The seal of the Village of Hoffman Estates, Illinois, is a circular emblem. It features a central shield with the letters 'H' and 'E' stacked vertically, flanked by laurel branches. The shield is set within a circular border containing the text 'VILLAGE OF HOFFMAN ESTATES' at the top and 'GROWING TO GREATNESS' at the bottom. The year '1959' is positioned on either side of the shield. The entire seal is rendered in a light blue color against a darker blue background.

Village of Hoffman Estates, Illinois

**2009 Annual Operating and
Capital Budget**



VILLAGE ELECTED OFFICIALS

William D. McLeod

President

Karen V. Mills

Cary J. Collins

Raymond M. Kincaid

Jacquelyn Green

Anna Newell

Gary J. Pilafas

Trustees

Bev Romanoff

Village Clerk

VILLAGE DEPARTMENT DIRECTORS

James H. Norris

Village Manager

Dan O'Malley

Deputy Village Manager

Arthur L. Janura, Jr.

Corporation Counsel

Michael DuCharme

Treasurer

Mark Koplín

Assistant Village Manager
of Development Services

Algean Garner

Director of Health
& Human Services

Clint Herdegen

Police Chief

Ken Hari

Director of Public Works

Robert Gorvett

Fire Chief

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Village of Hoffman Estates

Village Manager's Office

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November 17, 2008

2009 OPERATING AND CAPITAL BUDGET

Village President and Board of Trustees
Village of Hoffman Estates, Illinois

Ladies and Gentlemen:

INTRODUCTION

The Management Team and Staff are pleased to present the 2009 fiscal year operating and capital budgets and three-year financial plan.

The 2009 budget year operates under the Municipal Budget Act as adopted by the Board of Trustees on September 15, 1997. Under the act, the Village's budget is a comprehensive financial plan which projects both anticipated revenues and adopted expenditures/expenses for the fiscal year. The Village's operating budget serves as an excellent source of communication to our residents in terms of our purpose and goals as a municipality.

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

2009 BUDGET HIGHLIGHTS

The total 2009 budget for all funds of the Village is included in this document, even though not all funds are required by law to be budgeted. The total net operating and annual capital budget is \$129,974,393, an increase of 3.2% from \$125,923,329 in 2008. All budgeted funds are balanced, utilizing current revenue sources or accumulated fund equity. This budget focuses on three primary issues which will be discussed in further detail later in this Budget Message:

- 1) *Accomplishment of Village Board initiatives in light of severe reductions in resources*
- 2) *Maintenance of Village tax rates and fund balance requirement*
- 3) *Public building initiative*

Some of the major items included in the 2009 budget are:

\$47,138,923 Salaries & benefits for 399 full-time equivalent positions

\$33,630,620 Capital projects and other capital outlay

\$19,672,400 Various contractual services, Village-wide

\$21,645,320 Debt Service payments for all funds

LONG-TERM FINANCIAL PLANNING

The annual budget process begins with a goal-setting retreat where the Village Board and Village Manager discuss current and long-term issues facing the Village. This retreat happens early every year and guides decisions that are then made when putting the annual budget together as well as the goals and objectives for each department. The Village Board goals that were established during the most recent goal-setting retreat can be found at the beginning of this document.

The Village also has a history of sound planning and financial practices. The Village's first Comprehensive Plan was prepared by outside consultants and was adopted in 1969, amended in 1978, and revised in 1989. The plan was again updated in August, 2007. The Comprehensive Plan is intended to guide the long range development of the Village. A broad array of development related issues are discussed in the plan, including transportation, land use, and economic development. The general guidance provided by the plan is considered when new developments are proposed and when specific programs are considered for implementation by the Village. Over time, it is expected that the broad policies in the plan may need to be adapted to meet changing conditions. Many of the policies of the plan are proposed with this need for flexibility in mind.

Every five years the Village develops a long-term strategic plan called the Consolidated Plan. The Consolidated Plan guides the programs that the Village will undertake each year. In addition, the Village must prepare an Annual Action Plan that describes the actions to be taken in a specific program year. To ensure public participation in the development of the Consolidated Plan and Annual Action Plan, the Village will hold a public hearing, accept public comment, and issue public notices.

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

BUDGET YEAR 2008

In the 2008 budget, the Village projected a 7.4% increase in General Fund revenues and a 6.7% increase in expenditures. Utilizing \$907,850 of General Fund reserves for the construction of a new salt dome, messaging signs and an imaging study, the General Fund budget was balanced, with revenues over expenditures in the amount of \$42,385. The funding of capital expenditures

was reduced significantly in the 2008 budget due to the lack of growth in the Village's revenue base resulting from economic development not occurring in the timing that was anticipated.

General Fund		
Projected 2008 Year-end Results		
	Budget	Projected
Revenues	48,436,294	44,885,720
Expenditures	(49,301,759)	(46,025,549)
Revenues over Expenditures	(865,465)	(1,139,829)
Funding of Road Improvements	907,850	907,850
Subtotal	42,385	(231,979)
Total Revenues over Expenditures	42,385	(231,979)

2008 ACTUAL RESULTS

As 2008 got underway, it became clear that revenues were coming in under projections, especially in the areas of building permits and sales taxes, and that expenses in the Snow & Ice Division were exceeding budgeted amounts. At mid-year, a budget reduction plan was implemented in the amount of almost \$4.4 million. Even with this significant budget reduction plan, the Village projected to end 2008 with revenues under expenditures of approximately \$232,000. Measures have been put into place to try to lessen this actual shortfall, but the results of these measures are not yet known. In any case, the Village does have room in its General Fund fund balance to absorb this shortfall if it does occur.

General Fund revenues, which were budgeted at \$48,436,294, are projected to end the fiscal year \$3.5 million under budget. As was mentioned previously, this is primarily due to building-related revenues and sales tax revenue, which can be expected due to the state of the economy.

Due to the budget reduction plan that was implemented in 2008, currently expenditures are projected to be about \$3.3 million under budget for 2008. Every department did a tremendous job offering up programs and capital that could be deferred. Also, all vacant General Fund positions were frozen for the remainder of 2008 as well as into 2009.

CAPITAL IMPROVEMENTS PROGRAM

Prior to preparing the annual 2009 operating budget, the Village prepares the Capital Improvements Program (CIP) budget, which focuses on all vehicles and all capital items that are over \$25,000. The CIP is the result of an ongoing infrastructure and vehicles/equipment planning process. These planning decisions are made with regard to both existing and new facilities and equipment. For existing facilities, the planning process addresses appropriate maintenance strategies and repair versus replacement of facilities. New service demands are also considered since they will affect capital facility requirements as well.

Capital Improvement Program by Project Type

	<u>2007</u>	<u>2008</u>	<u>2009</u>
Water & Sanitary Sewer	3,568,410	7,913,980	6,111,960
Public Buildings	5,925,070	13,599,990	21,370,920
Street & Related Infrastructure	5,368,740	6,687,790	4,850,360
Misc. Public Improvements	1,261,500	1,726,500	2,596,370
Equipment	1,952,610	1,506,910	642,160
Technology	758,570	579,360	369,100
Total	18,834,900	32,014,530	35,940,870

The requests in the 2009-2013 CIP for FY2009 total \$35,940,870 with only \$190,670 being funded through the General Fund. This is down 85% from what was funded in 2008 from the General Fund. All of the CIP items have been incorporated into the 2009 budget. The current CIP went before the Capital Improvements Board on October 27, 2008. After approval by the CIB, the requests went before the Village Finance Committee for approval as part of the budget process. More detailed information related to the CIP can be found in the Capital Improvements section of this document.

Capital Improvement Program by Funding Source

	<u>2007</u>	<u>2008</u>	<u>2009</u>
General Fund	1,786,590	497,755	190,670
General Fund Reserves	1,000,000	740,290	-
Water & Sewer Fund	3,832,890	2,328,635	3,159,170
Motor Fuel Tax Fund	1,258,800	1,358,800	1,245,740
Food & Beverage Tax	914,940	933,240	1,023,100
EDA Bond Proceeds	325,000	2,585,000	1,223,020
Capital Improvements Fund	-	-	345,920
Capital Veh & Equip Reserves	-	331,530	-
Federal & State Funds	205,000	471,500	623,000
Asset Seizure	180,000	110,000	-
Developer Contributions	450,000	1,600,000	850,000
EDA Administration Fund	207,450	99,990	653,300
Capital Replacement Fund	866,720	709,940	200,180
Emergency Services Escrow	-	216,320	-
Roselle Rd TIF Funds	420,000	1,140,000	2,026,370
DUI Reimbursement Fund	24,000	24,000	14,400
Impact Fees	800,000	-	-
Improvement Funds	70,000	100,000	100,000
Information Systems Fund	479,760	413,500	322,500
Bond Proceeds	5,451,250	18,354,030	23,930,000
Other Sources	562,500	-	33,500
Total	18,834,900	32,014,530	35,940,870

2009 OPERATING BUDGET OVERVIEW

In the 2009 budget, the Village is experiencing a 5.4% decrease in General Fund revenues and a 7.1% decrease in expenditures from the 2008 budget. Predicting that a lot of the revenue shortfalls experienced in 2008 would carry over into 2009, departments were initially allowed a 0% increase in discretionary line items within their budgets. After clarifying revenue projections, it was soon realized that reductions were going to have to be made. Every department had to reduce their budget requests, including capital and personnel. The 2009 General Fund operating budget is balanced, reflecting budgeted revenues over expenditures by \$7,170 with no General Fund reserves having to be utilized.

The 2009 budget development was extremely challenging, especially with the position cuts that had to be made. Discretionary spending was held in check and all available resources were utilized to focus on three primary issues:

Accomplishment of Village Board initiatives in light of severe reductions in resources – The fiscal year 2009 adopted budget reflects a difficult but fiscally-necessary reduction of permanent staff, including a Building Inspector, Engineering Field Inspector, Assistant Planner, and Administrative Staff Assistant. Also, two Staff Assistants in the Fire Department were reduced from full-time to part-time. This reduction in staff equates to approximately \$385,000 of savings. This action came as a last resort following a rigorous search for efficiencies. Also, all vacant positions within the General Fund were frozen and will not be filled in the immediate future.

Even with these reductions, all of the initiatives reflected in the 2009 budget relate directly to the Village Board Goals that were outlined earlier in this document. As you continue to read through the departmental narratives, you will notice that the Village Board Goals were a focus of Departments while determining their individual goals and objectives.

Maintenance of Village tax rates and fund balance requirement – Although the Village was facing staffing, capital, and program reductions, we are proud of the fact that we were able to balance the 2009 budget without having to increase fees or tax rates. Also, the Village's General Fund fund balance requirement of 25% has been maintained. More about the Village's Fund Balance Policy can be found in the Appendix.

Public building initiative – A public building plan was presented to the Village Board in 2006. The plan proposed the relocation of Fire Station 24 in the western area of the Village, the construction of a new Police Station, upgrades to the Village Hall facility, and the construction of a new water tower. Several aspects of this plan were funded with a 2008 bond issue. The construction of the new Police Station will be completed with a bond issue that will occur during 2009.

The above initiatives differ slightly than those that were the focus for fiscal year 2008. In the prior budget year, accomplishment of Village Board goals as well as the public building initiative were both a focus, which continues into 2009. However, in 2008 several positions were added as well as some increase in hours for certain positions to match service delivery with the growth in the community. However, as was mentioned previously, staff increases were not possible for fiscal year 2009 and reductions in personnel were necessary.

The chart below summarizes all 2009 budgeted revenues by source:

Revenue Summary by Source			
All Funds	2008	2009	Percent
	Budget	Budget	Change
Property Taxes	17,980,238	19,168,941	6.6%
EDA Incremental Taxes	15,239,958	15,539,690	2.0%
Other Taxes	13,967,600	12,557,120	-10.1%
Licenses & Permits	2,252,600	1,157,440	-48.6%
Intergovernmental Revenues	16,591,450	15,787,600	-4.8%
User Charges	20,268,610	20,961,420	3.4%
Fines	1,435,550	1,420,610	-1.0%
Investment Earnings	6,588,960	5,458,470	-17.2%
Miscellaneous	4,322,660	4,340,490	0.4%
Bond Proceeds	17,505,530	28,415,820	62.3%
Total Operating Revenues	116,153,156	124,807,601	7.5%
Operating Transfers	5,683,905	3,702,960	-34.9%
Total Revenues	121,837,061	128,510,561	5.5%

The projected operating fund revenues without operating transfers total \$124,807,601, a 7.5% increase from 2008. The primary reason for this is the bond proceeds. In early 2009, the Village will be issuing another General Obligation Bond Issue to fund the construction of a new Police Department.

