VILLAGE OF
ARLINGTON HEIGHTS, ILLINOIS

OPERATING BUDGET
FISCAL YEAR 2014-15
BEGINNING MAY 1, 2014

ADOPTED

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

VILLAGE OF ARLINGTON HEIGHTS

OPERATING BUDGET
FISCAL YEAR 2014-15
BEGINNING MAY 1, 2014

ADOPTED

VILLAGE BOARD
Thomas W. Hayes, Village President

Carol Blackwood, Trustee
Joseph C. Farwell, Trustee
Thomas Glasgow, Trustee
Robin La Bedz, Trustee
Bert Rosenberg, Trustee
John Scaletta, Trustee
Michael Sidor, Trustee
Jim Tinaglia, 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	Kenneth Koeppen

Economic & Community Development

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

Services

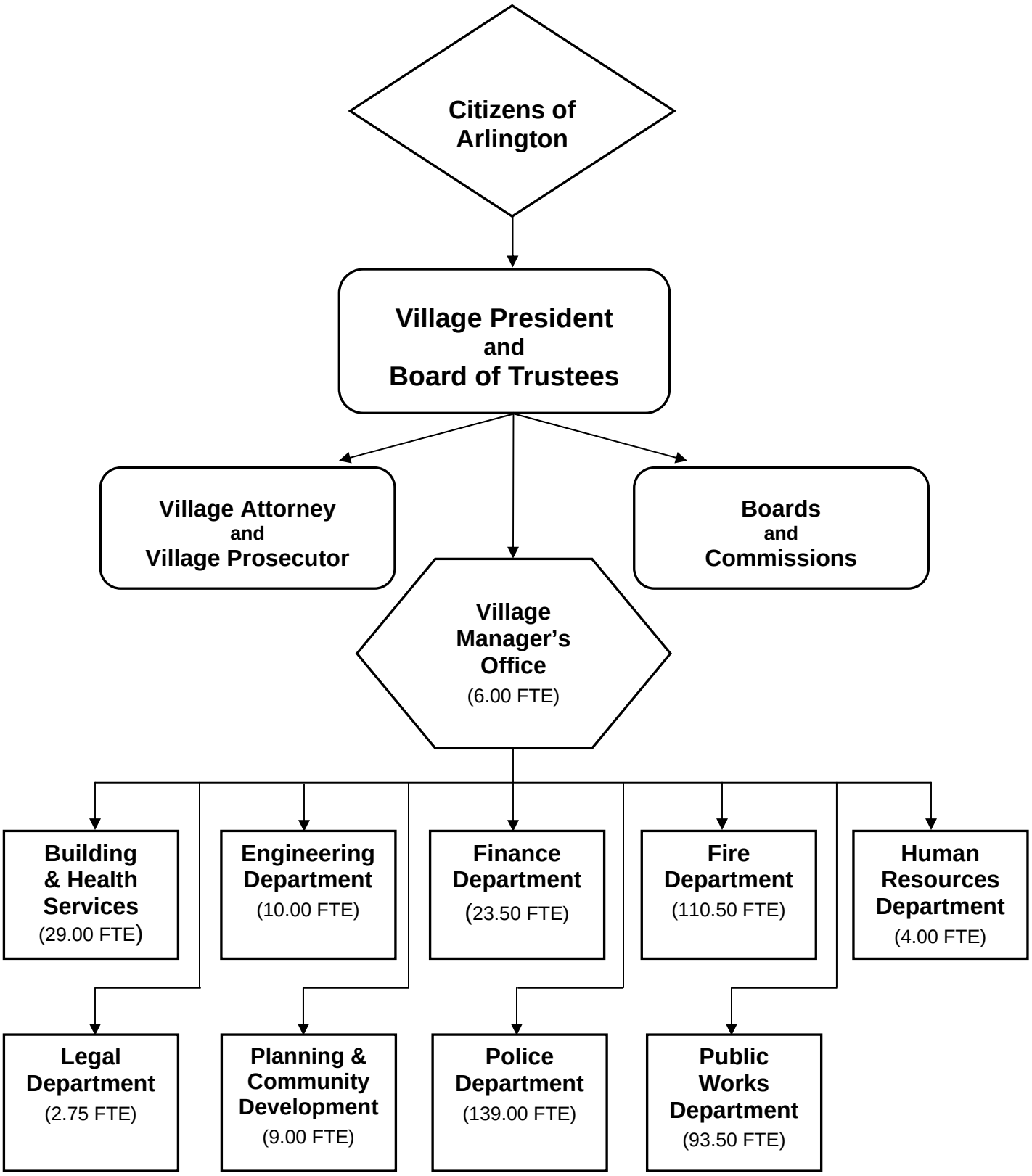
Director of Building & Health Services	James McCalister
Public Works Director	Scott Shirley

Budget Preparation

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

VILLAGE OF ARLINGTON HEIGHTS (427.25 FTE)

ORGANIZATION STRUCTURE



Village of Arlington Heights

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

April 7, 2014

Dear President Hayes and Trustees:

I am hereby transmitting the Adopted Budget for the fiscal year beginning May 1, 2014 and ending April 30, 2015 (FY2015).

The Adopted FY2015 Budget assumes moderate improvements in our operating revenues for the foreseeable future. However; our local economy will continue to be susceptible to the effects of international, national, and state decisions. Once again, there are no new staff positions which mean 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. 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 FY2015 budget expenses.

A capital project challenge that will continue to require significant funding over the next couple of 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 because 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. Under this program residents were reimbursed up to a maximum of $50 per tree if they chose to treat their parkway Ash tree(s).

During FY2014 the Village Board approved a final extension of the "People's Choice" treatment option through October 31, 2014. Only those residents who received their first treatment through this date will be allowed a second treatment by October 31, 2016. No further extensions of this temporary program have been authorized. The FY2015 cost of this extension will be approximately $135,000. However, this final extension will provide a benefit to the Village by helping advance staff's efforts beyond the crest of the EAB infestation. Initial funding for the EAB Fund came through prior year transfers from the General Fund. In late summer of 2014 a $10 million bond issue is planned to be sold which will cover the Village's street resurfacing costs for the next three

years. This will free up available money in the Capital Projects Fund to be transferred to the EAB Fund, which will be used to 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 survive 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 FY2015, not including the Arlington Heights Memorial Library, comes to $154,550,004, or a decrease of $5.5 million or 3.4% less than prior fiscal year. This decrease is primarily attributable to three expenditure areas:

- The expenditures for the FY2015 Debt Service Fund are $8.7 million less than the prior year. During FY2014 the Village refinanced its 2006 bonds at a lower interest rate in order to save $493,000 over the remaining seven year life of the bonds. The entire cost of the refinancing, or about $8.57 million was shown as an expenditure in FY2014 along with corresponding bond proceed revenue of $8.62 million.

- The FY2015 Budget for vehicle replacements is about $1.3 million lower than the prior year due to last fiscal year's replacement of a large Fire Department vehicle. The Fire Department's 1993 Pierce Aerial Tower was replaced at a cost of $1,350,000.

- These decreases are offset somewhat by FY2015 Capital Projects Fund expenditures which are $2.1 million higher than the prior year. As described above, available funds are

being transferred from the Capital Projects Fund to the EAB Fund to cover a portion of the costs to replace the Village's inventory of parkway ash trees. During FY2015 $6.4 million is planned to be transferred from the Capital Projects Fund for this purpose. Outside of this transfer, the total of other Capital Project Fund expenditures decreased due to the completion of the Northwest Highway/Davis Street/Arthur Avenue Intersection Improvement project. Other Village funds increased by a net amount of $2.4 million due increases in personal services, contractual services and the cost of commodities.

Pension costs and unfunded pension liabilities for the State's five pension funds have continued to be a topic of intense public conversation. It should be noted that pension benefits for Village employees are not part of the underfunded State pension plans. Village pension plans are covered through the Police Pension Fund, the Firefighters' Pension Fund, and the Illinois Municipal Retirement Fund (IMRF). Through the years, the Village has continued to pay the actuarially required contribution for each of these funds. Along with all pension funds nationwide, the Village's pension funds experienced significant losses during the great recession. However, over the last two years the stock market has improved and the funding levels of the Village's pension plans have risen.

In addition to the recently improved investment returns, in 2010 the State Legislature mandated a two-tier pension system for IMRF and all municipal Police and Fire pension plans. The intent of the new two-tier pension system is to reduce the long-term pension liability for employers who have employees covered under these plans. 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. The law also 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. Although State statutes determine the structure of the Village's pension plans, over the last two years the Village Board and the Police and Fire Pension Boards have worked together to reduce the actuarial interest rate assumption for these plans from 7.5% to 6.75%. This is significantly lower than the national average interest rate assumption for public pension plans of about 8%. 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.

Personnel Changes

The Village has continued to look for ways to work as efficiently as possible. During the recent recession 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 the FY2015 Budget still reflects a net decrease of 45 positions or about a 10% decrease.

A retirement in the Finance Department prompted a review during FY2013 of existing leadership positions in the department. The newly appointed Assistant Finance Director retained some of her prior Chief Accountant duties. The Chief Accountant position was then downgraded to an Accounting Manager position. This position was filled internally by an existing Village Accountant, and this position was subsequently downgraded to an Accounting Assistant position based on the

needs of the department. These changes resulted in a net annual savings of $28,000 due to reduced wage and benefit costs.

There are also two changes that are personnel related, but do not increase the Village's personnel count. The Planning Department identified the need for additional staffing to maintain timely and accurate reviews. In lieu of hiring an additional temporary position, the FY2015 budget includes $38,000 in contractual services to hire temporary planning consultants on an as needed basis. The Engineering Department also noted that additional assistance was needed during the busy construction season to ensure that all phone calls and walk-in customers are handled efficiently. Due to recent staff reductions the Village has received some complaints in regard to this Department's ability to handle calls when almost all of the Department's staff is in the field. To address this issue, $10,900 is included in the Engineering Department's temporary help line item.

In recent years the Village has been fortunate that our blended health insurance costs have increased moderately. To be conservative the Village's long-term projections typically assume an increase in health insurance costs of 10% per year. Based on recent discussions with the Village's health insurance carrier, FY2015 health insurance costs are budgeted to increase by about 5.6% 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 FY2015, 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.

Under the Budget Officer Act, 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 FY2015 budget process for these funds are as follows:

	General Fund	Water & Sewer Fund
Budget Ceiling	$69,887,100	$16,104,100
Adopted Budget	69,887,100	16,104,100
Over (Under) Ceiling	$ 0	$ 0

During the department reviews, the budget team and department directors worked to prepare a budget at or below the budget ceilings. The FY2015 General Fund and Water & Sewer Fund budgets fall within the budget ceilings established by the Village Board in November 2013.

During the Village's budget ceiling process described above, the Village Board lowered staff's originally proposed General Fund budget ceiling by cutting the contingency account budget by $100,000. This was done so that the 2013 property tax levy could be reduced. It was hoped that as the FY2015 Budget was put together, staff could find other areas for savings in order to reinstate the reduced contingency amount. This was substantially accomplished even though this past season's extreme winter weather required the Village to increase its FY2015 salt expenditures by $236,000 in order to restock the salt inventory. The changes made while developing the budget that affected the General Fund contingency account are shown below:

General Fund Contingency Account:

$358,700	Staff proposed during budget ceiling process
(100,000)	Village Board reduction
$258,700	Sub-total as of November 2013
$326,200	Health insurance less than projection
43,800	Initial Department budget requests less than the ceiling
	Expanded and other budget adjustments:
8,700	Other miscellaneous budget adjustments
(38,000)	Planning – professional service budget
(20,000)	Planning – Comprehensive Plan
(10,900)	Engineering – Temporary Help
(236,000)	Replenish rock salt inventory
$332,500	General Fund contingency account budget

General Fund

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 69% of the total General Fund revenues:

- Property Tax	31% of revenues
- Sales Tax (including Home Rule)	23%
- Income Tax	10%
- Telecommunications Tax	5%

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. On an operational basis, most of the Village's general expenditures are directed toward public safety, with the Police and Fire Departments comprising 65% 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 FY2014, and is expected to continue through FY2015.

In FY2015 the General Fund budget increases by 2.8% compared to the prior year. This is due primarily to increases in personal services, contractual services, and the cost of commodities. As noted above, the recent extreme winter weather has depleted the Village's salt inventory. Additional salt was purchased during FY2014, but its availability was limited. To replenish the Village's salt storage facility during FY2015, the Public Works Department has estimated an additional cost of $236,000 over the normal annual budget of about $250,000 will be required.

The FY2015 General Fund budget includes the third year of a limited in-house paving program with a total budgeted cost of $394,100. 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. The expenditure for this program is shown in three separate Public Works Department line items: Street & Sidewalk Supplies, Other Services, and Rental Equipment.

The FY2015 budget reflects the third year of a three-year funding plan with Meet Chicago Northwest, formerly called the Woodfield Chicago Northwest Convention Bureau. The Village has had a long-standing partnership with Meet Chicago Northwest (Convention Bureau), but the Village's funding level had been uneven in recent years until the aforementioned three year agreement was implemented. As part of the Village's FY2010 General Fund expenditure cuts, funding to the Convention Bureau was decreased from 10% to 6% of Village hotel receipts. As the economy improved 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.

One of the Village's key goals is to continue to improve communications to and from our residents and businesses. During FY2014 the Village added functionalities to our website including a meeting agenda system that includes online access to agendas, background information on each agenda item, and meeting minutes. The Village also expanded online access to a web portal that allows visitors to search for and print out information found in the Village's Municipal Code, as well as ordinances and resolutions passed by the Board.

The FY2015 Budget includes funds for a complete revamp of the Village's website. Ever-changing technology offers opportunities which could enhance the ease of use and accessibility of information found on our website. Based on website re-engineering costs incurred by neighboring Villages, $75,000 has been included in the budget for this project. Potential new functions that our website does not currently have include user-friendly navigation, fillable forms, interactive meeting calendar, online permits, multiple templates for page design that can be tailored to specific departments, and a design that allows the site to be viewable across various platforms. The Village's current website went live in March 2009 and there have been minor modifications to design and functionality since that time.

The budget seeks to maintain adequate funds for training, but also to hold the line on increases. An exception to this is the Fire Department budget which shows a training line item increase for two primary reasons. The Northwest Community Hospital EMS System has increased the cost to provide continuing education on a monthly basis to all Paramedics. These continuing education classes are taken by our Paramedics in order to maintain proficiency and licensure requirements. The Fire Department's training expenditure increase is also attributable to last year's closure of the Arlington Heights Fire Academy which previously covered basic Firefighter training. The Village now pays tuition through the Northern Illinois Public Safety Training Academy (NIPSTA) to train new firefighters. There are also training funds set aside for Instructor Training that will only be paid if the Department receives sufficient tuition reimbursements from outside students who attend training classes the Department may teach.

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 2013, the income tax receivable from the State to the Village equaled $839,000. The Village currently receives about $7.1 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 $485,000 Watermain Replacement program, a $300,000 Sewer Rehabilitation program, an ongoing priority based plan to repaint the inside and outside of the water tanks, and a multi-year plan to replace the automatic water meter reading system.

Future Water & Sewer Fund Issues:

Working Cash Reserve - To ensure that the Water & Sewer Fund maintains an adequate working cash reserve level of around 25% of expenses over the long-term, during the summer of 2014 Village staff will plan on preparing a rate analysis and provide a survey of water and sewer rates charged by other communities prior to the development of the FY2016 budget.

During the CIP Committee's discussions in August 2013 it was noted by Public Works /Water Division staff that three key areas will put upward pressure on Village's water and sewer rates due to the age of our systems:

a. The Village's investment in its watermain replacement schedule will need to be increased significantly due to the age of the system and the higher number of watermain breaks that are being experienced. Proposed budget amounts for this increased effort for FY2016 and beyond will be developed in time for the upcoming rate increase study.

b. The automatic water meter reading system will have to be replaced over time. The batteries in these units are reaching the end of their useful life, and as they expire the radios will be replaced. Funds have been incorporated into the FY2015 – FY2019 budget to reflect this cost.

c. The Village will need to maintain a more aggressive water tank repainting schedule than is currently shown in the out-year projections to ensure the integrity of the inside and outside of our storage tanks. Updated estimates will be developed for the upcoming rate increase study.

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 2013, the Village Board reviewed all of the proposed capital projects and approved the Capital Improvement Program for FY2015 through FY2019.

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 FY2015 Budget. The "CIP/Debt Service" section of the budget shows a summary of the entire five-year capital spending and funding plan. The key FY2015 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. There is no large capital project currently scheduled for the 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 FY2015 street program includes the following expenditures:

Street Resurfacing Program ($3,500,000 – Capital Projects Fund) – This is an ongoing program limited to resurfacing existing deteriorated street pavement and curbs.

Street Rehabilitation Program ($2,130,000 – 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 FY2015 Capital Projects Fund budget are:

Pavement Crack Sealing Program ($100,000) – This program was previously budgeted in the Motor Fuel Tax (MFT) Fund but was moved to the Capital Projects Fund for FY2015. This change freed up additional funds for the street rehabilitation program. The annual budget for this program in the MFT Fund had been $85,000 per year, but due to the need to continue to maintain the condition of Village streets this amount was increased to $100,000 per year.

Parking Lot Resurfacing ($100,000) – This project represents the cost to resurface the parking lot at the Senior Center. A CIP request was made by some residents for this project, and it was supported by the Senior Center staff as well as the Village's Engineering and Public Works staff. The condition of the parking area and the ingress and egress lanes is deteriorating and needs to be resurfaced.

Also of note, Capital Projects Fund revenues for FY2015 reflect a $10 million budget for general obligation bond proceeds. As discussed earlier in this budget message, corresponding transfers to the Emerald Ash Borer (EAB) Fund of $10 million spread over FY2015 and FY2016 are shown as an expense. It has been the Village's long-term plan to reinvest the scheduled debt service decrease in levy year 2014 in a new $10 million bond issue for this purpose.

Flood Control V Fund – The FY2015 Budget includes the following significant flood control projects:

Neighborhood Drainage Improvements ($300,000) – 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.

Sewer Backup Rebate Program ($100,000) – 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 $100,000 is included in the Village's Flood Control V Fund and an additional $25,000 is budgeted

in the Water & Sewer Fund for the program. 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 2014, there have been 128 rebates paid to single-family homeowners for a total cost to date of $593,600.

Future Flood Control V Fund Issue:

Flood Study Results – The Village has conducted a flow monitoring of its existing sewer systems. This information was used to perform a detailed modeling of the system and a complete analysis of the Village's existing combined sewer system. A second study is also being completed to analyze the storm water capacity and storage issues in some of the Village's separate sewered areas. Once both of these studies are completed, the Village will 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. It is anticipated that the results of these studies will be presented to the Village Board in Spring of 2014.

Given the significant operating and capital improvement cutbacks made over the last few years as a result of the recession, the Village's long-term capital plan now includes only the highest priority projects. Over half of the funds available for capital projects are directed toward needed street improvements. Possible sewer system improvements would likely require a Village bond issue paid by all residents, a special service area(s) paid by those residents from areas prone to flooding during extraordinary rain events, a new storm sewer utility fee put on all customer's water and sewer bills, or some combination of these funding mechanisms. At this point the FY2015 Budget cannot include an estimate of the cost of a storm sewer improvement plan until the completion of the aforementioned studies.

Public Building Fund – The FY2015 Budget includes the following significant projects:

Phone System Upgrade ($250,000) – This project includes expenditures for the replacement of the Village voice mail/auto attendant system, as well as the Village-wide phone switch which is no longer supported by the manufacturer. The phone switch will also be moved from the Police Building to the basement of the Village Hall. Due to higher than expected bid prices, this project was re-budgeted from FY2014.

Police Facility ($750,000) – This budget amount represents an estimate for a portion of the architectural fees associated with the new Police facility. As part of the FY2014 Budget 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 1979 is deteriorating and no longer serves adequately the operational needs of the Department. The building is in need of significant mechanical, electrical, and plumbing (MEP) repairs and replacement, just to maintain it as a serviceable building.

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. For the past few years a decision on how to approach the deteriorating Police facility has been postponed, first pending the outcome of the Police facility needs assessment study, and then due to the recent recession.

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 service level. During last year's CIP Committee and subsequent FY2014 budget discussions, the Village Board agreed to move forward by not spending the estimated $8.78 million needed to just maintain the existing, outdated and inadequate Police facility over the next three fiscal years. Instead, the Village plans to manage its existing resources, by utilizing an approaching window of opportunity to reinvest the upcoming reductions in scheduled debt service payments in levy years 2015, 2018 and 2019 into a new Police facility.

Based on the Village Board's prior direction, the following tentative time line shows the steps that are planned to be undertaken over the next few years:

FY2014	Village Board discussion and decision on the new Police facility location
FY2015-16	Develop RFP for architectural services and begin design
FY2017-18	Finish architectural design/Bid process for construction
FY2018	Begin Construction
FY2020	Occupancy of new Police facility

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

Arts, Entertainment & Events – 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. To help control the cost of these events the Village utilizes the two presentations that can be found behind the A & E Fund tab. These presentations are the "Special Events – Cost by Event" and the "Special Events – Cost by Department". In the case of a shared-cost event such as Promenade of the Arts which has been produced by an outside firm, or the Taste of Arlington which has been spearheaded by the Arlington Heights Chamber of Commerce, the Village's FY2015 costs would be limited to the budgeted amount. Any additional costs would be covered by the co-sponsors of these events. The Village's FY2015 budget caps for these two events are outlined at the bottom of the Cost by Event presentation.

Acknowledgements

The preparation of this year's budget has been challenging 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, 2013

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, 2013.

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.

BUDGET & FINANCIAL PLAN CALENDAR FY2014-15

DATE	DAY	ACTIVITY
August – September, 2013	–	Capital Improvement Program (C.I.P.) and five-year projections prepared.
September 27, 2013	Friday	*Announcement regarding the CDBG citizen participation mailed to news media, interested parties and the Commissions.*
October 4, 2013	Friday	C.I.P. released to Village Board for discussion at October 15 Committee-of-the-Whole meeting.
October 15, 2013	**Tuesday**	C.I.P. reviewed with Village Board at **Committee-of-the-Whole** session.
October 21, 2013	Monday	Board considers any motions stemming from October 15 Committee-of-the-Whole meeting regarding C.I.P.
November 5, 2013	Tuesday	Comprehensive Annual Financial Report, Proposed 2013 Property Tax Levy and the Operating Fund Overview/Recommended FY2015 Budget Ceilings released for Village Board for discussion at November 12, Committee-of-the-Whole meeting.
November 12, 2013	**Tuesday**	**Committee-of-the-Whole** reviews Comprehensive Annual Financial Report and discusses Proposed 2013 Property Tax Levy and the Operating Fund Overview/Recommended FY2015 Budget Ceilings.
November 18, 2013	Monday	Board considers any motions stemming from November 12 Committee-of-the-Whole meeting regarding Proposed 2013 Property Tax Levy, recommended FY2015 Budget Ceilings and Comprehensive Annual Financial Report.
November 25, 2013	Monday	Budget worksheets are forwarded to departments. Departments prepare detailed budgets.
November 27, 2013	Wednesday	*Deadline to receive requests and comments from citizens and Commissions on CDBG Budget and Program.*
December 2, 2013	**Monday**	Board approves 2013 Tax Levy and Abatement Ordinances.
December 13, 2013	Friday	*Notice of CDBG Public Hearing #1 to newspaper.*
December 19, 2013	Thursday	*Notice of CDBG Public Hearing #1 published in newspaper.*
December 31, 2013	Tuesday	Last possible day to submit property tax levy to Cook County.
January 6, 2014	Monday	Department budget requests and projections due.
January 6 – January 17, 2014	–	Finance Department compiles departmental budget submissions.
January 10, 2014	Friday	*Notice of CDBG Public Hearing #2 and commencement of public comment period (30 days) sent to newspaper.*
January 13, 2014	**Monday**	***CDBG Public Hearing #1*** *for Consolidated Plan / Annual Action Plan at Committee-of-the-Whole.*
January 17, 2014	Friday	First draft of FY2015 Budget forwarded to Village Manager, Budget Team and all departments for review.
January 17, 2014	Friday	*Notice of CDBG Public Hearing #2 and commencement of public comment period (30 days) published in newspaper (followed by a 30 day public comment period).*
January 21 – January 31, 2014	–	Departments meet with Village Manager and Budget Team.
February 3 – February 26, 2014	–	Final draft of FY2015 budget prepared.
February 26, 2014	Wednesday	Release final draft of FY2015 budget to Village Board & departments.

BUDGET & FINANCIAL PLAN CALENDAR FY2014-15

DATE	DAY	ACTIVITY
March 3, 2014	**Monday**	*Village Board holds **CDBG Public Hearing #2** and approves Consolidated Plan / Annual Action Plan including CDBG Budget.*
March 5, 2014	**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, Information Technology,** and **GIS.**
March 10, 2014	**Monday**	**2nd Budget Meeting** – Budgets for **Arlington Heights Memorial Library, Building & Health Services** and **Performing Arts at Metropolis Theater.**
March 13, 2014	**Thursday**	**3rd Budget Meeting** – Budgets for **Engineering, Public Works, Water & Sewer, Parking Operations,** and **Fleet Services.**
March 13, 2014	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 17, 2014	Monday	Notice of Public Hearing on FY2015 Budget published in newspaper.
March 19, 2014	**Wednesday**	**4th Budget Meeting** – Budgets for all **Boards & Commissions, Fire, Planning & Community Development, Police,** and carryover items from prior meetings.
		Committee-of-the-Whole makes recommendation to Board to approve FY2015 budget as amended.
March 21, 2014	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 7, 2014	**Monday**	**Public Hearing** on FY2015 Budget. Approval of FY2015 Budget at formal meeting (alternate date for passage is April 21, 2014).
April 9, 2014	Wednesday	*Request for Release of Funds sent to HUD (followed by HUD 15 day comment period).*

FINANCIAL PERFORMANCE GOALS

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.

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.

DEPARTMENT/FUND RELATIONSHIP

	MAJOR FUNDS			NON MAJOR FUNDS						INTERNAL SERVICES		
DEPARTMENT	General Fund	Capital Projects Fund	Water & Sewer Fund	MFT Fund	CDBG Fund	Municipal Parking Fund	TIF Funds	Other Capital Funds	A&E Fund	Self Insurance Funds	Fleet Fund	Technology Fund
Board of Trustees	√								√			
Manager's Office	√								√			
Human Resources	√									√		
Legal	√											
Finance	√	√	√							√		
IT		√										√
GIS												√
Boards & Commissions	√								√			
Police/Police Grant	√	√				√			√			
Fire	√	√							√			
Planning	√				√		√					
Building Services	√	√										
Health Services	√											
Senior Services	√											
Engineering	√	√		√		√		√				
Public Works	√	√		√		√		√	√			
Water Utility		√	√						√			
Municipal Fleet Services		√									√	

Financial Summaries

ALL FUNDS SUMMARY

FUND	REVENUES	2011-12 Actual	2012-13 Actual	2013-14 Est Act	2013-14 Budget	2014-15 Budget	$ Change	% Change
101	GENERAL	66,163,718	68,234,868	68,986,900	67,625,400	**69,887,100**	2,261,700	3.3%
211	MOTOR FUEL TAX	2,195,727	2,123,187	2,541,610	2,541,610	**2,144,500**	(397,110)	(15.6%)
215	CDBG	362,244	278,924	368,256	368,256	**447,591**	79,335	21.5%
225	FIRE ACADEMY	20,737	28,158	0	0	**0**	0	N/A
227	FOREIGN FIRE INSURANCE TAX	125,198	132,923	130,500	130,500	**130,500**	0	0.0%
231	CRIMINAL INVESTIGATIONS	188,246	750,484	146,600	132,500	**110,600**	(21,900)	(16.5%)
235	MUNICIPAL PARKING	1,056,924	1,108,886	1,094,500	1,077,200	**1,094,500**	17,300	1.6%
251	TIF I SOUTH	3,275	2,263	1,500	1,800	**1,500**	(300)	(16.7%)
255	TIF II NORTH	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
261	TIF III	271,005	276,689	275,000	276,500	**275,000**	(1,500)	(0.5%)
263	TIF IV	692,480	521,747	503,000	534,000	**503,000**	(31,000)	(5.8%)
264	TIF V	507,045	324,271	306,000	326,300	**306,000**	(20,300)	(6.2%)
301	DEBT SERVICE	28,535,513	7,537,260	16,282,617	16,376,783	**7,842,863**	(8,533,920)	(52.1%)
401	CAPITAL PROJECTS	4,533,911	6,027,165	5,707,300	5,671,100	**14,542,500**	8,871,400	156.4%
426	FLOOD CONTROL V	11,920	1,009,169	155,000	205,000	**5,000**	(200,000)	(97.6%)
431	PUBLIC BUILDING	166,195	6,978	6,000	8,500	**6,000**	(2,500)	(29.4%)
435	EMERALD ASH BORER (EAB)	2,000,000	2,715,000	0	0	**6,435,000**	6,435,000	N/A
505	WATER & SEWER	13,608,580	14,606,340	13,953,000	15,409,100	**16,104,100**	695,000	4.5%
511	SOLID WASTE DISPOSAL	1,859,403	1,602,018	1,644,000	1,545,700	**1,644,000**	98,300	6.4%
515	ARTS, ENTERTAINMENT & EVENTS	885,811	535,282	637,400	622,000	**563,100**	(58,900)	(9.5%)
605	HEALTH INSURANCE	8,233,395	8,324,372	9,734,400	9,222,600	**9,654,000**	431,400	4.7%
606	RETIREE HEALTH INSURANCE	2,713,172	2,741,629	2,739,700	2,724,200	**3,396,200**	672,000	24.7%
611	GENERAL LIABILITY INSURANCE	982,549	677,285	686,600	688,600	**720,300**	31,700	4.6%
615	WORKERS' COMPENSATION	1,962,702	1,849,652	1,846,400	1,848,400	**1,903,200**	54,800	3.0%
621	FLEET OPERATIONS	2,930,854	3,525,128	3,351,400	3,393,400	**3,324,600**	(68,800)	(2.0%)
625	TECHNOLOGY	1,403,288	1,454,653	1,522,400	1,522,400	**1,542,500**	20,100	1.3%
705	POLICE PENSION	7,684,256	13,134,844	9,610,900	9,310,880	**9,537,400**	226,520	2.4%
711	FIRE PENSION	7,868,358	12,696,488	10,256,000	9,556,000	**9,886,300**	330,300	3.5%
	TOTAL REVENUES	**156,974,831**	**152,233,019**	**152,495,483**	**151,127,229**	**162,015,354**	**10,888,125**	**7.2%**

FUND	EXPENDITURES	2011-12 Actual	2012-13 Actual	2013-14 Est Act	2013-14 Budget	2014-15 Budget	$ Change	% Change
101	GENERAL	63,531,600	68,097,052	67,310,600	67,955,262	**69,887,100**	1,931,838	2.8%
211	MOTOR FUEL TAX	2,026,504	2,051,706	2,444,600	2,818,431	**2,246,900**	(571,531)	(20.3%)
215	CDBG	362,244	278,924	368,256	368,256	**447,591**	79,335	21.5%
225	FIRE ACADEMY	97,031	195,014	0	0	**0**	0	N/A
227	FOREIGN FIRE INSURANCE TAX	119,093	172,862	137,000	145,000	**170,200**	25,200	17.4%
231	CRIMINAL INVESTIGATIONS	112,054	597,791	146,600	146,093	**110,100**	(35,993)	(24.6%)
235	MUNICIPAL PARKING	1,195,152	1,170,524	1,302,000	1,264,891	**1,363,200**	98,309	7.8%
251	TIF I SOUTH	354,132	35,288	17,300	17,353	**13,000**	(4,353)	(25.1%)
255	TIF II NORTH	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
261	TIF III	274,200	282,484	303,400	326,775	**304,400**	(22,375)	(6.8%)
263	TIF IV	59,666	69,924	688,000	1,686,498	**760,000**	(926,498)	(54.9%)
264	TIF V	351,841	409,459	476,788	1,015,163	**1,039,713**	24,550	2.4%
301	DEBT SERVICE	28,517,946	7,574,404	16,353,508	16,516,205	**7,835,800**	(8,680,405)	(52.6%)
401	CAPITAL PROJECTS	4,404,935	5,828,949	9,056,010	9,479,716	**11,613,400**	2,133,684	22.5%
426	FLOOD CONTROL V	356,599	248,757	1,063,900	1,389,023	**400,000**	(989,023)	(71.2%)
431	PUBLIC BUILDING	135,611	24,286	25,000	325,292	**1,025,000**	699,708	215.1%
435	EMERALD ASH BORER (EAB)	7,535	425,519	2,913,200	3,002,220	**3,279,400**	277,180	9.2%
505	WATER & SEWER	13,961,819	14,547,808	15,539,300	15,871,890	**16,104,100**	232,210	1.5%
511	SOLID WASTE DISPOSAL	1,529,106	1,312,457	1,226,800	1,301,700	**1,522,900**	221,200	17.0%
515	ARTS, ENTERTAINMENT & EVENTS	756,284	463,131	629,100	623,800	**556,900**	(66,900)	(10.7%)
605	HEALTH INSURANCE	8,473,076	8,774,521	8,940,100	10,850,500	**11,226,700**	376,200	3.5%
606	RETIREE HEALTH INSURANCE	2,713,172	2,741,629	2,739,700	2,724,200	**3,396,200**	672,000	24.7%
611	GENERAL LIABILITY INSURANCE	662,549	537,629	1,483,000	1,583,000	**834,000**	(749,000)	(47.3%)
615	WORKERS' COMPENSATION	1,176,771	2,150,220	1,251,100	1,680,800	**1,683,500**	2,700	0.2%
621	FLEET OPERATIONS	3,458,027	3,170,584	5,849,700	6,608,063	**5,355,600**	(1,252,463)	(19.0%)
625	TECHNOLOGY	1,304,773	1,394,864	1,382,400	1,522,400	**1,617,500**	95,100	6.2%
705	POLICE PENSION	4,452,747	4,689,594	5,247,200	5,087,000	**5,745,200**	658,200	12.9%
711	FIRE PENSION	5,088,133	5,375,897	5,638,400	5,701,400	**6,003,600**	302,200	5.3%
	TOTAL EXPENDITURES	**145,490,925**	**132,628,633**	**152,541,462**	**160,019,431**	**154,550,004**	**(5,469,427)**	**(3.4%)**

VILLAGE OF ARLINGTON HEIGHTS

FUND BALANCE SUMMARY FY2015

Fund	Fund Name	5/01/14 Projected Beginning Fund Balance (Deficit)	FY2015 Revenues & Transfers In	FY2015 Expenditures & Transfers Out	FY2015 Revenues Over (Under) Expenditures	4/30/15 Estimated Ending Fund Balance (Deficit)
101	General	$24,857,723	$69,887,100	$69,887,100	$0	$24,857,723
211	Motor Fuel Tax	1,405,815	2,144,500	2,246,900	(102,400)	1,303,415
215	CDBG	0	447,591	447,591	0	0
227	Foreign Fire Insurance Tax	288,610	130,500	170,200	(39,700)	248,910
231	Criminal Investigations	310,736	110,600	110,100	500	311,236
235	Municipal Parking	4,192,865	1,094,500	1,363,200	(268,700)	3,924,165
251	TIF I South	215,960	1,500	13,000	(11,500)	204,460
255	TIF II North	0	8,000	8,000	0	0
261	TIF III	1,025,374	275,000	304,400	(29,400)	995,974
263	TIF IV	903,925	503,000	760,000	(257,000)	646,925
264	TIF V	1,701,426	306,000	1,039,713	(733,713)	967,713
301	Debt Service	1,653,839	7,842,863	7,835,800	7,063	1,660,902
401	Capital Projects	3,378,479	14,542,500	11,613,400	2,929,100	6,307,579
426	Flood Control V	2,008,090	5,000	400,000	(395,000)	1,613,090
431	Public Building	1,701,169	6,000	1,025,000	(1,019,000)	682,169
435	Emerald Ash Borer (EAB) Fund	1,368,746	6,435,000	3,279,400	3,155,600	4,524,346
505	Water & Sewer	3,990,797	16,104,100	16,104,100	0	3,990,797
511	Solid Waste Disposal	2,873,998	1,644,000	1,522,900	121,100	2,995,098
515	Arts, Entertainment & Events	281,699	563,100	556,900	6,200	287,899
605	Health Insurance	3,234,185	9,654,000	11,226,700	(1,572,700)	1,661,485
606	Retiree Health Insurance	0	3,396,200	3,396,200	0	0
611	General Liability Insurance	3,351,036	720,300	834,000	(113,700)	3,237,336
615	Workers' Compensation Insurance	5,258,010	1,903,200	1,683,500	219,700	5,477,710
621	Fleet Operations	3,304,627	3,324,600	5,355,600	(2,031,000)	1,273,627
625	Technology	1,630,288	1,542,500	1,617,500	(75,000)	1,555,288
705	Police Pension	94,377,609	9,537,400	5,745,200	3,792,200	98,169,809
711	Fire Pension	80,667,650	9,886,300	6,003,600	3,882,700	84,550,350
	TOTAL ALL VILLAGE FUNDS	**$243,982,656**	**$162,015,354**	**$154,550,004**	**$7,465,350**	**$251,448,006**

1. The General Fund's current financial condition 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 FY2015 is due primarily to building maintenance and improvements, as well as Police administrative changes.

6. The TIF I District ended in 2006. Current litigation and possible refunds create the potential for FY2015 activity in the TIF I South Fund. The TIF II District ended in 2009. Possible refunds create the potential for FY2015 activity in the TIF II North Fund.

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

FUND BALANCE SUMMARY FY2015

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 surplus in operations due to the $10 million bond issue for street purposes.

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 towards the long-term plan to construct a new Police Facility and the replacement of the Village-wide phone switch.

12. Emerald Ash Borer (EAB) Fund - The Emerald Ash Borer is an insect that kills Ash trees. This fund accounts for the costs associated with the removal and replacement of the Village's 13,000 parkway Ash trees. The FY2015 surplus reflects a transfer in of available monies from the Capital Projects Fund for future EAB program costs.

13. Water & Sewer Fund - A planned service rate increase of 5% will maintain 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.

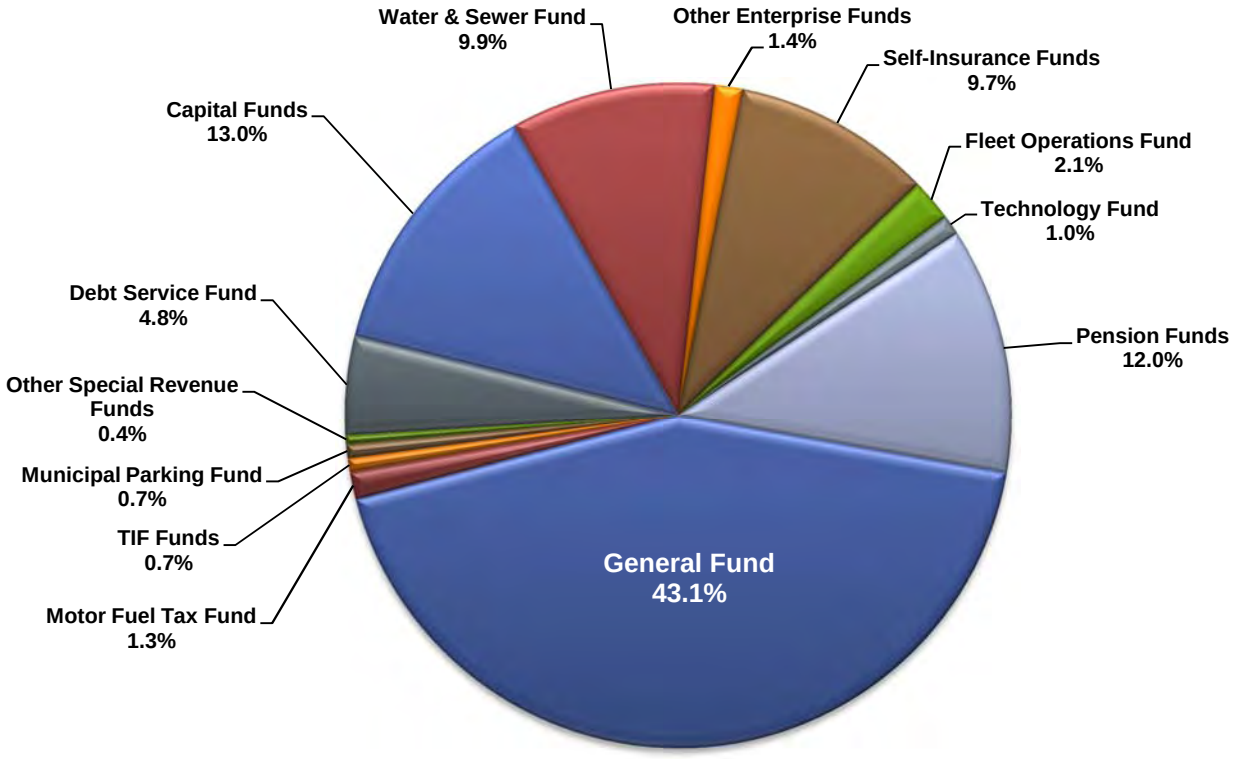
20. The Fleet Operations Fund provides for major capital replacements. Service charges over the useful life of the equipment will replenish reserves. A healthy fund balance is maintained for vehicle and equipment replacement. The deficit in operations in FY2015 is due to the planned replacement of vehicles.

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. The FY2015 deficit represents a drawdown of fund reserves to be used for a complete revamp of the Village's website.

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 72% and 64% respectively. Per current State Statute, 90% funding must be reached by 2040.

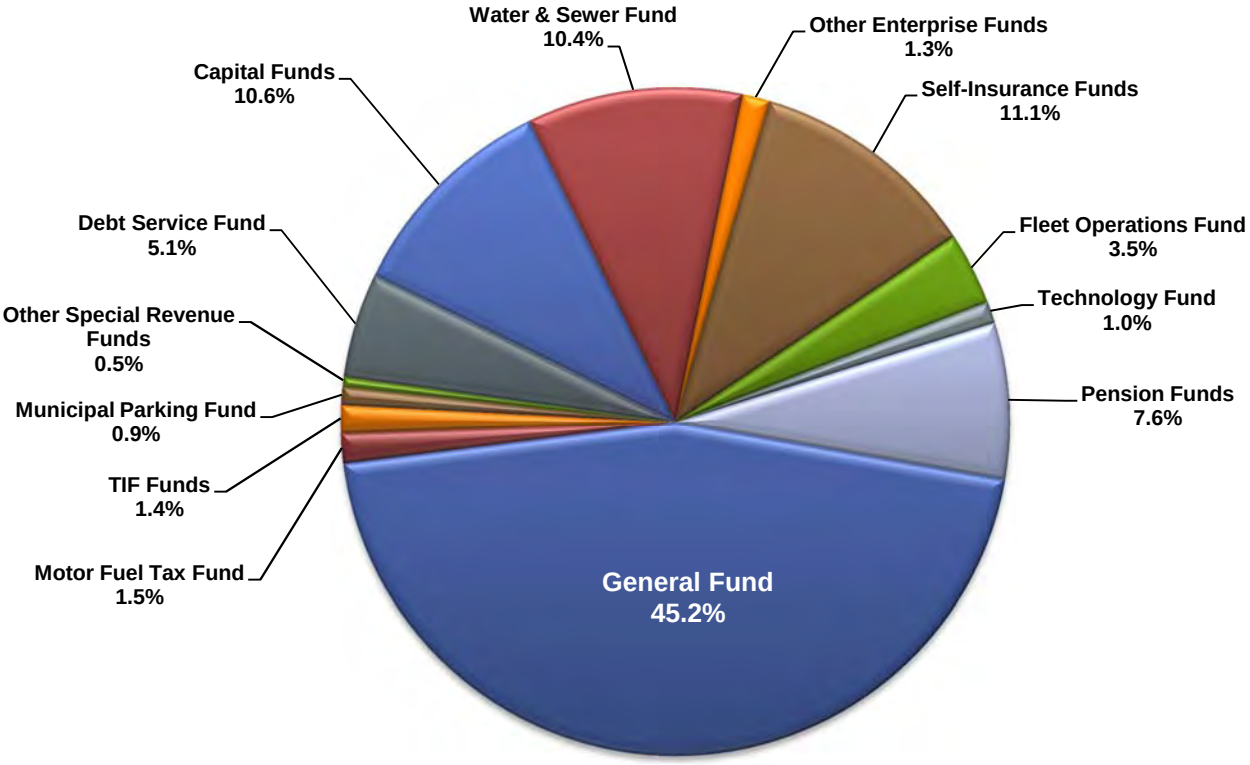
ALL FUNDS REVENUES

FY2014-2015 Budget



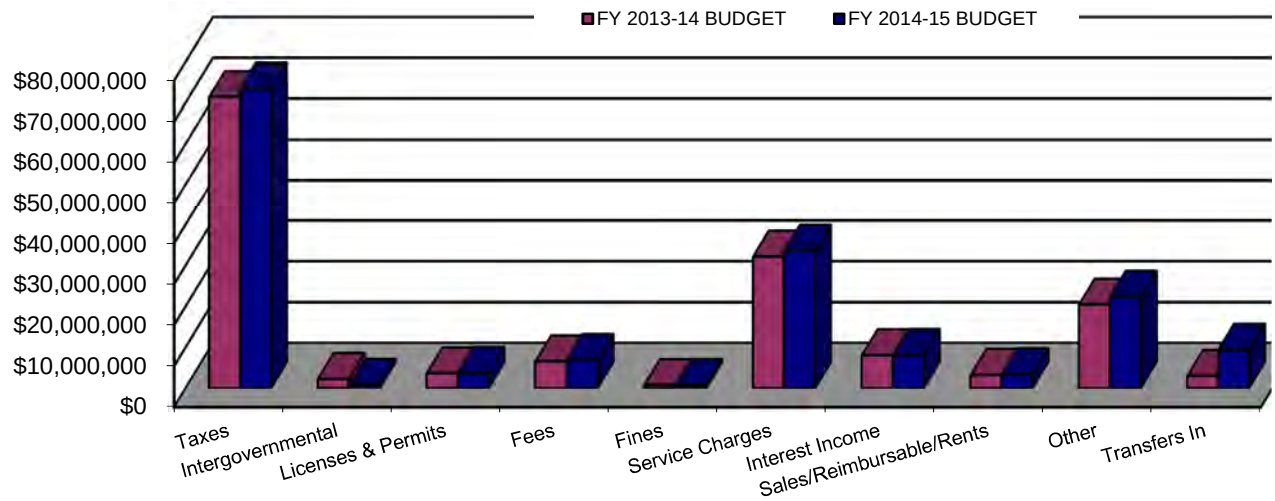
ALL FUNDS EXPENDITURES

FY2014-2015 Budget



WHERE THE MONEY COMES FROM

ALL FUNDS REVENUES
FY 2013-14 BUDGET vs. FY 2014-15 BUDGET

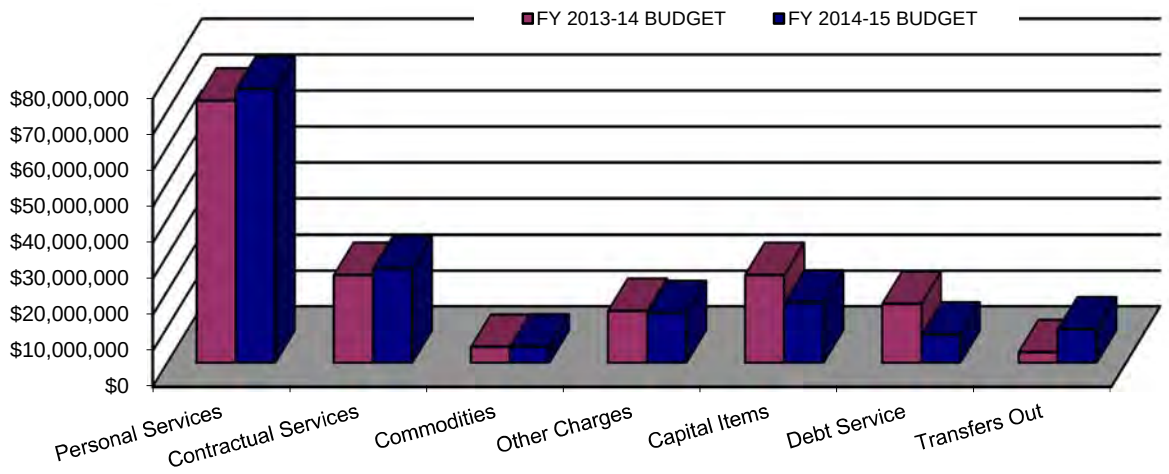


	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGET	**FY 2014-15 BUDGET**	% CHANGE
Taxes	70,408,718	70,076,448	71,305,225	**73,411,450**	3.0%
Intergovernmental	1,173,358	1,464,992	2,205,256	**764,691**	(65.3%)
Licenses & Permits	3,618,724	4,289,920	3,590,500	**3,650,500**	1.7%
Fees	6,514,779	6,938,410	6,516,000	**6,873,500**	5.5%
Fines	843,042	761,846	725,200	**730,200**	0.7%
Service Charges	28,335,927	30,138,401	32,075,100	**33,502,400**	4.4%
Interest Income	5,299,594	14,979,422	8,011,800	**8,036,500**	0.3%
Sales/Reimbursable/Rents	3,636,495	3,612,555	3,202,300	**3,364,800**	5.1%
Other	32,377,477	12,679,064	20,395,450	**22,312,000**	9.4%
	152,208,114	144,941,058	148,026,831	**152,646,041**	3.1%
Reserves	0	0	125,000	**50,000**	(60.0%)
Transfers In	4,766,717	7,291,961	2,975,398	**9,319,313**	213.2%
Total Revenues	156,974,831	152,233,019	151,127,229	**162,015,354**	7.2%

NOTE: **Intergovernmental** revenues decreased due to the completion of the State grant funded Northwest Highway/Davis Street/Arthur Avenue project. **Fees** increased due to higher cable franchise fee receipts and from higher budgeted solid waste disposal fees. **Service Charges** increased primarily due to the 5% combined scheduled increase in water and sewer rates. **Other** revenues increased due to bond proceeds recognized in the Capital Projects Fund. **Reserves** reflect the planned use of Arts, Entertainment & Events Fund reserves for the repair and replacement of Village infrastructure at the Metropolis Theater. **Transfers In** increased due to the planned $6.4 million transfer in to the Emerald Ash Borer (EAB) Fund from the Capital Projects Fund.

WHERE THE MONEY GOES

ALL FUNDS EXPENDITURES
FY 2013-14 BUDGET vs. FY 2014-15 BUDGET



	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGET	**FY 2014-15 BUDGET**	% CHANGE
Personal Services	66,665,660	68,733,528	72,882,300	**76,079,950**	4.4%
Contractual Services	22,287,777	21,440,034	24,464,221	**26,219,400**	7.2%
Commodities	3,340,101	3,745,438	4,410,339	**4,546,100**	3.1%
Other Charges	10,175,942	12,351,851	14,445,759	**13,814,141**	(4.4%)
Capital Items	9,884,677	11,491,417	24,452,590	**16,735,300**	(31.6%)
Debt Service	28,370,051	7,574,404	16,388,824	**7,835,800**	(52.2%)
	140,724,208	125,336,672	157,044,033	**145,230,691**	(7.5%)
Transfers Out	4,766,717	7,291,961	2,975,398	**9,319,313**	213.2%
Total Expenditures	145,490,925	132,628,633	160,019,431	**154,550,004**	(3.4%)

NOTE: **Personal Services** increased due to pension, health insurance and wage adjustments. **Contractual Services** increased due in part to higher Public Works Department vehicle lease charges associated with the planned replacement of dump trucks which had reached the end of their useful lives. Additional funds have also been budgeted in the Public Building Fund for a portion of the architectural fees for the new Police Facility. **Other Charges** were lower due to an extraordinary liability loss recognized in the prior fiscal year. **Capital Items** expenditures were higher than normal in the prior fiscal year due to a one-time transfer from the General Fund for street resurfacing purposes, the final costs of the Northwest Highway/Davis Street/Arthur Avenue project, as well as the replacement of a costly aerial tower truck in the Fire Department. **Debt Service** expenditures decreased due to an advanced refunding payment of $8.6 million in the prior year. **Transfers Out** is higher due to the $6.4 million transfer out from the Capital Projects Fund to the Emerald Ash Borer (EAB) Fund.

Village of Arlington Heights

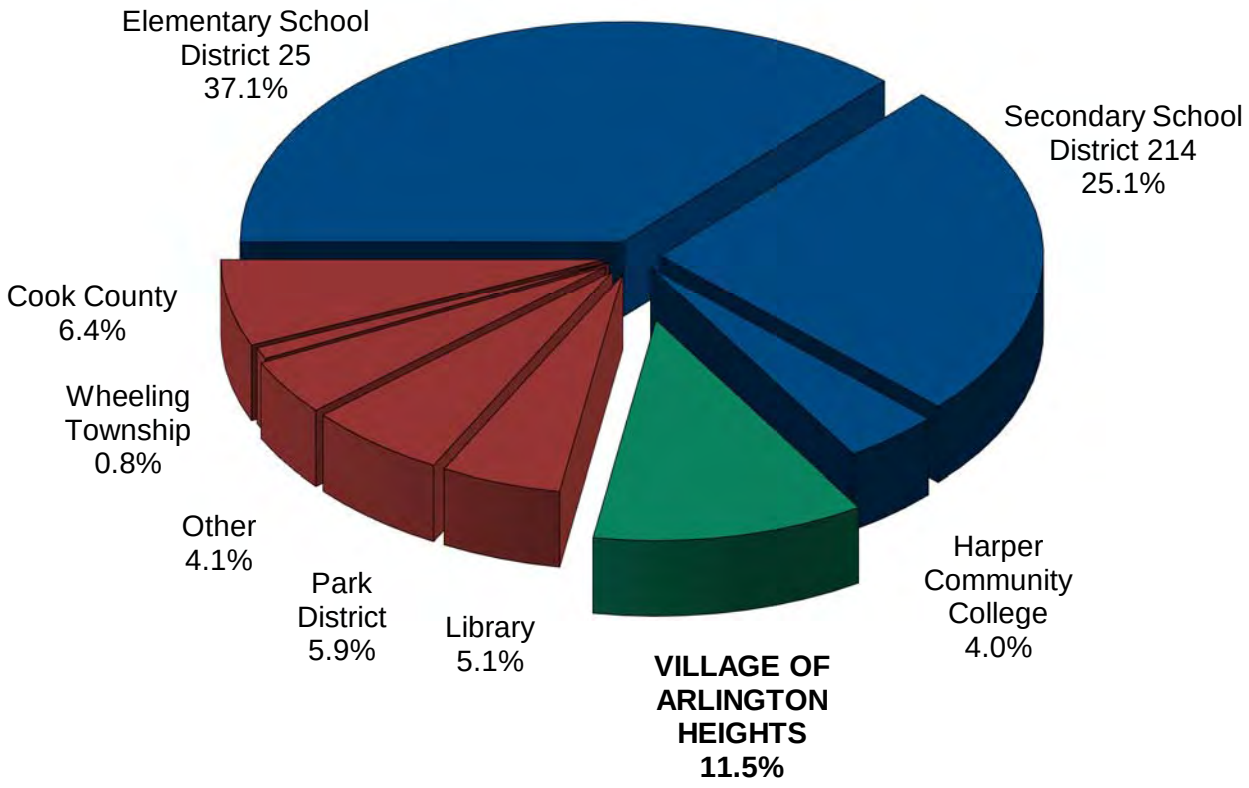
2012 PROPERTY TAX BILL

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

Education - 66.2%

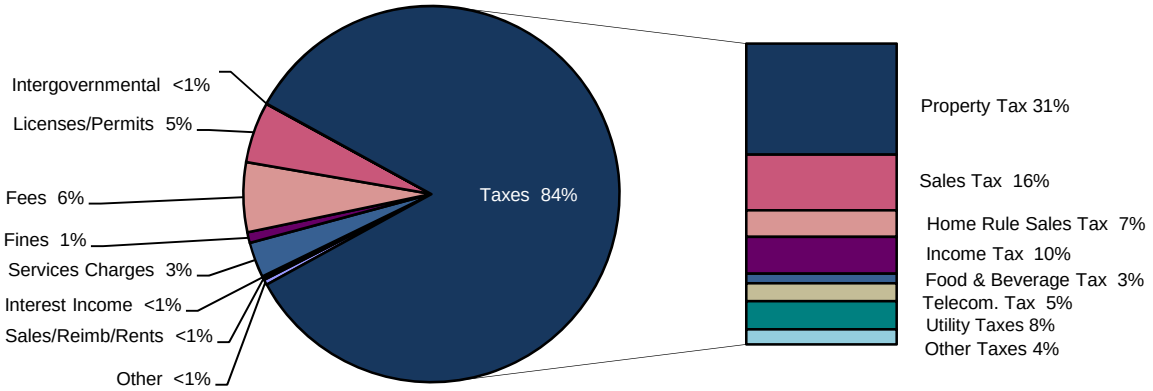
Other Taxing Bodies - 22.3%

Village of Arlington Heights - 11.5%



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

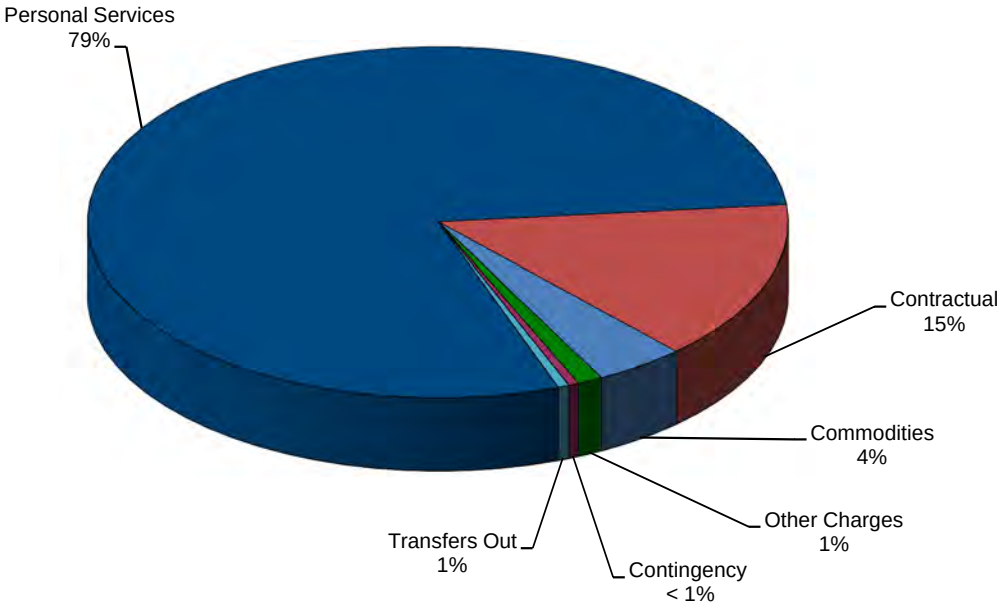
WHERE THE MONEY COMES FROM
GENERAL FUND REVENUES
2014-2015 Fiscal Year



	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGET	**FY 2014-15 BUDGET**	% CHANGE
Taxes	54,828,925	55,858,027	56,706,700	**58,709,900**	3.5%
Intergovernmental	261,065	240,930	164,900	**33,000**	(80.0%)
Licenses/Permits	3,618,724	4,289,920	3,590,500	**3,650,500**	1.7%
Fees	3,816,241	4,264,676	3,943,100	**4,189,400**	6.2%
Fines	725,654	669,732	625,200	**635,200**	1.6%
Service Charges	2,030,165	2,052,554	2,079,800	**2,126,100**	2.2%
Interest Income	87,784	92,514	68,000	**90,000**	32.4%
Sales/Reimb/Rents	431,381	436,635	142,300	**139,300**	(2.1%)
Other	363,779	329,880	304,900	**313,700**	2.9%
Total Revenue	66,163,718	68,234,868	67,625,400	**69,887,100**	3.3%

NOTE: **Taxes** increased due primarily to increases in sales, income and property tax receipts. **Intergovernmental** revenues decreased due to Police grants that were received in the prior year, but have not yet been awarded for FY2015. **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 increased to match actual earnings. However, interest income continues to be much lower than the historical average.

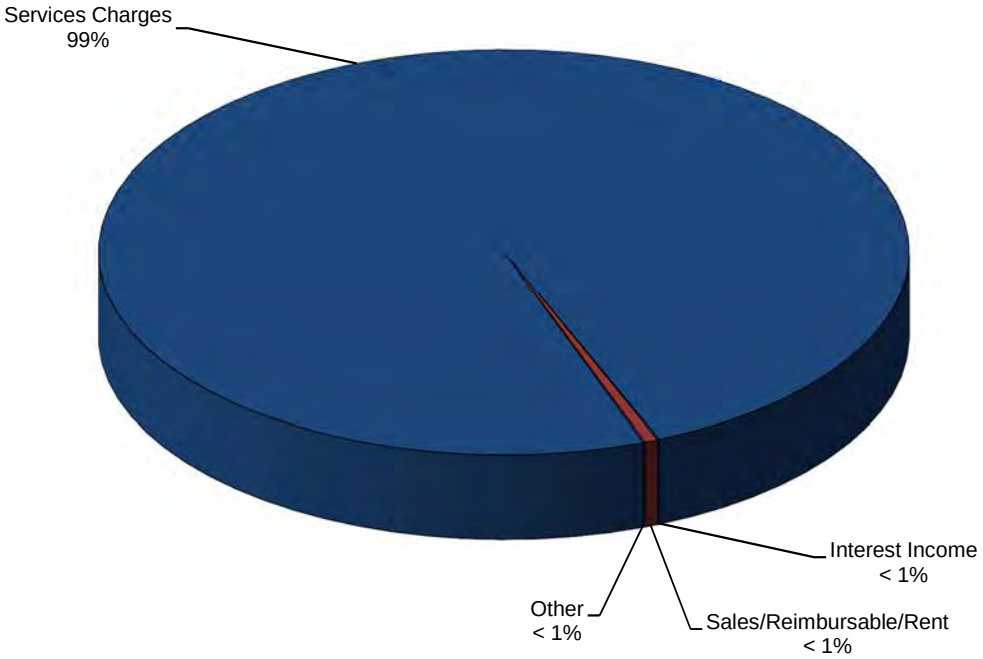
WHERE THE MONEY GOES
GENERAL FUND EXPENDITURES
2014-2015 FISCAL YEAR



	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGET	**FY 2014-15 BUDGET**	% CHANGE
Personal Services	49,522,320	50,588,887	53,495,300	**55,209,100**	3.2%
Contractual Services	8,571,746	8,546,775	10,011,614	**10,265,100**	2.5%
Commodities	2,057,910	2,432,173	2,821,282	**2,911,200**	3.2%
Other Charges	509,724	1,157,317	813,885	**809,200**	(0.6%)
Contingency	0	0	253,181	**332,500**	31.3%
Transfers Out	2,869,900	5,371,900	560,000	**360,000**	(35.7%)
Total Expenditures	63,531,600	68,097,052	67,955,262	**69,887,100**	2.8%

NOTE: **Personal Services** increased due to pension, health insurance, and wage adjustments. **Contractual Services** increased due primarily to higher Public Works vehicle lease charges associated with the replacement of dump trucks which had reached the end of their useful lives. **Commodities** increased in order to restock the Village's rock salt inventory which was depleted by the past season's extreme winter weather. **Contingency** is budgeted each year but if used, is classified as an expenditure type. If not used it becomes part of available reserves. As of the date of this writing, the FY2014 budget shows that there is $253,181 remaining of the original $300,000 contingency budget. **Transfers Out** decreased due to $200,000 transferred to the Fleet Fund in the prior year as the result of a private donation that was used toward the purchase of a new ambulance

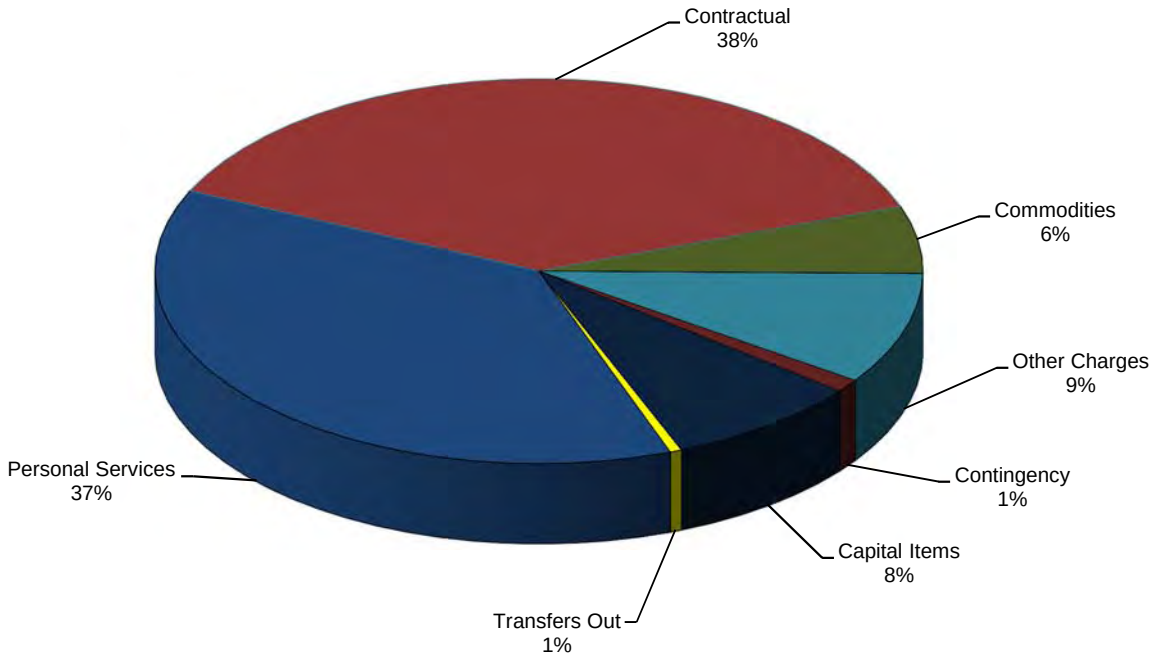
WHERE THE MONEY COMES FROM
WATER & SEWER FUND REVENUES
2014-2015 FISCAL YEAR



	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGET	**FY 2014-15 BUDGET**	% CHANGE
Services Charges	12,960,678	14,344,566	15,292,100	**15,994,100**	4.6%
Interest Income	17,137	12,455	20,000	**11,000**	(45.0%)
Sales/Reimbursable/Rent	116,255	143,446	82,000	**84,000**	2.4%
Other	514,510	105,873	15,000	**15,000**	0.0%
Total Revenues	13,608,580	14,606,340	15,409,100	**16,104,100**	4.5%

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 previously approved effective as of May 1, 2014. **Interest Income** has been reduced due to ongoing lower short-term interest rates.

WHERE THE MONEY GOES
WATER & SEWER FUND EXPENDITURES
2014-2015 FISCAL YEAR



	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGET	**FY 2014-15 BUDGET**	% CHANGE
Personal Services	5,262,789	5,590,527	5,875,600	**6,023,900**	2.5%
Contractual	5,488,870	5,374,510	6,048,104	**6,070,700**	0.4%
Commodities	665,643	741,598	904,810	**910,600**	0.6%
Other Charges	1,389,695	1,452,805	1,502,900	**1,516,000**	0.9%
Contingency	0	0	174,942	**175,900**	0.5%
Capital Items	1,154,822	1,388,368	1,285,534	**1,327,000**	3.2%
Transfers Out	0	0	80,000	**80,000**	0.0%
Total Expenditures	13,961,819	14,547,808	15,871,890	**16,104,100**	1.5%

NOTE: **Personal Services** increased due to pension, health insurance, and wage adjustments. **Contingency** is budgeted each year but if used, is classified as an expenditure type. If not used it becomes part of available reserves. As of the date of this writing, the FY2014 budget shows that $174,942 remains of the original $182,900 contingency budget. **Capital Items** increased from the prior year due to budgeted increases for the water tank painting and the automatic meter reading system projects.

VILLAGE OF ARLINGTON HEIGHTS

EMPLOYEE CENSUS

Ten Year Analysis

DEPARTMENT		FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	
Manager's Office	Full-Time	5.00	5.50	5.50	6.50	6.50	6.00	6.00	6.00	6.00	6.00	
	Part-Time	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Human Resources	Full-Time	4.00	4.50	4.50	4.50	4.50	4.00	4.00	4.00	4.00	4.00	
	Part-Time	1.00	0.00	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	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	3.00	3.00	3.00	4.00	4.00	3.00	3.00	3.00	3.00	3.00	
Finance	Full-Time	20.00	19.00	19.00	19.00	18.00	17.00	17.00	17.00	17.00	17.00	
	Part-Time	4.00	3.00	3.00	3.00	2.00	2.00	1.00	1.00	1.00	1.00	
IT/GIS	Full-Time	9.00	7.00	7.00	7.00	7.00	7.00	6.00	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	148.00	148.00	146.00	138.00	137.00	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	1.00	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	106.00	105.00	114.00	114.00	113.00	110.00	109.00	109.00	109.00	109.00	
	Part-Time	1.00	1.00	1.00	1.00	1.00	1.00	3.00	3.00	3.00	3.00	
Planning & Comm Devlp	Full-Time	11.00	11.00	11.00	11.00	11.00	9.00	9.00	9.00	9.00	9.00	
	Part-Time	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
Building Services	Full-Time	18.00	18.00	18.00	19.00	18.00	17.00	15.00	15.00	15.00	15.00	(1)
	Part-Time	0.00	0.00	1.00	1.00	1.00	1.00	3.00	3.00	3.00	3.00	
Health Services	Full-Time	11.00	11.00	11.00	11.00	11.00	10.00	9.00	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	0.00	0.00	0.00	0.00	0.00	
	Part-Time	3.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	
Senior Services	Full-Time	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	5.00	5.00	
Engineering	Full-Time	13.00	13.00	13.00	13.00	12.00	10.00	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	50.00	49.00	44.00	42.00	42.00	42.00	42.00	
	Part-Time	0.00	0.00	0.00	1.00	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	40.00	40.00	40.00	40.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	
Fleet Services	Full-Time	11.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	
	Part-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
TOTAL	**Full-Time**	**453.00**	**449.00**	**458.00**	**460.00**	**452.00**	**426.00**	**417.00**	**417.00**	**417.00**	**417.00**	
	Part-Time	**23.00**	**20.00**	**21.00**	**23.00**	**21.00**	**17.00**	**20.00**	**20.00**	**20.00**	**20.00**	
TOTAL EMPLOYEES		**476.00**	**469.00**	**479.00**	**483.00**	**473.00**	**443.00**	**437.00**	**437.00**	**437.00**	**437.00**	
INCREASE (DECREASE)		**3.00**	**(7.00)**	**10.00**	**4.00**	**(10.00)**	**(30.00)**	**(6.00)**	**0.00**	**0.00**	**0.00**	
FULL-TIME EQUIVALENTS (FTE)		**464.00**	**458.50**	**468.25**	**471.75**	**462.75**	**434.50**	**427.00**	**427.25**	**427.25**	**427.25**	
INCREASE (DECREASE)		**0.50**	**(5.50)**	**9.75**	**3.50**	**(9.00)**	**(28.25)**	**(7.50)**	**0.25**	**0.00**	**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 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 FY2015

OPERATION	STAFFING			EXPENDITURES		
	Budget FY2014	Budget FY2015	Increase (Decrease)	Budget FY2014	Budget FY2015	Increase (Decrease)
Board of Trustees	0.00	0.00		$182,000	$180,700	($1,300)
Village Manager	6.00	6.00		965,469	982,200	16,731
Human Resources	4.00	4.00		14,634,775	15,030,900	396,125
Legal	2.75	2.75		770,800	775,400	4,600
Finance/T/GIS	23.50	23.50		5,860,404	5,159,000	(701,404)
Boards & Commissions	0.00	0.00		237,885	234,000	(3,885)
Metropolis Theater	0.00	0.00		328,500	248,000	(80,500)
Police/Police Grant	139.00	139.00		24,186,692	24,940,700	754,008
Fire	110.50	110.50		20,202,866	20,916,900	714,034
Planning & Community Development	9.00	9.00		3,498,485	3,101,050	(397,435)
Building & Health Services	29.00	29.00		4,263,525	4,417,900	154,375
Engineering	10.00	10.00		13,685,749	8,215,400	(5,470,349)
Public Works	42.25	42.25		16,253,506	16,637,000	383,494
Criminal Investigations	0.00	0.00		146,093	110,100	(35,993)
Foreign Fire Insurance Tax	0.00	0.00		145,000	170,200	25,200
Comm Development Block Grant Program	0.00	0.00		162,256	239,941	77,685
Water Utility Operations	40.75	40.75		13,540,048	13,661,600	121,552
Parking Operations	0.00	0.00		621,637	674,800	53,163
Solid Waste Disposal	0.00	0.00		1,301,700	1,522,900	221,200
Municipal Fleet Services	10.50	10.50		2,220,034	2,247,500	27,466
Pensions	0.00	0.00		10,788,400	11,748,800	960,400
Capital Projects - Water/Sewer	0.00	0.00		984,500	1,085,000	100,500
Capital Projects - Equipment	0.00	0.00		4,462,663	3,139,100	(1,323,563)
Capital Projects - Public Buildings	0.00	0.00		18,966	750,000	731,034
Debt Service	0.00	0.00		16,516,205	7,835,800	(8,680,405)
Sub-Total	427.25	427.25	0.00	$155,978,158	$144,024,891	($11,953,267)
Non-Operating & Transfers Out	N/A	N/A	N/A	4,041,273	10,525,113	6,483,840
TOTAL	**427.25**	**427.25**	**0.00**	**$160,019,431**	**$154,550,004**	**($5,469,427)**

VILLAGE OF ARLINGTON HEIGHTS

INTERFUND TRANSFERS FY2014-2015

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		8,000	Property tax refunds (to Fund 255)
	$0	$8,000	
255 TIF II Fund	8,000	0	Property tax refunds (from Fund 251)
	$8,000	$0	
261 TIF III Fund		264,400	2003A debt service (to Fund 301)
	$0	$264,400	
264 TIF V Fund		429,713	2005 debt service (to Fund 301)
	$0	$429,713	
301 Debt Service Fund	150,000		Abatement of taxes for 2003B (from Fund 215)
	264,400		Abatement of taxes for 2003A (from Fund 261)
	429,713		Abatement of taxes for 2005 (from Fund 264)
	$844,113	$0	
401 Capital Projects Fund		6,400,000	Parkway tree replacements (to Fund 435)
	$0	$6,400,000	
435 EAB Fund	6,400,000		Parkway tree replacements (from Fund 401)
	$6,400,000	$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)
		1,627,200	Retiree medical insurance (to Fund 606)
	$440,000	$1,627,200	
606 Retiree Health Ins Fund	1,627,200		Retiree medical insurance (from Fund 605)
	$1,627,200	$0	
TOTAL	**$9,319,313**	**$9,319,313**	

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 2014-15.

CAPITAL SPENDING

Building & Land	$ 1,541,000
Equipment	1,005,600
Sewer	725,000
Signals	181,900
Streets	9,058,100
Vehicles	3,139,100
Water	785,000
TOTAL	**$ 16,435,700**

CAPITAL FUNDING

Capital Projects Fund	$ 4,674,700
Water & Sewer Fund	1,352,000
Motor Fuel Tax Fund	2,246,900
Municipal Parking Operations Fund	120,000
Flood Control V Fund	400,000
Public Building Fund	1,025,000
Emerald Ash Borer (EAB) Fund	2,824,100
Arts, Entertainment & Events (A&E) Fund	83,000
Fleet Operations Fund	3,139,100
Technology Fund	236,800
State/Federal/County & Grant Funds	334,100
TOTAL	**$ 16,435,700**

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

CAPITAL SPENDING	FUND	PROJ #	EST ACT 2013-14	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18	BUDGET 2018-19
Building &Land									
Overhead Door Replacement	**Cap Proj**	BL-90-04	10,000	10,000	**10,000**	10,000	10,000	15,000	20,000
Public Works Annex Improvements	**Cap Proj**	BL-93-02	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
Public Works Annex Improvements	**Water**	BL-93-02	20,000	20,000	**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	32,000	32,000	**32,000**	32,000	32,000	32,000	32,000
Roof Maintenance Program	**Cap Proj**	BL-95-06	239,900	227,347	**179,000**	29,500	391,000	10,200	60,000
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	5,900	5,900	**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	25,000	25,000	**25,000**	75,000	25,000	100,000	25,000
Parking Structure Maintenance/Repairs	**Parking**	BL-00-06	10,600	9,844	**75,000**	75,000	5,000	5,000	5,000
Police Station (Space Needs Study)	**Pub Bld**	BL-08-04	0	18,966	**0**	0	0	0	0
Police Building Maintenance	**Pub Bld**	BL-10-04	25,000	100,000	**25,000**	25,000	25,000	25,000	25,000
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	135,000	150,000	**0**	0	0	0	0
Phone System Upgrade	**Pub Bld**	BL-13-15	0	206,326	**250,000**	0	0	0	0
Security Cameras in Parking Garages	**Parking**	BL-14-01	30,000	30,000	**30,000**	30,000	0	0	0
Paint Municipal Complex Garage (M)	**Parking**	BL-14-02	12,500	12,500	**0**	0	0	0	0
Paint Municipal Complex Garage (M)	**Cap Proj**	BL-14-02	30,000	37,500	**0**	0	0	0	0
Parking Structure Evaluation	**Parking**	BL-14-10	35,000	50,000	**0**	0	0	0	0
Metropolis Theater 2nd Floor Refurbishment	**A&E**	BL-14-15	55,000	55,000	**0**	0	0	0	0
Metropolis Theater Lobby	**A&E**	BL-15-01	0	0	**30,000**	0	0	0	0
Metropolis Threater Seating Repl/Repair	**A&E**	BL-15-02	0	0	**20,000**	20,000	20,000	0	0
Police Facility	**Pub Bld**	BL-16-01	0	0	**750,000**	750,000	1,500,000	4,000,000	15,000,000
Metropolis Theater Stage Curtains Repl	**A&E**	BL-16-02	0	0	**0**	30,000	0	0	0
Metropolis Theater Dressing Rms/Green Rm	**A&E**	BL-17-01	0	0	**0**	0	25,000	0	0
Metropolis Theater Storage	**A&E**	BL-17-02	0	0	**0**	0	25,000	0	0
Sub-Total Building & Land			**755,900**	**1,080,383**	**1,541,000**	**1,191,500**	**2,173,000**	**4,302,200**	**15,282,000**
Equipment									
Operational Equipment - Public Works	**Cap Proj**	EQ-94-01	240,500	240,450	**104,000**	114,800	163,800	98,800	74,800
Operational Equipment - Public Works	**EAB**	EQ-94-01	7,000	7,000	**0**	0	0	0	0
Operational Equipment - Public Works	**Water**	EQ-94-01	256,000	256,034	**197,000**	224,000	209,700	221,000	131,000
Operational Equipment - Police Department	**Cap Proj**	EQ-95-01	86,700	86,700	**81,600**	42,000	37,500	34,500	43,500
Operational Equipment - Fire Department	**Cap Proj**	EQ-95-02	115,000	138,470	**127,200**	119,000	107,000	116,000	111,000
Office Equipment	**Cap Proj**	EQ-95-03	29,700	40,984	**40,000**	40,000	40,000	35,000	40,000
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	74,600	74,634	**31,000**	38,900	38,900	14,500	1,700
IT Equipment Replacement	**IT**	EQ-97-08	230,000	231,800	**236,800**	241,800	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	104,000	104,929	**80,000**	150,000	135,000	80,000	80,000
Operational Equipment - Engineering Department	**Cap Proj**	EQ-01-04	5,000	5,000	**5,000**	15,000	0	0	5,000
Equipment Replacement - Metropolis	**A&E**	EQ-06-03	43,500	43,500	**33,000**	34,000	35,000	36,000	37,000
Patrol Vehicle Equipment Replacement Program	**Cap Proj**	EQ-08-03	20,000	20,000	**35,000**	35,000	40,000	60,000	90,000
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	0	0	**0**	0	0	0	0
2-Way Mobile Radio Replacement	**Water**	EQ-09-05	0	0	**0**	0	0	0	0
Radio System Replacement - Police & Fire	**Cap Proj**	EQ-13-01	0	0	**0**	0	0	0	0
Metropolis Theater Sound System Upgrade	**A&E**	EQ-14-05	30,000	30,000	**0**	0	0	0	0
Metropolis Theater Ticketing/IT Replacement	**A&E**	EQ-14-10	40,000	40,000	**0**	0	0	0	0
Metropolis Theater Lighting Systems & Equip	**A&E**	EQ-16-01	0	0	**0**	40,000	0	0	0
Metropolis Theater Classroom Technology	**A&E**	EQ-17-01	0	0	**0**	0	10,000	0	0
Sub-Total Equipment			**1,317,000**	**1,354,501**	**1,005,600**	**1,129,500**	**1,093,700**	**972,600**	**890,800**
Sewers									
Sewer Rehab/Replacement Program	**Water**	SW-90-01	300,000	300,000	**300,000**	300,000	300,000	300,000	300,000
Grove Street Sanitary Sewer	**FLDV**	SW-97-01	175,000	175,000	**0**	0	0	0	0
Neighborhood Drainage Improvements	**FLDV**	SW-11-02	243,000	568,088	**300,000**	300,000	300,000	300,000	300,000
Cypress Detention Basin/Lift Station	**FLDV**	SW-11-05	80,000	80,000	**0**	0	0	0	0
Council Trail Sewer & Street Improvements	**TIF IV**	SW-13-01	150,000	600,000	**0**	0	0	0	0
Flood Study	**FLDV**	SW-13-02	405,900	405,935	**0**	0	0	0	0
Utility Modeling	**FLDV**	SW-13-03	160,000	160,000	**0**	0	0	0	0
Sewer Backup Rebate Program	**FLDV**	SW-15-01	0	0	**100,000**	100,000	100,000	100,000	100,000
Sewer Back-up Rebate Program	**Water**	SW-15-01	50,000	50,000	**25,000**	25,000	25,000	25,000	25,000
Sub-Total Sewers			**1,563,900**	**2,339,023**	**725,000**	**725,000**	**725,000**	**725,000**	**725,000**

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

CAPITAL SPENDING (continued)	Fund	PROJ #	EST ACT 2013-14	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18	BUDGET 2018-19
Signals									
Traffic Signal Maintenance	**MFT**	SG-03-02	114,600	113,800	**116,900**	119,200	121,500	124,000	126,500
Traffic Signal Imprv at Northwest Hwy/Wilke	**Cap Proj**	SG-08-02	505,800	505,849	**50,000**	0	0	0	0
Dundee Rd/Kennicott Ave Pedestrian Actuation	**Cap Proj**	SG-14-05	20,000	20,000	**0**	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central at Arthur	**Cap Proj**	SG-14-10	0	0	**0**	0	100,000	0	0
Traffic Signals LED Upgrade	**Cap Proj**	SG-14-15	41,000	41,000	**0**	0	0	0	0
Arl Hts Rd - Sigwalt St/Miner St Interconnection	**Cap Proj**	SG-16-05	0	0	**15,000**	0	0	0	0
Euclid Ave - Arl Hts Rd/Dunton St Interconnection	**Cap Proj**	SG-16-10	0	0	**0**	42,500	0	0	0
Sub-Total Signals			**681,400**	**680,649**	**181,900**	**161,700**	**221,500**	**124,000**	**126,500**
Streets									
Street Resurfacing Program	**Cap Proj**	ST-90-08	3,875,000	4,095,531	**3,500,000**	3,600,000	3,700,000	3,800,000	3,900,000
Street Rehabilitation Program	**MFT**	ST-90-09	2,130,000	2,452,631	**2,130,000**	0	2,100,000	2,100,000	2,100,000
Sidewalk & Curb Replacement	**Cap Proj**	ST-90-11	325,000	325,000	**335,000**	345,000	355,000	365,000	375,000
Pavement Crack Sealing Program	**MFT**	ST-92-01	85,000	85,000	**0**	0	0	0	0
Pavement Crack Sealing Program	**Cap Proj**	ST-92-01	0	0	**100,000**	100,000	100,000	100,000	100,000
Green Corridor Beautification	**TIF IV**	ST-99-03	0	0	**0**	95,000	0	0	0
Green Corridor Beautification	**Cap Proj**	ST-99-03	11,700	11,682	**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	0	0	**0**	0	0	0	0
Gateway Signs & Beautification	**Cap Proj**	ST-01-01	10,300	10,249	**24,000**	0	0	0	0
Paver Brick Maintenance	**Cap Proj**	ST-05-01	25,000	68,354	**25,000**	25,000	25,000	25,000	25,000
Northwest Hwy/Davis Street/Arthur Avenue	**Cap Proj**	ST-05-03	2,333,100	2,333,085	**0**	0	0	0	0
Parking Lot Resurfacing	**Parking**	ST-09-01	0	0	**0**	0	0	0	0
Parking Lot Resurfacing	**Cap Proj**	ST-09-01	0	20,000	**100,000**	0	0	0	0
McDonald Creek Bike Trail Repair	**Cap Proj**	ST-09-03	8,700	8,676	**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	115,000	167,000	**0**	0	0	0	0
Commuter Drive Reconstruction	**Cap Proj**	ST-11-05	162,000	162,000	**0**	0	0	0	0
Davis/Sigwalt Streets Fencing/Landscape Upgrade	**Cap Proj**	ST-12-01	11,100	11,060	**0**	0	0	0	0
Parkway Ash Tree Removal/Replacement Prog	**EAB**	ST-13-20	2,638,400	2,638,420	**2,824,100**	2,964,300	1,011,000	209,400	0
Downtown Street Furniture	**Cap Proj**	ST-14-01	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
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
Sub-Total Streets			**11,772,700**	**12,431,042**	**9,058,100**	**7,849,300**	**7,311,000**	**6,619,400**	**6,520,000**
Vehicles									
Vehicle and Special Equipment Repl - PW	**Fleet**	VH-95-01	1,660,600	1,796,585	**1,737,100**	807,000	276,000	589,000	84,000
Vehicle and Special Equipment Repl - W&S	**Fleet**	VH-95-02	503,500	503,471	**343,500**	617,000	367,500	778,000	141,000
Vehicle Replacement - Police Department	**Fleet**	VH-95-03	24,300	242,664	**315,000**	292,500	300,000	500,500	467,500
Vehicle Replacement - Fire Department	**Fleet**	VH-95-04	1,459,900	1,811,972	**557,500**	101,500	920,000	170,000	213,000
Vehicle Replacement - Municipal Fleet Services	**Fleet**	VH-95-06	26,000	26,000	**48,000**	0	0	0	48,000
Vehicle Replacement - Municipal Parking Operations	**Fleet**	VH-95-08	18,000	16,000	**0**	93,000	0	0	0
Vehicle Replacement - Building & Health Services	**Fleet**	VH-95-10	16,000	15,971	**66,000**	132,000	0	0	0
Vehicle Replacement - Engineering Department	**Fleet**	VH-95-11	46,700	50,000	**50,000**	47,000	22,000	25,000	0
Vehicle Replacement - Planning Department	**Fleet**	VH-95-12	0	0	**22,000**	0	0	0	0
Vehicle Replacement - Village Manager's Office	**Fleet**	VH-95-13	0	0	**0**	0	0	0	0
Vehicle Replacement - IT/GIS Department	**Fleet**	VH-95-15	0	0	**0**	23,000	0	0	0
Sub-Total Vehicles			**3,755,000**	**4,462,663**	**3,139,100**	**2,113,000**	**1,885,500**	**2,062,500**	**953,500**
Water									
Watermain Replacement Program	**Water**	WA-90-01	324,500	409,500	**485,000**	450,000	475,000	500,000	525,000
Automatic Meter Reading System	**Water**	WA-03-02	0	0	**100,000**	200,000	200,000	100,000	100,000
Water Tank Repainting	**Water**	WA-11-01	0	0	**200,000**	200,000	200,000	200,000	350,000
Deep Well Rehabilitation	**Water**	WA-11-02	275,000	275,000	**0**	0	0	0	0
Sub-Total Water			**599,500**	**684,500**	**785,000**	**850,000**	**875,000**	**800,000**	**975,000**
Total Capital Spending			**20,445,400**	**23,032,761**	**16,435,700**	**14,020,000**	**14,284,700**	**15,605,700**	**25,472,800**

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

CAPITAL FUNDING BY FUND	EST ACT 2013-14	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18	BUDGET 2018-19
Capital Projects Fund	8,608,500	8,937,854	**5,008,800**	4,923,700	5,410,200	4,996,000	5,093,000
Water & Sewer Fund	1,250,500	1,335,534	**1,352,000**	1,444,000	1,454,700	1,391,000	1,476,000
Motor Fuel Tax Fund	2,444,600	2,818,431	**2,246,900**	819,200	2,221,500	2,224,000	2,226,500
Municipal Parking Operations Fund	104,000	118,244	**120,000**	120,000	20,000	20,000	20,000
TIF IV Fund	150,000	600,000	**0**	95,000	0	0	0
Flood Control V Fund	1,063,900	1,389,023	**400,000**	400,000	400,000	400,000	400,000
Public Buildings Fund	25,000	325,292	**1,025,000**	775,000	1,525,000	4,025,000	15,025,000
Emerald Ash Borer (EAB) Fund	2,645,400	2,645,420	**2,824,100**	2,964,300	1,011,000	209,400	0
Arts, Entertainment & Events Fund	168,500	168,500	**83,000**	124,000	115,000	36,000	37,000
Fleet Operations Fund	3,755,000	4,462,663	**3,139,100**	2,113,000	1,885,500	2,062,500	953,500
Technology Fund	230,000	231,800	**236,800**	241,800	241,800	241,800	241,800
Total Capital Funding	**20,445,400**	**23,032,761**	**16,435,700**	**14,020,000**	**14,284,700**	**15,605,700**	**25,472,800**

CAPITAL FUNDING BY REVENUE SOURCE	EST ACT 2013-14	BUDGET 2013-14	BUDGET 2014-15	BUDGET 2015-16	BUDGET 2016-17	BUDGET 2017-18	BUDGET 2018-19
Charges to Operations	3,140,400	3,142,200	**3,318,400**	2,354,800	2,127,300	2,304,300	1,195,300
Motor Fuel Tax Allotment	1,712,890	1,809,900	**1,809,900**	819,200	1,809,900	1,809,900	1,809,900
Taxes							
Food & Beverage Tax	168,500	168,500	**83,000**	124,000	115,000	36,000	37,000
Property Tax	2,700,000	2,700,000	**2,800,000**	2,900,000	3,000,000	3,100,000	3,200,000
Property Tax Increment	150,000	533,000	**0**	95,000	0	0	0
Sales Tax Home Rule	1,694,000	1,727,100	**1,711,000**	1,746,000	1,798,000	1,852,000	1,893,000
Water Sales	1,250,500	1,335,534	**1,352,000**	1,444,000	1,454,700	1,391,000	1,476,000
Bond Proceeds	0	0	**0**	775,000	1,500,000	4,000,000	15,000,000
Other (including interest income)	400,100	471,844	**220,500**	156,500	82,000	82,000	50,500
Grants/State/Federal/County/Private	1,753,400	1,722,100	**334,100**	0	0	0	0
Operating Transfer In	597,510	597,510	**2,824,100**	2,964,300	1,011,000	209,400	0
Cash on Hand	6,878,100	8,825,073	**1,982,700**	641,200	1,386,800	821,100	811,100
Total Capital Funding	**20,445,400**	**23,032,761**	**16,435,700**	**14,020,000**	**14,284,700**	**15,605,700**	**25,472,800**

CAPITAL IMPROVEMENT PROGRAM (CIP)
IMPACT ON FY2014-15 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.

FY2014-15 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: Parkway Ash Tree Removal/Replacement (ST-13-20)

Description:. Removal and replacement of diseased parkway Ash trees. About 13,000 of the Village's 36,000 parkway trees are Ash trees that are susceptible to the Emerald Ash Borer infestation.

FY2014-15 Budget: $2,820,000 (Total Project Cost: $11,500,000)

Operating Budget Impact: In the near future, overtime for tree trimming should be reduced for a number of years until the replacement trees need significant pruning.

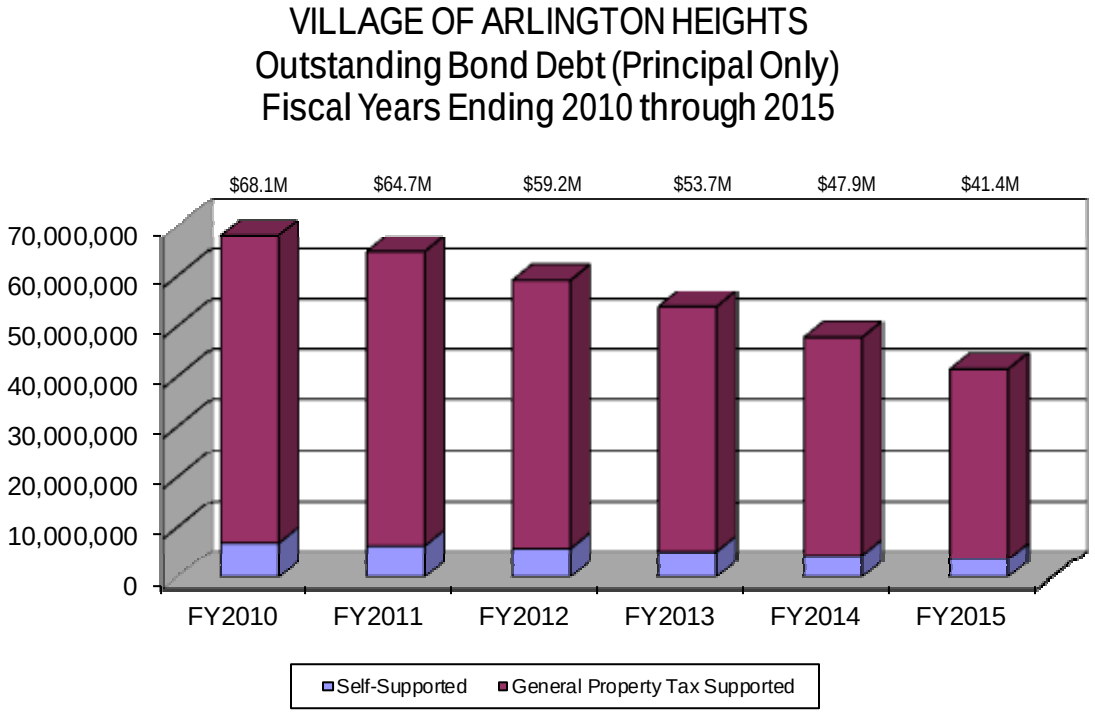
DEBT SUMMARY

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.



