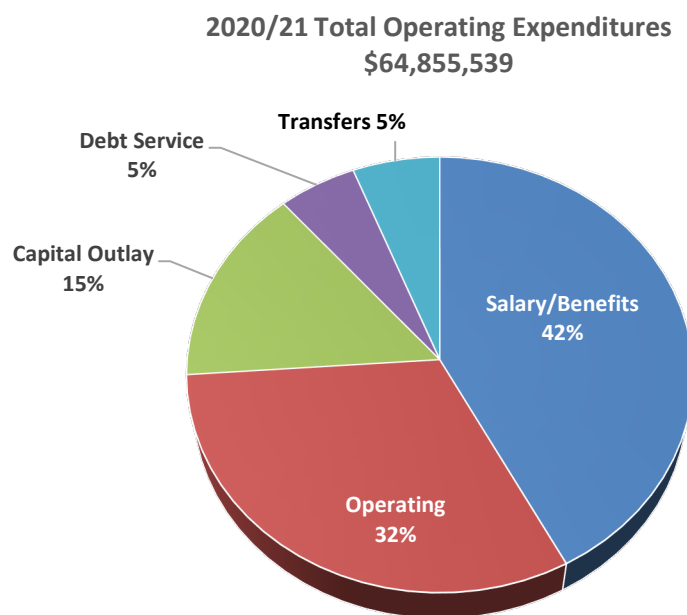
Over the last few budget years, departments have been held to minimal increases in discretionary line items within their budgets. Departments are strongly encouraged to be vigilant in their use of the resources available, and are challenged to be innovative with methods of service delivery and cost savings/cost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

The chart below summarizes 2020/21 proposed budgeted revenues by source for all funds:



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The expenditure budget, which includes inter-fund transfers and capital projects, for 2020/2 totals \$64,855,392. This represents an 18.7% decrease from the 2019/20 operating budget. The 2020/21 operating budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$5,515,397. The main reason for this is attributable to a bond refunding that occurred in 2019/20, and certain capital project expenditures using accumulated reserve funds. The following chart summarizes the 2020/21 budgeted expenditures/expenses by object for all funds:



PROPERTY TAXES

After enduring eight consecutive years of decline in equalized assessed valuation (EAV), the Village in 2019 realized its fourth year of increase. The table below reflects EAV data from 2008 to 2019.

EAV Year	Bloomington Township	Milton Township	Total EAV	Total Tax Levy
2008	\$791,928,539	\$87,946,947	\$879,875,486	\$7,522,485
2009	\$777,264,498	\$87,788,830	\$865,053,328	\$7,392,775
2010	\$719,855,091	\$84,612,200	\$804,467,291	\$7,124,848
2011	\$628,692,838	\$79,746,218	\$708,439,056	\$6,953,015
2012	\$552,920,588	\$71,111,172	\$624,031,760	\$7,019,803
2013	\$503,062,830	\$67,036,524	\$570,099,354	\$7,150,874
2014	\$491,677,596	\$58,715,660	\$550,393,256	\$7,570,245

2015	\$489,182,429	\$57,117,636	\$546,300,065	\$7,566,545
2016	\$524,940,939	\$59,301,202	\$584,242,141	\$7,566,000
2017	\$561,198,861	\$61,527,636	\$622,726,497	\$7,944,224
2018	\$604,964,040	\$66,427,785	\$671,391,825	\$7,944,224
2019	\$678,698,446	\$72,708,186	\$751,406,632	\$7,944,224

For 2019, increases in the EAV were 12.2% and 8.6% for Bloomingdale and Milton Townships, respectively. Up until 2014, the Village's tax levy had remained at, or less than the levy in 2008. In 2018, the State of Illinois reduced the Local Government Distributive Fund (LGDF) by 5%. LGDF monies come from personal and corporate income taxes paid to the State, and are shared back with local governments based on population. A five percent reduction in the LGDF amounts to a \$179,592 negative impact on Village revenues. Additionally, the State continues to withhold 1.5% of monies from Home Rule Sales Tax and Excise Tax (otherwise known as Telecommunications Tax) and keeping those funds; calling it an Administrative Collection Fee. The impact of this fee takes away approximately \$63,121 from the Village.

Despite this significant impact to revenues, the Village was able to adopt a Property Tax levy that was the same as the previous year, and still be in a position to deliver the quality services residents and businesses have come to expect.

A substantial portion of the property tax levy (23.2%) is for outstanding debt service. These amounts are all determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, bond issues for water and sewer infrastructure improvements are funded partly with water and sewer receipt funds. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the overall levy is then reduced. A total of 42.1% (\$1,310,713.03) of the total 2020 tax levy allocated to debt service (\$3,112,100) is being abated.

PERSONNEL

As part of a long-term strategic plan, the Village Board continues to support staffing levels throughout all Departments that match tasks and responsibilities with available funding resources. Some departments have undergone restructuring in the last few years; a more recent case of restructuring occurred at the beginning of the 2020 fiscal year, when the Finance and Administrative Services Departments were combined. Since 2007, the Village has decreased the full-time employment of the Village to 192 from 224, mainly through natural attrition. The trend in employee counts is shown in the table on the next page.

Fiscal Year	Number of Full Time Positions*
2007	224
2008	223
2009	216
2010	206
2011	201
2012	195
2013	195
2014	195
2015	197
2016	187
2017	192
2018	188
2019	186

*source – Human Resources monthly staff reports.

Total personnel expenditures/expenses, which includes benefits, represents 57.1% of the total operating costs (excluding capital outlay, debt service and operating transfers) for all funds.

CAPITAL IMPROVEMENTS PROJECTS

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

SUMMARY

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

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

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

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

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

Providing predictable, stable and high quality services to our residents and businesses continues to be our main focus. We believe this budget establishes a financial foundation for the Village Board to accomplish their goals. Our ongoing, combined efforts will ensure the Village of Glendale Heights can continue to provide the traditional high level of service to the residents and businesses of Glendale Heights.

PUBLIC HEARING AND NOTICE OF AVAILABILITY OF BUDGET

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

AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Glendale Heights, Illinois for its annual budget for the fiscal year beginning May 1, 2019. In order to receive this award, a



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government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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

ACKNOWLEDGMENTS

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

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

Respectfully submitted,

Michael S. Marron

William A. Poling

Michael S. Marron
Village Administrator

William Poling
Finance Director



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

VILLAGE PROFILE

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



The Village is governed by a Village President and Board of Trustees. The Village President and Village Clerk are elected at large for four-year terms. Six trustees are elected by district and serve staggered four-year terms. Serving under the Village President is the appointed Village Administrator who directs the management of the Village and six appointed department directors, including the Finance Director and Chief of Police. The Village President also appoints professional 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 economic development, recreation and social events, health, human and senior services, water, sewer, and wastewater treatment, and other general government services.

Village employees are represented by five separate bargaining unit contracts. Patrol Officers and Sergeants of the Village's Police Department are represented by the Fraternal Order of Police ("FOP") in two separate bargaining units. The Village's public works, parks and facilities employees are represented by Teamsters Local 700 in two separate bargaining units. Clerical staff and certain other employees are represented by the American Federation of State, County and Municipal Employees, Local 3768 ("AFSCME") in one bargaining unit. All contracts are current through April 30, 2021.

An annual budget is prepared by fund/department/division and is adopted by the Village Board thus providing the planning and operating tool that guides management's use of resources. Two rounds of budget amendments were approved during fiscal year 2020. The first being in December 2019, followed by final amendments which were approved in June 2020. The amendments were necessary to address changes to several funds brought upon by (1) a General Obligation bond issue and refunding issue, and, (2) the emerging impact on Village finances

resulting from the Coronavirus pandemic. The Village's FY 2021 budget anticipates total expenses of \$57,748,169, excluding the Police Pension fund and other financing uses. Anticipated revenues, excluding the Police Pension Fund and other financing sources are \$51,326,336. The remaining difference of \$6,421,833 needed to meet budgeted expenses will come from fund balance.

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

INFORMATION USEFUL IN ASSESSING THE VILLAGE'S ECONOMIC CONDITION

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

Local economy

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

Major Initiatives and Accomplishments

- For the fiscal year that ended April 30, 2019, total assets grew by more than \$3 million from \$166 to a total \$169 million, while total revenues increased to \$53 million compared to the prior fiscal year, at \$51 million. The Villages' primary fund, which is the General Fund, reported a reserve balance of \$12.28 million. Reserves are at a level of 6.3 months equivalent expenditures, exceeding the Village's policy of 4 months and the level recommended by the Government Finance Officers Association (GFOA) of 2 months.
- The Village's Police Department continues to maintain the Commission on the Accreditation of Law Enforcement Agencies (CALEA) Accreditation that it received initially in 2008, having been re-accredited for their third time in 2017. The Police Department is one of approximately 800 law enforcement agencies accredited across the nation, and one of only 48 in the State of Illinois. CALEA standards are rigorous, and ensure the Department is following the best practices in law enforcement.
- Economic Development continues to be a high priority. ML Realty received Village Board approval to remove several dilapidated structures and construct an 116,000

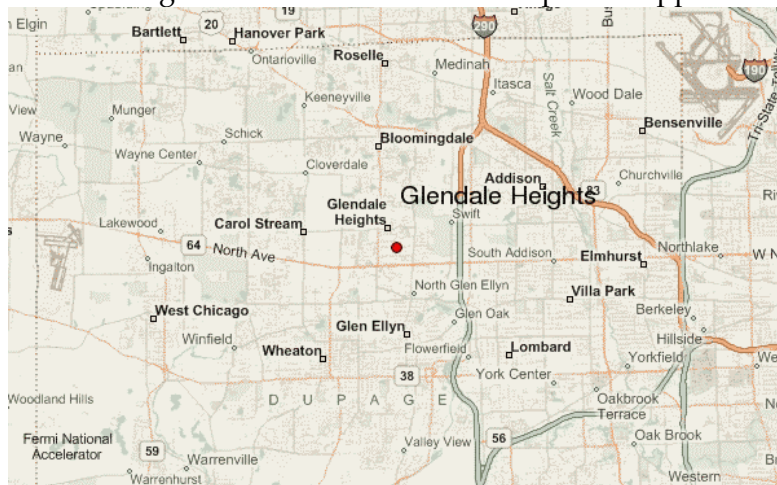
square foot flex space building at 760 E. North Avenue. Construction is currently underway.

- Venture One received Village Board approval to construct a 150,000 square foot building at 1 E. North Avenue. They have demolished the vacant and decrepit buildings on the site and began construction in the spring of 2020.
- A new Jeep dealership opened at 435 E. North Avenue, giving the public the opportunity to shop for cars at Jeep, Dodge, Chrysler, Chevy and Nissan, all in Glendale Heights.
- In 2019, local road infrastructure was improved throughout the Village as part of the In-House Road Program overlaying Goodrich Avenue, Chadwick Lane, Towner Court, and Easy Court. The project involved the removal and replacement of deteriorated and structurally damaged curbs and sidewalks along with base repairs to the roadway before the new asphalt surface layer was applied. The in-house road program involved the repaving of over 3,080 square yards of surface roadway, and the replacement of 200 linear feet of curb and 1,100 square feet of sidewalk.
- Another important road project was the \$660K Gregory Avenue Reconstruction project. This project reconstructed Gregory Avenue from Glen Ellyn Road to the intersection with Somerset Drive. This construction also included storm sewer improvements, and curb and sidewalk improvements. This road project was paid for in part by a \$350K Community Development Block Grant (CDBG) administered by DuPage County.
- The Village also undertook an \$800K regional stormwater detention and flood control project by adding underground stormwater detention to the Glendale Square shopping mall on North Avenue. Large corrugated metal pipes were placed underground in order to temporarily store large volumes of stormwater runoff. This project helps reduce flood elevations to residences surrounding the James Court Pond and businesses at the mall, as well as in creeks downstream of the project. This project was paid for in part by a \$340K CDBG grant administered by DuPage County, and with Tax Increment Financing Funds.
- A third CDBG project accomplished during the year was the \$875K East Branch Tributary 2 Channel Maintenance project. The Village's contractor dredged a section of the creek that was causing drainage problems in the creek. The improvements included streambank stabilization, dredging, vegetation management of invasive species, and the planting of new trees and shrubs. This project will improve drainage in the surrounding area, as well as removing obstructions from drainage areas. In addition to using Tax Increment Financing, the Village received up to \$400K in grant money reimbursement for this project.
- Glendale Lakes Golf Club generated just under 20,000 rounds of golf in 2019. Glendale Lakes Golf Club continues to be the home golf course to five area high school golf teams. The golf teams that use Glendale Lakes as their home golf course are Glenbard North

Boys and Girls teams, Glenbard East Boys and Girls teams and the Glenbard West Girls team. In 2019, the course hosted the Illinois High School Association (IHSA) Regional Girls Golf Tournament with 60 high school golfers.

- The Glendale Heights Center for Senior Citizens celebrated its 9th anniversary with membership just under 2,000 members.
- In 2019, the Parks Division worked with the Public Works Streets Division to complete asphalt resurfacing of the parking lots at Nazos, Circle, Ollman and College Parks. Additionally, over 100 new trees were planted in the parkways and parks. The Village of Glendale Heights also received the Tree City Award for the 22nd consecutive year.
- One of the biggest parks projects this year was the planning of improvements to Camera Park. Several community meetings were held throughout the year to hear the needs of residents. After compiling ideas and suggestions, a master plan was created with the hope to see many of these plans come to life soon. To assist with the funding of this project, the Village applied for and received an Open Space Lands Acquisition and Development (OSLAD) Grant from the Illinois Department of Natural Resources for \$400,000 and a \$450,000 Grant from the Illinois Department of Commerce and Economic Opportunity (DCEO).

One of Glendale Heights' key assets is its location on the regional highway network. The Village is easily accessible via Interstate 290 (Eisenhower Expressway), located less than two miles to the north and east of the Village, and Interstate 355 (North-South Toll Way), located less than one mile to the east of the Village. State Route 64 (North Avenue) crosses the southern section of the Village and State Route 20 (Lake Street) is located just to the north of the Village. O'Hare International Airport is approximately 15 miles northeast of the



Village. The Village has nine business parks totaling 465 acres predominately located along the Chicago Central and Pacific Railroad corridor. The Village's industrial and commercial districts are the foundation of its fiscal health because State shared sales tax revenue is one of the Village's largest sources of revenue. Businesses located throughout the community

include a wide variety of food stores, restaurants, merchandise, and professional services for residents, as well as neighbors in nearby towns. There is over one million square feet of retail space located primarily in twenty-one shopping centers in the Village, plus some large

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

COMMUNITY RESOURCES

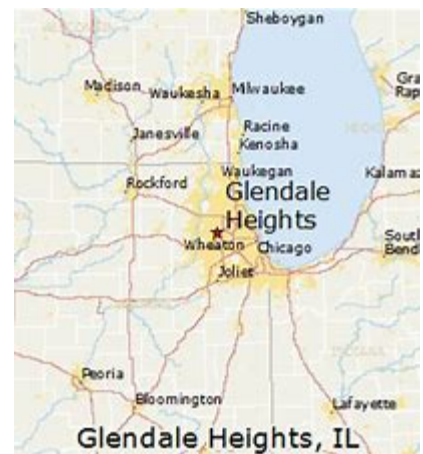
Elementary education is primarily provided by Marquardt School District 15 and Queen Bee School District 16. There is also one parochial school, St. Matthew's School, that serves the Village. Secondary education is provided by Glenbard High School District 87.

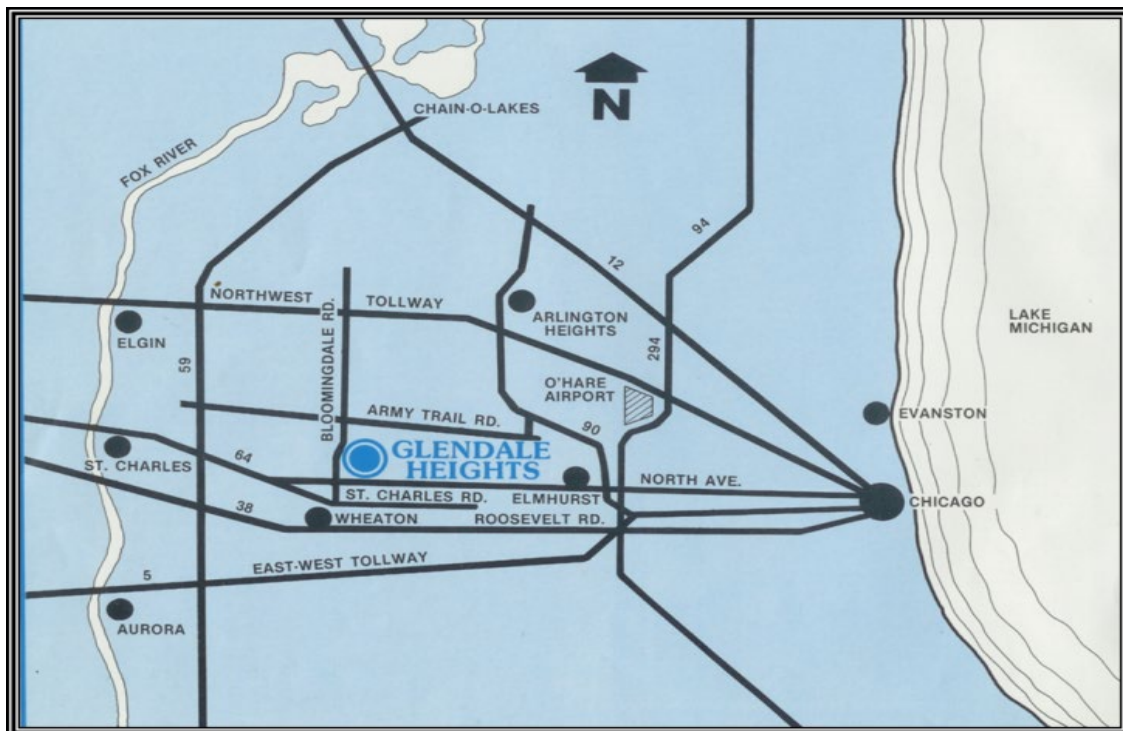
The Village is served by the Glenside Public Library District. The Library operates a central facility that serves a population of over 34,000 residents in Glendale Heights and Glen Ellyn Countryside.

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

LOCATION

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





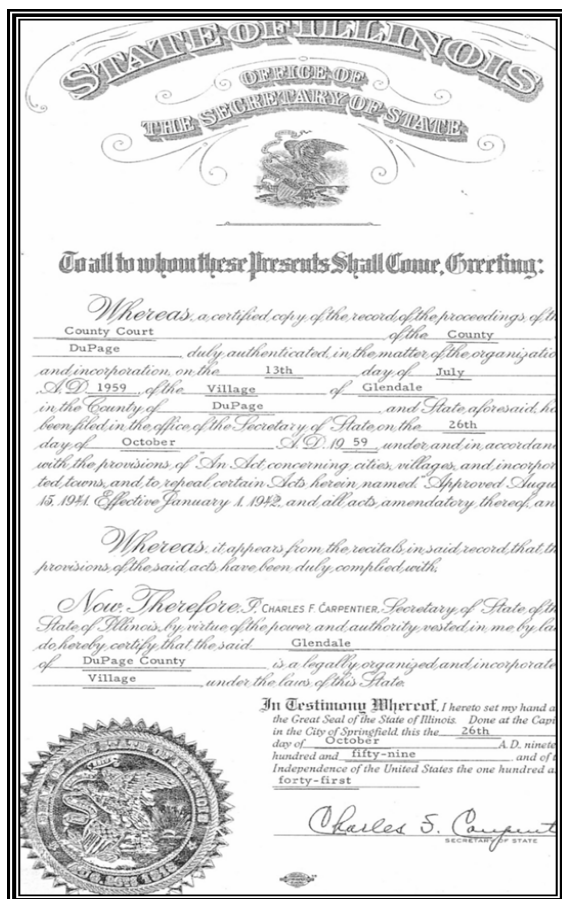
CLIMATE

Average Annual Rainfall: 36.00 inches
Average Annual Snowfall: 38.00 inches
Average Temperature (in degrees Fahrenheit):

	High/Low
January	29.4/12.4
February	34.0/16.6
March	45.3/26.2
April	59.5/37.0
May	71.0/47.0
June	80.9/56.9
July	84.7/61.6
August	83.0/60.2
September	75.7/52.1
October	63.7/40.7
November	47.5/29.8
December	34.2/18.4

HISTORY

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

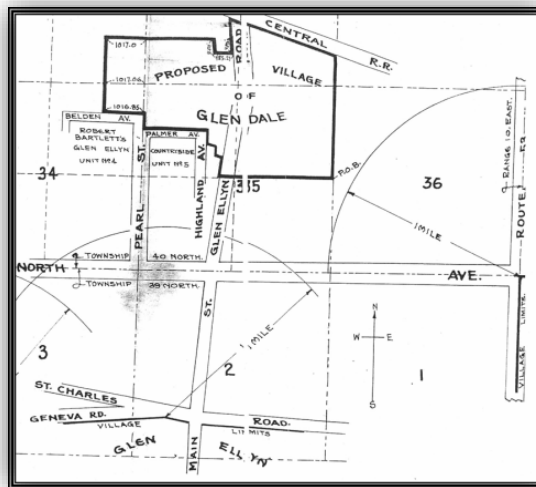


By early summer of 1959 with a population of 104, a petition to incorporate was circulated and filed on June 16, 1959. On July 13, 1959 the court declared the Village organized and the first election was held on August 2, 1959. The first meeting of the Village board was September 1, 1959 at the home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

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

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

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

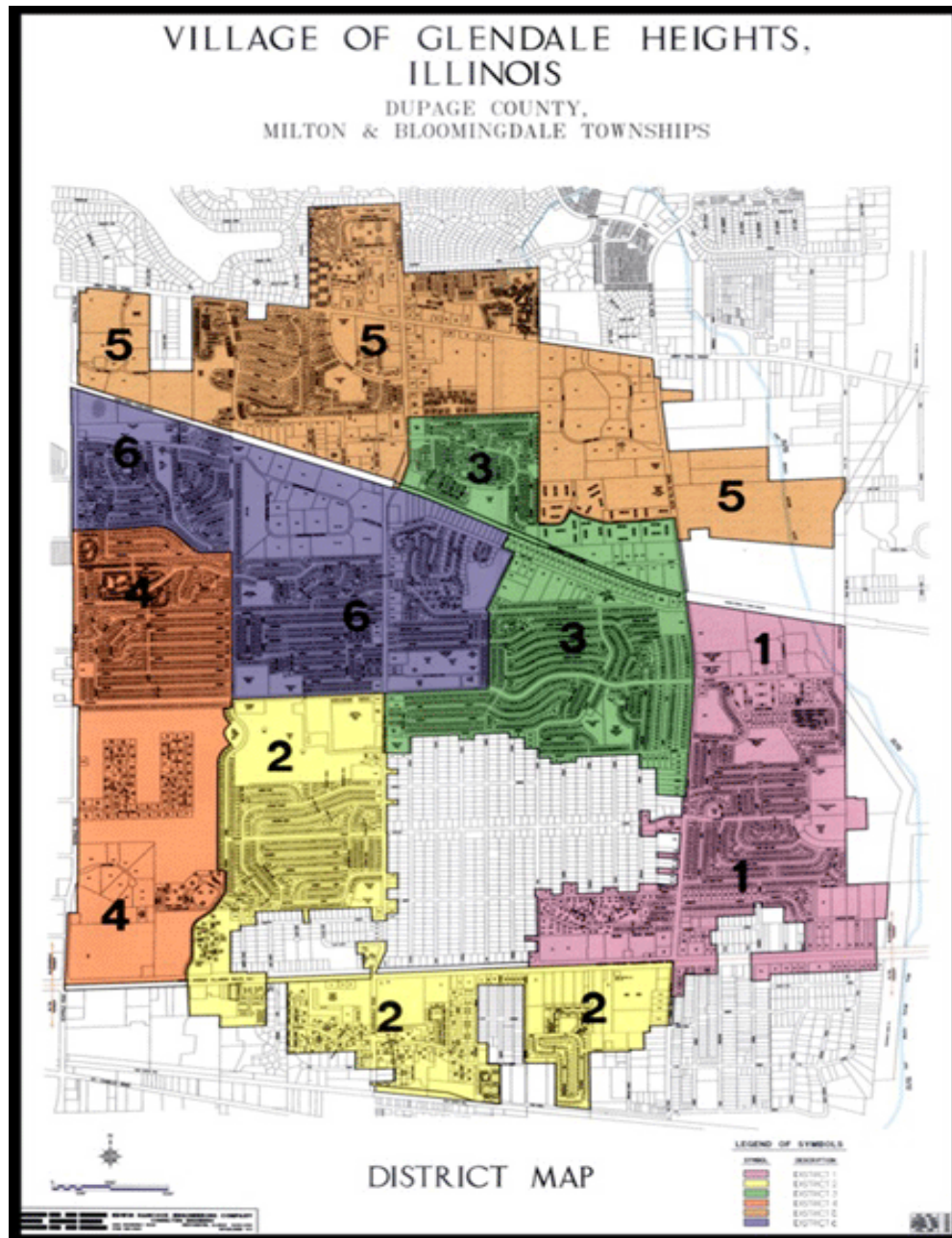


The current official population of the Village is 34,208 as of the 2010 census. The Village of



Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.

DISTRICT MAP



President: Linda Jackson, at-Large

District 1: Trustee William Schmidt

District 2: Trustee, Deputy Mayor Sharon Sullivan

District 3: Trustee Michael Light

District 4: Trustee Pat Maritato

District 5: Trustee Chester Pojack

District 6: Trustee Mary Schroeder



ANNUAL BUDGET

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%

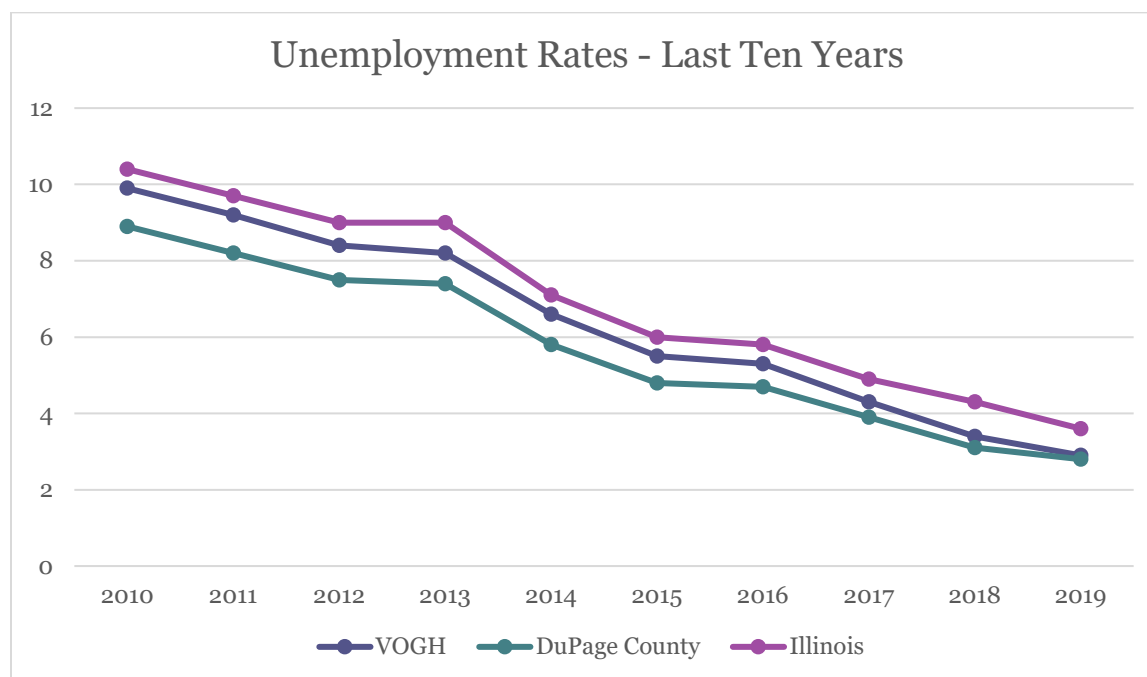
SOURCE: US Census Bureau, 2000 Census and 2010 Census

COMMUNITY ECONOMIC PROFILE

Major Village Employers(1)

Name	Business/Service	Approximate Employment
Spraying Systems Co.....	Spraying Nozzle Manufacturer	1,000
Amita Health GlenOak Hospital.....	Hospital.....	980(2)
IMI Cornelius	Refrigeration and Heating Equipment.....	450
Kronos Foods, Inc.	Bread, Cake and Related Products	300
Climate Pros. LLC.....	Heating Contractor.....	250
Chicago Blower Corp.	Industrial Fans and Blowers	200
Epko Industries, Inc.....	Wall Products Manufacturer	200
Universal Beauty Products, LLC	Cosmetics, Hair Styling Gels and Spray.....	170
HYDAC International.....	Hydraulic Manufacturer.....	160
Graybar Electric Co., Inc.....	Wholesale Electrical and Telecommunications Products	150
Northstar Metal Products, Inc.....	Sheet Metal Work	140
McKesson Corp.....	Medical-Surgical Products	140

Notes: (1) Source: 2019 Illinois Manufacturers Directory, 2019 Illinois Services Directory and a selected telephone survey.
(2) Includes part-time employees.



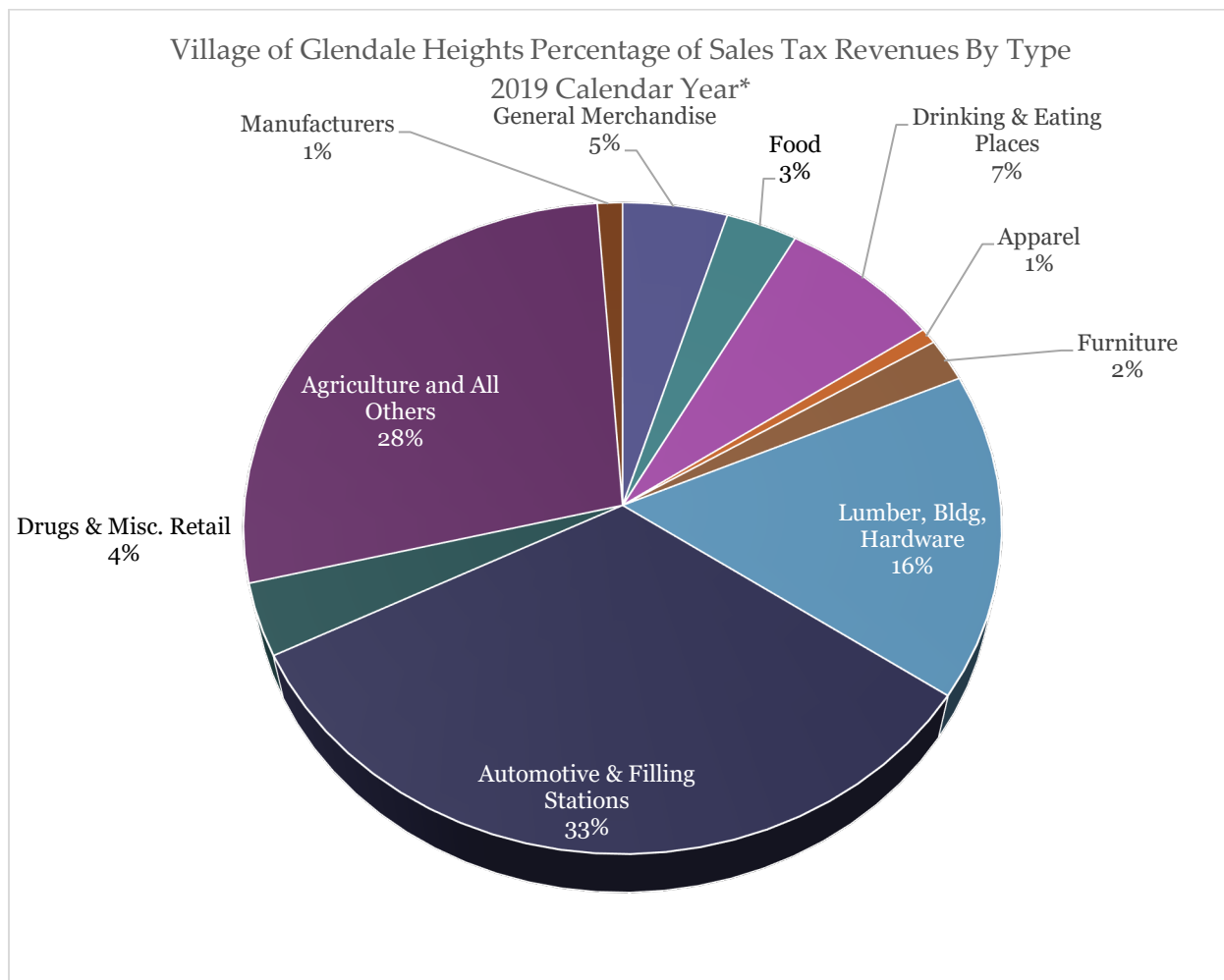
Over 18,341 people are employed by the more than 484 businesses operating in Glendale Heights. The employees are drawn from a pool of 2.8 million workers who reside within a 60-minute commute of the Village. The State of Illinois and Village tend to mimic National unemployment trends.

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%

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

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

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



*source – Illinois Department of Revenue.



**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 2020/21. The budget is a policy document that requires action and adoption by the Village Board.

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

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

The Village's annual budget is prepared on a May 1 through April 30 fiscal year basis. Historically, during the first 5-6 months of the fiscal year, the Finance Department would initiate a process of monitoring the Village's revenues and expenditures and identify any significant variances with each Department through individual discussions with each Department. This traditional schedule was modified for Fiscal Year 2021, as the Village desired to accelerate its budget calendar, so that a budget would be adopted by the Village Board in March, and the Appropriations Ordinance (the legal authority for spending) would be approved and in place on or before May 1, which is the beginning of the fiscal year.

The Village's current budgetary control is established at the Department/Division level and a budget is adopted for every fund. Total expenditures may not exceed the total amount appropriated for each fund unless a budget amendment is approved by the Village Board.

BUDGET PREPARATION

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

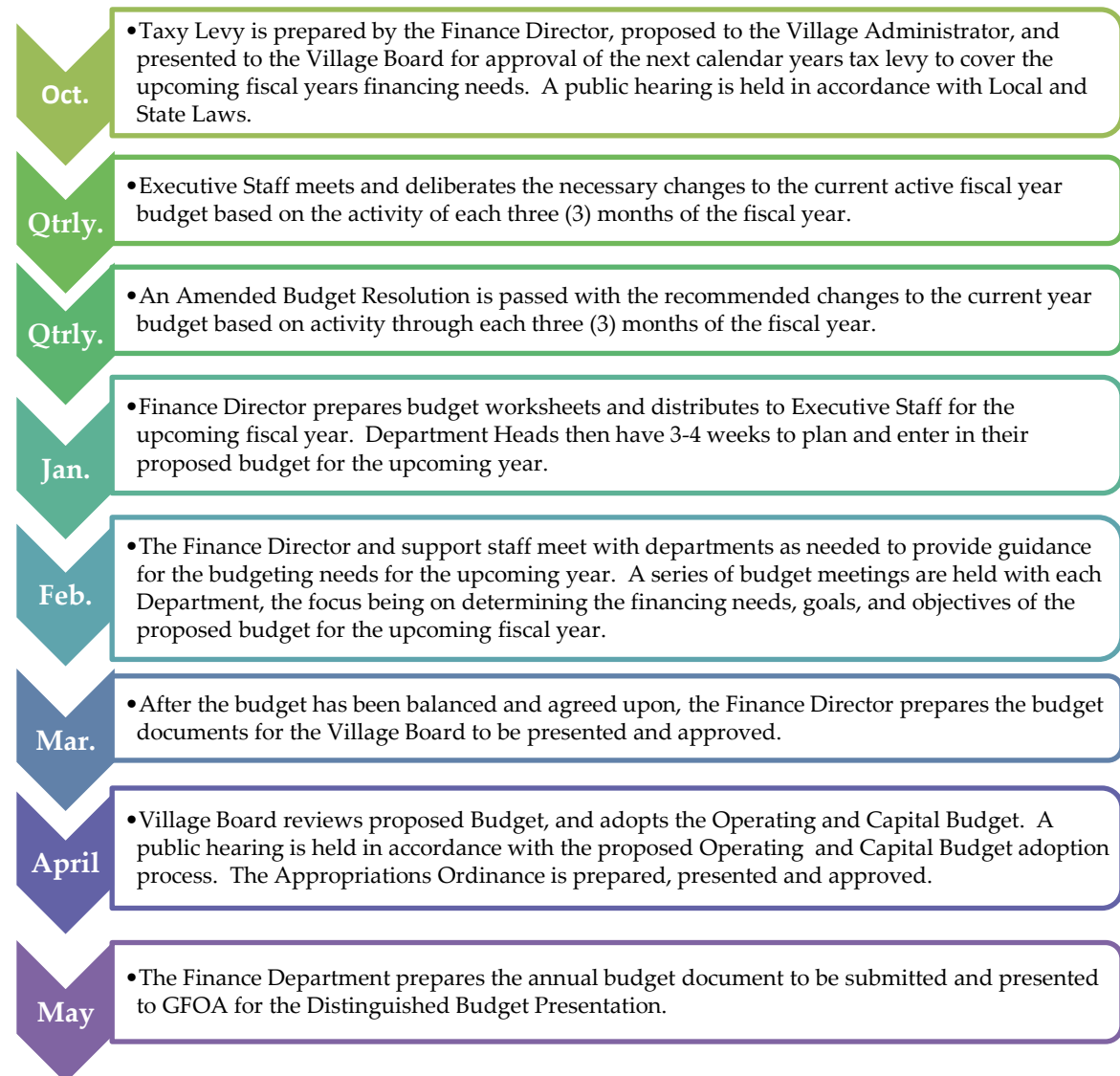
The preliminary request budget is prepared by the Finance Department for review by Village Administration and all members of the Executive Staff. Included in the request budget are

revenue projections for each Fund which are used for controlling requested expenditures. It is the goal of the Village Administrator and Executive Staff to present a balanced recommended budget to the Village Board. Any new programs or modification requests (expenditures not previously included in the current fiscal year budget) submitted by each department are discussed with the Village Administrator and Executive Staff. If approved, those modification requests are added to the requested budget. In addition, the Village Administrator may hold individual meetings with Department Heads and additional changes may be made to the requested budget based on available financial resources. These one-on-one sessions are particularly valuable, as they allow for thorough and focused dialogue regarding departmental operations. After meeting with each department, 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. 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. In the past, the annual budget was amended formally by the Village Board at just one time during the year; usually after six months. In the wake of a much more volatile economic environment, stemming primarily from the Coronavirus pandemic, formal budget amendments requiring Board approval are presented quarterly.

THE BUDGET PROCESS CALENDAR OF EVENTS



FUND STRUCTURE

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

GOVERNMENTAL FUNDS

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in another fund. Governmental funds focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. The Village maintains 28 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. An internal service fund is used to account for the costs of property and casualty insurance, and workers' compensation insurance.

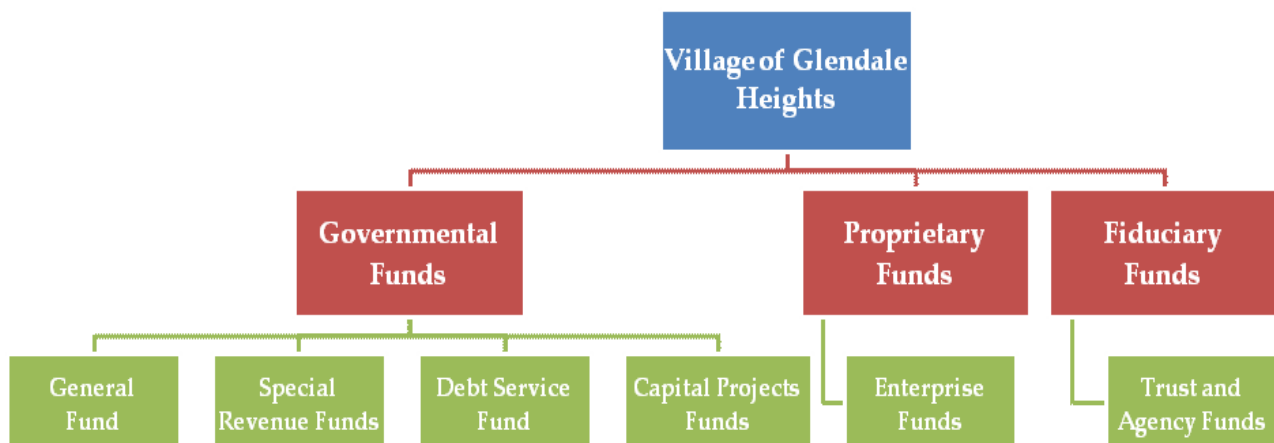
FIDUCIARY FUNDS

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

BUDGETING BASIS

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

PRIMARY GOVERNMENT



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

LEGISLATIVE

BOARD, CLERK, ADVISORY

Village Board
Village Clerk
Committees & Commissions

ADMINISTRATION

Village Administration
Human Resources
Public Affairs
Human and Senior Services

ADMINISTRATION (continued)

Central Services
Information Systems
Golf Course

POLICE DEPARTMENT

Police Administration
Patrol
Investigations
Support Services
Community Oriented Police

FINANCE DEPARTMENT

General Accounting
Purchasing
Water Billing

COMMUNITY DEVELOPMENT

Administration
Inspection

SPECIAL REVENUE FUNDS

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

GOLF FUND

The Golf Course fund was established to account for the provision of a public golf course/clubhouse. 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 Fund supports the following Departments and Divisions: Administration, Pro-Shop, Restaurant/Banquet operations, Central Services, Grounds Maintenance, Facilities, Special Events and Charity Classic Event.

RECREATION FUND

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

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

EMERGENCY SERVICES AND DISASTER AGENCY (ESDA) FUND

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

HANDICAP RECREATION FUND

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

MOTOR FUEL TAX FUND

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

INFRASTRUCTURE FUND

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

FOUNDERS' DAY FUND

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

PARKS DEVELOPMENT FUND

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

ARTICLE - 36 SEIZURE FUND

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

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

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

TAX INCREMENTAL FINANCING (TIF) DISTRICT FUNDS

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

SPECIAL SERVICE AREA (SSA) FUNDS

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

DEBT SERVICE FUND

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

CAPITAL PROJECTS FUNDS

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

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 over an established dollar threshold. Revenues in this fund come from transfers from all departments with computers. Expenses in this fund are the actual purchase of hardware and software by the Village.

CAPITAL PROJECTS FUND

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



PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

ENVIRONMENTAL SERVICES

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

The Enterprise Services Fund supports the following Departments and Divisions:

Public Works Administration
Water Division
Sewer Division
Water Pollution Control Facility
Water Billing Division
Fleets
Facilities
Engineering

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

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.

DUPAGE METROPOLITAN ENFORCEMENT GROUP AGENCY FUND

Accounts for the funds that the Village receives and spends on behalf of the DuPage Metropolitan Enforcement Group (DUMEG). The Village receives these funds and at the direction of DUMEG makes purchases that solely benefit DUMEG.

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 2020/21 budget year, the major funds are the General Fund and the Environmental Services Fund.

GENERAL FUND

The General Fund is the general operating fund of the Village. It accounts for all services that are not specifically accounted for in other funds, including police, public works, parks, community development services and general administration activities. The General Fund includes total revenues (excluding transfers in) of \$24,811,296, which makes up 44.7 % of the Village's total revenue, (excluding transfers in). Compared to, the 2019/20 budget, the General Fund revenue shows a 6.8% decrease.

The General Fund expenditure budget, excluding transfers, is \$25,369,761, which is an increase of 3.3% compared to the 2019/20 budget. If all transfers to debt service and capital project funds are included, the budget reflects a 2.0% decrease of expenditures compared to 2019/20.

ENVIRONMENTAL SERVICES FUND

The Village's Environmental Services Fund is an enterprise fund used to account for revenues and expenses of the Village's water and sanitary sewer system. Total revenue for this fund is \$13,229,360, which makes up 22.3% of the Village's total revenue. If all costs are included, such as transfers and other non-operating expenses, the fund will experience a net decrease in retained earnings of \$597,785. This decrease is attributed to planned capital improvements to be completed in FY 2020/21.

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

Function/Division	Fund Type					
	General	Special Revenue	Capital	Debt Service	Internal Service	Enterprise
Legislative	X					
Administration	X				X	X
Human Resources	X				X	X
Public Affairs	X					X
Senior Services	X					
Central Services	X	X			X	X
Law Enforcement	X	X				



ANNUAL BUDGET

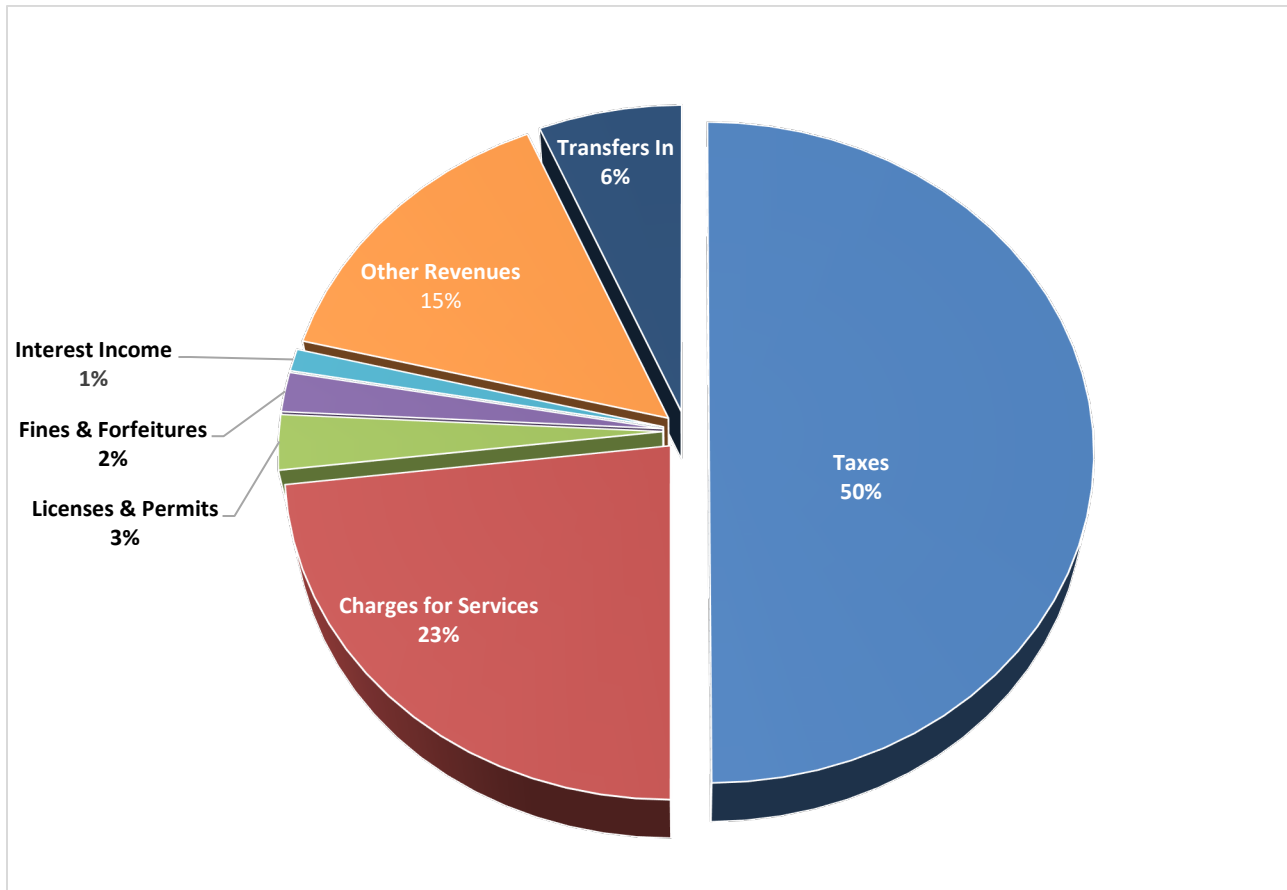
Finance	X					X
Community Development	X					
Inspections	X					
Public Works	X					X
Engineering	X					X
Streets	X					
Fleets	X					X
Parks and Grounds	X					
Facilities	X	X				X
Administrative Service	X					X
Information Services	X		X			X
Recreation		X	X			
Programming		X				
Preschool/Aquatics/Day Camp		X				
Water/Sewer/WPCF						X
Water Billing						X
Golf						X
Restaurant/Banquets						X

MAJOR REVENUE SOURCES

Major revenue sources comprise more than 75% of the total revenue as adopted in the fiscal year 2019/20 Operating Budget. Although the Village has a diverse revenue stream, the economic recession impacted overall revenues beginning in early 2008. The Village began to see some signs of improvement beginning in 2014; and fiscal year 2019 ended on a very strong note financially.

The Village's largest class of revenue for the 2019/20 fiscal year is tax revenue followed by charges for services revenue. It is important to note that major revenues are not always consistent year after year and the graph below reflects all classes of revenue in fiscal year 2019/20.

Total Revenues FY 2020/2021 \$59,339,995



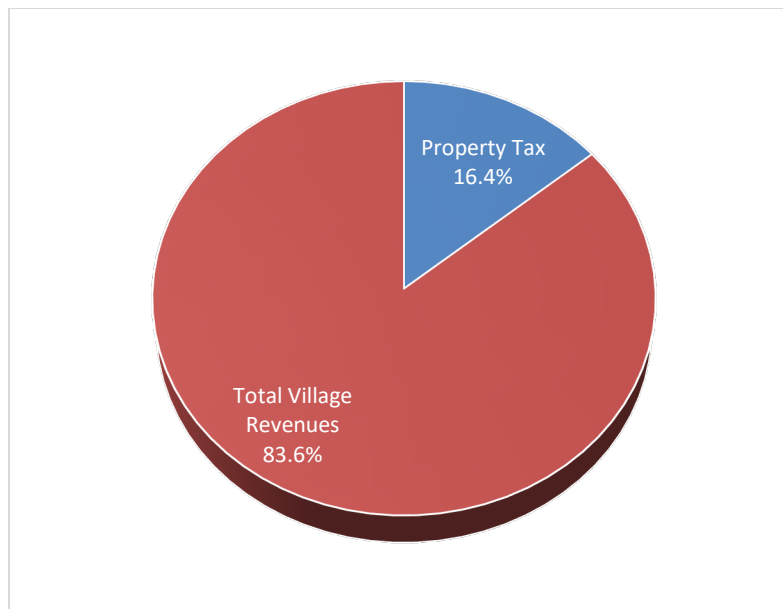
MAJOR REVENUE SOURCES

TAXES - PROPERTY TAX*

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

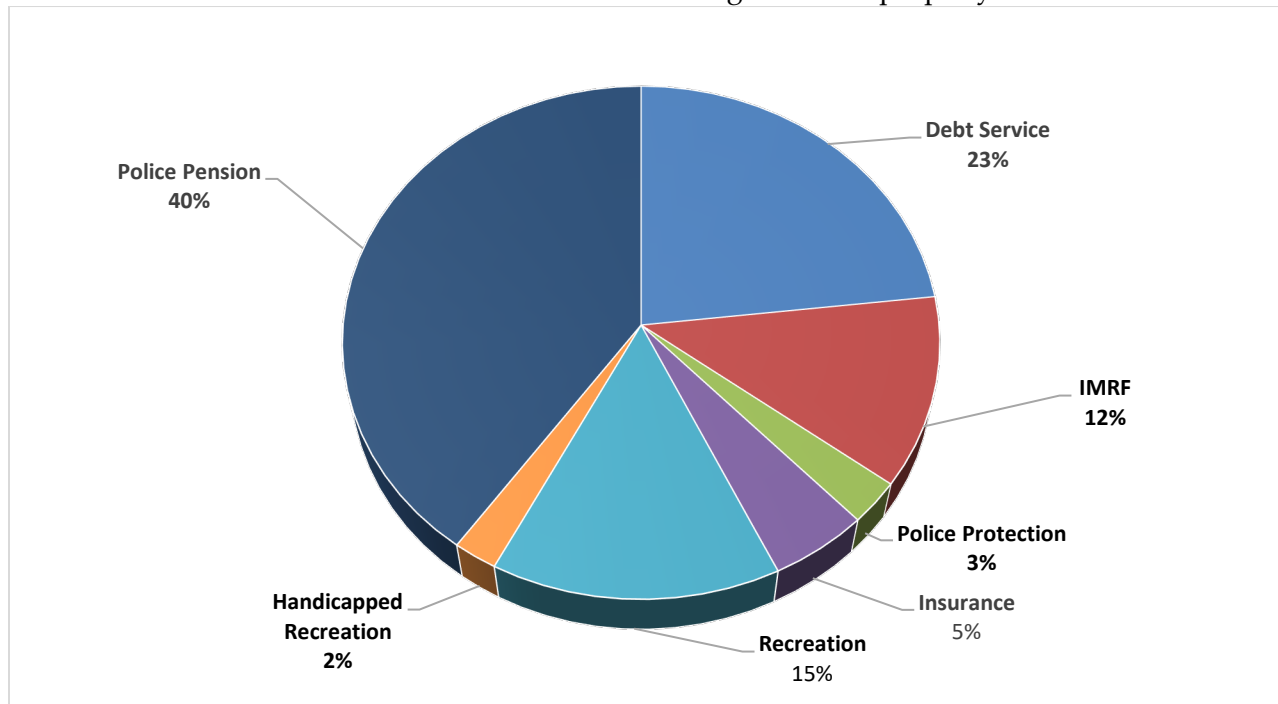
*source: Village CAFR FY 2020

Property Tax to Total Village Revenue 2020/21 Budget



Property tax is the Village's second largest revenue source and comprises just over 16% of the total budgeted revenue for 2020/21. 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

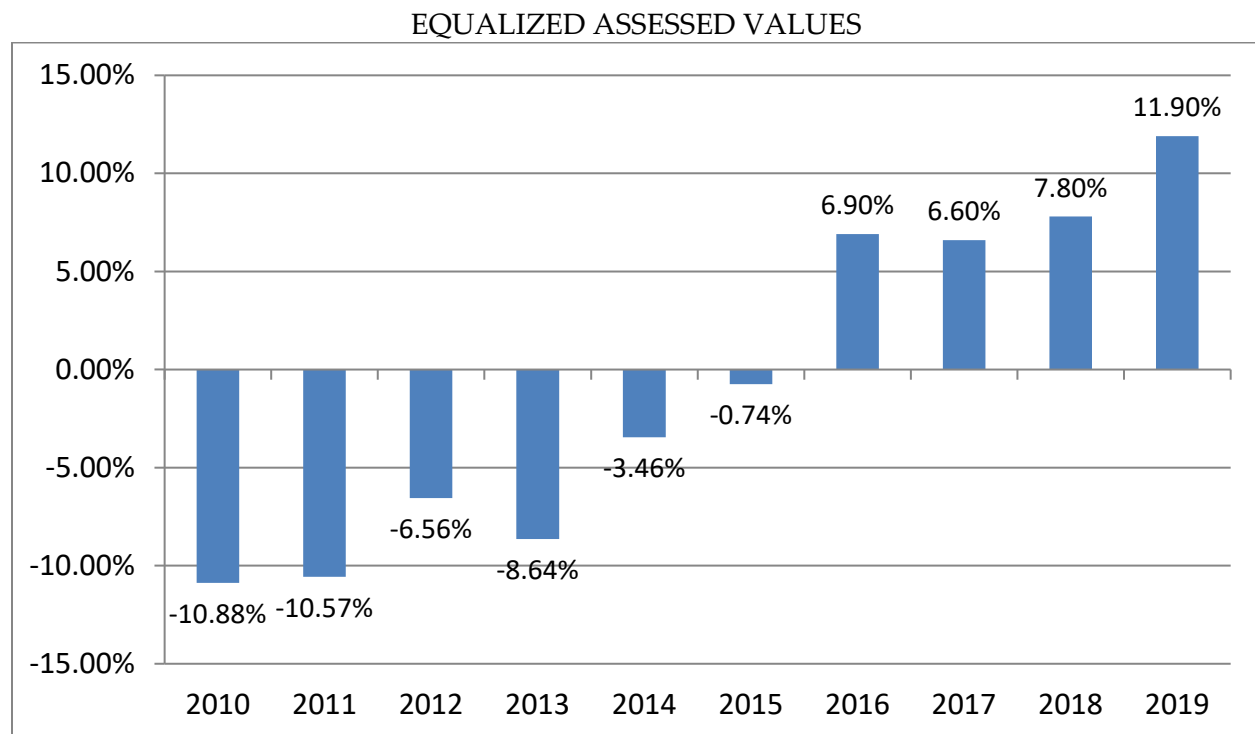
2020 Property Tax Levy Percent (%) Allocation



Fund, Recreation Fund, Handicap Recreation Fund, Illinois Municipal Retirement Fund (IMRF), Special Service Area (SSA) Funds, Tax Incremental Financing (TIF) Funds, Police Pension Fund, Insurance Fund and Debt Service Fund. Property taxes for 2020, which will be paid in 2021, attach as an enforceable lien on January 1, 2021 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by DuPage County on or around the end of April every year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2020 property taxes in FY 2022.

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

mitigate the increasing tax rate. In 2016, the tax levy was increased primarily to restore self-insurance fund reserves, while in 2017, the levy was increased by about 5%, to make up state-shared revenues which were being reduced. Overall however, the tax levy remains less than 6% higher than was in 2008.

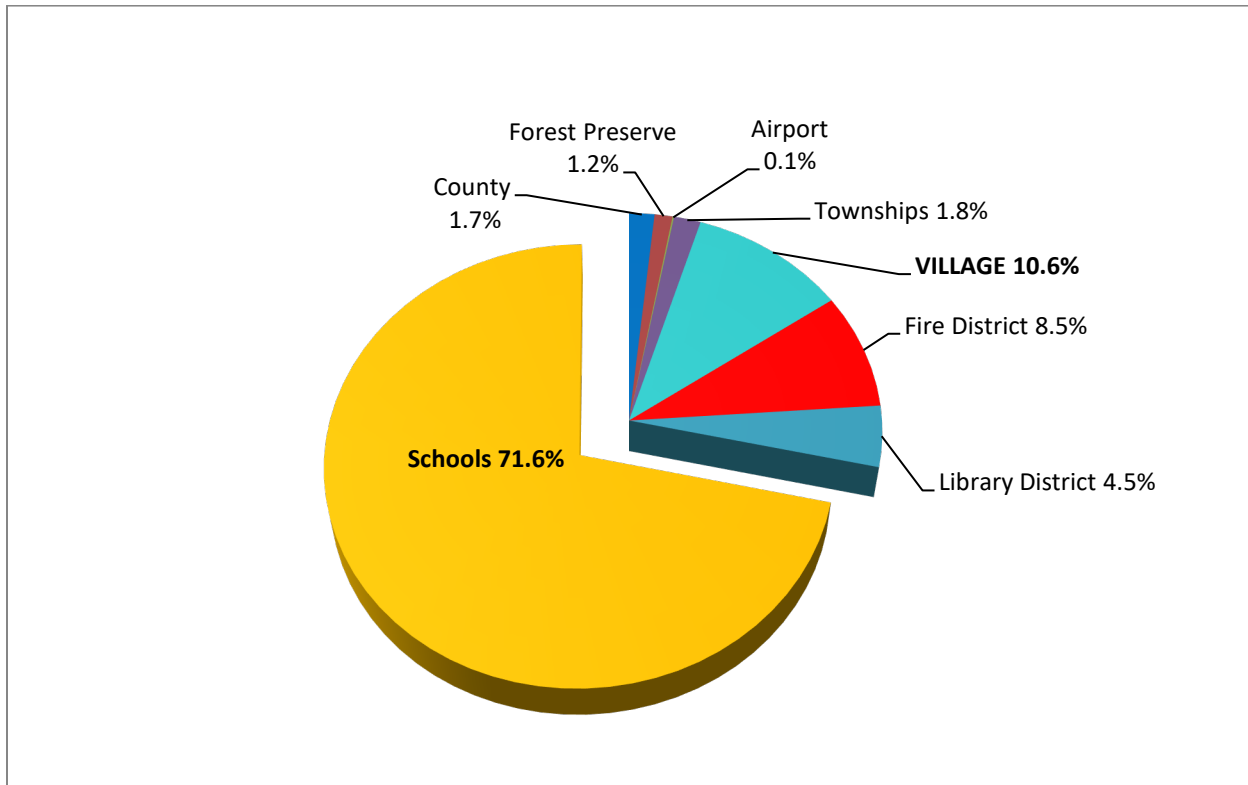


The Police Pension fund levy is actuarially determined. Other revenues that go toward funding the pension funds then reduce these amounts.

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 were funded in part with Home Rule Sales Tax funds up until FY 2020 when the portion of bonds attributable to the road program were paid in full. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the levy is reduced.

Tax Levy Distribution

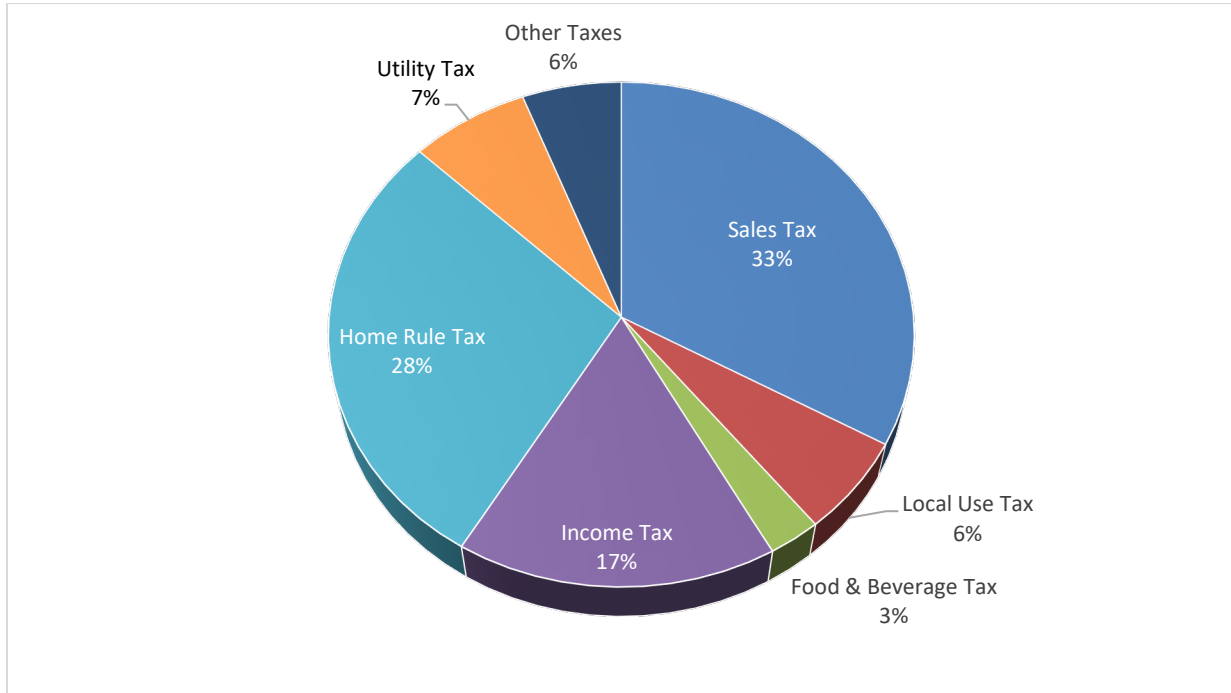


On average, 10.6% of a resident's property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an important distinction of the Village is that there is not a separate park district taxing body; instead the Village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

MAJOR REVENUE SOURCES

TAXES - OTHER TAXES

2020/21 Budget



The class of other taxes consists of a variety of revenue sources such as sales tax, home rule sales tax, income tax, local use tax, electric utility tax, telecommunications tax, natural gas tax, food and beverage tax, real estate transfer tax, personal property tax, and the amusement tax. Other taxes represent 33.7% of the total revenues budgeted for fiscal year 2019/20.

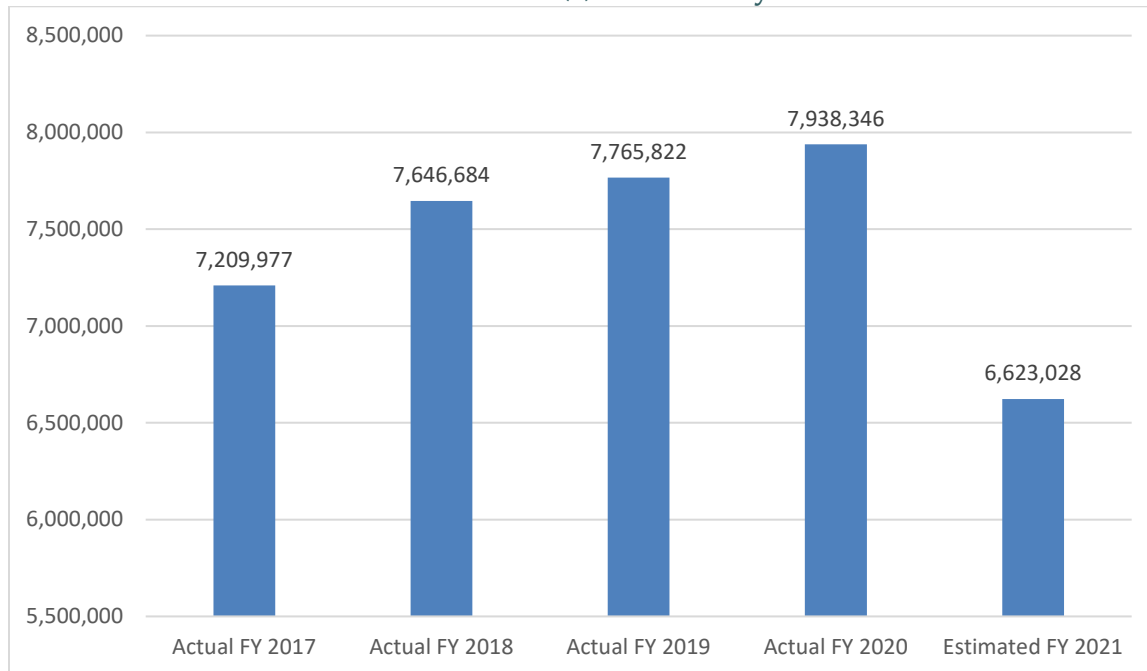
When projecting future revenue, the same approach is taken for this class as with intergovernmental revenue. Significant changes in the economy, such as major growths or downturns, will be reflected in budgeted revenues.

State Sales Tax:

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

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

Sales Tax Five (5) Year History

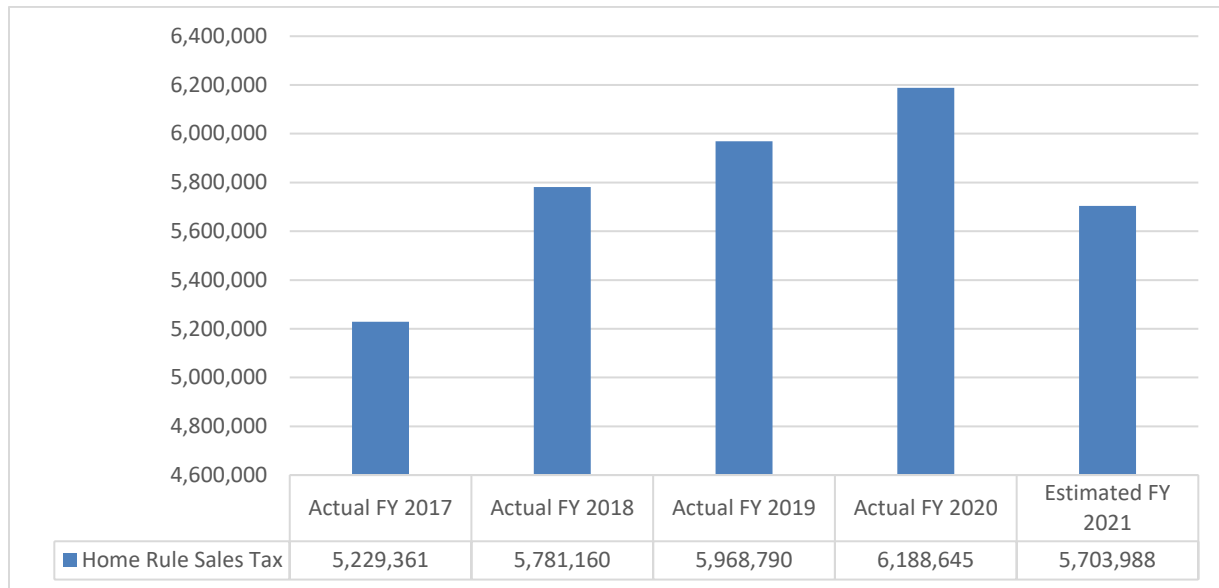


Home Rule Sales Tax:

Another large revenue source within this class is Home Rule Sales Tax, which represents 28.5% of other tax revenue. Since the Village is classified as a home rule municipality, it has the right to impose a sales tax within its jurisdiction, with no maximum rate limit as defined by the State of Illinois. Home rule sales tax is a sales tax imposed on retailers in the Village for the privilege of selling tangible personal property at the rate of 1.25%.

For the 2020/21 budget, the Home Rule Sales Tax revenue is allocated entirely to the General Fund, with transfers to the Infrastructure Fund as purchases or contracts are let.