The following chart summarizes all 2009 budgeted expenditure/expenses, including transfers, by object:

Expenditure Summary by Object			
All Funds	2008	2009	Percent
	Budget	Budget	Change
Salaries & Wages	30,856,280	30,780,820	-0.2%
Employee Benefits	15,343,264	16,358,103	6.6%
Misc. Employee Expenses	896,510	647,700	-27.8%
Commodities	1,880,350	2,391,970	27.2%
Contractual Services	20,227,340	19,672,400	-2.7%
Debt Service	19,856,460	21,645,320	9.0%
Depreciation Expense	1,152,220	1,144,500	-0.7%
Total Operating Expenses	90,212,424	92,640,813	2.7%
Capital Outlay	30,027,000	33,630,620	12.0%
Operating Transfers	5,683,905	3,702,960	-34.9%
Total Expenditures	125,923,329	129,974,393	3.2%

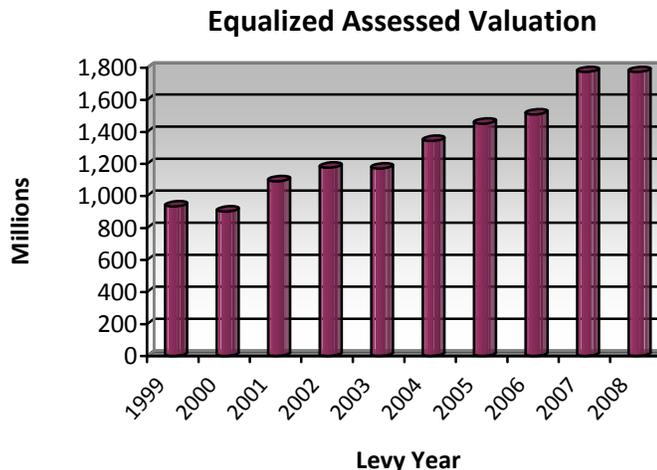
The operating budgeted expenditures, exclusive of interfund transfers, debt service and capital projects, for 2009 totals \$70,995,493. This represents a 1.0% increase from the 2008 operating budget. Related to salaries and benefits, annual base increases must be funded and total approximately \$1.8 million per year. As salary and wages go up, this base will continually increase, as well as other benefit increases, just due to inflation. It is because of this that all vacant positions were frozen for FY2009 as well as several reductions in staffing that had to occur. For 2009, non-union employee wage increases were calculated at an average increase of 5.5% which includes a cost of living increase that was new in 2008. Union employee wage increases reflect those increases provided for in those contracts currently in effect.

The 2009 operating budget for all funds, including transfers, shows expenditures/expenses exceeding revenues by \$1,463,832. The main reason for this is that the Water & Sewer Fund is using over \$7.5 million in retained earnings for projects that were accounted for in the most recent water rate study. Also, the EDA Series 1991 Project Fund, which accounts for the EDA bond proceeds to be used for miscellaneous public improvements in the EDA, will be using over \$1.9 million of fund reserves for planned and approved projects.

PROPERTY TAXES

Last year at this time, the equalized assessed valuation (EAV) of the Village was estimated to increase 12.0% to 1,690,220,871 due to new commercial construction taking place in the western part of the Village and the fact that tax levy year 2008 was a triennial reassessment year. Reassessments of property values by Cook County take place once every three years and usually result in higher than average increases. These assumptions translated into an estimated tax rate of 0.86, which was 5.5% lower than the previous year’s rate of 0.910.

In actuality, based on preliminary information from Cook County, the Village’s EAV has increased approximately 17.5% to 1,773,557,976, which results in a tax rate of 0.82, 9.8% lower than last year’s rate.

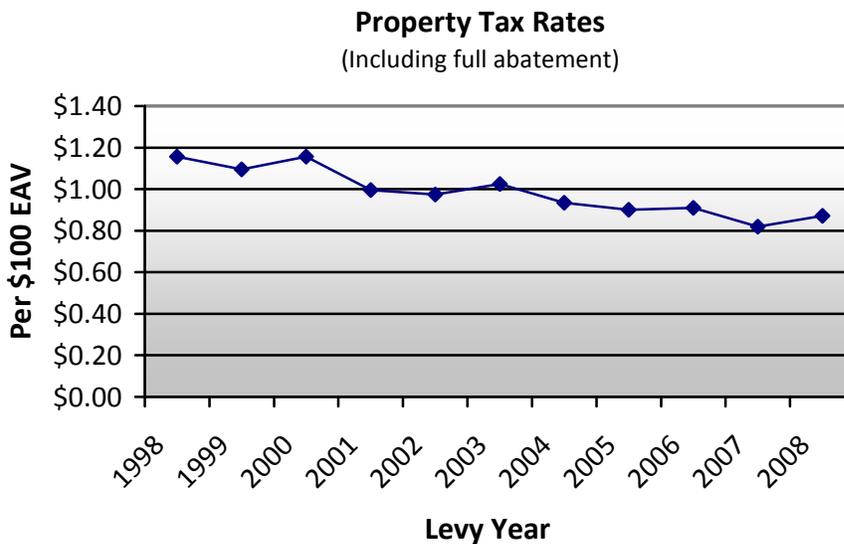


The 2008 EAV is not expected to increase due to the large increase that occurred in the 2007 EAV. The estimate for the 2008 levy year EAV does not reflect any change in the State’s equalization factor. An increase in the State equalization factor will increase the Village’s overall EAV, which would further reduce the Village’s tax rate. Conversely, a lower equalization factor will lower the Village’s overall EAV and increase the Village’s tax rate.

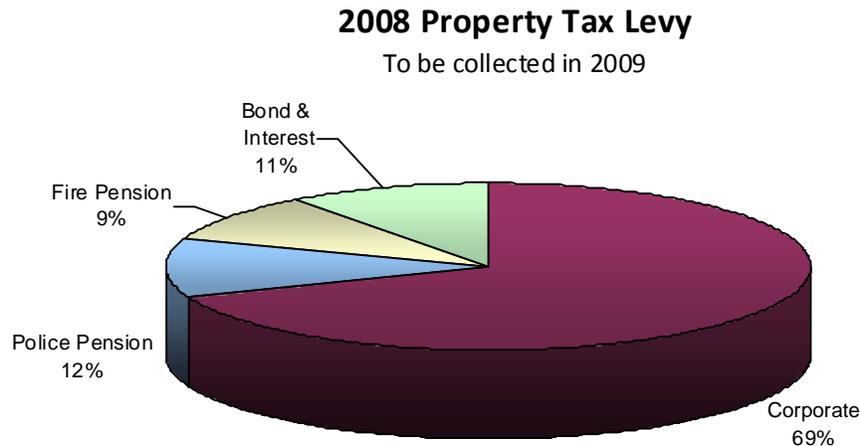
The 2009 budget includes total property tax revenue of \$15,138,513 for tax year 2008. Adding in the 2% loss and cost, the total property tax extension is \$15,441,283, which is a 6.2% increase over the 2007 levy. Each component of the property tax extension is thoroughly analyzed to calculate the best estimate possible.

Total Property Tax Levy				
Levy Year 2008				
Fund	FY2009 Proposed Levy	FY2008 Approved Levy	Increase (Decrease)	Percent Change
Corporate	10,443,180	9,843,180	600,000	6.1%
Police Pension	1,754,998	1,630,564	124,434	7.6%
Fire Pension	1,390,335	1,203,710	186,625	15.5%
Subtotal	13,588,513	12,677,454	911,059	7.2%
Debt Service	9,467,796	8,009,307	1,458,489	18.2%
Less Abatements	(7,917,796)	(6,430,891)	(1,486,905)	23.1%
Total	15,138,513	14,255,870	882,643	6.2%

Both of the pension fund levies are actuarially determined. Other revenues that go towards funding the pension funds then reduce these amounts. For example, a portion of our Police and Fire Departments' personnel are funded through the EDA Administration Fund. Therefore, a corresponding portion of the pension funding should also come from the EDA Administration Fund. The property tax levy is reduced by the amount that is being funded through this other fund.



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



PERSONNEL

The addition of new personnel was minimal in the 2009 budget. Only one new position, an Administrative Services Officer (ASO) in the Police Department, has been added and this new position will only occur if a new funding source, the red light enforcement cameras, is realized during 2009.

Several vacant positions were frozen or eliminated in the 2009 budget. More information regarding the changes in personnel can be found on page 1-21 of this document. The number of FTEs (full-time equivalents) in the 2009 budget is 398.67 as shown in the following table:

Full-Time Equivalents			
All Funds			
Major Function	2008	2009	Increase/ (Decrease)
Police	125.50	123.20	(2.30)
Fire	113.98	109.70	(4.28)
Public Works	78.71	78.71	-
Development Services	38.58	33.58	(5.00)
Health & Human Svcs	9.83	7.83	(2.00)
General Government	45.93	45.65	(0.28)
Total FTE's	412.53	398.67	(13.86)

The Village's public safety personnel (Police and Fire) represent 58.4% of the total number of employees in 2009. Total personnel and related expenditures equal \$47,138,923 or 36.3% of the entire expenditure budget for all funds. Total personnel expenditures/expenses, which

includes benefits, represents 50.9% of the total operating costs (excluding capital outlay and operating transfers) for all funds.

SUMMARY

In conclusion, the continuation of the decline in our financial economy projected for FY2009 was a challenge in compiling the 2009 Operating and Capital Budget. Difficult changes in personnel as well as a decrease in capital funding were realized. However, service delivery is not expected to be affected, and Village Board goals will still remain a priority for all departments. Also, much needed public building improvements are underway and moving forward as planned. Providing predictable, stable and high quality services to our residents and businesses continues to be our focus. We believe this budget establishes a financial foundation for the Village Board to accomplish their goals. Our continued, combined efforts will ensure the Village of Hoffman Estates can continue to provide the traditional high level of service to the residents and businesses of Hoffman Estates.

Public Hearing and Notice of Availability of Budget

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

ACKNOWLEDGEMENTS

The Village's budget is the culmination of the time and hard work of many people. We would like to extend our sincere appreciation to all of the department directors and their staff for their continued dedication and assistance during the budget process. Of course, the Village President and Board of Trustees' continued support of staff and the responsible and progressive manner in which they conduct the financial affairs of the Village must be applauded. Critically reviewing, assessing and adjusting policies and practices can be challenging. But if the community is to continue to progress and to remain financially stable, this is necessary.