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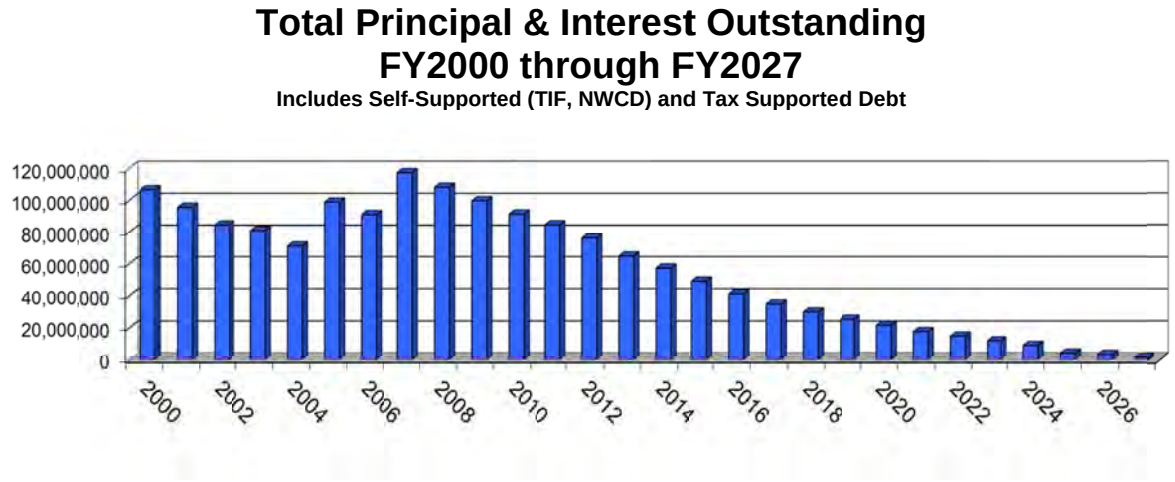
DEBT SUMMARY

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

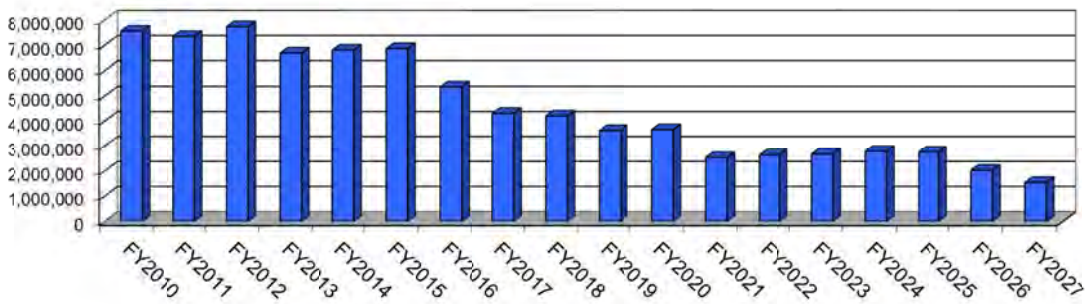
The Village's general obligation bond rating is Aa1 from Moody's Investors Service. A general obligation bond has the full faith and credit of the Village pledged. The general obligation alternate revenue bonds, which are a pledge of a specific revenue source, (i.e. utility taxes, sales taxes, water 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:

Tax Supported Debt Service Payments by Year
FY2010 Through FY2027



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

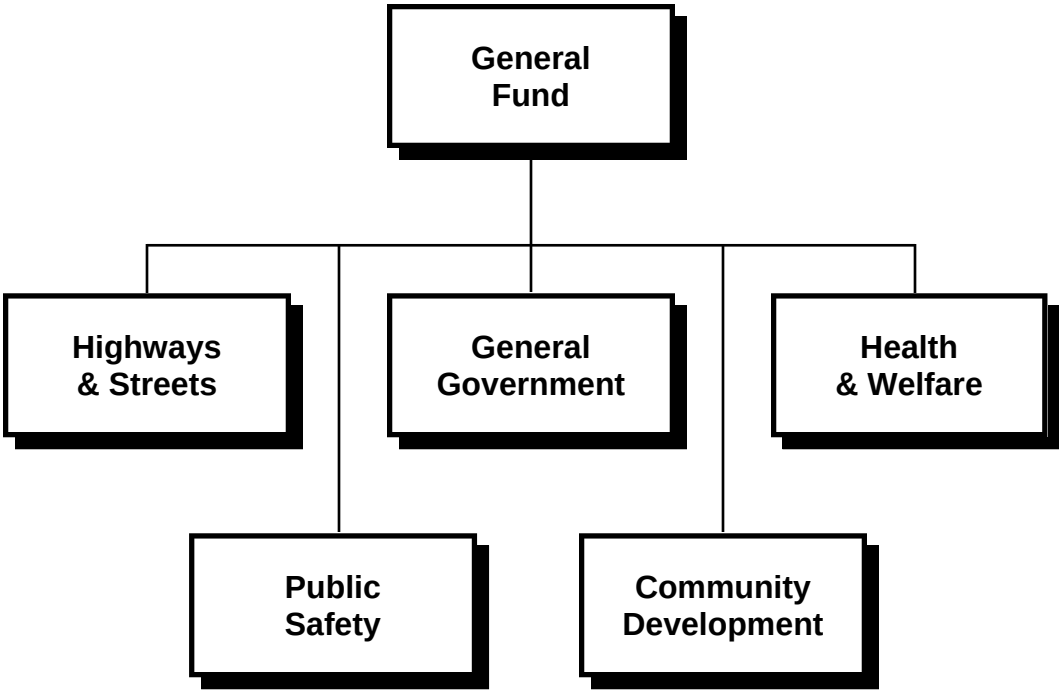
AS OF APRIL 30, 2014

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	735,000
2003B G. O. Refunding Bonds	Advance Refunding of 1997B Senior Center Bonds	3,330,000	12/1/2016	935,000
2005 G. O. TIF V Bonds	TIF District Improvement	2,235,000	12/1/2015	825,000
2006 G. O. Public Building Bonds	Construction and equipping of the new Village Hall	20,000,000	12/1/2019	4,800,000
2006A G. O. Refunding Bonds	Refunding of 1997C and 1998A Bonds	16,515,000	12/1/2018	1,585,000
2009A G. O. Refunding Bonds	Refunding of 2001 (Refunding of 1993 Flood Control V Bonds)	8,380,000	12/1/2014	2,835,000
2009B G. O. Street Resurfacing Bonds	2010 Street Resurfacing Program	2,050,000	12/1/2014	505,000
2010 G. O. Refunding Bonds	Refunding of 2002A NW Central Dispatch Bonds	2,855,000	12/1/2022	2,215,000
2011 G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,925,000	12/1/2026	9,725,000
2012A G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,670,000	12/1/2022	9,475,000
2013 G. O. Refunding Bonds	Partial Refunding of 2006 Public Building Bonds	7,755,000	12/1/2019	7,755,000
TOTAL ALL BONDS				**41,390,000**

ANNUAL DEBT SERVICE REQUIREMENTS

(PRINCIPAL AND INTEREST)

ISSUE	FUNDING SOURCE	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET
2003B Refunding of 1997B Senior Center	Property Tax	378,806	378,850	387,794	**370,200**	**352,400**
2004 Public Buildings	Property Tax	1,033,725	797,350	108,000	**104,000**	**0**
2006 Public Buildings	Property Tax	1,712,000	1,672,000	2,032,000	**1,914,000**	**1,592,000**
2006A Refunding of 1997C & 1998A	Property Tax	2,994,400	2,883,600	1,728,000	**349,400**	**353,400**
2009A Refunding of 2001	Property Tax	851,714	1,350,900	1,292,400	**2,739,600**	**2,905,875**
2009B Street Resurfacing	Property Tax	374,500	418,325	440,725	**462,525**	**517,625**
2011 Partial Refunding of 2004 Public Bldg	Property Tax	0	231,771	424,500	**423,700**	**442,900**
2012A Partial Refunding of 2004 Public Bldg	Property Tax	0	0	271,167	**276,200**	**374,500**
2013 Partial Refunding of 2006 Public Bldg	Property Tax	0	0	0	**79,847**	**322,450**
SUBTOTAL - PROPERTY TAX		7,345,145	7,732,796	6,684,585	6,719,472	**6,861,150**
2003A Refunding of 1997A TIF III	TIF Property Tax Increments	260,913	259,163	261,731	**263,400**	**264,400**
2005 TIF V	TIF Property Tax Increments	276,523	294,593	351,838	**391,788**	**429,713**
SUBTOTAL - TIF FUNDING		537,435	553,755	613,569	**655,188**	**694,113**
2002A NWCDS Building	Northwest Central Dispatch Rent	230,751	0	0	**0**	**0**
2010 Refunding of 2002A NWCDS Building	Northwest Central Dispatch Rent	33,448	269,863	271,863	**278,788**	**275,563**
SUBTOTAL - OPERATING REVENUE		264,199	269,863	271,863	**278,788**	**275,563**
TOTAL		8,146,779	8,556,414	7,570,017	**7,653,447**	**7,830,825**


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

► 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:

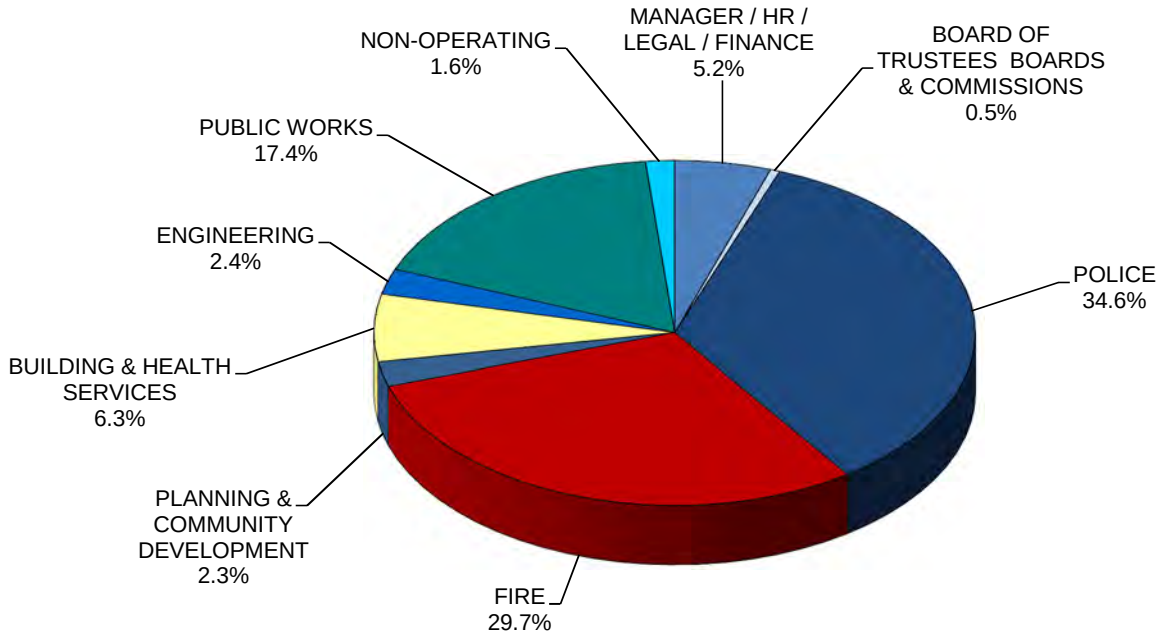
Except where either State or Federal law requires funds to be segregated into a separate fund, the General Fund becomes the major operating fund of the Village and includes everything that is not required to be accounted for in a separate fund in accordance with Generally Accepted Accounting Principles.

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$54,828,925	$55,858,027	$57,441,700	$56,706,700	**$58,709,900**	$2,003,200	3.5%
Intergovernmental	261,065	240,930	117,000	164,900	**33,000**	(131,900)	(80.0%)
Licenses & Permits	3,618,724	4,289,920	3,630,500	3,590,500	**3,650,500**	60,000	1.7%
Fees	3,816,241	4,264,676	4,178,700	3,943,100	**4,189,400**	246,300	6.2%
Fines	725,654	669,732	635,600	625,200	**635,200**	10,000	1.6%
Service Charges	2,030,165	2,052,554	2,079,800	2,079,800	**2,126,100**	46,300	2.2%
Interest Income	87,784	92,514	93,000	68,000	**90,000**	22,000	32.4%
Sales/Reimbursable/Rents	431,381	436,635	129,400	142,300	**139,300**	(3,000)	(2.1%)
Other	363,779	329,880	681,200	304,900	**313,700**	8,800	2.9%
Total Revenues	**$66,163,718**	**$68,234,868**	**$68,986,900**	**$67,625,400**	**$69,887,100**	**$2,261,700**	**3.3%**
Expenditures							
Personal Services	$49,522,320	$50,588,887	$53,386,700	$53,495,300	**$55,209,100**	$1,713,800	3.2%
Contractual Services	8,571,746	8,546,775	9,860,900	10,011,614	**10,265,100**	253,486	2.5%
Commodities	2,057,910	2,432,173	2,654,000	2,821,282	**2,911,200**	89,918	3.2%
Other Charges	509,724	1,157,317	849,000	1,067,066	**1,141,700**	74,634	7.0%
Total Expenditures	**$60,661,700**	**$62,725,152**	**$66,750,600**	**$67,395,262**	**$69,527,100**	**$2,131,838**	**3.2%**
Interfund Transfers Out	2,869,900	5,371,900	560,000	560,000	**360,000**	(200,000)	(35.7%)
Total Expenditures and Interfund Transfers Out	**$63,531,600**	**$68,097,052**	**$67,310,600**	**$67,955,262**	**$69,887,100**	**$1,931,838**	**2.8%**
Revenues over (under) Expenditures	**$2,632,118**	**$137,816**	**$1,676,300**	**($329,862)**	**$0**	**$329,862**	**(100.0%)**
BEGINNING FUND BALANCE	**20,411,489**	**23,043,607**	**23,181,423**	**23,181,423**	**24,857,723**	**1,676,300**	**7.2%**
ENDING FUND BALANCE	**$23,043,607**	**$23,181,423**	**$24,857,723**	**$22,851,561**	**$24,857,723**	**$2,006,162**	**8.8%**

GENERAL FUND EXPENDITURE SUMMARY 101

Dept No.	General Fund	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
0101	Board of Trustees	152,913	161,622	166,900	176,000	**174,700**	(1,300)	(0.7%)
0201	Village Manager	857,280	901,490	937,300	945,469	**962,200**	16,731	1.8%
0301	Human Resources	398,779	439,918	504,000	503,475	**351,700**	(151,775)	(30.1%)
0401	Legal	701,516	703,566	772,300	770,800	**775,400**	4,600	0.6%
0501	Finance	1,440,627	1,441,910	1,451,400	1,533,475	**1,525,900**	(7,575)	(0.5%)
1001	Boards & Commissions	128,875	121,835	164,500	183,485	**179,600**	(3,885)	(2.1%)
3001	Police/Police Grant	21,621,175	22,239,443	23,453,600	23,483,382	**24,176,500**	693,118	3.0%
3501	Fire	18,735,289	19,118,937	19,944,300	20,059,496	**20,764,300**	704,804	3.5%
4001	Planning	1,322,209	1,327,301	1,575,800	1,627,593	**1,599,800**	(27,793)	(1.7%)
4501	Building Services	1,931,522	2,025,075	2,167,300	2,168,241	**2,270,100**	101,859	4.7%
4502	Health Services	1,441,148	1,450,480	1,546,700	1,613,000	**1,647,800**	34,800	2.2%
4503	Senior Services	412,416	423,178	464,000	476,300	**500,000**	23,700	5.0%
5001	Engineering	1,480,465	1,506,392	1,613,600	1,618,600	**1,680,400**	61,800	3.8%
7101	Public Works	9,791,491	9,936,239	11,538,900	11,582,765	**12,186,200**	603,435	5.2%
9901	Non-Operating	3,115,895	6,299,666	1,010,000	1,213,181	**1,092,500**	(120,681)	(9.9%)
	TOTAL EXPENDITURES	63,531,600	68,097,052	67,310,600	67,955,262	**69,887,100**	1,931,838	2.8%
	TOTAL REVENUES	66,163,718	68,234,868	68,986,900	67,625,400	**69,887,100**	2,261,700	3.3%
	SURPLUS (DEFICIT)	2,632,118	137,816	1,676,300	(329,862)	**0**	329,862	(100.0%)
	BEGINNING FUND BALANCE	20,411,489	23,043,607	23,181,423	23,181,423	**24,857,723**	1,676,300	7.2%
	ENDING FUND BALANCE	23,043,607	23,181,423	24,857,723	22,851,561	**24,857,723**	2,006,162	8.8%



GENERAL FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0000-401.03-00	Real Estate Tax IMRF	1,348,653	1,401,157	1,602,500	1,602,500	**1,692,900**	90,400	5.6%
101-0000-401.04-00	Real Estate Tax FICA	1,156,330	1,111,399	1,172,400	1,172,400	**1,211,300**	38,900	3.3%
101-0000-401.05-00	Real Estate Tax	7,997,966	8,607,964	8,889,900	8,889,900	**9,200,000**	310,100	3.5%
101-0000-401.10-00	R/E Tax Police Pension	4,038,031	4,272,021	4,330,900	4,330,900	**4,529,400**	198,500	4.6%
101-0000-401.11-00	R/E Tax Fire Pension	4,470,608	4,569,537	4,701,000	4,701,000	**5,007,300**	306,300	6.5%
	Real Estate Taxes	**19,011,588**	**19,962,078**	**20,696,700**	**20,696,700**	**21,640,900**	**944,200**	**4.6%**
101-0000-402.10-00	Hotel Tax	885,191	959,547	980,000	940,000	**980,000**	40,000	4.3%
101-0000-402.15-00	Admissions Tax	29,153	28,898	28,000	25,000	**28,000**	3,000	12.0%
101-0000-402.25-00	Food & Beverage Tax	1,750,023	1,843,377	1,850,000	1,840,000	**1,875,000**	35,000	1.9%
101-0000-402.30-00	Sales Tax Home Rule	5,172,893	4,935,567	5,130,000	5,129,000	**5,182,000**	53,000	1.0%
101-0000-402.35-00	Road & Bridge Tax	265,836	234,927	242,000	265,000	**242,000**	(23,000)	(8.7%)
101-0000-402.45-00	Telecommunications Tax	4,269,272	3,606,605	3,500,000	3,750,000	**3,500,000**	(250,000)	(6.7%)
101-0000-402-50-00	Electric Utility Tax	3,361,022	3,418,484	3,313,000	3,400,000	**3,395,000**	(5,000)	(0.1%)
101-0000-402-55-00	Natural Gas Utility Tax	1,904,929	2,150,226	2,178,000	1,945,000	**2,150,000**	205,000	10.5%
	Business Taxes	**17,638,319**	**17,177,631**	**17,221,000**	**17,294,000**	**17,352,000**	**58,000**	**0.3%**
101-0000-403.05-00	Sales Tax	10,519,988	10,333,345	10,796,000	10,574,000	**10,904,000**	330,000	3.1%
101-0000-403.06-00	Local Use Tax	1,101,284	1,190,737	1,250,000	1,180,000	**1,260,000**	80,000	6.8%
101-0000-403.10-00	Auto Rental Tax	11,629	10,851	11,000	12,000	**11,000**	(1,000)	(8.3%)
101-0000-403.15-00	State Income Tax	6,135,155	6,768,141	7,056,000	6,550,000	**7,127,000**	577,000	8.8%
101-0000-403.25-00	Replacement Tax	410,962	415,244	411,000	400,000	**415,000**	15,000	3.8%
	Intergovernmental Taxes	**18,179,018**	**18,718,318**	**19,524,000**	**18,716,000**	**19,717,000**	**1,001,000**	**5.3%**
	Total Taxes	**54,828,925**	**55,858,027**	**57,441,700**	**56,706,700**	**58,709,900**	**2,003,200**	**3.5%**
101-0000-411.30-00	Too Good for Drugs Contrib	0	928	0	0	**0**	0	N/A
101-0000-411.35-00	Training Reimbursement	18,528	13,716	13,000	10,000	**10,000**	0	0.0%
101-0000-411.36-00	Task Force Reimbursement	27,611	45,621	15,000	0	**0**	0	N/A
101-0000-411.53-00	State Charitable Game Tax	0	17,689	0	5,000	**0**	(5,000)	(100.0%)
101-0000-411.70-00	Other Grants	191,926	139,976	66,000	126,900	**0**	(126,900)	(100.0%)
101-0000-411.80-00	Counselor in the Park	23,000	23,000	23,000	23,000	**23,000**	0	0.0%
	Total Intergovernmental	**261,065**	**240,930**	**117,000**	**164,900**	**33,000**	**(131,900)**	**(80.0%)**
101-0000-421.05-00	Vehicle License	1,317,857	1,307,985	1,300,000	1,300,000	**1,300,000**	0	0.0%
101-0000-421.10-00	Business License	713,659	689,244	680,000	700,000	**700,000**	0	0.0%
101-0000-421.15-00	Dog License	67,636	67,105	67,000	68,000	**67,000**	(1,000)	(1.5%)
101-0000-421.20-00	Liquor License	434,896	387,732	425,000	425,000	**425,000**	0	0.0%
101-0000-421.25-00	Public Chauffeur License	4,270	4,235	4,000	5,000	**4,000**	(1,000)	(20.0%)
101-0000-421.30-00	Multiple Dwelling License	68,055	87,240	80,000	68,000	**80,000**	12,000	17.6%
	Licenses	**2,606,373**	**2,543,541**	**2,556,000**	**2,566,000**	**2,576,000**	**10,000**	**0.4%**
101-0000-422.05-00	Building Permits	724,672	1,461,806	800,000	750,000	**800,000**	50,000	6.7%
101-0000-422.10-00	Electrical Permits	97,789	92,620	90,000	90,000	**90,000**	0	0.0%
101-0000-422.15-00	Plumbing Permits	72,360	81,015	75,000	75,000	**75,000**	0	0.0%
101-0000-422.20-00	Sign Permits	19,760	13,120	8,000	8,000	**8,000**	0	0.0%
101-0000-422.25-00	Elevator Permits	50,720	47,513	50,000	50,000	**50,000**	0	0.0%
101-0000-422.30-00	Occupancy Permits	22,070	20,050	25,000	25,000	**25,000**	0	0.0%
101-0000-422.35-00	Driveway Permits	2,123	1,392	5,000	5,000	**5,000**	0	0.0%
101-0000-422.45-00	Air Conditioning Permits	10,557	12,038	10,000	10,000	**10,000**	0	0.0%
101-0000-422.50-00	Swimming Pool Permits	1,625	2,652	1,500	1,500	**1,500**	0	0.0%
101-0000-422.60-00	Chimney Permits	3,176	1,738	2,000	2,000	**2,000**	0	0.0%
101-0000-422.65-00	Wrecking Permits	6,300	10,520	6,000	6,000	**6,000**	0	0.0%
101-0000-422.70-00	Other Permits	1,199	1,915	2,000	2,000	**2,000**	0	0.0%
	Permits	**1,012,351**	**1,746,379**	**1,074,500**	**1,024,500**	**1,074,500**	**50,000**	**4.9%**
	Total Licenses & Permits	**3,618,724**	**4,289,920**	**3,630,500**	**3,590,500**	**3,650,500**	**60,000**	**1.7%**

GENERAL FUND

REVENUES

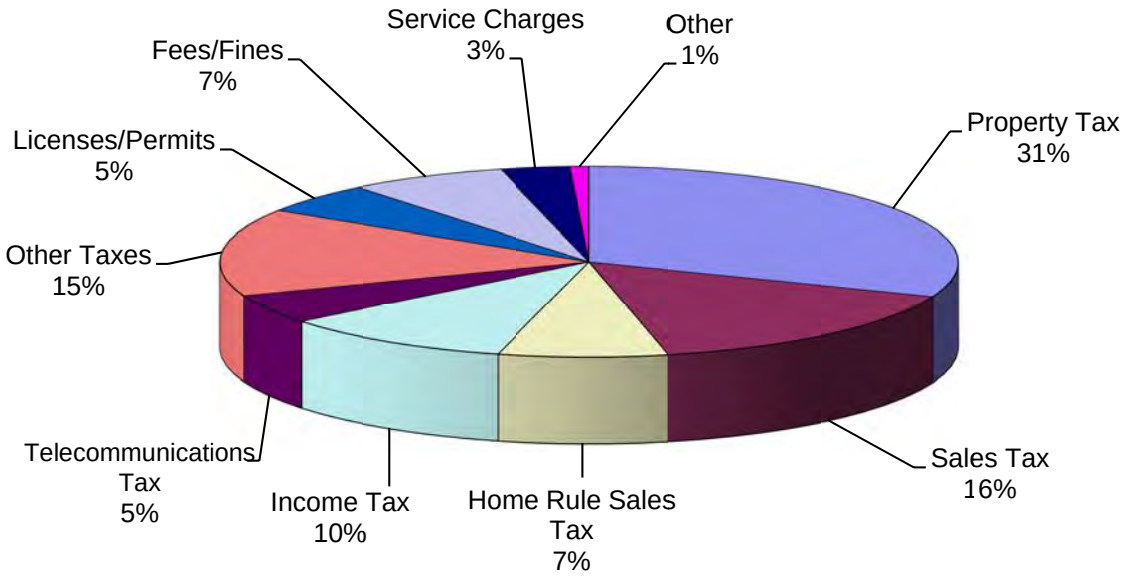
Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0000-431.30-00	Lien Recording Fees	100	0	500	500	**500**	0	0.0%
101-0000-431.34-00	Cable Franchise Fees	1,184,954	1,331,841	1,373,000	1,288,000	**1,387,000**	99,000	7.7%
101-0000-431.38-00	Photocopy Fees	541	203	200	1,000	**200**	(800)	(80.0%)
101-0000-431.38-01	FOIA Photocopy Fees	110	12	0	100	**0**	(100)	(100.0%)
101-0000-431.40-00	Other Fees	35,255	40,351	35,000	25,000	**35,000**	10,000	40.0%
101-0000-431.50-00	Special PW Detail Fees	0	247	15,500	6,500	**6,700**	200	3.1%
	General Govern Fees	**1,220,960**	**1,372,654**	**1,424,200**	**1,321,100**	**1,429,400**	**108,300**	**8.2%**
101-0000-432.02-00	Plan Commission Hearing	30,720	17,410	15,000	15,000	**15,000**	0	0.0%
101-0000-432.04-00	Reinspection Fees	664	0	1,000	1,000	**1,000**	0	0.0%
101-0000-432.06-00	Rezoning Zoning Variation	6,150	8,530	8,000	5,000	**8,000**	3,000	60.0%
101-0000-432.08-00	Plan Examination Fees	55,095	65,175	60,000	50,000	**60,000**	10,000	20.0%
101-0000-432.09-00	Fire Plan Examination Fee	51,813	56,710	50,000	38,000	**50,000**	12,000	31.6%
101-0000-432.12-00	Engineering Service Fees	68,096	355,495	100,000	100,000	**100,000**	0	0.0%
	Comm Develop Fees	**212,538**	**503,320**	**234,000**	**209,000**	**234,000**	**25,000**	**12.0%**
101-0000-433.14-00	Ambulance Service Fees	1,613,577	1,701,230	1,690,000	1,675,000	**1,690,000**	15,000	0.9%
101-0000-433.16-00	Special Police Detail Fee	245,136	214,435	210,000	190,000	**210,000**	20,000	10.5%
101-0000-433.18-00	Police Counselor Fees	300,744	267,684	375,000	300,000	**375,000**	75,000	25.0%
101-0000-433.19-00	Police Records Fees	11,179	10,121	10,000	10,000	**10,000**	0	0.0%
101-0000-433.20-00	Special Fire Detail Fees	26,945	24,494	60,000	60,000	**60,000**	0	0.0%
101-0000-433.22-00	False Alarm Fees	67,315	58,150	58,000	60,000	**60,000**	0	0.0%
101-0000-433.23-00	Haz-Mat Inspection/Review	0	115	0	0	**0**	0	N/A
101-0000-433.24-00	Chemical Users Fee	10,830	11,410	10,000	10,000	**10,000**	0	0.0%
101-0000-433.26-00	DUI Administrative Fee	97,800	88,000	100,000	97,000	**100,000**	3,000	3.1%
	Public Safety Fees	**2,373,526**	**2,375,639**	**2,513,000**	**2,402,000**	**2,515,000**	**113,000**	**4.7%**
101-0000-434.28-00	Weed Cutting Fees	8,447	12,643	7,000	10,000	**10,000**	0	0.0%
101-0000-434.32-00	Animal Detention Fees	770	420	500	1,000	**1,000**	0	0.0%
	Health & Welfare Fees	**9,217**	**13,063**	**7,500**	**11,000**	**11,000**	**0**	**0.0%**
	Total Fees	**3,816,241**	**4,264,676**	**4,178,700**	**3,943,100**	**4,189,400**	**246,300**	**6.2%**
101-0000-441.05-00	Traffic Court Fines	249,259	256,086	250,000	250,000	**250,000**	0	0.0%
101-0000-441.10-00	Dog Fines	25	75	100	100	**100**	0	0.0%
101-0000-441.15-00	Parking Fines	255,361	223,309	240,000	250,000	**250,000**	0	0.0%
101-0000-441.15-01	Parking Fines Amnesty	81,059	50,729	14,000	0	**0**	0	N/A
101-0000-441.22-00	Compliance Ticket Fines	26,903	13,992	16,000	20,000	**20,000**	0	0.0%
101-0000-441.25-00	Ordinance Ticket Fines	95,340	99,301	95,000	90,000	**95,000**	5,000	5.6%
101-0000-441.30-00	Crime Prevention Fines	0	400	500	100	**100**	0	0.0%
101-0000-441.35-00	Other Fines	17,707	25,840	20,000	15,000	**20,000**	5,000	33.3%
	Total Fines	**725,654**	**669,732**	**635,600**	**625,200**	**635,200**	**10,000**	**1.6%**
101-0000-451.05-00	Service Charge Escrow	3,606	2,502	2,500	2,500	**2,500**	0	0.0%
101-0000-451.10-00	Service Charge Guaranty	2,859	1,686	1,500	1,500	**1,500**	0	0.0%
101-0000-451.15-00	Service Charge Parking	329,200	345,700	322,900	322,900	**326,100**	3,200	1.0%
101-0000-451.30-00	Service Charge Water	1,329,500	1,396,000	1,437,900	1,437,900	**1,481,000**	43,100	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	250,000	191,666	200,000	200,000	**200,000**	0	0.0%
	Total Charges for Services	**2,030,165**	**2,052,554**	**2,079,800**	**2,079,800**	**2,126,100**	**46,300**	**2.2%**

GENERAL FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0000-461.02-00	Interest on Investments	72,503	58,838	58,000	68,000	**60,000**	(8,000)	(11.8%)
101-0000-462.10-00	Market Value Adjustments	15,281	33,676	35,000	0	**30,000**	30,000	N/A
	Total Interest Income	**87,784**	**92,514**	**93,000**	**68,000**	**90,000**	**22,000**	**32.4%**
101-0000-471.14-00	Property Damage Claims	1,160	0	0	100	**100**	0	0.0%
101-0000-471.16-00	Damage to Lights Signs	24,754	27,034	15,000	25,000	**25,000**	0	0.0%
101-0000-471.18-00	Damage to Trees	2,813	6,127	3,000	3,000	**3,000**	0	0.0%
	Property Damage	**28,727**	**33,161**	**18,000**	**28,100**	**28,100**	**0**	**0.0%**
101-0000-472.28-00	Sale of Scrap	2,111	1,337	1,400	2,000	**2,000**	0	0.0%
101-0000-472.34-00	Sale of Signs	0	2,004	0	100	**100**	0	0.0%
101-0000-472.36-00	Sale of Plans Bid Specs	3,605	2,635	2,000	1,000	**1,000**	0	0.0%
101-0000-472.38-00	Sale of Printed Matter	77	0	0	100	**100**	0	0.0%
101-0000-472.56-00	NWCDS Building Rent	269,863	271,863	0	0	**0**	0	N/A
101-0000-472.82-00	Rents and Concessions	87,370	103,459	87,000	87,000	**87,000**	0	0.0%
101-0000-472.82-01	Train Station Rents	27,252	9,820	9,000	12,000	**9,000**	(3,000)	(25.0%)
	Sales & Rents	**390,278**	**391,118**	**99,400**	**102,200**	**99,200**	**(3,000)**	**(2.9%)**
101-0000-473.05-00	Traffic Signal Control Maint	12,376	12,356	12,000	12,000	**12,000**	0	0.0%
	Reimbursables	**12,376**	**12,356**	**12,000**	**12,000**	**12,000**	**0**	**0.0%**
	Total Sales/Reimbursables	**431,381**	**436,635**	**129,400**	**142,300**	**139,300**	**(3,000)**	**(2.1%)**
101-0000-483.10-00	NWCH in Lieu of RE Tax	160,341	168,358	176,800	176,800	**185,600**	8,800	5.0%
101-0000-483.46-00	Senior Center	2,194	1,796	1,000	2,000	**2,000**	0	0.0%
101-0000-483.59-00	Disabled Citizen Donation	608	464	0	100	**100**	0	0.0%
	Donations	**163,143**	**170,618**	**177,800**	**178,900**	**187,700**	**8,800**	**4.9%**
101-0000-484.48-00	Wellness Programs	26,278	28,068	20,000	40,000	**40,000**	0	0.0%
101-0000-484.49-00	Wellness Home Visits	5,646	5,303	5,000	6,000	**6,000**	0	0.0%
101-0000-484.61-00	A H Emergency Assistance	16,361	21,384	8,400	10,000	**10,000**	0	0.0%
	Special Operations	**48,285**	**54,755**	**33,400**	**56,000**	**56,000**	**0**	**0.0%**
101-0000-489.85-00	Bad Debt Recovery	8,558	18,700	10,000	10,000	**10,000**	0	0.0%
101-0000-489.89-00	ComEd Rebate	13,683	0	0	0	**0**	0	N/A
101-0000-489.90-00	Other Income	130,110	85,807	460,000	60,000	**60,000**	0	0.0%
	Other	**152,351**	**104,507**	**470,000**	**70,000**	**70,000**	**0**	**0.0%**
	Total Other	**363,779**	**329,880**	**681,200**	**304,900**	**313,700**	**0**	**2.9%**
	Total General Fund	**66,163,718**	**68,234,868**	**68,986,900**	**67,625,400**	**69,887,100**	**2,252,900**	**3.3%**

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 FY2014 is projected to be 36% of General Fund expenditures.

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).

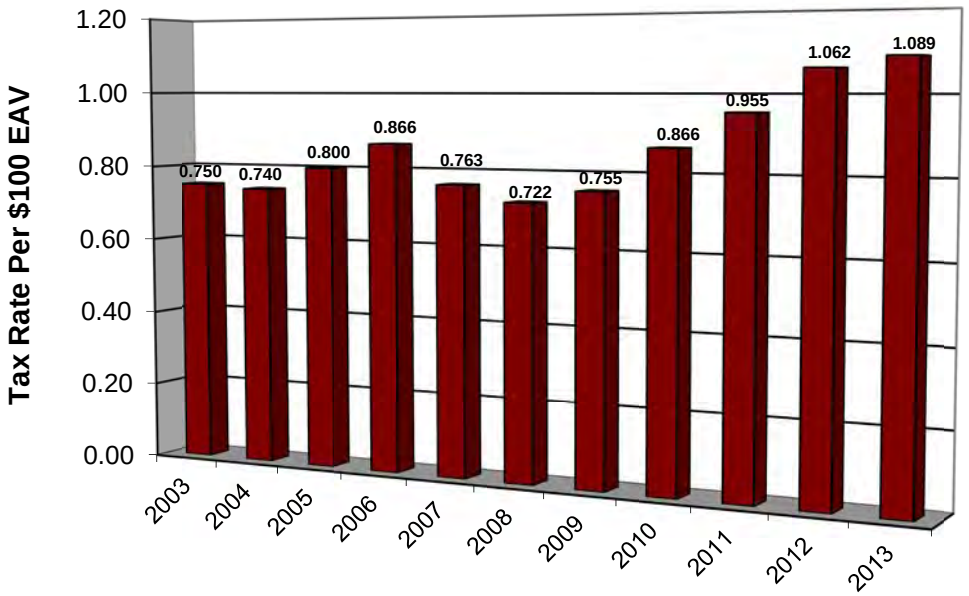
- The Food & Beverage Tax of 1.25% could be increased to 2% and would produce at least $1,300,000 of additional revenue on an annual basis.

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

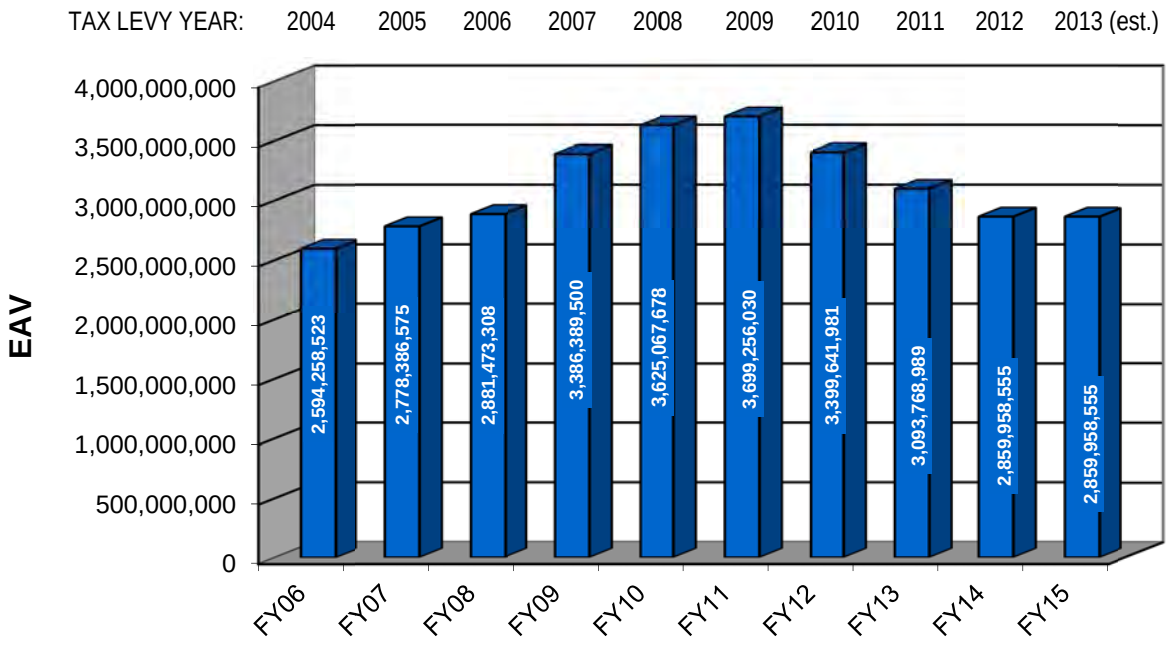
Property tax receipts represent about 31% of the Village's General Fund income and 14% of the Village's total income from all funds. The Village's levy represents only 11.5% of a property owner's total property tax bill.

REAL ESTATE PROPERTY TAX RATE



As shown above, the Village's estimated 2013 tax rate, received in FY2015, is 1.089 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 FY2015 budget, was levied in December 2013. Property owners will pay this tax in two installments in March and September 2014. A breakdown of the Village's total tax levy is as follows:

	Extended 2012 Levy for FY2014	2013 Levy for FY2015	% Change
Village			
Corporate	8,978,799	9,200,000	2.46%
IMRF	1,618,525	1,692,900	4.60%
FICA	1,184,124	1,211,300	2.30%
Police Pension	4,374,189	4,529,400	3.55%
Fire Pension	4,748,010	5,007,300	5.46%
Capital Improvement	2,727,000	2,800,000	2.68%
Debt Service	6,718,141	6,711,150	(0.10%)
Total	30,348,788	31,152,050	2.65%
Library	13,423,350	13,423,350	0.00%
Total Tax Levy	43,772,138	44,575,400	1.84%

The Village's 2013 property tax levy that will be accounted for in FY2015 reflects a 1.84% 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 about 50% of the FY2015 Capital Projects Fund budget will be used for street and signal projects.

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 Meet Chicago Northwest regional convention bureau 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. The FY2014 Budget and FY2015 Budget provides that 8% of the prior year collections will be used toward the regional convention bureau.

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.

402.50 Electric Utility Tax and 402.55 Natural Gas Utility Tax

The Village's electric and natural gas utility taxes are imposed upon the privilege of using or consuming electricity or natural gas acquired in a purchase at retail and used or consumed within the corporate limits of the Village. The utility taxes are calculated based on kilowatt hours or therms used.

403.05 Sales Tax and 402.30 Home Rule Sales Tax

Sales Tax	Amount	% Inc (Dec)
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 (Actual)	10,333,345	(1.8%)
FY2014 (Est. Actual)	10,796,000	4.5%
FY2015 (Budget0	10,904,000	1.0%

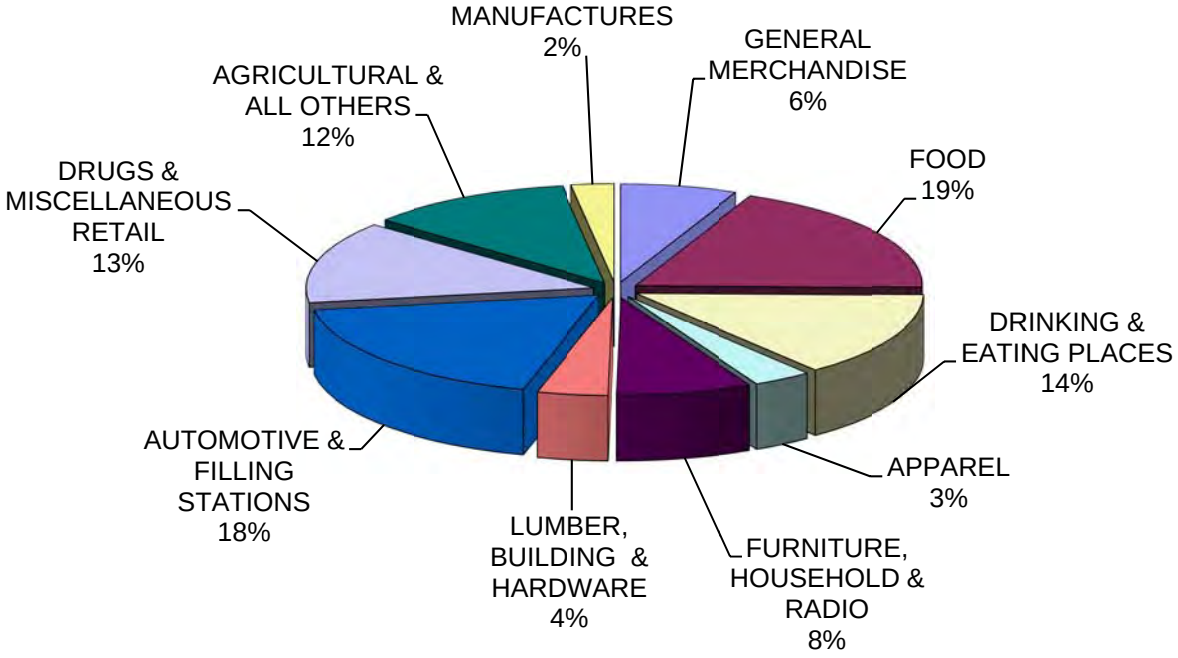
Home Rule Sales Tax (General Fund Portion)	Amount	% Inc (Dec)
FY2009 (Actual)	3,513,318	(8.6%)
FY2010 (Actual)	3,590,143	2.2%
FY2011 Actual)	4,930,632	37.3%
FY2012 (Actual)	5,172,893	4.9%
FY2013 (Actual)	4,935,567	(4.6%)
FY2014 (Est. Actual)	5,130,000	3.9%
FY2015 (Budget)	5,182,000	1.0%

Sales Tax and Home Rule Sales Tax revenues represent the second largest revenue source or about 23% 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 2012



Budget Assumptions – FY2014 sales tax receipts (excluding home rule sales tax) are coming in better than the prior year's receipts. The FY2015 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)
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 (Actual)	6,768,141	10.3%
FY2014 (Est. Actual)	7,056,000	4.3%
FY2015 (Budget)	7,127,000	1.0%

Income tax receipts represent approximately 10% 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 FY2015 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% improvement over the FY2014 projected actual amount is assumed for FY2015. 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 expansion at Lutheran Homes and the redevelopment of the former Sheraton Hotel into a multi-family residence building, as part of the Arlington Downs project, has created the more recent 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

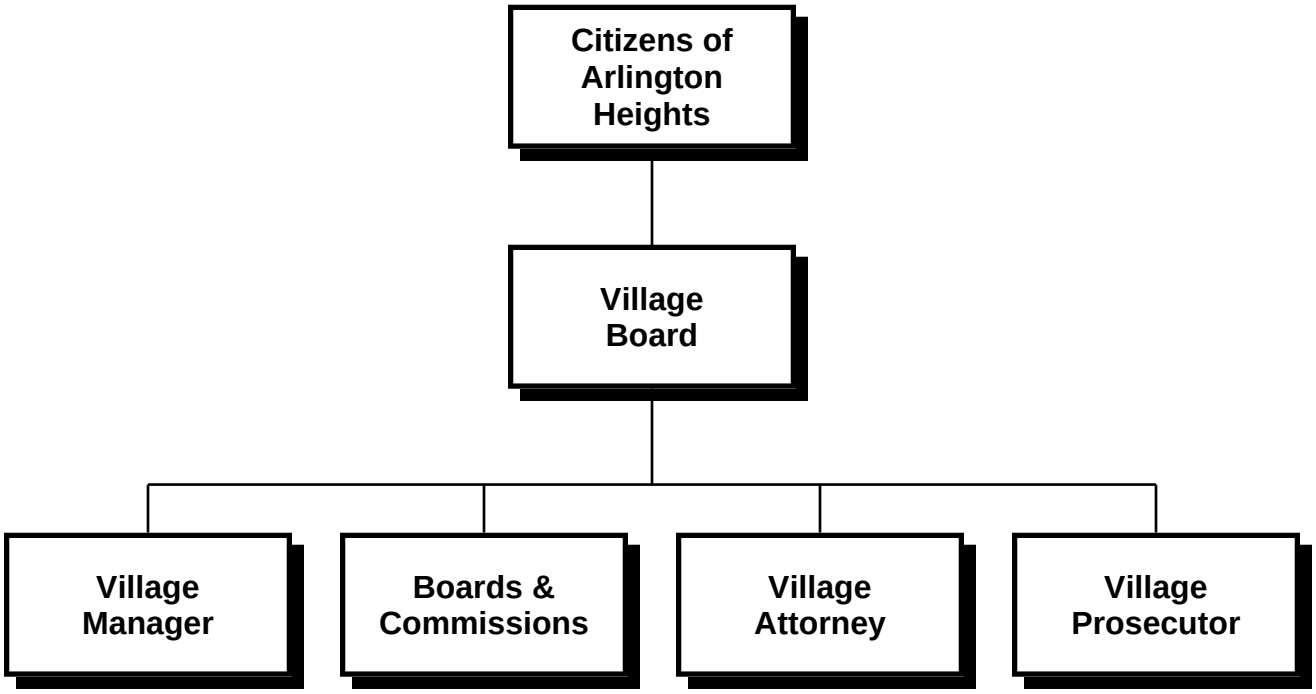
An endowment of $25,000 was received from the Moelhing Family for the perpetuation of health related tests, screenings and equipment. Interest on the principal and minor service charges to recipients are recorded in this account and used for ongoing programs.

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.

2013-14 Highlights of Selected Goals

- **DEVELOP EFFECTIVE TRANSPORTATION PLANNING.** The road improvement project at Northwest Highway and the Arthur and Davis Intersection was completed in November. Safety at the railroad crossing at Arthur Avenue and Northwest Highway as well as at the Prindle Avenue underpass was the impetus behind the $5 million roadway project that was completed after 13 years of planning, design, and negotiating with State, Federal and Union Pacific authorities. Improvements included widening the railroad crossing and Davis Street intersection to accommodate turning maneuvers of large trucks, adding turn lanes, new traffic signals and a new street lighting system.

- **BALANCE THE BUDGET.** The Village Board approved separate $1 million transfers to the EAB, Flood V and Capital Projects Funds. The transfer to the EAB Fund will allow the Village to reduce the planned 2014 bond issue from $11 million to $10 million, thereby enabling lower bank qualified interest rates on this future bond sale.

  The Village Board approved the 2013 advance refunding of the Village's 2006 bonds. The total savings from this bond refunding came in at $493,000 for the remaining seven-year life of the bonds.

- **MAINTAIN BEST PRACTICES TO ASSURE QUALITY LEVEL OF ESSENTIAL SERVICES.** The Village Board participated in a biennial goal-setting session in July. A copy of the previous Vision chart was revisited and new two-year goals were adopted. The Board discussed accomplishments, identified issues, discussed programs and various initiatives. A new goal was added to "maintain and improve relationships with state officials for issues effecting Arlington Heights".

  The Village Board increased the money available to residents who participate in the Sewer Back-up Rebate Program. The program assists homeowners with the cost of installing a sewer back-up prevention system by making eligible work 50% reimbursable up to $7,500 per home. Since the inception of the program, 128 homeowners have participated and the Village has paid out $593,600 in rebates. The rebate program encourages residents to install sewer back-up prevention systems which can help prevent storm water and/or sewage from backing up into a home during heavy rainfall.

- **IMPROVE VILLAGE COMMUNICATIONS AND CITIZEN COMMUNICATION**. Launched in April, 2013, Arlington Heights residents were given the opportunity to watch live streaming of Village Board meetings and view e-packets of the Village Board Agenda. By year's end just over 3,000 people have either watched the Board Meetings online and/or reviewed the e-packets. This program benefits the access residents and businesses have to the Village Board's decision-making processes.

  In December "The Katie Project" started, which makes residents eligible to have new batteries placed in their home smoke detectors at no cost through this community initiative that was introduced by Trustee Farwell. The goal of this program is to make fire safety easy and to help ensure that more homes in Arlington Heights have working smoke detectors.

- **CONTINUE TO EXPLORE AND ENCOURAGE AFFORDABLE PRIVATE HOUSING.** In an effort to encourage and support the promotion of the Affordable Housing Trust Fund, the Village Board approved an ordinance to establish a fund. One of the sources of funds included in the Housing Trust Fund ordinance is the payment of fees in lieu of providing affordable units in new or substantially amended multi-family PUDs. The Housing Commission is reviewing the Village's affordable housing policies including the percentages of units that are to be affordable in developments and the option to pay a fee-in-lieu of providing the units.

2014-15 Goals

- To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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.
- Maintain and improve village infrastructure.
- Promote green-based policies and services.
- Maintain and Improve relationships with State officials for issues effecting Arlington Heights.

OPERATION SUMMARY

BOARD OF TRUSTEES

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$26,286	$26,478	$37,800	$37,800	$37,600	($200)	(0.5%)
Contractual Services	125,452	133,280	127,000	135,900	134,900	(1,000)	(0.7%)
Commodities	1,175	1,864	2,100	2,300	2,200	(100)	(4.3%)
Other Charges	10,945	4,069	6,000	6,000	6,000	0	0.0%
Capital Items	0	1,732	0	0	0	0	N/A
Total Expenditures	$163,858	$167,423	$172,900	$182,000	$180,700	($1,300)	(0.7%)

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$152,913	$161,622	$166,900	$176,000	$174,700	($1,300)	(0.7%)
Capital Projects	0	1,732	0	0	0	$0	N/A
A & E Fund	10,945	4,069	6,000	6,000	6,000	0	0.0%
Total Expenditures	$163,858	$167,423	$172,900	$182,000	$180,700	($1,300)	(0.7%)

BOARD OF TRUSTEES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0101-501.10-02	Elected Officials	22,400	22,400	30,900	30,900	**30,900**	0	0.0%
	Salaries	**22,400**	**22,400**	**30,900**	**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	2,073	2,264	4,500	4,500	**4,300**	(200)	(4.4%)
101-0101-501.19-11	Social Security	1,389	1,389	1,900	1,900	**1,900**	0	0.0%
101-0101-501.19-12	Medicare	324	325	400	400	**400**	0	0.0%
	Fringe Benefits	**3,886**	**4,078**	**6,900**	**6,900**	**6,700**	**(200)**	**(2.9%)**
101-0101-501.21-02	Equipment Maintenance	0	241	100	300	**200**	(100)	(33.3%)
101-0101-501.21-65	Other Services	67,290	73,995	76,000	77,900	**77,800**	(100)	(0.1%)
101-0101-501.22-02	Dues	36,870	36,891	38,000	38,800	**38,900**	100	0.3%
101-0101-501.22-03	Training	8,069	9,724	3,200	8,700	**5,000**	(3,700)	(42.5%)
101-0101-501.22-05	Postage	523	329	400	900	**700**	(200)	(22.2%)
101-0101-501.22-25	IT/GIS Service Charge	12,700	12,100	9,300	9,300	**12,300**	3,000	32.3%
	Contractual Services	**125,452**	**133,280**	**127,000**	**135,900**	**134,900**	**(1,000)**	**(0.7%)**
101-0101-501.30-01	Publications Periodicals	39	40	100	300	**200**	(100)	(33.3%)
101-0101-501.30-05	Office Supplies & Equip	1,136	1,824	2,000	2,000	**2,000**	0	0.0%
	Commodities	**1,175**	**1,864**	**2,100**	**2,300**	**2,200**	**(100)**	**(4.3%)**
	Total Board of Trustees	**152,913**	**161,622**	**166,900**	**176,000**	**174,700**	**(1,300)**	**(0.7%)**

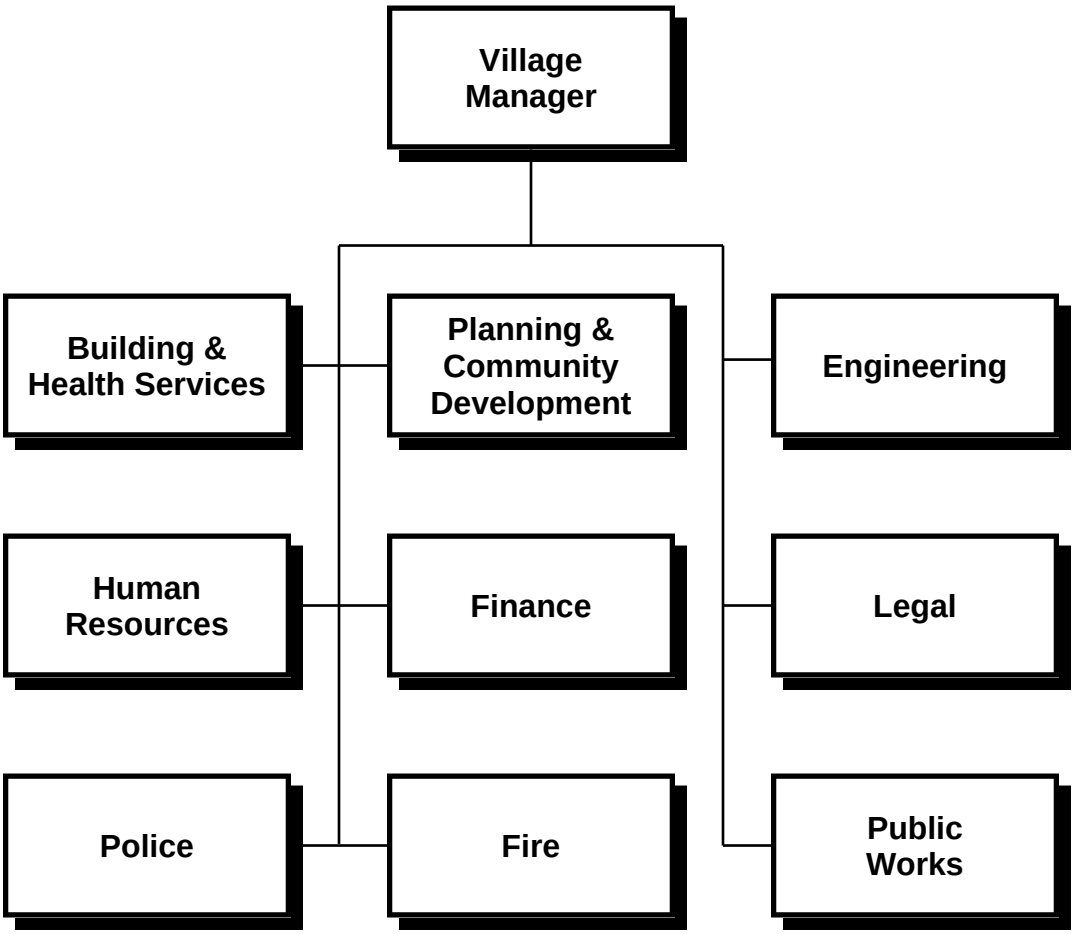
BOARD OF TRUSTEES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		4,500		4,300
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		**6,900**		**6,700**
CONTRACTUAL SERVICES:						
101-0101-501.21.02	Equipment Maintenance	Transcription equipment maintenance		300		200
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	66,000		66,000	
		Informational/Public Service Announcements	3,000		4,000	
		Contributions to post-prom events	600		600	
		Cell phone usage	1,100		0	
		Miscellaneous	2,000	77,900	2,000	77,800
101-0101-501.22-02	Dues	Northwest Municipal Conference	25,600		25,600	
		Chicago Metropolitan Agency for Planning (CMAP)	900		900	
		Illinois Municipal League	3,600		3,700	
		U.S. Conference of Mayors	5,500		5,500	
		Metropolitan Mayors Caucus	2,700		2,700	
		Miscellaneous	500	38,800	500	38,900
101-0101-501.22-03	Training	Illinois Municipal League meeting and other related meetings		8,700		5,000
101-0101-501.22-05	Postage	Postage		900		700
101-0101-501.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		9,300		12,300
		TOTAL CONTRACTUAL SERVICES		**135,900**		**134,900**
COMMODITIES:						
101-0101-501.30-01	Publications/Periodicals	Miscellaneous publications		300		200
101-0101-501.30-05	Office Supplies & Equip	Miscellaneous office supplies		2,000		2,000
		TOTAL COMMODITIES		**2,300**		**2,200**
		TOTAL BOARD OF TRUSTEES		**176,000**		**174,700**

VILLAGE MANAGER'S OFFICE (6.00 FTE)

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 Board goals and objectives
- 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

2013-2014 Goal Highlights

1. FOCUS ON VILLAGE-WIDE BUSINESS DEVELOPMENT

A detailed site analysis was completed for the Arlington Heights Road, Palatine Road and Rand road area which is part of TIF 3 and TIF 5. In addition, a request for proposals is being drafted with the goal to create an identity for the area established through streetscape, gateway opportunities and to unify the area, creating a 'district' as well as create a sense of entry and presence to distinguish between other retail areas. Beautifying the area will help attract new businesses while making it a more comfortable and aesthetically pleasing environment for residents, businesses and shoppers who patronize the area. Improvements such as entryway features, intersection identity elements, median elements, light pole identity features, and landscaping is envisioned.

Arlington Heights is moving forward with plans for a Zero Interest Loan program to attract and retain small businesses in the village. The program would aim to attract and retain nonsales-tax generating businesses such as manufacturers in Arlington Heights. The money could be used toward costs of relocation, expansion, interior build out, machinery and equipment.

2. DEVELOP EFFECTIVE TRANSPORTATION PLANNING

In response to a request for additional motor scooter parking in the Downtown commuter lot, four spaces were added and the pay boxes were marked accordingly. At the request of residents living in the Hancock Square building, the Village accommodated a request for additional handicap parking spaces by adding new spaces in the North Garage.

In an effort to explore the possibility of developing local shuttle service for hotels, Arlington Park, OTB, Downtown eateries, shopping and recreation areas as well as job centers, Village Staff discussed the possibility of the development of a shuttle between Arlington Downs, Arlington Park, and Downtown with the Regional Transportation Agency (RTA). The RTA provides funding to PACE for studying such potential shuttle trolley services. Preliminary discussions have been held with PACE regarding this concept.

As part of the Davis Street Improvements, an extension of the bike path on the north side of Davis from the railroad crossing was added to match the existing bike path east of Arthur Avenue.

3. BALANCE THE BUDGET

Staff recommended that the Village Board approve a Legal Services Agreement and include the Village as an additional named party in a joint municipal lawsuit against online travel companies (OTC's). The lawsuit is seeking fair payment of municipal hotel taxes by the OTC's.

The Police Department was awarded a Sustained Traffic Enforcement Program (STEP) Traffic Grant for 2013-2014 in the amount of $36,167.04. Enforcement efforts in the initial phase of the grant consisted of conducting eight seatbelt enforcement zones, one Roadside safety Checkpoint, and six Roving Saturation Patrols. The primary goal of the grant is to create a sustained year-long emphasis on identifying impaired driving and nighttime seat belt usage.

Village staff recommended and the Village Board approved contracting out the printing and mailing of water bills. By contracting this work out the Village will save about $75,000 over the next five years.

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

The Village Board approved a simplified administrative process for Design Commission projects of 300 square feet or less which are single-story and in the rear yard of homes. This process follows the creation of a streamlined procedure for small restaurants meeting certain criteria.

Building Services evaluated current permit plan review time and determined that improvements could be made. In an effort to improve customer service, plan review times were decreased for residential projects from 15 days to 10 days, and commercial projects from 20 days to 15 days.

In October 2013, the Village Board approved a revision to the Village Code regarding minimum interior garage dimensions. In the past, any modification or addition to an existing garage would require compliance with this Village amendment. This created hardship for Village residents due to various existing building lot and structure constraints. The revised language requires only construction of "new" garages meet the minimum interior dimension therefore eliminating this hardship.

5. ENSURE POLICIES THAT ENCOURAGE EMPLOYEE PARTICIPATION AND MORALE

A training program was offered to employees entitled "Active Shooter Awareness Program". The program was presented by an employee of the Federal Department of Homeland Security. A training session was held for all supervisors regarding Workers' Compensation and an Anti-Bullying Training was conducted for employees who wished to attend.

In an effort to promote wellness, a Summer Walking Program was successful with group walks and the Weightwatchers 360 program was offered during the lunch hour.

First Aid support was provided by Nursing Services for the *Got2Run... for Education* and the *10th Annual Salute 5K/10K Run & 5K walk*, both non-profit organizations. The Fire Department assisted the Firefighters in their annual coat drive during the holiday season and also supported the firefighters "Walkers Relief Station" efforts at Station 1 during the Susan G. Komen Cancer Walk.

6. ENSURE LOW CRIME RATE

Based upon a series of conduct related complaints, the Problem Oriented Policing (POP) Unit coordinated the production and dissemination of the Suspended Patron and Permanently Banned Patron lists at the Arlington Heights Memorial Library (AHML). With the collaborative assistance

of the Library's security management team, the POP Unit produced lists permanently banning one Library patron for the chronic abuse of alcohol and theft of Library property while suspending two other Library patrons for actions including the abuse of alcohol, aggressive panhandling and verbally threatening comments to Library staff.

The Police Department continued 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. During 2013 Department personnel issued a total of 6,953 Crime Opportunity Notices.

The Arlington Heights Police Department, with the support of Crime Stoppers Inc., contracts 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 2,434 Citizen Observer subscribers and 838 Citizen Observer Alerts were sent in 2013. Twitter followers are up from 145 to 295 in 2013.

7. IMPROVE VILLAGE COMMUNICATIONS AND CITIZEN COMMUNICATION

Use of the Village's cable access station continues as a way to get information out to the Village. Starting this year, all Village Board meetings are broadcast on the cable access channel and meetings are now streamed live online. Informational messages placed on the cable station this year include Pedestrian Safety in Crosswalks; The Katie Project initiative, along with friendly reminders on shoveling sidewalks, and not parking on any street after 2 inches of snowfall.

In March, the Village started a Twitter account that has reached nearly 400 followers. Twitter is used to promote news stories posted on the website and to share crime alerts as well as remind residents of various Village programs.

In August, a new feature was added to the Village's website that enables people to easily search the Municipal Code. Prior to this addition, the Municipal Code was in a static, PDF format and therefore not "searchable."

In November, efforts were made to begin production of a Video that will be used to promote the Village's Disability Programs and Services as well as highlight the work of the Commission for Citizens with Disabilities.

8. CONTINUE TO EXPLORE AND ENCOURAGE AFFORDABLE PRIVATE HOUSING

Affordable and accessible rental units are one of the topics that are included in the Homes for a Changing Region report released in February 2013. The Village, in partnership with the other communities in the Northwest Suburban Housing Collaborative, is looking further into the recommendations in the Homes report concerning housing options for senior citizens. The Northwest Suburban Housing Collaborative has contracted with a consultant to specifically define senior housing needs and preferences and to identify strategies that would provide more housing options to seniors at various income levels.

9. MAINTAIN AND IMPROVE VILLAGE INFRASTRUCTURE

As of the last quarter of 2013, ComEd had submitted permits for an estimated 25,000 feet of cable replacement. These permits are for the replacement of underground primary cable. Most of this replacement cable is scheduled for the spring of 2014. ComEd has also identified areas in need of overhead primary wire replacement, replacement poles, and areas in need of tree

trimming, which have caused multiple outages. ComEd also finished testing the integrity of all wood poles in their system within the Village limits and will be replacing all failed poles in the near future.

The 2013 Sidewalk Program included the removal and replacement of sidewalk at over 110 locations throughout the Village, in addition to the sidewalk replaced on streets included in the Resurfacing Program. This program also allowed for the installation of detectable warning panels for ADA accessibility at over 280 locations.

10. PROMOTE GREEN-BASED POLICIES AND SERVICES

The Downtown Arlington Heights Train Station displays include examples of Green Living Technologies. The displays act as a resource for residents and businesses looking to make an improvement to their homes, businesses and lifestyles as well as a resource center for local schools to help educate the next generation on the importance of energy conservation.

The Village was recognized as part of the EPA's "Green Power Partnership for a Green Power Community." The partnership encourages the use of renewable energy sources when purchasing energy from a third party energy supplier. At the present time, the Village purchases 5.2 % renewable energy for its facilities from Integrys Energy Services, which is produced from 100% wind-generation.

Also the USEPA designated Arlington Heights as a Green Power Community for its use of solar power at the Downtown bike shelter along with using 100% green power, which is produced by wind generation, to furnish electrical needs to some of the Village's sanitary sewer lift stations and smaller facilities. The Village joined the Green Power Partnership as a way to show its commitment to green power and to demonstrate environmental leadership.

In October 2013, Arlington Heights Received the Governor's Sustainability Award. The Governor's Award is presented to organizations in Illinois that have demonstrated a commitment to environmental excellence through outstanding and innovative sustainability practices. The Village of Arlington Heights received this award for enacting a broad spectrum of programs and initiatives with the goal of improving environmental health and encouraging environmental awareness. The Village has replaced High Pressure Sodium Fixtures with LED decorative street lighting, and installed LED traffic signals, parking garage lighting retrofits, and solar-powered warning sirens. A solar-powered bike shelter was also installed at the train station. Arlington Heights has also initiated a program to reduce salt usage on Village roadways and introduced the use of biodiesel fuel for its truck fleet.

11. MAINTAIN AND IMPROVE RELATIONSHIPS WITH STATE OFFICIALS FOR ISSUES EFFECTING ARLINGTON HEIGHTS

Discussions continue regarding the long term strategy for TIF IV. Village staff met with the various taxing districts to discuss a TIF extension. Representative Harris agreed to sponsor a bill authorizing a 12-year extension of TIF District #4.

The Community Partnership Immunization Clinic received notice from the Illinois Department of Public Health and the Centers for Disease Control and Prevention that the Village was granted approval to reopen its monthly Immunization Clinic in July. Nursing Services staff worked closely with State officials over several months to make this a reality.

2014-15 Goals

- ► To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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.
- ► Maintain and improve village infrastructure.
- ► Promote green-based policies and services.
- ► Maintain and Improve relationships with State officials for issues effecting Arlington Heights.

OPERATION SUMMARY

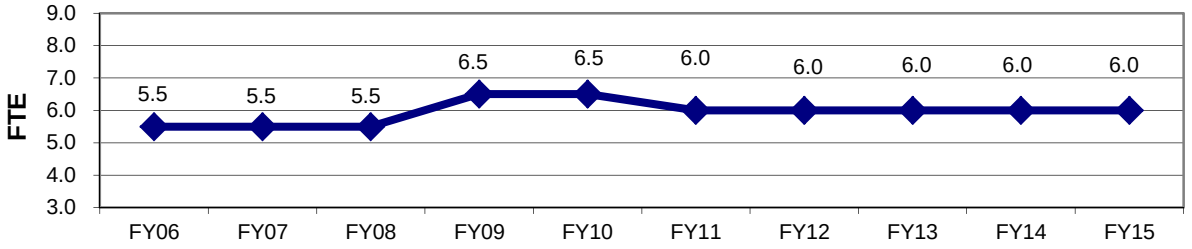
VILLAGE MANAGER

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$797,321	$827,764	$865,300	$867,100	$888,100	$21,000	2.4%
Contractual Services	51,564	68,094	63,300	68,969	65,000	(3,969)	(5.8%)
Commodities	8,395	5,632	8,700	9,400	9,100	(300)	(3.2%)
Other Charges	29,928	27,461	31,500	20,000	20,000	0	0.0%
Capital Items	7,352	3,155	0	0	0	0	N/A
Total Expenditures	$894,560	$932,106	$968,800	$965,469	$982,200	$16,731	1.7%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$857,280	$901,490	$937,300	$945,469	$962,200	$16,731	1.8%
Capital Projects Fund	7,352	3,155	0	0	0	0	N/A
A & E Fund	29,928	27,461	31,500	20,000	20,000	0	0.0%
Total Expenditures	$894,560	$932,106	$968,800	$965,469	$982,200	$16,731	1.7%

STAFFING HISTORY



VILLAGE MANAGER

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0201-502.10-01	Salaries	588,268	605,837	625,700	624,500	**640,500**	16,000	2.6%
101-0201-502.18-01	Temporary Help	2,598	0	0	1,300	**1,300**	0	0.0%
101-0201-502.18-05	Overtime Civilian	1,066	3,397	4,500	5,200	**5,300**	100	1.9%
	Salaries	**591,932**	**609,234**	**630,200**	**631,000**	**647,100**	**16,100**	**2.6%**
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	68,000	68,100	75,200	75,200	**78,800**	3,600	4.8%
101-0201-502.19-10	IMRF	75,142	84,761	92,100	95,600	**93,200**	(2,400)	(2.5%)
101-0201-502.19-11	Social Security	31,760	32,949	34,600	34,100	**35,100**	1,000	2.9%
101-0201-502.19-12	Medicare	8,708	8,964	9,500	9,500	**9,700**	200	2.1%
101-0201-502.19-20	Deferred Compensation	20,579	22,556	22,500	20,500	**23,000**	2,500	12.2%
	Fringe Benefits	**205,389**	**218,530**	**235,100**	**236,100**	**241,000**	**4,900**	**2.1%**
101-0201-502.20-40	General Insurance	5,900	6,100	6,300	6,300	**6,600**	300	4.8%
101-0201-502.21-02	Equipment Maintenance	300	968	3,500	3,969	**2,400**	(1,569)	(39.5%)
101-0201-502.21-65	Other Services	3,796	4,839	4,400	4,400	**4,400**	0	0.0%
101-0201-502.22-02	Dues	3,307	3,236	3,700	3,700	**3,700**	0	0.0%
101-0201-502.22-03	Training	2,828	3,652	6,800	6,800	**5,500**	(1,300)	(19.1%)
101-0201-502.22-05	Postage	945	5,780	2,000	4,800	**3,500**	(1,300)	(27.1%)
101-0201-502.22-10	Printing	36	10,415	3,000	5,400	**5,300**	(100)	(1.9%)
101-0201-502.22-15	Photocopying	4,652	2,104	2,000	2,000	**2,000**	0	0.0%
101-0201-502.22-25	IT/GIS Service Charge	28,200	27,300	27,700	27,700	**27,700**	0	0.0%
101-0201-502.22-37	Vehicle/Equip Lease Charge	1,600	3,700	3,900	3,900	**3,900**	0	0.0%
	Contractual Services	**51,564**	**68,094**	**63,300**	**68,969**	**65,000**	**(3,969)**	**(5.8%)**
101-0201-502.30-01	Publications Periodicals	803	738	1,100	800	**900**	100	12.5%
101-0201-502.30-05	Office Supplies & Equip	6,603	3,997	6,800	7,500	**7,500**	0	0.0%
101-0201-502.30-50	Petroleum Products	989	897	800	1,100	**700**	(400)	(36.4%)
	Commodities	**8,395**	**5,632**	**8,700**	**9,400**	**9,100**	**(300)**	**(3.2%)**
	Total Village Manager	**857,280**	**901,490**	**937,300**	**945,469**	**962,200**	**16,731**	**1.8%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-0201-502.10-01	Salaries	Salaries		624,500		640,500
101-0201-502.18-01	Temporary Help	Temporary Help		1,300		1,300
101-0201-502.18-05	Overtime Civilian	Overtime Civilian		5,200		5,300
		TOTAL SALARIES		**631,000**		**647,100**
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		75,200		78,800
101-0201-502.19-10	IMRF	IMRF		95,600		93,200
101-0201-502.19-11	Social Security	Social Security		34,100		35,100
101-0201-502.19-12	Medicare	Medicare		9,500		9,700
101-0201-502.19-20	Deferred Compensation	Deferred Compensation		20,500		23,000
		TOTAL FRINGE BENEFITS		**236,100**		**241,000**
CONTRACTUAL SERVICES:						
101-0201-502.20-40	General Insurance	Liability and property insurance		6,300		6,600
101-0201-502.21-02	Equipment Maintenance	Maintenance of printers & computers	200		200	
		Navigo Remote Support Maintenance Plan	900		0	
		Civic Event Sign repair	2,869	3,969	2,200	2,400
101-0201-502.21-65	Other Services	Contractual services, online tools, miscellaneous services	1,200		1,200	
		Cell phone usage/wireless connectivity	1,200		1,200	
		Enhancements to Village website	2,000	4,400	2,000	4,400
101-0201-502.22-02	Dues	Dues		3,700		3,700
101-0201-502.22-03	Training	ICMA Annual Conference	4,200		3,900	
		Illinois Municipal League, Northwest Municipal Conference, IAMMA, ILCMA webinars & miscellaneous meetings	1,600		1,600	
		Budget Amendment	1,000	6,800	0	5,500
101-0201-502.22-05	Postage	General postage including residential mailers and special notices		4,800		3,500
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	5,400	4,800	5,300
101-0201-502.22-15	Photocopying	Photocopies & supplies	1,000		1,000	
		Maintenance agreement Xerox 5150	1,000	2,000	1,000	2,000

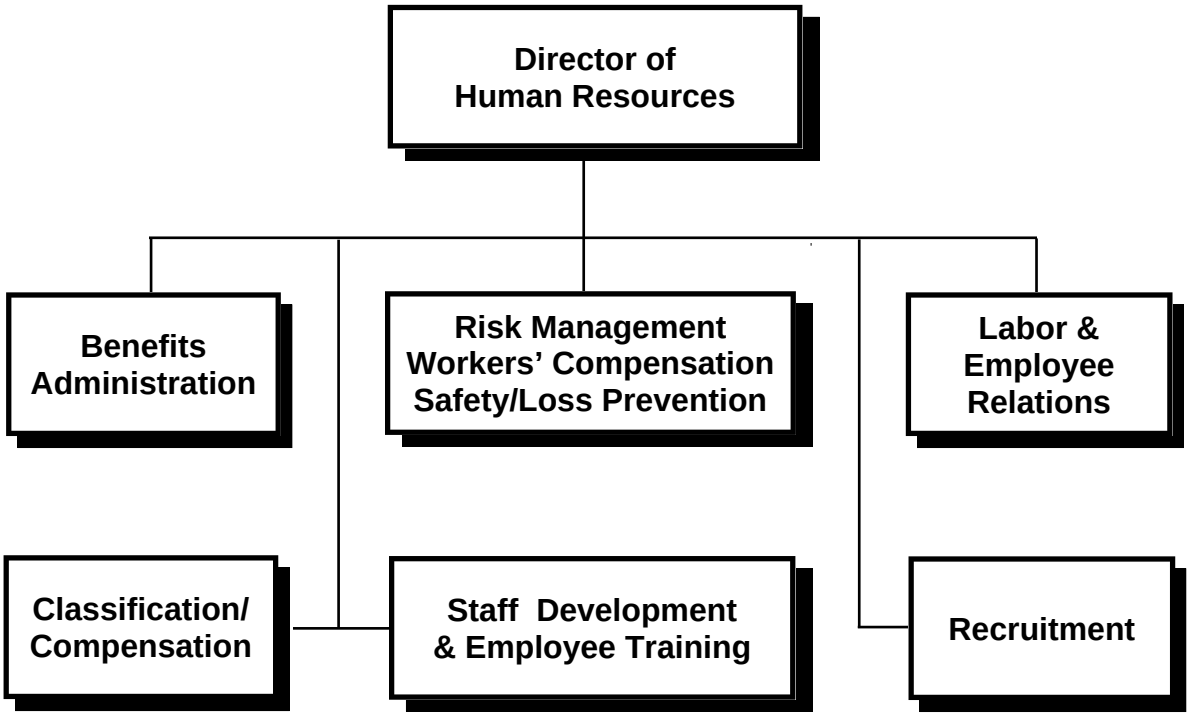
VILLAGE MANAGER

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
101-0201-502.22-25	IT/GIS Service Charge	Information Technology/GIS service charge	27,700	27,700
101-0201-502.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	3,900	3,900
		TOTAL CONTRACTUAL SERVICES	**68,969**	**65,000**
COMMODITIES:				
101-0201-502.30-01	Publications/Periodicals	Miscellaneous publications	800	900
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	700
		TOTAL COMMODITIES	**9,400**	**9,100**
		TOTAL VILLAGE MANAGER	**945,469**	**962,200**

HUMAN RESOURCES (4.00 FTE)

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.

2013-2014 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 to discuss how they can help educate employees on:
  - Becoming better consumers of their health benefits
  - The benefits of participating in wellness programs
- Implement best practices to optimize physical, emotional as well as financial wellness
  - Implemented a new Village Wellness Program including:
    - Blue Access for Members, on-line tool for health care benefit information
    - Walking Works, a new Village walking program
    - Health risk assessment
  - Monthly walks – weather permitting
  - Fitness programs
  - Closely monitor the Village's Return to Work Program
  - Financial training sessions offered including:
    - Identify theft
    - Financial planning
    - Illinois Municipal Retirement Fund planning sessions

► **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 2013

► **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 ongoing.

- The following tests were conducted in 2013:
  - Fire Commander – Promotional
  - Police Captain - Promotional
- Prepared and scheduled the following tests for 2014:
  - Entry level Police Officer
  - Police Sergeant – Promotional
  - Police Commander – Promotional
  - Entry level Firefighter
  - 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 to determine candidates' skill level.

► **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 –employee newsletter
- Employee Recognition luncheon
- Employee Appreciation week
- Employee Orientation including Village tour
- Updated information on the Village's AVNET

► **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.

2014-2015 Goals and Objectives

- ► To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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		
	2011	2012	2013
► **Performance Measure**			
Research and implement strategies to help control health risks and costs			
a) Medicare Retiree Drug Subsidy received	$130,473	$136,948	$130,000 (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	35	30	45
c) Number of dollars pledged in Section 125	$237,250	$236,581	$242,128
d) Number of Section 125 claims processed	374	329	354
e) Number of employees contributing to ICMA	296	315	311
f) Number of employees participating in the RTA Transit Check Commuter Benefit Program	4	5	7
g) Number of benefit changes processed for:			
▪ Village Employees	51	56	84
▪ Library Employees	24	10	20
▪ Retirees	78	57	62

Performance Measures (cont.)	Calendar Year		
	2011	2012	2013
► **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	18 out of 31	41 out of 51	28 out of 44
b) Number of work days lost to Workers' Compensation injury	1,032	1,024	1,179
c) Number of pro se settlements	4 out of 9	2 out of 2	0 out of 4
d) Number of safety measures implemented	5	9	8
► **Performance Activity**			
a) Number of accidents reviewed	103	92	82
b) Number of safety training programs offered to employees sponsored through Human Resources	3	5	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	8	9	7
b) Number of surveys conducted	210	274	296
► **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	4	4	5
► **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	19	31	17
b) Number of interviews conducted	39	81	21
c) Number of eligibility lists created	3	4	1
► **Performance Activity**			
Professional Development of Workforce Identify, assess and offer training programs to employees.			
a) Number of classes offered	1	2	2

OPERATION SUMMARY

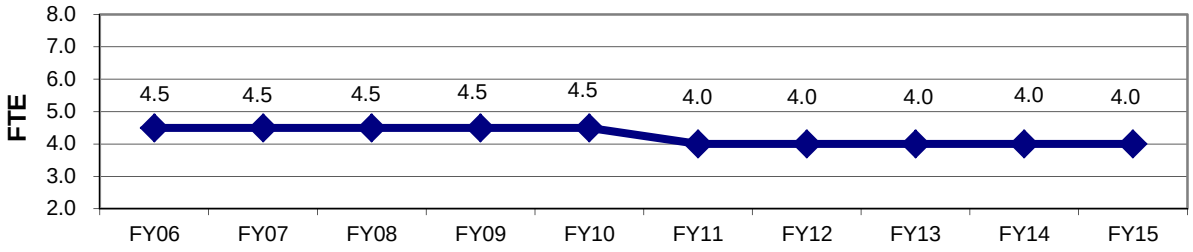
HUMAN RESOURCES

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$564,825	$617,416	$686,600	$710,100	$745,800	$35,700	5.0%
Contractual Services	4,278,575	4,226,881	4,673,300	4,758,975	5,149,300	390,325	8.2%
Commodities	3,191	4,167	4,800	5,300	5,300	0	0.0%
Other Charges	6,730,515	8,141,610	7,053,400	9,160,400	9,130,500	(29,900)	(0.3%)
Capital Items	0	3,545	0	0	0	0	N/A
Total Expenditures	$11,577,106	$12,993,619	$12,418,100	$14,634,775	$15,030,900	$396,125	2.7%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$398,779	$439,918	$504,000	$503,475	$351,700	($151,775)	(30.1%)
Capital Projects Fund	0	3,545	0	0	0	0	N/A
Health Insurance Fund	7,288,384	7,658,307	7,923,300	9,726,300	9,599,500	(126,800)	(1.3%)
Retiree Health Ins Fund	2,713,172	2,741,629	2,739,700	2,724,200	3,396,200	672,000	24.7%
Worker's Comp Fund	1,176,771	2,150,220	1,251,100	1,680,800	1,683,500	2,700	0.2%
Total Expenditures	$11,577,106	$12,993,619	$12,418,100	$14,634,775	$15,030,900	$396,125	2.7%

STAFFING HISTORY



HUMAN RESOURCES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0301-503.10-01	Salaries	165,624	173,995	181,100	179,400	**187,500**	8,100	4.5%
101-0301-503.18-01	Temporary Help	5,365	5,460	6,200	6,200	**6,400**	200	3.2%
101-0301-503.18-05	Overtime Civilian	0	0	0	700	**700**	0	0.0%
	Salaries	**170,989**	**179,455**	**187,300**	**186,300**	**194,600**	**8,300**	**4.5%**
101-0301-503.19-01	Workers Compensation	400	400	400	400	**400**	0	0.0%
101-0301-503.19-05	Medical Insurance	18,400	18,300	20,100	20,100	**40,800**	20,700	103.0%
101-0301-503.19-06	Medical Insurance-OnDuty Injury	87,800	144,800	175,300	175,300	**0**	(175,300)	(100.0%)
101-0301-503.19-10	IMRF	20,640	23,894	25,600	26,400	**26,200**	(200)	(0.8%)
101-0301-503.19-11	Social Security	10,572	11,117	11,300	11,100	**11,600**	500	4.5%
101-0301-503.19-12	Medicare	2,473	2,650	2,700	2,700	**2,800**	100	3.7%
	Fringe Benefits	**140,285**	**201,161**	**235,400**	**236,000**	**81,800**	**(154,200)**	**(65.3%)**
101-0301-503.20-05	Professional Services	2,598	324	2,800	2,200	**2,200**	0	0.0%
101-0301-503.20-39	Data Processing	7,203	0	0	0	**0**	0	N/A
101-0301-503.20-40	General Insurance	4,900	5,000	5,200	5,200	**5,500**	300	5.8%
101-0301-503.20-75	Examinations	18,575	200	16,300	16,275	**10,000**	(6,275)	(38.6%)
101-0301-503.21-02	Equipment Maintenance	0	0	0	100	**100**	0	0.0%
101-0301-503.21-65	Other Services	1,056	1,391	1,400	1,400	**1,400**	0	0.0%
101-0301-503.22-01	Advertising	539	2,023	1,100	1,100	**1,100**	0	0.0%
101-0301-503.22-02	Dues	1,078	1,149	1,000	1,000	**1,100**	100	10.0%
101-0301-503.22-03	Training	2,906	3,493	4,000	4,400	**4,200**	(200)	(4.5%)
101-0301-503.22-05	Postage	506	602	500	500	**500**	0	0.0%
101-0301-503.22-10	Printing	127	108	300	300	**300**	0	0.0%
101-0301-503.22-15	Photocopying	3,132	3,294	2,500	2,500	**2,500**	0	0.0%
101-0301-503.22-25	IT/GIS Service Charge	25,500	24,200	24,700	24,700	**24,500**	(200)	(0.8%)
	Contractual Services	**68,120**	**41,784**	**59,800**	**59,675**	**53,400**	**(6,275)**	**(10.5%)**
101-0301-503.30-01	Publications Periodicals	451	392	500	500	**500**	0	0.0%
101-0301-503.30-05	Office Supplies & Equip	1,829	1,856	2,000	2,000	**2,000**	0	0.0%
	Commodities	**2,280**	**2,248**	**2,500**	**2,500**	**2,500**	**0**	**0.0%**
101-0301-503.40-70	Employee Recognition Program	17,105	15,270	19,000	19,000	**19,400**	400	2.1%
	Other Charges	**17,105**	**15,270**	**19,000**	**19,000**	**19,400**	**400**	**2.1%**
	Total Human Resources	**398,779**	**439,918**	**504,000**	**503,475**	**351,700**	**(151,775)**	**(30.1%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-0301-503.10-01	Salaries	Salaries		179,400		187,500
101-0301-503.18-01	Temporary Help	Temporary Help		6,200		6,400
101-0301-503.18-05	Overtime Civilian	Overtime Civilian		700		700
		TOTAL SALARIES		**186,300**		**194,600**
FRINGE BENEFITS:						
101-0301-503.19-01	Workers' Compensation	Workers' Compensation Insurance		400		400
101-0301-503.19-05	Medical Insurance	Medical Insurance		20,100		40,800
101-0301-503.19-06	Med Ins On Duty Injury	Medical insurance premium for Police and Fire on duty Injury per PSEBA		175,300		0
101-0301-503.19-10	IMRF	IMRF		26,400		26,200
101-0301-503.19-11	Social Security	Social Security		11,100		11,600
101-0301-503.19-12	Medicare	Medicare		2,700		2,800
		TOTAL FRINGE BENEFITS		**236,000**		**81,800**
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		5,200		5,500
101-0301-503.20-75	Examinations	Promotional exams/candidate testing		16,275		10,000
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		1,400		1,400
101-0301-503.22-01	Advertising	Advertising		1,100		1,100
101-0301-503.22-02	Dues	Dues		1,000		1,100
101-0301-503.22-03	Training	Seminars & tuition reimbursement		4,400		4,200
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	1,000	2,500	1,000	2,500
101-0301-503.22-25	IT/GIS Service Charge	Information Technology service charge		24,700		24,500
		TOTAL CONTRACTUAL SERVICES		**59,675**		**53,400**

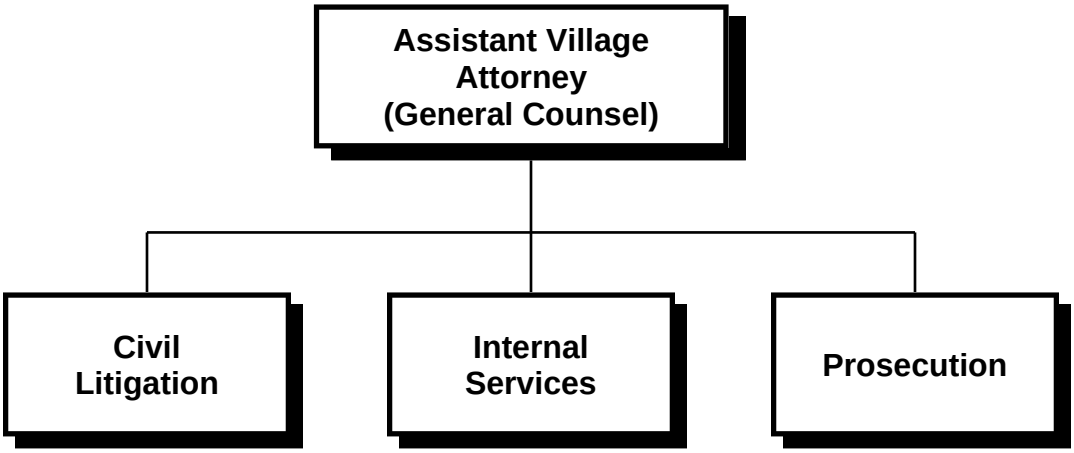
HUMAN RESOURCES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	19,000	19,400
		TOTAL OTHER CHARGES	**19,000**	**19,400**
		TOTAL HUMAN RESOURCES	**503,475**	**351,700**

LEGAL (2.75 FTE)

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.

2013-14 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.
- **Continue to administer and oversee electronic packet process.** On-going.

2014-15 Goals and Objectives

- ► To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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.
- ► Continue to administer and oversee electronic packet process.

Performance Measures	Calendar Year		
	2011	2012	2013
1. Number of Code amendment packets issued	4	2	3
2. Number of Code sections amended	185	44	46
3. Number of ordinances amending the Code	19	16	21
4. Number of ordinances prepared and adopted	60	71	73
5. Number of resolutions prepared and adopted	37	32	32
6. Number of agreements prepared and adopted	30	36	26
7. Number of FOIA requests processed	898	1,075	1,139
8. Number of FOIA appeals	0	2	0
9. Number of FOIA denials in whole or in part	376	258	281
10. Number of foreclosures processed	364	381	207
11. Number of liquor license hearings prosecuted	6	6	11
12. Number of housing court cases prosecuted	4	11	5

OPERATION SUMMARY

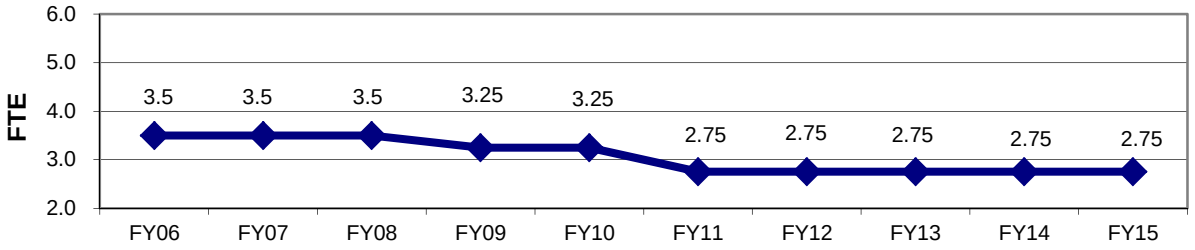
LEGAL

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$379,935	$400,828	$443,600	$442,200	$446,300	$4,100	0.9%
Contractual Services	266,136	249,410	273,400	273,300	273,600	300	0.1%
Commodities	11,449	9,595	10,300	10,300	10,500	200	1.9%
Other Charges	43,996	43,733	45,000	45,000	45,000	0	0.0%
Capital Items	5,888	0	0	0	0	0	N/A
Total Expenditures	$707,404	$703,566	$772,300	$770,800	$775,400	$4,600	0.6%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$701,516	$703,566	$772,300	$770,800	$775,400	$4,600	0.6%
Capital Projects Fund	5,888	0	0	0	0	0	N/A
Total Expenditures	$707,404	$703,566	$772,300	$770,800	$775,400	$4,600	0.6%

STAFFING HISTORY



LEGAL

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0401-503.10-01	Salaries	288,096	302,751	317,600	315,200	**327,100**	11,900	3.8%
	Salaries	**288,096**	**302,751**	**317,600**	**315,200**	**327,100**	**11,900**	**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	58,300	58,300	**50,300**	(8,000)	(13.7%)
101-0401-503.19-10	IMRF	35,545	40,796	44,800	46,100	**45,600**	(500)	(1.1%)
101-0401-503.19-11	Social Security	15,805	16,627	17,700	17,400	**18,000**	600	3.4%
101-0401-503.19-12	Medicare	4,089	4,254	4,600	4,600	**4,700**	100	2.2%
	Fringe Benefits	**91,839**	**98,077**	**126,000**	**127,000**	**119,200**	**(7,800)**	**(6.1%)**
101-0401-503.20-10	Village Attorney Retainer	50,045	50,040	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	117,250	101,054	125,000	125,000	**125,000**	0	0.0%
101-0401-503.20-40	General Insurance	2,600	2,700	2,800	2,800	**2,900**	100	3.6%
101-0401-503.21-02	Equipment Maintenance	34	34	100	100	**100**	0	0.0%
101-0401-503.21-65	Other Services	21,955	23,269	23,000	23,000	**23,100**	100	0.4%
101-0401-503.22-02	Dues	2,567	2,614	2,600	2,500	**2,700**	200	8.0%
101-0401-503.22-03	Training	2,858	1,898	3,800	3,800	**3,800**	0	0.0%
101-0401-503.22-05	Postage	954	464	1,000	1,000	**1,000**	0	0.0%
101-0401-503.22-15	Photocopying	1,933	2,097	2,500	2,500	**2,500**	0	0.0%
101-0401-503.22-25	IT/GIS Service Charge	15,900	15,200	12,400	12,400	**12,300**	(100)	(0.8%)
	Contractual Services	**266,136**	**249,410**	**273,400**	**273,300**	**273,600**	**300**	**0.1%**
101-0401-503.30-01	Publications Periodicals	273	309	400	400	**400**	0	0.0%
101-0401-503.30-05	Office Supplies & Equip	939	1,919	1,900	1,900	**2,100**	200	10.5%
101-0401-503.33-05	Other Supplies	10,237	7,367	8,000	8,000	**8,000**	0	0.0%
	Commodities	**11,449**	**9,595**	**10,300**	**10,300**	**10,500**	**200**	**1.9%**
101-0401-503.40-74	Real Estate Tax	43,996	43,733	45,000	45,000	**45,000**	0	0.0%
	Other Charges	**43,996**	**43,733**	**45,000**	**45,000**	**45,000**	**0**	**0.0%**
	Total Legal	**701,516**	**703,566**	**772,300**	**770,800**	**775,400**	**4,600**	**0.6%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-0401-503.10-01	Salaries	Salaries		315,200		327,100
		TOTAL SALARIES		**315,200**		**327,100**
FRINGE BENEFITS:						
101-0401-503.19-01	Workers' Compensation	Workers' Compensation Insurance		600		600
101-0401-503.19-05	Medical Insurance	Medical Insurance		58,300		50,300
101-0401-503.19-10	IMRF	IMRF		46,100		45,600
101-0401-503.19-11	Social Security	Social Security		17,400		18,000
101-0401-503.19-12	Medicare	Medicare		4,600		4,700
		TOTAL FRINGE BENEFITS		**127,000**		**119,200**
CONTRACTUAL SERVICES:						
101-0401-503.20-10	Village Attorney Retainer	Retainer for attendance at Board meetings; 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 calls		50,100		50,100
101-0401-503.20-20	Legal Services	Litigation, prosecution and collective bargaining		125,000		125,000
101-0401-503.20-40	General Insurance	Liability and property insurance		2,800		2,900
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		9,600	
		Court reporters - DUI cases	13,500	23,000	13,500	23,100
101-0401-503.22-02	Dues	Dues		2,500		2,700
101-0401-503.22-03	Training	Seminars and meetings		3,800		3,800
101-0401-503.22-05	Postage	Correspondence and notices		1,000		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		12,400		12,300
		TOTAL CONTRACTUAL SERVICES		**273,300**		**273,600**

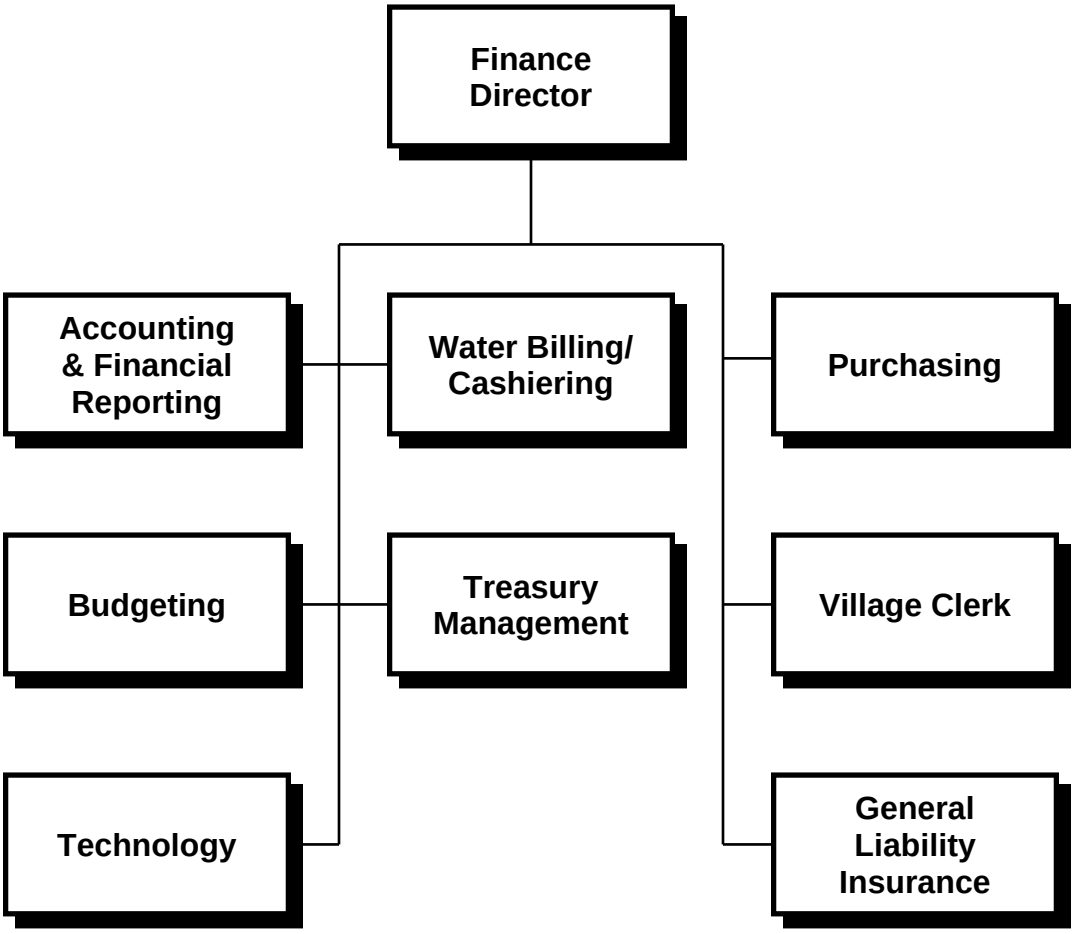
LEGAL

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	2,100
101-0401-503.33-05	Other Supplies & Equip	Legal books, including statutes, digests and citations	8,000	8,000
		TOTAL COMMODITIES	**10,300**	**10,500**
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	**770,800**	**775,400**

FINANCE (23.5 FTE)

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.

2013-14 Status of Goals and Objectives

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

   - **Continually evaluate the cost and allocation of Village services.** Recommended the Village Board approved action to contract out the printing/mailing of water bills. By contracting out this work the Village will save about $75,000 over the next five years.

     The Village Board and Police and Fire Pension Boards approved a staff recommended plan to lower the actuary's interest rate assumption for the public safety pension funds from 7% to 6.75%. This revised assumption represents a more attainable long-term interest rate which will help reduce the volatility of the Village's future annual required pension payments. The national average interest rate assumption for public pension plans is currently in the 7.5% to 8% range.

     During the fiscal year a new Assistant Finance Director was appointed due to a retirement. This position was filled with an internal candidate who retained some of her prior Chief Accountant duties. The Chief Accountant position was subsequently downgraded to an Accounting Manager position which was filled by an existing Village Accountant. The Accountant position was then downgraded to an Accounting Assistant position based on the needs of the department. These changes resulted in a net savings of $28,000 due to reduced wage and benefit costs.

     In August 2013 the Village completed an advance refunding of its 2006 bonds. The total savings from this bond refunding came to $493,000 over the remaining seven year life of the bonds.

     The annual multi-year financial projections were completed for the General and Water & Sewer Funds. The 2013 Village/Library tax levy was approved at a 1.8% increase over the 2012 extended levy.

   - **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, and the extension of TIF IV.

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

   - **The Village Clerk to assist Legal and Village Manager representatives with the implementation of a new electronic Village Board packet system.** Completed implementation of the new Novus agenda system.

   - **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 2012 fiscal year and applied for fiscal year 2013. Obtained Distinguished Budget Award for the fiscal year 2014 Operating Budget.

   - **Continue the development of funding plans for infrastructure repair and replacement.** Developed the FY2015-FY2019 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 90%.** Increased the use of direct deposit pay of paychecks to 84% by December 2013.

- ► **Increase automated water bill payment by ACH to 30%.** Achieved a 29% use of water bill payment by ACH.

3. Improve Village Communications and Citizen Communication. (Village Board Goal #7)

- ► **Continue to investigate additional services or service improvements that can be provided by the Finance Department**. The Village Clerk, IT staff and other Legal and Administrative staff added a searchable, user-friendly web portal called the Laserfiche WebLink to the Village's website. This web portal allows visitors to the Village's website to search for and print out information found in the Village's Municipal Code, as well as ordinances and resolutions passed by the Board. The Village initially purchased five licenses that allowed five users to access the web portal at one time. Due to the success of this new public information access tool, the Village expanded access to 25 simultaneous users during the fiscal year.

  The Village Clerk convened a "Conversation with the Clerk" program at the Senior Center to provide information and answer questions on a variety of topics. The program was well received and will be repeated in the future.

2014-2015 Goals and Objectives

1. Provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing opportunities to reduce spending.

2. Balance the budget. (Village Board Goal #3)
   - ► Continually evaluate the cost and allocation of Village services.
     - o Consider changing the Village's fiscal year to a calendar year.
     - o Update the Village's bid limits to reflect more recent municipal practices and State guidelines.
     - o Develop a five-year water and sewer rate adjustment plan reflecting long-term operational costs and needed capital infrastructure improvements.
   - ► Continue to work with the Planning & Community Development Department on economic development agreements to bring new sales tax generating businesses to the Village.

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.
   - ► 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%.

Performance Measures

	FY2011	FY2012	FY2013
1. Number & Type of Payment Transaction			
Vehicle Stickers			
At counter/drop box/mail	42,392	43,929	43,600
Through banks/currency exchanges	1,194	1,495	1,014
Water Bills Transactions			
By direct bank debit (ACH)	35,304	36,282	39,462
Electronic lockbox (ACH) (began 3/2010)	21,069	25,076	28,725
Internet payments	2,984	3,283	4,007
At counter/drop box/mail	71,746	66,485	62,542
Total Water Bill Transactions	131,103	131,126	134,736
% Water bills – bank debit (ACH)	27%	28%	29%
% Water bills – electronic lockbox (ACH)	16%	19%	21%
% Water bills – Internet	2%	3%	3%
% Water bills – at counter/drop box/mail	55%	51%	47%
Parking tickets			
At counter/drop box/mail	8,843	11,345	10,721
Internet payments	1,861	2,706	2,807
	10,704	14,051	13,528
% parking tickets – Internet payments	17%	19%	21%

2. Credit Card Payments			
# of transactions	18,074	19,225	21,133
Total payments	$1,871,914	$1,852,826	$2,865,977
Total fees	$36,435	$40,172	$45,778
Average fee %	1.95%	2.17%	1.60%
Average transaction	$103.57	$96.38	$135.62

3. Number of Vehicle Stickers Issued			
Passenger/Recreational/Trucks	50,552	50,855	51,086
Motorcycles	438	443	422
Total Vehicle Stickers	50,990	51,298	51,508

4. Water Billing Activity			
# of metered accounts	20,907	20,969	20,956
Water consumption billed (1,000 gallons)			
Residential	1,727,685	1,670,720	1,953,429
Commercial	700,715	731,177	824,700
Industrial	70,053	62,490	65,381
Apartments	23,389	25,725	29,916
Total Consumption Billed	2,521,842	2,490,112	2,873,426
Water/sewer revenues	$11,712,217	$11,890,470	$13,241,794

Performance Measures (cont.)