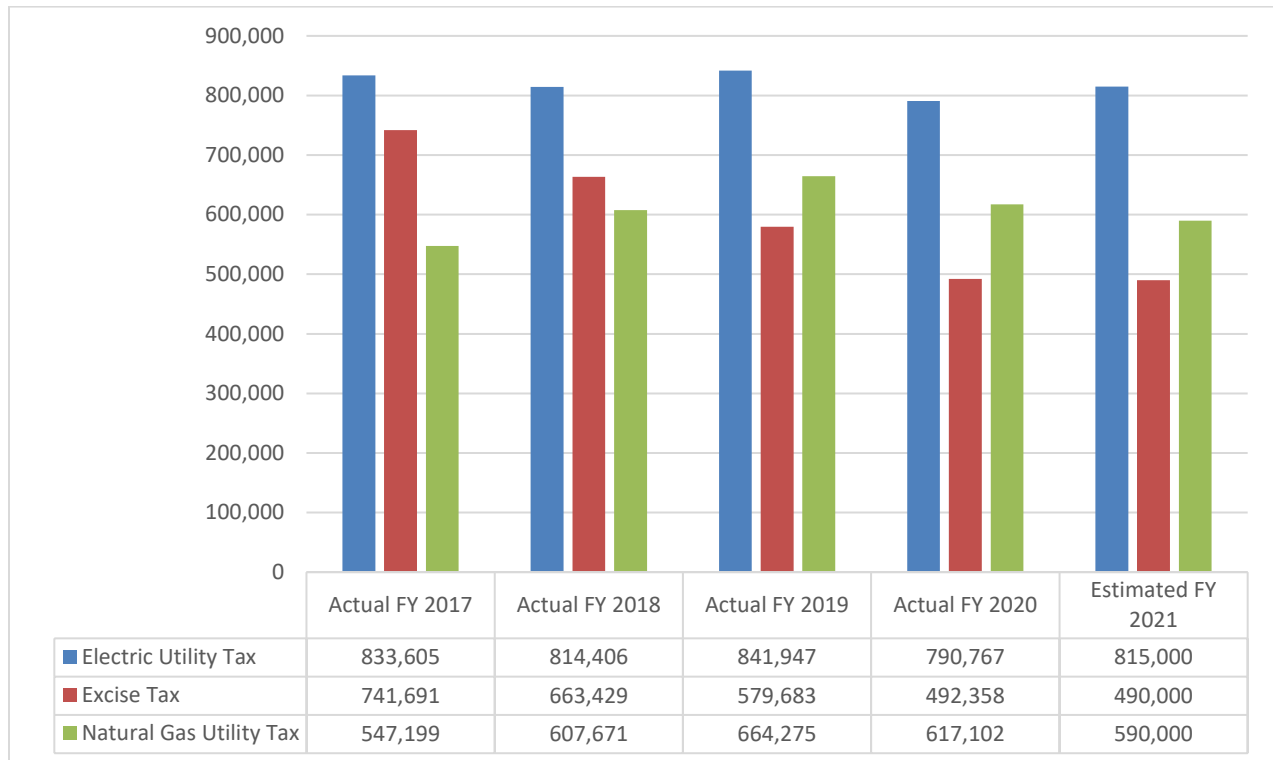
Home Rule Sales Tax Five (5) Year History



Utility Taxes:

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

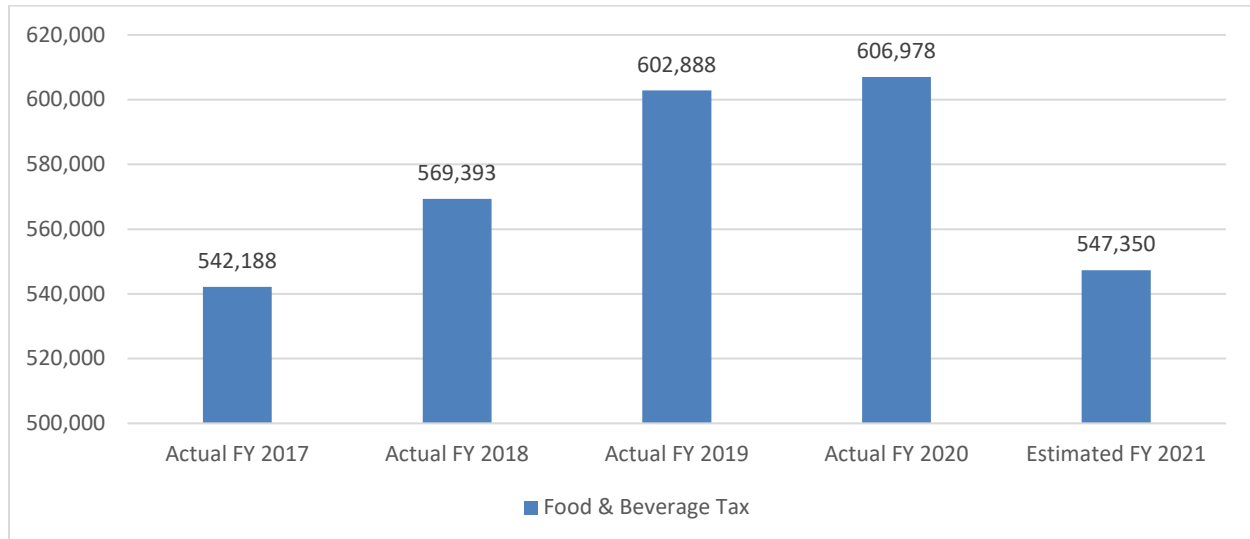
Utility Tax Five (5) Year History



Food & Beverage Tax:

The Village's 1% tax on the purchase of prepared foods and beverages is expected to generate a total of \$547,350 in 2020/21. The Food & Beverage Tax was introduced in July of 2010 to bring in additional revenue to supplement the decline in sales tax revenue. The tax currently applies to approximately 70 business establishments within the Village (restaurants, bars, and grocery stores that sell alcoholic beverages).

Food & Beverage Tax Five (5) Year History



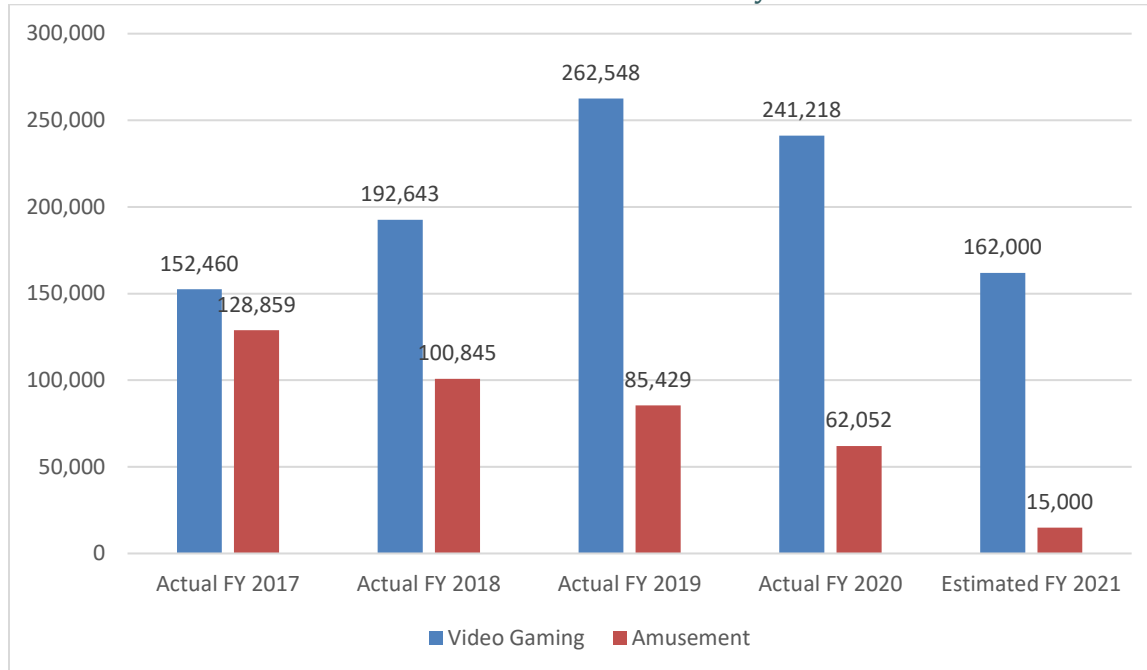
Amusement Tax:

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, but closed eight years later. The estimated revenue for FY 2020/21 from the remaining establishments that collect amusement taxes is \$15,000.

Video Gaming Tax:

Since being established in 2013, there has been impressive revenue growth in Video Gaming Taxes. At present, there are 14 businesses operating video gaming with expectations of additional establishments opening in the current fiscal year.

Video Gaming & Amusement Tax Five (5) Year History



MAJOR REVENUE SOURCES CHARGES FOR SERVICES

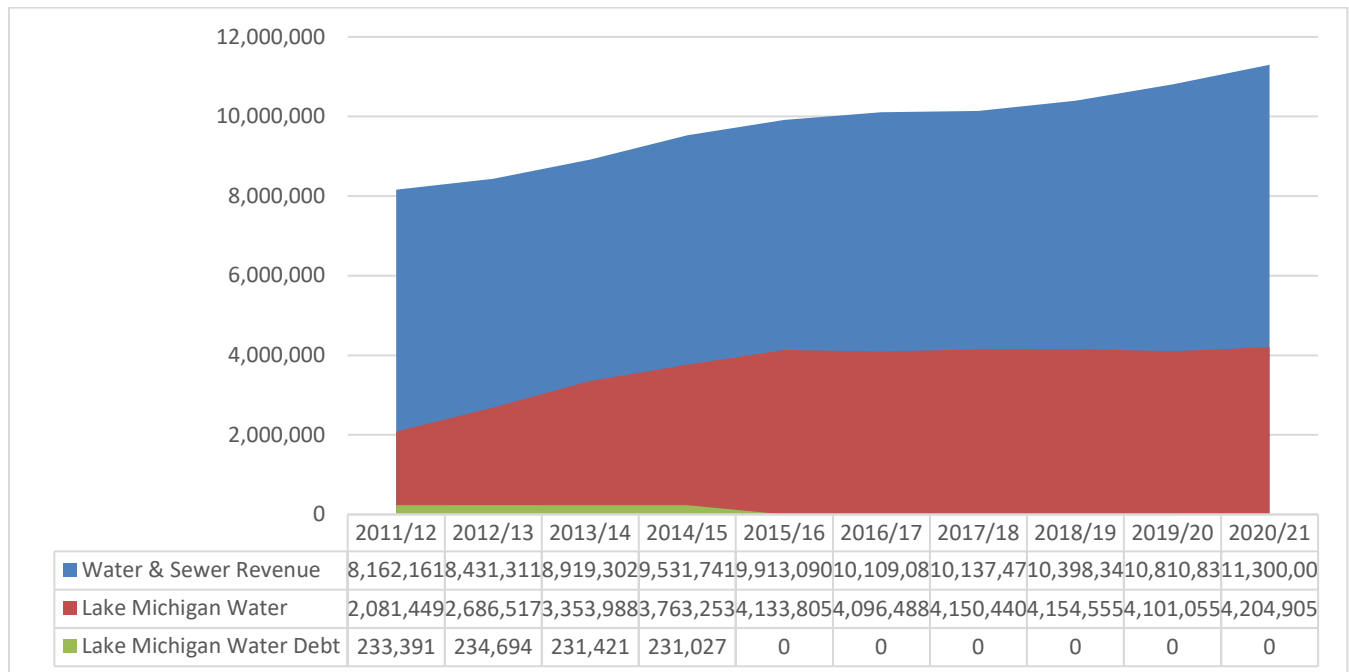
Fiscal Year	Total Budget	Total Revenue Received	% Collected
2011/12	\$11,784,638	\$11,941,520	101.3%
2012/13	\$12,563,788	\$12,320,261	98.1%
2013/14	\$13,428,713	\$13,109,208	97.6%
2014/15	\$13,389,208	\$13,487,337	100.7%
2015/16	\$13,871,320	\$13,936,570	100.5%
2016/17	\$14,439,713	\$14,539,134	99.7%
2017/18	\$14,780,991	\$14,502,221	98.1%
2018/19	\$14,748,428	\$14,573,994	98.8%
2019/20	\$14,715,598	\$14,840,306	100.8%
2020/21	\$13,755,007		

Revenue from charges for services, or user fees, is estimated at \$13.76 million for 2020/21, a decrease of 6.5% over 2019/20. 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 \$11.3 million is expected to be generated from water and sewer consumption charges in 2020/21, an increase of 4.9% compared to the previous year.

Water & Sewer Revenue vs. Cost of Lake Michigan Water



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

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

2012 Rates	\$2.73
2013 Rates	\$3.32
2014 Rates	\$3.97
2015 Rates	\$4.68
2016 Rates	\$4.85
2017 Rates	\$4.80
2018 Rates	\$4.88
2019 Rates	\$4.94
2020 Rates	\$4.97
2021 Rates	\$4.97

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

From fiscal year 2012/2013 through 2015/16 the Environmental Fund operated a deficit in Net Asset's available for capital improvements. Starting in Fiscal Year 2016/17, the Village instituted a Capital Infrastructure Fee and also pledged a portion of Home Rule Sales Taxes in the Environmental Fund as a means of building up a capital projects fund. In conjunction with the rise in water costs, the Village augmented water rates to build the funds' financial stability in order to fund future capital costs related to an aging water and sewer system infrastructure, as well have the resources available to maintain current capital and operational needs. The Village's water and sewer revenue is predicated on current rates and previous usage history. With the rise of DuPage Water Commission water rates, the Village has seen some decrease in usage, which inversely affects the ability to keep rates at a level that is able to fund its current operations and future capital needs of the fund.

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

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

Golf Course Fees:

The Glendale Lakes Golf Club has been owned and operated by the Village since 1987 and is open year round for all resident and non-resident golf lovers. The Golf Course revenues are broken down into three (3) segments; Golf & Pro Shop, Restaurants & Banquets, and the Charity Classic Event. The Golf Course revenue is very sensitive to the weather patterns as well as a general decline in the activity itself. In FY 2018/19, Golf operations were split into two separate fund groups; Golf operations and grounds maintenance being reflected as a subset of the General Fund, while the Restaurant / Banquet functions remained as an Enterprise Fund. In FY 2019/20, the two separate funds were reunited and will be reported as a subset of the General Fund going forward.

Parks and Recreation:

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

Cable Television Franchise Fees:

Revenue from cable television franchise fees is estimated at \$360,000 for 2020/21. Actual revenues for 2019/20 were \$355,784.

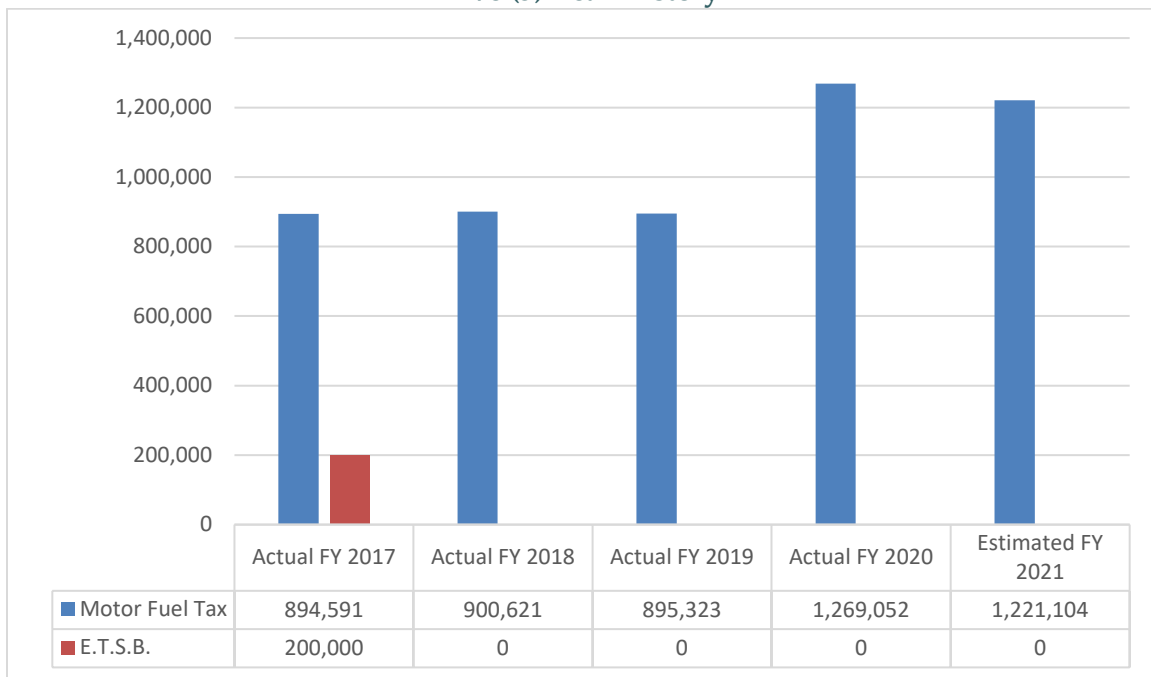
Water Tower/Cellular Tower Rental:

The Village owns and operates four (4) water towers, 2 of which have space which is rented out to two companies and will generate roughly \$99,900 for the Village in Fiscal Year 2020/21. Each contract is set up individually and increases annually between 3.5 and 4.5 percent. The funds are used to support general operational costs of the Village and are found in the Environmental Services Fund. Additionally, the Village leases land space on the Village campus to cellular providers which results in another \$76,994 in anticipated revenue annually. There was nothing budgeted for Tower Rental Revenues at the beginning of fiscal year 2019/20, as the Village was working out a contract with SBA for a lump sum payment for the tower located at the Civic Center complex. A final agreement was signed in late July, 2019 and during that time, SBA continued to make monthly payments, and the Village recognized a revenue windfall.

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

There is also a cellular tower that is in Camera Park. The Village receives a lease payment, and the funds are earmarked for the Park Development Fund. The Village anticipates receiving \$51,726 in Fiscal Year 2020/21 from this cellular tower.

Intergovernmental Revenues Five (5) Year History



The intergovernmental revenue class includes revenue sources that the Village receives from other governmental entities; among them being Motor Fuel Tax and E.T.S.B. The motor fuel tax is a tax on each gallon of gasoline, combustible gas and diesel fuel sold.

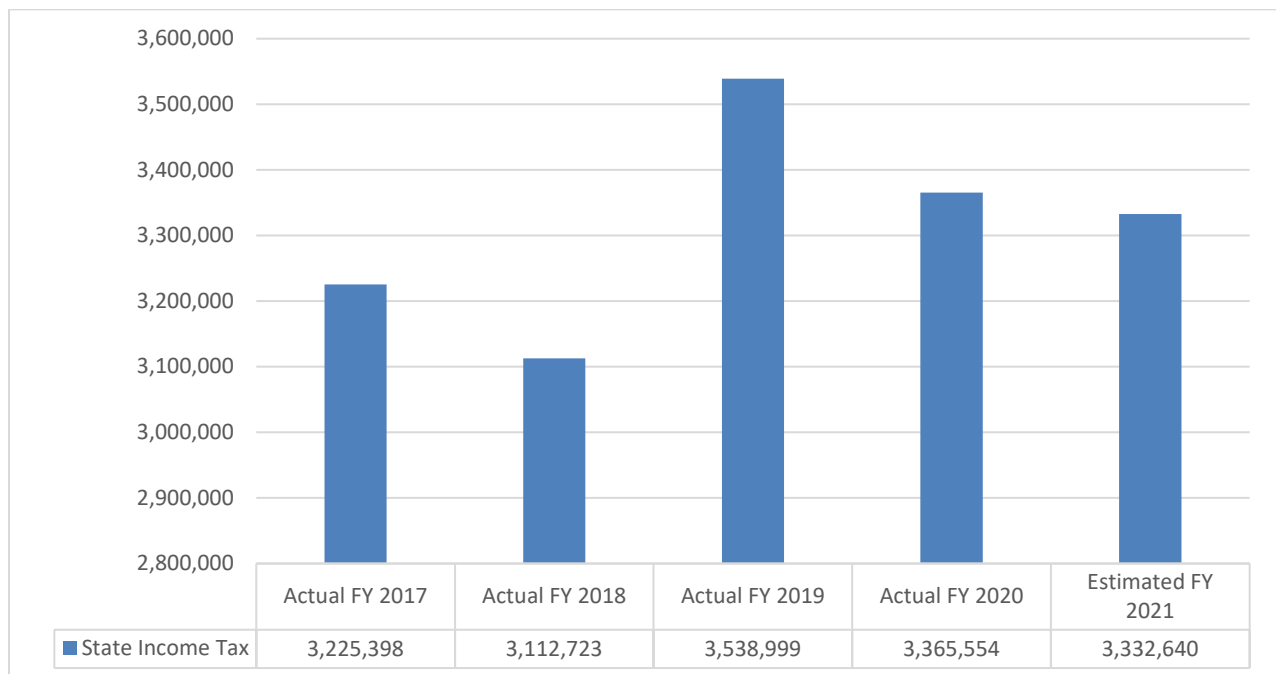
Although you may or may not have noticed this at the gas pumps, the State Gas Tax doubled at the beginning of July. Those funds now go into what the State describes as a Transportation Improvement Fund. For FY 2020/21, the Village is expecting to receive a little more than \$500,000 from this revenue source.

Income Tax:

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

State income tax receipts fell beginning in 2007/08 due to falling wages, rising unemployment, and lower corporate profits, but began a rebound starting in 2014/15. State income tax receipts are estimated at \$3,332,640 for 2020/21, a decrease of 1.0% from 2019/20. Subsequent to the adoption of the Village's budget for FY 2017/18, the State increased the personal income tax rate from 3.75% to 4.95%, effective July 1, 2017. Simultaneously, the State decreased the distributions of Income Tax monies (known as the Local Government Distributive Fund) by 10% for 2017/18, and 5% in 2018/19. State income tax revenue is deposited into the General Fund. A ballot proposal to amend the State Constitution by introducing a "progressive" income tax failed in the November 2020 General Election. The chart below depicts income tax revenue for FY 2020/21 and the preceding four years.

State Income Tax Five (5) Year History



State and Local Grants:

The Village is expecting to receive two Community Development Block Grants of \$400,000 each to provide funding for Phase II resurfacing of Gregory Avenue and Somerset Drive. A second CDBG grant will go towards water infrastructure improvements along Glen Hill Drive. The Village also recently received notification of the awarding of five (5) DCEO grants as included in the State's FY 2020 Capital Bill. The grants are as follows:

P.A. 101-0029, Art. 15, Section 2555. The sum of \$450,000, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond 1 Fund to the Department of Commerce and



Economic Opportunity for 2 a grant to the Village of Glendale Heights for costs associated 3 with capital improvements.

P.A. 101-0029, Art. 16, Section 20. The sum of \$350,000, or so much thereof as may 14 be necessary, is appropriated from the Build Illinois Bond Fund 15 to the Department of Commerce and Economic Opportunity for a 16 grant to the Village of Glendale Heights for costs associated 17 with the replacement of a sludge conveyor system.

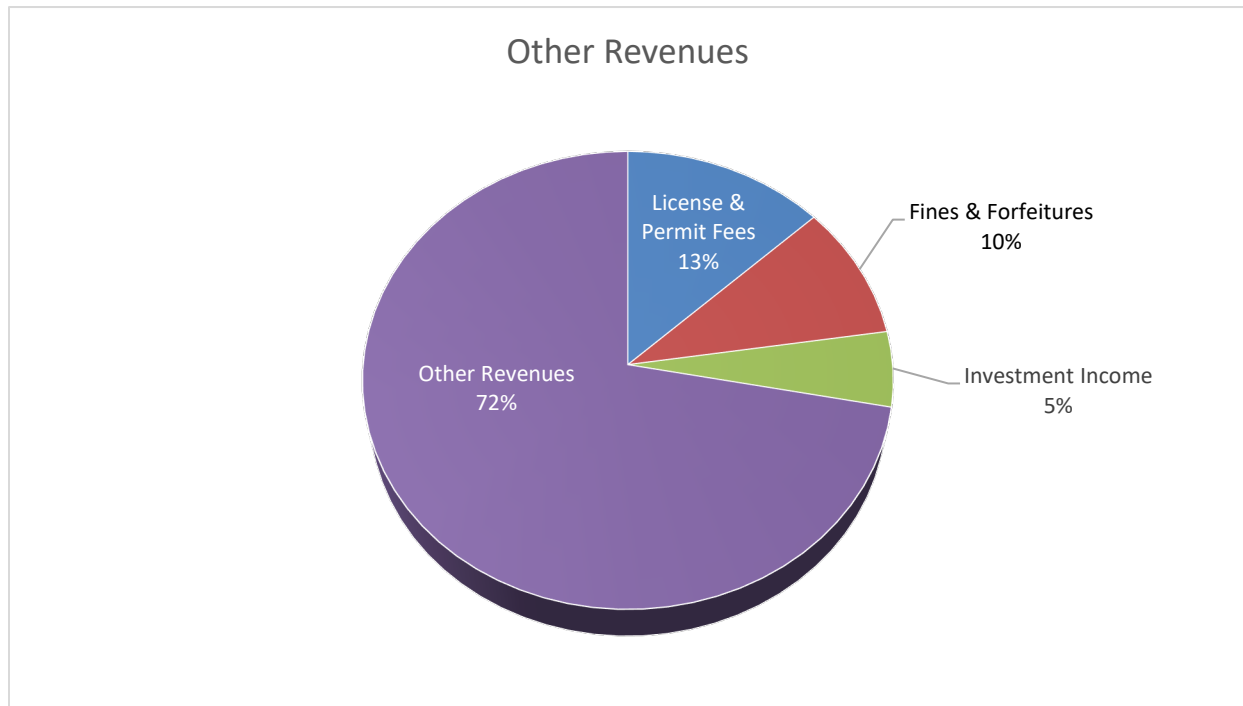
P.A. 101-0029, Art. 16, Section 30. The sum of \$185,000, or so much thereof as may 19 be necessary, is appropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Glendale Heights for costs associated with water filtration system improvements.

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

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

MAJOR REVENUE SOURCES-OTHER REVENUE SOURCES

Fiscal Year	Total Budget	Total Revenue Received	% Collected
2011/12	\$5,416,473	\$7,116,148	131.4%
2012/13	\$5,448,607	\$8,307,240	152.5%
2013/14	\$6,041,300	\$7,690,511	127.3%
2014/15	\$6,167,333	\$8,112,987	131.5%
2015/16	\$6,306,483	\$7,083,447	112.3%
2016/17	\$9,587,727	\$9,160,700	95.5%
2017/18	\$9,391,085	\$9,286,812	98.9%
2018/19	\$8,609,347	\$11,080,026	128.7%
2019/20	\$10,281,036	\$15,733,689	153.0%
2020/21	\$12,118,581		



LICENSES AND PERMITS

License and permit revenue projected for FY 2020/21 is \$1,595,685, a 14.2% decrease from the 2019/20 budget. There is no significant change in the amount of estimated rental licenses that Village expects to issue. The Village still anticipates receiving a healthy amount of permit revenue due to the new developments being completed during FY 2020/21, and continued collection enforcement of single and multi-family rental licenses.

FINES AND FORFEITURES

Total revenue from fines is estimated at \$1,149,700 for FY 2020/21, representing a decrease of 31.4% from the 2019/20 budget. The Village implemented a red light camera enforcement program starting in January, 2018, and changed service providers later that same year. Part of the explanation for the overall decrease is related to the suspension of certain types of non-moving violations during the early periods of the Coronavirus pandemic.

INVESTMENT INCOME

The Village of Glendale Heights receives income from investing idle cash in its operating funds and from investing Police Pension Fund reserves. Until fiscal year 2010, interest revenues had been an important source of funding for Village services. Interest revenues also include the Net Change in Fair Value of investments. This category of revenue is dependent upon invested balances, as well as current trends in interest rates nationally and the stock market. As interest rates, equity markets and the invested balances rise, revenues will rise; as they fall, the opposite

will occur. Investment results in the Village's pension fund are included in the gain on investments category. The State Legislature has enabled the Village's pension fund opportunities for investment in mutual funds, stocks, and corporate bonds.

Starting in FY 2007/08, revenues declined due to lower interest rates and a decline in stock market performance. In 2008/09, interest rates continued to decline and the stock market dropped by almost 50%. This resulted in negative earnings in the police pension fund. Fiscal Year 2009/10 revenues increased due almost entirely to a rebound in the stock market and the recovery in value in the pension fund and interest on fixed income investments. In 2011/12 and 2013/14, revenues decreased as the markets stabilized. In 2020/21, revenues are expected to remain low as interest rates are at or near zero.

OTHR REVENUES

Other revenue consists of a multitude of sources not classified elsewhere. Some of the more significant miscellaneous revenue sources include employee and employer contributions into the Police Pension Fund, reimbursement of School Resource Officers, Donations, various grants, and other miscellaneous revenue. Miscellaneous revenues are estimated at \$8,731,596 for fiscal year 2020/21, a decrease of 15.2% from 2019/20.

Operating Transfers:

Revenues classified as operating transfers from other funds total \$4,363,225 in the fiscal year 2019/20 budget, which is an increase of 12.3% from the prior year's budget. Following is a summary of the proposed operating transfers.

Fund Type/Fund	Transfers In	Transfers (out)	Net Transfers
General Fund	428,481	2,277,368	-1,848,887
Recreation Fund		55,924	-55,924
E.S.D.A. Fund		332	-332
Founders' Day Fund		40,881	-40,881
Park Development Fund		40,000	-40,000
Infrastructure Fund		167,477	-167,477
TIF #1 Fund		50,000	-50,000
TIF #3 Fund		10,000	-10,000
SSA 1		17,133	-17,133
SSA 2	102,993	145,389	-42,396
SSA 3	64,484	109,582	-45,098
SSA 4		13,432	-13,432
SSA 5		22,539	-22,539
SSA 6		19,525	-19,525
Computer Replacement Fund	37,232		37,232
Capital Projects Fund	1,145,015		1,145,015
Debt Service Fund	1,593,200		1,593,200
Environmental Services Fund		891,823	-891,823
Insurance Fund	490,000		490,000
Total Transfers	3,861,405	3,861,405	0



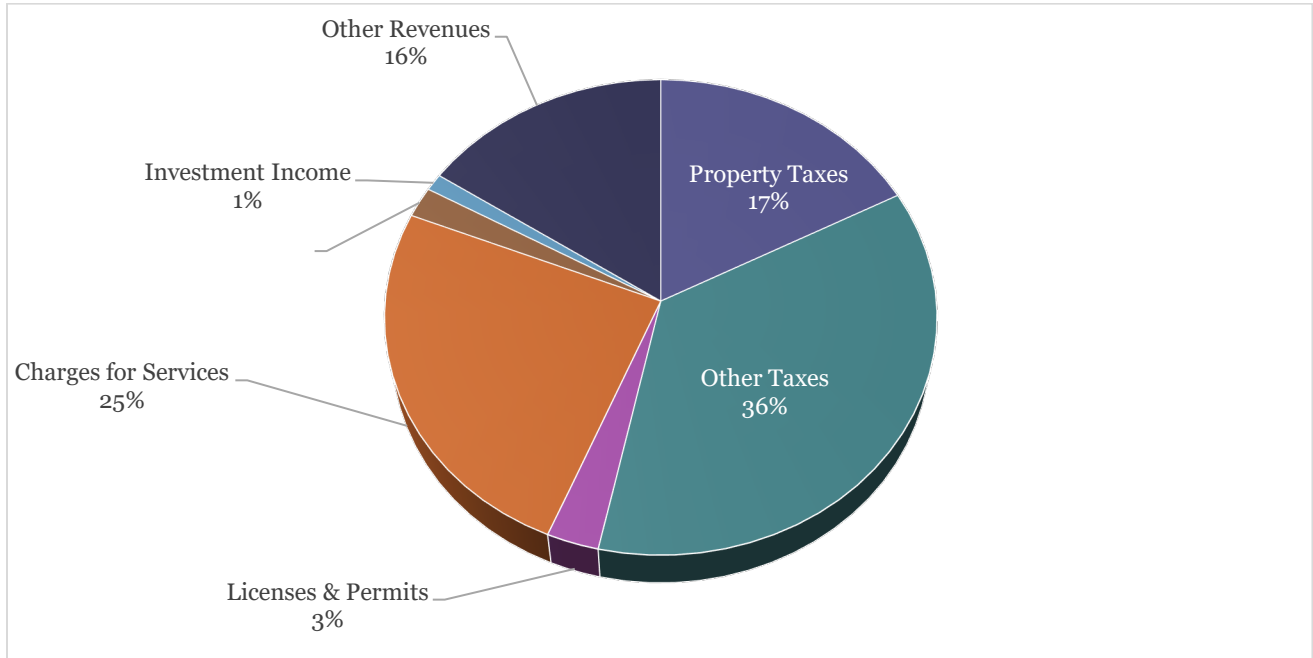
ANNUAL BUDGET

REVENUE & EXPENDITURES

ALL FUNDS

FUND	2017/18 BUDGET	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
REVENUES	60,303,089	57,546,983	58,125,208	67,274,014	59,339,995	-11.79%
General Fund	23,536,578	21,831,070	24,409,947	28,331,861	26,201,493	-7.52%
Special Revenue Funds	12,926,891	10,399,141	11,487,820	12,808,422	8,832,935	-31.04%
Debt Service Fund	5,077,855	5,160,590	5,095,082	4,641,517	3,470,825	-25.22%
Capital Projects Funds	1,282,878	1,309,561	188,280	1,540,257	2,522,247	63.75%
Enterprise Funds	13,552,449	13,239,849	12,527,821	15,595,173	13,229,360	-15.17%
Internal Service Fund	850,000	853,167	1,100,000	722,286	890,000	23.22%
Trust Fund	3,076,438	4,753,605	3,316,258	3,634,498	4,193,135	15.37%
EXPENDITURES	65,803,189	55,461,299	60,008,736	71,445,316	64,855,392	-9.22%
General Fund	24,413,835	23,254,681	24,598,270	29,898,966	29,635,684	-0.88%
Special Revenue Funds	17,345,039	11,193,103	14,274,560	14,608,732	10,849,523	-25.73%
Debt Service Fund	5,077,354	5,077,434	5,094,979	4,641,368	3,469,150	-25.26%
Capital Projects Funds	2,146,528	1,064,905	152,500	1,514,045	2,960,030	95.50%
Enterprise Funds	13,997,998	11,876,645	12,879,400	17,037,862	13,827,145	-18.84%
Internal Service Fund	848,432	612,468	846,829	863,285	868,042	0.55%
Trust Fund	1,974,003	2,382,063	2,162,198	2,881,058	3,245,818	12.66%
Net Revenues Over (Under) Expenditures	(5,500,100)	2,085,684	(1,883,528)	(4,171,302)	(5,515,397)	232.22%

ANNUAL BUDGET

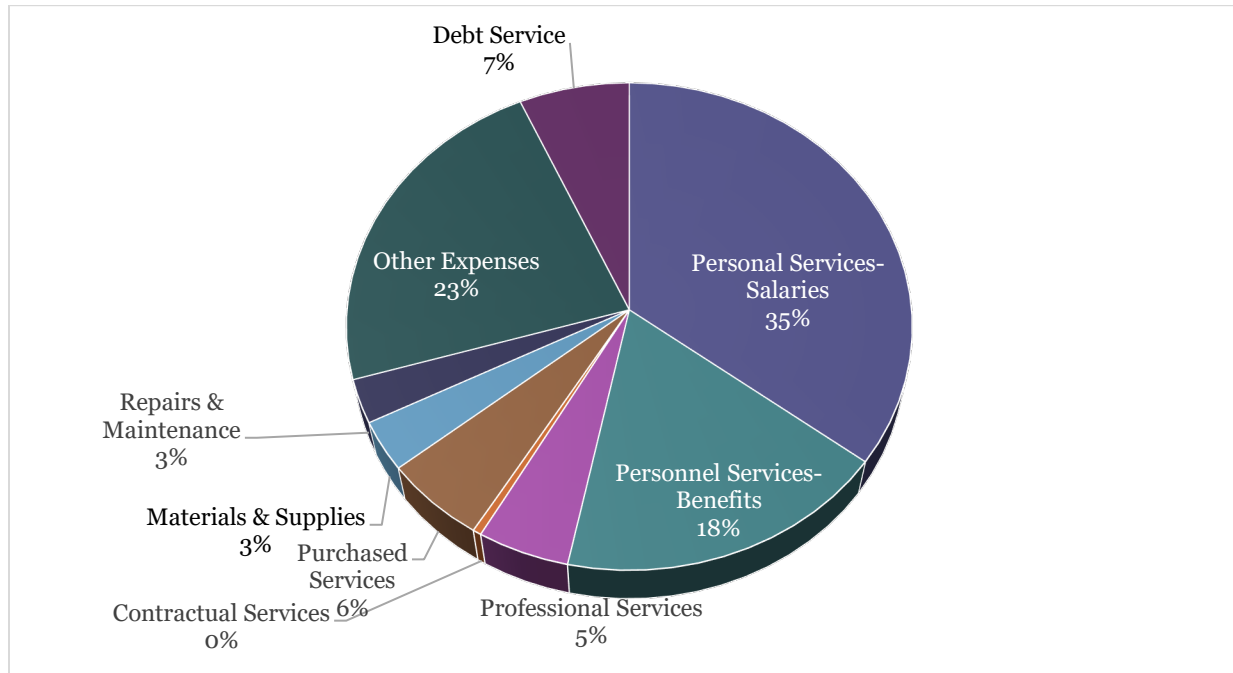


REVENUE SUMMARY FUNDING BY SOURCE ALL FUNDS

	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
Property Taxes	9,098,079	9,194,885	9,530,412	9,454,757	9,648,503	-2.01%
Other Taxes	20,296,903	17,913,180	20,454,105	21,864,755	19,997,380	9.34%
Licenses and Permits	1,670,514	1,847,267	1,656,200	1,824,564	1,595,685	14.34%
Intergovernmental	908,456	822,310	895,856	897,594	0	0.00%
Charges For Services	14,780,991	14,502,221	14,748,428	14,715,598	13,755,007	6.98%
Fines And Forfeitures	696,200	708,356	990,200	1,234,800	1,149,700	7.40%
Investment Earnings	545,545	1,316,355	575,970	641,000	641,600	-0.09%
Miscellaneous Revenues	6,478,826	5,414,834	5,386,977	10,281,036	8,731,596	17.75%
Total Operating Revenues	54,475,514	51,719,408	54,238,148	60,914,104	55,519,471	9.72%
Operating Transfers	5,827,575	5,827,575	3,887,060	4,363,225	3,820,524	14.20%
Net Revenues and Transfers	60,303,089	57,546,983	58,125,208	65,277,329	59,339,995	10.01%

EXPENDITURE SUMMARY FUNDING BY CLASS

ALL FUNDS



	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
Personnel Services-Salaries	17,216,601	16,786,434	17,516,566	17,710,472	18,105,874	2.23%
Personnel Services-Benefits	8,011,603	7,747,688	8,415,130	8,783,268	9,272,911	5.57%
Professional Services	2,523,128	1,398,811	2,304,410	1,969,739	2,552,013	29.56%
Contractual Services	257,390	194,257	245,875	305,550	235,825	-22.82%
Purchased Services	2,457,699	2,056,834	2,140,031	6,848,127	2,877,382	-57.98%
Materials & Supplies	7,009,632	6,458,481	7,035,346	1,553,366	1,684,458	8.44%
Repairs & Maintenance	925,252	622,262	968,070	1,757,100	1,479,733	-15.79%
Other Expenses	4,256,139	4,280,257	5,447,114	12,459,657	11,721,398	-5.93%
Debt Service	5,073,579	5,073,579	5,090,804	4,470,336	3,467,050	-22.44%
Depreciation & Amortization	638,223	527,359	164,854	0	0	0.00%
Total Operating Expenses	48,369,246	45,145,962	49,328,200	55,857,615	51,396,644	-7.99%
Capital Outlay	11,598,368	4,479,761	6,829,746	9,267,620	9,597,343	3.56%
Operating Transfers	5,835,575	5,835,575	3,906,560	4,363,225	3,861,405	-11.50%
Net Expenditures & Transfers	65,803,189	55,461,298	60,064,506	69,488,460	64,855,392	-6.67%

REVENUE AND EXPENDITURE SUMMARY

GENERAL FUND



ANNUAL BUDGET

	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
REVENUES	23,536,578	21,831,070	24,409,947	25,972,250	25,198,896	-3.07%
Taxes	19,275,388	17,395,642	19,986,716	21,060,401	20,796,785	-1.27%
Licenses & Permits	1,666,800	1,840,758	1,651,100	1,820,250	1,588,975	-14.55%
Charges for Services	740,670	632,456	701,534	620,500	581,000	-6.80%
Fines & Forfeitures	696,000	707,574	990,000	1,234,600	1,149,500	-7.40%
Intergovernmental	0	0	0	0	0	0.00%
Investment Income	39,000	71,892	55,000	110,000	84,000	-30.95%
Other Revenues	581,020	645,048	603,297	699,938	611,036	-14.55%
Operating Transfers	537,700	537,700	422,300	426,561	387,600	-10.05%
 EXPENDITURES	 24,600,035	 23,413,486	 24,643,770	 26,070,582	 27,647,129	 5.70%
General Government	8,151,287	7,837,784	9,148,472	9,164,332	9,571,155	4.25%
Public Safety	7,977,211	7,485,109	8,069,565	8,450,792	9,153,900	7.68%
Community Development	1,069,977	1,039,457	1,062,044	1,245,722	1,301,164	4.26%
Public Works	2,332,252	2,111,291	2,284,702	2,257,381	2,516,753	10.31%
Parks, Grounds & Facilities	2,580,130	2,472,449	2,468,312	2,513,833	2,533,290	0.77%
Legislative	262,850	241,068	304,704	270,624	293,499	7.79%
Operating Transfers	2,226,328	2,226,328	1,305,971	2,167,898	2,277,368	4.81%
 NET REVENUES OVER (UNDER) EXPENDITURES	 (1,063,457)	 (1,582,416)	 (233,823)	 (98,332)	 (2,448,233)	 95.98%

GENERAL FUND REVENUE DETAIL

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
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ANNUAL BUDGET

101	0	411	10	12	POLICE PROTECTION	305,938.96	325,000.00	341,847.00
101	0	411	10	13	POLICE PENSION	2,394,706.69	2,692,498.00	2,974,752.00
101	0	411	10	15	SOCIAL SECURITY-EMPLOYER	232,563.36	134,198.00	0
101	0	411	10	16	SCHOOL CROSSING GUARDS	51,611.64	51,000.00	0
101	0	411	10	69	MOSQUITO ABATEMENT	42,906.07	42,000.00	0
101	0	411	11	10	MUNICIPAL SALES TAX	7,720,957.78	8,012,478.00	6,587,408.00
101	0	411	11	11	SALES TAX (REBATE)	-500,000.00	-498,000.00	-362,880.00
101	0	411	11	12	LOCAL USE TAX	1,040,029.08	1,118,394.00	1,214,384.00
101	0	411	11	14	AUTO RENTAL TAX	9,343.08	9,000.00	10,500.00
101	0	411	11	15	FOOD & BEVERAGE TAX	602,888.25	579,000.00	547,350.00
101	0	411	12	10	AMUSEMENT TAX	85,429.25	80,000.00	15,000.00
101	0	411	12	11	VIDEO GAMING TAX	262,548.44	257,000.00	162,000.00
101	0	411	13	10	PERS. PROP.REPLACEMENT TX	38,732.09	42,300.00	34,940.00
101	0	411	14	10	REAL ESTATE TRANSFER TAX	395,807.00	380,000.00	318,750.00
101	0	411	15	10	STATE INCOME TAX	3,538,998.69	3,324,133.00	3,332,640.00
101	0	411	16	10	HOME RULE TAX	2,816,092.12	3,003,700.00	16,000.00
101	0	411	17	10	ELECTRICITY	841,947.14	815,000.00	3,718,094.00
101	0	411	17	11	NATURAL GAS	664,275.47	590,000.00	815,000.00
101	0	411	17	13	SIMPLIFIED TELECOMM. TAX	579,683.29	500,000.00	590,000.00
101	0	411	17	14	IMF-CLASS ACTN SETTLEMENT	0.00	0.00	490,000.00
101	0	411	17	15	UTILITY TAX REBATE PGM	-16,214.02	-21,000.00	-21,000.00
101	0	411	18	10	HOTEL TAX	10,557.02	13,757.00	12,000.00
101	0	421	19	10	VEHICLE LICENSE	310,814.50	315,000.00	286,650.00
101	0	421	19	11	BUILDING PERMITS	559,919.64	495,000.00	425,000.00
101	0	421	19	12	GARAGE SALE	3,055.00	3,500.00	1,400.00
101	0	421	19	13	BUSINESS LICENSE	83,283.00	82,500.00	79,800.00
101	0	421	19	14	SCAVENGER LICENSE	13,000.00	10,000.00	11,500.00
101	0	421	19	15	VENDING MACHINES LICENSE	21,131.25	21,000.00	19,950.00
101	0	421	19	16	CONTRACTORS LICENSE	39,150.00	35,000.00	38,000.00
101	0	421	19	17	LIQUOR LICENSE	128,788.39	130,000.00	121,500.00
101	0	421	19	18	TOBACCO DEALERS LICENSE	5,500.00	6,000.00	4,950.00
101	0	421	19	19	MULTI-FAMILY RENTAL LIC.	147,010.00	176,000.00	188,000.00
101	0	421	19	20	ANIMAL LICENSE	3,635.00	4,000.00	4,000.00
101	0	421	19	21	SINGLE FAMILY RENTAL LIC	563,447.00	520,000.00	360,000.00
101	0	421	19	22	ENTERTAINMENT PERMIT	2,250.00	2,250.00	1,800.00
101	0	421	19	23	VAC.BLDG.REGISTRY	5,575.00	3,500.00	3,300.00
101	0	421	19	24	VAC.BLDG.INSPECTION	6,200.00	5,000.00	2,750.00
101	0	421	19	28	VIDEO GAMING LICENSE	33,000.00	41,500.00	36,375.00
101	0	421	19	29	UTILITY PERMITS - R.O.W.	5,950.00	4,000.00	4,000.00
101	0	421	19	90	SUSPENSE ACCOUNT-REVENUE	-300.00		
101	0	421	19	99	OTHER LICENSES			



ANNUAL BUDGET

101	0	431	20	12	DUPAGE ETSB			
101	0	441	25	11	POLICE DEPT. RANGE RENTAL			
101	0	441	25	12	TOWER RENTAL	76,995.06	37,000.00	24,500.00
101	0	441	25	14	CABLE TV FRANCHISE FEE	380,394.03	375,000.00	360,000.00
101	0	441	25	15	RE-INSPECTION FEE	8,857.76	5,000.00	2,800.00
101	0	441	25	16	ANNEXATION FEE			
101	0	441	25	17	PUBLIC HEARING FEE	15,000.00	12,000.00	13,000.00
101	0	441	25	18	ENGINEERING FEE			
101	0	441	25	19	LEGAL FEE			
101	0	441	25	20	FALSE ALARM FEE	6,958.84	5,500.00	5,500.00
101	0	441	25	21	PLAN REVIEW FEE			
101	0	441	25	22	POLICE ACCIDENT REPORT	5,300.00	4,500.00	3,150.00
101	0	441	25	23	POLICE OFFICER DETAIL	18,635.34	26,240.00	15,000.00
101	0	441	25	24	FINGER PRINTING FEE	960.00	1,500.00	1,500.00
101	0	441	25	25	ANIMAL IMPOUND FEE	620.00	1,000.00	1,000.00
101	0	441	25	26	POLICE DEPT. APPLICATION	2,965.00		
101	0	441	25	27	BASSETT LIQUOR TRAINING	350.00	250.00	250
101	0	441	25	28	FIRE PROTECTION FEE			
101	0	441	25	30	WORKING W/O PERMIT	31,046.00	27,000.00	27,000.00
101	0	441	25	31	REAL ESTATE INSP.PROGRAM	108,400.00	90,000.00	61,750.00
101	0	441	25	34	PLAT FILING FEE		250.00	
101	0	441	25	40	COUNTY RIGHT OF WAY FEE	16,058.00	5,100.00	5,100.00
101	0	441	25	41	CONDO CONVERSION FEE			
101	0	441	25	42	SEX OFFENDER REGISTRATION			
101	0	441	25	43	CHILD MURDERER & VIOLENT			
101	0	441	25	44	PARKS USAGE FEES	42,327.50	36,000.00	38,000.00
101	0	441	25	50	APPEARANCE COMM REVIEW			
101	0	441	25	51	AFFILIATE FEES			
101	0	441	25	52	ZONING VERIFICATION FEES	300.00	500.00	600
101	0	451	29	9	LOCAL DUI PROSECUTION	33,161.01	40,000.00	40,000.00
101	0	451	29	10	PARKING TICKETS	378,047.20	305,000.00	150,000.00
101	0	451	29	11	COMPLIANCE TICKETS	146,097.45	135,000.00	135,000.00
101	0	451	29	12	COURT FINES	224,896.37	205,000.00	156,000.00
101	0	451	29	13	LIQUOR FINES	1,600.00	1,500.00	
101	0	451	29	14	TOBACCO FINES		500.00	500
101	0	451	29	15	RED LIGHT CAMERA	717,876.02	974,600.00	645,000.00
101	0	451	29	16	LOCAL ORDINANCE VIOLATION		10,000.00	20,000.00
101	0	451	29	98	PD-OTHER REVENUES	8,369.86	3,000.00	3,000.00
101	0	461	30	10	INTEREST INCOME	155,794.61	110,000.00	84,000.00
101	0	481	42	10	FEDERAL	34,507.85	43,300.00	43,300.00
101	0	481	42	11	STATE OF IL.		24,375.00	20,495.00



ANNUAL BUDGET

101	0	481	42	12	DUMEG FAIR SHARE			
101	0	481	42	14	LOCAL	12,000.00	48,000.00	64,450.00
101	0	481	43	10	FEDERAL GRANTS			
101	0	481	43	11	STATE OF IL.			
101	0	481	50	11	OFS TRADE IN	580.00	12,000.00	5,000.00
101	0	481	50	17	RECAPTURE FEES-REVENUE			
101	0	481	50	19	TOWING & IMPOUND CHARGES	94,150.00	110,000.00	60,000.00
101	0	481	50	20	BOOT FEE	400.00	1,000.00	1,000.00
101	0	481	50	30	LATE FEES RENTAL LICENSES			10,000.00
101	0	481	50	31	50/50 CURB-CUT PROGRAM	2,520.00	4,000.00	4,000.00
101	0	481	50	32	SALES-RECYCLING SUPPLIES	30.00		
101	0	481	50	33	PARKWAY TREE REPLACEMENTS		1,000.00	100
101	0	481	50	51	SCHOOL RESOURCE OFFICER	131,600.41	173,033.00	219,821.00
101	0	481	60	12	DONATIONS OTHER	-6,900.00		
101	0	481	60	15	DONATION-SAFETY TOWN			
101	0	481	60	16	DONATION-DARE			
101	0	481	62	10	PARK MEMORIALS	1,450.00		100
101	0	481	62	11	CITIZEN DONATIONS			
101	0	481	70	10	CASH (OVER) & SHORT	-669.51		
101	0	481	71	10	(GAIN) & LOSS INVESTMENTS	99.81		
101	0	481	89	10	MISCELLANEOUS INCOME	77,151.65	62,530.00	40,000.00
101	0	491	91	10	TRANSFER FROM GOLF COURSE	66,150.00		
101	0	491	92	3	TRANSFER FROM-HANDICAPPED			
101	0	491	92	6	TRANSFER FROM-FOUNDER'S D	57,223.00	34,961.00	
101	0	491	92	9	HISTORICAL HOUSE	9,207.99		
101	0	491	92	12	TRANSFER FROM INFRASTRUCT			
101	0	491	92	41	TRANSFER FROM-TIF 01	50,000.00	50,000.00	50,000.00
101	0	491	92	42	TRANSFER FROM-TIF 02			
101	0	491	92	43	TRANSFER FROM TIF 03	10,000.00	10,000.00	10,000.00
101	0	491	92	51	TRANSFER FROM SSA 01	16,516.00	16,977.00	17,133.00
101	0	491	92	52	TRANSFER FROM SSA 02	140,152.00	144,057.00	145,389.00
101	0	491	92	53	TRANSFER FROM SSA 03	105,635.00	108,579.00	109,582.00
101	0	491	92	54	TRANSFER FROM SSA 04	12,948.00	13,309.00	13,432.00
101	0	491	92	55	TRANSFER FROM SSA 05	21,727.00	22,332.00	22,539.00
101	0	491	92	56	TRANSFER FROM SSA 06	18,822.00	19,346.00	19,525.00
101	0	491	93	1	TRANSFER FROM-VEHICLE REP	1,465,647.00		
101	0	491	93	2	TRANS FROM-COMPUTER REP	19,500.00	7,000.00	
101	0	491	93	3	TRANSFER FROM-CAPITAL PRO			
101	0	491	93	4	TRANSFER FROM-BOND-FUND			
101	0	491	94	1	TRANSFER FROM-DEBT SERVIC			
101	0	491	95	2	TRANSFER FROM-REST./BANQU			



ANNUAL BUDGET

101	0	491	96	2	TRANSFER FROM-ESCROW			
101	0	499	99	99	OTHER FINANCING SOURCES			
101	1016	441	28	13	SPECIAL EVENT REVENUES	6,242.00	5,500.00	7,500.00
101	1016	441	28	15	CAR SHOW	5,498.50	5,500.00	6,000.00
101	1016	441	28	16	SPECIAL EVENT REVS-OTHER		8,350.00	8,350.00
101	1016	481	60	12	DONATIONS OTHER	500.00	1,286.00	
101	1018	481	60	12	DONATIONS OTHER			
101	1018	481	89	10	MISCELLANEOUS INCOME		50.00	50
101	1019	441	28	13	SPECIAL EVENT REVENUES			
101	1019	441	28	14	COMMUNITY DIVERSITY COMM.			
101	1110	481	50	50	HISTORICAL HOUSE	7,000.00		
101	1117	441	27	13	GENERAL FITNESS CLASSES			
101	1117	461	30	10	INTEREST INCOME			
101	1117	481	43	15	SENIOR HEALTH INS PGM		4,000.00	
101	1117	481	59	10	GENERAL MEMBERSHIPS			
101	1117	481	59	11	ACTIVITY FEES			
101	1117	481	59	16	SENIOR PROGRAM			
101	1117	481	59	17	SENIOR BUS			
101	1117	481	70	10	CASH (OVER) & SHORT			
101	1117	481	81	10	SENIOR PROGRAM	5,935.50	8,000.00	2,000.00
101	1117	481	81	11	SENIOR BUS	6,369.05	7,000.00	1,750.00
101	1117	481	81	12	FACILITY RENTAL	52,707.50	54,000.00	27,000.00
101	1117	481	81	13	SALON SERVICES	24,445.00	30,000.00	22,500.00
101	1117	481	81	14	SPONSORSHIP	800.00	1,000.00	1,000.00
101	1117	481	81	15	GIFT CARDS			
101	1117	481	81	16	PRINTING REVENUE	22.00	100.00	100
101	1117	481	81	17	FITNESS MEMBERSHIPS	7,769.08	7,500.00	
101	1117	481	81	18	GENERAL MEMBERSHIPS	2,675.00	3,000.00	
101	1117	481	81	19	BEVERAGES SOLD REVENUE	6,817.35	6,600.00	5,000.00
101	1117	481	81	20	SC-SPECIALTY LINENS REV	4,515.00	7,000.00	3,500.00
101	1117	481	81	21	SC-OTHER RENTAL FEES	515.00	1,000.00	500
101	1117	481	81	22	SC-WAITSTAFF SERVICES	2,150.00	2,500.00	1,250.00
101	1117	481	81	23	SENIOR HOLIDAY LUNCHEON	2,990.05	3,000.00	
101	1117	481	81	24	SENIOR TRIP REVENUES	19,479.00	60,000.00	15,000.00
101	1117	481	81	25	SNACKS/COFFEE	501.28	500.00	250
101	1117	481	81	26	FACILITY SET UP FEES	3,275.00	3,500.00	1,750.00
101	1117	481	81	27	SALON RETAIL REVENUE			
101	1117	481	81	28	COMM DINING DONATIONS			
101	1117	481	89	10	MISCELLANEOUS INCOME	451.00		
101	1117	481	89	14	DONATIONS			
101	1117	481	89	32	SALON MISCELLANEOUS	443.12	1,000.00	



ANNUAL BUDGET

101	1117	481	89	33	GIFT SHOP REVENUE	3,156.95	4,000.00	2,000.00
101	1117	481	89	99	PROMOTIONAL CREDIT	-57.00		
101	1117	481	99	99	CREDIT CARD CLEARING			
101	1299	481	58	10	PULL TAB TAX	883.10	4,000.00	3,000.00
101	1299	481	58	11	D.U.I.	15,504.85	25,000.00	21,600.00
101	1299	481	58	12	COURT DRUG FINES	826.70	3,000.00	720
101	1299	481	58	14	SEX OFFENDER REGIST FUND	2,270.00	3,000.00	3,000.00
101	1299	481	58	17	JUVENILE DIVERSION PROG	368.49		
101	1299	481	58	20	STATE-TOBACCO GRANTS	3,080.00	5,000.00	5,000.00
101	1299	481	58	22	SUPERVISION FINES	13,324.06	15,000.00	12,000.00
101	1299	481	58	23	ELECTRONIC CITATION FEES	2,542.74	2,000.00	2,800.00
101	1299	481	58	24	FORFEITED FUNDS PD MONEY			
101	1299	481	58	25	EVIDENCE SEIZED CASH	7.15		
101	1299	481	58	26	STATE FORFEITURES FUND	531.10		
101	1299	481	58	27	FEDERAL FORFEITURES FUND	14,666.29		
101	1299	481	58	28	DARE ACCOUNT	2,600.00		
101	1299	481	58	30	MEG EQUITABLE SHARING			
101	1299	481	58	60	COMMUNITY ORIENTED POLICE	7,695.00	12,950.00	5,000.00
101	1299	481	58	61	GUN RANGE	6,000.00	6,000.00	6,000.00
101	1511	481	50	11	OFS TRADE IN			
101	1616	481	50	11	OFS TRADE IN			



ANNUAL BUDGET

EXPENDITURE SUMMARY BY DEPARTMENT GENERAL FUND

Program	2017/18 BUDGET	2017/18 ACTUAL	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
Legislative	251,900	225,994	293,754	270,624	293,499	7.79%
Village Board	205,568	185,492	205,968	205,968	207,968	0.96%
Village Clerk	15,300	13,379	15,300	15,300	17,800	14.04%
Police Commission	10,539	9,062	40,190	14,490	30,490	52.48%
Plan Commission	2,681	3,269	2,681	2,681	2,681	0.00%
Special Events Commission	16,012	13,442	27,815	26,500	29,550	10.32%
Youth Commission	1,800	1,350	1,800	1,800	1,625	-10.77%
Appearance Commission	0	0	0	0	0	0.00%
Historical Building	0	0	0	3,885	3,385	-14.77%
General Government	7,976,037	7,694,898	8,608,876	8,799,631	9,531,155	7.68%
Village Administration	414,349	403,499	411,854	440,662	454,156	2.97%
Human Resources	169,803	159,728	208,566	189,290	195,739	3.29%
Public Affairs	115,592	109,093	122,877	138,001	147,125	6.20%
Senior Services	434,051	357,125	422,934	462,489	483,962	4.44%
Central Services	5,456,509	5,380,214	6,072,701	6,237,947	6,812,351	8.43%
Administrative Services	364,678	359,609	380,658	286,789	0	0.00%
Information Services	581,806	497,443	495,121	522,833	526,030	0.61%
Finance	439,249	428,187	494,165	521,620	911,792	42.79%
Police Department	7,977,211	7,485,109	8,214,565	8,598,493	9,167,900	6.21%
Police Administration	543,631	527,133	772,805	886,520	905,052	2.05%
Patrol	4,561,978	4,393,455	4,731,437	4,771,400	5,297,226	9.93%
Investigations	1,367,725	1,322,476	1,218,168	1,329,516	1,464,952	9.25%
Support Services	1,440,127	1,167,267	1,423,155	1,542,607	1,441,440	-7.02%
Community Oriented Policing	14,000	11,513	14,000	14,000	14,000	0.00%
State & Federal Grants	49,750	63,265	55,000	54,450	45,230	-20.38%
Public Works	2,332,252	2,111,291	2,284,702	2,473,507	2,516,753	1.72%
Administration	182,547	174,977	120,457	123,596	128,442	3.77%
Engineering	58,309	57,734	103,904	118,451	123,231	3.88%
Streets	1,740,337	1,543,966	1,695,871	1,820,444	1,910,736	4.73%
Fleet Maintenance	351,059	334,614	364,470	411,016	354,344	-15.99%
Parks, Grounds & Facilities	2,580,130	2,472,449	2,468,312	2,513,833	2,533,290	0.77%
Parks	1,359,596	1,304,699	1,353,921	1,447,018	1,478,413	2.12%
Forestry	202,370	195,035	137,750	60,650	62,500	2.96%
Facilities	1,018,164	972,715	976,641	1,006,165	992,377	-1.39%



ANNUAL BUDGET

Community Development	1,069,977	1,039,457	1,062,044	1,245,722	1,327,164	6.14%
Administration	590,408	583,621	575,510	691,370	746,059	7.33%
Inspection Services	479,569	455,836	486,534	554,352	581,105	4.60%

General Fund Total Before

Operating Transfers	22,187,507	21,029,198	22,932,253	23,901,810	25,369,761	5.79%
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Operating Transfers	2,226,328	2,226,328	1,305,971	2,167,898	2,277,368	4.81%
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Total Expenditures	24,413,835	23,255,526	24,238,224	26,069,708	27,647,129	5.71%
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GENERAL FUND EXPENDITURE DETAIL



ANNUAL BUDGET

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
101	0	510	78	99	MISC EXP			
101	0	981	91	10	TRANSFER TO-GOLF COURSE			
101	0	981	92	1	TRANSFER TO-RECREATION			
101	0	981	92	4	TRANSFER TO-MOTOR FUEL			
101	0	981	92	6	TRANSFER TO-FOUNDER'S DAY			
101	0	981	92	9	TRANSFER TO-HISTORICAL			
101	0	981	92	11	TRANSFER TO-IMRF FUND			
101	0	981	92	12	TRANSFER TO INFRASTRUCTUR			
101	0	981	92	43	TRANSFER TO TIF NO.3			
101	0	981	92	46	TRANSFER TO TIF NO. 6			
101	0	981	93	1	TRANSFER TO-VEHICLE REP			
101	0	981	93	2	TRANSFER TO-COMPUTER REP	33,396.00	25,978.00	25,978.00
101	0	981	93	3	TRANSFER TO-CAPITAL PROJ	102,000.00	1,238,545.00	1,075,015.00
101	0	981	93	7	COMPUTER SOFTWARE REPLACE			
101	0	981	93	53	TRANSFER TO 2010 GOB			
101	0	981	93	60	DUMEG			
101	0	981	94	1	TRANSFER TO-DEBT SERVICE	819,575.00	810,402.00	831,375.00
101	0	981	94	2	TRANSFER TO-LIABILITY INS	345,000.00	345,000.00	345,000.00
101	0	981	95	1	TRANSFER TO-ENVIRONMENTAL		1,000,000.00	
101	0	981	95	2	TRANSFER TO-GOLF COURSE	4,521,859.00	235,000.00	
101	1011	512	10	10	F-TIME & REG.PART-TIME	126,008.72	132,000.00	132,000.00
101	1011	512	15	10	FICA-EMPLOYER	7,481.15	8,184.00	8,184.00
101	1011	512	16	14	TRAVEL FOR MEETING & CONF		100.00	100
101	1011	512	16	15	TRAINING & SEMINARS	1,189.21	2,900.00	2,900.00
101	1011	512	16	16	MEDICARE-EMPLOYER	1,749.71	1,914.00	1,914.00
101	1011	512	21	11	PROF-LEGAL			
101	1011	512	21	99	PROFESSIONAL-OTHERS			
101	1011	512	24	12	PRINTING & BINDING		250.00	250
101	1011	512	31	99	OFFICE SUPPLIES	90.79	200.00	200
101	1011	512	37	10	UNIFORMS		500.00	500
101	1011	512	37	80	GAS & FUEL			
101	1011	512	37	99	OPERATING SUPPLIES	4,241.79	4,200.00	6,200.00
101	1011	512	39	99	OPERATING EQUIPMENT			
101	1011	512	51	11	PAGER			
101	1011	512	51	12	CELLULAR PHONE			
101	1011	512	53	20	MEDICAL EQUIPMENT			
101	1011	512	60	99	VARIOUS COMMISSION			
101	1011	512	61	12	ECONOMIC DEVELOPMENT			
101	1011	512	61	13	SPECIAL EVENTS			
101	1011	512	61	99	VARIOUS COMMISSION			



ANNUAL BUDGET

101	1011	512	62	10	MEMBERSHIP DUES	38,997.88	40,180.00	40,180.00
101	1011	512	62	11	SUBSCRIPTIONS	192.40	290.00	290
101	1011	512	63	10	CHRISTMAS SHARING			
101	1011	512	63	11	DUPAGE CHILDREN CENTER			
101	1011	512	63	12	ADOPT-A-COP			
101	1011	512	63	13	BROOKFIELD ZOO			
101	1011	512	63	14	COMMUNITY HEALTH FAIR			
101	1011	512	63	99	OTHER COMM. CONTRIBUTION	7,960.00	11,250.00	11,250.00
101	1011	512	69	20	CIVIC ACTIVITIES	2,439.19	4,000.00	4,000.00
101	1011	512	69	31	VIL.CONCERN & DEV. PROB.			
101	1011	512	69	99	MISCELLANEOUS EXPENSE			
101	1011	911	84	99	FURNITURE & FIXTURE			
101	1012	512	10	10	F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00
101	1012	512	10	99	OVERTIME PAY			
101	1012	512	15	10	FICA-EMPLOYER	620.00	620.00	620
101	1012	512	16	14	TRAVEL FOR MEETING & CONF			
101	1012	512	16	15	TRAINING & SEMINARS		150.00	150
101	1012	512	16	16	MEDICARE-EMPLOYER	145.00	145.00	145
101	1012	512	21	99	PROFESSIONAL-OTHERS	1,163.67	6,000.00	6,000.00
101	1012	512	24	12	PRINTING & BINDING			
101	1012	512	24	14	ADVERTISING			
101	1012	512	31	17	POSTAGE			
101	1012	512	31	99	OFFICE SUPPLIES	3.22	50.00	50
101	1012	512	37	99	OPERATING SUPPLIES			
101	1012	512	51	12	CELLULAR PHONE			
101	1012	512	60	99	VARIOUS COMMISSION	300.00	500.00	500
101	1012	512	62	10	MEMBERSHIP DUES	50.00	335.00	335
101	1012	512	69	21	RECORDING FEES			
101	1012	512	69	22	LICENSES			
101	1012	512	69	23	PROPERTY TAX			
101	1013	512	16	14	TRAVEL FOR MEETING & CONF			
101	1013	512	16	15	TRAINING & SEMINARS	300.00	800.00	800
101	1013	512	21	11	PROF-LEGAL			
101	1013	512	24	12	PRINTING & BINDING	40.45	750.00	750
101	1013	512	24	16	RECRUITING	4,881.80	2,000.00	5,000.00
101	1013	512	24	28	TESTING	31,342.09	7,000.00	20,000.00
101	1013	512	24	99	OTHER PURCHASE-SERVICES			
101	1013	512	31	99	OFFICE SUPPLIES	96.81	100.00	100
101	1013	512	35	99	OTHER POLICE GEN.SUPLS.			
101	1013	512	37	10	UNIFORMS	101.50	300.00	300
101	1013	512	60	10	POLICE COMMISSION	2,548.28	3,000.00	3,000.00



ANNUAL BUDGET

101	1013	512	60	99	VARIOUS COMMISSION			
101	1013	512	62	10	MEMBERSHIP DUES	540.00	540.00	540
101	1013	512	62	11	SUBSCRIPTIONS			
101	1014	512	15	10	FICA-EMPLOYER	42.78	86.00	86
101	1014	512	16	15	TRAINING & SEMINARS			
101	1014	512	16	16	MEDICARE-EMPLOYER	10.01	20.00	20
101	1014	512	21	99	PROFESSIONAL-OTHERS			
101	1014	512	24	12	PRINTING & BINDING			
101	1014	512	37	99	OPERATING SUPPLIES			
101	1014	512	60	11	PLAN COMMISSION	703.74	1,375.00	1,375.00
101	1014	512	61	11	PLAN COMMISSION	1,275.00	1,200.00	1,200.00
101	1016	512	24	19	ENTERTAINMENT-SPL. EVENTS	8,160.62	6,800.00	8,500.00
101	1016	512	24	20	CAR SHOW	480.00	600.00	600
101	1016	512	24	99	OTHER PURCHASE-SERVICES			
101	1016	512	37	10	UNIFORMS			
101	1016	512	37	96	SPECIAL EVENT EXPS-OTHER		8,350.00	8,350.00
101	1016	512	37	97	COLOR RUN EVENT			
101	1016	512	37	98	CAR SHOW	2,781.35	3,700.00	3,700.00
101	1016	512	37	99	OPERATING SUPPLIES	9,213.33	15,400.00	8,400.00
101	1016	512	52	11	RENTALS-EQUIPMENTS			
101	1017	512	24	12	PRINTING & BINDING		400.00	225
101	1017	512	24	99	OTHER PURCHASE-SERVICES			
101	1017	512	37	99	OPERATING SUPPLIES	1,347.54	1,400.00	1,400.00
101	1017	512	52	11	RENTALS-EQUIPMENTS			
101	1018	512	24	12	PRINTING & BINDING		3,222.00	
101	1018	512	24	99	OTHER PURCHASE-SERVICES		2,410.00	2,410.00
101	1018	512	37	99	OPERATING SUPPLIES		250.00	250
101	1018	512	56	30	HISTORICAL BLDG.		1,000.00	500
101	1018	512	62	10	MEMBERSHIP DUES		25.00	25
101	1018	512	69	20	CIVIC ACTIVITIES		200.00	200
101	1018	911	84	99	FURNITURE & FIXTURE			
101	1019	511	97	11	EMRGNCY PROTECTVE MEASURE			
101	1019	512	37	99	OPERATING SUPPLIES			
101	1022	512	15	10	FICA-EMPLOYER			
101	1022	512	16	15	TRAINING & SEMINARS			
101	1022	512	16	16	MEDICARE-EMPLOYER			
101	1022	512	37	99	OPERATING SUPPLIES			
101	1022	512	60	12	APPEARANCE COMMISSION			
101	1091	511	15	10	FICA-EMPLOYER			
101	1091	511	16	16	MEDICARE-EMPLOYER			
101	1091	511	97	10	DEBRIS&WRECKAGE REMOVAL			