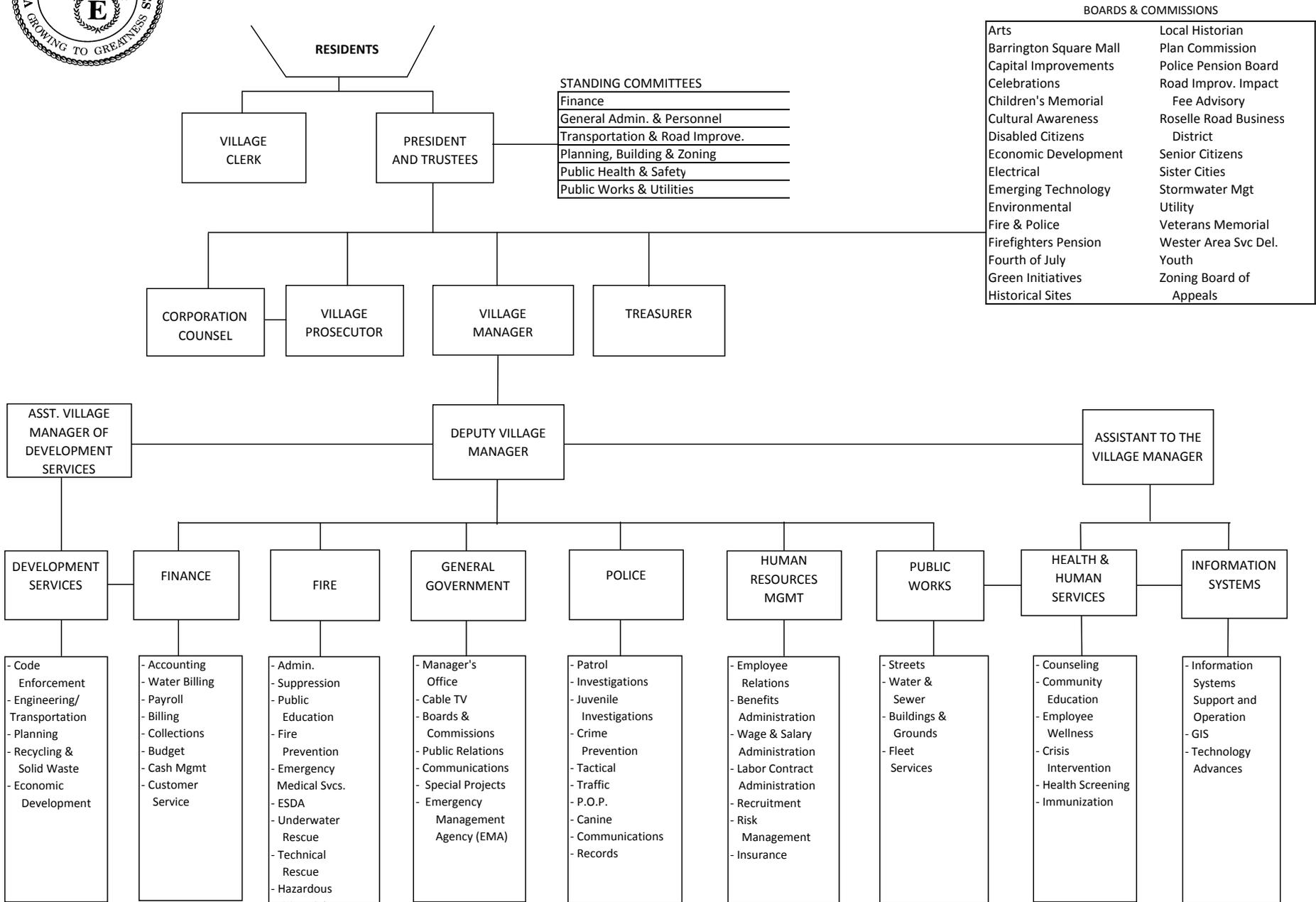
Respectfully submitted,

James H. Norris
Village Manager

Michael F. DuCharme
Director of Finance



VILLAGE OF HOFFMAN ESTATES ORGANIZATION CHART



BOARDS & COMMISSIONS	
Arts	Local Historian
Barrington Square Mall	Plan Commission
Capital Improvements	Police Pension Board
Celebrations	Road Improv. Impact
Children's Memorial	Fee Advisory
Cultural Awareness	Roselle Road Business District
Disabled Citizens	Senior Citizens
Economic Development	Sister Cities
Electrical	Stormwater Mgt
Emerging Technology	Utility
Environmental	Veterans Memorial
Fire & Police	Wester Area Svc Del.
Firefighters Pension	Youth
Fourth of July	Zoning Board of Appeals
Green Initiatives	
Historical Sites	

Village of Hoffman Estates

Mission Statement

The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services

Organizational Principles

We believe that the municipal government exists to serve the residents and business community.

We believe that continuous improvement in the quality and methods of services is essential to maintain a standard of excellence in municipal government.

We believe that the Village Board provides the leadership and guidance to meet the needs of our community.

We believe that our employees are a valuable resource to our community and through their personal and professional growth enhance the quality of services.

We believe that encouragement of citizen participation and community involvement is essential for good government.

We believe that the Village should continually evaluate its services in an environment of rapid social, cultural, economic and technological change.

We believe that the Village should continue to be a leader in municipal government.

Our Vision

Excellence – The Village will be a model of *excellence* in providing municipal services.

Leadership – The Village will provide *leadership* to manage change and encourage creativity, productivity and innovation.

Commitment – The Village is *committed* to continually improve the quality of services to our residents and our employees.

Communication – The Village will *communicate* openly with honesty and integrity.

Environment – The Village will foster good stewardship of our natural *environment* through protection and conservation of natural resources.

Diversity – The Village will leverage its strength as a uniquely *diversified* community by developing interactive relationships with all residents in order to enhance the quality of life throughout the Village.

Resources – The Village is dedicated to ensuring that *resources* are used efficiently and wisely toward the achievement of our mission.

Village of Hoffman Estates

2008-2009 Village Board Goals

Short-term goals

1. Complete the remodeling of the Village Hall and the relocation of fire station 24; complete the design and begin construction of a new police building.
2. Develop an economic development marketing plan in conjunction with the Economic Development Commission that is focused on encouraging consumers to shop, dine and be entertained at establishments within the Village. Work with external consultants to create an additional Village-wide marketing plan to promote all aspects of Hoffman Estates.
3. Promote awareness of the Village of Hoffman Estates Emergency Operations Plan through continued training of Village personnel, creation of a citizen corps and outreach to residents, the business community and surrounding municipalities through regular drills and the dissemination of pertinent information.
4. Continue to increase communication with Village residents and businesses through the televising of Village Board and Committee meetings, enhanced Web site/electronic communication, additional public meetings, the Citizen, and the implementation of eGov applications.
5. Advocate for both the Suburban Transit Access Route (STAR) Line and a full Tollway interchange at Barrington Road, as well as responsible uses for the Elgin, Joliet & Eastern (EJ&E) rail line in partnership with Canadian National (CN).
6. Foster increased intergovernmental cooperation and communication through the hosting of an intergovernmental forum. Specifically, coordinate with the Cook County Highway Department for the Shoe Factory Road, Rohrssen Road, Beverly Road reconstruction project.
7. Promote and celebrate the 50th anniversary of the incorporation of the Village of Hoffman Estates through monthly activities, commemorative items, a history of the Village and banners placed throughout the Village.
8. Improve the safety and efficiency of intersections throughout the Village by installing red-light camera enforcement and light-emitting diode (LED) traffic signals.
9. Work in concert with the owners of the Hoffman Plaza shopping center and Jewel-Osco to redevelop the center utilizing the Roselle/Golf roads tax increment financing (TIF) district funds.

Long-term goals

1. Contribute to the health of the environment by promoting "Green" activities throughout the Village, including Leadership in Energy and Environmental Design (LEED)-certified public and private buildings; increased recycling through the commercial and residential solid waste programs; Solid Waste Agency of Northern Cook County (SWANCC)-sponsored recycling programs for compact fluorescent lamp (CFL) bulbs, medical waste and document destruction; participation in the Metropolitan Mayors Caucus' Clean Air Counts initiative; addition of alternative fuel and hybrid vehicles to the Village fleet; and, creation of a paperless business environment in the Village.
2. Foster programs and opportunities that encourage all cultural and ethnic populations in the Village to engage the community. Utilize the adopted Hoffman Estates Diversity Program to assist in diversification of the Village workforce.
3. Continue redevelopment of the Golf/Higgins/Roselle roads area through utilization of the tax increment financing (TIF) district, including the establishment of a traffic signal connecting Golf Center with Hoffman Plaza, and installation of streetscape enhancements.
4. Work with area agencies, including neighboring municipalities, Cook County and the Cook County Forest Preserve District, to help create and provide interconnection to an integrated pathing system for biking, walking and other outdoor activities.
5. Evaluate the Village's budget to identify funding for key infrastructure improvements, including additional funding for the street program, a full Tollway interchange at Barrington Road, future Suburban Transit Access Route (STAR) Line stations and an integrated pathing system.
6. Provide excellent public safety services ensuring the health, safety and welfare of Village residents and businesses. Annually evaluate public safety staffing levels based on demands and the growth of the Village.
7. Promote the redevelopment of the Barrington Square shopping center by working with the mall owners to find appropriate uses and tenants.
8. Work with the Emerging Technologies Commission to create a wireless environment in the Village that can be used internally for training, distance-learning opportunities and field applications, and externally for residents and businesses to affordably access the Internet anywhere in the Village. Additionally, partner with the Northern Illinois University (NIU)-Net and its partners to create the Northwest Municipal Broadband Authority.



GOVERNMENT PROFILE

The Village of Hoffman Estates operates under the council/manager form of government. The legislative body consists of the Village President and Board of six Trustees, all elected on an at-large basis to overlapping four-year terms. The Village Manager is responsible for the day-to-day administration of the Village. The Village is a home rule municipality as defined by the Illinois Constitution.

The Village provides a full range of government services, including police and fire protection, health services, water and sewer utilities, street construction and maintenance, code enforcement, planning and zoning and general administrative services.

LOCATION

The Village of Hoffman Estates is located approximately 30 miles northwest of the City of Chicago, in both the Counties of Cook and Kane. Hoffman Estates is conveniently within close distance to the O'Hare International Airport, Midway International Airport, Schaumburg Regional Airport and DuPage Regional Airport. The Village is near the Metra Rail Station, Interstate 90 and six state and county highways. The total incorporated land area is approximately 22.1 square miles, with one-third of the zoning distribution noted as parks or forest preserves. The Village consists of affordable to high-end homes and is considered a model for the "work-play-live" generation.





HISTORY

In 1954, a local farmer sold his 160-acre farm to Sam and Jack Hoffman, owners of the Father and Son Construction Company, for a subdivision in Cook County. The first homeowners began to move into a new subdivision in late 1955 in what was a rural farming community. On September 19, 1959, residents voted to incorporate as the Village of Hoffman Estates. The charter was issued on September 23, 1959. The population at the time was about 8,000, and the incorporated area was just less than three square miles.



Beginning in 1961, the first land north of I-90 was annexed to the Village of Hoffman Estates and approximately 2,000 acres were annexed, more than doubling the incorporated land area.

Various small office buildings were built by 1980, followed by major complexes including Ameritech's 1.2 million square foot regional headquarters in 1991, Sears, Roebuck and Co's 1.9 million square foot headquarters in 1992, and Quest International and Indramat in 1995.



In the 1960's and 1970's, the Village continued to grow rapidly, with the construction of both single-family homes and multi-family developments. The population nearly tripled to 22,000 in 1970, grew to 37,000 in 1980 and the 1990 census put the total population at 46,363 with over 16,000 households. Public facilities such as schools, fire stations, a police station, a Village Hall and library branches were built during this period to accommodate the area's rapid growth.

The late 1980's and early 1990's saw a shift from a primarily residential community with the development of numerous commercial projects. Suburban Medical Center (renamed St. Alexius Medical Center in 1986) opened in 1979. The Village's first auto dealership, Woodfield Acura, opened in late 1986, and soon to follow was Saturn, Nissan, Lexus and Land Rover.

Today, the Village's estimated population has reached over 52,000, with a total incorporated land area of about 22 square miles. School District 54, which began with one school in 1952, is now the largest elementary school district in the State of Illinois (outside of the City of Chicago). Other school districts serving Hoffman Estates' residents include Districts 46, 15, 211, U-46 and 300. Hoffman Estates High School was named as one of the outstanding high schools in the state in 1987 and the Village of Hoffman Estates has won six Governor's Home Town Awards for its innovative programs.



COMMUNITY ECONOMIC PROFILE

Despite recent weaknesses in short-term economic indicators, there continues to be strong interest in long-term economic development investments in Hoffman Estates. Interest in the Prairie Stone Economic Development Area continues as this 780 acre development approaches buildout. The 11,000 seat Sears Centre Arena, a multi-purpose indoor entertainment and sports facility, and Cabela’s 185,000 square foot retail store (a purveyor of outdoor sporting goods and apparel) anchor the emerging Entertainment District within Prairie Stone. Development and redevelopment continues in other portions of the Village as well.

The Village’s Series 2005 Taxable General Obligation bonds were issued to finance the Sears Centre economic development project. In the second half of 2008, the Sears Centre Arena hosted Carrie Underwood; Alan Jackson; the Elgin Symphony; a collegiate basketball tournament featuring Marquette, Dayton and Auburn Universities; and a touring ice show. January of 2009 was the Sears Centre’s busiest month ever with 31 events. January offerings included a mix of sporting events including a University of Notre Dame collegiate hockey tournament, Chicago Storm indoor soccer team games, arenacross-indoor motorcycle racing and the Meijer Hoops Showdown high school basketball. These events were followed by a 12 day run of Cirque du Soleil's Saltimbanco performances, with two performances on weekends. The February line-up include sports and family shows, and the Eagles will perform to an anticipated sold out audience in March.

