VILLAGE OF
ARLINGTON HEIGHTS, ILLINOIS

OPERATING BUDGET
FISCAL YEAR 2013-14
BEGINNING MAY 1, 2013

ADOPTED

VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
33 S. Arlington Heights Road
Arlington Heights, Illinois 60005-1499

VILLAGE OF
ARLINGTON HEIGHTS

OPERATING BUDGET
FISCAL YEAR 2013-14
BEGINNING MAY 1, 2013

ADOPTED

VILLAGE BOARD
Arlene J. Mulder, Village President

Carol Blackwood, Trustee
Norman Breyer, Trustee
Joseph C. Farwell, Trustee
Thomas Glasgow, Trustee
Thomas W. Hayes, Trustee
Bert Rosenberg, Trustee
John Scaletta, Trustee
Michael Sidor, Trustee

VILLAGE MANAGER
William C. Dixon

FINANCE DIRECTOR/TREASURER
Thomas F. Kuehne

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Introduction

VILLAGE ADMINISTRATION

Central Administration

Village Manager	William C. Dixon
Assistant to the Village Manager	Diana Mikula
Village Attorney	Jack Siegel
Prosecuting Attorney	Ernest R. Blomquist
Assistant Village Attorney	Robin Ward
Village Clerk	Becky Hume
Finance Director/Treasurer	Thomas F. Kuehne
Director of Human Resources	Mary Rath

Public Safety

Chief of Police	Gerald Mourning
Fire Chief	Glenn Ericksen

Economic & Community Development

Director of Planning & Community Development	Charles Witherington-Perkins
Director of Engineering	Jim Massarelli

Services

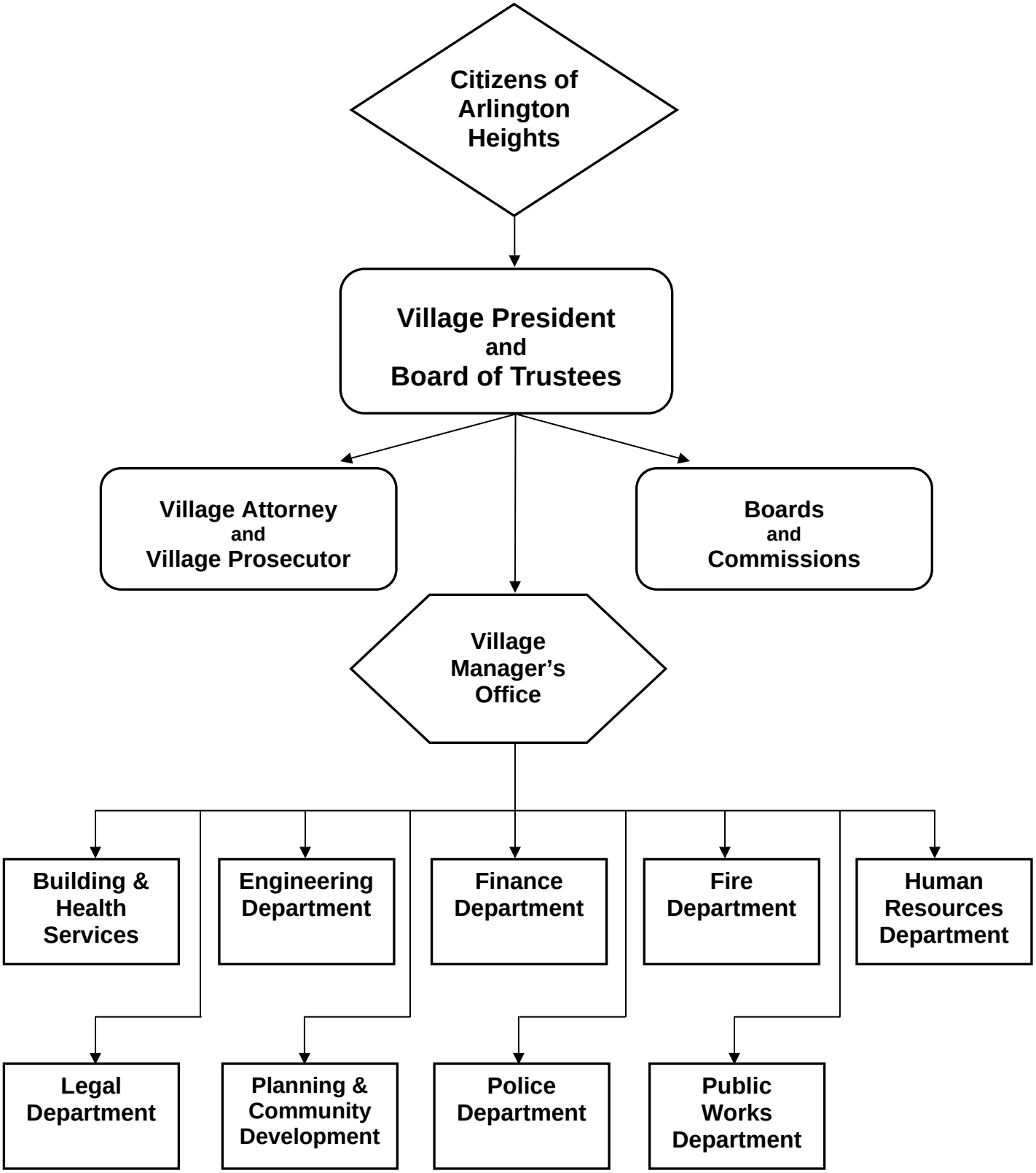
Director of Building & Health Services	James McCalister
Public Works Director	Scott Shirley

Budget Preparation

Finance Director/Treasurer	Thomas F. Kuehne
Assistant Finance Director	Mary Juarez
Budget Coordinator	Pam Robb

VILLAGE OF ARLINGTON HEIGHTS

ORGANIZATION STRUCTURE



Village of Arlington Heights

33 S. Arlington Heights Road
Arlington Heights, IL 60005-1499
(847-368-5000)
Website: www.vah.com

April 1, 2013

Dear President Mulder and Trustees:

I am hereby transmitting the Adopted Budget for the fiscal year beginning May 1, 2013 and ending April 30, 2014 (FY2014).

The Adopted FY2014 Budget assumes slow economic growth for the foreseeable future, and we continue to be vigilant as our local economy is susceptible to the affects of international, national, and state decisions. There are no new staff positions, which means that the 10% reduction in staffing levels implemented since the start of the recession in FY2009 will remain in place. Through this budget the Village seeks to maintain existing services and service levels. When providing these services Village staff will continue to strive to provide good customer service by communicating effectively, active listening, and prompt follow-up. Fortunately, there have been some improvements in our operating revenues over the past year. These results, coupled with the aggressive budget actions that have been taken over the last few years have allowed the Village to maintain its solid financial position.

During the economic downturn the Village continued to expend monies on capital improvements, including street rehabilitation and resurfacing, water and sewer main replacements, as well as maintaining our vehicle and equipment replacement schedule. By doing this we have avoided creating a backlog of capital expenditures which could have created fiscal stress in the future. The Village's capital projects continue to be a key priority for the Village, with capital and related debt service expenses representing nearly 20% of total FY2014 budget expenses.

A capital project challenge that will continue to require significant funding over the next several years is the cost associated with the arrival of the Emerald Ash Borer (EAB) beetle. The EAB problem is especially burdensome for the Village of Arlington Heights as 13,000 or 36% of our 36,000 parkway trees are Ash trees. The cost to remove and replace all of the Village's parkway Ash trees on a one for one basis is estimated at $11.5 million as the EAB infestation works its way through the community. In FY2012 the Village established an EAB Fund to account for the parkway Ash tree removal and replacement costs, as well as funding for the one-time "People's Choice" treatment option. Initial funding for the EAB Fund has come through FY2012 and FY2013 transfers from the General Fund of $2 million and $1.7 million respectively. A bond issue is planned to be sold in 2014 which will cover a majority of the projected $11.5 million cost of the EAB program.

The Village develops its operating and capital budget based on a conservative forecast of revenues, and does not take into account new revenues from growth unless the development is completed and has provided an historical basis for a new projection. A normal operating expense

cycle is anticipated and includes expenditure increase assumptions. The Village also has access to its reserves, which are maintained in part to ensure our excellent bond rating and lower bond interest charges associated with that rating. Maintaining adequate reserves also provides a source of funds for extraordinary storm or other damages, and to help weather economic downturns. The Village's minimum fund balance policy is to maintain a fiscal year-end balance of at least 25% of General Fund expenditures. Being near or above this level is even more important for Arlington Heights due to our reliance on sales and income tax receipts which are subject to economic cycles.

The Village of Arlington Heights' goal is to provide responsive and fiscally responsible services to the community. These services are provided to enhance the safety, health and general welfare of the citizens and businesses within the community. The Village's service oriented philosophy continues to balance various community needs with municipal resources through a planned approach to the governance process. As a result of conservative budgeting practices, the Village is fortunate to remain in a strong financial position.

Budget Summary – All Funds

The budget is comprised of operating, capital, internal service and other miscellaneous funds. The Village's operating funds account for the day-to-day expenditures for a variety of services. Among these are police and fire protection, water and sewer services, public parking, building, code review, planning, health, general services, public infrastructure maintenance and many other services. These basic Village services are funded through user fees, taxes, licenses, permits and other charges. The total amount budgeted for the Village's capital needs can vary from year to year depending on the timing and implementation of replacement and construction schedules. Capital expenditures are funded through bond issues, user fees, designated taxes and the budgeted use of accumulated savings.

The total of all operating, capital and other funds in FY2014, not including the Arlington Heights Memorial Library, comes to $145,374,818, or an increase of only 1.3% over the prior fiscal year. This increase is primarily attributable to three expenditure areas:

- The FY2014 EAB Fund expenditures mentioned above are projected to increase by $1.7 million over the prior year, as the EAB beetle infestation of the Village's parkway Ash trees continues to advance throughout the Village.

- The FY2014 Budget for vehicle replacements is about $1.4 million higher than the prior year due to the scheduled replacement of a large Fire Department vehicle. The Fire Department's 1993 Pierce Aerial Tower is scheduled to be replaced at a cost of $1,350,000. In addition, a 2006 Ford Ambulance which was scheduled to be replaced in FY2015 is in need of replacement in FY2014 at a cost of $225,000. The Ambulance is currently experiencing significant downtimes requiring it to be taken out of service for maintenance.

- These increases are offset somewhat by FY2014 General Fund expenditures that are budgeted to come in $1.2 million lower than the prior year. During FY2013 the Village transferred $1.7 million to the EAB Fund to support that Fund's ongoing efforts to combat the EAB beetle infestation. In FY2013 the Village also transferred $400,000 back to the Fleet Operations Fund, to reimburse a transfer that had been made from that Fund to the

General Fund for cash flow purposes during the recession. These transfers will not reoccur in FY2014.

After three years of significant increases in Police and Fire Pension costs, the implementation of a two-tier pension system by the State Legislature in 2010 coupled with an improved stock market, has started to moderate this expenditure area. The intent of the new two-tier pension system is to reduce the long-term pension liability for employers who have employees covered under the Police and Fire Pension plans. Most of the benefits of these changes will be longer-term since much of the law is written for employees who commenced work on or after January 1, 2011. However, the law provided an immediate benefit by altering the amortization period for the Police and Fire Pension unfunded liabilities, extending it from 100% funding by 2033 to 90% funding by 2040. Last fiscal year this legislative change provided the Village with a one-year window within which we were able to reduce the actuarial interest rate assumption from 7.5% to 7% without incurring a significant increase in the employer contribution amount. The goal of this internal change to the actuary's interest rate assumption was to present a more accurate funding position based on more recent long-term investment returns. This will help hold down the long-term growth of the unfunded public safety pension obligation and future Village contribution requirements.

In 2010 the State Legislature also created a second tier of pension benefits for other Village employees covered by the Illinois Municipal Retirement Fund (IMRF). Once again, the intent of this legislation was to reduce the long-term liabilities for IMRF employers. The IMRF Board had also approved a lower phase-in rate as a way for communities to hold the line on property tax increases for IMRF purposes during the early years of the recession. The difference between the standard rate and the lower phase-in rate created a net pension obligation (NPO). However, during FY2013 the Village used existing General Fund reserves to pay down the NPO liability and has returned to using the standard IMRF contribution rate. The Village's IMRF employer rate increased by 10% for FY2014, but future year increases are expected to moderate due to the Village's pay off of the NPO and as long as IMRF's investment returns continue to be positive. The IMRF's actuarial interest rate assumption is 7.5% and during calendar year 2013 the IMRF pension system earned an annual return rate of 13.75%.

Personnel Changes

The Village has continued to look for ways to work as efficiently as possible. As a result of the recent economic downturn the Village reduced staffing levels while maintaining most of the Village's programs and service levels. This was accomplished by consolidating some positions as well as through efficiency improvements utilizing technology. In other cases, services were reduced or contracted out on an as-needed basis. Full-time equivalent (FTE) personnel changes from FY2009 compared to FY2014 resulted in a net decrease of 45 positions or about a 10% decrease. The Adopted FY2014 Budget shows the Village maintaining this reduced level of staffing.

It should also be noted that during FY2012 the Village combined the Building and Health Departments into one department. As a result, the Director of Building Services position was eliminated through attrition. The Village's Health Services Director assumed these additional duties and was promoted to Director of the Building and Health Services Department.

During a FY2013 review of all Village part-time positions, the part-time Meter Reader position paid for in the Water & Sewer Fund was moved from the Temporary Help account to the Salaries (part-time) account, resulting in the recognition of an additional .5 full-time equivalent (FTE) position. In addition, the actual hours worked by the Senior Center Receptionist are now being budgeted resulting in a reduction of .25 FTE. These adjustments netted out to a .25 increase in FTE in FY2013.

In recent years the Village has been fortunate that our blended health insurance costs have only increased by about 2%. To be conservative the Village's initial long-term projections assume an increase in health insurance costs of 10% per year. Based on recent discussions with the Village's health insurance carrier, FY2014 health insurance costs are budgeted to increase by about 9% due to higher claims experience this past year, and as a result of the new required fees associated with the federal Affordable Care Act.

The balance of this budget message identifies the process that has been followed to prepare this financial plan for FY2014, a detailed review of the General Fund, as well as budget narrative on other Village funds. Additional charts and graphs on the budget as a whole and on selected funds can be found in the Financial Summaries section of the budget.

Explanation of the Budget Process

The Village of Arlington Heights operates under the Budget Officer Act as outlined in the Illinois Compiled Statutes. Under this law the Village Board is required to adopt the budget prior to the beginning of the fiscal year to which it applies. The law also provides that the budget shall serve as the Village's annual appropriation ordinance. The Village's budget and financial planning process begins in October of each year when the Board reviews and approves a five-year Capital Improvement Program. In November, multi-year projections are provided to the Board for the General and Water & Sewer Funds, which are the Village's largest operating funds. Based on these projections, the Board sets budget ceilings which each department uses as an upper limit when developing its proposed spending plans.

During January and February the budget team, consisting of the Village Manager, Assistant to the Village Manager, Finance Director, Assistant Finance Director, and Budget Coordinator, meet with representatives of each department to review their operating and capital spending proposals. As a result of these meetings and based on available resources, a proposed budget is prepared for review by the Village Board. During March, the Village holds a number of public budget meetings at the Committee-of-the-Whole level. The Village Board subsequently holds a Public Hearing prior to adopting the annual budget in April of each year. A detailed calendar of the budget process immediately follows this transmittal letter.

The budget may be amended by the Village Manager in the form of transfers between line items up to $10,000. Budget transfers above this amount require the approval of the Village Board. This allows the Village the flexibility it needs to operate efficiently due to the scope of its operations. This also serves to increase the accountability of department directors by encouraging them to budget realistically and to keep a close watch on each expenditure line item during the year.

The budget ceilings approved by the Village Board for the General and Water & Sewer Funds at the beginning of the FY2014 budget process for these funds are as follows:

	General Fund	Water & Sewer Fund
Budget Ceiling	$67,650,500	$15,786,000
Adopted Budget	67,571,100	15,786,000
Over (Under) Ceiling	$ (79,400)	$ 0

During the department reviews, the budget team and department directors worked to prepare a budget at or below the budget ceilings. The FY2014 General Fund and Water & Sewer Fund budgets fall within the budget ceilings established by the Village Board in November 2012.

General Fund

In FY2014 the General Fund budget decreases by 1.8% compared to the prior year. As outlined earlier in this Budget Message, this is due to the FY2013 transfers to the EAB and Fleet Operations Funds that will not reoccur in FY2014. The General Fund is the all-purpose governmental fund, which handles the operations of the Village not accounted for in a separate fund. Most of the expenditures for Village services are budgeted and accounted for in this fund, except for water and sewer expenses. There are four key revenue sources, which account for 71% of the total General Fund revenues:

- Property Tax	31% of revenues
- Sales Tax (including Home Rule)	24%
- Income Tax	10%
- Telecommunications Tax	6%

The revenues listed above represent the General Fund's primary growth revenues, which pay for annual cost increases. On the expenditure side, as a service organization, 79% of this Fund's expenditures are for Personal Services including benefits. Pension increases over the prior few years have put pressure on this expenditure area, and this situation is not unique to the Village of Arlington Heights. On an operational basis, most of the Village's general expenditures are directed toward public safety, with the Police and Fire Departments comprising 64% of the total General Fund budget.

The Village has worked to be very prudent with General Fund monies. During the recent recession the Village drew down its reserves in FY2009 and FY2010. Over these two years the Village's General Fund revenue base decreased dramatically as sales, income, hotel, and telecommunication tax receipts all declined. In response, the Village Board and staff worked to reduce expenditures by eliminating positions, cutting some services and programs, and implementing revenue enhancements. During FY2009 and FY2010 the Village drew down its reserves by a combined $4.5 million. In FY2011 the economy started to improve and slow but steady growth has continued through FY2013, and is expected to continue through FY2014.

The FY2014 General Fund budget includes the second year of a limited in-house paving program with a total budgeted cost of $390,000. This represents an increase of $140,000 over last year's budget for this program due to a reduction in the salt material budget being allocated to this program. The Village expects to have a significant stockpile of salt at the end of this year as a result of below average snowfall. The in-house paving program is intended to be an intermediate step to help prolong the life of streets that are not currently on the Village's street resurfacing and rehabilitation programs within the next five to seven years. The Village's Street Unit has found the roadway edge grinding and paving to be well received by residents. Due to ongoing economic uncertainties, a rental asphalt grinder and paver box are being used in case this new program has to be scaled back or eliminated at some point in the future. The expenditure for this program is shown in three separate Public Works Department line items: Street & Sidewalk Supplies, Other Services, and Rental Equipment.

The FY2014 budget reflects the second year of a three-year funding plan with the Woodfield Chicago Northwest Convention Bureau. The Village has had a long-standing partnership with the Bureau, but the Village's funding level has been uneven over the last few years. As part of the Village's FY2010 General Fund expenditure cuts, funding to the Bureau was decreased from 10% to 6% of Village hotel receipts. As the economy improved last year the Village and Convention Bureau established a funding plan that increased the Village's contribution level to 7% of hotel receipts in FY2013 and 8% of hotel receipts in FY2014 and FY2015.

As the Village has increased the types of services and charges that can be paid over the internet, total credit card fees paid by the Village have increased proportionally. The average credit card fee has remained around 1-2% per transaction, but the number of transactions has increased. Total credit card fees paid by the Village in FY2006 amounted to around $19,000 and in FY2012 that amount grew to about $40,000. The option to pay water and sewer charges online has been in existence for a number of years. Two years ago the Village added parking tickets to the online payment system, and last year vehicle stickers were added to the online payment list. Accepting credit card payments online and in-person is a convenience the Village will continue to offer and expand as warranted.

In many departments the Photocopying line item has decreased over the last couple of years. As leases on older copiers expire the lease or purchase decision for their replacement has tilted toward the purchase of mid-sized copiers. The cost of the new copiers is funded through the Capital Projects Fund and the General Fund operating department photocopying costs are decreasing due to not having to budget for annual lease charges. Photocopy costs have also come down due to the increased use of digital scanning, PDF's, and emails rather than sending out paper copies.

Future General Fund Issues:

State of Illinois Budget Deficit – The State of Illinois' multi-billion dollar deficit will likely affect the overall State economy and could potentially have a more direct affect on local governments. The State has fallen behind on its payments to vendors and various State agencies, causing some businesses and agencies to shutter their doors. As the State works to balance its budget there could be even more delayed or defaulted payments, which can affect businesses and sales tax receipts from those businesses. From a more direct perspective, the Village has continued to receive its portion of sales tax collections from the State, but our income tax receipts are being

delayed by the State due to their cash flow problems. Under normal circumstances, there is a one or two month lag time between the voucher months when the State receives income tax receipts and disbursement of the 1/10th per capita amount paid to local governments. As of December 2012, there was a three month lag time, and the income tax receivable from the State to the Village equaled $1.5 million. The Village currently receives about $6.5 million per year in income tax receipts which represents about 10% of total General Fund revenues.

Proposed State Gambling Expansion - Slots at Arlington Park Racetrack – Over the last few years the State Legislature has considered various proposals to expand gambling in Illinois. Most of these proposals have included allowing slots at horse racing tracks throughout Illinois which would include Arlington Park Racetrack. It has been estimated that the Village could potentially receive about $3 million per year in fees if slots are allowed at the Racetrack. If such a bill were to be passed, it has been staff's recommendation that any potential local gambling fee revenue not be used to fund any ongoing operating expenses. If the State Legislature were to approve slots at racetracks, it is recommended that any potential new revenues be used primarily to pay down the Village's unfunded pension liabilities. This would help stabilize the Village's annual required contribution to our pension funds, lessening the upward pressure on the Village's portion of property taxes directed toward our pension funds.

Water & Sewer Fund

The Water & Sewer Fund remains relatively stable due in large part to the combined 5% rate increases that were approved by the Village Board for FY2011 through FY2015. Even with these planned adjustments the Village's water and sewer rates will likely remain at or below the average for communities in the surrounding area. Capital projects in the Water & Sewer Fund include a $400,000 Watermain Replacement program and $300,000 Sewer Rehabilitation program, as well as an ongoing priority based plan to repaint the inside and outside of the water tanks. The FY2014 budget also includes $275,000 for the rehabilitation of Well #12, which is a primary back-up well to be used in an emergency should our water supply from the Northwest Water Commission be interrupted.

The budget includes continued funding of the Sewer Back-Up Rebate program. Under this program single-family homeowners can upgrade their old systems by installing a sewer back-up system to prevent sanitary sewer back-ups into their basements. The average cost to install a sewer back-up system can range from $10,000 to $15,000. The Village rebates 50% of the cost of installing a sewer back-up system up to a maximum rebate amount of $7,500 per qualifying single-family residence. An annual budget of $50,000 is included in the Water & Sewer Fund for the program, and additional funding is available in the Village's Flood V Fund. Installing a sewer back-up system increases an owner's property value, but the significant out-of-pocket expense prohibits some residents from participating in the program. From the inception of the program in FY2007 through January 2013, there have been 97 rebates paid to single-family homeowners for a total cost to date of $429,496.

Capital Improvement Program (CIP)

The Village of Arlington Heights has been aggressive in maintaining its roads, providing a drainage system that mitigates flooding in the community, and maintaining its buildings, emergency apparatus, and facilities required to perform essential services. Over the years, Federal and State financial assistance has dwindled thereby expanding local responsibilities in the program area of public infrastructure. This problem has been compounded by new regulations governing the health and environmental standards that regulate design and operations. Balancing the competing demands for limited resources is important to maintain a healthy, safe, viable, and physically attractive community.

The Capital Improvement Program includes a process whereby citizens are asked for input on an annual basis. By communicating through the Village website, citizens are afforded the opportunity to complete a short form describing the type of capital projects they would like the Village to consider in the next five years. Village staff analyzed the cost and eligibility of all the proposed projects, and the Board subsequently examined the requests along with staff recommendations. Certain capital projects are considered only if the persons and property owners are agreeable to special assessment or special service area financing. In other cases projects are included in the CIP since they would benefit the community as a whole. In October 2012, the Village Board reviewed all of the proposed capital projects and approved the Capital Improvement Program for FY2014 through FY2018.

The capital projects outlined in the CIP are budgeted in a variety of Village funds, depending on the source of revenue. The first year of the multi-year capital plan has been incorporated into the Adopted FY2014 Budget. The "CIP/Debt Service" section of the budget shows a summary of the entire five-year capital spending and funding plan. The key FY2014 capital projects, outside of the water and sewer projects that were identified earlier, include the following:

Tax Increment Financing (TIF) Fund Projects – The Village currently has three active TIF Districts. TIF projects are typically financed through a pay as you go mechanism or through issuing debt based on future property tax increment revenue streams. The difference in property tax revenues received in the base year of a TIF District versus the increased property taxes received in subsequent years after improvements are made, result in a property tax increment. TIF IV includes a budget of $600,000 for Council Trail sewer and street improvements although actual expenditures will likely depend on market conditions. There are no other large capital projects currently scheduled for the remaining TIF Districts. However, if a developer brings forth a viable project during the fiscal year, the Village would amend the budget accordingly.

Capital Projects Fund – This Fund accounts for a variety of capital improvement projects including road improvements, sidewalk repair/replacement, equipment, traffic signals, and other miscellaneous projects. Financing for this Fund is provided primarily by property taxes, a ¼% home-rule sales tax, and grant revenues. The recession has continued to squeeze this Fund's available resources. At the same time, over the last ten years the cost of the Village's street resurfacing and reconstruction programs have increased at a rate faster than inflation due to the rising cost of oil, a key ingredient in asphalt. As a result, developing a spending plan for the Capital Projects and the MFT Funds has become more challenging each year.

Based on the Village Board's capital spending priorities, the spending plan continues the Village's efforts for street resurfacing, but also reflects continuing the last few years' reductions in some non-essential capital programs. The consequences of those reductions will continue to include not funding the arterial street light and downtown site furnishing programs, and most of the green corridor beautification program.

The FY2014 street expenditures are higher than normal due to the continuation of the Village's annual street resurfacing and reconstruction programs coupled with the Northwest Highway/Davis Street Intersection project and the Commuter Drive Reconstruction project. The FY2014 street program includes the following expenditures:

Street Resurfacing Program ($3,400,000 – Capital Projects Fund) – This is an ongoing program limited to resurfacing existing deteriorated street pavement and curbs.

Street Rehabilitation Program ($2,045,000 – MFT Fund) – This is an ongoing pavement maintenance program analyzed by using the pavement management software. The Street Rehabilitation Program consists of reconstruction of significantly deteriorated street pavement, curbs, and concrete panels.

Some of the other major projects included in the FY2014 Capital Projects Fund budget are:

Traffic Signal Improvement at Northwest Highway/Wilke ($500,000) – This project totaling $4.1 million includes intersection modifications to improve traffic signal sequencing, provides geometric changes, and upgrades existing signal hardware and signal system interconnect. The Illinois Department of Transportation (IDOT) has approved $2 million in grant funds for construction which is the balance remaining from the highway portion for the transit improvements that were made to the Arlington Park train facility. Another $1.5 million in Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) grant funding is being sought by the Village. The project will require the review and approval of numerous agencies including IDOT, the Union Pacific Railroad, Metra Commuter Rail, the Illinois Commerce Commission, and the Cook County Highway Department.

Northwest Highway/Davis Street/Arthur Avenue Intersection Improvement ($2,300,000) – This represents the final portion of construction costs for the $3.9 million improvement. The project involves the widening, resurfacing and channelization of roadways, traffic signal modernization and railroad grade crossing widening at this intersection. STP grant funding has been obtained for 50% of the right-of-way costs and 70% of the construction costs. During construction the Village will be billed for its local share of the construction costs.

Fire Training Tower Renovation ($150,000) – This project represents the cost to rehabilitate the Fire Department's Training Tower. Over the years, the heat resistant lining of the burn room has failed and there is significant structural damage making the facility unsafe. A burn room provides the Fire Department the ability to burn, generate real smoke, manage heat and create realistic fire and rescue training scenarios.

Flood Control V Fund – The FY2014 Budget includes the following significant flood control projects:

Grove Street Sanitary Sewer ($50,000) – The Grove Street sanitary sewer area is prone to sewer back-ups and many residences in this area were not built with a sewer back-up prevention system. The budgeted amount includes funds to cover the Village's portion of the Sewer Back-Up Rebate Program for residences in the Grove Street sanitary sewer area. The funds in this account would also be available to single-family residents throughout the Village.

Neighborhood Drainage Improvements ($200,000) – This budget provides funds for public drainage improvements allowing new or improved access for residents to Village storm sewers. The program only covers work on public right-of-way with any connections or work on private property being the responsibility of the property owner.

Utility Modeling/Flood Study ($560,000) – On July 23, 2011 the Village experienced significant flooding in numerous areas of the Village due to a severe storm that dumped between 5.5 and 7 inches of rain over a four hour period. This storm, which affected communities throughout the northwest suburbs, followed two weeks of substantial rain events which had already saturated the ground. The most significant effect of this extraordinary storm was sewer back-up and street flooding within the combined sewer tributary area. An analysis of this issue requires a detailed modeling of the system. This process incorporates the complexities of the Village's existing sewer systems, along with topographical information to help identify areas of the Village that are susceptible to flooding during excessive rain events.

The first step in the detailed modeling process is flow monitoring of the system, which was performed in the spring of 2012. Unfortunately, due to the unforeseen drought the flow monitoring did not capture a significant rain event. However, the monitoring did capture limited rainfall events as well as our dry weather flow rate. Staff received the final flow monitoring report in December 2012. A request for proposal was subsequently sent out to prepare a model of the combined sewer tributary area, and four proposals are currently being reviewed by staff. It is anticipated that a recommendation on a proposal to complete this study will be submitted for the Village Board's consideration in April 2013. After a model of the combined sewer tributary area is completed proposed improvements can be designed and priced. The Village would then be in a position to determine the level of flood mitigation improvements that can be reasonably afforded, as well as possible funding mechanisms for any potential improvements.

A second issue that came up as a result of the extraordinary rain event consisted of storm water capacity and storage issues in separate sewered areas, at locations north of Palatine Road and in areas generally south of Central Road. Requests for proposals to review these issues were received and approved by the Village Board in November 2012. Seven specific areas within the separate sewered areas will be evaluated. A draft of this separate report is expected to be received in June 2013.

Other Funds

Public Building Fund – FY2014 expenditures in this fund include $115,000 for the replacement of the Village-wide phone switch which is no longer supported by the manufacturer. This is a portion of the phone system replacement project that will replace the phone switch and move the system from the Police Building to the basement of the Village Hall.

As part of the FY2014-2018 Capital Improvement Program the Village Board approved a long-term plan of action to construct a new Police facility. The existing 38,000 square foot Police facility constructed in 1978 is deteriorating and no longer adequately serves the operational needs of the Department and the community. The building is in need of significant mechanical, electrical, and plumbing (MEP) repairs and replacement, just to maintain it as a serviceable building. Staff projected that between FY2014 and FY2017 the MEP work needed to merely maintain the existing Police facility would cost approximately $8.78 million. This level of expenditure would also require a bond issue to complete. MEP projects for the existing Police facility have been postponed for a number of years, first pending the results of the Police facility needs assessment study and then due to the recent recession. If the Village had chosen a maintenance-only course of action, even after the needed MEP work was completed, the Police building would remain structurally obsolete, have the same footprint and layout, and would still not meet the current operational needs of the Police Department.

In 2008-09 the Village hired FGM Architects/McClaren, Wilson & Laurie to conduct a space needs assessment of the Police Department and an evaluation of the Police facility. The results of this study showed that the current Police facility was outdated and inadequate in size. The study recommended that a new 75,000 square foot facility be built, which is comparable to other area Police facilities that have recently been constructed. The estimated cost to construct a new Police facility is approximately $28 million. Additional costs of $10-12 million could also be expected which would include design, engineering, potential land acquisition, demolition, temporary relocation, IT and security systems, and other contingent costs.

From a cost perspective and under ideal circumstances it would have been favorable for the Village to have taken advantage of current low construction and financing costs to build a new Police facility in the near term. However, the Village did not want to increase its debt level during the recession. From a positive perspective, by holding off on the decision to move forward on constructing a new Police facility over the last few years, the Village is now in a good position to utilize an approaching window of opportunity to finance most, if not all, of the costs of a new Police facility within our existing debt level.

In levy years 2014, 2015, 2018 and 2019 the Village's debt service level is scheduled to decrease as existing bond issues mature. The Village's current annual debt service level is about $6.9 million, and the Village is already poised to reinvest the scheduled annual $1.5 million debt service decrease in levy year 2014 in a new bond issue. This new bond will cover the cost to remove and replace the Village's parkway Ash trees due to the imminent infestation of the Emerald Ash Borer (EAB). At this point it appears that the other scheduled debt service decreases in levy years 2015, 2018 and 2019, amounting to $2.6 million per year can be reinvested to cover most if not all of the costs associated with a new Police facility while still maintaining our current debt service level.

Given the projected costs and outcomes outlined above, the Village Board approved the following tentative time line showing the steps that would need to be taken:

FY2014 – Village Board discussion and decision on the new Police facility location, selecting one of the following options:

- Reconstruct on-site
- Total Rehabilitation/Building Addition on-site
- Reconstruct off-site

FY2015 – Develop RFP/Begin Architectural Design

FY2016 – Finish Architectural Design/Issue first Bond (second bond issue anticipated in fall of 2019)

FY2017 – Begin Construction

FY2019 – Occupancy of new Police facility

This is a tentative timeline that is subject to changing conditions, but it does provide a basic roadmap for financial planning purposes.

Fire Academy Fund – As of the end of FY2013 the Village plans to close its Fire Training Academy. The Arlington Heights Fire Department is a founding member of an intergovernmental public safety training consortium, the Northeast Illinois Public Safety Training Academy (NIPSTA). Over the years this organization has expanded its training opportunities and now offers a full array of educational programs that address the requirements of fire, police, and other disaster response personnel. Prior to NIPSTA's current training curriculum, the Village's self-supporting training program met the training needs of area fire departments for many years. As a result of the quality and cost-efficient educational programs offered by NIPSTA, the need to continue a separate Fire Training facility run through the Village no longer exists. As of April 30, 2013, a residual equity transfer of about $10,000 will be made to the Capital Projects Fund representing any remaining monies left in the Fire Training Academy Fund upon its closure.

Acknowledgements

The preparation of this year's budget posed continuing challenges for the Village Board and staff. The budget allows the Village to continue its commitment to basic services while living within our current revenue stream and reserves. I would like to thank the entire staff and especially the budget team consisting of Tom Kuehne, Mary Ellen Juarez, Pam Robb, and Diana Mikula for their efforts. Thanks as well to the Village Board for its ongoing support during the budget cycle and throughout the year.

Sincerely,

Bill Dixon

William C. Dixon
Village Manager

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Arlington Heights

Illinois

For the Fiscal Year Beginning

May 1, 2012

President Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Arlington Heights, Illinois for its annual budget for the fiscal year beginning May 1, 2012.

In order to receive this award, a governmental 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 communications 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.

VILLAGE OF ARLINGTON HEIGHTS

BUDGET & FINANCIAL PLAN CALENDAR FY2013-14

DATE	DAY	ACTIVITY
August – September, 2012	–	Capital Improvement Program (C.I.P.) and five-year projections prepared.
September 28, 2012	Friday	C.I.P. released to Village Board for discussion at October 8 Committee-of-the-Whole meeting.
September 28, 2012	Friday	*Announcement regarding the CDBG citizen participation mailed to news media, interested parties and the Commissions.*
October 8, 2012	**Monday**	C.I.P. reviewed with Village Board at **Committee-of-the-Whole** session.
October 15, 2012	Monday	Board considers any motions stemming from October 8 Committee-of-the-Whole meeting regarding C.I.P.
November 6, 2012	Tuesday	Comprehensive Annual Financial Report, Proposed 2012 Property Tax Levy and the Operating Fund Overview/Recommended FY2014 Budget Ceilings released for Village Board for discussion at November 13, Committee-of-the-Whole meeting.
November 13, 2012	**Tuesday**	**Committee-of-the-Whole** reviews Comprehensive Annual Financial Report and discusses Proposed 2012 Property Tax Levy and the Operating Fund Overview/Recommended FY2014 Budget Ceilings.
November 19, 2012	Monday	Board considers any motions stemming from November 13 Committee-of-the-Whole meeting regarding Proposed 2012 Property Tax Levy, recommended FY2014 Budget Ceilings and Comprehensive Annual Financial Report.
November 26, 2012	Monday	Budget worksheets are forwarded to departments. Departments prepare detailed budgets.
November 28, 2012	Wednesday	*Deadline to receive requests and comments from citizens and Commissions on CDBG Budget and Program.*
December 3, 2012	**Monday**	Board approves 2012 Tax Levy and Abatement Ordinances.
December 14, 2012	Friday	*Notice of CDBG Public Hearing #1 to newspaper.*
December 20, 2012	Thursday	*Notice of CDBG Public Hearing #1 published in newspaper.*
December 26, 2012	Wednesday	Last possible day to submit property tax levy to Cook County.
January 4, 2013	Friday	Department budget requests and projections due.
January 4 – January 18, 2013	–	Finance Department compiles departmental budget submissions.
January 11, 2013	Friday	*Notice of CDBG Public Hearing #2 and commencement of public comment period (30 days) sent to newspaper.*
January 14, 2013	**Monday**	***CDBG Public Hearing #1*** *for Consolidated Plan / Annual Action Plan at Committee-of-the-Whole.*
January 18, 2013	Friday	First draft of FY2014 Budget forwarded to Village Manager, Budget Team and all departments for review.
January 18, 2013	Friday	*Notice of CDBG Public Hearing #2 and commencement of public comment period (30 days) published in newspaper (followed by a 30 day pubic comment period).*
January 29 – February 1, 2013	–	Departments meet with Village Manager and Budget Team.
February 1 – February 26, 2013	–	Final draft of FY2014 budget prepared.

VILLAGE OF ARLINGTON HEIGHTS

BUDGET & FINANCIAL PLAN CALENDAR FY2013-14

DATE	DAY	ACTIVITY
February 26, 2013	Tuesday	Release final draft of FY2014 budget to Village Board & departments.
March 4, 2013	**Monday**	*Village Board holds **CDBG Public Hearing #2** and approves Consolidated Plan / Annual Action Plan including CDBG Budget.*
March 6, 2013	**Wednesday**	**1st Budget Meeting** – Overview (with schedule of budget related actions taken by Committee-of-the-Whole & Board to date), revenue analysis, and budgets for **Board of Trustees, Village Manager, Human Resources, Legal, Finance** and **Information Technology/GIS.**
March 11, 2013	**Monday**	**2nd Budget Meeting** – Budgets for **Memorial Library, Building & Health Services** and **Performing Arts at Metropolis Theater.**
March 14, 2013	**Thursday**	**3rd Budget Meeting** – Budgets for **Planning & Community Development, Engineering, Public Works, Water & Sewer, Parking Operations,** and **Fleet Services.**
March 14, 2013	Thursday	*"Combined Notice of Finding No Significant Impact and Request for Release of Funds" (for Consolidated Plan / Annual Action Plan including CDBG Budget) sent to newspaper.*
		Mail Consolidated Plan / Annual Action Plan including CDBG Budget to HUD for 45 day review period.
March 18, 2013	Monday	Notice of Public Hearing on FY2014 Budget published in newspaper.
March 20, 2013	**Wednesday**	**4th Budget Meeting** – Budgets for all **Boards & Commissions, Fire, Police**, and carryover items from prior meetings.
		Committee-of-the-Whole makes recommendation to Board to approve FY2014 budget as amended.
March 22, 2013	Friday	*"Combined Notice of Finding No Significant Impact and Request for Release of Funds" (for Consolidated Plan / Annual Action Plan including CDBG Budget) published in newspaper (followed by 15 day public comment period).*
April 1, 2013	**Monday**	**Public Hearing** on FY2014 Budget. Approval of FY2014 Budget at formal meeting (alternate date for passage is April 15, 2013).
April 10, 2013	Wednesday	*Request for Release of Funds sent to HUD (followed by HUD 15 day comment period).*

FINANCIAL PERFORMANCE GOALS

Policy 1993-1 Adopted 12/20/93

The Financial Performance Goals represent an initial effort to establish written policies for guiding the Village's financial management practices. While some of the performance goals are specific and will limit certain types of financial activity, the goal statements are not intended to restrict the Village President and Board of Trustees' ability and responsibility to respond to emergency or service delivery needs above or beyond the limitations established by the Financial Performance Goals.

REVENUE PERFORMANCE GOALS

The Village will maintain a diversified and stable revenue system as protection from short-run fluctuations.

The Village will estimate annual revenues on an objective and reasonable basis. The Village will develop a method of projecting revenues on a multi-year basis.

The Village will use one-time or special source revenue for capital expenditures or for expenditures incurred in generating the revenue, not to subsidize recurring personnel, operation and maintenance costs.

The Village will establish, and annually re-evaluate, all user charges and fees at a level related to the cost of providing the services.

The Village will endeavor to reduce reliance on the property tax by seeking and developing additional revenue sources.

The Village will designate a specific revenue source to be used for ongoing funding of capital projects.

The Village will attempt to limit property tax increases, when such increases are needed, to no more than 105% of the previous year's extension as calculated for Truth in Taxation purposes.

The total Village tax rate, excluding the Library, will not exceed the maximum rate levied in 1997 which was $0.978.

OPERATION EXPENDITURES PERFORMANCE GOALS

The Village Manager and Finance Director will propose and the Village Board will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds at the same time maintaining recommended fund balance reserves.

The Village will pay for all current operation and maintenance expenses from current revenue.

The operating budget will provide for the adequate maintenance of capital assets and equipment.
The budget will provide for adequate funding of all employee benefit programs and retirement systems.
The Village will maintain an encumbrance accounting system which will allow it to closely monitor the adopted budget as it may be amended from time to time pursuant to Village code.

The Village will prepare and maintain a system of regular monthly reports comparing actual revenues and expenditures to budgeted amounts.

The Village will maintain an effective risk management program to minimize losses and reduce costs. The Village Board will ensure that adequate insurance or self-insured programs are in place.

The Village will encourage delivery of services by other public and private organizations whenever and wherever greater efficiency and effectiveness can be expected as well as develop and internally use technology and productivity advancements that will help reduce or avoid increasing personnel costs. The intent is to control personnel costs as a proportion of the total budget, to more productively and creatively use available resources and to avoid duplication of effort and use of resources.

RESERVE PERFORMANCE GOALS

The Village will maintain a minimum undesignated General Fund balance of 25% of annual operating expenditures before transfers-out in order to:

A. Provide adequate cash flow and to prevent the demand for short term borrowing;

B. Provide for temporary funding of unforeseen needs of an emergency or non-recurring nature;

C. Provide for orderly budgetary adjustments when revenues are lost through the actions of other governmental bodies;

D. Provide the local match for public or private grants;

E. Provide for unexpected, small increases in service delivery costs;

F. Provide for unanticipated revenue shortfalls.

Any General Fund balance exceeding 25% of annual operating expenditures is available to be transferred to the Capital Projects Fund, the Fleet Operations Fund, or other funds depending on need.

The Village will maintain a permanent self-insurance reserve in an amount necessary to fund the estimated future claims for general liability, workers' compensation and employee health insurance to prevent the need for short and long term borrowing to fund these claims. At a minimum, the level of this reserve will be equivalent to the amount of reserves as estimated by the Village's third party claims administrator.

INVESTMENT PERFORMANCE GOALS

The Village will develop a cash flow analysis of all funds on a regular basis. Collections, deposits and disbursements of all funds will be scheduled to ensure maximum cash availability.

The Village will identify and invest cash not immediately needed to achieve the highest return subject to safeguarding principal, maintenance of necessary liquidity, maintenance of public confidence and compliance with all Village, State and Federal regulations.

The Village will follow the Investment and Depository Policy approved by the Village Board on September 21, 1999. Any changes to that policy must be approved by the Village Board of Trustees.

The Village will maintain a system of internal controls and procedures which shall be documented. The controls shall be designed to prevent losses of Village assets arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

The Finance Department will provide monthly information to the Village President and Board of Trustees concerning investment performance.

CAPITAL IMPROVEMENT PERFORMANCE GOALS

Capital improvements will be based on long range projected needs rather than on immediate needs in order to minimize future maintenance, replacement and capital costs.

The Village shall maintain a five year capital improvement program and all capital improvements will be made in accordance with that plan. The capital improvement program shall be updated annually.

The development of the capital improvement program will be coordinated with the operating budget in order to maintain a reasonably stable total tax levy.

The Village will identify the estimated cost and potential funding sources for each capital project proposed before submission to reviewing bodies and to the Village President and Board of Trustees. Future operating costs associated with a proposed capital improvement will be estimated before a decision is made to implement a project.

Federal, State and other intergovernmental and private funding sources of a special revenue nature shall be sought out and used as available to assist in financing capital improvements.

DEBT PERFORMANCE GOALS

The Village will limit long-term debt to those capital improvements that cannot be financed from current revenues.

The maturity date for any debt will not exceed the reasonable expected useful life of the project to be funded or negatively impact the marketability of the bonds.

The Village will avoid the issuance of Budget, Tax and Revenue Anticipation Notes.

The Village will use special assessments, revenue bonds, and/or any other available self-liquidating debt measures instead of general obligation bonds where and when possible, applicable and practicable.

The Village shall develop and maintain good relations with financial and bond rating agencies, and will follow a policy of full and open disclosure on every financial report and bond prospectus.

When issuing new debt, the Village will endeavor to maintain medium credit industry benchmarks as published annually by Moody's Investors Service.

The Village will develop a Debt Management Policy to help ensure the Village's credit worthiness and to provide a functional tool for debt management and capital planning.

FINANCIAL REPORTING PERFORMANCE GOALS

The Village will adhere to a policy of full and open public disclosure of all financial operations. The proposed budget will be prepared in a manner maximizing its understanding by citizens and elected officials. Copies of financial documents will be made available to all interested parties. Opportunities will be provided for full citizen participation prior to final adoption of the budget.

The Village's accounting system will maintain records on a basis consistent with generally accepted accounting principles.

The Finance Director will prepare regular quarterly and annual financial reports presenting a summary of financial activity by major types of funds and programs.

The Village will prepare a Comprehensive Annual Financial Report in conformity with generally accepted accounting principles and financial reporting practices.

The Village will employ an independent public accounting firm to perform an annual audit of all funds, authorities, agencies and grant programs, and will make the annual audited report available to the general public, bond and financial consultants and other interested citizens and organizations. The audit shall be completed and submitted to the Village President and Board of Trustees within 180 days of the close of the Village's fiscal year.

BUDGET DOCUMENT PURPOSE & CONTENT

PURPOSE

This budget represents the Village's plan for allocating resources. These resources include time, manpower and money and are allocated to accomplish the planned objectives set forth in the strategic plan. The budget document is a planning, control and measurement tool of the Village. It is a multi-year comprehensive financial plan adopted annually by the Village Board, with a fiscal year starting May 1st and ending April 30th.

The budget calendar identifies the timing, responsibility and duration of the budget process. Generally, the budget process begins in October and the budget is adopted in April. Once adopted, the control and measurement process of budget administration continues until fiscal year end, at which time, the external independent annual audit provides a review of the Village's budget performance. Therefore, the true budget process does not end when the budget is adopted, but is a year-round concern of the Village Board and staff.

CONTENT

This budget document utilizes a pyramid approach to provide its readers with varied levels of detail. This budget document is more than a financial plan. It is intended to fulfill four major functions through its role as:

- ► a policy document
- ► an operations guide
- ► a communication medium
- ► a financial plan

The presentation of the budget document can be summarized as follows:

INTRODUCTION & FINANCIAL SUMMARIES – This section provides for a transmittal letter which highlights the significant elements of the budget. Within this section is a "BUDGET AT A GLANCE" presentation which has various tables and charts to provide the reader an overview of the budget at the highest level of reporting. These schedules combine all funds and cross reference each individual fund and operation. Each type of user requires differing levels of detail depending on the level and type of decision making. Also, various tables are incorporated into the budget document to present general, financial, socio-economic, and other pertinent data to give the reader historical and factual data that enhances their understanding of the direction the Village is heading. Generally speaking, these few pages provide the general public (and the press) a sufficient understanding of the budget document and serves most purposes.

INDIVIDUAL FUND BY FUND PRESENTATION – At the next lower level of reporting, each fund presentation begins with "Fund at a Glance" introduction which highlights the major revenues (sources) and the major expenditures (uses) in a basic format. A "Fund Summary" follows which illustrates two previous years' actuals, the projected actual as compared to budget for the current fiscal year, and the new budget year's effect on the financial position of the fund. This allows the reader an overview of the fund without necessarily reviewing the next lower level of reporting.

OPERATIONS – Since the General Fund is comprised of many operations or programs, a separate tab has been provided for each department for quick reference. Behind this tab is an organizational chart by function (or operation) which illustrates the operations within that department. This is also described in narrative form on the following few pages. Since the budget process formally adopts goals and objectives, the department director communicates the progress made on last year's goals and establishes new goals for the budget year with concurrence and approval of the Village Manager. This becomes an excellent form of communication which enunciates what will be accomplished as a result of utilizing these financial resources. Often there is a legal or policy need to budget operations across funds; therefore, to obtain a true picture of the total costs an "Operation Summary" is included and it performs the cross-reference in a simple and easily understandable manner. The line-item budget becomes the next lower level of reporting. It discloses the prior year's actuals, projections, and budgeted amounts for each account. "Personal Services" schedules detail authorized positions in full time equivalents.

APPENDIX – This section contains a community profile for the Village of Arlington Heights and a glossary of terms.

MISCELLANEOUS SCHEDULES, TABLES, & GRAPHICS – To provide greater clarity and to enhance the appeal of the budget document, certain miscellaneous illustrations have been included in their logical sequence. For example, debt service schedules for future debt retirement which contain extensive information in a concise spreadsheet have been included in the "Debt Service" presentation.

ARLINGTON HEIGHTS MEMORIAL LIBRARY – The Library section of this budget document includes a fund narrative, fund summary, and a line item budget. The Library budget is determined by a Library Board of Trustees which is elected independent from the Village Board of Trustees. As a result of State legal requirements, the Library budget is then included with the Village budget for adoption by the Village Board of Trustees.

BASIS OF BUDGETING – The Village of Arlington Heights accounts for all funds and adopts a budget based on generally accepted accounting principles (GAAP). The Village uses fund accounting designed to demonstrate legal compliance and to aid financial management by segregating transactions related to

certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types."

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 fixed 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 some other fund. Governmental funds are budgeted using a modified accrual basis, except for loans, loan payments, and debt service payments, which are budgeted on a cash basis.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to 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). Proprietary funds are budgeted using an accrual basis, except for loans, loan payments, capital expenditures, depreciation, and debt service payments which are budgeted on a cash basis.

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. When these assets are held under the terms of a formal trust agreement, either a pension trust fund, a nonexpendable trust fund, or an expendable trust fund is used. The terms "nonexpendable" and "expendable" refer to whether or not the government is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the government holds on behalf of others as their agent. Expendable trust and agency funds are budgeted on a modified accrual basis, and the nonexpendable trust and pension funds are budgeted on an accrual basis.

Financial Summaries

ALL FUNDS SUMMARY

FUND	REVENUES	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
101	GENERAL	62,403,634	66,163,718	67,746,580	66,510,900	**67,625,400**	1,114,500	1.7%
211	MOTOR FUEL TAX	2,466,185	2,195,727	2,145,000	2,118,200	**2,144,100**	25,900	1.2%
215	CDBG	352,861	362,244	295,630	295,630	**360,230**	64,600	21.9%
217	1st TIME HOME BUYERS GRANT	39	0	0	0	**0**	0	N/A
225	FIRE ACADEMY	75,748	20,737	28,300	15,000	**0**	(15,000)	(100.0%)
227	FOREIGN FIRE INSURANCE TAX	120,780	125,198	132,700	125,600	**130,500**	4,900	3.9%
231	CRIMINAL INVESTIGATIONS	226,845	188,246	758,300	769,000	**132,500**	(636,500)	(82.8%)
235	MUNICIPAL PARKING	1,048,088	1,056,924	1,053,700	1,063,000	**1,077,200**	14,200	1.3%
251	TIF I SOUTH	656,743	3,275	2,000	0	**1,800**	1,800	N/A
255	TIF II NORTH	7,379	8,325	8,500	0	**8,500**	8,500	N/A
261	TIF III	288,036	271,005	276,500	271,900	**276,500**	4,600	1.7%
263	TIF IV	282,120	692,480	521,000	652,000	**534,000**	(118,000)	(18.1%)
264	TIF V	623,490	507,045	326,300	590,700	**326,300**	(264,400)	(44.8%)
301	DEBT SERVICE	10,990,252	28,535,513	7,514,630	7,775,644	**7,759,613**	(16,031)	(0.2%)
401	CAPITAL PROJECTS	4,590,577	4,533,911	4,884,556	4,930,698	**5,671,100**	740,402	15.0%
426	FLOOD CONTROL V	24,735	11,920	58,000	10,000	**5,000**	(5,000)	(50.0%)
431	PUBLIC BUILDING	18,381	166,195	6,000	4,000	**8,500**	4,500	112.5%
435	EMERALD ASH BORER (EAB)	0	2,000,000	1,700,000	1,700,000	**0**	(1,700,000)	(100.0%)
505	WATER & SEWER	12,790,277	13,608,580	15,107,900	14,996,600	**15,409,100**	412,500	2.8%
511	SOLID WASTE DISPOSAL	1,530,226	1,859,403	1,520,700	1,510,000	**1,545,700**	35,700	2.4%
515	ARTS, ENTERTAINMENT & EVENTS	464,481	885,811	521,200	486,500	**622,000**	135,500	27.9%
605	HEALTH INSURANCE	8,066,849	8,233,395	8,583,600	8,691,300	**9,222,600**	531,300	6.1%
606	RETIREE HEALTH INSURANCE	1,886,315	2,713,172	2,684,100	2,416,100	**2,724,200**	308,100	12.8%
611	GENERAL LIABILITY INSURANCE	654,630	982,549	668,800	682,800	**688,600**	5,800	0.8%
615	WORKERS' COMPENSATION	1,796,123	1,962,702	1,811,500	1,813,400	**1,848,400**	35,000	1.9%
621	FLEET OPERATIONS	2,911,765	2,930,854	3,569,600	3,452,600	**3,193,400**	(259,200)	(7.5%)
625	TECHNOLOGY	1,533,110	1,403,288	1,454,600	1,454,600	**1,522,400**	67,800	4.7%
705	POLICE PENSION	11,068,693	7,684,256	9,488,300	9,238,000	**9,310,880**	72,880	0.8%
711	FIRE PENSION	11,684,668	7,868,358	9,416,600	9,413,000	**9,556,000**	143,000	1.5%
	TOTAL REVENUES	**138,563,030**	**156,974,831**	**142,284,596**	**140,987,172**	**141,704,523**	**717,351**	**0.5%**

FUND	EXPENDITURES	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
101	GENERAL	59,612,108	63,531,600	67,347,900	68,782,038	**67,571,100**	(1,210,938)	(1.8%)
211	MOTOR FUEL TAX	2,188,439	2,026,504	2,274,300	2,791,269	**2,243,800**	(547,469)	(19.6%)
215	CDBG	352,861	362,244	295,630	295,630	**360,230**	64,600	21.9%
217	1st TIME HOME BUYERS GRANT	10,186	0	0	0	**0**	0	N/A
225	FIRE ACADEMY	92,602	97,031	195,156	166,695	**0**	(166,695)	(100.0%)
227	FOREIGN FIRE INSURANCE TAX	115,888	119,093	217,000	234,814	**145,000**	(89,814)	(38.2%)
231	CRIMINAL INVESTIGATIONS	203,218	112,054	758,300	779,125	**132,500**	(646,625)	(83.0%)
235	MUNICIPAL PARKING	1,146,463	1,195,152	1,210,500	1,245,351	**1,255,600**	10,249	0.8%
251	TIF I SOUTH	41,101	354,132	21,500	589,642	**8,700**	(580,942)	(98.5%)
255	TIF II NORTH	944,920	8,325	8,500	0	**8,500**	8,500	N/A
261	TIF III	283,801	274,200	286,750	323,002	**323,400**	398	0.1%
263	TIF IV	296,389	59,666	65,000	616,050	**1,210,000**	593,950	96.4%
264	TIF V	340,261	351,841	414,650	973,102	**1,011,788**	38,686	4.0%
301	DEBT SERVICE	11,035,788	28,517,946	7,574,408	7,574,500	**7,740,500**	166,000	2.2%
401	CAPITAL PROJECTS	4,352,672	4,404,935	6,887,171	8,075,947	**7,807,100**	(268,847)	(3.3%)
426	FLOOD CONTROL V	31,908	356,599	800,000	880,000	**890,000**	10,000	1.1%
431	PUBLIC BUILDING	17,084	135,611	94,000	743,056	**270,000**	(473,056)	(63.7%)
435	EMERALD ASH BORER (EAB)	0	7,535	974,900	969,700	**2,646,100**	1,676,400	172.9%
505	WATER & SEWER	13,652,723	13,961,819	15,661,500	15,930,060	**15,786,000**	(144,060)	(0.9%)
511	SOLID WASTE DISPOSAL	1,492,582	1,529,106	1,303,100	1,417,400	**1,301,700**	(115,700)	(8.2%)
515	ARTS, ENTERTAINMENT & EVENTS	456,969	756,284	535,100	518,955	**612,300**	93,345	18.0%
605	HEALTH INSURANCE	6,979,729	8,473,076	8,418,500	9,546,600	**10,850,500**	1,303,900	13.7%
606	RETIREE HEALTH INSURANCE	1,886,315	2,713,172	2,684,100	2,416,100	**2,724,200**	308,100	12.8%
611	GENERAL LIABILITY INSURANCE	657,504	662,549	608,000	920,200	**833,000**	(87,200)	(9.5%)
615	WORKERS' COMPENSATION	1,593,515	1,176,771	1,365,600	1,664,200	**1,680,800**	16,600	1.0%
621	FLEET OPERATIONS	2,661,691	3,458,027	3,887,600	4,314,448	**5,701,200**	1,386,752	32.1%
625	TECHNOLOGY	1,383,672	1,304,773	1,404,600	1,461,663	**1,522,400**	60,737	4.2%
705	POLICE PENSION	4,065,909	4,452,747	4,640,000	4,772,200	**5,037,000**	264,800	5.5%
711	FIRE PENSION	4,640,374	5,088,133	5,315,300	5,456,500	**5,701,400**	244,900	4.5%
	TOTAL EXPENDITURES	**120,536,672**	**145,490,925**	**135,249,065**	**143,458,247**	**145,374,818**	**1,916,571**	**1.3%**

VILLAGE OF ARLINGTON HEIGHTS

FUND BALANCE SUMMARY FY2014

Fund	Fund Name	5/01/13 Projected Beginning Fund Balance (Deficit)	FY2014 Revenues & Transfers In	FY2014 Expenditures & Transfers Out	FY2014 Revenues Over (Under) Expenditures	4/30/14 Estimated Ending Fund Balance (Deficit)
101	General	$23,442,287	$67,625,400	$67,571,100	$54,300	$23,496,587
211	Motor Fuel Tax	1,108,024	2,144,100	2,243,800	(99,700)	1,008,324
215	CDBG	0	360,230	360,230	0	0
227	Foreign Fire Insurance Tax	250,749	130,500	145,000	(14,500)	236,249
231	Criminal Investigations	158,043	132,500	132,500	0	158,043
235	Municipal Parking	4,305,203	1,077,200	1,255,600	(178,400)	4,126,803
251	TIF I South	245,285	1,800	8,700	(6,900)	238,385
255	TIF II North	0	8,500	8,500	0	0
261	TIF III	1,049,319	276,500	323,400	(46,900)	1,002,419
263	TIF IV	1,093,102	534,000	1,210,000	(676,000)	417,102
264	TIF V	1,869,052	326,300	1,011,788	(685,488)	1,183,564
301	Debt Service	1,702,096	7,759,613	7,740,500	19,113	1,721,209
401	Capital Projects	4,526,358	5,671,100	7,807,100	(2,136,000)	2,390,358
426	Flood Control V	1,414,578	5,000	890,000	(885,000)	529,578
431	Public Building	1,649,477	8,500	270,000	(261,500)	1,387,977
435	Emerald Ash Borer (EAB) Fund	2,717,565	0	2,646,100	(2,646,100)	71,465
505	Water & Sewer	5,038,081	15,409,100	15,786,000	(376,900)	4,661,181
511	Solid Waste Disposal	2,384,837	1,545,700	1,301,700	244,000	2,628,837
515	Arts, Entertainment & Events	262,349	622,000	612,300	9,700	272,049
605	Health Insurance	2,964,662	9,222,600	10,850,500	(1,627,900)	1,336,762
606	Retiree Health Insurance	0	2,724,200	2,724,200	0	0
611	General Liability Insurance	4,068,580	688,600	833,000	(144,400)	3,924,180
615	Workers' Compensation Insurance	5,406,457	1,848,400	1,680,800	167,600	5,574,057
621	Fleet Operations	5,106,195	3,193,400	5,701,200	(2,507,800)	2,598,395
625	Technology	1,465,036	1,522,400	1,522,400	0	1,465,036
705	Police Pension	86,416,959	9,310,880	5,037,000	4,273,880	90,690,839
711	Fire Pension	72,830,759	9,556,000	5,701,400	3,854,600	76,685,359
	TOTAL ALL VILLAGE FUNDS	**$231,475,053**	**$141,704,523**	**$145,374,818**	**($3,670,295)**	**$227,804,758**

1. The General Fund shows a FY2014 budget surplus for operations due to the reduction in staffing levels in FY2009 remaining in place and slight increases in operating revenue. The current financial condition of the fund is healthy as it continues to maintain a fund balance over 25% of annual expenditures.

2. The Motor Fuel Tax Fund shows a planned operating deficit to complete various road improvements throughout the Village.

3. Foreign Fire Insurance Tax Fund - Insurance companies that do not maintain offices within the State but market fire insurance policies within the State pay an additional tax of 2% to the municipality where the policy is written. These funds are used for the betterment of the fire services and are controlled by a separate Board of Directors including the Fire Chief and firefighters per State Statute. Prior year revenues are being expensed this year, creating the operating deficit.

4. Criminal Investigations Fund - Assets seized under State and Federal statutes are accounted for in this fund and used for the advancement of law enforcement. These funds are not budgeted for day-to-day Police Department operations but are generally one time capital expenditures of current and prior year revenues.

5. Municipal Parking Fund - Primarily, commuter parking for train travel to and from Chicago is provided for in this fund. With Downtown redevelopment, resident parking for large apartment complexes and off-street shopper parking was included. Substantial fund balance is maintained for future parking garage maintenance and repairs. The deficit in operations in FY2014 is due primarily to building improvement capital expenditures.

6. The TIF I District ended in 2006. Current litigation and possible refunds create the potential for FY2014 activity in the TIF I South Fund. The TIF II District ended in FY2009. Possible refunds create the potential for FY2014 activity in the TIF II North Fund.

7. TIF III, TIF IV and TIF V Funds reflect a planned drawdown of reserves.

FUND BALANCE SUMMARY FY2014

8. The Debt Service Fund accounts for all debt service payments from general obligation bond issuances except those in the Water & Sewer Fund (an enterprise fund).

9. The Capital Projects Fund shows a deficit in operations primarily as a result of street construction project costs outpacing revenues dedicated to this fund.

10. Flood Control V has a planned deficit in operations as these bond proceeds are used for their intended purpose. After all funds are exhausted the fund will be closed.

11. The Public Building Fund provided for the reconstruction of the Public Works Facility, Fire Station #1 and the Village Hall. $20 million of G.O. Bonds were sold in 2004 to begin financing these projects and an additional $20 million were sold in 2006 to complete these projects. Remaining fund balance can be reserved for future building projects or can be transferred to other Village funds. Funds are currently being used toward the replacement of the Village-wide phone switch and the long-term plan to construct a new Police Facility .

12. The Emerald Ash Borer is an insect that kills Ash trees. A tree removal and replacement program has been determined and will be funded by a G.O. bond issue in 2014. The Village has 13,000 Ash trees.

13. The Water & Sewer Fund deficit in operations this year represents capital improvement costs that will be amortized with future service fees. A planned service rate increase of 5% per year for the next two years will also improve financial operating performance. Historically, low water consumption due to wet seasons has reduced revenue.

14. Solid Waste Disposal Fund - The operations of the Government Joint Venture Solid Waste Agency of Northern Cook County are provided for in this fund. Efforts to reduce solid waste removal costs and maximize disposal facility useful lives are primary objectives.

15. The Arts, Entertainment & Events Fund is designed for funding special events and the operation of the Metropolis Performing Arts Theater. The primary funding source is a .25% Food & Beverage Tax on prepared food.

16. The Health Insurance Fund has a planned operating deficit due to the potential of large health insurance claims. Actual year end results generally come in better than budgeted. This fund is operated on a pay-as-you-go basis with a reserve for large claims.

17. Retiree Health Insurance Fund - This accounting segregates medical insurance expenses for retirees from those expenses of current staff. Retirees pay 100% of their premium for health insurance. Any operating deficit is funded on a pay-as-you-go basis from the Health Insurance Fund.

18. The General Liability Insurance Fund covers the first $1M per claim before excess coverage takes effect. Premiums are charged to operating departments to fund operations. Past claims have been varied and actual experience is generally more favorable than budgeted.

19. The Workers' Compensation Insurance Fund provides for workers' compensation claims as the Village is self-insured.

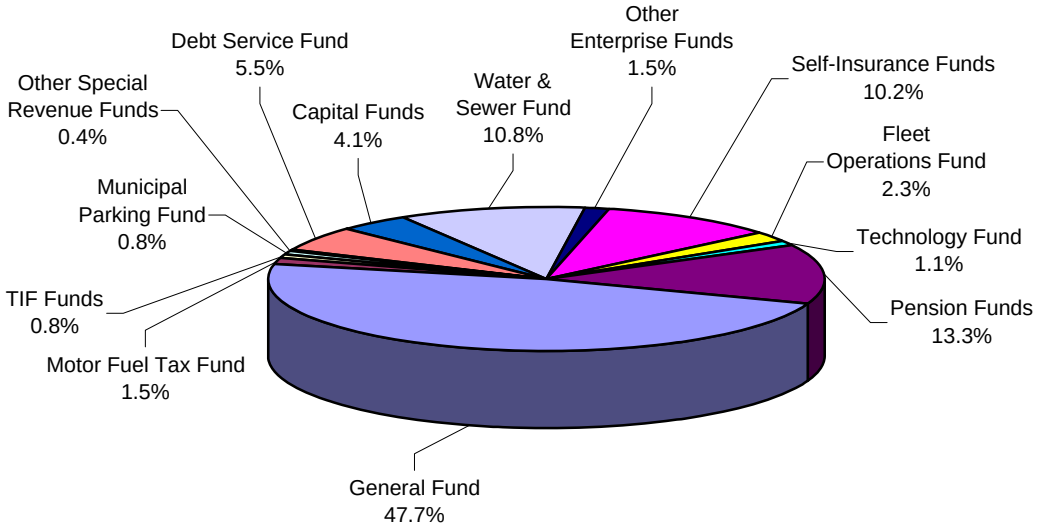
20. The Fleet Operations Fund provides for major capital replacements. Service charges over the useful life of the equipment will replenish reserves. A healthy fund balance is maintained for vehicle and equipment replacement.The deficit in operations in FY2014 is due primarily to the replacement of two large Fire Department vehicles.

21. The Technology Fund provides for the operation of the Village's computer network infrastructure and equipment replacement. Service charges to departments are used to fund these operations.

22. Police and Fire Pension Funds are both budgeting positive results from operations this year. Funding for future liabilities of the Police and Fire Pension Funds is currently at 71% and 63% respectively. Per current State Statute, 90% funding must be reached by 2040.

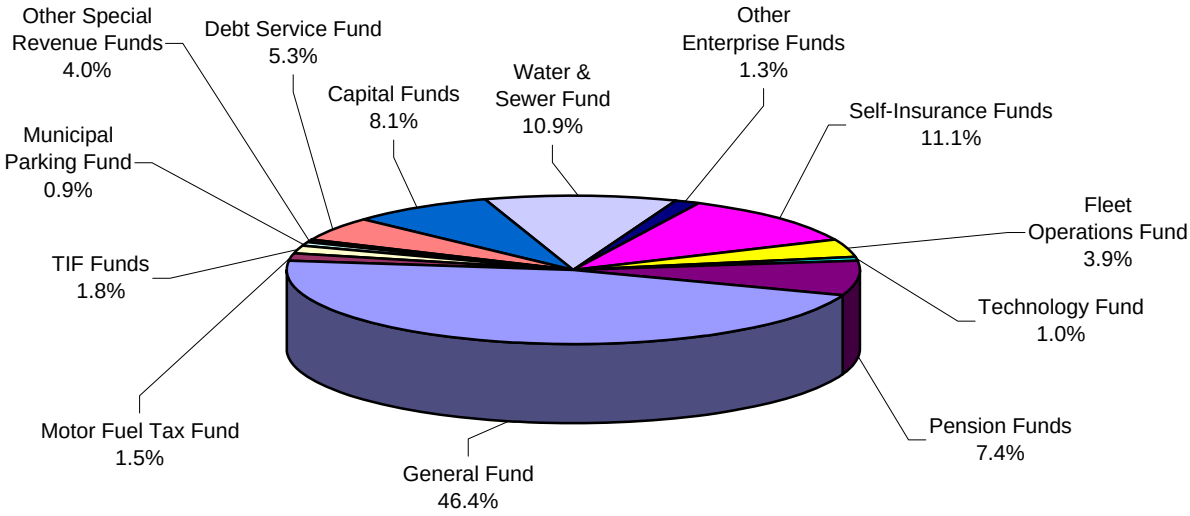
ALL FUNDS REVENUES

FY2013-2014 Budget



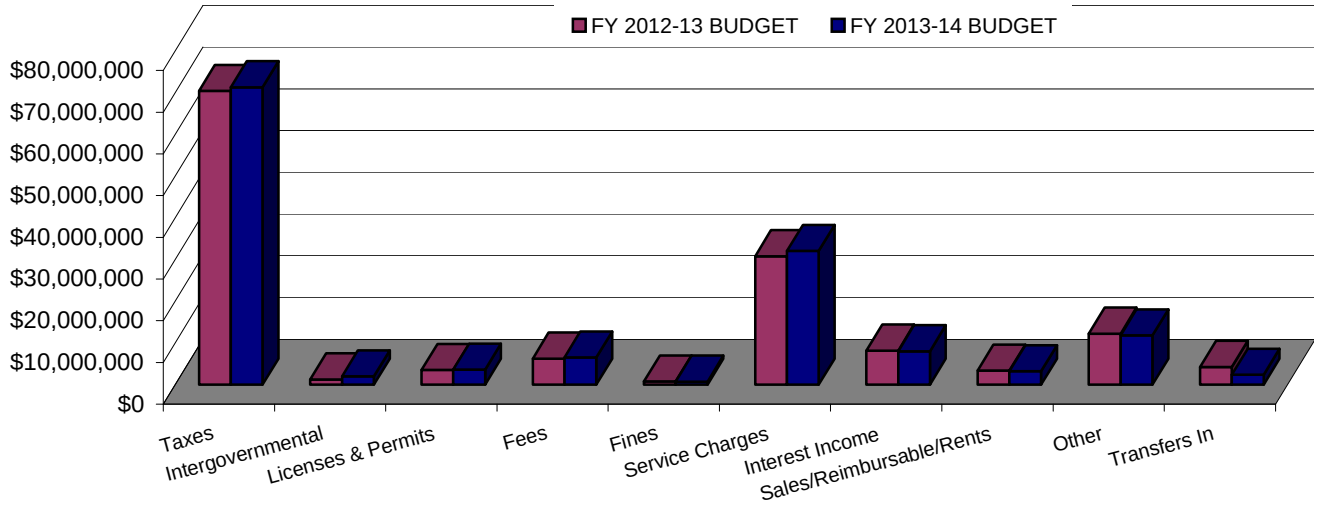
ALL FUNDS EXPENDITURES

FY2013-2014 Budget



WHERE THE MONEY COMES FROM

ALL FUNDS REVENUES
FY 2012-13 BUDGET vs. FY 2013-14 BUDGET

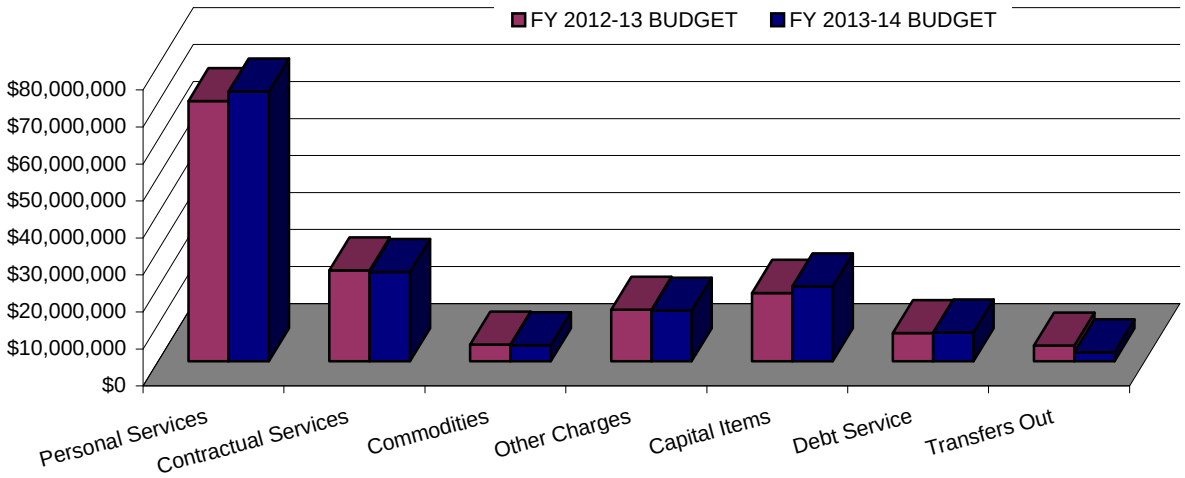


	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGET	**FY 2013-14 BUDGET**	% CHANGE
Taxes	66,051,659	70,408,718	70,436,924	**71,305,225**	1.2%
Intergovernmental	1,567,724	1,173,358	1,255,228	**1,997,230**	59.1%
Licenses & Permits	3,373,772	3,618,724	3,522,500	**3,590,500**	1.9%
Fees	6,219,424	6,514,779	6,234,600	**6,516,000**	4.5%
Fines	768,201	843,042	740,600	**725,200**	(2.1%)
Service Charges	28,144,647	28,335,927	30,803,200	**32,075,100**	4.1%
Interest Income	14,146,304	5,299,594	8,166,100	**8,011,800**	(1.9%)
Sales/Reimbursable/Rents	3,321,644	3,636,495	3,365,000	**3,202,300**	(4.8%)
Other	13,005,804	32,377,477	12,221,420	**11,778,280**	(3.6%)
	136,599,179	152,208,114	136,745,572	**139,201,635**	1.8%
Reserves	0	0	0	**125,000**	N/A
Transfers In	1,963,851	4,766,717	4,241,600	**2,377,888**	(43.9%)
Total Revenues	138,563,030	156,974,831	140,987,172	**141,704,523**	0.5%

NOTE: **Intergovernmental** revenues increased from the State grant for the Northwest Highway/Wilke Road traffic signal project. **Service Charges** increased primarily due to the 5% combined scheduled increase in water and sewer rates. **Reserves** reflects the planned use of Arts, Entertainment & Events Fund reserves for the repair and replacement of Village infrastructure at the Metropolis Theater. **Transfers In** decreased due to the $1.7 million transfer in to the Emerald Ash Borer (EAB) Fund from the General Fund in the prior year.

WHERE THE MONEY GOES

ALL FUNDS EXPENDITURES
FY 2012-13 BUDGET vs. FY 2013-14 BUDGET



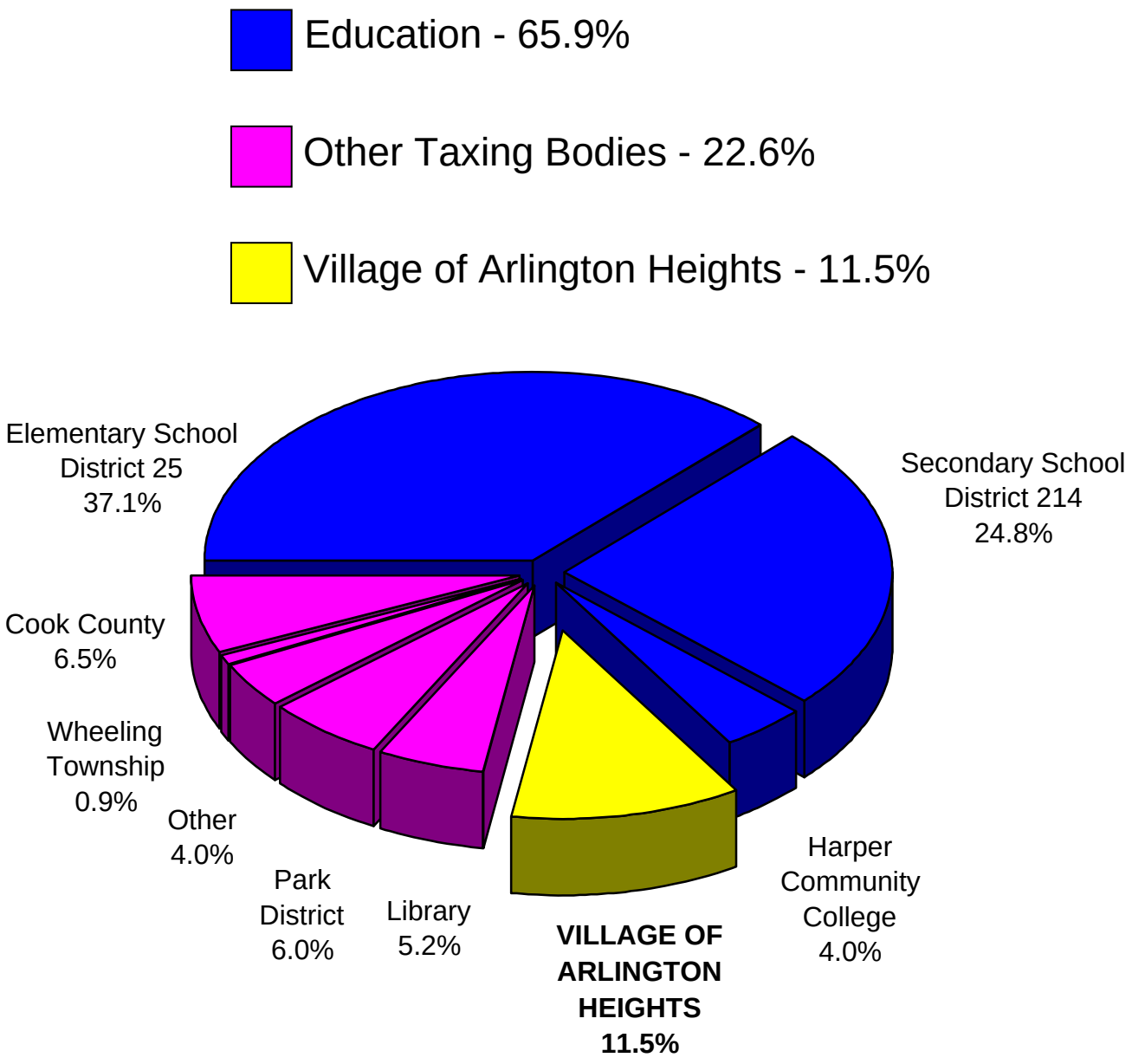
	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGET	**FY 2013-14 BUDGET**	% CHANGE
Personal Services	64,651,820	66,665,660	70,289,345	**72,891,300**	3.7%
Contractual Services	21,469,984	22,287,777	24,550,846	**24,153,300**	(1.6%)
Commodities	3,174,895	3,340,101	4,460,295	**4,278,800**	(4.1%)
Other Charges	9,119,586	10,175,942	13,881,897	**13,695,830**	(1.3%)
Capital Items	9,157,174	9,884,677	18,459,764	**20,237,200**	9.6%
Debt Service	10,999,362	28,370,051	7,574,500	**7,740,500**	2.2%
	118,572,821	140,724,208	139,216,647	**142,996,930**	2.7%
Transfers Out	1,963,851	4,766,717	4,241,600	**2,377,888**	(43.9%)
Total Expenditures	120,536,672	145,490,925	143,458,247	**145,374,818**	1.3%

NOTE: **Personal Services** increased due to pension, health insurance and wage adjustments. **Commodities** declined primarily from the reduction in rock salt required due to a below average snowfall. **Other Charges** were reduced due to the IMRF net pension obligation that was paid in the prior year. **Capital Items** increased due to ongoing expenditures associated with the Emerald Ash Tree removal and replacement program. **Transfers Out** decreased largely as a result of the $1.7 million transfer out from the General Fund to the Emerald Ash Borer (EAB) Fund in the prior year.

Village of Arlington Heights

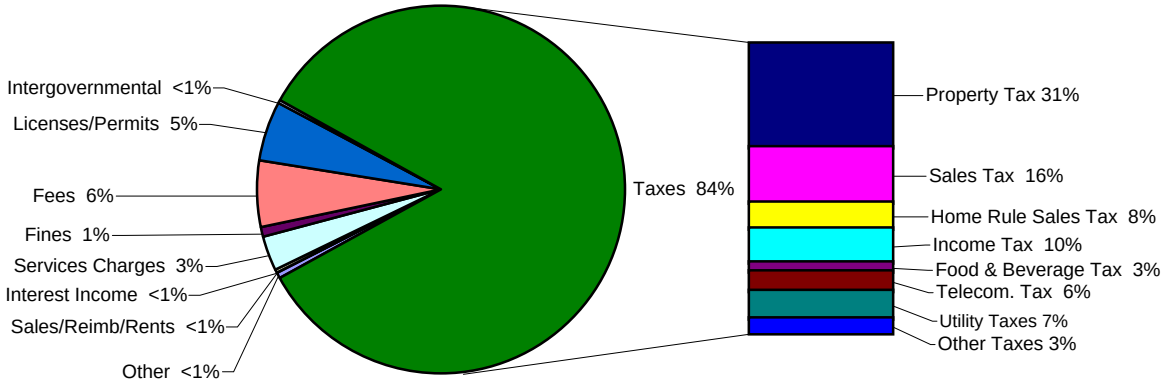
2011 PROPERTY TAX BILL

(Depicts the "most" common tax bill, assuming School District 25.
Depends on School District and Township boundaries.)



AS THE ABOVE PIE CHART ILLUSTRATES, THE VILLAGE OF ARLINGTON HEIGHTS CONSISTS OF 11.5% OF THE ENTIRE PROPERTY TAX BILL.

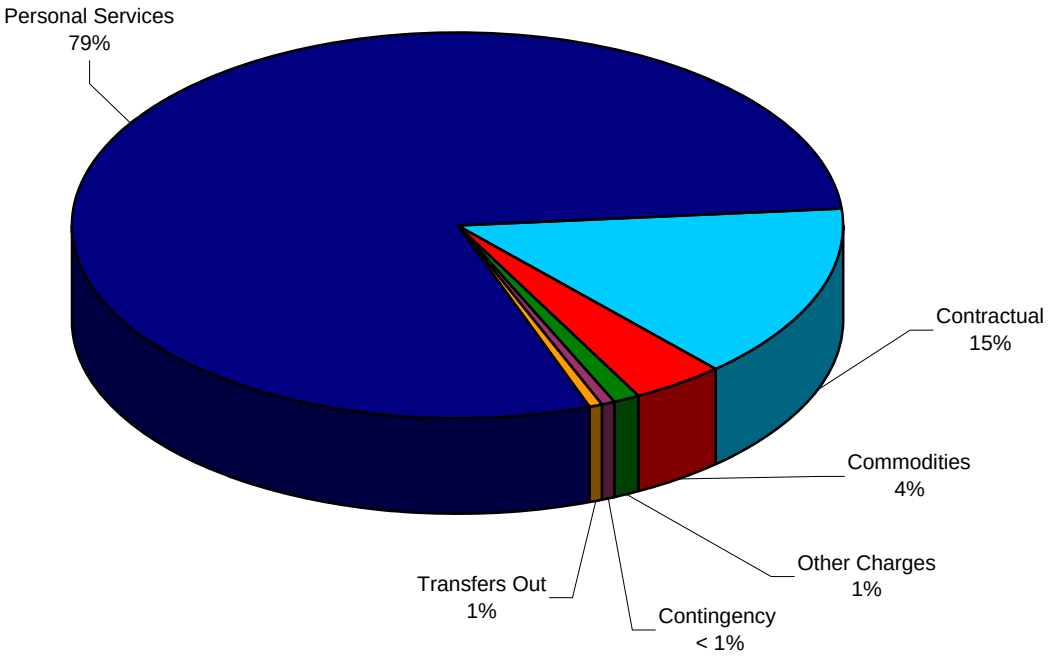
WHERE THE MONEY COMES FROM
GENERAL FUND REVENUES
2013-2014 Fiscal Year



	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGET	**FY 2013-14 BUDGET**	% CHANGE
Taxes	51,306,194	54,828,925	55,560,580	**56,706,700**	2.1%
Intergovernmental	382,698	261,065	177,800	**164,900**	(7.3%)
Licenses/Permits	3,373,772	3,618,724	3,522,500	**3,590,500**	1.9%
Fees	3,755,725	3,816,241	3,697,600	**3,943,100**	6.6%
Fines	694,029	725,654	640,600	**625,200**	(2.4%)
Service Charges	2,021,291	2,030,165	2,070,700	**2,079,800**	0.4%
Interest Income	120,768	87,784	130,000	**68,000**	(47.7%)
Sales/Reimb/Rents	406,325	431,381	420,200	**142,300**	(66.1%)
Other	282,646	363,779	290,920	**304,900**	4.8%
Transfers In	60,186	0	0	**0**	0.0%
Total Revenue	62,403,634	66,163,718	66,510,900	**67,625,400**	1.7%

NOTE: **Intergovernmental** revenues decreased due to a Police grant and a Senior Center grant that were received in the prior year and are not expected to be received in FY2014. **Fees** increased due to higher actual cable franchise fee revenues being received than were previously budgeted. This may be due to residents choosing higher cost cable services for their HDTV broadcasts. **Interest Income** has been reduced due to ongoing lower short-term interest rates. **Sales/Reimbursables** declined as funds paid by the Northwest Central Dispatch for debt service payments are now being paid directly to the Debt Service Fund.

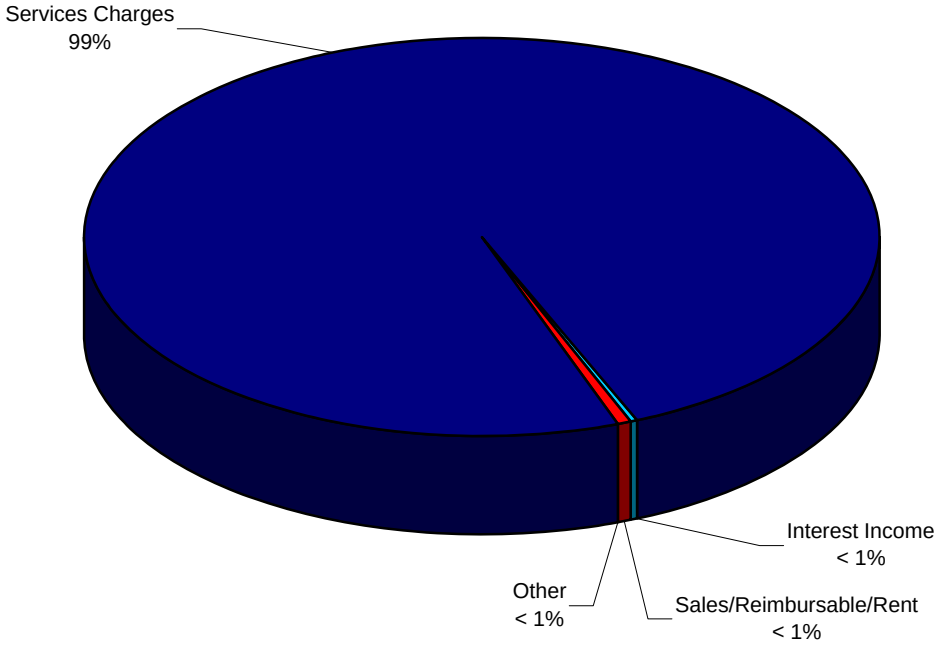
WHERE THE MONEY GOES
GENERAL FUND EXPENDITURES
2013-2014 FISCAL YEAR



	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGET	**FY 2013-14 BUDGET**	% CHANGE
Personal Services	48,269,157	49,522,320	51,733,000	**53,504,300**	3.4%
Contractual Services	8,519,534	8,571,746	9,589,747	**9,918,700**	3.4%
Commodities	2,034,310	2,057,910	2,934,295	**2,706,200**	(7.8%)
Other Charges	498,407	509,724	1,353,206	**781,900**	(42.2%)
Contingency	0	0	439,890	**300,000**	(31.8%)
Transfers Out	290,700	2,869,900	2,731,900	**360,000**	(86.8%)
Total Expenditures	59,612,108	63,531,600	68,782,038	**67,571,100**	(1.8%)

NOTE: **Personal Services** increased due to pension, health insurance, and wage adjustments. **Contractual Services** increased due in part to higher Northwest Central Dispatch charges. Police and Fire vehicle lease charges increased as a result of higher replacement costs. There is also an increase attributable to a budgeted TIF consultant. **Commodities** decreased from a reduction of rock salt required due to a below average snowfall. **Other Charges** declined due to the IMRF net pension obligation paid in the prior year. **Contingency** is budgeted each year but if used, is classified as an expenditure type. If not used it becomes part of available reserves. The FY2013 budget shows that there is still $448,645 remaining as a contingency as of the date of this writing. **Transfers Out** decreased due to $1.7 million transferred to the Emerald Ash Borer (EAB) Fund and $400,000 transferred to the Fleet Fund in the prior year.

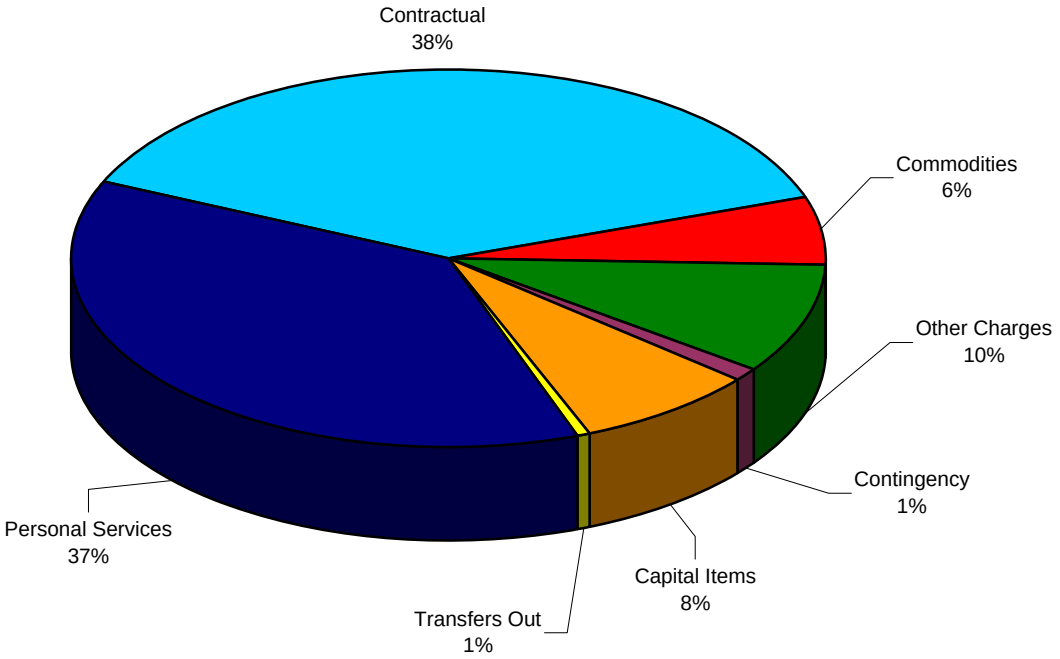
WHERE THE MONEY COMES FROM
WATER & SEWER FUND REVENUES
2013-2014 FISCAL YEAR



	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGET	**FY 2013-14 BUDGET**	% CHANGE
Services Charges	12,730,188	12,960,678	14,869,600	**15,292,100**	2.8%
Interest Income	39,606	17,137	30,000	**20,000**	(33.3%)
Sales/Reimbursable/Rent	89,959	116,255	82,000	**82,000**	0.0%
Other	(69,476)	514,510	15,000	**15,000**	0.0%
Total Revenues	12,790,277	13,608,580	14,996,600	**15,409,100**	2.8%

NOTE: **Service Charges** include sales for water and sewer service. Water consumption has been projected based on historical usage which has been trending somewhat lower. A combined water and sewer rate increase of 5% was also approved effective as of May 1, 2013. **Interest Income** has been reduced due to ongoing lower short-term interest rates.

WHERE THE MONEY GOES
WATER & SEWER FUND EXPENDITURES
2013-2014 FISCAL YEAR



	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGET	**FY 2013-14 BUDGET**	% CHANGE
Personal Services	5,256,961	5,262,789	5,687,200	**5,875,600**	3.3%
Contractual	5,448,774	5,488,870	5,930,084	**6,028,900**	1.7%
Commodities	566,338	665,643	899,279	**890,800**	(0.9%)
Other Charges	1,292,058	1,389,695	1,461,000	**1,502,900**	2.9%
Contingency	0	0	126,342	**182,900**	44.8%
Capital Items	1,088,592	1,154,822	1,746,155	**1,224,900**	(29.9%)
Transfers Out	0	0	80,000	**80,000**	0.0%
Total Expenditures	13,652,723	13,961,819	15,930,060	**15,786,000**	(0.9%)

NOTE: **Personal Services** increased due to pension, health insurance, and wage adjustments. **Contingency** increased from the prior year due to transferring $74,000 during FY2013 to a capital expense to cover additional costs associated with the Well #7 rehabilitation project. Contingency is budgeted each year but if used, is classified as an expenditure type. If not used it becomes part of available reserves. The FY2013 budget shows that there is still $126,342 remaining as a contingency as of the date of this writing. **Capital Items** decreased due to the prior year's costly Well #16 water tank painting project.

VILLAGE OF ARLINGTON HEIGHTS

EMPLOYEE CENSUS

Ten Year Analysis

DEPARTMENT		FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	
Manager's Office	Full-Time	5.00	5.00	5.50	5.50	6.50	6.50	6.00	6.00	6.00	6.00	
	Part-Time	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Human Resources	Full-Time	4.00	4.00	4.50	4.50	4.50	4.50	4.00	4.00	4.00	4.00	
	Part-Time	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Legal	Full-Time	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	3.00	3.00	3.00	3.00	4.00	4.00	3.00	3.00	3.00	3.00	
Finance	Full-Time	20.00	20.00	19.00	19.00	19.00	18.00	17.00	17.00	17.00	17.00	
	Part-Time	4.00	4.00	3.00	3.00	3.00	2.00	2.00	1.00	1.00	1.00	
IT/GIS	Full-Time	9.00	9.00	7.00	7.00	7.00	7.00	7.00	6.00	6.00	6.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Police	Full-Time	146.00	146.00	146.00	148.00	148.00	146.00	138.00	137.00	137.00	137.00	
	Part-Time	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Police Grant	Full-Time	3.00	3.00	3.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fire	Full-Time	105.00	106.00	105.00	114.00	114.00	113.00	110.00	109.00	109.00	109.00	
	Part-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3.00	3.00	3.00	
Planning & Comm Devlp	Full-Time	11.00	11.00	11.00	11.00	11.00	11.00	9.00	9.00	9.00	9.00	
	Part-Time	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	
Building Services	Full-Time	19.00	18.00	18.00	18.00	19.00	18.00	17.00	15.00	15.00	15.00	(1)
	Part-Time	0.00	0.00	0.00	1.00	1.00	1.00	1.00	3.00	3.00	3.00	
Health Services	Full-Time	11.00	11.00	11.00	11.00	11.00	11.00	10.00	9.00	9.00	9.00	(1)
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Youth Services	Full-Time	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	
	Part-Time	2.00	3.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	
Senior Services	Full-Time	4.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	2.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	5.00	
Engineering	Full-Time	13.00	13.00	13.00	13.00	13.00	12.00	10.00	10.00	10.00	10.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Public Works	Full-Time	49.00	49.00	49.00	49.00	50.00	49.00	44.00	42.00	42.00	42.00	
	Part-Time	1.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	(2)
Water Utility Operations	Full-Time	41.00	41.00	41.00	41.00	41.00	41.00	41.00	40.00	40.00	40.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	
Fleet Services	Full-Time	11.00	11.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	
	Part-Time	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
TOTAL	**Full-Time**	**455.00**	**453.00**	**449.00**	**458.00**	**460.00**	**452.00**	**426.00**	**417.00**	**417.00**	**417.00**	
	Part-Time	**18.00**	**23.00**	**20.00**	**21.00**	**23.00**	**21.00**	**17.00**	**20.00**	**20.00**	**20.00**	
TOTAL EMPLOYEES		**473.00**	**476.00**	**469.00**	**479.00**	**483.00**	**473.00**	**443.00**	**437.00**	**437.00**	**437.00**	
INCREASE (DECREASE)		**0.00**	**3.00**	**(7.00)**	**10.00**	**4.00**	**(10.00)**	**(30.00)**	**(6.00)**	**0.00**	**0.00**	
FULL-TIME EQUIVALENTS (FTE)		**463.50**	**464.00**	**458.50**	**468.25**	**471.75**	**462.75**	**434.50**	**427.00**	**427.25**	**427.25**	
INCREASE (DECREASE)		**(1.50)**	**0.50**	**(5.50)**	**9.75**	**3.50**	**(9.00)**	**(28.25)**	**(7.50)**	**0.25**	**0.00**	

(1) The full-time Director of Building & Health Services position is split 50/50 between Building Services and Health Services and is shown only in Building Services so as not to skew the total count.

(2) A part-time employee is shared between Public Works and Water Utility Operations and is shown only in Public Works so as not to skew the total count.

VILLAGE OF ARLINGTON HEIGHTS

EXPENDITURES AND STAFFING SUMMARY BY OPERATION FY2014

OPERATION	STAFFING			EXPENDITURES		
	Budget FY2013	Budget FY2014	Increase (Decrease)	Budget FY2013	Budget FY2014	Increase (Decrease)
Board of Trustees	0.00	0.00		$188,535	$182,000	($6,535)
Village Manager	6.00	6.00		939,017	961,600	22,583
Human Resources	4.00	4.00		13,410,700	14,618,700	1,208,000
Legal	2.75	2.75		729,600	770,800	41,200
Finance/T/GIS	23.50	23.50		5,001,263	5,080,600	79,337
Boards & Commissions	0.00	0.00		259,455	229,800	(29,655)
Metropolis Theater	0.00	0.00		197,300	317,000	119,700
Police/Police Grant	139.00	139.00		23,445,012	24,160,100	715,088
Fire	110.50	110.50		19,624,277	20,137,700	513,423
Planning & Community Development	9.00	9.00		3,591,055	2,943,100	(647,955)
Building & Health Services	29.00	29.00		4,074,971	4,251,100	176,129
Engineering	10.00	10.00		11,383,466	11,638,500	255,034
Public Works	42.25	42.25		14,491,178	15,511,400	1,020,222
Criminal Investigations	0.00	0.00		779,125	132,500	(646,625)
Fire Academy	0.00	0.00		161,695	0	(161,695)
Foreign Fire Insurance Tax	0.00	0.00		234,814	145,000	(89,814)
Comm Development Block Grant Program	0.00	0.00		89,585	154,230	64,645
Water Utility Operations	40.75	40.75		13,242,360	13,455,700	213,340
Parking Operations	0.00	0.00		640,690	618,500	(22,190)
Solid Waste Disposal	0.00	0.00		1,417,400	1,301,700	(115,700)
Municipal Fleet Services	10.50	10.50		2,049,400	2,200,900	151,500
Pensions	0.00	0.00		10,228,700	10,738,400	509,700
Capital Projects - Water/Sewer	0.00	0.00		1,429,158	975,000	(454,158)
Capital Projects - Equipment	0.00	0.00		2,300,848	3,555,800	1,254,952
Capital Projects - Public Buildings	0.00	0.00		18,966	0	(18,966)
Debt Service	0.00	0.00		7,574,500	7,740,500	166,000
Sub-Total	427.25	427.25	0.00	$137,503,070	$141,820,630	$4,317,560
Non-Operating & Transfers Out	N/A	N/A	N/A	5,955,177	3,554,188	(2,400,989)
TOTAL	**427.25**	**427.25**	**0.00**	**$143,458,247**	**$145,374,818**	**$1,916,571**

VILLAGE OF ARLINGTON HEIGHTS

INTERFUND TRANSFERS FY2013-2014

FUND	IN	OUT	PURPOSE
101 General (Corporate) Fund		360,000	Employee medical insurance (to Fund 605)
	$0	$360,000	
215 CDBG Fund		150,000	2003B debt service for Senior Center (to Fund 301)
	$0	$150,000	
251 TIF I Fund		8,500	Property tax refunds (to Fund 255)
	$0	$8,500	
255 TIF II Fund	8,500	0	Property tax refunds (from Fund 251)
	$8,500	$0	
261 TIF III Fund		263,400	2003A debt service (to Fund 301)
	$0	$263,400	
264 TIF V Fund		391,788	2005 debt service (to Fund 301)
	$0	$391,788	
301 Debt Service Fund	150,000		Aabatement of taxes for 2003B (from Fund 215)
	263,400		Abatement of taxes for 2003A (from Fund 261)
	391,788		Abatement of taxes for 2005 (from Fund 264)
	$805,188	$0	
505 Water & Sewer Fund		80,000	Employee medical insurance (to Fund 605)
	$0	$80,000	
605 Health Insurance Fund	360,000		Employee medical insurance (from Fund 101)
	80,000		Employee medical insurance (from Fund 505)
		1,124,200	Retiree medical insurance (to Fund 606)
	$440,000	$1,124,200	
606 Retiree Health Ins Fund	1,124,200		Retiree medical insurance (from Fund 605)
	$1,124,200	$0	
TOTAL	**$2,377,888**	**$2,377,888**	

CIP / Debt Service

VILLAGE OF ARLINGTON HEIGHTS

CAPITAL IMPROVEMENT PROGRAM SUMMARY

The Village of Arlington Heights prepares annually a Capital Improvement Program (CIP) for the five-year period beginning with the next fiscal year. The CIP is a planning document which is reviewed by the Village Board and is prepared by the Village Manager and Finance Director with the assistance of all Department Heads. Included are capital expenditures projected to cost in excess of $10,000 and have an expected lifetime of one or more years. The CIP is subject to further review and approval by the Village Board during the final budget process, based on available resources and expenditure requirements of the operations budget. What follows is a summary of all CIP expenditures and projects included in the budget for FY 2013-14.

CAPITAL SPENDING

Building & Land	$ 838,500
Equipment	1,186,800
Sewer	1,790,000
Signals	613,800
Streets	10,529,300
Vehicles	3,555,800
Water	675,000
TOTAL	**$ 19,189,200**

CAPITAL FUNDING

Capital Projects Fund	$ 6,534,100
Water & Sewer Fund	1,224,900
Motor Fuel Tax Fund	1,909,700
Municipal Parking Operations Fund	112,500
TIF IV	600,000
Flood Control V Fund	890,000
Public Building Fund	270,000
Emerald Ash Borer (EAB) Fund	2,296,300
Arts, Entertainment & Events (A&E) Fund	157,000
Fleet Operations Fund	3,330,800
Technology Fund	231,800
State/Federal/County & Grant Funds	1,632,100
TOTAL	**$ 19,189,200**

CAPITAL IMPROVEMENT PROGRAM (CIP)
FIVE YEAR SPENDING AND FUNDING SUMMARY

CAPITAL SPENDING	FUND	PROJ #	EST ACT 2012-13	BUDGET 2012-13	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18
Building &Land									
Overhead Door Replacement	Cap Proj	BL-90-04	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
Public Works Annex Improvements	Cap Proj	BL-93-02	10,000	16,818	**10,000**	10,000	10,000	10,000	10,000
Public Works Annex Improvements	Water	BL-93-02	23,800	23,795	**20,000**	20,000	20,000	20,000	20,000
Building Equipment Replacement	Cap Proj	BL-95-04	30,000	30,000	**30,000**	30,000	30,000	30,000	30,000
Municipal Buildings Refurbishing	Cap Proj	BL-95-05	30,000	30,000	**32,000**	32,000	32,000	32,000	32,000
Roof Maintenance Program	Cap Proj	BL-95-06	259,100	259,070	**46,500**	179,000	29,500	91,000	10,000
Roof Maintenance Program	Water	BL-95-06	0	0	**0**	0	0	0	0
Heating Plant/Air Conditioner Replacement	Cap Proj	BL-96-01	30,000	30,000	**30,000**	30,000	30,000	30,000	30,000
Ongoing Maintenance to Brick Exterior	Parking	BL-96-03	5,000	5,000	**5,000**	5,000	5,000	5,000	5,000
Ongoing Maintenance to Brick Exteriors	Cap Proj	BL-96-03	20,000	20,000	**20,000**	20,000	20,000	20,000	20,000
Historical Society Museum - Building Repairs	Cap Proj	BL-96-04	72,800	59,390	**25,000**	25,000	25,000	25,000	25,000
Parking Structure Maintenance/Repairs	Parking	BL-00-06	5,000	5,000	**5,000**	75,000	75,000	5,000	5,000
Police Station (Space Needs Study)	Pub Bld	BL-08-04	19,000	18,966	**0**	0	0	0	0
Police Building Maintenance	Cap Proj	BL-10-04	0	0	**0**	0	0	0	0
Police Building Maintenance	Pub Bld	BL-10-04	25,000	619,090	**100,000**	0	0	0	0
Solar Bike Shelter	Cap Proj	BL-10-15	0	0	**0**	0	0	0	0
Paint North Garage	Parking	BL-12-02	0	0	**0**	0	0	0	0
Garage U (Underground) Signage	Parking	BL-12-03	0	0	**0**	0	0	0	0
Fire Department Training Tower Renovation	Cap Proj	BL-13-10	0	0	**150,000**	0	0	0	0
Phone System Upgrade	Pub Bld	BL-13-15	50,000	105,000	**170,000**	0	0	0	0
Security Cameras in Parking Garages	Parking	BL-14-01	0	0	**30,000**	30,000	30,000	0	0
Paint Municipal Complex Garage (M)	Parking	BL-14-02	0	0	**12,500**	0	0	0	0
Paint Municipal Complex Garage (M)	Cap Proj	BL-14-02	0	0	**37,500**	0	0	0	0
Parking Structure Evaluation	Parking	BL-14-10	0	0	**50,000**	0	0	0	0
Metropolis Theater 2nd Floor Refurbishment	A&E	BL-14-15	0	0	**55,000**	0	0	0	0
Police Facility	Pub Bld	BL-16-01	0	0	**0**	1,000,000	1,000,000	12,000,000	15,000,000
Sub-Total Building & Land			**589,700**	**1,232,129**	**838,500**	**1,466,000**	**1,316,500**	**12,278,000**	**15,197,000**
Equipment									
2-Way Mobile Radio Replacement	Water	EQ-09-02	48,000	48,000	**0**	0	0	0	0
Operational Equipment - Public Works	Cap Proj	EQ-94-01	154,700	154,673	**179,300**	74,000	79,800	136,800	22,000
Operational Equipment - Public Works	EAB	EQ-94-01	43,000	45,000	**7,000**	0	0	0	0
Operational Equipment - Public Works	Water	EQ-94-01	220,200	220,202	**204,900**	181,000	224,000	209,700	219,000
Operational Equipment - Police Department	Cap Proj	EQ-95-01	6,900	6,914	**86,700**	64,200	41,700	46,800	47,500
Operational Equipment - Fire Department	Cap Proj	EQ-95-02	87,000	96,000	**126,000**	98,000	97,000	116,000	128,000
Office Equipment	Cap Proj	EQ-95-03	22,871	24,006	**38,600**	25,000	25,000	25,000	25,000
Office Equipment	Water	EQ-95-03	15,000	15,000	**15,000**	15,000	15,000	15,000	15,000
Operational Equipment - Municipal Fleet Services	Cap Proj	EQ-97-01	35,800	35,800	**55,500**	21,000	31,000	31,000	0
IT Equipment Replacement	IT	EQ-97-08	210,000	238,863	**231,800**	236,800	241,800	241,800	241,800
Emergency Generator Upgrade	Water	EQ-99-02	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
Operational Equipment - Information Technology	Cap Proj	EQ-01-03	65,000	85,000	**95,000**	80,000	150,000	135,000	80,000
Operational Equipment - Engineering Department	Cap Proj	EQ-01-04	5,000	5,000	**5,000**	5,000	15,000	0	0
Equipment Replacement - Metropolis	A&E	EQ-06-03	40,300	40,300	**32,000**	33,000	34,000	35,000	36,000
Patrol Vehicle Equipment Replacement Program	Cap Proj	EQ-08-03	0	0	**20,000**	35,000	35,000	40,000	60,000
Operational Equipment - Municipal Parking Fund	Parking	EQ-09-01	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
2-Way Mobile Radio Replacement - Public Works	Cap Proj	EQ-09-05	180,000	180,000	**0**	0	0	0	0
Fluid Delivery System	Cap Proj	EQ-10-01	0	0	**0**	0	0	0	0
Radio System Replacement - Police & Fire	Cap Proj	EQ-13-01	347,500	348,000	**0**	0	0	0	0
Metropolis Theater Ticketing/IT Replacement	A&E	EQ-14-10	0	0	**40,000**	0	0	0	0
Metropolis Theater Sound System Upgrade	A&E	EQ-14-05	0	0	**30,000**	0	0	0	0
Sub-Total Equipment			**1,501,271**	**1,562,758**	**1,186,800**	**888,000**	**1,009,300**	**1,052,100**	**894,300**
Sewers									
Sewer Rehab/Replacement Program	Water	SW-90-01	250,000	250,000	**300,000**	300,000	300,000	300,000	300,000
Weller Creek Flood Control South Branch	FLDV	SW-91-03	0	0	**0**	0	0	0	0
Grove Street Sanitary Sewer	FLDV	SW-97-01	250,000	250,000	**50,000**	0	0	0	0
Federal Stormwater Regulation Measures	Water	SW-05-04	0	0	**0**	0	0	0	0
Regent Park Sanitary Relief Sewer	Water	SW-11-01	0	0	**0**	0	0	0	0
Neighborhood Drainage Improvements	FLDV	SW-11-02	200,000	200,000	**200,000**	200,000	200,000	136,578	0
Cypress Detention Basin/Lift Station	FLDV	SW-11-05	0	80,000	**80,000**	0	0	0	0
Council Trail Sewer & Street Improvements	TIF IV	SW-13-01	0	0	**600,000**	0	0	0	0
Flood Study	FLDV	SW-13-02	150,000	150,000	**400,000**	0	0	0	0
Utility Modeling	FLDV	SW-13-03	200,000	200,000	**160,000**	0	0	0	0
Sub-Total Sewers			**1,050,000**	**1,130,000**	**1,790,000**	**500,000**	**500,000**	**436,578**	**300,000**

CAPITAL IMPROVEMENT PROGRAM (CIP)
FIVE YEAR SPENDING AND FUNDING SUMMARY

CAPITAL SPENDING (continued)	Fund	PROJ #	EST ACT 2012-13	BUDGET 2012-13	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18
Signals									
Traffic Signal Maintenance	MFT	SG-03-02	111,500	113,800	**113,800**	116,100	118,400	120,800	123,200
Traffic Signal Imprv at Northwest Hwy/Wilke	Cap Proj	SG-08-02	200,000	661,620	**500,000**	0	0	0	0
Sub-Total Signals			**311,500**	**775,420**	**613,800**	**116,100**	**118,400**	**120,800**	**123,200**
Streets									
Street Resurfacing Program	Cap Proj	ST-90-08	3,745,500	3,745,519	**3,400,000**	3,500,000	3,600,000	3,700,000	3,800,000
Street Rehabilitation Program	MFT	ST-90-09	1,845,000	2,359,668	**2,045,000**	0	2,045,000	2,045,000	2,045,000
Sidewalk & Curb Replacement	Cap Proj	ST-90-11	315,000	315,000	**325,000**	335,000	345,000	355,000	365,000
Pavement Crack Sealing Program	MFT	ST-92-01	107,800	107,801	**85,000**	85,000	85,000	85,000	85,000
Green Corridor Beautification	TIF IV	ST-99-03	0	0	**0**	0	95,000	0	0
Green Corridor Beautification	Cap Proj	ST-99-03	17,700	17,711	**0**	0	0	0	0
Street Light Cable Replacement	Cap Proj	ST-00-01	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
HPS Street Light Conversion	Cap Proj	ST-00-03	4,700	4,688	**0**	0	0	0	0
Gateway Signs & Beautification	Cap Proj	ST-01-01	10,200	10,200	**0**	0	0	0	0
UPRR Pedestrian Underpass-Kensington/NW Hwy	Cap Proj	ST-04-03	0	0	**0**	0	0	0	0
Paver Brick Maintenance	Cap Proj	ST-05-01	68,400	60,019	**25,000**	25,000	25,000	25,000	25,000
Northwest Hwy/Davis Street/Arthur Avenue	Cap Proj	ST-05-03	625,000	1,327,482	**2,300,000**	0	0	0	0
Parking Lot Resurfacing	Parking	ST-09-01	40,000	40,000	**0**	0	0	0	0
Parking Lot Resurfacing	Cap Proj	ST-09-01	75,000	75,000	**20,000**	0	0	0	0
McDonald Creek Bike Trail Repair	Cap Proj	ST-09-03	50,000	50,000	**0**	0	0	0	0
Douglas Avenue Multi-Use Path	Cap Proj	ST-09-04	22,400	22,354	**0**	0	0	0	0
Algonquin Road Street Lighting	MFT	ST-09-12	210,000	210,000	**0**	0	0	0	0
Commuter Drive Reconstruction	Cap Proj	ST-11-05	220,000	162,000	**0**	0	0	0	0
Davis/Sigwalt Streets Fencing/Landscape Upgrade	Cap Proj	ST-12-01	10,500	8,296	**0**	0	0	0	0
Parkway Ash Tree Removal/Replacement Prog	EAB	ST-13-20	672,400	670,400	**2,289,300**	2,973,300	1,475,700	1,484,600	779,400
Downtown Street Furniture	Cap Proj	ST-14-01	0	0	**10,000**	10,000	10,000	10,000	10,000
Dundee Rd/Kennicott Ave Pedestrian Actuation	Cap Proj	ST-14-05	0	0	**20,000**	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central at Arthur	Cap Proj	ST-14-10	0	0	**0**	10,000	0	0	0
Nichols Road Reconstruction	MFT	ST-15-05	0	0	**0**	450,000	0	0	0
Walnut Avenue Reconstruction	MFT	ST-15-10	0	0	**0**	250,000	0	0	0
Arl Hts Rd - Sigwalt St/Miner St Interconnection	Cap Proj	ST-16-05	0	0	**0**	15,000	0	0	0
Euclid Ave - Arl Hts Rd/Dunton St Interconnection	Cap Proj	ST-16-10	0	0	**0**	0	42,500	0	0
Sub-Total Streets			**8,049,600**	**9,196,138**	**10,529,300**	**7,663,300**	**7,733,200**	**7,714,600**	**7,119,400**
Vehicles									
Vehicle and Special Equipment Repl - PW	Fleet	VH-95-01	706,000	745,490	**1,366,000**	1,463,100	561,000	256,000	233,000
Vehicle and Special Equipment Repl - W&S	Fleet	VH-95-02	514,400	739,616	**321,000**	509,500	568,000	430,000	533,000
Vehicle Replacement - Police Department	Fleet	VH-95-03	75,600	106,000	**201,800**	304,000	255,600	251,000	165,000
Vehicle Replacement - Fire Department	Fleet	VH-95-04	425,500	488,742	**1,575,000**	562,500	615,500	660,000	170,000
Vehicle Replacement - Municipal Fleet Services	Fleet	VH-95-06	0	26,000	**26,000**	41,000	0	0	0
Vehicle Replacement - Municipal Parking Operations	Fleet	VH-95-08	22,000	22,000	**16,000**	23,000	83,000	0	0
Vehicle Replacement - Building & Health Services	Fleet	VH-95-10	81,000	81,000	**0**	86,000	129,000	0	0
Vehicle Replacement - Engineering Department	Fleet	VH-95-11	46,000	46,000	**50,000**	50,000	50,000	0	20,000
Vehicle Replacement - Planning Department	Fleet	VH-95-12	17,500	23,000	**0**	25,000	0	0	0
Vehicle Replacement - Village Manager's Office	Fleet	VH-95-13	17,900	23,000	**0**	0	0	0	0
Vehicle Replacement - IT/GIS Department	Fleet	VH-95-15	0	0	**0**	0	23,000	0	0
Sub-Total Vehicles			**1,905,900**	**2,300,848**	**3,555,800**	**3,064,100**	**2,285,100**	**1,597,000**	**1,121,000**
Water									
Automatic Meter Reading System	Water	WA-03-02	0	0	**0**	100,000	200,000	200,000	100,000
Water Tank Repainting	Water	WA-11-01	498,600	498,600	**0**	200,000	200,000	200,000	200,000
Deep Well Rehabilitation	Water	WA-11-02	255,600	255,553	**275,000**	0	0	0	250,000
Pump Station 17 NWWC Bypass	Water	WA-13-05	75,000	75,000	**0**	0	0	0	0
Watermain Replacement Program	Water	WA-90-01	350,000	350,000	**400,000**	400,000	400,000	400,000	400,000
Sub-Total Water			**1,179,200**	**1,179,153**	**675,000**	**700,000**	**800,000**	**800,000**	**950,000**
Total Capital Spending			**14,587,171**	**17,376,446**	**19,189,200**	**14,397,500**	**13,762,500**	**23,999,078**	**25,704,900**

CAPITAL IMPROVEMENT PROGRAM (CIP)
FIVE YEAR SPENDING AND FUNDING SUMMARY

CAPITAL FUNDING BY FUND	EST ACT 2012-13	BUDGET 2012-13	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18
Capital Projects Fund	6,741,071	7,860,560	**7,607,100**	4,643,200	4,693,500	4,878,600	4,739,500
Water & Sewer Fund	1,746,200	1,746,150	**1,224,900**	1,226,000	1,369,000	1,354,700	1,514,000
Motor Fuel Tax Fund	2,274,300	2,791,269	**2,243,800**	901,100	2,248,400	2,250,800	2,253,200
Municipal Parking Operations Fund	60,000	60,000	**112,500**	120,000	120,000	20,000	20,000
TIF IV Fund	0	0	**600,000**	0	95,000	0	0
Flood Control V Fund	800,000	880,000	**890,000**	200,000	200,000	136,578	0
Public Buildings Fund	94,000	743,056	**270,000**	1,000,000	1,000,000	12,000,000	15,000,000
Emerald Ash Borer (EAB) Fund	715,400	715,400	**2,296,300**	2,973,300	1,475,700	1,484,600	779,400
Arts, Entertainment & Events Fund	40,300	40,300	**157,000**	33,000	34,000	35,000	36,000
Fleet Operations Fund	1,905,900	2,300,848	**3,555,800**	3,064,100	2,285,100	1,597,000	1,121,000
Technology Fund	210,000	238,863	**231,800**	236,800	241,800	241,800	241,800
Total Capital Funding	**14,587,171**	**17,376,446**	**19,189,200**	**14,397,500**	**13,762,500**	**23,999,078**	**25,704,900**

CAPITAL FUNDING BY REVENUE SOURCE	EST ACT 2012-13	BUDGET 2012-13	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18
Charges to Operations	1,715,900	2,139,711	**3,142,200**	3,300,900	2,526,900	1,838,800	1,362,800
Motor Fuel Tax Allotment	1,809,900	1,784,000	**1,809,900**	567,000	1,809,900	1,809,900	1,809,900
Taxes							
Food & Beverage Tax	40,300	40,300	**32,000**	33,000	34,000	35,000	36,000
Property Tax	2,593,100	2,625,000	**2,700,000**	2,800,000	2,900,000	3,000,000	3,100,000
Property Tax Increment	0	0	**533,000**	0	95,000	0	0
Sales Tax Home Rule	1,710,000	1,710,000	**1,727,100**	1,761,600	1,793,500	1,868,800	1,639,500
Water Sales	1,746,200	1,746,150	**1,224,900**	1,226,000	1,369,000	1,354,700	1,514,000
Bond Proceeds	0	0	**0**	2,973,300	2,445,700	13,474,600	15,774,400
Other (including interest income)	147,556	147,100	**466,100**	156,500	152,500	41,300	25,500
Grants/State/Federal/County/Private	814,100	734,100	**1,522,100**	334,100	0	0	0
Operating Transfer In from General Fund	1,115,400	1,115,400	**2,296,300**	0	0	0	0
Cash on Hand	2,894,715	5,334,685	**3,735,600**	1,245,100	636,000	575,978	442,800
Total Capital Funding	**14,587,171**	**17,376,446**	**19,189,200**	**14,397,500**	**13,762,500**	**23,999,078**	**25,704,900**

CAPITAL IMPROVEMENT PROGRAM (CIP)
IMPACT ON FY2013-14 OPERATING BUDGET

Most of the capital improvement projects listed in the Village's CIP ***Five Year Spending and Funding Summary*** will not cause an increase or a decrease in operating expenses. There are two projects, however, that will affect operating expenses. These projects include the following:

BUILDING & LAND

Project Name: Security Cameras in Parking Garages (BL-14-01)

Description: Installation of a video surveillance camera system on all floors, stairwells and elevators of the Vail Avenue Garage, North Garage and Evergreen Underground Garage over the next three years.

FY2013-14 Budget: $30,000 (Total Project Cost: $90,000)

Operating Budget Impact: When completed these three new systems will require some additional annual maintenance costs.

STREETS

Project Name: Davis/Sigwalt Streets Fencing/Landscape Upgrade

Description: Installation of security fencing from the pedestrian underpass to the Arthur Avenue rail crossing. This project is subject to the receipt of a State grant for 80% of the cost.

FY2013-14 Budget: $141,000 (Total Project Cost: $141,000)

Operating Budget Impact: If completed, this new fencing would require some additional maintenance and upkeep costs.

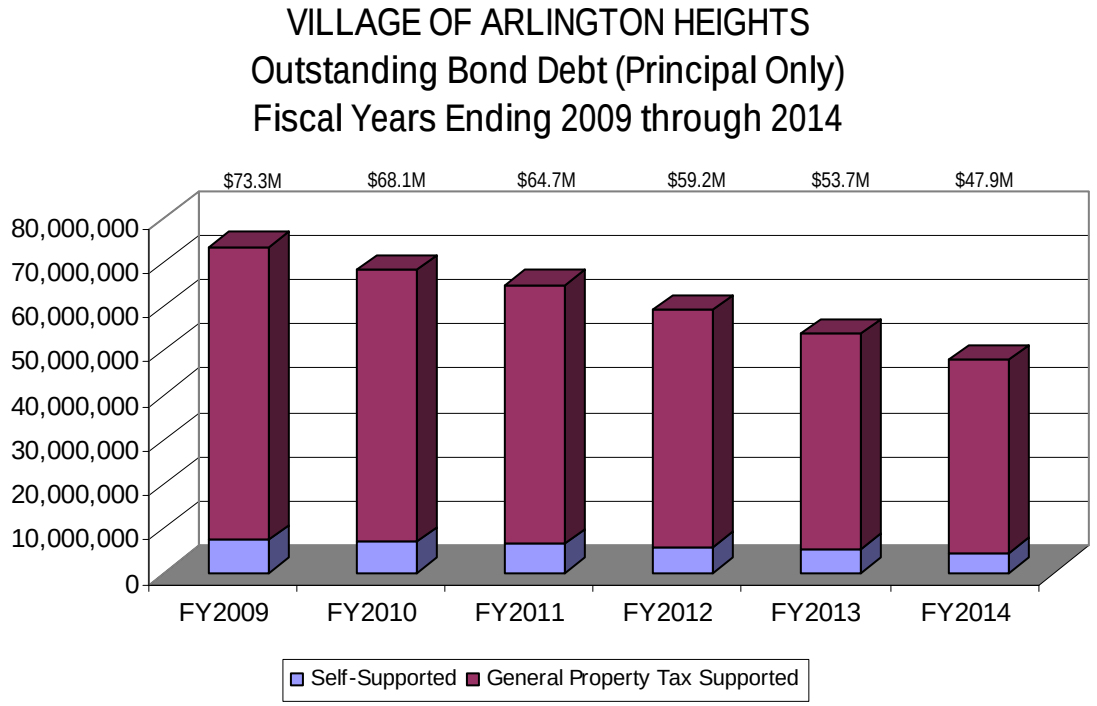
DEBT SUMMARY

OVERVIEW AND DEBT FINANCING PRINCIPLES

The Village of Arlington Heights has historically taken a conservative approach to debt financing. The goal of the Village's debt policy is to maintain the ability to provide high quality essential village services in a cost-effective manner. Policy makers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The Village has used the following guidelines before financing projects with long-term debt:

- Staff conservatively projects the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

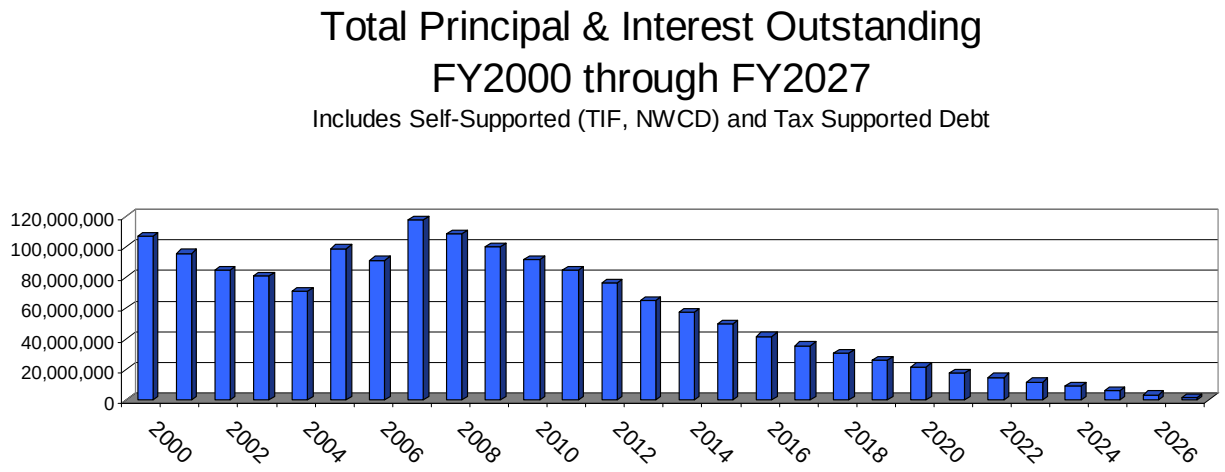
Through the application of these guidelines, the Village Board tests any demand on debt financing. Furthermore, the Village uses debt only to provide financing for essential and necessary capital projects. The chart below shows a brief history of the Village's outstanding bond debt.