ANNUAL BUDGET

101	1091	511	97	11	EMRGNCY PROTECTVE MEASURE			
101	1091	511	98	10	ROAD&BRIDGES RESTORATION			
101	1091	511	98	11	WATER CONTROL FACILITIES			
101	1091	511	98	12	BUILDINGS AND EQUIPMENT			
101	1091	511	98	13	UTILITY SYSTEMS			
101	1091	511	98	14	OTHER FACILITIES			
101	1110	513	10	10	F-TIME & REG.PART-TIME	372,943.40	388,568.00	400,238.00
101	1110	513	10	99	OVERTIME PAY			
101	1110	513	15	10	FICA-EMPLOYER	19,664.00	24,091.00	24,815.00
101	1110	513	16	14	TRAVEL FOR MEETING & CONF			
101	1110	513	16	15	TRAINING & SEMINARS	2,013.84	2,500.00	2,500.00
101	1110	513	16	16	MEDICARE-EMPLOYER	5,233.20	5,635.00	5,803.00
101	1110	513	16	33	EMPLOYEE RECOGNITION	12,392.56	17,000.00	17,000.00
101	1110	513	24	12	PRINTING & BINDING	85.95	100.00	100
101	1110	513	31	99	OFFICE SUPPLIES	227.91	250.00	250
101	1110	513	37	80	GAS & FUEL	809.96	1,500.00	1,500.00
101	1110	513	37	99	OPERATING SUPPLIES	121.52	150.00	150
101	1110	513	51	12	CELLULAR PHONE			
101	1110	513	55	60	OTHER OFFICE EQUIPMENT			
101	1110	513	62	10	MEMBERSHIP DUES	1,771.01	1,800.00	1,800.00
101	1110	513	62	11	SUBSCRIPTIONS			
101	1110	513	69	50	HISTORICAL HOUSE	4,897.30		
101	1110	911	84	99	FURNITURE & FIXTURE			
101	1111	513	10	10	F-TIME & REG.PART-TIME	143,879.29	150,051.00	155,276.00
101	1111	513	10	99	OVERTIME PAY			
101	1111	513	15	10	FICA-EMPLOYER	8,412.87	9,303.00	9,627.00
101	1111	513	16	14	TRAVEL FOR MEETING & CONF	350.00	350.00	350
101	1111	513	16	15	TRAINING & SEMINARS	525.00	630.00	630
101	1111	513	16	16	MEDICARE-EMPLOYER	1,967.59	2,176.00	2,251.00
101	1111	513	16	33	EMPLOYEE RECOGNITION	3,550.00	1,950.00	2,775.00
101	1111	513	24	12	PRINTING & BINDING	2,029.67	2,400.00	2,400.00
101	1111	513	24	15	EMPLOYEE PHYSICAL EXAM	11,838.00	12,000.00	12,000.00
101	1111	513	24	16	RECRUITING AND TESTING	2,785.91	5,700.00	4,200.00
101	1111	513	24	99	OTHER PURCHASE-SERVICES	2,052.79	4,500.00	4,500.00
101	1111	513	31	10	BINDERS & ACCESSORIES			
101	1111	513	31	99	OFFICE SUPPLIES	249.87	250.00	250
101	1111	513	37	99	OPERATING SUPPLIES	239.74	475.00	475
101	1111	513	51	12	CELLULAR PHONE			
101	1111	513	62	10	MEMBERSHIP DUES	1,068.00	1,005.00	1,005.00
101	1112	513	10	10	F-TIME & REG.PART-TIME	70,119.98	73,077.00	78,939.00
101	1112	513	10	98	TEMPORARY HELP			



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101	1112	513	10	99	OVERTIME PAY			
101	1112	513	15	10	FICA-EMPLOYER	4,165.70	4,531.00	4,895.00
101	1112	513	16	13	TUITION REIMBURSEMENT			
101	1112	513	16	14	TRAVEL FOR MEETING & CONF			
101	1112	513	16	15	TRAINING & SEMINARS	234.86	750.00	650
101	1112	513	16	16	MEDICARE-EMPLOYER	974.19	1,004.00	1,086.00
101	1112	513	24	12	PRINTING & BINDING	24,080.33	25,139.00	25,800.00
101	1112	513	24	32	SOFTWARE SUPPORT & MAINT	1,992.39	9,712.00	3,056.00
101	1112	513	24	99	OTHER PURCHASE-SERVICES	1,859.92	2,094.00	2,200.00
101	1112	513	31	17	POSTAGE	15,155.13	16,022.00	15,140.00
101	1112	513	31	99	OFFICE SUPPLIES	36.95	400.00	400
101	1112	513	32	14	COMPUTER SOFTWARE	295.19	530.00	550
101	1112	513	37	99	OPERATING SUPPLIES	160.31	140.00	200
101	1112	513	39	99	OPERATING EQUIPMENT	1,860.17	1,048.00	1,260.00
101	1112	513	51	11	PAGER			
101	1112	513	51	12	CELLULAR PHONE			
101	1112	513	55	60	OTHER OFFICE EQUIPMENT	795.15	2,709.00	12,104.00
101	1112	513	62	10	MEMBERSHIP DUES	179.00	845.00	845
101	1112	513	62	11	SUBSCRIPTIONS			
101	1114	513	37	10	UNIFORMS			
101	1116	513	16	15	TRAINING & SEMINARS			
101	1116	513	24	15	EMPLOYEE PHYSICAL EXAM			
101	1116	513	37	99	OPERATING SUPPLIES			
101	1116	513	62	10	MEMBERSHIP DUES			
101	1117	513	10	10	F-TIME & REG.PART-TIME	262,980.81	286,200.00	301,000.00
101	1117	513	10	11	HOLIDAY PAY			
101	1117	513	10	99	OVERTIME PAY		100.00	100
101	1117	513	15	10	FICA-EMPLOYER	16,152.27	17,740.00	18,662.00
101	1117	513	15	12	WORKMENS COMPENSATION			
101	1117	513	16	14	TRAVEL FOR MEETING & CONF	50.00	100.00	100
101	1117	513	16	15	TRAINING & SEMINARS	1,828.52	2,279.00	2,750.00
101	1117	513	16	16	MEDICARE-EMPLOYER	3,777.54	4,145.00	4,365.00
101	1117	513	24	12	PRINTING & BINDING	4,659.31	5,550.00	6,872.00
101	1117	513	24	14	ADVERTISING			
101	1117	513	24	32	SOFTWARE SUPPORT & MAINT	1,610.61	1,790.00	2,120.00
101	1117	513	24	99	OTHER PURCHASE-SERVICES	3,906.70	3,700.00	3,700.00
101	1117	513	31	17	POSTAGE	1,319.79	1,417.00	1,434.00
101	1117	513	31	99	OFFICE SUPPLIES	80.31		
101	1117	513	37	10	UNIFORMS	539.46	550.00	550
101	1117	513	37	80	GAS & FUEL	6,559.19	7,150.00	7,150.00
101	1117	513	37	81	SALON SUPPLIES	1,904.72	2,300.00	3,000.00



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101	1117	513	37	83	COFFEE SUPPLIES			
101	1117	513	37	99	OPERATING SUPPLIES	7,337.89	13,000.00	13,000.00
101	1117	513	38	94	OFFICE EQUIPMENT			
101	1117	513	39	99	OPERATING EQUIPMENT	315.00		
101	1117	513	51	12	CELLULAR PHONE			
101	1117	513	52	10	LEASES-EQUIPMENTS	3,300.02	4,200.00	4,200.00
101	1117	513	53	17	EQUIPMENT R&M	4,587.25	3,570.00	3,570.00
101	1117	513	53	18	SENIOR CENTER		7,000.00	3,000.00
101	1117	513	56	13	SENIOR CENTER			
101	1117	513	62	10	MEMBERSHIP DUES	538.00	785.00	800
101	1117	513	62	11	SUBSCRIPTIONS	805.60	760.00	836
101	1117	513	63	99	OTHER COMM. CONTRIBUTION	15,000.00	15,000.00	15,000.00
101	1117	513	69	22	LICENSES	1,181.68	1,353.00	1,353.00
101	1117	513	69	28	DRY CLEANING			
101	1117	513	69	31	SALON MISCELLANEOUS	127.87	1,000.00	
101	1117	513	69	32	GIFT SHOP EXPENSE	2,895.38	5,000.00	5,000.00
101	1117	513	69	69	PROMOTIONAL EXP			
101	1117	513	69	78	BANK FISCAL CHARGES			
101	1117	513	69	81	SENIOR UTILITY TAX REBATE			
101	1117	513	69	99	MISCELLANEOUS EXPENSE			
101	1117	513	71	12	ADULT GENERAL PROGRAM	6,511.21	7,000.00	7,000.00
101	1117	513	72	12	ADULT GENERAL PROGRAM			
101	1117	513	72	41	BEVERAGE PURCHASES	3,429.00	3,500.00	4,500.00
101	1117	513	72	42	SPECIALTY LINENS PURCH	6,064.19	7,000.00	7,000.00
101	1117	513	72	43	WAITSTAFF SERVICES PURCH	1,854.35	2,200.00	2,200.00
101	1117	513	72	44	SENIOR HOLIDAY LUNCHEON	3,747.09	4,300.00	4,300.00
101	1117	513	72	45	SENIOR TRIPS EXPENSE	20,746.37	60,000.00	60,000.00
101	1117	513	72	46	SENIOR HEALTH INS PGM		4,000.00	
101	1117	513	72	47	DONATIONS EXPENSES			
101	1117	513	72	48	SNACKS	376.08	400.00	400
101	1117	513	72	49	SALON RETAIL EXPENSES			
101	1117	513	72	50	FACILITY SET UP EXPENSE			
101	1117	513	73	12	ADULT GENERAL PROGRAM			
101	1117	911	81	17	RECREATION EQUIPMENT			
101	1117	911	84	99	FURNITURE & FIXTURE			
101	1117	981	93	1	TRANSFER TO-VEHICLE REP			
101	1118	513	15	10	FICA-EMPLOYER			
101	1118	513	15	11	UNEMPLOYMENT INSURANCE	21,614.00	15,000.00	15,000.00
101	1118	513	15	12	WORKMENS COMPENSATION			
101	1118	513	16	12	MEDICAL-EMPLOYER	2,502,506.91	2,547,934.00	2,606,866.00
101	1118	513	16	16	MEDICARE-EMPLOYER	68.54		



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101	1118	513	16	17	EMPLOYER CONT. P.PENSION	2,395,764.59	2,692,498.00	3,251,135.00
101	1118	513	16	18	SICK DAYS BUY BACK ONLY	336,600.63		
101	1118	513	16	19	VACATION BUY BACK ONLY			
101	1118	513	16	21	MEDICAL-RETIRED EMPLOYEE			
101	1118	513	16	30	OPT OUT MED INSURANCE	27,805.00	38,115.00	35,000.00
101	1118	513	16	31	EMPLOYEE SEVERANCE PAY			
101	1118	513	16	32	HEALTH & WELLNESS PROG.	675.88	500.00	500
101	1118	513	21	11	PROF-LEGAL	317,020.47	340,000.00	340,000.00
101	1118	513	21	12	PROSECUTORS	126,166.99	130,000.00	144,000.00
101	1118	513	21	13	ADJUDICATOR	8,550.00	10,500.00	12,000.00
101	1118	513	21	14	ENGINEERING	163.50	1,500.00	1,000.00
101	1118	513	21	17	LEGISLATIVE LIAISON	42,000.00	42,000.00	42,000.00
101	1118	513	21	98	SPECIAL ITEM	112,137.00		
101	1118	513	21	99	OTHER PROFESSIONAL	7,301.66	20,790.00	22,000.00
101	1118	513	24	10	MEDICAL DENTAL INSURANCE			
101	1118	513	24	12	PRINTING & BINDING	1,488.92	1,375.00	1,125.00
101	1118	513	31	17	POSTAGE	48,821.07	45,800.00	46,035.00
101	1118	513	31	99	OFFICE SUPPLIES	31,669.09	35,000.00	30,000.00
101	1118	513	37	98	GREEN INITIATIVE	1,391.01	1,200.00	1,200.00
101	1118	513	37	99	OPERATING SUPPLIES	11,134.55	11,500.00	11,500.00
101	1118	513	38	94	OFFICE EQUIPMENT			
101	1118	513	51	10	TELEPHONE	54,160.91	32,858.00	30,300.00
101	1118	513	51	12	CELLULAR PHONE	31,533.31	32,300.00	34,700.00
101	1118	513	51	13	ELECTRICITY	19,869.87	18,000.00	18,000.00
101	1118	513	51	14	NATURAL GAS	3,789.72	3,000.00	3,000.00
101	1118	513	51	15	WATER	10,768.98	13,500.00	10,000.00
101	1118	513	52	11	RENTALS-EQUIPMENTS	15,701.02	20,800.00	19,850.00
101	1118	513	55	60	OTHER OFFICE EQUIPMENT	9,722.80	17,140.00	15,640.00
101	1118	513	56	15	NORTH AVENUE PROPERTY			
101	1118	513	69	39	MEMORIAL PARK BRICKS	1,504.72	100.00	
101	1118	513	69	40	COLLECTION AGENCY FEE	620.00	3,635.00	1,000.00
101	1118	513	69	75	VIPFER-CLEARING			
101	1118	513	69	76	VIPFER-EXPENSE			
101	1118	513	69	77	INTEREST EXPENSE			
101	1118	513	69	78	BANK FISCAL CHARGES	56,092.93	58,000.00	50,000.00
101	1118	513	69	81	SENIOR UTILITY TAX REBATE			
101	1118	513	69	82	STATE ADMIN. COLLECT.FEE	40,333.74	39,500.00	47,500.00
101	1118	513	69	90	BAD DEBTS/WRITE OFF	100.00		
101	1118	513	69	99	MISCELLANEOUS EXPENSE	1,833.23	3,000.00	3,000.00
101	1118	911	81	25	CAPITAL EQUIPMENT		20,000.00	20,000.00
101	1210	521	10	10	F-TIME & REG.PART TIME	428,765.63	560,927.00	569,479.00



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101	1210	521	10	11	HOLIDAY WORKED PAY			
101	1210	521	10	99	OVERTIME PAY	1,014.28	1,500.00	1,500.00
101	1210	521	15	10	FICA-EMPLOYER	16,303.59	17,782.00	17,879.00
101	1210	521	16	13	TUITION REIMBURSEMENT	1,777.05	17,006.00	17,800.00
101	1210	521	16	14	TRAVEL FOR MEETING & CONF	1,926.51	2,010.00	2,200.00
101	1210	521	16	15	TRAINING & SEMINARS	38,365.90	44,977.00	51,257.00
101	1210	521	16	16	MEDICARE - EMPLOYER	5,912.49	8,133.00	8,257.00
101	1210	521	16	31	EMPLOYEE-SEVERANCE PAY			
101	1210	521	24	12	PRINTING & BINDING	295.00	380.00	380
101	1210	521	24	15	EMPLOYEES PHYSICAL EXAM			
101	1210	521	24	17	POLYGRAPH TEST		960.00	320
101	1210	521	24	19	NE DUPAGE FAM&YOUTH SVCS	13,473.50	28,000.00	64,450.00
101	1210	521	24	32	SOFTWARE SUPPORT & MAINT	1,698.04	4,129.00	3,680.00
101	1210	521	24	99	OTHER PURCHASE-SERVICES	38,628.00	31,480.00	20,500.00
101	1210	521	32	14	COMPUTER-SOFTWARE		1,371.00	
101	1210	521	35	10	MAJOR CRIME CONTINGENCY			
101	1210	521	35	99	OTHER POLICE GEN.SUPLS.	220.00	200.00	200
101	1210	521	37	10	UNIFORMS	55,472.63	45,500.00	45,500.00
101	1210	521	37	99	OPERATING SUPPLIES	1,134.16	810.00	
101	1210	521	39	99	OPERATING EQUIPMENT		7,355.00	
101	1210	521	52	11	VEHICLE LEASE			85,000.00
101	1210	521	62	10	MEMBERSHIP DUES	4,425.00	5,095.00	6,345.00
101	1210	521	62	11	SUBSCRIPTIONS	70.00	300.00	300
101	1210	521	69	13	ACCREDITATION (CALEA)	9,798.61	5,995.00	9,675.00
101	1210	521	69	14	MISCELLANEOUS LICENSES	326.00	330.00	330
101	1210	521	69	50	MISC. SAFETY TOWN EXPENSE			
101	1210	521	69	51	MISC. DARE EXPENSE			
101	1210	521	69	79	MISCELLANEOUS EXPENSE			
101	1210	521	69	88	JUVENILE DIVERSION PROG			
101	1210	911	81	10	GENERAL GOVERNMENT	111,875.58	143,762.00	
101	1210	911	84	99	FURNITURE & FIXTURE			
101	1211	522	10	10	F-TIME & REG.PART TIME	4,239,898.00	4,133,613.00	4,300,687.00
101	1211	522	10	11	HOLIDAY WORKED PAY	110,796.41	123,248.00	116,097.00
101	1211	522	10	12	PART TIME OFFICER	7,338.12	12,000.00	12,000.00
101	1211	522	10	13	DETAIL PAY	7,090.00	9,240.00	12,000.00
101	1211	522	10	99	OVERTIME PAY	317,472.21	351,587.00	343,955.00
101	1211	522	15	10	FICA-EMPLOYER	16,405.75	18,829.00	18,092.00
101	1211	522	16	16	MEDICARE - EMPLOYER	67,127.17	68,390.00	69,466.00
101	1211	522	16	31	EMPLOYEE-SEVERANCE PAY	122,111.52	12,400.00	17,074.00
101	1211	522	35	11	AMMUNITIONS	14,000.00	12,000.00	12,500.00
101	1211	522	35	12	TARGETS FOR GUN RANGE	270.58	500.00	500



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101	1211	522	35	13	K-9	2,930.28	4,000.00	3,000.00
101	1211	522	35	99	OTHER POLICE GEN.SUPPLIES			
101	1211	522	37	84	CAR WASH	2,775.00	3,000.00	2,500.00
101	1211	522	37	99	OPERATING SUPPLIES	907.92	3,000.00	3,000.00
101	1211	522	39	99	OPERATING EQUIPMENT	8,466.00	28,679.00	17,315.00
101	1211	522	53	10	POLICE DEPARTMENT	2,115.32	2,500.00	9,040.00
101	1211	522	54	10	VEHICLES			
101	1211	523	24	99	OTHER PURCHASE-SERVICES	119,669.00	350,000.00	360,000.00
101	1211	911	81	10	GENERAL GOVERNMENT			
101	1211	911	82	10	VEHICLES			
101	1212	523	10	10	F-TIME & REG.PART TIME	1,118,439.53	1,165,030.00	1,294,539.00
101	1212	523	10	11	HOLIDAY WORKED PAY	1,092.52	17,498.00	20,394.00
101	1212	523	10	98	TEMPORARY HELP			
101	1212	523	10	99	OVERTIME PAY	122,372.36	86,840.00	96,531.00
101	1212	523	15	10	FICA-EMPLOYER	3,435.22	6,164.00	6,136.00
101	1212	523	16	14	TRAVEL, MEETING & CONF.			
101	1212	523	16	16	MEDICARE - EMPLOYER	17,627.91	19,514.00	22,156.00
101	1212	523	16	31	EMPLOYEE-SEVERANCE PAY	24,314.73	17,272.00	
101	1212	523	24	12	PRINTING & BINDING			
101	1212	523	24	99	OTHER PURCHASE-SERVICES	7,355.93	9,000.00	15,250.00
101	1212	523	35	16	INVESTIGATION-CONTINGENCY	750.00	750.00	750
101	1212	523	35	99	OTHER POLICE GEN.SUPPLIES	4,648.52	5,700.00	7,100.00
101	1212	523	37	99	OPERATING SUPPLIES		1,231.00	
101	1212	523	39	99	OPERATING EQUIPMENT			
101	1212	523	52	10	LEASES-EQUIPMENTS	408.00	408.00	408
101	1212	523	62	10	MEMBERSHIP DUES	340.00	550.00	550
101	1212	523	62	11	SUBSCRIPTIONS	816.00	888.00	888
101	1212	523	69	79	TOWING EXPENSE	525.00	250.00	250
101	1212	524	37	99	OPERATING SUPPLIES			
101	1212	911	81	10	GENERAL GOVERNMENT			
101	1213	524	10	10	F-TIME & REG.PART-TIME	529,577.07	600,983.00	521,683.00
101	1213	524	10	11	HOLIDAY WORKED PAY	3,476.32		
101	1213	524	10	13	CROSSING GUARDS	44,934.38	55,016.00	51,000.00
101	1213	524	10	98	TEMPORARY HELP			
101	1213	524	10	99	OVERTIME PAY	9,939.33	4,148.00	2,662.00
101	1213	524	15	10	FICA-EMPLOYER	31,939.22	31,160.00	31,426.00
101	1213	524	16	14	TRAVEL, MEETING & CONF.			
101	1213	524	16	16	MEDICARE - EMPLOYER	8,401.84	8,440.00	8,343.00
101	1213	524	16	31	EMPLOYEE-SEVERANCE PAY		31,957.00	
101	1213	524	24	12	PRINTING & BINDING	5,962.60	9,500.00	9,500.00
101	1213	524	24	13	PURCH SERVICES			



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101	1213	524	24	15	VETERINARY STRAY ANIMALS			500
101	1213	524	24	26	COMPUTER DATA ACCESS	52,403.94	74,099.00	78,292.00
101	1213	524	24	99	OTHER PURCHASED SERVICES			
101	1213	524	31	99	OFFICE SUPPLIES	917.87	1,200.00	1,200.00
101	1213	524	35	15	VETERINARY COST	198.50	500.00	
101	1213	524	35	99	OTHER POLICE GEN.SUPPLIES	3,227.75	4,300.00	4,300.00
101	1213	524	37	80	GAS & FUEL	89,142.41	91,113.00	85,000.00
101	1213	524	39	99	OPERATING EQUIPMENT	395.21	1,915.00	
101	1213	524	51	10	TELEPHONE	359.40	360.00	360
101	1213	524	51	11	PAGER			
101	1213	524	51	12	CELLULAR PHONE			
101	1213	524	52	10	LEASES-EQUIPMENTS	8,756.30	12,000.00	12,000.00
101	1213	524	53	10	R&M OPERATING EQUIPMENT	55,367.53	64,708.00	46,459.00
101	1213	524	62	10	MEMBERSHIP DUES			
101	1213	524	69	24	ANIMAL IMPOUNDMENT	1,311.99	3,150.00	2,150.00
101	1213	524	69	80	RODENT TRAPPING	3,200.00	2,925.00	2,925.00
101	1213	524	69	81	CONSOLIDATED DISPATCH EXP	524,373.00	553,345.00	583,640.00
101	1213	911	81	10	GENERAL GOVERNMENT		7,393.00	
101	1213	911	82	10	VEHICLES			
101	1214	525	35	99	OTHER POLICE GEN.SUPPLIES	12,825.23	14,000.00	14,000.00
101	1299	521	58	10	PULL TAB TAX	420.00	4,000.00	4,000.00
101	1299	521	58	11	D.U.I.	13,898.77	3,500.00	5,500.00
101	1299	521	58	12	COURT DRUG FINES	216.00	3,000.00	500
101	1299	521	58	14	SEX OFFENDER REGIST FUND	1,820.00	3,000.00	2,000.00
101	1299	521	58	16	LOCAL LAW ENF. BLCK GRANT			
101	1299	521	58	17	JUVENILE DIVERSION PROG			
101	1299	521	58	20	STATE TOBACCO GRANTS		5,000.00	5,000.00
101	1299	521	58	22	SUPERVISION FINES	3,788.10	15,000.00	15,000.00
101	1299	521	58	23	ELECTRONIC CITATION FEES		2,000.00	3,000.00
101	1299	521	58	24	FORFEITED FUNDS PD MONEY			
101	1299	521	58	25	EVIDENCE SEIZED CASH	310.00		
101	1299	521	58	26	STATE FORFEITURES FUND	1,995.00		
101	1299	521	58	27	FEDERAL FORFEITURE FUND	23,360.00		5,230.00
101	1299	521	58	28	DARE ACCOUNT	98.80		
101	1299	521	58	30	MEG EQUITABLE SHARING			
101	1299	521	58	60	COMMUNITY ORIENTED POLICE	10,494.61	12,950.00	5,000.00
101	1299	521	58	61	GUN RANGE		6,000.00	
101	1299	521	69	50	MISC. SAFETY TOWN EXPENSE			
101	1310	514	10	10	F-TIME & REG.PART TIME	420,337.57	440,323.00	704,115.00
101	1310	514	10	99	OVERTIME PAY			1,000.00
101	1310	514	15	10	FICA-EMPLOYER	24,966.96	27,498.00	43,717.00



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101	1310	514	16	14	TRAVEL FOR MEETING & CONF		50.00	250
101	1310	514	16	15	TRAINING & SEMINARS	705.00	950.00	1,300.00
101	1310	514	16	16	MEDICARE-EMPLOYER	5,930.36	6,432.00	10,340.00
101	1310	514	16	31	EMPLOYEE SEVERANCE PAY			
101	1310	514	21	10	AUDITING	37,355.00	38,600.00	40,375.00
101	1310	514	21	99	OTHER PROFESSIONAL	12,588.10	5,200.00	5,400.00
101	1310	514	24	12	PRINTING & BINDING	2,623.06	3,750.00	15,800.00
101	1310	514	24	14	ADVERTISING			4,000.00
101	1310	514	24	32	SOFTWARE SUPPORT & MAINT			
101	1310	514	31	99	OFFICE SUPPLIES	1,124.55	1,900.00	2,350.00
101	1310	514	32	14	COMPUTER SOFTWARE			75,000.00
101	1310	514	37	99	MISCELLANEOUS SUPPLIES			6,060.00
101	1310	514	38	99	OFFICE EQUIPMENT			
101	1310	514	51	12	CELLULAR PHONE			
101	1310	514	55	60	OFFICE EQUIPMENT R & M			
101	1310	514	62	10	MEMBERSHIP DUES	650.00	650.00	1,085.00
101	1310	514	62	11	SUBSCRIPTIONS			
101	1310	514	69	21	RECORDING FEES			1,000.00
101	1310	514	69	22	LICENSES			
101	1310	514	69	99	MISCELLANEOUS EXPENSE		24.00	
101	1310	515	37	99	OPERATING SUPPLIES			
101	1310	911	84	99	FURNITURE & FIXTURE			
101	1410	515	10	10	F-TIME & REG.PART TIME	514,046.27	591,146.00	613,547.00
101	1410	515	10	98	TEMPORARY HELP	4,770.39	10,000.00	11,750.00
101	1410	515	10	99	OVERTIME PAY	6.14	100.00	100
101	1410	515	15	10	FICA-EMPLOYER	30,565.22	36,623.00	38,824.00
101	1410	515	16	14	TRAVEL FOR MEETING & CONF		100.00	100
101	1410	515	16	15	TRAINING & SEMINARS	80.00	660.00	660
101	1410	515	16	16	MEDICARE - EMPLOYER	7,256.76	8,771.00	9,078.00
101	1410	515	16	31	EMPLOYEE SEVERANCE PAY			
101	1410	515	24	12	PRINTING & BINDING	3,694.66	6,000.00	6,100.00
101	1410	515	24	13	PUBLICATIONS	600.00		450
101	1410	515	24	99	OTHER PURCHASE-SERVICES	13,209.30	39,922.00	30,000.00
101	1410	515	31	10	BINDERS & ACCESSORIES			
101	1410	515	31	12	FILING SUPPLIES			
101	1410	515	31	17	POSTAGE			
101	1410	515	31	99	OFFICE SUPPLIES	1,331.19	1,500.00	1,500.00
101	1410	515	32	10	COMPUTERS AND ACCESSORIES			
101	1410	515	32	14	SOFTWARE			
101	1410	515	37	10	UNIFORMS/PPE	301.00	450.00	450
101	1410	515	37	99	OPERATING SUPPLIES	924.53	1,000.00	1,000.00



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101	1410	515	39	93	OFFICE EQUIPMENT			600
101	1410	515	39	94	COMPUTER EQUIPMENT			650
101	1410	515	39	99	OPERATING EQUIPMENT			
101	1410	515	51	10	TELEPHONE			
101	1410	515	51	11	PAGER			
101	1410	515	51	12	CELLULAR PHONE			
101	1410	515	52	10	LEASES-EQUIPMENTS	4,343.93	4,500.00	4,500.00
101	1410	515	55	32	TYPEWRITERS			
101	1410	515	55	60	R&M OFFICE EQUIPMENT			
101	1410	515	62	10	MEMBERSHIP DUES	698.00	750.00	750
101	1410	515	62	11	SUBSCRIPTIONS			
101	1410	911	82	10	VEHICLES			26,000.00
101	1410	911	84	99	FURNITURE & FIXTURE			
101	1412	515	10	10	F-TIME & REG.PART TIME	409,760.92	465,236.00	492,355.00
101	1412	515	10	98	TEMPORARY HELP			
101	1412	515	10	99	OVERTIME PAY		1,000.00	1,000.00
101	1412	515	15	10	FICA-EMPLOYER	24,673.53	28,845.00	30,526.00
101	1412	515	16	13	TUITION REIMBURSEMENT			
101	1412	515	16	14	TRAVEL FOR MEETING & CONF	5.00	100.00	100
101	1412	515	16	15	TRAINING & SEMINARS	5,275.00	5,500.00	6,000.00
101	1412	515	16	16	MEDICARE - EMPLOYER	5,770.31	6,746.00	7,139.00
101	1412	515	16	31	EMPLOYEE SEVERANCE PAY			
101	1412	515	21	16	PLUMBING INSPECTOR			
101	1412	515	24	12	PRINTING & BINDING			
101	1412	515	24	99	OTHER PURCHASE-SERVICES	25,234.40	32,500.00	30,000.00
101	1412	515	31	99	OFFICE SUPPLIES			
101	1412	515	37	10	UNIFORMS/PPE	1,300.80	1,350.00	1,350.00
101	1412	515	37	80	GAS & FUEL	4,925.46	6,100.00	5,860.00
101	1412	515	37	99	OPERATING SUPPLIES	1,222.33	600.00	600
101	1412	515	39	99	OPERATING EQUIPMENT	530.01	800.00	600
101	1412	515	55	60	R&M OFFICE EQUIPMENT			
101	1412	515	55	61	R&M OPERATING EQUIPMENT	85.00	5,000.00	5,000.00
101	1412	515	62	10	MEMBERSHIP DUES	410.00	575.00	575
101	1412	515	62	11	SUBSCRIPTIONS			
101	1510	515	10	10	F-TIME & REG.PART TIME	91,967.97	103,997.00	108,150.00
101	1510	515	15	10	FICA-EMPLOYER	5,442.53	6,783.00	6,705.00
101	1510	515	16	14	TRAVEL FOR MEETING & CONF	31.36	200.00	200
101	1510	515	16	15	TRAINING & SEMINARS	640.56	800.00	1,200.00
101	1510	515	16	16	MEDICARE - EMPLOYER	1,272.86	1,586.00	1,641.00
101	1510	515	16	20	LICENSES & CERTIFICATIONS		100.00	100
101	1510	515	21	14	ENGINEERING		2,500.00	2,500.00



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101	1510	515	24	12	PRINTING & BINDING			
101	1510	515	24	32	SOFTWARE SUPPORT/MAINT	428.75	400.00	400
101	1510	515	24	99	OTHER PURCHASE-SERVICES			
101	1510	515	31	99	OFFICE SUPPLIES	49.98	250.00	350
101	1510	515	37	10	UNIFORMS/PPE	152.38	150.00	200
101	1510	515	37	80	GAS & FUEL	367.36	500.00	500
101	1510	515	37	99	OPERATING SUPPLIES	298.95	200.00	300
101	1510	515	51	10	TELEPHONE			
101	1510	515	51	12	CELLULAR PHONE			
101	1510	515	62	10	MEMBERSHIP DUES	632.00	985.00	985
101	1510	515	62	11	SUBSCRIPTIONS			
101	1510	531	10	10	F-TIME & REG.PART-TIME	105,918.89	107,985.00	110,448.00
101	1510	531	10	98	TEMPORARY HELP			
101	1510	531	15	10	FICA-EMPLOYER	5,876.43	6,695.00	6,848.00
101	1510	531	16	14	TRAVEL FOR MEETING & CONF	322.15	300.00	300
101	1510	531	16	15	TRAINING & SEMINARS	33.32		
101	1510	531	16	16	MEDICARE - EMPLOYER	1,489.93	1,566.00	1,601.00
101	1510	531	16	31	EMPLOYEE SEVERANCE PAY			
101	1510	531	22	99	OTHER EQUIPMENT			
101	1510	531	23	13	BURGLAR ALARM SYSTEM			
101	1510	531	24	12	PRINTING & BINDING		100.00	100
101	1510	531	24	13	SIDEWALKS			
101	1510	531	24	20	MOSQUITO & RODENT CONTROL			
101	1510	531	24	99	OTHER PURCHASED SERVICES			
101	1510	531	31	99	OFFICE SUPPLIES	266.86	2,049.00	300
101	1510	531	37	10	UNIFORMS		150.00	100
101	1510	531	37	14	RECYCLING SUPPLIES			
101	1510	531	37	80	GAS & FUEL	956.72	1,300.00	1,300.00
101	1510	531	37	99	OPERATING SUPPLIES			
101	1510	531	39	93	OFFICE EQUIPMENT			820
101	1510	531	51	10	TELEPHONE			
101	1510	531	51	11	PAGER			
101	1510	531	51	12	CELLULAR PHONE			
101	1510	531	51	14	NATURAL GAS	2,572.22		2,500.00
101	1510	531	52	10	LEASES-EQUIPMENTS	2,152.34	2,500.00	2,500.00
101	1510	531	56	14	R&M PW BUILDINGS	90.50	200.00	
101	1510	531	57	20	R&M OPERATING EQUIPMENT		2,000.00	1,000.00
101	1510	531	62	10	MEMBERSHIP DUES	327.00	500.00	625
101	1510	531	69	79	MISCELLANEOUS EXPENSE			
101	1510	911	84	99	FURNITURE & FIXTURE			
101	1511	532	10	10	F-TIME & REG.PART-TIME	1,053,241.35	1,098,555.00	1,130,720.00



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101	1511	532	10	98	TEMPORARY HELP	6,355.00	8,900.00	15,000.00
101	1511	532	10	99	OVERTIME PAY	73,082.01	50,000.00	65,000.00
101	1511	532	15	10	FICA-EMPLOYER	69,226.77	71,816.00	75,313.00
101	1511	532	16	14	TRAVEL FOR MEETING & CONF			
101	1511	532	16	15	TRAINING & SEMINARS	4,523.50	4,700.00	4,700.00
101	1511	532	16	16	MEDICARE - EMPLOYER	16,190.23	16,796.00	17,613.00
101	1511	532	16	31	EMPLOYEE SEVERANCE PAY	21,025.33		
101	1511	532	21	14	ENGINEERING	16,836.50	1,000.00	1,000.00
101	1511	532	23	10	DEBRIS REMOVAL	19,136.76	85,000.00	50,000.00
101	1511	532	23	14	CURB-CUT PROGRAM	4,940.00	8,000.00	8,000.00
101	1511	532	23	99	OTHER PROPERTY SERVICES	42,136.50	42,750.00	42,750.00
101	1511	532	24	12	PRINTING & BINDING			
101	1511	532	24	13	CONTRACTUAL SERVICES	3,202.50	2,608.00	2,400.00
101	1511	532	31	99	OFFICE SUPPLIES	63.70	800.00	800
101	1511	532	34	13	LANDSCAPING SUPPLIES	2,463.49	2,500.00	2,500.00
101	1511	532	37	10	UNIFORMS/PPE	3,840.47	5,000.00	5,000.00
101	1511	532	37	11	CHEMICALS		100.00	100
101	1511	532	37	80	GAS & FUEL	48,955.12	40,000.00	45,000.00
101	1511	532	37	99	OPERATING SUPPLIES	2,883.44	3,000.00	3,000.00
101	1511	532	39	14	STREET LIGHTS			
101	1511	532	51	11	PAGER			
101	1511	532	51	12	CELLULAR PHONE	330.00	460.00	500
101	1511	532	51	13	ELECTRICITY	39,202.11	50,000.00	60,000.00
101	1511	532	52	11	EQUIPMENT RENTAL	2,967.17	5,500.00	5,500.00
101	1511	532	53	13	PUBLIC WORKS-STREET DIV.	5,551.49	6,500.00	6,500.00
101	1511	532	54	10	VEHICLES	5,382.00		
101	1511	532	57	13	STREETS			
101	1511	532	57	14	STREET SIGNS/LIGHTS MAINT	32,713.84	40,000.00	39,840.00
101	1511	532	57	15	STREET MAINT. & REPAIRS	33,255.28	45,000.00	45,000.00
101	1511	532	57	16	GROUNDS MAINTENANCE			
101	1511	532	57	17	STORMWATER MAINTENANCE			
101	1511	911	81	13	PUBLIC WORKS	34,160.00	414,027.00	284,500.00
101	1511	911	82	10	VEHICLES			
101	1515	533	10	10	F-TIME & REG.PART-TIME	231,066.04	254,639.00	208,328.00
101	1515	533	10	98	TEMPORARY HELP			
101	1515	533	10	99	OVERTIME PAY	3,763.08	3,000.00	3,000.00
101	1515	533	15	10	FICA-EMPLOYER	13,917.41	13,714.00	13,102.00
101	1515	533	16	15	TRAINING & SEMINARS	2,633.95	2,800.00	3,000.00
101	1515	533	16	16	MEDICARE - EMPLOYER	3,254.86	3,207.00	3,064.00
101	1515	533	16	31	EMPLOYEE SEVERANCE PAY		11,506.00	
101	1515	533	23	10	DEBRIS REMOVAL		2,500.00	2,500.00



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101	1515	533	24	12	PRINTING & BINDING			
101	1515	533	24	32	SOFTWARE SUPPORT & MAINT	3,139.62	4,350.00	4,500.00
101	1515	533	31	99	OFFICE SUPPLIES	38.20	100.00	100
101	1515	533	37	10	UNIFORMS	790.30	1,000.00	1,000.00
101	1515	533	37	11	CHEMICALS	711.13	1,000.00	1,000.00
101	1515	533	37	71	SENIOR CENTER	570.12	1,000.00	1,000.00
101	1515	533	37	72	REPAIR SUPPLIES POLICE	21,102.99	19,500.00	20,000.00
101	1515	533	37	73	REPAIR SUPPLIES-P/R/F	27,573.58	26,000.00	25,000.00
101	1515	533	37	74	REPAIR SUPPLIES STREETS	55,833.14	41,200.00	40,000.00
101	1515	533	37	75	REPAIR SUPPLIES FLEETS	361.12	400.00	600
101	1515	533	37	76	REPAIR SUPPLIES ESDA	316.96	600.00	600
101	1515	533	37	77	REPAIR SUPPLIES COM DEV	1,608.19	1,600.00	2,000.00
101	1515	533	37	78	REPAIR SUPPLIES ADMIN	804.59	389.00	800
101	1515	533	37	79	REPAIR SUPPLIES PS ADMIN	506.53	1,911.00	1,000.00
101	1515	533	37	80	GAS & FUEL	456.28	600.00	800
101	1515	533	37	84	REPAIR SUPPLIES-GOLF		2,000.00	1,500.00
101	1515	533	37	98	MISC. INVENTORY SUPPLIES	2,913.22	3,500.00	3,200.00
101	1515	533	37	99	OPERATING SUPPLIES	5,031.42	6,200.00	6,000.00
101	1515	533	39	12	FLEET MAINTENANCE	1,113.68	4,600.00	9,000.00
101	1515	533	39	93	OFFICE EQUIPMENT	573.10	200.00	200
101	1515	533	39	99	OPERATING EQUIPMENT			
101	1515	533	51	10	TELEPHONE			
101	1515	533	51	11	PAGER			
101	1515	533	51	12	CELLULAR PHONE			
101	1515	533	52	10	LEASES-EQUIPMENTS	1,270.28	1,400.00	1,400.00
101	1515	533	53	12	PUBLIC WORKS-FLEET MAINT	1,435.00	1,500.00	1,450.00
101	1515	533	56	14	PUBLIC WORKS FACILITIES			
101	1515	533	62	10	MEMBERSHIP DUES	30.00	200.00	200
101	1616	534	10	10	F-TIME & REG.PART TIME	1,007,018.83	1,058,503.00	1,013,095.00
101	1616	534	10	98	TEMPORARY HELP	16,974.26	16,884.00	22,000.00
101	1616	534	10	99	OVERTIME PAY	24,808.96	22,500.00	22,500.00
101	1616	534	15	10	FICA-EMPLOYER	62,103.15	67,976.00	65,572.00
101	1616	534	16	14	TRAVEL FOR MEETING & CONF		50.00	50
101	1616	534	16	15	TRAINING & SEMINARS	740.99	1,240.00	9,100.00
101	1616	534	16	16	MEDICARE-EMPLOYER	14,524.28	15,898.00	15,306.00
101	1616	534	16	20	LICENSES & CERTIFICATIONS	809.00	1,550.00	750
101	1616	534	16	31	EMPLOYEE SEVERANCE PAY			
101	1616	534	23	10	DEBRIS REMOVAL	699.33	1,800.00	2,000.00
101	1616	534	23	15	ADOPT A STREET PROGRAM		25.00	25
101	1616	534	24	32	SOFTWARE SUPPORT & MAINT	3,400.00	3,500.00	3,700.00
101	1616	534	24	99	OTHER PURCHASE-SERVICES			



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101	1616	534	31	99	OFFICE SUPPLIES	135.27	250.00	250
101	1616	534	32	14	COMPUTER SOFTWARE			
101	1616	534	34	10	TOPDRESSING SOIL	2,197.51	3,000.00	3,000.00
101	1616	534	34	11	GRAVEL AND SAND	1,408.77	1,000.00	1,000.00
101	1616	534	34	13	LANDSCAPING SUPPLIES	8,393.36	11,000.00	11,000.00
101	1616	534	34	14	FERTILIZER	7,425.23	7,500.00	7,500.00
101	1616	534	37	10	UNIFORMS	4,936.58	6,075.00	6,075.00
101	1616	534	37	80	GAS & FUEL	32,156.29	35,000.00	33,000.00
101	1616	534	37	99	OPERATING SUPPLIES	27,722.14	26,600.00	31,000.00
101	1616	534	38	14	PARKS & GROUNDS EQUIPMENT	40,257.32	15,900.00	17,500.00
101	1616	534	39	10	OPERATING EQUIPMENT	4,678.66	5,581.00	4,500.00
101	1616	534	51	11	PAGER			
101	1616	534	51	12	CELLULAR PHONE			
101	1616	534	51	13	ELECTRICITY	26,045.59	28,000.00	28,000.00
101	1616	534	52	10	LEASES-EQUIPMENTS	789.93	950.00	950
101	1616	534	52	11	RENTALS-EQUIPMENTS	6,465.03	7,000.00	7,000.00
101	1616	534	53	16	R&M OPERATING EQUIPMENT	460.86	500.00	500
101	1616	534	53	17	R&M PARKS & GROUND OP EQP	3,937.13	3,800.00	3,800.00
101	1616	534	57	17	R&M PARKS & GROUNDS	72,750.47	68,300.00	98,600.00
101	1616	534	62	10	MEMBERSHIP DUES	280.00	810.00	640
101	1616	537	10	10	F-TIME & REG.PART-TIME			
101	1616	537	15	10	FICA-EMPLOYER			
101	1616	537	16	16	MEDICARE-EMPLOYER			
101	1616	537	24	98	TREE REMOVAL/REPLACEMENT	57,689.98	56,500.00	59,800.00
101	1616	537	24	99	OTHER PURCHASE-SERVICES	720.00	300.00	300
101	1616	537	37	10	UNIFORMS PPE	422.80	600.00	500
101	1616	537	39	10	PARKS & GROUNDS TOOLS	475.08	1,850.00	1,200.00
101	1616	537	53	16	PARKS & GROUNDS EQUIPMENT			
101	1616	537	62	10	MEMBERSHIP DUES	523.45	700.00	700
101	1616	537	87	14	PARKS AND GROUNDS			
101	1616	911	81	16	PARKS & GROUND EQUIPMENT			
101	1616	911	82	10	VEHICLES			70,000.00
101	1616	911	82	12	PARKS & GROUNDS EQUIP.		26,685.00	
101	1616	911	87	14	PARKS AND GROUNDS	0.22		
101	1617	511	10	10	F-TIME & REG.PART-TIME	669,425.47	702,815.00	721,154.00
101	1617	511	10	98	TEMPORARY HELP			
101	1617	511	10	99	OVERTIME PAY	4,669.33	6,000.00	6,000.00
101	1617	511	15	10	FICA-EMPLOYER	39,842.91	43,992.00	45,084.00
101	1617	511	16	14	TRAVEL FOR MEETING & CONF			50
101	1617	511	16	15	TRAINING & SEMINARS	1,713.90	-90.00	150
101	1617	511	16	16	MEDICARE-EMPLOYER	9,318.44	10,288.00	10,544.00



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101	1617	511	16	20	LICENSES & CERTIFICATIONS			
101	1617	511	16	31	EMPLOYEE SEVERANCE PAY			
101	1617	511	24	12	PRINTING & BINDING			50
101	1617	511	24	99	OTHER PURCHASE-SERVICES	60,068.09	65,670.00	62,335.00
101	1617	511	31	99	OFFICE SUPPLIES	108.68	153.00	200
101	1617	511	33	10	JANITORIAL SUPPLIES	16,974.47	20,000.00	20,000.00
101	1617	511	33	12	ELECTRICAL SUPPLIES	7,184.42	8,507.00	10,350.00
101	1617	511	33	13	HARDWARE SUPPLIES	3,355.50	1,954.00	3,600.00
101	1617	511	33	15	PLUMBING SUPPLIES	1,615.20	1,600.00	2,000.00
101	1617	511	33	16	LUMBER SUPPLIES	366.60	200.00	500
101	1617	511	33	18	CHEMICALS			
101	1617	511	33	99	OTHER BLDG. MAINT. SUPPLY	386.89	886.00	700
101	1617	511	37	10	UNIFORMS	2,694.04	3,450.00	3,450.00
101	1617	511	37	80	GAS & FUEL	7,673.55	10,000.00	8,000.00
101	1617	511	37	99	OPERATING SUPPLIES	7,224.91	20,380.00	18,900.00
101	1617	511	39	11	BLDG. MAINTENANCE TOOLS	1,848.39	1,800.00	3,010.00
101	1617	511	39	93	OFFICE EQUIPMENT			3,000.00
101	1617	511	51	11	PAGER			
101	1617	511	51	12	CELLULAR PHONE			
101	1617	511	52	11	RENTALS-EQUIPMENTS	532.18	320.00	600
101	1617	511	56	12	R&M BUILDINGS & EQUIPMENT	61,682.69	106,896.00	72,700.00
101	1617	911	85	14	PUBLIC WORKS FACILITIES	99,004.00		
101	1617	911	85	15	CLUB HOUSE	72,800.00		
101	1810	517	10	10	F-TIME & REG.PART-TIME	322,030.37	236,692.00	
101	1810	517	10	98	TEMPORARY HELP	3,975.34	5,118.00	
101	1810	517	10	99	OVERTIME PAY	170.31	55.00	
101	1810	517	15	10	FICA-EMPLOYER	19,156.16	14,778.00	
101	1810	517	16	14	TRAVEL FOR MEETING & CONF		100.00	
101	1810	517	16	15	TRAINING & SEMINARS	30.00	450.00	
101	1810	517	16	16	MEDICARE-EMPLOYER	4,480.21	3,456.00	
101	1810	517	21	99	PROFESSIONAL-OTHERS	2,490.00	1,695.00	
101	1810	517	24	12	PRINTING & BINDING	12,045.86	11,900.00	
101	1810	517	24	14	ADVERTISING	3,344.12	4,000.00	
101	1810	517	31	17	POSTAGE			
101	1810	517	31	99	OFFICE SUPPLIES	85.62	500.00	
101	1810	517	37	99	OPERATING SUPPLIES	6,673.23	6,375.00	
101	1810	517	51	11	PAGER			
101	1810	517	51	12	CELLULAR PHONE			
101	1810	517	55	60	OTHER OFFICE EQUIPMENT			
101	1810	517	60	99	VARIOUS COMMISSION			
101	1810	517	62	10	MEMBERSHIP DUES	403.00	420.00	



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101	1810	517	62	11	SUBSCRIPTIONS			
101	1810	517	69	21	RECORDING FEES	1,649.00	1,000.00	
101	1810	517	69	22	LICENSES	824.69	1,150.00	
101	1810	517	69	23	PROPERTY TAX			
101	1811	517	10	10	F-TIME & REG.PART-TIME	145,029.20	149,141.00	156,337.00
101	1811	517	10	98	TEMPORARY HELP			2,500.00
101	1811	517	10	99	OVERTIME PAY	1,964.30	1,500.00	2,000.00
101	1811	517	15	10	FICA-EMPLOYER	8,898.93	9,340.00	9,972.00
101	1811	517	16	13	TUITION REIMBURSEMENT			
101	1811	517	16	14	TRAVEL FOR MEETING & CONF		100.00	
101	1811	517	16	15	TRAINING & SEMINARS	8,331.39	2,550.00	300
101	1811	517	16	16	MEDICARE-EMPLOYER	2,081.20	2,184.00	2,332.00
101	1811	517	21	15	NETWORK-CONSULTING	147,879.38	146,955.00	148,500.00
101	1811	517	22	10	COMPUTER EQUIPMENTS		1,700.00	2,000.00
101	1811	517	24	12	PRINTING & BINDING		50.00	50
101	1811	517	24	31	HTE ANNUAL SERV.CONTRACT	48,240.00	50,650.00	50,650.00
101	1811	517	24	32	SOFTWARE SUPPORT & MAINT	54,569.48	55,450.00	56,000.00
101	1811	517	24	99	OTHER PURCHASE-SERVICES			
101	1811	517	31	17	POSTAGE			
101	1811	517	31	99	OFFICE SUPPLIES		100.00	100
101	1811	517	32	13	COMPUTER SPECIALIZED SUPL	1,176.67	1,000.00	1,500.00
101	1811	517	32	14	COMPUTER SOFTWARE	38,305.76	25,355.00	8,775.00
101	1811	517	32	15	COMPUTER EQUIPMENT	21,028.19	72,720.00	32,500.00
101	1811	517	32	99	OTHER COMPUTER SUPPLIES			900
101	1811	517	51	10	TELEPHONE	50,920.20	41,830.00	49,114.00
101	1811	517	51	11	PAGER			
101	1811	517	51	12	CELLULAR PHONE			
101	1811	517	55	30	OTHER COMPUTER EQUIPMENT	966.49	1,000.00	2,500.00
101	1811	517	62	10	MEMBERSHIP DUES			
101	1811	517	62	11	SUBSCRIPTIONS			
101	1811	517	83	13	P.C. HARDWARE			
101	1811	517	83	15	SOFTWARES	4,000.00	23,700.00	
101	1811	517	83	30	OTHER COMPUTER EQUIPMENT			
101	1811	517	84	99	OTHER FURNITURE & FIXTURE			
101	1812	517	10	10	F-TIME & REG.PART-TIME			
101	1812	517	10	99	OVERTIME PAY			
101	1812	517	15	10	FICA-EMPLOYER			
101	1812	517	16	14	TRAVEL FOR MEETING & CONF			
101	1812	517	16	15	TRAINING & SEMINARS			
101	1812	517	16	16	MEDICARE-EMPLOYER			
101	1812	517	21	99	PROFESSIONAL-OTHERS			



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101	1812	517	24	12	PRINTING & BINDING		
101	1812	517	24	14	ADVERTISING		
101	1812	517	31	17	POSTAGE		
101	1812	517	31	99	OFFICE SUPPLIES		
101	1812	517	37	99	OPERATING SUPPLIES		
101	1812	517	51	11	PAGER		
101	1812	517	51	12	CELLULAR PHONE		
101	1812	517	60	99	VARIOUS COMMISSION		
101	1812	517	62	10	MEMBERSHIP DUES		
101	1812	517	69	21	RECORDING FEES		
101	1812	517	69	22	LICENSES		
101	1812	517	69	23	PROPERTY TAX		
101	9999	999	10	99	SALARY & FRINGE		
101	9999	999	16	10	EXCHANGE-IMRF-EMPLOYER	241.30	
101	9999	999	16	12	EXCHANGE-MEDICAL-EMPLOYER	604.56	

Revenue Summary by Fund Other Funds

FUND TYPE/FUND	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
Special Revenue Funds	10,250,134	10,399,140	11,487,820	13,123,604	9,835,532	-33.43%
Golf Fund	0	0	653,400	1,558,950	1,002,597	-55.49%
Recreation Fund	2,402,741	2,341,198	2,325,625	2,315,400	1,520,125	-52.32%
Emergency Services & Disaster Agency Fund	51,815	51,958	51,020	51,000	0	0.00%
Handicapped Recreation Fund	169,625	169,590	150,000	150,000	180,000	16.67%
Motor Fuel Tax Fund	901,664	849,112	897,356	922,594	1,211,527	23.85%
Founders' Day Fund	425,007	431,498	437,800	464,077	478,106	2.93%
Parks & Recreation Development Fund	44,363	46,137	47,823	59,736	61,726	3.22%
Historical Building Fund	0	0	6,050	0	0	0.00%
Article 36 Fund	26,721	5,520	23,505	23,405	2,201	-963.38%
I.M.R.F. Fund	958,304	966,365	900,100	950,000	1,000,000	5.00%
Infrastructure Fund	3,091,958	2,359,874	3,142,000	3,762,250	2,233,994	-68.41%



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T.I.F. #1 Fund	1,120,500	1,925,509	1,710,000	1,710,000	915,584	-86.77%
T.I.F. #2 Fund	0	0	650	650	0	0.00%
T.I.F. #3 Fund	689,551	757,840	715,000	715,000	735,248	2.75%
T.I.F. #4 Fund	0	26,929	27,000	27,000	62,343	56.69%
T.I.F. #5 Fund	6,003	9,512	10,000	10,000	15,362	34.90%
T.I.F. #6 Fund	0	0	0	0	2,842	100.00%
Special Service Area #1 Fund	12,261	11,559	12,564	13,129	13,917	5.66%
Special Service Area #2 Fund	131,082	192,403	140,045	144,057	145,389	0.92%
Special Service Area #3 Fund	97,657	128,129	106,038	108,579	109,582	0.92%
Special Service Area #4 Fund	20,793	21,580	22,897	23,927	25,219	5.12%
Special Service Area #5 Fund	27,062	28,151	29,304	30,623	32,455	5.64%
Special Service Area #6 Fund	29,750	29,888	31,701	33,127	35,107	5.64%
Special Service Area #7 Fund	14,716	15,782	16,672	17,423	18,462	5.63%
Special Service Area #8 Fund	28,561	30,606	31,270	32,677	33,746	3.17%
Capital Projects Funds	1,122,357	1,309,561	188,280	1,270,257	2,522,247	49.64%
Vehicle Replacement Fund	361,836	761,796	14,000	0	0	0.00%
Computer Replacement Fund	41,845	18,365	41,280	33,212	37,232	10.80%
Capital Projects Fund	672,298	529,400	133,000	1,237,045	2,485,015	50.22%
GOB Series 2010 Fund	46,378	0	0	0	0	0.00%
Debt Service Fund	5,179,388	5,160,590	5,095,082	4,471,485	3,470,825	-28.83%
Insurance Fund	508,663	853,167	1,100,000	722,286	890,000	18.84%
Enterprise Funds	13,948,645	13,239,849	12,527,821	16,082,949	13,229,360	-21.57%
Environmental Services Fund	12,367,624	11,722,898	11,573,321	16,082,949	13,229,360	-21.57%
Restaurant/Banquets Fund	1,581,021	1,516,951	954,500	0	0	0.00%
Police Pension Trust Fund	4,752,367	4,753,605	3,316,258	3,634,498	4,193,135	13.32%
TOTAL OTHER FUNDS	35,761,554	35,715,912	33,715,261	39,305,079	34,141,099	-15.13%



ANNUAL BUDGET

Expenditure Summary by Fund Other Funds

FUND TYPE/FUND	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	% DIFFERENCE
Special Revenue Funds	10,028,889	11,193,104	14,274,560	16,641,352	#####	-29.62%
Golf Fund	0	0	965,077	1,961,492	1,988,555	1.36%
Recreation Fund	2,149,203	2,222,500	2,326,366	2,580,339	2,369,326	-8.91%
Emergency Services & Disaster Agency Fund	43,637	46,853	82,044	86,142	80,671	-6.78%
Handicapped Recreation Fund	168,185	171,670	172,720	176,800	179,300	1.39%
Motor Fuel Tax Fund	126,557	1,412,659	1,200,000	1,100,000	1,480,000	25.68%
Founders' Day Fund	410,924	423,911	435,150	464,077	478,106	2.93%
Parks & Recreation Development Fund	0	180,000	31,000	0	40,000	100.00%
Historical Building Fund	1,996	3,135	9,800	0	0	0.00%
Article 36 Fund	14,253	9,305	25,205	38,536	13,300	-189.74%
I.M.R.F. Fund	926,552	877,579	997,224	950,000	1,000,000	5.00%
Infrastructure Fund	3,043,532	2,144,825	3,221,699	4,436,891	3,542,877	-25.23%
T.I.F. #1 Fund	2,148,585	1,910,208	3,854,275	3,884,275	526,143	-638.25%
T.I.F. #2 Fund	3,382	2,492	3,500	3,500	5,000	30.00%
T.I.F. #3 Fund	595,865	675,176	622,200	622,200	692,200	10.11%
T.I.F. #4 Fund	3,429	712,491	3,500	3,500	5,000	30.00%
T.I.F. #5 Fund	25,483	63,815	4,000	4,000	5,000	20.00%
T.I.F. #6 Fund	0	0	5,000	5,000	5,000	0.00%
Special Service Area #1 Fund	15,470	16,014	16,516	16,977	17,133	0.91%
Special Service Area #2 Fund	131,276	135,891	140,152	144,057	145,389	0.92%
Special Service Area #3 Fund	98,945	102,424	105,635	108,579	109,582	0.92%
Special Service Area #4 Fund	12,129	12,554	12,948	13,309	13,432	0.92%
Special Service Area #5 Fund	20,351	21,067	21,727	22,332	22,539	0.92%
Special Service Area #6 Fund	17,630	18,250	18,822	19,346	119,525	83.81%
Special Service Area #7 Fund	0	0	0	0	0	0.00%
Special Service Area #8 Fund	71,505	30,285	0	0	0	0.00%
Capital Projects Funds	1,397,259	1,064,905	152,500	1,244,045	2,960,030	57.97%
Vehicle Replacement Fund	226,737	546,090	0	0	0	0.00%
Computer Replacement Fund	43,471	74,051	19,500	7,000	0	0.00%
Capital Projects Fund	460,943	396,707	133,000	1,237,045	2,960,030	58.21%
Recreation Equipment Replacement Fund	35,202	0	0	0	0	0.00%
GOB Series 2010 Fund	630,906	48,057	0	0	0	0.00%



ANNUAL BUDGET

Debt Service Fund	5,091,823	5,077,434	5,094,979	4,471,336	3,469,150	-28.89%
Insurance Fund	814,601	612,468	846,829	862,485	868,042	0.64%
Enterprise Funds	13,562,036	11,876,645	12,935,170	17,318,476	13,827,145	-25.25%
Environmental Services Fund	11,469,711	9,967,612	11,842,218	17,318,476	13,827,145	-25.25%
Restaurant/Banquets Fund	2,092,325	1,909,033	1,092,952	0	0	0.00%
Police Pension Trust Fund	2,274,808	2,382,063	2,162,198	2,881,058	3,245,818	11.24%
TOTAL OTHER FUNDS	33,169,416	32,206,619	*****	43,418,752	*****	-16.69%

TAX LEVY HISTORY

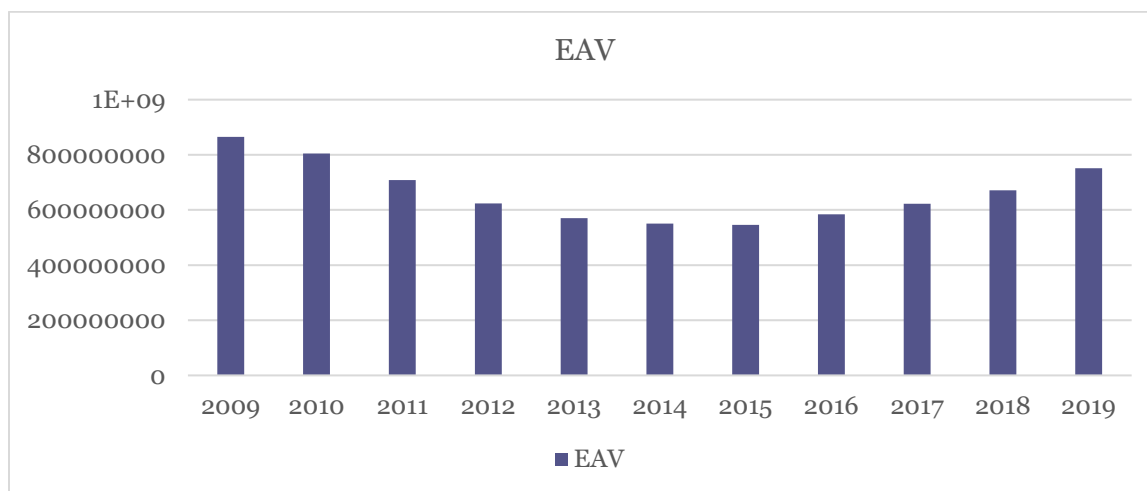
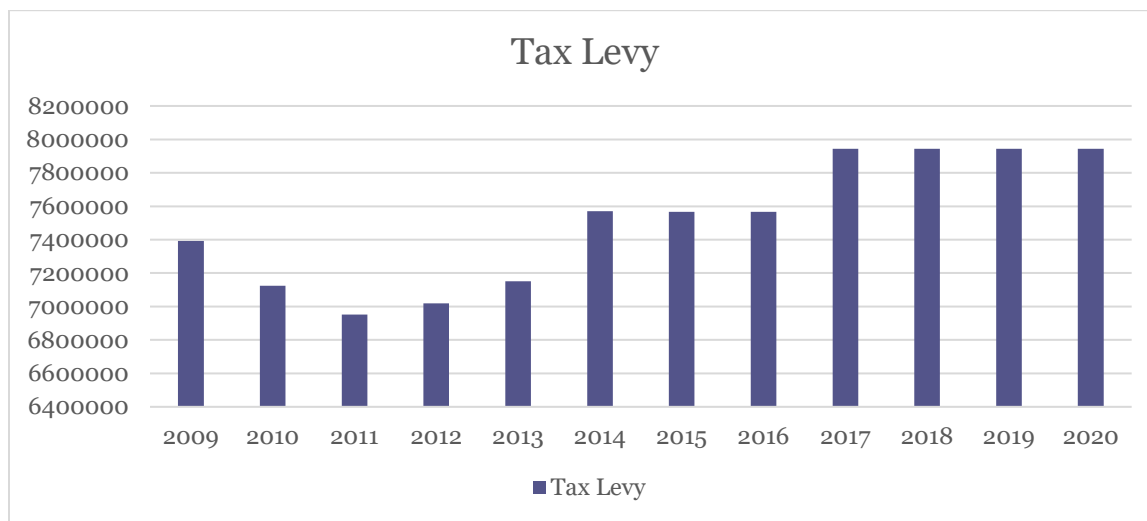


ANNUAL BUDGET

Year	Bond & Interest	I.M.R.F.	Police Protection	Police Pension	Insurance	Recreation	Emergency / Disaster	Social Security / Medicare	Crossing Guards	Mosquito Abatement	N.E.D.S.R.A.
2008	\$2,021,056	\$728,708	\$499,677	\$1,400,790	\$793,562	\$1,152,704	\$96,389	\$612,273	\$56,100	\$0	\$161,226
Rate											
2009	\$1,941,676	\$745,740	\$503,753	\$1,551,189	\$616,295	\$1,153,421	\$69,950	\$578,762	\$51,000	\$0	\$180,989
Rate											
2010	\$1,616,268	\$789,292	\$512,491	\$1,587,898	\$523,687	\$1,163,338	\$59,808	\$609,575	\$55,661	\$23,797	\$183,033
Rate											
2011	\$1,794,439	\$728,603	\$848,603	\$1,619,341	\$0	\$1,045,173	\$56,898	\$583,182	\$51,000	\$41,231	\$184,545
Rate											
2012	\$1,972,140	\$778,913	\$642,596	\$1,696,772	\$0	\$1,056,283	\$58,092	\$598,856	\$51,510	\$41,643	\$122,998
Rate											
2013	\$2,009,012	\$877,825	\$682,000	\$1,648,383	\$0	\$1,093,689	\$72,226	\$606,303	\$52,020	\$41,231	\$68,185
Rate											
2014	\$2,073,646	\$981,070	\$689,000	\$1,634,855	\$303,000	\$1,104,626	\$56,494	\$483,154	\$51,000	\$52,000	\$141,400
Rate											
2015	\$2,074,837	\$950,000	\$342,685	\$1,737,778	\$350,000	\$1,170,000	\$51,000	\$629,060	\$51,000	\$42,000	\$168,185
Rate											
2016	\$2,068,015	\$950,000	\$343,000	\$2,134,438	\$350,000	\$1,170,000	\$51,000	\$238,547	\$51,000	\$42,000	\$168,000
Rate											
2017	\$2,073,113	\$900,000	\$302,853	\$2,374,258	\$600,000	\$1,170,000	\$51,000	\$230,000	\$51,000	\$42,000	\$150,000
Rate											
2018	\$2,078,528	\$950,000	\$325,000	\$2,692,498	\$300,000	\$1,170,000	\$51,000	\$134,198	\$51,000	\$42,000	\$150,000
Rate											
2019	\$1,877,625	\$1,000,000	\$341,847	\$2,974,752	\$400,000	\$1,170,000	\$0	\$0	\$0	\$0	\$180,000
Rate											
2020	\$1,843,858	\$950,000	\$215,584	\$3,184,782	\$400,000	\$1,170,000	\$0	\$0	\$0	\$0	\$180,000
Rate											

EAV	Bloomington	Milton	Total
2008	\$791,928,539	\$87,946,947	\$879,875,486

2009	\$777,264,498	\$87,788,830	\$865,053,328
2010	\$719,855,091	\$84,612,200	\$804,467,291
2011	\$628,692,838	\$79,746,218	\$708,439,056
2012	\$552,920,588	\$71,111,172	\$624,031,760
2013	\$503,062,830	\$67,036,524	\$570,099,354
2014	\$491,677,596	\$58,715,660	\$550,393,256
2015	\$489,182,429	\$57,117,636	\$546,300,065
2016	\$524,940,939	\$59,301,202	\$584,242,141
2017	\$561,198,861	\$61,527,636	\$622,726,497
2018	\$604,964,040	\$66,427,785	\$671,391,825
2019	\$678,698,446	\$72,708,186	\$751,406,632





ANNUAL BUDGET

PROJECTED IMPACT OF FISCAL YEAR 2020/21

FUND	Beg. Fund Balance	Budgeted Revenues (+)	Budgeted Expenditures (-)	Est. Ending Fund Balance
General Fund	10,975,133	25,198,896	27,647,129	8,526,900
Special Revenue Funds	4,703,133	9,835,532	12,838,078	1,700,587
Golf Fund	(89,379)	1,002,597	1,988,555	(1,075,337)
Recreation Fund	651,877	1,520,125	2,369,326	(197,324)
Emergency Services and Disaster Agency Fund	159,609	0	80,671	78,938
Handicapped Recreation Fund	5,843	180,000	179,300	6,543
Motor Fuel Tax Fund	348,290	1,211,527	1,480,000	79,817
Founders' Day Fund	46,586	478,106	478,106	46,586
Park Development Fund	122,021	61,726	40,000	143,747
Article 36 Fund	15,124	2,201	13,300	4,025
I.M.R.F. Fund	156,408	1,000,000	1,000,000	156,408
Infrastructure Fund	2,299,176	2,233,994	3,542,877	990,293
T.I.F. #1 Fund	(102,558)	915,584	526,143	286,883
T.I.F. #2 Fund	9,013	0	5,000	4,013
T.I.F. #3 Fund	449,806	735,248	692,200	492,854
T.I.F. #4 Fund	110,787	62,343	5,000	168,130
T.I.F. #5 Fund	(591,972)	15,362	5,000	(581,610)
T.I.F. #6 Fund	(1,621)	2,842	5,000	(3,779)
Special Service Area #1 Fund	17,037	13,917	17,133	13,821
Special Service Area #2 Fund	(58,660)	145,389	145,389	(58,660)
Special Service Area #3 Fund	(28,074)	109,582	109,582	(28,074)
Special Service Area #4 Fund	181,235	25,219	13,432	193,022
Special Service Area #5 Fund	259,071	32,455	22,539	268,987
Special Service Area #6 Fund	151,525	35,107	119,525	67,107
Special Service Area #7 Fund	366,554	18,462	0	385,016
Special Service Area #8 Fund	225,435	33,746	0	259,181
Capital Projects Funds	2,135,807	2,522,247	2,960,030	1,698,024
Computer Replacement Fund	199,466	37,232	0	236,698
Capital Project Fund	1,907,225	2,485,015	2,960,030	1,432,210
GOB Series 2010 Fund	29,116	0	0	29,116
Debt Service Fund	433,503	3,470,825	3,469,150	435,178
Insurance Fund	223,493	890,000	868,042	245,451

FISCAL YEAR 2020/21



ANNUAL BUDGET

Enterprise Funds	9,252,316	13,229,360	13,827,145	8,654,531
Environmental Services Fund	9,252,316	13,229,360	13,827,145	8,654,531
Police Pension Trust Fund	43,848,317	4,193,135	3,245,818	44,795,634
TOTAL ALL FUNDS	71,571,702	59,339,995	64,855,392	66,056,305



MAJOR DECREASES IN FUND BALANCE

GENERAL FUND

The General Fund is expecting to experience a (\$2,448,233) decrease in fund balance at the end of FY 2020/21. General Fund reserves are being used to (1) partially mitigate the debt service burden in the 2019 tax levy, (2) making a capital transfer to the Capital Projects Fund for the improvements being undertaken in Camera Park, and (3) absorb the impact that the Coronavirus pandemic is having on revenues.

SPECIAL REVENUE FUNDS

Golf Fund

The Golf Fund is expected to experience a (\$985,958) decrease in fund balance at the end of FY 2020/21. The negative fund balance is the result of the impact that the Coronavirus pandemic is having on banquets and other large gatherings that would otherwise be scheduled at the Clubhouse.

Recreation Fund

The Recreation Fund is expected to experience a (\$849,201) decrease in fund balance at the end of FY 2020/21. The Recreation Fund is using reserves as a result of the Coronavirus pandemic and its impact to Recreation programming and other events.

E.S.D.A. Fund

The E.S.D.A. is expected to experience a (\$80,671) decrease in fund balance at the end of FY 2020/21. The E.S.D.A. Fund is using reserves to partially mitigate the overall 2019 Tax Levy.

Motor Fuel Tax Fund

The Motor Fuel Tax Fund is expected to experience a (\$268,473) decrease in fund balance at the end of FY 2020/21. This is a planned drawdown of the Infrastructure reserves and the funds will be used for capital outlay.

Infrastructure Fund

The Infrastructure Fund is expected to experience a (\$1,308,883) decrease in fund balance at the end of FY 2020/21. This is a planned drawdown of the Infrastructure reserves and the funds will be used for capital outlay.

Special Service Area #6 Fund

The Special Service Area #6 Fund is expected to experience a (\$84,418) decrease in fund balance at the end of FY 2020/21. The Fund is using reserves to offset a portion of the Windy Point Drive rehabilitation costs.



ANNUAL BUDGET

Capital Projects Fund

The Capital Projects Fund is expected to experience a (\$475,015) decrease in fund balance at the end of FY 2020/21. Reserve funds are being used for the improvements to Camera Park.

ENTERPRISE FUND

Environmental Services Fund

The Environmental Services Fund is expected to experience a (\$597,785) decrease in fund balance at the end of FY 2020/21. This is a planned drawdown of the reserves for engineering related to capital projects.