2008 PRINCIPAL TAXPAYERS		
Organization Name	Total Taxable Value	Rank
Sears, Roebuck & Company	\$272,061,625	1
Ameritech	\$174,727,922	2
Property Tax Advisors	\$52,168,274	3
St. Alexius Medical Center	\$39,454,457	4
Lisa Philips	\$33,091,905	5
Stonegate Properties	\$23,910,129	6
American Heritage	\$21,561,506	7
MDKTSTP ENT	\$21,290,081	8
Transamerica	\$18,257,983	9
Thompson Property Tax	\$17,813,490	10
Total	\$674,337,372	



COMMUNITY ECONOMIC PROFILE

The Chicago Shamrox, an indoor lacrosse team, folded before their season was scheduled to begin in January. The Chicago Storm and Chicago Slaughter (indoor football) remain as tenant sports teams.

The 2008-2009 economic downturn is expected to affect the number of events and attendance at the Sears Centre Arena. The projected total number of events has been below original forecasted numbers in the feasibility study. The owners have made adjustments, including management changes, to address attendance and event volumes and have achieved improving results through year-end 2008. The owners have provided timely payment of annual naming rights and the other debt service payments, fulfilling their payment obligations.

In October 2007, Cabela's opened a 185,000 square foot store featuring equipment and clothing for a variety of outdoor activities, set amongst lifelike dioramas featuring animals from around the globe, a conservation mountain and a huge aquarium.

The Sears Centre and Cabela's form the cornerstone of the emerging Entertainment District in Prairie Stone, and additional attractions are in various stages of development. The Village Board approved the Prairie Creek Amphitheater, a 9,400 seat outdoor venue that will host 30-40 concerts each summer. The Sun Island indoor/outdoor water park, hotel and conference center received approval in 2008. Both projects are optimistic that construction could begin in 2009 and be open in 2010. Several smaller parcels in the Entertainment District are currently being marketed to restaurants and other entertainment uses.

At State Routes 72 and 59, the 42 acre, 400,000 square foot Poplar Creek Crossing Shopping Center, a traditional style retail development anchored by a Target store, opened in 2007, with PetSmart, Office Max, Cost Plus, TJ Maxx, Kirkland, Linens n' Things, Michaels and Lane Bryant filling out the "in line" center. Additional retailers, restaurants and service providers occupy outlot buildings, although Cost Plus World Market and Linens N' Things recently announced closings.

A priority of the Village during the past several years has been to redevelop and revitalize the Roselle Road Business Improvement District (B.I.D.). To bring about this change, the Village Board passed an ordinance establishing a Tax Increment Financing District (TIF) in May 2003. During 2005, the Golf Center Shopping Center completed a major remodeling with site and building upgrades in 2008. The estimated total cost was \$2 million, with no public dollars expended from the TIF fund.

The Village finalized redevelopment activity with the Hoffman Plaza Shopping Center (across the street from Golf Center) and Jewel Food Stores (the major tenant) for a similar upgrade of the center and a complete remodeling of Jewel. The final total cost was \$7.0 million. The Village used \$2.7 million in TIF funds to leverage private reinvestment.

ECONOMIC DEVELOPMENT AREA – PRAIRIE STONE

In 1989, Sears, Roebuck and Co. announced its decision to move its Merchandise Group activities from its downtown Chicago location in the Sears Tower to Hoffman Estates. Sears acquired 786 acres of land located along the northern right-of-way of Interstate 90 between Illinois Route 59 and Beverly Road within the Village. To accommodate Sears' move to the Village, the Illinois legislature adopted the Economic Development Area Tax Increment Allocation Act (P.A. 86-0038), which



COMMUNITY ECONOMIC PROFILE

provided a funding vehicle for land acquisition and other development costs defined in the Act with incremental revenues from an Economic Development Area (EDA) used to pay those costs. The EDA has been zoned for up to 12 million gross square feet of office, light industrial, hotels and retail development. The Project Area has been delineated into two sites, Phase I and Phase II.

The Phase I site consists of 200 acres for the Sears Home Office Complex and related developments. The Sears Holdings Office Complex occupies approximately 115 acres and consists of seven office buildings ranging from 4 to 6 stories in height, a conference center, an exposition center, a fitness center, a cafeteria and a daycare center, with over 2.3 million square feet of gross building area and 2.1 million square feet of net rentable building area. Sears employs 5,000 to 6,000 people at the Sears Complex. Parking for approximately 4,700 cars is provided in surface parking lots and 3 multi-level parking ramps. The remaining 85 acres of the Phase I site are expected to be used for future development of either Sears-related businesses or independent development. Currently, Sears leases approximately 200,000 square feet to other companies who are tenants of the Phase I site Building E.

The Phase II site, which has been zoned for up to 9 million gross square feet, consists of 586 acres, including 15 acres donated to the Village for a fire station and Village park. Development of the remaining 571 acres as a planned and controlled business park, primarily for corporate users, certain retail amenities and hotel uses, is to be phased to meet market demands. Built space currently totals 2.4 million square feet in 32 buildings.

Recent additions to the EDA include Liberty Mutual (a 100,000 square foot office building), Cabela's - The World's Foremost Outfitter (a 185,000 square foot retail store), W T Engineering (a 21,700 square foot office building), Camelot School (a 17,500 square foot school for autistic children), the Sears Centre (a 11,000 seat capacity, 246,000 square foot indoor arena), Mary Kay Cosmetics (a 135,000 square foot regional office and distribution center), and I CAR (a 25,000 square foot headquarters for the auto collision industry).

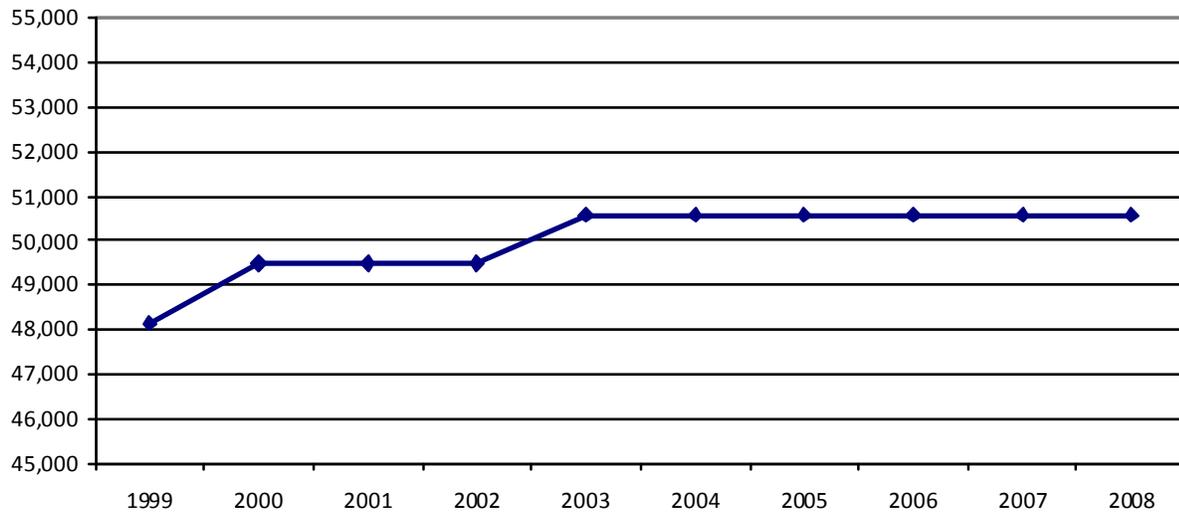
In 2008, Serta International moved into a new 25,000 square foot headquarters and Amcol (Chemical Industry) moved into a new 74,000 square foot facility. The 145,000 square foot Prairie Stone Corporate Center spec office buildings were completed. The Prairie Point Medical Office Building (54,000 square feet) was completed and the first doctor's offices were occupied. The balance of the Prairie Pointe development will include restaurants, a hotel, a furniture store, office, and retail space, all totaling 300,000 square feet.

The Prairie Stone Crossing retail development features a Sports Authority in 140,000 square feet of retail space. Additional development is in the pre-approval stages and includes restaurant, retail, and office/lab projects.



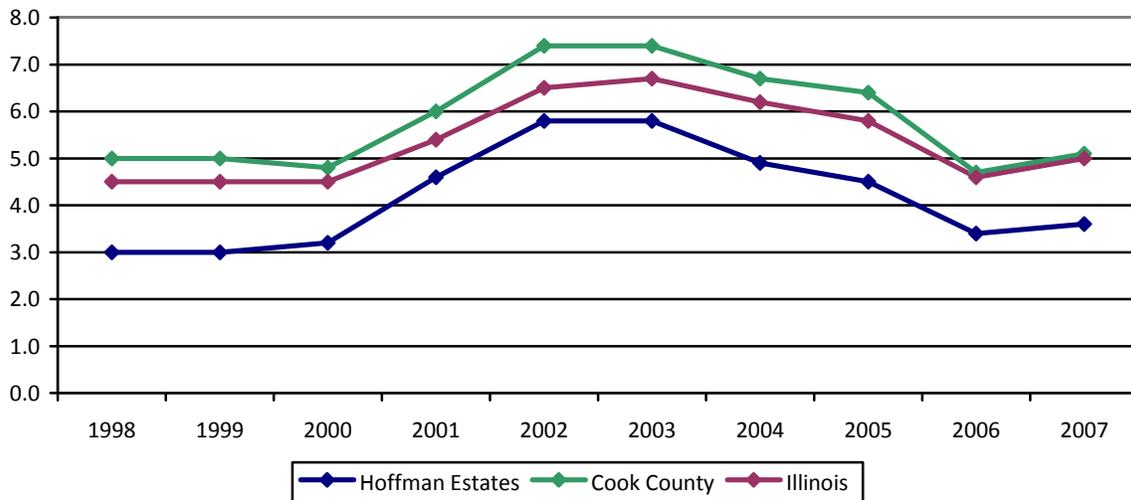
COMMUNITY ECONOMIC PROFILE

POPULATION



Results of a 2003 Partial Special Census were received in December 2003 and estimated the Village's total population at 50,073. However, due to continued growth in the western area, the population is now estimated to be 53,075. This figure represents an increase of 3,580 from the last decennial census in 2000. The Village is projected to reach its population maximum at 58,000 residents. Putting the increased population on record means that the Village will be entitled to larger portions of state-shared revenue, such as income taxes and motor fuel taxes.

UNEMPLOYMENT RATE

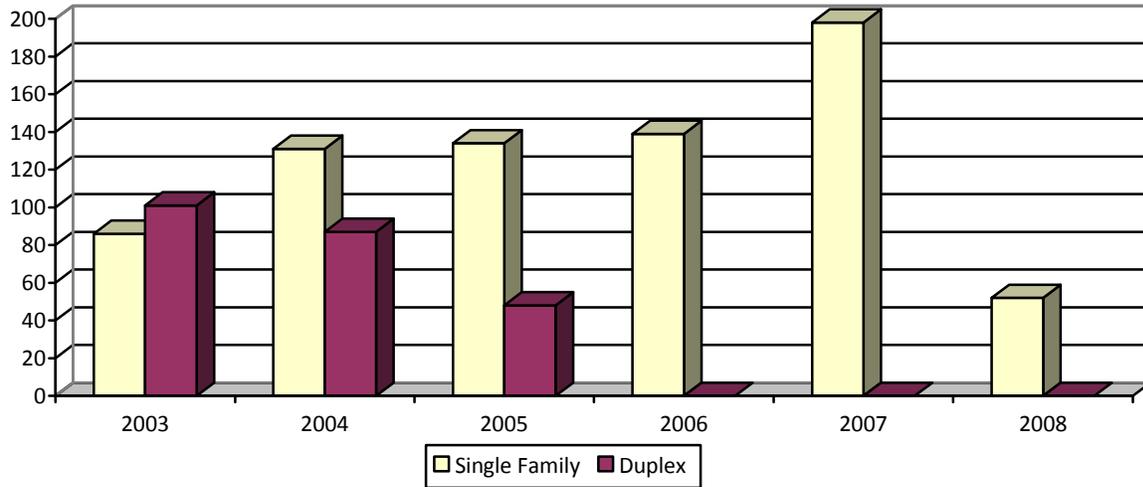


The average unemployment rate for the last 10 years for the Village is currently 4.18%, which compares favorably to the county's average unemployment rate of 5.85% and the state's average rate of 5.37%. With historically low unemployment levels and high demand for skilled employees in both the public and private sectors in this region, it is important that the Village provide competitive compensation levels for our employees.



