VILLAGE OF
ARLINGTON HEIGHTS, ILLINOIS

OPERATING BUDGET
2016
Beginning January 1, 2016

ADOPTED

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

VILLAGE OF ARLINGTON HEIGHTS

OPERATING BUDGET
2016

Beginning January 1, 2016

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

Randall R. Recklaus

FINANCE DIRECTOR/TREASURER

Thomas F. Kuehne

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Introduction

VILLAGE ADMINISTRATION

Central Administration

Village Manager	Randall R. Recklaus
Assistant Village Manager	Diana Mikula
Village Attorney	Mark Burkland
Prosecuting Attorney	Ernest R. Blomquist
In-House Counsel	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

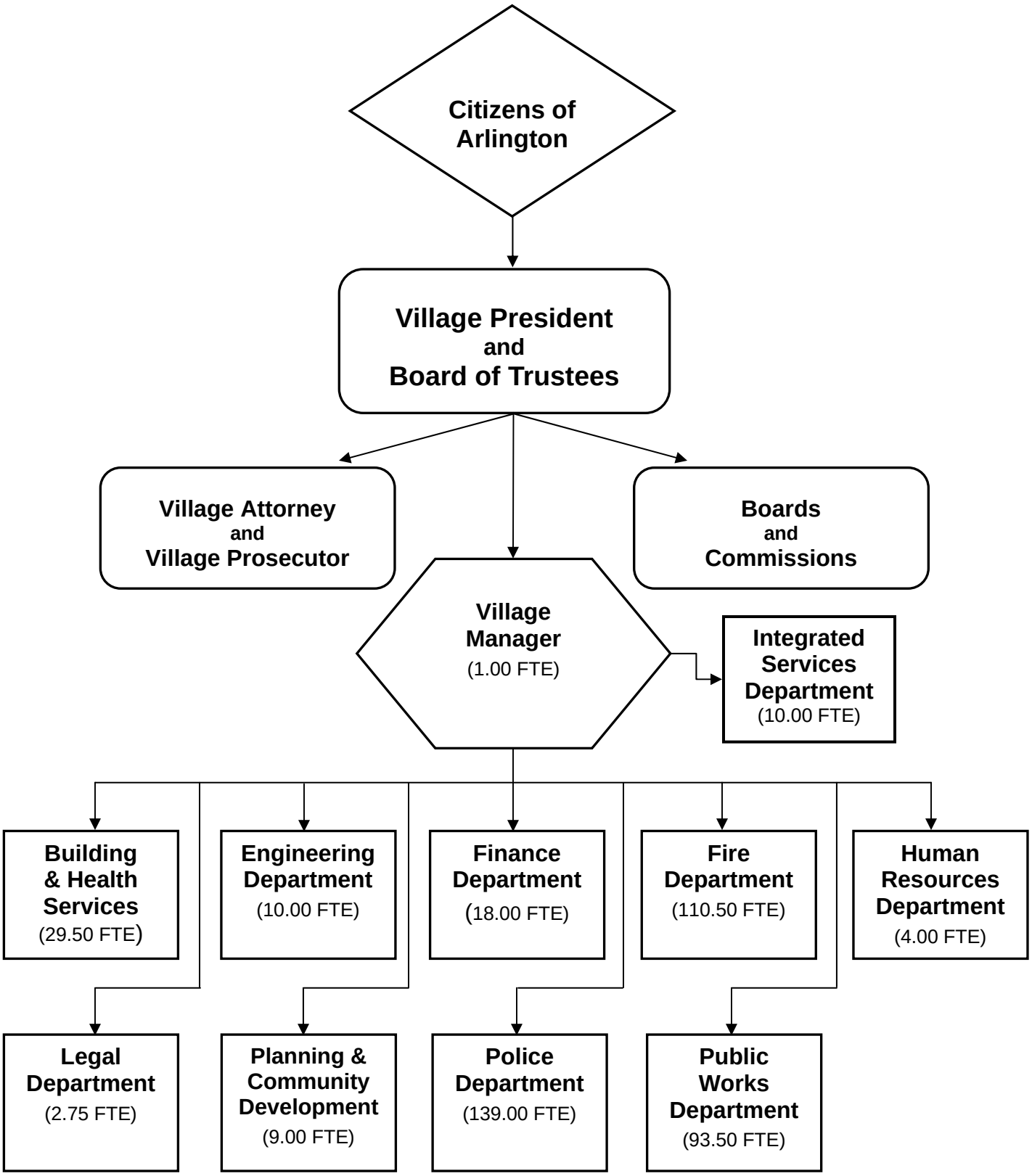
Director of Building & Health Services	James McCalister
Public Works Director	Scott Shirley

Budget Preparation

Finance Director/Treasurer	Thomas F. Kuehne
Assistant Finance Director	Mary Juarez
Budget Coordinator	Denise Ruda

VILLAGE OF ARLINGTON HEIGHTS (427.25 FTE)

ORGANIZATION STRUCTURE



October 23, 2015

Dear President Hayes and Trustees:

I am hereby transmitting the Proposed Budget for calendar year 2016.

The 2016 Budget is the Village's first calendar year budget after changing the fiscal year from an April 30th year end. To facilitate this change an eight-month transition year was used which ran from May 1, 2015 through December 31, 2015. As a result, a number of the year to year comparisons reflect a budget increase of about 50% due to comparing the short eight-month transition year budget to a normal 12-month budget. On the other hand, some expenditure types including capital expenditures normally occur during the May through December time period and do not exhibit a proportional increase.

Overview of Proposed 2016 Budget Plan

As the Village has done over the last eight years, the Proposed 2016 Budget maintains our existing day to day operations. Once again, there are no new proposed permanent staff positions, which mean that the 10% reduction in staffing levels implemented since the start of the recession in FY2009 will remain in place. Over the last couple of years the Village's sales tax, income tax, and building permit fee revenue have improved which allowed the Village to pass a 0% property tax levy last year. These results have helped the Village to maintain a solid financial position for its key operating fund, the General Fund. However; our local economy and the Village's financial position will continue to be susceptible to the effects of international and national decisions, and especially the State of Illinois' current budget issues.

The State's budget impasse is causing funding problems for its own state-wide services, and there will likely be ramifications on local school, park, library and municipal government budgets. In the absence of an approved State budget, the Motor Fuel Tax (MFT), Use Tax, video gaming, casino, and 911 funding are all revenues that are being collected by the State, but not distributed to local governments because of a lack of appropriation authority. Of these taxes, the ones that affect the Village directly are the MFT and Use taxes. The State has not remitted the Village's share of Motor Fuel Tax (MFT) payments since July 2015 and has not remitted the Use Tax monies since September 2015. The Village's portion of MFT receipts are used for street reconstruction purposes and amount to about $150,800 per month or $1,809,900 per year. The Use Tax receipts are used for general operations and equal roughly $121,800 per month or $1,462,000 per year. It should also be noted that while 911 taxes flow directly from the State to the Northwest Central Dispatch System, continued lack of payment by the State may require additional unbudgeted payments from the Village to the Dispatch center in 2016. According to the Illinois Municipal League, the State is currently spending at a rate of nearly $38 billion per year, while only bringing in about $33 billion per year. This unsustainable situation is effecting the State's cash flow position which will likely result in the State "holding back" some additional tax payments from local governments within six months on either a temporary or permanent basis. Due to the aggressive budget actions the Village has taken over the last eight years the Village is fortunate to be in a financial position that allows us to plan for the 2016 Budget. However, if the State budget impasse continues for a prolonged period of time, the Village's longer term financial plans will be affected.

During this past summer, the Governor and a number of State Legislators from both sides of the aisle proposed freezing property taxes in 2017 and 2018 for Cook County taxing agencies. Senate Bill 318, which is currently assigned to a legislative committee, provides for a two-year property tax freeze. The bill includes an exception for public safety related tax levies during the two-year freeze period. It should be noted that if this proposal was approved, this action would not help the State with its financial situation in any way. On the other hand, the revenue raising abilities of school, park, and library districts, as well as many municipalities would be squeezed during those two years. The proposed 2016 Village Budget reflects an awareness of the State's uncertain political and fiscal environment. The uncertainty of the property tax freeze proposals in particular has influenced the proposed property tax increase included in this plan. In light of the proposed legislation, the proposed 2015 property tax levy clarifies the Village's actual use of its corporate levy for public safety purposes.

Even with this unsettling political environment the Village has recognized that it is critical that we continue to focus on our basic infrastructure in order to maintain safe, reliable roads, water mains and sewer lines. Deferral of needed infrastructure maintenance activities only serves to increase overall costs as impairment to our roads, water mains, and other assets accelerates when left unchecked. Maintaining existing infrastructure is not just a Village issue but is a national concern as well. Over the last few years the Village has carefully timed the funding of a number of key capital projects. These plans have included funding the Parkway Ash Tree removal & Replacement program and the cost to construct a new Police Station. Both of these projects are being funded through bond issues that are being sold as existing debt is retired. As a result, these projects are expected to be completed without having to increase the Village's debt service property tax levy.

During the summer of 2014 the Village implemented a five-year water and sewer rate increase plan to address the Village's aging water and sanitary sewer system infrastructure. The design life expectancy of a water main is 100 years, and the Village currently replaces less than ½ mile per year of the total 260 miles of water main. As a result of the significant expansion of the Village's water main system in the 1920 – 30's we are approaching the useful life of a significant portion of the system. According to the American Water Works Association, water utilities should strive for between 25 and 30 water main breaks per 100 miles per year. The Village's older water and sanitary sewer infrastructure has been experiencing a much higher than average number of water main breaks. Over the last few years the Village has averaged 94 breaks per 100 miles of water main per year. Based on the results of a Northwest Municipal Conference (NWMC) survey, the average number of breaks per 100 miles of water main was 42 for the seventeen communities who responded. The average annual breaks for the nine communities whose water mains are 50 years or older is 46 breaks per 100 miles of water main per year.

As part of the water & sewer rate plan approved in 2014 the Village will increase by six times the amount spent on the water main replacement program by ramping it up from $500,000 per year to $3 million per year by 2020. Longer term plans beyond the five-year Capital Improvement Plan project that water main replacement program costs will continue to increase up to an annual $4 million commitment by 2022. Other Water & Sewer Fund projects will also be increased including the Sanitary Sewer Replacement, Water Tank Painting, and Automatic Meter Reading programs. To cover the costs of these significant water and sanitary system improvements the approved five-year water and sewer rate increase plan reflects the 5% increase in 2015, 19% in 2016, and 5% in 2017, 2018, and 2019. Even with these increases the Village's water and sewer rates will remain

in the lower half of comparable communities as shown in the community revenue survey immediately following this transmittal letter on page 18.

Another key project that is currently under way is the Public Parking Garage Maintenance and Rehabilitation project. The first phase of the five-year $2.5 million project to repair the Village's four municipal garages began in May 2015. Completing this work will return these structures, which range in age from15 to 33 years, back to their original integrity with a new service life of 40 to 50 years.

As mentioned above, the Village has funding plans in place for a number of key capital projects. However, additional capital needs have been identified which will require the Village to develop multi-year plans for the timing and funding of these projects that integrate with existing plans. In the spring of 2015 the Village's Engineering Department, with the help of a consultant, completed the first phase of an in-depth study of the condition of the Village's roadways. The Village currently spends about $5.8 million per year to resurface, reconstruct and crack seal its streets. However, the pavement study indicates that the Village should be spending at least $8.5 million per year just to maintain the current condition of our roadways, which are rated in the "good" category by the consultant. If the Village were to continue to just maintain its current level of spending, the overall condition of the Village's streets will deteriorate over time, further increasing our costs to maintain them.

In an ongoing effort to allocate as much funding as possible to the Village's street program, this past summer the Village Board approved transferring $4 million of General Fund surplus monies to the Capital Projects and MFT Funds for street purposes. This surplus was due to expenditures coming in under budget and sales, home-rule sales, income, and food & beverage taxes all coming in higher than projected during FY2015. These revenue increases were subsequently built into the revenue base for the 2016 Budget, but the one-year surplus was allocated to the Village's street program. This one-year additional allocation of resources will increase the 2016 street program expenditures significantly, but a sustainable street program beyond 2016 will require an additional funding source for the recommended $2.7 million expansion of the Village's annual street program from $5.8 million to $8.5 million.

During September 2015 the Village Board took an additional action to provide some ongoing funding for the Village's roadways by authorizing an annual allocation of $500,000 from the Village's Solid Waste Agency of Northern Cook County (SWANCC) Fund for street purposes. This annual allocation starting in 2016 includes $200,000 to the General Fund for a new street patching program and $300,000 to the Capital Projects Fund for additional street resurfacing work. The additional allocation of $500,000 reduces the target expansion for the Village's street program to $2.2 million. A funding plan for this remaining target amount is outlined in the proposed 2015 property tax levy section of this transmittal letter.

For the last few years the Village has also engaged consultants to review its storm sewer and storm water detention systems. These studies are scheduled to be finalized by January 2016, and it is expected that the potential total one-time cost of flood control improvements could be in the tens of millions of dollars. The Village must carefully evaluate both the costs and benefits of any improvements identified, as some of the projects identified may be deemed to be unfeasible or too costly. Once the scope and funding sources of the potential street and storm water improvements can be determined, these projects will have to be carefully coordinated along with the Village's

planned ramp up of the water main replacement program. A number of Village streets will be under construction as a result of these projects and the goal will be to limit the disruption as much as possible.

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 provide a buffer during economic downturns. Having adequate reserves would also allow the Village the time needed to digest and plan around potential actions by the State that may divert some of the Village's revenues to State coffers. 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 proposed 2016 Budget will allow the Village to maintain a fund balance in excess of 25% of a typical year's General Fund expenditures.

The Village of Arlington Heights' mission is to provide high quality services to the community in a fiscally responsible manner. 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.

Proposed 2015 Property Tax Levy Payable in 2016

As mentioned earlier, the prior year's 2014 property tax levy increase was 0%. Over the past year, sales and income tax revenues have come in higher than projected, and these increases were incorporated into the 2016 Budget. Some expenditures, such as projected increases in health care costs have been lower than expected. As a result, the property tax revenue required to fund Village operations has actually decreased from last year. However, the cost of increasing the pace of our street resurfacing and reconstruction program to a sustainable level, and the uncertainty presented by State proposals relating to property taxes both provide upward pressure on our overall property tax rate. The Village's proposed 2015 levy payable in 2016 which is incorporated in this proposed 2016 Budget reflects an increase of 3.99%. This is higher than the 1.39% levy increase that was estimated during the budget ceiling process in July 2015 due to the proposed increase in the Capital Improvement levy for street purposes.

According to the recent pavement study the Village would need to spend an additional $2.7 million per year just to maintain its current "good" street rating. In September 2015 the Village Board approved an annual transfer of $500,000 from the Solid Waste Fund for street purposes. It is proposed that this year's Village property tax increase of $1.27 million or an increase of 3.99%, be devoted toward the Village's annual street infrastructure program. This proposed increase reflects an additional $1.5 million for streets netted against an overall decrease for other Village levies. It is also proposed that the Village make plans to levy an additional $700,000 in the following year in order to reach the remaining additional annual funding for streets as recommended by the pavement management consultants. By phasing these increases in it provides for more moderate

increases on an annual basis. If the State's property tax freeze proposal wasn't being considered, the Village would have been in a better position to phase-in the needed increase for street infrastructure over three to four years. However, if these increases are completed during the 2015 and 2016 levy years, the Village will have proactively put in place the recommended spending level and property tax levies for annual street work prior to the State's proposed property tax freeze for Cook County municipalities in levy years 2017 and 2018. By increasing and reallocating the levy in this manner, Staff believes the Village will be in the best possible position to fund infrastructure needs while minimizing the impact of any proposed property tax freeze in future years.

The proposed 2015 property tax levy payable in 2016 is summarized below:

	Extended 2014 Levy	Proposed 2015 Levy For 2016	Dollar Change	% Change
Village				
Capital Improvement	$ 2,929,000	$ 4,500,000	$1,571,000	10.36%
Other Village Levies	28,849,207	28,545,643	(303,564)	(1.05%)
Total Estimated Village Levy	$31,778,207	$33,045,643	$1,267,436	3.99%
Library	$13,693,159	$13,693,159	0	0.00%
Grand Total Tax Levy	$45,471,366	$46,738,802	$1,267,436	2.79%

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 expenditures for all operating, capital and other funds proposed for 2016, not including the Arlington Heights Memorial Library, comes to $157,217,400. As expected, due to the prior year's short 8-month transition period budget this is an increase of $32.6 million or 26.2%. If all Village expenses occurred proportionally each month the increase would have been around 50%. Many items in the proposed budget, including wages and benefits for most employees, follow this pattern. However, other budgeted items such as contractual expenditures for street and sidewalk maintenance, tree services, engineering services, the cost of seasonal employees, overtime expenses for special events, as well as a good portion of the Village's annual capital expenditures normally occur during the May through December time period and will not exhibit the same proportional decrease. Some specific expenditure areas that affect the proportionality of the 2016 budget are:

- Last year's 8-month transition year General Fund expenditures included transfers to the Municipal Parking Fund and the Storm Water Control Fund totaling $2.5 million. These funds were available due to receiving a full year of property taxes during the 8-month transition budget year. The 2016 Budget shows a normal year's transfer amount of $175,000 to the Health Insurance Fund.

- MFT Fund expenditures for the 2016 budget are much higher than normal due to the one-time transfer of $2 million from the General Fund at the end of FY2015. Per the 2016-2020 Capital Improvement Plan (CIP), the Village Board directed that this additional one-time funding be used to increase the amount available for the 2016 street rehabilitation program. Assuming that annual State MFT funds totaling $1.8 million are paid to the Village during 2016, the proposed 2016 Budget for the Village's street reconstruction program in the MFT Fund totals $4,100,000. In addition to these funds, the proposed 2016 Budget includes $4,900,000 budgeted in the Capital Projects Fund for street resurfacing.

- Debt Service Fund expenditures currently reflect a decrease in 2016, however this will likely be amended when the Village issues bonds for the new Police Station during 2016.

- Capital Projects Fund expenditures decrease as last year included a $3.4 million transfer for the second year of a planned two year transfer of available funds to the Emerald Ash Borer (EAB) Fund. The EAB Fund was established to account for the costs associated with the removal and replacement of roughly 13,000 diseased parkway ash trees. This program is scheduled to wind down and to be completed during 2017.

- Water and Sewer Fund capital expense increases during 2016 include doubling the annual water main replacement program to $1 million. This program is scheduled to be increased over the next five years eventually reaching an annual program cost of $3 million per year by 2020. Fund expenses also increase in 2016 due to $868,000 budgeted for water tank painting, and $806,000 slated for emergency generator upgrades.

Pension costs and unfunded pension liabilities for the State's five pension funds have continued to be a topic of public conversation. It should be noted that pension benefits for Village employees are separate from the underfunded State of Illinois 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 few years the stock market has improved and the funding levels of the Village's pension plans have risen.

In addition to the 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.

Personnel Changes

No new permanent staff positions are proposed for 2016 Budget, and the Village's personnel count still reflects a net decrease of 45 positions or about a 10% decrease since FY2009. The 2016 budget for all wages reflects an increase of 1.5 % over the prior year's wage base. This increase is somewhat lower due to budgeting for increases to be effective as of May 1st which is consistent with existing union contracts. When the current union contracts expire it is expected that the next contracts will follow the Village's new calendar year.

Although not directly related to personnel, in order maintain timely and accurate reviews, for the third year the Planning Department budgeted $75,000 in contractual services to outsource some planning tasks on an as needed basis. The intent of contracting out this service is to help the department keep up with their increasing workload as the economy improves without increasing the number of Village employees. However, since this contract agreement has been in place, the Village has found it difficult to retain our existing planning professionals due to the expected workload, as contract service personnel cannot take on more involved longer term projects. As a result, over the next year the Village will need to evaluate the cost efficiency of using contract services in this particular area.

The proposed 2016 Budget also includes an additional $100,000 in professional services in the Engineering Department. Currently, the day-to-day oversight of the Village's street program falls to our two full-time Civil Engineers. This is a full-time endeavor during construction season. However as outlined earlier, the 2016 street program is much larger than normal, totaling $9 million for street reconstruction and resurfacing. Rather than hire additional staff, the Engineering Department will be outsourcing some of the day-to-day "resident engineer" work for the expansion of the street program.

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 8% per year. Based on recent discussions with the Village's health insurance carrier, medical premium costs for 2016 are budgeted to increase by 6.7% for PPO coverage and by 5.1% for HMO coverage or a blended rate increase of 6.2%.

The balance of this budget message identifies the process that has been followed to prepare this financial plan for 2016, 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 June of each year when the Board reviews and approves a five-year Capital Improvement Program. In July, multi-year projections are provided to the Board for the General and Water & Sewer Funds, which are the Village's largest operating funds. These projections include an estimated property tax levy amount. Based on these projections, the Board sets budget ceilings which each department uses as an upper limit when developing its proposed spending

plans. As the proposed budget is developed the estimated property tax levy may be increased or decreased depending on budget proposals for the Village Board's review.

During September and October the budget team, consisting of the Village Manager, Assistant 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 November, the Village holds a public budget meeting(s) at the Committee-of-the-Whole level. The Village Board subsequently holds a Public Hearing prior to adopting the annual budget in December of each year. A detailed calendar of the budget process immediately follows this transmittal letter.

Under the Budget Officer Act and the Village's purchasing guidelines, 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 current budget process for these funds are shown here compared to the proposed expenditures for those funds:

	General Fund	Water & Sewer Fund
Budget Ceiling	$72,253,100	$19,526,700
Proposed Budget	72,250,100	19,288,900
Over (Under) Ceiling	$ (3,000)	$ (237,800)

During the department reviews, the budget team and department directors worked to prepare a budget at or below the budget ceilings. The proposed 2016 budgets for the General Fund and the Water & Sewer Fund both fall below the budget ceilings established by the Village Board in July 2015.

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 three key revenue sources, which account for 66% of the total General Fund revenues:

- Property Tax — 30% of revenues
- Sales Tax (including Home Rule) — 25%
- Income Tax — 11%

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, 78% 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 64% of the total General Fund budget.

For the proposed 2016 Budget the General Fund budget increases by 31% compared to the prior year. As noted earlier, with the exception of temporary summer help and overtime associated with special Village events, wages and benefits are proportionally higher for the normal 12-month year when compared to the 8-month transition period. Other General Fund cost increases vary primarily due to the seasonal nature of many Village services. Transfers out from the General Fund are much lower than the prior year due to the 8-month transition year transfers to the Municipal Parking and Storm Water Control Funds outlined earlier.
The proposed 2016 General Fund budget includes $6,500 for a community-wide Customer Service Survey. This survey will help identify community needs and priorities. Information gathered from the survey will help the Village make data driven decisions and prioritize actions based on objective data. Regular surveys will also provide a benchmark to compare community attitudes and perceptions over time.

Under Boards and Commissions, the Board of Fire and Police Commissioners budget was increased by $21,900 to provide for both entry level testing for Fire and Police as well as promotional testing for Police Sergeant and Fire Lieutenant. These testing cycles occur every two years and there are currently about seven vacancies for Police Officer and one vacancy for Firefighter.

In the Human Resources Department the proposed 2016 Budget includes $40,000 in professional services for a classification and compensation study for non-bargaining employees. The last formal study was conducted in 1998, and the salary level and job classification system needs to be updated to reflect market and internal organizational changes.

The Village Board previously approved a Zero Interest Loan program for new businesses, and $40,000 is included in this year's budget to cover program costs. This program is for new and existing Arlington Heights businesses. It is a revolving loan program, which was established based on a repayment schedule of no longer than five years. The primary funding sources for the program are the Class 6b application fee of $1,000 and the 10% rebate to the Village of savings from all approved Class 6b property tax abatements and renewals over the first five years of their existence. Repayment receipts from any approved zero interest loans will also be reinvested in the program.

For the last few years the Village has budgeted $30,000 in the Health Department each year for emergency property maintenance clean-up efforts. This budget has only been utilized once over the last five years. Instead of tying up these funds each year the 2016 Budget no longer provides a budget for this activity, but instead it will be handled on a case by case basis through the allocation of contingency funds or General Fund reserves. As noted earlier, an additional $100,000 is budgeted for professional services in the Engineering Department to provide the department with additional contractual engineering services needed to complete the proposed increase in street infrastructure projects. The projected cost of sales tax abatements in the Non-Operating section of the General Fund budget was also increased by $100,000 to cover the requirements of the sales tax abatement agreement with the new Lexus dealership which opened during the summer of 2015.

The complete revamp of the Village's website was rebudgeted in the Technology Fund at a cost of $75,000. This amount is based on website re-engineering costs incurred by neighboring Villages. Potential new functions that our website does not currently have include user-friendly navigation,

fillable forms, an 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 its design and functionality since that time.

The proposed budget includes $77,600 in funding for Meet Chicago Northwest (Convention Bureau), which is based on 8% of the actual 12-months of hotel tax receipts received by the Village for the period ended December 31, 2014. The Village has had a long-standing partnership with Meet Chicago Northwest, and they plan on making a presentation before the Village Board during this year's budget hearings as part of a three year funding request.

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 effect 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. From a more direct perspective, local governments in Illinois currently receive 8 percent of net revenue received from the State's 3.75% individual income tax rate and 9.14 percent of the 5.25% corporate rate. Income tax receipts are then disbursed to communities on a per capita basis. This arrangement has been in place since 1969 when the State agreed to share income tax revenues with municipalities in exchange for a prohibition on municipal income taxes. Over the last couple of years various State Legislators have proposed legislation that would allow the State to keep a larger share of these tax receipts in order to help balance the State's budget, without providing alternative ways for municipalities to raise revenues. The Illinois Municipal League and communities across the State successfully fought off these efforts in the past, but similar legislation is likely to be brought up again as the State continues to look for ways to balance its budget. The Village receives about $7.6 million per year in income tax receipts which represents about 11% of total General Fund revenues. As noted earlier, the State is currently experiencing cash flow problems and they have stopped remitting MFT and Use tax receipts to the Village.

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 for specific, one-time capital projects and to pay down the Village's unfunded pension liabilities. Using a portion of any potential new revenues to pay down pension liabilities 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.

Opening of the Rohrman Lexus Dealership – The long-awaited opening of the new Lexus vehicle dealership occurred during the summer of 2015. However, to maintain our conservative approach to budgeting, any revenues generated by this new business will not be included in the Village's budget projections until there is an historical basis for the revenue projection.

Water & Sewer Fund

The Water & Sewer Fund remains stable due to the water and sewer rate adjustments that were approved by the Village Board. 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.

The Village's water and sanitary sewer infrastructure is over 60 years old, which has resulted in the average number of water main breaks being twice that of comparable communities. The revised rate structure will allow the Village to increase the amount spent on its water main replacement program by about six times from around $500,000 per year to a about $3 million per year by 2020. During this same time period the sanitary sewer main replacement program will increase by nearly two times from around $300,000 per year to a projected $515,000 per year.

The proposed 2016 Water & Sewer Fund budget includes continued funding in the amount of $100,000 for 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 currently 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. 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 October 2015, there have been only 160 rebates paid to single-family homeowners for a total cost to date of $761,129. An expansion or update to this program may be considered as part of the stormwater studies currently underway.

Capital Improvement Program (CIP)

The Village of Arlington Heights has historically been diligent 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. The top two capital infrastructure issues identified through the community response process and through a recent survey of Village Board members were: Streets and Storm Water Control. 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 June 2015, the Village Board reviewed all of the proposed capital projects and approved the five-year Capital Improvement Program for 2016 - 2020.

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 proposed 2016 Budget. The "CIP/Debt Service" section of the budget shows a summary of the entire five-year capital spending and funding plan. The key 2016 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 four 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. Other than $150,000 for a reserve for tax refunds in TIF III and $500,000 budget place holder amounts shown in the TIF IV and V Funds, there are no large capital projects currently scheduled for the TIF Districts during the proposed 2016 Budget period. 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. Over the last ten years the cost of the Village's street resurfacing and reconstruction programs has increased at a rate faster than inflation. 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 program and most of the green corridor beautification program.

The proposed 2016 street program includes the following expenditures:

Street Resurfacing Program ($4,900,000 – Capital Projects Fund) – This is an ongoing program limited to resurfacing existing deteriorated street pavement and curbs.

Street Rehabilitation Program ($4,130,000 – MFT Fund) – This is an ongoing street rehabilitation program consisting of the reconstruction of significantly deteriorated street pavement, curbs, and concrete panels. The 2016 Budget reflects a substantial increase over the standard street rehabilitation budget due to a prior year one-time transfer of $2 million from the General Fund.

Some of the other major projects included in the proposed 2016 Capital Projects Fund budget are:

Roof Maintenance Program ($398,000) – This program includes annual funds to replace the roofing systems of all municipal buildings, including coping and parapet repairs. The 2016 program includes the replacement of roofs at Fire Station #3 ($98,000) and the downtown train station ($300,000).

Sidewalk and Curb Replacement ($50,000) and Brick Paver Maintenance ($395,000) – This program covers the Village's ongoing efforts to repair trip hazards, and to reduce the Village's

liability exposure to trips and falls. In order to address several streetscape areas in the downtown that require significant reconstruction, during 2016 and 2017, the majority of the funding for the annual sidewalk replacement program will be used for paver brick work. These areas have not seen significant work since they were installed a number of years ago. As part of these streetscape projects, alternative designs to the Village's present cross section are being evaluated.

Emerald Ash Borer (EAB) Fund – The Emerald Ash Borer (EAB) beetle infestation has been 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 estimated total cost of this extension will be approximately $230,000. Initial funding for the EAB Fund came through prior year transfers from the General Fund. In late summer of 2014 an $8 million bond issue was sold which covers the Village's street resurfacing costs for three years. This freed 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.

Storm Water Control Fund – The proposed 2016 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.

Storm Water Rehabilitation/Replacement Program ($500,000) – The budget includes the second year costs of a multi-year program to lightly clean, televise, and analyze the condition of the Village's system. This portion of the program will take about eight years to complete, after which the budget for this program will be devoted to storm rehabilitation and replacement work identified by televising the system.

Arlington Knolls Storm Sewer Extension ($400,000) – This project would provide adequate drainage to the public right-of-way on the 1600 block of North Highland Avenue. The proposed storm sewer would reduce localized street and yard flooding, help reduce the deterioration of the street pavement, and help mitigate overland structure flooding.

Future Storm Water Control 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 the implementation of any potential improvements or program changes. It is anticipated that the results of these studies will be presented to the Village Board in January 2016.

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 storm sewer system improvements may 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 proposed 2016 Budget cannot include an estimate of the cost of any additional storm sewer improvements until the completion of the aforementioned studies and the determination of the feasibility and desirability of the alternatives identified.

Public Building Fund – The proposed 2016 Budget includes the following significant project:

Police Facility ($1,025,000) – This budget amount primarily represents an estimate for a portion of the architectural fees associated with the new Police facility. A small budget of $25,000 has been allocated for building life safety issues that may arise over the next couple of years.

During 2014 the Village hired FGM Architects to review and update an earlier space needs study for our Police Department, with the goal to provide for a basic, but functional Police Station. FGM completed the space needs portion of the study and determined that a new Police Station could be constructed on the current site. They were also able to reduce the size requirement of the new Police Station from the 2009 study to 72,565 square feet representing a 5% decrease. FGM also developed conceptual cost estimates for the new Police Station. The cost to construct the new Police Station is estimated to be around $27.9 million. Based on the size and scope of the Police Station project, a best guess at this time is that total project costs will be around $35 million in 2017 dollars, which is a significant reduction from the 2009 estimate, which equals $46 million in 2017 dollars. These estimates include the actual construction budget, architectural and engineering costs, furniture, and equipment, the cost of a temporary Police Station, demolition costs, and parking.

Based on this very conceptual cost estimate, most if not all of the new Police Station costs will be covered by reinvesting maturing debt, making it possible to construct the new Police Station without requiring a property tax increase to complete this project. The cost to construct a new Police Station in Arlington Heights will be comparable to other recently built Police Stations in the area. However, it should be noted that cost comparisons can be made between construction, architectural and engineering costs, but providing for a temporary Police Station and additional parking costs may not have been part of the other Police Station construction budgets. In addition, the other area Police stations were completed 3-8 years ago, thus the projected cost to build a Police Station in 2017 will be proportionally higher due to inflation.

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:

2015-16	Develop RFP for architectural services and begin design
2017	Finish architectural design/Bid process for construction
2017-19	Construction
2019-20	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 quarter of the Village's 1.25% 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 section. 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 2016 costs would be limited to the budgeted amount. Any additional costs would be covered by the co-sponsors of these events. The Village's 2016 Budget caps for these two events are outlined at the bottom of the Cost by Event presentation.

The Metropolis Performing Arts Center (MPAC) prepared its 2016 Budget and is requesting a 2016 operating contribution of $250,000. The Village has set aside $300,000 to be used toward the 2016 operating contribution and toward the establishment of an adequate reserve for Theater operations. As of the end of FY2015 the Theater had a negative working cash position of ($79,608), as available cash and other current assets was less than total current liabilities including accounts payable and deferred revenues. Per prior Village Board direction, the remaining $50,000 in 2016 will be kept in a restricted reserve account in the Village's Arts, Entertainment & Events Fund.

Acknowledgements

The preparation of this year's proposed budget has been more challenging for the Village Board and staff due to changing the budget year to a calendar year beginning on January 1, 2016. The proposed 2016 Budget allows the Village to continue its commitment to basic services and provides for a significant increase in the Village's commitment to providing safe, reliable roadways. I would like to thank the entire staff and especially the budget team consisting of Tom Kuehne, Mary Ellen Juarez, Denise Ruda, 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,

Randall R. Recklaus
Village Manager

SURVEY OF COMPARABLE MUNICIPALITIES
ESTIMATED ANNUAL REVENUES RECEIVED FROM AN AVERAGE HOME
(Includes Water & Sewer Rate increase and proposed 3.99% Village property tax increase)

ANNUAL ESTIMATED PAYMENTS:

Municipality	2015 Passenger Veh. Stickers	Garbage Bill*	Yard Waste Bill	Combined** Residential Water & Sewer Bill	Storm Water Fee	Home*** Rule Sales Tax	Food & Beverage Sales Tax	Municipal Motor Fuel Tax	Entertain. Tax	Electric Utility Tax	Gas Utility Tax	Telecom Tax	2014**** Municipal Property Tax	Total Estimated Annual Homeowner Costs
Assumptions for Average Family	2 Cars	12 /Yr	48 Bags/Yr	144,000 Gallons/Yr	Estimated Fee/Yr	$6,000 /Year	$3,000 /Year	650 Gallons/Yr	$2,400 /Year	12,300 kWh/Yr $1,400 /Year	1,700 therms/Yr $1,650 /Year	$1,200 /Year	$73,766 EAV	
1. Rolling Meadows	60.00	$359.40	$0.00	1,821.60	46.80	60.00	60.00	19.50	0.00	75.03	0.00	72.00	1268.04	$3,842.37
2. Hoffman Estates	0.00	$192.00	$132.00	1,256.88	24.00	60.00	60.00	162.50	144.00	69.00	85.00	72.00	1064.44	$3,321.83
3. Mount Prospect	80.00	$189.96	$120.00	1,507.20	0.00	60.00	30.00	26.00	0.00	43.17	24.99	72.00	941.25	$3,094.58
4. Elk Grove Village	50.00	218.28	$96.00	1,728.00	0.00	60.00	30.00	0.00	0.00	75.03	17.00	60.00	701.51	$3,035.82
5. Park Ridge	90.00	$0.00	$0.00	1,552.32	0.00	60.00	30.00	26.00	0.00	68.63	34.00	72.00	939.04	$2,872.00
6. Des Plaines	60.00	$196.56	$0.00	1,147.68	109.44	60.00	30.00	26.00	0.00	70.23	42.50	72.00	1021.66	$2,836.07
7. Arlington Heights	**60.00**	**$302.52**	**$110.40**	**1,030.56**	**0.00**	**60.00**	**37.50**	**0.00**	**0.00**	**75.03**	**85.00**	**72.00**	**973.42**	**$2,806.43**
8. Wheeling	0.00	$239.16	$0.00	1,015.20	0.00	60.00	30.00	0.00	0.00	75.03	85.00	72.00	1118.66	$2,695.05
9. Palatine	60.00	$240.00	$0.00	739.20	60.00	60.00	30.00	0.00	0.00	52.52	0.00	72.00	1009.12	$2,322.84
10. Schaumburg	0.00	$0.00	$0.00	1,485.12	0.00	60.00	60.00	0.00	120.00	0.00	0.00	72.00	510.46	$2,307.58
11. Buffalo Grove	0.00	$233.52	$0.00	787.68	0.00	60.00	30.00	0.00	0.00	75.03	85.00	72.00	900.24	$2,243.47

*All Garbage Bill based on twice per week pick-up cost, all other survey communities have once per week pick-up.
** Rate/100 cubic ft x 1.3367197 = rate/1000 gals.
***Home/Rules Sales Taxes are on general merchandise only, not applied against vehicles or qualifying food, drugs, or medical appliances.
**** Municipal tax only, does not include libraries, schools, special districts, or other taxing authorities.
Sources: Surveys: Arlington Heights (08/15), / Cook County Clerk website / Municipal websites / Codes

RATES:

Municipality	2015 Passenger Veh. Stickers	Est. Monthly Garbage Rate (1x/week)	Yard Waste Rate /Bag	Combined Water & Sewer Rate/ 1000 Gallons + fixed fees	Estimated Storm Water Fee/Month	Home Rule Sales Tax Rate	Food & Beverage Sales Tax Rate	Municipal Motor Fuel Tax Cents/Gal	Entertain. Tax Rate	Electric Utility Tax /kWh	Gas Utility Tax /Therm	Telecom Tax Rate	2014 Municipal Property Tax Rate
Arlington Heights	**30.00**	25.21	2.30	**6.94**	0.00	**1.00%**	**1.25%**	**0.00**	**0.00%**	0.00610	0.050	**6.00%**	1.3196 **(2015 proposed VAH levy)**
				37.26									
Buffalo Grove	0.00	[illegible]	0.00	5.47	0.00	1.00%	1.00%	0.00	0.00%	0.00610	0.050	6.00%	[illegible]
Des Plaines	30.00	[illegible]	0.00	7.97	9.12	1.00%	1.00%	0.04	0.00%	0.00571	[illegible]	6.00%	[illegible]
Elk Grove Village	25.00	[illegible]	[illegible]	[illegible]	0.00	1.00%	1.00%	0.00	0.00%	[illegible]	0.010	5.00%	[illegible]
Hoffman Estates	0.00	16.00	[illegible]	8.52	2.00	1.00%	2.00%	[illegible]	6.00%	[illegible]	[illegible]	6.00%	[illegible]
				20.95									
Mount Prospect	[illegible]	[illegible]	[illegible]	10.05	0.00	1.00%	1.00%	0.04	0.00%	[illegible]	0.015	6.00%	[illegible]
				60.00									
Palatine	30.00	20.00	0.00	4.91	5.00	1.00%	1.00%	0.00	0.00%	[illegible]	0.000	6.00%	[illegible]
				49.75									
Park Ridge	[illegible]	0.00	0.00	5.74	0.00	1.00%	1.00%	0.04	0.00%	[illegible]	0.020	6.00%	[illegible]
				20.76									
Rolling Meadows	[illegible]	[illegible]	0.00	12.43	3.90	1.00%	2.00%	[illegible]	0.00%	0.00610	0.000	6.00%	[illegible]
				38.00									
Schaumburg	[illegible]	0.00	0.00	10.03	0.00	1.00%	2.00%	0.00	5.00%	0.00000	0.000	6.00%	[illegible]
				40.80									
Wheeling	0.00	[illegible]	0.00	7.95	0.00	1.00%	1.00%	0.00	0.00%	[illegible]	[illegible]	6.00%	[illegible]

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Arlington Heights

Illinois

For the Fiscal Year Beginning

May 1, 2015

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, 2015.

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 CALENDAR

For Preparation of 2016 Budget

(January 1, 2016 – December 31, 2016)

DATE	DAY	ACTIVITY
April - June, 2015	–	Capital Improvement Program (CIP) and five-year projections prepared.
June 12, 2015	Friday	CIP released to Village Board for discussion at June 22 Special Committee-of-the-Whole meeting.
June 22, 2015	**Monday**	Special Committee-of-the-Whole reviews CIP.
July 2, 2015	Thursday	Operating Fund Overview/Recommended 2016 Budget Ceilings and Proposed 2015 Property Tax Levy released to Village Board for discussion at July 13 Committee-of-the-Whole meeting.
July 6, 2015	**Monday**	Board considers any motions stemming from June 22 Special Committee-of-the-Whole meeting regarding CIP.
July 13, 2015	**Monday**	Committee-of-the-Whole discusses the Operating Fund Overview/ Recommended 2016 Budget Ceilings.
July 20, 2015	**Monday**	Board considers any motions stemming from July 13 Committee-of-the-Whole meeting regarding the recommended 2016 Budget Ceilings.
July 27 , 2015	Monday	Budget worksheets are forwarded to departments. Departments prepare detailed budgets.
August 31, 2015	Monday	Department budget requests and projections due.
Aug 31 – Sep 11, 2015	–	Finance Department compiles departmental budget submissions.
September 11, 2015	Friday	First draft of 2016 Budget forwarded to Village Manager, Budget Team and all departments for review.
Sep 16 – Sep 18, 2015	–	Departments meet with Village Manager and Budget Team.
Sep 21 – Oct 22, 2015	–	Final draft of 2016 budget prepared.
October 12, 2015	**Monday**	Committee-of-the-Whole reviews Comprehensive Annual Financial Report.
October 19, 2015	**Monday**	Board considers motion stemming from October 12 Committee-of-the-Whole meeting regarding the Comprehensive Annual Financial Report.
October 23, 2015	Friday	Release final draft of 2016 Budget to Village Board.
November 9, 2015	**Monday**	**1st Budget Meeting** – Budgets for all departments and all Boards & Commissions, including Arlington Heights Memorial Library and Performing Arts at Metropolis Theater. Proposed 2015 Property Tax Levy.
November 12, 2015	**Thursday**	**2nd Budget Meeting** – Budgets for all departments and all Boards & Commissions, including Arlington Heights Memorial Library and Performing Arts at Metropolis Theater. Proposed 2015 Property Tax Levy.
November 18, 2015	**Wednesday**	**3rd Budget Meeting** – If needed
November 23, 2015	Monday	Notice of Public Hearing on 2016 Budget published in newspaper.
December 7, 2015	**Monday**	Board approves 2015 Tax Levy and Abatement Ordinances. Public Hearing on 2016 Budget. Approval of 2016 Budget at formal meeting (alternate date for passage is December 21, 2015).

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 comprehensive financial plan adopted annually by the Village Board, with a fiscal year starting January 1st and ending December 31st.

The budget calendar identifies the timing, responsibility and duration of the budget process. Generally, the budget process begins in July and the budget is adopted in December. 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, a glossary of terms and a list of acronyms used throughout this document.

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

VILLAGE OF ARLINGTON HEIGHTS

ALL FUNDS SUMMARY

FUND	REVENUES	2013-14 Actual	2014-15 Actual	8 Month Per. Ending Dec. 2015 Est Act	8 Month Per. Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
101	GENERAL	70,622,889	72,033,674	55,401,900	55,001,300	**72,252,500**	17,251,200	31.4%
211	MOTOR FUEL TAX	2,788,331	4,508,877	1,212,900	1,212,900	**1,810,400**	597,500	49.3%
215	CDBG	296,378	315,185	432,185	503,920	**387,600**	(116,320)	(23.1%)
227	FOREIGN FIRE INSURANCE TAX	148,092	135,489	130,700	131,000	**130,600**	(400)	(0.3%)
231	CRIMINAL INVESTIGATIONS	252,629	1,727,821	78,700	141,300	**83,000**	(58,300)	(41.3%)
235	MUNICIPAL PARKING	1,185,610	1,162,329	2,736,000	2,736,000	**1,116,000**	(1,620,000)	(59.2%)
251	TIF I SOUTH	1,816	1,685	500	800	**800**	0	0.0%
255	TIF II NORTH	8,500	0	0	0	**0**	0	N/A
261	TIF III	342,154	364,782	373,000	274,000	**327,000**	53,000	19.3%
263	TIF IV	453,997	410,432	408,300	402,000	**503,000**	101,000	25.1%
264	TIF V	64,795	4,777	78,100	63,100	**61,000**	(2,100)	(3.3%)
266	HICKORY/KENSINGTON TIF	0	0	23,600	0	**25,000**	25,000	N/A
301	DEBT SERVICE	16,310,654	7,771,424	7,755,100	7,858,821	**6,370,700**	(1,488,121)	(18.9%)
401	CAPITAL PROJECTS	6,484,819	14,896,166	4,104,100	4,108,500	**6,699,500**	2,591,000	63.1%
426	STORM WATER CONTROL	1,209,089	12,165	501,000	505,000	**3,000**	(502,000)	(99.4%)
431	PUBLIC BUILDING	46,742	5,514	1,000	3,000	**35,150,000**	35,147,000	N/A
435	EMERALD ASH BORER (EAB)	600,000	4,612,866	3,404,000	3,404,000	**3,000**	(3,401,000)	(99.9%)
505	WATER & SEWER	14,186,954	14,312,323	9,878,000	11,831,600	**19,136,100**	7,304,500	61.7%
511	SOLID WASTE DISPOSAL	1,584,823	1,769,596	1,092,700	1,092,600	**1,768,000**	675,400	61.8%
515	ARTS, ENTERTAINMENT & EVENTS	622,735	555,320	556,637	547,500	**872,500**	325,000	59.4%
605	HEALTH INSURANCE	9,276,788	9,595,783	6,456,400	6,689,300	**9,721,700**	3,032,400	45.3%
606	RETIREE HEALTH INSURANCE	2,652,804	2,702,149	1,809,100	2,286,500	**3,993,000**	1,706,500	74.6%
611	GENERAL LIABILITY INSURANCE	688,747	733,444	502,500	504,200	**787,000**	282,800	56.1%
615	WORKERS' COMPENSATION	1,985,486	2,038,651	1,346,600	1,309,700	**2,008,100**	698,400	53.3%
621	FLEET OPERATIONS	4,971,645	3,592,419	2,804,700	2,755,900	**3,402,700**	646,800	23.5%
625	TECHNOLOGY	1,522,606	1,546,870	1,161,800	1,161,800	**1,625,400**	463,600	39.9%
705	POLICE PENSION	15,057,137	13,921,271	7,677,000	7,744,500	**9,537,000**	1,792,500	23.1%
711	FIRE PENSION	15,098,773	12,424,203	7,738,600	7,814,400	**10,004,000**	2,189,600	28.0%
	TOTAL REVENUES	**168,464,993**	**171,155,215**	**117,665,122**	**120,083,641**	**187,778,600**	**67,694,959**	**56.4%**

FUND	EXPENDITURES	2013-14 Actual	2014-15 Actual	8 Month Per. Ending Dec. 2015 Est Act	8 Month Per. Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
101	GENERAL	69,795,108	71,726,287	54,488,123	55,136,180	**72,245,100**	17,108,920	31.0%
211	MOTOR FUEL TAX	2,546,251	2,719,819	1,271,997	1,271,997	**4,233,500**	2,961,503	232.8%
215	CDBG	296,378	315,185	432,185	503,920	**387,600**	(116,320)	(23.1%)
227	FOREIGN FIRE INSURANCE TAX	91,552	100,678	111,200	111,200	**150,200**	39,000	35.1%
231	CRIMINAL INVESTIGATIONS	75,781	205,418	138,300	141,300	**196,600**	55,300	39.1%
235	MUNICIPAL PARKING	1,237,608	1,436,080	1,819,982	1,819,982	**1,829,500**	9,518	0.5%
251	TIF I SOUTH	19,778	50,627	15,000	25,000	**25,000**	0	0.0%
255	TIF II NORTH	0	7,517	0	0	**0**	0	N/A
261	TIF III	282,975	291,877	278,200	296,822	**440,200**	143,378	48.3%
263	TIF IV	530,983	59,552	34,770	551,000	**630,000**	79,000	14.3%
264	TIF V	447,562	520,001	488,500	1,001,872	**570,000**	(431,872)	(43.1%)
266	HICKORY/KENSINGTON TIF	0	0	25,000	30,000	**40,000**	10,000	33.3%
301	DEBT SERVICE	16,353,454	7,867,268	7,858,549	7,858,549	**6,363,700**	(1,494,849)	(19.0%)
401	CAPITAL PROJECTS	7,412,077	10,367,469	10,470,029	10,570,949	**7,361,100**	(3,209,849)	(30.4%)
426	STORM WATER CONTROL	450,105	487,877	932,750	972,750	**1,200,000**	227,250	23.4%
431	PUBLIC BUILDING	59,319	357,671	234,443	534,443	**1,025,000**	490,557	91.8%
435	EMERALD ASH BORER (EAB)	1,170,297	3,083,963	3,601,027	3,601,027	**1,145,800**	(2,455,227)	(68.2%)
505	WATER & SEWER	14,396,728	14,900,500	12,488,802	12,684,399	**19,288,900**	6,604,501	52.1%
511	SOLID WASTE DISPOSAL	1,230,310	1,274,637	924,300	924,300	**1,670,700**	746,400	80.8%
515	ARTS, ENTERTAINMENT & EVENTS	641,295	923,206	654,238	665,220	**839,400**	174,180	26.2%
605	HEALTH INSURANCE	9,035,720	9,932,135	5,979,100	7,518,000	**12,553,000**	5,035,000	67.0%
606	RETIREE HEALTH INSURANCE	2,652,804	2,702,149	1,809,100	2,286,500	**3,993,000**	1,706,500	74.6%
611	GENERAL LIABILITY INSURANCE	1,288,886	978,960	1,028,100	793,152	**1,040,500**	247,348	31.2%
615	WORKERS' COMPENSATION	1,700,403	2,060,590	1,253,500	1,388,583	**2,158,100**	769,517	55.4%
621	FLEET OPERATIONS	4,473,773	3,873,448	4,430,055	4,449,905	**3,201,200**	(1,248,705)	(28.1%)
625	TECHNOLOGY	1,415,418	1,411,378	1,161,500	1,236,500	**1,700,600**	464,100	37.5%
705	POLICE PENSION	5,207,140	5,745,776	4,003,425	4,009,700	**6,381,200**	2,371,500	59.1%
711	FIRE PENSION	5,660,749	6,015,428	4,120,900	4,281,900	**6,546,200**	2,264,300	52.9%
	TOTAL EXPENDITURES	**148,472,454**	**149,415,496**	**120,053,075**	**124,665,150**	**157,216,100**	**32,550,950**	**26.1%**

VILLAGE OF ARLINGTON HEIGHTS

FUND BALANCE SUMMARY 2016

Fund	Fund Name	1/01/16 Projected Beginning Fund Balance (Deficit)	2016 Revenues & Transfers In	2016 Expenditures & Transfers Out	2016 Revenues Over (Under) Expenditures	12/31/16 Estimated Ending Fund Balance (Deficit)
101	General	$25,230,368	$72,252,500	$72,245,100	$7,400	$25,237,768
211	Motor Fuel Tax	3,280,846	1,810,400	4,233,500	(2,423,100)	857,746
215	CDBG	0	387,600	387,600	0	0
227	Foreign Fire Insurance Tax	405,961	130,600	150,200	(19,600)	386,361
231	Criminal Investigations	1,950,387	83,000	196,600	(113,600)	1,836,787
235	Municipal Parking	4,990,634	1,116,000	1,829,500	(713,500)	4,277,134
251	TIF I South	150,356	800	25,000	(24,200)	126,156
255	TIF II North	983	0	0	0	983
261	TIF III	1,280,658	327,000	440,200	(113,200)	1,167,458
263	TIF IV	1,736,349	503,000	630,000	(127,000)	1,609,349
264	TIF V	563,823	61,000	570,000	(509,000)	54,823
266	Hickory/Kensington TIF	(1,400)	25,000	40,000	(15,000)	(16,400)
301	Debt Service	1,482,637	6,370,700	6,363,700	7,000	1,489,637
401	Capital Projects	3,962,699	6,699,500	7,361,100	(661,600)	3,301,099
426	Storm Water Control	2,768,512	3,000	1,200,000	(1,197,000)	1,571,512
431	Public Building	1,121,992	35,150,000	1,025,000	34,125,000	35,246,992
435	Emerald Ash Borer (EAB) Fund	5,043,525	3,000	1,145,800	(1,142,800)	3,900,725
505	Water & Sewer	2,128,622	19,136,100	19,288,900	(152,800)	1,975,822
511	Solid Waste Disposal	3,474,670	1,768,000	1,670,700	97,300	3,571,970
515	Arts, Entertainment & Events	14,352	872,500	839,400	33,100	47,452
605	Health Insurance	2,824,186	9,721,700	12,553,000	(2,831,300)	(7,114)
606	Retiree Health Insurance	0	3,993,000	3,993,000	0	0
611	General Liability Insurance	2,776,181	787,000	1,040,500	(253,500)	2,522,681
615	Workers' Compensation Insurance	5,020,680	2,008,100	2,158,100	(150,000)	4,870,680
621	Fleet Operations	4,319,179	3,402,700	3,201,200	201,500	4,520,679
625	Technology	1,625,634	1,625,400	1,700,600	(75,200)	1,550,434
705	Police Pension	111,712,976	9,537,000	6,381,200	3,155,800	114,868,776
711	Fire Pension	95,514,549	10,004,000	6,546,200	3,457,800	98,972,349
	TOTAL ALL VILLAGE FUNDS	**$283,379,359**	**$187,778,600**	**$157,216,100**	**$30,562,500**	**$313,941,859**

1. The General Fund shows a 2016 positive results of operations. The current financial condition of the fund is healthy as it continues to maintain a fund balance over 25% of annual expenditures.

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

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

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

5. Municipal Parking Fund - Primarily, commuter parking for train travel to and from Chicago is provided for in this fund. With Downtown redevelopment, resident parking for large apartment complexes and off-street shopper parking was included. Substantial fund balance is maintained for future parking garage maintenance and repairs. The deficit in operations in 2016 is due primarily to the expenditures from the remaining two year project to return the four public parking structures back to their original integrity with a new service life of 40 to 50 years.

6. The TIF I District ended in 2006. Current litigation and possible refunds create the potential for 2016 activity in the TIF I South Fund. The TIF II District ended in 2009. Possible refunds create the potential for 2016 activity in the TIF II North Fund.

FUND BALANCE SUMMARY 2016

7. TIF III, IV, V and the Hickory/Kensington Funds reflect a planned drawdown of reserves.

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

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

10. The Storm Water Control Fund has a planned deficit in operations to cover the cost of the Neighborhood Drainage Improvement and Storm Water Rehab/Replacement Programs. To sustain this fund's programs in the future an alternative revenue source will be required.

11. The Public Building Fund will provide for the construction of the new Police Facility which will be funded by a G.O. Bond issue in 2016.

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.

13. The Water & Sewer Fund deficit in operations this year represents capital improvement costs that will be amortized with future service fees. A planned service rate increase of 19% in 2016 and then a 5% increase for the next three years will allow the Village to increase the amount spent on its water main replacement program.

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.

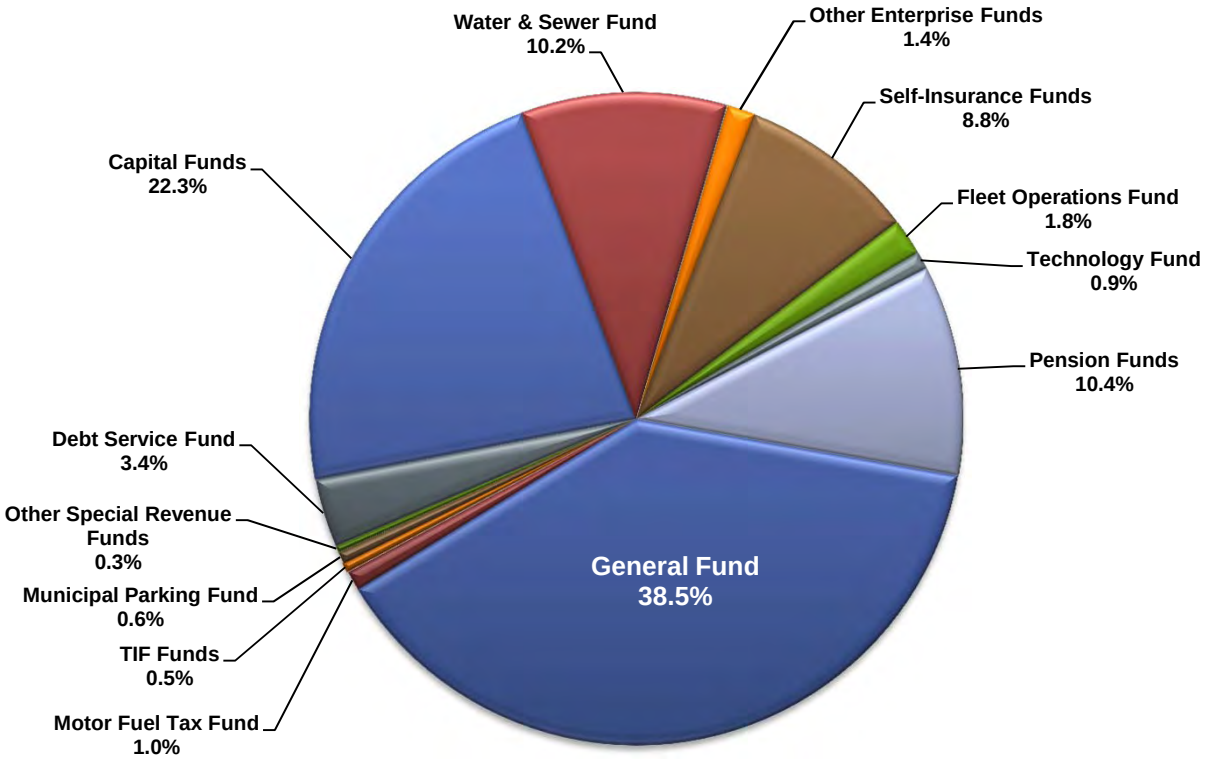
20. The Fleet Operations Fund provides for major capital replacements. Service charges over the useful life of the equipment will replenish reserves. A healthy fund balance is maintained for vehicle and equipment replacement.

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 2016 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 74% and 67% respectively. Per current State Statute, 90% funding must be reached by 2040.

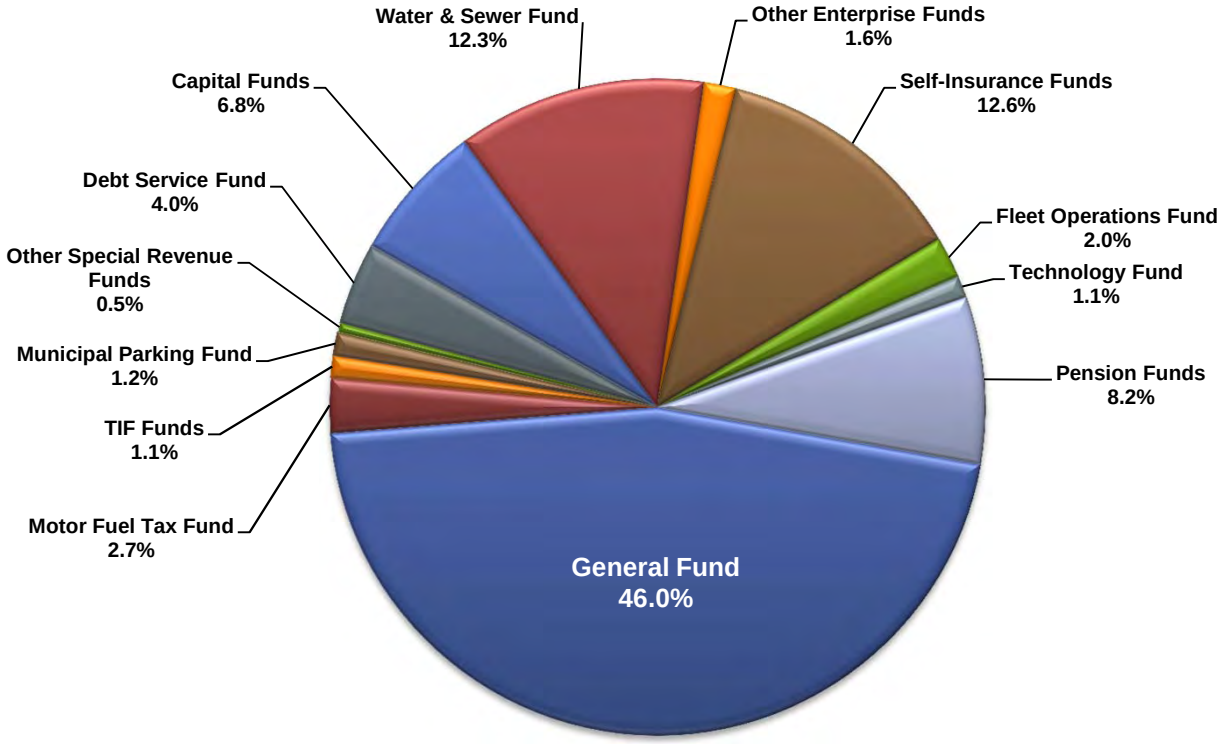
ALL FUNDS REVENUES

2016 Budget



ALL FUNDS EXPENDITURES

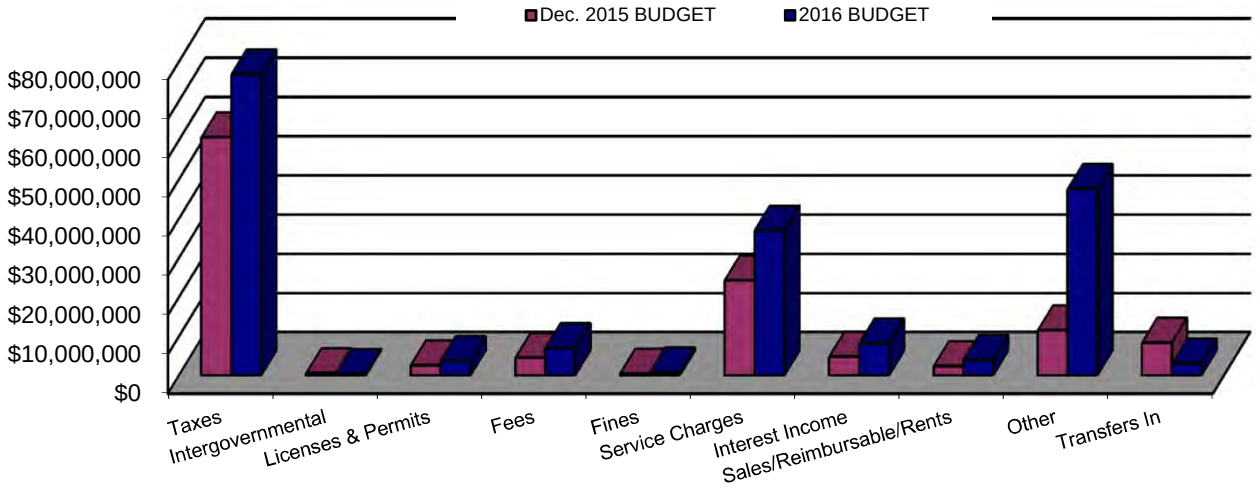
2016 Budget



WHERE THE MONEY COMES FROM

ALL FUNDS REVENUES

8-MONTH PERIOD ENDING DECEMBER 2015 vs. 2016 Budget



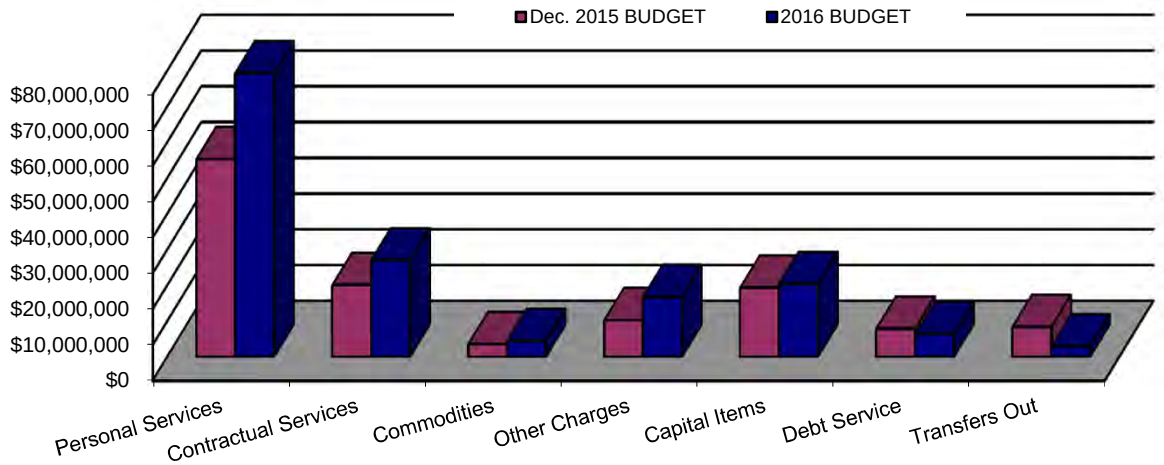
	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	8-Mo. End. Dec. 2015 BUDGET	**2016 BUDGET**	% CHANGE
Taxes	72,960,156	74,773,284	60,708,908	**76,673,400**	26.3%
Intergovernmental	2,122,005	1,242,290	542,120	**385,600**	(28.9%)
Licenses & Permits	4,012,111	3,795,020	2,595,200	**3,631,400**	39.9%
Fees	6,793,432	6,962,268	4,471,500	**6,921,000**	54.8%
Fines	784,782	820,942	456,400	**715,200**	56.7%
Service Charges	30,815,209	31,410,476	24,211,300	**36,884,800**	52.3%
Interest Income	19,131,005	14,850,375	4,821,900	**8,113,900**	68.3%
Sales/Reimbursable/Rents	4,299,266	4,420,273	2,373,600	**3,905,900**	64.6%
Other	21,494,848	22,601,051	11,523,600	**47,465,200**	311.9%
	162,412,814	160,875,979	111,704,528	**184,696,400**	65.3%
Reserves	0	0	50,000	**87,000**	74.0%
Transfers In	6,052,179	10,279,236	8,329,113	**2,995,200**	(64.0%)
Total Revenues	168,464,993	171,155,215	120,083,641	**187,778,600**	56.4%

NOTE: As a result of the 12 month budget year from the shortened eight months budget year, the expected change between budget years would be a base increase of 50%. **Taxes** did not increase in proportion to the expected base increase due to receiving a whole year of Property Taxes in the shortened year. **Intergovernmental** revenues decreased due to grants that were received in the prior year not being awarded for the 2016 Budget Year. **Licenses & Permits** percentage change was mainly from the increase in Liquor Licenses, but offset by the nominal change in Vehicle and Building Licenses due to the timing of renewals. **Fines** increased primarily from the increase in Traffic Court and Parking Fines over prior year. **Interest** has been increased to match actual earnings. However, interest income continues to be much lower than the historical average. **Sales/Reimbursable/Rents** increased due to the retiree insurance coverage and annual premium fluctuations. **Other** revenues increased due to bond proceeds in the Public Building Fund for the Police Station. **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** change was from the decreased transfer into the Emerald Ash Borer (EAB) Fund from the Capital Projects Fund and the decreased transfer from the General Fund to the Parking Garage Fund for maintenance in the prior year.

WHERE THE MONEY GOES

ALL FUNDS EXPENDITURES

8-MONTH PERIOD ENDING DECEMBER 2015 vs. 2016 Budget



	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	8-Mo. End. Dec. 2015 BUDGET	**2016 BUDGET**	% CHANGE
Personal Services	72,061,437	74,698,941	55,241,600	**79,290,600**	43.5%
Contractual Services	22,965,137	23,592,787	20,086,974	**26,974,300**	34.3%
Commodities	3,773,025	3,987,446	3,560,011	**4,473,100**	25.6%
Other Charges	11,709,902	13,715,529	10,219,934	**16,758,200**	64.0%
Capital Items	15,684,651	15,304,549	19,368,969	**20,361,000**	5.1%
Debt Service	16,226,123	7,837,009	7,858,549	**6,363,700**	(19.0%)
	142,420,275	139,136,261	116,336,037	**154,220,900**	32.6%
Transfers Out	6,052,179	10,279,235	8,329,113	**2,995,200**	(64.0%)
Total Expenditures	148,472,454	149,415,496	124,665,150	**157,216,100**	26.1%

NOTE: As a result of the 12 month budget year from the shortened eight months budget year, the expected change between budget years would be a base increase of 50%. **Personal Services** increased due to pension, health insurance and wage adjustments. **Contractual Services** change was due to the Public Works' and the Water and Sewer's expenditures becoming more in line with lower actual historical costs. **Commodities** percentage change was lower than expected due to a full year of Public Works' expenditures taking place in the construction season of the shortened eight month year. **Other Charges** increased due to the projected Sales Tax Abatement increase and the increase in insurance claims that are budgeted at maximum exposure. **Capital Items** did not increase proportionately to the expected percentage change due to a full year of expenditures taking place in the construction season of the shortened eight month year. **Debt Service** decreased due to the pay-off of two bond issues in the prior year. **Transfers Out** percentage was low as a result of the decreased transfer into the Emerald Ash Borer (EAB) Fund from the Capital Projects Fund and the decreased transfer from the General Fund to the Parking Garage Fund for maintenance in the prior year.

Village of Arlington Heights

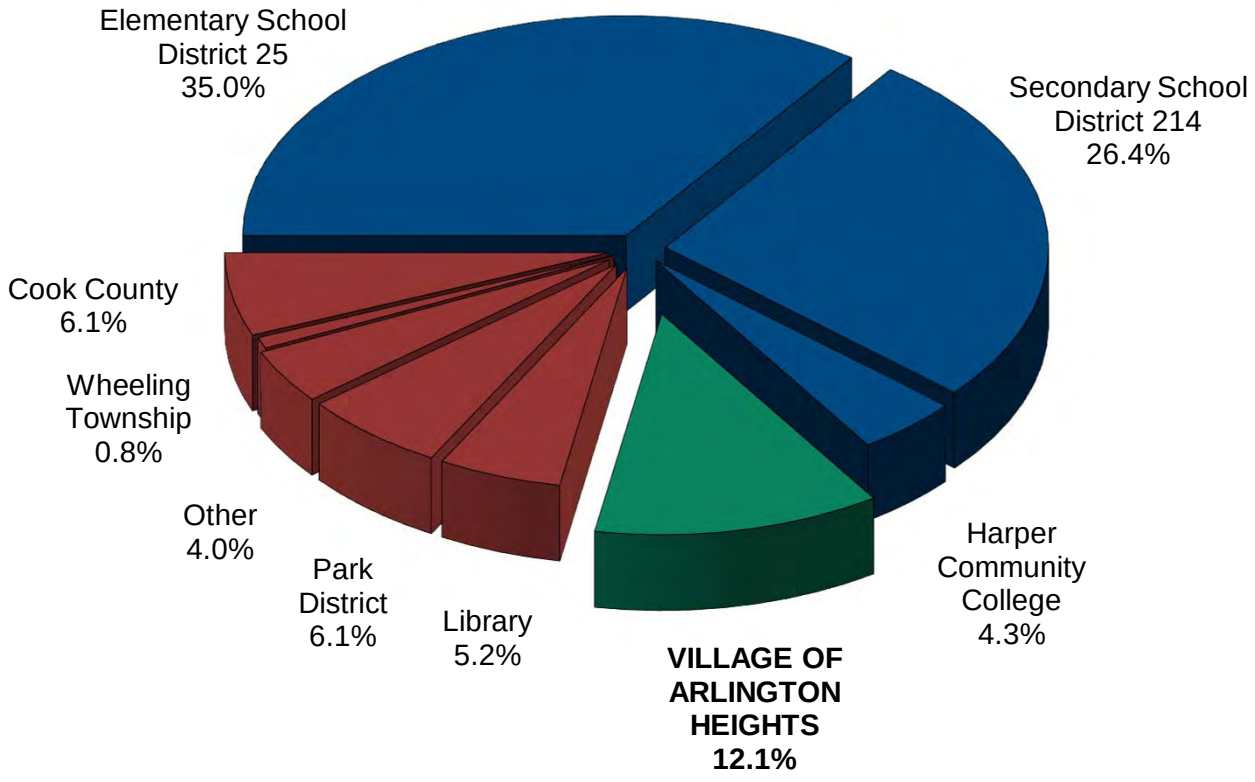
2014 PROPERTY TAX BILL

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

Education - 65.7%

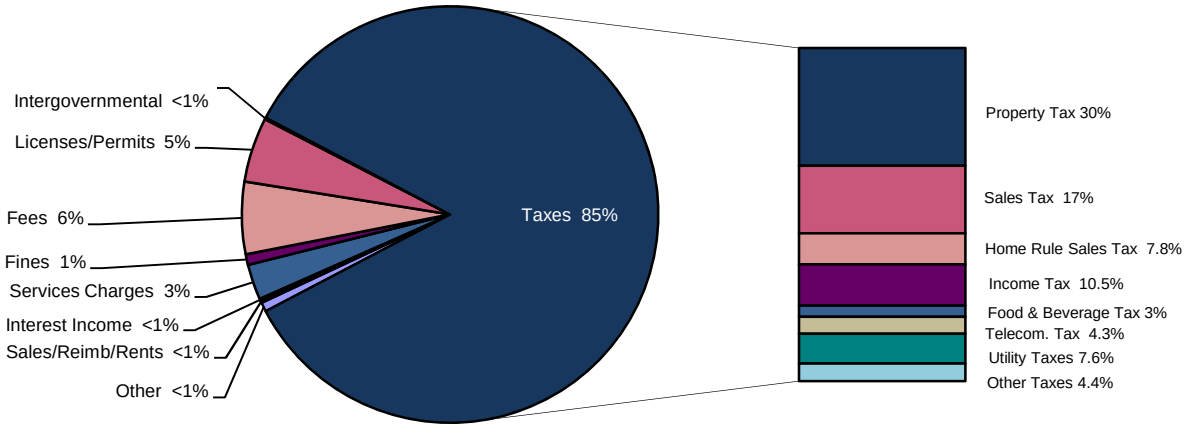
Other Taxing Bodies - 22.2%

Village of Arlington Heights - 12.1%



AS THE ABOVE PIE CHART ILLUSTRATES, THE VILLAGE OF ARLINGTON HEIGHTS CONSISTS OF 12.1% OF THE ENTIRE PROPERTY TAX BILL.

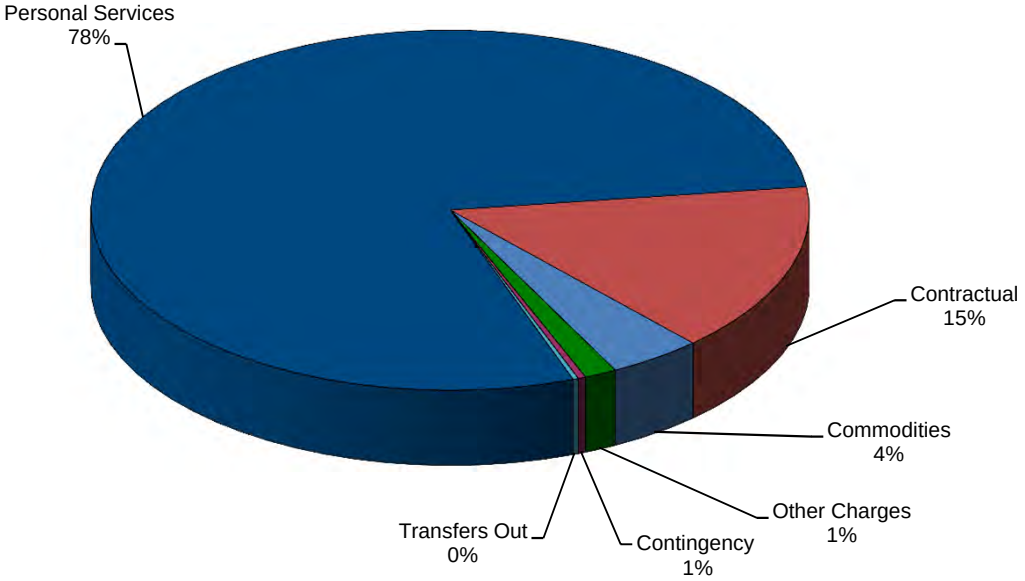
WHERE THE MONEY COMES FROM
GENERAL FUND REVENUES
2016



	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	8-Mo. End. Dec. 2015 BUDGET	**2016 BUDGET**	% CHANGE
Taxes	58,616,016	60,311,368	47,412,300	**61,137,300**	28.9%
Intergovernmental	154,205	238,365	88,200	**98,000**	11.1%
Licenses/Permits	4,012,111	3,795,020	2,595,200	**3,631,400**	39.9%
Fees	4,095,479	4,139,809	2,628,900	**4,037,900**	53.6%
Fines	666,060	690,999	392,700	**603,200**	53.6%
Service Charges	2,079,339	2,127,561	1,460,900	**1,986,200**	36.0%
Interest Income	92,574	86,869	64,000	**100,000**	56.3%
Sales/Reimb/Rents	189,151	188,682	85,800	**142,800**	66.4%
Other	717,954	455,001	273,300	**315,700**	15.5%
Other Financing	0	0	0	**200,000**	0.0%
Total Revenue	70,622,889	72,033,674	55,001,300	**72,252,500**	31.4%

NOTE: As a result of the 12 month budget year from the shortened eight months budget year, the expected change between budget years would be a base increase of 50%. **Taxes** did not increase in relation to the expected percentage base increase due to receiving a whole year of Property Taxes in the shortened year. **Intergovernmental** revenues decreased due to Police grants that were received in the prior year but have not been awarded for the 2016 Budget Year. **Licenses/Permits** percentage change was mainly from the increase in Liquor Licenses, but offset by the nominal change in Vehicle and Building Licenses due to the timing of renewals. **Service Charges** percentage was primarily lower than the expected 50% due to the deletion of the SWANCC Service Charge and a decrease in the TIF Service Charge. SWANCC monies are now under other financing. **Interest Income** has been increased to match actual earnings. However, interest income continues to be much lower than the historical average. **Sales/Reimb/Rents** increase was due to timing of revenues. **Other** percentage increase was low mainly from the timing of the one-time payment in lieu of Real Estate Taxes from Northwest Community Hospital which occurred in the eight month year and the 12 month year. Other Financing reflects $200,000 in SWANCC fees to cover the new pavement patching program.

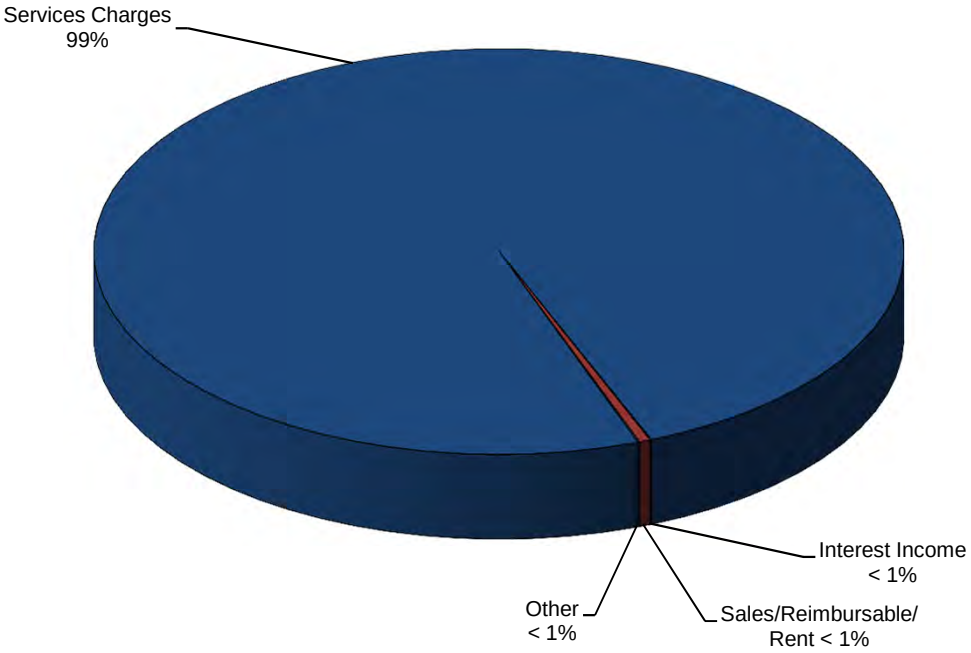
WHERE THE MONEY GOES
GENERAL FUND EXPENDITURES
2016



	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	8-Mo. End. Dec. 2015 BUDGET	**2016 BUDGET**	% CHANGE
Personal Services	52,867,875	54,279,961	40,656,300	**56,705,500**	39.5%
Contractual Services	9,459,034	9,773,925	8,277,915	**11,039,700**	33.4%
Commodities	2,420,859	2,725,194	2,383,351	**3,028,200**	27.1%
Other Charges	647,340	947,207	759,366	**1,046,700**	37.8%
Contingency	0	0	259,248	**250,000**	(3.6%)
Transfers Out	4,400,000	4,000,000	2,800,000	**175,000**	(93.8%)
Total Expenditures	69,795,108	71,726,287	55,136,180	**72,245,100**	31.0%

NOTE: As a result of the 12 month Budget year from the shortened eight months budget year, the expected change between budget years would be a base increase of 50%. **Personal Services** increased due to pension, health insurance, and wage adjustments. **Contractual Services** did not increase as expected mainly due to budgeted costs decreasing to be more in line with lower actual historical costs for Public Works' expenditures. This decrease was offset somewhat by an increase in Engineering Professional Services for assistance with street reconstruction projects. **Commodities** percentage change was not as significant as the expected base increase due to a full year of Public Works' expenditures taking place in the construction season of the shortened eight month year. **Other Charges percentage** change was lower due to the timing of the Sales Tax Abatement, Promote Economic Business Development and Discover Arlington payments. **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 eight month year ending December 31, 2015 budget shows that there is $259,250 remaining of the original $300,000 contingency budget. **Transfers Out** decreased due to the decreased transfer from the General Fund to the Parking Garage Fund for maintenance in the prior year.

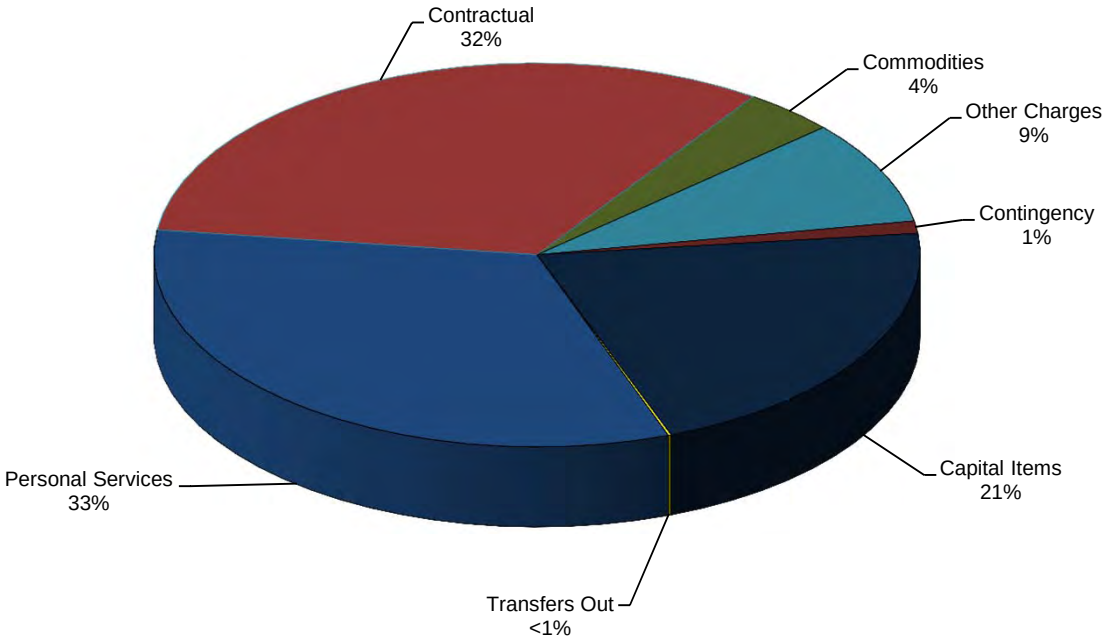
WHERE THE MONEY COMES FROM
WATER & SEWER FUND REVENUES
2016



	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	8-Mo. End. Dec. 2015 BUDGET	**2016 BUDGET**	% CHANGE
Services Charges	14,152,307	14,020,948	11,757,900	**19,026,100**	61.8%
Interest Income	10,762	9,300	7,400	**11,000**	48.6%
Sales/Reimbursable/Rent	91,314	104,614	56,200	**84,000**	49.5%
Other	(67,429)	177,461	10,100	**15,000**	48.5%
Total Revenues	14,186,954	14,312,323	11,831,600	**19,136,100**	61.7%

NOTE: As a result of the 12 month Budget year from the shortened eight months Budget year, the expected change between budget years would be a base increase of 50%. **Service Charges** include sales for water and sewer service. Water consumption has been projected on the anticipated usage. A combined water and sewer rate increase of 19% was previously approved effective as of January 1, 2016.

WHERE THE MONEY GOES
WATER & SEWER FUND EXPENDITURES
2016



	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	8-Mo. End. Dec. 2015 BUDGET	**2016 BUDGET**	% CHANGE
Personal Services	5,785,780	5,894,818	4,085,800	**6,294,300**	54.1%
Contractual	5,536,514	5,700,510	5,010,589	**6,264,500**	25.0%
Commodities	643,909	668,879	635,660	**749,400**	17.9%
Other Charges	1,501,686	1,539,347	1,053,700	**1,685,200**	59.9%
Contingency	0	0	150,000	**200,000**	33.3%
Capital Items	928,839	1,096,946	1,698,650	**4,070,500**	139.6%
Transfers Out	0	0	50,000	**25,000**	(50.0%)
Total Expenditures	14,396,728	14,900,500	12,684,399	**19,288,900**	52.1%

NOTE: As a result of the 12 month Budget year from the shortened eight months Budget year, the expected change between budget years would be a base increase of 50%. **Personal Services** increased due to pension, health insurance, and wage adjustments. **Contractual** did not increase in relation to the expected base increase mainly due to a full year of expenditures taking place in the construction season of the shortened eight month year and the anticipated usage decrease of water from the Northwest Water Commission. **Commodities** percentage increase was less than the expected base percentage increase due to budgeted costs based on lower actual historical costs. **Other Charges** increased from the full-year expense for Other Post-Employment Benefit Liability increase. **Contingency** is budgeted each year but if used, is classified as an expense type. If not used it becomes part of available reserves. As of the date of this writing, the eight month year ending December 31, 2015 shows that $150,000 remains of the $150,000 contingency budget. **Capital Items** increased from the prior year due to the budgeted increase for the Emergency Generator Upgrades, Water Tank Repainting and the Water Main Replacement Program.

VILLAGE OF ARLINGTON HEIGHTS

EMPLOYEE CENSUS

Ten Year Analysis

DEPARTMENT		FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	8 Mon. Per. Ending Dec. 2015	2016	
Manager's Office	Full-Time	5.50	6.50	6.50	6.00	6.00	6.00	6.00	5.00	5.00	5.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Human Resources	Full-Time	4.50	4.50	4.50	4.00	4.00	4.00	4.00	4.00	4.00	4.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Legal	Full-Time	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	3.00	4.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Finance	Full-Time	19.00	19.00	18.00	17.00	17.00	17.00	17.00	18.00	18.00	18.00	
	Part-Time	3.00	3.00	2.00	2.00	1.00	1.00	1.00	0.00	0.00	0.00	
IT/GIS	Full-Time	7.00	7.00	7.00	7.00	6.00	6.00	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	148.00	148.00	146.00	138.00	137.00	137.00	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	1.00	1.00	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	114.00	114.00	113.00	110.00	109.00	109.00	109.00	109.00	109.00	109.00	
	Part-Time	1.00	1.00	1.00	1.00	3.00	3.00	3.00	3.00	3.00	3.00	
Planning & Comm Devlp	Full-Time	11.00	11.00	11.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	
	Part-Time	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Building Services	Full-Time	18.00	19.00	18.00	17.00	15.00	15.00	15.00	17.00	17.00	17.00	(1)
	Part-Time	1.00	1.00	1.00	1.00	3.00	3.00	3.00	0.00	0.00	0.00	
Health Services	Full-Time	11.00	11.00	11.00	10.00	9.00	9.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Part-Time	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Senior Services	Full-Time	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Part-Time	6.00	6.00	6.00	6.00	6.00	5.00	5.00	5.00	5.00	5.00	
Engineering	Full-Time	13.00	13.00	12.00	10.00	10.00	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	50.00	49.00	44.00	42.00	42.00	42.00	42.00	42.00	42.00	
	Part-Time	0.00	1.00	1.00	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	40.00	40.00	40.00	40.00	40.00	40.00	
	Part-Time	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	
Fleet Services	Full-Time	10.00	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**	**458.00**	**460.00**	**452.00**	**426.00**	**417.00**	**417.00**	**417.00**	**419.00**	**419.00**	**419.00**	
	Part-Time	**21.00**	**23.00**	**21.00**	**17.00**	**20.00**	**20.00**	**20.00**	**16.00**	**16.00**	**16.00**	
TOTAL EMPLOYEES		**479.00**	**483.00**	**473.00**	**443.00**	**437.00**	**437.00**	**437.00**	**435.00**	**435.00**	**435.00**	
INCREASE (DECREASE)		**10.00**	**4.00**	**(10.00)**	**(30.00)**	**(6.00)**	**0.00**	**0.00**	**(2.00)**	**0.00**	**0.00**	
FULL-TIME EQUIVALENTS (FTE)		**468.25**	**471.75**	**462.75**	**434.50**	**427.00**	**427.25**	**427.25**	**427.25**	**427.25**	**427.25**	
INCREASE (DECREASE)		**9.75**	**3.50**	**(9.00)**	**(28.25)**	**(7.50)**	**0.25**	**0.00**	**0.00**	**0.00**	**0.00**	

(1) The full-time Director of Building & Health Services position is split 50/50 between Building Services and 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 2016

OPERATION	STAFFING			EXPENDITURES			
	8 Mo. Per. Ending Dec. 2015 Budget	2016 Budget	Inc (Dec)	8 Mo. Per. Ending Dec. 2015 Budget	2016 Budget	$ Inc (Dec)	% Inc (Dec)
Board of Trustees	0.00	0.00		$139,300	$182,200	$42,900	30.8%
Village Manager	11.00	11.00		2,058,500	2,772,800	714,300	34.7%
Human Resources	4.00	4.00		10,223,683	17,240,100	7,016,417	68.6%
Legal	2.75	2.75		534,500	796,600	262,100	49.0%
Finance	18.00	18.00		2,658,052	3,792,400	1,134,348	42.7%
Boards & Commissions	0.00	0.00		170,000	253,700	83,700	49.2%
Metropolis Theater	0.00	0.00		307,520	421,000	113,480	36.9%
Police/Police Grant	139.00	139.00		18,501,310	25,402,500	6,901,190	37.3%
Fire	110.50	110.50		16,230,095	21,792,500	5,562,405	34.3%
Planning & Community Development	9.00	9.00		2,493,719	3,004,700	510,981	20.5%
Building & Health Services	29.50	29.50		3,065,000	4,524,700	1,459,700	47.6%
Engineering	10.00	10.00		8,254,562	11,822,400	3,567,838	43.2%
Public Works	42.25	42.25		15,709,812	16,764,100	1,054,288	6.7%
Criminal Investigations	0.00	0.00		141,300	196,600	55,300	39.1%
Foreign Fire Insurance Tax	0.00	0.00		111,200	150,200	39,000	35.1%
Comm Development Block Grant Progr	0.00	0.00		298,420	182,100	(116,320)	(39.0%)
Water Utility Operations	0.00	0.00		10,396,961	15,083,400	4,686,439	45.1%
Parking Operations	40.75	40.75		511,900	704,000	192,100	37.5%
Solid Waste Disposal	0.00	0.00		924,300	1,170,700	246,400	26.7%
Municipal Fleet Services	0.00	0.00		1,566,866	2,287,500	720,634	46.0%
Pensions	10.50	10.50		8,291,600	12,927,400	4,635,800	55.9%
Capital Projects - Water/Sewer	0.00	0.00		1,304,038	2,803,200	1,499,162	115.0%
Capital Projects - Equipment	0.00	0.00		2,930,559	966,500	(1,964,059)	(67.0%)
Capital Projects - Public Buildings	0.00	0.00		509,443	1,000,000	490,557	96.3%
Debt Service	0.00	0.00		7,858,549	6,363,700	(1,494,849)	(19.0%)
Sub-Total	427.25	427.25	0.00	$115,191,189	$152,605,000	$37,413,811	32.5%
Non-Operating & Transfers Out	N/A	N/A	N/A	9,473,961	4,611,100	(4,862,861)	(51.3%)
TOTAL	**427.25**	**427.25**	**0.00**	**$124,665,150**	**$157,216,100**	**$32,550,950**	**26.1%**

VILLAGE OF ARLINGTON HEIGHTS

INTERFUND TRANSFERS 2016

FUND	IN	OUT	PURPOSE
101 General (Corporate) Fund		175,000	Employee medical insurance (to Fund 605)
	200,000		SWANCC (from Fund 511)
	$200,000	$175,000	
215 CDBG Fund		150,000	2003B debt service for Senior Center (to Fund 301)
	$0	$150,000	
261 TIF III Fund		265,200	2003A debt service (to Fund 301)
	$0	$265,200	
301 Debt Service Fund	150,000		Abatement of taxes for 2003B (from Fund 215)
	265,200		Abatement of taxes for 2003A (from Fund 261)
	$415,200	$0	
401 Capital Projects Fund	300,000		SWANCC (from Fund 511)
	$300,000	$0	
511 SWANCC	0	200,000	General Fund (to Fund 101)
	0	300,000	Capital Projects (to Fund 401)
	$0	$500,000	
505 Water & Sewer Fund		25,000	Employee medical insurance (to Fund 605)
	$0	$25,000	
605 Health Insurance Fund	175,000		Employee medical insurance (from Fund 101)
	25,000		Employee medical insurance (from Fund 505)
		1,880,000	Retiree medical insurance (to Fund 606)
	$200,000	$1,880,000	
606 Retiree Health Ins Fund	1,880,000		Retiree medical insurance (from Fund 605)
	$1,880,000	$0	
TOTAL	**$2,995,200**	**$2,995,200**	

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 2016 budget.

CAPITAL SPENDING

Building & Land	$ 2,868,300
Equipment	2,277,900
Sewer	1,625,000
Signals	253,500
Streets	10,421,600
Vehicles	966,500
Water	2,478,200
TOTAL	**$ 20,891,000**

CAPITAL FUNDING

Capital Projects Fund	$ 7,161,100
Water & Sewer Fund	4,170,500
Motor Fuel Tax Fund	4,233,500
Municipal Parking Operations Fund	545,000
TIF IV	500,000
Storm Water Control Fund	1,200,000
Public Building Fund	1,025,000
Emerald Ash Borer (EAB) Fund	726,600
Arts, Entertainment & Events (A&E) Fund	121,000
Fleet Operations Fund	966,500
Technology Fund	241,800
TOTAL	**$ 20,891,000**

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

CAPITAL SPENDING	FUND	PROJ #	8 MO. PER. 2015 EST ACTUAL	8 MO. PER. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
Building & Land									
Overhead Door Replacement	Cap Proj	BL-90-04	36,700	36,700	**15,000**	20,000	20,000	20,000	20,000
Public Works Annex Improvements	Cap Proj	BL-93-02	6,700	6,700	**10,000**	10,000	10,000	10,000	10,000
Public Works Annex Improvements	Water	BL-93-02	23,379	23,379	**20,000**	20,000	20,000	20,000	20,000
Building Equipment Replacement	Cap Proj	BL-95-04	89,915	89,915	**30,000**	30,000	30,000	30,000	35,000
Municipal Buildings Refurbishing	Cap Proj	BL-95-05	83,695	83,695	**32,000**	32,000	140,000	212,300	147,000
Roof Maintenance Program	Cap Proj	BL-95-06	164,000	164,000	**398,000**	403,700	29,500	254,000	296,700
Roof Maintenance Program	Water	BL-95-06	78,000	78,000	**103,300**	0	0	170,000	197,800
Heating Plant/Air Conditioner Replacement	Cap Proj	BL-96-01	50,000	50,000	**55,000**	40,000	45,000	30,000	30,000
Ongoing Maintenance to Brick Exterior	Parking	BL-96-03	3,500	3,500	**5,000**	5,000	5,000	5,000	5,000
Ongoing Maintenance to Brick Exteriors	Cap Proj	BL-96-03	27,000	27,000	**20,000**	20,000	30,000	30,000	30,000
Historical Society Museum - Building Repairs	Cap Proj	BL-96-04	89,736	89,736	**25,000**	100,000	25,000	25,000	25,000
Parking Structure Maintenance/Repairs	Parking	BL-00-06	828,482	828,482	**530,000**	800,000	117,000	14,000	0
Police Building Maintenance	Pub Bld	BL-10-04	25,000	25,000	**25,000**	25,000	0	0	0
Other Building Costs	Pub Bld	BL-11-10	0	0	**0**	1,000,000	600,000	100,000	0
Metropolis Theater Lobby Bar	A&E	BL-15-01	7,500	7,500	**0**	0	0	0	0
Metropolis Threater Green Room Reburbishment	A&E	BL-15-03	6,000	6,000	**0**	0	0	0	0
Metropolis Threater Security	A&E	BL-15-04	15,000	15,000	**0**	0	0	0	0
North Garage Expansion	Parking	BL-15-20	80,000	80,000	**0**	0	0	0	0
Police Station - Architect/CM Fees	Pub Bld	BL-16-01	209,443	509,443	**1,000,000**	400,000	300,000	300,000	0
Metropolis Theater Exterior Marquee	A&E	BL-16-04	0	0	**20,000**	0	0	0	0
TIF IV Redevelopment	TIF IV	BL-16-05	270	500,000	**500,000**	500,000	500,000	500,000	500,000
Police Station - Construction	Pub Bld	BL-16-10	0	0	**0**	15,000,000	12,985,000	0	0
Police Station - Contingency	Pub Bld	BL-16-20	0	0	**0**	0	0	1,500,000	0
Paint Municipal Complex Garage (M)	Cap Proj	BL-16-30	0	0	**80,000**	0	0	0	0
Metropolis Theater Lobby Refurbishment	A&E	BL-17-03	0	0	**0**	26,000	0	0	0
Metropolis Theater Seat Replacement	A&E	BL-17-04	0	0	**0**	20,000	20,000	20,000	0
Sub-Total Building & Land			**1,824,320**	**2,624,050**	**2,868,300**	**18,451,700**	**14,876,500**	**3,240,300**	**1,316,500**
Equipment									
Operational Equipment - Public Works	Cap Proj	EQ-94-01	220,407	220,407	**152,300**	148,000	84,400	122,100	125,000
Operational Equipment - Public Works	Water	EQ-94-01	176,433	176,433	**139,700**	211,000	101,000	124,500	150,000
Operational Equipment - Police Department	Cap Proj	EQ-95-01	65,842	65,842	**55,000**	34,500	43,500	55,000	55,000
Operational Equipment - Fire Department	Cap Proj	EQ-95-02	131,000	134,000	**223,500**	225,000	238,000	153,000	98,000
Office Equipment	Cap Proj	EQ-95-03	54,266	54,266	**37,700**	35,000	35,000	35,000	35,000
Office Equipment	Water	EQ-95-03	12,500	12,500	**22,500**	15,000	15,000	15,000	15,000
Operational Equipment - Municipal Fleet Services	Cap Proj	EQ-97-01	44,600	47,520	**52,800**	13,200	20,700	40,600	41,500
IT Equipment Replacement	IT	EQ-97-08	241,800	241,800	**241,800**	241,800	241,800	241,800	241,800
Emergency Generator Upgrade	Water	EQ-99-02	35,000	35,000	**805,700**	10,000	30,000	879,500	10,000
Operational Equipment - Information Technology	Cap Proj	EQ-01-03	180,000	180,000	**135,000**	108,000	80,000	95,000	95,000
Operational Equipment - Engineering Department	Cap Proj	EQ-01-04	15,000	15,000	**13,000**	5,000	5,000	0	0
Equipment Replacement - Metropolis	A&E	EQ-06-03	34,020	34,020	**34,000**	35,000	36,000	37,000	38,000
Patrol Vehicle Equipment Replacement Program	Cap Proj	EQ-08-03	35,000	35,000	**35,000**	30,000	30,000	30,000	35,000
Operational Equipment - Municipal Parking Fund	Parking	EQ-09-01	10,000	10,000	**10,000**	10,000	10,000	10,000	10,000
Metropolis Theater Website Replacement	A&E	EQ-15-01	20,000	20,000	**0**	0	0	0	0
SCADA Enhancements	Water	EQ-15-25	8,000	8,000	**30,000**	10,000	30,000	58,000	60,000
Pumps & Motor Controls Rehab/Repl	Water	EQ-15-30	61,300	61,300	**94,900**	72,700	189,100	155,400	141,400
Metropolis Theater Lighting Systems & Equip	A&E	EQ-16-01	0	0	**34,000**	0	0	0	0
Metropolis Theater Phone/Intercom System	A&E	EQ-16-02	0	0	**15,000**	0	0	0	0
Metropolis Theater Sound System Upgrade	A&E	EQ-16-03	0	0	**18,000**	0	0	0	0
Alternative Fuel System Implementation	Cap Proj	EQ-16-05	0	0	**0**	30,000	0	0	0
Police Station - FF&E / Security	Pub Bld	EQ-16-10	0	0	**0**	0	1,300,000	0	0
Asset Based Work Management System	Cap Proj	EQ-16-15	0	0	**76,800**	0	0	0	0
Asset Based Work Management System	Water	EQ-16-15	0	0	**51,200**	0	0	0	0
Sub-Total Equipment			**1,345,168**	**1,351,088**	**2,277,900**	**1,234,200**	**2,489,500**	**2,051,900**	**1,150,700**
Sewers									
Sewer Rehab/Replacement Program	Water	SW-90-01	300,000	300,000	**325,000**	350,000	375,000	400,000	425,000
Neighborhood Drainage Improvements	FLDV	SW-11-02	301,304	301,304	**300,000**	300,000	300,000	300,000	300,000
Flood Study	FLDV	SW-13-02	31,446	31,446	**-**	-	-	-	-
Sewer Backup Rebate Program	FLDV	SW-15-01	100,000	100,000	**-**	-	-	-	-
Sewer Back-up Rebate Program	Water	SW-15-01	25,000	25,000	**100,000**	100,000	100,000	100,000	100,000
Storm Water Rehab/Replacement Program	FLDV	SW-15-20	500,000	500,000	**500,000**	500,000	500,000	500,000	500,000
Storm Water Rehab/Replacement Program	FLDV	SW-16-01	-	-	**400,000**				
Regent Park Gravity Sewer	Water	SW-20-01	-	-	**-**	-	-	-	80,000
Sub-Total Sewers			**1,257,750**	**1,257,750**	**1,625,000**	**1,250,000**	**1,275,000**	**1,300,000**	**1,405,000**

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

CAPITAL SPENDING (continued)	FUND	PROJ #	8 MO. PER. 2015 EST ACTUAL	8 MO. PER. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
Signals									
Traffic Signal Maintenance	MFT	SG-03-02	76,500	76,500	**103,500**	105,500	107,700	109,900	112,100
Traffic Signal Imprv at Northwest Hwy/Wilke	Cap Proj	SG-08-02	328,296	328,296	**-**	-	-	-	-
Dundee Rd/Kennicott Ave Pedestrian Actuation	Cap Proj	SG-14-05	-	-	**150,000**	-	-	-	-
Traffic Signal Pedestrian Upgrade - Central at Arthur	Cap Proj	SG-14-10	50,000	50,000	**-**	-	-	-	-
Traffic Signals LED Upgrade	Cap Proj	SG-14-15	24,310	24,310	**-**	-	-	-	-
Arl Hts Rd - Sigwalt St/Miner St Interconnection	Cap Proj	SG-16-05	-	15,000	**-**	-	-	-	-
Euclid Ave - Arl Hts Rd/Dunton St Interconnection	Cap Proj	SG-16-10	42,500	42,500	**-**	-	-	-	-
Sub-Total Signals			**521,606**	**536,606**	**253,500**	**105,500**	**107,700**	**109,900**	**112,100**
Streets									
Street Resurfacing Program	Cap Proj	ST-90-08	3,963,145	3,963,145	**4,900,000**	5,500,000	5,600,000	5,700,000	5,800,000
Street Rehabilitation Program	MFT	ST-90-09	328,497	328,497	**4,130,000**	2,130,000	2,130,000	2,130,000	2,130,000
Sidewalk & Curb Replacement	Cap Proj	ST-90-11	345,000	345,000	**50,000**	50,000	375,000	385,000	395,000
Pavement Crack Sealing Program	Cap Proj	ST-92-01	100,000	100,000	**125,000**	125,000	125,000	125,000	125,000
Green Corridor Beautification	TIF IV	ST-99-03	-	-	**-**	95,000	-	-	-
Street Light Cable Replacement	Cap Proj	ST-00-01	6,700	6,700	**10,000**	10,000	10,000	10,000	10,000
Gateway Signs & Beautification	Cap Proj	ST-01-01	19,749	19,749	**-**	-	-	-	-
Paver Brick Maintenance	Cap Proj	ST-05-01	123,854	123,854	**395,000**	395,000	50,000	50,000	50,000
Northwest Hwy/Davis Street/Arthur Avenue	Cap Proj	ST-05-03	338,524	338,524	**-**	-	-	-	-
Parking Lot Resurfacing	Cap Proj	ST-09-01	60,000	60,000	**-**	-	-	-	-
McDonald Creek Bike Trail Repair	Cap Proj	ST-09-03	8,676	8,676	**-**	-	-	-	-
Douglas Avenue Multi-Use Path	Cap Proj	ST-09-04	22,354	22,354	**-**	-	-	-	-
Algonquin Road Street Lighting	MFT	ST-09-12	167,000	167,000	**-**	-	-	-	-
Commuter Drive Reconstruction	Cap Proj	ST-11-05	162,000	162,000	**-**	-	-	-	-
Davis/Sigwalt Streets Fencing/Landscape Upgrade	Cap Proj	ST-12-01	11,060	11,060	**-**	-	-	-	-
Parkway Ash Tree Removal/Replacement Prog	EAB	ST-13-20	3,234,027	3,234,027	**726,600**	289,900	-	-	-
Downtown Street Furniture	Cap Proj	ST-14-01	35,000	35,000	**35,000**	50,000	10,000	10,000	10,000
Nichols Road Reconstruction	MFT	ST-15-05	450,000	450,000	**-**	-	-	-	-
Walnut Avenue Reconstruction	MFT	ST-15-10	250,000	250,000	**-**	-	-	-	-
Downtown Streetscape Improvements	Cap Proj	ST-15-35	35,000	35,000	**-**	-	-	-	-
Northwest Hwy (Rt. 14) Corridor Landscaping Impr	Cap Proj	ST-16-20	-	-	**50,000**	-	-	-	-
Sub-Total Streets			**9,660,586**	**9,660,586**	**10,421,600**	**8,644,900**	**8,300,000**	**8,410,000**	**8,520,000**
Vehicles									
Vehicle and Special Equipment Repl - PW	Fleet	VH-95-01	1,474,414	1,474,414	**545,000**	425,000	621,000	1,374,000	655,700
Vehicle and Special Equipment Repl - W&S	Fleet	VH-95-02	429,081	429,081	**109,000**	358,500	753,000	261,000	98,300
Vehicle Replacement - Police Department	Fleet	VH-95-03	211,700	211,700	**145,500**	412,000	342,000	379,000	96,200
Vehicle Replacement - Fire Department	Fleet	VH-95-04	569,664	569,664	**23,000**	920,000	170,000	213,000	138,600
Vehicle Replacement - Municipal Fleet Services	Fleet	VH-95-06	-	-	**-**	-	52,000	48,000	-
Vehicle Replacement - Municipal Parking Operations	Fleet	VH-95-08	44,000	44,000	**75,000**	-	-	-	87,100
Vehicle Replacement - Building & Health Services	Fleet	VH-95-10	154,000	154,000	**22,000**	-	-	-	93,300
Vehicle Replacement - Engineering Department	Fleet	VH-95-11	47,700	47,700	**25,000**	22,000	25,000	-	-
Vehicle Replacement - Planning Department	Fleet	VH-95-12	-	-	**22,000**	-	-	-	-
Vehicle Replacement - IT/GIS Department	Fleet	VH-95-15	-	-	**-**	-	-	-	-
Sub-Total Vehicles			**2,930,559**	**2,930,559**	**966,500**	**2,137,500**	**1,963,000**	**2,275,000**	**1,169,200**
Water									
Watermain Replacement Program	Water	WA-90-01	566,414	566,414	**1,000,000**	1,500,000	2,000,000	2,500,000	3,000,000
Automatic Meter Reading System	Water	WA-03-02	174,224	174,224	**318,300**	633,800	652,800	672,400	737,300
Water Tank Repainting	Water	WA-11-01	237,600	237,600	**868,200**	936,900	-	1,456,900	875,000
Deep Well Rehabilitation	Water	WA-11-02	25,800	25,800	**291,700**	27,300	28,100	-	-
Sub-Total Water			**1,004,038**	**1,004,038**	**2,478,200**	**3,098,000**	**2,680,900**	**4,629,300**	**4,612,300**
Total Capital Spending			**18,544,027**	**19,364,677**	**20,891,000**	**34,921,800**	**31,692,600**	**22,016,400**	**18,285,800**

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

CAPITAL FUNDING BY FUND	8 MO. PER. 2015 EST ACTUAL	8 MO. PER. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
Capital Projects Fund	6,970,029	6,990,949	**7,161,100**	7,414,400	7,036,100	7,422,000	7,468,200
Water & Sewer Fund	1,723,650	1,723,650	**4,170,500**	3,886,700	3,541,000	6,551,700	5,811,500
Motor Fuel Tax Fund	1,271,997	1,271,997	**4,233,500**	2,235,500	2,237,700	2,239,900	2,242,100
Municipal Parking Operations Fund	921,982	921,982	**545,000**	815,000	132,000	29,000	15,000
TIF IV Fund	270	500,000	**500,000**	595,000	500,000	500,000	500,000
Storm Water Control Fund	932,750	932,750	**1,200,000**	800,000	800,000	800,000	800,000
Public Buildings Fund	234,443	534,443	**1,025,000**	16,425,000	15,185,000	1,900,000	0
Emerald Ash Borer (EAB) Fund	3,234,027	3,234,027	**726,600**	289,900	0	0	0
Arts, Entertainment & Events Fund	82,520	82,520	**121,000**	81,000	56,000	57,000	38,000
Fleet Operations Fund	2,930,559	2,930,559	**966,500**	2,137,500	1,963,000	2,275,000	1,169,200
Technology Fund	241,800	241,800	**241,800**	241,800	241,800	241,800	241,800
Total Capital Funding	**18,544,027**	**19,364,677**	**20,891,000**	**34,921,800**	**31,692,600**	**22,016,400**	**18,285,800**

CAPITAL FUNDING BY REVENUE SOURCE	8 MO. PER. 2015 EST ACTUAL	8 MO. PER. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
Charges to Operations	3,917,700	3,172,359	**2,175,800**	2,379,300	2,204,800	2,516,800	1,411,000
Motor Fuel Tax Allotment	1,212,900	1,212,900	**1,810,400**	1,810,400	1,810,400	1,810,400	1,810,400
Taxes							
Food & Beverage Tax	82,520	82,520	**121,000**	81,000	56,000	57,000	38,000
Property Tax	2,856,500	2,900,000	**4,500,000**	4,600,000	4,700,000	4,800,000	4,900,000
Property Tax Increment	270	500,000	**500,000**	595,000	500,000	500,000	500,000
Sales Tax Home Rule	1,231,000	1,200,000	**1,883,000**	1,920,500	1,978,100	2,037,500	2,098,600
Water Sales	1,723,650	1,723,650	**4,170,500**	3,886,700	3,541,000	6,551,700	5,811,500
Bond Proceeds	0	0	**1,025,000**	16,425,000	15,185,000	1,900,000	0
Other (including parking fees & interest income)	760,900	758,800	**1,100,000**	1,100,000	1,100,000	1,100,000	1,100,000
Grants/State/Federal/County/Private	0	0	**0**	0	0	0	0
Operating Transfer In	5,900,000	5,734,027	**300,000**	300,000	300,000	300,000	300,000
Cash on Hand/Reserves	858,587	2,080,421	**3,305,300**	1,823,900	317,300	443,000	316,300
Total Capital Funding	**18,544,027**	**19,364,677**	**20,891,000**	**34,921,800**	**31,692,600**	**22,016,400**	**18,285,800**

CAPITAL IMPROVEMENT PROGRAM (CIP)
IMPACT ON THE FY 2016 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 is one project, however, that will affect operating expenses. These projects include the following:

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.