ANNUAL BUDGET

FULL-TIME EMPLOYEES SUMMARY BY DEPARTMENT

DEPARTMENT/DIVISION	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 BUDGET	CHANGE FROM P/Y
GENERAL FUND	154.00	154.00	160.00	160.00	0.00
Boards & Commissions	1.00	1.00	1.00	1.00	-
Village Board	1.00	1.00	1.00	1.00	-
General Government	21.00	21.00	22.00	22.00	-
Village Administration	5.00	5.00	5.00	5.00	-
Human Resources	2.00	2.00	2.00	2.00	-
Public Affairs	1.00	1.00	1.00	1.00	-
Senior Services	2.00	2.00	3.00	3.00	-
Administrative Services	4.00	4.00	4.00	4.00	-
Information Services	2.00	2.00	2.00	2.00	-
Finance	5.00	5.00	5.00	5.00	-
Police Department	68.00	71.00	72.00	72.00	-
Police Administration	6.00	6.00	6.00	6.00	-
Patrol	45.50	46.50	47.50	47.50	-
Investigations	12.00	12.00	12.00	12.00	-
Support Services	6.50	6.50	6.50	6.50	-
Public Works	21.00	21.00	21.00	21.00	-
Public Works Administration	3.00	3.00	2.00	2.00	-
Engineering	1.00	1.00	1.00	1.00	-
Streets	14.00	14.00	14.00	14.00	-
Fleet Maintenance	3.00	3.00	4.00	4.00	-
Parks, Grounds & Facilities	30.00	30.00	30.00	31.00	-1.00
Parks & Grounds	16.00	16.00	16.00	15.00	-1.00
Building Maintenance	14.00	14.00	14.00	14.00	-
Community Development Services	11.00	11.00	12.00	13.00	1.00

FISCAL YEAR 2020/21



ANNUAL BUDGET

FULL-TIME EMPLOYEES SUMMARY (cont.) BY DEPARTMENT

Community Development					
Administration	6.00	6.00	6.00	7.00	1.00
Inspection Services	5.00	5.00	6.00	6.00	-
Recreation Fund	8.00	8.00	8.00	8.00	-
Recreation Administration	3.00	3.00	3.00	3.00	-
Programming	4.00	4.00	4.00	4.00	-
Preschool	1.00	1.00	1.00	1.00	-
Environmental Services Fund	23.00	23.00	23.00	23.00	-
Water Services	7.00	7.00	7.00	7.00	-
Sewer Services	7.00	7.00	7.00	7.00	-
Waste Water Treatment Services	7.00	7.00	7.00	7.00	-
Water Billing Division Services	2.00	2.00	2.00	2.00	-
Golf Fund	7.00	7.00	7.00	7.00	-
Golf Administration	1.00	1.00	1.00	1.00	-
Grounds Maintenance	2.00	2.00	2.00	2.00	-
Pro Shop	1.00	1.00	1.00	1.00	-
Restaurant/Banquet	3.00	3.00	3.00	3.00	-
TOTAL FULL TIME EMPLOYEE'S	192.00	192.00	196.00	196.00	0.00

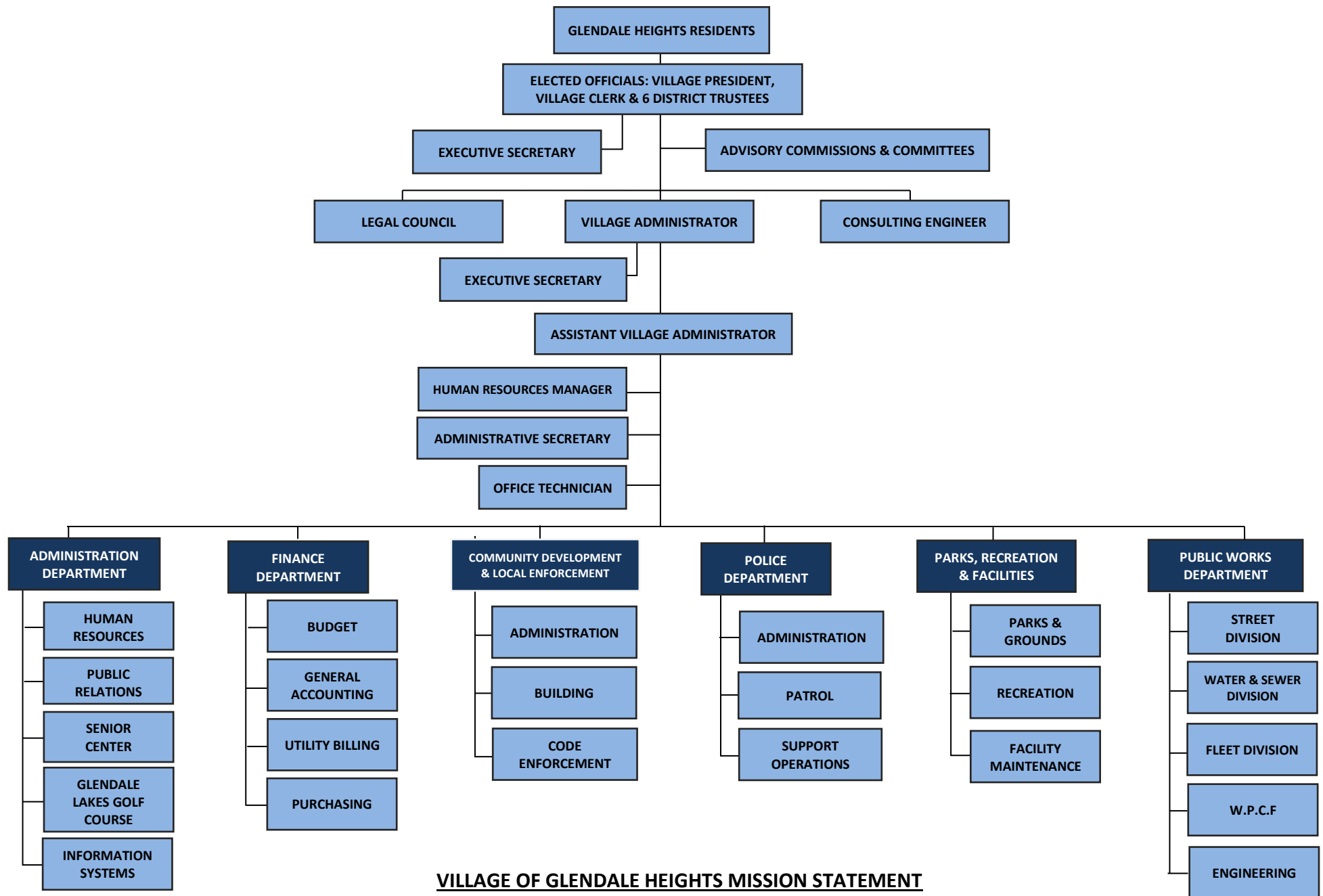


ANNUAL BUDGET

CHANGES IN STAFFING LEVELS FROM FY 2019/20 TO 2020/21

POSITION TITLE	DEPT	DIVISION	FTE'S
Office Technician	Community Dev.		1.00
Groundskeeper	Parks		(1.00)
TOTAL			0.00

FY 2020 / 2021 VILLAGE OF GLENDALE HEIGHTS MUNICIPAL ORGANIZATION STRUCTURE



VILLAGE OF GLENDALE HEIGHTS MISSION STATEMENT

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



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

GENERAL FUND

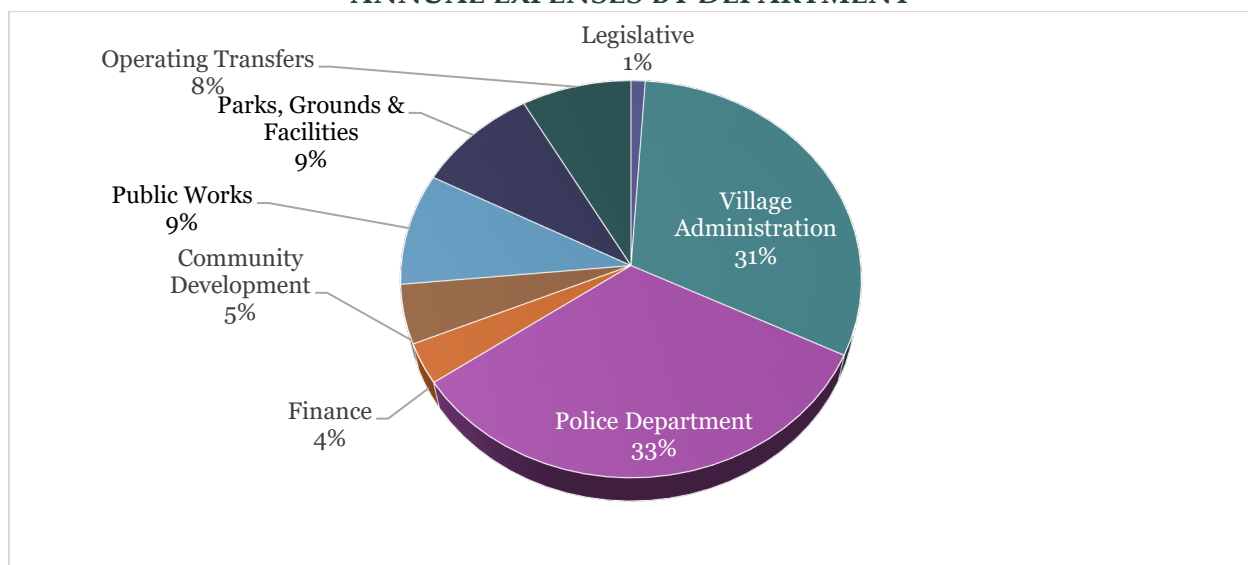
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

TOTAL OPERATING BUDGET

\$27,647,129

ANNUAL EXPENSES BY DEPARTMENT



ANNUAL EXPENSES BY DEPARTMENT

CLASS	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 BUDGET	FY 2019/20 BUDGET	FY 2020/21 BUDGET	% CHANGE
Legislative	231,230	225,995	293,754	270,624	293,499	8.5%
Village Administration	6,115,546	6,409,660	7,598,978	7,468,389	8,619,363	15.4%
Police Department	7,677,490	7,485,109	8,214,565	8,598,493	9,167,900	6.6%
Finance	404,265	428,187	494,165	521,620	911,792	74.8%
Community Development	914,655	1,039,457	1,062,044	1,245,722	1,327,164	6.5%
Public Works	2,247,083	2,111,291	2,284,702	2,473,507	2,516,753	1.7%
Parks, Grounds & Facilities	2,296,937	2,472,449	2,468,312	2,513,833	2,533,290	0.8%
Administrative Services	816,510	856,206	875,779	809,622	-	-100.0%
Operating Transfers	1,837,772	2,226,328	1,305,971	2,167,898	2,277,368	5.0%
TOTAL CLASS	22,541,489	23,254,681	24,598,270	26,069,708	27,647,129	6.1%

LEGISLATIVE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

TOTAL OPERATING BUDGET

\$293,499

FY 2019/2020 SIGNIFICANT ACCOMPLISHMENTS

Fund Balance Reserve Policy:

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

Property Taxes:

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

Interagency Collaboration and Cooperation:

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

FY 2020/2021 GOALS AND OBJECTIVES

Create Efficiency

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

Promote Customer Service

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

Improve and Preserve Infrastructure

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

Maintain Financial Stability

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

Emphasis on Economic Development

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

Promote Employee Job Satisfaction

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

Provide Transparent Government

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

LEGISLATIVE: VILLAGE BOARD

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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





ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

Village Board	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	120,867.00	126,009.00	124,367.00	132,000.00	132,000.00
FICA-EMPLOYER	7,168.00	7,481.00	7,377.00	8,184.00	8,184.00
TRAVEL FOR MEETING & CONF	-	-	35.00	100.00	100.00
TRAINING & SEMINARS	1,396.00	1,189.00	867.00	2,900.00	2,900.00
MEDICARE-EMPLOYER	1,676.00	1,750.00	1,725.00	1,914.00	1,914.00
PRINTING & BINDING	229.00	-	216.00	250.00	250.00
OFFICE SUPPLIES	140.00	91.00	61.00	200.00	200.00
UNIFORMS	-	-	12.00	500.00	500.00
OPERATING SUPPLIES	3,672.00	4,242.00	3,610.00	4,200.00	6,200.00
MEMBERSHIP DUES	38,798.00	38,998.00	37,740.00	40,180.00	40,180.00
SUBSCRIPTIONS	259.00	192.00	335.00	290.00	290.00
OTHER COMM. CONTRIBUTION	7,332.00	7,960.00	8,638.00	11,250.00	11,250.00
CIVIC ACTIVITIES	3,420.00	2,439.00	2,057.00	4,000.00	4,000.00

LEGISLATIVE: VILLAGE CLERK

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Village Clerk					
F-TIME & REG.PART-TIME	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
FICA-EMPLOYER	620.00	620.00	620.00	620.00	620.00
TRAINING & SEMINARS	-	-	-	150.00	150.00
MEDICARE-EMPLOYER	145.00	145.00	145.00	145.00	145.00
PROFESSIONAL-OTHERS	2,129.00	1,164.00	6,426.00	6,000.00	6,000.00
OFFICE SUPPLIES	-	3.00	-	50.00	50.00
VARIOUS COMMISSION	450.00	300.00	300.00	500.00	500.00
MEMBERSHIP DUES	35.00	50.00	60.00	335.00	335.00



LEGISLATIVE: POLICE COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Police Commission					
TRAVEL FOR MEETING & CONF	255.00	-	-		-
TRAINING & SEMINARS	275.00	300.00	300.00	800.00	800.00
PRINTING & BINDING	752.00	40.00	-	750.00	750.00
RECRUITING	1,121.00	4,882.00	1,402.00	2,000.00	5,000.00
TESTING	4,642.00	31,342.00	2,742.00	7,000.00	20,000.00
OTHER PURCHASE-SERVICES	200.00	-	-		-
OFFICE SUPPLIES	56.00	97.00	15.00	100.00	100.00
UNIFORMS	-	102.00	-	300.00	300.00
POLICE COMMISSION	2,540.00	2,548.00	2,207.00	3,000.00	3,000.00
MEMBERSHIP DUES	540.00	540.00	540.00	540.00	540.00

LEGISLATIVE: PLAN COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Plan Commission					
FICA-EMPLOYER	81.00	43.00	40.00	86.00	86.00
MEDICARE-EMPLOYER	19.00	10.00	9.00	20.00	20.00
PLAN COMMISSION	1,399.00	704.00	691.00	1,375.00	1,375.00
PLAN COMMISSION	1,770.00	1,275.00	1,140.00	1,200.00	1,200.00

LEGISLATIVE: SPECIAL EVENTS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Special Events	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
SPECIAL EVENT REVENUES	8,218.00	6,242.00	1,163.00	5,500.00	7,500.00
CAR SHOW	5,955.00	5,499.00	7,562.00	5,500.00	6,000.00
SPECIAL EVENT REVS-OTHER	#N/A	#N/A	-	8,350.00	8,350.00
DONATIONS OTHER	900.00	500.00	1,286.00	1,286.00	-
ENTERTAINMENT-SPL. EVENTS	8,756.00	8,161.00	3,510.00	6,800.00	8,500.00
CAR SHOW	500.00	480.00	500.00	600.00	600.00
OTHER PURCHASE-SERVICES	#N/A	#N/A	975.00		-
SPECIAL EVENT EXPS-OTHER	#N/A	#N/A	8,313.00	8,350.00	8,350.00
CAR SHOW	2,878.00	2,781.00	3,819.00	3,700.00	3,700.00
OPERATING SUPPLIES	3,886.00	9,213.00	7,301.00	15,400.00	8,400.00



ANNUAL BUDGET

LEGISLATIVE: YOUTH COMMISSION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Youth Commission	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
PRINTING & BINDING	-	-	-	400.00	225.00
OPERATING SUPPLIES	1,350.00	1,348.00	699.00	1,400.00	1,400.00



LEGISLATIVE: HISTORICAL BUILDING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This division is established for the purpose of accounting for costs associated with the preservation, repairs, remodel and maintenance of the Village Founders Farmhouse. This house is the historical museum for the Village of Glendale Heights, and is used for displays, public access and viewing.

The Historical Committee was formed to oversee the restoration of the Glendale Heights Historic House to preserve an important piece of history. The plans for the house include restoring and furnishing the home to the early 1900's to become a place that reflects the "way things were" 100 years ago.

The Glendale Heights Historic House was donated to the Village in memory of Harold A. Reskin, the founding father and the first developer of the Village. Space in the Historic House is devoted to exhibit artifacts and pictures of the rich history of the Village, its growth and development. The Village hopes to create a place that educates and entertains residents about the Village's "proud and progressive" past and future.

The Village hosts periodic fundraisers furthering the restoration of the Historic House. The Historical Commission members are charged with the responsibility to review exterior design features and materials for any proposed addition to, construction, reconstruction, rehabilitation, or alteration of all residential, commercial, and industrial structures, including principal buildings and accessory structures.

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Historic Building					
MISCELLANEOUS INCOME	#N/A	-	-	50.00	50.00
PRINTING & BINDING	#N/A	-	3,222.00	3,222.00	-
OTHER PURCHASE-SERVICES	#N/A	-	2,264.00	2,410.00	2,410.00
OPERATING SUPPLIES	#N/A	-	13.00	250.00	250.00
HISTORICAL BLDG.	#N/A	-	397.00	1,000.00	500.00
MEMBERSHIP DUES	#N/A	-	25.00	25.00	25.00
CIVIC ACTIVITIES	#N/A	-	160.00	200.00	200.00

ADMINISTRATION

VILLAGE ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

TOTAL OPERATING BUDGET

\$1,807,012

VILLAGE ADMINISTRATION

2019/20 Accomplishments

Assisted Community Development Department

Assisted the Community Development Department with the North Avenue and President Street property redevelopment.

Assisted Parks, Recreation and Facilities Department

Assisted the Parks, Recreation and Facilities Department with the Camera Park Improvement Project through the dissemination of information to residents, and facilitating various community meetings to accept public comment.

HUMAN RESOURCES

Health Insurance Renewal

The Village successfully negotiated health insurance renewal rates with a 0% increase.

Recruitment and Selection

Assisted in the recruitment and selection process for Village Departments. Positions included: Water & Sewer Maintenance Worker, Utilities Crew Leader, WPCF Division Manager (not filled yet), Community Service Officer, Bartender, Mechanic, Golf Seasonal positions, FT Police Records Tech, Police Records Supervisor, Skilled Seasonal Laborer, Lead Mechanic, Program & Facility Coordinator, Customer Service Associate (Senior Center), School Crossing Guard,

Maintenance Worker (Streets), Maintenance Worker (Parks), PRF Seasonal positions, PT Banquet Services Coordinator, PT Cook and PT Small Equipment Operator Supervisor.

Employee Assistance Program

The organization utilization rate of the Employee Assistance Program was 152.09%. The Employee Assistance Program was on sight throughout the year and offered three trainings to employees on personal productivity and three trainings on effective customer service.

New Policy Distribution Software (PowerDMS)

PowerDMS is a content management system that will allow for accurate and efficient distribution and tracking of policies and procedures, training and other Village documents.

New Policy Format

The Human Resources Division has designed a new policy format that will allow for the Village's Personnel Policy, Administrative Policy, Village Policy and Safety Manual to be combined and referenced interchangeably.

PUBLIC RELATIONS

Completed Redesign of Village Website

The Public Relations Division completed the project of completely upgrading and redesign of the Villages website for the ease of residents/the publics use. This project also allows for the website to be more easily updated.

60th Anniversary

The Public Relations Division successfully created a new 60th anniversary logo for branding purposes. The Historical Guide was also updated to commemorate the 60th anniversary. The Public Relations Division assisted with multiple 60th anniversary events including a balloon launch at Glendale Heights Fest, additional activities at summer Park Parties, and 1959 facts in Village Newsletters.

Council Chambers Audio Enhancement

As the audio system in the Council Chambers continues to reach its end of life cycle, the Public Relations Division was able to enhance the audio system to assist with the ability to balance sound in the Council Chambers with the sound being transmitted to the audio recording.

SENIOR SERVICES

In 2010, the Village's Center for Senior Citizens opened their doors offering comprehensive senior citizen resources, innovative programming, information sessions, social events and exciting trips. The Center was designed with the active senior in mind and includes a game room, fitness room designed for older adults, arts & crafts room as well as a full-service salon. The Center has a library with a cozy fireplace, filled with great books to read and four computer stations with internet access.

The Center's membership is just under 1,500 members. After completing our 9th annual survey, we asked our members what we do right and what we can do better to serve them. The surveys gave staff and volunteers ideas for different programs and activities that staff will be trying in 2020.

Many of our services are coordinated with Local, County, State and Federal services. These services include, Benefit Access Application (BAA), RTA ride free card, Senior Health Insurance Program (SHIP) assistance, Notary Services, Republic Services Senior discounts and Village vehicle sticker and utility tax rebates. The Center's partnership with AARP tax assistance program continued in 2019. Assistance is now available by appointment two days a week. 106 community members received tax assistance, because tax assistance ended due to the Center being shut for COVID-19.

The Center is a certified Senior Health Insurance Program (SHIP) site. During the 2019 open enrollment, October 15th – December 7th, 62 Medicare beneficiaries were assisted.

New in 2019/2020, the Center collaborated with Family In Faith Food Pantry to make sure that seniors that do not have transportation are able to use our transportation to get assistance. The Center also started a pen pal program with Glenbard West High School's English as a Second Language (ESL) students.

The Golden Shears Salon is open four days week. Services provided increased over 50% from 2018. All new clients are by word of mouth. No additional advertising has been done for the increase.

Volunteerism is an important part of our Center. In 2019/2020, 47 individuals volunteered 2,239 hours to benefit the Center. The Center hosted 16 special events with input from our volunteer Advisory Committee. Also in 2019, the Center received the Governor's Hometown Award for Volunteerism.

The Center's craft instructors organized the Center's seventh annual Craft Fair. The proceeds from table rentals went towards craft supplies.

An important component of the Center's operations is its community-dining program that provides meals-on-wheels as well as congregate dining at the Center. As part of our congregate dining, we provide "lunch-n-learn" programs. The Center holds informational sessions on important social service topics that keep our seniors educated on healthy lifestyles and promote senior safety. In 2019/2020, community partners helped the Center provide 75 lunch-n-learn programs. In 2020, we have both fire districts that service Glendale Heights residents providing lunch-n-learn presentations. The Agency on Aging nutrition grant via DuPage Senior Citizens Council (DSCC) provided 3,204 meals for congregate dining and 12,294 home delivered meals. DSCC does a month celebration focusing on different historical and cultural topics or regimes.

Our Hidden Treasures gift shop continues to flourish with generous donations from residents and businesses. These funds help support new programs and activities throughout the year. The Center has a successful community room rental that hosted 157 birthday parties, showers, weddings and anniversary events in 2019/2020.

FY 2020/21 GOALS AND OBJECTIVES

VILLAGE ADMINISTRATION

Goal #1: Assist departments with community and economic development

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

HUMAN RESOURCES

Goal #1: Maintain/enhance the Village of Glendale Heights operational efficiencies

- ❖ Review and audit the payroll system to streamline processes
- ❖ Work with departments to develop goals and objectives that relate to their divisional budget items for review and approval of Village President and Board of Trustees

Goal #2: Maintain a highly qualified workforce that supports the Village's mission, vision and values

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

Goal #3: Promote a safe and healthy work environment for employees to experience job satisfaction in their achievements and contributions

- ❖ Provide Employee Assistance Program training throughout the year
- ❖ Reduce costs associated with accidents by maintaining a safety program that promotes a safe and healthy work environment

- ❖ Update worker's compensation and accident policies and procedures
- ❖ Maintain an employee recognition and appreciation program

Goal #4: Continue to review and update the Village's Personnel Policy, Administrative Policy, Safety Manual and the appropriate implementation of all five bargaining unit contracts

- ❖ Research a Code of Professional Conduct for employees
- ❖ Review current policies and procedures for updates to reflect any changes in federal and state laws.

PUBLIC RELATIONS

Goal #1: Redesign the employee Intranet

- ❖ Work with departments to incorporate internal/employee use only platform
 - Complete by July 1, 2020

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

- ❖ Implement a "featured" picture/image of Glendale Heights from the residents
- ❖ Utilize additional hashtags
- ❖ Research and develop alternative social media platforms
 - Expand the use of social media to new outlets as they become available
- ❖ Increase timely messages onto social media platforms
- ❖ Increase video presence on social media platforms to highlight upcoming programs and announcements
- ❖ Utilize paid ads featuring Glendale Heights pages as a whole and not specific programs and events.
- ❖ Utilize the events option on social media pages to track interest
- ❖ Condense use of multiple pages into more concise pages
- ❖ Work with other Departments on identifying specific users who can further develop their individual pages

Goal #3: Research additional ways to communicate to the public

- ❖ Conduct a focus group to understand best practices for communicating and distributing information to residents including children, adults and seniors
- ❖ Email a survey to gain better understanding for communication needs/options in the community

Goal #4: Expand the Village's video presence for both GHTV and Social Media Channels

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

- ❖ Utilize the drone, time lapse and slow motion to capture artistic visuals for various productions
- ❖ Create promotional videos for all Departments highlighting various activities

Goal #5: Continue to develop media relations

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

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

- ❖ Research media and advertising grant opportunities

Goal #7: Expand intergovernmental communication

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

Goal #8: Improve Council Chambers Audio

- ❖ Rezoning amplification and replacement of speakers to assist with feedback and overall audio quality

Goal #9: Research alternative methods for the Village Newsletter

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

SENIOR SERVICES

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.
- ❖ Utilize a day pass to have non-residents experience what the center has to offer.
- ❖ Expand services to ethnic minorities by offering programming and activities that reflect diverse cultures

Goal #2: Continue to develop one-stop services

- ❖ Offer seniors the ability to address and resolve more of their village and county-related business while at the Center.
- ❖ Accept payment for water bills and provide a hand written receipt for the bill.

Goal #3: Continue to strengthen community partnerships

- ❖ Develop and expand educational programs and referral network through community

partnerships beyond current agencies that include the Glendale Heights Police Department, Glenside Fire Protection District, the Office of the Illinois Attorney General and AMITA GlenOaks Hospital. Reach out to underrepresented agencies. Identify other enrichment opportunities for seniors via: Market SHIP and BAA education to neighboring communities.

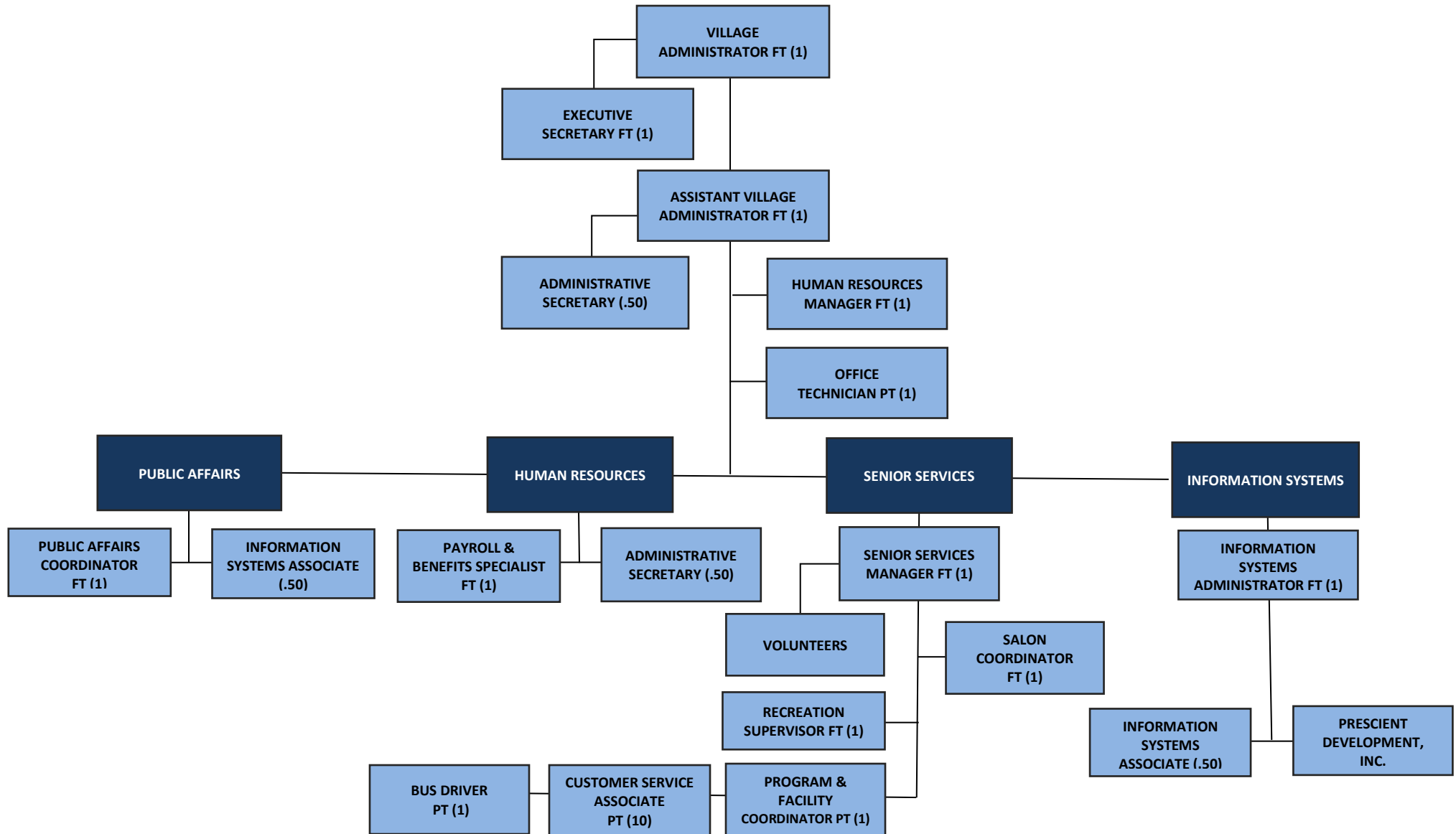
Goal #4: Continue to implement new and improved programming

- ❖ Continue to utilize feedback methods and outreach to identify programs and services that seniors require or would meet the diverse interests of our senior population
- ❖ Develop questionnaires for feedback for weekend and men focus programming.

Goal #5: Seek ways to increase community room rentals

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

FY 2020 / 2021 VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE ADMINISTRATION



The Administration Department is responsible for providing support services to all other operating departments in the organization. These services include general supervision of all departments by the Village Administrator and the Assistant Village Administrator, publication, cable TV productions, web page assistance, human/senior services and village-wide employee services, including recruitment, testing, benefit administrator, insurance claims coordination, payroll maintenance, and employee records. The Information Systems division is responsible for all equipment and function related to the Village computer system and associated electronic operation. Total number of employees: 12 Full-Time, 13 Part-Time

ADMINISTRATION: VILLAGE ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Village Administration					
F-TIME & REG.PART-TIME	370,779.00	372,943.00	403,988.00	388,568.00	400,238.00
FICA-EMPLOYER	17,643.00	19,664.00	21,629.00	24,091.00	24,815.00
TRAINING & SEMINARS	2,180.00	2,014.00	560.00	2,500.00	2,500.00
MEDICARE-EMPLOYER	4,692.00	5,233.00	5,684.00	5,635.00	5,803.00
EMPLOYEE RECOGNITION	7,722.00	12,393.00	14,347.00	17,000.00	17,000.00
PRINTING & BINDING	92.00	86.00	55.00	100.00	100.00
OFFICE SUPPLIES	244.00	228.00	218.00	250.00	250.00
GAS & FUEL	944.00	810.00	691.00	1,500.00	1,500.00
OPERATING SUPPLIES	143.00	122.00	63.00	150.00	150.00
MEMBERSHIP DUES	1,909.00	1,771.00	1,785.00	1,800.00	1,800.00
HISTORICAL HOUSE	#N/A	4,897.00	111.00		-

ADMINISTRATION: HUMAN RESOURCES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Human Resources	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	123,510.00	143,879.00	150,053.00	150,051.00	155,276.00
FICA-EMPLOYER	7,240.00	8,413.00	8,787.00	9,303.00	9,627.00
TRAVEL FOR MEETING & CONF	-	350.00	-	350.00	350.00
TRAINING & SEMINARS	670.00	525.00	-	630.00	630.00
MEDICARE-EMPLOYER	1,693.00	1,968.00	2,055.00	2,176.00	2,251.00
EMPLOYEE RECOGNITION	2,850.00	3,550.00	1,794.00	1,950.00	2,775.00
PRINTING & BINDING	3,031.00	2,030.00	2,004.00	2,400.00	2,400.00
EMPLOYEE PHYSICAL EXAM	11,496.00	11,838.00	9,114.00	12,000.00	12,000.00
RECRUITING AND TESTING	3,390.00	2,786.00	3,293.00	5,700.00	4,200.00
OTHER PURCHASE-SERVICES	4,296.00	2,053.00	4,123.00	4,500.00	4,500.00
OFFICE SUPPLIES	241.00	250.00	219.00	250.00	250.00
OPERATING SUPPLIES	415.00	240.00	405.00	475.00	475.00
MEMBERSHIP DUES	963.00	1,068.00	1,204.00	1,005.00	1,005.00

ADMINISTRATION: PUBLIC AFFAIRS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Public Relations					
F-TIME & REG.PART-TIME	62,467.00	70,120.00	74,730.00	73,077.00	78,939.00
FICA-EMPLOYER	3,785.00	4,166.00	4,458.00	4,531.00	4,895.00
TRAINING & SEMINARS	288.00	235.00	243.00	750.00	650.00
MEDICARE-EMPLOYER	885.00	974.00	1,043.00	1,004.00	1,086.00
PRINTING & BINDING	20,895.00	24,080.00	24,938.00	25,139.00	25,800.00
SOFTWARE SUPPORT & MAINT	1,587.00	1,992.00	9,350.00	9,712.00	3,056.00
OTHER PURCHASE-SERVICES	2,081.00	1,860.00	1,596.00	2,094.00	2,200.00
POSTAGE	14,789.00	15,155.00	13,884.00	16,022.00	15,140.00
OFFICE SUPPLIES	562.00	37.00	393.00	400.00	400.00
COMPUTER SOFTWARE	505.00	295.00	481.00	530.00	550.00
OPERATING SUPPLIES	28.00	160.00	-	140.00	200.00
OPERATING EQUIPMENT	739.00	1,860.00	826.00	1,048.00	1,260.00
OTHER OFFICE EQUIPMENT	515.00	795.00	2,709.00	2,709.00	12,104.00
MEMBERSHIP DUES	923.00	179.00	-	845.00	845.00

ADMINISTRATION: SENIOR SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Glendale Heights Center for Senior Citizens is open year round and has over 2,000 members that use the facility throughout the year. The new facility was opened on August 1, 2010, and offers a variety of programs, as well as senior trips, salon services, shopping, crafts and affordable transportation. The Center also offers its members use of the facilities game room, arts and crafts room, sewing room, exercise room, and library. The Center has a beautiful Community Room that can seat up to 140 people, and has an attached lighted outdoor veranda.

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Senior Center Revenues					
FEDERAL	#N/A	#N/A	2,670.00		#N/A
SENIOR HEALTH INS PGM	-	-	-	4,000.00	-
SENIOR PROGRAM	10.00	-	-		-
CASH (OVER) & SHORT	57.00	-	(340.00)		-
SENIOR PROGRAM	7,049.00	5,936.00	6,093.00	8,000.00	2,000.00
SENIOR BUS	6,131.00	6,369.00	5,153.00	7,000.00	1,750.00
FACILITY RENTAL	56,234.00	52,708.00	39,244.00	54,000.00	27,000.00
SALON SERVICES	14,036.00	24,445.00	25,949.00	30,000.00	22,500.00
SPONSORSHIP	500.00	800.00	800.00	1,000.00	1,000.00
PRINTING REVENUE	100.00	22.00	32.00	100.00	100.00
FITNESS MEMBERSHIPS	5,497.00	7,769.00	5,126.00	7,500.00	-
GENERAL MEMBERSHIPS	2,612.00	2,675.00	2,912.00	3,000.00	-
BEVERAGES SOLD REVENUE	6,106.00	6,817.00	8,533.00	6,600.00	5,000.00
SC-SPECIALTY LINENS REV	4,183.00	4,515.00	4,047.00	7,000.00	3,500.00
SC-OTHER RENTAL FEES	500.00	515.00	385.00	1,000.00	500.00
SC-WAITSTAFF SERVICES	2,110.00	2,150.00	1,830.00	2,500.00	1,250.00
SENIOR HOLIDAY LUNCHEON	2,828.00	2,990.00	3,124.00	3,000.00	-
SENIOR TRIP REVENUES	27,459.00	19,479.00	(5,016.00)	60,000.00	15,000.00
SNACKS/COFFEE	405.00	501.00	477.00	500.00	250.00
FACILITY SET UP FEES	3,835.00	3,275.00	2,075.00	3,500.00	1,750.00
MISCELLANEOUS INCOME	1,292.00	451.00	-		-
SALON MISCELLANEOUS	197.00	443.00	-	1,000.00	-
GIFT SHOP REVENUE	3,976.00	3,157.00	3,165.00	4,000.00	2,000.00
PROMOTIONAL CREDIT	(92.00)	(57.00)	-		-



ANNUAL BUDGET

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Senior Center Expenses					
F-TIME & REG.PART-TIME	236,753.00	262,981.00	282,476.00	286,200.00	301,000.00
OVERTIME PAY	-	-	22.00	100.00	100.00
FICA-EMPLOYER	14,533.00	16,152.00	17,438.00	17,740.00	18,662.00
TRAVEL FOR MEETING & CONF	-	50.00	35.00	100.00	100.00
TRAINING & SEMINARS	1,993.00	1,829.00	1,580.00	2,279.00	2,750.00
MEDICARE-EMPLOYER	3,399.00	3,778.00	4,078.00	4,145.00	4,365.00
PRINTING & BINDING	4,930.00	4,659.00	3,415.00	5,550.00	6,872.00
SOFTWARE SUPPORT & MAINT	1,480.00	1,611.00	1,569.00	1,790.00	2,120.00
OTHER PURCHASE-SERVICES	340.00	3,907.00	1,281.00	3,700.00	3,700.00
POSTAGE	1,139.00	1,320.00	934.00	1,417.00	1,434.00
OFFICE SUPPLIES	762.00	80.00	-	-	-
UNIFORMS	407.00	539.00	-	550.00	550.00
GAS & FUEL	5,664.00	6,559.00	5,901.00	7,150.00	7,150.00
SALON SUPPLIES	1,996.00	1,905.00	2,293.00	2,300.00	3,000.00
OPERATING SUPPLIES	10,925.00	7,338.00	12,667.00	13,000.00	13,000.00
OFFICE EQUIPMENT	2,620.00	-	-	-	-
OPERATING EQUIPMENT	1,136.00	315.00	-	-	-
LEASES-EQUIPMENTS	4,353.00	3,300.00	3,315.00	4,200.00	4,200.00
EQUIPMENT R&M	1,525.00	4,587.00	2,040.00	3,570.00	3,570.00
SENIOR CENTER	-	-	5,936.00	7,000.00	3,000.00
SENIOR CENTER	706.00	-	-	-	-
MEMBERSHIP DUES	683.00	538.00	488.00	785.00	800.00
SUBSCRIPTIONS	746.00	806.00	756.00	760.00	836.00
OTHER COMM. CONTRIBUTION	16,500.00	15,000.00	15,000.00	15,000.00	15,000.00
LICENSES	664.00	1,182.00	1,182.00	1,353.00	1,353.00
SALON MISCELLANEOUS	1,244.00	128.00	-	1,000.00	-
GIFT SHOP EXPENSE	6,422.00	2,895.00	3,564.00	5,000.00	5,000.00
PROMOTIONAL EXP	18.00	-	-	-	-
MISCELLANEOUS EXPENSE	556.00	-	-	-	-
ADULT GENERAL PROGRAM	5,048.00	6,511.00	5,172.00	7,000.00	7,000.00
BEVERAGE PURCHASES	1,862.00	3,429.00	3,746.00	3,500.00	4,500.00
SPECIALTY LINENS PURCH	4,705.00	6,064.00	4,964.00	7,000.00	7,000.00
WAITSTAFF SERVICES PURCH	1,522.00	1,854.00	1,618.00	2,200.00	2,200.00
SENIOR HOLIDAY LUNCHEON	4,162.00	3,747.00	2,927.00	4,300.00	4,300.00
SENIOR TRIPS EXPENSE	29,981.00	20,746.00	9,061.00	60,000.00	60,000.00
SENIOR HEALTH INS PGM	-	-	3,897.00	4,000.00	-
SNACKS	400.00	376.00	603.00	400.00	400.00

ADMINISTRATION: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Central Services	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
UNEMPLOYMENT INSURANCE	(3,250.00)	21,614.00	-	15,000.00	15,000.00
MEDICAL-EMPLOYER	2,337,627.00	2,502,507.00	2,396,473.00	2,547,934.00	2,606,866.00
MEDICARE-EMPLOYER	-	69.00	-	-	-
EMPLOYER CONT. P.PENSION	2,150,465.00	2,395,765.00	2,688,377.00	2,692,498.00	3,251,135.00
SICK DAYS BUY BACK ONLY	286,895.00	336,601.00	1,275,325.00	-	-
OPT OUT MED INSURANCE	36,758.00	27,805.00	35,483.00	38,115.00	35,000.00
HEALTH & WELLNESS PROG.	222.00	676.00	519.00	500.00	500.00
PROF-LEGAL	325,176.00	317,020.00	334,114.00	340,000.00	340,000.00
PROSECUTORS	129,944.00	126,167.00	112,665.00	130,000.00	144,000.00
ADJUDICATOR	5,850.00	8,550.00	9,500.00	10,500.00	12,000.00
ENGINEERING	1,145.00	164.00	-	1,500.00	1,000.00
LEGISLATIVE LIAISON	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00
SPECIAL ITEM	#N/A	112,137.00	-	-	-
OTHER PROFESSIONAL	4,967.00	7,302.00	9,307.00	20,790.00	22,000.00
PRINTING & BINDING	2,487.00	1,489.00	971.00	1,375.00	1,125.00
POSTAGE	25,041.00	48,821.00	29,033.00	45,800.00	46,035.00
OFFICE SUPPLIES	28,118.00	31,669.00	27,204.00	35,000.00	30,000.00
GREEN INITIATIVE	1,028.00	1,391.00	(324.00)	1,200.00	1,200.00
OPERATING SUPPLIES	9,611.00	11,135.00	10,423.00	11,500.00	11,500.00
TELEPHONE	27,749.00	54,161.00	25,761.00	32,858.00	30,300.00
CELLULAR PHONE	27,419.00	31,533.00	43,588.00	32,300.00	34,700.00
ELECTRICITY	18,860.00	19,870.00	16,004.00	18,000.00	18,000.00
NATURAL GAS	1,963.00	3,790.00	2,975.00	3,000.00	3,000.00
WATER	-	10,769.00	8,292.00	13,500.00	10,000.00
RENTALS-EQUIPMENTS	19,285.00	15,701.00	18,214.00	20,800.00	19,850.00
OTHER OFFICE EQUIPMENT	10,056.00	9,723.00	13,769.00	17,140.00	15,640.00



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MEMORIAL PARK BRICKS	24.00	1,505.00	30.00	100.00	-
COLLECTION AGENCY FEE	11,112.00	620.00	10,348.00	3,635.00	1,000.00
BANK FISCAL CHARGES	51,651.00	56,093.00	56,510.00	58,000.00	50,000.00
STATE ADMIN. COLLECT.FEE	45,203.00	40,334.00	46,943.00	39,500.00	47,500.00
MISCELLANEOUS EXPENSE	2,082.00	1,833.00	20,695.00	3,000.00	3,000.00
CAPITAL EQUIPMENT	#N/A	-	11,748.00	20,000.00	20,000.00

ADMINISTRATION: INFORMATION SYSTEMS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Information Systems (I.S.) Division of Administration consists of two personnel and a contracted specialized technology firm providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers, and coordinates our Central Square Technologies® cloud based solution which hosts our financial package and municipal software. Beginning in Fiscal Year 2020, the I.S. Division was moved under Village Administration.

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Information Systems	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	137,803.00	145,029.00	153,258.00	149,141.00	156,337.00
TEMPORARY HELP	-	-	-		2,500.00
OVERTIME PAY	1,594.00	1,964.00	2,084.00	1,500.00	2,000.00
FICA-EMPLOYER	8,442.00	8,899.00	9,417.00	9,340.00	9,972.00
TRAVEL FOR MEETING & CONF	-	-	-	100.00	-
TRAINING & SEMINARS	10,271.00	8,331.00	299.00	2,550.00	300.00
MEDICARE-EMPLOYER	1,974.00	2,081.00	2,202.00	2,184.00	2,332.00
NETWORK-CONSULTING	141,781.00	147,879.00	144,810.00	146,955.00	148,500.00
COMPUTER EQUIPMENTS	771.00	-	1,682.00	1,700.00	2,000.00
PRINTING & BINDING	-	-	-	50.00	50.00
HTE ANNUAL SERV.CONTRACT	48,240.00	48,240.00	50,650.00	50,650.00	50,650.00
SOFTWARE SUPPORT & MAINT	28,060.00	54,569.00	51,186.00	55,450.00	56,000.00
OFFICE SUPPLIES	25.00	-	-	100.00	100.00
COMPUTER SPECIALIZED SUPL	1,501.00	1,177.00	711.00	1,000.00	1,500.00
COMPUTER SOFTWARE	9,390.00	38,306.00	17,551.00	25,355.00	8,775.00
COMPUTER EQUIPMENT	44,343.00	21,028.00	31,612.00	72,720.00	32,500.00
OTHER COMPUTER SUPPLIES	-	-	-		900.00
TELEPHONE	37,559.00	50,920.00	48,361.00	41,830.00	49,114.00



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OTHER COMPUTER EQUIPMENT	1,130.00	966.00	934.00	1,000.00	2,500.00
SOFTWARES	-	4,000.00	4,640.00	23,700.00	-
OTHER COMPUTER EQUIPMENT	28,577.00	-	-	-	-

POLICE DEPARTMENT

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

The Police Department has an authorized strength of 55 budgeted full time sworn officers. The Support Division responsibilities include policy and procedure review, accreditation preparation, Community Outreach, budgeting and grant funding, records management, juvenile and adult investigations, School Resource Officers, crime prevention, E911, Emergency Management, evidence management and Safety Town. The Operations Division responsibilities include Community Oriented Policing, police training, firearms range, accident investigation, animal control, patrol activities, and service calls. The Department is charged with the duty of protecting the lives and property of the Village's 34,208 residents by providing 24-hour emergency and non-emergency service.

TOTAL OPERATING BUDGET

\$9,167,940

SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/2020

POLICE PROTECTION

The police department employs a combined staff of 93 personnel, including 55 sworn police officers, five part-time officers, four community service officers, records clerks, crossing guards, a Community Outreach Specialist and an Evidence Officer. The department also enjoys a strong volunteer pool of individuals who are members of the Emergency Services and Disaster Agency (ESDA). The Village is proud of the Glendale Heights Police Department for continuing to maintain the highest standards set forth by the Commission on Accreditation of Law Enforcement Agencies (CALEA). The police department earned their first accreditation in 2008 and was most recently re-accredited for the fourth time in 2017. The police department is one of only approximately 800 law enforcement agencies throughout the country who have earned CALEA Accreditation status. CALEA standards are rigorous, and ensure the department is following best practices in law enforcement. Part of the CALEA standards require the police department to review each incident in which force is used ensuring that officers are using the appropriate response for the situation and within legal parameters. CALEA standards also ensure that citizen complaints are investigated thoroughly and in a timely manner.

COMMUNITY ORIENTED POLICING



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The police department is dedicated to its mission and working with the community to continue building relationships and trust. In 2019, the police department helped organize and participated in many events for all ages to continue to build relationships throughout the community. For over 25 years, the police department has held week-long classes at Safety Town for children 5 to 7 years of age. The classes are held over the summer and taught by officers from the police department, as well as representatives from other community organizations. For children in 5th through 8th grade, the police department hosted the 12th annual Junior Police Academy. Participants experienced various aspects of police work from the initial testing process to evidence processing, traffic stops and officer safety skills. The state certified School Resource Officers spent the school year teaching Drug Abuse Resistance Education (D.A.R.E.) to 5th grade students, and addressing school related concerns. In 2019, the police department worked with both elementary school districts to have one certified officer rotate between all schools. At the start of 2020, the Village, police department and School Districts 15 and 16 have entered into an agreement to have one certified School Resource Officer assigned to each district. This will ensure a full time police presence in each district. The police department also has an agreement with Glenbard High School District 87. One Glendale Heights Police Department Officer rotates daily between Glenbard East, West and North. The High School Liaison Officer provides security to the schools, investigates police related incidents in the schools, and assists with extracurricular activities.

The police department also strives to keep residents informed of important crime prevention tips by sponsoring Neighborhood Watch meetings and providing a monthly newsletter. In 2019, the police department continued to rotate the monthly neighborhood watch meetings at various venues throughout Glendale Heights. This has allowed the police department to communicate more intimately with residents and learn about concerns affecting specific neighborhoods. The police department continued to provide training to local businesses and places of worship on active violence awareness. This training provides employees and citizens options if a violent event occurs within their vicinity. Many of the officers did a number of fundraising initiatives including the Polar Plunge, Cop on Top at the local Dunkin Donuts, and No Shave November. All of the money raised from these programs was donated to the Illinois Special Olympics.

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

PREPARATION IS THE KEY TO SUCCESS

The police department and its Emergency Services and Disaster Agency (ESDA) continually conducts intruder drills with all schools in the Village. The Village also renewed an agreement with Milton Township Community Emergency Response Team (CERT) to help train new Glendale Heights CERT members and provide ongoing training for current members. Joining forces with Milton Township CERT allows the Village to tap into their extensive volunteer pool of over 1,000 CERT members in the event of an emergency. The Police Department and ESDA brought governmental agencies that serve the Village of Glendale Heights together for an Emergency Preparedness Conference this past year. The conference was held in Village facilities and provided instruction from a number of experts in the emergency preparedness field. The conference provided the opportunity for agencies that serve the Village residents to collaborate in a controlled environment to facilitate a better response for the community in the event of a large-scale emergency.

2019 CRIME STATISTICS

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

Goals and Objectives

Goal 1: Enhance Emergency Preparedness within the Village.

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

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

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

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

Objective- Police department personnel in cooperation with Emergency Management Coordinator and select, AMITA Health Adventist Medical Center, GlenOaks staff,



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coordinate and implement a table top exercise for an active shooter or violent incident event.

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

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

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

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

Goal 4: CALEA

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

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

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

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

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

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

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

Goal 8: Destruction of surplus property.



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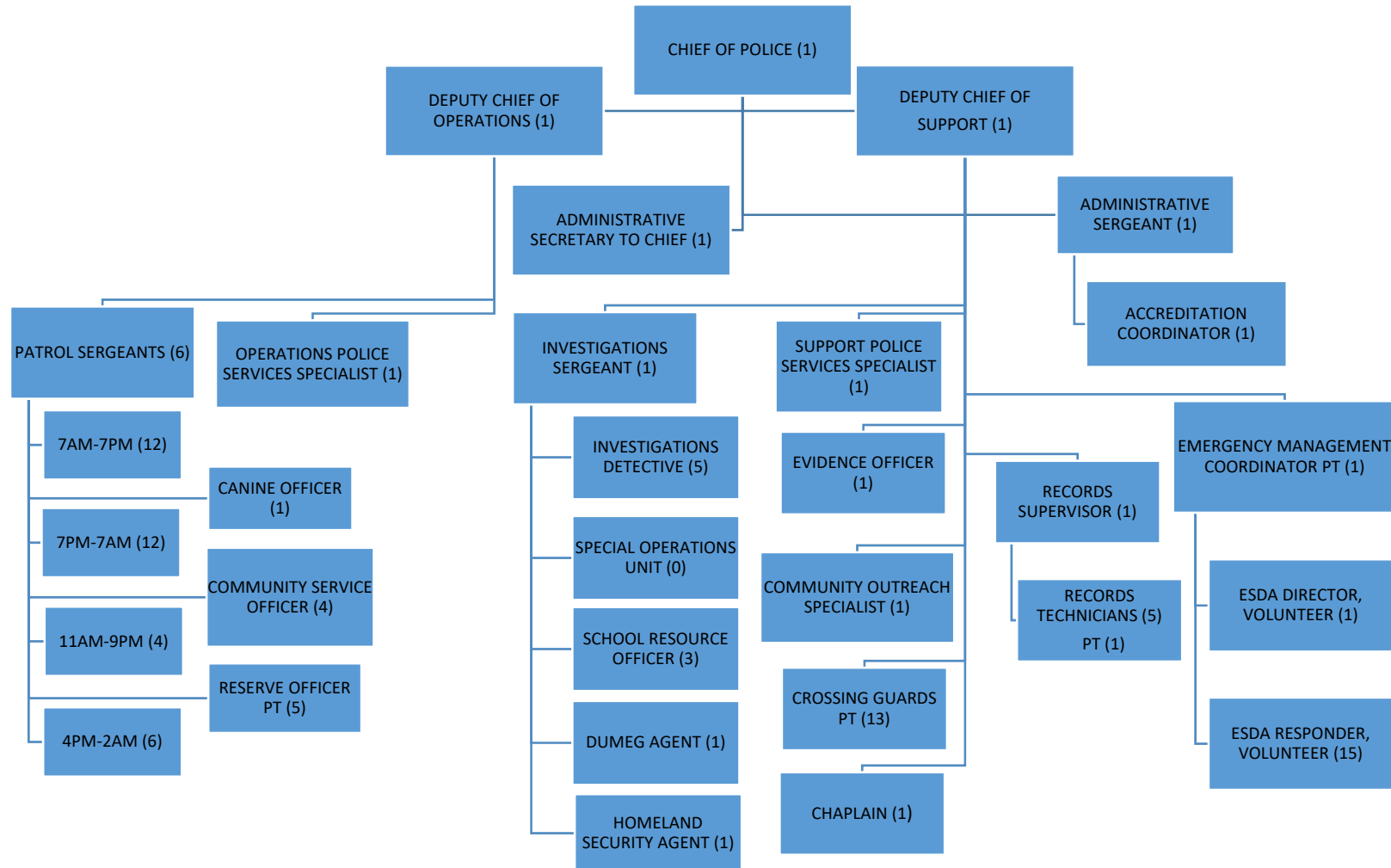
Objective: Identify all property within the police department that can be designated as surplus, work with Village Administration and Board for destruction orders and ordinances for said property.

Goal 9: Decrease DUI crashes by twenty percent.

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

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

FY 2020/2021 VILLAGE OF GLENDALE HEIGHTS POLICE DEPARTMENT



The Police Department is organized into two Divisions, Operations and Support. It has an authorized strength of 55 full time sworn officers. The Support Division responsibilities include Investigations, School Resource Officers, Safety Town, CALEA, Community Outreach, budget and grant funding, records management, E911 ESDA and evidence management. The Operations Division responsibilities include Community Oriented Policing, police training, firearms range, accident investigation, animal control, patrol, traffic citations, service calls and crime prevention. The Department is charged with the duty of protecting the lives and property of the Village's 34,208 residents by providing 24-hour emergency and non-emergency service. (Total full-time employees 69, part-time 22 for a grand total of 108 employees; 15 of which are volunteers).



POLICE DEPARTMENT: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

Community Outreach Programs

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

Medical Supply Program

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

Digital Cell Phone Program

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Police Administration					
F-TIME & REG.PART TIME	414,958.00	428,766.00	553,544.00	560,927.00	569,479.00
OVERTIME PAY	979.00	1,014.00	227.00	1,500.00	1,500.00
FICA-EMPLOYER	15,989.00	16,304.00	16,534.00	17,782.00	17,879.00
TUITION REIMBURSEMENT	4,983.00	1,777.00	8,704.00	17,006.00	17,800.00
TRAVEL FOR MEETING & CONF	33.00	1,927.00	1,323.00	2,010.00	2,200.00
TRAINING & SEMINARS	33,300.00	38,366.00	34,675.00	44,977.00	51,257.00
MEDICARE - EMPLOYER	5,723.00	5,912.00	7,762.00	8,133.00	8,257.00
PRINTING & BINDING	327.00	295.00	-	380.00	380.00



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EMPLOYEES PHYSICAL EXAM	-	-	-	-	-
POLYGRAPH TEST	-	-	640.00	960.00	320.00
NE DUPAGE FAM&YOUTH SVCS	#N/A	13,474.00	71,876.00	28,000.00	64,450.00
SOFTWARE SUPPORT & MAINT	1,603.00	1,698.00	4,140.00	4,129.00	3,680.00
OTHER PURCHASE-SERVICES	-	38,628.00	12,876.00	31,480.00	20,500.00
COMPUTER-SOFTWARE	-	-	1,370.00	1,371.00	-
OTHER POLICE GEN.SUPLS.	30.00	220.00	-	200.00	200.00
UNIFORMS	42,566.00	55,473.00	37,563.00	45,500.00	45,500.00
OPERATING SUPPLIES	-	1,134.00	780.00	810.00	-
OPERATING EQUIPMENT	#N/A	#N/A	7,243.00	7,355.00	-
VEHICLE LEASE	#N/A	#N/A	-	-	85,000.00
MEMBERSHIP DUES	4,830.00	4,425.00	4,419.00	5,095.00	6,345.00
SUBSCRIPTIONS	70.00	70.00	70.00	300.00	300.00
ACCREDITATION (CALEA)	8,954.00	9,799.00	5,300.00	5,995.00	9,675.00
MISCELLANEOUS LICENSES	326.00	326.00	326.00	330.00	330.00
GENERAL GOVERNMENT	-	111,876.00	30,703.00	143,762.00	-



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POLICE DEPARTMENT: PATROL

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Police Patrol	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART TIME	3,926,670.00	4,239,898.00	4,110,369.00	4,133,613.00	4,300,687.00
HOLIDAY WORKED PAY	103,396.00	110,796.00	107,856.00	123,248.00	116,097.00
PART TIME OFFICER	10,115.00	7,338.00	8,686.00	12,000.00	12,000.00
DETAIL PAY	7,020.00	7,090.00	10,940.00	9,240.00	12,000.00
OVERTIME PAY	223,321.00	317,472.00	282,832.00	351,587.00	343,955.00
FICA-EMPLOYER	16,178.00	16,406.00	15,932.00	18,829.00	18,092.00
MEDICARE - EMPLOYER	59,319.00	67,127.00	64,278.00	68,390.00	69,466.00
EMPLOYEE-SEVERANCE PAY	23,494.00	122,112.00	39,309.00	12,400.00	17,074.00
AMMUNITIONS	11,852.00	14,000.00	11,965.00	12,000.00	12,500.00
TARGETS FOR GUN RANGE	345.00	271.00	333.00	500.00	500.00
K-9	2,566.00	2,930.00	2,277.00	4,000.00	3,000.00
OTHER POLICE GEN.SUPPLIES	-	-	165.00		-



ANNUAL BUDGET

CAR WASH	1,774.00	2,775.00	1,619.00	3,000.00	2,500.00
OPERATING SUPPLIES	1,404.00	908.00	2,385.00	3,000.00	3,000.00
OPERATING EQUIPMENT	3,890.00	8,466.00	28,543.00	28,679.00	17,315.00
POLICE DEPARTMENT	2,292.00	2,115.00	2,320.00	2,500.00	9,040.00
OTHER PURCHASE-SERVICES	#N/A	119,669.00	356,167.00	350,000.00	360,000.00

POLICE DEPARTMENT: INVESTIGATIONS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Investigation falls under the direction of the Support Operations Deputy Chief. The unit consists of an Investigations Sergeant, Evidence Officer, five Investigative Detectives, three School Resource Officers, Department of Homeland Security Task Force Officer, DuMEG Task Force Officer, and a part time Investigative Aide.

Evidence Officer

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

School Resource Officers

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

Special Operations Officers

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

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

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



ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

Police Investigations	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART TIME	1,172,885.00	1,118,440.00	1,161,059.00	1,165,030.00	1,294,539.00
HOLIDAY WORKED PAY	2,643.00	1,093.00	1,737.00	17,498.00	20,394.00
OVERTIME PAY	107,595.00	122,372.00	86,404.00	86,840.00	96,531.00
FICA-EMPLOYER	3,365.00	3,435.00	4,060.00	6,164.00	6,136.00
MEDICARE - EMPLOYER	17,782.00	17,628.00	17,491.00	19,514.00	22,156.00
EMPLOYEE-SEVERANCE PAY	-	24,315.00	17,271.00	17,272.00	-
OTHER PURCHASE-SERVICES	7,338.00	7,356.00	9,308.00	9,000.00	15,250.00
INVESTIGATION-CONTINGENCY	750.00	750.00	750.00	750.00	750.00
OTHER POLICE GEN.SUPPLIES	4,622.00	4,649.00	5,437.00	5,700.00	7,100.00
OPERATING SUPPLIES	-	-	360.00	1,231.00	-
OPERATING EQUIPMENT	4,450.00	-	-	-	-
LEASES-EQUIPMENTS	408.00	408.00	408.00	408.00	408.00
MEMBERSHIP DUES	340.00	340.00	530.00	550.00	550.00
SUBSCRIPTIONS	816.00	816.00	888.00	888.00	888.00
TOWING EXPENSE	75.00	525.00	392.00	250.00	250.00



ANNUAL BUDGET

POLICE DEPARTMENT: SUPPORT SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

Records Division:

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Police Support Services	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	513,790.00	529,577.00	539,119.00	600,983.00	521,683.00
HOLIDAY WORKED PAY	9,823.00	3,476.00	-	-	-
CROSSING GUARDS	45,465.00	44,934.00	36,672.00	55,016.00	51,000.00
OVERTIME PAY	9,652.00	9,939.00	2,507.00	4,148.00	2,662.00
FICA-EMPLOYER	31,576.00	31,939.00	31,441.00	31,160.00	31,426.00
MEDICARE - EMPLOYER	8,289.00	8,402.00	8,551.00	8,440.00	8,343.00
EMPLOYEE-SEVERANCE PAY	-	-	31,956.00	31,957.00	-
PRINTING & BINDING	9,188.00	5,963.00	7,517.00	9,500.00	9,500.00
VETERINARY STRAY ANIMALS	-	-	-	-	500.00
COMPUTER DATA ACCESS	40,861.00	52,404.00	60,754.00	74,099.00	78,292.00
OTHER PURCHASED SERVICES	2,490.00	-	-	-	-
OFFICE SUPPLIES	1,125.00	918.00	1,164.00	1,200.00	1,200.00
VETERINARY COST	261.00	199.00	104.00	500.00	-
OTHER POLICE GEN.SUPPLIES	3,809.00	3,228.00	4,148.00	4,300.00	4,300.00
GAS & FUEL	83,778.00	89,142.00	84,384.00	91,113.00	85,000.00
OPERATING EQUIPMENT	2,771.00	395.00	1,383.00	1,915.00	-
TELEPHONE	359.00	359.00	359.00	360.00	360.00
LEASES-EQUIPMENTS	12,901.00	8,756.00	7,865.00	12,000.00	12,000.00
R&M OPERATING EQUIPMENT	52,480.00	55,368.00	61,783.00	64,708.00	46,459.00
ANIMAL IMPOUNDMENT	2,491.00	1,312.00	1,160.00	3,150.00	2,150.00
RODENT TRAPPING	1,400.00	3,200.00	1,100.00	2,925.00	2,925.00
CONSOLIDATED DISPATCH EXP	524,373.00	524,373.00	553,213.00	553,345.00	583,640.00
GENERAL GOVERNMENT	-	-	-	7,393.00	-



ANNUAL BUDGET



POLICE DEPARTMENT: COMMUNITY ORIENTED POLICE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

Community Oriented Policing	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
OTHER POLICE GEN.SUPPLIES	14,148.00	12,825.00	13,745.00	14,000.00	14,000.00

POLICE DEPARTMENT: STATE AND FEDERAL GRANTS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

State and Federal Grants Revenues	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
PULL TAB TAX	886.00	883.00	1,347.00	4,000.00	3,000.00
D.U.I.	12,289.00	15,505.00	18,217.00	25,000.00	21,600.00
COURT DRUG FINES	2,475.00	827.00	1,565.00	3,000.00	720.00
SEX OFFENDER REGIST FUND	2,930.00	2,270.00	3,060.00	3,000.00	3,000.00
STATE-TOBACCO GRANTS	-	3,080.00	4,510.00	5,000.00	5,000.00
SUPERVISION FINES	15,723.00	13,324.00	5,184.00	15,000.00	12,000.00
ELECTRONIC CITATION FEES	2,410.00	2,543.00	3,603.00	2,000.00	2,800.00
FORFEITED FUNDS PD MONEY	-	-	-	-	-
EVIDENCE SEIZED CASH	2,093.00	7.00	1,746.00	-	-
STATE FORFEITURES FUND	11,529.00	531.00	3,405.00	-	-
FEDERAL FORFEITURES FUND	21,192.00	14,666.00	25,922.00	-	-
DARE ACCOUNT	2,500.00	2,600.00	2,500.00	-	-
MEG EQUITABLE SHARING	#N/A	#N/A	-	-	-
COMMUNITY ORIENTED POLICE	11,257.00	7,695.00	11,510.00	12,950.00	5,000.00
GUN RANGE	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00

State and Federal Grants Expenses	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
PULL TAB TAX	420.00	420.00	486.00	4,000.00	4,000.00
D.U.I.	8,330.00	13,899.00	3,365.00	3,500.00	5,500.00
COURT DRUG FINES	216.00	216.00	-	3,000.00	500.00
SEX OFFENDER REGIST FUND	-	1,820.00	2,210.00	3,000.00	2,000.00
STATE TOBACCO GRANTS	387.00	-	-	5,000.00	5,000.00
SUPERVISION FINES	10,792.00	3,788.00	2,901.00	15,000.00	15,000.00
ELECTRONIC CITATION FEES	-	-	3,000.00	2,000.00	3,000.00



ANNUAL BUDGET

EVIDENCE SEIZED CASH	10,790.00	310.00	1,740.00		-
STATE FORFEITURES FUND	18,250.00	1,995.00	265.00		-
FEDERAL FORFEITURE FUND	144.00	23,360.00	4,931.00		5,230.00
DARE ACCOUNT	-	99.00	2,602.00		-
COMMUNITY ORIENTED POLICE	9,332.00	10,495.00	10,129.00	12,950.00	5,000.00
GUN RANGE	5,365.00	-	-	6,000.00	-

FINANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Finance department is charged with these primary responsibilities:

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

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

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

TOTAL OPERATING BUDGET

\$911,792

SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/2020

In comparing fiscal year 2018 and 2019, the value of total Village assets increased from \$166 million to \$169 million, while total revenues grew from \$51 million in fiscal year 2018 to \$53 million in fiscal year 2019.

With regard to water billing and consumption statistics, the Village billed 760,223,200 gallons of water in fiscal year 2019. This represented a decline from the previous years' billing of 769,030,600 gallons. A total of 106,329 water bills were issued in fiscal year 2019, just slightly more than the total number issued the year before.

In the purchasing division, a total of 69 bids were managed in fiscal year 2019, compared to 83 bids in the prior fiscal year. Bids included professional services, commodities, leases and rentals, and construction projects.

One word comes to mind when describing all that has taken place within the Finance Department during 2019, and that word is “extraordinary”.

The year began with the retirement announcement from Administrative Services Manager Holly Beth Wood that she was stepping down after having given 32 years of public service, the majority of it being with the Village. This action resulted in a comprehensive restructuring of the Finance and Administrative Services departments, which were blended together and then placed under the oversight of the Finance Director. Holly’s departure also triggered a need to find a Purchasing Agent; someone who could come in and hit the ground running. We got exactly that when we snagged Ms. Darcie Garza from DuPage County. Ms. Garza is a Certified Public Professional Buyer with twenty years governmental purchasing and contract experience.

In preparing the Village’s annual budget for fiscal year 2019-2020, there was a significant challenge to be reckoned with in developing a long term strategy that was capable of addressing adequate funding of major water, sewer and wastewater treatment plant infrastructure projects, while at the same time maintaining a reasonable and justifiable usage rate structure. After months of work, a five-year rate plan was unveiled to Elected Officials in May 2019 as part of the adoption of the fiscal year 2019-2020 budget. While the rate proposal called for gradual increases over its term, it keeps the Village in the middle of the pack when comparing rates from surrounding communities. Equally important, it generates new funds which will be specifically earmarked for much needed infrastructure projects. One of the very first of these projects is the replacement of nearly 9,000 water meters and meter reading devices throughout the entire community. A majority of these devices are over 20 years old. The Village contracted with Water Resources Co. to undertake this \$3.2 million project, with work commencing this past November, and expected to continue into late summer, 2020.

In early May 2019, MB Financial Bank, the Village’s primary deposit and disbursement bank, was acquired by Fifth Third Bank. Although the merger has been fairly smooth, there have been quite a few transitional issues that have taken Finance Department resources to work out, and in some cases, settle for a lesser quality of service. The Village’s banking contract with Fifth Third was extended to December 2020, in order to give the Finance Department time to accept proposals from institutions that may be better suited to handle the complex financial needs of the Village.

Glendale Heights Fest is one of the major community events hosted by the Village each July. For the last decade, the sole management of funds generated from Fest has been entrusted to the Finance Department. This is a tremendous undertaking for the Department, requiring an “all hands on deck” approach in order to successfully accomplish. Over the last ten years, carnival ticket revenues have more than doubled, creating significant challenges for the Department in designing adequate safeguards for the care, custody and control of these dollars.

In a manner much similar to re-financing one’s home mortgage when borrowing rates decline, the Village took advantage of the low interest rate environment that existed during this past summer and a strong Aa3 credit rating as assigned by Moody’s Investors Service, and refunded three different outstanding bond issues in order to lock in lower rates without extending the

repayment term of the existing issues. Taking this action allowed the Village to realize nearly \$200,000 annually in interest savings over the next 16 years. In addition to the current refunding of the three existing bond issues, the Village issued \$2.5 million in new monies which went towards the water meter and meter reading device replacement project, and will be repaid through Utility System revenues.

This past September, the Village put in place a new local motor fuel tax of \$0.02 per gallon. The additional revenues expected from the tax will be pledged toward much needed road and stormwater management infrastructure projects throughout the Village.

The Village depends on major revenues, such as sales and home rule sales tax to support the level of services expected by residents and businesses within the Village. Sales tax alone makes up 31% of the Village's total General Fund revenue budget. Thanks to the tireless and continued efforts to encourage economic development as a primary objective, sales tax revenues have grown by nearly 25% since fiscal year 2015.

For the fiscal year ending April 30, 2019, the Village's General Fund finished the year with a surplus of almost \$2.8 million (before taking into account Other Financing Sources and Uses). The surplus was more than triple the amount that was contemplated in the budget, and so the Village took a very forward-thinking step and applied the extraordinary windfall to dissolve all of the past accumulated debt of the Golf Fund, all the while, not compromising the Village's General Fund Balance Reserve Policy. Taking this proactive action will be looked upon favorably from a future credit rating standpoint.

In addition to the act of eliminating the past debt of the Golf Fund, the Village was also able to put in place an amendment to the Police Pension Funding Policy, that will allow supplemental contributions (over those which are determined actuarially) into the Fund, thus potentially accelerating the repayment of past service liabilities and, improving the overall health of the Fund.