	FY2011	FY2012	FY2013
5. Cash and Investments			
Cash	$ 1,351,854	$ 1,436,868	$ 1,638,030
Investments	75,735,074	80,779,035	85,303,615
Total	$77,086,928	$82,215,903	$86,941,645
% of funds invested	98.3%	98.3%	98.1%

6. Purchasing			
# of purchase orders processed	1,030	1,179	997
# of field purchase orders	4,062	4,277	6,039
$ amount of purchase orders processed	$13,986,136	$16,508,394	$17,637,880
$ amount of field purchase orders	1,306,719	1,431,333	1,574,740
Total amount of purchase order transactions	$15,292,855	$17,939,727	$19,212,620
# of formal bids/RFP's	55	64	42
$ amount of formal bids/RFP's	$9,075,436	$11,843,314	$8,066,143
% amount formal bids/RFP's	59%	66%	42%
$ amount saved by competitive bidding	$1,057,683	$1,327,929	$1,012,062

7. Checks Issued			
Accounts payable checks issued	6,735	8,008	7,802
Payroll: # of checks issued	3,827	3,373	2,944
# of direct deposits	14,257	14,567	14,912
% of payroll as direct deposits	79%	81%	84%

8. Ambulance Billing and Collection			
# of bills	4,464	4,631	4,744
$ amount billed	$1,649,163	$1,680,145	$1,620,584
$ amount of payments	$1,674,380	$1,672,127	$1,723,506
$ amount of current receivable	$444,279	$474,187	$388,372
$ amount past due/in collection	$236,477	$437,626	$596,070
Billing Rates:			
Village (VAH) Charges/Medicare (MED) Allows	VAH / MED	VAH / MED	VAH / MED
Basic Life Support	400 / 357	400 / 362	400 / 367
Advanced Life Support	400 / 424	400 / 430	400 / 436
Advanced Life Support 2	450 / 613	450 / 623	450 / 631

Performance Measures (cont.)

	FY2011	FY2012	FY2013
9. Village Clerk			
Processing of:			
Ordinances	60	71	73
Resolutions	39	32	33
Agreements	39	36	53
Ethics Forms:			
Village	136	145	146
County	91	88	98
Transcribing of Village Board Minutes	24	23	24
Transcribing of Closed Session Minutes	n/a	9	9
Notarizations	n/a	274	230
Citizen Inquiries	n/a	1,189	457
Voter Registrations	n/a	321	28
Scanned Documents	n/a	4,820	1,683

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

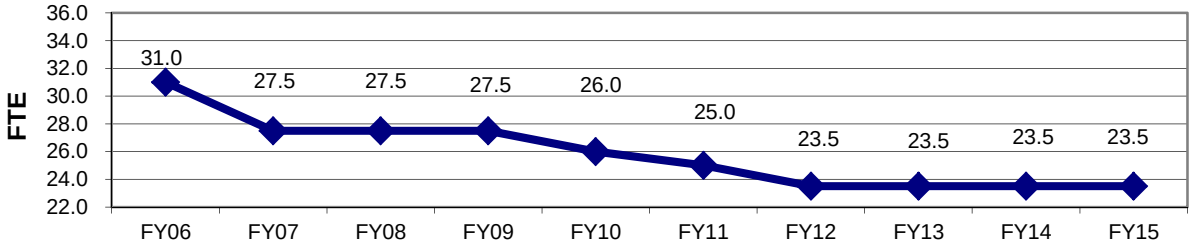
FINANCE (Including IT/GIS)

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	9.00	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	6.00	6.00	6.00	6.00	6.00	0.00	0.0%
Total F-T-E	23.50	23.50	23.50	23.50	23.50	0.00	0.0%
Expenditures							
Personal Services	$2,538,329	$2,574,352	$2,574,200	$2,769,300	$2,792,100	$22,800	0.8%
Contractual Services	1,177,757	1,210,154	1,311,700	1,394,075	1,487,600	93,525	6.7%
Commodities	91,505	93,530	109,200	115,300	107,500	(7,800)	(6.8%)
Other Charges	394,170	258,322	1,150,000	1,230,000	455,000	(775,000)	(63.0%)
Capital Items	291,624	304,554	347,900	351,729	316,800	(34,929)	(9.9%)
Total Expenditures	$4,493,385	$4,440,912	$5,493,000	$5,860,404	$5,159,000	($701,404)	(12.0%)

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$1,440,627	$1,441,910	$1,451,400	$1,533,475	$1,525,900	($7,575)	(0.5%)
Capital Projects Fund	80,947	45,790	117,900	119,929	80,000	(39,929)	(33.3%)
Water & Sewer Fund	1,004,489	1,020,719	1,058,300	1,101,600	1,101,600	0	0.0%
General Liability Ins Fund	662,549	537,629	1,483,000	1,583,000	834,000	(749,000)	(47.3%)
Technology Fund	1,304,773	1,394,864	1,382,400	1,522,400	1,617,500	95,100	6.2%
Total Expenditures	$4,493,385	$4,440,912	$5,493,000	$5,860,404	$5,159,000	($701,404)	(12.0%)

STAFFING HISTORY



FINANCE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-0501-503.10-01	Salaries	822,906	823,559	770,900	827,700	**832,600**	4,900	0.6%
101-0501-503.18-01	Temporary Help	5,437	0	0	2,000	**2,000**	0	0.0%
101-0501-503.18-05	Overtime Civilian	0	0	1,000	2,000	**2,000**	0	0.0%
	Salaries	**828,343**	**823,559**	**771,900**	**831,700**	**836,600**	**4,900**	**0.6%**
101-0501-503.19-01	Workers Compensation	2,400	2,500	2,600	2,600	**2,700**	100	3.8%
101-0501-503.19-05	Medical Insurance	120,600	113,300	143,900	143,900	**150,800**	6,900	4.8%
101-0501-503.19-10	IMRF	101,412	110,861	108,800	121,500	**116,300**	(5,200)	(4.3%)
101-0501-503.19-11	Social Security	47,496	47,101	45,000	48,200	**48,500**	300	0.6%
101-0501-503.19-12	Medicare	11,729	11,617	11,200	12,100	**12,100**	0	0.0%
	Fringe Benefits	**283,637**	**285,379**	**311,500**	**328,300**	**330,400**	**2,100**	**0.6%**
101-0501-503.20-05	Professional Services	45,080	41,900	44,600	44,600	**45,300**	700	1.6%
101-0501-503.20-40	General Insurance	15,400	15,900	16,400	16,400	**17,200**	800	4.9%
101-0501-503.21-02	Equipment Maintenance	6,093	5,827	6,500	6,500	**7,700**	1,200	18.5%
101-0501-503.21-65	Other Services	110,439	118,330	142,300	142,375	**129,100**	(13,275)	(9.3%)
101-0501-503.22-01	Advertising	3,878	2,779	3,500	5,100	**5,100**	0	0.0%
101-0501-503.22-02	Dues	3,675	2,442	3,200	3,800	**3,800**	0	0.0%
101-0501-503.22-03	Training	8,488	7,996	8,200	8,500	**8,500**	0	0.0%
101-0501-503.22-05	Postage	33,483	33,411	37,000	38,600	**39,300**	700	1.8%
101-0501-503.22-10	Printing	18,985	18,003	20,000	21,400	**21,400**	0	0.0%
101-0501-503.22-15	Photocopying	7,791	6,947	8,200	8,200	**8,200**	0	0.0%
101-0501-503.22-25	IT/GIS Service Charge	50,500	51,600	49,400	49,400	**43,100**	(6,300)	(12.8%)
101-0501-503.22-30	Claims & Refunds	280	502	500	500	**500**	0	0.0%
	Contractual Services	**304,092**	**305,637**	**339,800**	**345,375**	**329,200**	**(16,175)**	**(4.7%)**
101-0501-503.30-01	Publications Periodicals	1,902	2,040	2,200	1,900	**2,400**	500	26.3%
101-0501-503.30-05	Office Supplies & Equip	14,646	16,804	17,000	17,400	**17,500**	100	0.6%
101-0501-503.30-25	Licensing Supplies	7,622	8,133	8,500	8,300	**9,300**	1,000	12.0%
101-0501-503.33-05	Other Supplies	385	358	500	500	**500**	0	0.0%
	Commodities	**24,555**	**27,335**	**28,200**	**28,100**	**29,700**	**1,600**	**5.7%**
	Total Finance	**1,440,627**	**1,441,910**	**1,451,400**	**1,533,475**	**1,525,900**	**(7,575)**	**(0.5%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
1060	Finance Director	D71	1.00	1.00	
1070	Assistant Finance Director	C52	1.00	1.00	
1075	Accounting Manager	C42	1.00	1.00	
1085	Accountant	C41	2.00	1.00	(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	
1806	Accounting Assistant	A13	0.00	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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-0501-503.10-01	Salaries	Salaries		827,700		832,600
101-0501-503.18-01	Temporary Help	Temporary Help		2,000		2,000
101-0501-503.18-05	Overtime Civilian	Overtime Civilian		2,000		2,000
		TOTAL SALARIES		**831,700**		**836,600**
FRINGE BENEFITS:						
101-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance		2,600		2,700
101-0501-503.19-05	Medical Insurance	Medical Insurance		143,900		150,800
101-0501-503.19-10	IMRF	IMRF		121,500		116,300
101-0501-503.19-11	Social Security	Social Security		48,200		48,500
101-0501-503.19-12	Medicare	Medicare		12,100		12,100
		TOTAL FRINGE BENEFITS		**328,300**		**330,400**
CONTRACTUAL SERVICES:						
101-0501-503.20-05	Professional Services	Pension actuarial	8,000		8,100	
		Annual audit (governmental funds share)	31,600		32,100	
		Annual actuarial valuation of post employment benefits (governmental funds share)	5,000	44,600	5,100	45,300
101-0501-503.20-40	General Insurance	Liability and property insurance		16,400		17,200
101-0501-503.21-02	Equipment Maintenance	NeoPost postage scale & postage meter	2,700		1,600	
		NeoPost folder/inserter	0		2,500	
		Alarm, cash registers, check signer, microcomputers, typewriters, binding machine and archive storage system	3,800	6,500	3,600	7,700
101-0501-503.21-65	Other Services	GFOA CAFR certificate fee	600		600	
		GFOA budget certificate fee	550		550	
		Tracker annual fee	1,700		1,800	
		Title searches	500		500	
		Cell phone charges	750		750	
		Credit card processing fees	19,500		20,000	
		Bank service fees	11,500		11,700	
		Ambulance billing services	85,900		86,500	
		Searchable Village Code - Laserfiche	19,875		5,700	
		Miscellaneous	1,500	142,375	1,000	129,100
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

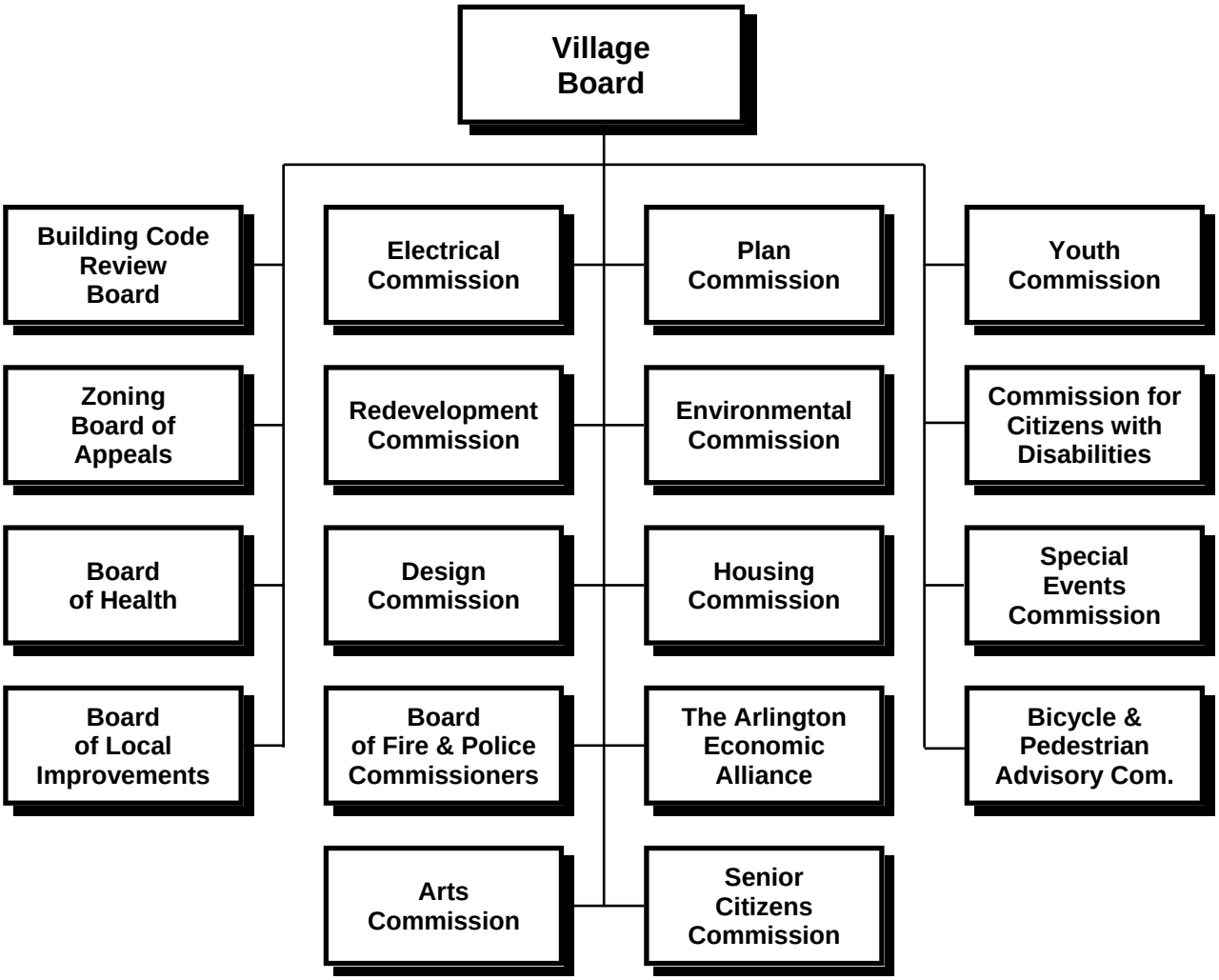
FINANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-0501-503.22-02	Dues	GFOA, IGFOA, CPA, AICPA, IMTA and other organizations for Finance, Purchasing, Payroll and Village Clerk		3,800		3,800
101-0501-503.22-03	Training	GFOA and IGFOA programs	2,900		2,900	
		Purchasing programs	1,000		1,000	
		National GFOA Committee	900		900	
		Tuition reimbursement	1,500		1,500	
		Municipal Clerks' Conference	1,400		1,400	
		Seminars & webinars	800	8,500	800	8,500
101-0501-503.22-05	Postage	Vehicle licenses, disbursement checks, purchase orders, bids, special assessments, billings, shipping of magnetic tapes & miscellaneous		38,600		39,300
101-0501-503.22-10	Printing	Comprehensive Annual Financial Report	1,900		1,900	
		Annual Budget	3,000		2,500	
		Forms, checks, notices, envelopes, report covers, ordinances and misc. printing	2,000		2,000	
		Vehicle/animal applications	14,500	21,400	15,000	21,400
101-0501-503.22-15	Photocopying	Photocopies & supplies	7,000		7,000	
		Maintenance agreement Xerox 5150	1,000		1,000	
		Maintenance agreement Xerox WC4118P	200	8,200	200	8,200
101-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		49,400		43,100
101-0501-503.22-30	Claims & Refunds	Claims and refunds		500		500
		TOTAL CONTRACTUAL SERVICES		**345,375**		**329,200**
COMMODITIES:						
101-0501-503.30-01	Publications/Periodicals	Miscellaneous publications		1,900		2,400
101-0501-503.30-05	Office Supplies & Equip	General office supplies and small equipment		17,400		17,500
101-0501-503.30-25	Licensing Supplies	Vehicle stickers	6,300		6,900	
		Dog tags & motorcycle tags	1,000		1,200	
		Taxi licensing supplies	1,000	8,300	1,200	9,300
101-0501-503.33-05	Other Supplies & Equip	Miscellaneous commodities		500		500
		TOTAL COMMODITIES		**28,100**		**29,700**
		TOTAL FINANCE		**1,533,475**		**1,525,900**

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 Downtown 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$4,802	$5,847	$10,200	$11,400	$11,400	$0	0.0%
Contractual Services	83,438	85,830	112,500	116,300	121,100	4,800	4.1%
Commodities	1,383	698	2,200	3,900	4,400	500	12.8%
Other Charges	161,936	131,428	88,800	106,285	97,100	(9,185)	(8.6%)
Capital Items	0	0	0	0	0	0	N/A
Total Expenditures	$251,559	$223,803	$213,700	$237,885	$234,000	($3,885)	(1.6%)

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$128,875	$121,835	$164,500	$183,485	$179,600	($3,885)	(2.1%)
A & E Fund	122,684	101,968	49,200	54,400	54,400	0	0.0%
Total Expenditures	$251,559	$223,803	$213,700	$237,885	$234,000	($3,885)	(1.6%)

BOARDS & COMMISSIONS - ADMINISTRATION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1001-502.20-40	General Insurance	2,400	2,500	2,600	2,600	**2,700**	100	3.8%
101-1001-502.22-02	Dues - Meet Chicago Northwest	53,600	57,000	70,800	70,800	**76,800**	6,000	8.5%
	Contractual Services	**56,000**	**59,500**	**73,400**	**73,400**	**79,500**	**6,100**	**8.3%**
101-1001-502.40-05	Grants - Arl Hts Com Con Band	6,200	6,272	6,600	6,600	**6,700**	100	1.5%
	Other Charges	**6,200**	**6,272**	**6,600**	**6,600**	**6,700**	**100**	**1.5%**
	Total B & C Administration	**62,200**	**65,772**	**80,000**	**80,000**	**86,200**	**6,200**	**7.7%**

ZONING BOARD OF APPEALS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1003-502.10-03	Boards and Commissions	745	900	1,300	1,700	**1,700**	0	0.0%
	Salaries	**745**	**900**	**1,300**	**1,700**	**1,700**	**0**	**0.0%**
101-1003-502.19-11	Social Security	46	56	100	100	**100**	0	0.0%
101-1003-502.19-12	Medicare	11	13	100	100	**100**	0	0.0%
	Fringe Benefits	**57**	**69**	**200**	**200**	**200**	**0**	**0.0%**
101-1003-502.22-15	Photocopying	0	102	400	800	**800**	0	0.0%
	Contractual Services	**0**	**102**	**400**	**800**	**800**	**0**	**0.0%**
101-1003-502.30-05	Office Supplies & Equip	15	25	200	200	**200**	0	0.0%
	Commodities	**15**	**25**	**200**	**200**	**200**	**0**	**0.0%**
	Total Zoning Brd of Appeals	**817**	**1,096**	**2,100**	**2,900**	**2,900**	**0**	**0.0%**

BUILDING CODE REVIEW BOARD

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1004-502.10-03	Boards and Commissions	99	175	1,200	1,200	**1,200**	0	0.0%
	Salaries	**99**	**175**	**1,200**	**1,200**	**1,200**	**0**	**0.0%**
101-1004-502.19-11	Social Security	17	11	100	100	**100**	0	0.0%
101-1004-502.19-12	Medicare	4	3	100	100	**100**	0	0.0%
	Fringe Benefits	**21**	**14**	**200**	**200**	**200**	**0**	**0.0%**
101-1004-502.22-03	Training	0	100	0	100	**100**	0	0.0%
	Contractual Services	**0**	**100**	**0**	**100**	**100**	**0**	**0.0%**
101-1004-502.30-05	Office Supplies & Equip	0	100	**0**	300	**300**	0	0.0%
	Commodities	**0**	**100**	**0**	**300**	**300**	**0**	**0.0%**
	Total Bldg Code Review Brd	**120**	**389**	**1,400**	**1,800**	**1,800**	**0**	**0.0%**

BOARD OF LOCAL IMPROVEMENTS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1007-502.10-03	Boards and Commissions	63	140	800	800	**800**	0	0.0%
	Salaries	**63**	**140**	**800**	**800**	**800**	**0**	**0.0%**
101-1007-502.19-11	Social Security	4	9	100	100	**100**	0	0.0%
101-1007-502.19-12	Medicare	1	2	100	100	**100**	0	0.0%
	Fringe Benefits	**5**	**11**	**200**	**200**	**200**	**0**	**0.0%**
	Total Brd of Local Improv	**68**	**151**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**

BOARD OF FIRE AND POLICE COMMISSIONERS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1008-502.10-03	Boards and Commissions	1,250	1,145	1,500	1,500	**1,500**	0	0.0%
	Salaries	**1,250**	**1,145**	**1,500**	**1,500**	**1,500**	**0**	**0.0%**
101-1008-502.19-11	Social Security	78	71	100	100	**100**	0	0.0%
101-1008-502.19-12	Medicare	18	17	100	100	**100**	0	0.0%
	Fringe Benefits	**96**	**88**	**200**	**200**	**200**	**0**	**0.0%**
101-1008-502.20-75	Examinations	21,748	18,204	25,900	25,900	**25,900**	0	0.0%
101-1008-502.22-01	Advertising	420	979	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	0	0	100	200	**200**	0	0.0%
101-1008-502.22-15	Photocopying	0	0	100	100	**100**	0	0.0%
	Contractual Services	**22,543**	**19,558**	**27,500**	**27,600**	**27,600**	**0**	**0.0%**
	Total Fire & Police Comm	**23,889**	**20,791**	**29,200**	**29,300**	**29,300**	**0**	**0.0%**

PLAN COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1009-502.10-03	Boards and Commissions	1,875	2,620	3,400	3,400	**3,400**	0	0.0%
	Salaries	**1,875**	**2,620**	**3,400**	**3,400**	**3,400**	**0**	**0.0%**
101-1009-502.19-11	Social Security	104	162	200	200	**200**	0	0.0%
101-1009-502.19-12	Medicare	24	38	100	100	**100**	0	0.0%
	Fringe Benefits	**128**	**200**	**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	739	1,289	1,500	1,500	**1,500**	0	0.0%
	Contractual Services	**739**	**1,289**	**2,200**	**2,200**	**2,200**	**0**	**0.0%**
	Total Plan Commission	**2,742**	**4,109**	**5,900**	**5,900**	**5,900**	**0**	**0.0%**

ENVIRONMENTAL COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1010-502.10-03	Boards and Commissions	430	450	700	1,500	**1,500**	0	0.0%
	Salaries	**430**	**450**	**700**	**1,500**	**1,500**	**0**	**0.0%**
101-1010-502.19-11	Social Security	27	28	100	100	**100**	0	0.0%
101-1010-502.19-12	Medicare	6	7	100	100	**100**	0	0.0%
	Fringe Benefits	**33**	**35**	**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	69	100	400	**400**	0	0.0%
101-1010-502.22-15	Photocopying	0	0	100	100	**100**	0	0.0%
	Contractual Services	**0**	**69**	**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	**463**	**554**	**1,300**	**2,400**	**2,400**	**0**	**0.0%**

HOUSING COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1011-502.22-03	Training	0	0	0	100	**0**	(100)	(100.0%)
101-1011-502.22-05	Postage	37	0	100	100	**100**	0	0.0%
101-1011-502.22-15	Photocopying	25	0	200	200	**200**	0	0.0%
	Contractual Services	**62**	**0**	**300**	**400**	**300**	**(100)**	**(25.0%)**
101-1011-502.30-01	Publications	0	0	0	0	**600**	600	N/A
101-1011-502.33-05	Other Supplies	0	0	0	300	**0**	(300)	(100.0%)
	Commodities	**0**	**0**	**0**	**300**	**600**	**300**	**100.0%**
101-1011-502.40-05	Grants	14,300	14,299	14,500	14,500	**14,500**	0	0.0%
	Other Charges	**14,300**	**14,299**	**14,500**	**14,500**	**14,500**	**0**	**0.0%**
	Total Housing Commission	**14,362**	**14,299**	**14,800**	**15,200**	**15,400**	**200**	**1.3%**

ELECTRICAL COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ 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	0	600	600	0	0.0%
	Commodities	**0**	**0**	**0**	**700**	**700**	**0**	**0.0%**
	Total Electrical Commission	**0**	**0**	**0**	**900**	**900**	**0**	**0.0%**

SENIOR CITIZENS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1013-502.22-01	Advertising	475	600	500	400	**500**	100	25.0%
101-1013-502.22-05	Postage	2	35	200	500	**300**	(200)	(40.0%)
101-1013-502.22-15	Photocopying	57	42	300	300	**400**	100	33.3%
	Contractual Services	**534**	**677**	**1,000**	**1,200**	**1,200**	**0**	**0.0%**
101-1013-502.30-05	Office Supplies & Equip	43	12	300	300	**300**	0	0.0%
101-1013-502.33-05	Other Supplies	634	185	200	400	**400**	0	0.0%
	Commodities	**677**	**197**	**500**	**700**	**700**	**0**	**0.0%**
	Total Senior Citizen Comm	**1,211**	**874**	**1,500**	**1,900**	**1,900**	**0**	**0.0%**

YOUTH COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1014-502.22-05	Postage	0	0	0	100	**100**	0	0.0%
101-1014-502.22-10	Printing	0	0	0	300	**0**	(300)	(100.0%)
101-1014-502.22-15	Photocopying	0	0	100	0	**100**	100	N/A
	Contractual Services	**0**	**0**	**100**	**400**	**200**	**(200)**	**(50.0%)**
101-1014-502.33-05	Other Supplies	0	99	100	0	**200**	200	N/A
	Commodities	**0**	**99**	**100**	**0**	**200**	**200**	**N/A**
	Total Youth Commission	**0**	**99**	**200**	**400**	**400**	**0**	**0.0%**

DESIGN COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1015-502.22-15	Photocopying	44	254	300	500	**500**	0	0.0%
	Contractual Services	**44**	**254**	**300**	**500**	**500**	**0**	**0.0%**
	Total Design Commission	**44**	**254**	**300**	**500**	**500**	**0**	**0.0%**

COMMISSION FOR CITIZENS WITH DISABILITIES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1017-502.20-24	Disabled Citizen Programs	1,083	397	2,000	3,200	**2,200**	(1,000)	(31.3%)
101-1017-502.22-03	Training	0	0	0	100	**100**	0	0.0%
101-1017-502.22-05	Postage	371	492	300	300	**300**	0	0.0%
101-1017-502.22-15	Photocopying	179	155	300	300	**300**	0	0.0%
	Contractual Services	**1,633**	**1,044**	**2,600**	**3,900**	**2,900**	**(1,000)**	**(25.6%)**
101-1017-502.33-05	Other Supplies	0	0	200	300	**300**	0	0.0%
	Commodities	**0**	**0**	**200**	**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	**2,633**	**2,044**	**3,800**	**5,200**	**4,200**	**(1,000)**	**(19.2%)**

SPECIAL EVENTS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1018-502.21-65	Other Services	436	1,020	1,400	1,000	**1,400**	400	40.0%
101-1018-502.22-05	Postage	526	387	100	500	**100**	(400)	(80.0%)
101-1018-502.22-10	Printing	0	0	500	500	**500**	0	0.0%
	Contractual Services	**962**	**1,407**	**2,000**	**2,000**	**2,000**	**0**	**0.0%**
101-1018-502.31-40	Agricultural Supplies	68	0	100	100	**100**	0	0.0%
	Commodities	**68**	**0**	**100**	**100**	**100**	**0**	**0.0%**
	Total Special Events Comm	**1,030**	**1,407**	**2,100**	**2,100**	**2,100**	**0**	**0.0%**

BICYCLE & PEDESTRIAN ADVISORY COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1019-502.22-02	Dues	385	420	400	500	**500**	0	0.0%
101-1019-502.22-10	Printing	0	600	600	600	**600**	0	0.0%
101-1019-502.22-15	Photocopying	0	17	100	100	**100**	0	0.0%
	Contractual Services	**385**	**1,037**	**1,100**	**1,200**	**1,200**	**0**	**0.0%**
101-1019-502.30-01	Publications Periodicals	0	0	0	200	**200**	0	0.0%
	Commodities	**0**	**0**	**0**	**200**	**200**	**0**	**0.0%**
101-1019-502.40-55	Special Events	0	0	0	0	**1,500**	1,500	N/A
	Other Charges	**0**	**0**	**0**	**0**	**1,500**	**1,500**	**N/A**
	Total Bicycle & Pedestrian Advisory Commission	**385**	**1,037**	**1,100**	**1,400**	**2,900**	**1,500**	**107.1%**

THE ARLINGTON ECONOMIC ALLIANCE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1021-502.22-15	Photocopying	0	0	0	500	**500**	0	0.0%
	Contractual Services	**0**	**0**	**0**	**500**	**500**	**0**	**0.0%**
101-1021-502.40-40	Promote Economic Bus Dev	17,752	7,889	17,500	29,785	**19,000**	(10,785)	(36.2%)
	Other Charges	**17,752**	**7,889**	**17,500**	**29,785**	**19,000**	**(10,785)**	**(36.2%)**
	Total Arl Economic Alliance	**17,752**	**7,889**	**17,500**	**30,285**	**19,500**	**(10,785)**	**(35.6%)**

ARTS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-1022-502.22-05	Postage	510	333	800	800	**800**	0	0.0%
101-1022-502.22-15	Photocopying	26	460	500	500	**500**	0	0.0%
	Contractual Services	**536**	**793**	**1,300**	**1,300**	**1,300**	**0**	**0.0%**
101-1022-502.33-05	Other Supplies	623	277	1,000	1,000	**1,000**	0	0.0%
	Commodities	**623**	**277**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**
	Total Arts Commission	**1,159**	**1,070**	**2,300**	**2,300**	**2,300**	**0**	**0.0%**
	TOTAL BRDS & COMM	**128,875**	**121,835**	**164,500**	**183,485**	**179,600**	**(3,885)**	**(2.1%)**

BOARDS & COMMISSIONS - ADMINISTRATION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
101-1001-502.20-40	General Insurance	Insurance for Boards and Commissions and Historical Museum	2,600	2,700
101-1001-502.22-02	Dues	Meet Chicago Northwest (FY2015 based on 8% of FY2013 Hotel Tax receipts)	70,800	76,800
		TOTAL CONTRACTUAL SERVICES	**73,400**	**79,500**
OTHER CHARGES:				
101-1001-502.40-05	Grants	Arlington Heights Community Concert Band	6,600	6,700
		TOTAL OTHER CHARGES	**6,600**	**6,700**
		TOTAL B&C ADMINISTRATION	**80,000**	**86,200**

ZONING BOARD OF APPEALS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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 2013-14	Budget 2014-15
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	300	300
		TOTAL COMMODITIES	**300**	**300**
		TOTAL BUILDING CODE REVIEW BOARD	**1,800**	**1,800**

BOARD OF LOCAL IMPROVEMENTS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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 2013-14	Budget 2014-15
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 2013-14	Budget 2014-15
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	APA 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 2013-14	Budget 2014-15
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 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
101-1011-502.22-03	Training	Training	100	0
101-1011-502.22-05	Postage	Postage	100	100
101-1011-502.22-15	Photocopying	Photocopying	200	200
		TOTAL CONTRACTUAL SERVICES	**400**	**300**
COMMODITIES:				
101-1011-502.30-01	Publications	Subscription to on-line foreclosure data service	0	600
101-1011-502.33-05	Other Supplies & Equip	Other supplies	300	0
		TOTAL COMMODITIES	**300**	**600**
OTHER CHARGES:				
101-1011-502.40-05	Grants	Rental Housing Assistance Program Grant (CEDA) for Arl. Hts. residents	14,500	14,500
		TOTAL OTHER CHARGES	**14,500**	**14,500**
		TOTAL HOUSING COMMISSION	**15,200**	**15,400**

ELECTRICAL COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	600	600
		TOTAL COMMODITIES	**700**	**700**
		TOTAL ELECTRICAL COMMISSION	**900**	**900**

SENIOR CITIZENS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
101-1013-502.22-01	Advertising	Outreach/marketing/advertising	400	500
101-1013-502.22-05	Postage	Postage	500	300
101-1013-502.22-15	Photocopying	Photocopying	300	400
		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 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
101-1014-502.22-05	Postage	Postage	100	100
101-1014-502.22-10	Printing	Printing of newsletter	300	0
101-1014-502.22-15	Photocopying	Photocopying	0	100
		TOTAL CONTRACTUAL SERVICES	**400**	**200**
COMMODITIES:				
101-1014-502.33-05	Other Supplies & Equip	Teen Job Fair supplies	0	200
		TOTAL COMMODITIES	**0**	**200**
		TOTAL YOUTH COMMISSION	**400**	**400**

DESIGN COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
101-1017-502.20-24	Disabled Citizen Program	Disabled Citizens Community Awareness Projects	2,200		2,200	
		Prior Year Encumbrance Carryover	1,000	3,200	0	2,200
101-1017-502.22-03	Training	Local seminars, expos & conferences		100		100
101-1017-502.22-05	Postage	Postage		300		300
101-1017-502.22-15	Photocopying	Photocopying (including newsletter)		300		300
		TOTAL CONTRACTUAL SERVICES		**3,900**		**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		**5,200**		**4,200**

SPECIAL EVENTS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
101-1018-502.21-65	Other Services	Awards & plaques	1,000	1,400
101-1018-502.22-05	Postage	Postage	500	100
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	100	100
		TOTAL COMMODITIES	**100**	**100**
		TOTAL SPECIAL EVENTS COMM.	**2,100**	**2,100**

BICYCLE & PEDESTRIAN ADVISORY COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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
101-1019-502.22-15	Photocopying	Photocopying	100	100
		TOTAL CONTRACTUAL SERVICES	**1,200**	**1,200**
COMMODITIES:				
101-1019-502.30-01	Publications/Periodicals	Publications and periodicals	200	200
		TOTAL COMMODITIES	**200**	**200**
OTHER CHARGES:				
101-1019-502.40-55	Special Events	1st Annual Arlington Heights Community Bike Ride	0	**1,500**
			0	**1,500**
		TOTAL BICYCLE & PEDESTRIAN ADVISORY COMMISSION	**1,400**	**2,900**

THE ARLINGTON ECONOMIC ALLIANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		8,000	
		Newsletters (2)	5,400		6,000	
		Discover Arlington web site upgrades and improvements	10,000		5,000	
		Prior Year Encumbrance Carryover	7,085	29,785	0	19,000
		TOTAL OTHER CHARGES		**29,785**		**19,000**
		TOTAL ARL. ECONOMIC ALLIANCE		**30,285**		**19,500**

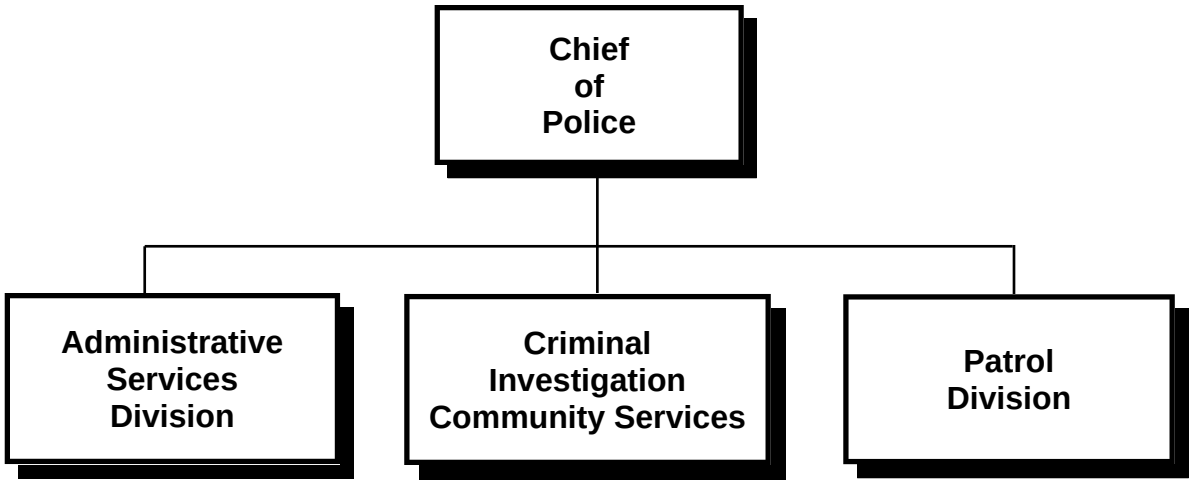
ARTS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	**183,485**	**179,600**

POLICE (139.0 FTE)

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 Records Management System 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.

Commission on Accreditation for Law Enforcement Agencies: 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.

Drug Enforcement Administration 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.

2013-14 Status of Goals and Objectives

- **Fully utilize the Village's cable access channel to reach seniors.** Community Services Bureau Staff reached agreement with Senior Center officials who began to play the Village's cable access channel on Senior Center televisions at a variety of special times and events. The Senior Center had never played the cable access channel in the past. The Police Department's *Diversion/Ruse Burglary* Public Service Announcement, which was designed to target seniors, currently plays on the Village's cable access channel. In addition, new senior safety topic(s) are being considered for future PSA development.

- **Assess investigative clearance rates**. An analysis of Criminal Investigation Bureau case clearance rates has resulted in a finding of relative consistency over the past several years. While the 2013 year-to-date clearance rate is 67.1 percent, the average clearance rate between calendar years 2010-2012 averaged 69.21 percent. More specifically, the clearance rate in calendar year 2010 was 67.74 percent, the 2011 clearance rate was 70.29 percent and the clearance rate for 2012 was 69.60 percent.

  While existing data does not lend itself to exact comparisons, it appears that Arlington Heights Police Department (AHPD) clearance rates are superior to regional and national statistics. The AHPD/Criminal Investigation Bureau statistics combine Part I and Part II offenses, with no separation of violent and property crimes. In comparison, the FBI's Uniform Crime Reports/Crime in the United States publication covers Part I crimes only and separates violent crimes from property crimes. For calendar year 2011, the FBI publication indicates a 47.7 percent clearance rate across the nation for violent crime and an 18.6 percent clearance rate for property crime. The same publication shows the violent crime clearance rate for police agencies in the Midwest to be 42.5 percent, and 18.3 percent for property crime. For U.S. cities with populations between 50,000 and 99,999, the clearance rate for violent crime was 48.4 percent and 20.1 percent for property crime.

- **Create a 'Use of Force' committee to review use of force incidents on a quarterly basis for the purpose of developing in-service training.** A committee was formed to review documented Use of Force incidents and identify any lessons learned. Committee members collectively determined if specific points have application to Department wide training that should be included in future self-defense or use of force training classes.

- **Research the feasibility of constructing a virtual Roll Call by installing tabletop monitors for viewing visual material.** Research was conducted into a virtual roll call using large monitors in the roll call room to view material, including bulletins normally found in our weekly bulletin. Software vendors were contacted to determine which could provide the most appropriate support. Implementation is possible in late 2014.

- **Develop a liaison to the faith community.** A department liaison was identified to build ties to the Arlington faith community. A presentation was made before the inter-faith council by a department representative and an offer made to provide training on the topic of dealing with the mentally ill. An email list of church liaisons has been established. The community service bureau has sent the churches information on available services and has encouraged them to sign up for Citizen Observer.

- **Implement an improved Performance Evaluation System for Police Officers concentrating on the use of unobligated time.** A new performance evaluation system was developed that focuses on the Officer's unobligated time. Reasonable and attainable goals are developed on a department wide basis. Shift Commanders and Bureau Commanders are asked to develop specific goals and objectives that will help meet overall Department performance goals.

- **Implement monthly 'Special Enforcement Zones' with the Patrol Bureau to enhance our commitment to traffic safety activities.** Each month several targets for proactive traffic enforcement programs are developed and disseminated to the patrol division. These include: enforcement efforts at the Village's Top Ten traffic crash intersections based on previous traffic crash history, selective enforcement details that are drawn from a list of traffic enforcement locations recorded from previous citizen complaints, special enforcement details at one of the Village's eight railroad grade crossings, and special enforcement in school zones within the Village.

- **Expand the number of officers trained in the Crisis Intervention Team (CIT) concept.** The Department continued to train its Officers in crisis intervention team concepts. More than 25 percent of the Police Department's sworn personnel have now completed this training.

2014-15 Goals and Objectives

Goal: To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing opportunities to reduce spending.

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

Objectives:

- Evaluate tactical response and warrant service capabilities.
- Conduct research into developing a regional Drug Enforcement Unit.
- Explore the expansion of crime mapping capabilities by Police Department personnel.
- Maintain compliance with all accreditation standards and make preparations for the on-site assessment to be conducted in August 2014.
- Increase the number of workshops with banks and the business community.
- Increase the pool of highly qualified certified (lateral) Police Officer applicants.
- Update PDF maps of schools for emergency response purposes.

Performance Measures	Calendar Year		
	2011	2012	2013
1. # of DUI Arrests	197	176	200
2. # of Citations Issued:			
Hazardous Citations	6,011	6,242	6,510
Non-Hazardous Citations	5,391	5,366	5,795
Parking Violations	14,725	17,348	16,729
Total Tickets Issued	26,127	28,956	29,034
3. Part I Crimes	1,187	1,035	854
Part II Crimes (all other offenses)	2,628	2,200	1,952
Total Crime Reported	3,815	3,235	2,806
4. Arrests:			
Adult	1,049	914	936
Juvenile	122	178	126
Total Arrests	1,171	1,092	1,062

2012 Business Satisfaction (Survey)	(Conducted every three years)
► Competence of the Officers	96.9% Rated Good to Excellent
► Courtesy of the Officers	93.7% Rated Good to Excellent
► Fairness of the Officers	92.0% Rated Good to Excellent
► Demeanor of the Officers	93.8% Rated Good to Excellent
► **Overall Satisfaction of Police Services**	**94.1% Rated Good to Excellent**

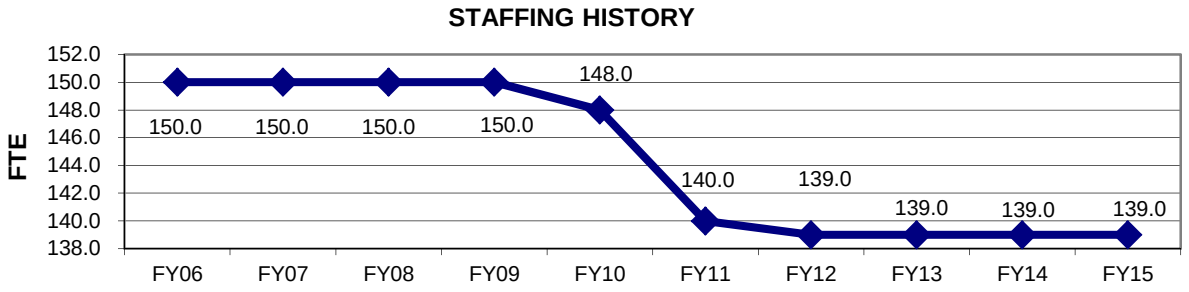
OPERATION SUMMARY

POLICE

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund - Police	133.00	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	139.00	139.00	139.00	139.00	139.00	0.00	0.0%
Expenditures							
Personal Services	$19,626,270	$20,089,839	$21,140,400	$21,138,700	$21,945,700	$807,000	3.8%
Contractual Services	2,055,894	2,186,762	2,318,800	2,328,800	2,290,900	(37,900)	(1.6%)
Commodities	486,246	529,396	581,600	592,492	547,500	(44,992)	(7.6%)
Other Charges	0	0	0	0	20,000	20,000	N/A
Capital Items	91,504	5,690	116,700	126,700	136,600	9,900	7.8%
Total Expenditures	$22,259,914	$22,811,687	$24,157,500	$24,186,692	$24,940,700	$754,008	3.1%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund - Police	$21,524,874	$22,137,284	$23,348,000	$23,377,382	$24,067,700	$690,318	3.0%
General Fund - Police Grant	96,301	102,159	105,600	106,000	108,800	2,800	2.6%
Municipal Park Opr Fund	504,235	516,754	532,800	525,010	568,400	43,390	8.3%
Capital Projects Fund	91,504	5,690	116,700	126,700	136,600	9,900	7.8%
A & E Fund	43,000	49,800	54,400	51,600	59,200	7,600	14.7%
Total Expenditures	$22,259,914	$22,811,687	$24,157,500	$24,186,692	$24,940,700	$754,008	3.1%



POLICE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-3001-511.10-01	Salaries	1,442,115	1,237,234	1,497,000	1,523,600	**1,556,100**	32,500	2.1%
101-3001-511.11-61	Police Administration	1,011,775	1,070,990	1,115,400	1,101,300	**1,147,800**	46,500	4.2%
101-3001-511.11-64	Police Supervision	1,300,213	1,420,967	1,504,100	1,472,100	**1,557,300**	85,200	5.8%
101-3001-511.11-70	Police Officer	7,134,485	7,229,797	7,503,800	7,573,500	**7,841,800**	268,300	3.5%
101-3001-511.18-01	Temporary Help	1,594	1,606	2,600	2,600	**2,700**	100	3.8%
101-3001-511.18-03	Seasonal Help	96,262	155,457	142,400	142,400	**146,000**	3,600	2.5%
101-3001-511.18-05	Overtime Civilian	28,298	22,142	56,200	56,200	**57,600**	1,400	2.5%
101-3001-511.18-07	Overtime Sworn	637,058	699,244	672,300	612,300	**627,600**	15,300	2.5%
101-3001-511.18-08	Overtime Sworn Court	142,812	126,373	197,900	197,900	**202,800**	4,900	2.5%
101-3001-511.18-09	Holiday Sworn	62,800	84,195	107,000	107,000	**109,700**	2,700	2.5%
101-3001-511.18-80	Special Detail	224,123	200,027	204,200	204,200	**209,300**	5,100	2.5%
101-3001-511.18-81	Special Detail Grants	85,355	66,300	76,900	76,900	**78,800**	1,900	2.5%
	Salaries	**12,166,890**	**12,314,332**	**13,079,800**	**13,070,000**	**13,537,500**	**467,500**	**3.6%**
101-3001-511.19-01	Workers Compensation	513,400	528,800	544,700	544,700	**561,000**	16,300	3.0%
101-3001-511.19-05	Medical Insurance	1,909,900	1,924,500	2,067,600	2,067,600	**2,139,500**	71,900	3.5%
101-3001-511.19-09	Public Safety Pension	4,038,031	4,288,000	4,330,900	4,330,900	**4,529,400**	198,500	4.6%
101-3001-511.19-10	IMRF	176,246	197,131	218,800	231,300	**224,800**	(6,500)	(2.8%)
101-3001-511.19-11	Social Security	88,224	87,525	105,300	106,900	**109,300**	2,400	2.2%
101-3001-511.19-12	Medicare	148,870	153,869	166,900	170,300	**178,700**	8,400	4.9%
	Fringe Benefits	**6,874,671**	**7,179,825**	**7,434,200**	**7,451,700**	**7,742,700**	**291,000**	**3.9%**
101-3001-511.20-05	Professional Services	2,400	2,400	2,600	2,600	**0**	(2,600)	(100.0%)
101-3001-511.20-37	Central Dispatch	652,906	726,876	759,700	759,700	**760,700**	1,000	0.1%
101-3001-511.20-40	General Insurance	212,500	218,900	225,500	225,500	**236,800**	11,300	5.0%
101-3001-511.21-02	Equipment Maintenance	62,865	45,659	44,100	54,100	**47,200**	(6,900)	(12.8%)
101-3001-511.21-65	Other Services	163,046	103,925	123,200	123,200	**129,400**	6,200	5.0%
101-3001-511.22-02	Dues	11,949	12,323	13,700	13,700	**14,200**	500	3.6%
101-3001-511.22-03	Training	87,151	92,463	92,500	92,500	**92,500**	0	0.0%
101-3001-511.22-05	Postage	8,413	11,470	14,700	14,700	**14,700**	0	0.0%
101-3001-511.22-10	Printing	13,739	6,475	10,200	10,200	**10,200**	0	0.0%
101-3001-511.22-15	Photocopying	14,796	15,194	16,000	16,000	**16,000**	0	0.0%
101-3001-511.22-25	IT/GIS Service Charge	321,000	409,100	444,700	444,700	**423,900**	(20,800)	(4.7%)
101-3001-511.22-37	Vehicle/Equip Lease Charge	456,400	479,500	518,400	518,400	**486,500**	(31,900)	(6.2%)
	Contractual Services	**2,007,165**	**2,124,285**	**2,265,300**	**2,275,300**	**2,232,100**	**(43,200)**	**(1.9%)**
101-3001-511.30-01	Publications Periodicals	3,052	1,245	3,300	3,300	**3,300**	0	0.0%
101-3001-511.30-05	Office Supplies & Equip	26,124	30,478	35,000	35,000	**35,000**	0	0.0%
101-3001-511.30-20	Photographic Supplies	1,421	3,430	4,000	4,000	**4,000**	0	0.0%
101-3001-511.30-35	Clothing	129,483	168,723	174,200	174,177	**155,200**	(18,977)	(10.9%)
101-3001-511.30-50	Petroleum Products	237,110	232,957	252,300	264,000	**233,400**	(30,600)	(11.6%)
101-3001-511.33-05	Other Supplies	10,128	13,993	10,000	10,000	**12,800**	2,800	28.0%
101-3001-511.33-25	Operational Supplies	51,977	49,768	67,850	67,850	**79,900**	12,050	17.8%
101-3001-511.33-30	Community Service Supply	16,853	18,248	22,050	22,055	**11,800**	(10,255)	(46.5%)
	Commodities	**476,148**	**518,842**	**568,700**	**580,382**	**535,400**	**(44,982)**	**(7.8%)**
101-3001-511.40-67	Canine Program	0	0	0	0	**20,000**	20,000	N/A
	Other Charges	**0**	**0**	**0**	**0**	**20,000**	**20,000**	**N/A**
	Total Police Admin	**21,524,874**	**22,137,284**	**23,348,000**	**23,377,382**	**24,067,700**	**690,318**	**3.0%**

POLICE GRANT

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-3005-511.10-01	Salaries	75,133	78,930	81,100	81,000	**83,500**	2,500	3.1%
	Salaries	**75,133**	**78,930**	**81,100**	**81,000**	**83,500**	**2,500**	**3.1%**
101-3005-511.19-01	Workers Compensation	300	300	300	300	**300**	0	0.0%
101-3005-511.19-05	Medical Insurance	5,900	6,300	6,600	6,600	**7,000**	400	6.1%
101-3005-511.19-10	IMRF	9,263	10,636	11,400	11,900	**11,600**	(300)	(2.5%)
101-3005-511.19-11	Social Security	4,624	4,857	5,000	5,000	**5,200**	200	4.0%
101-3005-511.19-12	Medicare	1,081	1,136	1,200	1,200	**1,200**	0	0.0%
	Fringe Benefits	**21,168**	**23,229**	**24,500**	**25,000**	**25,300**	**300**	**1.2%**
	Total Police Grant	**96,301**	**102,159**	**105,600**	**106,000**	**108,800**	**2,800**	**2.6%**
	Total Police Dept	**21,621,175**	**22,239,443**	**23,453,600**	**23,483,382**	**24,176,500**	**693,118**	**3.0%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 Welfare Officer	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 2013-14	2014-15	+ (-)
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 2013-14	Budget 2014-15
SALARIES:				
101-3001-511.10-01	Salaries	Salaries	1,523,600	1,556,100
101-3001-511.11-61	Police Administration	Police Administration	1,101,300	1,147,800
101-3001-511.11-64	Police Supervision	Police Supervision	1,472,100	1,557,300
101-3001-511.11-70	Police Officer	Police Officer	7,573,500	7,841,800
101-3001-511.18-01	Temporary Help	Temporary Help	2,600	2,700
101-3001-511.18-03	Seasonal Help	Seasonal Help	142,400	146,000
101-3001-511.18-05	Overtime Civilian	Overtime Civilian	56,200	57,600
101-3001-511.18-07	Overtime Sworn	Overtime Sworn	612,300	627,600
101-3001-511.18-08	Overtime Sworn Court	Overtime Sworn Court	197,900	202,800
101-3001-511.18-09	Holiday Sworn	Holiday Sworn	107,000	109,700
101-3001-511.18-80	Special Detail	Special Detail	204,200	209,300
101-3001-511.18-81	Special Detail Grant	Special Detail Grant	76,900	78,800
		TOTAL SALARIES	**13,070,000**	**13,537,500**
FRINGE BENEFITS:				
101-3001-511.19-01	Workers' Compensation	Workers' Compensation Insurance	544,700	561,000
101-3001-511.19-05	Medical Insurance	Medical Insurance	2,067,600	2,139,500
101-3001-511.19-09	Public Safety Pension	Public Safety Pension	4,330,900	4,529,400
101-3001-511.19-10	IMRF	IMRF	231,300	224,800
101-3001-511.19-11	Social Security	Social Security	106,900	109,300
101-3001-511.19-12	Medicare	Medicare	170,300	178,700
		TOTAL FRINGE BENEFITS	**7,451,700**	**7,742,700**
CONTRACTUAL SERVICES:				
101-3001-511.20-05	Professional Services	Maintain and upgrade specialized equipment and software in squad cars	2,600	0
101-3001-511.20-37	Central Dispatch	Police Department portion (75%) of costs for dispatching calls-for-service through the Northwest Central Dispatch System	759,700	760,700
101-3001-511.20-40	General Insurance	Liability and property insurance	225,500	236,800

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		800	
		Portable radios, modems, ISPERN maintenance contracts	16,000		9,000	
		Radar, security door lock & intercom system (Front Desk)	2,700		2,700	
		Records Management System	19,000		19,000	
		Police firing range maintenance (time & material)	5,500		5,500	
		Miscellaneous equipment maintenance: Breathalyzer	1,000		1,000	
		Video maintenance (desk/ops cameras)	4,000		4,000	
		Kodak I4200 Scanner	2,100		2,100	
		Microfilm	1,000	54,100	1,000	47,200
101-3001-511.21-65	Other Services	Cellular telephone service	37,000		37,000	
		T1 Data Line (Criminal Apprehension & Booking System)	2,600		2,700	
		Prisoner food	2,000		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	6,000		7,500	
		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	10,200		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	3,000		3,000	
		GPS Traker Data upgrades	1,600		1,600	
		Processing fees - subpoena records	500		500	
		Electronic file transfer fees	3,000		3,000	
		Walworth County - range fees	1,000		1,000	
		Crash Data Recorder software renewal	0		2,000	
		Video software upgrade for squad cars	0	123,200	2,600	129,400
101-3001-511.22-02	Dues	MCAT	3,000		3,000	
		Northern Illinois Police Alarm System	4,500		4,500	
		Other dues	6,200	13,700	6,700	14,200

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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 2013-14		Budget 2014-15	
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	4,000		4,000	
		Administrative:				
		Police manuals, records, envelopes				
		& other related forms	4,000		4,000	
		Administrative Hearing Officer Program	1,200	10,200	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		444,700		423,900
101-3001-511.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		518,400		486,500
		TOTAL CONTRACTUAL SERVICES		**2,275,300**		**2,232,100**
COMMODITIES:						
101-3001-511.30-01	Publications/Periodicals	Miscellaneous publications		3,300		3,300
101-3001-511.30-05	Office Supplies & Equip	General office supplies		35,000		35,000

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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 Metropolitan Alliance of Police Contract	5,500		5,500	
		New and replacement badges, hat shields, and shoulder patches	3,000		3,000	
		Specialty clothing:				
		Motorcycle / Bicycle Officers / Northern Illinois Police Alarm System	6,500		6,500	
		Park Counselors	0		500	
		Prior Year Encumbrance Carryover	19,477	174,177	0	155,200
101-3001-511.30-50	Petroleum Products	Gasoline for department vehicle(s)		264,000		233,400
101-3001-511.33-05	Other Supplies & Equip	Computer hardware/software	5,000		6,800	
		Employee recognition	5,000	10,000	6,000	12,800
101-3001-511.33-25	Operational Supplies	Ammunition	21,000		27,000	
		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		5,000	
		Bullet proof vest replacement (23)	18,000		18,000	
		Taser accessories	6,200		8,000	
		Animal welfare supplies	0		1,400	
		Bio-hazard equipment & supplies	0		6,000	
		Prior Year Encumbrance Carryover	3,450	67,850	0	79,900
101-3001-511.33-30	Community Service Supl	Training aids	600		1,000	
		Crime prevention specialty items	9,400		9,500	
		Citizen Police Academy supplies	0		500	
		Rockin with the Cops supplies	0		800	
		Animal welfare supplies	1,400		0	
		Bio-hazard equipment	7,000		0	
		Counselor-in-the-Park supplies	400		0	
		Prior Year Encumbrance Carryover	3,255	22,055	0	11,800
		TOTAL COMMODITIES		**580,382**		**535,400**

POLICE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
OTHER CHARGES:						
101-3001-511.40-67	Canine Program	Canine Olympic/recertification training	0		9,000	
		Supplies	0		7,000	
		Equipment	0	0	4,000	20,000
		TOTAL OTHER CHARGES		**0**		**20,000**
		TOTAL POLICE - ADMINISTRATION		**23,377,382**		**24,067,700**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
1176	Victim Services Coord (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 2013-14	2014-15	+ (-)
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

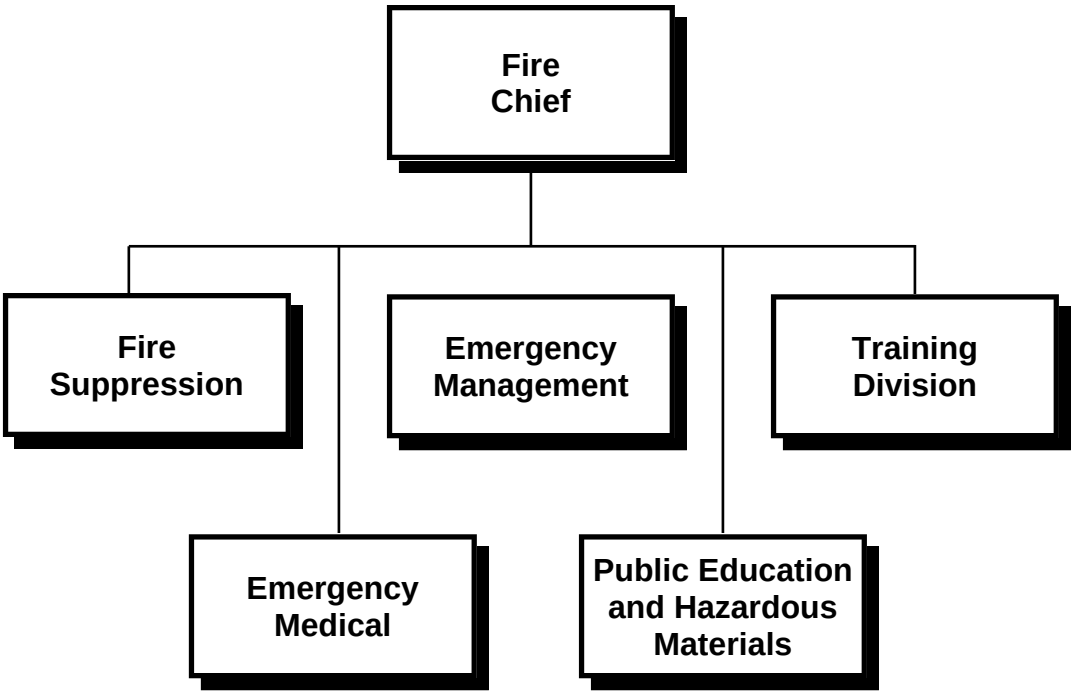
GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
SALARIES:				
101-3005-511.10-01	Salaries	Salaries (PG0400)*	81,000	83,500
		TOTAL SALARIES	**81,000**	**83,500**
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)	6,600	7,000
101-3005-511.19-10	IMRF	IMRF (PG0400)	11,900	11,600
101-3005-511.19-11	Social Security	Social Security (PG0400)	5,000	5,200
101-3005-511.19-12	Medicare	Medicare (PG0400)	1,200	1,200
		TOTAL FRINGE BENEFITS	**25,000**	**25,300**
		TOTAL POLICE GRANT	**106,000**	**108,800**
		TOTAL POLICE DEPARTMENT	**23,483,382**	**24,176,500**

* PG0400 - Victim Services Grant

FIRE (110.50 FTE)

ORGANIZATION STRUCTURE



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 and visitors 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 9,860 calls for assistance in 2013. This included 3,140 fire and emergency calls and 6,720 ambulance calls.

2013-14 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 tuition profits to offset regular department training and equipment costs. 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 2013. 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 2013.

- **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 2013.

- **Achieve a relative balance between mutual and automatic aid given and supplied.** We have given assistance to neighboring departments 59 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 in 2013.** The department transitioned to the new communications system in May. Completion of remaining accessory systems took place in December. The Emergency Operations Center communications console was converted to the new system in November.

- **Resume Community Emergency Preparedness training classes on a cost neutral basis.** The first class was successfully completed in May.

- **Complete the rehabilitation of the Fire Department Training Facility at Nickol Knoll and resume live fire training for all department personnel.** The project was completed in December.

2014-15 Goals and Objectives

- To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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.

- Increase fire safety public education efforts in basic life safety measures such as smoke and carbon monoxide detectors.

- Conduct large scale Emergency Operation Center disaster management exercise.

- Review and update Village's Emergency Operations Plan to comply with new Cook County Department of Homeland Security plan requirements.

FIRE

Performance Measures	Calendar Year		
	2011	2012	2013
1. Service Calls:			
Fire	125	161	126
EMS	6,718	6,680	6,720
Hazmat	392	263	308
Emergency Assists	1,630	1,832	1,323
False Alarms	1,429	1,100	1,383
Total Calls	10,294	10,036	9,860
2. % Response Time 6 Minutes or Less (Goal of 90% or greater)			
Fire Calls (Structure Fires)	100.00%	100.00%	94.75%
EMS Calls (Emergencies)	90.65%	90.38%	90.34%
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	(4) 100%	(2) 100%	(5) 100%
District 2	(3) 100%	(8) 100%	(6) 100%
District 3	(5) 100%	(4) 100%	(4) 100%
District 4	(5) 100%	(2) 100%	(4) 100%
All Districts	(17) 100%	(16) 100%	(19) 100%
b. With at least 13 Firefighters:			
District 1	(4) 100%	(2) 100%	(5) 100%
District 2	(3) 100%	(8) 100%	(6) 100%
District 3	(5) 100%	(4) 100%	(4) 100%
District 4	(5) 100%	(2) 100%	(4) 100%
All Districts	(17) 100%	(16) 100%	(19) 100%
c. With at least 12 Firefighters:			
District 1	(4) 100%	(2) 100%	(5) 100%
District 2	(3) 100%	(8) 100%	(6) 100%
District 3	(5) 100%	(4) 100%	(4) 100%
District 4	(5) 100%	(2) 100%	(4) 100%
All Districts	(17) 100%	(16) 100%	(19) 100%
4. Mutual Aid / Auto Aid Responses:			
Calls Given	953	976	932
Calls Received	920	958	873
5. % of Operational Personnel Meeting Minimum Training Standards	98%	98%	98%

Performance Measures (cont.)

	Calendar Year		
	2011	2012	2013
6. # of Knox Boxes:			
Installed During Calendar Year	35	23	30
Total Installed	982	1,005	1,035
7. ISO Rating:	2	2	2
8. Unit Responses:			
Ambulance 1	2,241	2,617	1,954
Ambulance 2	2,178	2,412	2,165
Ambulance 3	1,583	1,535	1,588
Ambulance 4	1,541	1,207	1,550
Subtotal Ambulances	7,543	7,771	7,257
Squad 1	2,764	2,969	2,481
Squad 2	2,629	2,945	2,599
Subtotal Squads	5,393	5,914	5,080
Engine 2	1,381	1,362	1,333
Engine 3	1,713	1,530	1,696
Engine 4	1,669	1,373	1,542
Subtotal Engines	4,763	4,265	4,576
Battalion 1	978	994	925
Ladder Tower 1	1,091	1,169	1,039
Reserve Ambulance 1	n/a	47	11
Reserve Ambulance 2	n/a	41	17
Reserve Squad 2	n/a	3	9
Reserve Engine 1	n/a	211	0
Total Unit Responses	19,768	20,415	18,914

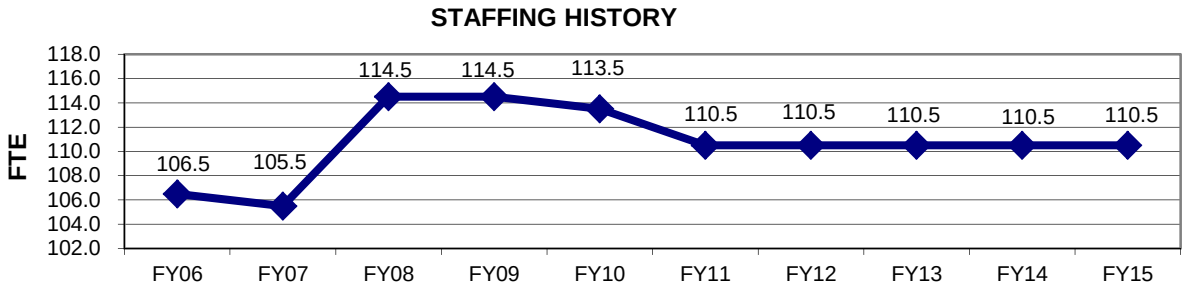
OPERATION SUMMARY

FIRE

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$17,072,260	$17,393,317	$18,043,600	$18,023,900	$18,795,400	$771,500	4.3%
Contractual Services	1,333,471	1,413,705	1,547,500	1,569,400	1,565,100	(4,300)	(0.3%)
Commodities	331,758	316,815	358,100	471,096	409,200	(61,896)	(13.1%)
Other Charges	0	0	0	0	0	0	N/A
Capital Items	98,587	434,571	115,000	138,470	147,200	8,730	6.3%
Total Expenditures	$18,836,076	$19,558,408	$20,064,200	$20,202,866	$20,916,900	$714,034	3.5%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$18,735,289	$19,118,937	$19,944,300	$20,059,496	$20,764,300	$704,804	3.5%
Capital Projects Fund	98,587	434,571	115,000	138,470	147,200	8,730	6.3%
A &E Fund	2,200	4,900	4,900	4,900	5,400	500	10.2%
Total Expenditures	$18,836,076	$19,558,408	$20,064,200	$20,202,866	$20,916,900	$714,034	3.5%



FIRE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-3501-512.10-01	Salaries	179,715	57,887	182,500	183,600	**204,200**	20,600	11.2%
101-3501-512.12-01	Fire Administration	880,983	940,610	935,000	966,300	**993,800**	27,500	2.8%
101-3501-512.12-16	Fire Supervision	1,583,408	1,615,948	1,649,900	1,663,200	**1,714,100**	50,900	3.1%
101-3501-512.12-21	Firefighter	6,893,948	7,118,736	7,321,200	7,431,200	**7,669,500**	238,300	3.2%
101-3501-512.18-01	Temporary Help	250	0	2,000	0	**0**	0	N/A
101-3501-512.18-05	Overtime Civilian	0	0	500	500	**500**	0	0.0%
101-3501-512.18-07	Overtime Sworn	510,387	508,159	520,000	343,700	**352,300**	8,600	2.5%
101-3501-512.18-09	Holiday Sworn	148,040	154,532	160,000	160,000	**164,000**	4,000	2.5%
101-3501-512.18-80	Special Detail	43,346	36,376	50,000	51,000	**49,000**	(2,000)	(3.9%)
	Salaries	**10,240,077**	**10,432,248**	**10,821,100**	**10,799,500**	**11,147,400**	**347,900**	**3.2%**
101-3501-512.19-01	Workers Compensation	513,500	528,900	544,800	544,800	**561,100**	16,300	3.0%
101-3501-512.19-05	Medical Insurance	1,687,900	1,674,000	1,794,600	1,794,600	**1,887,600**	93,000	5.2%
101-3501-512.19-09	Public Safety Pension	4,470,608	4,588,000	4,701,000	4,701,000	**5,007,300**	306,300	6.5%
101-3501-512.19-10	IMRF	19,748	22,498	25,800	27,000	**28,500**	1,500	5.6%
101-3501-512.19-11	Social Security	9,643	9,993	11,300	11,400	**12,700**	1,300	11.4%
101-3501-512.19-12	Medicare	128,584	132,778	140,100	140,700	**145,400**	4,700	3.3%
	Fringe Benefits	**6,829,983**	**6,956,169**	**7,217,600**	**7,219,500**	**7,642,600**	**423,100**	**5.9%**
101-3501-512.20-37	Central Dispatch	217,635	242,292	253,200	253,200	**253,600**	400	0.2%
101-3501-512.20-40	General Insurance	177,100	182,400	187,900	187,900	**197,300**	9,400	5.0%
101-3501-512.21-02	Equipment Maintenance	29,483	36,447	38,000	40,500	**43,000**	2,500	6.2%
101-3501-512.21-07	Vehicle Equip Maintenance	4,164	3,972	4,100	4,500	**4,500**	0	0.0%
101-3501-512.21-65	Other Services	38,101	26,557	30,000	37,500	**37,500**	0	0.0%
101-3501-512.22-02	Dues	26,686	23,720	24,000	30,000	**30,000**	0	0.0%
101-3501-512.22-03	Training	66,086	61,562	66,000	71,000	**75,400**	4,400	6.2%
101-3501-512.22-05	Postage	680	719	1,200	1,200	**1,200**	0	0.0%
101-3501-512.22-10	Printing	1,832	1,597	1,500	2,000	**2,000**	0	0.0%
101-3501-512.22-15	Photocopying	6,603	3,539	4,300	4,300	**4,300**	0	0.0%
101-3501-512.22-25	IT/GIS Service Charge	228,500	212,200	210,100	210,100	**215,100**	5,000	2.4%
101-3501-512.22-37	Vehicle/Equip Lease Charge	536,600	618,700	727,200	727,200	**701,200**	(26,000)	(3.6%)
	Contractual Services	**1,333,470**	**1,413,705**	**1,547,500**	**1,569,400**	**1,565,100**	**(4,300)**	**(0.3%)**
101-3501-512.30-01	Publications Periodicals	631	986	1,000	1,500	**1,300**	(200)	(13.3%)
101-3501-512.30-05	Office Supplies & Equip	6,508	5,812	6,000	7,000	**8,600**	1,600	22.9%
101-3501-512.30-20	Photographic Supplies	67	92	100	100	**100**	0	0.0%
101-3501-512.30-35	Clothing	89,627	95,256	109,000	155,991	**126,900**	(29,091)	(18.6%)
101-3501-512.30-50	Petroleum Products	100,319	97,204	103,300	109,400	**96,100**	(13,300)	(12.2%)
101-3501-512.31-45	Janitorial Supplies	5,471	7,190	7,400	7,500	**8,000**	500	6.7%
101-3501-512.31-55	Building Supplies	1,244	1,600	1,500	2,100	**2,300**	200	9.5%
101-3501-512.31-60	Chemicals	6,298	8,065	9,000	11,000	**11,500**	500	4.5%
101-3501-512.31-65	Other Equip & Supplies	21,430	18,124	20,000	31,301	**30,300**	(1,001)	(3.2%)
101-3501-512.31-85	Small Tools and Equipment	43,617	40,681	55,000	90,404	**68,000**	(22,404)	(24.8%)
101-3501-512.32-80	Books	2,254	292	2,800	7,800	**8,300**	500	6.4%
101-3501-512.33-05	Other Supplies	8,014	6,806	8,000	10,000	**10,300**	300	3.0%
101-3501-512.33-50	Medical Supplies	46,279	34,707	35,000	37,000	**37,500**	500	1.4%
	Commodities	**331,759**	**316,815**	**358,100**	**471,096**	**409,200**	**(61,896)**	**(13.1%)**
	Total Fire	**18,735,289**	**19,118,937**	**19,944,300**	**20,059,496**	**20,764,300**	**704,804**	**3.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-3501-512.10-01	Salaries	Salaries		183,600		204,200
101-3501-512.12-01	Fire Administration	Fire Administration		966,300		993,800
101-3501-512.12-16	Fire Supervision	Fire Supervision		1,663,200		1,714,100
101-3501-512.12-21	Firefighter	Firefighter		7,431,200		7,669,500
101-3501-512.18-05	Overtime Civilian	Overtime Civilian		500		500
101-3501-512.18-07	Overtime Sworn	Overtime Sworn		343,700		352,300
101-3501-512.18-09	Holiday Sworn	Holiday Sworn		160,000		164,000
101-3501-512.18-80	Special Detail	Special Detail	30,000		30,800	
		Special Detail - Fire Instruction:				
		Fire Apparatus Engineering	9,000		9,200	
		Specialized Rescue Classes	12,000	51,000	9,000	49,000
		TOTAL SALARIES		**10,799,500**		**11,147,400**
FRINGE BENEFITS:						
101-3501-512.19-01	Workers' Compensation	Workers' Compensation Insurance		544,800		561,100
101-3501-512.19-05	Medical Insurance	Medical Insurance		1,794,600		1,887,600
101-3501-512.19-09	Public Safety Pension	Public Safety Pension		4,701,000		5,007,300
101-3501-512.19-10	IMRF	IMRF		27,000		28,500
101-3501-512.19-11	Social Security	Social Security		11,400		12,700
101-3501-512.19-12	Medicare	Medicare		140,700		145,400
		TOTAL FRINGE BENEFITS		**7,219,500**		**7,642,600**
CONTRACTUAL SERVICES:						
101-3501-512.20-37	Central Dispatch	Fire Department portion (25%) Communications Services		253,200		253,600
101-3501-512.20-40	General Insurance	Liability and property insurance		187,900		197,300
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	7,000		7,500	
		Office equipment repairs	200		200	
		Hose, nozzle & brass goods	500		500	
		Academy - hose, nozzle & brass goods	0		1,000	
		Station appliances	5,000		5,000	
		Medical equipment repairs	1,000		1,000	

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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	
		Academy - small tools & equipment	0		1,000	
		Test equipment repairs	500	40,500	500	43,000
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	
		Northwest Community Hospital computerized reporting system	13,500		13,500	
		Video-conferencing system - annual maintenance & technical support	5,000	37,500	5,000	37,500
101-3501-512.22-02	Dues	Dues	2,000		2,000	
		MABAS	3,500		3,500	
		NIPSTA	24,500	30,000	24,500	30,000
101-3501-512.22-03	Training	Firefighter/Officer Training:				
		State Cert. Basic Firefighter Course (3)	9,000		10,500	
		Fire Apparatus Engineer Cert. Class	500		500	
		State Certified F/O Programs	2,200		2,900	
		Mid-level Management Courses	2,000		2,000	
		Fire Dept. Instructors Conference	2,000		2,000	
		Academy - Instructor Training Seminar	0		1,500	
		Illinois Fire Chiefs Conferences	800		800	
		Continuing Education-Local Colleges	5,000		5,000	
		International Fire Chiefs Conference	1,000		1,000	
		Paramedic Continuing Education Classes	20,500		22,000	
		Paramedic Course NWCH (2)	26,000		26,000	
		EMT Course NWCH (1)	800		0	
		ESDA meetings, courses & seminars	1,200	71,000	1,200	75,400
101-3501-512.22-05	Postage	Regular and registered mail		1,200		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	1,700		1,700	
		Maintenance agreement Xerox 5150 (#2)	1,000		1,000	
		Maintenance agreement WC4118P (#2)	400		400	
		Maintenance agreement WC4118P (#1)	400		400	
		Maintenance agreement WC4118P (#3)	400		400	
		Maintenance agreement WC4118P (#4)	400	4,300	400	4,300
101-3501-512.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		210,100		215,100
101-3501-512.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		727,200		701,200
		TOTAL CONTRACTUAL SERVICES		**1,569,400**		**1,565,100**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
COMMODITIES:						
101-3501-512.30-01	Publications/Periodicals	Miscellaneous publications		1,500		1,300
101-3501-512.30-05	Office Supplies & Equip	General office supplies	7,000		7,100	
		Academy - office supplies	0	7,000	1,500	8,600
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		60,900	
		Firefighting protective clothing, boots, coats, bunker pants and gloves	40,500		40,500	
		Contractual employee uniform maintenance	18,000		18,000	
		Prior Year Encumbrance Carryover	29,991	155,991	0	126,900
101-3501-512.30-50	Petroleum Products	Gasoline for department vehicle(s)		109,400		96,100
101-3501-512.31-45	Janitorial Supplies	Miscellaneous janitorial supplies		7,500		8,000
101-3501-512.31-55	Building Supplies	Miscellaneous building supplies (lumber, paint and hardware)		2,100		2,300
101-3501-512.31-60	Chemicals	Medical oxygen	6,400		6,900	
		Fire extinguisher recharging & testing	1,600		1,700	
		Foam concentrates	3,000	11,000	2,900	11,500
101-3501-512.31-65	Other Equip. & Supplies	Radio & pager batteries and parts	3,500		4,200	
		Telemetry & defibrillator batteries/parts	2,000		2,000	
		Miscellaneous repairs to small equipment	5,000		3,000	
		Filters for air purification compressors	2,300		2,600	
		HAZ/MAT test sensors	1,400		2,000	
		Appliances for Fire Stations	4,600		7,000	
		Furniture for Fire Stations	5,000		5,000	
		Office furniture for Fire Stations	1,600		2,500	
		Emergency lighting and warning	4,600		2,000	
		Prior Year Encumbrance Carryover	1,301	31,301	0	30,300
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	2,500		2,500	
		Hazmat equipment	3,500		3,500	
		Nozzles, applicators, brass goods & appliances	5,000		5,000	
		Miscellaneous tools, lights, etc.	27,000		28,000	
		Rescue equipment (SQ3)	6,000		6,000	
		USAR equipment	3,000		3,000	
		Radios, VHF portables	6,000		6,000	
		Academy - tools and related equipment	4,000		2,000	
		Prior Year Encumbrance Carryover	21,404	90,404	0	68,000
101-3501-512.32-80	Books	Officer Training Series updates	300		300	
		Updating station training manuals	300		300	
		Update maps and map books	100		100	
		Emergency Medical Training Series	900		900	
		Academy - reference books	5,000		5,500	
		Miscellaneous reference books	1,200	7,800	1,200	8,300

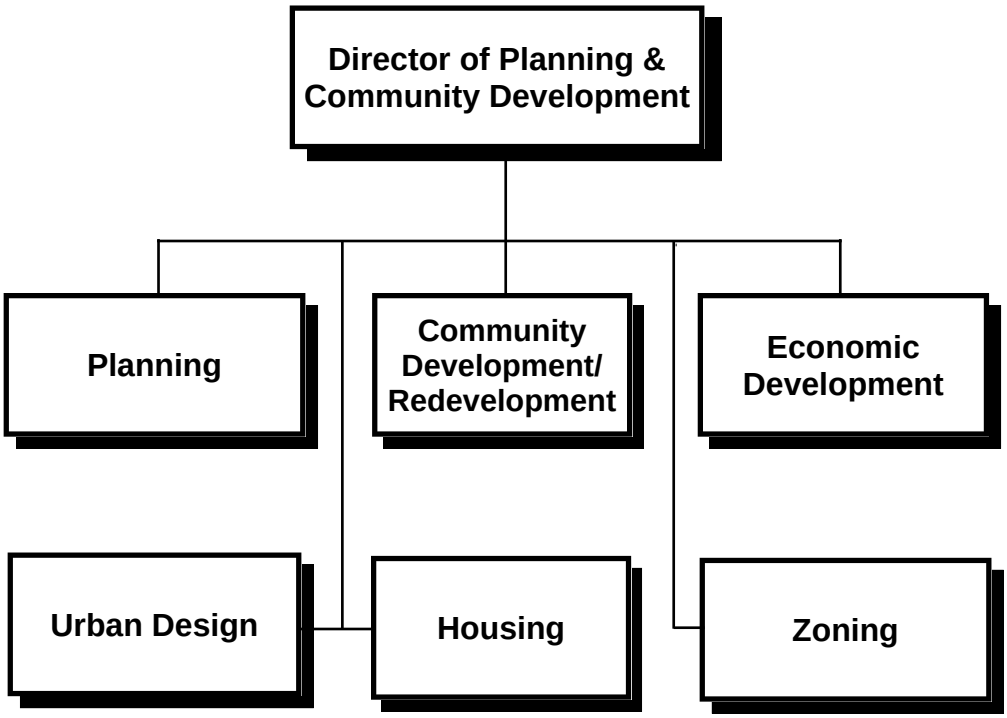
FIRE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-3501-512.33-05	Other Supplies & Equip	Station supplies & materials	3,500		3,500	
		Public education materials	5,000		5,000	
		Fire related computer software	1,500	10,000	1,800	10,300
101-3501-512.33-50	Medical Supplies	Expendable bandages, drugs and various portable equipment		37,000		37,500
		TOTAL COMMODITIES		**471,096**		**409,200**
		TOTAL FIRE DEPARTMENT		**20,059,496**		**20,764,300**

PLANNING & COMMUNITY DEVELOPMENT (9.00 FTE)

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, Tax Increment Financing Districts, and coordinates its implementation.

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. Leads the Northwest Suburban Housing Collaborative in analyzing and addressing common housing issues of the Villages of Arlington Heights, Palatine, Buffalo Grove, Mount Prospect, and the City of Rolling Meadows.

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 Boards and Commissions/Committees.

2013-14 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 submits 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.

  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. Amendments to the Zoning Code were made in 2013 to provide for Administrative approval of small Special Use restaurants. The code was also amended to be more business friendly as it related to traffic study requirements. Also, a new administrative process for small single-family rear yard additions was also drafted and approved.

  The Department continues to successfully coordinate the Plan Commission review process for the Village. In 2013, 26 Plan Commission cases, 67 temporary/preliminary Plan Commission projects, 43 Zoning Board of Appeals cases and 2,296 building permit zoning reviews were accomplished. Major developments included Arlington Downs, Arlington Heights Park District – Camelot Park, Autumn Leaves, St. Edna's Parish Center 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 2013. Amendments to the Zoning Ordinance allow for solar and geothermal, revised the permitted use table and other amendments. In addition the Village established a Special Use Waiver for smaller restaurants and modified the Traffic Study requirements for smaller projects.

- **To administer and improve the management of the Village's Community Development Block Grant (CDBG), 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 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 Energy Efficiency Conservation Block Grant (EECBG) program implementation is ongoing.

► **Serve as the lead municipality in the Northwest Housing Collaborative.** The Village of Arlington Heights, acted as the "lead municipality" for the Northwest Housing Collaborative. In 2013, the Homes for a Changing Region report was completed for the Collaborative area by the Chicago Metropolitan Agency for Planning. Following up on this report, the Collaborative worked with a consultant to further define the future needs of the Collaborative area's senior population and developed strategies for addressing these needs including strategies to assist senior residents to "age in place" in their homes.

► **Present 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" which was presented to the Village Board in February 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 is working with the Housing Commission to update the Multi-Family Affordable Housing Toolkit and Affordable Rental Housing Guidelines that will be used to promote the inclusion of affordable units in future multi-family housing developments.

The Housing Trust Fund Task Force completed its proposal for an Arlington Heights Affordable Housing Trust Fund. The Trust Fund was approved by the Village Board in July 2013.

► **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 2013, and the area rezoned for residential and mixed use. In addition a study is underway for evaluating the area for Tax Increment Financing. The Village's Thoroughfare and Transportation Policy Plan was amended in 2013.

► **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.

During 2013, 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 2013, this program produced over 500 leads of businesses that are seeking to expand or relocate. Staff attended several national and local trade shows to promote the community.

Staff continues to work with the developers on the Arlington Downs project. Staff has assisted the project's developers with obtaining zoning approvals, marketing, financing, and permit activity. Staff will also assist in the recruitment of tenants for the retail/restaurant component of the development.

The Department worked closely with the Arlington Economic Alliance throughout 2013 on the Discover Arlington Marketing Strategy and Consumer Research Survey. The Consumer Research Survey provided information on consumer shopping habits and patterns which are being 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: Star Cinema Grill, School of Rock, Kay Jewelers, Morning Blend (Arlington Park Metra station), Napleton Dodge-Jeep-Chrysler, and Circa 57. Staff continues to proactively recruit new businesses to fill vacancies, diversify the community's tax base, and increase employment opportunities.

Business Retention

In 2013, over 350 retention efforts were conducted. Visits ranged from larger employers, such as Paylocity, to small family owned businesses. Retention visits were comprised as follows: 75% retail/hotel/restaurant, 19% office/service, and 6% 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 Newsletter* was distributed to over 3,800 business owners and managers throughout the Village in August 2013 The next newsletter will be sent out in Spring 2014. Also in Spring 2014, the Economic Alliance will conduct its annual Business Breakfast.

In 2014, the Department is planning events to engage, and continue to communicate with, local real estate brokers. Such events would 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 analyzed and accepted the results from the Consumer Research Study.

The continued growth of Facebook has been substantial, with the Discover Arlington page receiving over 6,000 "likes" since its launch in February 2012. Webpage hits have also increased dramatically. In 2013, discoverarlington.com received nearly 75,000 page views. This is an 18.7% increase from 2012, and a 231% increase from 2010.

There were also several marketing campaigns launched or continued in 2013. In the Spring and Summer, activities and events were promoted via print, social media, and Metra Billboards. Staff conducted an extensive late fall marketing campaign to promote Discover Arlington for the holiday season. Ads were purchased in the *Daily Herald* and *Journal & Topics.* A free advertorial

was placed in the Senior Center newsletter as well. Small Business Saturday was also promoted via tab-ons on the front page of the *Daily Herald*, as well as an ad wrapper surrounding the *Daily Herald* on Thanksgiving Day. Free Downtown sleigh rides were also utilized and held over four days in December.

Along with the sleigh rides, businesses that submitted events and specials were promoted in an e-blast and a one-page brochure that highlighted all the local holiday events in Arlington Heights. Lastly, this holiday campaign was capped-off by a series of two commercials that plugged Arlington Heights and the Discover Arlington slogan, on WXRT (93.1 FM). These commercials aired a total of 32 times between November 25th and December 8th. Arlington Heights also received 30 additional on-air mentions from the radio station during the same two-week period.

Staff also marketed "Be Urban – Discover World Cuisine" through a variety of channels. A webpage on the Discover Arlington site was created, highlighting the chefs at various restaurants that provide the community with a diverse dining scene. This was provided to restaurants interested in participating at no cost to them. Further "Discover World Cuisine" marketing efforts included a full-page ad in *North Shore Living* magazine, two half-page ads in the *Daily Herald* "Time Out" section, and eight quarter-page ads in the *Chicago Tribune*. In addition to the print ads in the *Tribune,* the ad also appeared digitally in the online "Lifestyles" and "Metromix" sections for a total of 100,000 impressions.

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

► **Continue to administer the Village's Beautification Program (aesthetic improvements to high visibility areas**. As part of the Northwest Highway improvements, landscaping has been installed within landscape islands near Northwest Highway/Gregory Street and near Northwest Highway/Arthur Avenue. The landscaping includes shade trees and a mix of shrubs and perennials. A detailed site analysis was completed for the Arlington Heights Road, Palatine Road and Rand Road area which is part of TIF 3 and TIF 5. In addition, a request for proposals is being drafted. The goal is to create an identity for the area established through streetscape, gateway opportunities and to unify the area, creating a 'district' as well as create a sense of entry and presence to distinguish between other retail areas.

The Arts Commission is continuing to facilitate communications with the community and local artists with events such as the Artist Outreach Effort, Fall Artist Street Banner Program, Wastebasket Competition, Photography Competition, Cultural Arts Award 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 the Arlington Memorial Library .

The Arts Commission is developing a brochure that will feature cultural arts events for the 2014 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. 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. 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. 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.

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. Due to Staff turnover, the Sign Code modifications were placed on hold.

► **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.

In June 2013, the Design Commission and Village Board approved a new procedure for small (approximately 300 square feet or less) one-story additions in the rear of homes, small commercial building changes, and similar small projects to not require formal design review. Such determination is made by a staff review for compliance with the design guidelines, as applicable. For projects that meet these requirements, a design review fee is not charged. This new process helps streamline the approval process for small projects.

► **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 in 2013

► **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. Analysis began on the next phase of the Police Station project.

► **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.

2014-15 Goals and Objectives

- To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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.
- 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).
- Begin updating and implementing sign code modifications to address current issues.
- Prepare Design Guidelines for the Hickory / Kensington Area Plan
- 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		
	2011	2012	2013
Staffing	9	9	9
1. Development – Plan Commission			
# of Temporary Files	60	67	67
# of Plat and Subdivision Cases	29	30	26
# of Comprehensive Plan Sub-Committee Cases	1	2	0
# of Ordinance Review Committee Cases	1	3	3
# of Special Use Waiver Cases for Antennas	10	12	7
# of PC Applications	25	26	23
Average # of days from application to PC Hearing	63	53	29
2. Development – Other			
# of all Zoning Reviews	2,295	2,206	2,296
# of ZBA Applications/Reviewed	30	41	41
# of Building Permit Reviews	1,987	1,873	1,933
# of Business License Reviews	175	173	217
# of Home Occupation Reviews	20	19	18
3. Building Permit Review Time			
# Single-Family	1.63 days	3.7 days	2.3 days
# Multi-Family	1.78 days	1.9 days	1.9 days
# Commercial	2.13 days	2.9 days	3.3 days
# Fence	0.7 days	0.9 days	0.8 days
4. Sign Permits	287	267	284
5. Community Development			
# Single-Family Rehab Projects	6	3	3
# CDBG Public Services Beneficiaries	* 415	465	552
# Public Facility Improvement Projects	5	2	1
# Home Energy Audits Approved	23	1	N/A
# Home Energy Loans Approved	8	N/A	N/A
# Home Energy Audits Closed	8	N/A	N/A
	* Lower than previous years due to reduction in funding from HUD.		
6. Business Development			
# Retention Business Visits	445	343	370
# Leads from all Sources	314	332	240
# Leads from ICSC Events	86	91	90
# Total Recruitment Contacts	908	715	528
# Chamber & Business Events Attended	46	46	50
# New Business Welcome Letters Sent	110	113	134

Performance Measures (cont.)