Budget: $726,000 (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

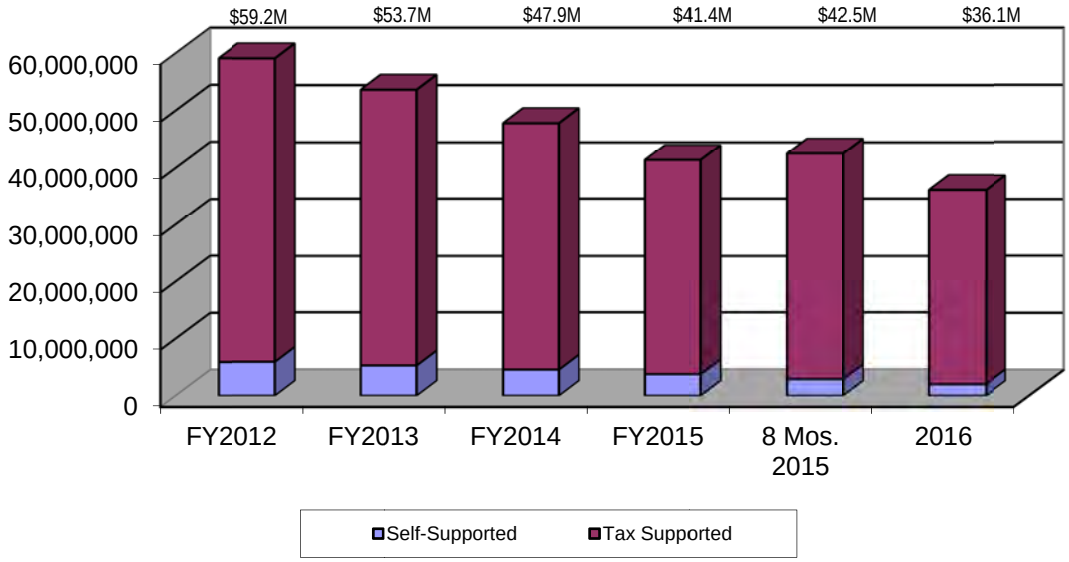
OVERVIEW AND DEBT FINANCING PRINCIPLES

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.

VILLAGE OF ARLINGTON HEIGHTS
Outstanding Bond Debt (Principal Only)
Fiscal Years Ending 2012 through 2016



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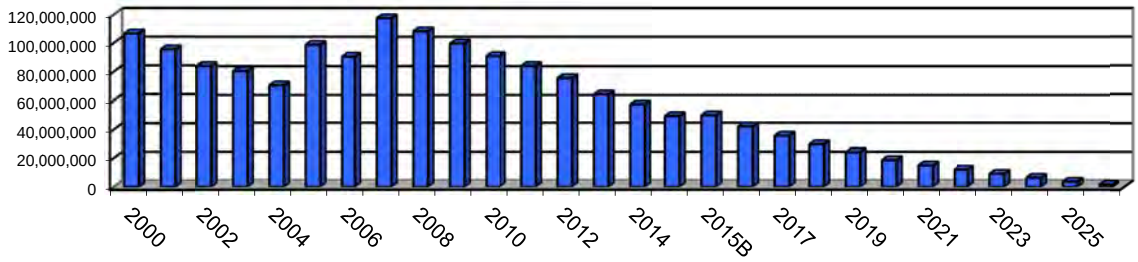
DEBT SUMMARY

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

Total Principal & Interest Outstanding
2000 through 2026
Includes Self-Supported (TIF, NWCD) and Tax Supported Debt



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 <u>may</u> 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

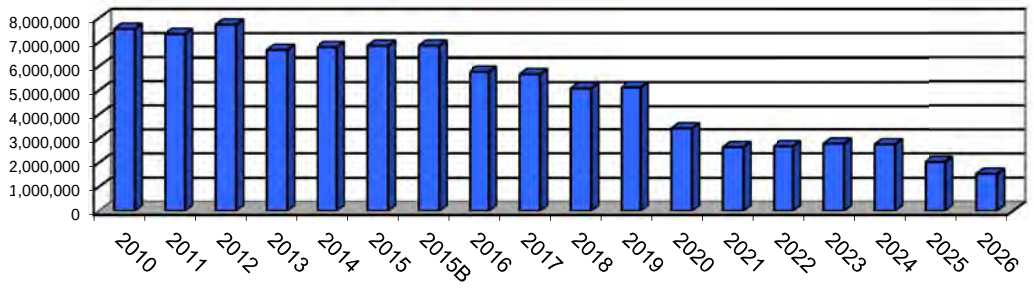
The Village's general obligation bond rating is Aa1 from Moody's Investors Service. A general obligation bond has the full faith and credit of the Village pledged. The general obligation alternate revenue bonds, which are a pledge of a specific revenue source, (i.e. utility taxes, sales taxes, water 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 Fiscal Year
2010 Through 2026



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

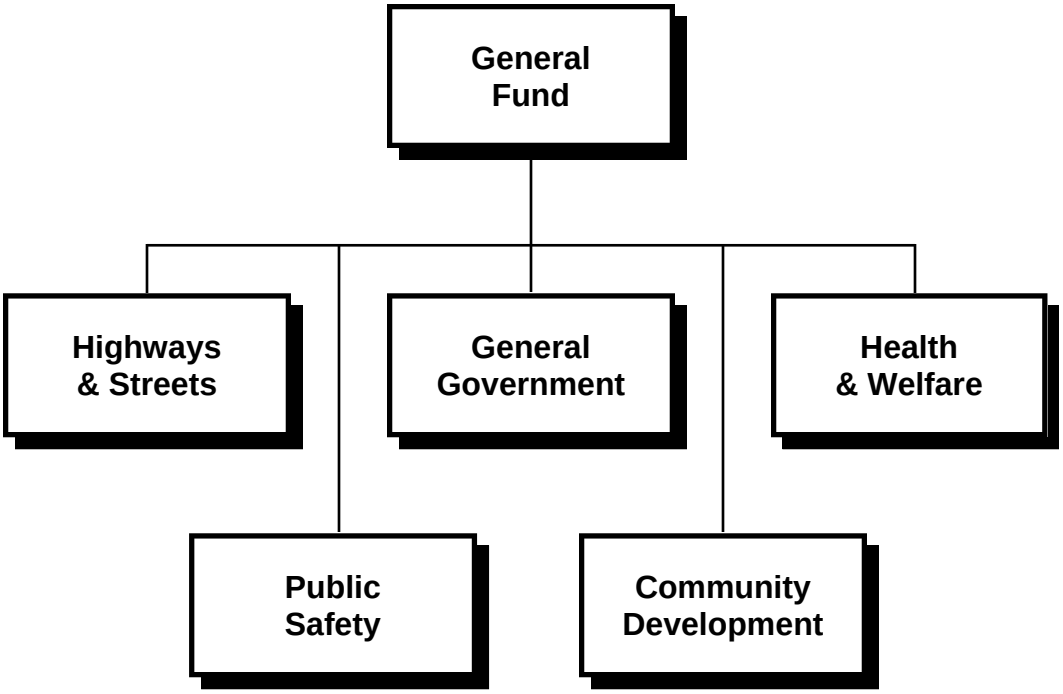
AS OF December 31, 2015

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	255,000
2003B G. O. Refunding Bonds	Advance Refunding of 1997B Senior Center Bonds	3,330,000	12/1/2016	310,000
2006A G. O. Refunding Bonds	Refunding of 1997C and 1998A Bonds	16,515,000	12/1/2018	990,000
2010 G. O. Refunding Bonds	Refunding of 2002A NW Central Dispatch Bonds	2,855,000	12/1/2022	1,775,000
2011 G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,925,000	12/1/2026	9,605,000
2012A G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,670,000	12/1/2022	9,105,000
2013 G. O. Refunding Bonds	Partial Refunding of 2006 Public Building Bonds	7,755,000	12/1/2019	7,685,000
2014 G. O. Road Improvement Bonds	Street resurfacing and sidewalk replacement	8,000,000	12/1/2020	6,360,000
TOTAL ALL BONDS				**36,085,000**

ANNUAL DEBT SERVICE REQUIREMENTS

(PRINCIPAL AND INTEREST)

ISSUE	FUNDING SOURCE	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	8 Month Period Ending Dec. 2015 ACTUAL	FY2016 BUDGET
2003B Refunding of 1997B Senior Center	Property Tax	387,794	370,200	352,400	334,800	**322,400**
2004 Public Buildings	Property Tax	108,000	104,000	0	0	**0**
2006 Public Buildings	Property Tax	2,032,000	1,914,000	1,592,000	3,536,000	**0**
2006A Refunding of 1997C & 1998A	Property Tax	1,728,000	349,400	353,400	356,800	**354,600**
2009A Refunding of 2001	Property Tax	1,292,400	2,739,600	2,905,875	0	**0**
2009B Street Resurfacing	Property Tax	440,725	462,525	517,625	0	**0**
2011 Partial Refunding of 2004 Public Bldg	Property Tax	424,500	423,700	442,900	441,700	**440,500**
2012A Partial Refunding of 2004 Public Bldg	Property Tax	271,167	276,200	374,500	370,800	**767,100**
2013 Partial Refunding of 2006 Public Bldg	Property Tax	0	79,847	322,450	321,750	**2,421,050**
2014 Road Improvements	Property Tax	0	0	0	1,501,658	**1,502,550**
SUBTOTAL - PROPERTY TAX		6,684,585	6,719,472	6,861,150	6,863,508	**5,808,200**
2003A Refunding of 1997A TIF III	TIF Property Tax Increments	261,731	263,400	264,400	265,000	**265,200**
2005 TIF V	TIF Property Tax Increments	351,838	391,788	429,713	440,513	**0**
SUBTOTAL - TIF FUNDING		613,569	655,188	694,113	705,513	**265,200**
2010 Refunding of 2002A NWCDS Building	Northwest Central Dispatch Rent	271,863	278,788	275,563	281,800	**282,300**
SUBTOTAL - OPERATING REVENUE		271,863	278,788	275,563	281,800	**282,300**
TOTAL		7,570,017	7,653,447	7,830,825	7,850,821	**6,355,700**


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:

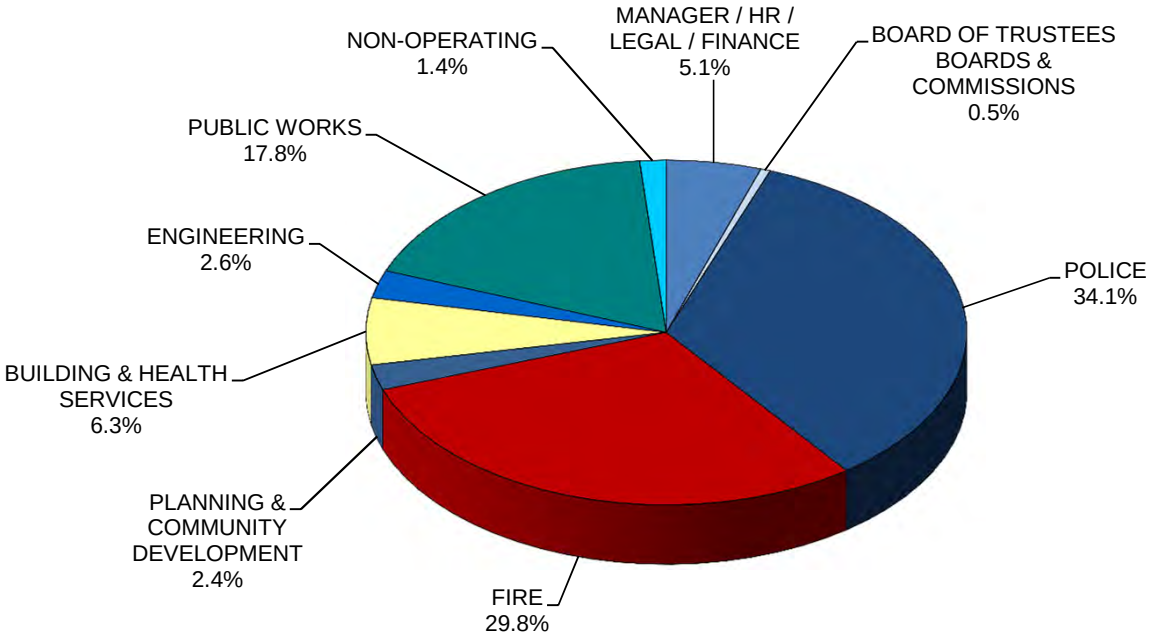
Except where either State or Federal law requires funds to be segregated into a separate fund, the General Fund becomes the major operating fund of the Village and includes everything that is not required to be accounted for in a separate fund in accordance with Generally Accepted Accounting Principles.

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$58,616,016	$60,311,368	$47,463,800	$47,412,300	**$61,137,300**	$13,725,000	28.9%
Intergovernmental	154,205	238,365	77,500	88,200	**98,000**	9,800	11.1%
Licenses & Permits	4,012,111	3,795,020	2,725,100	2,595,200	**3,631,400**	1,036,200	39.9%
Fees	4,095,479	4,139,809	2,853,700	2,628,900	**4,037,900**	1,409,000	53.6%
Fines	666,060	690,998	418,500	392,700	**603,200**	210,500	53.6%
Service Charges	2,079,339	2,127,561	1,460,900	1,460,900	**1,986,200**	525,300	36.0%
Interest Income	92,574	86,869	38,000	64,000	**100,000**	36,000	56.3%
Sales/Reimbursable/Rents	189,151	188,683	88,100	85,800	**142,800**	57,000	66.4%
Other	717,954	455,001	276,300	273,300	**315,700**	42,400	15.5%
Total Revenues	**$70,622,889**	**$72,033,674**	**$55,401,900**	**$55,001,300**	**$72,052,500**	**$17,051,200**	**31.0%**
Interfund Transfers In	0	0	0	0	**200,000**	200,000	N/A
Total Revenues and Interfund Transfers In	**$70,622,889**	**$72,033,674**	**$55,401,900**	**$55,001,300**	**$72,252,500**	**$17,251,200**	**31.4%**
Expenditures							
Personal Services	$52,867,875	$54,279,961	$40,744,419	$40,656,300	**$56,705,500**	$16,049,200	39.5%
Contractual Services	9,459,034	9,773,925	8,147,895	8,277,915	**11,039,700**	2,761,785	33.4%
Commodities	2,420,859	2,725,194	2,361,709	2,383,351	**3,028,200**	644,849	27.1%
Other Charges	647,340	947,207	434,100	1,018,614	**1,296,700**	278,086	27.3%
Total Expenditures	**$65,395,108**	**$67,726,287**	**$51,688,123**	**$52,336,180**	**$72,070,100**	**$19,733,920**	**37.7%**
Interfund Transfers Out	4,400,000	4,000,000	2,800,000	2,800,000	**175,000**	(2,625,000)	(93.8%)
Total Expenditures and Interfund Transfers Out	**$69,795,108**	**$71,726,287**	**$54,488,123**	**$55,136,180**	**$72,245,100**	**$17,108,920**	**31.0%**
Revenues over (under) Expenditures	**$827,781**	**$307,387**	**$913,777**	**($134,880)**	**$7,400**	**$142,280**	**(105.5%)**
BEGINNING FUND BALANCE	**23,181,423**	**24,009,204**	**24,316,591**	**24,316,591**	**25,230,368**	**913,777**	**3.8%**
ENDING FUND BALANCE	**$24,009,204**	**$24,316,591**	**$25,230,368**	**$24,181,711**	**$25,237,768**	**$1,056,057**	**4.4%**

GENERAL FUND EXPENDITURE SUMMARY 101

Dept No.	General Fund	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
0101	Board of Trustees	152,910	178,181	124,900	133,300	**176,200**	42,900	32.2%
0201	Village Manager	931,545	881,869	614,900	608,000	**903,200**	295,200	48.6%
0301	Human Resources	506,487	350,556	249,500	254,200	**416,000**	161,800	63.7%
0401	Legal	791,664	748,604	526,100	534,500	**796,600**	262,100	49.0%
0501	Finance	1,428,349	1,476,903	1,081,500	1,081,500	**1,573,500**	492,000	45.5%
1001	Boards & Commissions	134,951	163,656	115,389	136,600	**198,100**	61,500	45.0%
3001	Police/Police Grant	22,886,862	23,657,851	17,948,400	17,953,168	**24,673,700**	6,720,532	37.4%
3501	Fire	19,958,484	20,660,260	16,110,570	16,057,329	**21,543,100**	5,485,771	34.2%
4001	Planning	1,450,524	1,456,424	1,164,258	1,166,729	**1,709,200**	542,471	46.5%
4501	Building Services	2,116,497	2,097,519	1,548,100	1,557,900	**2,347,400**	789,500	50.7%
4502	Health Services	1,505,664	1,530,999	1,090,100	1,162,700	**1,670,000**	507,300	43.6%
4503	Senior Services	432,322	443,146	329,100	338,900	**505,100**	166,200	49.0%
5001	Engineering	1,537,840	1,608,947	1,213,510	1,211,510	**1,879,400**	667,890	55.1%
7101	Public Works	11,229,389	11,838,642	9,471,796	9,480,596	**12,828,600**	3,348,004	35.3%
9901	Non-Operating	4,731,620	4,632,730	2,900,000	3,459,248	**1,025,000**	(2,434,248)	(70.4%)
	TOTAL EXPENDITURES	69,795,108	71,726,287	54,488,123	55,136,180	**72,245,100**	17,108,920	31.0%
	TOTAL REVENUES	70,622,889	72,033,674	55,401,900	55,001,300	**72,252,500**	17,251,200	31.4%
	SURPLUS (DEFICIT)	827,781	307,387	913,777	(134,880)	**7,400**	142,280	(105.5%)
	BEGINNING FUND BALANCE	23,181,423	24,009,204	24,316,591	24,316,591	**25,230,368**	913,777	3.8%
	ENDING FUND BALANCE	24,009,204	24,316,591	25,230,368	24,181,711	**25,237,768**	1,056,057	4.4%



GENERAL FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0000-401.03-00	Real Estate Tax IMRF	1,588,331	1,672,220	1,688,600	1,714,300	**1,673,300**	(41,000)	(2.4%)
101-0000-401.04-00	Real Estate Tax FICA	1,162,077	1,196,502	1,228,600	1,247,300	**1,316,700**	69,400	5.6%
101-0000-401.05-00	Real Estate Tax	8,811,716	9,087,613	9,191,100	9,331,100	**0**	(9,331,100)	(100.0%)
101-0000-401.10-00	Police Pension	4,299,702	4,486,708	4,432,500	4,500,000	**4,500,000**	0	0.0%
101-0000-401.11-00	Fire Pension	4,660,742	4,946,723	4,981,600	5,057,400	**5,100,000**	42,600	0.8%
101-0000-401.12-00	Police Protection	0	0	0	0	**4,512,500**	4,512,500	N/A
101-0000-401.13-00	Fire Protection	0	0	0	0	**4,512,500**	4,512,500	N/A
	Real Estate Taxes	**20,522,568**	**21,389,766**	**21,522,400**	**21,850,100**	**21,615,000**	**(235,100)**	**(1.1%)**
101-0000-402.10-00	Hotel Tax	968,827	1,032,229	780,000	740,000	**1,000,000**	260,000	35.1%
101-0000-402.15-00	Admissions Tax	32,460	34,432	31,000	33,300	**33,300**	0	0.0%
101-0000-402.25-00	Food & Beverage Tax	1,881,211	2,003,859	1,349,000	1,300,000	**2,064,000**	764,000	58.8%
101-0000-402.30-00	Sales Tax Home Rule	5,276,167	5,482,969	3,692,000	3,600,000	**5,649,000**	2,049,000	56.9%
101-0000-402.35-00	Road & Bridge Tax	253,626	247,105	242,000	242,000	**242,000**	0	0.0%
101-0000-402.45-00	Telecommunications Tax	3,244,472	3,199,974	2,125,000	2,100,000	**3,100,000**	1,000,000	47.6%
101-0000-402.50-00	Electric Utility Tax	3,290,356	3,185,675	2,015,000	2,200,000	**3,300,000**	1,100,000	50.0%
101-0000-402.55-00	Natural Gas Utility Tax	2,514,871	2,314,043	1,300,000	1,430,000	**2,200,000**	770,000	53.8%
	Business Taxes	**17,461,990**	**17,500,286**	**11,534,000**	**11,645,300**	**17,588,300**	**5,943,000**	**51.0%**
101-0000-403.05-00	Sales Tax	11,488,156	12,060,996	8,121,000	7,900,000	**12,425,000**	4,525,000	57.3%
101-0000-403.06-00	Local Use Tax	1,340,067	1,520,258	1,050,000	885,000	**1,462,000**	577,000	65.2%
101-0000-403.10-00	Auto Rental Tax	18,166	30,084	11,000	8,000	**20,000**	12,000	150.0%
101-0000-403.15-00	State Income Tax	7,318,303	7,354,986	4,952,000	4,850,000	**7,577,000**	2,727,000	56.2%
101-0000-403.25-00	Replacement Tax	466,766	454,992	273,400	273,900	**450,000**	176,100	64.3%
	Intergovernmental Taxes	**20,631,458**	**21,421,316**	**14,407,400**	**13,916,900**	**21,934,000**	**8,017,100**	**57.6%**
	Total Taxes	**58,616,016**	**60,311,368**	**47,463,800**	**47,412,300**	**61,137,300**	**13,725,000**	**28.9%**
101-0000-411.35-00	Training Reimbursement	16,320	38,043	25,000	6,600	**10,000**	3,400	51.5%
101-0000-411.36-00	Task Force Reimbursement	28,138	35,764	5,500	9,900	**15,000**	5,100	51.5%
101-0000-411.53-00	State Charitable Game Tax	8,888	8,450	0	0	**0**	0	N/A
101-0000-411.70-00	Other Grants	77,859	133,108	24,000	48,700	**50,000**	1,300	2.7%
101-0000-411.80-00	Counselor in the Park	23,000	23,000	23,000	23,000	**23,000**	0	0.0%
	Total Intergovernmental	**154,205**	**238,365**	**77,500**	**88,200**	**98,000**	**9,800**	**11.1%**
101-0000-421.05-00	Vehicle License	1,275,781	1,290,954	1,080,000	1,080,000	**1,276,000**	196,000	18.1%
101-0000-421.10-00	Business License	693,401	701,827	540,000	555,000	**694,000**	139,000	25.0%
101-0000-421.15-00	Dog License	66,261	67,684	55,000	55,000	**66,000**	11,000	20.0%
101-0000-421.20-00	Liquor License	452,972	432,295	26,000	44,000	**425,000**	381,000	865.9%
101-0000-421.25-00	Public Chauffeur License	3,710	2,960	1,000	2,400	**3,700**	1,300	54.2%
101-0000-421.30-00	Multiple Dwelling License	74,576	66,896	55,000	60,000	**75,000**	15,000	25.0%
	Licenses	**2,566,701**	**2,562,616**	**1,757,000**	**1,796,400**	**2,539,700**	**743,300**	**41.4%**
101-0000-422.05-00	Building Permits	1,089,401	859,979	775,000	600,000	**800,000**	200,000	33.3%
101-0000-422.10-00	Electrical Permits	113,774	113,017	60,000	70,000	**100,000**	30,000	42.9%
101-0000-422.15-00	Plumbing Permits	71,745	92,160	50,000	50,000	**72,000**	22,000	44.0%
101-0000-422.20-00	Sign Permits	17,605	17,140	6,000	6,000	**10,000**	4,000	66.7%
101-0000-422.25-00	Elevator Permits	79,670	94,623	50,000	40,000	**70,000**	30,000	75.0%
101-0000-422.30-00	Occupancy Permits	46,540	25,430	13,000	14,600	**18,500**	3,900	26.7%
101-0000-422.35-00	Driveway Permits	1,575	2,003	1,000	1,000	**1,600**	600	60.0%
101-0000-422.45-00	Air Conditioning Permits	11,486	12,774	5,000	10,000	**10,000**	0	0.0%
101-0000-422.50-00	Swimming Pool Permits	1,473	4,806	1,500	1,500	**1,500**	0	0.0%
101-0000-422.60-00	Chimney Permits	1,920	3,000	1,400	1,300	**1,700**	400	30.8%

GENERAL FUND

REVENUES

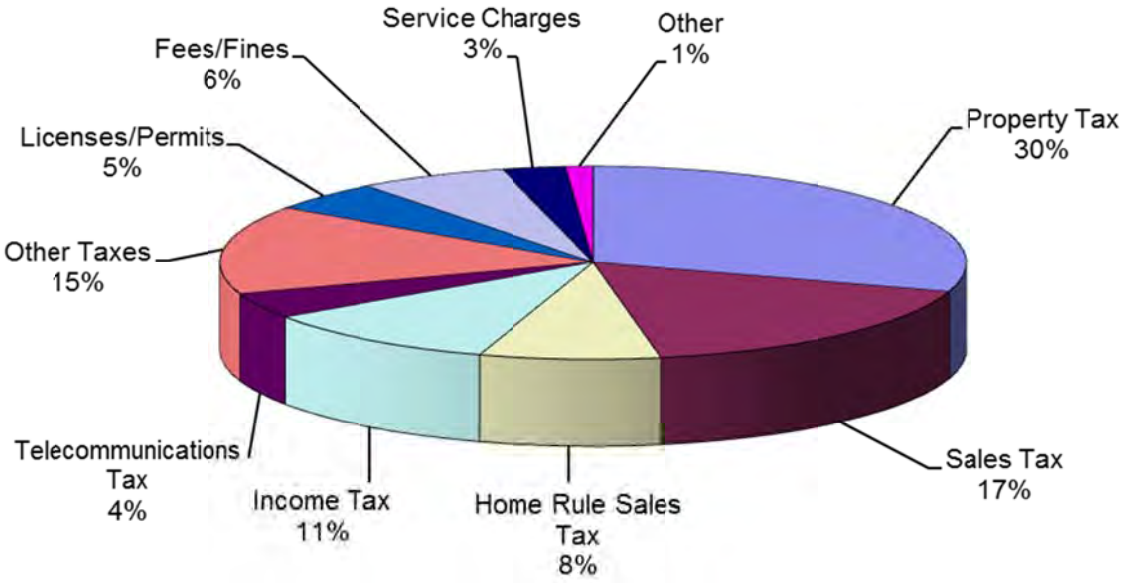
Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
Licenses & Permits (continued)								
101-0000-422.65-00	Wrecking Permits	9,500	7,125	5,000	4,000	**6,000**	2,000	50.0%
101-0000-422.70-00	Other Permits	721	347	200	400	**400**	0	0.0%
	Permits	**1,445,410**	**1,232,404**	**968,100**	**798,800**	**1,091,700**	**292,900**	**36.7%**
	Total Licenses & Permits	**4,012,111**	**3,795,020**	**2,725,100**	**2,595,200**	**3,631,400**	**1,036,200**	**39.9%**
101-0000-431.30-00	Lien Recording Fees	100	350	0	300	**300**	0	0.0%
101-0000-431.34-00	Cable Franchise Fees	1,375,624	1,474,211	1,122,000	894,000	**1,400,000**	506,000	56.6%
101-0000-431.38-00	Photocopy Fees	0	0	0	200	**200**	0	0.0%
101-0000-431.38-01	FOIA Photocopy Fees	26	9	0	0	**0**	0	N/A
101-0000-431.40-00	Other Fees	38,885	36,850	19,800	19,800	**35,000**	15,200	76.8%
101-0000-431.50-00	Special PW Detail Fees	17,136	8,321	5,100	5,000	**7,100**	2,100	42.0%
	General Govern Fees	**1,431,771**	**1,519,741**	**1,146,900**	**919,300**	**1,442,600**	**523,300**	**56.9%**
101-0000-432.02-00	Plan Commission Hearing	21,300	19,610	12,000	12,000	**18,000**	6,000	50.0%
101-0000-432.04-00	Reinspection Fees	332	0	0	0	**0**	0	N/A
101-0000-432.06-00	Rezoning Zoning Variation	9,530	10,760	4,000	4,000	**9,000**	5,000	125.0%
101-0000-432.08-00	Plan Examination Fees	71,655	75,783	45,000	45,000	**70,000**	25,000	55.6%
101-0000-432.09-00	Fire Plan Examination Fee	62,624	61,228	33,000	33,000	**60,000**	27,000	81.8%
101-0000-432.12-00	Engineering Service Fees	95,035	47,425	57,000	50,000	**60,000**	10,000	20.0%
	Comm Develop Fees	**260,476**	**214,806**	**151,000**	**144,000**	**217,000**	**73,000**	**50.7%**
101-0000-433.14-00	Ambulance Service Fees	1,610,563	1,635,878	1,075,000	1,100,000	**1,625,000**	525,000	47.7%
101-0000-433.16-00	Special Police Detail Fee	222,039	226,446	170,000	145,000	**219,900**	74,900	51.7%
101-0000-433.18-00	Police Counselor Fees	319,179	305,792	154,000	154,000	**315,000**	161,000	104.5%
101-0000-433.19-00	Police Records Fees	8,517	9,231	3,000	6,600	**10,000**	3,400	51.5%
101-0000-433.20-00	Special Fire Detail Fees	51,312	56,262	41,000	41,000	**52,700**	11,700	28.5%
101-0000-433.22-00	False Alarm Fees	43,100	66,295	35,000	35,000	**43,000**	8,000	22.9%
101-0000-433.23-00	Haz-Mat Inspection/Review	22	115	0	0	**0**	0	N/A
101-0000-433.24-00	Chemical Users Fee	11,570	10,750	6,600	6,600	**10,000**	3,400	51.5%
101-0000-433.26-00	DUI Administrative Fee	110,000	87,000	66,000	66,000	**90,000**	24,000	36.4%
101-0000-433.94-00	Tuition Fire Academy	14,035	0	0	0	**0**	0	N/A
	Public Safety Fees	**2,390,337**	**2,397,769**	**1,550,600**	**1,554,200**	**2,365,600**	**811,400**	**52.2%**
101-0000-434.26-00	Health Inspection Fees	35	0	0	0	**0**	0	N/A
101-0000-434.28-00	Weed Cutting Fees	12,141	7,243	5,000	11,000	**12,000**	1,000	9.1%
101-0000-434.32-00	Animal Detention Fees	719	250	200	400	**700**	300	75.0%
	Health & Welfare Fees	**12,895**	**7,493**	**5,200**	**11,400**	**12,700**	**1,300**	**11.4%**
	Total Fees	**4,095,479**	**4,139,809**	**2,853,700**	**2,628,900**	**4,037,900**	**1,409,000**	**53.6%**
101-0000-441.05-00	Traffic Court Fines	245,397	294,637	185,000	158,000	**250,000**	92,000	58.2%
101-0000-441.10-00	Dog Fines	75	30	0	100	**100**	0	0.0%
101-0000-441.15-00	Parking Fines	250,620	284,861	165,000	165,000	**250,000**	85,000	51.5%
101-0000-441.15-01	Parking Fines Amnesty	41,067	23,611	8,500	0	**0**	0	N/A
101-0000-441.22-00	Compliance Ticket Fines	7,810	5,554	5,000	6,000	**8,000**	2,000	33.3%
101-0000-441.25-00	Ordinance Ticket Fines	99,331	61,725	40,000	49,500	**75,000**	25,500	51.5%
101-0000-441.30-00	Crime Prevention Fines	2,375	200	0	100	**100**	0	0.0%
101-0000-441.35-00	Other Fines	19,385	20,381	15,000	14,000	**20,000**	6,000	42.9%
	Total Fines	**666,060**	**690,999**	**418,500**	**392,700**	**603,200**	**210,500**	**53.6%**

GENERAL FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0000-451.05-00	Service Charge Escrow	2,436	3,993	1,700	1,700	**2,500**	800	47.1%
101-0000-451.10-00	Service Charge Guaranty	1,103	1,468	1,000	1,000	**1,500**	500	50.0%
101-0000-451.15-00	Service Charge Parking	322,900	326,100	225,100	225,100	**346,000**	120,900	53.7%
101-0000-451.30-00	Service Charge Water	1,437,900	1,481,000	1,022,000	1,022,000	**1,571,200**	549,200	53.7%
101-0000-451.35-00	Service Charge TIF	115,000	115,000	77,100	77,100	**65,000**	(12,100)	(15.7%)
101-0000-451.45-00	Service Charge SWANCC	200,000	200,000	134,000	134,000	**0**	(134,000)	(100.0%)
	Total Charges for Services	**2,079,339**	**2,127,561**	**1,460,900**	**1,460,900**	**1,986,200**	**525,300**	**36.0%**
101-0000-461.02-00	Interest on Investments	46,198	40,611	28,000	31,000	**50,000**	19,000	61.3%
101-0000-462.10-00	Market Value Adjustments	46,376	46,258	10,000	33,000	**50,000**	17,000	51.5%
	Total Interest Income	**92,574**	**86,869**	**38,000**	**64,000**	**100,000**	**36,000**	**56.3%**
101-0000-471.14-00	Property Damage Claims	472	0	0	100	**100**	0	0.0%
101-0000-471.16-00	Damage to Lights Signs	49,863	72,663	18,000	17,000	**35,000**	18,000	105.9%
101-0000-471.18-00	Damage to Trees	2,983	3,201	100	2,000	**3,000**	1,000	50.0%
	Property Damage	**53,318**	**75,864**	**18,100**	**19,100**	**38,100**	**19,000**	**99.5%**
101-0000-472.24-00	Sale of Equipment	6,142	0	3,800	0	**0**	0	N/A
101-0000-472.28-00	Sale of Scrap	4,148	2,453	1,500	1,000	**1,500**	500	50.0%
101-0000-472.34-00	Sale of Signs	0	0	0	100	**100**	0	0.0%
101-0000-472.36-00	Sale of Plans Bid Specs	3,150	1,925	100	1,000	**1,000**	0	0.0%
101-0000-472.38-00	Sale of Printed Matter	29	8	100	100	**100**	0	0.0%
101-0000-472.82-00	Rents and Concessions	100,566	86,244	52,800	52,800	**80,000**	27,200	51.5%
101-0000-472.82-01	Train Station Rents	10,200	12,200	6,700	6,700	**10,000**	3,300	49.3%
	Sales & Rents	**124,235**	**102,830**	**65,000**	**61,700**	**92,700**	**31,000**	**50.2%**
101-0000-473.05-00	Traffic Signal Control Maint	11,598	9,988	5,000	5,000	**12,000**	7,000	140.0%
	Reimbursables	**11,598**	**9,988**	**5,000**	**5,000**	**12,000**	**7,000**	**140.0%**
	Total Sales/Reimbursables	**189,151**	**188,682**	**88,100**	**85,800**	**142,800**	**57,000**	**66.4%**
101-0000-483.10-00	NWCH in Lieu of RE Tax	176,775	185,613	194,900	194,900	**204,600**	9,700	5.0%
101-0000-483.46-00	Senior Center	5,952	9,047	2,400	1,500	**5,000**	3,500	233.3%
101-0000-483.59-00	Disabled Citizen Donation	705	486	0	100	**100**	0	0.0%
	Donations	**183,432**	**195,146**	**197,300**	**196,500**	**209,700**	**13,200**	**6.7%**
101-0000-484.16-00	Class 6B Rebate	0	0	0	0	**30,000**	30,000	N/A
101-0000-484.48-00	Wellness Programs	13,482	30,435	10,000	20,000	**20,000**	0	0.0%
101-0000-484.49-00	Wellness Home Visits	6,128	6,044	2,300	3,800	**6,000**	2,200	57.9%
101-0000-484-50-00	Affordable Housing Trust	0	75,994	0	0	**0**	0	N/A
101-0000-484.61-00	A H Emergency Assistance	21,957	35,650	3,000	6,000	**10,000**	4,000	66.7%
	Special Operations	**41,567**	**148,123**	**15,300**	**29,800**	**66,000**	**36,200**	**121.5%**
101-0000-489.85-00	Bad Debt Recovery	14,435	12,021	3,700	7,000	**10,000**	3,000	42.9%
101-0000-489.90-00	Other Income	478,520	99,711	60,000	40,000	**30,000**	(10,000)	(25.0%)
	Other	**492,955**	**111,732**	**63,700**	**47,000**	**40,000**	**(7,000)**	**(14.9%)**
	Total Other	**717,954**	**455,001**	**276,300**	**273,300**	**315,700**	**42,400**	**15.5%**
101-0000-491.05-00	Operating Transfer In	0	0	0	0	**200,000**	200,000	N/A
	Total Other Financing	**0**	**0**	**0**	**0**	**200,000**	**200,000**	**N/A**
	Total General Fund	**70,622,889**	**72,033,674**	**55,401,900**	**55,001,300**	**72,252,500**	**17,251,200**	**31.4%**

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 FY2015 is projected to be 39% 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 $4.225 million per year as shown below:

- The existing Home Rule Sales Tax of 1% could be increased ¼% to produce approximately $1,700,000 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 $1,125,000 of additional revenue on an annual basis.

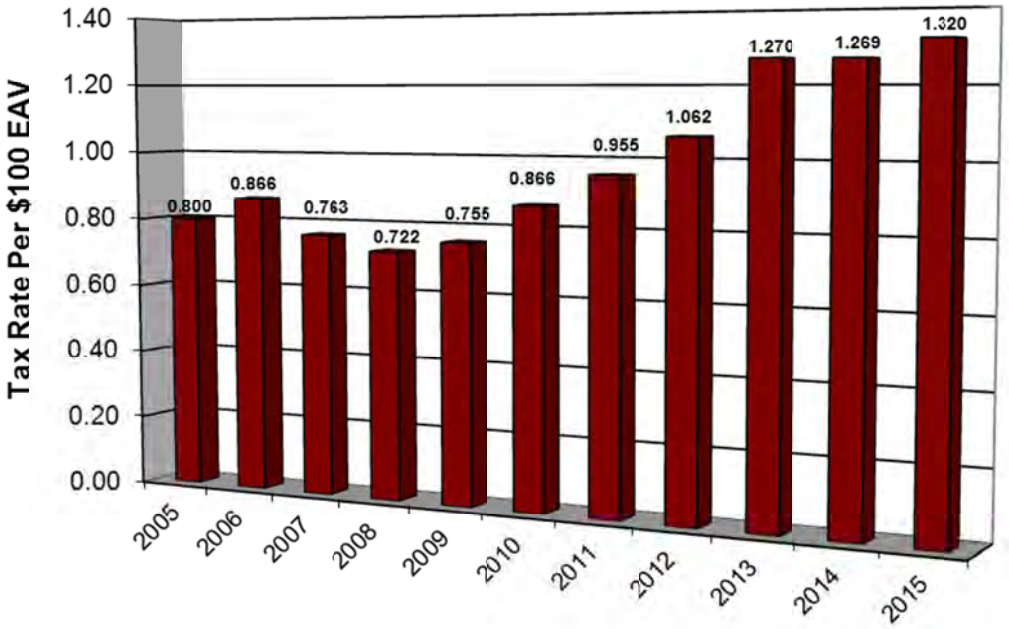
- The Food & Beverage Tax of 1.25% could be increased to 2% and would produce at least $1,400,000 of additional revenue on an annual basis.

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

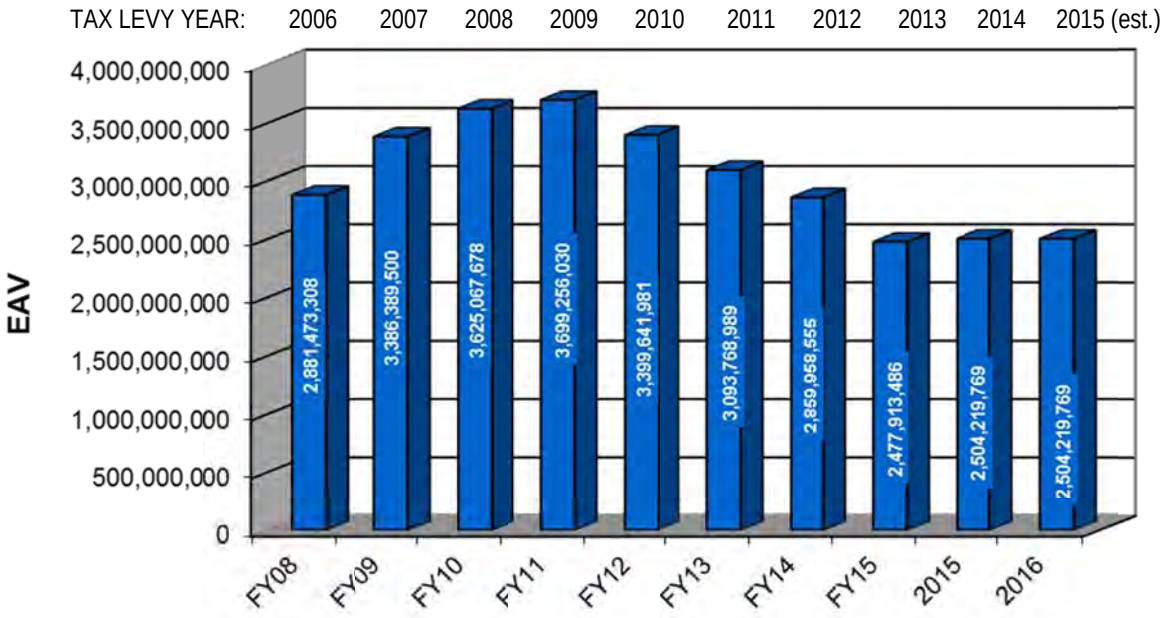
Property tax receipts represent about 30% of the Village's General Fund income and 20% of the Village's total income from all funds. The Village's levy represents only 12% of a property owner's total property tax bill.

REAL ESTATE PROPERTY TAX RATE



As shown above, the Village's estimated 2015 tax rate payable in 2016 is 1.320 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 2016 budget, will be levied in December 2015. Property owners will pay this tax in two installments in March and September 2016. A breakdown of the Village's total tax levy is as follows:

	Extended 2014 Levy for 8-Mon. Per. End. Dec. 2015	Proposed 2015 Levy for 2016	% Change
Village			
Corporate	9,424,374	0	100.00%
Police Protection	0	4,512,500	N/A
Fire Protection	0	4,512,500	N/A
IMRF	1,731,443	1,673,300	(3.36%)
FICA	1,259,773	1,316,700	4.52%
Police Pension	4,545,000	4,500,000	(0.99%)
Fire Pension	5,107,974	5,100,000	(0.16%)
Capital Improvement	2,929,000	5,772,443	97.08%
Debt Service	6,780,643	5,658,200	(16.55%)
Total	31,778,207	33,045,643	3.99%
Library	13,693,159	13,693,159	0.00%
Total Tax Levy	45,471,366	46,738,802	2.79%

The Village's 2015 property tax levy that will be accounted for in 2016 reflects a 2.79% 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 Police and Fire Protection levies in the General Fund and the Capital Improvement levy. The Capital Improvement levy is a revenue source for the Village's capital program, and about 76% of the 2016 Capital Projects Fund budget is proposed to 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 and increased to 8% in both FY2014 and FY2015.

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)
FY2011 (Actual)	10,369,872	8.3%
FY2012 (Actual)	10,519,988	1.4%
FY2013 (Actual)	10,333,345	(1.8%)
FY2014 (Actual)	11,488,156	11.2%
FY2015 (Actual)	12,060,996	5.0%
8-Mo. Dec. 2015 (Est Actual)	8,121,000	(32.7%)
2016 (Budget)	12,425,000	53.0%

Home Rule Sales Tax (General Fund Portion)	Amount	% Inc (Dec)
FY2011 Actual)	4,930,632	37.3%
FY2012 (Actual)	5,172,893	4.9%
FY2013 (Actual)	4,935,567	(4.6%)
FY2014 (Actual)	5,276,167	6.9%
FY2015 (Actual)	5,482,969	3.9%
8-Mo. Dec. 2015 (Est Actual)	3,692,000	(32.7%)
2016 (Budget)	5,649,000	53.0%

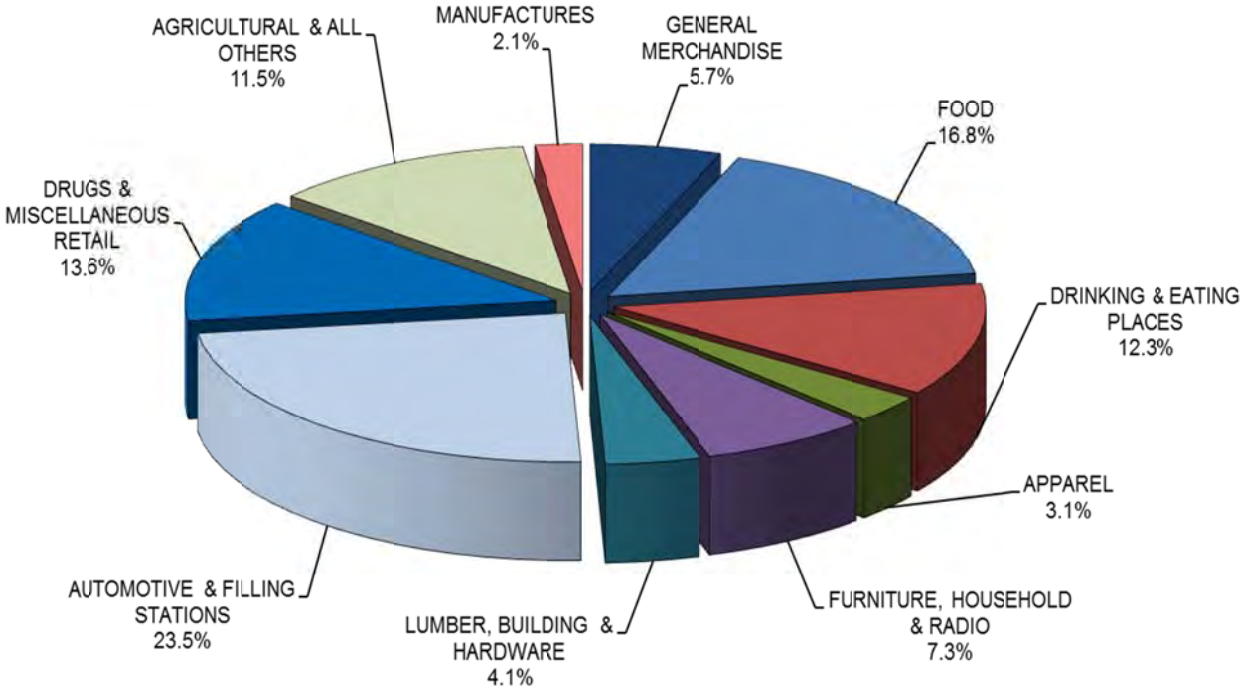
Sales Tax and Home Rule Sales Tax revenues represent the second largest revenue source or about 25% of the Village's General Fund income. Items, except food and drugs, in Arlington Heights are subjected to a 9.00% sales tax. In April 2008 the RTA increased their share of the sales tax rate .25% to a 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.

Cook County tax to increase in January 2016 to 1.75%

Sales Tax by Source
Calendar Year 2014



Budget Assumptions – 2015 sales tax receipts (excluding home rule sales tax) are coming in better than the prior year's receipts. The 2016 budget projects a general annualized 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)
FY2011 (Actual)	5,998,989	(1.8%)
FY2012 (Actual)	6,135,155	2.3%
FY2013 (Actual)	6,768,141	10.3%
FY2014 (Actual)	7,318,303	8.1%
FY2015 (Actual)	7,354,986	0.5%
8-Mo. Dec. 2015 (Est Actual)	4,952,000	(32.7%)
2016 (Budget)	7,577,000	53.0%

Income tax receipts represent approximately 11% 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 2016 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% annualized improvement over the 2015 projected actual amount is assumed for 2016. This assumes the current unemployment rate will continue 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

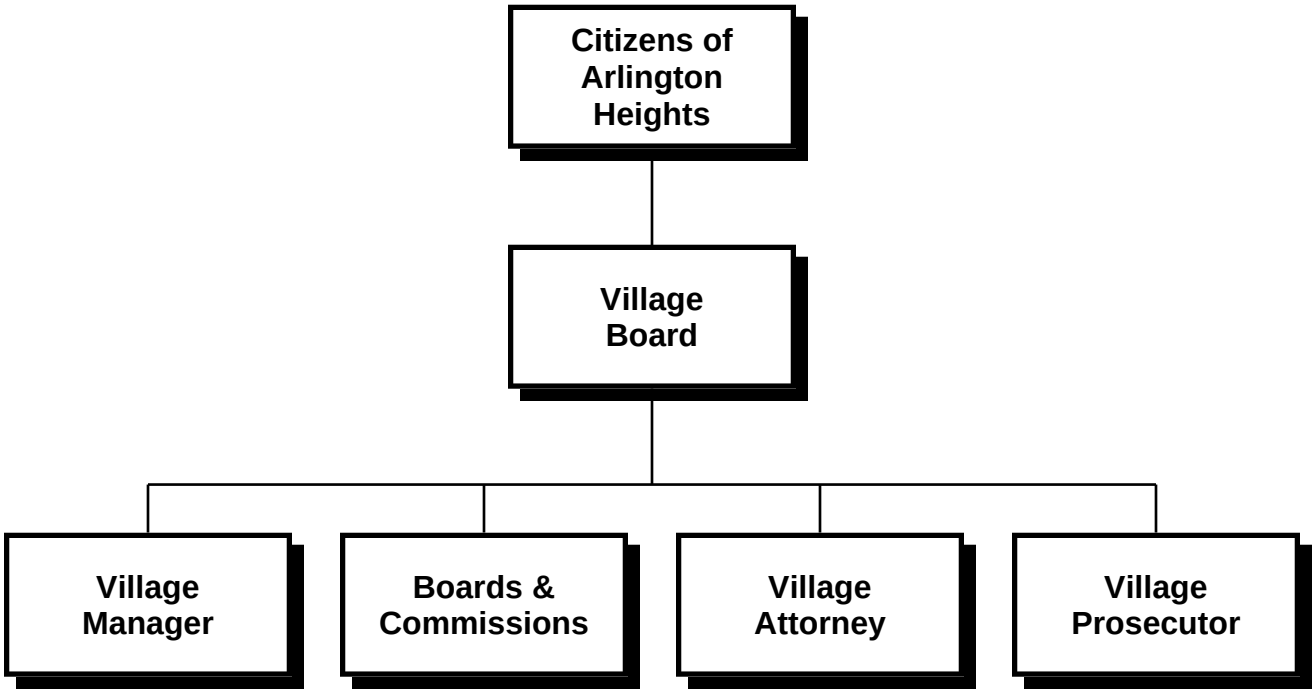
An endowment of $25,000 was received from the Moelhing Family for the perpetuation of health related tests, screenings and equipment. Interest on the principal and minor service charges to recipients are recorded in this account and used for ongoing programs.

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.

2014-15 Highlights of Selected Goals

► **FOCUS ON VILLAGE-WIDE BUSINESS DEVELOPMENT.**

The Village Board approved five Class 6b property tax abatement during this time period. Those approved were: Shot Realty, Tru-Grind, Signs By Tomorrow, Midwest Industrial Fund and Suburban Trim & Glass. These incentives encourage financial investment in each property and will help keep jobs in the community with the potential to create additional employment. Furthermore, this will prevent loss of property tax revenue with the reduction in vacancies.

► **BALANCE THE BUDGET.**

The Village Board approved changing the Village's fiscal year to a calendar year in order to align the budget and property tax levy processes. The intent of this change was to make the tax levy process less confusing for interested parties.

► **MAINTAIN BEST PRACTICES TO ASSURE QUALITY LEVEL OF ESSENTIAL SERVICES.**

The Village Board adopted an ordinance permitting the installation of outdoor eating cafés on public sidewalks and on private property in the Downtown. These cafés are allowed as permitted uses in the Downtown if operated in conjunction with a restaurant within this district. This ordinance is a further effort by the Village to increase the economic vitality of its Downtown. The outdoor cafés will stimulate additional pedestrian traffic and will complement the existing commercial uses within the district.

► **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 adopted a policy recommended by the Housing Commission whereby funding is provided for the improvement of group homes with 1/3 of the funded amount being provided as a grant and 2/3 of the funded about being provided as a 0% interest, deferred loan. Continuing this policy will result in funds eventually being repaid and available again for other projects.

► **PROMOTE GREEN-BASED POLICIES AND SERVICES**

The Board of Health recommended to the Village Board that the Village of Arlington Heights impose the same regulations for electronic cigarette devices as conventional cigarettes within the Village Boundaries. The Village Board agreed with the recommendation and voted to include e-cigarettes to the Village's Clean Indoor Air Ordinance, which prohibits smoking in public places and within 15 feet of a door.

2016 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.

BOARD OF TRUSTEES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0101-501.10-02	Elected Officials	30,666	30,900	20,700	20,700	**30,900**	10,200	49.3%
	Salaries	**30,666**	**30,900**	**20,700**	**20,700**	**30,900**	**10,200**	**49.3%**
101-0101-501.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
101-0101-501.19-10	IMRF	2,775	2,680	2,700	2,700	**4,000**	1,300	48.1%
101-0101-501.19-11	Social Security	1,902	1,916	1,300	1,300	**1,900**	600	46.2%
101-0101-501.19-12	Medicare	444	448	300	300	**400**	100	33.3%
	Fringe Benefits	**5,221**	**5,144**	**4,400**	**4,400**	**6,400**	**2,000**	**45.5%**
101-0101-501.21-02	Equipment Maintenance	0	0	100	100	**200**	100	100.0%
101-0101-501.21-65	Other Services	65,223	88,372	49,000	53,400	**78,600**	25,200	47.2%
101-0101-501.22-02	Dues	37,986	38,790	38,000	39,700	**41,700**	2,000	5.0%
101-0101-501.22-03	Training	1,987	1,516	1,500	3,400	**3,000**	(400)	(11.8%)
101-0101-501.22-05	Postage	256	239	300	500	**500**	0	0.0%
101-0101-501.22-25	IT/GIS Service Charge	9,300	12,300	9,500	9,500	**13,300**	3,800	40.0%
	Contractual Services	**114,752**	**141,217**	**98,400**	**106,600**	**137,300**	**30,700**	**28.8%**
101-0101-501.30-01	Publications Periodicals	234	35	200	200	**200**	0	0.0%
101-0101-501.30-05	Office Supplies & Equip	2,037	885	1,200	1,400	**1,400**	0	0.0%
	Commodities	**2,271**	**920**	**1,400**	**1,600**	**1,600**	**0**	**0.0%**
	Total Board of Trustees	**152,910**	**178,181**	**124,900**	**133,300**	**176,200**	**42,900**	**32.2%**

OPERATION SUMMARY

BOARD OF TRUSTEES

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$35,887	$36,044	$25,100	$25,100	$37,300	$12,200	48.6%
Contractual Services	114,752	141,217	98,400	106,600	137,300	30,700	28.8%
Commodities	2,271	920	1,400	1,600	1,600	0	0.0%
Other Charges	5,954	5,500	4,500	6,000	6,000	0	0.0%
Capital Items	0	0	0	0	0	0	N/A
Total Expenditures	$158,864	$183,681	$129,400	$139,300	$182,200	$42,900	30.8%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$152,910	$178,181	$124,900	$133,300	$176,200	$42,900	32.2%
Capital Projects	0	0	0	0	0	$0	N/A
A & E Fund	5,954	5,500	4,500	6,000	6,000	0	0.0%
Total Expenditures	$158,864	$183,681	$129,400	$139,300	$182,200	$42,900	30.8%

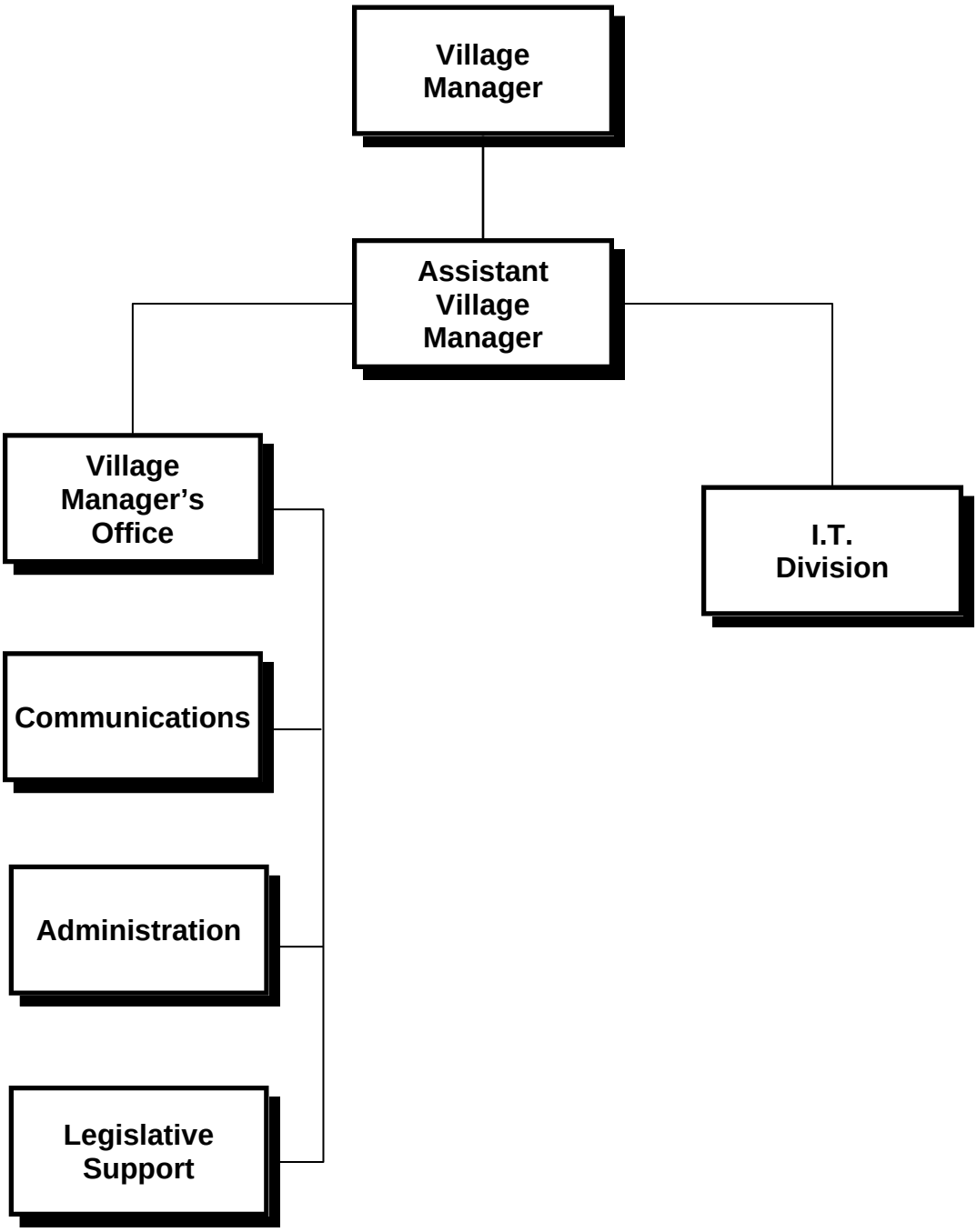
BOARD OF TRUSTEES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-0101-501.10-02	Elected Officials	President	5,700		8,500	
		8 Trustees @ $2,800 each	15,000	20,700	22,400	30,900
		TOTAL SALARIES		**20,700**		**30,900**
FRINGE BENEFITS:						
101-0101-501.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
101-0101-501.19-10	IMRF	IMRF		2,700		4,000
101-0101-501.19-11	Social Security	Social Security		1,300		1,900
101-0101-501.19-12	Medicare	Medicare		300		400
		TOTAL FRINGE BENEFITS		**4,400**		**6,400**
CONTRACTUAL SERVICES:						
101-0101-501.21.02	Equipment Maintenance	Transcription equipment maintenance		100		200
101-0101-501.21-65	Other Services	Plaques, certificates of recognition and appreciation, mementos for dignitaries	3,600		6,000	
		Cable access channel programs & videos	45,100		66,000	
		Informational/Public Service Announcement	2,700		4,000	
		Contributions to post-prom events	600		600	
		Miscellaneous	1,400		2,000	
		Budget Amendment - executive recruitment firm & other recruitment expenses	0	53,400		78,600
101-0101-501.22-02	Dues	Northwest Municipal Conference	26,100		26,100	
		Chicago Metropolitan Agency for Planning (CMAP)	900		1,400	
		Illinois Municipal League	3,800		5,000	
		U.S. Conference of Mayors	5,600		5,300	
		Metropolitan Mayors Caucus	2,800		3,400	
		Miscellaneous	500	39,700	500	41,700
101-0101-501.22-03	Training	Illinois Municipal League meeting and other related meetings		3,400		3,000
101-0101-501.22-05	Postage	Postage		500		500
101-0101-501.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		9,500		13,300
		TOTAL CONTRACTUAL SERVICES		**106,600**		**137,300**
COMMODITIES:						
101-0101-501.30-01	Publications/Periodicals	Miscellaneous publications		200		200
101-0101-501.30-05	Office Supplies & Equip	Miscellaneous office supplies		1,400		1,400
		TOTAL COMMODITIES		**1,600**		**1,600**
		TOTAL BOARD OF TRUSTEES		**133,300**		**176,200**

VILLAGE MANAGER'S OFFICE (11.00 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, including Information Technology and the Geographic Information Systems Operations
- Appointment and supervision of Department Heads
- Promoting a positive customer service and employee relations culture

2014-2015 Goal Highlights

1. FOCUS ON VILLAGE-WIDE BUSINESS DEVELOPMENT

The Village Board approved a Tax Increment Financing District for the Hickory-Kensington redevelopment area. The subject area was rezoned to allow for residential and mixed use development. In addition, the TIF District provides a mechanism to assist with redevelopment, including the provision of extensive public infrastructure in support of future redevelopment.

The Village Board approved new signage regulations to allow sandwich board signs and removable hanging signs in the Downtown. Planning Department staff worked closing with businesses and the Chamber of Commerce to implement this which will provide businesses with additional opportunities to promote themselves and create a livelier, yet tasteful, streetscape.

2. DEVELOP EFFECTIVE TRANSPORTATION PLANNING

The Engineering Department began experimenting with a new tool to prevent pedestrian/motorist conflicts at busy intersections that do not warrant a stop sign. They tested “Stop for Pedestrian Signs” at various intersections in the community including- Kensington and Windsor, Vail and Wing, and Sigwalt and Davis. Residential feedback was extremely positive so the Engineering Department expanded these signs to other locations.

In response to the previous winter’s severe weather the Village enhanced its service at the Village’s METRA Stations. The Train Stations closed later in the evening and was being monitored for extended hours due to the possibility of severe weather or train delays.

The Village received multiple requests to review the traffic patterns and accidents occurring in the neighborhood north of Recreation Park. The streets in this neighborhood are laid out in a conventional grid pattern. After careful consideration, implementation of an alternating 2way stop signage pattern was approved for this neighborhood for a one year trial period to evaluate if this approach has a positive effect in addressing concerns about traffic safety. The Village will monitor the performance of these signs through speed studies, traffic volume counts, and accident data to compare “before” and “after” conditions. By analyzing these studies, the Village will be able to determine the effectiveness of the new signage.

3. BALANCE THE BUDGET

In an effort to increase transparency and seek public input, the proposed budget was made public and posted online earlier than usual in order to solicit feedback. Both Trustees and members of the public were asked to submit questions they had about the budget via email. Responses to questions were then posted online.

The Capital Improvement Program included a process whereby citizens were asked for input regarding establishing the annual program. 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.

Through a Justice Assistance Grant (Edward Byrne Memorial Grant) the Police Department expended grant funding through a proactive partnership with Alexian Brother Mental Health. The grant devotes Police attention to the multifaceted challenges surrounding mental health disorders, homelessness and substance abuse, while providing immediate access to a mental health clinicians.

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

The Building Department implemented a “Same Day Permit Review” program for single family home projects. This new residential program allows residents seeking certain types of permits to be approved on the same day under certain conditions. During 2014 there were 62 review appointments which resulted in 46 issued permits.

Building Services and Public Works staff worked together to create a system to streamline the process for ordering and supplying water meters and backflow devices for new or upgraded water services.

The Fire Department instituted a new Public Education initiative. An “entry notice” will be left at any home the Fire Department enters indicating to homeowners the reason the Fire Department entered. The form includes a safety message as well as a pre-paid postcard residents can return with comments. The Fire Department also produced a resource guide to help people following the loss created by a fire. “What to do After the Fire” will be a valuable resource for residents and businesses as they deal with the physical, financial and emotional issues caused by such a traumatic event.

5. ENSURE POLICIES THAT ENCOURAGE EMPLOYEE PARTICIPATION AND MORALE

The Arlington Heights Police Department was awarded “First Place” in the 2014-2015 Illinois Traffic Safety Challenge for municipal police departments having 101-250 sworn officers. The Police Department also was awarded third place in the 2014 National Law Enforcement Challenge for municipal police departments having 75-250 sworn officers. The National Law Enforcement Challenge is a national highway safety competition designed to recognize exemplary traffic safety programs, and to encourage departments to prioritize education and enforcement activities in the target areas of impaired driving, occupant protection and speed enforcement.

All Fire Department Lieutenants were provided with business cards for use on service calls. This will help to acknowledge the service they have provided to our residents and businesses and allow for follow-up contact if needed.

6. ENSURE LOW CRIME RATE

The Village was named the winner of a Community Partnership Award for its Homeless Outreach Program by the International City/County Management Association. The Homeless Outreach Program is a collaborative effort between the Police Department and Alexian Brothers Center for Mental Health. Arlington Heights started the Homeless Outreach program several years ago as a way to provide resources to the homeless population that could assist them in returning to a mainstream lifestyle. The Police Department and Alexian Brothers worked together to positively influence the lives of homeless people who may be suffering from a mental illness and/or chemical dependency issues.

The Police Department secured updated maps of all local schools and converted them into digital images which were uploaded to all squad cars along with school crisis plans. Ready access will greatly assist first responders arriving in a critical incident.

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. This year several Committee of the Whole meetings were televised in an effort to explain the Police Station Project. Other special videos include the State of the Village event held at the Arlington Heights Memorial Library where the Village and other governmental agencies discussed budgets and goals, and another video that is being done regarding Flood Control.

The Board Agenda Page of the website, which includes the e-packets, live streaming of Board Meetings and archived videos of Board Meetings, is averaging just over 5,000 users a month. The first year this online feature was added to the website in 2013, users for the page averaged 1,000 a month. E-packets for Boards and Commissions were added in 2014, adding even more informational value to the website.

The Village's Twitter account started in March, 2014 has grown to nearly 2,000 followers. The Village's Facebook page, which originally started as the Planning and Community Development Facebook, has nearly 6,000 likes and has grown significantly in its first year. In comparison to other local government agencies and nearby communities, the Village of Arlington Heights Facebook page has the most likes, which speaks to its level of interest with citizens.

The Village's social media experience has led to many engagements with residents – exchanges that may not otherwise occur if not for social media. Our social media platforms provide an outlet for citizens who may otherwise not engage with their municipal government. The Twitter and Facebook accounts enable the Village to reach another audience with immediate information, important reminders and activity listings.

8. CONTINUE TO EXPLORE AND ENCOURAGE AFFORDABLE PRIVATE HOUSING

The Village serves as the lead municipality in the Northwest Housing Collaborative. In 2014 the Collaborative concentrated on the senior housing recommendations contained in the Homes for a Changing Region report by addressing strategies to assist senior residents to "age in place" in their homes. The Collaborative developed a Handyman Program to assist senior homeowner with making minor repairs to their homes. Handyman Services were provided to 34 Arlington Heights residents.

The Illinois Housing Development Authority (IHDA) released the list of Illinois communities that do not contain 10% affordable housing as defined under the Illinois Affordable Housing Planning and Appeals Act. The Village was determined to have more than 10% affordable housing at 13.1%.

9. MAINTAIN AND IMPROVE VILLAGE INFRASTRUCTURE

The Engineering Department with the help of a consultant completed an in-depth study of the Village's roadways. This study provided an analysis of the overall condition of Village streets and provided a recommended level of annual resurfacing, reconstruction, and other roadway improvement costs to maintain the integrity of our streets.

In an effort to continue to manage removal and replacement of Emerald Ash Tree Borer (EAB) public ash trees, 4,726 EAB Trees were removed. In accordance with the implementation of the "People's Choice" Ash Tree Treatment program over 2,200 parkway trees have now been treated.

Public Works staff completed the 2015 Sewer Slip Lining project with the rehabilitation of 9,630 feet of 8-inch to 12-inch sewers throughout the community. The newly lined sewers now have an extended lifespan due to the project and are expected to have fewer blockages.

10. PROMOTE GREEN-BASED POLICIES AND SERVICES

The Carton Council, a group of food carton manufacturers, contacted SWANCC and the Village regarding partnering in an educational campaign they are producing to increase recycling of food cartons. Only 5 SWANCC member communities were selected for the campaign. The Council used print, television, and other media to publicize that the cartons may be placed in resident's weekly recycling collection.

The Village actively promoted the various SWANCC and Village recycling programs available for residents. These programs include recycling of: household batteries, compact fluorescent light bulbs, holiday lights, toner cartridges, eyeglasses, and prescription drugs.

Public Works was awarded a Certificate of Partnership from the EPA's Green Power Partner Program. The partnership encourages the use of renewable energy sources when purchasing energy from a third party energy supplier. Arlington Heights purchases 5.2% of renewable energy for our facilities. The renewable component is produced from 100% wind-generation.

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

Staff has continually monitored the State of Illinois budget deficit and its effect on local governments. Staff maintained regular contact with the Village's legislators and the municipal lobbyists from the Northwest Municipal Conference and other organizations in an effort to communicate the impact reduction in funding would have to Arlington Heights.

2016 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.

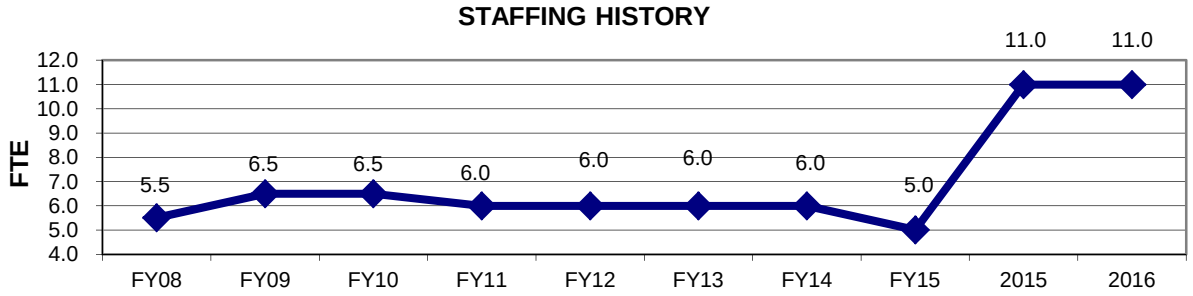
OPERATION SUMMARY

VILLAGE MANAGER (Including IT)

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	6.00	6.00	5.00	5.00	5.00	0.00	0.0%
Technology Fund	0.00	0.00	6.00	6.00	6.00	0.00	0.0%
Total F-T-E	6.00	6.00	11.00	11.00	11.00	0.00	0.0%
Expenditures							
Personal Services	$861,889	$816,926	$1,121,700	$1,105,400	$1,671,100	$565,700	51.2%
Contractual Services	61,075	58,864	353,500	437,700	593,300	155,600	35.5%
Commodities	8,581	6,079	56,000	56,200	87,600	31,400	55.9%
Other Charges	31,543	34,682	40,081	37,400	39,000	1,600	4.3%
Capital Items	0	0	421,800	421,800	376,800	(45,000)	(10.7%)
Total Expenditures	$963,088	$916,551	$1,993,081	$2,058,500	$2,767,800	$709,300	34.5%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$931,545	$881,869	$614,900	$608,000	$903,200	295,200	48.6%
Capital Projects Fund	0	0	180,000	180,000	135,000	(45,000)	(25.0%)
A & E Fund	31,543	34,682	36,681	34,000	34,000	0	0.0%
Technology Fund	0	0	1,161,500	1,236,500	1,695,600	459,100	37.1%
Total Expenditures	$963,088	$916,551	$1,993,081	$2,058,500	$2,767,800	$709,300	34.5%



VILLAGE MANAGER

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0201-502.10-01	Salaries	624,956	581,781	411,900	398,000	**611,300**	213,300	53.6%
101-0201-502.18-01	Temporary Help	0	4,014	900	900	**1,400**	500	55.6%
101-0201-502.18-05	Overtime Civilian	3,061	4,074	3,600	3,600	**5,600**	2,000	55.6%
	Salaries	**628,017**	**589,869**	**416,400**	**402,500**	**618,300**	**215,800**	**53.6%**
101-0201-502.19-01	Workers Compensation	1,200	1,200	800	800	**1,200**	400	50.0%
101-0201-502.19-05	Medical Insurance	75,200	78,800	51,500	51,500	**69,300**	17,800	34.6%
101-0201-502.19-10	IMRF	91,347	96,952	54,400	52,600	**81,400**	28,800	54.8%
101-0201-502.19-11	Social Security	34,140	34,730	25,100	24,700	**32,900**	8,200	33.2%
101-0201-502.19-12	Medicare	9,229	8,435	6,100	5,900	**9,100**	3,200	54.2%
101-0201-502.19-20	Deferred Compensation	22,756	3,715	0	0	**0**	0	N/A
101-0201-502.19-23	Automobile Allowance	0	3,225	4,000	4,000	**6,000**	2,000	50.0%
	Fringe Benefits	**233,872**	**227,057**	**141,900**	**139,500**	**199,900**	**60,400**	**43.3%**
101-0201-502.20-40	General Insurance	6,300	6,600	4,600	4,600	**7,200**	2,600	56.5%
101-0201-502.21-02	Equipment Maintenance	5,174	2,518	1,800	2,400	**2,400**	0	0.0%
101-0201-502.21-65	Other Services	2,019	11,611	4,500	11,000	**12,000**	1,000	9.1%
101-0201-502.22-02	Dues	3,440	1,223	3,500	3,500	**3,500**	0	0.0%
101-0201-502.22-03	Training	6,576	1,690	5,100	5,100	**5,900**	800	15.7%
101-0201-502.22-05	Postage	834	833	1,200	2,400	**2,400**	0	0.0%
101-0201-502.22-10	Printing	3,862	1,368	3,000	3,600	**5,100**	1,500	41.7%
101-0201-502.22-15	Photocopying	1,270	1,421	1,000	1,300	**2,000**	700	53.8%
101-0201-502.22-25	IT/GIS Service Charge	27,700	27,700	26,100	26,100	**36,100**	10,000	38.3%
101-0201-502.22-37	Vehicle/Equip Lease Charge	3,900	3,900	0	0	**0**	0	N/A
	Contractual Services	**61,075**	**58,864**	**50,800**	**60,000**	**76,600**	**16,600**	**27.7%**
101-0201-502.30-01	Publications Periodicals	973	974	900	900	**900**	0	0.0%
101-0201-502.30-05	Office Supplies & Equip	6,884	4,883	4,900	5,100	**7,500**	2,400	47.1%
101-0201-502.30-50	Petroleum Products	724	222	0	0	**0**	0	N/A
	Commodities	**8,581**	**6,079**	**5,800**	**6,000**	**8,400**	**2,400**	**40.0%**
	Total Village Manager	**931,545**	**881,869**	**614,900**	**608,000**	**903,200**	**295,200**	**48.6%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1015	Village Manager	E82	1.00	1.00	
1020	Assistant Village Manager	D63	1.00	1.00	
1025	Community Relations Coordinator	C43	1.00	1.00	
1725	Executive Assistant	B32	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
	Total F-T-E		**5.00**	**5.00**	**0.00**

Village Manager
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
101	General Fund	5.00	5.00	
625	Technology Fund	6.00	6.00	
	Total F-T-E All Funds	**11.00**	**11.00**	**0.00**

VILLAGE MANAGER

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-0201-502.10-01	Salaries	Salaries		398,000		611,300
101-0201-502.18-01	Temporary Help	Temporary Help		900		1,400
101-0201-502.18-05	Overtime Civilian	Overtime Civilian		3,600		5,600
		TOTAL SALARIES		**402,500**		**618,300**
FRINGE BENEFITS:						
101-0201-502.19-01	Workers' Compensation	Workers' Compensation Insurance		800		1,200
101-0201-502.19-05	Medical Insurance	Medical Insurance		51,500		69,300
101-0201-502.19-10	IMRF	IMRF		52,600		81,400
101-0201-502.19-11	Social Security	Social Security		24,700		32,900
101-0201-502.19-12	Medicare	Medicare		5,900		9,100
101-0201-502.19-23	Automobile Allowance	Automobile Allowance		4,000		6,000
		TOTAL FRINGE BENEFITS		**139,500**		**199,900**
CONTRACTUAL SERVICES:						
101-0201-502.20-40	General Insurance	Liability and property insurance		4,600		7,200
101-0201-502.21-02	Equipment Maintenance	Maintenance of printers & computers	200		200	
		Civic Event Sign repair	2,200	2,400	2,200	2,400
101-0201-502.21-65	Other Services	Contractual services, online tools, miscellaneous services	800		1,200	
		Cell phone usage/wireless connectivity	2,300		2,300	
		Enhancements to Village website	1,400		2,000	
		Community-wide customer service survey	6,500	11,000	6,500	12,000
101-0201-502.22-02	Dues	Dues		3,500		3,500
101-0201-502.22-03	Training	ICMA Annual Conference	4,000		4,400	
		Illinois Municipal League, Northwest Municipal Conference, IAMMA, ILCMA webinars & miscellaneous meetings	1,100	5,100	1,500	5,900
101-0201-502.22-05	Postage	General postage including residential mailers and special notices		2,400		2,400
101-0201-502.22-10	Printing	Liquor license materials	300		300	
		Miscellaneous printing including brochures, flyers, special notices, post cards, booklets, ads, and photos	3,300	3,600	4,800	5,100

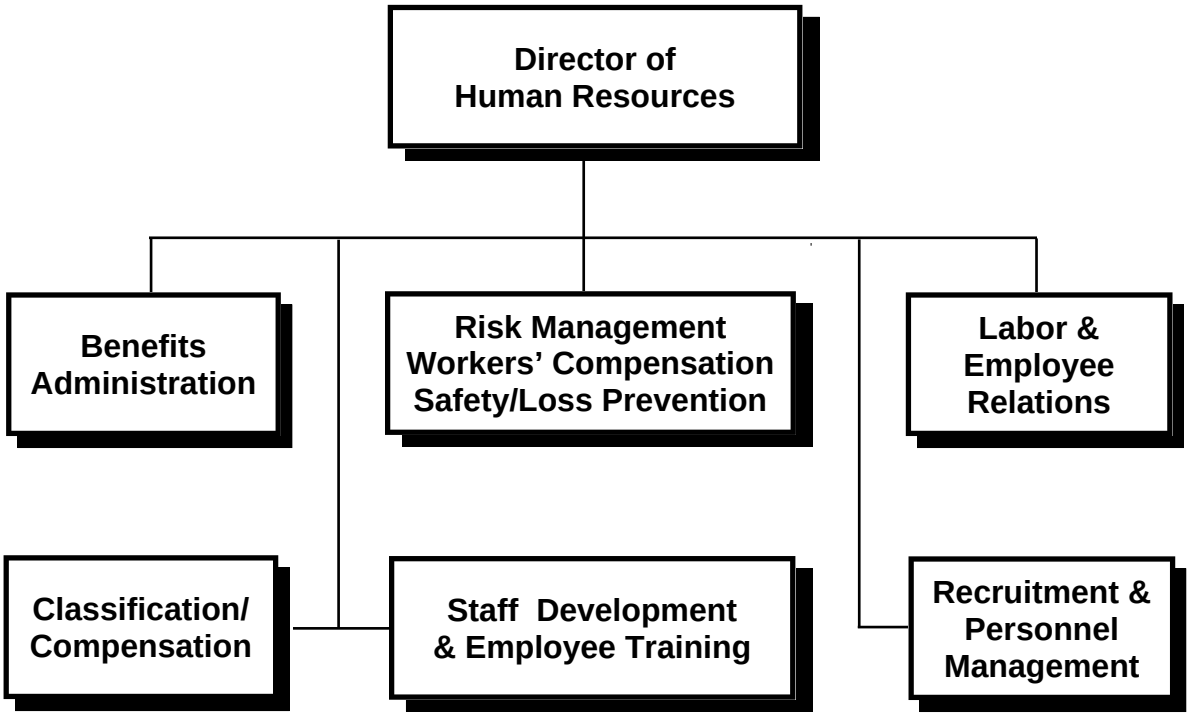
VILLAGE MANAGER

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-0201-502.22-15	Photocopying	Photocopies & supplies	600		1,000	
		Maintenance agreement Xerox 5150	700	1,300	1,000	2,000
101-0201-502.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		26,100		36,100
		TOTAL CONTRACTUAL SERVICES		**60,000**		**76,600**
COMMODITIES:						
101-0201-502.30-01	Publications/Periodicals	Miscellaneous publications		900		900
101-0201-502.30-05	Office Supplies & Equip	Printer cartridges/toner, stationery, pens, etc.		5,100		7,500
		TOTAL COMMODITIES		**6,000**		**8,400**
		TOTAL VILLAGE MANAGER		**608,000**		**903,200**

HUMAN RESOURCES (4.00 FTE)

ORGANIZATION STRUCTURE



HUMAN RESOURCES

The Human Resources Department administers and manages the Village human resources program.

This includes recruitment, testing, selection, personnel management including; staff development and training, maintenance of the classification and pay plans, management of employee benefit and risk management programs including the villages workers' compensation program. Employee benefit programs include medical 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 collective bargaining activities with employee unions and associations, including administration of the Villages personnel policies 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.

2014-2015 Status of Goals and Objectives

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

- Expanded use of email for employee and retiree notifications including the Affordable Care Act (ACA) notifications.
- Promote Blue Cross/Blue Shield's on-line customer service program Blue Access, to increase utilization, access claims, review plan design and access wellness initiatives.

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

- Promote the Village's nursing staff for immunizations as well as basic medical needs for employees and their families.
- Meet with the Employee Health Awareness Team to discuss how they can help educate employees on:
  - Utilizing the prescription mail order program to minimize costs
  - Utilizing generic drugs when possible
  - Becoming better consumers of their health benefits and participating in wellness programs
- Implement best practices to optimize physical, emotional as well as financial wellness for the Villages healthy initiative:
  - Promote and offer current and new Villages Fitness programs
  - Closely monitor the Village's Return to Work Program
  - Offer nutrition and stress management classes
  - Financial training sessions offered to all employees
- Monitor the dependent eligibility audit to ensure that only eligible dependents are participating in the Village's benefit programs.

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

- Provide Medicare with the required information to ensure subsidy qualifications while working closely with Blue Cross Blue Shield.

► **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 a review all 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 implemented 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 2014:
  - Entry level Police Officer
  - Police Sergeant – Promotional
  - Police Commander – Promotional
  - Police Captain - Promotional
  - Entry level Firefighter
  - Fire Lieutenant - Promotional
  - Fire Div Chief (Commander) – Promotional
  - Deputy Fire Chief – Promotional
  - Fire Chief - Promotional

- Prepared and scheduled the following tests for 2016:
  - Entry level Police Officer
  - Police Sergeant – 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.**

- Implemented the District 214 Workforce Development program for high school students.
- Coordinates the Villages intern programs for temporary help
- Utilize both social media and recruitment websites to fill open positions
- 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.**

- Continual utilization of an HR audit as related to Personnel policies in accordance with updated laws and practices.

► **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.
    - Continually audit the Village's Class and Compensation Plan as position vacancies occur.
    - 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.

2016 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 of the village's personnel policies, practices, procedures and strategies 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.
- Manage the villages' workforce development by identifying future needs, developing a productive workforce, identifying skill levels and competencies.

Performance Measures	Calendar Year		
	2012	2013	2014
1. Performance Measure			
Research and implement strategies to help control health risks and costs			
a) Medicare Retiree Drug Subsidy received	$136,948	$132,089	$123,464
2. 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	30	45	52
c) Number of dollars pledged in Section 125	$236,581	$242,128	$241,703
d) Number of Section 125 claims processed	329	354	370
e) Number of employees contributing to ICMA	315	311	330
f) Number of employees participating in the RTA Transit Check Commuter Benefit Program	5	7	6
g) Number of benefit changes processed for:			
▪ Village Employees	56	84	68
▪ Library Employees	10	20	10
▪ Retirees	57	62	54
3. 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	41 out of 51	28 out of 44	39 out of 59
b) Number of work days lost to Workers' Compensation injury	1,024	1,179	1347
c) Number of pro se settlements	2 out of 2	0 out of 4	1 out of 6
d) Number of safety measures implemented	9	8	7
4. Performance Activity			
a) Number of accidents reviewed	92	82	117
b) Number of safety training programs offered to employees sponsored through Human Resources	5	5	4

Performance Measures (cont.)	Calendar Year		
	2012	2013	2014
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	9	7	11
b) Number of surveys conducted	274	296	250
6. 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	5	5
7. 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	31	17	39
b) Number of interviews conducted	81	21	101
c) Number of eligibility lists created	4	1	6
8. Performance Activity			
Professional Development of Workforce Identify, assess and offer training programs to employees.			
a) Number of classes offered	2	2	2

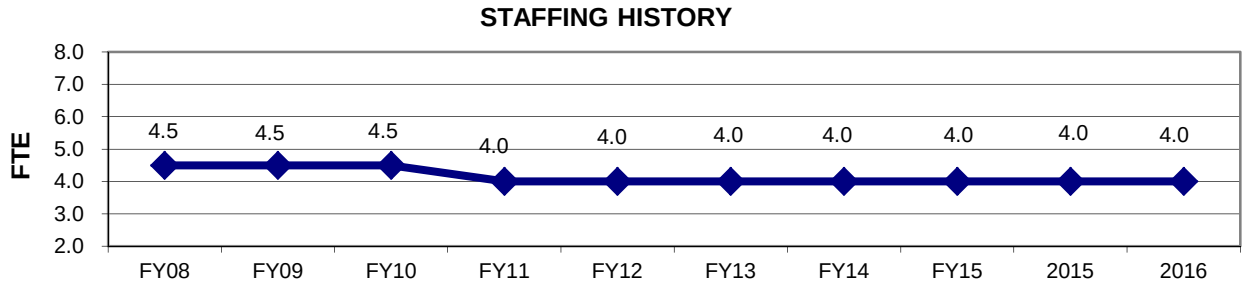
OPERATION SUMMARY

HUMAN RESOURCES

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$668,556	$702,650	$491,700	$505,100	$916,100	$411,000	81.4%
Contractual Services	4,604,132	4,858,359	3,424,300	3,539,983	5,211,800	1,671,817	47.2%
Commodities	3,853	4,132	3,600	3,700	5,000	1,300	35.1%
Other Charges	7,780,382	8,625,116	4,979,300	6,174,900	11,107,200	4,932,300	79.9%
Total Expenditures	$13,056,923	$14,190,257	$8,898,900	$10,223,683	$17,240,100	$7,016,417	68.6%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$506,487	$350,556	$249,500	$254,200	$416,000	$78,500	30.9%
Health Insurance Fund	8,197,229	9,076,962	5,586,800	6,294,400	10,673,000	4,378,600	69.6%
Retiree Health Ins Fund	2,652,804	2,702,149	1,809,100	2,286,500	3,993,000	1,706,500	74.6%
Worker's Comp Fund	1,700,403	2,060,590	1,253,500	1,388,583	2,158,100	769,517	55.4%
Total Expenditures	$13,056,923	$14,190,257	$8,898,900	$10,223,683	$17,240,100	$6,933,117	67.8%



HUMAN RESOURCES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0301-503.10-01	Salaries	182,599	192,930	132,900	132,900	**203,000**	70,100	52.7%
101-0301-503.18-01	Temporary Help	6,467	6,442	4,400	4,400	**6,700**	2,300	52.3%
101-0301-503.18-05	Overtime Civilian	241	0	500	500	**700**	200	40.0%
	Salaries	**189,307**	**199,372**	**137,800**	**137,800**	**210,400**	**72,600**	**52.7%**
101-0301-503.19-01	Workers Compensation	400	400	300	300	**500**	200	66.7%
101-0301-503.19-05	Medical Insurance	20,100	40,800	27,600	27,600	**43,700**	16,100	58.3%
101-0301-503.19-06	Medical Insurance-OnDuty Injury	175,300	0	0	0	**0**	0	N/A
101-0301-503.19-10	IMRF	26,193	26,805	17,300	17,300	**26,600**	9,300	53.8%
101-0301-503.19-11	Social Security	11,466	12,173	8,500	8,500	**12,300**	3,800	44.7%
101-0301-503.19-12	Medicare	2,696	2,878	2,000	2,000	**3,100**	1,100	55.0%
	Fringe Benefits	**236,155**	**83,056**	**55,700**	**55,700**	**86,200**	**30,500**	**54.8%**
101-0301-503.20-05	Professional Services	2,909	962	1,500	1,500	**43,000**	41,500	2766.7%
101-0301-503.20-40	General Insurance	5,200	5,500	3,900	3,900	**6,100**	2,200	56.4%
101-0301-503.20-75	Examinations	16,134	9,640	3,000	6,800	**8,000**	1,200	17.6%
101-0301-503.21-02	Equipment Maintenance	0	0	100	100	**100**	0	0.0%
101-0301-503.21-65	Other Services	1,154	1,464	1,000	1,000	**1,500**	500	50.0%
101-0301-503.22-01	Advertising	1,977	550	800	800	**1,000**	200	25.0%
101-0301-503.22-02	Dues	1,313	1,557	800	800	**1,500**	700	87.5%
101-0301-503.22-03	Training	4,424	2,636	2,000	2,900	**3,000**	100	3.4%
101-0301-503.22-05	Postage	526	460	300	300	**500**	200	66.7%
101-0301-503.22-10	Printing	253	193	200	200	**200**	0	0.0%
101-0301-503.22-15	Photocopying	2,862	1,596	1,700	1,700	**2,500**	800	47.1%
101-0301-503.22-25	IT/GIS Service Charge	24,700	24,500	19,000	19,000	**26,700**	7,700	40.5%
	Contractual Services	**61,452**	**49,058**	**34,300**	**39,000**	**94,100**	**55,100**	**141.3%**
101-0301-503.30-01	Publications Periodicals	560	467	500	500	**600**	100	20.0%
101-0301-503.30-05	Office Supplies & Equip	1,951	1,993	1,400	1,400	**2,000**	600	42.9%
	Commodities	**2,511**	**2,460**	**1,900**	**1,900**	**2,600**	**700**	**36.8%**
101-0301-503.40-70	Employee Recognition Program	17,062	16,610	19,800	19,800	**22,700**	2,900	14.6%
	Other Charges	**17,062**	**16,610**	**19,800**	**19,800**	**22,700**	**2,900**	**14.6%**
	Total Human Resources	**506,487**	**350,556**	**249,500**	**254,200**	**416,000**	**161,800**	**63.7%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-0301-503.10-01	Salaries	Salaries		132,900		203,000
101-0301-503.18-01	Temporary Help	Temporary Help		4,400		6,700
101-0301-503.18-05	Overtime Civilian	Overtime Civilian		500		700
		TOTAL SALARIES		**137,800**		**210,400**
FRINGE BENEFITS:						
101-0301-503.19-01	Workers' Compensation	Workers' Compensation Insurance		300		500
101-0301-503.19-05	Medical Insurance	Medical Insurance		27,600		43,700
101-0301-503.19-10	IMRF	IMRF		17,300		26,600
101-0301-503.19-11	Social Security	Social Security		8,500		12,300
101-0301-503.19-12	Medicare	Medicare		2,000		3,100
		TOTAL FRINGE BENEFITS		**55,700**		**86,200**
CONTRACTUAL SERVICES:						
101-0301-503.20-05	Professional Services	Training programs		1,500		43,000
101-0301-503.20-40	General Insurance	Liability and property insurance		3,900		6,100
101-0301-503.20-75	Examinations	Promotional exams/candidate testing		6,800		8,000
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		1,000		1,500
101-0301-503.22-01	Advertising	Advertising		800		1,000
101-0301-503.22-02	Dues	Dues		800		1,500
101-0301-503.22-03	Training	Seminars & tuition reimbursement		2,900		3,000
101-0301-503.22-05	Postage	Postage		300		500
101-0301-503.22-10	Printing	Printing of forms and manuals		200		200
101-0301-503.22-15	Photocopying	Photocopies & supplies	1,000		1,500	
		Maintenance agreement Xerox 5150	700	1,700	1,000	2,500
101-0301-503.22-25	IT/GIS Service Charge	Information Technology service charge		19,000		26,700
		TOTAL CONTRACTUAL SERVICES		**39,000**		**94,100**

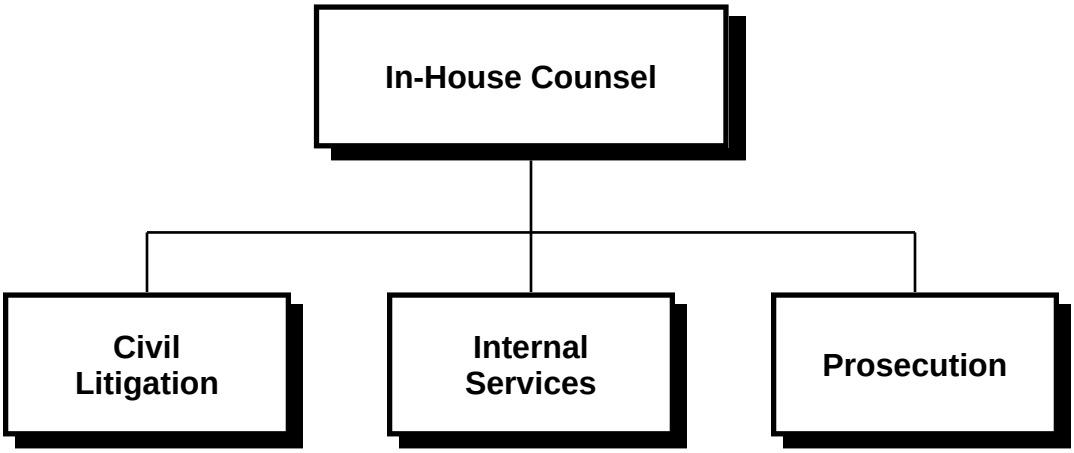
HUMAN RESOURCES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
COMMODITIES:				
101-0301-503.30-01	Publications/Periodicals	Miscellaneous publications	500	600
101-0301-503.30-05	Office Supplies & Equip	General office supplies	1,400	2,000
		TOTAL COMMODITIES	**1,900**	**2,600**
OTHER CHARGES:				
101-0301-503.40-70	Employee Recognition Prg	Service awards & forum for recognition of employees	19,800	22,700
		TOTAL OTHER CHARGES	**19,800**	**22,700**
		TOTAL HUMAN RESOURCES	**254,200**	**416,000**

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 Village Board, 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, including HIPAA, FOIA and OMA.
- 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.

2014-2015 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.

2016 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 review and update the Municipal Code and the 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 monitor case law for applicability to the Village and educate elected officials, appointed officials, and Village staff about relevant court decisions.
- ► 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, including monitoring compliance with Open Meetings Act.

Performance Measures	Calendar Year		
	2012	2013	2014
1. Number of Code amendment packets issued	2	3	3
2. Number of Code sections amended	44	46	27
3. Number of ordinances amending the Code	16	21	15
4. Number of ordinances prepared and adopted	71	73	63
5. Number of resolutions prepared and adopted	32	32	37
6. Number of agreements prepared and adopted	36	26	56
7. Number of FOIA requests processed	1,075	1,139	1,138
8. Number of FOIA appeals	2	0	0
9. Number of FOIA denials in whole or in part	258	281	253
10. Number of foreclosures processed	381	207	102
11. Number of liquor license hearings prosecuted	6	11	10
12. Number of housing court cases prosecuted	11	5	11

OPERATION SUMMARY

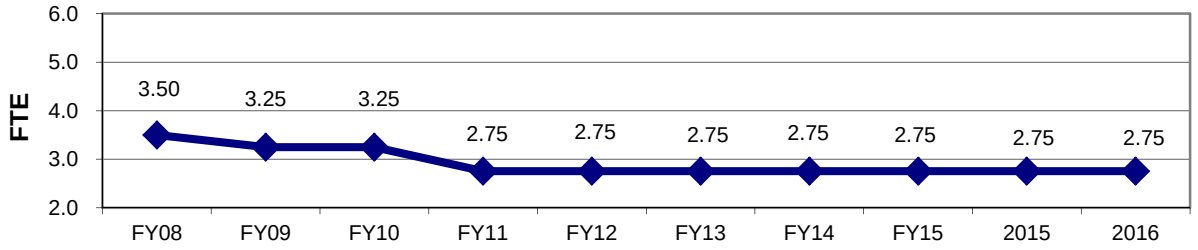
LEGAL

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$445,017	$452,491	$324,800	$324,800	$473,800	$149,000	45.9%
Contractual Services	291,715	238,118	170,600	179,000	262,200	83,200	46.5%
Commodities	8,657	8,042	7,500	7,500	10,600	3,100	41.3%
Other Charges	46,275	49,953	23,200	23,200	50,000	26,800	115.5%
Total Expenditures	$791,664	$748,604	$526,100	$534,500	$796,600	$262,100	49.0%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$791,664	$748,604	$526,100	$534,500	$796,600	$262,100	49.0%
Total Expenditures	$791,664	$748,604	$526,100	$534,500	$796,600	$262,100	49.0%

STAFFING HISTORY



LEGAL

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0401-503.10-01	Salaries	319,209	333,429	229,400	229,400	**349,400**	120,000	52.3%
	Salaries	**319,209**	**333,429**	**229,400**	**229,400**	**349,400**	**120,000**	**52.3%**
101-0401-503.19-01	Workers Compensation	600	600	400	400	**600**	200	50.0%
101-0401-503.19-05	Medical Insurance	58,300	50,300	47,800	47,800	**53,800**	6,000	12.6%
101-0401-503.19-10	IMRF	44,974	45,353	29,700	29,700	**45,700**	16,000	53.9%
101-0401-503.19-11	Social Security	17,453	18,117	14,200	14,200	**19,200**	5,000	35.2%
101-0401-503.19-12	Medicare	4,481	4,692	3,300	3,300	**5,100**	1,800	54.5%
	Fringe Benefits	**125,808**	**119,062**	**95,400**	**95,400**	**124,400**	**29,000**	**30.4%**
101-0401-503.20-10	Village Attorney Retainer	50,040	20,850	18,000	26,400	**36,000**	9,600	36.4%
101-0401-503.20-15	Village Prosecutor Retainer	50,040	50,040	33,400	33,400	**50,100**	16,700	50.0%
101-0401-503.20-20	Legal Services	143,264	118,814	84,000	84,000	**125,000**	41,000	48.8%
101-0401-503.20-40	General Insurance	2,800	2,900	2,000	2,000	**3,100**	1,100	55.0%
101-0401-503.21-02	Equipment Maintenance	34	34	100	100	**100**	0	0.0%
101-0401-503.21-65	Other Services	23,603	24,883	15,800	15,800	**24,000**	8,200	51.9%
101-0401-503.22-02	Dues	2,627	2,814	2,800	2,800	**3,100**	300	10.7%
101-0401-503.22-03	Training	3,720	1,592	2,600	2,600	**4,000**	1,400	53.8%
101-0401-503.22-05	Postage	1,049	1,445	700	700	**1,000**	300	42.9%
101-0401-503.22-15	Photocopying	2,138	2,446	1,700	1,700	**2,500**	800	47.1%
101-0401-503.22-25	IT/GIS Service Charge	12,400	12,300	9,500	9,500	**13,300**	3,800	40.0%
	Contractual Services	**291,715**	**238,118**	**170,600**	**179,000**	**262,200**	**83,200**	**46.5%**
101-0401-503.30-01	Publications Periodicals	377	429	500	500	**500**	0	0.0%
101-0401-503.30-05	Office Supplies & Equip	2,096	2,000	1,500	1,500	**2,500**	1,000	66.7%
101-0401-503.33-05	Other Supplies	6,184	5,613	5,500	5,500	**7,600**	2,100	38.2%
	Commodities	**8,657**	**8,042**	**7,500**	**7,500**	**10,600**	**3,100**	**41.3%**
101-0401-503.40-74	Real Estate Tax	46,275	49,953	23,200	23,200	**50,000**	26,800	115.5%
	Other Charges	**46,275**	**49,953**	**23,200**	**23,200**	**50,000**	**26,800**	**115.5%**
	Total Legal	**791,664**	**748,604**	**526,100**	**534,500**	**796,600**	**262,100**	**49.0%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1045	In-House Counsel	D63	1.00	1.00	
1050	Staff Attorney	C51	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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-0401-503.10-01	Salaries	Salaries		229,400		349,400
		TOTAL SALARIES		**229,400**		**349,400**
FRINGE BENEFITS:						
101-0401-503.19-01	Workers' Compensation	Workers' Compensation Insurance		400		600
101-0401-503.19-05	Medical Insurance	Medical Insurance		47,800		53,800
101-0401-503.19-10	IMRF	IMRF		29,700		45,700
101-0401-503.19-11	Social Security	Social Security		14,200		19,200
101-0401-503.19-12	Medicare	Medicare		3,300		5,100
		TOTAL FRINGE BENEFITS		**95,400**		**124,400**
CONTRACTUAL SERVICES:						
101-0401-503.20-10	Village Attorney Retainer	Counsel to Village Board		26,400		36,000
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		33,400		50,100
101-0401-503.20-20	Legal Services	Additional prosecution costs, litigation, and other outside counsel		84,000		125,000
101-0401-503.20-40	General Insurance	Liability and property insurance		2,000		3,100
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	6,600		10,000	
		Court reporters - DUI cases	9,200	15,800	14,000	24,000
101-0401-503.22-02	Dues	Dues		2,800		3,100
101-0401-503.22-03	Training	Seminars and meetings		2,600		4,000
101-0401-503.22-05	Postage	Correspondence and notices		700		1,000
101-0401-503.22-15	Photocopying	Photocopies & supplies	550		800	
		Maintenance agreement Xerox 5150	1,150	1,700	1,700	2,500
101-0401-503.22-25	IT/GIS Service Charge	Information Technology service charge		9,500		13,300
		TOTAL CONTRACTUAL SERVICES		**179,000**		**262,200**

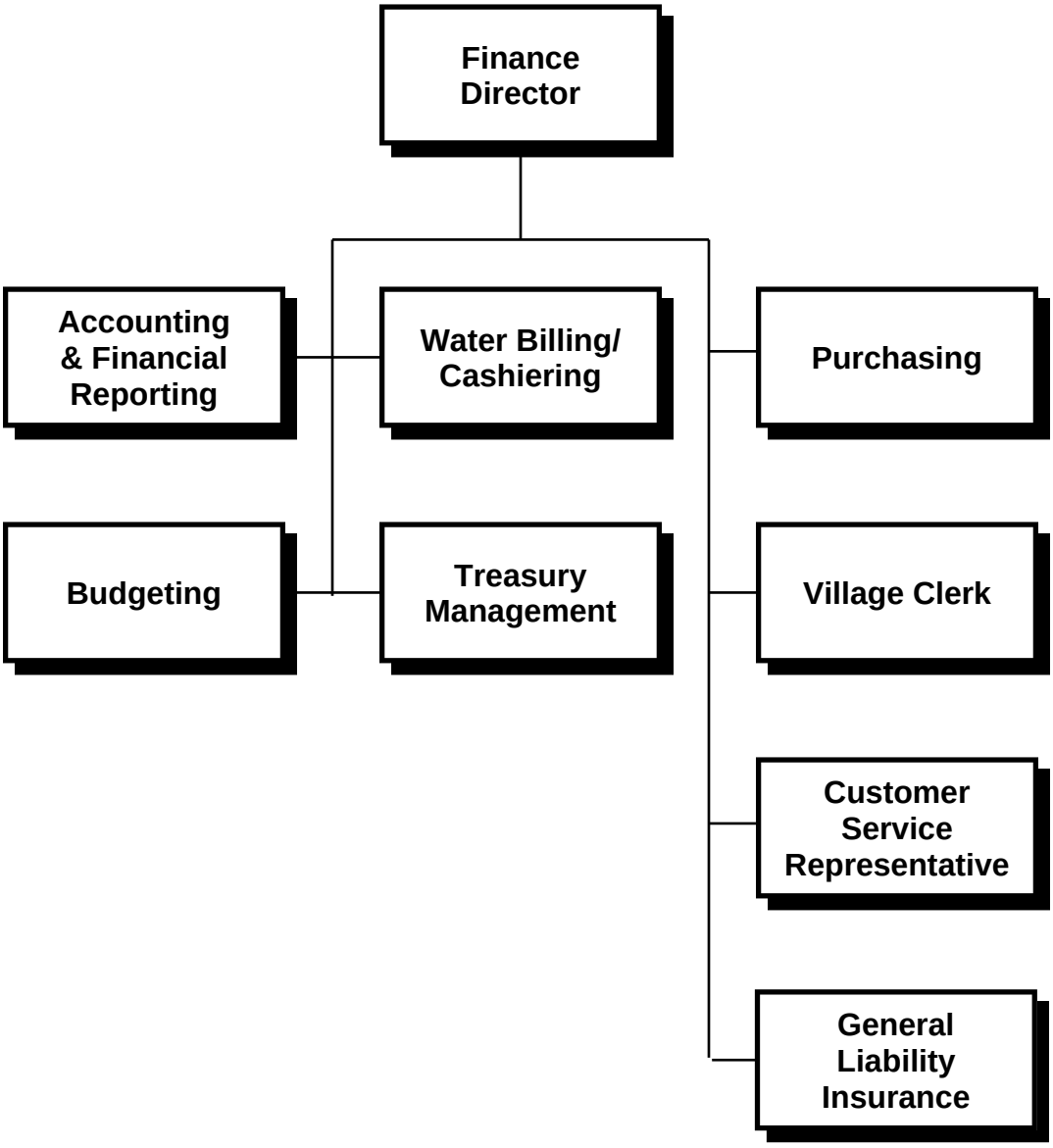
LEGAL

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
COMMODITIES:				
101-0401-503.30-01	Publications/Periodicals	Miscellaneous publications	500	500
101-0401-503.30-05	Office Supplies & Equip	General office supplies	1,500	2,500
101-0401-503.33-05	Other Supplies & Equip	Legal books, including statutes, digests and citations	5,500	7,600
		TOTAL COMMODITIES	**7,500**	**10,600**
OTHER CHARGES:				
101-0401-503.40-74	Real Estate Tax	Tax on Village property leased to commercial business	23,200	50,000
		TOTAL OTHER CHARGES	**23,200**	**50,000**
		TOTAL LEGAL	**534,500**	**796,600**

FINANCE (18.0 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.