Note: In FY2007 the 2006 Capital Projects G. O. Bonds were issued for the construction of public buildings.

DEBT SUMMARY

The Village will be paying down its debt aggressively over the next few years as is show below:



LEGAL DEBT MARGIN

The Village is a home rule municipality.

> Article VII, Section 6(k) of the 1970 Illinois Constitution governs computation of the legal debt margin.
>
> "The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property:..(2) if its population is more than 25,000 and less than 500,000 an aggregate of one percent: …Indebtedness which is outstanding on the effective day (July, 1971) of this Constitution or which is thereafter approved by referendum…shall not be included in the foregoing percentage amounts."

To date the General Assembly has set no limits for home rule municipalities.

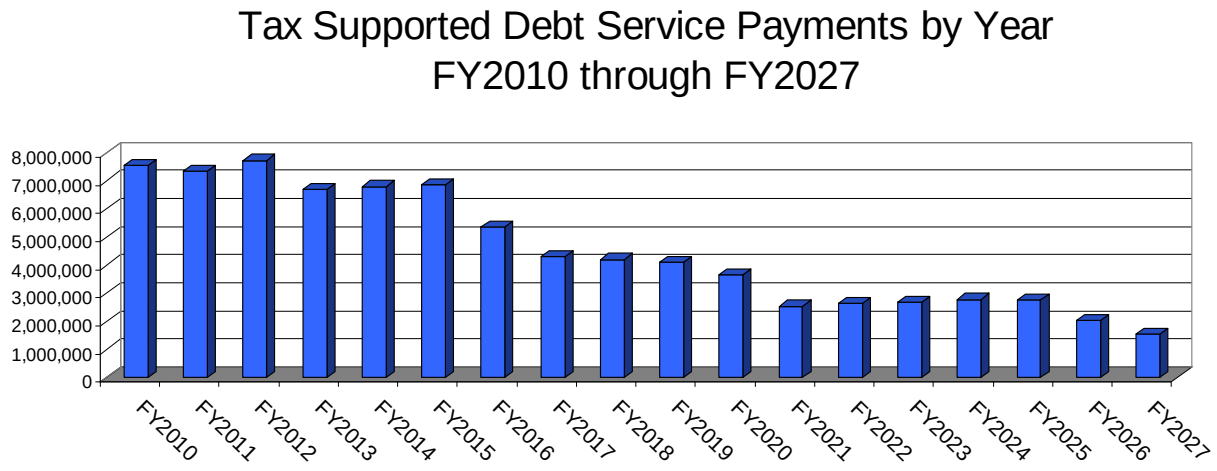
TYPES OF VILLAGE DEBT

The Village's general obligation bond rating is Aa1 from Moody's Investors Service. A general obligation bond has the full faith and credit of the Village pledged. The general obligation alternate revenue bonds, which are a pledge of a specific revenue source, (i.e. utility taxes, sales taxes, water revenues) and a tax levy, carry the same rating. However, all other types of debt instruments are of a lesser credit quality and therefore have higher relative interest rates. An approximate ranking is as follows:

General Obligation/General Obligation Alternate Revenue
Water and Sewer Revenue
Installment Contract
Special Service Area
Special Assessment

DEBT SUMMARY

The chart below will help us visualize and manage our annual tax supported debt service:



CONCLUSION

The Village issues new debt only after careful consideration of the benefits of the capital project being financed and a conservative analysis of the revenue sources required to pay off the debt. By following these practices and by monitoring the total debt burden, the Village has been able to maintain a high bond rating, which equates to lower interest costs. The Village's overall financial health is good, and by following sound financial and management policies, the Village's Board and staff will emphasize continued efforts toward maintaining and improving the Village's financial performance in the coming years.

The schedules on the following page provide summaries of outstanding bond issues and future debt service requirements.

VILLAGE OF ARLINGTON HEIGHTS

SUMMARY OF OUTSTANDING BOND ISSUES

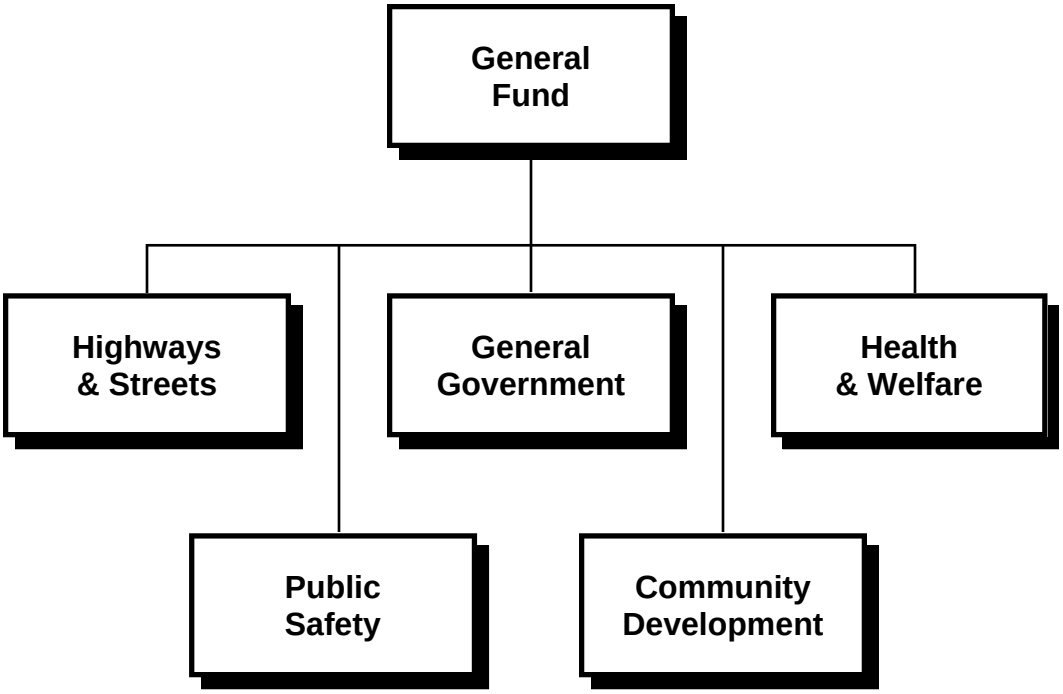
AS OF APRIL 30, 2013

ISSUE	PURPOSE	AMOUNT ISSUED	MATURITY DATE	PRINCIPAL OUTSTANDING
2003A G. O. Refunding Bonds	Advance Ref of 1997A Capital Proj Bonds (TIF III & Fire Station)	2,175,000	12/1/2016	960,000
2003B G. O. Refunding Bonds	Advance Refunding of 1997B Senior Center Bonds	3,330,000	12/1/2016	1,255,000
2004 G. O. Public Building Bonds	Acquisition, construction and equipping of the new Public Works Building and the new Fire Station #1	20,000,000	12/1/2026	100,000
2005 G. O. TIF V Bonds	TIF District Improvement	2,235,000	12/1/2015	1,175,000
2006 G. O. Public Building Bonds	Construction and equipping of the new Village Hall	20,000,000	12/1/2019	14,400,000
2006A G. O. Refunding Bonds	Refunding of 1997C and 1998A Bonds	16,515,000	12/1/2018	1,860,000
2009A G. O. Refunding Bonds	Refunding of 2001 (Refunding of 1993 Flood Control V Bonds)	8,380,000	12/1/2014	5,445,000
2009B G. O. Street Resurfacing Bonds	2010 Street Resurfacing Program	2,050,000	12/1/2014	945,000
2010 G. O. Refunding Bonds	Refunding of 2002A NW Central Dispatch Bonds	2,855,000	12/1/2022	2,430,000
2011 G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,925,000	12/1/2026	9,765,000
2012A G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,670,000	12/1/2022	9,560,000
TOTAL ALL BONDS				**47,895,000**

ANNUAL DEBT SERVICE REQUIREMENTS

(PRINCIPAL AND INTEREST)

ISSUE	FUNDING SOURCE	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET
2001 Refunding of 1993 Flood Control V	Property Tax	1,187,962	0	0	0	**0**
2003B Refunding of 1997B Senior Center	Property Tax	377,356	378,806	378,850	387,794	**370,200**
2004 Public Buildings	Property Tax	1,036,975	1,033,725	797,350	108,000	**104,000**
2006 Public Buildings	Property Tax	1,648,000	1,712,000	1,672,000	2,032,000	**2,076,000**
2006A Refunding of 1997C & 1998A	Property Tax	3,115,800	2,994,400	2,883,600	1,728,000	**349,400**
2009A Refunding of 2001	Property Tax	0	851,714	1,350,900	1,292,400	**2,739,600**
2009B Street Resurfacing	Property Tax	0	374,500	418,325	440,725	**462,525**
2011 Partial Refunding of 2004 Public Bldg	Property Tax	0	0	231,771	424,500	**423,700**
2012A Partial Refunding of 2004 Public Bldg	Property Tax	0	0	0	271,167	**276,200**
SUBTOTAL - PROPERTY TAX		7,366,093	7,345,145	7,732,796	6,684,585	**6,801,625**
2003A Refunding of 1997A TIF III	TIF Property Tax Increments	256,612	260,913	259,163	261,731	**263,400**
2005 TIF V	TIF Property Tax Increments	262,793	276,523	294,593	351,838	**391,787**
SUBTOTAL - TIF FUNDING		519,405	537,435	553,755	613,569	**655,187**
2002A NWCDS Building	Northwest Central Dispatch Rent	291,008	230,751	0	0	**0**
2010 Refunding of 2002A NWCDS Building	Northwest Central Dispatch Rent	0	33,448	269,863	271,863	**278,788**
SUBTOTAL - OPERATING REVENUE		291,008	264,199	269,863	271,863	**278,788**
TOTAL		8,176,506	8,146,779	8,556,414	7,570,017	**7,735,600**


General Fund
Highways & Streets
General Government
Health & Welfare
Public Safety
Community Development

GENERAL FUND 101

► Fund at a Glance

This is the major operating fund of the Village. It accounts for police, fire, public works and other administrative and support operations.

Restrictions:

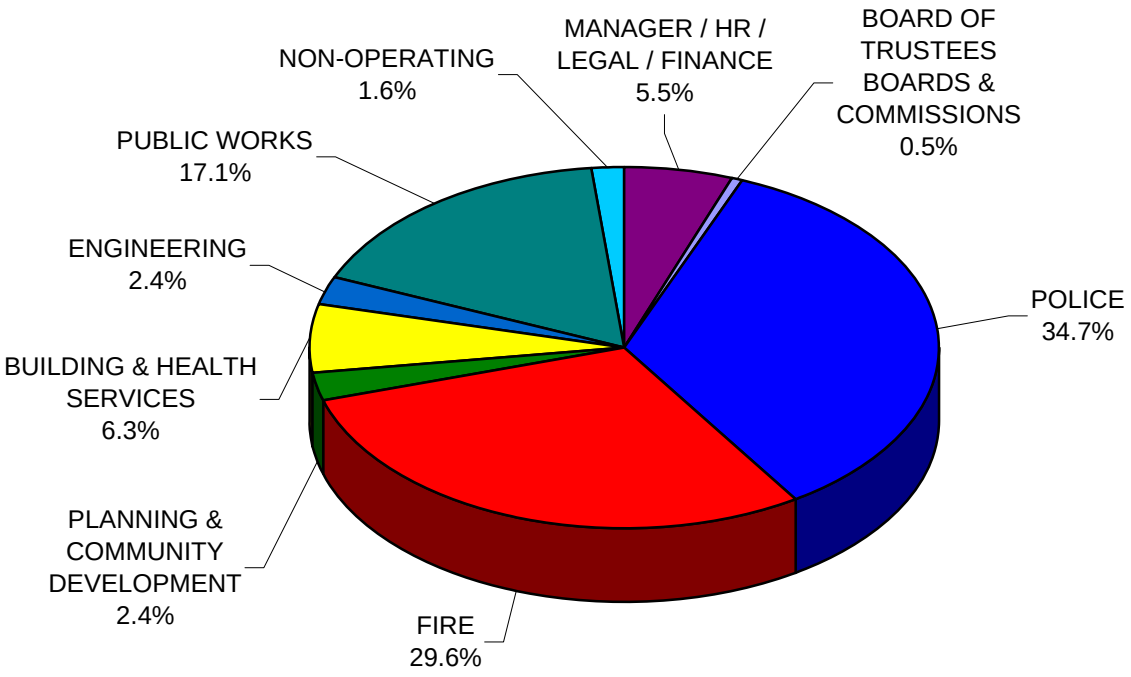
Except where either State or Federal law requires funds to be segregated into a separate fund, the General Fund becomes the major operating fund of the Village and includes everything that is not required to be accounted for in a separate fund in accordance with Generally Accepted Accounting Principles.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$51,306,194	$54,828,925	$55,860,580	$55,560,580	**$56,706,700**	$1,146,120	2.1%
Intergovernmental	382,698	261,065	209,300	177,800	**164,900**	(12,900)	(7.3%)
Licenses & Permits	3,373,772	3,618,724	4,109,600	3,522,500	**3,590,500**	68,000	1.9%
Fees	3,755,725	3,816,241	4,067,000	3,697,600	**3,943,100**	245,500	6.6%
Fines	694,029	725,654	670,100	640,600	**625,200**	(15,400)	(2.4%)
Service Charges	2,021,291	2,030,165	2,060,700	2,070,700	**2,079,800**	9,100	0.4%
Interest Income	120,768	87,784	65,000	130,000	**68,000**	(62,000)	(47.7%)
Sales/Reimbursable/Rents	406,325	431,381	409,900	420,200	**142,300**	(277,900)	(66.1%)
Other	282,646	363,779	294,400	290,920	**304,900**	13,980	4.8%
Total Revenues	$62,343,448	$66,163,718	$67,746,580	$66,510,900	**$67,625,400**	$1,114,500	1.7%
Interfund Transfers In	60,186	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$62,403,634**	**$66,163,718**	**$67,746,580**	**$66,510,900**	**$67,625,400**	**$1,114,500**	**1.7%**
Expenditures							
Personal Services	$48,269,157	$49,522,320	$51,054,000	$51,733,000	**$53,504,300**	$1,771,300	3.4%
Contractual Services	8,519,534	8,571,746	9,450,500	9,589,747	**9,918,700**	328,953	3.4%
Commodities	2,034,310	2,057,910	2,596,200	2,934,295	**2,706,200**	(228,095)	(7.8%)
Other Charges	498,407	509,724	1,515,300	1,793,096	**1,081,900**	(711,196)	(39.7%)
Total Expenditures	$59,321,408	$60,661,700	$64,616,000	$66,050,138	**$67,211,100**	$1,160,962	1.8%
Interfund Transfers Out	290,700	2,869,900	2,731,900	2,731,900	**360,000**	(2,371,900)	(86.8%)
Total Expenditures and Interfund Transfers Out	**$59,612,108**	**$63,531,600**	**$67,347,900**	**$68,782,038**	**$67,571,100**	**($1,210,938)**	**(1.8%)**
REVENUES OVER (UNDER) EXPENDITURES	**$2,791,526**	**$2,632,118**	**$398,680**	**($2,271,138)**	**$54,300**	**$2,325,438**	**(102.4%)**
BEGINNING FUND BALANCE	**17,619,963**	**20,411,489**	**23,043,607**	**23,043,607**	**23,442,287**	**398,680**	**1.7%**
ENDING FUND BALANCE	**$20,411,489**	**$23,043,607**	**$23,442,287**	**$20,772,469**	**$23,496,587**	**$2,724,118**	**13.1%**

GENERAL FUND EXPENDITURE SUMMARY 101

Dept No.	General Fund	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
0101	Board of Trustees	153,254	152,913	160,300	175,500	176,000	500	0.3%
0201	Village Manager	841,454	857,280	905,600	915,417	941,600	26,183	2.9%
0301	Human Resources	366,698	398,779	441,400	446,300	487,400	41,100	9.2%
0401	Legal	675,434	701,516	724,000	729,600	770,800	41,200	5.6%
0501	Finance	1,510,544	1,440,627	1,445,100	1,481,000	1,513,600	32,600	2.2%
1001	Boards & Commissions	150,424	128,875	156,200	167,600	175,400	7,800	4.7%
3001	Police/Police Grant	20,829,424	21,621,175	22,501,400	22,846,837	23,457,200	610,363	2.7%
3501	Fire	17,715,715	18,735,289	19,320,100	19,172,777	20,006,800	834,023	4.4%
4001	Planning	1,263,071	1,322,209	1,429,500	1,460,210	1,597,100	136,890	9.4%
4501	Building Services	2,082,181	1,931,522	2,055,900	2,074,200	2,161,200	87,000	4.2%
4502	Health Services	1,470,678	1,441,148	1,468,400	1,540,200	1,613,000	72,800	4.7%
4503	Senior Services	410,003	412,416	444,000	457,100	473,300	16,200	3.5%
5001	Engineering	1,470,457	1,480,465	1,505,300	1,606,223	1,613,500	7,277	0.5%
7101	Public Works	10,102,274	9,791,491	10,886,000	11,543,529	11,524,200	(19,329)	(0.2%)
9901	Non-Operating	570,497	3,115,895	3,904,700	4,165,545	1,060,000	(3,105,545)	(74.6%)
	TOTAL EXPENDITURES	59,612,108	63,531,600	67,347,900	68,782,038	**67,571,100**	(1,210,938)	(1.8%)
	TOTAL REVENUES	62,403,634	66,163,718	67,746,580	66,510,900	**67,625,400**	1,114,500	1.7%
	SURPLUS (DEFICIT)	2,791,526	2,632,118	398,680	(2,271,138)	**54,300**	2,325,438	(102.4%)
	BEGINNING FUND BALANCE	17,619,963	20,411,489	23,043,607	23,043,607	**23,442,287**	398,680	1.7%
	ENDING FUND BALANCE	20,411,489	23,043,607	23,442,287	20,772,469	**23,496,587**	2,724,118	13.1%



GENERAL FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0000-401.03-00	Real Estate Tax IMRF	1,724,505	1,348,653	1,412,000	1,412,000	**1,602,500**	190,500	13.5%
101-0000-401.04-00	Real Estate Tax FICA	1,223,990	1,156,330	1,120,000	1,120,000	**1,172,400**	52,400	4.7%
101-0000-401.05-00	Real Estate Tax	7,608,098	7,997,966	8,674,580	8,674,580	**8,889,900**	215,320	2.5%
101-0000-401.10-00	R/E Tax Police Pension	3,379,572	4,038,031	4,288,000	4,288,000	**4,330,900**	42,900	1.0%
101-0000-401.11-00	R/E Tax Fire Pension	3,912,789	4,470,608	4,588,000	4,588,000	**4,701,000**	113,000	2.5%
	Real Estate Taxes	**17,848,954**	**19,011,588**	**20,082,580**	**20,082,580**	**20,696,700**	**614,120**	**3.1%**
101-0000-402.10-00	Hotel Tax	814,905	885,191	940,000	940,000	**940,000**	0	0.0%
101-0000-402.15-00	Admissions Tax	30,478	29,153	25,000	25,000	**25,000**	0	0.0%
101-0000-402.25-00	Food & Beverage Tax	1,674,096	1,750,023	1,820,000	1,692,000	**1,840,000**	148,000	8.7%
101-0000-402.30-00	Sales Tax Home Rule	4,930,632	5,172,893	5,080,000	5,112,000	**5,129,000**	17,000	0.3%
101-0000-402.35-00	Road & Bridge Tax	243,718	265,836	265,000	240,000	**265,000**	25,000	10.4%
101-0000-402.45-00	Telecommunications Tax	3,772,498	4,269,272	3,750,000	3,800,000	**3,750,000**	(50,000)	(1.3%)
101-0000-402-50-00	Electric Utility Tax	2,452,227	3,361,022	3,400,000	3,450,000	**3,400,000**	(50,000)	(1.4%)
101-0000-402-55-00	Natural Gas Utility Tax	1,599,092	1,904,929	1,945,000	2,190,000	**1,945,000**	(245,000)	(11.2%)
	Business Taxes	**15,517,646**	**17,638,319**	**17,225,000**	**17,449,000**	**17,294,000**	**(155,000)**	**(0.9%)**
101-0000-403.05-00	Sales Tax	10,369,872	10,519,988	10,470,000	10,534,000	**10,574,000**	40,000	0.4%
101-0000-403.06-00	Local Use Tax	1,103,427	1,101,284	1,180,000	1,100,000	**1,180,000**	80,000	7.3%
101-0000-403.10-00	Auto Rental Tax	11,573	11,629	12,000	12,000	**12,000**	0	0.0%
101-0000-403.15-00	State Income Tax	5,998,989	6,135,155	6,480,000	6,043,000	**6,550,000**	507,000	8.4%
101-0000-403.25-00	Replacement Tax	455,733	410,962	411,000	340,000	**400,000**	60,000	17.6%
	Intergovernmental Taxes	**17,939,594**	**18,179,018**	**18,553,000**	**18,029,000**	**18,716,000**	**687,000**	**3.8%**
	Total Taxes	**51,306,194**	**54,828,925**	**55,860,580**	**55,560,580**	**56,706,700**	**1,146,120**	**2.1%**
101-0000-411.30-00	Too Good for Drugs Contrib	1,250	0	0	0	**0**	0	N/A
101-0000-411.35-00	Training Reimbursement	22,814	18,528	20,000	10,000	**10,000**	0	0.0%
101-0000-411.36-00	Task Force Reimbursement	33,627	27,611	12,500	0	**0**	0	N/A
101-0000-411.53-00	State Charitable Game Tax	10,502	0	10,000	5,000	**5,000**	0	0.0%
101-0000-411.54-00	EE&C Block Grant (EECBG)	3,403	0	0	0	**0**	0	N/A
101-0000-411.61-00	MRC Capacity Bldg Award	5,000	0	4,000	0	**0**	0	N/A
101-0000-411.64-00	Fire Grant	46,575	0	0	0	**0**	0	N/A
101-0000-411.70-00	Other Grants	236,527	191,926	139,800	139,800	**126,900**	(12,900)	(9.2%)
101-0000-411.80-00	Counselor in the Park	23,000	23,000	23,000	23,000	**23,000**	0	0.0%
	Total Intergovernmental	**382,698**	**261,065**	**209,300**	**177,800**	**164,900**	**(12,900)**	**(7.3%)**
101-0000-421.05-00	Vehicle License	1,269,572	1,317,857	1,300,000	1,300,000	**1,300,000**	0	0.0%
101-0000-421.10-00	Business License	657,521	713,659	700,000	625,000	**700,000**	75,000	12.0%
101-0000-421.15-00	Dog License	66,426	67,636	68,000	68,000	**68,000**	0	0.0%
101-0000-421.20-00	Liquor License	404,529	434,896	425,000	425,000	**425,000**	0	0.0%
101-0000-421.25-00	Public Chauffeur License	4,765	4,270	5,000	5,000	**5,000**	0	0.0%
101-0000-421.30-00	Multiple Dwelling License	68,139	68,055	68,000	74,000	**68,000**	(6,000)	(8.1%)
	Licenses	**2,470,952**	**2,606,373**	**2,566,000**	**2,497,000**	**2,566,000**	**69,000**	**2.8%**
101-0000-422.05-00	Building Permits	661,532	724,542	1,240,600	750,000	**750,000**	0	0.0%
101-0000-422.06-0	Early Start Permits	0	0		0	**0**	0	N/A
101-0000-422.07-00	Foundation Only Permits	38	0	0	0	**0**	0	N/A
101-0000-422.08-00	After the Fact Permits	0	130	0	0	**0**	0	N/A
101-0000-422.10-00	Electrical Permits	74,211	97,789	104,500	90,000	**90,000**	0	0.0%
101-0000-422.15-00	Plumbing Permits	62,931	72,360	86,900	75,000	**75,000**	0	0.0%
101-0000-422.20-00	Sign Permits	8,400	19,760	8,000	8,000	**8,000**	0	0.0%
101-0000-422.25-00	Elevator Permits	43,695	50,720	50,100	45,000	**50,000**	5,000	11.1%
101-0000-422.30-00	Occupancy Permits	19,880	22,070	25,100	25,000	**25,000**	0	0.0%

GENERAL FUND

REVENUES

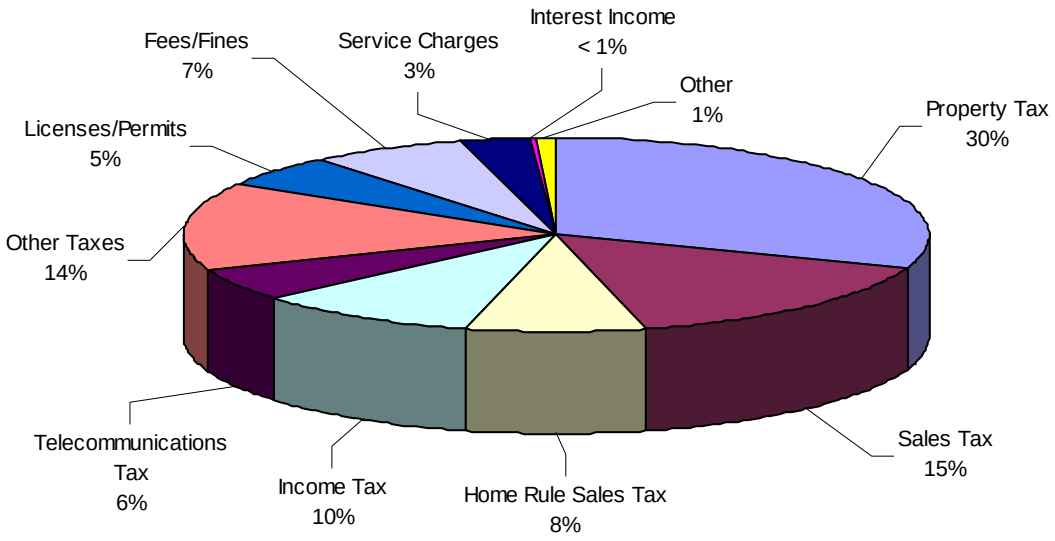
Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0000-422.35-00	Driveway Permits	2,100	2,123	5,000	5,000	**5,000**	0	0.0%
101-0000-422.45-00	Air Conditioning Permits	15,340	10,557	11,900	8,000	**10,000**	2,000	25.0%
101-0000-422.50-00	Swimming Pool Permits	2,397	1,625	1,500	1,500	**1,500**	0	0.0%
101-0000-422.60-00	Chimney Permits	2,950	3,176	2,000	2,000	**2,000**	0	0.0%
101-0000-422.65-00	Wrecking Permits	4,875	6,300	6,000	6,000	**6,000**	0	0.0%
101-0000-422.70-00	Other Permits	4,471	1,199	2,000	10,000	**2,000**	(8,000)	(80.0%)
	Permits	**902,820**	**1,012,351**	**1,543,600**	**1,025,500**	**1,024,500**	**(1,000)**	**(0.1%)**
	Total Licenses & Permits	**3,373,772**	**3,618,724**	**4,109,600**	**3,522,500**	**3,590,500**	**68,000**	**1.9%**
101-0000-431.30-00	Lien Recording Fees	105	100	500	500	**500**	0	0.0%
101-0000-431.34-00	Cable Franchise Fees	1,024,153	1,184,954	1,276,000	1,071,000	**1,288,000**	217,000	20.3%
101-0000-431.38-00	Photocopy Fees	2,060	541	200	1,000	**1,000**	0	0.0%
101-0000-431.38-01	FOIA Photocopy Fees	87	110	100	100	**100**	0	0.0%
101-0000-431.40-00	Other Fees	31,055	35,255	25,000	25,000	**25,000**	0	0.0%
101-0000-431.50-00	Special PW Detail Fees	0	0	0	0	**6,500**	6,500	N/A
	General Govern Fees	**1,057,460**	**1,220,960**	**1,301,800**	**1,097,600**	**1,321,100**	**223,500**	**20.4%**
101-0000-432.02-00	Plan Commission Hearing	16,700	30,720	15,000	15,000	**15,000**	0	0.0%
101-0000-432.04-00	Reinspection Fees	1,694	664	1,000	1,000	**1,000**	0	0.0%
101-0000-432.06-00	Rezoning Zoning Variation	8,540	6,150	5,000	5,000	**5,000**	0	0.0%
101-0000-432.08-00	Plan Examination Fees	64,884	55,095	51,300	50,000	**50,000**	0	0.0%
101-0000-432.09-00	Fire Plan Examination Fee	31,651	51,813	39,100	38,000	**38,000**	0	0.0%
101-0000-432.12-00	Engineering Service Fees	114,508	68,096	300,000	100,000	**100,000**	0	0.0%
	Comm Develop Fees	**237,977**	**212,538**	**411,400**	**209,000**	**209,000**	**0**	**0.0%**
101-0000-433.14-00	Ambulance Service Fees	1,674,380	1,613,577	1,600,000	1,675,000	**1,675,000**	0	0.0%
101-0000-433.16-00	Special Police Detail Fee	229,861	245,136	240,000	190,000	**190,000**	0	0.0%
101-0000-433.18-00	Police Counselor Fees	301,978	300,744	300,000	278,000	**300,000**	22,000	7.9%
101-0000-433.19-00	Police Records Fees	11,121	11,179	10,000	10,000	**10,000**	0	0.0%
101-0000-433.20-00	Special Fire Detail Fees	28,111	26,945	26,800	25,000	**60,000**	35,000	140.0%
101-0000-433.22-00	False Alarm Fees	66,650	67,315	60,000	75,000	**60,000**	(15,000)	(20.0%)
101-0000-433.24-00	Chemical Users Fee	11,118	10,830	10,000	10,000	**10,000**	0	0.0%
101-0000-433.26-00	DUI Administrative Fee	107,000	97,800	97,000	110,000	**97,000**	(13,000)	(11.8%)
	Public Safety Fees	**2,430,219**	**2,373,526**	**2,343,800**	**2,373,000**	**2,402,000**	**29,000**	**1.2%**
101-0000-434.28-00	Weed Cutting Fees	29,244	8,447	9,000	17,000	**10,000**	(7,000)	(41.2%)
101-0000-434.32-00	Animal Detention Fees	825	770	1,000	1,000	**1,000**	0	0.0%
	Health & Welfare Fees	**30,069**	**9,217**	**10,000**	**18,000**	**11,000**	**(7,000)**	**(38.9%)**
	Total Fees	**3,755,725**	**3,816,241**	**4,067,000**	**3,697,600**	**3,943,100**	**245,500**	**6.6%**
101-0000-441.05-00	Traffic Court Fines	251,187	249,259	250,000	260,000	**250,000**	(10,000)	(3.8%)
101-0000-441.10-00	Dog Fines	0	25	100	500	**100**	(400)	(80.0%)
101-0000-441.15-00	Parking Fines	240,536	255,361	250,000	275,000	**250,000**	(25,000)	(9.1%)
101-0000-441.15-01	Parking Fines Amnesty	89,169	81,059	50,000	0	**0**	0	N/A
101-0000-441.22-00	Compliance Ticket Fines	30,535	26,903	15,000	30,000	**20,000**	(10,000)	(33.3%)
101-0000-441.25-00	Ordinance Ticket Fines	65,928	95,340	90,000	60,000	**90,000**	30,000	50.0%
101-0000-441.30-00	Crime Prevention Fines	0	0	0	100	**100**	0	0.0%
101-0000-441.35-00	Other Fines	16,674	17,707	15,000	15,000	**15,000**	0	0.0%
	Total Fines	**694,029**	**725,654**	**670,100**	**640,600**	**625,200**	**(15,400)**	**(2.4%)**

GENERAL FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0000-451.05-00	Service Charge Escrow	5,126	3,606	2,500	6,000	**2,500**	(3,500)	(58.3%)
101-0000-451.10-00	Service Charge Guaranty	5,765	2,859	1,500	8,000	**1,500**	(6,500)	(81.3%)
101-0000-451.15-00	Service Charge Parking	329,200	329,200	345,700	345,700	**322,900**	(22,800)	(6.6%)
101-0000-451.30-00	Service Charge Water	1,266,200	1,329,500	1,396,000	1,396,000	**1,437,900**	41,900	3.0%
101-0000-451.35-00	Service Charge TIF	115,000	115,000	115,000	115,000	**115,000**	0	0.0%
101-0000-451.45-00	Service Charge SWANCC	300,000	250,000	200,000	200,000	**200,000**	0	0.0%
	Total Charges for Services	**2,021,291**	**2,030,165**	**2,060,700**	**2,070,700**	**2,079,800**	**9,100**	**0.4%**
101-0000-461.02-00	Interest on Investments	79,870	72,503	65,000	130,000	**68,000**	(62,000)	(47.7%)
101-0000-462.10-00	Market Value Adjustments	40,898	15,281	0	0	**0**	0	N/A
	Total Interest Income	**120,768**	**87,784**	**65,000**	**130,000**	**68,000**	**(62,000)**	**(47.7%)**
101-0000-471.14-00	Property Damage Claims	558	1,160	0	100	**100**	0	0.0%
101-0000-471.16-00	Damage to Lights Signs	30,947	24,754	15,000	40,000	**25,000**	(15,000)	(37.5%)
101-0000-471.18-00	Damage to Trees	3,782	2,813	9,000	3,000	**3,000**	0	0.0%
	Property Damage	**35,287**	**28,727**	**24,000**	**43,100**	**28,100**	**(15,000)**	**(34.8%)**
101-0000-472.28-00	Sale of Scrap	1,700	2,111	1,000	2,000	**2,000**	0	0.0%
101-0000-472.34-00	Sale of Signs	0	0	0	100	**100**	0	0.0%
101-0000-472.36-00	Sale of Plans Bid Specs	825	3,605	2,000	1,000	**1,000**	0	0.0%
101-0000-472.38-00	Sale of Printed Matter	44	77	0	100	**100**	0	0.0%
101-0000-472.56-00	NWCDS Building Rent	264,229	269,863	271,900	271,900	**0**	(271,900)	(100.0%)
101-0000-472.82-00	Rents and Concessions	71,471	87,370	87,000	70,000	**87,000**	17,000	24.3%
101-0000-472.82-01	Train Station Rents	21,362	27,252	12,000	20,000	**12,000**	(8,000)	(40.0%)
	Sales & Rents	**359,631**	**390,278**	**373,900**	**365,100**	**102,200**	**(262,900)**	**(72.0%)**
101-0000-473.05-00	Traffic Signal Control Maint	11,407	12,376	12,000	12,000	**12,000**	0	0.0%
	Reimbursables	**11,407**	**12,376**	**12,000**	**12,000**	**12,000**	**0**	**0.0%**
	Total Sales/Reimbursables	**406,325**	**431,381**	**409,900**	**420,200**	**142,300**	**(277,900)**	**(66.1%)**
101-0000-483.10-00	NWCH in Lieu of RE Tax	152,706	160,341	168,400	168,400	**176,800**	8,400	5.0%
101-0000-483.44-00	Youth Center	883	0	0	0	**0**	0	N/A
101-0000-483.46-00	Senior Center	1,778	2,194	2,000	2,000	**2,000**	0	0.0%
101-0000-483.59-00	Disabled Citizen Donation	1,206	608	0	100	**100**	0	0.0%
	Donations	**156,573**	**163,143**	**170,400**	**170,500**	**178,900**	**8,400**	**4.9%**
101-0000-484.48-00	Wellness Programs	34,683	26,278	20,000	40,000	**40,000**	0	0.0%
101-0000-484.49-00	Wellness Home Visits	5,750	5,646	5,000	5,000	**6,000**	1,000	20.0%
101-0000-484.61-00	A H Emergency Assistance	22,330	16,361	6,000	10,000	**10,000**	0	0.0%
	Special Operations	**62,763**	**48,285**	**31,000**	**55,000**	**56,000**	**1,000**	**1.8%**
101-0000-489.85-00	Bad Debt Recovery	7,965	8,558	18,000	5,420	**10,000**	4,580	84.5%
101-0000-489.89-00	ComEd Rebate	0	13,683	0	0	**0**	0	N/A
101-0000-489.90-00	Other Income	55,345	130,110	75,000	60,000	**60,000**	0	0.0%
	Other	**63,310**	**152,351**	**93,000**	**65,420**	**70,000**	**4,580**	**7.0%**
	Total Other	**282,646**	**363,779**	**294,400**	**290,920**	**304,900**	**4,580**	**4.8%**
101-0000-491.05-00	Operating Transfer In	50,000	0	0	0	**0**	0	N/A
101-0000-491.06-00	Residual Equity Transfer In	10,186	0	0	0	**0**	0	N/A
	Total Other Financing Uses	**60,186**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total General Fund	**62,403,634**	**66,163,718**	**67,746,580**	**66,510,900**	**67,625,400**	**1,105,100**	**1.7%**

GENERAL FUND REVENUE - Notes



ANALYSIS OF GENERAL FUND REVENUES

Summary

The Village of Arlington Heights has worked to maintain a strong General Fund balance over the years. This has helped the Village preserve a higher credit rating by having monies available to fund extraordinary expenditures or losses. Since sales and income tax receipts represent such a significant portion of the Village's General Fund revenues and can vary significantly depending on the conditions of the economy, maintaining an adequate fund balance level is even more important during these times. The Village's financial policies include a provision to maintain at least a 25% reserve in the General Fund. The fund balance as of the end of FY2013 is projected to be 34% of General Fund expenditures. There are also a couple of untapped revenue sources available to the Village that many surrounding communities have already implemented.

In order to hold down property taxes while providing a vast array of services, the Village had previously utilized its diverse sales tax base. Over the last three years though, the Village has dealt with declining sales and income tax receipts and other reduced revenues as a result of the recession. The Village has taken aggressive actions to maintain a structural balance, including significant expenditure cuts and revenue enhancements.

There are a couple of other revenue sources which the Village has yet to enact and which could conservatively produce an additional $3.84 million per year as shown below:

- The existing Home Rule Sales Tax of 1% could be increased ¼% to produce approximately $1,500,000 of additional revenue on an annual basis.

- A Real Estate Transfer Tax at the rate of $3.00 for each $1,000 of value could produce at least $1,040,000 of additional revenue on an annual basis (estimating a 20% drop in real estate values in 2009).

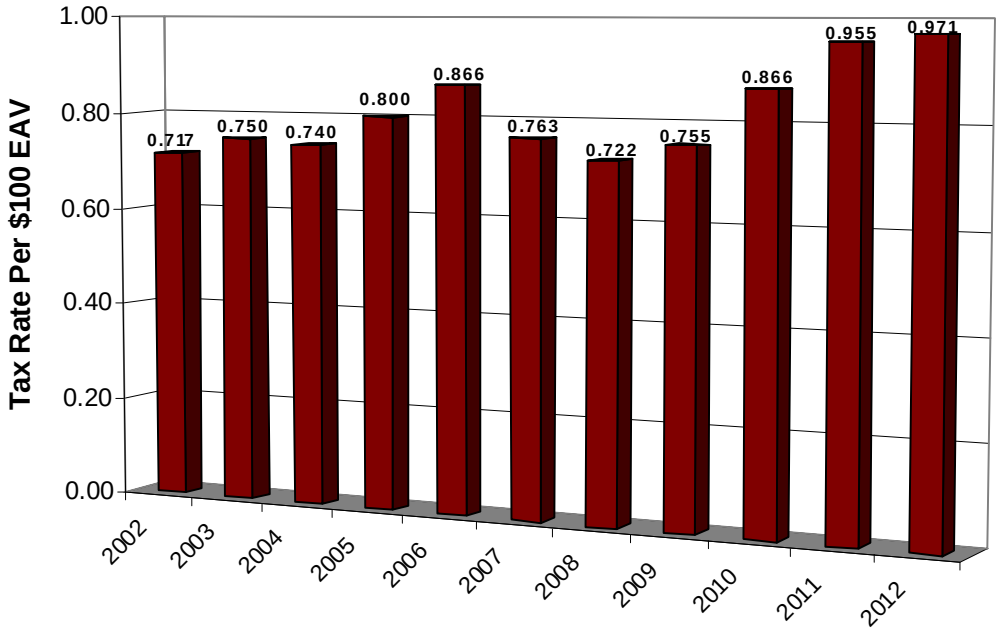
- The Food & Beverage Tax of 1.25% could be increased to 2% and would produce at least $1,300,000 of additional revenue on an annual basis.

Annually, fees for Village services are reviewed to insure charges are adequate to offset the cost of providing these services to residents and the general public.

401.03 – 401.11 Real Estate Tax

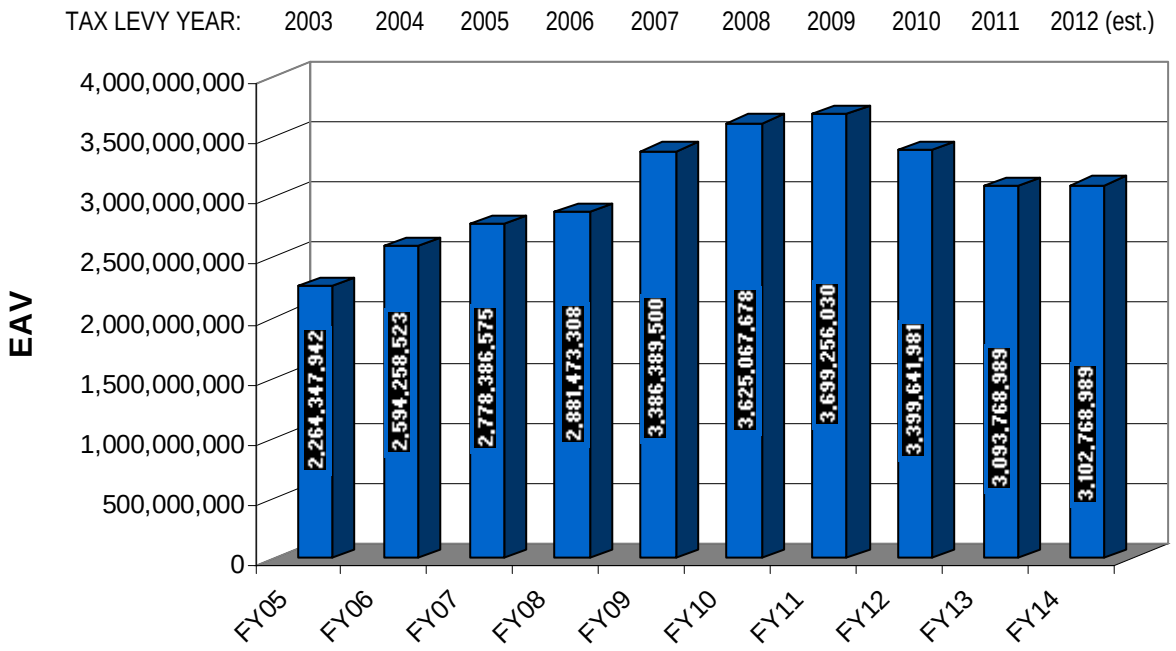
Property tax receipts represent about 31% of the Village's General Fund income and 14% of the Village's total income from all funds. The Village's levy represents only 11.5% of a property owner's total property tax bill.

REAL ESTATE PROPERTY TAX RATE



As shown above, the Village's estimated 2012 tax rate, received in FY2014, is .968 per $100 of equalized assessed valuation (EAV). The tax rate may fluctuate due to assessed value changes by Cook County.

EQUALIZED ASSESSED VALUE



The levy, which corresponds to this FY2014 budget, was levied in December 2012. Property owners will pay this tax in two installments in March and September 2013. A breakdown of the Village's total tax levy is as follows:

	Extended 2011 Levy for FY2013	2012 Levy for FY2014	% Change
Village			
Corporate	8,761,326	8,889,900	1.47%
IMRF	1,426,120	1,602,500	12.37%
FICA	1,131,200	1,172,400	3.64%
Police Pension	4,330,880	4,330,880	0.00%
Fire Pension	4,633,880	4,701,000	1.45%
Capital Improvement	2,651,250	2,700,000	1.84%
Debt Service	6,599,932	6,651,625	0.78%
Total	29,534,588	30,048,305	1.74%
Library	13,290,445	13,290,445	0.00%
Total Tax Levy	42,825,033	43,338,750	1.20%

The Village's 2012 property tax levy that will be accounted for in FY2014 reflects a 1.20% percent increase. The Village's annual tax levy is comprised of discretionary and non-discretionary components. The pension levies including IMRF, Social Security, Police Pension and Fire Pension are mandated by the State or required by federal law. The IMRF and Police and Fire Pension levies are calculated by outside actuaries to determine annual required payments to cover current and unfunded pension obligations. The debt service levy is another non-discretionary levy that reflects the annual principal and interest the Village is obligated to pay on its outstanding bonds.

The only discretionary levies that the Village can realistically control on an annual basis are the Corporate or General Fund levy and the Capital Improvement levy. The Corporate levy is one of the General Fund's key revenue sources and is used to help fund the Village's police, fire, public works, and support services. The Capital Improvement levy is a revenue source for the Village's capital program, and almost 60% of the FY2014 Capital Projects Fund budget will be used for street and signal projects. After including the amounts required to fund the pension and debt levies and limiting the capital improvement levy to a 1.84% increase, the 1.20% overall 2012 levy increase resulted in a 1.47% increase in the Corporate or General Fund levy.

402.10 Hotel Tax

This tax is administered by the Village of Arlington Heights through its Home Rule powers. From FY1997 through FY2009, 10% of all prior year hotel tax collections were invested in the Woodfield Chicago Northwest Convention Bureau (WCNWCB) to facilitate future hotel bookings. Due to the Village's financial constraints this amount was reduced in FY2010 to 6%. This percentage was increased to 7% in FY2013 and the FY2014 Proposed Budget provides that 8% of the prior year collections will be used toward the WCNWCB.

402.15 Admissions Tax

This tax was granted by the State of Illinois, which governs thoroughbred horse racing and is applicable to Arlington Park Race Track only. This tax is a flat $.10 tax per paid admission. This tax was enacted in the 1970's and is not subject to Village review or increase.

402.25 Food & Beverage Tax

Retail sale of prepared food and liquor, which includes all liquor sold at retail either for consumption on premises or sold in its original packaging for consumption off premises, and all food including alcoholic and non-alcoholic beverages which is prepared for immediate consumption and which may be consumed either on and/or off the premises is subject to a 1.25% tax in addition to general sales taxes. This tax was created by the Village's Home Rule powers. As of September 2004, .25% of this tax rate is accounted for in the Arts, Entertainment & Events Fund as a dedicated funding source.

402.35 Road & Bridge Tax

This tax is levied through the Township and by State Statute. Half of the levy is distributed to municipalities within the township based on assessed values.

402.45 Telecommunications Tax

As of January 2003, all telecommunication providers were required to charge a 1% to 6% telecommunications tax based on the individual municipalities local ordinances and the fee was renamed the Simplified Municipal Telecommunications Tax. This fee is then remitted to the State, which distributes the funds to the municipalities after subtracting an administrative charge. The Village Board chose to increase this tax to 6% effective January 2003.

403.05 Sales Tax and 402.30 Home Rule Sales Tax

Sales Tax	Amount	% Inc (Dec)
FY2008 (Actual)	10,990,209	(2.0%)
FY2009 (Actual)	10,446,148	(5.0%)
FY2010 (Actual)	9,570,850	(8.4%)
FY2011 (Actual)	10,369,872	8.3%
FY2012 (Actual)	10,519,988	1.4%
FY2013 (Est Actual)	10,470,000	(0.5%)
FY2014 (Budget)	10,574,000	1.0%

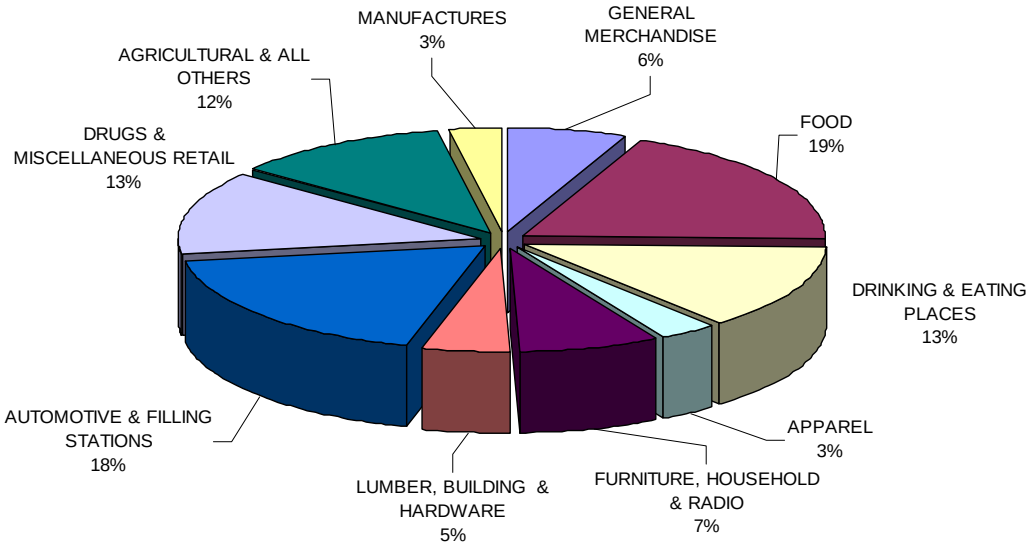
Home Rule Sales Tax (General Fund Portion)	Amount	% Inc (Dec)
FY2008 (Actual)	3,845,013	(4.5%)
FY2009 (Actual)	3,513,318	(8.6%)
FY2010 (Actual)	3,590,143	2.2%
FY2011 Actual)	4,930,632	37.3%
FY2012 (Actual)	5,172,893	4.9%
FY2013 (Est. Actual)	5,080,000	(1.8%)
FY2014 (Budget)	5,129,000	1.0%

Sales Tax and Home Rule Sales Tax revenues represent the second largest revenue source or about 24% of the Village's General Fund income. Items, except food and drugs, in Arlington Heights are subjected to a 9.00% sales tax. In April 2008 the RTA increased their share of the sales tax rate .25% to a total of 1.00% . In July 2008 Cook County increased their share of the sales tax rate by 1% to a total of 1.75% and then reduced that rate by .50% in July 2010, by .25% in January 2012, and by .25% in January 2013 for a total of .75%. In January 2010 the Village's Home Rule Sales Tax was increased from .75% to 1%. Sales taxes are imposed upon all retail sales and upon all persons engaged in the business of making sales of services within the Village's corporate limits. These taxes are collected by the State and divided among the taxing districts as follows:

State Tax	5.25%
Village Tax*	
Municipal	1.00%
Home Rule	1.00%
Cook County Tax	0.75%
RTA Tax	1.00%
Total	9.00%

*Note: The municipal tax is credited to the General Fund. 75% of the home rule tax is credited to the General Fund and 25% of the home rule tax is credited to the Capital Projects Fund.

Sales Tax by Source
Calendar Year 2011



Budget Assumptions – FY2013 sales tax receipts (excluding home rule sales tax) are coming in slightly below the prior year's receipts. The FY2014 budget projects a general increase in sales tax receipts of 1%.

403.06 Local Use Tax

The Village receives a share of the total collections of the State use tax that is extended to items purchased outside of Illinois. The State distributes this tax on a per capita basis and projects no change for this revenue source.

403.15 State Income Tax

	Amount	% Inc (Dec)
FY2008 (Actual)	7,084,398	9.2%
FY2009 (Actual)	7,010,647	(1.0%)
FY2010 (Actual)	6,111,105	(12.8%)
FY2011 (Actual)	5,998,989	(1.8%)
FY2012 (Actual)	6,135,155	2.3%
FY2013 (Est. Actual)	6,480,000	5.6%
FY2014 (Budget)	6,550,000	1.1%

Income tax receipts represent approximately 9% of the Village's General Fund income. Local governments in Illinois receive a 1/10 share of all State income tax receipts. This amount is allocated on a per capita basis to all municipalities. Before any distributions to municipalities, a reserve is set aside by the State of Illinois for income tax refunds.

Budget Assumptions – To prepare the FY2014 budget for income tax receipts, three key elements were assumed:

Population – Income tax receipts are distributed based on the Village's population. Arlington Heights' most recent population used by the State is 75,101 (2010 Census).

Municipality's share of income tax receipts – Under current law, municipalities are entitled to 1/10 of income tax receipts. It is assumed that this ratio will remain unchanged.

Inflation – A 1.1% improvement over the FY2013 projected actual amount is assumed for FY2014. This assumes the current unemployment rate will begin to stabilize this fiscal year.

403.25 Replacement Tax

The Personal Property Replacement Tax (PPRT) is received directly from the State. It is derived from corporate income and as such is directly related to the economy.

421.05 Vehicle License

The State of Illinois is somewhat unique in that it granted all municipalities the ability to license or tax vehicles regardless of Home Rule authority. The Village license for a passenger car is $30. Various other license categories exist depending on the type of vehicle and the status of its operator.

421.10 Business License

All businesses, with the exception of those professions licensed by the State (doctors, lawyers, real estate agents) are required to be licensed. The license fee is based on a sliding scale according to the square footage of the business site.

421.30 Multiple Dwelling License

This fee is for the Village's multiple family dwelling license and inspection program. An annual license fee consisting of $13 per unit or a minimum of $60 per building is assessed.

422.05 Building Permits, 422.10 Electrical & 422.15 Plumbing Permits

These permits are activity-based and as such, are subject to economic conditions. The Village has taken a conservative approach to budgeting for these revenues. Historically, additions and renovations generate a fairly flat but consistent revenue stream. The redevelopment of the Downtown area and single-family home reconstruction has created occasional spikes in this revenue source.

422.25 Elevator Permits

In addition to the new construction of elevators, the Village or its contractor annually inspect all elevators in the Village for safety and compliance purposes. The annual permit fee is $100 per elevator.

422.30 Occupancy Permits

At the conclusion of new construction, before individuals may use a new structure, a final inspection must be completed by the Building Department. Approval by the Building Department to "occupy" a structure for its intended use generates an occupancy permit at a cost of $60 for single-family homes and $120 for multi-family, commercial and industrial structures.

431.34 Cable Franchise Fees

Arlington Heights is fortunate to have three cable TV providers for its residents to choose from. Currently, Wide Open West, Comcast and AT&T are the service providers. A 5% fee on gross revenues of the provider allows that provider to use Village right-of-way for installation of cable wire to provide service.

432.08 Plan Examination Fees

Before building permits can be issued for construction, plans or drawings must be reviewed by the Building Department or its contractor. These fees are based on the complexity of the structure and have a minimum fee of $30.

432.12 Engineering Service Fees

In addition to the Building Department overseeing construction activities, the Engineering Department assists on matters concerning elevation, drainage, water detention and sewer transmission. These fees are calculated at the permit issuance stage and collected in advance. Inspections are completed as needed until construction is finished.

433.14 Ambulance Service Fees

Arlington Heights maintains four ambulance companies on a 24-hour, seven-day-a-week basis. Fees for this service help offset the cost of providing the equipment and personnel necessary. A flat rate of $400 for residents and $600 for non-residents per Basic Life Support (BLS) call is billed to the recipient. Advanced medical service calls are billed at a slightly higher rate. Medicare assignments are accepted from service recipients.

433.16 Special Police Detail Fee

Private institutions may request special police services at their expense. These instances are usually for traffic or crowd control. The cost of providing the service is reimbursed to the Village.

433.18 Police Counselor Fees

In conjunction with School District 214, two and one half police officers are assigned to a high school or alternative learning center within Village boundaries. The Northwest Suburban Special Education Organization (NSSEO) also has one Police Officer assigned to Timber Ridge School. Both of these organizations reimburse the Village based on the average salary of police officers in the surrounding areas.

433.22 False Alarm Fees

Malfunctioning commercial and residential alarm systems cause public safety personnel delayed response times to emergencies. Fines from $25 to $500 are assessed against repeat offenders in an effort to have alarms maintained in good working order.

433.26 DUI Administrative Fee

The added requirements to complete the administrative process on these types of violations will incur a $500 fee per occurrence.

441.05 Traffic Court Fines

The fines are collected by the Circuit Court of Cook County and distributed to the municipality issuing the citation. On a monthly basis, fines are distributed to municipalities after the County deducts a service charge.

441.15 Parking Fines

Citations issued for illegal parking that are not contested in court are recorded in this account. Handicap parking space violations are currently $250 per State Statute. Time violation and commuter pay box violation fines are recorded in the Parking Fund. Typical parking fines begin at $25.

441.22 Compliance Ticket Fines

Citations issued for vehicular equipment failure are recorded in this account. No fine is assessed if the equipment is repaired in a timely manner. Only after non-compliance does the fee take effect.

441.25 Ordinance Ticket Fines

Violations of Village ordinances, other than of a vehicle nature, are recorded here. Local ordinances regulate activities ranging from trash pickup to animal nuisance complaints.

451.05 Service Charge – Escrow Deposits

Escrow funds are collected from developers to insure the successful completion of construction projects and public improvements (streets, sidewalks, sewers). Interest on these deposits is recorded in this account, as the Village is not required to pay interest to the owner while holding the deposit.

451.10 Service Charge – Guaranty Deposits

Guaranty Deposits are similar to escrow deposits above except they are generally for single-family home improvements. Again, interest on deposits is credited to the Village and the initial deposit is returned to the homeowner after successful completion of the project.

451.15 – 451.45 Service Charge – Parking, Water, SWANCC

These service charges cover an allocation for administrative and operating expenditures paid out of the General Fund. Staff completely dedicated to a specific operation are charged directly to that fund/operation.

461.02 Interest on Investments

The Village participates in a number of investment pools and owns a number of Certificates of Deposit to safeguard funds for reserve and daily operations. All funds not needed for operations are invested on a "prudent man" concept.

472.82 Rents & Concessions

Village owned property not immediately needed for Village operations is leased to private parties at market rates. Charges for apparatus affixed to public buildings are recorded here. Businesses operating in Village owned facilities are assessed a rental fee.

483.10 NWCH in Lieu of RE Tax

Per an agreement with the non-profit Northwest Community Hospital, the hospital contributes an amount based on what its property tax payment would have been to the Village of Arlington Heights had the hospital been a "for profit" operation. By agreement the amount is increased 5% each year.

484.48 Wellness Programs

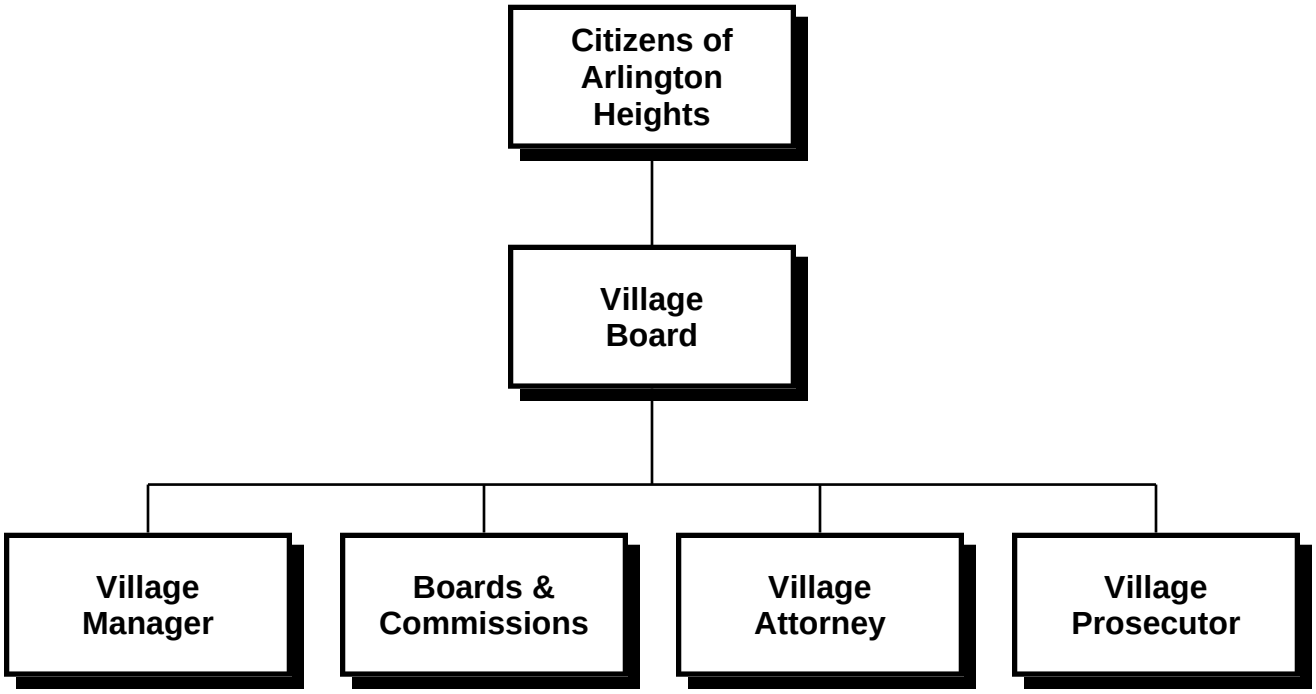
An endowment of $25,000 was received from the Moelhing Family for the perpetuation of health related tests, screenings and equipment. Interest on the principal and minor service charges to recipients are recorded in this account and used for ongoing programs.

489.85 Bad Debt Recovery

Any unpaid invoice or citation issued by the Village is referred to a collection agency after 90 days for further collection efforts.

BOARD OF TRUSTEES

ORGANIZATION STRUCTURE



BOARD OF TRUSTEES

Eight Trustees and the Village President comprise the Village Board.

The President and Trustees are the elected representatives of the citizens of Arlington Heights. The Trustees and Village President are elected at large for four years with staggered terms. The Village Board meets formally on the first and third Monday of each month. The Board meets informally on the second Monday of the month and on other occasions as needed.

2012-13 Highlights of Selected Goals

- **FOCUS ON VILLAGE WIDE DEVELOPMENT.** A Sales Tax Sharing agreement with the Napleton Dealership was approved by the Village Board. Also, the Board approved a 50/50 cost sharing procedure for neighborhood and condominium associations to help in the cost of addressing the Emerald Ash Borer invasion.

- **MAINTAIN BEST PRACTICES TO ASSURE QUALITY LEVEL OF ESSENTIAL SERVICES.** The Village worked with ComEd to upgrade and improve reliability of electrical service to the Arlington Heights Community. Numerous locations were identified that experienced multiple outages during the past year. ComEd is working to complete scheduled replacement of old underground primary cables, overhead primary wires, poles, in addition to increasing tree trimming efforts.

- **IMPROVE VILLAGE COMMUNICATIONS AND CITIZEN COMMUNICATION**. October of 2012 was the first time that the Village has offered residents the ability to purchase their vehicle stickers online through the Village's website. Other existing online payment options include payments for Village water and sewer bills and parking tickets.

  The Business Marketing Showcase and Shop Local Program have more than 20 business videos airing on the Village's municipal access channel as well as posted on the Village's websites. There are additional new videos in production and several others in the procurement stage. The program has received renewed focus since it was launched. The objective has been to entice more retailers and restaurants to produce videos that will enhance shopping locally.

- **CONTINUE TO EXPLORE AND ENCOURAGE AFFORDABLE PRIVATE HOUSING.** Rental preservation is one of the top two priority areas for the Northwest Suburban Housing Collaborative. There has been research and discussion about the increase in the need for rental housing, including handicapped accessible housing, in the area. The Housing Commission and the Affordable Housing Trust Fund Task Force have emphasized accessible rental housing as an increasingly important aspect of the housing stock. Affordable units, which may target veterans (including disabled veterans), were included in the Arlington Downs project.

- **PROMOTE GREEN-BASED POLICIES AND SERVICES.** In February 2012 the Village Board continued its support for clean air initiatives by approving a campaign to promote vehicle idling reduction. The "Idle Free" initiative addressed idling through creation of an *Idle Free Zone* community educational and awareness campaign in addition to an anti-idling policy for government vehicles.

  Over 160 "Breathe Easy Idle Free Zone" signs were installed near schools and other governmental entities. All of the objectives for this program that were set forth by the Village Board were successfully met through the installation of signs, featured news stories about the voluntary program, an informational video, promotion of the program through the Village's 2013 vehicle sticker, kiosk posters, a banner, a Living Green seminar held at the Library and a *Pedal Hard, Breathe Easy* community bike ride held in conjunction with the annual Autumn Harvest.

2013-14 Goals

- ► To efficiently manage the Village's resources and implement opportunities to reduce spending.
- ► Focus on Village-wide business development.
- ► Develop effective transportation planning.
- ► Balance the budget.
- ► Maintain Best Practices to Assure Quality Level of Essential Services.
- ► Ensure policies that encourage employee participation and morale.
- ► Ensure low crime rate.
- ► Improve Village communications and citizen communication.
- ► Continue to explore and encourage affordable private housing.
- ► Promote health issues.
- ► Promote green-based policies and services.

OPERATION SUMMARY

BOARD OF TRUSTEES

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Expenditures							
Personal Services	$26,098	$26,286	$27,200	$37,500	$37,800	$300	0.8%
Contractual Services	125,644	125,452	131,200	136,100	135,900	(200)	(0.1%)
Commodities	1,512	1,175	1,900	1,900	2,300	400	21.1%
Other Charges	10,644	10,945	4,100	11,200	6,000	(5,200)	(46.4%)
Capital Items	2,761	0	1,700	1,835	0	(1,835)	(100.0%)
Total Expenditures	$166,659	$163,858	$166,100	$188,535	$182,000	($6,535)	(3.5%)

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$153,254	$152,913	$160,300	$175,500	$176,000	$500	0.3%
Capital Projects	2,761	0	1,700	1,835	0	($1,835)	(100.0%)
A & E Fund	10,644	10,945	4,100	11,200	6,000	(5,200)	(46.4%)
Total Expenditures	$166,659	$163,858	$166,100	$188,535	$182,000	($6,535)	(3.5%)

BOARD OF TRUSTEES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0101-501.10-02	Elected Officials	22,400	22,400	22,400	30,900	**30,900**	0	0.0%
	Salaries	**22,400**	**22,400**	**22,400**	**30,900**	**30,900**	**0**	**0.0%**
101-0101-501.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
101-0101-501.19-10	IMRF	1,884	2,073	3,000	4,200	**4,500**	300	7.1%
101-0101-501.19-11	Social Security	1,390	1,389	1,400	1,900	**1,900**	0	0.0%
101-0101-501.19-12	Medicare	324	324	300	400	**400**	0	0.0%
	Fringe Benefits	**3,698**	**3,886**	**4,800**	**6,600**	**6,900**	**300**	**4.5%**
101-0101-501.21-02	Equipment Maintenance	0	0	300	300	**300**	0	0.0%
101-0101-501.21-65	Other Services	60,810	67,290	73,000	76,200	**77,900**	1,700	2.2%
101-0101-501.22-02	Dues	35,420	36,870	37,000	37,900	**38,800**	900	2.4%
101-0101-501.22-03	Training	7,891	8,069	8,100	8,700	**8,700**	0	0.0%
101-0101-501.22-05	Postage	723	523	700	900	**900**	0	0.0%
101-0101-501.22-25	IT/GIS Service Charge	20,800	12,700	12,100	12,100	**9,300**	(2,800)	(23.1%)
	Contractual Services	**125,644**	**125,452**	**131,200**	**136,100**	**135,900**	**(200)**	**(0.1%)**
101-0101-501.30-01	Publications Periodicals	190	39	300	300	**300**	0	0.0%
101-0101-501.30-05	Office Supplies & Equip	1,322	1,136	1,600	1,600	**2,000**	400	25.0%
	Commodities	**1,512**	**1,175**	**1,900**	**1,900**	**2,300**	**400**	**21.1%**
	Total Board of Trustees	**153,254**	**152,913**	**160,300**	**175,500**	**176,000**	**500**	**0.3%**

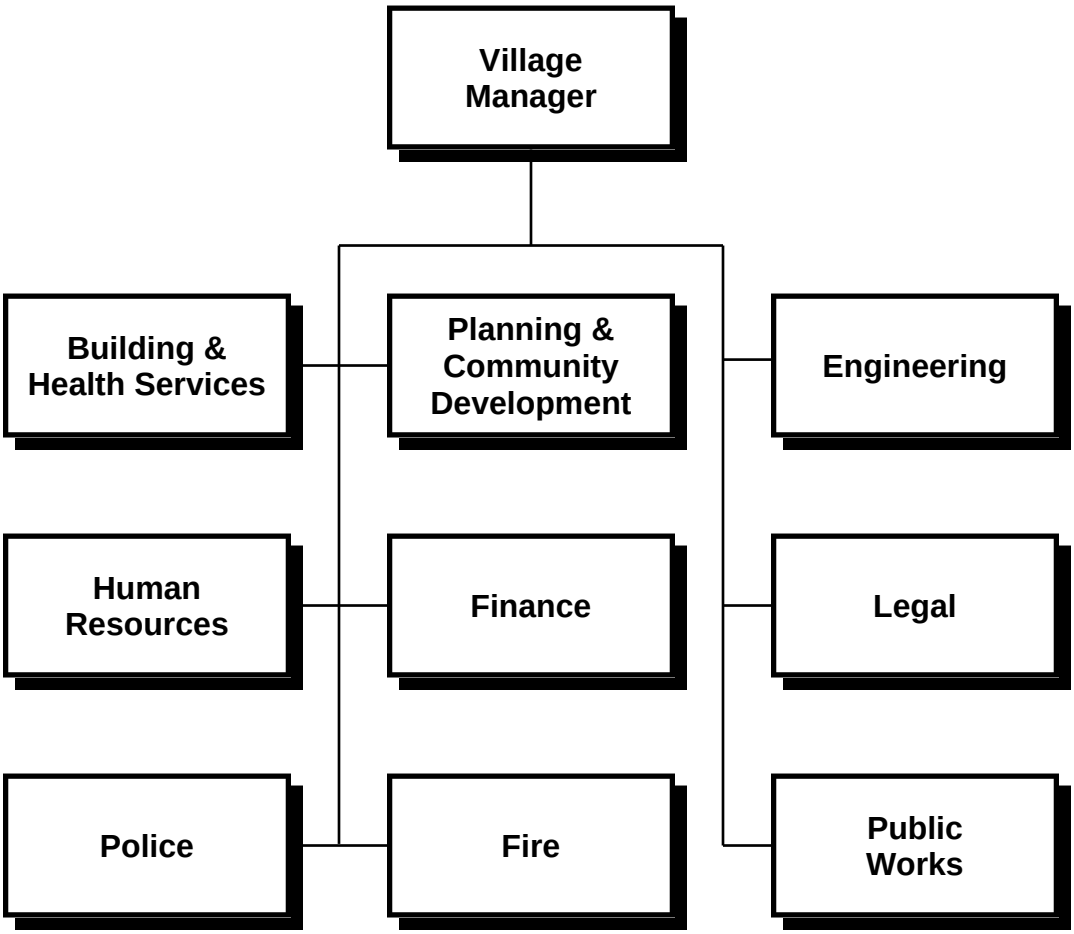
BOARD OF TRUSTEES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-0101-501.10-02	Elected Officials	President *	8,500		8,500	
		8 Trustees @ $2,800 each	22,400	30,900	22,400	30,900
		TOTAL SALARIES		**30,900**		**30,900**
FRINGE BENEFITS:						
101-0101-501.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
101-0101-501.19-10	IMRF	IMRF		4,200		4,500
101-0101-501.19-11	Social Security	Social Security		1,900		1,900
101-0101-501.19-12	Medicare	Medicare		400		400
		TOTAL FRINGE BENEFITS		**6,600**		**6,900**
CONTRACTUAL SERVICES:						
101-0101-501.21.02	Equipment Maintenance	Transcription equipment maintenance		300		300
101-0101-501.21-65	Other Services	Plaques, certificates of recognition and appreciation, mementos for dignitaries	5,200		5,200	
		Cable access channel programs & videos	64,300		66,000	
		Webcasting of Village Board meetings	3,000		3,000	
		Contributions to post-prom events	600		600	
		Cell phone usage	1,100		1,100	
		Miscellaneous	2,000	76,200	2,000	77,900
101-0101-501.22-02	Dues	Northwest Municipal Conference	24,800		25,600	
		Chicago Metropolitan Agency for Planning (CMAP)	900		900	
		Illinois Municipal League	3,500		3,600	
		U.S. Conference of Mayors	5,500		5,500	
		Metropolitan Mayors Caucus	2,700		2,700	
		Miscellaneous	500	37,900	500	38,800
101-0101-501.22-03	Training	Illinois Municipal League meeting and other related meetings		8,700		8,700
101-0101-501.22-05	Postage	Postage		900		900
101-0101-501.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		12,100		9,300
		TOTAL CONTRACTUAL SERVICES		**136,100**		**135,900**
COMMODITIES:						
101-0101-501.30-01	Publications/Periodicals	Miscellaneous publications		300		300
101-0101-501.30-05	Office Supplies & Equip	Miscellaneous office supplies		1,600		2,000
		TOTAL COMMODITIES		**1,900**		**2,300**
		TOTAL BOARD OF TRUSTEES		**175,500**		**176,000**

VILLAGE MANAGER

ORGANIZATION STRUCTURE



VILLAGE MANAGER

The Village Manager is the administrative head of the Village Government and is responsible for the supervision and coordination of all departments.

The Manager is appointed by the Village Board for an indefinite term. The Manager's responsibilities include:

- ► Making recommendations to the Village Board
- ► Implementing Village Board decisions
- ► Facilitating the development and accomplishment of Strategic Plan Initiatives
- ► Enforcement of laws and ordinances
- ► Exercise of administrative control over all departments
- ► Appointment and supervision of Department Heads
- ► Promoting a positive customer service and employee relations culture

2012-2013 Strategic Plan Highlights

1. FOCUS ON VILLAGE-WIDE BUSINESS DEVELOPMENT

In order to assist sign companies and new businesses the Village revised the Sign Permit Application. The Sign Tool Kit was also updated to encourage Local Area Businesses to explore signs as a marketing and branding tool and the use of creativity in coming up with a sign package.

In September 2012 the Village Board concurred with the Arlington Economic Alliance position statement and recommendation on the Discover Arlington Marketing Strategy to: continue with the *Discover Arlington* as a brand, refresh the tag line “Always more to Discover”, continue to expand communication channels, conduct a consumer survey, expand the targeted marketing and to review the current three-year marketing strategy.

2. DEVELOP EFFECTIVE TRANSPORTATION PLANNING

Arlington Heights was ranked as the third “transit-friendliest” community in the Chicago area by the Chaddick Institute for Metropolitan Development.

PACE initiated its *Call-n-Ride* for Arlington Heights and Rolling Meadows in September. The *Call-n-Ride* is a reservation-based, shared-ride service for the general public that picks up passengers and takes them to destinations within the designated service area.

3. BALANCE THE BUDGET

Various Village departments worked together to add additional financial and operational information to the Village’s website to promote transparency. This included adding five years of history for meeting agendas and minutes, Budgets, CAFR’s, and Treasurer’s Reports, as well as additional revenue reports and property tax analysis reports.

Staff and the Village Board worked with six other Villages on the Municipal Aggregation of electrical energy supply. The consortium procured a one-year fixed price of $4.775 cents per kWh for all eligible residents and small businesses. This program will procure electricity cost savings for resident/small businesses in the participating communities.

Grant funded activities for phase III of the ***Crisis Outreach Intervention Program*** continued with services still being offered to the homeless population. Over $50,000 in grant funds have been expended to date.

4. MAINTAIN BEST PRACTICES TO ASSURE QUALITY LEVEL OF ESSENTIAL SERVICES

The Village's *'Administrative Adjudication Hearing Program'* is in its 27th month of operation. The program allows individuals who have received citations for specified Compliance, Local Ordinance, and Parking violations to have their case(s) heard by the Village's designated Hearing Officer. The cases are held through the 'mail', based upon a signed defense statement and a submission of necessary documentation or 'in-person' during a scheduled Saturday morning hearing at Village Hall.

A representative from the Insurance Service Office, Inc. (ISO) met with the Department of Building & Health Services following the adoption of new building codes to re-evaluate the Village's Building Code Effectiveness Grading Classification. This resulted in the Building Services classification being significantly upgraded.

5. ENSURE POLICIES THAT ENCOURAGE EMPLOYEE PARTICIPATION AND MORALE

The Fire Department supported employee efforts in charitable activities which included MDA fundraising, Cancer Awareness activities, Chicago Wheelchair Bulls Basketball, School District 25 Winter Coat Collection, and the Holiday Meal donation and delivery program.

The Police Department supported employee efforts for charitable activities which included Shop with a Cop where 20 Police Officers met at the local Target store to shop with children chosen on the basis of need who were each given an opportunity to select gifts for themselves and family members. Members of the Police Department also participated in the 27th Annual Law Enforcement Torch Run to heighten awareness and raise donations that benefit Special Olympics Illinois.

6. ENSURE LOW CRIME RATE

The Police Department continues with its Crime Opportunity Notice Program where the vast majority of the notices that are given identify potential crimes of opportunity within motor vehicles where valuables were left in plain view. This is a valuable crime prevention tool. In 2012, 8,309 notices were delivered.

The Arlington Heights Police Department, with the support of Crime Stoppers Inc., is contracting with Citizen Observer to instantly provide residents and businesses with crime alerts and prevention information through email and text messaging. The goal of the program is to get relevant and timely information out to those who want to partner with the Arlington Heights Police Department in keeping residents safe, preventing crimes and possibly solving crimes. In December there were 1,887 subscribers to Arlington Heights Citizen Observer Alerts and 643 Citizen Observer Alerts were sent in 2012. Twitter followers are up from 24 to 145 in 2012.

7. IMPROVE VILLAGE COMMUNICATIONS AND CITIZEN COMMUNICATION

In 2012 the Village's website had at least five months of more than 30,000 visitors. This marks the first time the Village's website has reached over 30,000 visitors for more than one month. A University of Illinois at Chicago study ranked the Village of Arlington Heights' website in the top 10 in a study of social media provided by Illinois' largest cities.

A website tool was added for doing online surveys, applications and questionnaires. This tool was used to create a survey on flooding, a Police survey on services, and several online applications for awards and Hearts of Gold nominations. Being able to complete a survey online instead of downloading a PDF was found to be appreciated by those who used the new tool.

A Community Guide on Emergency Preparedness was created and sent to all residents with key information on how to prepare for all types of weather situations and their aftermaths.

8. CONTINUE TO EXPLORE AND ENCOURAGE AFFORDABLE PRIVATE HOUSING

The Village continues to monitor the impacts of the housing market downturn on Affordable Housing in Arlington Heights. The Housing Commission and Affordable Housing Trust Fund Task Force are working on tools and developing funding sources that would enable the Village to further its Affordable Housing programs. The State has indicated that it will determine communities' levels of affordable housing in 2013.

9. PROMOTE HEALTH ISSUES

Over the course of the year, Nursing Services provided valuable services to residents and employees including, Blood Drives, Immunization Clinics, Cholesterol Screenings Clinics, and during Colon Cancer Prevention Month education kits were provided in Health Services, the Senior Center, and at the Employee Benefit Fair.

A video was created by Lorelle Communications, Inc., to provide an overview of the services available at our Wellness Clinics offered by Health Services.

10. PROMOTE GREEN-BASED POLICIES AND SERVICES

Work continues on the development of a Green Energy Exhibit that will be featured at the Downtown Train Station. The displays will include examples of Green Living Technologies and feature resources available to citizens, students, and interested individuals.

In an effort to expand commercial recycling, the informational brochure "Think Recycling for Your Business" was created to target businesses in the Village, with a focus on smaller businesses. The brochure introduces reasons why a company should be recycling including: the potential to save money, different products that can be recycled, greenhouse gas benefits of recycling, and how to begin the process of commercial recycling.

2013-14 Goals

- ► To efficiently manage the Village's resources and implement opportunities to reduce spending.
- ► Focus on Village-wide business development.
- ► Develop effective transportation planning.
- ► Balance the budget.
- ► Maintain Best Practices to Assure Quality Level of Essential Services.
- ► Ensure policies that encourage employee participation and morale.
- ► Ensure low crime rate.
- ► Improve Village communications and citizen communication.
- ► Continue to explore and encourage affordable private housing.
- ► Promote health issues.
- ► Promote green-based policies and services.

OPERATION SUMMARY

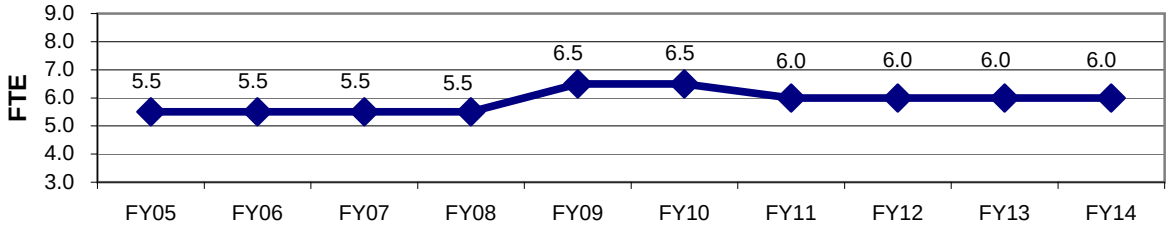
VILLAGE MANAGER

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	6.00	6.00	6.00	6.00	6.00	0.00	0.0%
Expenditures							
Personal Services	$776,542	$797,321	$825,200	$831,600	$867,100	$35,500	4.3%
Contractual Services	56,424	51,564	71,100	74,417	65,100	(9,317)	(12.5%)
Commodities	8,488	8,395	9,300	9,400	9,400	0	0.0%
Other Charges	29,841	29,928	27,500	20,000	20,000	0	0.0%
Capital Items	0	7,352	3,000	3,600	0	(3,600)	(100.0%)
Total Expenditures	$871,295	$894,560	$936,100	$939,017	$961,600	$22,583	2.4%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$841,454	$857,280	$905,600	$915,417	$941,600	$26,183	2.9%
Capital Projects Fund	0	7,352	3,000	3,600	0	(3,600)	(100.0%)
A & E Fund	29,841	29,928	27,500	20,000	20,000	0	0.0%
Total Expenditures	$871,295	$894,560	$936,100	$939,017	$961,600	$22,583	2.4%

STAFFING HISTORY



VILLAGE MANAGER

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0201-502.10-01	Salaries	577,127	588,268	602,800	607,300	**624,500**	17,200	2.8%
101-0201-502.18-01	Temporary Help	0	2,598	800	1,300	**1,300**	0	0.0%
101-0201-502.18-05	Overtime Civilian	0	1,066	5,100	5,100	**5,200**	100	2.0%
	Salaries	**577,127**	**591,932**	**608,700**	**613,700**	**631,000**	**17,300**	**2.8%**
101-0201-502.19-01	Workers Compensation	1,200	1,200	1,200	1,200	**1,200**	0	0.0%
101-0201-502.19-05	Medical Insurance	67,800	68,000	68,100	68,100	**75,200**	7,100	10.4%
101-0201-502.19-10	IMRF	68,724	75,142	84,400	85,600	**95,600**	10,000	11.7%
101-0201-502.19-11	Social Security	32,060	31,760	33,200	33,300	**34,100**	800	2.4%
101-0201-502.19-12	Medicare	8,737	8,708	9,100	9,200	**9,500**	300	3.3%
101-0201-502.19-20	Deferred Compensation	20,894	20,579	20,500	20,500	**20,500**	0	0.0%
	Fringe Benefits	**199,415**	**205,389**	**216,500**	**217,900**	**236,100**	**18,200**	**8.4%**
101-0201-502.20-40	General Insurance	5,700	5,900	6,100	6,100	**6,300**	200	3.3%
101-0201-502.21-02	Equipment Maintenance	770	300	1,100	1,100	**1,100**	0	0.0%
101-0201-502.21-65	Other Services	3,715	3,796	4,200	4,200	**4,400**	200	4.8%
101-0201-502.22-02	Dues	3,199	3,307	3,600	3,700	**3,700**	0	0.0%
101-0201-502.22-03	Training	3,629	2,828	4,500	5,100	**5,800**	700	13.7%
101-0201-502.22-05	Postage	1,138	945	6,900	7,300	**4,800**	(2,500)	(34.2%)
101-0201-502.22-10	Printing	1,121	36	11,000	13,217	**5,400**	(7,817)	(59.1%)
101-0201-502.22-15	Photocopying	4,552	4,652	2,700	2,700	**2,000**	(700)	(25.9%)
101-0201-502.22-25	IT/GIS Service Charge	30,500	28,200	27,300	27,300	**27,700**	400	1.5%
101-0201-502.22-37	Vehicle/Equip Lease Charge	2,100	1,600	3,700	3,700	**3,900**	200	5.4%
	Contractual Services	**56,424**	**51,564**	**71,100**	**74,417**	**65,100**	**(9,317)**	**(12.5%)**
101-0201-502.30-01	Publications Periodicals	371	803	800	800	**800**	0	0.0%
101-0201-502.30-05	Office Supplies & Equip	7,396	6,603	7,500	7,500	**7,500**	0	0.0%
101-0201-502.30-50	Petroleum Products	721	989	1,000	1,100	**1,100**	0	0.0%
	Commodities	**8,488**	**8,395**	**9,300**	**9,400**	**9,400**	**0**	**0.0%**
	Total Village Manager	**841,454**	**857,280**	**905,600**	**915,417**	**941,600**	**26,183**	**2.9%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1015	Village Manager	E82	1.00	1.00	
1022	Assistant to the Village Manager	C43	1.00	1.00	
1025	Community Relations Coordinator	C43	1.00	1.00	
1725	Executive Assistant	B23	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1762	Receptionist	A12	1.00	1.00	
	Total F-T-E		**6.00**	**6.00**	**0.00**

Village Manager
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	6.00	6.00	
	Total F-T-E All Funds	**6.00**	**6.00**	**0.00**

VILLAGE MANAGER

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-0201-502.10-01	Salaries	Salaries		607,300		624,500
101-0201-502.18-01	Temporary Help	Temporary Help		1,300		1,300
101-0201-502.18-05	Overtime Civilian	Overtime Civilian		5,100		5,200
		TOTAL SALARIES		**613,700**		**631,000**
FRINGE BENEFITS:						
101-0201-502.19-01	Workers' Compensation	Workers' Compensation Insurance		1,200		1,200
101-0201-502.19-05	Medical Insurance	Medical Insurance		68,100		75,200
101-0201-502.19-10	IMRF	IMRF		85,600		95,600
101-0201-502.19-11	Social Security	Social Security		33,300		34,100
101-0201-502.19-12	Medicare	Medicare		9,200		9,500
101-0201-502.19-20	Deferred Compensation	Deferred Compensation		20,500		20,500
		TOTAL FRINGE BENEFITS		**217,900**		**236,100**
CONTRACTUAL SERVICES:						
101-0201-502.20-40	General Insurance	Liability and property insurance		6,100		6,300
101-0201-502.21-02	Equipment Maintenance	Maintenance of printers & computers	200		200	
		Navigo Remote Support Maintenance Plan	900	1,100	900	1,100
101-0201-502.21-65	Other Services	Contractual services, online tools, miscellaneous services	1,200		1,200	
		Cell phone usage/wireless connectivity	1,000		1,200	
		Enhancements to Village website	2,000	4,200	2,000	4,400
101-0201-502.22-02	Dues	Dues		3,700		3,700
101-0201-502.22-03	Training	ICMA Annual Conference	2,800		4,200	
		Illinois Municipal League, Northwest Municipal Conference, IAMMA, ILCMA webinars & miscellaneous meetings	2,300	5,100	1,600	5,800
101-0201-502.22-05	Postage	General postage including residential mailers and special notices	4,800		4,800	
		Emergency Guide mailing (Bud Amend)	2,500	7,300	0	4,800
101-0201-502.22-10	Printing	Liquor license materials	500		500	
		Miscellaneous printing including brochures, flyers, special notices, post cards, booklets, ads, and photos	4,900		4,900	
		Prior Year Encumbrance Carryover	7,817	13,217	0	5,400

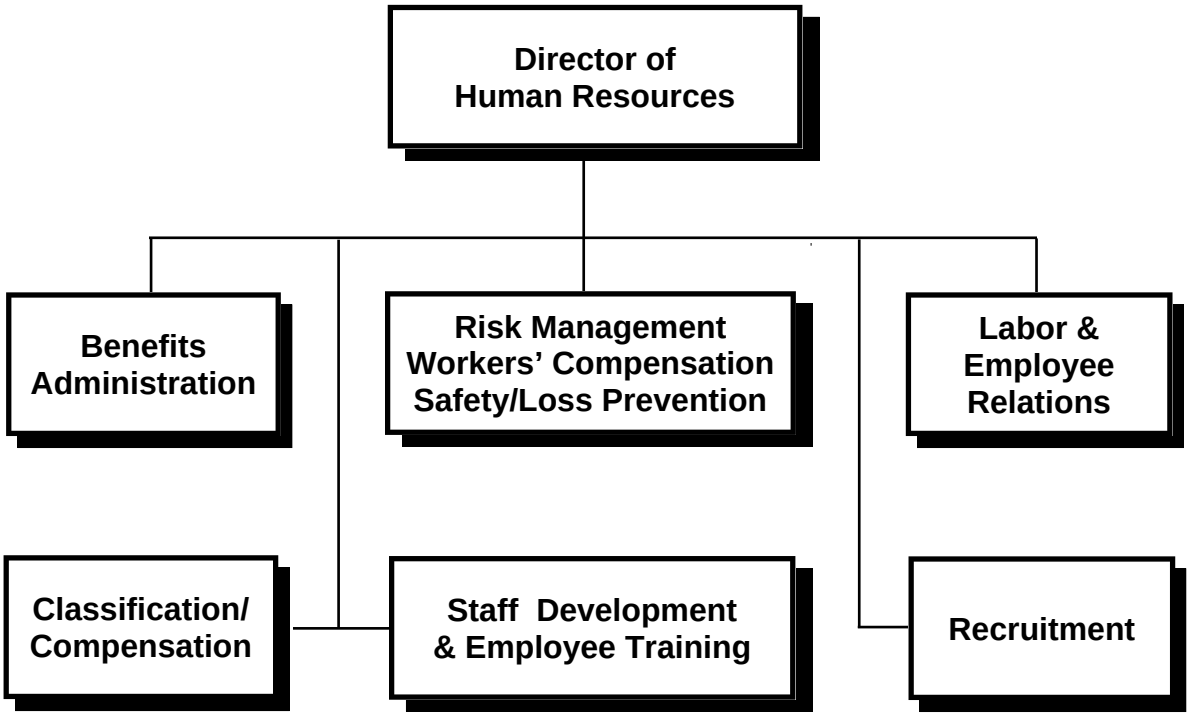
VILLAGE MANAGER

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-0201-502.22-15	Photocopying	Photocopies & supplies	1,000		1,000	
		Maintenance agreement Xerox 5150	700		1,000	
		Lease of Xerox WC5645P copier	1,000	2,700	0	2,000
101-0201-502.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		27,300		27,700
101-0201-502.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		3,700		3,900
		TOTAL CONTRACTUAL SERVICES		**74,417**		**65,100**
COMMODITIES:						
101-0201-502.30-01	Publications/Periodicals	Miscellaneous publications		800		800
101-0201-502.30-05	Office Supplies & Equip	Printer cartridges/toner, stationery, pens, etc.		7,500		7,500
101-0201-502.30-50	Petroleum Products	Fuel for vehicle assigned to Manager		1,100		1,100
		TOTAL COMMODITIES		**9,400**		**9,400**
		TOTAL VILLAGE MANAGER		**915,417**		**941,600**

HUMAN RESOURCES

ORGANIZATION STRUCTURE



HUMAN RESOURCES

The Human Resources Department administers the Village human resources program.

This includes recruitment, testing, selection, staff development and training, maintenance of the classification and pay plans, management of employee benefit programs and workers' compensation program. Employee benefit programs include health insurance, life insurance, wellness programs, pension programs, unemployment compensation, deferred income programs, vacation, sick leave, longevity and holiday pay programs. The Department is responsible for all collective bargaining activities with employee unions and associations, and administration of the Village personnel policy and procedures.

This department also serves as the liaison to the Village's Board of Fire and Police Commissioners. Duties entail assisting the Commission in the recruitment, testing, interviewing and establishment of eligibility lists for all non-exempt sworn fire and police classifications of work.

Additional responsibilities include administrative and management studies assigned to the Department by the Village Manager.

2012-2013 Status of Goals and Objectives

► **To efficiently manage the Village's resources and implement opportunities to reduce spending.**

- Expanded the use of email for employee and retiree notifications
- Implemented Blue Access online to increase utilization of Blue Cross/Blue Shield's on-line customer service program to access claims, plan design and wellness as well as other services provided

► **Research and implement strategies to help control health risks and costs.**

- Meet with the Employee Health Awareness Team quarterly to discuss how they can help educate employees on:
  - Becoming better consumers of their health benefits
  - The benefits of participating in wellness programs
  - The benefits and costs savings of the High Deductible Health Plan
  - How to help the Village save money on prescription drugs
- Conducted wellness survey to Village employees to gauge interest in wellness programs
- Offer wellness classes to employees including financial fitness
- Implement best practices to optimize wellness
  - Promote the Village's nursing services
  - Health risk assessment
  - Walking/fitness challenges
  - Fitness programs
  - Closely monitor the Village's Return to Work Program

► **Apply for the Retiree Drug Subsidy and provide Medicare required information.**

- On a regular basis provided Medicare the required information to ensure the Village qualifies for the subsidy
- Received annual subsidy in summer of 2012

► **Enhance loss prevention efforts to become more proactive with safety and loss prevention programs throughout the Village in order to reduce the cost of workers' compensation.**

- The Village has a medical case management program that helps ensure employees return to work as soon as medically possible.
- The Village's Safety Committee and the Accident Prevention Board meet on a monthly basis to review workers' compensation and motor vehicle accidents. These committees discuss accidents to determine corrective measures that may be implemented in an effort to help avoid accidents of the same or similar nature.
- Training classes are designed and offered if a need is determined.

► **Assist the Board of Fire and Police Commissioners with recruitment, selection, and promotional activities.** Recruitment for Certified Police Officers is on going.

- The following tests were conducted in 2012:
  - Entry level Police Officer
  - Entry level Firefighter
  - Police Sergeant – Promotional
  - Fire Lieutenant - Promotional

► **Develop recruitment and selection strategies that attract highly qualified candidates while ensuring equal employment opportunities in accordance with the Village's Equal Opportunity Policy.**

- Employment tests are used as a method of screening applicants.
- A new program for seasonal applicants has been designed and implemented.

► **Review personnel policies and practices in order to ensure they are in compliance with state and federal laws.**

- Personnel policies are continually reviewed and updated as required by law.
- Supervisory training is offered to keep staff educated on the laws.

► **Recognize and publish employee accomplishments.** The Human Resources Department publicizes employee accomplishments in the following manners:

- Monthly Report
- Happenings – Quarterly employee newsletter
- Employee Recognition luncheon
- Employee Appreciation week
- Employee Orientation including Village tour

► **Maintain and make necessary modifications to the Village's Classification Plan to ensure all employees are appropriately classified.** This is an ongoing process.

- Job audits are conducted and job descriptions updated to reflect changes

► **Workforce Development**

- Identify, assess and offer training programs to employees and supervisors for current as well as future positions within the Village.
  - Employees are notified of classes by email, the Village intranet, and the newsletter Happenings.
  - Web based as well as group training is offered and promoted.
  - Resource library available in HR Conference room including hard copy and electronic options.

HUMAN RESOURCES

2013-2014 Goals and Objectives

- ► To efficiently manage the Village's resources and implement opportunities to reduce spending.
- ► Research and implement strategies to help control health risks and costs.
- ► Apply for the Retiree Drug Subsidy and provide Medicare required information.
- ► Enhance loss prevention efforts to become more proactive with safety and loss prevention programs throughout the Village in order to reduce the cost of workers' compensation.
- ► Assist the Board of Fire and Police Commissioners with recruitment, selection and promotional activities.
- ► Develop recruitment and selection strategies that attract highly qualified candidates while ensuring equal employment opportunities in accordance with the Village's Equal Opportunity Policy.
- ► Review personnel policies and practices in order to ensure they are in compliance with Federal and State laws.
- ► Recognize and publicize employee accomplishments.
- ► Maintain and make necessary modifications to the Village's Classification Plan to ensure all employees are appropriately classified.
- ► Workforce Development.

Performance Measures

	Calendar Year		
	2010	**2011**	**2012**
► **Performance Measure**			
Research and implement strategies to help control health risks and costs			
a) Medicare Retiree Drug Subsidy received	$128,492	$130,473	$125,000 (estimated)
► **Performance Activity**			
a) Provide required information to Medicare to ensure the Village qualifies for the Retiree Drug Subsidy	7 Hours a Week	7 Hours a Week	7 Hours a Week
b) Number of wellness programs offered	51	35	30
c) Number of dollars pledged in Section 125	$230,221	$237,250	$236,581
d) Number of Section 125 claims processed	457	374	329
e) Number of employees contributing to ICMA	319	296	315
f) Number of employees participating in the RTA Transit Check Commuter Benefit Program	4	4	5
g) Number of benefit changes processed for:			
▪ Village Employees	53	51	56
▪ Library Employees	17	24	10
▪ Retirees	24	78	57

Performance Measures (cont.)	Calendar Year		
	2010	2011	2012
► **Performance Measure**			
Enhance our loss prevention efforts to become more proactive with safety and loss prevention programs throughout the Village in order to reduce the cost of workers' compensation.			
a) Number of claims forwarded to the Third Party Administrator (TPA) within 48 hours of the accident	27 out of 41	18 out of 31	41 out of 51
b) Number of work days lost to Workers' Compensation injury	760	1,032	1,024
c) Number of pro se settlements	4 out of 5	4 out of 9	2 out of 2
d) Number of safety measures implemented	3	5	9
► **Performance Activity**			
a) Number of accidents reviewed	80	103	92
b) Number of safety training programs offered to employees sponsored through Human Resources	3	3	5
► **Performance Measure**			
Maintain and make necessary modifications to the Village's Classification Plan to ensure all employees are appropriately classified.			
a) Number of job audits conducted	2	8	9
b) Number of surveys conducted	249	210	274
► **Performance Measure**			
Review personnel policies and practices in order to ensure they are in compliance with applicable laws.			
a) Number of personnel policies revised/created	1	4	4
► **Performance Activity**			
Assist the Board of Fire and Police Commissioners with recruitment, selection and promotional activities.			
a) Number of Fire and Police Commissioners meetings held	30	19	31
b) Number of interviews conducted	73	39	81
c) Number of eligibility lists created	4	3	4
► **Performance Activity**			
Professional Development of Workforce Identify, assess and offer training programs to employees.			
a) Number of classes offered	4	1	2

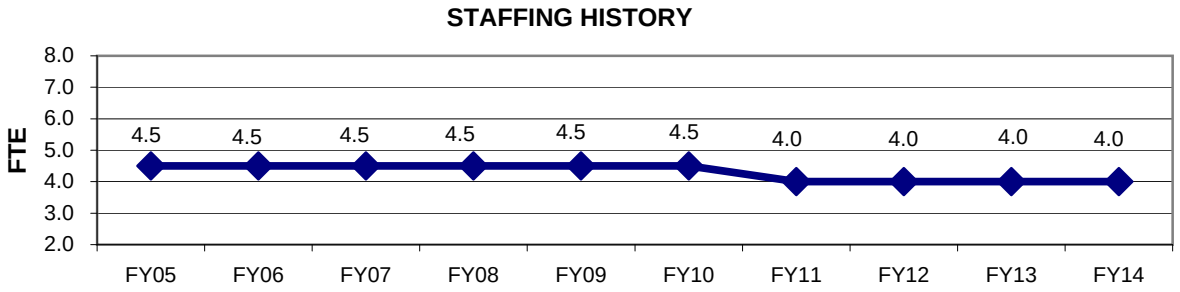
OPERATION SUMMARY

HUMAN RESOURCES

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	2.00	2.00	2.00	2.00	2.00	0.00	0.0%
Health Insurance Fund	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Worker's Comp Fund	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Total F-T-E	4.00	4.00	4.00	4.00	4.00	0.00	0.0%
Expenditures							
Personal Services	$592,623	$564,825	$641,100	$674,900	$710,100	$35,200	5.2%
Contractual Services	3,871,021	4,278,575	4,243,300	4,490,500	4,742,900	252,400	5.6%
Commodities	3,404	3,191	5,300	5,300	5,300	0	0.0%
Other Charges	6,088,361	6,730,515	6,960,500	8,236,400	9,160,400	924,000	11.2%
Capital Items	0	0	3,200	3,600	0	(3,600)	(100.0%)
Total Expenditures	$10,555,409	$11,577,106	$11,853,400	$13,410,700	$14,618,700	$1,208,000	9.0%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$366,698	$398,779	$441,400	$446,300	$487,400	$41,100	9.2%
Capital Projects Fund	0	0	3,200	3,600	0	(3,600)	(100.0%)
Health Insurance Fund	6,708,881	7,288,384	7,359,100	8,880,500	9,726,300	845,800	9.5%
Retiree Health Ins Fund	1,886,315	2,713,172	2,684,100	2,416,100	2,724,200	308,100	12.8%
Worker's Comp Fund	1,593,515	1,176,771	1,365,600	1,664,200	1,680,800	16,600	1.0%
Total Expenditures	$10,555,409	$11,577,106	$11,853,400	$13,410,700	$14,618,700	$1,208,000	9.0%



HUMAN RESOURCES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0301-503.10-01	Salaries	154,468	165,624	173,400	173,500	**179,400**	5,900	3.4%
101-0301-503.18-01	Temporary Help	11,271	5,365	6,000	6,000	**6,200**	200	3.3%
101-0301-503.18-05	Overtime Civilian	0	0	700	700	**700**	0	0.0%
	Salaries	**165,739**	**170,989**	**180,100**	**180,200**	**186,300**	**6,100**	**3.4%**
101-0301-503.19-01	Workers Compensation	400	400	400	400	**400**	0	0.0%
101-0301-503.19-05	Medical Insurance	18,200	18,400	18,300	18,300	**20,100**	1,800	9.8%
101-0301-503.19-06	Medical Insurance-OnDuty Injury	87,200	87,800	144,800	144,800	**175,300**	30,500	21.1%
101-0301-503.19-10	IMRF	17,313	20,640	23,500	23,600	**26,400**	2,800	11.9%
101-0301-503.19-11	Social Security	10,051	10,572	10,900	10,800	**11,100**	300	2.8%
101-0301-503.19-12	Medicare	2,351	2,473	2,600	2,600	**2,700**	100	3.8%
	Fringe Benefits	**135,515**	**140,285**	**200,500**	**200,500**	**236,000**	**35,500**	**17.7%**
101-0301-503.20-05	Professional Services	597	2,598	2,200	2,200	**2,200**	0	0.0%
101-0301-503.20-39	Data Processing	7,204	7,203	0	0	**0**	0	N/A
101-0301-503.20-40	General Insurance	4,800	4,900	5,000	5,000	**5,200**	200	4.0%
101-0301-503.20-75	Examinations	0	18,575	200	200	**200**	0	0.0%
101-0301-503.21-02	Equipment Maintenance	34	0	100	100	**100**	0	0.0%
101-0301-503.21-65	Other Services	1,087	1,056	1,300	1,300	**1,400**	100	7.7%
101-0301-503.22-01	Advertising	273	539	900	900	**1,100**	200	22.2%
101-0301-503.22-02	Dues	1,057	1,078	1,000	1,000	**1,000**	0	0.0%
101-0301-503.22-03	Training	2,815	2,906	1,200	4,200	**4,400**	200	4.8%
101-0301-503.22-05	Postage	419	506	500	500	**500**	0	0.0%
101-0301-503.22-10	Printing	10	127	300	300	**300**	0	0.0%
101-0301-503.22-15	Photocopying	3,629	3,132	3,400	3,400	**2,500**	(900)	(26.5%)
101-0301-503.22-25	IT/GIS Service Charge	27,700	25,500	24,200	24,200	**24,700**	500	2.1%
	Contractual Services	**49,625**	**68,120**	**40,300**	**43,300**	**43,600**	**300**	**0.7%**
101-0301-503.30-01	Publications Periodicals	135	451	500	500	**500**	0	0.0%
101-0301-503.30-05	Office Supplies & Equip	1,748	1,829	2,000	2,000	**2,000**	0	0.0%
	Commodities	**1,883**	**2,280**	**2,500**	**2,500**	**2,500**	**0**	**0.0%**
101-0301-503.40-70	Employee Recognition Program	13,936	17,105	18,000	19,800	**19,000**	(800)	(4.0%)
	Other Charges	**13,936**	**17,105**	**18,000**	**19,800**	**19,000**	**(800)**	**(4.0%)**
	Total Human Resources	**366,698**	**398,779**	**441,400**	**446,300**	**487,400**	**41,100**	**9.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1030	Director of Human Resources	C52	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
	Total F-T-E		**2.00**	**2.00**	**0.00**

Human Resources Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	2.00	2.00	
605	Health Insurance Fund	1.00	1.00	
615	Workers' Compensation Fund	1.00	1.00	
	Total F-T-E All Funds	**4.00**	**4.00**	**0.00**

HUMAN RESOURCES

GENERAL FUND **EXPENDITURE DETAIL**

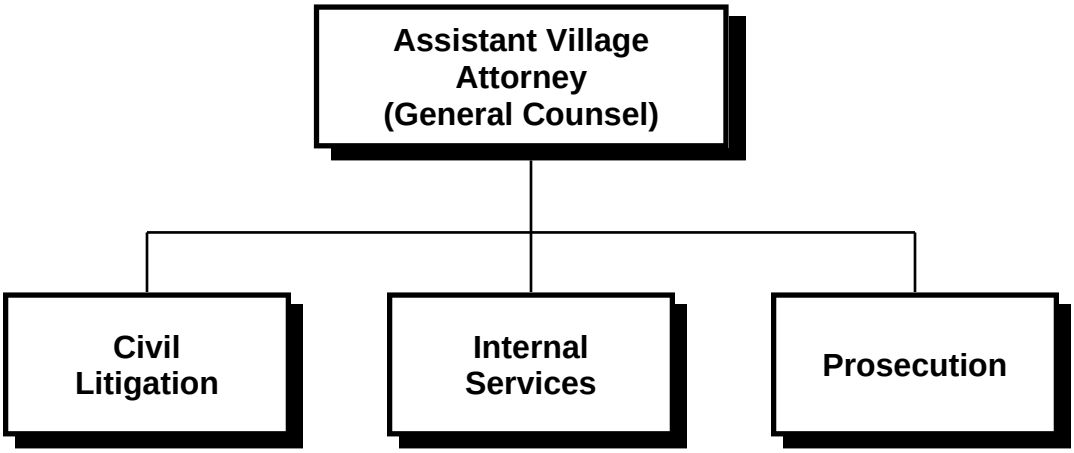
Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-0301-503.10-01	Salaries	Salaries		173,500		179,400
101-0301-503.18-01	Temporary Help	Temporary Help		6,000		6,200
101-0301-503.18-05	Overtime Civilian	Overtime Civilian		700		700
		TOTAL SALARIES		**180,200**		**186,300**
FRINGE BENEFITS:						
101-0301-503.19-01	Workers' Compensation	Workers' Compensation Insurance		400		400
101-0301-503.19-05	Medical Insurance	Medical Insurance		18,300		20,100
101-0301-503.19-06	Med Ins On Duty Injury	Medical insurance premium for Police and Fire on duty Injury per PSEBA				
		Police (5)	76,200		101,400	
		Fire (5)	68,600	144,800	73,900	175,300
101-0301-503.19-10	IMRF	IMRF		23,600		26,400
101-0301-503.19-11	Social Security	Social Security		10,800		11,100
101-0301-503.19-12	Medicare	Medicare		2,600		2,700
		TOTAL FRINGE BENEFITS		**200,500**		**236,000**
CONTRACTUAL SERVICES:						
101-0301-503.20-05	Professional Services	Training programs		2,200		2,200
101-0301-503.20-40	General Insurance	Liability and property insurance		5,000		5,200
101-0301-503.20-75	Examinations	Promotional exams	100		100	
		Candidate testing	100	200	100	200
101-0301-503.21-02	Equipment Maintenance	Maintenance of typewriters, calculators and computers		100		100
101-0301-503.21-65	Other Services	Cell phone usage/wireless connectivity		1,300		1,400
101-0301-503.22-01	Advertising	Advertising		900		1,100
101-0301-503.22-02	Dues	Dues		1,000		1,000
101-0301-503.22-03	Training	Seminars & tuition reimbursement		4,200		4,400
101-0301-503.22-05	Postage	Postage		500		500
101-0301-503.22-10	Printing	Printing of forms and manuals		300		300
101-0301-503.22-15	Photocopying	Photocopies & supplies	1,500		1,500	
		Maintenance agreement Xerox 5150	200		1,000	
		Lease of Xerox WC4150 copier	1,700	3,400	0	2,500

HUMAN RESOURCES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
101-0301-503.22-25	IT/GIS Service Charge	Information Technology service charge	24,200	24,700
		TOTAL CONTRACTUAL SERVICES	**43,300**	**43,600**
COMMODITIES:				
101-0301-503.30-01	Publications/Periodicals	Miscellaneous publications	500	500
101-0301-503.30-05	Office Supplies & Equip	General office supplies	2,000	2,000
		TOTAL COMMODITIES	**2,500**	**2,500**
OTHER CHARGES:				
101-0301-503.40-70	Employee Recognition Prg	Service awards & forum for recognition of employees	19,800	19,000
		TOTAL OTHER CHARGES	**19,800**	**19,000**
		TOTAL HUMAN RESOURCES	**446,300**	**487,400**

ORGANIZATION STRUCTURE



LEGAL

The Legal Department provides legal advice to elected and appointed officers and employees of the Village with respect to formulation, implementation and enforcement of the policy decisions of the Board of Trustees and represents the Village in court or at administrative proceedings.

These services are provided by the Village Attorney and Village Prosecutor, who are appointed by the President and Board of Trustees, and attorneys and support personnel, who are appointed by the Village Manager.

The Legal Department is responsible for:

- Research and preparation of ordinances as requested by the Board of Trustees, the Village Manager, Village departments or on the initiative of the Legal Department.
- Interpretation and application of ordinances, statutes and judicial decisions to particular situations.
- Drafting and reviewing documents related to transactions to which the Village is a party.
- Action dealing with the Village's interest in real and personal property, including vacation of rights-of-way.
- Representation of the Village in intergovernmental groups and matters of negotiations, including collective bargaining, between the Village and other parties, as may be assigned by the Village Manager.
- Ensuring that the Village consistently complies with existing and newly passed federal and state laws.

The Village is represented in court or before administrative agencies with quasi-judicial functions by the Village Attorney, Village Prosecutor, attorneys in the department or special counsel as may be required. Prosecution of traffic, misdemeanor and general municipal ordinance violations, civil suits to enjoin violation of ordinances, collection of debts owed the Village, court supervision of the special assessment process, and defense of suits against the Village are common types of litigation handled or overseen by the Department.

2012-13 Status of Goals and Objectives

- **To efficiently manage the Village's resources and implement opportunities to reduce spending.** On-going.
- **Continue to work with other departments in preparation and review of Village ordinances, agreements and other legal documents.** On-going.
- **Continue to update Municipal Code, Board of Trustees Policy Manual and Freedom of Information procedures.** On-going.
- **Continue to monitor legislation and educate Village staff as relevant legislation is passed.** On-going.
- **Continue to participate in multi-departmental groups to assist in the implementation of projects and events.** On-going.
- **Continue to monitor Freedom of Information Act requests and the FOIA process.** On-going.

2013-14 Goals and Objectives

- ► To efficiently manage the Village's resources and implement opportunities to reduce spending.
- ► Continue to work with other departments in preparation and review of Village ordinances, agreements and other legal documents.
- ► Continue to update Municipal Code and Board of Trustees Policy Manual.
- ► Continue to monitor legislation and educate elected officials, appointed officials, and Village staff as relevant legislation is passed.
- ► Continue to participate in multi-departmental groups to assist in the implementation of projects and events.
- ► Continue to monitor Freedom of Information Act requests and the FOIA process, including implementation of FOIA amendments.
- ► Finalize implementation of electronic packets.

Performance Measures	Calendar Year		
	2010	2011	2012
1. Number of Code amendment packets issued	3	4	2
2. Number of Code sections amended	67	185	44
3. Number of ordinances amending the Code	16	19	16
4. Number of ordinances prepared and adopted	51	60	71
5. Number of resolutions prepared and adopted	28	37	32
6. Number of agreements prepared and adopted	20	30	36
7. Number of FOIA requests processed	871	898	1,075
8. Number of FOIA appeals	1	0	2
9. Number of FOIA denials in whole or in part	353	376	258
10. Number of foreclosures processed	414	364	381
11. Number of liquor license hearings prosecuted	11	6	6
12. Number of housing court cases prosecuted	18	4	11

OPERATION SUMMARY

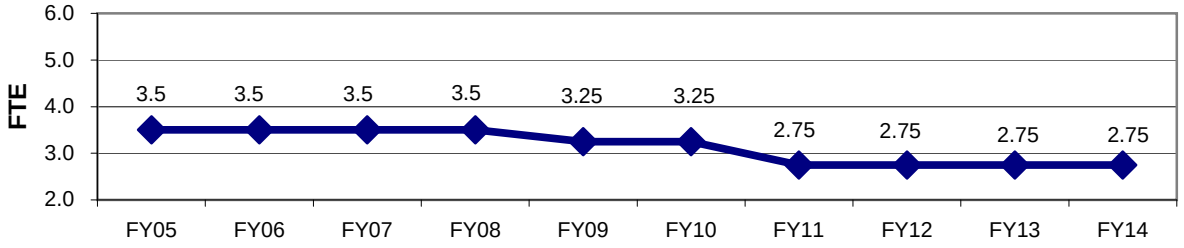
LEGAL

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	2.75	2.75	2.75	2.75	2.75	0.00	0.0%
Expenditures							
Personal Services	$357,096	$379,935	$397,700	$402,700	$442,200	$39,500	9.8%
Contractual Services	273,624	266,136	271,000	271,600	273,300	1,700	0.6%
Commodities	11,577	11,449	10,300	10,300	10,300	0	0.0%
Other Charges	33,137	43,996	45,000	45,000	45,000	0	0.0%
Capital Items	0	5,888	0	0	0	0	N/A
Total Expenditures	$675,434	$707,404	$724,000	$729,600	$770,800	$41,200	5.6%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$675,434	$701,516	$724,000	$729,600	$770,800	$41,200	5.6%
Capital Projects Fund	0	5,888	0	0	0	0	N/A
Total Expenditures	$675,434	$707,404	$724,000	$729,600	$770,800	$41,200	5.6%

STAFFING HISTORY



LEGAL

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0401-503.10-01	Salaries	271,659	288,096	299,900	303,800	**315,200**	11,400	3.8%
	Salaries	**271,659**	**288,096**	**299,900**	**303,800**	**315,200**	**11,400**	**3.8%**
101-0401-503.19-01	Workers Compensation	600	600	600	600	**600**	0	0.0%
101-0401-503.19-05	Medical Insurance	35,800	35,800	35,800	35,800	**58,300**	22,500	62.8%
101-0401-503.19-10	IMRF	30,317	35,545	40,400	41,200	**46,100**	4,900	11.9%
101-0401-503.19-11	Social Security	14,879	15,805	16,700	16,900	**17,400**	500	3.0%
101-0401-503.19-12	Medicare	3,841	4,089	4,300	4,400	**4,600**	200	4.5%
	Fringe Benefits	**85,437**	**91,839**	**97,800**	**98,900**	**127,000**	**28,100**	**28.4%**
101-0401-503.20-10	Village Attorney Retainer	50,040	50,045	50,100	50,100	**50,100**	0	0.0%
101-0401-503.20-15	Village Prosecutor Retain	50,040	50,040	50,100	50,100	**50,100**	0	0.0%
101-0401-503.20-20	Legal Services	112,458	117,250	120,000	120,000	**125,000**	5,000	4.2%
101-0401-503.20-40	General Insurance	2,500	2,600	2,700	2,700	**2,800**	100	3.7%
101-0401-503.21-02	Equipment Maintenance	34	34	100	100	**100**	0	0.0%
101-0401-503.21-65	Other Services	32,253	21,955	23,000	23,000	**23,000**	0	0.0%
101-0401-503.22-02	Dues	2,318	2,567	2,500	2,500	**2,500**	0	0.0%
101-0401-503.22-03	Training	957	2,858	3,800	3,800	**3,800**	0	0.0%
101-0401-503.22-05	Postage	1,000	954	1,000	1,600	**1,000**	(600)	(37.5%)
101-0401-503.22-15	Photocopying	4,724	1,933	2,500	2,500	**2,500**	0	0.0%
101-0401-503.22-25	IT/GIS Service Charge	17,300	15,900	15,200	15,200	**12,400**	(2,800)	(18.4%)
	Contractual Services	**273,624**	**266,136**	**271,000**	**271,600**	**273,300**	**1,700**	**0.6%**
101-0401-503.30-01	Publications Periodicals	273	273	400	400	**400**	0	0.0%
101-0401-503.30-05	Office Supplies & Equip	2,390	939	1,900	1,900	**1,900**	0	0.0%
101-0401-503.33-05	Other Supplies	8,914	10,237	8,000	8,000	**8,000**	0	0.0%
	Commodities	**11,577**	**11,449**	**10,300**	**10,300**	**10,300**	**0**	**0.0%**
101-0401-503.40-74	Real Estate Tax	33,137	43,996	45,000	45,000	**45,000**	0	0.0%
	Other Charges	**33,137**	**43,996**	**45,000**	**45,000**	**45,000**	**0**	**0.0%**
	Total Legal Department	**675,434**	**701,516**	**724,000**	**729,600**	**770,800**	**41,200**	**5.6%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1045	Ass't Vlg Attorney (Gen Counsel)	D63	1.00	1.00	
1050	Staff Attorney	C42	0.50	0.50	
1055	Paralegal	B23	0.50	0.50	
1735	Administrative Assistant II	B21	0.75	0.75	
	Total F-T-E		**2.75**	**2.75**	**0.00**

Legal Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	2.75	2.75	
	Total F-T-E All Funds	**2.75**	**2.75**	**0.00**

LEGAL

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-0401-503.10-01	Salaries	Salaries		303,800		315,200
		TOTAL SALARIES		**303,800**		**315,200**
FRINGE BENEFITS:						
101-0401-503.19-01	Workers' Compensation	Workers' Compensation Insurance		600		600
101-0401-503.19-05	Medical Insurance	Medical Insurance		35,800		58,300
101-0401-503.19-10	IMRF	IMRF		41,200		46,100
101-0401-503.19-11	Social Security	Social Security		16,900		17,400
101-0401-503.19-12	Medicare	Medicare		4,400		4,600
		TOTAL FRINGE BENEFITS		**98,900**		**127,000**
CONTRACTUAL SERVICES:						
101-0401-503.20-10	Village Attorney Retainer	Retainer for attendance at Board meetings; weekly session with staff; counsel to Village President and Board of Trustees		50,100		50,100
101-0401-503.20-15	Village Prosecutor Retainer	Retainer for five sessions monthly in Cook County District Court in Rolling Meadows for prosecution of traffic and local ordinance violations, with add'l prosecution costs billed in A/C #20-20		50,100		50,100
101-0401-503.20-20	Legal Services	Litigation, prosecution and collective bargaining		120,000		125,000
101-0401-503.20-40	General Insurance	Liability and property insurance		2,700		2,800
101-0401-503.21-02	Equipment Maintenance	Maintenance of typewriter		100		100
101-0401-503.21-65	Other Services	Transcripts, appraisals, recording fees, title searches, miscellaneous services	9,500		9,500	
		Court reporters - DUI cases	13,500	23,000	13,500	23,000
101-0401-503.22-02	Dues	Dues		2,500		2,500
101-0401-503.22-03	Training	Seminars and meetings		3,800		3,800
101-0401-503.22-05	Postage	Correspondence and notices		1,600		1,000
101-0401-503.22-15	Photocopying	Photocopies & supplies	800		800	
		Maintenance agreement Xerox 5150	1,700	2,500	1,700	2,500
101-0401-503.22-25	IT/GIS Service Charge	Information Technology service charge		15,200		12,400
		TOTAL CONTRACTUAL SERVICES		**271,600**		**273,300**

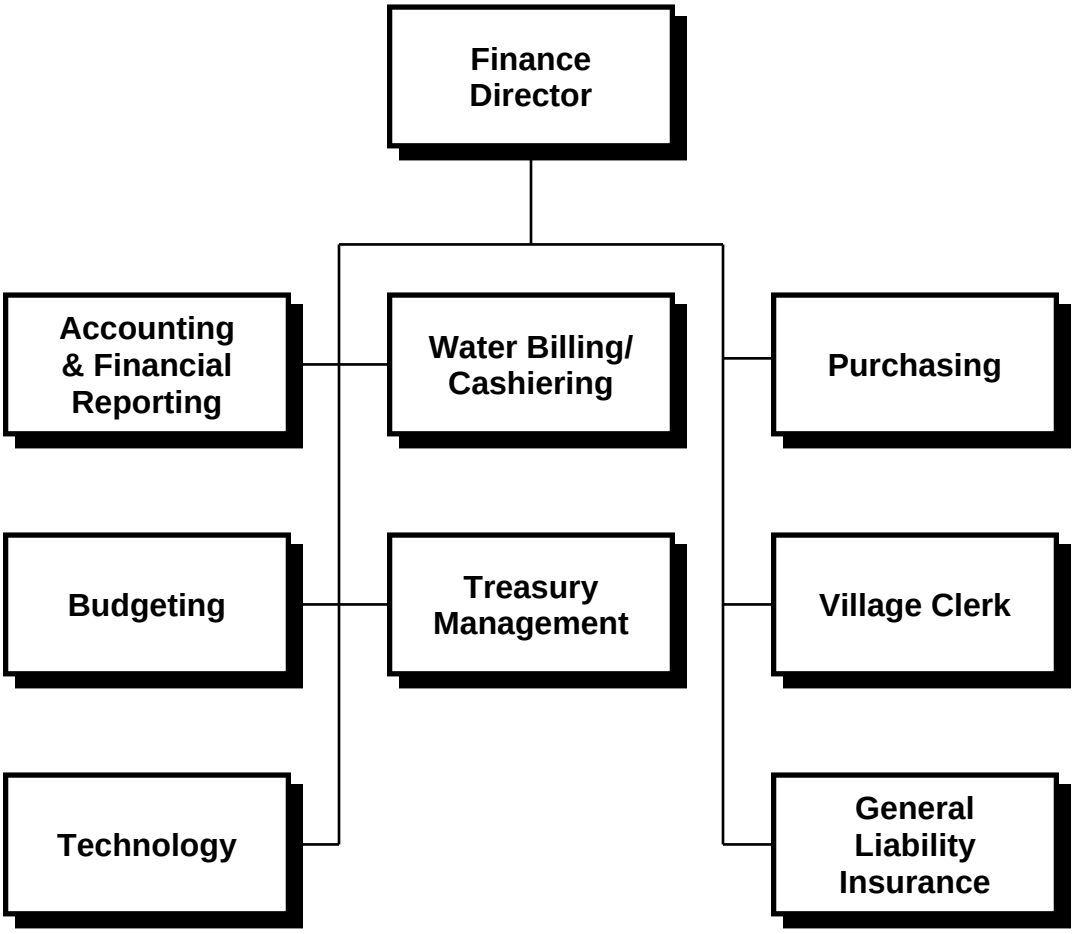
LEGAL

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
COMMODITIES:				
101-0401-503.30-01	Publications/Periodicals	Miscellaneous publications	400	400
101-0401-503.30-05	Office Supplies & Equip	General office supplies	1,900	1,900
101-0401-503.33-05	Other Supplies & Equip	Legal books, including statutes, digests and citations	8,000	8,000
		TOTAL COMMODITIES	**10,300**	**10,300**
OTHER CHARGES:				
101-0401-503.40-74	Real Estate Tax	Tax on Village property leased to commercial business	45,000	45,000
		TOTAL OTHER CHARGES	**45,000**	**45,000**
		TOTAL LEGAL	**729,600**	**770,800**

FINANCE

ORGANIZATION STRUCTURE



FINANCE

The Finance Department provides professional financial management for the Village. The scope of its responsibilities covers the following functions:

Accounting and Financial Reporting – Accounting records are maintained in accordance with generally accepted accounting principles (GAAP) for governments. Appropriate financial reports are regularly produced. Village financial reports regularly win national awards for excellence. All financial records of the Village are audited by external auditors on an annual basis.

Budgeting – The preparation of the annual budget includes the planning as well as the necessary financial analysis and actual budget production. The Department assists other Village departments with their respective budget requests. This function also includes on-going maintenance and monitoring of the budget.

Treasury Management – Village funds are invested to produce maximum income consistent with preservation of principal. Treasury Management includes monitoring receipts and disbursements and overseeing a control system of checks and balances. Treasury Management also includes follow-up on unpaid bills using a variety of methods including legal remedies. The Village has an investment policy that it follows which gives guidance to the Treasurer.

Payroll Services – Complete payroll services are provided including payroll services for the Library.

Purchasing – This function provides for the purchasing of services and goods at the lowest responsible price, frequently using formal or informal competitive bid processes. Procedures provide for review that legal requirements have been met in acquiring the goods and services.

Technology – The Finance Director provides overall management and direction for the Information Technology and the Geographic Information Systems Operations.

Accounts Payable/Accounts Receivable – This function provides for timely payment by the Village for goods and services received, and prompt billing for amounts due to the Village. Payment procedures require appropriate controls to ensure that goods and services have been received. Billings for Village services, including water, vehicle license fees and other miscellaneous revenues, are issued and controlled by the Department.