Also relating to the Police Pension Fund, the Village was notified by the Illinois Department of Insurance (IDOI) back in April that it was being chosen for a full compliance audit, with requests for records and other substantial documentation dating back to 2008. All requested items were gathered and transmitted to IDOI in early June, and the Village believes it has fully complied with all audit requests.

In the latter stages of 2019, the Finance Department began preparing a loan application to be submitted to the Illinois Environmental Protection Agency (IEPA) to be considered for a low interest loan in the amount of \$6.1 million, representing the estimated costs of rehabilitation of digesters at the Village's wastewater treatment facility as has been recently mandated by the State of Illinois. One key element of the application included preparing pro-forma financial statements for the Utility System revenues and expenses that looked back three years and ahead five years.

For the third year in a row, the Village did not seek an increase in the property tax levy, keeping a promise from the Village President and Board of Trustees to protect the “public’s pocket book”. Overall, the Village’s share of property taxes amounts to less than 11% of the total property tax burden.

On February 11, 2019, the Village was recognized by the Government Finance Officers Association (GFOA) with a Distinguished Budget Presentation Award for its Fiscal Year 2018/2019 budget document. This marks the sixth consecutive year in which the Village has received this recognition.

On March 27, 2019, the GFOA awarded the Village with a Certificate of Achievement for Excellence in Financial Reporting, for its 2018 Comprehensive Annual Financial Report (CAFR). This is the 36th consecutive year in which the Village has received this award. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting.

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

The GFOA recently updated its code of ethics, and as finance officials, we commit to these core values:

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

FY 2020/21 GOALS AND OBJECTIVES

FINANCE DEPARTMENT

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

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

Goal #2: Obtain an unmodified audit opinion in conjunction with the completion of the FY 2020 annual independent audit.

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

- ❖ Continue to work within other Village departments to evaluate manual processes and recommend changes that will reduce the reliance on external systems to perform core functions, streamline operations, and reduce processing costs by documenting end-to-end existing and new workflow processes.
- ❖ Implement the Asset Management Plus module in Central Square, that will automatically generate a capital or controlled asset record based upon selections made in the Purchase Order / Accounts Payable processes. This enhancement will greatly reduce a very time consuming task associated with manually tracking capital items, maintaining custody records of assets, calculating depreciation, recording gain or loss of disposals, and accurately recording the book values of capital items.
- ❖ Implement TimeClock Plus®, a time and attendance application designed to reduce the reliance on manual systems, ensure security of sensitive data through a centralized collection and storage process, and enhance the user experience of the Central Square product.

Goal #4: Complete upgrade of COGNOS to COGNOS version 11.

PURCHASING DIVISION

Goal #1: Insurance Requirements

- ❖ Continued efforts are being made to establish boilerplate insurance requirements for vendors that serve the Village in various capacity and provide materials and supplies.

Goal #2: Boiler Plate Documents

- ❖ A review and update of the general purchasing documents, including the purchase order, and bid documents, including general conditions, for commodity/services, and construction.

Goal #3: Surplus Property

- ❖ While higher valued surplus is processed on a timely and efficient manner, low value items are placed on the back burner; therefore, develop an improved method to process low value surplus efficiently without delays for all departments.

WATER BILLING DIVISION

Goal #1: Implement Landlord Tenant Agreement and Payments

- ❖ As the number of residential rental properties increase, modifications to our landlord and tenant application and process of closing accounts is necessary.

- ❖ To better ensure compliance of both the Village rental license program, collection of all outstanding water payments prior to establishing a new service for a new tenant, and clear communication to the property owner as to their legal responsibility, we are establishing a new process and landlord and tenant agreement.

Goal #2: Complete the Water Meter Replacement Project, led by Water Resources.

VEHICLE LICENSING

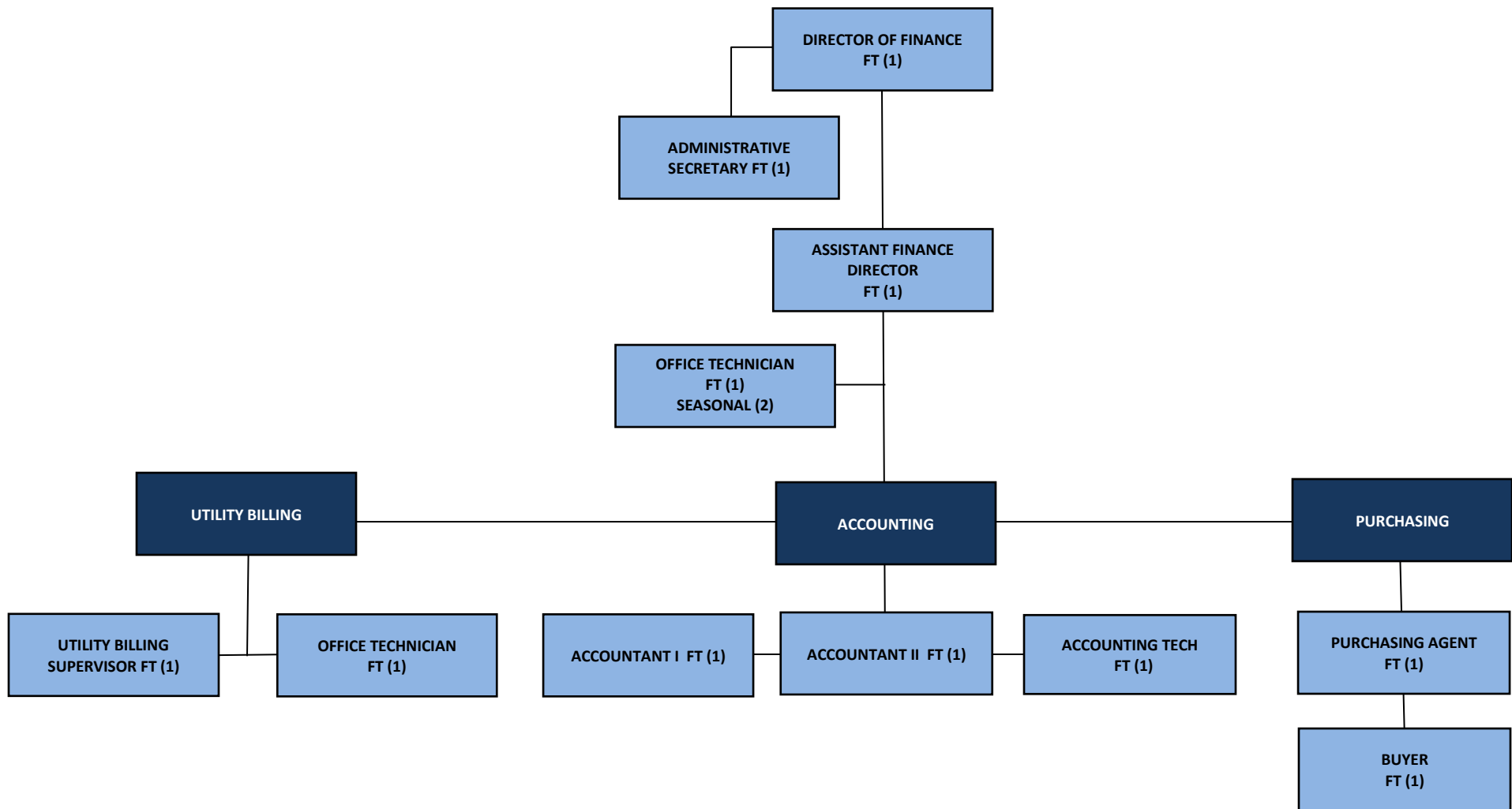
Goal #1: Vehicle License Registrations

- ❖ Continue to utilize the Secretary of State Vehicle registration data to identify vehicles and owners who have not purchased the required license. The overall goal shall be to increase compliance of vehicle registrations within our community.

PROPOSED FINANCE BUDGET WITH ACTUAL HISTORY

Finance Department	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART TIME	362,810.00	420,338.00	441,917.00	440,323.00	704,115.00
OVERTIME PAY	-	-	-		1,000.00
FICA-EMPLOYER	21,659.00	24,967.00	26,430.00	27,498.00	43,717.00
TRAVEL FOR MEETING & CONF	-	-	-	50.00	250.00
TRAINING & SEMINARS	515.00	705.00	164.00	950.00	1,300.00
MEDICARE-EMPLOYER	5,128.00	5,930.00	6,252.00	6,432.00	10,340.00
AUDITING	33,955.00	37,355.00	38,600.00	38,600.00	40,375.00
OTHER PROFESSIONAL	3,425.00	12,588.00	2,637.00	5,200.00	5,400.00
PRINTING & BINDING	2,771.00	2,623.00	3,750.00	3,750.00	15,800.00
ADVERTISING	#N/A	#N/A	-		4,000.00
OFFICE SUPPLIES	525.00	1,125.00	2,183.00	1,900.00	2,350.00
COMPUTER SOFTWARE	-	-	-		75,000.00
MISCELLANEOUS SUPPLIES	#N/A	#N/A	-		6,060.00
OFFICE EQUIPMENT R & M	-	-	-		-
MEMBERSHIP DUES	650.00	650.00	650.00	650.00	1,085.00
RECORDING FEES	#N/A	#N/A	-		1,000.00
LICENSES	#N/A	#N/A	-		-
MISCELLANEOUS EXPENSE	-	-	24.00	24.00	-

FY 2020 / 2021
VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE
FINANCE DEPARTMENT



The Finance department is responsible for all fiscal operations of the Village. These responsibilities include budget control, accounting, investments, payments, billing, all receipts, assets management, inventory, sale of real estate transfer stamps, vehicle stickers, animal licenses, garage sale permits and assisting the Village Administrator with budget preparation. The Utility Billing division is responsible for water meter readings and the processing of utility bills and other public services. The Purchasing division is responsible for the procurement of goods and services. Total number of employees: 11 Full-Time and 2 Seasonal

COMMUNITY DEVELOPMENT

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

TOTAL OPERATING BUDGET

\$1,327,164

FY 2019/20 SIGNIFICANT ACCOMPLISHMENTS

The Community Development Department focuses on maintaining and improving property values within the Village by encouraging economic development, issuing business licenses, performing construction oversight, licensing rental property, inspecting property when sold and monitoring property maintenance. Additionally, it also monitors existing property in the Village to help protect and improve property values, as well as the safety of its residents.

Economic development continues to be one of our highest priorities. Increased economic development improves property values, increases the tax base through property tax and sales tax, and lessens the tax burden on all property owners, as well as gives area residents more opportunities to shop and eat locally. Staff encourages new businesses to locate in the Village and addresses concerns from existing business to retain them within the Village.

Significant economic development activity occurred throughout the Village in 2019, and particularly along the North Avenue corridor.

Coda Resources leased the entire 180,000 square foot building at 990 E. North Avenue, just west of Swift Road.

ML Realty received Village Board approval to remove several dilapidated structures and construct an 116,000 square foot flex space building at 760 E. North Avenue. Construction is scheduled to begin in the spring of 2020.

Venture One received Village Board approval to construct a 150,000 square foot building at 1 E. North Avenue. They have demolished the vacant and decrepit buildings on the property in anticipation of beginning construction in the spring of 2020.

Freddy's Frozen Custard and Steakburgers constructed a new restaurant on a vacant lot at Glen Ellyn Road and North Avenue, which opened in the fall.

A new Jeep dealership opened at 435 E. North Avenue, giving the public the opportunity to shop for cars at Jeep, Dodge, Chevy and Nissan, all in Glendale Heights.

Burger King constructed a new restaurant at North Avenue and Bloomingdale Road, which opened in the fall, while Popeye's is still under construction immediately to the west and will open soon.

In addition to the development occurring along North Avenue, the Village continues to see new businesses moving into our existing shopping centers and industrial parks. Although Nestlé announced that they were closing their facility in Glendale Heights, KeHe Distribution immediately occupied the facility and there was no shut down, showing that Glendale Heights is a desirable location for businesses.

As part of the review of new developments, the Community Development Department posts notices on the Village website, prepares staff reports and schedules public hearings before the Plan Commission so the public may comment on development proposals before the Village Board makes a final decision. The Plan Commission considered 25 development proposals in 2019.

The Community Development Department reviews and issues new business applications and coordinates the reviews with the Fire District, Police Department and Public Works Department. The Community Development Department also processed business license renewals for the 554 businesses and 60 home occupations within the Village in 2019.

In 2019, the Community Development Department received 3,091 building permit applications for industrial, commercial and residential construction. Staff reviews the permit applications and conducts inspections to verify that work performed complies with national code standards and ensures safe structures. The Community Development Department also issued 35 permits to utility companies to conduct work in the public right-of-way.

The Village issued licenses to 1,556 single-family home rental properties and 3,770 multi-family units in 2019. Staff works with property owners and tenants to ensure that the rental units are properly maintained through the licensing and inspection process as well as the Crime Prevention Partnership program. Through this program, the Village provides information to property owners and tenants about their rights and obligations to comply with the law. This program is important to deter crime and help protect property values in the community.

Community Development Department staff also works with residents, developers and contractors to provide information and assist with zoning, building and flooding questions. The Department responded to approximately 239 Freedom of Information Act requests in 2019. It also provided zoning verification letters and floodplain information to property owners upon request. Staff assists residents with flooding problems and minimizing floodplain insurance requirements. In August of 2019, after many years of effort, the Village was successful in convincing FEMA to modify the floodplain maps for the Village of Glendale Heights. The new maps reduced the number of homes in the Village that are within a floodplain, and substantially reduced or eliminated the need for homeowners to obtain floodplain insurance in these areas.

Staff responds to service requests from residents, as well as identifies property that is not properly maintained, and contacts owners to request that violations be addressed. Although a majority of property owners address violations, if not addressed, staff issues citations to require that property be properly maintained. Staff also works with management companies and homeowners associations to ensure that common areas and buildings are also maintained.

FY 2020/21 GOALS AND OBJECTIVES

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

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

Goal #2: Evaluate types of required licenses

- Evaluate all license deadlines, processes and fees to determine if there are any customer service improvements or efficiencies that can be achieved
- Determine if business license renewals can be combined with other licenses to improve customer service
- Convert rental license processing to the financial system to send invoices and track payments
- Review deadlines for all license types to appropriately combine or distribute workload for greater efficiency

Goal #3: Present the 2018 National Building Codes to the Village Board of Trustees for adoption

- Present proposed codes with amendments to the Ordinance Committee and Village Board

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

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

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

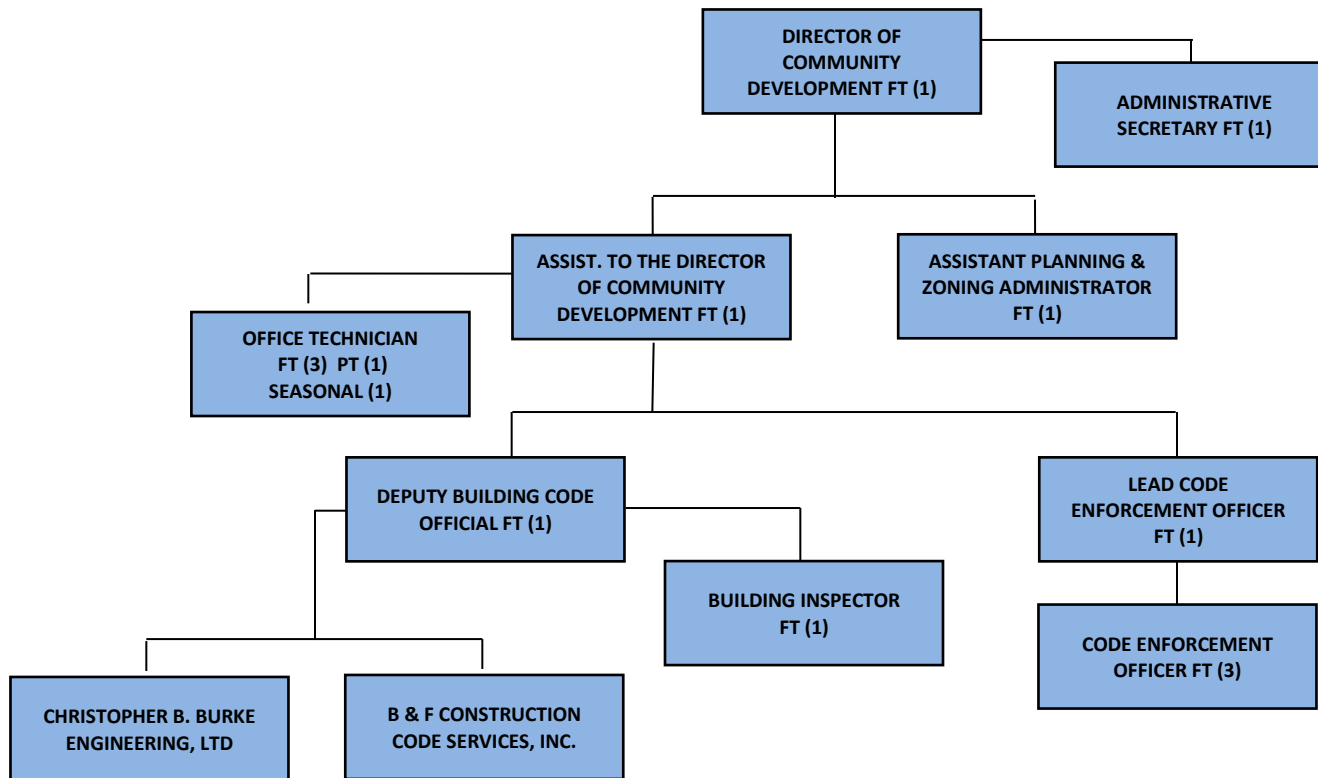
Goal #5: Participate in Preparation of 2020 Census

- Assist in preparation and implementation of 2020 Census
- Prepare maps with annexed areas and provide to the Census Bureau to include in the Census
- Participate on the Census Committee to help ensure maps are correct, find office space, identify stakeholders, help recruit staff and advertise the upcoming census

FY 2020 / 2021

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

COMMUNITY DEVELOPMENT



The Department of Community Development is charged with planning for the future growth of the Village, maintaining the quality of existing development, and with assuring that new construction meets acceptable community standards. To carry out these responsibilities, Community Development is divided into two divisions; Administration and Inspection Services. Administration maintains oversight of the entire Department, Planning, Zoning, Economic Development, business licenses and office services. The Inspection Services Division consists of the Building, Rental, Real Estate Transfer, Crime Prevention and Code Enforcement. The Inspection Services Division inspects and enforces regulations related to construction, rental, real estate and property maintenance. The Division is also responsible for Crime Prevention Partnership and Administrative Adjudication. Two contracted service providers assist the Department. Christopher B. Burke Engineering performs engineering plan review and inspections. B & F Construction Code Services, Inc. assists with commercial building plan review and inspection. Community Development is the staff liaison to advisory boards and commissions composed of citizens appointed by the Village for a specified number of years. These advisory boards include the Plan Commission, Redevelopment and Revitalization Committee, and Property Enhancement Committee. Total number of employees: 13 Full Time, 1 Part-Time and 1 Seasonal.

COMMUNITY DEVELOPMENT ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Comprehensive Planning

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

Annexation, Zoning, Land Use

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

Plan Review

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

Code Enforcement

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

Building Permits

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

Property Maintenance

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Community Development Administration	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART TIME	485,948.00	514,046.00	562,682.00	591,146.00	613,547.00
TEMPORARY HELP	5,435.00	4,770.00	8,291.00	10,000.00	11,750.00
OVERTIME PAY	108.00	6.00	13.00	100.00	100.00
FICA-EMPLOYER	29,036.00	30,565.00	34,197.00	36,623.00	38,824.00
TRAVEL FOR MEETING & CONF	-	-	-	100.00	100.00
TRAINING & SEMINARS	590.00	80.00	135.00	660.00	660.00
MEDICARE - EMPLOYER	6,872.00	7,257.00	8,086.00	8,771.00	9,078.00
PRINTING & BINDING	4,771.00	3,695.00	4,302.00	6,000.00	6,100.00
PUBLICATIONS	844.00	600.00	-		450.00
OTHER PURCHASE-SERVICES	37,582.00	13,209.00	8,626.00	39,922.00	30,000.00
OFFICE SUPPLIES	923.00	1,331.00	1,121.00	1,500.00	1,500.00
SOFTWARE					

FISCAL YEAR 2020/21



ANNUAL BUDGET

	-	-	-	-	-
UNIFORMS/PPE	411.00	301.00	267.00	450.00	450.00
OPERATING SUPPLIES	999.00	925.00	894.00	1,000.00	1,000.00
OFFICE EQUIPMENT	3,890.00	-	-	-	600.00
COMPUTER EQUIPMENT	1,983.00	-	-	-	650.00
TELEPHONE	5,165.00	-	-	-	-
LEASES-EQUIPMENTS	4,198.00	4,344.00	3,652.00	4,500.00	4,500.00
MEMBERSHIP DUES	698.00	698.00	724.00	750.00	750.00
VEHICLES	-	-	-	-	26,000.00

COMMUNITY DEVELOPMENT: INSPECTION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Community Development Inspections	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART TIME	395,975.00	409,761.00	450,258.00	465,236.00	492,355.00
OVERTIME PAY	-	-	-	1,000.00	1,000.00
FICA-EMPLOYER	23,876.00	24,674.00	27,157.00	28,845.00	30,526.00
TRAVEL FOR MEETING & CONF	-	5.00	100.00	100.00	100.00
TRAINING & SEMINARS	6,411.00	5,275.00	3,680.00	5,500.00	6,000.00
MEDICARE - EMPLOYER	5,584.00	5,770.00	6,351.00	6,746.00	7,139.00
OTHER PURCHASE-SERVICES	17,149.00	25,234.00	26,663.00	32,500.00	30,000.00
UNIFORMS/PPE	1,329.00	1,301.00	1,384.00	1,350.00	1,350.00
GAS & FUEL	4,782.00	4,925.00	4,534.00	6,100.00	5,860.00
OPERATING SUPPLIES	602.00	1,222.00	595.00	600.00	600.00
OPERATING EQUIPMENT	533.00	530.00	163.00	800.00	600.00
R&M OPERATING EQUIPMENT	310.00	85.00	-	5,000.00	5,000.00
MEMBERSHIP DUES	460.00	410.00	460.00	575.00	575.00

PUBLIC WORKS

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

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

TOTAL OPERATING BUDGET

\$2,516,753

SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/20

STREETS DIVISION

In 2019, local road infrastructure was improved throughout the Village as part of the In-House Road Program overlaying Goodrich Avenue, Chadwick Lane, Towner Court, and Easy Court. The project involved the removal and replacement of deteriorated and structurally damaged curbs and sidewalks along with base repairs to the roadway before the new asphalt surface layer was applied. The in-house road program undertook the repaving of over 3,080 square yards of surface roadway, and the replacement of 200 linear feet of curb and 1,100 square feet of sidewalk.

The Sidewalk Removal and Replacement project was undertaken on approximately five streets in the Village. The purpose of the project was to replace structurally damaged and hazardous sidewalks. Another aspect of the project was to preserve the mature parkway trees; this involved elevating the replaced sidewalks over the root system of the trees to prevent heaving of the replacement sidewalks, rather than removing the tree itself.

Parking lot improvements were undertaken at Ollman Park. A new storm sewer system was installed to convey water from the parking lot. Crews installed four storm sewer structures and 200 feet of pipe. Additionally, the crews replaced over 100 feet of curb that was necessary to correct drainage issues.

Streets Division Staff responded to 28 snow and ice events throughout last year's winter season, plowing and de-icing 76 center lane miles of roadway and 147 courts during each event. The Street Division also responded to 44 separate flood control events including clearing of storm inlets and streams to alleviate standing water on roadways. Additionally, the Division responded to 375 work orders in 2019, and completed over 2,700 JULIE locates for buried utility services.

ENGINEERING DIVISION

The Engineering Division ensures the Village upholds all local, state and federal mandates, including stormwater management compliance, and erosion control inspections on active construction sites. In 2019, the division reviewed over 170 permit applications including engineering drawings and stormwater reports.

The Division provided contract supervision and construction observation for large road projects. One such project was the 2019 MFT Road Program, which included the reconstruction of eight streets, at a total cost of approximately \$2 million. This project involved road reconstruction with curb and sidewalk repair, as well as drainage improvements. As part of the project, Charles Drive had the sidewalk relocated away from the curb to create a grass parkway between the curb and the sidewalk, improving safety for pedestrians.

Another important road project was the \$660K Gregory Avenue Reconstruction project. This project reconstructed Gregory Avenue from Glen Ellyn Road to the intersection with Somerset Drive. This construction also included storm sewer improvements, and curb and sidewalk improvements. This road project was paid for in part by a \$350K Community Development Block Grant (CDBG) administered by DuPage County.

The Village also undertook an \$800K regional stormwater detention and flood control project by adding underground stormwater detention to the Glendale Square shopping mall on North Avenue. Large corrugated metal pipes were placed underground in order to temporarily store large volumes of stormwater runoff. This project helps reduce flood elevations to residences surrounding the James Court Pond and businesses at the mall, as well as in creeks downstream of the project. This project was paid for in part by a \$340K CDBG grant administered by DuPage County.

A third CDBG project for the year was the \$875K East Branch Tributary 2 Channel Maintenance project. The Village's contractor dredged a section of the creek that was causing drainage problems in the creek. The improvements included streambank stabilization, dredging, vegetation management of invasive species, and the planting of new trees and shrubs. This project will improve drainage in the surrounding area, as well as removing obstructions from drainage areas. The Village can receive up to \$400K in grant money reimbursement for this project.

In July, the Village undertook a project to reline the culverts under Fullerton Avenue near Ardmore Avenue. These culverts discharge into the creek at Reskin Park. The existing culverts were failing corrugated metal pipes, rusting in places with large holes in the pipe wall and bottom. An inflatable bladder was inserted into the culverts to line them with a tough and durable resin to the shape of the original culverts. This made the culverts long lasting and stronger without the disruption and expense of excavating and removing the existing pipes. Silt buildup was removed from the pipe outlet area for better flow, and erosion control in the stream was restored.

WATER POLLUTION CONTROL FACILITY (WPCF)

The Village's Water Pollution Control Facility (WPCF) processed over one billion gallons of wastewater this year within Illinois Environmental Protection Agency (IEPA) guidelines and regulations. The Facility was found to be in good working order and no deficiencies were noted during its annual IEPA inspection.

The Facility also rehabilitated the second of its two influent fine screens. The screens are the first part of the process that removes large debris that could damage the pumps and other equipment if left in the wastewater stream.

The WPCF entered into an agreement with Trotter and Associates for engineering services to rehabilitate both of the Village's aerobic digesters. The digesters are a vital part of the operation at the WPCF and must be upgraded to accommodate upcoming phosphorus removal mandates set by the EPA.

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

FLEETS DIVISION

The Fleets Division has made changes to its heavy truck purchases, and over the last few years, are now purchasing Peterbilt trucks with stainless steel salt spreaders and dump bodies. These upgrades will allow for a longer life expectancy and lower cost of overall ownership on these large trucks. The Division services and repairs over 350 vehicles and pieces of equipment belonging to the Village. In-house repairs and maintenance allow for a quick turnaround and lower costs.

UTILITIES DIVISION

The Village's water infrastructure was improved in 2019 through the rehabilitation of the West Burdette Water Storage Tank. This is a one million gallon water storage tank, which services customers west of Bloomingdale Road. Work included sandblasting the exterior and interior, repainting and installing two mixing systems to improve water quality. This is the fourth water tower that has been rehabilitated by Utility Services Group since 2014.

Utilities Division staff performed maintenance to the public water infrastructure system by responding to 47 water main breaks, 30 fire hydrant replacements or repairs, 96 water service repairs, 16 main line valve repairs, pump station maintenance, and Illinois Environmental Protection Agency (IEPA) mandated sampling. All IEPA sampling undertaken in 2019 resulted in

no violations or water quality issues. In-house projects and maintenance to the water system continued with the painting of 462 fire hydrants.

A water leak detection survey was undertaken in the spring by Water Services, Inc. The survey identified 13 leaks, seven of which were fire hydrant leaks and the remaining six were water main valve and service issues. Utilities Division staff repaired all leaks found within the system. Preventative maintenance to the Village's sanitary sewer collection system also continued. Jetting of approximately 57 miles of public sewer mains was achieved. In addition, annual root cutting and de-greasing programs were undertaken.

Improvements to the Supervisory Control and Data Acquisition System (SCADA), which manages both the Village's water, and sewer systems were also undertaken by Concentric Integration, LLC. This included improvements and upgrades to the hardware and software. These changes will allow for improved efficiency when identifying problems within the infrastructure including allowing more flexibility in viewing alarm issues remotely when in the field.

GOALS AND OBJECTIVES FY 2020/21

UTILITIES DIVISION GOALS & OBJECTIVES FY21

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

- ❖ Identify and repair structural defects to the Village's sanitary sewer system.
 - Televising all sanitary sewers and identify major structural defects.
 - Map and report all structural defects on Village's GIS.
- ❖ Make repairs of all water main breaks in a 24-hour period.
 - Undertake survey of all water main valve locations throughout the Village and verify map locations on GIS, including inventory for isolation purposes.
 - Identify remedial works and/or new valve installations to address deficiencies to isolate water mains.
 - Record all water main breaks on Village's GIS.
 - Locate and document all residential property boxes and sewer cleanouts to expedite emergency repairs.
- ❖ Continue to implement a Confined Spaces Program.
 - Define and amend Confined Space Policy to include rescue teams roles and responsibilities to work in Utilities Division.
 - Continue training of all Utilities Division staff as required.

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

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding UCMR 4 sampling and continue to monitor new regulations pertaining to lead in drinking water.
 - Follow-up with individual user lead levels in which results exceeded 15 parts per billion in a timely manner.
 - Ensure all UCMR 4 sampling is undertaken appropriately and data is submitted to the USEPA, CDX website as required.
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure.
 - Utilities Division will undertake quarterly zone inspections to identify deficiencies in the field to achieve better efficiency for residents.
 - Utilities Division will log these deficiencies and generate work orders for completion.
 - Repair and make operational the Interconnect valve with the Village of Carol Stream

STREETS DIVISION

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

- ❖ Improve Pedestrian Safety throughout the Village.
 - Identify all remedial sidewalk work and update database to track and record conditions.
- ❖ Improve Street Lighting in the Village.
 - Identify locations of lighting deficiencies and install additional street lighting where needed.
- ❖ Improve and Maintain Village Streets.
 - Survey all streets on an annual basis for permanent/temporary patch repairs.
 - Increased amount of permanent patch repairs undertaken.

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

- ❖ Provide an initial response within 2 days of receipt, and a substantive response within 7 days of receipt of All Work Orders/Complaints.
 - Streets Division Manager/Foreman to check Public Works database every morning for status of reports.

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

- ❖ Repair Vehicles to prolong the life expectancy.
 - Replace trailer decks.
 - Replace the Village owned Street Sweeper dump body.

FLEETS DIVISION

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

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

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

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

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

- ❖ Execute the annual budget responsibly
 - Monitor and control overtime.
 - Price shop on parts and inventory to ensure competitive pricing.
 - Perform a self-audit of the Division inventory, to be performed in a rotating manner with staff.
- ❖ Recycle and lower carbon footprints while controlling costs.
 - Increase time between oil & fluid changes.
 - Recycle antifreeze and continue recycling of batteries, engine oil and brake fluid.

WPCF DIVISION

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

- ❖ Ensure Standard Operating Procedures and Best Management Practices are in place and implemented:
 - Review and update existing procedures, and create new documentation where necessary.
 - Ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations.
- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
 - Log annual rain fall totals in excel
 - Ensure lab testing adheres to new NPDES requirements
 - Implement preventative maintenance software program.
 - Work with Village Engineer to secure energy grant for Influent pumps
- ❖ Manage a Confined Spaces Program by:
 - Review and amend Confined Space Inventory on an annual basis.
 - Review assets and eliminate any unnecessary confined spaces.
 - Ensure safety equipment inventory is checked on a monthly basis, and deficiencies are resolved.

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

- ❖ Reduce odors emanating from the Treatment Plant by:
 - Ensure digester PH is kept above 5.0.
 - Ensure Primary Clarifier sludge blankets are kept under 1 foot

- Patrol the area for odors on a daily basis.
- ❖ Ensure all Equipment is correctly maintained and serviced in a timely manner by:
 - All corrective and preventative maintenance is tracked in an Access database and or asset software program.
 - Daily work orders to be issued to staff to undertake maintenance/repairs.
 - All repairs are tracked and recorded in asset software program

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

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

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

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

Bring Users into compliance.

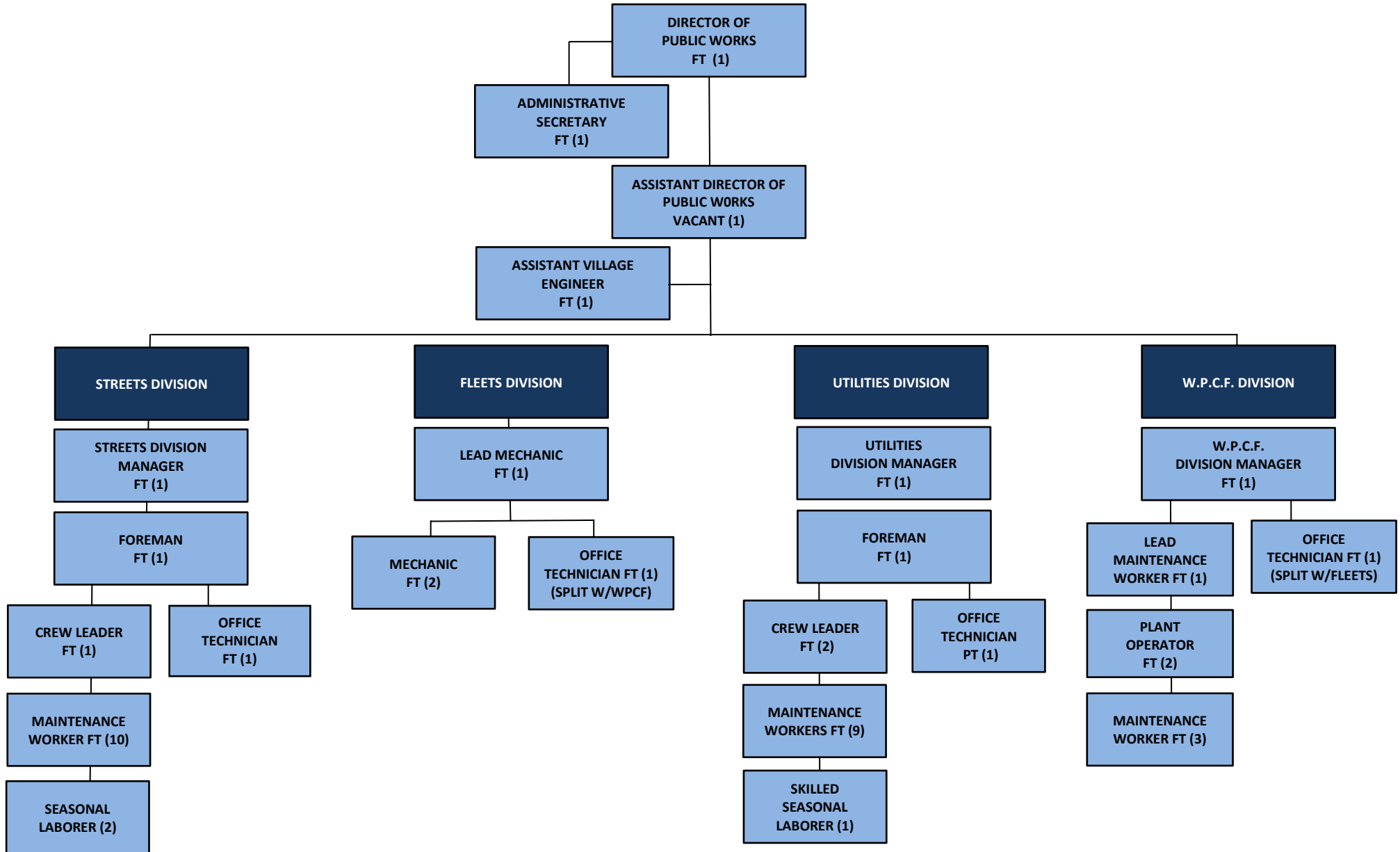


ANNUAL BUDGET

FY 2020 / 2021

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Street, Utilities, Fleets, Engineering and Water Pollution Control Facility. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department. Total number of employees: 41 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, eight industrial parks, and various commercial enterprises in six political districts. Policy leadership is provided by the Village President with the advice and consent of six Village Board Members. The office of the Village Administrator oversees that the Public Works Department is effectively translating the policy into programs and services. The Public Works staff performs service and projects that many times are vital, life sustaining necessities. These services form the foundation for many of the basic needs that improve the quality of life for 100% of the residents.

Essential Functions

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

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

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

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

Service Standards

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

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

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



ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Public Works Administration					
F-TIME & REG.PART-TIME	156,643.00	105,919.00	109,224.00	107,985.00	110,448.00
FICA-EMPLOYER	8,861.00	5,876.00	6,248.00	6,695.00	6,848.00
TRAVEL FOR MEETING & CONF	507.00	322.00	377.00	300.00	300.00
TRAINING & SEMINARS	-	33.00	-		-
MEDICARE - EMPLOYER	2,173.00	1,490.00	1,568.00	1,566.00	1,601.00
OTHER EQUIPMENT	814.00	-	-		-
PRINTING & BINDING	-	-	38.00	100.00	100.00
OFFICE SUPPLIES	274.00	267.00	1,994.00	2,049.00	300.00
UNIFORMS	38.00	-	9.00	150.00	100.00
GAS & FUEL	1,304.00	957.00	980.00	1,300.00	1,300.00
OFFICE EQUIPMENT	-	-	-		820.00
NATURAL GAS	1,686.00	2,572.00	1,903.00		2,500.00
LEASES-EQUIPMENTS	2,319.00	2,152.00	2,031.00	2,500.00	2,500.00
R&M PW BUILDINGS	-	91.00	-	200.00	-
R&M OPERATING EQUIPMENT	400.00	-	-	2,000.00	1,000.00
MEMBERSHIP DUES	196.00	327.00	229.00	500.00	625.00

PUBLIC WORKS: ENGINEERING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Engineering Division will provide quality engineering services to both internal departments and external parties, such as contractors, developers, DuPage County, and other engineering bodies. The division is also instrumental in ensuring the Village's Illinois Environmental Protection Agency (IEPA) Storm water National Pollutant Discharge Elimination System (NPDES) MS4 Permit remains in compliance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Public Works Engineering					
F-TIME & REG.PART TIME	48,922.00	91,968.00	102,718.00	103,997.00	108,150.00
FICA-EMPLOYER	2,928.00	5,443.00	6,113.00	6,783.00	6,705.00
TRAVEL FOR MEETING & CONF	-	31.00	-	200.00	200.00
TRAINING & SEMINARS	781.00	641.00	490.00	800.00	1,200.00
MEDICARE - EMPLOYER	685.00	1,273.00	1,430.00	1,586.00	1,641.00
LICENSES & CERTIFICATIONS	61.00	-	-	100.00	100.00
ENGINEERING	2,643.00	-	-	2,500.00	2,500.00
SOFTWARE SUPPORT/MAINT	397.00	429.00	301.00	400.00	400.00
OFFICE SUPPLIES	200.00	50.00	178.00	250.00	350.00
UNIFORMS/PPE	25.00	152.00	85.00	150.00	200.00
GAS & FUEL	309.00	367.00	349.00	500.00	500.00
OPERATING SUPPLIES	-	299.00	-	200.00	300.00
MEMBERSHIP DUES	796.00	632.00	749.00	985.00	985.00

PUBLIC WORKS: STREETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Public Works Streets	2018 Actual	2019 Actual	2020 Budget	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	1,009,441.00	1,053,241.00	1,085,060.00	1,098,555.00	1,130,720.00
TEMPORARY HELP	13,615.00	6,355.00	8,063.00	8,900.00	15,000.00
OVERTIME PAY	62,932.00	73,082.00	46,116.00	50,000.00	65,000.00
FICA-EMPLOYER	65,361.00	69,227.00	68,151.00	71,816.00	75,313.00
TRAINING & SEMINARS	5,166.00	4,524.00	3,022.00	4,700.00	4,700.00
MEDICARE - EMPLOYER	15,286.00	16,190.00	15,938.00	16,796.00	17,613.00
EMPLOYEE SEVERANCE PAY	-	21,025.00	-	-	-
ENGINEERING	-	16,837.00	55.00	1,000.00	1,000.00
DEBRIS REMOVAL	18,871.00	19,137.00	32,405.00	85,000.00	50,000.00
CURB-CUT PROGRAM	4,700.00	4,940.00	6,651.00	8,000.00	8,000.00
OTHER PROPERTY SERVICES	41,932.00	42,137.00	42,750.00	42,750.00	42,750.00
CONTRACTUAL SERVICES	104,006.00	3,203.00	1,800.00	2,608.00	2,400.00
OFFICE SUPPLIES	177.00	64.00	322.00	800.00	800.00
LANDSCAPING SUPPLIES	2,127.00	2,463.00	1,750.00	2,500.00	2,500.00
UNIFORMS/PPE	4,097.00	3,840.00	3,793.00	5,000.00	5,000.00
CHEMICALS	-	-	-	100.00	100.00
GAS & FUEL	38,990.00	48,955.00	42,530.00	40,000.00	45,000.00
OPERATING SUPPLIES	3,145.00	2,883.00	2,971.00	3,000.00	3,000.00
STREET LIGHTS	3,625.00	-	-	-	-
CELLULAR PHONE	270.00	330.00	359.00	460.00	500.00
ELECTRICITY	66,726.00	39,202.00	61,931.00	50,000.00	60,000.00
EQUIPMENT RENTAL	3,393.00	2,967.00	3,323.00	5,500.00	5,500.00
PUBLIC WORKS-STREET DIV.	2,942.00	5,551.00	4,585.00	6,500.00	6,500.00
STREET SIGNS/LIGHTS MAINT	50,241.00	32,714.00	22,101.00	40,000.00	39,840.00
STREET MAINT. & REPAIRS	41,914.00	33,255.00	35,145.00	45,000.00	45,000.00
PUBLIC WORKS	-	34,160.00	316,013.00	414,027.00	284,500.00

PUBLIC WORKS: FLEETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Public Works Fleets	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	204,917.00	231,066.00	200,107.00	254,639.00	208,328.00
TEMPORARY HELP	-	-	-	-	-
OVERTIME PAY	2,995.00	3,763.00	2,157.00	3,000.00	3,000.00
FICA-EMPLOYER	12,303.00	13,917.00	12,651.00	13,714.00	13,102.00
TRAINING & SEMINARS	800.00	2,634.00	805.00	2,800.00	3,000.00
MEDICARE - EMPLOYER	2,877.00	3,255.00	2,959.00	3,207.00	3,064.00
EMPLOYEE SEVERANCE PAY	-	-	11,507.00	11,506.00	-
DEBRIS REMOVAL	2,000.00	-	1,317.00	2,500.00	2,500.00
SOFTWARE SUPPORT & MAINT	18,747.00	3,140.00	4,088.00	4,350.00	4,500.00
OFFICE SUPPLIES	101.00	38.00	105.00	100.00	100.00
UNIFORMS	718.00	790.00	915.00	1,000.00	1,000.00
CHEMICALS	999.00	711.00	941.00	1,000.00	1,000.00
SENIOR CENTER	148.00	570.00	939.00	1,000.00	1,000.00
REPAIR SUPPLIES POLICE	18,200.00	21,103.00	22,605.00	19,500.00	20,000.00
REPAIR SUPPLIES-P/R/F	21,856.00	27,574.00	20,386.00	26,000.00	25,000.00
REPAIR SUPPLIES STREETS	37,889.00	55,833.00	38,313.00	41,200.00	40,000.00
REPAIR SUPPLIES FLEETS	844.00	361.00	422.00	400.00	600.00
REPAIR SUPPLIES ESDA	672.00	317.00	360.00	600.00	600.00

FISCAL YEAR 2020/21



ANNUAL BUDGET

REPAIR SUPPLIES COM DEV	1,229.00	1,608.00	1,012.00	1,600.00	2,000.00
REPAIR SUPPLIES ADMIN	407.00	805.00	264.00	389.00	800.00
REPAIR SUPPLIES PS ADMIN	493.00	507.00	1,717.00	1,911.00	1,000.00
GAS & FUEL	217.00	456.00	470.00	600.00	800.00
REPAIR SUPPLIES-GOLF	#N/A	-	33.00	2,000.00	1,500.00
MISC. INVENTORY SUPPLIES	3,235.00	2,913.00	3,100.00	3,500.00	3,200.00
OPERATING SUPPLIES	5,539.00	5,031.00	5,846.00	6,200.00	6,000.00
FLEET MAINTENANCE	510.00	1,114.00	3,969.00	4,600.00	9,000.00
OFFICE EQUIPMENT	566.00	573.00	39.00	200.00	200.00
LEASES-EQUIPMENTS	978.00	1,270.00	1,204.00	1,400.00	1,400.00
PUBLIC WORKS-FLEET MAINT	1,484.00	1,435.00	1,675.00	1,500.00	1,450.00
MEMBERSHIP DUES	30.00	30.00	30.00	200.00	200.00

PARKS, GROUNDS & FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

TOTAL OPERATING BUDGET

\$2,533,290

SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/2020

PARKS DIVISION

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

In 2019, the Parks Division worked with the Public Works Streets Division to complete asphalt resurfacing of the parking lots at Nazos, Circle, Ollman and College Parks. Additionally, over 100 new trees were planted in the parkways and parks. The Village of Glendale Heights also received the Tree City Award for the 22nd consecutive year.

One of the biggest projects this year was the planning of improvements to Camera Park. Several community meetings were held throughout the year to hear the needs of our residents. After compiling ideas and suggestions, a master plan was created and we hope to see many of these plans come to life soon. To assist with the funding of this project, the Village applied for and received an Open Space Lands Acquisition and Development (OSLAD) Grant from the Illinois Department of Natural Resources for \$400,000.

FACILITIES DIVISION

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

In 2019, the Facilities Division worked on many projects including installation of Variable Frequency Drives (VFD) on pool pumps at the Aquatic Center with more to be added this year. Roof replacements were completed at the Public Works facility and the Golf Course maintenance garage as part of a larger plan to service the roofs on all Village facilities over the next several years. If you did not stop by the Village Complex this past winter, you missed out on the change in decorating as Christmas lights were updated to LED lights in the Village's continued quest to become more energy efficient.

FY 2020/21 GOALS AND OBJECTIVES

Parks Division

Goal #1: Create a turf management and weed control program for difficult field areas and locations throughout Village

TASK to achieve Goal:

- Identify difficult turf areas in parks in need of special attention
- Enhance turf grass management with mechanical and chemical weed control
- Reduce worn areas by seeding and irrigating year round
- Rotate and shift fields when possible
- Increase aeration of turf areas
- Update field inspection sheets

Goal #2: MainTrac Software Upgrade

TASK to achieve Goal:

- Schedule upgrade of software and on-site training
- Input all parks, park facilities and large equipment
- Re-establish data entry requirements of labor hours
- Utilize MainTrac to its fullest potential

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

TASK to achieve Goal:

- Develop and install a disc golf course at Camera Park
- Establish a Monarch Butterfly Station at Camera Park
- Work with Queen Bee School District 16 to offer a community garden
- Begin Phase I and II Camera Park Improvements

FACILITIES DIVISION

Goal #1: Establish a long term plan for HVAC units and maintenance

TASK to achieve Goal:

- Add additional units to software to be able to monitor from a computer
- Establish yearly adjustments to plan upgrades based on budget

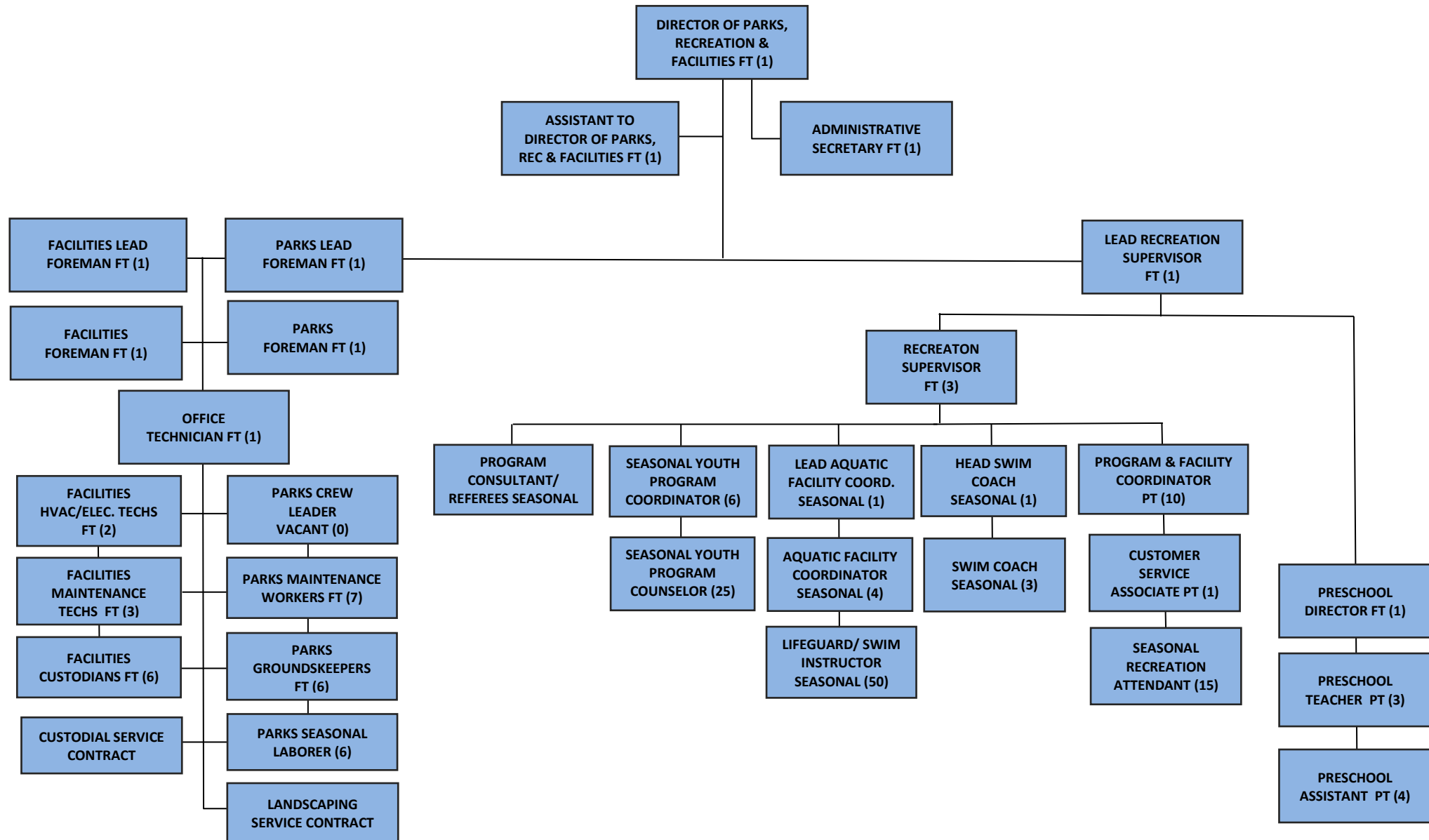
Goal #2: MainTrac Software Upgrade

TASK to achieve Goal:

- Schedule upgrade of software and on-site training
- Input all parks, park facilities and large equipment
- Re-establish data entry requirements of labor hours
- Utilize MainTrac to its fullest potential

FY 2020 / 2021

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE PARKS, RECREATION AND FACILITIES



Parks & Recreation's purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community's needs. The Facilities division provides technical and custodial maintenance for all village facilities and properties. Total number of employees: 37 Full-Time, 18 Part-Time and 111 Seasonal.



PARKS, GROUNDS & FACILITIES: PARKS & GROUNDS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Parks Division	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART TIME	1,002,318.00	1,007,019.00	1,067,907.00	1,058,503.00	1,013,095.00
TEMPORARY HELP	23,570.00	16,974.00	16,884.00	16,884.00	22,000.00
OVERTIME PAY	20,740.00	24,809.00	16,211.00	22,500.00	22,500.00
FICA-EMPLOYER	62,442.00	62,103.00	65,789.00	67,976.00	65,572.00
TRAVEL FOR MEETING & CONF	-	-	-	50.00	50.00
TRAINING & SEMINARS	525.00	741.00	405.00	1,240.00	9,100.00
MEDICARE-EMPLOYER	14,604.00	14,524.00	15,386.00	15,898.00	15,306.00
LICENSES & CERTIFICATIONS	2,969.00	809.00	300.00	1,550.00	750.00
DEBRIS REMOVAL	-	699.00	699.00	1,800.00	2,000.00
ADOPT A STREET PROGRAM	-	-	-	25.00	25.00
SOFTWARE SUPPORT & MAINT	3,300.00	3,400.00	3,500.00	3,500.00	3,700.00
OTHER PURCHASE-SERVICES	1,395.00	-	-	-	-
OFFICE SUPPLIES	228.00	135.00	55.00	250.00	250.00
TOPDRESSING SOIL	2,235.00	2,198.00	2,737.00	3,000.00	3,000.00
GRAVEL AND SAND	78.00	1,409.00	269.00	1,000.00	1,000.00
LANDSCAPING SUPPLIES	8,423.00	8,393.00	6,447.00	11,000.00	11,000.00
FERTILIZER	7,854.00	7,425.00	7,138.00	7,500.00	7,500.00
UNIFORMS	4,862.00	4,937.00	4,442.00	6,075.00	6,075.00
GAS & FUEL	30,655.00	32,156.00	29,382.00	35,000.00	33,000.00
OPERATING SUPPLIES	21,841.00	27,722.00	23,537.00	26,600.00	31,000.00
PARKS & GROUNDS EQUIPMENT	7,066.00	40,257.00	15,381.00	15,900.00	17,500.00
OPERATING EQUIPMENT	12,705.00	4,679.00	9,906.00	5,581.00	4,500.00
ELECTRICITY	24,108.00	26,046.00	20,236.00	28,000.00	28,000.00
LEASES-EQUIPMENTS	743.00	790.00	959.00	950.00	950.00



ANNUAL BUDGET

RENTALS-EQUIPMENTS	5,391.00	6,465.00	6,417.00	7,000.00	7,000.00
R&M OPERATING EQUIPMENT	446.00	461.00	355.00	500.00	500.00
R&M PARKS & GROUND OP EQP	7,823.00	3,937.00	3,342.00	3,800.00	3,800.00
R&M PARKS & GROUNDS	56,268.00	72,750.00	56,130.00	68,300.00	98,600.00
MEMBERSHIP DUES	790.00	280.00	47.00	810.00	640.00

PARKS, GROUNDS & FACILITIES: FORESTRY

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Parks Forestry Division					
TREE REMOVAL/REPLACEMENT	175,385.00	57,690.00	55,355.00	56,500.00	59,800.00
OTHER PURCHASE-SERVICES	720.00	720.00	140.00	300.00	300.00
UNIFORMS PPE	352.00	423.00	545.00	600.00	500.00
PARKS & GROUNDS TOOLS	5,351.00	475.00	1,831.00	1,850.00	1,200.00
MEMBERSHIP DUES	620.00	523.00	410.00	700.00	700.00
VEHICLES	3,440.00	-	-		70,000.00
PARKS & GROUNDS EQUIP.	3,440.00	-	21,492.00	26,685.00	-

PARKS, GROUNDS & FACILITIES: BUILDING MAINTENANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Facilities Division	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	734,907.00	669,425.00	706,962.00	702,815.00	721,154.00
OVERTIME PAY	5,209.00	4,669.00	4,445.00	6,000.00	6,000.00
FICA-EMPLOYER	43,665.00	39,843.00	41,954.00	43,992.00	45,084.00
TRAVEL FOR MEETING & CONF	-	-	-		50.00
TRAINING & SEMINARS	100.00	1,714.00	(90.00)	(90.00)	150.00
MEDICARE-EMPLOYER	10,212.00	9,318.00	9,812.00	10,288.00	10,544.00
PRINTING & BINDING	-	-	-		50.00
OTHER PURCHASE-SERVICES	41,040.00	60,068.00	74,314.00	65,670.00	62,335.00
OFFICE SUPPLIES	188.00	109.00	153.00	153.00	200.00
JANITORIAL SUPPLIES	20,074.00	16,974.00	19,695.00	20,000.00	20,000.00
ELECTRICAL SUPPLIES	7,220.00	7,184.00	8,442.00	8,507.00	10,350.00
HARDWARE SUPPLIES	4,663.00	3,356.00	1,934.00	1,954.00	3,600.00
PLUMBING SUPPLIES	1,746.00	1,615.00	1,588.00	1,600.00	2,000.00
LUMBER SUPPLIES	625.00	367.00	119.00	200.00	500.00
OTHER BLDG. MAINT. SUPPLY	434.00	387.00	885.00	886.00	700.00
UNIFORMS	2,770.00	2,694.00	2,725.00	3,450.00	3,450.00
GAS & FUEL	6,661.00	7,674.00	9,402.00	10,000.00	8,000.00
OPERATING SUPPLIES					

FISCAL YEAR 2020/21



ANNUAL BUDGET

5,300.00	7,225.00	20,378.00	20,380.00	18,900.00
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GOLF FUND

FUND DESCRIPTION

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

In FY 2018/2019, the Golf Fund was divided into two separate Funds; with Golf, Pro Shop and Grounds Maintenance operations being reclassified to a Special Revenue Fund, while Golf Restaurant and Banquet functions were kept as an Enterprise Fund. In FY 2019/2020, the two funds were reunited back into one fund, and will be identified as a subset under the General Fund. All activities are accounted for including administration, operations, financing and revenue collections.

TOTAL OPERATING BUDGET

REVENUES \$1,002,597

EXPENSES \$1,988,555

FY 2019/20 SIGNIFICANT ACCOMPLISHMENTS

Golf Administration Accomplishments

- ❖ New foyer furniture was purchased to replace tattered and worn furniture
- ❖ New Sheers and Blinds were purchased for the banquet room to replace broken blinds
- ❖ New Partition Wall was purchased to replace broken wall
- ❖ 3 additional security cameras were installed outside the clubhouse
- ❖ Additional Wi-Fi device for clubhouse was purchased to give more customers Wi-Fi access

Golf Grounds Accomplishments

- ❖ Bunker renovation project continued with filling in the right side greenside bunkers on Hole # 16
- ❖ Removal of several large dead trees on golf course including overgrown area next to # 3 green.
- ❖ Overlaid asphalt on areas of cart path that were in need of repair
- ❖ New greens mower was purchased

Food & Beverage Accomplishments

- ❖ Purchased new soup bowls and matching saucers
- ❖ Replaced compressor on back bar refrigerator that was in need of replacement
- ❖ Replaced shelving on wait staff station



FY 2020/21 NEW INFORMATION

Golf Operations

- ❖ FY 2020-21 New for this fiscal year will be our golf special events. Each special event will each have its own revenues and expenses. Each event will be recorded in one revenue and one expense line item and detail extracted from history

FY 2020/2021 GOALS AND OBJECTIVES

Golf Administration Division

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

- ❖ Work with Finance staff to utilize the journal entry export function of Golf Now Reservations to reduce the number of manual interventions to record daily transactions
- ❖ Train Glendale Lakes Managers how to use Central Square (HTE) system
- ❖ Continue to use Triple Seat Software for Food & Beverage bookings and details

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

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

Goal #3: Update interior and exterior of the clubhouse

- ❖ Enhance aesthetics for clubhouse
- ❖ Updating facility will attract more business

Golf Operations Division

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

- ❖ Continue to work with local high school coaches to help promote the Junior Golf program
- ❖ Market Junior Golf programs to junior high schools that feed into the high schools that use Glendale Lakes as their home golf course
- ❖ Use SNAG Golf (Starting New At Golf) golf instruction equipment to introduce basic golf skills at community events in Glendale Heights and Carol Stream
- ❖ Use SNAG Golf to expose summer PATH program participants to golf

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

- ❖ Monitor other courses in our immediate area for pricing comparison on a regular basis
- ❖ Work on marketing specials to fill open times on the tee sheet

- ❖ Work with the maintenance division to improve golf course so we can create a positive experience for golfers and improve word of mouth
- ❖ Promote to golf outing participants to come back and play with coupons/discounts valid at slow times
- ❖ Promote to local businesses our golf outing packages

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

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

Food & Beverage Division

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

- ❖ Offer a new bar menu that appeals to golfers at the turn (between #9 green and #10 tee box) and golfers after golf
- ❖ Advertise in the golf carts menus for golfers of food we offer at the turn
- ❖ Have bartenders trained to be able to cook food in a timely manner for golfers when there is no designated cook on duty
- ❖ Create and set up procedures to record and monitor food costs

Goal #2: Improve staff productivity

- ❖ Cross train staff to do various tasks
- ❖ Communicate among all division managers to have the most updated information on daily events going on at the facility by utilizing food & beverage software and staff meetings
- ❖ Train golf kitchen staff to be more efficient and offer more consistent service to customers

Goal #3: Create improved menus and offerings to customers to attract new business

- ❖ Create new menus and bring new ideas of offering different items to customers
- ❖ Gather feedback from events, analyze data and make changes as necessary to offer the best possible experience to customers
- ❖ Promote all of our business offerings to all events that are held here by having promotional information available

Golf Grounds Division

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

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

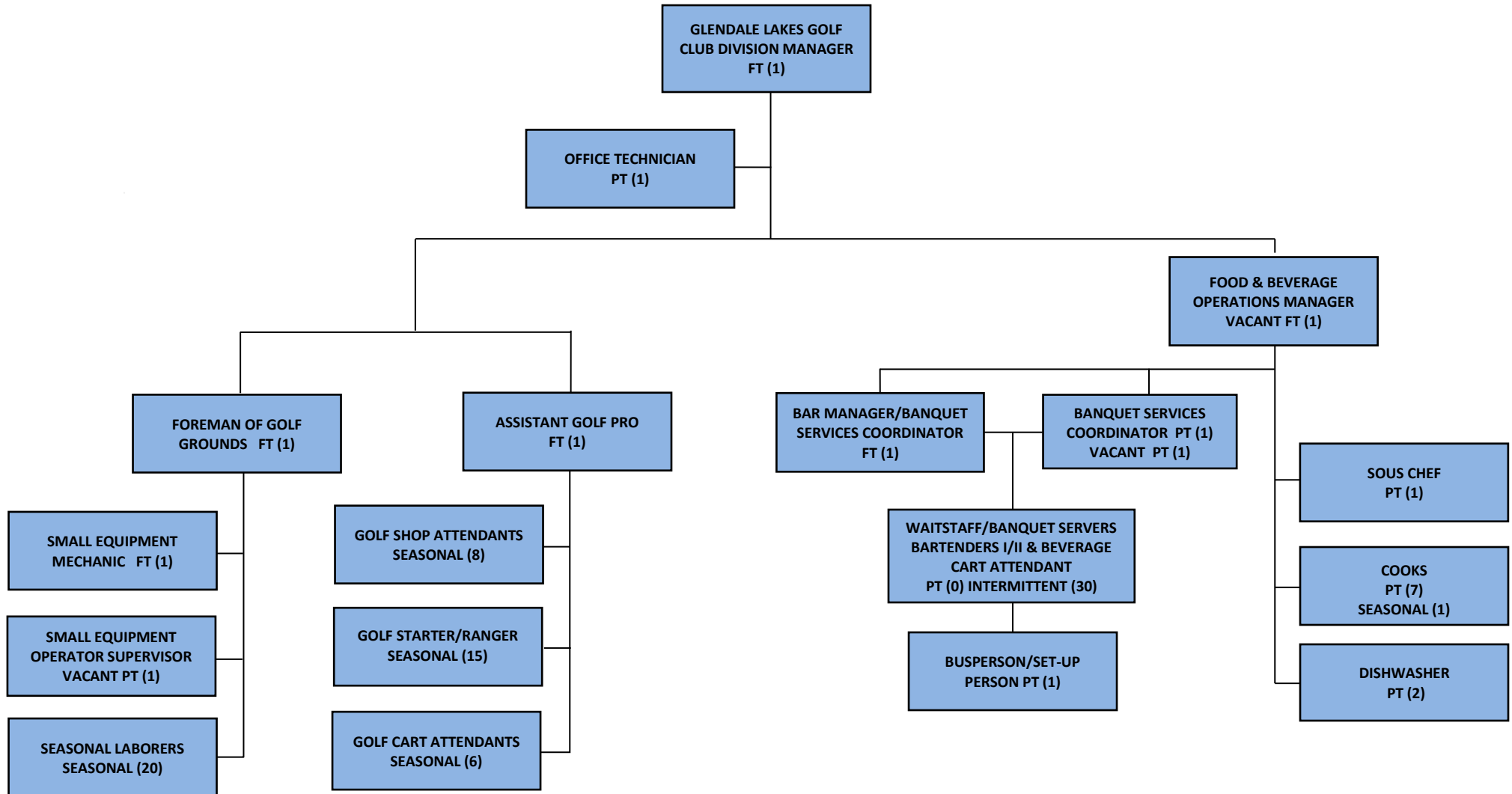
Goal #2: Improve golf course and clubhouse aesthetics

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

Goal # 3: Clean up Maintenance Building and Outside Yard

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

FY 2020 / 2021
VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE
GLENDALE LAKES GOLF CLUB
 (Division of Administration)



The Glendale Lakes Golf Course, clubhouse, and banquet facility is owned and operated by the Village of Glendale Heights. The golf course features an 18-hole championship design with water features that add challenge and beauty and offers a full service Pro-shop. The banquet rooms accommodate up to 250 people for weddings, showers and parties. Total Number of Employees: 5 Full-Time, 13 Part-Time, 50 Seasonal and 30 Intermittent.

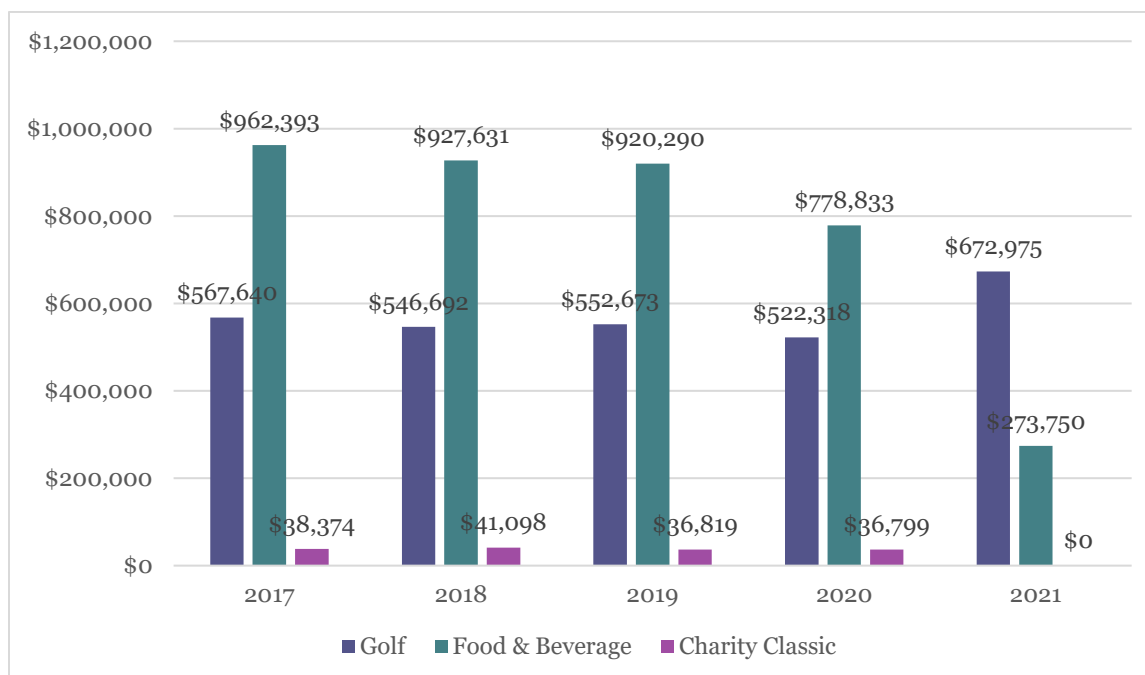
GOLF FUND: REVENUE

Each year, approximately 19,000 rounds of golf are played on the course, and Glendale Lakes hosts approximately 100 golf outings per year.

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

The Golf Fund Revenues are categorized into three major categories; Golf and Pro Shop, Food and Beverage, and the annual Charity Classic Event.

Golf Fund Revenue Five (5) Year History



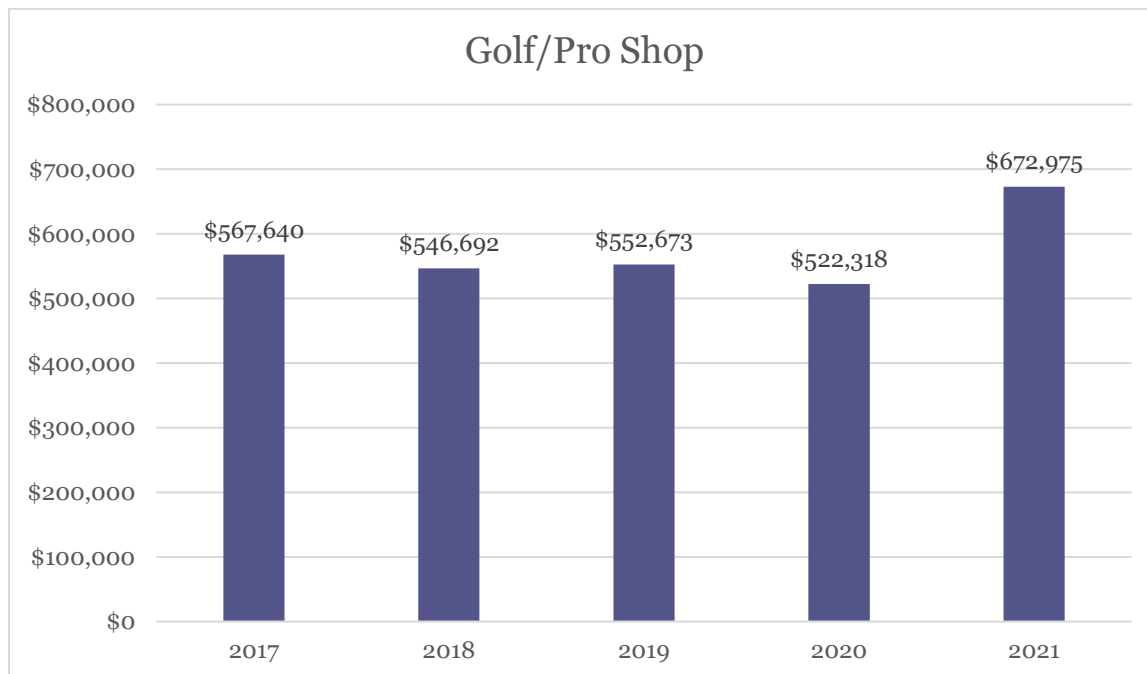
Pro Shop

The Glendale Lakes Golf Course is open year round and had almost 20,000 rounds of golf played in calendar year 2019. Each year's revenue is very dependent upon a healthy economy and favorable golfing conditions. The Village is predicting only minimal increases in revenue from last year's budget.