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.

Customer Service Representative – Front-line phone and in-person interaction with the Village's customers. Provides answers to basic questions and forwards other questions and issues to the appropriate departments.

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.

2014-2015 Status of Goals and Objectives

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

   - **Continually evaluate the cost and allocation of Village services.** In July 2014 the Village Board approved changing Village's fiscal year to a calendar year in order to align the budget and property tax levy processes. The intent of this change was to make the tax levy process less confusing for interested parties. An eight-month transition year budget ending December 31, 2015 is being followed by the first calendar year budget beginning on January 1, 2016.

     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.

     In September 2014 the Village received bids for its 2014 bonds. This bond issue freed up available resources in the Capital Projects Fund which were then transferred to the Emerald Ash Borer (EAB) Fund for the removal and replacement of parkway trees. The debt service payments on this new bond issue replace the debt service of other maturing bond issues. As a result, no property tax increase was required to issue these bonds.

     The annual multi-year financial projections were completed for the General and Water & Sewer Funds. The 2014 Village/Library tax levy was approved at a 0% increase over the 2013 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)**

   - **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 2013 fiscal year and applied for fiscal year 2014. Obtained Distinguished Budget Award for the fiscal year 2015 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 82% by December 2014.

   - **Increase automated water bill payment by ACH to 30%.** Achieved a 31% 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 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.

2016 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 Convert the Front Counter credit card machine readers to the more secure EMV chip reader devices.
   - o Consolidate the Village's E-billing and credit card payment services to make payment options more convenient for our residents. Various payment options will include payments through the internet, mobile app, and IVR (phone), along with E-mail notifications. Another goal will be to eliminate the return envelope that is currently included with ACH billings.
   - o Planned sale of a General Obligation bond issue to finance the construction of a new Police Station.
   - o Update the Village's bid limits to reflect more recent municipal practices and State guidelines.

   ► 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 35%.

Performance Measures

	FY2012	FY2013	2014
1. Number & Type of Payment Transaction			
Vehicle Stickers			
At counter/drop box/mail	43,929	43,600	43,327
Through banks/currency exchanges	1,495	1,014	1,011
Water Bills Transactions			
By direct bank debit (ACH)	36,282	39,462	41,718
Electronic lockbox (ACH) (began 3/2010)	25,076	28,725	30,054
Internet payments	3,283	4,007	4,887
At counter/drop box/mail	66,485	62,542	58,313
Total Water Bill Transactions	131,126	134,736	134,972
% Water bills – bank debit (ACH)	28%	29%	31%
% Water bills – electronic lockbox (ACH)	19%	21%	23%
% Water bills – Internet	3%	3%	4%
% Water bills – at counter/drop box/mail	51%	47%	44%
Parking tickets			
At counter/drop box/mail	11,345	10,721	10,093
Internet payments	2,706	2,807	3,710
	14,051	13,528	13,803
% parking tickets – Internet payments	19%	21%	27%
2. Credit Card Payments			
# of transactions	19,225	21,133	17,692
Total payments	$1,852,826	$2,865,977	$1,885,050
Total fees	$40,172	$45,778	$46,573
Average fee %	2.17%	1.60%	2.47%
Average transaction	$96.38	$135.62	$106.55
3. Number of Vehicle Stickers Issued			
Passenger/Recreational/Trucks	50,855	51,086	50,825
Motorcycles	443	422	475
Total Vehicle Stickers	51,298	51,508	51,300
4. Water Billing Activity			
# of metered accounts	20,969	20,956	20,987
Water consumption billed (1,000 gallons)			
Residential	1,670,720	1,953,429	1,577,804
Commercial	731,177	824,700	670,075
Industrial	62,490	65,381	199,588
Apartments	25,725	29,916	27,117
Total Consumption Billed	2,490,112	2,873,426	2,474,584
Water/sewer revenues	$11,890,470	$13,241,794	$12,918,079

Performance Measures (cont.)

	FY2012	FY2013	2014
5. Cash and Investments			
Cash	$ 1,436,868	$ 1,638,030	$ 4,509,711
Investments	80,779,035	85,303,615	83,131,813
Total	$82,215,903	$86,941,645	$87,641,524
% of funds invested	98.3%	98.1%	94.9%

6. Purchasing			
# of purchase orders processed	1,179	997	903
# of field purchase orders	4,277	6,039	5,304
$ amount of purchase orders processed	$16,508,394	$17,637,880	$23,054,250
$ amount of field purchase orders	1,431,333	1,574,740	1,617,934
Total amount of purchase order transactions	$17,939,727	$19,212,620	$24,672,185
# of formal bids/RFP's	64	42	54
$ amount of formal bids/RFP's	$11,843,314	$8,066,143	$10,453,015
% amount formal bids/RFP's	66%	42%	47%
$ amount saved by competitive bidding	$1,327,929	$1,012,062	$2,069,774

7. Checks Issued			
Accounts payable checks issued	8,008	7,802	7,496
Payroll: # of checks issued	3,373	2,944	3,300
# of direct deposits	14,567	14,912	14,886
% of payroll as direct deposits	81%	84%	82%

8. Ambulance Billing and Collection			
# of bills	4,631	4,744	4,560
$ amount billed	$1,680,145	$1,620,584	$1,623,342
$ amount of payments	$1,672,127	$1,723,506	$1,665,433
$ amount of current receivable	$474,187	$388,372	$367,090
$ amount past due/in collection	$437,626	$596,070	$687,746
Billing Rates:			
Village (VAH) Charges/Medicare (MED) Allows	VAH / MED	VAH / MED	VAH / MED
Basic Life Support	400 / 362	400 / 367	400 / 371
Advanced Life Support	400 / 430	400 / 436	400 / 441
Advanced Life Support 2	450 / 623	450 / 631	450 / 638

Performance Measures (cont.)

	FY2012	FY2013	2014
9. Village Clerk			
Processing of:			
Ordinances	71	73	63
Resolutions	32	33	37
Agreements	36	53	61
Ethics Forms:			
Village	145	146	145
County	88	98	95
Transcribing of Village Board Minutes	23	24	24
Transcribing of Closed Session Minutes	9	9	11
Notarizations	274	230	651
Citizen Inquiries	1,189	457	531
Voter Registrations	321	28	33
Scanned Documents	4,820	1,683	175

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

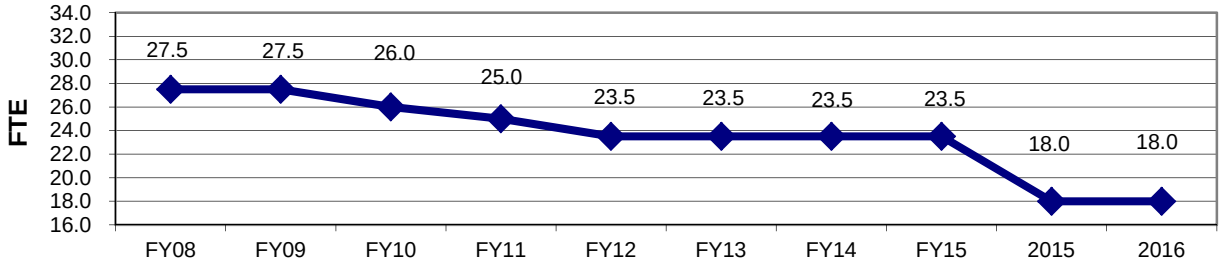
FINANCE

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	9.00	9.00	9.50	9.50	9.50	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	0.00	0.00	0.00	0.00	N/A
Total F-T-E	23.50	23.50	18.00	18.00	18.00	0.00	0.0%
Expenditures							
Personal Services	$2,568,743	$2,631,426	$1,316,600	$1,347,100	$2,026,600	$679,500	50.4%
Contractual Services	1,265,555	1,309,895	924,003	957,052	1,057,600	100,548	10.5%
Commodities	96,319	85,222	23,200	26,900	35,100	8,200	30.5%
Other Charges	1,004,783	668,922	562,000	327,000	672,000	345,000	105.5%
Capital Items	331,316	288,284	0	0	1,100	1,100	N/A
Total Expenditures	$5,266,716	$4,983,749	$2,825,803	$2,658,052	$3,792,400	$1,134,348	42.7%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$1,428,349	$1,476,903	$1,081,500	$1,081,500	$1,573,500	$492,000	45.5%
Capital Projects Fund	97,442	80,091	0	0	1,100	1,100	N/A
Water & Sewer Fund	1,036,621	1,036,418	716,203	783,400	1,177,300	393,900	50.3%
General Liability Ins Fund	1,288,886	978,960	1,028,100	793,152	1,040,500	247,348	31.2%
Technology Fund	1,415,418	1,411,377	0	0	0	0	N/A
Total Expenditures	$5,266,716	$4,983,749	$2,825,803	$2,658,052	$3,792,400	$1,134,348	42.7%

STAFFING HISTORY



FINANCE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-0501-503.10-01	Salaries	764,862	804,213	580,800	575,900	**864,600**	288,700	50.1%
101-0501-503.18-01	Temporary Help	0	0	0	1,400	**1,500**	100	7.1%
101-0501-503.18-05	Overtime Civilian	2,049	5,900	6,400	1,400	**2,100**	700	50.0%
	Salaries	**766,911**	**810,113**	**587,200**	**578,700**	**868,200**	**289,500**	**50.0%**
101-0501-503.19-01	Workers Compensation	2,600	2,700	1,900	1,900	**2,900**	1,000	52.6%
101-0501-503.19-05	Medical Insurance	143,900	150,800	94,400	94,400	**149,200**	54,800	58.1%
101-0501-503.19-10	IMRF	108,039	110,112	75,400	74,800	**113,300**	38,500	51.5%
101-0501-503.19-11	Social Security	43,779	46,178	36,200	35,900	**50,200**	14,300	39.8%
101-0501-503.19-12	Medicare	10,784	11,404	8,500	8,400	**12,600**	4,200	50.0%
	Fringe Benefits	**309,102**	**321,194**	**216,400**	**215,400**	**328,200**	**112,800**	**52.4%**
101-0501-503.20-05	Professional Services	40,130	40,800	46,200	46,200	**48,800**	2,600	5.6%
101-0501-503.20-40	General Insurance	16,400	17,200	12,100	12,100	**19,000**	6,900	57.0%
101-0501-503.21-02	Equipment Maintenance	6,516	5,163	6,700	6,700	**8,000**	1,300	19.4%
101-0501-503.21-65	Other Services	135,281	137,414	91,100	91,100	**134,300**	43,200	47.4%
101-0501-503.22-01	Advertising	4,548	3,081	4,000	4,000	**5,300**	1,300	32.5%
101-0501-503.22-02	Dues	2,640	3,199	2,450	3,900	**4,000**	100	2.6%
101-0501-503.22-03	Training	5,502	7,947	5,700	6,200	**8,800**	2,600	41.9%
101-0501-503.22-05	Postage	35,543	38,543	31,700	32,200	**40,900**	8,700	27.0%
101-0501-503.22-10	Printing	21,523	17,982	19,950	21,800	**22,300**	500	2.3%
101-0501-503.22-15	Photocopying	6,022	5,428	3,500	5,500	**8,200**	2,700	49.1%
101-0501-503.22-25	IT/GIS Service Charge	49,400	43,100	33,200	33,200	**46,100**	12,900	38.9%
101-0501-503.22-30	Claims & Refunds	56	0	100	300	**500**	200	66.7%
	Contractual Services	**323,561**	**319,857**	**256,700**	**263,200**	**346,200**	**83,000**	**31.5%**
101-0501-503.30-01	Publications Periodicals	2,405	2,275	2,400	2,400	**2,500**	100	4.2%
101-0501-503.30-05	Office Supplies & Equip	17,045	15,215	9,000	12,000	**18,200**	6,200	51.7%
101-0501-503.30-25	Licensing Supplies	8,910	8,087	9,500	9,500	**9,700**	200	2.1%
101-0501-503.33-05	Other Supplies	415	162	300	300	**500**	200	66.7%
	Commodities	**28,775**	**25,739**	**21,200**	**24,200**	**30,900**	**6,700**	**27.7%**
	Total Finance	**1,428,349**	**1,476,903**	**1,081,500**	**1,081,500**	**1,573,500**	**492,000**	**45.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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	1.00	1.00	
1087	Budget Coordinator	B23	1.00	1.00	
1105	Village Clerk	B23	1.00	1.00	
1704	Payroll Coordinator	B23	1.00	1.00	
1702	Purchasing Coordinator	B22	1.00	1.00	
1806	Accounting Assistant	A13	0.50	0.50	
1763	Customer Service Representative	A11	1.00	1.00	
	Total F-T-E		**9.50**	**9.50**	**0.00**

Finance Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
101	General Fund	9.50	9.50	
505	Water & Sewer Fund	8.50	8.50	
	Total F-T-E All Funds	**18.00**	**18.00**	**0.00**

FINANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-0501-503.10-01	Salaries	Salaries		575,900		864,600
101-0501-503.18-01	Temporary Help	Temporary Help		1,400		1,500
101-0501-503.18-05	Overtime Civilian	Overtime Civilian		1,400		2,100
		TOTAL SALARIES		**578,700**		**868,200**
FRINGE BENEFITS:						
101-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance		1,900		2,900
101-0501-503.19-05	Medical Insurance	Medical Insurance		94,400		149,200
101-0501-503.19-10	IMRF	IMRF		74,800		113,300
101-0501-503.19-11	Social Security	Social Security		35,900		50,200
101-0501-503.19-12	Medicare	Medicare		8,400		12,600
		TOTAL FRINGE BENEFITS		**215,400**		**328,200**
CONTRACTUAL SERVICES:						
101-0501-503.20-05	Professional Services	Pension actuarial	8,300		10,000	
		Annual audit (governmental funds share)	32,700		33,500	
		Annual actuarial valuation of post employment benefits (governmental funds share)	5,200	46,200	5,300	48,800
101-0501-503.20-40	General Insurance	Liability and property insurance		12,100		19,000
101-0501-503.21-02	Equipment Maintenance	NeoPost postage scale & postage meter	1,600		1,700	
		NeoPost folder/inserter	2,600		2,600	
		Alarm, cash registers, check signer, microcomputers, typewriters, binding machine and archive storage system	2,500	6,700	3,700	8,000
101-0501-503.21-65	Other Services	GFOA CAFR certificate fee	600		700	
		GFOA budget certificate fee	600		600	
		Tracker annual fee	1,800		1,900	
		Title searches	300		500	
		Cell phone charges	500		800	
		Credit card processing fees	13,700		20,800	
		Bank service fees	8,000		12,000	
		Ambulance billing services	59,100		90,000	
		Searchable Village Code - Laserfiche	5,800		6,000	
		Miscellaneous	700	91,100	1,000	134,300
101-0501-503.22-01	Advertising	Bid advertising	1,300		1,950	
		Hearing notices	1,200		1,800	
		Annual Treasurers Report	1,500	4,000	1,550	5,300

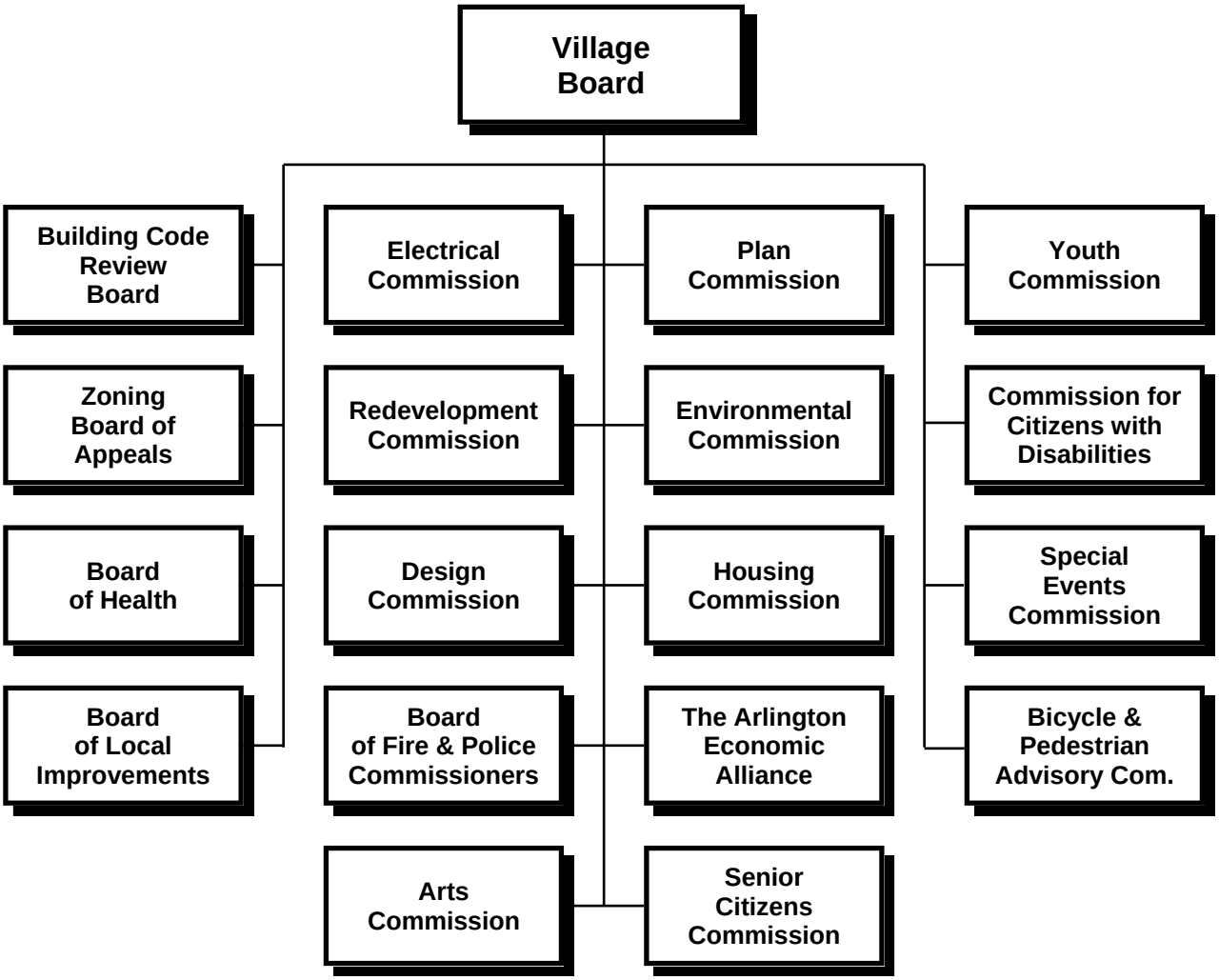
FINANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-0501-503.22-02	Dues	GFOA, IGFOA, CPA, AICPA, IMTA and other organizations for Finance, Purchasing, Payroll and Village Clerk		3,900		4,000
101-0501-503.22-03	Training	GFOA and IGFOA programs	2,000		2,900	
		Purchasing programs	700		500	
		National GFOA Committee	600		1,000	
		Tuition reimbursement	1,000		2,400	
		Municipal Clerks' Conference	1,400		1,000	
		Seminars & webinars	500	6,200	1,000	8,800
101-0501-503.22-05	Postage	Vehicle licenses, disbursement checks, purchase orders, bids, special assessments, billings, shipping of magnetic tapes & miscellaneous		32,200		40,900
101-0501-503.22-10	Printing	Comprehensive Annual Financial Report	1,900		1,900	
		Annual Budget	2,600		2,600	
		Forms, checks, notices, envelopes, report covers, ordinances and misc. printing	2,000		2,100	
		Vehicle/animal applications	15,300	21,800	15,700	22,300
101-0501-503.22-15	Photocopying	Photocopies & supplies	4,700		6,900	
		Maintenance agreement Xerox 5150	700		1,000	
		Maintenance agreement Xerox WC4118P	100	5,500	300	8,200
101-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		33,200		46,100
101-0501-503.22-30	Claims & Refunds	Claims and refunds		300		500
		TOTAL CONTRACTUAL SERVICES		**263,200**		**346,200**
COMMODITIES:						
101-0501-503.30-01	Publications/Periodicals	Miscellaneous publications		2,400		2,500
101-0501-503.30-05	Office Supplies & Equip	General office supplies and small equipment		12,000		18,200
101-0501-503.30-25	Licensing Supplies	Vehicle stickers	7,100		7,300	
		Dog tags & motorcycle tags	1,200		1,200	
		Taxi licensing supplies	1,200	9,500	1,200	9,700
101-0501-503.33-05	Other Supplies & Equip	Miscellaneous commodities		300		500
		TOTAL COMMODITIES		**24,200**		**30,900**
		TOTAL FINANCE		**1,081,500**		**1,573,500**

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

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$3,552	$4,620	$6,524	$8,100	$11,400	$3,300	40.7%
Contractual Services	93,941	126,770	84,280	92,700	142,700	50,000	53.9%
Commodities	1,681	2,408	2,385	3,400	4,500	1,100	32.4%
Other Charges	84,553	83,074	54,600	65,800	95,100	29,300	44.5%
Capital Items	0	0	0	0	0	0	N/A
Total Expenditures	$183,727	$216,872	$147,789	$170,000	$253,700	$83,700	49.2%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$134,951	$163,656	$115,389	$136,600	$198,100	$61,500	45.0%
A & E Fund	48,776	53,216	32,400	33,400	55,600	22,200	66.5%
Total Expenditures	$183,727	$216,872	$147,789	$170,000	$253,700	$83,700	49.2%

BOARDS & COMMISSIONS - ADMINISTRATION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1001-502.20-40	General Insurance	2,600	2,700	1,900	1,900	**3,000**	1,100	57.9%
101-1001-502.22-02	Dues - Meet Chicago Northwest	70,800	76,800	61,900	61,900	**77,600**	15,700	25.4%
	Contractual Services	**73,400**	**79,500**	**63,800**	**63,800**	**80,600**	**16,800**	**26.3%**
101-1001-502.40-05	Grants - Arl Hts Com Con Band	6,600	6,700	4,600	4,600	**7,000**	2,400	52.2%
	Other Charges	**6,600**	**6,700**	**4,600**	**4,600**	**7,000**	**2,400**	**52.2%**
	Total B & C Administration	**80,000**	**86,200**	**68,400**	**68,400**	**87,600**	**19,200**	**28.1%**

ZONING BOARD OF APPEALS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1003-502.10-03	Boards and Commissions	890	955	1,200	1,200	**1,700**	500	41.7%
	Salaries	**890**	**955**	**1,200**	**1,200**	**1,700**	**500**	**41.7%**
101-1003-502.19-11	Social Security	55	59	100	100	**100**	0	0.0%
101-1003-502.19-12	Medicare	13	14	100	100	**100**	0	0.0%
	Fringe Benefits	**68**	**73**	**200**	**200**	**200**	**0**	**0.0%**
101-1003-502.22-15	Photocopying	22	66	500	500	**200**	(300)	(60.0%)
	Contractual Services	**22**	**66**	**500**	**500**	**200**	**(300)**	**(60.0%)**
101-1003-502.30-05	Office Supplies & Equip	0	0	100	100	**100**	0	0.0%
	Commodities	**0**	**0**	**100**	**100**	**100**	**0**	**0.0%**
	Total Zoning Brd of Appeals	**980**	**1,094**	**2,000**	**2,000**	**2,200**	**200**	**10.0%**

BUILDING CODE REVIEW BOARD

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1004-502.10-03	Boards and Commissions	227	98	1,100	800	**1,200**	400	50.0%
	Salaries	**227**	**98**	**1,100**	**800**	**1,200**	**400**	**50.0%**
101-1004-502.19-11	Social Security	16	5	100	100	**100**	0	0.0%
101-1004-502.19-12	Medicare	4	1	100	100	**100**	0	0.0%
	Fringe Benefits	**20**	**6**	**200**	**200**	**200**	**0**	**0.0%**
101-1004-502.22-03	Training	0	0	0	100	**0**	(100)	(100.0%)
	Contractual Services	**0**	**0**	**0**	**100**	**0**	**(100)**	**(100.0%)**
101-1004-502.30-05	Office Supplies & Equip	0	0	**0**	200	**0**	(200)	(100.0%)
	Commodities	**0**	**0**	**0**	**200**	**0**	**(200)**	**(100.0%)**
	Total Bldg Code Review Brd	**247**	**104**	**1,300**	**1,300**	**1,400**	**100**	**7.7%**

BOARD OF LOCAL IMPROVEMENTS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1007-502.10-03	Boards and Commissions	50	0	75	600	**800**	200	33.3%
	Salaries	**50**	**0**	**75**	**600**	**800**	**200**	**33.3%**
101-1007-502.19-11	Social Security	3	0	6	100	**100**	0	0.0%
101-1007-502.19-12	Medicare	1	0	3	100	**100**	0	0.0%
	Fringe Benefits	**4**	**0**	**9**	**200**	**200**	**0**	**0.0%**
	Total Brd of Local Improv	**54**	**0**	**84**	**800**	**1,000**	**200**	**25.0%**

BOARD OF FIRE AND POLICE COMMISSIONERS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1008-502.10-03	Boards and Commissions	865	1,655	1,000	1,000	**1,500**	500	50.0%
	Salaries	**865**	**1,655**	**1,000**	**1,000**	**1,500**	**500**	**50.0%**
101-1008-502.19-11	Social Security	54	103	100	100	**100**	0	0.0%
101-1008-502.19-12	Medicare	13	24	100	100	**100**	0	0.0%
	Fringe Benefits	**67**	**127**	**200**	**200**	**200**	**0**	**0.0%**
101-1008-502.20-75	Examinations	12,855	42,873	12,000	17,700	**49,000**	31,300	176.8%
101-1008-502.22-01	Advertising	508	944	700	700	**1,000**	300	42.9%
101-1008-502.22-02	Dues	375	375	400	400	**400**	0	0.0%
101-1008-502.22-05	Postage	0	25	50	100	**50**	(50)	(50.0%)
101-1008-502.22-15	Photocopying	0	0	50	100	**50**	(50)	(50.0%)
	Contractual Services	**13,738**	**44,217**	**13,200**	**19,000**	**50,500**	**31,500**	**165.8%**
	Total Fire & Police Comm	**14,670**	**45,999**	**14,400**	**20,200**	**52,200**	**32,000**	**158.4%**

PLAN COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1009-502.10-03	Boards and Commissions	1,120	1,425	1,725	2,300	**3,400**	1,100	47.8%
	Salaries	**1,120**	**1,425**	**1,725**	**2,300**	**3,400**	**1,100**	**47.8%**
101-1009-502.19-11	Social Security	69	88	90	100	**200**	100	100.0%
101-1009-502.19-12	Medicare	16	21	90	100	**100**	0	0.0%
	Fringe Benefits	**85**	**109**	**180**	**200**	**300**	**100**	**50.0%**
101-1009-502.22-02	Dues	0	0	200	200	**200**	0	0.0%
101-1009-502.22-03	Training	0	0	0	300	**300**	0	0.0%
101-1009-502.22-15	Photocopying	218	116	150	1,000	**500**	(500)	(50.0%)
	Contractual Services	**218**	**116**	**350**	**1,500**	**1,000**	**(500)**	**(33.3%)**
	Total Plan Commission	**1,423**	**1,650**	**2,255**	**4,000**	**4,700**	**700**	**17.5%**

ENVIRONMENTAL COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1010-502.10-03	Boards and Commissions	145	160	600	1,000	**1,500**	500	50.0%
	Salaries	**145**	**160**	**600**	**1,000**	**1,500**	**500**	**50.0%**
101-1010-502.19-11	Social Security	9	10	25	100	**100**	0	0.0%
101-1010-502.19-12	Medicare	2	2	10	100	**100**	0	0.0%
	Fringe Benefits	**11**	**12**	**35**	**200**	**200**	**0**	**0.0%**
101-1010-502.22-05	Postage	2	1	0	100	**100**	0	0.0%
101-1010-502.22-10	Printing	0	0	100	300	**400**	100	33.3%
101-1010-502.22-15	Photocopying	0	0	20	100	**100**	0	0.0%
	Contractual Services	**2**	**1**	**120**	**500**	**600**	**100**	**20.0%**
101-1010-502.30-05	Office Supplies & Equip	0	84	85	100	**100**	0	0.0%
	Commodities	**0**	**84**	**85**	**100**	**100**	**0**	**0.0%**
	Total Environmental Commission	**158**	**257**	**840**	**1,800**	**2,400**	**600**	**33.3%**

HOUSING COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1011-502.22-05	Postage	70	2	100	100	**100**	0	0.0%
101-1011-502.22-15	Photocopying	0	27	100	100	**100**	0	0.0%
	Contractual Services	**70**	**29**	**200**	**200**	**200**	**0**	**0.0%**
101-1011-502.30-01	Publications	0	575	600	600	**600**	0	0.0%
101-1011-502.33-05	Other Supplies (program marktng)	0	0	0	0	**500**	500	N/A
	Commodities	**0**	**575**	**600**	**600**	**1,100**	**500**	**83.3%**
101-1011-502.40-05	Grants	14,104	14,501	9,800	9,800	**14,700**	4,900	50.0%
	Other Charges	**14,104**	**14,501**	**9,800**	**9,800**	**14,700**	**4,900**	**50.0%**
	Total Housing Commission	**14,174**	**15,105**	**10,600**	**10,600**	**16,000**	**5,400**	**50.9%**

ELECTRICAL COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1012-502.22-03	Training	0	0	0	100	**100**	0	0.0%
	Contractual Services	**0**	**0**	**0**	**100**	**100**	**0**	**0.0%**
101-1012-502.30-05	Office Supplies & Equip	0	0	0	100	**0**	(100)	(100.0%)
101-1012-502.32-80	Books	0	0	0	400	**300**	(100)	(25.0%)
	Commodities	**0**	**0**	**0**	**500**	**300**	**(200)**	**(40.0%)**
	Total Electrical Commission	**0**	**0**	**0**	**600**	**400**	**(200)**	**(33.3%)**

SENIOR CITIZENS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1013-502.22-01	Advertising	600	0	300	300	**500**	200	66.7%
101-1013-502.22-05	Postage	103	87	200	200	**200**	0	0.0%
101-1013-502.22-15	Photocopying	141	100	300	300	**300**	0	0.0%
	Contractual Services	**844**	**187**	**800**	**800**	**1,000**	**200**	**25.0%**
101-1013-502.30-05	Office Supplies & Equip	91	189	200	200	**200**	0	0.0%
101-1013-502.33-05	Other Supplies	215	637	300	300	**700**	400	133.3%
	Commodities	**306**	**826**	**500**	**500**	**900**	**400**	**80.0%**
	Total Senior Citizen Comm	**1,150**	**1,013**	**1,300**	**1,300**	**1,900**	**600**	**46.2%**

YOUTH COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1014-502.22-05	Postage	0	0	100	100	**100**	0	0.0%
101-1014-502.22-10	Printing	0	0	0	0	**100**	100	N/A
101-1014-502.22-15	Photocopying	0	118	100	100	**100**	0	0.0%
	Contractual Services	**0**	**118**	**200**	**200**	**300**	**100**	**50.0%**
101-1014-502.33-05	Other Supplies	145	0	100	100	**100**	0	0.0%
	Commodities	**145**	**0**	**100**	**100**	**100**	**0**	**0.0%**
	Total Youth Commission	**145**	**118**	**300**	**300**	**400**	**100**	**33.3%**

DESIGN COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1015-502.22-15	Photocopying	170	72	100	300	**100**	(200)	(66.7%)
	Contractual Services	**170**	**72**	**100**	**300**	**100**	**(200)**	**(66.7%)**
101-1015-502.30-05	Office Supplies & Equip	0	0	0	0	**200**	200	N/A
	Commodities	**0**	**0**	**0**	**0**	**200**	**200**	**N/A**
	Total Design Commission	**170**	**72**	**100**	**300**	**300**	**0**	**0.0%**

COMMISSION FOR CITIZENS WITH DISABILITIES

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1017-502.20-24	Disabled Citizen Programs	1,693	688	1,600	1,400	**2,200**	800	57.1%
101-1017-502.22-03	Training	0	0	0	100	**300**	200	200.0%
101-1017-502.22-05	Postage	473	211	200	400	**500**	100	25.0%
101-1017-502.22-15	Photocopying	0	0	0	0	**0**	0	N/A
	Contractual Services	**2,166**	**899**	**1,800**	**1,900**	**3,000**	**1,100**	**57.9%**
101-1017-502.33-05	Other Supplies	233	215	200	300	**300**	0	0.0%
	Commodities	**233**	**215**	**200**	**300**	**300**	**0**	**0.0%**
101-1017-502.40-58	Disabled Citizen Donation	1,000	1,000	0	1,000	**1,000**	0	0.0%
	Other Charges	**1,000**	**1,000**	**0**	**1,000**	**1,000**	**0**	**0.0%**
	Total Disabilities Comm	**3,399**	**2,114**	**2,000**	**3,200**	**4,300**	**1,100**	**34.4%**

SPECIAL EVENTS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1018-502.21-65	Other Services	85	22	1,800	1,300	**1,400**	100	7.7%
101-1018-502.22-05	Postage	383	545	100	100	**100**	0	0.0%
101-1018-502.22-10	Printing	842	0	0	500	**500**	0	0.0%
	Contractual Services	**1,310**	**567**	**1,900**	**1,900**	**2,000**	**100**	**5.3%**
101-1018-502.31-40	Agricultural Supplies	0	35	100	100	**200**	100	100.0%
	Commodities	**0**	**35**	**100**	**100**	**200**	**100**	**100.0%**
	Total Special Events Comm	**1,310**	**602**	**2,000**	**2,000**	**2,200**	**200**	**10.0%**

BICYCLE & PEDESTRIAN ADVISORY COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1019-502.22-02	Dues	360	360	360	500	**500**	0	0.0%
101-1019-502.22-03	Training	467	0	250	300	**500**	200	66.7%
101-1019-502.22-10	Printing	600	600	0	0	**400**	400	N/A
101-1019-502.22-15	Photocopying	16	1	0	0	**100**	100	N/A
	Contractual Services	**1,443**	**961**	**610**	**800**	**1,500**	**700**	**87.5%**
101-1019-502.30-01	Publications Periodicals	0	61	200	200	**200**	0	0.0%
	Commodities	**0**	**61**	**200**	**200**	**200**	**0**	**0.0%**
101-1019-502.40-55	Special Events	0	1,002	4,000	4,000	**1,800**	(2,200)	(55.0%)
	Other Charges	**0**	**1,002**	**4,000**	**4,000**	**1,800**	**(2,200)**	**(55.0%)**
	Total Bicycle & Pedestrian Advisory Commission	**1,443**	**2,024**	**4,810**	**5,000**	**3,500**	**(1,500)**	**(30.0%)**

THE ARLINGTON ECONOMIC ALLIANCE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1021-502.22-15	Photocopying	0	0	200	300	**300**	0	0.0%
	Contractual Services	**0**	**0**	**200**	**300**	**300**	**0**	**0.0%**
101-1021-502.40-40	Promote Economic Bus Dev	14,073	6,655	3,800	13,000	**15,000**	2,000	15.4%
	Other Charges	**14,073**	**6,655**	**3,800**	**13,000**	**15,000**	**2,000**	**15.4%**
	Total Arl Economic Alliance	**14,073**	**6,655**	**4,000**	**13,300**	**15,300**	**2,000**	**15.0%**

ARTS COMMISSION

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-1022-502.22-05	Postage	393	142	300	500	**800**	300	60.0%
101-1022-502.22-15	Photocopying	165	13	200	300	**500**	200	66.7%
	Contractual Services	**558**	**155**	**500**	**800**	**1,300**	**500**	**62.5%**
101-1022-502.33-05	Other Supplies	997	494	500	700	**1,000**	300	42.9%
	Commodities	**997**	**494**	**500**	**700**	**1,000**	**300**	**42.9%**
	Total Arts Commission	**1,555**	**649**	**1,000**	**1,500**	**2,300**	**800**	**53.3%**
	TOTAL BRDS & COMM	**134,951**	**163,656**	**115,389**	**136,600**	**198,100**	**61,500**	**45.0%**

BOARDS & COMMISSIONS - ADMINISTRATION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1001-502.20-40	General Insurance	Insurance for Boards and Commissions and Historical Museum	1,900	3,000
101-1001-502.22-02	Dues	Meet Chicago Northwest (2015 based on 67% of 8% of FY2014 Hotel Tax receipts)	61,900	77,600
		TOTAL CONTRACTUAL SERVICES	**63,800**	**80,600**
OTHER CHARGES:				
101-1001-502.40-05	Grants	Arlington Heights Community Concert Band	4,600	7,000
		TOTAL OTHER CHARGES	**4,600**	**7,000**
		TOTAL B&C ADMINISTRATION	**68,400**	**87,600**

ZONING BOARD OF APPEALS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-1003-502.10-03	Boards and Commissions	1 Chairman @ $20 per meeting 6 Members @ $15/pp per meeting	1,200	1,700
		TOTAL SALARIES	**1,200**	**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	500	200
		TOTAL CONTRACTUAL SERVICES	**500**	**200**
COMMODITIES:				
101-1003-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	100	100
		TOTAL COMMODITIES	**100**	**100**
		TOTAL ZONING BOARD OF APPEALS	**2,000**	**2,200**

BUILDING CODE REVIEW BOARD

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-1004-502.10-03	Boards and Commissions	4 Members x 12 meetings x $25	800	1,200
		TOTAL SALARIES	**800**	**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	0
		TOTAL CONTRACTUAL SERVICES	**100**	**0**
COMMODITIES:				
101-1004-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	200	0
		TOTAL COMMODITIES	**200**	**0**
		TOTAL BUILDING CODE REVIEW BOARD	**1,300**	**1,400**

BOARD OF LOCAL IMPROVEMENTS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-1007-502.10-03	Boards and Commissions	1 Chairman x 10 meetings x $20 4 Members x 10 meetings x $15	600	800
		TOTAL SALARIES	**600**	**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.	**800**	**1,000**

BOARD OF FIRE AND POLICE COMMISSIONERS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-1008-502.10-03	Boards and Commissions	1 Chairman x 30 meetings x $20 2 Members x 30 meetings x $15	1,000	1,500
		TOTAL SALARIES	**1,000**	**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	17,700	49,000
101-1008-502.22-01	Advertising	Advertising	700	1,000
101-1008-502.22-02	Dues	Fire/Police Comm. State membership	400	400
101-1008-502.22-05	Postage	Postage	100	50
101-1008-502.22-15	Photocopying	Photocopying	100	50
		TOTAL CONTRACTUAL SERVICES	**19,000**	**50,500**
		TOTAL BRD. OF POL. & FIRE COMM.	**20,200**	**52,200**

PLAN COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-1009-502.10-03	Boards and Commissions	1 Chairman x 24 meetings x $20 8 Members x 24 meetings x $15	2,300	3,400
		TOTAL SALARIES	**2,300**	**3,400**
FRINGE BENEFITS:				
101-1009-502.19-11	Social Security	Social Security	100	200
101-1009-502.19-12	Medicare	Medicare	100	100
		TOTAL FRINGE BENEFITS	**200**	**300**
CONTRACTUAL SERVICES:				
101-1009-502.22-02	Dues	APA membership dues	200	200
101-1009-502.22-03	Training	Educational and training materials	300	300
101-1009-502.22-15	Photocopying	Photocopying of minutes & agendas	1,000	500
		TOTAL CONTRACTUAL SERVICES	**1,500**	**1,000**
		TOTAL PLAN COMMISSION	**4,000**	**4,700**

ENVIRONMENTAL COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-1010-502.10-03	Boards and Commissions	1 Chairman x 12 meetings x $20 7 Members x 12 meetings x $15	1,000	1,500
		TOTAL SALARIES	**1,000**	**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	300	400
101-1010-502.22-15	Photocopying	Photocopying	100	100
		TOTAL CONTRACTUAL SERVICES	**500**	**600**
COMMODITIES:				
101-1010-502.30-05	Office Supplies & Equip	Office supplies; awards	100	100
		TOTAL COMMODITIES	**100**	**100**
		TOTAL ENVIRONMENTAL COMMISSION	**1,800**	**2,400**

HOUSING COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1011-502.22-05	Postage	Postage	100	100
101-1011-502.22-15	Photocopying	Photocopying	100	100
		TOTAL CONTRACTUAL SERVICES	**200**	**200**
COMMODITIES:				
101-1011-502.30-01	Publications	Subscription to on-line foreclosure data service	600	600
101-1011-502.33-05	Other Supplies	Other Supplies (program marketing)	0	500
		TOTAL COMMODITIES	**600**	**1,100**
OTHER CHARGES:				
101-1011-502.40-05	Grants	Rental Housing Assistance Program Grant (CEDA) for Arl. Hts. residents	9,800	14,700
		TOTAL OTHER CHARGES	**9,800**	**14,700**
		TOTAL HOUSING COMMISSION	**10,600**	**16,000**

ELECTRICAL COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1012-502.22-03	Training	Training and education	100	100
		TOTAL CONTRACTUAL SERVICES	**100**	**100**
COMMODITIES:				
101-1012-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	100	0
101-1012-502.32-80	Books	Code books	400	300
		TOTAL COMMODITIES	**500**	**300**
		TOTAL ELECTRICAL COMMISSION	**600**	**400**

SENIOR CITIZENS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1013-502.22-01	Advertising	Outreach/marketing/advertising	300	500
101-1013-502.22-05	Postage	Postage	200	200
101-1013-502.22-15	Photocopying	Photocopying	300	300
		TOTAL CONTRACTUAL SERVICES	**800**	**1,000**
COMMODITIES:				
101-1013-502.30-05	Office Supplies & Equip	Office supplies for public meetings	200	200
101-1013-502.33-05	Other Supplies & Equip	Commissioner pins, memorials, etc.	300	700
		TOTAL COMMODITIES	**500**	**900**
		TOTAL SENIOR CITIZENS COMM.	**1,300**	**1,900**

YOUTH COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1014-502.22-05	Postage	Postage	100	100
101-1014-502.22.10	Printing	Printing (Folders)	0	100
101-1014-502.22-15	Photocopying	Photocopying	100	100
		TOTAL CONTRACTUAL SERVICES	**200**	**300**
COMMODITIES:				
101-1014-502.33-05	Other Supplies & Equip	Teen Job Fair supplies & food	100	100
		TOTAL COMMODITIES	**100**	**100**
		TOTAL YOUTH COMMISSION	**300**	**400**

DESIGN COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1015-502.22-15	Photocopying	Photocopying	300	100
		TOTAL CONTRACTUAL SERVICES	**300**	**100**
COMMODITIES:				
101-1015-502.30-05	Office Supplies & Equip	Printing with color printer	0	200
		TOTAL COMMODITIES	**0**	**200**
		TOTAL DESIGN COMMISSION	**300**	**300**

COMMISSION FOR CITIZENS WITH DISABILITIES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1017-502.20-24	Disabled Citizen Program	Disabled Citizens Community Awareness Projects	1,400	2,200
101-1017-502.22-03	Training	Local seminars, expos & conferences	100	300
101-1017-502.22-05	Postage	Postage	400	500
101-1017-502.22-15	Photocopying	Photocopying (including newsletter)	0	0
		TOTAL CONTRACTUAL SERVICES	**1,900**	**3,000**
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	**3,200**	**4,300**

SPECIAL EVENTS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1018-502.21-65	Other Services	Awards & plaques	1,300	1,400
101-1018-502.22-05	Postage	Postage	100	100
101-1018-502.22-10	Printing	Printing	500	500
		TOTAL CONTRACTUAL SERVICES	**1,900**	**2,000**
COMMODITIES:				
101-1018-502.31-40	Agricultural Supplies	Materials for parade floats	100	200
		TOTAL COMMODITIES	**100**	**200**
		TOTAL SPECIAL EVENTS COMM.	**2,000**	**2,200**

BICYCLE & PEDESTRIAN ADVISORY COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
101-1019-502.22-02	Dues	Membership dues		500		500
101-1019-502.22-03	Training	Education (TS101 materials, facility costs, advertising)		300		500
101-1019-502.22-10	Printing	Printing of educational material, bike maps		0		400
101-1019-502.22-15	Photocopying	Photocopying		0		100
		TOTAL CONTRACTUAL SERVICES		**800**		**1,500**
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	Bike Arlington Heights community event (bike patrol officers, rentals, shirts, printing, food)	3,800		1,800	
		Bike to Work Week (biker breakfast, advertising, rentals)	200	**4,000**	0	**1,800**
				4,000		**1,800**
		TOTAL BICYCLE & PEDESTRIAN ADVISORY COMMISSION		**5,000**		**3,500**

THE ARLINGTON ECONOMIC ALLIANCE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
101-1021-502.22-15	Photocopying	Photocopying		300		300
		TOTAL CONTRACTUAL SERVICES		**300**		**300**
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)	5,400		9,000	
		Newsletters (2)	4,100		6,000	
		Discover Arlington web site upgrades and improvements	3,500	13,000	0	15,000
		TOTAL OTHER CHARGES		**13,000**		**15,000**
		TOTAL ARL. ECONOMIC ALLIANCE		**13,300**		**15,300**

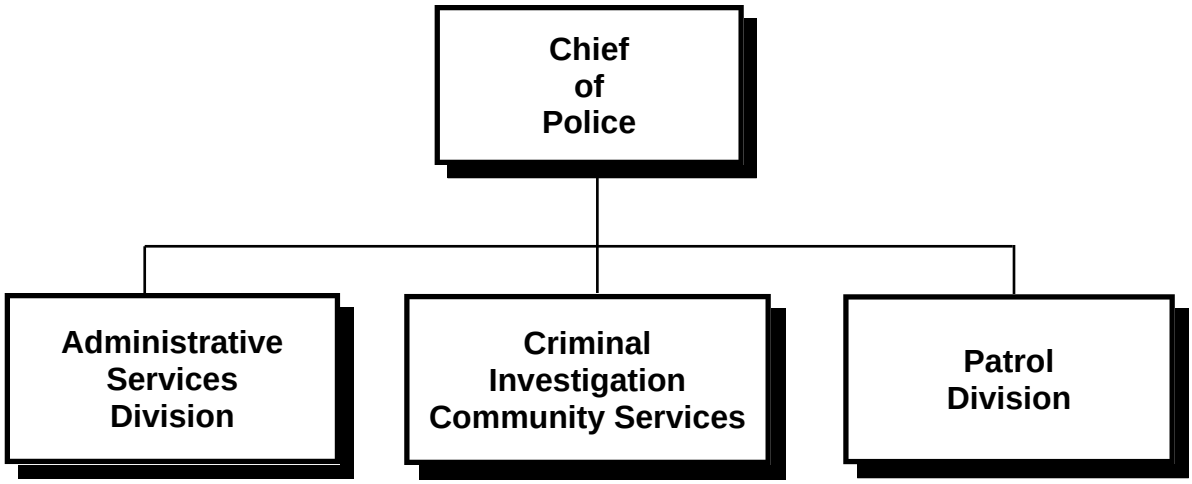
ARTS COMMISSION

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
101-1022-502.22-05	Postage	Postage	500	800
101-1022-502.22-15	Photocopying	Photocopying	300	500
		TOTAL CONTRACTUAL SERVICES	**800**	**1,300**
COMMODITIES:				
101-1022-502.33-05	Other Supplies & Equip	Awards, other supplies	700	1,000
		TOTAL COMMODITIES	**700**	**1,000**
		TOTAL ARTS COMMISSION	**1,500**	**2,300**
		TOTAL BOARDS & COMMISSIONS	**136,600**	**198,100**

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: 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.

2014-2015 Status of Goals and Objectives

- **Conduct research into developing a regional Drug Enforcement Unit**. Local police agencies, including Arlington Heights, Schaumburg, Palatine, Hanover Park and Streamwood assigned personnel to the North Central Narcotics Task Force that is managed by an Illinois State Police supervisor. Undercover operations targeting street and mid-level dealers have produced measurable results in the first year of operation.

- **Explore the expansion of crime mapping capabilities by Police Department personnel.** The Department expanded traffic crash pin mapping to include both an accounting of DUI-Alcohol and DUI-Drugs arrests with accompanying pie chart graphing. Monthly (compounding) pin maps were introduced which expanded residential burglary mapping. The weekly hot-crime maps and analysis were made available on the squad car Portable Document Format (PDF).

- **Maintain compliance with all accreditation standards and make preparations for the on-site assessment to be conducted in August 2014**. A 3-year accreditation cycle concluded in August 2014 with a detailed review of agency policy, proof files and operations. A successful review resulted in the Police Department receiving re-accreditation during a ceremony held in March, 2015. This prestigious credentialing recognition is awarded to the top 5% of National law enforcement agencies signifying professional excellence.

- **Update PDF maps of schools for emergency response purposes**. Staff has secured updated maps of all local schools and converted them into digital images. Updates were uploaded to all squad cars along with school Crisis Plans. Work continues to place maps in a secure location within each school. Ready access will greatly assist first responders arriving in a critical incident when school staff is unavailable to direct officers inside a building.

- **Revitalize the Volunteer Program**. In an effort to re-energize volunteerism previously provided by Citizen Police Academy Alumni, research to identify best practice policy for program development and recruitment is ongoing. Department supervisors attended a state sponsored course on minimizing risk and liability for police volunteer programs. Recruitment and selection is the next step in this process.

- **Implement a Narcan Program**. The Police Department partnered with a local advocacy group to train and supply officers with an antidote capable of reversing life threatening effects of an opioid (heroin) overdose. Training was completed in the spring. The first deployment occurred just 3 months later resulting in a lifesaving police response.

- **Purchase and implement a License Plate Recognition (LPR) system**. A committee evaluated LPR technology and determined it provides valuable investigative support. National product vendors demonstrated their systems and assured the application will interface with our IT infrastructure. A model policy was developed to ensure a best practice approach. A request for Board action will be forthcoming to procure an LPR system.

- **Develop a list of recommended changes to the Fire and Police Commission process that will result in increasing the pool of qualified candidates**. The Department is reviewing local rules while collecting regional guidelines for resource material. A draft suggestion will include a participatory rather than passive role for the Police Department representative attending police officer applicant interviews, along with changes to the lateral entry process to increase the number of qualified applicants.

- **Project a list of likely retirees on an annual basis**. Forecasting potential retirements will assist Department leaders in developing future supervisors and managers to assume greater responsibilities. A spread sheet was created to bracket personnel attaining benchmarked tenure associated with pensionable longevity to better assist with timely professional development.

2016 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:

- Develop a Personnel Policy that addresses Medical Marijuana use by employees.
- Involve Traffic Bureau members in developing additional educational/safety initiatives; such as Driver's Education Programs in the high school.
- Develop a multi-year plan for the use of Forfeiture Funds.
- Participate in the Illinois and National Traffic Safety Challenge.
- Implement an Automatic Scheduler for the Patrol Division.
- Increase the number of Officers trained through the 40-hours Gang School.
- Enhance Officer awareness of Fire Operations needs and perspectives.
- Increase the percentage of Crisis Intervention Team (CIT) trained officers.

Performance Measures

	Calendar Year		
	2012	**2013**	**2014**
1. # of DUI Arrests	176	200	206
2. # of Citations Issued:			
Hazardous Citations	6,242	6,510	5,967
Non-Hazardous Citations	5,366	5,795	5,140
Parking Violations	17,348	16,729	17,746
Total Tickets Issued	28,956	29,034	28,853
3. Part I Crimes	1,035	854	809
Part II Crimes (all other offenses)	2,200	1,952	1,832
Total Crime Reported	3,235	2,806	2,641

Performance Measures	Calendar Year		
	2012	2013	2014
4. Arrests:			
Adult	914	936	853
Juvenile	178	126	146
Total Arrests	1,092	1,062	999

2014 Citizen Satisfaction (Survey)	(Conducted every three years)
► Competence of the Officers	90.5% Rated Good to Excellent
► Courtesy of the Officers	88.5% Rated Good to Excellent
► Fairness of the Officers	87.4% Rated Good to Excellent
► Demeanor of the Officers	89.8% Rated Good to Excellent
► **Overall Satisfaction of Police Services**	**89.1% Rated Good to Excellent**

OPERATION SUMMARY

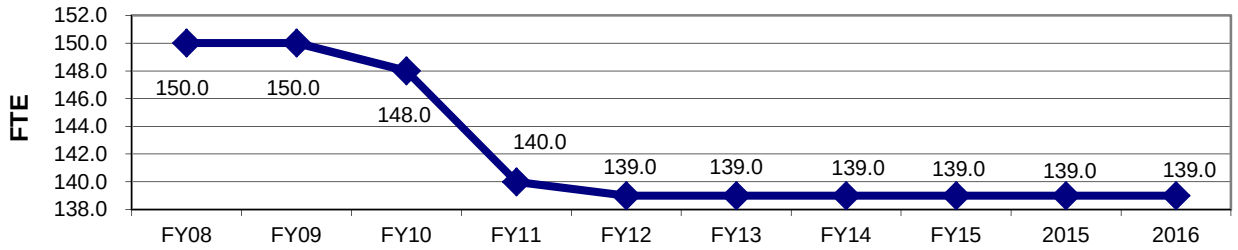
POLICE

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$20,677,657	$21,510,616	$16,352,600	$16,361,700	$22,332,600	$5,970,900	36.5%
Contractual Services	2,278,979	2,271,929	1,582,100	1,587,800	2,425,200	837,400	52.7%
Commodities	505,540	489,838	407,000	407,168	519,700	112,532	27.6%
Other Charges	0	24,711	35,400	33,800	20,000	(13,800)	(40.8%)
Capital Items	104,197	103,536	110,842	110,842	105,000	(5,842)	(5.3%)
Total Expenditures	$23,566,373	$24,400,630	$18,487,942	$18,501,310	$25,402,500	$6,901,190	37.3%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund - Police	$22,780,775	$23,548,791	$17,874,500	$17,879,268	$24,561,500	$6,682,232	37.4%
General Fund - Police Grant	106,087	109,060	73,900	73,900	112,200	38,300	51.8%
Municipal Park Opr Fund	520,914	573,143	368,900	368,900	552,700	183,800	49.8%
Capital Projects Fund	104,197	103,536	110,842	110,842	105,000	(5,842)	(5.3%)
A & E Fund	54,400	66,100	59,800	68,400	71,100	2,700	3.9%
Total Expenditures	$23,566,373	$24,400,630	$18,487,942	$18,501,310	$25,402,500	$6,901,190	37.3%

STAFFING HISTORY



POLICE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-3001-511.10-01	Salaries	1,481,331	1,521,674	1,053,000	1,054,900	**1,618,900**	564,000	53.5%
101-3001-511.11-61	Police Administration	1,052,885	1,160,331	786,700	786,700	**1,193,300**	406,600	51.7%
101-3001-511.11-64	Police Supervision	1,531,008	1,535,731	1,062,000	1,056,900	**1,623,200**	566,300	53.6%
101-3001-511.11-70	Police Officer	7,243,936	7,186,277	5,084,500	5,314,900	**7,840,400**	2,525,500	47.5%
101-3001-511.18-01	Temporary Help	1,913	1,988	1,800	1,800	**2,800**	1,000	55.6%
101-3001-511.18-03	Seasonal Help	139,832	139,969	109,500	109,500	**153,400**	43,900	40.1%
101-3001-511.18-05	Overtime Civilian	41,624	44,372	39,600	39,600	**60,500**	20,900	52.8%
101-3001-511.18-07	Overtime Sworn	703,374	979,702	710,000	482,500	**659,400**	176,900	36.7%
101-3001-511.18-08	Overtime Sworn Court	132,165	165,672	139,300	139,300	**213,100**	73,800	53.0%
101-3001-511.18-09	Holiday Sworn	86,738	97,892	84,300	84,300	**115,300**	31,000	36.8%
101-3001-511.18-80	Special Detail	203,876	208,966	143,700	143,700	**219,900**	76,200	53.0%
101-3001-511.18-81	Special Detail Grants	31,849	81,614	54,100	54,100	**82,800**	28,700	53.0%
	Salaries	**12,650,531**	**13,124,188**	**9,268,500**	**9,268,200**	**13,783,000**	**4,514,800**	**48.7%**
101-3001-511.19-01	Workers Compensation	544,700	561,000	387,100	387,100	**595,100**	208,000	53.7%
101-3001-511.19-05	Medical Insurance	2,067,600	2,139,500	1,385,900	1,385,900	**2,233,100**	847,200	61.1%
101-3001-511.19-09	Public Safety Pension	4,330,860	4,529,400	4,500,000	4,500,000	**4,500,000**	0	0.0%
101-3001-511.19-10	IMRF	208,449	209,590	141,600	141,900	**219,500**	77,600	54.7%
101-3001-511.19-11	Social Security	95,372	95,438	74,600	74,800	**113,800**	39,000	52.1%
101-3001-511.19-12	Medicare	162,476	175,553	129,300	129,600	**197,300**	67,700	52.2%
	Fringe Benefits	**7,409,457**	**7,710,481**	**6,618,500**	**6,619,300**	**7,858,800**	**1,239,500**	**18.7%**
101-3001-511.20-05	Professional Services	2,400	0	0	0	**0**	0	N/A
101-3001-511.20-37	Central Dispatch	759,650	760,680	518,000	515,800	**807,000**	291,200	56.5%
101-3001-511.20-40	General Insurance	225,500	236,800	166,600	166,600	**261,100**	94,500	56.7%
101-3001-511.21-02	Equipment Maintenance	33,882	31,529	32,000	39,900	**40,600**	700	1.8%
101-3001-511.21-65	Other Services	102,124	137,262	96,500	96,500	**128,500**	32,000	33.2%
101-3001-511.22-02	Dues	13,917	13,335	12,300	12,300	**15,400**	3,100	25.2%
101-3001-511.22-03	Training	85,972	87,743	85,900	85,900	**112,600**	26,700	31.1%
101-3001-511.22-05	Postage	14,525	10,629	10,000	10,000	**12,200**	2,200	22.0%
101-3001-511.22-10	Printing	9,873	6,732	6,900	6,900	**10,200**	3,300	47.8%
101-3001-511.22-15	Photocopying	15,028	14,004	10,700	10,700	**16,000**	5,300	49.5%
101-3001-511.22-25	IT/GIS Service Charge	444,700	423,900	305,800	305,800	**447,600**	141,800	46.4%
101-3001-511.22-37	Vehicle/Equip Lease Charge	518,400	486,500	310,200	310,200	**532,700**	222,500	71.7%
	Contractual Services	**2,225,971**	**2,209,114**	**1,554,900**	**1,560,600**	**2,383,900**	**823,300**	**52.8%**
101-3001-511.30-01	Publications Periodicals	2,845	1,575	3,300	3,400	**3,300**	(100)	(2.9%)
101-3001-511.30-05	Office Supplies & Equip	34,358	32,903	23,900	23,900	**35,000**	11,100	46.4%
101-3001-511.30-20	Photographic Supplies	1,819	3,920	2,800	2,800	**4,000**	1,200	42.9%
101-3001-511.30-35	Clothing	153,034	160,492	133,600	133,655	**169,200**	35,545	26.6%
101-3001-511.30-50	Petroleum Products	215,608	176,667	150,100	150,100	**189,400**	39,300	26.2%
101-3001-511.33-05	Other Supplies	12,499	10,084	8,700	8,700	**12,800**	4,100	47.1%
101-3001-511.33-25	Operational Supplies	59,457	76,363	66,300	66,313	**88,600**	22,287	33.6%
101-3001-511.33-30	Community Service Supply	15,196	18,293	8,500	8,500	**13,500**	5,000	58.8%
	Commodities	**494,816**	**480,297**	**397,200**	**397,368**	**515,800**	**118,432**	**29.8%**
101-3001-511.40-67	Canine Program	0	24,711	35,400	33,800	**20,000**	(13,800)	(40.8%)
	Other Charges	**0**	**24,711**	**35,400**	**33,800**	**20,000**	**(13,800)**	**(40.8%)**
	Total Police Admin	**22,780,775**	**23,548,791**	**17,874,500**	**17,879,268**	**24,561,500**	**6,682,232**	**37.4%**

POLICE GRANT

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-3005-511.10-01	Salaries	81,513	83,920	57,400	57,400	**87,000**	29,600	51.6%
	Salaries	**81,513**	**83,920**	**57,400**	**57,400**	**87,000**	**29,600**	**51.6%**
101-3005-511.19-01	Workers Compensation	300	300	200	200	**300**	100	50.0%
101-3005-511.19-05	Medical Insurance	6,600	7,000	4,500	4,500	**6,800**	2,300	51.1%
101-3005-511.19-10	IMRF	11,485	11,451	7,400	7,400	**11,400**	4,000	54.1%
101-3005-511.19-11	Social Security	5,016	5,178	3,600	3,600	**5,400**	1,800	50.0%
101-3005-511.19-12	Medicare	1,173	1,211	800	800	**1,300**	500	62.5%
	Fringe Benefits	**24,574**	**25,140**	**16,500**	**16,500**	**25,200**	**8,700**	**52.7%**
	Total Police Grant	**106,087**	**109,060**	**73,900**	**73,900**	**112,200**	**38,300**	**51.8%**
	Total Police Dept	**22,886,862**	**23,657,851**	**17,948,400**	**17,953,168**	**24,673,700**	**6,720,532**	**37.4%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1145	Chief of Police	D71	1.00	1.00	
1155	Deputy Chief of Police	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	
1701	Police Fiscal Clerk	B21	1.00	1.00	
1185	Public Service Officer	A13	10.00	10.00	
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-3001-511.10-01	Salaries	Salaries	1,054,900	1,618,900
101-3001-511.11-61	Police Administration	Police Administration	786,700	1,193,300
101-3001-511.11-64	Police Supervision	Police Supervision	1,056,900	1,623,200
101-3001-511.11-70	Police Officer	Police Officer	5,314,900	7,840,400
101-3001-511.18-01	Temporary Help	Temporary Help	1,800	2,800
101-3001-511.18-03	Seasonal Help	Seasonal Help	109,500	153,400
101-3001-511.18-05	Overtime Civilian	Overtime Civilian	39,600	60,500
101-3001-511.18-07	Overtime Sworn	Overtime Sworn	482,500	659,400
101-3001-511.18-08	Overtime Sworn Court	Overtime Sworn Court	139,300	213,100
101-3001-511.18-09	Holiday Sworn	Holiday Sworn	84,300	115,300
101-3001-511.18-80	Special Detail	Special Detail	143,700	219,900
101-3001-511.18-81	Special Detail Grant	Special Detail Grant	54,100	82,800
		TOTAL SALARIES	**9,268,200**	**13,783,000**
FRINGE BENEFITS:				
101-3001-511.19-01	Workers' Compensation	Workers' Compensation Insurance	387,100	595,100
101-3001-511.19-05	Medical Insurance	Medical Insurance	1,385,900	2,233,100
101-3001-511.19-09	Public Safety Pension	Public Safety Pension	4,500,000	4,500,000
101-3001-511.19-10	IMRF	IMRF	141,900	219,500
101-3001-511.19-11	Social Security	Social Security	74,800	113,800
101-3001-511.19-12	Medicare	Medicare	129,600	197,300
		TOTAL FRINGE BENEFITS	**6,619,300**	**7,858,800**
CONTRACTUAL SERVICES:				
101-3001-511.20-37	Central Dispatch	Police Department portion (75%) of costs for dispatching calls-for-service through the Northwest Central Dispatch System	515,800	807,000
101-3001-511.20-40	General Insurance	Liability and property insurance	166,600	261,100

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-3001-511.21-02	Equipment Maintenance	Office machine equipment maint. Contracts				
		Typewriters	600		600	
		Fax machines	200		300	
		BEAST (property inventory system)	1,300		1,300	
		Lektriever service contract	800		800	
		Portable radios, modems, ISPERN maintenance contracts	6,200		5,000	
		Radar, security door lock & intercom system (Front Desk)	1,800		2,000	
		Records Management System	19,000		19,000	
		Police firing range maintenance (time & material)	3,800		3,800	
		Miscellaneous equipment maintenance: Breathalyzer	700		700	
		Video maintenance (desk/ops cameras)	2,700		4,000	
		Kodak I4200 Scanner	2,100		2,100	
		Microfilm	700	39,900	1,000	40,600
101-3001-511.21-65	Other Services	Cellular telephone service	25,300		35,000	
		T1 Data Line (Criminal Apprehension & Booking System)	2,800		2,700	
		Prisoner food	1,400		2,000	
		Bureau Investigation license applicants	800		1,100	
		Department weapons repair	300		400	
		Micro-film, duplication & shredding	1,700		2,500	
		Officers badge, shield & leather repair	500		800	
		Morgue transportation	5,100		7,500	
		Animal Welfare Services:				
		Animal impounding fees	3,400		5,000	
		Rabies shots for animal welfare personnel	200		0	
		Blood Borne Pathogen Program: Equipment sterilization	1,400		2,000	
		Background reports	2,100		3,000	
		Language line	300		200	
		Critical Reach Alert (Trak System)	700		700	
		Annual software renewal/maintenance	12,000		13,000	
		Administrative Hearing Officer Program	13,700		19,000	
		Bio-hazard cleaning cell/squad car	1,400		2,000	
		Village-use background checks for non-criminal justice/criminal history inquires	2,000		2,000	
		Prisoner drug prescriptions	700		1,000	
		Mi-Fi services fee	1,700		1,700	
		Secretary of State License Suspensions	1,400		2,000	
		Ticket Scofflaw Program	6,700		9,800	
		Cell phone forensic license renewal	3,100		3,000	
		GPS Traker Data upgrades	2,300		1,600	
		Processing fees - subpoena records	300		500	
		Electronic file transfer fees	2,100		3,000	
		Outside range fees	700		4,000	
		Crash Data Recorder software renewal	2,400		2,000	
		Forensic Computer software renewal	0	96,500	1,000	128,500
101-3001-511.22-02	Dues	MCAT	3,100		3,100	
		Northern Illinois Police Alarm System	4,600		4,800	
		Other dues	4,600	12,300	7,500	15,400

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
101-3001-511.22-03	Training	Course titles are listed as a selective representation of needed skills and specialty training:		
		Comprehensive Departmental Training:	15,300	30,300
		Northeast Multi-Regional training, Suburban Law Enforcement Academy memberships		
		Basic Recruit Training	18,300	18,300
		Field Operations:	5,000	7,300
		Accident Investigation		
		Traffic Law		
		Sensitivity Relations		
		Street Survival		
		Traffic Law Enforcement		
		Search and Seizure		
		Community Police Training:	4,600	6,800
		Problem Oriented Policing		
		Cultural and Ethnic Awareness		
		Community Policing Concepts		
		Technical Support:	4,100	6,000
		Field Training Officers		
		Breathalyzer		
		Forensic Technician		
		Crime Lab		
		Police Photography		
		Property Management		
		Police Records Management		
		Records Management System:	1,000	1,500
		Crime Analysis		
		Community Services:	1,300	1,900
		Crime Prevention		
		Criminal Investigations:	2,400	3,500
		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		
		Death Investigations		
		Juvenile Investigations:	1,400	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:	26,400	25,900
		Supervisory & Mid-Mngmnt Training		
		Records Supervisor		
		Leadership Training		
		Police Staff and Command		
		Disaster Management		
		Police Budgeting		
		Managing Change		
		Managing Productivity		
		Tuition Reimbursement		

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-3001-511.22-03	Training (cont.)	Conferences, Seminars & Meetings:	5,100		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:	1,000		1,500	
		Northern Ill. Police Alarm System				
		Rapid Response Team				
		Total Training		85,900		112,600
101-3001-511.22-05	Postage	Regular and registered postage		10,000		12,200
101-3001-511.22-10	Printing	Crime Prevention:				
		Booklets, Pamphlet & Identification Stickers	700		1,000	
		Operational:				
		Police Report & Identification Forms	2,700		4,000	
		Administrative:				
		Police manuals, records, envelopes & other related forms	2,700		4,000	
		Administrative Hearing Officer Program	800	6,900	1,200	10,200
101-3001-511.22-15	Photocopying	Photocopies & supplies	4,000		6,000	
		Maintenance agreements	6,700	10,700	10,000	16,000
101-3001-511.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		305,800		447,600
101-3001-511.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		310,200		532,700
		TOTAL CONTRACTUAL SERVICES		**1,560,600**		**2,383,900**
COMMODITIES:						
101-3001-511.30-01	Publications/Periodicals	Miscellaneous publications		3,400		3,300
101-3001-511.30-05	Office Supplies & Equip	General office supplies		23,900		35,000
101-3001-511.30-20	Photographic Supplies	CD/DVD reproduction, flashes & batteries	1,400		2,000	
		Video supplies	1,400	2,800	2,000	4,000
101-3001-511.30-35	Clothing	Police Personnel:				
		Sworn Officers	90,100		125,000	
		Sworn Officers - new hires	15,300		21,700	
		Civilian Personnel	4,100		6,000	
		Leather jackets & other uniform items not included in officers allotment per Metropolitan Alliance of Police Contract	3,800		5,500	
		New and replacement badges, hat shields, and shoulder patches	2,100		3,500	
		Specialty clothing:				
		Motorcycle / Bicycle Officers / Northern Illinois Police Alarm System	4,400		6,500	
		Park Counselors	300		1,000	
		Prior Year Encumbrance Carryover	13,555	133,655		169,200

POLICE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-3001-511.30-50	Petroleum Products	Gasoline for department vehicle(s)		150,100		189,400
101-3001-511.33-05	Other Supplies & Equip	Computer hardware/software	4,600		6,800	
		Employee recognition	4,100	8,700	6,000	12,800
101-3001-511.33-25	Operational Supplies	Ammunition	23,000		30,000	
		Range safety equipment & supplies	3,100		3,100	
		Evidence Processing/Property Security:				
		Property Management Section	700		1,500	
		Identification Technicians	700		1,500	
		Forensic Technicians	1,400		5,000	
		Criminal Investigations Bureau	700		1,000	
		Emergency equipment for Patrol Operations: flares, flashlight batteries, traffic vests, fire extinguishers, first-aid equipment	2,700		4,000	
		Station operation & lock-up expenditures: Cell mattresses, blankets, personal hygiene items for prisoners & identification equipment	700		2,000	
		Community Policing supplies	1,000		1,500	
		25 Motorola batteries	5,100		5,000	
		Bullet proof vest replacement (12)	9,200		18,000	
		Taser accessories	8,000		8,000	
		Animal welfare supplies	1,000		2,000	
		Bio-hazard equipment & supplies	3,100		6,000	
		Prior Year Encumbrance Carryover	5,913	66,313	0	88,600
101-3001-511.33-30	Community Service Supl	Training aids	700		1,000	
		Crime prevention specialty items	6,500		10,500	
		Citizen Police Academy supplies	500		1,000	
		Rockin with the Cops supplies	800	8,500	1,000	13,500
		TOTAL COMMODITIES		**397,368**		**515,800**
OTHER CHARGES:						
101-3001-511.40-67	Canine Program	Canine Olympic/recertification training	9,000		9,000	
		New Canine	17,300		0	
		Supplies	4,800		7,000	
		Equipment	2,700	33,800	4,000	20,000
		TOTAL OTHER CHARGES		**33,800**		**20,000**
		TOTAL POLICE - ADMINISTRATION		**17,879,268**		**24,561,500**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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

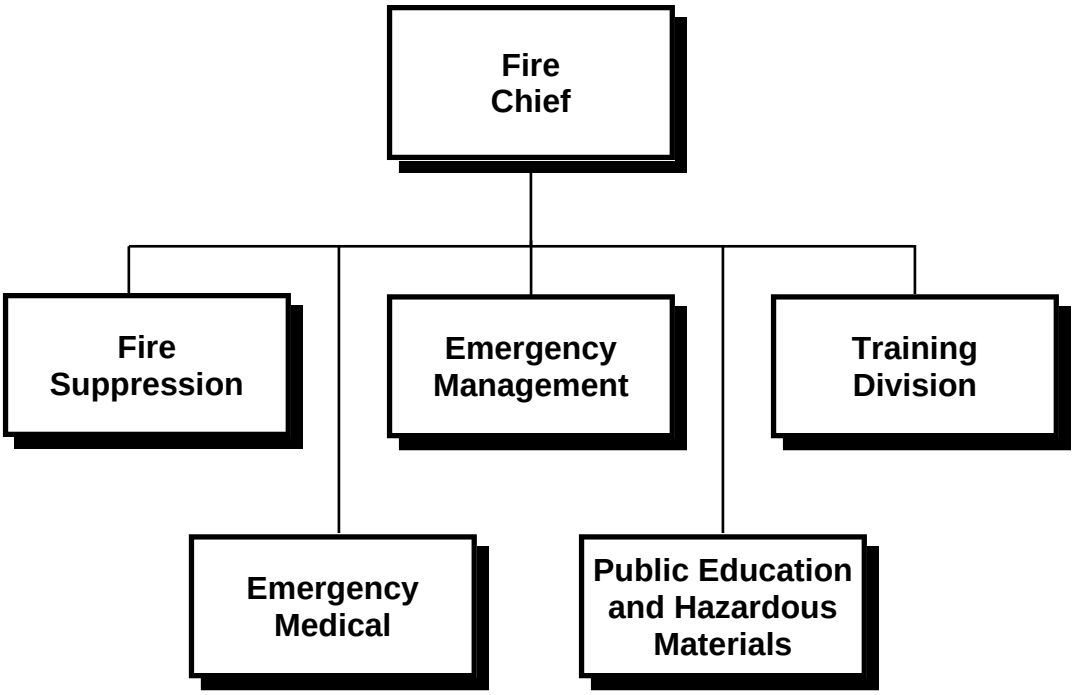
GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
101-3005-511.10-01	Salaries	Salaries (PG0400)*	57,400	87,000
		TOTAL SALARIES	**57,400**	**87,000**
FRINGE BENEFITS:				
101-3005-511.19-01	Workers' Compensation	Workers' Compensation Ins (PG0400)	200	300
101-3005-511.19-05	Medical Insurance	Medical Insurance (PG0400)	4,500	6,800
101-3005-511.19-10	IMRF	IMRF (PG0400)	7,400	11,400
101-3005-511.19-11	Social Security	Social Security (PG0400)	3,600	5,400
101-3005-511.19-12	Medicare	Medicare (PG0400)	800	1,300
		TOTAL FRINGE BENEFITS	**16,500**	**25,200**
		TOTAL POLICE GRANT	**73,900**	**112,200**
		TOTAL POLICE DEPARTMENT	**17,953,168**	**24,673,700**

* 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 advanced life support ambulances are operated by the Fire Department along with two advanced life support rescue squads. The department also maintains two reserve ambulances and one reserve rescue squad. All Firefighters are trained and certified as Emergency Medical Technicians and more than half are trained and state-certified as Paramedics. Both Paramedics and EMTs are kept current through an extensive continuing education program facilitated by our system provider, Northwest Community Hospital.

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. Nearly all Village firefighting personnel have achieved advanced certification or higher.

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

The Fire Department responded to 10,165 calls for assistance in 2014. This included 3,475 fire and emergency calls and 6,690 ambulance calls.

2014-2015 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 and equip our new ladder tower with additional safety features. The Board also provided funding for firefighter education. 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. Through cost sharing we were able in October 2014 to train 200 Firefighters with 27 pieces of apparatus from four different fire departments at our Training Academy. Extended the service life of various department equipment classes to reduce procurement costs. We utilized two donated homes scheduled for demolition for structural firefighter training.

- ► **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 2014. 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 2014.

- **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 2014.

- **Achieve a relative balance between mutual and automatic aid given and supplied.** We negotiated a new automatic aid agreement with Rolling Meadows, further balancing aid given and 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.** This project was completed.

- **Resume Community Emergency Preparedness training classes on a cost neutral basis.** On an on-demand basis, we continue to provide Community Emergency Response Training classes for the public.

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

2016 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.

- Immediately following each structure fire, analyze response data, taking into account constants and variables, for compliance with NFPA 1710, which calls for 14 Firefighters on scene within 8 minutes or less 90% of the time.

- 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.

- Review and update the department's Strategic Plan.

- Increase commitment to Chief Officer and Company Officer development programs.

- Further explore the process to apply for 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. We will continue the life-saving Katie Project, providing residents with smoke detector or battery replacement.
- 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. To remain in compliance, we continue to update our Emergency Operations Plan.

Performance Measures

	Calendar Year		
	2012	2013	2014
1. Service Calls:			
Fire	161	126	156
EMS	6,680	6,720	6,690
Hazmat	263	308	348
Emergency Assists	1,832	1,323	1,418
False Alarms	1,100	1,383	1,553
Total Calls	10,036	9,860	10,165
2. % Response Time 6 Minutes or Less (Goal of 90% or greater)			
Fire Calls (Structure Fires)	100.00%	94.75%	93.30%
EMS Calls (Emergencies)	90.38%	90.34%	93.65%
3. Mutual Aid / Auto Aid Responses:			
Calls Given	976	932	1,219
Calls Received	958	873	823
4. % of Operational Personnel Meeting Minimum Training Standards	98%	98%	98%

Performance Measures (cont.)

	Calendar Year		
	2012	2013	2014
5. # of Knox Boxes:			
Installed During Calendar Year	23	30	26
Total Installed	1,005	1,035	1,061
6. ISO Rating:	2	2	2
7. Unit Responses:			
Ambulance 1	2,617	1,954	2,057
Ambulance 2	2,412	2,165	2,133
Ambulance 3	1,535	1,588	1,612
Ambulance 4	1,207	1,550	1,563
Subtotal Ambulances	7,771	7,257	7,365
Squad 1	2,969	2,481	2,607
Squad 2	2,945	2,599	2,627
Subtotal Squads	5,914	5,080	5,234
Engine 2	1,362	1,333	1,551
Engine 3	1,530	1,696	1,756
Engine 4	1,373	1,542	1,652
Subtotal Engines	4,265	4,576	4,959
Battalion 1	994	925	1,088
Ladder Tower 1	1,169	1,039	1,261
Reserve Ambulance 1	47	11	7
Reserve Ambulance 2	41	17	0
Reserve Squad 2	3	9	19
Reserve Engine 1	211	0	0
Total Unit Responses	20,415	18,914	19,933

OPERATION SUMMARY

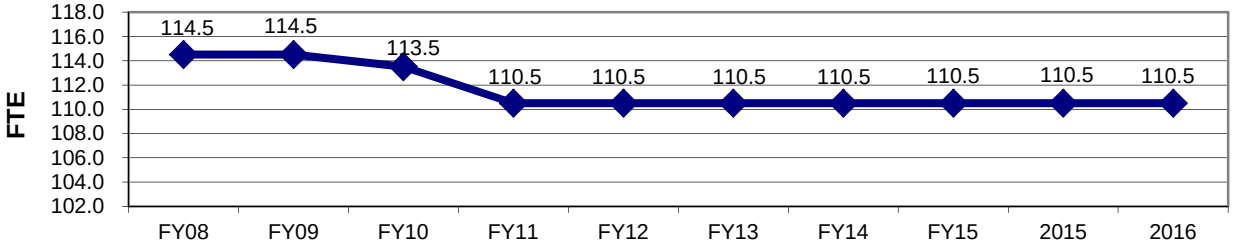
FIRE

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$18,097,126	$18,785,223	$14,568,300	$14,494,100	$19,471,300	$4,977,200	34.3%
Contractual Services	1,532,359	1,528,519	1,236,200	1,253,100	1,659,200	406,100	32.4%
Commodities	333,899	357,688	311,370	316,629	419,100	102,471	32.4%
Other Charges	0	0	0	0	0	0	N/A
Capital Items	114,087	159,415	163,266	166,266	242,900	76,634	46.1%
Total Expenditures	$20,077,471	$20,830,845	$16,279,136	$16,230,095	$21,792,500	$5,562,405	34.3%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$19,958,484	$20,660,260	$16,110,570	$16,057,329	$21,543,100	$5,485,771	34.2%
Capital Projects Fund	114,087	159,415	163,266	166,266	242,900	76,634	46.1%
A &E Fund	4,900	11,170	5,300	6,500	6,500	0	0.0%
Total Expenditures	$20,077,471	$20,830,845	$16,279,136	$16,230,095	$21,792,500	$5,562,405	34.3%

STAFFING HISTORY



FIRE

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-3501-512.10-01	Salaries	188,681	200,846	142,800	142,800	**219,600**	76,800	53.8%
101-3501-512.12-01	Fire Administration	940,560	973,708	678,200	674,300	**1,028,000**	353,700	52.5%
101-3501-512.12-16	Fire Supervision	1,693,302	1,786,784	1,177,900	1,177,900	**1,786,400**	608,500	51.7%
101-3501-512.12-21	Firefighter	7,161,062	7,243,200	5,332,400	5,263,600	**8,022,500**	2,758,900	52.4%
101-3501-512.18-01	Temporary Help	2,916	0	0	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	685,353	728,434	241,900	241,900	**370,100**	128,200	53.0%
101-3501-512.18-09	Holiday Sworn	157,032	165,258	145,200	145,200	**172,300**	27,100	18.7%
101-3501-512.18-80	Special Detail	46,769	32,972	50,200	50,200	**52,700**	2,500	5.0%
	Salaries	**10,875,675**	**11,131,202**	**7,769,100**	**7,696,400**	**11,652,100**	**3,955,700**	**51.4%**
101-3501-512.19-01	Workers Compensation	544,800	561,100	387,200	387,200	**595,200**	208,000	53.7%
101-3501-512.19-05	Medical Insurance	1,794,600	1,887,600	1,213,600	1,213,600	**1,913,000**	699,400	57.6%
101-3501-512.19-09	Public Safety Pension	4,701,000	5,007,300	5,057,400	5,057,400	**5,100,000**	42,600	0.8%
101-3501-512.19-10	IMRF	24,942	27,331	18,600	18,600	**28,800**	10,200	54.8%
101-3501-512.19-11	Social Security	10,712	12,057	8,900	8,900	**13,600**	4,700	52.8%
101-3501-512.19-12	Medicare	140,497	147,463	108,200	105,500	**162,100**	56,600	53.6%
	Fringe Benefits	**7,216,551**	**7,642,851**	**6,793,900**	**6,791,200**	**7,812,700**	**1,021,500**	**15.0%**
101-3501-512.20-37	Central Dispatch	253,217	253,560	172,000	172,000	**269,000**	97,000	56.4%
101-3501-512.20-40	General Insurance	187,900	197,300	138,800	138,800	**217,500**	78,700	56.7%
101-3501-512.21-02	Equipment Maintenance	38,002	38,761	37,500	37,500	**47,200**	9,700	25.9%
101-3501-512.21-07	Vehicle Equip Maintenance	3,971	4,210	3,100	3,100	**5,500**	2,400	77.4%
101-3501-512.21-65	Other Services	22,434	22,961	19,000	25,600	**37,000**	11,400	44.5%
101-3501-512.22-02	Dues	24,944	22,145	1,400	1,400	**30,000**	28,600	2042.9%
101-3501-512.22-03	Training	59,177	67,577	61,000	71,100	**81,200**	10,100	14.2%
101-3501-512.22-05	Postage	1,279	695	600	800	**2,000**	1,200	150.0%
101-3501-512.22-10	Printing	1,160	2,141	1,200	1,200	**3,000**	1,800	150.0%
101-3501-512.22-15	Photocopying	2,975	2,869	3,100	3,100	**4,300**	1,200	38.7%
101-3501-512.22-25	IT/GIS Service Charge	210,100	215,100	151,800	151,800	**224,300**	72,500	47.8%
101-3501-512.22-37	Vehicle/Equip Lease Charge	727,200	701,200	646,700	646,700	**738,200**	91,500	14.1%
	Contractual Services	**1,532,359**	**1,528,519**	**1,236,200**	**1,253,100**	**1,659,200**	**406,100**	**32.4%**
101-3501-512.30-01	Publications Periodicals	639	640	900	900	**1,300**	400	44.4%
101-3501-512.30-05	Office Supplies & Equip	6,183	8,501	5,900	5,900	**9,000**	3,100	52.5%
101-3501-512.30-20	Photographic Supplies	0	17	100	100	**100**	0	0.0%
101-3501-512.30-35	Clothing	100,309	132,691	116,000	116,857	**140,700**	23,843	20.4%
101-3501-512.30-50	Petroleum Products	93,964	84,818	67,300	67,300	**81,500**	14,200	21.1%
101-3501-512.31-45	Janitorial Supplies	6,821	5,832	5,500	5,500	**9,000**	3,500	63.6%
101-3501-512.31-55	Building Supplies	1,160	1,826	1,600	1,600	**4,000**	2,400	150.0%
101-3501-512.31-60	Chemicals	9,309	9,433	7,900	7,900	**11,900**	4,000	50.6%
101-3501-512.31-65	Other Equip & Supplies	18,578	30,022	20,000	20,900	**35,800**	14,900	71.3%
101-3501-512.31-85	Small Tools and Equipment	59,992	27,504	46,500	46,500	**68,000**	21,500	46.2%
101-3501-512.32-80	Books	5,808	3,524	4,000	7,500	**8,300**	800	10.7%
101-3501-512.33-05	Other Supplies	8,469	8,766	8,700	8,700	**12,000**	3,300	37.9%
101-3501-512.33-50	Medical Supplies	22,667	44,114	26,970	26,972	**37,500**	10,528	39.0%
	Commodities	**333,899**	**357,688**	**311,370**	**316,629**	**419,100**	**102,471**	**32.4%**
	Total Fire	**19,958,484**	**20,660,260**	**16,110,570**	**16,057,329**	**21,543,100**	**5,485,771**	**34.2%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1195	Fire Chief	D71	1.00	1.00	
1200	Deputy Fire Chief	D61	2.00	2.00	
1210	Battalion Chief	C43	3.00	3.00	
1211	Division Chief	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	
1718	Fire Fiscal Clerk	B21	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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-3501-512.10-01	Salaries	Salaries		142,800		219,600
101-3501-512.12-01	Fire Administration	Fire Administration		674,300		1,028,000
101-3501-512.12-16	Fire Supervision	Fire Supervision		1,177,900		1,786,400
101-3501-512.12-21	Firefighter	Firefighter		5,263,600		8,022,500
101-3501-512.18-05	Overtime Civilian	Overtime Civilian		500		500
101-3501-512.18-07	Overtime Sworn	Overtime Sworn		241,900		370,100
101-3501-512.18-09	Holiday Sworn	Holiday Sworn		145,200		172,300
101-3501-512.18-80	Special Detail	Fireguard/ Ambulance Detail	31,600		28,000	
		Fire Instruction	0		6,000	
		MABAS Training (Reimbursable):			18,700	
		Fire Apparatus Engineering	9,400			
		Specialized Rescue Classes	9,200	50,200		52,700
		TOTAL SALARIES		**7,696,400**		**11,652,100**
FRINGE BENEFITS:						
101-3501-512.19-01	Workers' Compensation	Workers' Compensation Insurance		387,200		595,200
101-3501-512.19-05	Medical Insurance	Medical Insurance		1,213,600		1,913,000
101-3501-512.19-09	Public Safety Pension	Public Safety Pension		5,057,400		5,100,000
101-3501-512.19-10	IMRF	IMRF		18,600		28,800
101-3501-512.19-11	Social Security	Social Security		8,900		13,600
101-3501-512.19-12	Medicare	Medicare		105,500		162,100
		TOTAL FRINGE BENEFITS		**6,791,200**		**7,812,700**
CONTRACTUAL SERVICES:						
101-3501-512.20-37	Central Dispatch	Fire Department portion (25%) Communications Services		172,000		269,000
101-3501-512.20-40	General Insurance	Liability and property insurance		138,800		217,500
101-3501-512.21-02	Equipment Maintenance	Mobile, main, portable & pager radio repairs	5,500		8,100	
		Medical telemetry repairs	700		1,000	
		Medical defibrillator service contract	10,200		13,000	
		AED service contract	7,700		8,000	
		Office equipment repairs	100		200	
		Hose, nozzle & brass goods	300		500	
		Academy - hose, nozzle & brass goods	700		1,000	
		Station appliances	3,400		5,000	
		Medical equipment repairs	700		1,000	

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-3501-512.21-02	Equipment Maint (cont)	Self-contained breathing apparatus testing and repairs (IL OSHA)	3,100		3,700	
		SCBA compressor - service contract	3,800		3,700	
		Small tools & equipment	300		500	
		Academy - small tools & equipment	700		1,000	
		Test equipment repairs	300	37,500	500	47,200
101-3501-512.21-07	Vehicle Equip. Maint.	Lettering and graphics	900		1,300	
		Vehicle equipment changeovers	2,200	3,100	4,200	5,500
101-3501-512.21-65	Other Services	Cellular phone contract	13,000		15,000	
		Northwest Community Hospital computerized reporting system	9,200		7,000	
		Telestaff Scheduling Software-annual support	0		7,000	
		Video-conferencing system - annual maintenance & technical support	3,400	25,600	8,000	37,000
101-3501-512.22-02	Dues	Dues	1,400		2,500	
		Paramedic/EMT License Renewal	0		5,000	
		MABAS	0		2,500	
		NIPSTA	0	1,400	20,000	30,000
101-3501-512.22-03	Training	Firefighter/Officer Training:				
		State Cert. Basic Firefighter Course (3)	10,700		10,700	
		Fire Apparatus Engineer Cert. Class	300		2,000	
		State Certified F/O Programs	2,000		3,500	
		Mid-level Management Courses	1,400		3,000	
		Chief Officer Courses	0		7,000	
		Fire Dept. Instructors Conference	1,400		3,000	
		Academy - Instructor Training Seminar	1,000		1,500	
		Illinois Fire Chiefs Conferences	500		800	
		Continuing Education-Local Colleges	3,400		6,000	
		International Fire Chiefs Conference	700		1,000	
		Paramedic Continuing Education Classes	15,400		22,000	
		Paramedic Course NWCH	33,500		19,500	
		ESDA meetings, courses & seminars	800	71,100	1,200	81,200
101-3501-512.22-05	Postage	Regular and registered mail		800		2,000
101-3501-512.22-10	Printing	Fire, investigation and emergency incident reports	100		200	
		Ambulance reports	500		800	
		Administration forms and reports	300		1,500	
		Public education/ESDA	300	1,200	500	3,000
101-3501-512.22-15	Photocopying	Photocopies & supplies	1,200		1,600	
		Maintenance agreement Xerox 5150 (#2)	700		1,100	
		Maintenance agreement WC4118P (#2)	300		400	
		Maintenance agreement WC4118P (#1)	300		400	
		Maintenance agreement WC4118P (#3)	300		400	
		Maintenance agreement WC4118P (#4)	300	3,100	400	4,300
101-3501-512.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		151,800		224,300
101-3501-512.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		646,700		738,200
		TOTAL CONTRACTUAL SERVICES		**1,253,100**		**1,659,200**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
COMMODITIES:						
101-3501-512.30-01	Publications/Periodicals	Miscellaneous publications		900		1,300
101-3501-512.30-05	Office Supplies & Equip	General office supplies	4,900		7,500	
		Academy - office supplies	1,000	5,900	1,500	9,000
101-3501-512.30-20	Photographic Supplies	Misc. film, processing		100		100
101-3501-512.30-35	Clothing	Clothing for officers	5,100		7,500	
		Clothing for firefighters & paramedics	41,600		55,100	
		Firefighting protective clothing, boots, coats, bunker pants and gloves	27,700		41,100	
		Contractual employee uniform maintenance	37,000		37,000	
		Prior Year Encumbrance Carryover	5,457	116,857	0	140,700
101-3501-512.30-50	Petroleum Products	Gasoline for department vehicle(s)		67,300		81,500
101-3501-512.31-45	Janitorial Supplies	Miscellaneous janitorial supplies		5,500		9,000
101-3501-512.31-55	Building Supplies	Miscellaneous building supplies (lumber, paint and hardware)		1,600		4,000
101-3501-512.31-60	Chemicals	Medical oxygen	4,700		6,900	
		Fire extinguisher recharging & testing	1,200		1,700	
		Foam concentrates	2,000	7,900	3,300	11,900
101-3501-512.31-65	Other Equip. & Supplies	Radio & pager batteries and parts	2,900		4,500	
		Telemetry & defibrillator batteries/parts	1,400		2,700	
		Miscellaneous repairs to small equipment	2,100		6,800	
		Filters for air purification compressors	1,800		2,600	
		HAZ/MAT test sensors	1,400		2,700	
		Appliances for Fire Stations	4,800		7,000	
		Furniture for Fire Stations	3,400		5,000	
		Office furniture for Fire Stations	1,700		2,500	
		Emergency lighting and warning	1,400	20,900	2,000	35,800
101-3501-512.31-85	Small Tools and Equip.	Fire hose	6,800		10,000	
		Rope & related equipment	1,400		2,000	
		Dive rescue equipment	1,700		2,500	
		Hazmat equipment	2,400		3,500	
		Nozzles, applicators, brass goods & appliances	3,400		5,000	
		Miscellaneous tools, lights, etc.	19,100		28,000	
		Rescue equipment	4,100		6,000	
		USAR equipment	2,100		3,000	
		Radios, VHF portables	4,100		6,000	
		Academy - tools and related equipment	1,400	46,500	2,000	68,000
101-3501-512.32-80	Books	Officer Training Series updates	200		300	
		Advanced Firefighter Series	0		2,500	
		Updating station training manuals	200		300	
		Update maps and map books	100		100	
		Emergency Medical Training Series	600		900	
		Academy - reference books	5,600		3,000	
		Miscellaneous reference books	800	7,500	1,200	8,300

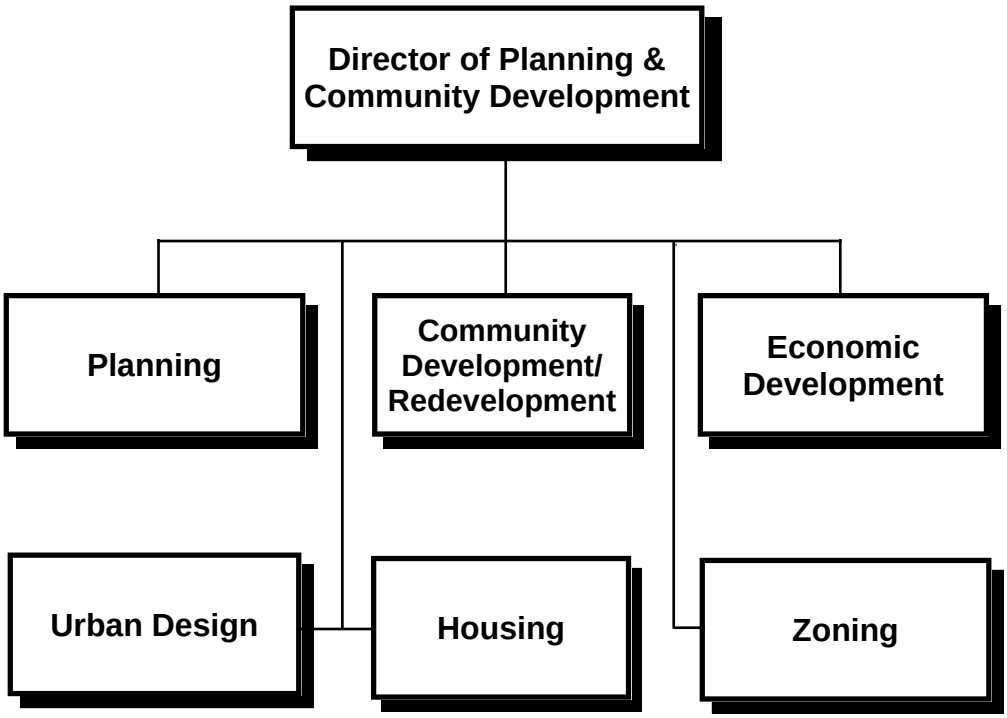
FIRE

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-3501-512.33-05	Other Supplies & Equip	Station supplies & materials	2,400		4,100	
		Public education materials	5,100		5,500	
		Fire related computer software	1,200	8,700	2,400	12,000
101-3501-512.33-50	Medical Supplies	Expendable bandages, drugs and various portable equipment	25,600			37,500
		Prior Year Encumbrance Carryover	1,372	26,972		0
		TOTAL COMMODITIES		**316,629**		**419,100**
		TOTAL FIRE DEPARTMENT		**16,057,329**		**21,543,100**

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.

2014-15 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 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 2014, 25 Plan Commission cases, 51 temporary/preliminary Plan Commission projects, 51 Zoning Board of Appeals cases and 2331 building permit zoning reviews were accomplished. Major developments included Arlington Downs, Arlington Market, St. Viator addition and other retail developments.

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

  The Department is continually reviewing various Village policies and codes for areas in need of amendments. In particular, as a result of taking over the zoning review for the Village in 2004, staff noted certain sections of the Zoning Ordinance that could be clarified or updated to meet current standards and/or demands. Text amendments were approved in 2014. Amendments to the Zoning Ordinance allow for foot massage and revised the permitted use table.

- **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). In 2014, staff prepared the draft 5-year 2015-2019 Consolidated Plan.

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

- **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 2014, the Collaborative concentrated on the senior housing recommendations contained in the Homes for a Changing Region report by addressing strategies to assist senior residents to "age in place" in their homes. The Collaborative initiated a Senior Handyman Program, administered by the Collaborative's partner the Northwest Housing Partnership, under which handyman services were provided to 160 seniors of which 34 were Arlington Heights residents. The Collaborative also completed a draft of a *Senior Resource Guide* which concentrates on information concerning senior housing options and transportation services.

- **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 worked with the Housing Commission to update the Multi-Family Affordable Housing Toolkit and Affordable Rental Housing Guidelines that are used to promote the inclusion of affordable units in future multi-family housing developments. The updates were completed in July 2014.

  The Affordable Housing Trust Fund received its first funds from the sale of revenue bonds.

- **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.
  The Department commenced a year long study in preparation of developing a new updated comprehensive plan.

- **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 2014, the Village's economic development strategy saw continued successes in attracting businesses to locate or expand 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 2014, this program has produced over 428 leads of businesses that are seeking to expand or relocate. Staff attended several national and local trade shows to promote the community.

A significant amount of time has been spent on Arlington Downs the redevelopment of the vacant former Sheraton Hotel and CoCo Key Water Park. Staff has assisted the project's developers with obtaining zoning approvals, marketing, financing and permit activity. The first phase of the project, One Arlington, has had its first tenants move in back in October 2014.

The Department worked closely with the Arlington Economic Alliance throughout 2014 on updating the Village Code section that pertains to this Commission. The purpose of this effort is to update the Code so that it reflects the Alliance members' desired make-up and direction moving forward. The results of this undertaking will be presented to the Village Board in early 2015. The Economic Alliance also hosted their annual Alliance Breakfast in April 2014. The focus was the Arlington Downs mixed-use project. The Alliance Breakfast was held at the Metropolis Ballroom and over 100 people were in attendance.

Business Retention

In 2014 a total of 453 retention visits were conducted. Visits ranged from larger employers such as Weber Packaging and Gurtz Electric, to small family owned businesses. Retention visits were comprised as follows: 52% retail/restaurant/hotel, service 32%, office 10%, and industrial 6%. We continue to focus attention on office and industrial tenants. These contacts covered issues ranging from Cass 6b applications, permitting issues, landlord/lease concerns and construction projects to marketing ideas and event planning.

The Arlington Economic Alliance *Business Newsletter*s were distributed to over 3,800 business owners and managers throughout the Village in both the Spring and Fall.

In 2014, the Department held a Broker Coffee. The event will provide a networking opportunity for the Village to interact with the real estate community and provide a presentation on development and redevelopment opportunities in the Village. Each broker in attendance also introduced to the audience one property or client they are representing. In addition to the networking benefits, Staff aims to have brokers work together to fill vacancies in the Village.

Discover Arlington Marketing

During 2014, the Marketing Team & Arlington Economic Alliance proceeded with implementation of the Spring 2014 and Fall/Holiday 2014 marketing programs. The programs highlighted a "Discover Arlington – Shopping, Dining, Entertainment" theme and included publicity on the Village's major commercial areas as well as scheduled special events.

The number of visits to DiscoverArlington.com increased in 2014 by 9.3% over 2013. The Holiday advertising campaign was effective as well, drawing nearly 5,400 visitors to the website in December, an increase of 15% in visits from December 2013. The Discover Arlington Facebook page has also grown, adding over 2,700 "likes" in 2014.

The Discover web site was maintained, upgraded, and promoted. Staff also distributed new Downtown brochures to merchants. Discover Arlington was also heavily promoted during the Holiday season. The Marketing Team committed to several print ads in the *Daily Herald, Chicago Tribune,* and *Journal & Topics.* Also, the Discover Arlington "Make Merry" campaign was run digitally via the *Chicago Tribune*. Also, two unique commercials were aired on 93.1 FM (WXRT)

a total 44 times between Thanksgiving and December 8th. Based upon demographic and circulation numbers provided, it is estimated that "Discover Arlington" was seen or heard nearly three million times during the holiday season in 2014.

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

► **Continue to administer the Village's Beautification Program (aesthetic improvements to high visibility areas.** 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. Staff has completed a detailed site analysis for the Arlington Heights Road, Palatine Road and Rand Road area which is part of TIF 3 and TIF 5. A request for proposals was released and a consultant has been retained. The consultant will study the area and create a long range beautification plan. 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. Improvements such as entryway features, intersection identity elements, median elements, light pole identity features, and landscaping is envisioned. The area is the main retail sales tax generating district and shopping district within the Village.

The Arts Commission is continuing to facilitate communications with the community and local artists with events such as the Artist Outreach Effort, Birdhouse 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. 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 2015 calendar year.

► **Update and implement sign code modification to address current issues.** Staff is continuing to update and implement Sign Code modifications in phases to address current issues.