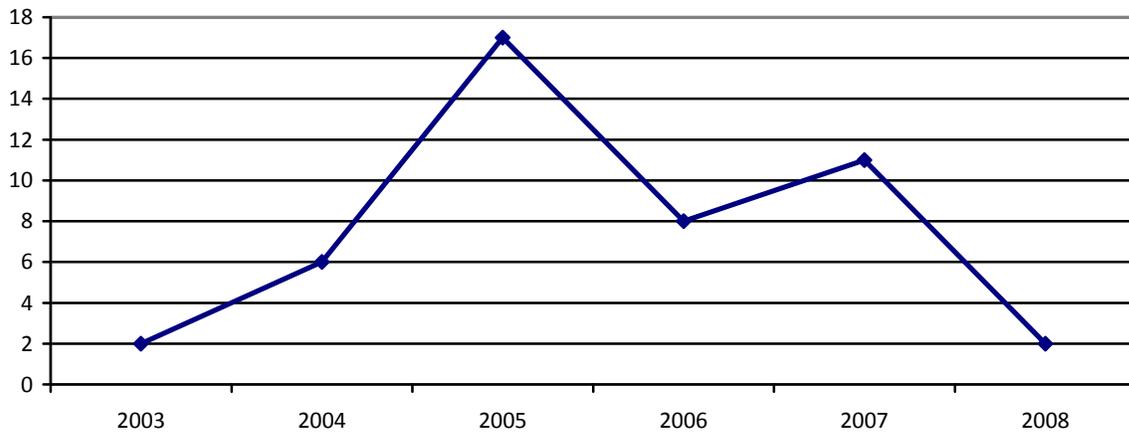
COMMUNITY ECONOMIC PROFILE

RESIDENTIAL PERMITS



The decline in residential permits in 2008 is mostly due to the new western development reaching completion, as well as an overall decline in residential home improvements.

COMMERCIAL PERMITS

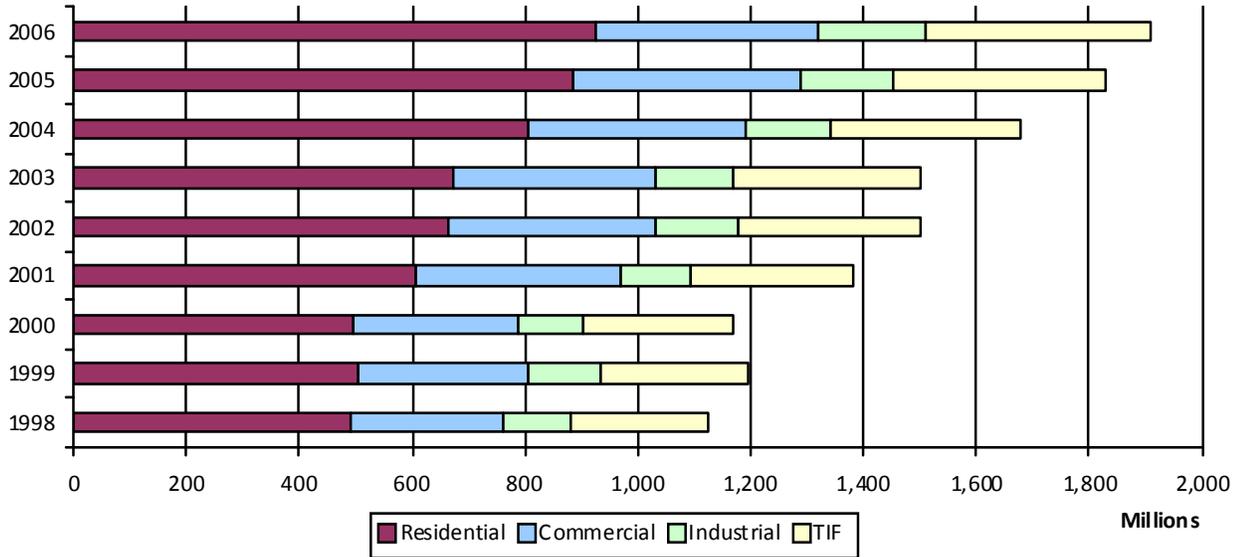


The decline in commercial permits in 2008 is due to the decline in new commercial development, which reflects the current condition of the economy.

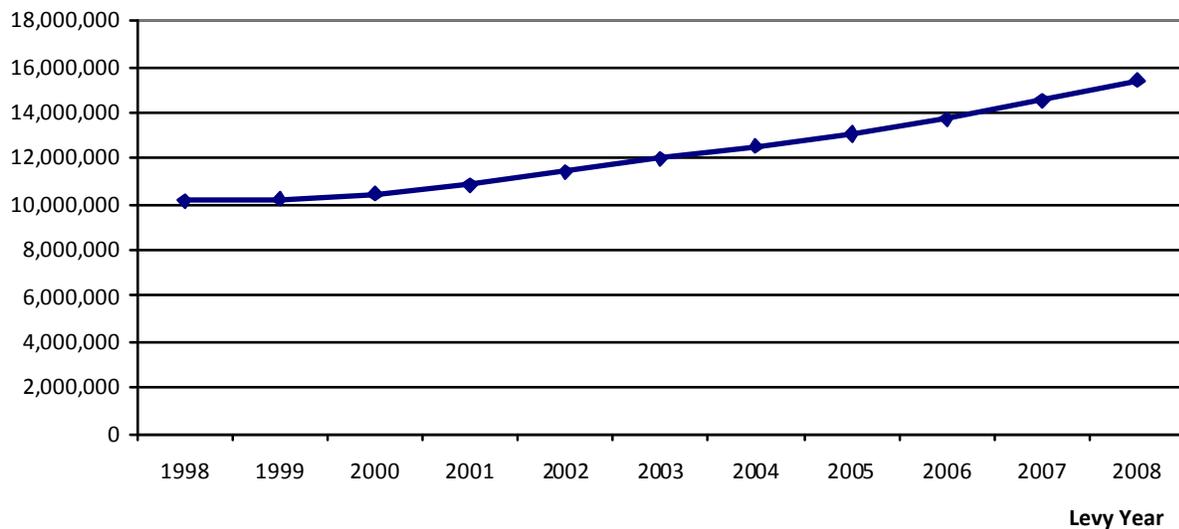


COMMUNITY ECONOMIC PROFILE

EQUALIZED ASSESSED VALUATIONS OF TAXABLE PROPERTY



PROPERTY TAX LEVIES



Based on preliminary information from Cook County for the 2008 levy year, the Village's EAV has increased approximately 17.5% to \$1,773,557,976, resulting in a tax rate of 0.82, which is actually 9.8% lower than last year's rate. The 2009 budget includes total property tax revenue of \$15,138,513 for tax year 2008. Adding in the 2% loss and cost, the total property tax extension is \$15,441,283, which is a 6.2% increase over the 2007 levy.



THE BUDGET PROCESS

This section explains the budget process used to develop the 2009 Budget. The Village operates under an annual budget spanning one fiscal year, January 1 through December 31. This document contains the Annual Operating Budget and the Capital Budget for the year 2009. The budget is a policy document that requires action and adoption by the Village Board.

The preparation for the Village's annual budget begins six months before the document is presented to the Village Board for adoption. One of the first steps in preparing this document is to identify key goals within every department that will drive the decision-making process.

In early May, the Finance Department distributes both the Operating and Capital Budget worksheets to every Department, who have five weeks to assemble their capital requests and eight weeks to estimate their operating expenses for the following year. The Finance Department then reviews and prepares a first draft of the Capital Improvements Program (CIP) and the Operating Budget.

The CIP is reviewed by the Village Manager with each of the requesting departments. A second draft is then created and reviewed with the Capital Improvements Board (CIB), which is made up of six residents of the Village and two of the Village Trustees. After approval by the CIB, the CIP goes to the Village Board for approval in the fall.

While this is all happening, the Village Manager meets with every department on an individual basis and collectively evaluates the first draft of the department's Operating Budget. The Director of Finance estimates all revenue projections for the upcoming year, which gives direction to the Village Manager and Departments as to the level of growth (or reduction) that can be seen in expenditures. Several versions of the operating budget are drafted, and a final recommended budget, which includes the approved capital budget, is presented by the Village Manager to the Village Board in the fall.

The Village Board then conducts several meetings to review the annual budget and make any changes they feel necessary. The Village Board holds public hearings and may add to, subtract or change the budgeted appropriations. Once the final budget is approved, a formal budget ordinance is adopted in early December providing the legal authority to spend public funds.

MAKING CHANGES TO THE BUDGET

The annual budget within functions can be changed by the Village Manager. Changes affecting total departments or funds must be approved by the Village Board. Expenditures/expenses may not legally exceed budget at the department/fund level. To make changes to the budget, departments fill out a Budget Adjustment form that shows what expense they want to increase and how they expect to accomplish this: either through a decrease in another expense account, an increase in revenues, or a decrease of fund balance. The adjustment request is reviewed by the Director of Finance and approved by the Village Manager. The budget adjustment ordinance then needs to be approved by the Village Board for the change to take affect.



THE BUDGET PROCESS

CALENDAR OF EVENTS

MAY	Revenue projections estimated for upcoming year; Departments set goals and estimate costs to be presented in their budget
JUNE	Village Manager reviews 1 st draft of the Operating Budget and CIP with Departments
JULY	2 nd draft of the CIP created and reviewed by the CIB
AUGUST	Village Manager continues to meet with Departments to finalize cost projections
SEPTEMBER	Village Board reviews draft of whole Budget
OCTOBER	Finance Committee approves the CIP; Final draft of the Operating Budget completed
NOVEMBER	Public hearing on the Operating Budget, CIP and Tax Levy
DECEMBER	Board adopts the Operating Budget, CIP and Tax Levy



FUND STRUCTURE

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Village can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

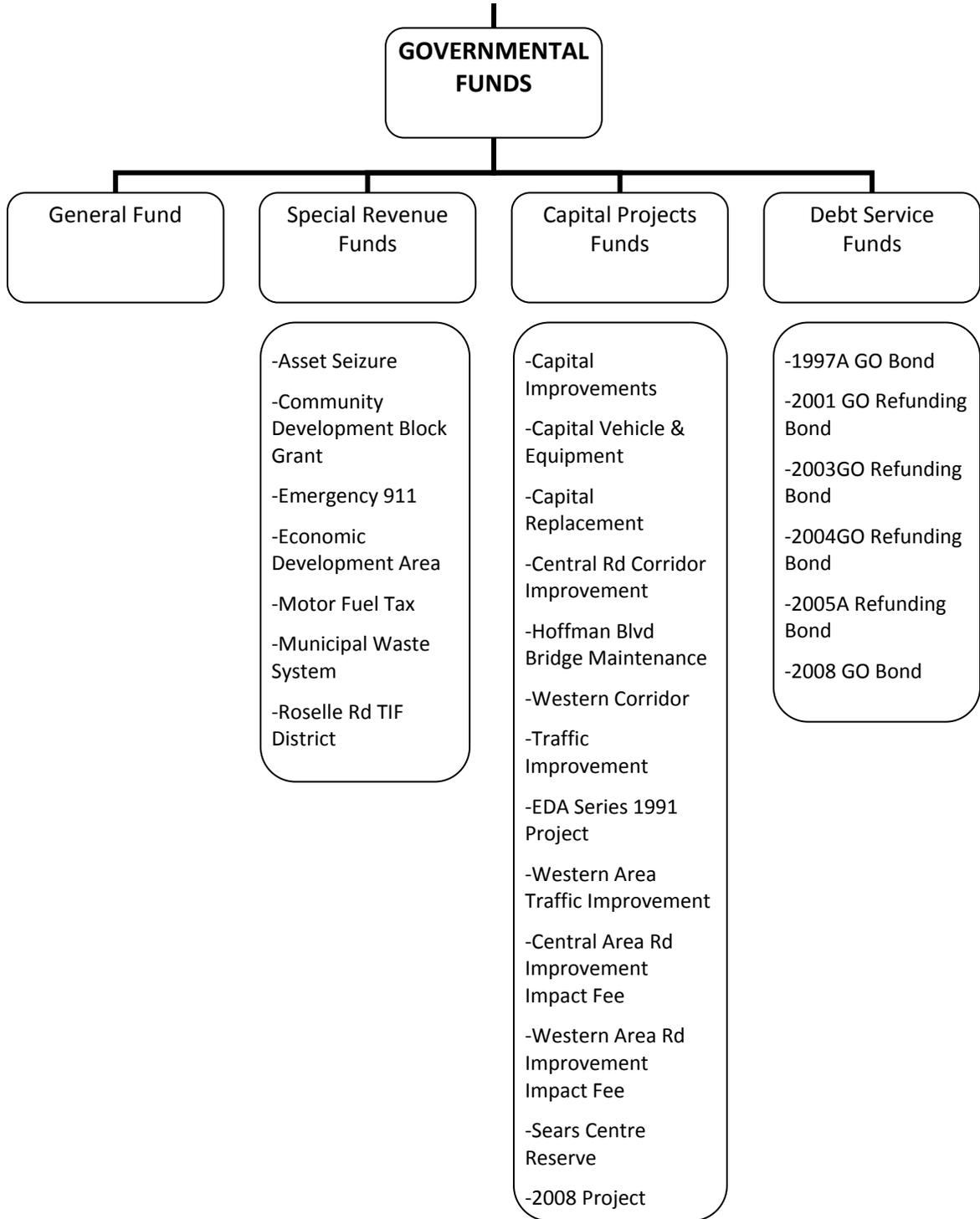
Governmental Funds. Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital project funds), and the servicing 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 focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. The Village maintains 28 individual governmental funds.