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

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

Pro Shop Revenue Five (5) Year History



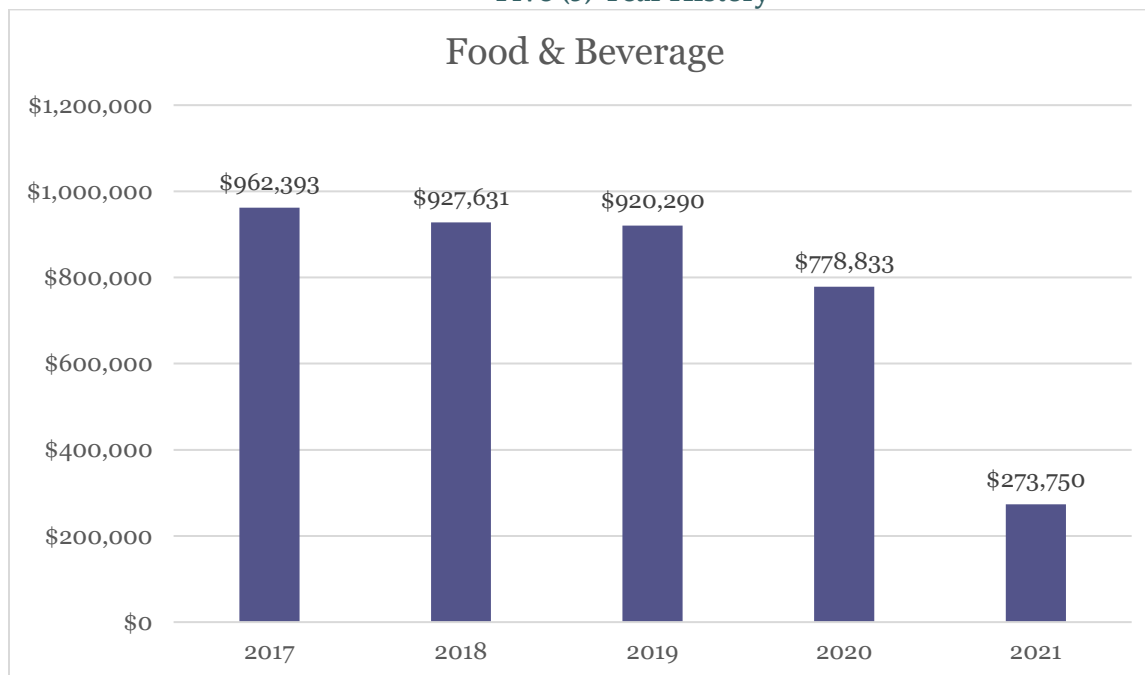
Restaurant/Banquets/Food & Beverage

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

The Restaurant and Banquet Division is responsible for the servicing of all customers that visit the restaurant or attend one of the many banquets held throughout the year. This division is also responsible for the ordering, preparing, and serving of all food and beverages ordered at any of its events or restaurant facilities. Over 95% of all event evaluations in 2018/2019 rated Glendale Lakes Golf Club above average or better.

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

Food and Beverage Revenue Five (5) Year History



Charity Golf Classic

The Charity Golf Classic is held annually in June at the Glendale Lakes Golf Course. Since its inception, the Charity Golf Classic has raised nearly \$400,000 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. Unfortunately, the event planned for June 2020 had to be cancelled.

Charity Golf Classic Revenue Five (5) Year History



GOLF FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Golf Administration					
F-TIME & REG.PART-TIME	-	52,599.00	110,746.00	110,367.00	117,144.00
FICA-EMPLOYER	-	3,174.00	6,682.00	6,843.00	7,222.00
TRAVEL FOR MEETING & CONF	-	-	-	25.00	25.00
TRAINING & SEMINARS	-	30.00	280.00	225.00	225.00
MEDICARE-EMPLOYER	-	742.00	1,563.00	1,600.00	1,689.00
OTHER EQUIPMENT	-	178.00	80.00	80.00	325.00
PRINTING & BINDING	-	-	650.00	650.00	650.00
ADVERTISING	-	6,628.00	16,769.00	27,000.00	27,000.00
NUISANCE ANIMAL CONTROL	-	3,860.00	1,417.00	4,950.00	4,000.00
SOFTWARE SUPPORT & MAINT	-	-	2,625.00	2,625.00	2,500.00
OFFICE SUPPLIES	-	86.00	77.00	100.00	100.00
OPERATING SUPPLIES	-	42.00	40.00	23.00	100.00
LEASES-EQUIPMENT	-	20,851.00	26,523.00	28,934.00	28,934.00
COMPUTER EQUIPMENT	#N/A	-	-	3,800.00	1,500.00
OPERATING EQUIPMENT	-	10,632.00	-		-
TELEPHONE	-	4,196.00	6,613.00	9,000.00	5,000.00
CELLULAR PHONE	-	150.00	300.00	300.00	300.00



ANNUAL BUDGET

ELECTRICITY	-	22,945.00	36,905.00	41,000.00	41,000.00
NATURAL GAS	-	9,587.00	13,313.00	15,000.00	15,000.00
WATER	#N/A	1,240.00	2,673.00	7,000.00	3,000.00
LEASES-EQUIPMENTS	-	2,499.00	2,408.00	2,775.00	2,520.00
RENTALS-EQUIPMENTS	#N/A	-	-		-
R&M-CLUBHOUSE	-	6,461.00	2,183.00	1,658.00	200.00
R&M OPERATING EQUIPMENT	-	291.00	53.00	87.00	300.00
MEMBERSHIP DUES	-	1,762.00	2,081.00	2,634.00	2,634.00
LICENSES	-	-	1,131.00	1,125.00	1,131.00
BANK FISCAL CHARGES	-	9,477.00	19,732.00	20,000.00	22,000.00
DRIVING RANGE/FAC. IMPV	#N/A	-	24,993.00	35,700.00	-



GOLF FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Facilities Division	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
OTHER PURCHASE-SERVICES	-	10,941.00	14,743.00	16,888.00	9,638.00
JANITORIAL SUPPLIES	-	640.00	3,113.00	3,140.00	3,140.00
OTHER BLDG. MAINT. SUPPLY	-	885.00	957.00	1,100.00	1,100.00
R&M GOLF COURSE-CLUBHOUSE	-	11,918.00	12,125.00	12,700.00	6,450.00
CAPITAL EQUIPMENT	-	10,268.00	17,825.00	17,825.00	18,000.00



GOLF FUND: PRO SHOP

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Golf Pro Shop					
F-TIME & REG.PART-TIME	-	36,640.00	38,787.00	38,663.00	42,973.00
TEMPORARY HELP	-	67,352.00	67,045.00	73,500.00	80,000.00
OVERTIME PAY	-	218.00	73.00	225.00	225.00
FICA-EMPLOYER	-	6,506.00	6,659.00	6,968.00	7,625.00
MEDICARE-EMPLOYER	-	1,522.00	1,557.00	1,630.00	1,784.00
UNIFORMS	-	1,440.00	695.00	1,700.00	1,700.00
HANDICAP	-	805.00	40.00	900.00	200.00
SCORECARDS	#N/A	#N/A	-		2,500.00
GOLF CLUB-FOR RENT	-	-	-	100.00	100.00
OTHER PRO-SHOP SUPPLIES	-	971.00	460.00	1,475.00	1,000.00
HARDWARE	-	13,085.00	11,695.00	16,350.00	6,500.00
APPAREL	-	8,320.00	5,098.00	6,500.00	5,500.00
SUNDRIES	-	2,160.00	2,693.00	2,500.00	2,500.00
SPECIAL PROMOTIONS EXPENS	-	6,965.00	4,486.00	6,820.00	-
SPECIAL ORDERS	-	2,850.00	2,416.00	4,000.00	4,000.00
MEMBERSHIP DUES	-	629.00	626.00	630.00	630.00

GOLF FUND: FOOD & BEVERAGE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

The Restaurant and Banquet Division is responsible for the servicing of all customers that visit the restaurant or attend one of the many banquets held throughout the year. This division is also responsible for the ordering, preparing, and serving of all food and beverages ordered at any of its events or restaurant facilities. Over 95% of all event evaluations in 2017/2018 rated Glendale Lakes Golf Club above average or better.

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Golf Restaurant/Banquets					
F-TIME & REG.PART-TIME	#N/A	-	258,642.00	263,198.00	270,000.00
TEMPORARY HELP	#N/A	-	97,851.00	135,000.00	120,000.00
OVERTIME PAY	#N/A	-	175.00	765.00	765.00
FICA-EMPLOYER	#N/A	141.00	23,045.00	26,958.00	24,800.00
TRAVEL FOR MEETING & CONF	#N/A	-	-	50.00	50.00
TRAINING & SEMINARS	#N/A	-	536.00	500.00	800.00
MEDICARE-EMPLOYER	#N/A	33.00	5,390.00	5,785.00	5,805.00
PRINTING & BINDING	#N/A	-	300.00	300.00	300.00
CLEANING SUPPLIES	#N/A	-	5,426.00	5,250.00	5,500.00
UNIFORMS	#N/A	-	1,696.00	1,600.00	1,700.00
OPERATING SUPPLIES	#N/A	-	2,587.00	4,000.00	4,000.00
OPERATING EQUIPMENT	#N/A	-	7,572.00	8,500.00	7,300.00
PAPER GOODS	#N/A	-	3,952.00	3,400.00	3,800.00
UTENSILS, GLASS, CHINAS	#N/A	-	3,116.00	9,000.00	6,000.00
FLOWERS/LINENS	#N/A	-	49,571.00	40,000.00	40,000.00
LINENS	#N/A	-	294.00	400.00	400.00
OTHER F&B GEN. SUPPLIES	#N/A	-	161.00	550.00	400.00
BEVERAGES	#N/A	-	13,288.00	16,500.00	16,500.00
BEER	#N/A	-	21,871.00	25,000.00	25,000.00

FISCAL YEAR 2020/21



ANNUAL BUDGET

LIQUOR & WINES	#N/A	-	17,937.00	30,000.00	30,000.00
FOODS	#N/A	88.00	191,337.00	201,000.00	201,000.00
CIGARETTES & TOBACCO	#N/A	-	-	500.00	500.00
OTHER F&B SUPLS. FOR SALE	#N/A	-	13,934.00	15,000.00	16,000.00
FEST F&BEVERAGE	#N/A	-	10,543.00	10,543.00	11,000.00
CELLULAR PHONE	#N/A	-	300.00	300.00	300.00
GLENDALE FEST BOOTH RENTA	#N/A	-	25,000.00	25,000.00	25,000.00
R&M KITCHEN EQUIPMENT	#N/A	950.00	7,531.00	7,000.00	7,000.00
MEMBERSHIP DUES	#N/A	-	50.00	50.00	50.00
DRY CLEANING	#N/A	-	-	100.00	100.00
BAD DEBT EXPENSE	#N/A	-	1,396.00		-

GOLF FUND: GROUNDS & MAINTENANCE

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Golf Grounds Maintenance	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	-	136,508.00	143,574.00	142,009.00	163,479.00
TEMPORARY HELP	-	92,855.00	94,578.00	95,000.00	105,000.00
OVERTIME PAY	-	1,415.00	146.00	2,000.00	1,000.00
FICA-EMPLOYER	-	13,954.00	14,301.00	14,796.00	16,646.00
TRAINING & SEMINARS	-	250.00	255.00	410.00	600.00
MEDICARE-EMPLOYER	-	3,263.00	3,345.00	3,460.00	3,893.00
OTHER PROFESSIONAL	-	750.00	-	-	1,000.00
TOPDRESSING SOIL	-	2,353.00	3,388.00	4,000.00	4,000.00
GRASS SEEDS	-	224.00	798.00	1,200.00	1,200.00
LANDSCAPING SUPPLIES	-	5,584.00	8,522.00	10,000.00	6,200.00
FERTILIZER & CHEMICALS	-	32,446.00	34,690.00	34,700.00	36,000.00
SERVICE DOG	-	7,611.00	7,600.00	7,600.00	7,600.00
UNIFORMS	-	1,352.00	739.00	1,500.00	1,500.00
GAS & FUEL	-	12,987.00	11,150.00	13,000.00	13,000.00
OPERATING SUPPLIES	-	797.00	860.00	900.00	2,000.00
OPERATING EQUIPMENT	-	1,158.00	-	-	-
OFFICE EQUIPMENT	-	36.00	232.00	232.00	100.00
MARKERS & MARKING PAINTS	-	1,521.00	1,214.00	1,200.00	1,000.00
GREEN SUPPLIES	-	1,243.00	1,297.00	1,325.00	800.00
TEE SUPPLIES	-	44.00	222.00	250.00	600.00
SAND TRAP SUPPLIES	-	543.00	1,161.00	1,200.00	1,200.00
CELLULAR PHONE	-	300.00	300.00	300.00	300.00
LEASES-EQUIPMENTS	-	2,369.00	1,777.00	2,369.00	2,369.00
RENTALS-EQUIPMENTS	-	1,466.00	1,497.00	1,589.00	1,800.00
GOLF COURSE EQUIPMENTS	-	13,795.00	14,233.00	14,000.00	14,000.00



ANNUAL BUDGET

R&M PARKS & GROUNDS-EQP	-	-	199.00	250.00	-
R&M GOLF CARTS	-	20,341.00	2,102.00	3,402.00	3,000.00
R&M GOLF-MAINT BLDG	-	4.00	59.00	500.00	3,000.00
R&M GOLF COURSE	-	21,718.00	18,501.00	19,000.00	29,800.00
R&M VEHICLES	-	544.00	-	-	-
MEMBERSHIP DUES	-	292.00	1,048.00	900.00	900.00
GOLF COURSE EQUIPMENT	-	5,750.00	268,703.00	270,204.00	20,600.00



GOLF FUND: CHARITY CLASSIC

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Charity Golf Classic is held annually in June at the Glendale Lakes Golf Club. This division is responsible for capturing all of the costs of the event, as well as, the payment of the Charity Golf Classic proceeds to its respective recipients. In Fiscal Year 2019/20, the Golf Fund is estimating a community contribution of \$24,000.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Golf Charity Classic					
ENTRY FEE	-	3,900.00	3,600.00	3,600.00	-
PLATINUM SPONSOR	-	14,000.00	14,000.00	14,000.00	-
BRONZE SPONSOR	-	1,000.00	2,000.00	2,000.00	-
SILVER SPONSOR	-	11,500.00	10,400.00	10,400.00	-
TEE SPONSOR	-	2,500.00	1,750.00	1,750.00	-
DINNER TICKET	-	150.00	150.00	150.00	-
SPONSOR OTHER	-	5,240.00	2,305.00	2,285.00	-
RAFFLE TICKETS	-	2,808.00	2,574.00	2,574.00	-
DONATIONS	-	-	40.00	40.00	-
TRAVEL, MEETING & CONF.	-	302.00	286.00	686.00	686.00
OTHER COMM. CONTRIBUTION	-	25,000.00	23,000.00	24,000.00	24,000.00
CHARITY CLASSIC EXPENSES	-	15,996.00	13,728.00	14,000.00	14,000.00



ANNUAL BUDGET

GOLF FUND: CENTRAL SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

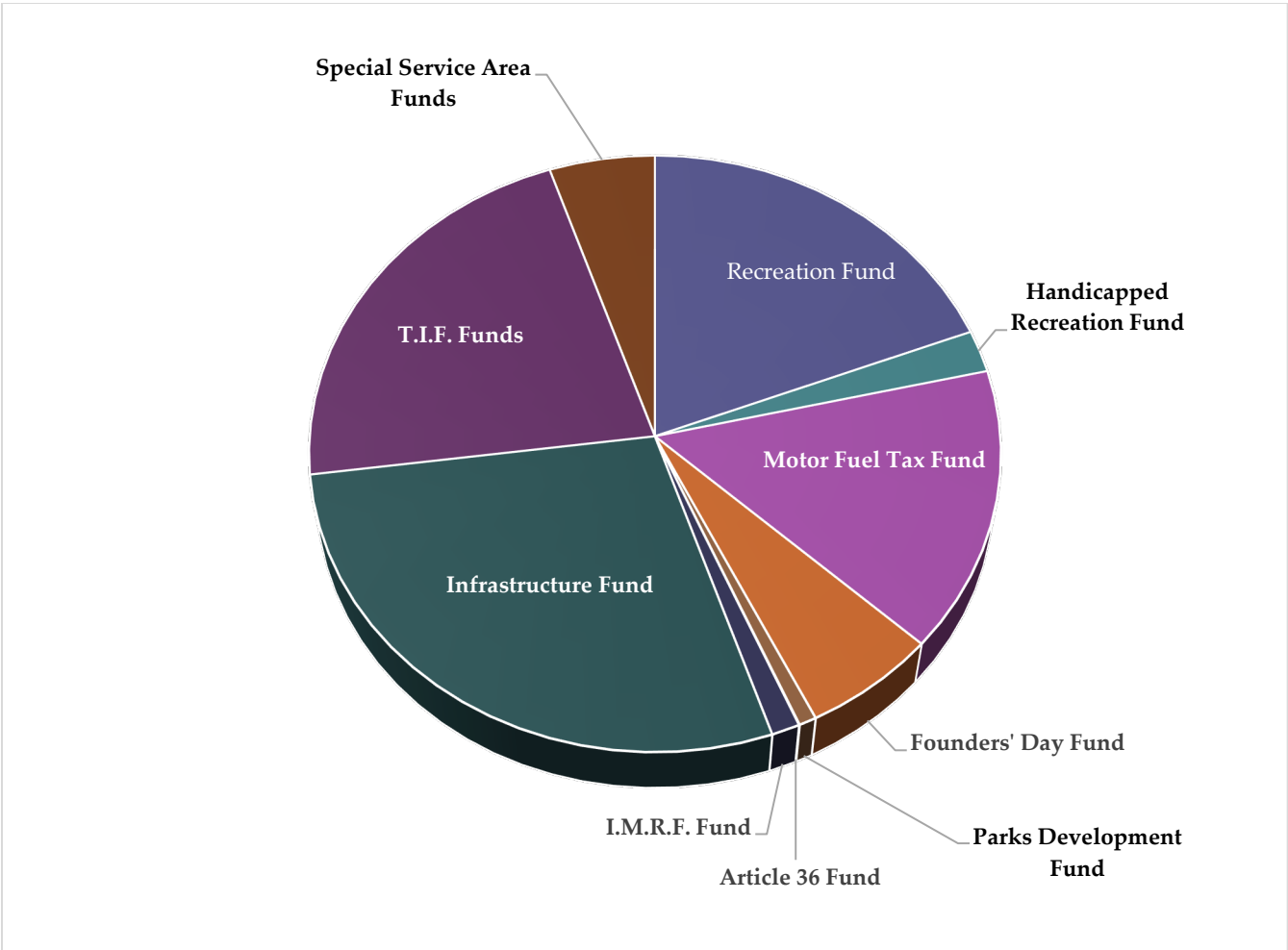
Golf Central Services	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
UNEMPLOYMENT INSURANCE	-	-	-	2,000.00	2,000.00
IMRF-EMPLOYER	-	27,705.00	54,268.00	52,298.00	60,200.00
MEDICAL-EMPLOYER	-	45,948.00	84,948.00	101,000.00	92,128.00
OPT OUT-MED. INSURANCE	#N/A	-	1,500.00	1,500.00	1,500.00
COMPUTER EQUIPMENT	#N/A	-	912.00	912.00	-



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

SPECIAL REVENUE FUNDS

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



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

REVENUES \$1,520,125

EXPENDITURES \$2,369,326

SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/2020

RECREATION DIVISION

For the second year, the Recreation Division increased offerings by nearly 60 programs and trips as we continue to offer new and exciting programs for the residents of Glendale Heights. A few of these new programs included the "Play at the Hub" (PATH) Program which added a before school component and 16" Softball returned to Glendale Heights last summer as teams played weekly at Camera Park. If you have an idea for a program or class that you would like to see offered at the Sports Hub, please stop in and speak with one of our Recreation Supervisors.

If you have not been to the Sports Hub or taken part in our programs or events, please join us at our "showcase events". We currently host events two times a year that showcase what the Sports Hub has to offer. The first event was Rec-in the Hub on February 8th and the second event is Hubapalooza on May 16th. We are adding a third event, which will be held later in 2020.

We hope to see you at our many community events and programs scheduled throughout the year. Visit our website or grab our most recent program guide at the Sports Hub!

FY 2020/21 GOALS AND OBJECTIVES

RECREATION DIVISION

Goal #1: Create Policies and Procedures for Financial Reporting

TASK to achieve Goal:

- Dedicate one person to handle all payment plans (billing and collection)
- Create procedures for reviewing revenue on program and fees due
- Create coaches credit policy
- Create refund policy and timeline

Goal #2: Season End Reports

TASK to achieve Goal:

- Establish a policy for end of season reporting
- Create deadlines for reports and review
- Create end of season goals for each program for the following season/year

Goal #3: Connect with Local Businesses

TASK to achieve Goal:

- Create corporate fitness membership package
- Promote corporate membership offerings
- Introduce adult leagues to local businesses
- Create sponsorship package
- Promote sponsorships to local businesses
- Create plan in 2020/2021 and implement in 2021/2022

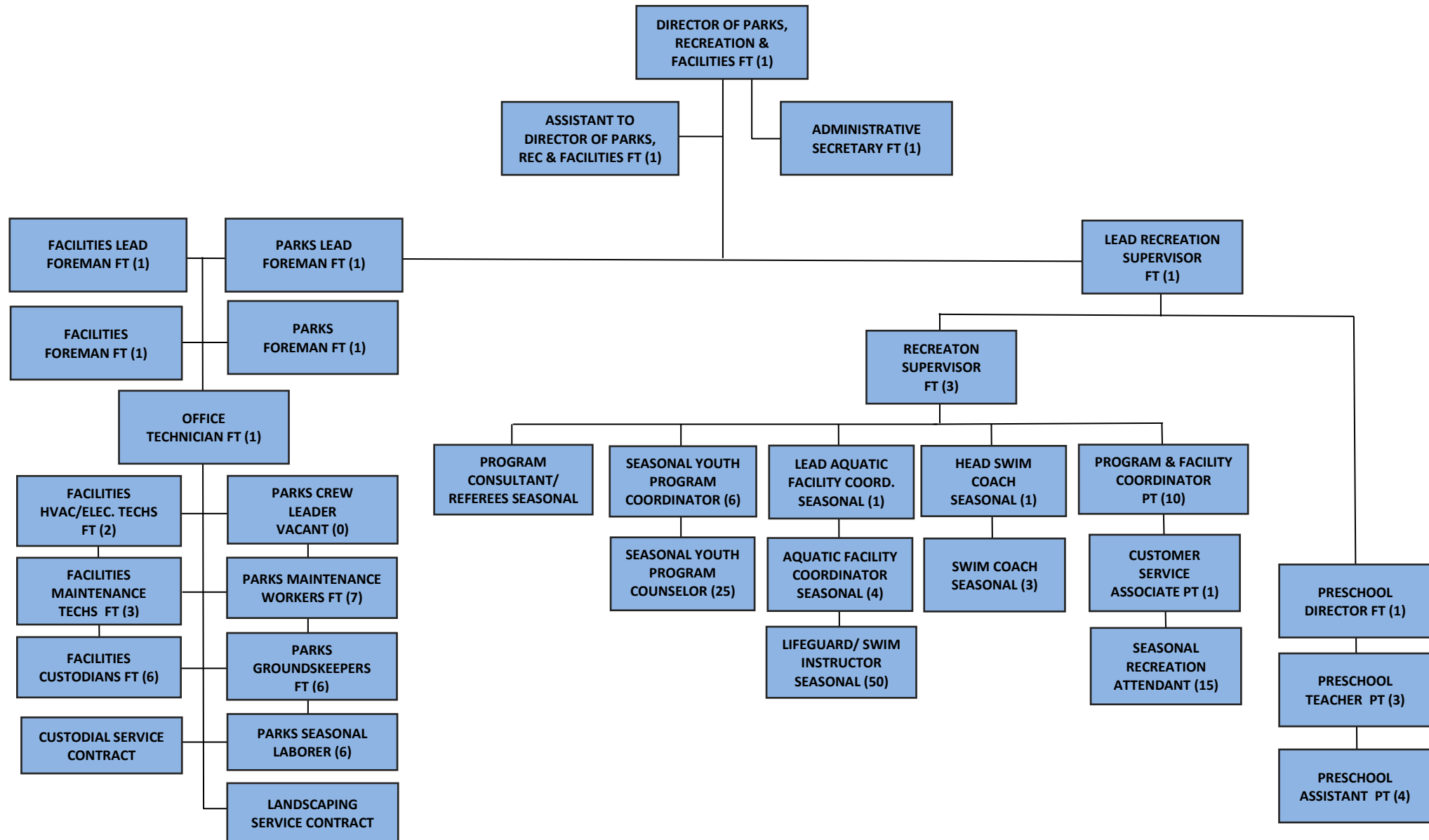
Goal #4: Create COVID-19 Programming Plan

TASK to achieve Goal:

- Establish procedures for summer camp
- Establish procedures for re-opening the fitness center
- Research options for open gym re-opening
- Re-evaluate temporary hours of operation
- Research additional programming options
- Establish programs and procedures for swim lessons/lap swim/swim team
- Research/establish procedures for re-opening the Aquatic Center for open swim

FY 2020 / 2021

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE PARKS, RECREATION AND FACILITIES



Parks & Recreation's purpose is to guide, assist, and provide direction to staff in meeting the following mission statement: To enrich the quality of life of the community by 1) identifying community needs, 2) mobilizing resources for community action, 3) facilitating growth and recreational opportunity, and 4) providing necessary services which fills the community's needs. The Facilities division provides technical and custodial maintenance for all village facilities and properties. Total number of employees: 37 Full-Time, 18 Part-Time and 111 Seasonal.

RECREATION FUND REVENUE

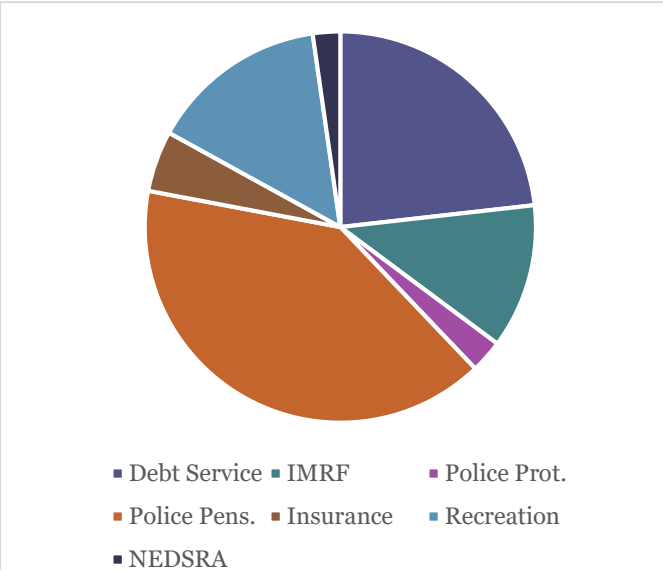
The mission of the Glendale Heights Parks and Recreation Department is to build on current strengths by preserving open space and providing quality recreational and leisure services and facilities for the residents of the Village of Glendale Heights. With our variety of parks, facilities and aquatic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

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

TAXES

Property tax is the Funds largest revenue source and comprises 77% of the total budgeted revenue for 2020/21. 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.

**2019 Property Tax Levy
Percent (%) Allocation**



The Village levies a property tax for the General Fund, Recreation Fund, Emergency Services and Disaster Agency (ESDA) Funds, Handicap Recreation Fund, Illinois Municipal Retirement Fund (IMRF), Special Service Area (SSA) Funds, Tax Incremental Financing (TIF) Funds, Insurance Fund, Police Pension Fund and some of the Debt Service Fund. Property taxes for 2019, which will be paid in 2020, attach as an enforceable lien on January 1, 2020 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by DuPage County on or around May 1 every

year. Counties are responsible for collecting property taxes and remitting them periodically to the Village. The Village will receive 2019 property taxes in fiscal year 2021.

On average, 10.6% of a resident’s property tax bill comes to the Village, while the remaining percentage goes to other taxing districts with schools getting the highest percentage. Also, an

important distinction of the Village is that there is not a separate park district taxing body; instead the Village operates a recreation department. What this means to residents is that the 10.6% of the property tax bill that comes to the Village includes the levy for recreation. A major advantage to having a recreation department as opposed to a separate park district is the benefits of unified administration, finance, information systems and other support services.

With the economic impact of the housing market crash in the beginning of 2007, the EAV continued to decline, resulting in a gradual increase in the property tax rate. In order to minimize the property tax levy burden on the Glendale Heights residents, the Village has kept a level Recreation Fund property tax levy. The property tax levy revenue over the past 5 years is portrayed in the following graph.

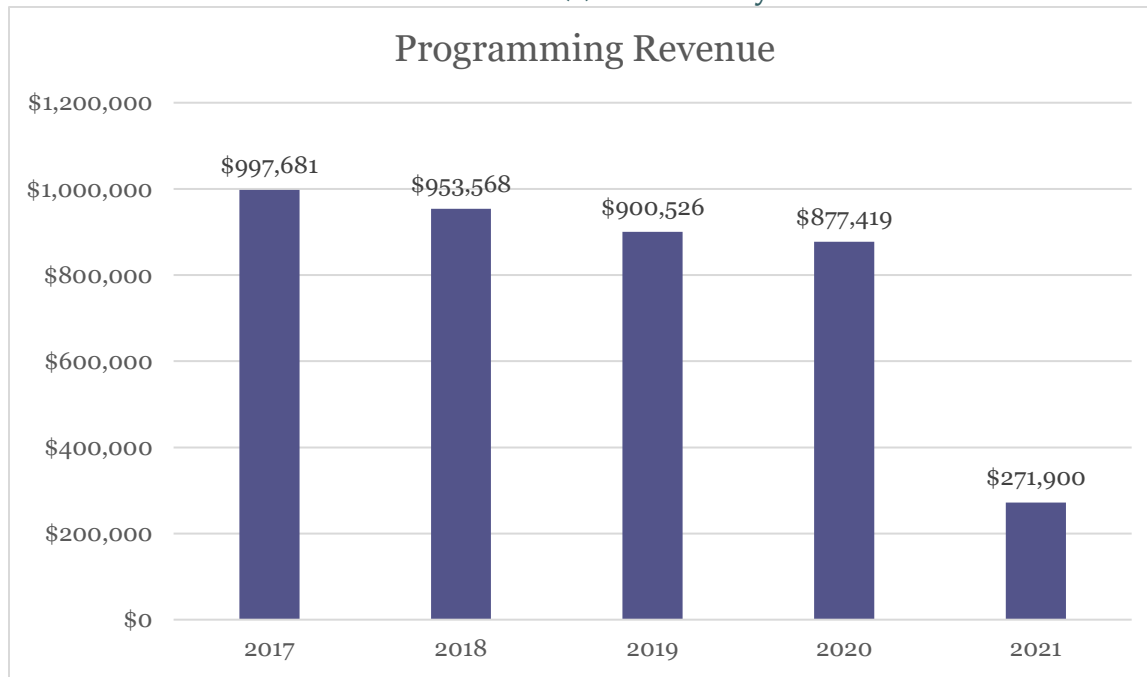
Property Tax Revenue
Five (5) Year History



Programming

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

Programming Revenue Five (5) Year History



Recreation Division

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

Throughout 2019, the Recreation Division hosted numerous special events. Plans are underway for another great year of new and old events for all ages! Soccer has been a big focus this year and we are pleased to announce that we held our first tryouts for a competitive soccer team.

The Recreation Division offered a multitude of new programs and trips this year including expanding tot and youth athletics camps and training. We continue to strive to offer more new and exciting programs each year.

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

Sports Hub Improvements:

- ❖ New lobby and elevator
- ❖ Over 4,000 square feet of additional programming space
- ❖ Indoor playground with attached party room
- ❖ Improved locker rooms
- ❖ Meeting room with new A.V. equipment
- ❖ All exterior window replacements

- ❖ Additional restrooms throughout the Sports Hub
- ❖ New interior/exterior doors

Gyms (A, B & C)

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

Preschool

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

Fitness Center

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

Existing Programming Space

- ❖ Painted walls
- ❖ Replaced flooring

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

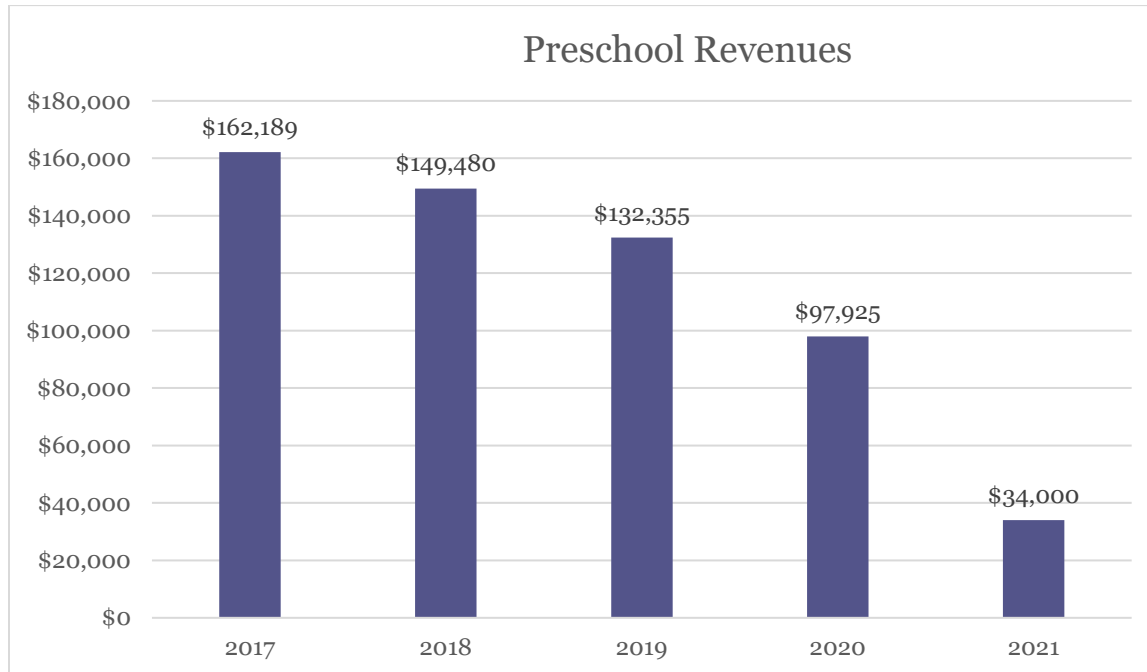
Preschool

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

The Village is estimating that revenue will continue its decline in Fiscal Year 2020/21, primarily due to similar services to be provided by School Districts within the Village. The following line graph shows the historical revenue trends in preschool over the last 5 years, including this budget's revenue projection.

Preschool Revenue

Five (5) Year History



Aquatics

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

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

The Village is estimating that revenue will be slightly less in Fiscal Year 2020/21. The following line graph shows the historical revenue trends in aquatics over the last 5 years, including this budget's revenue projection.

Aquatic Revenue Five (5) Year History

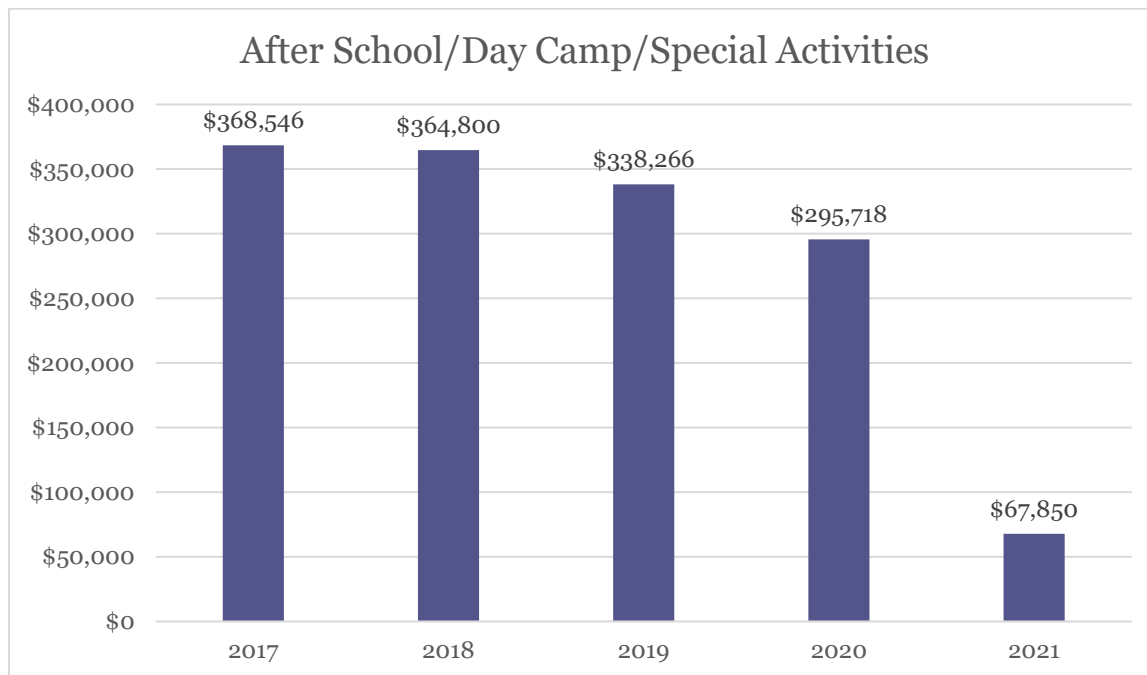


After School/Day Camp

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

The Village is estimating that revenue will increase in Fiscal Year 2020/21, primarily due to a greater interest in the program. The following line graph shows the historical revenue trends in afterschool/day camp over the last 5 years, including this budget's revenue projection.

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



PROPOSED BUDGET WITH ACTUAL HISTORY

						FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
ACCOUNT NUMBER								
201	1610	411	10	17	PLAYGROUND & RECREATION	1,180,227.86	1,170,000.00	1,170,000.00
201	1610	461	30	10	INTEREST INCOME	446.53		
201	1610	481	59	15	VENDING MACHINE PROCEEDS	4,013.75	4,200.00	2,100.00
201	1610	481	60	14	ADVERTISING		1,000.00	1,000.00
201	1610	481	70	10	CASH (OVER) & SHORT	235.27		
201	1610	481	89	10	MISCELLANEOUS INCOME	2,621.90	500.00	250
201	1612	441	27	11	SOFTBALL TOURNAMENTS	390.00		
201	1612	441	27	12	ADULT GENERAL PROGRAMS	1,530.00	1,200.00	700
201	1612	441	27	13	GENERAL FITNESS CLASSES	4,103.00	4,000.00	1,500.00
201	1612	441	27	14	YOUTH ATHLETICS	22,876.50	21,000.00	11,500.00
201	1612	441	27	15	MARTIAL ARTS	15,988.00	16,000.00	8,000.00
201	1612	441	27	16	DANCE	31,553.75	30,000.00	15,000.00
201	1612	441	27	17	GYMNASTICS	5,180.50	10,000.00	5,000.00
201	1612	441	27	18	YOUTH GENERAL PROGRAMS	3,347.50	2,000.00	1,000.00
201	1612	441	27	19	TOT GENERAL PROGRAMS	7,265.00	7,000.00	2,500.00
201	1612	441	27	21	SOCCER LEAGUE REVENUE	106,531.52	110,000.00	46,400.00
201	1612	441	27	22	MEN'S BASKETBALL REVENUE	15,064.00	19,000.00	10,000.00
201	1612	441	27	24	ADULT SOFTBALL REVENUE	5,045.00	4,500.00	5,250.00



ANNUAL BUDGET

201	1612	441	27	25	YOUTH BASKETBALL LEAGUES	16,602.50	19,000.00	11,400.00
201	1612	441	27	39	TEEN PROGRAM	210.00	1,000.00	250
201	1612	441	27	40	YOUTH BASEBALL/SOFTBALL	19,392.00	24,000.00	6,000.00
201	1612	441	27	42	FOOTBALL/CHEERLEADING	3,060.75		
201	1612	481	27	40	YOUTH BASEBALL/SOFTBALL	5,711.17	6,500.00	1,625.00
201	1612	481	27	42	FOOTBALL/CHEERLEADING	840.00		
201	1612	481	31	44	CONCESSION REVENUE	20,282.90	18,500.00	
201	1612	481	59	10	GENERAL MEMBERSHIPS	52,005.00	56,000.00	28,000.00
201	1612	481	59	11	ACTIVITY FEES	28,676.00	30,000.00	7,500.00
201	1612	481	59	13	RACQUETBALL COURT FEE	2,475.00	3,000.00	750
201	1612	481	59	14	FACILITY RENTAL FEE	66,423.69	70,000.00	37,000.00
201	1612	713	10	10	F-TIME & REG.PART-TIME	216,324.98	210,000.00	250,000.00
201	1613	441	27	28	PRESCHOOL	132,355.40	136,000.00	34,000.00
201	1614	441	27	29	SWIM LESSON	30,261.19	25,397.00	2,800.00
201	1614	441	27	30	SWIM DIVE TEAM	12,459.09	13,845.00	7,250.00
201	1614	441	27	31	SWIM PASSES	52,994.00	51,345.00	
201	1614	441	27	32	SWIM DAILY FEES	76,438.01	66,478.00	35,500.00
201	1615	441	27	34	DAY CAMP	156,308.06	128,154.00	19,200.00
201	1615	441	27	35	AFTER SCHOOL PROGRAMS	169,932.25	176,000.00	47,500.00
201	1615	441	27	36	SAFETY TOWN	2,187.80		
201	1615	441	27	37	SPECIAL ACTIVITIES	9,838.32	11,500.00	1,150.00

RECREATION FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Recreation Administration	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	476,849.00	471,085.00	466,276.00	485,008.00	490,000.00
HOLIDAY WORKED PAY	-	-	-	500.00	500.00
OVERTIME PAY	198.00	86.00	332.00	350.00	200.00
FICA-EMPLOYER	28,569.00	27,753.00	27,445.00	30,101.00	30,380.00
UNEMPLOYMENT INSURANCE	-	500.00	-	500.00	500.00
TRAVEL FOR MEETING & CONF	47.00	42.00	289.00	300.00	300.00
TRAINING & SEMINARS	4,877.00	5,530.00	3,000.00	4,400.00	4,400.00
MEDICARE-EMPLOYER	6,695.00	6,567.00	6,486.00	7,503.00	7,105.00
LICENSES & CERTIFICATIONS	50.00	209.00	-		400.00
PRINTING & BINDING	-	5.00	-		-
ADVERTISING	24,843.00	24,937.00	15,734.00	25,990.00	25,990.00
SOFTWARE SUPPORT & MAINT	6,233.00	6,300.00	6,467.00	6,467.00	7,900.00
OTHER PURCHASED SERVICES	823.00	406.00	313.00	1,000.00	600.00
POSTAGE	8,460.00	8,762.00	6,828.00	9,000.00	10,000.00
OFFICE SUPPLIES	574.00	312.00	377.00	500.00	600.00
UNIFORMS	6,168.00	3,844.00	5,064.00	6,150.00	6,150.00
GAS & FUEL	451.00	1,079.00	64.00	1,400.00	1,200.00
OPERATING SUPPLIES	5,750.00	5,491.00	7,436.00	8,100.00	6,700.00
RECREATION	9,109.00	2,018.00	9,150.00	1,428.00	4,775.00
OFFICE EQUIPMENT	1,359.00	-	-		-
COMPUTER EQUIPMENT	2,264.00	180.00	-	1,000.00	-



ANNUAL BUDGET

TELEPHONE	2,619.00	2,321.00	2,480.00	2,600.00	2,500.00
CELLULAR PHONE	1,680.00	1,680.00	2,592.00	1,700.00	1,920.00
ELECTRICITY	97,807.00	99,202.00	95,883.00	94,000.00	100,000.00
NATURAL GAS	21,192.00	13,563.00	14,050.00	17,000.00	15,000.00
WATER	-	8,595.00	8,421.00	9,000.00	9,000.00
LEASES-EQUIPMENTS	7,162.00	5,967.00	4,797.00	7,200.00	5,200.00
RECREATION EQUIPMENT	10,073.00	2,118.00	2,613.00	3,700.00	7,000.00
MEMBERSHIP DUES	2,755.00	2,713.00	2,304.00	2,760.00	2,760.00
SUBSCRIPTIONS	-	-	-	50.00	-
BANK FISCAL CHARGES	17,642.00	15,895.00	14,822.00	16,000.00	16,000.00
RECREATION EQUIPMENT	-	-	-	9,000.00	-
TRANSFER TO-COMPUTER REP	-	924.00	924.00	924.00	924.00
TRANSFER TO-CAPITAL PROJ	-	-	268,500.00	268,500.00	30,000.00
TRANSFER TO-LIABILITY INS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00

PARKS AND RECREATION FUND: PROGRAMMING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Recreation Programming					
F-TIME & REG.PART-TIME	237,464.00	216,325.00	230,181.00	210,000.00	250,000.00
HOLIDAY WORKED PAY	-	-	-	200.00	200.00
OVERTIME PAY	34.00	81.00	186.00	400.00	400.00
FICA-EMPLOYER	15,918.00	13,740.00	14,166.00	13,058.00	15,500.00



ANNUAL BUDGET

MEDICARE - EMPLOYER	3,723.00	3,214.00	3,313.00	3,053.00	3,625.00
FACILITY RENTAL SUPPLIES	351.00	255.00	125.00	500.00	250.00
ADULT GENERAL PROGRAMS	180.00	567.00	75.00	840.00	600.00
GENERAL FITNESS CLASSES	3,548.00	2,281.00	613.00	1,750.00	2,800.00
YOUTH ATHLETICS	7,719.00	13,529.00	12,393.00	14,700.00	16,100.00
MARTIAL ARTS	10,454.00	10,998.00	7,354.00	11,200.00	11,200.00
DANCE	17,394.00	19,448.00	18,554.00	21,000.00	21,000.00
GYMNASTICS	7,025.00	5,894.00	9,428.00	9,700.00	9,000.00
YOUTH GENERAL PROGRAMS	74.00	-	-	900.00	800.00
TOT GENERAL PROGRAMS	5,335.00	5,958.00	2,100.00	4,500.00	2,500.00
SOCCER LEAGUES	8,469.00	12,796.00	14,026.00	14,000.00	15,000.00
YOUTH BASKETBALL LEAGUES	-	130.00	1,867.00	300.00	800.00
TEEN PROGRAMS	-	-	-	250.00	250.00
YOUTH BASEBALL/SOFTBALL	400.00	328.00	304.00	1,000.00	1,000.00
FOOTBALL/CHEERLEADING	2,370.00	1,000.00	-	-	-
CONCESSION WAGES	10,991.00	11,756.00	6,929.00	6,719.00	7,300.00
ADULT GENERAL PROGRAMS	69.00	-	18.00	150.00	150.00
GENERAL FITNESS CLASSES	-	-	10.00	75.00	150.00
DANCE PROGRAMS	4,026.00	198.00	291.00	200.00	200.00
YOUTH GENERAL PROGRAMS	-	340.00	-	500.00	350.00
TOT GENERAL PROGRAMS	72.00	-	-	200.00	250.00
SOCCER LEAGUES	11,224.00	8,696.00	9,087.00	9,000.00	10,500.00
MENS BASKETBALL LEAGUES	-	-	-	150.00	150.00
SOFTBALL LEAGUES	-	490.00	216.00	430.00	700.00
YOUTH BASKETBALL LEAGUES	2,892.00	2,867.00	4,971.00	3,000.00	3,000.00
TEEN PROGRAMS	372.00	88.00	76.00	250.00	250.00
YOUTH BASEBALL/SOFTBALL	10,307.00	6,988.00	1,410.00	12,000.00	12,000.00
FOOTBALL/CHEERLEADING	12,469.00	3,766.00	-	-	5,000.00
CONCESSION SUPPLIES	14,513.00	15,164.00	12,145.00	12,500.00	12,500.00
DANCE	-	-	-	100.00	100.00
SOCCER LEAGUES	2,009.00	2,366.00	2,860.00	2,400.00	2,800.00
MENS BASKETBALL LEAGUES	4,753.00	6,710.00	1,755.00	5,000.00	5,000.00
SOFTBALL LEAGUES	-	1,456.00	810.00	1,100.00	1,500.00
YOUTH BASKETBALL LEAGUES	598.00	434.00	305.00	700.00	600.00
YOUTH BASEBALL/SOFTBALL	471.00	380.00	450.00	450.00	450.00
FOOTBALL/CHEERLEADING	659.00	108.00	-	-	500.00
SOCCER LEAGUES	13,163.00	13,908.00	14,756.00	15,000.00	17,250.00
MENS BASKETBALL LEAGUES	1,320.00	1,815.00	750.00	1,300.00	1,300.00



ANNUAL BUDGET

SOFTBALL LEAGUES	-	1,020.00	270.00	540.00	1,750.00
YOUTH BASKETBALL LEAGUES	4,720.00	4,050.00	4,310.00	5,000.00	5,000.00
YOUTH BASEBALL/SOFTBALL	3,611.00	4,661.00	4,359.00	5,300.00	5,300.00
ADULT GENERAL PROGRAMS	-	-	-		200.00
TEEN TRIPS/EVENTS	-	-	-	100.00	200.00
YOUTH BASEBALL/SOFTBALL	472.00	312.00	174.00	500.00	500.00
FOOTBALL/CHEERLEADING	1,101.00	269.00	-		-
DANCE	1,576.00	2,454.00	-	1,600.00	700.00

RECREATION FUND: PRESCHOOL

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

The Benefits of Preschool

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

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

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

Summer Preschool (Ages 3-5)

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

Introduction to Preschool (Ages 2.5-3)

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

Preschool Explorers (Age 3-4)

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

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

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Recreation Preschool					
F-TIME & REG. PART-TIME	107,316.00	105,455.00	100,361.00	103,000.00	103,000.00
FICA-EMPLOYER	6,544.00	6,422.00	6,111.00	6,386.00	6,386.00
MEDICARE - EMPLOYER	1,530.00	1,502.00	1,429.00	1,493.00	1,493.00
PURCHASED SERVICES	1,044.00	891.00	-	1,100.00	1,100.00
PRESCHOOL	3,376.00	3,121.00	2,320.00	4,300.00	4,300.00
PRESCHOOL	2,660.00	2,434.00	2,145.00	2,600.00	2,600.00

PARKS AND RECREATION FUND: AQUATICS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

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

Glendale Heights Swim Team

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Recreation Aquatics					
OVERTIME PAY	1,806.00	4,897.00	2,994.00	2,994.00	500.00
FICA-EMPLOYER	7,972.00	7,373.00	7,949.00	7,912.00	7,100.00
MEDICARE-EMPLOYER	1,864.00	1,724.00	1,859.00	1,852.00	1,660.00
SWIM LESSONS	11,009.00	13,084.00	13,631.00	13,631.00	10,000.00
SWIM DIVE TEAM	9,663.00	7,083.00	8,949.00	8,909.00	8,500.00



ANNUAL BUDGET

SALARIES AND WAGES	113,017.00	93,852.00	102,637.00	102,099.00	96,000.00
SWIM LESSONS	-	12.00	85.00	85.00	150.00
SWIM DIVE TEAM	1,376.00	445.00	2,680.00	2,679.00	2,700.00
SWIM PASSES	1,438.00	1,356.00	2,000.00	2,000.00	2,200.00

RECREATION FUND: AFTER SCHOOL/DAY CAMP

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

School Days Off

When Queen Bee District 16 and Marquardt District 15 are out of school, students can check out all of the available PATH Days Off Trips. Each year the group enjoy several exciting and educational trips.

Spring Break Camp

PATH counselors get the opportunity to engage with PATH Spring Break Camp Participants visiting places like the Aquarium, Conservatory, National Museum of Mexican Art, Space Center, and the zoos throughout the Chicagoland area.

Summer Camps

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



PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Recreation After School/Day Camp					
OVERTIME PAY	613.00	183.00	322.00	322.00	-
FICA-EMPLOYER	9,802.00	11,721.00	10,799.00	11,470.00	11,850.00
MEDICARE-EMPLOYER	2,293.00	2,741.00	2,525.00	2,682.00	2,800.00
SALARIES & WAGES DAY CAMP	79,934.00	102,049.00	114,193.00	103,761.00	100,000.00
SALARIES & WAGES PATH	77,547.00	86,815.00	59,654.00	85,000.00	85,000.00
DAY CAMP	2,106.00	2,182.00	2,008.00	2,037.00	2,200.00
AFTER SCHOOL PROGRAM	3,512.00	2,035.00	2,373.00	3,000.00	3,000.00
SPECIAL ACTIVITIES	10,155.00	8,877.00	10,076.00	11,500.00	11,500.00
DAY CAMP	14,054.00	13,083.00	13,841.00	13,842.00	18,000.00
AFTER SCHOOL PROGRAMS	3,634.00	3,150.00	2,931.00	4,500.00	3,500.00
DAY CAMP	10,748.00	11,080.00	7,898.00	7,985.00	8,000.00
AFTER SCHOOL PROGRAMS	4,848.00	3,870.00	3,037.00	5,000.00	4,000.00

RECREATION FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Recreation Facilities	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	132,343.00	134,042.00	137,332.00	137,472.00	139,466.00
OVERTIME PAY	1,628.00	1,393.00	688.00	1,500.00	1,500.00
FICA-EMPLOYER	7,893.00	7,988.00	8,151.00	8,616.00	8,740.00
MEDICARE-EMPLOYER	1,846.00	1,868.00	1,906.00	2,015.00	2,044.00
OTHER PURCHASE-SERVICES	50,798.00	48,585.00	52,024.00	50,170.00	51,460.00
JANITORIAL SUPPLIES	6,968.00	5,592.00	6,624.00	7,000.00	7,000.00
ELECTRICAL SUPPLIES	1,535.00	2,123.00	2,730.00	2,200.00	2,700.00
HARDWARE SUPPLIES	1,868.00	1,343.00	690.00	600.00	750.00
PLUMBING SUPPLIES	315.00	389.00	728.00	500.00	500.00
LUMBER SUPPLIES	177.00	307.00	129.00	200.00	200.00
OTHER BLDG. MAINT. SUPPLY	6,154.00	5,459.00	5,040.00	6,600.00	6,600.00
SPORTS HUB	21,840.00	26,683.00	26,548.00	32,500.00	29,900.00
RECREATION EQUIPMENT	38,600.00	63,550.00	-		14,250.00

**RECREATION FUND:
CENTRAL SERVICES**

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

PROPOSED BUDGET WITH ACTUAL HISTORY

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
Recreation Central Services					
IMRF-EMPLOYER RECREATION	116,969.00	104,193.00	97,023.00	110,000.00	104,000.00
MEDICAL-EMPLOYER	127,469.00	139,400.00	148,499.00	154,000.00	190,000.00
OPT OUT MED INSURANCE	120.00	120.00	120.00	200.00	200.00
HEALTH & WELLNESS PROG.	372.00	-	375.00	375.00	375.00

PARKS AND RECREATION FUND: INFORMATION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

Recreation Information Services	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
F-TIME & REG.PART-TIME	13,993.00	14,151.00	14,953.00	14,550.00	15,253.00
OVERTIME PAY	45.00	192.00	203.00	200.00	200.00
FICA-EMPLOYER	838.00	880.00	919.00	915.00	958.00
MEDICARE-EMPLOYER	196.00	206.00	215.00	214.00	224.00
NETWORK CONSULTING	13,698.00	14,202.00	14,083.00	14,084.00	14,788.00
COMPUTER EQUIPMENT	5,502.00	1,038.00	-	5,600.00	3,000.00



EMERGENCY SERVICES AND DISASTER AGENCY FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

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

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

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
E.S.D.A. Fund					
EMERGENCY/DISASTER	51,868.00	51,612.00	51,739.00	51,000.00	-
INTEREST INCOME	-	19.00	24.00		-
MISCELLANEOUS INCOME	90.00	-	-		-

EXPENDITURES

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
E.S.D.A. Fund					
F-TIME & REG.PART TIME	26,351.00	33,915.00	35,499.00	33,838.00	35,577.00



ANNUAL BUDGET

FICA-EMPLOYER	1,634.00	2,103.00	2,201.00	4,294.00	2,206.00
IMRF-EMPLOYER PUBLIC SFTY	3,371.00	4,031.00	3,909.00	3,987.00	4,315.00
TRAINING & SEMINARS	291.00	200.00	2,856.00	11,000.00	1,000.00
MEDICARE - EMPLOYER	382.00	492.00	515.00	491.00	516.00
PRINTING & BINDING	-	-	-	100.00	100.00
SOFTWARE SUPPORT & MAINT	8,500.00	708.00	8,500.00	8,500.00	8,500.00
UNIFORMS	800.00	510.00	216.00	800.00	800.00
GAS & FUEL	340.00	726.00	419.00	600.00	975.00
OPERATING SUPPLIES	940.00	745.00	3,796.00	1,500.00	1,500.00
OPERATING EQUIPMENT	#N/A	#N/A	-		14,150.00
CELLULAR PHONE	300.00	300.00	300.00	300.00	300.00
R&M VEHICLES	-	-	2,107.00	2,110.00	-
R&M OPERATING EQUIPMENT	2,704.00	3,309.00	2,933.00	4,000.00	4,000.00
ESDA	4,020.00	4,460.00	4,280.00	6,000.00	6,000.00
CERT PROGRAM EXPENSES	361.00	-	-	400.00	400.00
TRANSFER TO-COMPUTER REP	-	332.00	332.00	332.00	332.00

HANDICAP RECREATION FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

New friends and role models
E motional support and confidence
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.



ANNUAL BUDGET

NEDSRA CORE VALUES

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

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
N.E.D.S.R.A. Fund					
REC.HANDICAPPED-NEDSRA	169,590.00	151,726.00	151,857.00	150,000.00	180,000.00
INTEREST INCOME	-	58.00	71.00		-

EXPENDITURES

	2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget
N.E.D.S.R.A. Fund					
REC.HANDICAPPED-NEDSRA	168,450.00	172,047.00	175,255.00	176,000.00	178,500.00
OTHER COMM. CONTRIBUTION	3,220.00	760.00	760.00	800.00	800.00

MOTOR FUEL TAX FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

2020/21 BUDGET HIGHLIGHTS

REVENUE:

Intergovernmental

- ❖ The Fiscal Year 2020/21 MFT Allocation is budgeted based on the State of Illinois per capita formula of \$25.85 for the general allocation, and another \$16.87 for the newly enacted Transportation Renewal Fund allocation, which is then multiplied by the Village's 2010 U.S. Census population count of 34,208.
- ❖ Interest Income remains unchanged from the prior year.

EXPENDITURES:

- ❖ 2020 MFT Road Program.



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
204 0 431 20 10	MOTOR FUEL TAX	895,322.69	897,594.00	
204 0 461 30 10	INTEREST INCOME	32,530.30	25,000.00	7,500.00
204 0 481 43 11	STATE OF IL.		500,000.00	1,204,027.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
204 0 531 37 11	CHEMICALS		257,112.00	280,000.00
204 0 911 87 13	STREET IMPROVEMENT PGM	1,146,391.07	1,737,670.00	1,200,000.00

FOUNDERS' DAY FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
206 0 441 28 10	CARNIVAL PROCEEDS	375,182.25	379,887.00	393,366.00
206 0 441 28 12	BOOTH RENTAL	59,600.00	65,440.00	66,240.00
206 0 481 70 10	CASH (OVER) & SHORT	-1,201.78		
206 0 481 89 10	MISCELLANEOUS INCOME	18,637.25	18,750.00	18,500.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
206 0 719 24 12	PRINTING & BINDING	146.71	200.00	200
206 0 719 24 19	ENTERTAINMENT-SPL. EVENTS	304,640.90	358,041.00	324,450.00
206 0 719 24 99	OTHER PURCHASE-SERVICES	34,707.69	45,575.00	45,575.00
206 0 719 37 10	UNIFORMS	712.22	1,000.00	1,000.00
206 0 719 37 99	OPERATING SUPPLIES	3,622.18	5,500.00	6,200.00
206 0 719 52 11	RENTALS-EQUIPMENTS	48,369.35	58,000.00	59,000.00
206 0 719 69 99	MISCELLANEOUS EXPENSE	514.09	800.00	800
206 0 981 91 1	TRANSFER TO-GENERAL FUND	57,223.00	34,961.00	40,881.00

PARK DEVELOPMENT FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

2020/21 BUDGET HIGHLIGHTS

REVENUES

Revenues

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

EXPENDITURES

Transfers

- ❖ There is one transfer included in the FY 2020/2021 budget to the Capital Projects Fund.

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
207 0 441 25 12	TOWER RENTAL	47,982.65	49,736.00	51,726.00
207 0 481 60 10	PARKS & REC.IMPROVEMENT	10,000.00	10,000.00	10,000.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
207 0 981 93 3	TRANSFER TO-CAPITAL PROJ	13,600.00		40,000.00



ARTICLE 36 SEIZURE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

Funds obtained through vehicle or property seizures utilizing Article 36 are utilized to support law enforcement activities in Glendale Heights. These funds are used to supplement not supplant funding from the General Fund. There is a healthy balance in this fund which will support this expenditure.

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
210 0 451 29 97	TOWING REIMBURSEMENTS		200.00	200
210 0 451 29 99	MISCELLANEOUS CHARGES	2,015.68	8,700.00	
210 0 481 50 40	ADMINISTRATIVE FEE	5,000.00	2,000.00	2,000.00
210 0 481 50 41	SALES OF VEHICLE ART-36	11,055.50	21,205.00	1

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
210 0 511 24 32	SOFTWARE MAINT & SUPPORT	2,339.79		
210 0 511 39 99	OPERATING EQUIPMENT	2,410.33	3,250.00	
210 0 511 50 40	VEHICLE TITLE & REGIST	570.00	2,500.00	2,500.00
210 0 511 50 42	TOWING EXPENSE		2,500.00	2,500.00
210 0 511 50 43	GAS & OIL		100.00	100
210 0 511 50 49	MISC. EXPENSE ART-36	22.59	23,222.00	3,950.00
210 0 511 51 10	TELEPHONE	630.00	4,375.00	
210 0 511 62 10	MEMBERSHIP DUES	500.00	4,000.00	4,000.00
210 0 511 62 11	SUBSCRIPTIONS	4,058.40	4,149.00	
210 0 511 69 99	MISCELLANEOUS EXPENSE	500.00	2,100.00	250

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

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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



REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
211 0 411 10 11	I.M.R.F.	907,867.57	950,000.00	1,000,000.00
211 0 461 30 10	INTEREST INCOME	341.18		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
211 0 513 16 10	IMRF-EMPLOYER GEN GOV'T	843,554.40	950,000.00	1,000,000.00

IMRF Rates – last five (5) years

2021: 12.25%

2020: 12.35%

2019: 10.40%

2018: 12.69%

2017: 12.85%

INFRASTRUCTURE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This fund was created in FY 2011/12 to account for revenues and expenditures that are designated specifically for Village-wide infrastructure improvements. The Infrastructure Fund is funded by the Road and Bridge Property tax, and shares a portion of the Home Rule Sales Tax.

The Home Rule Sales Tax was increased in FY 2009/10 to raise funds to pay back the bonds issued to fund the Village's accelerated road improvement program. The Village took into consideration the current cost, as well as the future costs of major road improvements, and deemed it necessary to take advantage of the Build America Bond Subsidy (BAB) offered by the Federal Government. As part of the federal government's attempt to stimulate the economy from the economic downturn in 2007, the government offered subsidies to local governments that were in need of major capital improvements. The Village's BAB's were sold in anticipation of receiving an interest subsidy from the Federal Government to help repay the interest on the issued debt, thereby, greatly reducing the realized interest rate. In combination of the BAB subsidy, as well as the acceleration of the road improvement program, the Village has greatly reduced the residents' financial burden to improve the Village's Roads in upcoming years. The majority of the funds received from the Home Rule Sales Tax are dedicated to repay the bonds used in 2008/09 to accelerate the Village's Road Improvement Program.

In addition to paying down the debt, this fund also provides infrastructure, road, and other necessary capital improvements throughout the Village. This fund also helps to supply the Village's snow and ice control stock that helps to keep the roads safe throughout the winter. Lastly, this fund supports SSA's #2 and SSA's #3 bond payment portion of the work completed within these districts.

Prior to FY 2011/12, these funds were comingled with the Motor Fuel Tax Fund. Due to the statutory limits of the funds expendable per the state legislature, the Village along with IDOT, declared it necessary to separate the funds. After the completion of a multiple year MFT audit, the beginning balances of both the MFT Fund and the Infrastructure Fund were determined. In FY 2013, the beginning fund balance for the Infrastructure Fund was transferred from the Motor Fuel Tax Fund to formally account for the Infrastructure Fund balance of the prior years' revenues and infrastructure expenditures.

FY 2020/21 BUDGET HIGHLIGHTS

REVENUES

- ❖ The Village anticipates receiving \$400,000 from the Community Development Block Grant program (CDBG) for street improvements on Gregory Avenue.



ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
212 0 411 10 50	ROAD & BRIDGES	132,388.55	150,000.00	125,000.00
212 0 411 16 11	HOME RULE TAX-ROAD PROG	2,400,375.10	2,573,000.00	929,524.00
212 0 411 16 12	STORMWATER	299,246.69	770,000.00	645,570.00
212 0 411 20 10	FUEL TAX		40,000.00	132,800.00
212 0 461 30 10	INTEREST INCOME	58.48		100
212 0 481 43 10	FEDERAL GRANTS		400,000.00	400,000.00
212 0 481 43 11	STATE OF IL.			
212 0 481 43 12	COUNTY STORMWATER GRANT			
212 0 481 89 10	MISCELLANEOUS INCOME	5,468.75	5,000.00	1,000.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
212 0 531 21 10	AUDITING		4,200.00	
212 0 531 21 11	PROF-LEGAL	10,568.43	20,000.00	20,000.00
212 0 531 21 14	ENGINEERING	282,776.76	394,548.00	254,500.00
212 0 531 24 13	SIDEWALKS	109,906.40	161,395.00	165,000.00
212 0 531 24 98	CONTRACTED TREE REMOVAL		17,000.00	
212 0 531 37 11	CHEMICALS	112,542.59	31,654.00	
212 0 531 57 13	R&M STORM SEWERS	5,808.85	10,000.00	15,000.00
212 0 531 57 15	R&M ROADS	50,708.18	55,000.00	40,000.00
212 0 531 69 82	STATE ADMIN.COLLECT.FEE	44,598.30	48,431.00	50,900.00
212 0 911 87 13	STREET IMPROVEMENT PGM	582,503.76	2,775,357.00	2,600,000.00
212 0 911 87 27	STORMWATER IMPROVEMENTS	194,043.91	1,080,469.00	230,000.00
212 0 981 92 52	TRANSFER TO SSA #2	101,640.00	103,924.00	102,993.00
212 0 981 92 53	TRANSFER TO SSA #3	65,313.00	66,021.00	64,484.00
212 0 981 94 1	TRANSFER TO-DEBT SERVICE	1,213,806.00	593,423.00	

TAX INCREMENT FINANCING (T.I.F.) #1 FUND North Avenue

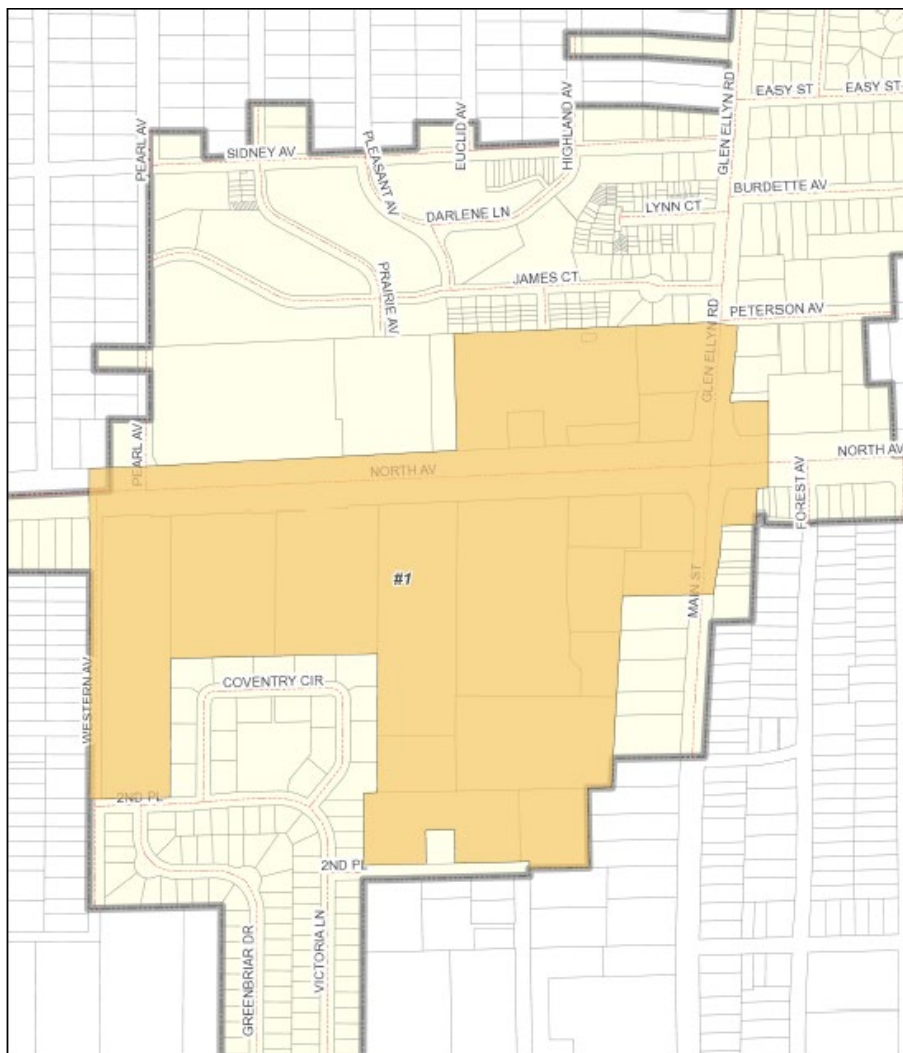
GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

T.I.F. #1 was created in April of 1997 to account for the project costs and resources related to the Glen Ellyn Road and North Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

TIF #1 includes all four corners of Glen Ellyn Road and North Avenue, but is mostly west of Glen Ellyn Road. It encompasses the shopping center south of North Avenue that has been redeveloped with a Menards store, and area to the west that has been developed with a Dodge

dealership. The shopping center north of North Avenue has had facade upgrades and includes Brunswick Zone.



In FY 2012/13, the Village used TIF funds to purchase land that was located on the south side of North Avenue and west of Main Street. The purchase of this land enabled the Village to work with the new Dodge Dealership to clear trees that were blocking visibility of the new business. With this land acquisition, the Village was also able to realign Western Avenue, and create green space and a future park for nearby

residents.