In 2014, Staff conducted a detailed study of sandwich board signage and removable hanging signs in the Downtown which resulted in the presentation of possible Code Amendments to the Design Commission and to local businesses. In April 2014, the Design Commission recommended approval of these Sign Code Amendments to allow sandwich board signs and removable hanging signs in the Downtown District. The Design Commission also recommended approval of an increase to the size of blade signs from 3 square feet to 6 square feet. In May 2014, the Village Board approved these Sign Code Amendments.

After completion of the Downtown Sign Code Modifications, Staff then expanded the study of sandwich board signage throughout Arlington Heights, and in October 2014, the Design Commission recommended approval of Sign Code Amendments to allow sandwich board signs throughout all Business Districts in Arlington Heights. In November 2014, the Village Board approved these Sign Code Amendments.

► **Continue to implement a Design Review Program**. In addition to administering formal Design Commission meetings, 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. Also, Staff is continuing to review and approve the designs for "Small Projects" (one-story additions in the rear of homes, small commercial building changes, and similar small projects) without requiring a formal application or fee.

In 2014, the Novus electronic packet system was implemented for Design Commission packets. The conversion to electronic packets has not only eliminated the need for paper copies and manual distribution of packets, but has also allowed for the visual projection of petitioner's plans during public Design Commission meetings. The visual projection of architectural drawings during Design Commission meetings allows public attendees to better follow the discussion and deliberations of the Commission.

► **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.

In 2014, Staff developed the Hickory/Kensington Area Design Guidelines which were approved by the Design Commission in October 2014.

► **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.

In follow up to the 2010 Police Station Space Needs analysis, an RFP was prepared by Staff and issued in May 2014 for architectural services to perform a conceptual review and feasibility study for a new Police Station building on the existing Police Station site. The successful architectural firm has been selected, and the feasibility study is in progress.

► **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.

2016 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.
- ► Continue to participate 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).
- ► Continue to update and implement sign code modifications to address current issues.
- ► Continue to implement a Design Review Program.
- ► Analyze, define, select and prepare specific area redevelopment studies.
- ► To promote a systematic approach to Downtown revitalization through implementation of the Downtown Master Plan.
- ► Continue to participate in the Regional Transportation effort to develop the Metra STAR Line.
- ► Coordinate the planning & redevelopment of the Village Municipal Campus.
- ► Implement the Village's Energy Efficiency Conservation Strategy (EECS) and Energy Efficiency Conservation Block Grant (EECBG).

PLANNING & COMMUNITY DEVELOPMENT

Performance Measures	Calendar Year		
	2012	2013	2014
Staffing	9	9	9
1. Development – Plan Commission			
# of Temporary Files	67	67	51
# of Plat and Subdivision Cases	30	26	30
# of Comprehensive Plan Sub-Committee Cases	2	0	0
# of Ordinance Review Committee Cases	3	3	1
# of Special Use Waiver Cases for Antennas	12	7	10
# of PC Applications	26	23	25
Average # of days from application to PC Hearing	53	29	29
2. Development – Other			
# of all Zoning Reviews	2,206	2,296	2,331
# of ZBA Applications/Reviewed	41	41	51
# of Building Permit Reviews	1,873	1,933	2,004
# of Business License Reviews	173	217	179
# of Home Occupation Reviews	19	18	12
3. Building Permit Review Time			
# Single-Family	3.7 days	2.3 days	3.7 days
# Multi-Family	1.9 days	1.9 days	1.9 days
# Commercial	2.9 days	3.3 days	2.9 days
# Fence	0.9 days	0.8 days	0.9 days
4. Sign Permits	267	284	306
5. Community Development			
# Single-Family Rehab Projects	3	3	2
# CDBG Public Services Beneficiaries	465	552	715
# Public Facility Improvement Projects	2	1	1
6. Business Development			
# Retention Business Visits	343	370	453
# Leads from all Sources	332	240	226
# Leads from ICSC Events	91	90	114
# Total Recruitment Contacts	715	528	428
# Chamber & Business Events Attended	46	50	55
# New Business Welcome Letters Sent	113	134	114

Performance Measures (cont.)

	Calendar Year		
	2012	2013	2014
7. Design Review			
# of Reviews by Design Commission	89	64	55
# of Administrative Single Family Homes	79	76	78
# of Administrative Signage Reviews	8	18	10
# of Administrative Commercial	3	3	0
# of Temporary Files	30	40	44
# of Miscellaneous Administrative Reviews	19	10	6
# of Administrative Multi-Family Reviews	N/A	2	1
# of Small Rear Yard Addition Reviews	N/A	12	38
# of Total Reviews	228	225	232
8. Design Commission Review Time			
Full Design Commissions			
- Single-Family Home	18.8 days	19.4	19.4
- Commercial Project	12.7 days	16.4	11.3
- Downtown Commercial	N/A	N/A	N/A
- Sign Variation	20.8 days	18.6	19.4
- Multi-Family	13.0 days	4.0	N/A
- Institutional	19.5 days	18.0	N/A
- Mixed-Use	19.0 days	N/A	9.0
Administrative Design Review Time			
- Single-Family Home	4.8 days	6.5	6.2
- Commercial Project	1.0 days	5.5	N/A
- Sign Project	3.2 days	3.7	5.5
- Multi-family	N/A	1.0	7.0
9. Design – Other			
# of Landscape Reviews Commercial & Homes	53	56	54
# of Landscape Maintenance & Inspections	51	52	51
# of Landscape Beautification Projects	2	3	4
10. Public Art			
Event Recruitment Letters	744	808	753
Follow-up Leads	435	451	479
Commission Events	11	12	12
11. Special Projects			
# of Special Projects	32	41	37

OPERATION SUMMARY

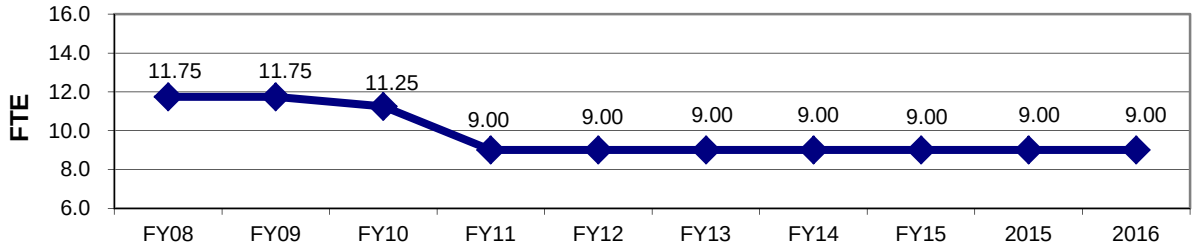
PLANNING & COMMUNITY DEVELOPMENT

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
Authorized Positions in F-T-E							
General Fund	8.50	8.50	8.50	8.50	8.50	0.00	0.0%
CDBG Fund	0.50	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	$1,226,460	$1,274,485	$866,095	$865,300	$1,322,100	$456,800	52.8%
Contractual Services	143,593	171,689	183,563	220,044	347,800	127,756	58.1%
Commodities	11,154	19,355	33,700	33,700	14,800	(18,900)	(56.1%)
Other Charges	267,927	238,062	272,100	302,366	320,000	17,634	5.8%
Capital Items	489,563	0	72,579	1,072,309	1,000,000	(72,309)	(6.7%)
Total Expenditures	$2,138,697	$1,703,591	$1,428,037	$2,493,719	$3,004,700	$510,981	20.5%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$1,450,524	$1,456,424	$1,164,258	$1,166,729	$1,709,200	$542,471	46.5%
CDBG Fund	56,000	57,450	55,500	55,500	55,500	0	0.0%
TIF I South Fund	11,278	47,987	15,000	25,000	25,000	0	0.0%
TIF III Fund	19,575	19,221	13,200	31,822	25,000	(6,822)	(21.4%)
TIF IV Fund	530,983	50,100	34,770	551,000	630,000	79,000	14.3%
TIF V Fund	55,774	72,409	48,000	561,359	520,000	(41,359)	(7.4%)
Hickory/Kensington TIF Fund	0	0	25,000	30,000	40,000	10,000	33.3%
Capital Projects Fund	14,563	0	72,309	72,309	0	(72,309)	(100.0%)
Total Expenditures	$2,138,697	$1,703,591	$1,428,037	$2,493,719	$3,004,700	$510,981	20.5%

STAFFING HISTORY



PLANNING

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-4001-521.10-01	Salaries	799,479	850,685	576,500	576,000	**909,600**	333,600	57.9%
101-4001-521.18-01	Temporary Help	19,272	16,031	7,695	7,400	**9,200**	1,800	24.3%
	Salaries	**818,751**	**866,716**	**584,195**	**583,400**	**918,800**	**335,400**	**57.5%**
101-4001-521.19-01	Workers Compensation	2,400	2,500	1,700	1,700	**2,600**	900	52.9%
101-4001-521.19-05	Medical Insurance	164,600	158,700	93,900	93,900	**147,900**	54,000	57.5%
101-4001-521.19-10	IMRF	121,786	123,109	81,900	81,900	**126,100**	44,200	54.0%
101-4001-521.19-11	Social Security	50,635	53,084	39,600	39,600	**57,100**	17,500	44.2%
101-4001-521.19-12	Medicare	12,288	12,926	9,300	9,300	**14,100**	4,800	51.6%
	Fringe Benefits	**351,709**	**350,319**	**226,400**	**226,400**	**347,800**	**121,400**	**53.6%**
101-4001-521.20-05	Professional Services	29,554	4,198	37,443	37,443	**75,000**	37,557	100.3%
101-4001-521.20-40	General Insurance	5,700	6,000	4,200	4,200	**6,600**	2,400	57.1%
101-4001-521.21-02	Equipment Maintenance	252	34	1,000	1,000	**1,000**	0	0.0%
101-4001-521.21-65	Other Services	9,290	8,312	24,420	24,420	**8,200**	(16,220)	(66.4%)
101-4001-521.22-01	Advertising	6,597	6,722	4,400	4,400	**6,500**	2,100	47.7%
101-4001-521.22-02	Dues	3,493	3,184	3,400	3,600	**3,600**	0	0.0%
101-4001-521.22-03	Training	2,583	3,895	4,400	4,400	**6,600**	2,200	50.0%
101-4001-521.22-05	Postage	2,899	1,362	1,800	2,100	**1,800**	(300)	(14.3%)
101-4001-521.22-10	Printing	1,465	292	3,900	3,900	**3,000**	(900)	(23.1%)
101-4001-521.22-15	Photocopying	2,835	2,273	2,100	2,100	**3,200**	1,100	52.4%
101-4001-521.22-25	IT/GIS Service Charge	55,600	55,600	42,800	42,800	**80,400**	37,600	87.9%
101-4001-521.22-37	Vehicle/Equip Lease Charge	6,200	6,300	5,100	5,100	**6,900**	1,800	35.3%
	Contractual Services	**126,468**	**98,172**	**134,963**	**135,463**	**202,800**	**67,337**	**49.7%**
101-4001-521.30-01	Publications Periodicals	2,111	1,497	2,000	2,000	**2,000**	0	0.0%
101-4001-521.30-05	Office Supplies & Equip	6,424	8,365	7,300	7,300	**9,500**	2,200	30.1%
101-4001-521.30-50	Petroleum Products	1,260	955	800	800	**1,100**	300	37.5%
101-4001-521.32-80	Books	35	0	200	200	**200**	0	0.0%
101-4001-521.33-05	Other Supplies	1,324	8,538	23,400	23,400	**2,000**	(21,400)	(91.5%)
	Commodities	**11,154**	**19,355**	**33,700**	**33,700**	**14,800**	**(18,900)**	**(56.1%)**
101-4001-521.40-40	Promote Economic Bus Dev	109,506	86,243	104,000	105,771	**125,000**	19,229	18.2%
101-4001-521.40-41	Discover Arlington	32,936	25,619	61,000	61,995	**60,000**	(1,995)	(3.2%)
101-4001-521.40-43	Zero Interest Loan Program	0	10,000	20,000	20,000	**40,000**	20,000	100.0%
	Other Charges	**142,442**	**121,862**	**185,000**	**187,766**	**225,000**	**37,234**	**19.8%**
	Total Planning	**1,450,524**	**1,456,424**	**1,164,258**	**1,166,729**	**1,709,200**	**542,471**	**46.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-4001-521.10-01	Salaries	Salaries		576,000		909,600
101-4001-521.18-01	Temporary Help	Temporary Help		7,400		9,200
		TOTAL SALARIES		**583,400**		**918,800**
FRINGE BENEFITS:						
101-4001-521.19-01	Workers' Compensation	Workers' Compensation Insurance		1,700		2,600
101-4001-521.19-05	Medical Insurance	Medical Insurance		93,900		147,900
101-4001-521.19-10	IMRF	IMRF		81,900		126,100
101-4001-521.19-11	Social Security	Social Security		39,600		57,100
101-4001-521.19-12	Medicare	Medicare		9,300		14,100
		TOTAL FRINGE BENEFITS		**226,400**		**347,800**
CONTRACTUAL SERVICES:						
101-4001-521.20-05	Professional Services	Contractual planning services	36,000		75,000	
		Prior Year Encumbrance Carryover	1,443	37,443	0	75,000
101-4001-521.20-40	General Insurance	Liability and property insurance		4,200		6,600
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	700		1,200	
		Office support	700		1,200	
		Plan Commission transcribing	4,200		5,800	
		Comprehensive Plan update - Rebudget	10,000		0	
		Prior Year Encumbrance Carryover	8,820	24,420	0	8,200
101-4001-521.22-01	Advertising	Plan Commission notices and other advertisements	2,200		3,300	
		Zoning Board of Appeals legal ads	2,200	4,400	3,200	6,500
101-4001-521.22-02	Dues	Dues		3,600		3,600
101-4001-521.22-03	Training	APA Convention	1,800		2,600	
		Upper Mid-West Conference	700		1,000	
		State & local meetings, court, CMAP, etc.	1,000		1,500	
		Continuing education/certification	900	4,400	1,500	6,600
101-4001-521.22-05	Postage	Mailing charges including mailing costs for survey and marketing mailings		2,100		1,800
101-4001-521.22-10	Printing	Reprint planning documents, reports, studies, etc.	3,600		3,000	
		Zoning maps	300	3,900	0	3,000

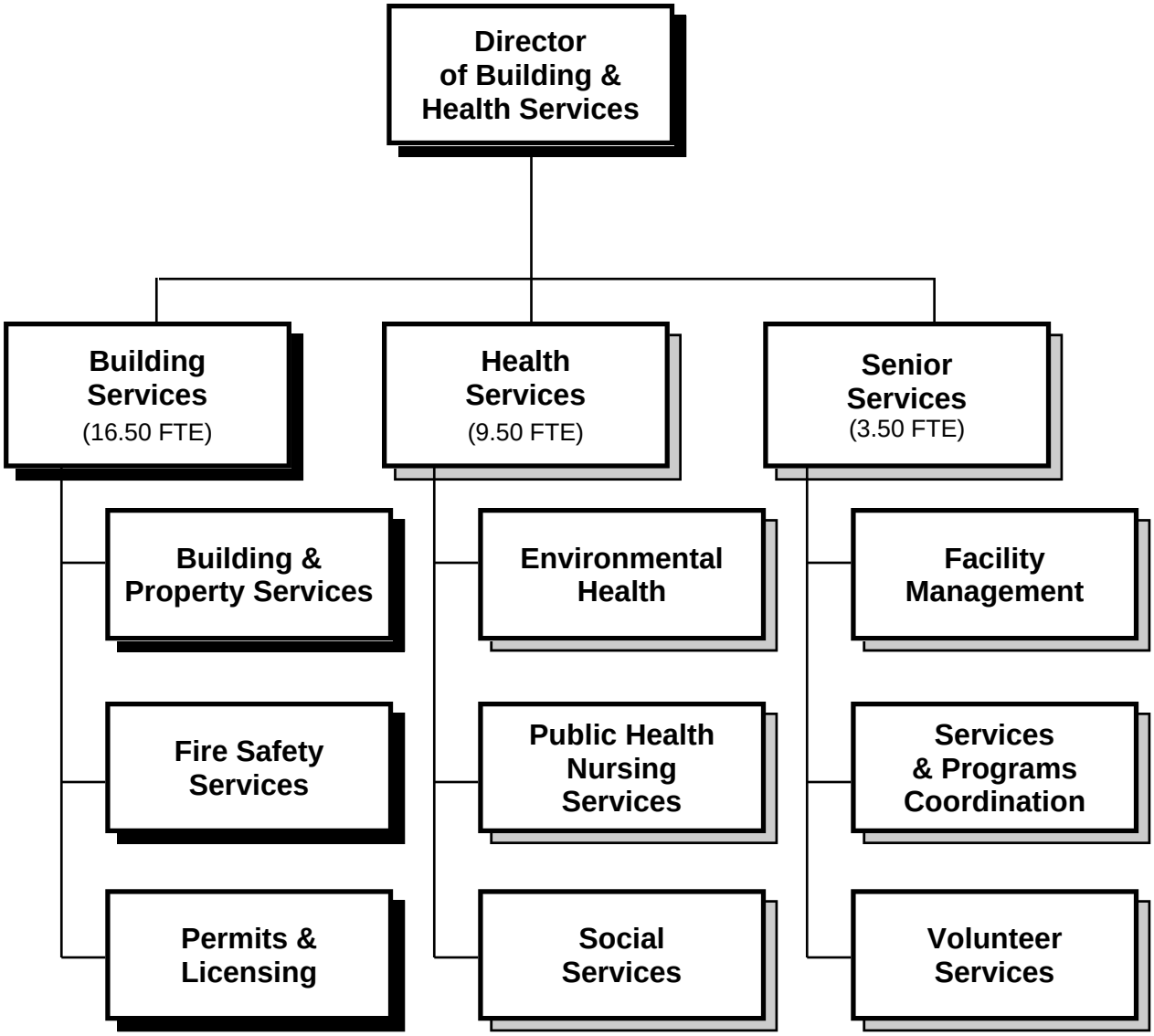
PLANNING

GENERAL FUND

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-4001-521.22-15	Photocopying	Photocopies & supplies	1,300		2,100	
		Maintenance agreement Minolta BH362	800	2,100	1,100	3,200
101-4001-521.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		42,800		80,400
101-4001-521.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		5,100		6,900
		TOTAL CONTRACTUAL SERVICES		**135,463**		**202,800**
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	6,200			9,500
		Misc. office equipment	1,100	7,300		0
101-4001-521.30-50	Petroleum Products	Gasoline for department vehicle(s)		800		1,100
101-4001-521.32-80	Books	Planning documents & reference books		200		200
101-4001-521.33-05	Other Supplies & Equip	Specialized software	700		1,000	
		Miscellaneous materials	700		1,000	
		Community-wide banners	12,500		0	
		Downtown decorative light pole small banners	9,500	23,400	0	2,000
		TOTAL COMMODITIES		**33,700**		**14,800**
OTHER CHARGES:						
101-4001-521.40-40	Promote Econ & Bus Devlp	Promote economic development meetings, expos, conference, workshop display, space, equipment and rental, Costar	7,000		13,000	
		Special targeted marketing project e.g. market segment retail - vacant store front, hotel concierge, direct mail target attractions	6,000		13,000	
		Business attraction/trade advertising	15,000		16,000	
		Enhance trade show audio/visual display	5,200		3,000	
		Trade shows	12,000		10,000	
		New marketing materials/re-print	6,000		10,000	
		Business Retention - open house, survey, Chamber of Commerce meetings	4,000		2,000	
		Chamber of Commerce funding	5,400		8,000	
		Small Business Development Project with Chamber of Commerce	37,500		50,000	
		Prior Year Encumbrance Carryover	7,671	105,771	0	125,000
101-4001-521.40-41	Discover Arlington	Discover Arlington Heights Program	60,000		60,000	
		Prior Year Encumbrance Carryover	1,995	61,995	0	60,000
101-4001-521.40-43	Zero Interest Loan Prog.	Zero Interest Loan Program (MS1401)		20,000		40,000
		TOTAL OTHER CHARGES		**187,766**		**225,000**
		TOTAL PLANNING		**1,166,729**		**1,709,200**

BUILDING & HEALTH SERVICES (29.50 FTE)

ORGANIZATION STRUCTURE



DEPARTMENT SUMMARY

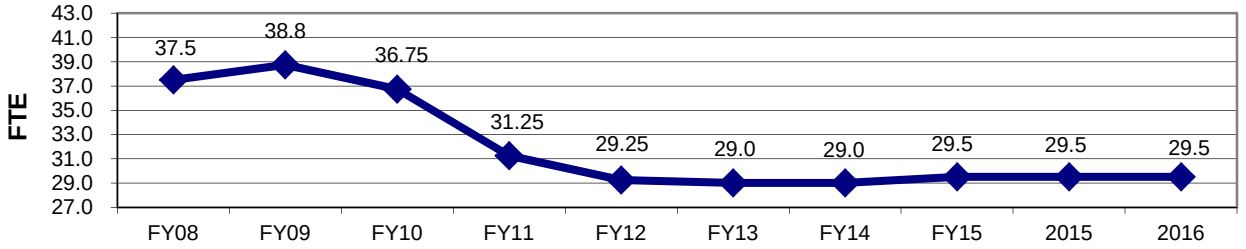
BUILDING & HEALTH SERVICES

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
Authorized Positions in F-T-E							
Building Services	16.00	16.00	16.50	16.50	16.50	0.00	0.00
Health Services	9.50	9.50	9.50	9.50	9.50	0.00	0.00
Senior Services	3.50	3.50	3.50	3.50	3.50	0.00	0.00
Total F-T-E	29.00	29.00	29.50	29.50	29.50	0.00	0.00
Expenditures							
Personal Services	$3,479,367	$3,498,042	$2,515,200	$2,520,200	$3,817,600	$1,297,400	51.5%
Contractual Services	428,210	434,144	336,200	397,700	515,100	117,400	29.5%
Commodities	72,742	67,995	67,400	79,200	100,300	21,100	26.6%
Other Charges	74,164	71,483	48,500	62,400	89,500	27,100	43.4%
Capital Items	5,692	0	5,500	5,500	2,200	(3,300)	(60.0%)
Total Expenditures	$4,060,175	$4,071,664	$2,972,800	$3,065,000	$4,524,700	$1,459,700	47.6%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund - Building Services	$2,116,497	$2,097,519	$1,548,100	$1,557,900	$2,347,400	$789,500	50.7%
General Fund - Health Services	1,505,664	1,530,999	1,090,100	1,162,700	1,670,000	$507,300	43.6%
General Fund - Senior Services	432,322	443,146	329,100	338,900	505,100	$166,200	49.0%
Capital Projects Fund	5,692	0	5,500	5,500	2,200	($3,300)	(60.0%)
Total Expenditures	$4,060,175	$4,071,664	$2,972,800	$3,065,000	$4,524,700	$1,459,700	47.6%

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.

2014-2015 Status of 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.**

In an effort to better inform our customers, Building Services has added seven new or modified checklist items to the checklist directory. Among the subjects covered in the added or modified handouts were: brick pavers, frequently asked questions, permit correction report procedures and replies, projects which do not require a permit, allowed lot locations for various projects and the accessory structure maximum sizes allowed. We have also created three new handouts: one addresses the process for changing contractors listed on issued permits, the second handout spells out the items needed to accomplish adding a revision to an issued permit and the third handout is titled "Permit Inspection Scheduling" which informs the applicant when inspections are performed and what documents must be on site for specific inspections.

Staff created and posted items on Twitter regarding issues and events concerning building and code related subjects.

Building Services met several times with the Chamber of Commerce to discuss areas of common interest. Subjects addressed included owner/contractor/Village staff cooperative measures involving major and downtown projects, permit coordination for developments, festival permit and inspection issues (such as for tents, cooking and emergency egress). As part of the outreach to the community, the Assistant Building Official gave a presentation at the Senior Center involving building maintenance, Village permits and inspections and related subjects.

Building Services worked with Illinois Department of Public Health regarding changes to the Illinois Plumbing Code and Village Plumbing Code amendments. The Plumbing Code amendment process involved multiple emails and several teleconferences with State officials. At this time, the second version of the amendments has been compiled and is ready to send to the State for review.

► **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.**

This was a year of transition in Building Services. The Assistant Building Official retired and the Plan Reviewer was promoted to this position. The new Assistant Building Official and a newly hired Plan Reviewer are both Master Code Professionals. This is the first time Building Services has ever had two Master Code Professionals, which strengthened our technical competency relating to code knowledge and construction methods.

A Building and Property Maintenance Inspector resigned. The new Inspector hired brought over 20 years of inspection knowledge, including six years of supervisory knowledge, from working with another community. This further strengthened our competency in code knowledge and construction methods.

In an effort to strengthen customer service, a part time Staff Assistant that works at the front counter transitioned to full time. Staff has started cross-training in house, which includes current staff sharing their expertise with other staff. This cross training will provide inspectors the capability of filing in for absent or busy inspectors and increase staff productivity. Our two

Master Code Professionals, as well as other staff, have been assisting the front counter staff when necessary to help provide efficient costumer service. Outside training opportunities and certifications have been encouraged and provided to staff. Staff shortages and busy work schedules have dampened the participation in training throughout last year.

► **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.**

The Fire Safety Supervisor position was reclassified to Fire Safety Plan Reviewer during this year. Other changes included, one of the full time Fire Safety Inspectors transitioned to become our full time Electrical Inspector and a part time Fire Inspector went full time.

The Fire Safety Plan Reviewer conducted plan reviews in coordination with our new Building Plan Reviewer. The part time Fire Inspector that went full time helped the division by allowing better utilization of the individual's strong background in Fire Alarm Systems. Likewise, the loss of one full time Fire Inspector to become our full time Electrical Inspector (replacing a vacated part time Electrical Inspector), balanced and improved the overall effectiveness of the Department.

All of this transition necessitated cooperative efforts in the Fire Safety Division to keep up with inspections. The annual fire safety inspections in 2014 were slightly down from 2013 by 121 or 5.7%. However, given the reduction in full time and seasonal help to this division, the per capita numbers for the inspectors remained constant.

The Fire Code and local amendments were reviewed based on practical field experience. One of our amendments regarding multi-family fire alarm was brought to and discussed by the Building Code Review Board. The Village Board reviewed and approved the recommended changes to this amendment.

► **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.**

A number of "policies and procedures" have been produced and compiled into a manual. After final editing the manual will be available to staff for use in training and providing consistent service from the Department. The manual will be an ongoing project with additions and corrections added as the need becomes apparent.

► **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.**

In early 2014, a "Same day Permit Review" program was implemented for single family home projects. Over the past 1 ½ years, the program has been utilized by a number of contractors and residents. During 2014, there were 62 review appointments, resulting in 46 issued permits. Expansion of the program to industrial or commercial projects has been discussed several times but has not been implemented due to concerns about staff utilization and proper review by Building Services personnel. Some of the issues which may require review by other Departments, such as Planning or Engineering, include zoning, setbacks, drainage, etc.

2016 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 evaluate the structure and distribution of responsibilities to optimize customer service and communication to the public.
- Continue to evaluate our customer service procedures and review all handout material to assure it is up to date and user friendly.

► 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 with the new Fire Safety Supervisor.

- 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.

► Assure accurate and consistent plan reviews.

- When the new Fire Safety Supervisor is on staff, all plan reviewing personnel will meet to ensure that plan reviews are done in an accurate, consistent and timely manner.

► Coordinate with IT/GIS on providing up to date photographs of buildings throughout the Village.

- Assure a systematic approach to the retrieval and distribution of information.
- Properly distribute workload by district.

► Provide improved resources to staff, residents and builders.

- Increase frequency of documents to be scanned, within budget constraints, to ensure most up to date information is available in a computer accessible format.
- Explore the possibility of obtaining increased funding to speed up the scanning process and eliminate backlogged material.

BUILDING SERVICES (Continued)

Performance Measures

Category	Programs or Functions	Calendar Year 2012	2013	2014
Plan Review Time	Average number of days to review plans			
Residential	Single Family & Accessory Structures	3	3	3
Commercial	Commercial & Multi-Family	4	4	5
Permit Applications	Single Family & Accessory Structures	2,516	2,715	3,125
	Commercial & Multi-Family	827	737	670
	Demolitions	116	114	120
	Electrical	420	462	404
	HVAC	109	104	102
	Plumbing	573	638	569
	Signs	261	304	265
	Fire Protection	185	198	249
	Other	374	407	303
	Total Number of Permits	**5,381**	**5,679**	**5,807**
Construction Related Inspections	Building	4,569	4,798	5,083
	Electrical	1,674	1,816	1,998
	HVAC	811	777	863
	Plumbing	1,712	1,678	1,838
	Sign	1,115	243	194
	Fire Protection	840	999	562
	Other	1,351	1,446	2,109
	Total Number of Inspections	**12,072**	**11,757**	**12,647**
Elevator Safety Inspections	Annual Inspections	486	486	458
	Annual Re-inspections			347
	Permit Inspections			78
	Permit Re-inspections			52
	Plan Reviews			121
	New Installation			9
	Safety Related Complaints	8	8	0
	Total Number of Inspections	**494**	**494**	**1065**
Licenses	Business Renewals	1,464	1,996	1,639
	New Businesses	292	269	263
	Contractor Renewals	1,011	1,459	1,362
	New Contractors	492	530	544
	Total Number of Licenses	**3,259**	**4,254**	**3,808**
Citizen Contacts	Complaints Received	997	1,072	1,278
	Follow Up Inspections	2,241	2,415	2,660
	FOIA Compliance	423	453	447
Fire Safety Inspections	Annual	2,250	2,103	1,982
	Re-Inspections	1,469	1,043	867
	Sprinkler	213	204	150
	Alarm	324	501	307
	Haz-Mat	10	4	4
	Backup for Department (licenses, emergencies, courtesy, etc.)	1,295	1,575	1,328
	Plan Reviews	556	524	456
	Total	**6,117**	**5,954**	**5,094**
Fire Safety Inspections	Clerical and Office Duties (In Hours)	4,508	4,579	4,042

Three Year Comparison of Construction Value

Type of Permit	2012	2013	2014
Single, two-family & Accessory Structures: Alterations, Additions, & New Construction	$ 39,221,920	$ 49,333,531	$ 52,908,942
Commercial & Multi-Family Structures: Alterations, Additions, & New Construction	$104,791,999	$ 351,354,406	$ 69,977,169
Miscellaneous: Demolitions Electrical, HVAC & Plumbing Signs Fire Suppression	$ 11,385,088	$ 8,983,354	$ 10,120,306
TOTALS	**$ 155,399,007**	**$ 409,671,291**	**$ 133,006,417**

Revenue Generated by Permits and Licensing Fees

Type of Permit	2012	2013	2014
Permit Fees Collected	$1,467,530	$ 1,588,183	$ 1,306,426
Licensing Fees	600,428	622,949	686,304
TOTAL FEES COLLECTED	$ 2,067,958	$ 2,211,132	$ 1,992,730
Operating Budget	$ 2,073,200	$ 2,152,494	$ 2,236,147
Percentages / Ratios: Operational Budget vs. Revenue Fees Revenue as Percentage of Operational Budget	99.75%	102.73%	89.12%

OPERATION SUMMARY

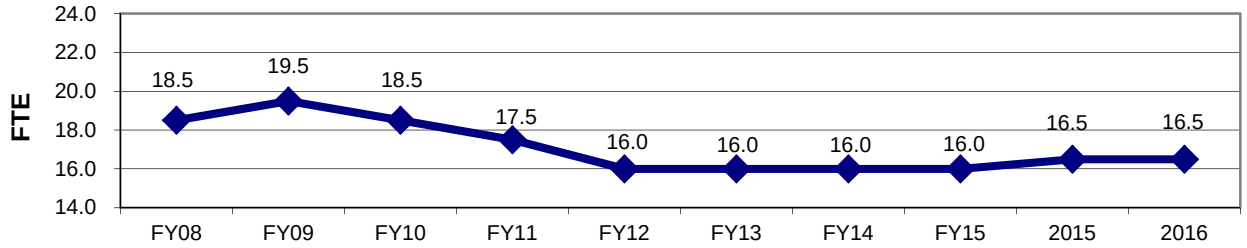
BUILDING SERVICES

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
Authorized Positions in F-T-E	16.00	16.00	16.50	16.50	16.50	0.00	0.0
Expenditures							
Personal Services	$1,883,599	$1,865,547	$1,362,000	$1,366,000	$2,084,800	$718,800	52.6%
Contractual Services	214,357	215,503	171,000	176,300	242,500	66,200	37.5%
Commodities	18,541	16,469	15,100	15,600	20,100	4,500	28.8%
Capital Items	5,692	0	0	0	2,200	2,200	N/A
Total Expenditures	$2,122,189	$2,097,519	$1,548,100	$1,557,900	$2,349,600	$791,700	50.8%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$2,116,497	$2,097,519	$1,548,100	$1,557,900	$2,347,400	$789,500	50.7%
Capital Projects Fund	5,692	0	0	0	2,200	2,200	N/A
Total Expenditures	$2,122,189	$2,097,519	$1,548,100	$1,557,900	$2,349,600	$791,700	50.8%

STAFFING HISTORY



Note: See first page in Building Services section 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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-4501-523.10-01	Salaries	1,347,825	1,308,905	953,800	957,100	**1,470,300**	513,200	53.6%
101-4501-523.18-01	Temporary Help	15,199	26,758	22,100	22,100	**22,700**	600	2.7%
101-4501-523.18-05	Overtime Civilian	7,841	8,048	4,700	4,700	**8,100**	3,400	72.3%
	Salaries	**1,370,865**	**1,343,711**	**980,600**	**983,900**	**1,501,100**	**517,200**	**52.6%**
101-4501-523.19-01	Workers Compensation	39,100	40,300	27,800	27,800	**42,700**	14,900	53.6%
101-4501-523.19-05	Medical Insurance	183,800	202,000	154,400	154,400	**233,600**	79,200	51.3%
101-4501-523.19-10	IMRF	187,275	179,324	124,200	124,600	**193,100**	68,500	55.0%
101-4501-523.19-11	Social Security	83,077	81,166	60,800	61,000	**92,500**	31,500	51.6%
101-4501-523.19-12	Medicare	19,482	19,046	14,200	14,300	**21,800**	7,500	52.4%
	Fringe Benefits	**512,734**	**521,836**	**381,400**	**382,100**	**583,700**	**201,600**	**52.8%**
101-4501-523.20-35	Plan Reviews	18,490	8,195	4,600	7,600	**11,000**	3,400	44.7%
101-4501-523.20-40	General Insurance	10,500	11,000	7,700	7,700	**12,100**	4,400	57.1%
101-4501-523.21-02	Equipment Maintenance	0	399	400	400	**600**	200	50.0%
101-4501-523.21-65	Other Services	50,503	49,849	48,400	42,400	**68,000**	25,600	60.4%
101-4501-523.22-02	Dues	2,021	1,837	1,200	1,400	**2,200**	800	57.1%
101-4501-523.22-03	Training	9,215	4,813	3,500	9,900	**10,000**	100	1.0%
101-4501-523.22-05	Postage	4,836	3,936	2,900	3,800	**5,500**	1,700	44.7%
101-4501-523.22-10	Printing	3,578	7,662	5,000	5,800	**7,000**	1,200	20.7%
101-4501-523.22-15	Photocopying	2,814	3,312	2,300	2,300	**3,600**	1,300	56.5%
101-4501-523.22-25	IT/GIS Service Charge	77,200	77,000	57,000	57,000	**75,500**	18,500	32.5%
101-4501-523.22-37	Vehicle/Equip Lease Charge	35,200	47,500	38,000	38,000	**47,000**	9,000	23.7%
	Contractual Services	**214,357**	**215,503**	**171,000**	**176,300**	**242,500**	**66,200**	**37.5%**
101-4501-523.30-01	Publications Periodicals	552	655	600	600	**700**	100	16.7%
101-4501-523.30-05	Office Supplies & Equip	6,214	6,547	4,800	5,100	**7,500**	2,400	47.1%
101-4501-523.30-20	Photographic Supplies	0	0	100	100	**100**	0	0.0%
101-4501-523.30-50	Petroleum Products	10,318	8,163	7,700	7,700	**8,800**	1,100	14.3%
101-4501-523.33-05	Other Supplies	1,457	1,104	1,900	2,100	**3,000**	900	42.9%
	Commodities	**18,541**	**16,469**	**15,100**	**15,600**	**20,100**	**4,500**	**28.8%**
	Total Building Services	**2,116,497**	**2,097,519**	**1,548,100**	**1,557,900**	**2,347,400**	**789,500**	**50.7%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1327	Director of Building & Health Services	D63	0.50	0.50	
1260	Assistant Building Official	C51	1.00	1.00	
1265	Building & Property Inspector	B32	3.00	3.00	
1271	Fire Safety Plan Reviewer	B32	1.00	1.00	
1273	Fire Safety Inspector	B32	3.00	3.00	
1274	Plan Reviewer	B32	1.00	1.00	
1275	Electrical Inspector	B32	1.00	1.00	
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	1.00	1.00	
1762	Receptionist	A12	1.00	1.00	
	Total F-T-E		**16.50**	**16.50**	**0.00**

Building & Health Services Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
101	General Fund			
	Building & Health Services			
	Building Services	16.50	16.50	
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	Total F-T-E All Funds	**29.50**	**29.50**	**0.00**

BUILDING SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-4501-523.10-01	Salaries	Salaries		957,100		1,470,300
101-4501-523.18-01	Temporary Help	On-call inspectors, summer interns		22,100		22,700
101-4501-523.18-05	Overtime Civilian	Overtime Civilian		4,700		8,100
		TOTAL SALARIES		**983,900**		**1,501,100**
FRINGE BENEFITS:						
101-4501-523.19-01	Workers' Compensation	Workers' Compensation Insurance		27,800		42,700
101-4501-523.19-05	Medical Insurance	Medical Insurance		154,400		233,600
101-4501-523.19-10	IMRF	IMRF		124,600		193,100
101-4501-523.19-11	Social Security	Social Security		61,000		92,500
101-4501-523.19-12	Medicare	Medicare		14,300		21,800
		TOTAL FRINGE BENEFITS		**382,100**		**583,700**
CONTRACTUAL SERVICES:						
101-4501-523.20-35	Plan Reviews	Contractual reviews of building plans for fire, structural and other code requirements		7,600		11,000
101-4501-523.20-40	General Insurance	Liability and property insurance		7,700		12,100
101-4501-523.21-02	Equipment Maintenance	Microfilm read printer, computers and typewriter		400		600
101-4501-523.21-65	Other Services	Digital scanning of building, sign, fence and air-conditioning permits	14,400		27,000	
		Cell phone and wireless charges	4,200		6,200	
		Board-ups, fences and property cleanups	3,300		4,800	
		Elevator inspections	20,500	42,400	30,000	68,000
101-4501-523.22-02	Dues	Dues		1,400		2,200
101-4501-523.22-03	Training	Conferences, training & seminars	4,100		4,100	
		Metro travel, tolls, court, etc.	400		400	
		Fire Code training seminars, etc.	2,700		2,700	
		Electrical Inspectors training	700		700	
		Plumbing Inspectors training	700		800	
		Miscellaneous (Supervision, Administration)	1,300	9,900	1,300	10,000
101-4501-523.22-05	Postage	Mailing business licenses, building & code related communications, sign, electrical & misc. correspondence		3,800		5,500
101-4501-523.22-10	Printing	Misc. forms, cards, stickers, placards, and licenses		5,800		7,000

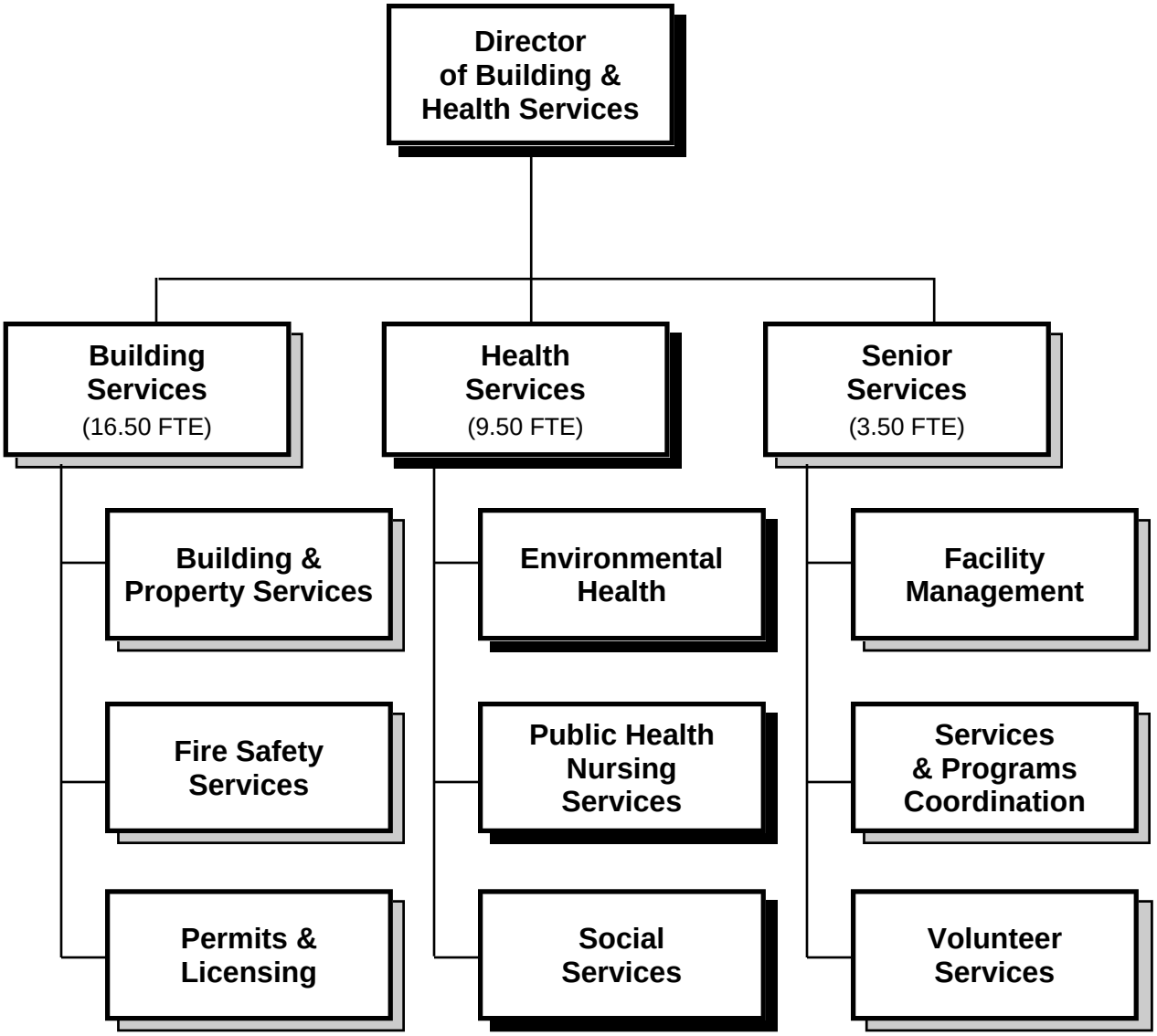
BUILDING SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-4501-523.22-15	Photocopying	Photocopies & supplies	1,200		2,000	
		Maintenance agreement Xerox 5150	700		1,000	
		Maintenance agreement Minolta 160	300		400	
		Maintenance agreement Xerox WC4118X	100	2,300	200	3,600
101-4501-523.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		57,000		75,500
101-4501-523.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		38,000		47,000
		TOTAL CONTRACTUAL SERVICES		**176,300**		**242,500**
COMMODITIES:						
101-4501-523.30-01	Publications/Periodicals	Miscellaneous publications		600		700
101-4501-523.30-05	Office Supplies & Equip	Miscellaneous equipment and supplies		5,100		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)		7,700		8,800
101-4501-523.33-05	Other Supplies & Equip	Safety equipment, shoes, tools, etc.		2,100		3,000
		TOTAL COMMODITIES		**15,600**		**20,100**
		TOTAL BUILDING SERVICES		**1,557,900**		**2,347,400**

BUILDING & HEALTH SERVICES (29.50 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 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 administers the Counseling Subsidy Program, the Children at Play Scholarship Program, the Arlington Heights Park District Scholarship Program, the Arlington Heights Ministerial Association Emergency Fund, the Salvation Army Service Extension 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, Day Care Inspections, various low cost health screening clinics, a Village-wide influenza vaccination program, and low cost immunizations for qualifying 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.

2014-2015 Status of 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.**

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, 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, and Low-Income Refuse Discounts.

Environmental Health Services:

Staff met their requested inspection frequency for food establishments, swimming pools, and daycares in 2014. In addition to the routine inspections, staff conducted 92 seasonal food service inspections and 247 re-inspections to assure Code compliance. They also responded to over 423 nuisance complaints, conducting over 1020 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 decreased by 18% this year. This was mainly attributed to less precipitation during the growing season and a decrease in the number of foreclosure properties.

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 20, 2014 at no cost for our residents. A total of 17,300 pounds of material was shred and recycled.

Nursing Services:

Nursing Services continued to offer free or low cost health screening clinics at both the Village Hall and Senior Center. The 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.**

Disability Services:

The Coordinator completed independent study coursework online through the Federal Emergency Management Agency (FEMA) and received a Certificate of Achievement for training in National Incident Management Systems' (NIMS) Incident Command System (ICS) ICS: 200. He also attended and received Illinois Emergency Management Agency (IEMA) Certificates for Attendance/Completion of two separate two-day training's for ICS 300, and ICS 400. He participated in quarterly Medical Reserve Corps (MRC) Region V conference calls and MRC Network Well Check calls hosted by the Division of Civilian Volunteer Medical Reserve Corps (DCVMRC) and attended the annual Region V Conference in Bloomington, Illinois. He also attended the National ADA Network online webinar titled: "Including Disability in State and Local Offices of Emergency Management" and attended the "Abilities Expo" in Schaumburg, and "Mobility Expo and Conference" in Tinley Park.

Environmental Health:

In 2014, staff conducted 13 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 2014, 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 44 confirmed human cases of WNV and four deaths in Illinois. Public education materials were increased on the Village web site and in the building lobbies to educate residents about the continuing threat of WNV.

Staff attended an Illinois Environmental Health Association (IEHA) Conference and the Anderson Pest Control Public Health Summit.

Nursing Services:

Nursing Services maintained certifications in American Heart Association (AHA) CPR, First Aid Instruction Training, and participated in multiple training webinars hosted by the American Academy of Pediatrics, and NIMS Training.

► **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 Illinois Accessibility Code training covering the topic of Accessible Housing requirements and Accessibility Code development.

In commemoration of Disability Employment Awareness Month, the Commission for Citizens with Disabilities and Village Board awarded Goodwill Industries of Arlington Heights the Commission's 2014 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 *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.

The Board of Health recommended to the Village Board that the Village of Arlington Heights impose the same regulations for electronic cigarette devices as conventional cigarettes within the Village boundaries. The Village Board agreed with their recommendation and voted to include electronic cigarettes to the Village's Clean Indoor Air Ordinance, which prohibits smoking in public places and within 15 feet of a door. Education materials were created by Environmental Health and provided to food establishments and businesses.

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. Additional speaking engagements were offered at several local churches.

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. In our effort to provide current and accurate health information, Nursing Services maintains certifications in American Heart Association, and Illinois Department of Public Health Vision & Hearing. In addition, Nursing Services partnered with community health and wellness initiatives usually through the Arlington Heights Chamber of Commerce.

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

Nursing Services:
The Community Partnership Immunization Clinic offered low cost immunizations to qualifying children. This monthly clinic expanded with the closing of all the Cook County Clinics. This Clinic requires ongoing communication with the Illinois Department of Public Health and the Center for Disease Control and Prevention (CDC). Nursing Services is grateful to our partners: Rotary, Northwest Community Healthcare, School District 25, Wheeling Township, and the Village nurses and administrative staff who have readily supported and assisted this growing clinic.

► **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.**

Human Services:

The HSC partnered with 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 supplement the amount of help the Village can offer in financial assistance. Several new 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 help with school supplies, clothes, haircuts, and other necessary expenses that can be daunting for a family. The resource 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 2014 we recruited three auto repair shops.

The Human Services Coordinator also spoke throughout the community about the services offered through The Human Services Division.

2016 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 vaccines and implement an Adult Immunization Clinic for qualifying adults per CDC/IDPH mandates.
- 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. Provide programs that will connect families in crisis to resources that may meet their needs.
- Take the necessary steps to help assure a seamless transition to the next Single-Family Solid Waste Contract, which will become effective on April 1, 2016.

HEALTH SERVICES (Continued)

Performance Measures

	Calendar Year		
	2012	2013	2014
1. Routine In-Service Food Service Inspections:			
High Risk	316	305	320
Medium Risk	256	256	262
Low Risk	77	67	66
Seasonal Inspections	84	93	92
Total Inspections	733	721	740
Total Re-Inspections	227	276	247
2. Routine Swimming Pool/Spa Inspections:			
Indoor Pools	302	295	273
Outdoor Pools	258	245	248
Total Inspections	560	540	521
3. Routine Day Care Inspections	28	28	39
4. Nursing In-Home Visits	2,063	2,034	1,961
5. Immunizations	921	*346	650
Influenza vaccine	907	881	827
*Immunization Clinic was closed Jan.- Aug. because of Federal funding cuts			
6. Clinic Services:			
Diabetic Screenings	140	111	196
INR	118	174	219
Injections	91	88	66
Blood Pressure Readings	2,884	3,117	3,184
Pulse Oximeter	2,501	2,643	2,691
Cholesterol Screenings	206	470	383
TB Skin Tests	267	**179	199
Community Events - blood pressure/body fat analysis	555	301	368
Total Clinical Services	6,762	7,083	7,306
** Due to a Nationwide shortage, we did not offer TB tests from May–Nov.			
7. Park District Scholarship Program:			
Total Applications	197	145	153
Portion of applications for Children at Play (CAP)	35	31	23
8. Emergency Assistance Fund:			
Households Served	312	351	313
Total Expenditures	$47,294	$43,438	$52,696
9. Holiday Assistance Program – Total Households Served	87	86	91

OPERATION SUMMARY

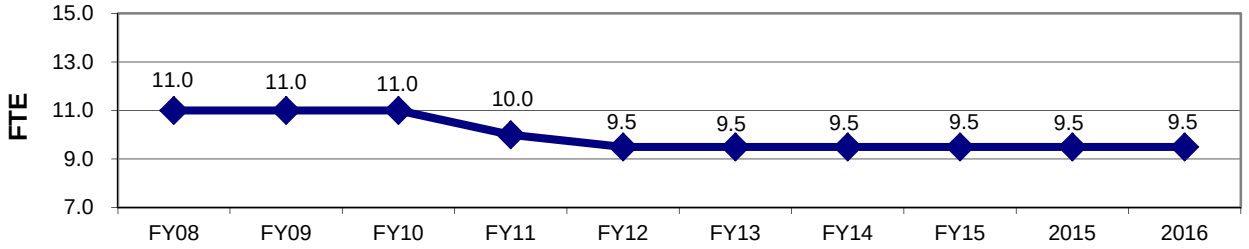
HEALTH SERVICES

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$1,256,251	$1,285,658	$901,400	$901,400	$1,350,900	$449,500	49.9%
Contractual Services	137,299	135,550	104,100	154,500	173,100	18,600	12.0%
Commodities	37,950	38,308	36,100	46,800	56,500	9,700	20.7%
Other Charges	74,164	71,483	48,500	60,000	89,500	29,500	49.2%
Total Expenditures	$1,505,664	$1,530,999	$1,090,100	$1,162,700	$1,670,000	$507,300	43.6%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$1,505,664	$1,530,999	$1,090,100	$1,162,700	$1,670,000	$507,300	43.6%
Total Expenditures	$1,505,664	$1,530,999	$1,090,100	$1,162,700	$1,670,000	$507,300	43.6%

STAFFING HISTORY



Note: See first page in Building Services section 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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-4502-523.10-01	Salaries	879,444	898,337	627,700	627,700	**957,000**	329,300	52.5%
101-4502-523.18-01	Temporary Help	9,177	11,523	16,300	16,300	**16,700**	400	2.5%
101-4502-523.18-05	Overtime Civilian	0	0	200	200	**300**	100	50.0%
	Salaries	**888,621**	**909,860**	**644,200**	**644,200**	**974,000**	**329,800**	**51.2%**
101-4502-523.19-01	Workers Compensation	16,100	16,600	11,500	11,500	**17,700**	6,200	53.9%
101-4502-523.19-05	Medical Insurance	162,500	170,500	115,100	115,100	**160,200**	45,100	39.2%
101-4502-523.19-10	IMRF	123,908	122,143	81,400	81,400	**125,100**	43,700	53.7%
101-4502-523.19-11	Social Security	52,736	53,888	39,900	39,900	**59,800**	19,900	49.9%
101-4502-523.19-12	Medicare	12,386	12,667	9,300	9,300	**14,100**	4,800	51.6%
	Fringe Benefits	**367,630**	**375,798**	**257,200**	**257,200**	**376,900**	**119,700**	**46.5%**
101-4502-523.20-25	Counseling Services	17,013	21,598	21,000	23,200	**34,000**	10,800	46.6%
101-4502-523.20-40	General Insurance	16,500	17,300	12,000	12,200	**19,100**	6,900	56.6%
101-4502-523.21-02	Equipment Maintenance	1,011	1,233	1,000	1,400	**2,000**	600	42.9%
101-4502-523.21-10	Property Maintenance	22,098	18,133	8,000	53,900	**21,400**	(32,500)	(60.3%)
101-4502-523.21-65	Other Services	3,903	3,467	3,100	3,400	**4,900**	1,500	44.1%
101-4502-523.22-02	Dues	1,634	793	1,600	1,600	**2,400**	800	50.0%
101-4502-523.22-03	Training	3,098	2,818	3,000	3,600	**4,400**	800	22.2%
101-4502-523.22-05	Postage	1,882	2,115	1,500	2,000	**2,500**	500	25.0%
101-4502-523.22-10	Printing	1,206	1,063	800	1,100	**1,600**	500	45.5%
101-4502-523.22-15	Photocopying	1,754	1,630	1,300	1,300	**2,000**	700	53.8%
101-4502-523.22-25	IT/GIS Service Charge	49,400	46,200	33,200	33,200	**52,800**	19,600	59.0%
101-4502-523.22-37	Vehicle/Equip Lease Charge	17,800	19,200	17,600	17,600	**26,000**	8,400	47.7%
	Contractual Services	**137,299**	**135,550**	**104,100**	**154,500**	**173,100**	**18,600**	**12.0%**
101-4502-523.30-01	Publications Periodicals	629	624	900	900	**1,300**	400	44.4%
101-4502-523.30-05	Office Supplies & Equip	4,955	2,339	2,000	4,800	**7,000**	2,200	45.8%
101-4502-523.30-35	Clothing	620	0	700	700	**1,000**	300	42.9%
101-4502-523.30-50	Petroleum Products	2,782	2,239	2,000	2,000	**2,400**	400	20.0%
101-4502-523.33-05	Other Supplies	1,263	541	500	1,000	**1,500**	500	50.0%
101-4502-523.33-10	Wellness Program Supplies	27,701	32,565	30,000	37,400	**43,300**	5,900	15.8%
	Commodities	**37,950**	**38,308**	**36,100**	**46,800**	**56,500**	**9,700**	**20.7%**
101-4502-523.40-53	A H Emergency Assistance	40,000	40,000	26,800	26,800	**40,000**	13,200	49.3%
101-4502-523.40-57	A H Emergency Asst Donations	8,835	9,857	2,000	13,400	**20,000**	6,600	49.3%
101-4502-523.40-58	Disabled Citizen Donation	0	0	0	100	**0**	(100)	(100.0%)
101-4502-523.40-61	MRC Capacity Building Award	1,358	1,962	300	300	**500**	200	66.7%
101-4502-523.41-16	CAP Program	23,971	19,664	19,400	19,400	**29,000**	9,600	49.5%
	Other Charges	**74,164**	**71,483**	**48,500**	**60,000**	**89,500**	**29,500**	**49.2%**
	Total Health Services	**1,505,664**	**1,530,999**	**1,090,100**	**1,162,700**	**1,670,000**	**507,300**	**43.6%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1327	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 8-Months Dec. 2015	2016	+ (-)
101	General Fund			
	Building & Health Services			
	Building Services	16.50	16.50	
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	Total F-T-E All Funds	**29.50**	**29.50**	**0.00**

HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-4502-523.10-01	Salaries	Salaries		627,700		957,000
101-4502-523.18-01	Temporary Help	Temporary Help (part-time nurses, holiday assistance, summer environmental health intern)		16,300		16,700
101-4502-523.18-05	Overtime	Overtime		200		300
		TOTAL SALARIES		**644,200**		**974,000**
FRINGE BENEFITS:						
101-4502-523.19-01	Workers' Compensation	Workers' Compensation Insurance		11,500		17,700
101-4502-523.19-05	Medical Insurance	Medical Insurance		115,100		160,200
101-4502-523.19-10	IMRF	IMRF		81,400		125,100
101-4502-523.19-11	Social Security	Social Security		39,900		59,800
101-4502-523.19-12	Medicare	Medicare		9,300		14,100
		TOTAL FRINGE BENEFITS		**257,200**		**376,900**
CONTRACTUAL SERVICES:						
101-4502-523.20-25	Counseling Services	Counseling services for youth, seniors, and low income residents		23,200		34,000
101-4502-523.20-40	General Insurance	Liability and property insurance		12,200		19,100
101-4502-523.21-02	Equipment Maintenance	Medical equipment, cameras, typewriters, radon unit, vision & hearing units, sound meter, 3 defibrillators, etc.		1,400		2,000
101-4502-523.21-10	Property Maintenance	Weed cutting and lot clearing	23,900		21,400	
		Emergency property maintenance cleanup efforts	30,000	53,900	0	21,400
101-4502-523.21-65	Other Services	Cell phone charges	2,100		2,900	
		Water testing	300		500	
		Sign language Interpreting services	1,000	3,400	1,500	4,900
101-4502-523.22-02	Dues	Dues		1,600		2,400

HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-4502-523.22-03	Training	Nursing Seminars	300		500	
		Ill. Environmental Health Association North Chapter (4)	300		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	300		500	
		In-service management training	200		300	
		Director/Clerical training	300		400	
		Mileage for personal vehicles	300	3,600	400	4,400
101-4502-523.22-05	Postage	Mailings		2,000		2,500
101-4502-523.22-10	Printing	Forms and reports		1,100		1,600
101-4502-523.22-15	Photocopying	Photocopies & supplies	650		1,000	
		Maintenance agreement Xerox 5150	650	1,300	1,000	2,000
101-4502-523.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		33,200		52,800
101-4502-523.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		17,600		26,000
		TOTAL CONTRACTUAL SERVICES		**154,500**		**173,100**
COMMODITIES:						
101-4502-523.30-01	Publications/Periodicals	Miscellaneous publications		900		1,300
101-4502-523.30-05	Office Supplies & Equip	General office supplies		4,800		7,000
101-4502-523.30-35	Clothing	Uniforms & protective clothing		700		1,000
101-4502-523.30-50	Petroleum Products	Gasoline for department vehicle(s)		2,000		2,400
101-4502-523.33-05	Other Supplies & Equip	Swimming pool testing kits, film, small hardware, cameras, radon kits, misc.		1,000		1,500
101-4502-523.33-10	Wellness Program	Flu vaccine supplies (WE9702)	20,700		21,000	
		Immunization Clinics (WE9710)	3,300		4,900	
		Festival First Aid (WE9713)	1,900		1,000	
		Medical Waste Disposal (WE0201)	700		1,400	
		Clinic Supplies including cholesterol screening supplies, coagucheck/ hemacue supplies & miscellaneous public health supplies (WE0601)	10,800	37,400	15,000	43,300
		TOTAL COMMODITIES		**46,800**		**56,500**

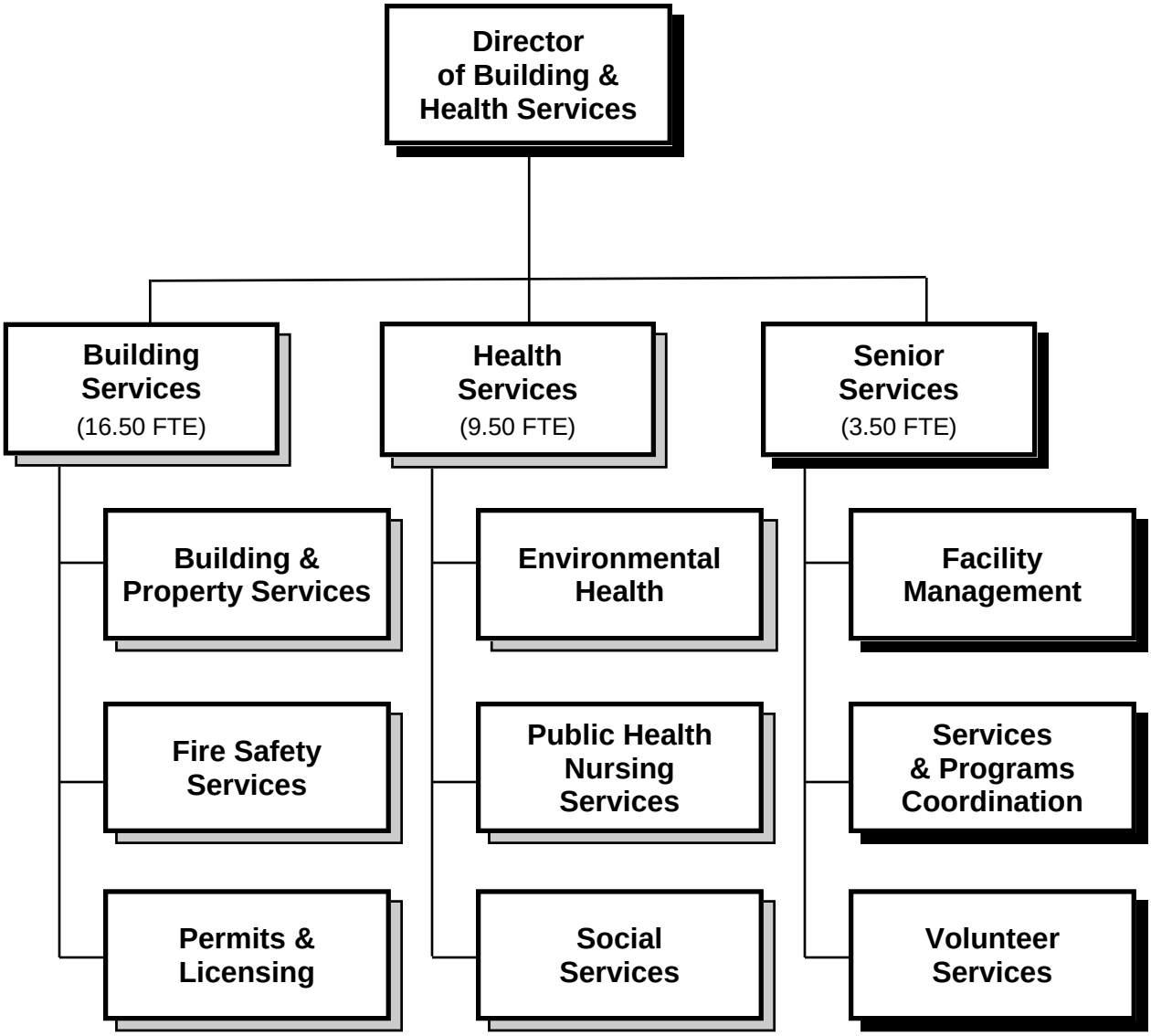
HEALTH SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
101-4502-523.40-53	AH Emergency Assistance	Arlington Heights Emergency Assistance Program (general funds)	26,800	40,000
101-4502-523.40-57	AH Emerg Asst Donations	Emergency assistance for Arlington Heights residents funded by donations	13,400	20,000
101-4502-523.40-58	Disabled Citizen Donations	Emergency assistance for disabled citizens funded by donations	100	0
101-4502-523.40-61	MRC Capacity Bldg Award	Medical Reserve Corps (MRC) supplies, training, and advertisement	300	500
101-4502-523.41-16	Children at Play	Grant to Children at Play Program - subsidy for low income residents	19,400	29,000
		TOTAL OTHER CHARGES	**60,000**	**89,500**
		TOTAL HEALTH SERVICES	**1,162,700**	**1,670,000**

BUILDING & HEALTH SERVICES (29.50 FTE)

ORGANIZATION STRUCTURE



SENIOR SERVICES

Nearly three years ago, the Village of Arlington Heights Board of Trustees established "continue to provide a full range of Senior Services" as a Village of Arlington Heights goal (Maintain Best Practices to Assure Quality Level of Essential Services, A.) The Arlington Heights Senior Center, along with rest of our nation's 16,000 Senior Centers, serves to connect older adults to vital community services. Our Senior Center is a designated focal point for the delivery of Older Americans Act services, allowing our older adults to access needed services in one place.

Although the services at our Senior Center may be provided by any one of the eight different agencies at the Senior Center, these are services that Arlington Heights senior residents need and correlate well with services offered by Senior Centers across the country. These include: Meals on Wheels, a congregate luncheon program, information and assistance, benefits access counseling, health, fitness and wellness programs, transportation, employment assistance, volunteer and civic engagement opportunities, social and recreational programs, educational and creative arts programs and intergenerational programs.

These services and Senior Centers will continue to grow in importance. The National Council on Aging reports that currently there are 33.9 million people (12.8% of the U.S. population) aged 65 and over living in the U.S. and AARP expects this number to grow to 70 million by 2030.

2014-2015 Status of 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.** The Senior Center operates very efficiently, operating a very large program with a small, mostly part time staff with many of our services offered through our tenant/partners. Much of that effort is accomplished through volunteers. In the 2014 calendar year, volunteer provided 31,004 service hours. One staff time saving success has involved using a volunteer to perform data entry for our volunteer coordinator.
- **Evaluate the Senior Center's Health programs to see if they are meeting the needs of the current and future senior residents.** The Senior Center Manager and the Program Coordinator have worked closely with the new Senior Specialist from Northwest Community Hospital. The result is that some programs have been streamlined while others have been added. The hospital staff obtained senior citizens input through a breakfast focus group.
- **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.** We have increased our volunteers, streamlined our inventory, and changed our inventory process.
- **Evaluate the Senior Center's Taxi program and make recommendations for change.** The Senior Center Manager and the Assistant Village Manager researched other communities taxi program, reviewed concerns and evaluated the guidelines of our program. The next steps will be revised agreements with the providers.
- **Evaluate the Senior Center's storage needs and equipment.** We've reviewed our storage needs and as a result, disposed of some older equipment. The agencies peformed an energetic clean out and disposed of much surplus equipment. Clearbrook and one or two families working with the Human Services Coordinator received some of the surplus. Some usable lending closet equipment was donated to organizations serving third world countries. With assistance from the Arlington Heights Park District, we are replacing one of our water coolers to accommodate a water bottle filler. Arlington Heights Senior Center, Inc. provided funding for a CNC (computerized numerical control) machine for our woodshop. We are evaluating a sink replacement in the woodshop.
- **Expand the Senior Center's performing arts offerings.** We've reviewed our performing arts and continue to offer Metropolis Acting classes. We've added a singing group. The park district has begun to offer Grannies at the Barre, a ballet/exercise class as well as an Irish Ceili workshop.

► **Evaluate the Senior Center's evening and weekend programming and make recommendations.** We've reviewed our evening and weekend programming and made some adjustments. We added a monthly open dance program, and several AARP finance programs. The Building and Health Department Director has met with Public Works and the Administration to review what support is needed to accomplish further expansion of programmatic options.

2016 Goals and Objective

- ► Reallocate our kitchen and kitchen office space plan to accommodate new Meals on Wheels provider.
- ► Work with Catholic Charities to promote the congregate luncheon program and introduce them as the vendor for the Meal on Wheels program.
- ► Introduce the Senior Center's social media presence through the Village Of Arlington Heights Community Relations Coordinator.
- ► Continue to seek alternative funding for security cameras for exterior entrances of Senior Center.
- ► Provide at least one center wide staff event to promote networking and team building.
- ► Develop one new intergenerational program.
- ► Evaluate the Senior Center's educational offerings.
- ► Review the Senior Center's creative arts program.
- ► Explore whether the Senior Center's weekly tour of the Senior Center is sufficient to reach newcomers.

Performance Measures	Calendar Year		
	2012	2013	2014
1. Congregate Meals - Served by Community Catholic Charities	6,913	6,203	5,824
2. Home Delivered Meals - Served by Community Nutrition Network	23,138	28,146	23,220
3. Social Work Cases Opened	9,972	9,886	8,206
4. Recreation Participation - Attendance at Park District Programming at Senior Center	53,203 Dance Studio closed for two weeks for floor refinishing; Dance Studio and Athletic Club closed for 3 days for painting.	50,018	48,234
5. Number of Subsidized Rides Provided	2,057	467	261

OPERATION SUMMARY

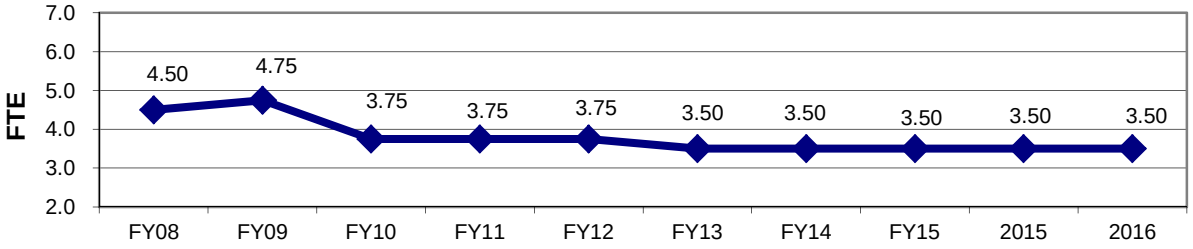
SENIOR SERVICES

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$339,517	$346,837	$251,800	$252,800	$381,900	$129,100	51.1%
Contractual Services	76,554	83,091	61,100	66,900	99,500	32,600	48.7%
Commodities	16,251	13,218	16,200	16,800	23,700	6,900	41.1%
Other Charges	0	0	0	2,400	0	(2,400)	(100.0%)
Capital Items	0	0	5,500	5,500	0	(5,500)	(100.0%)
Total Expenditures	$432,322	$443,146	$334,600	$344,400	$505,100	$160,700	46.7%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$432,322	$443,146	$329,100	$338,900	$505,100	$166,200	49.0%
Capital Projects Fund	0	0	5,500	5,500	0	(5,500)	(100.0%)
Total Expenditures	$432,322	$443,146	$334,600	$344,400	$505,100	$160,700	46.7%

STAFFING HISTORY



Note: See first page in Building Services section 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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-4503-523.10-01	Salaries	264,602	273,293	188,700	189,500	**302,500**	113,000	59.6%
101-4503-523.18-01	Temporary Help	3,265	54	100	100	**100**	0	0.0%
	Salaries	**267,867**	**273,347**	**188,800**	**189,600**	**302,600**	**113,000**	**59.6%**
101-4503-523.19-01	Workers Compensation	500	500	300	300	**500**	200	66.7%
101-4503-523.19-05	Medical Insurance	19,500	20,400	27,500	27,500	**21,900**	(5,600)	(20.4%)
101-4503-523.19-10	IMRF	31,502	31,895	20,800	20,900	**33,700**	12,800	61.2%
101-4503-523.19-11	Social Security	16,329	16,772	11,700	11,800	**18,800**	7,000	59.3%
101-4503-523.19-12	Medicare	3,819	3,923	2,700	2,700	**4,400**	1,700	63.0%
	Fringe Benefits	**71,650**	**73,490**	**63,000**	**63,200**	**79,300**	**16,100**	**25.5%**
101-4503-523.20-40	General Insurance	9,500	10,000	7,000	7,000	**11,000**	4,000	57.1%
101-4503-523.21-02	Equipment Maintenance	2,977	4,279	3,900	3,900	**5,600**	1,700	43.6%
101-4503-523.21-65	Other Services	13,921	12,765	4,100	4,100	**16,100**	12,000	292.7%
101-4503-523.22-02	Dues	729	285	300	300	**1,000**	700	233.3%
101-4503-523.22-03	Training	70	285	400	400	**700**	300	75.0%
101-4503-523.22-05	Postage	623	1,082	400	1,000	**1,800**	800	80.0%
101-4503-523.22-15	Photocopying	730	1,316	1,400	1,400	**2,100**	700	50.0%
101-4503-523.22-25	IT/GIS Service Charge	46,300	52,200	42,600	42,600	**53,300**	10,700	25.1%
101-4503-523.22-40	Taxi Service Subsidy	1,704	801	1,000	6,200	**7,900**	1,700	27.4%
	Contractual Services	**76,554**	**83,091**	**61,100**	**66,900**	**99,500**	**32,600**	**48.7%**
101-4503-523.30-05	Office Supplies & Equip	3,087	2,825	3,000	3,200	**4,800**	1,600	50.0%
101-4503-523.31-65	Other Equip & Supplies	13,164	10,393	13,200	13,600	**18,900**	5,300	39.0%
	Commodities	**16,251**	**13,218**	**16,200**	**16,800**	**23,700**	**6,900**	**41.1%**
101-4503-523.40-05	Grants	0	0	0	2,400	**0**	(2,400)	(100.0%)
	Other Charges	**0**	**0**	**0**	**2,400**	**0**	**(2,400)**	**(100.0%)**
	Total Senior Services	**432,322**	**443,146**	**329,100**	**338,900**	**505,100**	**166,200**	**49.0%**
	Total Building & Health Serv	**4,054,483**	**4,071,664**	**2,967,300**	**3,059,500**	**4,522,500**	**1,463,000**	**47.8%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
101	General Fund			
	Building & Health Services			
	Building Services	16.50	16.50	
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	Total F-T-E All Funds	**29.50**	**29.50**	**0.00**

SENIOR SERVICES

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-4503-523.10-01	Salaries	Salaries		189,500		302,500
101-4503-523.18-01	Temporary Help	Temporary Help		100		100
		TOTAL SALARIES		**189,600**		**302,600**
FRINGE BENEFITS:						
101-4503-523.19-01	Workers' Compensation	Workers' Compensation Insurance		300		500
101-4503-523.19-05	Medical Insurance	Medical Insurance		27,500		21,900
101-4503-523.19-10	IMRF	IMRF		20,900		33,700
101-4503-523.19-11	Social Security	Social Security		11,800		18,800
101-4503-523.19-12	Medicare	Medicare		2,700		4,400
		TOTAL FRINGE BENEFITS		**63,200**		**79,300**
CONTRACTUAL SERVICES:						
101-4503-523.20-40	General Insurance	Liability and property insurance		7,000		11,000
101-4503-523.21-02	Equipment Maintenance	Office, institutional equipment	300		400	
		Billiard table maintenance	1,400		2,000	
		Piano tuning	300		400	
		Kitchen equipment repairs	1,900	3,900	2,800	5,600
101-4503-523.21-65	Other Services	Online support	500		800	
		Volunteer banquet-meal	0		7,900	
		Volunteer banquet entertainment	0		400	
		Classes & programs instructional fees	2,700		4,800	
		Outreach/marketing/advertising for programs	200		200	
		Dance programs 4 X	0		1,000	
		Employment assistance/coaching services for 50+	600		900	
		Intergenerational programs support services	100	4,100	100	16,100
101-4503-523.22-02	Dues	Dues		300		1,000
101-4503-523.22-03	Training	Gerontology or Volunteer conference	300		600	
		Mileage	100	400	100	700
101-4503-523.22-05	Postage	General postage	1,000		1,500	
		Volunteer banquet postage	0	1,000	300	1,800
101-4503-523.22-15	Photocopying	Photocopies & supplies	600		1,000	
		Maintenance agreement Xerox 5135	800	1,400	1,100	2,100
101-4503-523.22-25	IT/GIS Service Charge	Information Technology service charge		42,600		53,300
101-4503-523.22-40	Taxi Service Subsidy	Taxi Service Subsidy Program		6,200		7,900
		TOTAL CONTRACTUAL SERVICES		**66,900**		**99,500**

SENIOR SERVICES

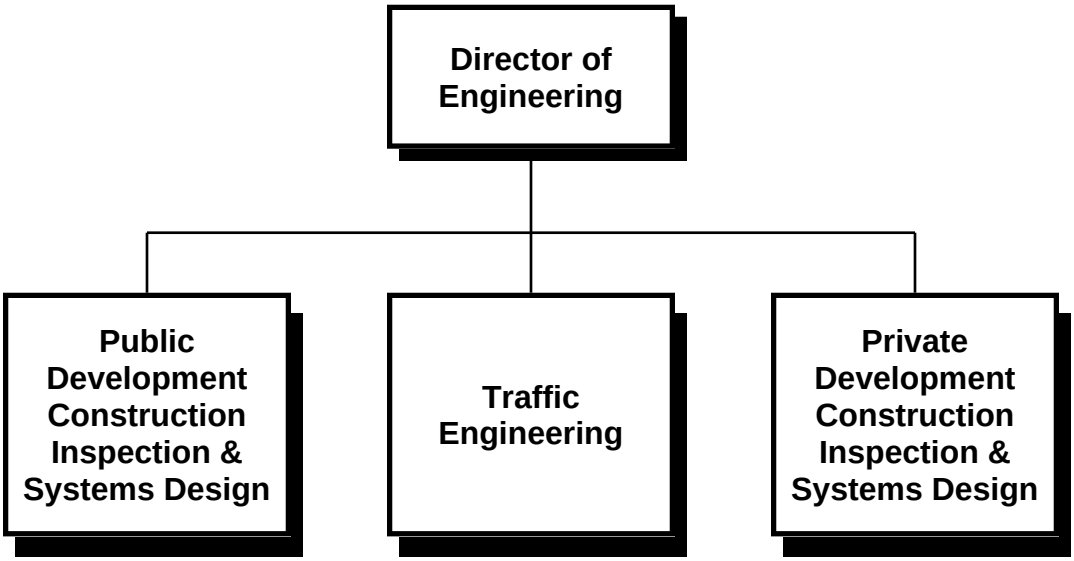
GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
COMMODITIES:						
101-4503-523.30-05	Office Supplies & Equip	General office supplies	2,900		4,100	
		Photo film for transportation	200		300	
		Software and software upgrades	100		100	
		Volunteer Banquet stationery	0	3,200	300	4,800
101-4503-523.31-65	Other Equip & Supplies	Small institutional and office equipment	500		800	
		Volunteer banquet awards, decorations and supplies	0		1,500	
		Programs (Patio Cookouts and Barbecue)	2,600		2,500	
		Series of Special Events	500		800	
		Classes & programs supplies	2,100		3,300	
		National Senior Fitness Day	400		500	
		Open Dances (4)	1,000		0	
		Coffee service 25¢ discount for volunteers	400		600	
		Coffee service at Senior Center meetings	300		400	
		Birthday cards for volunteers	200		300	
		Program supplies for intergenerational programs, interns, Eagle Scouts and local schools	700		1,000	
		Food purchases from private vendor for Café operation (offset by matching revenue)	4,900	13,600	7,200	18,900
		TOTAL COMMODITIES		**16,800**		**23,700**
OTHER CHARGES:						
101-4503-523.40-05	Grants	Senior Health Insurance Program (SHIP) Grant		2,400		0
		TOTAL OTHER CHARGES		**2,400**		**0**
		TOTAL SENIOR SERVICES		**338,900**		**505,100**
		TOTAL BUILDING & HEALTH SERVICES		**3,059,500**		**4,522,500**

* 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.

2014-2015 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 2015 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 2014 street programs was inspected and the 2015 street programs contract plans are being prepared.

- **Complete the contract documents and supervise the construction of the Sidewalk Replacement Program.** Contract documents were prepared and construction completed on sidewalk replacements.

- **Manage the input of the public into the Capital Improvement Program.** A citizen request notice was posted on the Village web site and publicized in local newspapers. All of the requests received were either addressed by current programs or were referred to other responsible public agencies.

- **Complete design work, right-of-way acquisition, and contract documents for the Wilke Road/Northwest Highway intersection improvement project.** Project is under construction.
- **Obtain federal funding for Nichols Road and Walnut Avenue Reconstruction Project.** Project was bid and is under construction.
- **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.

2016 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 construction for the Wilke Road/Northwest Highway intersection improvement project.
- Complete construction of 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

	FY2012	FY2013	2014
1. Private Development			
Number of Inspections:			
Pre-pour	748	491	688
Final	812	549	808
All Other	341	327	474
Total	1,901	1,367	1,970
Number of Service Requests	161	136	136
Number of Plan Reviews	2,120	1,736	2,045
Number of Plan Commissions	38	37	36
2. Public Development			
Miles of streets resurfaced	(1) 9.00	(2) 8.10	8.10
Miles of streets reconstructed	1.46	1.51	1.51
Miles of streets rehabilitated	0.00	0.12	0.12
Linear feet of sidewalks replaced	43,559	39,791	39,791
Linear feet of curb and gutter replaced	48,438	59,542	59,542
3. Traffic Engineering			
Number of Traffic Inquiries:			
School	4	12	1
Stop Signs & Traffic Signals	21	15	15
Speed	15	4	3
Parking	16	9	11
Lighting	10	4	0
Sight Distance	12	9	6
General	n/a	26	45
Traffic Counts	51	34	36
Total Traffic Engineering	129	113	113

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

(2) 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)	FY2012			FY2013			FY2014		
	# Plan Comm. Reviews	% of Total		# Plan Comm. Reviews	% of Total		# Plan Comm. Reviews	% of Total	
0-5 Days	19	50%	74%	17	46%	65%	23	64%	86%
6-10 days	9	24%		7	19%		8	22%	
11-15 days	4	11%	26%	8	22%	35%	5	14%	14%
Over 15 days	6	16%		5	14%		0	0%	
Total Number of Plan Commission Reviews	**38**	**100%**		**37**	**100%**		**36**	**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)	FY2012		FY2013		FY2014	
	# Permits Completed	%	# Permits Completed	%	# Permits Completed	%
Same Day	885	42%	534	31%	553	27%
1 Day	519	24%	320	18%	446	22%
2 Days	244	12%	242	14%	274	13%
3 Days	136	6%	169	10%	157	8%
4 Days	103	5%	157	9%	137	7%
5 Days / +	233	11%	314	18%	478	23%
Total Number of Permit Reviews	**2,120**	**100%**	**1,736**	**100%**	**2,045**	**100%**

OPERATION SUMMARY

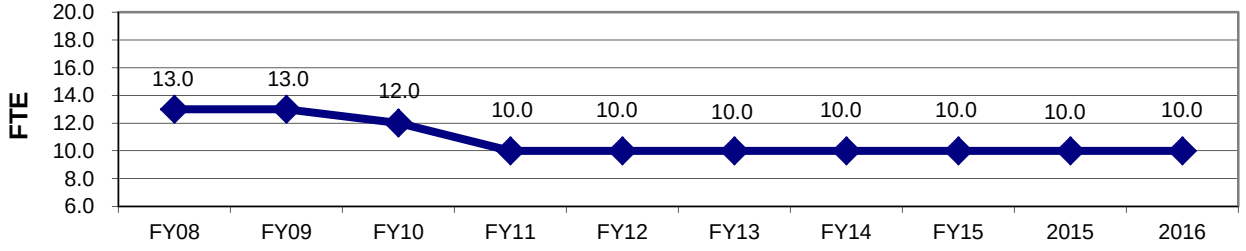
ENGINEERING

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	$1,375,542	$1,431,825	$1,012,200	$1,010,200	$1,512,000	$501,800	49.7%
Contractual Services	199,965	166,649	229,775	229,775	383,200	153,425	66.8%
Commodities	14,324	11,923	15,300	15,300	14,200	(1,100)	(7.2%)
Capital Items	9,078,072	7,853,834	6,944,287	6,959,287	9,913,000	2,953,713	42.4%
Total Expenditures	$10,667,903	$9,464,231	$8,201,562	$8,214,562	$11,822,400	$3,607,838	43.9%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$1,537,840	$1,608,947	$1,213,510	$1,211,510	$1,879,400	$667,890	55.1%
Motor Fuel Tax Fund	2,354,706	2,620,910	1,195,497	1,195,497	4,130,000	2,934,503	245.5%
Capital Projects Fund	6,328,838	4,809,820	5,359,805	5,374,805	5,113,000	(261,805)	(4.9%)
Storm Water Control Fund	446,519	424,554	432,750	432,750	700,000	267,250	61.8%
Total Expenditures	$10,667,903	$9,464,231	$8,201,562	$8,214,562	$11,822,400	$3,607,838	43.9%

STAFFING HISTORY



ENGINEERING

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-5001-524.10-01	Salaries	942,384	981,214	674,000	674,000	**1,026,800**	352,800	52.3%
101-5001-524.18-01	Temporary Help	19,248	23,654	37,100	37,100	**38,000**	900	2.4%
101-5001-524.18-05	Overtime Civilian	15,992	16,694	19,500	19,500	**20,000**	500	2.6%
	Salaries	**977,624**	**1,021,562**	**730,600**	**730,600**	**1,084,800**	**354,200**	**48.5%**
101-5001-524.19-01	Workers Compensation	37,200	38,300	26,400	26,400	**40,600**	14,200	53.8%
101-5001-524.19-05	Medical Insurance	147,300	154,600	103,600	103,600	**162,900**	59,300	57.2%
101-5001-524.19-10	IMRF	136,136	136,929	90,500	90,300	**137,400**	47,100	52.2%
101-5001-524.19-11	Social Security	58,579	61,123	45,600	45,500	**65,700**	20,200	44.4%
101-5001-524.19-12	Medicare	13,883	14,491	10,700	10,600	**15,800**	5,200	49.1%
101-5001-524.19-23	Automobile Allowance	4,820	4,820	4,800	3,200	**4,800**	1,600	50.0%
	Fringe Benefits	**397,918**	**410,263**	**281,600**	**279,600**	**427,200**	**147,600**	**52.8%**
101-5001-524.20-05	Professional Services	15,610	17,833	60,610	60,610	**174,000**	113,390	187.1%
101-5001-524.20-40	General Insurance	22,400	23,500	16,500	16,500	**25,900**	9,400	57.0%
101-5001-524.21-02	Equipment Maintenance	1,159	1,366	1,500	1,500	**1,400**	(100)	(6.7%)
101-5001-524.21-65	Other Services	3,233	12,923	8,400	8,400	**8,400**	0	0.0%
101-5001-524.22-02	Dues	2,430	1,906	3,200	3,200	**3,200**	0	0.0%
101-5001-524.22-03	Training	9,344	7,528	10,500	10,500	**10,500**	0	0.0%
101-5001-524.22-05	Postage	1,227	1,260	1,700	1,700	**1,700**	0	0.0%
101-5001-524.22-10	Printing	567	330	300	300	**200**	(100)	(33.3%)
101-5001-524.22-15	Photocopying	1,404	1,353	1,300	1,300	**2,000**	700	53.8%
101-5001-524.22-25	IT/GIS Service Charge	61,700	64,800	52,200	52,200	**87,000**	34,800	66.7%
101-5001-524.22-37	Vehicle/Equip Lease Charge	28,900	32,400	29,800	29,800	**38,900**	9,100	30.5%
	Contractual Services	**147,974**	**165,199**	**186,010**	**186,010**	**353,200**	**167,190**	**89.9%**
101-5001-524.30-01	Publications Periodicals	377	429	500	500	**500**	0	0.0%
101-5001-524.30-05	Office Supplies & Equip	4,367	3,421	3,300	3,300	**3,200**	(100)	(3.0%)
101-5001-524.30-20	Photographic Supplies	1,231	1,169	2,400	2,400	**2,000**	(400)	(16.7%)
101-5001-524.30-35	Clothing	1,042	905	1,000	1,000	**1,000**	0	0.0%
101-5001-524.30-50	Petroleum Products	5,795	5,002	5,400	5,400	**4,800**	(600)	(11.1%)
101-5001-524.31-85	Small Tools and Equipment	643	90	1,200	1,200	**1,200**	0	0.0%
101-5001-524.32-80	Books	175	0	500	500	**500**	0	0.0%
101-5001-524.33-05	Other Supplies	694	907	1,000	1,000	**1,000**	0	0.0%
	Commodities	**14,324**	**11,923**	**15,300**	**15,300**	**14,200**	**(1,100)**	**(7.2%)**
	Total Engineering	**1,537,840**	**1,608,947**	**1,213,510**	**1,211,510**	**1,879,400**	**667,890**	**55.1%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-5001-524.10-01	Salaries	Salaries		674,000		1,026,800
101-5001-524.18-01	Temporary Help	Temporary Help		37,100		38,000
101-5001-524.18-05	Overtime Civilian	Overtime Civilian		19,500		20,000
		TOTAL SALARIES		**730,600**		**1,084,800**
FRINGE BENEFITS:						
101-5001-524.19-01	Workers' Compensation	Workers' Compensation Insurance		26,400		40,600
101-5001-524.19-05	Medical Insurance	Medical Insurance		103,600		162,900
101-5001-524.19-10	IMRF	IMRF		90,300		137,400
101-5001-524.19-11	Social Security	Social Security		45,500		65,700
101-5001-524.19-12	Medicare	Medicare		10,600		15,800
101-5001-524.19-23	Automobile Allowance	Automobile Allowance		3,200		4,800
		TOTAL FRINGE BENEFITS		**279,600**		**427,200**
CONTRACTUAL SERVICES:						
101-5001-524.20-05	Professional Services	Documents prepared by a registered land surveyor	2,200		2,200	
		Paver Program Support	1,200		1,500	
		Soil tests, inspections, and other engineering services	1,100		1,200	
		Annual updating of Sidwell books	500		500	
		Pavement reinspection and management evaluations	24,000		25,000	
		Other Consulting services	22,600		43,600	
		Assistance with reconstruction projects	0		100,000	
		Prior Year Encumbrance Carryover	9,010	60,610		174,000
101-5001-524.20-40	General Insurance	Liability and property insurance		16,500		25,900
101-5001-524.21-02	Equipment Maintenance	Office and computer equipment	300		300	
		Traffic counters & survey levels	400		400	
		Radios and paging units	100		0	
		Color printer	700	1,500	700	1,400
101-5001-524.21-65	Other Services	Digitizing of records	1,000		1,000	
		Laboratory & blueprint services	300		300	
		Technical computer software	3,300		3,300	
		Contractual secretarial services	700		700	
			3,100	8,400	3,100	8,400

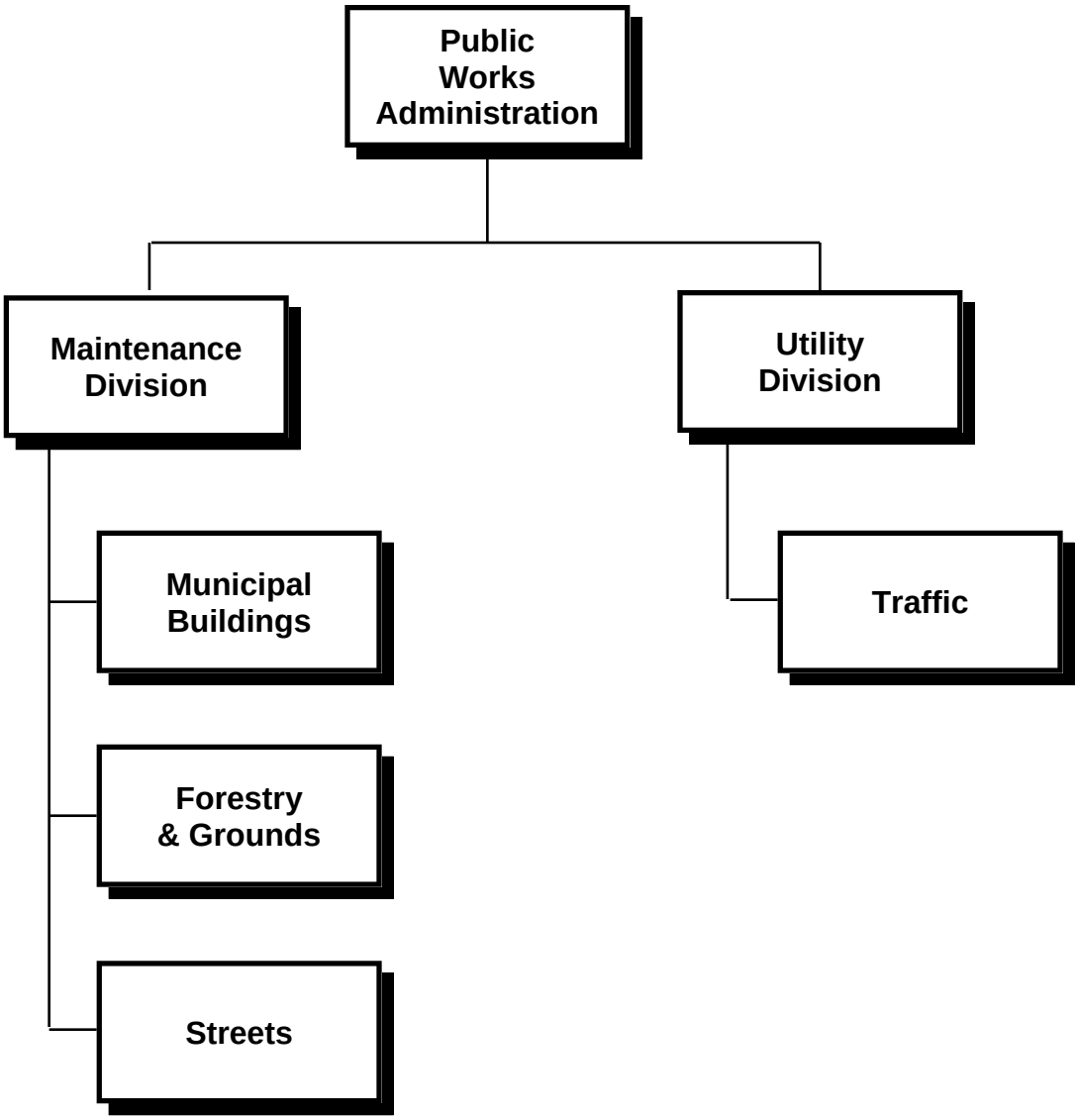
ENGINEERING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-5001-524.22-02	Dues	Dues		3,200		3,200
101-5001-524.22-03	Training	APWA Internat'l Congress (2)	3,900		4,000	
		Short Courses APWA, University of Wisconsin, ASCE, PCA, AWWA	6,600	10,500	6,500	10,500
101-5001-524.22-05	Postage	Mailing of correspondence		1,700		1,700
101-5001-524.22-10	Printing	Printing of misc. forms & business cards		300		200
101-5001-524.22-15	Photocopying	Photocopies & supplies	650		1,000	
		Maintenance agreement Xerox 5150	650	1,300	1,000	2,000
101-5001-524.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		52,200		87,000
101-5001-524.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		29,800		38,900
		TOTAL CONTRACTUAL SERVICES		**186,010**		**353,200**
COMMODITIES:						
101-5001-524.30-01	Publications/Periodicals	Miscellaneous publications		500		500
101-5001-524.30-05	Office Supplies & Equip	General office supplies		3,300		3,200
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.		2,400		2,000
101-5001-524.30-35	Clothing	Rain gear, rubber boots, safety glasses, vests and hard hats		1,000		1,000
101-5001-524.30-50	Petroleum Products	Gasoline for department vehicle(s)		5,400		4,800
101-5001-524.31-85	Small Tools & Equip.	Field books, tapes, level rods, surveying equipment, miscellaneous		1,200		1,200
101-5001-524.32-80	Books	Annual update of:				
		Ill. Design Standards and American Water Works Standards	100		100	
		ITE textbooks	100		100	
		Technical reference books	200		200	
		American Society of Testing and Materials manuals	100	500	100	500
101-5001-524.33-05	Other Supplies & Equip	Supplies for traffic counters, computer equipment, marking paint, etc.		1,000		1,000
		TOTAL COMMODITIES		**15,300**		**14,200**
		TOTAL ENGINEERING		**1,211,510**		**1,879,400**

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 sidewalks, and sweeping the equivalent of 14,000 curb miles of streets annually. Our Street Maintenance Program includes three phases of 6 to 8 foot wide edge grinding on pavements where the center lane of streets are in a serviceable condition, but the edges are breaking up and creating loose pieces of asphalt. 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 has increased dramatically for the last two years to well over 3,000 trees per year. This spike in removal volumes will remain high for two more years. The Forestry Unit also 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, electrical, plumbing and similar building and grounds related maintenance services. Major repairs, alterations and remodeling are accomplished through contract services when necessary. This unit is also responsible for managing the Metropolis Theatre building which requires almost 50% of one of our full-time employee's time.

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, parking lots and water and sewer facilities.

Water & Sewer Utilities Unit – (See the Water & Sewer Fund – Water Utility Operations.)

2014-2015 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. This budget cycle staff implemented a Central Purchasing System to consolidate commonly purchased janitorial supplies and personal protective equipment, so that single bulk purchases are made to save on quantity discounts and to reduce the number of similar but different versions of some of these projects.

- **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. However, as expectations of residents increase, the number of special events increase and our infrastructure ages, we are being forced to use more overtime than we have in the past. We expect this trend to continue.

- **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. Public Works staff has also begun collaborating with the Public Relations Coordinator to refresh and update the Village's website and to actively communicate current activities on Facebook, Twitter and Instagram.

- **To continue updating 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 2014, 754 reimbursement requests were processed at a cost of $48,868.07. 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 1,000 public ash trees are expected to be removed in FY2016.

- **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 and we are in the process of updating the Village Code based on MWRD and IDNR regulation changes.

- **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.** A 10-Year Roof Maintenance Program was developed to insure that the buildings remain protected from the weather.

- **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, 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 the support of Village-sponsored special events.** Staff provided support for the Sounds of Summer, Promenade of Art, National Night Out, holiday lighting ceremony, the Mane Event, and the Taste of Arlington, along with numerous other special events during the year.

2016 Goals and Objectives

- Provide high quality service to our residents and businesses, while efficiently managing the Village's resources and continually exploring opportunities to reduce spending.
- Continue diligent management of overtime expenses 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, ever increasing scheduling of additional special events and ongoing budget restrictions.
- To continue to improve communications with residents and to respond to their comments and concerns about services being provided through their feedback.
- Continue updating 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 expand the Central Purchasing Program so that it includes small tool and equipment and general maintenance materials.
- To continue using social media platforms such as Facebook, Twitter, and Instagram to raise community awareness of the Department's daily activities, infrastructure improvements, and to engage citizens.

- To use Social Media to open a meaningful dialogue with citizens in order to improve the Department's response to community generated Service Requests.
- To develop a 20-Year Building and Condition Assessment Program that will be used to develop future Capitol Building Projects.
- 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 and improved.
- 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 replace our current 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 requests electronically in the field.
- To continue improvements in our asphalt street patching techniques and methods to improve overall pavement conditions.