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

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

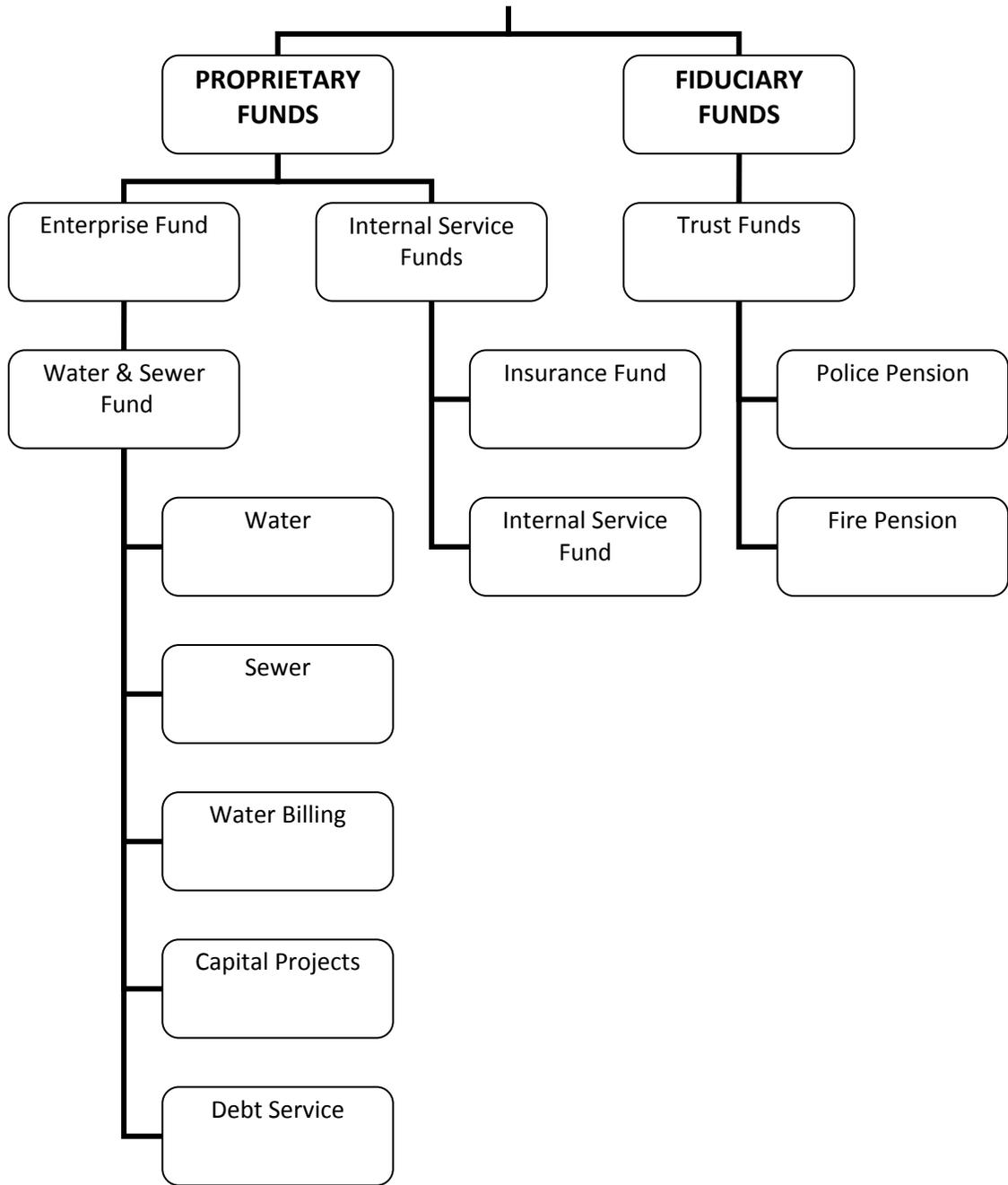


FUND STRUCTURE





FUND STRUCTURE





MAJOR FUNDS

Major funds are defined by the Village as those that are greater than or equal to 10% of the total funding for the fiscal year. For the 2009 budget year, the major funds are the General Fund, 2005 EDA TIF Fund, 2009 Project Fund and the Water & Sewer Fund.

GENERAL FUND. The General Fund is the primary operating fund of the Village. It accounts for all services that are not specifically accounted for in other funds, including police, fire, public works, development services and general administration activities. The General Fund includes total revenues of \$45,803,593. The total projected decrease in General Fund revenues compared to the 2008 budget is 5.4%.

The General Fund expenditure budget, excluding transfers, is 4.9% lower than the 2008 budget. If all transfers to debt service and capital projects are included, the budget reflects a decrease of 7.1% over 2008.

2005 EDA TIF FUND. The 2005 EDA TIF Refunding Bond Fund, a debt service fund, is used to account for the accumulation of resources and the payment of principal, interest and fiscal charges on the Series 2005 tax increment revenue refunding bond issue.

2009 PROJECT FUND. The 2009 Project Fund, a capital project fund, is used to account for proceeds from the expected 2009 bond issuance. These bonds will be used for the construction of a new Police station.

WATER & SEWER FUND. The Village’s Water & Sewer Fund is the only Enterprise Fund. It is used to account for revenues and expenses of the Village’s water and sanitary sewer system. If all costs are included, i.e. depreciation and operating transfers, the fund will experience a net decrease in retained earnings of \$7,531,500 by utilizing existing cash reserves to fund many of the capital improvements planned for 2009.

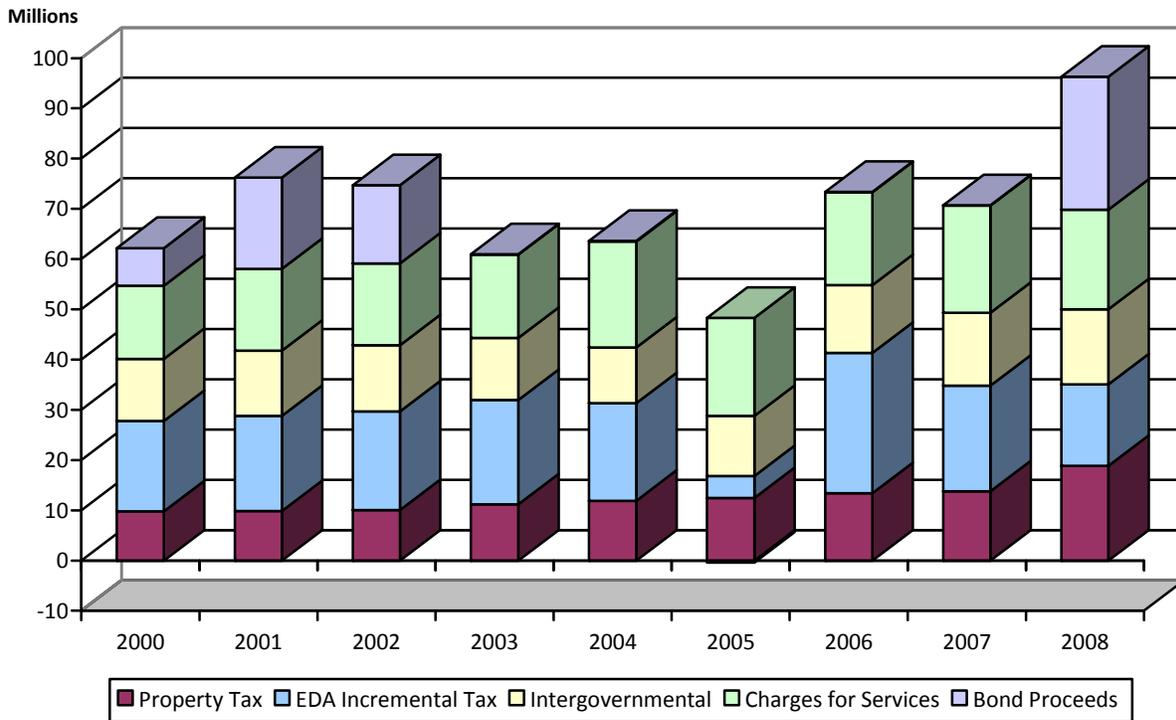
Department	General Fund	2005 EDA TIF Fund	2009 Project Fund	Water & Sewer Fund	Governmental Funds	Proprietary Funds	Fiduciary Funds
General Government	√	√		√	√	√	
Police	√		√		√		√
Fire	√				√		√
Public Works	√			√	√		
Development Services	√				√		
Health & Human Services	√						
Information Systems				√	√	√	
Boards & Commissions	√						



MAJOR REVENUE SOURCES

The Village is fortunate to have a diverse revenue stream. Any negative impacts of changes in the economy or revenue trends are usually offset by other stable revenue sources that are not impacted by the same trends or shifts in the economy. The Village's largest revenue source for fiscal year 2009 is bond proceeds, but this is usually not the case. In years where bond proceeds are not being utilized, Charges for Services and Property Taxes are the largest revenue sources.

10-YEAR ANALYSIS of ACTUAL REVENUE



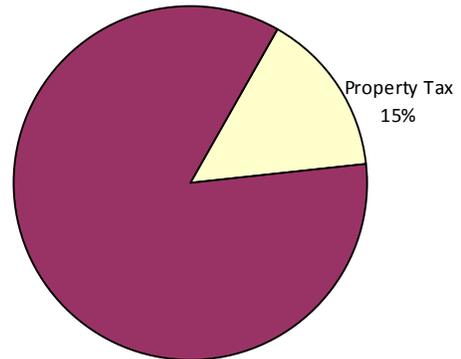


MAJOR REVENUE SOURCES

PROPERTY TAX

	BUDGET	ACTUAL
2000	\$11,369,564.00	\$11,317,739.79
2001	\$11,868,606.00	\$11,311,370.82
2002	\$12,267,671.00	\$11,907,684.84
2003	\$14,317,224.00	\$14,340,627.48
2004	\$14,221,434.00	\$14,191,418.56
2005	\$14,928,494.00	\$14,742,311.96
2006	\$16,139,955.00	\$15,954,638.32
2007	\$16,822,632.00	\$16,514,402.72
2008	\$17,980,238.00	\$21,999,330.87
2009	\$19,168,941.00	

Property Tax to Total Revenue
Budget 2009



The Village levies a property tax for the General Fund, Police and Fire Pension Funds, and some of the Debt Service Funds. Property taxes for 2009 attach as an enforceable lien on January 1, 2009 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by the County on or about February 1, 2009 and August 1, 2009. The County collects such taxes and remits them periodically to the Village.

The General Fund levy is determined by first taking into account the expected growth in equalized assessed valuation (EAV) of Village property. If the EAV is expected to increase, an increase in the levy can occur without increasing the resulting property tax rate. There are many unknown factors when this process occurs, such as the County equalization factor and the actual EAV, so projecting an exact property tax rate cannot occur. But a close estimate is strived for.