Village Clerk – This position is appointed by the Village Manager and overall management and supervision has been delegated to the Finance Director. The Administrative Assistant II in the Finance Department also acts as the Deputy Village Clerk, handling the Village Clerk's duties in their absence.

> **Municipal Records** – The Village Clerk prepares the official minutes of the Board of Trustees and arranges for the necessary publication and document filing actions resulting from Board action. The Clerk is also responsible for the management, indexing, and safeguarding of Village records.
>
> **Elections and Voter Registration** – The Village Clerk registers residents to vote and distributes absentee voting applications for all elections. The Clerk also accepts nominating petitions from Village candidates, certifies the Village election ballot, and tallies the results of Village elections.

General Liability Insurance – The Finance Director is responsible for the administration of the Village's self-insurance program for general liability insurance claims.

Water Billing & Cashiering – This function provides for the billing and collection of bi-monthly water and sewer bills. Front Desk personnel handle the in-person or internet payment of fees, fines, and other charges.

2012-13 Status of Goals and Objectives

1. **To efficiently manage the Village's resources and implement opportunities to reduce spending.** Recommended the Village Board approved action to pay off the Illinois Municipal Retirement Fund (IMRF) net pension obligation of $635,000 that resulted from the IMRF approved lower phase-in pension funding rate used during the prior three fiscal years. The phase-in rates were used to offset the effects of the IMRF investment losses experienced during the recession. By paying off this obligation with reserves which were earning around 2%, the Village will avoid an annual actuarial interest charge by IMRF of 7.5% on the net pension obligation amount.

2. **Balance the budget. (Village Board Goal #3)**

   - ► **Continue to work with the Planning & Community Development Department on economic development agreements to bring new sales tax generating businesses to the Village.** Worked with the Planning & Community Development Department on proposals associated with the Arlington Downs project.

   - ► **Continually evaluate the cost and allocation of Village services.** The annual multi-year financial projections were completed for the General and Water & Sewer Funds. The 2012 tax levy was approved at a 1.2% increase over the 2011 extended levy.

3. **Maintain best practices to assure quality level of essential services. (Village Board Goal #4)**

   - ► **Continue to investigate additional services or service improvements that can be provided by the Finance Department**. During the year the Finance Department implemented a new internet payment option for residents who wish to pay for their vehicle stickers online. The Village now offers an internet payment option for water bills, parking tickets, and vehicle stickers.

     Additional financial and operational information was added to the Village's website in an effort to increase transparency. This included additional five years of agendas, meeting minutes, audits, and budgets, as well as monthly financial reports, a property tax analysis, annual public safety pension reports, and other information.

   - ► **Continue to develop and expand the new Village Clerk database system that allows for read-only access by other departments and the retention of existing data.** A new scanning/database system was implemented that is open to other departments on a read-only basis.

   - ► **Obtain the GFOA Certificate of Excellence for the Comprehensive Annual Financial Report and the GFOA Distinguished Budget Award.** Obtained Certificate of Excellence for the Comprehensive Annual Financial Report for the 2011 fiscal year and applied for fiscal year 2012. Obtained Distinguished Budget Award for the fiscal year 2013 Operating Budget.

   - ► **Continue the development of funding plans for infrastructure repair and replacement.** Developed the FY2014-FY2018 Capital Improvement Program along with the CIP Committee. The CIP includes a multi-year plan to finance and construct a new Police facility through the sale of bonds as other Village debt matures. The intent of this long-term financing plan is to construct a new Police facility without increasing property taxes for overall Village debt payments.

- **Increase direct deposit of paychecks to 85%.** Increased the use of direct deposit pay of paychecks to 81% in FY2012 and to 86% by December of 2012.
- **Increase automated water bill payment by ACH to 30%.** Achieved a 28% use of water bill payment by ACH.
- **Complete an analysis of the funding position of the Fleet Fund by department.** This project is in process.

2013-14 Goals and Objectives

1. To efficiently manage the Village's resources and implement opportunities to reduce spending.
2. Balance the budget. (Village Board Goal #3)
   - Continue to work with the Planning & Community Development Department on economic development agreements to bring new sales tax generating businesses to the Village.
   - Continually evaluate the cost and allocation of Village services.
3. Maintain best practices to assure quality level of essential services. (Village Board Goal #4)
   - Continue to investigate additional services or service improvements that can be provided by the Finance Department.
   - The Village Clerk to assist Legal and Village Manager representatives with the implementation of a new electronic Village Board packet system.
   - Obtain the GFOA Certificate of Excellence for the Comprehensive Annual Financial Report and the GFOA Distinguished Budget Award.
   - Continue the development of funding plans for infrastructure repair and replacement.
   - Increase direct deposit of paychecks to 90%.
   - Increase automated water bill payment by ACH to 30%.
   - Complete an analysis of the funding position of the Fleet Fund by department.

Performance Measures

	FY2010	FY2011	FY2012
1. Number & Type of Payment Transaction			
Vehicle Stickers			
At counter/drop box/mail	43,263	42,392	43,929
Through banks/currency exchanges	711	1,194	1,495
Water Bills Transactions			
Through lockbox (closed 7/2009)	1,677	0	0
By direct bank debit (ACH)	32,358	35,304	36,282
Electronic lockbox (ACH) (began 3/2010)	1,241	21,069	25,076
Internet payments	2,730	2,984	3,283
At counter/drop box/mail	91,809	71,746	66,485
Total Water Bill Transactions	129,815	131,103	131,126

Performance Measures (cont.)

	FY2010	FY2011	FY2012
1. Number & Type of Payment Transaction (cont.)			
% Water bills – lockbox	1%	0%	0%
% Water bills – bank debit (ACH)	25%	27%	28%
% Water bills – electronic lockbox (ACH)	1%	16%	19%
% Water bills – Internet	2%	2%	3%
% Water bills – at counter/drop box/mail	71%	55%	51%
Parking tickets			
At counter/drop box/mail	7,886	8,843	11,345
Internet payments	2,053	1,861	2,706
	9,939	10,704	14,051
% parking tickets – Internet payments	21%	17%	19%
2. Credit Card Payments			
# of transactions	16,595	18,074	19,225
Total payments	$1,561,779	$1,871,914	$1,852,826
Total fees	$30,098	$36,435	$40,172
Average fee %	1.93%	1.95%	2.17%
Average transaction	$94.11	$103.57	$96.38
3. Number of Vehicle Stickers Issued			
Passenger/Recreational	48,515	48,406	48,571
Trucks	2,399	2,146	2,284
Motorcycles	442	438	443
Total Vehicle Stickers	51,356	50,990	51,298
4. Water Billing Activity			
# of metered accounts	20,874	20,907	20,969
Water consumption billed (1,000 gallons)			
Residential	1,692,876	1,727,685	1,670,720
Commercial	823,170	700,715	731,177
Industrial	70,233	70,053	62,490
Apartments	23,722	23,389	25,725
Total Consumption Billed	2,610,001	2,521,842	2,490,112
Water/sewer revenues	$10,912,121	$11,712,217	$11,890,470
5. Cash and Investments			
Cash	$ 2,278,281	$ 1,351,854	$ 1,436,868
Investments	87,073,640	91,091,214	97,270,983
Total	$89,351,921	$92,443,068	$98,707,851
% of funds invested	97.5%	98.5%	98.5%

Performance Measures (cont.)

	FY2010	FY2011	FY2012
6. Purchasing			
# of purchase orders processed	1,158	1,030	1,179
# of field purchase orders	4,146	4,062	4,277
$ amount of purchase orders processed	$15,763,594	$13,986,136	$16,508,394
$ amount of field purchase orders	1,340,407	1,306,719	1,431,333
Total amount of purchase order transactions	$17,104,001	$15,292,855	$17,939,727
# of formal bids/RFP's	43	55	64
$ amount of formal bids/RFP's	$9,843,890	$9,075,436	$11,843,314
% amount formal bids/RFP's	58%	59%	66%
$ amount saved by competitive bidding	$1,228,604	$1,057,683	$1,327,929

7. Checks Issued			
Accounts payable checks issued	6,988	6,735	8,008
Payroll: # of checks issued	4,440	3,827	3,373
# of direct deposits	14,148	14,257	14,567
% of payroll as direct deposits	76%	79%	81%

8. Ambulance Billing and Collection			
# of bills	4,413	4,464	4,631
$ amount billed	$1,527,759	$1,649,163	$1,680,145
$ amount of payments	$1,571,730	$1,674,380	$1,672,127
$ amount of current receivable	$448,718	$444,279	$474,187
$ amount past due/in collection	$109,406	$236,477	$437,626
Billing Rates:			
Village (VAH) Charges/Medicare (MED) Allows	VAH / MED	VAH / MED	VAH / MED
Basic Life Support	400 / 361	400 / 357	400 / 362
Advanced Life Support	400 / 429	400 / 424	400 / 430
Advanced Life Support 2	450 / 621	450 / 613	450 / 623

9. Village Clerk			
Processing of:			
Ordinances	51	60	71
Resolutions	28	39	32
Agreements	20	39	36
Ethics Forms:			
Village	137	136	145
County	85	91	88
Transcribing of Village Board Minutes	24	24	23
Transcribing of Closed Session Minutes	n/a	n/a	9
Notarizations	n/a	n/a	274
Citizen Inquiries	n/a	n/a	1,189
Voter Registrations	n/a	n/a	321
Scanned Documents	n/a	n/a	4,820

10. GFOA Certifications			
a. Certificate of Achievement for Excellence In Financial Reporting	Received	Received	Received
b. Distinguished Budget Presentation Award	Received	Received	Received

OPERATION SUMMARY

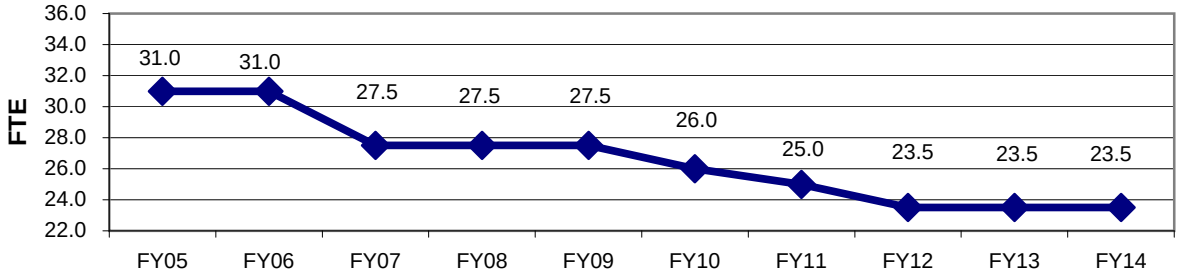
FINANCE (Including IT/GIS)

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	9.50	9.00	9.00	9.00	9.00	0.00	0.0%
Water & Sewer Fund	8.50	8.50	8.50	8.50	8.50	0.00	0.0%
Technology Fund	7.00	6.00	6.00	6.00	6.00	0.00	0.0%
Total F-T-E	25.00	23.50	23.50	23.50	23.50	0.00	0.0%
Expenditures							
Personal Services	$2,683,946	$2,538,329	$2,596,200	$2,687,000	$2,769,300	$82,300	3.1%
Contractual Services	1,189,624	1,177,757	1,261,100	1,391,700	1,373,100	(18,600)	(1.3%)
Commodities	72,520	91,505	108,300	118,700	116,400	(2,300)	(1.9%)
Other Charges	342,904	394,170	305,000	480,000	480,000	0	0.0%
Capital Items	279,739	291,624	275,000	323,863	341,800	17,937	5.5%
Total Expenditures	$4,568,733	$4,493,385	$4,545,600	$5,001,263	$5,080,600	$79,337	1.6%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$1,510,544	$1,440,627	$1,445,100	$1,481,000	$1,513,600	$32,600	2.2%
Capital Projects Fund	81,836	80,947	65,000	85,000	110,000	25,000	29.4%
Water & Sewer Fund	935,177	1,004,489	1,022,900	1,053,400	1,101,600	48,200	4.6%
General Liability Ins Fund	657,504	662,549	608,000	920,200	833,000	(87,200)	(9.5%)
Technology Fund	1,383,672	1,304,773	1,404,600	1,461,663	1,522,400	60,737	4.2%
Total Expenditures	$4,568,733	$4,493,385	$4,545,600	$5,001,263	$5,080,600	$79,337	1.6%

STAFFING HISTORY



FINANCE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-0501-503.10-01	Salaries	878,580	822,906	816,800	838,400	**827,700**	(10,700)	(1.3%)
101-0501-503.18-01	Temporary Help	0	5,437	0	5,200	**2,000**	(3,200)	(61.5%)
101-0501-503.18-05	Overtime Civilian	0	0	0	2,900	**2,000**	(900)	(31.0%)
	Salaries	**878,580**	**828,343**	**816,800**	**846,500**	**831,700**	**(14,800)**	**(1.7%)**
101-0501-503.19-01	Workers Compensation	2,300	2,400	2,500	2,500	**2,600**	100	4.0%
101-0501-503.19-05	Medical Insurance	137,700	120,600	113,300	113,300	**143,900**	30,600	27.0%
101-0501-503.19-10	IMRF	98,507	101,412	110,100	112,500	**121,500**	9,000	8.0%
101-0501-503.19-11	Social Security	50,589	47,496	48,000	48,800	**48,200**	(600)	(1.2%)
101-0501-503.19-12	Medicare	12,402	11,729	12,100	12,200	**12,100**	(100)	(0.8%)
	Fringe Benefits	**301,498**	**283,637**	**286,000**	**289,300**	**328,300**	**39,000**	**13.5%**
101-0501-503.20-05	Professional Services	36,315	45,080	41,900	42,200	**44,600**	2,400	5.7%
101-0501-503.20-40	General Insurance	15,000	15,400	15,900	15,900	**16,400**	500	3.1%
101-0501-503.21-02	Equipment Maintenance	5,474	6,093	6,400	6,400	**6,500**	100	1.6%
101-0501-503.21-65	Other Services	117,732	110,439	117,800	114,100	**122,500**	8,400	7.4%
101-0501-503.22-01	Advertising	4,258	3,878	4,000	5,100	**5,100**	0	0.0%
101-0501-503.22-02	Dues	3,680	3,675	3,700	3,700	**3,800**	100	2.7%
101-0501-503.22-03	Training	5,332	8,488	8,500	8,300	**8,500**	200	2.4%
101-0501-503.22-05	Postage	36,972	33,483	37,500	37,500	**38,600**	1,100	2.9%
101-0501-503.22-10	Printing	21,924	18,985	20,000	21,100	**21,400**	300	1.4%
101-0501-503.22-15	Photocopying	11,037	7,791	8,000	10,300	**8,200**	(2,100)	(20.4%)
101-0501-503.22-25	IT/GIS Service Charge	51,300	50,500	51,600	51,600	**49,400**	(2,200)	(4.3%)
101-0501-503.22-30	Claims & Refunds	25	280	500	500	**500**	0	0.0%
	Contractual Services	**309,049**	**304,092**	**315,800**	**316,700**	**325,500**	**8,800**	**2.8%**
101-0501-503.30-01	Publications Periodicals	1,662	1,902	1,900	1,800	**1,900**	100	5.6%
101-0501-503.30-05	Office Supplies & Equip	12,292	14,646	16,000	18,100	**17,400**	(700)	(3.9%)
101-0501-503.30-25	Licensing Supplies	7,287	7,622	8,100	8,100	**8,300**	200	2.5%
101-0501-503.33-05	Other Supplies	176	385	500	500	**500**	0	0.0%
	Commodities	**21,417**	**24,555**	**26,500**	**28,500**	**28,100**	**(400)**	**(1.4%)**
	Total Finance	**1,510,544**	**1,440,627**	**1,445,100**	**1,481,000**	**1,513,600**	**32,600**	**2.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1060	Finance Director	D71	1.00	1.00	
1065	Deputy Finance Director	D61	1.00	0.00	(1.00)
1070	Assistant Finance Director	C52	0.00	1.00	1.00
1080	Chief Accountant	C43	1.00	0.00	(1.00)
1075	Accounting Manager	C42	0.00	1.00	1.00
1083	Accountant/Purchasing Agent	C41	1.00	0.00	(1.00)
1085	Accountant	C41	1.00	2.00	1.00
1087	Budget Coordinator	B23	1.00	1.00	
1105	Village Clerk	B23	1.00	1.00	
1703	Purchasing Clerk	B21	1.00	1.00	
1704	Payroll Specialist	B21	1.00	1.00	
	Total F-T-E		**9.00**	**9.00**	**0.00**

Finance Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	9.00	9.00	
505	Water & Sewer Fund	8.50	8.50	
625	Technology Fund			
	IT	5.00	5.00	
	GIS	1.00	1.00	
	Total F-T-E All Funds	**23.50**	**23.50**	**0.00**

FINANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-0501-503.10-01	Salaries	Salaries		838,400		827,700
101-0501-503.18-01	Temporary Help	Temporary Help		5,200		2,000
101-0501-503.18-05	Overtime Civilian	Overtime Civilian		2,900		2,000
		TOTAL SALARIES		**846,500**		**831,700**
FRINGE BENEFITS:						
101-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance		2,500		2,600
101-0501-503.19-05	Medical Insurance	Medical Insurance		113,300		143,900
101-0501-503.19-10	IMRF	IMRF		112,500		121,500
101-0501-503.19-11	Social Security	Social Security		48,800		48,200
101-0501-503.19-12	Medicare	Medicare		12,200		12,100
		TOTAL FRINGE BENEFITS		**289,300**		**328,300**
CONTRACTUAL SERVICES:						
101-0501-503.20-05	Professional Services	Pension actuarial	6,500		8,000	
		Annual audit (governmental funds share)	30,700		31,600	
		Annual actuarial valuation of post employment benefits (governmental funds share)	5,000	42,200	5,000	44,600
101-0501-503.20-40	General Insurance	Liability and property insurance		15,900		16,400
101-0501-503.21-02	Equipment Maintenance	Alarm, cash registers, check signer, postage scale & meter, microcomputers, typewriters, binding machine and archive storage system		6,400		6,500
101-0501-503.21-65	Other Services	GFOA CAFR certificate fee	600		600	
		GFOA budget certificate fee	550		550	
		Tracker annual fee	1,500		1,700	
		Title searches	500		500	
		Cell phone charges	750		750	
		Credit card processing fees	17,700		19,500	
		Bank service fees	11,000		11,500	
		Ambulance billing services	80,000		85,900	
		Miscellaneous	1,500	114,100	1,500	122,500
101-0501-503.22-01	Advertising	Bid advertising	1,900		1,900	
		Hearing notices	1,700		1,700	
		Annual Treasurers Report	1,500	5,100	1,500	5,100
101-0501-503.22-02	Dues	NIGP, GFOA, IMT, CPA, AICPA		3,700		3,800

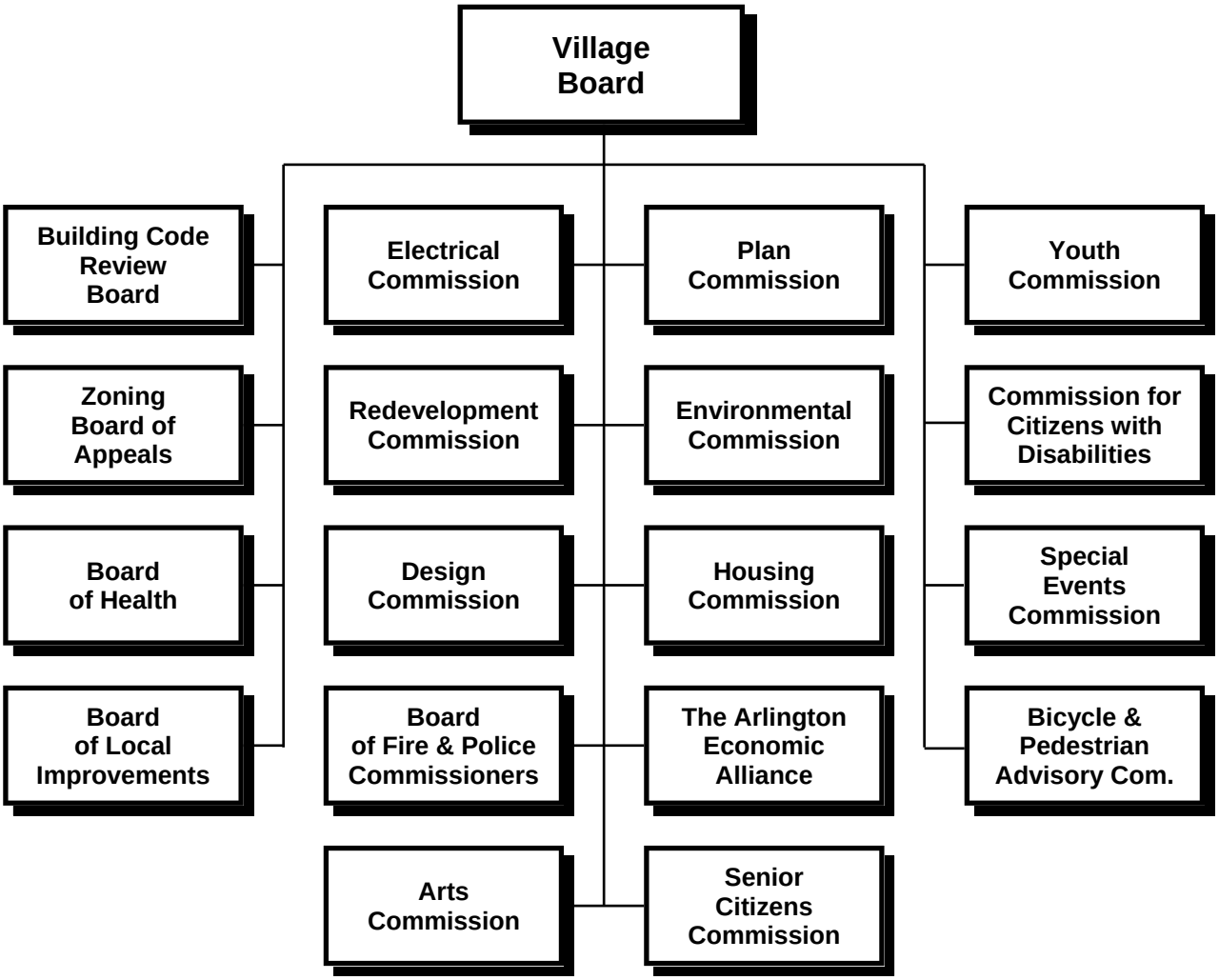
FINANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-0501-503.22-03	Training	GFOA and IGFOA programs	2,800		2,900	
		Purchasing programs	1,550		1,000	
		National GFOA Committee	850		900	
		Tuition reimbursement	1,500		1,500	
		Municipal Clerks' Conference	800		1,400	
		Seminars & webinars	800	8,300	800	8,500
101-0501-503.22-05	Postage	Vehicle licenses, disbursement checks, purchase orders, bids, special assessments, billings, shipping of magnetic tapes & miscellaneous		37,500		38,600
101-0501-503.22-10	Printing	Comprehensive Annual Financial Report	2,100		1,900	
		Annual Budget	3,300		3,000	
		Forms, checks, notices, envelopes, report covers, ordinances and misc. printing	1,700		2,000	
		Vehicle/animal applications	14,000	21,100	14,500	21,400
101-0501-503.22-15	Photocopying	Photocopies & supplies	8,800		7,000	
		Maintenance agreement Xerox 5150	1,000		1,000	
		Maintenance agreement Xerox WC4118P	0		200	
		Lease of Xerox WC4118P copier	500	10,300	0	8,200
101-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		51,600		49,400
101-0501-503.22-30	Claims & Refunds	Claims and refunds		500		500
		TOTAL CONTRACTUAL SERVICES		**316,700**		**325,500**
COMMODITIES:						
101-0501-503.30-01	Publications/Periodicals	Miscellaneous publications		1,800		1,900
101-0501-503.30-05	Office Supplies & Equip	General office supplies and small equipment		18,100		17,400
101-0501-503.30-25	Licensing Supplies	Vehicle stickers	5,900		6,300	
		Dog tags & motorcycle tags	1,000		1,000	
		Taxi licensing supplies	1,200	8,100	1,000	8,300
101-0501-503.33-05	Other Supplies & Equip	Miscellaneous commodities		500		500
		TOTAL COMMODITIES		**28,500**		**28,100**
		TOTAL FINANCE		**1,481,000**		**1,513,600**

BOARDS & COMMISSIONS

ORGANIZATION STRUCTURE



BOARDS & COMMISSIONS

The boards and commissions of the Village promote citizen involvement and utilize the expertise and ideas of the citizens of Arlington Heights. They include:

Appointive Boards & Commissions

- **Plan Commission**: Holds public hearings and makes recommendations to the Village Board of Trustees relating to zoning, subdivision and planned development of land.
- **Zoning Board of Appeals**: May grant variances from zoning regulations.
- **Board of Health**: Protect health and prevent the spread of disease.
- **Board of Local Improvements**: Makes recommendations with regard to local improvements.
- **Board of Fire and Police Commissioners**: Appoints officers and sworn members of Fire and Police Departments, except chiefs and deputy chiefs.
- **Electrical Commission**: Recommends ordinances pertaining to electrical standards, permits and fees.
- **Redevelopment Commission**: Holds hearings with regard to establishment of, or modifications to, Tax Increment Financing (TIF) Districts.

Other Boards & Commissions

- **Design Commission**: Reviews architectural elements for the Plan Commission, building permits, Zoning Board of Appeals and Central Business District signs and sign variations.
- **Building Code Review Board**: Recommends variations from, and amendments to, the Building Code.
- **Environmental Commission**: Promotes the preservation and enhancement of the physical environment.
- **Housing Commission**: Recommends housing policies for the Village.
- **The Arlington Economic Alliance:** Provides advice to Village Board of Trustees on matters of business recruitment and retention.
- **Senior Citizens Commission**: Recommends programs for senior citizen welfare.
- **Youth Commission**: Recommends programs for youth welfare.
- **Commission for Citizens with Disabilities:** Recommends removal of barriers to handicapped citizens and otherwise identifies the needs of the disabled.
- **Bicycle & Pedestrian Advisory Commission**: Assists in the development of comprehensive plans for bikeways within the Village.
- **Special Events Commission**: Plans Village's special events.
- **Arts Commission:** Makes recommendations to the Village Board of Trustees on matters of culture and fine arts within the Village of Arlington Heights.

OPERATION SUMMARY

BOARDS & COMMISSIONS

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Expenditures							
Personal Services	$7,625	$4,802	$9,800	$11,400	$11,400	$0	0.0%
Contractual Services	111,429	83,438	98,600	101,800	115,300	13,500	13.3%
Commodities	360	1,383	3,400	4,000	3,900	(100)	(2.5%)
Other Charges	81,125	161,936	142,800	142,255	99,200	(43,055)	(30.3%)
Capital Items	0	0	0	0	0	0	N/A
Total Expenditures	$200,539	$251,559	$254,600	$259,455	$229,800	($29,655)	(11.4%)

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$150,424	$128,875	$156,200	$167,600	$175,400	$7,800	4.7%
A & E Fund	50,115	122,684	98,400	91,855	54,400	(37,455)	(40.8%)
Total Expenditures	$200,539	$251,559	$254,600	$259,455	$229,800	($29,655)	(11.4%)

BOARDS & COMMISSIONS - ADMINISTRATION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1001-502.20-40	General Insurance	2,300	2,400	2,500	2,500	**2,600**	100	4.0%
101-1001-502.22-02	Dues - WCNWCB	81,600	53,600	57,000	57,000	**70,800**	13,800	24.2%
	Contractual Services	**83,900**	**56,000**	**59,500**	**59,500**	**73,400**	**13,900**	**23.4%**
101-1001-502.40-05	Grants - Arl Hts Com Con Band	6,100	6,200	6,400	6,400	**6,600**	200	3.1%
	Other Charges	**6,100**	**6,200**	**6,400**	**6,400**	**6,600**	**200**	**3.1%**
	Total B & C Administration	**90,000**	**62,200**	**65,900**	**65,900**	**80,000**	**14,100**	**21.4%**

ZONING BOARD OF APPEALS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1003-502.10-03	Boards and Commissions	1,670	745	1,700	1,700	**1,700**	0	0.0%
	Salaries	**1,670**	**745**	**1,700**	**1,700**	**1,700**	**0**	**0.0%**
101-1003-502.19-11	Social Security	104	46	100	100	**100**	0	0.0%
101-1003-502.19-12	Medicare	24	11	100	100	**100**	0	0.0%
	Fringe Benefits	**128**	**57**	**200**	**200**	**200**	**0**	**0.0%**
101-1003-502.22-15	Photocopying	1	0	800	800	**800**	0	0.0%
	Contractual Services	**1**	**0**	**800**	**800**	**800**	**0**	**0.0%**
101-1003-502.30-05	Office Supplies & Equip	0	15	200	200	**200**	0	0.0%
	Commodities	**0**	**15**	**200**	**200**	**200**	**0**	**0.0%**
	Total Zoning Brd of Appeals	**1,799**	**817**	**2,900**	**2,900**	**2,900**	**0**	**0.0%**

BUILDING CODE REVIEW BOARD

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1004-502.10-03	Boards and Commissions	1,625	99	500	1,200	**1,200**	0	0.0%
	Salaries	**1,625**	**99**	**500**	**1,200**	**1,200**	**0**	**0.0%**
101-1004-502.19-11	Social Security	111	17	0	100	**100**	0	0.0%
101-1004-502.19-12	Medicare	26	4	0	100	**100**	0	0.0%
	Fringe Benefits	**137**	**21**	**0**	**200**	**200**	**0**	**0.0%**
101-1004-502.22-03	Training	0	0	0	100	**100**	0	0.0%
	Contractual Services	**0**	**0**	**0**	**100**	**100**	**0**	**0.0%**
101-1004-502.30-05	Office Supplies & Equip	0	0	**100**	100	**300**	200	200.0%
	Commodities	**0**	**0**	**100**	**100**	**300**	**200**	**200.0%**
	Total Bldg Code Review Brd	**1,762**	**120**	**600**	**1,600**	**1,800**	**200**	**12.5%**

BOARD OF LOCAL IMPROVEMENTS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1007-502.10-03	Boards and Commissions	578	63	800	800	**800**	0	0.0%
	Salaries	**578**	**63**	**800**	**800**	**800**	**0**	**0.0%**
101-1007-502.19-11	Social Security	36	4	100	100	**100**	0	0.0%
101-1007-502.19-12	Medicare	8	1	100	100	**100**	0	0.0%
	Fringe Benefits	**44**	**5**	**200**	**200**	**200**	**0**	**0.0%**
	Total Brd of Local Improv	**622**	**68**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**

BOARD OF FIRE AND POLICE COMMISSIONERS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1008-502.10-03	Boards and Commissions	1,170	1,250	1,500	1,500	**1,500**	0	0.0%
	Salaries	**1,170**	**1,250**	**1,500**	**1,500**	**1,500**	**0**	**0.0%**
101-1008-502.19-11	Social Security	73	78	100	100	**100**	0	0.0%
101-1008-502.19-12	Medicare	17	18	100	100	**100**	0	0.0%
	Fringe Benefits	**90**	**96**	**200**	**200**	**200**	**0**	**0.0%**
101-1008-502.20-75	Examinations	21,180	21,748	25,000	25,900	**25,900**	0	0.0%
101-1008-502.22-01	Advertising	0	420	1,000	1,000	**1,000**	0	0.0%
101-1008-502.22-02	Dues	375	375	400	400	**400**	0	0.0%
101-1008-502.22-05	Postage	5	0	100	200	**200**	0	0.0%
101-1008-502.22-15	Photocopying	0	0	100	100	**100**	0	0.0%
	Contractual Services	**21,560**	**22,543**	**26,600**	**27,600**	**27,600**	**0**	**0.0%**
	Total Fire & Police Comm	**22,820**	**23,889**	**28,300**	**29,300**	**29,300**	**0**	**0.0%**

PLAN COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1009-502.10-03	Boards and Commissions	1,535	1,875	3,400	3,400	**3,400**	0	0.0%
	Salaries	**1,535**	**1,875**	**3,400**	**3,400**	**3,400**	**0**	**0.0%**
101-1009-502.19-11	Social Security	85	104	200	200	**200**	0	0.0%
101-1009-502.19-12	Medicare	20	24	100	100	**100**	0	0.0%
	Fringe Benefits	**105**	**128**	**300**	**300**	**300**	**0**	**0.0%**
101-1009-502.22-02	Dues	0	0	200	200	**200**	0	0.0%
101-1009-502.22-03	Training	0	0	500	500	**500**	0	0.0%
101-1009-502.22-15	Photocopying	866	739	1,500	1,500	**1,500**	0	0.0%
	Contractual Services	**866**	**739**	**2,200**	**2,200**	**2,200**	**0**	**0.0%**
	Total Plan Commission	**2,506**	**2,742**	**5,900**	**5,900**	**5,900**	**0**	**0.0%**

ENVIRONMENTAL COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1010-502.10-03	Boards and Commissions	505	430	800	1,500	**1,500**	0	0.0%
	Salaries	**505**	**430**	**800**	**1,500**	**1,500**	**0**	**0.0%**
101-1010-502.19-11	Social Security	31	27	100	100	**100**	0	0.0%
101-1010-502.19-12	Medicare	7	6	100	100	**100**	0	0.0%
	Fringe Benefits	**38**	**33**	**200**	**200**	**200**	**0**	**0.0%**
101-1010-502.22-05	Postage	0	0	100	100	**100**	0	0.0%
101-1010-502.22-10	Printing	0	0	100	400	**400**	0	0.0%
101-1010-502.22-15	Photocopying	0	0	100	100	**100**	0	0.0%
	Contractual Services	**0**	**0**	**300**	**600**	**600**	**0**	**0.0%**
101-1010-502.30-05	Office Supplies & Equip	0	0	100	100	**100**	0	0.0%
	Commodities	**0**	**0**	**100**	**100**	**100**	**0**	**0.0%**
	Total Environmental Commission	**543**	**463**	**1,400**	**2,400**	**2,400**	**0**	**0.0%**

HOUSING COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1011-502.22-03	Training	0	0	100	100	**100**	0	0.0%
101-1011-502.22-05	Postage	33	37	100	100	**100**	0	0.0%
101-1011-502.22-15	Photocopying	151	25	200	200	**200**	0	0.0%
	Contractual Services	**184**	**62**	**400**	**400**	**400**	**0**	**0.0%**
101-1011-502.33-05	Other Supplies	0	0	300	300	**300**	0	0.0%
	Commodities	**0**	**0**	**300**	**300**	**300**	**0**	**0.0%**
101-1011-502.40-05	Grants	14,000	14,300	14,300	14,300	**14,500**	200	1.4%
	Other Charges	**14,000**	**14,300**	**14,300**	**14,300**	**14,500**	**200**	**1.4%**
	Total Housing Commission	**14,184**	**14,362**	**15,000**	**15,000**	**15,200**	**200**	**1.3%**

ELECTRICAL COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1012-502.22-03	Training	0	0	0	200	200	0	0.0%
	Contractual Services	**0**	**0**	**0**	**200**	**200**	**0**	**0.0%**
101-1012-502.30-05	Office Supplies & Equip	0	0	0	100	100	0	0.0%
101-1012-502.32-80	Books	0	0	400	400	600	200	50.0%
	Commodities	**0**	**0**	**400**	**500**	**700**	**200**	**40.0%**
	Total Electrical Commission	**0**	**0**	**400**	**700**	**900**	**200**	**28.6%**

SENIOR CITIZENS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1013-502.22-01	Advertising	848	475	400	400	**400**	0	0.0%
101-1013-502.22-05	Postage	115	2	500	500	**500**	0	0.0%
101-1013-502.22-15	Photocopying	170	57	300	300	**300**	0	0.0%
	Contractual Services	**1,133**	**534**	**1,200**	**1,200**	**1,200**	**0**	**0.0%**
101-1013-502.30-05	Office Supplies & Equip	28	43	300	300	**300**	0	0.0%
101-1013-502.33-05	Other Supplies	31	634	400	400	**400**	0	0.0%
	Commodities	**59**	**677**	**700**	**700**	**700**	**0**	**0.0%**
	Total Senior Citizen Comm	**1,192**	**1,211**	**1,900**	**1,900**	**1,900**	**0**	**0.0%**

YOUTH COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1014-502.22-05	Postage	4	0	0	100	**100**	0	0.0%
101-1014-502.22-10	Printing	0	0	100	100	**300**	200	200.0%
101-1014-502.22-15	Photocopying	0	0	0	100	**0**	(100)	(100.0%)
	Contractual Services	**4**	**0**	**100**	**300**	**400**	**100**	**33.3%**
101-1014-502.33-05	Other Supplies	0	0	100	100	**0**	(100)	(100.0%)
	Commodities	**0**	**0**	**100**	**100**	**0**	**(100)**	**(100.0%)**
	Total Youth Commission	**4**	**0**	**200**	**400**	**400**	**0**	**0.0%**

DESIGN COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1015-502.22-15	Photocopying	95	44	500	500	**500**	0	0.0%
	Contractual Services	**95**	**44**	**500**	**500**	**500**	**0**	**0.0%**
	Total Design Commission	**95**	**44**	**500**	**500**	**500**	**0**	**0.0%**

COMMISSION FOR CITIZENS WITH DISABILITIES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1017-502.20-24	Disabled Citizen Programs	908	1,083	500	2,000	**2,200**	200	10.0%
101-1017-502.22-03	Training	0	0	200	200	**100**	(100)	(50.0%)
101-1017-502.22-05	Postage	266	371	400	300	**300**	0	0.0%
101-1017-502.22-15	Photocopying	161	179	300	300	**300**	0	0.0%
	Contractual Services	**1,335**	**1,633**	**1,400**	**2,800**	**2,900**	**100**	**3.6%**
101-1017-502.33-05	Other Supplies	243	0	300	300	**300**	0	0.0%
	Commodities	**243**	**0**	**300**	**300**	**300**	**0**	**0.0%**
101-1017-502.40-58	Disabled Citizen Donation	1,000	1,000	1,000	1,000	**1,000**	0	0.0%
	Other Charges	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**
	Total Disabilities Comm	**2,578**	**2,633**	**2,700**	**4,100**	**4,200**	**100**	**2.4%**

SPECIAL EVENTS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1018-502.21-65	Other Services	0	436	1,000	1,000	**1,000**	0	0.0%
101-1018-502.22-05	Postage	437	526	500	500	**500**	0	0.0%
101-1018-502.22-10	Printing	355	0	500	500	**500**	0	0.0%
	Contractual Services	**792**	**962**	**2,000**	**2,000**	**2,000**	**0**	**0.0%**
101-1018-502.31-40	Agricultural Supplies	58	68	0	500	**100**	(400)	(80.0%)
	Commodities	**58**	**68**	**0**	**500**	**100**	**(400)**	**(80.0%)**
	Total Special Events Comm	**850**	**1,030**	**2,000**	**2,500**	**2,100**	**(400)**	**(16.0%)**

BICYCLE & PEDESTRIAN ADVISORY COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1019-502.22-02	Dues	360	385	500	500	**500**	0	0.0%
101-1019-502.22-10	Printing	400	0	1,200	1,200	**600**	(600)	(50.0%)
101-1019-502.22-15	Photocopying	100	0	100	100	**100**	0	0.0%
	Contractual Services	**860**	**385**	**1,800**	**1,800**	**1,200**	**(600)**	**(33.3%)**
101-1019-502.30-01	Publications Periodicals	0	0	200	200	**200**	0	0.0%
	Commodities	**0**	**0**	**200**	**200**	**200**	**0**	**0.0%**
	Total Bicycle & Pedestrian Advisory Commission	**860**	**385**	**2,000**	**2,000**	**1,400**	**(600)**	**(30.0%)**

THE ARLINGTON ECONOMIC ALLIANCE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1021-502.22-15	Photocopying	0	0	500	500	**500**	0	0.0%
	Contractual Services	**0**	**0**	**500**	**500**	**500**	**0**	**0.0%**
101-1021-502.40-40	Promote Economic Bus Dev	9,910	17,752	22,700	28,700	**22,700**	(6,000)	(20.9%)
	Other Charges	**9,910**	**17,752**	**22,700**	**28,700**	**22,700**	**(6,000)**	**(20.9%)**
	Total Arl Economic Alliance	**9,910**	**17,752**	**23,200**	**29,200**	**23,200**	**(6,000)**	**(20.5%)**

ARTS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-1022-502.22-05	Postage	541	510	800	800	**800**	0	0.0%
101-1022-502.22-15	Photocopying	158	26	500	500	**500**	0	0.0%
	Contractual Services	**699**	**536**	**1,300**	**1,300**	**1,300**	**0**	**0.0%**
101-1022-502.33-05	Other Supplies	0	623	1,000	1,000	**1,000**	0	0.0%
	Commodities	**0**	**623**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**
	Total Arts Commission	**699**	**1,159**	**2,300**	**2,300**	**2,300**	**0**	**0.0%**
	TOTAL BRDS & COMM	**150,424**	**128,875**	**156,200**	**167,600**	**175,400**	**7,800**	**4.7%**

BOARDS & COMMISSIONS - ADMINISTRATION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1001-502.20-40	General Insurance	Insurance for Boards and Commissions and Historical Museum	2,500	2,600
101-1001-502.22-02	Dues	Woodfield Chicago Northwest Convention Bureau (FY2014 based on 8% of FY2012 Hotel Tax receipts)	57,000	70,800
		TOTAL CONTRACTUAL SERVICES	**59,500**	**73,400**
OTHER CHARGES:				
101-1001-502.40-05	Grants	Arlington Heights Community Concert Band	6,400	6,600
		TOTAL OTHER CHARGES	**6,400**	**6,600**
		TOTAL B&C ADMINISTRATION	**65,900**	**80,000**

ZONING BOARD OF APPEALS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-1003-502.10-03	Boards and Commissions	1 Chairman @ $20 per meeting 6 Members @ $15/pp per meeting	1,700	1,700
		TOTAL SALARIES	**1,700**	**1,700**
FRINGE BENEFITS:				
101-1003-502.19-11	Social Security	Social Security	100	100
101-1003-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**200**	**200**
CONTRACTUAL SERVICES:				
101-1003-502.22-15	Photocopying	Photocopying	800	800
		TOTAL CONTRACTUAL SERVICES	**800**	**800**
COMMODITIES:				
101-1003-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	200	200
		TOTAL COMMODITIES	**200**	**200**
		TOTAL ZONING BOARD OF APPEALS	**2,900**	**2,900**

BUILDING CODE REVIEW BOARD

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-1004-502.10-03	Boards and Commissions	4 Members x 12 meetings x $25	1,200	1,200
		TOTAL SALARIES	**1,200**	**1,200**
FRINGE BENEFITS:				
101-1004-502.19-11	Social Security	Social Security	100	100
101-1004-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**200**	**200**
CONTRACTUAL SERVICES:				
101-1004-502.22-03	Training	Training and education	100	100
		TOTAL CONTRACTUAL SERVICES	**100**	**100**
COMMODITIES:				
101-1004-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	100	300
		TOTAL COMMODITIES	**100**	**300**
		TOTAL BUILDING CODE REVIEW BOARD	**1,600**	**1,800**

BOARD OF LOCAL IMPROVEMENTS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-1007-502.10-03	Boards and Commissions	1 Chairman x 10 meetings x $20 4 Members x 10 meetings x $15	800	800
		TOTAL SALARIES	**800**	**800**
FRINGE BENEFITS:				
101-1007-502.19-11	Social Security	Social Security	100	100
101-1007-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**200**	**200**
		TOTAL BOARD OF LOCAL OF IMPRV.	**1,000**	**1,000**

BOARD OF FIRE AND POLICE COMMISSIONERS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-1008-502.10-03	Boards and Commissions	1 Chairman x 30 meetings x $20 2 Members x 30 meetings x $15	1,500	1,500
		TOTAL SALARIES	**1,500**	**1,500**
FRINGE BENEFITS:				
101-1008-502.19-11	Social Security	Social Security	100	100
101-1008-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**200**	**200**
CONTRACTUAL SERVICES:				
101-1008-502.20-75	Examinations	Examinations	25,900	25,900
101-1008-502.22-01	Advertising	Advertising	1,000	1,000
101-1008-502.22-02	Dues	Fire/Police Comm. State membership	400	400
101-1008-502.22-05	Postage	Postage	200	200
101-1008-502.22-15	Photocopying	Photocopying	100	100
		TOTAL CONTRACTUAL SERVICES	**27,600**	**27,600**
		TOTAL BRD. OF POL. & FIRE COMM.	**29,300**	**29,300**

PLAN COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-1009-502.10-03	Boards and Commissions	1 Chairman x 24 meetings x $20 8 Members x 24 meetings x $15	3,400	3,400
		TOTAL SALARIES	**3,400**	**3,400**
FRINGE BENEFITS:				
101-1009-502.19-11	Social Security	Social Security	200	200
101-1009-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**300**	**300**
CONTRACTUAL SERVICES:				
101-1009-502.22-02	Dues	Membership dues	200	200
101-1009-502.22-03	Training	Educational and training materials	500	500
101-1009-502.22-15	Photocopying	Photocopying of minutes & agendas	1,500	1,500
		TOTAL CONTRACTUAL SERVICES	**2,200**	**2,200**
		TOTAL PLAN COMMISSION	**5,900**	**5,900**

ENVIRONMENTAL COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-1010-502.10-03	Boards and Commissions	1 Chairman x 12 meetings x $20 6 Members x 12 meetings x $15	1,500	1,500
		TOTAL SALARIES	**1,500**	**1,500**
FRINGE BENEFITS:				
101-1010-502.19-11	Social Security	Social Security	100	100
101-1010-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**200**	**200**
CONTRACTUAL SERVICES:				
101-1010-502.22-05	Postage	Postage	100	100
101-1010-502.22-10	Printing	Printing of promotional materials	400	400
101-1010-502.22-15	Photocopying	Photocopying	100	100
		TOTAL CONTRACTUAL SERVICES	**600**	**600**
COMMODITIES:				
101-1010-502.30-05	Office Supplies & Equip	Office supplies; awards	100	100
		TOTAL COMMODITIES	**100**	**100**
		TOTAL ENVIRONMENTAL COMMISSION	**2,400**	**2,400**

HOUSING COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1011-502.22-03	Training	Training	100	100
101-1011-502.22-05	Postage	Postage	100	100
101-1011-502.22-15	Photocopying	Photocopying	200	200
		TOTAL CONTRACTUAL SERVICES	**400**	**400**
COMMODITIES:				
101-1011-502.33-05	Other Supplies & Equip	Other supplies (including Housing Summit follow-up - public education)	300	300
		TOTAL COMMODITIES	**300**	**300**
OTHER CHARGES:				
101-1011-502.40-05	Grants	Rental Housing Assistance Program Grant (CEDA) for Arl. Hts. residents	14,300	14,500
		TOTAL OTHER CHARGES	**14,300**	**14,500**
		TOTAL HOUSING COMMISSION	**15,000**	**15,200**

ELECTRICAL COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1012-502.22-03	Training	Training and education	200	200
		TOTAL CONTRACTUAL SERVICES	**200**	**200**
COMMODITIES:				
101-1012-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	100	100
101-1012-502.32-80	Books	Code books	400	600
		TOTAL COMMODITIES	**500**	**700**
		TOTAL ELECTRICAL COMMISSION	**700**	**900**

SENIOR CITIZENS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1013-502.22-01	Advertising	Outreach/marketing/advertising	400	400
101-1013-502.22-05	Postage	Postage	500	500
101-1013-502.22-15	Photocopying	Photocopying	300	300
		TOTAL CONTRACTUAL SERVICES	**1,200**	**1,200**
COMMODITIES:				
101-1013-502.30-05	Office Supplies & Equip	Office supplies for public meetings	300	300
101-1013-502.33-05	Other Supplies & Equip	Commissioner pins, memorials, etc.	400	400
		TOTAL COMMODITIES	**700**	**700**
		TOTAL SENIOR CITIZENS COMM.	**1,900**	**1,900**

YOUTH COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1014-502.22-05	Postage	Postage	100	100
101-1014-502.22-10	Printing	Printing of newsletter	100	300
101-1014-502.22-15	Photocopying	Photocopying	100	0
		TOTAL CONTRACTUAL SERVICES	**300**	**400**
COMMODITIES:				
101-1014-502.33-05	Other Supplies & Equip	Teen Job Fair supplies	100	0
		TOTAL COMMODITIES	**100**	**0**
		TOTAL YOUTH COMMISSION	**400**	**400**

DESIGN COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1015-502.22-15	Photocopying	Photocopying	500	500
		TOTAL CONTRACTUAL SERVICES	**500**	**500**
		TOTAL DESIGN COMMISSION	**500**	**500**

COMMISSION FOR CITIZENS WITH DISABILITIES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1017-502.20-24	Disabled Citizen Program	Disabled Citizens Community Awareness Projects	2,000	2,200
101-1017-502.22-03	Training	Local seminars, expos & conferences	200	100
101-1017-502.22-05	Postage	Postage	300	300
101-1017-502.22-15	Photocopying	Photocopying (including newsletter)	300	300
		TOTAL CONTRACTUAL SERVICES	**2,800**	**2,900**
COMMODITIES:				
101-1017-502.33-05	Other Supplies & Equip	Misc. supplies including instant film for Disabilities Carnival (funded by donations)	300	300
		TOTAL COMMODITIES	**300**	**300**
OTHER CHARGES:				
101-1017-502.40-58	Disabled Citizen Donations	Disability Carnival Sponsorship (funded entirely by donations)	1,000	1,000
		TOTAL OTHER CHARGES	**1,000**	**1,000**
		TOTAL COM. FOR CITIZENS W/DISAB	**4,100**	**4,200**

SPECIAL EVENTS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1018-502.21-65	Other Services	Awards & plaques	1,000	1,000
101-1018-502.22-05	Postage	Postage	500	500
101-1018-502.22-10	Printing	Printing	500	500
		TOTAL CONTRACTUAL SERVICES	**2,000**	**2,000**
COMMODITIES:				
101-1018-502.31-40	Agricultural Supplies	Materials for parade floats	500	100
		TOTAL COMMODITIES	**500**	**100**
		TOTAL SPECIAL EVENTS COMM.	**2,500**	**2,100**

BICYCLE & PEDESTRIAN ADVISORY COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
101-1019-502.22-02	Dues	Membership dues		500		500
101-1019-502.22-10	Printing	Printing of educational material, bike maps	600		600	
		Prior Year Encumbrance Carryover	600	1,200	0	600
101-1019-502.22-15	Photocopying	Photocopying		100		100
		TOTAL CONTRACTUAL SERVICES		**1,800**		**1,200**
COMMODITIES:						
101-1019-502.30-01	Publications/Periodicals	Publications and periodicals		200		200
		TOTAL COMMODITIES		**200**		**200**
		TOTAL BICYCLE & PEDESTRIAN ADVISORY COMMISSION		**2,000**		**1,400**

THE ARLINGTON ECONOMIC ALLIANCE

GENERAL FUND **EXPENDITURE DETAIL**

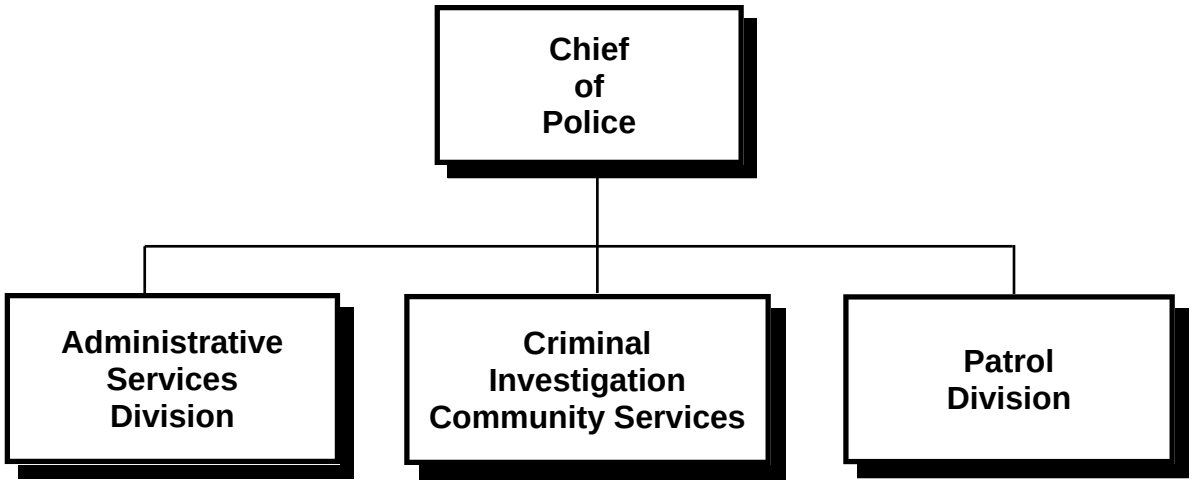
Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
101-1021-502.22-15	Photocopying	Photocopying		500		500
		TOTAL CONTRACTUAL SERVICES		**500**		**500**
OTHER CHARGES:						
101-1021-502.40-40	Promote Econ & Bus Devlp	Business Retention Outreach - used for one-on-one and group meetings with businesses (includes Economic Outreach Breakfasts)	7,300		7,300	
		Newsletters (2)	5,400		5,400	
		Discover Arlington web site upgrades and improvements	16,000	28,700	10,000	22,700
		TOTAL OTHER CHARGES		**28,700**		**22,700**
		TOTAL ARL. ECONOMIC ALLIANCE		**29,200**		**23,200**

ARTS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
101-1022-502.22-05	Postage	Postage	800	800
101-1022-502.22-15	Photocopying	Photocopying	500	500
		TOTAL CONTRACTUAL SERVICES	**1,300**	**1,300**
COMMODITIES:				
101-1022-502.33-05	Other Supplies & Equip	Awards, other supplies	1,000	1,000
		TOTAL COMMODITIES	**1,000**	**1,000**
		TOTAL ARTS COMMISSION	**2,300**	**2,300**
		TOTAL BOARDS & COMMISSIONS	**167,600**	**175,400**

ORGANIZATION STRUCTURE



POLICE

The Police Department is comprised of three Divisions.

ADMINISTRATIVE SERVICES DIVISION: This Division consists of the Records Bureau and the Support Bureau, which coordinate all support activity relative to the overall needs of the Police Department.

Records Bureau

Automated Data Processing, Networking and RMS Coordination: Manages police networking and communication systems.

Identification Services: Identification and processing of arrestees' records and photographs.

Records Management and Crime Analysis: The administrative processing and storage of police records/reports and computing of crime statistical data.

Support Bureau

Budgetary Preparation and Fiscal Management: Facilitates purchasing, payroll and reconciliatory budget activity.

CALEA: Maintains and ensures compliance in standards set by the Commission on Accreditation for Law Enforcement Agencies.

Court Liaison: Provides supervision and coordination of cases prosecuted through the Court.

Emergency Operations Planning/Citizen Corps: Coordinates disaster planning, Homeland Security and civil defense assistance.

Evidence/Property Management: Controls evidence and property held by the Department.

Grant Preparation: Conducts research and develops grant opportunities.

I.T. Support: Coordinates technical support for computer and communication equipment.

Professional Standards-Internal Affairs: Investigates citizen inquiries and complaints regarding procedural and operational issues.

Training: Facilitates formal and in-service training programs.

CRIMINAL INVESTIGATION/COMMUNITY SERVICES DIVISION: The function of this Division is to provide both criminal and juvenile investigation/enforcement while responding to the needs of the community. This Division includes the Criminal Investigation Bureau and the Community Services Bureau.

Criminal Investigation Bureau

Adult Investigations: Investigates unsolved crimes, conducts follow-up investigations on calls for service, conducts financial crimes investigations, gathers intelligence, performs sex offender registration and monitoring, and initiates special investigations.

DEA Task Force: An officer assigned to the DEA Task Force for drug enforcement and asset forfeitures.

High School Liaison: Officers assigned to area high schools for direct counseling and intervention.

Juvenile Investigations: Prevention of youthful involvement in criminal activity through counseling services, Peer Jury, investigation and apprehension of juvenile offenders.

Gang Crimes: Gang deterrence through investigation, intervention, education and community interaction.

Community Services Bureau

Crime Prevention: Pro-active approach to crime prevention and community relations. Community based and long term collaborative problem solving management.

Problem Oriented Policing: Group initiative to address complex issues before they develop.

School Safety Planning: Liaison with school districts to develop and implement plans and procedures for addressing both man-made and natural disasters.

Special Event Planning: Security and planning of special events conducted in the community.

Victim Services: Formal assistance for victims of domestic violence and violent crimes.

PATROL DIVISION: The Patrol Division is responsible for the initial delivery of police services to the community. The Division includes the Patrol Bureau and the Traffic Bureau.

Patrol Bureau

Evidence Collection and Preservation: Forensic technician program to recover evidence.

Field Training: Coordination of the field training officers and process.

Park Counselor Program: Coordination of the park counselor summer program.

Preventative Patrol: Car, motorcycle, bicycle and foot patrol of the community.

Police Information Desk: Citizen assistance and direction provided at the reception desk.

K-9 Program: Dual-Purpose Narcotic Dogs/Handlers to assist with searches and tracking.

Traffic Bureau

Animal Welfare: Program for the control of domestic and wild animals within the limits of the Village.

Overweight Truck Enforcement: Selective enforcement of vehicle weight-limit violations.

Parking Enforcement: Responsible for the enforcement of parking ordinances.

Traffic Crash Investigation/Analysis: Traffic crash investigation and reconstruction.

Traffic Enforcement: Responsible for selective enforcement to address the on-going traffic concerns of the community.

2012-13 Status of Goals and Objectives

- **Increase use of Citizen Police Academy Alumni Association members for outreach/ volunteer efforts.** The Police Department has enjoyed a professional relationship with the Citizen Police Academy Alumni Association and the Village benefitted from countless volunteer hours at various community events. The Alumni Association has dissolved due to internal struggles within the organization. The Police Department will explore alternative organizations willing to provide volunteers for community events.

- **Conduct 2012 Triennial Business Satisfaction Survey and provide a follow-up response to comments made by business survey recipients.** The 2012 Triennial Business Satisfaction Survey was sent out in October. Preliminary survey results will be available by April 1st. A follow-up response to comments made in the survey will be made by June 1st.

- **Research and develop a voluntary fitness program designed to enhance the wellness of all Police Department personnel**. A volunteer fitness program has been developed with the goal of enhancing the wellness of all Police personnel. Additional research will be conducted to determine what, if any, issues will have collective bargaining ramifications.

- **Research and purchase a software program designed to capture and manage training records as well as assist in career development.** Three vendors have been identified that provide software to manage all aspects of personnel development, including basic training, field training, continuing education, certification, testing and assessment, firearms qualification and equipment management. After vendor demonstrations, a program will be acquired and implemented by May 1st.

- **Expand the use of Crime Analysis for the purpose of targeting geographic areas for the issuance of Crime Opportunity Notices.** To compliment directed patrol efforts, crime analysis has been used to quantify criminal incidents through the use of monthly pin maps. The monthly analysis not only identifies the most likely place, but also forecasts the least likely place for criminal activity. The monthly map analysis is intended to assist directed Crime Opportunity Notice activity.

- **Examine the current Patrol Officer resource allocation to enhance community-wide coverage.** A complete comprehensive resource allocation report detailing patrol coverage and needs based on our current and projected staffing levels was completed. Patrol shifts were adjusted to meet our staffing needs with several alternative staffing plans also being developed.

- **Increase the utilization of personnel with specialty training, such as patrol juvenile officers, forensic technicians and traffic crash reconstructionists.** Police Officers receive advanced specialized training in Forensics, Traffic Crash Reconstruction, Breath Analysis, Crisis Intervention, and as Field Training Officers and Juvenile Officers. All Bureaus and Shifts were reviewed to ensure that Officers with specialized training would be available 24 hours a day, 7 days a week.

- **Improve the response to incidents involving people with mental illness through the expanded use of the Crisis Intervention Team.** A total review of Crisis Intervention Team activity was completed with the goal of maximizing the use of team members. Six critical areas were identified and implemented steps to improve service delivery. Also reviewed was the Department's 3-year Homeless Outreach Initiative.

2013-14 Goals and Objectives

Goal: To achieve excellence in policing by protecting, serving and partnering with our community.

Objectives:

- Research the feasibility of constructing a virtual Roll Call by installing tabletop monitors for viewing visual material.
- Create a 'Use of Force' committee to review use of force incidents on a quarterly basis for the purpose of developing in-service training.
- Develop a liaison to the faith community.
- Fully utilize the Village's cable access channel to reach seniors.
- Assess investigative clearance rates.
- Implement an improved Performance Evaluation System for Police Officers concentrating on the use of unobligated time.
- Implement monthly 'Special Enforcement Zones' with the Patrol Bureau to enhance our commitment to traffic safety activities.
- Expand the number of officers trained in the Crisis Intervention Team (CIT) concept.

Performance Measures

	Calendar Year		
	2010	**2011**	**2012**
1. # of DUI Arrests	199	197	176
2. # of Citations Issued:			
Hazardous Citations	6,611	6,011	6,242
Non-Hazardous Citations	4,618	5,391	5,366
Parking Violations	11,685	14,725	17,348
Total Tickets Issued	22,914	26,127	28,956

Note:
Non-Hazardous includes Compliance, Parking, and Administrative.

Performance Measures (cont.)

	Calendar Year		
	2010	2011	2012
3. Part I Crimes	1,261	1,187	1,033
Part II Crimes (all other offenses)	2,433	2,628	2,199
Total Crime Reported	3,694	3,815	3,232
4. Arrests:			
Adult	1,163	1,049	928
Juvenile	146	122	161
Total Arrests	1,309	1,171	1,089

2011 Citizen Triennial Survey	**(Conducted every three years)**
► Competence of Officers	91.7% Rated Good to Excellent
► Courtesy of Officers	88.5% Rated Good to Excellent
► Traffic Enforcement	86.0% Rated Good to Excellent
► Police Visibility in Community	80.9% Rated Good to Excellent
► Concern of Being a Victim of a Serious Crime	93.6% Rated Low to Moderate Concern
► **Overall Satisfaction of Police Services**	**90.3% Rated Good to Excellent**

Resident Perceptions Regarding Police Priorities

Top Three	***Bottom Three***
Question 1: Responding to crimes in process	Question 1: Enforcing water usage
Question 2: Enforcing DUI laws	Question 2: Enforcing appearance ordinances
Question 3: Investigating drug sales/dealers	Question 3: Enforcing domestic animal ordinances

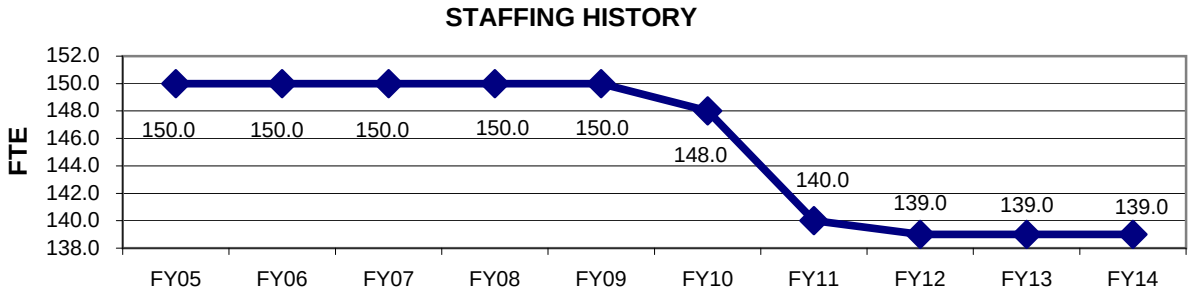
OPERATION SUMMARY

POLICE

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund - Police	134.00	133.00	133.00	133.00	133.00	0.00	0.0%
General Fund - Police Grant	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Municipal Park Opr Fund	5.00	5.00	5.00	5.00	5.00	0.00	0.0%
Total F-T-E	140.00	139.00	139.00	139.00	139.00	0.00	0.0%
Expenditures							
Personal Services	$18,878,078	$19,626,270	$20,266,300	$20,620,900	$21,138,700	$517,800	2.5%
Contractual Services	1,995,907	2,055,894	2,228,600	2,227,440	2,328,800	101,360	4.6%
Commodities	475,878	486,246	574,500	589,758	565,900	(23,858)	(4.0%)
Other Charges	0	0	0	0	0	0	N/A
Capital Items	125,406	91,504	6,900	6,914	126,700	119,786	1732.5%
Total Expenditures	$21,475,269	$22,259,914	$23,076,300	$23,445,012	$24,160,100	$715,088	3.1%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund - Police	$20,737,509	$21,524,874	$22,399,500	$22,744,337	$23,351,200	$606,863	2.7%
General Fund - Police Grant	91,915	96,301	101,900	102,500	106,000	3,500	3.4%
Municipal Park Opr Fund	479,639	504,235	518,200	544,661	524,600	(20,061)	(3.7%)
Capital Projects Fund	125,406	91,504	6,900	6,914	126,700	119,786	1732.5%
A & E Fund	40,800	43,000	49,800	46,600	51,600	5,000	10.7%
Total Expenditures	$21,475,269	$22,259,914	$23,076,300	$23,445,012	$24,160,100	$715,088	3.1%



POLICE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-3001-511.10-01	Salaries	1,439,080	1,442,115	1,445,900	1,477,400	**1,523,600**	46,200	3.1%
101-3001-511.11-61	Police Administration	1,038,930	1,011,775	1,070,100	1,073,500	**1,101,300**	27,800	2.6%
101-3001-511.11-64	Police Supervision	1,282,960	1,300,213	1,416,800	1,431,600	**1,472,100**	40,500	2.8%
101-3001-511.11-70	Police Officer	7,108,485	7,134,485	7,162,900	7,511,500	**7,573,500**	62,000	0.8%
101-3001-511.18-01	Temporary Help	1,534	1,594	2,500	2,500	**2,600**	100	4.0%
101-3001-511.18-03	Seasonal Help	115,809	96,262	138,900	138,900	**142,400**	3,500	2.5%
101-3001-511.18-05	Overtime Civilian	36,454	28,298	54,800	54,800	**56,200**	1,400	2.6%
101-3001-511.18-07	Overtime Sworn	579,571	637,058	597,400	597,400	**612,300**	14,900	2.5%
101-3001-511.18-08	Overtime Sworn Court	153,368	142,812	193,100	193,100	**197,900**	4,800	2.5%
101-3001-511.18-09	Holiday Sworn	34,429	62,800	104,000	56,500	**107,000**	50,500	89.4%
101-3001-511.18-80	Special Detail	215,495	224,123	199,200	199,200	**204,200**	5,000	2.5%
101-3001-511.18-81	Special Detail Grants	89,483	85,355	75,000	75,000	**76,900**	1,900	2.5%
	Salaries	**12,095,598**	**12,166,890**	**12,460,600**	**12,811,400**	**13,070,000**	**258,600**	**2.0%**
101-3001-511.19-01	Workers Compensation	498,400	513,400	528,800	528,800	**544,700**	15,900	3.0%
101-3001-511.19-05	Medical Insurance	1,947,500	1,909,900	1,924,500	1,924,500	**2,067,600**	143,100	7.4%
101-3001-511.19-09	Public Safety Pension	3,379,573	4,038,031	4,288,000	4,267,000	**4,330,900**	63,900	1.5%
101-3001-511.19-10	IMRF	162,834	176,246	202,200	208,300	**231,300**	23,000	11.0%
101-3001-511.19-11	Social Security	88,786	88,224	101,800	95,200	**106,900**	11,700	12.3%
101-3001-511.19-12	Medicare	145,057	148,870	162,000	165,000	**170,300**	5,300	3.2%
	Fringe Benefits	**6,222,150**	**6,874,671**	**7,207,300**	**7,188,800**	**7,451,700**	**262,900**	**3.7%**
101-3001-511.20-05	Professional Services	1,200	2,400	2,400	3,000	**2,600**	(400)	(13.3%)
101-3001-511.20-37	Central Dispatch	659,753	652,906	726,900	726,900	**759,700**	32,800	4.5%
101-3001-511.20-40	General Insurance	206,300	212,500	218,900	218,900	**225,500**	6,600	3.0%
101-3001-511.21-02	Equipment Maintenance	56,389	62,865	61,700	61,700	**54,100**	(7,600)	(12.3%)
101-3001-511.21-65	Other Services	118,071	163,046	122,800	122,800	**123,200**	400	0.3%
101-3001-511.22-02	Dues	10,840	11,949	12,900	11,100	**13,700**	2,600	23.4%
101-3001-511.22-03	Training	70,576	87,151	92,500	92,500	**92,500**	0	0.0%
101-3001-511.22-05	Postage	9,819	8,413	14,700	14,700	**14,700**	0	0.0%
101-3001-511.22-10	Printing	11,971	13,739	12,000	12,000	**10,200**	(1,800)	(15.0%)
101-3001-511.22-15	Photocopying	15,676	14,796	16,000	16,000	**16,000**	0	0.0%
101-3001-511.22-25	IT/GIS Service Charge	310,800	321,000	409,100	409,100	**444,700**	35,600	8.7%
101-3001-511.22-37	Vehicle/Equip Lease Charge	483,300	456,400	479,500	479,500	**518,400**	38,900	8.1%
	Contractual Services	**1,954,695**	**2,007,165**	**2,169,400**	**2,168,200**	**2,275,300**	**107,100**	**4.9%**
101-3001-511.30-01	Publications Periodicals	3,537	3,052	3,000	3,000	**3,300**	300	10.0%
101-3001-511.30-05	Office Supplies & Equip	26,424	26,124	30,000	30,000	**35,000**	5,000	16.7%
101-3001-511.30-20	Photographic Supplies	4,966	1,421	4,000	4,000	**4,000**	0	0.0%
101-3001-511.30-35	Clothing	148,803	129,483	189,600	189,686	**154,700**	(34,986)	(18.4%)
101-3001-511.30-50	Petroleum Products	192,019	237,110	246,400	259,800	**264,000**	4,200	1.6%
101-3001-511.33-05	Other Supplies	10,200	10,128	14,000	14,072	**10,000**	(4,072)	(28.9%)
101-3001-511.33-25	Operational Supplies	55,309	51,977	54,500	54,590	**64,400**	9,810	18.0%
101-3001-511.33-30	Community Service Supply	23,808	16,853	20,700	20,789	**18,800**	(1,989)	(9.6%)
	Commodities	**465,066**	**476,148**	**562,200**	**575,937**	**554,200**	**(21,737)**	**(3.8%)**
	Total Police Admin	**20,737,509**	**21,524,874**	**22,399,500**	**22,744,337**	**23,351,200**	**606,863**	**2.7%**

POLICE GRANT

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-3005-511.10-01	Salaries	72,372	75,133	78,700	78,900	**81,000**	2,100	2.7%
101-3005-511.18-05	Overtime Civilian	0	0	0	300	**0**	(300)	(100.0%)
	Salaries	**72,372**	**75,133**	**78,700**	**79,200**	**81,000**	**1,800**	**2.3%**
101-3005-511.19-01	Workers Compensation	300	300	300	300	**300**	0	0.0%
101-3005-511.19-05	Medical Insurance	5,700	5,900	6,300	6,300	**6,600**	300	4.8%
101-3005-511.19-10	IMRF	8,109	9,263	10,600	10,700	**11,900**	1,200	11.2%
101-3005-511.19-11	Social Security	4,404	4,624	4,900	4,900	**5,000**	100	2.0%
101-3005-511.19-12	Medicare	1,030	1,081	1,100	1,100	**1,200**	100	9.1%
	Fringe Benefits	**19,543**	**21,168**	**23,200**	**23,300**	**25,000**	**1,700**	**7.3%**
	Total Police Grant	**91,915**	**96,301**	**101,900**	**102,500**	**106,000**	**3,500**	**3.4%**
	Total Police Department	**20,829,424**	**21,621,175**	**22,501,400**	**22,846,837**	**23,457,200**	**610,363**	**2.7%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1145	Chief of Police	D71	1.00	1.00	
1155	Police Captain	C52	3.00	3.00	
1157	Police Commander	C43	5.00	5.00	
1165	Police Sergeant	C42	14.00	14.00	
1170	Police Officer	--	86.00	86.00	
1174	Records Supervisor	B23	1.00	1.00	
1177	Operations Support Supervisor	B23	1.00	1.00	
1175	Identification Technician	B21	1.00	1.00	
1180	Animal Control Warden	B21	2.00	2.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1185	Public Service Officer	A13	10.00	10.00	
1701	Police Fiscal Clerk	B21	1.00	1.00	
1173	Property Custodian	A13	1.00	1.00	
1740	Administrative Assistant I	A13	2.00	2.00	
1716	Records Clerk	A12	4.00	4.00	
	Total F-T-E		**133.00**	**133.00**	**0.00**

Police Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund			
	Police - Administration	133.00	133.00	
	Police Grant	1.00	1.00	
235	Municipal Parking Fund	5.00	5.00	
	Total F-T-E All Funds	**139.00**	**139.00**	**0.00**

POLICE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-3001-511.10-01	Salaries	Salaries	1,477,400	1,523,600
101-3001-511.11-61	Police Administration	Police Administration	1,073,500	1,101,300
101-3001-511.11-64	Police Supervision	Police Supervision	1,431,600	1,472,100
101-3001-511.11-70	Police Officer	Police Officer	7,511,500	7,573,500
101-3001-511.18-01	Temporary Help	Temporary Help	2,500	2,600
101-3001-511.18-03	Seasonal Help	Seasonal Help	138,900	142,400
101-3001-511.18-05	Overtime Civilian	Overtime Civilian	54,800	56,200
101-3001-511.18-07	Overtime Sworn	Overtime Sworn	597,400	612,300
101-3001-511.18-08	Overtime Sworn Court	Overtime Sworn Court	193,100	197,900
101-3001-511.18-09	Holiday Sworn	Holiday Sworn	56,500	107,000
101-3001-511.18-80	Special Detail	Special Detail	199,200	204,200
101-3001-511.18-81	Special Detail Grant	Special Detail Grant	75,000	76,900
		TOTAL SALARIES	**12,811,400**	**13,070,000**
FRINGE BENEFITS:				
101-3001-511.19-01	Workers' Compensation	Workers' Compensation Insurance	528,800	544,700
101-3001-511.19-05	Medical Insurance	Medical Insurance	1,924,500	2,067,600
101-3001-511.19-09	Public Safety Pension	Public Safety Pension	4,267,000	4,330,900
101-3001-511.19-10	IMRF	IMRF	208,300	231,300
101-3001-511.19-11	Social Security	Social Security	95,200	106,900
101-3001-511.19-12	Medicare	Medicare	165,000	170,300
		TOTAL FRINGE BENEFITS	**7,188,800**	**7,451,700**
CONTRACTUAL SERVICES:				
101-3001-511.20-05	Professional Services	Maintain and upgrade specialized equipment and software in squad cars	3,000	2,600
101-3001-511.20-37	Central Dispatch	Police Department portion (75%) of costs for dispatching calls-for-service through the Northwest Central Dispatch System	726,900	759,700
101-3001-511.20-40	General Insurance	Liability and property insurance	218,900	225,500

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-3001-511.21-02	Equipment Maintenance	Office machine equipment maint. Contracts				
		Typewriters	600		600	
		Fax machines	300		300	
		BEAST (property inventory system)	1,200		1,200	
		Lektriever service contract	700		700	
		Rental pagers	400		0	
		Portable radios, modems, KDT, ISPERN maintenance contracts	17,000		16,000	
		Radar, security door lock & intercom system (Front Desk)	2,700		2,700	
		Police Info. Management System (RMS)	19,000		19,000	
		Police firing range maintenance (time & material)	5,500		5,500	
		Miscellaneous equipment maintenance: Breathalyzer	1,000		1,000	
		Livescan/C.A.B.S. Program	1,000		0	
		Video maintenance (desk/ops cameras)	4,000		4,000	
		Kodak I4200 Scanner	1,800		2,100	
		Microfilm	1,000		1,000	
		Defibrillators maintenance	5,500	61,700	0	54,100
101-3001-511.21-65	Other Services	Cellular telephone service	33,000		37,000	
		T1 Data Line Connection (CABS)	2,800		2,600	
		Prisoner food	4,300		2,000	
		Bureau Investigation license applicants	1,100		1,100	
		Department weapons repair	400		400	
		Micro-film, duplication & shredding	2,500		2,500	
		Officers badge, shield & leather repair	800		800	
		Morgue transportation	5,000		6,000	
		Animal Welfare Services:				
		Animal impounding fees	5,000		5,000	
		Rabies shots for animal welfare personnel	300		300	
		Veterinary services	800		800	
		Blood Borne Pathogen Program: Equipment sterilization	2,000		2,000	
		Background reports	3,000		3,000	
		Language line	400		400	
		Critical Reach Alert (Trak System)	700		700	
		Annual software renewal/maintenance	11,600		10,200	
		Administrative Hearing Officer Program	20,000		20,000	
		Bio-hazard cleaning cell/squad car	2,000		2,000	
		Village-use background checks for non-criminal justice/criminal history inquires	2,000		2,000	
		Prisoner drug prescriptions	1,000		1,000	
		Mi-Fi services fee	2,500		2,500	
		Secretary of State License Suspensions	2,000		2,000	
		Ticket Scofflaw Program	9,800		9,800	
		Cell phone forensic license renewal	0		3,000	
		GPS Traker Data upgrades	0		1,600	
		Processing fees - subpoena records	0		500	
		Electronic file transfer fees	0		3,000	
		Walworth County - range fees	0		1,000	
		Budget Amendment - Justice Asst Grant	9,800	122,800	0	123,200
101-3001-511.22-02	Dues	MCAT	3,000		3,000	
		Northern Illinois Police Alarm System	4,500		4,500	
		Other dues	3,600	11,100	6,200	13,700

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
101-3001-511.22-03	Training	Course titles are listed as a selective representation of needed skills and specialty training:		
		Comprehensive Departmental Training: Northeast Multi-Regional training membership: Departmental in-service, certified training of all personnel as recommended by the Illinois State Training Board	15,000	15,000
		Basic Recruit Training	13,500	13,500
		Field Operations: Accident Investigation Traffic Law Sensitivity Relations Street Survival Traffic Law Enforcement Search and Seizure	7,300	7,300
		Community Police Training: Problem Oriented Policing Cultural and Ethnic Awareness Community Policing Concepts	6,800	6,800
		Technical Support: Field Training Officers Breathalyzer Forensic Technician Crime Lab Police Photography Property Management Police Records Management	6,000	6,000
		Records Management System: Crime Analysis	1,500	1,500
		Community Services: Crime Prevention	1,900	1,900
		Criminal Investigations: Management of Criminal Investigations Narcotic and Dangerous Drugs Homicide, Suicide & Accidental Death Rape & Sexual Deviance Investigation Advd. Interrogations & Interviewing Burglary & Theft Reduction Forgery, Fraud & White Collar Crime Investigations Death Investigations Problem Oriented Policing	3,500	3,500

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-3001-511.22-03	Training (cont.)	Juvenile Investigations:	2,100		2,100	
		Gang Awareness				
		Narcotic and Dangerous Drugs				
		Suicide and Accidental Death				
		Illinois Juvenile Officers Training				
		Advanced Juvenile Interviewing				
		Burglary and Theft Reduction				
		Command, Management & Supervision:	25,900		25,900	
		Supervisory & Mid-Mngmnt Training				
		Records Supervisor				
		Leadership Training				
		Police Staff and Command				
		Disaster Management				
		Police Budgeting				
		Managing Change				
		Managing Productivity				
		Tuition Reimbursement				
		Conferences, Seminars & Meetings:	7,500		7,500	
		Ill. Assoc. of Chiefs of Police				
		Ill. Chief's Conference				
		Captain's Association Meetings				
		North Suburban Chief's Assoc.				
		Ill. Crime Prevention Conference				
		Emergency & Disaster Preparedness:	1,500		1,500	
		Northern Ill. Police Alarm System				
		Rapid Response Team		92,500		92,500
101-3001-511.22-05	Postage	Regular and registered postage		14,700		14,700
101-3001-511.22-10	Printing	Crime Prevention:				
		Booklets, Pamphlet & Identification				
		Stickers	1,000		1,000	
		Operational:				
		Police Report & Identification Forms	4,900		4,000	
		Administrative:				
		Police manuals, records, envelopes				
		& other related forms	4,900		4,000	
		Administrative Hearing Officer Program	1,200	12,000	1,200	10,200
101-3001-511.22-15	Photocopying	Photocopies & supplies	6,000		6,000	
		Maintenance agreements	10,000	16,000	10,000	16,000
101-3001-511.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		409,100		444,700
101-3001-511.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		479,500		518,400
		TOTAL CONTRACTUAL SERVICES		**2,168,200**		**2,275,300**
COMMODITIES:						
101-3001-511.30-01	Publications/Periodicals	Miscellaneous publications		3,000		3,300
101-3001-511.30-05	Office Supplies & Equip	General office supplies		30,000		35,000

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-3001-511.30-20	Photographic Supplies	CD/DVD reproduction, flashes & batteries	2,000		2,000	
		Video supplies	2,000	4,000	2,000	4,000
101-3001-511.30-35	Clothing	Police Personnel:				
		Sworn Officers	118,700		118,700	
		Sworn Officers - new hires	15,000		15,000	
		Civilian Personnel	6,000		6,000	
		Leather jackets & other uniform items not included in officers allotment per MAP contract	5,500		5,500	
		New and replacement badges, hat shields, and shoulder patches	3,000		3,000	
		Specialty clothing - Motorcycle/ Bicycle Officers / NIPAS	6,500		6,500	
		Prior Year Encumbrance Carryover	34,986	189,686	0	154,700
101-3001-511.30-50	Petroleum Products	Gasoline for department vehicle(s)		259,800		264,000
101-3001-511.33-05	Other Supplies & Equip	Computer hardware/software	6,900		5,000	
		Employee recognition	5,000		5,000	
		Prior Year Encumbrance Carryover	2,172	14,072	0	10,000
101-3001-511.33-25	Operational Supplies	Ammunition	16,000		21,000	
		Range safety equipment & supplies	3,000		3,000	
		Evidence Processing/Property Security:				
		Property Management Section	1,000		1,000	
		Identification Technicians	1,000		1,000	
		Forensic Technicians	2,000		2,000	
		Criminal Investigations Bureau	1,000		1,000	
		Emergency equipment for Patrol Operations: flares, flashlight batteries, traffic vests, fire extinguishers, first-aid equipment	4,000		4,000	
		Station operation & lock-up expenditures: Cell mattresses, blankets, personal hygiene items for prisoners & identification equipment	1,000		1,000	
		Community Policing supplies	1,500		1,500	
		25 Motorola batteries	4,700		4,700	
		Bullet proof vest replacement (23)	18,000		18,000	
		Taser accessories	0		6,200	
		Prior Year Encumbrance Carryover	1,390	54,590	0	64,400
101-3001-511.33-30	Community Service Supl	Training aids	600		600	
		Crime prevention specialty items	9,400		9,400	
		Animal welfare supplies	1,400		1,400	
		Bio-hazard equipment	7,000		7,000	
		Counselor-in-the-Park supplies	400		400	
		Prior Year Encumbrance Carryover	1,989	20,789	0	18,800
		TOTAL COMMODITIES		**575,937**		**554,200**
		TOTAL POLICE - ADMINISTRATION		**22,744,337**		**23,351,200**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1176	Victim Services Coordinator (PG0400)	B23	1.00	1.00	
	Total F-T-E		**1.00**	**1.00**	**0.00**

Police Department
Cross Reference to All Funds

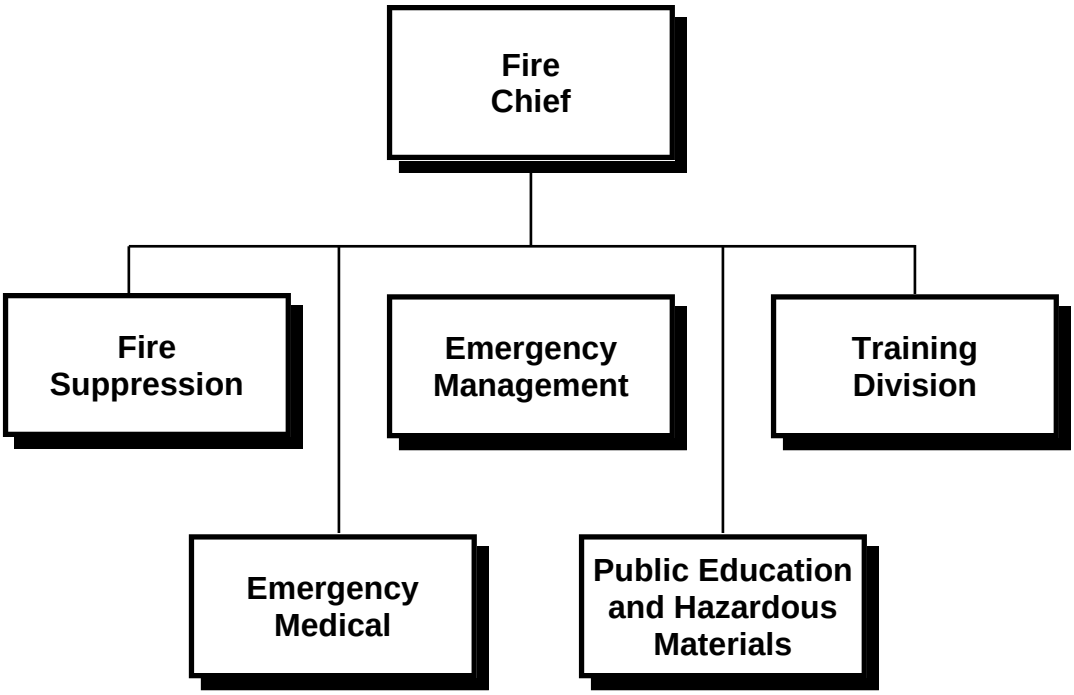
	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund			
	Police - Administration	133.00	133.00	
	Police Grant	1.00	1.00	
235	Municipal Parking Fund	5.00	5.00	
	Total F-T-E All Funds	**139.00**	**139.00**	**0.00**

POLICE GRANT

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
101-3005-511.10-01	Salaries	Salaries (PG0400)*	78,900	81,000
101-3005-511.18-05	Overtime Civilian	Overtime Civilian (PG0400)	300	0
		TOTAL SALARIES	**79,200**	**81,000**
FRINGE BENEFITS:				
101-3005-511.19-01	Workers' Compensation	Workers' Compensation Ins (PG0400)	300	300
101-3005-511.19-05	Medical Insurance	Medical Insurance (PG0400)	6,300	6,600
101-3005-511.19-10	IMRF	IMRF (PG0400)	10,700	11,900
101-3005-511.19-11	Social Security	Social Security (PG0400)	4,900	5,000
101-3005-511.19-12	Medicare	Medicare (PG0400)	1,100	1,200
		TOTAL FRINGE BENEFITS	**23,300**	**25,000**
		TOTAL POLICE GRANT	**102,500**	**106,000**
		TOTAL POLICE DEPARTMENT	**22,846,837**	**23,457,200**

* PG0400 - Victim Services Grant


Fire Chief
Fire Suppression
Emergency Management
Training Division
Emergency Medical
Public Education and Hazardous Materials

FIRE

Firefighting and support functions are comprised of four main divisions.

Administrative Division: This division is responsible for providing administrative support to the Fire Department. In addition, Emergency Management Agency (EMA), Public Education, Hazardous Materials monitoring and Fire Investigations have been incorporated into this division.

Fire Suppression Division: This division is responsible for firefighting with three staffed engine companies and one truck company augmented by reserve apparatus staffed by off-duty personnel and the Mutual Aid Box Alarm System (MABAS) which is a multi-community, state-wide mutual aid system.

Emergency Medical Division: Four ambulances are operated by the Fire Department along with two rescue squads. The department also maintains two reserve ambulances and one reserve rescue squad. Emergency medical services are provided by State certified paramedics to all citizens of Arlington Heights. The paramedic program works through Northwest Community Hospital using Mobile Intensive Care Unit apparatus.

Training Division: This division is responsible for the initial training and the on-going training of all fire personnel. The Fire Department participates in a State Certification Program whereby all personnel receive the basic, advanced and officer training necessary to achieve the required certification levels. Currently, 98% of the Village firefighting personnel have achieved advanced certification or higher.

These divisions work out of four well-equipped fire stations and an administrative headquarters.

The Fire Department responded to 10,036 calls for assistance in 2012. This included 3,356 fire and emergency calls and 6,680 ambulance calls.

2012-13 Status of Goals and Objectives

- **To efficiently manage the Village's resources and implement opportunities to reduce spending.** Utilized funding sources such as the Foreign Fire Insurance Tax Board to fund needed capital equipment replacements. Used grant funding to offset costs of programs. Consolidated Fire Department Special Teams with neighboring departments to save on equipment and personnel training costs. Extended the service life of various department equipment classes to reduce procurement costs.

- **Provide emergency services to the community through timely and adequately staffed responses.** The Department continues to meet this goal.

- **Continue to meet mandated standards.** The department has received certification that the National Incident Management System (NIMS) requirements set by the Federal Government have been met for 2012. The department has converted all VHF mobile and portable radios to narrowband standards in accordance to the FCC mandate before the 2013 deadline. We currently meet all other mandated State and Federal standards.

- **Meet the minimum 6 minute or less response time for structure fires and EMS calls 90% of the time.** The Department met this goal in 2012.

- **Minimum of 14 to 15 Firefighters on the scene of a structure fire within 8 minutes at least 90% of the time in all districts.** The Department met this goal in 2012.

- **Achieve a relative balance between mutual and automatic aid given and supplied.** We have given assistance to neighboring departments 18 more times than we have received.

- **Provide training for all operational personnel at a minimum 20 hours per month for fire/rescue training, and 5 hours per month for EMS training at least 95% of the time.** The department has met these goals.

- **Continue the self-evaluation process for possible accreditation of the Fire Department by the Center for Public Safety Excellence.** The department continues the self-evaluation process.

- **Prepare the department for the conversion to the new Northwest Central Dispatch communications system by the fourth quarter of 2012.** This project has been pushed back to the first or second quarter of 2013. Planning continues based on the new projected implementation estimates.

- **Explore options to fund and schedule future public education classes such as CPR and Emergency Preparedness so they would be self-sufficient.** CPR training for the general public has resumed with tuition fees balancing instruction costs. The department is planning on holding an Emergency Preparedness course in early 2013 on the same cost neutral basis depending on community interest.

2013-14 Goals and Objectives

- To efficiently manage the Village's resources and implement opportunities to reduce spending.

- Provide emergency services to the community through timely and adequately staffed responses.

- Continue to meet mandated standards.

- Meet the minimum 6 minute or less response time for structure fires and EMS calls 90% of the time.

- Minimum of 14 to 15 Firefighters on the scene of a structure fire within 8 minutes at least 90% of the time in all districts.

- Achieve a relative balance between mutual and automatic aid given and supplied.

- Provide training for all operational personnel at a minimum 20 hours per month for fire/rescue training, and 5 hours per month for EMS training at least 95% of the time.

- Continue the self-evaluation process for possible accreditation of the Fire Department by the Center for Public Safety Excellence.

- Prepare the department for the conversion to the new Northwest Central Dispatch communications system in 2013.

- Resume community Emergency Preparedness training classes on a cost neutral basis.

- Complete the rehabilitation of the Fire Department Training Facility at Nickol Knoll and resume live fire training for all department personnel.

FIRE

Performance Measures	Calendar Year					
	2010		2011		2012	
1. Service Calls:						
Fire		133		125		161
EMS		6,380		6,718		6,680
Hazmat		354		392		263
Emergency Assists		1,446		1,630		1,832
False Alarms		1,255		1,429		1,100
Total Calls		9,568		10,294		10,036
2. % Response Time 6 Minutes or Less (Goal of 90% or greater)						
Fire Calls (Structure Fires)		93.33%		100.00%		100.00%
EMS Calls (Emergencies)		91.83%		90.65%		90.38%
3. # of Confirmed Structure Fires and % response time within 8 minutes at a structure fire: (All Districts goal of 90% or greater)						
a. With at least 14 Firefighters: (Optimal)						
District 1	(2)	100%	(4)	100%	(2)	100%
District 2	(6)	83%	(3)	100%	(8)	100%
District 3	(3)	100%	(5)	100%	(4)	100%
District 4	(4)	100%	(5)	100%	(2)	100%
All Districts	(15)	92.8%	(17)	100%	(16)	100%
b. With at least 13 Firefighters:						
District 1	(2)	100%	(4)	100%	(2)	100%
District 2	(6)	100%	(3)	100%	(8)	100%
District 3	(3)	100%	(5)	100%	(4)	100%
District 4	(4)	100%	(5)	100%	(2)	100%
All Districts	(15)	100%	(17)	100%	(16)	100%
c. With at least 12 Firefighters:						
District 1	(2)	100%	(4)	100%	(2)	100%
District 2	(6)	100%	(3)	100%	(8)	100%
District 3	(3)	100%	(5)	100%	(4)	100%
District 4	(4)	100%	(5)	100%	(2)	100%
All Districts	(15)	100%	(17)	100%	(16)	100%
4. Mutual Aid / Auto Aid Responses:						
Calls Given		721		953		976
Calls Received		1,016		920		958
5. % of Operational Personnel Meeting Minimum Training Standards		97%		98%		98%

Performance Measures (cont.)	Calendar Year		
	2010	2011	2012
6. # of Knox Boxes:			
Installed During Calendar Year	29	35	23
Total Installed	947	982	1,005
7. ISO Rating:	1	2	2
8. Unit Responses:			
Ambulance 1	2,093	2,241	2,617
Ambulance 2	2,081	2,178	2,412
Ambulance 3	1,567	1,583	1,535
Ambulance 4	1,334	1,541	1,207
Subtotal Ambulances	7,075	7,543	7,771
Squad 1	2,529	2,764	2,969
Squad 2	2,550	2,629	2,945
Subtotal Squads	5,079	5,393	5,914
Engine 2	1,199	1,381	1,362
Engine 3	1,534	1,713	1,530
Engine 4	1,438	1,669	1,373
Subtotal Engines	4,171	4,763	4,265
Battalion 1	849	978	994
Ladder Tower 1	989	1,091	1,169
Reserve Ambulance 1	n/a	n/a	47
Reserve Ambulance 2	n/a	n/a	41
Reserve Squad 2	n/a	n/a	3
Reserve Engine 1	n/a	n/a	211
Total Unit Responses	18,161	19,768	20,415

OPERATION SUMMARY

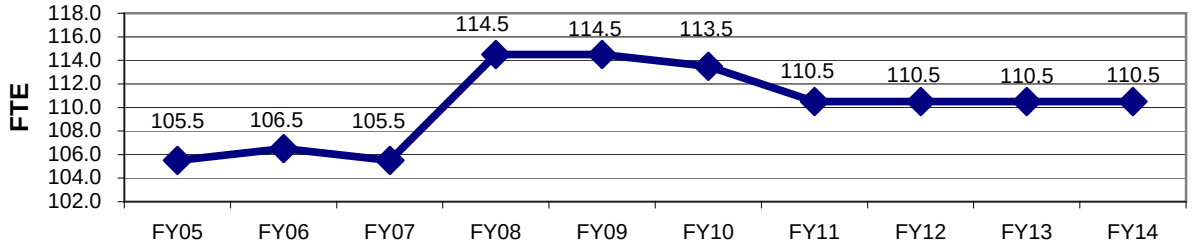
FIRE

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	110.50	110.50	110.50	110.50	110.50	0.00	0.0%
Expenditures							
Personal Services	$16,161,523	$17,072,260	$17,541,000	$17,310,300	$18,032,900	$722,600	4.2%
Contractual Services	1,291,604	1,333,471	1,437,200	1,443,500	1,569,400	125,900	8.7%
Commodities	264,088	331,758	346,800	422,877	409,400	(13,477)	(3.2%)
Other Charges	0	0	0	0	0	0	N/A
Capital Items	168,515	98,587	438,100	447,600	126,000	(321,600)	(71.8%)
Total Expenditures	$17,885,730	$18,836,076	$19,763,100	$19,624,277	$20,137,700	$513,423	2.6%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$17,715,715	$18,735,289	$19,320,100	$19,172,777	$20,006,800	$834,023	4.4%
Capital Projects Fund	168,515	98,587	438,100	447,600	126,000	(321,600)	(71.8%)
A &E Fund	1,500	2,200	4,900	3,900	4,900	1,000	25.6%
Total Expenditures	$17,885,730	$18,836,076	$19,763,100	$19,624,277	$20,137,700	$513,423	2.6%

STAFFING HISTORY



FIRE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-3501-512.10-01	Salaries	183,248	179,715	178,900	157,100	**183,600**	26,500	16.9%
101-3501-512.12-01	Fire Administration	866,554	880,983	939,100	923,000	**966,300**	43,300	4.7%
101-3501-512.12-16	Fire Supervision	1,540,053	1,583,408	1,617,000	1,617,000	**1,663,200**	46,200	2.9%
101-3501-512.12-21	Firefighter	6,711,804	6,893,948	7,152,700	7,152,700	**7,431,200**	278,500	3.9%
101-3501-512.18-01	Temporary Help	2,074	250	0	0	**0**	0	N/A
101-3501-512.18-05	Overtime Civilian	0	0	0	500	**500**	0	0.0%
101-3501-512.18-07	Overtime Sworn	436,345	510,387	500,000	335,300	**343,700**	8,400	2.5%
101-3501-512.18-09	Holiday Sworn	125,095	148,040	156,200	149,500	**160,000**	10,500	7.0%
101-3501-512.18-80	Special Detail	39,041	43,346	30,700	15,800	**60,000**	44,200	279.7%
	Salaries	**9,904,214**	**10,240,077**	**10,574,600**	**10,350,900**	**10,808,500**	**457,600**	**4.4%**
101-3501-512.19-01	Workers Compensation	498,500	513,500	528,900	528,900	**544,800**	15,900	3.0%
101-3501-512.19-05	Medical Insurance	1,661,000	1,687,900	1,674,000	1,674,000	**1,794,600**	120,600	7.2%
101-3501-512.19-09	Public Safety Pension	3,948,000	4,470,608	4,588,000	4,588,000	**4,701,000**	113,000	2.5%
101-3501-512.19-10	IMRF	18,771	19,748	24,200	21,400	**27,000**	5,600	26.2%
101-3501-512.19-11	Social Security	10,031	9,643	11,100	9,800	**11,400**	1,600	16.3%
101-3501-512.19-12	Medicare	119,507	128,584	135,300	133,400	**140,700**	7,300	5.5%
	Fringe Benefits	**6,255,809**	**6,829,983**	**6,961,500**	**6,955,500**	**7,219,500**	**264,000**	**3.8%**
101-3501-512.20-37	Central Dispatch	219,918	217,635	242,300	242,300	**253,200**	10,900	4.5%
101-3501-512.20-40	General Insurance	171,900	177,100	182,400	182,400	**187,900**	5,500	3.0%
101-3501-512.21-02	Equipment Maintenance	34,118	29,483	39,000	39,500	**40,500**	1,000	2.5%
101-3501-512.21-07	Vehicle Equip Maintenance	3,890	4,164	4,000	4,500	**4,500**	0	0.0%
101-3501-512.21-65	Other Services	28,504	38,101	37,000	37,000	**37,500**	500	1.4%
101-3501-512.22-02	Dues	26,989	26,686	27,000	30,000	**30,000**	0	0.0%
101-3501-512.22-03	Training	39,469	66,086	67,000	68,300	**71,000**	2,700	4.0%
101-3501-512.22-05	Postage	852	680	800	1,500	**1,200**	(300)	(20.0%)
101-3501-512.22-10	Printing	1,153	1,832	1,700	2,000	**2,000**	0	0.0%
101-3501-512.22-15	Photocopying	6,511	6,603	5,100	5,100	**4,300**	(800)	(15.7%)
101-3501-512.22-25	IT/GIS Service Charge	261,900	228,500	212,200	212,200	**210,100**	(2,100)	(1.0%)
101-3501-512.22-37	Vehicle/Equip Lease Charge	496,400	536,600	618,700	618,700	**727,200**	108,500	17.5%
	Contractual Services	**1,291,604**	**1,333,470**	**1,437,200**	**1,443,500**	**1,569,400**	**125,900**	**8.7%**
101-3501-512.30-01	Publications Periodicals	732	631	800	1,500	**1,500**	0	0.0%
101-3501-512.30-05	Office Supplies & Equip	5,540	6,508	6,700	6,800	**7,000**	200	2.9%
101-3501-512.30-20	Photographic Supplies	58	67	100	100	**100**	0	0.0%
101-3501-512.30-35	Clothing	60,895	89,627	90,000	133,104	**126,000**	(7,104)	(5.3%)
101-3501-512.30-50	Petroleum Products	83,013	100,319	104,900	110,900	**109,400**	(1,500)	(1.4%)
101-3501-512.31-45	Janitorial Supplies	5,485	5,471	6,000	7,200	**7,500**	300	4.2%
101-3501-512.31-55	Building Supplies	1,824	1,244	1,500	2,100	**2,100**	0	0.0%
101-3501-512.31-60	Chemicals	8,746	6,298	7,000	10,500	**11,000**	500	4.8%
101-3501-512.31-65	Other Equip & Supplies	23,961	21,430	23,000	30,000	**30,000**	0	0.0%
101-3501-512.31-85	Small Tools and Equipment	49,424	43,617	62,000	71,984	**65,000**	(6,984)	(9.7%)
101-3501-512.32-80	Books	1,908	2,254	1,500	2,800	**2,800**	0	0.0%
101-3501-512.33-05	Other Supplies	8,205	8,014	8,300	9,700	**10,000**	300	3.1%
101-3501-512.33-50	Medical Supplies	14,297	46,279	35,000	36,189	**37,000**	811	2.2%
	Commodities	**264,088**	**331,759**	**346,800**	**422,877**	**409,400**	**(13,477)**	**(3.2%)**
	Total Fire Department	**17,715,715**	**18,735,289**	**19,320,100**	**19,172,777**	**20,006,800**	**834,023**	**4.4%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1195	Fire Chief	D71	1.00	1.00	
1200	Deputy Fire Chief	D61	2.00	2.00	
1210	Battalion Commander	C43	3.00	3.00	
1211	Division Commander	C43	2.00	2.00	
1215	Fire Lieutenant	--	16.00	16.00	
1220	Firefighter II (Engineer)	--	12.00	12.00	
1225	Firefighter II (Paramedic)	--	51.00	51.00	
1230	Firefighter I	--	21.00	21.00	
1214	Assistant ESDA Coordinator	B22	0.50	0.50	
1735	Administrative Assistant II	B21	1.00	1.00	
1710	Account Clerk II	A13	1.00	1.00	
	Total F-T-E		**110.50**	**110.50**	**0.00**

Fire Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	110.50	110.50	
	Total F-T-E All Funds	**110.50**	**110.50**	**0.00**

FIRE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-3501-512.10-01	Salaries	Salaries		157,100		183,600
101-3501-512.12-01	Fire Administration	Fire Administration		923,000		966,300
101-3501-512.12-16	Fire Supervision	Fire Supervision		1,617,000		1,663,200
101-3501-512.12-21	Firefighter	Firefighter		7,152,700		7,431,200
101-3501-512.18-05	Overtime Civilian	Overtime Civilian		500		500
101-3501-512.18-07	Overtime Sworn	Overtime Sworn		335,300		343,700
101-3501-512.18-09	Holiday Sworn	Holiday Sworn		149,500		160,000
101-3501-512.18-80	Special Detail	Special Detail	15,800		30,000	
		Special Detail - Fire Instruction:				
		Fire Apparatus Engineering (FAE)	0		9,000	
		Specialized Rescue Classes	0	15,800	21,000	60,000
		TOTAL SALARIES		**10,350,900**		**10,808,500**
FRINGE BENEFITS:						
101-3501-512.19-01	Workers' Compensation	Workers' Compensation Insurance		528,900		544,800
101-3501-512.19-05	Medical Insurance	Medical Insurance		1,674,000		1,794,600
101-3501-512.19-09	Public Safety Pension	Public Safety Pension		4,588,000		4,701,000
101-3501-512.19-10	IMRF	IMRF		21,400		27,000
101-3501-512.19-11	Social Security	Social Security		9,800		11,400
101-3501-512.19-12	Medicare	Medicare		133,400		140,700
		TOTAL FRINGE BENEFITS		**6,955,500**		**7,219,500**
CONTRACTUAL SERVICES:						
101-3501-512.20-37	Central Dispatch	Fire Department portion (25%) Communications Services		242,300		253,200
101-3501-512.20-40	General Insurance	Liability and property insurance		182,400		187,900
101-3501-512.21-02	Equipment Maintenance	Mobile, main, portable & pager radio repairs	8,100		8,100	
		Medical telemetry repairs	1,000		1,000	
		Medical defibrillator service contract	10,000		10,000	
		AED service contract	6,000		7,000	
		Office equipment repairs	200		200	
		Hose, nozzle & brass goods	500		500	
		Station appliances	5,000		5,000	
		Medical equipment repairs	1,000		1,000	

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-3501-512.21-02	Equipment Maint (cont)	Self-contained breathing apparatus testing and repairs (IL OSHA)	3,000		3,000	
		SCBA compressor - service contract	3,700		3,700	
		Small tools & equipment	500		500	
		Test equipment repairs	500	39,500	500	40,500
101-3501-512.21-07	Vehicle Equip. Maint.	Lettering and graphics	1,300		1,300	
		Vehicle equipment changeovers	3,200	4,500	3,200	4,500
101-3501-512.21-65	Other Services	Cellular phone contract	19,000		19,000	
		NW Community Hospital computerized reporting system	13,000		13,500	
		Video-conferencing system - annual maintenance & technical support	5,000	37,000	5,000	37,500
101-3501-512.22-02	Dues	Dues	2,000		2,000	
		MABAS	3,000		3,500	
		NIPSTA	25,000	30,000	24,500	30,000
101-3501-512.22-03	Training	Firefighter/Officer Training:				
		State Cert. Basic Firefighter Course (3)	9,000		9,000	
		Fire Apparatus Engineer Cert. Class	500		500	
		State Certified F/O Programs	1,500		2,200	
		Mid-level Management Courses	2,000		2,000	
		Fire Dept. Instructors Conference	1,000		2,000	
		Illinois Fire Chiefs Conferences	800		800	
		Continuing Education-Local Colleges	5,000		5,000	
		International Fire Chiefs Conference	0		1,000	
		Paramedic Continuing Education Classes	20,500		20,500	
		Paramedic Course NWCH (4)	26,000		26,000	
		EMT Course NWCH (1)	800		800	
		ESDA meetings, courses & seminars	1,200	68,300	1,200	71,000
101-3501-512.22-05	Postage	Regular and registered mail		1,500		1,200
101-3501-512.22-10	Printing	Fire, investigation and emergency incident reports	200		200	
		Ambulance reports	800		800	
		Administration forms and reports	500		500	
		Public education/ESDA	500	2,000	500	2,000
101-3501-512.22-15	Photocopying	Photocopies & supplies	2,000		1,600	
		Maintenance agreement Xerox 5150	900		1,000	
		Lease of Xerox W5645T (#2)	500		0	
		Lease of Xerox WC4118P (#2)	400		400	
		Lease of Xerox WC4118P (#1)	500		500	
		Lease of Xerox WC4118P (#3)	400		400	
		Lease of Xerox WC4118P (#4)	400	5,100	400	4,300
101-3501-512.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		212,200		210,100
101-3501-512.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		618,700		727,200
		TOTAL CONTRACTUAL SERVICES		**1,443,500**		**1,569,400**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
COMMODITIES:						
101-3501-512.30-01	Publications/Periodicals	Miscellaneous publications		1,500		1,500
101-3501-512.30-05	Office Supplies & Equip	General office supplies		6,800		7,000
101-3501-512.30-20	Photographic Supplies	Misc. film, processing		100		100
101-3501-512.30-35	Clothing	Clothing for officers	7,500		7,500	
		Clothing for firefighters & paramedics	60,000		60,000	
		Firefighting protective clothing, boots, coats, bunker pants and gloves	36,500		40,500	
		Contractual employee uniform maintenance	18,000		18,000	
		Prior Year Encumbrance Carryover	11,104	133,104	0	126,000
101-3501-512.30-50	Petroleum Products	Gasoline for department vehicle(s)		110,900		109,400
101-3501-512.31-45	Janitorial Supplies	Miscellaneous janitorial supplies		7,200		7,500
101-3501-512.31-55	Building Supplies	Miscellaneous building supplies (lumber, paint and hardware)		2,100		2,100
101-3501-512.31-60	Chemicals	Medical oxygen	6,400		6,400	
		Fire extinguisher recharging & testing	1,100		1,600	
		Foam concentrates	3,000	10,500	3,000	11,000
101-3501-512.31-65	Other Equip. & Supplies	Radio & pager batteries and parts	3,500		3,500	
		Telemetry & defibrillator batteries/parts	2,000		2,000	
		Miscellaneous repairs to small equipment	5,000		5,000	
		Filters for air purification compressors	2,300		2,300	
		HAZ/MAT test sensors	1,400		1,400	
		Appliances for Fire Stations	4,600		4,600	
		Furniture for Fire Stations	5,000		5,000	
		Office furniture for Fire Stations	1,600		1,600	
		Emergency lighting and warning	4,600	30,000	4,600	30,000
101-3501-512.31-85	Small Tools and Equip.	Fire hose	10,000		10,000	
		Rope & related equipment	2,000		2,000	
		Dive rescue equipment	2,000		2,500	
		Hazmat equipment	3,000		3,500	
		Nozzles, applicators, brass goods & appliances	5,000		5,000	
		Miscellaneous tools, lights, etc.	26,000		27,000	
		Rescue equipment (SQ3)	6,000		6,000	
		USAR equipment	3,000		3,000	
		Radios, VHF portables	5,000		6,000	
		Prior Year Encumbrance Carryover	9,984	71,984	0	65,000
101-3501-512.32-80	Books	Officer Training Series updates	0		300	
		Updating station training manuals	600		300	
		Update maps and map books	0		100	
		Emergency Medical Training Series	1,000		900	
		Miscellaneous reference books	1,200	2,800	1,200	2,800

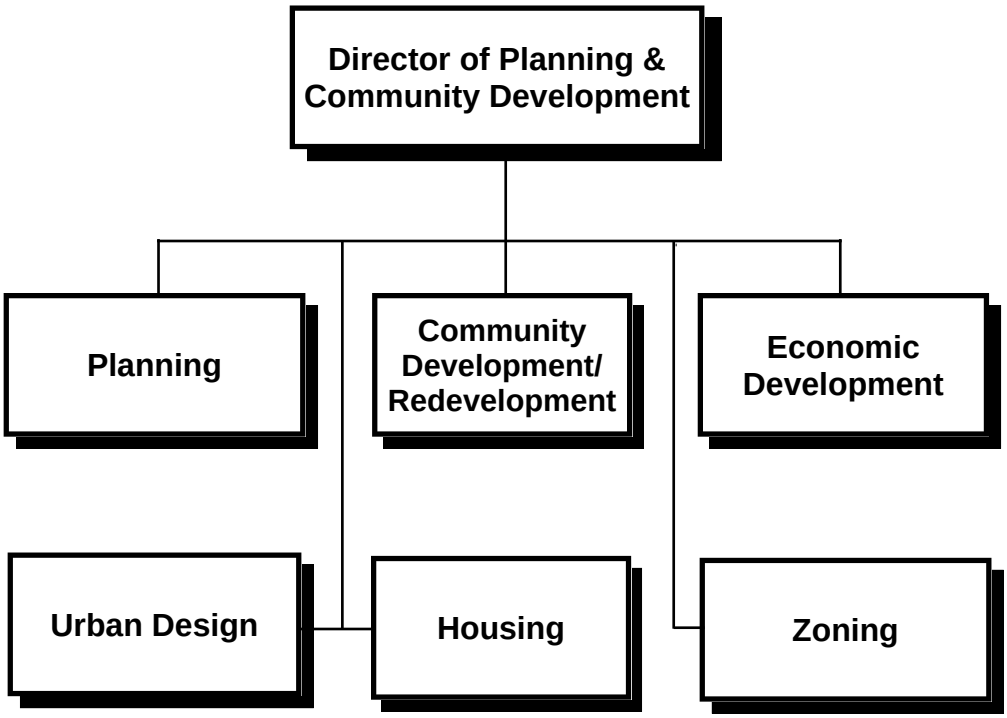
FIRE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-3501-512.33-05	Other Supplies & Equip	Station supplies & materials	3,200		3,500	
		Public education materials	5,000		5,000	
		Fire related computer software	1,500	9,700	1,500	10,000
101-3501-512.33-50	Medical Supplies	Expendable bandages, drugs and various portable equipment	35,000		37,000	
		Prior Year Encumbrance Carryover	1,189	36,189	0	37,000
		TOTAL COMMODITIES		**422,877**		**409,400**
		TOTAL FIRE DEPARTMENT		**19,172,777**		**20,006,800**

PLANNING & COMMUNITY DEVELOPMENT

ORGANIZATION STRUCTURE



PLANNING & COMMUNITY DEVELOPMENT

The Planning & Community Development Department provides professional and technical assistance in the following areas:

Planning and Management Assistance: Maintains and updates planning related data, responds to inquiries on planning, zoning, signage, and subdivision matters, and conducts studies which assist the decision-making process of Village development. Analyzes and interprets zoning for all properties in the Village, Planned Unit Developments (PUD's) and special uses.

Long Range/Comprehensive Planning: Formulates policies affecting overall and long-term Village development; collects, analyzes and presents data to determine community goals, assists in their attainment and interprets the Comprehensive Plan and implements the Comprehensive Planning Program. Facilitates development of the Downtown Master Plan, Metra STAR Line Master Plan, Hickory Kensington Redevelopment Plan, and coordinates its implementation. Presents educational Planning Program to area schools.

Zoning and Development Review: Coordinates the Village's development review process for new development or redevelopment including PUD's, rezoning, special uses, preliminary and final plats of subdivision, land use variations and zoning variations. Analyzes issues and formulates recommendations to the Plan Commission and Village Board regarding the Zoning and Subdivision Control Regulations to better implement the Comprehensive Plan. Reviews building permits for compliance with zoning & subdivision, and sign codes.

Housing and Community Development: Administers the various grant programs available from Federal agencies and provides assistance to qualified residents and public/private agencies in obtaining funds for eligible services from these programs. Prepares the Village's 5-year Consolidated Plan, Annual Action Plans, and Fair Housing Plan, monitors legislation, and develops proposals and projects concerning affordable housing and other community development needs in the Village.

Economic Development: Monitors community and economic development activities, and promotes and markets the Village to maintain and enhance its economic base. Coordinates the Business Retention and Attraction Programs and develops and coordinates the Discover Arlington Marketing and the Village's Economic Development Strategy.

Urban Design and Beautification: Oversees the review process for Design Commission applications, including single family homes, commercial development, variances for signage as well as administrative review of single family homes, commercial administrative review and signs in the Downtown and Village-wide. Implements Design Guidelines and Sign Code Tool Kit. Works in conjunction with other Village Departments to design and develop Capital Improvement design projects including Downtown streetscape, beautification, pedestrian spaces, banners, signage, and Green corridors.

Redevelopment: Analyzes, defines, selects, and prepares specific area redevelopment studies including a systematic approach to Downtown revitalization. Administers the Village's four Tax Increment Financing (TIF) Districts.

Boards and Commissions: Provides technical and administrative support, professional assistance and liaison to ten (10) Boards and Commissions/Committees.

2011-12 Status of Goals and Objectives

► **To efficiently manage the Village's resources and implement opportunities to reduce spending.** The Department distributes reports, agendas and materials electronically saving time and money and reducing the use of paper resources. The Department submitted for and received

grant funding from, CMAQ, ITEP, CDBG, Illinois Clean Energy Foundation, and the Chicago Community Trust. Direct e-blast marketing has also been initiated for select projects.

► **Continue to coordinate the Village's Zoning and Development Review Process.** The Department continues to coordinate a multitude of projects through the development review process.

In 2010 the Village received the Chaddick Award. Receipt of the award reinforces the Village's "pro-business friendly" commitment as well as the development and implementation of fair and equitable development processes that facilitates development of the highest quality in the most efficient and timely manner. Further amendments to the process have been made.

The Department continues to successfully coordinate the Plan Commission review process for the Village. In 2012, 26 Plan Commission cases, 67 temporary/preliminary Plan Commission projects, 43 ZBA cases and 2,206 building permit zoning reviews were accomplished. Major developments included Arlington Downs, Napleton Chrysler Dodge Jeep car dealership, Lutheran Home, Transitional Care, Rand Road Medical, Hickory Kensington redevelopment plan and other retail developments.

► **Continue to recommend changes in the Zoning and Subdivision Control Regulations to better implement the Comprehensive Plan.** The Department and the Plan Commission are researching, analyzing and developing several ordinance amendments.

The Department is continually reviewing various Village policies and codes for areas in need of amendments. In particular, as a result of taking over the zoning review for the Village in 2004, staff noted certain sections of the Zoning Ordinance that could be clarified or updated to meet current standards and/or demands. Text amendments were approved in the summer of 2011 and 2012. Amendments to the Zoning Ordinance allow for solar and geothermal, revised the permitted use table and other amendments.

► **To administer and improve the management of the Village's Community Development Block Grant (CDBG) and Community Development Block Grant-Recover (CDBG-R) programs, comply with new Federal mandates and programs, and develop other programs and resources.** The Department continues to ensure that HUD requirements are being satisfied with regard to coordination of the CDBG Program and to administer the various grant programs available from Federal agencies.

The Department continues to prepare planning documents, financial reports and performance reports required by Federal sources (e.g., Consolidated Plan-Annual Action Plan, Fair Housing Plan, and Consolidated Annual Performance and Evaluation Report).

The Department also monitored guidance provided by HUD concerning the implementation of the American Reinvestment and Recovery Act of 2009 that made a supplemental appropriation of CDBG funds available to the Village.

The Department directly administered the Single-Family Rehabilitation Loan Program to homeowners for moderate home rehabilitation.

The Department completed implementation of the Home Energy Program funded through the Department of Energy's Energy Conservation Block Grant (EECBG) program and unused funds were re-allocated to other projects. The Home Energy Program involved taking applications from homeowners seeking to have home energy audits conducted at their homes. The Home Energy Program was fully developed in 2010 and implementation continued through 2012.

The Village continued to work with the Metropolitan Planning Council, the Metropolitan Mayors Caucus, the Village of Palatine, the Village of Mt. Prospect, the Village of Buffalo Grove, and the

City of Rolling Meadows through the Northwest Housing Collaborative. This group is looking at their housing needs individually and collectively as a sub-region. They received a second grant from the Chicago Community Trust.

► **Serve as the lead municipality in the Northwest Housing Collaborative which will involve overseeing the Collaborative part-time Housing Coordinator.** In November 2011, a part time Housing Coordinator was hired to pursue the group's priorities to address condo foreclosures and preserve affordable rental housing. The Village of Arlington Heights, acted as the "lead municipality" for the Northwest Housing Collaborative and continues in this capacity overseeing the work of the Housing Coordinator and chairing the Collaborative Steering Committee.

► **Manage the Village's involvement in the CMAP "Homes for a Changing Region Study".** The Department worked with the Chicago Metropolitan Planning Agency (CMAP) to complete a "Homes for a Changing Region" study conducted for the collaborative communities individually and collectively. A public workshop was held and drafts of the sub-regional and Arlington Heights sections of the report were reviewed. Staff is working toward developing an implementation strategy for the Homes report which is expected to be released by Spring 2013.

► **Seek opportunities to implement the Village Board's goal to encourage affordable private housing.** Consistent with the Village Board's goal to encourage and promote the development of private affordable housing, the Department continued its involvement with the affordable housing program at Timber Court Condominiums. Timber Court Condominiums is a 3-building condominium development that is planned to contain 108 units. Twenty percent (20%) of the units are restricted for sale to low and moderate-income homebuyers at affordable sale prices. Upon resale, the units must be resold to low and moderate-income homebuyers at restricted resale prices that will keep the units affordable in perpetuity.

The guidelines of the Multi-Family Affordable Housing Toolkit continue to be applied to new residential development resulting in dedicated affordable units within the Arlington Downs project and anticipated fee-in-lieu funds with respect to the Arbor Lane Development. The Department and Housing Commission are reviewing the guidelines within this Toolkit and the guidelines for inclusion of affordable rental units in proposed developments.

The Housing Trust Fund Task Force met in 2012 and drafted a Housing Trust Fund proposal to be submitted to the Village Board as a means for providing incentives and financing for dedicated attainable housing.

► **To annually review the Comprehensive Plan and formulate policies affecting Village development. Pursue the development and implementation of the long term Comprehensive Planning Program.** The Village's development review process functions by evaluating a developer's proposals and zoning requests based upon the Comprehensive Plan and the appropriate Village codes.

The Department continues to implement the Comprehensive Planning Program and the individual redevelopment, corridor and annexation studies. Implementation of the adopted Downtown Master Plan continued. The Metra STAR Line Master Plan was adopted in 2009. The Master Plan for the STAR Line sets forth goals and objectives for redevelopment in conjunction with the STAR Line. The Village will continue to pursue redevelopment of underdeveloped land throughout the Village, targeting commercial areas with redevelopment potential. The Hickory/Kensington Redevelopment Plan was developed and adopted. The Village's Thoroughfare and Transportation Policy Plan was amended.

► **Continue to monitor community and economic development climate to better enhance business retention and attraction. Coordinate new pro-active marketing and economic development programs. Focus on use of the new web site to bolster retention, recruitment and marketing programs.** The Department continues to take a pro-active approach to

monitoring and enhancing the local economic base. Space availability is regularly tracked through vacancy surveys and broker referrals. Assistance is provided to retail, commercial, and industrial users.

The Department and the Arlington Economic Alliance printed 1,500 copies of the Village's Economic Development Brochure and placed the brochure on the Village's website. Updates to the Economic Development Brochure were completed electronically in 2012.

During 2012, the Village's economic development strategy was successful in attracting businesses to locate or expand their existing facilities in the Village of Arlington Heights. The economic development strategy has also focused upon major anchor retailers and junior anchors to assist in our shopping center redevelopment efforts as well as small business attraction and retention. The primary economic development strategies are business attraction, business retention, and Discover Arlington marketing.

Business Attraction

The Department continues to implement an aggressive business marketing program, including advertising and trade show attendance. In 2012, this program produced over 332 leads of businesses that are seeking to expand or relocate. Staff attended several national and local trade shows to promote the community. Total recruitment contacts for 2012 were 715.

A significant amount of time was spent on Arlington Downs the redevelopment of the vacant former Sheraton Hotel and CoCo Key Water Park. Staff has assisted the project's developers with obtaining zoning approvals, marketing, financing, and permit activity.

The Department worked closely with the Arlington Economic Alliance throughout 2012 on the Discover Arlington Marketing Strategy, Focus Groups, and Consumer Research Survey. The Consumer Research Survey will provide information on consumer shopping habits and patterns which will be utilized for the Discover Arlington Marketing Strategy. The Economic Alliance has been actively engaged in the Discover Arlington Marketing initiatives which promote shopping, dining, and entertainment opportunities in Arlington Heights. Major business attraction efforts included: Napleton Auto Group, Savers, Sherwin-Williams, Culvers, Caribou Coffee, Petco, and Floor Décor & More.

Business Retention

In 2012 a total of 343 retention visits were conducted. Visits ranged from larger employers such as Nokia Siemens Networks to small family owned businesses. Retention visits were comprised as follows: 73% retail/hotel, 13% office, and 14% industrial. We continue to focus attention on office and industrial tenants. These contacts covered issues ranging from Class 6B applications, permitting issues, landlord/lease concerns and construction projects to marketing ideas and event planning.

The Arlington Economic Alliance *Business Newsletters* will be distributed to over 3,800 business owners and managers throughout the Village in both the Spring and Fall. In 2012, the Economic Alliance decided to postpone the breakfasts due to the evaluation of the Discover Arlington Marketing Strategy.

In 2013, the Department is planning another real estate broker and developer event. The event will provide a networking opportunity for the Village to interact with the real estate community and to provide a presentation on development and redevelopment opportunities in the Village.

Discover Arlington Marketing

The Arlington Economic Alliance conducted a thorough review of the Discover Arlington Marketing strategy including conducting a series of focus groups with the business community. The Arlington Economic Alliance presented their recommendation to the Village Board.

During 2012, the Marketing Team and the Arlington Economic Alliance proceeded with implementation of the Spring 2012 and Fall/Holiday 2012 marketing programs. The programs highlighted a "Discover Arlington – Shopping, Dining, Entertainment" theme and included publicity on the Village's major commercial areas as well as scheduled special events.

Use of social media was greatly expanded and increased 253%. The growth of Facebook has been substantial.

The Discover website was maintained, upgraded, and promoted. The Village distributed Discover Guides and directories to Village hotels, Downtown retailers, train stations, and Village Hall, as well as placing it on the Village's website. Website visits increased 69%.

The Village continued the storefront banner displays in vacant Downtown storefronts to promote existing available retail locations as well as to promote the Discover Marketing theme. The storefront banner program was expanded to other locations in the Village in 2012.

The Village implemented the addition of QR codes to all of its marketing efforts so all ads can take the end user to the web site.

The Discover Guide was distributed to all the hotels in a joint effort between the Village and Chamber of Commerce. The Discover Guide is also prominently displayed on the Daily Herald website as well as the www.vah.com and www.discoverarlington.com websites. The guides continue to be distributed at the Chamber of Commerce, Convention Bureau, train stations, Metropolis Performing Arts Centre, area restaurants, apartment complexes and every hotel room in Arlington Heights hotels.

Discover Arlington marketing has crossed all marketing mediums including social media, print advertising, electronic marketing, direct mail, and billboard advertising.

► **Continue to administer the Village's Beautification Program (aesthetic improvements to high visibility areas**-In 2012 a walkway was installed along the north side of Davis Street. The walkway provides connectivity from the Union Pacific underpass to the Downtown area. The Village received a grant through the Illinois Transportation Enhancement Program that pays for 80% of the project. An additional landscaped median on north Arlington Heights Road near Dundee Road was installed this past summer as part of the roadway improvements. Staff has identified opportunities for corridor enhancements for the TIF III, TIF IV and TIF V areas, and is evaluating existing constraints, opportunities and areas that may be improved through mapping corridors and establishing limits.