Performance Measures

	Calendar Year		
	2012	2013	2014
1. Traffic Unit:			
Traffic Signal Repairs	124	114	86
Street Light Repairs	914	990	993
Building Circuit Repairs	955	585	446
Sign Maintenance	1,706	2,819	2,137
Pavement Striping	33,161	31,947	9,400
Utility Locates	8,552	12,991	17,527
2. Street Unit:			
Snow Removal Cost	$443,727	$1,213,497	$829,098
Snow Removal Curb Miles	24,843	74,094	75,636
Street Sweeping Curb Miles	10,527	11,125	11,662
Asphalt Repairs (tons)	432	416	251
In-House Paving Program (tons)	5,497	6,290	6,498
In-House Paving Program (sq. yds.)	30,086	34,406	35,098
3. Forestry Unit:			
Parkway Trees Trimmed	4,616	7,055	9,567
Parkway Trees Removed	868	400	539
Parkway Restorations	364	1,804	5,285
EAB Reimbursements	1,334	269	754
EAB Inspections	589	90	52
EAB Trees Removed	668	1,300	4,726
4. Building Maintenance Unit:			
Work Orders Completed	530	469	1,207

OPERATION SUMMARY

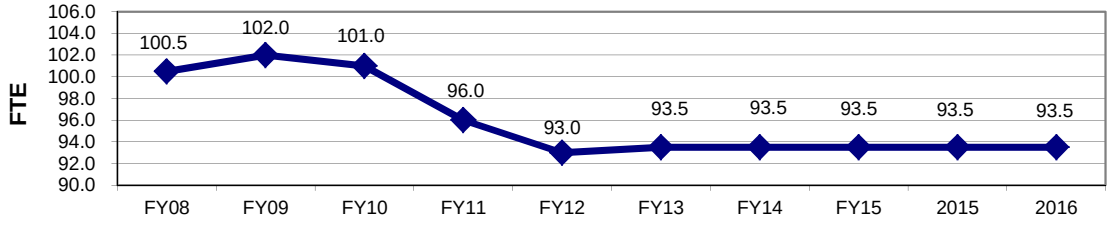
PUBLIC WORKS (Including Water Utilities & Fleet Services)

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 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	40.75	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	93.50	93.50	93.50	93.50	93.50	0.00	0.0%
Expenditures							
Personal Services	$12,347,096	$12,477,711	$8,849,537	$8,864,500	$13,398,700	$4,534,200	51.2%
Contractual Services	9,548,647	10,035,385	9,009,427	9,009,277	11,161,600	2,152,323	23.9%
Commodities	2,569,629	2,840,273	2,505,414	2,504,014	3,152,200	648,186	25.9%
Other Charges	1,509,427	1,636,364	1,067,000	1,087,000	1,693,200	606,200	55.8%
Capital Items	5,381,661	6,842,757	10,460,525	10,443,445	8,499,000	(1,944,445)	(18.6%)
Total Expenditures	$31,356,460	$33,832,490	$31,891,903	$31,908,236	$37,904,700	$5,996,464	18.8%

CROSS REFERENCE TO FUNDS

	2013-14 Actual	2014-15 Actual	8-Month Period Ending Dec. 2015 Est. Actual	8-Month Period Ending Dec. 2015 Budget	2016 Budget	$ Change	% Change
General Fund	$11,229,389	$11,838,642	$9,471,796	$9,480,596	$12,828,600	$3,348,004	35.3%
MFT Fund	191,545	98,909	76,500	76,500	103,500	27,000	35.3%
Municipal Park Opr Fund	51,281	164,064	939,182	939,182	572,800	(366,382)	(39.0%)
Capital Projects Fund	747,258	504,766	1,078,307	1,061,227	1,561,900	500,673	47.2%
Storm Water Control Fund	3,586	63,323	500,000	500,000	500,000	0	0.0%
Public Buildings Fund	59,319	287,806	25,000	25,000	25,000	0	0.0%
Emerald Ash Borer Fund	1,170,297	3,083,963	3,601,027	3,601,027	1,145,800	(2,455,227)	(68.2%)
Water & Sewer Fund	13,360,107	13,845,516	11,697,599	11,700,999	17,886,600	6,185,601	52.9%
A & E Fund	69,905	72,053	72,437	73,800	79,300	5,500	7.5%
Fleet Operations Fund	4,473,773	3,873,448	4,430,055	4,449,905	3,201,200	(1,248,705)	(28.1%)
Total Expenditures	$31,356,460	$33,832,490	$31,891,903	$31,908,236	$37,904,700	$5,996,464	18.8%

STAFFING HISTORY



PUBLIC WORKS

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-7101-531.10-01	Salaries	3,164,306	3,288,826	2,275,600	2,282,700	**3,489,500**	1,206,800	52.9%
101-7101-531.18-01	Temporary Help	62,098	70,018	73,400	73,400	**82,200**	8,800	12.0%
101-7101-531.18-05	Overtime Civilian	653,058	484,513	358,600	358,600	**548,600**	190,000	53.0%
101-7101-531.18-80	Special Detail	9,700	7,000	6,900	6,900	**7,100**	200	2.9%
	Salaries	**3,889,162**	**3,850,357**	**2,714,500**	**2,721,600**	**4,127,400**	**1,405,800**	**51.7%**
101-7101-531.19-01	Workers Compensation	358,500	369,300	254,900	254,900	**391,900**	137,000	53.7%
101-7101-531.19-05	Medical Insurance	671,600	680,200	449,600	449,600	**699,300**	249,700	55.5%
101-7101-531.19-10	IMRF	535,396	511,467	343,400	344,500	**527,200**	182,700	53.0%
101-7101-531.19-11	Social Security	227,872	226,306	168,800	169,300	**251,400**	82,100	48.5%
101-7101-531.19-12	Medicare	53,855	53,831	39,500	39,600	**59,600**	20,000	50.5%
	Fringe Benefits	**1,847,223**	**1,841,104**	**1,256,200**	**1,257,900**	**1,929,400**	**671,500**	**53.4%**
101-7101-531.20-05	Professional Services	6,186	15,071	26,210	26,210	**37,500**	11,290	43.1%
101-7101-531.20-40	General Insurance	97,900	102,800	72,300	72,300	**113,300**	41,000	56.7%
101-7101-531.21-01	Traffic Signal Maintenance	15,948	11,473	21,900	21,900	**18,000**	(3,900)	(17.8%)
101-7101-531.21-02	Equipment Maintenance	311,049	279,759	252,652	252,652	**310,700**	58,048	23.0%
101-7101-531.21-03	Radio Maintenance	120	310	700	700	**0**	(700)	(100.0%)
101-7101-531.21-11	Building Maintenance	231,645	282,645	254,280	254,280	**369,000**	114,720	45.1%
101-7101-531.21-15	Street and Sidewalk Maint	517,586	549,879	621,700	621,700	**900,400**	278,700	44.8%
101-7101-531.21-36	Equipment Rental	148,615	154,252	242,600	242,600	**200,300**	(42,300)	(17.4%)
101-7101-531.21-50	Utility Services	411,340	497,451	319,200	319,200	**515,000**	195,800	61.3%
101-7101-531.21-55	Tree Services	628,168	700,156	686,300	686,300	**632,500**	(53,800)	(7.8%)
101-7101-531.21-56	New Trees	0	0	300	300	**0**	(300)	(100.0%)
101-7101-531.21-62	Disposal Services	64,622	54,542	81,400	81,400	**81,400**	0	0.0%
101-7101-531.21-65	Other Services	124,380	100,127	40,500	40,500	**27,000**	(13,500)	(33.3%)
101-7101-531.22-02	Dues	6,946	7,157	5,500	5,500	**7,200**	1,700	30.9%
101-7101-531.22-03	Training	15,571	12,387	15,200	15,200	**18,300**	3,100	20.4%
101-7101-531.22-05	Postage	512	909	1,000	1,000	**1,100**	100	10.0%
101-7101-531.22-10	Printing	1,429	1,152	800	800	**1,100**	300	37.5%
101-7101-531.22-15	Photocopying	4,579	2,226	2,000	2,000	**5,200**	3,200	160.0%
101-7101-531.22-25	IT/GIS Service Charge	129,600	141,600	118,700	118,700	**180,400**	61,700	52.0%
101-7101-531.22-37	Vehicle/Equip Lease Charge	1,104,400	1,334,400	1,090,800	1,090,800	**1,262,500**	171,700	15.7%
101-7101-531.22-70	Telephone Services	228,385	154,683	138,400	138,400	**166,800**	28,400	20.5%
101-7101-531.22-75	Telephone Equipment Charge	2,575	1,914	12,100	12,100	**12,100**	0	0.0%
	Contractual Services	**4,051,556**	**4,404,893**	**4,004,542**	**4,004,542**	**4,859,800**	**855,258**	**21.4%**
101-7101-531.30-01	Publications Periodicals	806	480	700	700	**700**	0	0.0%
101-7101-531.30-05	Office Supplies & Equip	4,226	4,706	3,200	3,200	**4,000**	800	25.0%
101-7101-531.30-20	Photographic Supplies	125	0	0	0	**0**	0	N/A
101-7101-531.30-35	Clothing	32,471	23,943	37,682	37,682	**33,500**	(4,182)	(11.1%)
101-7101-531.30-50	Petroleum Products	244,541	162,239	110,600	110,600	**181,000**	70,400	63.7%
101-7101-531.31-40	Agricultural Supplies	42,146	29,595	51,169	51,169	**93,100**	41,931	81.9%
101-7101-531.31-45	Janitorial Supplies	45,250	65,899	55,300	55,300	**60,000**	4,700	8.5%
101-7101-531.31-55	Building Supplies	72,792	76,541	50,600	50,600	**78,300**	27,700	54.7%
101-7101-531.31-65	Other Equip & Supplies	45,001	50,230	41,055	41,055	**73,500**	32,445	79.0%
101-7101-531.31-70	Traffic Signal Supplies	21,163	20,401	14,400	14,400	**21,000**	6,600	45.8%
101-7101-531.31-75	Street Light Supplies	66,064	92,732	61,936	61,936	**76,500**	14,564	23.5%
101-7101-531.31-80	Street Sign Supplies	43,190	62,206	35,100	35,100	**47,000**	11,900	33.9%
101-7101-531.31-85	Small Tools and Equipment	17,362	14,426	13,700	13,700	**20,000**	6,300	46.0%
101-7101-531.31-90	Street and Sidewalk Supplies	749,326	1,084,801	970,012	970,012	**1,172,100**	202,088	20.8%
101-7101-531.33-05	Other Supplies	56,985	54,089	51,100	51,100	**51,300**	200	0.4%
	Commodities	**1,441,448**	**1,742,288**	**1,496,554**	**1,496,554**	**1,912,000**	**415,446**	**27.8%**
	Total Public Works	**11,229,389**	**11,838,642**	**9,471,796**	**9,480,596**	**12,828,600**	**3,348,004**	**35.3%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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	2.00	2.00	
1450	Maintenance Mechanic II	P08	1.00	1.00	
1390	Crew Chief	P07	4.00	4.00	
1455	Maintenance Mechanic I	P05	1.00	1.00	
1405	Electrician I	P06	1.00	1.00	
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 8-Months Dec. 2015	2016	+ (-)
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**

PUBLIC WORKS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
101-7101-531.10-01	Salaries	Salaries		2,282,700		3,489,500
101-7101-531.18-01	Temporary Help	Temporary Help		73,400		82,200
101-7101-531.18-05	Overtime Civilian	Overtime Civilian		358,600		548,600
101-7101-531.18-80	Special Detail	Special Detail		6,900		7,100
		TOTAL SALARIES		**2,721,600**		**4,127,400**
FRINGE BENEFITS:						
101-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance		254,900		391,900
101-7101-531.19-05	Medical Insurance	Medical Insurance		449,600		699,300
101-7101-531.19-10	IMRF	IMRF		344,500		527,200
101-7101-531.19-11	Social Security	Social Security		169,300		251,400
101-7101-531.19-12	Medicare	Medicare		39,600		59,600
		TOTAL FRINGE BENEFITS		**1,257,900**		**1,929,400**
CONTRACTUAL SERVICES:						
101-7101-531.20-05	Professional Services	Consulting services (incl. storm warning) concrete testing and bid reviews	17,800		37,500	
		Prior Year Encumbrance Carryover	8,410	26,210	0	37,500
101-7101-531.20-40	General Insurance	Liability and property insurance		72,300		113,300
101-7101-531.21-01	Traffic Signal Maintenance	Repairs to controllers and opticom		21,900		18,000
101-7101-531.21-02	Equipment Maintenance	Maintenance of: office, electrical, shop and radio equipment; generators and fire extinguishers	12,700		14,000	
		Preventative maintenance, inspections, repairs, and certifications of HVAC systems	134,300		215,000	
		Preventative maintenance, inspections, repairs, and certifications of elevators	16,800		18,000	
		Emergency siren upgrade (traffic)	10,200		15,000	
		Senior Center Wood Shop equip. maint.	2,300		0	
		Preventative maintenance, inspections, repair and certifications of life safety equip	7,700		20,400	
		Water feature and irrigation system maint.	27,900		28,300	
		Budget Amendment (chiller)	40,752	252,652	0	310,700
101-7101-531.21-03	Radio Maintenance	Maintenance of portable radios and pagers		700		0

PUBLIC WORKS

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-7101-531.21-11	Building Maintenance	Custodial services for all municipal buildings, historical, police, fire, senior center and train station	117,200		212,000	
		Misc. cleaning services for mats, windows, blinds and carpets	0		25,000	
		Repairs to roofs, doors, windows, plumbing, generators, and painting	110,900		109,700	
		Building inspections	5,400		0	
		Pest control (from 21-15 & 21-65)	0		6,300	
		Police firing range cleaning and lead compliance testing	16,300		16,000	
		Prior Year Encumbrance Carryover	4,480	254,280	0	369,000
101-7101-531.21-15	Street & Sidewalk Maint.	Contractual street and sidewalk repairs	121,200		517,000	
		Pest control (moved to build maint.)	700		0	
		Pavement striping	44,400		100,000	
		Landscape maintenance:	403,900			
		Gateway sign maintenance			8,500	
		Parkway restoration			65,400	
		Weed control			28,000	
		Mowing			66,000	
		High Profile Bed Maintenance			112,000	
		Installation of bike route posts and signs	1,500		3,500	
		Prior Year Encumbrance Carryover	50,000	621,700	0	900,400
101-7101-531.21-36	Equipment Rental	Small tool and equipment rental	2,500		5,000	
		Miscellaneous equipment rental	13,800		0	
		In-house paving program:				
		Asphalt grinder rental	33,000		26,400	
		Asphalt trucking	57,100		115,900	
		Material hauling	127,500		20,000	
		Street Sweeper Rental	0		33,000	
		Truck rental - snow hauling	8,700	242,600	0	200,300
101-7101-531.21-50	Utility Services	Rental of Com. Ed. Co. street lights	69,200		115,000	
		Electrical energy for Village owned street lights and traffic signals	95,900		155,000	
		Electric excess facilities & charges for usage of natural gas in excess of franchise agreement	154,100	319,200	245,000	515,000
101-7101-531.21-55	Tree Services	Tree trimming	315,100		250,000	
		Tree and stump removals	242,800		200,000	
		Tree planting	93,400		150,000	
		Tree damage repair and replacement	35,000	686,300	32,500	632,500
101-7101-531.21-56	Tree Services/Developm'ts	Tree planting in new developments		300		0

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-7101-531.21-62	Disposal Services	Landfill charges (non-tree) and misc.	56,400		56,400	
		Leaf composting/wood chips	19,900		19,900	
		Trash service for PW & train station	5,100	81,400	5,100	81,400
101-7101-531.21-65	Other Services	Special service, service calls, moving projects & material testing	15,800		20,000	
		JULIE charge	0		7,000	
		Maintenance for fire alarms in village buildgs (moved to equip maint, acct 21-02)	20,400		0	
		Exterminating service (moved to build maint)	4,300	40,500	0	27,000
101-7101-531.22-02	Dues	Dues		5,500		7,200
101-7101-531.22-03	Training	Street Unit:				
		APWA Snow Conference	0		1,500	
		APWA Suburban Snow & Ice	600		600	
		Misc. safety & training aids	100		100	
		Misc. seminars	200		200	
		Forestry Unit:				
		APWA Snow Conference	0		1,500	
		Int'l Society Arborists	1,700		1,700	
		Illinois Arborists Conference (5)	800		800	
		Mid-America Arborists Show	400		400	
		Arboricultural Skills Workshop	200		200	
		Tree City Seminar	100		100	
		Safety & training textbooks	100		100	
		Illinois Landscape Contractors Association Certification (1)	400		400	
		Illinois Arborists Training & Workshops	300		300	
		Traffic Unit:				
		IMSA/ITE Traffic Signal Maintenance Certification	1,300		1,300	
		Administration:				
		APWA Annual Conference (1)	2,400		2,400	
		APWA Suburban Expo	700		700	
		Illinois Public Service Institute	1,600		1,600	
		In-service management training	200		200	
		Miscellaneous meeting expenses	200		200	
		Tuition reimbursement	300		300	
		Safety training materials - general	0		100	
		Safety training matrls - Fed requirement	1,500		1,500	
		Municipal Buildings Unit:				
		A/C controls operation/maintenance	1,800		1,800	
		APWA Suburban Expo	200		200	
		Safety and training aids	100	15,200	100	18,300
101-7101-531.22-05	Postage	Mailings		1,000		1,100
101-7101-531.22-10	Printing	Printing of shop orders, time cards and miscellaneous forms		800		1,100
101-7101-531.22-15	Photocopying	Photocopies & supplies	700		1,000	
		Maintenance agreement Xerox WC5645	1,200		4,000	
		Maintenance agreement Xerox 5135	100	2,000	200	5,200

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-7101-531.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		118,700		180,400
101-7101-531.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		1,090,800		1,262,500
101-7101-531.22-70	Telephone Services	Cell phone charges and telephone charges for all service except for commissions	131,600		160,000	
		EOC phone lines	5,100		5,100	
		Telephone books and reverse directories	1,700	138,400	1,700	166,800
101-7101-531.22-75	Telephone Equip Charges	Miscellaneous equipment	5,700		5,700	
		Upgrade telephone equipment	6,400	12,100	6,400	12,100
		TOTAL CONTRACTUAL SERVICES		**4,004,542**		**4,859,800**
COMMODITIES:						
101-7101-531.30-01	Publications/Periodicals	Miscellaneous publications		700		700
101-7101-531.30-05	Office Supplies & Equip	General office supplies		3,200		4,000
101-7101-531.30-35	Clothing	Uniform rental and cleaning	14,300		6,500	
		Boots and miscellaneous clothing	8,600		12,000	
		Personal protective equipment	3,900		15,000	
		Prior Year Encumbrance Carryover	10,882	37,682	0	33,500
101-7101-531.30-50	Petroleum Products	Gasoline for department vehicles		110,600		181,000
101-7101-531.31-40	Agricultural Supplies	Materials for parkway and landscape restoration and maintenance:				
		Black dirt	3,600		3,700	
		Sod & seeds	900		1,000	
		Fertilizers & weed killers	5,300		5,500	
		Compost	1,500		1,600	
		Plants & materials	6,400		10,300	
		Flowers, fertilizers, chemicals & maintaining grounds adjacent to Municipal Building and Senior Center	13,100		13,500	
		Landscape upgrades	16,800		57,500	
		Prior Year Encumbrance Carryover	3,569	51,169	0	93,100
101-7101-531.31-45	Janitorial Supplies	Custodial supplies not furnished by contract maintenance service, including paper products, soap, etc.		55,300		60,000
101-7101-531.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & repairs of Municipal Building		50,600		78,300
101-7101-531.31-65	Other Equip. & Supplies	Saw blades, batteries, hose and misc. parts & supplies for small equipment	34,100		73,500	
		Replacement blades for Senior Center Wood Shop	1,100		0	
		Prior Year Encumbrance Carryover	5,855	41,055	0	73,500
101-7101-531.31-70	Traffic Signal Supplies	Poles, components, etc.		14,400		21,000

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-7101-531.31-75	Street Light Supplies	Poles, fixtures, lamps & misc. materials	39,600		61,000	
		Damage replacement (reimbursable)	12,600		15,500	
		Prior Year Encumbrance Carryover	9,736	61,936	0	76,500
101-7101-531.31-80	Street Sign Supplies	Blank signs, reflective sheeting, letters, numbers, adhesives, & misc.	25,300		37,000	
		Materials for thermoplastic marking	4,100		4,400	
		Damage replacement (reimbursable)	2,100		2,300	
		School Speed Zone signage	3,300		3,300	
		Anti-Idling signs	300	35,100	0	47,000
101-7101-531.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment		13,700		20,000
101-7101-531.31-90	Street & Sidewalk Supplies	Patching materials, gravel and sand	143,200		144,900	
		Asphalt for In-house paving program.	306,000		316,900	
		Concrete	65,800		45,900	
		Rock salt	350,000		550,000	
		Liquid calcium chloride	86,700		90,900	
		Ice melt	6,900		7,900	
		Forming materials and lumber	2,700		3,600	
		Miscellaneous materials	6,400		12,000	
		Prior Year Encumbrance Carryover	2,312	970,012	0	1,172,100
101-7101-531.33-05	Other Supplies & Equip	Drafting supplies, marking paint, fire extinguishers, first aid supplies, screening materials and miscellaneous	15,500		15,500	
		Holiday decorations	28,800		33,800	
		Wreath & pole light replacement	5,000		0	
		Flags	1,800	51,100	2,000	51,300
		TOTAL COMMODITIES		**1,496,554**		**1,912,000**
		TOTAL PUBLIC WORKS		**9,480,596**		**12,828,600**

NON-OPERATING

NON-OPERATING

GENERAL FUND **EXPENDITURES**

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
101-9901-591.40-78	IMET Expense	0	185,817	0	0	**0**	0	N/A
101-9901-591.40-89	Sales Tax Abatement	331,620	446,913	0	400,000	**600,000**	200,000	50.0%
101-9901-591.40-96	Operating Contingency	0	0	100,000	259,248	**250,000**	(9,248)	(3.6%)
	Other Charges	**331,620**	**632,730**	**100,000**	**659,248**	**850,000**	**190,752**	**28.9%**
101-9901-591.90-05	Operating Transfer Out	4,400,000	4,000,000	2,800,000	2,800,000	**175,000**	(2,625,000)	(93.8%)
	Non-Operating	**4,400,000**	**4,000,000**	**2,800,000**	**2,800,000**	**175,000**	**(2,625,000)**	**(93.8%)**
	Total Non-Operating	**4,731,620**	**4,632,730**	**2,900,000**	**3,459,248**	**1,025,000**	**(2,434,248)**	**(70.4%)**
	Total General Fund	**69,795,108**	**71,726,287**	**54,488,123**	**55,136,180**	**72,245,100**	**17,108,920**	**31.0%**

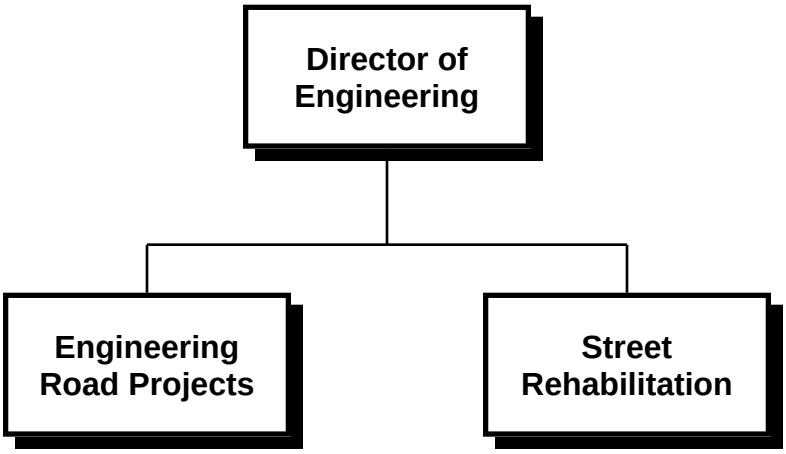
NON-OPERATING

GENERAL FUND **EXPENDITURE DETAIL**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
101-9901-591.40-89	Sales Tax Abatements	Sales tax abatement - Lowes/Rohrman Auto		400,000		600,000
101-9901-591.40-96	Operating Contingency	Operating Contingency		259,248		250,000
		TOTAL OTHER CHARGES		**659,248**		**850,000**
NON-OPERATING:						
101-9901-591.90-05	Operating Transfer Out	Operating Transfer Out				
		To Health Insurance Fund (contingency)	300,000		175,000	
		To Municpal Parking Fund	2,000,000			
		To Storm Water Control Fund	500,000	2,800,000		175,000
		TOTAL NON-OPERATING		**2,800,000**		**175,000**
		TOTAL NON-OPERATING EXPENDITURES		**3,459,248**		**1,025,000**
		TOTAL GENERAL FUND		**55,136,180**		**72,245,100**

MOTOR FUEL TAX FUND

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$1,854,079	$1,840,510	$1,212,600	$1,212,600	**$1,809,900**	$597,300	49.3%
Intergovernmental	334,139	668,278	0	0	**0**	0	N/A
Interest Income	113	89	300	300	**500**	200	66.7%
Total Revenues	**$2,188,331**	**$2,508,877**	**$1,212,900**	**$1,212,900**	**$1,810,400**	**$597,500**	**49.3%**
Interfund Transfers In	600,000	2,000,000	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$2,788,331**	**$4,508,877**	**$1,212,900**	**$1,212,900**	**$1,810,400**	**$597,500**	**49.3%**
Expenditures							
Contractual Services	33,696	0	30,000	30,000	**30,000**	0	0.0%
Capital Items	2,512,555	2,719,819	1,241,997	1,241,997	**4,203,500**	2,961,503	238.4%
Total Expenditures	**$2,546,251**	**$2,719,819**	**$1,271,997**	**$1,271,997**	**$4,233,500**	**$2,961,503**	**232.8%**
Total Expenditures and Interfund Transfers Out	**$2,546,251**	**$2,719,819**	**$1,271,997**	**$1,271,997**	**$4,233,500**	**$2,961,503**	**232.8%**
Revenues over (under) Expenditures	**$242,080**	**$1,789,058**	**($59,097)**	**($59,097)**	**($2,423,100)**	**($2,364,003)**	**4000.2%**
BEGINNING FUND BALANCE	**1,308,805**	**1,550,885**	**3,339,943**	**3,339,943**	**3,280,846**	**(59,097)**	**(1.8%)**
ENDING FUND BALANCE	**$1,550,885**	**$3,339,943**	**$3,280,846**	**$3,280,846**	**$857,746**	**($2,423,100)**	**(73.9%)**

MOTOR FUEL TAX FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
211-0000-403.20-00	Motor Fuel Tax Allotment	1,854,079	1,840,510	1,212,600	1,212,600	**1,809,900**	597,300	49.3%
	Intergovernmental Tax	**1,854,079**	**1,840,510**	**1,212,600**	**1,212,600**	**1,809,900**	**597,300**	**49.3%**
211-0000-411.55-00	State Grant	334,139	668,278	0	0	**0**	0	N/A
	Intergovernmental	**334,139**	**668,278**	**0**	**0**	**0**	**0**	**N/A**
211-0000-461.02-00	Interest on Investments	113	89	300	300	**500**	200	66.7%
	Interest Income	**113**	**89**	**300**	**300**	**500**	**200**	**66.7%**
211-0000-491.05-00	Operating Transfer In	600,000	2,000,000	0	0	**0**	0	N/A
	Other Financing Sourc	**600,000**	**2,000,000**	**0**	**0**	**0**	**0**	**N/A**
	Total MFT Fund	**2,788,331**	**4,508,877**	**1,212,900**	**1,212,900**	**1,810,400**	**597,500**	**49.3%**

MOTOR FUEL TAX FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
211-5001-571.20-05	Professional Services	33,696	0	30,000	30,000	**30,000**	0	0.0%
	Contractual Services	**33,696**	**0**	**30,000**	**30,000**	**30,000**	**0**	**0.0%**
211-5001-571.50-40	MFT Programs	2,321,010	2,620,910	1,165,497	1,165,497	**4,100,000**	2,934,503	251.8%
	Capital Outlay	**2,321,010**	**2,620,910**	**1,165,497**	**1,165,497**	**4,100,000**	**2,934,503**	**251.8%**
	Total Engineering	**2,354,706**	**2,620,910**	**1,195,497**	**1,195,497**	**4,130,000**	**2,934,503**	**245.5%**

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
211-7101-571.50-40	MFT Programs	191,545	98,909	76,500	76,500	**103,500**	27,000	35.3%
	Capital Outlay	**191,545**	**98,909**	**76,500**	**76,500**	**103,500**	**27,000**	**35.3%**
	Total Public Works	**191,545**	**98,909**	**76,500**	**76,500**	**103,500**	**27,000**	**35.3%**
	Total MFT Fund	**2,546,251**	**2,719,819**	**1,271,997**	**1,271,997**	**4,233,500**	**2,961,503**	**232.8%**

MOTOR FUEL TAX FUND

EXPENDITURE DETAIL

ENGINEERING 5001

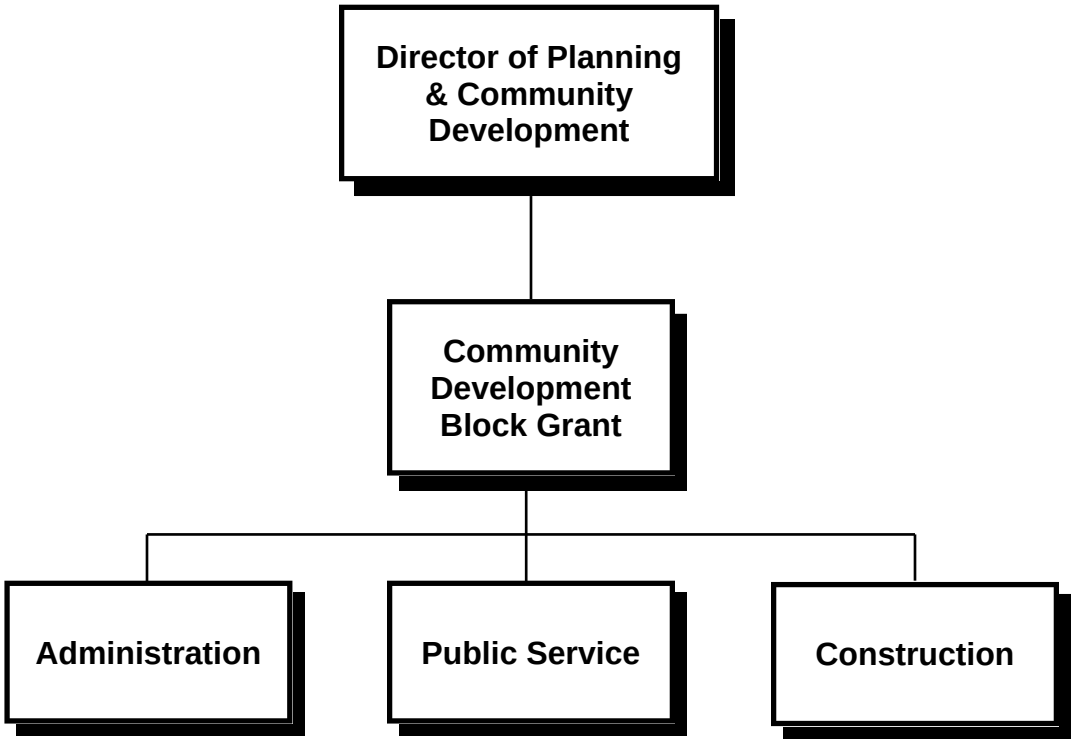
Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
211-5001-571.20-05	Professional Services	Survey work for Street Rehabilitation Program (ST9009)	30,000	30,000
		TOTAL CONTRACTUAL SERVICES	**30,000**	**30,000**
CAPITAL OUTLAY:				
211-5001-571.50-40	MFT Programs	Street Rehabilitation Program (ST9009)	0	4,100,000
		Prior Yr Encumbrance Carryover	298,497	0
		Algonquin Road Street Lighting (ST0912)	167,000	0
		Nichols Road Reconstruction (ST1505)	450,000	0
		Walnut Avenue Reconstruction (ST1510)	250,000	0
		TOTAL CAPITAL OUTLAY	**1,165,497**	**4,100,000**
		TOTAL ENGINEERING	**1,195,497**	**4,130,000**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CAPITAL OUTLAY:				
211-7101-571.50-40	MFT Programs	Contract maintenance of traffic signal controllers on IDOT and CCHD roadways (SG0302)	76,500	103,500
		TOTAL CAPITAL OUTLAY	**76,500**	**103,500**
		TOTAL PUBLIC WORKS	**76,500**	**103,500**
		TOTAL MOTOR FUEL TAX FUND	**1,271,997**	**4,233,500**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Intergovernmental	205,661	202,460	382,185	453,920	**287,600**	(166,320)	(36.6%)
Other	90,717	112,725	50,000	50,000	**100,000**	50,000	100.0%
Total Revenues	**$296,378**	**$315,185**	**$432,185**	**$503,920**	**$387,600**	**($116,320)**	**(23.1%)**
Expenditures							
Personal Services	$56,000	$57,450	$55,500	$55,500	**$55,500**	$0	0.0%
Other Charges	90,378	107,735	226,685	298,420	**182,100**	(116,320)	(39.0%)
Total Expenditures	**$146,378**	**$165,185**	**$282,185**	**$353,920**	**$237,600**	**($116,320)**	**(32.9%)**
Interfund Transfers Out	150,000	150,000	150,000	150,000	**150,000**	0	0.0%
Total Expenditures and Interfund Transfers Out	**$296,378**	**$315,185**	**$432,185**	**$503,920**	**$387,600**	**($116,320)**	**(23.1%)**
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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
215-0000-411.40-00	CDBG Allotment - Current YR	178,207	202,460	344,785	240,332	287,600	47,268	19.7%
215-0000-411.45-00	CDBG Allotment - Prior YR	27,454	0	37,400	213,588	0	(213,588)	(100.0%)
	Intergovernmental Revenue	**205,661**	**202,460**	**382,185**	**453,920**	**287,600**	**(166,320)**	**(36.6%)**
215-0000-484.92-00	Project Income	90,717	112,725	50,000	50,000	**100,000**	50,000	100.0%
	Special Operations	**90,717**	**112,725**	**50,000**	**50,000**	**100,000**	**50,000**	**100.0%**
	Total CDBG Fund	**296,378**	**315,185**	**432,185**	**503,920**	**387,600**	**(116,320)**	**(23.1%)**

CDBG FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
215-4001-522.10-01	Salaries	56,000	57,450	55,500	55,500	**55,500**	0	0.0%
	Salaries	**56,000**	**57,450**	**55,500**	**55,500**	**55,500**	**0**	**0.0%**
	Total Planning	**56,000**	**57,450**	**55,500**	**55,500**	**55,500**	**0**	**0.0%**

CDBG Program 4101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
215-4101-522.41-01	Single Family Rehab	42,434	33,209	50,000	121,735	**106,640**	(15,095)	(12.4%)
215-4101-522.41-02	CDBG Administration	1,844	2,128	2,500	2,500	**2,500**	0	0.0%
215-4101-522.41-03	Group/Trans Housing Rehab	0	23,910	46,815	46,815	**20,000**	(26,815)	(57.3%)
215-4101-522.41-04	Resources for Comm Living	2,000	2,195	2,935	2,935	**2,935**	0	0.0%
215-4101-522.41-15	Child Day Care	17,300	17,618	18,500	18,500	**18,500**	0	0.0%
215-4101-522.41-16	CAP Program	5,000	4,980	4,875	4,875	**4,875**	0	0.0%
215-4101-522.41-17	Children Advocacy Center	2,000	1,995	1,960	1,960	**1,960**	0	0.0%
215-4101-522.41-44	Suburban Prim Health Care	8,800	9,115	9,500	9,500	**9,500**	0	0.0%
215-4101-522.41-48	Journeys The Road Home	3,000	3,190	3,900	3,900	**3,900**	0	0.0%
215-4101-522.41-52	WINGS Program	2,500	2,700	4,345	4,345	**2,935**	(1,410)	(32.5%)
215-4101-522.41-54	Dist 214 ESL Program	1,500	1,500	1,500	1,500	**1,500**	0	0.0%
215-4101-522.41-62	Escorted Transportation Services	2,000	2,195	2,935	2,935	**2,935**	0	0.0%
215-4101-522.41-68	Northwest CASA	1,000	1,500	1,960	1,960	**1,960**	0	0.0%
215-4101-522.41-70	Faith Community Homes	1,000	1,500	1,960	1,960	**1,960**	0	0.0%
215-4101-522.41-72	Housing Authority of Cook County	0	0	73,000	73,000	**0**	(73,000)	(100.0%)
	Other Charges	**90,378**	**107,735**	**226,685**	**298,420**	**182,100**	**(116,320)**	**(39.0%)**
	Total CDBG Program	**90,378**	**107,735**	**226,685**	**298,420**	**182,100**	**(116,320)**	**(39.0%)**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ 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	**296,378**	**315,185**	**432,185**	**503,920**	**387,600**	**(116,320)**	**(23.1%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
215-4001-522.10-01	Salaries	Salaries	55,500	55,500
		TOTAL SALARIES	**55,500**	**55,500**
		TOTAL PLANNING	**55,500**	**55,500**

CDBG PROGRAM 4101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
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	121,735	106,640
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	46,815	20,000
215-4101-522.41-04	Resources for Comm Living	Shared housing for special populations	2,935	2,935
215-4101-522.41-15	Child Day Care	Grant to Northwest Compass to to provide subsidy for low income residents needing child day care services to secure and maintain employment	18,500	18,500
215-4101-522.41-16	Children at Play	Grant to Children at Play (CAP) Program - subsidy for low income participants	4,875	4,875
215-4101-522.41-17	Children Advocacy Center	Child Abuse Services	1,960	1,960
215-4101-522.41-44	Sub Prim Health Care	Grant to Suburban Primary Health Care Council - Access to Care Program	9,500	9,500
215-4101-522.41-48	Journeys The Road Home	Journeys The Road Home Homeless services	3,900	3,900
215-4101-522.41-52	WINGS Program	Traditional Housing and Safe House		
		Public Service	2,935	2,935
		Construction/Economic Development	1,410	0
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

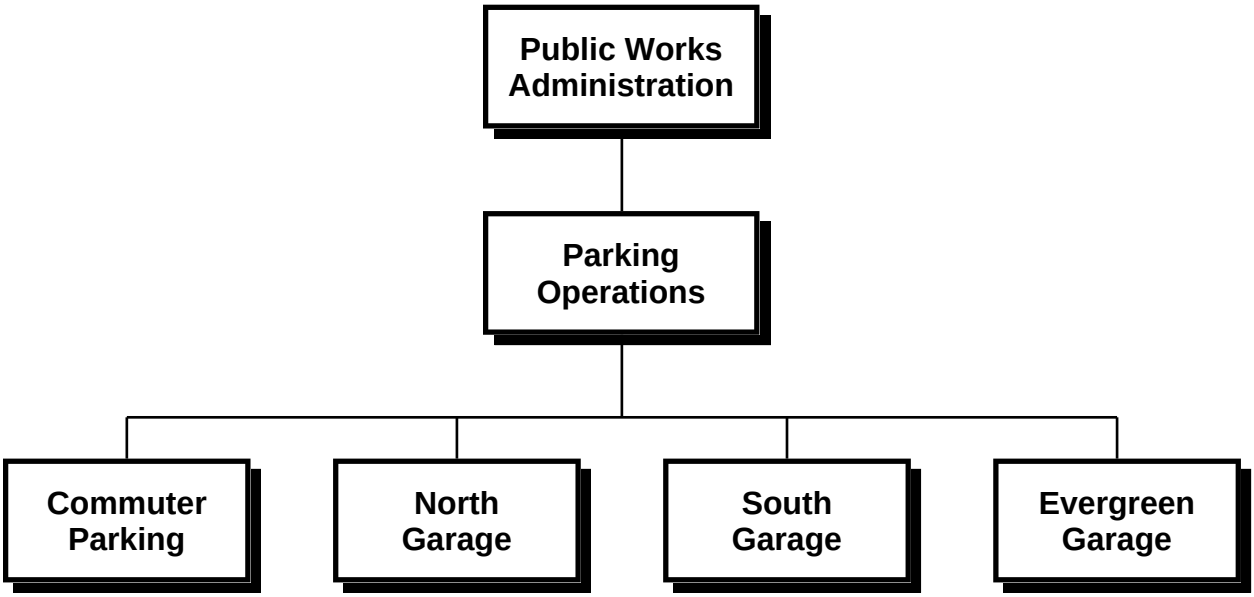
Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
215-4101-522.41.62	Escorted Transport Serv	Medical Transportation for Seniors	2,935	2,935
215-4101-522.41-68	Northwest CASA	Sexual assault counseling, crisis intervention and advocacy	1,960	1,960
215-4101-522.41-70	Faith Community Homes	Supportive housing	1,960	1,960
215-4101-522.41-72	Housing Authority Cook Cnty	Housing Authority of the County of Cook	73,000	0
		TOTAL OTHER CHARGES	**298,420**	**182,100**
		TOTAL CDBG PROGRAM	**298,420**	**182,100**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
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	**503,920**	**387,600**

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.

After having a consultant analyze the condition of all four parking garages, a four-year program was developed to rehabilitate all four garages. Phase 1 will rehab the entire Village Hall Municipal Garage, and the roofs of the North Garage and Vail Garage. Phase 2 will rehab the remaining floors in the North Garage. Phase 3 will complete the Vail Garage. Phase 4 will address minor issues in the Evergreen Garage.

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Fees	1,080,142	1,026,579	678,400	678,400	**1,005,000**	326,600	48.1%
Fines	89,136	113,726	46,900	46,900	**95,000**	48,100	102.6%
Interest Income	16,332	15,129	10,700	10,700	**16,000**	5,300	49.5%
Other	0	6,895	0	0	**0**	0	N/A
Total Revenues	**$1,185,610**	**$1,162,329**	**$736,000**	**$736,000**	**$1,116,000**	**$380,000**	**51.6%**
Interfund Transfers In	0	0	2,000,000	2,000,000	**0**	(2,000,000)	(100.0%)
Total Revenues and Interfund Transfers In	**$1,185,610**	**$1,162,329**	**$2,736,000**	**$2,736,000**	**$1,116,000**	**($1,620,000)**	**(59.2%)**
Expenditures							
Personal Services	$457,182	$500,787	$331,900	$331,900	**$507,500**	$175,600	52.9%
Contractual Services	304,208	341,552	257,300	257,300	**338,500**	81,200	31.6%
Commodities	102,037	78,017	88,200	88,200	**92,400**	4,200	4.8%
Other Charges	322,900	351,660	225,100	225,100	**346,100**	121,000	53.8%
Capital Items	51,281	164,064	917,482	917,482	**545,000**	(372,482)	(40.6%)
Debt Service	0	0	0	0	**0**	0	N/A
Total Expenditures	**$1,237,608**	**$1,436,080**	**$1,819,982**	**$1,819,982**	**$1,829,500**	**$9,518**	**0.5%**
Revenues over (under) Expenditures	**($51,998)**	**($273,751)**	**$916,018**	**$916,018**	**($713,500)**	**($1,629,518)**	**(177.9%)**
BEGINNING FUND BALANCE	**4,400,365**	**4,348,367**	**4,074,616**	**4,074,616**	**4,990,634**	**916,018**	**22.5%**
ENDING FUND BALANCE	**$4,348,367**	**$4,074,616**	**$4,990,634**	**$4,990,634**	**$4,277,134**	**($713,500)**	**(14.3%)**

MUNICIPAL PARKING FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-0000-435.54-00	Parking Lot A Daily Fees	20,478	21,099	14,100	14,100	**21,000**	6,900	48.9%
235-0000-435.56-00	Parking Lot B Daily Fees	0	30	0	0	**0**	0	N/A
235-0000-435.60-00	Parking Lot E Daily Fees	8,449	8,565	6,000	6,000	**8,500**	2,500	41.7%
235-0000-435.62-00	Parking Lot N Daily Fees	0	120	0		**0**		
235-0000-435.64-01	Municipal Garage Daily Fees	11,444	11,138	8,000	8,000	**11,000**	3,000	37.5%
235-0000-435.64-02	Vail Street Gar Daily Fees	35,787	39,494	24,800	24,800	**37,000**	12,200	49.2%
235-0000-435.64-03	North Garage Daily Fees	60,111	67,196	36,900	36,900	**60,000**	23,100	62.6%
235-0000-435.65-02	Vail Street Gar Monthly Fees	411,251	382,200	241,200	241,200	**380,000**	138,800	57.5%
235-0000-435.65-03	North Garage Monthly Fees	361,501	321,247	221,100	221,100	**320,000**	98,900	44.7%
235-0000-435.66-00	Parking Lot P Daily Fees	39,328	41,013	26,800	26,800	**40,000**	13,200	49.3%
235-0000-435.68-00	Parking Lot S Daily Fees	55,133	58,094	37,500	37,500	**56,000**	18,500	49.3%
235-0000-435.70-00	Parking Lot T Daily Fees	3,631	4,859	300	300	**500**	200	66.7%
235-0000-435.72-00	Evergreen Garage "U Fees"	69,801	68,604	59,000	59,000	**68,000**	9,000	15.3%
235-0000-435.74-00	Parking Lot O Daily Fees	3,228	2,920	2,700	2,700	**3,000**	300	11.1%
	Parking Fees	**1,080,142**	**1,026,579**	**678,400**	**678,400**	**1,005,000**	**326,600**	**48.1%**
235-0000-441.15-00	Parking Fines	89,136	113,726	46,900	46,900	**95,000**	48,100	102.6%
	Fines	**89,136**	**113,726**	**46,900**	**46,900**	**95,000**	**48,100**	**102.6%**
235-0000-461.02-00	Interest on Investments	8,229	7,167	10,700	10,700	**16,000**	5,300	49.5%
235-0000-462.10-00	Market Value Adjustments	8,103	7,962	0	0	**0**	0	N/A
	Interest Income	**16,332**	**15,129**	**10,700**	**10,700**	**16,000**	**5,300**	**49.5%**
235-0000-489.90-00	Other Income	0	6,895	0	0	**0**	0	N/A
	Other	**0**	**6,895**	**0**	**0**	**0**	**0**	**N/A**
235-0000-491.05-00	Operating Transfer In	0	0	2,000,000	2,000,000	**0**	(2,000,000)	(100.0%)
	Other Financing Sources	**0**	**0**	**2,000,000**	**2,000,000**	**0**	**(2,000,000)**	**(100.0%)**
	Total Municipal Parking Fund	**1,185,610**	**1,162,329**	**2,736,000**	**2,736,000**	**1,116,000**	**(1,620,000)**	**(59.2%)**

MUNICIPAL PARKING FUND

EXPENDITURES

Police 3001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-3001-532.10-01	Salaries	313,171	324,279	224,500	224,500	**341,500**	117,000	52.1%
235-3001-532.18-05	Overtime Civilian	0	5,200	3,500	3,500	**5,500**	2,000	57.1%
	Salaries	**313,171**	**329,479**	**228,000**	**228,000**	**347,000**	**119,000**	**52.2%**
235-3001-532.19-01	Workers Compensation	8,400	8,700	6,000	6,000	**9,200**	3,200	53.3%
235-3001-532.19-05	Medical Insurance	65,800	90,999	51,000	51,000	**79,500**	28,500	55.9%
235-3001-532.19-10	IMRF	45,795	46,363	29,500	29,500	**45,300**	15,800	53.6%
235-3001-532.19-11	Social Security	19,464	20,461	14,100	14,100	**21,500**	7,400	52.5%
235-3001-532.19-12	Medicare	4,552	4,785	3,300	3,300	**5,000**	1,700	51.5%
	Fringe Benefits	**144,011**	**171,308**	**103,900**	**103,900**	**160,500**	**56,600**	**54.5%**
235-3001-532.20-40	General Insurance	8,200	8,600	6,100	6,100	**9,600**	3,500	57.4%
235-3001-532.22-10	Printing	8,508	13,016	8,000	8,000	**8,000**	0	0.0%
235-3001-532.22-25	IT/GIS Service Charge	9,200	9,399	7,200	7,200	**9,400**	2,200	30.6%
235-3001-532.22-37	Vehicle/Equip Lease Chrg	27,100	31,800	5,900	5,900	**7,700**	1,800	30.5%
	Contractual Services	**53,008**	**62,815**	**27,200**	**27,200**	**34,700**	**7,500**	**27.6%**
235-3001-532.30-35	Clothing	1,290	2,172	2,200	2,200	**2,500**	300	13.6%
235-3001-532.30-50	Petroleum Products	5,286	4,790	4,500	4,500	**5,000**	500	11.1%
235-3001-532.33-05	Other Supplies	4,148	2,579	3,100	3,100	**3,000**	(100)	(3.2%)
	Commodities	**10,724**	**9,541**	**9,800**	**9,800**	**10,500**	**700**	**7.1%**
	Total Police Department	**520,914**	**573,143**	**368,900**	**368,900**	**552,700**	**183,800**	**49.8%**

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-7101-532.22-37	Vehicle/Equip Lease Chrg	0	0	21,700	21,700	**27,800**	6,100	28.1%
	Contractual Services	**0**	**0**	**21,700**	**21,700**	**27,800**	**6,100**	**28.1%**
235-7101-572.50-15	Other Equipment	1,243	9,161	10,000	10,000	**10,000**	0	0.0%
235-7101-571.50-20	Building Improvements	39,783	1,461	83,500	83,500	**5,000**	(78,500)	(94.0%)
235-7101-571.50-25	Construction in Progress	10,255	153,442	823,982	823,982	**530,000**	(293,982)	(35.7%)
	Capital Outlay	**51,281**	**164,064**	**917,482**	**917,482**	**545,000**	**(372,482)**	**(40.6%)**
	Total Public Works	**51,281**	**164,064**	**939,182**	**939,182**	**572,800**	**(366,382)**	**(39.0%)**

MUNICIPAL PARKING FUND

EXPENDITURES

Parking Operations 7301

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-7301-532.21-11	Building Maintenance	0	7,885	8,500	8,500	**9,000**	500	5.9%
235-7301-532.21-40	Lease Expense	12,805	13,467	8,000	8,000	**8,000**	0	0.0%
235-7301-532.21-50	Utility Services	835	958	500	500	**1,100**	600	120.0%
235-7301-532.21-65	Other Services	0	0	400	400	**400**	0	0.0%
235-7301-532.22-03	Training	0	25	600	600	**600**	0	0.0%
	Contractual Services	**13,640**	**22,335**	**18,000**	**18,000**	**19,100**	**1,100**	**6.1%**
235-7301-532.31-40	Agricultural Supplies	0		0	0	**0**	0	N/A
235-7301-532.31-65	Other Equip & Supplies	1,082	1,137	1,400	1,400	**1,400**	0	0.0%
235-7301-532.31-90	Street and Sidewalk Sup	13,783	12,199	12,200	12,200	**12,500**	300	2.5%
235-7301-532.33-05	Other Supplies	3,489	542	2,000	2,000	**2,000**	0	0.0%
	Commodities	**18,354**	**13,878**	**15,600**	**15,600**	**15,900**	**300**	**1.9%**
235-7301-532.40-75	Administrative Serv Charge	81,900	82,700	57,100	57,100	**87,800**	30,700	53.8%
	Other Charges	**81,900**	**82,700**	**57,100**	**57,100**	**87,800**	**30,700**	**53.8%**
	Total Parking Operations	**113,894**	**118,913**	**90,700**	**90,700**	**122,800**	**32,100**	**35.4%**

Vail Avenue Garage Operation 7302

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-7302-532.21-02	Equipment Maintenance	7,296	14,425	6,000	6,000	**9,200**	3,200	53.3%
235-7302-532.21-11	Building Maintenance	17,301	23,560	30,000	30,000	**30,000**	0	0.0%
235-7302-532.21-50	Utility Services	36,170	43,065	19,200	19,200	**44,000**	24,800	129.2%
235-7302-532.22-10	Printing	4,550	4,177	3,600	3,600	**3,700**	100	2.8%
	Contractual Services	**65,317**	**85,227**	**58,800**	**58,800**	**86,900**	**28,100**	**47.8%**
235-7302-532.31-65	Other Equip & Supplies	1,707	0	1,700	1,700	**1,700**	0	0.0%
235-7302-532.31-90	Street and Sidewalk Sup	28,043	27,477	27,500	27,500	**28,100**	600	2.2%
235-7302-532.33-05	Other Supplies	5,018	2,530	3,400	3,400	**3,400**	0	0.0%
	Commodities	**34,768**	**30,007**	**32,600**	**32,600**	**33,200**	**600**	**1.8%**
235-7302-532.40-75	Administrative Serv Charge	103,600	104,600	72,200	72,200	**111,100**	38,900	53.9%
	Other Charges	**103,600**	**104,600**	**72,200**	**72,200**	**111,100**	**38,900**	**53.9%**
	Total Vail Street Garage	**203,685**	**219,834**	**163,600**	**163,600**	**231,200**	**67,600**	**41.3%**

MUNICIPAL PARKING FUND

EXPENDITURES

North Garage Operation 7303

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-7303-532.21-02	Equipment Maintenance	7,121	31,243	22,100	22,100	**22,600**	500	2.3%
235-7303-532.21-11	Building Maintenance	29,302	16,640	24,900	24,900	**25,000**	100	0.4%
235-7303-532.21-50	Utility Services	47,374	61,114	33,500	33,500	**62,400**	28,900	86.3%
235-7303-532.22-10	Printing	3,575	4,177	3,600	3,600	**3,700**	100	2.8%
	Contractual Services	**87,372**	**113,174**	**84,100**	**84,100**	**113,700**	**29,600**	**35.2%**
235-7303-532.31-65	Other Equip & Supplies	1,103	0	1,700	1,700	**2,500**	800	47.1%
235-7303-532.31-90	Street and Sidewalk Sup	24,479	19,556	21,400	21,400	**21,900**	500	2.3%
235-7303-532.33-05	Other Supplies	2,001	369	2,700	2,700	**4,000**	1,300	48.1%
	Commodities	**27,583**	**19,925**	**25,800**	**25,800**	**28,400**	**2,600**	**10.1%**
235-7303-532.40-75	Administrative Serv Charge	107,400	108,500	74,900	74,900	**115,200**	40,300	53.8%
	Other Charges	**107,400**	**108,500**	**74,900**	**74,900**	**115,200**	**40,300**	**53.8%**
	Total North Garage	**222,355**	**241,599**	**184,800**	**184,800**	**257,300**	**72,500**	**39.2%**

Evergreen Underground Garage Operation 7304

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
235-7304-532.21-02	Equipment Maintenance	12,085	16,137	14,500	14,500	**14,200**	(300)	(2.1%)
235-7304-532.21-11	Building Maintenance	8,336	10,191	9,500	9,500	**9,500**	0	0.0%
235-7304-532.21-50	Utility Services	61,905	29,947	21,600	21,600	**30,600**	9,000	41.7%
235-7304-532.22-10	Printing	2,545	1,726	1,900	1,900	**2,000**	100	5.3%
	Contractual Services	**84,871**	**58,001**	**47,500**	**47,500**	**56,300**	**8,800**	**18.5%**
235-7304-532.31-65	Other Equip & Supplies	2,606	0	1,000	1,000	**1,000**	0	0.0%
235-7304-532.31-90	Street and Sidewalk Sup	2,611	0	0	0	**3,400**	3,400	N/A
235-7304-532.33-05	Other Supplies	5,391	4,666	3,400	3,400	**0**	(3,400)	(100.0%)
	Commodities	**10,608**	**4,666**	**4,400**	**4,400**	**4,400**	**0**	**0.0%**
235-7304-532.40-75	Administrative Serv Charge	30,000	30,300	20,900	20,900	**32,000**	11,100	53.1%
235-9901-591.40-78	IMET Expense	0	25,560	0	0	**0**	0	N/A
	Other Charges	**30,000**	**55,860**	**20,900**	**20,900**	**32,000**	**11,100**	**53.1%**
	Total Evergreen Street Garage	**125,479**	**118,527**	**72,800**	**72,800**	**92,700**	**19,900**	**27.3%**
	Total Municipal Parking Fund	**1,237,608**	**1,436,080**	**1,819,982**	**1,819,982**	**1,829,500**	**9,518**	**0.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
235-3001-532.10-01	Salaries	Salaries		224,500		341,500
235-3001-532.18-05	Overtime Civilian	Overtime Civilian		3,500		5,500
		TOTAL SALARIES		**228,000**		**347,000**
FRINGE BENEFITS:						
235-3001-532.19-01	Workers' Compensation	Workers' Compensation Insurance		6,000		9,200
235-3001-532.19-05	Medical Insurance	Medical Insurance		51,000		79,500
235-3001-532.19-10	IMRF	IMRF		29,500		45,300
235-3001-532.19-11	Social Security	Social Security		14,100		21,500
235-3001-532.19-12	Medicare	Medicare		3,300		5,000
		TOTAL FRINGE BENEFITS		**103,900**		**160,500**
CONTRACTUAL SERVICES:						
235-3001-532.20-40	General Insurance	Liability and property insurance		6,100		9,600
235-3001-532.22-10	Printing	Parking tickets	8,000		8,000	
		Prior Year Encumbrance Carryover	0	8,000		8,000
235-3001-532.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		7,200		9,400
235-3001-532.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		5,900		7,700
		TOTAL CONTRACTUAL SERVICES		**27,200**		**34,700**
COMMODITIES:						
235-3001-532.30-35	Clothing	PSO clothing	2,200		2,500	
		Prior Year Encumbrance Carryover	0	2,200		2,500
235-3001-532.30-50	Petroleum Products	Gasoline for department vehicle(s)		4,500		5,000
235-3001-532.33-05	Other Supplies	Chalk and chalk sticks	700		700	
		Batteries	700		700	
		Vests - traffic	200		0	
		Miscellaneaous supplies	1,500	3,100	1,600	3,000
		TOTAL COMMODITIES		**9,800**		**10,500**
		TOTAL POLICE		**368,900**		**552,700**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
235-7101-532.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		21,700		27,800
		TOTAL CONTRACTUAL SERVICES		**21,700**		**27,800**
CAPITAL OUTLAY:						
235-7101-572.50-15	Other Equipment	Pay box refurbish, all garages (EQ0901)		10,000		10,000
235-7101-571.50-20	Building Improvements	Exterior brick maintenance (BL9603)	3,500		5,000	
		North Garage Expansion Study (BL1520)	80,000	83,500	0	5,000
235-7101-571.50-25	Construction in Progress	Parking structure maint/repairs (BL0006)	819,000		530,000	
		Prior Yr Encumbrance Carryover	4,982	823,982		530,000
		TOTAL CAPITAL OUTLAY		**917,482**		**545,000**
		TOTAL PUBLIC WORKS		**939,182**		**572,800**

MUNICIPAL PARKING OPERATIONS 7301

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
235-7301-532.21-11	Building Maintenance	Glass and door repairs; replacement of of fire doors and frames	8,500	9,000
235-7301-532.21-40	Lease Expense	1/3 of revenue from Parking Lots P & T per agreement	8,000	8,000
235-7301-532.21-50	Utility Services	Energy for lighting parking lots and garage	500	1,100
235-7301-532.21-65	Other Services	Miscellaneous items	400	400
235-7301-532.22-03	Training	Int'l Municipal Parking Association	600	600
		TOTAL CONTRACTUAL SERVICES	**18,000**	**19,100**
COMMODITIES:				
235-7301-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts incld. Prior Year Encumbrance Carryover	1,400	1,400
235-7301-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure	12,200	12,500
235-7301-532.33-05	Other Supplies	Misc. materials, fire extinguishers	2,000	2,000
		TOTAL COMMODITIES	**15,600**	**15,900**
OTHER CHARGES:				
235-7301-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration	57,100	87,800
		TOTAL OTHER CHARGES	**57,100**	**87,800**
		TOTAL MUNICIPAL PARKING OPERATION	**90,700**	**122,800**

VAIL AVENUE GARAGE OPERATION 7302

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
235-7302-532.21-02	Equipment Maintenance	Elevator maintenance		6,000		9,200
235-7302-532.21-11	Building Maintenance	Cleaning service (windows, stairwell, elev)	1,000		25,000	
		Custodial contract - stairwells and elevators	29,000		0	
		General maintenance	0	30,000	5,000	30,000
235-7302-532.21-50	Utility Services	Electricity & telephone		19,200		44,000
235-7302-532.22-10	Printing	Parking permits and share of tickets		3,600		3,700
		TOTAL CONTRACTUAL SERVICES		**58,800**		**86,900**
COMMODITIES:						
235-7302-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		1,700		1,700
235-7302-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		27,500		28,100
235-7302-532.33-05	Other Supplies	Misc. materials, fire extinguishers		3,400		3,400
		TOTAL COMMODITIES		**32,600**		**33,200**
OTHER CHARGES:						
235-7302-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		72,200		111,100
		TOTAL OTHER CHARGES		**72,200**		**111,100**
		TOTAL VAIL ST. GARAGE OPERATION		**163,600**		**231,200**

NORTH GARAGE OPERATION 7303

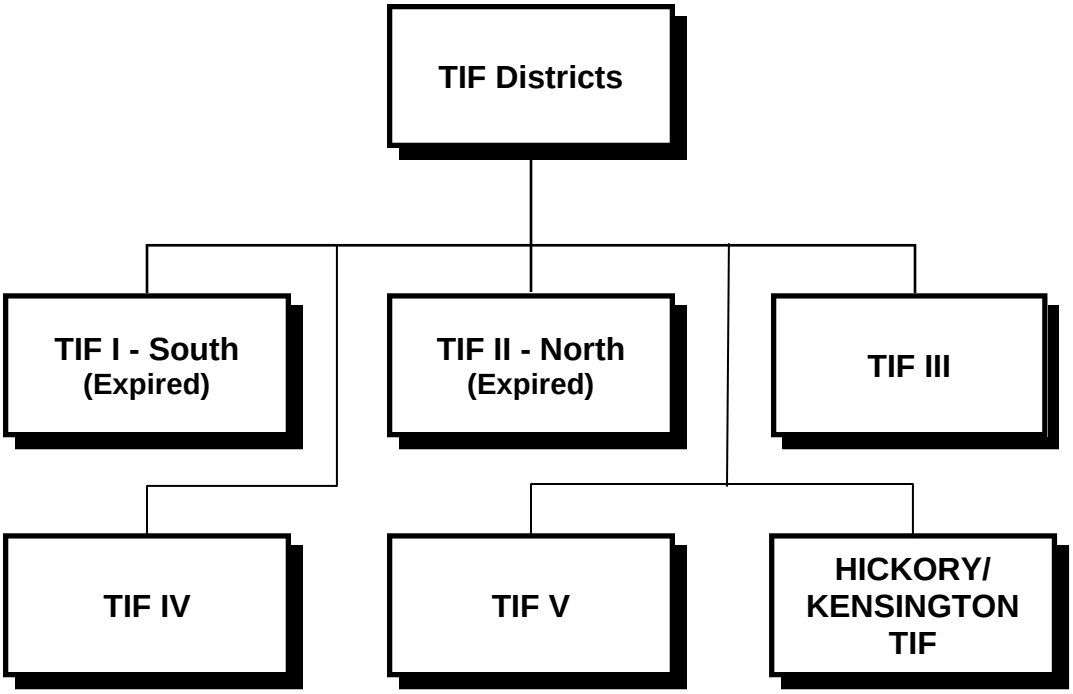
Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
235-7303-532.21-02	Equipment Maintenance	Elevator maintenance		22,100		22,600
235-7303-532.21-11	Building Maintenance	Cleaning service (windows, stairwell, elev)	4,100		23,000	
		Custodial contract - stairwells and elevators	20,800		0	
		General maintenance	0	24,900	2,000	25,000
235-7303-532.21-50	Utility Services	Electricity, gas & telephone		33,500		62,400
235-7303-532.22-10	Printing	Parking permits and share of tickets		3,600		3,700
		TOTAL CONTRACTUAL SERVICES		**84,100**		**113,700**
COMMODITIES:						
235-7303-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		1,700		2,500
235-7303-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		21,400		21,900
235-7303-532.33-05	Other Supplies	Misc. materials, fire extinguishers		2,700		4,000
		TOTAL COMMODITIES		**25,800**		**28,400**
OTHER CHARGES:						
235-7303-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		74,900		115,200
		TOTAL OTHER CHARGES		**74,900**		**115,200**
		TOTAL NORTH GARAGE OPERATION		**184,800**		**257,300**

EVERGREEN UNDERGROUND GARAGE OPERATION 7304

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
235-7304-532.21-02	Equipment Maintenance	Elevator maintenance	10,000		10,200	
		General equipment maintenance	0		4,000	
		Prior Yr Encumbrance Carryover	4,500	14,500		14,200
235-7304-532.21-11	Building Maintenance	Cleaning service (windows, stairwell, elev)	1,000		8,000	
		Custodial contract - stairwells and elevator	8,500		0	
		General Maintenance	0	9,500	1,500	9,500
235-7304-532.21-50	Utility Services	Utilities (Electricity, Gas, Telephone)		21,600		30,600
235-7304-532.22-10	Printing	Parking permits and share of tickets		1,900		2,000
		TOTAL CONTRACTUAL SERVICES		**47,500**		**56,300**
COMMODITIES:						
235-7304-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		1,000		1,000
235-7304-532.33-05	Other Supplies	Misc. materials, fire extinguishers		3,400		3,400
		TOTAL COMMODITIES		**4,400**		**4,400**
OTHER CHARGES:						
235-7304-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		20,900		32,000
		TOTAL OTHER CHARGES		**20,900**		**32,000**
		TOTAL EVERGREEN GARAGE OPERATION		**72,800**		**92,700**
		TOTAL MUNICIPAL PARKING FUND		**1,819,982**		**1,829,500**

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 may create activity in this fund over the next several years.

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Interest Income	1,816	1,685	500	800	**800**	0	0.0%
Total Revenues	**$1,816**	**$1,685**	**$500**	**$800**	**$800**	**$0**	**0.0%**
Expenditures							
Contractual Services	11,278	47,987	15,000	25,000	**25,000**	0	0.0%
Other Charges	0	2,640	0	0	**0**	0	N/A
Total Expenditures	**$11,278**	**$50,627**	**$15,000**	**$25,000**	**$25,000**	**$0**	**0.0%**
Interfund Transfers Out	8,500	0	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$19,778**	**$50,627**	**$15,000**	**$25,000**	**$25,000**	**$0**	**0.0%**
Revenues over (under) Expenditures	**($17,962)**	**($48,942)**	**($14,500)**	**($24,200)**	**($24,200)**	**$0**	**0.0%**
BEGINNING FUND BALANCE	**231,760**	**213,798**	**164,856**	**164,856**	**150,356**	**(14,500)**	**(8.8%)**
ENDING FUND BALANCE	**$213,798**	**$164,856**	**$150,356**	**$140,656**	**$126,156**	**($14,500)**	**(10.3%)**

TIF I - SOUTH FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
251-0000-461.02-00	Interest on Investments	918	795	400	800	**800**	0	0.0%
251-0000-462.10-00	Market Value Adjustments	898	890	100	0	**0**	0	N/A
	Interest Income	**1,816**	**1,685**	**500**	**800**	**800**	**0**	**0.0%**
	Total TIF I - South Fund	**1,816**	**1,685**	**500**	**800**	**800**	**0**	**0.0%**

TIF I - SOUTH FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
251-4001-571.20-05	Professional Services	11,278	47,987	15,000	25,000	**25,000**	0	0.0%
	Contractual Services	**11,278**	**47,987**	**15,000**	**25,000**	**25,000**	**0**	**0.0%**
	Total Planning	**11,278**	**47,987**	**15,000**	**25,000**	**25,000**	**0**	**0.0%**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
251-9901-591.40-78	IMET Expense	0	2,634	0	0	**0**	0	N/A
251-9901-591.40-99	Tax Rebate	0	6	0	0	**0**	0	N/A
251-9901-591.90-06	Operating Transfer Out	8,500	0	0	0	**0**	0	N/A
	Other Financing Uses	**8,500**	**2,640**	**0**	**0**	**0**	**0**	**N/A**
	Total Non-Operating	**8,500**	**2,640**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF I - South Fund	**19,778**	**50,627**	**15,000**	**25,000**	**25,000**	**0**	**0.0%**

TIF I - SOUTH FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
251-4001-571.20-05	Professional Services	Consultants/Legal (Rebudget)	25,000	25,000
		TOTAL CONTRACTUAL SERVICES	**25,000**	**25,000**
		TOTAL PLANNING	**25,000**	**25,000**
		TOTAL TIF I - SOUTH FUND	**25,000**	**25,000**

► 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 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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$337,668	$360,218	$371,800	$272,000	**$325,000**	$53,000	19.5%
Interest Income	4,486	4,564	1,200	2,000	**2,000**	0	0.0%
Total Revenues	**$342,154**	**$364,782**	**$373,000**	**$274,000**	**$327,000**	**$53,000**	**19.3%**
Expenditures							
Contractual Services	0	3,421	3,100	11,722	**5,000**	(6,722)	(57.3%)
Other Charges	19,575	24,056	10,100	20,100	**170,000**	149,900	745.8%
Total Expenditures	**$19,575**	**$27,477**	**$13,200**	**$31,822**	**$175,000**	**$143,178**	**449.9%**
Interfund Transfers Out	263,400	264,400	265,000	265,000	**265,200**	200	0.1%
Total Expenditures and Interfund Transfers Out	**$282,975**	**$291,877**	**$278,200**	**$296,822**	**$440,200**	**$143,378**	**48.3%**
Revenues over (under) Expenditures	**$59,179**	**$72,905**	**$94,800**	**($22,822)**	**($113,200)**	**($90,378)**	**396.0%**
BEGINNING FUND BALANCE	**1,053,774**	**1,112,953**	**1,185,858**	**1,185,858**	**1,280,658**	**94,800**	**8.0%**
ENDING FUND BALANCE	**$1,112,953**	**$1,185,858**	**$1,280,658**	**$1,163,036**	**$1,167,458**	**$4,422**	**0.4%**

TIF III FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
261-0000-401.07-00	TIF Real Estate Tax	337,668	360,218	371,800	272,000	**325,000**	53,000	19.5%
	Real Estate Taxes	**337,668**	**360,218**	**371,800**	**272,000**	**325,000**	**53,000**	**19.5%**
261-0000-461.02-00	Interest on Investments	2,259	2,169	1,200	2,000	**2,000**	0	0.0%
261-0000-462.10-00	Market Value Adjustments	2,227	2,395	0	0		0	N/A
	Interest Income	**4,486**	**4,564**	**1,200**	**2,000**	**2,000**	**0**	**0.0%**
	Total TIF III Fund	**342,154**	**364,782**	**373,000**	**274,000**	**327,000**	**53,000**	**19.3%**

TIF III FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
261-4001-571.20-05	Professional Services	0	3,421	3,100	11,722	**5,000**	(6,722)	(57.3%)
	Contractual Services	**0**	**3,421**	**3,100**	**11,722**	**5,000**	**(6,722)**	**(57.3%)**
261-4001-571.40-41	Discover Arlington	4,575	800	0	10,000	**5,000**	(5,000)	(50.0%)
261-4001-571.40-75	Administrative Serv Charge	15,000	15,000	10,100	10,100	**15,000**	4,900	48.5%
	Other Charges	**19,575**	**15,800**	**10,100**	**20,100**	**20,000**	**(100)**	**(0.5%)**
	Total Planning	**19,575**	**19,221**	**13,200**	**31,822**	**25,000**	**(6,822)**	**(21.4%)**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Projected Actual Dec. 2015	Budget 8-Month Budget Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
261-9901-591.40-78	IMET Expense	0	8,256	0	0	**0**	0	N/A
261-9901-591.40-86	Reserve for Tax Refunds	0	0	0	0	**150,000**	150,000	N/A
261-9901-591.90-05	Operating Transfer Out	263,400	264,400	265,000	265,000	**265,200**	200	0.1%
	Other Financing Uses	**263,400**	**272,656**	**265,000**	**265,000**	**415,200**	**150,200**	**56.7%**
	Total Non-Operating	**263,400**	**272,656**	**265,000**	**265,000**	**415,200**	**150,200**	**56.7%**
	Total TIF III Fund	**282,975**	**291,877**	**278,200**	**296,822**	**440,200**	**143,378**	**48.3%**

TIF III FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
261-4001-571.20-05	Professional Services	Consultants/Legal	10,000		5,000	
		Prior Year Encumbrance Carryover	1,722	11,722		5,000
		TOTAL CONTRACTUAL SERVICES		**11,722**		**5,000**
OTHER CHARGES:						
261-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program		10,000		5,000
261-4001-571.40.75	Administrative Serv Charge	Administrative Serv Charge		10,100		15,000
		TOTAL OTHER CHARGES		**20,100**		**20,000**
		TOTAL PLANNING		**31,822**		**25,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
NON-OPERATING:				
261-9901-591.40-86	Reserve for Tax Refunds	Reserve for Tax Refunds	0	150,000
261-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund debt service - 2003A Refunding	265,000	265,200
		TOTAL NON-OPERATING	**265,000**	**415,200**
		TOTAL NON-OPERATING	**265,000**	**415,200**
		TOTAL TIF III FUND	**296,822**	**440,200**

► 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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$449,906	$405,747	$407,000	$400,000	**$500,000**	$100,000	25.0%
Interest Income	4,091	4,685	1,300	2,000	**3,000**	1,000	50.0%
Total Revenues	**$453,997**	**$410,432**	**$408,300**	**$402,000**	**$503,000**	**$101,000**	**25.1%**
Expenditures							
Contractual Services	4,647	0	1,000	10,000	**75,000**	65,000	650.0%
Other Charges	51,336	59,552	33,500	41,000	**55,000**	14,000	34.1%
Capital Items	475,000	0	270	500,000	**500,000**	0	0.0%
Total Expenditures	**$530,983**	**$59,552**	**$34,770**	**$551,000**	**$630,000**	**$79,000**	**14.3%**
Revenues over (under) Expenditures	**($76,986)**	**$350,880**	**$373,530**	**($149,000)**	**($127,000)**	**$22,000**	**(14.8%)**
BEGINNING FUND BALANCE	**1,088,925**	**1,011,939**	**1,362,819**	**1,362,819**	**1,736,349**	**373,530**	**27.4%**
ENDING FUND BALANCE	**$1,011,939**	**$1,362,819**	**$1,736,349**	**$1,213,819**	**$1,609,349**	**$395,530**	**32.6%**

TIF IV FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
263-0000-401.07-00	TIF Real Estate Tax	449,906	405,747	407,000	400,000	**500,000**	100,000	25.0%
	Real Estate Taxes	**449,906**	**405,747**	**407,000**	**400,000**	**500,000**	**100,000**	**25.0%**
263-0000-461.02-00	Interest on Investments	2,111	2,194	1,300	2,000	**3,000**	1,000	50.0%
263-0000-462.10-00	Market Value Adjustments	1,980	2,491	0	0	**0**	0	N/A
	Interest Income	**4,091**	**4,685**	**1,300**	**2,000**	**3,000**	**1,000**	**50.0%**
	Total TIF IV Fund	**453,997**	**410,432**	**408,300**	**402,000**	**503,000**	**101,000**	**25.1%**

TIF IV FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
263-4001-571.20-05	Professional Services	4,647	0	1,000	10,000	**75,000**	65,000	650.0%
	Contractual Services	**4,647**	**0**	**1,000**	**10,000**	**75,000**	**65,000**	**650.0%**
263-4001-571.40-41	Discover Arlington	1,336	100	0	7,500	**5,000**	(2,500)	(33.3%)
263-4001-571.40-75	Administrative Serv Charge	50,000	50,000	33,500	33,500	**50,000**	16,500	49.3%
	Other Charges	**51,336**	**50,100**	**33,500**	**41,000**	**55,000**	**14,000**	**34.1%**
263-4001-571.50-25	Construction in Progress	475,000	0	270	500,000	**500,000**	0	0.0%
	Capital Outlay	**475,000**	**0**	**270**	**500,000**	**500,000**	**0**	**0.0%**
	Total Planning	**530,983**	**50,100**	**34,770**	**551,000**	**630,000**	**79,000**	**14.3%**
	Total TIF IV Fund	**530,983**	**50,100**	**34,770**	**551,000**	**630,000**	**79,000**	**14.3%**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Projected Actual Dec. 2015	Budget 8-Month Budget Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
263-9901-591.40-78	IMET Expense	0	9,452	0	0	**0**	0	N/A
	Other Financing Uses	**0**	**9,452**	**0**	**0**	**0**	**0**	**N/A**
	Total Non-Operating	**0**	**9,452**	**0**	**0**	**0**	**0**	**N/A**
	Total TIF IV Fund	**530,983**	**59,552**	**34,770**	**551,000**	**630,000**	**79,000**	**14.3%**

TIF IV FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
263-4001-571.20-05	Professional Services	Consultants/Legal	10,000	75,000
		TOTAL CONTRACTUAL SERVICES	**10,000**	**75,000**
OTHER CHARGES:				
263-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program	7,500	5,000
263-4001-571.40-75	Administrative Serv Charge	Administrative Serv Charge	33,500	50,000
		TOTAL OTHER CHARGES	**41,000**	**55,000**
CAPITAL OUTLAY:				
263-4001-571.50-25	Construction in Progress	Redevelopment (BL1605)	500,000	500,000
		TOTAL CAPITAL OUTLAY	**500,000**	**500,000**
		TOTAL PLANNING	**551,000**	**630,000**
		TOTAL TIF IV FUND	**551,000**	**630,000**

► 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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$58,133	$0	$77,400	$59,500	**$60,000**	$500	0.8%
Interest Income	6,662	4,777	700	3,600	**1,000**	(2,600)	(72.2%)
Total Revenues	**$64,795**	**$4,777**	**$78,100**	**$63,100**	**$61,000**	**($2,100)**	**(3.3%)**
Expenditures							
Contractual Services	1,200	22,109	14,500	17,859	**15,000**	(2,859)	(16.0%)
Other Charges	54,574	68,179	33,500	43,500	**55,000**	11,500	26.4%
Capital Items	0	0	0	500,000	**500,000**	0	0.0%
Total Expenditures	**$55,774**	**$90,288**	**$48,000**	**$561,359**	**$570,000**	**$8,641**	**1.5%**
Interfund Transfers Out	391,788	429,713	440,500	440,513	**0**	(440,513)	(100.0%)
Total Expenditures and Interfund Transfers Out	**$447,562**	**$520,001**	**$488,500**	**$1,001,872**	**$570,000**	**($431,872)**	**(43.1%)**
Revenues over (under) Expenditures	**($382,767)**	**($515,224)**	**($410,400)**	**($938,772)**	**($509,000)**	**$429,772**	**(45.8%)**
BEGINNING FUND BALANCE	**1,872,214**	**1,489,447**	**974,223**	**974,223**	**563,823**	**(410,400)**	**(42.1%)**
ENDING FUND BALANCE	**$1,489,447**	**$974,223**	**$563,823**	**$35,451**	**$54,823**	**$19,372**	**54.6%**

TIF V FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
264-0000-401.07-00	TIF Real Estate Tax	58,133	0	77,400	59,500	**60,000**	500	0.8%
	Real Estate Taxes	**58,133**	**0**	**77,400**	**59,500**	**60,000**	**500**	**0.8%**
264-0000-461.02-00	Interest on Investments	3,377	2,262	700	3,600	**1,000**	(2,600)	(72.2%)
264-0000-462.10-00	Market Value Adjustments	3,285	2,515	0	0		0	N/A
	Interest Income	**6,662**	**4,777**	**700**	**3,600**	**1,000**	**(2,600)**	**(72.2%)**
	Total TIF V Fund	**64,795**	**4,777**	**78,100**	**63,100**	**61,000**	**(2,100)**	**(3.3%)**

TIF V FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
264-4001-571.20-05	Professional Services	1,200	22,109	14,500	17,859	**15,000**	(2,859)	(16.0%)
	Contractual Services	**1,200**	**22,109**	**14,500**	**17,859**	**15,000**	**(2,859)**	**(16.0%)**
264-4001-571.40-41	Discover Arlington	4,574	300	0	10,000	**5,000**	(5,000)	(50.0%)
264-4001-571.40-75	Administrative Serv Charge	50,000	50,000	33,500	33,500	0	(33,500)	(100.0%)
	Other Charges	**54,574**	**50,300**	**33,500**	**43,500**	**5,000**	**(38,500)**	**(88.5%)**
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	**55,774**	**72,409**	**48,000**	**561,359**	**520,000**	**(41,359)**	**(7.4%)**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
264-9901-591.40-78	IMET Expense	0	6,576	0	0	**0**	0	N/A
264-9901-591.40-86	Reserve for Tax Refunds	0	0	0	0	**50,000**	50,000	N/A
264-9901-591.40-99	Tax Rebates	0	11,303	0	0	**0**	0	N/A
264-9901-591.90-05	Operating Transfer Out	391,788	429,713	440,500	440,513	**0**	(440,513)	(100.0%)
	Other Financing Uses	**391,788**	**447,592**	**440,500**	**440,513**	**50,000**	**(390,513)**	**(88.6%)**
	Total Non-Operating	**391,788**	**447,592**	**440,500**	**440,513**	**50,000**	**(390,513)**	**(88.6%)**
	Total TIF V Fund	**447,562**	**520,001**	**488,500**	**1,001,872**	**570,000**	**(431,872)**	**(43.1%)**

TIF V FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
264-4001-571.20-05	Professional Services	Consultants/Legal	10,000		15,000	
		Prior Year Encumbrance Carryover	7,859	17,859		15,000
		TOTAL CONTRACTUAL SERVICES		**17,859**		**15,000**
OTHER CHARGES:						
264-4001-571.40-41	Discover Arlington	Discover Arlington Heights Program		10,000		5,000
264-4001-571.40-75	Administrative Serv Charge	Administrative Service Charge		33,500		0
		TOTAL OTHER CHARGES		**43,500**		**5,000**
CAPITAL OUTLAY:						
264-4001-571.50-25	Construction in Progress	Redevelopment		500,000		500,000
		TOTAL CAPITAL OUTLAY		**500,000**		**500,000**
		TOTAL PLANNING		**561,359**		**520,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 8-Month Period Ending Dec. 2015
NON-OPERATING:				
264-9901-591.40-86	Reserve for Tax Refunds	Reserve for Tax Refunds	0	50,000
264-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund 2005 debt service	440,513	0
		TOTAL NON-OPERATING	**440,513**	**50,000**
		TOTAL NON-OPERATING	**440,513**	**50,000**
		TOTAL TIF V FUND	**1,001,872**	**570,000**

HICKORY/KENSINGTON TIF FUND 266

► Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies south of Miner Street and north of Northwest Highway, between Douglas Avenue on the west and Dryden Place on the east. 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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$0	$0	$23,600	$0	**$25,000**	$25,000	N/A
Total Revenues	**$0**	**$0**	**$23,600**	**$0**	**$25,000**	**$25,000**	**N/A**
Expenditures							
Contractual Services	0	0	15,000	20,000	**25,000**	5,000	25.0%
Other Charges	0	0	10,000	10,000	**15,000**	5,000	50.0%
Total Expenditures	**$0**	**$0**	**$25,000**	**$30,000**	**$40,000**	**$10,000**	**33.3%**
Revenues over (under) Expenditures	**$0**	**$0**	**($1,400)**	**($30,000)**	**($15,000)**	**$15,000**	**(50.0%)**
BEGINNING FUND BALANCE	**0**	**0**	**0**	**0**	**(1,400)**	**(1,400)**	**N/A**
ENDING FUND BALANCE	**$0**	**$0**	**($1,400)**	**($30,000)**	**($16,400)**	**$13,600**	**(45.3%)**

HICKORY/KENSINGTON TIF FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
266-0000-401.07-00	TIF Real Estate Tax	0	0	23,600	0	**25,000**	25,000	N/A
	Real Estate Taxes	**0**	**0**	**23,600**	**0**	**25,000**	**25,000**	**N/A**
	Total Hickory/Kensington TIF Fund	**0**	**0**	**23,600**	**0**	**25,000**	**25,000**	**N/A**

HICKORY/KENSINGTON TIF FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
266-4001-571.20-05	Professional Services	0	0	15,000	20,000	**25,000**	5,000	25.0%
	Contractual Services	**0**	**0**	**15,000**	**20,000**	**25,000**	**5,000**	**25.0%**
266-4001-571.40-75	Administrative Serv Charge	0	0	10,000	10,000	**15,000**	5,000	50.0%
	Other Charges	**0**	**0**	**10,000**	**10,000**	**15,000**	**5,000**	**50.0%**
	Total Planning	**0**	**0**	**25,000**	**30,000**	**40,000**	**10,000**	**33.3%**
	Total Hickory/Kensington TIF	**0**	**0**	**25,000**	**30,000**	**40,000**	**10,000**	**33.3%**

HICKORY/KENSINGTON TIF FUND

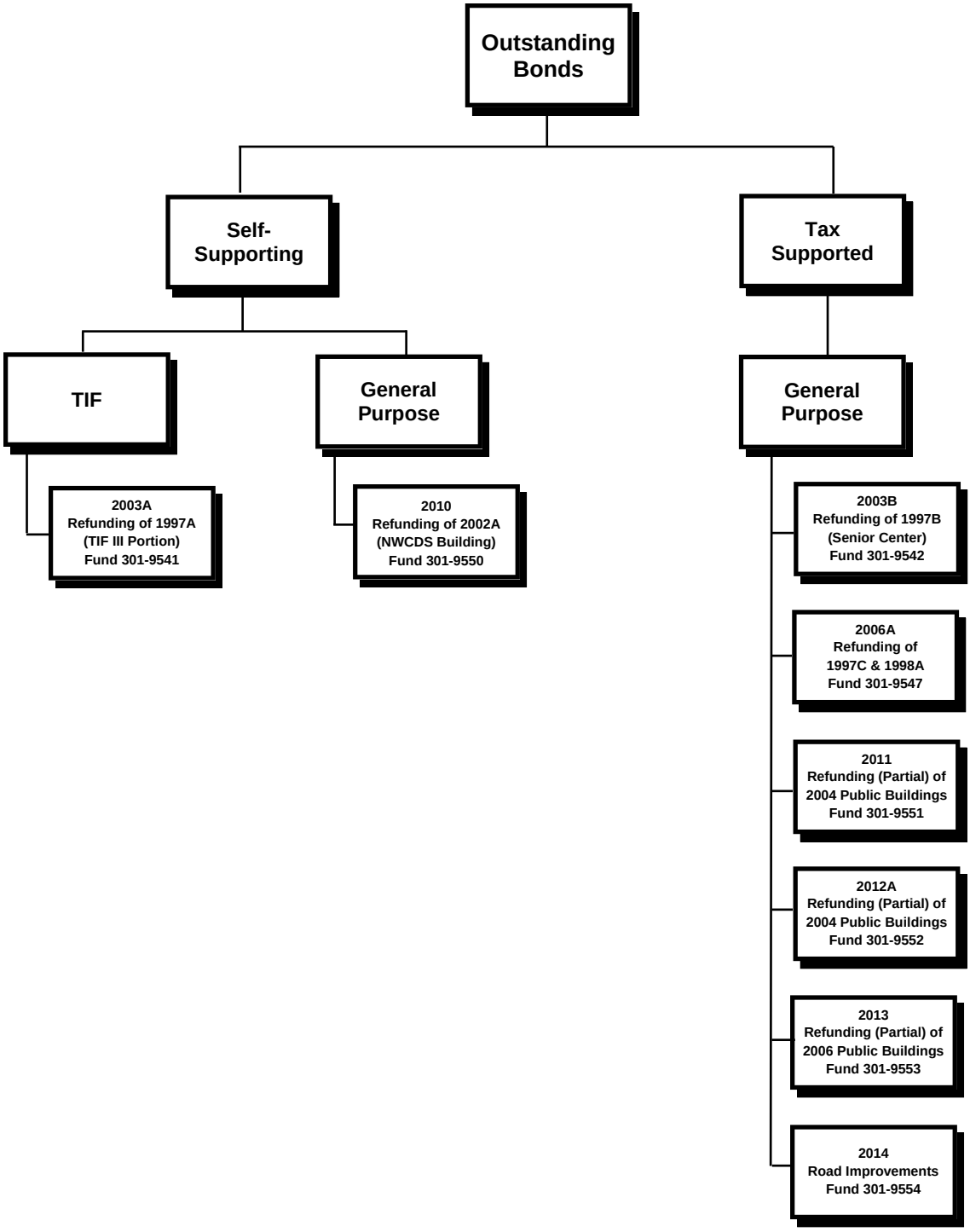
EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
266-4001-571.20-05	Professional Services	Consultants/Legal	20,000	25,000
		TOTAL CONTRACTUAL SERVICES	**20,000**	**25,000**
OTHER CHARGES:				
266-4001-571.40-75	Administrative Serv Charge	Administrative Service Charge	10,000	15,000
		TOTAL OTHER CHARGES	**10,000**	**15,000**
		TOTAL PLANNING	**30,000**	**40,000**
		TOTAL HICKORY/KENSINGTON TIF FUND	**30,000**	**40,000**

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 December 31, 2015 the Village had a total of $36,085,000 in outstanding bonds. Of that amount, $2,030,000 (6%) 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 December 31, 2015.

OUTSTANDING DEBT AS OF 12/31/15

	$ Outstanding	$Per Capita	% of Value of Taxable Property
Tax Supported	$34,055,000	$453	0.454%
Self-Supported	2,030,000	27	0.027%
Total	$36,085,000	$480	0.481%

Note: Self-supported debt is debt for which property taxes are typically abated. The debt service is paid from other sources. The estimated 2014 taxable value of all property in the Village is $7.5 billion (equalized assessed value of $2.5 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, 47% of the debt service will be abated with revenue from another source.

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 $697,500 in property taxes in calendar 2016.

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est Act	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$6,593,147	$6,629,167	$6,612,800	$6,713,508	**$5,658,200**	($1,055,308)	(15.7%)
Interest Income	16,361	22,582	5,000	8,000	**15,000**	7,000	87.5%
NWCD Rent	278,788	275,562	281,800	281,800	**282,300**	500	0.2%
Bond Proceeds	8,617,170	0	0	0	**0**	0	N/A
Total Revenues	$15,505,466	$6,927,311	$6,899,600	$7,003,308	**$5,955,500**	($1,047,808)	(15.0%)
Interfund Transfers In	805,188	844,113	855,500	855,513	**415,200**	(440,313)	(51.5%)
Total Revenues and Interfund Transfers In	**$16,310,654**	**$7,771,424**	**$7,755,100**	**$7,858,821**	**$6,370,700**	**($1,488,121)**	**(18.9%)**
Expenditures							
2003A Bond Principal	225,000	235,000	245,000	245,000	**255,000**	10,000	4.1%
2003A Interest Expense	38,400	29,400	20,000	20,000	**10,200**	(9,800)	(49.0%)
2003B Bond Principal	320,000	315,000	310,000	310,000	**310,000**	0	0.0%
2003B Interest Expense	50,200	37,400	24,800	24,800	**12,400**	(12,400)	(50.0%)
2004 Bond Principal	100,000	0	0	0	**0**	0	N/A
2004 Interest Expense	4,000	0	0	0	**0**	0	N/A
2005 Interest Expense	350,000	400,000	425,000	425,000	**0**	(425,000)	(100.0%)
2005 Interest Expense	41,788	29,712	15,513	15,513	**0**	(15,513)	(100.0%)
2006 Bond Principal	1,500,000	1,400,000	3,400,000	3,400,000	**0**	(3,400,000)	(100.0%)
2006 Interest Expense	414,000	192,000	136,000	136,000	**0**	(136,000)	(100.0%)
2006A Bond Principal	275,000	290,000	305,000	305,000	**315,000**	10,000	3.3%
2006A Interest Expense	74,400	63,400	51,800	51,800	**39,600**	(12,200)	(23.6%)
2009A Bond Principal	2,610,000	2,835,000	0	0	**0**	0	N/A
2009A Interest Expense	129,600	70,875	0	0	**0**	0	N/A
2009B Bond Principal	440,000	505,000	0	0	**0**	0	N/A
2009B Interest Expense	22,525	12,625	0	0	**0**	0	N/A
2010 Bond Principal	215,000	215,000	225,000	225,000	**230,000**	5,000	2.2%
2010 Interest Expense	63,788	60,562	56,800	56,800	**52,300**	(4,500)	(7.9%)
2011 Bond Principal	40,000	60,000	60,000	60,000	**60,000**	0	0.0%
2011 Interest Expense	383,700	382,900	381,700	381,700	**380,500**	(1,200)	(0.3%)
2012A Bond Principal	85,000	185,000	185,000	185,000	**585,000**	400,000	216.2%
2012A Interest Expense	191,200	189,500	185,800	185,800	**182,100**	(3,700)	(2.0%)
2013 Bond Principal	0	35,000	35,000	35,000	**2,135,000**	2,100,000	6000.0%
2013 Interest Expense	79,847	287,450	286,750	286,750	**286,050**	(700)	(0.2%)
2014 Bond Principal	0	0	1,265,000	1,265,000	**1,325,000**	60,000	4.7%
2014 Interest Expense	0	0	236,659	236,659	**177,550**	(59,109)	(25.0%)
Agent Fees	4,199	6,185	7,727	7,727	**8,000**	273	3.5%
Bond Issuance Costs	127,331	0	0	0	**0**	0	N/A
Payment to Escrow Agent	8,568,476	0	0	0	**0**	0	N/A
Total Expenditures	$16,353,454	$7,837,009	$7,858,549	$7,858,549	**$6,363,700**	($1,494,849)	(19.0%)
IMET Expense	0	30,259	0	0	**0**	0	N/A
Total Expenditures and Interfund Transfers Out	**$16,353,454**	**$7,867,268**	**$7,858,549**	**$7,858,549**	**$6,363,700**	**($1,494,849)**	**(19.0%)**
REVENUES OVER (UNDER) EXPENDITURES	**($42,800)**	**($95,844)**	**($103,449)**	**$272**	**$7,000**	**$6,728**	**2473.5%**
BEGINNING FUND BALANCE	**1,724,730**	**1,681,930**	**1,586,086**	**1,586,086**	**1,482,637**	**(103,449)**	**(6.5%)**
ENDING FUND BALANCE	**$1,681,930**	**$1,586,086**	**$1,482,637**	**$1,586,358**	**$1,489,637**	**($96,721)**	**(6.1%)**

DEBT SERVICE FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-0000-401.05-00	Real Estate Tax	6,593,147	6,629,167	6,612,800	6,713,508	**5,658,200**	(1,055,308)	(15.7%)
	Real Estate Taxes	**6,593,147**	**6,629,167**	**6,612,800**	**6,713,508**	**5,658,200**	**(1,055,308)**	**(15.7%)**
301-0000-461.02-00	Interest on Investments	8,285	8,855	5,000	8,000	**15,000**	7,000	87.5%
301-0000-462.10-00	Market Value Adjustments	8,076	13,727	0	0	**0**	0	N/A
	Interest Income	**16,361**	**22,582**	**5,000**	**8,000**	**15,000**	**7,000**	**87.5%**
301-0000-472.56-00	NWCDS Building Rent	278,788	275,562	281,800	281,800	**282,300**	500	(100.0%)
	Sales & Rents	**278,788**	**275,562**	**281,800**	**281,800**	**282,300**	**500**	**0.2%**
301-0000-491.05-00	Operating Transfer In	805,188	844,113	855,500	855,513	**415,200**	(440,313)	(51.5%)
301-0000-491.15-00	Bond Proceeds	7,755,000	0	0	0	**0**	0	N/A
301-0000-491.16-00	Bond Premium Proceeds	862,170	0	0	0	**0**	0	N/A
	Other Financing Sources	**9,422,358**	**844,113**	**855,500**	**855,513**	**415,200**	(440,313)	**(51.5%)**
	Total Debt Service Fund	**16,310,654**	**7,771,424**	**7,755,100**	**7,858,821**	**6,370,700**	**(1,488,121)**	**(18.9%)**

DEBT SERVICE FUND

EXPENDITURES

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

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9541-581.60-05	Bond Principal	225,000	235,000	245,000	245,000	**255,000**	10,000	4.1%
301-9541-582.60-15	Interest Expense	38,400	29,400	20,000	20,000	**10,200**	(9,800)	(49.0%)
301-9541-582.60-20	Agent Fees	374	802	803	803	**1,000**	197	24.5%
	Debt Service	**263,774**	**265,202**	**265,803**	**265,803**	**266,200**	**397**	**0.1%**
	Total Refunding 2003A	**263,774**	**265,202**	**265,803**	**265,803**	**266,200**	**397**	**0.1%**

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

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9542-581.60-05	Bond Principal	320,000	315,000	310,000	310,000	**310,000**	0	0.0%
301-9542-582.60-15	Interest Expense	50,200	37,400	24,800	24,800	**12,400**	(12,400)	(50.0%)
301-9542-582.60-20	Agent Fees	374	802	803	803	**1,000**	197	24.5%
	Debt Service	**370,574**	**353,202**	**335,603**	**335,603**	**323,400**	**(12,203)**	**(3.6%)**
	Total Refunding 2003B	**370,574**	**353,202**	**335,603**	**335,603**	**323,400**	**(12,203)**	**(3.6%)**

Public Buildings 2004 9544

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9544-581.60-05	Bond Principal	100,000	0	0	0	**0**	0	N/A
301-9544-582.60-15	Interest Expense	4,000	0	0	0	**0**	0	N/A
301-9544-582.60-20	Agent Fees	186	0	0	0	**0**	0	N/A
	Debt Service	**104,186**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Public Buildings 2004	**104,186**	**0**	**0**	**0**	**0**	**0**	**N/A**

DEBT SERVICE FUND

EXPENDITURES

TIF V 2005 — 9545

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9545-581.60-05	Bond Principal	350,000	400,000	425,000	425,000	**0**	(425,000)	(100.0%)
301-9545-582.60-15	Interest Expense	41,788	29,712	15,513	15,513	**0**	(15,513)	(100.0%)
301-9545-582.60-20	Agent Fees	375	374	803	803	**0**	(803)	(100.0%)
	Debt Service	**392,163**	**430,086**	**441,316**	**441,316**	**0**	**(441,316)**	**(100.0%)**
	Total TIF V 2005	**392,163**	**430,086**	**441,316**	**441,316**	**0**	**(441,316)**	**(100.0%)**

Public Buildings 2006 — 9546

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9546-581.60-05	Bond Principal	1,500,000	1,400,000	3,400,000	3,400,000	**0**	(3,400,000)	(100.0%)
301-9546-582.60-15	Interest Expense	414,000	192,000	136,000	136,000	**0**	(136,000)	(100.0%)
301-9546-582.60-20	Agent Fees	375	802	803	803	**0**	(803)	(100.0%)
	Debt Service	**1,914,375**	**1,592,802**	**3,536,803**	**3,536,803**	**0**	**(3,536,803)**	**(100.0%)**
	Total Public Buildings 2006	**1,914,375**	**1,592,802**	**3,536,803**	**3,536,803**	**0**	**(3,536,803)**	**(100.0%)**

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

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9547-581.60-05	Bond Principal	275,000	290,000	305,000	305,000	**315,000**	10,000	3.3%
301-9547-582.60-15	Interest Expense	74,400	63,400	51,800	51,800	**39,600**	(12,200)	(23.6%)
301-9547-582.60-20	Agent Fees	375	802	803	803	**1,000**	197	24.5%
	Debt Service	**349,775**	**354,202**	**357,603**	**357,603**	**355,600**	**(2,003)**	**(0.6%)**
	Total Refunding 2006A	**349,775**	**354,202**	**357,603**	**357,603**	**355,600**	**(2,003)**	**(0.6%)**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2009A (Refunding of 2001 Refunding) 9548

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9548-581.60-05	Bond Principal	2,610,000	2,835,000	0	0	**0**	0	N/A
301-9548-582.60-15	Interest Expense	129,600	70,875	0	0	**0**	0	N/A
301-9548-582.60-20	Agent Fees	428	0	0	0	**0**	0	N/A
	Debt Service	**2,740,028**	**2,905,875**	**0**	**0**	**0**	**0**	**N/A**
	Total Refunding 2009A	**2,740,028**	**2,905,875**	**0**	**0**	**0**	**0**	**N/A**

Street Resurfacing 2009B 9549

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9549-581.60-05	Bond Principal	440,000	505,000	0	0	**0**	0	N/A
301-9549-582.60-15	Interest Expense	22,525	12,625	0	0	**0**	0	N/A
301-9549-582.60-20	Agent Fees	428	802	0	0	**0**	0	N/A
	Debt Service	**462,953**	**518,427**	**0**	**0**	**0**	**0**	**N/A**
	Total Refunding 2009B	**462,953**	**518,427**	**0**	**0**	**0**	**0**	**N/A**

Refunding 2010 (Refunding of NWCDS Building 2002) 9550

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9550-581.60-05	Bond Principal	215,000	215,000	225,000	225,000	**230,000**	5,000	2.2%
301-9550-582.60-15	Interest Expense	63,788	60,562	56,800	56,800	**52,300**	(4,500)	(7.9%)
301-9550-582.60-20	Agent Fees	428	140	803	803	**1,000**	197	24.5%
	Debt Service	**279,216**	**275,702**	**282,603**	**282,603**	**283,300**	**697**	**0.2%**
	Total Refunding 2010	**279,216**	**275,702**	**282,603**	**282,603**	**283,300**	**697**	**0.2%**

DEBT SERVICE FUND

EXPENDITURES

Refunding 2011 (Partial Refunding of Public Buildings 2004) 9551

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9551-581.60-05	Bond Principal	40,000	60,000	60,000	60,000	**60,000**	0	0.0%
301-9551-582.60-15	Interest Expense	383,700	382,900	381,700	381,700	**380,500**	(1,200)	(0.3%)
301-9551-582.60-20	Agent Fees	428	802	803	803	**1,000**	197	24.5%
	Debt Service	**424,128**	**443,702**	**442,503**	**442,503**	**441,500**	**(1,003)**	**(0.2%)**
	Total Refunding 2011	**424,128**	**443,702**	**442,503**	**442,503**	**441,500**	**(1,003)**	**(0.2%)**

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

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9552-581.60-05	Bond Principal	85,000	185,000	185,000	185,000	**585,000**	400,000	216.2%
301-9552-582.60-15	Interest Expense	191,200	189,500	185,800	185,800	**182,100**	(3,700)	(2.0%)
301-9552-582.60-20	Agent Fees	428	428	803	803	**1,000**	197	24.5%
	Debt Service	**276,628**	**374,928**	**371,603**	**371,603**	**768,100**	**396,497**	**106.7%**
	Total Refunding 2012A	**276,628**	**374,928**	**371,603**	**371,603**	**768,100**	**396,497**	**106.7%**

Refunding 2013 (Partial Refunding of Public Buildings 2006) 9553

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9553-581.60-05	Bond Principal	0	35,000	35,000	35,000	**2,135,000**	2,100,000	6000.0%
301-9553-582.60-15	Interest Expense	79,847	287,450	286,750	286,750	**286,050**	(700)	(0.2%)
301-9553-582.60-20	Agent Fees	0	431	803	803	**1,000**	197	24.5%
	Debt Service	**79,847**	**322,881**	**322,553**	**322,553**	**2,422,050**	**2,099,497**	**650.9%**
301-9553-583.20-06	Bond Issuance Costs	127,331	0	0	0	**0**	0	N/A
	Contractual Services	**127,331**	**0**	**0**	**0**	**0**	**0**	**N/A**
301-9553-583.90-98	Payment to Escrow Agent	8,568,476	0	0	0	**0**	0	N/A
	Other Financing Uses	**8,568,476**	**0**	**0**	**0**	**0**	**0**	N/A
	Total Refunding 2013	**8,775,654**	**322,881**	**322,553**	**322,553**	**2,422,050**	**2,099,497**	**650.9%**

DEBT SERVICE FUND

EXPENDITURES

Road Improvements 2014 — 9554

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
301-9554-581.60-05	Bond Principal	0	0	1,265,000	1,265,000	**1,325,000**	60,000	4.7%
301-9554-582.60-15	Interest Expense	0	0	236,659	236,659	**177,550**	(59,109)	(25.0%)
301-9554-582.60-20	Agent Fees	0	0	500	500	**1,000**	500	100.0%
301-9901-591.40-78	IMET Expense	0	30,259	0	0	**0**	0	N/A
	Debt Service	**0**	**30,259**	**1,502,159**	**1,502,159**	**1,503,550**	**1,391**	**0.1%**
	Total Road Imprv 2014	**0**	**30,259**	**1,502,159**	**1,502,159**	**1,503,550**	**1,391**	**0.1%**
	Total Debt Service Fund	**16,353,454**	**7,867,268**	**7,858,549**	**7,858,549**	**6,363,700**	**(1,495,246)**	**(19.0%)**

DEBT SERVICE FUND

EXPENDITURE SUMMARY

	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
Principal	6,160,000	6,475,000	6,455,000	6,455,000	5,215,000	(1,240,000)	(19.2%)
Interest	1,493,448	1,355,824	1,395,822	1,395,822	1,140,700	(255,122)	(18.3%)
Total Principal & Interest	**7,653,448**	**7,830,824**	**7,850,822**	**7,850,822**	**6,355,700**	**(1,495,122)**	**(19.0%)**
Agent Fees	4,199	6,185	7,727	7,727	8,000	273	3.5%
IMET Expense	0	30,259	0	0	0	0	N/A
Bond Issue Costs	127,331	0	0	0	0	0	N/A
Payment to Escrow Agent	8,568,476	0	0	0	0	0	N/A
Total Debt Service	**16,353,454**	**7,867,268**	**7,858,549**	**7,858,549**	**6,363,700**	**(1,494,849)**	**(19.0%)**

SUMMARY OF DEBT SERVICE

			SUMMARY OF ANNUAL DEBT SERVICE PAYMENTS							SUMMARY OF OUTSTANDING DEBT (PRINCIPAL)		
Tax Levy	Calendar	Fiscal	----------Tax Supported----------			----------Self Supported----------			GRAND	Tax	Self	
Year	Year	Year	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	TOTAL	Supported	Supported	Total
2015	2016	2016	4,730,000	1,078,200	5,808,200	485,000	62,500	547,500	6,355,700	34,055,000	2,030,000	36,085,000
2016	2017	2017	4,760,000	949,750	5,709,750	235,000	46,550	281,550	5,991,300	29,325,000	1,545,000	30,870,000
2017	2018	2018	4,330,000	793,600	5,123,600	245,000	40,675	285,675	5,409,275	24,565,000	1,310,000	25,875,000
2018	2019	2019	4,510,000	655,113	5,165,113	255,000	33,325	288,325	5,453,438	20,235,000	1,065,000	21,300,000
2019	2020	2020	2,910,000	510,000	3,420,000	260,000	25,675	285,675	3,705,675	15,725,000	810,000	16,535,000
2020	2021	2021	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	2022	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	2023	2,450,000	333,800	2,783,800	0	0	0	2,783,800	8,345,000	0	8,345,000
2023	2024	2024	2,520,000	235,800	2,755,800	0	0	0	2,755,800	5,895,000	0	5,895,000
2024	2025	2025	1,895,000	135,000	2,030,000	0	0	0	2,030,000	3,375,000	0	3,375,000
2025	2026	2026	1,480,000	59,200	1,539,200	0	0	0	1,539,200	1,480,000	0	1,480,000
			34,055,000	5,589,963	39,644,963	2,030,000	235,700	2,265,700	41,910,663			

SELF SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	Calendar Year	Fiscal Year	Fund 301-9541 **2003A** Refunding of 1997A (TIF III Portion) PRINCIPAL	INTEREST	Fund 301-9550 **2010** Refunding of 2002A (NWCDS Building) PRINCIPAL	INTEREST	**TOTAL SELF SUPPORTED** PRINCIPAL	INTEREST	TOTAL
2015	2016	2016	255,000.00	10,200.00	230,000.00	52,300.00	485,000.00	62,500.00	547,500.00
2016	2017	2017			235,000.00	46,550.00	235,000.00	46,550.00	281,550.00
2017	2018	2018			245,000.00	40,675.00	245,000.00	40,675.00	285,675.00
2018	2019	2019			255,000.00	33,325.00	255,000.00	33,325.00	288,325.00
2019	2020	2020			260,000.00	25,675.00	260,000.00	25,675.00	285,675.00
2020	2021	2021			270,000.00	17,875.00	270,000.00	17,875.00	287,875.00
2021	2022	2022			280,000.00	9,100.00	280,000.00	9,100.00	289,100.00
2022	2023	2023					0.00	0.00	0.00
2023	2024	2024					0.00	0.00	0.00
2024	2025	2025					0.00	0.00	0.00
2025	2026	2026					0.00	0.00	0.00
			255,000.00	10,200.00	1,775,000.00	225,500.00	2,030,000.00	235,700.00	2,265,700.00

Purpose of Issue:	Partial refunding of 1997A capital projects bonds - part of $2,600,000 issue	Refunding of 2002A NWCDS Building addition
Support Type:	100% Self Supported	100% Self Supported GO Bonds intended to be paid from NWCDS rent
Financial Classification:	General Obligation	General Obligation
Interest Dates:	June and December	June and December
Date of Issue:	December 29, 2003	September 22, 2010
Interest Rate:	2.00% to 4.00%	1.50% to 3.25%
Amount of Issue:	$2,175,000	$2,855,000
Call Date:	Noncallable	December 1, 2018
Paying Agent:	The Bank of New York Mellon	The Bank of New York Mellon

TAX SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	Calendar Year	Fiscal Year	Fund 301-9542 **2003B** Refunding of 1997B (Senior Center) PRINCIPAL	INTEREST	Fund 301-9547 **2006A** Refunding of 1997C & 1998A PRINCIPAL	INTEREST	Fund 301-9551 **2011** Partial Refunding of 2004 (Public Bldgs) PRINCIPAL	INTEREST
2015	2016	2016	310,000.00	12,400.00	315,000.00	39,600.00	60,000.00	380,500.00
2016	2017	2017			330,000.00	27,000.00	60,000.00	379,300.00
2017	2018	2018			345,000.00	13,800.00	65,000.00	377,650.00
2018	2019	2019			0.00	0.00	75,000.00	375,862.50
2019	2020	2020			0.00	0.00	50,000.00	373,800.00
2020	2021	2021			0.00	0.00	50,000.00	371,800.00
2021	2022	2022			0.00	0.00	900,000.00	369,800.00
2022	2023	2023			0.00	0.00	2,450,000.00	333,800.00
2023	2024	2024			0.00	0.00	2,520,000.00	235,800.00
2024	2025	2025			0.00	0.00	1,895,000.00	135,000.00
2025	2026	2026			0.00	0.00	1,480,000.00	59,200.00
			310,000.00	12,400.00	990,000.00	80,400.00	9,605,000.00	3,392,512.50

Purpose of Issue:	Advance refunding of 1997B	Refunding of 1997C (Refunding of 1992A & 1992B) and 1998A (Fire Station)	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1
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	October 30, 2006	August 1, 2011
Interest Rate:	2.00% to 4.00%	4.00%	2.00% to 4.00%
Call Date:	Noncallable	December 1, 2014	December 1, 2019
Amount of Issue:	$3,330,000	$16,515,000	$9,925,000
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

Tax Levy Year	Calendar Year	Fiscal Year	Fund 301-9552 **2012A** Partial Refunding of 2004 (Public Bldgs) PRINCIPAL	INTEREST	Fund 301-9553 **2013** Partial Refunding of 2006 (Public Bldgs) PRINCIPAL	INTEREST	Fund 301-9554 **2014** 2014 Road Improvements PRINCIPAL	INTEREST
2015	2016	2016	585,000.00	182,100.00	2,135,000.00	286,050.00	1,325,000.00	177,550.00
2016	2017	2017	1,000,000.00	170,400.00	2,020,000.00	222,000.00	1,350,000.00	151,050.00
2017	2018	2018	1,000,000.00	150,400.00	1,530,000.00	141,200.00	1,390,000.00	110,550.00
2018	2019	2019	1,000,000.00	130,400.00	2,000,000.00	80,000.00	1,435,000.00	68,850.00
2019	2020	2020	2,000,000.00	110,400.00	0.00	0.00	860,000.00	25,800.00
2020	2021	2021	2,145,000.00	70,400.00	0.00	0.00	0.00	0.00
2021	2022	2022	1,375,000.00	27,500.00	0.00	0.00	0.00	0.00
2022	2023	2023	0.00	0.00	0.00	0.00	0.00	0.00
2023	2024	2024	0.00	0.00	0.00	0.00	0.00	0.00
2024	2025	2025	0.00	0.00	0.00	0.00	0.00	0.00
2025	2026	2026	0.00	0.00	0.00	0.00	0.00	0.00
			9,105,000.00	841,600.00	7,685,000.00	729,250.00	6,360,000.00	533,800.00

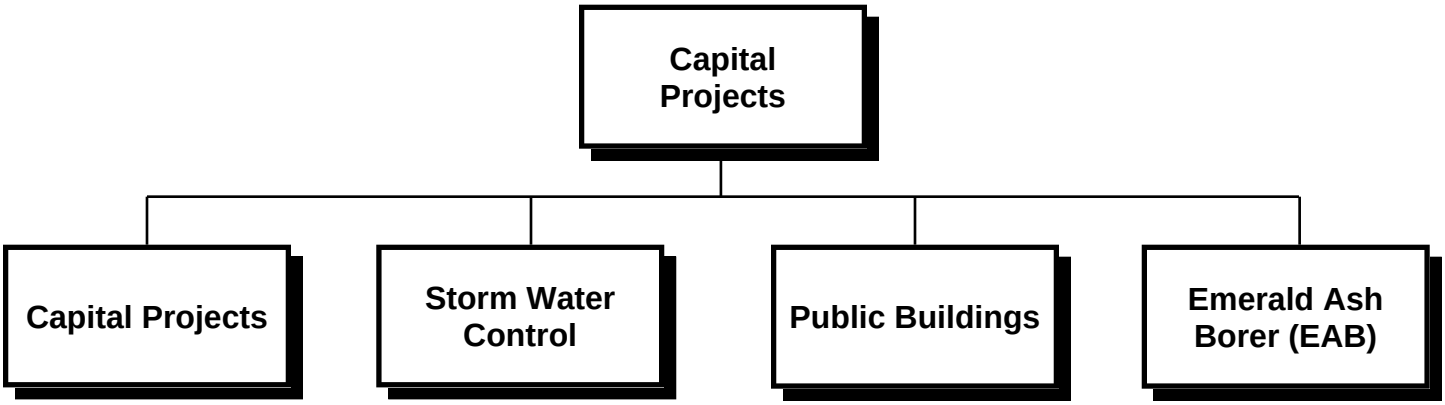
Purpose of Issue:	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1	Partial refunding of 2006 Public Building Projects including John C. Woods Municipal Complex	Street resurfacing and sidewalk replacement
Support 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:	February 1, 2012	August 21, 2013	October 1, 2014
Interest Rate:	2.00%	2.00% to 4.00%	2.00% to 3.00%
Call Date:	December 1, 2019	Noncallable	Noncallable
Amount of Issue:	$9,670,000	$7,755,000	$8,000,000
Paying Agent:	The Bank of New York Mellon	The Bank of New York Mellon	UMB Bank