	Calendar Year		
	2011	2012	2013
7. Design Review			
# of Reviews by Design Commission	83	89	64
# of Administrative Single Family Homes	57	79	76
# of Administrative Signage Reviews	9	8	18
# of Administrative Commercial	2	3	3
# of Temporary Files	42	30	40
# of Miscellaneous Administrative Reviews	24	19	10
# of Administrative Multi-Family Reviews	N/A	N/A	2
# of Small Rear Yard Addition Reviews	N/A	N/A	12
# of Total Reviews	217	228	225
8. Design Commission Review Time			
Full Design Commissions			
- Single-Family Home	18.0 days	18.8	19.4
- Commercial Project	10.2 days	12.7	16.4
- Downtown Commercial	N/A	N/A	N/A
- Sign Variation	18.6 days	20.8	18.6
- Multi-Family	N/A	13.0	4.0
- Institutional	13.0	19.5	18.0
- Mixed-Use	N/A	19.0	N/A
Administrative Design Review Time			
- Single-Family Home	4.4 days	4.8	6.5
- Commercial Project	2.5 days	1.0	5.5
- Sign Project	2.3 days	3.2	3.7
- Multi-family	2.0 day	N/A	1.0
9. Design – Other			
# of Landscape Reviews Commercial & Homes	45	53	56
# of Landscape Maintenance & Inspections	55	51	52
# of Landscape Beautification Projects	3	2	3
10. Public Art			
Event Recruitment Letters	1,530	* 744	* 808
Follow-up Leads	384	435	451
Commission Events	10	11	12
		* Decrease due to email	* Decrease due to email
11. Special Projects			
# of Special Projects	33	32	41

OPERATION SUMMARY

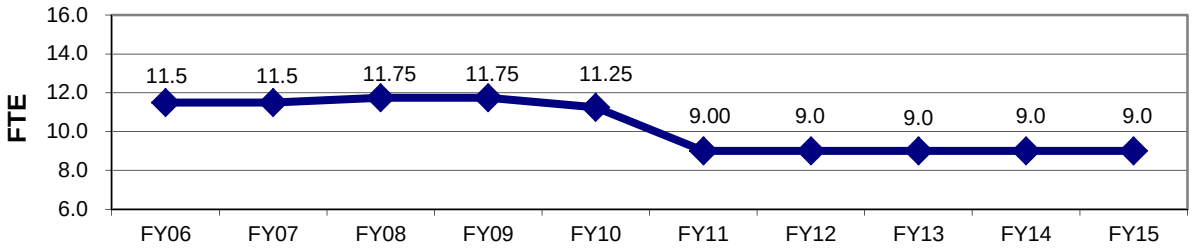
PLANNING & COMMUNITY DEVELOPMENT

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	8.25	8.50	8.50	8.50	8.50	0.00	0.0%
CDBG Fund	0.75	0.50	0.50	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	$1,193,365	$1,212,066	$1,247,600	$1,298,200	$1,294,750	($3,450)	(0.3%)
Contractual Services	174,220	145,523	200,300	262,744	406,400	143,656	54.7%
Commodities	12,630	13,650	47,700	47,900	16,300	(31,600)	(66.0%)
Other Charges	196,285	188,215	332,800	381,650	355,000	(26,650)	(7.0%)
Capital Items	107,854	146,772	508,100	1,507,991	1,028,600	(479,391)	(31.8%)
Total Expenditures	$1,684,354	$1,706,226	$2,336,500	$3,498,485	$3,101,050	($397,435)	(11.4%)

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$1,322,209	$1,327,301	$1,575,800	$1,627,593	$1,599,800	($27,793)	(1.7%)
CDBG Fund	53,227	56,045	56,000	56,000	57,650	1,650	2.9%
TIF I South Fund	69,157	27,841	8,600	8,653	5,000	(3,653)	(42.2%)
TIF III Fund	15,000	20,734	40,000	63,375	40,000	(23,375)	(36.9%)
TIF IV Fund	59,666	69,924	538,000	1,086,498	760,000	(326,498)	(30.1%)
TIF V Fund	57,241	57,609	85,000	623,375	610,000	(13,375)	(2.1%)
Capital Projects Fund	107,854	146,772	33,100	32,991	28,600	(4,391)	(13.3%)
Total Expenditures	$1,684,354	$1,706,226	$2,336,500	$3,498,485	$3,101,050	($397,435)	(11.4%)

STAFFING HISTORY



PLANNING

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-4001-521.10-01	Salaries	827,516	818,712	823,500	866,000	870,800	4,800	0.6%
101-4001-521.18-01	Temporary Help	4,031	17,279	12,000	6,200	**7,200**	1,000	16.1%
	Salaries	**831,547**	**835,991**	**835,500**	**872,200**	**878,000**	**5,800**	**0.7%**
101-4001-521.19-01	Workers Compensation	2,200	2,300	2,400	2,400	**2,500**	100	4.2%
101-4001-521.19-05	Medical Insurance	134,600	136,500	164,600	164,600	**158,700**	(5,900)	(3.6%)
101-4001-521.19-10	IMRF	108,679	117,331	123,900	135,000	**129,300**	(5,700)	(4.2%)
101-4001-521.19-11	Social Security	50,698	51,385	52,400	54,500	**55,000**	500	0.9%
101-4001-521.19-12	Medicare	12,414	12,514	12,800	13,500	**13,600**	100	0.7%
	Fringe Benefits	**308,591**	**320,030**	**356,100**	**370,000**	**359,100**	**(10,900)**	**(2.9%)**
101-4001-521.20-05	Professional Services	0	3,639	38,400	38,400	**38,000**	(400)	(1.0%)
101-4001-521.20-40	General Insurance	5,300	5,500	5,700	5,700	**6,000**	300	5.3%
101-4001-521.21-02	Equipment Maintenance	791	34	1,000	1,000	**1,000**	0	0.0%
101-4001-521.21-65	Other Services	9,439	11,812	8,200	8,200	**28,200**	20,000	243.9%
101-4001-521.22-01	Advertising	5,328	6,631	6,400	6,400	**6,400**	0	0.0%
101-4001-521.22-02	Dues	3,357	3,540	3,000	2,800	**3,500**	700	25.0%
101-4001-521.22-03	Training	6,965	1,532	6,000	6,400	**6,400**	0	0.0%
101-4001-521.22-05	Postage	2,534	2,714	3,000	3,000	**3,000**	0	0.0%
101-4001-521.22-10	Printing	188	2,326	5,000	5,693	**3,800**	(1,893)	(33.3%)
101-4001-521.22-15	Photocopying	2,395	3,990	3,200	3,200	**3,200**	0	0.0%
101-4001-521.22-25	IT/GIS Service Charge	53,200	51,600	55,600	55,600	**55,600**	0	0.0%
101-4001-521.22-37	Vehicle/Equip Lease Charge	3,200	5,600	6,200	6,200	**6,300**	100	1.6%
	Contractual Services	**92,697**	**98,918**	**141,700**	**142,593**	**161,400**	**18,807**	**13.2%**
101-4001-521.30-01	Publications Periodicals	386	1,108	2,000	2,000	**2,000**	0	0.0%
101-4001-521.30-05	Office Supplies & Equip	10,365	9,703	10,600	10,600	**10,600**	0	0.0%
101-4001-521.30-50	Petroleum Products	1,280	1,397	1,500	1,700	**1,400**	(300)	(17.6%)
101-4001-521.32-80	Books	247	0	300	300	**300**	0	0.0%
101-4001-521.33-05	Other Supplies	352	1,442	33,300	33,300	**2,000**	(31,300)	(94.0%)
	Commodities	**12,630**	**13,650**	**47,700**	**47,900**	**16,300**	**(31,600)**	**(66.0%)**
101-4001-521.40-40	Promote Economic Bus Dev	55,412	30,206	135,300	135,353	**126,000**	(9,353)	(6.9%)
101-4001-521.40-41	Discover Arlington	21,332	28,506	59,500	59,547	**59,000**	(547)	(0.9%)
	Other Charges	**76,744**	**58,712**	**194,800**	**194,900**	**185,000**	**(9,900)**	**(5.1%)**
	Total Planning	**1,322,209**	**1,327,301**	**1,575,800**	**1,627,593**	**1,599,800**	**(27,793)**	**(1.7%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES:						
101-4001-521.10-01	Salaries	Salaries		866,000		870,800
101-4001-521.18-01	Temporary Help	Temporary Help		6,200		7,200
		TOTAL SALARIES		**872,200**		**878,000**
FRINGE BENEFITS:						
101-4001-521.19-01	Workers' Compensation	Workers' Compensation Insurance		2,400		2,500
101-4001-521.19-05	Medical Insurance	Medical Insurance		164,600		158,700
101-4001-521.19-10	IMRF	IMRF		135,000		129,300
101-4001-521.19-11	Social Security	Social Security		54,500		55,000
101-4001-521.19-12	Medicare	Medicare		13,500		13,600
		TOTAL FRINGE BENEFITS		**370,000**		**359,100**
CONTRACTUAL SERVICES:						
101-4001-521.20-05	Professional Services	TIF consultant - Hickory/Kensington area	38,400		0	
		Planning contractual consulting services	0	38,400	38,000	38,000
101-4001-521.20-40	General Insurance	Liability and property insurance		5,700		6,000
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		6,200	
		Comprehensive Plan Update	0	8,200	20,000	28,200
101-4001-521.22-01	Advertising	Plan Commission notices and other advertisements	3,200		3,200	
		Zoning Board of Appeals legal ads	3,200	6,400	3,200	6,400
101-4001-521.22-02	Dues	Dues		2,800		3,500
101-4001-521.22-03	Training	APA Convention	2,600		2,600	
		Upper Mid-West Conference	1,000		1,000	
		State & local meetings, court, CMAP, etc.	1,500		1,500	
		Continuing education/certification	1,300	6,400	1,300	6,400
101-4001-521.22-05	Postage	Mailing charges including mailing costs for survey and marketing mailings		3,000		3,000
101-4001-521.22-10	Printing	Reprint planning documents, reports, studies, etc.	3,200		3,500	
		Zoning maps	300		300	
		Prior Year Encumbrance Carryover	2,193	5,693	0	3,800

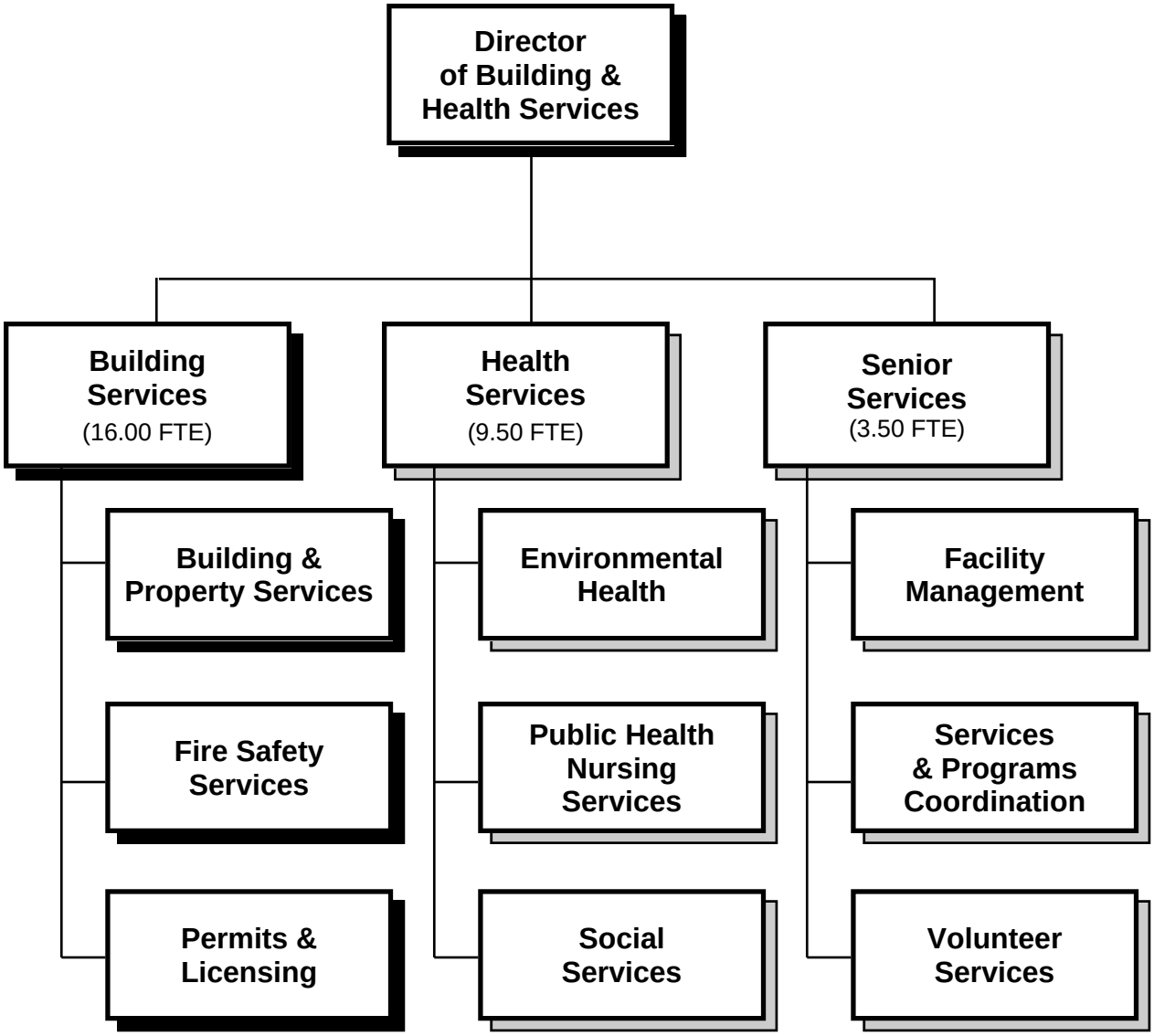
PLANNING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		55,600		55,600
101-4001-521.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		6,200		6,300
		TOTAL CONTRACTUAL SERVICES		**142,593**		**161,400**
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		9,000	
		Misc. office equipment	1,200	10,600	1,600	10,600
101-4001-521.30-50	Petroleum Products	Gasoline for department vehicle(s)		1,700		1,400
101-4001-521.32-80	Books	Planning documents & reference books		300		300
101-4001-521.33-05	Other Supplies & Equip	Specialized software	1,000		1,000	
		Replacement monument signs	2,500		0	
		Replacement wayfinding sign panels	1,300		0	
		Banners for light poles	28,000		0	
		Miscellaneous materials	500	33,300	1,000	2,000
		TOTAL COMMODITIES		**47,900**		**16,300**
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		8,000	
		Business attraction/trade advertising	9,800		15,000	
		Enhance trade show audio/visual display	3,000		5,800	
		Trade shows	15,000		17,000	
		New marketing materials/re-print	8,000		6,000	
		Business Retention - open house, survey, Chamber of Commerce meetings	6,200		6,200	
		Chamber of Commerce funding	8,000		8,000	
		Small Business Development Project with Chamber of Commerce	50,000		50,000	
		Prior Year Encumbrance Carryover	15,353	135,353	0	126,000
101-4001-521.40-41	Discover Arlington	Discover Arlington Heights Program	50,000		59,000	
		Prior Year Encumbrance Carryover	9,547	59,547	0	59,000
		TOTAL OTHER CHARGES		**194,900**		**185,000**
		TOTAL PLANNING		**1,627,593**		**1,599,800**

BUILDING & HEALTH SERVICES (29.00 FTE)

ORGANIZATION STRUCTURE



DEPARTMENT SUMMARY

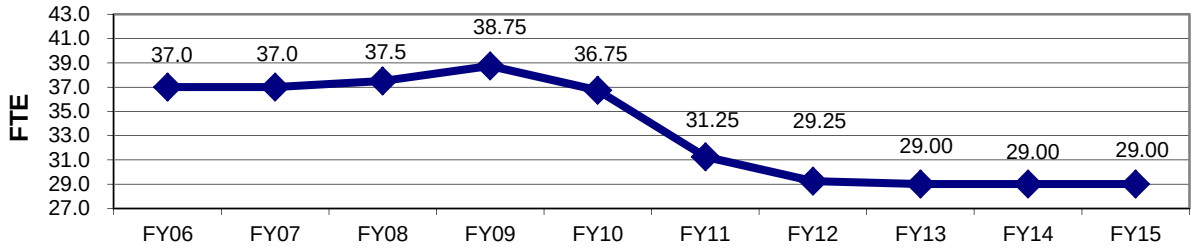
BUILDING & HEALTH SERVICES

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E							
Building Services	16.00	16.00	16.00	16.00	16.00	0.00	0.00
Health Services	9.50	9.50	9.50	9.50	9.50	0.00	0.00
Senior Services	3.75	3.50	3.50	3.50	3.50	0.00	0.00
Total F-T-E	29.25	29.00	29.00	29.00	29.00	0.00	0.00
Expenditures							
Personal Services	$3,221,834	$3,325,298	$3,532,400	$3,536,400	$3,692,000	$155,600	4.4%
Contractual Services	395,403	412,425	465,100	514,841	525,900	11,059	2.1%
Commodities	81,217	78,634	79,900	103,200	102,900	(300)	(0.3%)
Other Charges	86,632	82,376	100,600	103,100	97,100	(6,000)	(5.8%)
Capital Items	3,155	3,471	5,800	5,984	0	(5,984)	(100.0%)
Total Expenditures	$3,788,241	$3,902,204	$4,183,800	$4,263,525	$4,417,900	$154,375	3.6%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund - Building Services	$1,931,522	$2,025,075	$2,167,300	$2,168,241	$2,270,100	$101,859	4.7%
General Fund - Health Services	1,441,148	1,450,480	1,546,700	1,613,000	1,647,800	$34,800	2.2%
General Fund - Senior Services	412,416	423,178	464,000	476,300	500,000	$23,700	5.0%
Capital Projects Fund	3,155	3,471	5,800	5,984	0	($5,984)	(100.0%)
Total Expenditures	$3,788,241	$3,902,204	$4,183,800	$4,263,525	$4,417,900	$154,375	3.6%

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.

2013-14 Status of Goals and Objectives

► **Ensure departmental consistency.**

- **Standardize and monitor plan review, inspection and record keeping procedures.**

  Inherent to the fact that there is one Building Plan reviewer, consistency will be accomplished during plan review and the inspection process. Inspection staff works closely with plan review to ensure that the codes are being properly and consistently enforced. Record keeping methods and expectations are consistent and clear among inspection staff.

  Average time for review of a plan in Building Services for the year 2013 has been 3.15 days.

- **Develop a database of departmental policies and procedures regarding plan reviews and inspections.**

  Due to a lengthy leave of absence of the staff member assigned to this project, minimal progress was accomplished. The impetus of this data base is to create continuity for departmental operations, provide a central location for departmental information and utilize as a staff training guide. Work will continue to complete this project.

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

- **Maintain high morale through cultivating a culture of respect and support within the Department.**

  Discussion and mutual aid among staff is prevalent regarding daily functions or resolution to specific issues.

- **Increase productivity by identifying and utilizing the strengths of all inspectors.**

  Inspection staff is cognizant of peer strengths. Daily inspections, specific projects or assignments are discussed providing problem resolution or assignment of duties. This provides better service to the customer and is efficient use of Village resources.

- **Implement and expand cross training protocols as necessary to insure continuity of service to the community with virtually any mix of available employees.**

  Building plan review staff dedicates a portion of each work day to perform front counter duties. Fire Safety inspection staff has been effective in identifying property maintenance issues and other building system deficiencies while conducting fire safety inspections.

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

- **Maximize the number of annual fire safety inspections.**

  For the 2013 calendar year, there was a very slight decrease in the number of annual fire safety inspections conducted. The primary focus this past year was for the fire safety inspectors to concentrate on conducting inspections above and beyond general housekeeping. This approach was effective in identifying, and addressing for compliance, more serious fire code violations. Also, factoring in other time consuming responsibilities assigned to the fire safety inspectors; this goal has been achieved.

- **Implement procedures where needed to promote a consistency of process from the Inspectors.**

  Interaction and discussion between supervision and staff regarding various issues has allowed for the understanding and implementation of fire code enforcement on a case by case basis. Consistency is created by an inspector knowing how to handle a specific situation based on previous discussions.

- **Develop checklists to ensure comprehensive inspections on all structures required to be inspected per code.**

  A narrative of "inspection expectations" has been developed that is all encompassing as opposed to specific checklists. However specific checklists are available to aid in the inspection process.

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

- **Aggressively pursue ongoing efforts to reduce document storage.**

  Permits dating back to 2011 that received final approval and "closeout" have been sent to an outside vendor for scanning and conversion to a .PDF format. All boxes containing permit folders in basement storage have been processed which equates to approximately 150 boxes. Additionally, "same day" permits that have been approved, and closed, are scanned in-house on a daily basis.

  Conversion cost of past "Business License" microfilm to .PDF format is being researched.

- **Better utilize digital formatting to improve ability to expedite access to information.**

  Due to the material being converted to .PDF format, a database organized by address allows staff to promptly access information requested by department customers. This information can be researched by the customer utilizing a computer at the front counter.

- **Prioritize customer service relating to document retrieval.**

  Freedom of Information requests are processed as soon as possible. Additionally, a staff member is assigned as primary assistance to any customer with a walk-in information request. Other staff members are accommodating as well. 453 Freedom of Information requests were processed in 2013.

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

Subsequent to review of the 2011 National Electrical Code, the consensus of staff, charged with the duties of electrical plan review and inspections, was that the specific requirements of the 2011 edition would be monetarily burdensome on homeowners, builders, and electrical contractors. It is the hope of staff that these requirements will be revised by committees and electrical industries responsible for development of the upcoming 2014 edition of the Code.

► **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.**

Chapter 23, Section 23-701 has been amended to reflect the 2012 International Energy Conservation Code. Specific Village amendments have also been incorporated as well. Building Services staff has attended free seminars reviewing the provisions of this Code.

2014-15 Goals and Objectives

► To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing opportunities to reduce spending.

► Maximize training opportunities relating to specific departmental functions including supervisory, technical, administrative and customer service.

- Emphasis on leadership, team building, communication, and accountability.
- Continue to improve technical competency relating to code knowledge, construction methods and materials.
- Reinforce and learn new methods of professional and efficient customer service.

► Re-evaluate the Fire Prevention process.

- Identify strengths and weaknesses of the process relating to annual fire inspections, plan review and code enforcement. Incorporate improvements as necessary.
- Increase technical competency through mentoring, external and internal training.
- Review currently adopted Fire Code and local amendments to identify any related issues regarding disposition of enforcement.

► Continue to work on the departmental "policies and procedures" manual.

- Creates continuity for departmental operations.
- Provides a central location for departmental information.
- Utilize as a training guide for new and replacement staff.

► In early 2014, Building Services will implement a "by appointment, roundtable", plan review program. This pilot program will be on a trial basis for selected residential permits only, with the possibility of commercial permits being added at a later date. Evaluation of program implementation, results and possible expansion will be on-going.

- Faster issuance of permits.
- Reduce the number of plan reviews for a project due to rejections and re-submittals.
- User friendly for efficient and effective customer service.

Performance Measures

Category	Programs or Functions	Calendar Year 2011	2012	2013
Plan Review Time	Average number of days to review plans			
Residential	Single Family & Accessory Structures	3	3	3
Commercial	Commercial & Multi-Family	13	4	4
Permit Applications	Single Family & Accessory Structures	3,005	2,516	2,715
	Commercial & Multi-Family	881	827	737
	Demolitions	65	116	114
	Electrical	424	420	462
	HVAC	109	109	104
	Plumbing	737	573	638
	Signs	285	261	304
	Fire Protection	236	185	198
	Other	184	374	407
	Total Number of Permits	**5,926**	**5,381**	**5,679**
Construction Related Inspections	Building	4,958	4,569	4,798
	Electrical	1,752	1,674	1,816
	HVAC	794	811	777
	Plumbing	2,094	1,712	1,678
	Sign	641	1,115	243
	Fire Protection	777	840	999
	Other	1,772	1,351	1,446
	Total Number of Inspections	**12,788**	**12,072**	**11,757**
Elevator Safety Inspections	Safety Related Complaints	10	8	8
	Annual	452	486	486
	New installation	6	0	0
	Total Number of Inspections	**468**	**494**	**494**
Licenses	Business Renewals	1,860	1,464	1,996
	New Businesses	273	292	269
	Contractor Renewals	1,202	1,011	1,459
	New Contractors	522	492	530
	Total Number of Licenses	**3,857**	**3,259**	**4,254**
Citizen Contacts	Complaints Received	1,302	997	1,072
	Follow Up Inspections	2,467	2,241	2,415
	FOIA Compliance	316	423	453
Fire Safety Inspections	Annual	2,363	2,250	2,103
	Re-Inspections	1,043	1,469	1,043
	Sprinkler	273	213	204
	Alarm	171	324	501
	Haz-Mat	13	10	4
	Backup for Department (licenses, emergencies, courtesy, etc.)	1,371	1,295	1,575
	Plan Reviews	607	556	524
	Total	**5,841**	**6,117**	**5,954**
Fire Safety Inspections	Clerical and Office Duties (In Hours)	4,270	4,508	4,579

Three Year Comparison of Construction Value

Type of Permit	2011	2012	2013
Single, two-family & Accessory Structures: Alterations, Additions, & New Construction	$ 37,199,441	$ 39,221,920	$ 49,333,531
Commercial & Multi-Family Structures: Alterations, Additions, & New Construction	$ 73,334,602	$104,791,999	$ 351,354,406
Miscellaneous: Demolitions Electrical, HVAC & Plumbing Signs Fire Suppression	$4,278,395	$ 11,385,088	$ 8,983,354
TOTALS	**$ 114,812,438**	**$ 155,399,007**	**$ 409,671,291**

Revenue Generated by Permits and Licensing Fees

Type of Permit	2011	2012	2013
Permit Fees Collected	$ 1,084,344	$1,467,530	$ 1,588,183
Licensing Fees	543,536	600,428	622,949
TOTAL FEES COLLECTED	$ 1,627,880	$ 2,067,958	$ 2,211,132
Operating Budget	$ 1,968,000	$ 2,073,200	$ 2,152,494
Percentages / Ratios: Operational Budget vs. Revenue Fees Revenue as Percentage of Operational Budget	82.72%	99.75%	102.73%

OPERATION SUMMARY

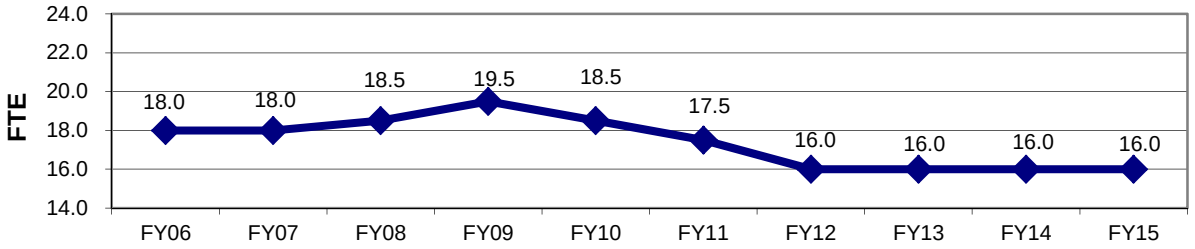
BUILDING SERVICES

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E	16.00	16.00	16.00	16.00	16.00	0.00	0.0
Expenditures							
Personal Services	$1,733,537	$1,797,934	$1,918,300	$1,909,900	$2,007,500	$97,600	5.1%
Contractual Services	177,131	205,167	227,900	233,341	240,400	7,059	3.0%
Commodities	20,854	21,974	21,100	25,000	22,200	(2,800)	(11.2%)
Other Charges	0	0	0	0	0	0	N/A
Capital Items	0	0	5,800	5,984	0	(5,984)	(100.0%)
Total Expenditures	$1,931,522	$2,025,075	$2,173,100	$2,174,225	$2,270,100	$95,875	4.4%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$1,931,522	$2,025,075	$2,167,300	$2,168,241	$2,270,100	$101,859	4.7%
Capital Projects Fund	0	0	5,800	5,984	0	(5,984)	(100.0%)
Total Expenditures	$1,931,522	$2,025,075	$2,173,100	$2,174,225	$2,270,100	$95,875	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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-4501-523.10-01	Salaries	1,226,757	1,301,230	1,371,500	1,359,400	**1,430,300**	70,900	5.2%
101-4501-523.18-01	Temporary Help	26,373	16,960	21,100	21,100	**21,600**	500	2.4%
101-4501-523.18-05	Overtime Civilian	6,878	3,376	6,600	6,600	**6,800**	200	3.0%
	Salaries	**1,260,008**	**1,321,566**	**1,399,200**	**1,387,100**	**1,458,700**	**71,600**	**5.2%**
101-4501-523.19-01	Workers Compensation	36,900	38,000	39,100	39,100	**40,300**	1,200	3.1%
101-4501-523.19-05	Medical Insurance	193,700	167,300	183,800	183,800	**202,000**	18,200	9.9%
101-4501-523.19-10	IMRF	148,690	172,349	189,500	194,200	**195,300**	1,100	0.6%
101-4501-523.19-11	Social Security	76,324	79,964	86,400	85,600	**90,000**	4,400	5.1%
101-4501-523.19-12	Medicare	17,915	18,755	20,300	20,100	**21,200**	1,100	5.5%
	Fringe Benefits	**473,529**	**476,368**	**519,100**	**522,800**	**548,800**	**26,000**	**5.0%**
101-4501-523.20-35	Plan Reviews	5,390	8,030	20,000	11,100	**11,100**	0	0.0%
101-4501-523.20-40	General Insurance	9,900	10,200	10,500	10,500	**11,000**	500	4.8%
101-4501-523.21-02	Equipment Maintenance	0	0	500	600	**600**	0	0.0%
101-4501-523.21-65	Other Services	26,507	43,001	60,500	65,751	**62,000**	(3,751)	(5.7%)
101-4501-523.22-02	Dues	2,058	1,832	2,000	2,000	**2,000**	0	0.0%
101-4501-523.22-03	Training	7,353	5,038	10,000	16,290	**14,500**	(1,790)	(11.0%)
101-4501-523.22-05	Postage	4,880	4,327	5,000	5,500	**5,500**	0	0.0%
101-4501-523.22-10	Printing	3,878	5,643	4,000	5,700	**5,700**	0	0.0%
101-4501-523.22-15	Photocopying	3,065	2,696	3,000	3,500	**3,500**	0	0.0%
101-4501-523.22-25	IT/GIS Service Charge	78,700	78,900	77,200	77,200	**77,000**	(200)	(0.3%)
101-4501-523.22-37	Vehicle/Equip Lease Charge	35,400	45,500	35,200	35,200	**47,500**	12,300	34.9%
	Contractual Services	**177,131**	**205,167**	**227,900**	**233,341**	**240,400**	**7,059**	**3.0%**
101-4501-523.30-01	Publications Periodicals	273	458	600	500	**600**	100	20.0%
101-4501-523.30-05	Office Supplies & Equip	7,489	6,993	6,500	7,500	**7,500**	0	0.0%
101-4501-523.30-20	Photographic Supplies	13	48	100	100	**100**	0	0.0%
101-4501-523.30-50	Petroleum Products	12,953	12,638	11,900	13,900	**11,000**	(2,900)	(20.9%)
101-4501-523.33-05	Other Supplies	126	1,837	2,000	3,000	**3,000**	0	0.0%
	Commodities	**20,854**	**21,974**	**21,100**	**25,000**	**22,200**	**(2,800)**	**(11.2%)**
	Total Building Services	**1,931,522**	**2,025,075**	**2,167,300**	**2,168,241**	**2,270,100**	**101,859**	**4.7%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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	2.75	2.75	
1273	Fire Safety Inspector	B32	4.00	4.00	
1274	Plan Reviewer	B32	1.00	1.00	
1275	Electrical Inspector	B32	0.25	0.25	
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-4501-523.10-01	Salaries	Salaries		1,359,400		1,430,300
101-4501-523.18-01	Temporary Help	On-call inspectors, summer interns		21,100		21,600
101-4501-523.18-05	Overtime Civilian	Overtime Civilian		6,600		6,800
		TOTAL SALARIES		**1,387,100**		**1,458,700**
FRINGE BENEFITS:						
101-4501-523.19-01	Workers' Compensation	Workers' Compensation Insurance		39,100		40,300
101-4501-523.19-05	Medical Insurance	Medical Insurance		183,800		202,000
101-4501-523.19-10	IMRF	IMRF		194,200		195,300
101-4501-523.19-11	Social Security	Social Security		85,600		90,000
101-4501-523.19-12	Medicare	Medicare		20,100		21,200
		TOTAL FRINGE BENEFITS		**522,800**		**548,800**
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		10,500		11,000
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	16,500		21,000	
		Cell phone and wireless charges	9,200		6,200	
		Board-ups, fences and property cleanups	4,800		4,800	
		Elevator inspections	30,000		30,000	
		Prior Year Encumbrance Carryover	5,251	65,751	0	62,000
101-4501-523.22-02	Dues	Dues		2,000		2,000
101-4501-523.22-03	Training	Conferences, training & seminars	7,000		6,000	
		Metro travel, tolls, court, etc.	600		600	
		Fire Code training seminars, etc.	3,000		4,000	
		Electrical Inspectors training	1,000		1,000	
		Plumbing Inspectors training	1,000		1,000	
		Miscellaneous (Supervision, Administration)	1,900		1,900	
		Prior Year Encumbrance Carryover	1,790	16,290	0	14,500
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

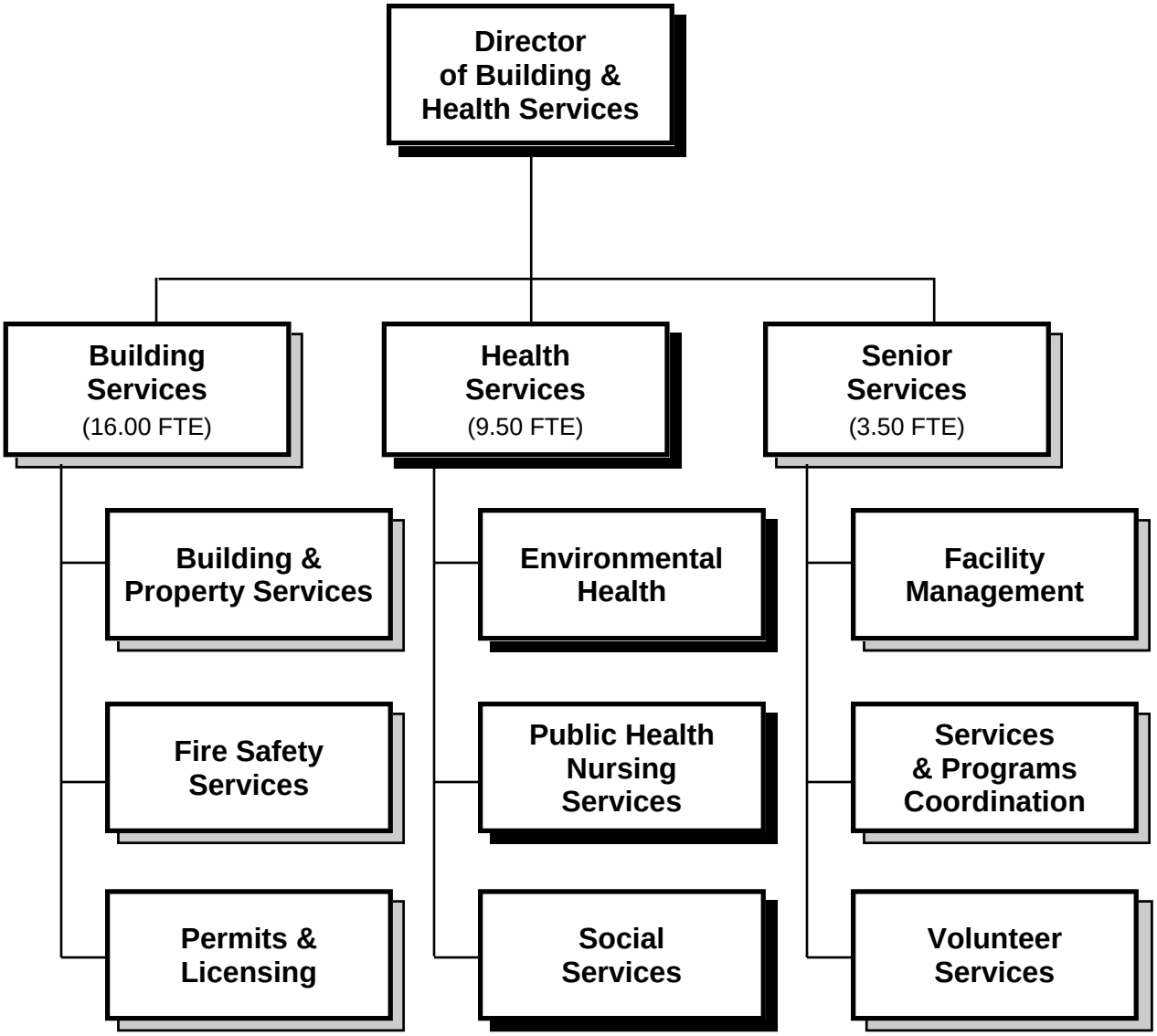
BUILDING SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-4501-523.22-15	Photocopying	Photocopies & supplies	1,900		1,900	
		Maintenance agreement Xerox 5150	1,000		1,000	
		Maintenance agreement Minolta 160	400		400	
		Maintenance agreement Xerox WC4118X	200	3,500	200	3,500
101-4501-523.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		77,200		77,000
101-4501-523.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		35,200		47,500
		TOTAL CONTRACTUAL SERVICES		**233,341**		**240,400**
COMMODITIES:						
101-4501-523.30-01	Publications/Periodicals	Miscellaneous publications		500		600
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)		13,900		11,000
101-4501-523.33-05	Other Supplies & Equip	Safety equipment, shoes, tools, etc.	2,000		3,000	
		Prior Year Encumbrance Carryover	1,000	3,000	0	3,000
		TOTAL COMMODITIES		**25,000**		**22,200**
		TOTAL BUILDING SERVICES		**2,168,241**		**2,270,100**

BUILDING & HEALTH SERVICES (29.00 FTE)

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) is the Village's Americans with Disabilities Act compliance coordinator and a community resource on disability issues. The division works to ensure all Village programs, services, facilities, and modes of communication are accessible to persons with disabilities. This is accomplished through the provision of technical assistance, administration and coordination of programs serving Arlington Heights citizens with disabilities and by supplying 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, and swimming pools, handle nuisance complaints, and perform other types of inspections as needed. This division also manages and/or implements: the weed cutting program, well water, radon testing, and foodservice education, Employee Right-To-Understand program regarding use of hazardous chemicals by Village employees, and solid waste (refuse, recycling, and landscape waste) issues.

Human Services – 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 Emergency Assistance Fund. The HSC also acts as intake coordinator for Access to Care, Nicor Sharing Program, and the Parish Emergency Assistance Resource (PEAR). The HSC is the Liaison to Arlington Cares, NFP which raises funds specifically for the 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. Nursing Services 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. A close working relationship is maintained with our local hospitals, area municipalities, and the Medical Reserve Corps Coordinator for disaster preparedness and communicable disease outbreaks.

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

2013-14 Status of Goals and Objectives

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

Disability Services:

The Disability Services Coordinator (DSC) continued to educate citizens with disabilities about community programs and resources and how best to access them. Many programs provide financial benefits such as Illinois Benefit Access Program (formally Circuit Breaker), which is the portal through which persons with disabilities must apply to access the Regional Transportation's Authority's "Free Ride Program" and Illinois License Plate Registration Discount. The DSC also instructed low-income residents with disabilities on how best to access subsidized housing and other community resources. The DSC manages the Village's Vehicle Sticker Discount,

Emergency 9-1-1 Registration Program, Refuse Discounts, and Emergency Weather Warning System for deaf and hard of hearing residents.

The DSC plays an instrumental role in educating the public on disability rights; including the requirements of the Americans with Disabilities Act (ADA), Fair Housing Amendments, Air Carriers Access Act, Individuals with Disabilities Education Act, Section 504 and other pertinent laws and ordinances affecting access for people with disabilities. The incorporation and application of these requirements improves the quality of life for people with disabilities and their families as environmental and attitudinal barriers continue to diminish.

Disability Services continued to support the efforts of the Arlington Heights Commission for Citizens with Disabilities. The Disability Commission hosted an Employer Workshop meant to equip and encourage employers to hire persons with disabilities. The Commission has plans to host an Illinois Accessibility Code Workshop covering the requirements of accessible housing on April 8, 2014. The Commission will also co-sponsor the Citizens with Disabilities Day Carnival and participate in the annual Independence Day Parade. The Commission also plans to coordinate with the Board of Trustees in presenting the 6th annual Disability Employment Awareness Month Award. The award is given to a distinguished employer recognized for hiring and employing workers with disabilities. The Coordinator will continue to assist the Commission in researching potential programs and services that would be of benefit to citizens with disabilities in the community.

Environmental Health Services:

Staff met their requested inspection frequency for food establishments, swimming pools, and daycares in 2013. In addition to the routine inspections, staff conducted 93 seasonal food service inspections and 276 re-inspections to assure Code compliance. They also responded to over 448 nuisance complaints, conducting over 1040 inspections to assure compliance with Village ordinances. There was an increase in the number of mobile vendor and 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.

The number of cuts for the Weed & Grass Cutting Program increased by 15% this year. This is mainly attributed to the low cuts in 2012, due to the 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. Information about the programs were updated and provided for the Village web site, Village Hall, and Senior Center. A Document Destruction Event sponsored by SWANCC and staffed by Health Services was held at the Senior Center on September 21, 2013 at no cost for our residents. A total of 21,220 pounds of material was shred and recycled.

Human Services:

The HSC partnered with several local agencies to fill in the gaps in services throughout the community and continued to work closely as 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. Several new board members and volunteers were recruited this year.

The HSC served as a member of the Ready for School Program Steering Committee in order to offer children of low-income households in Arlington Heights school supplies, new clothes, haircuts, physicals, eyeglasses, dental and other necessary expenses that can be daunting for a family. The health fair, in conjunction with the backpack giveaway, offered much needed resources and information that can be invaluable to these families.

The HSC continued work on developing and expanding 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. In 2013 we recruited two dentists, one beauty salon, one auto repair shop, and a handyman.

Nursing Services:

Nursing Services continued to offer free or low cost health screening clinics at both the Village Hall and Senior Center. Nursing Services was able to re-establish the Community Partnership Immunization Clinic. This Clinic requires ongoing communication with the Center for Disease Control and Prevention (CDC). A robust Home Visit Program continues with homebound residents. Assessments and services to our residents have become more intense as they become more fragile due to increased age and declining conditions.

► **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.**

Environmental Health:

In 2013, staff conducted 15 inspections in response to possible foodborne illness outbreaks in our community.

Health Services continued to monitor the transmission of the West Nile Virus (WNV). In 2013, 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 one bird being positive for the WNV. There were 116 confirmed human cases of WNV and 11 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.

Staff attended two Illinois Environmental Health Association (IEHA) Conferences, Anderson Pest Control Public Health Summit, and two meetings with the Illinois Department of Public Health (IDPH) about changes to the State Food Code.

Disability Services:

The DSC attended two workshops including the 2013 Illinois Emergency Preparedness Summit regarding Medical Reserve Corps functions and the Whole Community Emergency Preparedness Conference pertaining to Disability inclusion for emergency preparedness and response planning.

Nursing Services:

Nursing Services maintained certifications in American Heart Association (AHA) CPR, First Aid Instruction Training, and IDPH vision & hearing screening. Seminars & presentations attended include the IPHA Immunization Conference, CDC Communicable Disease Conference, and various Medical Reserve Corps presentations held by `local communities.

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

Disability Services:

The Commission for Citizens with Disabilities hosted an Employer Workshop meant to encourage and equip employers to hire persons with disabilities. The panel of presenters included Robin Jones of the Great Lakes ADA Center in Chicago, Janice Duvall of Abilitiylinks.org and Mark Williams along with Ms. Pepper Curington of the Chicagoland Area Chamber of Commerce and Disability Works.

In commemoration of Disability Employment Awareness Month, the Commission for Citizens with Disabilities and Village Board awarded Mariano's of Arlington Heights the Commission's 2013 Disability Employment Awareness Award.

The Commission for Citizens with Disabilities co-sponsored the Citizens with Disabilities Day Carnival at the Frontier Days Festival. The Reserved Wheelchair Viewing Area with additional Reserved Parking spaces for persons with disabilities was available again at the Parade.

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

Environmental Health:

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 the mandated consumer advisory for eating undercooked foods, stickers and posters on food safety that operators can print for their businesses, the application form for temporary food events, tips on pest control, state forms, and other helpful food safety documents.

Environmental Health staff continued to publish a newsletter for all licensed food establishments, *FoodNews*. This newsletter provides guidance and tips for keeping operations in compliance with applicable Codes. Staff also provided food safety training to businesses and temporary food facilities when requested.

Human Services:

The HSC attended meetings of organizations such as The Lions Club, Salvation Army Service Extension, Chamber of Commerce, Rotary, Ready for School Steering Committee, Arlington Cares, NFP, Salvation Army Advisory Board, Ministerial Association, PEAR Program, and other community groups to keep the lines of communication open and provide venues for educating the community on what the Village offers.

The HSC attended webinars and social service workshops to learn about new programs and services available to the community and also met with Police Officers and other members of Village staff to help coordinate services between departments.

Nursing Services:

Current information regarding disease prevention and health lifestyle was provided at all Clinics and all Community Events such as Frontier Days, Mane Event, and the Not for Profit races held in Arlington Heights.

The Director of Building & Health Services became a charter member of the Cook County Department of Public Health's Advisory Council (CHAC), which is committed to improving the mental, physical, emotional, and social health of suburban Cook county residents consistent with CCDPH's mission, vision, and values. The CHAC will advise and make recommendations on the agency's strategic direction, which includes assisting CCDPH in remaining responsive to consumer and community health needs. Each CHAC member will serve a 2-year term with an option to renew their membership.

► **Continue to provide information and respond to resident's concerns regarding the solid waste and recycling programs.**

Environmental Health:

Staff prepared the annual Groot Solid Waste Program informational brochure, which is mailed to every household with a Groot account, provided updated information for the web site as needed, answered resident questions and concerns accurately and promptly.

Groot's material recovery facility was significantly upgraded in 2013 with renovations including new optical sorters. A new video of the recycling facilities was created that will be linked to the Village web site in early 2014.

► **Develop an Medical Reserve Corp (MRC) Volunteer Handbook and prepare a training calendar to facilitate face-to-face meetings with MRC volunteers.**

Disability Services:

The MRC Coordinator organized a walk-through of the emergency plan for mass dispensing at the point of distribution (POD). This included a face to face meeting with MRC Volunteers, personnel from Health Services, Board of Health members, Assistant Emergency Management Coordinator and Point of Distribution (POD) Facility Personnel. The MRC Coordinator began developing an MRC Volunteer Handbook to be used in conjunction at upcoming training events and orientation in 2014. To date, two Capacity Building Awards totaling $9,000 have been received from the National Association of County and City Health Officials (NACCHO).

2014-15 Goals and Objectives

► To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing opportunities to reduce spending.

► 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.

► Further grow and develop the Community Partnership Immunization Clinic ensuring good stewardship of expensive vaccines received by IDPH.

► Continue to educate and inform the public of the need for social services. Develop and improve programs and create new fundraising events and ideas to involve more of the public to help families in crisis.

HEALTH SERVICES (Continued)

Performance Measures

	Calendar Year		
	2011	2012	2013
1. Routine In-Service Food Service Inspections:			
High Risk	321	316	305
Medium Risk	252	256	256
Low Risk	77	77	67
Seasonal Inspections	69	84	93
Total Inspections	719	733	721
Total Re-Inspections	214	227	276
2. Routine Swimming Pool/Spa Inspections:			
Indoor Pools	294	302	295
Outdoor Pools	247	258	245
Total Inspections	541	560	540
3. Routine Day Care Inspections	31	28	28
4. Nursing In-Home Visits	2,424	2,063	2,034
5. Immunizations	1,256	921	*346
Influenza vaccine	1,265	907	881
*Immunization Clinic was closed Jan.- Aug. because of Federal funding cuts			
6. Clinic Services:			
Diabetic Screenings	126	140	111
INR	131	118	174
Injections	122	91	88
Blood Pressure Readings	2,602	2,884	3,117
Pulse Oximeter	1,993	2,501	2,643
Cholesterol Screenings	238	206	470
TB Skin Tests	324	267	**179
Community Events - blood pressure/body fat analysis	368	555	301
Total Clinical Services	5,904	6,762	7,083
** Due to a Nationwide shortage, we did not offer TB tests from May–Nov.			
7. New 9-1-1 Premise Alert Registrants – Disability Services	10	36	16
8. Park District Scholarship Program:			
Total Applications	153	197	145
Portion of applications for Children at Play (CAP)	24	35	31
9. Emergency Assistance Fund:			
Households Served	295	312	351
Total Expenditures	$50,713	$47,294	$43,438
10. Holiday Assistance Program – Total Households Served	117	87	86

OPERATION SUMMARY

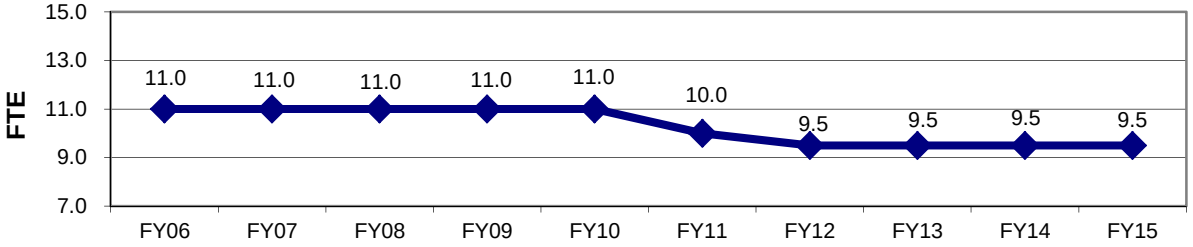
HEALTH SERVICES

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E	9.50	9.50	9.50	9.50	9.50	0.00	0.0%
Expenditures							
Personal Services	$1,171,606	$1,196,514	$1,254,200	$1,265,200	$1,306,900	$41,700	3.3%
Contractual Services	140,480	133,448	155,100	191,700	189,800	(1,900)	(1.0%)
Commodities	47,003	41,379	41,800	58,000	57,500	(500)	(0.9%)
Other Charges	82,059	79,139	95,600	98,100	93,600	(4,500)	(4.6%)
Capital Items	3,155	3,471	0	0	0	0	N/A
Total Expenditures	$1,444,303	$1,453,951	$1,546,700	$1,613,000	$1,647,800	$34,800	2.2%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$1,441,148	$1,450,480	$1,546,700	$1,613,000	$1,647,800	$34,800	2.2%
Capital Projects Fund	3,155	3,471	0	0	0	0	N/A
Total Expenditures	$1,444,303	$1,453,951	$1,546,700	$1,613,000	$1,647,800	$34,800	2.2%

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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-4502-523.10-01	Salaries	830,162	847,118	875,400	874,600	**907,000**	32,400	3.7%
101-4502-523.18-01	Temporary Help	8,311	9,242	9,000	15,900	**15,900**	0	0.0%
101-4502-523.18-05	Overtime Civilian	0	0	0	300	**300**	0	0.0%
	Salaries	**838,473**	**856,360**	**884,400**	**890,800**	**923,200**	**32,400**	**3.6%**
101-4502-523.19-01	Workers Compensation	15,100	15,600	16,100	16,100	**16,600**	500	3.1%
101-4502-523.19-05	Medical Insurance	154,300	147,500	162,500	162,500	**170,500**	8,000	4.9%
101-4502-523.19-10	IMRF	102,310	114,153	123,400	128,100	**126,400**	(1,700)	(1.3%)
101-4502-523.19-11	Social Security	49,727	50,935	54,900	54,800	**56,800**	2,000	3.6%
101-4502-523.19-12	Medicare	11,696	11,966	12,900	12,900	**13,400**	500	3.9%
	Fringe Benefits	**333,133**	**340,154**	**369,800**	**374,400**	**383,700**	**9,300**	**2.5%**
101-4502-523.20-25	Counseling Services	29,078	35,944	34,000	34,000	**34,000**	0	0.0%
101-4502-523.20-40	General Insurance	15,500	16,000	16,500	16,500	**17,300**	800	4.8%
101-4502-523.21-02	Equipment Maintenance	1,118	717	1,200	2,000	**2,000**	0	0.0%
101-4502-523.21-10	Property Maintenance	25,194	13,847	21,000	52,800	**52,800**	0	0.0%
101-4502-523.21-65	Other Services	4,827	3,723	4,000	5,000	**5,000**	0	0.0%
101-4502-523.22-02	Dues	1,504	897	2,000	2,400	**2,400**	0	0.0%
101-4502-523.22-03	Training	2,681	1,887	3,500	4,400	**4,400**	0	0.0%
101-4502-523.22-05	Postage	2,670	2,396	2,500	2,800	**2,900**	100	3.6%
101-4502-523.22-10	Printing	922	1,691	1,200	1,600	**1,600**	0	0.0%
101-4502-523.22-15	Photocopying	2,186	1,546	2,000	3,000	**2,000**	(1,000)	(33.3%)
101-4502-523.22-25	IT/GIS Service Charge	41,000	39,400	49,400	49,400	**46,200**	(3,200)	(6.5%)
101-4502-523.22-37	Vehicle/Equip Lease Charge	13,800	15,400	17,800	17,800	**19,200**	1,400	7.9%
	Contractual Services	**140,480**	**133,448**	**155,100**	**191,700**	**189,800**	**(1,900)**	**(1.0%)**
101-4502-523.30-01	Publications Periodicals	779	757	1,000	1,300	**1,300**	0	0.0%
101-4502-523.30-05	Office Supplies & Equip	5,356	5,966	6,000	7,000	**7,000**	0	0.0%
101-4502-523.30-35	Clothing	533	512	700	1,000	**1,000**	0	0.0%
101-4502-523.30-50	Petroleum Products	3,026	2,776	3,100	3,300	**2,800**	(500)	(15.2%)
101-4502-523.33-05	Other Supplies	1,036	819	1,000	1,500	**1,500**	0	0.0%
101-4502-523.33-10	Wellness Program Supplies	36,273	30,549	30,000	43,900	**43,900**	0	0.0%
	Commodities	**47,003**	**41,379**	**41,800**	**58,000**	**57,500**	**(500)**	**(0.9%)**
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	14,931	10,135	20,000	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	521	4	2,600	5,000	**500**	(4,500)	(90.0%)
101-4502-523.41-16	CAP Program	26,607	29,000	33,000	33,000	**33,000**	0	0.0%
	Other Charges	**82,059**	**79,139**	**95,600**	**98,100**	**93,600**	**(4,500)**	**(4.6%)**
	Total Health Services	**1,441,148**	**1,450,480**	**1,546,700**	**1,613,000**	**1,647,800**	**34,800**	**2.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-4502-523.10-01	Salaries	Salaries		874,600		907,000
101-4502-523.18-01	Temporary Help	Temporary Help (part-time nurses, holiday assistance, summer environmental health intern)		15,900		15,900
101-4502-523.18-05	Overtime	Overtime		300		300
		TOTAL SALARIES		**890,800**		**923,200**
FRINGE BENEFITS:						
101-4502-523.19-01	Workers' Compensation	Workers' Compensation Insurance		16,100		16,600
101-4502-523.19-05	Medical Insurance	Medical Insurance		162,500		170,500
101-4502-523.19-10	IMRF	IMRF		128,100		126,400
101-4502-523.19-11	Social Security	Social Security		54,800		56,800
101-4502-523.19-12	Medicare	Medicare		12,900		13,400
		TOTAL FRINGE BENEFITS		**374,400**		**383,700**
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		16,500		17,300
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	3,000		3,000	
		Water testing	500		500	
		Sign language Interpreting services	1,500	5,000	1,500	5,000
101-4502-523.22-02	Dues	Dues		2,400		2,400

HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		2,900
101-4502-523.22-10	Printing	Forms and reports		1,600		1,600
101-4502-523.22-15	Photocopying	Photocopies & supplies	2,000		1,000	
		Maintenance agreement Xerox 5150	1,000	3,000	1,000	2,000
101-4502-523.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		49,400		46,200
101-4502-523.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		17,800		19,200
		TOTAL CONTRACTUAL SERVICES		**191,700**		**189,800**
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		7,000		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)		3,300		2,800
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		**58,000**		**57,500**

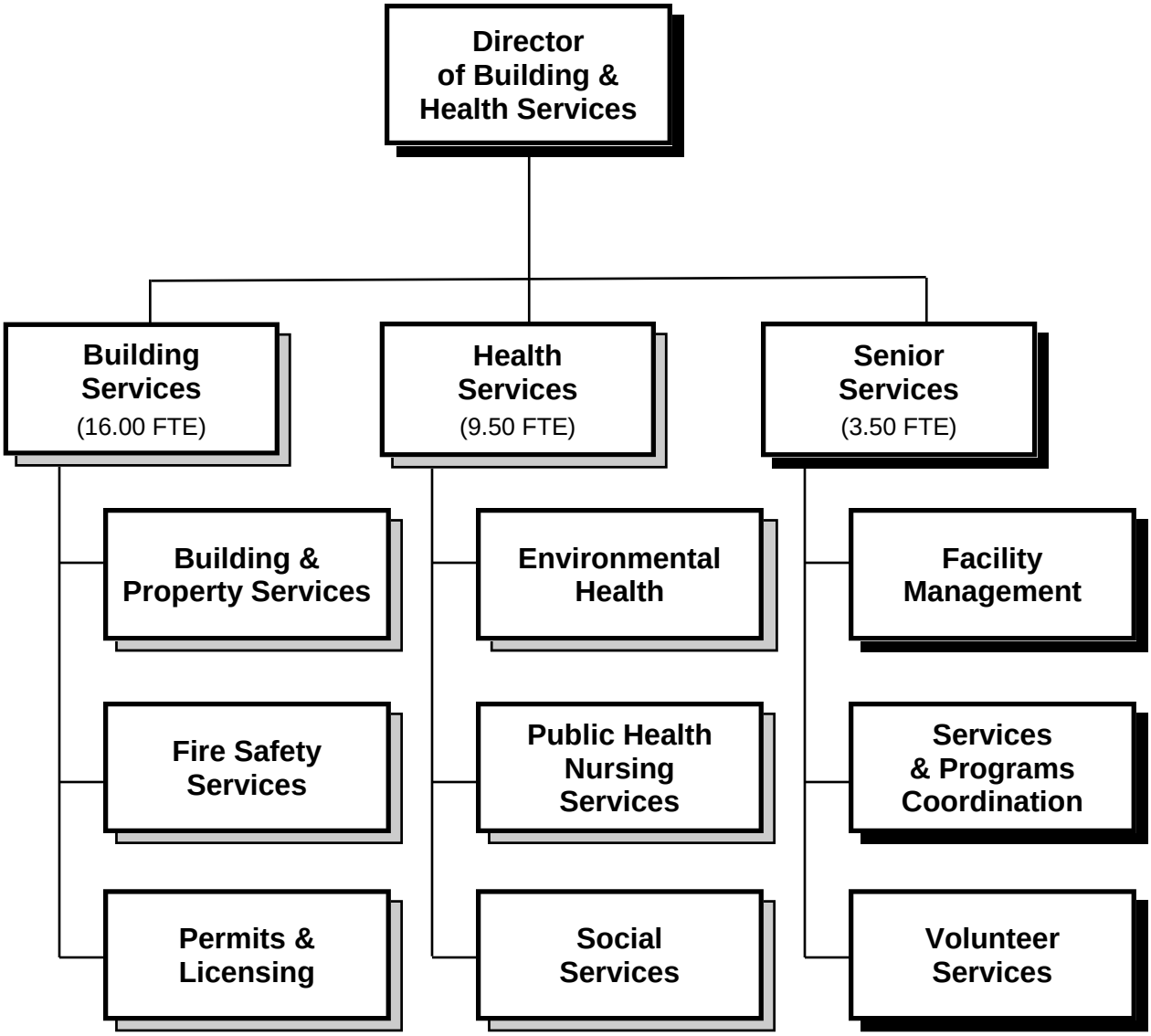
HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	5,000	500
101-4502-523.41-16	Children at Play	Grant to Children at Play Program - subsidy for low income residents	33,000	33,000
		TOTAL OTHER CHARGES	**98,100**	**93,600**
		TOTAL HEALTH SERVICES	**1,613,000**	**1,647,800**

BUILDING & HEALTH SERVICES (29.00 FTE)

ORGANIZATION STRUCTURE



SENIOR SERVICES

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.

2013-14 Status of Goals and Objectives

- **Complete reaccreditation process.** This is still in progress, with our committee established and the binder assembled. We anticipate it will be substantially completed by the close of the fiscal year.
- **Plan and implement a center-wide joint celebration for Senior Center's 30th Anniversary and reaccreditation.** A rough outline of the festivities is in place. Task force style planning will take place late spring 2014.
- **Conduct an overall review of our center-wide security measures.** This has been accomplished.
- **Establish a schedule for bi-monthly security and safety self-inspections.** This has been accomplished.
- **Evaluate staff competencies in technology and identify where additional training is needed.** Conveniently, nearly all staff received upgraded computer software. Two attended computer classes at the Arlington Heights Memorial Library. Three staff "self-taught" and shared results with other staff. Our Volunteer Coordinator worked with an Eagle Scout on an impressive project of self-guided tours around the Village Of Arlington Heights using cell phone scanners.
- **Update the Senior Center's brochures.** Several brochures were updated for accuracy. The original intent of this goal was to standardize all brochures, and this is in progress at present.
- **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.** The April meeting is scheduled to be at the Senior Center.
- **Distribute Senior Center brochure to all Village of Arlington Heights employees.** This will be done once that brochure has been completed.

- **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.** This was done and painting of the lower half of the walls was accomplished through Public Works.
- **Collect data on the pattern usage of the senior center.** This was done as part of the parking schedule.
- **Review programming schedule for parking problems.** A "snapshot" of programs was furnished to the Building and Health Department Director for further discussion with the Planning Department and Administration.

2014-15 Goals and Objectives

- To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing opportunities to reduce spending.
- Evaluate the Senior Center's Health programs to see if they are meeting the needs of the current and future senior residents.
- Stabilize the café's operations. Since the Senior Center opened in 1997, the café has been an integral part of the senior center's ambiance. As a volunteer operation with no staff assigned, it has been difficult to operate it as a quality program.
- Evaluate the Senior Center's Taxi program and make recommendations for change.
- Evaluate the Senior Center's storage needs and equipment.
- Expand the Senior Center's performing arts offerings.
- Evaluate the Senior Center's evening and weekend programming and make recommendations.

Performance Measures	Calendar Year		
	2011	2012	2013
1. Congregate Meals - Served by Community Catholic Charities	7,538	6,913	6,203
2. Home Delivered Meals - Served by Community Nutrition Network	19,006	23,138	28,146
3. Social Work Cases Opened	10,131	9,972	9,886
4. Recreation Participation - Attendance at Park District Programming at Senior Center	56,959	53,203 Dance Studio closed for two weeks for floor refinishing; Dance Studio and Athletic Club closed for 3 days for painting.	50,018
5. Number of Subsidized Rides Provided	2,057	1,312	467

OPERATION SUMMARY

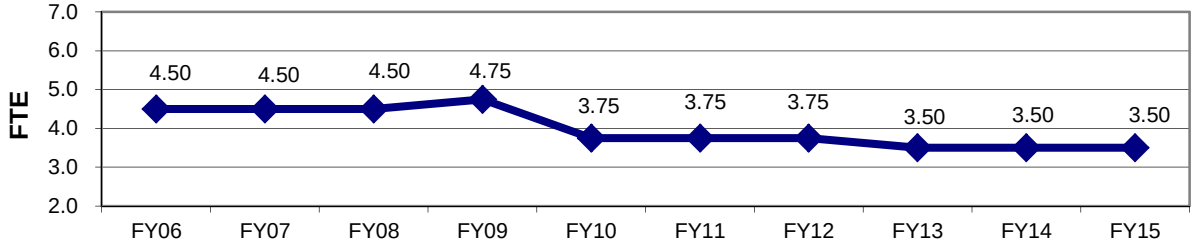
SENIOR SERVICES

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E	3.75	3.50	3.50	3.50	3.50	0.00	0.0%
Expenditures							
Personal Services	$316,691	$330,850	$359,900	$361,300	$377,600	$16,300	4.5%
Contractual Services	77,792	73,810	82,100	89,800	95,700	5,900	6.6%
Commodities	13,360	15,281	17,000	20,200	23,200	3,000	14.9%
Other Charges	4,573	3,237	5,000	5,000	3,500	(1,500)	(30.0%)
Capital Items	0	0	0	0	0	0	N/A
Total Expenditures	$412,416	$423,178	$464,000	$476,300	$500,000	$23,700	5.0%

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$412,416	$423,178	$464,000	$476,300	$500,000	$23,700	5.0%
Capital Projects Fund	0	0	0	0	0	0	N/A
Total Expenditures	$412,416	$423,178	$464,000	$476,300	$500,000	$23,700	5.0%

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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-4503-523.10-01	Salaries	252,565	262,676	283,600	283,600	**298,000**	14,400	5.1%
101-4503-523.18-01	Temporary Help	0	0	0	100	**100**	0	0.0%
	Salaries	**252,565**	**262,676**	**283,600**	**283,700**	**298,100**	**14,400**	**5.1%**
101-4503-523.19-01	Workers Compensation	500	500	500	500	**500**	0	0.0%
101-4503-523.19-05	Medical Insurance	17,300	17,000	19,500	19,500	**20,400**	900	4.6%
101-4503-523.19-10	IMRF	27,169	30,758	34,600	35,900	**35,800**	(100)	(0.3%)
101-4503-523.19-11	Social Security	15,526	16,141	17,600	17,600	**18,500**	900	5.1%
101-4503-523.19-12	Medicare	3,631	3,775	4,100	4,100	**4,300**	200	4.9%
	Fringe Benefits	**64,126**	**68,174**	**76,300**	**77,600**	**79,500**	**1,900**	**2.4%**
101-4503-523.20-40	General Insurance	8,900	9,200	9,500	9,500	**10,000**	500	5.3%
101-4503-523.21-02	Equipment Maintenance	5,003	2,978	5,000	6,200	**5,600**	(600)	(9.7%)
101-4503-523.21-65	Other Services	11,266	11,158	12,000	13,900	**13,800**	(100)	(0.7%)
101-4503-523.22-01	Advertising	0	0	0	0	**200**	200	N/A
101-4503-523.22-02	Dues	410	437	500	500	**500**	0	0.0%
101-4503-523.22-03	Training	611	47	400	500	**500**	0	0.0%
101-4503-523.22-05	Postage	649	1,321	1,800	1,800	**1,800**	0	0.0%
101-4503-523.22-10	Printing	52	36	0	0	**0**	0	N/A
101-4503-523.22-15	Photocopying	1,100	631	1,000	2,100	**2,100**	0	0.0%
101-4503-523.22-25	IT/GIS Service Charge	44,600	45,500	46,300	46,300	**52,200**	5,900	12.7%
101-4503-523.22-40	Taxi Service Subsidy	5,201	2,502	5,600	9,000	**9,000**	0	0.0%
	Contractual Services	**77,792**	**73,810**	**82,100**	**89,800**	**95,700**	**5,900**	**6.6%**
101-4503-523.30-05	Office Supplies & Equip	4,656	5,169	5,000	5,000	**4,800**	(200)	(4.0%)
101-4503-523.31-65	Other Equip & Supplies	8,704	10,112	12,000	15,200	**18,400**	3,200	21.1%
	Commodities	**13,360**	**15,281**	**17,000**	**20,200**	**23,200**	**3,000**	**14.9%**
101-4503-523.40-05	Grants	4,573	3,237	5,000	5,000	**3,500**	(1,500)	(30.0%)
	Other Charges	**4,573**	**3,237**	**5,000**	**5,000**	**3,500**	**(1,500)**	**(30.0%)**
	Total Senior Services	**412,416**	**423,178**	**464,000**	**476,300**	**500,000**	**23,700**	**5.0%**
	Total Building & Health Serv	**3,785,086**	**3,898,733**	**4,178,000**	**4,257,541**	**4,417,900**	**160,359**	**3.8%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-4503-523.10-01	Salaries	Salaries		283,600		298,000
101-4503-523.18-01	Temporary Help	Temporary Help		100		100
		TOTAL SALARIES		**283,700**		**298,100**
FRINGE BENEFITS:						
101-4503-523.19-01	Workers' Compensation	Workers' Compensation Insurance		500		500
101-4503-523.19-05	Medical Insurance	Medical Insurance		19,500		20,400
101-4503-523.19-10	IMRF	IMRF		35,900		35,800
101-4503-523.19-11	Social Security	Social Security		17,600		18,500
101-4503-523.19-12	Medicare	Medicare		4,100		4,300
		TOTAL FRINGE BENEFITS		**77,600**		**79,500**
CONTRACTUAL SERVICES:						
101-4503-523.20-40	General Insurance	Liability and property insurance		9,500		10,000
101-4503-523.21-02	Equipment Maintenance	Office, institutional equipment	400		400	
		Billiard table maintenance	2,000		2,000	
		Piano tuning	400		400	
		Defibrillator and other misc. equipment	400		0	
		Kitchen equipment repairs	3,000	6,200	2,800	5,600
101-4503-523.21-65	Other Services	Online support	900		800	
		Volunteer banquet-meal	6,900		7,600	
		Volunteer banquet entertainment	400		400	
		Classes & programs instructional fees	4,000		4,000	
		Other miscellaneous services	100		0	
		Employment assistance/coaching services for 50+	900		900	
		Intergenerational programs support services	700	13,900	100	13,800
101-4503-523.22-01	Advertising	Outreach/marketing/advertising for special programs		0		200
101-4503-523.22-02	Dues	Dues		500		500
101-4503-523.22-03	Training	Gerontology or Volunteer conference	400		400	
		Mileage	100	500	100	500
101-4503-523.22-05	Postage	General postage	1,500		1,500	
		Volunteer banquet postage	300	1,800	300	1,800
101-4503-523.22-15	Photocopying	Photocopies & supplies	1,000		1,000	
		Maintenance agreement Xerox 5135	1,100	2,100	1,100	2,100

SENIOR SERVICES

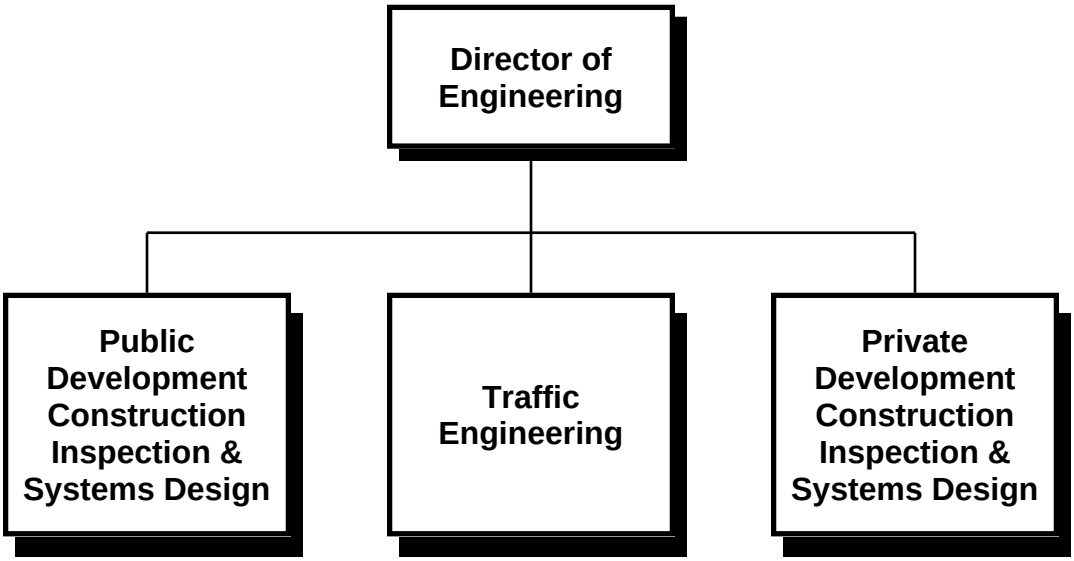
GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-4503-523.22-25	IT/GIS Service Charge	Information Technology service charge		46,300		52,200
101-4503-523.22-40	Taxi Service Subsidy	Taxi Service Subsidy Program		9,000		9,000
		TOTAL CONTRACTUAL SERVICES		**89,800**		**95,700**
COMMODITIES:						
101-4503-523.30-05	Office Supplies & Equip	General office supplies	4,200		4,100	
		Photo film for transportation	300		300	
		Software and software upgrades	200		100	
		Volunteer Banquet stationery	300	5,000	300	4,800
101-4503-523.31-65	Other Equip & Supplies	Small institutional and office equipment	900		800	
		Volunteer banquet awards, decorations and supplies	1,400		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		800	
		Classes & programs supplies	3,300		3,000	
		National Senior Fitness Day	800		600	
		Coffee service 25¢ discount for volunteers	600		600	
		Coffee service for approximately 40 meetings at Senior Center	400		400	
		Birthday cards for volunteers	300		300	
		Program supplies for intergenerational programs, interns, Eagle Scouts and local schools	800		1,000	
		Food purchases from private vendor for Café operation (offset by matching revenue) Budget Amendment for partial year	3,000	15,200	7,000	18,400
		TOTAL COMMODITIES		**20,200**		**23,200**
OTHER CHARGES:						
101-4503-523.40-05	Grants	Senior Health Insurance Program (SHIP) Grant		5,000		3,500
		TOTAL OTHER CHARGES		**5,000**		**3,500**
		TOTAL SENIOR SERVICES		**476,300**		**500,000**
		TOTAL BUILDING & HEALTH SERVICES		**4,257,541**		**4,417,900**

* Partial revenue returns specific to fees charged for these events are anticipated.

ENGINEERING (10.00 FTE)

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.

2013-14 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 2014 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 2013 street programs was inspected and the 2014 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.

- **Construction of the Northwest Highway/Davis Street/Arthur Avenue roadway improvement project.** Construction has been completed.

- **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.

2014-15 Goals and Objectives

- To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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 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

	FY2011	FY2012	FY2013
1. Private Development			
Number of Inspections:			
Pre-pour	651	748	491
Final	675	812	549
All Other	193	341	327
Total	1,519	1,901	1,367
Number of Service Requests	101	161	136
Number of Plan Reviews	1,760	2,120	1,736
Number of Plan Commissions	32	38	37
2. Public Development			
Miles of streets resurfaced	(1) 6.97	(3) 9.00	(4) 8.1
Miles of streets reconstructed	1.43	1.46	1.51
Miles of streets rehabilitated	.08	0.00	0.12
Linear feet of sidewalks replaced	32,824	43,559	39,791
Linear feet of curb and gutter replaced	58,627	48,438	59,542
3. Traffic Engineering			
Number of Traffic Inquiries:			
School	n/a	4	12
Stop Signs & Traffic Signals	n/a	21	15
Speed	n/a	15	4
Parking	n/a	16	9
Lighting	n/a	10	4
Sight Distance	n/a	12	9
General	n/a	n/a	26
Traffic Counts	n/a	51	34
Total Traffic Engineering	(2) n/a	129	113

(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 FY2011 is not consistent and is not shown above.

(3) Does not include 5,080 square yards Class C patching (concrete streets).

(4) Does not include 5,159 square yards Class C patching (concrete streets).

Performance Measures (cont.)

PLAN COMMISSION REVIEW TURNAROUND TIME

Plan Commission Review Turnaround Time * (working days)	FY2011			FY2012			FY2013		
	# Plan Comm. Reviews	% of Total		# Plan Comm. Reviews	% of Total		# Plan Comm. Reviews	% of Total	
0-5 Days	18	56%	72%	19	50%	74%	17	46%	65%
6-10 days	5	16%		9	24%		7	19%	
11-15 days	8	25%	28%	4	11%	26%	8	22%	35%
Over 15 days	1	3%		6	16%		5	14%	
Total Number of Plan Commission Reviews	**32**	**100%**		**38**	**100%**		**37**	**100%**	

* The anticipated turnaround time is 10 days. The review time can vary widely and is directly dependent on the complexity of the project.

PERMIT REVIEW TURNAROUND TIME

Permit Review Turnaround Time (working days)	FY2011		FY2012		FY2013	
	# Permits Completed	%	# Permits Completed	%	# Permits Completed	%
Same Day	509	29%	885	42%	534	31%
1 Day	521	30%	519	24%	320	18%
2 Days	320	18%	244	12%	242	14%
3 Days	269	15%	136	6%	169	10%
4 Days	80	5%	103	5%	157	9%
5 Days / +	61	3%	233	11%	314	18%
Total Number of Permit Reviews	**1,760**	**100%**	**2,120**	**100%**	**1,736**	**100%**

OPERATION SUMMARY

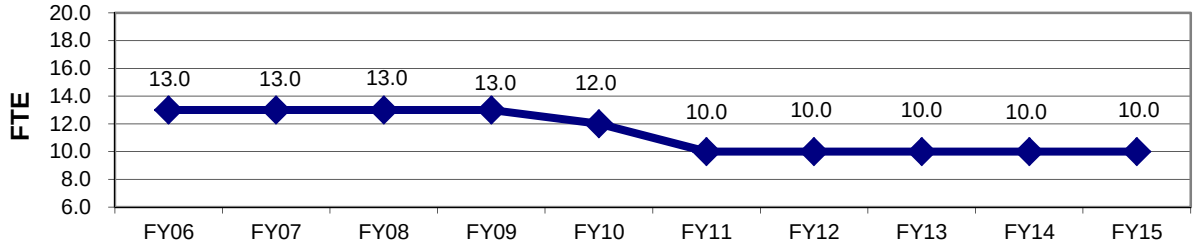
ENGINEERING

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 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	$1,293,740	$1,282,624	$1,380,500	$1,387,000	$1,444,100	$57,100	4.1%
Contractual Services	223,814	327,809	272,200	295,305	243,000	(52,305)	(17.7%)
Commodities	20,993	18,129	24,000	22,500	23,300	800	3.6%
Other Charges	0	0	0	0	0	0	N/A
Capital Items	5,499,392	6,791,980	10,613,800	11,980,944	6,505,000	(5,475,944)	(45.7%)
Total Expenditures	$7,037,939	$8,420,542	$12,290,500	$13,685,749	$8,215,400	($5,470,349)	(40.0%)

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$1,480,465	$1,506,392	$1,613,600	$1,618,600	$1,680,400	$61,800	3.8%
Motor Fuel Tax Fund	1,831,924	1,844,412	2,245,000	2,619,631	2,130,000	(489,631)	(18.7%)
Municipal Park Opr Fund	25,000	40,000	0	0	0	0	N/A
TIF IV	0	0	150,000	600,000	0	(600,000)	(100.0%)
Capital Projects Fund	3,462,359	4,785,461	7,298,000	7,538,495	4,005,000	(3,533,495)	(46.9%)
Flood Control V Fund	238,191	244,277	983,900	1,309,023	400,000	(909,023)	(69.4%)
Total Expenditures	$7,037,939	$8,420,542	$12,290,500	$13,685,749	$8,215,400	($5,470,349)	(40.0%)

STAFFING HISTORY



ENGINEERING

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-5001-524.10-01	Salaries	902,884	895,639	939,400	939,000	**974,600**	35,600	3.8%
101-5001-524.18-01	Temporary Help	18,063	16,766	25,500	25,500	**36,200**	10,700	42.0%
101-5001-524.18-05	Overtime Civilian	9,147	4,360	17,000	18,500	**19,000**	500	2.7%
	Salaries	**930,094**	**916,765**	**981,900**	**983,000**	**1,029,800**	**46,800**	**4.8%**
101-5001-524.19-01	Workers Compensation	35,000	36,100	37,200	37,200	**38,300**	1,100	3.0%
101-5001-524.19-05	Medical Insurance	142,700	134,900	147,300	147,300	**154,600**	7,300	5.0%
101-5001-524.19-10	IMRF	112,770	122,331	135,000	140,900	**139,100**	(1,800)	(1.3%)
101-5001-524.19-11	Social Security	55,215	54,711	60,000	59,500	**62,500**	3,000	5.0%
101-5001-524.19-12	Medicare	13,142	12,997	14,300	14,300	**15,000**	700	4.9%
101-5001-524.19-23	Automobile Allowance	4,820	4,820	4,800	4,800	**4,800**	0	0.0%
	Fringe Benefits	**363,647**	**365,859**	**398,600**	**404,000**	**414,300**	**10,300**	**2.5%**
101-5001-524.20-05	Professional Services	28,790	61,707	59,900	59,900	**57,000**	(2,900)	(4.8%)
101-5001-524.20-40	General Insurance	21,100	21,700	22,400	22,400	**23,500**	1,100	4.9%
101-5001-524.21-02	Equipment Maintenance	2,554	1,297	2,600	2,600	**1,700**	(900)	(34.6%)
101-5001-524.21-65	Other Services	7,935	9,977	12,100	12,100	**12,100**	0	0.0%
101-5001-524.22-02	Dues	2,354	2,147	3,100	3,100	**3,100**	0	0.0%
101-5001-524.22-03	Training	7,414	8,353	13,500	13,500	**13,500**	0	0.0%
101-5001-524.22-05	Postage	648	1,131	2,500	2,500	**2,500**	0	0.0%
101-5001-524.22-10	Printing	198	538	400	400	**400**	0	0.0%
101-5001-524.22-15	Photocopying	3,039	2,589	2,000	2,000	**2,000**	0	0.0%
101-5001-524.22-25	IT/GIS Service Charge	62,800	60,700	61,700	61,700	**64,800**	3,100	5.0%
101-5001-524.22-37	Vehicle/Equip Lease Charge	28,900	35,500	28,900	28,900	**32,400**	3,500	12.1%
	Contractual Services	**165,732**	**205,639**	**209,100**	**209,100**	**213,000**	**3,900**	**1.9%**
101-5001-524.30-01	Publications Periodicals	273	309	600	600	**700**	100	16.7%
101-5001-524.30-05	Office Supplies & Equip	4,835	4,281	4,700	4,700	**4,900**	200	4.3%
101-5001-524.30-20	Photographic Supplies	3,046	4,084	4,100	4,100	**3,500**	(600)	(14.6%)
101-5001-524.30-35	Clothing	931	1,128	1,200	1,200	**1,400**	200	16.7%
101-5001-524.30-50	Petroleum Products	8,718	5,523	9,800	8,300	**9,000**	700	8.4%
101-5001-524.31-85	Small Tools and Equipment	1,399	1,457	1,600	1,600	**1,700**	100	6.3%
101-5001-524.32-80	Books	70	194	600	600	**600**	0	0.0%
101-5001-524.33-05	Other Supplies	1,720	1,153	1,400	1,400	**1,500**	100	7.1%
	Commodities	**20,992**	**18,129**	**24,000**	**22,500**	**23,300**	**800**	**3.6%**
	Total Engineering	**1,480,465**	**1,506,392**	**1,613,600**	**1,618,600**	**1,680,400**	**61,800**	**3.8%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
101-5001-524.10-01	Salaries	Salaries		939,000		974,600
101-5001-524.18-01	Temporary Help	Temporary Help		25,500		36,200
101-5001-524.18-05	Overtime Civilian	Overtime Civilian		18,500		19,000
		TOTAL SALARIES		**983,000**		**1,029,800**
FRINGE BENEFITS:						
101-5001-524.19-01	Workers' Compensation	Workers' Compensation Insurance		37,200		38,300
101-5001-524.19-05	Medical Insurance	Medical Insurance		147,300		154,600
101-5001-524.19-10	IMRF	IMRF		140,900		139,100
101-5001-524.19-11	Social Security	Social Security		59,500		62,500
101-5001-524.19-12	Medicare	Medicare		14,300		15,000
101-5001-524.19-23	Automobile Allowance	Automobile Allowance		4,800		4,800
		TOTAL FRINGE BENEFITS		**404,000**		**414,300**
CONTRACTUAL SERVICES:						
101-5001-524.20-05	Professional Services	Documents prepared by a registered land surveyor	2,100		2,100	
		Paver Program Support	1,100		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	18,500		18,500	
		Other Consulting services	31,600		33,800	
		Application of Reclamite Rejuvenating Agent Budget Amendment	4,000		0	
		Prior Year Encumbrance Carryover	1,100	59,900	0	57,000
101-5001-524.20-40	General Insurance	Liability and property insurance		22,400		23,500
101-5001-524.21-02	Equipment Maintenance	Office and computer equipment	500		500	
		Traffic counters & survey levels	400		400	
		Nuclear density gauge	900		0	
		Radios and paging units	100		100	
		Color printer	700	2,600	700	1,700
101-5001-524.21-65	Other Services	Digitizing of records	1,400		1,400	
		Laboratory & blueprint services	400		400	
		Technical computer software	4,800		4,800	
		Contractual secretarial services	1,000		1,000	
		Cell phone charges	4,500	12,100	4,500	12,100

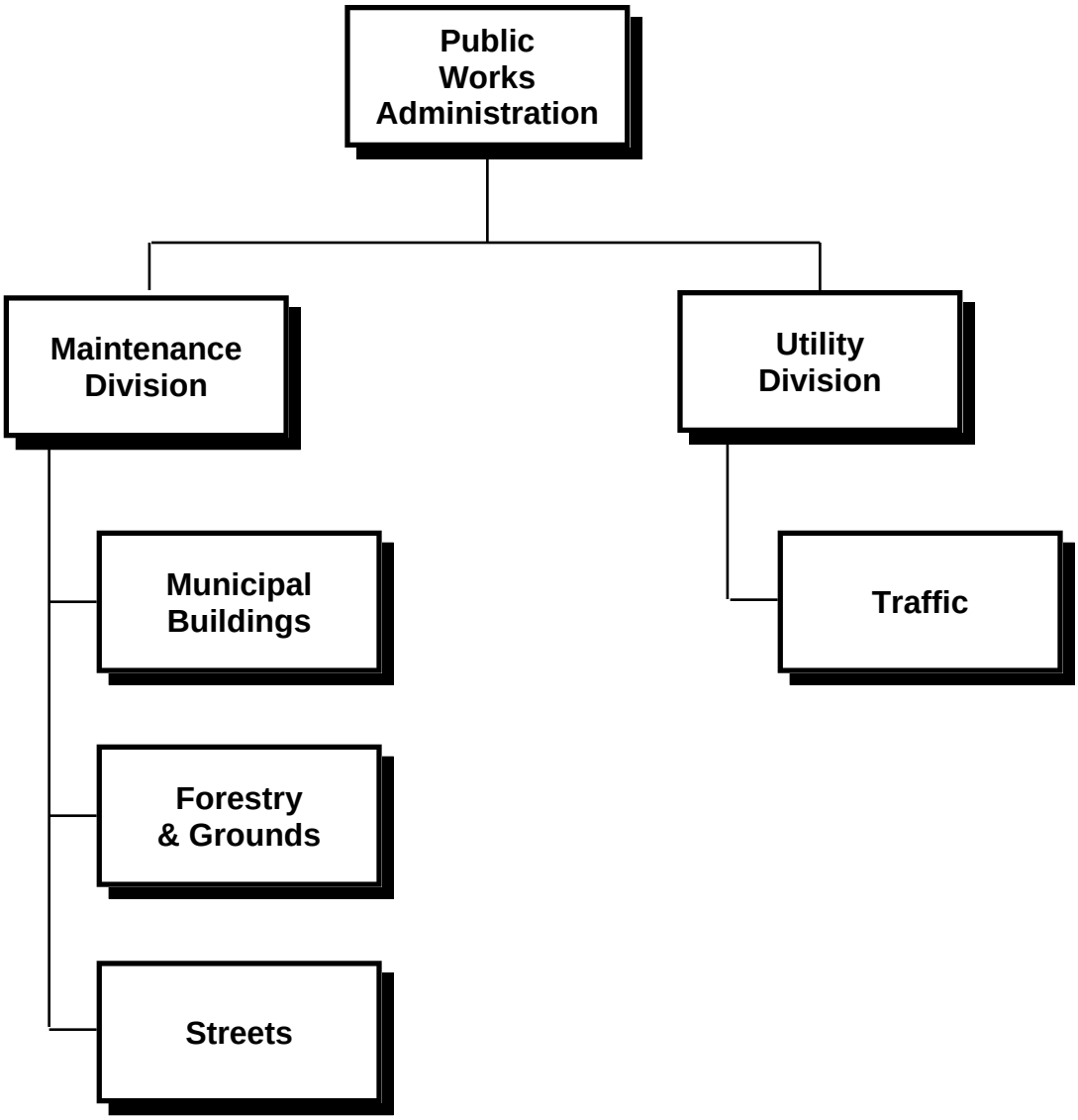
ENGINEERING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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	1,000	2,000	1,000	2,000
101-5001-524.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		61,700		64,800
101-5001-524.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		28,900		32,400
		TOTAL CONTRACTUAL SERVICES		**209,100**		**213,000**
COMMODITIES:						
101-5001-524.30-01	Publications/Periodicals	Miscellaneous publications		600		700
101-5001-524.30-05	Office Supplies & Equip	General office supplies		4,700		4,900
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		3,500
101-5001-524.30-35	Clothing	Rain gear, rubber boots, safety glasses, vests and hard hats		1,200		1,400
101-5001-524.30-50	Petroleum Products	Gasoline for department vehicle(s)		8,300		9,000
101-5001-524.31-85	Small Tools & Equip.	Field books, tapes, level rods, surveying equipment, miscellaneous		1,600		1,700
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
101-5001-524.33-05	Other Supplies & Equip	Supplies for traffic counters, computer equipment, marking paint, etc.		1,400		1,500
		TOTAL COMMODITIES		**22,500**		**23,300**
		TOTAL ENGINEERING		**1,618,600**		**1,680,400**

PUBLIC WORKS (93.50 FTE)

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. Due to the onset of the Emerald Ash Borer (EAB) infestation, the number of trees removed and replaced will increase dramatically for the next three years. The Unit oversees the planting and maintenance of 1,200 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.)

2013-14 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 increase in the number of annual special events, 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, stormwater pollution prevention, 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 "People's Choice" Ash Tree Treatment Program**. In 2013, 269 reimbursement requests were processed at a cost of $21,786. Over 2,200 parkway trees have now been treated through this program.

- **To continue the managed removal and replacement of Emerald Ash Tree Borer (EAB) public ash trees.** Approximately 2,400 public ash trees are expected to be removed in FY2014.

- **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, some thermoplastic pavement lane marking, HVAC maintenance, custodial services, paver brick maintenance, and 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 website.** Department staff participates in periodic updating of the Village's Web page. Three 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.** This task was completed in FY2014.

- **To begin the design and implementation of a paperless work management system to replace the outdated system presently in use.** In FY2014, the remaining work units will be entering daily job tickets and work activity codes directly into the computer for monthly and annual work summaries.

2014-15 Goals and Objectives

- To provide high quality service to our residents and businesses, while efficiently managing the Village's resources and implementing 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 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 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 website.
- ► 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 through to the point that field personnel can receive and close out work tickets electronically in the field.
- ► To continue the 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.

Performance Measures	Calendar Year		
	2011	2012	2013
1. Traffic Unit:			
Traffic Signal Repairs	145	124	114
Street Light Repairs	1,045	914	990
Building Circuit Repairs	673	955	585
Sign Maintenance	938	1,706	2,819
Pavement Striping	53,092	33,161	31,947
2. Street Unit:			
Snow Removal Cost	$862,708	$443,727	$1,213,497
Snow Removal Curb Miles	53,188	24,843	74,094
Street Sweeping Curb Miles	11,989	10,527	11,125
Asphalt Repairs (tons)	608	432	416
In-House Paving Program (tons)	4,020	5,497	6,290
In-House Paving Program (sq. yds.)	21,479	30,086	34,406
3. Forestry Unit:			
Parkway Trees Trimmed	5,011	4,616	7,055
Parkway Trees Removed	492	868	400
Parkway Restorations	302	364	1,804
EAB Reimbursements	0	1,334	269
EAB Inspections	161	589	90
EAB Trees Removed	336	668	1,300
4. Building Maintenance Unit:			
Work Orders Completed	653	530	469

OPERATION SUMMARY

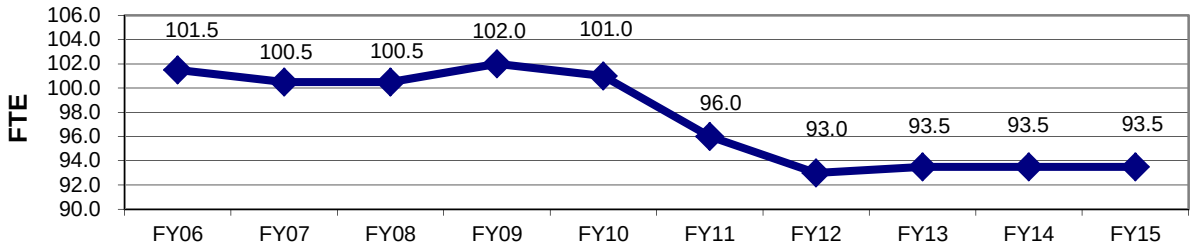
PUBLIC WORKS (Including Water Utilities & Fleet Services)

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	41.25	41.25	41.25	41.25	41.25	0.00	0.0%
Emerald Ash Borer Fund	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Water & Sewer Fund	40.25	40.75	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	93.00	93.50	93.50	93.50	93.50	0.00	0.0%
Expenditures							
Personal Services	$10,856,611	$11,421,354	$12,365,000	$12,491,200	$12,819,700	$328,500	2.6%
Contractual Services	9,225,683	8,734,404	10,313,400	10,330,765	10,657,200	326,435	3.2%
Commodities	2,213,165	2,618,427	2,922,700	2,945,614	3,194,200	248,586	8.4%
Other Charges	1,374,901	1,512,683	1,520,700	1,620,900	1,681,000	60,100	3.7%
Capital Items	3,717,714	3,479,549	8,931,500	10,072,272	8,418,100	(1,654,172)	(16.4%)
Total Expenditures	$27,388,074	$27,766,417	$36,053,300	$37,460,751	$36,770,200	($690,551)	(1.8%)

CROSS REFERENCE TO FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
General Fund	$9,791,491	$9,936,239	$11,538,900	$11,582,765	$12,186,200	$603,435	5.2%
MFT Fund	194,580	207,294	199,600	198,800	116,900	(81,900)	(41.2%)
Fire Academy Fund	50,576	0	0	0	0	0	N/A
Municipal Park Opr Fund	63,610	4,000	104,000	118,244	120,000	1,756	1.5%
Capital Projects Fund	547,289	398,762	922,000	975,285	616,000	(359,285)	(36.8%)
Flood Control V Fund	118,408	4,480	80,000	80,000	0	(80,000)	(100.0%)
Public Buildings Fund	135,611	24,286	25,000	306,326	275,000	(31,326)	(10.2%)
Emerald Ash Borer Fund	7,535	425,519	2,913,200	3,002,220	3,279,400	277,180	9.2%
Water & Sewer Fund	12,957,330	13,527,089	14,351,000	14,515,348	14,746,600	231,252	1.6%
A & E Fund	63,617	68,164	69,900	73,700	74,500	800	1.1%
Fleet Operations Fund	3,458,027	3,170,584	5,849,700	6,608,063	5,355,600	(1,252,463)	(19.0%)
Total Expenditures	$27,388,074	$27,766,417	$36,053,300	$37,460,751	$36,770,200	($690,551)	(1.8%)

STAFFING HISTORY



PUBLIC WORKS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-7101-531.10-01	Salaries	3,112,718	2,958,442	3,208,100	3,270,100	**3,343,800**	73,700	2.3%
101-7101-531.18-01	Temporary Help	63,067	60,245	69,900	69,900	**71,600**	1,700	2.4%
101-7101-531.18-05	Overtime Civilian	234,615	375,355	625,000	509,500	**522,200**	12,700	2.5%
101-7101-531.18-80	Special Detail	0	0	6,500	6,500	**6,700**	200	3.1%
	Salaries	**3,410,400**	**3,394,042**	**3,909,500**	**3,856,000**	**3,944,300**	**88,300**	**2.3%**
101-7101-531.19-01	Workers Compensation	338,000	348,100	358,500	358,500	**369,300**	10,800	3.0%
101-7101-531.19-05	Medical Insurance	612,900	636,700	671,600	671,600	**680,200**	8,600	1.3%
101-7101-531.19-10	IMRF	413,885	456,222	530,100	560,500	**537,900**	(22,600)	(4.0%)
101-7101-531.19-11	Social Security	203,824	206,084	235,600	239,100	**241,400**	2,300	1.0%
101-7101-531.19-12	Medicare	48,079	48,592	55,600	56,500	**57,000**	500	0.9%
	Fringe Benefits	**1,616,688**	**1,695,698**	**1,851,400**	**1,886,200**	**1,885,800**	**(400)**	**(0.0%)**
101-7101-531.20-05	Professional Services	11,057	7,553	15,000	15,000	**17,500**	2,500	16.7%
101-7101-531.20-40	General Insurance	92,300	95,100	97,900	97,900	**102,800**	4,900	5.0%
101-7101-531.21-01	Traffic Signal Maintenance	14,800	5,925	21,300	31,200	**32,000**	800	2.6%
101-7101-531.21-02	Equipment Maintenance	246,976	258,505	255,000	255,000	**261,100**	6,100	2.4%
101-7101-531.21-03	Radio Maintenance	0	0	1,000	1,000	**1,000**	0	0.0%
101-7101-531.21-11	Building Maintenance	238,676	241,249	286,400	293,807	**320,800**	26,993	9.2%
101-7101-531.21-15	Street and Sidewalk Maint	277,568	235,181	554,700	554,700	**556,400**	1,700	0.3%
101-7101-531.21-36	Equipment Rental	117,486	32,257	191,000	191,000	**199,700**	8,700	4.6%
101-7101-531.21-50	Utility Services	442,578	397,112	460,200	460,200	**467,100**	6,900	1.5%
101-7101-531.21-55	Tree Services	536,606	367,215	693,000	719,954	**703,400**	(16,554)	(2.3%)
101-7101-531.21-56	New Trees	0	0	500	500	**500**	0	0.0%
101-7101-531.21-62	Disposal Services	53,085	44,912	85,500	85,500	**95,500**	10,000	11.7%
101-7101-531.21-65	Other Services	77,362	199,565	113,000	113,000	**105,500**	(7,500)	(6.6%)
101-7101-531.22-02	Dues	6,188	6,803	5,600	5,200	**5,400**	200	3.8%
101-7101-531.22-03	Training	17,837	40,250	19,100	19,100	**19,400**	300	1.6%
101-7101-531.22-05	Postage	975	1,259	1,500	1,500	**1,500**	0	0.0%
101-7101-531.22-10	Printing	1,473	383	1,400	1,200	**1,200**	0	0.0%
101-7101-531.22-15	Photocopying	3,356	2,736	3,300	4,100	**3,300**	(800)	(19.5%)
101-7101-531.22-25	IT/GIS Service Charge	132,400	127,400	129,600	129,600	**141,600**	12,000	9.3%
101-7101-531.22-37	Vehicle/Equip Lease Charge	1,148,400	1,126,700	1,104,400	1,104,400	**1,334,400**	230,000	20.8%
101-7101-531.22-70	Telephone Services	258,203	209,646	199,500	199,500	**202,500**	3,000	1.5%
101-7101-531.22-75	Telephone Equipment Charge	1,150	8,017	17,500	17,500	**17,800**	300	1.7%
	Contractual Services	**3,678,476**	**3,407,768**	**4,256,400**	**4,300,861**	**4,590,400**	**289,539**	**6.7%**
101-7101-531.30-01	Publications Periodicals	787	777	1,000	1,000	**1,000**	0	0.0%
101-7101-531.30-05	Office Supplies & Equip	4,079	4,106	4,500	4,500	**4,700**	200	4.4%
101-7101-531.30-20	Photographic Supplies	400	644	500	500	**0**	(500)	(100.0%)
101-7101-531.30-35	Clothing	24,103	26,437	35,000	35,000	**35,000**	0	0.0%
101-7101-531.30-50	Petroleum Products	171,814	183,042	187,000	180,900	**173,700**	(7,200)	(4.0%)
101-7101-531.31-40	Agricultural Supplies	30,961	47,813	46,000	46,000	**46,700**	700	1.5%
101-7101-531.31-45	Janitorial Supplies	55,733	48,274	45,700	45,700	**48,500**	2,800	6.1%
101-7101-531.31-55	Building Supplies	69,952	71,491	77,200	77,200	**74,000**	(3,200)	(4.1%)
101-7101-531.31-65	Other Equip & Supplies	37,575	47,833	51,500	51,500	**51,500**	0	0.0%
101-7101-531.31-70	Traffic Signal Supplies	10,288	8,245	20,000	21,375	**21,000**	(375)	(1.8%)
101-7101-531.31-75	Street Light Supplies	70,348	98,809	75,000	91,580	**76,500**	(15,080)	(16.5%)
101-7101-531.31-80	Street Sign Supplies	36,670	54,138	49,900	56,149	**51,400**	(4,749)	(8.5%)
101-7101-531.31-85	Small Tools and Equipment	19,536	19,896	21,400	21,400	**20,000**	(1,400)	(6.5%)
101-7101-531.31-90	Street and Sidewalk Supplies	515,091	787,251	851,900	851,900	**1,105,900**	254,000	29.8%
101-7101-531.33-05	Other Supplies	38,590	39,975	55,000	55,000	**55,800**	800	1.5%
	Commodities	**1,085,927**	**1,438,731**	**1,521,600**	**1,539,704**	**1,765,700**	**225,996**	**14.7%**
	Total Public Works	**9,791,491**	**9,936,239**	**11,538,900**	**11,582,765**	**12,186,200**	**603,435**	**5.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
1355	Public Works Director	D63	1.00	1.00	
1365	Asst Director of Public Works	C52	1.00	1.00	
1367	Management Analyst	B31	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	1.00	1.00	
1455	Maintenance Mechanic I	P05	1.00	1.00	
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	
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15
SALARIES:						
101-7101-531.10-01	Salaries	Salaries		3,270,100		3,343,800
101-7101-531.18-01	Temporary Help	Temporary Help		69,900		71,600
101-7101-531.18-05	Overtime Civilian	Overtime Civilian		509,500		522,200
101-7101-531.18-80	Special Detail	Special Detail		6,500		6,700
		TOTAL SALARIES		**3,856,000**		**3,944,300**
FRINGE BENEFITS:						
101-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance		358,500		369,300
101-7101-531.19-05	Medical Insurance	Medical Insurance		671,600		680,200
101-7101-531.19-10	IMRF	IMRF		560,500		537,900
101-7101-531.19-11	Social Security	Social Security		239,100		241,400
101-7101-531.19-12	Medicare	Medicare		56,500		57,000
		TOTAL FRINGE BENEFITS		**1,886,200**		**1,885,800**
CONTRACTUAL SERVICES:						
101-7101-531.20-05	Professional Services	Consulting services, concrete testing and bid reviews	12,000		12,000	
		Storm warning	3,000	15,000	5,500	17,500
101-7101-531.20-40	General Insurance	Liability and property insurance		97,900		102,800
101-7101-531.21-01	Traffic Signal Maintenance	Repairs to controllers and opticom		31,200		32,000
101-7101-531.21-02	Equipment Maintenance	Maintenance of computers, terminals and modems	3,000		3,500	
		Maintenance of office equip., electrical testing equip., shop equip. and post straightening	3,500		3,500	
		Internet fee	2,800		2,800	
		Outside contractual repairs to all heating, air conditioning & mechanical systems, P.A. systems, 2-way radios, and Downtown Train Station camera maintenance	151,700		165,800	
		Emergency siren upgrade (traffic)	7,000		10,000	
		Elevator inspection & maintenance	30,000		18,000	
		Mechanical inspections & maintenance	6,000		6,000	
		Time clock maintenance	3,900		3,900	
		Senior Center Wood Shop equip. maint.	3,000		3,000	
		Fire extinguisher certification	7,200		7,200	
		Annual contractual maintenance of Harmony Park fountain	7,200		7,200	
		Landscape irrigation repairs & maintenance	20,200		20,200	
		Miscellaneous repairs	9,500	255,000	10,000	261,100

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-7101-531.21-03	Radio Maintenance	Maintenance of portable radios and pagers		1,000		1,000
101-7101-531.21-11	Building Maintenance	Custodial maintenance - contract	112,600		140,000	
		Contractual janitorial services - Historical Society buildings	4,750		8,100	
		Contractual janitorial services - train station	11,600		23,450	
		Contractual grounds maintenance	24,000		24,000	
		Miscellaneous cleaning services for carpet, windows, blinds	4,200		5,000	
		Outside contractual repairs to roofs, doors, windows, plumbing, generators, locks, painting and rental of small tools	98,950		98,950	
		Building inspections	5,300		5,300	
		Police firing range cleaning and lead compliance testing	25,000		16,000	
		Prior Year Encumbrance Carryover	7,407	293,807	0	320,800
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		50,050	
		Contractual landscape maintenance	136,000		136,050	
		Contractual plant replacement	29,000		29,000	
		Contractual grass care	88,200		88,250	
		Contractual street repairs	112,800		112,850	
		Pavement striping	42,000		43,500	
		Installation of bike route posts and signs	3,500	554,700	3,500	556,400
101-7101-531.21-36	Equipment Rental	Miscellaneous small tool rental	3,100		3,600	
		Miscellaneous equipment rental	20,200		20,200	
		Asphalt grinder & paver box rental for Limited In-House Paving Program	36,000		38,100	
		Debris & leaf hauling	118,900		125,000	
		Truck rental - snow hauling	12,800	191,000	12,800	199,700
101-7101-531.21-50	Utility Services	Rental of Com. Ed. Co. street lights	98,900		101,200	
		Electrical energy for Village owned street lights and traffic signals	138,100		140,400	
		Electric excess facilities & charges for usage of natural gas in excess of franchise agreement	223,200	460,200	225,500	467,100
101-7101-531.21-55	Tree Services	Tree trimming	306,800		308,880	
		Tree removals due to disease, accidents & disasters creating unsafe conditions	236,000		238,080	
		Tree planting - replacement of removed trees and filling of gaps but not including new development plantings	120,000		122,080	
		Emergency services, disease detection, landfill charges and stump removal	20,000		22,080	
		Damage replacement (reimbursable)	10,200		12,280	
		Prior Year Encumbrance Carryover	26,954	719,954	0	703,400
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 2013-14		Budget 2014-15	
101-7101-531.21-62	Disposal Services	Landfill charges (non-tree) and misc.	64,500		65,000	
		Leaf composting/wood chips	21,000		23,000	
		Trash service for PW & train station	0	85,500	7,500	95,500
101-7101-531.21-65	Other Services	Cell phone charges, special disposal services, miscellaneous services	21,400		21,400	
		Contractual trucking of ground and new asphalt - Limited In-House Paving Prog.	54,000		56,000	
		Maintenance for fire alarms for PW Center, Municipal Building, Police Building, Historical Society Buildings, Teen Center, Senior Center, train station and fire station	28,900		20,000	
		Misc. service calls & moving projects	1,600		1,800	
		Exterminating service	4,400		6,300	
		Train station trash service	2,700	113,000	0	105,500
101-7101-531.22-02	Dues	Dues		5,200		5,400
101-7101-531.22-03	Training	Street Unit:				
		APWA Snow Conference	1,700		1,700	
		APWA Suburban Snow & Ice	600		600	
		Misc. safety & training aids	150		150	
		Misc. seminars	300		300	
		Forestry Unit:				
		Int'l Society Arborists	1,700		1,700	
		Illinois Arborists Conference (5)	800		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	1,250		1,250	
		Administration:				
		APWA Annual Conference (1)	2,300		2,400	
		APWA Suburban Expo	700		700	
		Supv. training sessions (U of W)	2,100		2,300	
		In-service management training	300		300	
		Miscellaneous meeting expenses	300		300	
		Tuition reimbursement	250		250	
		Safety training materials - Federal requirement	1,500		1,500	
		Municipal Buildings Unit:				
		A/C controls operation/maintenance	2,700		2,700	
		APWA Suburban Expo	200		200	
		Safety and training aids	200	19,100	200	19,400
101-7101-531.22-05	Postage	Mailings		1,500		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		1,000	
		Maintenance agreement Xerox WC5645	2,100		2,100	
		Maintenance agreement Xerox 5135	200	4,100	200	3,300