The Arts Commission is continuing to facilitate communications with the community and local artists with events such as the Artist Outreach Effort, Chair Competition, Photography Competition, and the Village Hall rotating art program. The Commission hosted four rotating art exhibits at Village Hall in the last year. The Commission also participated in the Teen Film Festival, which was a joint effort with the Arlington Memorial Library and the Metropolis Performing Arts Centre. The winning films were featured at a final performance which was held at Metropolis.

The Arts Commission is developing a brochure that will feature cultural arts events for the 2013 calendar year.

- **Update and implement sign code modification to address current issues.** Staff is continuing to update and implement Sign Code Modifications in phases to address current issues. In February and May 2012, the Design Commission reviewed the results of the Visual Preference Survey. The Visual Preference Survey was phase IV of the ongoing review of and modifications to the Sign Code. At the meeting held in May 2012, the Design Commission established a hierarchy for the results of the Visual Preference Survey that would require code modifications.

  The first phase of the resultant modifications was regarding ground signs for out lot buildings and small parcels. In August 2012, the Design Commission reviewed and approved a concept statement for the proposed Sign Code modification to address these specific types of signs. Also reviewed and approved in August was an amendment to the Sign Code to add "Intent and Purpose" section, which would create a framework for the entire Sign Code.

  In September 2012, Section 30-804: Notification Requirements, was reviewed and approved by the Design Commission. This modification included minor changes to the Code in order to streamline the meeting notification requirements.

  In November 2012, a report was presented to the Design Commission regarding ground sign issues throughout the Village. The Design Commission reviewed the report and supported the recommendations regarding implementation of Code modifications that would address ground signs village-wide.

  The Sign Code modifications continue to be reviewed on a constant basis.

- **Continue to implement a Design Review Program**. Staff is continuing to implement administrative approvals to help streamline the agenda and produce a quick turnaround time on projects. Administrative approvals are in place for single-family homes, commercial reviews and signs in the Downtown.

- **Analyze, define, select and prepare specific area redevelopment studies.** Village-wide redevelopment studies will continue to be developed as part of the Comprehensive Planning Program. In 2012 the Hickory/Kensington Redevelopment Plan and the Thoroughfare & Transportation Policy Plan were drafted and adopted.

- **To promote a systematic approach to Downtown revitalization through implementation of the Downtown Master Plan.** A systematic approach to redevelopment is being facilitated and coordinated as various projects continued through the planning and construction/completion phases. TIF financial projections were updated and annual reports filed with the State.

- **Continue to participate in the Regional Transportation effort to develop the Metra STAR Line.** Department Staff and the Mayor continue to attend and participate in the STAR Line planning. The Comprehensive Plan and Official Map were amended to designate property as a future station site. The Metra STAR Line Plan was developed and adopted by the Village Board.

- **Coordinate the planning and redevelopment of the Village Municipal Campus.** The Department coordinated the Police Station Space Needs analysis which was completed in 2010.

- **Develop and implement the Village's Energy Efficiency Conservation Strategy (EECS) and Energy Efficiency Conservation Block Grant (EECBG)**. The Department coordinated the Village's EECBG Committee and the development of the Village's Environmental Conservation Strategy (EECS) as well as the development of a "Green Corner" on the Village's website. The EECBG grant application was filed and approved. Detailed analysis of projects for consideration in an amended application was presented to the Village Board. All approved projects are in various stages of final implementation.

2013-14 Goals and Objectives

- ► To efficiently manage the Village's resources and implement opportunities to reduce spending.
- ► Continue to coordinate and improve the Village's zoning and development review process.
- ► Continue to recommend changes in the Zoning and Subdivision Control Regulations to better implement the Comprehensive Plan.
- ► To administer and improve the management of the Village's Community Development Block Grant program, comply with new Federal mandates and programs, and develop other programs and resources.
- ► Serve as the lead municipality in the Northwest Housing Collaborative which will involve overseeing the Collaborative part-time Housing Coordinator.
- ► Complete the Village's involvement in the CMAP "Homes for a Changing Region Study" being conducted for the Village's of Arlington Heights, Mt. Prospect, Palatine, Buffalo Grove and the City of Rolling Meadows through a technical assistant grant applied for by the Village of Arlington Heights on behalf of all of the involved communities and develop a strategy for the implementation of recommendations.
- ► Seek and follow up on opportunities to implement the Village Board's goal to encourage private affordable housing.
- ► To annually review the Comprehensive Plan and formulate policies affecting Village development. Pursue the development and implementation of the long-term Comprehensive Planning Program.
- ► Continue to monitor community and economic development climate to better enhance business retention and attraction. Coordinate new pro-active marketing and economic development programs. Coordinate the Discover Arlington tourism marketing initiatives with the Arlington Economic Alliance.
- ► Continue to administer the Village's Beautification Program (aesthetic improvements to high visibility areas).
- ► Update and implement sign code modification to address current issues.
- ► Continue to implement a Design Review Program.
- ► Analyze, define, select and prepare specific area redevelopment studies.
- ► To promote a systematic approach to Downtown revitalization through implementation of the Downtown Master Plan.
- ► Continue to participate in the Regional Transportation effort to develop the Metra STAR Line.
- ► Coordinate the planning & redevelopment of the Village Municipal Campus.
- ► Implement the Village's Energy Efficiency Conservation Strategy (EECS) and Energy Efficiency Conservation Block Grant (EECBG).

PLANNING & COMMUNITY DEVELOPMENT (Continued)

Performance Measures	Calendar Year		
	2010	2011	2012
Staffing	9	9	9
1. Development – Plan Commission			
# of Temporary Files	75	60	67
# of Plat and Subdivision Cases	23	29	30
# of Comprehensive Plan Sub-Committee Cases	0	1	2
# of Ordinance Review Committee Cases	1	1	3
# of Special Use Waiver Cases for Antennas	7	10	12
# of PC Applications	16	25	26
Average # of days from application to PC Hearing	45	63	53
2. Development – Other			
# of all Zoning Reviews	2,012	2,295	2,206
# of ZBA Applications/Reviewed	34	30	41
# of Building Permit Reviews	1,753	1,987	1,873
# of Business License Reviews	194	175	173
# of Home Occupation Reviews	31	20	19
3. Building Permit Review Time			
# Single-Family	2.3 days	1.63 days	3.7 days
# Multi-Family	3.4 days	1.78 days	1.9 days
# Commercial	3.5 days	2.13 days	2.9 days
# Fence	0.7 days	0.7 days	0.9 days
4. Sign Permits	239	287	267
5. Community Development			
# Single-Family Rehab Projects	7	6	3
# CDBG Public Services Beneficiaries	556	* 415	465
# Public Facility Improvement Projects	2	5	2
# Home Energy Audits Approved	16	23	1
# Home Energy Loans Approved	4	8	N/A
# Home Energy Audits Closed	2	8	N/A
		* Lower than previous years due to reduction in funding from HUD.	
6. Business Development			
# Retention Business Visits	252	445	343
# Leads from all Sources	264	314	332
# Leads from ICSC Events	69	86	91
# Total Recruitment Contacts	N/A	908	715
# Chamber & Business Events Attended	39	46	46
# New Business Welcome Letters Sent	124	110	113

Performance Measures (cont.)

	Calendar Year		
	2010	2011	2012
7. Design Review			
# of Reviews by Design Commission	58	83	89
# of Administrative Single Family Homes	37	57	79
# of Administrative Signage Reviews	13	9	8
# of Administrative Commercial	7	2	3
# of Temporary Files	62	42	30
# of Miscellaneous Administrative Reviews	21	24	19
# of Total Reviews	198	217	228
8. Design Commission Review Time			
Full Design Commissions			
- Single-Family Home	19.1 days	18.0 days	18.8
- Commercial Project	9.0 days	10.2 days	12.7
- Downtown Commercial	N/A	N/A	N/A
- Sign Variation	14.4 days	18.6 days	20.8
- Multi-Family	9.0 days	N/A	13.0
- Institutional	N/A	13.0	19.5
- Mixed-Use	N/A	N/A	19.0
Administrative Design Review Time			
- Single-Family Home	5.8 days	4.4 days	4.8
- Commercial Project	5.0 days	2.5 days	1.0
- Sign Project	1.8 days	2.3 days	3.2
- Multi-family	N/A	2.0 day	N/A
9. Design – Other			
# of Landscape Reviews Commercial & Homes	39	45	53
# of Landscape Maintenance & Inspections	49	55	51
# of Landscape Beautification Projects	6	3	2
10. Public Art			
Event Recruitment Letters	1,442	1,530	* 744
Follow-up Leads	255	384	435
Commission Events	9	10	11
			* Decrease due to email
11. Special Projects			
# of Special Projects	34	33	32

OPERATION SUMMARY

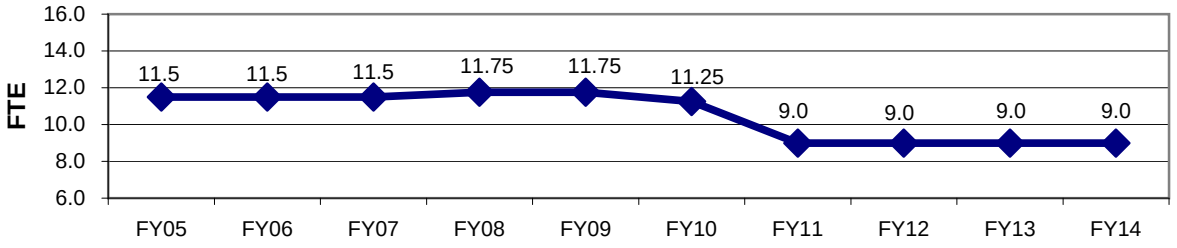
PLANNING & COMMUNITY DEVELOPMENT

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	8.25	8.25	8.25	8.50	8.50	0.00	0.0%
CDBG Fund	0.75	0.75	0.75	0.50	0.50	0.00	0.0%
Total F-T-E	9.00	9.00	9.00	9.00	9.00	0.00	0.0%
Expenditures							
Personal Services	$1,160,956	$1,193,365	$1,220,845	$1,246,645	$1,298,200	$51,555	4.1%
Contractual Services	210,229	174,220	129,900	813,604	247,000	(566,604)	(69.6%)
Commodities	7,981	12,630	15,400	16,047	47,900	31,853	198.5%
Other Charges	196,659	196,285	285,000	328,155	350,000	21,845	6.7%
Capital Items	838,631	107,854	188,800	1,186,604	1,000,000	(186,604)	(15.7%)
Total Expenditures	$2,414,456	$1,684,354	$1,839,945	$3,591,055	$2,943,100	($647,955)	(18.0%)

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$1,263,071	$1,322,209	$1,429,500	$1,460,210	$1,597,100	$136,890	9.4%
CDBG Fund	64,600	53,227	56,045	56,045	56,000	(45)	(0.1%)
TIF I South Fund	41,101	69,157	12,800	589,642	0	(589,642)	(100.0%)
TIF II North Fund	290,203	0	0	0	0	0	N/A
TIF III Fund	22,901	15,000	25,000	61,252	60,000	(1,252)	(2.0%)
TIF IV Fund	296,389	59,666	65,000	616,050	610,000	(6,050)	(1.0%)
TIF V Fund	63,761	57,241	62,800	621,252	620,000	(1,252)	(0.2%)
Capital Projects Fund	372,430	107,854	188,800	186,604	0	(186,604)	(100.0%)
Total Expenditures	$2,414,456	$1,684,354	$1,839,945	$3,591,055	$2,943,100	($647,955)	(18.0%)

STAFFING HISTORY



PLANNING & COMMUNITY DEVELOPMENT

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-4001-521.10-01	Salaries	797,469	827,516	821,300	855,500	**866,000**	10,500	1.2%
101-4001-521.18-01	Temporary Help	5,394	4,031	20,400	5,200	**6,200**	1,000	19.2%
	Salaries	**802,863**	**831,547**	**841,700**	**860,700**	**872,200**	**11,500**	**1.3%**
101-4001-521.19-01	Workers Compensation	2,100	2,200	2,300	2,300	**2,400**	100	4.3%
101-4001-521.19-05	Medical Insurance	133,100	134,600	136,500	136,500	**164,600**	28,100	20.6%
101-4001-521.19-10	IMRF	96,690	108,679	118,200	123,700	**135,000**	11,300	9.1%
101-4001-521.19-11	Social Security	49,507	50,698	53,100	54,100	**54,500**	400	0.7%
101-4001-521.19-12	Medicare	12,096	12,414	13,000	13,300	**13,500**	200	1.5%
	Fringe Benefits	**293,493**	**308,591**	**323,100**	**329,900**	**370,000**	**40,100**	**12.2%**
101-4001-521.20-05	Professional Services	0	0	7,000	7,000	**35,000**	28,000	400.0%
101-4001-521.20-40	General Insurance	5,100	5,300	5,500	5,500	**5,700**	200	3.6%
101-4001-521.21-02	Equipment Maintenance	857	791	1,000	1,000	**1,000**	0	0.0%
101-4001-521.21-65	Other Services	7,393	9,439	8,200	8,200	**8,200**	0	0.0%
101-4001-521.22-01	Advertising	5,607	5,328	6,200	6,200	**6,400**	200	3.2%
101-4001-521.22-02	Dues	2,652	3,357	2,900	2,900	**2,800**	(100)	(3.4%)
101-4001-521.22-03	Training	224	6,965	6,000	6,200	**6,400**	200	3.2%
101-4001-521.22-05	Postage	2,209	2,534	2,600	4,000	**3,000**	(1,000)	(25.0%)
101-4001-521.22-10	Printing	392	188	6,500	6,512	**3,500**	(3,012)	(46.3%)
101-4001-521.22-15	Photocopying	2,115	2,395	3,200	3,200	**3,200**	0	0.0%
101-4001-521.22-25	IT/GIS Service Charge	64,500	53,200	51,600	51,600	**55,600**	4,000	7.8%
101-4001-521.22-37	Vehicle/Equip Lease Charge	4,100	3,200	5,600	5,600	**6,200**	600	10.7%
	Contractual Services	**95,149**	**92,697**	**106,300**	**107,912**	**137,000**	**29,088**	**27.0%**
101-4001-521.30-01	Publications Periodicals	1,201	386	1,200	2,000	**2,000**	0	0.0%
101-4001-521.30-05	Office Supplies & Equip	5,657	10,365	10,600	10,600	**10,600**	0	0.0%
101-4001-521.30-50	Petroleum Products	1,123	1,280	1,600	1,400	**1,700**	300	21.4%
101-4001-521.32-80	Books	0	247	300	300	**300**	0	0.0%
101-4001-521.33-05	Other Supplies	0	352	1,700	1,747	**33,300**	31,553	1806.1%
	Commodities	**7,981**	**12,630**	**15,400**	**16,047**	**47,900**	**31,853**	**198.5%**
101-4001-521.40-40	Promote Economic Bus Dev	36,652	55,412	78,000	79,777	**120,000**	40,223	50.4%
101-4001-521.40-41	Discover Arlington	26,933	21,332	65,000	65,874	**50,000**	(15,874)	(24.1%)
	Other Charges	**63,585**	**76,744**	**143,000**	**145,651**	**170,000**	**24,349**	**16.7%**
	Total Planning Department	**1,263,071**	**1,322,209**	**1,429,500**	**1,460,210**	**1,597,100**	**136,890**	**9.4%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1240	Director of Planning & Com Dvlp	D63	1.00	1.00	
1243	Deputy Dir of Plan & Com Dvlp	C52	1.00	1.00	
1244	Business & Development Coord.	C42	1.00	1.00	
1245	Planner II	C42	3.50	3.50	
1735	Administrative Assistant II	B21	1.00	1.00	
1740	Administrative Assistant I	A13	1.00	1.00	
	Total F-T-E		**8.50**	**8.50**	**0.00**

Planning & Community Development Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	8.50	8.50	
215	CDBG Fund	0.50	0.50	
	Total F-T-E All Funds	**9.00**	**9.00**	**0.00**

PLANNING & COMMUNITY DEVELOPMENT

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-4001-521.10-01	Salaries	Salaries		855,500		866,000
101-4001-521.18-01	Temporary Help	Temporary Help		5,200		6,200
		TOTAL SALARIES		**860,700**		**872,200**
FRINGE BENEFITS:						
101-4001-521.19-01	Workers' Compensation	Workers' Compensation Insurance		2,300		2,400
101-4001-521.19-05	Medical Insurance	Medical Insurance		136,500		164,600
101-4001-521.19-10	IMRF	IMRF		123,700		135,000
101-4001-521.19-11	Social Security	Social Security		54,100		54,500
101-4001-521.19-12	Medicare	Medicare		13,300		13,500
		TOTAL FRINGE BENEFITS		**329,900**		**370,000**
CONTRACTUAL SERVICES:						
101-4001-521.20-05	Professional Services	TIF consultant - Hickory/Kensington area				0
		Phase I - preliminary analysis	0		13,500	
		Phase II - formal TIF plan and study	0		21,500	
		Prior Year Encumbrance Carryover	7,000	7,000	0	35,000
101-4001-521.20-40	General Insurance	Liability and property insurance		5,500		5,700
101-4001-521.21-02	Equipment Maintenance	Office equipment and computers		1,000		1,000
101-4001-521.21-65	Other Services	Cell phone charges	1,000		1,000	
		Office support	1,000		1,000	
		Plan Commission transcribing	6,200	8,200	6,200	8,200
101-4001-521.22-01	Advertising	Plan Commission notices and other advertisements	3,200		3,200	
		Zoning Board of Appeals legal ads	3,000	6,200	3,200	6,400
101-4001-521.22-02	Dues	Dues		2,900		2,800
101-4001-521.22-03	Training	APA Convention	2,500		2,600	
		Upper Mid-West Conference	1,000		1,000	
		State & local meetings, court, CMAP, etc.	1,400		1,500	
		Continuing education/certification	1,300	6,200	1,300	6,400
101-4001-521.22-05	Postage	Mailing charges including mailing costs for survey and marketing mailings		4,000		3,000
101-4001-521.22-10	Printing	Reprint planning documents, reports, studies, etc.	3,100		3,200	
		Zoning maps	300		300	
		Prior Year Encumbrance Carryover	3,112	6,512	0	3,500

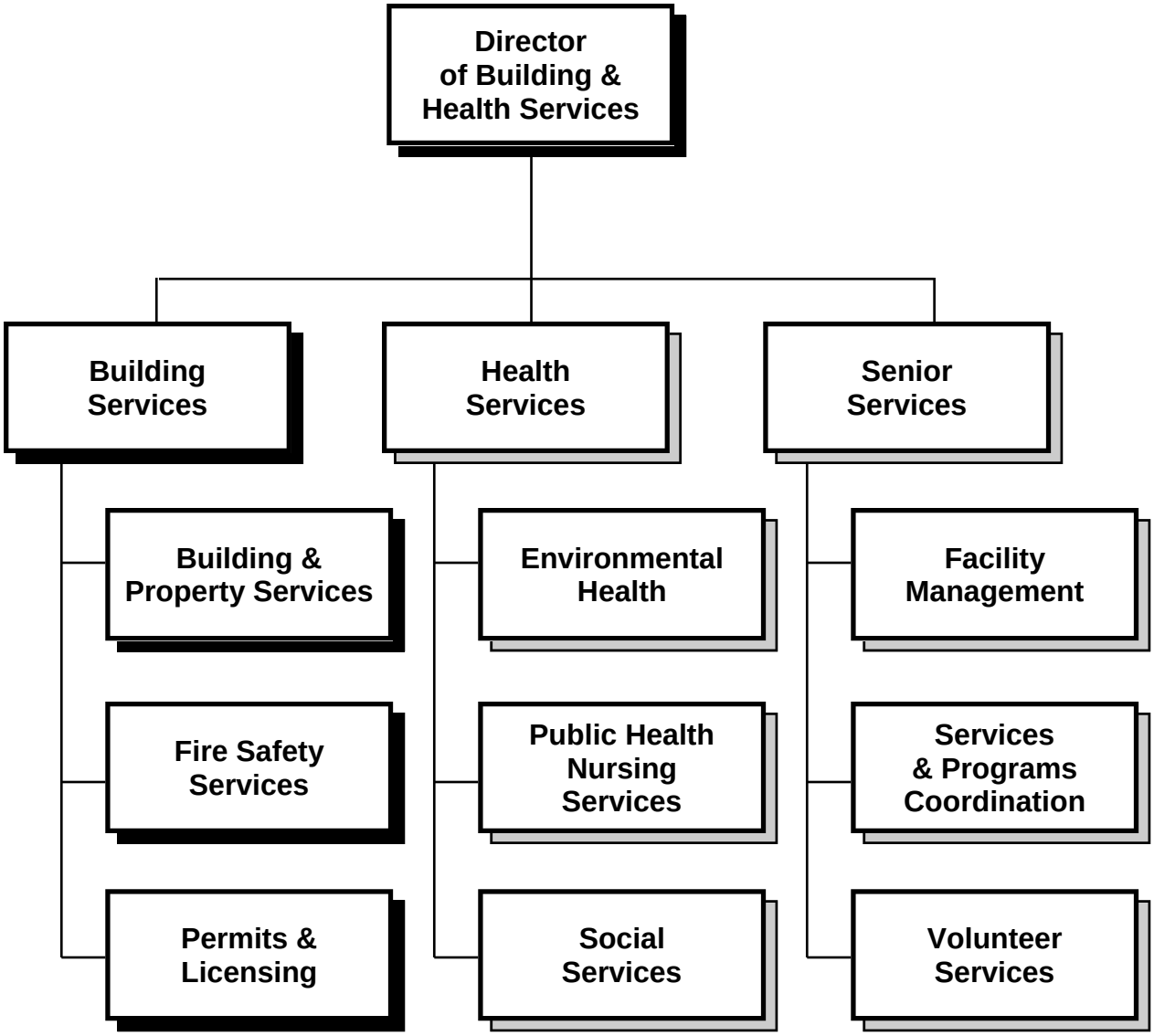
PLANNING & COMMUNITY DEVELOPMENT

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-4001-521.22-15	Photocopying	Photocopies & supplies	2,100		2,100	
		Maintenance agreement Minolta BH362	1,100	3,200	1,100	3,200
101-4001-521.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		51,600		55,600
101-4001-521.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		5,600		6,200
		TOTAL CONTRACTUAL SERVICES		**107,912**		**137,000**
COMMODITIES:						
101-4001-521.30-01	Publications/Periodicals	Miscellaneous publications		2,000		2,000
101-4001-521.30-05	Office Supplies & Equip	Stationery, file folders, pens, drafting materials and supplies	9,400		9,400	
		Misc. office equipment	1,200	10,600	1,200	10,600
101-4001-521.30-50	Petroleum Products	Gasoline for department vehicle(s)		1,400		1,700
101-4001-521.32-80	Books	Planning documents & reference books		300		300
101-4001-521.33-05	Other Supplies & Equip	Specialized software	500		1,000	
		Replacement monument signs	0		2,500	
		Replacement wayfinding sign panels	0		1,300	
		Banners for light poles	0		28,000	
		Miscellaneous materials	500		500	
		Prior Year Encumbrance Carryover	747	1,747	0	33,300
		TOTAL COMMODITIES		**16,047**		**47,900**
OTHER CHARGES:						
101-4001-521.40-40	Promote Econ & Bus Devlp	Promote economic development meetings, expos, conference, workshop display, space, equipment and rental, Costar	10,000		10,000	
		Special targeted marketing project e.g. market segment retail - vacant store front, hotel concierge, direct mail target attractions	10,000		10,000	
		Business attraction/trade advertising	9,500		9,800	
		Enhance trade show audio/visual display	2,000		3,000	
		Trade shows	15,000		15,000	
		New marketing materials/re-print	8,000		8,000	
		Business Retention - open house, survey, Chamber of Commerce meetings	6,500		6,200	
		Chamber of Commerce funding	8,000		8,000	
		Small Business Development Project with Chamber of Commerce	0		50,000	
		Prior Year Encumbrance Carryover	10,777	79,777	0	120,000
101-4001-521.40-41	Discover Arlington	Discover Arlington Heights Program	47,000		50,000	
		Prior Year Encumbrance Carryover	18,874	65,874	0	50,000
		TOTAL OTHER CHARGES		**145,651**		**170,000**
		TOTAL PLANNING & COMM. DEVLP.		**1,460,210**		**1,597,100**

BUILDING & HEALTH SERVICES

ORGANIZATION STRUCTURE



DEPARTMENT SUMMARY

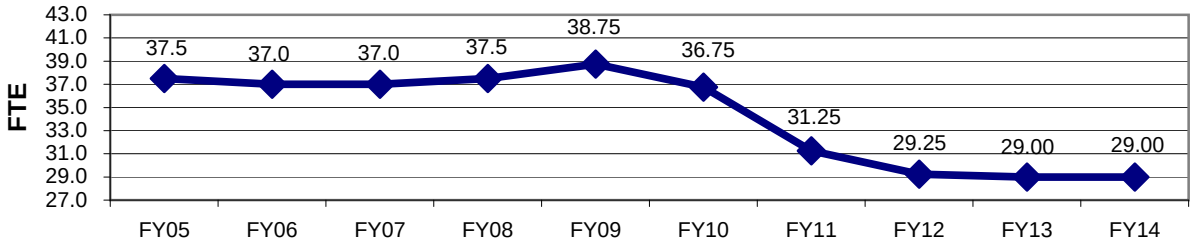
BUILDING & HEALTH SERVICES

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E							
Building Services	17.50	16.00	16.00	16.00	16.00	0.00	0.00
Health Services	10.00	9.50	9.50	9.50	9.50	0.00	0.00
Senior Services	3.75	3.75	3.50	3.50	3.50	0.00	0.00
Total F-T-E	31.25	29.25	29.00	29.00	29.00	0.00	0.00
Expenditures							
Personal Services	$3,336,081	$3,221,834	$3,346,200	$3,365,300	$3,536,400	$171,100	5.1%
Contractual Services	463,106	395,403	440,100	508,800	507,800	(1,000)	(0.2%)
Commodities	86,733	81,217	89,900	98,800	100,200	1,400	1.4%
Other Charges	76,942	86,632	92,100	98,600	103,100	4,500	4.6%
Capital Items	1,553	3,155	3,471	3,471	3,600	129	3.7%
Total Expenditures	$3,964,415	$3,788,241	$3,971,771	$4,074,971	$4,251,100	$176,129	4.3%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund - Building Services	$2,082,181	$1,931,522	$2,055,900	$2,074,200	$2,161,200	$87,000	4.2%
General Fund - Health Services	1,470,678	1,441,148	1,468,400	1,540,200	1,613,000	$72,800	4.7%
General Fund - Senior Services	410,003	412,416	444,000	457,100	473,300	$16,200	3.5%
Capital Projects Fund	1,553	3,155	3,471	3,471	3,600	$129	3.7%
Total Expenditures	$3,964,415	$3,788,241	$3,971,771	$4,074,971	$4,251,100	$176,129	4.3%

STAFFING HISTORY



BUILDING SERVICES

The Building Services Division regulates Construction, Buildings, Building Control Systems (Electrical, Plumbing, Mechanical/Heating/Ventilation, Energy Systems and Other Systems), Fire Safety/Protection Systems and All Provisions for Property Maintenance.

Building Services provides for the regulating of permits, inspections and licensing. Functions included are Administration, Plan Reviews, Code Enforcement, and follow-ups necessary for the safe occupancy and use of all buildings, structures and premises.

ADMINISTRATION OF PERMITS, INSPECTIONS AND LICENSING: These activities are the core services common to all areas within Building Services. The Director's office provides administration, support and oversight for the core services and their daily operations.

- **Permits:** Building Services receives applications for various construction permits, and routes pertinent documents to the respective departments within the Village for approvals. Once approved, the permit fee is tabulated, and permits are issued in compliance with the Village Code.

- **Inspections:** The Inspectors for Building Services validate code compliance for building, electrical, fire protection, plumbing, other systems, and Village design standards. Building Services also interfaces with contracted elevator services for inspections of all elevators, escalators and dumbwaiters to be compliant with State Code.

- **Licensing:** Building Services receives all business license applications. Applications are routed to the respective departments within the Village for comments and approvals. Any background investigations conducted by the Police Department are documented for the issuance of licenses. Building Services also receives contractor license applications and interfaces with State agencies for State issued licenses.

REVIEWS FOR COMPLIANCE ON PERMITS, INSPECTIONS AND LICENSING: Building Services conducts reviews at all hierarchical levels prior to granting approvals and issuing pertinent certificates.

- **Documents and Compliance Reviews Related to Permits:** Building Services coordinates all inter-departmental permit and plan reviews. This review verifies construction documents, proposals for non-construction changes and that all revisions are in compliance with the codes and applicable Village design standards. When necessary, structural engineers, elevator review inspection services and other consultants assist with some specialized reviews.

- **Field Reviews Related to Inspections:** Field reviews ensure that the scope of work complies with approved drawings. Deviations from approved drawings require addendum or revision to permit drawings and subsequent approvals by all applicable reviewers. Inspectors coordinate final inspections with the project architects or engineers, and require final "walk-through" and "sign-off" by the project architect or engineer before issuing appropriate certificates or final approvals.

- **Reviews Related to Licenses and License Renewals:** Reviews are conducted for code and premise compliance prior to approval and issuance of a new or renewed business license. This is reviewed on an annual basis and updated where necessary to reflect any changes made. Annual reviews, inspections and re-inspections for license renewals are performed by Fire Safety Inspectors to verify compliance with building and life safety codes. Multi-family dwelling structures are also inspected for required property maintenance and annual license renewals.

ENFORCEMENT OF REGULATIONS ON PERMITS, INSPECTIONS AND LICENSING: Enforcement activities and all ancillary due process follow-ups are delegated to field personnel and their immediate supervisors.

- **Permit Regulations:** Building Services enforces Village Code provisions for work done without permits or that exceed the scope of the approved plans and issues related to expired permits and extensions.

- **Inspections:** Building Services conducts inspections to enforce:
  - Construction provisions related to codes, occupancy and use and proper premise maintenance
  - Property maintenance provisions for structures and premises and compliance verification with the Village property maintenance codes
  - The Village Zoning Ordinance and special conditions or restrictions imposed on properties and premises by Village ordinances through routine inspections and complaint referrals

- **Enforcement Issues Regarding License Violations:** Investigative inspections are conducted for complaints received and for license violations. The Director's office interfaces with the Village Manager's Office and the Police and Legal Departments on violations, referrals, and suspensions or revocations of licenses. Building Services enforces licensing provisions and monitors contractors' licenses to verify their validity for work durations. Investigation and logging of complaints filed by the general public is the responsibility of Building Services.

FOLLOW-UP FOR PREMISES SAFETY: Building Services Inspectors interface with the Fire and Police Departments in code matters for the safe occupancy and use of buildings, structures, and premises.

- **Regulating Property and Premises for Emergency Responders:** Building Services Fire and Safety Inspectors assign all street addresses, as required by code, for emergency responders.

- **Regulating Property and Premises for Signs:** Building Services also conducts safety and routine inspections for premise signs, enforcing the provisions of the Village Sign Ordinance.

- **Regulating Safety on Property and Premises in Response to Disasters:** Safety inspections are conducted by Building Services Inspectors on 24-hour on-call basis for emergency incidents such as fires, building collapses and other disasters.

INTERFACE WITH BOARDS AND COMMISSIONS: The Director's office interfaces with the Building Code Review Board (BCRB) and the Electrical Commission. The recommendations made by the Boards and Commissions subsequently approved by the Village Board for buildings, structures, and premises are enforced.

- **Referrals and Support to the BCRB:** Building Services makes referrals and provides support to the BCRB where applicants encounter unusual hardships in meeting the codes.

- **Code proposals for Review by the BCRB:** Building Services analyzes code provisions and makes code change proposals and recommendations on materials and building systems.

- **Advisory support from the BCRB:** Building Services receives advisory support from the BCRB for specialized technical expertise and reviews.

- **Other Boards and Commissions:** Building Services enforces the decisions made by other Boards and Commissions including, but not limited to, zoning variances, design standards, and electricity regulations.

2012-13 Status of Goals and Objectives

► **Efficiently manage the Village's resources.**

- **Utilize Building Services staff according to their strengths; at the same time allow for cross-training to provide redundancy for efficient customer service.**

  Inspections, complaints and referrals were assigned according to technical competency and experience to ensure effective resolution. Cross training and redundancy of duties within the Department remains at the forefront to ensure a continual high level of service to the community.

- **Minimize time spent conducting re-inspections by thorough inspection practices, reports, and communication.**

  With the inspection process being a teaching tool for contractors and homeowners, supervision ensured that well prepared, clear and concise reports along with communication was given to allow the end user to fully understand what is required for compliance, thereby eliminating or minimizing additional inspections.

- **Time management accountability relating to day to day operations.**

  Implemented weekly one-on-one meetings with inspectors to discuss work product, accomplishments, and future goals.

  Monitored inspection staff for efficient use of time to complete assigned tasks.

  Staff participated in the in-house training regarding "Managing Multiple Projects" organized by the Human Resources Department.

► **Review, recommend, and implement improvements in document maintenance and storage.**

- **Explore scanning and putting more documents on the Village's computer system.**

  Department databases were created where same-day permits and licenses are scanned and saved to comply with record retention requirements.

- **Reduce costs of maintaining documents.**

  The contents of permit files were reviewed in order to eliminate any unnecessary or redundant information and to minimize the amount of documentation needed to be scanned in the future.

  Permit applications, permit placards and other departmental forms were created and printed in-house providing flexibility, consistency and reduced cost as opposed to outsourcing.

- **Determine which documents are required to be retained by law and how long.**

  Working with the Clerk's office, research was conducted regarding document destruction. From this, a procedure was developed for the department outlining the proper protocol in requesting document destruction from the State of Illinois Local Records Commission.

- **File with the State of Illinois for disposal of selected documents.**

  Utilizing the newly implemented document destruction procedure, a request was submitted to the state requesting the destruction of 27 cubic feet of records. Approval was granted for the documents to be destroyed. The Department will be making additional requests in the future.

► **Ensure a high level of competency.**

- **Utilize International Code Council (ICC) seminars, on-line courses and in-house training to improve technical competency.**

  Overall, technical seminar attendance and training participation for field personnel has increased by approximately 50%.

- **Provide customer relation based training.**

  Staff attended specific seminars regarding customer interaction, relation and communication to aid in the continual development of high quality customer service to the community.

- **Increase training in the use of HTE.**

  The Department Permit Coordinator was in communication with HTE on an "as needed" basis for specific functions. In addition, continual assistance was given to staff for various obstacles that occur during department day to day operations.

2013-14 Goals and Objectives

► **Ensure departmental consistency.**

- Standardize and monitor plan review, inspection and record keeping procedures.
- Develop a database of departmental policies and procedures regarding plan reviews and inspections.

► **Promote and encourage "team building" exercises, activities, and training.**

- Maintain high morale through cultivating a culture of respect and support within the Department.
- Increase productivity by identifying and utilizing the strengths of all inspectors.
- Implement and expand cross training protocols as necessary to insure continuity of service to the community with virtually any mix of available employees.

► **Evaluate the current annual fire safety inspection process.**

- Maximize the number of annual fire safety inspections.
- Implement procedures where needed to promote a consistency of process from the Inspectors.
- Develop checklists to ensure comprehensive inspections on all structures required to be inspected per code.

► **Continue to implement document scanning procedures.**

- Aggressively pursue ongoing efforts to reduce document storage.
- Better utilize digital formatting to improve ability to expedite access to information.
- Prioritize customer service relating to document retrieval.

► **Review of the 2011 National Electrical Code for consideration of Village adoption.**

► **Review, amend, and adopt the 2012 International Energy Conservation Code as mandated by the State of Illinois Senate Bill 3724. Training will be provided for plan review and inspection staff for accurate implementation and enforcement of this Code.**

Performance Measures

Category	Programs or Functions	Calendar Year 2010	2011	2012
Plan Review Time	Average number of days to review plans			
Residential	Single Family & Accessory Structures	3	3	3
Commercial	Commercial & Multi-Family	14	13	4
Permit Applications	Single Family & Accessory Structures	2,924	3,005	2,223
	Commercial & Multi-Family	706	881	827
	Demolitions	68	65	116
	Electrical	425	424	420
	HVAC	160	109	109
	Plumbing	442	737	573
	Signs	201	285	261
	Tanks	1	1	0
	Other	665	419	852
	Total Number of Permits	**5,592**	**5,926**	**5,381**
Construction Related Inspections	Building	3,800	4,958	4,569
	Electrical	1,318	1,752	1,674
	HVAC	687	794	811
	Plumbing	1,396	2,094	1,712
	Sign	850	641	1,115
	Tanks	0	0	0
	Others	2,061	2,549	2,191
	Total Number of Inspections	**10,112**	**12,788**	**12,072**
Elevator Safety Inspections	Safety Related Complaints	9	10	8
	Annual	442	452	486
	New installation	2	6	0
	Total Number of Inspections	**453**	**468**	**494**
Licenses	Business	1,271	1,164	952
	Contractor	1,320	1,386	1,318
	Total Number of Licenses	**2,591**	**2,550**	**2,270**
Complaint Inspections	Total Number of Complaints Received	1,878	1,302	997
	Inspections	2,052	2,467	2,241
Fire Safety Inspections	Annual	1,495	2,363	2,250
	Re-Inspections	810	1,043	1,469
	Sprinkler	150	273	213
	Alarm	139	171	324
	Haz-Mat	3	13	10
	Backup for Department (licenses, emergencies, courtesy, etc.)	985	1,371	1,295
	Plan Reviews	753	607	556
	Total	**4,335**	**5,841**	**6,117**
Fire Safety Inspections	Clerical and Office Duties (In Hours)	4,521	4,270	4,508

Three Year Comparison of Construction Value

Type of Permit	2010	2011	2012
Single, two-family & Accessory Structures: Alterations, Additions, & New Construction	$ 41,897,594	$ 37,199,441	$ 39,221,920
Commercial & Multi-Family Structures: Alterations, Additions, & New Construction	$ 133,450,345	$ 73,334,602	$104,791,999
Miscellaneous: Demolitions Electrical, HVAC & Plumbing Signs Fire Suppression	$ 5,087,258	$4,278,395	$ 11,385,088
TOTALS	**$ 180,435,197**	**$ 114,812,438**	**$ 155,399,007**

Revenue Generated by Permits and Licensing Fees

Type of Permit	2010	2011	2012
Permit Fees Collected	$ 892,228	$ 1,084,344	$ 1,467,530
Licensing Fees	561,685	543,536	600,428
TOTAL FEES COLLECTED	$ 1,453,913	$ 1,627,880	$ 2,067,958
Operating Budget	$ 2,359,900	$ 1,968,000	$ 2,073,200
Percentages / Ratios: Operational Budget vs. Revenue Fees Revenue as Percentage of Operational Budget	61.61%	82.72%	99.75%

OPERATION SUMMARY

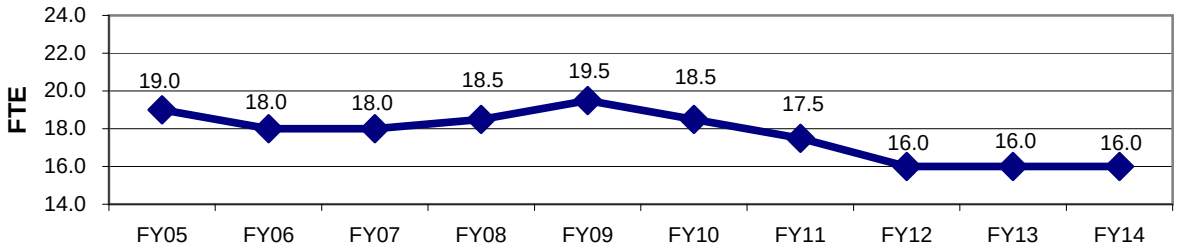
BUILDING SERVICES

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	17.50	16.00	16.00	16.00	16.00	0.00	0.0
Expenditures							
Personal Services	$1,842,229	$1,733,537	$1,810,400	$1,810,400	$1,909,900	$99,500	5.5%
Contractual Services	217,259	177,131	222,400	238,300	226,300	(12,000)	(5.0%)
Commodities	22,693	20,854	23,100	25,500	25,000	(500)	(2.0%)
Other Charges	0	0	0	0	0	0	N/A
Capital Items	1,553	0	0	0	3,600	3,600	N/A
Total Expenditures	$2,083,734	$1,931,522	$2,055,900	$2,074,200	$2,164,800	$90,600	4.4%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$2,082,181	$1,931,522	$2,055,900	$2,074,200	$2,161,200	$87,000	4.2%
Capital Projects Fund	1,553	0	0	0	3,600	3,600	N/A
Total Expenditures	$2,083,734	$1,931,522	$2,055,900	$2,074,200	$2,164,800	$90,600	4.4%

STAFFING HISTORY



Note: See page 175 for a summary of the entire Building & Health Services Department which includes Building Services, Health Services and Senior Services.

BUILDING SERVICES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-4501-523.10-01	Salaries	1,240,761	1,226,757	1,303,800	1,303,800	**1,359,400**	55,600	4.3%
101-4501-523.18-01	Temporary Help	107,235	26,373	20,600	20,600	**21,100**	500	2.4%
101-4501-523.18-05	Overtime Civilian	6,398	6,878	6,400	6,400	**6,600**	200	3.1%
	Salaries	**1,354,394**	**1,260,008**	**1,330,800**	**1,330,800**	**1,387,100**	**56,300**	**4.2%**
101-4501-523.19-01	Workers Compensation	35,800	36,900	38,000	38,000	**39,100**	1,100	2.9%
101-4501-523.19-05	Medical Insurance	210,100	193,700	167,300	167,300	**183,800**	16,500	9.9%
101-4501-523.19-10	IMRF	137,773	148,690	172,900	172,900	**194,200**	21,300	12.3%
101-4501-523.19-11	Social Security	82,322	76,324	82,100	82,100	**85,600**	3,500	4.3%
101-4501-523.19-12	Medicare	19,340	17,915	19,300	19,300	**20,100**	800	4.1%
101-4501-523.19-23	Automobile Allowance	2,500	0	0	0	**0**	0	N/A
	Fringe Benefits	**487,835**	**473,529**	**479,600**	**479,600**	**522,800**	**43,200**	**9.0%**
101-4501-523.20-35	Plan Reviews	19,995	5,390	9,500	11,100	**11,100**	0	0.0%
101-4501-523.20-40	General Insurance	9,600	9,900	10,200	10,200	**10,500**	300	2.9%
101-4501-523.21-02	Equipment Maintenance	335	0	500	600	**600**	0	0.0%
101-4501-523.21-65	Other Services	32,878	26,507	56,000	56,000	**60,500**	4,500	8.0%
101-4501-523.22-02	Dues	2,060	2,058	1,800	1,800	**2,000**	200	11.1%
101-4501-523.22-03	Training	13,312	7,353	6,000	19,500	**14,500**	(5,000)	(25.6%)
101-4501-523.22-05	Postage	4,268	4,880	5,500	5,500	**5,500**	0	0.0%
101-4501-523.22-10	Printing	4,906	3,878	5,000	5,700	**5,700**	0	0.0%
101-4501-523.22-15	Photocopying	3,105	3,065	3,500	3,500	**3,500**	0	0.0%
101-4501-523.22-25	IT/GIS Service Charge	92,199	78,700	78,900	78,900	**77,200**	(1,700)	(2.2%)
101-4501-523.22-37	Vehicle/Equip Lease Charge	34,599	35,400	45,500	45,500	**35,200**	(10,300)	(22.6%)
	Contractual Services	**217,257**	**177,131**	**222,400**	**238,300**	**226,300**	**(12,000)**	**(5.0%)**
101-4501-523.30-01	Publications Periodicals	1,709	273	500	500	**500**	0	0.0%
101-4501-523.30-05	Office Supplies & Equip	9,297	7,489	6,500	7,500	**7,500**	0	0.0%
101-4501-523.30-20	Photographic Supplies	400	13	100	100	**100**	0	0.0%
101-4501-523.30-50	Petroleum Products	9,409	12,953	13,000	14,400	**13,900**	(500)	(3.5%)
101-4501-523.33-05	Other Supplies	1,880	126	3,000	3,000	**3,000**	0	0.0%
	Commodities	**22,695**	**20,854**	**23,100**	**25,500**	**25,000**	**(500)**	**(2.0%)**
	Total Building Services	**2,082,181**	**1,931,522**	**2,055,900**	**2,074,200**	**2,161,200**	**87,000**	**4.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1255	Director of Building & Health Services	D63	0.50	0.50	
1260	Assistant Building Official	C51	1.00	1.00	
1272	Fire Safety Inspections Supervisor	C41	1.00	1.00	
1265	Building & Property Inspector	B32	3.00	3.00	
1273	Fire Safety Inspector	B32	3.50	3.50	
1274	Plan Reviewer	B32	1.00	1.00	
1275	Electrical Inspector	B32	0.50	0.50	
1280	Plumbing Inspector	B32	1.00	1.00	
1282	Permits, Inspect & Licensing Coord.	B22	1.00	1.00	
1742	Permits, Inspect & Licensing Asst.	B21	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1745	Staff Assistant	A12	0.50	0.50	
1762	Receptionist	A12	1.00	1.00	
	Total F-T-E		**16.00**	**16.00**	**0.00**

Building & Health Services Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund			
	Building & Health Services			
	Building Services	16.00	16.00	
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	Total F-T-E All Funds	**29.00**	**29.00**	**0.00**

BUILDING SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-4501-523.10-01	Salaries	Salaries		1,303,800		1,359,400
101-4501-523.18-01	Temporary Help	On-call inspectors, summer interns		20,600		21,100
101-4501-523.18-05	Overtime Civilian	Overtime Civilian		6,400		6,600
		TOTAL SALARIES		**1,330,800**		**1,387,100**
FRINGE BENEFITS:						
101-4501-523.19-01	Workers' Compensation	Workers' Compensation Insurance		38,000		39,100
101-4501-523.19-05	Medical Insurance	Medical Insurance		167,300		183,800
101-4501-523.19-10	IMRF	IMRF		172,900		194,200
101-4501-523.19-11	Social Security	Social Security		82,100		85,600
101-4501-523.19-12	Medicare	Medicare		19,300		20,100
		TOTAL FRINGE BENEFITS		**479,600**		**522,800**
CONTRACTUAL SERVICES:						
101-4501-523.20-35	Plan Reviews	Contractual reviews of building plans for fire, structural and other code requirements		11,100		11,100
101-4501-523.20-40	General Insurance	Liability and property insurance		10,200		10,500
101-4501-523.21-02	Equipment Maintenance	Microfilm read printer, computers and typewriter		600		600
101-4501-523.21-65	Other Services	Digital scanning of building, sign, fence and air-conditioning permits	13,500		16,500	
		Cell phone and wireless charges	9,200		9,200	
		Board-ups, fences and property cleanups	4,800		4,800	
		Elevator inspections	28,500	56,000	30,000	60,500
101-4501-523.22-02	Dues	Dues		1,800		2,000
101-4501-523.22-03	Training	ICC Conferences, training & seminars	7,000		7,000	
		Northwest Building Officials Council	2,400		0	
		SBOC Seminars	1,500		0	
		Metro travel, tolls, court, etc.	700		600	
		Fire Code training seminars, etc.	2,200		3,000	
		Electrical Inspectors training	1,000		1,000	
		Plumbing Inspectors training	1,000		1,000	
		NFPA meetings	1,800		0	
		Miscellaneous	1,900	19,500	1,900	14,500

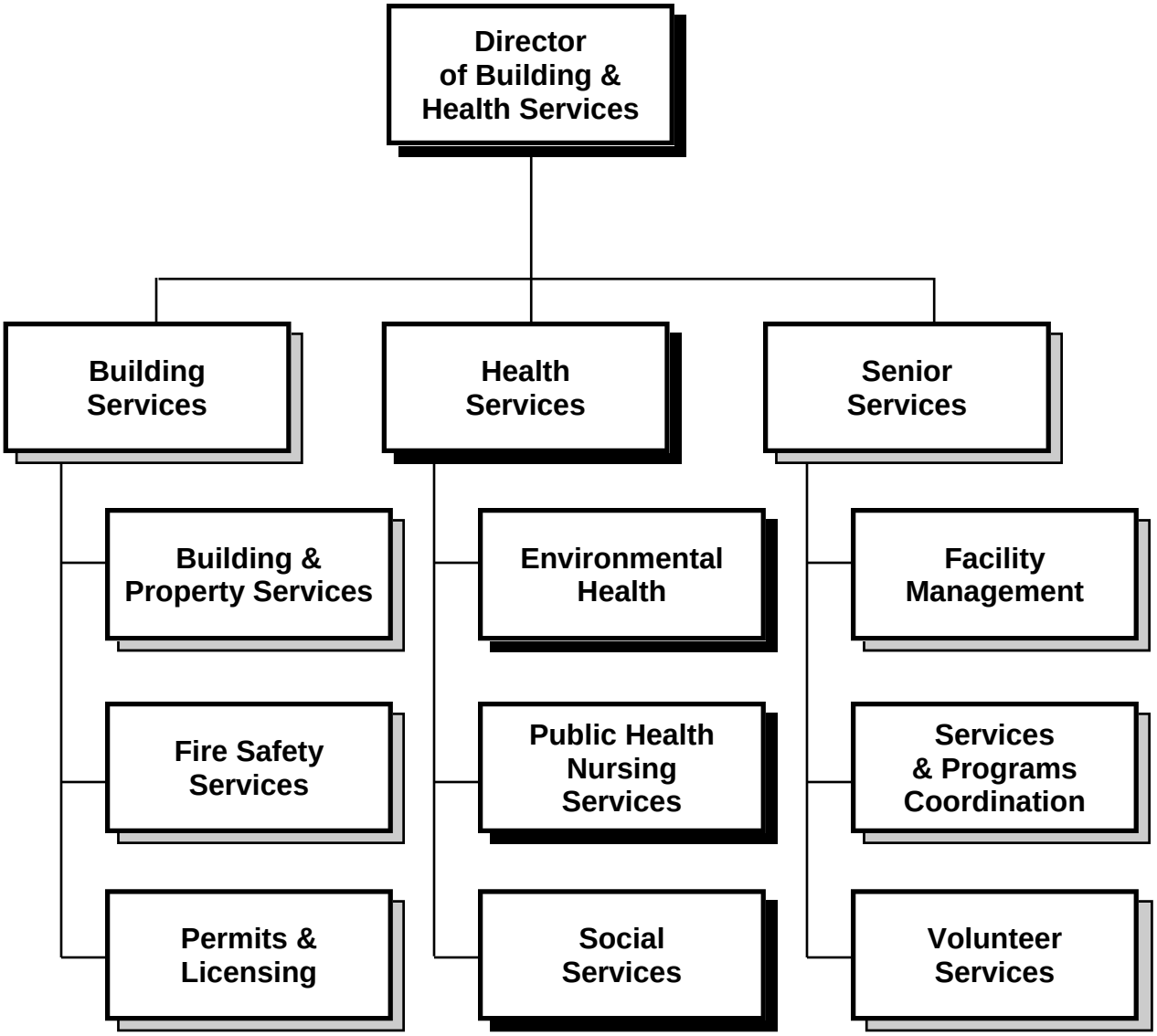
BUILDING SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-4501-523.22-05	Postage	Mailing business licenses, building & code related communications, sign, electrical & misc. correspondence		5,500		5,500
101-4501-523.22-10	Printing	Misc. forms, cards, stickers, placards, and licenses		5,700		5,700
101-4501-523.22-15	Photocopying	Photocopies & supplies	2,400		2,000	
		Maintenance agreement Xerox 5150	0		1,000	
		Maintenance agreement Minolta BH350	300		0	
		Maintenance agreement Minolta 160	300		300	
		Maintnenace agreement Xerox WC4118X	500	3,500	200	3,500
101-4501-523.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		78,900		77,200
101-4501-523.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		45,500		35,200
		TOTAL CONTRACTUAL SERVICES		**238,300**		**226,300**
COMMODITIES:						
101-4501-523.30-01	Publications/Periodicals	Miscellaneous publications		500		500
101-4501-523.30-05	Office Supplies & Equip	Miscellaneous equipment and supplies		7,500		7,500
101-4501-523.30-20	Photographic Supplies	Supplies for film to support code violations and court cases		100		100
101-4501-523.30-50	Petroleum Products	Gasoline for department vehicle(s)		14,400		13,900
101-4501-523.33-05	Other Supplies & Equip	Safety equipment, shoes, tools, etc.	2,000		2,000	
		Prior Year Encumbrance Carryover	1,000	3,000	1,000	3,000
		TOTAL COMMODITIES		**25,500**		**25,000**
		TOTAL BUILDING SERVICES		**2,074,200**		**2,161,200**

BUILDING & HEALTH SERVICES

ORGANIZATION STRUCTURE



HEALTH SERVICES

Health Services addresses the physical, environmental and social needs of the community through the divisions described below:

Disability Services – The Disability Services Coordinator (DSC) acts as the Village's Americans with Disabilities Act compliance Coordinator and is a community resource on disability related issues through the provision of information and referral.

Environmental Health Services – Three Licensed Environmental Health Practitioners monitor and inspect commercial, institutional and industrial sites, public food establishments, day care facilities, swimming pools and perform other types of inspections as needed. This division also manages and/or implements: the weed cutting program, well water and radon testing, food service education, Employee Right-To-Know program regarding use of hazardous chemicals by Village employees, and solid waste (refuse, recycling, and landscape waste) issues.

Human Services Coordination – The Human Services Coordinator (HSC) evaluates and recommends human service programs for the Village and coordinates various human service programs, providing emergency assistance and referral services to those in need. This division also manages the Counseling Program, the Children at Play Program, the Arlington Heights Park District Scholarship Program, the Arlington Heights Ministerial Association Emergency Fund, the Salvation Army Fund, the Village Holiday Assistance Program, and the Village's Emergency Assistance Fund.

Nursing Services – Two registered nurses provide a Home Visit Program, various low cost health screening clinics, a Village-wide influenza vaccination program, and low cost immunizations for children. This division also provides CPR and AED instruction support for Fire Department and community, blood borne pathogen training for Police, Fire, and Public Works custodians, health education classes for Village employees, and information and referral services for the community.

Additional Services – Health Services staff provides liaison support for the Board of Health, Environmental Commission, Commission for Citizens with Disabilities, and Youth Commission.

2012-13 Status of Goals and Objectives

► **Continue to maintain high quality services to our community and efficiently manage the Village's resources.**

The Health Services Division continues to maintain high quality services during these times of diminished resources. During difficult economic times our services have continued to serve a valuable role in the support of the health and well being of our community.

Disability Services:

The Disability Services Coordinator (DSC) educated citizens with disabilities about community programs and resources and how best to access them. Many programs provide financial benefits available to residents with disabilities.

As the Americans with Disabilities Act Compliance Coordinator, the DSC worked to ensure Village programs, services, facilities, and communications are equally accessible to citizens with disabilities. Public education on ADA requirements and Fair Housing laws helped citizens with disabilities understand their rights and businesses to understand their responsibilities. The incorporation and application of equal access requirements worked to improve the quality of life for people with disabilities and their families and worked to diminish environmental and attitudinal barriers within the community.

Recruitment activities of medical professionals and non-medical support volunteers for the Arlington Heights Medical Reserve Corps (AHMRC) continued to be a priority. New MRC recruitment posters were displayed and mailed to Arlington Heights pastors seeking their help in advertising the Village's MRC volunteer recruitment efforts. The MRC is primarily recruiting licensed health and medical personnel. The Village received a $4,000 MRC Capacity Building Award from the National Association of County and City Health Officials.

The MRC Coordinator hosted a Medical Reserve Corps of Cook County meeting and attended local, State, and Regional meetings and workshops where he networked and acquired information and development tools to better equip the efforts of the AHMRC. The MRC Coordinator and other key Arlington Heights Emergency Response personnel met at our Emergency Point of Distribution (POD) site and reviewed the POD activation plan.

Environmental Health Services:

The number of cuts for the Weed & Grass Cutting Program decreased by 51% this year. This is attributed to this summer's drought.

Staff worked closely with the Solid Waste Agency of Northern Cook County (SWANCC) to provide programs for residents to recycle household batteries, compact fluorescent light bulbs, holiday lights, toner cartridges, eyeglasses, and prescription drugs.

A Document Destruction Event sponsored by SWANCC and staffed by Health Services was held at the Senior Center on September 22, 2012 at no cost for our residents. A total of 15,060 pounds of material was shred and recycled.

Staff prepared three variance requests for two residents that wish to keep chickens. Since the Village Code does not allow poultry, the Village Board must determine whether or not to grant a variance.

Staff met their requested inspection frequency for food establishments, swimming pools, and daycares in 2012. In addition to the routine inspections, staff conducted 84 seasonal food service inspections and 217 re-inspections to assure Code compliance. They also responded to over 375 nuisance complaints, conducting over 862 inspections to assure compliance with Village ordinances. There was an increase in the number of temporary food service inspections conducted. Many of these events occur outside of regular business hours and entail food handlers working outside of their kitchens. Therefore, these events often present on-site problem solving to ensure that participants are serving a safe product.

Human Services:

The HSC continued to seek opportunities to fill in the gaps in services throughout the community and augment Village funding by working with Arlington Cares, CEDA Northwest, Catholic Charities, Salvation Army and the Townships to partner in financial assistance.

The HSC is the liaison to Arlington Cares, NFP, which is a not-for-profit organization developed to raise money to help Arlington Heights residents in crisis. Arlington Cares contributes to the Emergency Assistance Fund to increase the amount of help the Village can offer in financial assistance.

The HSC helped improve and expand the Ready for School Program in order to offer children of low-income households in Arlington Heights the opportunity to begin the school year on an even playing field with their peers. School supplies, new clothes, haircuts, physicals and dental services, eyeglasses, and other necessary expenses can be daunting for a family. The health fair

in conjunction with the backpack giveaway offer much needed resources and information that can be invaluable to these families. The HSC recruited an officer from the Arlington Heights Police Department and the Victim's Coordinator to participate in the resource fair.

The HSC developed and expanded on a voucher program with businesses in Arlington Heights who are willing to offer low cost or no cost services to families in crisis. This program is being developed to spread the opportunity to more businesses in the community so that no one business takes on too large a burden. The more dentists we recruit, for example, to do pro bono work will lessen the burden of residents needing these services who cannot afford them.

Nursing Services:

The Village continued its membership with the Illinois Public Health Association Consortium, who conducts a bid process to obtain the lowest price for influenza vaccine for members. The cost of flu vaccine has decreased annually since joining. The Village is compensated for this expense, as fees of $20 per person are charged for influenza vaccine.

The Home Visit program remained high in numbers served as we average approximately 172 home visits a month. This program provides a very valuable service to the community as it helps to allow our residents to age in place.

The Home Visit Computer Program is near completion. This comprehensive program was created by volunteer Joe Cesario.

During weather emergencies, blizzards or high heat and humidity indexes, Nursing Services contacts the "at risk" Arlington Heights residents, i.e. their Home Visit clients and the seniors in the two senior subsidized housing buildings. Since 9/11, Nursing Services has incorporated the importance of emergency preparedness instruction as part of the admission visit.

► **Continue to monitor, prepare for, and act upon ongoing and newly emerging communicable diseases. Make sure staff attends appropriate seminars to keep current on all relevant health related issues and on continuing education units required for licensure.**

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Environmental Health:

As of December 13, 2012, staff conducted 11 inspections in response to possible foodborne illness outbreaks in our community.

The Illinois Department of Public Health and Cook County Department of Public Health requested Health Officers to inspect food facilities for raw tuna implicated in a national recall due to salmonella. None of the recalled food was found in Arlington Heights. The incident underlines the difficulty in preventing illness in sushi/sashimi, which is intended to be eaten raw.

Health Services continued to monitor the transmission of the West Nile Virus (WNV). In 2012, the Northwest Mosquito Abatement District once again confirmed WNV in mosquito collection samples in Arlington Heights. Dead birds were collected by staff and submitted to the State for testing, with two birds being positive for the WNV. There were 249 confirmed human cases of WNV and 10 deaths in Illinois. Due to the increase in WNV activity, public education materials were increased on the Village web site and in the building lobbies.

Disability Services:

The Medical Reserve Corps Coordinator participated in local, State, and Regional Conferences pertaining to emergency preparedness and continued to recruit new MRC volunteers in

preparation of deployment of a Point of Distribution (POD) for prophylactics should the need arise.

Nursing Services:

Nursing Services attended the American Red Cross Shelter Workshop in October. Nursing Services also attended the Cook County Department of Public health update for Point of Distribution Administration and Delivery of medicine to First Responders and families.

Health Services held two "by appointment" seasonal influenza vaccination clinics for our residents at the Senior Center. Employee and First Responder Clinics were also provided. The small amount of vaccine left over from these clinics was administered during the general wellness clinics held in Health Services.

► **Provide programs and communications that promote education and awareness to residents and businesses in the community.**

Disability Services:

In commemoration of Disability Employment Awareness Month, the Commission for Citizens with Disabilities and Village Board awarded Target of Arlington Heights the Commission's 2012 Disability Employment Awareness Award.

The Commission for Citizens with Disabilities once again co-sponsored the Citizens with Disabilities Day Carnival at the Frontier Days Festival. The 4th of July Parade Reserved Wheelchair Viewing Area was available again this year in front of the Arlington Heights Memorial Library.

The Commission for Citizens with Disabilities hosted a 2010 Americans with Disabilities Act Update Presentation at Village Hall. The 2010 Americans with Disabilities Act Updates recently went into effect impacting requirements pertaining to goods and services, and employment.

The DSC continues to write and edit the *Connections*, a disability newsletter. The newsletter announces current events and provides disability information and referral resources.

Environmental Health:

After consultation with the Environmental Commission and the Arlington Heights Garden Club, a revised composting ordinance was prepared and adopted by the Village Board.

A video was created for the Village's Public Access Cable Channel promoting our "green initiative" programs. The video includes CFL light bulbs, holiday lights, and mercury recycling.

Staff assisted on the committee that developed the Village's anti-idling policy, as well as procuring the idling information presented in the public educational campaign.

The Environmental Health Intern created a brochure to encourage businesses to recycle. The brochure was sent out with all business license renewals and will be included with new business license applications.

Staff continues to write a quarterly newsletter for all foodservice facilities. The *FoodNews* Newsletter enables the Health Officers to provide Code updates and techniques to food operators.

Environmental Health provides a page on the Village web site for food service owners and operators. The page provides a variety of regularly requested information that includes consumer

advisories, plan review requirements, previously distributed Arlington Heights *FoodNews* newsletters, and temporary event foodservice applications.

Our department continues to participate in the Prescription Drug and Sharps Program sponsored by SWANCC. This program allows residents to drop-off their expired and unused prescription medications along with needles and syringes.

Human Services:

The HSC attends continuing education classes and events such as health fairs, job fairs, workshops, and symposiums regarding current trends in social services. Human Services provides outreach to churches, community agencies, and service clubs to better serve our community. Attending meetings of such organizations as The Lions Club, Salvation Army Service Extension, Chamber of Commerce, Rotary and other community groups helps keep the lines of communication open and venues for educating the community on services provided by the Village.

Nursing Services:

The Supervising Nurse continues to work with Human Resources, Fire, and Police Designated Infection Control Officers to implement procedures for our employees following a communicable disease exposure. Procedure changes are implemented, including communication with local hospitals for source testing.

State mandated vision and hearing screenings are provided in our parochial schools that do not have State certified screeners. Currently Our Lady of Wayside, St. James, and St. Peters elementary schools are in need of the Vision & Hearing program.

February is *National Heart Awareness Month*. Health Services recognized this by holding an additional Cholesterol Clinic on Saturday, February 11, 2012. March is recognized as *Colon Cancer Awareness Month* and Nursing Services recognized this by providing educational kits in Health Services.

Nursing Services also provided six CPR and/or AED training classes to the community. This is often done in partnership with Northwest Community Hospital.

► **Continue to provide information and respond to resident's concerns regarding the Single-Family Solid Waste Program.**

Environmental Health:

Staff assisted Groot with preparing the annual solid waste brochure. Staff continued to communicate with Groot's Residential Route Supervisor and Municipal Manager in an effort to prevent/resolve any service issues.

2013-14 Goals and Objectives

► Continue to maintain high quality services to our community and efficiently manage the Village's resources.

► Continue to monitor, prepare for, and act upon ongoing and newly emerging communicable diseases. Make sure staff attends appropriate seminars to keep current on all relevant health related issues and on continuing education units required for licensure.

- Provide programs and communications that promote education and awareness to residents and businesses in the community.
- Continue to provide information and respond to resident's concerns regarding the solid waste and recycling programs.
- Develop an MRC Volunteer Handbook and prepare a training calendar to facilitate face-to-face meetings with MRC Volunteers.

Performance Measures

	Calendar Year		
	2010	2011	2012
1. Routine In-Service Food Service Inspections:			
High Risk	315	321	316
Medium Risk	240	252	256
Low Risk	75	77	77
Seasonal Inspections	89	69	84
Total Inspections	719	719	733
2. Routine Swimming Pool/Spa Inspections:			
Indoor Pools	287	294	302
Outdoor Pools	274	247	258
Total Inspections	561	541	560
3. Routine Licensed Day Care Inspections	35	31	28
4. Nursing In-Home Visits	2,616	2,424	2,063
5. Immunizations	1,144	1,256	921
Influenza vaccine	1,376	1,265	907
6. Clinic Services:			
Diabetic Screenings	192	126	140
INR	228	131	118
Injections	142	122	91
Blood Pressure Readings	2,675	2,602	2,884
Pulse Oximeter	1,269	1,993	2,501
Cholesterol Screenings	275	238	206
TB Screenings	365	324	267
Community Event blood pressure/body fat analysis	212	368	555
Total Clinical Services	5,358	5,904	6,762
7. New 9-1-1 Premise Alert Registrants – Disability Services	13	10	36
8. Park District Scholarship Program – Total Applications	125	153	197
Portion of applications for Children at Play (CAP)	30	24	35
9. Emergency Assistance Fund – Households Served	290	295	312
Total Expenditures	$46,201	$50,713	$47,294
10. Holiday Assistance Program – Total Households Served	100	117	87

OPERATION SUMMARY

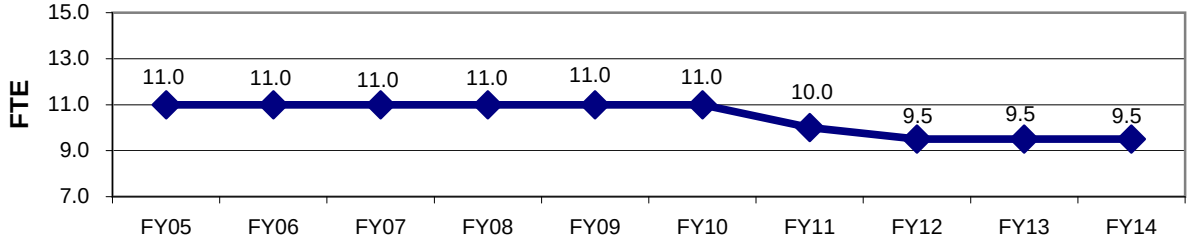
HEALTH SERVICES

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	10.00	9.50	9.50	9.50	9.50	0.00	0.0%
Expenditures							
Personal Services	$1,182,530	$1,171,606	$1,196,500	$1,209,600	$1,265,200	$55,600	4.6%
Contractual Services	161,051	140,480	134,100	180,200	191,700	11,500	6.4%
Commodities	50,155	47,003	50,300	56,800	58,000	1,200	2.1%
Other Charges	76,942	82,059	87,500	93,600	98,100	4,500	4.8%
Capital Items	0	3,155	3,471	3,471	0	(3,471)	(100.0%)
Total Expenditures	$1,470,678	$1,444,303	$1,471,871	$1,543,671	$1,613,000	$69,329	4.5%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$1,470,678	$1,441,148	$1,468,400	$1,540,200	$1,613,000	$72,800	4.7%
Capital Projects Fund	0	3,155	3,471	3,471	0	(3,471)	(100.0%)
Total Expenditures	$1,470,678	$1,444,303	$1,471,871	$1,543,671	$1,613,000	$69,329	4.5%

STAFFING HISTORY



Note: See page 175 for a summary of the entire Building & Health Services Department which includes Building Services, Health Services and Senior Services.

HEALTH SERVICES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-4502-523.10-01	Salaries	845,765	830,162	843,800	847,800	**874,600**	26,800	3.2%
101-4502-523.18-01	Temporary Help	10,789	8,311	10,000	15,500	**15,900**	400	2.6%
101-4502-523.18-05	Overtime Civilian	0	0	300	300	**300**	0	0.0%
	Salaries	**856,554**	**838,473**	**854,100**	**863,600**	**890,800**	**27,200**	**3.1%**
101-4502-523.19-01	Workers Compensation	14,700	15,100	15,600	15,600	**16,100**	500	3.2%
101-4502-523.19-05	Medical Insurance	153,500	154,300	147,500	147,500	**162,500**	15,000	10.2%
101-4502-523.19-10	IMRF	94,784	102,310	113,800	117,200	**128,100**	10,900	9.3%
101-4502-523.19-11	Social Security	51,053	49,727	53,000	53,200	**54,800**	1,600	3.0%
101-4502-523.19-12	Medicare	11,939	11,696	12,500	12,500	**12,900**	400	3.2%
	Fringe Benefits	**325,976**	**333,133**	**342,400**	**346,000**	**374,400**	**28,400**	**8.2%**
101-4502-523.20-25	Counseling Services	33,969	29,078	30,000	34,000	**34,000**	0	0.0%
101-4502-523.20-40	General Insurance	15,000	15,500	16,000	16,000	**16,500**	500	3.1%
101-4502-523.21-02	Equipment Maintenance	1,379	1,118	1,500	2,000	**2,000**	0	0.0%
101-4502-523.21-10	Property Maintenance	27,832	25,194	15,000	52,800	**52,800**	0	0.0%
101-4502-523.21-65	Other Services	4,658	4,827	4,800	6,500	**5,000**	(1,500)	(23.1%)
101-4502-523.22-02	Dues	785	1,504	2,300	2,400	**2,400**	0	0.0%
101-4502-523.22-03	Training	1,602	2,681	2,400	4,400	**4,400**	0	0.0%
101-4502-523.22-05	Postage	2,480	2,670	2,800	2,800	**2,800**	0	0.0%
101-4502-523.22-10	Printing	1,021	922	1,500	1,500	**1,600**	100	6.7%
101-4502-523.22-15	Photocopying	3,825	2,186	3,000	3,000	**3,000**	0	0.0%
101-4502-523.22-25	IT/GIS Service Charge	47,800	41,000	39,400	39,400	**49,400**	10,000	25.4%
101-4502-523.22-37	Vehicle/Equip Lease Charge	20,700	13,800	15,400	15,400	**17,800**	2,400	15.6%
	Contractual Services	**161,051**	**140,480**	**134,100**	**180,200**	**191,700**	**11,500**	**6.4%**
101-4502-523.30-01	Publications Periodicals	1,238	779	1,100	1,300	**1,300**	0	0.0%
101-4502-523.30-05	Office Supplies & Equip	4,925	5,356	6,000	6,000	**7,000**	1,000	16.7%
101-4502-523.30-35	Clothing	1,008	533	1,000	1,000	**1,000**	0	0.0%
101-4502-523.30-50	Petroleum Products	2,665	3,026	3,100	3,100	**3,300**	200	6.5%
101-4502-523.33-05	Other Supplies	1,317	1,036	1,100	1,500	**1,500**	0	0.0%
101-4502-523.33-10	Wellness Program Supplies	39,002	36,273	38,000	43,900	**43,900**	0	0.0%
	Commodities	**50,155**	**47,003**	**50,300**	**56,800**	**58,000**	**1,200**	**2.1%**
101-4502-523.40-53	A H Emergency Assistance	40,000	40,000	40,000	40,000	**40,000**	0	0.0%
101-4502-523.40-57	A H Emergency Asst Donations	13,643	14,931	15,000	20,000	**20,000**	0	0.0%
101-4502-523.40-58	Disabled Citizen Donation	0	0	0	100	**100**	0	0.0%
101-4502-523.40-61	MRC Capacity Building Award	0	521	3,500	4,500	**5,000**	500	11.1%
101-4502-523.41-16	CAP Program	23,299	26,607	29,000	29,000	**33,000**	4,000	13.8%
	Other Charges	**76,942**	**82,059**	**87,500**	**93,600**	**98,100**	**4,500**	**4.8%**
	Total Health Services	**1,470,678**	**1,441,148**	**1,468,400**	**1,540,200**	**1,613,000**	**72,800**	**4.7%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1325	Director of Building & Health Services	D63	0.50	0.50	
1337	Nursing Supervisor	C42	1.00	1.00	
1330	Human Services Coordinator	C41	1.00	1.00	
1335	Environmental Health Practitioner	C41	3.00	3.00	
1340	Public Health Nurse	C41	1.00	1.00	
1350	Disability Services Coordinator	B31	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1762	Receptionist	A12	1.00	1.00	
	Total F-T-E		**9.50**	**9.50**	**0.00**

Building & Health Services Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund			
	Building & Health Services			
	Building Services	16.00	16.00	
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	Total F-T-E All Funds	**29.00**	**29.00**	**0.00**

HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-4502-523.10-01	Salaries	Salaries		847,800		874,600
101-4502-523.18-01	Temporary Help	Temporary Help (part-time nurses, holiday assistance, summer environmental health intern)		15,500		15,900
101-4502-523.18-05	Overtime	Overtime		300		300
		TOTAL SALARIES		**863,600**		**890,800**
FRINGE BENEFITS:						
101-4502-523.19-01	Workers' Compensation	Workers' Compensation Insurance		15,600		16,100
101-4502-523.19-05	Medical Insurance	Medical Insurance		147,500		162,500
101-4502-523.19-10	IMRF	IMRF		117,200		128,100
101-4502-523.19-11	Social Security	Social Security		53,200		54,800
101-4502-523.19-12	Medicare	Medicare		12,500		12,900
		TOTAL FRINGE BENEFITS		**346,000**		**374,400**
CONTRACTUAL SERVICES:						
101-4502-523.20-25	Counseling Services	Counseling services for youth, seniors, and low income residents		34,000		34,000
101-4502-523.20-40	General Insurance	Liability and property insurance		16,000		16,500
101-4502-523.21-02	Equipment Maintenance	Medical equipment, cameras, typewriters, radon unit, vision & hearing units, sound meter, 3 defibrillators, etc.		2,000		2,000
101-4502-523.21-10	Property Maintenance	Weed cutting, lot clearing and emergency property maintenance cleanup efforts		52,800		52,800
101-4502-523.21-65	Other Services	Cell phone charges	2,500		3,000	
		Water testing	500		500	
		Sign language Interpreting services	1,500		1,500	
		Annual cost of TTY line	2,000	6,500	0	5,000
101-4502-523.22-02	Dues	Dues		2,400		2,400

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-4502-523.22-03	Training	Nursing Seminars	500		500	
		Ill. Environmental Health Association North Chapter (4)	400		400	
		Ill. Environmental Health Association State (3)	1,000		1,000	
		Anderson Pest Control (4)	200		200	
		Ill. Public Health Association (2)	700		700	
		Disability & social services conferences, seminars and meetings	500		500	
		In-service management training	300		300	
		Director/Clerical training	400		400	
		Mileage for personal vehicles	400	4,400	400	4,400
101-4502-523.22-05	Postage	Mailings		2,800		2,800
101-4502-523.22-10	Printing	Forms and reports		1,500		1,600
101-4502-523.22-15	Photocopying	Photocopies & supplies	2,000		2,000	
		Maintenance agreement Xerox 5150	1,000	3,000	1,000	3,000
101-4502-523.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		39,400		49,400
101-4502-523.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		15,400		17,800
		TOTAL CONTRACTUAL SERVICES		**180,200**		**191,700**
COMMODITIES:						
101-4502-523.30-01	Publications/Periodicals	Miscellaneous publications		1,300		1,300
101-4502-523.30-05	Office Supplies & Equip	General office supplies		6,000		7,000
101-4502-523.30-35	Clothing	Uniforms & protective clothing		1,000		1,000
101-4502-523.30-50	Petroleum Products	Gasoline for department vehicle(s)		3,100		3,300
101-4502-523.33-05	Other Supplies & Equip	Swimming pool testing kits, film, small hardware, cameras, radon kits, misc.		1,500		1,500
101-4502-523.33-10	Wellness Program	Flu vaccine supplies (WE9702)	20,300		20,300	
		Immunization Clinics (WE9710)	4,900		4,900	
		Festival First Aid (WE9713)	1,900		1,900	
		Medical Waste Disposal (WE0201)	1,000		1,000	
		Clinic Supplies including cholesterol screening supplies, coagucheck/ hemacue supplies & miscellaneous public health supplies (WE0601)	15,800	43,900	15,800	43,900
		TOTAL COMMODITIES		**56,800**		**58,000**

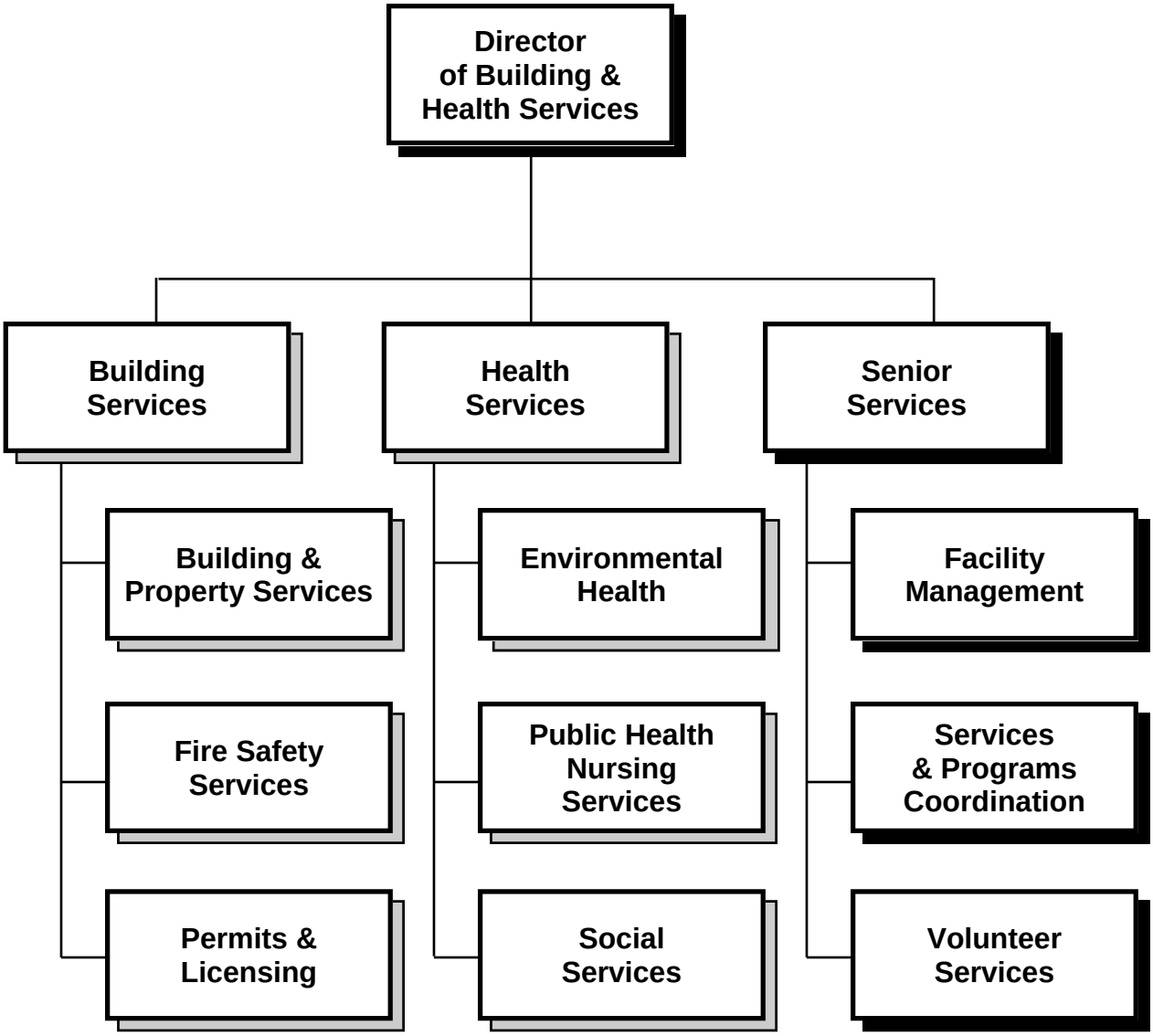
HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
101-4502-523.40-53	AH Emergency Assistance	Arlington Heights Emergency Assistance Program (general funds)	40,000	40,000
101-4502-523.40-57	AH Emerg Asst Donations	Emergency assistance for Arlington Heights residents funded by donations	20,000	20,000
101-4502-523.40-58	Disabled Citizen Donations	Emergency assistance for disabled citizens funded by donations	100	100
101-4502-523.40-61	MRC Capacity Bldg Award	Medical Reserve Corps (MRC) supplies, training, and advertisement	4,500	5,000
101-4502-523.41-16	Children at Play	Grant to Children at Play Program - subsidy for low income residents	29,000	33,000
		TOTAL OTHER CHARGES	**93,600**	**98,100**
		TOTAL HEALTH SERVICES	**1,540,200**	**1,613,000**

BUILDING & HEALTH SERVICES

ORGANIZATION STRUCTURE



SENIOR SERVICES

The Arlington Heights Senior Center has demonstrated the finding that Senior Centers are good for you since we opened our doors in 1982. The National Council on Aging/National Institute of Senior Centers reports "…that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being."

That term "older adult" can hold a broad interpretation. The Arlington Heights Senior Center came of age serving that wide age spectrum of individuals who were involved in the Senior Center's 1980's infancy years to the cohort who is currently working, expecting to continue for another decade. The National Council on Aging/National Institute on Senior Centers reports that "Boomers now constitute more than two-thirds of the 50+ population. Arlington Heights Boomers found our Senior Center long ago. While "today's senior centers are reinventing themselves to meet the needs and desires of the aging baby boom generation" the Arlington Heights Senior Center has already made that connection.

Our senior citizen patrons in general and our Baby Boomers patrons in particular have come to know of the Senior Center as they have sought information or assistance on behalf of an aging family member or friend. Some have come to know us as volunteers, assisting our more frail and homebound clients through programs such as Meals on Wheels and driving them to their doctors. Some have simply looked at the pleasing array of services and programs offered at times they can manage and began to drift in occasionally, eventually leading to more routine participation.

The use of the Senior Center varies widely. Nationwide, a typical pattern is one to three times per week. Our use mirrors that. We also serve a wider network with people who come to use the Senior Center once a year for flu shots or to get their taxes done or for Senior Health Insurance Program counseling during the Medicare Open Enrollment Period to those who show up for an exciting annual event such as our Reunion Jazz Orchestra concerts. Who wouldn't want to come to a place where the offerings are as diverse as career advocacy, Total Memory Workout, To Drive or Not to Drive, an Art Exhibit to celebrate Arlington Heights' Quasquicentennial, clutter and hoarding programs, the Orphan Train lecture, healthy eating and healthy choices, Yellow Dot information, conversational Spanish, Identity Theft and Fraud, Credit Card Education, Reverse Mortgages, Basics of Budgeting, Foreclosure Prevention, Ukulele for Beginners, loose 11 pounds in two weeks on our walking trail, Civil War Battlefield Balladeers and the Music of World War II, as engaging as life long learning, and exercise and prevention programs or to simply see our little Train on the Tracks?

2012-13 Status of Goals and Objectives

- **Form a reaccreditation committee and begin to complete the process, establishing a time line, establishing subcommittees, developing and submitting the binder and arranging for the site visits.**

  This is in progress and should be substantially completed during this fiscal year.

- **Enhance our performing arts programs, looking into the feasibility of musical programs, including, but not limited to a band.**

  This was accomplished. A program for Ukulele Lessons was established during the year and was well received by the Senior Center clients. The Friday Singing Group had a great following. The Senior Center also established a Senior Center Band.

- **Explore the feasibility of some type of intergenerational aging program, from something as formal as presentations to something as informal as "dinner with a grandparent."**

  We have accomplished intergenerational programming through several venues. The Senior Center is a participant in the Hersey High School Senior Olympics each year. That program pairs high school seniors and senior citizens to compete against other senior centers in team work games. We also involve the Paws for Cause Middle School students at our annual holiday dinner

program. We also work closely with the Hersey High School Service Over Self Club, enjoy their "Love Bus" and have proudly been the recipient of several Eagle Scout projects each year.

► **Make senior patrons aware of the benefits of interaction with domestic pets, including but not limited to pet therapy and possibly adoption information.**

The Senior Center Manager provided a tour of the Senior Center to a task force group of "Lego League" middle school students who took on the task of encouraging shelter pet adoption and actually put together a program that would provide care for cats and dogs on a temporary basis, such as when the owner is recovering from hip surgery. For those interested in service and working dogs, Officer James McGrath and his canine, Marco, presented at the Senior Center's Forum in the spring.

► **Explore the feasibility of outreach toward Meals on Wheels clients, such as flowers or cards for special events.**

The outreach will be accomplished with a more practical approach. An Eagle Scout project will develop and provide the Meals on Wheels clients with Emergency "Grab and Go" kits. These kits are designed to allow an individual to shelter in place for 72 hours or to be taken with in the case of an emergency evacuation.

► **Work with Arlington Heights Senior Center, Inc. on the further development of their website.**

The Arlington Heights Senior Center, Inc. website, http://www.arlingtonseniorsinc.com is up and running. The Village of Arlington Heights website has a link to theirs.

► **Offer a cookie decorating program or baking class.**

We did not do the cookie decorating program, but, recognizing this interest, did offer numerous other cooking and baking programs. The Arlington Heights Park District offered culinary tours, including Kendall Culinary College, Moonstruck Chocolate Company, Taste of Home Test Kitchen in Wisconsin, Vietnamese Grocery and Greek Town Tour. Catholic Charities conducted a bake sale.

► **Explore the feasibility of providing an annual transportation service to Arlington Heights cemeteries for those who do not drive, or some other method for senior citizens to pay their respects.**

The Senior Citizen Commission appointed two Senior Commissioners to look into our subsidized transportation as a whole. We discussed the cemetery idea with Escorted Transportation Service, Northwest, the logical transportation provider in the Senior Center to see if this could be an added service and their insurance company vetoed this concept. Through our research, we learned that both the Elk Grove and Wheeling Townships Dial-A-Ride Programs will transport a registered rider to cemeteries within their respective townships. Naturally, our subsidized taxi program will provide rides to the cemeteries and has no geographic restrictions.

► **Expand our Corporate Human Resources outreach to increase upcoming retiree awareness of our services, programs and volunteer opportunities.**

ETS Northwest, one of the Senior Center's agencies, worked with Zurich Insurance North America (Schaumburg) and found one new volunteer.

Catholic Charities did seven productive corporate outreach activities, yielding several new volunteers and some corporate support.

► **Expand our community outreach to increase the community's awareness of our services, programs and volunteer opportunities. Suggested vehicles include church bulletins, park district sites, and the library and downtown merchants.**

The Senior Center Manager provided two Rotary presentations, both of which were well received.

When requested, the Arlington Heights Park District will mail out a New Resident Packet which is full of information on the programs held at the Senior Center.

ETS Northwest was featured in the Herald in May which provided great exposure for the agency and the Senior Center. Several new volunteers were recruited specifically because of reading the article. ETS Northwest received the STAR Merit Award from the Beverly Foundation. They made a presentation to the Village Board which then ran the cable TV on a loop for several weeks, thus exposing the community to both our organization and the Senior Center.

Many of our programs have links to other service providers and these receive cross promotion in their circulars and on their web sites. This has proven a very effective method of communication for us. Our Program Coordinator sets up programs with all of the agencies and their parent organizations at the Senior Center as well as outside entities such as Harper College Lifelong Learning Center and Alexian Brothers Medical Center's Senior and Community Resource Center.

► **Assess feasibility of an abbreviated newsletter to every residence coinciding with reaccreditation.**

The Senior Center will look into the feasibility when our reaccreditation occurs. Currently, the Senior Center's newsletter is published in printed material and is accessible on the Village of Arlington Heights website and Arlington Heights Senior Center, Inc.'s website. The Arlington Heights Park District also has a link to the Village of Arlington Heights web page. The Park District Program Guide, which is hand delivered four times a year to over 40,000 residents, promotes the 10:00am Wednesday tours at the Senior Center.

► **Explore the possibility of some additional programs such as very basic ballroom dancing, outside walking club walks, and developing a hiking club**.

Our Walkers Club did promote several outdoor monthly "walks."

Our Park District dance and fitness programs, such as Zumba Gold, Chair Yoga, Yogacize, Be Moved Dance, Pilates are all new in the fitness industry. Yogacize and Chair Yoga were developed by our instructor. Sunset Meadows and Lake Arlington's outdoor walk paths are used by local residents, especially senior citizens.

► **Recruit, place and train additional volunteers in the Lending Closet, Senior Health Insurance, Café and Tax Counseling for the Elderly.**

This had been accomplished. The Lending Closet is now staffed at least part of every day that the Senior Center is open. New advisors are in the Senior Health Insurance Program, and the SHIP grant funds have been used to purchase new computers and printers for these volunteers. The Senior Center Volunteer Coordinator is in the process of getting more volunteers for the Café. Newly trained counselors for the Tax Counseling will be added to the February thru April appointments.

► **Explore the potential to renovate the existing interior flower boxes.**

The project actually moved outdoors as the opportunity presented itself. Supervised by a Master Gardener, a local Boy Scout did a service project at the Senior Center, replanting the exterior flower boxes with fall foliage obtained through Public Works and that was very well received. We have added two of the Senior Center trains from the Quasquicentennial Celebration to the boxes and decorated around them.

- **Formalize the spring parking lot spruce up.**

  We now have "hold harmless" agreements for adult and minor volunteers as well as a system for easily obtaining our supplies for this project through Public Works.

2013-14 Goals and Objectives

- Complete reaccreditation process.
- Plan and implement a center-wide joint celebration for Senior Center's 30th Anniversary and reaccreditation.
- Conduct an overall review of our center-wide security measures.
- Establish a schedule for bi-monthly security and safety self inspections.
- Evaluate staff competencies in technology and identify where additional training is needed.
- Update the Senior Center's brochures.
- Host a Building and Health Services Department meeting at the Senior Center to enhance our own department's awareness of the Senior Center's offerings.
- Distribute Senior Center brochure to all Village of Arlington Heights employees.
- Evaluate overall condition of the Senior Center's "cosmetics" to see what repairs need to be made to the Senior Center's 17 year old interior finishes.
- Collect data on the pattern usage of the senior center.
- Review programming schedule for parking problems.

Performance Measures	Calendar Year		
	2010	2011	2012
1. Congregate Meals - Served by Community Catholic Charities	8,270	7,538	6,913
2. Home Delivered Meals - Served by Community Nutrition Network	14,544	19,006	22,682
3. Social Work Cases Opened	10,806	10,131	9,972
4. Recreation Participation - Attendance at Park District Programming at Senior Center	54,209	56,959	53,203 Dance Studio closed for two weeks for floor refinishing; Dance Studio and Athletic Club closed for 3 days for painting.
5. Number of Subsidized Rides Provided	2,756	2,057	1,312

OPERATION SUMMARY

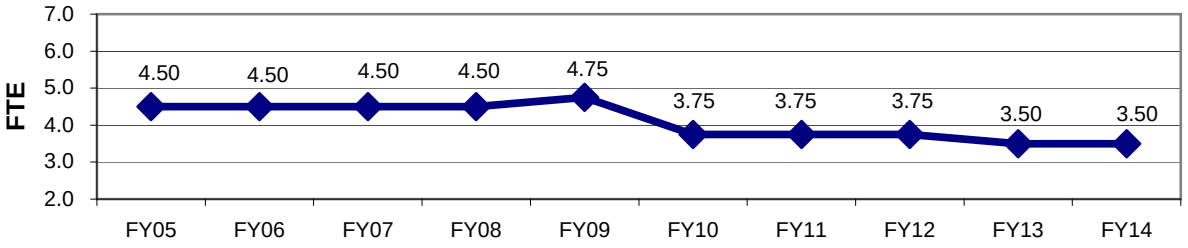
SENIOR SERVICES

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	3.75	3.75	3.50	3.50	3.50	0.00	0.0%
Expenditures							
Personal Services	$311,322	$316,691	$339,300	$345,300	$361,300	$16,000	4.6%
Contractual Services	84,796	77,792	83,600	90,300	89,800	(500)	(0.6%)
Commodities	13,885	13,360	16,500	16,500	17,200	700	4.2%
Other Charges	0	4,573	4,600	5,000	5,000	0	0.0%
Capital Items	0	0	0	0	0	0	N/A
Total Expenditures	$410,003	$412,416	$444,000	$457,100	$473,300	$16,200	3.5%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$410,003	$412,416	$444,000	$457,100	$473,300	$16,200	3.5%
Capital Projects Fund	0	0	0	0	0	0	N/A
Total Expenditures	$410,003	$412,416	$444,000	$457,100	$473,300	$16,200	3.5%

STAFFING HISTORY



Note: See page 175 for a summary of the entire Building & Health Services Department which includes Building Services, Health Services and Senior Services.

SENIOR SERVICES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-4503-523.10-01	Salaries	250,940	252,565	269,600	272,400	**283,600**	11,200	4.1%
101-4503-523.18-01	Temporary Help	0	0	0	0	**100**	100	N/A
	Salaries	**250,940**	**252,565**	**269,600**	**272,400**	**283,700**	**11,200**	**4.1%**
101-4503-523.19-01	Workers Compensation	500	500	500	500	**500**	0	0.0%
101-4503-523.19-05	Medical Insurance	17,300	17,300	17,000	17,000	**19,500**	2,500	14.7%
101-4503-523.19-10	IMRF	23,544	27,169	31,600	34,700	**35,900**	1,200	3.5%
101-4503-523.19-11	Social Security	15,430	15,526	16,700	16,800	**17,600**	800	4.8%
101-4503-523.19-12	Medicare	3,608	3,631	3,900	3,900	**4,100**	200	5.1%
	Fringe Benefits	**60,382**	**64,126**	**69,700**	**72,900**	**77,600**	**4,700**	**6.4%**
101-4503-523.20-40	General Insurance	8,600	8,900	9,200	9,200	**9,500**	300	3.3%
101-4503-523.21-02	Equipment Maintenance	1,439	5,003	4,200	7,000	**6,200**	(800)	(11.4%)
101-4503-523.21-65	Other Services	10,891	11,266	14,000	14,000	**13,900**	(100)	(0.7%)
101-4503-523.22-02	Dues	410	410	500	500	**500**	0	0.0%
101-4503-523.22-03	Training	159	611	400	400	**500**	100	25.0%
101-4503-523.22-05	Postage	955	649	1,500	1,500	**1,800**	300	20.0%
101-4503-523.22-10	Printing	0	52	0	0	**0**	0	N/A
101-4503-523.22-15	Photocopying	3,146	1,100	3,200	3,200	**2,100**	(1,100)	(34.4%)
101-4503-523.22-25	IT/GIS Service Charge	51,900	44,600	45,500	45,500	**46,300**	800	1.8%
101-4503-523.22-40	Taxi Service Subsidy	7,296	5,201	5,100	9,000	**9,000**	0	0.0%
	Contractual Services	**84,796**	**77,792**	**83,600**	**90,300**	**89,800**	**(500)**	**(0.6%)**
101-4503-523.30-05	Office Supplies & Equip	5,424	4,656	4,800	4,800	**5,000**	200	4.2%
101-4503-523.31-65	Other Equip & Supplies	8,461	8,704	11,700	11,700	**12,200**	500	4.3%
	Commodities	**13,885**	**13,360**	**16,500**	**16,500**	**17,200**	**700**	**4.2%**
101-4503-523.40-05	Grants	0	4,573	4,600	5,000	**5,000**	0	0.0%
	Other Charges	**0**	**4,573**	**4,600**	**5,000**	**5,000**	**0**	**0.0%**
	Total Senior Services	**410,003**	**412,416**	**444,000**	**457,100**	**473,300**	**16,150**	**3.5%**
	Total Building & Health Serv	**3,962,862**	**3,785,086**	**3,968,300**	**4,071,500**	**4,247,500**	**175,950**	**4.3%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1505	Senior Center Manager	C42	1.00	1.00	
1510	Program Coordinator	B23	0.75	0.75	
1511	Volunteer Coordinator	B21	0.50	0.50	
1745	Staff Assistant	A12	1.00	1.00	
1762	Receptionist	A12	0.25	0.25	
	Total F-T-E		**3.50**	**3.50**	**0.00**

Building & Health Services Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund			
	Building & Health Services			
	Building Services	16.00	16.00	
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	Total F-T-E All Funds	**29.00**	**29.00**	**0.00**

SENIOR SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-4503-523.10-01	Salaries	Salaries		272,400		283,600
101-4503-523.18-01	Temporary Help	Temporary Help		0		100
		TOTAL SALARIES		**272,400**		**283,700**
FRINGE BENEFITS:						
101-4503-523.19-01	Workers' Compensation	Workers' Compensation Insurance		500		500
101-4503-523.19-05	Medical Insurance	Medical Insurance		17,000		19,500
101-4503-523.19-10	IMRF	IMRF		34,700		35,900
101-4503-523.19-11	Social Security	Social Security		16,800		17,600
101-4503-523.19-12	Medicare	Medicare		3,900		4,100
		TOTAL FRINGE BENEFITS		**72,900**		**77,600**
CONTRACTUAL SERVICES:						
101-4503-523.20-40	General Insurance	Liability and property insurance		9,200		9,500
101-4503-523.21-02	Equipment Maintenance	Office, institutional equipment	500		400	
		Billiard table maintenance	2,000		2,000	
		Piano tuning	500		400	
		Defibrillator and other misc. equipment	400		400	
		Kitchen equipment repairs	3,600	7,000	3,000	6,200
101-4503-523.21-65	Other Services	Online support	1,000		900	
		Volunteer banquet-meal	6,500		6,900	
		Volunteer banquet entertainment	300		400	
		Classes & programs instructional fees	4,000		4,000	
		Other miscellaneous services	100		100	
		Employment assistance/coaching services for 50+	1,600		900	
		Intergenerational programs support services	500	14,000	700	13,900
101-4503-523.22-02	Dues	Dues		500		500
101-4503-523.22-03	Training	Gerontology or Volunteer conference	300		400	
		Mileage	100	400	100	500
101-4503-523.22-05	Postage	General postage	1,200		1,500	
		Volunteer banquet postage	300	1,500	300	1,800
101-4503-523.22-15	Photocopying	Photocopies & supplies	2,100		1,000	
		Maintenance agreement Xerox 5135	1,100	3,200	1,100	2,100

SENIOR SERVICES

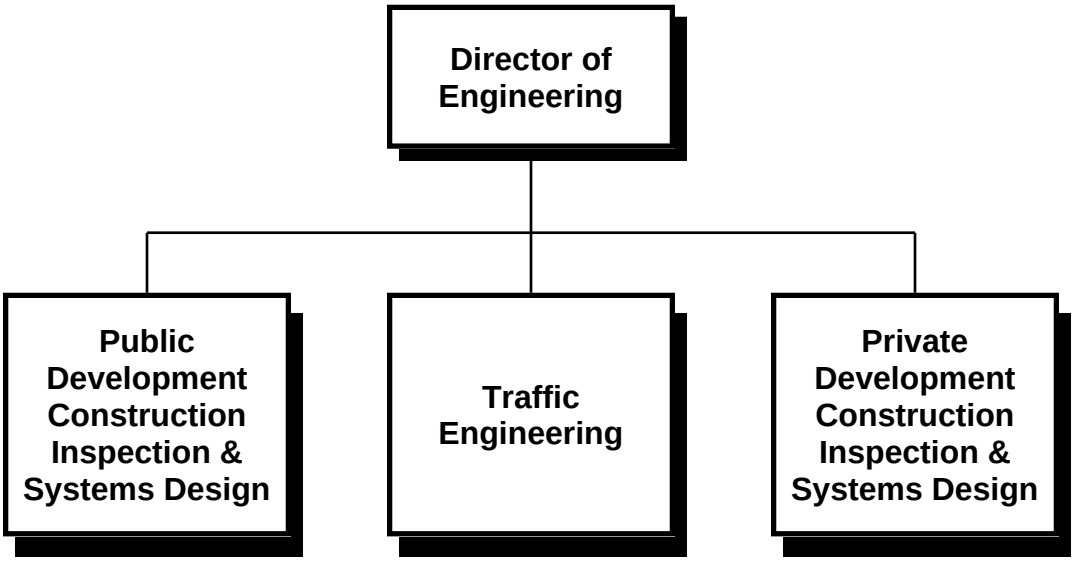
GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-4503-523.22-25	IT/GIS Service Charge	Information Technology service charge		45,500		46,300
101-4503-523.22-40	Taxi Service Subsidy	Taxi Service Subsidy Program		9,000		9,000
		TOTAL CONTRACTUAL SERVICES		**90,300**		**89,800**
COMMODITIES:						
101-4503-523.30-05	Office Supplies & Equip	General office supplies	4,000		4,200	
		Photo film for transportation	300		300	
		Software and software upgrades	300		200	
		Volunteer Banquet stationery	200	4,800	300	5,000
101-4503-523.31-65	Other Equip & Supplies	Small institutional and office equipment	900		900	
		Volunteer banquet awards, decorations and supplies	1,200		1,400	
		Programs	2,500		2,500	
		June - to be determined				
		July - Patio Hot Dog Cookout *				
		August - to be determined				
		September - Patio Barbecue *				
		October - to be determined				
		Series of Special Events	1,200		1,200	
		Classes & programs supplies	3,200		3,300	
		National Senior Fitness Day	1,000		800	
		Coffee service 25¢ discount for volunteers	600		600	
		Coffee service for approximately 40 meetings at Senior Center	400		400	
		Birthday cards for volunteers	200		300	
		Program supplies for intergenerational programs, interns, Eagle Scouts and local schools	500	11,700	800	12,200
		TOTAL COMMODITIES		**16,500**		**17,200**
OTHER CHARGES:						
101-4503-523.40-05	Grants	Senior Health Insurance Program (SHIP) Grant		5,000		5,000
		TOTAL OTHER CHARGES		**5,000**		**5,000**
		TOTAL SENIOR SERVICES		**457,100**		**473,300**
		TOTAL BUILDING & HEALTH SERVICES		**4,071,500**		**4,247,500**

* Partial revenue returns specific to fees charged for these events are anticipated.

ENGINEERING

ORGANIZATION STRUCTURE



ENGINEERING

The Engineering Department is responsible for planning, designing and inspecting construction of public improvements and the infrastructure of the Village.

The Department also responds to citizens' inquiries, advises developers with respect to engineering requirements of the Village, keeps Village maps current, determines plan review and inspection fees and inspects private construction of public improvements to ensure that they meet Village requirements.

The Department is made up of the following functional units:

Public Development Construction Inspection and Systems Design: This unit is responsible for the preparation of plans, construction inspection and layout for all publicly funded municipal system projects, including flood control and road improvements; planning and administering the Village's infrastructure improvement program, including inventory, evaluation and construction; reviewing and approving all plans prepared by consulting engineers engaged by the Village in these activities; and, performing all engineering services for the Board of Local Improvements.

Private Development Construction Inspection and Systems Design: This unit is responsible for reviewing and approving all plans prepared by developers for privately funded municipal system projects and sites to be developed; inspecting the construction of these projects and sites; making bond release inspections; and responding to citizen inquiries on grading problems.

Traffic Engineering: This unit is responsible for the compilation of traffic data for proposed traffic controls; investigating and evaluating requests and needs for traffic safety measures and traffic control devices; reviewing the traffic impact of new development; coordinating the installation of street lighting systems; preparing plans for traffic signal modifications and street lighting systems; coordinating the Village's involvement with proposals for improvements by the Illinois Department of Transportation and Cook County Highway Department; and performing long and short range transportation planning.

The specific Goals & Objectives described on the following pages address the Village-wide goals of (1) developing effective transportation planning; and (2) continuing high level of basic services.

2012-13 Status of Goals and Objectives

- **Continue to utilize the pavement management system's conclusions and recommendations in the Village's operations and long range planning.** The pavement management system was utilized in selecting the street sections for the 2013 resurfacing, rehabilitation, and crack sealing programs. A progress report was generated by the system to provide direction on the level of funding necessary to effectively maintain the Village's street network.

- **Prepare contract plans and inspect the construction of the Street Pavement Resurfacing Program and Street Rehabilitation Program.** Construction of the 2012 street programs was inspected and the 2013 street programs contract plans are being prepared.

- **Complete the contract documents and supervise the construction of the Sidewalk Replacement Program.** Contract documents were prepared and construction completed on sidewalk replacements.

- **Manage the input of the public into the Capital Improvement Program.** A citizen request notice was posted on the Village web site and publicized in local newspapers. All of the requests received were either addressed by current programs or were referred to other responsible public agencies.

- **Complete design work, right-of-way acquisition, and contract documents for the Northwest Highway/Davis Street/Arthur Avenue roadway improvement project.** Design work has been completed, right-of-way acquisition continues, and contract documents are being prepared.

- **Complete design work, right-of-way acquisition, and contract documents for the Wilke Road/Northwest Highway intersection improvement project.** Design work continues and review by permitting agencies has begun.

- **Obtain federal funding for Nichols Road and Walnut Avenue Reconstruction Project.** Applications have been submitted and review by funding agencies has begun.

- **Continue to improve communications with residents through use of the Village web page and a number of direct mailings.** On-going.

- **Continue efforts to stay informed on the latest technology regarding plan preparation, field construction, traffic management, and construction materials.** On-going.

- **Continue to review various funding sources for public improvements.** On-going.

2013-14 Goals and Objectives

- To efficiently manage the Village's resources and implement opportunities to reduce spending.

- Continue to utilize the pavement management system's conclusions and recommendations in the Village's operations and long range planning.

- Prepare contract plans and inspect the construction of the Street Pavement Resurfacing Program and Street Rehabilitation Program.

- Complete the contract documents and supervise the construction of the annual Sidewalk Replacement Program.

- Manage the input of the public into the Capital Improvement Program.

- Complete right-of-way acquisition, contract documents, and begin construction for the Northwest Highway/Davis Street/Arthur roadway improvement project.

- Complete right-of-way acquisition, contract documents, and begin construction for the Wilke Road/Northwest Highway intersection improvement project.

- Complete plan preparation for Nichols Road and Walnut Avenue Reconstruction Project.

- Continue to improve communications with residents through use of the Village web page and a number of direct mailings.

- Continue efforts to stay informed on the latest technology regarding plan preparation, field construction, traffic management, and construction materials.

- Continue to review various funding sources for public improvements.

Performance Measures

	FY2010	FY2011	FY2012
1. Private Development			
Number of Inspections:			
Pre-pour	694	651	748
Final	763	675	812
All Other	234	193	341
Total	1,691	1,519	1,901
Number of Service Requests	189	101	161
Number of Plan Reviews	1,901	1,760	2120
Number of Plan Commissions	31	32	38
2. Public Development			
Miles of streets resurfaced	6.95	(1) 6.97	9.00
Miles of streets reconstructed	1.32	1.43	1.46
Miles of streets rehabilitated	0.24	.08	0.00
Linear feet of sidewalks replaced	34,800	32,824	43,559
Linear feet of curb and gutter replaced	55,400	58,627	48,438
3. Traffic Engineering			
Number of Traffic Inquiries:			
School	n/a	n/a	4
Stop Signs & Traffic Signals	n/a	n/a	21
Speed	n/a	n/a	15
Parking	n/a	n/a	16
Lighting	n/a	n/a	10
Sight Distance	n/a	n/a	12
Traffic Counts	n/a	n/a	51
Total Traffic Engineering	(2) n/a	(2) n/a	129

(1) Does not include 3,445 square yards Class C patching (concrete streets).

(2) The method of tracking traffic engineering has been modified; therefore the data from FY2010 and FY2011 is not consistent with FY2012 and is not shown above.

OPERATION SUMMARY

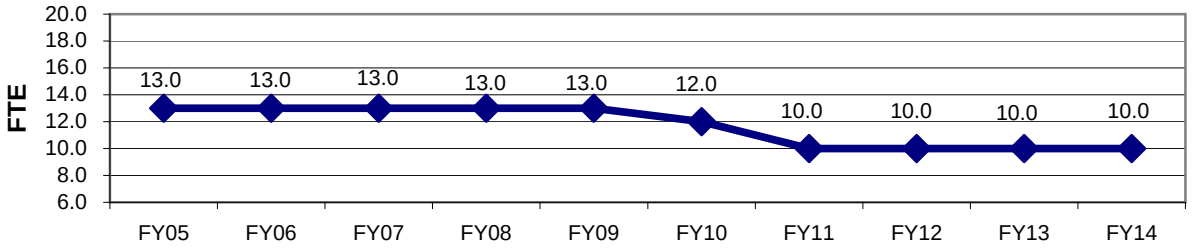
ENGINEERING

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E	10.00	10.00	10.00	10.00	10.00	0.00	0.0%
Expenditures							
Personal Services	$1,277,278	$1,293,740	$1,270,300	$1,367,600	$1,387,000	$19,400	1.4%
Contractual Services	246,170	223,814	398,000	585,505	249,000	(336,505)	(57.5%)
Commodities	16,844	20,993	22,000	25,600	22,500	(3,100)	(12.1%)
Other Charges	0	0	0	0	0	0	N/A
Capital Items	5,375,850	5,499,392	7,971,500	9,404,761	9,980,000	575,239	6.1%
Total Expenditures	$6,916,142	$7,037,939	$9,661,800	$11,383,466	$11,638,500	$255,034	2.2%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$1,470,457	$1,480,465	$1,505,300	$1,606,223	$1,613,500	$7,277	0.5%
Motor Fuel Tax Fund	1,930,336	1,831,924	2,055,000	2,569,668	2,045,000	(524,668)	(20.4%)
Municipal Park Opr Fund	25,000	25,000	40,000	40,000	0	(40,000)	(100.0%)
TIF IV	0	0	0	0	600,000	600,000	N/A
Capital Projects Fund	3,468,271	3,462,359	5,261,500	6,367,575	6,570,000	202,425	3.2%
Flood Control V Fund	22,078	238,191	800,000	800,000	810,000	10,000	1.3%
Total Expenditures	$6,916,142	$7,037,939	$9,661,800	$11,383,466	$11,638,500	$255,034	2.2%

STAFFING HISTORY



ENGINEERING

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-5001-524.10-01	Salaries	894,718	902,884	881,000	940,700	**939,000**	(1,700)	(0.2%)
101-5001-524.18-01	Temporary Help	22,069	18,063	17,500	24,900	**25,500**	600	2.4%
101-5001-524.18-05	Overtime Civilian	12,802	9,147	4,500	18,000	**18,500**	500	2.8%
	Salaries	**929,589**	**930,094**	**903,000**	**983,600**	**983,000**	**(600)**	**(0.1%)**
101-5001-524.19-01	Workers Compensation	34,000	35,000	36,100	36,100	**37,200**	1,100	3.0%
101-5001-524.19-05	Medical Insurance	141,200	142,700	134,900	134,900	**147,300**	12,400	9.2%
101-5001-524.19-10	IMRF	99,681	112,770	121,800	134,100	**140,900**	6,800	5.1%
101-5001-524.19-11	Social Security	54,968	55,215	56,200	59,800	**59,500**	(300)	(0.5%)
101-5001-524.19-12	Medicare	13,040	13,142	13,500	14,300	**14,300**	0	0.0%
101-5001-524.19-23	Automobile Allowance	4,800	4,820	4,800	4,800	**4,800**	0	0.0%
	Fringe Benefits	**347,689**	**363,647**	**367,300**	**384,000**	**404,000**	**20,000**	**5.2%**
101-5001-524.20-05	Professional Services	13,704	28,790	56,000	56,000	**54,800**	(1,200)	(2.1%)
101-5001-524.20-40	General Insurance	20,500	21,100	21,700	21,700	**22,400**	700	3.2%
101-5001-524.21-02	Equipment Maintenance	1,219	2,554	2,600	2,600	**2,600**	0	0.0%
101-5001-524.21-65	Other Services	11,387	7,935	14,000	14,023	**12,100**	(1,923)	(13.7%)
101-5001-524.22-02	Dues	2,628	2,354	3,100	3,100	**3,100**	0	0.0%
101-5001-524.22-03	Training	11,817	7,414	13,500	13,500	**13,500**	0	0.0%
101-5001-524.22-05	Postage	2,125	648	2,500	2,500	**2,500**	0	0.0%
101-5001-524.22-10	Printing	18	198	400	400	**400**	0	0.0%
101-5001-524.22-15	Photocopying	2,537	3,039	3,000	3,000	**2,000**	(1,000)	(33.3%)
101-5001-524.22-25	IT/GIS Service Charge	81,800	62,800	60,700	60,700	**61,700**	1,000	1.6%
101-5001-524.22-37	Vehicle/Equip Lease Charge	28,600	28,900	35,500	35,500	**28,900**	(6,600)	(18.6%)
	Contractual Services	**176,335**	**165,732**	**213,000**	**213,023**	**204,000**	**(9,023)**	**(4.2%)**
101-5001-524.30-01	Publications Periodicals	273	273	600	600	**600**	0	0.0%
101-5001-524.30-05	Office Supplies & Equip	2,878	4,835	4,700	4,700	**4,700**	0	0.0%
101-5001-524.30-20	Photographic Supplies	3,956	3,046	4,100	4,100	**4,100**	0	0.0%
101-5001-524.30-35	Clothing	1,014	931	1,200	1,200	**1,200**	0	0.0%
101-5001-524.30-50	Petroleum Products	7,582	8,718	7,800	11,400	**8,300**	(3,100)	(27.2%)
101-5001-524.31-85	Small Tools and Equipment	883	1,399	1,600	1,600	**1,600**	0	0.0%
101-5001-524.32-80	Books	150	70	600	600	**600**	0	0.0%
101-5001-524.33-05	Other Supplies	108	1,720	1,400	1,400	**1,400**	0	0.0%
	Commodities	**16,844**	**20,992**	**22,000**	**25,600**	**22,500**	**(3,100)**	**(12.1%)**
	Total Engineering Dept	**1,470,457**	**1,480,465**	**1,505,300**	**1,606,223**	**1,613,500**	**7,277**	**0.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1285	Director of Engineering	D63	1.00	1.00	
1290	Deputy Director of Engineering	C52	1.00	1.00	
1295	Civil Engineer II	C42	2.00	2.00	
1305	Traffic Engineer	C42	1.00	1.00	
1315	Engineering Inspector	B32	2.00	2.00	
1320	Engineering Technician	B31	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1322	Traffic Technician	A13	1.00	1.00	
	Total F-T-E		**10.00**	**10.00**	**0.00**

Engineering Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	10.00	10.00	
	Total F-T-E All Funds	**10.00**	**10.00**	**0.00**

ENGINEERING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-5001-524.10-01	Salaries	Salaries		940,700		939,000
101-5001-524.18-01	Temporary Help	Temporary Help		24,900		25,500
101-5001-524.18-05	Overtime Civilian	Overtime Civilian		18,000		18,500
		TOTAL SALARIES		**983,600**		**983,000**
FRINGE BENEFITS:						
101-5001-524.19-01	Workers' Compensation	Workers' Compensation Insurance		36,100		37,200
101-5001-524.19-05	Medical Insurance	Medical Insurance		134,900		147,300
101-5001-524.19-10	IMRF	IMRF		134,100		140,900
101-5001-524.19-11	Social Security	Social Security		59,800		59,500
101-5001-524.19-12	Medicare	Medicare		14,300		14,300
101-5001-524.19-23	Automobile Allowance	Automobile Allowance		4,800		4,800
		TOTAL FRINGE BENEFITS		**384,000**		**404,000**
CONTRACTUAL SERVICES:						
101-5001-524.20-05	Professional Services	Documents prepared by a registered land surveyor	2,100		2,100	
		Paver Program Support	1,000		1,100	
		Soil tests, inspections, and other engineering services	1,000		1,000	
		Annual updating of Sidwell books	500		500	
		Pavement reinspection and management evaluations	18,000		18,500	
		Complete street policy consulting services (Bicycle & Pedestrian Advisory Commission)	3,000		0	
		Bike Friendly Community Application (Bicycle & Pedestrian Advisory Commission)	1,500		0	
		Other Consulting services	28,900	56,000	31,600	54,800
101-5001-524.20-40	General Insurance	Liability and property insurance		21,700		22,400
101-5001-524.21-02	Equipment Maintenance	Office and computer equipment	500		500	
		Traffic counters & survey levels	400		400	
		Nuclear density gauge	900		900	
		Radios and paging units	100		100	
		Color printer	700	2,600	700	2,600

ENGINEERING

GENERAL FUND **EXPENDITURE DETAIL**

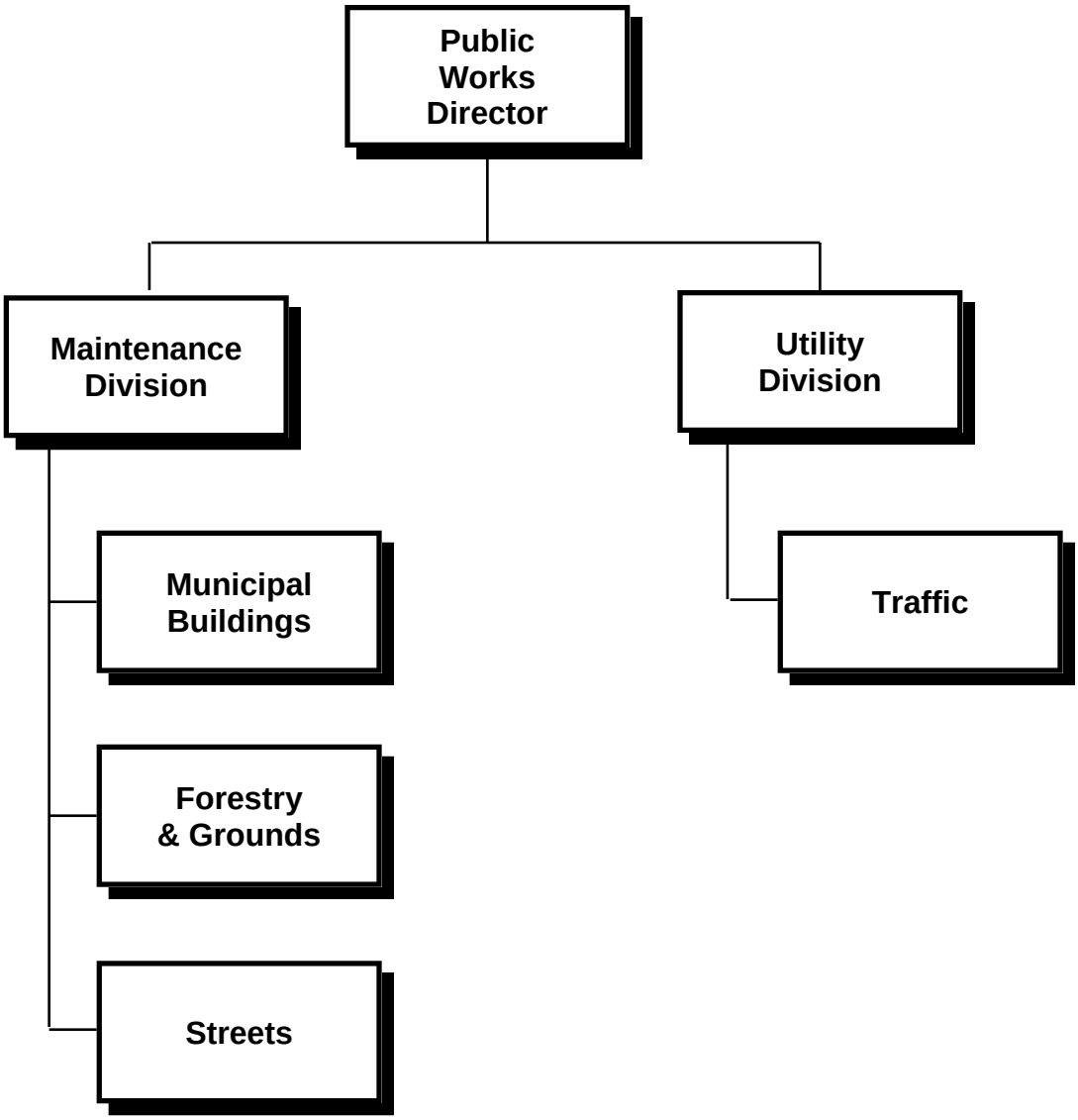
Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-5001-524.21-65	Other Services	Microfilming of records	1,400		1,400	
		Laboratory & blueprint services	400		400	
		Technical computer software	4,600		4,800	
		Contractual secretarial services	1,200		1,000	
		Cell phone charges	5,000		4,500	
		Prior Year Encumbrance Carryover	1,423	14,023	0	12,100
101-5001-524.22-02	Dues	Dues		3,100		3,100
101-5001-524.22-03	Training	APWA Internat'l Congress (2)	3,800		3,800	
		Short Courses APWA, University of Wisconsin, ASCE, PCA, AWWA	9,700	13,500	9,700	13,500
101-5001-524.22-05	Postage	Mailing of correspondence		2,500		2,500
101-5001-524.22-10	Printing	Printing of misc. forms & business cards		400		400
101-5001-524.22-15	Photocopying	Photocopies & supplies	1,000		1,000	
		Maintenance agreement Xerox 5150	300		1,000	
		Lease of Xerox W5632PT copier	1,700	3,000	0	2,000
101-5001-524.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		60,700		61,700
101-5001-524.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		35,500		28,900
		TOTAL CONTRACTUAL SERVICES		**213,023**		**204,000**
COMMODITIES:						
101-5001-524.30-01	Publications/Periodicals	Miscellaneous publications		600		600
101-5001-524.30-05	Office Supplies & Equip	General office supplies		4,700		4,700
101-5001-524.30-20	Photographic Supplies	Misc. supplies for drafting and plan preparation, video tapes, film and developing, blueprint paper, plotter paper and ink, etc.		4,100		4,100
101-5001-524.30-35	Clothing	Rain gear, rubber boots, safety glasses, vests and hard hats		1,200		1,200
101-5001-524.30-50	Petroleum Products	Gasoline for department vehicle(s)		11,400		8,300
101-5001-524.31-85	Small Tools & Equip.	Field books, tapes, level rods, surveying equipment, miscellaneous		1,600		1,600
101-5001-524.32-80	Books	Annual update of:				
		Ill. Design Standards and American Water Works Standards	100		100	
		ITE textbooks	125		125	
		Technical reference books	225		225	
		American Society of Testing and Materials manuals	150	600	150	600

ENGINEERING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
101-5001-524.33-05	Other Supplies & Equip	Supplies for traffic counters, computer equipment, marking paint, etc.	1,400	1,400
		TOTAL COMMODITIES	**25,600**	**22,500**
		TOTAL ENGINEERING	**1,606,223**	**1,613,500**

ORGANIZATION STRUCTURE



PUBLIC WORKS

The Public Works Department maintains all municipally owned streets and sidewalks, trees and landscaping, water and sewer systems, buildings and grounds, street lights and traffic signals, and provides other necessities of suburban life such as street sweeping, snow removal and ice control.

The Public Works Department is also responsible for the Fleet Operations, portions of the Motor Fuel Tax and Parking Funds as well as the Water & Sewer Utility Operations which appear elsewhere in the budget.

Maintenance Division:

Administration and Internal Services Unit – This unit provides reception and secretarial services, maintains department records including service request systems and work management records, prepares analyses and recommendations for purchasing of equipment and supplies, maintains supplies and inventory controls, and performs drafting and field engineering work related to the Village's infrastructure.

Street Unit – This unit repairs and maintains 230 miles of streets including 321 cul-de-sacs. Services include snow plowing and ice control during winter months, resurfacing and patching of streets and sweeping the equivalent of 14,000 curb miles of streets annually. The Street unit also assists with and coordinates the setup and planning of numerous Village sponsored special events.

Forestry & Grounds Unit – This unit is responsible for the maintenance and trimming of 36,000 parkway trees and the selective removal and sustainable and site appropriate planting of approximately 400 parkway trees annually. The Unit oversees the planting and maintenance of 12,000 flowers in the Downtown Business District, commuter parking areas adjacent to Municipal Buildings, and in planted medians. This unit also oversees contracts for tree trimming and removal, disease control, mowing and landscape maintenance of 59 acres of land on 43 Village owned sites and 65 acres of public parkway at 56 different locations. Unit personnel also remove snow from sidewalks abutting Village owned and maintained sites. The Forestry Unit also assists with the setup and planning of Village-sponsored special events.

Municipal Buildings Unit – This unit is responsible for maintaining 28 Village owned buildings. Maintenance is provided for the building structures and for all mechanical equipment and includes providing custodial maintenance and day-to-day services in 464,414 square feet of occupied floor space. All heating and air conditioning systems are maintained by the staff, which also provide skilled work in minor building revisions and renovations, painting and similar building and grounds related maintenance services. Major repairs, alterations and remodeling are accomplished through contract services when necessary.

Fleet Operations – (See the Fleet Operations Fund.)

Utilities Division:

Traffic Unit – This unit maintains an estimated 3,900 street lights, 12 traffic signalized intersections, 6,900 traffic signs, 12 solar powered disaster warning sirens and the fare boxes for commuter parking facilities. The unit also provides electrical maintenance service for municipal buildings, parking garages and lots and water and sewer facilities.

Water & Sewer Utilities Unit – (See the Water & Sewer Fund – Water Utility Operations.)

2012-13 Status of Goals and Objectives

- **To efficiently manage the Village's resources and continually evaluate service levels and expenditures and where cost effective, implement opportunities to reduce spending through improved efficiencies, contractual assistance where appropriate, and technology advances.** This is an ongoing objective of the entire Public Works Department.

- **To continue to minimize overtime expenses through diligent oversight and continual analysis of the nature of overtime activities while balancing the delivery of essential services to the residents and Village businesses**. This is an ongoing objective of the entire Public Works Department.

- **To continue to maintain current service levels in a cost-effective manner notwithstanding the increase in demand caused by aging infrastructure, continued Downtown development, budget restrictions and significant staff reductions.** The Department has continued to maintain the current anticipated and continually increasing service levels in response to the needs and expectations of the community. All programs and efforts are continuously reviewed to determine areas of possible improvements, increased efficiency and cost reductions.