TAX SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	Calendar Year	Fiscal Year	TOTAL TAX SUPPORTED PRINCIPAL	INTEREST	TOTAL
2015	2016	2016	4,730,000.00	1,078,200.00	5,808,200.00
2016	2017	2017	4,760,000.00	949,750.00	5,709,750.00
2017	2018	2018	4,330,000.00	793,600.00	5,123,600.00
2018	2019	2019	4,510,000.00	655,112.50	5,165,112.50
2019	2020	2020	2,910,000.00	510,000.00	3,420,000.00
2020	2021	2021	2,195,000.00	442,200.00	2,637,200.00
2021	2022	2022	2,275,000.00	397,300.00	2,672,300.00
2022	2023	2023	2,450,000.00	333,800.00	2,783,800.00
2023	2024	2024	2,520,000.00	235,800.00	2,755,800.00
2024	2025	2025	1,895,000.00	135,000.00	2,030,000.00
2025	2026	2026	1,480,000.00	59,200.00	1,539,200.00
			34,055,000.00	5,589,962.50	39,644,962.50

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$4,433,639	$4,593,450	$4,087,500	$4,100,000	**$6,383,000**	$2,283,000	55.7%
Intergovernmental	1,228,000	133,187	0	0	**0**	0	N/A
Service Charges	1,363	1,267	600	1,500	**1,500**	0	0.0%
Interest Income	21,650	14,957	5,500	7,000	**15,000**	8,000	114.3%
Sales/Reimbursable/Rent	401	3,946	400	0	**0**	0	N/A
Other	199,766	8,149,359	10,100	0	**0**	0	N/A
Total Revenues	**$5,884,819**	**$12,896,166**	**$4,104,100**	**$4,108,500**	**$6,399,500**	**$2,291,000**	**55.8%**
Interfund Transfers In	600,000	2,000,000	0	0	**300,000**	300,000	N/A
Total Revenues and Interfund Transfers In	**$6,484,819**	**$14,896,166**	**$4,104,100**	**$4,108,500**	**$6,699,500**	**$2,591,000**	**63.1%**
Expenditures							
Contractual Services	18,295	59,797	13,765	13,765	**0**	(13,765)	(100.0%)
Other Charges	0	51,494	100,000	200,000	**200,000**	0	0.0%
Capital Items	7,393,782	5,656,178	6,956,264	6,957,184	**7,161,100**	203,916	2.9%
Total Expenditures	**$7,412,077**	**$5,767,469**	**$7,070,029**	**$7,170,949**	**$7,361,100**	**$190,151**	**2.7%**
Interfund Transfers Out	0	4,600,000	3,400,000	3,400,000	**0**	(3,400,000)	(100.0%)
Total Expenditures and Interfund Transfers Out	**$7,412,077**	**$10,367,469**	**$10,470,029**	**$10,570,949**	**$7,361,100**	**($3,209,849)**	**(30.4%)**
Revenues over (under) Expenditures	**($927,258)**	**$4,528,697**	**($6,365,929)**	**($6,462,449)**	**($661,600)**	**$5,800,849**	**(89.8%)**
BEGINNING FUND BALANCE	**6,727,189**	**5,799,931**	**10,328,628**	**10,328,628**	**3,962,699**	**(6,365,929)**	**(61.6%)**
ENDING FUND BALANCE	**$5,799,931**	**$10,328,628**	**$3,962,699**	**$3,866,179**	**$3,301,099**	**($565,080)**	**(14.6%)**

CAPITAL PROJECTS FUND (401)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Note	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES												
TAXES - PROPERTY TAXES				2,676,249	2,765,795	2,856,500	2,900,000	**4,500,000**	4,600,000	4,700,000	4,800,000	4,900,000
HOME RULE SALES TAX				1,757,390	1,827,655	1,231,000	1,200,000	**1,883,000**	1,920,500	1,978,100	2,037,500	2,098,600
GRANTS				1,228,000	133,187	0	0	**0**	0	0	0	0
SERVICE CHARGES				1,363	1,267	600	1,500	**1,500**	1,500	1,500	1,500	1,500
INTEREST INCOME				21,650	14,957	5,500	7,000	**15,000**	15,000	15,000	15,000	15,000
FORFEITURES				185,827	67,355	8,300	0	**0**	0	0	0	0
OTHER				14,340	22,534	2,200	0	**0**	0	0	0	0
TRANSFER IN FROM GENERAL FUND				600,000	2,000,000	0	0	**0**	0	0	0	0
TRANSFER IN FROM SWANCC FUND				0	0	0	0	**300,000**	300,000	300,000	300,000	300,000
G. O. BOND PROCEEDS				0	8,063,416	0	0	**0**	0	0	0	0
TOTAL REVENUES				6,484,819	14,896,166	4,104,100	4,108,500	**6,699,500**	6,837,000	6,994,600	7,154,000	7,315,100
EXPENDITURES												
BUILDING & LAND												
Overhead Door Replacement		6	BL-90-04	1,768	6,512	36,700	36,700	**15,000**	20,000	20,000	20,000	20,000
Public Works Annex Improvements	(1)	7	BL-93-02	8,082	1,695	6,700	6,700	**10,000**	10,000	10,000	10,000	10,000
Building Equipment Replacement		8	BL-95-04	0	19,495	89,915	89,915	**30,000**	30,000	30,000	30,000	35,000
Municipal Buildings Refurbishing		9	BL-95-05	31,721	24,338	83,695	83,695	**32,000**	32,000	140,000	212,300	147,000
Roof Maintenance Program	(2)	10	BL-95-06	189,287	160,860	164,000	164,000	**398,000**	403,700	29,500	254,000	296,700
Heating Plant/Air Conditioner Replacement		11	BL-96-01	28,327	26,782	50,000	50,000	**55,000**	40,000	45,000	30,000	30,000
Ongoing Maintenance to Brick Exteriors	(3)	12	BL-96-03	0	13,990	27,000	27,000	**20,000**	20,000	30,000	30,000	30,000
Historical Society Museum - Building Repairs		13	BL-96-04	5,300	17,837	89,736	89,736	**25,000**	100,000	25,000	25,000	25,000
Fire Department Training Tower Renovation		--	BL-13-10	129,866	0	0	0	**0**	0	0	0	0
Paint Municipal Complex Garage (M)		--	BL-14-02	22,997	0	0	0	**0**	0	0	0	0
Building Asset Management Plan		14	BL-16-30	0	0	0	0	**80,000**	0	0	0	0
SUBTOTAL - BLDG & LAND				417,348	271,509	547,746	547,746	**665,000**	655,700	329,500	611,300	593,700
EQUIPMENT												
Operational Equipment - Public Works	(4)	15	EQ-94-01	248,378	70,165	220,407	220,407	**152,300**	148,000	84,400	122,100	125,000
Operational Equipment - Police Department	(5)	18	EQ-95-01	81,889	77,342	65,842	65,842	**55,000**	34,500	43,500	55,000	55,000
Operational Equipment - Fire Department		20	EQ-95-02	114,087	140,212	131,000	134,000	**223,500**	225,000	238,000	153,000	98,000
Office Equipment		22	EQ-95-03	26,316	20,968	54,266	54,266	**37,700**	35,000	35,000	35,000	35,000
Operational Equipment - Municipal Fleet Services		24	EQ-97-01	30,383	37,262	44,600	47,520	**52,800**	13,200	20,700	40,600	41,500
Operational Equipment - Information Technology		26	EQ-01-03	83,548	80,091	180,000	180,000	**135,000**	108,000	80,000	95,000	95,000
Operational Equipment - Engineering Department		28	EQ-01-04	0	3,675	15,000	15,000	**13,000**	5,000	5,000	0	0
Patrol Vehicle Equipment Replacement Program		30	EQ-08-03	15,579	24,429	35,000	35,000	**35,000**	30,000	30,000	30,000	35,000
Alternative Fuel System Implementation		31	EQ-16-05	0	0	0	0	**0**	30,000	0	0	0
Asset Based Work Management System	(6)	32	EQ-16-15	0	0	0	0	**76,800**	0	0	0	0
SUBTOTAL - EQUIPMENT				600,180	454,144	746,115	752,035	**781,100**	628,700	536,600	530,700	484,500
SIGNALS												
Traffic Signal Imprv at Northwest Hwy/Wilke	(7)	--	SG-08-02	38,491	173,175	328,296	328,296	**0**	0	0	0	0
Dundee Rd/Kennicott Ave Pedestrian Actuation		33	SG-14-05	0	0	0	0	**150,000**	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central at Arthur		--	SG-14-10	0	0	50,000	50,000	**0**	0	0	0	0
Traffic Signals LED Upgrade		--	SG-14-15	48,690	(27,827)	24,310	24,310	**0**	0	0	0	0
Arl Hts Rd - Sigwalt St/Miner St Interconnection		--	SG-16-05	0	0	0	15,000	**0**	0	0	0	0
Euclid Ave - Arl Hts Rd/Dunton St Interconnection		--	SG-16-10	0	0	42,500	42,500	**0**	0	0	0	0
SUBTOTAL - SIGNALS				87,181	145,348	445,106	460,106	**150,000**	0	0	0	0
STREETS												
Street Resurfacing Program		34	ST-90-08	3,963,682	3,865,176	3,963,145	3,963,145	**4,900,000**	5,500,000	5,600,000	5,700,000	5,800,000
Sidewalk & Curb Replacement		35	ST-90-11	325,000	335,000	345,000	345,000	**50,000**	50,000	375,000	385,000	395,000
Pavement Crack Sealing Program		36	ST-92-01	0	100,000	100,000	100,000	**125,000**	125,000	125,000	125,000	125,000
Green Corridor Beautification		--	ST-99-03	13,973	0	0	0	**0**	0	0	0	0
Street Light Cable Replacement		37	ST-00-01	9,381	9,957	6,700	6,700	**10,000**	10,000	10,000	10,000	10,000
Gateway Signs & Beautification		--	ST-01-01	0	0	19,749	19,749	**0**	0	0	0	0
Paver Brick Maintenance		38	ST-05-01	32,000	6,700	123,854	103,854	**395,000**	395,000	50,000	50,000	50,000
Northwest Hwy/Davis Street/Arthur Avenue		--	ST-05-03	1,852,976	217,137	338,524	338,524	**0**	0	0	0	0
Parking Lot Resurfacing		--	ST-09-01	0	112,363	60,000	60,000	**0**	0	0	0	0
McDonald Creek Bike Trail Repair		--	ST-09-03	0	6,148	8,676	8,676	**0**	0	0	0	0
Douglas Avenue Multi-Use Path		--	ST-09-04	0	18,973	22,354	22,354	**0**	0	0	0	0
Commuter Drive Reconstruction		--	ST-11-05	100,000	106,000	162,000	162,000	**0**	0	0	0	0
Davis/Sigwalt Streets Fencing/Landscape Upgrade		--	ST-12-01	590	0	11,060	11,060	**0**	0	0	0	0
Downtown Street Furniture		39	ST-14-01	9,766	9,173	35,000	35,000	**35,000**	50,000	10,000	10,000	10,000
Downtown Streetscape Improvements		--	ST-15-35	0		35,000	35,000	**0**	0	0	0	0
Northwest Hwy (Rt. 14) Corridor Landscaping Impr		40	ST-16-20	0	0	0	0	**50,000**	0	0	0	0
SUBTOTAL - STREETS				6,307,368	4,786,627	5,231,062	5,211,062	**5,565,000**	6,130,000	6,170,000	6,280,000	6,390,000
TOTAL CAPITAL EXPENDITURES				7,412,077	5,657,628	6,970,029	6,970,949	**7,161,100**	7,414,400	7,036,100	7,422,000	7,468,200
DEBT SERVICE				0	58,348	0	0	**0**	0	0	0	0
IMET EXPENSE				0	51,493	0	0	0	0	0	0	0
OPERATING TRANSFER OUT TO EAB FUND				0	4,600,000	3,400,000	3,400,000	**0**	0	0	0	0
OPERATING CONTINGENCY				0	0	100,000	200,000	**200,000**	0	0	0	0
TOTAL EXPENDITURES				7,412,077	10,367,469	10,470,029	10,570,949	**7,361,100**	7,414,400	7,036,100	7,422,000	7,468,200
BEGINNING FUND BALANCE				6,727,189	5,799,931	10,328,628		**3,962,699**	3,301,099	2,723,699	2,682,199	2,414,199
REVENUES OVER (UNDER) EXPENDITURES				(927,258)	4,528,697	(6,365,929)	(6,462,449)	**(661,600)**	(577,400)	(41,500)	(268,000)	(153,100)
ENDING FUND BALANCE				5,799,931	10,328,628	3,962,699		**3,301,099**	2,723,699	2,682,199	2,414,199	2,261,099
Fund Balance as a Percent of Expenditures								**45%**	**37%**	**38%**	**33%**	**30%**

CAPITAL PROJECTS FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-0000-401.05-00	Real Estate Tax	2,676,249	2,765,795	2,856,500	2,900,000	**4,500,000**	1,600,000	55.2%
	Real Estate Taxes	**2,676,249**	**2,765,795**	**2,856,500**	**2,900,000**	**4,500,000**	**1,600,000**	**55.2%**
401-0000-402.30-00	Sales Tax Home Rule	1,757,390	1,827,655	1,231,000	1,200,000	**1,883,000**	683,000	56.9%
	Business Taxes	**1,757,390**	**1,827,655**	**1,231,000**	**1,200,000**	**1,883,000**	**683,000**	**56.9%**
401-0000-411.70-00	Other Grants	1,228,000	133,187	0	0	**0**	0	N/A
	Intergovernmental	**1,228,000**	**133,187**	**0**	**0**	**0**	**0**	**N/A**
401-0000-451.25-00	Service Charge Spec Asses	1,363	1,267	600	1,500	**1,500**	0	0.0%
	Charges for Services	**1,363**	**1,267**	**600**	**1,500**	**1,500**	**0**	**0.0%**
401-0000-461.02-00	Interest on Investments	11,049	8,142	5,500	7,000	**15,000**	8,000	114.3%
401-0000-462.10-00	Market Value Adjustments	10,601	6,815	0	0		0	N/A
	Interest Income	**21,650**	**14,957**	**5,500**	**7,000**	**15,000**	**8,000**	**114.3%**
401-0000-472.24-00	Sale of Equipment	0	1,939	0	0	**0**	0	N/A
401-0000-472.42-00	Reimbursed Activity	401	2,007	400	0	**0**	0	N/A
	Sales & Rents	**401**	**3,946**	**400**	**0**	**0**	**0**	**N/A**
401-0000-489.90-00	Other Income	13,939	18,588	1,800	0	**0**	0	N/A
401-0000-489.92-00	Bond Forfeitures	185,827	67,355	8,300	0	**0**	0	N/A
	Other	**199,766**	**85,943**	**10,100**	**0**	**0**	**0**	**N/A**
401-0000-491.05-00	Operating Transfer In	600,000	2,000,000	0	0	**300,000**	300,000	N/A
401-0000-491.15-00	Bond Proceeds	0	7,602,811	0	0	**0**	0	N/A
401-0000-491.16-00	Bond Premium Proceeds	0	460,605	0	0	**0**	0	N/A
	Other Financing Sources	**600,000**	**10,063,416**	**0**	**0**	**300,000**	**300,000**	**N/A**
	Total Capital Projects Fund	**6,484,819**	**14,896,166**	**4,104,100**	**4,108,500**	**6,699,500**	**2,591,000**	**63.1%**

CAPITAL PROJECTS FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-0501-572.50-10	Office Equipment	13,894	0	0	0	**1,100**	1,100	N/A
	Capital Outlay	**13,894**	**0**	**0**	**0**	**1,100**	**1,100**	**N/A**
	Total Finance	**13,894**	**0**	**0**	**0**	**1,100**	**1,100**	**N/A**

IT 0601

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-0601-572.50-15	Other Equipment	83,548	80,091	180,000	180,000	**135,000**	(45,000)	(25.0%)
	Capital Outlay	**83,548**	**80,091**	**180,000**	**180,000**	**135,000**	**(45,000)**	**(25.0%)**
	Total IT	**83,548**	**80,091**	**180,000**	**180,000**	**135,000**	**(45,000)**	**(25.0%)**

Police 3001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-3001-572.50-10	Office Equipment	6,730	1,765	10,000	10,000	**15,000**	5,000	50.0%
401-3001-572.50-15	Other Equipment	97,467	101,771	100,842	100,842	**90,000**	(10,842)	(10.8%)
	Capital Outlay	**104,197**	**103,536**	**110,842**	**110,842**	**105,000**	**(5,842)**	**(5.3%)**
	Total Police	**104,197**	**103,536**	**110,842**	**110,842**	**105,000**	**(5,842)**	**(5.3%)**

Fire 3501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-3501-572.50-10	Office Equipment	0	19,203	32,266	32,266	**19,400**	(12,866)	(39.9%)
401-3501-572.50-15	Other Equipment	114,087	140,212	131,000	134,000	**223,500**	89,500	66.8%
	Capital Outlay	**114,087**	**159,415**	**163,266**	**166,266**	**242,900**	**76,634**	**46.1%**
	Total Fire	**114,087**	**159,415**	**163,266**	**166,266**	**242,900**	**76,634**	**46.1%**

CAPITAL PROJECTS FUND

EXPENDITURES

Planning 4001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-4001-572.50-10	Office Equipment	0	0	6,500	6,500	**0**	(6,500)	(100.0%)
401-4001-571.50-30	Road Projects	14,563	0	65,809	65,809	**0**	(65,809)	(100.0%)
	Capital Outlay	**14,563**	**0**	**72,309**	**72,309**	**0**	**(72,309)**	**(100.0%)**
	Total Planning	**14,563**	**0**	**72,309**	**72,309**	**0**	**(72,309)**	**(100.0%)**

Building Services 4501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-4501-572.50-10	Office Equipment	5,692	0	0	0	**2,200**	2,200	N/A
	Capital Outlay	**5,692**	**0**	**0**	**0**	**2,200**	**2,200**	**N/A**
	Total Building Services	**5,692**	**0**	**0**	**0**	**2,200**	**2,200**	**N/A**

Senior Services 4503

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-4503-572.50-10	Office Equipment	0	0	5,500	5,500	**0**	(5,500)	(100.0%)
	Capital Outlay	**0**	**0**	**5,500**	**5,500**	**0**	**(5,500)**	**(100.0%)**
	Total Senior Services	**0**	**0**	**5,500**	**5,500**	**0**	**(5,500)**	**(100.0%)**

Engineering 5001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-5001-571.20-05	Professional Services	18,295	1,450	13,765	13,765	**0**	(13,765)	(100.0%)
	Contractual Services	**18,295**	**1,450**	**13,765**	**13,765**	**0**	**(13,765)**	**(100.0%)**
401-5001-572.50-15	Other Equipment	0	3,675	15,000	15,000	**13,000**	(2,000)	(13.3%)
401-5001-571.50-30	Road Projects	5,985,543	4,444,574	4,955,010	4,970,010	**5,050,000**	79,990	1.6%
401-5001-571.50-45	Sidewalk Program	325,000	360,121	376,030	376,030	**50,000**	(326,030)	(86.7%)
	Capital Outlay	**6,310,543**	**4,808,370**	**5,346,040**	**5,361,040**	**5,113,000**	**(248,040)**	**(4.6%)**
	Total Engineering	**6,328,838**	**4,809,820**	**5,359,805**	**5,374,805**	**5,113,000**	**(261,805)**	**(4.9%)**

CAPITAL PROJECTS FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-7101-572.50-15	Other Equipment	248,378	70,165	220,407	220,407	**152,300**	(68,107)	(30.9%)
401-7101-572.50-10	Office Equipment	0	0	0	0	**76,800**	76,800	N/A
401-7101-571.50-20	Building Improvements	417,348	271,509	547,746	547,746	**665,000**	117,254	21.4%
401-7101-571.50-30	Road Projects	51,147	25,830	165,554	145,554	**490,000**	344,446	236.6%
401-7101-571.50-40	MFT Projects	0	100,000	100,000	100,000	**125,000**	25,000	25.0%
	Capital Outlay	**716,873**	**467,504**	**1,033,707**	**1,013,707**	**1,509,100**	**495,393**	**48.9%**
	Total Public Works	**716,873**	**467,504**	**1,033,707**	**1,013,707**	**1,509,100**	**495,393**	**48.9%**

Municipal Fleet Services 7501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-7501-572.50-15	Other Equipment	30,385	37,262	44,600	47,520	**52,800**	5,280	11.1%
	Capital Outlay	**30,385**	**37,262**	**44,600**	**47,520**	**52,800**	**5,280**	**11.1%**
	Total Municipal Fleet Serv	**30,385**	**37,262**	**44,600**	**47,520**	**52,800**	**5,280**	**11.1%**

Debt Service 9554

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-9554-583-20-06	Bond Issurance Costs	0	58,348		0		0	N/A
	Other Charges	**0**	**58,348**	**0**	**0**	**0**	**0**	**N/A**
	Total Debt Service	**0**	**58,348**	**0**	**0**	**0**	**0**	**N/A**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
401-9901-591.40-78	IMET Expense	0	51,493	0	0	**0**	0	N/A
401-9901-571.40-96	Operating Contingency	0	0	100,000	200,000	**200,000**	0	0.0%
	Other Charges	**0**	**51,493**	**100,000**	**200,000**	**200,000**	**0**	**0.0%**
401-9901-591.90-05	Operating Transfer Out	0	4,600,000	3,400,000	3,400,000	**0**	(3,400,000)	(100.0%)
	Other Financing Uses	**0**	**4,600,000**	**3,400,000**	**3,400,000**	**0**	**(3,400,000)**	**(100.0%)**
	Total Non-Operating	**0**	**4,651,493**	**3,500,000**	**3,600,000**	**200,000**	**(3,400,000)**	**(94.4%)**
	Total Capital Projects Fund	**7,412,077**	**10,367,469**	**10,470,029**	**10,570,949**	**7,361,100**	**(3,209,849)**	**(30.4%)**

FINANCE 0501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CAPITAL OUTLAY:				
401-0501-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Replacement photocopier	0	1,100
		TOTAL CAPITAL OUTLAY	**0**	**1,100**
		TOTAL FINANCE	**0**	**1,100**

INFORMATION TECHNOLOGY (IT) 0601

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
401-0601-572.50-15	Other Equipment	IT Operational Equipment (EQ0103)		180,000		135,000
		Software licensing (Microsoft, Cartegraph)	50,000		75,000	
		Router/switch upgrades	75,000		50,000	
		Document management	15,000		0	
		Security upgrades	10,000		10,000	
		Two-factor authentication	30,000		0	
		TOTAL CAPITAL OUTLAY		**180,000**		**135,000**
		TOTAL IT		**180,000**		**135,000**

POLICE 3001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
401-3001-572.50-10	Office Equipment	Office Equipment (EQ9503)				
		Police office furniture update		10,000		15,000
401-3001-572.50-15	Other Equipment	Police Operational Equipment (EQ9501)		65,842		55,000
		Motorola replacement radios (2)	8,000		12,000	
		Decatur genesis radars (2)	3,500		0	
		Weapons replacement (4)	4,000		7,000	
		Tasers (5)	7,500		0	
		Radar speed signs (2)	7,500		7,500	
		Pole mount security camera	4,700		10,000	
		Handheld citation devices/printers (2)	5,200		0	
		Message boards (2) (split w/PW)	8,000		0	
		Message boards	0		8,000	
		Forensic laptop computer/software	13,000		0	
		Panasonic Toughpad with Docking Station (2)	0		10,500	
		Incld Prior Yr Encumbrance Carryover	4,442		0	
		Patrol Vehicle Equip Repl (EQ0803)		35,000		35,000
		TOTAL CAPITAL OUTLAY		**110,842**		**105,000**
		TOTAL POLICE		**110,842**		**105,000**

FIRE 3501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
401-3501-572.50-10	Office Equipment	Office Equipment (EQ9503)				
		Station 4 - chairs, office desks, kitchen	15,000		15,000	
		Xeros Photocopy machines (4)	0		4,400	
		Prior Year Encumbrance Carryover	17,266	32,266	0	19,400
401-3501-572.50-15	Other Equipment	Fire Operational Equipment (EQ9502)		134,000		223,500
		Defib & comm package	36,000		36,000	
		Portable radio equipment (3)	17,000		0	
		Fire hose washer	14,000		0	
		Thermal imaging cameras (3)	27,000		27,000	
		800 MHz mobile radios (2)	12,000		0	
		Turnout gear dryers (2) Stations 3 & 4	14,000		0	
		eDraulics combination tool	14,000		0	
		Multimedia Tech/Infrastrucure Phase 1 of 2	0		85,000	
		Station Alerting- Station 4	0		20,000	
		Power Cot & Power Load System	0		55,500	
		TOTAL CAPITAL OUTLAY		**166,266**		**242,900**
		TOTAL FIRE		**166,266**		**242,900**

PLANNING 4001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
401-4001-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement photocopier		6,500		0
401-4001-571.50-30	Road Projects	Gateway Signs & Beautification (ST0101)	19,749		0	
		Davis Street/Sigwalt Street Fencing/ Landscape Upgrade (ST1201)	11,060		0	
		Downtown Streetscape Imprv (ST1535)	35,000		0	
				65,809		0
		TOTAL CAPITAL OUTLAY		**72,309**		**0**
		TOTAL PLANNING		**72,309**		**0**

BUILDING SERVICES 4501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CAPITAL OUTLAY:				
401-4501-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement photocopiers (2)	0	2,200
		TOTAL CAPITAL OUTLAY	**0**	**2,200**
		TOTAL BUILDING SERVICES	**0**	**2,200**

SENIOR SERVICES 4503

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CAPITAL OUTLAY:				
401-4503-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement photocopier	5,500	0
		TOTAL CAPITAL OUTLAY	**5,500**	**0**
		TOTAL HEALTH SERVICES	**5,500**	**0**

ENGINEERING 5001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
401-5001-571.20-05	Professional Services	Northwest Hwy/Davis St/Arthur Av (ST0503)				
		Prior Year Encumbrance Carryover		13,765		0
		TOTAL CONTRACTUAL SERVICES		**13,765**		**0**
CAPITAL OUTLAY:						
401-5001-572.50-15	Other Equipment	Engineering Operational Equip (EQ0104)				
		Plotter		15,000		0
		Survey Equipment		0		13,000
401-5001-571.50-30	Road Projects	Street Resurfacing Program (ST9008)	3,600,000		4,900,000	
		Prior Year Encumbrance Carryover	363,145		0	
		Northwest Hwy/Davis St/Arthur Av Intersection Improvements - Village share only (ST0503)	324,759		0	
		Parking Lot Resurfacing (ST0901)	60,000		0	
		Commuter Dr. Reconstruction (ST1105)	162,000		0	
		Traffic Signal Improvements at Northwest Highway/Wilke Road (SG0802)	325,000		0	
		Prior Yr Encumbrance Carryover	3,296		0	
		Dundee Rd / Kennicott Ave - Pedestrian Actuation (SG1405)	0		150,000	
		Traffic Signal Pedestrian Upgrade Central at Arthur (ST1410)	50,000		0	
		Traffic Signals LED Upgrade (SG1415)	24,310		0	
		Arlington Heights Rd - Sigwalt/Miner Interconnect (SG1605) Rebudget	15,000		0	
		Euclid Ave - Arlington Hts Rd/Dunton St Interconnect (SG1610)	42,500	4,970,010	0	5,050,000
401-5001-571.50-45	Sidewalk Program	Sidewalk & Curb Replacement (ST9011)	345,000		50,000	
		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	376,030	0	50,000
		TOTAL CAPITAL OUTLAY		**5,361,040**		**5,113,000**
		TOTAL ENGINEERING		**5,374,805**		**5,113,000**

PUBLIC WORKS **7101**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
401-7101-572.50-10	Office Equipment	Asset Based Work Management System EQ-16-15		0		76,800
401-7101-572.50-15	Other Equipment	PW Operational Equipment (EQ9401)		220,407		152,300
		Traffic:				
		Vehicle detection upgrades	12,000		12,000	
		Street light controller	15,000		15,000	
		Hydraulic fluid drive drill	0		2,000	
		Emergency siren upgrade	15,000		0	
		Cable fault finder	5,000		0	
		Pavement saw	5,000		0	
		Walk behind saw	20,000		0	
		Rotohammer	2,000		0	
		Load switch tester	2,500		0	
		Street:				
		Roadway Weather Info System	22,000		0	
		Message Boards	8,000		0	
		Asphalt distributor	19,000		0	
		Snow Command Upgrades	0		10,000	
		Anti-Icing Upgrades	0		15,000	
		GPS-AVL System	0		10,000	
		Compaction Equipment	0		5,000	
		Concrete Vibrator/Drilling Equip.	0		3,000	
		RWIS	0		22,000	
		Asphalt Paver Trailer	0		14,000	
		Skidsteer Milling Attachment	0		20,000	
		Skidsteer Snow Blower Attachment	0		16,500	
		Forestry:				
		Chainsaws - large (6)	6,600		0	
		Chainsaws - small (6)	4,200		0	
		Portable generators (2)	4,000		0	
		Snowblowers (4)	0		2,800	
		Buildings & Grounds:				
		Carpet cleaning machine	1,500		0	
		Water Jetter	0		5,000	
		Floor scarifier (cost shared w/W&S)	21,600		0	
		Prior Year Encumbrance Carryover:	57,007		0	
401-7101-571.50-20	Building Improvements	Overhead door repl/repair (BL9004)	36,700		15,000	
		Public Works Annex Improv. (BL9302)	6,700		10,000	
		Building equipment replacement (BL9504)	80,100		30,000	
		Prior Yr Encumbrance Carryover	9,815		0	
		Municipal buildings refurbishing (BL9505)	81,400		32,000	
		Prior Yr Encumbrance Carryover	2,295		0	
		Roof maintenance program (BL9506)	164,000		398,000	
		Heating plant/air conditioner repl (BL9601)	50,000		55,000	
		Ongoing maint of brick exteriors (BL9603)	23,400		20,000	
		Prior Yr Encumbrance Carryover	3,600		0	
		Historical Soc building repairs (BL9604)	75,000		25,000	
		Prior Yr Encumbrance Carryover	14,736		0	
		Various Muni Buildings (BL1630)	0		80,000	
				547,746		665,000

PUBLIC WORKS (cont.) 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
401-7101-571.50-30	Road Projects	Street light cable replacement (ST0001)	6,700		10,000	
		Paver brick maintenance (ST0501)	50,000		395,000	
		Prior Yr Encumbrance Carryover	53,854		0	
		Downtown Street Furniture (ST1401)	35,000		35,000	
		NW Hwy Landscape (ST1620)	0	145,554	50,000	490,000
401-7101-571.50-40	MFT Projects	Pavement Crack Sealing Prog (ST9201)		100,000		125,000
		TOTAL CAPITAL OUTLAY		**1,013,707**		**1,509,100**
		TOTAL PUBLIC WORKS		**1,013,707**		**1,509,100**

MUNICIPAL FLEET SERVICES 7501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
401-7501-572.50-15	Other Equipment	Municipal Fleet Services Operational Equipment (EQ9701)		47,520		52,800
		60,000 lbs. jacks	31,000		35,000	
		Strut spring compressor	2,000		0	
		Portable torch	0		1,000	
		10-ton pneumatic floor jack	5,300		0	
		Hydraulic system tool kit	0		3,500	
		2-1/2 ton jack (2)	1,300		0	
		Diagnostic tools	0		12,000	
		Battery chargers	0		1,300	
		Fuel tank upgrades (required)	5,000		0	
		Incld. Prior Yr Encumbrance Carryover	2,920		0	
		TOTAL CAPITAL OUTLAY		**47,520**		**52,800**
		TOTAL MUNICIPAL FLEET SERVICES		**47,520**		**52,800**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
OTHER CHARGES:						
401-9901-571.40-96	Operating Contingency	Operating Contingency		200,000		200,000
		TOTAL OTHER CHARGES		**200,000**		**200,000**
NON-OPERATING:						
401-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To EAB Fund - Parkway Ash Tree Removal/Replacement Program		3,400,000		0
		TOTAL NON-OPERATING		**3,400,000**		**0**
		TOTAL NON-OPERATING		**3,600,000**		**200,000**
		TOTAL CAPITAL PROJECTS FUND		**10,570,949**		**7,361,100**

STORM WATER CONTROL FUND 426

► Fund at a Glance

In May of 1993, the Village of Arlington Height 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.

► 2014-15 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 areas 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 166 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 2014 Neighborhood Storm Sewer Improvements Project was completed.

► 2016 Goals and Objectives

- To discuss funding for system improvements recommended in the two stormwater modeling studies.
- To continue 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.
- As funded, begin design and if possible construction of stormwater improvements.

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Intergovernmental	200,000	0	0	0	**0**	0	N/A
Interest Income	9,089	6,169	1,000	5,000	**3,000**	(2,000)	(40.0%)
Other	0	5,996	0	0	**0**	0	N/A
Total Revenues	**$209,089**	**$12,165**	**$1,000**	**$5,000**	**$3,000**	**($2,000)**	**(40.0%)**
Interfund Transfers In	1,000,000	0	500,000	500,000	**0**	(500,000)	(100.0%)
Total Revenues and Interfund Transfers In	**$1,209,089**	**$12,165**	**$501,000**	**$505,000**	**$3,000**	**($502,000)**	**(99.4%)**
Expenditures							
Other Charges	0	19,317	0	0	**0**	0	N/A
Capital Items	450,105	468,560	932,750	972,750	**1,200,000**	227,250	23.4%
Total Expenditures	**$450,105**	**$487,877**	**$932,750**	**$972,750**	**$1,200,000**	**$227,250**	**23.4%**
Revenues over (under) Expenditures	**$758,984**	**($475,712)**	**($431,750)**	**($467,750)**	**($1,197,000)**	**($729,250)**	**155.9%**
BEGINNING FUND BALANCE	**2,916,990**	**3,675,974**	**3,200,262**	**3,200,262**	**2,768,512**	**(431,750)**	**(13.5%)**
ENDING FUND BALANCE	**$3,675,974**	**$3,200,262**	**$2,768,512**	**$2,732,512**	**$1,571,512**	**($1,161,000)**	**(42.5%)**

STORM WATER CONTROL FUND (426)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES											
INTEREST INCOME			9,089	6,169	1,000	5,000	**3,000**	1,500	0	0	0
STATE GRANT			200,000	0	0	0	**0**	0	0	0	0
OTHER INCOME			0	5,996	0	0	**0**	0	0	0	0
TRANSFER IN FROM GENERAL FUND			1,000,000	0	500,000	500,000	**0**	0	0	0	0
TOTAL REVENUES			1,209,089	12,165	501,000	505,000	**3,000**	1,500	0	0	0
EXPENDITURES											
SEWERS											
Neighborhood Drainage Improvements	4	SW-11-02	275,528	63,668	301,304	341,304	**300,000**	300,000	300,000	300,000	300,000
Grove Street Sanitary Sewer		SW-97-01	133,030	0	0	0	**0**	0	0	0	0
Flood Study	--	SW-13-02	22,503	102,343	31,446	31,446	**0**	0	0	0	0
Utility Modeling	--	SW-13-03	15,458	144,542	0	0	**0**	0	0	0	0
McDonald Creek Bank Stabilization	--	SW-14-01	3,586	63,323	0	0	**0**	0	0	0	0
Sewer Backup Rebate Program	--	SW-15-01	0	94,684	100,000	100,000	**0**	0	0	0	0
Storm Water Rehab/Replacement Program	5	SW-15-20	0	0	500,000	500,000	**500,000**	500,000	500,000	500,000	500,000
Arlington Knolls Storm Sewer Extension	6	SW-16-01	0	0	0	0	**400,000**	0	0	0	0
SUBTOTAL - SEWERS			450,105	468,560	932,750	972,750	**1,200,000**	800,000	800,000	800,000	800,000
OTHER EXPENSE											
IMET Expense			0	19,317	0	0	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT			0	19,317	0	0	**0**	0	0	0	0
TOTAL EXPENDITURES			450,105	487,877	932,750	972,750	**1,200,000**	800,000	800,000	800,000	800,000
BEGINNING FUND BALANCE			2,916,990	3,675,974	3,200,262		**2,768,512**	1,571,512	773,012	(26,988)	(826,988)
REVENUES OVER (UNDER) EXPENDITURES			758,984	(475,712)	(431,750)	(467,750)	**(1,197,000)**	(798,500)	(800,000)	(800,000)	(800,000)
ENDING FUND BALANCE			3,675,974	3,200,262	2,768,512		**1,571,512**	773,012	(26,988)	(826,988)	#########

STORM WATER CONTROL FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
426-0000-411.70-00	Other Grants	200,000	0	0	0	**0**	0	N/A
	Intergovernmental	**200,000**	**0**	**0**	**0**	**0**	**0**	**N/A**
426-0000-461.02-00	Interest on Investments	4,033	150	1,000	5,000	**3,000**	(2,000)	(40.0%)
426-0000-462.10-00	Market Value Adjustments	5,056	6,019	0	0	**0**	0	N/A
	Interest Income	**9,089**	**6,169**	**1,000**	**5,000**	**3,000**	**(2,000)**	**(40.0%)**
401-0000-489.90-00	Other Income	0	5,996	0	0	**0**	0	N/A
	Other	**0**	**5,996**	**0**	**0**	**0**	**0**	**N/A**
426-0000-491.05-00	Operating Transfer In	1,000,000	0	500,000	500,000	**0**	(500,000)	(100.0%)
	Other Financing Sources	**1,000,000**	**0**	**500,000**	**500,000**	**0**	**(500,000)**	**(100.0%)**
	Total Storm Wtr Ctrl Fund	**1,209,089**	**12,165**	**501,000**	**505,000**	**3,000**	**(502,000)**	**(99.4%)**

STORM WATER CONTROL FUND

EXPENDITURES

Engineering 5001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
426-5001-571.50-25	Construction in Progress	446,519	405,237	432,750	472,750	**700,000**	267,250	48.1%
426-9901-591.40-78	IMET Expense	0	19,317	0	0	**0**	0	N/A
	Capital Outlay	**446,519**	**424,554**	**432,750**	**472,750**	**700,000**	**267,250**	**48.1%**
	Total Engineering	**446,519**	**424,554**	**432,750**	**472,750**	**700,000**	**267,250**	**48.1%**

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
426-7101-571.50-25	Construction in Progress	3,586	63,323	500,000	500,000	**500,000**	0	0.0%
	Capital Outlay	**3,586**	**63,323**	**500,000**	**500,000**	**500,000**	**0**	**0.0%**
	Total Public Works	**3,586**	**63,323**	**500,000**	**500,000**	**500,000**	**0**	**0.0%**
	Total Storm Wtr Ctrl Fund	**450,105**	**487,877**	**932,750**	**972,750**	**1,200,000**	**267,250**	**23.4%**

STORM WATER CONTROL FUND

EXPENDITURE DETAIL

ENGINEERING — 5001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
426-5001-571.50-25	Construction in Progress	Neighborhood Drainage Imprv (SW1102)	340,000		300,000	
		Incld. Prior Yr Encumbrance Carryover	1,304		0	
		Flood Study (SW1302)	31,446		0	
		Sewer Back-up Rebate Program (SW1501)	100,000		0	
		Arlington Knolls Storm Water Extension at Highland & Maude (SW1601)	0	472,750	400,000	700,000
		TOTAL CAPITAL OUTLAY		**472,750**		**700,000**
		TOTAL ENGINEERING		**472,750**		**700,000**

PUBLIC WORKS — 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
426-7101-571.50-25	Construction in Progress	Storm Water Rehabilitation/ Replacement Program (SW1520)		500,000		500,000
		TOTAL CAPITAL OUTLAY		**500,000**		**500,000**
		TOTAL PUBLIC WORKS		**500,000**		**500,000**
		TOTALSTORM WTR CTRL FUND		**972,750**		**1,200,000**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Interest Income	6,242	5,514	1,000	3,000	**150,000**	147,000	4900.0%
Other	40,500	0	0	0	**35,000,000**	35,000,000	N/A
Total Revenues	**$46,742**	**$5,514**	**$1,000**	**$3,000**	**$35,150,000**	**$35,147,000**	**1171567%**
Expenditures							
Contractual Services	0	69,865	209,443	509,443	**1,000,000**	490,557	96.3%
Other Charges	0	8,228	0	0	**0**	0	N/A
Capital Items	59,319	279,578	25,000	25,000	**25,000**	0	0.0%
Total Expenditures	**$59,319**	**$357,671**	**$234,443**	**$534,443**	**$1,025,000**	**$490,557**	**91.8%**
Revenues over (under) Expenditures	**($12,577)**	**($352,157)**	**($233,443)**	**($531,443)**	**$34,125,000**	**$34,656,443**	**(6521.2%)**
BEGINNING FUND BALANCE	**1,720,170**	**1,707,593**	**1,355,436**	**1,355,436**	**1,121,993**	**(233,443)**	**(17.2%)**
ENDING FUND BALANCE	**$1,707,593**	**$1,355,436**	**$1,121,993**	**$823,993**	**$35,246,993**	**$34,423,000**	**4177.6%**

PUBLIC BUILDING FUND (431)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES											
PROPERTY TAXES			0	0	0	0	**1,272,443**	0	0	0	0
PROPERTY TAX ABATEMENT			0	0	0	0	**(1,272,443)**	0	0	0	0
INTEREST INCOME			6,242	5,515	1,000	3,000	**150,000**	150,000	150,000	150,000	0
OTHER INCOME			40,500	0	0	0	**0**	0	0	0	0
BOND PROCEEDS			0	0	0	0	**35,000,000**	0	0	0	0
TOTAL REVENUES			46,742	5,515	1,000	3,000	**35,150,000**	150,000	150,000	150,000	0
EXPENDITURES											
BUILDING/LAND											
Police Building Maintenance	3	BL-10-04	3,628	31,158	25,000	25,000	**25,000**	25,000	0	0	0
Other Building Costs	4	BL-11-10	0		0	0	**0**	1,000,000	600,000	100,000	0
Phone System Upgrade	--	BL-13-15	55,691	248,420	0	0	**0**	0	0	0	0
Police Station											
Architect / CM Fees	5	BL-16-01	0	69,865	209,443	509,443	**1,000,000**	400,000	300,000	300,000	0
Construction	6	BL-16-10	0		0	0	**0**	15,000,000	12,985,000	0	0
Contingency	7	BL-16-20	0		0	0	**0**	0	0	1,500,000	0
SUBTOTAL - BUILDINGS/LAND			59,319	349,443	234,443	534,443	**1,025,000**	16,425,000	13,885,000	1,900,000	0
EQUIPMENT											
FF&E / Security	8	EQ-16-10	0	0	0	0	**0**	0	1,300,000	0	0
SUBTOTAL - EQUIPMENT			0	0	0	0	**0**	0	1,300,000	0	0
OTHER EXPENSE											
IMET Expense			0	8,228	0	0	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT			0	8,228	0	0	**0**	0	0	0	0
TOTAL EXPENDITURES			59,319	357,671	234,443	534,443	**1,025,000**	16,425,000	15,185,000	1,900,000	0
BEGINNING FUND BALANCE			1,720,169	1,707,592	1,355,436		**1,121,993**	35,246,993	18,971,993	3,936,993	2,186,993
REVENUES OVER (UNDER) EXPENDITURES			(12,577)	(352,156)	(233,443)	(531,443)	**34,125,000**	(16,275,000)	(15,035,000)	(1,750,000)	0
ENDING FUND BALANCE			1,707,592	1,355,436	1,121,993		**35,246,993**	18,971,993	3,936,993	2,186,993	2,186,993

PUBLIC BUILDING FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
431-0000-401.14-00	R. E. Tax Public Building	0	0	0	0	**1,272,443**	1,272,443	N/A
431-0000-401.14-00	Tax Abatement Public Building	0	0	0	0	**(1,272,443)**	(1,272,443)	N/A
	Real Estate Taxes	**0**	**0**	**0**	**0**	**0**	**0**	**N/A**
431-0000-461.02-00	Interest on Investments	3,091	2,605	1,000	3,000	**150,000**	147,000	4900.0%
431-0000-462.10-00	Market Value Adjustments	3,151	2,910	0	0	**0**	0	N/A
	Interest Income	**6,242**	**5,515**	**1,000**	**3,000**	**150,000**	**147,000**	**4900.0%**
431-0000-489.90-00	Other Income	40,500	0	0	0	**0**	0	N/A
	Other	**40,500**	**0**	**0**	**0**	**0**	**0**	**N/A**
431-0000-491.15-00	Bond Proceeds	0	0	0	0	**35,000,000**	35,000,000	N/A
	Other Financing Sources	**0**	**0**	**0**	**0**	**35,000,000**	**35,000,000**	**N/A**
	Total Public Building Fund	**46,742**	**5,515**	**1,000**	**3,000**	**35,150,000**	**35,147,000**	**N/A**

PUBLIC BUILDING FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
431-7101-571.50-20	Building Improvements	59,319	279,578	25,000	25,000	**25,000**	0	0.0%
431-9901-591.40-78	IMET Expense	0	8,228	0	0	**0**	0	N/A
	Capital Outlay	**59,319**	**287,806**	**25,000**	**25,000**	**25,000**	**0**	**0.0%**
	Total Public Works	**59,319**	**287,806**	**25,000**	**25,000**	**25,000**	**0**	**0.0%**

Police Station 9013

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
431-9013-571.20-05	Professional Services	0	69,865	209,443	509,443	**1,000,000**	490,557	96.3%
	Contractual Services	**0**	**69,865**	**209,443**	**509,443**	**1,000,000**	**490,557**	**96.3%**
	Total Police Station	**0**	**69,865**	**209,443**	**509,443**	**1,000,000**	**490,557**	**96.3%**
	Total Public Building Fund	**59,319**	**357,671**	**234,443**	**534,443**	**1,025,000**	**490,557**	**91.8%**

PUBLIC BUILDING FUND

EXPENDITURE DETAIL

PUBLIC WORKS — 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CAPITAL OUTLAY:				
431-7101-571.50-20	Building Improvements	Police Building Maintenance (BL1004)	25,000	25,000
		TOTAL CAPITAL OUTLAY	**25,000**	**25,000**
		TOTAL PUBLIC WORKS	**25,000**	**25,000**

POLICE STATION — 9013

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
431-9013-571.20-05	Professional Services	Police Facility (BL1601) Rebudget	500,000		1,000,000	
		Prior Yr Encumbrance Carryover	9,443	509,443		1,000,000
		TOTAL CONTRACTUAL SERVICES		**509,443**		**1,000,000**
		TOTAL POLICE STATION		**509,443**		**1,000,000**
		TOTAL PUBLIC BUILDING FUND		**534,443**		**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 transfers of $2.0 million in FY2012 and $2.7 million in FY2013 from the General Fund. A bond issue was sold in 2014 to cover a substantial portion of the $11.5 million cost of the EAB program. Once the bond issue was sold, the EAB Fund refunded a portion of the amount transferred from the General Fund.

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Interest Income	0	12,866	4,000	4,000	**3,000**	(1,000)	(25.0%)
Total Revenues	**$0**	**$12,866**	**$4,000**	**$4,000**	**$3,000**	**($1,000)**	**(25.0%)**
Interfund Transfers In	600,000	4,600,000	3,400,000	3,400,000	**0**	(3,400,000)	(100.0%)
Total Revenues and Interfund Transfers In	**$600,000**	**$4,612,866**	**$3,404,000**	**$3,404,000**	**$3,000**	**($3,401,000)**	**(99.9%)**
Expenditures							
Personal Services	$171,005	$228,514	$333,100	$333,100	**$344,900**	$11,800	3.5%
Contractual Services	6,633	2,900	3,900	3,900	**4,500**	600	15.4%
Commodities	12,445	12,621	10,000	10,000	**14,800**	4,800	48.0%
Other Charges	22,721	77,209	20,000	20,000	**55,000**	35,000	175.0%
Capital Items	957,493	2,762,719	3,234,027	3,234,027	**726,600**	(2,507,427)	(77.5%)
Total Expenditures	**$1,170,297**	**$3,083,963**	**$3,601,027**	**$3,601,027**	**$1,145,800**	**($2,455,227)**	**(68.2%)**
Revenues over (under) Expenditures	**($570,297)**	**$1,528,903**	**($197,027)**	**($197,027)**	**($1,142,800)**	**($945,773)**	**480.0%**
BEGINNING FUND BALANCE	**4,281,946**	**3,711,649**	**5,240,552**	**5,240,552**	**5,043,525**	**(197,027)**	**(3.8%)**
ENDING FUND BALANCE	**$3,711,649**	**$5,240,552**	**$5,043,525**	**$5,043,525**	**$3,900,725**	**($1,142,800)**	**(22.7%)**

EMERALD ASH BORER (EAB) FUND (435)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES											
INTEREST INCOME			0	0	4,000	4,000	**3,000**	0	0	0	0
OTHER INCOME			0	12,866	0	0	**0**	0	0	0	0
TRANSFER IN FROM GENERAL FUND			600,000	0	0	0	**0**	0	0	0	0
TRANSFER IN FROM CAPITAL PROJECTS FUND			0	4,600,000	3,400,000	3,400,000	**0**	0	0	0	0
TOTAL REVENUES			600,000	4,612,866	3,404,000	3,404,000	**3,000**	0	0	0	0
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			171,005	228,518	333,100	333,100	**344,900**	253,600	0	0	0
Contractual Services			6,633	2,901	3,900	3,900	**4,500**	4,600	0	0	0
Commodities			12,445	12,622	10,000	10,000	**14,800**	5,000	0	0	0
Other Charges (EAB Treatment Rebate Program)			22,721	49,832	20,000	20,000	**55,000**	20,000	0	0	0
IMET Expense			0	27,371	0	0	**0**	0	0	0	0
SUBTOTAL - OPERATING EXPENDITURES			212,804	321,244	367,000	367,000	**419,200**	283,200	0	0	0
EQUIPMENT											
Operational Equipment - Public Works	--	EQ-94-01	6,877	0	0	0	**0**	0	0	0	0
SUBTOTAL - EQUIPMENT			6,877	0	0	0	**0**	0	0	0	0
STREETS											
Parkway Ash Tree Removal/Replacement Prog	3	ST-13-20	950,616	2,762,719	3,234,027	3,234,027	**726,600**	289,900	0	0	0
SUBTOTAL - STREETS			950,616	2,762,719	3,234,027	3,234,027	**726,600**	289,900	0	0	0
NON-OPERATING											
Transfer to General Fund			0	0	0	0	**0**	3,327,625	0	0	0
SUBTOTAL - NON-OPERATING			0	0	0	0	**0**	3,327,625	0	0	0
TOTAL EXPENDITURES			1,170,297	3,083,963	3,601,027	3,601,027	**1,145,800**	3,900,725	0	0	0
BEGINNING FUND BALANCE			4,281,946	3,711,649	5,240,552		**5,043,525**	3,900,725	0	0	0
REVENUES OVER (UNDER) EXPENDITURES			(570,297)	1,528,903	(197,027)	(197,027)	**(1,142,800)**	(3,900,725)	0	0	0
ENDING FUND BALANCE			3,711,649	5,240,552	5,043,525		**3,900,725**	0	0	0	0

EMERALD ASH BORER (EAB) FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
435-0000-461.02-00	Interest on Investments	0	7,140	4,000	4,000	**3,000**	(1,000)	(25.0%)
435-0000-462.10-00	Market Value Adjustments	0	5,726	0	0	**0**	0	N/A
	Interest Income	**0**	**12,866**	**4,000**	**4,000**	**3,000**	**(1,000)**	**(25.0%)**
435-0000-489.90-00	Other Income	0	0	0	0	**0**	0	N/A
	Other	**0**	**0**	**0**	**0**	**0**	**0**	**N/A**
435-0000-491.05-00	Operating Transfer In	600,000	4,600,000	3,400,000	3,400,000	**0**	(3,400,000)	(100.0%)
	Other Financing Sources	**600,000**	**4,600,000**	**3,400,000**	**3,400,000**	**0**	**(3,400,000)**	**(100.0%)**
	Total Emerald Ash Borer Fund	**600,000**	**4,612,866**	**3,404,000**	**3,404,000**	**3,000**	**(3,401,000)**	**(99.9%)**

EMERALD ASH BORER (EAB) FUND

EXPENDITURES

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
435-7101-531.10-01	Salaries	49,098	58,070	39,800	39,800	**61,800**	22,000	55.3%
435-7101-531.18-01	Temporary Help	8,633	12,044	46,000	46,000	**47,200**	1,200	2.6%
435-7101-531.18-05	Overtime Civilian	97,008	128,770	182,400	182,400	**164,400**	(18,000)	(9.9%)
	Salaries	**154,739**	**198,884**	**268,200**	**268,200**	**273,400**	**5,200**	**1.9%**
435-7101-531.19-01	Workers Compensation	4,300	4,400	3,000	3,000	**4,600**	1,600	53.3%
435-7101-531.19-05	Medical Insurance	100	9,600	6,600	6,600	**10,200**	3,600	54.5%
435-7101-531.19-10	IMRF	7,302	10,064	34,800	34,800	**35,700**	900	2.6%
435-7101-531.19-11	Social Security	3,699	4,511	16,600	16,600	**17,000**	400	2.4%
435-7101-531.19-12	Medicare	865	1,055	3,900	3,900	**4,000**	100	2.6%
	Fringe Benefits	**16,266**	**29,630**	**64,900**	**64,900**	**71,500**	**6,600**	**10.2%**
435-7101-531.20-40	General Insurance	1,600	1,700	1,200	1,200	**1,900**	700	58.3%
435-7101-531.22-05	Postage	1,053	0	0	0	**0**	0	N/A
435-7101-531.22-10	Printing	3,980	1,200	2,700	2,700	**2,600**	(100)	(3.7%)
	Contractual Services	**6,633**	**2,900**	**3,900**	**3,900**	**4,500**	**700**	**15.4%**
435-7101-531.31-85	Small Tools & Equipment	12,445	12,621	10,000	10,000	**14,800**	4,800	48.0%
	Commodities	**12,445**	**12,621**	**10,000**	**10,000**	**14,800**	**4,800**	**48.0%**
435-7101-531.40-86	EAB Treatment Rebate Prog	22,721	49,831	20,000	20,000	**55,000**	35,000	175.0%
435-9901-591.40-78	IMET Expense	0	27,378	0	0	**0**	0	N/A
	Other Charges	**22,721**	**77,209**	**20,000**	**20,000**	**55,000**	35,000	**175.0%**
435-7101-572.50-15	Other Equipment	6,877	0	0	0	**0**	0	N/A
435-7101-571.50-55	Other Capital Outlay	950,616	2,762,719	3,234,027	3,234,027	**726,600**	(2,507,427)	(77.5%)
	Capital Outlay	**957,493**	**2,762,719**	**3,234,027**	**3,234,027**	**726,600**	**(2,507,427)**	**(77.5%)**
	Total Public Works	**1,170,297**	**3,083,963**	**3,601,027**	**3,601,027**	**1,145,800**	**(2,455,177)**	**(68.2%)**
	Total Emerald Ash Borer Fund	**1,170,297**	**3,083,963**	**3,601,027**	**3,601,027**	**1,145,800**	**(2,455,177)**	**(68.2%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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

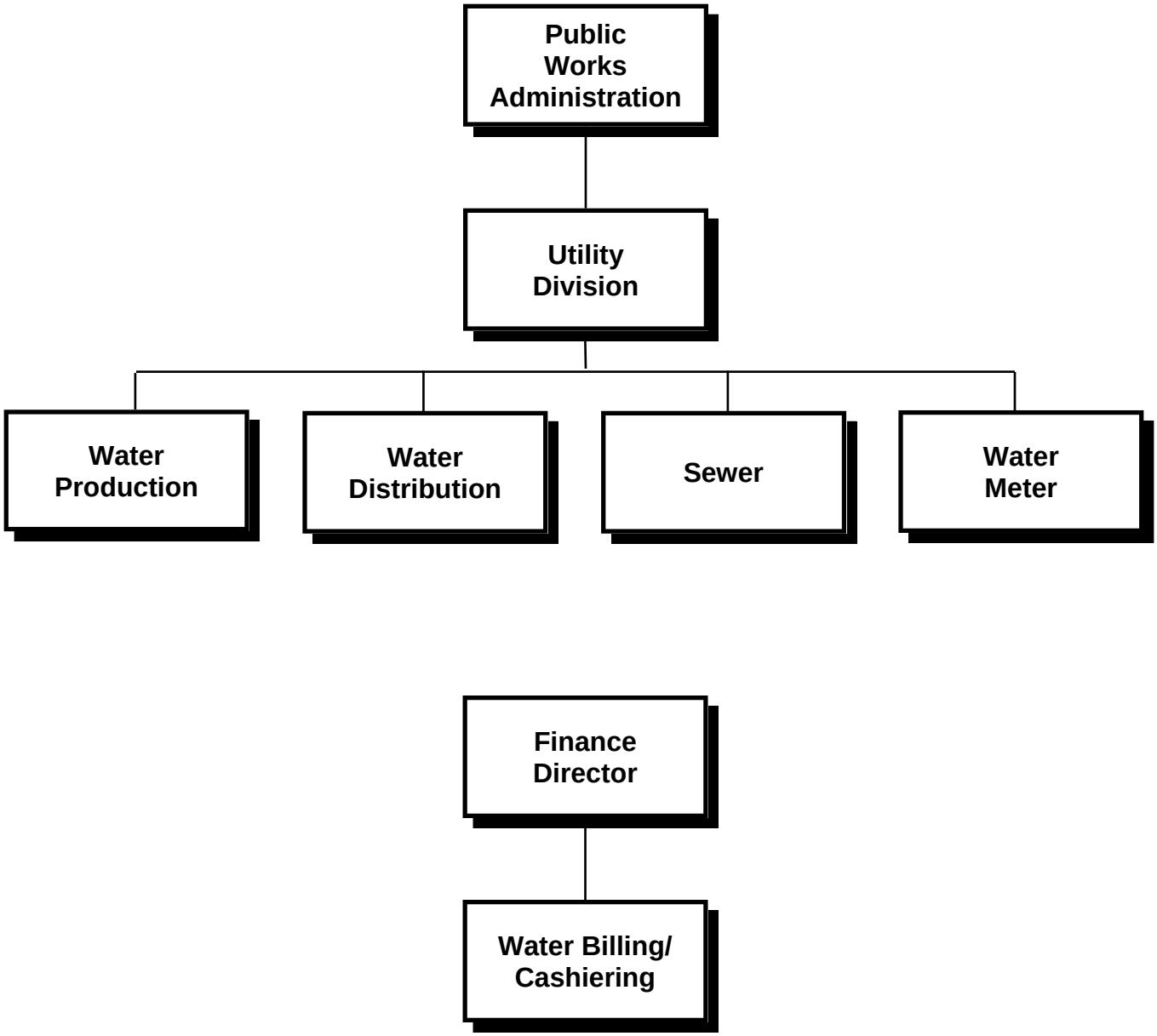
EXPENDITURE DETAIL

PUBLIC WORKS **7101**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
SALARIES:				
435-7101-531.10-01	Salaries	Salaries	39,800	61,800
435-7101-531.18-01	Temporary Help	Temporary Help	46,000	47,200
435-7101-531.18-05	Overtime Civilian	Overtime Civilian	182,400	164,400
		TOTAL SALARIES	**268,200**	**273,400**
FRINGE BENEFITS:				
435-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance	3,000	4,600
435-7101-531.19-05	Medical Insurance	Medical Insurance	6,600	10,200
435-7101-531.19-10	IMRF	IMRF	34,800	35,700
435-7101-531.19-11	Social Security	Social Security	16,600	17,000
435-7101-531.19-12	Medicare	Medicare	3,900	4,000
		TOTAL FRINGE BENEFITS	**64,900**	**71,500**
CONTRACTUAL SERVICES:				
435-7101-531.20-40	General Insurance	Liability and property insurance	1,200	1,900
435-7101-531.22-10	Printing	Printing	2,700	2,600
		TOTAL CONTRACTUAL SERVICES	**3,900**	**4,500**
COMMODITIES:				
435-7101-531.31-85	Small Tools & Equip	Misc. expendable hand tools & equipment	10,000	14,800
		TOTAL COMMODITIES	**10,000**	**14,800**
OTHER CHARGES:				
435-7101-531.40-86	EAB Treatment Rebate	EAB Treatment Rebate Program	20,000	55,000
		TOTAL OTHER CHARGES	**20,000**	**55,000**

PUBLIC WORKS (cont.) 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
435-7101-571.50-55	Other Capital Outlay	Parkway Ash Tree Removal/Replacement Program (ST1320)				
		Tree Services				
		Tree removals due to disease, accidents & disasters	1,138,400		146,330	
		Tree planting - replacement trees	1,153,600		380,520	
		Stump Removal	119,500		126,750	
		Street & Sidewalk Maintenance				
		Contract repairs of parkway damage	25,200		5,000	
		Equipment Rental				
		Equipment Rental	50,000		15,000	
		Disposal Services				
		Landfill charges and misc.	20,000		30,000	
		Agricultural Supplies				
		Materials for parkway & landscape restoration and maintenance:				
		Black dirt	36,000		1,000	
		Sod & seed	24,000		1,500	
		Fertilizers & weed killers	600		600	
		Gator bags	34,800		17,400	
		Chemical Ash Tree Treatment	0		2,500	
		Prior Year Encumbrance Carryover	631,927	3,234,027	0	726,600
		TOTAL CAPITAL OUTLAY		**3,234,027**		**726,600**
		TOTAL PUBLIC WORKS		**3,601,027**		**1,145,800**
		TOTAL EMERALD ASH BORER FUND		**3,601,027**		**1,145,800**


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.

► 2014-15 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 budget cycle, staff implemented a Central Purchasing System to consolidate commonly purchased janitorial supplies and personal protective equipment so that single bulk purchases are made to save on quantity discounts.

- ► **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**. However, as expectations of residents increase, the number of special events increase and our infrastructure ages, we are being forced to use more overtime than we have in the past.

- ► **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. Public Works staff has also begun collaborating with the Public Relations Coordinator to refresh and update the Village's website and to actively tweet out and post current activities to Facebook.

- ► **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. Beginning in 2016, the report will be available on the Village's website only, which will save on postage.

- ► **To continue implementation of cost-effective recommendations of an ongoing 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 that make our critical facilities hardened targets to terrorism to the degree possible.

- ► **To continue implementation of the Cartegraph work order system with the goal of achieving a paperless work order system.** In FY2015 staff began to experiment with tablets for selected personnel to receive work orders in the field.

► 2014-15 Status of Goals and Objectives (cont.)

- ► **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 fifth 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 replacement budget will increase dramatically over the next five years.

- ► **To improve notifications for maintenance and repair of water mains.** Funding has been increased over the next four years.

► 2016 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 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 funding increases over the next five years.

2016 Goals and Objectives (cont.)

- ► To continue using social media platforms such as Facebook, Twitter, and Instagram to raise community awareness of the Department's daily activities, promote infrastructure improvements, and to engage citizens.
- ► To continue the increase in watermain replacement every year with the goal of annually replacing 1% of the system in five years.
- ► To implement the approved 20-year water tank maintenance and painting program.
- ► To continue to evaluate and improve our 10-year Water and Sewer Capital Improvement Program.
- ► To expand the Central Purchasing Program so that it includes small tools and equipment and general maintenance materials.
- ► To replace our current Work Management System with the goal of achieving a paperless work order system through to the point that field personnel can receive and close out work requests in the field.
- ► To continue to inspect and schedule repairs for the 12" diameter and in our larger sewer collection system.
- ► Continue to improve internal communication to coordinate 5-year Water and Sewer Improvements and 5-year Roadway Reconstruction and Resurfacing Programs to ensure that underground improvements precede road reconstruction and resurfacing projects.

► Performance Measures

	Calendar Year		
	2012	2013	2014
1. **Water Distribution**			
(a) Main breaks	347	205	228
(b) Service repairs	454	469	396
(c) Utility locates	7,392	7,532	15,405
2. **Water Production**			
(a) Off-hour service calls (duty man callouts)	797	905	976
(b) Phone systems (buildings / voice mail / cell)	421	480	264
(c) Security systems (SCADA / key scan / camera)	250	251	246
3. **Sewer**			
(a) Root cutting (linear feet)	482,390	437,372	278,579
(b) Flushing (linear feet)	341,475	421,791	350,255
(c) Televising (linear feet)	7,015	14,275	1,922
(d) Catch basin repair	91	145	127
(e) Catch basin cleaning	794	949	371
(f) Utility locates	6,642	7,532	14,736
(g) Sewer lining (linear feet)	5,365	7,422	8,815
4. **Water Billing Activity**			
# of metered accounts	20,969	20,956	20,987
Water consumption billed (1,000 gallons)			
Residential	1,670,720	1,953,429	1,577,804
Commercial	731,177	824,700	670,045
Industrial	62,490	65,381	199,588
Apartments	25,725	29,916	27,117
Total Consumption Billed	2,490,112	2,873,426	2,474,584
Water/sewer revenues	$11,890,470	$13,241,794	$12,918,079
4. **Water Services**			
Final reads		1,164	1,335
Miscellaneous reads		6,021	4,557
Commercial reads		13,119	13,203
Residential reads	N/A	111,445	111,263
Meter repairs		634	709
High bill work orders		369	382
Low consumption work orders		650	516
Appointments		425	456

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Service Charges	14,152,307	14,020,948	9,812,500	11,757,900	**19,026,100**	7,268,200	61.8%
Interest Income	10,762	9,300	2,500	7,400	**11,000**	3,600	48.6%
Sales/Reimbursable/Rents	91,314	104,614	52,500	56,200	**84,000**	27,800	49.5%
Other	(67,429)	177,461	10,500	10,100	**15,000**	4,900	48.5%
Total Revenues	**$14,186,954**	**$14,312,323**	**$9,878,000**	**$11,831,600**	**$19,136,100**	**$7,304,500**	**61.7%**
Expenditures							
Personal Services	$5,785,780	$5,894,818	$4,042,400	$4,085,800	**$6,294,300**	$2,208,500	54.1%
Contractual Services	5,536,514	5,700,510	4,984,092	5,010,589	**6,264,500**	1,253,911	25.0%
Commodities	643,909	668,879	634,960	635,660	**749,400**	113,740	17.9%
Other Charges	1,501,686	1,539,347	1,103,700	1,203,700	**1,885,200**	681,500	56.6%
Capital Items	928,839	1,096,946	1,698,650	1,698,650	**4,070,500**	2,371,850	139.6%
Total Expenditures	**$14,396,728**	**$14,900,500**	**$12,463,802**	**$12,634,399**	**$19,263,900**	**$6,629,501**	**52.5%**
Interfund Transfers Out	0	0	25,000	50,000	**25,000**	(25,000)	(50.0%)
Total Expenditures and Interfund Transfers Out	**$14,396,728**	**$14,900,500**	**$12,488,802**	**$12,684,399**	**$19,288,900**	**$6,604,501**	**52.1%**
Revenues over (under) Expenditures	**($209,774)**	**($588,177)**	**($2,610,802)**	**($852,799)**	**($152,800)**	**$699,999**	**(82.1%)**
BEGINNING WORKING CASH	**5,537,375**	**5,327,601**	**4,739,424**	**4,739,424**	**2,128,622**	**(2,610,802)**	**(55.1%)**
ENDING WORKING CASH	**$5,327,601**	**$4,739,424**	**$2,128,622**	**$3,886,625**	**$1,975,822**	**($1,910,803)**	**(49.2%)**

WATER & SEWER FUND (505)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

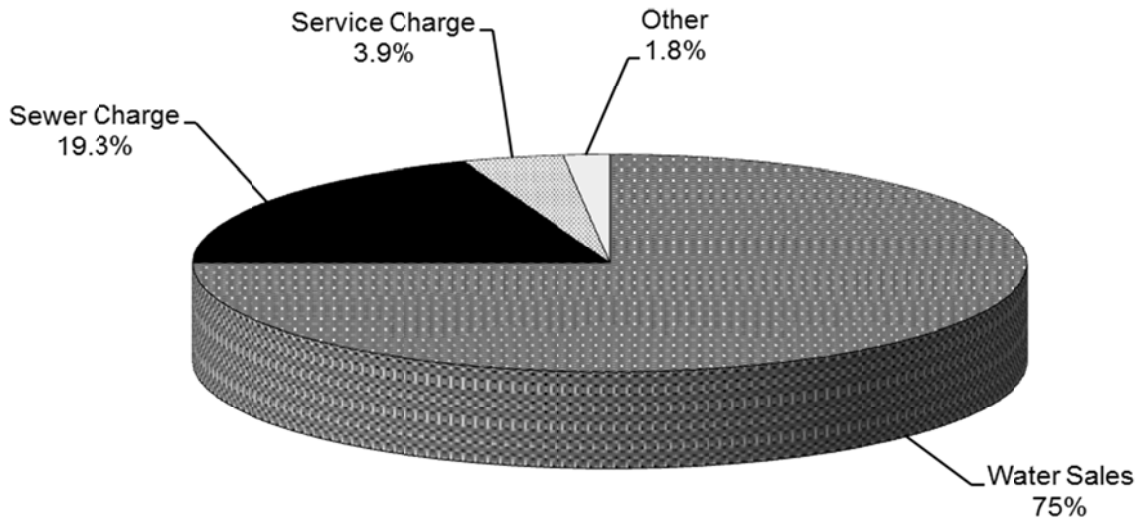
ACCOUNT DESCRIPTION	Note	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES												
Combined Rate Increase							**105.00%**	**119.00%**	**105.00%**	**105.00%**	**105.00%**	**100.00%**
WATER SALES				10,669,713	10,259,405	7,200,000	8,806,700	**14,352,000**	15,069,600	15,823,100	16,614,300	16,614,300
SEWER CHARGE				2,355,187	2,629,000	1,900,000	2,277,600	**3,692,000**	3,876,600	4,070,400	4,273,900	4,273,900
SERVICE CHARGE				766,014	768,629	502,500	502,500	**750,000**	750,000	750,000	750,000	750,000
OTHER CHARGES & FEES				361,393	363,914	210,000	171,100	**234,100**	234,100	234,100	234,100	234,100
INTEREST INCOME				10,762	9,300	2,500	7,400	**11,000**	11,000	11,000	11,000	11,000
SALES/REIMB./RENTS				91,314	104,614	52,500	56,200	**82,000**	82,000	82,000	82,000	82,000
OTHER				21,761	316,071	10,500	10,100	**15,000**	15,000	15,000	15,000	15,000
NWWC REVENUE				(89,190)	(138,610)	0	0	**0**	0	0	0	0
TOTAL REVENUES				14,186,954	14,312,323	9,878,000	11,831,600	**19,136,100**	20,038,300	20,985,600	21,980,300	21,980,300
EXPENDITURES												
OPERATING EXPENDITURES												
Personal Services				5,785,780	5,894,817	4,103,700	4,147,100	**6,294,300**	6,547,600	6,821,100	7,162,155	7,520,263
Contractual Services				2,065,417	2,158,225	2,127,092	2,153,589	**2,434,100**	2,492,500	2,550,700	2,601,714	2,653,748
Northwest Water Commission				3,471,097	3,542,286	2,857,000	2,857,000	**3,830,400**	3,830,400	3,830,400	3,830,400	3,830,400
Commodities				643,909	668,878	634,960	635,660	**749,400**	966,500	985,800	1,005,516	1,025,626
Other Charges				1,451,686	1,495,781	967,400	967,400	**1,585,200**	1,628,300	1,676,800	1,710,336	1,744,543
IMET Expense				0	18,566	0	0	**0**	0	0	0	0
SUBTOTAL - OPERATING EXPENDITURES				13,417,889	13,778,553	10,690,152	10,760,749	**14,893,400**	15,465,300	15,864,800	16,310,121	16,774,580
BUILDING & LAND												
Public Works Annex Improvements	(1)	4	BL-93-02	17,096	1,518	23,379	23,379	**20,000**	20,000	20,000	20,000	20,000
Roof Maintenance Program	(2)	5	BL-95-06	0	38,050	78,000	78,000	**103,300**	0	0	170,000	197,800
SUBTOTAL - BUILDING & LAND				17,096	39,568	101,379	101,379	**123,300**	20,000	20,000	190,000	217,800
EQUIPMENT												
Operational Equipment - Public Works	(3)	6	EQ-94-01	87,727	117,546	176,433	176,433	**139,700**	211,000	101,000	124,500	150,000
Office Equipment		9	EQ-95-03	10,740	20,196	12,500	12,500	**22,500**	15,000	15,000	15,000	15,000
Emergency Generator Upgrades/Replacement		10	EQ-99-02	0	104	35,000	35,000	**805,700**	10,000	30,000	879,500	10,000
SCADA Enhancements		11	EQ-15-25	0	0	8,000	8,000	**30,000**	10,000	30,000	58,000	60,000
Pumps & Motor Controls Rehab/Replacement		12	EQ-15-30	0	0	61,300	61,300	**94,900**	72,700	189,100	155,400	141,400
Asset Based Work Management System	(4)	13	EQ-16-15	0	0	0	0	**51,200**	0	0	0	0
SUBTOTAL - EQUIPMENT				98,467	137,846	293,233	293,233	**1,144,000**	318,700	365,100	1,232,400	376,400
SEWER												
Sewer Rehab/Replacement Program		14	SW-90-01	269,204	276,194	300,000	300,000	**325,000**	350,000	375,000	400,000	425,000
Sewer Back-up Rebate Program		15	SW-15-01	50,000	25,000	25,000	25,000	**100,000**	100,000	100,000	100,000	100,000
Regent Park Gravity Sewer		16	SW-20-01	0	0	0	0	**0**	0	0	0	80,000
SUBTOTAL - SEWER				319,204	301,194	325,000	325,000	**425,000**	450,000	475,000	500,000	605,000
WATER												
Watermain Replacement Program		17	WA-90-01	322,193	392,418	566,414	566,414	**1,000,000**	1,500,000	2,000,000	2,500,000	3,000,000
Automatic Meter Reading System		18	WA-03-02	0	14,914	174,224	174,224	**318,300**	633,800	652,800	672,400	737,300
Water Tank Repainting		19	WA-11-01	0	236,007	237,600	237,600	**868,200**	936,900	0	1,456,900	875,000
Deep Well Rehabilitation		20	WA-11-02	221,879	0	25,800	25,800	**291,700**	27,300	28,100	0	0
SUBTOTAL - WATER				544,072	643,339	1,004,038	1,004,038	**2,478,200**	3,098,000	2,680,900	4,629,300	4,612,300
TOTAL CAPITAL EXPENDITURES				978,839	1,121,947	1,723,650	1,723,650	**4,170,500**	3,886,700	3,541,000	6,551,700	5,811,500
TRANSFER TO HEALTH INSURANCE FUND				0	0	25,000	50,000	**25,000**	25,000	25,000	25,000	25,000
OPERATING CONTINGENCY				0	0	50,000	150,000	**200,000**	0	0	0	0
TOTAL EXPENDITURES				14,396,728	14,900,500	12,488,802	12,684,399	**19,288,900**	19,377,000	19,430,800	22,886,821	22,611,080
BEGINNING WORKING CASH				5,537,375	5,327,601	4,739,424		**2,128,622**	1,975,822	2,637,122	4,191,922	3,285,401
REVENUES OVER (UNDER) EXPENDS.				(209,774)	(588,177)	(2,610,802)	(852,799)	**(152,800)**	661,300	1,554,800	(906,521)	(630,780)
ENDING WORKING CASH				5,327,601	4,739,424	2,128,622		**1,975,822**	2,637,122	4,191,922	3,285,401	2,654,621
Working Cash as % of Expenditures				37%	32%	17%		**10%**	14%	22%	14%	12%

WATER & SEWER FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
505-0000-452.42-00	Water Sales	10,669,713	10,259,405	7,200,000	8,806,700	**14,352,000**	5,545,300	63.0%
505-0000-452.43-00	Sewer Charge	2,355,187	2,629,000	1,900,000	2,277,600	**3,692,000**	1,414,400	62.1%
505-0000-452.44-00	Construction Use Sales	0	0	0	500	**500**	0	0.0%
505-0000-452.45-00	Service Charge	766,014	768,629	502,500	502,500	**750,000**	247,500	49.3%
505-0000-452.46-00	Water Connection Fees	78,791	134,787	60,000	30,000	**30,000**	0	0.0%
505-0000-452.48-00	Sewer Connection Fees	5,300	4,050	1,600	1,500	**1,500**	0	0.0%
505-0000-452.50-00	Water Capital Fees	79,793	32,990	24,400	15,000	**15,000**	0	0.0%
505-0000-452.52-00	Backflow Testing Fees	100,866	97,360	63,700	63,700	**95,000**	31,300	49.1%
505-0000-452.53-00	Penalty Late Payment	96,643	94,727	60,300	60,300	**90,000**	29,700	49.3%
505-0000-452.90-00	Service Reinstatement Fee	0	0	0	100	**100**	0	0.0%
	Charges for Services	**14,152,307**	**14,020,948**	**9,812,500**	**11,757,900**	**19,026,100**	**7,268,200**	**61.8%**
505-0000-461.02-00	Interest on Investments	5,425	4,627	2,500	7,400	**11,000**	3,600	48.6%
505-0000-462.10-00	Market Value Adjustments	5,337	4,673	0	0	**0**	0	N/A
	Interest Income	**10,762**	**9,300**	**2,500**	**7,400**	**11,000**	**3,600**	**48.6%**
505-0000-471.20-00	Damage to Hydrants	11,570	0	0	1,300	**2,000**	700	53.8%
	Property Damage	**11,570**	**0**	**0**	**1,300**	**2,000**	**700**	**53.8%**
505-0000-472.28-00	Sale of Scrap	13,850	495	10,300	1,300	**2,000**	700	53.8%
505-0000-472.30-00	Sale of Water Meters	63,144	90,089	40,200	40,200	**60,000**	19,800	49.3%
505-0000-472.32-00	Sale of Backflow Prevent	2,750	14,030	2,000	13,400	**20,000**	6,600	49.3%
	Sales & Rents	**79,744**	**104,614**	**52,500**	**54,900**	**82,000**	**27,100**	**49.4%**
505-0000-489.90-00	Other Income	21,761	316,071	10,500	10,100	**15,000**	4,900	**48.5%**
	Other	**21,761**	**316,071**	**10,500**	**10,100**	**15,000**	**4,900**	**48.5%**
505-0000-491.98-00	NWWC Revenue	(89,190)	(138,610)	0	0	**0**	0	N/A
	Other Financing Sources	**(89,190)**	**(138,610)**	**0**	**0**	**0**	**0**	**N/A**
	Total Water & Sewer Fund	**14,186,954**	**14,312,323**	**9,878,000**	**11,831,600**	**19,136,100**	**7,304,500**	**61.7%**

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.

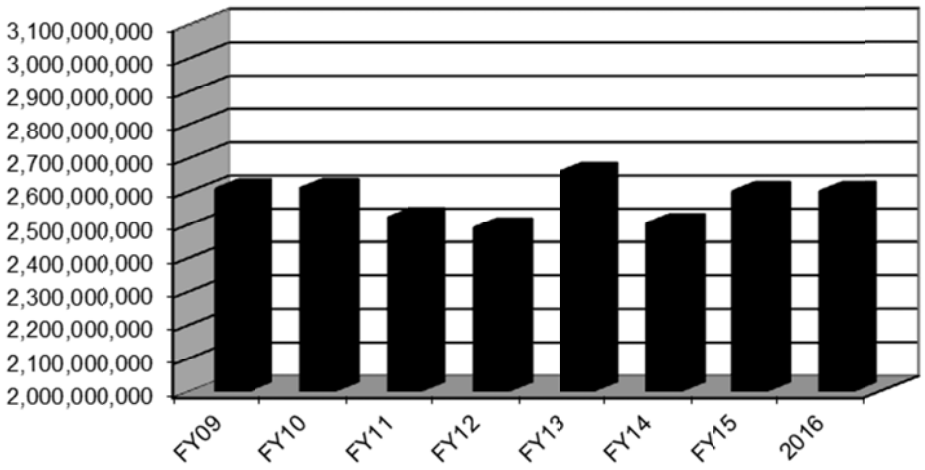
As needed, water rate studies are conducted to insure adequate system maintenance and improvements are provided for. Effective January 1, 2016 water rates will increase 88¢ per 1,000 gallons and sewer rates will increase 22¢ per 1,000 gallons. Reserve balances are also reviewed so that emergency situations 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 $5.52/1,000 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)
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 Actual	10,669,713	2,355,187	766,014	13,790,914	(216,427)	(1.55%)
2015 Actual	10,259,405	2,629,000	768,629	13,657,034	(133,880)	(0.97%)
8-Mo.Dec. 2015 Est. Actual	7,200,000	1,900,000	502,500	9,602,500	(4,054,534)	(29.69%)
2016 Budget	14,352,000	3,692,000	750,000	18,794,000	9,191,500	95.72%

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 $1.42/1,000 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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
505-0501-503.10-01	Salaries	526,029	545,077	362,300	395,500	**578,400**	182,900	46.2%
505-0501-503.18-01	Temporary Help	0	0	700	700	**1,100**	400	57.1%
505-0501-503.18-05	Overtime Civilian	0	0	300	300	**500**	200	66.7%
	Salaries	**526,029**	**545,077**	**363,300**	**396,500**	**580,000**	**183,500**	**46.3%**
505-0501-503.19-01	Workers Compensation	1,100	1,100	800	800	**1,200**	400	50.0%
505-0501-503.19-05	Medical Insurance	96,600	101,200	74,100	74,100	**128,900**	54,800	74.0%
505-0501-503.19-10	IMRF	74,131	74,120	47,000	51,300	**75,700**	24,400	47.6%
505-0501-503.19-11	Social Security	31,687	32,782	22,500	24,600	**36,000**	11,400	46.3%
505-0501-503.19-12	Medicare	7,411	7,667	5,300	5,700	**8,400**	2,700	47.4%
	Fringe Benefits	**210,929**	**216,869**	**149,700**	**156,500**	**250,200**	**93,700**	**59.9%**
505-0501-503.20-05	Professional Services	12,915	14,100	9,400	15,800	**16,100**	300	1.9%
505-0501-503.21-65	Other Services	76,212	73,450	48,966	57,300	**87,200**	29,900	52.2%
505-0501-503.22-03	Training	0	10	700	700	**1,000**	300	42.9%
505-0501-503.22-05	Postage	56,635	61,105	40,737	44,900	**68,400**	23,500	52.3%
505-0501-503.22-10	Printing	10,460	7,007	4,600	12,200	**12,500**	300	2.5%
505-0501-503.22-25	IT/GIS Service Charge	92,200	93,800	71,800	71,800	**57,700**	(14,100)	(19.6%)
	Contractual Services	**248,422**	**249,472**	**176,203**	**202,700**	**242,900**	**40,200**	**19.8%**
505-0501-503.30-05	Office Supplies & Equip	1,241	0	2,000	2,700	**4,200**	1,500	55.6%
	Commodities	**1,241**	**0**	**2,000**	**2,700**	**4,200**	**1,500**	**55.6%**
505-0501-503.40-87	Sewer Backup Rebate Prg	50,000	25,000	25,000	25,000	**100,000**	75,000	300.0%
	Other Charges	**50,000**	**25,000**	**25,000**	**25,000**	**100,000**	**75,000**	**300.0%**
	Total Finance	**1,036,621**	**1,036,418**	**716,203**	**783,400**	**1,177,300**	**393,900**	**50.3%**

WATER & SEWER FUND

EXPENDITURES

Water Utility Operations 7201

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
505-7201-561.10-01	Salaries	3,009,205	3,174,891	2,198,300	2,198,300	**3,351,800**	1,153,500	52.5%
505-7201-561.18-01	Temporary Help	16,468	17,389	27,900	27,900	**28,600**	700	2.5%
505-7201-561.18-05	Overtime Civilian	323,330	239,219	222,600	222,600	**390,500**	167,900	75.4%
	Salaries	**3,349,003**	**3,431,499**	**2,448,800**	**2,448,800**	**3,770,900**	**1,322,100**	**54.0%**
505-7201-561.19-01	Workers Compensation	222,500	229,200	158,200	158,200	**243,200**	85,000	53.7%
505-7201-561.19-05	Medical Insurance	642,500	690,600	424,800	424,800	**682,900**	258,100	60.8%
505-7201-561.19-10	IMRF	498,270	490,201	311,500	313,700	**482,600**	168,900	53.8%
505-7201-561.19-11	Social Security	213,751	216,919	150,800	151,800	**230,500**	78,700	51.8%
505-7201-561.19-12	Medicare	50,141	51,003	35,300	35,500	**54,000**	18,500	52.1%
505-7201-561.19-15	Compensated Absences	72,657	23,450	0	0	**0**	0	N/A
	Fringe Benefits	**1,699,819**	**1,701,373**	**1,080,600**	**1,084,000**	**1,693,200**	**609,200**	**56.2%**
505-7201-561.20-05	Professional Services	30,027	36,142	63,539	63,539	**55,900**	(7,639)	(12.0%)
505-7201-561.20-40	General Insurance	51,400	54,000	38,000	38,000	**59,600**	21,600	56.8%
505-7201-561.21-02	Equipment Maintenance	42,827	17,583	51,350	51,350	**50,000**	(1,350)	(2.6%)
505-7201-561.21-03	Radio Maintenance	0	0	700	700	**0**	(700)	(100.0%)
505-7201-561.21-11	Building Maintenance	2,611	808	3,400	3,400	**5,000**	1,600	47.1%
505-7201-561.21-20	Pumping Station Maint	8,145	16,377	11,600	11,600	**18,000**	6,400	55.2%
505-7201-561.21-25	Sewer Collection System	9,623	11,808	15,000	15,000	**15,000**	0	0.0%
505-7201-561.21-30	Water Distribution System	197,174	319,891	365,100	365,100	**365,100**	0	0.0%
505-7201-561.21-35	Meter Installation	183,299	150,608	184,500	184,500	**185,000**	500	0.3%
505-7201-561.21-36	Equipment Rental	128,701	99,828	182,000	182,000	**185,000**	3,000	1.6%
505-7201-561.21-50	Utility Services	351,476	372,787	261,100	261,100	**384,000**	122,900	47.1%
505-7201-561.21-53	Northwest Water Com	3,471,097	3,542,286	2,857,000	2,857,000	**3,830,400**	973,400	34.1%
505-7201-561.21-62	Disposal Services	29,559	29,683	73,400	73,400	**73,400**	0	0.0%
505-7201-561.21-65	Other Services	45,991	58,479	47,900	47,900	**61,000**	13,100	27.3%
505-7201-561.22-02	Dues	6,346	4,914	3,600	3,600	**5,000**	1,400	38.9%
505-7201-561.22-03	Training	13,748	10,002	11,600	11,600	**14,600**	3,000	25.9%
505-7201-561.22-05	Postage	1,907	234	2,800	2,800	**2,200**	(600)	(21.4%)
505-7201-561.22-10	Printing	1,702	1,284	1,200	1,200	**1,800**	600	50.0%
505-7201-561.22-20	Annual Consumer Report	12,290	12,738	14,300	14,300	**10,000**	(4,300)	(30.1%)
505-7201-561.22-25	IT/GIS Service Charge	163,100	186,200	140,600	140,600	**153,100**	12,500	8.9%
505-7201-561.22-30	Claims & Refunds	34,278	56,427	10,200	10,200	**10,000**	(200)	(2.0%)
505-7201-561.22-37	Vehicle/Equip Lease Chrg	425,800	399,900	417,000	417,000	**507,500**	90,500	21.7%
505-7201-561.22-70	Telephone Services	76,991	69,060	52,000	52,000	**30,000**	(22,000)	(42.3%)
	Contractual Services	**5,288,092**	**5,451,039**	**4,807,889**	**4,807,889**	**6,021,600**	**1,213,711**	**25.2%**

Water Utility Operations (continued) 7201

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
505-7201-561.30-01	Publications Periodicals	0	190	300	300	**500**	200	66.7%
505-7201-561.30-05	Office Supplies & Equip	4,668	5,039	3,400	3,400	**5,200**	1,800	52.9%
505-7201-561.30-30	Data System Supplies	394	858	1,700	1,700	**1,700**	0	0.0%
505-7201-561.30-35	Clothing	18,157	17,026	16,759	16,759	**24,700**	7,941	47.4%
505-7201-561.30-50	Petroleum Products	84,766	69,753	62,100	62,100	**72,800**	10,700	17.2%
505-7201-561.31-01	Water Distribution Sup	128,781	172,555	155,985	155,985	**177,500**	21,515	13.8%
505-7201-561.31-02	Meters Backflow Devices	125,493	99,209	98,401	98,401	**136,000**	37,599	38.2%
505-7201-561.31-05	Pumping and Storage Sup	9,736	8,737	25,416	25,416	**25,000**	(416)	(1.6%)
505-7201-561.31-07	Sewer Collection Supplies	28,790	19,022	48,900	48,900	**26,000**	(22,900)	(46.8%)
505-7201-561.31-40	Agricultural Supplies	5,407	11,612	13,300	13,300	**13,300**	0	0.0%
505-7201-561.31-55	Building Supplies	7,713	12,053	8,200	8,200	**12,500**	4,300	52.4%
505-7201-561.31-60	Chemicals	11,990	2,899	8,900	8,900	**10,000**	1,100	12.4%
505-7201-561.31-65	Other Equip & Supplies	55,145	98,427	54,800	54,800	**80,000**	25,200	46.0%
505-7201-561.31-85	Small Tools and Equipment	16,939	11,826	12,000	12,000	**15,000**	3,000	25.0%
505-7201-561.31-90	Street and Sidewalk Sup	115,947	132,492	101,629	101,629	**125,000**	23,371	23.0%
505-7201-561.33-05	Other Supplies	28,742	7,180	21,170	21,170	**20,000**	(1,170)	(5.5%)
	Commodities	**642,668**	**668,878**	**632,960**	**632,960**	**745,200**	**112,240**	**17.7%**
505-7201-561.40-75	Administrative Serv Charge	1,437,900	1,481,000	1,022,000	1,022,000	**1,571,200**	549,200	53.7%
505-7201-561.40-77	Bad Debt Expense	1,346	1,389	0	0	**0**	0	N/A
505-7201-561.40-79	OPEB Liability Expense	12,440	13,392	6,700	6,700	**14,000**	7,300	109.0%
	Other Charges	**1,451,686**	**1,495,781**	**1,028,700**	**1,028,700**	**1,585,200**	**556,500**	**54.1%**
505-7201-561.50-10	Office Equipment	10,740	20,196	12,500	12,500	**22,500**	10,000	80.0%
505-7201-561.50-10	Office Equip - Asset Work	0	0	0	0	**51,200**	51,200	N/A
505-7201-561.50-15	Other Equipment	87,727	138,644	280,733	280,733	**1,070,300**	789,567	281.3%
505-7201-561.50-20	Building Improvements	17,096	39,568	101,379	101,379	**123,300**	21,921	21.6%
505-7201-561.50-95	Fixed Asset Acquisition	0	(20,995)	0	0	**0**	0	N/A
	Capital Outlay	**115,563**	**177,413**	**394,612**	**394,612**	**1,267,300**	**872,688**	**221.2%**
	Total Water Utility Operations	**12,546,831**	**12,925,983**	**10,393,561**	**10,396,961**	**15,083,400**	**4,686,439**	**45.1%**

Capital Projects 9001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
505-9001-571.50-25	Construction in Progress	813,276	919,533	1,304,038	1,304,038	**2,803,200**	1,499,162	115.0%
	Capital Outlay	**813,276**	**919,533**	**1,304,038**	**1,304,038**	**2,803,200**	**1,499,162**	**115.0%**
	Total Capital Projects	**813,276**	**919,533**	**1,304,038**	**1,304,038**	**2,803,200**	**1,499,162**	**115.0%**

WATER & SEWER FUND

EXPENDITURES

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
505-9901-591.40-78	IMET Expense	0	18,566	0	0	**0**	0	N/A
505-9901-591.40-96	Operating Contingency	0	0	50,000	150,000	**200,000**	50,000	33.3%
505-9901-591.90-05	Operating Transfer Out	0	0	25,000	50,000	**25,000**	(25,000)	(50.0%)
	Other Financing Uses	**0**	**18,566**	**75,000**	**200,000**	**225,000**	**25,000**	**12.5%**
	Total Non-Operating	**0**	**18,566**	**75,000**	**200,000**	**225,000**	**25,000**	**12.5%**
	Total Water & Sewer Fund	**14,396,728**	**14,900,500**	**12,488,802**	**12,684,399**	**19,288,900**	**6,604,501**	**52.1%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1705	Customer Service Supervisor	B21	1.00	1.00	
1735	Administrative Assistant II	B21	1.00	1.00	
1710	Account Clerk II	A13	6.00	6.00	
1806	Accounting Assistant	A13	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 8-Months Dec. 2015	2016	+ (-)
101	General Fund	9.50	9.50	
505	Water & Sewer Fund	8.50	8.50	
	Total F-T-E All Funds	**18.00**	**18.00**	**0.00**

FINANCE 0501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
505-0501-503.10-01	Salaries	Salaries		395,500		578,400
505-0501-503.18-01	Temporary Help	Temporary Help		700		1,100
505-0501-503.18-05	Overtime Civilian	Overtime Civilian		300		500
		TOTAL SALARIES		**396,500**		**580,000**
FRINGE BENEFITS:						
505-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance		800		1,200
505-0501-503.19-05	Medical Insurance	Medical Insurance		74,100		128,900
505-0501-503.19-10	IMRF	IMRF		51,300		75,700
505-0501-503.19-11	Social Security	Social Security		24,600		36,000
505-0501-503.19-12	Medicare	Medicare		5,700		8,400
		TOTAL FRINGE BENEFITS		**156,500**		**250,200**
CONTRACTUAL SERVICES:						
505-0501-503.20-05	Professional Services	Annual audit (30% share)	13,700		14,000	
		Annual actuarial valuation of post employment benefits (30% share)	2,100	15,800	2,100	16,100
505-0501-503.21-65	Other Services	Outsourcing of water billing services	13,500		19,900	
		Bank fees for credit card payment program	30,800		47,600	
		Bank service charges, lien filing and processing	13,000	57,300	19,700	87,200
505-0501-503.22-03	Training	GFOA programs		700		1,000
505-0501-503.22-05	Postage	Mailing of water bills and notices		44,900		68,400
505-0501-503.22-10	Printing	Water bills, envelopes and shut off notices		12,200		12,500
505-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		71,800		57,700
		TOTAL CONTRACTUAL SERVICES		**202,700**		**242,900**
COMMODITIES:						
505-0501-503.30-05	Office Supplies & Equip	Miscellaneous supplies & equipment		2,700		4,200
		TOTAL COMMODITIES		**2,700**		**4,200**

FINANCE (cont.) **0501**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
505-0501-503.40-87	Sewer Backup Rebate Prg	Sanitary sewer flood prevention rebate program (SW1501)	25,000	100,000
		TOTAL OTHER CHARGES	**25,000**	**100,000**
		TOTAL FINANCE	**783,400**	**1,177,300**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
505-7201-561.10-01	Salaries	Salaries		2,198,300		3,351,800
505-7201-561.18-01	Temporary Help	Temporary Help		27,900		28,600
505-7201-561.18-05	Overtime Civilian	Overtime Civilian		222,600		390,500
		TOTAL SALARIES		**2,448,800**		**3,770,900**
FRINGE BENEFITS:						
505-7201-561.19-01	Workers' Compensation	Workers' Compensation Insurance		158,200		243,200
505-7201-561.19-05	Medical Insurance	Medical Insurance		424,800		682,900
505-7201-561.19-10	IMRF	IMRF		313,700		482,600
505-7201-561.19-11	Social Security	Social Security		151,800		230,500
505-7201-561.19-12	Medicare	Medicare		35,500		54,000
		TOTAL FRINGE BENEFITS		**1,084,000**		**1,693,200**
CONTRACTUAL SERVICES:						
505-7201-561.20-05	Professional Services	Samples - Environmental Protection Agency & others, incl. lead sampling	28,100		28,100	
		Consulting engineer studies	27,800		27,800	
		Prior Year Encumbrance Carryover	7,639	63,539	0	55,900
505-7201-561.20-40	General Insurance	Liability and property insurance		38,000		59,600
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	26,900		30,900	
		Emergency generator maintenance	8,900		8,900	
		AMR support	10,200		10,200	
		Prior Year Encumbrance Carryover	5,350	51,350	0	50,000
505-7201-561.21-03	Radio Maintenance	Maintenance of 2-way radios & pagers		700		0
505-7201-561.21-11	Building Maintenance	Miscellaneous building repairs	2,400		5,000	
		Door replacement	1,000	3,400	0	5,000
505-7201-561.21-20	Pumping Station Maint	Miscellaneous pump repairs		11,600		18,000
505-7201-561.21-25	Sewer Collection Systems	Lift station repairs	7,500		7,500	
		Emergency repairs	7,500	15,000	7,500	15,000

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

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
505-7201-561.21-30	Water Distribution System	Contract landscape and pavement repairs for main break damage	347,800		347,800	
		Emergency repairs	17,300	365,100	17,300	365,100
505-7201-561.21-35	Meter Installation	Installation of replacement meters, testing and repair of larger meters and backflow preventers		184,500		185,000
505-7201-561.21-36	Equipment Rental	Misc. rental of tapping equipment, tools, etc.	4,300		4,300	
		Debris and spoil hauling	151,700		151,700	
		Heavy equipment rental	26,000	182,000	29,000	185,000
505-7201-561.21-50	Utility Services	Electrical energy for pumping water, operating lift stations & misc. uses; natural gas for standby power (minimum charges)		261,100		384,000
505-7201-561.21-53	Northwest Water Comm	Contribution per Commission agreement		2,857,000		3,830,400
505-7201-561.21-62	Disposal Services	Disposal and landfill		73,400		73,400
505-7201-561.21-65	Other Services	Turf/landscape maintenance	26,500		26,600	
		JULIE charge	0		13,000	
		State of Illinois NPDES permit fees (State mandate)	21,400	47,900	21,400	61,000
505-7201-561.22-02	Dues	Dues		3,600		5,000
505-7201-561.22-03	Training	Production Unit				
		Illinois Section AWWA Annual Meeting	0		2,400	
		AWWA Conference	2,200		0	
		Continuing education for licensed water operators	1,400		1,400	
		Miscellaneous seminars	300		300	
		Distribution Unit				
		AWWA Conference	2,000		0	
		Miscellaneous seminars	200		200	
		Sewer Unit				
		Sewer Cleaner Symposium (Federal Mandate Requirement)	0		2,400	
		Administration				
		AWWA Annual programs	4,800		2,000	
		Illinois Section AWWA Annual Meeting	0		2,400	
		WEFTEC	0		2,800	
		Miscellaneous meeting expenses	700	11,600	700	14,600
505-7201-561.22-05	Postage	Misc. postage and freight charges	2,100		1,500	
		Bi-weekly & monthly water sample shipping	700	2,800	700	2,200
505-7201-561.22-10	Printing	Misc. notices, door hangers, envelopes, work management sheets		1,200		1,800

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

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
505-7201-561.22-20	Annual Consumer Report	Publication of "Consumer Confidence Report" (Federal mandate)		14,300		10,000
505-7201-561.22-25	IT/GIS Service Charge	IT/GIS service charge		140,600		153,100
505-7201-561.22-30	Claims and Refunds	Overpayment refunds, damage claims, reimbursement for maintenance due to system malfunctions		10,200		10,000
505-7201-561.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		417,000		507,500
505-7201-561.22-70	Telephone Services	Leased lines for monitoring utility system; cell phone charges		52,000		30,000
		TOTAL CONTRACTUAL SERVICES		**4,807,889**		**6,021,600**
COMMODITIES:						
505-7201-561.30-01	Publications/Periodicals	Miscellaneous publications		300		500
505-7201-561.30-05	Office Supplies & Equip.	General office supplies		3,400		5,200
505-7201-561.30-30	Data Systems Supplies	Charts, paper, mag tapes	700		700	
		Control boards	300		300	
		Miscellaneous electronic supplies	700	1,700	700	1,700
505-7201-561.30-35	Clothing	Uniform rental and cleaning	6,500		3,700	
		Miscellaneous clothing	4,200		10,400	
		Safety glasses, goggles, hard hats, safety shoes and misc safety equip.	3,400		0	
		Trench excavation hard hats	1,500		0	
		Personal Protective Equipment	0		10,600	
		Prior Year Encumbrance Carryover	1,159	16,759	0	24,700
505-7201-561.30-50	Petroleum Products	Fuel for vehicles and equipment		62,100		72,800
505-7201-561.31-01	Water Distrib Supplies	Pipes, fittings, valves, vaults	34,200		0	
		Hydrants	47,800		0	
		Clamps and cut-in-sleeves	34,200		138,500	
		Service supplies	14,700		20,000	
		Hydrant paint	2,100		0	
		Damage repair (reimbursable)	1,700		3,500	
		New water tap & water service (resale)	8,200		9,000	
		Submersible pumps (110 volt)	2,100		2,500	
		Miscellaneous	3,400		4,000	
		Prior Year Encumbrance Carryover	7,585	155,985	0	177,500
505-7201-561.31-02	Meters/Backflow Devices	Meter repair parts	27,300		40,000	
		Backflow prevention	17,100		25,000	
		Meters (exchange/replace)	27,300		40,000	
		Water meters (resale)	13,700		25,000	
		Backflow (resale)	5,500		6,000	
		Prior Year Encumbrance Carryover	7,501	98,401	0	136,000

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

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
505-7201-561.31-05	Pumping/Storage Supplies	Replacement materials for pipes, pumps, pump parts, etc.	20,500		25,000	
		Prior Year Encumbrance Carryover	4,916	25,416	0	25,000
505-7201-561.31-07	Sewer Collection Supplies	Sewer pipe, manholes, catch basins	18,400		6,500	
		Sand, brick, cement, rings	6,100		6,500	
		Sewer clamps and covers	12,200		6,500	
		Frames and grates	12,200	48,900	6,500	26,000
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	8,200		8,200	
		Sod, seed and plants	4,100		4,100	
		Fertilizers and chemicals	1,000	13,300	1,000	13,300
505-7201-561.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & building repairs		8,200		12,500
505-7201-561.31-60	Chemicals	Chlorine gas	3,400		3,900	
		Test kits, buffer solution & misc supplies	3,400		3,900	
		Grease emulsifier	2,100	8,900	2,200	10,000
505-7201-561.31-65	Other Equip. & Supplies	Telemetry cabinet modifications	2,400		5,000	
		Pump controller/sequencer modifications	1,400		2,000	
		Electrical control parts, breakers	3,300		5,000	
		Engine/generator supplies	1,400		5,000	
		Electric cables	1,500		2,000	
		Batteries	3,100		5,000	
		Hoses (sewer flusher)	4,900		10,000	
		Miscellaneous supplies	3,300		5,000	
		Concrete blades & root cutters	9,100		15,000	
		Sewer televising system supplies	1,700		2,000	
		Root cutters, blades & shoes	5,900		8,000	
		Chlorine system components	5,500		6,000	
		Magnetic valve box locators (2)	1,000		1,000	
		SCADA computer	5,500		6,000	
		Transducers	4,800	54,800	3,000	80,000
505-7201-561.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment		12,000		15,000
505-7201-561.31-90	Street & Sidewalk Supplies	Materials for restoration of streets and parkways due to water main breaks and repairs:				
		Asphalt	15,900		15,000	
		Concrete	2,800		28,000	
		Gravel	58,200		75,000	
		Miscellaneous materials	7,100		7,000	
		Prior Year Encumbrance Carryover	17,629	101,629	0	125,000
505-7201-561.33-05	Other Supplies	Misc. equipment and supplies		21,170		20,000
		TOTAL COMMODITIES		**632,960**		**745,200**

WATER UTILITY OPERATIONS (cont.) 7201

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
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		1,022,000		1,571,200
505-7201-561.40-79	OPEB Liability Expense	OPEB liability expense		6,700		14,000
		TOTAL OTHER CHARGES		**1,028,700**		**1,585,200**
CAPITAL OUTLAY:						
505-7201-561.50-10	Office Equipment	Desk, chair & file cabinet repl (EQ9503)	12,500		12,500	
		Replacement photo copier (EQ9503)	0		10,000	
		Asset Based Work Mgmt Sys (EQ1615)	0	12,500	51,200	73,700
505-7201-561.50-15	Other Equipment	Water Operational Equipment (EQ9401)	125,400		139,700	
		Prior Year Encumbrance Carryover	51,033		0	
		Emergency Generator Upgrades and Replacement (EQ9902)	35,000		805,700	
		SCADA Enhancements (EQ1525)	8,000		30,000	
		Pump & Motor Controls Rehab and Replacement (EQ1530)	61,300	280,733	94,900	1,070,300
505-7201-561.50-20	Building Improvements	PW Annex improvements (BL9302)	13,400		20,000	
		Prior Year Encumbrance Carryover	9,979		0	
		Roof Maintenance Program - Well #13 roof replacement (BL9506)	78,000	101,379	103,300	123,300
		TOTAL CAPITAL OUTLAY		**394,612**		**1,267,300**
		TOTAL WATER UTILITY		**10,396,961**		**15,083,400**

CAPITAL PROJECTS 9001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
505-9001-571.50-25	Construction in Progress	Sewer Rehab/Replacement Program (SW9001)	300,000		325,000	
		Watermain Replacement Program (WA9001)	500,000		1,000,000	
		Prior Year Encumbrance Carryover	66,414		0	
		Automatic Meter Reading System (WA0302)	154,500		318,300	
		Prior Year Encumbrance Carryover	19,724		0	
		Water Tank Repainting (WA1101)	237,600		868,200	
		Deep Well Rehabilitation (WA1102)	25,800	1,304,038	291,700	2,803,200
		TOTAL CAPITAL OUTLAY		**1,304,038**		**2,803,200**
		TOTAL CAPITAL PROJECTS		**1,304,038**		**2,803,200**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
505-9901-591.40-96	Operating Contingency	Operating Contingency	150,000	200,000
		TOTAL OTHER CHARGES	**150,000**	**200,000**
NON-OPERATING:				
505-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund medical insurance (contingency)	50,000	25,000
		TOTAL NON-OPERATING	**50,000**	**25,000**
		TOTAL NON-OPERATING	**200,000**	**225,000**
		TOTAL WATER & SEWER FUND	**12,684,399**	**19,288,900**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$470,918	$498,638	$419,200	$409,000	**$645,000**	$236,000	57.7%
Fees	25,026	21,027	66,837	66,100	**98,500**	32,400	49.0%
Interest Income	2,466	1,829	500	900	**2,500**	1,600	177.8%
Other	124,325	33,826	21,600	21,500	**39,500**	18,000	83.7%
Total Revenues	**$622,735**	**$555,320**	**$508,137**	**$497,500**	**$785,500**	**$288,000**	**57.9%**
Capital Reserves	0	0	48,500	50,000	**87,000**	37,000	74.0%
Total Revenues and Interfund Transfers In	**$622,735**	**$555,320**	**$556,637**	**$547,500**	**$872,500**	**$325,000**	**59.4%**
Expenditures							
Personal Services	$106,000	$124,170	$110,037	$122,600	**$127,100**	$4,500	3.7%
Contractual Services	247,775	23,750	0	0	**0**	0	N/A
Commodities	23,205	25,153	27,500	26,100	**29,800**	3,700	14.2%
Other Charges	95,933	724,861	434,181	434,000	**561,500**	127,500	29.4%
Capital Items	168,382	25,272	82,520	82,520	**121,000**	38,480	46.6%
Total Expenditures	**$641,295**	**$923,206**	**$654,238**	**$665,220**	**$839,400**	**$174,180**	**26.2%**
Total Expenditures and Interfund Transfers Out	**$641,295**	**$923,206**	**$654,238**	**$665,220**	**$839,400**	**$174,180**	**26.2%**
Revenues over (under) Expenditures	**($18,560)**	**($367,886)**	**($97,601)**	**($117,720)**	**$33,100**	**$150,820**	**(128.1%)**
BEGINNING WORKING CASH	**498,399**	**479,839**	**111,953**	**111,953**	**14,352**	**(97,601)**	**(87.2%)**
ENDING WORKING CASH	**$479,839**	**$111,953**	**$14,352**	**($5,767)**	**$47,452**	**$53,219**	**(922.8%)**

ARTS, ENTERTAINMENT & EVENTS FUND (515)

5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	Note	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES												
FOOD & BEVERAGE TAX				470,918	498,638	419,200	409,000	**645,000**	657,000	671,000	684,000	697,000
BUILDING MANAGEMENT FEE				18,000	18,000	12,000	12,000	**18,000**	18,000	18,000	18,000	18,000
CAM CHARGES				0	0	51,000	51,000	**76,500**	76,500	76,500	76,500	76,500
SPECIAL DETAIL PUBLIC WORKS				7,026	3,027	3,837	3,100	**4,000**	4,100	4,200	4,300	4,400
INTEREST INCOME				2,466	1,829	500	900	**2,500**	2,500	2,500	2,500	2,500
HEARTS OF GOLD				21,650	16,993	0	0	**18,000**	18,000	18,000	18,000	18,000
PREMIUM SPONSOR				2,500	1,358	7,500	7,500	**7,500**	7,500	7,500	7,500	7,500
SOUNDS OF SUMMER				12,400	14,250	14,100	14,000	**14,000**	14,000	14,000	14,000	14,000
OTHER INCOME				87,775	1,225	0	0	**0**	0	0	0	0
CAPITAL RESERVES	(1)			0	0	48,500	50,000	**87,000**	46,000	20,000	20,000	0
TOTAL REVENUES				622,735	555,320	556,637	547,500	**872,500**	843,600	831,700	844,800	837,900
EXPENDITURES												
EVENTS												
Arlington Spring Sweep			AE-13-01	1,255	3,171	0	0	**2,800**	2,900	3,000	3,100	3,200
Autumn Harvest		--	AE-10-01	9,781	10,351	11,500	11,500	**11,600**	11,800	12,000	12,200	12,400
Community Awareness Events		--	AE-06-46	5,628	2,891	3,000	4,000	**6,000**	6,100	6,200	6,300	6,400
Frontier Days		--	AE-06-18	19,150	21,000	17,400	21,500	**21,000**	21,400	21,800	22,200	22,600
Halloween		--	AE-06-20	3,600	3,800	3,900	3,900	**4,000**	4,100	4,200	4,300	4,400
Hearts of Gold		--	AE-06-22	15,866	16,501	0	0	**18,000**	18,000	18,000	18,000	18,000
Irish Fest		--	AE-06-24	3,400	3,400	3,500	3,650	**3,700**	3,800	3,900	4,000	4,100
July 4th Parade		--	AE-06-26	12,200	15,600	12,700	16,000	**13,200**	13,500	13,800	14,100	14,400
Mane Event		--	AE-06-28	35,298	40,549	36,100	33,100	**37,100**	37,800	38,600	39,400	40,200
Memorial Day Parade		--	AE-06-30	9,250	11,000	3,300	11,350	**11,800**	12,000	12,200	12,400	12,600
National Night Out		--	AE-06-50	7,900	12,400	12,700	11,300	**13,500**	13,800	14,100	14,400	14,700
Promenade of the Arts		--	AE-06-34	16,683	17,291	12,737	15,800	**15,400**	15,700	16,000	16,300	16,600
Sounds of Summer		--	AE-06-38	51,416	60,381	63,581	60,900	**61,700**	62,900	64,200	65,500	66,800
Taste of Arlington Heights		--	AE-12-02	14,900	12,387	18,300	16,700	**19,600**	20,000	20,400	20,800	21,200
Tree Lighting Event		--	AE-06-40	9,150	12,000	12,400	12,400	**13,100**	13,400	13,700	14,000	14,300
SUBTOTAL - EVENTS				215,477	242,722	211,118	222,100	**252,500**	257,200	262,100	267,000	271,900
Metropolis Theater Operating Contribution		--	AE-05-04	160,000	614,980	206,500	206,500	**250,000**	255,000	260,000	265,000	270,000
Metropolis Theater Restricted Contribution			--	0	0	18,500	18,500	**50,000**	51,000	52,000	53,000	54,000
Study - Economic Impact Analysis			--	0	23,750	0	0	**0**	0	0	0	0
SUBTOTAL - METROPOLIS				160,000	638,730	225,000	225,000	**300,000**	306,000	312,000	318,000	324,000
SUBTOTAL - OPERATING EXPENDITURES				375,477	881,452	436,118	447,100	**552,500**	563,200	574,100	585,000	595,900
EQUIPMENT												
Equipment Replacement - Metropolis		23	EQ-06-03	43,478	25,272	34,020	34,020	**34,000**	35,000	36,000	37,000	38,000
				43,478	25,272	34,020	34,020	**34,000**	35,000	36,000	37,000	38,000
BUILDING/EQUPMENT RESERVE EXPENSES	(1)											
Metropolis Theater 2nd Floor Refurbishment		--	BL-14-15	54,998	0	0	0	**0**	0	0	0	0
Metropolis Theater Lobby Bar Restructure		--	BL-15-01	0	0	7,500	7,500	**0**	0	0	0	0
Metropolis Theater Green Room Refurbishment		--	BL-15-03	0	0	6,000	6,000	**0**	0	0	0	0
Metropolis Theater Security		--	BL-15-04	0	0	15,000	15,000	**0**	0	0	0	0
Metropolis Theater Exterior Marquee		20	BL-16-04	0	0	0	0	**20,000**	0	0	0	0
Metropolis Theater Lobby Refurbishment		21	BL-17-03	0	0	0	0	**0**	26,000	0	0	0
Metropolis Theater Seat Replacement		22	BL-17-04	0	0	0	0	**0**	20,000	20,000	20,000	0
Metropolis Theater Ticketing/IT Replacement		--	EQ-14-10	39,907	0	0	0	**0**	0	0	0	0
Metropolis Theater Website Replacement		--	EQ-15-01	0	0	20,000	20,000	**0**	0	0	0	0
Metropolis Theater Lighting Systems & Equip		24	EQ-16-01	0	0	0	0	**34,000**	0	0	0	0
Metropolis Theater Phone/Intercom System		25	EQ-16-02	0	0	0	0	**15,000**	0	0	0	0
Metropolis Theater Sound System & Equipment		26	EQ-16-03	30,000	0	0	0	**18,000**	0	0	0	0
SUBTOTAL - BLDG/EQUIP RESERVES				124,905	0	48,500	48,500	**87,000**	46,000	20,000	20,000	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 - MCCA				9,660	14,398	9,600	9,600	**14,400**	14,400	14,400	14,400	14,400
IMET Expense				0	2,084	0	0	**0**	0	0	0	0
Common Area Maintenance (CAM) Fees - MCCA				87,775	0	51,000	51,000	**76,500**	76,500	76,500	76,500	76,500
SUBTOTAL - NON-OPERATING				97,435	16,482	135,600	135,600	**165,900**	165,900	165,900	165,900	165,900
TOTAL EXPENDITURES				641,295	923,206	654,238	665,220	**839,400**	810,100	796,000	807,900	799,800
BEGINNING WORKING CASH				498,399	479,839	111,953		**14,352**	47,452	80,952	116,652	153,552
REVENUES OVER (UNDER) EXPENDS.				(18,560)	(367,886)	(97,601)	(117,720)	**33,100**	33,500	35,700	36,900	38,100
ENDING WORKING CASH				479,839	111,953	14,352		**47,452**	80,952	116,652	153,552	191,652

(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 increased each 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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-0000-402.25-00	Food & Beverage Tax (AE0502)	470,918	498,638	419,200	409,000	**645,000**	236,000	57.7%
	Business Taxes	**470,918**	**498,638**	**419,200**	**409,000**	**645,000**	**236,000**	**57.7%**
515-0000-431.45-00	Building Management Fee	18,000	18,000	12,000	12,000	**18,000**	6,000	50.0%
515-0000-431.46-00	CAM Charges	0	0	51,000	51,000	**76,500**	25,500	50.0%
515-0000-431.50-00	Special PW Detail Fee	7,026	3,027	3,837	3,100	**4,000**	900	29.0%
	Fees	**25,026**	**21,027**	**66,837**	**66,100**	**98,500**	**32,400**	**49.0%**
515-0000-461.02-00	Interest on Investments	1,251	873	500	900	**2,500**	1,600	177.8%
515-0000-462.10-00	Market Value Adjustments	1,215	956	0	0	**0**	0	N/A
	Interest Income	**2,466**	**1,829**	**500**	**900**	**2,500**	**1,600**	**177.8%**
515-0000-481.50-00	Hearts of Gold Awards Dinner	21,650	16,993	0	0	**18,000**	18,000	N/A
515-0000-481.55-00	Premium Sponsors	2,500	1,358	7,500	7,500	**7,500**	0	0.0%
515-0000-481.65-00	Sounds of Summer	12,400	14,250	14,100	14,000	**14,000**	0	0.0%
	Special Events	**36,550**	**32,601**	**21,600**	**21,500**	**39,500**	**18,000**	**83.7%**
515-0000-489-90-00	Other Income	87,775	1,225	0	0	**0**	0	N/A
	Other	**87,775**	**1,225**	**0**	**0**	**0**	**0**	**N/A**
515-0000-491.10-00	Use of Capital Reserves	0	0	48,500	50,000	**87,000**	37,000	74.0%
	Other Financing Sources	**0**	**0**	**48,500**	**50,000**	**87,000**	**37,000**	**74.0%**
	Total Arts, Ent. & Events Fund	**622,735**	**555,320**	**556,637**	**547,500**	**872,500**	**325,000**	**59.4%**

SPECIAL EVENTS OPERATIONS WITH DEDICATED REVENUE

	BUDGET FOR 2016					
	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		14,000				**14,000**
Special PW Detail			1,200	2,800		**4,000**
Premium Sponsors					7,500	**7,500**
Total Event Revenue	**18,000**	**14,000**	**1,200**	**2,800**	**7,500**	**43,500**
Event Expenditures						
Hearts of Gold	18,000					**18,000**
Sounds of Summer		61,700				**61,700**
Promenade of Art			15,400			**15,400**
Taste of Arlington				19,600		**19,600**
Other Special Events Commission Events					138,100	**138,100**
Total Event Expenditures	**18,000**	**61,700**	**15,400**	**19,600**	**138,100**	**252,800**
Dedicated Revenues over/(under) Expenditures*	**0**	**(47,700)**	**(14,200)**	**(16,800)**	**(130,600)**	**(209,300)**

* 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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-0101-525.40-55	Special Events	5,954	5,500	4,500	6,000	**6,000**	0	0.0%
	Other Charges	**5,954**	**5,500**	**4,500**	**6,000**	**6,000**	**0**	**0.0%**
	Total Board of Trustees	**5,954**	**5,500**	**4,500**	**6,000**	**6,000**	**0**	**0.0%**

Manager's Office 0201

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-0201-525.40-55	Special Events *	31,543	34,682	36,681	34,000	**34,000**	0	0.0%
	Other Charges	**31,543**	**34,682**	**36,681**	**34,000**	**34,000**	**0**	**0.0%**
	Total Manager's Office	**31,543**	**34,682**	**36,681**	**34,000**	**34,000**	**0**	**0.0%**

* The amount of Village funds committed to Sounds of Summer events is $20,000. Total expenditures are budgeted at $34,000 based on anticipated sponsorship revenue of $14,000. In the event sponsorship dollars are less than anticipated, the event programming will be reduced accordingly. In 2015 the Village's net expenses were $22,681.