As was discussed in the Budget Message, both of the pension fund levies are actuarially determined. Other revenues that go towards funding the pension funds then reduce these amounts. For example, a portion of our Police and Fire Departments' personnel are funded through the EDA Administration Fund. Therefore, a corresponding portion of the pension funding should also come from the EDA Administration Fund. The property tax levy is reduced by the amount that is being funded through this other fund.

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

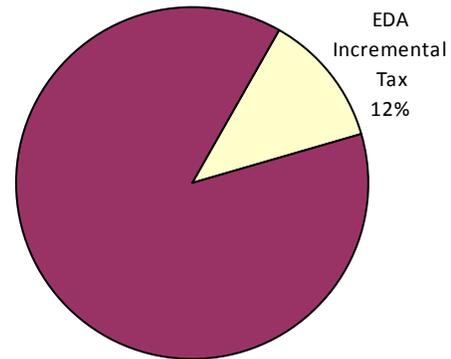


MAJOR REVENUE SOURCES

EDA INCREMENTAL PROPERTY TAX

	BUDGET	ACTUAL
2000	\$21,984,164.00	\$18,035,999.86
2001	\$18,851,791.00	\$18,961,994.39
2002	\$20,620,426.00	\$19,644,218.96
2003	\$20,401,809.00	\$20,874,134.25
2004	\$20,986,632.00	\$19,458,965.53
2005	\$23,396,697.00	\$4,488,506.90
2006	\$20,454,964.00	\$27,979,114.34
2007	\$17,106,730.00	\$21,130,534.01
2008	\$15,239,958.00	\$16,294,213.15
2009	\$15,539,690.00	

EDA Incremental Tax to Total Revenue
Budget 2009



The various EDA funds listed in this document are the result of the Village sponsoring one of the largest economic development area (EDA) tax increment financing (TIF) districts in the State of Illinois to induce the relocation of the headquarters of a major retailer to the Village and keeping the jobs within the State. As part of the inducement, the Village issued \$65,400,000 Senior Lien Tax Increment Revenue Bonds, Series 2005, \$68,947,092 Junior Lien Tax Increment Revenue Bonds, Series 1991 (expired in 2007), and Tax Increment Revenue Notes in the amount of \$109,391,730 (as of December 31, 2008).

The creation of a TIF district freezes the EAV of the property at that point in time. The incremental growth then realized from the creation of the TIF results in incremental property taxes, which must be used for projects or costs determined in a TIF development agreement.

The Village is not generally obligated for the retirement of the debt as it is payable solely from the incremental taxes generated by the EDA. If sufficient funds are not available in the EDA TIF to pay the debt as of the end of the useful life of the EDA in 2012, then the obligations would be cancelled.

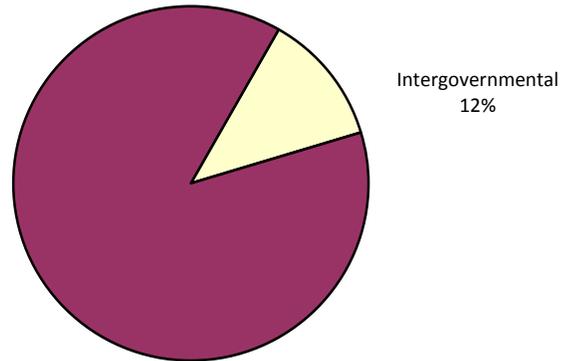


MAJOR REVENUE SOURCES

INTERGOVERNMENTAL REVENUES

	BUDGET	ACTUAL
2000	\$11,495,510	\$12,362,947
2001	\$12,966,945	\$12,989,297
2002	\$13,895,654	\$13,193,632
2003	\$14,432,873	\$12,337,900
2004	\$12,922,412	\$11,111,016
2005	\$11,941,840	\$11,938,521
2006	\$13,314,160	\$13,521,809
2007	\$15,207,120	\$14,529,624
2008	\$16,591,450	\$15,102,165
2009	\$15,787,600	

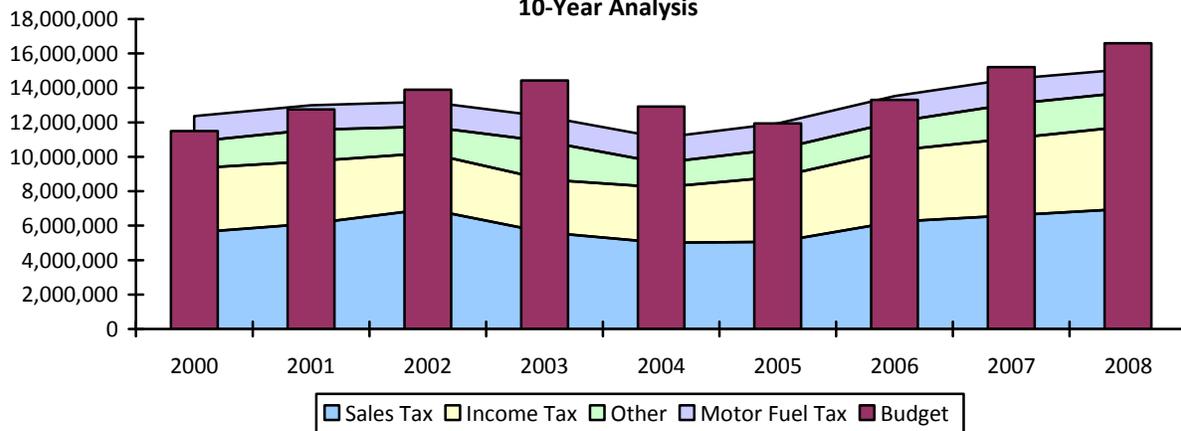
Intergovernmental to Total Revenue
Budget 2009



The Intergovernmental revenues category includes a variety of revenue sources that the Village receives from other governments. Sales tax, income tax and local use tax are examples of tax distributions made by the State of Illinois. All of these revenues are projected based on historical trends. And with sales taxes, if known commercial development is occurring, that is taken into account in the projection as well.

The Village also receives grants, which fluctuate depending on the program. Some grants are annual and reimburse the Village for predictable costs such as overtime, so those can be budgeted for. However, other grants come up as the year goes on and cannot be planned for. But with grants, there is always an expenditure to match the revenue, so budgeting is never an issue.

Intergovernmental by Class
10-Year Analysis



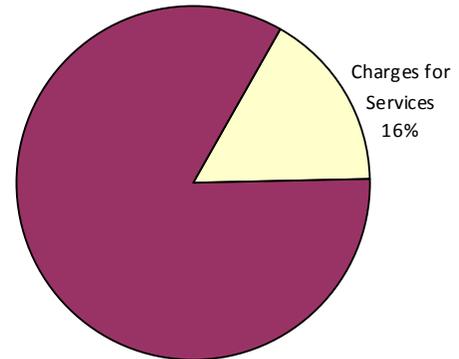


MAJOR REVENUE SOURCES

CHARGES FOR SERVICES

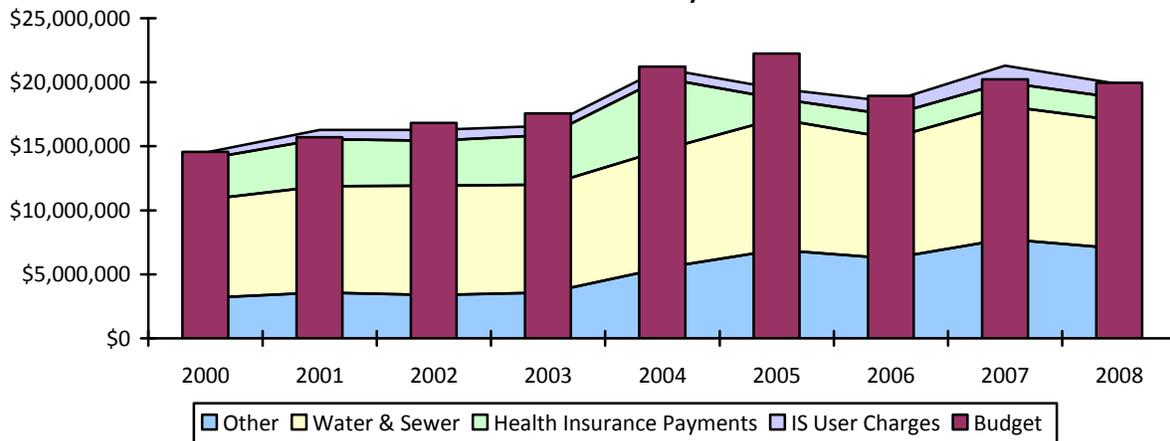
	BUDGET	ACTUAL
2000	\$14,566,190	\$14,522,794
2001	\$15,697,410	\$16,276,733
2002	\$16,813,060	\$16,281,781
2003	\$17,575,510	\$16,604,508
2004	\$21,231,090	\$21,075,521
2005	\$22,239,100	\$19,495,951
2006	\$18,942,850	\$18,481,228
2007	\$20,217,960	\$21,293,057
2008	\$19,952,290	\$19,851,652
2009	\$20,961,420	

Charges for Services to Total Revenue
Budget 2009



Charges for services include all revenues being paid for a service that is being provided. Some of the revenues included in this category are ambulance fees, employee insurance contributions and water usage. All of these revenues have a rate associated with them, so if there is ever a year where those rates are increasing, the budget will increase. For example, water and sewer rates for water usage increase every December by approximately 6%. The Village Board has voted against an increase in all other rates in this category for fiscal year 2009.

Charges for Services by Class
10-Year Analysis



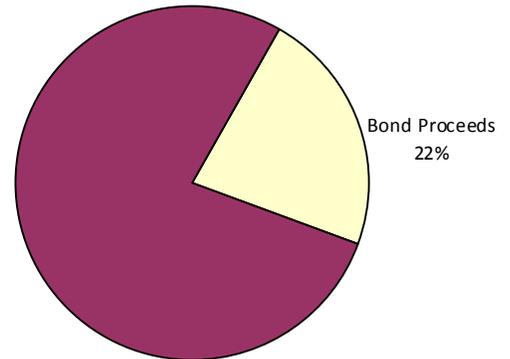


MAJOR REVENUE SOURCES

BOND/NOTE PROCEEDS

	BUDGET	ACTUAL
2000	\$7,516,833	\$7,516,832
2001	\$18,192,120	\$18,192,110
2002	\$15,726,810	\$15,576,802
2003	\$10,903,630	\$11,018,267
2004	\$6,827,110	\$6,928,592
2005	\$60,285,670	\$119,914,096
2006	\$97,700	\$67,702
2007	\$53,581,850	\$14,705,122
2008	\$17,505,530	\$26,487,933
2009	\$28,415,820	

Bond Proceeds to Total Revenue
Budget 2009



Bond proceeds are recognized in years where new bonds are issued. The main source of revenue in this category for fiscal years 2008 and 2009 is related to the 2008 and 2009 general obligation bond issuances for the remodeling of the Village Hall and the construction of a new police station and fire station. Bond proceeds are usually predictable unless something happens with the timing of an issue. For example, the fiscal year 2007 budget projected bonds to be issued for the above mentioned projects, all in one year. But this plan was changed and it was split into two bonds.

The Village currently has two different types of note proceeds that are recognized as revenue. There is an outstanding note between the Village and Valli Produce, a local market. The Village bought a small piece of property adjacent to the market and gave it to Valli Produce in exchange for the note. Valli makes monthly payments on the note, which expires in early 2011. The principal and interest payments that the Village receives for this note is based on a predetermined schedule so budgeting for this revenue is certain.

The Village also issues revenue notes to the owners of the Economic Development Area (EDA) Tax Increment Financing (TIF) District. When the owners do work on their property, a revenue note is approved, which is only payable from EDA incremental taxes, as was mentioned previously. These revenues are not predictable and are dependant on development activity. However, when a new note is recognized as revenue, an offsetting and equal expense is also recognized, so budgeting is not an issue.