- **To continue to improve communications with residents and to respond to their comments and concerns about services being provided through their feedback.** Press releases and articles were provided to the *Daily Herald, Journal and Topics, Chicago Tribune* and the Village website to improve communications with residents and businesses on Department activities throughout the year. Information shorts on snow/ice control, the Emerald Ash Borer and leaf sweeping were aired on public access TV as well.

- **To continue implementation of the automated tree inventory, EAB Management Plan and five-year maintenance program.** This work will be coordinated with the Village's GIS Division as an additional layer of data, parts of which may eventually be made accessible to the public. Work on this project is on-going.

- **To continue implementation of the "Peoples Choice" Ash Tree Treatment Program**. In 2012 1,300 reimbursement requests were processed at a cost of $83,000. Over 1,700 parkway trees were treated through this program.

- **To continue the managed removal and replacement of Emerald Ash Tree Borer (EAB) public ash trees.** Approximately 1,000 public ash trees are expected to be removed in FY2013.

- **To continue efforts to keep abreast of new and changing legal issues and to incorporate these issues into improved and more efficient operations.** Department staff, in cooperation with the Legal Department, is presently current with all applicable State and Federal regulations.

- **To maintain all municipal buildings in good repair with continued efforts on roof maintenance, floor coverings, HVAC systems and masonry systems as budget restrictions allow.** Roof evaluations will continue as needed to insure that repairs are made promptly.

- **To continue to privatize services whenever possible and cost effective.** The Department continues to look at all operations to determine how best to use privatized resources in completing our normal work activities. Examples of services provided by private vendors include: lawn cutting, irrigation system maintenance, herbicide and pesticide application, landscaping maintenance, selected tree trimming and removal, tree planting, pavement crack sealing, some concrete and asphalt work, thermoplastic pavement lane marking, paver brick maintenance, debris hauling and leaf disposal.

- **To review all Unit activities and to determine those areas where productivity improvements can be made without adversely affecting the level of service.** The Department's management staff regularly meets to discuss all operations, discusses operations with Foremen and other supervisory staff and makes adjustments in routine operations to improve the level of service and reduce efforts in completing assigned tasks.

- **To continue to oversee and provide updated, relevant information for the Public Works page on the Village's web site.** Department staff participates in periodic updating of the Village's Web page. Two years ago the Public Works site was updated to allow residents to submit on-line work requests. A section was added to promote the People's Choice Ash Tree Treatment Program and to communicate the Village's EAB Management Plan.

- **To continue the support of Village-sponsored special events.** Staff provided support for the Sounds of Summer, Promenade of Art, holiday lighting ceremony and the Mane Event along with numerous other special events during the year.

- **To continue implementation of the Cartegraph work order system with the goal of achieving a paperless work order system.** In FY2013 all work orders were electronically distributed to work units, and units began to "close out" their work tickets as opposed to forwarding paper tickets back to the front office.

- **To begin the design and implementation of a paperless work management system to replace the outdated system presently in use.** In FY2013 all nine work units began entering daily job tickets and work activity codes directly into the computer for monthly and annual work summaries.

2013-14 Goals and Objectives

- To efficiently manage the Village's resources and continually evaluate service levels and expenditures and where cost effective, implement opportunities to reduce spending through improved efficiencies, contractual assistance where appropriate, and technology advances.

- To continue to minimize overtime expenses through diligent oversight and continual analysis of the nature of overtime activities while balancing the delivery of essential services to the residents and Village businesses.

- To continue to maintain current service levels in a cost-effective manner notwithstanding the increase in demand caused by aging infrastructure, the increasing maintenance demands in the Downtown, ongoing budget restrictions, and staff reductions.

- To continue to improve communications with residents and to respond to their comments and concerns about services being provided through their feedback.

- ► To continue implementation of the automated parkway tree inventory, EAB Management Plan and five-year maintenance program.
- ► To continue implementation of the “Peoples Choice” Ash Tree Treatment Program.
- ► To continue the managed removal and replacement of Emerald Ash Tree Borer (EAB) public ash trees.
- ► To continue efforts to keep abreast of new and changing legal issues and to incorporate these issues into improved and more efficient operations.
- ► To maintain all municipal buildings in good repair with continued efforts on roof maintenance, floor coverings, HVAC systems and masonry systems as budget restrictions allow.
- ► To continue to privatize services wherever possible and cost-effective and to review existing privatized services to make sure that the levels of service are being maintained.
- ► To continue to review all Unit activities and to determine those areas where productivity improvements can be made without adversely affecting the level of service.
- ► To continue to oversee and provide updated, relevant information for the Public Works page on the Village’s web site.
- ► To continue the support of Village-sponsored special events.
- ► To continue implementation of the Cartegraph work order system with the goal of achieving a paperless work order system.
- ► To begin the design and implementation of a paperless work management system to replace the outdated system presently in use.
- ► To continue improvements in our asphalt street patching techniques and methods to improve overall pavement conditions.
- ► To finalize the implementation of our new time clock management system to replace our outdated and unsupported system.

Performance Measures	Calendar Year		
	2010	2011	2012
1. Traffic Unit:			
Traffic Signal Repairs	131	145	124
Street Light Repairs	1,225	1,045	914
Building Circuit Repairs	638	673	955
Sign Maintenance	1,220	938	1,706
Pavement Striping	26,603	53,092	33,161
2. Street Unit:			
Snow Removal Cost	$764,252	$862,708	$443,727
Snow Removal Curb Miles	53,453	53,188	24,843
Street Sweeping Curb Miles	11,726	11,989	10,527
Asphalt Repairs (tons)	1,127	608	432
In-House Paving Program (tons)	964	4,020	5,497
In-House Paving Program (sq. yds.)	3,935	21,479	30,086
3. Forestry Unit:			
Parkway Trees Trimmed	9,078	5,011	4,616
Parkway Trees Removed	309	492	868
Parkway Restorations	448	302	364
EAB Reimbursements	0	0	1,332
EAB Inspections	0	161	589
4. Building Maintenance Unit:			
Work Orders Completed	603	653	530

OPERATION SUMMARY

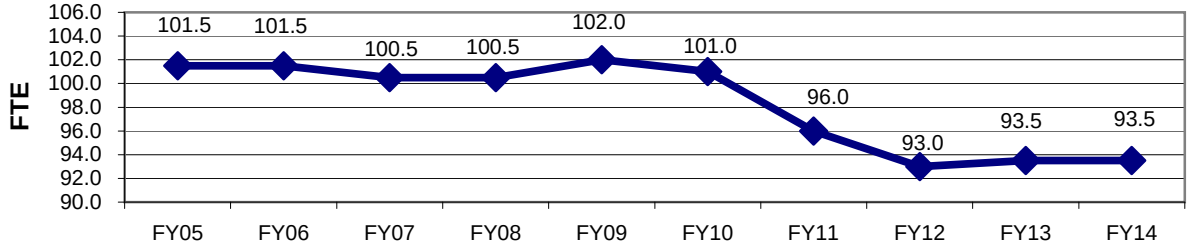
PUBLIC WORKS (Including Water Utilities & Fleet Services)

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	44.25	41.25	41.25	41.25	41.25	0.00	0.0%
Emerald Ash Borer Fund	0.00	1.00	1.00	1.00	1.00	0.00	0.0%
Water & Sewer Fund	41.25	40.25	40.75	40.75	40.75	0.00	0.0%
Fleet Operations Fund	10.50	10.50	10.50	10.50	10.50	0.00	0.0%
Total F-T-E	96.00	93.00	93.50	93.50	93.50	0.00	0.0%
Expenditures							
Personal Services	$11,143,551	$10,856,611	$11,536,700	$12,048,300	$12,491,200	$442,900	3.7%
Contractual Services	9,146,439	9,225,683	9,968,700	10,111,879	10,277,200	165,321	1.6%
Commodities	2,135,802	2,213,165	2,849,800	3,072,213	2,907,400	(164,813)	(5.4%)
Other Charges	1,297,100	1,374,901	1,553,000	1,567,000	1,620,900	53,900	3.4%
Capital Items	445,862	1,258,658	2,267,200	2,983,546	3,871,300	887,754	29.8%
Total Expenditures	$24,168,754	$24,929,018	$28,175,400	$29,782,938	$31,168,000	$1,385,062	4.7%

CROSS REFERENCE TO FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
General Fund	$10,102,274	$9,791,491	$10,886,000	$11,543,529	$11,524,200	($19,329)	(0.2%)
MFT Fund	258,103	194,580	219,300	221,601	198,800	(22,801)	(10.3%)
Fire Academy Fund	0	50,576	5,000	5,000	0	(5,000)	(100.0%)
Municipal Park Opr Fund	0	63,610	20,000	20,000	112,500	92,500	462.5%
Capital Projects Fund	131,900	547,289	915,500	900,458	670,800	(229,658)	(25.5%)
Flood Control V Fund	9,830	118,408	0	80,000	80,000	0	0.0%
Public Buildings Fund	11,209	135,611	75,000	724,090	270,000	(454,090)	(62.7%)
Emerald Ash Borer Fund	0	7,535	974,900	969,700	2,646,100	1,676,400	172.9%
Water & Sewer Fund	11,663,774	11,951,092	13,029,400	13,241,160	13,446,500	205,340	1.6%
A & E Fund	56,902	63,617	68,600	63,800	73,700	9,900	15.5%
Fleet Operations Fund	1,934,762	2,005,209	1,981,700	2,013,600	2,145,400	131,800	6.5%
Total Expenditures	$24,168,754	$24,929,018	$28,175,400	$29,782,938	$31,168,000	$1,385,062	4.7%

STAFFING HISTORY



PUBLIC WORKS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-7101-531.10-01	Salaries	3,248,165	3,112,718	3,133,500	3,227,400	**3,270,100**	42,700	1.3%
101-7101-531.18-01	Temporary Help	49,735	63,067	68,200	68,200	**69,900**	1,700	2.5%
101-7101-531.18-05	Overtime Civilian	385,570	234,615	300,000	516,000	**509,500**	(6,500)	(1.3%)
101-7101-531.18-80	Special Detail	0	0	0	0	**6,500**	6,500	N/A
	Salaries	**3,683,470**	**3,410,400**	**3,501,700**	**3,811,600**	**3,856,000**	**44,400**	**1.2%**
101-7101-531.19-01	Workers Compensation	328,200	338,000	348,100	348,100	**358,500**	10,400	3.0%
101-7101-531.19-05	Medical Insurance	666,300	612,900	636,700	636,700	**671,600**	34,900	5.5%
101-7101-531.19-10	IMRF	397,718	413,885	468,200	512,400	**560,500**	48,100	9.4%
101-7101-531.19-11	Social Security	214,771	203,824	217,400	236,200	**239,100**	2,900	1.2%
101-7101-531.19-12	Medicare	50,604	48,079	51,400	55,700	**56,500**	800	1.4%
	Fringe Benefits	**1,657,593**	**1,616,688**	**1,721,800**	**1,789,100**	**1,886,200**	**97,100**	**5.4%**
101-7101-531.20-05	Professional Services	10,681	11,057	20,000	21,200	**15,000**	(6,200)	(29.2%)
101-7101-531.20-40	General Insurance	89,600	92,300	95,000	95,000	**97,900**	2,900	3.1%
101-7101-531.21-01	Traffic Signal Maintenance	9,335	14,800	30,000	41,200	**31,200**	(10,000)	(24.3%)
101-7101-531.21-02	Equipment Maintenance	183,464	246,976	257,000	172,600	**255,000**	82,400	47.7%
101-7101-531.21-03	Radio Maintenance	0	0	0	4,600	**1,000**	(3,600)	(78.3%)
101-7101-531.21-11	Building Maintenance	217,523	238,676	311,500	311,500	**286,400**	(25,100)	(8.1%)
101-7101-531.21-15	Street and Sidewalk Maint	417,965	277,568	475,000	557,495	**554,700**	(2,795)	(0.5%)
101-7101-531.21-36	Equipment Rental	91,417	117,486	174,600	174,600	**191,000**	16,400	9.4%
101-7101-531.21-50	Utility Services	426,017	442,578	445,000	559,800	**460,200**	(99,600)	(17.8%)
101-7101-531.21-55	Tree Services	553,898	536,606	660,200	660,200	**693,000**	32,800	5.0%
101-7101-531.21-56	New Trees	0	0	0	500	**500**	0	0.0%
101-7101-531.21-62	Disposal Services	30,365	53,085	68,700	46,900	**85,500**	38,600	82.3%
101-7101-531.21-65	Other Services	55,561	77,362	110,000	80,700	**113,000**	32,300	40.0%
101-7101-531.22-02	Dues	4,541	6,188	5,100	5,100	**5,200**	100	2.0%
101-7101-531.22-03	Training	13,475	17,837	18,500	18,500	**19,100**	600	3.2%
101-7101-531.22-05	Postage	1,230	975	1,500	5,700	**1,500**	(4,200)	(73.7%)
101-7101-531.22-10	Printing	1,138	1,473	1,200	1,200	**1,200**	0	0.0%
101-7101-531.22-15	Photocopying	4,143	3,356	4,100	4,100	**4,100**	0	0.0%
101-7101-531.22-25	IT/GIS Service Charge	136,600	132,400	127,400	127,400	**129,600**	2,200	1.7%
101-7101-531.22-37	Vehicle/Equip Lease Charge	1,094,500	1,148,400	1,126,700	1,126,700	**1,104,400**	(22,300)	(2.0%)
101-7101-531.22-70	Telephone Services	256,404	258,203	210,000	171,900	**199,500**	27,600	16.1%
101-7101-531.22-75	Telephone Equipment Charge	14,993	1,150	15,000	17,500	**17,500**	0	0.0%
	Contractual Services	**3,612,850**	**3,678,476**	**4,156,500**	**4,204,395**	**4,266,500**	**62,105**	**1.5%**
101-7101-531.30-01	Publications Periodicals	855	787	1,000	1,000	**1,000**	0	0.0%
101-7101-531.30-05	Office Supplies & Equip	3,382	4,079	4,100	4,100	**4,500**	400	9.8%
101-7101-531.30-20	Photographic Supplies	172	400	700	700	**500**	(200)	(28.6%)
101-7101-531.30-35	Clothing	24,966	24,103	25,000	37,300	**35,000**	(2,300)	(6.2%)
101-7101-531.30-50	Petroleum Products	184,683	171,814	176,200	176,200	**180,900**	4,700	2.7%
101-7101-531.31-40	Agricultural Supplies	29,970	30,961	46,600	46,600	**46,000**	(600)	(1.3%)
101-7101-531.31-45	Janitorial Supplies	46,726	55,733	50,000	44,300	**45,700**	1,400	3.2%
101-7101-531.31-55	Building Supplies	50,308	69,952	72,100	72,100	**77,200**	5,100	7.1%
101-7101-531.31-65	Other Equip & Supplies	35,198	37,575	50,000	50,000	**51,500**	1,500	3.0%
101-7101-531.31-70	Traffic Signal Supplies	18,543	10,288	18,500	10,000	**20,000**	10,000	100.0%
101-7101-531.31-75	Street Light Supplies	48,743	70,348	115,100	115,117	**75,000**	(40,117)	(34.8%)
101-7101-531.31-80	Street Sign Supplies	40,584	36,670	61,100	61,100	**49,900**	(11,200)	(18.3%)
101-7101-531.31-85	Small Tools and Equipment	20,662	19,536	20,800	20,800	**21,400**	600	2.9%
101-7101-531.31-90	Street and Sidewalk Supplies	613,336	515,091	825,000	1,059,317	**851,900**	(207,417)	(19.6%)
101-7101-531.33-05	Other Supplies	30,233	38,590	39,800	39,800	**55,000**	15,200	38.2%
	Commodities	**1,148,361**	**1,085,927**	**1,506,000**	**1,738,434**	**1,515,500**	**(222,934)**	**(12.8%)**
	Total Public Works	**10,102,274**	**9,791,491**	**10,886,000**	**11,543,529**	**11,524,200**	**(19,329)**	**(0.2%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1355	Public Works Director	D63	1.00	1.00	
1365	Supt. of Maintenance	C51	1.00	1.00	
1380	Foreman II	P12	2.00	2.00	
1375	Forester	P12	1.00	1.00	
1385	Foreman I	P10	1.00	1.00	
1395	Crew Chief Bldg Maint/Electrical	P09	1.00	1.00	
1400	Electrician II	P08	3.00	3.00	
1450	Maintenance Mechanic II	P08	2.00	2.00	
1390	Crew Chief	P07	4.00	4.00	
1415	Maintenance Worker II	P04	18.00	18.00	
1420	Maintenance Worker I	P03	2.00	2.00	
1460	Custodian I	P01	4.00	4.00	
1700	Fiscal Clerk	B21	1.00	1.00	
1715	Account Clerk I	A12	0.25	0.25	
	Total F-T-E		**41.25**	**41.25**	**0.00**

Public Works Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	41.25	41.25	
435	Emerald Ash Borer (EAB) Fund	1.00	1.00	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
	Total F-T-E All Funds	**93.50**	**93.50**	**0.00**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
101-7101-531.10-01	Salaries	Salaries		3,227,400		3,270,100
101-7101-531.18-01	Temporary Help	Temporary Help		68,200		69,900
101-7101-531.18-05	Overtime Civilian	Overtime Civilian		516,000		509,500
101-7101-531.18-80	Special Detail	Special Detail		0		6,500
		TOTAL SALARIES		**3,811,600**		**3,856,000**
FRINGE BENEFITS:						
101-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance		348,100		358,500
101-7101-531.19-05	Medical Insurance	Medical Insurance		636,700		671,600
101-7101-531.19-10	IMRF	IMRF		512,400		560,500
101-7101-531.19-11	Social Security	Social Security		236,200		239,100
101-7101-531.19-12	Medicare	Medicare		55,700		56,500
		TOTAL FRINGE BENEFITS		**1,789,100**		**1,886,200**
CONTRACTUAL SERVICES:						
101-7101-531.20-05	Professional Services	Consulting services, concrete testing and bid reviews	16,500		12,000	
		Storm warning	2,600		3,000	
		Prior Year Encumbrance Carryover	2,100	21,200	0	15,000
101-7101-531.20-40	General Insurance	Liability and property insurance		95,000		97,900
101-7101-531.21-01	Traffic Signal Maintenance	Repairs to controllers and opticom		41,200		31,200
101-7101-531.21-02	Equipment Maintenance	Maintenance of computers, terminals and modems	2,000		3,000	
		Maintenance of office equip., electrical testing equip., shop equip. and post straightening	2,500		3,500	
		Internet fee	1,800		2,800	
		Outside contractual repairs to all heating, air conditioning & mechanical systems, P.A. systems, 2-way radios, and Downtown Train Station camera maintenance	94,000		151,700	
		Emergency siren upgrade (traffic)	0		7,000	
		Elevator inspection & maintenance	24,000		30,000	
		Mechanical inspections & maintenance	5,000		6,000	
		Time clock maintenance	2,900		3,900	
		Senior Center Wood Shop equip. maint.	2,000		3,000	
		Fire extinguisher certification	6,000		7,200	
		Annual contractual maintenance of Harmony Park fountain	6,000		7,200	
		Landscape irrigation repairs & maintenance	18,400		20,200	
		Miscellaneous repairs	8,000	172,600	9,500	255,000

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-7101-531.21-03	Radio Maintenance	Maintenance of portable radios and pagers		4,600		1,000
101-7101-531.21-11	Building Maintenance	Custodial maintenance - contract	140,000		112,600	
		Contractual janitorial services at Historical Society buildings	9,000		4,750	
		Contractual grounds maintenance	22,600		24,000	
		Miscellaneous cleaning services for carpet, windows, blinds	4,000		4,200	
		Outside contractual repairs to roofs, doors, windows, plumbing, generators, locks, painting and rental of small tools	58,700		98,950	
		Building inspections	5,000		5,300	
		Contractual janitorial services at train station	20,200		11,600	
		Police firing range cleaning and lead compliance testing	21,000		25,000	
		Bat remediation services at Fire Station #3 and Fire Station #4 (budget amend)	31,000	311,500	0	286,400
101-7101-531.21-15	Street & Sidewalk Maint.	Contract repairs of parkway damage	92,500		92,500	
		Pest control	700		700	
		Weed and tree spraying	50,000		50,000	
		Contractual landscape maintenance	136,000		136,000	
		Contractual plant replacement	29,000		29,000	
		Contractual grass care	88,200		88,200	
		Contractual street repairs	108,500		112,800	
		Pavement striping	42,000		42,000	
		Installation of bike route posts and signs	3,500		3,500	
		125' guardrail installation (bud amend)	7,095	557,495	0	554,700
101-7101-531.21-36	Equipment Rental	Miscellaneous small tool rental	3,100		3,100	
		Miscellaneous equipment rental	20,200		20,200	
		Asphalt grinder & paver box rental for Limited In-House Paving Program	24,000		36,000	
		Debris & leaf hauling	114,500		118,900	
		Truck rental - snow hauling	12,800	174,600	12,800	191,000
101-7101-531.21-50	Utility Services	Rental of Com. Ed. Co. street lights	98,900		98,900	
		Electrical energy for Village owned street lights and traffic signals	185,900		138,100	
		Electric excess facilities & charges for usage of natural gas in excess of franchise agreement	275,000	559,800	223,200	460,200
101-7101-531.21-55	Tree Services	Tree trimming	251,000		306,800	
		Tree removals due to disease, accidents & disasters creating unsafe conditions	302,000		236,000	
		Tree planting - replacement of removed trees and filling of gaps but not including new development plantings	77,000		120,000	
		Emergency services, disease detection, landfill charges and stump removal	20,000		20,000	
		Damage replacement (reimbursable)	10,200	660,200	10,200	693,000
101-7101-531.21-56	Tree Services/Developm'ts	Tree planting in new developments (paid for by developers)		500		500

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-7101-531.21-62	Disposal Services	Landfill charges (non-tree) and misc.	26,900		64,500	
		Leaf composting/wood chips	20,000	46,900	21,000	85,500
101-7101-531.21-65	Other Services	Cell phone charges, special disposal services, miscellaneous services	20,600		21,400	
		Contractual trucking of ground and new asphalt - Limited In-House Paving Prog.	24,000		54,000	
		Maintenance for fire alarms for PW Center, Municipal Building, Police Building, Historical Society Buildings, Teen Center, Senior Center, train station and fire station	27,800		28,900	
		Misc. service calls & moving projects	1,500		1,600	
		Exterminating service	4,200		4,400	
		Train station trash service	2,600	80,700	2,700	113,000
101-7101-531.22-02	Dues	Dues		5,100		5,200
101-7101-531.22-03	Training	Street Unit:				
		APWA Snow Conference	1,650		1,700	
		APWA Suburban Snow & Ice	600		600	
		Misc. safety & training aids	150		150	
		Misc. seminars	300		300	
		Forestry Unit:				
		Int'l Society Arborists	1,650		1,700	
		Illinois Arborists Conference (5)	700		800	
		Mid-America Arborists Show	350		350	
		Arboricultural Skills Workshop	300		300	
		Tree City Seminar	100		100	
		Safety & training textbooks	200		200	
		Illinois Landscape Contractors Association Certification (1)	600		600	
		Illinois Arborists Training & Workshops	500		500	
		Traffic Unit:				
		IMSA/ITE Traffic Signal Maintenance Certification	600		1,250	
		Administration				
		APWA Annual Conference (1)	2,200		2,300	
		APWA Suburban Expo	700		700	
		Supv. training sessions (U of W)	2,000		2,100	
		In-service management training	250		300	
		Miscellaneous meeting expenses	300		300	
		Tuition reimbursement	250		250	
		Safety training materials - Federal requirement	2,000		1,500	
		Municipal Buildings Unit:				
		A/C controls operation/maintenance	2,700		2,700	
		APWA Suburban Expo	200		200	
		Safety and training aids	200	18,500	200	19,100
101-7101-531.22-05	Postage	Mailings		5,700		1,500
101-7101-531.22-10	Printing	Printing of shop orders, time cards and miscellaneous forms		1,200		1,200
101-7101-531.22-15	Photocopying	Photocopies & supplies	1,800		1,800	
		Maintenance agreement Xerox WC5645	2,100		2,100	
		Maintenance agreement Xerox 5135	200	4,100	200	4,100

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-7101-531.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		127,400		129,600
101-7101-531.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		1,126,700		1,104,400
101-7101-531.22-70	Telephone Services	Telephone charges for all service except for commissions	162,700		189,500	
		EOC phone lines	7,100		7,500	
		Telephone books and reverse directories	2,100	171,900	2,500	199,500
101-7101-531.22-75	Telephone Equip Charges	Miscellaneous equipment	8,200		8,200	
		Upgrade telephone equipment	9,300	17,500	9,300	17,500
		TOTAL CONTRACTUAL SERVICES		**4,204,395**		**4,266,500**
COMMODITIES:						
101-7101-531.30-01	Publications/Periodicals	Miscellaneous publications		1,000		1,000
101-7101-531.30-05	Office Supplies & Equip	General office supplies		4,100		4,500
101-7101-531.30-20	Photographic Supplies	Film and processing		700		500
101-7101-531.30-35	Clothing	Uniform rental and cleaning	18,500		18,500	
		Boots, rainwear, gloves, and miscellaneous clothing	12,300		11,000	
		Safety glasses, goggles, hard hats, safety shoes, vests, lifting braces and confined space gear	6,500	37,300	5,500	35,000
101-7101-531.30-50	Petroleum Products	Gasoline for department vehicles		176,200		180,900
101-7101-531.31-40	Agricultural Supplies	Materials for parkway and landscape restoration and maintenance:				
		Black dirt	3,100		3,100	
		Sod & seeds	900		900	
		Fertilizers & weed killers	5,200		5,200	
		Compost	1,500		1,500	
		Plants & materials	6,300		6,300	
		Flowers, fertilizers, chemicals & maintaining grounds adjacent to Municipal Building and Senior Center	12,600		12,600	
		Landscape upgrades	17,000	46,600	16,400	46,000
101-7101-531.31-45	Janitorial Supplies	Custodial supplies not furnished by contract maintenance service, including paper products, soap, etc.		44,300		45,700
101-7101-531.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & repairs of Municipal Building		72,100		77,200
101-7101-531.31-65	Other Equip. & Supplies	Saw blades, batteries, hose and misc. parts & supplies for small equipment	48,400		49,900	
		Replacement blades for Senior Center Wood Shop	1,600	50,000	1,600	51,500
101-7101-531.31-70	Traffic Signal Supplies	Poles, components, etc.		10,000		20,000

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
101-7101-531.31-75	Street Light Supplies	Poles, fixtures, lamps & misc. materials	55,000		57,200	
		Damage replacement (reimbursable)	17,100		17,800	
		Prior Year Encumbrance Carryover	43,017	115,117	0	75,000
101-7101-531.31-80	Street Sign Supplies	Blank signs, reflective sheeting, letters, numbers, adhesives, & misc.	37,200		36,000	
		Materials for thermoplastic marking	0		5,000	
		Damage replacement (reimbursable)	3,000		3,000	
		School Speed Zone signage (bud amend)	4,900		4,900	
		Anti-Idling signs (budget amendment)	960		1,000	
		Prior Year Encumbrance Carryover	15,040	61,100	0	49,900
101-7101-531.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment		20,800		21,400
101-7101-531.31-90	Street & Sidewalk Supplies	Asphalt, gravel, sand, etc.	135,000		140,400	
		Asphalt, gravel, sand, etc. for Limited In-House Paving Program	202,000		300,000	
		Concrete	62,000		64,500	
		Rock salt	425,000		246,300	
		Liquid calcium chloride	52,000		85,000	
		Ice melt	6,500		6,800	
		Forming materials and lumber	2,500		2,600	
		Miscellaneous materials	6,000		6,300	
		Prior Year Encumbrance Carryover	168,317	1,059,317	0	851,900
101-7101-531.33-05	Other Supplies & Equip	Drafting supplies, marking paint, fire extinguishers, first aid supplies, screening materials and miscellaneous	13,000		15,200	
		Holiday decorations	25,800		28,000	
		Wreath & pole light replacement	0		10,000	
		Flags	1,000	39,800	1,800	55,000
		TOTAL COMMODITIES		**1,738,434**		**1,515,500**
		TOTAL PUBLIC WORKS		**11,543,529**		**11,524,200**

NON-OPERATING

NON-OPERATING

GENERAL FUND **EXPENDITURES**

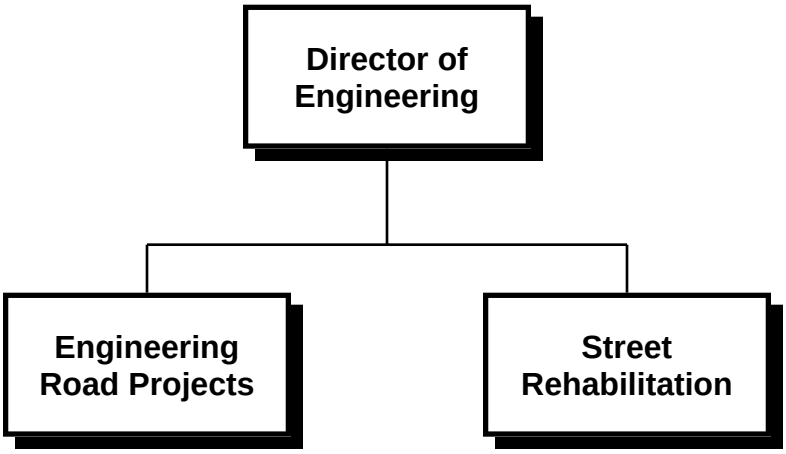
Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
101-9901-591.40-84	IMRF NPO Payoff	0	0	643,800	643,755	**0**	(643,755)	(100.0%)
101-9901-591.40-89	Sales Tax Abatement	279,797	245,995	350,000	350,000	**400,000**	50,000	14.3%
101-9901-591.40-96	Operating Contingency	0	0	179,000	439,890	**300,000**	(139,890)	(31.8%)
	Other Charges	**279,797**	**245,995**	**1,172,800**	**1,433,645**	**700,000**	**(733,645)**	**(51.2%)**
101-9901-591.90-05	Operating Transfer Out	290,700	2,869,900	**2,731,900**	2,731,900	**360,000**	(2,371,900)	(86.8%)
	Non-Operating	**290,700**	**2,869,900**	**2,731,900**	**2,731,900**	**360,000**	**(2,371,900)**	**(86.8%)**
	Total Non-Operating	**570,497**	**3,115,895**	**3,904,700**	**4,165,545**	**1,060,000**	**(3,105,545)**	**(74.6%)**
	Total General Fund	**59,612,108**	**63,531,600**	**67,347,900**	**68,782,038**	**67,571,100**	**(1,210,988)**	**(1.8%)**

NON-OPERATING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
OTHER CHARGES:						
101-9901-591.40-84	IMRF NPO Payoff	Payoff of IMRF net pension obligation		643,755		0
101-9901-591.40-89	Sales Tax Abatements	Sales tax abatement - Lowes/Rohrman Auto		350,000		400,000
101-9901-591.40-96	Operating Contingency	Operating Contingency		439,890		300,000
		TOTAL OTHER CHARGES		**1,433,645**		**700,000**
NON-OPERATING:						
101-9901-591.90-05	Operating Transfer Out	Operating Transfer Out				
		To fund Health Insurance (contingency)	360,000		360,000	
		To fund debt service - NWCDS Building (reimbursed by NWCDS rent)	271,900		0	
		To Fleet Fund (Budget Amendment)	400,000		0	
		To EAB Fund (Budget Amendment)	1,700,000	2,731,900	0	360,000
		TOTAL NON-OPERATING		**2,731,900**		**360,000**
		TOTAL NON-OPERATING EXPENDITURES		**4,165,545**		**1,060,000**
		TOTAL GENERAL FUND		**68,782,038**		**67,571,100**

ORGANIZATION STRUCTURE



MOTOR FUEL TAX FUND 211

► Fund at a Glance

Separate funds are received from the State of Illinois during a per capita distribution of the taxes we pay at the gas pump. There are only certain legal purposes for the use of these funds as prescribed. Basically, the Village is using this fund for the resurfacing and rehabilitation of our deteriorating streets and roads.

Restrictions:

STATE LAW – The statutes are very specific as to how these funds are to be spent. Eligibility includes programs such as: storm water management, pavement repair or reconstruction, snow & ice removal, parkway maintenance, traffic control, street lighting, traffic signal maintenance, etc.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$1,946,520	$1,861,270	$1,809,900	$1,784,000	**$1,809,900**	$25,900	1.5%
Intergovernmental	519,139	334,139	334,100	334,100	**334,100**	0	0.0%
Interest Income	526	318	1,000	100	**100**	0	0.0%
Total Revenues	$2,466,185	$2,195,727	$2,145,000	$2,118,200	**$2,144,100**	$25,900	1.2%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$2,466,185**	**$2,195,727**	**$2,145,000**	**$2,118,200**	**$2,144,100**	**$25,900**	**1.2%**
Expenditures							
Contractual Services	$27,674	$32,414	$45,000	$45,000	**$45,000**	$0	0.0%
Capital Items	2,160,765	1,994,090	2,229,300	2,746,269	**2,198,800**	(547,469)	(19.9%)
Total Expenditures	$2,188,439	$2,026,504	$2,274,300	$2,791,269	**$2,243,800**	($547,469)	(19.6%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$2,188,439**	**$2,026,504**	**$2,274,300**	**$2,791,269**	**$2,243,800**	**($547,469)**	**(19.6%)**
REVENUES OVER (UNDER) EXPENDITURES	**$277,746**	**$169,223**	**($129,300)**	**($673,069)**	**($99,700)**	**$573,369**	**(85.2%)**
BEGINNING FUND BALANCE	**790,355**	**1,068,101**	**1,237,324**	**1,237,324**	**1,108,024**	**(129,300)**	**(10.4%)**
ENDING FUND BALANCE	**$1,068,101**	**$1,237,324**	**$1,108,024**	**$564,255**	**$1,008,324**	**$444,069**	**78.7%**

MOTOR FUEL TAX FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
211-0000-403.20-00	Motor Fuel Tax Allotment	1,946,520	1,861,270	1,809,900	1,784,000	**1,809,900**	25,900	1.5%
	Intergovernmental Taxes	**1,946,520**	**1,861,270**	**1,809,900**	**1,784,000**	**1,809,900**	**25,900**	**1.5%**
211-0000-411.55-00	State Grant	519,139	334,139	334,100	334,100	**334,100**	0	0.0%
	Intergovernmental	**519,139**	**334,139**	**334,100**	**334,100**	**334,100**	**0**	**0.0%**
211-0000-461.02-00	Interest on Investments	526	318	1,000	100	**100**	0	0.0%
	Interest Income	**526**	**318**	**1,000**	**100**	**100**	**0**	**0.0%**
	Total MFT Fund	**2,466,185**	**2,195,727**	**2,145,000**	**2,118,200**	**2,144,100**	**25,900**	**1.2%**

MOTOR FUEL TAX FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
211-5001-571.20-05	Professional Services	27,674	32,414	45,000	45,000	**45,000**	0	0.0%
	Contractual Services	**27,674**	**32,414**	**45,000**	**45,000**	**45,000**	**0**	**0.0%**
211-5001-571.50-40	MFT Programs	1,902,662	1,799,510	2,010,000	2,524,668	**2,000,000**	(524,668)	(20.8%)
	Capital Outlay	**1,902,662**	**1,799,510**	**2,010,000**	**2,524,668**	**2,000,000**	**(524,668)**	**(20.8%)**
	Total Engineering	**1,930,336**	**1,831,924**	**2,055,000**	**2,569,668**	**2,045,000**	**(524,668)**	**(20.4%)**

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
211-7101-571.50-40	MFT Programs	258,103	194,580	219,300	221,601	**198,800**	(22,801)	(10.3%)
	Capital Outlay	**258,103**	**194,580**	**219,300**	**221,601**	**198,800**	**(22,801)**	**(10.3%)**
	Total Public Works	**258,103**	**194,580**	**219,300**	**221,601**	**198,800**	**(22,801)**	**(10.3%)**
	Total MFT Fund	**2,188,439**	**2,026,504**	**2,274,300**	**2,791,269**	**2,243,800**	**(547,469)**	**(19.6%)**

ENGINEERING 5001

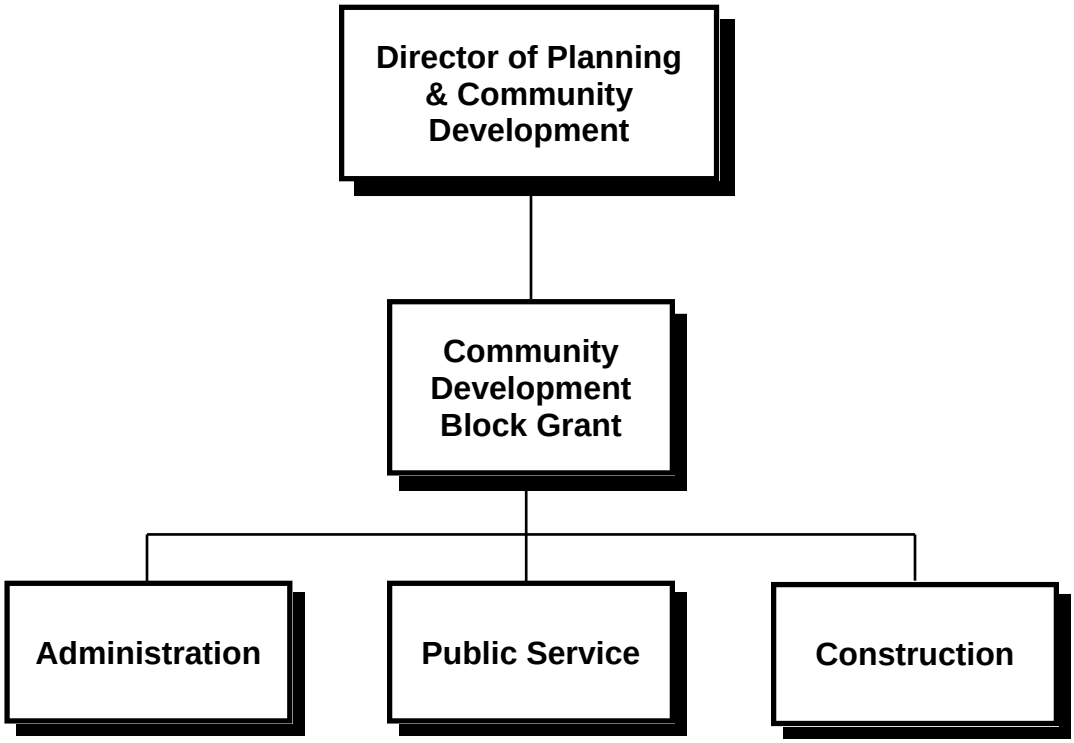
Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
211-5001-571.20-05	Professional Services	Survey work for Street Rehabilitation Program (ST9009)		45,000		45,000
		TOTAL CONTRACTUAL SERVICES		**45,000**		**45,000**
CAPITAL OUTLAY:						
211-5001-571.50-40	MFT Programs	Street Rehabilitation Program (ST9009)	2,100,000		2,000,000	
		Prior Year Encumbrance Carryover	214,668		0	
		Algonquin Road Street Lighting (ST0912)	210,000	2,524,668	0	2,000,000
		TOTAL CAPITAL OUTLAY		**2,524,668**		**2,000,000**
		TOTAL ENGINEERING		**2,569,668**		**2,045,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
211-7101-571.50-40	MFT Programs	Contract maintenance of traffic signal controllers on IDOT and CCHD roadways (SG0302)		113,800		113,800
		Pavement Crack Sealing Program (ST9201)	100,000		85,000	
		Prior Year Encumbrance Carryover	7,801	107,801	0	85,000
		TOTAL CAPITAL OUTLAY		**221,601**		**198,800**
		TOTAL PUBLIC WORKS		**221,601**		**198,800**
		TOTAL MOTOR FUEL TAX FUND		**2,791,269**		**2,243,800**

COMMUNITY DEVELOPMENT BLOCK GRANT

ORGANIZATION STRUCTURE



► Fund at a Glance

Federal monies are made available to the Village to provide benefits for low to moderate income residents of the community. There are specific federal guidelines that must be followed in appropriating these funds. A separate tracking of revenues and expenditures are accounted for in this fund.

Restrictions:

FEDERAL LAW – The law was written to charge the Department of Housing and Urban Development with administering these funds. In general, the funds must be targeted to benefit low to moderate income residents.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Intergovernmental	$339,356	$338,235	$230,730	$245,630	**$310,230**	$64,600	26.3%
Other	13,505	24,009	64,900	50,000	**50,000**	0	0.0%
Total Revenues	$352,861	$362,244	$295,630	$295,630	**$360,230**	$64,600	21.9%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$352,861**	**$362,244**	**$295,630**	**$295,630**	**$360,230**	**$64,600**	**21.9%**
Expenditures							
Personal Services	$64,600	$53,227	$56,045	$56,045	**$56,000**	($45)	(0.1%)
Other Charges	138,261	159,017	89,585	89,585	**154,230**	64,645	72.2%
Total Expenditures	$202,861	$212,244	$145,630	$145,630	**$210,230**	$64,600	44.4%
Interfund Transfers Out	150,000	150,000	150,000	150,000	**150,000**	0	0.0%
Total Expenditures and Interfund Transfers Out	**$352,861**	**$362,244**	**$295,630**	**$295,630**	**$360,230**	**$64,600**	**21.9%**
REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**
BEGINNING FUND BALANCE	**0**	**0**	**0**	**0**	**0**	**0**	**N/A**
ENDING FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**

CDBG FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
215-0000-411.40-00	CDBG Allotment - Current YR	176,657	175,600	227,830	242,730	**242,730**	0	0.0%
215-0000-411.45-00	CDBG Allotment - Prior YR	136,953	130,503	0	0	**67,500**	67,500	N/A
215-0000-411.47-00	CDBG-R Allotment - Current YR	25,746	32,132	2,900	2,900	**0**	(2,900)	(100.0%)
	Intergovernmental Revenue	**339,356**	**338,235**	**230,730**	**245,630**	**310,230**	**64,600**	**26.3%**
215-0000-484.92-00	Project Income	13,505	24,009	64,900	50,000	**50,000**	0	0.0%
	Special Operations	**13,505**	**24,009**	**64,900**	**50,000**	**50,000**	**0**	**0.0%**
	Total CDBG Fund	**352,861**	**362,244**	**295,630**	**295,630**	**360,230**	**64,600**	**21.9%**

CDBG FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
215-4001-522.10-01	Salaries	64,600	53,227	56,045	56,045	**56,000**	(45)	(0.1%)
	Salaries	**64,600**	**53,227**	**56,045**	**56,045**	**56,000**	**(45)**	**(0.1%)**
	Total Planning	**64,600**	**53,227**	**56,045**	**56,045**	**56,000**	**(45)**	**(0.1%)**

CDBG FUND

EXPENDITURES

CDBG Program 4101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
215-4101-522.41-01	Single Family Rehab	65,305	82,209	46,200	46,200	**105,630**	59,430	128.6%
215-4101-522.41-02	CDBG Administration	1,909	2,500	2,500	2,500	**2,500**	0	0.0%
215-4101-522.41-04	Resources for Comm Living	1,500	1,220	1,165	1,165	**2,000**	835	71.7%
215-4101-522.41-15	Child Day Care (CEDA)	20,800	16,271	15,135	15,135	**17,300**	2,165	14.3%
215-4101-522.41-16	CAP Program	5,000	5,000	5,000	5,000	**5,000**	0	0.0%
215-4101-522.41-17	Children Advocacy Center	1,500	1,220	1,165	1,165	**2,000**	835	71.7%
215-4101-522.41-44	Suburban Prim Health Care	11,000	8,300	7,725	7,725	**8,800**	1,075	13.9%
215-4101-522.41-48	Journeys The Road Home	2,500	1,830	1,740	1,740	**3,000**	1,260	72.4%
215-4101-522.41-52	WINGS Program	2,000	1,640	1,560	1,560	**2,500**	940	60.3%
215-4101-522.41-54	Dist 214 ESL Program	1,500	1,220	1,165	1,165	**1,500**	335	28.8%
215-4101-522.41-60	Youth Outreach	2,000	1,435	1,365	1,365	**0**	(1,365)	(100.0%)
215-4101-522.41-62	Escorted Transportation Services	1,500	1,220	1,165	1,165	**2,000**	835	71.7%
215-4101-522.41-68	Northwest CASA	0	410	400	400	**1,000**	600	150.0%
215-4101-522.41-70	Faith Community Homes	0	410	400	400	**1,000**	600	150.0%
	Other Charges	**116,514**	**124,885**	**86,685**	**86,685**	**154,230**	**66,945**	**77.9%**
	Total CDBG Program	**116,514**	**124,885**	**86,685**	**86,685**	**154,230**	**67,245**	**77.9%**

CDBG-R Program 4102

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
215-4102-522.41-64	EEA&R - Group/Trans Housing	21,747	30,132	2,900	2,900	**0**	(2,900)	(100.0%)
215-4102-522.41-66	EEA&R - Residential	0	4,000	0	0	**0**	0	N/A
	Other Charges	**21,747**	**34,132**	**2,900**	**2,900**	**0**	**(2,900)**	**(100.0%)**
	Total CDBG-R Program	**21,747**	**34,132**	**2,900**	**2,900**	**0**	**(2,900)**	**(100.0%)**

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
215-9901-591.90-05	Operating Transfer Out	150,000	150,000	150,000	150,000	**150,000**	0	0.0%
	Other Financing Uses	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**0**	**0.0%**
	Total Non-Operating	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**0**	**0.0%**
	Total CDBG Fund	**352,861**	**362,244**	**295,630**	**295,630**	**360,230**	**64,300**	**21.9%**

PLANNING & COMMUNITY DEVELOPMENT CDBG Fund

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1245	Planner II	C42	0.50	0.50	
	Total F-T-E		**0.50**	**0.50**	**0.00**

Planning & Community Development Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	8.50	8.50	
215	CDBG Fund	0.50	0.50	
	Total F-T-E All Funds	**9.00**	**9.00**	**0.00**

PLANNING & COMMUNITY DEVELOPMENT 4001

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
215-4001-522.10-01	Salaries	Salaries	56,045	56,000
		TOTAL SALARIES	**56,045**	**56,000**
		TOTAL PLANNING	**56,045**	**56,000**

CDBG PROGRAM 4101

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
215-4101-522.41-01	Single Family Rehab	Interest free loans to low income property owners for home rehabilitation which becomes a lien on property and recovered upon sale of home	46,200	105,630
215-4101-522.41-02	CDBG Admin/Audit	Audit, legal ads, misc. costs	2,500	2,500
215-4101-522.41-04	Resources for Comm Living	Shared housing for special populations	1,165	2,000
215-4101-522.41-15	Child Day Care	Grant to CEDA Northwest Daycare Broker Prog. to provide subsidy for low income residents needing child daycare services to secure and maintain employment	15,135	17,300
215-4101-522.41-16	Children at Play	Grant to Children at Play (CAP) Program - subsidy for low income participants	5,000	5,000
215-4101-522.41-17	Children Advocacy Center	Child Abuse Services	1,165	2,000
215-4101-522.41-44	Sub Prim Health Care	Grant to Suburban Primary Health Care Council - Access to Care Program	7,725	8,800
215-4101-522.41-48	Journeys The Road Home	Journeys The Road Home Homeless services	1,740	3,000
215-4101-522.41-52	WINGS Program	Traditional Housing and Safe House	1,560	2,500
215-4101-522.41-54	Dist. 214 ESL Program	District 214 Beginning English as a Second Language Program	1,165	1,500
215-4101-522.41-60	Youth Outreach	Greater Wheeling Area Youth Outreach - Dream Makers Program & Summer Adventure Camp	1,365	0

CDBG PROGRAM (cont.) 4101

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
215-4101-522.41.62	Escorted Transport Serv	Medical Transportation for Seniors	1,165	2,000
215-4101-522.41-68	Northwest CASA	Sexual assault counseling, crisis intervention and advocacy	400	1,000
215-4101-522.41-70	Faith Community Homes	Supportive housing	400	1,000
		TOTAL OTHER CHARGES	**86,685**	**154,230**
		TOTAL CDBG PROGRAM	**86,685**	**154,230**

CDBG-R PROGRAM 4102

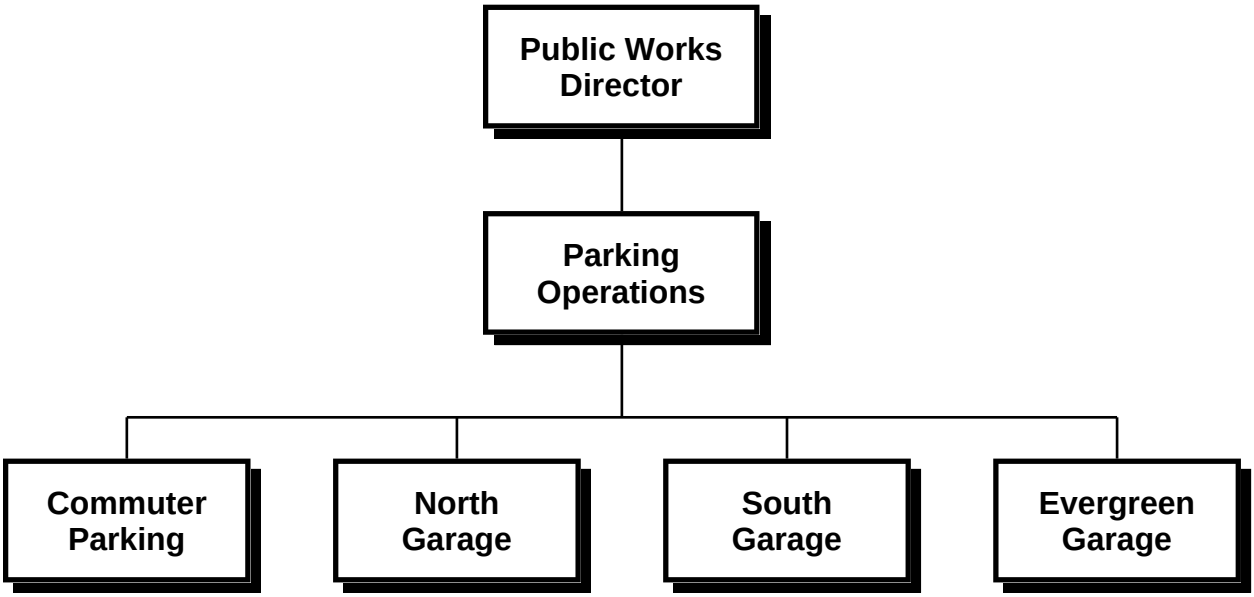
Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
215-4102-522.41-64	EEA&R - Group/Tran Hsg	Energy Efficiency Audits & Rehab (EEA&R) Group Homes/Transitional Housing	2,900	0
		TOTAL OTHER CHARGES	**2,900**	**0**
		TOTAL CDBG-R PROGRAM	**2,900**	**0**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
215-9901-591.90-05	Operating Transfer Out	Operating transfer to Debt Service Fund - partial funding of debt service for Senior Center	150,000	150,000
		TOTAL NON-OPERATING	**150,000**	**150,000**
		TOTAL NON-OPERATING	**150,000**	**150,000**
		TOTAL CDBG FUND	**295,630**	**360,230**

MUNICIPAL PARKING FUND

ORGANIZATION STRUCTURE



► Fund at a Glance

The Village has been very responsive in providing parking for commuters as well as Downtown merchants, their employees and shoppers. As a result, a major investment by this community was made in the construction of many commuter lots and parking garages providing available parking for the redevelopment of the Downtown. Major improvements resulting from the creation of TIF Districts I and II were the construction of the North Garage, the Vail Avenue Garage and the Evergreen Underground Garage below the Arlington Towne Square development. In 2007 a 317 space addition was completed in the Vail Avenue Garage. Major renovations on the 20 year old Vail Avenue Garage were also completed during construction of the addition. Three additional elevators, emergency call boxes and improved signage were a few of the renovations.

Commuters pay either monthly or daily user fees to pay for the costs associated with operation of these garages. Separate operations are maintained to show the results of operation of the North Garage, Vail Avenue Garage, Evergreen Underground Garage and the other commuter parking lots.

Restrictions:

VILLAGE POLICY – The Village finances parking operations by the user fee concept. Since May 1, 2004, the monthly commuter permit rate is $30 and the daily rate is $1.50. Twenty-four hour parking permits range from $30 to $55 and have restrictions for their use based on agreement.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Fees	$967,026	$944,672	$967,700	$970,000	**$991,200**	$21,200	2.2%
Fines	40,696	89,751	70,000	70,000	**70,000**	0	0.0%
Interest Income	40,366	22,501	16,000	23,000	**16,000**	(7,000)	(30.4%)
Total Revenues	$1,048,088	$1,056,924	$1,053,700	$1,063,000	**$1,077,200**	$14,200	1.3%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$1,048,088**	**$1,056,924**	**$1,053,700**	**$1,063,000**	**$1,077,200**	**$14,200**	**1.3%**
Expenditures							
Personal Services	$427,615	$445,408	$446,700	$471,600	**$459,400**	($12,200)	(2.6%)
Contractual Services	304,271	270,485	290,000	295,930	**293,300**	(2,630)	(0.9%)
Commodities	60,377	61,449	68,100	72,121	**67,500**	(4,621)	(6.4%)
Other Charges	329,200	329,200	345,700	345,700	**322,900**	(22,800)	(6.6%)
Capital Items	25,000	88,610	60,000	60,000	**112,500**	52,500	87.5%
Total Expenditures	$1,146,463	$1,195,152	$1,210,500	$1,245,351	**$1,255,600**	$10,249	0.8%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$1,146,463**	**$1,195,152**	**$1,210,500**	**$1,245,351**	**$1,255,600**	**$10,249**	**0.8%**
REVENUES OVER (UNDER) EXPENDITURES	**($98,375)**	**($138,228)**	**($156,800)**	**($182,351)**	**($178,400)**	**$3,951**	**(2.2%)**
BEGINNING FUND BALANCE	**4,698,606**	**4,600,231**	**4,462,003**	**4,462,003**	**4,305,203**	**(156,800)**	**(3.5%)**
ENDING FUND BALANCE	**$4,600,231**	**$4,462,003**	**$4,305,203**	**$4,279,652**	**$4,126,803**	**($152,849)**	**(3.6%)**

MUNICIPAL PARKING FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-0000-435.54-00	Parking Lot A Daily Fees	21,693	21,255	22,000	22,000	**22,000**	0	0.0%
235-0000-435.60-00	Parking Lot E Daily Fees	8,369	8,859	9,000	9,000	**9,000**	0	0.0%
235-0000-435.64-01	Municipal Garage Daily Fees	9,592	10,307	12,400	12,400	**12,400**	0	0.0%
235-0000-435.64-02	Vail Street Gar Daily Fees	36,954	35,006	46,000	46,000	**50,000**	4,000	8.7%
235-0000-435.64-03	North Garage Daily Fees	47,974	49,006	53,000	53,000	**55,000**	2,000	3.8%
235-0000-435.65-02	Vail Street Gar Monthly Fees	332,987	317,084	320,000	320,000	**334,000**	14,000	4.4%
235-0000-435.65-03	North Garage Monthly Fees	297,491	317,094	315,000	315,000	**315,000**	0	0.0%
235-0000-435.66-00	Parking Lot P Daily Fees	39,660	39,418	40,100	40,100	**40,100**	0	0.0%
235-0000-435.68-00	Parking Lot S Daily Fees	53,851	55,000	61,600	61,600	**61,600**	0	0.0%
235-0000-435.70-00	Parking Lot T Daily Fees	291	534	600	100	**100**	0	0.0%
235-0000-435.72-00	Evergreen Garage "U Fees"	116,087	88,185	84,000	88,000	**88,000**	0	0.0%
235-0000-435.74-00	Parking Lot O Daily Fees	2,077	2,924	4,000	2,800	**4,000**	1,200	42.9%
	Parking Fees	**967,026**	**944,672**	**967,700**	**970,000**	**991,200**	**21,200**	**2.2%**
235-0000-441.15-00	Parking Fines	40,696	89,751	70,000	70,000	**70,000**	0	0.0%
	Fines	**40,696**	**89,751**	**70,000**	**70,000**	**70,000**	**0**	**0.0%**
235-0000-461.02-00	Interest on Investments	28,138	18,183	16,000	23,000	**16,000**	(7,000)	(30.4%)
235-0000-462.10-00	Market Value Adjustments	12,228	4,318	0	0	**0**	0	N/A
	Interest Income	**40,366**	**22,501**	**16,000**	**23,000**	**16,000**	**(7,000)**	**(30.4%)**
235-0000-489.90-00	Other Income	0	0	0	0	**0**	0	N/A
	Other	**0**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Municipal Parking Fund	**1,048,088**	**1,056,924**	**1,053,700**	**1,063,000**	**1,077,200**	**14,200**	**1.3%**

MUNICIPAL PARKING FUND

EXPENDITURES

Police 3001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-3001-532.10-01	Salaries	305,168	316,477	297,800	318,100	**309,900**	(8,200)	(2.6%)
235-3001-532.18-05	Overtime Civilian	0	0	5,000	5,000	**5,100**	100	2.0%
	Salaries	**305,168**	**316,477**	**302,800**	**323,100**	**315,000**	**(8,100)**	**(2.5%)**
235-3001-532.19-01	Workers Compensation	7,800	8,000	8,200	8,200	**8,400**	200	2.4%
235-3001-532.19-05	Medical Insurance	54,800	57,100	71,700	71,700	**65,800**	(5,900)	(8.2%)
235-3001-532.19-10	IMRF	35,906	40,110	40,800	43,900	**46,100**	2,200	5.0%
235-3001-532.19-11	Social Security	19,403	19,118	18,800	20,000	**19,500**	(500)	(2.5%)
235-3001-532.19-12	Medicare	4,538	4,603	4,400	4,700	**4,600**	(100)	(2.1%)
	Fringe Benefits	**122,447**	**128,931**	**143,900**	**148,500**	**144,400**	**(4,100)**	**(2.8%)**
235-3001-532.20-40	General Insurance	7,600	7,800	8,000	8,000	**8,200**	200	2.5%
235-3001-532.22-10	Printing	3,412	14,329	10,300	10,340	**9,000**	(1,340)	(13.0%)
235-3001-532.22-25	IT/GIS Service Charge	9,800	9,100	9,100	9,100	**9,200**	100	1.1%
235-3001-532.22-37	Vehicle/Equip Lease Chrg	20,400	17,500	31,800	31,800	**27,100**	(4,700)	(14.8%)
	Contractual Services	**41,212**	**48,729**	**59,200**	**59,240**	**53,500**	**(5,740)**	**(9.7%)**
235-3001-532.30-35	Clothing	2,531	1,921	3,400	3,421	**2,500**	(921)	(26.9%)
235-3001-532.30-50	Petroleum Products	3,797	5,588	4,300	5,800	**4,600**	(1,200)	(20.7%)
235-3001-532.33-05	Other Supplies	4,484	2,589	4,600	4,600	**4,600**	0	0.0%
	Commodities	**10,812**	**10,098**	**12,300**	**13,821**	**11,700**	**(2,121)**	**(15.3%)**
	Total Police Department	**479,639**	**504,235**	**518,200**	**544,661**	**524,600**	**(20,061)**	**(3.7%)**

Engineering 5001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-5001-571.50-30	Road Projects	25,000	25,000	40,000	40,000	**0**	(40,000)	(100.0%)
	Capital Outlay	**25,000**	**25,000**	**40,000**	**40,000**	**0**	**(40,000)**	**(100.0%)**
	Total Engineering	**25,000**	**25,000**	**40,000**	**40,000**	**0**	**(40,000)**	**(100.0%)**

MUNICIPAL PARKING FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-7101-572.50-15	Other Equipment	0	0	10,000	10,000	**10,000**	0	0.0%
235-7101-571.50-20	Building Improvements	0	63,610	5,000	5,000	**97,500**	92,500	1850.0%
235-7101-571.50-25	Construction in Progress	0	0	5,000	5,000	**5,000**	0	0.0%
	Capital Outlay	**0**	**63,610**	**20,000**	**20,000**	**112,500**	**92,500**	**462.5%**
	Total Public Works	**0**	**63,610**	**20,000**	**20,000**	**112,500**	**92,500**	**462.5%**

Parking Operations 7301

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-7301-532.21-11	Building Maintenance	729	2,983	3,000	3,000	**3,000**	0	0.0%
235-7301-532.21-40	Lease Expense	13,210	13,240	13,000	13,000	**14,000**	1,000	7.7%
235-7301-532.21-50	Utility Services	1,154	7,674	1,500	2,000	**1,500**	(500)	(25.0%)
235-7301-532.21-65	Other Services	0	0	500	500	**500**	0	0.0%
235-7301-532.22-03	Training	0	595	800	1,100	**800**	(300)	(27.3%)
	Contractual Services	**15,093**	**24,492**	**18,800**	**19,600**	**19,800**	**200**	**1.0%**
235-7301-532.31-40	Agricultural Supplies	865	806	1,000	1,000	**800**	(200)	(20.0%)
235-7301-532.31-65	Other Equip & Supplies	725	1,366	1,800	1,800	**2,000**	200	11.1%
235-7301-532.31-90	Street and Sidewalk Sup	5,537	4,534	5,000	5,000	**5,000**	0	0.0%
235-7301-532.33-05	Other Supplies	2,632	3,025	3,000	3,000	**3,000**	0	0.0%
	Commodities	**9,759**	**9,731**	**10,800**	**10,800**	**10,800**	**0**	**0.0%**
235-7301-532.40-75	Administrative Serv Charge	75,700	75,700	79,500	79,500	**81,900**	2,400	3.0%
	Other Charges	**75,700**	**75,700**	**79,500**	**79,500**	**81,900**	**2,400**	**3.0%**
	Total Parking Operations	**100,552**	**109,923**	**109,100**	**109,900**	**112,500**	**2,600**	**2.4%**

MUNICIPAL PARKING FUND

EXPENDITURES

Vail Avenue Garage Operation 7302

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-7302-532.21-02	Equipment Maintenance	8,459	4,867	17,500	5,000	**7,500**	2,500	50.0%
235-7302-532.21-11	Building Maintenance	20,331	17,969	25,000	21,660	**32,000**	10,340	47.7%
235-7302-532.21-50	Utility Services	56,246	42,229	35,000	45,000	**32,000**	(13,000)	(28.9%)
235-7302-532.22-10	Printing	2,499	4,006	4,000	3,500	**5,000**	1,500	42.9%
	Contractual Services	**87,535**	**69,071**	**81,500**	**75,160**	**76,500**	**1,340**	**1.8%**
235-7302-532.31-65	Other Equip & Supplies	2,014	1,988	2,500	2,500	**2,500**	0	0.0%
235-7302-532.31-90	Street and Sidewalk Sup	14,765	12,091	10,000	12,000	**10,000**	(2,000)	(16.7%)
235-7302-532.33-05	Other Supplies	1,723	4,592	5,000	5,000	**5,000**	0	0.0%
	Commodities	**18,502**	**18,671**	**17,500**	**19,500**	**17,500**	**(2,000)**	**(10.3%)**
235-7302-532.40-75	Administrative Serv Charge	95,800	95,800	100,600	100,600	**103,600**	3,000	3.0%
	Other Charges	**95,800**	**95,800**	**100,600**	**100,600**	**103,600**	**3,000**	**3.0%**
	Total Vail Street Garage	**201,837**	**183,542**	**199,600**	**195,260**	**197,600**	**2,340**	**1.2%**

North Garage Operation 7303

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-7303-532.21-02	Equipment Maintenance	8,667	9,073	17,000	17,300	**17,000**	(300)	(1.7%)
235-7303-532.21-11	Building Maintenance	19,884	15,526	30,000	28,130	**37,000**	8,870	31.5%
235-7303-532.21-50	Utility Services	65,208	52,199	32,000	42,000	**32,000**	(10,000)	(23.8%)
235-7303-532.22-10	Printing	2,499	4,006	5,000	3,500	**5,000**	1,500	42.9%
	Contractual Services	**96,258**	**80,804**	**84,000**	**90,930**	**91,000**	**70**	**0.1%**
235-7303-532.31-65	Other Equip & Supplies	331	1,302	2,500	2,500	**2,500**	0	0.0%
235-7303-532.31-90	Street and Sidewalk Sup	14,765	12,091	12,000	12,000	**12,000**	0	0.0%
235-7303-532.33-05	Other Supplies	1,055	4,385	4,000	4,500	**4,000**	(500)	(11.1%)
	Commodities	**16,151**	**17,778**	**18,500**	**19,000**	**18,500**	**(500)**	**(2.6%)**
235-7303-532.40-75	Administrative Serv Charge	99,300	99,300	104,300	104,300	**107,400**	3,100	3.0%
	Other Charges	**99,300**	**99,300**	**104,300**	**104,300**	**107,400**	**3,100**	**3.0%**
	Total North Garage	**211,709**	**197,882**	**206,800**	**214,230**	**216,900**	**2,670**	**1.2%**

MUNICIPAL PARKING FUND

EXPENDITURES

Evergreen Underground Garage Operation 7304

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
235-7304-532.21-02	Equipment Maintenance	8,472	6,654	10,000	10,000	**10,000**	0	0.0%
235-7304-532.21-11	Building Maintenance	12,776	8,465	9,500	9,500	**9,500**	0	0.0%
235-7304-532.21-50	Utility Services	42,190	30,619	25,000	30,000	**30,000**	0	0.0%
235-7304-532.22-10	Printing	735	1,651	2,000	1,500	**3,000**	1,500	100.0%
	Contractual Services	**64,173**	**47,389**	**46,500**	**51,000**	**52,500**	**1,500**	**2.9%**
235-7304-532.31-65	Other Equip & Supplies	361	1,302	1,500	1,500	**1,500**	0	0.0%
235-7304-532.31-90	Street and Sidewalk Sup	1,846	1,511	2,500	2,500	**2,500**	0	0.0%
235-7304-532.33-05	Other Supplies	2,946	2,358	5,000	5,000	**5,000**	0	0.0%
	Commodities	**5,153**	**5,171**	**9,000**	**9,000**	**9,000**	**0**	**0.0%**
235-7304-532.40-75	Administrative Serv Charge	58,400	58,400	61,300	61,300	**30,000**	(31,300)	(51.1%)
	Other Charges	**58,400**	**58,400**	**61,300**	**61,300**	**30,000**	**(31,300)**	**(51.1%)**
	Total Evergreen Street Garage	**127,726**	**110,960**	**116,800**	**121,300**	**91,500**	**(29,800)**	**(24.6%)**
	Total Municipal Parking Fund	**1,146,463**	**1,195,152**	**1,210,500**	**1,245,351**	**1,255,600**	**10,249**	**0.8%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1185	Public Service Officer	A13	4.00	4.00	
1716	Records Clerk	A12	1.00	1.00	
	Total F-T-E		**5.00**	**5.00**	**0.00**

Police Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund			
	Police - Administration	133.00	133.00	
	Police Grant	1.00	1.00	
235	Municipal Parking Fund	5.00	5.00	
	Total F-T-E All Funds	**139.00**	**139.00**	**0.00**

POLICE 3001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
235-3001-532.10-01	Salaries	Salaries		318,100		309,900
235-3001-532.18-05	Overtime Civilian	Overtime Civilian		5,000		5,100
		TOTAL SALARIES		**323,100**		**315,000**
FRINGE BENEFITS:						
235-3001-532.19-01	Workers' Compensation	Workers' Compensation Insurance		8,200		8,400
235-3001-532.19-05	Medical Insurance	Medical Insurance		71,700		65,800
235-3001-532.19-10	IMRF	IMRF		43,900		46,100
235-3001-532.19-11	Social Security	Social Security		20,000		19,500
235-3001-532.19-12	Medicare	Medicare		4,700		4,600
		TOTAL FRINGE BENEFITS		**148,500**		**144,400**
CONTRACTUAL SERVICES:						
235-3001-532.20-40	General Insurance	Liability and property insurance		8,000		8,200
235-3001-532.22-10	Printing	Parking tickets	9,000		9,000	
		Prior Year Encumbrance Carryover	1,340	10,340	0	9,000
235-3001-532.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		9,100		9,200
235-3001-532.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		31,800		27,100
		TOTAL CONTRACTUAL SERVICES		**59,240**		**53,500**
COMMODITIES:						
235-3001-532.30-35	Clothing	PSO clothing	2,500		2,500	
		Prior Year Encumbrance Carryover	921	3,421	0	2,500
235-3001-532.30-50	Petroleum Products	Gasoline for department vehicle(s)		5,800		4,600
235-3001-532.33-05	Other Supplies	Flares	3,000		3,000	
		Chalk and chalk sticks	700		700	
		Batteries	700		700	
		Vests - traffic	200	4,600	200	4,600
		TOTAL COMMODITIES		**13,821**		**11,700**
		TOTAL POLICE		**544,661**		**524,600**

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
235-5001-571.50-30	Road Projects	Parking Lot Resurfacing Resurface daily pay and Village-owned parking lots (ST0901)	40,000	0
		TOTAL CAPITAL OUTLAY	**40,000**	**0**
		TOTAL ENGINEERING	**40,000**	**0**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
235-7101-572.50-15	Other Equipment	Operational Equipment (EQ0901)		10,000		10,000
235-7101-571.50-20	Building Improvements	Exterior brick maintenance (BL9603)	5,000		5,000	
		Security cameras in garages (BL1401)	0		30,000	
		Paint municipal complex garage (BL1402)	0		12,500	
		Parking structure evaluation (BL1410)	0	5,000	50,000	97,500
235-7101-571.50-25	Construction in Progress	Parking structure maint/repairs (BL0006)		5,000		5,000
		TOTAL CAPITAL OUTLAY		**20,000**		**112,500**
		TOTAL PUBLIC WORKS		**20,000**		**112,500**

MUNICIPAL PARKING OPERATIONS 7301

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
235-7301-532.21-11	Building Maintenance	Glass and door repairs	500		500	
		Replacement of fire doors and frames	2,500	3,000	2,500	3,000
235-7301-532.21-40	Lease Expense	1/3 of revenue from Parking Lots P & T per agreement		13,000		14,000
235-7301-532.21-50	Utility Services	Energy for lighting parking lots and garage		2,000		1,500
235-7301-532.21-65	Other Services	Miscellaneous items		500		500
235-7301-532.22-03	Training	Int'l Municipal Parking Association		1,100		800
		TOTAL CONTRACTUAL SERVICES		**19,600**		**19,800**
COMMODITIES:						
235-7301-532.31-40	Agricultural Supplies	Plants & flowers for parking areas		1,000		800
235-7301-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		1,800		2,000
235-7301-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		5,000		5,000
235-7301-532.33-05	Other Supplies	Misc. materials, fire extinguishers		3,000		3,000
		TOTAL COMMODITIES		**10,800**		**10,800**
OTHER CHARGES:						
235-7301-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		79,500		81,900
		TOTAL OTHER CHARGES		**79,500**		**81,900**
		TOTAL MUNICIPAL PARKING OPERATION		**109,900**		**112,500**

VAIL AVENUE GARAGE OPERATION 7302

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
235-7302-532.21-02	Equipment Maintenance	Elevator maintenance		5,000		7,500
235-7302-532.21-11	Building Maintenance	Cleaning service (windows) & misc.	2,000		2,000	
		Custodial contract - stairwells and elevators	18,000		30,000	
		Prior Year Encumbrance Carryover	1,660	21,660	0	32,000
235-7302-532.21-50	Utility Services	Electricity & telephone		45,000		32,000
235-7302-532.22-10	Printing	Parking permits and share of tickets		3,500		5,000
		TOTAL CONTRACTUAL SERVICES		**75,160**		**76,500**
COMMODITIES:						
235-7302-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		2,500		2,500
235-7302-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		12,000		10,000
235-7302-532.33-05	Other Supplies	Misc. materials, fire extinguishers		5,000		5,000
		TOTAL COMMODITIES		**19,500**		**17,500**
OTHER CHARGES:						
235-7302-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		100,600		103,600
		TOTAL OTHER CHARGES		**100,600**		**103,600**
		TOTAL VAIL ST. GARAGE OPERATION		**195,260**		**197,600**

NORTH GARAGE OPERATION 7303

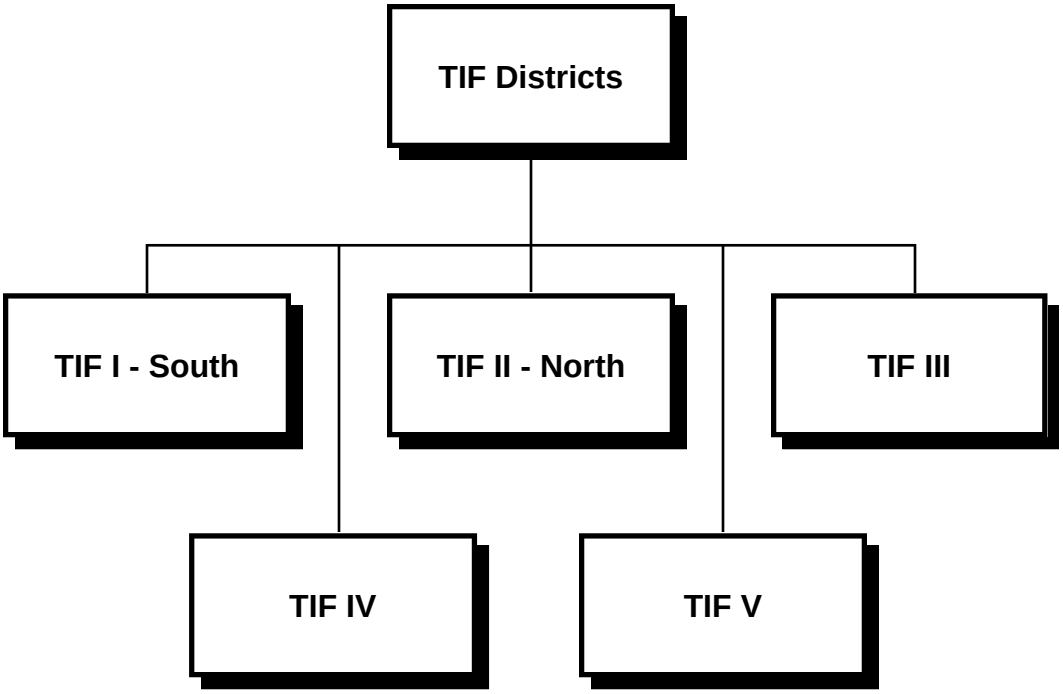
Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
235-7303-532.21-02	Equipment Maintenance	Elevator maintenance		17,300		17,000
235-7303-532.21-11	Building Maintenance	Cleaning service (windows) & misc.	5,000		6,000	
		Custodial contract - stairwells and elevators	20,000		31,000	
		Prior Year Encumbrance Carryover	3,130	28,130	0	37,000
235-7303-532.21-50	Utility Services	Electricity, gas & telephone		42,000		32,000
235-7303-532.22-10	Printing	Parking permits and share of tickets		3,500		5,000
		TOTAL CONTRACTUAL SERVICES		**90,930**		**91,000**
COMMODITIES:						
235-7303-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		2,500		2,500
235-7303-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		12,000		12,000
235-7303-532.33-05	Other Supplies	Misc. materials, fire extinguishers		4,500		4,000
		TOTAL COMMODITIES		**19,000**		**18,500**
OTHER CHARGES:						
235-7303-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		104,300		107,400
		TOTAL OTHER CHARGES		**104,300**		**107,400**
		TOTAL NORTH GARAGE OPERATION		**214,230**		**216,900**

EVERGREEN UNDERGROUND GARAGE OPERATION 7304

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
235-7304-532.21-02	Equipment Maintenance	Elevator maintenance		10,000		10,000
235-7304-532.21-11	Building Maintenance	Cleaning service (windows) & misc.	1,000		1,000	
		Custodial contract - stairwells and elevator	8,500	9,500	8,500	9,500
235-7304-532.21-50	Utility Services	Utilities:				
		Electricity	27,000		27,000	
		Gas	1,000		1,000	
		Telephone	2,000	30,000	2,000	30,000
235-7304-532.22-10	Printing	Parking permits and share of tickets		1,500		3,000
		TOTAL CONTRACTUAL SERVICES		**51,000**		**52,500**
COMMODITIES:						
235-7304-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		1,500		1,500
235-7304-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		2,500		2,500
235-7304-532.33-05	Other Supplies	Misc. materials, fire extinguishers		5,000		5,000
		TOTAL COMMODITIES		**9,000**		**9,000**
OTHER CHARGES:						
235-7304-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		61,300		30,000
		TOTAL OTHER CHARGES		**61,300**		**30,000**
		TOTAL EVERGREEN GARAGE OPERATION		**121,300**		**91,500**
		TOTAL MUNICIPAL PARKING FUND		**1,245,351**		**1,255,600**

TIF DISTRICT FUNDS

ORGANIZATION STRUCTURE



► Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which basically lies to the south of the Chicago Northwestern railroad tracks in downtown Arlington Heights. The Village issued bonds to make many improvements to downtown Arlington Heights to retain and induce investment in our community. As a result of new development, the valuation of the district rises thereby generating more property tax revenues and sales tax revenues. These funds are used to pay off the bonds, make the improvements in the district and to continue renovating the Downtown.

This TIF district ended in 2006. Possible property tax refunds create the activity in FY2014.

Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$2,026	$3,275	$2,000	$0	**$1,800**	$1,800	N/A
Total Revenues	$2,026	$3,275	$2,000	$0	**$1,800**	$1,800	N/A
Interfund Transfers In	654,717	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$656,743**	**$3,275**	**$2,000**	**$0**	**$1,800**	**$1,800**	**N/A**
Expenditures							
Contractual Services	$41,101	$69,157	$12,800	$589,642	**$0**	($589,642)	(100.0%)
Other Charges	0	276,650	200	0	**200**	200	N/A
Total Expenditures	$41,101	$345,807	$13,000	$589,642	**$200**	($589,442)	(100.0%)
Interfund Transfers Out	0	8,325	8,500	0	**8,500**	8,500	N/A
Total Expenditures and Interfund Transfers Out	**$41,101**	**$354,132**	**$21,500**	**$589,642**	**$8,700**	**($580,942)**	**(98.5%)**
REVENUES OVER (UNDER) EXPENDITURES	**$615,642**	**($350,857)**	**($19,500)**	**($589,642)**	**($6,900)**	**$582,742**	**(98.8%)**
BEGINNING FUND BALANCE	**0**	**615,642**	**264,785**	**264,785**	**245,285**	**(19,500)**	**(7.4%)**
ENDING FUND BALANCE	**$615,642**	**$264,785**	**$245,285**	**($324,857)**	**$238,385**	**$563,242**	**(173.4%)**

TIF I - SOUTH FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
251-0000-461.02-00	Interest on Investments	1,666	2,822	2,000	0	**1,800**	1,800	N/A
251-0000-462.10-00	Market Value Adjustments	360	453	0	0	**0**	0	N/A
	Interest Income	**2,026**	**3,275**	**2,000**	**0**	**1,800**	**1,800**	**N/A**
251-0000-491.05-00	Operating Transfer In	425,000	0	0	0	**0**	0	N/A
251-0000-491.10-00	Residual Equity Transfer In	229,717	0	0	0	**0**	0	N/A
	Other Financing Sources	**654,717**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF I - South Fund	**656,743**	**3,275**	**2,000**	**0**	**1,800**	**1,800**	**N/A**

TIF I - SOUTH FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
251-4001-571.20-05	Professional Services	41,101	69,157	12,800	589,642	**0**	(589,642)	(100.0%)
	Contractual Services	**41,101**	**69,157**	**12,800**	**589,642**	**0**	**(589,642)**	**(100.0%)**
	Total Planning	**41,101**	**69,157**	**12,800**	**589,642**	**0**	**(589,642)**	**(100.0%)**

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
251-9901-591.40-99	Tax Rebate	0	276,650	200	0	**200**	200	N/A
251-9901-591.90-06	Operating Transfer Out	0	8,325	8,500	0	**8,500**	8,500	N/A
	Other Financing Uses	**0**	**284,975**	**8,700**	**0**	**8,700**	**8,700**	**N/A**
	Total Non-Operating	**0**	**284,975**	**8,700**	**0**	**8,700**	**8,700**	**N/A**
	Total TIF I - South Fund	**41,101**	**354,132**	**21,500**	**589,642**	**8,700**	**(580,942)**	**(98.5%)**

TIF I - SOUTH FUND

EXPENDITURE DETAIL

PLANNING & COMMUNITY DEVELOPMENT — 4001

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
251-4001-571.20-05	Professional Services	Consultants/Legal (Rebudget)	589,642	0
		TOTAL CONTRACTUAL SERVICES	**589,642**	**0**
		TOTAL PLANNING	**589,642**	**0**

NON-OPERATING — 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
251-9901-591.40-99	Tax Rebate	Property tax refunds	0	200
251-9901-591.90-06	Operating Transfer Out	Operating transfer to TIF II	0	8,500
		TOTAL NON-OPERATING	**0**	**8,700**
		TOTAL NON-OPERATING	**0**	**8,700**
		TOTAL TIF I - SOUTH FUND	**589,642**	**8,700**

► Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which basically lies to the North of the Chicago Northwestern railroad tracks in downtown Arlington Heights. The Village issued bonds to make many improvements to downtown Arlington Heights to retain and induce investment in our community. As a result of new development, the valuation of the district rises thereby generating more property tax revenues and sales tax revenues. These funds are used to pay off the bonds, make the improvements in the district and to continue renovating the Downtown.

This TIF district ended in 2009. Possible property tax refunds create the activity in FY2014.

Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$7,379	$0	$0	$0	**$0**	$0	N/A
Total Revenues	$7,379	$0	$0	$0	**$0**	$0	N/A
Interfund Transfers In	0	8,325	8,500	0	**8,500**	8,500	N/A
Total Revenues and Interfund Transfers In	**$7,379**	**$8,325**	**$8,500**	**$0**	**$8,500**	**$8,500**	**N/A**
Expenditures							
Other Charges	$0	$8,325	$8,500	$0	**$8,500**	$8,500	N/A
Capital Items	290,203	0	0	0	**0**	0	N/A
Total Expenditures	$290,203	$8,325	$8,500	$0	**$8,500**	$8,500	N/A
Interfund Transfers Out	654,717	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$944,920**	**$8,325**	**$8,500**	**$0**	**$8,500**	**$8,500**	**N/A**
REVENUES OVER (UNDER) EXPENDITURES	**($937,541)**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**
BEGINNING FUND BALANCE	**937,541**	**0**	**0**	**0**	**0**	**0**	**N/A**
ENDING FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**

TIF II - NORTH FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
255-0000-461.02-00	Interest on Investments	5,143	0	0	0	**0**	0	N/A
255-0000-462.10-00	Market Value Adjustments	2,236	0	0	0	**0**	0	N/A
	Interest Income	**7,379**	**0**	**0**	**0**	**0**	**0**	**N/A**
255-0000-491.05-00	Operating Transfer In	0	8,325	8,500	0	**8,500**	8,500	N/A
	Total Other Financing Uses	**0**	**8,325**	**8,500**	**0**	**8,500**	**8,500**	**N/A**
	Total TIF II - North Fund	**7,379**	**8,325**	**8,500**	**0**	**8,500**	**8,500**	**N/A**

TIF II - NORTH FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
255-4001-571.50-25	Construction in Progress	290,203	0	0	0	**0**	0	N/A
	Capital Outlay	**290,203**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Planning	**290,203**	**0**	**0**	**0**	**0**	**0**	**N/A**

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
255-9901-591.40-99	Tax Rebate	0	8,325	8,500	0	**8,500**	8,500	N/A
255-9901-591.90-05	Operating Transfer Out	425,000	0	0	0	**0**	0	N/A
255-9901-591.90-06	Residual Equity Transfer Out	229,717	0	0	0	**0**	0	N/A
	Other Financing Uses	**654,717**	**8,325**	**8,500**	**0**	**8,500**	**8,500**	**N/A**
	Total Non-Operating	**654,717**	**8,325**	**8,500**	**0**	**8,500**	**8,500**	**N/A**
	Total TIF II - North Fund	**944,920**	**8,325**	**8,500**	**0**	**8,500**	**8,500**	**N/A**

TIF II - NORTH FUND

EXPENDITURE DETAIL

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
255-9901-591.40-99	Tax Rebate	Property tax refunds	0	8,500
		TOTAL NON-OPERATING	**0**	**8,500**
		TOTAL NON-OPERATING	**0**	**8,500**
		TOTAL TIF II - NORTH FUND	**0**	**8,500**

► Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies on the southwest corner of Rand and Arlington Heights Roads. The Village issued $3M in bonds to provide 50% of the up-front costs of redevelopment, including land acquisition, relocation of the Motorola tower, environment remediation, site preparation, professional fees, etc. The Village has entered into an agreement with a developer to redevelop the site with a 60,000 square foot retail shopping center. As a result of new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These funds are used to pay off the bonds.

Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$277,915	$264,865	$272,100	$264,900	**$272,100**	$7,200	2.7%
Interest Income	10,121	5,690	4,400	7,000	**4,400**	(2,600)	(37.1%)
Other	0	450	0	0	**0**	0	N/A
Total Revenues	$288,036	$271,005	$276,500	$271,900	**$276,500**	$4,600	1.7%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$288,036**	**$271,005**	**$276,500**	**$271,900**	**$276,500**	**$4,600**	**1.7%**
Expenditures							
Contractual Services	$1,363	$0	$0	$30,000	**$30,000**	$0	0.0%
Other Charges	21,538	15,000	25,000	31,252	**30,000**	(1,252)	(4.0%)
Total Expenditures	$22,901	$15,000	$25,000	$61,252	**$60,000**	($1,252)	(2.0%)
Interfund Transfers Out	260,900	259,200	261,750	261,750	**263,400**	1,650	0.6%
Total Expenditures and Interfund Transfers Out	**$283,801**	**$274,200**	**$286,750**	**$323,002**	**$323,400**	**$398**	**0.1%**
REVENUES OVER (UNDER) EXPENDITURES	**$4,235**	**($3,195)**	**($10,250)**	**($51,102)**	**($46,900)**	**$4,202**	**(8.2%)**
BEGINNING FUND BALANCE	**1,058,529**	**1,062,764**	**1,059,569**	**1,059,569**	**1,049,319**	**(10,250)**	**(1.0%)**
ENDING FUND BALANCE	**$1,062,764**	**$1,059,569**	**$1,049,319**	**$1,008,467**	**$1,002,419**	**($6,048)**	**(0.6%)**

TIF III FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
261-0000-401.07-00	TIF Real Estate Tax	277,915	264,865	272,100	264,900	**272,100**	7,200	2.7%
	Real Estate Taxes	**277,915**	**264,865**	**272,100**	**264,900**	**272,100**	**7,200**	**2.7%**
261-0000-461.02-00	Interest on Investments	6,976	4,615	4,400	7,000	**4,400**	(2,600)	(37.1%)
261-0000-462.10-00	Market Value Adjustments	3,145	1,075	0	0	**0**	0	N/A
	Interest Income	**10,121**	**5,690**	**4,400**	**7,000**	**4,400**	**(2,600)**	**(37.1%)**
261-0000-489.90-00	Other Income	0	450	0	0	**0**	0	N/A
	Other	**0**	**450**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF III Fund	**288,036**	**271,005**	**276,500**	**271,900**	**276,500**	**4,600**	**1.7%**

TIF III FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
261-4001-571.20-05	Professional Services	1,363	0	0	30,000	**30,000**	0	0.0%
	Contractual Services	**1,363**	**0**	**0**	**30,000**	**30,000**	**0**	**0.0%**
261-4001-571.40-41	Discover Arlington	6,538	0	10,000	16,252	**15,000**	(1,252)	(7.7%)
261-4001-571.40-75	Administrative Serv Charge	15,000	15,000	15,000	15,000	**15,000**	0	0.0%
	Other Charges	**21,538**	**15,000**	**25,000**	**31,252**	**30,000**	**(1,252)**	**(4.0%)**
	Total Planning	**22,901**	**15,000**	**25,000**	**61,252**	**60,000**	**(1,252)**	**(2.0%)**

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
261-9901-591.90-05	Operating Transfer Out	260,900	259,200	261,750	261,750	**263,400**	1,650	0.6%
	Other Financing Uses	**260,900**	**259,200**	**261,750**	**261,750**	**263,400**	**1,650**	**0.6%**
	Total Non-Operating	**260,900**	**259,200**	**261,750**	**261,750**	**263,400**	**1,650**	**0.6%**
	Total TIF III Fund	**283,801**	**274,200**	**286,750**	**323,002**	**323,400**	**398**	**0.1%**

PLANNING & COMMUNITY DEVELOPMENT 4001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
261-4001-571.20-05	Professional Services	Consultants/Legal		30,000		30,000
		TOTAL CONTRACTUAL SERVICES		**30,000**		**30,000**
OTHER CHARGES:						
261-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program	15,000		15,000	
		Prior Year Encumbrance Carryover	1,252	16,252	0	15,000
261-4001-571.40.75	Administrative Serv Charge	Administrative Serv Charge		15,000		15,000
		TOTAL OTHER CHARGES		**31,252**		**30,000**
		TOTAL PLANNING		**61,252**		**60,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
261-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund debt service - 2003A Refunding	261,750	263,400
		TOTAL NON-OPERATING	**261,750**	**263,400**
		TOTAL NON-OPERATING	**261,750**	**263,400**
		TOTAL TIF III FUND	**323,002**	**323,400**

► Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies on the northeast corner of Arlington Heights Road and Golf Road, containing approximately 35 acres of land. As a result of proposed new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These funds are then used to pay off bonds that will be issued to fund development improvements.

Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$267,798	$637,855	$517,000	$651,000	**$533,000**	($118,000)	(18.1%)
Interest Income	2,286	2,038	4,000	1,000	**1,000**	0	0.0%
Other	12,036	52,587	0	0	**0**	0	N/A
Total Revenues	$282,120	$692,480	$521,000	$652,000	**$534,000**	($118,000)	(18.1%)
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$282,120**	**$692,480**	**$521,000**	**$652,000**	**$534,000**	**($118,000)**	**(18.1%)**
Expenditures							
Contractual Services	$70,391	$9,666	$10,000	$56,050	**$50,000**	($6,050)	(10.8%)
Other Charges	50,000	50,000	55,000	60,000	**60,000**	0	0.0%
Capital Items	175,998	0	0	500,000	**1,100,000**	600,000	120.0%
Total Expenditures	$296,389	$59,666	$65,000	$616,050	**$1,210,000**	$593,950	96.4%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$296,389**	**$59,666**	**$65,000**	**$616,050**	**$1,210,000**	**$593,950**	**96.4%**
REVENUES OVER (UNDER) EXPENDITURES	**($14,269)**	**$632,814**	**$456,000**	**$35,950**	**($676,000)**	**($711,950)**	**(1980.4%)**
BEGINNING FUND BALANCE	**18,557**	**4,288**	**637,102**	**637,102**	**1,093,102**	**456,000**	**71.6%**
ENDING FUND BALANCE	**$4,288**	**$637,102**	**$1,093,102**	**$673,052**	**$417,102**	**($255,950)**	**(38.0%)**

TIF IV FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
263-0000-401.07-00	TIF Real Estate Tax	267,798	637,855	517,000	651,000	**533,000**	(118,000)	(18.1%)
	Real Estate Taxes	**267,798**	**637,855**	**517,000**	**651,000**	**533,000**	**(118,000)**	**(18.1%)**
263-0000-461.02-00	Interest on Investments	1,466	1,907	4,000	1,000	**1,000**	0	0.0%
263-0000-462.10-00	Market Value Adjustments	820	131	0	0	**0**	0	N/A
	Interest Income	**2,286**	**2,038**	**4,000**	**1,000**	**1,000**	**0**	**0.0%**
263-0000-489-90-00	Other Income	12,036	52,587	0	0	**0**	0	N/A
	Other	**12,036**	**52,587**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF IV Fund	**282,120**	**692,480**	**521,000**	**652,000**	**534,000**	**(118,000)**	**(18.1%)**

TIF IV FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
263-4001-571.20-05	Professional Services	70,391	9,666	10,000	56,050	**50,000**	(6,050)	(10.8%)
	Contractual Services	**70,391**	**9,666**	**10,000**	**56,050**	**50,000**	**(6,050)**	**(10.8%)**
263-4001-571.40-41	Discover Arlington	0	0	5,000	10,000	**10,000**	0	0.0%
263-4001-571.40-75	Administrative Serv Charge	50,000	50,000	50,000	50,000	**50,000**	0	0.0%
	Other Charges	**50,000**	**50,000**	**55,000**	**60,000**	**60,000**	**0**	**0.0%**
263-4001-571.50-25	Construction in Progress	175,998	0	0	500,000	**500,000**	0	0.0%
	Capital Outlay	**175,998**	**0**	**0**	**500,000**	**500,000**	**0**	**0.0%**
	Total Planning	**296,389**	**59,666**	**65,000**	**616,050**	**610,000**	**(6,050)**	**(1.0%)**

Engineering 5001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
263-5001-571.50-25	Construction in Progress	0	0	0	0	**600,000**	600,000	N/A
	Capital Outlay	**0**	**0**	**0**	**0**	**600,000**	**600,000**	**N/A**
	Total Engineering	**0**	**0**	**0**	**0**	**600,000**	**600,000**	**N/A**
	Total TIF IV Fund	**296,389**	**59,666**	**65,000**	**616,050**	**1,210,000**	**593,950**	**96.4%**

PLANNING & COMMUNITY DEVELOPMENT 4001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
263-4001-571.20-05	Professional Services	Consultants/Legal	50,000		50,000	
		Prior Year Encumbrance Carryover	6,050	56,050	0	50,000
		TOTAL CONTRACTUAL SERVICES		**56,050**		**50,000**
OTHER CHARGES:						
263-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program		10,000		10,000
263-4001-571.40-75	Administrative Serv Charge	Administrative Serv Charge		50,000		50,000
		TOTAL OTHER CHARGES		**60,000**		**60,000**
CAPITAL OUTLAY:						
263-4001-571.50-25	Construction in Progress	Redevelopment (Rebudget)		500,000		500,000
		TOTAL CAPITAL OUTLAY		**500,000**		**500,000**
		TOTAL PLANNING		**616,050**		**610,000**

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
263-5001-571.50-25	Construction in Progress	Council Trail Sewer and Street Improvements (SW1301)	0	600,000
		TOTAL CAPITAL OUTLAY	**0**	**600,000**
		TOTAL ENGINEERING	**0**	**600,000**
		TOTAL TIF IV FUND	**616,050**	**1,210,000**

► Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies east of Arlington Heights Road where it is intersected by Rand Road. The Village issued $2.0 million in bonds and approved a $2.1 million TIF note to cover part of the up-front costs to redevelop the vacant portions of the Town & Country Mall. This redeveloped site is anchored by Dick's Sporting Goods, Ashley's Furniture, and a Jo-Ann's Fabrics Superstore. As a result of proposed new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These property tax increment revenues will be used to pay off the bond and note.

Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$604,486	$496,833	$318,300	$578,700	**$318,300**	($260,400)	(45.0%)
Interest Income	19,004	10,212	8,000	12,000	**8,000**	(4,000)	(33.3%)
Total Revenues	$623,490	$507,045	$326,300	$590,700	**$326,300**	($264,400)	(44.8%)
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$623,490**	**$507,045**	**$326,300**	**$590,700**	**$326,300**	**($264,400)**	**(44.8%)**
Expenditures							
Contractual Services	$2,225	$2,700	$800	$30,000	**$30,000**	$0	0.0%
Other Charges	61,536	54,541	62,000	91,252	**90,000**	(1,252)	(1.4%)
Capital Items	0	0	0	500,000	**500,000**	0	0.0%
Total Expenditures	$63,761	$57,241	$62,800	$621,252	**$620,000**	($1,252)	(0.2%)
Interfund Transfers Out	276,500	294,600	351,850	351,850	**391,788**	39,938	11.4%
Total Expenditures and Interfund Transfers Out	**$340,261**	**$351,841**	**$414,650**	**$973,102**	**$1,011,788**	**$38,686**	**4.0%**
REVENUES OVER (UNDER) EXPENDITURES	**$283,229**	**$155,204**	**($88,350)**	**($382,402)**	**($685,488)**	**($303,086)**	**79.3%**
BEGINNING FUND BALANCE	**1,518,969**	**1,802,198**	**1,957,402**	**1,957,402**	**1,869,052**	**(88,350)**	**(4.5%)**
ENDING FUND BALANCE	**$1,802,198**	**$1,957,402**	**$1,869,052**	**$1,575,000**	**$1,183,564**	**($391,436)**	**(24.9%)**

TIF V FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
264-0000-401.07-00	TIF Real Estate Tax	604,486	496,833	318,300	578,700	**318,300**	(260,400)	(45.0%)
	Real Estate Taxes	**604,486**	**496,833**	**318,300**	**578,700**	**318,300**	**(260,400)**	**(45.0%)**
264-0000-461.02-00	Interest on Investments	13,128	8,252	8,000	12,000	**8,000**	(4,000)	(33.3%)
264-0000-462.10-00	Market Value Adjustments	5,876	1,960	0	0	**0**	0	N/A
	Interest Income	**19,004**	**10,212**	**8,000**	**12,000**	**8,000**	**(4,000)**	**(33.3%)**
	Total TIF V Fund	**623,490**	**507,045**	**326,300**	**590,700**	**326,300**	**(264,400)**	**(44.8%)**

TIF V FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
264-4001-571.20-05	Professional Services	2,225	2,700	800	30,000	**30,000**	0	0.0%
	Contractual Services	**2,225**	**2,700**	**800**	**30,000**	**30,000**	**0**	**0.0%**
264-4001-571.40-41	Discover Arlington	11,536	4,541	12,000	41,252	**40,000**	(1,252)	(3.0%)
264-4001-571.40-75	Administrative Serv Charge	50,000	50,000	50,000	50,000	**50,000**	0	0.0%
	Other Charges	**61,536**	**54,541**	**62,000**	**91,252**	**90,000**	**(1,252)**	**(1.4%)**
264-4001-571.50-25	Construction in Progress	0	0	0	500,000	**500,000**	0	0.0%
	Capital Outlay	**0**	**0**	**0**	**500,000**	**500,000**	**0**	**0.0%**
	Total Planning	**63,761**	**57,241**	**62,800**	**621,252**	**620,000**	**(1,252)**	**(0.2%)**

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
264-9901-591.90-05	Operating Transfer Out	276,500	294,600	351,850	351,850	**391,788**	39,938	11.4%
	Other Financing Uses	**276,500**	**294,600**	**351,850**	**351,850**	**391,788**	**39,938**	**11.4%**
	Total Non-Operating	**276,500**	**294,600**	**351,850**	**351,850**	**391,788**	**39,938**	**11.4%**
	Total TIF V Fund	**340,261**	**351,841**	**414,650**	**973,102**	**1,011,788**	**38,686**	**4.0%**

TIF V FUND

EXPENDITURE DETAIL

PLANNING & COMMUNITY DEVELOPMENT 4001

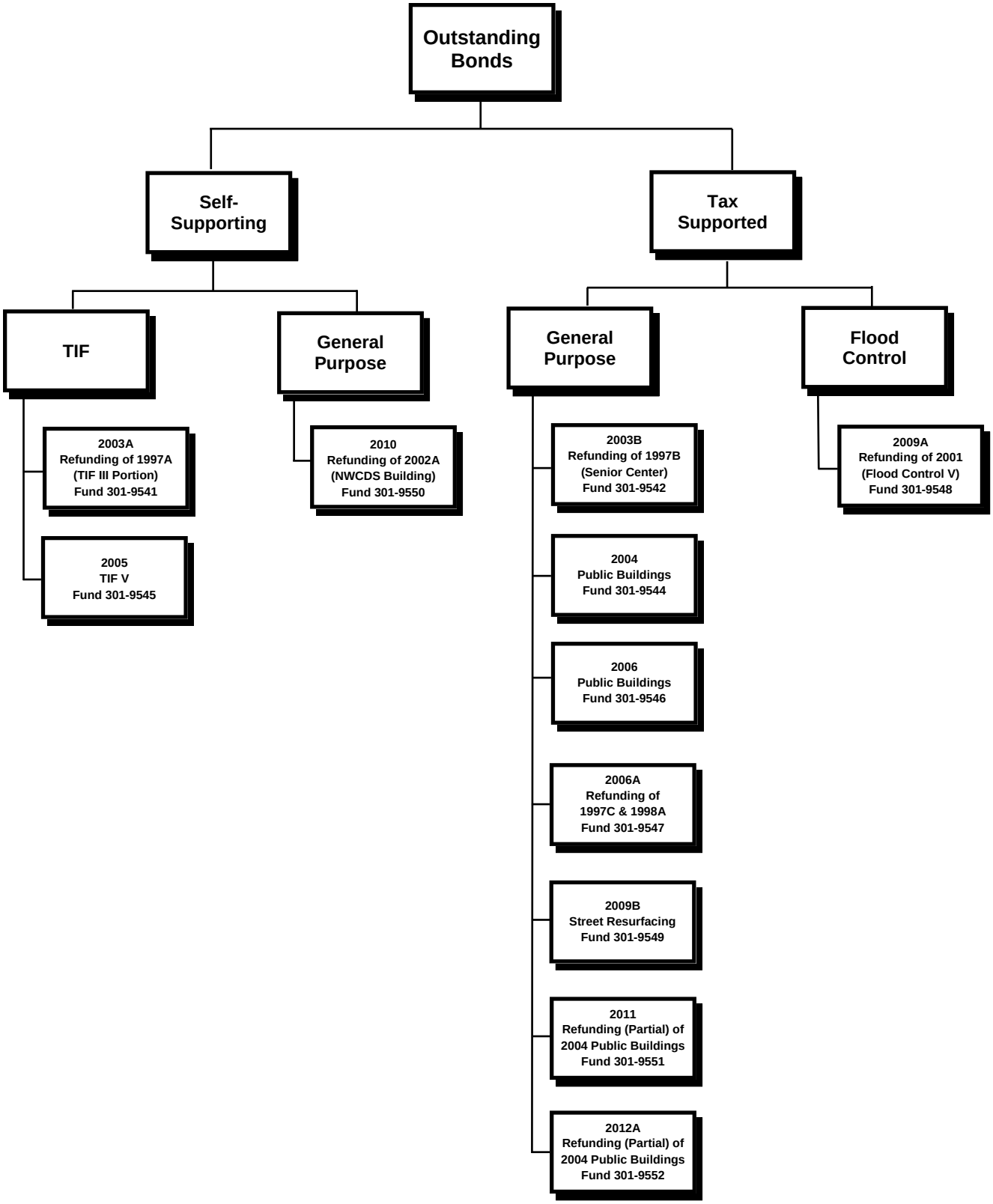
Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
264-4001-571.20-05	Professional Services	Consultants/Legal		30,000		30,000
		TOTAL CONTRACTUAL SERVICES		**30,000**		**30,000**
OTHER CHARGES:						
264-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program	40,000		40,000	
		Prior Year Encumbrance Carryover	1,252	41,252	0	40,000
264-4001-571.40-75	Administrative Serv Charge	Administrative Service Charge		50,000		50,000
		TOTAL OTHER CHARGES		**91,252**		**90,000**
CAPITAL OUTLAY:						
264-4001-571.50-25	Construction in Progress	Redevelopment (Rebudget)		500,000		500,000
		TOTAL OTHER CAPTITAL OUTLAY		**500,000**		**500,000**
		TOTAL PLANNING		**621,252**		**620,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
264-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund 2005 debt service	351,850	391,788
		TOTAL NON-OPERATING	**351,850**	**391,788**
		TOTAL NON-OPERATING	**351,850**	**391,788**
		TOTAL TIF V FUND	**973,102**	**1,011,788**

DEBT SERVICE FUND

ORGANIZATION STRUCTURE



► Fund at a Glance

The Debt Service Fund accounts for the costs for the payment of the principal and interest on all outstanding Village debt. Enterprise fund debt service, if any, is shown in the Water & Sewer Fund.

The Village is a "home rule" community and is presently not subject to debt limitations. Currently, all outstanding Village debt is general obligation bond debt, meaning that it is backed by the full faith and credit (and taxing power) of the Village. There are no revenue bonds which are considered outstanding for financial reporting purposes. The Village has used general obligation (GO) bonds exclusively in recent years because of the more favorable interest rates offered on GO bonds and thus, lower cost.

A portion of Arlington Heights' debt is self-supporting; that is, it is paid for by sources other than a direct levy of property taxes. As of April 30, 2012, the Village had a total of $53,730,000 in outstanding bonds. Of that amount, $5,285,000 (10%) was self-supported.

The following is a table of outstanding debt, the debt per capita and debt as a percent of property values as of April 30, 2013.

OUTSTANDING DEBT AS OF 4/30/13

	$ Outstanding	$Per Capita	% of Value of Taxable Property
General Property Tax Supported	$43,330,000	$577	0.425%
Self-Supported	4,565,000	61	0.045%
Total	$47,895,000	$638	0.470%

Note: Self-supported debt is debt for which property taxes are typically abated. The debt service is paid from other sources. The estimated 2012 market value of all taxable property in the Village is $10.2 billion (equalized assessed value of $3.1 billion). The population is 75,101 based on the 2010 census.

A considerable amount of the property taxes for debt service has been abated (reduced from the original property tax levy amount). It is the intent of the Village to continue to abate property taxes on the following bond issues:

2003A Refunding of 1997A – The 1997A capital project bonds were partially refunded. In calendar year 2013 100% of the debt service will be abated with revenue from TIF III.

2003B Refunding of 1997B – The 1997B senior center bonds were partially refunded. In Calendar year 2013, 41% of the debt service will be abated with revenue from another source.

2005 TIF V – Developer incentive bonds for the Town & Country retail development project. 100% of the debt service will be paid from TIF revenue.

2010 Refunding of 2002A NWCDS Building – The 2002A bonds to renovate and expand the existing NWCDS Building were refunded. 100% of the debt service will be paid by Northwest Central Dispatch Services agency.

In total, the Village will abate $1,083,975 in property taxes in calendar 2013.

The Village budgets for debt service by setting up a separate operation for each bond issue in the Debt Service Fund. This is done for efficiency and analysis purposes.

DEBT SERVICE FUND (Continued)

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$7,087,474	$7,549,493	$6,455,130	$6,716,144	**$6,651,625**	($64,519)	(1.0%)
Interest Income	34,768	22,041	24,000	24,000	**24,000**	0	0.0%
NWCD Rent	0	0	0	0	**278,800**	278,800	N/A
Bond Proceeds	2,889,910	19,990,279	0	0	**0**	0	N/A
Total Revenues	$10,012,152	$27,561,813	$6,479,130	$6,740,144	**$6,954,425**	$214,281	3.2%
Interfund Transfers In	978,100	973,700	1,035,500	1,035,500	**805,188**	(230,312)	(22.2%)
Total Revenues and Interfund Transfers In	**$10,990,252**	**$28,535,513**	**$7,514,630**	**$7,775,644**	**$7,759,613**	**($16,031)**	**(0.2%)**
Expenditures							
2002A Bond Principal	165,000	0	0	0	**0**	0	N/A
2002A Interest Expense	65,751	0	0	0	**0**	0	N/A
2003A Bond Principal	200,000	205,000	215,000	215,000	**225,000**	10,000	4.7%
2003A Interest Expense	60,913	54,163	46,731	46,731	**38,400**	(8,331)	(17.8%)
2003B Bond Principal	295,000	305,000	325,000	325,000	**320,000**	(5,000)	(1.5%)
2003B Interest Expense	83,806	73,850	62,794	62,794	**50,200**	(12,594)	(20.1%)
2004 Bond Principal	100,000	100,000	100,000	100,000	**100,000**	0	0.0%
2004 Interest Expense	933,725	697,351	8,000	8,000	**4,000**	(4,000)	(50.0%)
2005 Interest Expense	210,000	235,000	300,000	300,000	**350,000**	50,000	16.7%
2005 Interest Expense	66,522	59,593	51,838	51,838	**41,788**	(10,050)	(19.4%)
2006 Bond Principal	1,000,000	1,000,000	1,400,000	1,400,000	**1,500,000**	100,000	7.1%
2006 Interest Expense	712,000	672,000	632,000	632,000	**576,000**	(56,000)	(8.9%)
2006A Bond Principal	2,645,000	2,640,000	1,590,000	1,590,000	**275,000**	(1,315,000)	(82.7%)
2006A Interest Expense	349,400	243,600	138,000	138,000	**74,400**	(63,600)	(46.1%)
2009A Bond Principal	620,000	1,175,000	1,140,000	1,140,000	**2,610,000**	1,470,000	128.9%
2009A Interest Expense	231,713	175,900	152,400	152,400	**129,600**	(22,800)	(15.0%)
2009B Bond Principal	315,000	380,000	410,000	410,000	**440,000**	30,000	7.3%
2009B Interest Expense	59,500	38,325	30,725	30,725	**22,525**	(8,200)	(26.7%)
2010 Bond Principal	20,000	200,000	205,000	205,000	**215,000**	10,000	4.9%
2010 Interest Expense	13,447	69,863	66,863	66,863	**63,788**	(3,075)	(4.6%)
2011 Bond Principal	0	120,000	40,000	40,000	**40,000**	0	0.0%
2011 Interest Expense	0	111,771	384,500	384,500	**383,700**	(800)	(0.2%)
2012A Bond Principal	0	0	110,000	110,000	**85,000**	(25,000)	(22.7%)
2012A Interest Expense	0	0	161,167	161,167	**191,200**	30,033	18.6%
Agent Fees	3,319	3,533	4,390	4,482	**4,899**	417	9.3%
Bond Issuance Costs	36,426	147,895	0	0	**0**	0	N/A
Payment to Escrow Agent	2,849,266	19,810,102	0	0	**0**	0	N/A
Total Expenditures	$11,035,788	$28,517,946	$7,574,408	$7,574,500	**$7,740,500**	$166,000	2.2%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$11,035,788**	**$28,517,946**	**$7,574,408**	**$7,574,500**	**$7,740,500**	**$166,000**	**2.2%**
REVENUES OVER (UNDER) EXPENDITURES	**($45,536)**	**$17,567**	**($59,778)**	**$201,144**	**$19,113**	**($182,031)**	**(90.5%)**
BEGINNING FUND BALANCE	**1,789,843**	**1,744,307**	**1,761,874**	**1,761,874**	**1,702,096**	**(59,778)**	**(3.4%)**
ENDING FUND BALANCE	**$1,744,307**	**$1,761,874**	**$1,702,096**	**$1,963,018**	**$1,721,209**	**($241,809)**	**(12.3%)**

DEBT SERVICE FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-0000-401.05-00	Real Estate Tax	7,087,474	7,549,493	6,455,130	6,716,144	**6,651,625**	(64,519)	(1.0%)
	Real Estate Taxes	**7,087,474**	**7,549,493**	**6,455,130**	**6,716,144**	**6,651,625**	**(64,519)**	**(1.0%)**
301-0000-461.02-00	Interest on Investments	20,224	15,921	24,000	24,000	**24,000**	0	0.0%
301-0000-462.10-00	Market Value Adjustments	14,544	6,120	0	0	**0**	0	N/A
	Interest Income	**34,768**	**22,041**	**24,000**	**24,000**	**24,000**	**0**	**0.0%**
301-0000-472.56-00	NWCDS Building Rent	0	0	0	0	**278,800**	(271,900)	(100.0%)
	Sales & Rents	**0**	**0**	**0**	**0**	**278,800**	**(271,900)**	**N/A**
301-0000-491.05-00	Operating Transfer In	978,100	973,700	1,035,500	1,035,500	**805,188**	(230,312)	(22.2%)
301-0000-491.15-00	Bond Proceeds	2,855,000	19,595,000	0	0	**0**	0	N/A
301-0000-491.16-00	Bond Premium Proceeds	34,910	395,279	0	0	**0**	0	N/A
	Other Financing Sources	**3,868,010**	**20,963,979**	**1,035,500**	**1,035,500**	**805,188**	(230,312)	**(22.2%)**
	Total Debt Service Fund	**10,990,252**	**28,535,513**	**7,514,630**	**7,775,644**	**7,759,613**	**(566,731)**	**(0.2%)**

NWCDS Building 2002A 9538

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9538-581.60-05	Bond Principal	165,000	0	0	0	**0**	0	N/A
301-9538-582.60-15	Interest Expense	65,751	0	0	0	**0**	0	N/A
301-9538-582.60-20	Agent Fees	214	0	0	0	**0**	0	N/A
	Debt Services	**230,965**	**0**	**0**	**0**	**0**	0	N/A
	Total NWCDS Building 2002A	**230,965**	**0**	**0**	**0**	**0**	**0**	**N/A**

Refunding 2003A (Refunding of 1997A TIF III Portion) 9541

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9541-581.60-05	Bond Principal	200,000	205,000	215,000	215,000	**225,000**	10,000	4.7%
301-9541-582.60-15	Interest Expense	60,913	54,163	46,731	46,731	**38,400**	(8,331)	(17.8%)
301-9541-582.60-20	Agent Fees	375	375	375	369	**400**	31	8.4%
	Debt Service	**261,288**	**259,538**	**262,106**	**262,100**	**263,800**	**1,700**	**0.6%**
	Total Refunding 2003A	**261,288**	**259,538**	**262,106**	**262,100**	**263,800**	**1,700**	**0.6%**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2003B (Refunding of 1997B Senior Center Portion) 9542

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9542-581.60-05	Bond Principal	295,000	305,000	325,000	325,000	**320,000**	(5,000)	(1.5%)
301-9542-582.60-15	Interest Expense	83,806	73,850	62,794	62,794	**50,200**	(12,594)	(20.1%)
301-9542-582.60-20	Agent Fees	375	375	375	406	**400**	(6)	(1.5%)
	Debt Service	**379,181**	**379,225**	**388,169**	**388,200**	**370,600**	**(17,600)**	**(4.5%)**
	Total Refunding 2003B	**379,181**	**379,225**	**388,169**	**388,200**	**370,600**	**(17,600)**	**(4.5%)**

Public Buildings 2004 9544

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9544-581.60-05	Bond Principal	100,000	100,000	100,000	100,000	**100,000**	0	0.0%
301-9544-582.60-15	Interest Expense	933,725	697,350	8,000	8,000	**4,000**	(4,000)	(50.0%)
301-9544-582.60-20	Agent Fees	375	375	375	300	**400**	100	33.3%
	Debt Service	**1,034,100**	**797,725**	**108,375**	**108,300**	**104,400**	**(3,900)**	**(3.6%)**
	Total Public Buildings 2004	**1,034,100**	**797,725**	**108,375**	**108,300**	**104,400**	**(3,900)**	**(3.6%)**

TIF V 2005 9545

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9545-581.60-05	Bond Principal	210,000	235,000	300,000	300,000	**350,000**	50,000	16.7%
301-9545-582.60-15	Interest Expense	66,522	59,593	51,838	51,838	**41,788**	(10,050)	(19.4%)
301-9545-582.60-20	Agent Fees	375	375	375	362	**412**	50	13.8%
	Debt Service	**276,897**	**294,968**	**352,213**	**352,200**	**392,200**	**40,000**	**11.4%**
	Total TIF V 2005	**276,897**	**294,968**	**352,213**	**352,200**	**392,200**	**40,000**	**11.4%**

DEBT SERVICE FUND

EXPENDITURES

Public Buildings 2006 — 9546

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9546-581.60-05	Bond Principal	1,000,000	1,000,000	1,400,000	1,400,000	**1,500,000**	100,000	7.1%
301-9546-582.60-15	Interest Expense	712,000	672,000	632,000	632,000	**576,000**	(56,000)	(8.9%)
301-9546-582.60-20	Agent Fees	749	375	375	400	**400**	0	0.0%
	Debt Service	**1,712,749**	**1,672,375**	**2,032,375**	**2,032,400**	**2,076,400**	**44,000**	**2.2%**
	Total Public Buildings 2006	**1,712,749**	**1,672,375**	**2,032,375**	**2,032,400**	**2,076,400**	**44,000**	**2.2%**

Refunding 2006A (Refunding of 1997C Refunding and 1998A Fire Station) — 9547

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9547-581.60-05	Bond Principal	2,645,000	2,640,000	1,590,000	1,590,000	**275,000**	(1,315,000)	(82.7%)
301-9547-582.60-15	Interest Expense	349,400	243,600	138,000	138,000	**74,400**	(63,600)	(46.1%)
301-9547-582.60-20	Agent Fees	0	375	375	400	**400**	0	0.0%
	Debt Service	**2,994,400**	**2,883,975**	**1,728,375**	**1,728,400**	**349,800**	**(1,378,600)**	**(79.8%)**
	Total Refunding 2006A	**2,994,400**	**2,883,975**	**1,728,375**	**1,728,400**	**349,800**	**(1,378,600)**	**(79.8%)**

Refunding 2009A (Refunding of 2001 Refunding) — 9548

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9548-581.60-05	Bond Principal	620,000	1,175,000	1,140,000	1,140,000	**2,610,000**	1,470,000	128.9%
301-9548-582.60-15	Interest Expense	231,713	175,900	152,400	152,400	**129,600**	(22,800)	(15.0%)
301-9548-582.60-20	Agent Fees	428	428	428	500	**500**	0	0.0%
	Debt Service	**852,141**	**1,351,328**	**1,292,828**	**1,292,900**	**2,740,100**	**1,447,200**	**111.9%**
	Total Refunding 2009A	**852,141**	**1,351,328**	**1,292,828**	**1,292,900**	**2,740,100**	**1,447,200**	**111.9%**

DEBT SERVICE FUND

EXPENDITURES

Street Resurfacing 2009B — 9549

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9549-581.60-05	Bond Principal	315,000	380,000	410,000	410,000	**440,000**	30,000	7.3%
301-9549-582.60-15	Interest Expense	59,500	38,325	30,725	30,725	**22,525**	(8,200)	(26.7%)
301-9549-582.60-20	Agent Fees	428	428	428	475	**475**	0	0.0%
	Debt Service	**374,928**	**418,753**	**441,153**	**441,200**	**463,000**	**21,800**	**4.9%**
	Total Refunding 2009B	**374,928**	**418,753**	**441,153**	**441,200**	**463,000**	**21,800**	**4.9%**

Refunding 2010 (Refunding of NWCDS Building 2002) — 9550

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9550-581.60-05	Bond Principal	20,000	200,000	205,000	205,000	**215,000**	10,000	4.9%
301-9550-582.60-15	Interest Expense	13,447	69,863	66,863	66,863	**63,788**	(3,075)	(4.6%)
301-9550-582.60-20	Agent Fees	0	428	428	437	**512**	75	17.2%
	Debt Service	**33,447**	**270,291**	**272,291**	**272,300**	**279,300**	**7,000**	**2.6%**
301-9550-583.20-06	Bond Issuance Costs	36,426	0	0	0	**0**	0	N/A
	Contractual Services	**36,426**	**0**	**0**	**0**	**0**	**0**	**N/A**
301-9550-583.90-98	Payment to Escrow Agent	2,849,266	0	0	0	**0**	0	N/A
	Other Financing Uses	**2,849,266**	**0**	**0**	**0**	**0**	**0**	N/A
	Total Refunding 2010	**2,919,139**	**270,291**	**272,291**	**272,300**	**279,300**	**7,000**	**2.6%**

Refunding 2011 (Partial Refunding of Public Buildings 2004) — 9551

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9551-581.60-05	Bond Principal	0	120,000	40,000	40,000	**40,000**	0	0.0%
301-9551-582.60-15	Interest Expense	0	111,771	384,500	384,500	**383,700**	(800)	(0.2%)
301-9551-582.60-20	Agent Fees	0	0	428	400	**500**	100	25.0%
	Debt Service	**0**	**231,771**	**424,928**	**424,900**	**424,200**	**(700)**	**(0.2%)**
301-9551-583.20-06	Bond Issuance Costs	0	74,311		0		0	N/A
	Contractual Services	**0**	**74,311**	**0**	**0**	**0**	**0**	**N/A**
301-9551-583.90-98	Payment to Escrow Agent	0	9,988,777		0		0	N/A
	Other Financing Uses	**0**	**9,988,777**	**0**	**0**	**0**	**0**	N/A
	Total Refunding 2011	**0**	**10,294,859**	**424,928**	**424,900**	**424,200**	**(700)**	**(0.2%)**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2012A (Partial Refunding of Public Buildings 2004) 9552

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
301-9552-581.60-05	Bond Principal	0	0	110,000	110,000	**85,000**	(25,000)	(22.7%)
301-9552-582.60-15	Interest Expense	0	0	161,167	161,167	**191,200**	30,033	18.6%
301-9552-582.60-20	Agent Fees	0	0	428	433	**500**	67	15.5%
	Debt Service	**0**	**0**	**271,595**	**271,600**	**276,700**	**5,100**	**1.9%**
301-9552-583.20-06	Bond Issuance Costs	0	73,584	0	0	**0**	0	N/A
	Contractual Services	**0**	**73,584**	**0**	**0**	**0**	**0**	**N/A**
301-9552-583.90-98	Payment to Escrow Agent	0	9,821,325	0	0	**0**	0	N/A
	Other Financing Uses	**0**	**9,821,325**	**0**	**0**	**0**	**0**	N/A
	Total Refunding 2012A	**0**	**9,894,909**	**271,595**	**271,600**	**276,700**	**5,100**	**1.9%**
	Total Debt Service Fund	**11,035,788**	**28,517,946**	**7,574,408**	**7,574,500**	**7,740,500**	**166,000**	**2.2%**

SUMMARY OF DEBT SERVICE

			SUMMARY OF ANNUAL DEBT SERVICE PAYMENTS							SUMMARY OF OUTSTANDING DEBT (PRINCIPAL)		
	As of 4/30											
Tax Levy	Calendar	Fiscal	----------Tax Supported----------			----------Self Supported----------			GRAND	Tax	Self	
Year	Year	Year	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	TOTAL	Supported	Supported	Total
2012	2013	2014	5,370,000	1,431,625	6,801,625	790,000	143,975	933,975	7,735,600	43,330,000	4,565,000	47,895,000
2013	2014	2015	5,590,000	1,272,700	6,862,700	850,000	119,675	969,675	7,832,375	37,960,000	3,775,000	41,735,000
2014	2015	2016	4,260,000	1,104,100	5,364,100	895,000	92,313	987,313	6,351,413	32,370,000	2,925,000	35,295,000
2015	2016	2017	3,370,000	938,600	4,308,600	485,000	62,500	547,500	4,856,100	28,110,000	2,030,000	30,140,000
2016	2017	2018	3,390,000	816,700	4,206,700	235,000	46,550	281,550	4,488,250	24,740,000	1,545,000	26,285,000
2017	2018	2019	3,410,000	701,850	4,111,850	245,000	40,675	285,675	4,397,525	21,350,000	1,310,000	22,660,000
2018	2019	2020	3,075,000	586,263	3,661,263	255,000	33,325	288,325	3,949,588	17,940,000	1,065,000	19,005,000
2019	2020	2021	2,050,000	484,200	2,534,200	260,000	25,675	285,675	2,819,875	14,865,000	810,000	15,675,000
2020	2021	2022	2,195,000	442,200	2,637,200	270,000	17,875	287,875	2,925,075	12,815,000	550,000	13,365,000
2021	2022	2023	2,275,000	397,300	2,672,300	280,000	9,100	289,100	2,961,400	10,620,000	280,000	10,900,000
2022	2023	2024	2,450,000	333,800	2,783,800	0	0	0	2,783,800	8,345,000	0	8,345,000
2023	2024	2025	2,520,000	235,800	2,755,800	0	0	0	2,755,800	5,895,000	0	5,895,000
2024	2025	2026	1,895,000	135,000	2,030,000	0	0	0	2,030,000	3,375,000	0	3,375,000
2025	2026	2027	1,480,000	59,200	1,539,200	0	0	0	1,539,200	1,480,000	0	1,480,000
			43,330,000	8,939,338	52,269,338	4,565,000	591,663	5,156,663	57,426,000			

SELF SUPPORTED GENERAL OBLIGATION DEBT

As of 4/30 Tax Levy Year	Calendar Year	Fiscal Year	Fund 301-9541 **2003A** Refunding of 1997A (TIF III Portion) PRINCIPAL	INTEREST	Fund 301-9545 **2005** TIF V PRINCIPAL	INTEREST	Fund 301-9550 **2010** Refunding of 2002A (NWCDS Building) PRINCIPAL	INTEREST
2012	2013	2014	225,000.00	38,400.00	350,000.00	41,787.50	215,000.00	63,787.50
2013	2014	2015	235,000.00	29,400.00	400,000.00	29,712.50	215,000.00	60,562.50
2014	2015	2016	245,000.00	20,000.00	425,000.00	15,512.50	225,000.00	56,800.00
2015	2016	2017	255,000.00	10,200.00			230,000.00	52,300.00
2016	2017	2018					235,000.00	46,550.00
2017	2018	2019					245,000.00	40,675.00
2018	2019	2020					255,000.00	33,325.00
2019	2020	2021					260,000.00	25,675.00
2020	2021	2022					270,000.00	17,875.00
2021	2022	2023					280,000.00	9,100.00
2022	2023	2024						
2023	2024	2025						
2024	2025	2026						
2025	2026	2027						
			960,000.00	98,000.00	1,175,000.00	87,012.50	2,430,000.00	406,650.00

Purpose of Issue:	Partial refunding of 1997A capital projects bonds - part of $2,600,000 issue	TIF V	Refunding of 2002A NWCDS Building addition
Support Type:	100% Self Supported	100% Self Supported	100% Self Supported GO Bonds intended to be paid from NWCDS rent
Financial Classification:	General Obligation	General Obligation	General Obligation
Interest Dates:	June and December	June and December	June and December
Date of Issue:	December 29, 2003	June 15, 2005	September 22, 2010
Interest Rate:	2.00% to 4.00%	3.30% to 3.65%	1.50% to 3.25%
Amount of Issue:	$2,175,000	$2,235,000	$2,855,000
Call Date:	Noncallable	December 1, 2013	December 1, 2018
Paying Agent:	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL

SELF SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	As of 4/30 Calendar Year	Fiscal Year	TOTAL SELF SUPPORTED PRINCIPAL	INTEREST	TOTAL
2012	2013	2014	790,000.00	143,975.00	933,975.00
2013	2014	2015	850,000.00	119,675.00	969,675.00
2014	2015	2016	895,000.00	92,312.50	987,312.50
2015	2016	2017	485,000.00	62,500.00	547,500.00
2016	2017	2018	235,000.00	46,550.00	281,550.00
2017	2018	2019	245,000.00	40,675.00	285,675.00
2018	2019	2020	255,000.00	33,325.00	288,325.00
2019	2020	2021	260,000.00	25,675.00	285,675.00
2020	2021	2022	270,000.00	17,875.00	287,875.00
2021	2022	2023	280,000.00	9,100.00	289,100.00
2022	2023	2024	0.00	0.00	0.00
2023	2024	2025	0.00	0.00	0.00
2024	2025	2026	0.00	0.00	0.00
2025	2026	2027	0.00	0.00	0.00
			4,565,000.00	591,662.50	5,156,662.50

TAX SUPPORTED GENERAL OBLIGATION DEBT

As of 4/30			Fund 301-9542 **2003B** Refunding of 1997B (Senior Center)		Fund 301-9544 **2004** Public Buildings		Fund 301-9546 **2006** Public Buildings	
Tax Levy Year	Calendar Year	Fiscal Year	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2012	2013	2014	320,000.00	50,200.00	100,000.00	4,000.00	1,500,000.00	576,000.00
2013	2014	2015	315,000.00	37,400.00	0.00	0.00	1,400,000.00	516,000.00
2014	2015	2016	310,000.00	24,800.00	0.00	0.00	3,400,000.00	460,000.00
2015	2016	2017	310,000.00	12,400.00	0.00	0.00	2,100,000.00	324,000.00
2016	2017	2018			0.00	0.00	2,000,000.00	240,000.00
2017	2018	2019			0.00	0.00	2,000,000.00	160,000.00
2018	2019	2020			0.00	0.00	2,000,000.00	80,000.00
2019	2020	2021			0.00	0.00	0.00	0.00
2020	2021	2022			0.00	0.00	0.00	0.00
2021	2022	2023			0.00	0.00	0.00	0.00
2022	2023	2024			0.00	0.00	0.00	0.00
2023	2024	2025			0.00	0.00	0.00	0.00
2024	2025	2026			0.00	0.00	0.00	0.00
2025	2026	2027			0.00	0.00	0.00	0.00
			1,255,000.00	124,800.00	100,000.00	4,000.00	14,400,000.00	2,356,000.00

Purpose of Issue:	Advance refunding of 1997B	Public building projects including L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1 Partially refunded in 2011	Public building projects including John C. Woods Municipal Complex
Support Type:	Partially tax supported	100% tax supported	100% tax supported
Financial Classification:	General Obligation	General Obligation	General Obligation
Interest Dates:	June and December	June and December	June and December
Date of Issue:	December 29, 2003	June 1, 2004	October 1, 2006
Interest Rate:	2.00% to 4.00%	3.00% to 5.00%	4.00%
Call Date:	Noncallable	December 1, 2012	December 1, 2014
Amount of Issue:	$3,330,000	$20,000,000	$20,000,000
Paying Agent:	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL

TAX SUPPORTED GENERAL OBLIGATION DEBT

As of 4/30			Fund 301-9547 **2006A** Refunding of 1997C & 1998A		Fund 301-9548 **2009A** Refunding of 2001		Fund 301-9549 **2009B** Street Resurfacing	
Tax Levy Year	Calendar Year	Fiscal Year	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2012	2013	2014	275,000.00	74,400.00	2,610,000.00	129,600.00	440,000.00	22,525.00
2013	2014	2015	290,000.00	63,400.00	2,835,000.00	70,875.00	505,000.00	12,625.00
2014	2015	2016	305,000.00	51,800.00	0.00	0.00	0.00	0.00
2015	2016	2017	315,000.00	39,600.00	0.00	0.00	0.00	0.00
2016	2017	2018	330,000.00	27,000.00	0.00	0.00	0.00	0.00
2017	2018	2019	345,000.00	13,800.00	0.00	0.00	0.00	0.00
2018	2019	2020	0.00	0.00	0.00	0.00	0.00	0.00
2019	2020	2021	0.00	0.00	0.00	0.00	0.00	0.00
2020	2021	2022	0.00	0.00	0.00	0.00	0.00	0.00
2021	2022	2023	0.00	0.00	0.00	0.00	0.00	0.00
2022	2023	2024	0.00	0.00	0.00	0.00	0.00	0.00
2023	2024	2025	0.00	0.00	0.00	0.00	0.00	0.00
2024	2025	2026	0.00	0.00	0.00	0.00	0.00	0.00
2025	2026	2027	0.00	0.00	0.00	0.00	0.00	0.00
			1,860,000.00	270,000.00	5,445,000.00	200,475.00	945,000.00	35,150.00

Purpose of Issue:	Refunding of 1997C (Refunding of 1992A & 1992B) and 1998A (Fire Station)	Refunding of 2001 (Refunding of 1993 Flood V)	2010 Street Resurfacing Program
Support Type:	100% tax supported	100% tax supported	100% tax supported
Financial Classification:	General Obligation	General Obligation	General Obligation
Interest Dates:	June and December	June and December	June and December
Date of Issue:	October 30, 2006	September 8, 2009	August 1, 2009
Interest Rate:	4.00%	2.00% to 2.50%	2.00% to 2.50%
Call Date:	December 1, 2014	Noncallable	Noncallable
Amount of Issue:	$16,515,000	$8,380,000	$2,050,000
Paying Agent:	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL

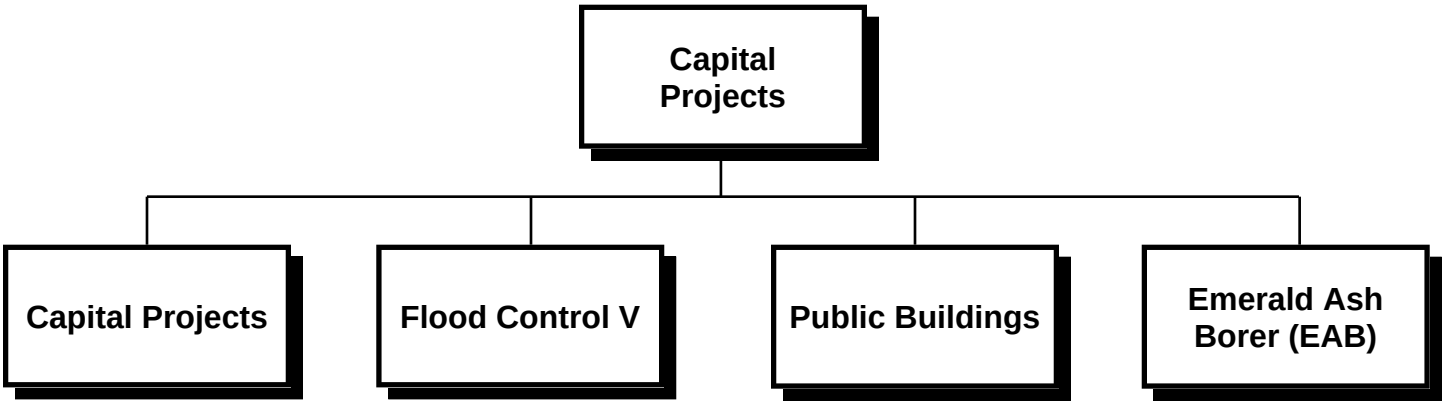
TAX SUPPORTED GENERAL OBLIGATION DEBT

As of 4/30			Fund 301-9551 **2011** Partial Refunding of 2004 (Public Bldgs)		Fund 301-9552 **2012A** Partial Refunding of 2004 (Public Bldgs)		TOTAL TAX SUPPORTED		
Tax Levy Year	Calendar Year	Fiscal Year	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	TOTAL
2012	2013	2014	40,000.00	383,700.00	85,000.00	191,200.00	5,370,000.00	1,431,625.00	6,801,625.00
2013	2014	2015	60,000.00	382,900.00	185,000.00	189,500.00	5,590,000.00	1,272,700.00	6,862,700.00
2014	2015	2016	60,000.00	381,700.00	185,000.00	185,800.00	4,260,000.00	1,104,100.00	5,364,100.00
2015	2016	2017	60,000.00	380,500.00	585,000.00	182,100.00	3,370,000.00	938,600.00	4,308,600.00
2016	2017	2018	60,000.00	379,300.00	1,000,000.00	170,400.00	3,390,000.00	816,700.00	4,206,700.00
2017	2018	2019	65,000.00	377,650.00	1,000,000.00	150,400.00	3,410,000.00	701,850.00	4,111,850.00
2018	2019	2020	75,000.00	375,862.50	1,000,000.00	130,400.00	3,075,000.00	586,262.50	3,661,262.50
2019	2020	2021	50,000.00	373,800.00	2,000,000.00	110,400.00	2,050,000.00	484,200.00	2,534,200.00
2020	2021	2022	50,000.00	371,800.00	2,145,000.00	70,400.00	2,195,000.00	442,200.00	2,637,200.00
2021	2022	2023	900,000.00	369,800.00	1,375,000.00	27,500.00	2,275,000.00	397,300.00	2,672,300.00
2022	2023	2024	2,450,000.00	333,800.00	0.00	0.00	2,450,000.00	333,800.00	2,783,800.00
2023	2024	2025	2,520,000.00	235,800.00	0.00	0.00	2,520,000.00	235,800.00	2,755,800.00
2024	2025	2026	1,895,000.00	135,000.00	0.00	0.00	1,895,000.00	135,000.00	2,030,000.00
2025	2026	2027	1,480,000.00	59,200.00	0.00	0.00	1,480,000.00	59,200.00	1,539,200.00
			9,765,000.00	4,540,812.50	9,560,000.00	1,408,100.00	43,330,000.00	8,939,337.50	52,269,337.50

Purpose of Issue:	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1
Support Type:	100% tax supported	100% tax supported
Financial Classification:	General Obligation	General Obligation
Interest Dates:	June and December	June and December
Date of Issue:	August 1, 2011	February 1, 2012
Interest Rate:	2.00% to 4.00%	2.00%
Call Date:	December 1, 2019	December 1, 2020
Amount of Issue:	$9,925,000	$9,670,000
Paying Agent:	Bank of New York Midwest Trust Company Chicago, IL	Bank of New York Midwest Trust Company Chicago, IL

CAPITAL PROJECT FUNDS

ORGANIZATION STRUCTURE



CAPITAL PROJECTS FUND 401

► Fund at a Glance

This fund accounts for capital acquisitions and construction projects of a significant nature, as well as scheduled replacement of fixed assets other than vehicles.