Special Events Commission 1018

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-1018-525.40-55	Special Events	43,148	50,325	29,400	29,400	**49,600**	20,200	68.7%
	Other Charges	**43,148**	**50,325**	**29,400**	**29,400**	**49,600**	**20,200**	**68.7%**
	Total Special Events Comm	**43,148**	**50,325**	**29,400**	**29,400**	**49,600**	**20,200**	**68.7%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Arts Commission 1022

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-1022-525.40-55	Special Events	5,628	2,891	3,000	4,000	**6,000**	2,000	50.0%
	Other Charges	**5,628**	**2,891**	**3,000**	**4,000**	**6,000**	**2,000**	**50.0%**
	Total Arts Commission	**5,628**	**2,891**	**3,000**	**4,000**	**6,000**	**2,000**	**50.0%**

Metropolis Theater 2005

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-2005-525.21-65	Other Services (AE0504)	87,775	23,750	0	0	**0**	0	N/A
	Contractual Services	**87,775**	**23,750**	**0**	**0**	**0**	**0**	**N/A**
515-2005-525.40-81	Operating Contribution	160,000	614,980	206,500	206,500	**250,000**	43,500	21.1%
515-2005-525.40-82	Restricted Contribution	0	0	18,500	18,500	**50,000**	31,500	170.3%
	Other Charges	**160,000**	**614,980**	**225,000**	**225,000**	**300,000**	**75,000**	**33.3%**
515-2005-525.50-55	Other Capital Outlay (AE0603)	168,382	25,272	82,520	82,520	**121,000**	38,480	46.6%
	Capital Outlay	**168,382**	**25,272**	**82,520**	**82,520**	**121,000**	**38,480**	**46.6%**
	Total Metropolis Theater	**416,157**	**664,002**	**307,520**	**307,520**	**421,000**	**113,480**	**36.9%**

Police 3001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-3001-525.18-07	Overtime Sworn	54,400	66,100	59,800	68,400	**71,100**	2,700	3.9%
	Salaries	**54,400**	**66,100**	**59,800**	**68,400**	**71,100**	**2,700**	**3.9%**
	Total Police	**54,400**	**66,100**	**59,800**	**68,400**	**71,100**	**2,700**	**3.9%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURES

Fire 3501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-3501-525.18-07	Overtime Sworn	4,900	11,170	5,300	6,500	**6,500**	0	0.0%
	Salaries	**4,900**	**11,170**	**5,300**	**6,500**	**6,500**	**0**	**0.0%**
	Total Fire	**4,900**	**11,170**	**5,300**	**6,500**	**6,500**	**0**	**0.0%**

Public Works 7101

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-7101-525.18-05	Overtime Civilian	43,200	43,900	41,037	44,600	**45,400**	800	1.8%
515-7101-525.18-80	Special Detail	3,500	3,000	3,900	3,100	**4,100**	1,000	32.3%
	Salaries	**46,700**	**46,900**	**44,937**	**47,700**	**49,500**	**1,800**	**3.8%**
515-7101-525.33-05	Other Supplies	23,205	25,153	27,500	26,100	**29,800**	3,700	14.2%
	Commodities	**23,205**	**25,153**	**27,500**	**26,100**	**29,800**	**3,700**	**14.2%**
	Total Public Works	**69,905**	**72,053**	**72,437**	**73,800**	**79,300**	**5,500**	**7.5%**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
515-9901-591.40-78	IMET Expense	0	2,084	0	0	**0**	0	N/A
515-9901-525.40-83	CAM Fees - MCCA	0	0	51,000	51,000	**76,500**	25,500	50.0%
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 - MCCA	9,660	14,399	9,600	9,600	**14,400**	4,800	50.0%
	Other Financing Uses	**9,660**	**16,483**	**135,600**	**135,600**	**165,900**	**30,300**	**22.3%**
	Total Non-Operating	**9,660**	**16,483**	**135,600**	**135,600**	**165,900**	**30,300**	**22.3%**
	Total Arts, Ent. & Events Fund	**641,295**	**923,206**	**654,238**	**665,220**	**839,400**	**174,180**	**26.2%**

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURE DETAIL

BOARD OF TRUSTEES — 0101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
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 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
515-0201-525.40-55	Special Events	Promotional events including Sounds of Summer (AE0638)	34,000	34,000
		TOTAL OTHER CHARGES	**34,000**	**34,000**
		TOTAL MANAGER'S OFFICE	**34,000**	**34,000**

SPECIAL EVENTS COMMISSION — 1018

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
OTHER CHARGES:						
515-1018-525.40-55	Special Events	Hearts of Gold (AE0622)	0		18,000	
		Mane Event (AE0628)	19,000		19,000	
		Tree Lighting Event (AE0640)	500		500	
		Autumn Harvest (AE1001)	9,900		9,900	
		Arlington Spring Sweep (AE1301)	0	29,400	2,200	49,600
		TOTAL OTHER CHARGES		**29,400**		**49,600**
		TOTAL SPECIAL EVENTS COMM		**29,400**		**49,600**

ARTS COMMISSION 1022

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
515-1022-525.40-55	Special Events	Community Awareness Events (AE0646)	4,000	6,000
		TOTAL OTHER CHARGES	**4,000**	**6,000**
		TOTAL ARTS COMMISSION	**4,000**	**6,000**

METROPOLIS THEATER 2005

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
515-2005-525.40-81	Operating Contribution	PAM operating subsidy (AE0504)	206,500	250,000
515-2005-525.40-82	Restricted Contribution	PAM restricted subsidy	18,500	50,000
		TOTAL OTHER CHARGES	**225,000**	**300,000**
CAPITAL OUTLAY:				
515-2005-525.50-55	Other Capital Outlay	Metropolis Theater capital expenses (EQ0603) Rebudget	33,000	34,000
		Prior Year Encumbrance Carryover	1,020	0
		Website Replacement (EQ1501)	20,000	0
		Lobby Bar Restructure (BL1501)	7,500	0
		Green Room Refurbishment (BL1503)	6,000	0
		Theater Security (BL1504)	15,000	0
		Exterior Marquee (BL1604)	0	20,000
		Lighting Systems & Equip (EQ1601)	0	34,000
		Phone/ Intercom System (EQ1602)	0	15,000
		Sound System & Equipment (EQ1603)	0	18,000
		TOTAL CAPITAL OUTLAY	**82,520**	**121,000**
		TOTAL METROPOLIS THEATER	**307,520**	**421,000**

POLICE 3001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
515-3001-525.18-07	Overtime Sworn	Frontier Days (AE0618)	21,000		21,000	
		Halloween (AE0620)	3,900		4,000	
		Irish Fest (AE0624)	2,500		2,500	
		July 4th Parade (AE0626)	8,600		8,700	
		Mane Event (AE0628)	3,600		4,500	
		Memorial Day Parade (AE0630)	7,800		8,100	
		Promenade of Art (AE0634)	3,300		3,000	
		Sounds of Summer (AE0638)	3,000		3,100	
		Tree Lighting Event (AE0640)	1,500		1,600	
		National Night Out (AE0650)	8,300		9,700	
		Taste of Arlington (AE1202)	4,900	68,400	4,900	71,100
		TOTAL SALARIES		**68,400**		**71,100**
		TOTAL POLICE		**68,400**		**71,100**

FIRE 3501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
515-3501-525.18-07	Overtime Sworn	Mane Event (AE0628)	1,000		1,000	
		Promenade of Art (AE0634)	2,400		2,400	
		National Night Out (AE0650)	1,900		1,900	
		Taste of Arlington (AE1202)	1,200	6,500	1,200	6,500
		TOTAL SALARIES		**6,500**		**6,500**
		TOTAL FIRE		**6,500**		**6,500**

PUBLIC WORKS 7101

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
515-7101-525.18-05	Overtime Civilian	Frontier Days (AE0618)	500		0	
		Irish Fest (AE0624)	1,150		1,200	
		July 4th Parade (AE0626)	7,400		4,500	
		Mane Event (AE0628)	5,200		6,200	
		Memorial Day Parade (AE0630)	3,550		3,700	
		Promenade of Art (AE0634) (Village 70%)	2,900		2,800	
		Sounds of Summer (AE0638)	6,400		6,600	
		Tree Lighting Event (AE0640)	10,400		11,000	
		National Night Out (AE0650)	1,100		1,900	
		Autumn Harvest (AE1001)	1,600		1,700	
		Taste of Arlington (AE1202) (Village 70%)	4,400		5,200	
		Arlington Spring Sweep (AE1301)	0	44,600	600	45,400
515-7101-525.18-80	Special Detail	Promenade of Art (AE0634) (Amdur 30%)	1,200		1,300	
		Taste of Arlington (AE1202) (Chamber 30%)	1,900	3,100	2,800	4,100
		TOTAL SALARIES		**47,700**		**49,500**
COMMODITIES:						
515-7101-525.33-05	Other Supplies	Mane Event (AE0628) - fence, signs, barricade rental, etc.	4,300		6,400	
		Taste of Arlington (AE1202) - fence, signs, barricade rental, etc.	4,300		5,400	
		Sounds of Summer (AE0638) - stage, skirt, tent rental, etc.	17,500	26,100	18,000	29,800
		TOTAL COMMODITIES		**26,100**		**29,800**
		TOTAL PUBLIC WORKS		**73,800**		**79,300**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
NON-OPERATING:				
515-2005-525.40-83	CAM Fees - MCCA	Common Area Maintenance (CAM)	51,000	76,500
515-9901-525.40-91	Reserve for Replacement	Depreciation	75,000	75,000
515-9901-525.40-92	Building Reserves - MCCA	Building Reserve - Condo Association	9,600	14,400
		TOTAL NON-OPERATING	**135,600**	**165,900**
		TOTAL NON-OPERATING	**135,600**	**165,900**
		TOTAL ARTS, ENTERT. & EVENTS FUND	**665,220**	**839,400**

SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	8-Mo. End. Dec. 2015 Exp Bud	8-Mo. End. Dec. 2015 Proj Act	2016 Exp Bud
Arlington Spring Sweep	AE-13-01	Special Events Com	Special Events	0	0	2,200
		Public Works	Overtime	0	0	600
				0	**0**	**2,800**
Autumn Harvest	AE-10-01	Special Events Com	Special Events	9,900	9,900	9,900
		Public Works	Overtime	1,600	1,600	1,700
				11,500	**11,500**	**11,600**
Community Awareness Events	AE-06-46	Arts Commission	Special Events	4,000	3,000	6,000
				4,000	**3,000**	**6,000**
Frontier Days	AE-06-18	Police	Overtime	21,000	17,400	21,000
		Public Works	Overtime	500	0	0
				21,500	**17,400**	**21,000**
Halloween	AE-06-20	Police	Overtime	3,900	3,900	4,000
				3,900	**3,900**	**4,000**
Hearts of Gold	AE-06-22	Special Events Com	Special Events	0	0	18,000
				0	**0**	**18,000**
Irish Fest	AE-06-24	Police	Overtime	2,500	2,400	2,500
		Public Works	Overtime	1,150	1,100	1,200
				3,650	**3,500**	**3,700**
July 4th Parade	AE-06-26	Police	Overtime	8,600	8,500	8,700
		Public Works	Overtime	7,400	4,200	4,500
				16,000	**12,700**	**13,200**
Mane Event	AE-06-28	Special Events Com	Special Events	19,000	19,000	19,000
		Police	Overtime	3,600	4,400	4,500
		Fire	Overtime	1,000	1,200	1,000
		Public Works	Overtime	5,200	6,000	6,200
		Public Works	Barricade rental, signs, etc.	4,300	5,500	6,400
				33,100	**36,100**	**37,100**
Memorial Day Parade	AE-06-30	Police	Overtime	7,800	2,100	8,100
		Public Works	Overtime	3,550	1,200	3,700
				11,350	**3,300**	**11,800**
National Night Out	AE-06-50	Police	Overtime	8,300	9,500	9,700
		Fire	Overtime	1,900	1,400	1,900
		Public Works	Overtime	1,100	1,800	1,900
				11,300	**12,700**	**13,500**
Promenade of Art	AE-06-34	Board of Trustees	Special Events	6,000	4,500	6,000
		Police	Overtime	3,300	2,600	3,000
		Fire	Overtime	2,400	1,800	2,400
		Public Works	Overtime - Village share 70%	2,900	2,700	2,800
		Public Works (1)	Overtime - Amdur share 30%	1,200	1,137	1,200
				15,800	**12,737**	**15,400**
Sounds of Summer	AE-06-38	Manager's Office (3)	Entertainment; sound system	34,000	36,681	34,000
		Police	Overtime	3,000	3,000	3,100
		Public Works	Overtime	6,400	6,400	6,600
		Public Works	Stage, skirt, tent rental, etc.	17,500	17,500	18,000
				60,900	**63,581**	**61,700**

SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	8-Mo. End. Dec. 2015 Exp Bud	8-Mo. End. Dec. 2015 Proj Act	2016 Exp Bud
Taste of Arlington	AE-12-02	Police	Overtime	4,900	4,500	4,900
		Fire	Overtime	1,200	900	1,200
		Public Works	Overtime - Village share 70%	4,400	6,300	6,600
		Public Works [2]	Overtime - Chamber share 30%	1,900	2,700	2,800
		Public Works	Lighting, fencing, sanitation	4,300	3,900	4,100
				16,700	**18,300**	**19,600**
Tree Lighting Event	AE-06-40	Special Events Com	Special Events	500	500	500
		Police	Overtime	1,500	1,500	1,600
		Public Works	Overtime	10,400	10,400	11,000
				12,400	**12,400**	**13,100**
			TOTAL SPECIAL EVENTS - COST BY EVENT	**222,100**	**211,118**	**252,500**

[1] The Village cap for Public Works Overtime for the **Promenade of Art** is $4,000. Amdur will be billed for the $1,200 PLUS any 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 of Arlington** is $16,800 (2015 budget of $19,600 less $2,800 which is the 30% Chamber share of Public Works Overtime). The Chamber will be billed for the $2,700 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.

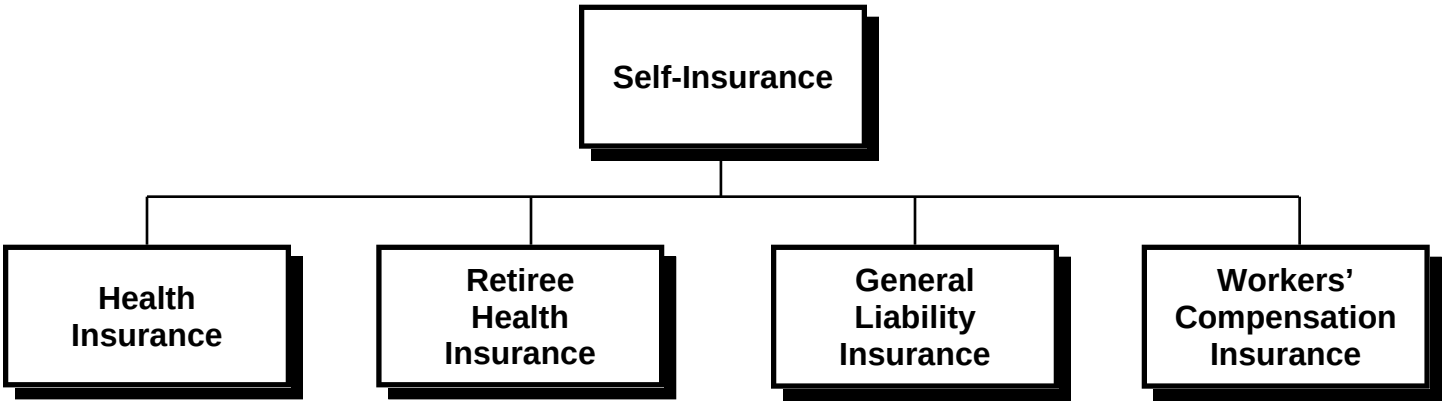
[3]The amount of Village funds committed to Sounds of Summer events is $20,000. Total expenditures are budgeted at $34,000 based on anticipated sponsorship revenue of $14,000. In the event sponsorship dollars are less than anticipated, the event programming will be reduced accordingly. In FY2015 the Village's net expenses were $20,450.

SPECIAL EVENTS - Cost by Department

Department	Event	Project #	Expense Description	8-Mo. End. Dec. 2015 Exp Bud	8-Mo. End. Dec. 2015 Proj Act	2016 Exp Bud
Board of Trustees	Promenade of Art	AE-06-34	Special Events	6,000	4,500	6,000
				6,000	**4,500**	**6,000**
Manager's Office	Sounds of Summer	AE-06-38	Entertainment; sound system	34,000	36,681	34,000
				34,000	**36,681**	**34,000**
Special Events Com	Hearts of Gold	AE-06-22	Special Events	0	0	18,000
	Mane Event	AE-06-28	Special Events	19,000	19,000	19,000
	Tree Lighting Event	AE-06-40	Special Events	500	500	500
	Autumn Harvest	AE-10-01	Special Events	9,900	9,900	9,900
	Arlington Spring Sweep	AE-14-01	Special Events	0	0	2,200
				29,400	**29,400**	**49,600**
Arts Commission	Community Awareness Events	AE-06-46	Special Events	4,000	3,000	6,000
				4,000	**3,000**	**6,000**
Police	Frontier Days	AE-06-18	Overtime	21,000	17,400	21,000
	Halloween	AE-06-20	Overtime	3,900	3,900	4,000
	Irish Fest	AE-06-24	Overtime	2,500	2,400	2,500
	July 4th Parade	AE-06-26	Overtime	8,600	8,500	8,700
	Mane Event	AE-06-28	Overtime	3,600	4,400	4,500
	Memorial Day Parade	AE-06-30	Overtime	7,800	2,100	8,100
	Promenade of Art	AE-06-34	Overtime	3,300	2,600	3,000
	Sound of Summer	AE-06-38	Overtime	3,000	3,000	3,100
	Tree Lighting Event	AE-06-40	Overtime	1,500	1,500	1,600
	National Night Out	AE-06-50	Overtime	8,300	9,500	9,700
	Taste of Arlington	AE-12-02	Overtime	4,900	4,500	4,900
				68,400	**59,800**	**71,100**
Fire	Mane Event	AE-06-28	Overtime	1,000	1,200	1,000
	Promenade of Art	AE-06-34	Overtime	2,400	1,800	2,400
	National Night Out	AE-06-50	Overtime	1,900	1,400	1,900
	Taste of Arlington	AE-12-02	Overtime	1,200	900	1,200
				6,500	**5,300**	**6,500**
Public Works/Water	Frontier Days	AE-06-18	Overtime	500	0	0
	Irish Fest	AE-06-24	Overtime	1,150	1,100	1,200
	July 4th Parade	AE-06-26	Overtime	7,400	4,200	4,500
	Mane Event	AE-06-28	Overtime	5,200	6,000	6,200
	Mane Event	AE-06-28	Barricade rental, signs, etc.	4,300	5,500	6,400
	Memorial Day Parade	AE-06-30	Overtime	3,550	1,200	3,700
	Promenade of Art	AE-06-34	Overtime - Village share 70%	2,900	2,700	2,800
	Promenade of Art	AE-06-34	Overtime - Amdur share 30%	1,200	1,137	1,200
	Sounds of Summer	AE-06-38	Overtime	6,400	6,400	6,600
	Sounds of Summer	AE-06-38	Stage, skirt, tent rental, etc.	17,500	17,500	18,000
	Tree Lighting Event	AE-06-40	Overtime	10,400	10,400	11,000
	National Night Out	AE-06-50	Overtime	1,100	1,800	1,900
	Autumn Harvest	AE-10-01	Overtime	1,600	1,600	1,700
	Taste of Arlington	AE-12-02	Overtime - Village share 70%	4,400	6,300	6,600
	Taste of Arlington	AE-12-02	Overtime - Chamber share 30%	1,900	2,700	2,800
	Taste of Arlington	AE-12-02	Lighting, fencing, sanitation	4,300	3,900	4,100
	Arlington Spring Sweep	AE-13-01	Overtime	0	0	600
				73,800	**72,437**	**79,300**
			TOTAL SPECIAL EVENTS - COST BY DEPARTMENT	**222,100**	**211,118**	**252,500**

SELF INSURANCE FUNDS

ORGANIZATION STRUCTURE



VILLAGE OF ARLINGTON HEIGHTS

2016 CHARGES TO OPERATIONS FOR INSURANCE

			MEDICAL INSURANCE A/C #1905			GENERAL INSURANCE A/C #2040			WORKERS' COMPENSATION A/C #1901		
FUND		OPERATION	8 Mos. to Dec. 2015	2016	VARIANCE	8 Mos. to Dec. 2015	2016	VARIANCE	8 Mos. to Dec. 2015	2016	VARIANCE
101	0101-501	Board of Trustees	**$0**	**$0**	$0	$0	**$0**	$0	$100	**$100**	$0
101	0201-502	Village Manager	**51,500**	**69,300**	17,800	4,600	**7,200**	2,600	800	**1,200**	400
101	0301-503	Human Resources	**27,600**	**43,700**	16,100	3,900	**6,100**	2,200	300	**500**	200
101	0401-503	Legal	**47,800**	**53,800**	6,000	2,000	**3,100**	1,100	400	**600**	200
101	0501-503	Finance	**94,400**	**149,200**	54,800	12,100	**19,000**	6,900	1,900	**2,900**	1,000
101	1001-502	Boards & Commissions	**0**	**0**	0	1,900	**3,000**	1,100	0	**0**	0
101	3001-511	Police	**1,385,900**	**2,233,100**	847,200	166,600	**261,100**	94,500	387,100	**595,100**	208,000
101	3005-511	Police Grant	**4,500**	**6,800**	2,300	0	**0**	0	200	**300**	100
101	3501-512	Fire	**1,213,600**	**1,913,000**	699,400	138,800	**217,500**	78,700	387,200	**595,200**	208,000
101	4001-521	Planning & Comm Devlp	**93,900**	**147,900**	54,000	4,200	**6,600**	2,400	1,700	**2,600**	900
101	4501-523	Building Services	**154,400**	**233,600**	79,200	7,700	**12,100**	4,400	27,800	**42,700**	14,900
101	4502-523	Health Services	**115,100**	**160,200**	45,100	12,200	**19,100**	6,900	11,500	**17,700**	6,200
101	4503-523	Senior Services	**27,500**	**21,900**	(5,600)	7,000	**11,000**	4,000	300	**500**	200
101	5001-524	Engineering	**103,600**	**162,900**	59,300	16,500	**25,900**	9,400	26,400	**40,600**	14,200
101	7101-531	Public Works	**449,600**	**699,300**	249,700	72,300	**113,300**	41,000	254,900	**391,900**	137,000
		Sub-Total General Fund	**$3,769,400**	**$5,894,700**	**$2,125,300**	**$449,800**	**$705,000**	**$255,200**	**$1,100,600**	**$1,691,900**	**$591,300**
235	3001-532	Police	**51,000**	**79,500**	28,500	6,100	**9,600**	3,500	6,000	**9,200**	$3,200
435	7101-531	Public Works	**6,600**	**10,200**	3,600	1,200	**1,900**	700	3,000	**4,600**	1,600
505	0501-503	Finance	**74,100**	**128,900**	54,800	0	**0**	0	800	**1,200**	400
505	7201-561	Water Utilities Operation	**424,800**	**682,900**	258,100	38,000	**59,600**	21,600	158,200	**243,200**	85,000
605	0301-552	Human Resources	**13,800**	**21,900**	8,100	0	**0**	0	100	**100**	0
605	0301-552	HR - Duty Disability	**118,800**	**0**	(118,800)	0	**0**	0	0	**0**	0
615	0301-552	Human Resources	**6,600**	**10,200**	3,600	0	**0**	0	100	**100**	0
621	7501-551	Municipal Fleet Services	**124,800**	**196,300**	71,500	0	**0**	0	30,400	**46,700**	16,300
625	0601-553	IT	**69,800**	**109,700**	39,900	3,100	**4,900**	1,800	300	**600**	300
		Sub-Total Other Funds	**$890,300**	**$1,239,600**	**$349,300**	**$48,400**	**$76,000**	**$27,600**	**$198,900**	**$305,700**	**$106,800**
		TOTAL ALL FUNDS	**$4,659,700**	**$7,134,300**	**$2,474,600**	**$498,200**	**$781,000**	**$282,800**	**$1,299,500**	**$1,997,600**	**$698,100**
291	6001-601	Memorial Library	**779,300**	**1,124,600**	345,300	0	**0**	0	0	**0**	0
		TOTAL CHARGES	**$5,439,000**	**$8,258,900**	**$2,819,900**	**$498,200**	**$781,000**	**$282,800**	**$1,299,500**	**$1,997,600**	**$698,100**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Service Charges	7,652,400	8,051,100	5,359,000	5,439,000	**8,258,900**	2,819,900	51.8%
Interest Income	5,990	5,387	2,000	4,000	**3,000**	(1,000)	(25.0%)
Sales/Reimbursable/Rents	1,616,671	1,536,825	770,000	896,300	**1,259,800**	363,500	40.6%
Other	1,727	2,471	400	0	**0**	0	N/A
Total Revenues	**$9,276,788**	**$9,595,783**	**$6,131,400**	**$6,339,300**	**$9,521,700**	**$3,182,400**	**50.2%**
Interfund Transfers In	0	0	325,000	350,000	**200,000**	(150,000)	(42.9%)
Total Revenues and Interfund Transfers In	**$9,276,788**	**$9,595,783**	**$6,456,400**	**$6,689,300**	**$9,721,700**	**$3,032,400**	**45.3%**
Expenditures							
Personal Services	$135,431	$322,178	$214,700	$215,100	**$479,700**	$264,600	123.0%
Contractual Services	3,669,829	3,901,163	2,559,800	2,583,600	**3,946,800**	1,363,200	52.8%
Commodities	469	555	300	300	**500**	200	66.7%
Other Charges	4,391,500	4,873,117	2,812,000	3,495,400	**6,246,000**	2,750,600	78.7%
Total Expenditures	**$8,197,229**	**$9,097,013**	**$5,586,800**	**$6,294,400**	**$10,673,000**	**$4,378,600**	**69.6%**
Interfund Transfers Out	838,491	835,122	392,300	1,223,600	**1,880,000**	656,400	53.6%
Total Expenditures and Interfund Transfers Out	**$9,035,720**	**$9,932,135**	**$5,979,100**	**$7,518,000**	**$12,553,000**	**$5,035,000**	**67.0%**
Revenues over (under) Expenditures	**$241,068**	**($336,352)**	**$477,300**	**($828,700)**	**($2,831,300)**	**($2,002,600)**	**241.7%**
BEGINNING WORKING CASH	**2,442,170**	**2,683,238**	**2,346,886**	**2,346,886**	**2,824,186**	**477,300**	**20.3%**
ENDING WORKING CASH	**$2,683,238**	**$2,346,886**	**$2,824,186**	**$1,518,186**	**($7,114)**	**($1,525,300)**	**(100.5%)**

HEALTH INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
605-0000-451.68-00	Charges To Operations	6,788,400	7,135,700	4,659,700	4,659,700	**7,134,300**	2,474,600	53.1%
605-0000-451.70-00	Library Health Charge	864,000	915,400	699,300	779,300	**1,124,600**	345,300	44.3%
	Charges for Services	**7,652,400**	**8,051,100**	**5,359,000**	**5,439,000**	**8,258,900**	**2,819,900**	**51.8%**
605-0000-461.02-00	Interest on Investments	3,140	2,851	2,000	4,000	**3,000**	(1,000)	(25.0%)
605-0000-462.10-00	Market Value Adjustments	2,850	2,536	0	0	**0**	0	N/A
	Interest Income	**5,990**	**5,387**	**2,000**	**4,000**	**3,000**	**(1,000)**	**(25.0%)**
605-0000-471.10-00	Retiree Insurance Payment	0	14,728	0	0	**0**	0	N/A
605-0000-471.11-00	Cobra Payments	16,179	8,274	300	19,000	**0**	(19,000)	(100.0%)
605-0000-471.12-00	Employee Contrib Health	748,176	770,435	619,000	646,200	**1,027,000**	380,800	58.9%
605-0000-471.13-00	Employee Contrib Dental	194,754	195,314	132,000	205,100	**205,300**	200	0.1%
605-0000-471.19-00	Employee Contrib Life	26,422	26,412	18,200	26,000	**27,500**	1,500	5.8%
605-0000-471.23-00	Individual Stop-Loss Proceeds	631,140	521,662	500	0	**0**	0	N/A
	Insurance	**1,616,671**	**1,536,825**	**770,000**	**896,300**	**1,259,800**	**363,500**	**40.6%**
605-0000-489.90-00	Other Income	1,727	2,471	400	0	**0**	0	N/A
	Other	**1,727**	**2,471**	**400**	**0**	**0**	**0**	**N/A**
605-0000-491.05-00	Operating Transfer In	0	0	325,000	350,000	**200,000**	(150,000)	(42.9%)
	Other Financing Sources	**0**	**0**	**325,000**	**350,000**	**200,000**	**(150,000)**	**(42.9%)**
	Total Health Insurance Fund	**9,276,788**	**9,595,783**	**6,456,400**	**6,689,300**	**9,721,700**	**3,032,400**	**45.3%**

HEALTH INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
605-0301-552.10-01	Salaries	91,346	96,332	67,400	67,400	**104,100**	36,700	54.5%
605-0301-552.18-01	Temporary Help	1,814	0	700	1,100	**1,700**	600	54.5%
	Salaries	**93,160**	**96,332**	**68,100**	**68,500**	**105,800**	**37,300**	**54.5%**
605-0301-552.19-01	Workers Compensation	100	99	100	100	**100**	0	0.0%
605-0301-552.19-05	Medical Insurance	19,500	20,400	13,800	13,800	**21,900**	8,100	58.7%
605-0301-552.19-06	Med Ins - P&F Duty Disability	0	183,699	118,800	118,800	**330,200**	211,400	177.9%
605-0301-552.19-10	IMRF	12,870	13,101	8,700	8,700	**13,600**	4,900	56.3%
605-0301-552.19-11	Social Security	5,373	5,552	4,200	4,200	**6,600**	2,400	57.1%
605-0301-552.19-12	Medicare	1,257	1,298	1,000	1,000	**1,500**	500	50.0%
605-0301-552.19-15	Compensated Absences	3,171	1,697	0	0	**0**	0	N/A
	Fringe Benefits	**42,271**	**225,846**	**146,600**	**146,600**	**373,900**	**227,300**	**155.0%**
605-0301-552.20-05	Professional Services	4,000	0	1,000	2,700	**4,000**	1,300	48.1%
605-0301-552.20-45	Claims Administration	317,147	326,130	250,000	253,500	**380,000**	126,500	49.9%
605-0301-552.20-50	Loss Prevention Program	108,012	94,835	88,700	88,700	**132,500**	43,800	49.4%
605-0301-552.20-55	Health Insurance Premiums	249,530	294,305	195,000	218,200	**305,000**	86,800	39.8%
605-0301-552.20-60	HMO Insurance Premiums	2,899,066	2,983,740	1,859,400	1,859,400	**2,920,000**	1,060,600	57.0%
605-0301-552.20-65	Life Insurance Employer	57,781	73,732	45,000	41,500	**73,000**	31,500	75.9%
605-0301-552.20-66	Supple Life Employee	28,726	28,842	20,800	20,800	**31,000**	10,200	49.0%
605-0301-552.22-03	Training	249	590	700	700	**1,000**	300	42.9%
605-0301-552.22-05	Postage	2,218	1,705	1,700	600	**1,900**	1,300	216.7%
605-0301-552.22-15	Photocopying	0	0	100	100	**100**	0	0.0%
605-0301-552.22-25	IT/GIS Service Charge	3,100	3,099	2,400	2,400	**3,300**	900	37.5%
605-0301-552.22-26	ACA Fees	0	94,185	95,000	95,000	**95,000**	0	0.0%
	Contractual Services	**3,669,829**	**3,901,163**	**2,559,800**	**2,583,600**	**3,946,800**	**1,363,200**	**52.8%**
605-0301-552.33-05	Other Supplies	469	555	300	300	**500**	200	66.7%
	Commodities	**469**	**555**	**300**	**300**	**500**	**200**	**66.7%**
605-0301-552.42-75	Claims Medical Loss	3,981,721	4,455,606	2,500,000	3,241,700	**5,800,000**	2,558,300	78.9%
605-0301-552.42-77	Claims Dental Loss	408,765	396,186	311,000	252,700	**445,000**	192,300	76.1%
605-0301-552.42-79	OPEB Liability Expense	1,014	1,274	1,000	1,000	**1,000**	0	0.0%
	Other Charges	**4,391,500**	**4,853,066**	**2,812,000**	**3,495,400**	**6,246,000**	**2,750,600**	**78.7%**
	Total Human Resources	**8,197,229**	**9,076,962**	**5,586,800**	**6,294,400**	**10,673,000**	**4,378,600**	**69.6%**

Non-Operating 9901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
605-9901-591.40-78	IMET Expense	0	20,051	0	0	**0**	0	N/A
605-9901-591.90-05	Operating Transfer Out	838,491	835,122	392,300	1,223,600	**1,880,000**	656,400	53.6%
	Other Financing Uses	**838,491**	**855,173**	**392,300**	**1,223,600**	**1,880,000**	**656,400**	**53.6%**
	Total Non-Operating	**838,491**	**855,173**	**392,300**	**1,223,600**	**1,880,000**	**656,400**	**53.6%**
	Total Health Insurance Fund	**9,035,720**	**9,932,135**	**5,979,100**	**7,518,000**	**12,553,000**	**5,035,000**	**67.0%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
605-0301-552.10-01	Salaries	Salaries		67,400		104,100
605-0301-552.18-01	Temporary Help	Temporary Help		1,100		1,700
		TOTAL SALARIES		**68,500**		**105,800**
FRINGE BENEFITS:						
605-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
605-0301-552.19-05	Medical Insurance	Medical Insurance		13,800		21,900
605-0301-552.19-06	Med Ins On Duty Injury	Medical insurance premium for Police and Fire on duty Injury per PSEBA				
		Police (7)	69,500		181,700	
		Fire (7)	49,300	118,800	148,500	330,200
605-0301-552.19-10	IMRF	IMRF		8,700		13,600
605-0301-552.19-11	Social Security	Social Security		4,200		6,600
605-0301-552.19-12	Medicare	Medicare		1,000		1,500
		TOTAL FRINGE BENEFITS		**146,600**		**373,900**
CONTRACTUAL SERVICES:						
605-0301-552.20-05	Professional Services	Legal and consultant fees		2,700		4,000
605-0301-552.20-45	Claims Administration	Fee charged for processing claims and administering contracts, including utilization review		253,500		380,000
605-0301-552.20-50	Loss Prevention/Program	Employee Assistance Program	9,000		13,500	
		Wellness Program	11,400		17,000	
		Employee physical exams	68,300	88,700	102,000	132,500
605-0301-552.20-55	Health Insurance Prem	Specific stop loss (145,000 per claim)	192,300		269,000	
		Aggregate stop loss (125% of expected claims)	25,900	218,200	36,000	305,000
605-0301-552.20-60	HMO Insurance Premium	HMO medical coverage		1,859,400		2,920,000
605-0301-552.20-65	Life Ins Prem - Employer	Life and accidental death and dis-memberment insurance coverage		41,500		73,000
605-0301-552.20-66	Supplemental Life-Employee	Supplemental life additional at the employee's expense		20,800		31,000
605-0301-552.22-03	Training	Training		700		1,000
605-0301-552.22-05	Postage	Postage		600		1,900

HUMAN RESOURCES (cont.) 0301

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
605-0301-552.22-15	Photocopying	Photocopies & supplies	100	100
605-0301-552.22-25	IT/GIS Service Charge	IT/GIS Service Charge	2,400	3,300
605-0301-552.22-26	ACA Fees	Affordable Care Act fees	95,000	95,000
		TOTAL CONTRACTUAL SERVICES	**2,583,600**	**3,946,800**
COMMODITIES:				
605-0301-552.33-05	Other Supplies	Miscellaneous office supplies	300	500
		TOTAL COMMODITIES	**300**	**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)	3,241,700	5,800,000
605-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims	252,700	445,000
605-0301-552.42-79	OPEB Liability Expense	OPEB liability expense	1,000	1,000
		TOTAL OTHER CHARGES	**3,495,400**	**6,246,000**
		TOTAL HUMAN RESOURCES	**6,294,400**	**10,673,000**

NON-OPERATING 9901

Account Number	Account Title	Description	Budget Ending Dec. 2015	Budget 2016
NON-OPERATING:				
605-9901-591.90-05	Operating Transfer Out	Operating Transfer Out To fund retiree medical insurance	1,223,600	1,880,000
		TOTAL NON-OPERATING	**1,223,600**	**1,880,000**
		TOTAL NON-OPERATING	**1,223,600**	**1,880,000**
		TOTAL HEALTH INSURANCE FUND	**7,518,000**	**12,553,000**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Sales/Reimbursable/Rents	1,677,365	1,734,937	1,293,800	932,900	**1,990,000**	1,057,100	113.3%
Other	136,948	132,089	123,000	130,000	**123,000**	(7,000)	(5.4%)
Total Revenues	**$1,814,313**	**$1,867,026**	**$1,416,800**	**$1,062,900**	**$2,113,000**	**$1,050,100**	**98.8%**
Interfund Transfers In	838,491	835,123	392,300	1,223,600	**1,880,000**	656,400	53.6%
Total Revenues and Interfund Transfers In	**$2,652,804**	**$2,702,149**	**$1,809,100**	**$2,286,500**	**$3,993,000**	**$1,706,500**	**74.6%**
Expenditures							
Contractual Services	563,855	602,429	344,100	411,300	**625,000**	213,700	52.0%
Other Charges	2,088,949	2,099,720	1,465,000	1,875,200	**3,368,000**	1,492,800	79.6%
Total Expenditures	**$2,652,804**	**$2,702,149**	**$1,809,100**	**$2,286,500**	**$3,993,000**	**$1,706,500**	**74.6%**
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 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
606-0000-471.10-00	Retiree Insurance Payment	1,677,365	1,734,937	1,293,800	932,900	**1,990,000**	1,057,100	113.3%
	Insurance	**1,677,365**	**1,734,937**	**1,293,800**	**932,900**	**1,990,000**	**1,057,100**	**113.3%**
606-0000-489.90-00	Other Income	136,948	132,089	123,000	130,000	**123,000**	(7,000)	(5.4%)
	Other	**136,948**	**132,089**	**123,000**	**130,000**	**123,000**	**(7,000)**	**(5.4%)**
606-0000-491.05-00	Operating Transfer In	838,491	835,123	392,300	1,223,600	**1,880,000**	656,400	53.6%
	Other Financing Sources	**838,491**	**835,123**	**392,300**	**1,223,600**	**1,880,000**	**656,400**	**53.6%**
	Total Retiree Health Ins Fund	**2,652,804**	**2,702,149**	**1,809,100**	**2,286,500**	**3,993,000**	**1,706,500**	**74.6%**

RETIREE HEALTH INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
606-0301-552.20-05	Professional Services	5,000	5,000	2,500	2,500	**5,000**	2,500	100.0%
606-0301-552.20-45	Claims Administration	123,335	139,770	70,000	108,700	**165,000**	56,300	51.8%
606-0301-552.20-55	Health Insurance Premiums	113,402	126,131	65,000	93,500	**130,000**	36,500	39.0%
606-0301-552.20-60	HMO Insurance Premiums	322,118	331,528	206,600	206,600	**325,000**	118,400	57.3%
	Contractual Services	**563,855**	**602,429**	**344,100**	**411,300**	**625,000**	**213,700**	**52.0%**
606-0301-552.42-75	Claims Medical Loss	2,027,869	2,018,573	1,400,000	1,823,500	**3,277,000**	1,453,500	79.7%
606-0301-552.42-77	Claims Dental Loss	61,080	81,147	65,000	51,700	**91,000**	39,300	76.0%
	Other Charges	**2,088,949**	**2,099,720**	**1,465,000**	**1,875,200**	**3,368,000**	**1,492,800**	**79.6%**
	Total Human Resources	**2,652,804**	**2,702,149**	**1,809,100**	**2,286,500**	**3,993,000**	**1,706,500**	**74.6%**
	Total Retiree Health Ins Fund	**2,652,804**	**2,702,149**	**1,809,100**	**2,286,500**	**3,993,000**	**1,706,500**	**74.6%**

HUMAN RESOURCES 0301

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CONTRACTUAL SERVICES:						
606-0301-552.20-05	Professional Services	Legal and consultant fees		2,500		5,000
606-0301-552.20-45	Claims Administration	Fee charged for processing claims and administering contracts, including utilization review		108,700		165,000
606-0301-552.20-55	Health Insurance Prem	Specific stop loss (145,000 per claim)	82,400		115,000	
		Aggregate stop loss (125% of expected claims)	11,100	93,500	15,000	130,000
606-0301-552.20-60	HMO Insurance Premium	Alternative HMO medical coverage		206,600		325,000
		TOTAL CONTRACTUAL SERVICES		**411,300**		**625,000**
OTHER CHARGES:						
606-0301-552.42-75	Claims-Medical Loss	Self-funded maximum claims of employees using conventional (PPO) health insurance (net of individual stop loss)		1,823,500		3,277,000
606-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims		51,700		91,000
		TOTAL OTHER CHARGES		**1,875,200**		**3,368,000**
		TOTAL HUMAN RESOURCES		**2,286,500**		**3,993,000**
		TOTAL RETIREE HEALTH INS FUND		**2,286,500**		**3,993,000**

GENERAL LIABILITY INSURANCE FUND 611

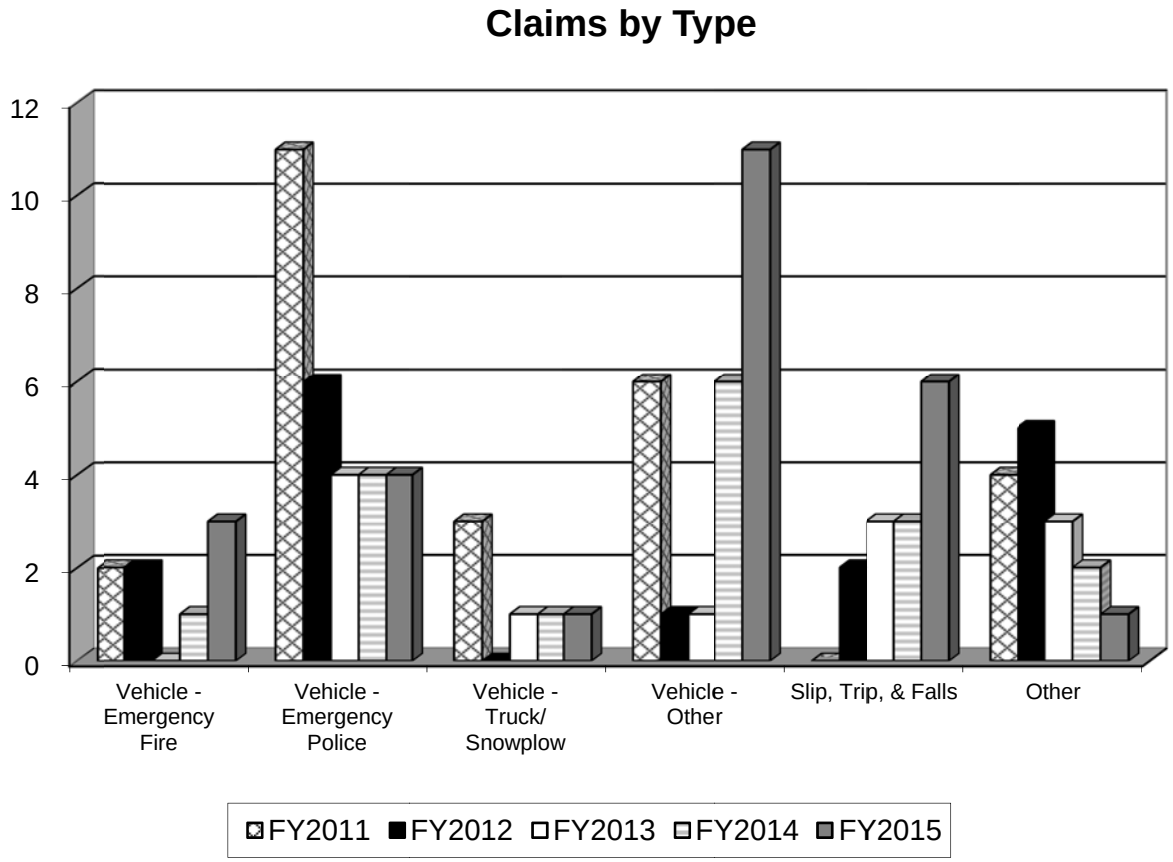
► Fund at a Glance

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. Excess liability coverage attaches at $2 million and to further protect the financial stability of this fund, the Village purchases 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



GENERAL LIABILITY INSURANCE FUND (Continued)

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Service Charges	674,600	708,300	498,200	498,200	**781,000**	282,800	56.8%
Interest Income	14,147	12,512	3,000	6,000	**6,000**	0	0.0%
Other	0	12,632	1,300	0	**0**	0	N/A
Total Revenues	**$688,747**	**$733,444**	**$502,500**	**$504,200**	**$787,000**	**$282,800**	**56.1%**
Expenditures							
Contractual Services	338,669	352,310	491,100	491,152	**468,500**	(22,652)	(4.6%)
Other Charges	950,217	626,650	537,000	302,000	**572,000**	270,000	89.4%
Total Expenditures	**$1,288,886**	**$978,960**	**$1,028,100**	**$793,152**	**$1,040,500**	**$247,348**	**31.2%**
Revenues over (under) Expenditures	**($600,139)**	**($245,516)**	**($525,600)**	**($288,952)**	**($253,500)**	**$35,452**	**(12.3%)**
BEGINNING WORKING CASH	**4,147,436**	**3,547,297**	**3,301,781**	**3,301,781**	**2,776,181**	**(525,600)**	**(15.9%)**
ENDING WORKING CASH	**$3,547,297**	**$3,301,781**	**$2,776,181**	**$3,012,829**	**$2,522,681**	**($490,148)**	**(16.3%)**

GENERAL LIABILITY INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
611-0000-451.68-00	Charges To Operations	674,600	708,300	498,200	498,200	**781,000**	282,800	56.8%
	Charges for Services	**674,600**	**708,300**	**498,200**	**498,200**	**781,000**	**282,800**	**56.8%**
611-0000-461.02-00	Interest on Investments	7,193	5,976	3,000	6,000	**6,000**	0	0.0%
611-0000-462.10-00	Market Value Adjustments	6,954	6,536	0	0		0	N/A
	Interest Income	**14,147**	**12,512**	**3,000**	**6,000**	**6,000**	**0**	**0.0%**
611-0000-489.90-00	Other Income	0	12,632	1,300	0	**0**	0	N/A
	Other	**0**	**12,632**	**1,300**	**0**	**0**	**0**	**N/A**
	Total General Liability Ins Fund	**688,747**	**733,444**	**502,500**	**504,200**	**787,000**	**282,800**	**56.1%**

GENERAL LIABILITY INSURANCE FUND

EXPENDITURES

Finance 0501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
611-0501-552.20-05	Professional Services	0	0	5,000	5,000	**5,000**	0	0.0%
611-0501-552.20-45	Claims Administration	11,816	17,734	20,000	20,000	**20,500**	500	2.5%
611-0501-552.20-50	Loss Prevention Program	0	0	5,000	5,000	**5,000**	0	0.0%
611-0501-552.20-70	Insurance Premiums	326,853	334,574	461,100	461,152	**438,000**	(23,152)	(5.0%)
611-0501-552.22-05	Postage	0	2	0	0	**0**	0	N/A
	Contractual Services	**338,669**	**352,310**	**491,100**	**491,152**	**468,500**	**(22,652)**	**(4.6%)**
611-9901-591.40-78	IMET Expense	0	23,167	0	0	**0**	0	N/A
611-0501-552.42-53	Vehicle Loss	39,098	18,504	30,000	65,000	**65,000**	0	0.0%
611-0501-552.42-55	Property Loss	0	0	7,000	7,000	**7,000**	0	0.0%
611-0501-552.42-60	Liability Losses	911,119	584,979	500,000	230,000	**500,000**	270,000	117.4%
	Other Charges	**950,217**	**626,650**	**537,000**	**302,000**	**572,000**	**270,000**	**89.4%**
	Total Finance	**1,288,886**	**978,960**	**1,028,100**	**793,152**	**1,040,500**	**247,348**	**31.2%**
	Total General Liability Ins Fund	**1,288,886**	**978,960**	**1,028,100**	**793,152**	**1,040,500**	**247,348**	**31.2%**

FINANCE **0501**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
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		20,000		20,500
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)	177,000		185,000	
		Property insurance	222,015		160,000	
		Public entity excess	49,137		80,000	
		Treasurer's bond	12,000		12,000	
		Notary bonds	1,000	461,152	1,000	438,000
		TOTAL CONTRACTUAL SERVICES		**491,152**		**468,500**
OTHER CHARGES:						
611-0501-552.42-53	Vehicle Loss	Property loss and liability loss regarding vehicle accidents		65,000		65,000
611-0501-552.42-55	Property Loss	Property loss, not including vehicle damage		7,000		7,000
611-0501-552.42-60	Liability Losses	General liability, not including vehicle liability		230,000		500,000
		TOTAL OTHER CHARGES		**302,000**		**572,000**
		TOTAL FINANCE		**793,152**		**1,040,500**
		TOTAL GENERAL LIABILITY INS FUND		**793,152**		**1,040,500**

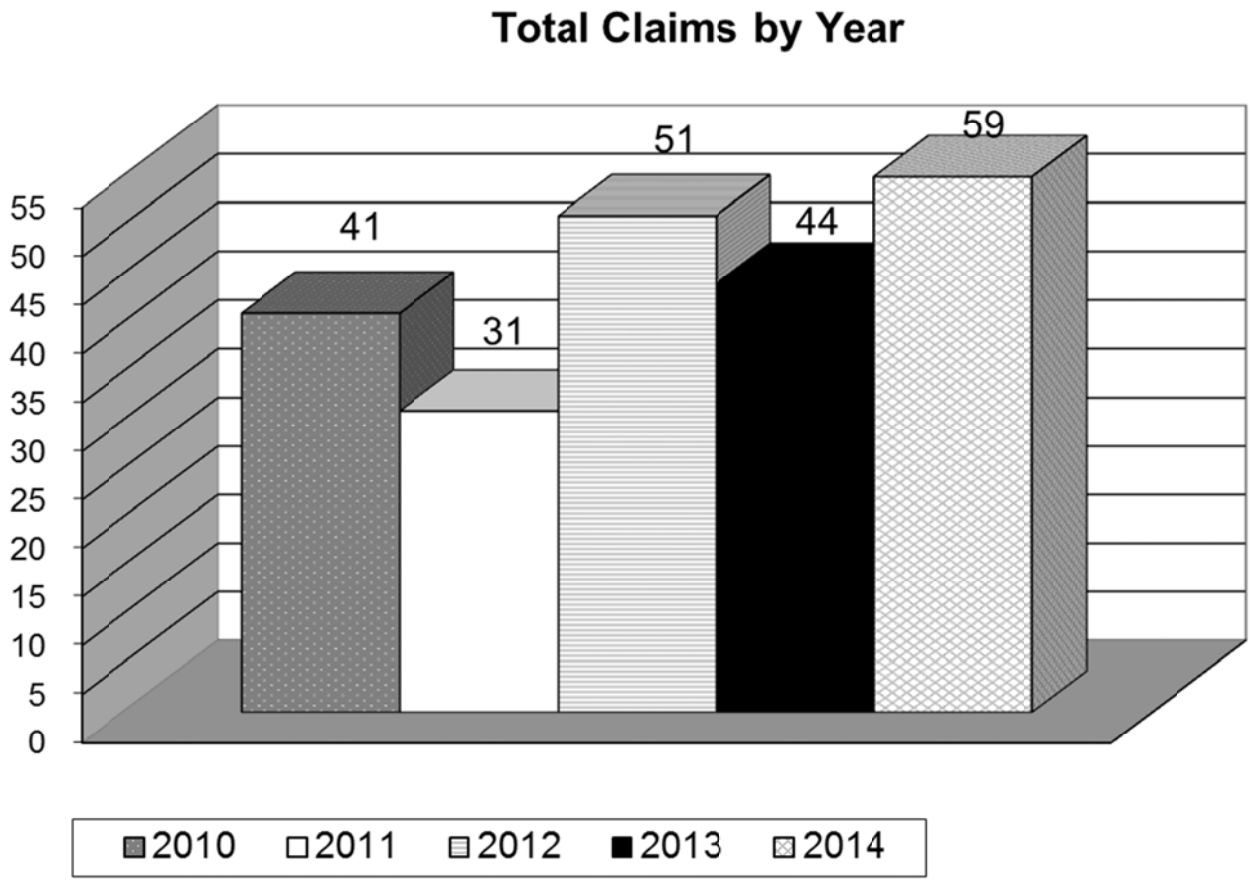
► Fund at a Glance

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Service Charges	1,828,400	1,883,200	1,299,600	1,299,600	**1,997,600**	698,000	53.7%
Interest Income	24,106	22,015	5,000	10,100	**10,500**	400	4.0%
Sales/Reimbursable/Rents	130,531	131,394	42,000	0	**0**	0	N/A
Other	2,449	2,042	0	0	**0**	0	N/A
Total Revenues	**$1,985,486**	**$2,038,651**	**$1,346,600**	**$1,309,700**	**$2,008,100**	**$698,400**	**53.3%**
Expenditures							
Personal Services	$107,663	$98,044	$83,500	$96,500	**$139,800**	$43,300	44.9%
Contractual Services	308,996	305,709	486,100	506,083	**545,900**	39,817	7.9%
Commodities	873	1,117	1,400	1,500	**1,900**	400	26.7%
Other Charges	1,282,871	1,655,720	682,500	784,500	**1,470,500**	686,000	87.4%
Total Expenditures	**$1,700,403**	**$2,060,590**	**$1,253,500**	**$1,388,583**	**$2,158,100**	**$769,517**	**55.4%**
Revenues over (under) Expenditures	**$285,083**	**($21,939)**	**$93,100**	**($78,883)**	**($150,000)**	**($71,117)**	**90.2%**
BEGINNING WORKING CASH	**4,664,436**	**4,949,519**	**4,927,580**	**4,927,580**	**5,020,680**	**93,100**	**1.9%**
ENDING WORKING CASH	**$4,949,519**	**$4,927,580**	**$5,020,680**	**$4,848,697**	**$4,870,680**	**$21,983**	**0.5%**

WORKERS' COMPENSATION INSURANCE FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
615-0000-451.68-00	Charges To Operations	1,828,400	1,883,200	1,299,600	1,299,600	**1,997,600**	698,000	53.7%
	Charges for Services	**1,828,400**	**1,883,200**	**1,299,600**	**1,299,600**	**1,997,600**	**698,000**	**53.7%**
615-0000-461.02-00	Interest on Investments	12,091	10,457	5,000	10,100	**10,500**	400	4.0%
615-0000-462.10-00	Market Value Adjustments	12,015	11,558	0	0		0	N/A
	Interest Income	**24,106**	**22,015**	**5,000**	**10,100**	**10,500**	**400**	**4.0%**
615-0000-471.22-00	Workers Comp Reimburse	130,531	131,393	42,000	0	**0**	0	N/A
	Insurance	**130,531**	**131,393**	**42,000**	**0**	**0**	**0**	**N/A**
615-0000-489.90-00	Other Income	2,449	2,042	0	0		0	N/A
	Other	**2,449**	**2,042**	**0**	**0**	**0**	**0**	**N/A**
	Total Workers' Comp Ins Fund	**1,985,486**	**2,038,650**	**1,346,600**	**1,309,700**	**2,008,100**	**698,400**	**53.3%**

WORKERS' COMPENSATION INSURANCE FUND

EXPENDITURES

Human Resources 0301

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
615-0301-552.10-01	Salaries	64,061	70,786	50,700	50,700	**79,700**	29,000	57.2%
615-0301-552.18-01	Temporary Help	352	2,013	2,500	2,500	**3,900**	1,400	56.0%
615-0301-552.18-80	Special Detail	1,820	0	2,000	5,000	**7,500**	2,500	50.0%
	Salaries	**66,233**	**72,799**	**55,200**	**58,200**	**91,100**	**32,900**	**56.5%**
615-0301-552.19-01	Workers Compensation	100	100	100	100	**100**	0	0.0%
615-0301-552.19-05	Medical Insurance	9,100	9,600	6,600	6,600	**10,200**	3,600	54.5%
615-0301-552.19-10	IMRF	9,026	9,628	7,200	7,200	**11,400**	4,200	58.3%
615-0301-552.19-11	Social Security	3,917	4,330	3,600	3,600	**5,700**	2,100	58.3%
615-0301-552.19-12	Medicare	916	1,013	800	800	**1,300**	500	62.5%
615-0301-552.19-15	Compensated Absences	3,977	148	0	0	**0**	0	N/A
615-0301-552.19-30	Unemployment Benefits	14,394	426	10,000	20,000	**20,000**	0	0.0%
	Fringe Benefits	**41,430**	**25,245**	**28,300**	**38,300**	**48,700**	**10,400**	**27.2%**
615-0301-552.20-20	Legal Services	0	0	0	4,700	**4,700**	0	0.0%
615-0301-552.20-45	Claims Administration	67,052	38,365	49,200	49,200	**73,600**	24,400	49.6%
615-0301-552.20-50	Loss Prevention Program	8,388	8,452	10,000	24,200	**36,000**	11,800	48.8%
615-0301-552.20-70	Insurance Premiums	227,162	252,700	422,000	421,583	**424,000**	2,417	0.6%
615-0301-552.21-65	Other Services	212	70	200	1,700	**1,000**	(700)	(41.2%)
615-0301-552.22-02	Dues	590	430	500	500	**700**	200	40.0%
615-0301-552.22-03	Training	2,400	2,450	1,600	1,600	**2,400**	800	50.0%
615-0301-552.22-05	Postage	85	18	100	100	**100**	0	0.0%
615-0301-552.22-15	Photocopying	7	124	100	100	**100**	0	0.0%
615-0301-552.22-25	IT/GIS Service Charge	3,100	3,100	2,400	2,400	**3,300**	900	37.5%
	Contractual Services	**308,996**	**305,709**	**486,100**	**506,083**	**545,900**	**39,817**	**7.9%**
615-0301-552.30-01	Publications Periodicals	167	235	400	500	**800**	300	60.0%
615-0301-552.30-05	Office Supplies & Equip	232	778	700	700	**800**	100	14.3%
615-0301-552.33-05	Other Supplies	474	104	300	300	**300**	0	0.0%
	Commodities	**873**	**1,117**	**1,400**	**1,500**	**1,900**	**400**	**26.7%**
615-9901-591.40-78	IMET Expense	0	39,557	0	0	**0**	0	N/A
615-0301-552.42-75	Claims Medical Loss	475,715	728,384	382,000	382,000	**670,000**	288,000	75.4%
615-0301-552.42-78	Medical Loss Reserve	95,947	0	0	67,000	**100,000**	33,000	49.3%
615-0301-552.42-79	OPEB Liability Expense	507	637	500	500	**500**	0	0.0%
615-0301-552.42-80	Claims WC Salary Replace	710,702	887,142	300,000	335,000	**700,000**	365,000	109.0%
	Other Charges	**1,282,871**	**1,655,720**	**682,500**	**784,500**	**1,470,500**	**686,000**	**87.4%**
	Total Human Resources	**1,700,403**	**2,060,590**	**1,253,500**	**1,388,583**	**2,158,100**	**769,517**	**55.4%**
	Total Workers' Comp Ins Fund	**1,700,403**	**2,060,590**	**1,253,500**	**1,388,583**	**2,158,100**	**769,517**	**55.4%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1035	Human Resources Coordinator	B32	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 8-Months Dec. 2015	2016	+ (-)
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

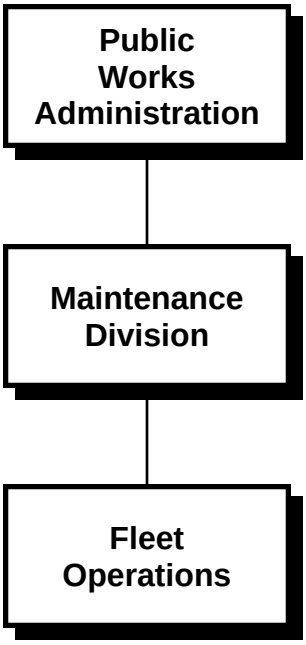
Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
615-0301-552.10-01	Salaries	Salaries		50,700		79,700
615-0301-552.18-01	Temporary Help	Temporary Help		2,500		3,900
615-0301-552.18-80	Special Detail	Special details by trained Village personnel acting as instructors for the Driver Safety Program		5,000		7,500
		TOTAL SALARIES		**58,200**		**91,100**
FRINGE BENEFITS:						
615-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
615-0301-552.19-05	Medical Insurance	Medical Insurance		6,600		10,200
615-0301-552.19-10	IMRF	IMRF		7,200		11,400
615-0301-552.19-11	Social Security	Social Security		3,600		5,700
615-0301-552.19-12	Medicare	Medicare		800		1,300
615-0301-552.19-30	Unemployment Benefits	Unemployment benefits		20,000		20,000
		TOTAL FRINGE BENEFITS		**38,300**		**48,700**
CONTRACTUAL SERVICES:						
615-0301-552.20-20	Legal Services	Legal Services		4,700		4,700
615-0301-552.20-45	Claims Administration	Claims administration	28,700		43,000	
		Loss control service	20,500	49,200	30,600	73,600
615-0301-552.20-50	Loss Prevention/Program	Back/knee injury prevention	2,700		4,000	
		Employee blood screening	700		1,000	
		Fitness Programs	3,400		5,000	
		Hazardous communication training	3,400		5,000	
		Incentive Program	4,700		7,000	
		Misc. prevention programs & services	6,300		9,500	
		Blood borne pathogen program	300		500	
		Miscellaneous loss prevention training programs	2,700	24,200	4,000	36,000
615-0301-552.20-70	Insurance Premiums	Premium for insurance above $750,000		421,583		424,000
615-0301-552.21-65	Other Services	Miscellaneous services		1,700		1,000
615-0301-552.22-02	Dues	Dues		500		700

HUMAN RESOURCES (cont.) 0301

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
615-0301-552.22-03	Training	Training	1,600	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	2,400	3,300
		TOTAL CONTRACTUAL SERVICES	**506,083**	**545,900**
COMMODITIES:				
615-0301-552.30-01	Publications/Periodicals	Miscellaneous publications	500	800
615-0301-552.30-05	Office Supplies & Equip.	General office supplies	700	800
615-0301-552.33-05	Other Supplies	Other Commodities	300	300
		TOTAL COMMODITIES	**1,500**	**1,900**
OTHER CHARGES:				
615-0301-552.42-75	Claims Medical Losses	Employee medical claims	382,000	670,000
615-0301-552.42-78	Medical Loss Reserve	Medical Loss Reserve	67,000	100,000
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	335,000	700,000
		TOTAL OTHER CHARGES	**784,500**	**1,470,500**
		TOTAL HUMAN RESOURCES	**1,388,583**	**2,158,100**
		TOTAL WORKERS' COMP INS FUND	**1,388,583**	**2,158,100**

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.

► 2014-15 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 2014 & 2015.
- ► **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 CY2014, Village vehicles used approximately 91,000 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. A study was recently undertaken to analyze the cost feasibility of storing CNG vehicles within the Public Works Maintenance Garage.
- **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 FY2015.

► 2016 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.
- To continue to improve the Vehicle Replacement Program. In an effort to maximize the use of vehicles and time the replacement of vehicles when it is most advantageous to the Village.
- Evaluate current vehicle usage per Department and determine if a "vehicle pool program" would be beneficial.

► Performance Measures

	Calendar Year		
	2012	2013	2014
1. Vehicles/equipment maintained	344	337	343
2. Work orders completed	2,606	2,890	2,415

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Fees	16,877	14,944	10,100	10,100	**15,600**	5,500	54.5%
Fines	29,586	16,218	16,800	16,800	**17,000**	200	1.2%
Service Charges	2,910,400	3,081,600	2,596,400	2,596,400	**3,214,100**	617,700	23.8%
Interest Income	16,502	18,440	5,000	12,000	**9,000**	(3,000)	(25.0%)
Sales/Reimbursable/Rents	315,045	444,312	172,900	120,600	**147,000**	26,400	21.9%
Other	83,235	16,905	3,500	0	**0**	0	N/A
Total Revenues	**$3,371,645**	**$3,592,419**	**$2,804,700**	**$2,755,900**	**$3,402,700**	**$646,800**	**23.5%**
Interfund Transfers In	1,600,000	0	0	0	**0**	0	N/A
Total Revenues and Interfund Transfers In	**$4,971,645**	**$3,592,419**	**$2,804,700**	**$2,755,900**	**$3,402,700**	**$646,800**	**23.5%**
Expenditures							
Personal Services	$1,344,184	$1,377,964	$971,400	$971,400	**$1,483,400**	$512,000	52.7%
Contractual Services	202,366	176,554	171,396	171,246	**247,900**	76,654	44.8%
Commodities	449,863	391,332	338,400	338,400	**450,400**	112,000	33.1%
Other Charges	35,020	55,146	18,300	38,300	**53,000**	14,700	38.4%
Capital Items	2,442,340	1,872,452	2,930,559	2,930,559	**966,500**	(1,964,059)	(67.0%)
Total Expenditures	**$4,473,773**	**$3,873,448**	**$4,430,055**	**$4,449,905**	**$3,201,200**	**($1,248,705)**	**(28.1%)**
Revenues over (under) Expenditures	**$497,872**	**($281,029)**	**($1,625,355)**	**($1,694,005)**	**$201,500**	**$1,895,505**	**(111.9%)**
BEGINNING WORKING CASH	**5,727,691**	**6,225,563**	**5,944,534**	**5,944,534**	**4,319,179**	**(1,625,355)**	**(27.3%)**
ENDING WORKING CASH	**$6,225,563**	**$5,944,534**	**$4,319,179**	**$4,250,529**	**$4,520,679**	**$270,150**	**6.4%**

FLEET OPERATIONS FUND (621)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES											
CHARGES TO OPERATIONS			2,910,400	3,081,600	2,596,400	2,596,400	**3,214,100**	3,374,800	3,543,500	3,720,700	3,906,700
FINES			29,586	16,218	16,800	16,800	**17,000**	30,000	30,000	30,000	30,000
WHEELING BUS MAINTENANCE			16,877	14,944	10,100	10,100	**15,600**	15,000	15,000	15,000	15,000
INTEREST INCOME			16,502	18,440	5,000	12,000	**9,000**	25,000	25,000	25,000	25,000
SALES/REIMB./RENTS			315,045	444,312	172,900	120,600	**147,000**	200,000	200,000	200,000	200,000
OTHER			83,235	16,905	3,500	0	**0**	0	0	0	0
OPERATING TRANSFER IN			1,600,000	0	0	0	**0**	0	0	0	0
TOTAL REVENUES			4,971,645	3,592,419	2,804,700	2,755,900	**3,402,700**	3,644,800	3,813,500	3,990,700	4,176,700
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			1,344,184	1,377,964	971,400	971,400	**1,483,400**	1,561,400	1,624,500	1,705,700	1,791,000
Contractual Services			202,366	176,554	171,396	171,246	**247,900**	252,900	258,000	263,200	268,500
Commodities			449,863	391,332	338,400	338,400	**450,400**	459,400	468,600	478,000	487,600
Other Charges			19,380	55,146	18,300	18,300	**23,000**	(7,000)	(7,000)	(7,000)	(7,000)
SUBTOTAL - OPERATING EXPENDITURES			2,015,793	2,000,996	1,499,496	1,499,346	**2,204,700**	2,266,700	2,344,100	2,439,900	2,540,100
VEHICLES [1]											
Vehicle and Special Equipment Repl - PW	2	VH-95-01	1,624,132	201,172	1,474,414	1,474,414	**545,000**	425,000	621,000	1,374,000	655,700
Vehicle and Special Equipment Repl - W&S	3	VH-95-02	325,951	179,866	429,081	429,081	**109,000**	358,500	753,000	261,000	98,300
Vehicle Replacement - Police Department	4	VH-95-03	180,020	177,101	211,700	211,700	**145,500**	412,000	342,000	379,000	96,200
Vehicle Replacement - Fire Department	5	VH-95-04	231,569	1,250,130	569,664	569,664	**23,000**	920,000	170,000	213,000	138,600
Vehicle Replacement - Municipal Fleet Services	6	VH-95-06	0	23,785	0	0	**0**	0	52,000	48,000	0
Vehicle Replacement - Municipal Parking Operations	7	VH-95-08	17,979	0	44,000	44,000	**75,000**	0	0	0	87,100
Vehicle Replacement - Building & Health Services	8	VH-95-10	15,971	17,338	154,000	154,000	**22,000**	0	0	0	93,300
Vehicle Replacement - Engineering Department	9	VH-95-11	46,718	23,060	47,700	47,700	**25,000**	22,000	25,000	0	0
Vehicle Replacement - Planning Department	10	VH-95-12	0	0	0	0	**22,000**	0	0	0	0
Vehicle Replacement - IT/GIS Department	11	VH-95-15	0	0	0	0	**0**	0	0	0	0
SUBTOTAL - VEHICLES			2,442,340	1,872,452	2,930,559	2,930,559	**966,500**	2,137,500	1,963,000	2,275,000	1,169,200
OPERATING CONTINGENCY			15,640	0	0	20,000	**30,000**	0	0	0	0
TOTAL EXPENDITURES			4,473,773	3,873,448	4,430,055	4,449,905	**3,201,200**	4,404,200	4,307,100	4,714,900	3,709,300
BEGINNING WORKING CASH			5,727,691	6,225,563	5,944,534		**4,319,179**	4,520,679	3,761,279	3,267,679	2,543,479
REVENUES OVER (UNDER) EXPENDITURES			497,872	(281,029)	(1,625,355)	(1,694,005)	**201,500**	(759,400)	(493,600)	(724,200)	467,400
ENDING WORKING CASH			6,225,563	5,944,534	4,319,179		**4,520,679**	3,761,279	3,267,679	2,543,479	3,010,879

FLEET OPERATIONS FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
621-0000-431.24-00	Wheeling Bus Maintenance	16,877	14,944	10,100	10,100	**15,600**	5,500	54.5%
	General Government Fees	**16,877**	**14,944**	**10,100**	**10,100**	**15,600**	**5,500**	**54.5%**
621-0000-441.20-00	Vehicle Code Violation Fines	29,586	16,218	16,800	16,800	**17,000**	200	1.2%
	Fines	**29,586**	**16,218**	**16,800**	**16,800**	**17,000**	**200**	**1.2%**
621-0000-451.68-00	Charges To Operations	2,910,400	3,081,600	2,596,400	2,596,400	**3,214,100**	617,700	23.8%
	Charges for Services	**2,910,400**	**3,081,600**	**2,596,400**	**2,596,400**	**3,214,100**	**617,700**	**23.8%**
621-0000-461.02-00	Interest on Investments	8,479	8,774	5,000	12,000	**9,000**	(3,000)	(25.0%)
621-0000-462.10-00	Market Value Adjustments	8,023	9,666	0	0	**0**	0	N/A
	Interest Income	**16,502**	**18,440**	**5,000**	**12,000**	**9,000**	**(3,000)**	**(25.0%)**
621-0000-471.15-00	Property Damage G B Pay	25,443	19,289	5,900	0	**0**	0	N/A
	Insurance/Property Damage	**25,443**	**19,289**	**5,900**	**0**	**0**	**0**	**N/A**
621-0000-472.24-00	Sale of Equipment	118,650	286,512	69,000	0	**0**	0	N/A
621-0000-472.26-00	Non Village Fuel Sales	170,952	138,511	98,000	120,600	**147,000**	26,400	21.9%
	Sales	**289,602**	**425,023**	**167,000**	**120,600**	**147,000**	**26,400**	**21.9%**
621-0000-489.88-00	Contributions	73,300	14,189	0	0	0	0	N/A
621-0000-489.90-00	Other Income	9,935	2,716	3,500	0	0	0	N/A
	Other	**83,235**	**16,905**	**3,500**	**0**	**0**	**0**	**N/A**
621-0000-491.05-00	Operating Transfer In	1,600,000	0	0	0	**0**	0	N/A
	Other Financing Sources	**1,600,000**	**0**	**0**	**0**	**0**	**0**	**N/A**
	Total Fleet Operations Fund	**4,971,645**	**3,592,419**	**2,804,700**	**2,755,900**	**3,402,700**	**646,800**	**23.5%**

FLEET OPERATIONS FUND

EXPENDITURES

Municipal Fleet Services 7501

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
621-7501-551.10-01	Salaries	859,405	922,956	638,700	638,700	**970,100**	331,400	51.9%
621-7501-551.18-01	Temporary Help	4,755	3,960	6,000	6,000	**8,300**	2,300	38.3%
621-7501-551.18-05	Overtime Civilian	43,770	24,608	34,700	34,700	**53,200**	18,500	53.3%
	Salaries	**907,930**	**951,524**	**679,400**	**679,400**	**1,031,600**	**352,200**	**51.8%**
621-7501-551.19-01	Workers Compensation	42,800	44,100	30,400	30,400	**46,700**	16,300	53.6%
621-7501-551.19-05	Medical Insurance	176,000	185,100	124,800	124,800	**196,300**	71,500	57.3%
621-7501-551.19-10	IMRF	133,404	126,027	84,800	84,800	**129,800**	45,000	53.1%
621-7501-551.19-11	Social Security	54,940	57,715	42,100	42,100	**64,000**	21,900	52.0%
621-7501-551.19-12	Medicare	12,849	13,498	9,900	9,900	**15,000**	5,100	51.5%
621-7501-551.19-15	Compensated Absences	16,261	0	0	0	**0**	0	N/A
	Fringe Benefits	**436,254**	**426,440**	**292,000**	**292,000**	**451,800**	**159,800**	**54.7%**
621-7501-551.21-02	Equipment Maintenance	13,588	6,674	9,000	9,000	**9,900**	900	10.0%
621-7501-551.21-03	Radio Maintenance	0	0	300	300	**0**	(300)	(100.0%)
621-7501-551.21-07	Vehicle Equipment Maint	130,165	115,190	110,646	110,646	**155,000**	44,354	40.1%
621-7501-551.21-08	Vehicle Damage	15,824	11,154	16,700	16,700	**25,000**	8,300	49.7%
621-7501-551.21-36	Equipment Rental	2,560	2,145	2,000	2,000	**2,500**	500	25.0%
621-7501-551.21-62	Disposal Services	492	669	1,300	1,300	**1,500**	200	15.4%
621-7501-551.21-65	Other Services	295	0	100	100	**0**	(100)	(100.0%)
621-7501-551.22-02	Dues	798	406	700	700	**700**	0	0.0%
621-7501-551.22-03	Training	717	2,312	1,800	1,800	**3,500**	1,700	94.4%
621-7501-551.22-05	Postage	173	280	250	100	**300**	200	200.0%
621-7501-551.22-10	Printing	54	24	800	800	**500**	(300)	(37.5%)
621-7501-551.22-15	Photocopying	0	0	100	100	**0**	(100)	(100.0%)
621-7501-551.22-25	IT/GIS Service Charge	24,600	21,600	16,600	16,600	**32,800**	16,200	97.6%
621-7501-551.22-37	Vehicle/Equip Lease Chrg	13,100	16,100	11,100	11,100	**16,200**	5,100	45.9%
	Contractual Services	**202,366**	**176,554**	**171,396**	**171,246**	**247,900**	**76,654**	**44.8%**
621-7501-551.30-01	Publications Periodicals	0	86	100	100	**100**	0	0.0%
621-7501-551.30-05	Office Supplies & Equip	412	538	300	300	**600**	300	100.0%
621-7501-551.30-35	Clothing	7,024	5,776	3,600	3,600	**5,700**	2,100	58.3%
621-7501-551.30-50	Petroleum Products	856	851	1,100	1,100	**800**	(300)	(27.3%)
621-7501-551.30-55	Non Village Fuel Resale	164,849	125,577	121,100	121,100	**158,200**	37,100	30.6%
621-7501-551.31-50	Vehicle Maintenance Sup	261,219	239,543	199,600	199,600	**267,300**	67,700	33.9%
621-7501-551.31-65	Other Equip & Supplies	11,200	14,173	8,900	8,900	**12,000**	3,100	34.8%
621-7501-551.31-85	Small Tools and Equipment	3,559	3,167	2,700	2,700	**4,000**	1,300	48.1%
621-7501-551.33-05	Other Supplies	744	1,621	1,000	1,000	**1,700**	700	70.0%
	Commodities	**449,863**	**391,332**	**338,400**	**338,400**	**450,400**	**112,000**	**33.1%**
621-9901-591.40-78	IMET Expense	0	33,359	0	0	**0**	0	N/A
621-7501-551.40-95	Wheeling Bus Maintenance	12,786	14,145	13,300	13,300	**18,000**	4,700	35.3%
621-7501-551.40-96	Operating Contingency	15,640	0	0	20,000	**30,000**	10,000	50.0%
621-7501-551.42-79	OPEB Liability Expense	6,594	7,642	5,000	5,000	**5,000**	0	0.0%
	Other Charges	**35,020**	**55,146**	**18,300**	**38,300**	**53,000**	**14,700**	**38.4%**
	Total Mun. Fleet Services	**2,031,433**	**2,000,996**	**1,499,496**	**1,519,346**	**2,234,700**	**715,354**	**47.1%**

FLEET OPERATIONS FUND

EXPENDITURES

Equipment 9003

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
621-9003-572.50-05	Vehicle Equipment	2,442,340	1,872,452	2,930,559	2,930,559	**966,500**	(1,964,059)	(67.0%)
	Capital Outlay	**2,442,340**	**1,872,452**	**2,930,559**	**2,930,559**	**966,500**	**(1,964,059)**	**(67.0%)**
	Total Equipment	**2,442,340**	**1,872,452**	**2,930,559**	**2,930,559**	**966,500**	**(1,964,059)**	**(67.0%)**
	Total Fleet Operations Fund	**4,473,773**	**3,873,448**	**4,430,055**	**4,449,905**	**3,201,200**	**(1,248,705)**	**(28.1%)**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
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 8-Months Dec. 2015	2016	+ (-)
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 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
621-7501-551.10-01	Salaries	Salaries		638,700		970,100
621-7501-551.18-01	Temporary Help	Temporary Help		6,000		8,300
621-7501-551.18-05	Overtime Civilian	Overtime Civilian		34,700		53,200
		TOTAL SALARIES		**679,400**		**1,031,600**
FRINGE BENEFITS:						
621-7501-551.19-01	Workers' Compensation	Workers' Compensation Insurance		30,400		46,700
621-7501-551.19-05	Medical Insurance	Medical Insurance		124,800		196,300
621-7501-551.19-10	IMRF	IMRF		84,800		129,800
621-7501-551.19-11	Social Security	Social Security		42,100		64,000
621-7501-551.19-12	Medicare	Medicare		9,900		15,000
		TOTAL FRINGE BENEFITS		**292,000**		**451,800**
CONTRACTUAL SERVICES:						
621-7501-551.21-02	Equipment Maintenance	Fleet/ Inv. Software Support & Subscriptions	650		6,300	
		Office, electrical equipment	1,200		0	
		Diagnostic equipment	0		1,700	
		Overhead crane	2,150		1,200	
		Fuel Master	700		700	
		Hydraulic equipment	1,300		0	
		OPTICOM	3,000		0	
		Software update subscription		9,000		9,900
621-7501-551.21-03	Radio Maintenance	Maintenance of vehicle radios				
		Building Services	50			
		Engineering	50			
		Public Works	100			
		Water Utilities	100	300		0
621-7501-551.21-07	Vehicle Equip. Maint.	Vehicle equipment maintenance	86,700			
		Police	0		15,000	
		Fire	0		30,000	
		Engineering	0		7,000	
		Building	0		7,000	
		Health	0		7,000	
		IT	0		7,000	
		Planning	0		7,000	
		PW Maint	0		54,000	
		PW Utility	0		7,000	
		PW Fleet	0		7,000	
		Parking	0		7,000	
		Police vehicles set-ups	14,000		0	
		Prior Year Encumbrance Carryover	9,946	110,646	0	155,000
621-7501-551.21-08	Vehicle Damage	Vehicle accident repair		16,700		25,000

MUNICIPAL FLEET SERVICES (cont.) 7501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
621-7501-551.21-36	Equipment Rental	Monthly pressure cylinders	700		2,500	
		Vehicle rental	1,300	2,000		2,500
621-7501-551.21-62	Disposal Services	Removal of special and hazardous waste and scrap tires		1,300		1,500
621-7501-551.21-65	Other Services	Miscellaneous services		100		0
621-7501-551.22-02	Dues	Dues		700		700
621-7501-551.22-03	Training	Elect. and Computer Cntrl.	250		250	
		Mechanic Test (ASE)	550		550	
		In-service Training	200		500	
		APWA (10 @ 20)	200		200	
		Fleet Management Program	500		500	
		Police and Fire Equipment Training	0		1,500	
		ICUEE (2)	100	1,800	0	3,500
621-7501-551.22-05	Postage	Postage		100		300
621-7501-551.22-10	Printing	Shop orders, time cards	150			
		Decals	650	800		500
621-7501-551.22-15	Photocopying	Photocopies, supplies & maintenance		100		0
621-7501-551.22-25	IT/GIS Service Charge	IT/GIS Service Charge		16,600		32,800
621-7501-551.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		11,100		16,200
		TOTAL CONTRACTUAL SERVICES		**171,246**		**247,900**
COMMODITIES:						
621-7501-551.30-01	Publications/Periodicals	Miscellaneous publications		100		100
621-7501-551.30-05	Office Supplies & Equip.	General office supplies		300		600
621-7501-551.30-35	Clothing	Uniform rental	1,450		2,200	
		Boots, rainwear, gloves & misc. clothing	1,450		2,500	
		Safety glasses, goggles, safety shoes, hard hats & misc. safety equipment	700	3,600	1,000	5,700
621-7501-551.30-50	Petroleum Products	Gasoline for department vehicle(s)		1,100		800
621-7501-551.30-55	Non-Village Petro Resale	Non-Village Petroleum Resale		121,100		158,200
621-7501-551.31-50	Vehicle Maintenance Supl	Public Works Maintenance	96,700		124,300	
		Public Works Fleet	0		100	
		Manager's Office / IT	300		500	
		Police	31,700		49,500	
		Fire	34,000		47,000	
		Planning & Community Development	400		800	
		Building Services	2,000		1,600	
		Health Services	1,700		1,000	
		Engineering	700		1,700	
		Water/Sewer - PW Utility	27,300		31,800	
		Parking	4,800	199,600	9,000	267,300

MUNICIPAL FLEET SERVICES (cont.) 7501

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
621-7501-551.31-65	Other Equip. & Supplies	Drill bits and hoses	1,000		2,000	
		Diagnostic machine & dispensing system	1,350		0	
		General Maintenance Materials	0		5,400	
		Welding supplies	3,800		3,800	
		Tire repair supplies	400		800	
		Diagnostic software	2,350	8,900	0	12,000
621-7501-551.31-85	Small Tools & Equipment	Misc. small tools & equipment		2,700		4,000
621-7501-551.33-05	Other Supplies	Wiping rags, first aid & misc. supplies		1,000		1,700
		TOTAL COMMODITIES		**338,400**		**450,400**
OTHER CHARGES:						
621-7501-551.40-95	Wheeling Bus Maintenance	Wheeling bus maintenance		13,300		18,000
621-7501-551.40-96	Operating Contingency	Operating contingency		20,000		30,000
621-7501-551.42-79	OPEB Liability Expense	OPEB liability expense		5,000		5,000
		TOTAL OTHER CHARGES		**38,300**		**53,000**
		TOTAL MUNICIPAL FLEET SERVICES		**1,519,346**		**2,234,700**

EQUIPMENT 9003

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
CAPITAL OUTLAY:						
621-9003-572.50-05	Vehicle Equipment	Public Works Vehicle Repl. (VH9501)	143,000	1,474,414		545,000
		Loader (1)			150,000	
		5 Ton Dump Truck			215,000	
		Aerial Truck (1)			180,000	
		Prior Year Encumbrance Carryover	1,331,414			
		Water Utility Vehicle Repl. (VH9502)	151,000	429,081		109,000
		6 Wheeler Dump Truck (1)			109,000	
		Prior Year Encumbrance Carryover	278,081			
		Police Vehicle Repl. (VH9503)		211,700		145,500
		Prisoner Transport (1)	59,000			
		Patrol Vehicles	84,500		145,500	
		Compact Sedans (2)	35,000			
		Prior Year Encumbrance Carryover	33,200			
		Fire Vehicle Repl. (VH9504)	111,000	569,664		23,000
		Utility Trailer (1)			23,000	
		Prior Year Encumbrance Carryover	458,664			
		Parking Vehicle Repl. (VH9508)		44,000		75,000
		American Lincoln			75,000	
		Building & Health Ser. Vehicle Repl. (VH9510)		154,000		22,000
		Sedans (1)			22,000	
		Engineering Vehicle Repl. (VH9511)		47,700		25,000
		Sport Utility Vehicle (1)			25,000	
		Planning Vehicle Repl. (VH9512)		0		22,000
		Sedans (1)			22,000	
		TOTAL CAPITAL OUTLAY		**2,930,559**		**966,500**
		TOTAL EQUIPMENT		**2,930,559**		**966,500**
		TOTAL FLEET OPERATIONS FUND		**4,449,905**		**3,201,200**

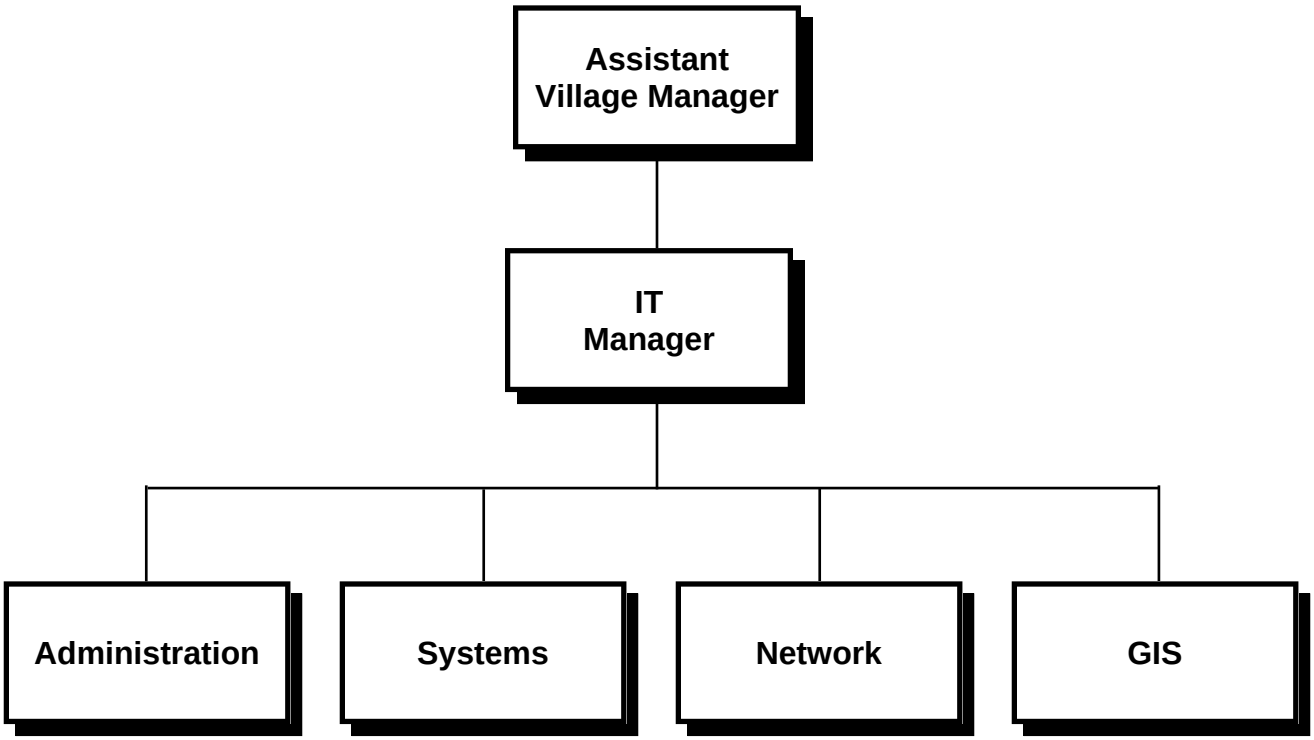
VILLAGE OF ARLINGTON HEIGHTS

2016 CHARGES TO OPERATIONS FOR VEHICLE LEASE CHARGES

			MAINTENANCE FEE			DEPRECIATION			LEASE COSTS			TOTAL CHARGES VEHICLE/EQUIP LEASE CHARGE		
FUND	DEPT	OPERATION	8 Mo. Per. End Dec 2015	2016	VARIANCE	8 Mo. Per. End Dec 2015	2016	VARIANCE	8 Mo. Per. End Dec 2015	2016	VARIANCE	8 Mo. Per. End Dec 2015	2016	VARIANCE
101	3001-511	Police	$200,909	$414,651	$213,742	$109,282	$118,087	$8,805	$0	$0	$0	$310,200	**$532,700**	$222,500
101	3501-512	Fire	289,015	395,717	106,702	357,657	342,479	(15,178)	0	0	0	646,700	**738,200**	91,500
101	4001-521	Planning & Community Devlp	3,653	5,388	1,735	1,490	1,490	0	0	0	0	5,100	**6,900**	1,800
101	4501-523	Building Services	22,331	32,348	10,017	15,654	14,663	(991)	0	0	0	38,000	**47,000**	9,000
101	4502-523	Health Services	12,881	19,852	6,971	4,734	6,179	1,445	0	0	0	17,600	**26,000**	8,400
101	5001-524	Engineering	24,670	31,789	7,119	5,169	7,089	1,920	0	0	0	29,800	**38,900**	9,100
101	7101-531	Public Works	555,818	775,160	219,342	535,003	487,328	(47,675)	0	0	0	1,090,800	**1,262,500**	171,700
		Sub-Total General Fund	**$1,109,277**	**$1,674,904**	**$565,627**	**$1,028,989**	**$977,315**	**($51,674)**	**$0**	**$0**	**$0**	**$2,138,200**	**$2,652,200**	**$514,000**
235	3001-532	Police	3,653	5,388	1,735	2,270	2,270	0	0	0	0	5,900	**7,700**	1,800
235	7101-532	Public Works	12,043	18,161	6,118	9,684	9,684	0	0	0	0	21,700	**27,800**	6,100
505	7201-561	Water Utilities	239,092	325,810	86,718	177,912	179,650	1,738	0	2,000	2,000	417,000	**507,500**	90,500
621	7501-551	Municipal Fleet Services	9,502	13,908	4,406	2,250	2,250	0	0	0	0	11,800	**16,200**	4,400
625	0601-553	IT	1,827	2,694	867	0	0	0	0	0	0	1,800	**2,700**	900
		Sub-Total Other Funds	**$266,117**	**$365,960**	**$99,843**	**$192,116**	**$193,854**	**$1,738**	**$0**	**$2,000**	**$2,000**	**$458,200**	**$561,900**	**$103,700**
		TOTAL CHARGES ALL FUNDS	**$1,375,394**	**$2,040,864**	**$665,470**	**$1,221,105**	**$1,171,169**	**($49,936)**	**$0**	**$2,000**	**$2,000**	**$2,596,400**	**$3,214,100**	**$617,700**

TECHNOLOGY FUND

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 Assistant Village Manager, 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, 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 network protocol supports PCs and related peripheral equipment at the Village Hall and six remote sites. There are 463 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 twelve 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.).

2014-15 Status of Goals and Objectives

- **Continue to efficiently manage the Village's resources and implement opportunities to reduce spending**. Virtualized a number of servers and further reduced the number of physical servers at Village Hall. Upgraded Police in-car camera system to provide enhanced features and capabilities.

- **Continue to install required software at the emergency Hot Site to maintain complete redundancy with the Village Hall site**. Over the past year aging server hardware had been replaced and software applications have been migrated to new hardware.

- **Upgrade the email system to Microsoft Exchange 2010**. Completed email server migration to Microsoft Exchange 2010.

- **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.).** Ongoing.

- **Migrate web-based interactive maps and application to a new platform using ESRI cloud technology.** Recent applications are par with newest technology and public demand. This goal was entirely accomplished.

- **Continue GIS participation in the Flood Study by providing data and analysis.** This is an on-going project with data being regularly updated.

2016 Goals and Objectives

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

- Integrate IT during departmental information technology decision making in order to optimize business processes.

- Replace main Storage Area Network hardware.

- Replace network equipment that will be reaching manufactures end of life.

- Provide technology leadership in the rebuilding of a Police Station.

- Continue maintaining interactive maps and developing new services and applications.

- 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.

- Participate in the ComED project by providing GIS data. This in an on-going project with regular data updates supplied to ComED.

► Performance Measures

	FY2012	FY2013	2014
1. Total # of PC's/Laptops	462	464	463
# of PC's/Laptops replaced	85	117	84
% of PC's/Laptops replaced	18.2%	25.2%	18.5%
2. Total # of printers	166	167	172
# of printers replaced	10	15	17
% of printers replaced	6.0%	9.0%	10%
3. # of Help Desk service calls	2,175	1,583	1881
% of Help Desk calls completed within 48 hours	98%	97%	99%
4. # of system downtime hours	4	7	1
% of system up-time	99.95%	99.92%	99.99%
5. # of addresses maintained in GIS system	63,343	63,534	36,121 ([1])
6. # of address labels	22,001	22,038	22,166
7. # of GIS Intranet/Internet applications maintained	15	15	15
8. # of GIS layers maintained	365	435	594
9. # of GIS training hours provided to Village staff	290	285	260
10. # of GIS projects (maps/data)	398	485	565

(1) In the interest of efficiency, address related data had to be redesigned from a flat table to a point layer methodology. Due to this approach, only addresses related to a building are included, hence the steep drop-off.