In FY 2015/16, the Village completed the Western Avenue road realignment project, finalized the engineering associated with addressing the flooding issue at North Avenue & Glen Ellyn Road, and substantially completed improvements to the Menards Lift Station.

In FY 2017/18, the Village completed the first phase of stormwater flood mitigation work at North Avenue & Glen Ellyn Road, using a combination of Federal and State grants, leveraged with Property Tax Increment revenues.

Primary Businesses In TIF #1



DuPage Dodge/Chrysler/Jeep/Ram



Glendale Square Shopping Center



PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
241 0 411 10 51	TAX INCREMENT FINANCING	739,143.74	766,454.00	767,084.00
241 0 411 11 10	MUNICIPAL SALES TAX	193,493.45	200,000.00	148,500.00
241 0 461 30 10	INTEREST INCOME	283.49		
241 0 481 43 10	FEDERAL GRANTS		800,000.00	

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
241 0 513 69 99	MISCELLANEOUS EXPENSE	9,206.08		
241 0 531 21 10	AUDITING	2,575.00	2,575.00	2,575.00
241 0 531 21 11	PROF-LEGAL	51,515.83	80,000.00	30,000.00
241 0 531 21 14	ENGINEERING	44,055.04	286,355.00	100,000.00
241 0 531 24 99	OTHER PURCHASED SERVICES	4,084.00	20,043.00	
241 0 531 63 95	RDA DUPAGE JEEP	1.00	1,300,000.00	75,000.00
241 0 531 63 98	RDA KELLY MOON	260,544.45	265,500.00	268,568.00
241 0 911 87 13	STREET IMPROVEMENT PGM	18,305.86	1,880,649.00	
241 0 981 91 1	TRANSFER TO-GENERAL FUND	50,000.00	50,000.00	50,000.00

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

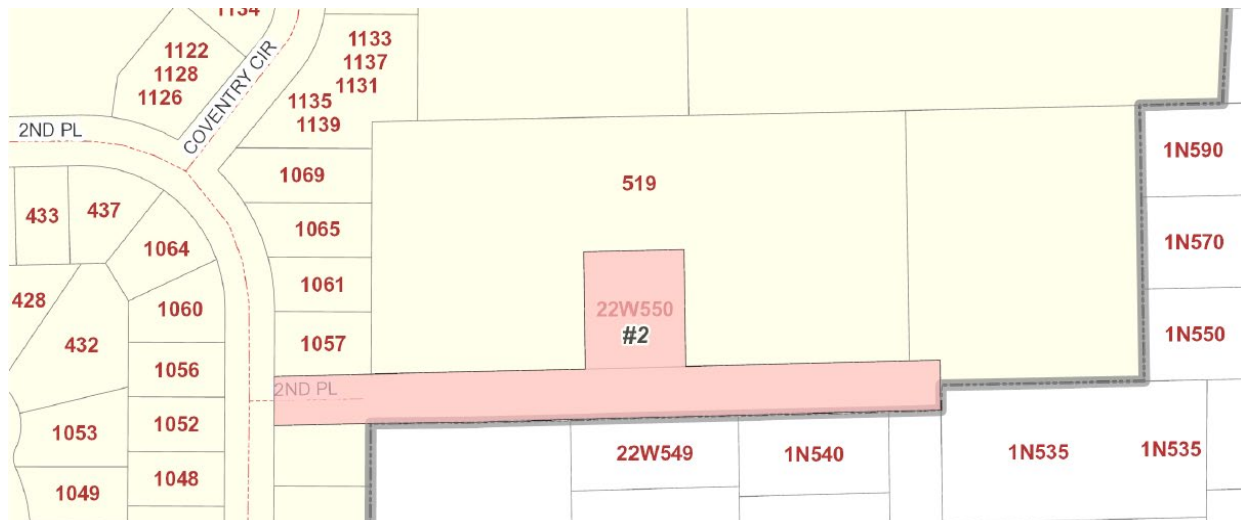
Second Place

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

T.I.F. #2 was created in October of 2002 to account for the project costs and resources related to the road rights of way and one single family house Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

In FY 2011, the Village used T.I.F. funds to complete construction along Second Place Road. Since then, there has been very little activity with this T.I.F. District.



2nd PLACE ROADWAY EXTENSION – Completed in 2011





ANNUAL BUDGET

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
242 0 531 21 11	PROF-LEGAL	3,945.50	3,500.00	5,000.00

TAX INCREMENT FINANCING (T.I.F.) #3 FUND

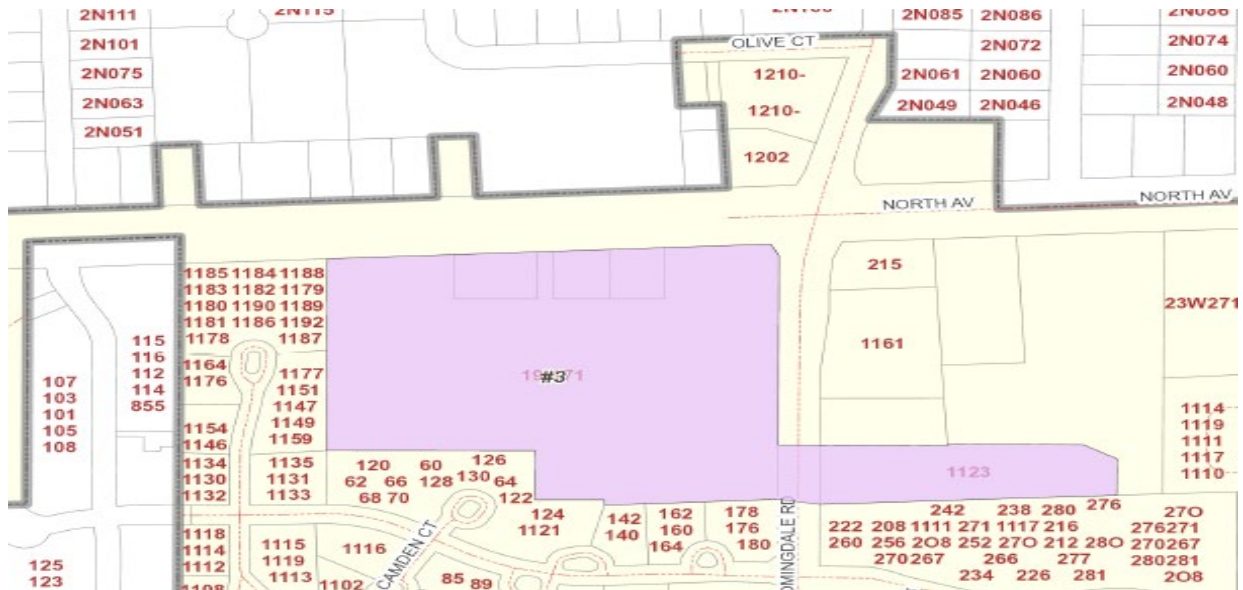
North Avenue/Bloomingdale Road

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

T.I.F. #3 includes the shopping center at the southwest corner of Bloomingdale Road and North Avenue which has been revitalized with facade upgrades and new tenants including Valli Produce, Taco Bell, Chase Bank, and Good Tequilas.



The Village has a standing agreement with Concorde Green Shopping Center to pay the interest expense for the redevelopment costs of the shopping center. The Village uses the T.I.F. funds as well as an allocation of Municipal Sales Tax generated from the business located in that shopping center to pay this agreement's expense. This agreement will end when the T.I.F. expires in 2027.



Concorde Green Shopping Center

Thomas Place, an 81 unit senior apartment project was completed in December, 2013 on the east side of Bloomingdale Road. The Village also executed a Redevelopment Agreement in conjunction with that particular project.



Thomas Place

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
243 0 411 10 51	TAX INCREMENT FINANCING	472,267.28	485,248.00	485,248.00
243 0 411 11 10	MUNICIPAL SALES TAX	351,371.41	250,000.00	250,000.00
243 0 461 30 10	INTEREST INCOME	181.13		



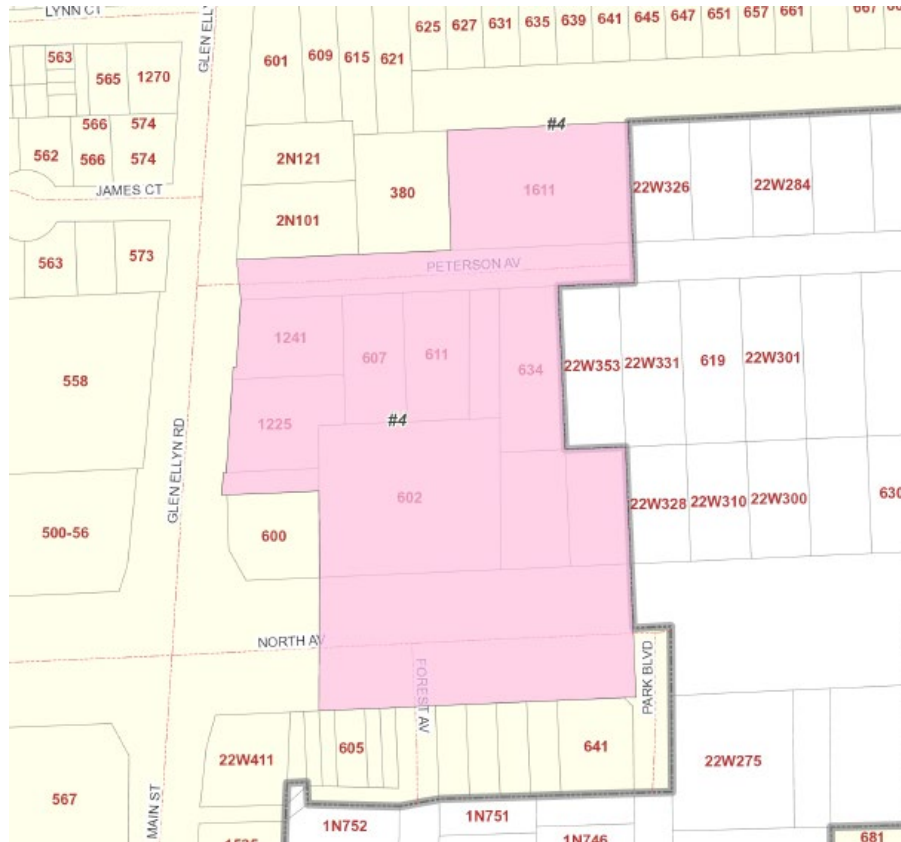
ANNUAL BUDGET

EXPENDITURES

ACCOUNT NUMBER						FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
243	0	531	21	10	AUDITING	2,575.00	2,575.00	2,575.00
243	0	531	21	11	PROF-LEGAL	5,571.15	5,000.00	5,000.00
243	0	531	63	96	GHSA, LP RDA	104,625.00	104,625.00	104,625.00
243	0	531	69	77	INTEREST EXPENSE	654,791.21	500,000.00	570,000.00
243	0	981	91	1	TRANSFER TO-GENERAL FUND	10,000.00	10,000.00	10,000.00

TAX INCREMENT FINANCING (T.I.F.) #4 FUND Glen Ellyn Road/Petersen Avenue

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



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

T.I.F. #4 was created in February of 2010 to account for the project costs and resources related to the Glen Ellyn Road and Petersen Avenue Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

TIF #4 includes property northeast of North Avenue and Glen Ellyn Road.

In FY 2016, T.I.F. funds were pledged to facilitate the redevelopment of land containing an abandoned and deteriorated restaurant into what is now a brand new Bucky's gas station, convenience store and car wash. Bucky's opened their doors in early Spring of 2016.



ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
244 0 411 10 51	TAX INCREMENT FINANCING	57,798.46	62,343.00	62,343.00
244 0 461 30 10	INTEREST INCOME	22.17		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
244 0 531 21 11	PROF-LEGAL	3,945.60	3,500.00	5,000.00

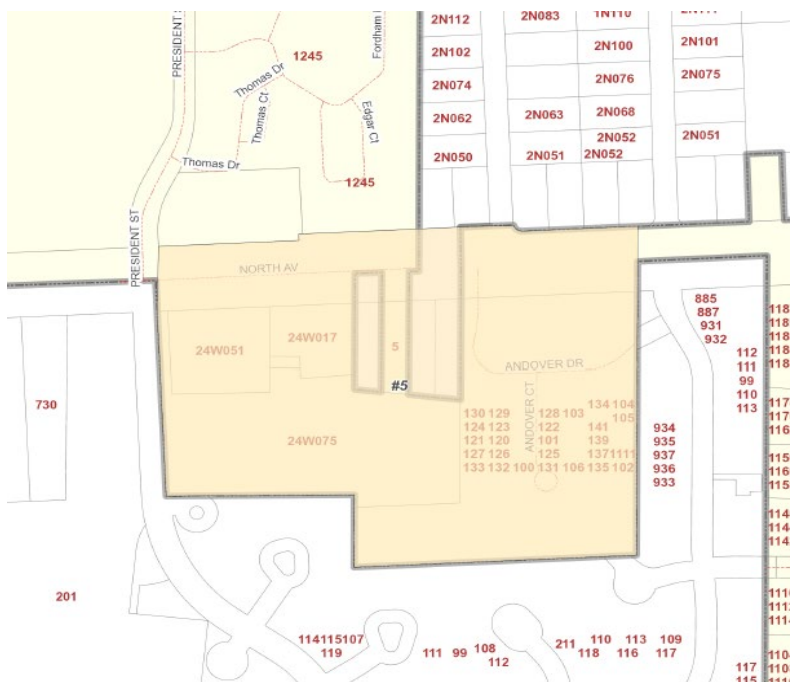
TAX INCREMENT FINANCING (T.I.F.) #5 FUND

President Street/North Avenue Fund

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors.

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





ANNUAL BUDGET

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
245 0 531 21 11	PROF-LEGAL	36,270.66	4,000.00	5,000.00

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

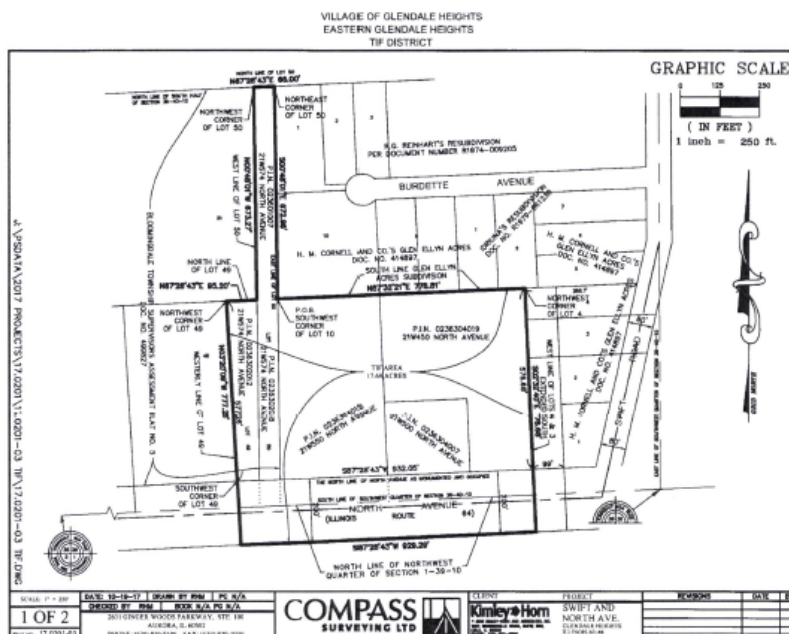
Eastern Glendale Heights

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

Special tax regulations permit the designation of tax receipts to be utilized for the benefit of improvement and rejuvenation of the district, utilizing incentives to investors.

T.I.F. #6 was created in January of 2018 to account for the project costs and resources related to the Eastern Glendale Heights Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

Boundary Map



The TIF District is a compact area, located north of North Avenue, and just West of Swift Road. There is one parcel included in the TIF District, which will contain a light industrial speculative building.

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
246 0 411 10 51	TAX INCREMENT FINANCING		2,842.00	2,842.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
246 0 531 21 11	PROF-LEGAL		5,000.00	5,000.00

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

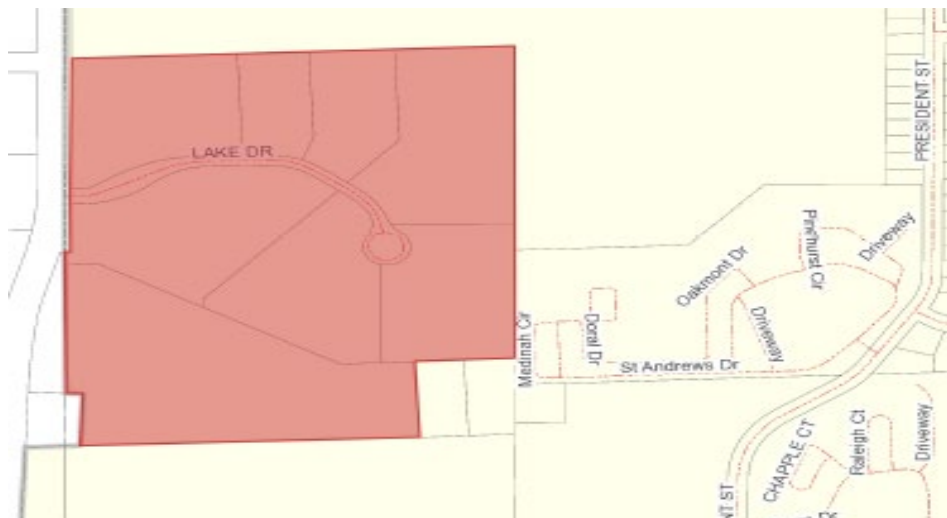
Glendale Lakes Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 1 is located in the Glendale Lakes Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 1.

The Special Service Area No. 1 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No.1 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 1 tax does not exceed 0.1964% (or \$0.1964 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 1 (Glendale Lakes Business Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.





ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
251 0 411 10 61	SPECIAL SERVICE AREA-01	12,562.63	13,129.00	13,917.00
251 0 461 30 10	INTEREST INCOME	4.82		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
251 0 981 91 1	TRANSFER TO-GENERAL FUND	16,516.00	16,977.00	17,133.00

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

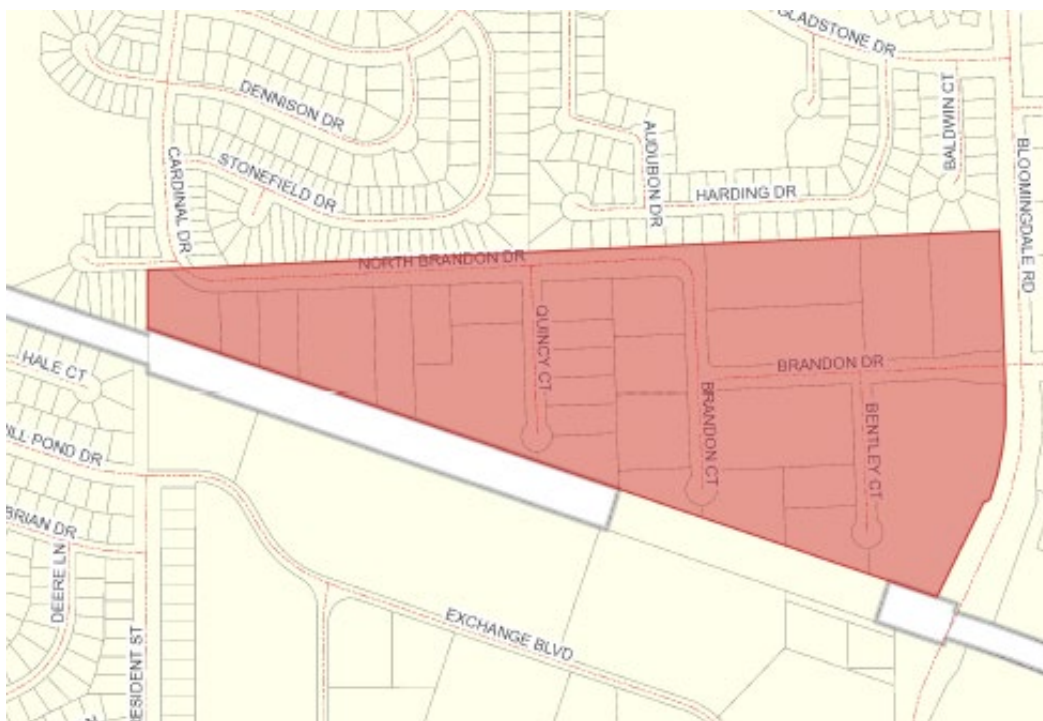
Glendale Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 2 is located in the Glendale Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 2.

The Special Service Area No. 2 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 2 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 2 tax does not exceed 0.332% (or \$0.332 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 2 (Glendale Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.





ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
252 0 411 10 62	SPECIAL SERVICE AREA-02	38,405.24	40,133.00	42,396.00
252 0 461 30 10	INTEREST INCOME	18.70		

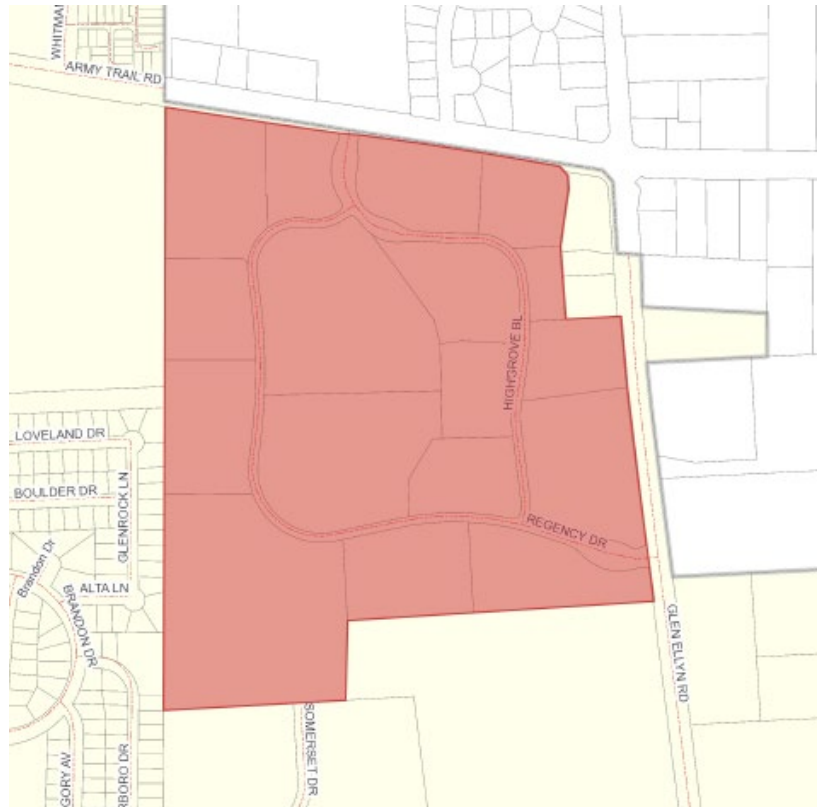
EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
252 0 981 91 1	TRANSFER TO-GENERAL FUND	140,152.00	144,057.00	145,389.00

SPECIAL SERVICE AREA #3 (S.S.A.) FUND

High Grove East Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 3 is located in the High Grove East Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 3.

The Special Service Area No. 3 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 3 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 3 tax does not exceed 0.2185% (or \$0.2185 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 3 (High Grove East Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.



ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
253 0 411 10 63	SPECIAL SERVICE AREA-03	40,725.33	42,558.00	45,098.00
253 0 461 30 10	INTEREST INCOME	15.62		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
253 0 981 91 1	TRANSFER TO-GENERAL FUND	105,635.00	108,579.00	109,582.00

SPECIAL SERVICE AREA #4 (S.S.A.) FUND

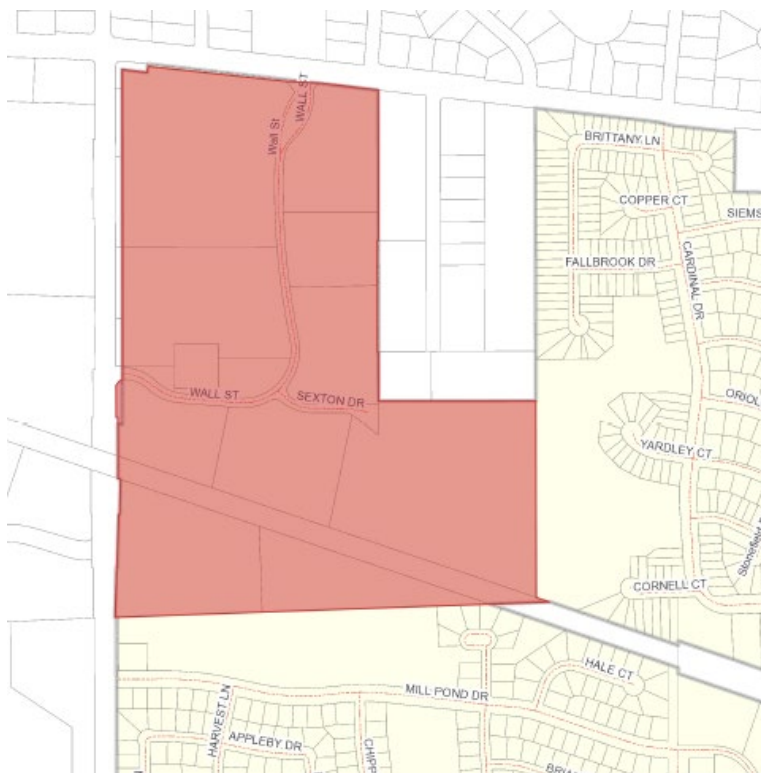
High Grove West Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 4 is located in the High Grove West Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 4.

The Special Service Area No. 4 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 4 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 4 tax does not exceed 0.1383% (or \$0.1383 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

The Village of Glendale Heights Special Service Area No. 4 (High Grove West Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.





ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
254 0 411 10 64	SPECIAL SERVICE AREA-04	22,896.51	23,927.00	25,219.00
254 0 461 30 10	INTEREST INCOME	8.78		

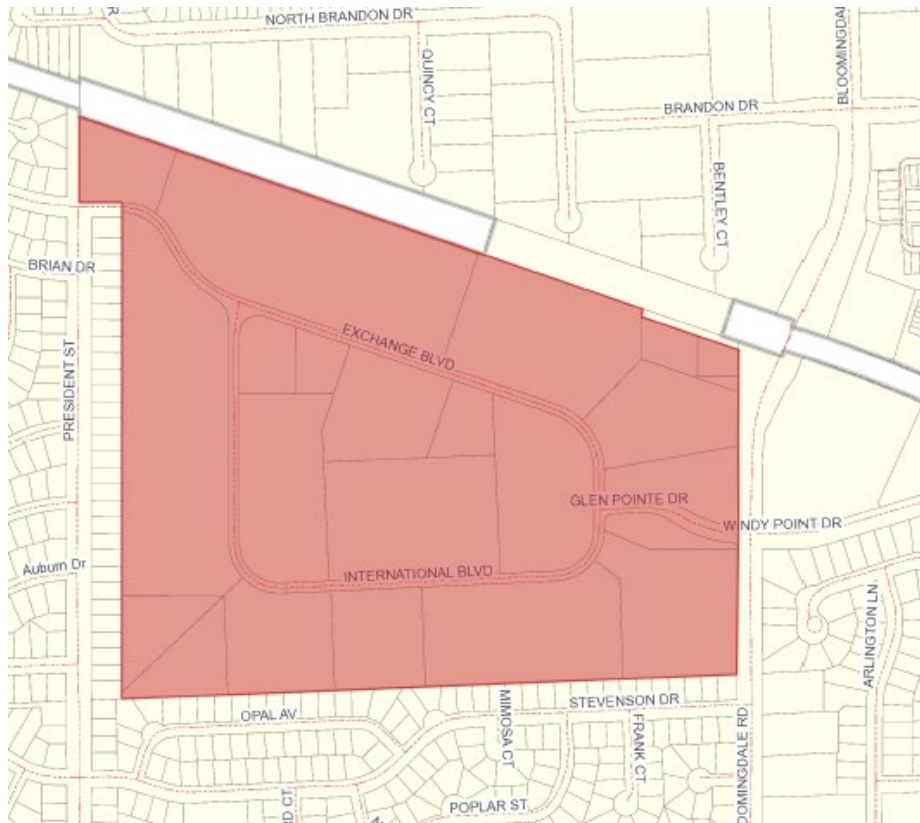
EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
254 0 981 91 1	TRANSFER TO-GENERAL FUND	12,948.00	13,309.00	13,432.00

SPECIAL SERVICE AREA #5 (S.S.A.) FUND

Glen Point Business Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 5 is located in the Glen Point Business Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 5.

The Special Service Area No. 5 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 5 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 5 tax does not exceed 0.1655% (or \$0.1655 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

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



ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
255 0 411 10 65	SPECIAL SERVICE AREA-05	29,304.09	30,623.00	32,455.00
255 0 461 30 10	INTEREST INCOME	11.24		

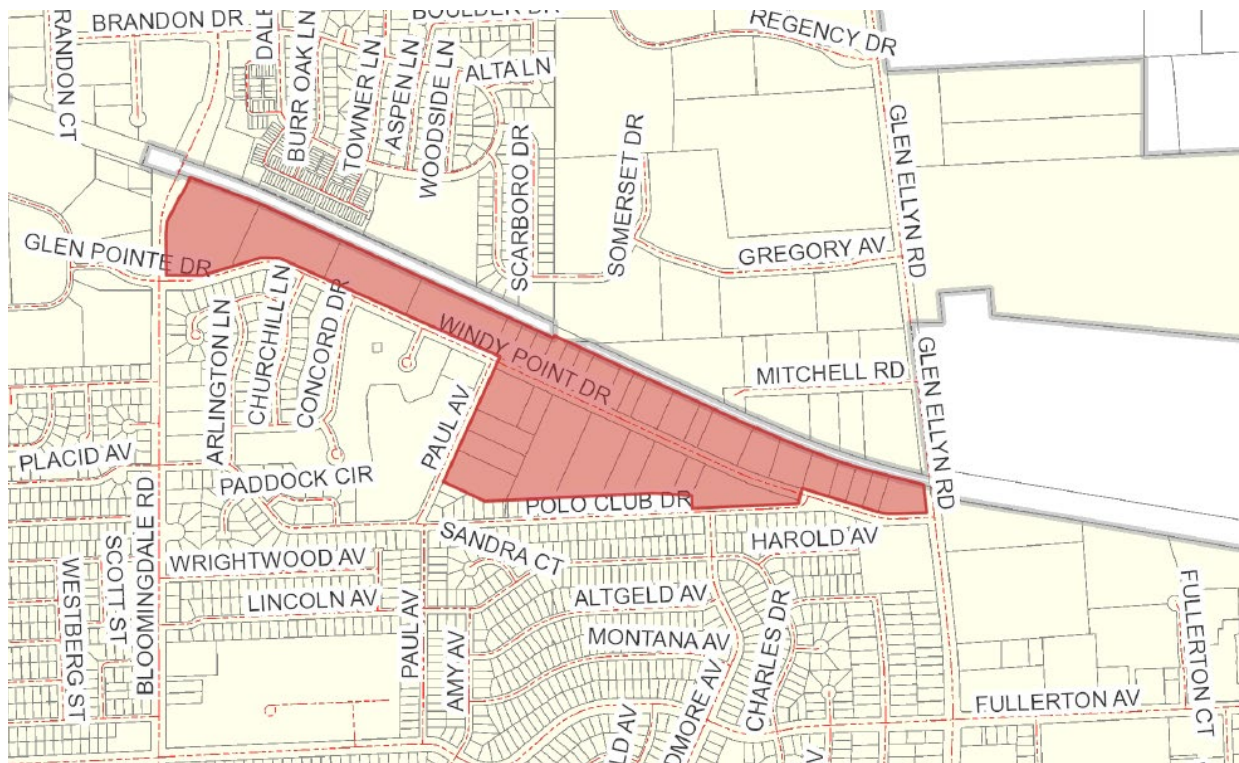
EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
255 0 981 91 1	TRANSFER TO-GENERAL FUND	21,727.00	22,332.00	22,539.00

SPECIAL SERVICE AREA #6 (S.S.A.) FUND

Polo Club Heights Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY



The Village of Glendale Heights Special Service Area (SSA) No. 6 is located in the Polo Club Heights Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 6.

The Special Service Area No. 6 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 6 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 6 tax does not exceed 0.251% (or \$0.251 per \$100.00) of the assessed value, as equalized, of the taxable personal property.

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



ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
256 0 411 10 66	SPECIAL SERVICE AREA-06	31,700.85	33,127.00	35,107.00
256 0 461 30 10	INTEREST INCOME	16.76		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
256 0 911 87 13	STREET IMPROVEMENT PGM			100,000.00
256 0 981 91 1	TRANSFER TO-GENERAL FUND	18,822.00	19,346.00	19,525.00

SPECIAL SERVICE AREA #7 (S.S.A.) FUND

Sawko Industrial Park

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Village of Glendale Heights Special Service Area (SSA) No. 7 is located in the Sawko Industrial Park and was established in 1999 to provide special municipal services in addition to services that were already being provided by the Village. This SSA was formed to provide the necessary funding to complete roadway reconstruction for roads that are located within the SSA No. 7.

The Special Service Area No. 7 was also created so that annual taxes may be levied for the purposes provided for on property located within the SSA No. 7 in addition to all other Village taxes. The special annual tax shall be limited so that the total of the SSA No. 7 tax does not exceed 0.3001% (or \$0.3001 per \$100.00) of the assessed value, as equalized, of the taxable personal property.



The Village of Glendale Heights Special Service Area No. 7 (Sawko Industrial Park) was established pursuant the provisions of Article VII, Section 6, of the Constitution of the State of Illinois, pursuant to the Special Service Area Tax Law, as amended [65 ILCS 200/27-5 et seq. (1996 State Bar Ed.)] and pursuant to the Revenue Act of 1939, as amended.

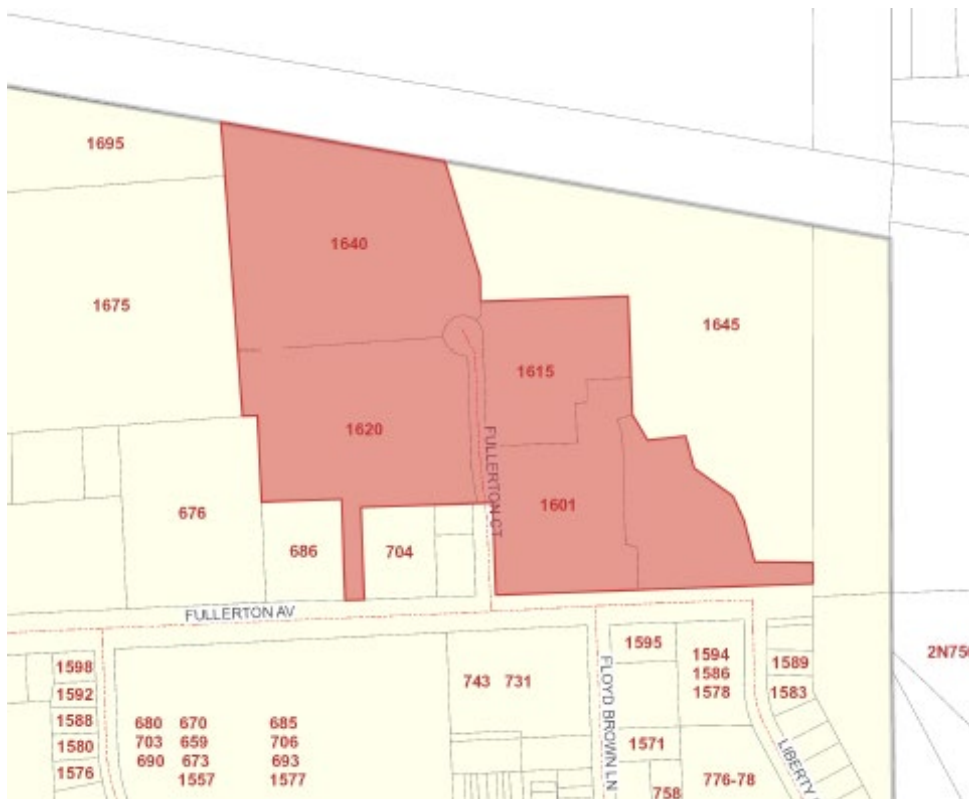
REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
257 0 411 10 67	SPECIAL SERVICE AREA-07	16,672.45	17,423.00	18,462.00
257 0 461 30 10	INTEREST INCOME	6.39		

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.



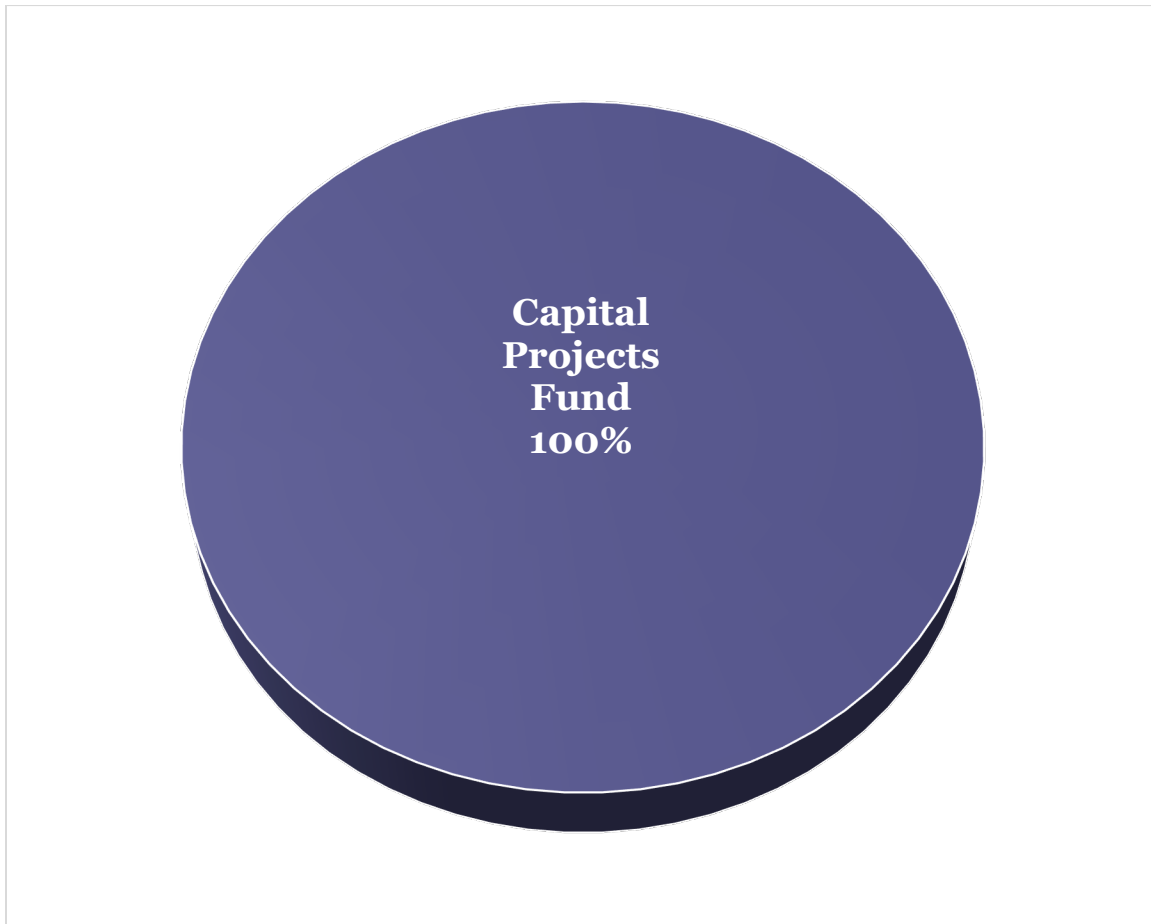
ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
258 0 411 10 68	SPECIAL SERVICE AREA-08	31,269.67	32,677.00	33,746.00
258 0 461 30 10	INTEREST INCOME	10.99		

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.





CAPITAL PROJECTS FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
303 0 481 43 11	STATE OF IL.			1,340,000.00
303 0 491 91 1	TRANSFER FROM GEN.FUND	102,000.00	1,238,545.00	1,075,015.00
303 0 491 92 1	TRANSFER FROM-RECREATION		268,500.00	30,000.00
303 0 491 92 7	TRANSFER FROM PARKS IMPRV	13,600.00		40,000.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
303 0 511 39 10	PARKS & GROUNDS EQUIPMENT	4,977.12		
303 0 511 57 14	R&M PARKS AND GROUNDS	64,396.14	961,755.00	575,000.00
303 0 911 81 16	PARKS & GROUND EQUIPMENT			1,870,030.00
303 0 911 85 17	PARKS AND GROUNDS		250,000.00	140,000.00
303 0 911 85 21	SENIOR CENTER			350,000.00
303 0 911 87 13	STREET IMPROVEMENT PGM	44,525.50		
303 0 911 87 14	PARKS AND GROUNDS	221,739.41	349,650.00	25,000.00

DEBT SERVICE FUND

FUND DESCRIPTION

Debt Service Funds are established to account for the accumulation of resources for, and the payment of, long-term principal, interest and related costs. These obligations represent the Village's annual installment payments of principal and interest for previous capital projects or acquisitions funded through debt financing. The Village currently has one outstanding bond issue:

- ❖ 2019 General Obligation Bonds

Financing is provided by an annual Property Tax Levy and operating transfers from then Environmental Services Fund.

LEGAL DEBT LIMIT

Under the 1970 Illinois Constitution, there is no legal debt limit for home rule municipalities except as set by the General Assembly. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.



ANNUAL BUDGET

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
401 0 411 10 10	BOND & INTEREST	2,091,204.52	2,078,528.00	1,877,625.00
401 0 461 30 10	INTEREST INCOME	785.87		
401 0 481 50 0	OTHER REVENUES	469,085.52	386,495.00	
401 0 491 91 1	TRANSFER FROM GEN.FUND	819,575.00	810,402.00	831,375.00
401 0 491 92 12	TRANSFER FROM INFRASTRUCT	1,213,806.00	593,423.00	
401 0 491 95 1	TRANSFER FROM-ENVIRONMENT	584,296.00	772,669.00	761,825.00

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
401 0 511 21 99	PROFESSIONAL-OTHERS	1,205.00	2,466,628.00	1,000.00
401 0 511 69 78	BANK FISCAL CHARGES	2,351.00	2,625.00	1,100.00
401 0 921 88 18	BOND 2006-PRNCIPAL-ABATED	280,000.00	300,000.00	315,000.00
401 0 921 88 19	BOND-2007-PRNCIPAL-LEVIED	495,000.00	515,000.00	
401 0 921 88 20	BOND-2008-PRNCIPAL-ABATED	605,000.00		
401 0 921 88 21	BOND-2009-PRNCIPAL-LEVIED	775,000.00	805,000.00	
401 0 921 88 22	SERIES 2010-PRINCIPAL	1,340,000.00	1,395,000.00	
401 0 921 88 23	GOB SERIES 2019		165,000.00	2,015,000.00
401 0 922 89 18	BOND 2006-INTEREST-ABATED	35,800.00	24,600.00	12,600.00
401 0 922 89 19	BOND-2007-INTEREST-LEVIED	104,675.00	68,140.00	
401 0 922 89 20	BOND-2008-INTEREST-ABATED	23,443.76		
401 0 922 89 21	BOND-2009-INTEREST-LEVIED	174,350.04	141,413.00	
401 0 922 89 22	SERIES 2010-INTEREST	1,257,535.00	1,200,585.00	
401 0 922 89 23	GOB SERIES 2019		23,005.00	1,072,850.00
401 0 922 89 24	IEPA LOAN			51,600.00
401 0 981 95 1	TRANSFER TO ENVIRONMENTAL		2,504,563.00	

DEBT SERVICE SCHEDULES OVERVIEW

2019 General Obligation: Build America Bonds

Purpose:	Refunded 2007, 2009 and 2010 Bond Issues. New money issued for funding of Village wide Water Meter Replacement Project.
Maturity Date:	December 15, 2035
Original Principal Amount:	\$24,210,000
Investment Rating:	Aa3 (Moody's)
Principal Outstanding:	\$24,210,000
Interest:	\$6,904,400
Funding Sources:	Property Taxes Levied, Water & Sewer Receipts transferred from Environmental Fund, and General Fund Reserves Pledge

DEBT SERVICE SCHEDULES

ANNUAL PRINCIPAL/INTEREST PAYMENTS

GENERAL OBLIGATION DEBT

PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year Ending April 30	Requirements			Interest Due			
	Principal	Interest	Total	June 15	Amount	Dec 15	Amount
2021	\$ 2,015,000	\$ 1,070,850	\$ 3,085,850	2020	\$ 535,425	2020	\$ 535,425
2022	2,140,000	972,100	3,112,100	2021	486,050	2021	486,050
2023	2,265,000	871,100	3,136,100	2022	435,550	2022	435,550
2024	1,820,000	751,850	2,571,850	2023	375,925	2023	375,925
2025	1,920,000	660,850	2,580,850	2024	330,425	2024	330,425
2026	1,865,000	564,850	2,429,850	2025	282,425	2025	282,425
2027	1,370,000	471,600	1,841,600	2026	235,800	2026	235,800
2028	1,450,000	403,100	1,853,100	2027	201,550	2027	201,550
2029	1,535,000	330,600	1,865,600	2028	165,300	2028	165,300
2030	1,625,000	253,850	1,878,850	2029	126,925	2029	126,925
2031	1,545,000	188,850	1,733,850	2030	94,425	2030	94,425
2032	765,000	127,050	892,050	2031	63,525	2031	63,525
2033	800,000	96,450	896,450	2032	48,225	2032	48,225
2034	835,000	72,450	907,450	2033	36,225	2033	36,225
2035	865,000	47,400	912,400	2034	23,700	2034	23,700
2036	715,000	21,450	736,450	2035	10,725	2035	10,725
	<u>\$ 23,530,000</u>	<u>\$ 6,904,400</u>	<u>\$ 30,434,400</u>		<u>\$ 3,452,200</u>		<u>\$ 3,452,200</u>

INSURANCE FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

To account for costs attributable to the Village's Workers Compensation and General Liability Insurance programs. Financing is provided by an annual Property Tax Levy and operating transfers from other funds.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
402 0 411 10 14	LIABILITY INSURANCE	605,659.59	232,286.00	400,000.00
402 0 461 30 10	INTEREST INCOME	225.61		
402 0 481 71 10	(GAIN) & LOSS INVESTMENTS	16,171.00		
402 0 491 91 1	TRANSFER FROM GEN.FUND	345,000.00	345,000.00	345,000.00
402 0 491 91 10	TRANSFER FROM GOLF COURSE	5,000.00		
402 0 491 92 1	TRANSFER FROM-RECREATION	25,000.00	25,000.00	25,000.00
402 0 491 95 1	TRANSFER FROM-ENVIRONMENT	120,000.00	120,000.00	120,000.00
402 0 491 95 2	TRANSFER FROM-REST./BANQU	5,000.00		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
402 0 511 24 81	LIABILITY INS. PREMIUMS	452,597.72	478,850.00	478,850.00
402 0 511 24 82	LIAB.INS.-CONSULTING	34,500.33	56,800.00	57,800.00
402 0 511 24 83	LIAB.INS.-SELF INSURED	599,358.15	255,000.00	255,000.00
402 1111 513 10 10	F-TIME & REG.PART-TIME	51,103.41	53,635.00	55,847.00
402 1111 513 15 10	FICA-EMPLOYER	3,041.97	3,325.00	3,463.00
402 1111 513 16 10	IMRF-EMPLOYER GEN GOV'T	6,068.81	4,900.00	6,774.00
402 1111 513 16 12	MEDICAL-EMPLOYER	9,280.45	9,997.00	9,498.00
402 1111 513 16 16	MEDICARE-EMPLOYER	711.50	778.00	810

PROPRIETARY FUND ENTERPRISE FUND

Proprietary funds account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

The Village reports one major proprietary fund:

ENTERPRISE FUND: This fund is 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.



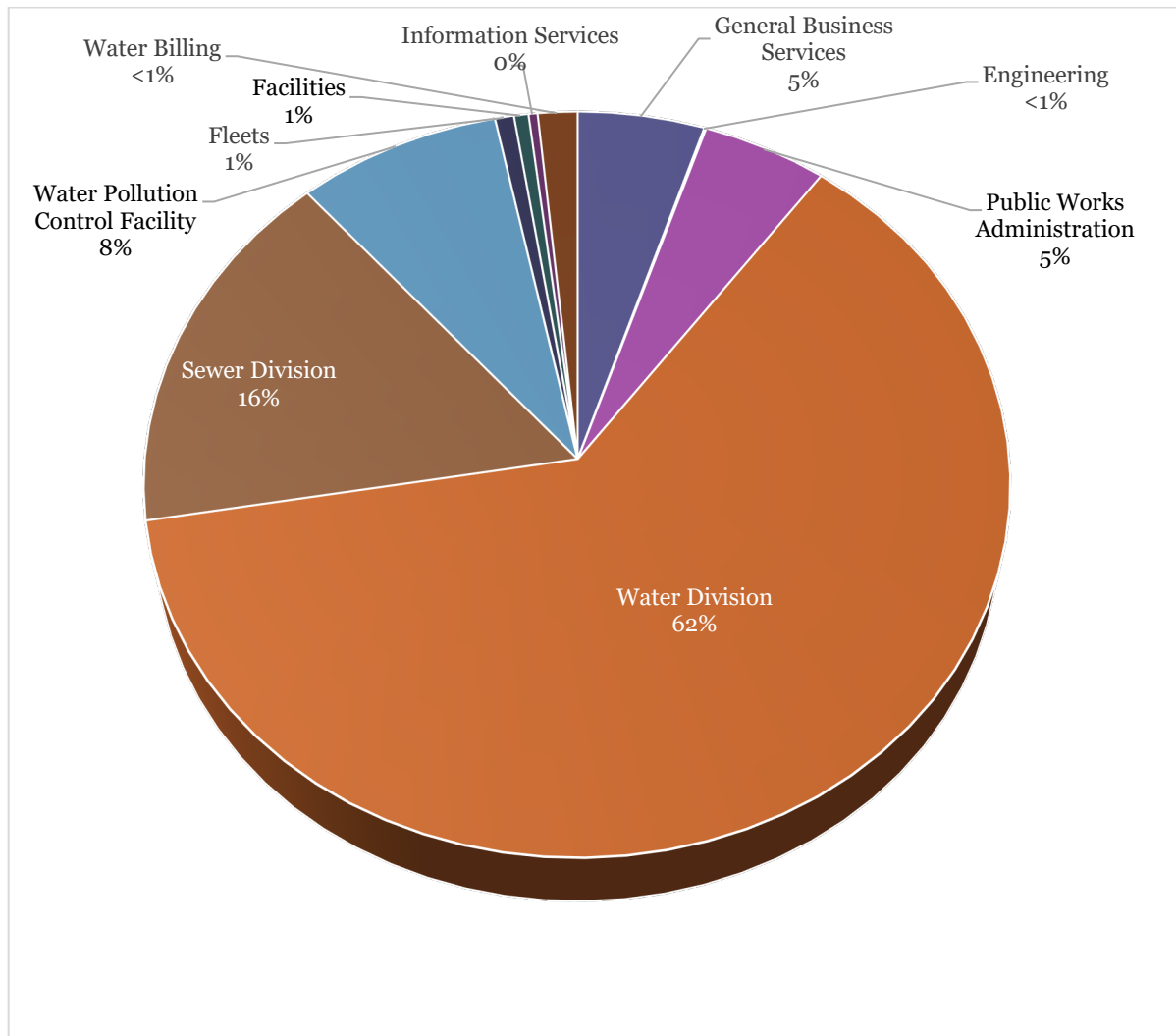
ENVIRONMENTAL SERVICES

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

\$13,827,145



PROPOSED BUDGET WITH ACTUAL HISTORY

SIGNIFICANT ACCOMPLISHMENTS IN FY 2019/2020**UTILITIES DIVISION**

The Village's water infrastructure was improved in 2019 through the rehabilitation of the West Burdette Water Storage Tank. This is a one million gallon water storage tank, which services customers west of Bloomingdale Road. Work included East Branch Tributary 2 Channel Maintenance Project sandblasting the exterior and interior, repainting and installing two mixing systems to improve water quality. This is the fourth water tower that has been rehabilitated by Utility Services Group since 2014.

Utilities Division staff performed maintenance to the public water infrastructure system by responding to 47 water main breaks, 30 fire hydrant replacements or repairs, 96 water service repairs, 16 main line valve repairs, pump station maintenance, and Illinois Environmental Protection Agency (IEPA) mandated sampling. I am pleased to report that all IEPA sampling undertaken in 2019 resulted in no violations or water quality issues. In-house projects and maintenance to the water system continued with the painting of 462 fire hydrants.

A water leak detection survey was undertaken in the spring by Water Services, Inc. The survey identified 13 leaks, seven of which were fire hydrant leaks and the remaining six were water main valve and service issues. Utilities Division staff repaired all leaks found within the system.

Preventative maintenance to the Village's sanitary sewer collection system also continued. Jetting of approximately 57 miles of public sewer mains was achieved. In addition, annual root cutting and de-greasing programs were undertaken.

Improvements to the Supervisory Control and Data Acquisition System (SCADA), which manages both the Village's water, and sewer systems were also undertaken by Concentric Integration, LLC. This included improvements and upgrades to the hardware and software. These changes will allow for improved efficiency when identifying problems within the infrastructure including allowing more flexibility in viewing alarm issues remotely when in the field.

WATER POLLUTION CONTROL FACILITY (WPCF)

The Village's Water Pollution Control Facility (WPCF) processed over one billion gallons of wastewater this year within Illinois Environmental Protection Agency (IEPA) guidelines and regulations. The Facility was found to be in good working order and no deficiencies were noted during its annual IEPA inspection.

The Facility also rehabilitated the second of its two influent fine screens. The screens are the first part of the process that removes large debris that could damage the pumps and other equipment if left in the wastewater stream.

The WPCF entered into an agreement with Trotter and Associates for engineering services to rehabilitate both of the Village's aerobic digesters. The digesters are a vital part of the operation at the WPCF and must be upgraded to accommodate upcoming phosphorus removal mandates set by the EPA.

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

FY 2020/21 GOALS AND OBJECTIVES

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

UTILITIES DIVISION

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

- ❖ Identify and repair structural defects to the Village's sanitary sewer system.
 - Televiser all sanitary sewers and identify major structural defects.
 - Map and report all structural defects on Village's GIS.
- ❖ Make repairs of all water main breaks in a 24-hour period.
 - Undertake survey of all water main valve locations throughout the Village and verify map locations on GIS, including inventory for isolation purposes.
 - Identify remedial works and/or new valve installations to address deficiencies to isolate water mains.
 - Record all water main breaks on Village's GIS.
 - Locate and document all residential property b-boxes and sewer cleanouts to expedite emergency repairs.
- ❖ Continue to implement a Confined Spaces Program.
 - Define and amend Confined Space Policy to include rescue teams roles and responsibilities to work in Utilities Division.
 - Continue training of all Utilities Division staff as required.

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

- ❖ Undertake new regulations as required by the USEPA and IEPA regarding UCMR 4 sampling and continue to monitor new regulations pertaining to lead in drinking water.
 - Follow-up with individual user lead levels in which results exceeded 15 parts per billion in a timely manner.
 - Ensure all UCMR 4 sampling is undertaken appropriately and data is submitted to the USEPA, CDX website as required.
- ❖ Proactively address ad-hoc services throughout the Village pertaining to water and sewer infrastructure.
 - Utilities Division will undertake quarterly zone inspections to identify deficiencies in the field to achieve better efficiency for residents.
 - Utilities Division will log these deficiencies and generate work orders for completion.
 - Repair and make operational the Interconnect valve with the Village of Carol Stream

WPCF Division

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

- ❖ Ensure Standard Operating Procedures and Best Management Practices are in place and implemented:
 - Review and update existing procedures, and create new documentation where necessary.
 - Ensure Best Management Practices and Standard Operating Procedures address any shortfalls in operations.
- ❖ Provide efficient wastewater services in a manner which protects the public's health, safety and welfare by:
 - Log annual rain fall totals in excel
 - Ensure lab testing adheres to new NPDES requirements
 - Implement preventative maintenance software program.
 - Work with Village Engineer to secure energy grant for Influent pumps
- ❖ Manage a Confined Spaces Program by:
 - Review and amend Confined Space Inventory on an annual basis.
 - Review assets and eliminate any unnecessary confined spaces.
 - Ensure safety equipment inventory is checked on a monthly basis, and deficiencies are resolved.

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

- ❖ Reduce odors emanating from the Treatment Plant by:
 - Ensure digester PH is kept above 5.0.
 - Ensure Primary Clarifier sludge blankets are kept under 1 foot
 - Patrol the area for odors on a daily basis.
- ❖ Ensure all Equipment is correctly maintained and serviced in a timely manner by:
 - All corrective and preventative maintenance is tracked in an Access database and or asset software program.
 - Daily work orders to be issued to staff to undertake maintenance/repairs.
 - All repairs are tracked and recorded in asset software program

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

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

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

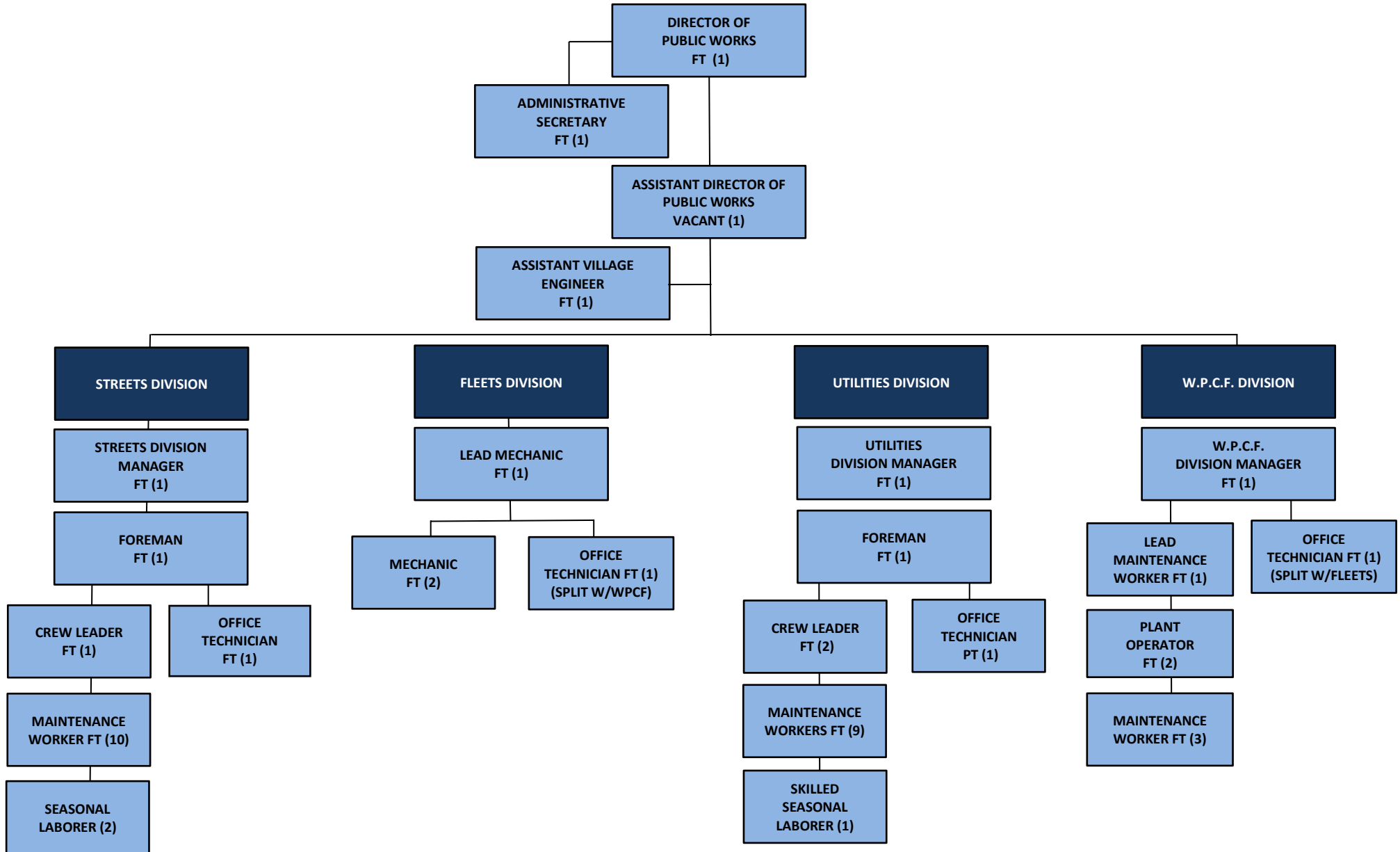
- ❖ Compliance with the Special Conditions in the Villages Discharge Permit:
 - Undertake design work for upcoming phosphorous improvements.
 - Continue to update the Industrial User inventory.
 - Adhere to the new requirements which are forthcoming in the revised NPDES Permit.

- ❖ Compliance of Permitted Industrial Users
 - Check quarterly results to ensure compliance with Village Limits.
 - Issue NOV's to problematic Non-Compliant Users.
 - Bring Users into compliance.

FY 2020 / 2021

VILLAGE OF GLENDALE HEIGHTS ORGANIZATIONAL STRUCTURE

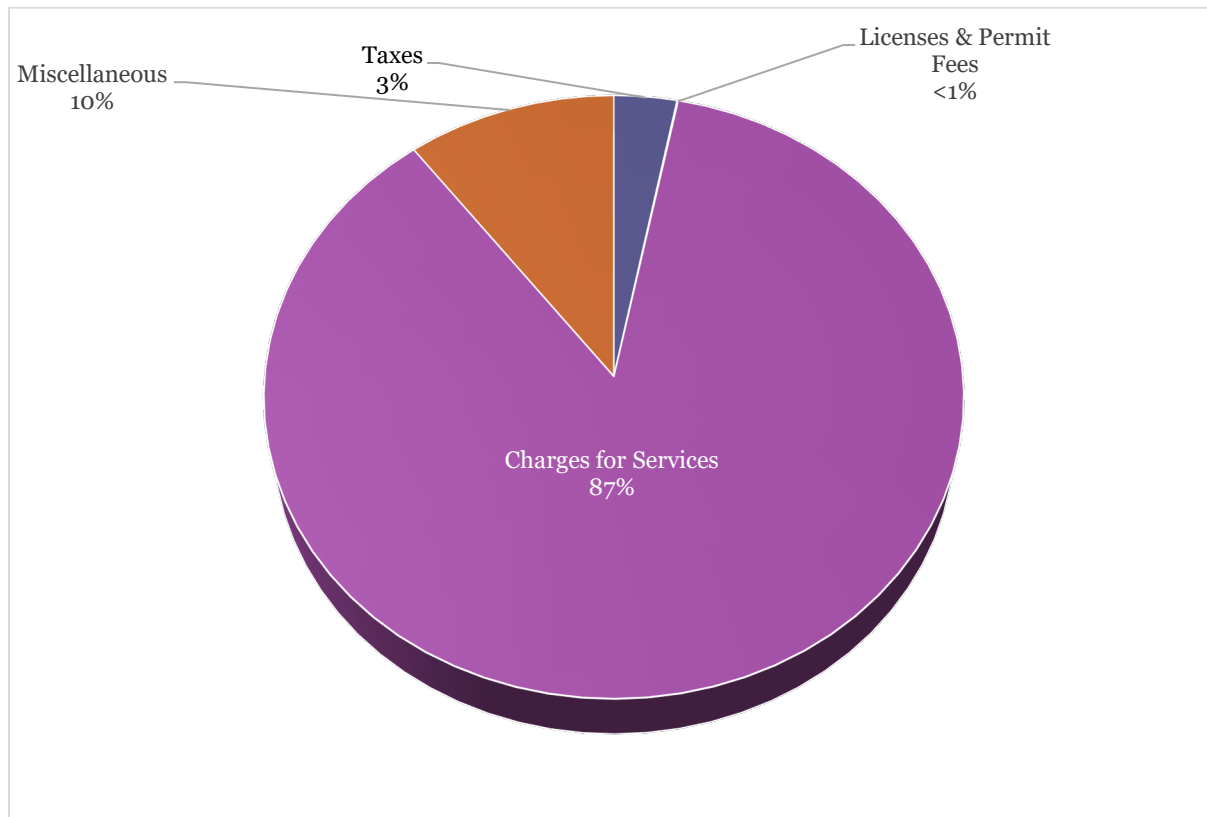
PUBLIC WORKS



The department of Public Works is organized into six divisions: Administration, Street, Utilities, Fleets, Engineering and Water Pollution Control Facility. Each division is under the direct supervision of the Director of Public Works who is accountable for the sound management of the department and for the effectiveness of each operational element and for the administrative support of each function within the department. Total number of employees: 41 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 87% of its share. The revenue generated by Charges for Services is 100% tied to the water used by the Village's Residents and Commercial accounts. The Village has an agreement to purchase all of the Village's water source from the DuPage Water Commission.

On May 1, 2020 the Village implemented a zero rate increase to all customers for water use. This is due to 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, 2014 – .65¢ per thousand gallons
January 1, 2015 – .71¢ per thousand gallons
May 1, 2014 – .19¢ per thousand gallons

May 1, 2015 – .82¢ per thousand gallons
 May 1, 2016 – (.05¢) per thousand gallons
 May 1, 2017 - .08¢ per thousand gallons
 May 1, 2018 - .06¢ per thousand gallons
 May 1, 2019 - .03¢ per thousand gallons
 May 1, 2020 – no increase

RESIDENTIAL WATER RATES Effective May 1, 2020* (P/TH GALLONS)	
Cost Allocation	Rate (Per Month)
Water	\$4.97
Local Water Delivery	\$2.93
Sewer	\$5.18
Sewer Debt	\$10.00 (Flat Rate)
Capital Infrastructure Fee	\$3.00 (Flat Rate)
TOTAL AVG. COST OF WATER BILL AT 7.5 TH	\$111.10

*Due to the Coronavirus pandemic, the rate increases shown above were deferred from May 1 to July 1, 2020

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.

TAXES

A portion of the Village's Home Rule Sales Tax is allocated to the Environmental Services Fund. An allocation was originally made to subsidize Capital Infrastructure Fees supporting the Capital Improvements Plan. As of FY 2020, a revamped user charge structure including increases to the Capital Infrastructure and Debt Service (Sewer Debt) Fees was put into place, and Home Rule Sales Taxes were left in the General Fund.

LICENSES & PERMIT FEES

Whenever a new resident or business wishes to tap onto our water and sewer system, the Village charges a permit fee.

The RPZ Fee (Reduce Pressure Zone) is a charge to all customers that have a backflow prevention device installed on a private water service and requires annual testing and permitting.

MISCELLANEOUS REVENUE



Penalties are charges to accounts that are paid late and are categorized as miscellaneous revenue. The Village bills monthly, aiming to lessen the burden of the water utility. In order to influence prompt payment, the Village has a strict payment policy and implements a late payment fee for all bills paid more than one day late. Each month, if the account continues to be delinquent, the Village increases its leverage in collecting on the past due account by shutting off the water flow to the residence or commercial property. Though the Village receives revenue from late payment accounts, the Village strives to offer its residents the best and latest technology for payment to encourage timely payments. This revenue is based off of the number of accounts that are delinquent, the amount of debt outstanding, and the current water rates. Also contained within the revenue category of miscellaneous are a CDBG grant for water main improvements, and the first installment of an Illinois Environmental Protection Agency (IEPA) loan dedicated to the rehabilitation of the wastewater treatment plant primary and secondary digesters.



ANNUAL BUDGET

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1510	411	16	13	HOME RULE TAX	453,076.01		410,800.00
501	1510	421	19	25	WATER PERMIT FEES	200.00	300.00	160
501	1510	421	19	26	SEWER PERMIT FEES	2,400.00	3,050.00	2,750.00
501	1510	421	19	27	LICENSE AND PERMIT FEES	3,427.00	3,034.00	3,800.00
501	1510	441	25	12	TOWER RENTAL	94,044.83	97,483.00	99,900.00
501	1510	441	26	10	WATER & SEWER RECEIPTS	10,398,347.52	10,768,425.00	10,658,706.00
501	1510	441	26	11	LATE PENALTY FEES	288,374.22	323,052.00	286,101.00
501	1510	441	26	13	WATER TAP IN FEES		29,000.00	17,400.00
501	1510	441	26	14	WATER METER SALES	11,349.15	10,000.00	4,000.00
501	1510	441	26	16	SEWER RODDING FEES	8,210.00	12,625.00	10,925.00
501	1510	441	26	17	SEWER EXCAVATION FEES	21,600.00	27,000.00	16,200.00
501	1510	441	26	18	SEWER TAP IN FEES		21,635.00	14,400.00
501	1510	441	26	20	CAPITAL INFRASTRUCT FEE	167,680.50	307,389.00	335,418.00
501	1510	441	26	51	NSF-FEE	840.00	1,000.00	1,000.00
501	1510	461	30	10	INTEREST INCOME	18,239.98	62,980.00	50,000.00
501	1510	481	43	11	STATE OF IL.			400,000.00
501	1510	481	70	10	CASH (OVER) & SHORT	-231.25		
501	1510	481	71	11	(GAIN)&LOSS SALES VIL.PRO	-54,966.54		
501	1510	481	89	10	MISCELLANEOUS INCOME	38,882.12	48,200.00	67,800.00
501	1510	481	90	10	IEPA LOAN PROCEEDS			850,000.00
501	1510	491	91	1	TRANSFER FROM GEN.FUND		1,000,000.00	
501	1510	491	93	1	TRANSFER FROM-VEHICLE REP	411,684.00		
501	1510	499	99	99	OTHER FINANCING SOURCES		2,504,563.00	

ENVIRONMENTAL SERVICE FUND: ADMINISTRATION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

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

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

Essential Functions

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

Engineering – Providing engineering services to consultants, contractors, and other departments in the Village.

Utilities - Potable water distribution, sanitary sewer collection, and transmission for over 8,800 customers.

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

Water Pollution Control Facility - Provide the final collection and treatment of a daily average of 3.5 Million Gallons per Day (MGD) of wastewater, reaching peaks of 32 MGD in rainstorm conditions.