Restrictions:

VILLAGE POLICY – The Village's policy requires one time revenues to be used for one time expenditures.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$4,023,336	$4,212,835	$4,303,100	$4,335,000	**$4,427,100**	$92,100	2.1%
Intergovernmental	297,531	239,919	508,900	497,698	**1,188,000**	690,302	138.7%
Service Charges	3,068	1,718	1,200	3,000	**1,000**	(2,000)	(66.7%)
Interest Income	57,766	31,448	26,000	40,000	**25,000**	(15,000)	(37.5%)
Sales/Reimbursable/Rents	0	900	0	0	**0**	0	N/A
Other	208,876	47,091	36,000	55,000	**30,000**	(25,000)	(45.5%)
Total Revenues	$4,590,577	$4,533,911	$4,875,200	$4,930,698	**$5,671,100**	$740,402	15.0%
Interfund Transfers In	0	0	9,356	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$4,590,577**	**$4,533,911**	**$4,884,556**	**$4,930,698**	**$5,671,100**	**$740,402**	**15.0%**
Expenditures							
Contractual Services	$42,161	$25,668	$140,000	$327,482	**$0**	($327,482)	(100.0%)
Other Charges	0	0	0	69,290	**200,000**	130,710	188.6%
Capital Items	4,310,511	4,379,267	6,747,171	7,679,175	**7,607,100**	(72,075)	(0.9%)
Total Expenditures	$4,352,672	$4,404,935	$6,887,171	$8,075,947	**$7,807,100**	($268,847)	(3.3%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$4,352,672**	**$4,404,935**	**$6,887,171**	**$8,075,947**	**$7,807,100**	**($268,847)**	**(3.3%)**
REVENUES OVER (UNDER) EXPENDITURES	**$237,905**	**$128,976**	**($2,002,615)**	**($3,145,249)**	**($2,136,000)**	**$1,009,249**	**(32.1%)**
BEGINNING FUND BALANCE	**6,162,092**	**6,399,997**	**6,528,973**	**6,528,973**	**4,526,358**	**(2,002,615)**	**(30.7%)**
ENDING FUND BALANCE	**$6,399,997**	**$6,528,973**	**$4,526,358**	**$3,383,724**	**$2,390,358**	**($993,366)**	**(29.4%)**

CAPITAL PROJECTS FUND (401)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Note	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES											
TAXES - PROPERTY TAXES			2,379,792	2,488,658	2,593,100	2,625,000	**2,700,000**	2,800,000	2,900,000	3,000,000	3,100,000
HOME RULE SALES TAX			1,643,544	1,724,178	1,710,000	1,710,000	**1,727,100**	1,761,600	1,814,400	1,868,800	1,924,900
GRANTS	(8) (10)		11,250	0	400,000	400,000	**1,188,000**	0	0	0	0
ENERGY EFFICIENCY & CONSERVATION BLOCK GRAN	(12)		286,281	239,919	108,900	97,698	**0**	0	0	0	0
SERVICE CHARGES			3,068	1,718	1,200	3,000	**1,000**	1,500	1,500	1,500	1,500
INTEREST INCOME			57,766	31,445	26,000	40,000	**25,000**	30,000	30,000	30,000	30,000
FORFEITURES			15,818	34,168	9,000	0	**0**	0	0	0	0
OTHER			193,058	13,825	27,000	30,000	**30,000**	0	0	0	0
RESIDUAL EQUITY TRANSFER IN FROM FIRE ACADEMY			0	0	9,356	0	**0**	0	0	0	0
TOTAL REVENUES			4,590,577	4,533,911	4,884,556	4,905,698	**5,671,100**	4,593,100	4,745,900	4,900,300	5,056,400
EXPENDITURES											
BUILDING & LAND											
Overhead Door Replacement		BL-90-04	0	8,953	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
Public Works Annex Improvements	(1)	BL-93-02	0	0	10,000	16,818	**10,000**	10,000	10,000	10,000	10,000
Building Equipment Replacement		BL-95-04	0	6,360	30,000	30,000	**30,000**	30,000	30,000	30,000	30,000
Municipal Buildings Refurbishing		BL-95-05	18,308	59,679	30,000	30,000	**32,000**	32,000	32,000	32,000	32,000
Roof Maintenance Program		BL-95-06	2,261	314,641	259,100	259,070	**46,500**	179,000	29,500	91,000	10,000
Heating Plant/Air Conditioner Replacement		BL-96-01	0	21,138	30,000	30,000	**30,000**	30,000	30,000	30,000	30,000
Ongoing Maintenance to Brick Exteriors	(2)	BL-96-03	8,080	9,675	20,000	20,000	**20,000**	20,000	20,000	20,000	20,000
Historical Society Museum - Building Repairs		BL-96-04	0	15,610	72,800	59,390	**25,000**	25,000	25,000	25,000	25,000
Police Building Maintenance		BL-10-04	2,785	0	0	0	**0**	0	0	0	0
Solar Bike Shelter		BL-10-15	78,900	0	0	0	**0**	0	0	0	0
Fire Department Training Tower Renovation		BL-13-10	0	0	0	0	**150,000**	0	0	0	0
Paint Municipal Complex Garage (M)	(3)	BL-14-02	0	0	0	0	**37,500**	0	0	0	0
SUBTOTAL - BLDG & LAND			110,334	436,056	461,900	455,278	**391,000**	336,000	186,500	248,000	167,000
EQUIPMENT											
Operational Equipment - Public Works	(4)	EQ-94-01	33,765	69,145	154,700	154,673	**179,300**	74,000	79,800	136,800	22,000
Operational Equipment - Police Department	xx	EQ-95-01	86,003	72,618	6,900	6,914	**86,700**	64,200	41,700	46,800	47,500
Operational Equipment - Fire Department		EQ-95-02	168,515	98,587	87,000	96,000	**126,000**	98,000	97,000	116,000	128,000
Office Equipment	xx	EQ-95-03	31,520	35,281	22,871	24,006	**38,600**	25,000	25,000	25,000	25,000
Operational Equipment - Municipal Fleet Services		EQ-97-01	716	0	35,800	35,800	**55,500**	21,000	31,000	31,000	0
Operational Equipment - Information Technology		EQ-01-03	78,281	80,947	65,000	85,000	**95,000**	80,000	150,000	135,000	80,000
Operational Equipment - Engineering Department		EQ-01-04	0	3,253	5,000	5,000	**5,000**	5,000	15,000	0	0
Patrol Vehicle Equipment Replacement Program	xx	EQ-08-03	15,752	0	0	0	**20,000**	35,000	35,000	40,000	60,000
2-Way Mobile Radio Replacement - Public Works	(5)	EQ-09-05	0	0	180,000	180,000	**0**	0	0	0	0
Fluid Delivery System		EQ-10-01	31,959	0	0	0	**0**	0	0	0	0
Radio System Replacement - Police & Fire	(6)	EQ-13-01	0	0	347,500	348,000	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT			446,511	359,831	904,771	935,393	**606,100**	402,200	474,500	530,600	362,500
SIGNALS											
Traffic Signal Imprv at Northwest Hwy/Wilke	(7)	SG-08-02	14,499	40,978	200,000	661,620	**500,000**	0	0	0	0
Dundee Rd/Kennicott Ave Pedestrian Actuation		ST-14-05	0	0	0	0	**20,000**	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central at Arthur		ST-14-10	0	0	0	0	**0**	10,000	0	0	0
Arl Hts Rd - Sigwalt St/Miner St Interconnection		ST-16-05	0	0	0	0	**0**	15,000	0	0	0
Euclid Ave - Arl Hts Rd/Dunton St Interconnection		ST-16-10	0	0	0	0	**0**	0	42,500	0	0
SUBTOTAL - SIGNALS			14,499	40,978	200,000	661,620	**520,000**	25,000	42,500	0	0
STREETS											
Street Resurfacing Program	(8)	ST-90-08	3,066,721	3,087,460	3,745,500	3,745,519	**3,400,000**	3,500,000	3,600,000	3,700,000	3,800,000
Sidewalk & Curb Replacement		ST-90-11	295,528	305,000	315,000	315,000	**325,000**	335,000	345,000	355,000	365,000
Green Corridor Beautification	(9)	ST-99-03	0	0	17,700	17,711	**0**	0	0	0	0
Street Light Cable Replacement		ST-00-01	7,341	13,724	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
HPS Street Light Conversion		ST-00-03	5,353	4,794	4,700	4,688	**0**	0	0	0	0
Gateway Signs & Beautification		ST-01-01	7,250	0	10,200	10,200	**0**	0	0	0	0
UPRR Pedestrian Underpass-Kensington/NW Hwy		ST-04-03	13,794	0	0	0	**0**	0	0	0	0
Paver Brick Maintenance		ST-05-01	7,539	23,570	68,400	60,019	**25,000**	25,000	25,000	25,000	25,000
Northwest Hwy/Davis Street/Arthur Avenue	(10)	ST-05-03	27,661	25,668	625,000	1,327,482	**2,300,000**	0	0	0	0
Parking Lot Resurfacing		ST-09-01	0	0	75,000	75,000	**20,000**	0	0	0	0
McDonald Creek Bike Trail Repair		ST-09-03	0	0	50,000	50,000	**0**	0	0	0	0
Douglas Avenue Multi-Use Path		ST-09-04	0	0	22,400	22,354	**0**	0	0	0	0
Commuter Drive Reconstruction	(11)	ST-11-05	63,861	0	220,000	162,000	**0**	0	0	0	0
Davis/Sigwalt Streets Fencing/Landscape Upgrade		ST-12-01	0	0	10,500	8,296	**0**	0	0	0	0
Downtown Street Furniture		ST-14-01	0	0	0	0	**10,000**	10,000	10,000	10,000	10,000
SUBTOTAL - STREETS			3,495,048	3,460,216	5,174,400	5,808,269	**6,090,000**	3,880,000	3,990,000	4,100,000	4,210,000

CAPITAL PROJECTS FUND (401)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Note	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
EECBG PROJECTS	(12)	MS-10-XX	286,280	107,854	146,100	146,097	**0**	0	0	0	0
OPERATING CONTINGENCY			0	0	0	69,290	**200,000**	0	0	0	0
BOND ISSUANCE COSTS			0	0	0	0	**0**	0	0	0	0
TRANSFER OUT TO GENERAL FUND			0	0	0	0	**0**	0	0	0	0
TOTAL EXPENDITURES			4,352,672	4,404,935	6,887,171	8,075,947	**7,807,100**	4,643,200	4,693,500	4,878,600	4,739,500
BEGINNING FUND BALANCE			6,162,092	6,399,997	6,528,973		**4,526,358**	2,390,358	2,340,258	2,392,658	2,414,358
REVENUES OVER (UNDER) EXPENDITURES			237,905	128,976	(2,002,615)	(3,170,249)	**(2,136,000)**	(50,100)	52,400	21,700	316,900
ENDING FUND BALANCE			6,399,997	6,528,973	4,526,358		**2,390,358**	2,340,258	2,392,658	2,414,358	2,731,258
Fund Balance as a Percent of Expenditures							**31%**	**50%**	**51%**	**49%**	**58%**

PROJECTS WITH SECOND FUND SOURCE AND/OR FUNDED WITH GRANTS

Public Works Annex Improvements	(1)	BL-93-02	Ongoing program also funded with Water & Sewer Fund revenue.
Ongoing Maintenance to Brick Exteriors	(2)	BL-96-03	Ongoing program also funded with Parking Fund revenue.
Paint Municipal Complex Garage (M)	(3)	BL-14-02	Funded 75% by Capital Projects Fund as shown on this schedule and 25% by Municipal Parking Fund revenue.
Operational Equipment - Public Works	(4)	EQ-94-01	Ongoing program also funded with Water & Sewer Fund revenue.
2-Way Mobile Radio Replacement - Public Works	(5)	EQ-09-02	Funded 80% by Capital Projects Fund as shown on this schedule and 20% by Water & Sewer Fund revenue.
Radio System Replacement - Police & Fire	(6)	EQ-13-01	$500,000 for Police radios is funded in the Criminal Investigations Fund; Fire radios are currently funded at $348,000 using Capital Projects funds as shown on this schedule and $50,000 from Foreign Fire Insurance Tax
Traffic Signal Imprv at Northwest Hwy/Wilke	(7)	SG-08-02	Village share only - State share not included in this budget.
Street Resurfacing Program	(8)	ST-90-08	FY2013 budget was amended for $400,000 Illinois Department of Commerce and Economic Opportunity grant.
Green Corridor Beautification	(9)	ST-99-03	Program also funded from TIF IV ($95,000) in FY2016. Another $540,000 is Unfunded.
Northwest Hwy/Davis Street/Arthur Avenue	(10)	ST-05-03	IDOT's Surface Transportation Program (STP) will fund 80% of this project.
Commuter Drive Reconstruction	(11)	ST-11-05	Village share only - CMAQ Grant and STP funding not included in this budget.
EECBG Projects	(12)	MS-10-XX	Total EE&CB Grant is $714,000 for projects budgeted over several years in Capital Projects, General, Water & Sewer and Fleet Funds.

xx In FY2013 only, all or a portion of the planned Police capital expenditures normally shown here was funded in the Criminal Investigation Fund.

CAPITAL PROJECTS FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0000-401.05-00	Real Estate Tax	2,379,792	2,488,657	2,593,100	2,625,000	**2,700,000**	75,000	2.9%
	Real Estate Taxes	**2,379,792**	**2,488,657**	**2,593,100**	**2,625,000**	**2,700,000**	**75,000**	**2.9%**
401-0000-402.30-00	Sales Tax Home Rule	1,643,544	1,724,178	1,710,000	1,710,000	**1,727,100**	17,100	1.0%
	Business Taxes	**1,643,544**	**1,724,178**	**1,710,000**	**1,710,000**	**1,727,100**	**17,100**	**1.0%**
401-0000-411.54-00	EE&C Block Grant (EECBG)	286,281	239,919	108,900	97,698	**0**	(97,698)	(100.0%)
401-0000-411.55-00	State Grant	11,250	0	0	0	**1,188,000**	1,188,000	N/A
401-0000-411.70-00	Other Grants	0	0	400,000	400,000	**0**	(400,000)	(100.0%)
	Intergovernmental	**297,531**	**239,919**	**508,900**	**497,698**	**1,188,000**	**690,302**	**138.7%**
401-0000-451.25-00	Service Charge Spec Asses	3,068	1,718	1,200	3,000	**1,000**	(2,000)	(66.7%)
	Charges for Services	**3,068**	**1,718**	**1,200**	**3,000**	**1,000**	**(2,000)**	**(66.7%)**
401-0000-461.02-00	Interest on Investments	38,497	24,975	26,000	40,000	**25,000**	(15,000)	(37.5%)
401-0000-462.10-00	Market Value Adjustments	19,269	6,473	0	0	**0**	0	N/A
	Interest Income	**57,766**	**31,448**	**26,000**	**40,000**	**25,000**	**(15,000)**	**(37.5%)**
401-0000-472.24-00	Sale of Equipment	0	900	0	0	**0**	0	N/A
	Sales & Rents	**0**	**900**	**0**	**0**	**0**	**0**	**N/A**
401-0000-489.87-00	Developer Contributions	8,025	1,523	0	0	**0**	0	N/A
401-0000-489.90-00	Other Income	185,033	11,400	27,000	55,000	**30,000**	(25,000)	(45.5%)
401-0000-489.92-00	Bond Forfeitures	15,818	34,168	9,000	0	**0**	0	N/A
	Other	**208,876**	**47,091**	**36,000**	**55,000**	**30,000**	**(25,000)**	**(45.5%)**
401-0000-491.10-00	Residual Equity Transfer In	0	0	9,356	0	**0**	0	N/A
	Other Financing Sources	**0**	**0**	**9,356**	**0**	**0**	**0**	**N/A**
	Total Capital Projects Fund	**4,590,577**	**4,533,911**	**4,884,556**	**4,930,698**	**5,671,100**	**740,402**	**15.0%**

CAPITAL PROJECTS FUND

EXPENDITURES

Board of Trustees 0101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0101-572.50-10	Office Equipment	2,761	0	1,700	1,835	**0**	(1,835)	(100.0%)
	Capital Outlay	**2,761**	**0**	**1,700**	**1,835**	**0**	**(1,835)**	**(100.0%)**
	Total Board of Trustees	**2,761**	**0**	**1,700**	**1,835**	**0**	**(1,835)**	**(100.0%)**

Village Manager 0201

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0201-572.50-10	Office Equipment	0	7,352	3,000	3,600	**0**	(3,600)	(100.0%)
	Capital Outlay	**0**	**7,352**	**3,000**	**3,600**	**0**	**(3,600)**	**(100.0%)**
	Total Village Manager	**0**	**7,352**	**3,000**	**3,600**	**0**	**(3,600)**	**(100.0%)**

Human Resources 0301

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0301-572.50-10	Office Equipment	0	0	3,200	3,600	**0**	(3,600)	(100.0%)
	Capital Outlay	**0**	**0**	**3,200**	**3,600**	**0**	**(3,600)**	**(100.0%)**
	Total Human Resources	**0**	**0**	**3,200**	**3,600**	**0**	**(3,600)**	**(100.0%)**

Legal 0401

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0401-572.50-10	Office Equipment	0	5,888	0	0	**0**	0	N/A
	Capital Outlay	**0**	**5,888**	**0**	**0**	**0**	**0**	**N/A**
	Total Legal	**0**	**5,888**	**0**	**0**	**0**	**0**	**N/A**

CAPITAL PROJECTS FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0501-572.50-10	Office Equipment	3,555	0	0	0	**15,000**	15,000	N/A
	Capital Outlay	**3,555**	**0**	**0**	**0**	**15,000**	**15,000**	**N/A**
	Total Finance	**3,555**	**0**	**0**	**0**	**15,000**	**15,000**	**N/A**

IT 0601

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-0601-572.50-15	Other Equipment	78,281	80,947	65,000	85,000	**95,000**	10,000	11.8%
	Capital Outlay	**78,281**	**80,947**	**65,000**	**85,000**	**95,000**	**10,000**	**11.8%**
	Total IT	**78,281**	**80,947**	**65,000**	**85,000**	**95,000**	**10,000**	**11.8%**

Police 3001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-3001-572.50-10	Office Equipment	23,651	18,886	0	0	**20,000**	20,000	N/A
401-3001-572.50-15	Other Equipment	101,755	72,618	6,900	6,914	**106,700**	99,786	1443.2%
	Capital Outlay	**125,406**	**91,504**	**6,900**	**6,914**	**126,700**	**119,786**	**1732.5%**
	Total Police	**125,406**	**91,504**	**6,900**	**6,914**	**126,700**	**119,786**	**1732.5%**

Fire 3501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-3501-572.50-10	Office Equipment	0	0	3,600	3,600	**0**	(3,600)	(100.0%)
401-3501-572.50-15	Other Equipment	168,515	98,587	434,500	444,000	**126,000**	(318,000)	(71.6%)
	Capital Outlay	**168,515**	**98,587**	**438,100**	**447,600**	**126,000**	**(321,600)**	**(71.8%)**
	Total Fire	**168,515**	**98,587**	**438,100**	**447,600**	**126,000**	**(321,600)**	**(71.8%)**

CAPITAL PROJECTS FUND

EXPENDITURES

Planning & Community Development 4001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-4001-572.50-10	Office Equipment	0	0	4,300	4,300	**0**	(4,300)	(100.0%)
401-4001-572.50-20	Building Improvements	78,900	0	0	0	**0**	0	N/A
401-4001-571.50-30	Road Projects	7,250	0	38,400	36,207	**0**	(36,207)	(100.0%)
401-4001-571.50-60	EECBG Projects	286,280	107,854	146,100	146,097	**0**	(146,097)	(100.0%)
	Capital Outlay	**372,430**	**107,854**	**188,800**	**186,604**	**0**	**(186,604)**	**(100.0%)**
	Total Planning	**372,430**	**107,854**	**188,800**	**186,604**	**0**	**(186,604)**	**(100.0%)**

Building Services 4501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-4501-572.50-10	Office Equipment	1,553	0	0	0	**3,600**	3,600	N/A
	Capital Outlay	**1,553**	**0**	**0**	**0**	**3,600**	**3,600**	**N/A**
	Total Building Services	**1,553**	**0**	**0**	**0**	**3,600**	**3,600**	**N/A**

Health Services 4502

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-4502-572.50-10	Office Equipment	0	3,155	3,471	3,471	**0**	(3,471)	(100.0%)
	Capital Outlay	**0**	**3,155**	**3,471**	**3,471**	**0**	**(3,471)**	**(100.0%)**
	Total Health Services	**0**	**3,155**	**3,471**	**3,471**	**0**	**(3,471)**	**(100.0%)**

CAPITAL PROJECTS FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-5001-571.20-05	Professional Services	42,161	25,668	140,000	327,482	**0**	(327,482)	(100.0%)
	Contractual Services	**42,161**	**25,668**	**140,000**	**327,482**	**0**	**(327,482)**	**(100.0%)**
401-5001-572.50-10	Office Equipment	0	3,253	8,600	8,600	**5,000**	(3,600)	(41.9%)
401-5001-571.50-30	Road Projects	3,130,582	3,128,438	4,725,500	5,644,139	**6,240,000**	595,861	10.6%
401-5001-571.50-45	Sidewalk Program	295,528	305,000	387,400	387,354	**325,000**	(62,354)	(16.1%)
	Capital Outlay	**3,426,110**	**3,436,691**	**5,121,500**	**6,040,093**	**6,570,000**	**529,907**	**8.8%**
	Total Engineering	**3,468,271**	**3,462,359**	**5,261,500**	**6,367,575**	**6,570,000**	**202,425**	**3.2%**

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-7101-572.50-15	Other Equipment	33,764	69,145	334,700	334,673	**179,300**	(155,373)	(46.4%)
401-7101-571.50-20	Building Improvements	31,434	436,056	461,900	455,278	**391,000**	(64,278)	(14.1%)
401-7101-571.50-30	Road Projects	34,028	42,088	83,100	74,707	**45,000**	(29,707)	(39.8%)
	Capital Outlay	**99,226**	**547,289**	**879,700**	**864,658**	**615,300**	**(249,358)**	**(28.8%)**
	Total Public Works	**99,226**	**547,289**	**879,700**	**864,658**	**615,300**	**(249,358)**	**(28.8%)**

Municipal Fleet Services 7501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-7501-572.50-15	Other Equipment	32,674	0	35,800	35,800	**55,500**	19,700	55.0%
	Capital Outlay	**32,674**	**0**	**35,800**	**35,800**	**55,500**	**19,700**	**55.0%**
	Total Municipal Fleet Serv	**32,674**	**0**	**35,800**	**35,800**	**55,500**	**19,700**	**55.0%**

CAPITAL PROJECTS FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
401-9901-571.40-96	Operating Contingency	0	0	0	69,290	**200,000**	130,710	188.6%
	Other Charges	**0**	**0**	**0**	**69,290**	**200,000**	**130,710**	**188.6%**
	Total Non-Operating	**0**	**0**	**0**	**69,290**	**200,000**	**130,710**	**188.6%**
	Total Capital Projects Fund	**4,352,672**	**4,404,935**	**6,887,171**	**8,075,947**	**7,807,100**	**(268,847)**	**(3.3%)**

BOARD OF TRUSTEES 0101

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-0101-572.50-10	Office Equipment	Office Equipment (EQ9503) Wheel Chair accessible table for Board Room	1,835	0
		TOTAL CAPITAL OUTLAY	**1,835**	**0**
		TOTAL LEGAL	**1,835**	**0**

VILLAGE MANAGER 0201

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-0201-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement copier	3,600	0
		TOTAL CAPITAL OUTLAY	**3,600**	**0**
		TOTAL VILLAGE MANAGER	**3,600**	**0**

HUMAN RESOURCES 0301

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-0301-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement copier	3,600	0
		TOTAL CAPITAL OUTLAY	**3,600**	**0**
		TOTAL HUMAN RESOURCES	**3,600**	**0**

FINANCE 0501

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-0501-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Mailroom postage machine and postage meter	0	15,000
		TOTAL CAPITAL OUTLAY	**0**	**15,000**
		TOTAL FINANCE	**0**	**15,000**

INFORMATION TECHNOLOGY (IT) 0601

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
401-0601-572.50-15	Other Equipment	IT Operational Equipment (EQ0103)		85,000		95,000
		Software licensing (Microsoft, Cartegraph)	50,000		50,000	
		Engineering Dept Document Management	15,000		20,000	
		Web upgrading and customization	0		15,000	
		Security Systems Network (upgrading existing systems)	20,000		10,000	
		TOTAL CAPITAL OUTLAY		**85,000**		**95,000**
		TOTAL IT		**85,000**		**95,000**

POLICE 3001

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-3001-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Police office furniture update	0	20,000
401-3001-572.50-15	Other Equipment	Police Operational Equipment (EQ9501)	6,914	86,700
		Decatur Genesis Radars (4)	6,500	
		Weapons Replacement (8)	8,000	
		Kustom Signal LIDAR Radars (3)	9,000	
		Tasers (5)	7,500	
		Total Station	14,000	
		Bosch Crash Data Retrieval	8,000	
		Fatal Vision Goggles	1,300	
		Video Scope/Snake Camera	2,100	
		Radar Speed Signs (2)	5,000	
		Automated External Defibrillators (11)	25,300	
		Patrol Vehicle Equip Repl (EQ0803)	0	20,000
		TOTAL CAPITAL OUTLAY	**6,914**	**126,700**
		TOTAL POLICE	**6,914**	**126,700**

FIRE 3501

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-3501-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Replacement copier	3,600	0
401-3501-572.50-15	Other Equipment	Fire Operational Equipment (EQ9502)	96,000	126,000
		Portable Defib & communications pkg (1)	36,000	
		Hydraulic rescue tools	30,000	
		Misc. equip for new ladder tuck	35,000	
		Fire hose washer	12,000	
		Level "A" hazarduos materials protective suits (4)	5,000	
		800 MHz radios for Emergency Operations Center (2)	8,000	
		Radio system replacement (EQ1301)	348,000	0
		TOTAL CAPITAL OUTLAY	**447,600**	**126,000**
		TOTAL FIRE	**447,600**	**126,000**

PLANNING & COMMUNITY DEVELOPMENT 4001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
401-4001-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement plotter		4,300		0
401-4001-571.50-30	Road Projects	Green Corridor Beautification (ST9903) - landscape median on N. Arl Hts Rd (50/50 share with County) and install opticom at Lake Cook Rd	17,711		0	
		Gateway Signs & Beautification (ST0101) - Rebudget	10,200		0	
		Davis Street/Sigwalt Street Fencing/ Landscape Upgrade (ST1201)	8,296	36,207	0	0
401-4001-571.50-60	EECBG Projects	GHG Emissions/Implementation (MS1002)	4,830		0	
		Residential Energy Loans (MS1005)	4,590		0	
		Small Business Energy Loans (MS1006)	4,766		0	
		EECS Implementation (MS1007)	10,000		0	
		Energy Exhibit (MS1011)	11,271		0	
		Fire Stations #3 & #4 Lighting (MS1015)	21,000		0	
		Energy Efficient Retrofit Grants (MS1016)	89,640	146,097	0	0
		TOTAL CAPITAL OUTLAY		**186,604**		**0**
		TOTAL PLANNING		**186,604**		**0**

BUILDING SERVICES 4501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
401-4501-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement copier		0		3,600
		TOTAL CAPITAL OUTLAY		**0**		**3,600**
		TOTAL BUILDING SERVICES		**0**		**3,600**

HEALTH SERVICES 4502

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
401-4502-572.50-10	Office Equipment	Office Equipment (EQ9503)				
		Reconfiguration of workspace		3,471		0
		TOTAL CAPITAL OUTLAY		**3,471**		**0**
		TOTAL HEALTH SERVICES		**3,471**		**0**

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
401-5001-571.20-05	Professional Services	Northwest Hwy/Davis St/Arthur Av				
		Intersection Impr (ST0503)	214,900		0	
		Prior Year Encumbrance Carryover	112,582	327,482	0	0
		TOTAL CONTRACTUAL SERVICES		**327,482**		**0**
CAPITAL OUTLAY:						
401-5001-572.50-10	Office Equipment	Engineering Operational Equip (EQ0104)	5,000		5,000	
		Office Equipment (EQ9503)				
		Replacement copier	3,600	8,600	0	5,000
401-5001-571.50-30	Road Projects	Street Resurfacing Program (ST9008)	3,300,000		3,400,000	
		IL Dept of Comm Grant - Bud Amend	400,000		0	
		Prior Year Encumbrance Carryover	45,519		0	
		Northwest Hwy/Davis St/Arthur Av				
		Intersection Improvements - Village				
		share only (ST0503) - Rebudget	1,000,000		2,300,000	
		Parking Lot Resurfacing (ST0901)	75,000		20,000	
		Commuter Dr. Reconstruction (ST1105)	162,000		0	
		Dundee Rd/Kennicott Ave Pedestrian				
		Actuation (ST1405)	0		20,000	
		Traffic Signal Improvements at Northwest				
		Highway/Wilke Road (SG0802)	661,620	5,644,139	500,000	6,240,000
401-5001-571.50-45	Sidewalk Program	Sidewalk & Curb Replacement (ST9011)	315,000		325,000	
		McDonald Creek Bike Trail Repair -				
		Bradford Drive from Suffield Road to				
		Hintz Road (ST0903) (budget amend)	50,000		0	
		Douglas Avenue Multi-Use				
		Path (ST0904)	22,354	387,354	0	325,000
		TOTAL CAPITAL OUTLAY		**6,040,093**		**6,570,000**
		TOTAL ENGINEERING		**6,367,575**		**6,570,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
401-7101-572.50-15	Other Equipment	Public Works Operational				
		Equipment (EQ9401)		154,673		179,300
		Traffic				
		Power cable puller			6,000	
		Cable fault finder			5,000	
		Traffic signal bases			1,000	
		Thermal striping machine & acc.			20,000	
		Traffic signal controller			15,000	
		Scarsdale lens replacement			30,000	
		Electric powered breakers (4)			5,000	
		Streets				
		Anti-icing upgrades			15,000	
		Roadway Weather Info Sys (RWIS)			20,000	
		Power washer			14,000	
		Snow command upgrades			3,000	
		Leaf blowers (2)			2,000	
		Sidewalk grinder			6,000	
		Welder			6,000	
		Forestry				
		Chainsaws (3) - small			4,200	
		Chainsaws (3) - large			6,600	
		Hydraulic powered pole trimmer			1,500	
		Portable generator			2,000	
		Buildings & Grounds				
		Cut-off saw			2,000	
		BAS system upgrades - Sen Ctr			15,000	
		2-Way mobile radio repl. (EQ0905)		180,000		0
401-7101-571.50-20	Building Improvements	PW roofs/wall panel etc. repl (BL9004)	10,000		10,000	
		Public Works Annex Improv. (BL9302)				
		Incld. Prior Yr Encumbrance Carryover	16,818		10,000	
		Building equipment replacement (BL9504)	30,000		30,000	
		Municipal buildings refurbishing (BL9505)	30,000		32,000	
		Roof maintenance program (BL9506)				
		Incld. Prior Yr Encumbrance Carryover	259,070		46,500	
		Heating plant/air conditioner repl (BL9601)	30,000		30,000	
		Ongoing maint of brick exteriors (BL9603)	20,000		20,000	
		Historical Soc building repairs (BL9604)	59,390		25,000	
		Fire Department Training Tower				
		Renovation (BL1310)	0		150,000	
		Paint Municipal Building Complex				
		Garage (M) (BL1402)	0	455,278	37,500	391,000
401-7101-571.50-30	Road Projects	Street light cable replacement (ST0001)	10,000		10,000	
		HPS street light conversion (ST0003)	4,688		0	
		Paver brick maintenance (ST0501)				
		Incld. Prior Yr Encumbrance Carryover	60,019		25,000	
		Downtown Street Furniture (ST1401)	0	74,707	10,000	45,000
		TOTAL CAPITAL OUTLAY		**864,658**		**615,300**
		TOTAL PUBLIC WORKS		**864,658**		**615,300**

MUNICIPAL FLEET SERVICES 7501

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CAPITAL OUTLAY:				
401-7501-572.50-15	Other Equipment	Municipal Fleet Services Operational Equipment (EQ9701)	35,800	55,500
		Surface Mounted Vehicle Hoist		19,000
		(2) Bulk Oil Pumps		2,000
		Large Tire Machine		11,000
		Waste Oil Storage & Handling System		20,000
		Wheel Balancer		3,500
		TOTAL CAPITAL OUTLAY	**35,800**	**55,500**
		TOTAL MUNICIPAL FLEET SERVICES	**35,800**	**55,500**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
401-9901-571.40-96	Operating Contingency	Operating Contingency	69,290	200,000
		TOTAL OTHER CHARGES	**69,290**	**200,000**
		TOTAL NON-OPERATING	**69,290**	**200,000**
		TOTAL CAPITAL PROJECTS FUND	**8,075,947**	**7,807,100**

FLOOD CONTROL V FUND 426

► Fund at a Glance

In May of 1993, the Village of Arlington Heights issued $14.2 million of General Obligation Bonds. The proceeds of the Series 1993 Bonds continue the Village's ongoing program to reduce the impact of heavy rainstorms on Village residents due to inadequacies in the old sewer system in the Village. Inadequacies lead to basement backup and surface ponding of flood water.

► 2013-14 Goals and Objectives

- ► To facilitate stormwater modeling and identification of system improvements in response to flooding and sewer backup which occurred during the July 23, 2011 rain event.
- ► To encourage resident participation in the Village's overhead sewer/backup control cost sharing program.
- ► To facilitate extension or improvement of existing stormwater facilities to provide a point of connection for homeowners to address localized drainage problems.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Intergovernmental	$0	$0	$50,000	$0	**$0**	$0	N/A
Interest Income	24,735	11,920	8,000	10,000	**5,000**	(5,000)	(50.0%)
Total Revenues	$24,735	$11,920	$58,000	$10,000	**$5,000**	($5,000)	(50.0%)
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$24,735**	**$11,920**	**$58,000**	**$10,000**	**$5,000**	**($5,000)**	**(50.0%)**
Expenditures							
Capital Items	$31,908	$356,599	$800,000	$880,000	**$890,000**	$10,000	1.1%
Total Expenditures	$31,908	$356,599	$800,000	$880,000	**$890,000**	$10,000	1.1%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$31,908**	**$356,599**	**$800,000**	**$880,000**	**$890,000**	**$10,000**	**1.1%**
REVENUES OVER (UNDER) EXPENDITURES	**($7,173)**	**($344,679)**	**($742,000)**	**($870,000)**	**($885,000)**	**($15,000)**	**1.7%**
BEGINNING FUND BALANCE	**2,508,430**	**2,501,257**	**2,156,578**	**2,156,578**	**1,414,578**	**(742,000)**	**(34.4%)**
ENDING FUND BALANCE	**$2,501,257**	**$2,156,578**	**$1,414,578**	**$1,286,578**	**$529,578**	**($757,000)**	**(58.8%)**

FLOOD CONTROL V FUND (426)

5 YEAR CAPITAL IMPROVEMENT PLAN (CIP)

ACCOUNT DESCRIPTION	Note	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES											
INTEREST INCOME			24,735	11,920	8,000	10,000	**5,000**	5,000	2,000	1,000	0
STATE GRANT			0	0	50,000	0	**0**	0	0	0	0
OTHER INCOME			0	0	0	0	**0**	0	0	0	0
TOTAL REVENUES			24,735	11,920	58,000	10,000	**5,000**	5,000	2,000	1,000	0
EXPENDITURES											
SEWERS											
Weller Creek Flood Control South Branch		SW-91-03	22,078	0	0	0	**0**	0	0	0	0
Grove Street Sanitary Sewer		SW-97-01	0	195,942	250,000	250,000	**50,000**	0	0	0	0
Neighborhood Drainage Improvements		SW-11-02	0	0	200,000	200,000	**200,000**	200,000	200,000	136,578	0
Cypress Detention Basin/Lift Station	(1)	SW-11-05	9,830	118,408	0	80,000	**80,000**	0	0	0	0
Flood Study		SW-13-02	0	42,249	150,000	150,000	**400,000**	0	0	0	0
Utility Modeling		SW-13-03	0	0	200,000	200,000	**160,000**	0	0	0	0
SUBTOTAL - SEWERS			31,908	356,599	800,000	880,000	**890,000**	200,000	200,000	136,578	0
TOTAL EXPENDITURES			31,908	356,599	800,000	880,000	**890,000**	200,000	200,000	136,578	0
BEGINNING FUND BALANCE			2,508,430	2,501,257	2,156,578		**1,414,578**	529,578	334,578	136,578	1,000
REVENUES OVER (UNDER) EXPENDITURES			(7,173)	(344,679)	(742,000)	(870,000)	**(885,000)**	(195,000)	(198,000)	(135,578)	0
ENDING FUND BALANCE			2,501,257	2,156,578	1,414,578		**529,578**	334,578	136,578	1,000	1,000

Cypress Detention Basin/Lift Station **(1)** SW-11-05 This project has an unfunded portion of $11,700,000.

FLOOD CONTROL V FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
426-0000-461.02-00	Interest on Investments	18,125	9,547	8,000	10,000	**5,000**	(5,000)	(50.0%)
426-0000-462.10-00	Market Value Adjustments	6,610	2,373	0	0	**0**	0	N/A
	Interest Income	**24,735**	**11,920**	**8,000**	**10,000**	**5,000**	**(5,000)**	**(50.0%)**
426-0000-411.70-00	Other Grants	0	0	50,000	0	**0**	0	N/A
	Intergovernmental	**0**	**0**	**50,000**	**0**	**0**	**0**	**N/A**
	Total Flood Control V Fund	**24,735**	**11,920**	**58,000**	**10,000**	**5,000**	**(5,000)**	**(50.0%)**

FLOOD CONTROL V FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
426-5001-571.50-25	Construction in Progress	22,078	238,191	800,000	800,000	**810,000**	10,000	1.3%
	Capital Outlay	**22,078**	**238,191**	**800,000**	**800,000**	**810,000**	**10,000**	**1.3%**
	Total Engineering	**22,078**	**238,191**	**800,000**	**800,000**	**810,000**	**10,000**	**1.3%**

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
426-7101-571.50-25	Construction in Progress	9,830	118,408	0	80,000	**80,000**	0	0.0%
	Capital Outlay	**9,830**	**118,408**	**0**	**80,000**	**80,000**	**0**	**0.0%**
	Total Public Works	**9,830**	**118,408**	**0**	**80,000**	**80,000**	**0**	**0.0%**
	Total Flood Control V Fund	**31,908**	**356,599**	**800,000**	**880,000**	**890,000**	**10,000**	**1.1%**

FLOOD CONTROL V FUND

EXPENDITURE DETAIL

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
CAPITAL OUTLAY:						
426-5001-571.50-25	Construction in Progress	Grove Street Sanitary Sewer (SW9701) - Rebudget	250,000		50,000	
		Neighborhood Drainage Imprv (SW1102)	200,000		200,000	
		Flood Study (SW1302)	150,000		400,000	
		Utility Modeling (SW1303)	200,000	800,000	160,000	810,000
		TOTAL CAPITAL OUTLAY		**800,000**		**810,000**
		TOTAL ENGINEERING		**800,000**		**810,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
426-7101-571.50-25	Construction in Progress	Cypress Detention Basin/ Lift Station (SW1105) - Rebudget		80,000		80,000
		TOTAL CAPITAL OUTLAY		**80,000**		**80,000**
		TOTAL PUBLIC WORKS		**80,000**		**80,000**
		TOTAL FLOOD CONTROL V FUND		**880,000**		**890,000**

PUBLIC BUILDING FUND 431

► Fund at a Glance

The Public Building Fund was created to account for various capital construction projects that are being undertaken relating to municipal facilities. Improvements to the Public Works L. A. Hanson Center were completed in October of 2005. A new Fire Station #1 was completed in July 2006 as the first part of the John G. Woods Municipal Campus. The new Village Hall building was completed in January 2008. The Village has prepared a space needs study for the Police Department which is housed in a building constructed in 1978. A long-term financing plan has been reviewed for the future construction of a new police facility.

Restrictions:

Village policy and provisions of bond ordinance and official statement.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$18,381	$9,105	$6,000	$4,000	**$8,500**	$4,500	112.5%
Other	0	157,090	0	0	**0**	0	N/A
Total Revenues	$18,381	$166,195	$6,000	$4,000	**$8,500**	$4,500	112.5%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$18,381**	**$166,195**	**$6,000**	**$4,000**	**$8,500**	**$4,500**	**112.5%**
Expenditures							
Contractual Services	$5,875	$0	$19,000	$18,966	**$0**	($18,966)	(100.0%)
Capital Items	11,209	135,611	75,000	724,090	**270,000**	(454,090)	(62.7%)
Total Expenditures	$17,084	$135,611	$94,000	$743,056	**$270,000**	($473,056)	(63.7%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$17,084**	**$135,611**	**$94,000**	**$743,056**	**$270,000**	**($473,056)**	**(63.7%)**
REVENUES OVER (UNDER) EXPENDITURES	**$1,297**	**$30,584**	**($88,000)**	**($739,056)**	**($261,500)**	**$477,556**	**(64.6%)**
BEGINNING FUND BALANCE	**1,705,596**	**1,706,893**	**1,737,477**	**1,737,477**	**1,649,477**	**(88,000)**	**(5.1%)**
ENDING FUND BALANCE	**$1,706,893**	**$1,737,477**	**$1,649,477**	**$998,421**	**$1,387,977**	**$389,556**	**39.0%**

PUBLIC BUILDING FUND (431)

5 YEAR CAPITAL IMPROVEMENT PLAN (CIP)

ACCOUNT DESCRIPTION	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES										
INTEREST INCOME		18,379	9,107	6,000	4,000	**8,500**	0	0	0	0
OTHER INCOME		0	157,090	0	0	**0**	0	0	0	0
BOND PROCEEDS		0	0	0	0	**0**	0	28,000,000	0	0
TOTAL REVENUES		18,379	166,197	6,000	4,000	**8,500**	0	28,000,000	0	0
EXPENDITURES										
BUILDING/LAND										
Police Station (Space Needs Study)	BL-08-04	5,875	0	19,000	18,966	**0**	0	0	0	0
Police Building Maintenance	BL-10-04	11,209	135,611	25,000	619,090	**100,000**	0	0	0	0
Phone System Upgrade	BL-13-15	0	0	50,000	105,000	**170,000**	0	0	0	0
Police Facility	BL-16-01	0	0	0	0	**0**	1,000,000	1,000,000	12,000,000	15,000,000
SUBTOTAL - BUILDINGS/LAND		17,084	135,611	94,000	743,056	**270,000**	1,000,000	1,000,000	12,000,000	15,000,000
TOTAL EXPENDITURES		17,084	135,611	94,000	743,056	**270,000**	1,000,000	1,000,000	12,000,000	15,000,000
BEGINNING FUND BALANCE		1,705,596	1,706,891	1,737,477		**1,649,477**	1,387,977	387,977	27,387,977	15,387,977
REVENUES OVER (UNDER) EXPENDITURES		1,295	30,586	(88,000)	(739,056)	**(261,500)**	(1,000,000)	27,000,000	(12,000,000)	(15,000,000)
ENDING FUND BALANCE		1,706,891	1,737,477	1,649,477		**1,387,977**	387,977	27,387,977	15,387,977	387,977

PUBLIC BUILDING FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
431-0000-461.02-00	Interest on Investments	12,732	7,324	6,000	4,000	**8,500**	4,500	112.5%
431-0000-462.10-00	Market Value Adjustments	5,649	1,781	0	0	**0**	0	N/A
	Interest Income	**18,381**	**9,105**	**6,000**	**4,000**	**8,500**	**4,500**	**112.5%**
431-0000-489.90-00	Other Income	0	157,090	0	0	**0**	0	N/A
	Other	**0**	**157,090**	**0**	**0**	**0**	**0**	**N/A**
	Total Public Building Fund	**18,381**	**166,195**	**6,000**	**4,000**	**8,500**	**4,500**	**112.5%**

PUBLIC BUILDING FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
431-7101-571.50-20	Building Improvements	11,209	135,611	75,000	724,090	**270,000**	(454,090)	(62.7%)
	Capital Outlay	**11,209**	**135,611**	**75,000**	**724,090**	**270,000**	**(454,090)**	**(62.7%)**
	Total Public Works	**11,209**	**135,611**	**75,000**	**724,090**	**270,000**	**(454,090)**	**(62.7%)**

Police Station 9013

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
431-9013-571.20-05	Professional Services	5,875	0	19,000	18,966	**0**	(18,966)	(100.0%)
	Contractual Services	**5,875**	**0**	**19,000**	**18,966**	**0**	**(18,966)**	**(100.0%)**
	Total Police Station	**5,875**	**0**	**19,000**	**18,966**	**0**	**(18,966)**	**(100.0%)**
	Total Public Building Fund	**17,084**	**135,611**	**94,000**	**743,056**	**270,000**	**(473,056)**	**(63.7%)**

PUBLIC BUILDING FUND

EXPENDITURE DETAIL

PUBLIC WORKS — 7101

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
431-7101-571.50-20	Building Improvements	Police Building Maintenance (BL1004)	600,000		100,000	
		Prior Year Encumbrance Carryover	19,090	619,090	0	100,000
		Phone System Upgrade (BL1315)				
		Replacement of Village voice mail/ auto attendant systems (rebudget)	65,000		55,000	
		Replacement of Senior Center voice mail/phone switch	40,000		0	
		Replacement of Village-wide phone switch	0	105,000	115,000	170,000
		TOTAL CAPITAL OUTLAY		**724,090**		**270,000**
		TOTAL PUBLIC WORKS		**724,090**		**270,000**

POLICE STATION — 9013

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
431-9013-571.20-05	Professional Services	Police Station (BL0804)				
		Police Space Needs Study - Prior Year Encumbrance Carryover		18,966		0
		TOTAL CONTRACTUAL SERVICES		**18,966**		**0**
		TOTAL POLICE STATION		**18,966**		**0**
		TOTAL PUBLIC BUILDING FUND		**743,056**		**270,000**

EMERALD ASH BORER (EAB) FUND 435

► Fund at a Glance

This fund accounts for the costs associated with the removal and replacement of diseased parkway Ash trees.

Restrictions:

VILLAGE POLICY – Initial funding was provided by a transfer of $2.0 million in FY2012 and $1.7 million in FY2013 from the General Fund. It is planned that a bond issue will be sold in mid to late 2014 to cover the cost of the $11.5 million EAB program. Once the bond issue is sold, the EAB Fund could refund all or a portion of the amount transferred from the General Fund depending on the financial conditions at that time.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$0	$0	$0	$0	**$0**	$0	N/A
Total Revenues	$0	$0	$0	$0	**$0**	$0	N/A
Interfund Transfers In	0	2,000,000	1,700,000	1,700,000	**0**	(1,700,000)	(100.0%)
Total Revenues and Interfund Transfers In	**$0**	**$2,000,000**	**$1,700,000**	**$1,700,000**	**$0**	**($1,700,000)**	**(100.0%)**
Expenditures							
Personal Services	$0	$3,333	$153,400	$151,200	**$223,700**	$72,500	47.9%
Contractual Services	0	4,202	13,600	13,600	**6,600**	(7,000)	(51.5%)
Commodities	0	0	4,500	4,500	**14,500**	10,000	222.2%
Other Charges	0	0	88,000	85,000	**112,000**	27,000	31.8%
Capital Items	0	0	715,400	715,400	**2,289,300**	1,573,900	220.0%
Total Expenditures	$0	$7,535	$974,900	$969,700	**$2,646,100**	$1,676,400	172.9%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$0**	**$7,535**	**$974,900**	**$969,700**	**$2,646,100**	**$1,676,400**	**172.9%**
REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$1,992,465**	**$725,100**	**$730,300**	**($2,646,100)**	**($3,376,400)**	**(462.3%)**
BEGINNING FUND BALANCE	**0**	**0**	**1,992,465**	**1,992,465**	**2,717,565**	**725,100**	**36.4%**
ENDING FUND BALANCE	**$0**	**$1,992,465**	**$2,717,565**	**$2,722,765**	**$71,465**	**($2,651,300)**	**(97.4%)**

EMERALD ASH BORER (EAB) FUND (435)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES										
INTEREST INCOME		0	0	0	0	**0**	40,000	30,000	10,000	5,000
TRANSFER IN FROM GENERAL FUND		0	2,000,000	1,700,000	1,700,000	**0**	0	0	0	0
G. O. BOND PROCEEDS		0	0	0	0	**0**	11,200,000	0	0	0
TOTAL REVENUES		0	2,000,000	1,700,000	1,700,000	**0**	11,240,000	30,000	10,000	5,000
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		0	3,333	153,400	151,200	**223,700**	290,500	200,100	199,100	155,000
Contractual Services		0	4,202	13,600	13,600	**6,600**	1,600	1,600	1,600	1,600
Commodities		0	0	4,500	4,500	**14,500**	0	0	0	0
Other Charges (EAB Treatment Rebate Program)		0	0	88,000	85,000	**112,000**	0	0	0	0
SUBTOTAL - OPERATING EXPENDITURES		0	7,535	259,500	254,300	**356,800**	292,100	201,700	200,700	156,600
EQUIPMENT										
Operational Equipment - Public Works	EQ-94-01	0	0	43,000	45,000	**7,000**	0	0	0	0
SUBTOTAL - EQUIPMENT		0	0	43,000	45,000	**7,000**	0	0	0	0
STREETS										
Parkway Ash Tree Removal/Replacement Prog	ST-13-20	0	0	672,400	670,400	**2,282,300**	2,973,300	1,475,700	1,484,600	779,400
SUBTOTAL - STREETS		0	0	672,400	670,400	**2,282,300**	2,973,300	1,475,700	1,484,600	779,400
NON-OPERATING										
Transfer to General Fund		0	0	0	0	**0**	3,700,000	0	0	0
SUBTOTAL - NON-OPERATING		0	0	0	0	**0**	3,700,000	0	0	0
TOTAL EXPENDITURES		0	7,535	974,900	969,700	**2,646,100**	6,965,400	1,677,400	1,685,300	936,000
BEGINNING FUND BALANCE		0	0	1,992,465		**2,717,565**	71,465	4,346,065	2,698,665	1,023,365
REVENUES OVER (UNDER) EXPENDITURES		0	1,992,465	725,100	730,300	**(2,646,100)**	4,274,600	(1,647,400)	(1,675,300)	(931,000)
ENDING FUND BALANCE		0	1,992,465	2,717,565		**71,465**	4,346,065	2,698,665	1,023,365	92,365

EMERALD ASH BORER FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
435-0000-491.05-00	Operating Transfer In	0	2,000,000	1,700,000	1,700,000	**0**	(1,700,000)	(100.0%)
	Other Financing Sources	**0**	**2,000,000**	**1,700,000**	**1,700,000**	**0**	**(1,700,000)**	**(100.0%)**
	Total Emerald Ash Borer Fund	**0**	**2,000,000**	**1,700,000**	**1,700,000**	**0**	**(1,700,000)**	**(100.0%)**

EMERALD ASH BORER FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
435-7101-531.10-01	Salaries	0	2,760	45,100	45,900	**48,800**	2,900	6.3%
435-7101-531.18-01	Temporary Help	0	0	0	0	**12,000**	12,000	N/A
435-7101-531.18-05	Overtime Civilian	0	0	60,000	60,000	**120,000**	60,000	100.0%
	Salaries	**0**	**2,760**	**105,100**	**105,900**	**180,800**	**74,900**	**70.7%**
435-7101-531.19-01	Workers Compensation	0	0	4,300	4,300	**4,300**	0	0.0%
435-7101-531.19-05	Medical Insurance	0	0	18,800	18,800	**100**	(18,700)	(99.5%)
435-7101-531.19-10	IMRF	0	362	16,100	14,200	**24,700**	10,500	73.9%
435-7101-531.19-11	Social Security	0	171	7,400	6,500	**11,200**	4,700	72.3%
435-7101-531.19-12	Medicare	0	40	1,700	1,500	**2,600**	1,100	73.3%
	Fringe Benefits	**0**	**573**	**48,300**	**45,300**	**42,900**	**(2,400)**	**(5.3%)**
435-7101-531.20-40	General Insurance	0	0	1,600	1,600	**1,600**	0	0.0%
435-7101-531.21-55	Tree Services	0	4,202	0	0	**0**	0	N/A
435-7101-531.22-05	Postage	0	0	6,000	6,000	**1,000**	(5,000)	(83.3%)
435-7101-531.22-10	Printing	0	0	6,000	6,000	**4,000**	(2,000)	(33.3%)
	Contractual Services	**0**	**4,202**	**13,600**	**13,600**	**6,600**	**0**	**(51.5%)**
435-7101-531.31-85	Small Tools & Equipment	0	0	4,500	4,500	**14,500**	10,000	222.2%
	Commodities	**0**	**0**	**4,500**	**4,500**	**14,500**	**10,000**	**222.2%**
435-7101-531.40-86	EAB Treatment Rebate Prog	0	0	88,000	85,000	**112,000**	27,000	31.8%
	Other Charges	**0**	**0**	**88,000**	**85,000**	**112,000**	**27,000**	**31.8%**
435-7101-572.50-15	Other Equipment	0	0	43,000	45,000	**7,000**	(38,000)	(84.4%)
435-7101-571.50-55	Other Capital Outlay	0	0	672,400	670,400	**2,282,300**	1,611,900	240.4%
	Capital Outlay	**0**	**0**	**715,400**	**715,400**	**2,289,300**	**1,573,900**	**220.0%**
	Total Public Works	**0**	**7,535**	**974,900**	**969,700**	**2,646,100**	**1,679,900**	**172.9%**
	Total Emerald Ash Borer Fund	**0**	**7,535**	**974,900**	**969,700**	**2,646,100**	**1,679,900**	**172.9%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1489	Forestry Technician	P03	1.00	1.00	
	Total F-T-E		**1.00**	**1.00**	**0.00**

Public Works Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	41.25	41.25	
435	Emerald Ash Borer (EAB) Fund	1.00	1.00	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
	Total F-T-E All Funds	**93.50**	**93.50**	**0.00**

EMERALD ASH BORER FUND

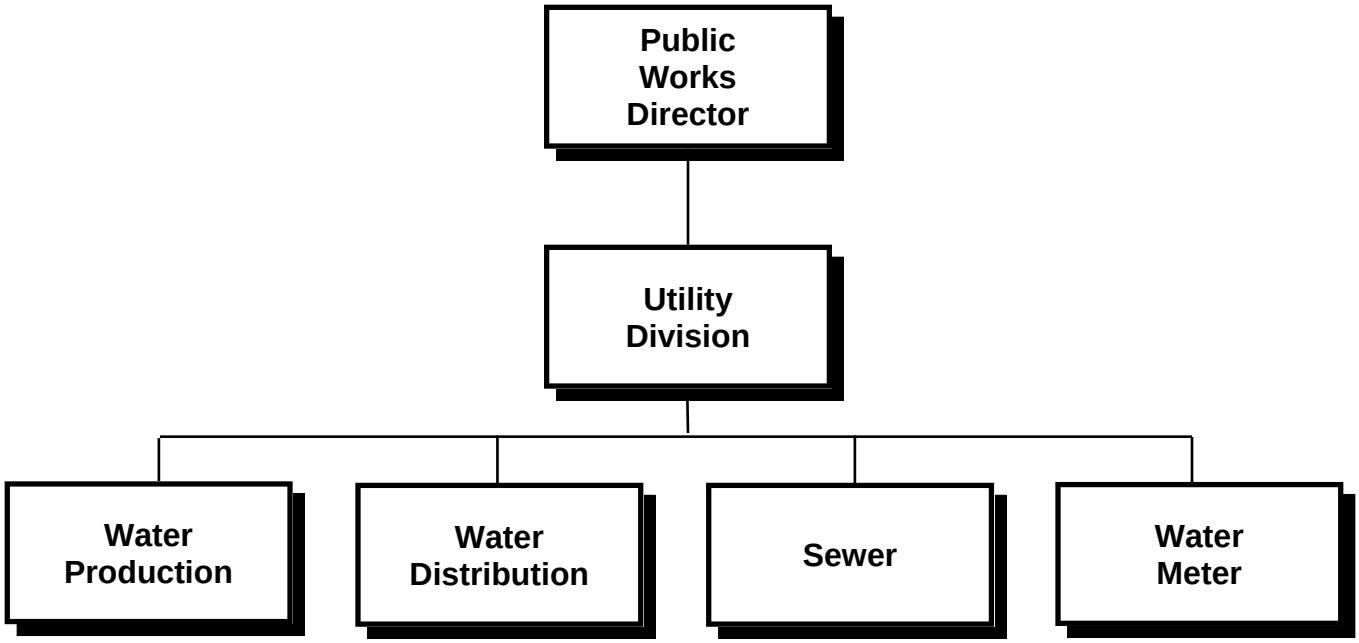
EXPENDITURE DETAIL

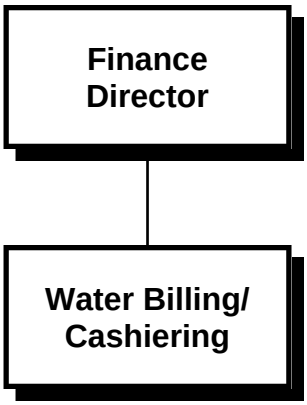
PUBLIC WORKS **7101**

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
435-7101-531.10-01	Salaries	Salaries	45,900	48,800
435-7101-531.18-01	Temporary Help	Temporary Help	0	12,000
435-7101-531.18-05	Overtime Civilian	Overtime Civilian	60,000	120,000
		TOTAL SALARIES	**105,900**	**180,800**
FRINGE BENEFITS:				
435-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance	4,300	4,300
435-7101-531.19-05	Medical Insurance	Medical Insurance	18,800	100
435-7101-531.19-10	IMRF	IMRF	14,200	24,700
435-7101-531.19-11	Social Security	Social Security	6,500	11,200
435-7101-531.19-12	Medicare	Medicare	1,500	2,600
		TOTAL FRINGE BENEFITS	**45,300**	**42,900**
CONTRACTUAL SERVICES:				
435-7101-531.20-40	General Insurance	Liability and property insurance	1,600	1,600
435-7101-531.22-05	Postage	Postage	6,000	1,000
435-7101-531.22-10	Printing	Printing	6,000	4,000
		TOTAL CONTRACTUAL SERVICES	**13,600**	**6,600**
COMMODITIES:				
435-7101-531.31-85	Small Tools & Equip	Misc. expendable hand tools & equipment	4,500	14,500
		TOTAL COMMODITIES	**4,500**	**14,500**
OTHER CHARGES:				
435-7101-531.40-86	EAB Treatment Rebate	EAB Treatment Rebate Program	85,000	112,000
		TOTAL OTHER CHARGES	**85,000**	**112,000**

PUBLIC WORKS (cont.) **7101**

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
435-7101-572.50-15	Other Equipment	Public Works Operational Equipment (EQ9401)				
		Stump grinder (1)	45,000		0	
		Chipper box covers for dump trucks (2)	0	45,000	7,000	7,000
435-7101-571.50-55	Other Capital Outlay	Parkway Ash Tree Removal/Replacement Program (ST1320)				
		Tree Services				
		Tree removals due to disease, accidents & disasters	87,400		1,015,000	
		Tree planting - replacement trees	300,000		746,000	
		Stump Removal	10,000		30,000	
		Pre-purchase of replacement trees	63,000		181,000	
		Street & Sidewalk Maintenance				
		Contract repairs of parkway damage	50,000		154,500	
		Contractual landscape maintenance	0		0	
		Contract Ash Tree Treatment	60,000		0	
		Equipment Rental				
		Equipment Rental	0		75,000	
		Disposal Services				
		Landfill charges and misc.	80,000		50,000	
		Leaf composting/wood chips	0		0	
		Agricultural Supplies				
		Materials for parkway & landscape restoration and maintenance:				
		Black dirt	0		10,000	
		Sod & seed	0		3,000	
		Fertilizers & weed killers	0		600	
		Compost	0		1,200	
		Plants & materials	0		0	
		Chemical Ash Tree Treatment	20,000	670,400	16,000	2,282,300
		TOTAL CAPITAL OUTLAY		**715,400**		**2,289,300**
		TOTAL PUBLIC WORKS		**969,700**		**2,646,100**
		TOTAL EMERALD ASH BORER FUND		**969,700**		**2,646,100**


Public Works Director
Utility Division
Water Production
Water Distribution
Sewer
Water Meter


Finance Director
Water Billing/ Cashiering

► Fund at a Glance

The Water & Sewer Utility Operations are conducted within the Utilities Division of the Public Works Department. Responsibilities include the operations of the water distribution, production and storage system, the Village water meters, the sanitary sewage collection system and the storm water collection system. Monies for the operations, maintenance and capital improvements of the water, sanitary, combined and storm sewer systems are generated by the sale of water and sewer use charges and charges made on new construction for capital improvements.

Potable water is delivered from Lake Michigan through the City of Evanston's filtration plant by way of the Northwest Water Commission transmission system. Six deep wells are maintained by the Village for standby emergency purposes only.

The operational units within the Utilities Division are as follows:

Administration and Internal Services Unit – This unit provides secretarial services and maintains department records, supervises meter readings and investigates billing and meter complaints, locates Village utilities in the field, checks locations of utility company installations and performs drafting and field engineering work.

Water Production Unit – This unit is responsible for the operation and maintenance of six deep wells, ten storage reservoirs, four booster pumping stations, six sanitary sewer lift stations and five storm water pump stations. An average of 8.6 million gallons of water per day is pumped into the distribution system.

Water Distribution Unit – This unit is responsible for the operation and maintenance of 232 miles of water main ranging in size from four inches to thirty inches in diameter, 2,400 valves, 2,700 fire hydrants, 21,300 individual water services and repairing an average of 225 water main breaks or leaks each year. The unit also provides assistance in snow and ice control operations and other emergencies.

Sewer Unit – This unit is responsible for the operation and maintenance of 193 miles of sanitary and combined sewer mains, 149 miles of storm sewer, 22 detention basins, 4,700 catch basins and 6,100 manholes. Sewer flushing and root cutting operations are performed on approximately 325,000 lineal feet of sewers each year and 2,900 catch basins are cleaned annually. This unit also provides assistance in snow and ice control operations and other emergencies.

Water Meter Unit – This unit is responsible for the repair and maintenance of all residential and commercial water meters. This unit also oversees Village-wide contracts for backflow preventer testing and larger commercial meter testing and repair.

► 2012-13 Status of Goals and Objectives

- ► **To efficiently manage the Village's resources and continually evaluate service levels and expenditures and where cost effective, implement opportunities to reduce spending through improved efficiencies, contractual assistance where appropriate, and technology advances.** This is an ongoing objective of the entire Public Works Department.

- ► **To continue to minimize overtime expenses through diligent oversight and continual analysis of the nature of overtime activities while balancing the delivery of essential services to the residents and Village businesses**. This is an ongoing objective of the entire Public Works Department.

- **To continue to improve communications with residents and analyze operations for modifications based upon input from ongoing customer feedback.** Press releases and articles were provided to local news media as necessary to improve communications with residents and businesses on Department activities throughout the year.

- **To continue sampling, testing and reporting of water quality parameters in accordance with the follow-up monitoring required under the Federal Lead and Copper Rule.** Bacteriological, water quality and related testing and monitoring are done continuously. Follow-up monitoring was conducted as required and enhanced monitoring for disinfection by-products was initiated.

- **To continue implementation of an operational plan consistent with the NPDES permitting requirements.** Village forces have implemented the nine minimum controls required by the permit and we continue to be in compliance with this program.

- **To rehabilitate and restore capacity to aging water utility infrastructure including pumps, sewers, water mains, buildings, etc.** Repair, replacement, and rehabilitation work continue on all water/sewer utility infrastructure performed by Village employees and through contract work.

- **To continue annual publication of the USEPA required "Consumer Confidence Report" (CCR) in compliance with the Clean Water Act.** The "Consumer Confidence Report", as required under the Safe Drinking Water Act, was published and distributed in July, 2011.

- **To continue implementation of cost-effective recommendations of a vulnerability assessment as mandated by the Federal Homeland Security Act.** The Village's Vulnerability Assessment was completed in December of 2003 and submitted to IEPA. Several projects related to building security at critical facilities were completed.

- **To continue implementation of the Cartegraph work order system with the goal of achieving a paperless work order system.** In FY2013 all work orders were electronically distributed to work units, and units began to "close out" their work tickets as opposed to forwarding paper tickets back to the front office.

- **To begin the design and implementation of a paperless work management system to replace the outdated system presently in use.** In FY2013 all nine work units began entering daily job tickets and work activity codes into the computer for monthly and annual work summaries.

- **To proceed with plans to engage professional consulting services to identify cost effective improvements to minimize flooding and sewer backups related to above average rainfall events.** Two separate flood studies have been initiated and the results will be reported out in FY2014.

- **To continue Cured In Place (CIP) sewer lining program for rear yard and restricted access sewer lines with defect histories.** This program will be performed for the third year and has been very successful with few complications.

- **To continue annual watermain replacement program with a goal of 2,000 lineal feet of pipe replacement each year.** This is an ongoing objective and our budget was increased from $350,000 to $400,000 this fiscal year.

- **To develop and implement a 20 year water tank maintenance and painting program to facilitate future CIP funding.** This program is being drafted by staff and is already reflected in the Capital Improvement Program.

► 2013-14 Goals and Objectives

- To efficiently manage and continually evaluate the Village's resources and where cost effective, implement opportunities to reduce spending.
- To continue to minimize overtime expenses through diligent oversight and continual analysis of the nature of overtime activities while balancing the delivery of essential services to the residents and business owners in the Village.
- To continue to improve communications with residents and to analyze operations for modifications based upon input from ongoing customer feedback.
- To continue sampling, testing and reporting of water quality parameters in accordance with the follow-up monitoring under the Federal Lead and Copper Rule.
- To continue implementation of the operational plan consistent with the NPDES permitting requirements.
- To rehabilitate and restore capacity to aging water utility infrastructure including pumps, sewers, watermains, buildings, etc.
- To continue annual publication of the USEPA required "Consumer Confidence Report" (CCR) in compliance with the Clean Water Act.
- To continue implementation of cost-effective recommendations developed by the Vulnerability Assessment.
- To continue implementation of the Cartegraph work order system with the goal of achieving a paperless work order system.
- To begin the design and implementation of a paperless work management system to replace the outdated system presently in use.
- To proceed with plans to engage professional consulting services to identify cost effective improvements to minimize flooding and sewer backups related to above average rainfall events.
- To continue Cured In Place (CIP) sewer lining program for rear yard and restricted access sewer lines with defect histories.
- To continue annual watermain replacement program with a goal of 2,000 lineal feet of pipe replacement each year.
- To develop and implement a 20 year water tank maintenance and painting program to facilitate future CIP funding.
- To continue rehabilitation of potable water wells for use as our emergency backup water source.

► Performance Measures

	Calendar Year		
	2010	2011	2012
1. **Water Distribution**			
(a) Main breaks	274	226	347
(b) Service repairs	720	589	454
(c) Utility locates	6,353	6,733	7,392
2. **Water Production**			
(a) Off-hour service calls (dutyman callouts)	858	775	797
(b) Phone systems (buildings / voice mail / cell)	n/a	n/a	421
(c) Security systems (SCADA / key scan / camera)	n/a	n/a	250
3. **Sewer**			
(a) Root cutting (linear feet)	437,795	476,890	482,390
(b) Flushing (linear feet)	141,040	202,926	341,475
(c) Televising (linear feet)	8,105	17,235	7,015
(d) Catch basin repair	68	77	91
(e) Catch basin cleaning	765	893	794
(f) Utility locates	5,038	6,135	6,642
(g) Sewer lining (linear feet)	n/a	5,715	5,365
4. **Water Billing Activity**			
# of metered accounts	20,874	20,907	20,969
Water consumption billed (1,000 gallons)			
Residential	1,692,876	1,727,685	1,670,720
Commercial	823,170	700,715	731,177
Industrial	70,233	70,053	62,490
Apartments	23,722	23,389	25,725
Total Consumption Billed	2,610,001	2,521,842	2,490,112
Water/sewer revenues	$10,912,121	$11,712,21	$11,890,470

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Service Charges	$12,730,188	$12,960,678	$14,940,800	$14,869,600	**$15,292,100**	$422,500	2.8%
Interest Income	39,606	17,137	10,000	30,000	**20,000**	(10,000)	(33.3%)
Sales/Reimbursable/Rents	89,959	116,255	142,100	82,000	**82,000**	0	0.0%
Other	(69,476)	514,510	15,000	15,000	**15,000**	0	0.0%
Total Revenues	$12,790,277	$13,608,580	$15,107,900	$14,996,600	**$15,409,100**	$412,500	2.8%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$12,790,277**	**$13,608,580**	**$15,107,900**	**$14,996,600**	**$15,409,100**	**$412,500**	**2.8%**
Expenditures							
Personal Services	$5,256,961	$5,262,789	$5,529,100	$5,687,200	**$5,875,600**	$188,400	3.3%
Contractual Services	5,448,774	5,488,870	5,840,100	5,930,084	**6,028,900**	98,816	1.7%
Commodities	566,338	665,643	905,100	899,279	**890,800**	(8,479)	(0.9%)
Other Charges	1,292,058	1,389,695	1,561,000	1,587,342	**1,685,800**	98,458	6.2%
Capital Items	1,088,592	1,154,822	1,746,200	1,746,155	**1,224,900**	(521,255)	(29.9%)
Total Expenditures	$13,652,723	$13,961,819	$15,581,500	$15,850,060	**$15,706,000**	($144,060)	(0.9%)
Interfund Transfers Out	0	0	80,000	80,000	**80,000**	0	0.0%
Total Expenditures and Interfund Transfers Out	**$13,652,723**	**$13,961,819**	**$15,661,500**	**$15,930,060**	**$15,786,000**	**($144,060)**	**(0.9%)**
REVENUES OVER (UNDER) EXPENDITURES	**($862,446)**	**($353,239)**	**($553,600)**	**($933,460)**	**($376,900)**	**$556,560**	**(59.6%)**
BEGINNING WORKING CASH	**6,807,366**	**5,944,920**	**5,591,681**	**5,591,681**	**5,038,081**	**(553,600)**	**(9.9%)**
ENDING WORKING CASH	**$5,944,920**	**$5,591,681**	**$5,038,081**	**$4,658,221**	**$4,661,181**	**$2,960**	**0.1%**

WATER & SEWER FUND (505)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Note	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES											
WATER SALES			10,319,857	10,219,899	11,725,800	11,687,500	**11,745,000**	11,934,000	11,934,000	11,934,000	11,934,000
SEWER CHARGE			1,392,361	1,670,571	2,207,200	2,200,000	**2,565,000**	3,078,000	3,078,000	3,078,000	3,078,000
SERVICE CHARGE			760,789	763,651	750,000	750,000	**750,000**	750,000	750,000	750,000	750,000
OTHER CHARGES & FEES			257,182	306,558	257,800	232,100	**232,100**	232,100	232,100	232,100	232,100
INTEREST INCOME			39,606	17,142	10,000	30,000	**20,000**	20,000	20,000	20,000	20,000
SALES/REIMB./RENTS			89,961	116,255	142,100	82,000	**82,000**	82,000	82,000	82,000	82,000
FREDERICK SUBDIVISION SALE (WELL 7)			0	0	0	0	**0**	0	0	500,000	0
OTHER			28,782	36,533	15,000	15,000	**15,000**	15,000	15,000	15,000	15,000
TOTAL REVENUES			12,888,538	13,130,609	15,107,900	14,996,600	**15,409,100**	16,111,100	16,111,100	16,611,100	16,111,100
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			5,268,315	5,271,948	5,529,100	5,687,200	**5,875,600**	6,197,000	6,490,100	6,684,800	6,885,300
Contractual Services			2,196,320	1,943,574	2,291,300	2,381,284	**2,398,000**	2,472,500	2,548,700	2,625,200	2,704,000
Northwest Water Commission			3,252,454	3,545,296	3,548,800	3,548,800	**3,630,900**	3,620,100	3,656,300	3,692,900	3,729,800
Commodities			579,016	715,643	905,100	899,279	**890,800**	932,600	960,600	989,400	1,019,100
Other Charges			1,366,287	852,565	1,561,000	1,461,000	**1,502,900**	1,546,000	1,590,400	1,638,100	1,687,200
SUBTOTAL - OPERATING EXPENDITURES			12,662,392	12,329,026	13,835,300	13,977,563	**14,298,200**	14,768,200	15,246,100	15,630,400	16,025,400
BUILDING & LAND											
Public Works Annex Improvements	(1)	BL-93-02	0	11,678	23,800	23,795	**20,000**	20,000	20,000	20,000	20,000
Roof Maintenance Program	(2)	BL-95-06	0	54,864	0	0	**0**	0	0	0	0
SUBTOTAL - BUILDING & LAND			0	66,542	23,800	23,795	**20,000**	20,000	20,000	20,000	20,000
EQUIPMENT											
Operational Equipment - Public Works	(3)	EQ-94-01	20,695	68,707	220,200	220,202	**204,900**	181,000	224,000	209,700	219,000
Office Equipment		EQ-95-03	3,903	13,335	15,000	15,000	**15,000**	15,000	15,000	15,000	15,000
Emergency Generator Upgrade		EQ-99-02	10,222	0	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
2-Way Mobile Radio Replacement	(4)	EQ-09-02	0	0	48,000	48,000	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT			34,820	82,042	293,200	293,202	**229,900**	206,000	249,000	234,700	244,000
SEWER											
Sewer Rehab/Replacement Program		SW-90-01	350,524	604,790	250,000	250,000	**300,000**	300,000	300,000	300,000	300,000
Federal Stormwater Regulation Measures		SW-05-04	914	0	0	0	**0**	0	0	0	0
Regent Park Sanitary Relief Sewer		SW-11-01	5,236	0	0	0	**0**	0	0	0	0
SUBTOTAL - SEWER			356,674	604,790	250,000	250,000	**300,000**	300,000	300,000	300,000	300,000
WATER											
Watermain Replacement Program		WA-90-01	322,562	173,532	350,000	350,000	**400,000**	400,000	400,000	400,000	400,000
Automatic Meter Reading System		WA-03-02	105,348	99,048	0	0	**0**	100,000	200,000	200,000	100,000
Water Tank Repainting		WA-11-01	4,495	99,458	498,600	498,605	**0**	200,000	200,000	200,000	200,000
Deep Well Rehabilitation		WA-11-02	264,693	29,410	255,600	255,553	**275,000**	0	0	0	250,000
Pump Station 17 NWWC Bypass		WA-13-05	0	0	75,000	75,000	**0**	0	0	0	0
SUBTOTAL - WATER			697,098	401,448	1,179,200	1,179,158	**675,000**	700,000	800,000	800,000	950,000
TRANSFER TO HEALTH INSURANCE FUND			0	0	80,000	80,000	**80,000**	80,000	80,000	80,000	80,000
OPERATING CONTINGENCY			0	0	0	126,342	**182,900**	0	0	0	0
TOTAL EXPENDITURES			13,750,984	13,483,848	15,661,500	15,930,060	**15,786,000**	16,074,200	16,695,100	17,065,100	17,619,400
BEGINNING WORKING CASH			6,807,366	5,944,920	5,591,681		**5,038,081**	4,661,181	4,698,081	4,114,081	3,660,081
REVENUES OVER (UNDER) EXPENDS.			(862,446)	(353,239)	(553,600)	(933,460)	**(376,900)**	36,900	(584,000)	(454,000)	(1,508,300)
ENDING WORKING CASH			5,944,920	5,591,681	5,038,081		**4,661,181**	4,698,081	4,114,081	3,660,081	2,151,781
Working Cash as % of Expenditures			43.23%	41.47%	32.17%		**29.53%**	29.23%	24.64%	21.45%	12.21%

PROJECTS WITH SECOND FUND SOURCE

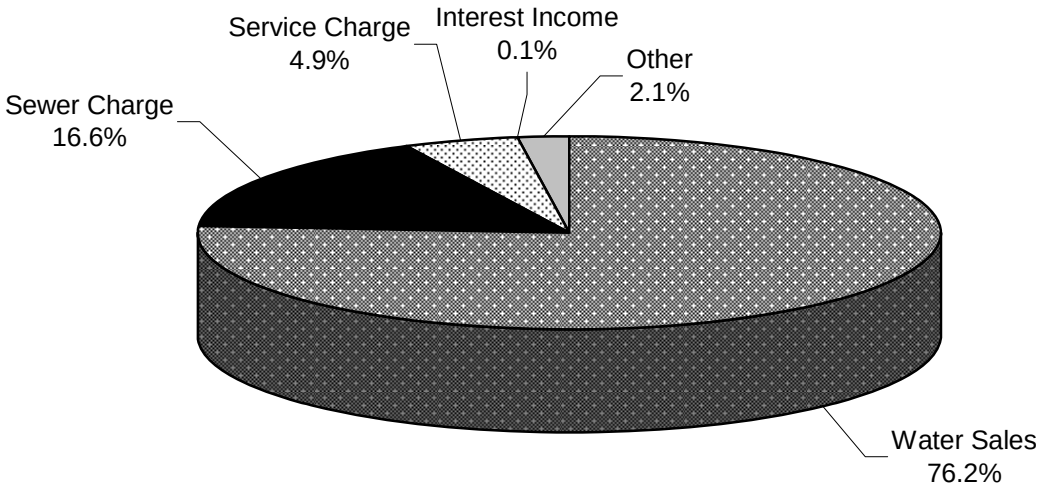
Public Works Annex Improvements	(1)	BL-93-02	Ongoing program partially funded with Capital Project Fund revenue.
Roof Maintenance Program	(2)	BL-95-06	Ongoing program mainly funded with Capital Project Fund revenue. This FY2011 budget is for the roof on Well 17.
Operational Equipment - Public Works	(3)	EQ-94-01	Ongoing program partially funded with Capital Project Fund revenue.
2-Way Mobile Radio Replacement	(4)	EQ-09-02	Funded 20% by Water & Sewer Fund revenue as shown on this schedule and 80% by Capital Project Fund revenue.

WATER & SEWER FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
505-0000-452.42-00	Water Sales	10,319,857	10,219,898	11,725,800	11,687,500	**11,745,000**	57,500	0.5%
505-0000-452.43-00	Sewer Charge	1,392,361	1,670,571	2,207,200	2,200,000	**2,565,000**	365,000	16.6%
505-0000-452.44-00	Construction Use Sales	402	15	500	500	**500**	0	0.0%
505-0000-452.45-00	Service Charge	760,387	763,636	750,000	750,000	**750,000**	0	0.0%
505-0000-452.46-00	Water Connection Fees	49,201	61,510	31,400	30,000	**30,000**	0	0.0%
505-0000-452.48-00	Sewer Connection Fees	2,175	3,925	1,600	1,500	**1,500**	0	0.0%
505-0000-452.50-00	Water Capital Fees	16,978	33,306	39,200	15,000	**15,000**	0	0.0%
505-0000-452.52-00	Backflow Testing Fees	96,577	117,496	95,000	95,000	**95,000**	0	0.0%
505-0000-452.53-00	Penalty Late Payment	92,250	90,321	90,000	90,000	**90,000**	0	0.0%
505-0000-452.90-00	Service Reinstatement Fee	0	0	100	100	**100**	0	0.0%
	Charges for Services	**12,730,188**	**12,960,678**	**14,940,800**	**14,869,600**	**15,292,100**	**422,500**	**2.8%**
505-0000-461.02-00	Interest on Investments	28,264	14,579	10,000	30,000	**20,000**	(10,000)	(33.3%)
505-0000-462.10-00	Market Value Adjustments	11,342	2,558	0	0	**0**	0	N/A
	Interest Income	**39,606**	**17,137**	**10,000**	**30,000**	**20,000**	**(10,000)**	**(33.3%)**
505-0000-471.20-00	Damage to Hydrants	5,380	8,560	1,000	1,000	**1,000**	0	0.0%
	Property Damage	**5,380**	**8,560**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**
505-0000-472.28-00	Sale of Scrap	37,993	6,718	1,000	1,000	**1,000**	0	0.0%
505-0000-472.30-00	Sale of Water Meters	31,229	74,257	120,100	60,000	**60,000**	0	0.0%
505-0000-472.32-00	Sale of Backflow Prevent	15,357	26,720	20,000	20,000	**20,000**	0	0.0%
	Sales & Rents	**84,579**	**107,695**	**141,100**	**81,000**	**81,000**	**0**	**0.0%**
505-0000-489.89-00	ComEd Rebate	0	21,588	0	0	**0**	0	N/A
505-0000-489.90-00	Other Income	28,782	14,951	15,000	15,000	**15,000**	0	**0.0%**
	Other	**28,782**	**36,539**	**15,000**	**15,000**	**15,000**	**0**	**0.0%**
505-0000-491.98-00	NWWC Revenue	(98,258)	477,971	0	0	**0**	0	N/A
	Other Financing Sources	**(98,258)**	**477,971**	**0**	**0**	**0**	**0**	**N/A**
	Total Water & Sewer Fund	**12,790,277**	**13,608,580**	**15,107,900**	**14,996,600**	**15,409,100**	**412,500**	**2.8%**

WATER & SEWER FUND REVENUE - Notes



ANALYSIS OF WATER & SEWER FUND REVENUES

Summary

The Water & Sewer Fund is operated primarily from user fees. Approximately 98% of the operating revenue is generated by water sales which also includes a sewer charge and a service charge. Water rates are determined by operating costs, capital improvement costs and debt service costs.

The biggest fluctuation in water sales revenue annually is due to the weather during the summer months when outdoor water consumption is greatest. When drought-like conditions are experienced and rainfall is less than average, water sales can easily increase 10% or $1,000,000 over annual average sales amounts. Only a couple of weeks without rainfall can trigger increased consumption in the form of lawn watering. The addition of new consumers also creates increases in revenue. The Village of Arlington Heights is essentially built-out; vacant, undeveloped land is scarce. Some residences and a few businesses continue to maintain private wells. When large consumers convert or abandon these private wells and connect to the Village's water system, a consistent increase in revenue can be realized. Redevelopment of single family home sites to multi-family or mixed use (residential and commercial) areas can also increase water sales although not to the extent a large subdivision on previously vacant land can.

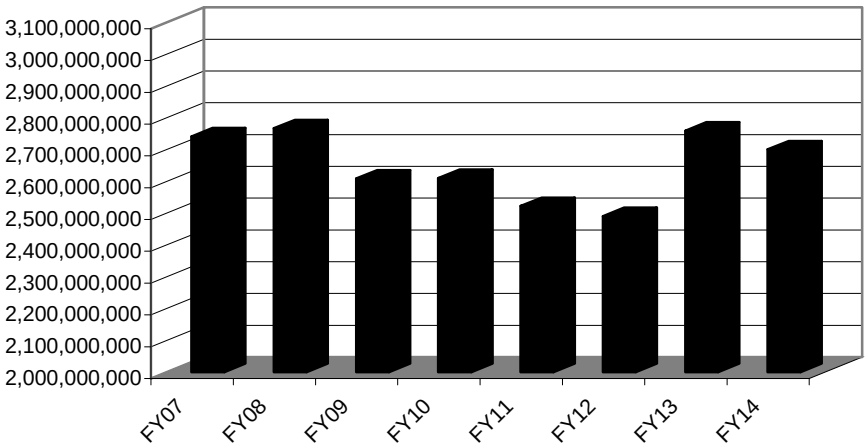
As needed, water rate studies are conducted to insure adequate system maintenance and improvements are provided for. Effective May 1, 2013 water rates will increase 10¢ per 1,000 gallons and sewer rates will increase 15¢ per 1,000 gallons. Last year water rates increased by approximately the same amount. Water supply costs are increasing from the Northwest Water Commission (NWWC) and the City of Evanston. Reserve balances are also reviewed so that emergency situations can be accommodated and uninterrupted service can be provided to the residents of Arlington Heights.

452.42 Water Sales

Fresh potable water is delivered from Lake Michigan and sold to customers at a rate of $4.35/1,000 gallons. Residential and commercial water meters located on the customer's property are read electronically by radio frequency and billed on a bi-monthly basis. There is no minimum charge for water consumption. Only water consumed is billed to the customer.

Fiscal Year	Water Sales	Sewer Charge	Service Charge	Total	$ Inc (Dec)	% Inc (Dec)
2007 Actual	10,131,079	851,581	685,715	11,668,375	(1,026,465)	(8.09%)
2008 Actual	10,297,835	881,290	753,796	11,932,921	264,546	2.27%
2009 Actual	9,818,402	976,094	757,536	11,552,032	(380,889)	(3.19%)
2010 Actual	9,752,083	1,160,038	759,314	11,671,435	119,403	1.03%
2011 Actual	10,319,857	1,392,361	760,387	12,472,605	801,170	6.86%
2012 Actual	10,219,898	1,670,571	763,636	12,654,105	181,500	1.46%
2013 Est. Actual	11,725,800	2,207,200	750,000	14,683,000	2,028,895	16.03%
2014 Budget	11,745,000	2,565,000	750,000	15,060,000	377,000	2.57%

GALLONS SOLD



452.43 Sewer Charge

Waste water is conveyed through underground conduits to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for treatment. The MWRDGC is funded by real estate taxes and is a separate governmental agency. The underground piping or conveyance system is constructed and maintained by the Village of Arlington Heights for its customers. The sewer charge is $0.95/1,000 gallons of fresh water consumed during a billing cycle.

452.45 Service Charge

A service charge is included on each bill based on the size of the water service to the property. Generally, the average homeowner's service size is 5/8" or 3/4" and therefore is charged $5.20. This service charge helps defray the cost of providing water service regardless of consumption levels.

452.46 – 452.48 Water & Sewer Connection Fees

Per Village ordinance any new service that is added to the Village-wide water and sewer system is required to contribute to the existing system as well as bear the cost of physically connecting to that system. Fees vary depending on the number and size of the connections.

452.52 Backflow Testing Fees

Backflow devices prevent private water sources from entering and contaminating the Village's water system. The cost to maintain these devices is born solely by the customer as this is not a system-wide requirement. Backflow devices are tested by Village staff to insure system integrity.

452.53 Penalty Late Payment

Bills for service are issued bi-monthly reflecting approximately 60 days of water consumption activity. Customers are given 20 days after the bill date to satisfy their account. When a bill becomes past due a 10% late charge is added to the account. If an account remains unpaid, service is suspended.

461.02 Interest on Investments

The Village participates in a number of investment pools and owns a number of Certificates of Deposit to safeguard funds for reserve and daily operations. All funds not immediately needed for operations are invested on a "prudent man" concept.

472.30 Sale of Water Meters

All water meters are the property of the Village. The initial purchase of a new meter is charged to the property owner but then it is the Village's responsibility to maintain or replace the meter. New meters are ordered by the Village for installation on private property to insure all metering devices are compatible with the Village's water system.

472.32 Sale of Backflow Preventers

Similar to new water meters described above, when required, backflow preventers are ordered by the Village and sold to the customer upon any new or initial installation. Backflow preventers stop water from other sources, mainly underground wells, from entering the Village's water system. This is to prevent any contamination of the Village's water system from private wells or other sources.

WATER & SEWER FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
505-0501-503.10-01	Salaries	489,563	504,630	514,400	541,100	**552,400**	11,300	2.1%
505-0501-503.18-01	Temporary Help	0	0	0	1,000	**1,000**	0	0.0%
505-0501-503.18-05	Overtime Civilian	0	0	0	500	**500**	0	0.0%
	Salaries	**489,563**	**504,630**	**514,400**	**542,600**	**553,900**	**11,300**	**2.1%**
505-0501-503.19-01	Workers Compensation	1,100	1,100	1,100	1,100	**1,100**	0	0.0%
505-0501-503.19-05	Medical Insurance	94,900	95,100	87,000	87,000	**96,600**	9,600	11.0%
505-0501-503.19-10	IMRF	54,864	62,211	69,400	73,500	**81,000**	7,500	10.2%
505-0501-503.19-11	Social Security	29,495	30,398	32,000	33,600	**34,300**	700	2.1%
505-0501-503.19-12	Medicare	6,898	7,109	7,500	7,900	**8,000**	100	1.3%
	Fringe Benefits	**187,257**	**195,918**	**197,000**	**203,100**	**221,000**	**17,900**	**8.8%**
505-0501-503.20-05	Professional Services	11,796	12,035	13,000	14,800	**15,300**	500	3.4%
505-0501-503.21-65	Other Services	62,611	85,677	83,300	69,200	**86,000**	16,800	24.3%
505-0501-503.22-03	Training	0	2	0	1,000	**1,000**	0	0.0%
505-0501-503.22-05	Postage	65,032	55,984	62,000	65,000	**65,700**	700	1.1%
505-0501-503.22-10	Printing	6,540	7,191	9,000	12,000	**12,000**	0	0.0%
505-0501-503.22-25	IT/GIS Service Charge	97,700	90,900	91,200	91,200	**92,200**	1,000	1.1%
	Contractual Services	**243,679**	**251,789**	**258,500**	**253,200**	**272,200**	**19,000**	**7.5%**
505-0501-503.30-05	Office Supplies & Equip	2,000	2,152	3,000	4,500	**4,500**	0	0.0%
	Commodities	**2,000**	**2,152**	**3,000**	**4,500**	**4,500**	**0**	**0.0%**
505-0501-503.40-87	Sewer Backup Rebate Prg	12,678	50,000	50,000	50,000	**50,000**	0	0.0%
	Other Charges	**12,678**	**50,000**	**50,000**	**50,000**	**50,000**	**0**	**0.0%**
	Total Finance	**935,177**	**1,004,489**	**1,022,900**	**1,053,400**	**1,101,600**	**48,200**	**4.6%**

WATER & SEWER FUND

EXPENDITURES

Water Utility Operations 7201

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
505-7201-561.10-01	Salaries	2,875,567	2,895,768	2,934,500	3,060,700	**3,123,900**	63,200	2.1%
505-7201-561.18-01	Temporary Help	13,888	12,157	25,900	25,900	**26,500**	600	2.3%
505-7201-561.18-04	Temp Help Meter Reader	21,593	17,277	12,000	21,400	**0**	(21,400)	(100.0%)
505-7201-561.18-05	Overtime Civilian	299,392	221,249	350,000	308,500	**316,200**	7,700	2.5%
	Salaries	**3,210,440**	**3,146,451**	**3,322,400**	**3,416,500**	**3,466,600**	**50,100**	**1.5%**
505-7201-561.19-01	Workers Compensation	203,600	209,700	216,000	216,000	**222,500**	6,500	3.0%
505-7201-561.19-05	Medical Insurance	525,700	565,400	583,800	583,800	**642,500**	58,700	10.1%
505-7201-561.19-10	IMRF	365,902	391,058	441,800	463,800	**503,900**	40,100	8.6%
505-7201-561.19-11	Social Security	198,377	192,314	205,600	211,800	**214,900**	3,100	1.5%
505-7201-561.19-12	Medicare	46,600	45,087	48,100	49,600	**50,300**	700	1.4%
505-7201-561.19-15	Compensated Absences	29,522	12,231	0	0	**0**	0	N/A
	Fringe Benefits	**1,369,701**	**1,415,790**	**1,495,300**	**1,525,000**	**1,634,100**	**109,100**	**7.2%**
505-7201-561.20-05	Professional Services	42,715	45,381	35,000	34,254	**35,000**	746	2.2%
505-7201-561.20-40	General Insurance	47,000	48,400	49,900	49,900	**51,400**	1,500	3.0%
505-7201-561.21-02	Equipment Maintenance	29,464	24,584	50,000	53,140	**50,000**	(3,140)	(5.9%)
505-7201-561.21-03	Radio Maintenance	316	0	2,500	2,500	**2,000**	(500)	(20.0%)
505-7201-561.21-11	Building Maintenance	5,023	850	7,000	7,500	**6,000**	(1,500)	(20.0%)
505-7201-561.21-20	Pumping Station Maint	30,931	1,431	20,000	25,000	**20,000**	(5,000)	(20.0%)
505-7201-561.21-25	Sewer Collection System	40,551	3,690	15,000	20,000	**15,000**	(5,000)	(25.0%)
505-7201-561.21-30	Water Distribution System	201,327	237,826	315,000	374,190	**315,000**	(59,190)	(15.8%)
505-7201-561.21-35	Meter Installation	207,974	217,931	244,000	244,000	**268,100**	24,100	9.9%
505-7201-561.21-36	Equipment Rental	244,396	103,959	200,000	200,000	**210,000**	10,000	5.0%
505-7201-561.21-50	Utility Services	442,998	369,162	320,000	330,000	**320,000**	(10,000)	(3.0%)
505-7201-561.21-53	Northwest Water Com	3,252,454	3,545,296	3,548,800	3,548,800	**3,630,900**	82,100	2.3%
505-7201-561.21-62	Disposal Services	39,600	28,687	80,000	92,600	**80,000**	(12,600)	(13.6%)
505-7201-561.21-65	Other Services	55,813	40,927	59,000	59,000	**59,000**	0	0.0%
505-7201-561.22-02	Dues	2,816	4,749	3,300	3,000	**3,500**	500	16.7%
505-7201-561.22-03	Training	14,794	15,632	16,000	15,100	**18,200**	3,100	20.5%
505-7201-561.22-05	Postage	2,722	3,661	2,500	4,000	**2,900**	(1,100)	(27.5%)
505-7201-561.22-10	Printing	574	684	1,500	1,800	**1,800**	0	0.0%
505-7201-561.22-20	Annual Consumer Report	14,382	13,907	14,000	14,000	**14,000**	0	0.0%
505-7201-561.22-25	IT/GIS Service Charge	151,900	141,000	142,800	142,800	**163,100**	20,300	14.2%
505-7201-561.22-30	Claims & Refunds	894	0	0	10,000	**10,000**	0	0.0%
505-7201-561.22-37	Vehicle/Equip Lease Chrg	317,500	336,200	405,300	405,300	**425,800**	20,500	5.1%
505-7201-561.22-70	Telephone Services	58,951	53,124	50,000	40,000	**55,000**	15,000	37.5%
	Contractual Services	**5,205,095**	**5,237,081**	**5,581,600**	**5,676,884**	**5,756,700**	**79,816**	**1.4%**

Water Utility Operations (continued) 7201

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
505-7201-561.30-01	Publications Periodicals	955	580	500	1,000	**800**	(200)	(20.0%)
505-7201-561.30-05	Office Supplies & Equip	3,554	3,799	4,000	3,800	**5,000**	1,200	31.6%
505-7201-561.30-20	Photographic Supplies	0	216	0	0	**0**	0	N/A
505-7201-561.30-30	Data System Supplies	203	0	2,000	3,000	**3,000**	0	0.0%
505-7201-561.30-35	Clothing	15,510	16,046	21,000	26,000	**20,500**	(5,500)	(21.2%)
505-7201-561.30-50	Petroleum Products	76,511	83,877	98,100	90,200	**103,800**	13,600	15.1%
505-7201-561.31-01	Water Distribution Sup	64,998	153,522	194,000	194,000	**194,000**	0	0.0%
505-7201-561.31-02	Meters Backflow Devices	81,785	154,016	153,300	153,313	**133,000**	(20,313)	(13.2%)
505-7201-561.31-05	Pumping and Storage Sup	32,805	20,747	38,000	38,068	**30,000**	(8,068)	(21.2%)
505-7201-561.31-07	Sewer Collection Supplies	22,314	31,907	48,000	48,000	**48,000**	0	0.0%
505-7201-561.31-40	Agricultural Supplies	8,697	17,276	13,000	13,000	**13,000**	0	0.0%
505-7201-561.31-55	Building Supplies	6,042	11,351	12,000	15,000	**12,000**	(3,000)	(20.0%)
505-7201-561.31-60	Chemicals	7,648	8,743	13,000	20,500	**13,000**	(7,500)	(36.6%)
505-7201-561.31-65	Other Equip & Supplies	58,588	34,842	72,700	72,700	**72,700**	0	0.0%
505-7201-561.31-85	Small Tools and Equipment	9,537	10,649	17,500	17,500	**17,500**	0	0.0%
505-7201-561.31-90	Street and Sidewalk Sup	161,221	100,799	200,000	183,698	**200,000**	16,302	8.9%
505-7201-561.33-05	Other Supplies	13,970	15,121	15,000	15,000	**20,000**	5,000	33.3%
	Commodities	**564,338**	**663,491**	**902,100**	**894,779**	**886,300**	**(8,479)**	**(0.9%)**
505-7201-561.40-75	Administrative Serv Charge	1,266,200	1,329,500	1,396,000	1,396,000	**1,437,900**	41,900	3.0%
505-7201-561.40-77	Bad Debt Expense	1,829	1,036	0	0	**0**	0	N/A
505-7201-561.40-79	OPEB Liability Expense	11,351	9,159	15,000	15,000	**15,000**	0	0.0%
	Other Charges	**1,279,380**	**1,339,695**	**1,411,000**	**1,411,000**	**1,452,900**	**41,900**	**3.0%**
505-7201-561.50-10	Office Equipment	3,903	13,335	15,000	15,000	**15,000**	0	0.0%
505-7201-561.50-15	Other Equipment	30,917	68,707	278,200	278,202	**214,900**	(63,302)	(22.8%)
505-7201-561.50-20	Building Improvements	0	66,542	23,800	23,795	**20,000**	(3,795)	(15.9%)
	Capital Outlay	**34,820**	**148,584**	**317,000**	**316,997**	**249,900**	**(67,097)**	**(21.2%)**
	Total Water Utility Operations	**11,663,774**	**11,951,092**	**13,029,400**	**13,241,160**	**13,446,500**	**205,340**	**1.6%**

Capital Projects 9001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
505-9001-571.50-25	Construction in Progress	1,053,772	1,006,238	1,429,200	1,429,158	**975,000**	(454,158)	(31.8%)
	Capital Outlay	**1,053,772**	**1,006,238**	**1,429,200**	**1,429,158**	**975,000**	**(454,158)**	**(31.8%)**
	Total Capital Projects	**1,053,772**	**1,006,238**	**1,429,200**	**1,429,158**	**975,000**	**(454,158)**	**(31.8%)**

WATER & SEWER FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
505-9901-591.40-96	Operating Contingency	0	0	100,000	126,342	**182,900**	56,558	44.8%
505-9901-591.90-05	Operating Transfer Out	0	0	80,000	80,000	**80,000**	0	0.0%
	Other Financing Uses	**0**	**0**	**180,000**	**206,342**	**262,900**	**56,558**	**27.4%**
	Total Non-Operating	**0**	**0**	**180,000**	**206,342**	**262,900**	**56,558**	**27.4%**
	Total Water & Sewer Fund	**13,652,723**	**13,961,819**	**15,661,500**	**15,930,060**	**15,786,000**	**(144,060)**	**(0.9%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1705	Account Clerk III	B21	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1710	Account Clerk II	A13	6.00	6.00	
1715	Account Clerk I	A12	0.50	0.50	
	Total F-T-E		**8.50**	**8.50**	**0.00**

Finance Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	9.00	9.00	
505	Water & Sewer Fund	8.50	8.50	
625	Technology Fund			
	IT	5.00	5.00	
	GIS	1.00	1.00	
	Total F-T-E All Funds	**23.50**	**23.50**	**0.00**

FINANCE 0501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
505-0501-503.10-01	Salaries	Salaries		541,100		552,400
505-0501-503.18-01	Temporary Help	Temporary Help		1,000		1,000
505-0501-503.18-05	Overtime Civilian	Overtime Civilian		500		500
		TOTAL SALARIES		**542,600**		**553,900**
FRINGE BENEFITS:						
505-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance		1,100		1,100
505-0501-503.19-05	Medical Insurance	Medical Insurance		87,000		96,600
505-0501-503.19-10	IMRF	IMRF		73,500		81,000
505-0501-503.19-11	Social Security	Social Security		33,600		34,300
505-0501-503.19-12	Medicare	Medicare		7,900		8,000
		TOTAL FRINGE BENEFITS		**203,100**		**221,000**
CONTRACTUAL SERVICES:						
505-0501-503.20-05	Professional Services	Annual audit (30% share)	12,700		13,200	
		Annual actuarial valuation of post employment benefits (30% share)	2,100	14,800	2,100	15,300
505-0501-503.21-65	Other Services	Lease for Pitney Bowes DI950	23,500		23,500	
		Bank fees for credit card payment program	22,500		44,200	
		Bank service charges, lien filing and processing	23,200	69,200	18,300	86,000
505-0501-503.22-03	Training	GFOA programs		1,000		1,000
505-0501-503.22-05	Postage	Mailing of water bills and notices		65,000		65,700
505-0501-503.22-10	Printing	Water bills, envelopes and shut off notices		12,000		12,000
505-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		91,200		92,200
		TOTAL CONTRACTUAL SERVICES		**253,200**		**272,200**
COMMODITIES:						
505-0501-503.30-05	Office Supplies & Equip	Supplies for Pitney Bowes DI950 and miscellaneous supplies & equipment		4,500		4,500
		TOTAL COMMODITIES		**4,500**		**4,500**

FINANCE (cont.) 0501

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
505-0501-503.40-87	Sewer Backup Rebate Prg	Sanitary sewer flood prevention rebate program	50,000	50,000
		TOTAL OTHER CHARGES	**50,000**	**50,000**
		TOTAL FINANCE	**1,053,400**	**1,101,600**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1370	Supt. of Utilities	C51	1.00	1.00	
1360	Public Works Services Coord.	P12	1.00	1.00	
1380	Foreman II	P12	1.00	1.00	
1385	Foreman I	P10	2.00	2.00	
1400	Electrician II	P08	1.00	1.00	
1470	Electronics Technician I	P08	1.00	1.00	
1390	Crew Chief	P07	3.00	3.00	
1485	Pump Operator	P06	5.00	5.00	
1480	Water Services Supervisor	P05	1.00	1.00	
1415	Maintenance Worker II	P04	14.00	14.00	
1420	Maintenance Worker I	P03	4.00	4.00	
1488	Water Meter Technician	P03	2.00	2.00	
1495	Water Meter Reader	P01	0.50	0.50	
1723	Administrative Support Coordinator	B22	1.00	1.00	
1745	Staff Assistant	A12	2.00	2.00	
1715	Account Clerk I	A12	0.25	0.25	
1487	Drafter	A12	1.00	1.00	
	Total F-T-E		**40.75**	**40.75**	**0.00**

Public Works Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	41.25	41.25	
435	Emerald Ash Borer (EAB) Fund	1.00	1.00	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
	Total F-T-E All Funds	**93.50**	**93.50**	**0.00**

WATER UTILITY OPERATIONS 7201

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
505-7201-561.10-01	Salaries	Salaries		3,060,700		3,123,900
505-7201-561.18-01	Temporary Help	Temporary Help		25,900		26,500
505-7201-561.18-04	Temp Help Meter Reader	Temp Help Meter Reader		21,400		0
505-7201-561.18-05	Overtime Civilian	Overtime Civilian		308,500		316,200
		TOTAL SALARIES		**3,416,500**		**3,466,600**
FRINGE BENEFITS:						
505-7201-561.19-01	Workers' Compensation	Workers' Compensation Insurance		216,000		222,500
505-7201-561.19-05	Medical Insurance	Medical Insurance		583,800		642,500
505-7201-561.19-10	IMRF	IMRF		463,800		503,900
505-7201-561.19-11	Social Security	Social Security		211,800		214,900
505-7201-561.19-12	Medicare	Medicare		49,600		50,300
		TOTAL FRINGE BENEFITS		**1,525,000**		**1,634,100**
CONTRACTUAL SERVICES:						
505-7201-561.20-05	Professional Services	Samples - Environmental Protection Agency & others, incl. lead sampling	25,000		25,000	
		Consulting engineer studies	5,000		10,000	
		Prior Year Encumbrance Carryover	4,254	34,254	0	35,000
505-7201-561.20-40	General Insurance	Liability and property insurance		49,900		51,400
505-7201-561.21-02	Equipment Maintenance	Maintenance of water & sewer control and information system, cathodic protection, chemical feed equipment, office equipment, tracers and detectors	30,000		30,000	
		Emergency generator maintenance	10,000		12,500	
		AMR support	9,000		7,500	
		Prior Year Encumbrance Carryover	4,140	53,140	0	50,000
505-7201-561.21-03	Radio Maintenance	Maintenance of 2-way radios & pagers		2,500		2,000
505-7201-561.21-11	Building Maintenance	Miscellaneous building repairs	5,000		4,000	
		Door replacement	2,500	7,500	2,000	6,000
505-7201-561.21-20	Pumping Station Maint	Miscellaneous pump repairs		25,000		20,000
505-7201-561.21-25	Sewer Collection Systems	Lift station repairs	10,000		7,500	
		Emergency repairs	10,000	20,000	7,500	15,000

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
505-7201-561.21-30	Water Distribution System	Contract landscape and pavement repairs for main break damage	290,000		290,000	
		Emergency repairs	25,000		25,000	
		Prior Year Encumbrance Carryover	59,190	374,190	0	315,000
505-7201-561.21-35	Meter Installation	Installation of replacement meters, testing and repair of larger meters and backflow preventers	204,000		268,100	
		Budget Amendment	40,000	244,000	0	268,100
505-7201-561.21-36	Equipment Rental	Misc. rental of tapping equipment, tools, etc.	5,000		5,000	
		Debris and spoil hauling	205,000		175,000	
		Heavy equipment rental	30,000		30,000	
		Budget Amendment	(40,000)	200,000	0	210,000
505-7201-561.21-50	Utility Services	Electrical energy for pumping water, operating lift stations & misc. uses; natural gas for standby power (minimum charges)		330,000		320,000
505-7201-561.21-53	Northwest Water Comm	Contribution per Commission agreement		3,548,800		3,630,900
505-7201-561.21-62	Disposal Services	Disposal and landfill		92,600		80,000
505-7201-561.21-65	Other Services	Turf/landscape maintenance	25,000		25,000	
		J.U.L.I.E. charge	13,000		13,000	
		State of Illinois NPDES permit fees (State mandate)	21,000	59,000	21,000	59,000
505-7201-561.22-02	Dues	Dues		3,000		3,500
505-7201-561.22-03	Training	Production Unit				
		Illinois Section AWWA Annual Meeting	1,000		1,000	
		AWWA Conference	2,200		2,200	
		Continuing education for licensed water operators	2,000		2,000	
		Miscellaneous seminars	100		500	
		Distribution Unit				
		AWWA Conference	2,000		2,000	
		Illinois Section AWWA Annual Meeting	1,000		1,000	
		Miscellaneous seminars	100		250	
		Sewer Unit				
		Sewer Cleaner Symposium (Federal Mandate Requirement)	1,200		1,250	
		Administration				
		AWWA Annual programs	4,600		7,000	
		Miscellaneous meeting expenses	900	15,100	1,000	18,200
505-7201-561.22-05	Postage	Misc. postage and freight charges	1,900		1,900	
		Bi-weekly & monthly water sample shipping	2,100	4,000	1,000	2,900

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
505-7201-561.22-10	Printing	Misc. notices, door hangers, envelopes, work management sheets		1,800		1,800
505-7201-561.22-20	Annual Consumer Report	Publication of "Consumer Confidence Report" (Federal mandate)		14,000		14,000
505-7201-561.22-25	IT/GIS Service Charge	IT/GIS service charge		142,800		163,100
505-7201-561.22-30	Claims and Refunds	Overpayment refunds, damage claims, reimbursement for maintenance due to system malfunctions		10,000		10,000
505-7201-561.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		405,300		425,800
505-7201-561.22-70	Telephone Services	Leased lines for monitoring utility system		40,000		55,000
		TOTAL CONTRACTUAL SERVICES		**5,676,884**		**5,756,700**
COMMODITIES:						
505-7201-561.30-01	Publications/Periodicals	Miscellaneous publications		1,000		800
505-7201-561.30-05	Office Supplies & Equip.	General office supplies		3,800		5,000
505-7201-561.30-30	Data Systems Supplies	Charts, paper, mag tapes	1,000		1,000	
		Control boards	1,000		1,000	
		Miscellaneous electronic supplies	1,000	3,000	1,000	3,000
505-7201-561.30-35	Clothing	Uniform garments	10,000		8,500	
		Boots, rain gear, gloves, and miscellaneous clothing	7,500		5,500	
		Safety glasses, goggles, hard hats, safety shoes and miscellaneous safety equipment	6,000		4,500	
		Trench excavation hard hats	2,500	26,000	2,000	20,500
505-7201-561.30-50	Petroleum Products	Fuel for vehicles and equipment	86,400		99,600	
		Oil & antifreeze for pumps & generators	3,800	90,200	4,200	103,800
505-7201-561.31-01	Water Distrib Supplies	Pipes, fittings, valves, vaults	50,000		50,000	
		Hydrants	70,000		70,000	
		Clamps and cut-in-sleeves	30,000		30,000	
		Service supplies	21,500		21,500	
		Hydrant paint	3,000		3,000	
		Damage repair (reimbursable)	2,500		2,500	
		New water tap & water service (resale)	12,000		12,000	
		Miscellaneous	5,000	194,000	5,000	194,000
505-7201-561.31-02	Meters/Backflow Devices	Meter repair parts	25,000		40,000	
		Backflow prevention	25,000		25,000	
		Meters (exchange/replace)	70,000		40,000	
		Water meters (resale)	20,000		20,000	
		Backflow (resale)	8,000		8,000	
		Prior Year Encumbrance Carryover	5,313	153,313	0	133,000

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
505-7201-561.31-05	Pumping/Storage Supplies	Replacement materials for pipes, pumps, pump parts, etc.	30,000		30,000	
		Prior Year Encumbrance Carryover	8,068	38,068	0	30,000
505-7201-561.31-07	Sewer Collection Supplies	Sewer pipe, manholes, catch basins	18,000		18,000	
		Sand, brick, cement, rings	6,000		6,000	
		Sewer clamps and covers	12,000		12,000	
		Frames and grates	12,000	48,000	12,000	48,000
505-7201-561.31-40	Agricultural Supplies	Materials for repairing parkways due to main breaks and sewer blockages and for maintaining well sites:				
		Black dirt	8,000		8,000	
		Sod, seed and plants	4,000		4,000	
		Fertilizers and chemicals	1,000	13,000	1,000	13,000
505-7201-561.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & building repairs		15,000		12,000
505-7201-561.31-60	Chemicals	Chlorine gas	3,500		3,000	
		Test kits, buffer solution & miscellaneous supplies	5,000		5,000	
		Grease emulsifier	12,000	20,500	5,000	13,000
505-7201-561.31-65	Other Equip. & Supplies	Telemetry cabinet modifications	3,500		3,500	
		Pump controller/sequencer modifications	1,000		1,000	
		Electrical control parts, breakers	4,500		4,500	
		Engine/generator supplies	2,000		2,000	
		Electric cables	2,200		2,200	
		Batteries	4,500		4,500	
		Hoses (sewer flusher)	7,200		7,200	
		Miscellaneous supplies	2,500		2,500	
		Concrete blades & root cutters	13,300		13,300	
		Sewer televising system supplies	800		800	
		Root cutters, blades & shoes	8,700		8,700	
		Chlorine system components	6,000		6,000	
		Magnetic valve box locators (2)	1,500		1,500	
		SCADA computer	8,000		8,000	
		Transducers	7,000	72,700	7,000	72,700
505-7201-561.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment		17,500		17,500
505-7201-561.31-90	Street & Sidewalk Supplies	Materials for restoration of streets and parkways due to water main breaks and repairs:				
		Asphalt	46,000		55,000	
		Concrete	32,000		43,000	
		Gravel	92,000		95,000	
		Miscellaneous materials	7,000		7,000	
		Prior Year Encumbrance Carryover	6,698	183,698	0	200,000
505-7201-561.33-05	Other Supplies	Misc. equipment and supplies		15,000		20,000
		TOTAL COMMODITIES		**894,779**		**886,300**

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
OTHER CHARGES:						
505-7201-561.40-75	Admin Service Charge	Costs of personal services and materials purchased from General Fund but benefiting Water Utility Operations		1,396,000		1,437,900
505-7201-561.40-79	OPEB Liability Expense	OPEB liability expense		15,000		15,000
		TOTAL OTHER CHARGES		**1,411,000**		**1,452,900**
CAPITAL OUTLAY:						
505-7201-561.50-10	Office Equipment	Desk, chair & file cabinet repl (EQ9503)		15,000		15,000
505-7201-561.50-15	Other Equipment	Water Operational Equipment (EQ9401)	220,202			
		AMR meter reading system collector			40,000	
		Trenching and shoring			12,000	
		Pumps			4,000	
		Cut-off saws			4,400	
		SCADA upgrades			12,000	
		Generator upgrades			20,000	
		Transfer switch upgrades			30,000	
		Submersible pump			80,000	
		Electric tapping head			2,500	
		Emergency generator upgrade (EQ9902)	10,000		10,000	
		2-Way Mobile Radio Replacement - Water & Sewer Fund portion (EQ0905)	48,000	278,202	0	214,900
505-7201-561.50-20	Building Improvements	PW Annex improvements (BL9302) Incld. Prior Yr Encumbrance Carryover		23,795		20,000
		TOTAL CAPITAL OUTLAY		**316,997**		**249,900**
		TOTAL WATER UTILITY		**13,241,160**		**13,446,500**

CAPITAL PROJECTS 9001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
505-9001-571.50-25	Construction in Progress	Sewer:				
		Sewer Rehab/Replacement Program (SW9001)		250,000		300,000
		Water:				
		Watermain Replacement Program (WA9001)		350,000		400,000
		Water Tank Painting (WA1101)	500,000		0	
		Prior Year Encumbrance Carryover	180,500		0	
		Budget Transfer	(181,895)	498,605	0	0
		Deep Well Rehabilitation (WA1102)		255,553		275,000
		Pump Station 17 NWWC Bypass (WA1305)		75,000		0
		TOTAL CAPITAL OUTLAY		**1,429,158**		**975,000**
		TOTAL CAPITAL PROJECTS		**1,429,158**		**975,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
505-9901-591.40-96	Operating Contingency	Operating Contingency	126,342	182,900
		TOTAL OTHER CHARGES	**126,342**	**182,900**
NON-OPERATING:				
505-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund medical insurance (contingency)	80,000	80,000
		TOTAL NON-OPERATING	**80,000**	**80,000**
		TOTAL NON-OPERATING	**206,342**	**262,900**
		TOTAL WATER & SEWER FUND	**15,930,060**	**15,786,000**

ARTS, ENTERTAINMENT & EVENTS FUND

ARTS, ENTERTAINMENT & EVENTS FUND 515

► Fund at a Glance

The Arts, Entertainment & Events (A&E) Fund was established to account for the Village's costs associated with Village presentation and participation in arts, theatrical and other community events. A .25% Food & Beverage Tax (FBT) is used as a dedicated source of revenue for this fund.