► Hardware Inventory

Department	Computer	Printers	Servers	Switches	Routers
Mayor/Board of Trustees	4	0	n/a	n/a	n/a
Manager's Office	9	4	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	141	31	n/a	n/a	n/a
Fire	59	25	n/a	n/a	n/a
Planning	15	5	n/a	n/a	n/a
Building Services	19	8	n/a	n/a	n/a
Health Services	14	5	n/a	n/a	n/a
Senior Services	16	13	n/a	n/a	n/a
Engineering	18	7	n/a	n/a	n/a
Public Works	82	33	n/a	n/a	n/a
Sub-Total: Depts not incld IT/GIS	**413**	**156**	**n/a**	**n/a**	**n/a**
IT/GIS					
User & Testing Workstations	16	13	n/a	n/a	n/a
Training Room	13	1	n/a	n/a	n/a
Fire Station #2 EOC	14	1	n/a	n/a	n/a
Loaners/Spare/TBD	6	1	n/a	n/a	n/a
Train Station	1	0	n/a	n/a	n/a
Sub-Total: IT/GIS	**50**	**16**	**66**	**32**	**7**
Total	**463**	**172**	**66**	**32**	**7**

TECHNOLOGY FUND (Continued)

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Service Charges	1,516,400	1,536,500	1,157,800	1,157,800	**1,619,400**	461,600	39.9%
Interest Income	6,206	6,023	4,000	4,000	**6,000**	2,000	50.0%
Other	0	4,347	0	0	**0**	0	N/A
Total Revenues	**$1,522,606**	**$1,546,870**	**$1,161,800**	**$1,161,800**	**$1,625,400**	**$463,600**	**39.9%**
Expenditures							
Personal Services	$755,772	$738,173	$563,400	$563,400	**$852,900**	$289,500	51.4%
Contractual Services	354,903	388,256	302,700	377,700	**521,700**	144,000	38.1%
Commodities	66,303	59,483	50,200	50,200	**79,200**	29,000	57.8%
Other Charges	4,566	17,273	3,400	3,400	**5,000**	1,600	47.1%
Capital Items	233,874	208,193	241,800	241,800	**241,800**	0	0.0%
Total Expenditures	**$1,415,418**	**$1,411,378**	**$1,161,500**	**$1,236,500**	**$1,700,600**	**$464,100**	**37.5%**
Revenues over (under) Expenditures	**$107,188**	**$135,493**	**$300**	**($74,700)**	**($75,200)**	**($500)**	**0.7%**
BEGINNING WORKING CASH	**1,382,653**	**1,489,841**	**1,625,334**	**1,625,334**	**1,625,634**	**300**	**0.0%**
ENDING WORKING CASH	**$1,489,841**	**$1,625,334**	**$1,625,634**	**$1,550,634**	**$1,550,434**	**($200)**	**(0.0%)**

TECHNOLOGY FUND (625)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Pg#	PROJ #	2013-14 ACTUAL	2014-15 ACTUAL	8 MO. PER. ENDING DEC. 2015 EST ACTUAL	8 MO. PER. ENDING DEC. 2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET
REVENUES											
CHARGES TO OPERATIONS			1,493,400	1,513,500	1,142,400	1,142,400	**1,596,400**	1,730,800	1,780,900	1,840,300	1,902,300
CHARGES TO OPERATIONS - LIBRARY			23,000	23,000	15,400	15,400	**23,000**	23,000	23,000	23,000	23,000
INTEREST INCOME			6,206	6,023	4,000	4,000	**6,000**	6,000	6,000	6,000	6,000
OTHER INCOME			0	4,347	0	0	**0**	0	0	0	0
TOTAL REVENUES			1,522,606	1,546,870	1,161,800	1,161,800	**1,625,400**	1,759,800	1,809,900	1,869,300	1,931,300
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			755,772	744,541	563,400	563,400	**852,900**	900,000	937,800	984,700	1,033,900
Contractual Services			354,903	388,256	302,700	377,700	**521,700**	532,200	543,000	553,900	565,000
Commodities			66,303	59,483	50,200	50,200	**79,200**	80,800	82,300	83,900	85,600
Other Charges			4,566	10,904	3,400	3,400	**5,000**	5,000	5,000	5,000	5,000
SUBTOTAL - OPERATING EXPENDITURES			1,181,544	1,203,184	919,700	994,700	**1,458,800**	1,518,000	1,568,100	1,627,500	1,689,500
EQUIPMENT											
IT Equipment Replacement	13	EQ-97-08	233,874	208,193	241,800	241,800	**241,800**	241,800	241,800	241,800	241,800
SUBTOTAL - EQUIPMENT			233,874	208,193	241,800	241,800	**241,800**	241,800	241,800	241,800	241,800
TOTAL EXPENDITURES			1,415,418	1,411,377	1,161,500	1,236,500	**1,700,600**	1,759,800	1,809,900	1,869,300	1,931,300
BEGINNING WORKING CASH			1,382,653	1,489,841	1,625,334		**1,625,634**	1,550,434	1,550,434	1,550,434	1,550,434
REVENUES OVER (UNDER) EXPENDS.			107,188	135,493	300	(74,700)	**(75,200)**	0	0	0	0
ENDING WORKING CASH			1,489,841	1,625,334	1,625,634		**1,550,434**	1,550,434	1,550,434	1,550,434	1,550,434

TECHNOLOGY FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
625-0000-451.40-00	Service Charge Library	23,000	23,000	15,400	15,400	**23,000**	7,600	49.4%
625-0000-451.68-00	Charges To Operations	1,493,400	1,513,500	1,142,400	1,142,400	**1,596,400**	454,000	39.7%
	Charges for Services	**1,516,400**	**1,536,500**	**1,157,800**	**1,157,800**	**1,619,400**	**461,600**	**39.9%**
625-0000-461.02-00	Interest on Investments	3,162	2,854	4,000	4,000	**6,000**	2,000	50.0%
625-0000-462.10-00	Market Value Adjustments	3,044	3,169	0	0	**0**	0	N/A
	Interest Income	**6,206**	**6,023**	**4,000**	**4,000**	**6,000**	**2,000**	**50.0%**
625-0000-489-90-00	Other Income	0	4,347	0	0	**0**	0	N/A
	Other	**0**	**4,347**	**0**	**0**	**0**	**0**	**N/A**
	Total Technology Fund	**1,522,606**	**1,546,870**	**1,161,800**	**1,161,800**	**1,625,400**	**463,600**	**39.9%**

TECHNOLOGY FUND

EXPENDITURES

Information Technology / GIS — 0601

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
625-0601-553.10-01	Salaries	524,584	511,633	383,600	383,600	**576,300**	192,700	50.2%
625-0601-553.18-01	Temporary Help	16,289	12,764	23,700	23,700	**36,300**	12,600	53.2%
625-0601-553.18-05	Overtime Civilian	0	0	2,300	2,300	**3,600**	1,300	56.5%
	Salaries	**540,873**	**524,397**	**409,600**	**409,600**	**616,200**	**206,600**	**50.4%**
625-0601-553.19-01	Workers Compensation	600	600	400	400	**600**	200	50.0%
625-0601-553.19-05	Medical Insurance	87,900	103,300	69,800	69,800	**109,700**	39,900	57.2%
625-0601-553.19-10	IMRF	74,375	70,685	52,300	52,300	**79,300**	27,000	51.6%
625-0601-553.19-11	Social Security	32,695	31,762	25,400	25,400	**38,200**	12,800	50.4%
625-0601-553.19-12	Medicare	7,651	7,428	5,900	5,900	**8,900**	3,000	50.8%
625-0601-553.19-15	Compensated Absences	11,678	0	0	0	**0**	0	N/A
	Fringe Benefits	**214,899**	**213,775**	**153,800**	**153,800**	**236,700**	**82,900**	**53.9%**
625-0601-553.20-39	Data Processing Services	183,130	210,482	150,700	225,700	**318,300**	92,600	41.0%
625-0601-553.20-40	General Insurance	4,200	4,400	3,100	3,100	**4,900**	1,800	58.1%
625-0601-553.21-02	Equipment Maintenance	42,498	56,720	52,700	52,700	**58,700**	6,000	11.4%
625-0601-553.21-65	Other Services	111,180	107,107	73,500	73,500	**108,000**	34,500	46.9%
625-0601-553.22-02	Dues	225	270	1,600	1,600	**2,300**	700	43.8%
625-0601-553.22-03	Training	10,617	5,975	18,100	18,100	**24,800**	6,700	37.0%
625-0601-553.22-05	Postage	483	744	600	600	**1,000**	400	66.7%
625-0601-553.22-15	Photocopying	170	158	600	600	**1,000**	400	66.7%
625-0601-553.22-37	Vehicle/Equip Lease Chrg	2,400	2,400	1,800	1,800	**2,700**	900	50.0%
	Contractual Services	**354,903**	**388,256**	**302,700**	**377,700**	**521,700**	**144,000**	**38.1%**
625-0601-553.30-01	Publications Periodicals	158	0	1,000	1,000	**4,300**	3,300	330.0%
625-0601-553.30-05	Office Supplies & Equip	11,163	7,384	8,900	8,900	**9,000**	100	1.1%
625-0601-553.30-50	Petroleum Products	291	241	100	100	**400**	300	300.0%
625-0601-553.33-05	Other Supplies	54,691	51,858	40,200	40,200	**65,500**	25,300	62.9%
	Commodities	**66,303**	**59,483**	**50,200**	**50,200**	**79,200**	**29,000**	**57.8%**
625-9901-591.40-78	IMET Expense	0	10,904	0	0	**0**	0	N/A
625-0601-553.40-97	OPEB Liability Expense	4,566	6,369	3,400	3,400	**5,000**	1,600	47.1%
	Other Charges	**4,566**	**17,273**	**3,400**	**3,400**	**5,000**	**1,600**	**47.1%**
625-0601-572.50-10	Office Equipment	233,874	208,193	241,800	241,800	**241,800**	0	0.0%
	Capital Outlay	**233,874**	**208,193**	**241,800**	**241,800**	**241,800**	**0**	**0.0%**
	Total Technology Fund	**1,415,418**	**1,411,377**	**1,161,500**	**1,236,500**	**1,700,600**	**464,100**	**37.5%**

PERSONNEL SUMMARY

Class Code	Title	Grade	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
1090	IT Manager	C52	1.00	1.00	
1091	GIS Manager	C42	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	
	Total F-T-E		**6.00**	**6.00**	**0.00**

Integrated Services Department
Cross Reference to All Funds

	Fund	Authorized Positions in F-T-E 8-Months Dec. 2015	2016	+ (-)
101	General Fund	5.00	5.00	
625	Technology Fund	6.00	6.00	
	Total F-T-E All Funds	**11.00**	**11.00**	**0.00**

INFORMATION TECHNOLOGY / GEOGRAPHIC INFORMATION SYSTEMS 0601

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
625-0601-553.10-01	Salaries	Salaries		383,600		576,300
625-0601-553.18-01	Temporary Help	Temporary Help:				
		Temporary Help - IT	6,100		9,400	
		Temporary Help - GIS Intern	17,600	23,700	26,900	36,300
625-0601-553.18-05	Overtime Civilian	Overtime Civilian		2,300		3,600
		TOTAL SALARIES		**409,600**		**616,200**
FRINGE BENEFITS:						
625-0601-553.19-01	Workers' Compensation	Workers' Compensation Insurance		400		600
625-0601-553.19-05	Medical Insurance	Medical Insurance		69,800		109,700
625-0601-553.19-10	IMRF	IMRF		52,300		79,300
625-0601-553.19-11	Social Security	Social Security		25,400		38,200
625-0601-553.19-12	Medicare	Medicare		5,900		8,900
		TOTAL FRINGE BENEFITS		**153,800**		**236,700**
CONTRACTUAL SERVICES:						
625-0601-553.20-39	Data Processing Services	Programming/support services:				
		Disaster Recovery Project	1,400		12,200	
		Web Maintenance Project	10,900		16,000	
		Village Website Enhancement - Rebudget	75,000		75,000	
		Discover Arlington Website Enhancements	0		5,000	
		HTE services (ASP)	119,600		184,000	
		Two-Factor Maintenance Renewal	0		5,000	
		Investment software	1,700		3,500	
		NovusAGENDA electronic packets	17,100	225,700	17,600	318,300
625-0601-553.20-40	General Insurance	Liability and property insurance		3,100		4,900
625-0601-553.21-02	Equipment Maintenance	Mini-computer and support equipment maintenance				
		GIS	39,800		39,800	
		Printers	4,800		7,000	
		Routers/Switches	3,400		5,000	
		Network	4,700	52,700	6,900	58,700
625-0601-553.21-65	Other Services	Internet services	52,700		80,000	
		Police squad car wireless service	13,700		18,000	
		Fire vehicles wireless service	7,100		5,000	
		Cell Phone Charges	0	73,500	5,000	108,000
625-0601-553.22-02	Dues	Dues and professional memberships		1,600		
		IT (GMIS)				700
		GIS (ILGISA/URISA/AAG)				1,600

IT / GIS (cont.) **0601**

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
625-0601-553.22-03	Training	Seminars and specialized training				
		GIS Conferences:				
		(ILGISA, GIS/CAMA, IMAUG)	5,700		8,300	
		Technical seminars & webinars	1,400		2,500	
		End-user training	1,400		2,000	
		User group seminars	4,500		4,500	
		Tuition reimbursement	3,000		4,500	
		Miscellaneous	2,100	18,100	3,000	24,800
625-0601-553.22-05	Postage	Postage		600		1,000
625-0601-553.22-15	Photocopying	Photocopies, supplies & maintenance		600		1,000
625-0601-553.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		1,800		2,700
		TOTAL CONTRACTUAL SERVICES		**377,700**		**521,700**
COMMODITIES:						
625-0601-553.30-01	Publications/Periodicals	Periodicals and books		1,000		
		IT				3,300
		GIS				1,000
625-0601-553.30-05	Office Supplies & Equip.	General office supplies		8,900		
		IT				1,000
		GIS (includes media & cartriges for Canon plotter and printer)				8,000
625-0601-553.30-50	Petroleum Products	Gasoline for department vehicle(s)		100		400
625-0601-553.33-05	Other Supplies	Computer software, etc.		40,200		
		IT				58,000
		GIS				7,500
		TOTAL COMMODITIES		**50,200**		**79,200**
OTHER CHARGES:						
625-0601-553.42-79	OPEB Liability Expense	OPEB liability expense		3,400		5,000
		TOTAL OTHER CHARGES		**3,400**		**5,000**
CAPITAL OUTLAY:						
625-0601-572.50-10	Office Equipment	IT Equipment Repl Program (EQ9708)				
		PC, printer & server replacement	96,800		96,800	
		Public Safety vehicle computer systems	145,000	241,800	145,000	241,800
		TOTAL CAPITAL OUTLAY		**241,800**		**241,800**
		TOTAL TECHNOLOGY FUND		**1,236,500**		**1,700,600**

VILLAGE OF ARLINGTON HEIGHTS

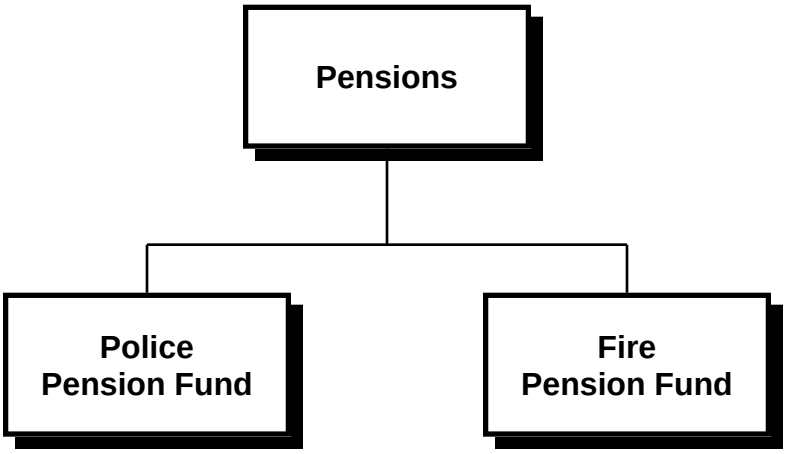
2016 CHARGES TO OPERATIONS FOR IT/GIS SERVICES

FUND		OPERATION	IT/GIS SERVICE CHARGE 8 Mo. Period Ending Dec. 2015	2016	VARIANCE
101	0101-501	Board of Trustees	**9,500**	**13,300**	3,800
101	0201-502	Village Manager	**26,100**	**36,100**	10,000
101	0301-503	Human Resources	**19,000**	**26,700**	7,700
101	0401-503	Legal Department	**9,500**	**13,300**	3,800
101	0501-503	Finance Department	**33,200**	**46,100**	12,900
101	3001-511	Police Department	**305,800**	**447,600**	141,800
101	3501-512	Fire Department	**151,800**	**224,300**	72,500
101	4001-521	Planning & Community Development	**42,800**	**80,400**	37,600
101	4501-523	Building Services	**57,000**	**75,500**	18,500
101	4502-523	Health Services	**33,200**	**52,800**	19,600
101	4503-523	Senior Services	**42,600**	**53,300**	10,700
101	5001-524	Engineering Department	**52,200**	**87,000**	34,800
101	7101-531	Public Works Department	**118,700**	**180,400**	61,700
		Sub-Total General Fund	**$901,400**	**$1,336,800**	**$435,400**
235	3001-532	Parking - Police	**7,200**	**9,400**	2,200
505	0501-503	Water & Sewer - Finance Department	**71,800**	**57,700**	(14,100)
505	7201-561	Water & Sewer - Water Utility	**140,600**	**153,100**	12,500
605	0301-552	Health Insurance - Human Resources	**2,400**	**3,300**	900
615	0301-552	Workers' Comp - Human Resources	**2,400**	**3,300**	900
621	7501-551	Fleet Operations - Mun. Fleet Services	**16,600**	**32,800**	16,200
		Sub-Total Other Funds	**$241,000**	**$259,600**	**$18,600**
		TOTAL VILLAGE	**$1,142,400**	**$1,596,400**	**$454,000**
291	6103-601	Memorial Library	**$15,400**	**$23,000**	**7,600**
		TOTAL VILLAGE & LIBRARY	**$1,157,800**	**$1,619,400**	**$461,600**

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 portion of the proposed budget (including the IT Equipment Replacement Program) which is calculated at 85% to the total IT/GIS budget. The number of GIS users assigned to each cost center is divided by the total GIS users (not all cost centers are charged for GIS services). The resulting percentage is multiplied by the total GIS portion of the proposed budget which is calculated at 15% of the total IT/GIS budget. 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

	FY2013	FY2014	FY2015
1. # of Active Participants	117	111	113
# of Retired Participants	80	84	87
Regular Pensioners	55	60	63
Duty Disability Pensioners	5	7	7
Non-Duty Disability Pensioners	2	2	1
Surviving Spouses	18	15	16
2. Actuarial Value of Fund Assets at April 30	$91,978,618	$99,369,289	$108,100,765
3. Total Actuarial Liability	$127,382,890	$136,588,346	$146,977,962
4. Funded Ratio	72.2%	72.8%	73.5%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at April 30	6.5%	7.2%	8.4%
6. Employer Annual Actuarial Funding Requirements	$4,222,683	$4,432,200	$2,779,725*

*Reflects an 8-month transition year to a new 2016 calendar year.

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Interest Income	9,400,426	8,129,293	2,574,500	2,574,500	**3,850,000**	1,275,500	49.5%
Other	5,656,711	5,791,978	5,102,500	5,170,000	**5,687,000**	517,000	10.0%
Total Revenues	**$15,057,137**	**$13,921,271**	**$7,677,000**	**$7,744,500**	**$9,537,000**	**$1,792,500**	**23.1%**
Expenditures							
Personal Services	$4,829,270	$5,280,988	$3,751,000	$3,710,000	**$5,999,000**	$2,289,000	61.7%
Contractual Services	303,624	323,598	180,000	226,100	**356,400**	130,300	57.6%
Commodities	0	0	400	400	**600**	200	50.0%
Other Charges	74,246	141,190	72,025	73,200	**25,200**	(48,000)	(65.6%)
Total Expenditures	**$5,207,140**	**$5,745,776**	**$4,003,425**	**$4,009,700**	**$6,381,200**	**$2,371,500**	**59.1%**
Total Expenditures and Interfund Transfers Out	**$5,207,140**	**$5,745,776**	**$4,003,425**	**$4,009,700**	**$6,381,200**	**$2,371,500**	**59.1%**
Revenues over (under) Expenditures	**$9,849,997**	**$8,175,495**	**$3,673,575**	**$3,734,800**	**$3,155,800**	**($579,000)**	**(15.5%)**
BEGINNING FUND BALANCE	**90,013,909**	**99,863,906**	**108,039,401**	**108,039,401**	**111,712,976**	**3,673,575**	**3.4%**
ENDING FUND BALANCE	**$99,863,906**	**$108,039,401**	**$111,712,976**	**$111,774,201**	**$114,868,776**	**$3,094,575**	**2.8%**

POLICE PENSION FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
705-0000-461.02-00	Interest on Investments	1,992,291	2,149,305	1,200,000	1,200,000	**1,800,000**	600,000	50.0%
	Interest Income	**1,992,291**	**2,149,305**	**1,200,000**	**1,200,000**	**1,800,000**	**600,000**	**50.0%**
705-0000-462.10-00	Market Value Adjustments	6,878,524	5,225,261	1,140,000	1,140,000	**1,700,000**	560,000	49.1%
705-0000-462.11-00	Dividend Income	529,611	754,727	234,500	234,500	**350,000**	115,500	49.3%
	Investment Income	**7,408,135**	**5,979,988**	**1,374,500**	**1,374,500**	**2,050,000**	**675,500**	**49.1%**
705-0000-485.86-00	Contributions Participant	971,178	986,380	670,000	670,000	**1,187,000**	517,000	77.2%
705-0000-485.87-00	Contribution R/E Tax	4,330,880	4,529,400	4,432,500	4,500,000	**4,500,000**	0	0.0%
705-0000-485.88-00	Portability Payments	351,498	273,896	0	0	**0**	0	N/A
	Pension Contributions	**5,653,556**	**5,789,676**	**5,102,500**	**5,170,000**	**5,687,000**	**517,000**	**10.0%**
705-0000-489.90-00	Other Income	3,155	2,302	0	0	**0**	0	N/A
	Other	**3,155**	**2,302**	**0**	**0**	**0**	**0**	**N/A**
	Total Police Pension Fund	**15,057,137**	**13,921,271**	**7,677,000**	**7,744,500**	**9,537,000**	**1,792,500**	**23.1%**

POLICE PENSION FUND

EXPENDITURES

Pensions 8001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
705-8001-631.15-01	Service Pensions	3,851,114	4,299,312	3,079,000	3,061,000	**4,972,000**	1,911,000	62.4%
705-8001-631.15-02	Non-Duty Disability Pension	93,990	63,971	29,000	29,000	**43,000**	14,000	48.3%
705-8001-631.15-03	Duty Disability Pension	291,047	329,988	222,000	222,000	**341,000**	119,000	53.6%
705-8001-631.15-04	Surviving Spouse Pension	593,119	587,717	421,000	398,000	**643,000**	245,000	61.6%
	Salaries	**4,829,270**	**5,280,988**	**3,751,000**	**3,710,000**	**5,999,000**	**2,289,000**	**61.7%**
705-8001-631.20-20	Legal Services	8,054	3,062	5,000	6,000	**13,000**	7,000	116.7%
705-8001-631.20-21	Invest Manager Services	265,075	291,516	147,000	185,000	**300,000**	115,000	62.2%
705-8001-631.20-75	Examinations	4,997	4,185	4,000	8,000	**12,000**	4,000	50.0%
705-8001-631.21-65	Other Services	18,222	18,042	16,000	19,000	**20,000**	1,000	5.3%
705-8001-631.22-02	Dues	775	0	700	800	**1,000**	200	25.0%
705-8001-631.22-03	Training	6,295	6,580	7,000	7,000	**10,000**	3,000	42.9%
705-8001-631.22-05	Postage	206	213	300	300	**400**	100	33.3%
	Contractual Services	**303,624**	**323,598**	**180,000**	**226,100**	**356,400**	**130,300**	**57.6%**
705-8001-631.30-01	Publications Periodicals	0	0	100	100	**100**	0	0.0%
705-8001-631.30-05	Office Supplies & Equip	0	0	300	300	**500**	200	66.7%
	Commodities	**0**	**0**	**400**	**400**	**600**	**200**	**50.0%**
705-8001-631.40-65	Pension Refunds	74,130	140,582	72,000	73,000	**25,000**	(48,000)	(65.8%)
705-8001-631.40-93	Foreign Taxes Paid	116	6	25	200	**200**	0	0.0%
705-9901-591.40-78	IMET Expense	0	602	0	0	**0**	0	N/A
	Other Charges	**74,246**	**141,190**	**72,025**	**73,200**	**25,200**	**(48,000)**	**(65.6%)**
	Total Expenditures	**5,207,140**	**5,745,776**	**4,003,425**	**4,009,700**	**6,381,200**	**2,371,500**	**59.1%**
	Total Police Pension Fund	**5,207,140**	**5,745,776**	**4,003,425**	**4,009,700**	**6,381,200**	**2,371,500**	**59.1%**

POLICE PENSION FUND

EXPENDITURE DETAIL

PENSIONS 8001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
705-8001-631.15-01	Service Pensions	Service Pensions		3,061,000		4,972,000
705-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension		29,000		43,000
705-8001-631.15-03	Duty Disability Pension	Duty Disability Pension		222,000		341,000
705-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension		398,000		643,000
		TOTAL SALARIES		**3,710,000**		**5,999,000**
CONTRACTUAL SERVICES:						
705-8001-631.20-20	Legal Services	Legal services		6,000		13,000
705-8001-631.20-21	Invest Manager Services	Investment manager services		185,000		300,000
705-8001-631.20-75	Examinations	Examinations		8,000		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		7,000	
		Other services	3,000	19,000	3,000	20,000
705-8001-631.22-02	Dues	Dues		800		1,000
705-8001-631.22-03	Training	Training		7,000		10,000
705-8001-631.22-05	Postage	Postage		300		400
		TOTAL CONTRACTUAL SERVICES		**226,100**		**356,400**
COMMODITIES:						
705-8001-631.30-01	Publications Periodicals	Publications		100		100
705-8001-631.30-05	Office Supplies & Equip.	General office supplies		300		500
		TOTAL COMMODITIES		**400**		**600**
OTHER CHARGES:						
705-8001-631.40-65	Pension Refunds	Refunds to other Police Departments		73,000		25,000
705-8001-631.40-93	Foreign Taxes Paid	Investment activity		200		200
		TOTAL OTHER CHARGES		**73,200**		**25,200**
		TOTAL PENSIONS		**4,009,700**		**6,381,200**
		TOTAL POLICE PENSION FUND		**4,009,700**		**6,381,200**

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

	FY2013	FY2014	FY2015
1. # of Active Participants	108	108	108
# of Retired Participants	94	96	100
Regular Pensioners	60	60	60
Duty Disability Pensioners	22	23	23
Non-Duty Disability Pensioners	2	1	1
Surviving Spouses	10	12	16
2. Actuarial Value of Fund Assets at April 30	$77,098,807	$83,899,835	$91,873,966
3. Total Actuarial Liability	$121,153,064	$129,940,881	$136,779,912
4. Funded Ratio	63.6%	64.6%	67.2%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at April 30	7.9%	8.6%	9.3%
6. Employer Annual Actuarial Funding Requirements	$4,588,979	$5,055,378	$3,235,984

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Interest Income	9,457,057	6,447,767	2,087,000	2,087,000	**3,900,000**	1,813,000	86.9%
Other	5,641,716	5,976,436	5,651,600	5,727,400	**6,104,000**	376,600	6.6%
Total Revenues	**$15,098,773**	**$12,424,203**	**$7,738,600**	**$7,814,400**	**$10,004,000**	**$2,189,600**	**28.0%**
Expenditures							
Personal Services	$5,445,275	$5,795,894	$3,934,700	$4,075,000	**$6,276,000**	$2,201,000	54.0%
Contractual Services	215,153	218,499	185,700	188,800	**244,000**	55,200	29.2%
Commodities	12	84	300	900	**900**	0	0.0%
Other Charges	309	951	200	17,200	**25,300**	8,100	47.1%
Total Expenditures	**$5,660,749**	**$6,015,428**	**$4,120,900**	**$4,281,900**	**$6,546,200**	**$2,264,300**	**52.9%**
Revenues over (under) Expenditures	**$9,438,024**	**$6,408,775**	**$3,617,700**	**$3,532,500**	**$3,457,800**	**($74,700)**	**(2.1%)**
BEGINNING FUND BALANCE	**76,050,050**	**85,488,074**	**91,896,849**	**91,896,849**	**95,514,549**	**3,617,700**	**3.9%**
ENDING FUND BALANCE	**$85,488,074**	**$91,896,849**	**$95,514,549**	**$95,429,349**	**$98,972,349**	**$3,543,000**	**3.7%**

FIRE PENSION FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
711-0000-461.02-00	Interest on Investments	798,645	852,058	536,000	536,000	**1,600,000**	1,064,000	198.5%
	Interest Income	**798,645**	**852,058**	**536,000**	**536,000**	**1,600,000**	**1,064,000**	**198.5%**
711-0000-462.10-00	Market Value Adjustments	7,897,801	4,759,343	1,350,000	1,350,000	**2,000,000**	650,000	48.1%
711-0000-462.11-00	Dividend Income	760,611	836,366	201,000	201,000	**300,000**	99,000	49.3%
	Investment Income	**8,658,412**	**5,595,709**	**1,551,000**	**1,551,000**	**2,300,000**	**749,000**	**48.3%**
711-0000-485.86-00	Contributions Participant	939,893	967,685	670,000	670,000	**1,004,000**	334,000	49.9%
711-0000-485.87-00	Contribution R/E Tax	4,701,000	5,007,300	4,981,600	5,057,400	**5,100,000**	42,600	0.8%
	Pension Contributions	**5,640,893**	**5,974,985**	**5,651,600**	**5,727,400**	**6,104,000**	**376,600**	**6.6%**
711-0000-489.90-00	Other Income	823	1,451	0	0	**0**	0	N/A
	Other	**823**	**1,451**	**0**	**0**	**0**	**0**	**N/A**
	Total Fire Pension Fund	**15,098,773**	**12,424,203**	**7,738,600**	**7,814,400**	**10,004,000**	**2,189,600**	**28.0%**

FIRE PENSION FUND

EXPENDITURES

Pensions 8001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
711-8001-631.15-01	Service Pensions	3,730,041	4,006,157	2,719,700	2,879,000	**4,426,000**	1,547,000	53.7%
711-8001-631.15-02	Non-Duty Disability Pension	55,504	36,414	19,200	20,000	**20,000**	0	0.0%
711-8001-631.15-03	Duty Disability Pension	940,898	967,395	650,000	650,000	**1,005,000**	355,000	54.6%
711-8001-631.15-04	Surviving Spouse Pension	548,220	566,271	398,000	378,000	**597,000**	219,000	57.9%
711-8001-631.15-05	Occupational Disease Pens	170,612	219,657	147,800	148,000	**228,000**	80,000	54.1%
	Salaries	**5,445,275**	**5,795,894**	**3,934,700**	**4,075,000**	**6,276,000**	**2,201,000**	**54.0%**
711-8001-631.20-20	Legal Services	11,849	11,349	9,000	9,000	**12,000**	3,000	33.3%
711-8001-631.20-21	Invest Manager Services	172,286	183,182	140,000	143,000	**190,000**	47,000	32.9%
711-8001-631.20-22	Investment Custodian	8,259	8,948	6,500	5,400	**9,000**	3,600	66.7%
711-8001-631.20-23	Bank Services	0	0	0	300	**300**	0	0.0%
711-8001-631.20-75	Examinations	6,600	0	12,000	12,400	**13,000**	600	4.8%
711-8001-631.21-65	Other Services	15,024	13,746	15,000	15,600	**16,000**	400	2.6%
711-8001-631.22-02	Dues	0	775	500	400	**800**	400	100.0%
711-8001-631.22-03	Training	787	295	2,400	2,400	**2,600**	200	8.3%
711-8001-631.22-05	Postage	348	204	300	300	**300**	0	0.0%
	Contractual Services	**215,153**	**218,499**	**185,700**	**188,800**	**244,000**	**55,200**	**29.2%**
711-8001-631.30-01	Publications Periodicals	0	0	200	600	**600**	0	0.0%
711-8001-631.30-05	Office Supplies & Equip	12	84	100	300	**300**	0	0.0%
	Commodities	**12**	**84**	**300**	**900**	**900**	**0**	**0.0%**
711-8001-631.40-65	Pension Refunds	0	0	0	17,000	**25,000**	8,000	47.1%
711-8001-631.40-93	Foreign Taxes Paid	309	274	200	200	**300**	100	50.0%
711-9901-591.40-78	IMET Expense	0	677	0	0	**0**	0	N/A
	Other Charges	**309**	**951**	**200**	**17,200**	**25,300**	**8,100**	**47.1%**
	Total Pensions	**5,660,749**	**6,015,428**	**4,120,900**	**4,281,900**	**6,546,200**	**2,264,300**	**52.9%**
	Total Fire Pension Fund	**5,660,749**	**6,015,428**	**4,120,900**	**4,281,900**	**6,546,200**	**2,264,300**	**52.9%**

PENSIONS 8001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
SALARIES:						
711-8001-631.15-01	Service Pensions	Service Pensions		2,879,000		4,426,000
711-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension		20,000		20,000
711-8001-631.15-03	Duty Disability Pension	Duty Disability Pension		650,000		1,005,000
711-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension		378,000		597,000
711-8001-631.15-05	Occupational Disease Pen	Occupational Disease Pension		148,000		228,000
		TOTAL SALARIES		**4,075,000**		**6,276,000**
CONTRACTUAL SERVICES:						
711-8001-631.20-20	Legal Services	Legal services		9,000		12,000
711-8001-631.20-21	Invest Manager Services	Investment manager services	105,500		152,500	
		Investment advisor	37,500	143,000	37,500	190,000
711-8001-631.20-22	Investment Custodian	Investment custodian		5,400		9,000
711-8001-631.20-23	Bank Services	Bank services		300		300
711-8001-631.20-75	Examinations	Examinations		12,400		13,000
711-8001-631.21-65	Other Services	Tracker annual fee	2,000		2,000	
		DOI filing fee	8,000		8,000	
		Secretarial	900		900	
		Fiduciary Insurance	4,500		4,700	
		Miscellaneous	200	15,600	400	16,000
711-8001-631.22-02	Dues	Dues		400		800
711-8001-631.22-03	Training	Training		2,400		2,600
711-8001-631.22-05	Postage	Postage		300		300
		TOTAL CONTRACTUAL SERVICES		**188,800**		**244,000**
COMMODITIES:						
711-8001-631.30-01	Publications/Periodicals	Publications and periodicals		600		600
711-8001-631.30-05	Office Supplies & Equip.	General office supplies		300		300
		TOTAL COMMODITIES		**900**		**900**

PENSIONS (cont.) 8001

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
OTHER CHARGES:				
711-8001-631.40-65	Pension Refunds	Refunds of contributions upon withdrawal	17,000	25,000
711-8001-631.40-93	Foreign Taxes Paid	Investment activity	200	300
		TOTAL OTHER CHARGES	**17,200**	**25,300**
		TOTAL PENSIONS	**4,281,900**	**6,546,200**
		TOTAL FIRE PENSION FUND	**4,281,900**	**6,546,200**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Taxes	$146,650	$134,186	$130,000	$130,000	**$130,000**	$0	0.0%
Interest Income	1,236	1,278	700	1,000	**600**	(400)	(40.0%)
Other	206	25	0	0	**0**	0	N/A
Total Revenues	**$148,092**	**$135,489**	**$130,700**	**$131,000**	**$130,600**	**($400)**	**(0.3%)**
Expenditures							
Contractual Services	26,821	22,507	19,200	19,200	**25,200**	6,000	31.3%
Commodities	53,050	25,011	25,000	25,000	**25,000**	0	0.0%
Other Charges	0	2,392	0	0	**0**	0	N/A
Capital Items	11,681	50,768	67,000	67,000	**100,000**	33,000	49.3%
Total Expenditures	**$91,552**	**$100,678**	**$111,200**	**$111,200**	**$150,200**	**$39,000**	**35.1%**
Revenues over (under) Expenditures	**$56,540**	**$34,811**	**$19,500**	**$19,800**	**($19,600)**	**($39,400)**	**(199.0%)**
BEGINNING FUND BALANCE	**295,110**	**351,650**	**386,461**	**386,461**	**405,961**	**19,500**	**5.0%**
ENDING FUND BALANCE	**$351,650**	**$386,461**	**$405,961**	**$406,261**	**$386,361**	**($19,900)**	**(4.9%)**

FOREIGN FIRE INSURANCE TAX FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
227-0000-403.30-00	Foreign Fire Insurance Tax	146,650	134,186	130,000	130,000	**130,000**	0	0.0%
	Intergovernmental Taxes	**146,650**	**134,186**	**130,000**	**130,000**	**130,000**	**0**	**0.0%**
227-0000-461.02-00	Interest on Investments	619	613	500	1,000	**600**	(400)	(40.0%)
227-0000-462.10-00	Market Value Adjustments	617	665	200	0		0	N/A
	Interest Income	**1,236**	**1,278**	**700**	**1,000**	**600**	**(400)**	**(40.0%)**
227-0000-489.90-00	Other Income	206	25	0	0		0	N/A
	Other	**206**	**25**	**0**	**0**	**0**	**0**	**N/A**
	Total Foreign Fire Insurance	**148,092**	**135,489**	**130,700**	**131,000**	**130,600**	**(400)**	**(0.3%)**

FOREIGN FIRE INSURANCE TAX FUND

EXPENDITURES

Foreign Fire Insurance 3701

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
227-3701-512.21-65	Other Services	0	0	200	200	**200**	0	0.0%
227-3701-512.22-03	Training	26,821	22,507	19,000	19,000	**25,000**	6,000	31.6%
	Contractual Services	**26,821**	**22,507**	**19,200**	**19,200**	**25,200**	**6,000**	**31.3%**
227-3701-512.30-35	Clothing	53,050	25,011	25,000	25,000	**25,000**	0	0.0%
	Commodities	**53,050**	**25,011**	**25,000**	**25,000**	**25,000**	**0**	**0.0%**
227-9901-591.40-78	IMET Expense	0	2,392	0	0	**0**	0	N/A
	Other Charges	**0**	**2,392**	**0**	**0**	**0**	**0**	**N/A**
227-3701-512.50-15	Other Equipment	11,681	50,768	67,000	67,000	**100,000**	33,000	49.3%
	Capital Outlay	**11,681**	**50,768**	**67,000**	**67,000**	**100,000**	**33,000**	**49.3%**
	Total Foreign Fire Insurance	**91,552**	**100,678**	**111,200**	**111,200**	**150,200**	**39,000**	**35.1%**
	Total Foreign Fire Ins Tax Fund	**91,552**	**100,678**	**111,200**	**111,200**	**150,200**	**39,000**	**35.1%**

FOREIGN FIRE INSURANCE 3701

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
227-3701-512.21-65	Other Services	Other Services	200	200
227-3701-512.22-03	Training	Training	19,000	25,000
227-3701-512.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	0	0
		TOTAL CONTRACTUAL SERVICES	**19,200**	**25,200**
COMMODITIES:				
227-3701-512.30-35	Clothing	Clothing	25,000	25,000
		TOTAL COMMODITIES	**25,000**	**25,000**
CAPITAL OUTLAY:				
227-3701-512.50-15	Other Equipment	Other Equipment	67,000	100,000
		TOTAL CAPITAL OUTLAY	**67,000**	**100,000**
		TOTAL FOREIGN FIRE INSURANCE	**111,200**	**150,200**
		TOTAL FOREIGN FIRE INS. TAX FUND	**111,200**	**150,200**

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

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Interest Income	3,776	6,958	1,600	0	**2,000**	2,000	N/A
Other - Deferred Revenue	248,853	1,720,863	77,100	141,300	**81,000**	(60,300)	(42.7%)
Total Revenues	**$252,629**	**$1,727,821**	**$78,700**	**$141,300**	**$83,000**	**($58,300)**	**(41.3%)**
Expenditures							
Personal Services	$0	$0	$25,000	$25,000	**$25,000**	$0	0.0%
Other Charges	75,781	205,418	113,300	116,300	**171,600**	55,300	47.5%
Total Expenditures	**$75,781**	**$205,418**	**$138,300**	**$141,300**	**$196,600**	**$55,300**	**39.1%**
Revenues over (under) Expenditures	**$176,848**	**$1,522,403**	**($59,600)**	**$0**	**($113,600)**	**($113,600)**	**N/A**
BEGINNING FUND BALANCE	**310,736**	**487,584**	**2,009,987**	**2,009,987**	**1,950,387**	**(59,600)**	**(3.0%)**
ENDING FUND BALANCE	**$487,584**	**$2,009,987**	**$1,950,387**	**$2,009,987**	**$1,836,787**	**($173,200)**	**(8.6%)**

CRIMINAL INVESTIGATION FUND

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
231-0000-461.02-00	Interest on Investments	247	0	1,200	0	**1,500**	1,500	N/A
231-0000-461.03-00	Interest State Awards	0	1,716	0	0	**0**	0	N/A
231-0000-461.05-00	Interest Federal Awards	0	4	0	0	**0**	0	N/A
231-0000-461.11-00	Interest Justice	0	5,078	0	0	**0**	0	N/A
231-0000-462.10-00	Market Value Adjustments	3,529	160	400	0	**500**	500	N/A
	Interest Income	**3,776**	**6,958**	**1,600**	**0**	**2,000**	**2,000**	**N/A**
231-0000-484.06-00	State Awarded Funds	173,529	78,602	13,700	5,400	**6,000**	600	11.1%
231-0000-484.11-00	Justice Awarded Funds	74,676	1,639,095	57,000	135,900	**75,000**	(60,900)	(44.8%)
231-0000-484.13-00	NCN Task Force	0	3,166	6,400	0	**0**	0	N/A
	Intergovernmental Taxes	**248,205**	**1,720,863**	**77,100**	**141,300**	**81,000**	**(60,300)**	**(42.7%)**
231-0000-489.90-00	Other Income	648	0	0	0	**0**	0	N/A
	Other	**648**	**0**	**0**	**0**	**0**	**0**	**0**
	Total Criminal Invest Fund	**252,629**	**1,727,821**	**78,700**	**141,300**	**83,000**	**(58,300)**	**(41.3%)**

CRIMINAL INVESTIGATION FUND

EXPENDITURES

3003

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ 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	531	100,837	4,000	8,000	**4,000**	(4,000)	(50.0%)
231-3003-511.40-02	Expenditures - Federal Awards	158	0	3,000	3,000	**3,000**	0	0.0%
231-3003-511.40-03	Expenditures - Court Awards	416	30	1,000	0	**1,000**	1,000	N/A
231-3003-511.40-11	Expenditures - Justice	74,676	91,813	105,300	105,300	**163,600**	58,300	55.4%
231-9901-591.40-78	IMET Expense	0	12,738	0	0	**0**	0	N/A
	Other Charges	**75,781**	**205,418**	**113,300**	**116,300**	**171,600**	**55,300**	**47.5%**
	Total Criminal Investigation	**75,781**	**205,418**	**138,300**	**141,300**	**196,600**	**55,300**	**39.1%**

CRIMINAL INVESTIGATION FUND

EXPENDITURE DETAIL

CRIMINAL INVESTIGATION 3003

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015		Budget 2016	
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	0	4,000
231-3003-511.40-02	Expend-Federal Awards	Replenish official advance funds		3,000		3,000
231-3003-511.40-03	Expend - Court Awards	Expend - Court Awards		0		1,000
231-3003-511.40-11	Expenditures-Justice	Police community events	10,000		10,000	
		Commission of Accreditation for Law Enforcement Agencies Program	13,000		13,000	
		Rifle ammunition	8,000		0	
		Illinois State Police Wireless Information Network Fee	2,400		2,400	
		Storage rental unit	3,700		3,700	
		Specialized police training	30,000		30,000	
		Citizen observer - budget amendment	0		5,500	
		LEADS OnLine Program	7,000		7,000	
		Rental car - covert surveillance	5,000		5,000	
		Crime Stoppers Tipsoft Software	1,200		2,000	
		Automated License Recognition Program	25,000		0	
		Surveillance Van Up-Grade	0		55,000	
		Scheduling Software Program	0	105,300	30,000	163,600
		TOTAL OTHER CHARGES		**116,300**		**171,600**
		TOTAL CRIMINAL INVESTIGATION		**141,300**		**196,600**
		TOTAL CRIMINAL INVESTIGATION FUND		**141,300**		**196,600**

SOLID WASTE FUND — SWANCC

► Fund at a Glance

The Village of Arlington Heights, along with 22 other North and Northwest Suburban Cook County municipalities, has entered into an intergovernmental agreement thereby creating the "Solid Waste Agency of Northern Cook County" (S.W.A.N.C.C.) to provide an efficient and environmentally sound municipal solid waste disposal system. The Village contractor is required to pay to the Village a predetermined municipal disposal fee and must utilize the transfer station owned and operated by S.W.A.N.C.C. The Village has set up an enterprise fund to account for the "user charges" collected from the hauler and further paid to S.W.A.N.C.C. at a set price per ton.

Restrictions:

The intergovernmental agreements and project use agreement governs the financing of the S.W.A.N.C.C. operation. A Board of Directors of the member municipalities is charged with the responsibility of its future operations and contract negotiations with its members.

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
Revenues							
Fees	1,575,908	1,759,909	1,090,700	1,088,000	**1,764,000**	676,000	62.1%
Interest Income	8,915	9,687	2,000	4,600	**4,000**	(600)	(13.0%)
Total Revenues	**$1,584,823**	**$1,769,596**	**$1,092,700**	**$1,092,600**	**$1,768,000**	**$675,400**	**61.8%**
Expenditures							
Contractual Services	1,230,310	1,255,946	924,300	924,300	**1,170,700**	246,400	26.7%
Other Charges	0	18,691	0	0	**0**	0	N/A
Total Expenditures	**$1,230,310**	**$1,274,637**	**$924,300**	**$924,300**	**$1,170,700**	**$246,400**	**26.7%**
Interfund Transfers Out	0	0	0	0	**500,000**	500,000	N/A
Total Expenditures and Interfund Transfers Out	**$1,230,310**	**$1,274,637**	**$924,300**	**$924,300**	**$1,670,700**	**$746,400**	**80.8%**
Revenues over (under) Expenditures	**$354,513**	**$494,959**	**$168,400**	**$168,300**	**$97,300**	**($71,000)**	**(42.2%)**
BEGINNING WORKING CASH	**2,456,798**	**2,811,311**	**3,306,270**	**3,306,270**	**3,474,670**	**168,400**	**5.1%**
ENDING WORKING CASH	**$2,811,311**	**$3,306,270**	**$3,474,670**	**$3,474,570**	**$3,571,970**	**$97,400**	**2.8%**

SOLID WASTE FUND - SWANCC

REVENUES

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
511-0000-437.81-00	Solid Waste Disposal Fees	1,351,632	1,383,505	871,000	871,000	**1,393,000**	522,000	59.9%
511-0000-437.83-00	Solid Waste Fee Multi-Family	192,366	340,586	201,000	201,000	**341,000**	140,000	69.7%
511-0000-437.85-00	Recycling Program	31,910	35,818	18,700	16,000	**30,000**	14,000	87.5%
	SWANCC Fees	**1,575,908**	**1,759,909**	**1,090,700**	**1,088,000**	**1,764,000**	**676,000**	**62.1%**
511-0000-461.02-00	Interest on Investments	4,485	4,596	2,000	4,600	**4,000**	(600)	(13.0%)
511-0000-462.10-00	Market Value Adjustments	4,430	5,091	0	0	**0**	0	N/A
	Interest Income	**8,915**	**9,687**	**2,000**	**4,600**	**4,000**	**(600)**	**(13.0%)**
	Total Solid Waste Fund	**1,584,823**	**1,769,596**	**1,092,700**	**1,092,600**	**1,768,000**	**675,400**	**61.8%**

SOLID WASTE FUND - SWANCC

EXPENDITURES

Solid Waste Disposal 7401

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc (Dec)	% Inc (Dec)
511-7401-562.21-54	Solid Waste Disp SWANCC	1,230,310	1,255,946	924,300	924,300	**1,170,700**	246,400	26.7%
	Contractual Services	**1,230,310**	**1,255,946**	**924,300**	**924,300**	**1,170,700**	**246,400**	**26.7%**
511-9901-591.40-78	IMET Expense	0	18,691	0	0	**0**	0	N/A
511-9901-591.90-05	Operating Transfer Out	0	0	0	0	**500,000**	500,000	N/A
	Other Charges	**0**	**18,691**	**0**	**0**	**500,000**	**500,000**	**N/A**
	Total Solid Waste Disposal	**1,230,310**	**1,274,637**	**924,300**	**924,300**	**1,670,700**	**746,400**	**80.8%**
	Total SWANCC Fund	**1,230,310**	**1,274,637**	**924,300**	**924,300**	**1,670,700**	**746,400**	**80.8%**

SOLID WASTE DISPOSAL 7401

Account Number	Account Title	Description	Budget 8-Month Period Ending Dec. 2015	Budget 2016
CONTRACTUAL SERVICES:				
511-7401-562.21-54	Solid Waste Disp SWANCC	Single family refuse disposal (estimated tons 18,245 @ $49.17/ton)	0	897,100
		Multi-family refuse disposal (estimated tons 5,565 @ $49.17/ton)	0	273,600
		Single family refuse disposal (estimated tons 12,010 @ $58.21/ton)	699,100	0
		Multi-family refuse disposal (estimated tons 3,869 @ $58.21/ton)	225,200	0
		TOTAL CONTRACTUAL SERVICES	**924,300**	**1,170,700**
NON-OPERATING:				
511-9901-591.90-05	Operating Transfer Out	Transfer to General Fund	0	200,000
		Transfer to Capital Projects Fund	0	300,000
		TOTAL NON-OPERATING	**0**	**500,000**
		TOTAL SOLID WASTE DISPOSAL	**924,300**	**1,670,700**
		TOTAL SOLID WASTE FUND	**924,300**	**1,670,700**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING BUDGET FOR THE FISCAL YEAR 2016

BEGINNING JANUARY 1, 2016

LIBRARY BOARD

Joan Brody Garkisch

Carole Medal

Deborah A. Nelson

Kerry W. Pearson

Debbie Smart

David F. Unumb

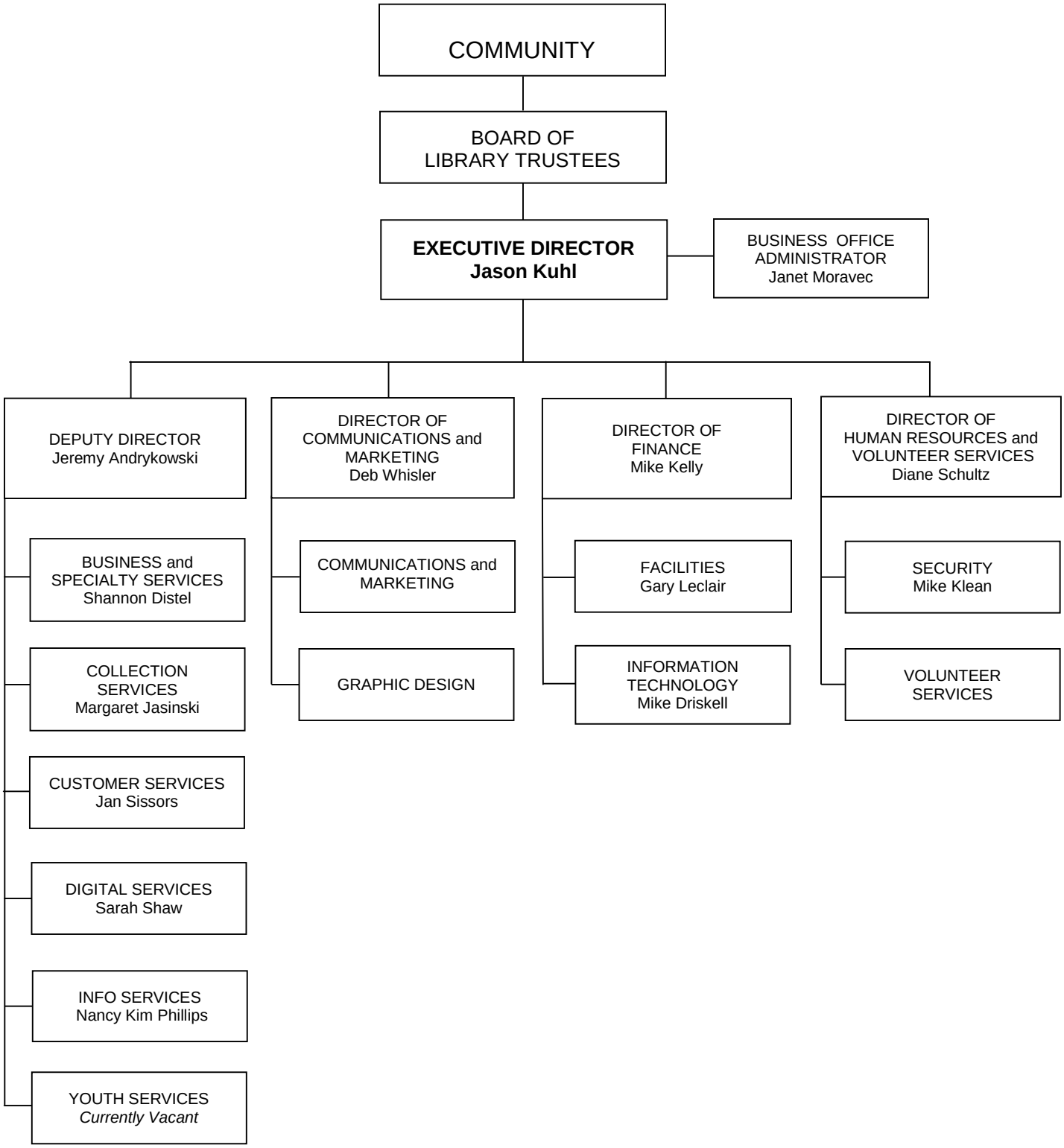
Greg Zyck

EXECUTIVE DIRECTOR

Jason Kuhl

Arlington Heights Memorial LIBRARY

Effective 10/2/2015



► 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. For the most recently completed fiscal year, ended April 30, 2015, the library received 96.2% of its total revenue from property taxes. Seventy-six percent of Arlington Heights residents were registered borrowers as of April 30, 2015.

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, Carole Medal, 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, 2015, the total budgeted full-time equivalent (FTE) of employees was 149.8.

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 ten hours of service at this location. The service point at the Arlington Heights Senior Center is open an additional 44.5 hours per week.

- An average of 2,906 people visits the library each day.

- 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 344,839 books, magazines and audiovisual items as of April 30, 2015. 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.

- The total circulation for the fiscal year ended April 30, 2015, was 2,450,612 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. Two 3-D printers were added in 2015.

- 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.

- A hearing amplification system is available in the Hendrickson Meeting Room, generously funded by the Friends of the Library.

LIBRARY PROGRAMS & SERVICES

The library adds value to the lives of residents by offering:

- eReaders such as the Kindle and Nook to borrow
- iPads to borrow from Kids' World
- A mobile app 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 with a total attendance of 84,564 in FY14-15.
- A summer reading program, which attracts about 3,750 children annually participating in summer leisure and skill-building reading while on vacation from their classrooms. In 2015 the A.H. Park District partnered with the library, expanding the reach of this popular program to include park district day camps.
- 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
- Fourteen conference rooms offering opportunities for gathering, learning, contemplating, creating and finding inspiration averaging 1,255 uses per month.
- One Book, One Village, the library's first community reading initiative. Over 2,700 copies of the book *Ordinary Grace* were checked out, and over 1,600 people attended related programs and book discussions during the 19-week program.

For the seventh 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 21 libraries have received it seven 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 1,300 public, academic, special and school library members. 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 exterior book drops at Camelot and Frontier Parks and at the Arlington Heights Senior Center, giving residents in the northern and southern parts of Arlington Heights a more convenient way to return library items.

- The library hosted a State of the Village informational program in which representatives from seven governmental entities updated village residents on highlights of the past year and future plans. The event attracted 70 attendees and was shown on the village cable channel. In addition, it was viewed 326 times on YouTube.

- Each year library trustees and staff members meet with their counterparts in the Village and the Park District to provide updates on current projects and discuss opportunities for resource sharing.

- The library partnered with School District 25 during school registration. The second year in the partnership resulted in 425 new library cards being issued at the start of the school. Since the initial partnership began 86% of all students registering for school have a library card.

- 3DRD is an innovative partnership between Thomas Middle School and the library focusing on three-dimensional printing, research, and development offered as a 9-week elective.

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
BEGINNING FUND BALANCE	**$6,082,507**	**$7,117,851**	**$8,109,308**	**$8,109,308**	**$11,420,368**	**$3,311,060**	**40.8%**
Revenues							
Taxes	$13,177,915	$13,274,084	$13,557,583	$13,557,583	**$13,693,159**	$135,576	1.0%
Intergovernmental	135,167	162,003	103,081	97,000	**99,000**	2,000	2.1%
Fees	45,656	51,415	28,900	28,900	**43,350**	14,450	50.0%
Fines	164,060	172,976	106,000	106,000	**159,000**	53,000	50.0%
Interest Income	52,036	50,361	17,000	17,000	**25,000**	8,000	47.1%
Other	70,129	77,766	50,900	50,300	**74,500**	24,200	48.1%
Total Revenues	**$13,644,963**	**$13,788,605**	**$13,863,464**	**$13,856,783**	**$14,094,009**	**$237,226**	**1.7%**
Expenditures							
Personal Services	$8,792,424	$8,817,308	$6,178,739	$6,450,606	**$9,625,246**	$3,174,640	49.2%
Contractual Services	1,185,135	1,169,853	913,586	998,925	**1,487,005**	488,080	48.9%
Commodities	1,891,882	1,891,212	1,387,535	1,533,242	**2,396,921**	863,679	56.3%
Other Charges	24,304	112,490	13,200	23,500	**25,600**	2,100	8.9%
Property	0	156,583	309,344	320,794	**1,037,397**	716,603	223.4%
Total Expenditures	**$11,893,745**	**$12,147,446**	**$8,802,404**	**$9,327,067**	**$14,572,169**	**$5,245,102**	**56.2%**
Revenues over (under) Expenditures	**$1,751,218**	**$1,641,159**	**$5,061,060**	**$4,529,716**	**($478,160)**	**($5,007,876)**	**(110.6%)**
Interfund Transfers Out	(715,874)	(649,702)	(1,750,000)	(1,750,000)	(1,750,000)	0	0.0%
ENDING FUND BALANCE	**$7,117,851**	**$8,109,308**	**$11,420,368**	**$10,889,024**	**$9,192,208**	**($1,696,816)**	**(15.6%)**

MEMORIAL LIBRARY FUND

REVENUES

Account No.	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-0000-401.03-00	Real Estate Tax IMRF	844,595	860,057	865,388	865,388	826,581	(38,807)	(4.5%)
291-0000-401.04-00	Real Estate Tax FICA	531,328	523,940	538,343	538,343	539,894	1,551	0.3%
291-0000-401.05-00	Real Estate Tax	11,801,992	11,890,087	12,153,852	12,153,852	12,326,684	172,832	1.4%
	Real Estate Taxes	**13,177,915**	**13,274,084**	**13,557,583**	**13,557,583**	**13,693,159**	**135,576**	**1.0%**
291-0000-411.65-00	Per Capita Grant & Gifts	77,178	93,876	93,876	93,000	93,000	0	0.0%
291-0000-411.70-00	Other Grants	15,226	57,333	3,330	3,330	5,000	1,670	50.2%
291-0000-411.90-00	Contribution Ord. Library	42,763	10,794	5,875	670	1,000	330	49.3%
	Intergovernmental	**135,167**	**162,003**	**103,081**	**97,000**	**99,000**	**2,000**	**2.1%**
291-0000-436.72-00	Non Resident Fees	1,256	1,269	600	600	850	250	41.7%
291-0000-436.74-00	Copier/Reader Printer Fees	39,568	45,301	25,300	25,300	38,000	12,700	50.2%
291-0000-436.75-00	Meeting Room Fees	4,832	4,845	3,000	3,000	4,500	1,500	50.0%
	Library Fees	**45,656**	**51,415**	**28,900**	**28,900**	**43,350**	**14,450**	**50.0%**
291-0000-442.20-00	Late Charges	142,487	144,753	92,670	92,670	139,000	46,330	50.0%
291-0000-442.25-00	Lost Item Charges	21,573	28,223	13,330	13,330	20,000	6,670	50.0%
	Library Fines	**164,060**	**172,976**	**106,000**	**106,000**	**159,000**	**53,000**	**50.0%**
291-0000-461.02-00	Interest on Investments	26,700	23,163	17,000	17,000	25,000	8,000	47.1%
291-0000-462.10-00	Market Value Adjustments	25,336	27,198	0	0	0	0	N/A
	Interest Income	**52,036**	**50,361**	**17,000**	**17,000**	**25,000**	**8,000**	**47.1%**
291-0000-483.70-00	Donations - Library	15,109	10,866	1,600	1,000	1,000	0	0.0%
291-0000-489.90-00	Other Income	19,496	9,144	5,300	5,300	8,000	2,700	50.9%
291-0000-489.93-00	Donations Genealogy	805	0	500	500	500	0	0.0%
291-0000-489.94-00	FOL Reimbursements	34,719	57,756	43,500	43,500	65,000	21,500	49.4%
	Other	**70,129**	**77,766**	**50,900**	**50,300**	**74,500**	**24,200**	**48.1%**
	Total Memorial Library Fund	**13,644,963**	**13,788,605**	**13,863,464**	**13,856,783**	**14,094,009**	**237,226**	**1.7%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Administration 6001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-01	Executive Director	128,750	134,125	89,113	92,589	136,071	43,482	47.0%
291-6001-601.16-02	Director of Library Operations	66,214	0	0	0	0	0	N/A
291-6001-601.16-17	Deputy Director	93,257	100,846	68,667	68,267	104,852	36,585	53.6%
291-6001-601.16-43	Business Office Administrator	50,798	53,969	36,450	36,275	55,653	19,378	53.4%
291-6001-601.16-51	Clerk IV	42,119	43,070	29,237	29,493	44,636	15,143	51.3%
291-6001-601.16-57	Clerk II	17,218	0	0	0	0	0	N/A
291-6001-601.16-92	Achievement Awards	5,000	2,332	1,333	1,333	2,000	667	50.0%
	Salaries	**403,356**	**334,342**	**224,800**	**227,957**	**343,212**	**115,255**	**50.6%**
291-6001-601.19-05	Medical Insurance	60,000	63,570	40,212	160,938	115,118	(45,820)	(28.5%)
291-6001-601.19-10	IMRF	56,750	44,981	28,961	29,370	44,596	15,226	51.8%
291-6001-601.19-11	Social Security	23,178	19,271	13,938	14,133	21,279	7,146	50.6%
291-6001-601.19-12	Medicare	5,547	4,636	3,260	3,305	4,977	1,672	50.6%
291-6001-601.19-53	Flexible Spending	1,792	1,996	1,525	1,500	2,300	800	53.3%
291-6001-601.19-55	Unemployment Compensation	18,144	7,091	6,700	6,700	10,000	3,300	49.3%
	Fringe Benefits	**165,411**	**141,545**	**94,596**	**215,946**	**198,270**	**(17,676)**	**(8.2%)**
291-6001-601.20-05	Professional Services	3,702	300	15,000	15,000	15,000	0	0.0%
291-6001-601.20-08	Consulting Services Library	2,500	7,420	2,680	2,680	4,000	1,320	49.3%
291-6001-601.20-20	Legal Services	7,625	9,534	10,720	10,720	16,000	5,280	49.3%
291-6001-601.20-40	General Insurance	133,691	125,376	92,500	96,050	140,500	44,450	46.3%
291-6001-601.20-81	OCLC Services	68,462	63,782	32,716	42,734	66,408	23,674	55.4%
291-6001-601.21-65	Other Services	5,758	7,869	13,331	13,049	8,489	(4,560)	(34.9%)
291-6001-601.22-01	Advertising	133	290	670	670	1,000	330	49.3%
291-6001-601.22-02	Dues	6,607	3,617	11,242	11,317	14,216	2,899	25.6%
291-6001-601.22-03	Training	51,058	55,585	58,869	58,869	109,000	50,131	85.2%
291-6001-601.22-05	Postage	30,613	36,923	24,558	23,886	47,455	23,569	98.7%
291-6001-601.22-42	Internet Access	22,277	22,240	17,401	17,715	28,021	10,306	58.2%
291-6001-601.22-70	Telephone Services	31,836	48,447	26,056	22,377	39,083	16,706	74.7%
	Contractual Services	**364,262**	**381,383**	**305,743**	**315,067**	**489,172**	**174,105**	**55.3%**
291-6001-601.30-05	Office Supplies & Equipment	7,337	4,478	6,723	5,589	8,414	2,825	50.5%
291-6001-601.31-85	Small Tools & Equipment	687	5,262	3,350	3,350	5,000	1,650	49.3%
291-6001-601.32-50	Innovation	0	0	0	0	130,000	130,000	N/A
291-6001-601.32-72	Special Events	644	575	32,768	33,068	26,850	(6,218)	(18.8%)
	Commodities	**8,668**	**10,315**	**42,841**	**42,007**	**170,264**	**128,257**	**305.3%**
291-6001-601.40-96	Operating Contingency	19,858	11,839	5,000	13,400	5,000	(8,400)	(62.7%)
291-9901-591.40-78	IMET Expense	0	93,832	0	0	0	0	N/A
	Other Charges	**19,858**	**105,671**	**5,000**	**13,400**	**5,000**	**(8,400)**	**(62.7%)**
291-6001-601.50-15	Other Equipment	0	59,566	195,304	214,639	676,701	462,062	215.3%
	Property	**0**	**59,566**	**195,304**	**214,639**	**676,701**	**462,062**	**215.3%**
	Total Administration	**961,555**	**1,032,822**	**868,284**	**1,029,016**	**1,882,619**	**853,603**	**83.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Communications & Marketing 6002

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-21	Director of Communications	83,520	87,684	59,759	60,456	91,260	30,804	51.0%
291-6002-601.16-23	Graphics Supervisor	63,649	67,819	46,423	46,070	70,883	24,813	53.9%
291-6002-601.16-48	Library Assistant I	26,577	24,625	17,031	17,366	26,003	8,637	49.7%
291-6002-601.16-50	Graphics Designer	44,889	42,284	25,333	26,220	38,688	12,468	47.6%
291-6002-601.16-79	Publication Editor	30,621	31,327	21,879	21,917	33,404	11,487	52.4%
291-6002-601.16-80	Communications Assistant	15,968	20,771	15,461	13,728	23,608	9,880	72.0%
	Salaries	**265,224**	**274,510**	**185,886**	**185,757**	**283,846**	**98,089**	**52.8%**
291-6002-601.19-05	Medical Insurance	36,000	38,142	31,112	31,680	50,412	18,732	59.1%
291-6002-601.19-10	IMRF	35,785	36,959	24,091	24,074	37,100	13,026	54.1%
291-6002-601.19-11	Social Security	15,836	16,460	11,525	11,517	17,598	6,081	52.8%
291-6002-601.19-12	Medicare	3,703	3,850	2,695	2,693	4,116	1,423	52.8%
	Fringe Benefits	**91,324**	**95,411**	**69,423**	**69,964**	**109,226**	**39,262**	**56.1%**
291-6002-601.20-05	Professional Services	0	9,655	35,012	35,012	52,875	17,863	51.0%
291-6002-601.21-02	Equipment Maintenance	1,155	1,055	1,227	1,227	1,850	623	50.8%
291-6002-601.21-65	Other Services	15,948	6,052	4,666	4,666	8,614	3,948	84.6%
291-6002-601.22-02	Dues	1,439	2,534	1,690	1,690	1,690	0	0.0%
291-6002-601.22-03	Training	268	881	850	588	888	300	51.0%
291-6002-601.22-10	Printing	93,809	92,936	75,470	75,470	157,255	81,785	108.4%
	Contractual Services	**112,619**	**113,113**	**118,915**	**118,653**	**223,172**	**104,519**	**88.1%**
291-6002-601.30-05	Office Supplies & Equipment	12,413	15,034	9,876	9,876	14,600	4,724	47.8%
291-6002-601.31-85	Small Tools & Equipment	7,936	1,648	5,386	5,386	8,134	2,748	51.0%
291-6002-601.32-01	Program Supplies	30	0	667	667	1,000	333	49.9%
291-6002-601.32-72	Special Events	5,773	6,797	5,500	5,500	8,300	2,800	50.9%
	Commodities	**26,152**	**23,479**	**21,429**	**21,429**	**32,034**	**10,605**	**49.5%**
	Total Communications & Marketing	**495,319**	**506,513**	**395,653**	**395,803**	**648,278**	**252,475**	**63.8%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Human Resources 6003

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-22	Director of Human Resources	68,615	84,583	57,167	58,058	87,298	29,240	50.4%
291-6003-601.16-51	Clerk IV	33,460	29,291	28,500	27,836	43,524	15,688	56.4%
291-6003-601.16-53	Volunteer Coordinator	22,244	23,076	15,531	15,608	23,712	8,104	51.9%
	Salaries	**124,319**	**136,950**	**101,198**	**101,502**	**154,534**	**53,032**	**52.2%**
291-6003-601.19-05	Medical Insurance	0	0	17,312	17,628	28,044	10,416	59.1%
291-6003-601.19-10	IMRF	17,163	18,502	13,116	13,155	20,198	7,043	53.5%
291-6003-601.19-11	Social Security	7,598	8,299	6,274	6,293	9,581	3,288	52.2%
291-6003-601.19-12	Medicare	1,776	1,941	1,467	1,472	2,241	769	52.2%
291-6003-601.19-50	Employee Asst. Program	6,250	6,200	3,800	4,170	6,200	2,030	48.7%
	Fringe Benefits	**32,787**	**34,942**	**41,969**	**42,718**	**66,264**	**23,546**	**55.1%**
291-6003-601.21-65	Other Services	8,698	7,255	7,500	7,500	9,750	2,250	30.0%
291-6003-601.22-01	Advertising	1,396	675	675	673	900	227	33.7%
291-6003-601.22-02	Dues	2,280	2,525	2,590	2,525	2,540	15	0.6%
291-6003-601.22-03	Training	864	538	540	539	810	271	50.3%
291-6003-601.22-55	In Service Training	4,665	3,563	0	0	6,035	6,035	N/A
	Contractual Services	**17,903**	**14,556**	**11,305**	**11,237**	**20,035**	**8,798**	**78.3%**
291-6003-601.32-01	Program Supplies	1,908	2,465	1,000	1,000	4,750	3,750	375.0%
	Commodities	**1,914**	**2,465**	**1,000**	**1,000**	**4,750**	**3,750**	**375.0%**
291-6003-601.40-62	Tuition Reimbursement	4,446	6,114	6,700	6,733	10,000	3,267	48.5%
291-6003-601.40-70	Employee Recognition Program	0	705	1,500	3,367	10,600	7,233	214.8%
	Other Charges	**4,446**	**6,819**	**8,200**	**10,100**	**20,600**	**10,500**	**104.0%**
	Total Human Resources	**181,369**	**195,732**	**163,672**	**166,557**	**266,183**	**99,626**	**59.8%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Paid by Gifts and Grants 6004

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.21-65	Other Services	12,346	15,724	6,000	3,350	5,000	1,650	49.3%
291-6004-601.22-18	Other Services - Programs/ Exhib	0	0	0	0	20,000	20,000	N/A
	Contractual Services	**12,346**	**15,724**	**6,000**	**3,350**	**25,000**	**21,650**	**646.3%**
291-6004-601.30-05	Office Supplies & Equipment	113	70	250	3,350	0	(3,350)	(100.0%)
291-6004-601.31-85	Small Tools and Equipment	2,106	450	2,600	3,350	5,000	1,650	49.3%
291-6004-601.32-01	Program Supplies	3,090	2,231	3,350	3,350	5,000	1,650	49.3%
291-6004-601.32-02	Program Events	950	2,750	3,350	3,350	5,000	1,650	49.3%
291-6004-601.32-32	Software	0	0	250	3,350	1,500	(1,850)	(55.2%)
291-6004-601.32-72	Special Events	15,530	18,735	13,100	3,350	10,000	6,650	198.5%
291-6004-601.32-75	Audio Visual	0	484	1,000	3,350	2,000	(1,350)	(40.3%)
291-6004-601.32-78	Electronic Resources	0	0	250	3,350	1,500	(1,850)	(55.2%)
291-6004-601.32-80	Books	2,244	3,299	3,350	3,350	5,000	1,650	49.3%
	Commodities	**24,033**	**28,019**	**27,500**	**30,150**	**35,000**	**4,850**	**16.1%**
291-6004-601.50-15	Other Equipment	0	5,459	10,000	10,000	5,000	(5,000)	(50.0%)
	Property	**0**	**5,459**	**10,000**	**10,000**	**5,000**	**(5,000)**	**(50.0%)**
	Total Paid by Gifts and Grants	**36,379**	**49,202**	**43,500**	**43,500**	**65,000**	**21,500**	**49.4%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Finance 6008

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-24	Accounting Supervisor	57,782	55,507	40,933	41,680	62,498	20,818	49.9%
291-6008-601.16-29	Finance Director	0	92,354	63,377	63,480	96,779	33,299	52.5%
291-6008-601.16-48	Library Assistant I	49,030	47,888	31,681	32,790	48,380	15,590	47.5%
291-6008-601.16-51	Clerk IV	13,559	0	0	0	28,858	28,858	N/A
291-6008-601.16-57	Clerk II	20,080	18,926	12,567	15,424	19,188	3,764	24.4%
	Salaries	**140,451**	**214,675**	**148,558**	**153,374**	**255,703**	**102,329**	**66.7%**
291-6008-601.19-05	Medical Insurance	36,000	38,142	12,496	12,720	20,244	7,524	59.2%
291-6008-601.19-10	IMRF	19,899	28,824	19,254	22,398	33,420	11,022	49.2%
291-6008-601.19-11	Social Security	8,489	13,043	9,211	9,509	15,854	6,345	66.7%
291-6008-601.19-12	Medicare	1,985	3,051	2,154	2,224	3,708	1,484	66.7%
	Fringe Benefits	**66,373**	**83,060**	**43,115**	**46,851**	**73,226**	**26,375**	**56.3%**
291-6008-601.20-05	Professional Services	9,305	4,800	4,950	4,950	5,100	150	3.0%
291-6008-601.21-36	Equipment Rental	1,700	1,550	1,574	1,565	1,252	(313)	(20.0%)
291-6008-601.21-65	Other Services	44,178	21,154	19,870	19,870	310	(19,560)	(98.4%)
291-6008-601.22-02	Dues	280	1,277	630	630	1,330	700	111.1%
291-6008-601.22-03	Training	20	1,178	800	800	1,200	400	50.0%
291-6008-601.22-25	IT Service Charge	23,000	23,000	15,400	15,335	23,562	8,227	53.6%
	Contractual Services	**78,483**	**52,959**	**43,224**	**43,150**	**32,754**	**(10,396)**	**(24.1%)**
291-6008-601.30-05	Office Supplies & Equipment	397	388	0	0	0	0	N/A
	Commodities	**397**	**388**	**0**	**0**	**0**	**0**	**N/A**
	Total Finance	**285,704**	**351,082**	**234,897**	**243,375**	**361,683**	**118,308**	**48.6%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Information Technology 6010

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-25	Department Manager II	80,878	82,263	57,153	56,336	87,263	30,927	54.9%
291-6010-601.16-26	Department Manager I	63,141	66,289	45,617	45,704	69,654	23,950	52.4%
291-6010-601.16-28	Web Developer	57,213	59,670	78,827	80,863	120,355	39,492	48.8%
291-6010-601.16-44	Library Assistant III	49,336	56,004	38,549	37,956	58,871	20,915	55.1%
291-6010-601.16-49	Computer Technician	99,880	103,309	70,756	70,380	108,050	37,670	53.5%
291-6010-601.16-54	Clerk III	68,667	74,318	51,610	50,809	78,806	27,997	55.1%
291-6010-601.16-68	LAN Administrator	66,533	69,375	47,280	47,510	72,189	24,679	51.9%
	Salaries	**485,648**	**511,228**	**389,792**	**389,558**	**595,188**	**205,630**	**52.8%**
291-6010-601.19-05	Medical Insurance	96,000	101,711	95,912	97,650	155,376	57,726	59.1%
291-6010-601.19-10	IMRF	66,999	67,404	30,754	49,368	76,062	26,694	54.1%
291-6010-601.19-11	Social Security	29,069	30,623	24,167	24,153	36,902	12,749	52.8%
291-6010-601.19-12	Medicare	6,798	7,161	5,652	5,649	8,630	2,981	52.8%
	Fringe Benefits	**198,866**	**206,899**	**156,485**	**176,820**	**276,970**	**100,150**	**56.6%**
291-6010-601.20-05	Professional Services	6,522	6,230	2,200	2,620	4,210	1,590	60.7%
291-6010-601.20-08	Consulting Services Library	3,805	1,865	2,000	3,000	4,500	1,500	50.0%
291-6010-601.21-02	Equipment Maintenance	128,334	123,808	85,621	85,621	132,376	46,755	54.6%
291-6010-601.22-02	Dues	378	385	255	255	378	123	48.2%
291-6010-601.22-03	Training	29	228	200	300	450	150	50.0%
	Contractual Services	**139,068**	**132,516**	**90,276**	**91,796**	**141,914**	**50,118**	**54.6%**
291-6010-601.30-05	Office Supplies & Equipment	384	361	200	250	375	125	50.0%
291-6010-601.30-30	Data System Supplies	41,695	40,556	32,599	32,599	49,216	16,617	51.0%
291-6010-601.30-32	Software Library	94,551	105,215	83,000	84,586	140,121	55,535	65.7%
291-6010-601.30-33	Documentation Library	533	525	750	1,225	750	(475)	(38.8%)
291-6010-601.31-85	Small Tools and Equipment	18,829	14,322	15,000	13,500	16,127	2,627	19.5%
291-6010-601.32-05	Processing Supplies	958	1,501	900	1,000	1,200	200	20.0%
291-6010-601.32-32	Software	29,425	11,511	4,200	7,440	34,794	27,354	367.7%
291-6010-601.32-85	Copier Supplies	26	0	0	0	0	0	N/A
	Commodities	**186,401**	**173,991**	**136,649**	**140,600**	**242,583**	**101,983**	**72.5%**
291-6010-601.50-12	Computer Equipment	0	65,876	72,435	64,550	325,734	261,184	404.6%
291-6010-601.50-15	Other Equipment	0	9,261	8,400	8,400	12,686	4,286	51.0%
	Property	**0**	**75,137**	**80,835**	**72,950**	**338,420**	**265,470**	**363.9%**
	Total Information Technology	**1,009,983**	**1,099,771**	**854,037**	**871,724**	**1,595,075**	**723,351**	**83.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Security 6015

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-63	Security Supervisor	63,570	65,022	44,139	44,526	67,392	22,866	51.4%
291-6015-601.16-66	Security Guard	142,316	146,079	92,829	97,863	154,386	56,523	57.8%
	Salaries	**205,886**	**211,101**	**136,968**	**142,389**	**221,778**	**79,389**	**55.8%**
291-6015-601.19-05	Medical Insurance	36,000	38,142	32,968	33,570	53,412	19,842	59.1%
291-6015-601.19-10	IMRF	25,370	24,839	16,199	16,212	24,946	8,734	53.9%
291-6015-601.19-11	Social Security	13,050	12,010	8,492	8,828	13,750	4,922	55.8%
291-6015-601.19-12	Medicare	3,052	2,809	1,986	2,065	3,216	1,151	55.7%
	Fringe Benefits	**77,472**	**77,800**	**59,645**	**60,675**	**95,324**	**34,649**	**57.1%**
291-6015-601.22-03	Training	66	0	637	637	500	(137)	(21.5%)
	Contractual Services	**66**	**0**	**637**	**637**	**500**	**(137)**	**(21.5%)**
291-6015-601.30-05	Office Supplies & Equipment	271	112	1,025	1,026	225	(801)	(78.1%)
	Commodities	**271**	**112**	**1,025**	**1,026**	**225**	**(801)**	**(78.1%)**
	Total Security	**283,695**	**289,013**	**198,275**	**204,727**	**317,827**	**113,100**	**55.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Facilities 6020

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-60	Clerk I	43,026	42,988	27,548	27,447	42,280	14,833	54.0%
291-6020-601.16-69	Maintenance Supervisor	97,574	96,813	64,049	66,739	97,812	31,073	46.6%
291-6020-601.16-72	Maintenance Worker	225,140	229,584	153,344	157,141	234,138	76,997	49.0%
291-6020-601.18-05	Overtime Civilian	1,758	969	1,667	1,667	2,500	833	50.0%
	Salaries	**367,498**	**370,354**	**246,608**	**252,994**	**376,730**	**123,736**	**48.9%**
291-6020-601.19-05	Medical Insurance	72,001	76,283	71,424	72,720	115,704	42,984	59.1%
291-6020-601.19-10	IMRF	45,729	44,152	28,175	29,016	43,386	14,370	49.5%
291-6020-601.19-11	Social Security	21,080	22,334	15,290	15,686	23,357	7,671	48.9%
291-6020-601.19-12	Medicare	4,929	5,224	3,576	3,668	5,463	1,795	48.9%
	Fringe Benefits	**143,739**	**147,993**	**118,465**	**121,090**	**187,910**	**66,820**	**55.2%**
291-6020-601.21-02	Equipment Maintenance	19,758	20,554	13,793	13,793	26,156	12,363	89.6%
291-6020-601.21-07	Vehicle Maintenance	9,553	6,564	4,053	4,053	6,121	2,068	51.0%
291-6020-601.21-11	Building Maintenance	263,881	251,729	175,967	197,387	235,894	38,507	19.5%
291-6020-601.21-36	Equipment Rental	0	0	943	943	1,950	1,007	106.8%
291-6020-601.21-60	Water and Sewer Service	12,834	13,509	10,907	10,907	16,472	5,565	51.0%
291-6020-601.22-03	Training	7	0	286	286	432	146	51.0%
	Contractual Services	**306,033**	**292,356**	**205,949**	**227,369**	**287,025**	**59,656**	**26.2%**
291-6020-601.30-50	Petroleum Products	6,764	4,660	3,900	4,309	6,507	2,198	51.0%
291-6020-601.30-51	Heating Fuel	90,989	76,649	40,000	41,000	80,000	39,000	95.1%
291-6020-601.31-45	Janitorial Supplies	24,914	24,355	16,000	15,486	23,387	7,901	51.0%
	Commodities	**122,667**	**105,664**	**59,900**	**60,795**	**109,894**	**49,099**	**80.8%**
291-6020-601.50-15	Other Equipment	0	16,421	23,205	23,205	15,500	(7,705)	(33.2%)
	Property	**0**	**16,421**	**23,205**	**23,205**	**15,500**	**(7,705)**	**(33.2%)**
	Total Facilities	**939,937**	**932,788**	**654,127**	**685,453**	**977,059**	**291,606**	**42.5%**
	Total Admin Support Services	**4,193,941**	**4,456,923**	**3,412,445**	**3,640,155**	**6,113,724**	**2,473,569**	**68.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Youth Services 6401

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-25	Department Manager II	74,782	77,159	52,583	52,277	80,301	28,024	53.6%
291-6401-601.16-33	Librarian IV	68,079	68,603	34,000	46,475	51,909	5,434	11.7%
291-6401-601.16-36	Librarian III	158,784	166,767	180,182	188,574	275,127	86,553	45.9%
291-6401-601.16-39	Librarian II	22,682	14,409	8,740	8,650	13,274	4,624	53.5%
291-6401-601.16-48	Library Assistant I	225,041	212,569	184,942	186,291	280,932	94,641	50.8%
291-6401-601.16-54	Clerk III	21,138	18,996	11,314	11,292	17,282	5,990	53.0%
291-6401-601.16-57	Clerk II	43,423	22,050	13,533	14,023	20,598	6,575	46.9%
291-6401-601.16-60	Clerk I	16,173	12,489	16,032	16,297	17,591	1,294	7.9%
	Salaries	**630,102**	**593,042**	**501,326**	**523,879**	**757,014**	**233,135**	**44.5%**
291-6401-601.19-05	Medical Insurance	60,000	63,569	47,984	48,855	77,736	28,881	59.1%
291-6401-601.19-10	IMRF	81,765	73,319	57,334	60,237	88,291	28,054	46.6%
291-6401-601.19-11	Social Security	38,547	36,568	31,082	32,480	46,935	14,455	44.5%
291-6401-601.19-12	Medicare	9,014	8,552	7,269	7,596	10,977	3,381	44.5%
	Fringe Benefits	**189,326**	**182,008**	**143,669**	**149,168**	**223,939**	**74,771**	**50.1%**
291-6401-601.21-02	Equipment Maintenance	2,400	2,400	1,900	1,900	2,850	950	50.0%
291-6401-601.21-65	Other Services	0	175	1,683	1,683	0	(1,683)	(100.0%)
291-6401-601.22-02	Dues	2,123	1,469	2,608	2,208	3,255	1,047	47.4%
291-6401-601.22-03	Training	917	2,811	2,431	2,431	3,528	1,097	45.1%
291-6401-601.22-18	Contracted Programs & Exhibits	11,798	7,158	19,267	16,164	24,411	8,247	51.0%
	Contractual Services	**17,238**	**14,013**	**27,889**	**24,386**	**34,044**	**9,658**	**39.6%**
291-6401-601.30-05	Office Supplies & Equipment	3,365	2,049	1,913	1,913	2,650	737	38.5%
291-6401-601.32-01	Program Supplies	6,712	2,940	4,043	4,043	6,684	2,641	65.3%
291-6401-601.32-02	Program Events	27,063	26,456	21,687	21,687	32,748	11,061	51.0%
291-6401-601.32-75	Audio Visual	2,038	823	0	0	0	0	N/A
291-6401-601.32-80	Books	1,546	1,469	0	0	0	0	N/A
291-6401-601.32-90	Circulation Supplies	918	1,104	1,862	1,862	2,000	138	7.4%
	Commodities	**41,642**	**34,841**	**29,505**	**29,505**	**44,082**	**14,577**	**49.4%**
	Total Youth Services	**878,308**	**823,904**	**702,389**	**726,938**	**1,059,079**	**332,141**	**45.7%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Business & Specialty Services 6405

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6405-601.16-26	Department Manager I	77,357	55,099	51,500	51,750	78,644	26,894	52.0%
291-6405-601.16-36	Librarian III	108,206	106,078	42,169	78,230	64,389	(13,841)	(17.7%)
291-6405-601.16-44	Library Assistant III	53,986	55,683	38,316	37,726	58,500	20,774	55.1%
291-6405-601.16-45	Library Assistant II	53,937	55,644	38,289	37,700	58,461	20,761	55.1%
291-6405-601.16-48	Library Assistant I	84,631	80,631	83,353	62,459	127,260	64,801	103.7%
291-6405-601.16-51	Clerk IV	138,791	131,479	28,208	18,640	44,242	25,602	137.3%
291-6405-601.16-54	Clerk III	1,890	0	0	0	0	0	N/A
	Salaries	**518,798**	**484,614**	**281,835**	**286,505**	**431,496**	**144,991**	**50.6%**
291-6405-601.19-05	Medical Insurance	84,000	88,997	37,712	38,400	61,104	22,704	59.1%
291-6405-601.19-10	IMRF	69,446	61,629	34,469	36,290	53,077	16,787	46.3%
291-6405-601.19-11	Social Security	31,524	29,278	17,474	17,763	26,753	8,990	50.6%
291-6405-601.19-12	Medicare	7,372	6,848	4,087	4,154	6,257	2,103	50.6%
	Fringe Benefits	**192,342**	**186,752**	**93,742**	**96,607**	**147,191**	**50,584**	**52.4%**
291-6405-601.22-02	Dues	933	1,134	1,135	1,186	1,135	(51)	(4.3%)
291-6405-601.22-03	Training	1,824	1,704	900	949	1,431	482	50.8%
291-6405-601.22-18	Contracted Programs & Exhibits	46,817	41,937	8,100	9,333	6,800	(2,533)	(27.1%)
	Contractual Services	**49,574**	**44,775**	**10,135**	**11,468**	**9,366**	**(2,102)**	**(18.3%)**
291-6405-601.30-05	Office Supplies & Equipment	423	585	0	0	0	0	N/A
291-6405-601.32-01	Program Supplies	881	1,256	0	270	0	(270)	(100.0%)
291-6405-601.32-02	Program Events	14,406	18,232	6,000	6,716	10,017	3,301	49.2%
291-6405-601.32-90	Circulation Supplies	1,144	2,155	900	919	1,381	462	50.3%
	Commodities	**16,854**	**22,228**	**6,900**	**7,905**	**11,398**	**3,493**	**44.2%**
	Total Business & Specialty Services	**777,568**	**738,369**	**392,612**	**402,485**	**599,451**	**196,966**	**48.9%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Customer Services 6420

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-05	Customer Services Manager	86,521	33,384	51,800	52,688	79,092	26,404	50.1%
291-6420-601.16-07	Customer Services Associate	254,984	259,057	137,160	137,196	209,119	71,923	52.4%
291-6420-601.16-15	Head of Circulation	64,877	74,534	31,000	51,060	0	(51,060)	(100.0%)
291-6420-601.16-16	Library Assistant I Circulation	122,986	126,047	141,331	141,750	215,808	74,058	52.2%
291-6420-601.16-26	Department Manager I	72,268	75,367	51,364	51,613	78,429	26,816	52.0%
291-6420-601.16-36	Librarian III	110,435	106,926	0	0	0	0	N/A
291-6420-601.16-39	Librarian II	110,061	115,095	129,612	132,562	244,285	111,723	84.3%
291-6420-601.16-46	Library Assistant I Mags & News	47,521	48,338	93,111	94,443	143,074	48,631	51.5%
291-6420-601.16-47	Library Assistant I Call Center	29,344	43,964	0	0	0	0	N/A
291-6420-601.16-51	Clerk IV	0	0	101,560	102,227	155,090	52,863	51.7%
291-6420-601.16-52	Clerk IV Circulation	43,200	44,026	30,198	32,839	47,126	14,287	43.5%
291-6420-601.16-54	Clerk III Mags & News	99,248	95,299	72,264	71,972	110,340	38,368	53.3%
291-6420-601.16-55	Clerk III Circulation	435,981	415,977	270,817	272,584	411,235	138,651	50.9%
291-6420-601.16-58	Clerk II Circulation	103,018	103,542	72,482	69,051	22,170	(46,881)	(67.9%)
291-6420-601.16-59	Clerk II Call Center	109,740	134,381	100,492	99,618	153,970	54,352	54.6%
291-6420-601.16-75	Library Page II	111,370	106,737	260,666	269,678	486,533	216,855	80.4%
	Salaries	**1,801,554**	**1,782,674**	**1,543,857**	**1,579,281**	**2,356,271**	**776,990**	**49.2%**
291-6420-601.19-05	Medical Insurance	156,000	165,280	156,312	159,147	253,224	94,077	59.1%
291-6420-601.19-10	IMRF	211,477	203,094	157,256	162,172	242,324	80,152	49.4%
291-6420-601.19-11	Social Security	109,853	107,520	95,719	97,915	146,089	48,174	49.2%
291-6420-601.19-12	Medicare	25,691	25,146	22,386	22,900	34,166	11,266	49.2%
	Fringe Benefits	**503,021**	**501,040**	**431,673**	**442,134**	**675,803**	**233,669**	**52.9%**
291-6420-601.21-02	Equipment Maintenance	6,131	2,797	140	390	140	(250)	(64.1%)
291-6420-601.21-64	Access Services	0	0	2,000	2,817	4,225	1,408	50.0%
291-6420-601.21-65	Other Services	2,900	2,738	1,925	1,925	2,885	960	49.9%
291-6420-601.22-02	Dues	2,771	2,123	2,520	2,520	2,705	185	7.3%
291-6420-601.22-03	Training	1,979	1,986	2,635	2,635	3,979	1,344	51.0%
291-6420-601.22-18	Contracted Programs & Exhibits	0	0	12,012	21,012	103,332	82,320	391.8%
	Contractual Services	**13,781**	**9,644**	**21,232**	**31,299**	**117,266**	**85,967**	**274.7%**
291-6420-601.30-05	Office Supplies & Equipment	2,869	2,779	1,828	1,828	2,761	933	51.0%
291-6420-601.30-07	Supplies Reimbursed by Patron	(55)	1,868	1,200	1,475	2,200	725	49.2%
291-6420-601.32-01	Program Supplies	976	1,055	1,283	1,283	1,454	171	13.3%
291-6420-601.32-02	Program Events	1,132	1,716	4,333	4,333	8,540	4,207	97.1%
291-6420-601.32-80	Books	697	511	0	0	0	0	N/A
291-6420-601.32-85	Copier Supplies	2,186	499	0	0	0	0	N/A
291-6420-601.32-90	Circulation Supplies	6,508	4,413	11,828	12,162	9,583	(2,579)	(21.2%)
	Commodities	**14,313**	**12,841**	**20,472**	**21,081**	**24,538**	**3,457**	**16.4%**
	Total Customer Services	**2,332,669**	**2,306,199**	**2,017,234**	**2,073,795**	**3,173,878**	**1,100,083**	**53.0%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Digital Services 6450

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-25	Department Manager II	61,007	58,645	43,333	47,385	66,164	18,779	39.6%
291-6450-601.16-30	Digital Media Specialist	34,711	46,236	31,627	31,781	48,302	16,521	52.0%
291-6450-601.16-33	Librarian IV	74,920	75,495	49,946	51,145	76,265	25,120	49.1%
291-6450-601.16-36	Librarian III	79,852	95,933	65,262	65,210	99,665	34,455	52.8%
291-6450-601.16-48	Library Assistant I	154,767	157,849	103,351	105,021	157,732	52,711	50.2%
291-6450-601.16-54	Clerk III	11,210	11,695	8,793	8,744	13,424	4,680	53.5%
	Salaries	**416,467**	**445,853**	**302,312**	**309,286**	**461,552**	**152,266**	**49.2%**
291-6450-601.19-05	Medical Insurance	60,000	63,570	29,808	30,345	48,288	17,943	59.1%
291-6450-601.19-10	IMRF	55,345	57,372	36,485	37,404	56,187	18,783	50.2%
291-6450-601.19-11	Social Security	25,437	27,204	18,743	19,176	28,616	9,440	49.2%
291-6450-601.19-12	Medicare	5,949	6,362	4,384	4,485	6,693	2,208	49.2%
	Fringe Benefits	**146,731**	**154,508**	**89,420**	**91,410**	**139,784**	**48,374**	**52.9%**
291-6450-601.21-02	Equipment Maintenance	0	0	200	202	300	98	48.5%
291-6450-601.22-02	Dues	1,820	1,729	1,318	1,213	1,965	752	62.0%
291-6450-601.22-03	Training	1,663	684	455	455	650	195	42.9%
291-6450-601.22-18	Contracted Programs & Exhibits	0	0	4,000	4,000	6,000	2,000	50.0%
291-6450-601.22-66	Outside Reference Service	2,053	2,140	0	0	2,200	2,200	N/A
	Contractual Services	**5,536**	**4,553**	**5,973**	**5,870**	**11,115**	**5,245**	**89.4%**
291-6450-601.30-05	Office Supplies & Equipment	1,612	800	475	566	700	134	23.7%
291-6450-601.30-07	Supplies Reimbursed by Patron	0	0	0	0	900	900	N/A
291-6450-601.31-85	Small Tools and Equipment	2,903	2,593	2,666	2,666	3,600	934	35.0%
291-6450-601.32-01	Program Supplies	0	0	1,500	1,500	1,500	0	0.0%
291-6450-601.32-78	Electronic Resources	275,768	237,858	196,435	207,278	295,960	88,682	42.8%
291-6450-601.32-90	Circulation Supplies	426	1,909	1,550	1,202	1,400	198	16.5%
	Commodities	**280,709**	**243,160**	**202,626**	**213,212**	**304,060**	**90,848**	**42.6%**
291-6450-601.50-15	Other Equipment	0	0	0	0	1,776	1,776	N/A
	Property	**0**	**0**	**0**	**0**	**1,776**	**1,776**	**N/A**
	Total Digital Services	**849,443**	**848,074**	**600,331**	**619,778**	**918,287**	**298,509**	**48.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Collection Services 6470

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6470-601.16-06	Manager of Collection Services	90,012	93,319	63,350	64,337	96,740	32,403	50.4%
291-6470-601.16-33	Librarian IV	63,571	65,022	44,139	44,052	67,392	23,340	53.0%
291-6470-601.16-36	Librarian III	131,937	131,534	88,278	90,066	134,784	44,718	49.7%
291-6470-601.16-39	Librarian II	95,336	99,788	68,730	68,590	104,949	36,359	53.0%
291-6470-601.16-41	Head of Acquisitions	47,230	48,727	33,207	33,014	50,700	17,686	53.6%
291-6470-601.16-48	Library Assistant I	72,385	109,043	20,187	20,671	30,826	10,155	49.1%
291-6470-601.16-51	Clerk IV	87,626	81,261	28,405	29,087	43,368	14,281	49.1%
291-6470-601.16-54	Clerk III	268,653	276,849	167,432	169,928	255,685	85,757	50.5%
291-6470-601.16-57	Clerk II	87,845	87,612	0	0	0	0	N/A
291-6470-601.16-60	Clerk I	90,153	52,498	0	0	0	0	N/A
291-6470-601.16-75	Library Page II	41,597	33,928	23,077	23,521	35,637	12,116	51.5%
291-6470-601.16-78	Library Page I	138,367	150,973	0	0	0	0	N/A
	Salaries	**1,214,712**	**1,230,554**	**536,805**	**543,266**	**820,081**	**276,815**	**51.0%**
291-6470-601.19-05	Medical Insurance	168,000	177,995	126,048	128,337	204,204	75,867	59.1%
291-6470-601.19-10	IMRF	151,959	145,985	69,478	71,579	106,994	35,415	49.5%
291-6470-601.19-11	Social Security	73,799	74,134	33,282	33,682	50,845	17,163	51.0%
291-6470-601.19-12	Medicare	17,259	17,338	7,784	7,877	11,891	4,014	51.0%
	Fringe Benefits	**411,017**	**415,452**	**236,592**	**241,475**	**373,934**	**132,459**	**54.9%**
291-6470-601.21-64	Access Services	1,697	2,720	0	0	0	0	N/A
291-6470-601.21-65	Other Services	64,200	0	0	0	0	0	N/A
291-6470-601.22-02	Dues	1,570	1,531	1,500	1,609	2,430	821	51.0%
291-6470-601.22-03	Training	759	3,134	808	808	1,212	404	50.0%
291-6470-601.22-85	Processing Services	0	86,876	64,000	112,226	92,000	(20,226)	(18.0%)
	Contractual Services	**68,226**	**94,261**	**66,308**	**114,643**	**95,642**	**(19,001)**	**(16.6%)**
291-6470-601.30-05	Office Supplies & Equipment	2,032	687	800	1,066	1,600	534	50.1%
291-6470-601.30-33	Documentation Library	996	705	705	890	705	(185)	(20.8%)
291-6470-601.32-01	Program Supplies	38	0	0	0	0	0	N/A
291-6470-601.32-03	Binding	335	243	200	533	500	(33)	(6.2%)
291-6470-601.32-05	Processing Supplies	25,905	28,425	11,000	24,000	33,000	9,000	37.5%
291-6470-601.32-75	Audio Visual	391,997	459,179	267,026	353,490	525,735	172,245	48.7%
291-6470-601.32-80	Books	630,189	640,696	466,132	491,214	724,860	233,646	47.6%
291-6470-601.32-90	Circulation Supplies	1,401	2,172	150	827	2,100	1,273	153.9%
291-6470-601.32-95	Periodicals	114,968	101,603	91,675	92,512	129,593	37,081	40.1%
	Commodities	**1,167,861**	**1,233,710**	**837,688**	**964,532**	**1,418,093**	**453,561**	**47.0%**
	Total Collection Services	**2,861,816**	**2,973,977**	**1,677,393**	**1,863,916**	**2,707,750**	**843,834**	**45.3%**
	Total User Services	**7,699,804**	**7,690,523**	**5,389,959**	**5,686,912**	**8,458,445**	**2,771,533**	**48.7%**
	Total Memorial Library Fund Before Operating Transfers Out	**11,893,745**	**12,147,446**	**8,802,404**	**9,327,067**	**14,572,169**	**5,245,102**	**56.2%**

MEMORIAL LIBRARY FUND

EXPENDITURES

Non-Operating 6901

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	715,874	649,702	1,750,000	1,750,000	1,750,000	0	0.0%
	Non-Operating	**715,874**	**649,702**	**1,750,000**	**1,750,000**	**1,750,000**	**0**	**0.0%**
	Total Non-Operating	**715,874**	**649,702**	**1,750,000**	**1,750,000**	**1,750,000**	**0**	**0.0%**
	Total Memorial Library Fund	**12,609,619**	**12,797,148**	**10,552,404**	**11,077,067**	**16,322,169**	**5,245,102**	**47.4%**

LIBRARY CAPITAL PROJECTS FUND 491

► Fund Summary

	2013-14 Actual	2014-15 Actual	8 Month Per. End. Dec. 2015 Est. Actual	8 Month Per. End. Dec. 2015 Budget	2016 Budget	$ Change	% Change
BEGINNING FUND BALANCE	**$536**	**$251,553**	**$792,503**	**$792,503**	**$2,210,688**	**$1,418,185**	**179.0%**
Revenues							
Interest Income	356	3,424	1,000	0	**2,000**	2,000	N/A
Total Revenues	**$356**	**$3,424**	**$1,000**	**$0**	**$2,000**	**$2,000**	**N/A**
Expenditures							
Other Charges	0	4,002	0	0	**0**	0	N/A
Capital Items	465,213	108,174	332,815	962,000	**1,065,000**	103,000	10.7%
Total Expenditures	**$465,213**	**$112,176**	**$332,815**	**$962,000**	**$1,065,000**	**$103,000**	**10.7%**
Revenues over (under) Expenditures	**($464,857)**	**($108,752)**	**($331,815)**	**($962,000)**	**($1,063,000)**	**($101,000)**	**10.5%**
Interfund Transfers In	715,874	649,702	1,750,000	1,750,000	**1,750,000**	0	0.0%
ENDING FUND BALANCE	**$251,553**	**$792,503**	**$2,210,688**	**$1,580,503**	**$2,897,688**	**$1,317,185**	**83.3%**

LIBRARY CAPITAL PROJECTS FUND

REVENUES

Account No.	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
491-0000-461.02-00	Interest on Investments	120	1,640	1,000	0	2,000	2,000	N/A
491-0000-462.10-00	Market Value Adjustments	236	1,784	0	0	0	0	N/A
		356	**3,424**	**1,000**	**0**	**2,000**	**2,000**	**N/A**
491-0000-491-05-00	Operating Transfer In	715,874	649,702	1,750,000	1,750,000	1,750,000	0	0.0%
	Other Financing Sources	**715,874**	**649,702**	**1,750,000**	**1,750,000**	**1,750,000**	**0**	**0.0%**
	Total Capital Projects Library Fund	**716,230**	**653,126**	**1,751,000**	**1,750,000**	**1,752,000**	**2,000**	**0.1%**

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Administration 6001

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	126,384	0	0	0	0	0	N/A
491-6001-601.50-55	Other Capital Outlay	29,796	0	0	500,000	155,000	(345,000)	(69.0%)
491-9901-591.40-78	IMET Expense	0	4,002	0	0	0	0	N/A
	Capital Outlay	**156,180**	**4,002**	**0**	**500,000**	**155,000**	**(345,000)**	**(69.0%)**
	Total Administration	**156,180**	**4,002**	**0**	**500,000**	**155,000**	**(345,000)**	**(69.0%)**

Paid by Gifts and Grants 6004

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	1,234	17,644	0	0	0	0	N/A
	Capital Outlay	**1,234**	**17,644**	**0**	**0**	**0**	**0**	**N/A**
	Total Paid by Gifts and Grants	**1,234**	**17,644**	**0**	**0**	**0**	**0**	**N/A**

Information Technology 6010

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	185,981	18,000	0	0	0	0	N/A
491-6010-601.50-15	Other Equipment	13,171	0	0	0	0	0	N/A
	Capital Outlay	**199,152**	**18,000**	**0**	**0**	**0**	**0**	**N/A**
	Total Information Technology	**199,152**	**18,000**	**0**	**0**	**0**	**0**	**N/A**

Facilities 6020

Account Number	Account Description	Actual 2013-14	Actual 2014-15	Proj. Act. 8-Month Per. End. Dec. 2015	Budget 8-Month Per. End. Dec. 2015	Budget 2016	$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	73,367	1,500	78,965	76,000	267,000	191,000	251.3%
491-6020-601.50-55	Other Capital Outlay	35,280	71,030	253,850	386,000	643,000	257,000	66.6%
	Capital Outlay	**108,647**	**72,530**	**332,815**	**462,000**	**910,000**	**448,000**	**97.0%**
	Total Facilities	**108,647**	**72,530**	**332,815**	**462,000**	**910,000**	**448,000**	**97.0%**
	Total Library Capital Projects Fund	**465,213**	**112,176**	**332,815**	**962,000**	**1,065,000**	**103,000**	**10.7%**

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 419 full-time and 16 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	48,618
Number of Ballots Cast in Last Municipal Election 4-7-15	20,989

Village Bond Rating	Aa1
Fire ISO Rating	2 (1/1/2015)

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	25º F
Average Summer	71º 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	31,409
Median Household Income	$77,195
Per Capita Income	$40,189
Median Age	41.9
% of population over 65	17%
Education (population 25 years & older)	
High school graduate or higher	95.6%
Bachelor's degree or higher	52.2%
Unemployment Percentage (12/2014) (b)	5.4%

DEMOGRAPHICS (Continued)

Home Value (a)

Median Home Value	$325.200
Median Gross Rent	$1,150
$0 to $99,999	1475
$100,000 to $149,999	1,443
$150,000 to $199,999	1,611
$200,000 to $299,999	5,448
$300,000 to $499,000	9,414
$500,000 to $999,999	3,187
$1,000,000 or more	301

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 (2013)	$7,433,740,458
Equalized Assessed Valuation (EAV) (2013)	$2,477,913,486

EAV Breakdown by Type of Property

	2013 EAV	% of Total
Residential	$1,704,562,752	68.8%
Commercial	573,721,999	23.2%
Industrial	198,631,738	8.0%
Railroad	996,997	< 0%
	$2,477,913,486	100.0%

DEMOGRAPHICS (Continued)

Top Five Property Taxpayers (d)

Luther Village	Retirement Facility
Arlington Int'l Racecourse	Entertainment
New Plan Excel Realty Trust	Real Estate
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	260
Number of Water Customers	21,019
Capacity of Waterworks	36,000,000 gal/per day
Number of Storage Tanks	10
Storage Capacity	32,000,000 gal.

Sewer Information:

Miles of Storm Sewers	213
Miles of Sanitary & Combined Sewers	255
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	344,839
Number of Registered Borrowers	57,077
FY2014 Total Circulation	2,450,612

BUSINESS

The Village has 1,708 businesses paying sales taxes.

2014 Kind of Business Report (e)

Sales Category	Sales Volume	%
General Merchandise	$ 685,164	5.7%
Food	2,001,297	16.8%
Restaurant Dining	1,467,262	12.3%
Apparel	367,335	3.1%
Furniture, Household	875,219	7.3%
Lumber/Building/Hardware	492,361	4.1%
Automotive/Filling Stations	2,802,950	23.5%
Drugs & Misc. Retail	1,622,476	13.6%
Agriculture & All Others	1,369,306	11.5%
Manufacturers	251,004	2.1%
Total	$ 11,934,374	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
Paylocity Corp.	670
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. 2015

Governor's Sustainability Award.....2013

Community Partnership 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

EAV: Equalized Assessed Value

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

LGDF: Local Government Distribution Fund

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