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-7101-531.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		129,600		141,600
101-7101-531.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		1,104,400		1,334,400
101-7101-531.22-70	Telephone Services	Telephone charges for all service except for commissions	189,500		192,500	
		EOC phone lines	7,500		7,500	
		Telephone books and reverse directories	2,500	199,500	2,500	202,500
101-7101-531.22-75	Telephone Equip Charges	Miscellaneous equipment	8,200		8,400	
		Upgrade telephone equipment	9,300	17,500	9,400	17,800
		TOTAL CONTRACTUAL SERVICES		**4,300,861**		**4,590,400**
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		4,500		4,700
101-7101-531.30-20	Photographic Supplies	Film and processing		500		0
101-7101-531.30-35	Clothing	Uniform rental and cleaning	18,500		18,700	
		Boots, rainwear, gloves, and miscellaneous clothing	11,000		11,200	
		Safety glasses, goggles, hard hats, safety shoes, vests, lifting braces and confined space gear	5,500	35,000	5,100	35,000
101-7101-531.30-50	Petroleum Products	Gasoline for department vehicles		180,900		173,700
101-7101-531.31-40	Agricultural Supplies	Materials for parkway and landscape restoration and maintenance:				
		Black dirt	3,100		3,500	
		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		12,800	
		Landscape upgrades	16,400	46,000	16,500	46,700
101-7101-531.31-45	Janitorial Supplies	Custodial supplies not furnished by contract maintenance service, including paper products, soap, etc.		45,700		48,500
101-7101-531.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & repairs of Municipal Building		77,200		74,000
101-7101-531.31-65	Other Equip. & Supplies	Saw blades, batteries, hose and misc. parts & supplies for small equipment	49,900		49,900	
		Replacement blades for Senior Center Wood Shop	1,600	51,500	1,600	51,500
101-7101-531.31-70	Traffic Signal Supplies	Poles, components, etc.	20,000		21,000	
		Prior Year Encumbrance Carryover	1,375	21,375	0	21,000

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-7101-531.31-75	Street Light Supplies	Poles, fixtures, lamps & misc. materials	57,200		58,000	
		Damage replacement (reimbursable)	17,800		18,500	
		Prior Year Encumbrance Carryover	16,580	91,580	0	76,500
101-7101-531.31-80	Street Sign Supplies	Blank signs, reflective sheeting, letters, numbers, adhesives, & misc.	36,000		37,000	
		Materials for thermoplastic marking	5,000		6,000	
		Damage replacement (reimbursable)	3,000		3,000	
		School Speed Zone signage (bud amend)	4,900		4,900	
		Anti-Idling signs (budget amendment)	1,000		500	
		Prior Year Encumbrance Carryover	6,249	56,149	0	51,400
101-7101-531.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment		21,400		20,000
101-7101-531.31-90	Street & Sidewalk Supplies	Asphalt, gravel, sand, etc.	140,400		140,400	
		Asphalt, gravel, sand, etc. for Limited In-House Paving Program	300,000		300,000	
		Concrete	64,500		64,500	
		Rock salt	246,300		500,300	
		Liquid calcium chloride	85,000		85,000	
		Ice melt	6,800		6,800	
		Forming materials and lumber	2,600		2,600	
		Miscellaneous materials	6,300	851,900	6,300	1,105,900
101-7101-531.33-05	Other Supplies & Equip	Drafting supplies, marking paint, fire extinguishers, first aid supplies, screening materials and miscellaneous	15,200		15,200	
		Holiday decorations	28,000		28,200	
		Wreath & pole light replacement	10,000		10,600	
		Flags	1,800	55,000	1,800	55,800
		TOTAL COMMODITIES		**1,539,704**		**1,765,700**
		TOTAL PUBLIC WORKS		**11,582,765**		**12,186,200**

NON-OPERATING

NON-OPERATING

GENERAL FUND **EXPENDITURES**

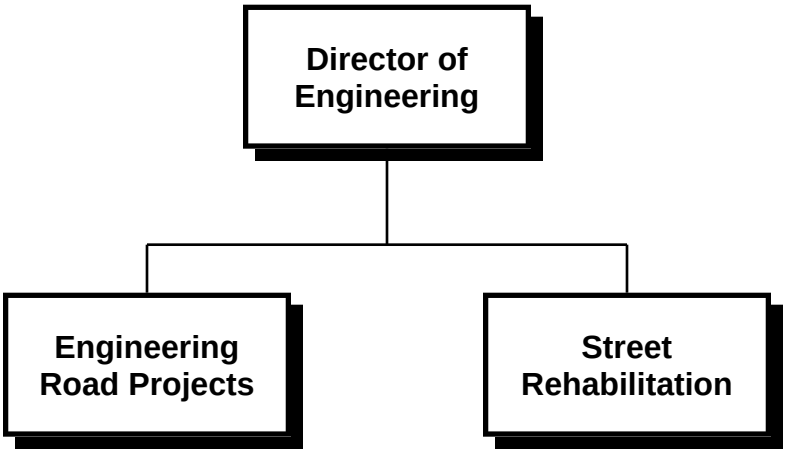
Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
101-9901-591.40-84	IMRF NPO Payoff	0	643,755	0	0	**0**	0	N/A
101-9901-591.40-89	Sales Tax Abatement	245,995	284,011	400,000	400,000	**400,000**	0	0.0%
101-9901-591.40-96	Operating Contingency	0	0	50,000	253,181	**332,500**	79,319	31.3%
	Other Charges	**245,995**	**927,766**	**450,000**	**653,181**	**732,500**	**79,319**	**12.1%**
101-9901-591.90-05	Operating Transfer Out	2,869,900	5,371,900	560,000	560,000	**360,000**	(200,000)	(35.7%)
	Non-Operating	**2,869,900**	**5,371,900**	**560,000**	**560,000**	**360,000**	**(200,000)**	**(35.7%)**
	Total Non-Operating	**3,115,895**	**6,299,666**	**1,010,000**	**1,213,181**	**1,092,500**	**(120,681)**	**(9.9%)**
	Total General Fund	**63,531,600**	**68,097,052**	**67,310,600**	**67,955,262**	**69,887,100**	**1,931,838**	**2.8%**

NON-OPERATING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
101-9901-591.40-89	Sales Tax Abatements	Sales tax abatement - Lowes/Rohrman Auto		400,000		400,000
101-9901-591.40-96	Operating Contingency	Operating Contingency		253,181		332,500
		TOTAL OTHER CHARGES		**653,181**		**732,500**
NON-OPERATING:						
101-9901-591.90-05	Operating Transfer Out	Operating Transfer Out				
		To fund Health Insurance (contingency)	360,000		360,000	
		To Fleet Fund (Laseke estate donation)	200,000	560,000	0	360,000
		TOTAL NON-OPERATING		**560,000**		**360,000**
		TOTAL NON-OPERATING EXPENDITURES		**1,213,181**		**1,092,500**
		TOTAL GENERAL FUND		**67,955,262**		**69,887,100**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$1,861,270	$1,788,348	$1,809,900	$1,809,900	**$1,809,900**	$0	0.0%
Intergovernmental	334,139	334,139	334,100	334,100	**334,100**	0	0.0%
Interest Income	318	700	100	100	**500**	400	400.0%
Total Revenues	**$2,195,727**	**$2,123,187**	**$2,144,100**	**$2,144,100**	**$2,144,500**	**$400**	**0.0%**
Interfund Transfers In	0	0	397,510	397,510	**0**	(397,510)	(100.0%)
Total Revenues and Interfund Transfers In	**$2,195,727**	**$2,123,187**	**$2,541,610**	**$2,541,610**	**$2,144,500**	**($397,110)**	**(15.6%)**
Expenditures							
Contractual Services	$32,414	$18,948	$30,000	$53,120	**$30,000**	($23,120)	(43.5%)
Capital Items	1,994,090	2,032,758	2,414,600	2,765,311	**2,216,900**	(548,411)	(19.8%)
Total Expenditures	**$2,026,504**	**$2,051,706**	**$2,444,600**	**$2,818,431**	**$2,246,900**	**($571,531)**	**(20.3%)**
Revenues over (under) Expenditures	**$169,223**	**$71,481**	**$97,010**	**($276,821)**	**($102,400)**	**$174,421**	**(63.0%)**
BEGINNING FUND BALANCE	**1,068,101**	**1,237,324**	**1,308,805**	**1,308,805**	**1,405,815**	**97,010**	**7.4%**
ENDING FUND BALANCE	**$1,237,324**	**$1,308,805**	**$1,405,815**	**$1,031,984**	**$1,303,415**	**$271,431**	**26.3%**

MOTOR FUEL TAX FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
211-0000-403.20-00	Motor Fuel Tax Allotment	1,861,270	1,788,348	1,809,900	1,809,900	**1,809,900**	0	0.0%
	Intergovernmental Taxes	**1,861,270**	**1,788,348**	**1,809,900**	**1,809,900**	**1,809,900**	**0**	**0.0%**
211-0000-411.55-00	State Grant	334,139	334,139	334,100	334,100	**334,100**	0	0.0%
	Intergovernmental	**334,139**	**334,139**	**334,100**	**334,100**	**334,100**	**0**	**0.0%**
211-0000-461.02-00	Interest on Investments	318	700	100	100	**500**	400	400.0%
	Interest Income	**318**	**700**	**100**	**100**	**500**	**400**	**400.0%**
211-0000-491.05-00	Operating Transfer In	0	0	397,510	397,510	**0**	(397,510)	(100.0%)
	Other Financing Sources	**0**	**0**	**397,510**	**397,510**	**0**	**(397,510)**	**(100.0%)**
	Total MFT Fund	**2,195,727**	**2,123,187**	**2,541,610**	**2,541,610**	**2,144,500**	**(397,110)**	**(15.6%)**

MOTOR FUEL TAX FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
211-5001-571.20-05	Professional Services	32,414	18,948	30,000	53,120	**30,000**	(23,120)	(43.5%)
	Contractual Services	**32,414**	**18,948**	**30,000**	**53,120**	**30,000**	**(23,120)**	**(43.5%)**
211-5001-571.50-40	MFT Programs	1,799,510	1,825,464	2,215,000	2,566,511	**2,100,000**	(466,511)	(18.2%)
	Capital Outlay	**1,799,510**	**1,825,464**	**2,215,000**	**2,566,511**	**2,100,000**	**(466,511)**	**(18.2%)**
	Total Engineering	**1,831,924**	**1,844,412**	**2,245,000**	**2,619,631**	**2,130,000**	**(466,511)**	**(18.7%)**

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
211-7101-571.50-40	MFT Programs	194,580	207,294	199,600	198,800	**116,900**	(81,900)	(41.2%)
	Capital Outlay	**194,580**	**207,294**	**199,600**	**198,800**	**116,900**	**(81,900)**	**(41.2%)**
	Total Public Works	**194,580**	**207,294**	**199,600**	**198,800**	**116,900**	**(81,900)**	**(41.2%)**
	Total MFT Fund	**2,026,504**	**2,051,706**	**2,444,600**	**2,818,431**	**2,246,900**	**(548,411)**	**(20.3%)**

ENGINEERING 5001

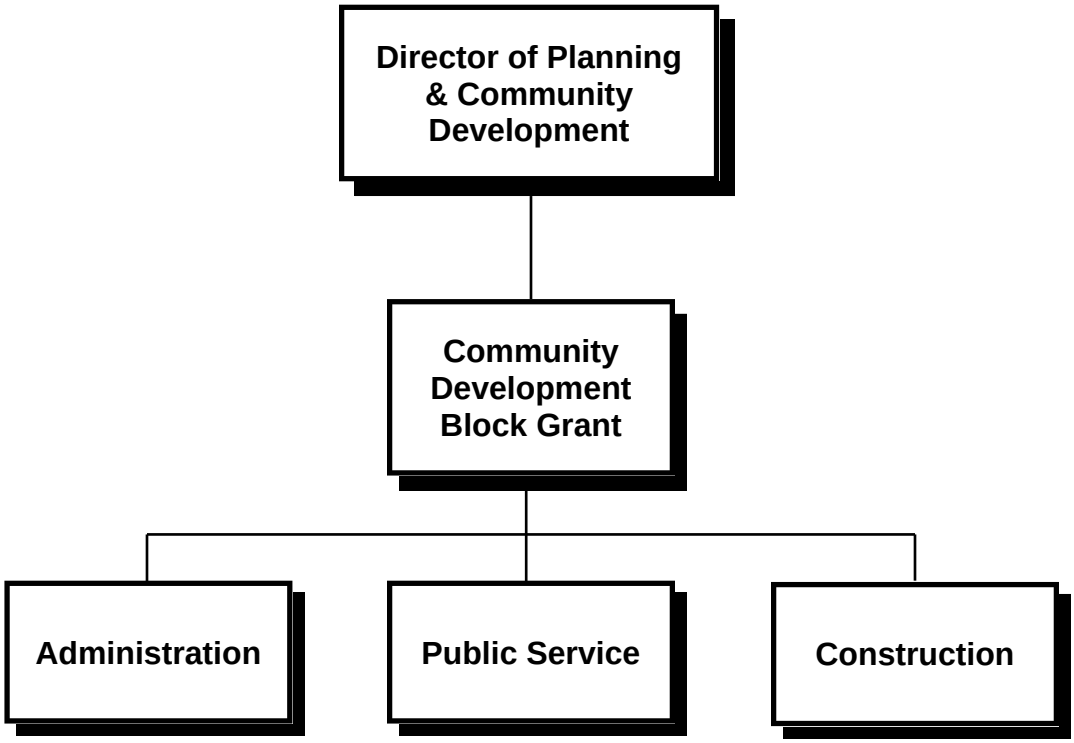
Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
211-5001-571.20-05	Professional Services	Survey work for Street Rehabilitation Program (ST9009)	45,000		30,000	
		Prior Year Encumbrance Carryover	8,120	53,120	0	30,000
		TOTAL CONTRACTUAL SERVICES		**53,120**		**30,000**
CAPITAL OUTLAY:						
211-5001-571.50-40	MFT Programs	Street Rehabilitation Program (ST9009)	2,000,000		2,100,000	
		Prior Year Encumbrance Carryover	2,001		0	
		Budget Amendment	397,510	2,399,511	0	2,100,000
		Algonquin Road Street Lighting (ST0912)		167,000		0
		TOTAL CAPITAL OUTLAY		**2,566,511**		**2,100,000**
		TOTAL ENGINEERING		**2,619,631**		**2,130,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
211-7101-571.50-40	MFT Programs	Contract maintenance of traffic signal controllers on IDOT and CCHD roadways (SG0302)	113,800	116,900
		Pavement Crack Sealing Program (ST9201)	85,000	0
		TOTAL CAPITAL OUTLAY	**198,800**	**116,900**
		TOTAL PUBLIC WORKS	**198,800**	**116,900**
		TOTAL MOTOR FUEL TAX FUND	**2,818,431**	**2,246,900**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Intergovernmental	$338,235	$199,884	$294,256	$318,256	**$397,591**	$79,335	24.9%
Other	24,009	79,040	74,000	50,000	**50,000**	0	0.0%
Total Revenues	**$362,244**	**$278,924**	**$368,256**	**$368,256**	**$447,591**	**$79,335**	**21.5%**
Expenditures							
Personal Services	$53,227	$56,045	$56,000	$56,000	**$57,650**	$1,650	2.9%
Other Charges	159,017	72,879	162,256	162,256	**239,941**	77,685	47.9%
Total Expenditures	**$212,244**	**$128,924**	**$218,256**	**$218,256**	**$297,591**	**$79,335**	**36.3%**
Interfund Transfers Out	150,000	150,000	150,000	150,000	**150,000**	0	0.0%
Total Expenditures and Interfund Transfers Out	**$362,244**	**$278,924**	**$368,256**	**$368,256**	**$447,591**	**$79,335**	**21.5%**
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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
215-0000-411.40-00	CDBG Allotment - Current YR	175,600	199,884	226,756	250,756	**250,756**	0	0.0%
215-0000-411.45-00	CDBG Allotment - Prior YR	130,503	0	67,500	67,500	**146,835**	79,335	117.5%
215-0000-411.47-00	CDBG-R Allotment - Current YR	32,132	0	0	0	**0**	0	N/A
	Intergovernmental Revenue	**338,235**	**199,884**	**294,256**	**318,256**	**397,591**	**79,335**	**24.9%**
215-0000-484.92-00	Project Income	24,009	79,040	74,000	50,000	**50,000**	0	0.0%
	Special Operations	**24,009**	**79,040**	**74,000**	**50,000**	**50,000**	**0**	**0.0%**
	Total CDBG Fund	**362,244**	**278,924**	**368,256**	**368,256**	**447,591**	**79,335**	**21.5%**

CDBG FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
215-4001-522.10-01	Salaries	53,227	56,045	56,000	56,000	**57,650**	1,650	2.9%
	Salaries	**53,227**	**56,045**	**56,000**	**56,000**	**57,650**	**1,650**	**2.9%**
	Total Planning	**53,227**	**56,045**	**56,000**	**56,000**	**57,650**	**1,650**	**2.9%**

CDBG FUND

EXPENDITURES

CDBG Program 4101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
215-4101-522.41-01	Single Family Rehab	82,209	30,762	113,656	113,656	**125,000**	11,344	10.0%
215-4101-522.41-02	CDBG Administration	2,500	1,837	2,500	2,500	**2,500**	0	0.0%
215-4101-522.41-03	Group/Trans Housing Rehab	0	0	0	0	**63,726**	63,726	N/A
215-4101-522.41-04	Resources for Comm Living	1,220	1,165	2,000	2,000	**2,200**	200	10.0%
215-4101-522.41-15	Child Day Care (CEDA)	16,271	15,135	17,300	17,300	**17,765**	465	2.7%
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	1,220	1,165	2,000	2,000	**2,000**	0	0.0%
215-4101-522.41-44	Suburban Prim Health Care	8,300	7,725	8,800	8,800	**9,150**	350	4.0%
215-4101-522.41-48	Journeys The Road Home	1,830	1,740	3,000	3,000	**3,200**	200	6.7%
215-4101-522.41-52	WINGS Program	1,640	1,560	2,500	2,500	**2,700**	200	8.0%
215-4101-522.41-54	Dist 214 ESL Program	1,220	1,165	1,500	1,500	**1,500**	0	0.0%
215-4101-522.41-60	Youth Outreach	1,435	1,350	0	0	**0**	0	N/A
215-4101-522.41-62	Escorted Transportation Services	1,220	1,165	2,000	2,000	**2,200**	200	10.0%
215-4101-522.41-68	Northwest CASA	410	400	1,000	1,000	**1,500**	500	50.0%
215-4101-522.41-70	Faith Community Homes	410	400	1,000	1,000	**1,500**	500	50.0%
	Other Charges	**124,885**	**70,569**	**162,256**	**162,256**	**239,941**	**77,185**	**47.9%**
	Total CDBG Program	**124,885**	**70,569**	**162,256**	**162,256**	**239,941**	**77,435**	**47.9%**

CDBG-R Program 4102

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
215-4102-522.41-64	EEA&R - Group/Trans Housing	30,132	2,310	0	0	**0**	0	N/A
215-4102-522.41-66	EEA&R - Residential	4,000	0	0	0	**0**	0	N/A
	Other Charges	**34,132**	**2,310**	**0**	**0**	**0**	**0**	**N/A**
	Total CDBG-R Program	**34,132**	**2,310**	**0**	**0**	**0**	**0**	**N/A**

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ 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	**362,244**	**278,924**	**368,256**	**368,256**	**447,591**	**79,085**	**21.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
1245	Planner II	C42	0.50	0.50	
	Total F-T-E		**0.50**	**0.50**	**0.00**

Planning Department
Cross Reference to All Funds

Fund		Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 4001

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
SALARIES:				
215-4001-522.10-01	Salaries	Salaries	56,000	57,650
		TOTAL SALARIES	**56,000**	**57,650**
		TOTAL PLANNING	**56,000**	**57,650**

CDBG PROGRAM 4101

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	113,656	125,000
215-4101-522.41-02	CDBG Admin/Audit	Audit, legal ads, misc. costs	2,500	2,500
215-4101-522.41-03	Group/Trans Housing Rehab	Group Residence/Transitional Housing Rehab Grant Program	0	63,726
215-4101-522.41-04	Resources for Comm Living	Shared housing for special populations	2,000	2,200
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	17,300	17,765
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	2,000	2,000
215-4101-522.41-44	Sub Prim Health Care	Grant to Suburban Primary Health Care Council - Access to Care Program	8,800	9,150
215-4101-522.41-48	Journeys The Road Home	Journeys The Road Home Homeless services	3,000	3,200
215-4101-522.41-52	WINGS Program	Traditional Housing and Safe House	2,500	2,700
215-4101-522.41-54	Dist. 214 ESL Program	District 214 Beginning English as a Second Language Program	1,500	1,500

CDBG PROGRAM (cont.) 4101

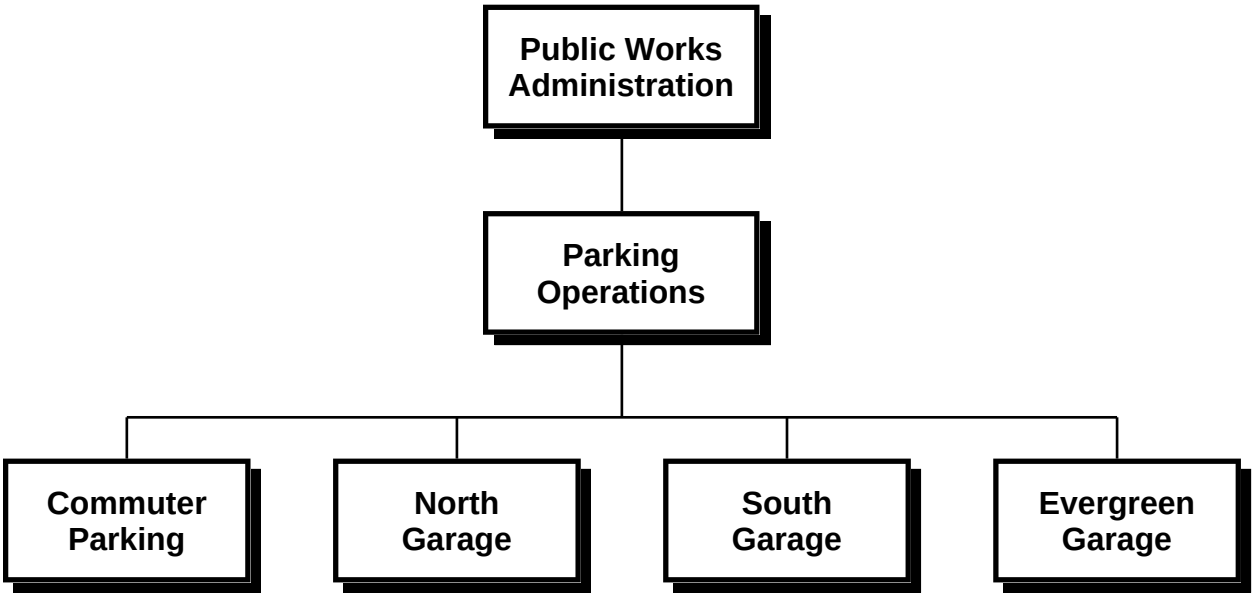
Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
215-4101-522.41.62	Escorted Transport Serv	Medical Transportation for Seniors	2,000	2,200
215-4101-522.41-68	Northwest CASA	Sexual assault counseling, crisis intervention and advocacy	1,000	1,500
215-4101-522.41-70	Faith Community Homes	Supportive housing	1,000	1,500
		TOTAL OTHER CHARGES	**162,256**	**239,941**
		TOTAL CDBG PROGRAM	**162,256**	**239,941**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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	**368,256**	**447,591**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Fees	944,672	1,022,554	1,012,500	991,200	**1,012,500**	21,300	2.1%
Fines	89,751	68,645	70,000	70,000	**70,000**	0	0.0%
Interest Income	22,501	17,687	12,000	16,000	**12,000**	(4,000)	(25.0%)
Total Revenues	**$1,056,924**	**$1,108,886**	**$1,094,500**	**$1,077,200**	**$1,094,500**	**$17,300**	**1.6%**
Expenditures							
Personal Services	$445,408	$443,723	$466,400	$459,400	**$497,500**	$38,100	8.3%
Contractual Services	270,485	287,281	317,100	293,300	**320,900**	27,600	9.4%
Commodities	61,449	49,820	91,600	71,047	**98,700**	27,653	38.9%
Other Charges	329,200	345,700	322,900	322,900	**326,100**	3,200	1.0%
Capital Items	88,610	44,000	104,000	118,244	**120,000**	1,756	1.5%
Total Expenditures	**$1,195,152**	**$1,170,524**	**$1,302,000**	**$1,264,891**	**$1,363,200**	**$98,309**	**7.8%**
Revenues over (under) Expenditures	**($138,228)**	**($61,638)**	**($207,500)**	**($187,691)**	**($268,700)**	**($81,009)**	**43.2%**
BEGINNING FUND BALANCE	**4,600,231**	**4,462,003**	**4,400,365**	**4,400,365**	**4,192,865**	**(207,500)**	**(4.7%)**
ENDING FUND BALANCE	**$4,462,003**	**$4,400,365**	**$4,192,865**	**$4,212,674**	**$3,924,165**	**($288,509)**	**(6.8%)**

MUNICIPAL PARKING FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-0000-435.54-00	Parking Lot A Daily Fees	21,255	20,724	21,000	22,000	**21,000**	(1,000)	(4.5%)
235-0000-435.60-00	Parking Lot E Daily Fees	8,859	8,295	9,000	9,000	**9,000**	0	0.0%
235-0000-435.64-01	Municipal Garage Daily Fees	10,307	11,454	12,000	12,400	**12,000**	(400)	(3.2%)
235-0000-435.64-02	Vail Street Gar Daily Fees	35,006	36,589	37,000	50,000	**37,000**	(13,000)	(26.0%)
235-0000-435.64-03	North Garage Daily Fees	49,006	53,335	55,000	55,000	**55,000**	0	0.0%
235-0000-435.65-02	Vail Street Gar Monthly Fees	317,084	374,269	360,000	334,000	**360,000**	26,000	7.8%
235-0000-435.65-03	North Garage Monthly Fees	317,094	337,309	330,000	315,000	**330,000**	15,000	4.8%
235-0000-435.66-00	Parking Lot P Daily Fees	39,418	38,802	40,000	40,100	**40,000**	(100)	(0.2%)
235-0000-435.68-00	Parking Lot S Daily Fees	55,000	55,577	56,000	61,600	**56,000**	(5,600)	(9.1%)
235-0000-435.70-00	Parking Lot T Daily Fees	534	499	500	100	**500**	400	400.0%
235-0000-435.72-00	Evergreen Garage "U Fees"	88,185	82,101	88,000	88,000	**88,000**	0	0.0%
235-0000-435.74-00	Parking Lot O Daily Fees	2,924	3,600	4,000	4,000	**4,000**	0	0.0%
	Parking Fees	**944,672**	**1,022,554**	**1,012,500**	**991,200**	**1,012,500**	**21,300**	**2.1%**
235-0000-441.15-00	Parking Fines	89,751	68,645	70,000	70,000	**70,000**	0	0.0%
	Fines	**89,751**	**68,645**	**70,000**	**70,000**	**70,000**	**0**	**0.0%**
235-0000-461.02-00	Interest on Investments	18,183	11,366	12,000	16,000	**12,000**	(4,000)	(25.0%)
235-0000-462.10-00	Market Value Adjustments	4,318	6,321	0	0	**0**	0	N/A
	Interest Income	**22,501**	**17,687**	**12,000**	**16,000**	**12,000**	**(4,000)**	**(25.0%)**
	Total Municipal Parking Fund	**1,056,924**	**1,108,886**	**1,094,500**	**1,077,200**	**1,094,500**	**17,300**	**1.6%**

MUNICIPAL PARKING FUND

EXPENDITURES

Police 3001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-3001-532.10-01	Salaries	316,477	294,009	317,000	309,900	**322,000**	12,100	3.9%
235-3001-532.18-05	Overtime Civilian	0	8,980	5,100	5,100	**5,200**	100	2.0%
	Salaries	**316,477**	**302,989**	**322,100**	**315,000**	**327,200**	**12,200**	**3.9%**
235-3001-532.19-01	Workers Compensation	8,000	8,200	8,400	8,400	**8,700**	300	3.6%
235-3001-532.19-05	Medical Insurance	57,100	71,700	65,800	65,800	**91,000**	25,200	38.3%
235-3001-532.19-10	IMRF	40,110	39,194	45,400	46,100	**45,600**	(500)	(1.1%)
235-3001-532.19-11	Social Security	19,118	17,530	20,000	19,500	**20,300**	800	4.1%
235-3001-532.19-12	Medicare	4,603	4,110	4,700	4,600	**4,700**	100	2.2%
	Fringe Benefits	**128,931**	**140,734**	**144,300**	**144,400**	**170,300**	**25,900**	**17.9%**
235-3001-532.20-40	General Insurance	7,800	8,000	8,200	8,200	**8,600**	400	4.9%
235-3001-532.22-10	Printing	14,329	13,577	9,000	9,000	**9,000**	0	0.0%
235-3001-532.22-25	IT/GIS Service Charge	9,100	9,100	9,200	9,200	**9,400**	200	2.2%
235-3001-532.22-37	Vehicle/Equip Lease Chrg	17,500	31,800	27,100	27,100	**31,800**	4,700	17.3%
	Contractual Services	**48,729**	**62,477**	**53,500**	**53,500**	**58,800**	**5,300**	**9.9%**
235-3001-532.30-35	Clothing	1,921	2,985	2,900	2,910	**2,500**	(410)	(14.1%)
235-3001-532.30-50	Petroleum Products	5,588	4,455	5,400	4,600	**5,000**	400	8.7%
235-3001-532.33-05	Other Supplies	2,589	3,114	4,600	4,600	**4,600**	0	0.0%
	Commodities	**10,098**	**10,554**	**12,900**	**12,110**	**12,100**	**(10)**	**(0.1%)**
	Total Police Department	**504,235**	**516,754**	**532,800**	**525,010**	**568,400**	**43,390**	**8.3%**

Engineering 5001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-5001-571.50-30	Road Projects	25,000	40,000	0	0	**0**	0	N/A
	Capital Outlay	**25,000**	**40,000**	**0**	**0**	**0**	**0**	**N/A**
	Total Engineering	**25,000**	**40,000**	**0**	**0**	**0**	**0**	**N/A**

MUNICIPAL PARKING FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ 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	63,610	4,000	83,400	98,400	**35,000**	(63,400)	(64.4%)
235-7101-571.50-25	Construction in Progress	0	0	10,600	9,844	**75,000**	65,156	661.9%
	Capital Outlay	**63,610**	**4,000**	**104,000**	**118,244**	**120,000**	**1,756**	**1.5%**
	Total Public Works	**63,610**	**4,000**	**104,000**	**118,244**	**120,000**	**1,756**	**1.5%**

Parking Operations 7301

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-7301-532.21-11	Building Maintenance	2,983	0	3,000	3,000	**3,000**	0	0.0%
235-7301-532.21-40	Lease Expense	13,240	12,815	14,000	14,000	**14,000**	0	0.0%
235-7301-532.21-50	Utility Services	7,674	793	1,500	1,500	**1,500**	0	0.0%
235-7301-532.21-65	Other Services	0	0	500	500	**500**	0	0.0%
235-7301-532.22-03	Training	595	0	800	800	**800**	0	0.0%
	Contractual Services	**24,492**	**13,608**	**19,800**	**19,800**	**19,800**	**0**	**0.0%**
235-7301-532.31-40	Agricultural Supplies	806	1,045	0	800	**0**	(800)	(100.0%)
235-7301-532.31-65	Other Equip & Supplies	1,366	1,486	2,000	2,314	**2,000**	(314)	(13.6%)
235-7301-532.31-90	Street and Sidewalk Sup	4,534	3,318	9,800	5,000	**12,200**	7,200	144.0%
235-7301-532.33-05	Other Supplies	3,025	797	3,000	3,000	**3,000**	0	0.0%
	Commodities	**9,731**	**6,646**	**14,800**	**11,114**	**17,200**	**6,086**	**54.8%**
235-7301-532.40-75	Administrative Serv Charge	75,700	79,500	81,900	81,900	**82,700**	800	1.0%
	Other Charges	**75,700**	**79,500**	**81,900**	**81,900**	**82,700**	**800**	**1.0%**
	Total Parking Operations	**109,923**	**99,754**	**116,500**	**112,814**	**119,700**	**6,886**	**6.1%**

MUNICIPAL PARKING FUND

EXPENDITURES

Vail Avenue Garage Operation 7302

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-7302-532.21-02	Equipment Maintenance	4,867	17,422	7,500	7,500	**8,000**	500	6.7%
235-7302-532.21-11	Building Maintenance	17,969	19,523	32,000	32,000	**30,000**	(2,000)	(6.3%)
235-7302-532.21-50	Utility Services	42,229	40,235	40,300	32,000	**40,300**	8,300	25.9%
235-7302-532.22-10	Printing	4,006	3,929	3,600	5,000	**4,300**	(700)	(14.0%)
	Contractual Services	**69,071**	**81,109**	**83,400**	**76,500**	**82,600**	**6,100**	**8.0%**
235-7302-532.31-65	Other Equip & Supplies	1,988	1,559	2,500	3,441	**2,500**	(941)	(27.3%)
235-7302-532.31-90	Street and Sidewalk Sup	12,091	11,318	19,500	10,000	**27,500**	17,500	175.0%
235-7302-532.33-05	Other Supplies	4,592	3,011	5,000	5,000	**5,000**	0	0.0%
	Commodities	**18,671**	**15,888**	**27,000**	**18,441**	**35,000**	**16,559**	**89.8%**
235-7302-532.40-75	Administrative Serv Charge	95,800	100,600	103,600	103,600	**104,600**	1,000	1.0%
	Other Charges	**95,800**	**100,600**	**103,600**	**103,600**	**104,600**	**1,000**	**1.0%**
	Total Vail Street Garage	**183,542**	**197,597**	**214,000**	**198,541**	**222,200**	**23,659**	**11.9%**

North Garage Operation 7303

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-7303-532.21-02	Equipment Maintenance	9,073	6,326	15,000	17,000	**15,000**	(2,000)	(11.8%)
235-7303-532.21-11	Building Maintenance	15,526	24,307	37,000	37,000	**37,000**	0	0.0%
235-7303-532.21-50	Utility Services	52,199	48,716	50,000	32,000	**50,000**	18,000	56.3%
235-7303-532.22-10	Printing	4,006	3,929	3,900	5,000	**4,300**	(700)	(14.0%)
	Contractual Services	**80,804**	**83,278**	**105,900**	**91,000**	**106,300**	**15,300**	**16.8%**
235-7303-532.31-65	Other Equip & Supplies	1,302	1,559	2,500	3,441	**2,500**	(941)	(27.3%)
235-7303-532.31-90	Street and Sidewalk Sup	12,091	11,318	19,400	12,000	**21,400**	9,400	78.3%
235-7303-532.33-05	Other Supplies	4,385	255	4,000	4,000	**4,000**	0	0.0%
	Commodities	**17,778**	**13,132**	**25,900**	**19,441**	**27,900**	**8,459**	**43.5%**
235-7303-532.40-75	Administrative Serv Charge	99,300	104,300	107,400	107,400	**108,500**	1,100	1.0%
	Other Charges	**99,300**	**104,300**	**107,400**	**107,400**	**108,500**	**1,100**	**1.0%**
	Total North Garage	**197,882**	**200,710**	**239,200**	**217,841**	**242,700**	**24,859**	**11.4%**

MUNICIPAL PARKING FUND

EXPENDITURES

Evergreen Underground Garage Operation 7304

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
235-7304-532.21-02	Equipment Maintenance	6,654	9,607	10,000	10,000	**10,000**	0	0.0%
235-7304-532.21-11	Building Maintenance	8,465	3,908	9,500	9,500	**9,500**	0	0.0%
235-7304-532.21-50	Utility Services	30,619	31,730	32,000	30,000	**32,000**	2,000	6.7%
235-7304-532.22-10	Printing	1,651	1,564	3,000	3,000	**1,900**	(1,100)	(36.7%)
	Contractual Services	**47,389**	**46,809**	**54,500**	**52,500**	**53,400**	**900**	**1.7%**
235-7304-532.31-65	Other Equip & Supplies	1,302	502	1,500	2,441	**1,500**	(941)	(38.5%)
235-7304-532.31-90	Street and Sidewalk Sup	1,511	2,093	4,100	2,500	**0**	(2,500)	(100.0%)
235-7304-532.33-05	Other Supplies	2,358	1,005	5,400	5,000	**5,000**	0	0.0%
	Commodities	**5,171**	**3,600**	**11,000**	**9,941**	**6,500**	**(3,441)**	**(34.6%)**
235-7304-532.40-75	Administrative Serv Charge	58,400	61,300	30,000	30,000	**30,300**	300	1.0%
	Other Charges	**58,400**	**61,300**	**30,000**	**30,000**	**30,300**	**300**	**1.0%**
	Total Evergreen Street Garage	**110,960**	**111,709**	**95,500**	**92,441**	**90,200**	**(2,241)**	**(2.4%)**
	Total Municipal Parking Fund	**1,195,152**	**1,170,524**	**1,302,000**	**1,264,891**	**1,363,200**	**98,309**	**7.8%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
235-3001-532.10-01	Salaries	Salaries		309,900		322,000
235-3001-532.18-05	Overtime Civilian	Overtime Civilian		5,100		5,200
		TOTAL SALARIES		**315,000**		**327,200**
FRINGE BENEFITS:						
235-3001-532.19-01	Workers' Compensation	Workers' Compensation Insurance		8,400		8,700
235-3001-532.19-05	Medical Insurance	Medical Insurance		65,800		91,000
235-3001-532.19-10	IMRF	IMRF		46,100		45,600
235-3001-532.19-11	Social Security	Social Security		19,500		20,300
235-3001-532.19-12	Medicare	Medicare		4,600		4,700
		TOTAL FRINGE BENEFITS		**144,400**		**170,300**
CONTRACTUAL SERVICES:						
235-3001-532.20-40	General Insurance	Liability and property insurance		8,200		8,600
235-3001-532.22-10	Printing	Parking tickets		9,000		9,000
235-3001-532.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		9,200		9,400
235-3001-532.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		27,100		31,800
		TOTAL CONTRACTUAL SERVICES		**53,500**		**58,800**
COMMODITIES:						
235-3001-532.30-35	Clothing	PSO clothing	2,500		2,500	
		Prior Year Encumbrance Carryover	410	2,910	0	2,500
235-3001-532.30-50	Petroleum Products	Gasoline for department vehicle(s)		4,600		5,000
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		**12,110**		**12,100**
		TOTAL POLICE		**525,010**		**568,400**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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)				
		incld. Prior Year Encumbrance Carryover	5,900		5,000	
		Security cameras in garages (BL1401)	30,000		30,000	
		Paint municipal complex garage (BL1402)	12,500		0	
		Parking structure evaluation (BL1410)	50,000	98,400	0	35,000
235-7101-571.50-25	Construction in Progress	Parking structure maint/repairs (BL0006)	5,000		75,000	
		Prior Year Encumbrance Carryover	4,844	9,844	0	75,000
		TOTAL CAPITAL OUTLAY		**118,244**		**120,000**
		TOTAL PUBLIC WORKS		**118,244**		**120,000**

MUNICIPAL PARKING OPERATIONS 7301

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		14,000		14,000
235-7301-532.21-50	Utility Services	Energy for lighting parking lots and garage		1,500		1,500
235-7301-532.21-65	Other Services	Miscellaneous items		500		500
235-7301-532.22-03	Training	Int'l Municipal Parking Association		800		800
		TOTAL CONTRACTUAL SERVICES		**19,800**		**19,800**
COMMODITIES:						
235-7301-532.31-40	Agricultural Supplies	Plants & flowers for parking areas		800		0
235-7301-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts incld. Prior Year Encumbrance Carryover		2,314		2,000
235-7301-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		5,000		12,200
235-7301-532.33-05	Other Supplies	Misc. materials, fire extinguishers		3,000		3,000
		TOTAL COMMODITIES		**11,114**		**17,200**
OTHER CHARGES:						
235-7301-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		81,900		82,700
		TOTAL OTHER CHARGES		**81,900**		**82,700**
		TOTAL MUNICIPAL PARKING OPERATION		**112,814**		**119,700**

VAIL AVENUE GARAGE OPERATION 7302

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
235-7302-532.21-02	Equipment Maintenance	Elevator maintenance		7,500		8,000
235-7302-532.21-11	Building Maintenance	Cleaning service (windows) & misc.	2,000		1,000	
		Custodial contract - stairwells and elevators	30,000	32,000	29,000	30,000
235-7302-532.21-50	Utility Services	Electricity & telephone		32,000		40,300
235-7302-532.22-10	Printing	Parking permits and share of tickets		5,000		4,300
		TOTAL CONTRACTUAL SERVICES		**76,500**		**82,600**
COMMODITIES:						
235-7302-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts	2,500		2,500	
		Prior Year Encumbrance Carryover	941	3,441	0	2,500
235-7302-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		10,000		27,500
235-7302-532.33-05	Other Supplies	Misc. materials, fire extinguishers		5,000		5,000
		TOTAL COMMODITIES		**18,441**		**35,000**
OTHER CHARGES:						
235-7302-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		103,600		104,600
		TOTAL OTHER CHARGES		**103,600**		**104,600**
		TOTAL VAIL ST. GARAGE OPERATION		**198,541**		**222,200**

NORTH GARAGE OPERATION 7303

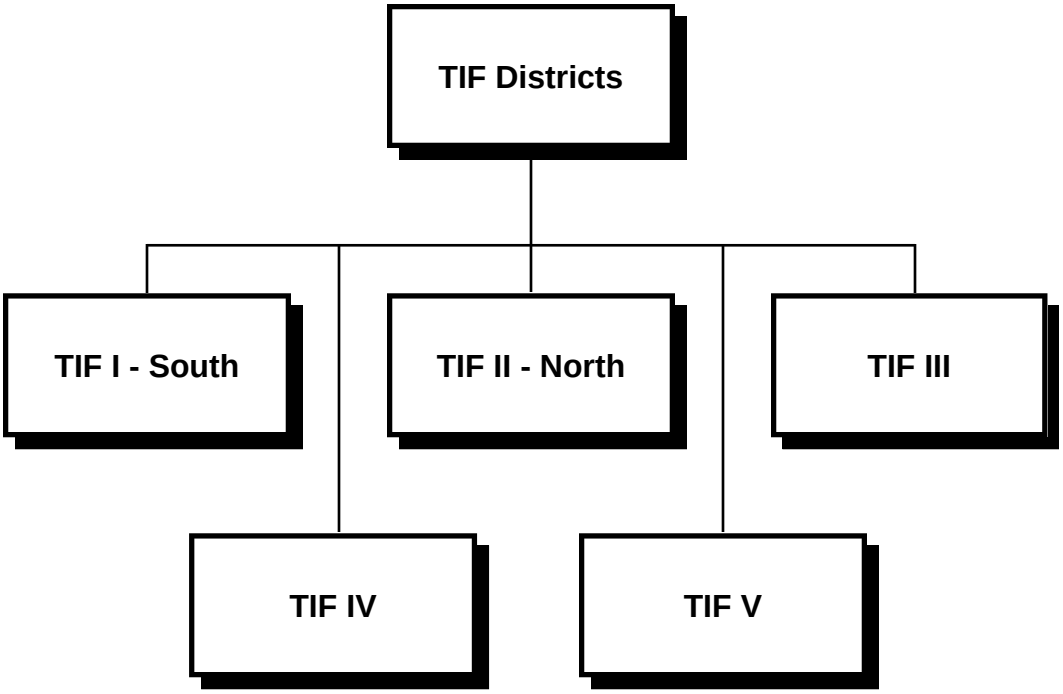
Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
235-7303-532.21-02	Equipment Maintenance	Elevator maintenance		17,000		15,000
235-7303-532.21-11	Building Maintenance	Cleaning service (windows) & misc.	6,000		6,000	
		Custodial contract - stairwells and elevators	31,000	37,000	31,000	37,000
235-7303-532.21-50	Utility Services	Electricity, gas & telephone		32,000		50,000
235-7303-532.22-10	Printing	Parking permits and share of tickets		5,000		4,300
		TOTAL CONTRACTUAL SERVICES		**91,000**		**106,300**
COMMODITIES:						
235-7303-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts	2,500		2,500	
		Prior Year Encumbrance Carryover	941	3,441	0	2,500
235-7303-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		12,000		21,400
235-7303-532.33-05	Other Supplies	Misc. materials, fire extinguishers		4,000		4,000
		TOTAL COMMODITIES		**19,441**		**27,900**
OTHER CHARGES:						
235-7303-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		107,400		108,500
		TOTAL OTHER CHARGES		**107,400**		**108,500**
		TOTAL NORTH GARAGE OPERATION		**217,841**		**242,700**

EVERGREEN UNDERGROUND GARAGE OPERATION 7304

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		28,000	
		Gas	1,000		2,000	
		Telephone	2,000	30,000	2,000	32,000
235-7304-532.22-10	Printing	Parking permits and share of tickets		3,000		1,900
		TOTAL CONTRACTUAL SERVICES		**52,500**		**53,400**
COMMODITIES:						
235-7304-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts	1,500		1,500	
		Prior Year Encumbrance Carryover	941	2,441	0	1,500
235-7304-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		2,500		0
235-7304-532.33-05	Other Supplies	Misc. materials, fire extinguishers		5,000		5,000
		TOTAL COMMODITIES		**9,941**		**6,500**
OTHER CHARGES:						
235-7304-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		30,000		30,300
		TOTAL OTHER CHARGES		**30,000**		**30,300**
		TOTAL EVERGREEN GARAGE OPERATION		**92,441**		**90,200**
		TOTAL MUNICIPAL PARKING FUND		**1,264,891**		**1,363,200**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Interest Income	$3,275	$2,263	$1,500	$1,800	**$1,500**	($300)	(16.7%)
Total Revenues	**$3,275**	**$2,263**	**$1,500**	**$1,800**	**$1,500**	**($300)**	**(16.7%)**
Expenditures							
Contractual Services	$69,157	$27,841	$8,600	$8,653	**$5,000**	($3,653)	(42.2%)
Other Charges	276,650	91	200	200	**0**	(200)	(100.0%)
Total Expenditures	**$345,807**	**$27,932**	**$8,800**	**$8,853**	**$5,000**	**($3,853)**	**(43.5%)**
Interfund Transfers Out	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
Total Expenditures and Interfund Transfers Out	**$354,132**	**$35,288**	**$17,300**	**$17,353**	**$13,000**	**($4,353)**	**(25.1%)**
Revenues over (under) Expenditures	**($350,857)**	**($33,025)**	**($15,800)**	**($15,553)**	**($11,500)**	**$4,053**	**(26.1%)**
BEGINNING FUND BALANCE	**615,642**	**264,785**	**231,760**	**231,760**	**215,960**	**(15,800)**	**(6.8%)**
ENDING FUND BALANCE	**$264,785**	**$231,760**	**$215,960**	**$216,207**	**$204,460**	**($11,747)**	**(5.4%)**

TIF I - SOUTH FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
251-0000-461.02-00	Interest on Investments	2,822	1,522	1,500	1,800	**1,500**	(300)	(16.7%)
251-0000-462.10-00	Market Value Adjustments	453	741	0	0	**0**	0	N/A
	Interest Income	**3,275**	**2,263**	**1,500**	**1,800**	**1,500**	**(300)**	**(16.7%)**
	Total TIF I - South Fund	**3,275**	**2,263**	**1,500**	**1,800**	**1,500**	**(300)**	**(16.7%)**

TIF I - SOUTH FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
251-4001-571.20-05	Professional Services	69,157	27,841	8,600	8,653	**5,000**	(3,653)	(42.2%)
	Contractual Services	**69,157**	**27,841**	**8,600**	**8,653**	**5,000**	**(3,653)**	**(42.2%)**
	Total Planning	**69,157**	**27,841**	**8,600**	**8,653**	**5,000**	**(3,653)**	**(42.2%)**

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
251-9901-591.40-99	Tax Rebate	276,650	91	200	200	**0**	(200)	(100.0%)
251-9901-591.90-06	Operating Transfer Out	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
	Other Financing Uses	**284,975**	**7,447**	**8,700**	**8,700**	**8,000**	**(700)**	**(8.0%)**
	Total Non-Operating	**284,975**	**7,447**	**8,700**	**8,700**	**8,000**	**(700)**	**(8.0%)**
	Total TIF I - South Fund	**354,132**	**35,288**	**17,300**	**17,353**	**13,000**	**(4,353)**	**(25.1%)**

TIF I - SOUTH FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
251-4001-571.20-05	Professional Services	Consultants/Legal (Rebudget)	8,653	5,000
		TOTAL CONTRACTUAL SERVICES	**8,653**	**5,000**
		TOTAL PLANNING	**8,653**	**5,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2013-14
NON-OPERATING:				
251-9901-591.40-99	Tax Rebate	Property tax refunds	200	0
251-9901-591.90-06	Operating Transfer Out	Operating transfer to TIF II	8,500	8,000
		TOTAL NON-OPERATING	**8,700**	**8,000**
		TOTAL NON-OPERATING	**8,700**	**8,000**
		TOTAL TIF I - SOUTH FUND	**17,353**	**13,000**

► 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Total Revenues	$0	$0	$0	$0	**$0**	$0	N/A
Interfund Transfers In	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
Total Revenues and Interfund Transfers In	**$8,325**	**$7,356**	**$8,500**	**$8,500**	**$8,000**	**($500)**	**(5.9%)**
Expenditures							
Other Charges	$8,325	$7,356	$8,500	$8,500	**$8,000**	($500)	(5.9%)
Total Expenditures	**$8,325**	**$7,356**	**$8,500**	**$8,500**	**$8,000**	**($500)**	**(5.9%)**
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**

TIF II - NORTH FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
255-0000-491.05-00	Operating Transfer In	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
	Total Other Financing Uses	**8,325**	**7,356**	**8,500**	**8,500**	**8,000**	**(500)**	**(5.9%)**
	Total TIF II - North Fund	**8,325**	**7,356**	**8,500**	**8,500**	**8,000**	**(500)**	**(5.9%)**

TIF II - NORTH FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
255-9901-591.40-99	Tax Rebate	8,325	7,356	8,500	8,500	**8,000**	(500)	(5.9%)
	Other Financing Uses	**8,325**	**7,356**	**8,500**	**8,500**	**8,000**	**(500)**	**(5.9%)**
	Total Non-Operating	**8,325**	**7,356**	**8,500**	**8,500**	**8,000**	**(500)**	**(5.9%)**
	Total TIF II - North Fund	**8,325**	**7,356**	**8,500**	**8,500**	**8,000**	**(500)**	**(5.9%)**

TIF II - NORTH FUND

EXPENDITURE DETAIL

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
NON-OPERATING:				
255-9901-591.40-99	Tax Rebate	Property tax refunds	8,500	8,000
		TOTAL NON-OPERATING	**8,500**	**8,000**
		TOTAL NON-OPERATING	**8,500**	**8,000**
		TOTAL TIF II - NORTH FUND	**8,500**	**8,000**

► 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$264,865	$272,106	$272,000	$272,100	**$272,000**	($100)	(0.0%)
Interest Income	5,690	4,583	3,000	4,400	**3,000**	(1,400)	(31.8%)
Other	450	0	0	0	**0**	0	N/A
Total Revenues	**$271,005**	**$276,689**	**$275,000**	**$276,500**	**$275,000**	**($1,500)**	**(0.5%)**
Expenditures							
Contractual Services	$0	$0	$15,000	$30,000	**$10,000**	($20,000)	(66.7%)
Other Charges	15,000	20,734	25,000	33,375	**30,000**	(3,375)	(10.1%)
Total Expenditures	**$15,000**	**$20,734**	**$40,000**	**$63,375**	**$40,000**	**($23,375)**	**(36.9%)**
Interfund Transfers Out	259,200	261,750	263,400	263,400	**264,400**	1,000	0.4%
Total Expenditures and Interfund Transfers Out	**$274,200**	**$282,484**	**$303,400**	**$326,775**	**$304,400**	**($22,375)**	**(6.8%)**
Revenues over (under) Expenditures	**($3,195)**	**($5,795)**	**($28,400)**	**($50,275)**	**($29,400)**	**$20,875**	**(41.5%)**
BEGINNING FUND BALANCE	**1,062,764**	**1,059,569**	**1,053,774**	**1,053,774**	**1,025,374**	**(28,400)**	**(2.7%)**
ENDING FUND BALANCE	**$1,059,569**	**$1,053,774**	**$1,025,374**	**$1,003,499**	**$995,974**	**($7,525)**	**(0.7%)**

TIF III FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
261-0000-401.07-00	TIF Real Estate Tax	264,865	272,106	272,000	272,100	**272,000**	(100)	(0.0%)
	Real Estate Taxes	**264,865**	**272,106**	**272,000**	**272,100**	**272,000**	**(100)**	**(0.0%)**
261-0000-461.02-00	Interest on Investments	4,615	2,947	3,000	4,400	**3,000**	(1,400)	(31.8%)
261-0000-462.10-00	Market Value Adjustments	1,075	1,636	0	0		0	N/A
	Interest Income	**5,690**	**4,583**	**3,000**	**4,400**	**3,000**	**(1,400)**	**(31.8%)**
261-0000-489.90-00	Other Income	450	0	0	0	**0**	0	N/A
	Other	**450**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF III Fund	**271,005**	**276,689**	**275,000**	**276,500**	**275,000**	**(1,500)**	**(0.5%)**

TIF III FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
261-4001-571.20-05	Professional Services	0	0	15,000	30,000	**10,000**	(20,000)	(66.7%)
	Contractual Services	**0**	**0**	**15,000**	**30,000**	**10,000**	**(20,000)**	**(66.7%)**
261-4001-571.40-41	Discover Arlington	0	5,734	10,000	18,375	**15,000**	(3,375)	(18.4%)
261-4001-571.40-75	Administrative Serv Charge	15,000	15,000	15,000	15,000	**15,000**	0	0.0%
	Other Charges	**15,000**	**20,734**	**25,000**	**33,375**	**30,000**	**(3,375)**	**(10.1%)**
	Total Planning	**15,000**	**20,734**	**40,000**	**63,375**	**40,000**	**(23,375)**	**(36.9%)**

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
261-9901-591.90-05	Operating Transfer Out	259,200	261,750	263,400	263,400	**264,400**	1,000	0.4%
	Other Financing Uses	**259,200**	**261,750**	**263,400**	**263,400**	**264,400**	**1,000**	**0.4%**
	Total Non-Operating	**259,200**	**261,750**	**263,400**	**263,400**	**264,400**	**1,000**	**0.4%**
	Total TIF III Fund	**274,200**	**282,484**	**303,400**	**326,775**	**304,400**	**(22,375)**	**(6.8%)**

TIF III FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
261-4001-571.20-05	Professional Services	Consultants/Legal		30,000		10,000
		TOTAL CONTRACTUAL SERVICES		**30,000**		**10,000**
OTHER CHARGES:						
261-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program	15,000		15,000	
		Prior Year Encumbrance Carryover	3,375	18,375	0	15,000
261-4001-571.40.75	Administrative Serv Charge	Administrative Serv Charge		15,000		15,000
		TOTAL OTHER CHARGES		**33,375**		**30,000**
		TOTAL PLANNING		**63,375**		**40,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
NON-OPERATING:				
261-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund debt service - 2003A Refunding	263,400	264,400
		TOTAL NON-OPERATING	**263,400**	**264,400**
		TOTAL NON-OPERATING	**263,400**	**264,400**
		TOTAL TIF III FUND	**326,775**	**304,400**

► 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$637,855	$516,987	$500,000	$533,000	**$500,000**	($33,000)	(6.2%)
Interest Income	2,038	4,760	3,000	1,000	**3,000**	2,000	200.0%
Other	52,587	0	0	0	**0**	0	N/A
Total Revenues	**$692,480**	**$521,747**	**$503,000**	**$534,000**	**$503,000**	**($31,000)**	**(5.8%)**
Expenditures							
Contractual Services	$9,666	$18,014	$10,000	$51,498	**$200,000**	$148,502	288.4%
Other Charges	50,000	51,910	53,000	60,000	**60,000**	0	0.0%
Capital Items	0	0	625,000	1,575,000	**500,000**	(1,075,000)	(68.3%)
Total Expenditures	**$59,666**	**$69,924**	**$688,000**	**$1,686,498**	**$760,000**	**($926,498)**	**(54.9%)**
Revenues over (under) Expenditures	**$632,814**	**$451,823**	**($185,000)**	**($1,152,498)**	**($257,000)**	**$895,498**	**(77.7%)**
BEGINNING FUND BALANCE	**4,288**	**637,102**	**1,088,925**	**1,088,925**	**903,925**	**(185,000)**	**(17.0%)**
ENDING FUND BALANCE	**$637,102**	**$1,088,925**	**$903,925**	**($63,573)**	**$646,925**	**$710,498**	**(1117.6%)**

TIF IV FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
263-0000-401.07-00	TIF Real Estate Tax	637,855	516,987	500,000	533,000	**500,000**	(33,000)	(6.2%)
	Real Estate Taxes	**637,855**	**516,987**	**500,000**	**533,000**	**500,000**	**(33,000)**	**(6.2%)**
263-0000-461.02-00	Interest on Investments	1,907	3,164	3,000	1,000	**3,000**	2,000	200.0%
263-0000-462.10-00	Market Value Adjustments	131	1,596	0	0	**0**	0	N/A
	Interest Income	**2,038**	**4,760**	**3,000**	**1,000**	**3,000**	**2,000**	**200.0%**
263-0000-489-90-00	Other Income	52,587	0	0	0	**0**	0	N/A
	Other	**52,587**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF IV Fund	**692,480**	**521,747**	**503,000**	**534,000**	**503,000**	**(31,000)**	**(5.8%)**

TIF IV FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
263-4001-571.20-05	Professional Services	9,666	18,014	10,000	51,498	**200,000**	148,502	288.4%
	Contractual Services	**9,666**	**18,014**	**10,000**	**51,498**	**200,000**	**148,502**	**288.4%**
263-4001-571.40-41	Discover Arlington	0	1,910	3,000	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**	**51,910**	**53,000**	**60,000**	**60,000**	**0**	**0.0%**
263-4001-571.50-25	Construction in Progress	0	0	475,000	975,000	**500,000**	(475,000)	(48.7%)
	Capital Outlay	**0**	**0**	**475,000**	**975,000**	**500,000**	**(475,000)**	**(48.7%)**
	Total Planning	**59,666**	**69,924**	**538,000**	**1,086,498**	**760,000**	**(326,498)**	**(30.1%)**

Engineering 5001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
263-5001-571.50-25	Construction in Progress	0	0	150,000	600,000	**0**	(600,000)	(100.0%)
	Capital Outlay	**0**	**0**	**150,000**	**600,000**	**0**	**(600,000)**	**(100.0%)**
	Total Engineering	**0**	**0**	**150,000**	**600,000**	**0**	**(600,000)**	**(100.0%)**
	Total TIF IV Fund	**59,666**	**69,924**	**688,000**	**1,686,498**	**760,000**	**(926,498)**	**(54.9%)**

TIF IV FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
263-4001-571.20-05	Professional Services	Consultants/Legal	50,000		200,000	
		Prior Year Encumbrance Carryover	1,498	51,498	0	200,000
		TOTAL CONTRACTUAL SERVICES		**51,498**		**200,000**
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	
		Prior Year Encumbrance Carryover	475,000	975,000	0	500,000
		TOTAL CAPITAL OUTLAY		**975,000**		**500,000**
		TOTAL PLANNING		**1,086,498**		**760,000**

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2013-14	Budget 2013-14
CAPITAL OUTLAY:				
263-5001-571.50-25	Construction in Progress	Council Trail Sewer and Street Improvements (SW1301)	600,000	0
		TOTAL CAPITAL OUTLAY	**600,000**	**0**
		TOTAL ENGINEERING	**600,000**	**0**
		TOTAL TIF IV FUND	**1,686,498**	**760,000**

► 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$496,833	$315,212	$300,000	$318,300	**$300,000**	($18,300)	(5.7%)
Interest Income	10,212	9,059	6,000	8,000	**6,000**	(2,000)	(25.0%)
Total Revenues	**$507,045**	**$324,271**	**$306,000**	**$326,300**	**$306,000**	**($20,300)**	**(6.2%)**
Expenditures							
Contractual Services	$2,700	$750	$25,000	$30,000	**$30,000**	$0	0.0%
Other Charges	54,541	56,859	60,000	93,375	**80,000**	(13,375)	(14.3%)
Capital Items	0	0	0	500,000	**500,000**	0	0.0%
Total Expenditures	**$57,241**	**$57,609**	**$85,000**	**$623,375**	**$610,000**	**($13,375)**	**(2.1%)**
Interfund Transfers Out	294,600	351,850	391,788	391,788	**429,713**	37,925	9.7%
Total Expenditures and Interfund Transfers Out	**$351,841**	**$409,459**	**$476,788**	**$1,015,163**	**$1,039,713**	**$24,550**	**2.4%**
Revenues over (under) Expenditures	**$155,204**	**($85,188)**	**($170,788)**	**($688,863)**	**($733,713)**	**($44,850)**	**6.5%**
BEGINNING FUND BALANCE	**1,802,198**	**1,957,402**	**1,872,214**	**1,872,214**	**1,701,426**	**(170,788)**	**(9.1%)**
ENDING FUND BALANCE	**$1,957,402**	**$1,872,214**	**$1,701,426**	**$1,183,351**	**$967,713**	**($215,638)**	**(18.2%)**

TIF V FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
264-0000-401.07-00	TIF Real Estate Tax	496,833	315,212	300,000	318,300	**300,000**	(18,300)	(5.7%)
	Real Estate Taxes	**496,833**	**315,212**	**300,000**	**318,300**	**300,000**	**(18,300)**	**(5.7%)**
264-0000-461.02-00	Interest on Investments	8,252	6,146	6,000	8,000	**6,000**	(2,000)	(25.0%)
264-0000-462.10-00	Market Value Adjustments	1,960	2,913	0	0	**0**	0	N/A
	Interest Income	**10,212**	**9,059**	**6,000**	**8,000**	**6,000**	**(2,000)**	**(25.0%)**
	Total TIF V Fund	**507,045**	**324,271**	**306,000**	**326,300**	**306,000**	**(20,300)**	**(6.2%)**

TIF V FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
264-4001-571.20-05	Professional Services	2,700	750	25,000	30,000	**30,000**	0	0.0%
	Contractual Services	**2,700**	**750**	**25,000**	**30,000**	**30,000**	**0**	**0.0%**
264-4001-571.40-41	Discover Arlington	4,541	6,859	10,000	43,375	**30,000**	(13,375)	(30.8%)
264-4001-571.40-75	Administrative Serv Charge	50,000	50,000	50,000	50,000	**50,000**	0	0.0%
	Other Charges	**54,541**	**56,859**	**60,000**	**93,375**	**80,000**	**(13,375)**	**(14.3%)**
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	**57,241**	**57,609**	**85,000**	**623,375**	**610,000**	**(13,375)**	**(2.1%)**

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
264-9901-591.90-05	Operating Transfer Out	294,600	351,850	391,788	391,788	**429,713**	37,925	9.7%
	Other Financing Uses	**294,600**	**351,850**	**391,788**	**391,788**	**429,713**	**37,925**	**9.7%**
	Total Non-Operating	**294,600**	**351,850**	**391,788**	**391,788**	**429,713**	**37,925**	**9.7%**
	Total TIF V Fund	**351,841**	**409,459**	**476,788**	**1,015,163**	**1,039,713**	**24,550**	**2.4%**

TIF V FUND

EXPENDITURE DETAIL

PLANNING 4001

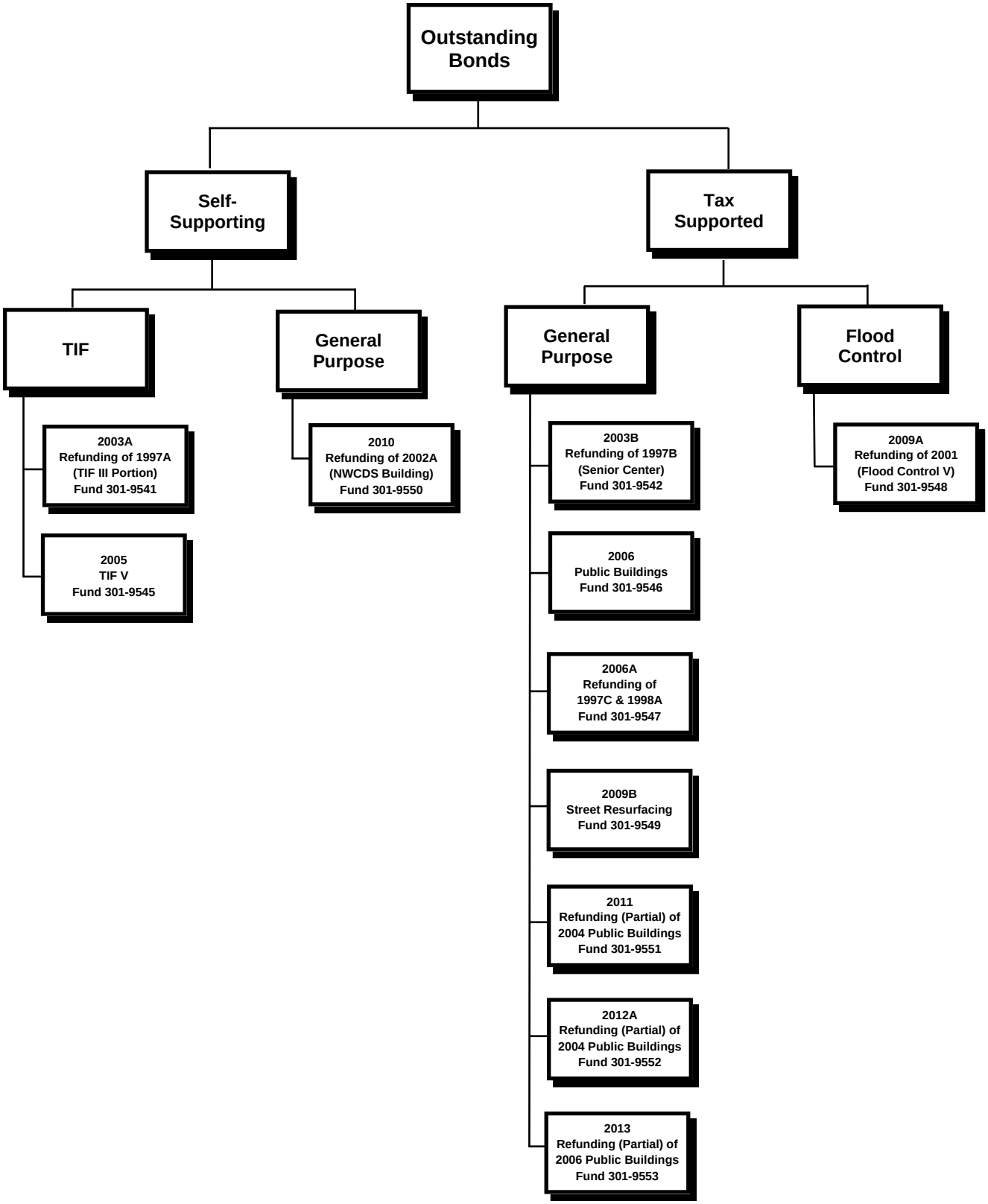
Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
264-4001-571.20-05	Professional Services	Consultants/Legal		30,000		30,000
		TOTAL CONTRACTUAL SERVICES		**30,000**		**30,000**
OTHER CHARGES:						
264-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program	40,000		30,000	
		Prior Year Encumbrance Carryover	3,375	43,375	0	30,000
264-4001-571.40-75	Administrative Serv Charge	Administrative Service Charge		50,000		50,000
		TOTAL OTHER CHARGES		**93,375**		**80,000**
CAPITAL OUTLAY:						
264-4001-571.50-25	Construction in Progress	Redevelopment (Rebudget)		500,000		500,000
		TOTAL CAPITAL OUTLAY		**500,000**		**500,000**
		TOTAL PLANNING		**623,375**		**610,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
NON-OPERATING:				
264-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund 2005 debt service	391,788	429,713
		TOTAL NON-OPERATING	**391,788**	**429,713**
		TOTAL NON-OPERATING	**391,788**	**429,713**
		TOTAL TIF V FUND	**1,015,163**	**1,039,713**

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, 2013 the Village had a total of $47,895,000 in outstanding bonds. Of that amount, $4,565,000 (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, 2014.

OUTSTANDING DEBT AS OF 4/30/14

	$ Outstanding	$Per Capita	% of Value of Taxable Property
Tax Supported	$37,615,000	$501	0.392%
Self-Supported	3,775,000	50	0.039%
Total	$41,390,000	$551	0.431%

Note: Self-supported debt is debt for which property taxes are typically abated. The debt service is paid from other sources. The estimated 2013 market value of all taxable property in the Village is $9.6 billion (equalized assessed value of $2.9 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, 43% 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 $1,119,675 in property taxes in calendar 2014.

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

	2011-12 Actual	2012-13 Actual	2013-14 Est Act	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$7,549,493	$6,484,404	$6,569,472	$6,651,625	**$6,711,150**	$59,525	0.9%
Interest Income	22,041	17,356	12,000	24,000	**12,000**	(12,000)	(50.0%)
NWCD Rent	0	0	278,787	278,800	**275,600**	(3,200)	(1.1%)
Bond Proceeds	19,990,279	0	8,617,170	8,617,170	**0**	(8,617,170)	(100.0%)
Total Revenues	$27,561,813	$6,501,760	$15,477,429	$15,571,595	**$6,998,750**	($8,572,845)	(55.1%)
Interfund Transfers In	973,700	1,035,500	805,188	805,188	**844,113**	38,925	4.8%
Total Revenues and Interfund Transfers In	**$28,535,513**	**$7,537,260**	**$16,282,617**	**$16,376,783**	**$7,842,863**	**($8,533,920)**	**(52.1%)**
Expenditures							
2003A Bond Principal	205,000	215,000	225,000	225,000	**235,000**	10,000	4.4%
2003A Interest Expense	54,163	46,730	38,400	38,400	**29,400**	(9,000)	(23.4%)
2003B Bond Principal	305,000	325,000	320,000	320,000	**315,000**	(5,000)	(1.6%)
2003B Interest Expense	73,850	62,793	50,200	50,200	**37,400**	(12,800)	(25.5%)
2004 Bond Principal	100,000	100,000	100,000	100,000	**0**	(100,000)	(100.0%)
2004 Interest Expense	697,351	8,000	4,000	4,000	**0**	(4,000)	(100.0%)
2005 Interest Expense	235,000	300,000	350,000	350,000	**400,000**	50,000	14.3%
2005 Interest Expense	59,593	51,838	41,788	41,788	**29,713**	(12,075)	(28.9%)
2006 Bond Principal	1,000,000	1,400,000	1,500,000	1,500,000	**1,400,000**	(100,000)	(6.7%)
2006 Interest Expense	672,000	632,000	414,000	576,000	**192,000**	(384,000)	(66.7%)
2006A Bond Principal	2,640,000	1,590,000	275,000	275,000	**290,000**	15,000	5.5%
2006A Interest Expense	243,600	138,000	74,400	74,400	**63,400**	(11,000)	(14.8%)
2009A Bond Principal	1,175,000	1,140,000	2,610,000	2,610,000	**2,835,000**	225,000	8.6%
2009A Interest Expense	175,900	152,400	129,600	129,600	**70,875**	(58,725)	(45.3%)
2009B Bond Principal	380,000	410,000	440,000	440,000	**505,000**	65,000	14.8%
2009B Interest Expense	38,325	30,725	22,525	22,525	**12,625**	(9,900)	(44.0%)
2010 Bond Principal	200,000	205,000	215,000	215,000	**215,000**	0	0.0%
2010 Interest Expense	69,863	66,862	63,788	63,788	**60,563**	(3,225)	(5.1%)
2011 Bond Principal	120,000	40,000	40,000	40,000	**60,000**	20,000	50.0%
2011 Interest Expense	111,771	384,500	383,700	383,700	**382,900**	(800)	(0.2%)
2012A Bond Principal	0	110,000	85,000	85,000	**185,000**	100,000	117.6%
2012A Interest Expense	0	161,166	191,200	191,200	**189,500**	(1,700)	(0.9%)
2013 Bond Principal	0	0	0	0	**35,000**	35,000	N/A
2013 Interest Expense	0	0	79,848	79,848	**287,450**	207,602	260.0%
Agent Fees	3,533	4,390	4,202	4,899	**4,974**	75	1.5%
Bond Issuance Costs	147,895	0	127,381	127,381	**0**	(127,381)	(100.0%)
Payment to Escrow Agent	19,810,102	0	8,568,476	8,568,476	**0**	(8,568,476)	(100.0%)
Total Expenditures	$28,517,946	$7,574,404	$16,353,508	$16,516,205	**$7,835,800**	($8,680,405)	(52.6%)
Interfund Transfers Out	0	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$28,517,946**	**$7,574,404**	**$16,353,508**	**$16,516,205**	**$7,835,800**	**($8,680,405)**	**(52.6%)**
REVENUES OVER (UNDER) EXPENDITURES	**$17,567**	**($37,144)**	**($70,891)**	**($139,422)**	**$7,063**	**$146,485**	**(105.1%)**
BEGINNING FUND BALANCE	**1,744,307**	**1,761,874**	**1,724,730**	**1,724,730**	**1,653,839**	**(70,891)**	**(4.1%)**
ENDING FUND BALANCE	**$1,761,874**	**$1,724,730**	**$1,653,839**	**$1,585,308**	**$1,660,902**	**$75,594**	**4.8%**

DEBT SERVICE FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-0000-401.05-00	Real Estate Tax	7,549,493	6,484,404	6,569,472	6,651,625	**6,711,150**	59,525	0.9%
	Real Estate Taxes	**7,549,493**	**6,484,404**	**6,569,472**	**6,651,625**	**6,711,150**	**59,525**	**0.9%**
301-0000-461.02-00	Interest on Investments	15,921	11,786	12,000	24,000	**12,000**	(12,000)	(50.0%)
301-0000-462.10-00	Market Value Adjustments	6,120	5,570	0	0	**0**	0	N/A
	Interest Income	**22,041**	**17,356**	**12,000**	**24,000**	**12,000**	**(12,000)**	**(50.0%)**
301-0000-472.56-00	NWCDS Building Rent	0	0	278,788	278,800	**275,600**	(271,900)	(100.0%)
	Sales & Rents	**0**	**0**	**278,788**	**278,800**	**275,600**	**(271,900)**	**(1.1%)**
301-0000-491.05-00	Operating Transfer In	973,700	1,035,500	805,188	805,188	**844,113**	38,925	4.8%
301-0000-491.15-00	Bond Proceeds	19,595,000	0	7,755,000	7,755,000	**0**	(7,755,000)	(100.0%)
301-0000-491.16-00	Bond Premium Proceeds	395,279	0	862,170	862,170	**0**	(862,170)	(100.0%)
	Other Financing Sources	**20,963,979**	**1,035,500**	**9,422,358**	**9,422,358**	**844,113**	(8,578,245)	**(91.0%)**
	Total Debt Service Fund	**28,535,513**	**7,537,260**	**16,282,617**	**16,376,783**	**7,842,863**	**(8,802,620)**	**(52.1%)**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2003A (Refunding of 1997A TIF III Portion) 9541

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9541-581.60-05	Bond Principal	205,000	215,000	225,000	225,000	**235,000**	10,000	4.4%
301-9541-582.60-15	Interest Expense	54,163	46,730	38,400	38,400	**29,400**	(9,000)	(23.4%)
301-9541-582.60-20	Agent Fees	375	375	375	400	**400**	0	0.0%
	Debt Service	**259,538**	**262,105**	**263,775**	**263,800**	**264,800**	**1,000**	**0.4%**
	Total Refunding 2003A	**259,538**	**262,105**	**263,775**	**263,800**	**264,800**	**1,000**	**0.4%**

Refunding 2003B (Refunding of 1997B Senior Center Portion) 9542

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9542-581.60-05	Bond Principal	305,000	325,000	320,000	320,000	**315,000**	(5,000)	(1.6%)
301-9542-582.60-15	Interest Expense	73,850	62,793	50,200	50,200	**37,400**	(12,800)	(25.5%)
301-9542-582.60-20	Agent Fees	375	375	375	400	**400**	0	0.0%
	Debt Service	**379,225**	**388,168**	**370,575**	**370,600**	**352,800**	**(17,800)**	**(4.8%)**
	Total Refunding 2003B	**379,225**	**388,168**	**370,575**	**370,600**	**352,800**	**(17,800)**	**(4.8%)**

Public Buildings 2004 9544

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9544-581.60-05	Bond Principal	100,000	100,000	100,000	100,000	**0**	(100,000)	(100.0%)
301-9544-582.60-15	Interest Expense	697,350	8,000	4,000	4,000	**0**	(4,000)	(100.0%)
301-9544-582.60-20	Agent Fees	375	375	187	400	**0**	(400)	(100.0%)
	Debt Service	**797,725**	**108,375**	**104,187**	**104,400**	**0**	**(104,400)**	**(100.0%)**
	Total Public Buildings 2004	**797,725**	**108,375**	**104,187**	**104,400**	**0**	**(104,400)**	**(100.0%)**

DEBT SERVICE FUND

EXPENDITURES

TIF V 2005 — 9545

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9545-581.60-05	Bond Principal	235,000	300,000	350,000	350,000	**400,000**	50,000	14.3%
301-9545-582.60-15	Interest Expense	59,593	51,838	41,788	41,788	**29,713**	(12,075)	(28.9%)
301-9545-582.60-20	Agent Fees	375	375	375	412	**387**	(25)	(6.1%)
	Debt Service	**294,968**	**352,213**	**392,163**	**392,200**	**430,100**	**37,900**	**9.7%**
	Total TIF V 2005	**294,968**	**352,213**	**392,163**	**392,200**	**430,100**	**37,900**	**9.7%**

Public Buildings 2006 — 9546

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9546-581.60-05	Bond Principal	1,000,000	1,400,000	1,500,000	1,500,000	**1,400,000**	(100,000)	(6.7%)
301-9546-582.60-15	Interest Expense	672,000	632,000	414,000	576,000	**192,000**	(384,000)	(66.7%)
301-9546-582.60-20	Agent Fees	375	375	375	400	**400**	0	0.0%
	Debt Service	**1,672,375**	**2,032,375**	**1,914,375**	**2,076,400**	**1,592,400**	**(484,000)**	**(23.3%)**
	Total Public Buildings 2006	**1,672,375**	**2,032,375**	**1,914,375**	**2,076,400**	**1,592,400**	**(484,000)**	**(23.3%)**

Refunding 2006A (Refunding of 1997C Refunding and 1998A Fire Station) — 9547

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9547-581.60-05	Bond Principal	2,640,000	1,590,000	275,000	275,000	**290,000**	15,000	5.5%
301-9547-582.60-15	Interest Expense	243,600	138,000	74,400	74,400	**63,400**	(11,000)	(14.8%)
301-9547-582.60-20	Agent Fees	375	375	375	400	**400**	0	0.0%
	Debt Service	**2,883,975**	**1,728,375**	**349,775**	**349,800**	**353,800**	**4,000**	**1.1%**
	Total Refunding 2006A	**2,883,975**	**1,728,375**	**349,775**	**349,800**	**353,800**	**4,000**	**1.1%**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2009A (Refunding of 2001 Refunding) 9548

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9548-581.60-05	Bond Principal	1,175,000	1,140,000	2,610,000	2,610,000	**2,835,000**	225,000	8.6%
301-9548-582.60-15	Interest Expense	175,900	152,400	129,600	129,600	**70,875**	(58,725)	(45.3%)
301-9548-582.60-20	Agent Fees	428	428	428	500	**525**	25	5.0%
	Debt Service	**1,351,328**	**1,292,828**	**2,740,028**	**2,740,100**	**2,906,400**	**166,300**	**6.1%**
	Total Refunding 2009A	**1,351,328**	**1,292,828**	**2,740,028**	**2,740,100**	**2,906,400**	**166,300**	**6.1%**

Street Resurfacing 2009B 9549

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9549-581.60-05	Bond Principal	380,000	410,000	440,000	440,000	**505,000**	65,000	14.8%
301-9549-582.60-15	Interest Expense	38,325	30,725	22,525	22,525	**12,625**	(9,900)	(44.0%)
301-9549-582.60-20	Agent Fees	428	428	428	475	**475**	0	0.0%
	Debt Service	**418,753**	**441,153**	**462,953**	**463,000**	**518,100**	**55,100**	**11.9%**
	Total Refunding 2009B	**418,753**	**441,153**	**462,953**	**463,000**	**518,100**	**55,100**	**11.9%**

Refunding 2010 (Refunding of NWCDS Building 2002) 9550

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9550-581.60-05	Bond Principal	200,000	205,000	215,000	215,000	**215,000**	0	0.0%
301-9550-582.60-15	Interest Expense	69,863	66,862	63,788	63,788	**60,563**	(3,225)	(5.1%)
301-9550-582.60-20	Agent Fees	428	428	428	512	**437**	(75)	(14.6%)
	Debt Service	**270,291**	**272,290**	**279,216**	**279,300**	**276,000**	**(3,300)**	**(1.2%)**
	Total Refunding 2010	**270,291**	**272,290**	**279,216**	**279,300**	**276,000**	**(3,300)**	**(1.2%)**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2011 (Partial Refunding of Public Buildings 2004) 9551

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9551-581.60-05	Bond Principal	120,000	40,000	40,000	40,000	**60,000**	20,000	50.0%
301-9551-582.60-15	Interest Expense	111,771	384,500	383,700	383,700	**382,900**	(800)	(0.2%)
301-9551-582.60-20	Agent Fees	0	428	428	500	**500**	0	0.0%
	Debt Service	**231,771**	**424,928**	**424,128**	**424,200**	**443,400**	**19,200**	**4.5%**
301-9551-583.20-06	Bond Issuance Costs	74,311	0	0	0	**0**	0	N/A
	Contractual Services	**74,311**	**0**	**0**	**0**	**0**	**0**	**N/A**
301-9551-583.90-98	Payment to Escrow Agent	9,988,777	0	0	0	**0**	0	N/A
	Other Financing Uses	**9,988,777**	**0**	**0**	**0**	**0**	**0**	N/A
	Total Refunding 2011	**10,294,859**	**424,928**	**424,128**	**424,200**	**443,400**	**19,200**	**4.5%**

Refunding 2012A (Partial Refunding of Public Buildings 2004) 9552

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9552-581.60-05	Bond Principal	0	110,000	85,000	85,000	**185,000**	100,000	117.6%
301-9552-582.60-15	Interest Expense	0	161,166	191,200	191,200	**189,500**	(1,700)	(0.9%)
301-9552-582.60-20	Agent Fees	0	428	428	500	**500**	0	0.0%
	Debt Service	**0**	**271,594**	**276,628**	**276,700**	**375,000**	**98,300**	**35.5%**
301-9552-583.20-06	Bond Issuance Costs	73,584	0	0	0	**0**	0	N/A
	Contractual Services	**73,584**	**0**	**0**	**0**	**0**	**0**	**N/A**
301-9552-583.90-98	Payment to Escrow Agent	9,821,325	0	0	0	**0**	0	N/A
	Other Financing Uses	**9,821,325**	**0**	**0**	**0**	**0**	**0**	N/A
	Total Refunding 2012A	**9,894,909**	**271,594**	**276,628**	**276,700**	**375,000**	**98,300**	**35.5%**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2013 (Partial Refunding of Public Buildings 2006) 9553

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
301-9553-581.60-05	Bond Principal	0	0	0	0	**35,000**	35,000	N/A
301-9553-582.60-15	Interest Expense	0	0	79,848	79,848	**287,450**	207,602	260.0%
301-9553-582.60-20	Agent Fees	0	0	0	0	**550**	550	N/A
	Debt Service	**0**	**0**	**79,848**	**79,848**	**323,000**	**243,152**	**304.5%**
301-9553-583.20-06	Bond Issuance Costs	0	0	127,381	127,381	**0**	(127,381)	(100.0%)
	Contractual Services	**0**	**0**	**127,381**	**127,381**	**0**	**(127,381)**	**(100.0%)**
301-9553-583.90-98	Payment to Escrow Agent	0	0	8,568,476	8,568,476	**0**	(8,568,476)	(100.0%)
	Other Financing Uses	**0**	**0**	**8,568,476**	**8,568,476**	**0**	**(8,568,476)**	(100.0%)
	Total Refunding 2012A	**0**	**0**	**8,775,705**	**8,775,705**	**323,000**	**(8,452,705)**	**(96.3%)**
	Total Debt Service Fund	**28,517,946**	**7,574,404**	**16,353,508**	**16,516,205**	**7,835,800**	**(8,680,405)**	**(52.6%)**

DEBT SERVICE FUND

EXPENDITURE SUMMARY

	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
Principal	6,360,000	5,835,000	6,160,000	6,160,000	**6,475,000**	315,000	5.1%
Interest	2,196,415	1,735,014	1,493,449	1,655,449	**1,355,826**	(299,623)	(18.1%)
Total Principal & Interest	**8,556,415**	**7,570,014**	**7,653,449**	**7,815,449**	**7,830,826**	**15,377**	**0.2%**
Agent Fees	3,534	4,390	4,202	4,899	**4,974**	75	1.5%
Bond Issue Costs	147,895	0	127,381	127,381	**0**	(127,381)	(100.0%)
Payment to Escrow Agent	19,810,102	0	8,568,476	8,568,476	**0**	(8,568,476)	(100.0%)
Total Debt Service	**28,517,946**	**7,574,404**	**16,353,508**	**16,516,205**	**7,835,800**	**(8,680,405)**	**(52.6%)**

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
2013	2014	2015	5,625,000	1,236,150	6,861,150	850,000	119,675	969,675	7,830,825	37,615,000	3,775,000	41,390,000
2014	2015	2016	4,295,000	1,066,850	5,361,850	895,000	92,313	987,313	6,349,163	31,990,000	2,925,000	34,915,000
2015	2016	2017	3,405,000	900,650	4,305,650	485,000	62,500	547,500	4,853,150	27,695,000	2,030,000	29,725,000
2016	2017	2018	3,410,000	798,700	4,208,700	235,000	46,550	281,550	4,490,250	24,290,000	1,545,000	25,835,000
2017	2018	2019	2,940,000	683,050	3,623,050	245,000	40,675	285,675	3,908,725	20,880,000	1,310,000	22,190,000
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
			37,615,000	7,359,163	44,974,163	3,775,000	447,688	4,222,688	49,196,850			

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
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						
			735,000.00	59,600.00	825,000.00	45,225.00	2,215,000.00	342,862.50

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:	The Bank of New York Mellon	The Bank of New York Mellon	The Bank of New York Mellon

SELF SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	As of 4/30 Calendar Year	Fiscal Year	TOTAL SELF SUPPORTED PRINCIPAL	INTEREST	TOTAL
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
			3,775,000.00	447,687.50	4,222,687.50

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
2013	2014	2015	315,000.00	37,400.00	0.00	0.00	1,400,000.00	192,000.00
2014	2015	2016	310,000.00	24,800.00	0.00	0.00	3,400,000.00	136,000.00
2015	2016	2017	310,000.00	12,400.00	0.00	0.00	0.00	0.00
2016	2017	2018			0.00	0.00	0.00	0.00
2017	2018	2019			0.00	0.00	0.00	0.00
2018	2019	2020			0.00	0.00	0.00	0.00
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
			935,000.00	74,600.00	0.00	0.00	4,800,000.00	328,000.00

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 Partially refunded in 2013
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:	The Bank of New York Mellon	The Bank of New York Mellon	The Bank of New York Mellon

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
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
			1,585,000.00	195,600.00	2,835,000.00	70,875.00	505,000.00	12,625.00

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:	The Bank of New York Mellon	The Bank of New York Mellon	The Bank of New York Mellon

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)		Fund 301-9553 **2013** Partial Refunding of 2006 (Public Bldgs)	
Tax Levy Year	Calendar Year	Fiscal Year	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2013	2014	2015	60,000.00	382,900.00	185,000.00	189,500.00	35,000.00	287,450.00
2014	2015	2016	60,000.00	381,700.00	185,000.00	185,800.00	35,000.00	286,750.00
2015	2016	2017	60,000.00	380,500.00	585,000.00	182,100.00	2,135,000.00	286,050.00
2016	2017	2018	60,000.00	379,300.00	1,000,000.00	170,400.00	2,020,000.00	222,000.00
2017	2018	2019	65,000.00	377,650.00	1,000,000.00	150,400.00	1,530,000.00	141,200.00
2018	2019	2020	75,000.00	375,862.50	1,000,000.00	130,400.00	2,000,000.00	80,000.00
2019	2020	2021	50,000.00	373,800.00	2,000,000.00	110,400.00	0.00	0.00
2020	2021	2022	50,000.00	371,800.00	2,145,000.00	70,400.00	0.00	0.00
2021	2022	2023	900,000.00	369,800.00	1,375,000.00	27,500.00	0.00	0.00
2022	2023	2024	2,450,000.00	333,800.00	0.00	0.00	0.00	0.00
2023	2024	2025	2,520,000.00	235,800.00	0.00	0.00	0.00	0.00
2024	2025	2026	1,895,000.00	135,000.00	0.00	0.00	0.00	0.00
2025	2026	2027	1,480,000.00	59,200.00	0.00	0.00	0.00	0.00
			9,725,000.00	4,157,112.50	9,475,000.00	1,216,900.00	7,755,000.00	1,303,450.00

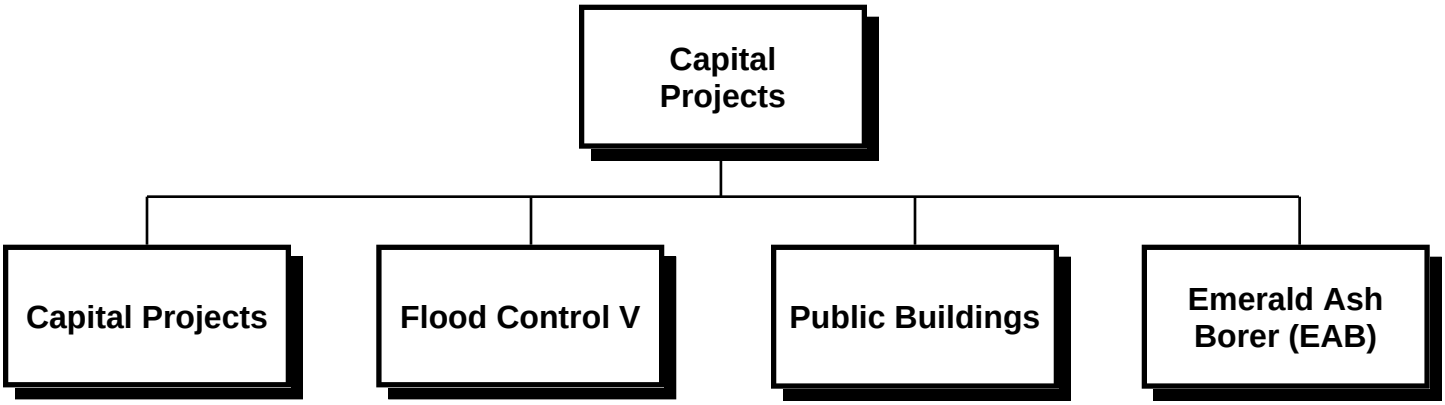
Purpose of Issue:	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1	Partial refunding of 2006 Public Building Projects including John C. Woods Municipal Complex
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:	August 1, 2011	February 1, 2012	August 21, 2013
Interest Rate:	2.00% to 4.00%	2.00%	2.00% to 4.00%
Call Date:	December 1, 2019	December 1, 2019	Noncallable
Amount of Issue:	$9,925,000	$9,670,000	$7,755,000
Paying Agent:	The Bank of New York Mellon	The Bank of New York Mellon	The Bank of New York Mellon

TAX SUPPORTED GENERAL OBLIGATION DEBT

As of 4/30			TOTAL TAX SUPPORTED		
Tax Levy Year	Calendar Year	Fiscal Year	PRINCIPAL	INTEREST	TOTAL
2013	2014	2015	5,625,000.00	1,236,150.00	6,861,150.00
2014	2015	2016	4,295,000.00	1,066,850.00	5,361,850.00
2015	2016	2017	3,405,000.00	900,650.00	4,305,650.00
2016	2017	2018	3,410,000.00	798,700.00	4,208,700.00
2017	2018	2019	2,940,000.00	683,050.00	3,623,050.00
2018	2019	2020	3,075,000.00	586,262.50	3,661,262.50
2019	2020	2021	2,050,000.00	484,200.00	2,534,200.00
2020	2021	2022	2,195,000.00	442,200.00	2,637,200.00
2021	2022	2023	2,275,000.00	397,300.00	2,672,300.00
2022	2023	2024	2,450,000.00	333,800.00	2,783,800.00
2023	2024	2025	2,520,000.00	235,800.00	2,755,800.00
2024	2025	2026	1,895,000.00	135,000.00	2,030,000.00
2025	2026	2027	1,480,000.00	59,200.00	1,539,200.00
			37,615,000.00	7,359,162.50	44,974,162.50

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$4,212,835	$4,251,484	$4,394,000	$4,427,100	**$4,511,000**	$83,900	1.9%
Intergovernmental	239,919	690,039	1,269,300	1,188,000	**0**	(1,188,000)	(100.0%)
Service Charges	1,718	1,381	1,000	1,000	**1,500**	500	50.0%
Interest Income	31,448	26,010	22,000	25,000	**30,000**	5,000	20.0%
Sales/Reimbursable/Rents	900	0	0	0	**0**	0	N/A
Other	47,091	25,360	21,000	30,000	**10,000,000**	9,970,000	33233.3%
Total Revenues	**$4,533,911**	**$4,994,274**	**$5,707,300**	**$5,671,100**	**$14,542,500**	**$8,871,400**	**156.4%**
Interfund Transfers In	0	1,032,891	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$4,533,911**	**$6,027,165**	**$5,707,300**	**$5,671,100**	**$14,542,500**	**$8,871,400**	**156.4%**
Expenditures							
Contractual Services	$25,668	$103,222	$33,100	$33,085	**$0**	($33,085)	(100.0%)
Other Charges	0	0	50,000	144,352	**200,000**	55,648	38.6%
Capital Items	4,379,267	5,725,727	8,575,400	8,904,769	**5,013,400**	(3,891,369)	(43.7%)
Total Expenditures	**$4,404,935**	**$5,828,949**	**$8,658,500**	**$9,082,206**	**$5,213,400**	**($3,868,806)**	**(42.6%)**
Interfund Transfers Out	0	0	397,510	397,510	**6,400,000**	6,002,490	1510.0%
Total Expenditures and Interfund Transfers Out	**$4,404,935**	**$5,828,949**	**$9,056,010**	**$9,479,716**	**$11,613,400**	**$2,133,684**	**22.5%**
Revenues over (under) Expenditures	**$128,976**	**$198,216**	**($3,348,710)**	**($3,808,616)**	**$2,929,100**	**$6,737,716**	**(176.9%)**
BEGINNING FUND BALANCE	**6,399,997**	**6,528,973**	**6,727,189**	**6,727,189**	**3,378,479**	**(3,348,710)**	**(49.8%)**
ENDING FUND BALANCE	**$6,528,973**	**$6,727,189**	**$3,378,479**	**$2,918,573**	**$6,307,579**	**$3,389,006**	**116.1%**