Restrictions:

VILLAGE POLICY – The Village finances the items listed in this fund through a .25% Food & Beverage Tax (FBT). Effective September 2004, the Village's total FBT was raised from 1% to 1.25%. The additional .25% is deposited directly into the A&E Fund.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Actual	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$420,101	$433,045	$450,000	$423,000	**$457,000**	$34,000	8.0%
Intergovernmental	0	0	0	0	**0**	0	N/A
Fees	6,000	18,000	18,000	18,000	**9,000**	(9,000)	(50.0%)
Interest Income	4,830	2,559	2,000	5,000	**2,000**	(3,000)	(60.0%)
Other	33,550	132,207	51,200	40,500	**29,000**	(11,500)	(28.4%)
Total Revenues	$464,481	$585,811	$521,200	$486,500	**$497,000**	$10,500	2.2%
Interfund Transfers In	0	300,000	0	0	**0**	0	N/A
Capital Reserves	0	0	0	0	**125,000**	125,000	N/A
Total Revenues and Interfund Transfers In	**$464,481**	**$885,811**	**$521,200**	**$486,500**	**$622,000**	**$135,500**	**27.9%**
Expenditures							
Personal Services	$73,111	$87,500	$99,000	$92,700	**$104,100**	$11,400	12.3%
Contractual Services	150,000	450,000	157,000	157,000	**160,000**	3,000	1.9%
Commodities	26,091	21,317	24,300	21,600	**26,100**	4,500	20.8%
Other Charges	102,973	172,857	214,500	207,355	**165,100**	(42,255)	(20.4%)
Capital Items	54,794	24,610	40,300	40,300	**157,000**	116,700	289.6%
Total Expenditures	$406,969	$756,284	$535,100	$518,955	**$612,300**	$93,345	18.0%
Interfund Transfers Out	50,000	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$456,969**	**$756,284**	**$535,100**	**$518,955**	**$612,300**	**$93,345**	**18.0%**
REVENUES OVER (UNDER) EXPENDITURES	**$7,512**	**$129,527**	**($13,900)**	**($32,455)**	**$9,700**	**$42,155**	**(129.9%)**
BEGINNING WORKING CASH	**139,210**	**146,722**	**276,249**	**276,249**	**262,349**	**(13,900)**	**(5.0%)**
ENDING WORKING CASH	**$146,722**	**$276,249**	**$262,349**	**$243,794**	**$272,049**	**$28,255**	**11.6%**

ARTS, ENTERTAINMENT & EVENTS FUND (515)

5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	Note	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES											
FOOD & BEVERAGE TAX			420,101	433,045	450,000	423,000	**457,000**	466,000	480,000	494,000	509,000
BUILDING MANAGEMENT FEE			6,000	18,000	18,000	18,000	**9,000**	9,000	9,000	9,000	9,000
INTEREST INCOME			4,830	2,559	2,000	5,000	**2,000**	2,500	3,000	3,000	3,000
HEARTS OF GOLD			16,450	16,000	17,900	17,000	**18,000**	18,500	19,100	19,700	20,300
MANE EVENT			7,500	0	0	0	**0**	0	0	0	0
PREMIUM SPONSOR			3,650	5,550	0	5,000	**5,000**	5,000	5,000	5,000	5,000
SOUNDS OF SUMMER			5,950	10,450	11,800	6,000	**6,000**	6,000	6,000	6,000	6,000
ARL HTS 125TH CELEBRATION			0	97,411	21,500	12,500	**0**	0	0		0
OTHER INCOME			0	2,796	0	0	**0**	0	0	0	0
NON-OPERATING											
TRANSFER IN FROM GENERAL FUND			0	300,000	0	0	**0**	0	0	0	0
CAPITAL RESERVES	(1)		0	0	0	0	**125,000**	0	0	0	0
TOTAL REVENUES			464,481	885,811	521,200	486,500	**622,000**	507,000	522,100	536,700	552,300
EXPENDITURES											
EVENTS											
Arlington Heights 125th Year Celebration		AE-12-01	217	73,088	45,800	34,000	**0**	0	0	0	0
Arlington Spring Sweep		AE-14-01	0	0	1,000	0	**1,000**	1,000	1,000	1,000	1,000
Autumn Harvest		AE-10-01	7,649	7,824	10,400	8,400	**9,900**	10,200	10,500	10,800	11,100
Community Awareness Events		AE-06-46	3,692	3,442	4,300	6,255	**6,000**	6,200	6,400	6,600	6,800
Frontier Days		AE-06-18	14,700	19,000	20,300	19,400	**21,200**	21,800	22,500	23,200	23,900
Halloween		AE-06-20	3,400	3,200	3,400	3,300	**3,600**	3,700	3,800	3,900	4,000
Hearts of Gold		AE-06-22	20,607	17,865	17,900	22,000	**18,000**	18,500	19,100	19,700	20,300
Irish Fest		AE-06-24	3,169	3,200	3,100	3,300	**3,300**	3,400	3,500	3,600	3,700
July 4th Parade		AE-06-26	6,800	9,400	11,650	9,600	**12,200**	12,600	13,000	13,400	13,800
Mane Event		AE-06-28	39,608	34,057	38,700	35,300	**39,200**	40,400	41,600	42,800	44,100
Memorial Day Parade		AE-06-30	5,100	7,100	9,900	7,300	**10,400**	10,700	11,000	11,300	11,600
National Night Out		AE-06-50	6,150	5,400	7,400	4,900	**7,950**	8,200	8,400	8,700	9,000
Promenade of the Arts		AE-06-34	15,462	15,645	12,600	19,700	**14,600**	15,000	15,500	16,000	16,500
Run/Walk Events		AE-06-42	3,447	4,800	0	4,800	**0**	0	0	0	0
Sounds of Summer		AE-06-38	52,398	51,806	48,100	43,000	**43,000**	44,300	45,600	47,000	48,400
Taste of Arlington Heights		AE-12-02	0	9,100	10,100	9,100	**10,600**	10,600	10,600	10,600	10,600
Tree Lighting Event		AE-06-40	7,403	7,448	8,650	7,000	**9,650**	9,900	10,200	10,500	10,800
SUBTOTAL - EVENTS			189,802	272,375	253,300	237,355	**210,600**	216,500	222,700	229,100	235,600
Metropolis Theater Subsidy		AE-05-04	150,000	450,000	155,000	155,000	**160,000**	165,000	170,000	175,000	180,000
PAM Audit		AE-05-04	0	0	2,000	2,000	**0**	0	0	0	0
SUBTOTAL - OPERATING EXPENDITURES			339,802	722,375	410,300	394,355	370,600	381,500	392,700	404,100	415,600
EQUIPMENT											
Equipment Replacement - Metropolis		EQ-06-03	54,794	24,610	40,300	40,300	**32,000**	33,000	34,000	35,000	36,000
SUBTOTAL - EQUIPMENT			54,794	24,610	40,300	40,300	**32,000**	33,000	34,000	35,000	36,000
BUILDING/EQUIPMENT RESERVE EXPENSES	(1)		0	0	0	0	**125,000**	0	0	0	0
NON-OPERATING											
Transfer to General Fund			50,000	0	0	0	**0**	0	0	0	0
Reserve for Replacement (Metropolis)			0	0	75,000	75,000	**75,000**	75,000	75,000	75,000	75,000
Building Reserve - Condo Association			12,373	9,300	9,500	9,300	**9,700**	9,700	9,700	9,700	9,700
SUBTOTAL - NON-OPERATING			62,373	9,300	84,500	84,300	**84,700**	84,700	84,700	84,700	84,700
TOTAL EXPENDITURES			456,969	756,285	535,100	518,955	612,300	499,200	511,400	523,800	536,300
BEGINNING WORKING CASH			139,211	146,723	276,249		**262,349**	272,049	279,849	290,549	303,449
REVENUES OVER (UNDER) EXPENDS.			7,512	129,526	(13,900)	(32,455)	**9,700**	7,800	10,700	12,900	16,000
ENDING WORKING CASH *			146,723	276,249	262,349		**272,049**	279,849	290,549	303,449	319,449

(1) Note: As of 4/30/08 the working cash calculation equals current assets less liabilities less a subtraction for the reserve for replacement. This provides a building/equipment reserve for future major repairs and improvements to the Metropolis Theater. The building/equipment reserve is shown as a net asset in the Village's CAFR and will be increa year by $75,000, unless some or all of the reserve funds are used with the advice of the theater operator, PAM, and per Village Board direction.

		2013-14 BUDGET
EQ-14-05	Metropolis Theater Sound System Upgrade	**30,000**
EQ-14-10	Metropolis Theater Ticketing/IT Replacement	**40,000**
EQ-14-15	Metropolis Theater Vehicle	**0**
BL-14-15	Metropolis Theater 2nd Floor Refurbishment	**55,000**
BL-14-20	Metropolis Theater Long Range Building Plan	**0**
		125,000

ARTS, ENTERTAINMENT & EVENTS FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-0000-402.25-00	Food & Beverage Tax (AE0502)	420,101	433,045	450,000	423,000	**457,000**	34,000	8.0%
	Business Taxes	**420,101**	**433,045**	**450,000**	**423,000**	**457,000**	**34,000**	**8.0%**
515-0000-431.45-00	Building Management Fee	6,000	18,000	18,000	18,000	**9,000**	(9,000)	(50.0%)
	Fees	**6,000**	**18,000**	**18,000**	**18,000**	**9,000**	**(9,000)**	**(50.0%)**
515-0000-461.02-00	Interest on Investments	3,466	2,125	2,000	5,000	**2,000**	(3,000)	(60.0%)
515-0000-461.10-00	Market Value Adjustments	1,364	434	0	0	**0**	0	N/A
	Interest Income	**4,830**	**2,559**	**2,000**	**5,000**	**2,000**	**(3,000)**	**(60.0%)**
515-0000-481.50-00	Hearts of Gold Awards Dinner	16,450	16,000	17,900	17,000	**18,000**	1,000	5.9%
515-0000-481.51-00	Mane Event	7,500	0	0	0	**0**	0	N/A
515-0000-481.55-00	Premium Sponsors	3,650	5,550	0	5,000	**5,000**	0	0.0%
515-0000-481.65-01	Sounds of Summer	5,950	10,450	11,800	6,000	**6,000**	0	0.0%
515-0000-481.70-00	125 Year Celebration	0	97,410	21,500	12,500	**0**	(12,500)	(100.0%)
	Special Events	**33,550**	**129,410**	**51,200**	**40,500**	**29,000**	**(11,500)**	**(28.4%)**
515-0000-489-90-00	Other Income	0	2,797	0	0	**0**	0	N/A
	Other	**0**	**2,797**	**0**	**0**	**0**	**0**	**N/A**
515-0000-491.05-00	Operating Transfer In	0	300,000	0	0	**0**	0	N/A
515-0000-491.10-00	Capital Reserves	0	0	0	0	**125,000**	125,000	N/A
	Other Financing Sources	**0**	**300,000**	**0**	**0**	**125,000**	**125,000**	**N/A**
	Total Arts, Ent. & Events Fund	**464,481**	**885,811**	**521,200**	**486,500**	**622,000**	**135,500**	**27.9%**

SPECIAL EVENTS OPERATIONS WITH DEDICATED REVENUE

	FY2014 BUDGET			
	Hearts of Gold	Sounds of Summer	Misc Events	TOTAL
Event Revenue				
Hearts of Gold	18,000			**18,000**
Sounds of Summer		6,000		**6,000**
Premium Sponsors			5,000	**5,000**
Total Event Revenue	**18,000**	**6,000**	**5,000**	**29,000**
Event Expenditures				
Hearts of Gold	18,000			**18,000**
Sounds of Summer		20,000		**20,000**
Other Special Events Commission Events				**172,600**
Total Event Expenditures	**18,000**	**20,000**	**0**	**210,600**
Dedicated Revenues over/(under) Expenditures	**0**	**(14,000)**	**5,000**	**(181,600)** *

* The balance of these events and all other A&E Fund events are funded with Food & Beverage Tax revenue.

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Board of Trustees 0101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-0101-525.40-55	Special Events	10,644	10,945	4,100	11,200	**6,000**	(5,200)	(46.4%)
	Other Charges	**10,644**	**10,945**	**4,100**	**11,200**	**6,000**	**(5,200)**	**(46.4%)**
	Total Board of Trustees	**10,644**	**10,945**	**4,100**	**11,200**	**6,000**	**(5,200)**	**(46.4%)**

Manager's Office 0201

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-0201-525.40-55	Special Events *	29,841	29,928	27,500	20,000	**20,000**	0	0.0%
	Other Charges	**29,841**	**29,928**	**27,500**	**20,000**	**20,000**	**0**	**0.0%**
	Total Manager's Office	**29,841**	**29,928**	**27,500**	**20,000**	**20,000**	**0**	**0.0%**

* FY2013 expenditures were offset by Sounds of Summer Sponsorships of $11,750 - Village's net expenses were $15,700

Special Events Commission 1018

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-1018-525.40-55	Special Events	46,423	119,242	94,100	85,600	**48,400**	(37,200)	(43.5%)
	Other Charges	**46,423**	**119,242**	**94,100**	**85,600**	**48,400**	**(37,200)**	**(43.5%)**
	Total Special Events Comm	**46,423**	**119,242**	**94,100**	**85,600**	**48,400**	**(37,200)**	**(43.5%)**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Arts Commission 1022

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-1022-525.40-55	Special Events	3,692	3,442	4,300	6,255	**6,000**	(255)	(4.1%)
	Other Charges	**3,692**	**3,442**	**4,300**	**6,255**	**6,000**	**(255)**	**(4.1%)**
	Total Arts Commission	**3,692**	**3,442**	**4,300**	**6,255**	**6,000**	**(255)**	**(4.1%)**

Metropolis Theater 2005

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-2005-525.20-05	Professional Services (AE0504)	150,000	450,000	155,000	155,000	**160,000**	5,000	3.2%
515-2005-525.21-65	Other Services (AE0504)	0	0	2,000	2,000	**0**	(2,000)	(100.0%)
	Contractual Services	**150,000**	**450,000**	**157,000**	**157,000**	**160,000**	**3,000**	**1.9%**
515-2005-525.50-55	Other Capital Outlay (AE0603)	54,794	24,610	40,300	40,300	**157,000**	116,700	289.6%
	Capital Outlay	**54,794**	**24,610**	**40,300**	**40,300**	**157,000**	**116,700**	**289.6%**
	Total Metropolis Theater	**204,794**	**474,610**	**197,300**	**197,300**	**317,000**	**119,700**	**60.7%**

Police 3001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-3001-525.18-07	Overtime Sworn	40,800	43,000	49,800	46,600	**51,600**	5,000	10.7%
	Salaries	**40,800**	**43,000**	**49,800**	**46,600**	**51,600**	**5,000**	**10.7%**
	Total Police	**40,800**	**43,000**	**49,800**	**46,600**	**51,600**	**5,000**	**10.7%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Fire 3501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-3501-525.18-07	Overtime Sworn	1,500	2,200	4,900	3,900	**4,900**	1,000	25.6%
	Salaries	**1,500**	**2,200**	**4,900**	**3,900**	**4,900**	**1,000**	**25.6%**
	Total Fire	**1,500**	**2,200**	**4,900**	**3,900**	**4,900**	**1,000**	**25.6%**

Public Works 7101

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-7101-525.18-05	Overtime Civilian	30,811	41,100	36,600	41,000	**38,400**	(2,600)	(6.3%)
	Salaries	**30,811**	**41,100**	**36,600**	**41,000**	**38,400**	**(2,600)**	**(6.3%)**
515-7101-525.33-05	Other Supplies	26,091	21,317	24,300	21,600	**26,100**	4,500	20.8%
	Commodities	**26,091**	**21,317**	**24,300**	**21,600**	**26,100**	**4,500**	**20.8%**
	Total Public Works	**56,902**	**62,417**	**60,900**	**62,600**	**64,500**	**1,900**	**3.0%**

Water Utility 7201

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-7201-525.18-05	Overtime Civilian	0	1,200	7,700	1,200	**9,200**	8,000	666.7%
	Salaries	**0**	**1,200**	**7,700**	**1,200**	**9,200**	**8,000**	**666.7%**
	Total Water Utility	**0**	**1,200**	**7,700**	**1,200**	**9,200**	**8,000**	**666.7%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
515-9901-525.40-91	Reserve for Replacement	0	0	75,000	75,000	**75,000**	0	0.0%
515-9901-525.40-92	Building Reserve (Condo Assoc)	12,373	9,300	9,500	9,300	**9,700**	400	4.3%
515-9901-591.90-05	Operating Transfer Out	50,000	0	0	0	**0**	0	
	Other Financing Uses	**62,373**	**9,300**	**84,500**	**84,300**	**84,700**	**400**	**0.5%**
	Total Non-Operating	**62,373**	**9,300**	**84,500**	**84,300**	**84,700**	**400**	**0.5%**
	Total Arts, Ent. & Events Fund	**456,969**	**756,284**	**533,100**	**516,955**	**612,300**	**95,345**	**18.4%**

BOARD OF TRUSTEES 0101

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
515-0101-525.40-55	Special Events	Promenade of Art (AE0634)	11,200	6,000
		TOTAL OTHER CHARGES	**11,200**	**6,000**
		TOTAL BOARD OF TRUSTEES	**11,200**	**6,000**

MANAGER'S OFFICE 0201

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
515-0201-525.40-55	Special Events	Promotional events including Sounds of Summer (AE0638)	20,000	20,000
		TOTAL OTHER CHARGES	**20,000**	**20,000**
		TOTAL MANAGER'S OFFICE	**20,000**	**20,000**

SPECIAL EVENTS COMMISSION 1018

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
OTHER CHARGES:						
515-1018-525.40-55	Special Events	Hearts of Gold (AE0622)	22,000		18,000	
		Mane Event (AE0628)	21,000		21,000	
		Tree Lighting Event (AE0640)	200		500	
		Autumn Harvest (AE1001)	8,400		8,400	
		Arlington Spring Sweep (AE1301)	0		500	
		Arlington Heights 125 Year Celebration (AE1201) - Rebudget	34,000	85,600	0	48,400
		TOTAL OTHER CHARGES		**85,600**		**48,400**
		TOTAL SPECIAL EVENTS COMM		**85,600**		**48,400**

ARTS COMMISSION 1022

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
OTHER CHARGES:						
515-1022-525.40-55	Special Events	Community Awareness Events (AE0646)	6,000		6,000	
		Prior Year Encumbrance Carryover	255	6,255	0	6,000
		TOTAL OTHER CHARGES		**6,255**		**6,000**
		TOTAL ARTS COMMISSION		**6,255**		**6,000**

METROPOLIS THEATER 2005

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
515-2005-525.20-05	Professional Services	PAM operating subsidy (AE0504)		155,000		160,000
515-2005-525-21-65	Other Services	Audit		2,000		0
		TOTAL CONTRACTUAL SERVICES		**157,000**		**160,000**
CAPITAL OUTLAY:						
515-2005-525.50-55	Other Capital Outlay	Metropolis Theater capital expenses (EQ0603)	31,000		32,000	
		Prior Year Encumbrance Carryover	9,300	40,300	0	32,000
		Second floor refurbishment (BL1415)	0		55,000	
		Sound system upgrade (EQ1405)	0		30,000	
		Ticket/IT system replacement (EQ1410)	0	0	40,000	125,000
		TOTAL CAPITAL OUTLAY		**40,300**		**157,000**
		TOTAL METROPOLIS THEATER		**197,300**		**317,000**

POLICE 3001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES						
515-3001-525.18-07	Overtime Sworn	Frontier Days (AE0618)	17,400		17,300	
		Halloween (AE0620)	3,300		3,600	
		Irish Fest (AE0624)	2,100		2,100	
		July 4th Parade (AE0626)	5,200		6,200	
		Mane Event (AE0628)	3,000		2,900	
		Memorial Day Parade (AE0630)	5,900		7,300	
		Promenade of Art (AE0634)	2,100		2,200	
		Tree Lighting Event (AE0640)	1,500		1,400	
		National Night Out (AE0650)	3,100		4,900	
		Taste of Arlington (AE1202)	3,000	46,600	3,700	51,600
		TOTAL SALARIES		**46,600**		**51,600**
		TOTAL POLICE		**46,600**		**51,600**

FIRE 3501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES						
515-3501-525.18-07	Overtime Sworn	Mane Event (AE0628)	600		700	
		Promenade of Art (AE0634)	1,700		1,700	
		National Night Out (AE0650)	1,000		1,600	
		Taste of Arlington (AE1202)	600	3,900	900	4,900
		TOTAL SALARIES		**3,900**		**4,900**
		TOTAL FIRE		**3,900**		**4,900**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES						
515-7101-525.18-05	Overtime Civilian	Frontier Days (AE0618)	2,000		3,500	
		Irish Fest (AE0624)	1,200		1,200	
		July 4th Parade (AE0626)	4,400		4,700	
		Mane Event (AE0628)	5,700		4,500	
		Memorial Day Parade (AE0630)	1,400		2,000	
		Promenade of Art (AE0634)	4,700		4,700	
		Sounds of Summer (AE0638)	5,600		5,600	
		Tree Lighting Event (AE0640)	5,300		6,500	
		Run/Walk Events (AE0642)	4,800		0	
		National Night Out (AE0650)	400		450	
		Autumn Harvest (AE1001)	0		250	
		Taste of Arlington (AE1202)	5,500		4,500	
		Arlington Spring Sweep (AE1301)	0	41,000	500	38,400
		TOTAL SALARIES		**41,000**		**38,400**
COMMODITIES:						
515-7101-525.33-05	Other Supplies	Mane Event (AE0628) - fence, signs, barricade rental, etc.	4,600		9,100	
		Sounds of Summer (AE0638) - stage, skirt, tent rental, etc.	17,000	21,600	17,000	26,100
		TOTAL COMMODITIES		**21,600**		**26,100**
		TOTAL PUBLIC WORKS		**62,600**		**64,500**

WATER UTILITY OPERATIONS 7201

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES						
515-7201-525.18-05	Overtime Civilian	Frontier Days (AE0618)	0		400	
		July 4th Parade (AE0626)	0		1,300	
		Mane Event (AE0628)	400		1,000	
		Memorial Day Parade (AE0630)	0		1,100	
		Sounds of Summer (AE0638)	400		400	
		Tree Lighting Event (AE0640)	0		1,250	
		National Night Out (AE0650)	400		1,000	
		Autumn Harvest (AE1001)	0		1,250	
		Taste of Arlington (AE1202)	0	1,200	1,500	9,200
		TOTAL SALARIES		**1,200**		**9,200**
		TOTAL WATER UTILITY OPERATIONS		**1,200**		**9,200**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
515-9901-525.40-91	Reserve for Replacement	Depreciation	75,000	75,000
515-9901-525.40-92	Building Reserve	Condo Association	9,300	9,700
		TOTAL NON-OPERATING	**84,300**	**84,700**
		TOTAL NON-OPERATING	**84,300**	**84,700**
		TOTAL ARTS, ENTERT. & EVENTS FUND	**518,955**	**612,300**

SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	FY2013 Exp Bud	FY2013 Proj Act	FY2014 Exp Bud
Autumn Harvest	AE-10-01	Special Events Com	Special Events	8,400	9,000	8,400
		Public Works	Overtime	0	200	250
		Water Utility	Overtime	0	1,200	1,250
				8,400	**10,400**	**9,900**
Arl Hts 125 Year Celebration	AE-12-01	Special Events Com	Special Events	34,000	45,800	0
				34,000	**45,800**	**0**
Arlington Spring Sweep	AE-13-01	Special Events Com	Special Events	0	500	500
		Public Works	Overtime		500	500
				0	**1,000**	**1,000**
Community Awareness Events	AE-06-46	Arts Commission	Special Events	6,255	4,300	6,000
				6,255	**4,300**	**6,000**
Frontier Days	AE-06-18	Police	Overtime	17,400	16,800	17,300
		Public Works	Overtime	2,000	3,300	3,500
		Water Utility	Overtime	0	200	400
				19,400	**20,300**	**21,200**
Halloween	AE-06-20	Police	Overtime	3,300	3,400	3,600
				3,300	**3,400**	**3,600**
Hearts of Gold	AE-06-22	Special Events Com	Special Events	22,000	17,900	18,000
				22,000	**17,900**	**18,000**
Irish Fest	AE-06-24	Police	Overtime	2,100	2,000	2,100
		Public Works	Overtime	1,200	1,100	1,200
				3,300	**3,100**	**3,300**
July 4th Parade	AE-06-26	Police	Overtime	5,200	6,000	6,200
		Public Works	Overtime	4,400	4,500	4,700
		Water Utility Operations	Overtime	0	1,150	1,300
				9,600	**11,650**	**12,200**
Mane Event	AE-06-28	Special Events Com	Special Events	21,000	20,900	21,000
		Police	Overtime	3,000	2,800	2,900
		Fire	Overtime	600	700	700
		Public Works	Overtime	5,700	4,400	4,500
		Public Works	Barricade rental, signs, etc.	4,600	9,000	9,100
		Water Utility Operations	Overtime	400	900	1,000
				35,300	**38,700**	**39,200**
Memorial Day Parade	AE-06-30	Police	Overtime	5,900	7,100	7,300
		Public Works	Overtime	1,400	1,800	2,000
		Water Utility Operations	Overtime	0	1,000	1,100
				7,300	**9,900**	**10,400**
National Night Out	AE-06-50	Police	Overtime	3,100	4,700	4,900
		Fire	Overtime	1,000	1,600	1,600
		Public Works	Overtime	400	400	450
		Water Utility Operations	Overtime	400	700	1,000
				4,900	**7,400**	**7,950**
Promenade of Art	AE-06-34	Board of Trustees	Special Events	11,200	4,100	6,000
		Police	Overtime	2,100	2,100	2,200
		Fire	Overtime	1,700	1,700	1,700
		Public Works	Overtime	4,700	4,700	4,700
				19,700	**12,600**	**14,600**
Run/Walk Events	AE-06-42	Public Works	Overtime	4,800	0	0
				4,800	**0**	**0**
Sounds of Summer	AE-06-38	Manager's Office	Entertainment; sound system	20,000	27,500	20,000
		Public Works	Overtime	5,600	5,400	5,600
		Public Works	Stage, skirt, tent rental, etc.	17,000	15,200	17,000
		Water Utility Operations	Overtime	400	0	400
				43,000	**48,100**	**43,000**

SPECIAL EVENTS - Cost by Event

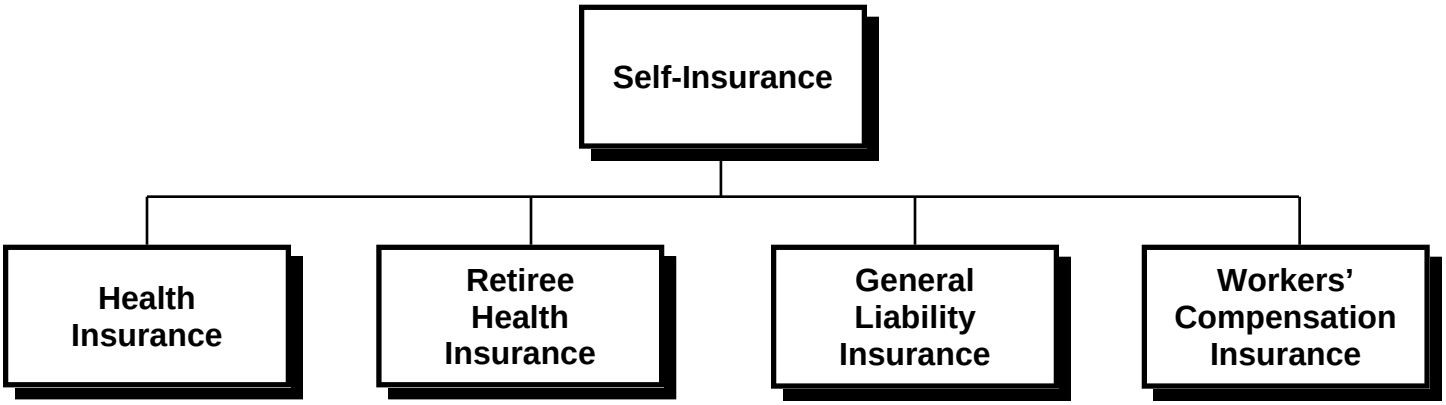
Event	Project #	Department	Expense Description	FY2013 Exp Bud	FY2013 Proj Act	FY2014 Exp Bud
Taste of Arlington	AE-12-02	Police	Overtime	3,000	3,600	3,700
		Fire	Overtime	600	900	900
		Public Works	Overtime	5,500	4,200	4,500
		Water Utility Operations	Overtime	0	1,400	1,500
				9,100	**10,100**	**10,600**
Tree Lighting Event	AE-06-40	Police	Overtime	1,500	1,300	1,400
		Special Events Com	Special Events	200	0	500
		Public Works	Overtime	5,300	6,200	6,500
		Water Utility Operations	Overtime	0	1,150	1,250
				7,000	**8,650**	**9,650**
			TOTAL SPECIAL EVENTS - COST BY EVENT	**237,355**	**253,300**	**210,600**

SPECIAL EVENTS - Cost by Department

Department	Event	Project #	Expense Description	FY2013 Exp Bud	FY2013 Proj Act	FY2014 Exp Bud
Board of Trustees	Promenade of Art	AE-06-34	Special Events	11,200	4,100	6,000
				11,200	**4,100**	**6,000**
Manager's Office	Sounds of Summer	AE-06-38	Entertainment; sound system	20,000	27,500	20,000
				20,000	**27,500**	**20,000**
Special Events Com	Hearts of Gold	AE-06-22	Special Events	22,000	17,900	18,000
	Mane Event	AE-06-28	Special Events	21,000	20,900	21,000
	Tree Lighting Event	AE-06-40	Special Events	200	0	500
	Autumn Harvest	AE-10-01	Special Events	8,400	9,000	8,400
	Arl Hts 125 Year Celebration	AE-12-01	Special Events	34,000	45,800	0
	Arlington Spring Sweep	AE-14-01	Special Events	0	500	500
				85,600	**94,100**	**48,400**
Arts Commission	Community Awareness Events	AE-06-46	Special Events	6,255	4,300	6,000
				6,255	**4,300**	**6,000**
Police	Frontier Days	AE-06-18	Overtime	17,400	16,800	17,300
	Halloween	AE-06-20	Overtime	3,300	3,400	3,600
	Irish Fest	AE-06-24	Overtime	2,100	2,000	2,100
	July 4th Parade	AE-06-26	Overtime	5,200	6,000	6,200
	Mane Event	AE-06-28	Overtime	3,000	2,800	2,900
	Memorial Day Parade	AE-06-30	Overtime	5,900	7,100	7,300
	Promenade of Art	AE-06-34	Overtime	2,100	2,100	2,200
	Tree Lighting Event	AE-06-40	Overtime	1,500	1,300	1,400
	National Night Out	AE-06-50	Overtime	3,100	4,700	4,900
	Taste of Arlington	AE-12-02	Overtime	3,000	3,600	3,700
				46,600	**49,800**	**51,600**
Fire	Mane Event	AE-06-28	Overtime	600	700	700
	Promenade of Art	AE-06-34	Overtime	1,700	1,700	1,700
	National Night Out	AE-06-50	Overtime	1,000	1,600	1,600
	Taste of Arlington	AE-12-02	Overtime	600	900	900
				3,900	**4,900**	**4,900**
Public Works	Frontier Days	AE-06-18	Overtime	2,000	3,300	3,500
	Irish Fest	AE-06-24	Overtime	1,200	1,100	1,200
	July 4th Parade	AE-06-26	Overtime	4,400	4,500	4,700
	Mane Event	AE-06-28	Overtime	5,700	4,400	4,500
	Mane Event	AE-06-28	Barricade rental, signs, etc.	4,600	9,000	9,100
	Memorial Day Parade	AE-06-30	Overtime	1,400	1,800	2,000
	Promenade of Art	AE-06-34	Overtime	4,700	4,700	4,700
	Sounds of Summer	AE-06-38	Overtime	5,600	5,400	5,600
	Sounds of Summer	AE-06-38	Stage, skirt, tent rental, etc.	17,000	15,200	17,000
	Tree Lighting Event	AE-06-40	Overtime	5,300	6,200	6,500
	Run/Walk Events	AE-06-42	Overtime	4,800	0	0
	National Night Out	AE-06-50	Overtime	400	400	450
	Autumn Harvest	AE-10-01	Overtime	0	200	250
	Taste of Arlington	AE-12-02	Overtime	5,500	4,200	4,500
	Arlington Spring Sweep	AE-13-01	Overtime	0	500	500
				62,600	**60,900**	**64,500**
Water Utility Operations	Frontier Days (AE0618)	AE-06-18	Overtime	0	200	400
	July 4th Parade (AE0626)	AE-06-26	Overtime	0	1,150	1,300
	Mane Event (AE0628)	AE-06-28	Overtime	400	900	1,000
	Memorial Day Parade (AE0630)	AE-06-30	Overtime	0	1,000	1,100
	Sounds of Summer (AE0638)	AE-06-38	Overtime	400	0	400
	Tree Lighting Event (AE0640)	AE-06-40	Overtime	0	1,150	1,250
	National Night Out (AE0650)	AE-06-50	Overtime	400	700	1,000
	Autumn Harvest (AE1001)	AE-10-01	Overtime	0	1,200	1,250
	Taste of Arlington (AE1202)	AE-12-02	Overtime	0	1,400	1,500
				1,200	**7,700**	**9,200**
			TOTAL SPECIAL EVENTS - COST BY DEPARTMENT	**237,355**	**253,300**	**210,600**

SELF INSURANCE FUNDS

ORGANIZATION STRUCTURE



VILLAGE OF ARLINGTON HEIGHTS

CHARGES TO OPERATIONS FOR INSURANCE FY2013-14

			MEDICAL INSURANCE A/C #1905			GENERAL INSURANCE A/C #2040			WORKERS' COMPENSATION A/C #1901		
FUND		OPERATION	2012-13	2013-14	VARIANCE	2012-13	2013-14	VARIANCE	2012-13	2013-14	VARIANCE
101	0101-501	Board of Trustees	$0	**$0**	$0	$0	**$0**	$0	$100	**100**	$0
101	0201-502	Village Manager	68,100	**75,200**	7,100	6,100	**6,300**	200	1,200	**1,200**	0
101	0301-503	Human Resources	18,300	**20,100**	1,800	5,000	**5,200**	200	400	**400**	0
101	0301-503	HR - Duty Disability	144,800	**175,300**	30,500	0	**0**	0	0	**0**	0
101	0401-503	Legal	35,800	**58,300**	22,500	2,700	**2,800**	100	600	**600**	0
101	0501-503	Finance	113,300	**143,900**	30,600	15,900	**16,400**	500	2,500	**2,600**	100
101	1001-502	Boards & Commissions	0	**0**	0	2,500	**2,600**	100	0	**0**	0
101	3001-511	Police	1,924,500	**2,067,600**	143,100	218,900	**225,500**	6,600	528,800	**544,700**	15,900
101	3005-511	Police Grant	6,300	**6,600**	300	0	**0**	0	300	**300**	0
101	3501-512	Fire	1,674,000	**1,794,600**	120,600	182,400	**187,900**	5,500	528,900	**544,800**	15,900
101	4001-521	Planning & Comm Devlp	136,500	**164,600**	28,100	5,500	**5,700**	200	2,300	**2,400**	100
101	4501-523	Building Services	167,300	**183,800**	16,500	10,200	**10,500**	300	38,000	**39,100**	1,100
101	4502-523	Health Services	147,500	**162,500**	15,000	16,000	**16,500**	500	15,600	**16,100**	500
101	4503-523	Senior Services	17,000	**19,500**	2,500	9,200	**9,500**	300	500	**500**	0
101	5001-524	Engineering	134,900	**147,300**	12,400	21,700	**22,400**	700	36,100	**37,200**	1,100
101	7101-531	Public Works	636,700	**671,600**	34,900	95,100	**97,900**	2,800	348,100	**358,500**	10,400
		Sub-Total General Fund	**$5,225,000**	**$5,690,900**	**$465,900**	**$591,200**	**$609,200**	**$18,000**	**$1,503,400**	**$1,548,500**	**$45,100**
235	3001-532	Police	$71,700	**65,800**	($5,900)	$8,000	**$8,200**	$200	$8,200	**8,400**	$200
435	7101-531	Public Works	$18,800	**100**	(18,700)	1,600	**1,600**	0	4,300	**4,300**	0
505	0501-503	Finance	87,000	**96,600**	9,600	0	**0**	0	1,100	**1,100**	0
505	7201-561	Water Utilities Operation	583,800	**642,500**	58,700	49,900	**51,400**	1,500	216,000	**222,500**	6,500
605	0301-552	Human Resources	17,600	**19,500**	1,900	0	**0**	0	100	**100**	0
611	0501-552	Finance	0	**0**	0	0	**0**	0	0	**0**	0
615	0301-552	Human Resources	8,200	**9,100**	900	0	**0**	0	100	**100**	0
621	7501-551	Municipal Fleet Services	162,800	**176,000**	13,200	0	**0**	0	41,600	**42,800**	1,200
625	0601-553	IT	64,200	**68,400**	4,200	4,100	**4,200**	100	500	**500**	0
625	0701-553	GIS	17,700	**19,500**	1,800	0	**0**	0	100	**100**	0
		TOTAL ALL FUNDS	**$6,256,800**	**$6,788,400**	**$531,600**	**$654,800**	**$674,600**	**$19,800**	**$1,775,400**	**$1,828,400**	**$53,000**
291	6001-601	Memorial Library	**947,400**	**984,000**	36,600	0	**0**	0	0	**0**	0
		TOTAL CHARGES	**$7,204,200**	**$7,772,400**	**$568,200**	**$654,800**	**$674,600**	**$19,800**	**$1,775,400**	**$1,828,400**	**$53,000**

HEALTH INSURANCE FUND 605

► Fund at a Glance

The Village is self insured and separately tracks the revenues and expenditures for employee health insurance and related benefits. In distributing costs, formulas are developed to charge the appropriate amount back to the fund where the cost is associated. For example, the Village charges back to the fund/operation where the employees are accounted; costs are charged based on the type of elected coverage (health and dental, single or dependent, HMO or PPO). Because we are self-insured, we monitor these costs in a single fund presentation for the purpose of financial analysis.

Restrictions:

VILLAGE POLICY – The Village has decided to self-insure these costs. Personnel policy regulates the level of the employee's share of the cost benefits for non-union employees. Labor contracts govern the level and employee's share of the cost of benefits for the police and fire unions.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Service Charges	$7,069,400	$6,967,600	$7,083,500	$7,203,500	**$7,772,400**	$568,900	7.9%
Interest Income	18,933	12,307	11,000	15,000	**11,000**	(4,000)	(26.7%)
Sales/Reimbursable/Rents	977,016	1,251,916	1,048,100	1,032,800	**999,200**	(33,600)	(3.3%)
Other	1,500	1,572	1,000	0	**0**	0	N/A
Total Revenues	$8,066,849	$8,233,395	$8,143,600	$8,251,300	**$8,782,600**	$531,300	6.4%
Interfund Transfers In	0	0	440,000	440,000	**440,000**	0	0.0%
Total Revenues and Interfund Transfers In	**$8,066,849**	**$8,233,395**	**$8,583,600**	**$8,691,300**	**$9,222,600**	**$531,300**	**6.1%**
Expenditures							
Personal Services	$110,825	$116,969	$123,200	$123,300	**$132,500**	$9,200	7.5%
Contractual Services	3,037,877	3,386,203	3,409,500	3,595,700	**3,768,000**	172,300	4.8%
Commodities	500	492	500	500	**500**	0	0.0%
Other Charges	3,559,679	3,784,720	3,825,900	5,161,000	**5,825,300**	664,300	12.9%
Total Expenditures	$6,708,881	$7,288,384	$7,359,100	$8,880,500	**$9,726,300**	$845,800	9.5%
Interfund Transfers Out	270,848	1,184,692	1,059,400	666,100	**1,124,200**	458,100	68.8%
Total Expenditures and Interfund Transfers Out	**$6,979,729**	**$8,473,076**	**$8,418,500**	**$9,546,600**	**$10,850,500**	**$1,303,900**	**13.7%**
REVENUES OVER (UNDER) EXPENDITURES	**$1,087,120**	**($239,681)**	**$165,100**	**($855,300)**	**($1,627,900)**	**($772,600)**	**90.3%**
BEGINNING WORKING CASH	**1,952,123**	**3,039,243**	**2,799,562**	**2,799,562**	**2,964,662**	**165,100**	**5.9%**
ENDING WORKING CASH	**$3,039,243**	**$2,799,562**	**$2,964,662**	**$1,944,262**	**$1,336,762**	**($607,500)**	**(31.2%)**

HEALTH INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
605-0000-451.68-00	Charges To Operations	6,239,100	6,172,700	6,256,100	6,256,100	**6,788,400**	532,300	8.5%
605-0000-451.70-00	Library Health Charge	830,300	794,900	827,400	947,400	**984,000**	36,600	3.9%
	Charges for Services	**7,069,400**	**6,967,600**	**7,083,500**	**7,203,500**	**7,772,400**	**568,900**	**7.9%**
605-0000-461.02-00	Interest on Investments	13,995	9,774	11,000	15,000	**11,000**	(4,000)	(26.7%)
605-0000-462.10-00	Market Value Adjustments	4,938	2,533	0	0	**0**	0	N/A
	Interest Income	**18,933**	**12,307**	**11,000**	**15,000**	**11,000**	**(4,000)**	**(26.7%)**
605-0000-471.11-00	Cobra Payments	13,576	7,457	18,000	8,500	**15,700**	7,200	84.7%
605-0000-471.12-00	Employee Contrib Health	707,157	699,929	688,000	781,000	**765,000**	(16,000)	(2.0%)
605-0000-471.13-00	Employee Contrib Dental	197,840	193,991	195,700	213,300	**188,500**	(24,800)	(11.6%)
605-0000-471.19-00	Employee Contrib Life	27,913	26,881	26,100	30,000	**30,000**	0	0.0%
605-0000-471.23-00	Individual Stop-Loss Proceeds	30,530	323,658	120,300	0	**0**	0	N/A
	Insurance	**977,016**	**1,251,916**	**1,048,100**	**1,032,800**	**999,200**	**(33,600)**	**(3.3%)**
605-0000-489.90-00	Other Income	1,500	1,572	1,000	0	**0**	0	N/A
	Other	**1,500**	**1,572**	**1,000**	**0**	**0**	**0**	**N/A**
605-0000-491.05-00	Operating Transfer In	0	0	440,000	440,000	**440,000**	0	0.0%
	Other Financing Sources	**0**	**0**	**440,000**	**440,000**	**440,000**	**0**	**0.0%**
	Total Health Insurance Fund	**8,066,849**	**8,233,395**	**8,583,600**	**8,691,300**	**9,222,600**	**531,300**	**6.1%**

HEALTH INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
605-0301-552.10-01	Salaries	78,323	81,578	86,200	85,700	**91,000**	5,300	6.2%
605-0301-552.18-01	Temporary Help	0	0	1,000	1,600	**1,600**	0	0.0%
	Salaries	**78,323**	**81,578**	**87,200**	**87,300**	**92,600**	**5,300**	**6.1%**
605-0301-552.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
605-0301-552.19-05	Medical Insurance	17,600	17,600	17,600	17,600	**19,500**	1,900	10.8%
605-0301-552.19-10	IMRF	8,781	10,061	11,600	11,600	**13,300**	1,700	14.7%
605-0301-552.19-11	Social Security	4,470	4,666	5,400	5,400	**5,700**	300	5.6%
605-0301-552.19-12	Medicare	1,045	1,091	1,300	1,300	**1,300**	0	0.0%
605-0301-552.19-15	Compensated Absences	506	1,873	0	0	**0**	0	N/A
	Fringe Benefits	**32,502**	**35,391**	**36,000**	**36,000**	**39,900**	**3,900**	**10.8%**
605-0301-552.20-05	Professional Services	3,793	0	0	4,000	**4,000**	0	0.0%
605-0301-552.20-45	Claims Administration	129,633	226,728	281,900	273,700	**313,400**	39,700	14.5%
605-0301-552.20-50	Loss Prevention Program	84,847	87,411	100,000	132,500	**132,500**	0	0.0%
605-0301-552.20-55	Health Insurance Premiums	235,192	364,181	277,100	277,100	**294,700**	17,600	6.4%
605-0301-552.20-60	HMO Insurance Premiums	2,490,577	2,616,230	2,656,800	2,810,700	**2,925,500**	114,800	4.1%
605-0301-552.20-65	Life Insurance Employer	59,180	58,010	60,500	62,000	**62,000**	0	0.0%
605-0301-552.20-66	Supple Life Employee	30,480	29,522	29,100	31,000	**31,000**	0	0.0%
605-0301-552.22-03	Training	6	404	500	1,000	**1,000**	0	0.0%
605-0301-552.22-05	Postage	546	467	500	500	**600**	100	20.0%
605-0301-552.22-15	Photocopying	123	50	100	200	**200**	0	0.0%
605-0301-552.22-25	IT/GIS Service Charge	3,500	3,200	3,000	3,000	**3,100**	100	3.3%
	Contractual Services	**3,037,877**	**3,386,203**	**3,409,500**	**3,595,700**	**3,768,000**	**172,300**	**4.8%**
605-0301-552.33-05	Other Supplies	500	492	500	500	**500**	0	0.0%
	Commodities	**500**	**492**	**500**	**500**	**500**	**0**	**0.0%**
605-0301-552.42-75	Claims Medical Loss	3,144,522	3,387,606	3,419,900	4,679,000	**5,337,300**	658,300	14.1%
605-0301-552.42-77	Claims Dental Loss	414,300	396,407	405,000	481,000	**487,000**	6,000	1.2%
605-0301-552.42-79	OPEB Liability Expense	857	707	1,000	1,000	**1,000**	0	0.0%
	Other Charges	**3,559,679**	**3,784,720**	**3,825,900**	**5,161,000**	**5,825,300**	**664,300**	**12.9%**
	Total Human Resources	**6,708,881**	**7,288,384**	**7,359,100**	**8,880,500**	**9,726,300**	**845,800**	**9.5%**

Non-Operating 9901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
605-9901-591.90-05	Operating Transfer Out	270,848	1,184,692	1,059,400	666,100	**1,124,200**	458,100	68.8%
	Other Financing Uses	**270,848**	**1,184,692**	**1,059,400**	**666,100**	**1,124,200**	**458,100**	**68.8%**
	Total Non-Operating	**270,848**	**1,184,692**	**1,059,400**	**666,100**	**1,124,200**	**458,100**	**68.8%**
	Total Health Insurance Fund	**6,979,729**	**8,473,076**	**8,418,500**	**9,546,600**	**10,850,500**	**1,303,900**	**13.7%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1040	HR/Benefits Specialist	C41	1.00	1.00	
	Total F-T-E		**1.00**	**1.00**	**0.00**

Human Resources Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	2.00	2.00	
605	Health Insurance Fund	1.00	1.00	
615	Workers' Compensation Fund	1.00	1.00	
	Total F-T-E All Funds	**4.00**	**4.00**	**0.00**

HUMAN RESOURCES 0301

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
605-0301-552.10-01	Salaries	Salaries		85,700		91,000
605-0301-552.18-01	Temporary Help	Temporary Help		1,600		1,600
		TOTAL SALARIES		**87,300**		**92,600**
FRINGE BENEFITS:						
605-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
605-0301-552.19-05	Medical Insurance	Medical Insurance		17,600		19,500
605-0301-552.19-10	IMRF	IMRF		11,600		13,300
605-0301-552.19-11	Social Security	Social Security		5,400		5,700
605-0301-552.19-12	Medicare	Medicare		1,300		1,300
		TOTAL FRINGE BENEFITS		**36,000**		**39,900**
CONTRACTUAL SERVICES:						
605-0301-552.20-05	Professional Services	Legal and consultant fees		4,000		4,000
605-0301-552.20-45	Claims Administration	Fee charged for processing claims and administering contracts, including utilization review		273,700		313,400
605-0301-552.20-50	Loss Prevention/Program	Employee Assistance Program	13,500		13,500	
		Wellness Program	17,000		17,000	
		Employee physical exams	102,000	132,500	102,000	132,500
605-0301-552.20-55	Health Insurance Prem	Specific stop loss (145,000 per claim)	232,300		251,100	
		Aggregate stop loss (125% of expected claims)	44,800	277,100	43,600	294,700
605-0301-552.20-60	HMO Insurance Premium	Alternative HMO medical coverage		2,810,700		2,925,500
605-0301-552.20-65	Life Ins Prem - Employer	Life and accidental death and dis-memberment insurance coverage		62,000		62,000
605-0301-552.20-66	Supplemental Life-Employee	Supplemental life additional at the employee's expense		31,000		31,000
605-0301-552.22-03	Training	Training		1,000		1,000
605-0301-552.22-05	Postage	Postage		500		600
605-0301-552.22-15	Photocopying	Photocopies & supplies		200		200
605-0301-552.22-25	IT/GIS Service Charge	IT/GIS Service Charge		3,000		3,100
		TOTAL CONTRACTUAL SERVICES		**3,595,700**		**3,768,000**

HUMAN RESOURCES (cont.) 0301

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
COMMODITIES:				
605-0301-552.33-05	Other Supplies	Miscellaneous office supplies	500	500
		TOTAL COMMODITIES	**500**	**500**
OTHER CHARGES:				
605-0301-552.42-75	Claims-Medical Loss	Self-funded maximum claims of employees using conventional (PPO) health insurance (net of individual stop loss)	4,679,000	5,337,300
605-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims	481,000	487,000
605-0301-552.42-79	OPEB Liability Expense	OPEB liability expense	1,000	1,000
		TOTAL OTHER CHARGES	**5,161,000**	**5,825,300**
		TOTAL HUMAN RESOURCES	**8,880,500**	**9,726,300**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
NON-OPERATING:				
605-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund retiree medical insurance	666,100	1,124,200
		TOTAL NON-OPERATING	**666,100**	**1,124,200**
		TOTAL NON-OPERATING	**666,100**	**1,124,200**
		TOTAL HEALTH INSURANCE FUND	**9,546,600**	**10,850,500**

RETIREE HEALTH INSURANCE FUND 606

► Fund at a Glance

The Village is self insured and separately tracks the revenues and expenditures for retiree health insurance and related benefits. In distributing costs, formulas are developed to charge the retiree the amount to fund the cost of health insurance. For example, the Village charges retirees 100% of the premium costs calculated to fund claims; costs are charged based on the type of elected coverage (health and dental, single or dependent, HMO or PPO). Because we operate on a pay as you go basis, we monitor these costs in a separate fund for the purpose of financial analysis.

Restrictions:

VILLAGE POLICY – The Village has decided to self-insure these costs. To be eligible for the retiree health insurance plan, an employee must qualify for retirement under one of the Village's retirement plans. The retiree pays 100% of the premium determined necessary to cover claims. Claims are pooled with active employees to operate the self insured health insurance benefits on a pay as you go basis.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Sales/Reimbursable/Rents	$1,516,170	$1,399,988	$1,494,200	$1,650,000	**$1,500,000**	($150,000)	(9.1%)
Other	99,297	128,492	130,500	100,000	**100,000**	0	0.0%
Total Revenues	$1,615,467	$1,528,480	$1,624,700	$1,750,000	**$1,600,000**	($150,000)	(8.6%)
Interfund Transfers In	270,848	1,184,692	1,059,400	666,100	**1,124,200**	458,100	68.8%
Total Revenues and Interfund Transfers In	**$1,886,315**	**$2,713,172**	**$2,684,100**	**$2,416,100**	**$2,724,200**	**$308,100**	**12.8%**
Expenditures							
Contractual Services	$532,665	$561,181	$518,000	$531,500	**$578,600**	$47,100	8.9%
Other Charges	1,353,650	2,151,991	2,166,100	1,884,600	**2,145,600**	261,000	13.8%
Total Expenditures	$1,886,315	$2,713,172	$2,684,100	$2,416,100	**$2,724,200**	$308,100	12.8%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$1,886,315**	**$2,713,172**	**$2,684,100**	**$2,416,100**	**$2,724,200**	**$308,100**	**12.8%**
REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**
BEGINNING WORKING CASH	**0**	**0**	**0**	**0**	**0**	**0**	**N/A**
ENDING WORKING CASH	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**

RETIREE HEALTH INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
606-0000-471.10-00	Retiree Insurance Payment	1,516,170	1,399,988	1,494,200	1,650,000	**1,500,000**	(150,000)	(9.1%)
	Insurance	**1,516,170**	**1,399,988**	**1,494,200**	**1,650,000**	**1,500,000**	**(150,000)**	**(9.1%)**
606-0000-489.90-00	Other Income	99,297	128,492	130,500	100,000	**100,000**	0	0.0%
	Other	**99,297**	**128,492**	**130,500**	**100,000**	**100,000**	**0**	**0.0%**
606-0000-491.05-00	Operating Transfer In	270,848	1,184,692	1,059,400	666,100	**1,124,200**	458,100	68.8%
	Other Financing Sources	**270,848**	**1,184,692**	**1,059,400**	**666,100**	**1,124,200**	**458,100**	**68.8%**
	Total Retiree Health Ins Fund	**1,886,315**	**2,713,172**	**2,684,100**	**2,416,100**	**2,724,200**	**308,100**	**12.8%**

RETIREE HEALTH INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
606-0301-552.20-05	Professional Services	3,456	5,000	5,000	5,000	**5,000**	0	0.0%
606-0301-552.20-45	Claims Administration	36,546	101,841	110,000	106,400	**121,900**	15,500	14.6%
606-0301-552.20-55	Health Insurance Premiums	184,843	163,648	107,800	107,800	**126,600**	18,800	17.4%
606-0301-552.20-60	HMO Insurance Premiums	307,820	290,692	295,200	312,300	**325,100**	12,800	4.1%
	Contractual Services	**532,665**	**561,181**	**518,000**	**531,500**	**578,600**	**47,100**	**8.9%**
606-0301-552.42-75	Claims Medical Loss	1,289,007	2,089,328	2,096,100	1,819,600	**2,075,600**	256,000	14.1%
606-0301-552.42-77	Claims Dental Loss	64,643	62,663	70,000	65,000	**70,000**	5,000	7.7%
	Other Charges	**1,353,650**	**2,151,991**	**2,166,100**	**1,884,600**	**2,145,600**	**261,000**	**13.8%**
	Total Human Resources	**1,886,315**	**2,713,172**	**2,684,100**	**2,416,100**	**2,724,200**	**308,100**	**12.8%**
	Total Retiree Health Ins Fund	**1,886,315**	**2,713,172**	**2,684,100**	**2,416,100**	**2,724,200**	**308,100**	**12.8%**

HUMAN RESOURCES 0301

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
606-0301-552.20-05	Professional Services	Legal and consultant fees		5,000		5,000
606-0301-552.20-45	Claims Administration	Fee charged for processing claims and administering contracts, including utilization review		106,400		121,900
606-0301-552.20-55	Health Insurance Prem	Specific stop loss (145,000 per claim)	90,400		107,600	
		Aggregate stop loss (125% of expected claims)	17,400	107,800	19,000	126,600
606-0301-552.20-60	HMO Insurance Premium	Alternative HMO medical coverage		312,300		325,100
		TOTAL CONTRACTUAL SERVICES		**531,500**		**578,600**
OTHER CHARGES:						
606-0301-552.42-75	Claims-Medical Loss	Self-funded maximum claims of employees using conventional (PPO) health insurance (net of individual stop loss)		1,819,600		2,075,600
606-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims		65,000		70,000
		TOTAL OTHER CHARGES		**1,884,600**		**2,145,600**
		TOTAL HUMAN RESOURCES		**2,416,100**		**2,724,200**
		TOTAL RETIREE HEALTH INS FUND		**2,416,100**		**2,724,200**

GENERAL LIABILITY INSURANCE FUND 611

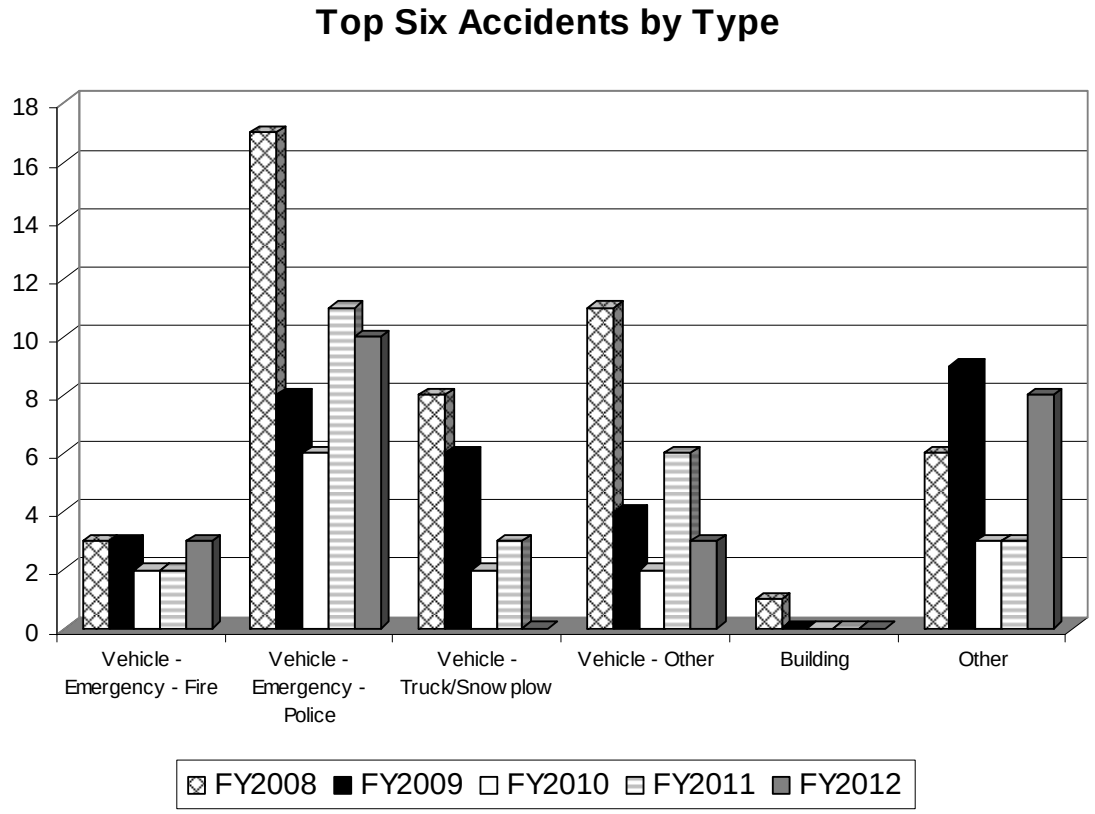
► Fund at a Glance

The Village maintains a separate General Liability Insurance Fund since it has decided to self-insure to protect itself from litigation that may arise from any form of liability, property losses and civil rights litigation. In distributing the costs, formulas are developed to charge the appropriate amount back to the fund where the liability is generated. Because we are self-insured, we monitor these costs in a single fund presentation for the purpose of financial analysis. As of May 1, 2003, excess liability coverage attaches at $2 million. As of May 1, 2004 to further protect the financial stability of this fund, the Village purchased a separate $1 million policy to cover the gap between self-insuring the first $1 million of any claim and the excess liability coverage amount.

Restrictions:

VILLAGE POLICY – Since the Village has decided to self-insure these costs, this operation must meet regulations promulgated by the State Department of Insurance. The Village has joined a multi-jurisdictional pooled arrangement to provide for excess liability umbrella coverage known as High Excess Liability Pool (H.E.L.P.).

► Performance Measures



► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Service Charges	$615,700	$634,000	$654,800	$654,800	**$674,600**	$19,800	3.0%
Interest Income	38,930	19,749	14,000	28,000	**14,000**	(14,000)	(50.0%)
Other	0	28,800	0	0	**0**	0	N/A
Total Revenues	$654,630	$682,549	$668,800	$682,800	**$688,600**	$5,800	0.8%
Interfund Transfers In	0	300,000	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$654,630**	**$982,549**	**$668,800**	**$682,800**	**$688,600**	**$5,800**	**0.8%**
Expenditures							
Contractual Services	$331,990	$321,914	$358,000	$495,200	**$408,000**	($87,200)	(17.6%)
Other Charges	325,514	340,635	250,000	425,000	**425,000**	0	0.0%
Total Expenditures	$657,504	$662,549	$608,000	$920,200	**$833,000**	($87,200)	(9.5%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$657,504**	**$662,549**	**$608,000**	**$920,200**	**$833,000**	**($87,200)**	**(9.5%)**
REVENUES OVER (UNDER) EXPENDITURES	**($2,874)**	**$320,000**	**$60,800**	**($237,400)**	**($144,400)**	**$93,000**	**(39.2%)**
BEGINNING WORKING CASH	**3,690,654**	**3,687,780**	**4,007,780**	**4,007,780**	**4,068,580**	**60,800**	**1.5%**
ENDING WORKING CASH	**$3,687,780**	**$4,007,780**	**$4,068,580**	**$3,770,380**	**$3,924,180**	**$153,800**	**4.1%**

GENERAL LIABILITY INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
611-0000-451.68-00	Charges To Operations	615,700	634,000	654,800	654,800	**674,600**	19,800	3.0%
	Charges for Services	**615,700**	**634,000**	**654,800**	**654,800**	**674,600**	**19,800**	**3.0%**
611-0000-461.02-00	Interest on Investments	26,943	16,007	14,000	28,000	**14,000**	(14,000)	(50.0%)
611-0000-462.10-00	Market Value Adjustments	11,987	3,742	0	0	**0**	0	N/A
	Interest Income	**38,930**	**19,749**	**14,000**	**28,000**	**14,000**	**(14,000)**	**(50.0%)**
611-0000-489.90-00	Other Income	0	28,800	0	0	**0**	0	N/A
	Other	**0**	**28,800**	**0**	**0**	**0**	**0**	**N/A**
611-0000-491.05-00	Operating Transfer In	0	300,000	0	0	**0**	0	N/A
	Other Financing Sources	**0**	**300,000**	**0**	**0**	**0**	**0**	**N/A**
	Total General Liability Ins Fund	**654,630**	**982,549**	**668,800**	**682,800**	**688,600**	**5,800**	**0.8%**

GENERAL LIABILITY INSURANCE FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
611-0501-552.20-05	Professional Services	0	0	0	5,000	**5,000**	0	0.0%
611-0501-552.20-40	General Insurance	300	0	0	0	**0**	0	N/A
611-0501-552.20-45	Claims Administration	15,758	26,003	33,000	40,000	**40,000**	0	0.0%
611-0501-552.20-50	Loss Prevention Program	0	0	0	5,000	**5,000**	0	0.0%
611-0501-552.20-70	Insurance Premiums	315,836	295,907	325,000	445,000	**358,000**	(87,000)	(19.6%)
611-0501-552.21-65	Other Services	0	0	0	100	**0**	(100)	(100.0%)
611-0501-552.22-05	Postage	81	4	0	100	**0**	(100)	(100.0%)
611-0501-552.22-15	Photocopying	15	0	0	0	**0**	0	N/A
	Contractual Services	**331,990**	**321,914**	**358,000**	**495,200**	**408,000**	**(87,200)**	**(17.6%)**
611-0501-552.42-53	Vehicle Loss	73,548	92,928	90,000	90,000	**90,000**	0	0.0%
611-0501-552.42-55	Property Loss	2,753	18,921	10,000	10,000	**10,000**	0	0.0%
611-0501-552.42-60	Liability Losses	249,213	228,786	150,000	325,000	**325,000**	0	0.0%
	Other Charges	**325,514**	**340,635**	**250,000**	**425,000**	**425,000**	**0**	**0.0%**
	Total Finance	**657,504**	**662,549**	**608,000**	**920,200**	**833,000**	**(87,200)**	**(9.5%)**
	Total General Liability Ins Fund	**657,504**	**662,549**	**608,000**	**920,200**	**833,000**	**(87,200)**	**(9.5%)**

FINANCE 0501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
611-0501-552.20-05	Professional Services	Insurance consultant	2,000		2,000	
		Annual update of Village property valuation	3,000	5,000	3,000	5,000
611-0501-552.20-45	Claims Administration	Claims administration		40,000		40,000
611-0501-552.20-50	Loss Prevention/Program	Miscellaneous loss prevention		5,000		5,000
611-0501-552.20-70	Insurance Premiums	HELP (excess liability)	241,000		150,000	
		Property insurance	114,000		118,000	
		Public entity excess	77,000		77,000	
		Treasurer's bond	12,000		12,000	
		Notary bonds	1,000	445,000	1,000	358,000
611-0501-552.21-65	Other Services	Other contractual services		100		0
611-0501-552.22-05	Postage	Postage		100		0
		TOTAL CONTRACTUAL SERVICES		**495,200**		**408,000**
OTHER CHARGES:						
611-0501-552.42-53	Vehicle Loss	Property loss and liability loss regarding vehicle accidents		90,000		90,000
611-0501-552.42-55	Property Loss	Property loss, not including vehicle damage		10,000		10,000
611-0501-552.42-60	Liability Losses	General liability, not including vehicle liability		325,000		325,000
		TOTAL OTHER CHARGES		**425,000**		**425,000**
		TOTAL FINANCE		**920,200**		**833,000**
		TOTAL GENERAL LIABILITY INS FUND		**920,200**		**833,000**

WORKERS' COMPENSATION INSURANCE FUND 615

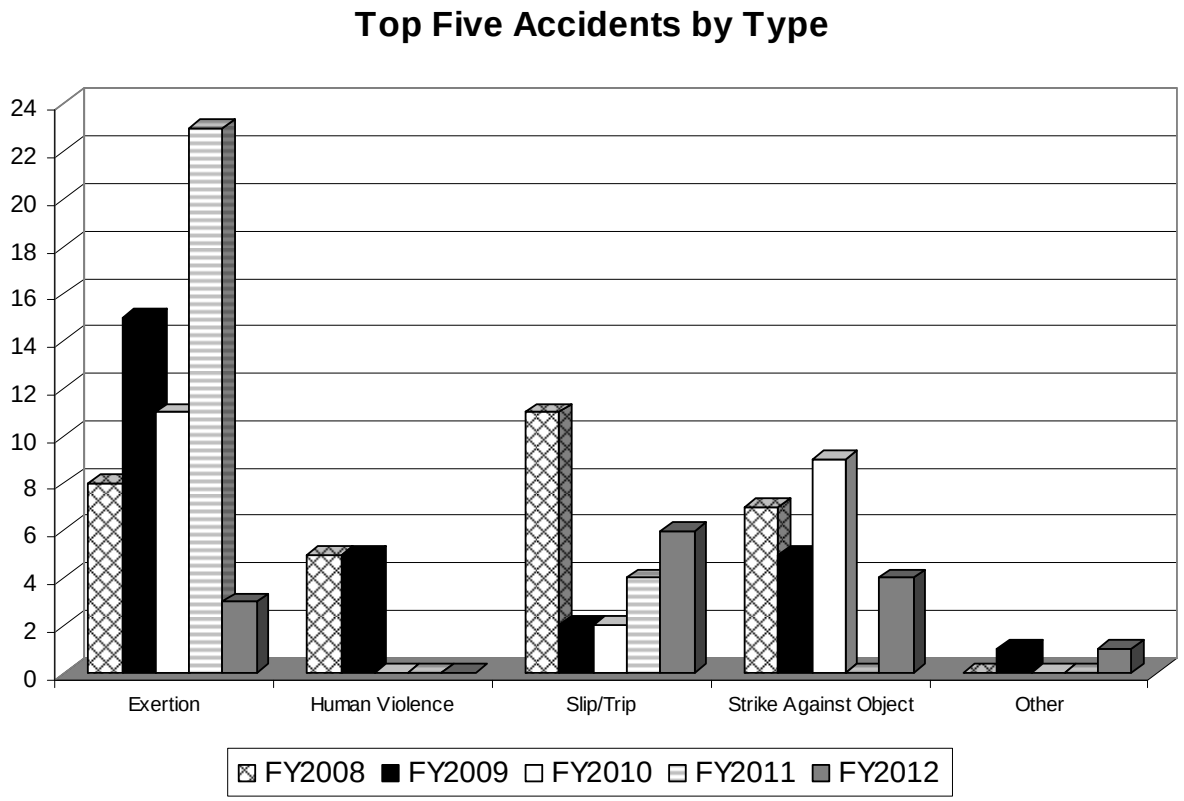
► Fund at a Glance

The Village maintains a separate fund for the purpose of accounting for state mandated Workers' Compensation benefits for employees who suffer job related illness or injury. In distributing cost, formulas are developed to charge the appropriate amount of "manual premium" back to the fund where the employees are budgeted and accounted. Because we are self-insured, we monitor these costs in a single fund presentation for the purpose of financial analysis.

Restrictions:

VILLAGE POLICY/STATE LAW – Since the Village has decided to self-insure these costs, certain regulations of the State of Illinois' Workers' Compensation Act must meet regulations promulgated by the State Department of Insurance.

► Performance Measures



► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Service Charges	$1,669,600	$1,719,600	$1,775,400	$1,775,400	**$1,828,400**	$53,000	3.0%
Interest Income	46,203	27,518	20,000	38,000	**20,000**	(18,000)	(47.4%)
Sales/Reimbursable/Rents	73,516	208,492	16,000	0	**0**	0	N/A
Other	6,804	7,092	100	0	**0**	0	N/A
Total Revenues	$1,796,123	$1,962,702	$1,811,500	$1,813,400	**$1,848,400**	$35,000	1.9%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$1,796,123**	**$1,962,702**	**$1,811,500**	**$1,813,400**	**$1,848,400**	**$35,000**	**1.9%**
Expenditures							
Personal Services	$180,544	$136,582	$137,300	$170,900	**$155,300**	($15,600)	(9.1%)
Contractual Services	250,854	263,071	275,500	320,000	**352,700**	32,700	10.2%
Commodities	1,021	419	2,300	2,300	**2,300**	0	0.0%
Other Charges	1,161,096	776,699	950,500	1,171,000	**1,170,500**	(500)	(0.0%)
Total Expenditures	$1,593,515	$1,176,771	$1,365,600	$1,664,200	**$1,680,800**	$16,600	1.0%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$1,593,515**	**$1,176,771**	**$1,365,600**	**$1,664,200**	**$1,680,800**	**$16,600**	**1.0%**
REVENUES OVER (UNDER) EXPENDITURES	**$202,608**	**$785,931**	**$445,900**	**$149,200**	**$167,600**	**$18,400**	**12.3%**
BEGINNING WORKING CASH	**3,972,018**	**4,174,626**	**4,960,557**	**4,960,557**	**5,406,457**	**445,900**	**9.0%**
ENDING WORKING CASH	**$4,174,626**	**$4,960,557**	**$5,406,457**	**$5,109,757**	**$5,574,057**	**$464,300**	**9.1%**

WORKERS' COMPENSATION INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
615-0000-451.68-00	Charges To Operations	1,669,600	1,719,600	1,775,400	1,775,400	**1,828,400**	53,000	3.0%
	Charges for Services	**1,669,600**	**1,719,600**	**1,775,400**	**1,775,400**	**1,828,400**	**53,000**	**3.0%**
615-0000-461.02-00	Interest on Investments	32,410	22,419	20,000	38,000	**20,000**	(18,000)	(47.4%)
615-0000-462.10-00	Market Value Adjustments	13,793	5,099	0	0	**0**	0	N/A
	Interest Income	**46,203**	**27,518**	**20,000**	**38,000**	**20,000**	**(18,000)**	**(47.4%)**
615-0000-471.22-00	Workers Comp Reimburse	73,516	208,492	16,000	0	**0**	0	N/A
	Insurance	**73,516**	**208,492**	**16,000**	**0**	**0**	**0**	**N/A**
615-0000-489.90-00	Other Income	6,804	7,092	100	0	**0**	0	N/A
	Other	**6,804**	**7,092**	**100**	**0**	**0**	**0**	**N/A**
	Total Workers' Comp Ins Fund	**1,796,123**	**1,962,702**	**1,811,500**	**1,813,400**	**1,848,400**	**35,000**	**1.9%**

WORKERS' COMPENSATION INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
615-0301-552.10-01	Salaries	47,212	52,731	59,100	57,000	**63,900**	6,900	12.1%
615-0301-552.18-01	Temporary Help	216	216	2,500	3,500	**3,600**	100	2.9%
615-0301-552.18-05	Overtime Civilian	0	0	0	500	**0**	(500)	(100.0%)
615-0301-552.18-80	Special Detail	2,940	7,542	3,000	7,500	**7,500**	0	0.0%
	Salaries	**50,368**	**60,489**	**64,600**	**68,500**	**75,000**	**6,500**	**9.5%**
615-0301-552.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
615-0301-552.19-05	Medical Insurance	8,100	8,132	8,200	8,200	**9,100**	900	11.0%
615-0301-552.19-10	IMRF	5,293	6,505	9,000	8,800	**10,400**	1,600	18.2%
615-0301-552.19-11	Social Security	2,886	3,228	4,400	4,300	**4,600**	300	7.0%
615-0301-552.19-12	Medicare	675	755	1,000	1,000	**1,100**	100	10.0%
615-0301-552.19-15	Compensated Absences	1,546	2,027	0	0	**0**	0	N/A
615-0301-552.19-30	Unemployment Benefits	111,576	55,346	50,000	80,000	**55,000**	(25,000)	(31.3%)
	Fringe Benefits	**130,176**	**76,093**	**72,700**	**102,400**	**80,300**	**(22,100)**	**(21.6%)**

WORKERS' COMPENSATION INSURANCE FUND

EXPENDITURES

Human Resources (cont.) 0301

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
615-0301-552.20-20	Legal Services	0	0	0	7,000	**7,000**	0	0.0%
615-0301-552.20-45	Claims Administration	24,961	64,172	50,000	68,000	**68,000**	0	0.0%
615-0301-552.20-50	Loss Prevention Program	8,635	4,168	8,000	36,000	**36,000**	0	0.0%
615-0301-552.20-70	Insurance Premiums	211,500	188,730	212,000	200,000	**233,000**	33,000	16.5%
615-0301-552.21-65	Other Services	0	0	0	3,000	**2,500**	(500)	(16.7%)
615-0301-552.22-02	Dues	385	500	0	500	**500**	0	0.0%
615-0301-552.22-03	Training	1,837	2,201	2,300	2,300	**2,400**	100	4.3%
615-0301-552.22-05	Postage	0	100	100	100	**100**	0	0.0%
615-0301-552.22-15	Photocopying	36	0	100	100	**100**	0	0.0%
615-0301-552.22-25	IT/GIS Service Charge	3,500	3,200	3,000	3,000	**3,100**	100	3.3%
	Contractual Services	**250,854**	**263,071**	**275,500**	**320,000**	**352,700**	**32,700**	**10.2%**
615-0301-552.30-01	Publications Periodicals	517	419	800	800	**800**	0	0.0%
615-0301-552.30-05	Office Supplies & Equip	88	0	1,000	1,000	**1,000**	0	0.0%
615-0301-552.33-05	Other Supplies	416	0	500	500	**500**	0	0.0%
	Commodities	**1,021**	**419**	**2,300**	**2,300**	**2,300**	**0**	**0.0%**
615-0301-552.42-75	Claims Medical Loss	363,082	299,234	450,000	670,000	**670,000**	0	0.0%
615-0301-552.42-78	Medical Loss Reserve	57,844	(71,110)	0	0	**0**	0	N/A
615-0301-552.42-79	OPEB Liability Expense	428	353	500	1,000	**500**	(500)	(50.0%)
615-0301-552.42-80	Claims WC Salary Replace	739,742	548,222	500,000	500,000	**500,000**	0	0.0%
	Other Charges	**1,161,096**	**776,699**	**950,500**	**1,171,000**	**1,170,500**	**(500)**	**(0.0%)**
	Total Human Resources	**1,593,515**	**1,176,771**	**1,365,600**	**1,664,200**	**1,680,800**	**16,600**	**1.0%**
	Total Workers' Comp Ins Fund	**1,593,515**	**1,176,771**	**1,365,600**	**1,664,200**	**1,680,800**	**16,600**	**1.0%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1035	Human Recourses Coordinator	B31	1.00	1.00	
	Total F-T-E		**1.00**	**1.00**	**0.00**

Human Resources Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	2.00	2.00	
605	Health Insurance Fund	1.00	1.00	
615	Workers' Compensation Fund	1.00	1.00	
	Total F-T-E All Funds	**4.00**	**4.00**	**0.00**

HUMAN RESOURCES 0301

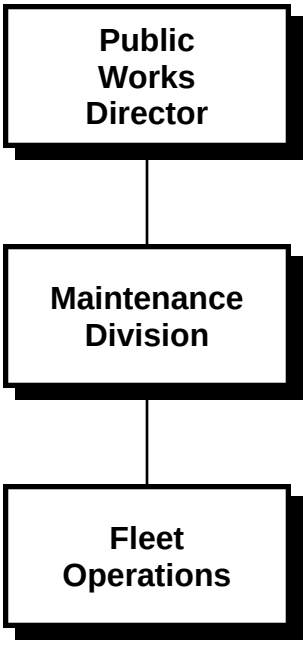
Account Number	Account Title	Description		Budget 2012-13		Budget 2013-14
SALARIES:						
615-0301-552.10-01	Salaries	Salaries		57,000		63,900
615-0301-552.18-01	Temporary Help	Temporary Help		3,500		3,600
615-0301-552.18-05	Overtime Civilian	Overtime Civilian		500		0
615-0301-552.18-80	Special Detail	Special details by trained Village personnel acting as instructors for the Driver Safety Program		7,500		7,500
		TOTAL SALARIES		**68,500**		**75,000**
FRINGE BENEFITS:						
615-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
615-0301-552.19-05	Medical Insurance	Medical Insurance		8,200		9,100
615-0301-552.19-10	IMRF	IMRF		8,800		10,400
615-0301-552.19-11	Social Security	Social Security		4,300		4,600
615-0301-552.19-12	Medicare	Medicare		1,000		1,100
615-0301-552.19-30	Unemployment Benefits	Unemployment benefits		80,000		55,000
		TOTAL FRINGE BENEFITS		**102,400**		**80,300**
CONTRACTUAL SERVICES:						
615-0301-552.20-20	Legal Services	Legal Services		7,000		7,000
615-0301-552.20-45	Claims Administration	Claims administration	40,400		40,400	
		Loss control service	27,600	68,000	27,600	68,000
615-0301-552.20-50	Loss Prevention/Program	Back/knee injury prevention	4,000		4,000	
		Employee blood screening	1,000		1,000	
		Fitness Programs	5,000		5,000	
		Hazardous communication training	5,000		5,000	
		Incentive Program	7,000		7,000	
		Misc. prevention programs & services	9,500		9,500	
		Blood borne pathogen program	500		500	
		Miscellaneous loss prevention training programs	4,000	36,000	4,000	36,000
615-0301-552.20-70	Insurance Premiums	Premium for insurance above $750,000		200,000		233,000
615-0301-552.21-65	Other Services	Miscellaneous services		3,000		2,500
615-0301-552.22-02	Dues	Dues		500		500

HUMAN RESOURCES (cont.) 0301

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
615-0301-552.22-03	Training	Training	2,300	2,400
615-0301-552.22-05	Postage	Postage	100	100
615-0301-552.22-15	Photocopying	Photocopying	100	100
615-0301-552.22-25	IT/GIS Service Charge	IT/GIS Service Charge	3,000	3,100
		TOTAL CONTRACTUAL SERVICES	**320,000**	**352,700**
COMMODITIES:				
615-0301-552.30-01	Publications/Periodicals	Miscellaneous publications	800	800
615-0301-552.30-05	Office Supplies & Equip.	General office supplies	1,000	1,000
615-0301-552.33-05	Other Supplies	Other Commodities	500	500
		TOTAL COMMODITIES	**2,300**	**2,300**
OTHER CHARGES:				
615-0301-552.42-75	Claims Medical Losses	Employee medical claims	670,000	670,000
615-0301-552.42-79	OPEB Liability Expense	OPEB liability expense	1,000	500
615-0301-552.42-80	Claims WC Sal. Rpl/Indem	Salary replacement, final settlements	500,000	500,000
		TOTAL OTHER CHARGES	**1,171,000**	**1,170,500**
		TOTAL HUMAN RESOURCES	**1,664,200**	**1,680,800**
		TOTAL WORKERS' COMP INS FUND	**1,664,200**	**1,680,800**

FLEET OPERATIONS FUND

ORGANIZATION STRUCTURE



FLEET OPERATIONS FUND 621

► Fund at a Glance

The Village created an internal service fund for fleet operations. This allows departments to "lease" their vehicles internally from the Fleet Operations Fund, and allows the Village to accumulate reserves for the maintenance and periodic replacement of the fleet.

Fleet Operations is organizationally within the Maintenance Division of the Public Works Department. The unit is responsible for maintaining the 259 vehicles and 85 pieces of maintenance equipment operated by the various departments within the Village. The unit also provides maintenance for six buses operated by Wheeling Township for the Senior Citizen Dial-a-Ride. Costs associated with maintenance, repair and fueling are maintained in a PC based fleet management program.

Preventive maintenance and most repairs are made by personnel assigned to the Fleet Unit. Repairs such as mufflers, front-end alignments, transmissions, body repairs and several other repairs, are contracted to local businesses. All vehicle maintenance personnel are ASE certified This is the same certification carried by repair personnel in car dealerships and franchise service stations.

► 2012-13 Status of Goals and Objectives

- **To efficiently manage the Village's resources and implement opportunities to reduce spending.** This is an ongoing objective of the Fleet Services Unit.
- **To continue to minimize overtime expenses through diligent oversight and continual analysis of the nature of overtime activities while balancing the delivery of essential services to the Village departments served by the Fleet Unit.** This is an ongoing objective of the Fleet Services Unit.
- **Continue to provide preventive maintenance inspections and repairs on all Village operated vehicles and equipment to optimize useful life and reduce downtime.** User departments have indicated their satisfaction with the improved condition of their vehicles and unit personnel continually monitor this user feedback.
- **Continue to evaluate all repair costs and utilize outside sources whenever fiscally responsible.** All repairs and maintenance efforts are reviewed to determine if service can be provided on a more cost-effective basis through use of outside vendors. Costs, quality of work, downtime and availability are factored into other individual decisions.

  Examples of repair work that are routinely provided by outside vendors are: aerial platform inspection certification, wheel alignment, automotive exhaust repair, automatic transmission repair, auto glass repair, and major body work.
- **Continue to provide automotive technicians with training on new technology being used in automotive fleets and continue to pursue annual Automotive Service Excellence (ASE) "Blue Star" certification.** All automotive technicians are offered opportunities to improve the knowledge and skills needed to maintain today's complex vehicle systems. Availability of formalized training is dependent upon the various training opportunities made available by vendors. Employees have obtained ASE certifications in areas including: air conditioning service, wheel alignment and suspension, hydraulic brakes, air brakes, electrical, mechanical, and major engine repair in both gasoline and diesel power. The Fleet Unit obtained their initial ASE "Blue Star" certification in July of 2003 and received re-certification in 2012.
- **Continue to purchase and maintain vehicles as needed to comply with the Clean Air Act.** Purchase of bi-fuel vehicles has been scheduled in compliance with the Federal Regulations. These vehicles will be light duty, non-emergency vehicles in use for inspectional or community service functions.

- **To evaluate vehicle lease or buy back programs when cost savings can be realized.** This is an ongoing objective of the Fleet Services Unit. There were program opportunities in FY2013.
- **Continue to use bio-diesel fuel and research the feasibility of using alternate fuels.** This is an ongoing objective of the Fleet Services Unit. In 2012, Village vehicles used approximately 70,000 gallons of bio-diesel fuel.
- **Develop and implement a Village-wide compressed natural gas (CNG) vehicle phase-in plan for certain Village vehicles.** This is an ongoing objective of the Fleet Services Unit. In FY2013, staff attended the Green Fleet Conference in Schaumburg. Additionally, staff met with a CNG infrastructure provider to begin exploring the feasibility of implementing a program for the Village of Arlington Heights.
- **Develop and implement a Village-wide electric vehicle phase-in for certain village vehicles.** This is an ongoing objective of the Fleet Services Unit. There were no developments of note in this area for FY2013.

► 2013-14 Goals and Objectives

- To efficiently manage the Village's resources and implement opportunities to reduce spending.
- To continue to minimize overtime expenses through diligent oversight and continual analysis of the nature of overtime activities while balancing the delivery of essential services to the Village departments served by the Fleet Unit.
- Continue to provide preventive maintenance inspections and repairs on all Village operated vehicles and equipment to optimize useful life and reduce down time.
- Continue to evaluate all repair costs and utilize outside resources whenever fiscally responsible.
- Continue to provide automotive technicians with training on new technology being used in automotive fleets and continue to pursue annual Automotive Service Excellence (ASE) "Blue Star" certification.
- Continue to purchase and maintain vehicles as needed to comply with the Clean Air Act. To evaluate vehicle lease or buy back programs when cost savings can be realized.
- Continue to use bio-diesel fuel and research the feasibility of using alternate fuels.
- Develop and implement a Village-wide compressed natural gas (CNG) vehicle phase-in plan for certain Village vehicles.
- Develop and implement a Village-wide electric vehicle phase-in for certain village vehicles.

► Performance Measures

	Calendar Year		
	2010	**2011**	**2012**
1. Vehicles/equipment maintained	334	354	344
2. Work orders completed	2,330	2,513	2,606

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Intergovernmental	$29,000	$0	$0	$0	**$0**	$0	N/A
Fees	10,994	14,607	20,000	35,000	**35,000**	0	0.0%
Fines	33,476	27,637	26,000	30,000	**30,000**	0	0.0%
Service Charges	2,513,600	2,625,666	2,777,600	2,777,600	**2,910,400**	132,800	4.8%
Interest Income	50,889	27,928	18,000	30,000	**18,000**	(12,000)	(40.0%)
Sales/Reimbursable/Rents	258,658	227,563	324,000	180,000	**200,000**	20,000	11.1%
Other	15,148	7,453	4,000	0	**0**	0	N/A
Total Revenues	$2,911,765	$2,930,854	$3,169,600	$3,052,600	**$3,193,400**	$140,800	4.6%
Interfund Transfers In	0	0	400,000	400,000	**0**	(400,000)	(100.0%)
Total Revenues and Interfund Transfers In	**$2,911,765**	**$2,930,854**	**$3,569,600**	**$3,452,600**	**$3,193,400**	**($259,200)**	**(7.5%)**
Expenditures							
Personal Services	$1,191,536	$1,221,649	$1,297,800	$1,312,700	**$1,377,000**	$64,300	4.9%
Contractual Services	328,494	305,924	217,000	217,000	**247,400**	30,400	14.0%
Commodities	397,012	442,430	412,900	412,900	**465,000**	52,100	12.6%
Other Charges	17,720	35,206	54,000	71,000	**56,000**	(15,000)	(21.1%)
Capital Items	726,929	1,452,818	1,905,900	2,300,848	**3,555,800**	1,254,952	54.5%
Total Expenditures	$2,661,691	$3,458,027	$3,887,600	$4,314,448	**$5,701,200**	$1,386,752	32.1%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$2,661,691**	**$3,458,027**	**$3,887,600**	**$4,314,448**	**$5,701,200**	**$1,386,752**	**32.1%**
REVENUES OVER (UNDER) EXPENDITURES	**$250,074**	**($527,173)**	**($318,000)**	**($861,848)**	**($2,507,800)**	**($1,645,952)**	**191.0%**
BEGINNING WORKING CASH	**5,701,294**	**5,951,368**	**5,424,195**	**5,424,195**	**5,106,195**	**(318,000)**	**(5.9%)**
ENDING WORKING CASH	**$5,951,368**	**$5,424,195**	**$5,106,195**	**$4,562,347**	**$2,598,395**	**($1,963,952)**	**(43.0%)**

FLEET OPERATIONS FUND (621)

5 YEAR CAPITAL IMPROVEMENT PLAN (CIP)

ACCOUNT DESCRIPTION	PROJ #	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 EST ACT	2012-13 BUDGET	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
REVENUES										
CHARGES TO OPERATIONS		2,513,600	2,625,666	2,777,600	2,777,600	**2,910,400**	3,507,900	4,087,200	4,655,600	5,233,300
FINES		33,476	27,637	26,000	30,000	**30,000**	30,000	30,000	30,000	30,000
WHEELING BUS MAINTENANCE		10,994	14,607	20,000	35,000	**35,000**	35,000	35,000	35,000	35,000
INTEREST INCOME		50,889	27,928	18,000	30,000	**18,000**	25,000	25,000	25,000	25,000
SALES/REIMB./RENTS		258,658	227,563	242,000	180,000	**200,000**	200,000	200,000	200,000	200,000
ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT		29,000	0	0	0	**0**	0	0	0	0
OTHER / SALE OF EQUIPMENT		15,148	7,453	86,000	0	**0**	0	0	0	0
OPERATING TRANSFER IN		0	0	400,000	400,000	**0**	0	0	0	0
TOTAL REVENUES		2,911,765	2,930,854	3,569,600	3,452,600	**3,193,400**	3,797,900	4,377,200	4,945,600	5,523,300
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		1,191,536	1,221,648	1,297,800	1,312,700	**1,377,000**	1,459,100	1,526,400	1,572,200	1,619,400
Contractual Services		328,494	305,924	217,000	217,000	**247,400**	227,200	234,100	241,100	248,300
Commodities		397,012	442,430	412,900	412,900	**465,000**	438,000	451,100	464,600	478,500
Other Charges		17,720	35,207	54,000	41,000	**26,000**	26,000	26,000	26,000	26,000
SUBTOTAL - OPERATING EXPENDITURES		1,934,762	2,005,209	1,981,700	1,983,600	**2,115,400**	2,150,300	2,237,600	2,303,900	2,372,200
VEHICLES										
Vehicle and Special Equipment Repl - PW	VH-95-01	49,504	677,231	706,000	745,490	**1,366,000**	1,463,100	561,000	256,000	233,000
Vehicle and Special Equipment Repl - W&S	VH-95-02	195,865	0	514,400	739,616	**321,000**	509,500	568,000	430,000	533,000
Vehicle Replacement - Police Department	VH-95-03	225,152	236,185	75,600	106,000	**201,800**	304,000	255,600	251,000	165,000
Vehicle Replacement - Fire Department	VH-95-04	106,422	539,402	425,500	488,742	**1,350,000**	562,500	615,500	660,000	170,000
Vehicle Replacement - Municipal Fleet Services	VH-95-06	0	0	0	26,000	**26,000**	41,000	0	0	0
Vehicle Replacement - Municipal Parking Operations	VH-95-08	64,800	0	22,000	22,000	**16,000**	23,000	83,000	0	0
Vehicle Replacement - Building & Health Services	VH-95-10	56,186	0	81,000	81,000	**0**	86,000	129,000	0	0
Vehicle Replacement - Engineering Department	VH-95-11	0	0	46,000	46,000	**50,000**	50,000	50,000	0	20,000
Vehicle Replacement - Planning Department	VH-95-12	0	0	17,500	23,000	**0**	25,000	0	0	0
Vehicle Replacement - Village Manager's Office	VH-95-13	0	0	17,900	23,000	**0**	0	0	0	0
Vehicle Replacement - IT/GIS Department	VH-95-15	0	0	0	0	**0**	0	23,000	0	0
EECBG Projects - Hybrid Vehicles	MS-10-08	29,000	0	0	0	**0**	0	0	0	0
SUBTOTAL - VEHICLES		726,929	1,452,818	1,905,900	2,300,848	**3,330,800**	3,064,100	2,285,100	1,597,000	1,121,000
OPERATING TRANSFER OUT (TO GENERAL FUND)		0	0	0	0	**0**	0	0	0	0
OPERATING CONTINGENCY		0	0	0	30,000	**30,000**	30,000	30,000	30,000	30,000
TOTAL EXPENDITURES		2,661,691	3,458,027	3,887,600	4,314,448	**5,476,200**	5,244,400	4,552,700	3,930,900	3,523,200
BEGINNING WORKING CASH		5,701,294	5,951,368	5,424,195		**5,106,195**	2,823,395	1,376,895	1,201,395	2,216,095
REVENUES OVER (UNDER) EXPENDITURES		250,074	(527,173)	(318,000)	(861,848)	**(2,282,800)**	(1,446,500)	(175,500)	1,014,700	2,000,100
ENDING WORKING CASH		5,951,368	5,424,195	5,106,195		**2,823,395**	1,376,895	1,201,395	2,216,095	4,216,195

FLEET OPERATIONS FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
621-0000-411.54-00	EE&C Block Grant (EECBG)	29,000	0	0	0	**0**	0	N/A
	Intergovernmental	**29,000**	**0**	**0**	**0**	**0**	**0**	**N/A**
621-0000-431.24-00	Wheeling Bus Maintenance	10,994	14,607	20,000	35,000	**35,000**	0	0.0%
	General Government Fees	**10,994**	**14,607**	**20,000**	**35,000**	**35,000**	**0**	**0.0%**
621-0000-441.20-00	Vehicle Code Violation Fines	33,476	27,637	26,000	30,000	**30,000**	0	0.0%
	Fines	**33,476**	**27,637**	**26,000**	**30,000**	**30,000**	**0**	**0.0%**
621-0000-451.68-00	Charges To Operations	2,513,600	2,625,666	2,777,600	2,777,600	**2,910,400**	132,800	4.8%
	Charges for Services	**2,513,600**	**2,625,666**	**2,777,600**	**2,777,600**	**2,910,400**	**132,800**	**4.8%**
621-0000-461.02-00	Interest on Investments	35,577	22,359	18,000	30,000	**18,000**	(12,000)	(40.0%)
621-0000-462.10-00	Market Value Adjustments	15,312	5,569	0	0	**0**	0	N/A
	Interest Income	**50,889**	**27,928**	**18,000**	**30,000**	**18,000**	**(12,000)**	**(40.0%)**
621-0000-471.15-00	Property Damage G B Pay	23,149	7,234	12,000	0	**0**	0	N/A
	Insurance/Property Damage	**23,149**	**7,234**	**12,000**	**0**	**0**	**0**	**N/A**
621-0000-472.24-00	Sale of Equipment	109,776	66,048	82,000	0	**0**	0	N/A
621-0000-472.26-00	Non Village Fuel Sales	125,733	154,281	230,000	180,000	**200,000**	20,000	11.1%
	Sales	**235,509**	**220,329**	**312,000**	**180,000**	**200,000**	**20,000**	**11.1%**
621-0000-489.90-00	Other Income	15,148	7,453	4,000	0	**0**	0	N/A
	Other	**15,148**	**7,453**	**4,000**	**0**	**0**	**0**	**N/A**
621-0000-491.05-00	Operating Transfer In	0	0	400,000	400,000	**0**	(400,000)	(100.0%)
	Other Financing Sources	**0**	**0**	**400,000**	**400,000**	**0**	**(400,000)**	**(100.0%)**
	Total Fleet Operations Fund	**2,911,765**	**2,930,854**	**3,569,600**	**3,452,600**	**3,193,400**	**(259,200)**	**(7.5%)**

FLEET OPERATIONS FUND

EXPENDITURES

Municipal Fleet Services 7501

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
621-7501-551.10-01	Salaries	803,511	828,830	861,500	861,300	**894,000**	32,700	3.8%
621-7501-551.18-01	Temporary Help	3,821	3,337	7,500	7,500	**7,700**	200	2.7%
621-7501-551.18-05	Overtime Civilian	32,622	19,724	35,000	48,200	**49,400**	1,200	2.5%
	Salaries	**839,954**	**851,891**	**904,000**	**917,000**	**951,100**	**34,100**	**3.7%**
621-7501-551.19-01	Workers Compensation	39,200	40,400	41,600	41,600	**42,800**	1,200	2.9%
621-7501-551.19-05	Medical Insurance	157,600	159,800	162,800	162,800	**176,000**	13,200	8.1%
621-7501-551.19-10	IMRF	91,913	102,032	119,200	121,100	**134,300**	13,200	10.9%
621-7501-551.19-11	Social Security	50,953	51,502	56,900	56,900	**59,000**	2,100	3.7%
621-7501-551.19-12	Medicare	11,916	12,044	13,300	13,300	**13,800**	500	3.8%
621-7501-551.19-15	Compensated Absences	0	3,980	0	0	**0**	0	N/A
	Fringe Benefits	**351,582**	**369,758**	**393,800**	**395,700**	**425,900**	**30,200**	**7.6%**
621-7501-551.21-02	Equipment Maintenance	6,252	9,321	10,000	10,000	**10,000**	0	0.0%
621-7501-551.21-03	Radio Maintenance	0	0	1,500	1,500	**500**	(1,000)	(66.7%)
621-7501-551.21-07	Vehicle Equipment Maint	178,432	225,451	135,000	135,000	**165,000**	30,000	22.2%
621-7501-551.21-08	Vehicle Damage	65,904	13,162	25,000	25,000	**25,000**	0	0.0%
621-7501-551.21-36	Equipment Rental	2,960	1,731	2,500	2,500	**2,500**	0	0.0%
621-7501-551.21-40	Lease Expense	41,049	21,116	2,500	2,500	**0**	(2,500)	(100.0%)
621-7501-551.21-62	Disposal Services	418	754	3,000	3,000	**3,000**	0	0.0%
621-7501-551.21-65	Other Services	0	0	500	500	**200**	(300)	(60.0%)
621-7501-551.22-02	Dues	371	374	600	600	**500**	(100)	(16.7%)
621-7501-551.22-03	Training	2,266	2,343	2,300	2,300	**2,300**	0	0.0%
621-7501-551.22-05	Postage	116	182	100	100	**100**	0	0.0%
621-7501-551.22-10	Printing	912	164	1,000	1,000	**400**	(600)	(60.0%)
621-7501-551.22-15	Photocopying	114	26	600	600	**200**	(400)	(66.7%)
621-7501-551.22-25	IT/GIS Service Charge	23,600	25,000	24,300	24,300	**24,600**	300	1.2%
621-7501-551.22-37	Vehicle/Equip Lease Chrg	6,100	6,300	8,100	8,100	**13,100**	5,000	61.7%
	Contractual Services	**328,494**	**305,924**	**217,000**	**217,000**	**247,400**	**30,400**	**14.0%**
621-7501-551.30-01	Publications Periodicals	0	0	300	300	**100**	(200)	(66.7%)
621-7501-551.30-05	Office Supplies & Equip	311	387	400	400	**400**	0	0.0%
621-7501-551.30-35	Clothing	5,167	4,316	6,500	6,500	**5,000**	(1,500)	(23.1%)
621-7501-551.30-50	Petroleum Products	627	630	800	800	**600**	(200)	(25.0%)
621-7501-551.30-55	Non Village Fuel Resale	127,861	158,872	174,600	174,600	**192,900**	18,300	10.5%
621-7501-551.31-50	Vehicle Maintenance Sup	247,882	263,137	215,000	215,000	**250,000**	35,000	16.3%
621-7501-551.31-65	Other Equip & Supplies	10,928	10,624	10,000	10,000	**11,000**	1,000	10.0%
621-7501-551.31-85	Small Tools and Equipment	3,330	3,303	3,500	3,500	**3,500**	0	0.0%
621-7501-551.33-05	Other Supplies	906	1,161	1,800	1,800	**1,500**	(300)	(16.7%)
	Commodities	**397,012**	**442,430**	**412,900**	**412,900**	**465,000**	**52,100**	**12.6%**
621-7501-551.40-95	Wheeling Bus Maintenance	12,152	13,158	18,000	35,000	**20,000**	(15,000)	(42.9%)
621-7501-551.40-96	Operating Contingency	0	17,100	30,000	30,000	**30,000**	0	0.0%
621-7501-551.42-79	OPEB Liability Expense	5,568	4,948	6,000	6,000	**6,000**	0	0.0%
	Other Charges	**17,720**	**35,206**	**54,000**	**71,000**	**56,000**	**(15,000)**	**(21.1%)**
	Total Municipal Fleet Services	**1,934,762**	**2,005,209**	**1,981,700**	**2,013,600**	**2,145,400**	**131,800**	**6.5%**

FLEET OPERATIONS FUND

EXPENDITURES

Equipment 9003

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
621-9003-572.50-05	Vehicle Equipment	726,929	1,452,818	1,905,900	2,300,848	**3,555,800**	1,254,952	54.5%
	Capital Outlay	**726,929**	**1,452,818**	**1,905,900**	**2,300,848**	**3,555,800**	**1,254,952**	**54.5%**
	Total Equipment	**726,929**	**1,452,818**	**1,905,900**	**2,300,848**	**3,555,800**	**1,254,952**	**54.5%**
	Total Fleet Operations Fund	**2,661,691**	**3,458,027**	**3,887,600**	**4,314,448**	**5,701,200**	**1,386,752**	**32.1%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
1380	Foreman II	P12	1.00	1.00	
1425	Lead Automotive Tech	P09	1.00	1.00	
1430	Automotive Tech	P08	5.00	5.00	
1440	Storekeeper Supervisor	P07	1.00	1.00	
1410	Welder	P06	1.00	1.00	
1445	Storekeeper	P02	1.00	1.00	
1447	Store Clerk	P01	0.50	0.50	
	Total F-T-E		**10.50**	**10.50**	**0.00**

Public Works Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	41.25	41.25	
435	Emerald Ash Borer (EAB) Fund	1.00	1.00	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
	Total F-T-E All Funds	**93.50**	**93.50**	**0.00**

MUNICIPAL FLEET SERVICES 7501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
621-7501-551.10-01	Salaries	Salaries		861,300		894,000
621-7501-551.18-01	Temporary Help	Temporary Help		7,500		7,700
621-7501-551.18-05	Overtime Civilian	Overtime Civilian		48,200		49,400
		TOTAL SALARIES		**917,000**		**951,100**
FRINGE BENEFITS:						
621-7501-551.19-01	Workers' Compensation	Workers' Compensation Insurance		41,600		42,800
621-7501-551.19-05	Medical Insurance	Medical Insurance		162,800		176,000
621-7501-551.19-10	IMRF	IMRF		121,100		134,300
621-7501-551.19-11	Social Security	Social Security		56,900		59,000
621-7501-551.19-12	Medicare	Medicare		13,300		13,800
		TOTAL FRINGE BENEFITS		**395,700**		**425,900**
CONTRACTUAL SERVICES:						
621-7501-551.21-02	Equipment Maintenance	Computer, modems, etc.	1,000		1,000	
		Office, electrical equipment	1,700		1,700	
		Overhead crane	800		800	
		Gasboy	2,000		2,000	
		Hydraulic equipment	2,000		2,000	
		OPTICOM	500		500	
		Software update subscription	2,000	10,000	2,000	10,000
621-7501-551.21-03	Radio Maintenance	Maintenance of vehicle radios				
		Building Services	100		100	
		Engineering	100		100	
		Public Works	1,000		150	
		Water Utilities	300	1,500	150	500
621-7501-551.21-07	Vehicle Equip. Maint.	Vehicle equipment maintenance	105,000		130,000	
		Police vehicles set-ups	30,000	135,000	35,000	165,000
621-7501-551.21-08	Vehicle Damage	Vehicle accident repair		25,000		25,000
621-7501-551.21-36	Equipment Rental	Monthly pressure cylinders	500		500	
		Vehicle rental	2,000	2,500	2,000	2,500
621-7501-551.21-40	Lease Expense	Police/Detective Bureau leases		2,500		0
621-7501-551.21-62	Disposal Services	Removal of special and hazardous waste and scrap tires		3,000		3,000

MUNICIPAL FLEET SERVICES (cont.) 7501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
621-7501-551.21-65	Other Services	Miscellaneous services		500		200
621-7501-551.22-02	Dues	Dues		600		500
621-7501-551.22-03	Training	Elect. and Computer Cntrl.	400		400	
		Mechanic Test (ASE)	200		200	
		In-service Training	150		150	
		APWA (10 @ 20)	150		150	
		Fleet Management Program	900		900	
		ICUEE (2)	500	2,300	500	2,300
621-7501-551.22-05	Postage	Postage		100		100
621-7501-551.22-10	Printing	Shop orders, time cards	200		200	
		Decals	800	1,000	200	400
621-7501-551.22-15	Photocopying	Photocopies, supplies & maintenance		600		200
621-7501-551.22-25	IT/GIS Service Charge	IT/GIS Service Charge		24,300		24,600
621-7501-551.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		8,100		13,100
		TOTAL CONTRACTUAL SERVICES		**217,000**		**247,400**
COMMODITIES:						
621-7501-551.30-01	Publications/Periodicals	Miscellaneous publications		300		100
621-7501-551.30-05	Office Supplies & Equip.	General office supplies		400		400
621-7501-551.30-35	Clothing	Uniform rental	3,500		2,000	
		Boots, rainwear, gloves & misc. clothing	2,000		2,000	
		Safety glasses, goggles, safety shoes, hard hats & misc. safety equipment	1,000	6,500	1,000	5,000
621-7501-551.30-50	Petroleum Products	Gasoline for department vehicle(s)		800		600
621-7501-551.30-55	Non-Village Petro Resale	Non-Village Petroleum Resale		174,600		192,900
621-7501-551.31-50	Vehicle Maintenance Supl	Public Works	125,050		140,000	
		Manager's Office	250		250	
		Police	34,000		40,000	
		Fire	24,000		34,400	
		Planning & Community Development	550		550	
		Building Services	1,050		1,050	
		Engineering	1,600		1,600	
		Health Services	1,050		1,050	
		Water/Sewer	26,000		30,000	
		Parking	1,100		1,100	
		Fire Academy	350	215,000	0	250,000

MUNICIPAL FLEET SERVICES (cont.) 7501

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
621-7501-551.31-65	Other Equip. & Supplies	Drill bits and hoses	1,000		1,250	
		Diagnostic machine & dispensing system	800		800	
		Welding gases & supplies	5,500		5,750	
		Paint booth	2,200		2,450	
		Diagnostic software	500	10,000	750	11,000
621-7501-551.31-85	Small Tools & Equipment	Misc. small tools & equipment		3,500		3,500
621-7501-551.33-05	Other Supplies	Wiping rags, first aid & misc. supplies		1,800		1,500
		TOTAL COMMODITIES		**412,900**		**465,000**
OTHER CHARGES:						
621-7501-551.40-95	Wheeling Bus Maintenance	Wheeling bus maintenance		35,000		20,000
621-7501-551.40-96	Operating Contingency	Operating contingency		30,000		30,000
621-7501-551.42-79	OPEB Liability Expense	OPEB liability expense		6,000		6,000
		TOTAL OTHER CHARGES		**71,000**		**56,000**
		TOTAL MUNICIPAL FLEET SERVICES		**2,013,600**		**2,145,400**

EQUIPMENT 9003

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CAPITAL OUTLAY:						
621-9003-572.50-05	Vehicle Equipment	Public Works Vehicle Repl. (VH9501)		745,490		1,366,000
		Pickup Trucks (7)			199,500	
		SUV (3)			82,500	
		Chipper Truck (1)			90,000	
		Passenger Vehicles (1)			22,000	
		Trackless (1)			110,000	
		2-1/2 Ton Dump Truck (2)			352,000	
		1-Ton Dump Truck (3)			159,000	
		Street Sweeper (1)			185,000	
		Backhoe (1)			90,000	
		Sidewalk Sweeper (1)			46,000	
		Utility Body (1)			30,000	
		Water Utility Vehicle Repl. (VH9502)		739,616		321,000
		Utility Body (1)			41,000	
		5-Ton Dump Truck (1)			105,000	
		6" Trailered Trash Pump (1)			30,000	
		1-Ton Dump Truck (2)			122,000	
		Van			23,000	

EQUIPMENT (cont.) **9003**

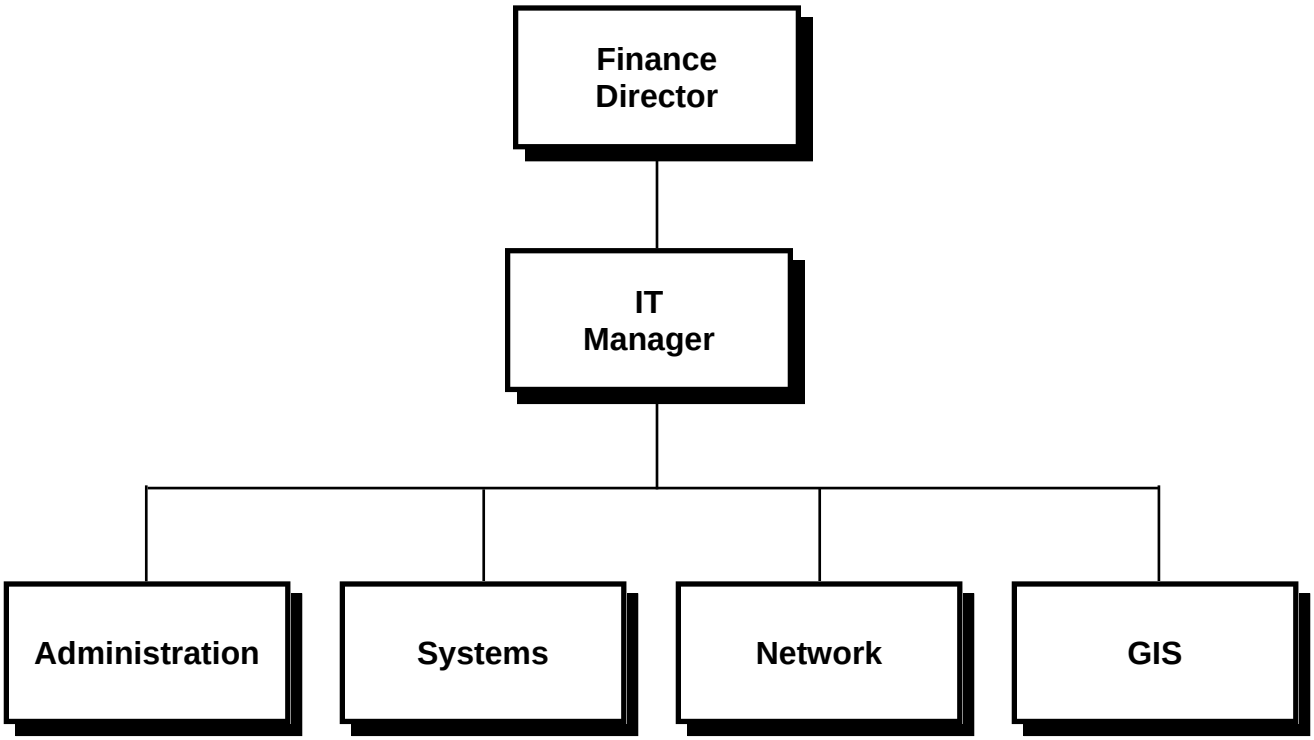
Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
621-9003-572.50-05	Vehicle Equipment (cont.)	Police Dept. Vehicle Repl. (VH9503)	106,000	201,800
		Patrol Vehicles (6)		138,000
		Motorcycles (2)		38,800
		Minivan (1)		25,000
		Fire Dept. Vehicle Repl. (VH9504)	488,742	1,575,000
		Aerial Tower (1)		1,350,000
		Ambulance (1)		225,000
		Fleet Services Vehicle Repl. (VH9506)	26,000	
		Fork Lift (1)		26,000
		Parking Vehicle Repl. (VH9508)	22,000	
		Utility Cart (1)		16,000
		Building & Health Ser. Vehicle Repl. (VH9510)	81,000	0
		Engineering Dept. Vehicle Repl. (VH9511)	46,000	
		SUV (2)		50,000
		Planning Dept. Vehicle Repl. (VH9512)	23,000	0
		Village Manager Vehicle Repl. (VH9513)	23,000	0
		TOTAL CAPITAL OUTLAY	**2,300,848**	**3,555,800**
		TOTAL EQUIPMENT	**2,300,848**	**3,555,800**
		TOTAL FLEET OPERATIONS FUND	**4,314,448**	**5,701,200**

VILLAGE OF ARLINGTON HEIGHTS

CHARGES TO OPERATIONS FOR VEHICLE LEASE CHARGES FY2013-14

		MAINTENANCE FEE			DEPRECIATION			TOTAL CHARGES VEHICLE/EQUIP LEASE CHARGE		
FUND	OPERATION	2012-13	2013-14	VARIANCE	2012-13	2013-14	VARIANCE	2012-13	2013-14	VARIANCE
101	0201-502 Village Manager	$1,822	$2,377	$555	$1,917	$1,490	($427)	$3,700	**$3,900**	$200
101	3001-511 Police	255,571	308,212	52,641	223,890	210,204	(13,686)	479,500	**518,400**	38,900
101	3501-512 Fire	308,166	411,381	103,215	310,519	315,820	5,301	618,700	**727,200**	108,500
101	4001-521 Planning & Community Devlp	3,644	4,755	1,111	1,917	1,490	(427)	5,600	**6,200**	600
101	4501-523 Building Services	28,985	26,159	(2,826)	16,534	9,034	(7,500)	45,500	**35,200**	(10,300)
101	4502-523 Health Services	11,788	14,264	2,476	3,576	3,576	0	15,400	**17,800**	2,400
101	5001-524 Engineering	28,513	25,720	(2,793)	6,985	3,152	(3,833)	35,500	**28,900**	(6,600)
101	7101-531 Public Works	663,362	691,420	28,058	463,385	412,930	(50,455)	1,126,700	**1,104,400**	(22,300)
	Sub-Total General Fund	**$1,301,851**	**$1,484,288**	**$182,437**	**$1,028,723**	**$957,696**	**($71,027)**	**$2,330,600**	**$2,442,000**	**$111,400**
235	3001-532 Police Department	25,216	22,444	(2,772)	6,619	4,629	(1,990)	31,800	**27,100**	(4,700)
505	7201-561 Water Utilities	241,547	286,482	44,935	163,743	139,284	(24,459)	405,300	**425,800**	20,500
621	7501-551 Municipal Fleet Services	6,593	12,879	6,286	1,484	184	(1,300)	8,100	**13,100**	5,000
625	0601-553 IT	1,822	2,377	555	0	0	0	1,800	**2,400**	600
	Sub-Total Other Funds	**$275,178**	**$324,182**	**$49,004**	**$171,846**	**$144,097**	**($27,749)**	**$447,000**	**$468,400**	**$21,400**
	TOTAL CHARGES ALL FUNDS	**$1,577,029**	**$1,808,470**	**$231,441**	**$1,200,569**	**$1,101,793**	**($98,776)**	**$2,777,600**	**$2,910,400**	**$132,800**

ORGANIZATION STRUCTURE



TECHNOLOGY FUND 625

► Fund at a Glance

This fund was created to accumulate all of the costs of providing technology services to all departments and operations of the Village. There are currently two divisions in the Technology Fund, Information Technology (IT) and Geographic Information Systems (GIS). Overall operations in the Technology Fund are under the management of the Finance Director and GIS reports to the IT Manager.

Restrictions:

VILLAGE POLICY – It is the intent of the Village to charge each fund and department for its share of the costs of providing technology services. Costs are allocated among individual departments in the General, Fire Academy, Health Insurance, Fleet, and Water & Sewer Funds for IT and GIS activities based on the number of computers used in each department.

► Information Technology Division

The Information Technology (IT) operation is responsible for managing all computer and information system operations of the Village, except for specialized uses, which are handled through the Police PIMS System or through the NWCDS police and fire dispatching cooperative. Each department is responsible for the operation and ongoing training needed to utilize their specific software applications.

The IT Division consists of six technical staff, supplemented by a student intern and is managed by the Information Technology Manager. This position reports to the Finance Director. In addition to managing computer systems for the Village, the IT Manager provides for periodic review of Village and departmental operations to ensure they are effectively utilizing automation.

Computer services for the Village are provided through the following services and equipment:

In-House Computer System – An in-house computer system provides software to support the Village's financial, utility billing and land management needs. This system utilizes an IBM iSeries computer and HTE Municipal software. Based on the Village's new high speed internet contract with Comcast, the Village moved to a cloud computing service with H.T.E.

In-House Network – A high-speed computer network utilizing Microsoft 2003 network protocol supports PCs and related peripheral equipment at the Village Hall and six remote sites. There are 422 personal computers that provide access to financial, administrative and office automation applications. These personal computers also provide word processing, spreadsheet and database capabilities, as well as specialized department specific applications.

Police and Fire Dispatching and Routing – The Village jointly owns with eight other communities a cooperative dispatch system called Northwest Central Dispatch Services (NWCDS) to provide Fire and Police dispatch services.

► Geographic Information Systems (GIS) Division

Geographic Information Systems (GIS) is a computer-based information system, which attempts to capture, store, manipulate, analyze and display spatially referenced and associated attribute data for solving complex research, planning and management problems. Unlike many other microcomputer applications where a user can begin using them after the purchase of hardware and software, the GIS applications must adhere to the following steps: application development, pilot project, installation of all GIS components and integration with the existing systems and the testing process.

The GIS Manager administers the Village's GIS operation. This position reports to the IT Manager and supervises a number of interns. In addition, the GIS Manager coordinates all GIS activity within the Village and with other agencies (e.g. Cook County, Township Authorities, and School Districts etc.).

Developing GIS involves investment in five areas: computer hardware, computer software, spatial and non-spatial data development, system and data management and trained staff.

2012-13 Status of Goals and Objectives

- **To efficiently manage the Village's resources and implement opportunities to reduce spending.** Consolidated a number of servers and desktops using Virtualization, in particular the Village's mobile applications. With Virtualization a single server can provide the resources of several servers or desktops which produces a cost savings for the village.

- **To continue maintaining Hot Site (Fire Station #2) with current technology and create a mirror image of our current Village Hall system in real time.** Equipment was installed to Virtualize between Village Hall and Hot Site.

- **Upgrade the email system to Microsoft Exchange 2010.** This is an ongoing project to be completed in FY2014.

- **Continue system (hardware/software) maintenance and tune up of new ArcGIS Server and ArcGIS Image Server.** This project was completed.

- **Continue GIS web application upgrades to the current version and develop new applications in FLEX programming environment.** This project was completed

- **Provide GIS data and information to citizens and other agencies (e.g. Cook County, NWCDS, Park District, School Districts, Arlington Heights Memorial Library, surrounding municipalities, etc.).** This is an ongoing project. The census data layers requested by the Arlington Heights Park Distinct were completed.

2013-14 Goals and Objectives

- Continue to efficiently manage the Village's resources and implement opportunities to reduce spending.

- Continue to install required software at the emergency Hot Site to maintain complete redundancy with the Village Hall site.

- Upgrade the email system to Microsoft Exchange 2010.

- Continue system (hardware/software) maintenance and tune up of new ArcGIS Server and ArcGIS Image Server.

- Provide GIS data and information to citizens and other agencies (e.g. Cook County, NWCDS, Arlington Heights Park District, Arlington Heights Library, surrounding municipalities, etc.).

- Continue GIS participation in the Flood Study by providing data and analysis.