Service Standards

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



ANNUAL BUDGET

of service levels with neighboring communities. In recent years, the department is recognized for its exemplary Snow & Ice Control Program, an unparalleled Sanitary Sewer Line Repair Program, surpassing wastewater discharge standards, and modernizing and standardizing its municipal fleet, while annually completing millions of dollars in capital projects.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1510	811	10	10	F-TIME & REG.PART TIME	105,918.66	107,985.00	110,448.00
501	1510	811	15	10	FICA-EMPLOYER	5,876.35	6,695.00	6,848.00
501	1510	811	16	16	MEDICARE-EMPLOYER	1,489.55	1,566.00	1,601.00
501	1510	811	21	10	AUDITING	13,000.00	13,000.00	18,000.00
501	1510	811	21	14	ENGINEERING	2,847.50	4,000.00	4,000.00
501	1510	811	21	99	OTHER PROFESSIONAL	1,547.08	4,000.00	1,500.00
501	1510	811	24	12	PRINTING & BINDING			150
501	1510	811	37	99	OPERATING SUPPLIES			500
501	1510	811	51	10	TELEPHONE	2,755.18	5,500.00	2,800.00
501	1510	811	51	12	CELLULAR PHONE	472.49	300.00	480
501	1510	811	51	14	NATURAL GAS	2,572.23	2,000.00	2,000.00
501	1510	811	52	10	LEASES-EQUIPMENTS	2,152.27	2,500.00	2,500.00
501	1510	811	62	10	MEMBERSHIP DUES	125.00	250.00	375
501	1510	811	69	82	STATE ADMIN.COLLECT.FEE	6,726.67	5,555.00	4,500.00
501	1510	811	69	91	DEPRECIATION EXPENSE	1,363,735.66		
501	1510	981	93	2	TRANSFER TO-COMPUTER REP	6,478.00	5,978.00	9,998.00
501	1510	981	94	1	TRANSFER TO-DEBT SERVICE	584,296.00	772,669.00	761,825.00
501	1510	981	94	2	TRANSFER TO-LIABILITY INS	120,000.00	120,000.00	120,000.00



ENVIRONMENTAL SERVICE FUND: ENGINEERING

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Engineering Division will provide quality engineering services to both internal departments and external parties, such as contractors, developers, DuPage County, and other engineering bodies. The division is also instrumental in ensuring the Village's Illinois Environmental Protection Agency (IEPA) Storm water National Pollutant Discharge Elimination System (NPDES) MS4 Permit remains in compliance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1411	811	10	10	F-TIME & REG.PART TIME	10,218.75	10,489.00	10,906.00
501	1411	811	15	10	FICA-EMPLOYER	613.60	650.00	676
501	1411	811	16	16	MEDICARE-EMPLOYER	143.52	152.00	158
501	1411	811	24	32	SOFTWARE SUPPORT/MAINT	428.75	400.00	400
501	1411	811	31	99	OFFICE SUPPLIES	59.16	200.00	200
501	1411	811	37	10	UNIFORM/PPE		200.00	200
501	1411	811	37	80	GAS & FUEL	302.39	500.00	500
501	1411	811	51	12	CELLULAR PHONE	210.00	350.00	350

ENVIRONMENTAL SERVICE FUND: WATER SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

This Water Services division is responsible for the operation and maintenance of the water distribution system, which involves all storage tanks, pumping stations and standby well supplies. Lake Michigan water is supplied to 34,208 residents through 76 miles of water mains. While pumping an average of 2.7 million gallons of water daily, the system has the capacity to pump 6.2 million gallons daily.

This division proudly provides top quality municipal water service to customers by operating and maintaining water supply facilities in accordance with local, state, and federal requirements to ensure the availability of a plentiful and reliable water supply.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1512	812	10	10	F-TIME & REG.PART-TIME	507,511.61	514,471.00	519,923.00
501	1512	812	10	98	TEMPORARY HELP	10,955.00	5,000.00	28,500.00
501	1512	812	10	99	OVERTIME PAY	29,863.04	25,000.00	25,000.00
501	1512	812	15	10	FICA-EMPLOYER	33,166.50	33,244.00	35,924.00
501	1512	812	16	14	TRAVEL FOR MEETING & CONF	587.44	600.00	600
501	1512	812	16	15	TRAINING & SEMINARS	6,962.00	5,900.00	5,500.00
501	1512	812	16	16	MEDICARE - EMPLOYER	7,756.89	7,775.00	8,402.00
501	1512	812	16	31	EMPLOYEE SEVERANCE PAY		42,455.00	
501	1512	812	21	11	LEGAL	13,191.42	13,000.00	11,000.00
501	1512	812	21	14	ENGINEERING	34,124.39	388,000.00	272,000.00
501	1512	812	22	16	PUBLIC WORKS-WATER	9,760.28	18,000.00	21,000.00
501	1512	812	23	10	DEBRIS REMOVAL	8,000.00	5,550.00	10,000.00
501	1512	812	24	12	PRINTING & BINDING		500.00	1,000.00
501	1512	812	24	13	CONTRACTUAL SERVICES	15,563.00	89,728.00	85,900.00
501	1512	812	24	32	SOFTWARE SUPPORT & MAINT	2,194.70	5,700.00	5,700.00
501	1512	812	24	33	WTR METER REPLACEMNT PROJ		3,253,523.00	
501	1512	812	31	99	OFFICE SUPPLIES	294.75	500.00	500
501	1512	812	34	13	LANDSCAPING SUPPLIES	4,129.92	6,000.00	5,000.00
501	1512	812	34	15	MATERIALS	15,740.29	22,200.00	24,200.00
501	1512	812	37	10	UNIFORMS	4,388.19	3,500.00	3,500.00
501	1512	812	37	11	CHEMICALS	343.10	1,500.00	2,000.00
501	1512	812	37	80	GAS & FUEL	17,103.31	16,000.00	18,000.00
501	1512	812	37	81	OPERATING SUPPLIES	85,947.89	85,200.00	51,925.00



ANNUAL BUDGET

501	1512	812	37	99	OPERATING SUPPLIES	4,483.22	5,000.00	5,000.00
501	1512	812	39	15	OPERATIONAL EQUIPMENT		8,000.00	4,700.00
501	1512	812	51	12	CELLULAR PHONE	900.00	1,360.00	1,400.00
501	1512	812	51	13	ELECTRICITY	57,347.75	42,000.00	50,000.00
501	1512	812	51	16	LAKE MICH. WATER	4,154,554.82	4,373,579.00	4,200,066.00
501	1512	812	52	11	RENTALS-EQUIPMENTS	985.00	7,000.00	8,000.00
501	1512	812	53	14	PUBLIC WORKS-WATER DIV.	27,570.65	30,000.00	15,000.00
501	1512	812	56	12	WELL BUILDING IMPROVE			15,000.00
501	1512	812	57	18	INFRASTRUCTURE MAINT	4,077.04	2,748.00	26,000.00
501	1512	812	57	19	TANK MAINTENANCE	59,238.00	109,150.00	148,350.00
501	1512	812	62	10	MEMBERSHIP DUES	612.00	850.00	850
501	1512	911	87	10	INFRASTRUCTURE-WATER	1.00	1,174,712.00	1,612,463.00



ENVIRONMENTAL SERVICE FUND: SEWER SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Sewer Services division is responsible for the maintenance of 83 miles of sanitary sewer collection and eight lift stations. This division aims to provide outstanding municipal wastewater collection service to customers by developing, operating, and maintaining wastewater pumping stations, gravity sewers, service lines, and force mains in accordance with local, state, and federal requirements. This division also provides a sanitary sewer service program that assists homeowners who may be experiencing sanitary sewer line problems.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1513	813	10	10	F-TIME & REG.PART-TIME	540,982.50	559,923.00	567,409.00
501	1513	813	10	98	TEMPORARY HELP	8,869.88		11,500.00
501	1513	813	10	99	OVERTIME PAY	41,533.88	32,000.00	32,000.00
501	1513	813	15	10	FICA-EMPLOYER	35,876.31	36,699.00	37,876.00
501	1513	813	16	15	TRAINING & SEMINARS	4,283.00	6,300.00	5,500.00
501	1513	813	16	16	MEDICARE - EMPLOYER	8,390.33	8,583.00	8,858.00
501	1513	813	21	11	LEGAL	2,802.75	20,000.00	8,000.00
501	1513	813	21	14	ENGINEERING	88,078.63	289,268.00	253,000.00
501	1513	813	21	98	EXTRAORDINARY ITEMS	4,978.00		
501	1513	813	23	10	DEBRIS REMOVAL	3,044.00	5,550.00	5,550.00
501	1513	813	24	13	CONTRACTUAL SERVICES	19,257.00	28,500.00	22,700.00
501	1513	813	24	34	EMERG.REP.BLOOM/STEVENSON	50,410.28		
501	1513	813	31	99	OFFICE SUPPLIES	164.35	500.00	500
501	1513	813	34	13	LANDSCAPING SUPPLIES	4,771.88	6,800.00	5,000.00
501	1513	813	34	15	MATERIALS	7,999.45	8,000.00	10,000.00
501	1513	813	37	10	UNIFORMS	4,471.94	3,500.00	3,500.00
501	1513	813	37	11	CHEMICALS	5,995.06	10,000.00	12,000.00
501	1513	813	37	80	GAS & FUEL	18,045.86	17,500.00	18,000.00
501	1513	813	37	81	OPERATING SUPPLIES	10,642.12	23,500.00	7,500.00
501	1513	813	37	82	PRIVATE EXCAVATION SUPPLI	10,177.06	8,000.00	9,000.00
501	1513	813	37	99	OPERATING SUPPLIES	3,103.23	4,000.00	4,000.00
501	1513	813	39	15	OPERATIONAL EQUIPMENT	4,285.23	5,000.00	5,000.00
501	1513	813	51	12	CELLULAR PHONE	900.00	1,360.00	1,360.00
501	1513	813	51	13	ELECTRICITY	26,676.99	23,500.00	24,000.00
501	1513	813	51	14	NATURAL GAS	843.90	700.00	900



ANNUAL BUDGET

501	1513	813	52	11	RENTALS-EQUIPMENTS	400.00	1,000.00	1,000.00
501	1513	813	53	15	PUBLIC WORKS-SEWER DIV.	42,831.41	36,000.00	17,000.00
501	1513	813	56	12	LIFT STATION SITE IMPROVE			15,000.00
501	1513	813	57	11	INFRASTRUCTURE-SEWER	19,001.80		
501	1513	813	57	18	INFRASTRUCTURE MAINT			5,000.00
501	1513	813	69	90	BAD DEBT EXPENSE	-11,588.85		
501	1513	911	81	15	PUBLIC WORKS-SEWER		175,000.00	
501	1513	911	85	55	LIFT STATION-MILL POND	-0.17		5,000.00
501	1513	911	87	11	INFRASTRUCTURE-SEWER	0.01	1,915,000.00	400,000.00

ENVIRONMENTAL SERVICE FUND: WATER POLLUTION CONTROL FACILITY (WPCF)

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Waste Water Treatment Services division is responsible for the operation and maintenance of the Village's Water Pollution Control Facility (WPCF). Though not as visible as other public services, the wastewater treatment process is one of the most fundamental daily responsibilities. The facility normally processes 3.5 Million Gallons per Day (MGD) of wastewater, but is designed to process an average daily flow of 5.26 MGD and maximum daily flow of 10.52 MGD. The facility is also designed to process an additional 21 MGD of Excess Flow during wet weather/rain conditions. The Illinois Environmental Protection Agency (IEPA) permits the facility to discharge treated wastewater to the East Branch of the DuPage River. The treated wastewater is actually cleaner than the receiving stream water! Bio-solids or sludge produced by the facility is land applied on farm fields as fertilizer, to aid in preserving a clean environment. The staff team works very diligently to keep the plant at peak performance and be a good neighbor. Odor control is always a top priority and part of all operation and maintenance decisions.

The Illinois Association of Water Pollution Control has been presenting awards to deserving facilities for 65 years. Nominees are presented to the Association by the Illinois Environmental Protection Agency. Facilities that provide exceptional service to their community as well as the wastewater community are recognized for their efforts with a nomination for Plant of the Year Award. In 2013, the Glendale Heights Treatment Facility was nominated along with 4 other Group 1 Facilities for Plant of the Year. This is a Statewide Award and encompasses over 200 Group 1 Facilities. On April 17, 2013 at the Annual IAWPCO banquet in Springfield Illinois, Glendale Heights was selected as the Plant of the Year. This is the first time WPCF has won such an Award and the Village is extremely proud of the WPCF staff for their efforts.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1514	814	10	10	F-TIME & REG.PART-TIME	485,266.87	543,532.00	512,355.00
501	1514	814	10	98	TEMPORARY HELP			11,500.00
501	1514	814	10	99	OVERTIME PAY	17,384.22	18,000.00	17,000.00
501	1514	814	15	10	FICA-EMPLOYER	30,369.80	34,815.00	33,533.00
501	1514	814	16	14	TRAVEL FOR MEETING & CONF		100.00	
501	1514	814	16	15	TRAINING & SEMINARS	2,335.00	6,500.00	5,610.00
501	1514	814	16	16	MEDICARE EMPLOYER	7,102.52	8,142.00	7,842.00
501	1514	814	16	31	EMPLOYEE SEVERANCE PAY		66,924.00	
501	1514	814	21	11	LEGAL SERVICES	758.50	10,000.00	20,000.00



ANNUAL BUDGET

501	1514	814	21	14	ENGINEERING	10,975.99	346,645.00	715,000.00
501	1514	814	22	18	PUBLIC WORKS-W.TREATMENT	12,260.34	20,550.00	23,250.00
501	1514	814	23	11	SLUDGE REMOVAL	103,604.30	110,000.00	115,000.00
501	1514	814	24	12	PRINTING & BINDING	37.48	100.00	300
501	1514	814	24	32	SOFTWARE SUPPORT & MAINT	1,457.50	6,000.00	4,000.00
501	1514	814	24	99	OTHER PURCHASED SERVICES	52,363.00	88,200.00	90,609.00
501	1514	814	31	99	OFFICE SUPPLIES	176.72	500.00	300
501	1514	814	37	10	UNIFORMS	3,105.65	3,490.00	3,250.00
501	1514	814	37	11	CHEMICALS	30,872.35	39,000.00	42,500.00
501	1514	814	37	12	LAB SUPPLIES	7,832.77	5,000.00	9,000.00
501	1514	814	37	80	GAS & FUEL	907.82	1,000.00	1,500.00
501	1514	814	37	81	OIL & GREASE	1,000.00	1,000.00	1,200.00
501	1514	814	37	99	OPERATING SUPPLIES	1,946.19	3,000.00	3,000.00
501	1514	814	39	99	OPERATING EQUIPMENT	1,196.99	2,000.00	3,700.00
501	1514	814	51	10	TELEPHONE	2,417.03	2,500.00	9,784.00
501	1514	814	51	12	CELLULAR PHONE	660.00	1,000.00	600
501	1514	814	51	13	ELECTRICITY	244,241.85	229,788.00	250,000.00
501	1514	814	51	14	NATURAL GAS	6,757.06	6,000.00	7,000.00
501	1514	814	52	10	LEASES-EQUIPMENTS	1,006.33	2,300.00	2,300.00
501	1514	814	53	19	PUBLIC WORKS-W.TREATMENT	40,721.72	41,300.00	81,300.00
501	1514	814	56	16	PUBLIC WORKS-W.TREATMENT	1,050.16	1,500.00	6,500.00
501	1514	814	62	10	MEMBERSHIP DUES	12,868.00	13,840.00	14,184.00
501	1514	814	69	60	N.P.D.E.S. FEE (IL.STATE)	32,500.00	35,000.00	35,000.00
501	1514	911	81	19	PUBLIC WORKS-W.TREATMENT		252,023.00	111,500.00
501	1514	911	85	40	WPCF DIGESTER REHAB PROJ			500,000.00

ENVIRONMENTAL SERVICE FUND: FLEETS

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

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

This division provides these services on approximately 300 Village owned vehicles and equipment, of which roughly 25 are clean air units. The services provided to our respective divisions include preventive maintenance, repair services, fabrication services, new vehicle specification, purchasing, salvage, product support and training.

The Fleets Division employs highly trained technicians that have the experience and expertise to provide all of these services. The fleets' garage has seven working service bays, and five lifts.

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

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1515	811	10	10	F-TIME & REG.PART TIME	56,063.04	50,257.00	52,082.00
501	1515	811	10	99	OVERTIME PAY	940.67	1,000.00	1,000.00
501	1515	811	15	10	FICA-EMPLOYER	3,378.88	3,178.00	3,291.00
501	1515	811	16	15	TRAINING & SEMINARS	985.05	1,000.00	1,000.00
501	1515	811	16	16	MEDICARE-EMPLOYER	790.27	740.00	770
501	1515	811	16	31	EMPLOYEE-SEVERANCE PAY		9,767.00	
501	1515	811	21	18	COMPUTER SOFTWARE	3,325.00	4,350.00	2,800.00
501	1515	811	37	10	UNIFORM/PPE	252.79	350.00	350
501	1515	811	37	98	MISC. INVENTORY SUPPLIES	24,142.10	70,500.00	27,000.00

ENVIRONMENTAL SERVICE FUND: FACILITIES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Facilities Division provides custodial services, repairs, remodeling and preventive maintenance for all buildings, equipment, and furnishings. The buildings consist of the following; W.P.C.F. Facilities, Public Works Building, and other department properties for a total of 24 buildings.

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

Building Facilities is also responsible for the purchasing of Hazardous Material supplies, purchasing and maintenance of all physical fitness equipment, ordering and distribution of all custodial supplies, along with all invoices and payments associated with the operations of building maintenance.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1617	511	10	10	F-TIME & REG.PART-TIME	73,687.06	74,535.00	75,918.00
501	1617	511	10	99	OVERTIME PAY	323.12	1,000.00	1,000.00
501	1617	511	15	10	FICA-EMPLOYER	4,350.53	4,683.00	4,769.00
501	1617	511	16	16	MEDICARE-EMPLOYER	1,017.37	1,096.00	1,116.00
501	1617	511	24	99	OTHER PURCHASE-SERVICES	749.84	810.00	800
501	1617	511	33	10	JANITORIAL SUPPLIES	2,753.18	3,500.00	3,500.00
501	1617	511	33	12	ELECTRICAL SUPPLIES	409.99	500.00	500
501	1617	511	33	13	HARDWARE SUPPLIES		100.00	100
501	1617	511	33	15	PLUMBING SUPPLIES		150.00	150
501	1617	511	33	16	LUMBER SUPPLIES		100.00	100
501	1617	511	53	11	R & M EQP & BUILDINGS	14,494.81	4,501.00	5,600.00

ENVIRONMENTAL SERVICE FUND: INFORMATION SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Information Services (I.S.) Division of the Administration Department consists of two personnel and a contracted I.S. technology consulting firm providing support to 260 computers and nearly 200 users. They currently manage and maintain 8 primary servers, 19 virtual servers running across 3 host physical servers. The primary financial management software used by the Village is cloud based.

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

A portion of the personnel service and other related costs are budgeted in the Environmental Services Fund.

PROPOSED BUDGET WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1811	811	10	10	F-TIME & REG.PART TIME	17,683.99	18,188.00	19,055.00
501	1811	811	10	99	OVERTIME PAY	239.60	200.00	200
501	1811	811	15	10	FICA-EMPLOYER	1,087.27	1,140.00	1,194.00
501	1811	811	16	16	MEDICARE-EMPLOYER	254.26	266.00	279
501	1811	811	21	15	NETWORK CONSULTING	18,104.14	17,605.00	18,500.00
501	1811	811	24	31	HTE ANNUAL SERV.CONTRACT	23,760.00	24,950.00	21,350.00
501	1811	811	32	15	COMPUTER EQUIPMENT	2,077.06	2,000.00	3,000.00

ENVIRONMENTAL SERVICE FUND: WATER BILLING DIVISION

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Water Billing Division is responsible for issuing timely and accurate water, sewer, and waste water treatment bills to Glendale Heights residents and businesses, collecting customer accounts efficiently and effectively, and responding to customer inquiries in a professional manner.

The Water Billing Division, which is a subset of the Finance Department, includes 2 full-time budgeted employees that are responsible for the water billing for the Village. The Water Billing Division maintains nearly 9,000 water accounts and takes care of all the billing and collections on a monthly basis.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER						FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1813	811	10	10	F-TIME & REG.PART TIME	121,106.27	126,060.00	136,854.00
501	1813	811	10	99	OVERTIME PAY		10,000.00	3,000.00
501	1813	811	15	10	FICA-EMPLOYER	7,240.94	8,436.00	8,174.00
501	1813	811	16	14	TRAVEL FOR MEETING & CONF		50.00	100
501	1813	811	16	16	MEDICARE-EMPLOYER	1,693.41	1,973.00	1,912.00
501	1813	811	21	11	LEGAL	7,104.00	1,000.00	1,000.00
501	1813	811	24	12	PRINTING & BINDING	9,085.99	9,750.00	13,000.00
501	1813	811	24	99	OTHER PURCHASE-SERVICES	3,937.98	5,000.00	34,920.00
501	1813	811	31	17	POSTAGE	46,025.66	47,500.00	47,500.00
501	1813	811	31	99	OFFICE SUPPLIES	125.82	200.00	200
501	1813	811	37	80	GAS & FUEL	259.52	350.00	350
501	1813	811	38	10	MISCELLANEOUS			600
501	1813	811	69	78	BANK FISCAL CHARGES	72,850.91	74,400.00	74,400.00

ENVIRONMENTAL SERVICE FUND: GENERAL BUSINESS SERVICES

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

For the purposes of budget presentation, personnel services for Village Administration, Human Resources, Public Affairs, Finance, and Central Services have been combined and reflected together as General Business Services. Each of these departments designate a percentage of qualified staff positions to the Environmental Services Fund in order to fairly represent the associated cost of personnel services dedicated to this fund. Central Services records the cost of IMRF and medical insurance benefits for any employee that is paid from the Environmental Services Fund.

The explanation, goals & objectives, and all other relative information can be found in their respective budget pages of this document. Please refer to the Table of Contents to find the relevant pages for the respective budget.

PROPOSED BUDGET BY CLASS WITH ACTUAL HISTORY

ACCOUNT NUMBER					DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
501	1110	811	10	10	F-TIME & REG.PART TIME	39,121.37	40,701.00	42,050.00
501	1110	811	15	10	FICA-EMPLOYER	2,057.70	2,523.00	2,607.00
501	1110	811	16	16	MEDICARE-EMPLOYER	551.68	590.00	610
501	1111	811	10	10	F-TIME & REG.PART TIME	23,979.81	25,009.00	25,879.00
501	1111	811	15	10	FICA-EMPLOYER	1,410.32	1,551.00	1,605.00
501	1111	811	16	16	MEDICARE-EMPLOYER	329.63	363.00	375
501	1112	811	10	10	F-TIME & REG.PART TIME	3,690.82	3,846.00	4,154.00
501	1112	811	15	10	FICA-EMPLOYER	219.95	238.00	258
501	1112	811	16	16	MEDICARE-EMPLOYER	51.42	111.00	120
501	1310	811	10	10	F-TIME & REG.PART TIME	46,631.43	48,446.00	72,233.00
501	1310	811	15	10	FICA-EMPLOYER	2,778.40	3,004.00	4,478.00
501	1310	811	16	16	MEDICARE-EMPLOYER	659.80	702.00	1,047.00
501	1518	811	16	10	IMRF-EMPLOYER	126,694.55	284,038.00	268,369.00
501	1518	811	16	12	MEDICAL-EMPLOYER	344,367.89	427,115.00	409,963.00
501	1518	811	16	19	VACATION BUY BACK ONLY	-15,723.83		
501	1518	811	16	30	OPT OUT MED INSURANCE	11,175.01	10,000.00	7,500.00
501	1518	811	16	32	HEALTH & WELLNESS PROG.	77.33	375.00	375

PENSION TRUST FUNDS

Pension Trust funds are used to account for assets held by the Village as trustee or agent for individuals, private organizations or other governmental units. The Village's Police Pension Funds provide pension benefits for all retired Police personnel.

The Village's Police Pension System (PPS) participants are obligated to fund all PPS costs, respectively, based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. The PPS are reported as pension trust funds because of the Village's fiduciary responsibility.



POLICE PENSION FUND

GENERAL DESCRIPTION AND MAJOR AREAS OF RESPONSIBILITY

The Police Pension Plan is a single-employer defined benefit pension that covers all sworn police personnel. Although this is a single-employer pension plan, the defined benefits and employee and employer contribution levels are governed by the Illinois State Statutes and may be amended only by the Illinois legislature. The Village accounts for the plan as a pension trust fund. A Pension Trust Fund is used to account for assets of defined pension plans, defined contribution plans, other post-employment benefit plans or other benefit plans held by a government in a trustee capacity.

PROPOSED BUDGET WITH ACTUAL HISTORY

REVENUES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
601 0 461 30 10	INTEREST INCOME	1,584,124.14	500,000.00	500,000.00
601 0 481 41 10	POLICE PENSION W/H	524,025.12	442,000.00	442,000.00
601 0 481 45 10	VILLAGE POLICE PENSION	2,395,764.59	2,692,498.00	3,251,135.00
601 0 481 71 10	(GAIN) & LOSS INVESTMENTS	1,527,245.84		
601 0 481 89 10	MISCELLANEOUS INCOME	2.00		

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
601 0 518 10 98	TEMPORARY HELP		2,500.00	2,500.00
601 0 518 16 14	TRAVEL, MEETING & CONF.	2,847.66	3,375.00	3,375.00
601 0 518 21 10	AUDITING		2,500.00	2,500.00
601 0 518 21 11	LEGAL	11,726.07	8,500.00	8,500.00
601 0 518 21 99	OTHER PROFESSIONAL			
601 0 518 24 11	LIABILITY INSURANCE	5,647.00	5,700.00	5,700.00
601 0 518 24 23	INVESTMENT-MANAGEMENT	125,388.37	90,000.00	90,000.00
601 0 518 62 10	MEMBERSHIP DUES	795.00	8,300.00	8,300.00
601 0 518 69 10	PENSION REFUNDS	27,063.73	20,000.00	20,000.00
601 0 518 69 11	DISABILITY PENSIONS	218,221.36	219,285.00	220,927.00
601 0 518 69 12	RETIREMENT PENSIONS	2,042,904.01	2,203,985.00	2,607,082.00
601 0 518 69 13	RECORDING SECRETARY	2,500.00		
601 0 518 69 14	SURVIVOR BENEFITS	270,963.90	316,793.00	276,814.00
601 0 518 69 99	MISCELLANEOUS EXPENSE	69.54	120.00	120



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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 | ❖ Glen Hill Park | ❖ Ollman Park |
| ❖ Camera Park | ❖ Greenbriar Park | ❖ Pheasant Ridge Park |
| ❖ Circle Park | ❖ Heritage Park | ❖ Reskin Park |
| ❖ College Park | ❖ Millenium Park | ❖ Ringneck Park |
| ❖ Gilberto Park | ❖ Mill Pond Park | ❖ Shorewood Park |
| ❖ Gladstone Park | ❖ Nazos Park | |



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- ❖ Sidney Park
- ❖ Siems Park
- ❖ Safety Town
- ❖ Veterans Memorial Park
- ❖ Sports Hub

Funding:

Beginning in 2007, the Village took advantage of four separate Property Tax supported General Obligation and Build America Bond issues to fund several long awaited capital projects. During that same general timeframe, the Village was 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 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 has shifted on funding projects in several Village Parks which all have playground equipment that will need to be replaced. 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.

Infrastructure

The Village of Glendale Heights infrastructure system consists of 76 miles of water mains, 83 miles of sanitary sewers, 840 street lights, 4 water towers and 1,303 fire hydrants. The water mains and sanitary sewers are monitored on an annual basis, rated, and are given a projected date for replacement.

Funding:

The funding for infrastructure improvements is provided mainly by the Environmental Fund and supplemented by the Motor Fuel Tax Fund, Infrastructure Fund, bonds and grants.

Vehicles and Equipment

The Village maintains 121 vehicles and over 250 pieces of equipment for use by Village staff in the performance of their duties.

Funding:

The Vehicle Replacement Fund (VRF) is a Capital Reserve Fund and as such is designed to build a reserve of funds for the future purchase of Vehicles, Equipment, and HVAC units by all Village Departments. Revenues in this fund come from transfers from all departments with vehicles and from proceeds of vehicles which may be sold. Expenses in this fund are the actual purchase of vehicles and equipment by the Village. Beginning in FY 2019/20, the VRF was dissolved, and remaining fund balances distributed primarily between the General and Environmental Service Funds.

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

Every year during the budget process the schedule of vehicles and equipment for replacement is updated to ensure that accurate vehicle lives and replacement costs are included in the replacement schedule. Each department then submits their requests for replacement for the upcoming year and collectively the VRF committee approves the requests for replacement. The need to replace a vehicle is based on the vehicle's actual condition, number of miles/hours of use, maintenance history and projected future maintenance costs as well as an analysis of the type of vehicle replacement that is needed, and if other options exist for not replacing the vehicle. If a department requests to upgrade a vehicle from its original replacement model, the cost difference is budgeted in the respective department's operating budget.

Based on the approved budget, each fund transfers its contributions to the VRF on a quarterly basis throughout the year. Planning for the replacement of vehicles in this manner eliminates the financial impact that replacing an expensive vehicle or several vehicles all at once will have on a department's operating budget and fund in any given year.

Equipment items that are not included in the VRF are budgeted when needed to be replaced and are paid for by the department and fund making the request. The approval of equipment is made by the Village Board at the time of approving the annual budget.

Computer Equipment

The Village maintains several hundred pieces of computer type equipment items such as desktops, laptops, printers, network infrastructure equipment, tablets, and smart phones that are for use by Village staff in the performance of their duties.

Funding:

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

Examples of assets in the Computer Replacement Fund include computers, software licenses, servers, and network equipment. Each asset's replacement cost and useful life is evaluated and contributions to this fund are determined during the annual budget process.

Due to a still recovering economy, the Village decided to delay contribution into this fund in FY 2015/16. The Fund is considered to have been fully funded up until fiscal year 2014/15. A change has been made in the manner in which funding for computer hardware and software items are



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managed beginning in this budget year. Items with an anticipated cost of \$5,000 and under are reflected in the applicable Fund. Items costing over \$5,000 will remain in the Computer Replacement Fund.

CAPITAL EXPENDITURES SUMMARY BY FUND-FY 2020/2021

ACCOUNT NUMBER					DESCRIPTION	FY 2021 BUDGET
GENERAL FUND						
101	1118	911	81	25	CAPITAL EQUIPMENT	20,000.00
101	1410	911	82	10	VEHICLES	26,000.00
101	1511	911	81	13	PUBLIC WORKS	284,500.00
101	1616	911	82	10	VEHICLES	70,000.00
GOLF FUND						
110	1617	911	81	30	CAPITAL EQUIPMENT	18,000.00
110	1713	911	81	18	GOLF COURSE EQUIPMENT	20,600.00
RECREATION FUND						
201	1617	911	81	17	RECREATION EQUIPMENT	14,250.00
MOTOR FUEL TAX FUND						
204	0	911	87	13	STREET IMPROVEMENT PGM	1,200,000.00
INFRASTRUCTURE FUND						
212	0	911	87	13	STREET IMPROVEMENT PGM	2,600,000.00
212	0	911	87	27	STORMWATER IMPROVEMENTS	230,000.00
SSA #6 FUND						
256	0	911	87	13	STREET IMPROVEMENT PGM	100,000.00
CAPITAL PROJECTS FUND						
303	0	911	81	16	PARKS & GROUND EQUIPMENT	1,870,030.00
303	0	911	85	17	PARKS AND GROUNDS	140,000.00
303	0	911	85	21	SENIOR CENTER	350,000.00
303	0	911	87	14	PARKS AND GROUNDS	25,000.00
ENVIRONMENTAL SERVICES FUND						
501	1512	911	87	10	INFRASTRUCTURE-WATER	1,612,463.00
501	1513	911	85	55	LIFT STATION-MILL POND	5,000.00
501	1513	911	87	11	INFRASTRUCTURE-SEWER	400,000.00
501	1514	911	81	19	PUBLIC WORKS-W.TREATMENT	111,500.00
501	1514	911	85	40	WPCF DIGESTER REHAB PROJ	500,000.00



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SUMMARY OF CAPITAL REQUESTS BY FUND

Fund Type	Cost Per Project	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
General Fund					
Hesterman Ditch					
Retaining Wall & FES		X			
Nazos Park Main Parking Lot Overlay		X			
Glen Hill Park Develop Soccer Field		X			
Glen Hill Park Replace Playground Structure		X			
Millennium Park Replace Playground Structure			X		
Ollman Park Parking Lot Overlay			X		
*Camera Park Develop New Playground/Walking Path	\$2M		X		
*Camera Park Fishing Station/Pier				X	
*Camera Park Develop 9 Hole Disc Golf Course			X		
Circle Park Parking Lot Overlay		X			
Special Revenue Funds					
Road Improvements					
STP- Fullerton Avenue Reconstruction			X		
W Altgeld Avenue		X			
Wyatt Lane		X			
Burr Oak Lane		X			
Westchester Drive		X			
Basswood Lane		X			
Harvest Lane		X			
Jill Court		X			
Altgeld Avenue		X			
Opal Avenue		X			
Hemlock Drive		X			
Joseph Lane		X			
Burdette Avenue		X			
Lincoln Avenue			X		
Terry Road			X		
Victoria Lane			X		
Amherst Circle				X	
Terry Road East				X	
Westberg Street				X	



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Fund Type	Cost Per Project	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
West Wrightwood Avenue				X	
Gregory Avenue					X
Montana Avenue					X
Jacobsen Avenue					X
Armitage Ditch					
Repair concrete floor of the box culvert					X
TIF 1 Infrastructure Improvements					
North Avenue Flood Mitigation Project			X		
Enterprise Funds					
Sludge Dewatering Rehabilitation	\$300K		X		
Digester Rehabilitation	\$5.9M		X	X	
Phosphorus Removal Upgrades	\$5.0M			X	X
Primary Clarifier Rehabilitation	\$1.1M				X
DRSCWG Capital Projects (Phosphorus Condition)	\$417K	X	X	X	X
SCADA Modifications	\$175K	X	X		
*1296 President St. (north) Stge Tank Rehabilitation Payment I	\$297K	X			
1296 President St. (north) Stge Tank Rehabilitation Payment II	\$297K		X		
1296 President St. (north) Stge Tank Rehabilitation Payment III	\$297K			X	
*Water Metering System Replacement	\$3.2M	X	X		
Glen Hill Watermain Replacement	\$1.2M		X		
Glengary Avenue Water Main Replacement	\$800K			X	
Westchester Drive Water Main Replacement	\$700K				X
Payson Circle Lift Station Retrofit	\$1.4M		X		
North Avenue Sanitary Sewer Catchment Repairs	\$1.0M		X	X	
SCADA Modifications Water and Sewer Systems	\$203k	X	X		
Glendale Lakes Golf Club					
Half Cart Paths Replacement		X			
New Greens Mower		X			
Additional Wi-Fi Device		X			
Furniture for Foyer		X			
Carpet for Common Areas		X			
Half Cart Paths Replacement			X		
Utility Cart 1 of 3			X		



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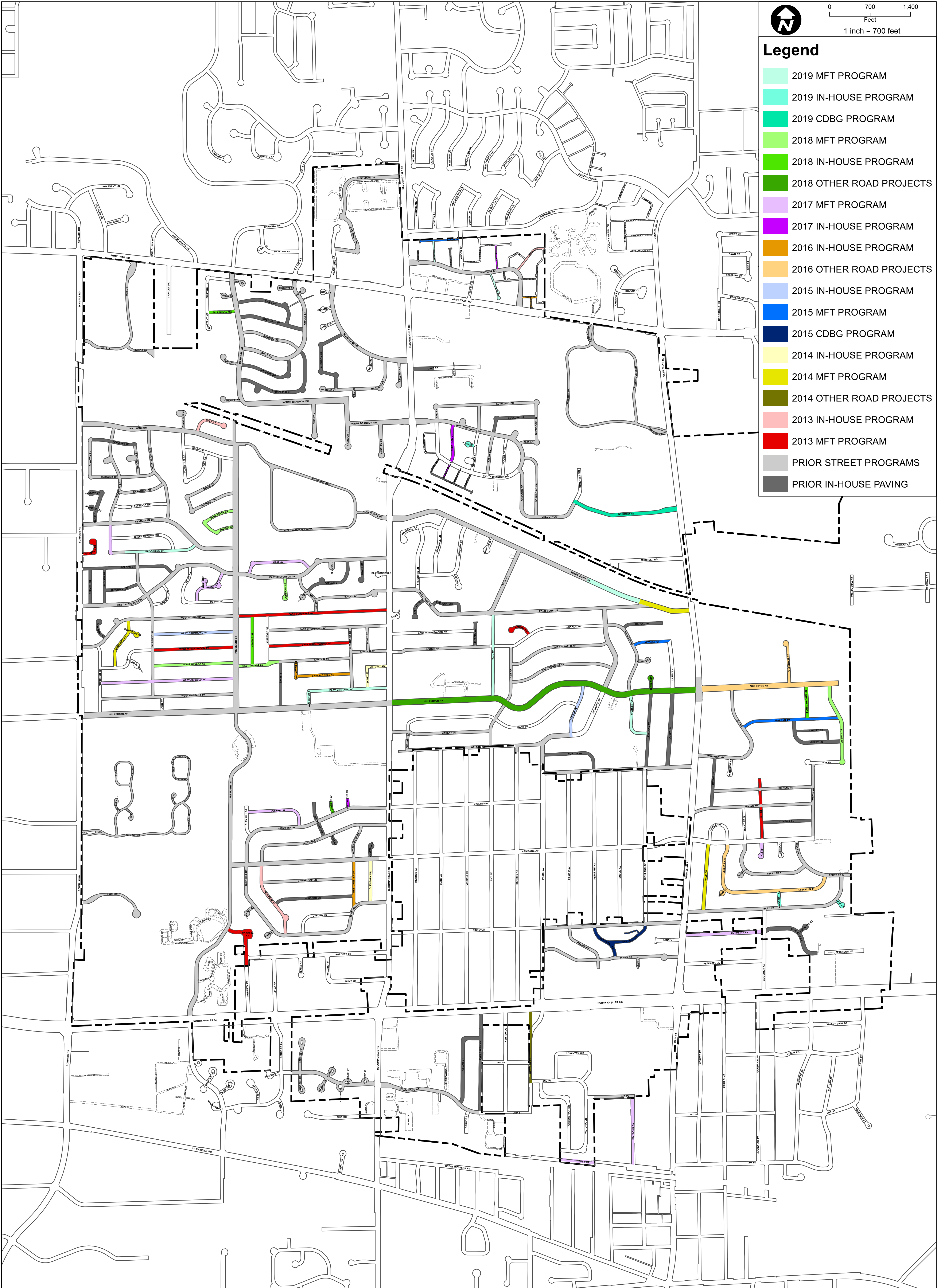
Fund Type	Cost Per Project	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Gator Cart			X		
Buffalo Blower			X		
Cart Ramp Repair and Drainage			X		
Resurface Dance Floor			X		
Carpet for Main Banquet Room			X		
New Greens Mower				X	
Utility Cart 2 of 3				X	
New Sheers for Banquet Room				X	
New Partition Walls				X	
New Banquet Chairs				X	
New Roller				X	
Utility Cart 3 of 3					X
Bunker Rake					X
Update Banquet Room Walls, Ceiling, Lighting					X
35 Golf Carts					X
Batteries for 40 Golf Carts					X
Center for Senior Citizens					
Expansion of Facility			X		

*Denotes a potential impact to operations and maintenance.

Initial renovations to Water Towers or Storage Tanks requires coordination between the contractor and Village staff. The amount of time spent on these projects is minimal however, it is necessary to fulfill the project. In these instances staff provide valving, flushing and coordination efforts at the beginning of the project and upon completion.

The proposed Water Metering System Replacement will require staff time at the end of the project as it is anticipated some effort on the Villages part will be required in dealing with outstanding metering equipment replacements. Additionally, there will be training and staff time required for billing and customer inquiries when dealing with the new system.

2004-2019 ROAD PROJECTS





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ADMINISTRATIVE POLICY

MONITORING OF POSTINGS AND/OR CODINGS TO THE BUDGET

All departments are required to review Accounts Payable, Journal Entries, Encumbrances, etc. and all transactions on their respective budget statements on a monthly basis. If there are any incorrect general ledger accounts(s) used and/or mis-posting within their respective departments, they are to be corrected via Journal Entry Re-class form within 10 working days of receipt of the Budget Statement. A Journal Entry Re-class form will be completed by the department and submitted to the Finance Department. Forms should have supporting detail attached.

If the Journal Entry Re-class form is charging the budget of another Department, staff are required to advise that Department in writing of their action. Departments should not be charged without their approval.

If staff are processing a voucher and charging another department part or all of the expense, they must get that department manager's approval on the voucher prior to sending it to Accounts Payable for payment processing. This is not applicable to a monthly recurring charge such as payroll, insurance, legal expense, DuPage Water Commission and similar regular monthly transactions.

After the Six Month Review is prepared, NO Journal Entry Re-class forms are to be submitted affecting a transaction posted to the General Ledger prior to October 31st.

VILLAGE EXCEED BUDGET APPROVAL (VEBA)

It is the policy of the Village of Glendale to adopt a zero base, line item budget each fiscal year. It is the responsibility of each Department Manager to carry out public services and business operations in their respective departments within the appropriated amount of funds provided in each line item (including sub-line items) in the fiscal year budget.

The Village Exceed Budget Approval (VEBA) is designed to recognize that all situations and conditions cannot be anticipated in the budget process. Unforeseen situations arise during the course of the fiscal year that require the expenditure of funds that exceed the funding in a particular line item or sub-line item, or that were not budgeted for at all. Some examples include, a higher than expected increase of insurance rates, the breakdown and needed repair of an essential piece of equipment, a natural disaster that resulted in higher than average overtime wages, a new or expanded public service initiated by the Village Board, or a recreation program with higher than anticipated participants resulting in the higher expenses.

In an effort to control and reduce the number of VEBA forms that are submitted and the associated financial impact, the following VEBA policy is established:

VEBA FORM SUBMITTAL & AUTHORIZATION

1. All Department Managers are responsible for reviewing and analyzing ALL of their budget account numbers and line items on a monthly basis to monitor spending during the course of the fiscal year, and to identify and correct errors in account number expenses or allocated charges within 30 days. When one department has expenses that need to be charged to another department's account, the department head responsible for the account must give approval PRIOR to the charge being processed. The Finance Director is responsible for all accounts in the General Fund Central Services accounts.
2. Department Managers must submit a VEBA form and secure authorization from the Village Administrator to shift funds between sub-line items in any single account even when such shifting of funds may not result in an overall need for more funding in the account.
3. Department Managers must submit a VEBA form and secure written authorization from the Village Administrator PRIOR to committing to any expense that is either over the line item budgeted funds or was not specifically budgeted. A complete and accurate explanation together with a copy of the computer system print out of the specified account must be attached.
4. A calculation must be provided for any request for an expense increase that is substantiated by an associated revenue increase. For example, if a recreation program has a greater number of participants than anticipated, therefore the expenses to run the program are also greater, an explanation of the original revenue/expense calculation compared to the actual revenue/expense calculation must be provided on the VEBA form.
5. Department Managers are responsible to maintain their own records of all VEBA authorizations for shifting funds between sub-line items and for additional funding authorizations. All additional fund authorizations during the first six months of the fiscal year must be entered into the six-month review system and clearly stated as pre-approved.

BUDGET MANAGEMENT POLICY

BACKGROUND

Each year, the Village Board approves an annual budget and subsequently approves an Appropriations Ordinance which grants spending authority to Village staff. Great care is taken by Staff and Board members to anticipate the necessary expenditures for the upcoming fiscal year, with priority given to the protection of human health, the preservation of private and public assets and sustaining and / or enhancing the quality of life within the community. The intent of this policy is to provide direction to Staff on how to best manage the approved budget while incurring the necessary expenses to provide quality services.

LEGAL LEVEL OF BUDGETARY CONTROL:

Department level, or where no departmental segregation of a fund exists, the fund level.

EXPENDITURES WITHIN BUDGET

Certain expenditures are essential to providing public services such as salaries, commodities and capital outlay. These expenditures have been budgeted based on the best information available during the budget process. Staff prepares a detailed budget document listing each expected item for the fiscal year. Once approved by the Village Board, Staff is charged with managing the expenditures of their departments as close to the approved budget as possible. Staff is responsible for ensuring all expenditures are considered necessary, competitive whenever possible and procured through the purchasing policy of the Village.

In the event a budgeted item is no longer necessary, staff may substitute alternate purchases as long as the expenditure is again necessary as well as appropriate. However, when possible staff is strongly encouraged to allow any surplus for the year to accrue as maintaining the fiscal health of the Village funds is vital to financial stability. Staff will not purchase any non-necessary items with the justification of having budget funds available.

EXPENDITURES OUTSIDE OF THE BUDGET

The actual costs of providing Village services will on occasion vary from the approved Village budget due to extraordinary circumstances, acts of nature, unforeseen changes to the market and various other causes. When Staff encounters situations requiring expenditures either in excess of the approved amount or unbudgeted altogether, Staff will evaluate options for remedying the over-budget situation in the following order:

1. Determine if other items budgeted within the same account will not be necessary during the fiscal year sufficient to cover the unplanned item(s). If so, no other action is necessary at this point.

2. Identify any possible budget transfer. Budget transfers will be submitted first to the department director responsible for the account(s) in question and then to the Village Administrator for review, approval and application. Allowable budget transfers will meet all of the following criteria:
 - a) Within the same fund
 - b) Within the same department
 - c) Within the same object class (i.e. commodity to commodity, capital to capital, etc.)
 - d) Sufficient funds exist in the account being transferred from in order to cover not only the transfer, but also any item(s) to be purchased from that account during the remainder of the fiscal year.
3. For over-budget situations that will be significant, a formal amendment will need Village board approval. These amendments will be brought to the board at the six-month budget review, or sooner if deemed necessary by the Village Administrator or designee. Any budget amendments that increase the total budgeted expenditures in a fund must be approved by the Village Board. To be considered, amendments will need to be submitted with all required details as follows:
 - b) Department director approval (or designee)
 - c) Village Administrator approval (or designee)
 - d) Finance Director approval (or designee)
4. For over-budget situations that will be minor compared to the total budget of the account, the account will be allowed to go over budget for the fiscal year with the requirement that sufficient budget funds exist within that fund AND department to absorb the deficit for the fiscal year. The Village Administrator and the Finance Director, will determine if the amount of deficit is minor or material.

REVIEW AND REPORTING

Department directors will be responsible for managing their approved budgets at the department level. They will be held accountable for all items charged to their accounts. Directors will need to monitor their accounts as any discrepancies from what is expected by a director should be reported to Finance for further detail.

Finance department staff will review the expense report closely each month to identify any material variances from budget. Department directors will be required to provide sufficient explanation as requested as to the cause of the material variances. The Finance Department will produce a monthly department report which will not only discuss important items of note but also provide useful and concise financial information for Village Board review. This report will be distributed to the Board no more than forty-five (45) days after each month end. Reports will be issued sooner where possible, allowing time for bank reconciliations and end-of-month accounting entries as well as report preparation and review.



CREDIT CARD POLICY

The Village of Glendale Heights shall upon the authorization of the Village Administrator issue credit cards to specified individuals and or a department for use on transactions of the Village of Glendale Heights. Use of the issued card is specific as authorized only for the use of a legal Village transaction.

The individual or department head is responsible to maintain security of the card to assure proper use. Further, the individual or department is responsible that payments of charges made on the card are promptly paid on time to avoid any late payment fees and interest charges. Note that on occasion the card may be delegated for use to a department not holding a credit card, when it is appropriate and convenient or necessary to have a Village credit card used. If that department has not paid the charge on time they are responsible for the late or interest fees.

The individual or department are responsible to reconcile the monthly statement received from the card company to assure transactions charged are correct and any unpaid balance is correct and that a voucher for payment has been processed.

The card may be used only for approved budget items and in accordance with established purchasing policies. The card may not be used for a personal, non-work transaction.

When payment vouchers are processed, copies of the receipt of payment should be attached. Each such receipt or document should have an explanation of the purpose of the use of the card. Restaurant receipts should have listed the names of all persons included in the meal charges.

When credit cards are utilized for travel, advance deposits, reservations etc. an expense report needs to be promptly filed. The charges incurred on the credit card should be listed and designated on the expense report.

Upon transfer to another department or termination of employment the credit card needs to be returned to the Village of Glendale Heights and a written receipt of return secured.

The Village will also have credit cards issued by vendors such as Costco, Target, etc. These cards will be maintained by the Purchasing Department. They will be issued for use upon request and must be returned to the Purchasing Department immediately after the designated use.

FUND BALANCE POLICY

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the General Fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.

The adequacy of unrestricted fund balance in the General Fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their General Fund of no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures.

The Village Board of Trustees, acknowledge and embrace the need to ensure the financial security and solvency of the Village, to preserve and enhance the Village's investment grade credit ratings and to ensure the availability of funds for use in addressing expenses related to extreme situations, such as unforeseen emergencies, unanticipated expenditures and revenue shortfalls.

The Village Board of Trustees finds that maintaining a minimum unrestricted fund balance in the General Fund Reserve in an amount equal to no less than thirty-three and one-third (33.33%) percent (four (4) months) of the Village's budgeted General Fund operating expenditures shall suffice to ensure the satisfaction of the policy goals established in Resolution No. 2013 –R 76.

The Reserve established shall be maintained at an amount equal to no less than 33.33% (four months) of the General Fund's annually budgeted operating expenditures. The Reserve is established to pay for expenses caused by unforeseen emergencies or for shortfalls caused by revenue declines.

The Reserve Policy shall be reviewed by the Board of Trustees annually in conjunction with the adoption of the Budget.

INVESTMENT POLICY

SCOPE OF INVESTMENT POLICY

This investment policy applies to the Village of Glendale Heights except for the Police Pension Fund. It is inclusive of all other funds that that may be created from time to time during the budgeting process.

Moneys for the Police Pension Fund will be administered by the persons designated by the Board of Trustees for the Police Pension Fund or their appointed person.

PRUDENT PERSON POLICY

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

OBJECTIVES OF INVESTMENT POLICY

The purpose of this policy is to establish guidelines and parameters for the management of cash assets of the Village of Glendale Heights. These guidelines are for Village officials charged with the responsibility for the stewardship of funds.

OBJECTIVES INCLUDE

1. Safety of principal is a foremost objective. Each investment transaction shall reasonably seek to ensure that capital losses are avoided.
2. The Village shall diversify investments to avoid incurring unreasonable risks. This shall include investment types and/or investment firms and institutions.
3. The Village investment portfolio shall remain sufficiently liquid to enable the Village to meet operating requirements which may be reasonably anticipated. A guideline for this amount would be to have 90 days liquid assets to cover operating expenses. Based upon reasonable investment decisions it may be more than 90 days.

RESPONSIBILITY FOR INVESTMENT PROGRAM

The establishment of investment policies is the responsibility of the Village Board, Village Administrator and the Village Treasurer. Management and administrative accountability shall be delegated to the Director of Finance under the direction of the Village Administrator. The Director of Finance shall be authorized to conduct transactions of investment and/or reinvestment of funds in accordance with this investment policy.



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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.



ANNUAL BUDGET

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.



ANNUAL BUDGET

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)

3-1-1: PURPOSE; SCOPE; EXEMPTIONS:

A. 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.

B. 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)

C. Exemptions:

1. 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)

2. Reserved. (Ord. 2017-59, 11-2-2017)

3. The provisions of this chapter shall not apply to cooperative purchasing pursuant to section 3-1A-1, "Cooperative Purchasing Authorized; Purpose", of this chapter.

4. The provisions of this chapter shall not apply to purchases or contracts for professional services. (Ord. 2016-45, 8-18-2016)

3-1-2: PURCHASING AGENT:

A. Purchasing Agent Serve As: Except as otherwise provided herein, the Purchasing Agent shall serve as the principal public purchasing official for the Village and shall be responsible for the procurement of equipment, supplies, contractual services and construction of public improvements in accordance with this chapter, as well as the management and disposal of supplies. In the event of a vacancy in the Office of the Purchasing Agent, the Village Administrator shall act as the Purchasing Agent until such time as the office is no longer vacant.

B. Duties: In accordance with this chapter and subject to the supervision of the Village Administrator, the Purchasing Agent shall:

1. Procure or supervise the procurement of equipment, supplies, contractual services, and construction of public improvements needed by the Village;

2. Exercise general supervision over all inventories of equipment and supplies belonging to the Village;

3. Sell, trade, or otherwise dispose of surplus equipment or supplies belonging to the Village; and

4. 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.

C. Delegation Of Purchasing Duties: With the approval of the Village President, Village Administrator and Board of Trustees, the Purchasing Agent may delegate authority to other Village officials to purchase certain equipment, supplies, contractual services, or construction of public improvements items if such delegation is deemed necessary for the effective procurement of those items. (Ord. 2019-23, 4-18-2019)

3-1-3: COMPETITIVE SEALED BIDDING:

A. 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.

B. The Purchasing Agent shall issue an invitation for bids which shall include specifications and all contractual terms and conditions applicable to the procurement.

C. 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.

D. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids.

E. 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.

F. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. If mistakes are discovered before bid opening, the bid may be withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. Any modification prior to the bid opening must be submitted in a sealed envelope prior to the scheduled opening of the bid. After bid opening, no changes in bid prices or other provision of bids prejudicial to the interest of the Village or fair competition shall be permitted. In lieu of the bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if, in the sole judgment of the Board of Trustees:

1. The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or

2. The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made.

All requests to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written request to the Purchasing Agent indicating the reason for the request.

G. Unless all bids are rejected by the Board of Trustees, the contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. In the event the low responsive and responsible bid for a construction of public improvements project exceeds available funds, the Purchasing Agent is authorized, when time or economic considerations preclude resolicitation 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.

H. 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 unpriced 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. 2019-23, 4-18-2019)

3-1-4: COMPETITIVE SEALED PROPOSALS:

A. The Purchasing Agent, with the approval of the Village Administrator, may determine that it is not advantageous or practical to use the competitive sealed bidding process and, alternatively, utilize the sealed proposal method.

B. Proposals shall be solicited through a request for proposals.

C. 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.

D. 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.

E. The request for proposals shall state the relative importance of price and other evaluation factors.

F. 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 accorded 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.

G. 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. (Ord. 2019-23, 4-18-2019)

3-1-5: 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 (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)

3-1-6: SMALL PURCHASES:

A. 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.

B. 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.

C. The Purchasing Agent shall adopt operational procedures for making small purchases of one thousand dollars (\$1,000.00) or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service, or construction of public improvements being purchased. (Ord. 2019-23, 4-18-2019)

3-1-7: SOLE SOURCE PROCUREMENT:

A contract may be awarded without competition when the Purchasing Agent determines, in writing, after conducting a good faith review of available sources, that there is only one source for the required equipment, supply, service, or construction item. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. For contracts with values of ten thousand dollars (\$10,000.00) to twenty thousand dollars (\$20,000.00), the Purchasing Agent must obtain prior authorization from the Village Administrator, and contracts with values exceeding twenty thousand dollars (\$20,000.00) must be authorized by the Village President and Board of Trustees. (Ord. 2019-23, 4-18-2019)

3-1-8: EMERGENCY PROCUREMENT:

Notwithstanding any other provisions of this chapter, the Village Administrator may make or authorize the Purchasing Agent and others to make emergency procurement of equipment, supplies, contractual services, or construction items when there exists a threat to the public health, welfare, or safety; provided, that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. (Ord. 2019-23, 4-18-2019)

3-1-9: 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.)

3-1-10: 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 nonresponsible, a determination of nonresponsibility 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 nonresponsibility with respect to such bidder or offerer. The Purchasing Agent shall notify the nonresponsible bidder or offerer of the determination. The determination shall be made part of the contract file and be made a public record. (Ord. 2019-23, 4-18-2019)

3-1-11: BID AND PERFORMANCE BONDS:

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the Purchasing Agent or head of a using department deems advisable to protect the Village interest and shall be required for all contracts for the construction of public improvements. Any such bonding requirements shall be set forth in the solicitation. The bid or performance bond shall not be used as a substitute for a determination of a bidder's or offerer's responsibility. (Ord. 2019-23, 4-18-2019)

3-1-12: TYPES OF CONTRACTS:

A. 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.

B. Multiterm 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 therefor.

2. Prior to the utilization of a multiterm 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.

C. 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.)

3-1-13: 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.)

3-1-14: 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.)

3-1-15: 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.)

3-1-16: VILLAGE PROCUREMENT RECORDS:

A. All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the Village in a contract file by the Purchasing Agent.

B. 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. (Ord. 2019-23, 4-18-2019)

3-1-17: 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.)

3-1-18: BRAND NAME OR EQUAL SPECIFICATION:

A. Brand name or equal specifications may be used when the Purchasing Agent determines in writing that:

1. No other design or performance specification or qualified products list is available;
2. Time does not permit the preparation of another form of purchase description not including a brand name specification;
3. The nature of the product or the nature of the Village requirements makes use of a brand name or equal specification suitable for the procurement; or
4. Use of a brand name or equal specification is in the best interests of the Village.

B. 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.

C. Unless the Purchasing Agent determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, function, or performance characteristics which are required.

D. 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. (Ord. 2019-23, 4-18-2019)

3-1-19: BRAND NAME SPECIFICATION:

A. The use of a brand name specification may be used when the Purchasing Agent makes a written determination that only the identified brand name item or items will satisfy the Village needs.

B. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under section 3-1-7 of this chapter. (Ord. 2019-23, 4-18-2019)

3-1-20: RESPONSIBILITY FOR SELECTION OF METHODS OF CONSTRUCTION CONTRACTING MANAGEMENT:

A. The Purchasing Agent, with input from the user department, with direction from the Village Administrator and department Director, shall have discretion to recommend to the Board of Trustees the appropriate method of construction contracting management for a particular project. In determining which method to use, the Purchasing Agent shall consider the Village requirements, its resources, and the potential contractor capabilities. The Purchasing Agent shall include in the recommendation a written statement setting forth the facts which led to the recommendation of a particular method of construction contracting management for each project.

B. 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
 - c. A Purchasing Agent, Public Works Director or a project manager. (Ord. 2019-23, 4-18-2019)

3-1-21: BID SECURITY:

A. Bid security shall be required for all competitive sealed bidding for construction contracts when the price is estimated by the Purchasing Agent to exceed twenty five thousand dollars (\$25,000.00). 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 or at lower contract values.

B. The bid security shall be in an amount equal to at least five percent (5%) of the amount bid.

C. 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.

D. 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. 2019-23, 4-18-2019)

3-1-22: CONTRACT PERFORMANCE AND PAYMENT BONDS:

A. When a contract for the construction of a public improvement is awarded in excess of fifty thousand dollars (\$50,000.00), 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. (Ord. 2017-59, 11-2-2017)

B. 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.)

3-1-23: 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.)

3-1-24: ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES:

A. 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.

B. If it is necessary to solicit proposals for professional architectural, engineering or land surveying services, the Village shall, unless it has a satisfactory relationship with one or more firms, announce publicly all requirements for the architectural, engineering or land surveying services. In the procurement of architectural, engineering and land surveying services, the Purchasing Agent shall request firms to submit a statement of qualifications and performance data. The Purchasing Agent shall mail a notice requesting a statement of interest and in the specific project for which services are sought to all firms who have a current statement of qualifications and performance data on file with the Purchasing Agent. The Purchasing Agent shall place an advertisement in a newspaper or periodical of general circulation requesting a statement of interest in the specific project for which services are sought and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the Purchasing Agent. The advertisement shall state the day, hour and

place that the statement of interest and the statements of qualifications and performance data shall be due.

C. 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. If the Village has not satisfactorily utilized the services of a firm in the past or if the professional architectural, engineering or land surveying cost is expected to exceed forty thousand dollars (\$40,000.00) and there has been no past relationship, a Selection Committee appointed by the Village President, with the advice and consent of the Board of Trustees, or in the absence of such an appointment, a Selection Committee composed of three (3) members, including the Purchasing Agent, the Director of Public Works or another officer with appropriate professional qualifications and the project manager or head of the department in need of the architectural, engineering or land surveying services shall evaluate the firms submitting statements of interest taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness and ability to meet time and budget requirements, location, workload of the firm and such other factors as the Selection Committee may determine are applicable. The Selection Committee shall conduct discussions with no less than two (2) firms regarding the proposed contract and the relative utility of alternative methods of approach for furnishing the required services and any required public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services. If fewer than three (3) firms submit statements of interest and the Selection Committee determines that one or both of those firms are qualified, the Selection Committee may proceed to negotiate a contract as set forth below with the firm or firms determined to be qualified.

D. The Purchasing Agent, in consultation with the Selection Committee, shall negotiate a contract with the firm considered to be the most qualified for architectural, engineering or land surveying services at compensation which the Purchasing Agent determines in writing to be fair and reasonable to the Village. In making this decision, the Purchasing Agent shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should the Purchasing Agent, in consultation with the Selection Committee, be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the Purchasing Agent determines to be fair and reasonable to the Village, negotiations with that firm shall be formally terminated. The Purchasing Agent shall then undertake negotiations with the second most qualified. If unable to come to an agreement, the Purchasing Agent shall then move to the third most qualified or further until an agreement is reached. (Ord. 2019-23, 4-18-2019)

3-1-25: AUTHORITY TO DEBAR OR SUSPEND:

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Purchasing Agent, after consulting with the Village Attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three (3) years. After consultation with the Village Attorney, the Purchasing

Agent shall recommend to the Village President and Board of Trustees to suspend a person from consideration for award of contracts if there is probable cause to believe that person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three (3) months. The causes for debarment include:

A. 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;

B. 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;

C. Conviction under State or Federal Antitrust Statutes arising out of the submission of bids or proposals; or

D. Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be serious as to justify debarment action:

1. Deliberate failure, without good cause, to perform in accordance with the specifications or the time limit provided in the contract;

2. A recent record of unsatisfactory performance in accordance with the terms of one or more contracts;

3. Any other cause the Purchasing Agent determines to be so serious and compelling as to affect responsibility as a Village contractor including debarment by another governmental entity for any cause listed; or

4. For violation of the ethical standards set forth in sections 3-1-30, 3-1-31, 3-1-32 and 3-1-33 of this chapter. (Ord. 2019-23, 4-18-2019)

3-1-26: 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.

B. In the event of a timely protest under subsection A of this section, the Purchasing Agent shall not proceed further with the solicitation or award of the contract until the Village Administrator makes a determination either on the merits of the protest or that the award of a contract without delay is necessary to protect a substantial interest of the Village. Protesters shall exhaust their administrative remedy prior to initiating judicial remedies. (Ord. 2019-23, 4-18-2019)



ANNUAL BUDGET

3-1-27: REMEDIES FOR SOLICITATIONS OR AWARDS IN VIOLATION OF LAW:

A. If, prior to the bid opening or the closing date for receipt of proposals, the Purchasing Agent, after consultation with the Village Attorney, determines that a solicitation is in violation of Federal, State, or Municipal law, then the solicitation shall be canceled or revised to comply with applicable law.

B. If, after the bid opening or closing date for receipt of proposals, the Purchasing Agent, after consultation with the Village Attorney, determines that a solicitation or a proposed award of a contract is in violation of Federal, State, or Municipal law, then the solicitation or proposed award shall be canceled.

C. If, after an award, the Purchasing Agent, after consultation with the Village Attorney, determines that a solicitation or award of a contract was in violation of applicable law and the person awarded the contract has not acted fraudulently or in bad faith:

1. The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the Village;

2. The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

3. If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void, if such action is in the best interests of the Village. (Ord. 2019-23, 4-18-2019)

3-1-28: 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.)

3-1-29: SURPLUS PROPERTY:

A. The Purchasing Agent shall provide a written recommendation to the Village Administrator when Village property should be designated as no longer necessary or useful to or in the best interests of the Village. The Village Administrator may approve or disapprove of the designation made by the Purchasing Agent.

B. Upon approval of the designation by the Village Administrator, the Purchasing Agent is authorized to sell or otherwise dispose of all surplus personal property with a current market value of less than two thousand five hundred dollars (\$2,500.00). A record shall be kept of all dispositions of property made by the Purchasing Agent.

C. 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.



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D. The sale of surplus property is prohibited to Village staff and elected officials. (Ord. 2019-23, 4-18-2019)

3-1-30: 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)

3-1-31: 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)

3-1-32: GRATUITIES AND KICKBACKS:

A. 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.

B. 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)

3-1-33: 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)

ARTICLE A. COOPERATIVE PURCHASING



SECTION:

3-1A-1: Cooperative Purchasing Authorized; Purpose

3-1A-2: Purchasing Officer

3-1A-3: Personal Purchases Prohibited

3-1A-1: COOPERATIVE PURCHASING AUTHORIZED; PURPOSE:

A. In accordance with an act authorizing certain governmental units to purchase personal property, supplies and services jointly, the village board of trustees does herein deem it to be in the best interests of the village that the village be allowed to participate in such joint purchasing under purchasing agreements with the state of Illinois or with other governmental units or bodies in an effort to benefit from lower prices in obtaining such personal property, supplies and services by joint purchase agreements with other governmental units or bodies and to similarly benefit from the reduction or elimination of administrative time and manpower in otherwise processing such purchasing procedures on an individual basis, including the preparation of bids, bidding information and other time consuming purchasing functions.

B. The village board of trustees does herein determine, approve and authorize the village to become a participant in the joint purchasing of personal property, supplies and services, whenever feasible, with the state of Illinois or with other governmental units. (1978 Code § 1-11-5)

3-1A-2: PURCHASING OFFICER:

The village administrator is herein authorized and directed to serve as the village purchasing officer with respect to participation in the above mentioned joint purchasing program, and he shall take all steps and prepare and submit all documents necessary to carry out the purposes of this article and his duties and obligations as purchasing officer with respect to joint purchasing agreements negotiated with other governmental units. (1978 Code § 1-11-5)

3-1A-3: PERSONAL PURCHASES PROHIBITED:

All joint purchases made by the village or on behalf of the village shall be for items of personal property, equipment or services for public use only, and no such purchasing shall be for the personal use or consumption of any individual or any village employee or official. (1978 Code § 1-11-5)



CONFIDENTIAL REPORTING ADMINISTRATIVE POLICY

I. General

The Village of Glendale Heights expects its board members appointed officials department directors officers employees and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Village of Glendale Heights we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all board members appointed officials department directors officers employees and other representatives to report wrongful conduct in accordance with this administration policy procedure.

III. Wrongful Conduct

Wrongful Conduct is defined in this administrative policy to include a serious violation of Village of Glendale Heights policy such that could result in termination a violation of applicable state and federal law or the use of Village of Glendale Heights property resources or authority for personal gain or other non organization related purpose except as provided under Village of Glendale Heights policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by this confidential reporting policy. Rather this policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the Village of Glendale Heights.

IV. No Retaliation

No board members appointed officials department directors officers employees and other representatives who in good faith report Wrongful Conduct will suffer harassment retaliation or adverse employment consequence. Any director officer or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment. This confidential reporting policy is intended to encourage and enable employees and others to raise serious concerns within the Village of Glendale Heights prior to seeking resolution outside the Village of Glendale Heights.

V. Reporting Wrongful Conduct

The Village of Glendale Heights encourages its board members appointed officials department

directors officers employees and other representatives to share their questions concerns suggestions or complaints with someone who can address them properly such as a direct supervisor or department director. Any board member appointed official department director officer employee or other representative may report Wrongful Conduct to the appropriate department director the Village Administrator or the Village President of the Board of Trustees. If the Wrongful Conduct implicates one or all of the above or if the reporting individual is not comfortable speaking with or not satisfied with the response of the foregoing individuals the issue may be reported to any member of the Village Board of Trustees or the Village's Human Resources Department, The Village Administrator, Village President and any member of the Village Board of Trustees to whom a report of Wrongful Conduct is made is required to immediately advise the Board of Trustees of such report of Wrongful Conduct.

VI. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VII. Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation.

VIII. Handling of Reported Wrongful Conduct

When an Administrative Investigation is to be conducted pursuant to an internal review process Department members shall be notified in writing within a reasonable time frame and when it will not reasonably compromise the internal review process of a complaint against them. A representative of Village Administration will notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct within five business days unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

GLOSSARY

Accrual Basis of Accounting: A method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of

Appropriation: an authorization by the Village Board to make expenditures and to incur obligations for a specific purpose

Assessed Valuation: a value established for real property for use as a basis in levying property taxes

Audit: Prepared by an independent certified public accountant, the primary objective of an audit is to determine if the Village’s financial statements fairly represent the Village’s financial position and results of operations in conformity with generally accepted accounting principles

Balanced Budget: A budget is balanced when planned revenues or existing fund equity equal or exceed planned expenditures, that is, total outlays or disbursements, for a fiscal year

Bond: a form of borrowing that reflects a written promise from the Village to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects

Budget: a financial plan for a specified period of time that matched projected revenues and planned expenditures to municipal services, goals and objectives. The Village of Glendale Heights uses a budget covering one fiscal year, May 1st thru April 30th

Budget Message: provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years and the views and recommendations of the Village Administrator

Capital Expenditure: any expense that results in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements (interchangeable with the term capital outlay)

Capital Improvement: a permanent addition to the Village’s assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of the same

GLOSSARY (cont.)

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)

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



GLOSSARY (cont.)

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

Grant: contribution of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility

Home Rule: the power of a local village or county to set up its own system of governing and local ordinances without receiving a charter from the state which comes with certain requirements and limitations

Interfund Transfers: monies moved from one fund to another; money is transferred to finance the operations of another fund or to reimburse the fund for expenses

Modified Accrual Basis of Accounting: an adaptation of the accrual basis of accounting for governmental fund types - revenues and other financing sources are recognized when they become available to finance expenditures of the current period

Moody's: the system of rating securities with the purpose to provide investors with a simple system of gradation by which future relative creditworthiness of securities may be gauged

Operating Budget: annual appropriation of funds for ongoing program costs

Ordinance: a formal legislative enactment by the Village Board that is the full force and effect of law within the Village boundaries

Reserve: an account used to record that a portion of the fund's balance is legally restricted for a specific purpose

Revenue: amount received for taxes, fees, permits, licenses, interest and intergovernmental sources during the fiscal year

User Fees: payment of a fee or direct receipt of a public service by benefiting from the service for a specific purpose and is, therefore, not available for general appropriation

Village Code: a collaboration of Village Board approved ordinances currently in effect

COMMONLY USED ACRONYMS

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

FDIC: Federal Deposit Insurance Corporation
FEMA: Federal Emergency Management Agency
FICA: Federal Insurance Contributions Act
FOIA: Freedom of Information Act
FOP: Fraternal Order of Police
FSLIC: Federal Savings and Loan Insurance Corporation
FT: Full-Time
FTE: Full-Time Equivalent
FY: Fiscal Year
GAAP: Generally Accepted Accounting Principles
GAP: Government Accountability Program
GFOA: Government Finance Officers Association
GH: Glendale Heights
GH20: Glendale Heights Aquatic Center
GHS: Glendale Heights Football & Cheerleading
GHYBS: Glendale Heights Youth Baseball & Softball
GIS: Geographical Information Systems
GLGC: Glendale Lakes Golf Club
GO: General Obligation (bonds/debt service)
GOB: General Obligation Bond
GREAT: Gang Resistance Education and Training
HR: Human Resources
HTE: High Technology Entrepreneur
HVAC: Heating, Ventilating & Air Conditioning
IAFSM: Illinois Association for Floodplain and Storm Water Management
IBM: International Business Machines Corporation
IDLH: Immediate Danger to Life or Health

COMMONLY USED ACRONYMS (cont.)

IDOT: Illinois Department of
Transportation

IEPA: Illinois Environmental Protection
Agency

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