CAPITAL PROJECTS FUND (401)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
TAXES - PROPERTY TAXES		2,488,658	2,604,842	2,700,000	2,700,000	**2,800,000**	2,900,000	3,000,000	3,100,000	3,200,000
HOME RULE SALES TAX		1,724,178	1,646,642	1,694,000	1,727,100	**1,711,000**	1,746,000	1,798,000	1,852,000	1,907,000
GRANTS		0	540,109	1,188,000	1,188,000	**0**	0	0	0	0
ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT		239,919	149,930	81,300	0	**0**	0	0	0	0
SERVICE CHARGES		1,718	1,381	1,000	1,000	**1,500**	1,500	1,500	1,500	1,500
INTEREST INCOME		31,445	26,010	22,000	25,000	**30,000**	30,000	30,000	30,000	30,000
FORFEITURES		34,168	910	21,000	0	**0**	0	0	0	0
OTHER		13,825	24,450	0	30,000	**0**	0	0	0	0
RESIDUAL EQUITY TRANSFER IN FROM FIRE ACADEMY FUND		0	32,891	0	0	**0**	0	0	0	0
TRANSFER IN FROM GENERAL FUND		0	1,000,000	0	0	**0**	0	0	0	0
G. O. BOND PROCEEDS		0	0	0	0	**10,000,000**	0	0	0	0
TOTAL REVENUES		4,533,911	6,027,165	5,707,300	5,671,100	**14,542,500**	4,677,500	4,829,500	4,983,500	5,138,500
EXPENDITURES										
BUILDING & LAND										
Overhead Door Replacement	BL-90-04	8,953	2,798	10,000	10,000	**10,000**	10,000	10,000	15,000	20,000
Public Works Annex Improvements	BL-93-02	0	10,758	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
Building Equipment Replacement	BL-95-04	6,360	2,168	30,000	30,000	**30,000**	30,000	30,000	30,000	30,000
Municipal Buildings Refurbishing	BL-95-05	59,679	28,474	32,000	32,000	**32,000**	32,000	32,000	32,000	32,000
Roof Maintenance Program	BL-95-06	314,641	68,885	239,900	227,347	**179,000**	29,500	391,000	10,200	60,000
Heating Plant/Air Conditioner Replacement	BL-96-01	21,138	13,628	30,000	30,000	**30,000**	30,000	30,000	30,000	30,000
Ongoing Maintenance to Brick Exteriors	BL-96-03	9,675	17,745	20,000	20,000	**20,000**	20,000	20,000	20,000	20,000
Historical Society Museum - Building Repairs	BL-96-04	15,610	51,367	25,000	25,000	**25,000**	75,000	25,000	100,000	25,000
Fire Department Training Tower Renovation	BL-13-10	0	0	135,000	150,000	**0**	0	0	0	0
Paint Municipal Complex Garage (M)	BL-14-02	0	0	30,000	37,500	**0**	0	0	0	0
SUBTOTAL - BLDG & LAND		436,056	195,823	561,900	571,847	**336,000**	236,500	548,000	247,200	227,000
EQUIPMENT										
Operational Equipment - Public Works	EQ-94-01	69,145	48,252	240,500	240,450	**104,000**	114,800	163,800	98,800	74,800
Operational Equipment - Police Department	EQ-95-01	72,618	5,690	86,700	86,700	**81,600**	42,000	37,500	34,500	43,500
Operational Equipment - Fire Department	EQ-95-02	98,587	83,358	115,000	138,470	**127,200**	119,000	107,000	116,000	111,000
Office Equipment	EQ-95-03	35,281	22,974	29,700	40,984	**40,000**	40,000	40,000	35,000	40,000
Operational Equipment - Municipal Fleet Services	EQ-97-01	0	14,492	74,600	74,634	**31,000**	38,900	38,900	14,500	1,700
Operational Equipment - Information Technology	EQ-01-03	80,947	45,789	104,000	104,929	**80,000**	150,000	135,000	80,000	80,000
Operational Equipment - Engineering Department	EQ-01-04	3,253	1,766	5,000	5,000	**5,000**	15,000	0	0	5,000
Patrol Vehicle Equipment Replacement Program	EQ-08-03	0	0	20,000	20,000	**35,000**	35,000	40,000	60,000	90,000
2-Way Mobile Radio Replacement - Public Works	EQ-09-05	0	99,663	0	0	**0**	0	0	0	0
Radio System Replacement - Police & Fire	EQ-13-01	0	347,968	0	0	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT		359,831	669,952	675,500	711,167	**503,800**	554,700	562,200	438,800	446,000
SIGNALS										
Traffic Signal Imprv at Northwest Hwy/Wilke	SG-08-02	40,978	146,671	505,800	505,849	**50,000**	0	0	0	0
Dundee Rd/Kennicott Ave Pedestrian Actuation	SG-14-05	0	0	20,000	20,000	**0**	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central at Arthur	SG-14-10	0	0	0	0	**0**	0	100,000	0	0
Traffic Signals LED Upgrade	SG-14-15	0	0	41,000	41,000	**0**	0	0	0	0
Arl Hts Rd - Sigwalt St/Miner St Interconnection	SG-16-05	0	0	0	0	**15,000**	0	0	0	0
Euclid Ave - Arl Hts Rd/Dunton St Interconnection	SG-16-10	0	0	0	0	**0**	42,500	0	0	0
SUBTOTAL - SIGNALS		40,978	146,671	566,800	566,849	**65,000**	42,500	100,000	0	0
STREETS										
Street Resurfacing Program	ST-90-08	3,087,460	3,653,506	3,875,000	4,095,531	**3,500,000**	3,600,000	3,700,000	3,800,000	3,900,000
Sidewalk & Curb Replacement	ST-90-11	305,000	315,000	325,000	325,000	**335,000**	345,000	355,000	365,000	375,000
Pavement Crack Sealing Program	ST-92-01	0	0	0	0	**100,000**	100,000	100,000	100,000	100,000
Green Corridor Beautification	ST-99-03	0	6,030	11,700	11,682	**0**	0	0	0	0
Street Light Cable Replacement	ST-00-01	13,724	5,941	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
HPS Street Light Conversion	ST-00-03	4,794	0	0	0	**0**	0	0	0	0
Gateway Signs & Beautification	ST-01-01	0	0	10,300	10,249	**24,000**	0	0	0	0
Paver Brick Maintenance	ST-05-01	23,570	34,592	25,000	68,354	**25,000**	25,000	25,000	25,000	25,000
Northwest Hwy/Davis Street/Arthur Avenue	ST-05-03	25,668	623,658	2,333,100	2,333,085	**0**	0	0	0	0
Parking Lot Resurfacing	ST-09-01	0	0	0	20,000	**100,000**	0	0	0	0
McDonald Creek Bike Trail Repair	ST-09-03	0	41,324	8,700	8,676	**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	ST-11-05	0	0	162,000	162,000	**0**	0	0	0	0
Davis/Sigwalt Streets Fencing/Landscape Upgrade	ST-12-01	0	0	11,100	11,060	**0**	0	0	0	0
Downtown Street Furniture	ST-14-01	0	0	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
SUBTOTAL - STREETS		3,460,216	4,680,051	6,804,300	7,087,991	**4,104,000**	4,090,000	4,200,000	4,310,000	4,420,000
EECBG PROJECTS	MS-10-XX	107,854	136,452	0	0	**4,600**	0	0	0	0
OPERATING TRANSFER OUT TO MFT FUND		0	0	397,510	397,510	0	0	0	0	0
OPERATING TRANSFER OUT TO EAB FUND		0	0	0	0	**6,400,000**	3,600,000	0	0	0
OPERATING CONTINGENCY		0	0	50,000	144,352	**200,000**	0	0	0	0
TOTAL EXPENDITURES		4,404,935	5,828,949	9,056,010	9,479,716	**11,613,400**	8,523,700	5,410,200	4,996,000	5,093,000
BEGINNING FUND BALANCE		6,399,997	6,528,973	6,727,189		**3,378,479**	6,307,579	2,461,379	1,880,679	1,868,179
REVENUES OVER (UNDER) EXPENDITURES		128,976	198,216	(3,348,710)	(3,808,616)	**2,929,100**	(3,846,200)	(580,700)	(12,500)	45,500
ENDING FUND BALANCE		6,528,973	6,727,189	3,378,479		**6,307,579**	2,461,379	1,880,679	1,868,179	1,913,679
Fund Balance as a Percent of Expenditures						**54%**	**29%**	**35%**	**37%**	**38%**

CAPITAL PROJECTS FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0000-401.05-00	Real Estate Tax	2,488,657	2,604,842	2,700,000	2,700,000	**2,800,000**	100,000	3.7%
	Real Estate Taxes	**2,488,657**	**2,604,842**	**2,700,000**	**2,700,000**	**2,800,000**	**100,000**	**3.7%**
401-0000-402.30-00	Sales Tax Home Rule	1,724,178	1,646,642	1,694,000	1,727,100	**1,711,000**	(16,100)	(0.9%)
	Business Taxes	**1,724,178**	**1,646,642**	**1,694,000**	**1,727,100**	**1,711,000**	**(16,100)**	**(0.9%)**
401-0000-411.54-00	EE&C Block Grant (EECBG)	239,919	149,930	81,300	0	**0**	0	N/A
401-0000-411.55-00	State Grant	0	100,000	1,188,000	1,188,000	**0**	(1,188,000)	(100.0%)
401-0000-411.70-00	Other Grants	0	440,109	0	0	**0**	0	N/A
	Intergovernmental	**239,919**	**690,039**	**1,269,300**	**1,188,000**	**0**	**(1,188,000)**	**(100.0%)**
401-0000-451.25-00	Service Charge Spec Asses	1,718	1,381	1,000	1,000	**1,500**	500	50.0%
	Charges for Services	**1,718**	**1,381**	**1,000**	**1,000**	**1,500**	**500**	**50.0%**
401-0000-461.02-00	Interest on Investments	24,975	16,893	22,000	25,000	**30,000**	5,000	20.0%
401-0000-462.10-00	Market Value Adjustments	6,473	9,117	0	0	**0**	0	N/A
	Interest Income	**31,448**	**26,010**	**22,000**	**25,000**	**30,000**	**5,000**	**20.0%**
401-0000-472.24-00	Sale of Equipment	900	0	0	0	**0**	0	N/A
	Sales & Rents	**900**	**0**	**0**	**0**	**0**	**0**	**N/A**
401-0000-489.87-00	Developer Contributions	1,523	0	0	0	**0**	0	N/A
401-0000-489.90-00	Other Income	11,400	24,450	0	30,000	**0**	(30,000)	(100.0%)
401-0000-489.92-00	Bond Forfeitures	34,168	910	21,000	0	**0**	0	N/A
	Other	**47,091**	**25,360**	**21,000**	**30,000**	**0**	**(30,000)**	**(100.0%)**
401-0000-491.05-00	Operating Transfer In	0	1,000,000	0	0	**0**	0	N/A
401-0000-491.10-00	Residual Equity Transfer In	0	32,891	0	0	**0**	0	N/A
401-0000-491.15-00	Bond Proceeds	0	0	0	0	**10,000,000**	10,000,000	N/A
	Other Financing Sources	**0**	**1,032,891**	**0**	**0**	**10,000,000**	**10,000,000**	**N/A**
	Total Capital Projects Fund	**4,533,911**	**6,027,165**	**5,707,300**	**5,671,100**	**14,542,500**	**8,871,400**	**156.4%**

CAPITAL PROJECTS FUND

EXPENDITURES

Board of Trustees 0101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0101-572.50-10	Office Equipment	0	1,732	0	0	**0**	0	N/A
	Capital Outlay	**0**	**1,732**	**0**	**0**	**0**	**0**	**N/A**
	Total Board of Trustees	**0**	**1,732**	**0**	**0**	**0**	**0**	**N/A**

Village Manager 0201

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0201-572.50-10	Office Equipment	7,352	3,155	0	0	**0**	0	N/A
	Capital Outlay	**7,352**	**3,155**	**0**	**0**	**0**	**0**	**N/A**
	Total Village Manager	**7,352**	**3,155**	**0**	**0**	**0**	**0**	**N/A**

Human Resources 0301

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0301-572.50-10	Office Equipment	0	3,545	0	0	**0**	0	N/A
	Capital Outlay	**0**	**3,545**	**0**	**0**	**0**	**0**	**N/A**
	Total Human Resources	**0**	**3,545**	**0**	**0**	**0**	**0**	**N/A**

Legal 0401

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0401-572.50-10	Office Equipment	5,888	0	0	0	**0**	0	N/A
	Capital Outlay	**5,888**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Legal	**5,888**	**0**	**0**	**0**	**0**	**0**	**N/A**

CAPITAL PROJECTS FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0501-572.50-10	Office Equipment	0	0	13,900	15,000	**0**	(15,000)	(100.0%)
	Capital Outlay	**0**	**0**	**13,900**	**15,000**	**0**	**(15,000)**	**(100.0%)**
	Total Finance	**0**	**0**	**13,900**	**15,000**	**0**	**(15,000)**	**(100.0%)**

IT 0601

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-0601-572.50-15	Other Equipment	80,947	45,790	104,000	104,929	**80,000**	(24,929)	(23.8%)
	Capital Outlay	**80,947**	**45,790**	**104,000**	**104,929**	**80,000**	**(24,929)**	**(23.8%)**
	Total IT	**80,947**	**45,790**	**104,000**	**104,929**	**80,000**	**(24,929)**	**(23.8%)**

Police 3001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-3001-572.50-10	Office Equipment	18,886	0	10,000	20,000	**20,000**	0	0.0%
401-3001-572.50-15	Other Equipment	72,618	5,690	106,700	106,700	**116,600**	9,900	9.3%
	Capital Outlay	**91,504**	**5,690**	**116,700**	**126,700**	**136,600**	**9,900**	**7.8%**
	Total Police	**91,504**	**5,690**	**116,700**	**126,700**	**136,600**	**9,900**	**7.8%**

Fire 3501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-3501-572.50-10	Office Equipment	0	3,245	0	0	**20,000**	20,000	N/A
401-3501-572.50-15	Other Equipment	98,587	431,326	115,000	138,470	**127,200**	(11,270)	(8.1%)
	Capital Outlay	**98,587**	**434,571**	**115,000**	**138,470**	**147,200**	**8,730**	**6.3%**
	Total Fire	**98,587**	**434,571**	**115,000**	**138,470**	**147,200**	**8,730**	**6.3%**

CAPITAL PROJECTS FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-4001-572.50-10	Office Equipment	0	4,290	0	0	**0**	0	N/A
401-4001-571.50-30	Road Projects	0	6,030	33,100	32,991	**24,000**	(8,991)	(27.3%)
401-4001-571.50-60	EECBG Projects	107,854	136,452	0	0	**4,600**	4,600	N/A
	Capital Outlay	**107,854**	**146,772**	**33,100**	**32,991**	**28,600**	**(4,391)**	**(13.3%)**
	Total Planning	**107,854**	**146,772**	**33,100**	**32,991**	**28,600**	**(4,391)**	**(13.3%)**

Building Services 4501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-4501-572.50-10	Office Equipment	0	0	5,800	5,984	**0**	(5,984)	(100.0%)
	Capital Outlay	**0**	**0**	**5,800**	**5,984**	**0**	**(5,984)**	**(100.0%)**
	Total Building Services	**0**	**0**	**5,800**	**5,984**	**0**	**(5,984)**	**(100.0%)**

Health Services 4502

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-4502-572.50-10	Office Equipment	3,155	3,471	0	0	**0**	0	N/A
	Capital Outlay	**3,155**	**3,471**	**0**	**0**	**0**	**0**	**N/A**
	Total Health Services	**3,155**	**3,471**	**0**	**0**	**0**	**0**	**N/A**

CAPITAL PROJECTS FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-5001-571.20-05	Professional Services	25,668	103,222	33,100	33,085	**0**	(33,085)	(100.0%)
	Contractual Services	**25,668**	**103,222**	**33,100**	**33,085**	**0**	**(33,085)**	**(100.0%)**
401-5001-572.50-10	Office Equipment	3,253	5,311	5,000	5,000	**5,000**	0	0.0%
401-5001-571.50-30	Road Projects	3,128,438	4,320,604	6,903,800	7,144,380	**3,665,000**	(3,479,380)	(48.7%)
401-5001-571.50-45	Sidewalk Program	305,000	356,324	356,100	356,030	**335,000**	(21,030)	(5.9%)
	Capital Outlay	**3,436,691**	**4,682,239**	**7,264,900**	**7,505,410**	**4,005,000**	**(3,500,410)**	**(46.6%)**
	Total Engineering	**3,462,359**	**4,785,461**	**7,298,000**	**7,538,495**	**4,005,000**	**(3,533,495)**	**(46.9%)**

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-7101-572.50-15	Other Equipment	69,145	147,915	240,500	240,450	**104,000**	(136,450)	(56.7%)
401-7101-571.50-20	Building Improvements	436,056	195,822	561,900	571,847	**336,000**	(235,847)	(41.2%)
401-7101-571.50-30	Road Projects	42,088	40,533	45,000	88,354	**45,000**	(43,354)	(49.1%)
401-7101-571.50-40	MFT Projects	0	0	0	0	**100,000**	100,000	N/A
	Capital Outlay	**547,289**	**384,270**	**847,400**	**900,651**	**585,000**	**(315,651)**	**(35.0%)**
	Total Public Works	**547,289**	**384,270**	**847,400**	**900,651**	**585,000**	**(315,651)**	**(35.0%)**

Municipal Fleet Services 7501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-7501-572.50-15	Other Equipment	0	14,492	74,600	74,634	**31,000**	(43,634)	(58.5%)
	Capital Outlay	**0**	**14,492**	**74,600**	**74,634**	**31,000**	**(43,634)**	**(58.5%)**
	Total Municipal Fleet Serv	**0**	**14,492**	**74,600**	**74,634**	**31,000**	**(43,634)**	**(58.5%)**

CAPITAL PROJECTS FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
401-9901-571.40-96	Operating Contingency	0	0	50,000	144,352	**200,000**	55,648	38.6%
	Other Charges	**0**	**0**	**50,000**	**144,352**	**200,000**	**55,648**	**38.6%**
401-9901-591.90-05	Operating Transfer Out	0	0	397,510	397,510	**6,400,000**	6,002,490	1510.0%
	Other Financing Uses	**0**	**0**	**397,510**	**397,510**	**6,400,000**	**6,002,490**	**1510.0%**
	Total Non-Operating	**0**	**0**	**447,510**	**541,862**	**6,600,000**	**6,058,138**	**1118.0%**
	Total Capital Projects Fund	**4,404,935**	**5,828,949**	**9,056,010**	**9,479,716**	**11,613,400**	**2,133,684**	**22.5%**

FINANCE 0501

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
401-0501-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Mailroom postage machine and postage meter	15,000	0
		TOTAL CAPITAL OUTLAY	**15,000**	**0**
		TOTAL FINANCE	**15,000**	**0**

INFORMATION TECHNOLOGY (IT) 0601

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
401-0601-572.50-15	Other Equipment	IT Operational Equipment (EQ0103)	104,929	80,000
		Software licensing (Microsoft, Cartegraph)		50,000
		Planning Department and Building Department Document Management		25,000
		GIS applications		5,000
		TOTAL CAPITAL OUTLAY	**104,929**	**80,000**
		TOTAL IT	**104,929**	**80,000**

POLICE 3001

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
401-3001-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Police office furniture update	20,000	20,000
401-3001-572.50-15	Other Equipment	Police Operational Equipment (EQ9501)	86,700	81,600
		Motorola Replacement Radios (5)	18,700	
		Weapons Replacement (8)	8,000	
		Tasers (6)	6,600	
		OnSite 75 - Speed Signs (3)	11,300	
		Compact Light Tower	8,000	
		Wireless Microphone Speaker System	1,500	
		Photocopier (Operations)	14,000	
		Software - Overnight Parking Request	10,000	
		NIPAS Ballistic Vest	2,200	
		M4 Armorer's Tool Kit	1,300	
		Patrol Vehicle Equip Repl (EQ0803)	20,000	35,000
		TOTAL CAPITAL OUTLAY	**126,700**	**136,600**
		TOTAL POLICE	**126,700**	**136,600**

FIRE 3501

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
401-3501-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Fire office furniture update at Station 2 and Fire Administration	0	20,000
401-3501-572.50-15	Other Equipment	Fire Operational Equipment (EQ9502)	138,470	127,200
		Defib & Comm Package	36,000	
		Thermal Imaging Cameras (3)	27,000	
		800 MHz Mobile Radios (2)	12,000	
		Fire Station Radio Monitor/Handsets (11)	14,000	
		Portable Radio Equipment (3)	17,000	
		Turnout Gear Dryers (2) Stations 1 & 2	16,000	
		Heavy Duty Dishwashers (4) Stations 1 & 2 including installation and 5 year warranty	5,200	
		TOTAL CAPITAL OUTLAY	**138,470**	**147,200**
		TOTAL FIRE	**138,470**	**147,200**

PLANNING 4001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
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	11,682		0	
		Gateway Signs & Beautification (ST0101) - Rebudget	10,249		24,000	
		Davis Street/Sigwalt Street Fencing/ Landscape Upgrade (ST1201)	11,060	32,991	0	24,000
401-4001-571.50-60	EECBG Projects	GHG Emissions/Implementation (MS1002)	0			4,600
		TOTAL CAPITAL OUTLAY		**32,991**		**28,600**
		TOTAL PLANNING		**32,991**		**28,600**

BUILDING SERVICES 4501

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
401-4501-572.50-10	Office Equipment	Office Equipment (EQ9503)				
		Replacement copier	3,600		0	
		Lateral file cabinets (budget amendment)	2,384	5,984	0	0
		TOTAL CAPITAL OUTLAY		**5,984**		**0**
		TOTAL BUILDING SERVICES		**5,984**		**0**

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
401-5001-571.20-05	Professional Services	Northwest Hwy/Davis St/Arthur Av Intersection Impr (ST0503)				
		Prior Year Encumbrance Carryover		33,085		0
		TOTAL CONTRACTUAL SERVICES		**33,085**		**0**
CAPITAL OUTLAY:						
401-5001-572.50-10	Office Equipment	Engineering Operational Equip (EQ0104)				
		AutoCAD/GIS system		5,000		5,000
401-5001-571.50-30	Road Projects	Street Resurfacing Program (ST9008)	3,400,000		3,500,000	
		Prior Year Encumbrance Carryover	95,531		0	
		Budget Amendment	600,000		0	
		Northwest Hwy/Davis St/Arthur Av Intersection Improvements - Village share only (ST0503) - Rebudget	2,300,000		0	
		Parking Lot Resurfacing (ST0901)	20,000		100,000	
		Commuter Dr. Reconstruction (ST1105)	162,000		0	
		Traffic Signal Improvements at Northwest Highway/Wilke Road (SG0802) incld. Prior Yr Encumbrance Carryover	505,849		50,000	
		Dundee Rd/Kennicott Ave Pedestrian Actuation (SG1405)	20,000		0	
		Traffic Signals LED Upgrade (SG1415)	41,000		0	
		Arlington Heights Rd - Sigwalt/Miner Interconnect (SG1605)	0	7,144,380	15,000	3,665,000
401-5001-571.50-45	Sidewalk Program	Sidewalk & Curb Replacement (ST9011)	325,000		335,000	
		McDonald Creek Bike Trail Repair - Bradford Drive from Suffield Road to Hintz Road (ST0903)	8,676		0	
		Douglas Avenue Multi-Use Path (ST0904)	22,354	356,030	0	335,000
		TOTAL CAPITAL OUTLAY		**7,505,410**		**4,005,000**
		TOTAL ENGINEERING		**7,538,495**		**4,005,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
401-7101-572.50-15	Other Equipment	PW Operational Equipment (EQ9401)		240,450		104,000
		Traffic:				
		Street lighting Cabinet			12,000	
		Traffic Signal Controller			15,000	
		CD Siren Upgrade			10,000	
		Cut-Off Saw			2,000	
		Street:				
		Anti-Icing Upgrades			15,000	
		Skid Steer Box Plow			3,000	
		Plate Tamper			2,000	
		Cut-Off Saws (2)			4,000	
		Generators (2)			5,000	
		Walk Behind Saw			30,000	
		Concrete Vibrator			2,000	
		Forestry:				
		Snow Blowers (2)			2,000	
		Buildings & Grounds:				
		Floor Rodder			2,000	
401-7101-571.50-20	Building Improvements	PW roofs/wall panel etc. repl (BL9004)	10,000		10,000	
		Public Works Annex Improv. (BL9302)	10,000		10,000	
		Building equipment replacement (BL9504)	30,000		30,000	
		Municipal buildings refurbishing (BL9505)	32,000		32,000	
		Roof maintenance program (BL9506)				
		Incld. Prior Yr Encumbrance Carryover	227,347		179,000	
		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)	25,000		25,000	
		Fire Department Training Tower				
		Renovation (BL1310)	150,000		0	
		Paint Municipal Building Complex				
		Garage (M) (BL1402)	37,500	571,847	0	336,000
401-7101-571.50-30	Road Projects	Street light cable replacement (ST0001)	10,000		10,000	
		Paver brick maintenance (ST0501)				
		Incld. Prior Yr Encumbrance Carryover	68,354		25,000	
		Downtown Street Furniture (ST1401)	10,000	88,354	10,000	45,000
401-7101-571.50-40	MFT Projects	Pavement Crack Sealing Prog (ST9201)		0		100,000
		TOTAL CAPITAL OUTLAY		**900,651**		**585,000**
		TOTAL PUBLIC WORKS		**900,651**		**585,000**

MUNICIPAL FLEET SERVICES 7501

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
401-7501-572.50-15	Other Equipment	Municipal Fleet Services Operational Equipment (EQ9701)	74,634	31,000
		Surface Mounted Vehicle Hoist (15,000 Lbs.)	17,500	
		Bulk Grease Pump	2,500	
		Bulk Oil Pump	1,250	
		Pallet jack (5,500 Lbs.)	1,250	
		Communication Software for Fuel Tank Leak Detection	2,500	
		Floor Scrubber	2,500	
		40" Metalwork Steel Brake	3,500	
		TOTAL CAPITAL OUTLAY	**74,634**	**31,000**
		TOTAL MUNICIPAL FLEET SERVICES	**74,634**	**31,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
OTHER CHARGES:				
401-9901-571.40-96	Operating Contingency	Operating Contingency	144,352	200,000
		TOTAL OTHER CHARGES	**144,352**	**200,000**
NON-OPERATING:				
401-9901-591.90-05	Operating Transfer Out	Operating Transfer Out		
		To MFT Fund - Street Rehab Program	397,510	0
		To EAB Fund - Parkway Ash Tree Removal/Replacement Program	0	6,400,000
		TOTAL NON-OPERATING	**397,510**	**6,400,000**
		TOTAL NON-OPERATING	**541,862**	**6,600,000**
		TOTAL CAPITAL PROJECTS FUND	**9,479,716**	**11,613,400**

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 Status of 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.** In FY2014 the Village entered into two separate contracts with consultants. One contract focused on the investigation of the sewer system in the separate sewer area and the other investigated the sewer system within the combined sewer area. Results of the two flood studies will be presented to the Village Board in the summer of 2015.
- **To encourage resident participation in the Village's overhead sewer/backup control cost sharing program.** Residential participation continues to improve. To date 128 residents have participated in the Village's 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.** The 2013 Neighborhood Storm Sewer Improvements Project was completed.

► 2014-15 Goals and Objectives

- To present the results of stormwater modeling studies and identify 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Intergovernmental	$0	$0	$150,000	$200,000	**$0**	($200,000)	(100.0%)
Interest Income	11,920	9,169	5,000	5,000	**5,000**	0	0.0%
Total Revenues	**$11,920**	**$9,169**	**$155,000**	**$205,000**	**$5,000**	**($200,000)**	**(97.6%)**
Interfund Transfers In	0	1,000,000	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$11,920**	**$1,009,169**	**$155,000**	**$205,000**	**$5,000**	**($200,000)**	**(97.6%)**
Expenditures							
Capital Items	$356,599	$248,757	$1,063,900	$1,389,023	**$400,000**	($989,023)	(71.2%)
Total Expenditures	**$356,599**	**$248,757**	**$1,063,900**	**$1,389,023**	**$400,000**	**($989,023)**	**(71.2%)**
Revenues over (under) Expenditures	**($344,679)**	**$760,412**	**($908,900)**	**($1,184,023)**	**($395,000)**	**$789,023**	**(66.6%)**
BEGINNING FUND BALANCE	**2,501,257**	**2,156,578**	**2,916,990**	**2,916,990**	**2,008,090**	**(908,900)**	**(31.2%)**
ENDING FUND BALANCE	**$2,156,578**	**$2,916,990**	**$2,008,090**	**$1,732,967**	**$1,613,090**	**($119,877)**	**(6.9%)**

FLOOD CONTROL V FUND (426)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
INTEREST INCOME		11,920	9,169	5,000	5,000	**5,000**	5,000	5,000	5,000	5,000
STATE GRANT		0	0	150,000	200,000	**0**	0	0	0	0
OTHER INCOME		0	0	0	0	**0**	0	0	0	0
TRANSFER IN FROM GENERAL FUND		0	1,000,000	0	0	**0**	0	0	0	0
TOTAL REVENUES		11,920	1,009,169	155,000	205,000	**5,000**	5,000	5,000	5,000	5,000
EXPENDITURES										
SEWERS										
Grove Street Sanitary Sewer	SW-97-01	195,942	76,731	175,000	175,000	**0**	0	0	0	0
Neighborhood Drainage Improvements	SW-11-02	0	8,006	243,000	568,088	**300,000**	300,000	300,000	300,000	300,000
Cypress Detention Basin/Lift Station	SW-11-05	118,408	4,480	80,000	80,000	**0**	0	0	0	0
Flood Study	SW-13-02	42,249	152,540	405,900	405,935	**0**	0	0	0	0
Utility Modeling	SW-13-03	0	7,000	160,000	160,000	**0**	0	0	0	0
Sewer Backup Rebate Program	SW-15-01	0	0	0	0	**100,000**	100,000	100,000	100,000	100,000
SUBTOTAL - SEWERS		356,599	248,757	1,063,900	1,389,023	**400,000**	400,000	400,000	400,000	400,000
TOTAL EXPENDITURES		356,599	248,757	1,063,900	1,389,023	**400,000**	400,000	400,000	400,000	400,000
BEGINNING FUND BALANCE		2,501,257	2,156,578	2,916,990		**2,008,090**	1,613,090	1,218,090	823,090	428,090
REVENUES OVER (UNDER) EXPENDITURES		(344,679)	760,412	(908,900)	(1,184,023)	**(395,000)**	(395,000)	(395,000)	(395,000)	(395,000)
ENDING FUND BALANCE		2,156,578	2,916,990	2,008,090		**1,613,090**	1,218,090	823,090	428,090	33,090

FLOOD CONTROL V FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
426-0000-411.70-00	Other Grants	0	0	150,000	200,000	**0**	(200,000)	(100.0%)
	Intergovernmental	**0**	**0**	**150,000**	**200,000**	**0**	**(200,000)**	**(100.0%)**
426-0000-461.02-00	Interest on Investments	9,547	6,232	5,000	5,000	**5,000**	0	0.0%
426-0000-462.10-00	Market Value Adjustments	2,373	2,937	0	0	**0**	0	N/A
	Interest Income	**11,920**	**9,169**	**5,000**	**5,000**	**5,000**	**0**	**0.0%**
426-0000-491.05-00	Operating Transfer In	0	1,000,000	0	0	**0**	0	N/A
	Other Financing Sources	**0**	**1,000,000**	**0**	**0**	**0**	**0**	**N/A**
	Total Flood Control V Fund	**11,920**	**1,009,169**	**155,000**	**205,000**	**5,000**	**(200,000)**	**(97.6%)**

FLOOD CONTROL V FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
426-5001-571.50-25	Construction in Progress	238,191	244,277	983,900	1,309,023	**400,000**	(909,023)	(69.4%)
	Capital Outlay	**238,191**	**244,277**	**983,900**	**1,309,023**	**400,000**	**(909,023)**	**(69.4%)**
	Total Engineering	**238,191**	**244,277**	**983,900**	**1,309,023**	**400,000**	**(909,023)**	**(69.4%)**

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
426-7101-571.50-25	Construction in Progress	118,408	4,480	80,000	80,000	**0**	(80,000)	(100.0%)
	Capital Outlay	**118,408**	**4,480**	**80,000**	**80,000**	**0**	**(80,000)**	**(100.0%)**
	Total Public Works	**118,408**	**4,480**	**80,000**	**80,000**	**0**	**(80,000)**	**(100.0%)**
	Total Flood Control V Fund	**356,599**	**248,757**	**1,063,900**	**1,389,023**	**400,000**	**(989,023)**	**(71.2%)**

FLOOD CONTROL V FUND

EXPENDITURE DETAIL

ENGINEERING 5001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
CAPITAL OUTLAY:						
426-5001-571.50-25	Construction in Progress	Grove Street Sanitary Sewer (SW9701)	175,000			
		Neighborhood Drainage Imprv (SW1102) Incld. Prior Yr Encumbrance Carryover	568,088		300,000	
		Flood Study (SW1302) Incld. Prior Yr Encumbrance Carryover	405,935		0	
		Utility Modeling (SW1303)	160,000		0	
		Sewer Backup Rebate Program (SW1501)	0	1,309,023	100,000	400,000
		TOTAL CAPITAL OUTLAY		**1,309,023**		**400,000**
		TOTAL ENGINEERING		**1,309,023**		**400,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
426-7101-571.50-25	Construction in Progress	Cypress Detention Basin/Lift Station (SW1105)		80,000		0
		TOTAL CAPITAL OUTLAY		**80,000**		**0**
		TOTAL PUBLIC WORKS		**80,000**		**0**
		TOTAL FLOOD CONTROL V FUND		**1,389,023**		**400,000**

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 approved by the Village Board for the future construction of a new police facility.

Restrictions:

Village policy and provisions of bond ordinance and official statement.

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Interest Income	$9,105	$6,978	$6,000	$8,500	**$6,000**	($2,500)	(29.4%)
Other	157,090	0	0	0	**0**	0	N/A
Total Revenues	**$166,195**	**$6,978**	**$6,000**	**$8,500**	**$6,000**	**($2,500)**	**(29.4%)**
Expenditures							
Contractual Services	$0	$0	$0	$18,966	**$750,000**	$731,034	3854.4%
Capital Items	135,611	24,286	25,000	306,326	**275,000**	(31,326)	(10.2%)
Total Expenditures	**$135,611**	**$24,286**	**$25,000**	**$325,292**	**$1,025,000**	**$699,708**	**215.1%**
Revenues over (under) Expenditures	**$30,584**	**($17,308)**	**($19,000)**	**($316,792)**	**($1,019,000)**	**($702,208)**	**221.7%**
BEGINNING FUND BALANCE	**1,706,893**	**1,737,477**	**1,720,169**	**1,720,169**	**1,701,169**	**(19,000)**	**(1.1%)**
ENDING FUND BALANCE	**$1,737,477**	**$1,720,169**	**$1,701,169**	**$1,403,377**	**$682,169**	**($721,208)**	**(51.4%)**

PUBLIC BUILDING FUND (431)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
INTEREST INCOME		9,107	6,978	6,000	8,500	**6,000**	160,000	140,000	100,000	20,000
OTHER INCOME		157,090	0	0	0	**0**	0	0	0	0
BOND PROCEEDS		0	0	0	0	**0**	16,000,000	0	0	7,000,000
TOTAL REVENUES		166,197	6,978	6,000	8,500	**6,000**	16,160,000	140,000	100,000	7,020,000
EXPENDITURES										
BUILDING/LAND										
Police Station (Space Needs Study)	BL-08-04	0	0	0	18,966	**0**	0	0	0	0
Police Building Maintenance	BL-10-04	135,611	16,196	25,000	100,000	**25,000**	25,000	25,000	25,000	25,000
Phone System Upgrade	BL-13-15	0	8,090	0	206,326	**250,000**	0	0	0	0
Police Facility	BL-16-01	0	0	0	0	**750,000**	750,000	1,500,000	4,000,000	15,000,000
SUBTOTAL - BUILDINGS/LAND		135,611	24,286	25,000	325,292	**1,025,000**	775,000	1,525,000	4,025,000	15,025,000
TOTAL EXPENDITURES		135,611	24,286	25,000	325,292	**1,025,000**	775,000	1,525,000	4,025,000	15,025,000
BEGINNING FUND BALANCE		1,706,891	1,737,477	1,720,169		**1,701,169**	682,169	16,067,169	14,682,169	10,757,169
REVENUES OVER (UNDER) EXPENDITURES		30,586	(17,308)	(19,000)	(316,792)	**(1,019,000)**	15,385,000	(1,385,000)	(3,925,000)	(8,005,000)
ENDING FUND BALANCE		1,737,477	1,720,169	1,701,169		**682,169**	16,067,169	14,682,169	10,757,169	2,752,169

PUBLIC BUILDING FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
431-0000-461.02-00	Interest on Investments	7,324	4,486	6,000	8,500	**6,000**	(2,500)	(29.4%)
431-0000-462.10-00	Market Value Adjustments	1,781	2,492	0	0	**0**	0	N/A
	Interest Income	**9,105**	**6,978**	**6,000**	**8,500**	**6,000**	**(2,500)**	**(29.4%)**
431-0000-489.90-00	Other Income	157,090	0	0	0	**0**	0	N/A
	Other	**157,090**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Public Building Fund	**166,195**	**6,978**	**6,000**	**8,500**	**6,000**	**(2,500)**	**(29.4%)**

PUBLIC BUILDING FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
431-7101-571.50-20	Building Improvements	135,611	24,286	25,000	306,326	**275,000**	(31,326)	(10.2%)
	Capital Outlay	**135,611**	**24,286**	**25,000**	**306,326**	**275,000**	**(31,326)**	**(10.2%)**
	Total Public Works	**135,611**	**24,286**	**25,000**	**306,326**	**275,000**	**(31,326)**	**(10.2%)**

Police Station 9013

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
431-9013-571.20-05	Professional Services	0	0	0	18,966	**750,000**	731,034	3854.4%
	Contractual Services	**0**	**0**	**0**	**18,966**	**750,000**	**731,034**	**3854.4%**
	Total Police Station	**0**	**0**	**0**	**18,966**	**750,000**	**731,034**	**3854.4%**
	Total Public Building Fund	**135,611**	**24,286**	**25,000**	**325,292**	**1,025,000**	**699,708**	**215.1%**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
431-7101-571.50-20	Building Improvements	Police Building Maintenance (BL1004)		100,000		25,000
		Phone System Upgrade (BL1315) Replacement of Village voice mail/ auto attendant systems and replacement of Village-wide phone switch (rebudget)	170,000		250,000	
		Prior Year Encumbrance Carryover	36,326	206,326	0	250,000
		TOTAL CAPITAL OUTLAY		**306,326**		**275,000**
		TOTAL PUBLIC WORKS		**306,326**		**275,000**

POLICE STATION 9013

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
431-9013-571.20-05	Professional Services	Police Station (BL0804) Police Space Needs Study - Prior Year Encumbrance Carryover	18,966	0
		Police Facility (BL1601)	0	750,000
		TOTAL CONTRACTUAL SERVICES	**18,966**	**750,000**
		TOTAL POLICE STATION	**18,966**	**750,000**
		TOTAL PUBLIC BUILDING FUND	**325,292**	**1,025,000**

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 $2.7 million in FY2013 from the General Fund. It is planned that a bond issue will be sold in mid to late 2014 to cover a substantial portion of the $11.5 million cost of the 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Interest Income	$0	$0	$0	$0	**$35,000**	$35,000	N/A
Other	0	15,000	0	0	**0**	0	N/A
Total Revenues	**$0**	**$15,000**	**$0**	**$0**	**$35,000**	**$35,000**	**N/A**
Interfund Transfers In	2,000,000	2,700,000	0	0	**6,400,000**	6,400,000	N/A
Total Revenues and Interfund Transfers In	**$2,000,000**	**$2,715,000**	**$0**	**$0**	**$6,435,000**	**$6,435,000**	**N/A**
Expenditures							
Personal Services	$3,333	$130,739	$228,800	$223,700	**$299,800**	$76,100	34.0%
Contractual Services	4,202	11,689	6,700	6,600	**5,700**	(900)	(13.6%)
Commodities	0	2,728	14,500	14,500	**14,800**	300	2.1%
Other Charges	0	92,001	17,800	112,000	**135,000**	23,000	20.5%
Capital Items	0	188,362	2,645,400	2,645,420	**2,824,100**	178,680	6.8%
Total Expenditures	**$7,535**	**$425,519**	**$2,913,200**	**$3,002,220**	**$3,279,400**	**$277,180**	**9.2%**
Revenues over (under) Expenditures	**$1,992,465**	**$2,289,481**	**($2,913,200)**	**($3,002,220)**	**$3,155,600**	**$6,157,820**	**(205.1%)**
BEGINNING FUND BALANCE	**0**	**1,992,465**	**4,281,946**	**4,281,946**	**1,368,746**	**(2,913,200)**	**(68.0%)**
ENDING FUND BALANCE	**$1,992,465**	**$4,281,946**	**$1,368,746**	**$1,279,726**	**$4,524,346**	**$3,244,620**	**253.5%**

EMERALD ASH BORER (EAB) FUND (435)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
INTEREST INCOME		0	0	0	0	**35,000**	35,000	15,000	5,000	0
OTHER INCOME (Urban & Forestry Grant)		0	15,000	0	0	**0**	0	0	0	0
TRANSFER IN FROM GENERAL FUND		2,000,000	2,700,000	0	0	**0**	0	0	0	0
TRANSFER IN FROM CAPITAL PROJECTS FUND		0	0	0	0	**6,400,000**	3,600,000	0	0	0
TOTAL REVENUES		2,000,000	2,715,000	0	0	**6,435,000**	3,635,000	15,000	5,000	0
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		3,333	130,739	228,800	223,700	**299,800**	305,500	211,600	216,300	0
Contractual Services		4,202	11,689	6,700	6,600	**5,700**	4,200	2,600	1,800	0
Commodities		0	2,728	14,500	14,500	**14,800**	15,100	15,400	15,700	0
Other Charges (EAB Treatment Rebate Program)		0	92,001	17,800	112,000	**135,000**	88,000	25,000	0	0
SUBTOTAL - OPERATING EXPENDITURES		7,535	237,157	267,800	356,800	**455,300**	412,800	254,600	233,800	0
EQUIPMENT										
Operational Equipment - Public Works	EQ-94-01	0	42,950	7,000	7,000	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT		0	42,950	7,000	7,000	**0**	0	0	0	0
STREETS										
Parkway Ash Tree Removal/Replacement Prog	ST-13-20	0	145,412	2,638,400	2,638,420	**2,824,100**	2,964,300	1,011,000	209,400	0
SUBTOTAL - STREETS		0	145,412	2,638,400	2,638,420	**2,824,100**	2,964,300	1,011,000	209,400	0
NON-OPERATING										
Transfer to General Fund		0	0	0	0	**0**	0	3,093,446	0	
SUBTOTAL - NON-OPERATING		0	0	0	0	**0**	0	3,093,446	0	0
TOTAL EXPENDITURES		7,535	425,519	2,913,200	3,002,220	**3,279,400**	3,377,100	4,359,046	443,200	0
BEGINNING FUND BALANCE		0	1,992,465	4,281,946		**1,368,746**	4,524,346	4,782,246	438,200	0
REVENUES OVER (UNDER) EXPENDITURES		1,992,465	2,289,481	(2,913,200)	(3,002,220)	**3,155,600**	257,900	(4,344,046)	(438,200)	0
ENDING FUND BALANCE		1,992,465	4,281,946	1,368,746		**4,524,346**	4,782,246	438,200	0	0

EMERALD ASH BORER (EAB) FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
435-0000-461.02	Interest on Investments	0	0	0	0	**35,000**	35,000	N/A
	Interest Income	**0**	**0**	**0**	**0**	**35,000**	**35,000**	**N/A**
435-0000-489.90-00	Other Income	0	15,000	0	0	**0**	0	N/A
	Other	**0**	**15,000**	**0**	**0**	**0**	**0**	**N/A**
435-0000-491.05-00	Operating Transfer In	2,000,000	2,700,000	0	0	**6,400,000**	6,400,000	N/A
	Other Financing Sources	**2,000,000**	**2,700,000**	**0**	**0**	**6,400,000**	**6,400,000**	**N/A**
	Total Emerald Ash Borer Fund	**2,000,000**	**2,715,000**	**0**	**0**	**6,435,000**	**6,435,000**	**N/A**

EMERALD ASH BORER (EAB) FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
435-7101-531.10-01	Salaries	2,760	45,474	48,800	48,800	**53,000**	4,200	8.6%
435-7101-531.18-01	Temporary Help	0	0	8,600	12,000	**20,000**	8,000	66.7%
435-7101-531.18-05	Overtime Civilian	0	52,083	120,000	120,000	**164,400**	44,400	37.0%
	Salaries	**2,760**	**97,557**	**177,400**	**180,800**	**237,400**	**56,600**	**31.3%**
435-7101-531.19-01	Workers Compensation	0	4,300	4,300	4,300	**4,400**	100	2.3%
435-7101-531.19-05	Medical Insurance	0	18,100	100	100	**9,600**	9,500	9500.0%
435-7101-531.19-10	IMRF	362	6,881	30,000	24,700	**30,300**	5,600	22.7%
435-7101-531.19-11	Social Security	171	3,162	13,800	11,200	**14,700**	3,500	31.3%
435-7101-531.19-12	Medicare	40	739	3,200	2,600	**3,400**	800	30.8%
	Fringe Benefits	**573**	**33,182**	**51,400**	**42,900**	**62,400**	**19,500**	**45.5%**
435-7101-531.20-40	General Insurance	0	1,600	1,600	1,600	**1,700**	100	6.3%
435-7101-531.21-55	Tree Services	4,202	0	0	0	**0**	0	N/A
435-7101-531.22-05	Postage	0	5,404	1,100	1,000	**0**	(1,000)	(100.0%)
435-7101-531.22-10	Printing	0	4,685	4,000	4,000	**4,000**	0	0.0%
	Contractual Services	**4,202**	**11,689**	**6,700**	**6,600**	**5,700**	**100**	**(13.6%)**
435-7101-531.31-85	Small Tools & Equipment	0	2,728	14,500	14,500	**14,800**	300	2.1%
	Commodities	**0**	**2,728**	**14,500**	**14,500**	**14,800**	**300**	**2.1%**
435-7101-531.40-86	EAB Treatment Rebate Prog	0	92,001	17,800	112,000	**135,000**	23,000	20.5%
	Other Charges	**0**	**92,001**	**17,800**	**112,000**	**135,000**	**23,000**	**20.5%**
435-7101-572.50-15	Other Equipment	0	42,950	7,000	7,000	**0**	(7,000)	(100.0%)
435-7101-571.50-55	Other Capital Outlay	0	145,412	2,638,400	2,638,420	**2,824,100**	185,680	7.0%
	Capital Outlay	**0**	**188,362**	**2,645,400**	**2,645,420**	**2,824,100**	**178,680**	**6.8%**
	Total Public Works	**7,535**	**425,519**	**2,913,200**	**3,002,220**	**3,279,400**	**277,680**	**9.2%**
	Total Emerald Ash Borer Fund	**7,535**	**425,519**	**2,913,200**	**3,002,220**	**3,279,400**	**277,680**	**9.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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

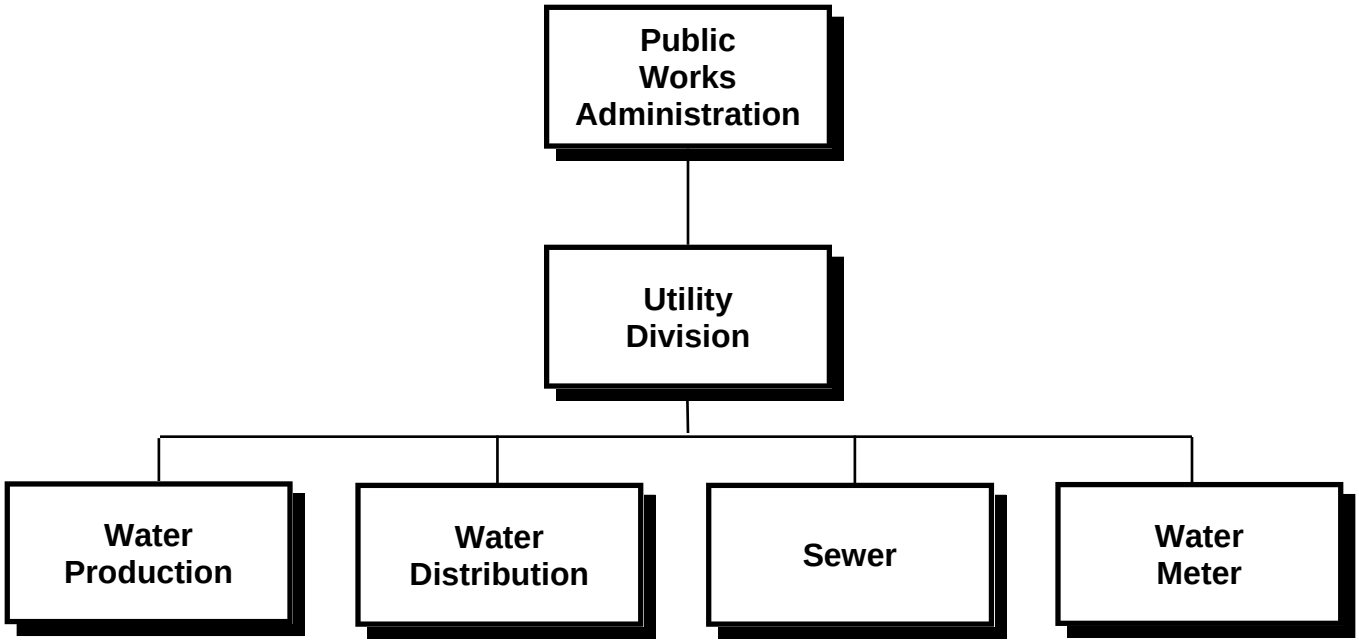
EXPENDITURE DETAIL

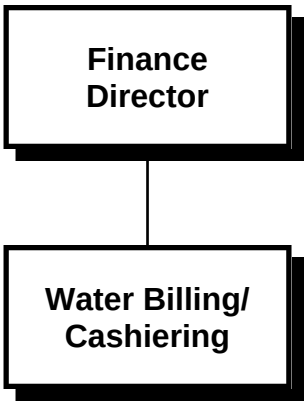
PUBLIC WORKS **7101**

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
SALARIES:				
435-7101-531.10-01	Salaries	Salaries	48,800	53,000
435-7101-531.18-01	Temporary Help	Temporary Help	12,000	20,000
435-7101-531.18-05	Overtime Civilian	Overtime Civilian	120,000	164,400
		TOTAL SALARIES	**180,800**	**237,400**
FRINGE BENEFITS:				
435-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance	4,300	4,400
435-7101-531.19-05	Medical Insurance	Medical Insurance	100	9,600
435-7101-531.19-10	IMRF	IMRF	24,700	30,300
435-7101-531.19-11	Social Security	Social Security	11,200	14,700
435-7101-531.19-12	Medicare	Medicare	2,600	3,400
		TOTAL FRINGE BENEFITS	**42,900**	**62,400**
CONTRACTUAL SERVICES:				
435-7101-531.20-40	General Insurance	Liability and property insurance	1,600	1,700
435-7101-531.22-05	Postage	Postage	1,000	0
435-7101-531.22-10	Printing	Printing	4,000	4,000
		TOTAL CONTRACTUAL SERVICES	**6,600**	**5,700**
COMMODITIES:				
435-7101-531.31-85	Small Tools & Equip	Misc. expendable hand tools & equipment	14,500	14,800
		TOTAL COMMODITIES	**14,500**	**14,800**
OTHER CHARGES:				
435-7101-531.40-86	EAB Treatment Rebate	EAB Treatment Rebate Program	112,000	135,000
		TOTAL OTHER CHARGES	**112,000**	**135,000**

PUBLIC WORKS (cont.) 7101

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
435-7101-572.50-15	Other Equipment	Public Works Operational Equipment (EQ9401)		7,000		0
435-7101-571.50-55	Other Capital Outlay	Parkway Ash Tree Removal/Replacement Program (ST1320)				
		Tree Services				
		Tree removals due to disease, accidents & disasters	1,015,000		1,378,000	
		Tree planting - replacement trees	746,000		1,098,200	
		Stump Removal	30,000		65,000	
		Pre-purchase of replacement trees	181,000		15,900	
		Prior Yr. Encumbrance Carryover	356,120		0	
		Street & Sidewalk Maintenance				
		Contract repairs of parkway damage	154,500		25,200	
		Equipment Rental				
		Equipment Rental	75,000		75,000	
		Disposal Services				
		Landfill charges and misc.	50,000		24,000	
		Agricultural Supplies				
		Materials for parkway & landscape restoration and maintenance:				
		Black dirt	10,000		54,000	
		Sod & seed	3,000		36,000	
		Fertilizers & weed killers	600		600	
		Gator bags	1,200		52,200	
		Chemical Ash Tree Treatment	16,000	2,638,420		2,824,100
		TOTAL CAPITAL OUTLAY		**2,645,420**		**2,824,100**
		TOTAL PUBLIC WORKS		**3,002,220**		**3,279,400**
		TOTAL EMERALD ASH BORER FUND		**3,002,220**		**3,279,400**


Public Works Administration
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.

► 2013-14 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.

- **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, has been published and distributed annually since 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. Staff continues to implement cost effective protections.

- **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. In FY2014 staff began to experiment with tablets for selected personnel to receive work orders in the field.

- **To begin the design and implementation of a paperless work management system to replace the outdated system presently in use.** In FY2014 all nine work units began closing out daily job tickets and entering 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 early in FY2015.

- **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 fourth 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 in FY2013.

► 2014-15 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 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 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.
- ► To begin the process of drafting a condition assessment and recommended capital funding for the water distribution system.

► Performance Measures

	Calendar Year		
	2011	2012	2013
1. **Water Distribution**			
(a) Main breaks	226	347	205
(b) Service repairs	589	454	469
(c) Utility locates	6,733	7,392	7,532
2. **Water Production**			
(a) Off-hour service calls (duty man callouts)	775	797	905
(b) Phone systems (buildings / voice mail / cell)	n/a	421	480
(c) Security systems (SCADA / key scan / camera)	n/a	250	251
3. **Sewer**			
(a) Root cutting (linear feet)	476,890	482,390	437,372
(b) Flushing (linear feet)	202,926	341,475	421,791
(c) Televising (linear feet)	17,235	7,015	14,275
(d) Catch basin repair	77	91	145
(e) Catch basin cleaning	893	794	949
(f) Utility locates	6,135	6,642	7,532
(g) Sewer lining (linear feet)	5,715	5,365	7,422
4. **Water Billing Activity**			
# of metered accounts	20,907	20,969	20,956
Water consumption billed (1,000 gallons)			
Residential	1,727,685	1,670,720	1,953,429
Commercial	700,715	731,177	824,700
Industrial	70,053	62,490	65,381
Apartments	23,389	25,725	29,916
Total Consumption Billed	2,521,842	2,490,112	2,873,426
Water/sewer revenues	$11,712,21	$11,890,470	$13,241,794
4. **Water Services**			
Final reads			1,164
Miscellaneous reads			6,021
Commercial reads			13,119
Residential reads	N/A	N/A	111,445
Meter repairs			634
High bill work orders			369
Low consumption work orders			650
Appointments			425

► Fund Summary

`	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Service Charges	$12,960,678	$14,344,566	$13,836,500	$15,292,100	**$15,994,100**	$702,000	4.6%
Interest Income	17,137	12,455	10,500	20,000	**11,000**	(9,000)	(45.0%)
Sales/Reimbursable/Rents	116,255	143,446	96,000	82,000	**84,000**	2,000	2.4%
Other	514,510	105,873	10,000	15,000	**15,000**	0	0.0%
Total Revenues	**$13,608,580**	**$14,606,340**	**$13,953,000**	**$15,409,100**	**$16,104,100**	**$695,000**	**4.5%**
Expenditures							
Personal Services	$5,262,789	$5,590,527	$5,739,500	$5,875,600	**$6,023,900**	$148,300	2.5%
Contractual Services	5,488,870	5,374,510	6,069,500	6,048,104	**6,070,700**	22,596	0.4%
Commodities	665,643	741,598	901,900	904,810	**910,600**	5,790	0.6%
Other Charges	1,389,695	1,452,805	1,547,900	1,677,842	**1,691,900**	14,058	0.8%
Capital Items	1,154,822	1,388,368	1,200,500	1,285,534	**1,327,000**	41,466	3.2%
Total Expenditures	**$13,961,819**	**$14,547,808**	**$15,459,300**	**$15,791,890**	**$16,024,100**	**$232,210**	**1.5%**
Interfund Transfers Out	0	0	80,000	80,000	**80,000**	0	0.0%
Total Expenditures and Interfund Transfers Out	**$13,961,819**	**$14,547,808**	**$15,539,300**	**$15,871,890**	**$16,104,100**	**$232,210**	**1.5%**
Revenues over (under) Expenditures	**($353,239)**	**$58,532**	**($1,586,300)**	**($462,790)**	**$0**	**$462,790**	**(100.0%)**
BEGINNING WORKING CASH	**5,871,804**	**5,518,565**	**5,577,097**	**5,577,097**	**3,990,797**	**(1,586,300)**	**(28.4%)**
ENDING WORKING CASH	**$5,518,565**	**$5,577,097**	**$3,990,797**	**$5,114,307**	**$3,990,797**	**($1,123,510)**	**(22.0%)**

WATER & SEWER FUND (505)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

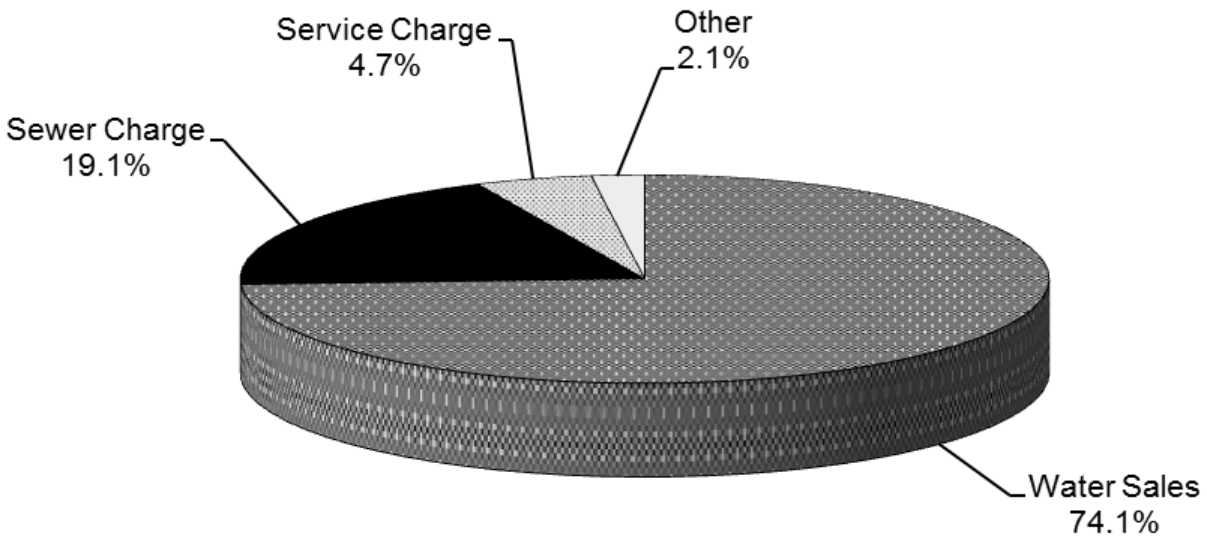
ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
WATER SALES		10,219,899	11,157,795	10,440,000	11,745,000	**11,934,000**	11,934,000	11,934,000	11,934,000	11,934,000
SEWER CHARGE		1,670,571	2,083,999	2,280,000	2,565,000	**3,078,000**	3,078,000	3,078,000	3,078,000	3,078,000
SERVICE CHARGE		763,651	765,546	760,000	750,000	**750,000**	750,000	750,000	750,000	750,000
OTHER CHARGES & FEES		306,558	337,224	356,500	232,100	**232,100**	232,100	232,100	232,100	232,100
INTEREST INCOME		17,142	12,452	10,500	20,000	**11,000**	11,000	11,000	11,000	11,000
SALES/REIMB./RENTS		116,255	143,444	96,000	82,000	**84,000**	84,000	84,000	84,000	84,000
FREDERICK SUBDIVISION SALE (WELL 7)		0	0	0	0	**0**	0	500,000	0	0
OTHER		36,533	16,902	10,000	15,000	**15,000**	15,000	15,000	15,000	15,000
NWWC REVENUE		477,971	88,978	0	0	**0**	0	0	0	0
TOTAL REVENUES		13,608,580	14,606,340	13,953,000	15,409,100	**16,104,100**	16,104,100	16,604,100	16,104,100	16,104,100
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		5,271,948	5,590,527	5,739,500	5,875,600	**6,023,900**	6,309,300	6,599,300	6,902,900	7,220,400
Contractual Services		1,943,574	1,910,604	2,438,600	2,417,204	**2,403,500**	2,515,800	2,569,400	2,620,800	2,673,200
Northwest Water Commission		3,545,296	3,463,906	3,630,900	3,630,900	**3,667,200**	3,703,900	3,740,900	3,778,300	3,816,100
Commodities		715,643	741,588	901,900	904,810	**910,600**	941,700	960,600	979,800	999,400
Other Charges		802,565	1,402,805	1,447,900	1,452,900	**1,491,000**	1,511,000	1,540,900	1,572,200	1,604,100
Sewer Back-up Rebate Program	SW-15-01	50,000	50,000	50,000	50,000	**25,000**	25,000	25,000	25,000	25,000
SUBTOTAL - OPERATING EXPENDITURES		12,329,026	13,159,430	14,208,800	14,331,414	**14,521,200**	15,006,700	15,436,100	15,879,000	16,338,200
BUILDING & LAND										
Public Works Annex Improvements	BL-93-02	11,678	11,108	20,000	20,000	**20,000**	20,000	20,000	20,000	20,000
Roof Maintenance Program	BL-95-06	54,864	0	0	0	**0**	0	0	0	0
SUBTOTAL - BUILDING & LAND		66,542	11,108	20,000	20,000	**20,000**	20,000	20,000	20,000	20,000
EQUIPMENT										
Operational Equipment - Public Works	EQ-94-01	68,707	97,243	256,000	256,034	**197,000**	224,000	209,700	221,000	131,000
Office Equipment	EQ-95-03	13,335	4,396	15,000	15,000	**15,000**	15,000	15,000	15,000	15,000
Emergency Generator Upgrade	EQ-99-02	0	16,244	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
2-Way Mobile Radio Replacement	EQ-09-05	0	28,750	0	0	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT		82,042	146,633	281,000	281,034	**222,000**	249,000	234,700	246,000	156,000
SEWER										
Sewer Rehab/Replacement Program	SW-90-01	604,790	291,571	300,000	300,000	**300,000**	300,000	300,000	300,000	300,000
SUBTOTAL - SEWER		604,790	291,571	300,000	300,000	**300,000**	300,000	300,000	300,000	300,000
WATER										
Watermain Replacement Program	WA-90-01	173,532	251,387	324,500	409,500	**485,000**	450,000	475,000	500,000	525,000
Automatic Meter Reading System	WA-03-02	99,048	0	0	0	**100,000**	200,000	200,000	100,000	100,000
Water Tank Repainting	WA-11-01	99,458	430,038	0	0	**200,000**	200,000	200,000	200,000	350,000
Deep Well Rehabilitation	WA-11-02	29,410	257,641	275,000	275,000	**0**	0	0	0	0
SUBTOTAL - WATER		401,448	939,066	599,500	684,500	**785,000**	850,000	875,000	800,000	975,000
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	50,000	174,942	**175,900**	0	0	0	0
TOTAL EXPENDITURES		13,483,848	14,547,808	15,539,300	15,871,890	**16,104,100**	16,505,700	16,945,800	17,325,000	17,869,200
BEGINNING WORKING CASH		5,393,833	5,518,565	5,577,097		**3,990,797**	3,990,797	3,589,197	3,247,497	2,026,597
REVENUES OVER (UNDER) EXPENDS.		124,732	58,532	(1,586,300)	(462,790)	**0**	(401,600)	(341,700)	(1,220,900)	(1,765,100)
ENDING WORKING CASH		5,518,565	5,577,097	3,990,797		**3,990,797**	3,589,197	3,247,497	2,026,597	261,497
Working Cash as % of Expenditures		40.93%	38.34%	25.68%		**24.78%**	21.75%	19.16%	11.70%	1.46%

WATER & SEWER FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
505-0000-452.42-00	Water Sales	10,219,898	11,157,796	10,440,000	11,745,000	**11,934,000**	189,000	1.6%
505-0000-452.43-00	Sewer Charge	1,670,571	2,083,999	2,280,000	2,565,000	**3,078,000**	513,000	20.0%
505-0000-452.44-00	Construction Use Sales	15	0	500	500	**500**	0	0.0%
505-0000-452.45-00	Service Charge	763,636	765,546	760,000	750,000	**750,000**	0	0.0%
505-0000-452.46-00	Water Connection Fees	61,510	77,140	77,000	30,000	**30,000**	0	0.0%
505-0000-452.48-00	Sewer Connection Fees	3,925	2,350	4,000	1,500	**1,500**	0	0.0%
505-0000-452.50-00	Water Capital Fees	33,306	44,115	75,000	15,000	**15,000**	0	0.0%
505-0000-452.52-00	Backflow Testing Fees	117,496	122,150	110,000	95,000	**95,000**	0	0.0%
505-0000-452.53-00	Penalty Late Payment	90,321	91,470	90,000	90,000	**90,000**	0	0.0%
505-0000-452.90-00	Service Reinstatement Fee	0	0	0	100	**100**	0	0.0%
	Charges for Services	**12,960,678**	**14,344,566**	**13,836,500**	**15,292,100**	**15,994,100**	**702,000**	**4.6%**
505-0000-461.02-00	Interest on Investments	14,579	7,946	10,500	20,000	**11,000**	(9,000)	(45.0%)
505-0000-462.10-00	Market Value Adjustments	2,558	4,509	0	0	**0**	0	N/A
	Interest Income	**17,137**	**12,455**	**10,500**	**20,000**	**11,000**	**(9,000)**	**(45.0%)**
505-0000-471.20-00	Damage to Hydrants	8,560	8,574	12,000	1,000	**2,000**	1,000	100.0%
	Property Damage	**8,560**	**8,574**	**12,000**	**1,000**	**2,000**	**1,000**	**100.0%**
505-0000-472.28-00	Sale of Scrap	6,718	2,733	14,000	1,000	**2,000**	1,000	100.0%
505-0000-472.30-00	Sale of Water Meters	74,257	105,025	55,000	60,000	**60,000**	0	0.0%
505-0000-472.32-00	Sale of Backflow Prevent	26,720	27,114	15,000	20,000	**20,000**	0	0.0%
	Sales & Rents	**107,695**	**134,872**	**84,000**	**81,000**	**82,000**	**1,000**	**1.2%**
505-0000-489.89-00	ComEd Rebate	21,588	0	0	0	**0**	0	N/A
505-0000-489.90-00	Other Income	14,951	16,895	10,000	15,000	**15,000**	0	**0.0%**
	Other	**36,539**	**16,895**	**10,000**	**15,000**	**15,000**	**0**	**0.0%**
505-0000-491.98-00	NWWC Revenue	477,971	88,978	0	0	**0**	0	N/A
	Other Financing Sources	**477,971**	**88,978**	**0**	**0**	**0**	**0**	**N/A**
	Total Water & Sewer Fund	**13,608,580**	**14,606,340**	**13,953,000**	**15,409,100**	**16,104,100**	**695,000**	**4.5%**

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.

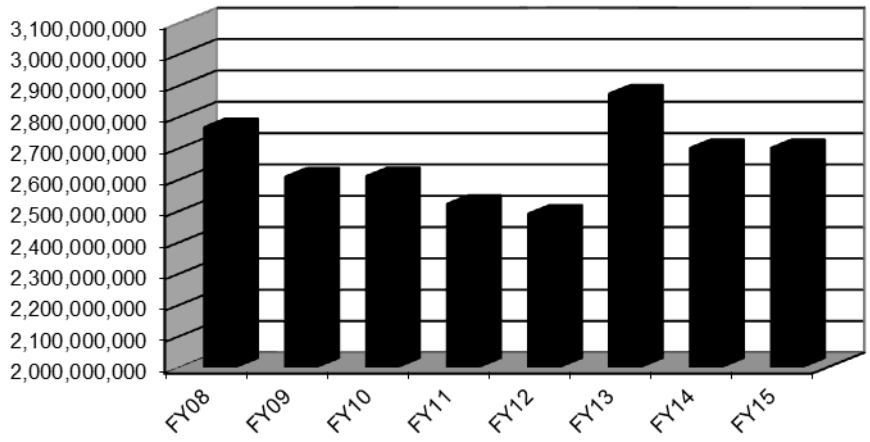
As needed, water rate studies are conducted to insure adequate system maintenance and improvements are provided for. Effective May 1, 2014 water rates will increase 7¢ per 1,000 gallons and sewer rates will increase 19¢ per 1,000 gallons. Last year water rates increased by approximately the same amount. 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 $4.42/1,000 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)
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 Actual	11,157,796	2,083,999	765,546	14,007,341	1,353,236	10.69%
2014 Est. Actual	10,440,000	2,280,000	760,000	13,480,000	(527,341)	(3.76%)
2015 Budget	11,934,000	3,078,000	750,000	15,762,000	2,282,000	16.93%

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 $1.14/1,000 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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
505-0501-503.10-01	Salaries	504,630	514,789	526,200	552,400	**573,200**	20,800	3.8%
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	**504,630**	**514,789**	**526,200**	**553,900**	**574,700**	**20,800**	**3.8%**
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	95,100	87,000	96,600	96,600	**101,200**	4,600	4.8%
505-0501-503.19-10	IMRF	62,211	68,713	74,100	81,000	**79,900**	(1,100)	(1.4%)
505-0501-503.19-11	Social Security	30,398	31,038	32,600	34,300	**35,600**	1,300	3.8%
505-0501-503.19-12	Medicare	7,109	7,259	7,600	8,000	**8,300**	300	3.8%
	Fringe Benefits	**195,918**	**195,110**	**212,000**	**221,000**	**226,100**	**5,100**	**2.3%**
505-0501-503.20-05	Professional Services	12,035	12,450	14,600	15,300	**15,500**	200	1.3%
505-0501-503.21-65	Other Services	85,677	85,262	86,000	86,000	**83,800**	(2,200)	(2.6%)
505-0501-503.22-03	Training	2	0	0	1,000	**1,000**	0	0.0%
505-0501-503.22-05	Postage	55,984	58,776	61,800	65,700	**65,700**	0	0.0%
505-0501-503.22-10	Printing	7,191	10,939	12,000	12,000	**12,000**	0	0.0%
505-0501-503.22-25	IT/GIS Service Charge	90,900	91,200	92,200	92,200	**93,800**	1,600	1.7%
	Contractual Services	**251,789**	**258,627**	**266,600**	**272,200**	**271,800**	**(400)**	**(0.1%)**
505-0501-503.30-05	Office Supplies & Equip	2,152	2,193	3,500	4,500	**4,000**	(500)	(11.1%)
	Commodities	**2,152**	**2,193**	**3,500**	**4,500**	**4,000**	**(500)**	**(11.1%)**
505-0501-503.40-87	Sewer Backup Rebate Prg	50,000	50,000	50,000	50,000	**25,000**	(25,000)	(50.0%)
	Other Charges	**50,000**	**50,000**	**50,000**	**50,000**	**25,000**	**(25,000)**	**(50.0%)**
	Total Finance	**1,004,489**	**1,020,719**	**1,058,300**	**1,101,600**	**1,101,600**	**0**	**0.0%**

WATER & SEWER FUND

EXPENDITURES

Water Utility Operations 7201

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
505-7201-561.10-01	Salaries	2,895,768	2,923,404	3,065,100	3,123,900	**3,189,700**	65,800	2.1%
505-7201-561.18-01	Temporary Help	12,157	18,871	26,500	26,500	**27,200**	700	2.6%
505-7201-561.18-04	Temp Help Meter Reader	17,277	20,815	0	0	**0**	0	N/A
505-7201-561.18-05	Overtime Civilian	221,249	393,280	316,200	316,200	**324,100**	7,900	2.5%
	Salaries	**3,146,451**	**3,356,370**	**3,407,800**	**3,466,600**	**3,541,000**	**74,400**	**2.1%**
505-7201-561.19-01	Workers Compensation	209,700	216,000	222,500	222,500	**229,200**	6,700	3.0%
505-7201-561.19-05	Medical Insurance	565,400	583,800	642,500	642,500	**690,600**	48,100	7.5%
505-7201-561.19-10	IMRF	391,058	459,177	471,000	503,900	**490,800**	(13,100)	(2.6%)
505-7201-561.19-11	Social Security	192,314	204,851	208,600	214,900	**220,000**	5,100	2.4%
505-7201-561.19-12	Medicare	45,087	48,357	48,900	50,300	**51,500**	1,200	2.4%
505-7201-561.19-15	Compensated Absences	12,231	12,073	0	0	**0**	0	N/A
	Fringe Benefits	**1,415,790**	**1,524,258**	**1,593,500**	**1,634,100**	**1,682,100**	**48,000**	**2.9%**
505-7201-561.20-05	Professional Services	45,381	38,165	35,000	35,000	**40,000**	5,000	14.3%
505-7201-561.20-40	General Insurance	48,400	49,900	51,400	51,400	**54,000**	2,600	5.1%
505-7201-561.21-02	Equipment Maintenance	24,584	36,242	55,700	55,700	**56,000**	300	0.5%
505-7201-561.21-03	Radio Maintenance	0	0	2,000	2,000	**1,000**	(1,000)	(50.0%)
505-7201-561.21-11	Building Maintenance	850	6,624	6,000	6,000	**5,000**	(1,000)	(16.7%)
505-7201-561.21-20	Pumping Station Maint	1,431	14,820	20,000	20,000	**17,000**	(3,000)	(15.0%)
505-7201-561.21-25	Sewer Collection System	3,690	5,500	22,000	22,004	**22,000**	(4)	(0.0%)
505-7201-561.21-30	Water Distribution System	237,826	33,763	315,000	315,000	**300,000**	(15,000)	(4.8%)
505-7201-561.21-35	Meter Installation	217,931	213,755	268,100	268,100	**270,000**	1,900	0.7%
505-7201-561.21-36	Equipment Rental	103,959	189,998	211,200	211,200	**210,000**	(1,200)	(0.6%)
505-7201-561.21-50	Utility Services	369,162	335,267	320,000	320,000	**320,000**	0	0.0%
505-7201-561.21-53	Northwest Water Com	3,545,296	3,463,906	3,630,900	3,630,900	**3,667,200**	36,300	1.0%
505-7201-561.21-62	Disposal Services	28,687	40,273	80,000	80,000	**80,000**	0	0.0%
505-7201-561.21-65	Other Services	40,927	42,923	64,300	64,300	**60,000**	(4,300)	(6.7%)
505-7201-561.22-02	Dues	4,749	4,333	3,500	3,500	**3,500**	0	0.0%
505-7201-561.22-03	Training	15,632	11,969	18,200	18,200	**18,200**	0	0.0%
505-7201-561.22-05	Postage	3,661	2,299	2,900	2,900	**3,100**	200	6.9%
505-7201-561.22-10	Printing	684	1,120	1,800	1,800	**1,800**	0	0.0%
505-7201-561.22-20	Annual Consumer Report	13,907	13,090	14,000	14,000	**14,000**	0	0.0%
505-7201-561.22-25	IT/GIS Service Charge	141,000	142,800	163,100	163,100	**186,200**	23,100	14.2%
505-7201-561.22-30	Claims & Refunds	0	0	37,000	10,000	**10,000**	0	0.0%
505-7201-561.22-37	Vehicle/Equip Lease Chrg	336,200	405,300	425,800	425,800	**399,900**	(25,900)	(6.1%)
505-7201-561.22-70	Telephone Services	53,124	63,836	55,000	55,000	**60,000**	5,000	9.1%
	Contractual Services	**5,237,081**	**5,115,883**	**5,802,900**	**5,775,904**	**5,798,900**	**22,996**	**0.4%**

Water Utility Operations (continued) 7201

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
505-7201-561.30-01	Publications Periodicals	580	191	800	800	**500**	(300)	(37.5%)
505-7201-561.30-05	Office Supplies & Equip	3,799	3,786	5,000	5,000	**5,000**	0	0.0%
505-7201-561.30-20	Photographic Supplies	216	0	0	0	**0**	0	N/A
505-7201-561.30-30	Data System Supplies	0	2,397	3,000	3,000	**2,500**	(500)	(16.7%)
505-7201-561.30-35	Clothing	16,046	21,346	20,500	20,500	**20,500**	0	0.0%
505-7201-561.30-50	Petroleum Products	83,877	91,508	101,900	103,800	**94,600**	(9,200)	(8.9%)
505-7201-561.31-01	Water Distribution Sup	153,522	132,985	194,000	194,000	**217,000**	23,000	11.9%
505-7201-561.31-02	Meters Backflow Devices	154,016	128,396	133,000	133,000	**133,000**	0	0.0%
505-7201-561.31-05	Pumping and Storage Sup	20,747	34,650	30,000	30,000	**30,000**	0	0.0%
505-7201-561.31-07	Sewer Collection Supplies	31,907	9,603	48,000	48,000	**48,000**	0	0.0%
505-7201-561.31-40	Agricultural Supplies	17,276	13,954	13,000	13,000	**13,000**	0	0.0%
505-7201-561.31-55	Building Supplies	11,351	9,060	12,000	12,000	**12,000**	0	0.0%
505-7201-561.31-60	Chemicals	8,743	7,108	13,000	13,000	**13,000**	0	0.0%
505-7201-561.31-65	Other Equip & Supplies	34,842	62,658	86,700	86,710	**80,000**	(6,710)	(7.7%)
505-7201-561.31-85	Small Tools and Equipment	10,649	17,988	17,500	17,500	**17,500**	0	0.0%
505-7201-561.31-90	Street and Sidewalk Sup	100,799	190,743	200,000	200,000	**200,000**	0	0.0%
505-7201-561.33-05	Other Supplies	15,121	13,032	20,000	20,000	**20,000**	0	0.0%
	Commodities	**663,491**	**739,405**	**898,400**	**900,310**	**906,600**	**6,290**	**0.7%**
505-7201-561.40-75	Administrative Serv Charge	1,329,500	1,396,000	1,437,900	1,437,900	**1,481,000**	43,100	3.0%
505-7201-561.40-77	Bad Debt Expense	1,036	1,204	0	0	**0**	0	N/A
505-7201-561.40-79	OPEB Liability Expense	9,159	5,601	10,000	15,000	**10,000**	(5,000)	(33.3%)
	Other Charges	**1,339,695**	**1,402,805**	**1,447,900**	**1,452,900**	**1,491,000**	**38,100**	**2.6%**
505-7201-561.50-10	Office Equipment	13,335	4,396	15,000	15,000	**15,000**	0	0.0%
505-7201-561.50-15	Other Equipment	68,707	142,238	266,000	266,034	**207,000**	(59,034)	(22.2%)
505-7201-561.50-20	Building Improvements	66,542	11,108	20,000	20,000	**20,000**	0	0.0%
	Capital Outlay	**148,584**	**157,742**	**301,000**	**301,034**	**242,000**	**(59,034)**	**(19.6%)**
	Total Water Utility Operations	**11,951,092**	**12,296,463**	**13,451,500**	**13,530,848**	**13,661,600**	**130,752**	**1.0%**

Capital Projects 9001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
505-9001-571.50-25	Construction in Progress	1,006,238	1,230,626	899,500	984,500	**1,085,000**	100,500	10.2%
	Capital Outlay	**1,006,238**	**1,230,626**	**899,500**	**984,500**	**1,085,000**	**100,500**	**10.2%**
	Total Capital Projects	**1,006,238**	**1,230,626**	**899,500**	**984,500**	**1,085,000**	**100,500**	**10.2%**

WATER & SEWER FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
505-9901-591.40-96	Operating Contingency	0	0	50,000	174,942	**175,900**	958	0.5%
505-9901-591.90-05	Operating Transfer Out	0	0	80,000	80,000	**80,000**	0	0.0%
	Other Financing Uses	**0**	**0**	**130,000**	**254,942**	**255,900**	**958**	**0.4%**
	Total Non-Operating	**0**	**0**	**130,000**	**254,942**	**255,900**	**958**	**0.4%**
	Total Water & Sewer Fund	**13,961,819**	**14,547,808**	**15,539,300**	**15,871,890**	**16,104,100**	**232,210**	**1.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
505-0501-503.10-01	Salaries	Salaries		552,400		573,200
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		**553,900**		**574,700**
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		96,600		101,200
505-0501-503.19-10	IMRF	IMRF		81,000		79,900
505-0501-503.19-11	Social Security	Social Security		34,300		35,600
505-0501-503.19-12	Medicare	Medicare		8,000		8,300
		TOTAL FRINGE BENEFITS		**221,000**		**226,100**
CONTRACTUAL SERVICES:						
505-0501-503.20-05	Professional Services	Annual audit (30% share)	13,200		13,400	
		Annual actuarial valuation of post employment benefits (30% share)	2,100	15,300	2,100	15,500
505-0501-503.21-65	Other Services	Outsourcing of water billing services	0		19,800	
		Lease for Pitney Bowes DI950	23,500		0	
		Bank fees for credit card payment program	44,200		45,000	
		Bank service charges, lien filing and processing	18,300	86,000	19,000	83,800
505-0501-503.22-03	Training	GFOA programs		1,000		1,000
505-0501-503.22-05	Postage	Mailing of water bills and notices		65,700		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		92,200		93,800
		TOTAL CONTRACTUAL SERVICES		**272,200**		**271,800**
COMMODITIES:						
505-0501-503.30-05	Office Supplies & Equip	Miscellaneous supplies & equipment		4,500		4,000
		TOTAL COMMODITIES		**4,500**		**4,000**

FINANCE (cont.) 0501

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
OTHER CHARGES:				
505-0501-503.40-87	Sewer Backup Rebate Prg	Sanitary sewer flood prevention rebate program (SW1501)	50,000	25,000
		TOTAL OTHER CHARGES	**50,000**	**25,000**
		TOTAL FINANCE	**1,101,600**	**1,101,600**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
1370	Supt. of Utilities	C51	1.00	1.00	
1360	Public Works Services Coord.	P12	1.00	1.00	
1383	Water Production 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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
505-7201-561.10-01	Salaries	Salaries		3,123,900		3,189,700
505-7201-561.18-01	Temporary Help	Temporary Help		26,500		27,200
505-7201-561.18-05	Overtime Civilian	Overtime Civilian		316,200		324,100
		TOTAL SALARIES		**3,466,600**		**3,541,000**
FRINGE BENEFITS:						
505-7201-561.19-01	Workers' Compensation	Workers' Compensation Insurance		222,500		229,200
505-7201-561.19-05	Medical Insurance	Medical Insurance		642,500		690,600
505-7201-561.19-10	IMRF	IMRF		503,900		490,800
505-7201-561.19-11	Social Security	Social Security		214,900		220,000
505-7201-561.19-12	Medicare	Medicare		50,300		51,500
		TOTAL FRINGE BENEFITS		**1,634,100**		**1,682,100**
CONTRACTUAL SERVICES:						
505-7201-561.20-05	Professional Services	Samples - Environmental Protection Agency & others, incl. lead sampling	25,000		27,500	
		Consulting engineer studies	10,000	35,000	12,500	40,000
505-7201-561.20-40	General Insurance	Liability and property insurance		51,400		54,000
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		33,000	
		Emergency generator maintenance	12,500		13,000	
		AMR support	7,500		10,000	
		Prior Year Encumbrance Carryover	5,700	55,700	0	56,000
505-7201-561.21-03	Radio Maintenance	Maintenance of 2-way radios & pagers		2,000		1,000
505-7201-561.21-11	Building Maintenance	Miscellaneous building repairs	4,000		3,500	
		Door replacement	2,000	6,000	1,500	5,000
505-7201-561.21-20	Pumping Station Maint	Miscellaneous pump repairs		20,000		17,000
505-7201-561.21-25	Sewer Collection Systems	Lift station repairs	7,500		11,000	
		Emergency repairs	7,500		11,000	
		Prior Year Encumbrance Carryover	7,004	22,004	0	22,000

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
505-7201-561.21-30	Water Distribution System	Contract landscape and pavement repairs for main break damage	290,000		280,000	
		Emergency repairs	25,000	315,000	20,000	300,000
505-7201-561.21-35	Meter Installation	Installation of replacement meters, testing and repair of larger meters and backflow preventers		268,100		270,000
505-7201-561.21-36	Equipment Rental	Misc. rental of tapping equipment, tools, etc.	5,000		5,000	
		Debris and spoil hauling	175,000		175,000	
		Heavy equipment rental	30,000		30,000	
		Prior Year Encumbrance Carryover	1,200	211,200	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)		320,000		320,000
505-7201-561.21-53	Northwest Water Comm	Contribution per Commission agreement		3,630,900		3,667,200
505-7201-561.21-62	Disposal Services	Disposal and landfill		80,000		80,000
505-7201-561.21-65	Other Services	Turf/landscape maintenance	25,000		26,000	
		JULIE charge	13,000		13,000	
		State of Illinois NPDES permit fees (State mandate)	21,000		21,000	
		Prior Year Encumbrance Carryover	5,300	64,300	0	60,000
505-7201-561.22-02	Dues	Dues		3,500		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	500		500	
		Distribution Unit				
		AWWA Conference	2,000		2,000	
		Illinois Section AWWA Annual Meeting	1,000		1,000	
		Miscellaneous seminars	250		250	
		Sewer Unit				
		Sewer Cleaner Symposium (Federal Mandate Requirement)	1,250		1,250	
		Administration				
		AWWA Annual programs	7,000		7,000	
		Miscellaneous meeting expenses	1,000	18,200	1,000	18,200
505-7201-561.22-05	Postage	Misc. postage and freight charges	1,900		2,100	
		Bi-weekly & monthly water sample shipping	1,000	2,900	1,000	3,100

WATER UTILITY OPERATIONS (cont.) **7201**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		163,100		186,200
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		425,800		399,900
505-7201-561.22-70	Telephone Services	Leased lines for monitoring utility system		55,000		60,000
		TOTAL CONTRACTUAL SERVICES		**5,775,904**		**5,798,900**
COMMODITIES:						
505-7201-561.30-01	Publications/Periodicals	Miscellaneous publications		800		500
505-7201-561.30-05	Office Supplies & Equip.	General office supplies		5,000		5,000
505-7201-561.30-30	Data Systems Supplies	Charts, paper, mag tapes	1,000		1,000	
		Control boards	1,000		500	
		Miscellaneous electronic supplies	1,000	3,000	1,000	2,500
505-7201-561.30-35	Clothing	Uniform garments	8,500		8,500	
		Boots, rain gear, gloves, and miscellaneous clothing	5,500		5,500	
		Safety glasses, goggles, hard hats, safety shoes and miscellaneous safety equipment	4,500		4,500	
		Trench excavation hard hats	2,000	20,500	2,000	20,500
505-7201-561.30-50	Petroleum Products	Fuel for vehicles and equipment		103,800		94,600
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		50,000	
		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	
		Submersible pumps (110 volt)	0		3,000	
		Miscellaneous	5,000	194,000	5,000	217,000
505-7201-561.31-02	Meters/Backflow Devices	Meter repair parts	40,000		40,000	
		Backflow prevention	25,000		25,000	
		Meters (exchange/replace)	40,000		40,000	
		Water meters (resale)	20,000		20,000	
		Backflow (resale)	8,000	133,000	8,000	133,000

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
505-7201-561.31-05	Pumping/Storage Supplies	Replacement materials for pipes, pumps, pump parts, etc.		30,000		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		12,000		12,000
505-7201-561.31-60	Chemicals	Chlorine gas	3,000		5,000	
		Test kits, buffer solution & miscellaneous supplies	5,000		5,000	
		Grease emulsifier	5,000	13,000	3,000	13,000
505-7201-561.31-65	Other Equip. & Supplies	Telemetry cabinet modifications	3,500		3,500	
		Pump controller/sequencer modifications	1,000		2,000	
		Electrical control parts, breakers	4,500		4,800	
		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		4,800	
		Concrete blades & root cutters	13,300		13,300	
		Sewer televising system supplies	800		2,500	
		Root cutters, blades & shoes	8,700		8,700	
		Chlorine system components	6,000		8,000	
		Magnetic valve box locators (2)	1,500		1,500	
		SCADA computer	8,000		8,000	
		Transducers	7,000		7,000	
		Prior Year Encumbrance Carryover	14,010	86,710	0	80,000
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	55,000		55,000	
		Concrete	43,000		43,000	
		Gravel	95,000		95,000	
		Miscellaneous materials	7,000	200,000	7,000	200,000
505-7201-561.33-05	Other Supplies	Misc. equipment and supplies		20,000		20,000
		TOTAL COMMODITIES		**900,310**		**906,600**

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		1,437,900		1,481,000
505-7201-561.40-79	OPEB Liability Expense	OPEB liability expense		15,000		10,000
		TOTAL OTHER CHARGES		**1,452,900**		**1,491,000**
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)	256,034			
		Submersible pump			80,000	
		Trash pumps			20,000	
		Transfer switch upgrades			30,000	
		SCADA upgrades			25,000	
		Phase guard unit			14,000	
		Gas detectors			3,000	
		Trenching & shoring			10,000	
		Portable generators			5,000	
		Security measures			10,000	
		Emergency generator upgrade (EQ9902)	10,000	266,034	10,000	207,000
505-7201-561.50-20	Building Improvements	PW Annex improvements (BL9302)		20,000		20,000
		TOTAL CAPITAL OUTLAY		**301,034**		**242,000**
		TOTAL WATER UTILITY		**13,530,848**		**13,661,600**

CAPITAL PROJECTS 9001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CAPITAL OUTLAY:						
505-9001-571.50-25	Construction in Progress	Sewer Rehab/Replacement Program (SW9001)		300,000		300,000
		Watermain Replacement Program (WA9001)	400,000		485,000	
		Prior Yr. Encumbrance Carryover	9,500	409,500	0	485,000
		Automatic Meter Reading System (WA0302)		0		100,000
		Water Tank Repainting (WA1101)		0		200,000
		Deep Well Rehabilitation (WA1102)		275,000		0
		TOTAL CAPITAL OUTLAY		**984,500**		**1,085,000**
		TOTAL CAPITAL PROJECTS		**984,500**		**1,085,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
OTHER CHARGES:				
505-9901-591.40-96	Operating Contingency	Operating Contingency	174,942	175,900
		TOTAL OTHER CHARGES	**174,942**	**175,900**
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	**254,942**	**255,900**
		TOTAL WATER & SEWER FUND	**15,871,890**	**16,104,100**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$433,045	$460,424	$463,000	$457,000	**$468,000**	$11,000	2.4%
Fees	18,000	18,000	12,500	9,000	**13,600**	4,600	51.1%
Interest Income	2,559	2,494	1,500	2,000	**2,500**	500	25.0%
Other	132,207	54,364	35,400	29,000	**29,000**	0	0.0%
Total Revenues	**$585,811**	**$535,282**	**$512,400**	**$497,000**	**$513,100**	**$16,100**	**3.2%**
Interfund Transfers In	300,000	0	0	0	**0**	0	N/A
Capital Reserves	0	0	125,000	125,000	**50,000**	(75,000)	(60.0%)
Total Revenues and Interfund Transfers In	**$885,811**	**$535,282**	**$637,400**	**$622,000**	**$563,100**	**($58,900)**	**(9.5%)**
Expenditures							
Personal Services	$87,500	$98,600	$106,000	$104,100	**$114,000**	$9,900	9.5%
Contractual Services	450,000	157,000	160,000	160,000	**165,000**	5,000	3.1%
Commodities	21,317	24,264	23,200	26,100	**25,100**	(1,000)	(3.8%)
Other Charges	172,857	142,978	171,400	165,100	**169,800**	4,700	2.8%
Capital Items	24,610	40,289	168,500	168,500	**83,000**	(85,500)	(50.7%)
Total Expenditures	**$756,284**	**$463,131**	**$629,100**	**$623,800**	**$556,900**	**($66,900)**	**(10.7%)**
Revenues over (under) Expenditures	**$129,527**	**$72,151**	**$8,300**	**($1,800)**	**$6,200**	**$8,000**	**(444.4%)**
BEGINNING WORKING CASH	**71,721**	**201,248**	**273,399**	**273,399**	**281,699**	**8,300**	**3.0%**
ENDING WORKING CASH	**$201,248**	**$273,399**	**$281,699**	**$271,599**	**$287,899**	**$16,300**	**6.0%**

ARTS, ENTERTAINMENT & EVENTS FUND (515)

5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	Note	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES											
FOOD & BEVERAGE TAX			433,045	460,424	463,000	457,000	**468,000**	477,000	487,000	496,000	506,000
BUILDING MANAGEMENT FEE			18,000	18,000	9,000	9,000	**9,000**	9,000	9,000	9,000	9,000
SPECIAL DETAIL PW			0	0	3,500	0	**4,600**	4,700	4,800	4,900	5,000
INTEREST INCOME			2,559	2,494	1,500	2,000	**2,500**	3,000	3,000	3,000	3,000
HEARTS OF GOLD			16,000	20,300	18,000	18,000	**18,000**	18,000	18,000	18,000	18,000
PREMIUM SPONSOR			5,550	750	5,000	5,000	**5,000**	5,000	5,000	5,000	5,000
SOUNDS OF SUMMER			10,450	11,750	12,400	6,000	**6,000**	6,000	6,000	6,000	6,000
ARL HTS 125TH CELEBRATION			97,411	21,564	0	0	**0**	0	0	0	0
OTHER INCOME			2,796	0	0	0	**0**	0	0	0	0
NON-OPERATING											
TRANSFER IN FROM GENERAL FUND			300,000	0	0	0	**0**	0	0	0	0
CAPITAL RESERVES	(1)		0	0	125,000	125,000	**50,000**	90,000	80,000	0	0
TOTAL REVENUES			885,811	535,282	637,400	622,000	**563,100**	612,700	612,800	541,900	552,000
EXPENDITURES											
EVENTS											
Arlington Heights 125th Year Celebration		AE-12-01	73,088	45,670	0	0	**0**	0	0	0	0
Arlington Spring Sweep		AE-13-01	0	875	1,300	1,000	**1,500**	1,500	1,500	1,500	1,500
Autumn Harvest		AE-10-01	7,824	10,652	9,350	9,900	**11,450**	11,700	12,000	12,300	12,600
Community Awareness Events		AE-06-46	3,442	3,693	6,000	6,000	**6,000**	6,100	6,200	6,300	6,400
Frontier Days		AE-06-18	19,000	20,300	19,150	21,200	**20,050**	20,600	21,100	21,600	22,100
Halloween		AE-06-20	3,200	3,400	3,600	3,600	**3,700**	3,800	3,900	4,000	4,100
Hearts of Gold		AE-06-22	17,865	21,834	18,000	18,000	**18,000**	18,000	18,000	18,000	18,000
Irish Fest		AE-06-24	3,200	3,100	3,400	3,300	**3,650**	3,700	3,800	3,900	4,000
July 4th Parade		AE-06-26	9,400	11,650	12,200	12,200	**12,550**	12,900	13,200	13,500	13,800
Mane Event		AE-06-28	34,057	38,686	33,600	39,200	**37,750**	38,700	39,700	40,700	41,700
Memorial Day Parade		AE-06-30	7,100	9,900	9,250	10,400	**9,650**	9,900	10,100	10,400	10,700
National Night Out		AE-06-50	5,400	7,400	7,900	7,950	**8,550**	8,800	9,000	9,200	9,400
Promenade of the Arts		AE-06-34	15,645	12,569	16,700	14,600	**16,900**	17,300	17,700	18,100	18,600
Run/Walk Events		AE-06-42	4,800	0	0	0	**0**	0	0	0	0
Sounds of Summer		AE-06-38	51,806	48,082	51,400	43,000	**44,600**	45,700	46,800	48,000	49,200
Taste of Arlington Heights		AE-12-02	9,100	9,900	14,900	10,600	**15,400**	15,800	16,200	16,600	17,000
Tree Lighting Event		AE-06-40	7,448	8,650	9,150	9,650	**9,750**	10,000	10,300	10,600	10,900
SUBTOTAL - EVENTS			272,375	256,361	215,900	210,600	**219,500**	224,500	229,500	234,700	240,000
Metropolis Theater Subsidy		AE-05-04	450,000	157,000	160,000	160,000	**165,000**	170,000	175,000	180,000	185,000
SUBTOTAL - OPERATING EXPENDITURES			722,375	413,361	375,900	370,600	**384,500**	394,500	404,500	414,700	425,000
EQUIPMENT											
Equipment Replacement - Metropolis		EQ-06-03	24,610	40,290	43,500	43,500	**33,000**	34,000	35,000	36,000	37,000
			24,610	40,290	43,500	43,500	**33,000**	34,000	35,000	36,000	37,000
BUILDING/EQUPMENT RESERVE EXPENSES	(1)										
Metropolis Theater 2nd Floor Refurbishment		BL-14-15	0	0	55,000	55,000	**0**	0	0	0	0
Metropolis Theater Lobby		BL-15-01	0	0	0	0	**30,000**	0	0	0	0
Metropolis Threater Seating Repl/Repair		BL-15-02	0	0	0	0	**20,000**	20,000	20,000	0	0
Metropolis Theater Stage Curtains Repl		BL-16-02	0	0	0	0	**0**	30,000	0	0	0
Metropolis Theater Dressing Rms/Green Rm		BL-17-01	0	0	0	0	**0**	0	25,000	0	0
Metropolis Theater Storage		BL-17-02	0	0	0	0	**0**	0	25,000	0	0
Metropolis Theater Sound System Upgrade		EQ-14-05	0	0	30,000	30,000	**0**	0	0	0	0
Metropolis Theater Ticketing/IT Replacement		EQ-14-10	0	0	40,000	40,000	**0**	0	0	0	0
Metropolis Theater Lighting Systems & Equip		EQ-16-01	0	0	0	0	**0**	40,000	0	0	0
Metropolis Theater Classroom Technology		EQ-17-01	0	0	0	0	**0**	0	10,000	0	0
SUBTOTAL - BLDG/EQUIP RESERVES			0	0	125,000	125,000	**50,000**	90,000	80,000	0	0
NON-OPERATING											
Reserve for Replacement (Metropolis)			0	0	75,000	75,000	**75,000**	75,000	75,000	75,000	75,000
Building Reserve - Condo Association			9,300	9,480	9,700	9,700	**14,400**	14,400	14,400	14,400	14,400
SUBTOTAL - NON-OPERATING			9,300	9,480	84,700	84,700	**89,400**	89,400	89,400	89,400	89,400
TOTAL EXPENDITURES			756,285	463,131	629,100	623,800	**556,900**	607,900	608,900	540,100	551,400
BEGINNING WORKING CASH			71,722	201,248	273,399		**281,699**	287,899	292,699	296,599	298,399
REVENUES OVER (UNDER) EXPENDS.			129,526	72,151	8,300	(1,800)	**6,200**	4,800	3,900	1,800	600
ENDING WORKING CASH			201,248	273,399	281,699		**287,899**	292,699	296,599	298,399	298,999

(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 incre 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.

ARTS, ENTERTAINMENT & EVENTS FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-0000-402.25-00	Food & Beverage Tax (AE0502)	433,045	460,424	463,000	457,000	**468,000**	11,000	2.4%
	Business Taxes	**433,045**	**460,424**	**463,000**	**457,000**	**468,000**	**11,000**	**2.4%**
515-0000-431.45-00	Building Management Fee	18,000	18,000	9,000	9,000	**9,000**	0	0.0%
515-0000-431.50-00	Special PW Detail Fee	0	0	3,500	0	**4,600**	4,600	N/A
	Fees	**18,000**	**18,000**	**12,500**	**9,000**	**13,600**	**4,600**	**51.1%**
515-0000-461.02-00	Interest on Investments	2,125	1,580	1,500	2,000	**2,500**	500	25.0%
515-0000-461.10-00	Market Value Adjustments	434	914	0	0	**0**	0	N/A
	Interest Income	**2,559**	**2,494**	**1,500**	**2,000**	**2,500**	**500**	**25.0%**
515-0000-481.50-00	Hearts of Gold Awards Dinner	16,000	20,300	18,000	18,000	**18,000**	0	0.0%
515-0000-481.55-00	Premium Sponsors	5,550	750	5,000	5,000	**5,000**	0	0.0%
515-0000-481.65-01	Sounds of Summer	10,450	11,750	12,400	6,000	**6,000**	0	0.0%
515-0000-481.70-00	125 Year Celebration	97,410	21,564	0	0	**0**	0	N/A
	Special Events	**129,410**	**54,364**	**35,400**	**29,000**	**29,000**	**0**	**0.0%**
515-0000-489-90-00	Other Income	2,797	0	0	0	**0**	0	N/A
	Other	**2,797**	**0**	**0**	**0**	**0**	**0**	**N/A**
515-0000-491.05-00	Operating Transfer In	300,000	0	0	0	**0**	0	N/A
515-0000-491.10-00	Capital Reserves	0	0	125,000	125,000	**50,000**	(75,000)	(60.0%)
	Other Financing Sources	**300,000**	**0**	**125,000**	**125,000**	**50,000**	**(75,000)**	**(60.0%)**
	Total Arts, Ent. & Events Fund	**885,811**	**535,282**	**637,400**	**622,000**	**563,100**	**(58,900)**	**(9.5%)**

SPECIAL EVENTS OPERATIONS WITH DEDICATED REVENUE

	FY2015 BUDGET					
	Hearts of Gold	**Sounds of Summer**	**Promenade of Art**	**Taste of Arlington**	**Other Events**	**TOTAL**
Event Revenue						
Hearts of Gold	18,000					**18,000**
Sounds of Summer		6,000				**6,000**
Premium Sponsors					5,000	**5,000**
Special PW Detail			1,700	2,900		**4,600**
Total Event Revenue	**18,000**	**6,000**	**1,700**	**2,900**	**5,000**	**33,600**
Event Expenditures						
Hearts of Gold	18,000					**18,000**
Sounds of Summer		20,000				**20,000**
Promenade of Art			16,900			**16,900**
Taste of Arlington				15,400		**15,400**
Other Special Events Commission Events					152,200	**152,200**
Total Event Expenditures	**18,000**	**20,000**	**16,900**	**15,400**	**152,200**	**222,500**
Dedicated Revenues over/(under) Expenditures	**0**	**(14,000)**	**(15,200)**	**(12,500)**	**(147,200)**	**(188,900)**

* 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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-0101-525.40-55	Special Events	10,945	4,069	6,000	6,000	**6,000**	0	0.0%
	Other Charges	**10,945**	**4,069**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**
	Total Board of Trustees	**10,945**	**4,069**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**

Manager's Office 0201

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-0201-525.40-55	Special Events *	29,928	27,461	31,500	20,000	**20,000**	0	0.0%
	Other Charges	**29,928**	**27,461**	**31,500**	**20,000**	**20,000**	**0**	**0.0%**
	Total Manager's Office	**29,928**	**27,461**	**31,500**	**20,000**	**20,000**	**0**	**0.0%**

* FY2014 expenditures were offset by Sounds of Summer Sponsorships of $12,400 - Village's net expenses were $19,100.