► Performance Measures

	FY2010	FY2011	FY2012
1. Total # of PC's/Laptops	430	461	462
# of PC's/Laptops replaced	49	55	85
% of PC's/Laptops replaced	11.0%	11.7%	18.2%
2. Total # of printers	163	164	166
# of printers replaced	13	14	10
% of printers replaced	8.0%	8.5%	6.0%
3. # of Help Desk service calls	1,394	1,923	2,175
% of Help Desk calls completed within 48 hours	97%	98%	98%
4. # of system downtime hours	1	3	4
% of system up-time	99%	97%	96%
5. # of addresses maintained in GIS system	63,281	63,317	63,343
6. # of address labels	21,933	21,994	22,001
7. # of GIS Intranet/Internet applications maintained	15	15	15
8. # of GIS layers maintained	245	315	365
9. # of GIS training hours provided to Village staff	320	310	290
10. # of GIS projects (maps/data)	358	367	398

► Hardware Inventory

Department	Computer	Printers	Servers	Switches	Routers
Mayor/Board of Trustees	3	1	n/a	n/a	n/a
Manager's Office	7	5	n/a	n/a	n/a
Human Resources	10	5	n/a	n/a	n/a
Legal	4	2	n/a	n/a	n/a
Finance	24	19	n/a	n/a	n/a
Police	141	31	n/a	n/a	n/a
Fire	64	26	n/a	n/a	n/a
Planning	14	5	n/a	n/a	n/a
Building Services	21	8	n/a	n/a	n/a
Health Services	14	5	n/a	n/a	n/a
Senior Services	15	8	n/a	n/a	n/a
Engineering	16	7	n/a	n/a	n/a
Public Works	71	31	n/a	n/a	n/a
Sub-Total: Depts not incld IT/GIS	**404**	**153**	**n/a**	**n/a**	**n/a**
IT/GIS					
User & Testing Workstations	20	9	n/a	n/a	n/a
Training Room	13	1	n/a	n/a	n/a
Fire Station #2 EOC	15	1	n/a	n/a	n/a
Loaners/Spare/TBD	9	2	n/a	n/a	n/a
Train Station	1	0	n/a	n/a	n/a
Sub-Total: IT/GIS	**58**	**13**	**39**	**24**	**6**
Total	**462**	**166**	**39**	**24**	**6**

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Service Charges	$1,521,800	$1,396,500	$1,448,600	$1,448,600	**$1,516,400**	$67,800	4.7%
Interest Income	11,310	6,788	6,000	6,000	**6,000**	0	0.0%
Total Revenues	$1,533,110	$1,403,288	$1,454,600	$1,454,600	**$1,522,400**	$67,800	4.7%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$1,533,110**	**$1,403,288**	**$1,454,600**	**$1,454,600**	**$1,522,400**	**$67,800**	**4.7%**
Expenditures							
Personal Services	$827,048	$725,801	$782,000	$805,500	**$834,400**	$28,900	3.6%
Contractual Services	304,906	299,962	328,800	326,600	**367,400**	40,800	12.5%
Commodities	49,103	64,798	78,800	85,700	**83,800**	(1,900)	(2.2%)
Other Charges	4,712	3,535	5,000	5,000	**5,000**	0	0.0%
Capital Items	197,903	210,677	210,000	238,863	**231,800**	(7,063)	(3.0%)
Total Expenditures	$1,383,672	$1,304,773	$1,404,600	$1,461,663	**$1,522,400**	$60,737	4.2%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$1,383,672**	**$1,304,773**	**$1,404,600**	**$1,461,663**	**$1,522,400**	**$60,737**	**4.2%**
REVENUES OVER (UNDER) EXPENDITURES	**$149,438**	**$98,515**	**$50,000**	**($7,063)**	**$0**	**$7,063**	**(100.0%)**
BEGINNING WORKING CASH	**1,167,083**	**1,316,521**	**1,415,036**	**1,415,036**	**1,465,036**	**50,000**	**3.5%**
ENDING WORKING CASH	**$1,316,521**	**$1,415,036**	**$1,465,036**	**$1,407,973**	**$1,465,036**	**$57,063**	**4.1%**

TECHNOLOGY FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
625-0000-451.40-00	Service Charge Library	20,000	20,000	20,000	20,000	**23,000**	3,000	15.0%
625-0000-451.68-00	Charges To Operations	1,501,800	1,376,500	1,428,600	1,428,600	**1,493,400**	64,800	4.5%
	Charges for Services	**1,521,800**	**1,396,500**	**1,448,600**	**1,448,600**	**1,516,400**	**67,800**	**4.7%**
625-0000-461.02-00	Interest on Investments	7,974	5,569	6,000	6,000	**6,000**	0	0.0%
625-0000-462.10-00	Market Value Adjustments	3,336	1,219	0	0	**0**	0	N/A
	Interest Income	**11,310**	**6,788**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**
	Total Technology Fund	**1,533,110**	**1,403,288**	**1,454,600**	**1,454,600**	**1,522,400**	**67,800**	**4.7%**

TECHNOLOGY FUND

EXPENDITURES

Information Technology 0601

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
625-0601-553.10-01	Salaries	499,324	426,720	439,700	443,300	**458,600**	15,300	3.5%
625-0601-553.18-01	Temporary Help	0	0	10,000	20,500	**21,000**	500	2.4%
625-0601-553.18-05	Overtime Civilian	0	0	1,600	3,200	**3,300**	100	3.1%
	Salaries	**499,324**	**426,720**	**451,300**	**467,000**	**482,900**	**15,900**	**3.4%**
625-0601-553.19-01	Workers Compensation	500	500	500	500	**500**	0	0.0%
625-0601-553.19-05	Medical Insurance	80,400	62,100	64,200	64,200	**68,400**	4,200	6.5%
625-0601-553.19-10	IMRF	57,220	52,610	59,700	63,400	**67,600**	4,200	6.6%
625-0601-553.19-11	Social Security	30,779	25,625	28,500	28,500	**29,500**	1,000	3.5%
625-0601-553.19-12	Medicare	7,200	6,026	6,700	6,800	**7,000**	200	2.9%
625-0601-553.19-15	Compensated Absences	0	(930)	0	0	**0**	0	N/A
	Fringe Benefits	**176,099**	**145,931**	**159,600**	**163,400**	**173,000**	**9,600**	**5.9%**
625-0601-553.20-39	Data Processing Services	158,922	174,563	186,400	186,400	**194,300**	7,900	4.2%
625-0601-553.20-40	General Insurance	3,900	4,000	4,100	4,100	**4,200**	100	2.4%
625-0601-553.21-02	Equipment Maintenance	17,767	6,114	4,000	12,500	**14,500**	2,000	16.0%
625-0601-553.21-65	Other Services	86,555	84,989	85,000	65,000	**95,000**	30,000	46.2%
625-0601-553.22-02	Dues	195	195	500	700	**700**	0	0.0%
625-0601-553.22-03	Training	11,129	924	5,000	13,500	**13,500**	0	0.0%
625-0601-553.22-05	Postage	260	346	500	800	**800**	0	0.0%
625-0601-553.22-15	Photocopying	74	187	200	500	**500**	0	0.0%
625-0601-553.22-37	Vehicle/Equip Lease Chrg	2,100	1,600	1,800	1,800	**2,400**	600	33.3%
	Contractual Services	**280,902**	**272,918**	**287,500**	**285,300**	**325,900**	**40,600**	**14.2%**

TECHNOLOGY FUND

EXPENDITURES

Information Technology (cont.) 0601

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
625-0601-553.30-01	Publications Periodicals	140	667	500	3,500	**3,500**	0	0.0%
625-0601-553.30-05	Office Supplies & Equip	4,366	4,102	2,000	6,000	**6,000**	0	0.0%
625-0601-553.30-50	Petroleum Products	219	120	200	100	**200**	100	100.0%
625-0601-553.33-05	Other Supplies	37,688	53,141	49,000	49,000	**49,000**	0	0.0%
	Commodities	**42,413**	**58,030**	**51,700**	**58,600**	**58,700**	**100**	**0.2%**
625-0601-553.40-97	OPEB Liability Expense	4,712	3,535	5,000	5,000	**5,000**	0	0.0%
	Other Charges	**4,712**	**3,535**	**5,000**	**5,000**	**5,000**	**0**	**0.0%**
625-0601-572.50-10	Office Equipment	197,903	210,677	210,000	238,863	**231,800**	(7,063)	(3.0%)
	Capital Outlay	**197,903**	**210,677**	**210,000**	**238,863**	**231,800**	**(7,063)**	**(3.0%)**
	Total IT	**1,201,353**	**1,117,811**	**1,165,100**	**1,218,163**	**1,277,300**	**59,137**	**4.9%**

GIS 0701

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
625-0701-553.10-01	Salaries	101,367	102,758	104,900	105,400	**108,000**	2,600	2.5%
625-0701-553.18-01	Temporary Help	12,766	12,253	24,400	24,400	**25,000**	600	2.5%
	Salaries	**114,133**	**115,011**	**129,300**	**129,800**	**133,000**	**3,200**	**2.5%**
625-0701-553.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
625-0701-553.19-05	Medical Insurance	17,600	17,700	17,700	17,700	**19,500**	1,800	10.2%
625-0701-553.19-10	IMRF	11,359	12,669	14,100	17,600	**15,800**	(1,800)	(10.2%)
625-0701-553.19-11	Social Security	6,835	6,216	8,000	8,000	**8,200**	200	2.5%
625-0701-553.19-12	Medicare	1,598	1,454	1,900	1,900	**1,900**	0	0.0%
	Fringe Benefits	**37,492**	**38,139**	**41,800**	**45,300**	**45,500**	**200**	**0.4%**
625-0701-553.21-02	Equipment Maintenance	22,612	24,391	28,900	28,900	**28,900**	0	0.0%
625-0701-553.21-65	Other Services	897	1,756	1,800	1,800	**2,000**	200	11.1%
625-0701-553.22-02	Dues	395	395	1,600	1,600	**1,600**	0	0.0%
625-0701-553.22-03	Training	93	502	8,300	8,300	**8,300**	0	0.0%
625-0701-553.22-05	Postage	7	0	200	200	**200**	0	0.0%
625-0701-553.22-15	Photocopying	0	0	500	500	**500**	0	0.0%
	Contractual Services	**24,004**	**27,044**	**41,300**	**41,300**	**41,500**	**200**	**0.5%**
625-0701-553.30-01	Publications Periodicals	0	110	800	800	**800**	0	0.0%
625-0701-553.30-05	Office Supplies & Equip	5,814	4,523	20,000	20,000	**18,000**	(2,000)	(10.0%)
625-0701-553.33-05	Other Supplies	876	2,135	6,300	6,300	**6,300**	0	0.0%
	Commodities	**6,690**	**6,768**	**27,100**	**27,100**	**25,100**	**(2,000)**	**(7.4%)**
	Total GIS	**182,319**	**186,962**	**239,500**	**243,500**	**245,100**	**1,600**	**0.7%**
	Total Technology Fund	**1,383,672**	**1,304,773**	**1,404,600**	**1,461,663**	**1,522,400**	**60,737**	**4.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
IT Personnel					
1090	IT Manager	C52	1.00	1.00	
1092	Network Administrator	C41	1.00	1.00	
1101	Applications Programmer	C41	1.00	1.00	
1097	IT Assistant	B23	1.00	1.00	
1099	PC Support Technician	B21	1.00	1.00	
	Subtotal IT F-T-E		**5.00**	**5.00**	**0.00**
GIS Personnel					
1091	GIS Manager	C42	1.00	1.00	
	Subtotal GIS F-T-E		**1.00**	**1.00**	**0.00**
	Total F-T-E		**6.00**	**6.00**	**0.00**

Finance Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2012-13	2013-14	+ (-)
101	General Fund	9.00	9.00	
505	Water & Sewer Fund	8.50	8.50	
625	Technology Fund			
	IT	5.00	5.00	
	GIS	1.00	1.00	
	Total F-T-E All Funds	**23.50**	**23.50**	**0.00**

INFORMATION TECHNOLOGY 0601

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
625-0601-553.10-01	Salaries	Salaries		443,300		458,600
625-0601-553.18-01	Temporary Help	Temporary Help		20,500		21,000
625-0601-553.18-05	Overtime Civilian	Overtime Civilian		3,200		3,300
		TOTAL SALARIES		**467,000**		**482,900**
FRINGE BENEFITS:						
625-0601-553.19-01	Workers' Compensation	Workers' Compensation Insurance		500		500
625-0601-553.19-05	Medical Insurance	Medical Insurance		64,200		68,400
625-0601-553.19-10	IMRF	IMRF		63,400		67,600
625-0601-553.19-11	Social Security	Social Security		28,500		29,500
625-0601-553.19-12	Medicare	Medicare		6,800		7,000
		TOTAL FRINGE BENEFITS		**163,400**		**173,000**
CONTRACTUAL SERVICES:						
625-0601-553.20-39	Data Processing Services	Programming/support services:				
		Disaster Recovery Project	2,000		2,000	
		Web Maintenance Project	10,000		8,000	
		HTE services (ASP)	159,900		165,000	
		Investment software	2,500		2,500	
		3rd party prog/tech support	12,000		0	
		NovusAGENDA electronic packets	0	186,400	16,800	194,300
625-0601-553.20-40	General Insurance	Liability and property insurance		4,100		4,200
625-0601-553.21-02	Equipment Maintenance	Mini-computer and support equipment maintenance				
		Printers	5,000		7,000	
		Routers/Switches	5,000		5,000	
		Network	2,500	12,500	2,500	14,500
625-0601-553.21-65	Other Services	Internet services	65,000		75,000	
		Police squad car wireless service	0	65,000	20,000	95,000
625-0601-553.22-02	Dues	Dues		700		700
625-0601-553.22-03	Training	Seminars and specialized training				
		Technical seminars	2,000		2,000	
		User group seminars	2,000		2,000	
		End-user training	2,000		2,000	
		User group seminars	4,500		4,500	
		Miscellaneous	3,000	13,500	3,000	13,500
625-0601-553.22-05	Postage	Postage		800		800

INFORMATION TECHNOLOGY (cont.) 0601

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
625-0601-553.22-15	Photocopying	Photocopies, supplies & maintenance		500		500
625-0601-553.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		1,800		2,400
		TOTAL CONTRACTUAL SERVICES		**285,300**		**325,900**
COMMODITIES:						
625-0601-553.30-01	Publications/Periodicals	Periodicals and books		3,500		3,500
625-0601-553.30-05	Office Supplies & Equip.	General office supplies		6,000		6,000
625-0601-553.30-50	Petroleum Products	Gasoline for department vehicle(s)		100		200
625-0601-553.33-05	Other Supplies	Computer software, etc.		49,000		49,000
		TOTAL COMMODITIES		**58,600**		**58,700**
OTHER CHARGES:						
625-0601-553.42-79	OPEB Liability Expense	OPEB liability expense		5,000		5,000
		TOTAL OTHER CHARGES		**5,000**		**5,000**
CAPITAL OUTLAY:						
625-0601-572.50-10	Office Equipment	IT Equipment Repl Program (EQ9708)				
		PC, printer & server replacement	96,800		96,800	
		Police vehicle computer systems (8)	135,000		135,000	
		Prior Year Encumbrance Carryover	7,063	238,863	0	231,800
		TOTAL CAPITAL OUTLAY		**238,863**		**231,800**
		TOTAL INFORMATION TECHNOLOGY		**1,218,163**		**1,277,300**

GEOGRAPHIC INFORMATION SYSTEMS 0701

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
SALARIES:				
625-0701-553.10-01	Salaries	Salaries	105,400	108,000
625-0701-553.18-01	Temporary Help	Temporary Help	24,400	25,000
		TOTAL SALARIES	**129,800**	**133,000**
FRINGE BENEFITS:				
625-0701-553.19-01	Workers' Compensation	Workers' Compensation Insurance	100	100
625-0701-553.19-05	Medical Insurance	Medical Insurance	17,700	19,500
625-0701-553.19-10	IMRF	IMRF	17,600	15,800
625-0701-553.19-11	Social Security	Social Security	8,000	8,200
625-0701-553.19-12	Medicare	Medicare	1,900	1,900
		TOTAL FRINGE BENEFITS	**45,300**	**45,500**
CONTRACTUAL SERVICES:				
625-0701-553.21-02	Equipment Maintenance	Annual maintenance fees for hardware, software & printers	28,900	28,900
625-0701-553.21-65	Other Services	Cell phone charges	1,800	2,000
625-0701-553.22-02	Dues	Dues and professional memberships	1,600	1,600
625-0701-553.22-03	Training	Seminars and specialized training including cost of GIS training for other departments (e.g. application use & books): International ArcInfo User Conference; ILGISA Conference; ESRI Training (new courses); Illinois User Conference	8,300	8,300
625-0701-553.22-05	Postage	Postage	200	200
625-0701-553.22-15	Photocopying	Photocopies & supplies	500	500
		TOTAL CONTRACTUAL SERVICES	**41,300**	**41,500**
COMMODITIES:				
625-0701-553.30-01	Publications/Periodicals	Periodicals and books	800	800
625-0701-553.30-05	Office Supplies & Equip.	General office supplies (including ROLAND plotter paper and cartridges, blank CD's, labels, map tubes, cartridges for HP 100p plotter, printer cartridges, and wide scanner supplies	20,000	18,000

GEOGRAPHIC INFORMATION SYSTEMS (cont.) 0701

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
625-0701-553.33-05	Other Supplies	Computer software, etc.	6,300	6,300
		TOTAL COMMODITIES	**27,100**	**25,100**
		TOTAL GRAPHIC INFORMATION SYSTEMS	**243,500**	**245,100**
		TOTAL TECHNOLOGY FUND	**1,461,663**	**1,522,400**

VILLAGE OF ARLINGTON HEIGHTS

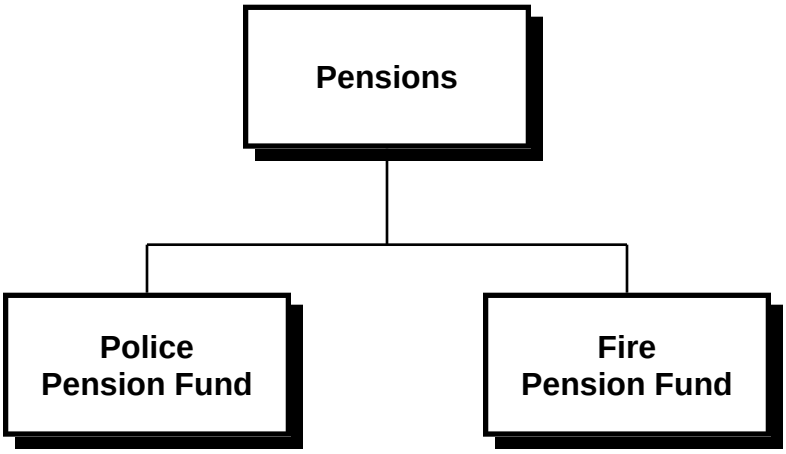
CHARGES TO OPERATIONS FOR IT/GIS SERVICES FY2013-14

			IT/GIS SERVICE CHARGE		
FUND		**OPERATION**	**2012-13**	**2013-14**	**VARIANCE**
101	0101-501	Board of Trustees	**12,100**	**9,300**	(2,800)
101	0201-502	Village Manager	**27,300**	**27,700**	400
101	0301-503	Human Resources	**24,200**	**24,700**	500
101	0401-503	Legal Department	**15,200**	**12,400**	(2,800)
101	0501-503	Finance Department	**51,600**	**49,400**	(2,200)
101	3001-511	Police Department	**409,100**	**444,700**	35,600
101	3501-512	Fire Department	**212,200**	**210,100**	(2,100)
101	4001-521	Planning & Community Development	**51,600**	**55,600**	4,000
101	4501-523	Building Services	**78,900**	**77,200**	(1,700)
101	4502-523	Health Services	**39,400**	**49,400**	10,000
101	4503-523	Senior Services	**45,500**	**46,300**	800
101	5001-524	Engineering Department	**60,700**	**61,700**	1,000
101	7101-531	Public Works Department	**127,400**	**129,600**	2,200
		Sub-Total General Fund	**$1,155,200**	**$1,198,100**	**$42,900**
235	3001-532	Parking - Police	**9,100**	**9,200**	100
505	0501-503	Water & Sewer - Finance Department	**91,200**	**92,200**	1,000
505	7201-561	Water & Sewer - Water Utility	**142,800**	**163,100**	20,300
605	0301-552	Health Insurance - Human Resources	**3,000**	**3,100**	100
615	0301-552	Workers' Comp - Human Resources	**3,000**	**3,100**	100
621	7501-551	Fleet Operations - Mun. Fleet Services	**24,300**	**24,600**	300
		Sub-Total Other Funds	**$273,400**	**$295,300**	**$21,900**
		TOTAL VILLAGE	**$1,428,600**	**$1,493,400**	**$64,800**
291	6103-601	Memorial Library	**$20,000**	**$23,000**	**3,000**
		TOTAL VILLAGE & LIBRARY	**$1,448,600**	**$1,516,400**	**$67,800**

Note: Village IT/GIS service charges are calculated as follows: The number of computers inventoried in each cost center at a point in time is divided by the total number of computers at the same point in time. The resulting percentage is multiplied by the total IT proposed budget (including the IT Equipment Replacement Program). The number of GIS users assigned to each cost center is divided by the total GIS users. The resulting percentage is multiplied by the total GIS proposed budget. (The assigned GIS users for all cost centers has remained the same since this method of cost allocation was started and not all cost centers are charged for GIS services.) These two caculations for each cost center are added together for the IT/GIS Service Charge.

PENSION FUNDS

ORGANIZATION STRUCTURE



► Fund at a Glance

The Village has been mandated by state law to provide for a separate Police Pension Plan. This fund is created for the purpose of providing for the retirement pensions for our police officers. The fund is administered locally and the fiduciary responsibility is placed upon the Village Treasurer and the Board of Trustees of the Police Pension Fund.

Restrictions:

State Law – The Police Pension Fund is locally administered as prescribed in Chapter 40 of the Illinois State Statutes. This fund must be separately accounted for and not commingled with other Village funds. The Village contracts for independent actuarial services.

► Performance Measures

	FY2010	FY2011	FY2012
1. # of Active Participants	111	111	114
# of Retired Participants	73	74	79
Regular Pensioners	55	54	55
Duty Disability Pensioners	3	3	5
Non-Duty Disability Pensioners	2	2	2
Surviving Spouses	13	15	17
2. Actuarial Value of Fund Assets at April 30	$75,274,881	$78,078,416	$85,172,648
3. Total Actuarial Liability	$102,820,670	$114,638,854	$119,865,229
4. Funded Ratio	73.2%	68.1%	71.1%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at April 30	0.9%	3.0%	7.8%
6. Employer Annual Actuarial Funding Requirements	$3,679,006	$3,232,616	$3,341,815

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$6,709,520	$2,437,692	$3,850,000	$3,850,000	**$3,850,000**	$0	0.0%
Other	4,359,173	5,246,564	5,638,300	5,388,000	**5,460,880**	72,880	1.4%
Total Revenues	$11,068,693	$7,684,256	$9,488,300	$9,238,000	**$9,310,880**	$72,880	0.8%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$11,068,693**	**$7,684,256**	**$9,488,300**	**$9,238,000**	**$9,310,880**	**$72,880**	**0.8%**
Expenditures							
Personal Services	$3,778,118	$4,179,841	$4,358,600	$4,434,000	**$4,699,000**	$265,000	6.0%
Contractual Services	287,631	266,918	280,600	312,500	**312,300**	(200)	(0.1%)
Commodities	160	0	100	600	**600**	0	0.0%
Other Charges	0	5,988	700	25,100	**25,100**	0	0.0%
Total Expenditures	$4,065,909	$4,452,747	$4,640,000	$4,772,200	**$5,037,000**	$264,800	5.5%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$4,065,909**	**$4,452,747**	**$4,640,000**	**$4,772,200**	**$5,037,000**	**$264,800**	**5.5%**
REVENUES OVER (UNDER) EXPENDITURES	**$7,002,784**	**$3,231,509**	**$4,848,300**	**$4,465,800**	**$4,273,880**	**($191,920)**	**(4.3%)**
BEGINNING FUND BALANCE	**71,334,366**	**78,337,150**	**81,568,659**	**81,568,659**	**86,416,959**	**4,848,300**	**5.9%**
ENDING FUND BALANCE	**$78,337,150**	**$81,568,659**	**$86,416,959**	**$86,034,459**	**$90,690,839**	**$4,656,380**	**5.4%**

POLICE PENSION FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
705-0000-461.02-00	Interest on Investments	1,675,995	1,869,062	1,800,000	1,800,000	**1,800,000**	0	0.0%
	Interest Income	**1,675,995**	**1,869,062**	**1,800,000**	**1,800,000**	**1,800,000**	**0**	**0.0%**
705-0000-462.10-00	Market Value Adjustments	4,689,515	99,350	1,700,000	1,700,000	**1,700,000**	0	0.0%
705-0000-462.11-00	Dividend Income	344,010	469,280	350,000	350,000	**350,000**	0	0.0%
	Investment Income	**5,033,525**	**568,630**	**2,050,000**	**2,050,000**	**2,050,000**	**0**	**0.0%**
705-0000-485.86-00	Contributions Participant	948,741	935,415	1,100,000	1,100,000	**1,130,000**	30,000	2.7%
705-0000-485.87-00	Contribution R/E Tax	3,379,573	4,038,031	4,288,000	4,288,000	**4,330,880**	42,880	1.0%
705-0000-485.88-00	Portability Payments	30,859	271,168	250,000	0	**0**	0	N/A
	Pension Contributions	**4,359,173**	**5,244,614**	**5,638,000**	**5,388,000**	**5,460,880**	**72,880**	**1.4%**
705-0000-489.90-00	Other Income	0	1,950	300	0	**0**	0	N/A
	Other	**0**	**1,950**	**300**	**0**	**0**	**0**	**N/A**
	Total Police Pension Fund	**11,068,693**	**7,684,256**	**9,488,300**	**9,238,000**	**9,310,880**	**72,880**	**0.8%**

POLICE PENSION FUND

EXPENDITURES

Pensions 8001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
705-8001-631.15-01	Service Pensions	3,153,889	3,327,947	3,451,900	3,591,000	**3,780,000**	189,000	5.3%
705-8001-631.15-02	Non-Duty Disability Pension	0	154,372	94,000	94,000	**94,000**	0	0.0%
705-8001-631.15-03	Duty Disability Pension	187,339	195,726	196,800	197,000	**218,000**	21,000	10.7%
705-8001-631.15-04	Surviving Spouse Pension	436,890	501,796	615,900	552,000	**607,000**	55,000	10.0%
	Salaries	**3,778,118**	**4,179,841**	**4,358,600**	**4,434,000**	**4,699,000**	**265,000**	**6.0%**
705-8001-631.20-20	Legal Services	14,128	22,028	10,000	15,000	**15,000**	0	0.0%
705-8001-631.20-21	Invest Manager Services	233,190	202,831	240,000	260,000	**260,000**	0	0.0%
705-8001-631.20-75	Examinations	16,120	18,051	2,600	7,000	**7,000**	0	0.0%
705-8001-631.21-65	Other Services	16,960	16,171	17,000	19,000	**19,000**	0	0.0%
705-8001-631.22-02	Dues	775	775	800	1,200	**1,000**	(200)	(16.7%)
705-8001-631.22-03	Training	6,196	5,841	9,900	10,000	**10,000**	0	0.0%
705-8001-631.22-05	Postage	262	1,221	300	300	**300**	0	0.0%
	Contractual Services	**287,631**	**266,918**	**280,600**	**312,500**	**312,300**	**(200)**	**(0.1%)**
705-8001-631.30-01	Publications Periodicals	0	0	0	100	**100**	0	0.0%
705-8001-631.30-05	Office Supplies & Equip	160	0	100	500	**500**	0	0.0%
	Commodities	**160**	**0**	**100**	**600**	**600**	**0**	**0.0%**
705-8001-631.40-65	Pension Refunds	0	5,988	700	25,000	**25,000**	0	0.0%
705-8001-631.40-93	Foreign Taxes Paid	0	0	0	100	**100**	0	0.0%
	Other Charges	**0**	**5,988**	**700**	**25,100**	**25,100**	**0**	**0.0%**
	Total Expenditures	**4,065,909**	**4,452,747**	**4,640,000**	**4,772,200**	**5,037,000**	**264,800**	**5.5%**
	Total Police Pension Fund	**4,065,909**	**4,452,747**	**4,640,000**	**4,772,200**	**5,037,000**	**264,800**	**5.5%**

POLICE PENSION FUND

EXPENDITURE DETAIL

PENSIONS 8001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
705-8001-631.15-01	Service Pensions	Service Pensions		3,591,000		3,780,000
705-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension		94,000		94,000
705-8001-631.15-03	Duty Disability Pension	Duty Disability Pension		197,000		218,000
705-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension		552,000		607,000
		TOTAL SALARIES		**4,434,000**		**4,699,000**
CONTRACTUAL SERVICES:						
705-8001-631.20-20	Legal Services	Legal services		15,000		15,000
705-8001-631.20-21	Invest Manager Services	Investment manager services		260,000		260,000
705-8001-631.20-75	Examinations	Examinations		7,000		7,000
705-8001-631.21-65	Other Services	Tracker annual fee	2,000		2,000	
		DOI Filing Fee	8,000		8,000	
		Fiduciary Insurance	6,000		6,000	
		Other services	3,000	19,000	3,000	19,000
705-8001-631.22-02	Dues	Dues		1,200		1,000
705-8001-631.22-03	Training	Training		10,000		10,000
705-8001-631.22-05	Postage	Postage		300		300
		TOTAL CONTRACTUAL SERVICES		**312,500**		**312,300**
COMMODITIES:						
705-8001-631.30-01	Publications Periodicals	Publications		100		100
705-8001-631.30-05	Office Supplies & Equip.	General office supplies		500		500
		TOTAL COMMODITIES		**600**		**600**
OTHER CHARGES:						
705-8001-631.40-65	Pension Refunds	Refunds to other Police Departments		25,000		25,000
705-8001-631.40-93	Foreign Taxes Paid	Investment activity		100		100
		TOTAL OTHER CHARGES		**25,100**		**25,100**
		TOTAL PENSIONS		**4,772,200**		**5,037,000**
		TOTAL POLICE PENSION FUND		**4,772,200**		**5,037,000**

FIRE PENSION FUND 711

► Fund at a Glance

The Village has been mandated by state law to provide for a separate Fire Pension Plan. This fund is created for the purpose of providing for the retirement pensions of our firefighters. The fund is administered locally and the fiduciary responsibility is placed upon the Village Treasurer and the Board of Trustees of the Fire Pension Fund.

Restrictions:

STATE LAW – The Fire Pension Fund is locally administered as prescribed in Chapter 40 of the Illinois State Statutes. This fund must be separately accounted for and not commingled with other Village funds. The Village contracts for independent actuarial services.

► Performance Measures

	FY2010	FY2011	FY2012
1. # of Active Participants	109	105	108
# of Retired Participants	86	92	93
Regular Pensioners	53	58	59
Duty Disability Pensioners	20	20	22
Non-Duty Disability Pensioners	2	3	2
Surviving Spouses	11	11	10
2. Actuarial Value of Fund Assets at April 30	$60,749,266	$64,457,391	$71,120,366
3. Total Actuarial Liability	$95,558,209	$108,856,813	$113,820,619
4. Funded Ratio	63.6%	59.2%	62.5%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at April 30	3.4%	5.5%	9.7%
6. Employer Annual Actuarial Funding Requirements	$4,195,008	$3,550,754	$3,507,375

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$6,860,463	$2,521,885	$3,900,000	$3,900,000	**$3,900,000**	$0	0.0%
Other	4,824,205	5,346,473	5,516,600	5,513,000	**5,656,000**	143,000	2.6%
Total Revenues	$11,684,668	$7,868,358	$9,416,600	$9,413,000	**$9,556,000**	$143,000	1.5%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$11,684,668**	**$7,868,358**	**$9,416,600**	**$9,413,000**	**$9,556,000**	**$143,000**	**1.5%**
Expenditures							
Personal Services	$4,446,637	$4,899,304	$5,103,800	$5,212,200	**$5,445,000**	$232,800	4.5%
Contractual Services	193,350	188,286	211,300	217,600	**229,700**	12,100	5.6%
Commodities	363	438	0	1,500	**1,500**	0	0.0%
Other Charges	24	105	200	25,200	**25,200**	0	0.0%
Total Expenditures	$4,640,374	$5,088,133	$5,315,300	$5,456,500	**$5,701,400**	$244,900	4.5%
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$4,640,374**	**$5,088,133**	**$5,315,300**	**$5,456,500**	**$5,701,400**	**$244,900**	**4.5%**
REVENUES OVER (UNDER) EXPENDITURES	**$7,044,294**	**$2,780,225**	**$4,101,300**	**$3,956,500**	**$3,854,600**	**($101,900)**	**(2.6%)**
BEGINNING FUND BALANCE	**58,904,940**	**65,949,234**	**68,729,459**	**68,729,459**	**72,830,759**	**4,101,300**	**6.0%**
ENDING FUND BALANCE	**$65,949,234**	**$68,729,459**	**$72,830,759**	**$72,685,959**	**$76,685,359**	**$3,999,400**	**5.5%**

FIRE PENSION FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
711-0000-461.02-00	Interest on Investments	1,628,943	1,311,727	1,600,000	1,600,000	**1,600,000**	0	0.0%
	Interest Income	**1,628,943**	**1,311,727**	**1,600,000**	**1,600,000**	**1,600,000**	**0**	**0.0%**
711-0000-462.10-00	Market Value Adjustments	4,993,988	651,408	2,000,000	2,000,000	**2,000,000**	0	0.0%
711-0000-462.11-00	Dividend Income	237,532	558,750	300,000	300,000	**300,000**	0	0.0%
	Investment Income	**5,231,520**	**1,210,158**	**2,300,000**	**2,300,000**	**2,300,000**	**0**	**0.0%**
711-0000-485.86-00	Contributions Participant	870,358	874,164	925,000	925,000	**955,000**	30,000	3.2%
711-0000-485.87-00	Contribution R/E Tax	3,948,000	4,470,608	4,588,000	4,588,000	**4,701,000**	113,000	2.5%
	Pension Contributions	**4,818,358**	**5,344,772**	**5,513,000**	**5,513,000**	**5,656,000**	**143,000**	**2.6%**
711-0000-489.90-00	Other Income	5,847	1,701	3,600	0	**0**	0	N/A
	Other	**5,847**	**1,701**	**3,600**	**0**	**0**	**0**	**N/A**
	Total Fire Pension Fund	**11,684,668**	**7,868,358**	**9,416,600**	**9,413,000**	**9,556,000**	**143,000**	**1.5%**

FIRE PENSION FUND

EXPENDITURES

Pensions 8001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
711-8001-631.15-01	Service Pensions	3,114,013	3,441,323	3,537,600	3,748,200	**3,809,000**	60,800	1.6%
711-8001-631.15-02	Non-Duty Disability Pension	48,499	48,499	48,500	50,000	**50,000**	0	0.0%
711-8001-631.15-03	Duty Disability Pension	836,958	900,353	962,300	908,000	**995,000**	87,000	9.6%
711-8001-631.15-04	Surviving Spouse Pension	320,934	361,435	420,800	370,000	**431,000**	61,000	16.5%
711-8001-631.15-05	Occupational Disease Pens	126,233	147,694	134,600	136,000	**160,000**	24,000	17.6%
	Salaries	**4,446,637**	**4,899,304**	**5,103,800**	**5,212,200**	**5,445,000**	**232,800**	**4.5%**
711-8001-631.20-20	Legal Services	5,708	14,873	6,000	12,000	**12,000**	0	0.0%
711-8001-631.20-21	Invest Manager Services	163,810	146,199	181,000	170,000	**182,000**	12,000	7.1%
711-8001-631.20-22	Investment Custodian	6,145	7,347	6,500	6,500	**6,600**	100	1.5%
711-8001-631.20-23	Bank Services	0	0	0	400	**400**	0	0.0%
711-8001-631.20-75	Examinations	13,960	2,715	0	7,000	**7,000**	0	0.0%
711-8001-631.21-65	Other Services	1,275	15,123	16,000	17,200	**17,200**	0	0.0%
711-8001-631.22-02	Dues	0	500	0	500	**500**	0	0.0%
711-8001-631.22-03	Training	2,374	1,315	1,500	3,700	**3,700**	0	0.0%
711-8001-631.22-05	Postage	78	214	300	300	**300**	0	0.0%
	Contractual Services	**193,350**	**188,286**	**211,300**	**217,600**	**229,700**	**12,100**	**5.6%**
711-8001-631.30-01	Publications Periodicals	363	438	0	1,000	**1,000**	0	0.0%
711-8001-631.30-05	Office Supplies & Equip	0	0	0	500	**500**	0	0.0%
	Commodities	**363**	**438**	**0**	**1,500**	**1,500**	**0**	**0.0%**
711-8001-631.40-65	Pension Refunds	0	0	0	25,000	**25,000**	0	0.0%
711-8001-631.40-93	Foreign Taxes Paid	24	105	200	200	**200**	0	0.0%
	Other Charges	**24**	**105**	**200**	**25,200**	**25,200**	**0**	**0.0%**
	Total Pensions	**4,640,374**	**5,088,133**	**5,315,300**	**5,456,500**	**5,701,400**	**244,900**	**4.5%**
	Total Fire Pension Fund	**4,640,374**	**5,088,133**	**5,315,300**	**5,456,500**	**5,701,400**	**244,900**	**4.5%**

PENSIONS 8001

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
711-8001-631.15-01	Service Pensions	Service Pensions		3,748,200		3,809,000
711-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension		50,000		50,000
711-8001-631.15-03	Duty Disability Pension	Duty Disability Pension		908,000		995,000
711-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension		370,000		431,000
711-8001-631.15-05	Occupational Disease Pen	Occupational Disease Pension		136,000		160,000
		TOTAL SALARIES		**5,212,200**		**5,445,000**
CONTRACTUAL SERVICES:						
711-8001-631.20-20	Legal Services	Legal services		12,000		12,000
711-8001-631.20-21	Invest Manager Services	Investment manager services	120,000		132,000	
		Investment advisor	50,000	170,000	50,000	182,000
711-8001-631.20-22	Investment Custodian	Investment custodian		6,500		6,600
711-8001-631.20-23	Bank Services	Bank services		400		400
711-8001-631.20-75	Examinations	Examinations		7,000		7,000
711-8001-631.21-65	Other Services	Tracker annual fee	2,000		2,000	
		DOI filing fee	8,000		8,000	
		Secretarial	2,400		2,400	
		Fiduciary Insurance	4,500		4,500	
		Miscellaneous	300	17,200	300	17,200
711-8001-631.22-02	Dues	Dues		500		500
711-8001-631.22-03	Training	Training		3,700		3,700
711-8001-631.22-05	Postage	Postage		300		300
		TOTAL CONTRACTUAL SERVICES		**217,600**		**229,700**
COMMODITIES:						
711-8001-631.30-01	Publications/Periodicals	Publications and periodicals		1,000		1,000
711-8001-631.30-05	Office Supplies & Equip.	General office supplies		500		500
		TOTAL COMMODITIES		**1,500**		**1,500**

PENSIONS (cont.) 8001

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
OTHER CHARGES:				
711-8001-631.40-65	Pension Refunds	Refunds of contributions upon withdrawal	25,000	25,000
711-8001-631.40-93	Foreign Taxes Paid	Investment activity	200	200
		TOTAL OTHER CHARGES	**25,200**	**25,200**
		TOTAL PENSIONS	**5,456,500**	**5,701,400**
		TOTAL FIRE PENSION FUND	**5,456,500**	**5,701,400**

Other Funds

FOREIGN FIRE INSURANCE TAX FUND

► Fund at a Glance

Each Village that has a fire department shall receive a 2% tax of the gross receipts received from every corporation, company and association which is not incorporated under the laws of the State of Illinois and which are engaged in effecting fire insurance in their Village. This tax is due by the 15th day of July and is collected by the Illinois Municipal League and subsequently distributed on a per capita basis to eligible municipalities or fire protection districts.

Restrictions:

STATE LAW – State Law ILCS 5/11-10-1 through 10-3 requires municipalities to pass the proceeds of this tax to the treasurer of the fire department for the maintenance, use, and benefit of the department. Arlington Heights has designated a "Board" to administer these funds.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Taxes	$117,835	$123,597	$129,500	$123,600	**$129,500**	$5,900	4.8%
Interest Income	2,912	1,601	1,200	2,000	**1,000**	(1,000)	(50.0%)
Other	33	0	2,000	0	**0**	0	N/A
Total Revenues	$120,780	$125,198	$132,700	$125,600	**$130,500**	$4,900	3.9%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$120,780**	**$125,198**	**$132,700**	**$125,600**	**$130,500**	**$4,900**	**3.9%**
Expenditures							
Contractual Services	$10,384	$63,655	$15,000	$25,000	**$25,000**	$0	0.0%
Commodities	22,142	18,441	14,000	20,000	**20,000**	0	0.0%
Capital Items	83,362	36,997	188,000	189,814	**100,000**	(89,814)	(47.3%)
Total Expenditures	$115,888	$119,093	$217,000	$234,814	**$145,000**	($89,814)	(38.2%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$115,888**	**$119,093**	**$217,000**	**$234,814**	**$145,000**	**($89,814)**	**(38.2%)**
REVENUES OVER (UNDER) EXPENDITURES	**$4,892**	**$6,105**	**($84,300)**	**($109,214)**	**($14,500)**	**$94,714**	**(86.7%)**
BEGINNING FUND BALANCE	**324,052**	**328,944**	**335,049**	**335,049**	**250,749**	**(84,300)**	**(25.2%)**
ENDING FUND BALANCE	**$328,944**	**$335,049**	**$250,749**	**$225,835**	**$236,249**	**$10,414**	**4.6%**

FOREIGN FIRE INSURANCE TAX FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
227-0000-403.30-00	Foreign Fire Insurance Tax	117,835	123,597	129,500	123,600	**129,500**	5,900	4.8%
	Intergovernmental Taxes	**117,835**	**123,597**	**129,500**	**123,600**	**129,500**	**5,900**	**4.8%**
227-0000-461.02-00	Interest on Investments	2,118	1,337	1,200	2,000	**1,000**	(1,000)	(50.0%)
227-0000-462.10-00	Market Value Adjustments	794	264	0	0	**0**	0	N/A
	Interest Income	**2,912**	**1,601**	**1,200**	**2,000**	**1,000**	**(1,000)**	**(50.0%)**
227-0000-489.90-00	Other Income	33	0	2,000	0	**0**	0	N/A
	Other	**33**	**0**	**2,000**	**0**	**0**	**0**	**N/A**
	Total Foreign Fire Insurance	**120,780**	**125,198**	**132,700**	**125,600**	**130,500**	**4,900**	**3.9%**

FOREIGN FIRE INSURANCE TAX FUND

EXPENDITURES

Foreign Fire Insurance 3701

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
227-3701-512.22-03	Training	10,384	33,188	15,000	25,000	**25,000**	0	0.0%
227-3701-512.22-37	Vehicle/Equip Lease Chrg	0	30,467	0	0	**0**	0	N/A
	Contractual Services	**10,384**	**63,655**	**15,000**	**25,000**	**25,000**	**0**	**0.0%**
227-3701-512.30-35	Clothing	22,142	18,441	14,000	20,000	**20,000**	0	0.0%
	Commodities	**22,142**	**18,441**	**14,000**	**20,000**	**20,000**	**0**	**0.0%**
227-3701-512.50-15	Other Equipment	83,362	36,997	188,000	189,814	**100,000**	(89,814)	(47.3%)
	Capital Outlay	**83,362**	**36,997**	**188,000**	**189,814**	**100,000**	**(89,814)**	**(47.3%)**
	Total Foreign Fire Insurance	**115,888**	**119,093**	**217,000**	**234,814**	**145,000**	**(89,814)**	**(38.2%)**
	Total Foreign Fire Ins Tax Fund	**115,888**	**119,093**	**217,000**	**234,814**	**145,000**	**(89,814)**	**(38.2%)**

FOREIGN FIRE INSURANCE 3701

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
CONTRACTUAL SERVICES:						
227-3701-512.22-03	Training	Training		25,000		25,000
		TOTAL CONTRACTUAL SERVICES		**25,000**		**25,000**
COMMODITIES:						
227-3701-512.30-35	Clothing	Clothing		20,000		20,000
		TOTAL COMMODITIES		**20,000**		**20,000**
CAPITAL OUTLAY:						
227-3701-512.50-15	Other Equipment	Other Equipment	100,000		100,000	
		Prior Year Encumbrance Carryover	1,814		0	
		Budget Amendment	38,000	139,814	0	100,000
		Radio system replacement (EQ1301)		50,000		0
		TOTAL CAPITAL OUTLAY		**189,814**		**100,000**
		TOTAL FOREIGN FIRE INSURANCE		**234,814**		**145,000**
		TOTAL FOREIGN FIRE INS. TAX FUND		**234,814**		**145,000**

CRIMINAL INVESTIGATION FUND

CRIMINAL INVESTIGATION FUND 231

► Fund at a Glance

State and Federal statutes allow for the seizure of assets used in criminal activities. Assets can be money, real estate or automobiles. After the courts award the assets to the Police Department they are recorded in this fund for future police expenditures.

Restrictions:

FEDERAL LAW – Requires all confiscated and court awarded assets obtained under Federal statues be expended for any general law enforcement purposes.

STATE LAW – Requires all confiscated and court awarded assets obtained under State statutes be expended for drug enforcement purposes.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Interest Income	$8,369	$9,112	$7,000	$0	**$0**	$0	N/A
Other - Deferred Revenue	218,476	179,134	751,300	769,000	**132,500**	(636,500)	(82.8%)
Total Revenues	$226,845	$188,246	$758,300	$769,000	**$132,500**	($636,500)	(82.8%)
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$226,845**	**$188,246**	**$758,300**	**$769,000**	**$132,500**	**($636,500)**	**(82.8%)**
Expenditures							
Personal Services	$0	$0	$25,000	$25,000	**$25,000**	$0	0.0%
Other Charges	203,218	112,054	733,300	754,125	**107,500**	(646,625)	(85.7%)
Total Expenditures	$203,218	$112,054	$758,300	$779,125	**$132,500**	($646,625)	(83.0%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$203,218**	**$112,054**	**$758,300**	**$779,125**	**$132,500**	**($646,625)**	**(83.0%)**
REVENUES OVER (UNDER) EXPENDITURES	**$23,627**	**$76,192**	**$0**	**($10,125)**	**$0**	**$10,125**	**(100.0%)**
BEGINNING FUND BALANCE	**58,224**	**81,851**	**158,043**	**158,043**	**158,043**	**0**	**0.0%**
ENDING FUND BALANCE	**$81,851**	**$158,043**	**$158,043**	**$147,918**	**$158,043**	**$10,125**	**6.8%**

CRIMINAL INVESTIGATION FUND

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
231-0000-461.02-00	Interest on Investments	5,935	7,440	5,000	0	**0**	0	N/A
231-0000-462.10-00	Market Value Adjustments	2,434	1,672	2,000	0	**0**	0	N/A
	Interest Income	**8,369**	**9,112**	**7,000**	**0**	**0**	**0**	**N/A**
231-0000-484.06-00	State Awarded Funds	24,075	71,800	6,800	0	**0**	0	N/A
231-0000-484.08-00	Court Awarded Funds	54	0	0	0	**0**	0	N/A
231-0000-484.11-00	Justice Awarded Funds	194,347	105,713	744,500	769,000	**132,500**	(636,500)	(82.8%)
	Intergovernmental Taxes	**218,476**	**177,513**	**751,300**	**769,000**	**132,500**	**(636,500)**	**(82.8%)**
231-0000-489.90-00	Other Income	0	1,621	0	0	**0**	0	N/A
	Other	**0**	**1,621**	**0**	**0**	**0**	**0**	**0**
	Total Criminal Invest Fund	**226,845**	**188,246**	**758,300**	**769,000**	**132,500**	**(636,500)**	**(82.8%)**

CRIMINAL INVESTIGATION FUND

EXPENDITURES

Criminal Investigation 3003

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
231-3003-511.18-07	Overtime Sworn	0	0	25,000	25,000	**25,000**	0	0.0%
	Salaries	**0**	**0**	**25,000**	**25,000**	**25,000**	**0**	**0.0%**
231-3003-511.40-01	Expenditures - State Awards	1,247	4,255	8,000	8,000	**8,000**	0	0.0%
231-3003-511.40-02	Expenditures - Federal Awards	1,133	1,989	3,000	3,000	**3,000**	0	0.0%
231-3003-511.40-03	Expenditures - Court Awards	92	97	0	0	**0**	0	N/A
231-3003-511.40-11	Expenditures - Justice	200,746	105,713	722,300	743,125	**96,500**	(646,625)	(87.0%)
	Other Charges	**203,218**	**112,054**	**733,300**	**754,125**	**107,500**	**(646,625)**	**(85.7%)**
	Total Criminal Investigation	**203,218**	**112,054**	**758,300**	**779,125**	**132,500**	**(646,625)**	**(83.0%)**
	Total Criminal Invest Fund	**203,218**	**112,054**	**758,300**	**779,125**	**132,500**	**(646,625)**	**(83.0%)**

CRIMINAL INVESTIGATION FUND

EXPENDITURE DETAIL

CRIMINAL INVESTIGATION 3003

Account Number	Account Title	Description	Budget 2012-13		Budget 2013-14	
SALARIES:						
231-3003-511.18-07	Overtime Sworn	Overtime Sworn		25,000		25,000
		TOTAL SALARIES		**25,000**		**25,000**
OTHER CHARGES:						
231-3003-511.40-01	Expend-State Awards	Drug lab equipment & supplies	4,000		4,000	
		Surveillance van equipment	4,000	8,000	4,000	8,000
231-3003-511.40-02	Expend-Federal Awards	Replenish official advance funds		3,000		3,000
231-3003-511.40-11	Expenditures-Justice	Canine Program	23,000		23,000	
		Police community events	10,000		10,000	
		CALEA Program	6,500		6,500	
		Rifle ammunition	8,000		8,000	
		ISP/IWIN access fees	3,000		2,500	
		Storage rental unit	4,000		4,000	
		Specialized police training	25,000		25,000	
		Taser accessories	7,500		0	
		Citizen observer	5,500		5,500	
		Industrial platform scales	1,200		0	
		LEADS OnLine Program	7,000		7,000	
		Rental car - CIB covert surveillance	0		5,000	
		Office Equipment (EQ9503)				
		Police office furniture update	20,000		0	
		Police Operational Equipment (EQ9501)	77,300		0	
		Police Vehicle Equipment Repl (EQ0803)	35,000		0	
		Radio system replacement (EQ1301)	500,000		0	
		Prior year encumbrance carryover	10,125	743,125	0	96,500
		TOTAL OTHER CHARGES		**754,125**		**107,500**
		TOTAL CRIMINAL INVESTIGATION		**779,125**		**132,500**
		TOTAL CRIMINAL INVESTIGATION FUND		**779,125**		**132,500**

SOLID WASTE FUND — SWANCC

► Fund at a Glance

The Village of Arlington Heights, along with 22 other North and Northwest Suburban Cook County municipalities, has entered into an intergovernmental agreement thereby creating the "Solid Waste Agency of Northern Cook County" (S.W.A.N.C.C.) to provide an efficient and environmentally sound municipal solid waste disposal system. The Village contractor is required to pay to the Village a predetermined municipal disposal fee and must utilize the transfer station owned and operated by S.W.A.N.C.C. The Village has set up an enterprise fund to account for the "user charges" collected from the hauler and further paid to S.W.A.N.C.C. at a set price per ton.

Restrictions:

The intergovernmental agreements and project use agreement governs the financing of the S.W.A.N.C.C. operation. A Board of Directors of the member municipalities is charged with the responsibility of its future operations and contract negotiations with its members.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est. Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
Revenues							
Fees	$1,406,829	$1,701,884	$1,512,700	$1,500,000	**$1,537,700**	$37,700	2.5%
Interest Income	13,954	8,046	8,000	10,000	**8,000**	(2,000)	(20.0%)
Other	109,443	149,473	0	0	**0**	0	N/A
Total Revenues	$1,530,226	$1,859,403	$1,520,700	$1,510,000	**$1,545,700**	$35,700	2.4%
Interfund Transfers In	0	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$1,530,226**	**$1,859,403**	**$1,520,700**	**$1,510,000**	**$1,545,700**	**$35,700**	**2.4%**
Expenditures							
Contractual Services	$1,492,582	$1,529,106	$1,303,100	$1,417,400	**$1,301,700**	($115,700)	(8.2%)
Total Expenditures	$1,492,582	$1,529,106	$1,303,100	$1,417,400	**$1,301,700**	($115,700)	(8.2%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$1,492,582**	**$1,529,106**	**$1,303,100**	**$1,417,400**	**$1,301,700**	**($115,700)**	**(8.2%)**
REVENUES OVER (UNDER) EXPENDITURES	**$37,644**	**$330,297**	**$217,600**	**$92,600**	**$244,000**	**$151,400**	**163.5%**
BEGINNING WORKING CASH	**1,799,296**	**1,836,940**	**2,167,237**	**2,167,237**	**2,384,837**	**217,600**	**10.0%**
ENDING WORKING CASH	**$1,836,940**	**$2,167,237**	**$2,384,837**	**$2,259,837**	**$2,628,837**	**$369,000**	**16.3%**

SOLID WASTE FUND - SWANCC

REVENUES

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
511-0000-437.81-00	Solid Waste Disposal Fees	1,169,714	1,368,057	1,200,000	1,200,000	**1,200,000**	0	0.0%
511-0000-437.83-00	Solid Waste Fee Multi-Family	237,115	333,827	275,000	300,000	**300,000**	0	0.0%
511-0000-437.85-00	Recycling Program	109,443	149,473	37,700	0	**37,700**	37,700	N/A
	SWANCC Fees	**1,516,272**	**1,851,357**	**1,512,700**	**1,500,000**	**1,537,700**	**37,700**	**2.5%**
511-0000-461.02-00	Interest on Investments	9,719	6,732	8,000	10,000	**8,000**	(2,000)	(20.0%)
511-0000-462.10-00	Market Value Adjustments	4,235	1,314	0	0	**0**	0	N/A
	Interest Income	**13,954**	**8,046**	**8,000**	**10,000**	**8,000**	**(2,000)**	**(20.0%)**
	Total Solid Waste Fund	**1,530,226**	**1,859,403**	**1,520,700**	**1,510,000**	**1,545,700**	**35,700**	**2.4%**

SOLID WASTE FUND - SWANCC

EXPENDITURES

Solid Waste Disposal 7401

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc (Dec)	% Inc (Dec)
511-7401-562.21-54	Solid Waste Disp SWANCC	1,492,582	1,529,106	1,303,100	1,417,400	**1,301,700**	(115,700)	(8.2%)
	Contractual Services	**1,492,582**	**1,529,106**	**1,303,100**	**1,417,400**	**1,301,700**	**(115,700)**	**(8.2%)**
	Total Solid Waste Disposal	**1,492,582**	**1,529,106**	**1,303,100**	**1,417,400**	**1,301,700**	**(115,700)**	**(8.2%)**
	Total SWANCC Fund	**1,492,582**	**1,529,106**	**1,303,100**	**1,417,400**	**1,301,700**	**(115,700)**	**(8.2%)**

SOLID WASTE DISPOSAL 7401

Account Number	Account Title	Description	Budget 2012-13	Budget 2013-14
CONTRACTUAL SERVICES:				
511-7401-562.21-54	Solid Waste Disp SWANCC	Single family refuse disposal (estimated tons 19,872 @ $57.53/ton)	1,143,250	
		Multi-family refuse disposal (estimated tons 4,765 @ $57.53/ton)	274,150	
		Single family refuse disposal (estimated tons 17,997 @ $58.09/ton)		1,045,450
		Multi-family refuse disposal (estimated tons 4,411 @ $58.09/ton)		256,250
		TOTAL CONTRACTUAL SERVICES	**1,417,400**	**1,301,700**
		TOTAL SOLID WASTE DISPOSAL	**1,417,400**	**1,301,700**
		TOTAL SOLID WASTE FUND	**1,417,400**	**1,301,700**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING BUDGET
FISCAL YEAR 2013-14
BEGINNING MAY 1, 2013

LIBRARY BOARD

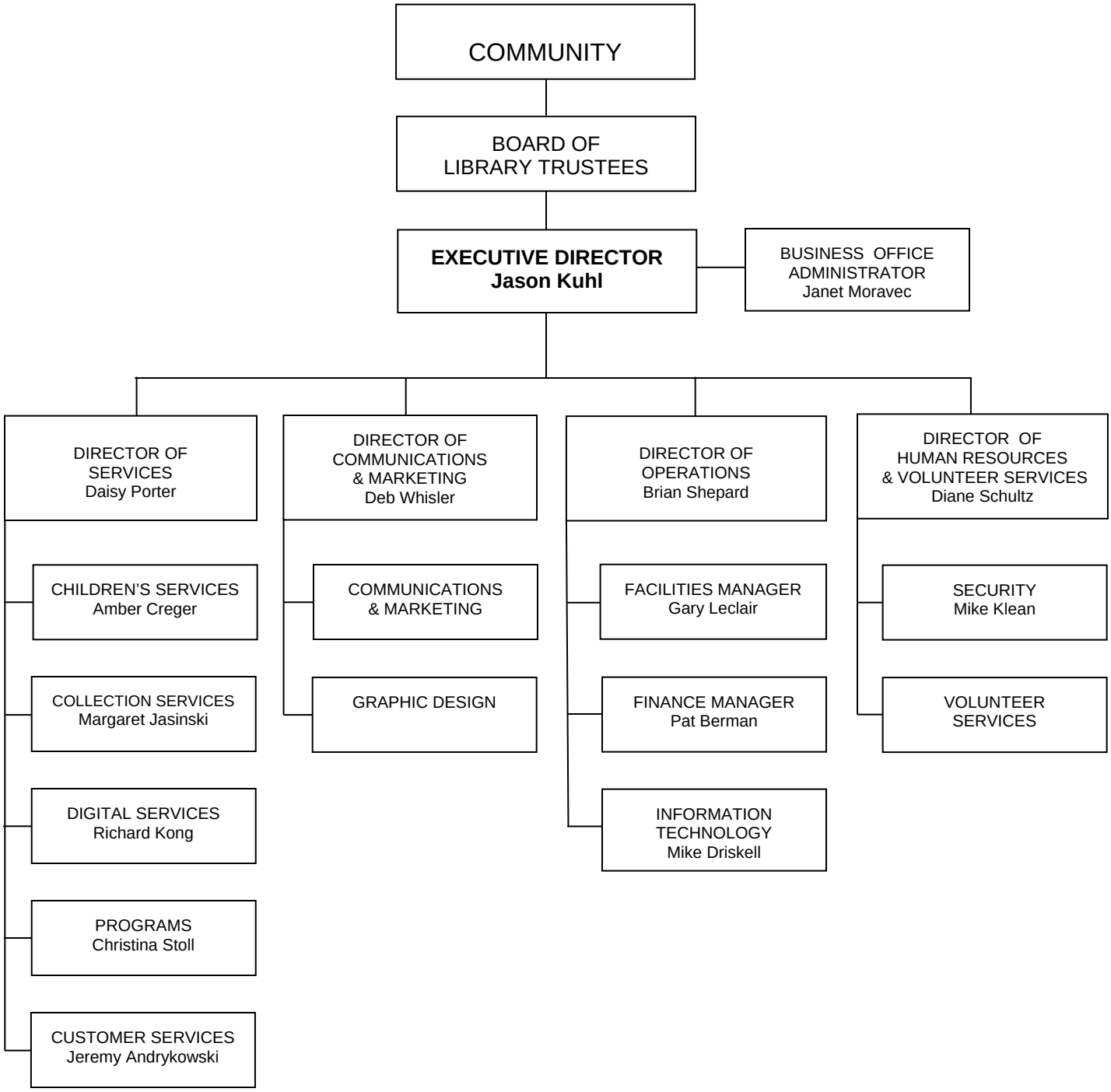
Charles Drost
G. Victor Johnson
Deborah A. Nelson
Kerry W. Pearson
Luis Ramirez-Alonso
Debbie Smart
David F. Unumb

EXECUTIVE DIRECTOR

Jason Kuhl

Arlington Heights Memorial LIBRARY

Effective 1/1/2013



► Fund at a Glance

The Arlington Heights Memorial Library uses two funds to account for its expenditures. The General Fund is a subcategory of the special revenue fund type and is reported under Special Revenues in the Village of Arlington Heights' financial statements. The Capital Fund accounts for a variety of capital improvements listed in the library's Long Range Fiscal Plan. The Memorial Library General and Capital Funds are for the operations of the village library, not including any debt service or capital expenditures associated with bond issues by the village for library purposes. (These items are paid for by the village and accounted for in other village funds.)

Since 1926, library funding has been derived from a special revenue tax fund set up for the purpose of maintaining a library for village residents. The library derived 96% of its operating revenue from property taxes in fiscal year 2012. There were 53,691 Arlington Heights registered borrowers as of April 30, 2012.

LIBRARY GOVERNANCE & STAFF:

- The library is governed by an elected Board of Library Trustees consisting of seven members; each member serves an unremunerated six-year term. Current trustees are: Charles Drost, G. Victor Johnson, Deborah A. Nelson, Kerry W. Pearson, Luis Ramirez-Alonso, Debbie Smart and David F. Unumb.

- The Board of Library Trustees regularly meets on the third Tuesday of each month; all meetings are open to the public. The library has a staff that includes 30 employees with Master of Library Science degrees. As of May 1, 2012, the total full-time equivalent (FTE) of employees was 150.1.

LIBRARY VISION AND VALUES

Our Vision
The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- partnering with them to develop skills they need to succeed in all stages of their lives;
- helping local businesses and community agencies thrive;
- creating occasions for cultural experiences and discovery; and
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

Our Values
We believe in:

- **Unparalleled Customer Service**: our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- **Free and Equal Access:** all individuals have the right to choose for themselves what to read, hear, or view.
- **Fiscal Responsibility:** all decisions are weighed against the value added to the lives of our customers.
- **A Focus on Arlington Heights:** we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

LIBRARY FACILITY:

- The Arlington Heights Memorial Library is open 79 hours weekly: 9 a.m.-10 p.m. on weekdays, 9 a.m.-5:30 p.m. on Saturdays, and 12 p.m.-5:30 p.m. on Sundays.

- Located at 500 North Dunton Avenue, the current library building opened in June of 1968, with 40,000 square feet. In 1978, it was expanded to over 76,000 square feet. In 1992, voter approval was given to build a 56,000-square-foot addition and to renovate the original facility. The library's second-floor addition opened in September of 1994, and renovation of the original building was completed in 1995.

- A second renovation of the first and second floors is scheduled for completion in March 2013. This renovation will add a teen area, ten more conference rooms, a digital media lab, a genealogy room, a lounge with a fireplace donated by The Friends of the Library, the Marketplace area for new and popular books and many public spaces for exhibits and programs.

- The main floor is divided into service areas for adults, teens and children, including selections of books, DVDs, magazines, computers, CDs and a cafe. A computer training lab and a digital media lab are available for staff and public classes.

- The second floor contains the Literacy/ESL (English as a Second Language) office, 14 conference rooms, a meeting room (with a maximum capacity of 200) available for library programs and for use by eligible community groups, administrative offices, and staff room.

- The lower level of the building includes parking, a book drop, a drive-up window, and maintenance areas, including heating and ventilating equipment.

LIBRARY COLLECTION & EQUIPMENT:

- The library owned 361,117 books, magazines, and audiovisual items as of April 30, 2012.
- The total circulation for the fiscal year ended April 30, 2012, was 2,670,136 items.
- Wireless Internet service, laptops, and iPads for use in the library are available.
- Over 100 personal computers with Internet access and office software are available for public use.
- Photocopiers, a color copier, fax machines and microform reader/printers are available.
- An Optelec machine for the visually impaired, a TTY for communication with the hearing impaired, and three public computers with magnification software are available.
- Electronic resources, including business information and magazine indexes with full-text options, are offered both in the library and remotely.

LIBRARY PROGRAMS & SERVICES:

The library adds value to the lives of residents by offering:

- Ereaders such as the Kindle, Nook and Sony to borrow.
- A mobile phone application for accessing library resources, self-checkout and downloading eBooks.
- A Business Center with resources and classes for small businesses.
- The Studio, a digital media lab consisting of a production studio and three smaller post-production rooms. Customers can create media projects for home, school, or business. There is equipment for scanning photos, creating and scanning video, and recording voice or music. The lab also

loans equipment such as cameras and tripods for customers who want to work on projects outside of the library.
- A wide variety of programs and events for children, teens and adults including story times, lectures, book discussions, concerts and large scale exhibits.
- A summer reading program, which attracts more than 5,000 children annually participating in summer leisure and skill-building reading while on vacation from their classrooms.
- Literacy tutoring in cooperation with Township High School District 214 Community Education and through the library's own literacy lab.
- A variety of computer classes offered throughout the year.

For the fifth year in a row, *Library Journal's* "Index of Public Library Service" gave the Arlington Heights Memorial Library a five-star rating, making it one of America's top-rated libraries. Only 1% of public libraries across the nation were awarded this distinction and only 30 libraries have received it five years in a row.

LIBRARY OUTREACH:

Beyond its four walls, the library provides:

- Bookmobile service at 29 stops throughout the community, and outreach services to apartment complexes, health care sites, senior independent living complexes, homebound citizens and residents of the Backstretch at Arlington Park.

- Access to the online catalog, library accounts, full-text newspaper and magazine articles and online chat service, 24 hours a day, 7 days a week at **www.ahml.info**. A resident can reserve or renew materials, receive email reminders of due dates, download eBooks and register for programs online.

- Real-time homework assistance on a wide variety of school subjects, both in English and Spanish, is available at **www.ahml.info**.

- Answers to reference questions by phone, instant messaging, email, or via the website at **www.ahml.info**.

- A bimonthly newsletter highlighting services and programs mailed to all village residences and businesses.

LIBRARY COLLABORATION:

- The library is a member of the Reaching Across Illinois Library System (RAILS), a cooperative with over 1,500 public, academic, school and private libraries. Through interlibrary loan, residents have access to vast library collections throughout the country. As a benefit of system membership, residents have reciprocal borrowing privileges with neighboring public libraries, the Chicago Public Library and many other libraries throughout Illinois.

- The library is a service partner at the Arlington Heights Senior Center, operating a reading room and computer lab at the center. Features include a collection of appealing items to check out, programs, discussion groups and free computers with Internet access and computer classes.

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
BEGINNING FUND BALANCE	**$5,027,695**	**$6,210,348**	**$7,545,534**	**$7,545,534**	**$5,909,152**	**($1,636,382)**	**(21.7%)**
Revenues							
Taxes	$12,769,651	$13,014,353	$13,158,858	$13,158,858	**$13,290,447**	$131,589	1.0%
Intergovernmental	94,397	107,240	96,000	92,000	**93,000**	1,000	1.1%
Fees	37,131	38,807	43,328	38,775	**38,775**	0	0.0%
Fines	223,179	202,453	167,500	132,000	**165,000**	33,000	25.0%
Interest Income	82,350	54,049	50,000	45,000	**45,000**	0	0.0%
Other	107,632	107,627	134,000	77,000	**77,000**	0	0.0%
Total Revenues	**$13,314,340**	**$13,524,529**	**$13,649,686**	**$13,543,633**	**$13,709,222**	**$165,589**	**1.2%**
Expenditures							
Personal Services	$8,455,273	$8,677,401	$9,168,211	$9,772,824	**$9,559,573**	($213,251)	(2.2%)
Contractual Services	988,538	1,283,264	1,243,335	1,331,591	**1,309,844**	(21,747)	(1.6%)
Commodities	1,870,730	1,859,728	1,946,299	2,032,355	**2,092,931**	60,576	3.0%
Other Charges	15,739	37,599	10,533	29,500	**29,500**	0	0.0%
Capital Items	801,407	331,351	0	0	**0**	0	N/A
Total Expenditures	**$12,131,687**	**$12,189,343**	**$12,368,378**	**$13,166,270**	**$12,991,848**	**($174,422)**	**(1.3%)**
REVENUES OVER (UNDER) EXPENDITURES	**$1,182,653**	**$1,335,186**	**$1,281,308**	**$377,363**	**$717,374**	**$340,011**	**90.1%**
Interfund Transfers Out	0	0	(2,917,690)	(2,878,924)	(715,874)	2,163,050	(75.1%)
ENDING FUND BALANCE	**$6,210,348**	**$7,545,534**	**$5,909,152**	**$5,043,973**	**$5,910,652**	**$866,679**	**17.2%**

MEMORIAL LIBRARY FUND

REVENUES

Account No.	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-0000-401.03-00	Real Estate Tax IMRF	764,740	672,885	789,187	789,187	**797,079**	7,892	1.0%
291-0000-401.04-00	Real Estate Tax FICA	494,448	509,746	509,455	509,455	**514,550**	5,095	1.0%
291-0000-401.05-00	Real Estate Tax	11,510,463	11,831,722	11,860,216	11,860,216	**11,978,818**	118,602	1.0%
	Real Estate Taxes	**12,769,651**	**13,014,353**	**13,158,858**	**13,158,858**	**13,290,447**	**131,589**	**1.0%**
291-0000-411.65-00	Per Capita Grant & Gifts	78,623	78,795	78,000	78,000	**78,000**	0	0.0%
291-0000-411.70-00	Other Grants	11,511	7,867	16,000	6,000	**10,000**	4,000	66.7%
291-0000-411.75-00	Other Restricted	2,762	0	0	0	**0**	0	N/A
291-0000-411.90-00	Contribution Ord. Library	1,501	20,578	2,000	8,000	**5,000**	(3,000)	(37.5%)
	Intergovernmental	**94,397**	**107,240**	**96,000**	**92,000**	**93,000**	**1,000**	**1.1%**
291-0000-436.72-00	Non Resident Fees	774	797	828	775	**775**	0	0.0%
291-0000-436.74-00	Copier/Reader Printer Fees	36,357	33,815	38,400	34,000	**34,000**	0	0.0%
291-0000-436.75-00	Meeting Room Fees	0	4,195	4,100	4,000	**4,000**	0	0.0%
	Library Fees	**37,131**	**38,807**	**43,328**	**38,775**	**38,775**	**0**	**0.0%**
291-0000-442.20-00	Late Charges	199,548	179,777	147,000	108,000	**145,000**	37,000	34.3%
291-0000-442.25-00	Lost Item Charges	23,631	22,676	20,500	24,000	**20,000**	(4,000)	(16.7%)
	Library Fines	**223,179**	**202,453**	**167,500**	**132,000**	**165,000**	**33,000**	**25.0%**
291-0000-461.02-00	Interest on Investments	54,590	44,926	50,000	45,000	**45,000**	0	0.0%
291-0000-462.10-00	Market Value Adjustments	27,760	9,123	0	0	**0**	0	N/A
	Interest Income	**82,350**	**54,049**	**50,000**	**45,000**	**45,000**	**0**	**0.0%**
291-0000-482.02-00	Dedicated Revenue	4,157	0	0	0	**0**	0	N/A
	Library - Other	**4,157**	**0**	**0**	**0**	**0**	**0**	**N/A**
291-0000-483.70-00	Donations - Library	10,812	4,147	3,500	1,000	**1,000**	0	0.0%
	Donations	**10,812**	**4,147**	**3,500**	**1,000**	**1,000**	**0**	**0.0%**
291-0000-489.90-00	Other Income	24,196	27,528	15,000	10,500	**10,500**	0	0.0%
291-0000-489.93-00	Donations Genealogy	645	715	500	500	**500**	0	0.0%
291-0000-489.94-00	FOL Reimbursements	67,822	75,237	115,000	65,000	**65,000**	0	0.0%
	Other	**92,663**	**103,480**	**130,500**	**76,000**	**76,000**	**0**	**0.0%**
	Total Memorial Library Fund	**13,314,340**	**13,524,529**	**13,649,686**	**13,543,633**	**13,709,222**	**165,589**	**1.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Administration 6001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-01	Executive Director	138,060	143,410	134,411	147,738	**132,339**	(15,399)	(10.4%)
291-6001-601.16-02	Director of Library Operations	87,200	89,724	93,446	93,430	**120,463**	27,033	28.9%
291-6001-601.16-17	Director of Services	112,477	116,861	120,367	121,243	**97,083**	(24,160)	(19.9%)
291-6001-601.16-43	Business Office Administrator	46,178	47,514	49,411	49,440	**51,183**	1,743	3.5%
291-6001-601.16-51	Clerk IV	38,327	39,437	41,011	41,034	**42,483**	1,449	3.5%
291-6001-601.16-57	Clerk II	16,677	17,164	17,214	17,513	**17,521**	8	0.0%
291-6001-601.16-92	Achievement Awards	500	6,500	2,000	2,000	**2,000**	0	0.0%
	Salaries	**439,419**	**460,610**	**457,860**	**472,398**	**463,072**	**(9,326)**	**(2.0%)**
291-6001-601.19-05	Medical Insurance	57,658	55,208	58,272	187,409	**191,566**	4,157	2.2%
291-6001-601.19-10	IMRF	49,066	55,622	286,438	288,770	**78,527**	(210,244)	(72.8%)
291-6001-601.19-11	Social Security	24,604	24,845	27,913	26,264	**27,136**	872	3.3%
291-6001-601.19-12	Medicare	6,170	6,326	6,639	6,850	**6,381**	(469)	(6.8%)
291-6001-601.19-53	Flexible Spending	2,865	2,404	2,040	2,600	**2,200**	(400)	(15.4%)
291-6001-601.19-55	Unemployment Compensation	4,073	14,797	6,000	10,000	**10,000**	0	0.0%
	Fringe Benefits	**144,436**	**159,202**	**387,302**	**521,893**	**315,809**	**(206,084)**	**(39.5%)**
291-6001-601.20-05	Professional Services	33,106	13,990	0	4,000	**4,000**	0	0.0%
291-6001-601.20-08	Consulting Services Library	0	0	0	4,000	**4,000**	0	0.0%
291-6001-601.20-20	Legal Services	18,039	21,845	13,000	17,000	**16,000**	(1,000)	(5.9%)
291-6001-601.20-40	General Insurance	112,280	114,352	129,912	140,647	**142,655**	2,008	1.4%
291-6001-601.20-81	OCLC Services	83,554	79,743	79,743	79,743	**79,743**	0	0.0%
291-6001-601.21-65	Other Services	6,017	25,308	6,800	25,920	**5,920**	(20,000)	(77.2%)
291-6001-601.22-01	Advertising	398	404	800	1,000	**1,000**	0	0.0%
291-6001-601.22-02	Dues	3,897	4,403	4,693	3,693	**4,783**	1,090	29.5%
291-6001-601.22-03	Training	9,409	21,718	16,714	17,054	**92,963**	75,909	445.1%
291-6001-601.22-05	Postage	41,298	36,335	41,220	41,220	**41,630**	410	1.0%
291-6001-601.22-42	Internet Access	16,986	17,842	20,040	20,040	**22,080**	2,040	10.2%
291-6001-601.22-70	Telephone Services	33,557	29,968	30,780	30,780	**30,780**	0	0.0%
	Contractual Services	**358,541**	**365,908**	**343,702**	**385,097**	**445,554**	**60,457**	**15.7%**
291-6001-601.30-05	Office Supplies & Equipment	3,444	2,937	4,305	5,631	**4,995**	(636)	(11.3%)
291-6001-601.31-85	Small Tools & Equipment	1,005	599	0	5,000	**5,000**	0	0.0%
291-6001-601.32-72	Special Events	1,840	651	1,000	1,000	**1,000**	0	0.0%
	Commodities	**6,289**	**4,187**	**5,305**	**11,631**	**10,995**	**(636)**	**(5.5%)**
291-6001-601.40-96	Operating Contingency	13,339	34,929	4,933	20,000	**20,000**	0	0.0%
	Other Charges	**13,339**	**34,929**	**4,933**	**20,000**	**20,000**	**0**	**0.0%**
291-6001-601.50-15	Other Equipment	49,654	72,871	0	0	**0**	0	N/A
291-6001-601.50-55	Other Capital Outlay	0	0	0	0	**0**	0	N/A
	Capital Outlay	**49,654**	**72,871**	**0**	**0**	**0**	**0**	**N/A**
	Total Administration	**1,011,678**	**1,097,707**	**1,199,102**	**1,411,019**	**1,255,430**	**(155,589)**	**(11.0%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Communications & Marketing 6002

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-21	Director of Communications	75,415	77,596	80,699	80,781	**83,612**	2,831	3.5%
291-6002-601.16-23	Graphics Supervisor	0	0	60,287	54,839	**64,336**	9,497	17.3%
291-6002-601.16-48	Library Assistant I	77,160	77,864	26,737	25,605	**26,134**	529	2.1%
291-6002-601.16-50	Graphics Designer	41,213	41,991	61,430	75,926	**45,424**	(30,502)	(40.2%)
291-6002-601.16-79	Publication Editor	28,144	28,927	30,732	29,421	**30,279**	858	2.9%
291-6002-601.16-80	Communications Assistant	8,746	9,269	12,018	11,778	**14,529**	2,751	23.4%
	Salaries	**230,678**	**235,647**	**271,903**	**278,350**	**264,314**	**(14,036)**	**(5.0%)**
291-6002-601.19-05	Medical Insurance	34,596	33,120	34,956	40,716	**42,940**	2,224	5.5%
291-6002-601.19-10	IMRF	24,795	27,754	34,317	35,940	**37,531**	1,591	4.4%
291-6002-601.19-11	Social Security	13,623	14,080	16,258	17,258	**16,387**	(871)	(5.0%)
291-6002-601.19-12	Medicare	3,190	3,293	3,793	4,036	**3,833**	(203)	(5.0%)
	Fringe Benefits	**76,204**	**78,247**	**89,324**	**97,950**	**100,692**	**2,742**	**2.8%**
291-6002-601.21-02	Equipment Maintenance	929	770	1,840	1,840	**1,840**	0	0.0%
291-6002-601.21-65	Other Services	10,482	5,967	4,716	4,716	**56,763**	52,047	1103.6%
291-6002-601.22-02	Dues	1,904	1,751	2,035	2,035	**2,035**	0	0.0%
291-6002-601.22-03	Training	1,709	190	1,134	865	**873**	8	0.9%
291-6002-601.22-10	Printing	46,227	68,594	78,446	78,446	**89,387**	10,941	13.9%
	Contractual Services	**61,251**	**77,272**	**88,171**	**87,902**	**150,898**	**62,996**	**71.7%**
291-6002-601.30-05	Office Supplies & Equipment	13,420	13,062	20,125	15,276	**15,276**	0	0.0%
291-6002-601.31-85	Small Tools & Equipment	3,234	4,916	8,000	8,000	**8,000**	0	0.0%
291-6002-601.32-01	Program Supplies	1,161	61	1,000	1,000	**1,000**	0	0.0%
291-6002-601.32-72	Special Events	3,368	1,226	7,900	7,900	**7,900**	0	0.0%
	Commodities	**21,183**	**19,265**	**37,025**	**32,176**	**32,176**	**0**	**0.0%**
	Total Communications & Marketing	**389,316**	**410,431**	**486,423**	**496,378**	**548,080**	**51,702**	**10.4%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Human Resources 6003

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-22	Director of Human Resources	63,580	60,091	63,827	63,107	**65,657**	2,550	4.0%
291-6003-601.16-51	Clerk IV	21,726	26,061	26,542	26,132	**27,208**	1,076	4.1%
291-6003-601.16-53	Volunteer Coordinator	20,808	21,038	21,744	21,584	**21,814**	230	1.1%
	Salaries	**106,114**	**107,190**	**112,113**	**110,823**	**114,678**	**3,855**	**3.5%**
291-6003-601.19-10	IMRF	11,819	13,121	14,961	14,894	**16,288**	1,394	9.4%
291-6003-601.19-11	Social Security	6,502	6,459	6,951	6,871	**7,110**	239	3.5%
291-6003-601.19-12	Medicare	1,520	1,511	1,626	1,607	**1,663**	56	3.5%
291-6003-601.19-50	Employee Asst. Program	6,025	6,125	6,025	6,125	**6,200**	75	1.2%
	Fringe Benefits	**25,866**	**27,216**	**29,563**	**29,497**	**31,261**	**1,764**	**6.0%**
291-6003-601.21-65	Other Services	7,700	10,097	36,000	50,325	**11,265**	(39,060)	(77.6%)
291-6003-601.22-01	Advertising	1,114	1,529	0	1,000	**1,000**	0	0.0%
291-6003-601.22-02	Dues	1,730	1,970	1,875	1,875	**1,940**	65	3.5%
291-6003-601.22-03	Training	949	342	1,000	1,000	**1,000**	0	0.0%
291-6003-601.22-55	In Service Training	6,840	8,029	5,000	8,900	**8,000**	(900)	(10.1%)
	Contractual Services	**18,333**	**21,967**	**43,875**	**63,100**	**23,205**	**(39,895)**	**(63.2%)**
291-6003-601.32-01	Program Supplies	2,996	3,077	4,000	4,000	**4,000**	0	0.0%
	Commodities	**2,996**	**3,077**	**4,000**	**4,000**	**4,000**	**0**	**0.0%**
291-6003-601.40-62	Tuition Reimbursement	900	1,420	3,100	4,500	4,500	0	0.0%
291-6003-601.40-70	Employee Recognition Program	1,500	1,250	2,500	5,000	5,000	0	0.0%
	Other Charges	**2,400**	**2,670**	**5,600**	**9,500**	**9,500**	**0**	**0.0%**
	Total Human Resources	**155,709**	**162,120**	**195,151**	**216,920**	**182,644**	**(34,276)**	**(15.8%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Paid by Gifts and Grants 6004

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.21-65	Other Services	28,134	31,314	34,186	5,000	**5,000**	0	0.0%
	Contractual Services	**28,134**	**31,314**	**34,186**	**5,000**	**5,000**	**0**	**0.0%**
291-6004-601.30-05	Office Supplies & Equipment	0	77	1,000	5,000	**5,000**	0	0.0%
291-6004-601.31-85	Small Tools and Equipment	6,901	3,621	3,000	5,000	**5,000**	0	0.0%
291-6004-601.32-01	Program Supplies	2,543	6,971	7,000	5,000	**5,000**	0	0.0%
291-6004-601.32-02	Program Events	5,900	10,015	4,000	5,000	**5,000**	0	0.0%
291-6004-601.32-32	Software	599	778	0	5,000	**5,000**	0	0.0%
291-6004-601.32-72	Special Events	8,111	9,194	8,000	5,000	**5,000**	0	0.0%
291-6004-601.32-75	Audio Visual	2,425	0	0	5,000	**5,000**	0	0.0%
291-6004-601.32-78	Electronic Resources	0	0	0	5,000	**5,000**	0	0.0%
291-6004-601.32-80	Books	3,825	2,234	900	5,000	**5,000**	0	0.0%
	Commodities	**30,304**	**32,890**	**23,900**	**45,000**	**45,000**	**0**	**0.0%**
291-6004-601.50-12	Computer Equipment	0	22,243	0	0	**0**	0	N/A
291-6004-601.50-15	Other Equipment	16,349	0	0	0	**0**	0	N/A
291-6004-601.50-55	Other Capital Outlay	24,273	14,066	0	0	**0**	0	N/A
	Capital Outlay	**40,622**	**36,309**	**0**	**0**	**0**	**0**	**N/A**
	Total Paid by Gifts and Grants	**99,060**	**100,513**	**58,086**	**50,000**	**50,000**	**0**	**0.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Finance 6008

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-24	Finance Manager	77,512	78,977	80,554	81,413	**82,619**	1,206	1.5%
291-6008-601.16-48	Library Assistant I	44,791	46,090	47,704	47,754	**47,734**	(20)	(0.0%)
291-6008-601.16-51	Clerk IV	40,275	41,441	42,771	42,815	**42,798**	(17)	(0.0%)
291-6008-601.16-57	Clerk II	15,489	16,098	16,613	16,897	**16,829**	(68)	(0.4%)
	Salaries	**178,067**	**182,606**	**187,642**	**188,879**	**189,980**	**1,101**	**0.6%**
291-6008-601.19-05	Medical Insurance	34,596	33,120	34,956	40,716	**42,940**	2,224	5.5%
291-6008-601.19-10	IMRF	19,906	22,364	25,180	25,496	**27,003**	1,507	5.9%
291-6008-601.19-11	Social Security	10,769	11,030	11,634	11,710	**11,779**	69	0.6%
291-6008-601.19-12	Medicare	2,519	2,579	2,721	2,739	**2,755**	16	0.6%
	Fringe Benefits	**67,790**	**69,093**	**74,491**	**80,661**	**84,476**	**3,815**	**4.7%**
291-6008-601.20-05	Professional Services	8,500	8,690	8,950	8,950	**9,305**	355	4.0%
291-6008-601.21-36	Equipment Rental	1,751	1,106	904	1,357	**1,509**	152	11.2%
291-6008-601.21-65	Other Services	133	0	0	250	**150**	(100)	(40.0%)
291-6008-601.22-02	Dues	280	280	495	510	**500**	(10)	(2.0%)
291-6008-601.22-03	Training	629	817	1,300	1,600	**1,410**	(190)	(11.9%)
291-6008-601.22-25	IT Service Charge	20,000	20,000	20,000	20,000	**23,000**	3,000	15.0%
	Contractual Services	**31,293**	**30,893**	**31,649**	**32,667**	**35,874**	**3,207**	**9.8%**
291-6008-601.30-05	Office Supplies & Equipment	935	799	936	936	**500**	(436)	(46.6%)
291-6008-601.30-32	Software Library	30,821	29,634	0	0	**0**	0	N/A
	Commodities	**31,756**	**30,433**	**936**	**936**	**500**	**(436)**	**(46.6%)**
	Total Finance	**308,906**	**313,025**	**294,718**	**303,143**	**310,830**	**7,687**	**2.5%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Information Technology 6010

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-25	Department Manager II	73,117	74,497	76,732	76,806	**79,468**	2,662	3.5%
291-6010-601.16-26	Department Manager I	56,534	59,648	61,408	61,546	**62,978**	1,432	2.3%
291-6010-601.16-28	Web Developer	81,073	52,154	55,135	55,600	**58,118**	2,518	4.5%
291-6010-601.16-44	Library Assistant III	43,432	75,331	46,474	46,524	**49,715**	3,191	6.9%
291-6010-601.16-49	Computer Technician	88,515	89,960	92,118	92,495	**94,779**	2,284	2.5%
291-6010-601.16-54	Clerk III	59,681	66,279	72,579	72,842	**75,275**	2,433	3.3%
291-6010-601.16-68	LAN Administrator	61,562	62,725	65,239	64,660	**67,588**	2,928	4.5%
	Salaries	**463,914**	**480,594**	**469,685**	**470,473**	**487,922**	**17,449**	**3.7%**
291-6010-601.19-05	Medical Insurance	92,257	88,320	93,228	108,576	**114,507**	5,931	5.5%
291-6010-601.19-10	IMRF	51,715	58,242	56,284	61,901	**67,547**	5,646	9.1%
291-6010-601.19-11	Social Security	28,000	29,074	29,120	29,169	**30,251**	1,082	3.7%
291-6010-601.19-12	Medicare	6,548	6,800	6,810	6,822	**7,075**	253	3.7%
	Fringe Benefits	**178,520**	**182,436**	**185,442**	**206,468**	**219,380**	**12,912**	**6.3%**
291-6010-601.20-05	Professional Services	9,860	3,279	2,000	3,000	**3,000**	0	0.0%
291-6010-601.20-08	Consulting Services Library	800	0	12,000	12,000	**4,500**	(7,500)	(62.5%)
291-6010-601.21-02	Equipment Maintenance	91,287	109,252	110,450	110,450	**114,270**	3,820	3.5%
291-6010-601.22-02	Dues	240	365	360	360	**360**	0	0.0%
291-6010-601.22-03	Training	11,186	13,499	18,829	18,829	**0**	(18,829)	(100.0%)
	Contractual Services	**113,373**	**126,395**	**143,639**	**144,639**	**122,130**	**(22,509)**	**(15.6%)**
291-6010-601.30-05	Office Supplies & Equipment	253	600	400	400	**400**	0	0.0%
291-6010-601.30-30	Data System Supplies	36,865	32,477	35,000	33,700	**42,305**	8,605	25.5%
291-6010-601.30-32	Software Library	73,286	99,124	112,000	104,716	**106,800**	2,084	2.0%
291-6010-601.30-33	Documentation Library	715	687	1,900	2,100	**2,100**	0	0.0%
291-6010-601.31-85	Small Tools and Equipment	9,739	17,147	14,000	12,400	**12,525**	125	1.0%
291-6010-601.32-05	Processing Supplies	2,633	1,197	1,500	2,500	**2,000**	(500)	(20.0%)
291-6010-601.32-32	Software	38,951	29,308	15,500	17,758	**18,851**	1,093	6.2%
291-6010-601.32-85	Copier Supplies	0	5,855	5,800	7,355	**0**	(7,355)	(100.0%)
	Commodities	**162,442**	**186,395**	**186,100**	**180,929**	**184,981**	**4,052**	**2.2%**
291-6010-601.50-12	Computer Equipment	169,597	161,108	0	0	**0**	0	N/A
291-6010-601.50-15	Other Equipment	0	14,814	0	0	**0**	0	N/A
	Capital Outlay	**169,597**	**175,922**	**0**	**0**	**0**	**0**	**N/A**
	Total Information Technology	**1,087,846**	**1,151,742**	**984,866**	**1,002,509**	**1,014,413**	**11,904**	**1.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Security 6015

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-63	Security Supervisor	57,886	60,140	63,148	63,224	**63,899**	675	1.1%
291-6015-601.16-66	Security Guard	136,751	150,853	145,956	134,196	**141,909**	7,713	5.7%
	Salaries	**194,637**	**210,993**	**209,104**	**197,420**	**205,808**	**8,388**	**0**
291-6015-601.19-05	Medical Insurance	34,596	33,120	34,956	40,716	**42,940**	2,224	5.5%
291-6015-601.19-10	IMRF	20,166	22,430	26,448	21,531	**28,030**	6,499	30.2%
291-6015-601.19-11	Social Security	10,863	12,661	12,964	12,240	**12,760**	520	4.2%
291-6015-601.19-12	Medicare	2,540	2,961	3,032	2,863	**2,984**	121	4.2%
	Fringe Benefits	**68,165**	**71,172**	**77,400**	**77,350**	**86,714**	**9,364**	**12.1%**
291-6015-601.22-03	Training	96	178	500	800	**500**	(300)	(37.5%)
	Contractual Services	**96**	**178**	**500**	**800**	**500**	**(300)**	**(37.5%)**
291-6015-601.30-05	Office Supplies & Equipment	310	176	225	225	**225**	0	0.0%
	Commodities	**310**	**176**	**225**	**225**	**225**	**0**	**0.0%**
	Total Security	**263,208**	**282,519**	**287,229**	**275,795**	**293,247**	**17,452**	**6.3%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Facilities 6020

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-60	Clerk I	38,408	40,403	40,483	41,122	**42,007**	885	2.2%
291-6020-601.16-69	Maintenance Supervisor	89,267	91,851	96,444	95,622	**96,580**	958	1.0%
291-6020-601.16-72	Maintenance Worker	223,441	198,971	222,490	230,964	**225,155**	(5,809)	(2.5%)
291-6020-601.18-05	Overtime Civilian	1,914	4,055	2,500	2,500	**2,500**	0	0.0%
	Salaries	**353,030**	**335,280**	**361,917**	**370,208**	**366,242**	**(3,966)**	**(1.1%)**
291-6020-601.19-05	Medical Insurance	69,193	66,240	69,924	81,432	**85,881**	4,449	5.5%
291-6020-601.19-10	IMRF	35,177	35,786	42,872	44,103	**45,716**	1,613	3.7%
291-6020-601.19-11	Social Security	20,637	19,733	22,439	22,953	**22,707**	(246)	(1.1%)
291-6020-601.19-12	Medicare	4,826	4,612	5,248	5,368	**5,311**	(57)	(1.1%)
	Fringe Benefits	**129,833**	**126,371**	**140,483**	**153,856**	**159,614**	**5,758**	**3.7%**
291-6020-601.21-02	Equipment Maintenance	15,783	13,906	15,500	15,500	**15,500**	0	0.0%
291-6020-601.21-07	Vehicle Maintenance	7,753	3,121	5,900	5,900	**5,959**	59	1.0%
291-6020-601.21-11	Building Maintenance	255,958	440,664	351,770	446,100	**224,100**	(222,000)	(49.8%)
291-6020-601.21-36	Equipment Rental	0	82	1,400	1,400	**1,400**	0	0.0%
291-6020-601.21-60	Water and Sewer Service	15,085	10,725	16,200	16,200	**16,200**	0	0.0%
291-6020-601.22-03	Training	0	0	425	425	**425**	0	0.0%
	Contractual Services	**294,579**	**468,498**	**391,195**	**485,525**	**263,584**	**(221,941)**	**(45.7%)**
291-6020-601.30-50	Petroleum Products	1,553	5,930	6,400	6,400	**6,400**	0	0.0%
291-6020-601.30-51	Heating Fuel	92,049	70,268	81,000	95,000	**90,000**	(5,000)	(5.3%)
291-6020-601.30-45	Janitorial Supplies	20,227	17,906	23,000	23,000	**23,000**	0	0.0%
	Commodities	**113,829**	**94,104**	**110,400**	**124,400**	**119,400**	**(5,000)**	**(4.0%)**
291-6020-601.50-15	Other Equipment	7,695	0	0	0	**0**	0	N/A
291-6020-601.50-55	Other Capital Outlay	533,820	46,249	0	0	**0**	0	N/A
	Capital Outlay	**541,515**	**46,249**	**0**	**0**	**0**	**0**	**N/A**
	Total Facilities	**1,432,786**	**1,070,502**	**1,003,995**	**1,133,989**	**908,840**	**(225,149)**	**(19.9%)**
	Total Admin Support Services	**4,748,509**	**4,588,559**	**4,509,570**	**4,889,753**	**4,563,484**	**(326,269)**	**(6.7%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Children's Services 6401

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-25	Department Manager II	94,384	96,741	63,790	100,185	**75,567**	(24,618)	(24.6%)
291-6401-601.16-33	Librarian IV	65,118	66,350	69,464	68,396	**68,389**	(7)	(0.0%)
291-6401-601.16-36	Librarian III	166,895	149,661	146,901	175,345	**178,589**	3,244	1.9%
291-6401-601.16-39	Librarian II	14,827	12,535	15,378	12,863	**14,505**	1,642	12.8%
291-6401-601.16-48	Library Assistant I	234,138	241,198	243,062	252,223	**247,788**	(4,435)	(1.8%)
291-6401-601.16-54	Clerk III	19,893	20,567	21,516	21,385	**21,297**	(88)	(0.4%)
291-6401-601.16-57	Clerk II	61,696	61,659	64,536	66,922	**65,978**	(944)	(1.4%)
291-6401-601.16-60	Clerk I	16,182	18,733	16,420	17,266	**17,829**	563	3.3%
	Salaries	**673,133**	**667,444**	**641,067**	**714,585**	**689,942**	**(24,643)**	**(3.4%)**
291-6401-601.19-05	Medical Insurance	69,192	66,240	58,272	81,432	**71,567**	(9,865)	(12.1%)
291-6401-601.19-10	IMRF	66,998	72,226	75,564	86,154	**88,509**	2,355	2.7%
291-6401-601.19-11	Social Security	42,145	40,541	39,746	44,304	**42,776**	(1,528)	(3.4%)
291-6401-601.19-12	Medicare	9,856	9,482	9,295	10,361	**10,004**	(357)	(3.4%)
	Fringe Benefits	**188,191**	**188,489**	**182,877**	**222,251**	**212,857**	**(9,394)**	**(4.2%)**
291-6401-601.21-02	Equipment Maintenance	925	1,275	2,828	2,828	**2,828**	0	0.0%
291-6401-601.21-65	Other Services	13,707	13,736	23,185	11,827	**2,808**	(9,019)	(76.3%)
291-6401-601.22-02	Dues	2,028	1,198	2,058	2,108	**2,093**	(15)	(0.7%)
291-6401-601.22-03	Training	5,118	4,500	9,843	9,843	**601**	(9,242)	(93.9%)
291-6401-601.22-10	Printing	4,529	0	0	0	**0**	0	N/A
291-6401-601.22-18	Performers & Exhibits	0	0	0	0	**12,137**	12,137	N/A
	Contractual Services	**26,307**	**20,709**	**37,914**	**26,606**	**20,467**	**(6,139)**	**(23.1%)**
291-6401-601.30-05	Office Supplies & Equipment	3,077	2,608	2,959	2,959	**2,959**	0	0.0%
291-6401-601.32-01	Program Supplies	3,020	2,090	2,596	2,596	**2,622**	26	1.0%
291-6401-601.32-02	Program Events	22,782	20,932	23,700	23,700	**23,937**	237	1.0%
291-6401-601.32-03	Binding	844	0	0	0	**0**	0	N/A
291-6401-601.32-75	Audio Visual	59,182	70,472	79,137	79,137	**1,050**	(78,087)	(98.7%)
291-6401-601.32-78	Electronic Resources	40,846	45,983	0	0	**0**	0	N/A
291-6401-601.32-80	Books	150,779	169,380	181,712	181,712	**2,240**	(179,472)	(98.8%)
291-6401-601.32-90	Circulation Supplies	2,469	2,221	2,205	2,205	**2,205**	0	0.0%
291-6401-601.32-95	Periodicals	2,928	2,837	3,445	3,445	**0**	(3,445)	(100.0%)
	Commodities	**285,927**	**316,523**	**295,754**	**295,754**	**35,013**	**(260,741)**	**(88.2%)**
	Total Children's Services	**1,173,558**	**1,193,165**	**1,157,612**	**1,259,196**	**958,279**	**(300,917)**	**(23.9%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Program Services 6405

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6405-601.16-26	Department Manager I	39,008	70,896	75,244	76,477	**77,928**	1,451	1.9%
291-6405-601.16-36	Librarian III	0	0	64,453	53,954	**106,636**	52,682	97.6%
291-6405-601.16-44	Library Assistant III	51,052	52,109	54,188	54,781	**56,122**	1,341	2.4%
291-6405-601.16-45	Library Assistant II	47,191	83,094	54,390	107,070	**58,539**	(48,531)	(45.3%)
291-6405-601.16-48	Library Assistant I	57,535	20,022	31,568	20,302	**76,845**	56,543	278.5%
291-6405-601.16-51	Clerk IV	88,096	88,208	119,579	95,976	**133,487**	37,511	39.1%
291-6405-601.16-54	Clerk III	0	0	11,752	12,388	**12,636**	248	2.0%
291-6405-601.16-57	Clerk II	33,679	1,019	0	11,167	**0**	(11,167)	(100.0%)
	Salaries	**316,561**	**315,348**	**411,174**	**432,115**	**522,192**	**90,077**	**20.8%**
291-6405-601.19-05	Medical Insurance	57,660	55,200	58,272	81,432	**100,194**	18,762	23.0%
291-6405-601.19-10	IMRF	29,478	34,931	47,924	50,561	**65,394**	14,833	29.3%
291-6405-601.19-11	Social Security	18,914	19,032	25,493	26,791	**32,376**	5,585	20.8%
291-6405-601.19-12	Medicare	4,423	4,451	5,962	6,266	**7,572**	1,306	20.8%
	Fringe Benefits	**110,475**	**113,614**	**137,651**	**165,050**	**205,535**	**40,485**	**24.5%**
291-6405-601.21-02	Equipment Maintenance	23	0	0	0	**0**	0	N/A
291-6405-601.21-65	Other Services	699	15,393	26,695	32,695	**0**	(32,695)	(100.0%)
291-6405-601.22-02	Dues	78	570	1,100	1,220	**1,890**	670	54.9%
291-6405-601.22-03	Training	2,190	3,776	4,827	8,827	**3,226**	(5,601)	(63.5%)
291-6405-601.22-10	Printing	1,447	0	0	0	**0**	0	N/A
291-6405-601.22-18	Performers & Exhibits	0	0	0	0	**84,450**	84,450	N/A
	Contractual Services	**4,437**	**19,739**	**32,622**	**42,742**	**89,566**	**46,824**	**109.6%**
291-6405-601.30-05	Office Supplies & Equipment	708	955	990	990	**1,575**	585	59.1%
291-6405-601.30-50	Petroleum Products	3,235	0	0	0	**0**	0	N/A
291-6405-601.32-01	Program Supplies	4,933	5,690	1,070	1,070	**2,460**	1,390	129.9%
291-6405-601.32-02	Program Events	0	0	10,380	11,380	**20,443**	9,063	79.6%
291-6405-601.32-75	Audio Visual	28,920	0	0	0	**0**	0	N/A
291-6405-601.32-80	Books	49,525	0	0	0	**0**	0	N/A
291-6405-601.32-90	Circulation Supplies	727	568	940	940	**950**	10	1.1%
291-6405-601.32-95	Periodicals	2,081	0	0	0	**0**	0	N/A
	Commodities	**90,129**	**7,213**	**13,380**	**14,380**	**25,428**	**11,048**	**76.8%**
	Total Program Services	**521,602**	**455,914**	**594,827**	**654,287**	**842,721**	**188,434**	**28.8%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Customer Services 6420

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-05	Customer Services Coordinator	0	0	84,645	84,134	**87,854**	3,720	4.4%
291-6420-601.16-07	Customer Services Associate	543,771	0	253,349	279,335	**272,248**	(7,087)	(2.5%)
291-6420-601.16-15	Head of Circulation	60,422	102,141	63,279	64,463	**65,368**	905	1.4%
291-6420-601.16-16	Library Assistant I Circulation	0	0	120,775	168,414	**123,168**	(45,246)	(26.9%)
291-6420-601.16-26	Department Manager I	61,781	67,117	72,250	73,603	**72,381**	(1,222)	(1.7%)
291-6420-601.16-36	Librarian III	0	0	110,843	110,303	**113,857**	3,554	3.2%
291-6420-601.16-39	Librarian II	0	0	107,699	113,465	**122,176**	8,711	7.7%
291-6420-601.16-46	Library Assistant I Mags & News	0	0	47,704	47,744	**47,734**	(10)	(0.0%)
291-6420-601.16-47	Library Assistant I Call Center	0	0	29,080	23,038	**24,255**	1,217	5.3%
291-6420-601.16-48	Library Assistant I	0	558,666	0	0	**0**	0	N/A
291-6420-601.16-51	Clerk IV	7,409	45,501	42,560	42,808	**0**	(42,808)	(100.0%)
291-6420-601.16-52	Clerk IV Circulation	0	0	44,569	44,604	**46,829**	2,225	5.0%
291-6420-601.16-54	Clerk III Mags & News	544,891	136,237	109,042	132,233	**100,922**	(31,311)	(23.7%)
291-6420-601.16-55	Clerk III Circulation	0	452,935	467,515	422,848	**462,110**	39,262	9.3%
291-6420-601.16-57	Clerk II	168,897	197,636	0	0	**0**	0	N/A
291-6420-601.16-58	Clerk II Circulation	0	0	103,034	104,362	**104,178**	(184)	(0.2%)
291-6420-601.16-59	Clerk II Call Center	0	0	112,566	104,036	**109,572**	5,536	5.3%
291-6420-601.16-75	Library Page II	112,884	116,803	118,838	114,576	**104,818**	(9,758)	(8.5%)
	Salaries	**1,500,055**	**1,677,036**	**1,887,748**	**1,929,966**	**1,857,470**	**(72,496)**	**(3.8%)**
291-6420-601.19-05	Medical Insurance	80,726	88,320	151,500	162,864	**186,075**	23,211	14.3%
291-6420-601.19-10	IMRF	134,526	164,619	204,714	211,962	**235,196**	23,234	11.0%
291-6420-601.19-11	Social Security	91,983	102,996	117,040	119,658	**115,163**	(4,495)	(3.8%)
291-6420-601.19-12	Medicare	21,510	24,088	27,372	27,985	**26,933**	(1,052)	(3.8%)
	Fringe Benefits	**328,745**	**380,023**	**500,626**	**522,469**	**563,367**	**40,898**	**7.8%**
291-6420-601.21-02	Equipment Maintenance	17,498	8,500	5,040	6,233	**6,690**	457	7.3%
291-6420-601.21-65	Other Services	3,487	5,661	50,253	3,455	**2,993**	(462)	(13.4%)
291-6420-601.22-02	Dues	745	1,618	2,863	2,598	**3,243**	645	24.8%
291-6420-601.22-03	Travel & Training	3,760	4,972	11,573	14,273	**3,814**	(10,459)	(73.3%)
	Contractual Services	**25,490**	**20,751**	**69,729**	**26,559**	**16,740**	**(9,819)**	**(37.0%)**
291-6420-601.30-05	Office Supplies & Equipment	2,746	5,324	2,726	2,726	**2,726**	0	0.0%
291-6420-601.30-07	Supplies Reimbursed by Patron	0	0	1,000	4,599	**4,599**	0	0.0%
291-6420-601.31-85	Small Tools & Equipment	93	0	100	100	**100**	0	0.0%
291-6420-601.32-01	Program Supplies	4,417	1,339	1,134	1,134	**1,134**	0	0.0%
291-6420-601.32-02	Program Events	827	1,266	1,350	1,350	**1,350**	0	0.0%
291-6420-601.32-80	Books	1,027	961	1,068	1,068	**1,068**	0	0.0%
291-6420-601.32-85	Copier Supplies	6,966	2,725	1,287	1,682	**1,682**	0	0.0%
291-6420-601.32-90	Circulation Supplies	9,609	4,437	11,550	13,021	**7,883**	(5,138)	(39.5%)
	Commodities	**25,685**	**16,052**	**20,215**	**25,680**	**20,542**	**(5,138)**	**(20.0%)**
291-6420-601.40-62	Tuition Reimbursement	0	0		0		0	N/A
	Commodities	**0**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Customer Services	**1,879,975**	**2,093,862**	**2,478,318**	**2,504,674**	**2,458,119**	**(46,555)**	**(1.9%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Digital Services 6450

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-25	Department Manager II	58,852	73,234	78,029	77,217	**81,415**	4,198	5.4%
291-6450-601.16-30	Digital Media Specialist	0	0	39,892	54,872	**41,621**	(13,251)	(24.1%)
291-6450-601.16-33	Librarian IV	72,365	73,367	75,207	75,271	**75,253**	(18)	(0.0%)
291-6450-601.16-36	Librarian III	210,083	215,608	75,570	57,927	**107,459**	49,532	85.5%
291-6450-601.16-39	Librarian II	236,367	175,731	788	4,946	**0**	(4,946)	(100.0%)
291-6450-601.16-48	Library Assistant I	0	0	160,458	163,981	**155,222**	(8,759)	(5.3%)
291-6450-601.16-51	Clerk IV	41,165	41,733	0	0	**0**	0	N/A
291-6450-601.16-54	Clerk III	12,264	13,649	11,800	12,342	**12,636**	294	2.4%
291-6450-601.16-60	Clerk I	964	0	0	0	**0**	0	N/A
	Salaries	**632,060**	**593,322**	**441,744**	**446,556**	**473,606**	**27,050**	**6.1%**
291-6450-601.19-05	Medical Insurance	80,725	77,280	46,620	40,716	**71,570**	30,854	75.8%
291-6450-601.19-10	IMRF	63,904	64,953	53,791	55,233	**63,617**	8,384	15.2%
291-6450-601.19-11	Social Security	38,359	35,992	27,388	27,686	**29,364**	1,678	6.1%
291-6450-601.19-12	Medicare	8,971	8,417	6,405	6,475	**6,867**	392	6.1%
	Fringe Benefits	**191,959**	**186,642**	**134,204**	**130,110**	**171,418**	**41,308**	**31.7%**
291-6450-601.21-65	Other Services	2,026	74,992	0	0	**0**	0	N/A
291-6450-601.22-02	Dues	3,238	2,615	1,260	1,145	**1,815**	670	58.5%
291-6450-601.22-03	Training	5,883	7,568	11,294	11,294	**1,150**	(10,144)	(89.8%)
291-6450-601.22-10	Printing	1,580	0	0	0	**0**	0	N/A
291-6450-601.22-66	Outside Reference Service	1,990	1,990	2,000	2,000	**2,000**	0	0.0%
	Contractual Services	**14,717**	**87,165**	**14,554**	**14,439**	**4,965**	**(9,474)**	**(65.6%)**
291-6450-601.30-05	Office Supplies & Equipment	656	995	1,246	1,246	**1,250**	4	0.3%
291-6450-601.31-85	Small Tools and Equipment	0	237	3,000	3,000	**3,960**	960	32.0%
291-6450-601.32-01	Program Supplies	559	820	0	0	**0**	0	N/A
291-6450-601.32-02	Program Events	481	4,201	0	0	**0**	0	N/A
291-6450-601.32-03	Binding	73	0	0	0	**0**	0	N/A
291-6450-601.32-78	Electronic Resources	207,396	226,567	263,467	268,953	**297,273**	28,320	10.5%
291-6450-601.32-80	Books	80,943	78,619	0	0	**0**	0	N/A
291-6450-601.32-90	Circulation Supplies	724	288	300	530	**300**	(230)	(43.4%)
291-6450-601.32-95	Periodicals	35,162	33,867	0	0	**0**	0	N/A
	Commodities	**325,994**	**345,594**	**268,013**	**273,729**	**302,783**	**29,054**	**10.6%**
	Total Digital Services	**1,164,730**	**1,212,723**	**858,515**	**864,834**	**952,772**	**87,938**	**10.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Collection Services 6470

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6470-601.16-06	Manager of Collection Services	81,829	84,197	87,561	87,654	**90,692**	3,038	3.5%
291-6470-601.16-25	Department Manager II	96,310	99,098	78,883	103,166	**0**	(103,166)	(100.0%)
291-6470-601.16-33	Librarian IV	132,169	134,018	66,432	138,082	**63,868**	(74,214)	(53.7%)
291-6470-601.16-36	Librarian III	132,574	121,072	146,211	126,043	**128,157**	2,114	1.7%
291-6470-601.16-39	Librarian II	59,163	53,375	47,550	50,077	**97,436**	47,359	94.6%
291-6470-601.16-41	Head of Acquisitions	38,242	39,351	42,977	40,965	**44,525**	3,560	8.7%
291-6470-601.16-48	Library Assistant I	65,854	68,151	69,982	69,719	**71,093**	1,374	2.0%
291-6470-601.16-51	Clerk IV	117,519	119,676	124,705	123,311	**123,306**	(5)	(0.0%)
291-6470-601.16-54	Clerk III	267,999	249,596	265,804	252,090	**274,334**	22,244	8.8%
291-6470-601.16-57	Clerk II	43,178	74,153	83,608	85,431	**85,690**	259	0.3%
291-6470-601.16-60	Clerk I	154,802	118,583	111,917	127,941	**115,070**	(12,871)	(10.1%)
291-6470-601.16-75	Library Page II	64,641	68,797	65,144	80,371	**66,690**	(13,681)	(17.0%)
291-6470-601.16-78	Library Page I	139,364	145,183	141,432	147,778	**147,018**	(761)	(0.5%)
	Salaries	**1,393,644**	**1,375,250**	**1,332,206**	**1,432,628**	**1,307,878**	**(124,750)**	**(8.7%)**
291-6470-601.19-05	Medical Insurance	219,111	198,732	186,456	230,712	**200,388**	(30,324)	(13.1%)
291-6470-601.19-10	IMRF	140,440	151,918	156,315	180,560	**164,902**	(15,658)	(8.7%)
291-6470-601.19-11	Social Security	84,477	83,416	82,597	88,823	**81,088**	(7,735)	(8.7%)
291-6470-601.19-12	Medicare	19,755	19,510	19,317	20,773	**18,964**	(1,809)	(8.7%)
	Fringe Benefits	**463,783**	**453,576**	**444,685**	**520,868**	**465,343**	**(55,525)**	**(10.7%)**
291-6470-601.21-64	Access Services	2,642	3,121	3,200	2,100	4,464	2,364	112.6%
291-6470-601.21-65	Other Services	0	3,060	500	1,385	123,317	121,932	8803.8%
291-6470-601.22-02	Dues	1,956	1,980	2,000	2,435	2,380	(55)	(2.3%)
291-6470-601.22-03	Training	7,398	4,314	5,899	10,595	1,200	(9,395)	(88.7%)
	Contractual Services	**11,996**	**12,475**	**11,599**	**16,515**	**131,361**	**114,846**	**695.4%**
291-6470-601.30-05	Office Supplies & Equipment	1,348	1,460	1,800	2,400	**2,000**	(400)	(16.7%)
291-6470-601.30-33	Documentation Library	525	525	525	525	**525**	0	0.0%
291-6470-601.32-01	Program Supplies	1,077	831	0	0	**0**	0	N/A
291-6470-601.32-03	Binding	2,501	2,027	500	3,000	**1,500**	(1,500)	(50.0%)
291-6470-601.32-05	Processing Supplies	39,331	46,143	37,000	45,000	**40,000**	(5,000)	(11.1%)
291-6470-601.32-75	Audio Visual	207,864	247,351	296,940	303,423	**426,535**	123,112	40.6%
291-6470-601.32-78	Electronic Resources	37,770	0	0	0	**0**	0	N/A
291-6470-601.32-80	Books	392,793	417,999	525,000	534,005	**705,604**	171,599	32.1%
291-6470-601.32-90	Circulation Supplies	2,560	2,033	1,000	1,000	**2,740**	1,740	174.0%
291-6470-601.32-95	Periodicals	88,121	85,450	118,281	134,162	**132,984**	(1,178)	(0.9%)
	Commodities	**773,890**	**803,819**	**981,046**	**1,023,515**	**1,311,888**	**288,373**	**28.2%**
	Total Collection Services	**2,643,313**	**2,645,120**	**2,769,536**	**2,993,526**	**3,216,470**	**222,944**	**7.4%**
	Total User Services	**7,383,178**	**7,600,784**	**7,858,808**	**8,276,517**	**8,428,361**	**151,844**	**1.8%**
	Total Memorial Library Fund Before Operating Transfers Out	**12,131,687**	**12,189,343**	**12,368,378**	**13,166,270**	**12,991,845**	**(174,425)**	**(1.3%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Non-Operating 6901

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	0	0	2,917,690	2,878,924	**715,874**	(2,163,050)	(75.1%)
	Non-Operating	**0**	**0**	**2,917,690**	**2,878,924**	**715,874**	**(2,163,050)**	**(75.1%)**
	Total Non-Operating	**0**	**0**	**2,917,690**	**2,878,924**	**715,874**	**(2,163,050)**	**(75.1%)**
	Total Memorial Library Fund	**12,131,687**	**12,189,343**	**15,286,068**	**16,045,194**	**13,707,719**	**(2,337,475)**	**(14.6%)**

LIBRARY CAPITAL PROJECTS FUND 491

► Fund Summary

	2010-11 Actual	2011-12 Actual	2012-13 Est Act	2012-13 Budget	2013-14 Budget	$ Change	% Change
BEGINNING FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**
Revenues							
Taxes	$0	$0	$0	$0	**$0**	$0	N/A
Intergovernmental	0	0	0	0	**0**	0	N/A
Fees	0	0	0	0	**0**	0	N/A
Fines	0	0	0	0	**0**	0	N/A
Interest Income	0	0	0	0	**0**	0	N/A
Other	0	0	0	0	**0**	0	N/A
Total Revenues	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**
Expenditures							
Personal Services	$0	$0	$0	$0	**$0**	$0	N/A
Contractual Services	0	0	0	0	**0**	0	N/A
Commodities	0	0	0	0	**0**	0	N/A
Other Charges	0	0	0	0	**0**	0	N/A
Capital Items	0	0	2,917,690	2,878,924	**715,874**	(2,163,050)	(75.1%)
Total Expenditures	**$0**	**$0**	**$2,917,690**	**$2,878,924**	**$715,874**	**($2,163,050)**	**(75.1%)**
REVENUES OVER (UNDER) EXPENDITURES	$0	$0	($2,917,690)	($2,878,924)	**($715,874)**	$2,163,050	(75.1%)
Interfund Transfer In	0	0	2,917,690	2,878,924	**715,874**	(2,163,050)	**(75.1%)**
ENDING FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**N/A**

LIBRARY CAPITAL PROJECTS LIBRARY FUND

REVENUES

Account No.	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
491-0000-491-05-00	Operating Transfer In	0	0	2,917,690	2,878,924	**715,874**	(2,163,050)	(75.1%)
	Other Financing Sources	**0**	**0**	**2,917,690**	**2,878,924**	**715,874**	**(2,163,050)**	**(75.1%)**
	Total Capital Projects Library Fund	**0**	**0**	**2,917,690**	**2,878,924**	**715,874**	**(2,163,050)**	**(75.1%)**

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Administration 6001

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	0	0	45,938	63,672	**94,946**	31,274	49.1%
491-6001-601.50-55	Other Capital Outlay	0	0	2,553,000	2,600,000	**60,000**	(2,540,000)	(97.7%)
	Capital Outlay	**0**	**0**	**2,598,938**	**2,663,672**	**154,946**	**(2,508,726)**	**(94.2%)**
	Total Administration	**0**	**0**	**2,598,938**	**2,663,672**	**154,946**	**(2,508,726)**	**(94.2%)**

Paid by Gifts and Grants 6004

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	0	0	60,700	15,000	**15,000**	0	0.0%
	Capital Outlay	**0**	**0**	**60,700**	**15,000**	**15,000**	**0**	**0.0%**
	Total Paid by Gifts and Grants	**0**	**0**	**60,700**	**15,000**	**15,000**	**0**	**0.0%**

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Information Technology 6010

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	0	0	146,252	135,452	**162,760**	27,308	20.2%
491-6010-601.50-15	Other Equipment	0	0	12,400	12,400	**52,400**	40,000	322.6%
	Capital Outlay	**0**	**0**	**158,652**	**147,852**	**215,160**	**67,308**	**45.5%**
	Total Information Technology	**0**	**0**	**158,652**	**147,852**	**215,160**	**67,308**	**45.5%**

Facilities 6020

Account Number	Account Description	Actual 2010-11	Actual 2011-12	Projected Actual 2012-13	Budget 2012-13	Budget 2013-14	$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	0		0	0	**204,008**	204,008	N/A
491-6020-601.50-55	Other Capital Outlay	0	0	99,400	52,400	**126,760**	74,360	141.9%
	Capital Outlay	**0**	**0**	**99,400**	**52,400**	**330,768**	**278,368**	**531.2%**
	Total Facilities	**0**	**0**	**99,400**	**52,400**	**330,768**	**278,368**	**531.2%**
	Total Library Capital Projects Fund	**0**	**0**	**2,917,690**	**2,878,924**	**715,874**	**(2,163,050)**	**(75.1%)**

APPENDIX

COMMUNITY PROFILE

GOVERNMENT

Incorporated January 18, 1887

The Village is a home-rule municipality governed by a nine-member Board consisting of eight Trustees and one Village President, commonly referred to as Mayor. The Board is elected at large for staggered four-year terms.

The Mayor, with approval of the Village Board, appoints the Village Manager.

The Village employs 417 full-time and 20 part-time employees in 14 operating departments: Village Manager's Office, Human Resources, Legal, Finance, IT, GIS, Police, Fire, Planning & Community Development, Building & Health Services, Engineering, Public Works, Water Utility Operations, and Municipal Fleet Services.

In addition, the Village has the following advisory boards and commissions that advise the Village Board on various issues and proposals under review. The Mayor, with the consent of the Board of Trustees, appoints members to the commissions.

Plan Commission
Zoning Board of Appeals
Board of Health
Board of Local Improvements
Board of Fire & Police Commissioners
Electrical Commission
Design Commission
Building Code Review Board
Environmental Commission
Housing Commission
The Arlington Economic Alliance
Senior Citizens Commission
Youth Commission
Commission for Citizens with Disabilities
Bicycle & Pedestrian Advisory Commission
Special Events Commission
Arts Commission

GOVERNMENT (Continued)

The Village also operates a public access cable television channel and televises most Board meetings.

Village Website: www.vah.com
Additional Website: www.discoverarlington.com

Elections	
Number of Registered Voters	47,774
Number of Ballots Cast in Last Municipal Election 4-5-11	6,657

Village Bond Rating	Aa1
Fire ISO Rating	2 (1/1/2013)

Various Taxes	
Sales Tax	9.00%
Prepared Food & Beverage Tax	1.25%
Telecommunications Tax	6.00%
Hotel Tax	5.00%
Utility Tax (gas/electric)	5.00%

DEMOGRAPHICS

The Village is comprised of approximately 16.6 square miles.

The Village is located in Cook County, approximately 25 miles northwest of the Chicago loop business district. The Village is home to beautiful Arlington Park Race Track, the world-famous thoroughbred racing destination. Adjacent to the Village to the west are the communities of Palatine and Rolling Meadows; to the east are Wheeling, Prospect Heights, and Mount Prospect; to the north is Buffalo Grove; to the south is Elk Grove Village. O'Hare International Airport is approximately 15 miles southeast of the Village, a 20-minute drive by expressway.

DEMOGRAPHICS (Continued)

Weather Conditions

Average Winter	27º F
Average Summer	72º F
Average Annual Rainfall	34 Inches
Average Annual Snowfall	34 Inches

Population

1970	64,884
1980	66,116
1990	75,460
2005 (f)	76,943
2010 (a)	75,101

Ethnic Makeup (a)

White	66,266	88.2%
African American	984	1.3%
American Indian/Alaskan Native	95	0.1%
Asian/Pacific Islander	5,357	7.1%
Some Other Race	1,289	1.7%
Two or More Races	1,110	1.5%
Hispanic or Latino	4,306	5.7%

NOTE: Hispanic/Latino ethnicity overlaps categories therefore figures do not add up to 100%

Other Household and Resident Data (a)

Total Households	32,795
Median Household Income	$78,494
Per Capita Income	$41,654
Median Age	42.7
% of population over 65	17%
Education (population 25 years & older)	
High school graduate or higher	94.7%
Bachelor's degree or higher	51.6%
Unemployment Percentage (12/2012) (b)	6.3%

Home Value (a)

Median Home Value	$358,000
Median Gross Rent	$1,101

$0 to $99,999	815
$100,000 to $149,999	1,039
$150,000 to $199,999	1,715
$200,000 to $299,999	4,393
$300,000 to $499,000	10,422
$500,000 to $999,999	4,418
$1,000,000 or more	330

DEMOGRAPHICS (Continued)

Land Use (c)

	Acres	%
Residential	5,279	50.4
Commercial	505	4.9
Office Only	225	2.2
R&D, Manufacturing, Warehousing	590	5.7
Institutional	285	2.7
Mixed Use	398	3.8
Parks/Schools/Government	1,082	10.3
Streets	2,000	19.0
Open	100	1.0
Total	10,464	100.0

Property Value (d)

Estimated Total Property Value (2009)	$10,199,945,938
Equalized Assessed Valuation (EAV) (2009)	$3,399,641,981

EAV Breakdown by Type of Property

	2010 EAV	% of Total
Residential	$2,328,125,638	68.5%
Commercial	808,869,919	23.8%
Industrial	261,967,060	7.7%
Railroad	679,364	< 0%
	$3,399,641,981	100.0%

Other (d)

Miles of Streets	230

Water Information:

Municipal water system main water supply Lake Michigan water through the Northwest Water Commission (All wells are secondary and backup sources)

Miles of Water Mains	253
Number of Water Customers	20,969
Capacity of Waterworks	36,000,000 gal/per day
Number of Storage Tanks	10
Storage Capacity	31,000,000 gal.

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DEMOGRAPHICS (Continued)

Sewer Information:

Miles of Storm Sewers	163
Miles of Sanitary & Combined Sewers	227
Number of Retention/Detention Basins	52
Sewage Treatment – Metropolitan Water Reclamation District	
Number of Fire Stations	4

School Districts 15, 21, 23, 25, 59 and 214 serve the students of the Village of Arlington Heights and neighboring communities.

Library

Number of Sites	1 (plus Bookmobile)
Number of Volumes	361,117
Number of Registered Borrowers	53,691
FY2010-2011 Total Circulation	2,670,136

BUSINESS

The Village has 1,737 businesses paying sales taxes.

2011 Kind of Business Report (e)

Sales Category	Sales Volume	%
General Merchandise	$ 669,787	6.4%
Food	2,002,656	19.1%
Restaurant Dining	1,391,013	13.3%
Apparel	331,067	3.2%
Furniture, Household	780,410	7.5%
Lumber/Building/Hardware	500,808	4.8%
Automotive/Filling Stations	1,913,709	18.3%
Drugs & Misc. Retail	1,353,134	12.9%
Agriculture & All Others	1,213,254	11.6%
Manufacturers	303,723	2.9%
Total	$ 10,459,561	100.0%

BUSINESS (Continued)

Major Employers (500 Employees or more)

Arlington Park Racecourse (seasonal)	4,500
Northwest Community Healthcare	4,000
Arlington Heights High School Dist. 214	1,750
Nokia Siemens Networks	1,267
Lutheran Home	700
Alexian Brothers Health System	600
Paddock Publications	500

AWARDS & RECOGNITIONS

GFOA Certificate of Achievement or Excellence in Financial Reporting.....Annually Since 1988

GFOA Distinguished Budget Presentation Award .....Annually Since 2005

Certified Tree City U.S.A. .....Annually Since 1985

Daniel Burnham Award for Excellence In Planning for Timber Court Condominium Project (affordable housing) 2008

President's Arts Friendly Community Award 2008

Association of Illinois Senior Centers' Awards for Senior Center Program of the Year and Senior Center Director of the Year..... 2008

CALEA Accreditation of Police Dept..... 2011

Chaddick Municipal Development Process Award 2010

Designated as a Member of the Safe Communities America Program..... 2010-2015

Notes:

(a) 2010 Census & US Census Bureau Website
(b) Illinois Department of Employment Security
(c) Village of Arlington Heights Comprehensive Plan
(d) Village of Arlington Heights & Cook County records
(e) Illinois Department of Revenue
(f) Special Census

BUDGET GLOSSARY

The Annual Budget and Financial Plan contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Financial Plan document in understanding these terms, a glossary has been included in the document.

ABATEMENT
A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments, and service charges.

ACCRUAL BASIS
A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable; expenses are recognized in the period incurred, if measurable.

ACTUARIAL/ACTUARY
A person or methodology that makes determinations of required contributions to achieve future funding levels that address risk and time.

AGENCY FUND
A fund established to account for assets held by the Village as a collection of paying agent for individuals, private organizations, other governmental units or other funds.

APPROPRIATION
A legal authorization made by the Village Board which permits the Village to incur obligations and to make expenditures for specific purposes.

ASSESSED VALUATION
A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes. In the Village of Arlington Heights the assessed valuation is 33% of appraised value.

ASSETS
Property owned by a government which has a monetary value.

BALANCE SHEET
A financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

BALANCED BUDGET
A budget in which estimated revenues equal estimated expenditures.

BOND
A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large projects, such as buildings, streets and bridges.

BUDGET
A plan of financial operation embodying an estimate of proposed revenue and expenditures for a specific period of time (budget fiscal year).

BUDGET ADJUSTMENT
A legal procedure utilized by the Village staff and Village Board to revise the budget.

BUDGET AUTHORITY
Authority provided by law that permits Village departments to incur obligations requiring either immediate or future payment of money.

BUDGET MESSAGE
The opening section of the budget which provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Village Manager.

BUDGETARY CONTROL
The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CALEA
Acronym for Commission on Accreditation for Law Enforcement Agencies. CALEA was created in 1979. The purpose of CALEA's Accreditation Programs is to improve the delivery of public safety services, primarily by: maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.

CAPITAL IMPROVEMENT PROGRAM (CIP)
A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work plan or otherwise. It sets forth each project and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL OUTLAY
Expenditures which result in the acquisition of or addition to fixed assets.

CASH BASIS
A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CASH MANAGEMENT
The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

CERTIFICATE OF DEPOSIT
A negotiable or non-negotiable receipt of monies deposited in a bank or financial institution for a specific period for a specified rate of interest.

COMMODITIES
All expenditures for materials, parts and supplies except those incidentally used by outside firms performing contractual services for the Village.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
A federal entitlement grant distributed to municipalities on the basis of a formula that considers population, housing conditions, and poverty. CDBG funds are then distributed by the Village for activities that benefit low and moderate income families.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)
This official annual report presents the status of the Village's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

CONTINGENCY
An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as emergencies, federal mandates, shortfalls in revenue, and similar eventualities.

CONTRACTUAL SERVICES
Expenditures for services from outside vendors that are obtained by an express or implied contract.

DEBT SERVICE
The expenditure for principal and interest payments on loans, notes, and bonds.

DEBT SERVICE FUND
A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

DEFICIT
(1) The excess of an entity's liabilities over its assets. (2) The excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT TAXES
Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT
A major administrative division of the Village which indicates overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION
Expiration in the service life of capital assets purchased within Internal Service and Enterprise Funds, to account for wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

DISBURSEMENT
Payment for goods and services by cash or check.

ENCUMBRANCE
The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

ENTERPRISE FUND
A governmental accounting fund in which services provided are financed and operated similar to those of a private business--where the intent is that the costs (expenses, including depreciation or debt service payments) of providing goods and services be financed or recovered through user fees.

EQUALIZED ASSESSED VALUATION
The total taxable property value. It is a combination of the market value of a property as determined by the county assessor, multiplied by a fraction depending on the classification of the property and adjusted by a multiplier determined by the state to equalize valuations across the state. It is the final value against which the total tax rate is multiplied to determine the property taxes due.

EECBG
Acronym for Energy Efficiency and Conservation Block Grant which was awarded to the Village by the U.S. Department of Energy. The amount of the grant is determined by federal formula. The goal of the program is to reduce fossil fuel emissions created as a result of activities within the eligible jurisdictions, to reduce total energy use, and to improve energy efficiency in the transportation, building, and other appropriate sectors while stimulating job growth. The Village has adopted an Energy Efficiency and Conservation Strategy as required by the EECBG program and is implementing projects approved by the Village Board and the Department of Energy.

ESTIMATED REVENUE
The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.

EXPENDITURE
Decreases in net total assets. Expenses represent the total cost of operations during a period of time regardless of the timing of the related expenditures. Note: An encumbrance is not an expenditure, but reserves funds to be expended.

FINANCIAL PLAN
A multi-year, long-range, approach to assessing the Village's revenue and expenditure needs which becomes the basis for formulating the annual budget which by law must be adopted. The plan is developed by utilizing existing policies, objectives, assumptions, and accepted benchmarks and activity measures.

FISCAL YEAR
The time period designated by the Village signifying the beginning and ending period for recording financial transactions. The Village of Arlington Heights has specified May 1 to April 30 as its fiscal year.

FIXED ASSETS
Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment. The Village has established a level of $1,000 for an item to be considered an asset; below $1,000, the item is considered to be an operating expense.

FOIA
Acronym for Freedom of Information Act. A state law governing the timing and cost of responding to requests for public information.

FULL FAITH AND CREDIT
A pledge of the general taxing power of government to repay debt obligations (typically used in reference to general obligation bonds).

FULL-TIME EQUIVALENT (FTE)
The number of positions calculated on a basis that one FTE equates to a 40-hour workweek for 12 months. For example, two part-time positions working 20 hours for 12 months equals one FTE.

FUND
An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or functions.

FUND ACCOUNTING
The accounts of the Village are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of a fund are accounted for with separate sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, as appropriated. Government resources

are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

FUND BALANCE
The excess of assets over liabilities; also known as surplus funds.

FUND TYPE
In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)
Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND
The General Fund is the general operating fund of the Village. This fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS
Bonds that finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government.

GOAL
A statement of board direction, purpose, or intent based on the needs of the community.

GRANT
A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

HOME RULE
A status granted by the Illinois Constitution which gives cities of a certain size board powers not otherwise available to local municipalities. For instance, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

HOME RULE SALES TAX
An additional tax levied by the home rule municipality on retail sales within its jurisdiction. The tax, levied in 0.25% increments with no limit, is on all items except those that have a title (autos, boats, etc.) and groceries and drugs. It is collected by the state from the retailer and returned to the municipality.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)
This retirement fund, established under State statutes, provides employees of local governments (excluding police and firefighters) in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighter's plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of their salary to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

INFRASTRUCTURE
The physical assets of the Village (streets, water, sewer, and public buildings).

INTERGOVERNMENTAL REVENUE
Revenue received from or through the Federal, State or County government.

INTERNAL SERVICE FUND
A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

LEVY
An imposing and collecting of a tax. In Illinois, the property tax is determined by the local unit of government, levied by the county clerk, and collected by the county treasurer. Taxes levied for any particular year are collected in the following calendar year.

LIABILITY
Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LONG-TERM DEBT
Debt with a maturity of more than one year after the date of issuance.

MANDATE
A requirement from a higher level of government that a lower level of government perform a task in a particular way or by a particular standard.

MODIFIED ACCRUAL BASIS
A method of accounting used to recognize revenue and expenditures. Funds that use the modified accrual basis of accounting recognize revenues when measurable and available (i.e. collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period). Expenditures are recognized (with some exceptions) when the related liability is incurred.

MOTOR FUEL TAX (MFT)
The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

OPERATING BUDGET
The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

OPEB
Acronym for Other Postemployment Benefits. OPEB is an accounting concept created by the Governmental Accounting Standards Board (GASB) by pronouncements designed to address expenses that entities may or may not be legally bound to pay, but pay as a moral obligation.

PERFORMANCE MEASURES
Specific quantitative and qualitative measures of work performed as an objective of the department.

PERSONNEL SERVICES
Costs related to compensating Village employees, including salaries, wages and benefits.

PSEBA
Acronym for Public Safety Employee Benefits Act. PSEBA provides for free health insurance to a public safety officer who is catastrophically injured or killed in the line of duty. The officer's spouse and minor children are also entitled to

free health insurance coverage under the Act. The health insurance must be provided by the employer for the remainder of the lives of the officer and spouse (or until the spouse remarries).

PROPERTY TAX
Property taxes are levied on real property according to the property's valuation and the tax rate.

REVENUE
Money received into a fund from outside the fund that, together with fund balances, provides the financial resources for a given year.

REVENUE BONDS
This type of bond is backed only by revenues from a specific enterprise or project.

SPECIAL ASSESSMENT AREA
A method used for the purpose of financing public improvements in a designated area. Although a portion of special assessment project costs are borne by a group of specifically benefited owners, the project usually has some value to the general public, in which case the general government may bear a portion of the project cost. The general government frequently pays for the entire project up front, and finances the cost through a bond issue. The individual owners in the special assessment area pay the general government their proportional share of the total owner cost. The payment is then used to cover annual debt service costs of the bond issue. Payments can be set up on a lump sum or a periodic basis.

SPECIAL REVENUE FUND
A fund created when the Village receives revenue from a special source designated to be used for a specific purpose.

SPECIAL SERVICE AREA
A method used for the purpose of financing public improvements in a designated area. This is handled in the same manner as a Special Assessment Area, except that the individual owners' portions are paid through annual property tax assessments. (See also Special Assessment Area).

SWANCC
Acronym for Solid Waste Agency of Northern Cook County. An intergovernmental agency formed to dispose of residential household solid waste generated by its municipal members.

TAX LEVY
The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAX RATE
The amount of tax stated in terms of a unit of tax base. In Illinois, the tax rate is per $100 of equalized assessed value.

TIF
Acronym for Tax Increment Financing. This type of financing typically pays for infrastructure and capital improvements in a designated area or district. The difference in property tax revenues received in a base year versus the increased property taxes received in subsequent years after improvements are made, results in a property tax increment which is used to finance the improvements.

WORKING CASH/CAPITAL
The excess of current assets over total current liabilities.