Special Events Commission 1018

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-1018-525.40-55	Special Events	119,242	98,275	43,200	48,400	**48,400**	0	0.0%
	Other Charges	**119,242**	**98,275**	**43,200**	**48,400**	**48,400**	**0**	**0.0%**
	Total Special Events Comm	**119,242**	**98,275**	**43,200**	**48,400**	**48,400**	**0**	**0.0%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Arts Commission 1022

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-1022-525.40-55	Special Events	3,442	3,693	6,000	6,000	**6,000**	0	0.0%
	Other Charges	**3,442**	**3,693**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**
	Total Arts Commission	**3,442**	**3,693**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**

Metropolis Theater 2005

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-2005-525.20-05	Professional Services (AE0504)	450,000	155,000	160,000	160,000	**165,000**	5,000	3.1%
515-2005-525.21-65	Other Services (AE0504)	0	2,000	0	0	**0**	0	N/A
	Contractual Services	**450,000**	**157,000**	**160,000**	**160,000**	**165,000**	**5,000**	**3.1%**
515-2005-525.50-55	Other Capital Outlay (AE0603)	24,610	40,289	168,500	168,500	**83,000**	(85,500)	(50.7%)
	Capital Outlay	**24,610**	**40,289**	**168,500**	**168,500**	**83,000**	**(85,500)**	**(50.7%)**
	Total Metropolis Theater	**474,610**	**197,289**	**328,500**	**328,500**	**248,000**	**(80,500)**	**(24.5%)**

Police 3001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-3001-525.18-07	Overtime Sworn	43,000	49,800	54,400	51,600	**59,200**	7,600	14.7%
	Salaries	**43,000**	**49,800**	**54,400**	**51,600**	**59,200**	**7,600**	**14.7%**
	Total Police	**43,000**	**49,800**	**54,400**	**51,600**	**59,200**	**7,600**	**14.7%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Fire 3501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-3501-525.18-07	Overtime Sworn	2,200	4,900	4,900	4,900	**5,400**	500	10.2%
	Salaries	**2,200**	**4,900**	**4,900**	**4,900**	**5,400**	**500**	**10.2%**
	Total Fire	**2,200**	**4,900**	**4,900**	**4,900**	**5,400**	**500**	**10.2%**

Public Works 7101

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-7101-525.18-05	Overtime Civilian	41,100	36,200	36,600	38,400	**44,800**	6,400	16.7%
515-7101-525.18-80	Special Detail	0	0	3,500	0	**4,600**	4,600	N/A
	Salaries	**41,100**	**36,200**	**40,100**	**38,400**	**49,400**	**11,000**	**28.6%**
515-7101-525.33-05	Other Supplies	21,317	24,264	23,200	26,100	**25,100**	(1,000)	(3.8%)
	Commodities	**21,317**	**24,264**	**23,200**	**26,100**	**25,100**	**(1,000)**	**(3.8%)**
	Total Public Works	**62,417**	**60,464**	**63,300**	**64,500**	**74,500**	**10,000**	**15.5%**

Water Utility 7201

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
515-7201-525.18-05	Overtime Civilian	1,200	7,700	6,600	9,200	**0**	(9,200)	(100.0%)
	Salaries	**1,200**	**7,700**	**6,600**	**9,200**	**0**	**(9,200)**	**(100.0%)**
	Total Water Utility	**1,200**	**7,700**	**6,600**	**9,200**	**0**	**(9,200)**	**(100.0%)**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ 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)	9,300	9,480	9,700	9,700	**14,400**	4,700	48.5%
	Other Financing Uses	**9,300**	**9,480**	**84,700**	**84,700**	**89,400**	**4,700**	**5.5%**
	Total Non-Operating	**9,300**	**9,480**	**84,700**	**84,700**	**89,400**	**4,700**	**5.5%**
	Total Arts, Ent. & Events Fund	**756,284**	**463,131**	**629,100**	**623,800**	**556,900**	**(66,900)**	**(10.7%)**

BOARD OF TRUSTEES 0101

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
OTHER CHARGES:				
515-0101-525.40-55	Special Events	Promenade of Art (AE0634)	6,000	6,000
		TOTAL OTHER CHARGES	**6,000**	**6,000**
		TOTAL BOARD OF TRUSTEES	**6,000**	**6,000**

MANAGER'S OFFICE 0201

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
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 2013-14		Budget 2014-15	
OTHER CHARGES:						
515-1018-525.40-55	Special Events	Hearts of Gold (AE0622)	18,000		18,000	
		Mane Event (AE0628)	19,000		19,000	
		Tree Lighting Event (AE0640)	500		500	
		Autumn Harvest (AE1001)	10,400		9,900	
		Arlington Spring Sweep (AE1301)	500	48,400	1,000	48,400
		TOTAL OTHER CHARGES		**48,400**		**48,400**
		TOTAL SPECIAL EVENTS COMM		**48,400**		**48,400**

ARTS COMMISSION 1022

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
OTHER CHARGES:				
515-1022-525.40-55	Special Events	Community Awareness Events (AE0646)	6,000	6,000
		TOTAL OTHER CHARGES	**6,000**	**6,000**
		TOTAL ARTS COMMISSION	**6,000**	**6,000**

METROPOLIS THEATER 2005

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
CONTRACTUAL SERVICES:						
515-2005-525.20-05	Professional Services	PAM operating subsidy (AE0504)		160,000		165,000
		TOTAL CONTRACTUAL SERVICES		**160,000**		**165,000**
CAPITAL OUTLAY:						
515-2005-525.50-55	Other Capital Outlay	Metropolis Theater capital expenses (EQ0603)	32,000		33,000	
		Budget Amendment - A/C compressor	11,500	43,500	0	33,000
		Second floor refurbishment (BL1415)	55,000			
		Sound system upgrade (EQ1405)	30,000			
		Ticket/IT system replacement (EQ1410)	40,000			
		Metropolis Lobby (BL1501)	0		30,000	
		Metropolis Theater Seating Replacement/ repair (BL1502)	0	125,000	20,000	50,000
		TOTAL CAPITAL OUTLAY		**168,500**		**83,000**
		TOTAL METROPOLIS THEATER		**328,500**		**248,000**

POLICE 3001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES						
515-3001-525.18-07	Overtime Sworn	Frontier Days (AE0618)	17,300		19,000	
		Halloween (AE0620)	3,600		3,700	
		Irish Fest (AE0624)	2,100		2,400	
		July 4th Parade (AE0626)	6,200		6,500	
		Mane Event (AE0628)	2,900		3,300	
		Memorial Day Parade (AE0630)	7,300		6,400	
		Promenade of Art (AE0634)	2,200		2,900	
		Sounds of Summer (AE0638)	0		3,000	
		Tree Lighting Event (AE0640)	1,400		1,400	
		National Night Out (AE0650)	4,900		5,700	
		Taste of Arlington (AE1202)	3,700	51,600	4,900	59,200
		TOTAL SALARIES		**51,600**		**59,200**
		TOTAL POLICE		**51,600**		**59,200**

FIRE 3501

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES						
515-3501-525.18-07	Overtime Sworn	Mane Event (AE0628)	700		700	
		Promenade of Art (AE0634)	1,700		2,400	
		National Night Out (AE0650)	1,600		1,400	
		Taste of Arlington (AE1202)	900	4,900	900	5,400
		TOTAL SALARIES		**4,900**		**5,400**
		TOTAL FIRE		**4,900**		**5,400**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES						
515-7101-525.18-05	Overtime Civilian	Frontier Days (AE0618)	3,500		1,050	
		Irish Fest (AE0624)	1,200		1,250	
		July 4th Parade (AE0626)	4,700		6,050	
		Mane Event (AE0628)	4,500		5,650	
		Memorial Day Parade (AE0630)	2,000		3,250	
		Promenade of Art (AE0634) (Village 70%)	4,700		3,900	
		Sounds of Summer (AE0638)	5,600		5,600	
		Tree Lighting Event (AE0640)	6,500		7,850	
		National Night Out (AE0650)	450		1,450	
		Autumn Harvest (AE1001)	250		1,550	
		Taste of Arlington (AE1202) (Village 70%)	4,500		6,700	
		Arlington Spring Sweep (AE1301)	500	38,400	500	44,800
515-7101-525.18-80	Special Detail	Promenade of Art (AE0634) (Amdur 30%)	0		1,700	
		Taste of Arlington (AE1202) (Chamber 30%)	0	0	2,900	4,600
		TOTAL SALARIES		**38,400**		**49,400**
COMMODITIES:						
515-7101-525.33-05	Other Supplies	Mane Event (AE0628) - fence, signs, barricade rental, etc.	9,100		9,100	
		Sounds of Summer (AE0638) - stage, skirt, tent rental, etc.	17,000	26,100	16,000	25,100
		TOTAL COMMODITIES		**26,100**		**25,100**
		TOTAL PUBLIC WORKS		**64,500**		**74,500**

WATER UTILITY OPERATIONS 7201

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES						
515-7201-525.18-05	Overtime Civilian	Frontier Days (AE0618)	400		0	
		July 4th Parade (AE0626)	1,300		0	
		Mane Event (AE0628)	1,000		0	
		Memorial Day Parade (AE0630)	1,100		0	
		Sounds of Summer (AE0638)	400		0	
		Tree Lighting Event (AE0640)	1,250		0	
		National Night Out (AE0650)	1,000		0	
		Autumn Harvest (AE1001)	1,250		0	
		Taste of Arlington (AE1202)	1,500	9,200	0	0
		TOTAL SALARIES		**9,200**		**0**
		TOTAL WATER UTILITY OPERATIONS		**9,200**		**0**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
NON-OPERATING:				
515-9901-525.40-91	Reserve for Replacement	Depreciation	75,000	75,000
515-9901-525.40-92	Building Reserve	Condo Association	9,700	14,400
		TOTAL NON-OPERATING	**84,700**	**89,400**
		TOTAL NON-OPERATING	**84,700**	**89,400**
		TOTAL ARTS, ENTERT. & EVENTS FUND	**623,800**	**556,900**

SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	FY2014 Exp Bud	FY2014 Proj Act	FY2015 Exp Bud
Autumn Harvest	AE-10-01	Special Events Com	Special Events	10,400	7,900	9,900
		Public Works	Overtime	1,500	1,450	1,550
				11,900	**9,350**	**11,450**
Arlington Spring Sweep	AE-13-01	Special Events Com	Special Events	500	800	1,000
		Public Works	Overtime	500	500	500
				1,000	**1,300**	**1,500**
Community Awareness Events	AE-06-46	Arts Commission	Special Events	6,000	6,000	6,000
				6,000	**6,000**	**6,000**
Frontier Days	AE-06-18	Police	Overtime	17,300	18,500	19,000
		Public Works	Overtime	3,900	650	1,050
				21,200	**19,150**	**20,050**
Halloween	AE-06-20	Police	Overtime	3,600	3,600	3,700
				3,600	**3,600**	**3,700**
Hearts of Gold	AE-06-22	Special Events Com	Special Events	18,000	18,000	18,000
				18,000	**18,000**	**18,000**
Irish Fest	AE-06-24	Police	Overtime	2,100	2,300	2,400
		Public Works	Overtime	1,200	1,100	1,250
				3,300	**3,400**	**3,650**
July 4th Parade	AE-06-26	Police	Overtime	6,200	6,300	6,500
		Public Works	Overtime	6,000	5,900	6,050
				12,200	**12,200**	**12,550**
Mane Event	AE-06-28	Special Events Com	Special Events	19,000	16,200	19,000
		Police	Overtime	2,900	3,200	3,300
		Fire	Overtime	700	600	700
		Public Works	Overtime	5,500	5,000	5,650
		Public Works	Barricade rental, signs, etc.	9,100	8,600	9,100
				37,200	**33,600**	**37,750**
Memorial Day Parade	AE-06-30	Police	Overtime	7,300	6,200	6,400
		Public Works	Overtime	3,100	3,050	3,250
				10,400	**9,250**	**9,650**
National Night Out	AE-06-50	Police	Overtime	4,900	5,500	5,700
		Fire	Overtime	1,600	1,100	1,400
		Public Works	Overtime	1,450	1,300	1,450
				7,950	**7,900**	**8,550**
Promenade of Art	AE-06-34	Board of Trustees	Special Events	6,000	6,000	6,000
		Police	Overtime	2,200	2,800	2,900
		Fire	Overtime	1,700	2,400	2,400
		Public Works	Overtime - Village share 70%	4,700	4,000	3,900
		Public Works [(1)]	Overtime - Amdur share 30%	0	1,500	1,700
				14,600	**16,700**	**16,900**
Sounds of Summer	AE-06-38	Manager's Office	Entertainment; sound system	20,000	31,500	20,000
		Police	Overtime	0	0	3,000
		Public Works	Overtime	6,000	5,300	5,600
		Public Works	Stage, skirt, tent rental, etc.	17,000	14,600	16,000
				43,000	**51,400**	**44,600**

SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	FY2014 Exp Bud	FY2014 Proj Act	FY2015 Exp Bud
Taste of Arlington	AE-12-02	Police	Overtime	3,700	4,700	4,900
		Fire	Overtime	900	800	900
		Public Works	Overtime - Village share 70%	6,000	7,400	6,700
		Public Works [2]	Overtime - Chamber share 30%	0	2,000	2,900
				10,600	**14,900**	**15,400**
Tree Lighting Event	AE-06-40	Police	Overtime	1,400	1,300	1,400
		Special Events Com	Special Events	500	300	500
		Public Works	Overtime	7,750	7,550	7,850
				9,650	**9,150**	**9,750**
			TOTAL SPECIAL EVENTS - COST BY EVENT	**210,600**	**215,900**	**219,500**

[1] The Village cap for the Promenade of Art is $15,200 (FY2015 budget of $16,900 less $1,700 which is the 30% Amdur share of Public Works Overtime). Amdur will be billed for the $1,700 PLUS any Police, Fire and Public Works Overtime above the Village cap. If Public Works Overtime is LESS than budgeted, the Amdur 30% share of those costs would be less.

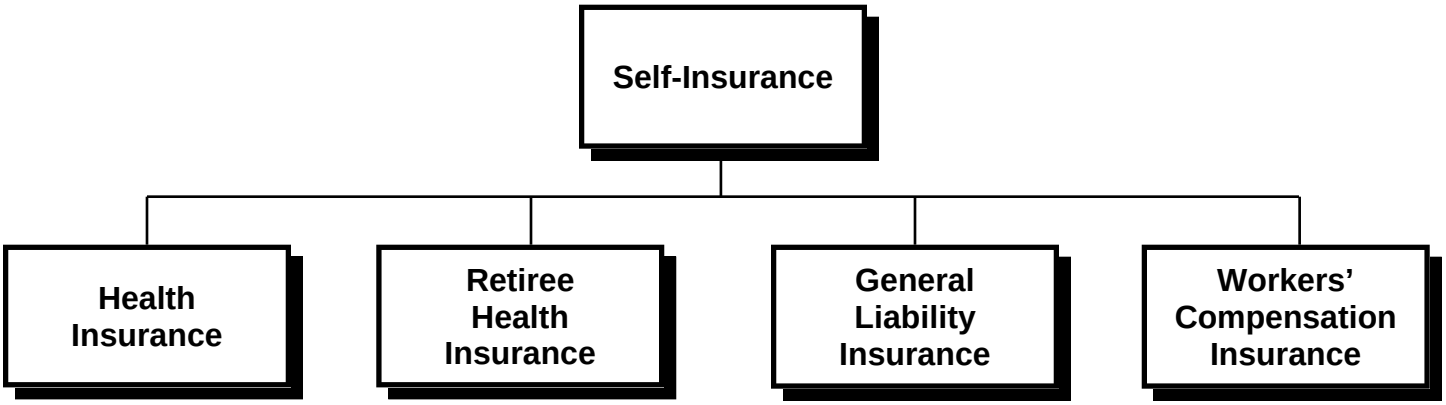
[2] The Village cap for the Taste is $12,500 (FY2015 budget of $15,400 less $2,900 which is the 30% Chamber share of Public Works Overtime). The Chamber will be billed for the $2,900 PLUS any Police, Fire and Public Works Overtime costs above the Village cap. If Public Works Overtime is LESS than budgeted, the Chamber 30% share of those costs would be less.

SPECIAL EVENTS - Cost by Department

Department	Event	Project #	Expense Description	FY2014 Exp Bud	FY2014 Proj Act	FY2015 Exp Bud
Board of Trustees	Promenade of Art	AE-06-34	Special Events	6,000	6,000	6,000
				6,000	**6,000**	**6,000**
Manager's Office	Sounds of Summer	AE-06-38	Entertainment; sound system	20,000	31,500	20,000
				20,000	**31,500**	**20,000**
Special Events Com	Hearts of Gold	AE-06-22	Special Events	18,000	18,000	18,000
	Mane Event	AE-06-28	Special Events	19,000	16,200	19,000
	Tree Lighting Event	AE-06-40	Special Events	500	300	500
	Autumn Harvest	AE-10-01	Special Events	10,400	7,900	9,900
	Arlington Spring Sweep	AE-14-01	Special Events	500	800	1,000
				48,400	**43,200**	**48,400**
Arts Commission	Community Awareness Events	AE-06-46	Special Events	6,000	6,000	6,000
				6,000	**6,000**	**6,000**
Police	Frontier Days	AE-06-18	Overtime	17,300	18,500	19,000
	Halloween	AE-06-20	Overtime	3,600	3,600	3,700
	Irish Fest	AE-06-24	Overtime	2,100	2,300	2,400
	July 4th Parade	AE-06-26	Overtime	6,200	6,300	6,500
	Mane Event	AE-06-28	Overtime	2,900	3,200	3,300
	Memorial Day Parade	AE-06-30	Overtime	7,300	6,200	6,400
	Promenade of Art	AE-06-34	Overtime	2,200	2,800	2,900
	Sound of Summer	AE-06-38	Overtime	0	0	3,000
	Tree Lighting Event	AE-06-40	Overtime	1,400	1,300	1,400
	National Night Out	AE-06-50	Overtime	4,900	5,500	5,700
	Taste of Arlington	AE-12-02	Overtime	3,700	4,700	4,900
				51,600	**54,400**	**59,200**
Fire	Mane Event	AE-06-28	Overtime	700	600	700
	Promenade of Art	AE-06-34	Overtime	1,700	2,400	2,400
	National Night Out	AE-06-50	Overtime	1,600	1,100	1,400
	Taste of Arlington	AE-12-02	Overtime	900	800	900
				4,900	**4,900**	**5,400**
Public Works/Water	Frontier Days	AE-06-18	Overtime	3,900	650	1,050
	Irish Fest	AE-06-24	Overtime	1,200	1,100	1,250
	July 4th Parade	AE-06-26	Overtime	6,000	5,900	6,050
	Mane Event	AE-06-28	Overtime	5,500	5,000	5,650
	Mane Event	AE-06-28	Barricade rental, signs, etc.	9,100	8,600	9,100
	Memorial Day Parade	AE-06-30	Overtime	3,100	3,050	3,250
	Promenade of Art	AE-06-34	Overtime - Village share 70%	4,700	4,000	3,900
	Promenade of Art	AE-06-34	Overtime - Amdur share 30%	0	1,500	1,700
	Sounds of Summer	AE-06-38	Overtime	6,000	5,300	5,600
	Sounds of Summer	AE-06-38	Stage, skirt, tent rental, etc.	17,000	14,600	16,000
	Tree Lighting Event	AE-06-40	Overtime	7,750	7,550	7,850
	National Night Out	AE-06-50	Overtime	1,450	1,300	1,450
	Autumn Harvest	AE-10-01	Overtime	1,500	1,450	1,550
	Taste of Arlington	AE-12-02	Overtime - Village share 70%	6,000	7,400	6,700
	Taste of Arlington	AE-12-02	Overtime - Amdur share 30%	0	2,000	2,900
	Arlington Spring Sweep	AE-13-01	Overtime	500	500	500
				73,700	**69,900**	**74,500**
			TOTAL SPECIAL EVENTS - COST BY DEPARTMENT	**210,600**	**215,900**	**219,500**

SELF INSURANCE FUNDS

ORGANIZATION STRUCTURE



VILLAGE OF ARLINGTON HEIGHTS

CHARGES TO OPERATIONS FOR INSURANCE FY2014-15

			MEDICAL INSURANCE A/C #1905			GENERAL INSURANCE A/C #2040			WORKERS' COMPENSATION A/C #1901		
FUND		OPERATION	2013-14	2014-15	VARIANCE	2013-14	2014-15	VARIANCE	2013-14	2014-15	VARIANCE
101	0101-501	Board of Trustees	$0	**$0**	$0	$0	**$0**	$0	$100	**$100**	$0
101	0201-502	Village Manager	75,200	**78,800**	3,600	6,300	**6,600**	300	1,200	**1,200**	0
101	0301-503	Human Resources	20,100	**40,800**	20,700	5,200	**5,500**	300	400	**400**	0
101	0301-503	HR - Duty Disability	175,300	**0**	(175,300)	0	**0**	0	0	**0**	0
101	0401-503	Legal	58,300	**50,300**	(8,000)	2,800	**2,900**	100	600	**600**	0
101	0501-503	Finance	143,900	**150,800**	6,900	16,400	**17,200**	800	2,600	**2,700**	100
101	1001-502	Boards & Commissions	0	**0**	0	2,600	**2,700**	100	0	**0**	0
101	3001-511	Police	2,067,600	**2,139,500**	71,900	225,500	**236,800**	11,300	544,700	**561,000**	16,300
101	3005-511	Police Grant	6,600	**7,000**	400	0	**0**	0	300	**300**	0
101	3501-512	Fire	1,794,600	**1,887,600**	93,000	187,900	**197,300**	9,400	544,800	**561,100**	16,300
101	4001-521	Planning & Comm Devlp	164,600	**158,700**	(5,900)	5,700	**6,000**	300	2,400	**2,500**	100
101	4501-523	Building Services	183,800	**202,000**	18,200	10,500	**11,000**	500	39,100	**40,300**	1,200
101	4502-523	Health Services	162,500	**170,500**	8,000	16,500	**17,300**	800	16,100	**16,600**	500
101	4503-523	Senior Services	19,500	**20,400**	900	9,500	**10,000**	500	500	**500**	0
101	5001-524	Engineering	147,300	**154,600**	7,300	22,400	**23,500**	1,100	37,200	**38,300**	1,100
101	7101-531	Public Works	671,600	**680,200**	8,600	97,900	**102,800**	4,900	358,500	**369,300**	10,800
		Sub-Total General Fund	**$5,690,900**	**$5,741,200**	**$50,300**	**$609,200**	**$639,600**	**$30,400**	**$1,548,500**	**$1,594,900**	**$46,400**
235	3001-532	Police	65,800	**91,000**	$25,200	$8,200	**$8,600**	$400	$8,400	**8,700**	$300
435	7101-531	Public Works	100	**9,600**	9,500	1,600	**1,700**	100	4,300	**4,400**	100
505	0501-503	Finance	96,600	**101,200**	4,600	0	**0**	0	1,100	**1,100**	0
505	7201-561	Water Utilities Operation	642,500	**690,600**	48,100	51,400	**54,000**	2,600	222,500	**229,200**	6,700
605	0301-552	Human Resources	19,500	**20,400**	900	0	**0**	0	100	**100**	0
605	0301-552	HR - Duty Disability	0	**183,700**	183,700	0	**0**	0	0	**0**	0
615	0301-552	Human Resources	9,100	**9,600**	500	0	**0**	0	100	**100**	0
621	7501-551	Municipal Fleet Services	176,000	**185,100**	9,100	0	**0**	0	42,800	**44,100**	1,300
625	0601-553	IT	68,400	**82,900**	14,500	4,200	**4,400**	200	500	**500**	0
625	0701-553	GIS	19,500	**20,400**	900	0	**0**	0	100	**100**	0
		Sub-Total Other Funds	**$1,097,500**	**$1,394,500**	**$297,000**	**$65,400**	**$68,700**	**$3,300**	**$279,900**	**$288,300**	**$8,400**
		TOTAL ALL FUNDS	**$6,788,400**	**$7,135,700**	**$347,300**	**$674,600**	**$708,300**	**$33,700**	**$1,828,400**	**$1,883,200**	**$54,800**
291	6001-601	Memorial Library	**984,000**	**1,035,400**	51,400	0	**0**	0	0	**0**	0
		TOTAL CHARGES	**$7,772,400**	**$8,171,100**	**$398,700**	**$674,600**	**$708,300**	**$33,700**	**$1,828,400**	**$1,883,200**	**$54,800**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Service Charges	$6,967,600	$7,083,500	$7,772,400	$7,772,400	**$8,171,100**	$398,700	5.1%
Interest Income	12,307	9,257	5,500	11,000	**6,000**	(5,000)	(45.5%)
Sales/Reimbursable/Rents	1,251,916	1,229,707	1,516,500	999,200	**1,036,900**	37,700	3.8%
Other	1,572	1,908	0	0	**0**	0	N/A
Total Revenues	**$8,233,395**	**$8,324,372**	**$9,294,400**	**$8,782,600**	**$9,214,000**	**$431,400**	**4.9%**
Interfund Transfers In	0	0	440,000	440,000	**440,000**	0	0.0%
Total Revenues and Interfund Transfers In	**$8,233,395**	**$8,324,372**	**$9,734,400**	**$9,222,600**	**$9,654,000**	**$431,400**	**4.7%**
Expenditures							
Personal Services	$116,969	$122,215	$130,400	$132,500	**$322,600**	$190,100	143.5%
Contractual Services	3,386,203	3,376,787	3,717,400	3,768,000	**4,095,600**	327,600	8.7%
Commodities	492	500	500	500	**500**	0	0.0%
Other Charges	3,784,720	4,158,805	4,075,000	5,825,300	**5,180,800**	(644,500)	(11.1%)
Total Expenditures	**$7,288,384**	**$7,658,307**	**$7,923,300**	**$9,726,300**	**$9,599,500**	**($126,800)**	**(1.3%)**
Interfund Transfers Out	1,184,692	1,116,214	1,016,800	1,124,200	**1,627,200**	503,000	44.7%
Total Expenditures and Interfund Transfers Out	**$8,473,076**	**$8,774,521**	**$8,940,100**	**$10,850,500**	**$11,226,700**	**$376,200**	**3.5%**
Revenues over (under) Expenditures	**($239,681)**	**($450,149)**	**$794,300**	**($1,627,900)**	**($1,572,700)**	**$55,200**	**(3.4%)**
BEGINNING WORKING CASH	**3,129,715**	**2,890,034**	**2,439,885**	**2,439,885**	**3,234,185**	**794,300**	**32.6%**
ENDING WORKING CASH	**$2,890,034**	**$2,439,885**	**$3,234,185**	**$811,985**	**$1,661,485**	**$849,500**	**104.6%**

HEALTH INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
605-0000-451.68-00	Charges To Operations	6,172,700	6,256,100	6,788,400	6,788,400	**7,135,700**	347,300	5.1%
605-0000-451.70-00	Library Health Charge	794,900	827,400	984,000	984,000	**1,035,400**	51,400	5.2%
	Charges for Services	**6,967,600**	**7,083,500**	**7,772,400**	**7,772,400**	**8,171,100**	**398,700**	**5.1%**
605-0000-461.02-00	Interest on Investments	9,774	6,332	3,000	11,000	**6,000**	(5,000)	(45.5%)
605-0000-462.10-00	Market Value Adjustments	2,533	2,925	2,500	0	**0**	0	N/A
	Interest Income	**12,307**	**9,257**	**5,500**	**11,000**	**6,000**	**(5,000)**	**(45.5%)**
605-0000-471.11-00	Cobra Payments	7,457	17,598	12,200	15,700	**10,000**	(5,700)	(36.3%)
605-0000-471.12-00	Employee Contrib Health	699,929	688,126	713,000	765,000	**802,300**	37,300	4.9%
605-0000-471.13-00	Employee Contrib Dental	193,991	196,592	194,600	188,500	**198,600**	10,100	5.4%
605-0000-471.19-00	Employee Contrib Life	26,881	26,266	26,400	30,000	**26,000**	(4,000)	(13.3%)
605-0000-471.23-00	Individual Stop-Loss Proceeds	323,658	301,125	570,300	0	**0**	0	N/A
	Insurance	**1,251,916**	**1,229,707**	**1,516,500**	**999,200**	**1,036,900**	**37,700**	**3.8%**
605-0000-489.90-00	Other Income	1,572	1,908	0	0	**0**	0	N/A
	Other	**1,572**	**1,908**	**0**	**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	**8,233,395**	**8,324,372**	**9,734,400**	**9,222,600**	**9,654,000**	**431,400**	**4.7%**

HEALTH INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
605-0301-552.10-01	Salaries	81,578	86,526	90,100	91,000	**96,000**	5,000	5.5%
605-0301-552.18-01	Temporary Help	0	204	1,000	1,600	**1,600**	0	0.0%
	Salaries	**81,578**	**86,730**	**91,100**	**92,600**	**97,600**	**5,000**	**5.4%**
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	19,500	19,500	**20,400**	900	4.6%
605-0301-552.19-06	Med Ins - P&F Duty Disability	0	0	0	0	**183,700**	183,700	N/A
605-0301-552.19-10	IMRF	10,061	11,660	12,700	13,300	**13,400**	100	0.8%
605-0301-552.19-11	Social Security	4,666	4,964	5,700	5,700	**6,000**	300	5.3%
605-0301-552.19-12	Medicare	1,091	1,161	1,300	1,300	**1,400**	100	7.7%
605-0301-552.19-15	Compensated Absences	1,873	0	0	0	**0**	0	N/A
	Fringe Benefits	**35,391**	**35,485**	**39,300**	**39,900**	**225,000**	**185,100**	**463.9%**
605-0301-552.20-05	Professional Services	0	0	3,000	4,000	**4,000**	0	0.0%
605-0301-552.20-45	Claims Administration	226,728	301,159	307,200	313,400	**336,900**	23,500	7.5%
605-0301-552.20-50	Loss Prevention Program	87,411	96,005	132,500	132,500	**132,500**	0	0.0%
605-0301-552.20-55	Health Insurance Premiums	364,181	236,106	288,800	294,700	**330,300**	35,600	12.1%
605-0301-552.20-60	HMO Insurance Premiums	2,616,230	2,653,495	2,888,500	2,925,500	**3,110,000**	184,500	6.3%
605-0301-552.20-65	Life Insurance Employer	58,010	57,423	62,000	62,000	**62,000**	0	0.0%
605-0301-552.20-66	Supple Life Employee	29,522	29,037	31,000	31,000	**31,000**	0	0.0%
605-0301-552.22-03	Training	404	62	500	1,000	**1,000**	0	0.0%
605-0301-552.22-05	Postage	467	500	600	600	**600**	0	0.0%
605-0301-552.22-15	Photocopying	50	0	200	200	**200**	0	0.0%
605-0301-552.22-25	IT/GIS Service Charge	3,200	3,000	3,100	3,100	**3,100**	0	0.0%
605-0301-552.22-26	ACA Fees	0	0	0	0	**84,000**	84,000	N/A
	Contractual Services	**3,386,203**	**3,376,787**	**3,717,400**	**3,768,000**	**4,095,600**	**327,600**	**8.7%**
605-0301-552.33-05	Other Supplies	492	500	500	500	**500**	0	0.0%
	Commodities	**492**	**500**	**500**	**500**	**500**	**0**	**0.0%**
605-0301-552.42-75	Claims Medical Loss	3,387,606	3,763,469	3,701,000	5,337,300	**4,749,800**	(587,500)	(11.0%)
605-0301-552.42-77	Claims Dental Loss	396,407	394,653	373,000	487,000	**430,000**	(57,000)	(11.7%)
605-0301-552.42-79	OPEB Liability Expense	707	683	1,000	1,000	**1,000**	0	0.0%
	Other Charges	**3,784,720**	**4,158,805**	**4,075,000**	**5,825,300**	**5,180,800**	**(644,500)**	**(11.1%)**
	Total Human Resources	**7,288,384**	**7,658,307**	**7,923,300**	**9,726,300**	**9,599,500**	**(126,800)**	**(1.3%)**

Non-Operating 9901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
605-9901-591.90-05	Operating Transfer Out	1,184,692	1,116,214	1,016,800	1,124,200	1,627,200	503,000	44.7%
	Other Financing Uses	**1,184,692**	**1,116,214**	**1,016,800**	**1,124,200**	**1,627,200**	**503,000**	**44.7%**
	Total Non-Operating	**1,184,692**	**1,116,214**	**1,016,800**	**1,124,200**	**1,627,200**	**503,000**	**44.7%**
	Total Health Insurance Fund	**8,473,076**	**8,774,521**	**8,940,100**	**10,850,500**	**11,226,700**	**376,200**	**3.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
605-0301-552.10-01	Salaries	Salaries		91,000		96,000
605-0301-552.18-01	Temporary Help	Temporary Help		1,600		1,600
		TOTAL SALARIES		**92,600**		**97,600**
FRINGE BENEFITS:						
605-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
605-0301-552.19-05	Medical Insurance	Medical Insurance		19,500		20,400
605-0301-552.19-06	Med Ins On Duty Injury	Medical insurance premium for Police and Fire on duty Injury per PSEBA				
		Police (5)	0		105,900	
		Fire (5)	0	0	77,800	183,700
605-0301-552.19-10	IMRF	IMRF		13,300		13,400
605-0301-552.19-11	Social Security	Social Security		5,700		6,000
605-0301-552.19-12	Medicare	Medicare		1,300		1,400
		TOTAL FRINGE BENEFITS		**39,900**		**225,000**
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		313,400		336,900
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)	251,100		292,900	
		Aggregate stop loss (125% of expected claims)	43,600	294,700	37,400	330,300
605-0301-552.20-60	HMO Insurance Premium	Alternative HMO medical coverage		2,925,500		3,110,000
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		600		600

HUMAN RESOURCES (cont.) 0301

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
605-0301-552.22-15	Photocopying	Photocopies & supplies	200	200
605-0301-552.22-25	IT/GIS Service Charge	IT/GIS Service Charge	3,100	3,100
605-0301-552.22-26	ACA Fees	Affordable Care Act fees	0	84,000
		TOTAL CONTRACTUAL SERVICES	**3,768,000**	**4,095,600**
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)	5,337,300	4,749,800
605-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims	487,000	430,000
605-0301-552.42-79	OPEB Liability Expense	OPEB liability expense	1,000	1,000
		TOTAL OTHER CHARGES	**5,825,300**	**5,180,800**
		TOTAL HUMAN RESOURCES	**9,726,300**	**9,599,500**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
NON-OPERATING:				
605-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund retiree medical insurance	1,124,200	1,627,200
		TOTAL NON-OPERATING	**1,124,200**	**1,627,200**
		TOTAL NON-OPERATING	**1,124,200**	**1,627,200**
		TOTAL HEALTH INSURANCE FUND	**10,850,500**	**11,226,700**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Sales/Reimbursable/Rents	$1,399,988	$1,494,942	$1,586,000	$1,500,000	**$1,649,000**	$149,000	9.9%
Other	128,492	130,473	136,900	100,000	**120,000**	20,000	20.0%
Total Revenues	**$1,528,480**	**$1,625,415**	**$1,722,900**	**$1,600,000**	**$1,769,000**	**$169,000**	**10.6%**
Interfund Transfers In	1,184,692	1,116,214	1,016,800	1,124,200	**1,627,200**	503,000	44.7%
Total Revenues and Interfund Transfers In	**$2,713,172**	**$2,741,629**	**$2,739,700**	**$2,724,200**	**$3,396,200**	**$672,000**	**24.7%**
Expenditures							
Contractual Services	$561,181	$543,075	$580,800	$578,600	**$636,400**	$57,800	10.0%
Other Charges	2,151,991	2,198,554	2,158,900	2,145,600	**2,759,800**	614,200	28.6%
Total Expenditures	**$2,713,172**	**$2,741,629**	**$2,739,700**	**$2,724,200**	**$3,396,200**	**$672,000**	**24.7%**
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 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
606-0000-471.10-00	Retiree Insurance Payment	1,399,988	1,494,942	1,586,000	1,500,000	**1,649,000**	149,000	9.9%
	Insurance	**1,399,988**	**1,494,942**	**1,586,000**	**1,500,000**	**1,649,000**	**149,000**	**9.9%**
606-0000-489.90-00	Other Income	128,492	130,473	136,900	100,000	**120,000**	20,000	20.0%
	Other	**128,492**	**130,473**	**136,900**	**100,000**	**120,000**	**20,000**	**20.0%**
606-0000-491.05-00	Operating Transfer In	1,184,692	1,116,214	1,016,800	1,124,200	1,627,200	503,000	44.7%
	Other Financing Sources	**1,184,692**	**1,116,214**	**1,016,800**	**1,124,200**	**1,627,200**	**503,000**	**44.7%**
	Total Retiree Health Ins Fund	**2,713,172**	**2,741,629**	**2,739,700**	**2,724,200**	**3,396,200**	**672,000**	**24.7%**

RETIREE HEALTH INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
606-0301-552.20-05	Professional Services	5,000	5,000	5,000	5,000	**5,000**	0	0.0%
606-0301-552.20-45	Claims Administration	101,841	135,304	131,500	121,900	**144,400**	22,500	18.5%
606-0301-552.20-55	Health Insurance Premiums	163,648	107,938	123,400	126,600	**141,500**	14,900	11.8%
606-0301-552.20-60	HMO Insurance Premiums	290,692	294,833	320,900	325,100	**345,500**	20,400	6.3%
	Contractual Services	**561,181**	**543,075**	**580,800**	**578,600**	**636,400**	**57,800**	**10.0%**
606-0301-552.42-75	Claims Medical Loss	2,089,328	2,117,722	2,081,900	2,075,600	**2,671,800**	596,200	28.7%
606-0301-552.42-77	Claims Dental Loss	62,663	80,832	77,000	70,000	**88,000**	18,000	25.7%
	Other Charges	**2,151,991**	**2,198,554**	**2,158,900**	**2,145,600**	**2,759,800**	**614,200**	**28.6%**
	Total Human Resources	**2,713,172**	**2,741,629**	**2,739,700**	**2,724,200**	**3,396,200**	**672,000**	**24.7%**
	Total Retiree Health Ins Fund	**2,713,172**	**2,741,629**	**2,739,700**	**2,724,200**	**3,396,200**	**672,000**	**24.7%**

HUMAN RESOURCES 0301

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		121,900		144,400
606-0301-552.20-55	Health Insurance Prem	Specific stop loss (145,000 per claim)	107,600		125,500	
		Aggregate stop loss (125% of expected claims)	19,000	126,600	16,000	141,500
606-0301-552.20-60	HMO Insurance Premium	Alternative HMO medical coverage		325,100		345,500
		TOTAL CONTRACTUAL SERVICES		**578,600**		**636,400**
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)		2,075,600		2,671,800
606-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims		70,000		88,000
		TOTAL OTHER CHARGES		**2,145,600**		**2,759,800**
		TOTAL HUMAN RESOURCES		**2,724,200**		**3,396,200**
		TOTAL RETIREE HEALTH INS FUND		**2,724,200**		**3,396,200**

GENERAL LIABILITY INSURANCE FUND 611

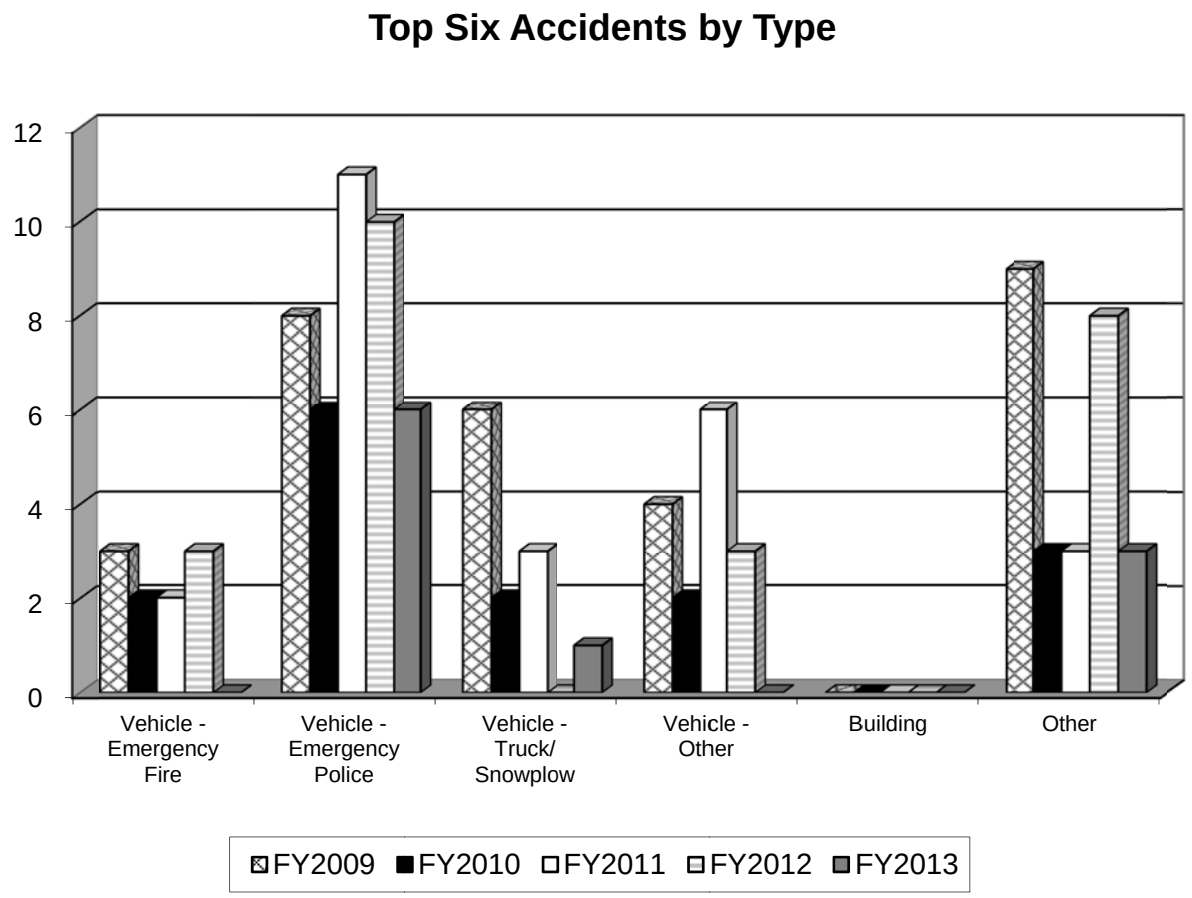
► Fund at a Glance

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Service Charges	$634,000	$654,800	$674,600	$674,600	**$708,300**	$33,700	5.0%
Interest Income	19,749	16,570	12,000	14,000	**12,000**	(2,000)	(14.3%)
Other	28,800	5,915	0	0	**0**	0	N/A
Total Revenues	**$682,549**	**$677,285**	**$686,600**	**$688,600**	**$720,300**	**$31,700**	**4.6%**
Interfund Transfers In	300,000	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$982,549**	**$677,285**	**$686,600**	**$688,600**	**$720,300**	**$31,700**	**4.6%**
Expenditures							
Contractual Services	$321,914	$332,379	$388,000	$408,000	**$409,000**	$1,000	0.2%
Other Charges	340,635	205,250	1,095,000	1,175,000	**425,000**	(750,000)	(63.8%)
Total Expenditures	**$662,549**	**$537,629**	**$1,483,000**	**$1,583,000**	**$834,000**	**($749,000)**	**(47.3%)**
Revenues over (under) Expenditures	**$320,000**	**$139,656**	**($796,400)**	**($894,400)**	**($113,700)**	**$780,700**	**(87.3%)**
BEGINNING WORKING CASH	**3,687,780**	**4,007,780**	**4,147,436**	**4,147,436**	**3,351,036**	**(796,400)**	**(19.2%)**
ENDING WORKING CASH	**$4,007,780**	**$4,147,436**	**$3,351,036**	**$3,253,036**	**$3,237,336**	**($15,700)**	**(0.5%)**

GENERAL LIABILITY INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
611-0000-451.68-00	Charges To Operations	634,000	654,800	674,600	674,600	**708,300**	33,700	5.0%
	Charges for Services	**634,000**	**654,800**	**674,600**	**674,600**	**708,300**	**33,700**	**5.0%**
611-0000-461.02-00	Interest on Investments	16,007	10,637	12,000	14,000	**12,000**	(2,000)	(14.3%)
611-0000-462.10-00	Market Value Adjustments	3,742	5,933	0	0	**0**	0	N/A
	Interest Income	**19,749**	**16,570**	**12,000**	**14,000**	**12,000**	**(2,000)**	**(14.3%)**
611-0000-489.90-00	Other Income	28,800	5,915	0	0	**0**	0	N/A
	Other	**28,800**	**5,915**	**0**	**0**	**0**	**0**	**N/A**
611-0000-491.05-00	Operating Transfer In	300,000	0	0	0	**0**	0	N/A
	Other Financing Sources	**300,000**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total General Liability Ins Fund	**982,549**	**677,285**	**686,600**	**688,600**	**720,300**	**31,700**	**4.6%**

GENERAL LIABILITY INSURANCE FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
611-0501-552.20-05	Professional Services	0	0	0	5,000	**5,000**	0	0.0%
611-0501-552.20-45	Claims Administration	26,003	21,211	30,000	40,000	**30,000**	(10,000)	(25.0%)
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	295,907	311,168	358,000	358,000	**369,000**	11,000	3.1%
611-0501-552.22-05	Postage	4	0	0	0	**0**	0	N/A
	Contractual Services	**321,914**	**332,379**	**388,000**	**408,000**	**409,000**	**1,000**	**0.2%**
611-0501-552.42-53	Vehicle Loss	92,928	112,056	90,000	90,000	**90,000**	0	0.0%
611-0501-552.42-55	Property Loss	18,921	2,100	5,000	10,000	**10,000**	0	0.0%
611-0501-552.42-60	Liability Losses	228,786	91,094	1,000,000	1,075,000	**325,000**	(750,000)	(69.8%)
	Other Charges	**340,635**	**205,250**	**1,095,000**	**1,175,000**	**425,000**	**(750,000)**	**(63.8%)**
	Total Finance	**662,549**	**537,629**	**1,483,000**	**1,583,000**	**834,000**	**(749,000)**	**(47.3%)**
	Total General Liability Ins Fund	**662,549**	**537,629**	**1,483,000**	**1,583,000**	**834,000**	**(749,000)**	**(47.3%)**

FINANCE **0501**

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		30,000
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)	150,000		155,000	
		Property insurance	118,000		124,000	
		Public entity excess	77,000		77,000	
		Treasurer's bond	12,000		12,000	
		Notary bonds	1,000	358,000	1,000	369,000
		TOTAL CONTRACTUAL SERVICES		**408,000**		**409,000**
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		1,075,000		325,000
		TOTAL OTHER CHARGES		**1,175,000**		**425,000**
		TOTAL FINANCE		**1,583,000**		**834,000**
		TOTAL GENERAL LIABILITY INS FUND		**1,583,000**		**834,000**

WORKERS' COMPENSATION INSURANCE FUND 615

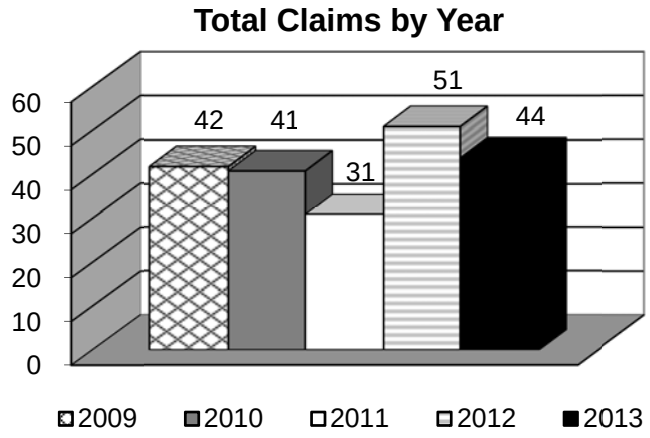
► Fund at a Glance

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Service Charges	$1,719,600	$1,775,400	$1,828,400	$1,828,400	**$1,883,200**	$54,800	3.0%
Interest Income	27,518	24,451	18,000	20,000	**20,000**	0	0.0%
Sales/Reimbursable/Rents	208,492	33,062	0	0	**0**	0	N/A
Other	7,092	16,739	0	0	**0**	0	N/A
Total Revenues	**$1,962,702**	**$1,849,652**	**$1,846,400**	**$1,848,400**	**$1,903,200**	**$54,800**	**3.0%**
Expenditures							
Personal Services	$136,582	$114,585	$133,500	$155,300	**$146,800**	($8,500)	(5.5%)
Contractual Services	263,071	265,235	315,300	352,700	**363,900**	11,200	3.2%
Commodities	419	1,419	1,800	2,300	**2,300**	0	0.0%
Other Charges	776,699	1,768,981	800,500	1,170,500	**1,170,500**	0	0.0%
Total Expenditures	**$1,176,771**	**$2,150,220**	**$1,251,100**	**$1,680,800**	**$1,683,500**	**$2,700**	**0.2%**
Revenues over (under) Expenditures	**$785,931**	**($300,568)**	**$595,300**	**$167,600**	**$219,700**	**$52,100**	**31.1%**
BEGINNING WORKING CASH	**4,177,347**	**4,963,278**	**4,662,710**	**4,662,710**	**5,258,010**	**595,300**	**12.8%**
ENDING WORKING CASH	**$4,963,278**	**$4,662,710**	**$5,258,010**	**$4,830,310**	**$5,477,710**	**$647,400**	**13.4%**

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WORKERS' COMPENSATION INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
615-0000-451.68-00	Charges To Operations	1,719,600	1,775,400	1,828,400	1,828,400	**1,883,200**	54,800	3.0%
	Charges for Services	**1,719,600**	**1,775,400**	**1,828,400**	**1,828,400**	**1,883,200**	**54,800**	**3.0%**
615-0000-461.02-00	Interest on Investments	22,419	15,714	18,000	20,000	**20,000**	0	0.0%
615-0000-462.10-00	Market Value Adjustments	5,099	8,737	0	0	**0**	0	N/A
	Interest Income	**27,518**	**24,451**	**18,000**	**20,000**	**20,000**	**0**	**0.0%**
615-0000-471.22-00	Workers Comp Reimburse	208,492	33,062	0	0	**0**	0	N/A
	Insurance	**208,492**	**33,062**	**0**	**0**	**0**	**0**	**N/A**
615-0000-489.90-00	Other Income	7,092	16,739	0	0	**0**	0	N/A
	Other	**7,092**	**16,739**	**0**	**0**	**0**	**0**	**N/A**
	Total Workers' Comp Ins Fund	**1,962,702**	**1,849,652**	**1,846,400**	**1,848,400**	**1,903,200**	**54,800**	**3.0%**

WORKERS' COMPENSATION INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
615-0301-552.10-01	Salaries	52,731	59,217	63,900	63,900	**69,000**	5,100	8.0%
615-0301-552.18-01	Temporary Help	216	2,706	3,600	3,600	**3,700**	100	2.8%
615-0301-552.18-80	Special Detail	7,542	0	6,000	7,500	**7,500**	0	0.0%
	Salaries	**60,489**	**61,923**	**73,500**	**75,000**	**80,200**	**5,200**	**6.9%**
615-0301-552.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
615-0301-552.19-05	Medical Insurance	8,132	8,200	9,100	9,100	**9,600**	500	5.5%
615-0301-552.19-10	IMRF	6,505	7,979	10,100	10,400	**10,700**	300	2.9%
615-0301-552.19-11	Social Security	3,228	3,630	4,600	4,600	**5,000**	400	8.7%
615-0301-552.19-12	Medicare	755	849	1,100	1,100	**1,200**	100	9.1%
615-0301-552.19-15	Compensated Absences	2,027	2,801	0	0	**0**	0	N/A
615-0301-552.19-30	Unemployment Benefits	55,346	29,103	35,000	55,000	**40,000**	(15,000)	(27.3%)
	Fringe Benefits	**76,093**	**52,662**	**60,000**	**80,300**	**66,600**	**(13,700)**	**(17.1%)**
615-0301-552.20-20	Legal Services	0	0	0	7,000	**7,000**	0	0.0%
615-0301-552.20-45	Claims Administration	64,172	37,797	68,000	68,000	**72,000**	4,000	5.9%
615-0301-552.20-50	Loss Prevention Program	4,168	7,385	8,000	36,000	**36,000**	0	0.0%
615-0301-552.20-70	Insurance Premiums	188,730	213,973	233,000	233,000	**240,000**	7,000	3.0%
615-0301-552.21-65	Other Services	0	217	300	2,500	**2,500**	0	0.0%
615-0301-552.22-02	Dues	500	528	400	500	**700**	200	40.0%
615-0301-552.22-03	Training	2,201	2,235	2,400	2,400	**2,400**	0	0.0%
615-0301-552.22-05	Postage	100	100	100	100	**100**	0	0.0%
615-0301-552.22-15	Photocopying	0	0	0	100	**100**	0	0.0%
615-0301-552.22-25	IT/GIS Service Charge	3,200	3,000	3,100	3,100	**3,100**	0	0.0%
	Contractual Services	**263,071**	**265,235**	**315,300**	**352,700**	**363,900**	**11,200**	**3.2%**
615-0301-552.30-01	Publications Periodicals	419	419	300	800	**800**	0	0.0%
615-0301-552.30-05	Office Supplies & Equip	0	1,000	1,000	1,000	**1,000**	0	0.0%
615-0301-552.33-05	Other Supplies	0	0	500	500	**500**	0	0.0%
	Commodities	**419**	**1,419**	**1,800**	**2,300**	**2,300**	**0**	**0.0%**
615-0301-552.42-75	Claims Medical Loss	299,234	461,787	400,000	670,000	**670,000**	0	0.0%
615-0301-552.42-78	Medical Loss Reserve	(71,110)	675,157	0	0	**0**	0	N/A
615-0301-552.42-79	OPEB Liability Expense	353	341	500	500	**500**	0	0.0%
615-0301-552.42-80	Claims WC Salary Replace	548,222	631,696	400,000	500,000	**500,000**	0	0.0%
	Other Charges	**776,699**	**1,768,981**	**800,500**	**1,170,500**	**1,170,500**	**0**	**0.0%**
	Total Human Resources	**1,176,771**	**2,150,220**	**1,251,100**	**1,680,800**	**1,683,500**	**2,700**	**0.2%**
	Total Workers' Comp Ins Fund	**1,176,771**	**2,150,220**	**1,251,100**	**1,680,800**	**1,683,500**	**2,700**	**0.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
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 2013-14	2014-15	+ (-)
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

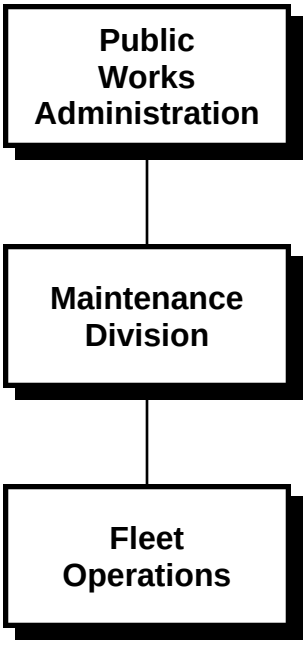
Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES:						
615-0301-552.10-01	Salaries	Salaries		63,900		69,000
615-0301-552.18-01	Temporary Help	Temporary Help		3,600		3,700
615-0301-552.18-80	Special Detail	Special details by trained Village personnel acting as instructors for the Driver Safety Program		7,500		7,500
		TOTAL SALARIES		**75,000**		**80,200**
FRINGE BENEFITS:						
615-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
615-0301-552.19-05	Medical Insurance	Medical Insurance		9,100		9,600
615-0301-552.19-10	IMRF	IMRF		10,400		10,700
615-0301-552.19-11	Social Security	Social Security		4,600		5,000
615-0301-552.19-12	Medicare	Medicare		1,100		1,200
615-0301-552.19-30	Unemployment Benefits	Unemployment benefits		55,000		40,000
		TOTAL FRINGE BENEFITS		**80,300**		**66,600**
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		42,000	
		Loss control service	27,600	68,000	30,000	72,000
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		233,000		240,000
615-0301-552.21-65	Other Services	Miscellaneous services		2,500		2,500
615-0301-552.22-02	Dues	Dues		500		700

HUMAN RESOURCES (cont.) 0301

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
615-0301-552.22-03	Training	Training	2,400	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	3,100	3,100
		TOTAL CONTRACTUAL SERVICES	**352,700**	**363,900**
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	500	500
615-0301-552.42-80	Claims WC Sal. Rpl/Indem	Salary replacement, final settlements	500,000	500,000
		TOTAL OTHER CHARGES	**1,170,500**	**1,170,500**
		TOTAL HUMAN RESOURCES	**1,680,800**	**1,683,500**
		TOTAL WORKERS' COMP INS FUND	**1,680,800**	**1,683,500**

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 317 vehicles and 20 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.

► 2013-14 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 2013.
- ► **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.

- **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 2013, Village vehicles used approximately 69,000 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.
- **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 FY2014.

► 2014-15 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		
	2011	**2012**	**2013**
1. Vehicles/equipment maintained	354	344	337
2. Work orders completed	2,513	2,606	2,890

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Fees	$14,607	$13,495	$20,000	$35,000	**$20,000**	($15,000)	(42.9%)
Fines	27,637	23,469	25,000	30,000	**25,000**	(5,000)	(16.7%)
Service Charges	2,625,666	2,777,600	2,910,400	2,910,400	**3,081,600**	171,200	5.9%
Interest Income	27,928	20,694	16,000	18,000	**18,000**	0	0.0%
Sales/Reimbursable/Rents	227,563	274,763	180,000	200,000	**180,000**	(20,000)	(10.0%)
Other	7,453	15,107	0	0	**0**	0	N/A
Total Revenues	**$2,930,854**	**$3,125,128**	**$3,151,400**	**$3,193,400**	**$3,324,600**	**$131,200**	**4.1%**
Interfund Transfers In	0	400,000	200,000	200,000	**0**	(200,000)	(100.0%)
Total Revenues and Interfund Transfers In	**$2,930,854**	**$3,525,128**	**$3,351,400**	**$3,393,400**	**$3,324,600**	**($68,800)**	**(2.0%)**
Expenditures							
Personal Services	$1,221,649	$1,276,347	$1,327,300	$1,377,000	**$1,417,300**	$40,300	2.9%
Contractual Services	305,924	199,064	247,400	247,400	**262,200**	14,800	6.0%
Commodities	442,430	413,299	465,000	465,000	**482,000**	17,000	3.7%
Other Charges	35,206	17,877	55,000	56,000	**55,000**	(1,000)	(1.8%)
Capital Items	1,452,818	1,263,997	3,755,000	4,462,663	**3,139,100**	(1,323,563)	(29.7%)
Total Expenditures	**$3,458,027**	**$3,170,584**	**$5,849,700**	**$6,608,063**	**$5,355,600**	**($1,252,463)**	**(19.0%)**
Revenues over (under) Expenditures	**($527,173)**	**$354,544**	**($2,498,300)**	**($3,214,663)**	**($2,031,000)**	**$1,183,663**	**(36.8%)**
BEGINNING WORKING CASH	**5,975,556**	**5,448,383**	**5,802,927**	**5,802,927**	**3,304,627**	**(2,498,300)**	**(43.1%)**
ENDING WORKING CASH	**$5,448,383**	**$5,802,927**	**$3,304,627**	**$2,588,264**	**$1,273,627**	**($1,314,637)**	**(50.8%)**

FLEET OPERATIONS FUND (621)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
CHARGES TO OPERATIONS		2,625,666	2,777,600	2,910,400	2,910,400	**3,081,600**	3,601,100	4,149,800	4,771,000	5,343,500
FINES		27,637	23,469	25,000	30,000	**25,000**	30,000	30,000	30,000	30,000
WHEELING BUS MAINTENANCE		14,607	13,495	20,000	35,000	**20,000**	15,000	15,000	15,000	15,000
INTEREST INCOME		27,928	20,694	16,000	18,000	**18,000**	25,000	25,000	25,000	25,000
SALES/REIMB./RENTS		227,563	274,763	180,000	200,000	**180,000**	200,000	200,000	200,000	200,000
OTHER / SALE OF EQUIPMENT		7,453	15,107	0	0	**0**	0	0	0	0
OPERATING TRANSFER IN		0	400,000	200,000	200,000	**0**	0	0	0	0
TOTAL REVENUES		2,930,854	3,525,128	3,351,400	3,393,400	**3,324,600**	3,871,100	4,419,800	5,041,000	5,613,500
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		1,221,648	1,276,347	1,327,300	1,377,000	**1,417,300**	1,480,900	1,543,300	1,608,100	1,675,600
Contractual Services		305,924	199,064	247,400	247,400	**262,200**	234,100	238,800	243,600	248,500
Commodities		442,430	413,299	465,000	465,000	**482,000**	451,100	460,100	469,300	478,700
Other Charges		35,207	17,877	25,000	26,000	**25,000**	25,000	25,000	25,000	25,000
SUBTOTAL - OPERATING EXPENDITURES		2,005,209	1,906,587	2,064,700	2,115,400	**2,186,500**	2,191,100	2,267,200	2,346,000	2,427,800
VEHICLES										
Vehicle and Special Equipment Repl - PW	VH-95-01	677,231	260,134	1,660,600	1,796,585	**1,737,100**	807,000	276,000	589,000	84,000
Vehicle and Special Equipment Repl - W&S	VH-95-02	0	451,483	503,500	503,471	**343,500**	617,000	367,500	778,000	141,000
Vehicle Replacement - Police Department	VH-95-03	236,185	59,378	24,300	242,664	**315,000**	292,500	300,000	500,500	467,500
Vehicle Replacement - Fire Department	VH-95-04	539,402	410,523	1,459,900	1,811,972	**557,500**	101,500	920,000	170,000	213,000
Vehicle Replacement - Municipal Fleet Services	VH-95-06	0	0	26,000	26,000	**48,000**	0	0	0	48,000
Vehicle Replacement - Municipal Parking Operations	VH-95-08	0	0	18,000	16,000	**0**	93,000	0	0	0
Vehicle Replacement - Building & Health Services	VH-95-10	0	46,719	16,000	15,971	**66,000**	132,000	0	0	0
Vehicle Replacement - Engineering Department	VH-95-11	0	0	46,700	50,000	**50,000**	47,000	22,000	25,000	0
Vehicle Replacement - Planning Department	VH-95-12	0	17,880	0	0	**22,000**	0	0	0	0
Vehicle Replacement - Village Manager's Office	VH-95-13	0	17,880	0	0	**0**	0	0	0	0
Vehicle Replacement - IT/GIS Department	VH-95-15	0		0	0	**0**	23,000	0	0	0
SUBTOTAL - VEHICLES		1,452,818	1,263,997	3,755,000	4,462,663	**3,139,100**	2,113,000	1,885,500	2,062,500	953,500
OPERATING TRANSFER OUT (TO GENERAL FUND)		0	0	0	0	**0**	0	0	0	0
OPERATING CONTINGENCY		0	0	30,000	30,000	**30,000**	0	0	0	0
TOTAL EXPENDITURES		3,458,027	3,170,584	5,849,700	6,608,063	**5,355,600**	4,304,100	4,152,700	4,408,500	3,381,300
BEGINNING WORKING CASH		5,975,556	5,448,383	5,802,927		**3,304,627**	1,273,627	840,627	1,107,727	1,740,227
REVENUES OVER (UNDER) EXPENDITURES		(527,173)	354,544	(2,498,300)	(3,214,663)	**(2,031,000)**	(433,000)	267,100	632,500	2,232,200
ENDING WORKING CASH		5,448,383	5,802,927	3,304,627		**1,273,627**	840,627	1,107,727	1,740,227	3,972,427

FLEET OPERATIONS FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
621-0000-431.24-00	Wheeling Bus Maintenance	14,607	13,495	20,000	35,000	**20,000**	(15,000)	(42.9%)
	General Government Fees	**14,607**	**13,495**	**20,000**	**35,000**	**20,000**	**(15,000)**	**(42.9%)**
621-0000-441.20-00	Vehicle Code Violation Fines	27,637	23,469	25,000	30,000	**25,000**	(5,000)	(16.7%)
	Fines	**27,637**	**23,469**	**25,000**	**30,000**	**25,000**	**(5,000)**	**(16.7%)**
621-0000-451.68-00	Charges To Operations	2,625,666	2,777,600	2,910,400	2,910,400	**3,081,600**	171,200	5.9%
	Charges for Services	**2,625,666**	**2,777,600**	**2,910,400**	**2,910,400**	**3,081,600**	**171,200**	**5.9%**
621-0000-461.02-00	Interest on Investments	22,359	13,386	16,000	18,000	**18,000**	0	0.0%
621-0000-462.10-00	Market Value Adjustments	5,569	7,308	0	0	**0**	0	N/A
	Interest Income	**27,928**	**20,694**	**16,000**	**18,000**	**18,000**	**0**	**0.0%**
621-0000-471.15-00	Property Damage G B Pay	7,234	11,229	0	0	**0**	0	N/A
	Insurance/Property Damage	**7,234**	**11,229**	**0**	**0**	**0**	**0**	**N/A**
621-0000-472.24-00	Sale of Equipment	66,048	87,235	0	0	**0**	0	N/A
621-0000-472.26-00	Non Village Fuel Sales	154,281	176,299	180,000	200,000	**180,000**	(20,000)	(10.0%)
	Sales	**220,329**	**263,534**	**180,000**	**200,000**	**180,000**	**(20,000)**	**(10.0%)**
621-0000-489.90-00	Other Income	7,453	15,107	0	0	**0**	0	N/A
	Other	**7,453**	**15,107**	**0**	**0**	**0**	**0**	**N/A**
621-0000-491.05-00	Operating Transfer In	0	400,000	200,000	200,000	**0**	(200,000)	(100.0%)
	Other Financing Sources	**0**	**400,000**	**200,000**	**200,000**	**0**	**(200,000)**	**(100.0%)**
	Total Fleet Operations Fund	**2,930,854**	**3,525,128**	**3,351,400**	**3,393,400**	**3,324,600**	**(68,800)**	**(2.0%)**

FLEET OPERATIONS FUND

EXPENDITURES

Municipal Fleet Services 7501

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
621-7501-551.10-01	Salaries	828,830	859,200	857,300	894,000	**922,900**	28,900	3.2%
621-7501-551.18-01	Temporary Help	3,337	4,287	7,700	7,700	**7,900**	200	2.6%
621-7501-551.18-05	Overtime Civilian	19,724	25,846	49,400	49,400	**50,600**	1,200	2.4%
	Salaries	**851,891**	**889,333**	**914,400**	**951,100**	**981,400**	**30,300**	**3.2%**
621-7501-551.19-01	Workers Compensation	40,400	41,600	42,800	42,800	**44,100**	1,300	3.0%
621-7501-551.19-05	Medical Insurance	159,800	162,800	176,000	176,000	**185,100**	9,100	5.2%
621-7501-551.19-10	IMRF	102,032	116,381	124,100	134,300	**131,700**	(2,600)	(1.9%)
621-7501-551.19-11	Social Security	51,502	53,891	56,700	59,000	**60,800**	1,800	3.1%
621-7501-551.19-12	Medicare	12,044	12,603	13,300	13,800	**14,200**	400	2.9%
621-7501-551.19-15	Compensated Absences	3,980	(261)	0	0	**0**	0	N/A
	Fringe Benefits	**369,758**	**387,014**	**412,900**	**425,900**	**435,900**	**10,000**	**2.3%**
621-7501-551.21-02	Equipment Maintenance	9,321	11,766	10,000	10,000	**8,900**	(1,100)	(11.0%)
621-7501-551.21-03	Radio Maintenance	0	0	500	500	**500**	0	0.0%
621-7501-551.21-07	Vehicle Equipment Maint	225,451	132,851	165,000	165,000	**180,000**	15,000	9.1%
621-7501-551.21-08	Vehicle Damage	13,162	12,974	25,000	25,000	**25,000**	0	0.0%
621-7501-551.21-36	Equipment Rental	1,731	2,236	2,500	2,500	**3,000**	500	20.0%
621-7501-551.21-40	Lease Expense	21,116	2,630	0	0	**0**	0	N/A
621-7501-551.21-62	Disposal Services	754	632	3,000	3,000	**2,000**	(1,000)	(33.3%)
621-7501-551.21-65	Other Services	0	0	200	200	**200**	0	0.0%
621-7501-551.22-02	Dues	374	414	500	500	**600**	100	20.0%
621-7501-551.22-03	Training	2,343	2,340	2,300	2,300	**2,700**	400	17.4%
621-7501-551.22-05	Postage	182	201	100	100	**200**	100	100.0%
621-7501-551.22-10	Printing	164	620	400	400	**1,200**	800	200.0%
621-7501-551.22-15	Photocopying	26	0	200	200	**200**	0	0.0%
621-7501-551.22-25	IT/GIS Service Charge	25,000	24,300	24,600	24,600	**21,600**	(3,000)	(12.2%)
621-7501-551.22-37	Vehicle/Equip Lease Chrg	6,300	8,100	13,100	13,100	**16,100**	3,000	22.9%
	Contractual Services	**305,924**	**199,064**	**247,400**	**247,400**	**262,200**	**14,800**	**6.0%**
621-7501-551.30-01	Publications Periodicals	0	0	100	100	**100**	0	0.0%
621-7501-551.30-05	Office Supplies & Equip	387	386	400	400	**500**	100	25.0%
621-7501-551.30-35	Clothing	4,316	4,679	5,000	5,000	**5,400**	400	8.0%
621-7501-551.30-50	Petroleum Products	630	406	600	600	**800**	200	33.3%
621-7501-551.30-55	Non Village Fuel Resale	158,872	174,520	192,900	192,900	**172,800**	(20,100)	(10.4%)
621-7501-551.31-50	Vehicle Maintenance Sup	263,137	218,944	250,000	250,000	**283,500**	33,500	13.4%
621-7501-551.31-65	Other Equip & Supplies	10,624	10,885	11,000	11,000	**13,400**	2,400	21.8%
621-7501-551.31-85	Small Tools and Equipment	3,303	3,087	3,500	3,500	**4,000**	500	14.3%
621-7501-551.33-05	Other Supplies	1,161	392	1,500	1,500	**1,500**	0	0.0%
	Commodities	**442,430**	**413,299**	**465,000**	**465,000**	**482,000**	**17,000**	**3.7%**
621-7501-551.40-95	Wheeling Bus Maintenance	13,158	13,438	20,000	20,000	**20,000**	0	0.0%
621-7501-551.40-96	Operating Contingency	17,100	0	30,000	30,000	**30,000**	0	0.0%
621-7501-551.42-79	OPEB Liability Expense	4,948	4,439	5,000	6,000	**5,000**	(1,000)	(16.7%)
	Other Charges	**35,206**	**17,877**	**55,000**	**56,000**	**55,000**	**(1,000)**	**(1.8%)**
	Total Mun. Fleet Services	**2,005,209**	**1,906,587**	**2,094,700**	**2,145,400**	**2,216,500**	**71,100**	**3.3%**

FLEET OPERATIONS FUND

EXPENDITURES

Equipment 9003

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
621-9003-572.50-05	Vehicle Equipment	1,452,818	1,263,997	3,755,000	4,462,663	**3,139,100**	(1,323,563)	(29.7%)
	Capital Outlay	**1,452,818**	**1,263,997**	**3,755,000**	**4,462,663**	**3,139,100**	**(1,323,563)**	**(29.7%)**
	Total Equipment	**1,452,818**	**1,263,997**	**3,755,000**	**4,462,663**	**3,139,100**	**(1,323,563)**	**(29.7%)**
	Total Fleet Operations Fund	**3,458,027**	**3,170,584**	**5,849,700**	**6,608,063**	**5,355,600**	**(1,252,463)**	**(19.0%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
1382	Vehicle Maintenance 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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
621-7501-551.10-01	Salaries	Salaries		894,000		922,900
621-7501-551.18-01	Temporary Help	Temporary Help		7,700		7,900
621-7501-551.18-05	Overtime Civilian	Overtime Civilian		49,400		50,600
		TOTAL SALARIES		**951,100**		**981,400**
FRINGE BENEFITS:						
621-7501-551.19-01	Workers' Compensation	Workers' Compensation Insurance		42,800		44,100
621-7501-551.19-05	Medical Insurance	Medical Insurance		176,000		185,100
621-7501-551.19-10	IMRF	IMRF		134,300		131,700
621-7501-551.19-11	Social Security	Social Security		59,000		60,800
621-7501-551.19-12	Medicare	Medicare		13,800		14,200
		TOTAL FRINGE BENEFITS		**425,900**		**435,900**
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		1,200	
		Fuel Master	2,000		1,000	
		Hydraulic equipment	2,000		2,000	
		OPTICOM	500		0	
		Software update subscription	2,000	10,000	2,000	8,900
621-7501-551.21-03	Radio Maintenance	Maintenance of vehicle radios				
		Building Services	100		100	
		Engineering	100		100	
		Public Works	150		150	
		Water Utilities	150	500	150	500
621-7501-551.21-07	Vehicle Equip. Maint.	Vehicle equipment maintenance	130,000		130,000	
		Police vehicles set-ups	35,000	165,000	50,000	180,000
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		1,000	
		Vehicle rental	2,000	2,500	2,000	3,000
621-7501-551.21-62	Disposal Services	Removal of special and hazardous waste and scrap tires		3,000		2,000
621-7501-551.21-65	Other Services	Miscellaneous services		200		200
621-7501-551.22-02	Dues	Dues		500		600

MUNICIPAL FLEET SERVICES (cont.) 7501

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
621-7501-551.22-03	Training	Elect. and Computer Cntrl.	400		400	
		Mechanic Test (ASE)	200		800	
		In-service Training	150		300	
		APWA (10 @ 20)	150		200	
		Fleet Management Program	900		1,000	
		ICUEE (2)	500	2,300	0	2,700
621-7501-551.22-05	Postage	Postage		100		200
621-7501-551.22-10	Printing	Shop orders, time cards	200		200	
		Decals	200	400	1,000	1,200
621-7501-551.22-15	Photocopying	Photocopies, supplies & maintenance		200		200
621-7501-551.22-25	IT/GIS Service Charge	IT/GIS Service Charge		24,600		21,600
621-7501-551.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		13,100		16,100
		TOTAL CONTRACTUAL SERVICES		**247,400**		**262,200**
COMMODITIES:						
621-7501-551.30-01	Publications/Periodicals	Miscellaneous publications		100		100
621-7501-551.30-05	Office Supplies & Equip.	General office supplies		400		500
621-7501-551.30-35	Clothing	Uniform rental	2,000		2,200	
		Boots, rainwear, gloves & misc. clothing	2,000		2,200	
		Safety glasses, goggles, safety shoes, hard hats & misc. safety equipment	1,000	5,000	1,000	5,400
621-7501-551.30-50	Petroleum Products	Gasoline for department vehicle(s)		600		800
621-7501-551.30-55	Non-Village Petro Resale	Non-Village Petroleum Resale		192,900		172,800
621-7501-551.31-50	Vehicle Maintenance Supl	Public Works	140,000		145,000	
		Manager's Office	250		400	
		Police	40,000		40,000	
		Fire	34,400		43,000	
		Planning & Community Development	550		600	
		Building Services	1,050		2,700	
		Health Services	1,050		2,600	
		Engineering	1,600		1,000	
		Water/Sewer	30,000		41,000	
		Parking	1,100	250,000	7,200	283,500
621-7501-551.31-65	Other Equip. & Supplies	Drill bits and hoses	1,250		1,500	
		Diagnostic machine & dispensing system	800		2,000	
		Welding gases & supplies	5,750		5,800	
		Tire repair supplies	2,450		600	
		Diagnostic software	750	11,000	3,500	13,400
621-7501-551.31-85	Small Tools & Equipment	Misc. small tools & equipment		3,500		4,000
621-7501-551.33-05	Other Supplies	Wiping rags, first aid & misc. supplies		1,500		1,500
		TOTAL COMMODITIES		**465,000**		**482,000**

MUNICIPAL FLEET SERVICES (cont.) 7501

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
OTHER CHARGES:				
621-7501-551.40-95	Wheeling Bus Maintenance	Wheeling bus maintenance	20,000	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	5,000
		TOTAL OTHER CHARGES	**56,000**	**55,000**
		TOTAL MUNICIPAL FLEET SERVICES	**2,145,400**	**2,216,500**

EQUIPMENT 9003

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CAPITAL OUTLAY:				
621-9003-572.50-05	Vehicle Equipment	Public Works Vehicle Repl. (VH9501)	1,796,585	1,737,100
		Pickup (4)	121,000	
		1-Ton Dump Truck (4)	238,000	
		Chipper	75,000	
		Cargo Trailer	9,600	
		2-1/2 Ton Dump (6)	1,125,000	
		1-Ton Stake Body	55,000	
		Compressor (1)	20,000	
		Utility Body Truck	93,500	
		Water Utility Vehicle Repl. (VH9502)	503,471	343,500
		SUV (2)	55,000	
		Cargo Van (1)	22,000	
		Flusher (1)	215,000	
		Pickup (1)	28,500	
		Cargo Van (1)	23,000	
		Police Vehicle Repl. (VH9503)	242,664	315,000
		Patrol Vehicles (9)	246,500	
		SUV (2)	68,500	
		Fire Vehicle Repl. (VH9504)	1,811,972	557,500
		Ambulance (2)	500,000	
		Van (1)	25,000	
		SUV (1)	32,500	

EQUIPMENT (cont.) 9003

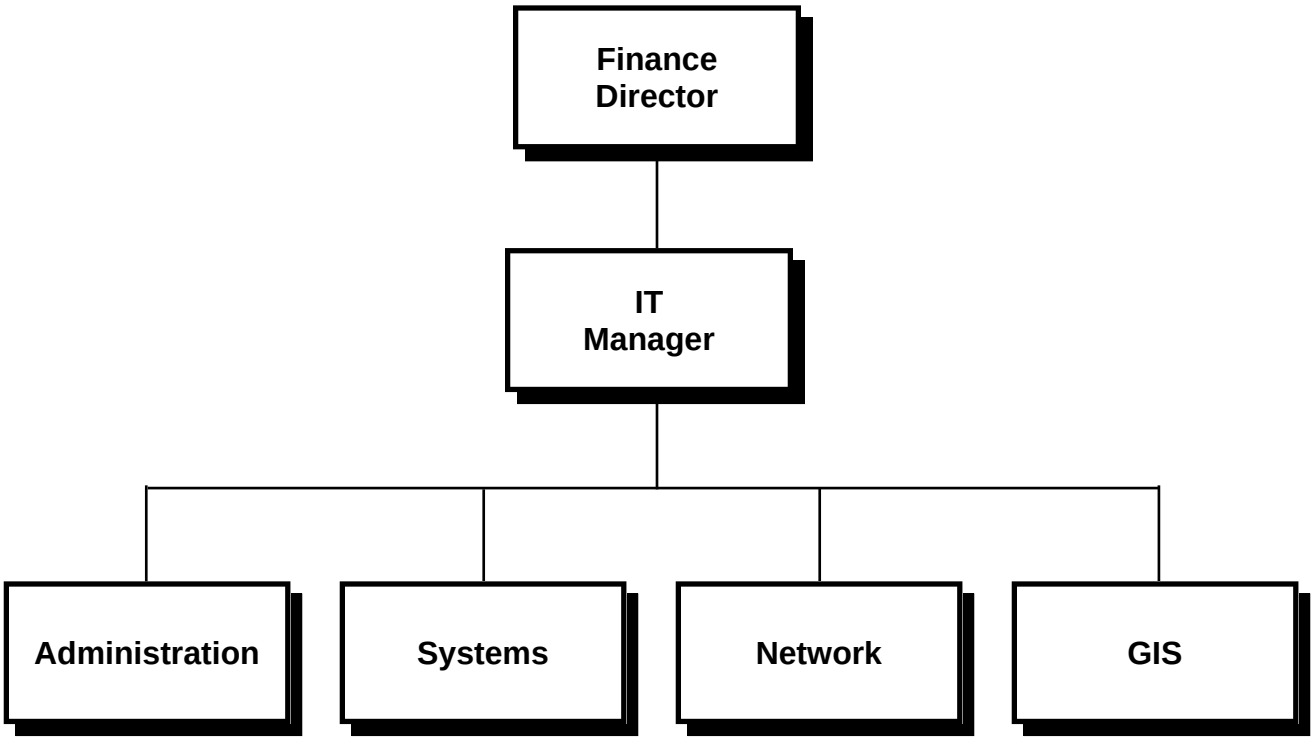
Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
621-9003-572.50-05	Vehicle Equipment (cont.)	Fleet Services Vehicle Repl. (VH9506) Utility Body Truck (1)	26,000	48,000
		Parking Vehicle Repl. (VH9508)	16,000	0
		Building & Health Ser. Vehicle Repl. (VH9510) Passenger Vehicle (3)	15,971	66,000
		Engineering Vehicle Repl. (VH9511) SUV (2)	50,000	50,000
		Planning Vehicle Repl. (VH9512) Passenger Vehicle (1)	0	22,000
		TOTAL CAPITAL OUTLAY	**4,462,663**	**3,139,100**
		TOTAL EQUIPMENT	**4,462,663**	**3,139,100**
		TOTAL FLEET OPERATIONS FUND	**6,608,063**	**5,355,600**

VILLAGE OF ARLINGTON HEIGHTS

CHARGES TO OPERATIONS FOR VEHICLE LEASE CHARGES FY2013-14

		MAINTENANCE FEE			DEPRECIATION			TOTAL CHARGES VEHICLE/EQUIP LEASE CHARGE		
FUND	OPERATION	2013-14	2014-15	VARIANCE	2013-14	2014-15	VARIANCE	2013-14	2014-15	VARIANCE
101	0201-502 Village Manager	$2,377	$2,382	$5	$1,490	$1,490	$0	$3,900	**$3,900**	$0
101	3001-511 Police	308,212	306,850	(1,362)	210,204	179,691	(30,513)	518,400	**486,500**	(31,900)
101	3501-512 Fire	411,381	346,479	(64,902)	315,820	354,697	38,877	727,200	**701,200**	(26,000)
101	4001-521 Planning & Community Devlp	4,755	4,765	10	1,490	1,490	0	6,200	**6,300**	100
101	4501-523 Building Services	26,159	33,199	7,040	9,034	14,258	5,224	35,200	**47,500**	12,300
101	4502-523 Health Services	14,264	15,658	1,394	3,576	3,576	0	17,800	**19,200**	1,400
101	5001-524 Engineering	25,720	25,320	(400)	3,152	7,045	3,893	28,900	**32,400**	3,500
101	7101-531 Public Works	691,420	739,626	48,206	412,930	594,739	181,809	1,104,400	**1,334,400**	230,000
	Sub-Total General Fund	**$1,484,288**	**$1,474,279**	**($10,009)**	**$957,696**	**$1,156,986**	**$199,290**	**$2,442,000**	**$2,631,400**	**$189,400**
235	3001-532 Police Department	22,444	23,691	1,247	4,629	8,097	3,468	27,100	**31,800**	4,700
505	7201-561 Water Utilities	286,482	283,898	(2,584)	139,284	115,980	(23,304)	425,800	**399,900**	(25,900)
621	7501-551 Municipal Fleet Services	12,879	15,941	3,062	184	184	0	13,100	**16,100**	3,000
625	0601-553 IT	2,377	2,382	5	0	0	0	2,400	**2,400**	0
	Sub-Total Other Funds	**$324,182**	**$325,912**	**$1,730**	**$144,097**	**$124,261**	**($19,836)**	**$468,400**	**$450,200**	**($18,200)**
	TOTAL CHARGES ALL FUNDS	**$1,808,470**	**$1,800,191**	**($8,279)**	**$1,101,793**	**$1,281,247**	**$179,454**	**$2,910,400**	**$3,081,600**	**$171,200**

ORGANIZATION STRUCTURE



TECHNOLOGY FUND 625

► Fund at a Glance

This fund was created to accumulate 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). The Technology Fund falls under the general management of the Finance Director, but daily operations are managed by 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. 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 the Northwest Central Dispatch Service (NWCDS) to provide Fire and Police dispatch services.

► Geographic Information Systems (GIS) Division

Geographic Information Systems (GIS) is a computer-based information system, which captures, stores, manipulates, analyzes and displays spatially referenced and associated attribute data for solving complex research, planning and management problems.

The GIS Manager administers the Village's GIS operation. This position reports to the IT Manager and supervises a student intern. In addition, the GIS Manager coordinates all GIS activity within the Village and with other agencies (e.g. Cook County, Lake County, Township Authorities, and School Districts, etc.).

2013-14 Status of Goals and Objectives

- **Continue to efficiently manage the Village's resources and implement opportunities to reduce spending**. Ongoing.
- **Continue to install required software at the emergency Hot Site to maintain complete redundancy with the Village Hall site**. Ongoing.
- **Upgrade the email system to Microsoft Exchange 2010**. Ongoing.
- **Continue system (hardware/software) maintenance and tune up of the new ArcGIS Server and ArcGIS Image Server.** This goal was fully accomplished. The new ArcGIS for the server system with additional extensions was installed.
- **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.).** This goal was achieved and included cooperation and data exchange with Lake County.
- **Continue GIS participation in the Flood Study by providing data and analysis.** This is an on-going project with data being regularly updated.

2014-15 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.
- Migrate existing web-based interactive maps to a new GIS system. New interactive applications will meet current technology standards and public demands. They will be also accessible on mobile devices (iPads, iPhone, androids, and smartphones).
- Continue system (hardware/software) maintenance and tune up of the 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

	FY2011	FY2012	FY2013
1. Total # of PC's/Laptops	461	462	464
# of PC's/Laptops replaced	55	85	117
% of PC's/Laptops replaced	11.7%	18.2%	25.2%
2. Total # of printers	164	166	167
# of printers replaced	14	10	15
% of printers replaced	8.5%	6.0%	9.0%
3. # of Help Desk service calls	1,923	2,175	1,583
% of Help Desk calls completed within 48 hours	98%	98%	97%
4. # of system downtime hours	3	4	7
% of system up-time	99.97%	99.95%	99.92%
5. # of addresses maintained in GIS system	63,317	63,343	63,534
6. # of address labels	21,994	22,001	22,038
7. # of GIS Intranet/Internet applications maintained	15	15	15
8. # of GIS layers maintained	315	365	435
9. # of GIS training hours provided to Village staff	310	290	285
10. # of GIS projects (maps/data)	367	398	485

► Hardware Inventory

Department	Computer	Printers	Servers	Switches	Routers
Mayor/Board of Trustees	4	0	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	22	18	n/a	n/a	n/a
Police	135	31	n/a	n/a	n/a
Fire	66	24	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	13	5	n/a	n/a	n/a
Senior Services	17	13	n/a	n/a	n/a
Engineering	17	7	n/a	n/a	n/a
Public Works	81	32	n/a	n/a	n/a
Sub-Total: Depts not incld IT/GIS	**411**	**155**	**n/a**	**n/a**	**n/a**
IT/GIS					
User & Testing Workstations	15	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	1	n/a	n/a	n/a
Train Station	1	0	n/a	n/a	n/a
Sub-Total: IT/GIS	**53**	**12**	**71**	**29**	**7**
Total	**464**	**167**	**71**	**29**	**7**

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Service Charges	$1,396,500	$1,448,600	$1,516,400	$1,516,400	**$1,536,500**	$20,100	1.3%
Interest Income	6,788	6,053	6,000	6,000	**6,000**	0	0.0%
Total Revenues	**$1,403,288**	**$1,454,653**	**$1,522,400**	**$1,522,400**	**$1,542,500**	**$20,100**	**1.3%**
Expenditures							
Personal Services	$725,801	$755,515	$752,600	$834,400	**$824,300**	($10,100)	(1.2%)
Contractual Services	299,962	313,511	317,300	368,500	**477,600**	109,100	29.6%
Commodities	64,798	64,002	77,500	82,700	**73,800**	(8,900)	(10.8%)
Other Charges	3,535	3,072	5,000	5,000	**5,000**	0	0.0%
Capital Items	210,677	258,764	230,000	231,800	**236,800**	5,000	2.2%
Total Expenditures	**$1,304,773**	**$1,394,864**	**$1,382,400**	**$1,522,400**	**$1,617,500**	**$95,100**	**6.2%**
Revenues over (under) Expenditures	**$98,515**	**$59,789**	**$140,000**	**$0**	**($75,000)**	**($75,000)**	**N/A**
BEGINNING WORKING CASH	**1,331,984**	**1,430,499**	**1,490,288**	**1,490,288**	**1,630,288**	**140,000**	**9.4%**
ENDING WORKING CASH	**$1,430,499**	**$1,490,288**	**$1,630,288**	**$1,490,288**	**$1,555,288**	**$65,000**	**4.4%**

TECHNOLOGY FUND (625)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 EST ACT	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
REVENUES										
CHARGES TO OPERATIONS		1,376,500	1,428,600	1,493,400	1,493,400	**1,513,500**	1,553,100	1,600,200	1,649,100	1,699,900
SERVICE CHARGE - LIBRARY		20,000	20,000	23,000	23,000	**23,000**	23,000	23,000	23,000	23,000
INTEREST INCOME		6,788	6,053	6,000	6,000	**6,000**	6,000	6,000	6,000	6,000
TOTAL REVENUES		1,403,288	1,454,653	1,522,400	1,522,400	**1,542,500**	1,582,100	1,629,200	1,678,100	1,728,900
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		725,801	755,514	752,600	834,400	**824,300**	849,300	886,700	925,700	966,400
Contractual Services		299,962	313,511	317,300	367,400	**477,600**	410,700	418,900	427,300	435,800
Commodities		64,798	64,002	77,500	83,800	**73,800**	75,300	76,800	78,300	79,900
Other Charges		3,535	3,073	5,000	5,000	**5,000**	5,000	5,000	5,000	5,000
SUBTOTAL - OPERATING EXPENDITURES		1,094,096	1,136,100	1,152,400	1,290,600	**1,380,700**	1,340,300	1,387,400	1,436,300	1,487,100
EQUIPMENT										
IT Equipment Replacement	EQ-97-08	210,677	258,764	230,000	231,800	**236,800**	241,800	241,800	241,800	241,800
SUBTOTAL - EQUIPMENT		210,677	258,764	230,000	231,800	**236,800**	241,800	241,800	241,800	241,800
TOTAL EXPENDITURES		1,304,773	1,394,864	1,382,400	1,522,400	**1,617,500**	1,582,100	1,629,200	1,678,100	1,728,900
BEGINNING WORKING CASH		1,331,984	1,430,499	1,490,288		**1,630,288**	1,555,288	1,555,288	1,555,288	1,555,288
REVENUES OVER (UNDER) EXPENDS.		98,515	59,789	140,000	0	**(75,000)**	0	0	0	0
ENDING WORKING CASH		1,430,499	1,490,288	1,630,288		**1,555,288**	1,555,288	1,555,288	1,555,288	1,555,288

TECHNOLOGY FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
625-0000-451.40-00	Service Charge Library	20,000	20,000	23,000	23,000	**23,000**	0	0.0%
625-0000-451.68-00	Charges To Operations	1,376,500	1,428,600	1,493,400	1,493,400	**1,513,500**	20,100	1.3%
	Charges for Services	**1,396,500**	**1,448,600**	**1,516,400**	**1,516,400**	**1,536,500**	**20,100**	**1.3%**
625-0000-461.02-00	Interest on Investments	5,569	3,914	6,000	6,000	**6,000**	0	0.0%
625-0000-462.10-00	Market Value Adjustments	1,219	2,139	0	0	**0**	0	N/A
	Interest Income	**6,788**	**6,053**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**
	Total Technology Fund	**1,403,288**	**1,454,653**	**1,522,400**	**1,522,400**	**1,542,500**	**20,100**	**1.3%**

TECHNOLOGY FUND

EXPENDITURES

Information Technology 0601

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
625-0601-553.10-01	Salaries	426,720	430,315	409,600	458,600	**447,700**	(10,900)	(2.4%)
625-0601-553.18-01	Temporary Help	0	0	0	21,000	**8,900**	(12,100)	(57.6%)
625-0601-553.18-05	Overtime Civilian	0	145	5,000	3,300	**3,400**	100	3.0%
	Salaries	**426,720**	**430,460**	**414,600**	**482,900**	**460,000**	**(22,900)**	**(4.7%)**
625-0601-553.19-01	Workers Compensation	500	500	500	500	**500**	0	0.0%
625-0601-553.19-05	Medical Insurance	62,100	64,200	68,400	68,400	**82,900**	14,500	21.2%
625-0601-553.19-10	IMRF	52,610	57,986	58,200	67,600	**62,800**	(4,800)	(7.1%)
625-0601-553.19-11	Social Security	25,625	25,971	26,700	29,500	**28,100**	(1,400)	(4.7%)
625-0601-553.19-12	Medicare	6,026	6,074	6,300	7,000	**6,700**	(300)	(4.3%)
625-0601-553.19-15	Compensated Absences	(930)	14,577	0	0	**0**	0	N/A
	Fringe Benefits	**145,931**	**169,308**	**160,100**	**173,000**	**181,000**	**8,000**	**4.6%**
625-0601-553.20-39	Data Processing Services	174,563	172,582	150,000	194,300	**287,300**	93,000	47.9%
625-0601-553.20-40	General Insurance	4,000	4,100	4,200	4,200	**4,400**	200	4.8%
625-0601-553.21-02	Equipment Maintenance	6,114	14,046	14,000	14,500	**18,900**	4,400	30.3%
625-0601-553.21-65	Other Services	84,989	91,942	90,000	95,000	**97,500**	2,500	2.6%
625-0601-553.22-02	Dues	195	211	700	700	**700**	0	0.0%
625-0601-553.22-03	Training	924	1,784	13,500	13,500	**13,500**	0	0.0%
625-0601-553.22-05	Postage	346	358	500	800	**800**	0	0.0%
625-0601-553.22-15	Photocopying	187	94	200	500	**500**	0	0.0%
625-0601-553.22-37	Vehicle/Equip Lease Chrg	1,600	1,800	2,400	2,400	**2,400**	0	0.0%
	Contractual Services	**272,918**	**286,917**	**275,500**	**325,900**	**426,000**	**100,100**	**30.7%**

TECHNOLOGY FUND

EXPENDITURES

Information Technology (cont.) 0601

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
625-0601-553.30-01	Publications Periodicals	667	0	3,000	3,500	**800**	(2,700)	(77.1%)
625-0601-553.30-05	Office Supplies & Equip	4,102	3,259	6,000	6,000	**5,000**	(1,000)	(16.7%)
625-0601-553.30-50	Petroleum Products	120	162	400	200	**400**	200	100.0%
625-0601-553.33-05	Other Supplies	53,141	49,408	49,000	49,000	**51,300**	2,300	4.7%
	Commodities	**58,030**	**52,829**	**58,400**	**58,700**	**57,500**	**(1,200)**	**(2.0%)**
625-0601-553.40-97	OPEB Liability Expense	3,535	3,072	5,000	5,000	**5,000**	0	0.0%
	Other Charges	**3,535**	**3,072**	**5,000**	**5,000**	**5,000**	**0**	**0.0%**
625-0601-572.50-10	Office Equipment	210,677	258,764	230,000	231,800	**236,800**	5,000	2.2%
	Capital Outlay	**210,677**	**258,764**	**230,000**	**231,800**	**236,800**	**5,000**	**2.2%**
	Total IT	**1,117,811**	**1,201,350**	**1,143,600**	**1,277,300**	**1,366,300**	**89,000**	**7.0%**

GIS 0701

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
625-0701-553.10-01	Salaries	102,758	105,346	108,000	108,000	**111,200**	3,200	3.0%
625-0701-553.18-01	Temporary Help	12,253	9,847	25,000	25,000	**25,600**	600	2.4%
	Salaries	**115,011**	**115,193**	**133,000**	**133,000**	**136,800**	**3,800**	**2.9%**
625-0701-553.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
625-0701-553.19-05	Medical Insurance	17,700	17,700	19,500	19,500	**20,400**	900	4.6%
625-0701-553.19-10	IMRF	12,669	14,196	15,200	15,800	**15,500**	(300)	(1.9%)
625-0701-553.19-11	Social Security	6,216	6,936	8,200	8,200	**8,500**	300	3.7%
625-0701-553.19-12	Medicare	1,454	1,622	1,900	1,900	**2,000**	100	5.3%
	Fringe Benefits	**38,139**	**40,554**	**44,900**	**45,500**	**46,500**	**1,000**	**2.2%**
625-0701-553.20-39	Data Processing Services	0	60	0	0	**0**	0	N/A
625-0701-553.21-02	Equipment Maintenance	24,391	20,850	30,000	30,000	**39,000**	9,000	30.0%
625-0701-553.21-65	Other Services	1,756	1,344	2,000	2,000	**2,000**	0	0.0%
625-0701-553.22-02	Dues	395	460	1,600	1,600	**1,600**	0	0.0%
625-0701-553.22-03	Training	502	3,880	7,500	8,300	**8,300**	0	0.0%
625-0701-553.22-05	Postage	0	0	200	200	**200**	0	0.0%
625-0701-553.22-15	Photocopying	0	0	500	500	**500**	0	0.0%
	Contractual Services	**27,044**	**26,594**	**41,800**	**42,600**	**51,600**	**9,000**	**21.1%**
625-0701-553.30-01	Publications Periodicals	110	70	800	800	**800**	0	0.0%
625-0701-553.30-05	Office Supplies & Equip	4,523	4,703	12,000	16,900	**8,000**	(8,900)	(52.7%)
625-0701-553.33-05	Other Supplies	2,135	6,400	6,300	6,300	**7,500**	1,200	19.0%
	Commodities	**6,768**	**11,173**	**19,100**	**24,000**	**16,300**	**(7,700)**	**(32.1%)**
	Total GIS	**186,962**	**193,514**	**238,800**	**245,100**	**251,200**	**6,100**	**2.5%**
	Total Technology Fund	**1,304,773**	**1,394,864**	**1,382,400**	**1,522,400**	**1,617,500**	**95,100**	**6.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 2013-14	2014-15	+ (-)
IT Personnel					
1090	IT Manager	C52	1.00	1.00	
1093	Technical Support Coordinator	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 2013-14	2014-15	+ (-)
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 2013-14		Budget 2014-15	
SALARIES:						
625-0601-553.10-01	Salaries	Salaries		458,600		447,700
625-0601-553.18-01	Temporary Help	Temporary Help		21,000		8,900
625-0601-553.18-05	Overtime Civilian	Overtime Civilian		3,300		3,400
		TOTAL SALARIES		**482,900**		**460,000**
FRINGE BENEFITS:						
625-0601-553.19-01	Workers' Compensation	Workers' Compensation Insurance		500		500
625-0601-553.19-05	Medical Insurance	Medical Insurance		68,400		82,900
625-0601-553.19-10	IMRF	IMRF		67,600		62,800
625-0601-553.19-11	Social Security	Social Security		29,500		28,100
625-0601-553.19-12	Medicare	Medicare		7,000		6,700
		TOTAL FRINGE BENEFITS		**173,000**		**181,000**
CONTRACTUAL SERVICES:						
625-0601-553.20-39	Data Processing Services	Programming/support services:				
		Disaster Recovery Project	2,000		2,000	
		Web Maintenance Project	8,000		16,000	
		Enhancement to Village Website	0		75,000	
		HTE services (ASP)	165,000		175,000	
		Investment software	2,500		2,500	
		NovusAGENDA electronic packets	16,800	194,300	16,800	287,300
625-0601-553.20-40	General Insurance	Liability and property insurance		4,200		4,400
625-0601-553.21-02	Equipment Maintenance	Mini-computer and support equipment maintenance				
		Printers	7,000		7,000	
		Routers/Switches	5,000		5,000	
		Network	2,500	14,500	6,900	18,900
625-0601-553.21-65	Other Services	Internet services	75,000		75,000	
		Police squad car wireless service	20,000		20,000	
		Fire vehicles wireless service	0	95,000	2,500	97,500
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 2013-14		Budget 2014-15	
625-0601-553.22-15	Photocopying	Photocopies, supplies & maintenance		500		500
625-0601-553.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		2,400		2,400
		TOTAL CONTRACTUAL SERVICES		**325,900**		**426,000**
COMMODITIES:						
625-0601-553.30-01	Publications/Periodicals	Periodicals and books		3,500		800
625-0601-553.30-05	Office Supplies & Equip.	General office supplies		6,000		5,000
625-0601-553.30-50	Petroleum Products	Gasoline for department vehicle(s)		200		400
625-0601-553.33-05	Other Supplies	Computer software, etc.		49,000		51,300
		TOTAL COMMODITIES		**58,700**		**57,500**
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	231,800	140,000	236,800
		TOTAL CAPITAL OUTLAY		**231,800**		**236,800**
		TOTAL INFORMATION TECHNOLOGY		**1,277,300**		**1,366,300**

GEOGRAPHIC INFORMATION SYSTEMS 0701

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
SALARIES:				
625-0701-553.10-01	Salaries	Salaries	108,000	111,200
625-0701-553.18-01	Temporary Help	Temporary Help	25,000	25,600
		TOTAL SALARIES	**133,000**	**136,800**
FRINGE BENEFITS:				
625-0701-553.19-01	Workers' Compensation	Workers' Compensation Insurance	100	100
625-0701-553.19-05	Medical Insurance	Medical Insurance	19,500	20,400
625-0701-553.19-10	IMRF	IMRF	15,800	15,500
625-0701-553.19-11	Social Security	Social Security	8,200	8,500
625-0701-553.19-12	Medicare	Medicare	1,900	2,000
		TOTAL FRINGE BENEFITS	**45,500**	**46,500**
CONTRACTUAL SERVICES:				
625-0701-553.21-02	Equipment Maintenance	Annual maintenance fees for hardware, software & printers	30,000	39,000
625-0701-553.21-65	Other Services	Cell phone charges	2,000	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	**42,600**	**51,600**
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 plotter paper and cartridges, blank CD's, labels, map tubes, cartridges for HP 100p plotter, printer cartridges, and wide scanner supplies	16,900	8,000

GEOGRAPHIC INFORMATION SYSTEMS (cont.) 0701

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
625-0701-553.33-05	Other Supplies	Computer software, etc.	6,300	7,500
		TOTAL COMMODITIES	**24,000**	**16,300**
		TOTAL GRAPHIC INFORMATION SYSTEMS	**245,100**	**251,200**
		TOTAL TECHNOLOGY FUND	**1,522,400**	**1,617,500**

VILLAGE OF ARLINGTON HEIGHTS

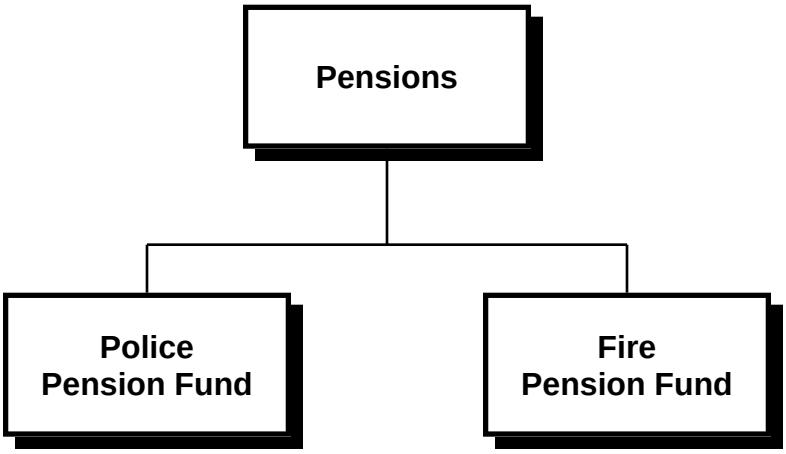
CHARGES TO OPERATIONS FOR IT/GIS SERVICES FY2014-15

			IT/GIS SERVICE CHARGE		
FUND		**OPERATION**	**2013-14**	**2014-15**	**VARIANCE**
101	0101-501	Board of Trustees	**9,300**	**12,300**	3,000
101	0201-502	Village Manager	**27,700**	**27,700**	0
101	0301-503	Human Resources	**24,700**	**24,500**	(200)
101	0401-503	Legal Department	**12,400**	**12,300**	(100)
101	0501-503	Finance Department	**49,400**	**43,100**	(6,300)
101	3001-511	Police Department	**444,700**	**423,900**	(20,800)
101	3501-512	Fire Department	**210,100**	**215,100**	5,000
101	4001-521	Planning & Community Development	**55,600**	**55,600**	0
101	4501-523	Building Services	**77,200**	**77,000**	(200)
101	4502-523	Health Services	**49,400**	**46,200**	(3,200)
101	4503-523	Senior Services	**46,300**	**52,200**	5,900
101	5001-524	Engineering Department	**61,700**	**64,800**	3,100
101	7101-531	Public Works Department	**129,600**	**141,600**	12,000
		Sub-Total General Fund	**$1,198,100**	**$1,196,300**	**($1,800)**
235	3001-532	Parking - Police	**9,200**	**9,400**	200
505	0501-503	Water & Sewer - Finance Department	**92,200**	**93,800**	1,600
505	7201-561	Water & Sewer - Water Utility	**163,100**	**186,200**	23,100
605	0301-552	Health Insurance - Human Resources	**3,100**	**3,100**	0
615	0301-552	Workers' Comp - Human Resources	**3,100**	**3,100**	0
621	7501-551	Fleet Operations - Mun. Fleet Services	**24,600**	**21,600**	(3,000)
		Sub-Total Other Funds	**$295,300**	**$317,200**	**$21,900**
		TOTAL VILLAGE	**$1,493,400**	**$1,513,500**	**$20,100**
291	6103-601	Memorial Library	**$23,000**	**$23,000**	**0**
		TOTAL VILLAGE & LIBRARY	**$1,516,400**	**$1,536,500**	**$20,100**

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

	FY2011	FY2012	FY2013
1. # of Active Participants	111	114	117
# of Retired Participants	74	79	80
Regular Pensioners	54	55	55
Duty Disability Pensioners	3	5	5
Non-Duty Disability Pensioners	2	2	2
Surviving Spouses	15	17	18
2. Actuarial Value of Fund Assets at April 30	$78,078,416	$85,172,648	$91,978,618
3. Total Actuarial Liability	$114,638,854	$119,865,229	$127,382,890
4. Funded Ratio	68.1%	71.1%	72.2%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at April 30	3.0%	7.8%	6.5%
6. Employer Annual Actuarial Funding Requirements	$3,232,616	$3,341,815	$3,156,819

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Interest Income	$2,437,692	$7,488,102	$4,150,000	$3,850,000	**$3,850,000**	$0	0.0%
Other	5,246,564	5,646,742	5,460,900	5,460,880	**5,687,400**	226,520	4.1%
Total Revenues	**$7,684,256**	**$13,134,844**	**$9,610,900**	**$9,310,880**	**$9,537,400**	**$226,520**	**2.4%**
Expenditures							
Personal Services	$4,179,841	$4,397,840	$4,861,000	$4,699,000	**$5,399,000**	$700,000	14.9%
Contractual Services	266,918	290,944	311,700	312,300	**320,400**	8,100	2.6%
Commodities	0	150	100	600	**600**	0	0.0%
Other Charges	5,988	660	74,400	75,100	**25,200**	(49,900)	(66.4%)
Total Expenditures	**$4,452,747**	**$4,689,594**	**$5,247,200**	**$5,087,000**	**$5,745,200**	**$658,200**	**12.9%**
Revenues over (under) Expenditures	**$3,231,509**	**$8,445,250**	**$4,363,700**	**$4,223,880**	**$3,792,200**	**($431,680)**	**(10.2%)**
BEGINNING FUND BALANCE	**78,337,150**	**81,568,659**	**90,013,909**	**90,013,909**	**94,377,609**	**4,363,700**	**4.8%**
ENDING FUND BALANCE	**$81,568,659**	**$90,013,909**	**$94,377,609**	**$94,237,789**	**$98,169,809**	**$3,932,020**	**4.2%**

POLICE PENSION FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
705-0000-461.02-00	Interest on Investments	1,869,062	2,010,447	1,800,000	1,800,000	**1,800,000**	0	0.0%
	Interest Income	**1,869,062**	**2,010,447**	**1,800,000**	**1,800,000**	**1,800,000**	**0**	**0.0%**
705-0000-462.10-00	Market Value Adjustments	99,350	5,027,526	2,000,000	1,700,000	**1,700,000**	0	0.0%
705-0000-462.11-00	Dividend Income	469,280	450,129	350,000	350,000	**350,000**	0	0.0%
	Investment Income	**568,630**	**5,477,655**	**2,350,000**	**2,050,000**	**2,050,000**	**0**	**0.0%**
705-0000-485.86-00	Contributions Participant	935,415	951,223	1,130,000	1,130,000	**1,158,000**	28,000	2.5%
705-0000-485.87-00	Contribution R/E Tax	4,038,031	4,288,000	4,330,900	4,330,880	**4,529,400**	198,520	4.6%
705-0000-485.88-00	Portability Payments	271,168	373,443	0	0	**0**	0	N/A
	Pension Contributions	**5,244,614**	**5,612,666**	**5,460,900**	**5,460,880**	**5,687,400**	**226,520**	**4.1%**
705-0000-489.90-00	Other Income	1,950	34,076	0	0	**0**	0	N/A
	Other	**1,950**	**34,076**	**0**	**0**	**0**	**0**	**N/A**
	Total Police Pension Fund	**7,684,256**	**13,134,844**	**9,610,900**	**9,310,880**	**9,537,400**	**226,520**	**2.4%**

POLICE PENSION FUND

EXPENDITURES

Pensions 8001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
705-8001-631.15-01	Service Pensions	3,327,947	3,485,317	3,880,000	3,780,000	**4,403,000**	623,000	16.5%
705-8001-631.15-02	Non-Duty Disability Pension	154,372	93,990	95,000	94,000	**96,000**	2,000	2.1%
705-8001-631.15-03	Duty Disability Pension	195,726	202,616	293,000	218,000	**333,000**	115,000	52.8%
705-8001-631.15-04	Surviving Spouse Pension	501,796	615,917	593,000	607,000	**567,000**	(40,000)	(6.6%)
	Salaries	**4,179,841**	**4,397,840**	**4,861,000**	**4,699,000**	**5,399,000**	**700,000**	**14.9%**
705-8001-631.20-20	Legal Services	22,028	11,009	12,000	15,000	**13,000**	(2,000)	(13.3%)
705-8001-631.20-21	Invest Manager Services	202,831	252,279	260,000	260,000	**265,000**	5,000	1.9%
705-8001-631.20-75	Examinations	18,051	3,172	12,000	7,000	**12,000**	5,000	71.4%
705-8001-631.21-65	Other Services	16,171	14,066	18,000	19,000	**19,000**	0	0.0%
705-8001-631.22-02	Dues	775	775	800	1,000	**1,000**	0	0.0%
705-8001-631.22-03	Training	5,841	9,247	8,500	10,000	**10,000**	0	0.0%
705-8001-631.22-05	Postage	1,221	396	400	300	**400**	100	33.3%
	Contractual Services	**266,918**	**290,944**	**311,700**	**312,300**	**320,400**	**8,100**	**2.6%**
705-8001-631.30-01	Publications Periodicals	0	0	0	100	**100**	0	0.0%
705-8001-631.30-05	Office Supplies & Equip	0	150	100	500	**500**	0	0.0%
	Commodities	**0**	**150**	**100**	**600**	**600**	**0**	**0.0%**
705-8001-631.40-65	Pension Refunds	5,988	660	74,200	75,000	**25,000**	(50,000)	(66.7%)
705-8001-631.40-93	Foreign Taxes Paid	0	0	200	100	**200**	100	100.0%
	Other Charges	**5,988**	**660**	**74,400**	**75,100**	**25,200**	**(49,900)**	**(66.4%)**
	Total Expenditures	**4,452,747**	**4,689,594**	**5,247,200**	**5,087,000**	**5,745,200**	**658,200**	**12.9%**
	Total Police Pension Fund	**4,452,747**	**4,689,594**	**5,247,200**	**5,087,000**	**5,745,200**	**658,200**	**12.9%**

POLICE PENSION FUND

EXPENDITURE DETAIL

PENSIONS 8001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES:						
705-8001-631.15-01	Service Pensions	Service Pensions		3,780,000		4,403,000
705-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension		94,000		96,000
705-8001-631.15-03	Duty Disability Pension	Duty Disability Pension		218,000		333,000
705-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension		607,000		567,000
		TOTAL SALARIES		**4,699,000**		**5,399,000**
CONTRACTUAL SERVICES:						
705-8001-631.20-20	Legal Services	Legal services		15,000		13,000
705-8001-631.20-21	Invest Manager Services	Investment manager services		260,000		265,000
705-8001-631.20-75	Examinations	Examinations		7,000		12,000
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		1,000		1,000
705-8001-631.22-03	Training	Training		10,000		10,000
705-8001-631.22-05	Postage	Postage		300		400
		TOTAL CONTRACTUAL SERVICES		**312,300**		**320,400**
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		75,000		25,000
705-8001-631.40-93	Foreign Taxes Paid	Investment activity		100		200
		TOTAL OTHER CHARGES		**75,100**		**25,200**
		TOTAL PENSIONS		**5,087,000**		**5,745,200**
		TOTAL POLICE PENSION FUND		**5,087,000**		**5,745,200**

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

	FY2011	FY2012	FY2013
1. # of Active Participants	105	108	108
# of Retired Participants	92	93	94
Regular Pensioners	58	59	60
Duty Disability Pensioners	20	22	22
Non-Duty Disability Pensioners	3	2	2
Surviving Spouses	11	10	10
2. Actuarial Value of Fund Assets at April 30	$64,457,391	$71,120,366	$77,098,807
3. Total Actuarial Liability	$108,856,813	$113,820,619	$121,153,064
4. Funded Ratio	59.2%	62.5%	63.6%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at April 30	5.5%	9.7%	7.9%
6. Employer Annual Actuarial Funding Requirements	$3,550,754	$3,507,375	$3,531,625

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Interest Income	$2,521,885	$7,189,512	$4,600,000	$3,900,000	**$3,900,000**	$0	0.0%
Other	5,346,473	5,506,976	5,656,000	5,656,000	**5,986,300**	330,300	5.8%
Total Revenues	**$7,868,358**	**$12,696,488**	**$10,256,000**	**$9,556,000**	**$9,886,300**	**$330,300**	**3.5%**
Expenditures							
Personal Services	$4,899,304	$5,147,662	$5,415,000	$5,445,000	**$5,743,000**	$298,000	5.5%
Contractual Services	188,286	228,004	223,000	229,700	**233,800**	4,100	1.8%
Commodities	438	0	100	1,500	**1,500**	0	0.0%
Other Charges	105	231	300	25,200	**25,300**	100	0.4%
Total Expenditures	**$5,088,133**	**$5,375,897**	**$5,638,400**	**$5,701,400**	**$6,003,600**	**$302,200**	**5.3%**
Revenues over (under) Expenditures	**$2,780,225**	**$7,320,591**	**$4,617,600**	**$3,854,600**	**$3,882,700**	**$28,100**	**0.7%**
BEGINNING FUND BALANCE	**65,949,234**	**68,729,459**	**76,050,050**	**76,050,050**	**80,667,650**	**4,617,600**	**6.1%**
ENDING FUND BALANCE	**$68,729,459**	**$76,050,050**	**$80,667,650**	**$79,904,650**	**$84,550,350**	**$4,645,700**	**5.8%**

FIRE PENSION FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
711-0000-461.02-00	Interest on Investments	1,311,727	1,039,299	1,100,000	1,600,000	**1,600,000**	0	0.0%
	Interest Income	**1,311,727**	**1,039,299**	**1,100,000**	**1,600,000**	**1,600,000**	**0**	**0.0%**
711-0000-462.10-00	Market Value Adjustments	651,408	5,401,093	3,200,000	2,000,000	**2,000,000**	0	0.0%
711-0000-462.11-00	Dividend Income	558,750	749,120	300,000	300,000	**300,000**	0	0.0%
	Investment Income	**1,210,158**	**6,150,213**	**3,500,000**	**2,300,000**	**2,300,000**	**0**	**0.0%**
711-0000-485.86-00	Contributions Participant	874,164	911,619	955,000	955,000	**979,000**	24,000	2.5%
711-0000-485.87-00	Contribution R/E Tax	4,470,608	4,588,000	4,701,000	4,701,000	**5,007,300**	306,300	6.5%
	Pension Contributions	**5,344,772**	**5,499,619**	**5,656,000**	**5,656,000**	**5,986,300**	**330,300**	**5.8%**
711-0000-489.90-00	Other Income	1,701	7,357	0	0	**0**	0	N/A
	Other	**1,701**	**7,357**	**0**	**0**	**0**	**0**	**N/A**
	Total Fire Pension Fund	**7,868,358**	**12,696,488**	**10,256,000**	**9,556,000**	**9,886,300**	**330,300**	**3.5%**

FIRE PENSION FUND

EXPENDITURES

Pensions 8001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
711-8001-631.15-01	Service Pensions	3,441,323	3,563,353	3,712,000	3,809,000	**4,044,000**	235,000	6.2%
711-8001-631.15-02	Non-Duty Disability Pension	48,499	48,499	49,000	50,000	**49,000**	(1,000)	(2.0%)
711-8001-631.15-03	Duty Disability Pension	900,353	960,660	946,000	995,000	**956,000**	(39,000)	(3.9%)
711-8001-631.15-04	Surviving Spouse Pension	361,435	433,375	550,000	431,000	**535,000**	104,000	24.1%
711-8001-631.15-05	Occupational Disease Pens	147,694	141,775	158,000	160,000	**159,000**	(1,000)	(0.6%)
	Salaries	**4,899,304**	**5,147,662**	**5,415,000**	**5,445,000**	**5,743,000**	**298,000**	**5.5%**
711-8001-631.20-20	Legal Services	14,873	4,750	11,000	12,000	**12,000**	0	0.0%
711-8001-631.20-21	Invest Manager Services	146,199	197,183	180,000	182,000	**185,000**	3,000	1.6%
711-8001-631.20-22	Investment Custodian	7,347	7,410	7,800	6,600	**7,800**	1,200	18.2%
711-8001-631.20-23	Bank Services	0	0	0	400	**400**	0	0.0%
711-8001-631.20-75	Examinations	2,715	3,753	6,000	7,000	**7,000**	0	0.0%
711-8001-631.21-65	Other Services	15,123	13,257	16,000	17,200	**17,200**	0	0.0%
711-8001-631.22-02	Dues	500	0	500	500	**500**	0	0.0%
711-8001-631.22-03	Training	1,315	1,273	1,300	3,700	**3,500**	(200)	(5.4%)
711-8001-631.22-05	Postage	214	378	400	300	**400**	100	33.3%
	Contractual Services	**188,286**	**228,004**	**223,000**	**229,700**	**233,800**	**4,100**	**1.8%**
711-8001-631.30-01	Publications Periodicals	438	0	0	1,000	**1,000**	0	0.0%
711-8001-631.30-05	Office Supplies & Equip	0	0	100	500	**500**	0	0.0%
	Commodities	**438**	**0**	**100**	**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	105	231	300	200	**300**	100	50.0%
	Other Charges	**105**	**231**	**300**	**25,200**	**25,300**	**100**	**0.4%**
	Total Pensions	**5,088,133**	**5,375,897**	**5,638,400**	**5,701,400**	**6,003,600**	**302,200**	**5.3%**
	Total Fire Pension Fund	**5,088,133**	**5,375,897**	**5,638,400**	**5,701,400**	**6,003,600**	**302,200**	**5.3%**

PENSIONS 8001

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
SALARIES:						
711-8001-631.15-01	Service Pensions	Service Pensions		3,809,000		4,044,000
711-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension		50,000		49,000
711-8001-631.15-03	Duty Disability Pension	Duty Disability Pension		995,000		956,000
711-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension		431,000		535,000
711-8001-631.15-05	Occupational Disease Pen	Occupational Disease Pension		160,000		159,000
		TOTAL SALARIES		**5,445,000**		**5,743,000**
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	132,000		135,000	
		Investment advisor	50,000	182,000	50,000	185,000
711-8001-631.20-22	Investment Custodian	Investment custodian		6,600		7,800
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		3,500
711-8001-631.22-05	Postage	Postage		300		400
		TOTAL CONTRACTUAL SERVICES		**229,700**		**233,800**
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 2013-14	Budget 2014-15
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	300
		TOTAL OTHER CHARGES	**25,200**	**25,300**
		TOTAL PENSIONS	**5,701,400**	**6,003,600**
		TOTAL FIRE PENSION FUND	**5,701,400**	**6,003,600**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Taxes	$123,597	$129,456	$129,500	$129,500	**$129,500**	$0	0.0%
Interest Income	1,601	1,467	1,000	1,000	**1,000**	0	0.0%
Other	0	2,000	0	0	**0**	0	N/A
Total Revenues	**$125,198**	**$132,923**	**$130,500**	**$130,500**	**$130,500**	**$0**	**0.0%**
Expenditures							
Contractual Services	$63,655	$20,563	$37,000	$25,000	**$45,200**	$20,200	80.8%
Commodities	18,441	10,537	20,000	20,000	**25,000**	5,000	25.0%
Capital Items	36,997	141,762	80,000	100,000	**100,000**	0	0.0%
Total Expenditures	**$119,093**	**$172,862**	**$137,000**	**$145,000**	**$170,200**	**$25,200**	**17.4%**
Revenues over (under) Expenditures	**$6,105**	**($39,939)**	**($6,500)**	**($14,500)**	**($39,700)**	**($25,200)**	**173.8%**
BEGINNING FUND BALANCE	**328,944**	**335,049**	**295,110**	**295,110**	**288,610**	**(6,500)**	**(2.2%)**
ENDING FUND BALANCE	**$335,049**	**$295,110**	**$288,610**	**$280,610**	**$248,910**	**($31,700)**	**(11.3%)**

FOREIGN FIRE INSURANCE TAX FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
227-0000-403.30-00	Foreign Fire Insurance Tax	123,597	129,456	129,500	129,500	**129,500**	0	0.0%
	Intergovernmental Taxes	**123,597**	**129,456**	**129,500**	**129,500**	**129,500**	**0**	**0.0%**
227-0000-461.02-00	Interest on Investments	1,337	930	1,000	1,000	**1,000**	0	0.0%
227-0000-462.10-00	Market Value Adjustments	264	537	0	0	**0**	0	N/A
	Interest Income	**1,601**	**1,467**	**1,000**	**1,000**	**1,000**	**0**	**0.0%**
227-0000-489.90-00	Other Income	0	2,000	0	0	**0**	0	N/A
	Other	**0**	**2,000**	**0**	**0**	**0**	**0**	**N/A**
	Total Foreign Fire Insurance	**125,198**	**132,923**	**130,500**	**130,500**	**130,500**	**0**	**0.0%**

FOREIGN FIRE INSURANCE TAX FUND

EXPENDITURES

Foreign Fire Insurance 3701

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
227-3701-512.21-65	Other Services	0	150	0	0	**200**	200	N/A
227-3701-512.22-03	Training	33,188	20,413	22,000	25,000	**25,000**	0	0.0%
227-3701-512.22-37	Vehicle/Equip Lease Chrg	30,467	0	15,000	0	**20,000**	20,000	N/A
	Contractual Services	**63,655**	**20,563**	**37,000**	**25,000**	**45,200**	**20,200**	**80.8%**
227-3701-512.30-35	Clothing	18,441	10,537	20,000	20,000	**25,000**	5,000	25.0%
	Commodities	**18,441**	**10,537**	**20,000**	**20,000**	**25,000**	**5,000**	**25.0%**
227-3701-512.50-15	Other Equipment	36,997	141,762	80,000	100,000	**100,000**	0	0.0%
	Capital Outlay	**36,997**	**141,762**	**80,000**	**100,000**	**100,000**	**0**	**0.0%**
	Total Foreign Fire Insurance	**119,093**	**172,862**	**137,000**	**145,000**	**170,200**	**25,200**	**17.4%**
	Total Foreign Fire Ins Tax Fund	**119,093**	**172,862**	**137,000**	**145,000**	**170,200**	**25,200**	**17.4%**

FOREIGN FIRE INSURANCE 3701

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
227-3701-512.21-65	Other Services	Other Services	0	200
227-3701-512.22-03	Training	Training	25,000	25,000
227-3701-512.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	0	20,000
		TOTAL CONTRACTUAL SERVICES	**25,000**	**45,200**
COMMODITIES:				
227-3701-512.30-35	Clothing	Clothing	20,000	25,000
		TOTAL COMMODITIES	**20,000**	**25,000**
CAPITAL OUTLAY:				
227-3701-512.50-15	Other Equipment	Other Equipment	100,000	100,000
		TOTAL CAPITAL OUTLAY	**100,000**	**100,000**
		TOTAL FOREIGN FIRE INSURANCE	**145,000**	**170,200**
		TOTAL FOREIGN FIRE INS. TAX FUND	**145,000**	**170,200**

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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Interest Income	$9,112	$8,399	$0	$0	**$0**	$0	N/A
Other - Deferred Revenue	179,134	742,085	146,600	132,500	**110,600**	(21,900)	(16.5%)
Total Revenues	**$188,246**	**$750,484**	**$146,600**	**$132,500**	**$110,600**	**($21,900)**	**(16.5%)**
Expenditures							
Personal Services	$0	$0	$25,000	$25,000	**$25,000**	$0	0.0%
Other Charges	112,054	597,791	121,600	121,093	**85,100**	(35,993)	(29.7%)
Total Expenditures	**$112,054**	**$597,791**	**$146,600**	**$146,093**	**$110,100**	**($35,993)**	**(24.6%)**
Revenues over (under) Expenditures	**$76,192**	**$152,693**	**$0**	**($13,593)**	**$500**	**$14,093**	**(103.7%)**
BEGINNING FUND BALANCE	**81,851**	**158,043**	**310,736**	**310,736**	**310,736**	**0**	**0.0%**
ENDING FUND BALANCE	**$158,043**	**$310,736**	**$310,736**	**$297,143**	**$311,236**	**$14,093**	**4.7%**

CRIMINAL INVESTIGATION FUND

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
231-0000-461.02-00	Interest on Investments	7,440	5,753	0	0	**0**	0	N/A
231-0000-462.10-00	Market Value Adjustments	1,672	2,646	0	0	**0**	0	N/A
	Interest Income	**9,112**	**8,399**	**0**	**0**	**0**	**0**	**N/A**
231-0000-484.06-00	State Awarded Funds	71,800	145,482	8,000	0	**8,000**	8,000	N/A
231-0000-484.08-00	Court Awarded Funds	0	0	500	0	**500**	500	N/A
231-0000-484.11-00	Justice Awarded Funds	105,713	596,603	138,100	132,500	**102,100**	(30,400)	(22.9%)
	Intergovernmental Taxes	**177,513**	**742,085**	**146,600**	**132,500**	**110,600**	**(21,900)**	**(16.5%)**
231-0000-489.90-00	Other Income	1,621	0	0	0	**0**	0	N/A
	Other	**1,621**	**0**	**0**	**0**	**0**	**0**	**0**
	Total Criminal Invest Fund	**188,246**	**750,484**	**146,600**	**132,500**	**110,600**	**(21,900)**	**(16.5%)**

CRIMINAL INVESTIGATION FUND

EXPENDITURES

Criminal Investigation 3003

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ 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	4,255	1,188	8,000	8,000	**8,000**	0	0.0%
231-3003-511.40-02	Expenditures - Federal Awards	1,989	0	3,000	3,000	**3,000**	0	0.0%
231-3003-511.40-03	Expenditures - Court Awards	97	0	500	0	**0**	0	N/A
231-3003-511.40-11	Expenditures - Justice	105,713	596,603	110,100	110,093	**74,100**	(35,993)	(32.7%)
	Other Charges	**112,054**	**597,791**	**121,600**	**121,093**	**85,100**	**(35,993)**	**(29.7%)**
	Total Criminal Investigation	**112,054**	**597,791**	**146,600**	**146,093**	**110,100**	**(35,993)**	**(24.6%)**
	Total Criminal Invest Fund	**112,054**	**597,791**	**146,600**	**146,093**	**110,100**	**(35,993)**	**(24.6%)**

CRIMINAL INVESTIGATION FUND

EXPENDITURE DETAIL

CRIMINAL INVESTIGATION 3003

Account Number	Account Title	Description	Budget 2013-14		Budget 2014-15	
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		0	
		Police community events	10,000		10,000	
		Commission of Accreditation for Law Enforcement Agencies Program	6,500		13,000	
		Rifle ammunition	8,000		8,000	
		Illinois State Police Wireless Information Network Fee	2,500		2,400	
		Storage rental unit	4,000		3,700	
		Specialized police training	25,000		25,000	
		Citizen observer	5,500		0	
		LEADS OnLine Program	7,000		7,000	
		Rental car - covert surveillance	5,000		5,000	
		Prior Year Encumbrance Carryover	1,468		0	
		Police Operational Equipment (EQ9501) Prior Year Encumbrance Carryover	12,125	110,093	0	74,100
		TOTAL OTHER CHARGES		**121,093**		**85,100**
		TOTAL CRIMINAL INVESTIGATION		**146,093**		**110,100**
		TOTAL CRIMINAL INVESTIGATION FUND		**146,093**		**110,100**

SOLID WASTE FUND — SWANCC

SOLID WASTE FUND – SWANCC 511

► 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

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
Revenues							
Fees	$1,701,884	$1,593,605	$1,638,000	$1,537,700	**$1,638,000**	$100,300	6.5%
Interest Income	8,046	8,413	6,000	8,000	**6,000**	(2,000)	(25.0%)
Other	149,473	0	0	0	**0**	0	N/A
Total Revenues	**$1,859,403**	**$1,602,018**	**$1,644,000**	**$1,545,700**	**$1,644,000**	**$98,300**	**6.4%**
Expenditures							
Contractual Services	$1,529,106	$1,312,457	$1,226,800	$1,301,700	**$1,522,900**	$221,200	17.0%
Total Expenditures	**$1,529,106**	**$1,312,457**	**$1,226,800**	**$1,301,700**	**$1,522,900**	**$221,200**	**17.0%**
Revenues over (under) Expenditures	**$330,297**	**$289,561**	**$417,200**	**$244,000**	**$121,100**	**($122,900)**	**(50.4%)**
BEGINNING WORKING CASH	**1,836,940**	**2,167,237**	**2,456,798**	**2,456,798**	**2,873,998**	**417,200**	**17.0%**
ENDING WORKING CASH	**$2,167,237**	**$2,456,798**	**$2,873,998**	**$2,700,798**	**$2,995,098**	**$294,300**	**10.9%**

SOLID WASTE FUND - SWANCC

REVENUES

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
511-0000-437.81-00	Solid Waste Disposal Fees	1,368,057	1,353,260	1,300,000	1,200,000	**1,300,000**	100,000	8.3%
511-0000-437.83-00	Solid Waste Fee Multi-Family	333,827	218,448	300,000	300,000	**300,000**	0	0.0%
511-0000-437.85-00	Recycling Program	149,473	21,897	38,000	37,700	**38,000**	300	0.8%
	SWANCC Fees	**1,851,357**	**1,593,605**	**1,638,000**	**1,537,700**	**1,638,000**	**100,300**	**6.5%**
511-0000-461.02-00	Interest on Investments	6,732	5,372	6,000	8,000	**6,000**	(2,000)	(25.0%)
511-0000-462.10-00	Market Value Adjustments	1,314	3,041	0	0	**0**	0	N/A
	Interest Income	**8,046**	**8,413**	**6,000**	**8,000**	**6,000**	**(2,000)**	**(25.0%)**
	Total Solid Waste Fund	**1,859,403**	**1,602,018**	**1,644,000**	**1,545,700**	**1,644,000**	**98,300**	**6.4%**

SOLID WASTE FUND - SWANCC

EXPENDITURES

Solid Waste Disposal 7401

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc (Dec)	% Inc (Dec)
511-7401-562.21-54	Solid Waste Disp SWANCC	1,529,106	1,312,457	1,226,800	1,301,700	**1,522,900**	221,200	17.0%
	Contractual Services	**1,529,106**	**1,312,457**	**1,226,800**	**1,301,700**	**1,522,900**	**221,200**	**17.0%**
	Total Solid Waste Disposal	**1,529,106**	**1,312,457**	**1,226,800**	**1,301,700**	**1,522,900**	**221,200**	**17.0%**
	Total SWANCC Fund	**1,529,106**	**1,312,457**	**1,226,800**	**1,301,700**	**1,522,900**	**221,200**	**17.0%**

SOLID WASTE DISPOSAL 7401

Account Number	Account Title	Description	Budget 2013-14	Budget 2014-15
CONTRACTUAL SERVICES:				
511-7401-562.21-54	Solid Waste Disp SWANCC	Single family refuse disposal (estimated tons 17,997 @ $58.09/ton)	1,045,450	0
		Multi-family refuse disposal (estimated tons 4,411 @ $58.09/ton)	256,250	0
		Single family refuse disposal (estimated tons 18,339 @ $59.23/ton)	0	1,086,200
		Multi-family refuse disposal (estimated tons 2,822 @ $59.23/ton)	0	167,150
		SWANCC 3 year average adjustment *	0	269,550
		TOTAL CONTRACTUAL SERVICES	**1,301,700**	**1,522,900**
		TOTAL SOLID WASTE DISPOSAL	**1,301,700**	**1,522,900**
		TOTAL SOLID WASTE FUND	**1,301,700**	**1,522,900**

* FY2015 - The total Solid Waste Fund projected by the Village of Arlington Heights is $269,549 less than the total Solid Waste Fund projected by SWANCC. This is because the Village calculates this figure based on the previous year's actual tonnage, whereas SWANCC calculates this figure based on the previous three years' actual figures in an effort to calculate on the side of caution. SWANCC does perform an end-of-year "true up" at which time, if there is a surplus, the Village will be reimbursed.

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING BUDGET
FISCAL YEAR 2014-15
BEGINNING MAY 1, 2014

LIBRARY BOARD

Joan Brody Garkisch

Charles Drost

Deborah A. Nelson

Kerry W. Pearson

Debbie Smart

David F. Unumb

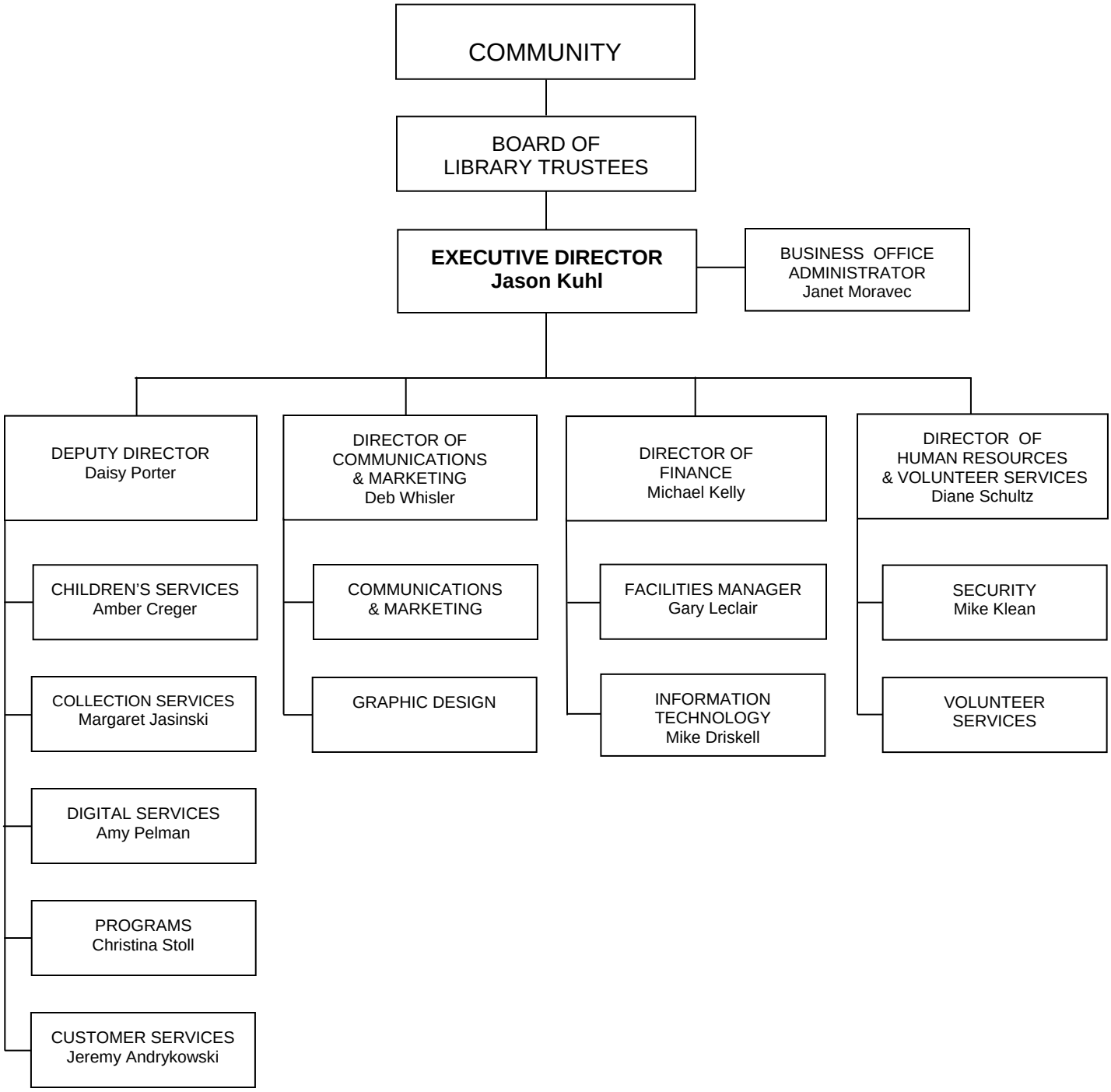
Greg Zyck

EXECUTIVE DIRECTOR

Jason Kuhl

Arlington Heights Memorial LIBRARY

Effective 3/1/2014



► 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 is expected to derive 97% of its total revenue from property taxes in fiscal year 2013–14. Sixty-nine percent of Arlington Heights residents were registered borrowers as of April 30, 2013.

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 Joan Brody Garkisch, Charles Drost, Deborah A. Nelson, Kerry W. Pearson, Debbie Smart, David F. Unumb and Greg Zyck.

- 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 28 employees with Master of Library Science degrees. As of May 1, 2013, the total full-time equivalent (FTE) of employees was 149.6.

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. weekdays, 9 a.m.–5:30 p.m. Saturdays, and 12–5:30 p.m. Sundays. The drive-up window for picking up requested materials opens at 7 a.m. Monday–Friday and remains open until the library closes at 10 p.m., adding another eight hours of service at this location. The service point at the Arlington Heights Senior Center is open 44.5 hours per week as well.

- 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 was completed in spring 2013. This renovation added a teen area, ten more small conference rooms, a digital media lab, a genealogy room, a lounge with a fireplace, the Marketplace area for new and popular books and a variety of public spaces for exhibits and programs.

- The main floor is divided into service areas for adults, teens and children, including selections of books, movies, magazines, computers, CDs and a café. A computer training lab and a digital media lab are available for staff and public classes.

- The second floor contains 14 small conference/study rooms, a meeting room (with a maximum capacity of 200) available for library programs and for use by eligible community groups, the Literacy/ESL (English as a Second Language) office, 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 354,363 books, magazines and audiovisual items as of April 30, 2013.

- The total circulation for the fiscal year ended April 30, 2013, was 2,664,382 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 eBooks, eAudiobooks, music and movies as well as 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
- iPads to borrow from Kids' World
- A mobile 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 to customers who want to work on projects outside of the library.
- A wide variety of programs and events for children, teens and adults including storytimes, lectures, book discussions, concerts and large-scale exhibits
- A summer reading program, which attracts about 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 sixth 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 28 libraries have received it six years in a row.

LIBRARY OUTREACH

Beyond its four walls, the library provides:

- Access to the online catalog, library accounts, full-text newspaper and magazines 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, 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
- Bookmobile service at 29 stops throughout the community and outreach services to apartment

complexes, health care sites, senior independent living complexes and to residents of the Backstretch at Arlington Park

- Home delivery of material for residents who are permanently or temporarily homebound

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.

- The library is a LINKin partner through a shared catalog with eight other local libraries providing expedited and cost-effective access to a greatly expanded collection of material.

- The library is partnering with the Arlington Heights Park district to provide book drops at Camelot and Frontier Parks giving residents in the northern part of Arlington Heights a more convenient way to return library items.

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
BEGINNING FUND BALANCE	**$6,210,348**	**$7,545,534**	**$6,082,507**	**$6,082,507**	**$6,899,410**	**$816,903**	**13.4%**
Revenues							
Taxes	$13,014,353	$13,070,516	$13,290,447	$13,290,447	**$13,423,350**	$132,903	1.0%
Intergovernmental	107,240	93,813	124,189	93,000	**84,000**	(9,000)	(9.7%)
Fees	38,807	41,042	43,328	38,775	**43,328**	4,553	11.7%
Fines	202,453	166,672	167,000	165,000	**165,000**	0	0.0%
Interest Income	54,049	57,387	36,000	45,000	**30,000**	(15,000)	(33.3%)
Other	107,627	169,167	49,500	77,000	**77,000**	0	0.0%
Total Revenues	**$13,524,529**	**$13,598,597**	**$13,710,464**	**$13,709,222**	**$13,822,678**	**$113,456**	**0.8%**
Expenditures							
Personal Services	$8,677,401	$9,118,930	$9,061,270	$9,559,573	**$9,450,514**	($109,059)	(1.1%)
Contractual Services	1,283,264	1,166,286	1,244,583	1,309,844	**1,443,504**	133,660	10.2%
Commodities	1,859,728	1,882,270	2,003,331	2,092,931	**2,212,777**	119,846	5.7%
Other Charges	37,599	15,214	31,446	29,500	**35,000**	5,500	18.6%
Total Expenditures	**$11,857,992**	**$12,182,700**	**$12,340,630**	**$12,991,848**	**$13,141,795**	**$149,947**	**1.2%**
Revenues over (under) Expenditures	**$1,335,186**	**$1,415,897**	**$1,369,834**	**$717,374**	**$680,883**	**($36,491)**	**(5.1%)**
Interfund Transfers Out	0	(2,878,924)	(552,931)	(715,874)	(649,702)	66,172	(9.2%)
ENDING FUND BALANCE	**$7,545,534**	**$6,082,507**	**$6,899,410**	**$6,084,007**	**$6,930,591**	**$846,584**	**13.9%**

MEMORIAL LIBRARY FUND

REVENUES

Account No.	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-0000-401.03-00	Real Estate Tax IMRF	672,885	736,371	797,079	797,079	**883,779**	86,700	10.9%
291-0000-401.04-00	Real Estate Tax FICA	509,746	513,477	514,550	514,550	**529,239**	14,689	2.9%
291-0000-401.05-00	Real Estate Tax	11,831,722	11,820,668	11,978,818	11,978,818	**12,010,332**	31,514	0.3%
	Real Estate Taxes	**13,014,353**	**13,070,516**	**13,290,447**	**13,290,447**	**13,423,350**	**132,903**	**1.0%**
291-0000-411.65-00	Per Capita Grant & Gifts	78,795	77,016	77,177	78,000	**78,000**	0	0.0%
291-0000-411.70-00	Other Grants	7,867	16,468	4,250	10,000	**5,000**	(5,000)	(50.0%)
291-0000-411.75-00	Other Restricted	0	0	0	0	**0**	0	N/A
291-0000-411.90-00	Contribution Ord. Library	20,578	329	42,762	5,000	**1,000**	(4,000)	(80.0%)
	Intergovernmental	**107,240**	**93,813**	**124,189**	**93,000**	**84,000**	**(9,000)**	**(9.7%)**
291-0000-436.72-00	Non Resident Fees	797	828	828	775	**828**	53	6.8%
291-0000-436.74-00	Copier/Reader Printer Fees	33,815	36,009	38,400	34,000	**38,000**	4,000	11.8%
291-0000-436.75-00	Meeting Room Fees	4,195	4,205	4,100	4,000	**4,500**	500	12.5%
	Library Fees	**38,807**	**41,042**	**43,328**	**38,775**	**43,328**	**4,053**	**11.7%**
291-0000-442.20-00	Late Charges	179,777	144,338	144,000	145,000	**145,000**	0	0.0%
291-0000-442.25-00	Lost Item Charges	22,676	22,334	23,000	20,000	**20,000**	0	0.0%
	Library Fines	**202,453**	**166,672**	**167,000**	**165,000**	**165,000**	**0**	**0.0%**
291-0000-461.02-00	Interest on Investments	44,926	37,012	36,000	45,000	**30,000**	(15,000)	(33.3%)
291-0000-462.10-00	Market Value Adjustments	9,123	20,375	0	0	**0**	0	N/A
	Interest Income	**54,049**	**57,387**	**36,000**	**45,000**	**30,000**	**(15,000)**	**(33.3%)**
291-0000-483.70-00	Donations - Library	4,147	4,554	1,000	1,000	**1,000**	0	0.0%
291-0000-489.90-00	Other Income	27,528	24,128	25,000	10,500	**10,500**	0	0.0%
291-0000-489.93-00	Donations Genealogy	715	530	500	500	**500**	0	0.0%
291-0000-489.94-00	FOL Reimbursements	75,237	139,955	23,000	65,000	**65,000**	0	0.0%
	Other	**107,627**	**169,167**	**49,500**	**77,000**	**77,000**	**0**	**0.0%**
	Total Memorial Library Fund	**13,524,529**	**13,598,597**	**13,710,464**	**13,709,222**	**13,822,678**	**113,206**	**0.8%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Administration 6001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-01	Executive Director	143,410	134,408	128,666	132,339	**133,281**	942	0.7%
291-6001-601.16-02	Director of Library Operations	89,724	92,821	72,000	120,463	**0**	(120,463)	(100.0%)
291-6001-601.16-17	Director of Services	116,861	120,990	96,484	97,083	**99,614**	2,531	2.6%
291-6001-601.16-43	Business Office Administrator	47,514	49,414	50,755	51,183	**52,423**	1,240	2.4%
291-6001-601.16-51	Clerk IV	39,437	41,013	42,086	42,483	**43,468**	985	2.3%
291-6001-601.16-57	Clerk II	17,164	16,892	17,288	17,521	**17,849**	328	1.9%
291-6001-601.16-92	Achievement Awards	6,500	500	2,000	2,000	**2,000**	0	0.0%
	Salaries	**460,610**	**456,038**	**409,279**	**463,072**	**348,635**	**(114,437)**	**(24.7%)**
291-6001-601.19-05	Medical Insurance	55,208	58,260	60,000	191,566	**186,000**	(5,566)	(2.9%)
291-6001-601.19-10	IMRF	55,622	286,285	62,142	78,527	**47,932**	(30,595)	(39.0%)
291-6001-601.19-11	Social Security	24,845	26,816	27,033	27,136	**27,674**	538	2.0%
291-6001-601.19-12	Medicare	6,326	6,351	5,935	6,381	**5,055**	(1,326)	(20.8%)
291-6001-601.19-53	Flexible Spending	2,404	2,065	1,986	2,200	**2,200**	0	0.0%
291-6001-601.19-55	Unemployment Compensation	14,797	3,654	10,000	10,000	**10,000**	0	0.0%
	Fringe Benefits	**159,202**	**383,431**	**167,096**	**315,810**	**278,861**	**(36,949)**	**(11.7%)**
291-6001-601.20-05	Professional Services	13,990	0	4,000	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	21,845	13,059	12,000	16,000	**16,000**	0	0.0%
291-6001-601.20-40	General Insurance	114,352	129,912	142,655	142,655	**158,600**	15,945	11.2%
291-6001-601.20-81	OCLC Services	79,743	79,743	79,743	79,743	**79,743**	0	0.0%
291-6001-601.21-65	Other Services	25,308	6,491	5,920	5,920	**5,920**	0	0.0%
291-6001-601.22-01	Advertising	404	329	500	1,000	**1,000**	0	0.0%
291-6001-601.22-02	Dues	4,403	3,820	4,783	4,783	**4,876**	93	1.9%
291-6001-601.22-03	Training	21,718	12,320	85,000	92,963	**62,000**	(30,963)	(33.3%)
291-6001-601.22-05	Postage	36,335	36,683	35,630	41,630	**36,220**	(5,410)	(13.0%)
291-6001-601.22-42	Internet Access	17,842	20,572	22,080	22,080	**25,140**	3,060	13.9%
291-6001-601.22-70	Telephone Services	29,968	30,074	30,780	30,780	**30,780**	0	0.0%
	Contractual Services	**365,908**	**333,003**	**423,091**	**445,554**	**428,279**	**(17,275)**	**(3.9%)**
291-6001-601.30-05	Office Supplies & Equipment	2,937	3,292	4,995	4,995	**5,695**	700	14.0%
291-6001-601.31-85	Small Tools & Equipment	599	4,554	2,000	5,000	**5,000**	0	0.0%
291-6001-601.32-72	Special Events	651	416	1,000	1,000	**1,000**	0	0.0%
	Commodities	**4,187**	**8,262**	**7,995**	**10,995**	**11,695**	**700**	**6.4%**
291-6001-601.40-96	Operating Contingency	34,929	8,751	20,000	20,000	**20,000**	0	0.0%
	Other Charges	**34,929**	**8,751**	**20,000**	**20,000**	**20,000**	**0**	**0.0%**
291-6001-601.50-15	Other Equipment	72,871	0	0	0	**0**	0	N/A
291-6001-601.50-55	Other Capital Outlay	0	0	0	0	**0**	0	N/A
	Capital Outlay	**72,871**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Administration	**1,097,707**	**1,189,485**	**1,027,461**	**1,255,431**	**1,087,470**	**(167,961)**	**(13.4%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Communications & Marketing 6002

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-21	Director of Communications	77,596	80,702	83,435	83,612	**86,776**	3,164	3.8%
291-6002-601.16-23	Graphics Supervisor	0	60,286	63,583	64,336	**66,130**	1,794	2.8%
291-6002-601.16-48	Library Assistant I	77,864	26,925	26,208	26,134	**26,742**	608	2.3%
291-6002-601.16-50	Graphics Designer	41,991	68,061	44,852	45,424	**46,325**	901	2.0%
291-6002-601.16-79	Publication Editor	28,927	29,522	30,119	30,279	**31,464**	1,185	3.9%
291-6002-601.16-80	Communications Assistant	9,269	12,401	16,857	14,529	**19,732**	5,203	35.8%
	Salaries	**235,647**	**277,897**	**265,054**	**264,314**	**277,169**	**12,855**	**4.9%**
291-6002-601.19-05	Medical Insurance	33,120	34,956	36,000	42,940	**39,600**	(3,340)	(7.8%)
291-6002-601.19-10	IMRF	27,754	35,330	35,856	37,531	**38,326**	795	2.1%
291-6002-601.19-11	Social Security	14,080	16,566	15,833	16,387	**17,184**	797	4.9%
291-6002-601.19-12	Medicare	3,293	3,874	3,693	3,833	**4,019**	186	4.9%
	Fringe Benefits	**78,247**	**90,726**	**91,382**	**100,691**	**99,129**	**(1,562)**	**(1.6%)**
291-6002-601.20-05	Professional Services	0	0	0	0	**52,000**	52,000	N/A
291-6002-601.21-02	Equipment Maintenance	770	987	1,840	1,840	**1,840**	0	0.0%
291-6002-601.21-65	Other Services	5,967	24,539	26,428	56,763	**4,273**	(52,490)	(92.5%)
291-6002-601.22-02	Dues	1,751	1,609	2,035	2,035	**2,035**	0	0.0%
291-6002-601.22-03	Training	190	1,268	873	873	**873**	0	0.0%
291-6002-601.22-10	Printing	68,594	69,517	89,387	89,387	**89,387**	0	0.0%
	Contractual Services	**77,272**	**97,920**	**120,563**	**150,898**	**150,408**	**(490)**	**(0.3%)**
291-6002-601.30-05	Office Supplies & Equipment	13,062	17,897	15,276	15,276	**15,276**	0	0.0%
291-6002-601.31-85	Small Tools & Equipment	4,916	434	8,000	8,000	**8,000**	0	0.0%
291-6002-601.32-01	Program Supplies	61	213	1,000	1,000	**1,000**	0	0.0%
291-6002-601.32-72	Special Events	1,226	2,815	7,900	7,900	**8,250**	350	4.4%
	Commodities	**19,265**	**21,359**	**32,176**	**32,176**	**32,526**	**350**	**1.1%**
	Total Communications & Marketing	**410,431**	**487,902**	**509,175**	**548,079**	**559,232**	**11,153**	**2.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Human Resources 6003

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-22	Director of Human Resources	60,091	63,101	65,447	65,657	**68,114**	2,457	3.7%
291-6003-601.16-51	Clerk IV	26,061	26,834	27,092	27,208	**27,409**	202	0.7%
291-6003-601.16-53	Volunteer Coordinator	21,038	21,967	22,475	21,814	**22,703**	889	4.1%
	Salaries	**107,190**	**111,902**	**115,014**	**114,679**	**118,226**	**3,548**	**3.1%**
291-6003-601.19-10	IMRF	13,121	14,964	16,207	16,288	**16,348**	60	0.4%
291-6003-601.19-11	Social Security	6,459	6,735	7,131	7,110	**7,330**	220	3.1%
291-6003-601.19-12	Medicare	1,511	1,575	1,668	1,663	**1,714**	51	3.1%
291-6003-601.19-50	Employee Asst. Program	6,125	6,075	6,250	6,200	**6,200**	0	0.0%
	Fringe Benefits	**27,216**	**29,349**	**31,256**	**31,261**	**31,592**	**331**	**1.1%**
291-6003-601.21-65	Other Services	10,097	26,216	9,265	11,265	**9,265**	(2,000)	(17.8%)
291-6003-601.22-01	Advertising	1,529	0	1,160	1,000	**1,000**	0	0.0%
291-6003-601.22-02	Dues	1,970	1,650	2,500	1,940	**2,500**	560	28.9%
291-6003-601.22-03	Training	342	893	800	1,000	**800**	(200)	(20.0%)
291-6003-601.22-55	In Service Training	8,029	8,555	4,650	8,000	**8,000**	0	0.0%
	Contractual Services	**21,967**	**37,314**	**18,375**	**23,205**	**21,565**	**(1,640)**	**(7.1%)**
291-6003-601.32-01	Program Supplies	3,077	1,695	3,200	4,000	**4,000**	0	0.0%
	Commodities	**3,077**	**1,695**	**3,200**	**4,000**	**4,000**	**0**	**0.0%**
291-6003-601.40-62	Tuition Reimbursement	1,420	2,763	6,446	4,500	10,000	5,500	122.2%
291-6003-601.40-70	Employee Recognition Program	1,250	3,700	5,000	5,000	5,000	0	0.0%
	Other Charges	**2,670**	**6,463**	**11,446**	**9,500**	**15,000**	**5,500**	**57.9%**
	Total Human Resources	**162,120**	**186,723**	**179,291**	**182,645**	**190,383**	**7,739**	**4.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Paid by Gifts and Grants 6004

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.21-65	Other Services	31,314	43,733	7,236	5,000	**5,000**	0	0.0%
	Contractual Services	**31,314**	**43,733**	**7,236**	**5,000**	**5,000**	**0**	**0.0%**
291-6004-601.30-05	Office Supplies & Equipment	77	0	37	5,000	**5,000**	0	0.0%
291-6004-601.31-85	Small Tools and Equipment	3,621	4,255	432	5,000	**5,000**	0	0.0%
291-6004-601.32-01	Program Supplies	6,971	7,723	1,257	5,000	**5,000**	0	0.0%
291-6004-601.32-02	Program Events	10,015	4,358	760	5,000	**5,000**	0	0.0%
291-6004-601.32-32	Software	778	0	0	5,000	**5,000**	0	0.0%
291-6004-601.32-72	Special Events	9,194	9,290	16,845	5,000	**5,000**	0	0.0%
291-6004-601.32-75	Audio Visual	0	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	2,234	1,014	823	5,000	**5,000**	0	0.0%
291-6004-601.32-95	Periodicals	0	300	0	0	**0**	0	N/A
	Commodities	**32,890**	**26,940**	**20,154**	**45,000**	**45,000**	**0**	**0.0%**
291-6004-601.50-12	Computer Equipment	22,243	0	0	0	**0**	0	N/A
291-6004-601.50-55	Other Capital Outlay	14,066	0	0	0	**0**	0	N/A
	Capital Outlay	**36,309**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Paid by Gifts and Grants	**100,513**	**70,673**	**27,390**	**50,000**	**50,000**	**0**	**0.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Finance 6008

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-24	Finance Manager	78,977	80,557	47,466	82,619	**79,033**	(3,586)	(4.3%)
291-6008-601.16-29	Finance Director	0	0	40,000	0	**95,004**	95,004	N/A
291-6008-601.16-48	Library Assistant I	46,090	47,703	48,308	47,734	**48,662**	928	1.9%
291-6008-601.16-51	Clerk IV	41,441	42,771	36,009	42,798	**43,630**	832	1.9%
291-6008-601.16-57	Clerk II	16,098	16,303	17,474	16,829	**17,135**	306	1.8%
	Salaries	**182,606**	**187,334**	**189,257**	**189,980**	**283,464**	**93,484**	**49.2%**
291-6008-601.19-05	Medical Insurance	33,120	34,957	36,000	42,940	**39,600**	(3,340)	(7.8%)
291-6008-601.19-10	IMRF	22,364	25,084	25,561	27,003	**39,197**	12,195	45.2%
291-6008-601.19-11	Social Security	11,030	11,301	11,734	11,779	**17,575**	5,796	49.2%
291-6008-601.19-12	Medicare	2,579	2,643	2,744	2,755	**4,110**	1,355	49.2%
	Fringe Benefits	**69,093**	**73,985**	**76,039**	**84,477**	**100,482**	**16,006**	**18.9%**
291-6008-601.20-05	Professional Services	8,690	8,950	9,305	9,305	**9,305**	0	0.0%
291-6008-601.21-36	Equipment Rental	1,106	1,554	1,509	1,509	**1,509**	0	0.0%
291-6008-601.21-65	Other Services	0	0	20,000	150	**150**	0	0.0%
291-6008-601.22-02	Dues	280	630	500	500	**1,595**	1,095	219.0%
291-6008-601.22-03	Training	817	1,286	0	1,410	**2,400**	990	70.2%
291-6008-601.22-25	IT Service Charge	20,000	20,000	23,000	23,000	**23,000**	0	0.0%
	Contractual Services	**30,893**	**32,420**	**54,314**	**35,874**	**37,959**	**2,085**	**5.8%**
291-6008-601.30-05	Office Supplies & Equipment	799	713	250	500	**500**	0	0.0%
291-6008-601.30-32	Software Library	29,634	0	0	0	**0**	0	N/A
	Commodities	**30,433**	**713**	**250**	**500**	**500**	**0**	**0.0%**
	Total Finance	**313,025**	**294,452**	**319,860**	**310,831**	**422,405**	**111,575**	**35.9%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Information Technology 6010

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-25	Department Manager II	74,497	76,730	78,812	79,468	**81,402**	1,934	2.4%
291-6010-601.16-26	Department Manager I	59,648	61,409	63,078	62,978	**65,141**	2,163	3.4%
291-6010-601.16-28	Web Developer	52,154	53,097	57,187	58,118	**58,606**	488	0.8%
291-6010-601.16-44	Library Assistant III	75,331	47,421	49,294	49,715	**50,914**	1,199	2.4%
291-6010-601.16-49	Computer Technician	89,960	93,100	99,494	94,779	**102,720**	7,941	8.4%
291-6010-601.16-54	Clerk III	66,279	73,297	74,735	75,275	**76,608**	1,333	1.8%
291-6010-601.16-68	LAN Administrator	62,725	65,234	66,502	67,588	**68,151**	563	0.8%
	Salaries	**480,594**	**470,288**	**489,102**	**487,921**	**503,542**	**15,621**	**3.2%**
291-6010-601.19-05	Medical Insurance	88,320	93,229	96,000	114,507	**105,600**	(8,907)	(7.8%)
291-6010-601.19-10	IMRF	58,242	61,655	61,696	67,547	**65,940**	(1,607)	(2.4%)
291-6010-601.19-11	Social Security	29,074	28,314	30,324	30,251	**31,220**	969	3.2%
291-6010-601.19-12	Medicare	6,800	6,621	7,092	7,075	**7,301**	226	3.2%
	Fringe Benefits	**182,436**	**189,819**	**195,112**	**219,380**	**210,061**	**(9,319)**	**(4.2%)**
291-6010-601.20-05	Professional Services	3,279	2,596	2,000	3,000	**19,000**	16,000	533.3%
291-6010-601.20-08	Consulting Services Library	0	10,050	3,000	4,500	**4,500**	0	0.0%
291-6010-601.21-02	Equipment Maintenance	109,252	107,749	114,270	114,270	**121,006**	6,736	5.9%
291-6010-601.22-02	Dues	365	370	258	360	**378**	18	5.0%
291-6010-601.22-03	Training	13,499	4,264	0	0	**500**	500	N/A
	Contractual Services	**126,395**	**125,029**	**119,528**	**122,130**	**145,384**	**23,254**	**19.0%**
291-6010-601.30-05	Office Supplies & Equipment	600	510	400	400	**400**	0	0.0%
291-6010-601.30-30	Data System Supplies	32,477	35,803	42,825	42,305	**45,845**	3,540	8.4%
291-6010-601.30-32	Software Library	99,124	104,270	108,568	106,800	**120,436**	13,636	12.8%
291-6010-601.30-33	Documentation Library	687	609	2,000	2,100	**2,000**	(100)	(4.8%)
291-6010-601.31-85	Small Tools and Equipment	17,147	25,828	14,177	12,525	**12,651**	126	1.0%
291-6010-601.32-05	Processing Supplies	1,197	1,587	1,200	2,000	**1,500**	(500)	(25.0%)
291-6010-601.32-32	Software	29,308	12,982	22,125	18,851	**19,985**	1,134	6.0%
291-6010-601.32-85	Copier Supplies	5,855	5,484	0	0	**0**	0	N/A
	Commodities	**186,395**	**187,073**	**191,295**	**184,981**	**202,817**	**17,836**	**9.6%**
291-6010-601.50-12	Computer Equipment	161,108	0	0	0	**0**	0	N/A
291-6010-601.50-15	Other Equipment	14,814	0	0	0	**0**	0	N/A
	Capital Outlay	**175,922**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Information Technology	**1,151,742**	**972,209**	**995,037**	**1,014,412**	**1,061,804**	**47,392**	**4.7%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Security 6015

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-63	Security Supervisor	60,140	63,146	63,552	63,899	**65,604**	1,705	2.7%
291-6015-601.16-66	Security Guard	150,853	145,226	138,947	141,909	**138,224**	(3,685)	(2.6%)
	Salaries	**210,993**	**208,372**	**202,499**	**205,808**	**203,828**	**(1,980)**	**0**
291-6015-601.19-05	Medical Insurance	33,120	34,957	36,000	42,940	**39,600**	(3,340)	(7.8%)
291-6015-601.19-10	IMRF	22,430	24,726	26,444	28,030	**24,788**	(3,242)	(11.6%)
291-6015-601.19-11	Social Security	12,661	12,533	12,555	12,760	**12,637**	(123)	(1.0%)
291-6015-601.19-12	Medicare	2,961	2,931	2,936	2,984	**2,956**	(28)	(0.9%)
	Fringe Benefits	**71,172**	**75,147**	**77,935**	**86,714**	**79,981**	**(6,733)**	**(7.8%)**
291-6015-601.22-03	Training	178	93	500	500	**500**	0	0.0%
	Contractual Services	**178**	**93**	**500**	**500**	**500**	**0**	**0.0%**
291-6015-601.30-05	Office Supplies & Equipment	176	251	225	225	**225**	0	0.0%
	Commodities	**176**	**251**	**225**	**225**	**225**	**0**	**0.0%**
	Total Security	**282,519**	**283,863**	**281,159**	**293,247**	**284,534**	**(8,713)**	**(3.0%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Facilities 6020

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-60	Clerk I	40,403	40,414	41,851	42,007	**42,652**	645	1.5%
291-6020-601.16-69	Maintenance Supervisor	91,851	96,443	97,575	96,580	**99,823**	3,243	3.4%
291-6020-601.16-72	Maintenance Worker	198,971	222,492	225,060	225,155	**232,209**	7,054	3.1%
291-6020-601.18-05	Overtime Civilian	4,055	973	2,500	2,500	**2,500**	0	0.0%
	Salaries	**335,280**	**360,322**	**366,986**	**366,242**	**377,184**	**10,942**	**3.0%**
291-6020-601.19-05	Medical Insurance	66,240	64,098	72,000	85,881	**79,200**	(6,681)	(7.8%)
291-6020-601.19-10	IMRF	35,786	42,854	45,282	45,716	**45,912**	196	0.4%
291-6020-601.19-11	Social Security	19,733	21,435	22,753	22,707	**23,385**	678	3.0%
291-6020-601.19-12	Medicare	4,612	5,016	5,321	5,311	**5,469**	158	3.0%
	Fringe Benefits	**126,371**	**133,403**	**145,356**	**159,615**	**153,966**	**(5,649)**	**(3.5%)**
291-6020-601.21-02	Equipment Maintenance	13,906	14,750	15,358	15,500	**15,500**	0	0.0%
291-6020-601.21-07	Vehicle Maintenance	3,121	4,410	10,641	5,959	**6,019**	60	1.0%
291-6020-601.21-11	Building Maintenance	440,664	301,133	247,971	224,100	**304,100**	80,000	35.7%
291-6020-601.21-36	Equipment Rental	82	0	750	1,400	**1,400**	0	0.0%
291-6020-601.21-60	Water and Sewer Service	10,725	14,449	10,268	16,200	**16,200**	0	0.0%
291-6020-601.22-03	Training	0	0	160	425	**425**	0	0.0%
	Contractual Services	**468,498**	**334,742**	**285,148**	**263,584**	**343,644**	**80,060**	**30.4%**
291-6020-601.30-50	Petroleum Products	5,930	6,125	5,314	6,400	**6,400**	0	0.0%
291-6020-601.30-51	Heating Fuel	70,268	74,940	69,257	90,000	**85,000**	(5,000)	(5.6%)
291-6020-601.30-45	Janitorial Supplies	17,906	25,242	23,000	23,000	**23,000**	0	0.0%
	Commodities	**94,104**	**106,307**	**97,571**	**119,400**	**114,400**	**(5,000)**	**(4.2%)**
291-6020-601.50-15	Other Equipment	0	0	0	0	**0**	0	N/A
291-6020-601.50-55	Other Capital Outlay	46,249	0	0	0	**0**	0	N/A
	Capital Outlay	**46,249**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Facilities	**1,070,502**	**934,774**	**895,061**	**908,841**	**989,194**	**80,353**	**8.8%**
	Total Admin Support Services	**4,588,559**	**4,420,081**	**4,234,434**	**4,563,486**	**4,645,022**	**81,536**	**1.8%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Children's Services 6401

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-25	Department Manager II	96,741	63,787	74,759	75,567	**76,577**	1,010	1.3%
291-6401-601.16-33	Librarian IV	66,350	69,466	68,086	68,389	**70,273**	1,884	2.8%
291-6401-601.16-36	Librarian III	149,661	139,164	163,077	178,589	**167,512**	(11,077)	(6.2%)
291-6401-601.16-39	Librarian II	12,535	13,317	17,488	14,505	**12,630**	(1,875)	(12.9%)
291-6401-601.16-48	Library Assistant I	241,198	241,719	236,893	247,788	**250,117**	2,329	0.9%
291-6401-601.16-54	Clerk III	20,567	21,610	21,106	21,297	**21,859**	562	2.6%
291-6401-601.16-57	Clerk II	61,659	62,030	59,455	65,978	**67,604**	1,626	2.5%
291-6401-601.16-60	Clerk I	18,733	16,420	24,614	17,829	**17,286**	(543)	(3.0%)
	Salaries	**667,444**	**627,513**	**665,478**	**689,942**	**683,858**	**(6,084)**	**(0.9%)**
291-6401-601.19-05	Medical Insurance	66,240	58,272	60,000	71,567	**66,000**	(5,567)	(7.8%)
291-6401-601.19-10	IMRF	72,226	74,073	83,086	88,509	**85,596**	(2,913)	(3.3%)
291-6401-601.19-11	Social Security	40,541	38,368	41,260	42,776	**42,399**	(377)	(0.9%)
291-6401-601.19-12	Medicare	9,482	8,973	9,649	10,004	**9,916**	(88)	(0.9%)
	Fringe Benefits	**188,489**	**179,686**	**193,995**	**212,856**	**203,911**	**(8,945)**	**(4.2%)**
291-6401-601.21-02	Equipment Maintenance	1,275	2,400	2,828	2,828	**2,828**	0	0.0%
291-6401-601.21-65	Other Services	13,736	19,759	2,808	2,808	**2,805**	(3)	(0.1%)
291-6401-601.22-02	Dues	1,198	2,217	2,093	2,093	**2,148**	55	2.6%
291-6401-601.22-03	Training	4,500	8,885	645	601	**2,687**	2,086	347.1%
291-6401-601.22-18	Performers & Exhibits	0	0	12,137	12,137	**12,258**	121	1.0%
	Contractual Services	**20,709**	**33,261**	**20,511**	**20,467**	**22,726**	**2,259**	**11.0%**
291-6401-601.30-05	Office Supplies & Equipment	2,608	2,465	2,959	2,959	**2,959**	0	0.0%
291-6401-601.32-01	Program Supplies	2,090	4,148	6,622	2,622	**2,648**	26	1.0%
291-6401-601.32-02	Program Events	20,932	23,783	23,937	23,937	**24,176**	239	1.0%
291-6401-601.32-75	Audio Visual	70,472	74,144	1,050	1,050	**1,060**	10	1.0%
291-6401-601.32-78	Electronic Resources	45,983	0	0	0	**0**	0	N/A
291-6401-601.32-80	Books	169,380	164,659	2,240	2,240	**2,262**	22	1.0%
291-6401-601.32-90	Circulation Supplies	2,221	1,679	1,200	2,205	**1,000**	(1,205)	(54.6%)
291-6401-601.32-95	Periodicals	2,837	2,241	0	0	**0**	0	N/A
	Commodities	**316,523**	**273,119**	**38,008**	**35,013**	**34,105**	**(908)**	**(2.6%)**
	Total Children's Services	**1,193,165**	**1,113,579**	**917,992**	**958,278**	**944,600**	**(13,678)**	**(1.4%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Program Services 6405

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6405-601.16-26	Department Manager I	70,896	75,242	77,292	77,928	**79,832**	1,904	2.4%
291-6405-601.16-36	Librarian III	0	67,264	107,847	106,636	**106,919**	283	0.3%
291-6405-601.16-44	Library Assistant III	52,109	54,192	53,990	56,122	**53,996**	(2,126)	(3.8%)
291-6405-601.16-45	Library Assistant II	83,094	51,229	53,892	58,539	**59,147**	608	1.0%
291-6405-601.16-48	Library Assistant I	20,022	30,462	76,255	76,845	**76,719**	(126)	(0.2%)
291-6405-601.16-51	Clerk IV	88,208	117,284	147,297	133,487	**148,064**	14,577	10.9%
291-6405-601.16-54	Clerk III	1,019	12,685	10,266	12,636	**15,719**	3,083	24.4%
	Salaries	**315,348**	**408,358**	**526,839**	**522,193**	**540,396**	**18,203**	**3.5%**
291-6405-601.19-05	Medical Insurance	55,200	58,274	84,000	100,194	**92,400**	(7,794)	(7.8%)
291-6405-601.19-10	IMRF	34,931	48,273	69,625	65,394	**69,582**	4,188	6.4%
291-6405-601.19-11	Social Security	19,032	24,795	32,664	32,376	**33,504**	1,128	3.5%
291-6405-601.19-12	Medicare	4,451	5,799	7,639	7,572	**7,836**	264	3.5%
	Fringe Benefits	**113,614**	**137,141**	**193,928**	**205,536**	**203,322**	**(2,214)**	**(1.1%)**
291-6405-601.21-65	Other Services	15,393	28,268	0	0	**0**	0	N/A
291-6405-601.22-02	Dues	570	931	1,690	1,890	**1,890**	0	0.0%
291-6405-601.22-03	Training	3,776	6,833	3,326	3,226	**3,258**	32	1.0%
291-6405-601.22-18	Performers & Exhibits	0	0	65,000	84,450	**78,100**	(6,350)	(7.5%)
	Contractual Services	**19,739**	**36,032**	**70,016**	**89,566**	**83,248**	**(6,318)**	**(7.1%)**
291-6405-601.30-05	Office Supplies & Equipment	955	842	1,575	1,575	**1,575**	0	0.0%
291-6405-601.32-01	Program Supplies	5,690	1,341	2,460	2,460	**2,460**	0	0.0%
291-6405-601.32-02	Program Events	0	9,939	18,000	20,443	**23,713**	3,270	16.0%
291-6405-601.32-90	Circulation Supplies	568	378	1,350	950	**3,035**	2,085	219.5%
	Commodities	**7,213**	**12,500**	**23,385**	**25,428**	**30,783**	**5,355**	**21.1%**
	Total Program Services	**455,914**	**594,031**	**814,168**	**842,723**	**857,749**	**15,026**	**1.8%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Customer Services 6420

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-05	Customer Services Coordinator	0	84,641	86,467	87,854	**88,598**	744	0.8%
291-6420-601.16-07	Customer Services Associate	0	249,953	270,348	272,248	**282,378**	10,130	3.7%
291-6420-601.16-15	Head of Circulation	102,141	63,278	64,822	65,368	**66,953**	1,585	2.4%
291-6420-601.16-16	Library Assistant I Circulation	0	119,703	122,915	123,168	**126,585**	3,417	2.8%
291-6420-601.16-26	Department Manager I	67,117	72,247	72,216	72,381	**75,106**	2,725	3.8%
291-6420-601.16-36	Librarian III	0	110,840	113,398	113,857	**117,025**	3,168	2.8%
291-6420-601.16-39	Librarian II	0	109,621	105,789	122,176	**116,099**	(6,077)	(5.0%)
291-6420-601.16-46	Library Assistant I Mags & News	0	47,703	47,521	47,734	**48,662**	928	1.9%
291-6420-601.16-47	Library Assistant I Call Center	0	35,008	26,152	24,255	**24,417**	162	0.7%
291-6420-601.16-48	Library Assistant I	558,666	0	0	0	**0**	0	N/A
291-6420-601.16-51	Clerk IV	45,501	25,758	0	0	**0**	0	N/A
291-6420-601.16-52	Clerk IV Circulation	0	45,653	44,891	46,829	**48,025**	1,196	2.6%
291-6420-601.16-54	Clerk III Mags & News	136,237	109,002	96,444	100,922	**94,589**	(6,333)	(6.3%)
291-6420-601.16-55	Clerk III Circulation	452,935	472,248	471,404	462,110	**469,438**	7,328	1.6%
291-6420-601.16-58	Clerk II Circulation	197,636	101,040	102,518	104,178	**104,797**	619	0.6%
291-6420-601.16-59	Clerk II Call Center	0	114,321	110,659	109,572	**113,311**	3,739	3.4%
291-6420-601.16-75	Library Page II	116,803	122,416	113,181	104,818	**113,947**	9,129	8.7%
	Salaries	**1,677,036**	**1,883,432**	**1,848,725**	**1,857,470**	**1,889,930**	**32,460**	**1.7%**
291-6420-601.19-05	Medical Insurance	88,320	157,327	156,000	186,075	**171,600**	(14,475)	(7.8%)
291-6420-601.19-10	IMRF	164,619	209,261	213,446	235,196	**213,144**	(22,052)	(9.4%)
291-6420-601.19-11	Social Security	102,996	115,184	114,621	115,163	**117,176**	2,013	1.7%
291-6420-601.19-12	Medicare	24,088	26,941	26,807	26,933	**27,404**	471	1.7%
	Fringe Benefits	**380,023**	**508,713**	**510,874**	**563,367**	**529,324**	**(34,043)**	**(6.0%)**
291-6420-601.21-02	Equipment Maintenance	8,500	4,485	6,276	6,690	**6,185**	(505)	(7.5%)
291-6420-601.21-65	Other Services	5,661	50,764	2,885	2,993	**2,885**	(108)	(3.6%)
291-6420-601.22-02	Dues	1,618	2,149	3,243	3,243	**3,337**	94	2.9%
291-6420-601.22-03	Training	4,972	10,334	3,814	3,814	**3,914**	100	2.6%
	Contractual Services	**20,751**	**67,732**	**16,218**	**16,740**	**16,321**	**(419)**	**(2.5%)**
291-6420-601.30-05	Office Supplies & Equipment	5,324	2,566	2,726	2,726	**2,726**	0	0.0%
291-6420-601.30-07	Supplies Reimbursed by Patron	0	1,255	650	4,599	**3,700**	(899)	(19.5%)
291-6420-601.31-85	Small Tools & Equipment	0	0	0	100	**0**	(100)	(100.0%)
291-6420-601.32-01	Program Supplies	1,339	1,066	1,134	1,134	**1,225**	91	8.0%
291-6420-601.32-02	Program Events	1,266	1,276	1,000	1,350	**1,350**	0	0.0%
291-6420-601.32-80	Books	961	993	983	1,068	**1,068**	0	0.0%
291-6420-601.32-85	Copier Supplies	2,725	858	2,128	1,682	**2,686**	1,004	59.7%
291-6420-601.32-90	Circulation Supplies	4,437	5,336	7,883	7,883	**7,923**	40	0.5%
	Commodities	**16,052**	**13,350**	**16,504**	**20,542**	**20,678**	**136**	**0.7%**
	Total Customer Services	**2,093,862**	**2,473,227**	**2,392,321**	**2,458,119**	**2,456,253**	**(1,866)**	**(0.1%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Digital Services 6450

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-25	Department Manager II	73,234	78,032	76,715	81,415	**79,033**	(2,382)	(2.9%)
291-6450-601.16-30	Digital Media Specialist	0	45,408	41,379	41,621	**42,392**	771	1.9%
291-6450-601.16-33	Librarian IV	73,367	75,206	74,919	75,253	**76,717**	1,464	1.9%
291-6450-601.16-36	Librarian III	215,608	64,741	83,730	107,459	**95,362**	(12,097)	(11.3%)
291-6450-601.16-39	Librarian II	175,731	788	0	0	**0**	0	N/A
291-6450-601.16-48	Library Assistant I	0	160,560	146,477	155,222	**138,859**	(16,363)	(10.5%)
291-6450-601.16-51	Clerk IV	41,733	0	0	0	**0**	0	N/A
291-6450-601.16-54	Clerk III	13,649	11,967	11,901	12,636	**12,887**	251	2.0%
	Salaries	**593,322**	**436,702**	**435,121**	**473,606**	**445,250**	**(28,356)**	**(6.0%)**
291-6450-601.19-05	Medical Insurance	77,280	46,620	60,000	71,570	**66,000**	(5,570)	(7.8%)
291-6450-601.19-10	IMRF	64,953	55,295	58,267	63,617	**59,766**	(3,851)	(6.1%)
291-6450-601.19-11	Social Security	35,992	26,491	26,977	29,364	**27,606**	(1,758)	(6.0%)
291-6450-601.19-12	Medicare	8,417	6,195	6,309	6,867	**6,456**	(411)	(6.0%)
	Fringe Benefits	**186,642**	**134,601**	**151,553**	**171,418**	**159,828**	**(11,590)**	**(6.8%)**
291-6450-601.21-65	Other Services	74,992	0	0	0	**0**	0	N/A
291-6450-601.22-02	Dues	2,615	1,200	1,815	1,815	**1,890**	75	4.1%
291-6450-601.22-03	Training	7,568	11,296	500	1,150	**750**	(400)	(34.8%)
291-6450-601.22-66	Outside Reference Service	1,990	2,990	2,164	2,000	**2,230**	230	11.5%
	Contractual Services	**87,165**	**15,486**	**4,479**	**4,965**	**4,870**	**(95)**	**(1.9%)**
291-6450-601.30-05	Office Supplies & Equipment	995	1,119	1,250	1,250	**1,250**	0	0.0%
291-6450-601.31-85	Small Tools and Equipment	237	2,261	3,960	3,960	**3,960**	0	0.0%
291-6450-601.32-01	Program Supplies	820	0	0	0	**0**	0	N/A
291-6450-601.32-02	Program Events	4,201	0	0	0	**0**	0	N/A
291-6450-601.32-78	Electronic Resources	226,567	267,966	291,397	297,273	**303,303**	6,030	2.0%
291-6450-601.32-80	Books	78,619	0	0	0	**0**	0	N/A
291-6450-601.32-90	Circulation Supplies	288	607	327	300	**300**	0	0.0%
291-6450-601.32-95	Periodicals	33,867	0	0	0	**0**	0	N/A
	Commodities	**345,594**	**271,953**	**296,934**	**302,783**	**308,813**	**6,030**	**2.0%**
	Total Digital Services	**1,212,723**	**858,742**	**888,087**	**952,772**	**918,761**	**(34,011)**	**(3.6%)**

MEMORIAL LIBRARY FUND

EXPENDITURES

Collection Services 6470

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6470-601.16-06	Manager of Collection Services	84,197	87,564	89,937	90,692	**92,892**	2,200	2.4%
291-6470-601.16-25	Department Manager II	99,098	75,382	0	0	**0**	0	N/A
291-6470-601.16-33	Librarian IV	134,018	65,026	63,542	63,868	**65,096**	1,228	1.9%
291-6470-601.16-36	Librarian III	121,072	126,274	152,236	128,157	**135,071**	6,914	5.4%
291-6470-601.16-39	Librarian II	53,375	66,316	112,707	97,436	**98,039**	603	0.6%
291-6470-601.16-41	Head of Acquisitions	39,351	43,855	47,181	44,525	**49,071**	4,546	10.2%
291-6470-601.16-48	Library Assistant I	68,151	70,469	71,230	71,093	**73,309**	2,216	3.1%
291-6470-601.16-51	Clerk IV	119,676	122,969	85,216	123,306	**88,240**	(35,066)	(28.4%)
291-6470-601.16-54	Clerk III	249,596	266,628	272,358	274,334	**280,089**	5,756	2.1%
291-6470-601.16-57	Clerk II	74,153	84,386	86,776	85,690	**88,530**	2,840	3.3%
291-6470-601.16-60	Clerk I	118,583	106,952	110,878	115,070	**114,197**	(873)	(0.8%)
291-6470-601.16-75	Library Page II	68,797	59,970	58,240	66,690	**63,957**	(2,733)	(4.1%)
291-6470-601.16-78	Library Page I	145,183	136,648	135,537	147,018	**138,010**	(9,008)	(6.1%)
	Salaries	**1,375,250**	**1,312,439**	**1,285,838**	**1,307,878**	**1,286,501**	**(21,377)**	**(1.6%)**
291-6470-601.19-05	Medical Insurance	198,732	186,457	168,000	200,388	**184,800**	(15,588)	(7.8%)
291-6470-601.19-10	IMRF	151,918	157,769	161,185	164,902	**158,857**	(6,045)	(3.7%)
291-6470-601.19-11	Social Security	83,416	79,511	79,722	81,088	**79,763**	(1,325)	(1.6%)
291-6470-601.19-12	Medicare	19,510	18,595	18,645	18,964	**18,654**	(310)	(1.6%)
	Fringe Benefits	**453,576**	**442,332**	**427,552**	**465,343**	**442,074**	**(23,269)**	**(5.0%)**
291-6470-601.21-64	Access Services	3,121	2,641	3,344	4,464	4,464	0	0.0%
291-6470-601.21-65	Other Services	3,060	516	97,680	123,317	0	(123,317)	(100.0%)
291-6470-601.22-02	Dues	1,980	1,320	2,380	2,380	2,404	24	1.0%
291-6470-601.22-03	Training	4,314	5,044	1,200	1,200	4,842	3,642	303.5%
291-6470-601.22-85	Processing Services	0	0	0	0	171,890	171,890	N/A
	Contractual Services	**12,475**	**9,521**	**104,604**	**131,361**	**183,600**	**52,239**	**39.8%**
291-6470-601.30-05	Office Supplies & Equipment	1,460	1,733	2,000	2,000	**2,000**	0	0.0%
291-6470-601.30-33	Documentation Library	525	525	850	525	**850**	325	61.9%
291-6470-601.32-01	Program Supplies	831	878	0	0	**0**	0	N/A
291-6470-601.32-03	Binding	2,027	237	500	1,500	**1,000**	(500)	(33.3%)
291-6470-601.32-05	Processing Supplies	46,143	29,185	25,000	40,000	**36,000**	(4,000)	(10.0%)
291-6470-601.32-75	Audio Visual	247,351	272,853	460,235	426,535	**524,535**	98,000	23.0%
291-6470-601.32-80	Books	417,999	548,236	669,000	705,604	**712,660**	7,056	1.0%
291-6470-601.32-90	Circulation Supplies	2,033	1,023	2,000	2,740	**2,740**	0	0.0%
291-6470-601.32-95	Periodicals	85,450	104,078	116,049	132,984	**127,450**	(5,534)	(4.2%)
	Commodities	**803,819**	**958,748**	**1,275,634**	**1,311,888**	**1,407,235**	**95,347**	**7.3%**
	Total Collection Services	**2,645,120**	**2,723,040**	**3,093,628**	**3,216,470**	**3,319,410**	**102,940**	**3.2%**
	Total User Services	**7,600,784**	**7,762,619**	**8,106,196**	**8,428,362**	**8,496,773**	**68,411**	**0.8%**
	Total Memorial Library Fund Before Operating Transfers Out	**12,189,343**	**12,182,700**	**12,340,630**	**12,991,848**	**13,141,795**	**149,947**	**1.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Non-Operating 6901

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	0	2,878,924	552,931	715,874	**649,702**	(66,172)	(9.2%)
	Non-Operating	**0**	**2,878,924**	**552,931**	**715,874**	**649,702**	**(66,172)**	**(9.2%)**
	Total Non-Operating	**0**	**2,878,924**	**552,931**	**715,874**	**649,702**	**(66,172)**	**(9.2%)**
	Total Memorial Library Fund	**12,189,343**	**15,061,624**	**12,893,561**	**13,707,722**	**13,791,497**	**83,775**	**0.6%**

LIBRARY CAPITAL PROJECTS FUND 491

► Fund Summary

	2011-12 Actual	2012-13 Actual	2013-14 Est. Actual	2013-14 Budget	2014-15 Budget	$ Change	% Change
BEGINNING FUND BALANCE	$0	**$0**	**$536**	**$536**	**$536**	**$0**	**0.0%**
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							
Capital Items	$0	$2,878,388	$552,931	$715,874	**$649,702**	($66,172)	(9.2%)
Total Expenditures	**$0**	**$2,878,388**	**$552,931**	**$715,874**	**$649,702**	**($66,172)**	**(9.2%)**
Revenues over (under) Expenditures	$0	($2,878,388)	($552,931)	($715,874)	**($649,702)**	$66,172	(9.2%)
Interfund Transfer In	0	2,878,924	552,931	715,874	**649,702**	(66,172)	**(9.2%)**
ENDING FUND BALANCE	**$0**	**$536**	**$536**	**$536**	**$536**	**$0**	**0.0%**

LIBRARY CAPITAL PROJECTS FUND

REVENUES

Account No.	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
491-0000-491-05-00	Operating Transfer In	0	2,878,924	552,931	715,874	**649,702**	(66,172)	(9.2%)
	Other Financing Sources	**0**	**2,878,924**	**552,931**	**715,874**	**649,702**	**(66,172)**	**(9.2%)**
	Total Capital Projects Library Fund	**0**	**2,878,924**	**552,931**	**715,874**	**649,702**	**(66,172)**	**(9.2%)**

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Administration 6001

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	0	48,506	65,897	94,946	**75,000**	(19,946)	(21.0%)
491-6001-601.50-55	Other Capital Outlay	0	2,527,762	92,278	60,000	**225,000**	165,000	275.0%
	Capital Outlay	**0**	**2,576,268**	**158,175**	**154,946**	**300,000**	**145,054**	**93.6%**
	Total Administration	**0**	**2,576,268**	**158,175**	**154,946**	**300,000**	**145,054**	**93.6%**

Paid by Gifts and Grants 6004

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	0	60,362	15,000	15,000	**15,000**	0	0.0%
	Capital Outlay	**0**	**60,362**	**15,000**	**15,000**	**15,000**	**0**	**0.0%**
	Total Paid by Gifts and Grants	**0**	**60,362**	**15,000**	**15,000**	**15,000**	**0**	**0.0%**

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Information Technology 6010

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	0	123,076	229,768	162,760	**73,000**	(89,760)	(55.1%)
491-6010-601.50-15	Other Equipment	0	11,900	11,995	52,400	**12,500**	(39,900)	(76.1%)
	Capital Outlay	**0**	**134,976**	**241,763**	**215,160**	**85,500**	**(129,660)**	**(60.3%)**
	Total Information Technology	**0**	**134,976**	**241,763**	**215,160**	**85,500**	**(129,660)**	**(60.3%)**

Facilities 6020

Account Number	Account Description	Actual 2011-12	Actual 2012-13	Projected Actual 2013-14	Budget 2013-14	Budget 2014-15	$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	0	0	80,000	204,008	**0**	(204,008)	(100.0%)
491-6020-601.50-55	Other Capital Outlay	0	106,782	57,993	126,760	**249,202**	122,442	96.6%
	Capital Outlay	**0**	**106,782**	**137,993**	**330,768**	**249,202**	**(81,566)**	**(24.7%)**
	Total Facilities	**0**	**106,782**	**137,993**	**330,768**	**249,202**	**(81,566)**	**(24.7%)**
	Total Library Capital Projects Fund	**0**	**2,878,388**	**552,931**	**715,874**	**649,702**	**(66,172)**	**(9.2%)**

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	47,669
Number of Ballots Cast in Last Municipal Election 4-9-13	11,575

Village Bond Rating	Aa1
Fire ISO Rating	2 (1/1/2014)

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	21º F
Average Summer	70º 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
Age	
0 – 19	17,935
20 – 24	3,400
25 – 34	8,511
35 – 49	16,224
50 – 64	16,111
65 & over	12,920

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 (12/2013) (b)	5.6%

DEMOGRAPHICS (Continued)

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

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 (2011)	$9,282,235,191
Equalized Assessed Valuation (EAV) (2011)	$3,093,768,989

EAV Breakdown by Type of Property

	2011 EAV	% of Total
Residential	$2,181,305,538	70.5%
Commercial	687,378,788	22.2%
Industrial	224,364,941	7.3%
Railroad	719,722	< 0%
	$3,093,768,989	100.0%

DEMOGRAPHICS (Continued)

Top Five Property Taxpayers (d)

Luther Village	Retirement Facility
Nokia Siemens Networks	Technology
Arlington Int'l Racecourse	Entertainment
Town & Country Mall	Shopping
Northpoint Mall	Shopping

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.

Sewer Information:

Miles of Storm Sewers	163
Miles of Sanitary & Combined Sewers	227
Number of Retention/Detention Basins	56

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	354,363
Number of Registered Borrowers	51,889
FY2010-2011 Total Circulation	2,664,382

BUSINESS

The Village has 1,720 businesses paying sales taxes.

2012 Kind of Business Report (e)

Sales Category	Sales Volume	%
General Merchandise	$ 684,152	6.6%
Food	1,940,299	18.7%
Restaurant Dining	1,450,277	14.0%
Apparel	338,314	3.3%
Furniture, Household	791,372	7.6%
Lumber/Building/Hardware	416,502	4.0%
Automotive/Filling Stations	1,897,485	18.3%
Drugs & Misc. Retail	1,397,958	13.5%
Agriculture & All Others	1,193,223	11.5%
Manufacturers	248,348	2.4%
Total	$ 10,357,930	100.0%

Major Employers (500 Employees or more)

Arlington Park Racecourse (seasonal)	4,500
Northwest Community Healthcare	3,617
Arlington Heights High School Dist. 214	1,670
Nokia Siemens Networks	1,267
Lutheran Home	800
Alexian Brothers Health System	500
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

Chaddick Municipal Development Process Award 2010

Designated as a Member of the Safe Communities America Program.....2010-2015

CALEA Accreditation of Police Dept. 2011

Governor's Sustainability Award.....2013

Notes:

(a) 2010 Census & US Census Bureau Website
(b) Illinois Department of Employment Security
(c) Village of Arlington Hts Comprehensive Plan
(d) Village of Arlington Hts & 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 total expenditure allocations do not exceed total available resources.

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.

BUDGET ORDINANCE
The official enactment by the Village Board to legally authorize Village staff to obligate and expend resources.

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.

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.

COMMISSION ON ACCREDITATION FOR LAW ENFORECEMENT AGENCIES (CALEA)
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.

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.

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.

FREEDOM OF INFORMATION ACT (FOIA)
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
Fund balance refers to the difference between current financial assets and liabilities reported in a governmental fund. 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.

MAJOR FUND
A major fund is (1) the main operating fund (the general fund or its equivalent which should always be reported separately); (2) other governmental funds and proprietary funds if the total assets, liabilities, revenues. or expenditures/ expenses of that individual fund are at least 10 percent of the corresponding total (assets, liabilities, and so forth) for the relevant fund category (governmental fund or proprietary funds) and at least 5 percent of the corresponding total for all governmental and proprietary funds combined; or (3) any other funds that public official believe are particularly important to financial statement users

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.

NET ASSETS
Net Assets refers to the difference between assets and liabilities reported in a proprietary fund and may be considered a measure of net worth.

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.

OTHER POSTEMPLOYMENT BENEFITS (OPEB)
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.

PROPERTY TAX
Property taxes are levied on real property according to the property's valuation and the tax rate.

PUBLIC SAFETY EMPLOYEE BENEFITS ACT (PSEBA)
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).

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.

SOLID WASTE AGENCY OF NORTHERN COOK COUNTY (SWANCC)
An intergovernmental agency formed to dispose of residential household solid waste generated by its municipal members.

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).

TAX INCREMENT FINANCING (TIF)
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.

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.

WORKING CASH/CAPITAL
Working cash (or capital) is the difference between current assets and current liabilities reported in a proprietary fund. This measure indicates relative liquidity.

ACRONYMS

ADA: Americans with Disabilities Act

AED: Automated External Defibrillator

AHA: American Heart Association

AICPA: American Institute of Certified Public Accountants

AMR: Automated Meter Reading

APA: American Planning Association

APWA: American Public Works Association

ASCE: American Society of Civil Engineers

AWWA: American Water Works Association

CAFR: Comprehensive Annual Financial Report (also see Budget Glossary)

CAP: Children at Play

CCDPH: Cook County Department of Public Health

CCHD: Cook County Highway Department

CDC: Center for Disease Control and Prevention

CDBG: Community Development Block Grant (also see Budget Glossary)

CEDA: Community & Economic Development Association of Cook County

CIP: Capital Improvement Program (also see Budget Glossary)

CMAP: Chicago Metropolitan Agency for Planning

CMAQ: Congestion Mitigation and Air Quality

CPA: Certified Public Accountant

DSC: Disabilities Services Coordinator

EEA&R: Energy Efficiency Audits & Rehabilitation

EECBG: Energy Efficiency and Conservation Block Grant

EECS: Energy Efficiency & Conservation Strategy

EMT: Emergency Medical Technician

EOC: Emergency Operations Center

ESDA: Emergency Services & Disaster Agency

FOIA: Freedom of Information Act (also see Budget Glossary)

FTE: Full-Time Equivalent (also see Budget Glossary)

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Association

GIS: Geographic Information Systems

GPS: Global Positioning System

HELP: High-Level Excess Liability Pool

HMO: Health Management Organization

HR: Human Resources

HSC: Human Services Coordinator

IEPA: Illinois Environment Protection Agency

IAMMA: Illinois Association of Municipal Management Assistants

IDOT: Illinois Department of Transportation

IDPH: Illinois Department of Public Health

IEHA: Illinois Environmental Health Association

IGFOA: Illinois Government Finance Officers Association

ILCMA: Illinois City/County Management Association

ILGSA: Illinois Geographic Information Systems Association

IMRF: Illinois Municipal Retirement Fund (also see Budget Glossary)

IMSA: International Municipal Signal Association

IMTA: Illinois Municipal Treasurers Association

ISPERN: Illinois State Police Emergency Radio Network

IT: Information Technology

ITEP: Illinois Transportation Enhancement Program

ITE: Institute of Transportation Engineers

JULIE: Joint Utility Locating Information for Excavators

LEADS: Law Enforcement Agencies Data System

MABAS: Mutual Aid Box Alarm System

MAP: Metropolitan Alliance of Police

MCAT: Major Case Assistance Team

MRC: Medical Reserve Corps

MFT: Motor Fuel Tax (also see Budget Glossary)

NACCHO: National Association of County and City Health Officials

NFPA: National Fire Protection Association

NIGP: National Institute of Government Purchasing

NIPAS: Northern Illinois Police Alarm System

NIPSTA: Northeastern Illinois Public Safety Training Academy

NPDES: National Pollutant Discharge Elimination System

NWCD: Northwest Central Dispatch

NWWC: Northwest Water Commission

OPEB: Other Postemployment Benefits

PCA: Portland Cement Association

OSHA: Occupational Safety & Health Act (or Association)

PEAR: Parish Emergency Assistance Resources

POD: point of distribution

PPO: Preferred Provider Organization

PSO: Public Safety Officer

PSEBA: Public Safety Employee Benefits Act (also see Budget Glossary)

PUD: Planned Unit Development

PW: Public Works

SBOC: Suburban Building Officials Conference

SCADA: Supervisory Control and Data Acquisition

SCBA: Self Contained Breathing Apparatus

SHIP: Senior Health Insurance Program

SWANCC: Solid Waste Agency of Northern Cook County (also see Budget Glossary)

TIF: Tax Increment Financing (also see Budget Glossary)

USEPA: United States Environmental Protection Agency

USRA: Urban Search and Rescue

VHF: Very High Frequency