REVENUE & EXPENDITURES

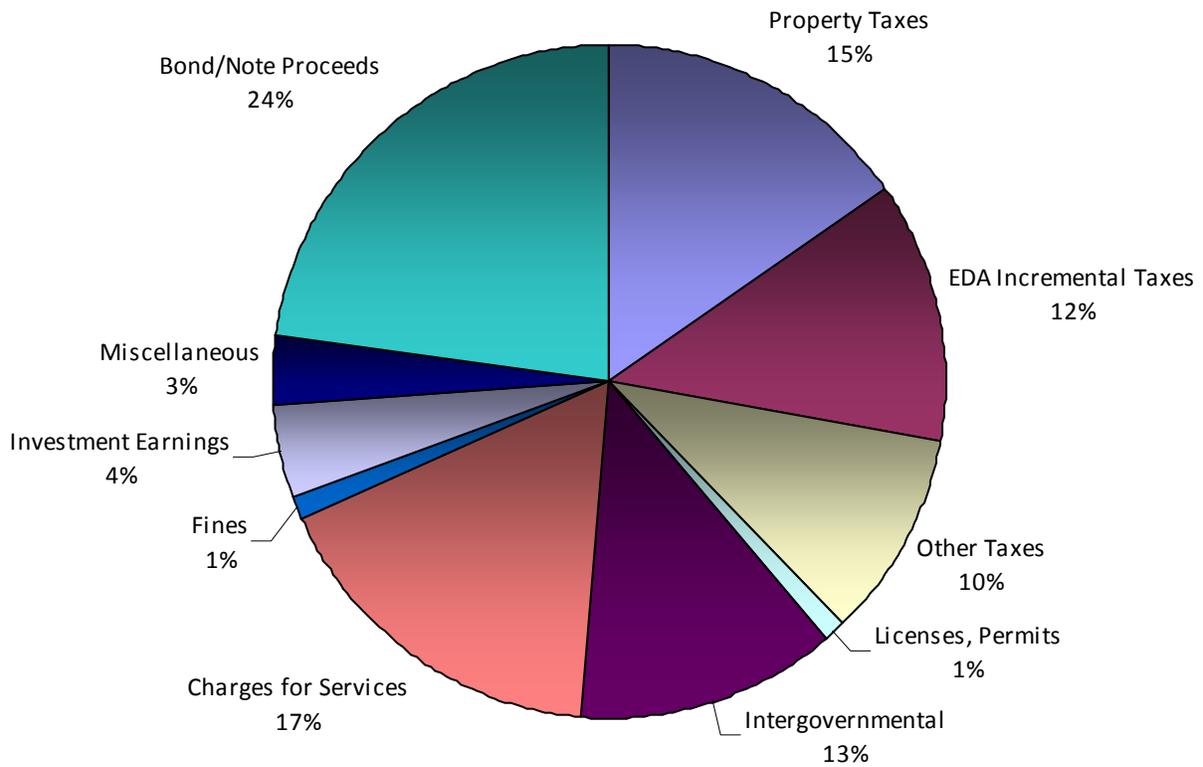
ALL FUNDS

	2007 Actual	2008 Budget	2009 Budget	Difference
Revenues				
General Fund	44,245,051	48,436,294	45,803,593	(2,632,701)
Other Funds	98,617,037	73,400,767	82,706,968	9,306,201
Total Revenues	142,862,088	121,837,061	128,510,561	6,673,500
Expenditures				
General Fund	45,243,010	49,301,759	45,796,423	(3,505,336)
Other Funds	88,676,830	76,621,570	84,177,970	7,556,400
Total Expenditures	133,919,840	125,923,329	129,974,393	4,051,064



REVENUE SUMMARY BY FUNDING SOURCE

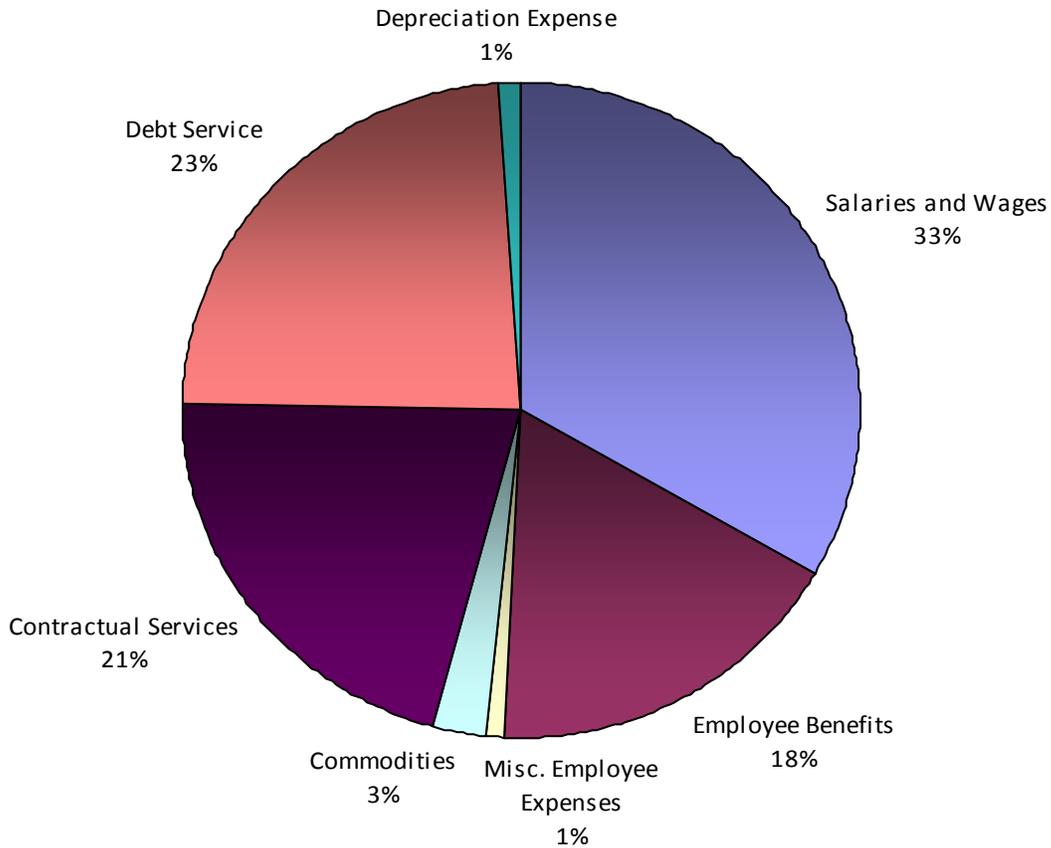
ALL FUNDS



	2008 Budget	2009 Budget	% Change
Property Taxes	17,980,238	19,168,941	6.6%
EDA Incremental Taxes	15,239,958	15,539,690	2.0%
Other Taxes	13,967,600	12,557,120	-10.1%
Licenses, Permits	2,252,600	1,157,440	-48.6%
Intergovernmental	16,591,450	15,787,600	-4.8%
Charges for Services	20,268,610	20,961,420	3.4%
Fines	1,435,550	1,420,610	-1.0%
Investment Earnings	6,588,960	5,458,470	-17.2%
Miscellaneous	4,322,660	4,340,490	0.4%
Bond/Note Proceeds	17,505,530	28,415,820	62.3%
Total Operating Revenues	116,153,156	124,807,601	7.5%
Operating Transfers	5,683,905	3,702,960	-34.9%
Total Revenues & Transfers	121,837,061	128,510,561	5.5%



EXPENDITURE SUMMARY BY OBJECT ALL FUNDS



	2008 Budget	2009 Budget	% Change
Salaries & Wages	30,856,280	30,730,730	-0.4%
Employee Benefits	15,343,264	16,416,963	7.0%
Misc. Employee Expenses	896,510	647,500	-27.8%
Commodities	1,880,350	2,391,970	27.2%
Contractual Services	20,227,340	19,610,820	-3.0%
Debt Service	19,856,460	21,355,320	7.5%
Depreciation Expense	1,152,220	1,144,500	-0.7%
Total Operating Expenditures	90,212,424	92,297,803	2.3%
Capital Outlay	30,027,000	30,618,110	2.0%
Operating Transfers	5,683,905	3,820,880	-32.8%
Total Expenditures & Transfers	125,923,329	126,736,793	0.6%



REVENUE & EXPENDITURE SUMMARY

GENERAL FUND

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Taxes	21,710,525	24,418,054	22,870,500	24,034,113	-1.6%
Licenses and Permits	2,637,625	2,252,600	1,361,600	1,157,440	-48.6%
Intergovernmental	12,713,142	14,200,950	13,708,890	13,887,630	-2.2%
Charges for Services	4,488,686	4,790,390	4,497,700	4,802,100	0.2%
Fines and Forfeits	1,160,360	1,067,500	1,088,500	1,162,680	8.9%
Investment Earnings	700,625	715,220	400,050	350,000	-51.1%
Miscellaneous	834,088	552,880	580,710	409,630	-25.9%
Operating Transfers	-	438,700	377,770	-	N/A
Total Revenues	44,245,051	48,436,294	44,885,720	45,803,593	-5.4%
Expenditures					
General Government	3,260,237	3,652,860	3,425,320	3,693,280	1.1%
Police	15,115,227	15,611,874	14,910,804	16,003,948	2.5%
Fire	11,533,091	13,367,840	12,497,510	12,295,045	-8.0%
Public Works	6,930,220	7,008,950	7,564,090	7,021,160	0.2%
Development Services	3,714,822	5,798,590	4,372,420	4,315,740	-25.6%
Health & Human Services	708,890	793,010	686,660	707,110	-10.8%
Boards & Commissions	355,633	603,460	476,305	514,940	-14.7%
Operating Transfers	3,624,890	2,465,175	2,092,440	1,245,200	-49.5%
Total Expenditures	45,243,010	49,301,759	46,025,549	45,796,423	-7.1%
Excess/(Deficiency) of	(997,959)	(865,465)	(1,139,829)	7,170	
Revenues over Expenditures					
before Fund Balance Transfer					
Fund Balance Transfer	-	-	-	-	
Fund Reserves Utilized	-	907,850	907,850	-	
Net Revenues over Expenditures	(997,959)	42,385	(231,979)	7,170	



REVENUE DETAIL GENERAL FUND

Account Name	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Taxes					
Property Taxes, Current	9,007,836	9,843,180	9,650,000	10,443,180	6.1%
Property Taxes, Prior	82,110	80,000	190,000	100,000	25.0%
Hotel Tax	1,106,043	1,380,000	1,275,000	1,300,000	-5.8%
Real Estate Transfer Tax	1,323,132	1,100,000	710,000	725,000	-34.1%
Home Rule Sales Tax	3,456,973	4,475,000	4,000,000	4,000,000	-10.6%
Telecommunications Tax	3,378,962	3,750,000	3,550,000	3,550,000	-5.3%
EDA Property Tax Surplus	339,110	325,000	345,000	350,000	7.7%
Property Taxes - Barrington/Higgins	52,393	60,000	50,000	50,000	-16.7%
Property Taxes - Fire	1,105,046	1,221,260	1,200,000	1,407,885	15.3%
Property Taxes - Police	1,478,819	1,648,114	1,615,000	1,772,548	7.6%
EDA Property Tax Surplus - Fire	40,283	37,500	37,500	37,500	0.0%
EDA Property Tax Surplus - Police	55,083	48,000	48,000	48,000	0.0%
Entertainment Tax	284,735	450,000	200,000	250,000	-44.4%
Total Taxes	21,710,525	24,418,054	22,870,500	24,034,113	-1.6%
Licenses and Permits					
Vehicle Licenses	9,016	9,100	9,100	9,000	-1.1%
Business Licenses	268,099	260,000	270,000	275,000	5.8%
Liquor Licenses	154,485	160,000	160,000	170,000	6.3%
Animal Licenses	15,547	16,500	15,000	15,000	-9.1%
Building Permits	2,179,938	1,800,000	900,000	680,940	-62.2%
Taxi/Livery Licenses	10,540	7,000	7,500	7,500	7.1%
Total Licenses and Permits	2,637,625	2,252,600	1,361,600	1,157,440	-48.6%
Intergovernmental					
Sales Tax	6,590,165	7,800,000	7,100,000	7,100,000	-9.0%
Local Use Tax	670,755	737,000	737,000	737,000	0.0%
Income Tax	4,475,720	4,764,000	4,880,290	5,173,620	8.6%
Replacement Tax	320,920	330,000	350,000	350,000	6.1%
Grants	141,940	-	17,000	-	N/A
Foreign Fire Ins. Tax	18,255	20,000	20,000	19,000	-5.0%
Fire Protection Dist. Tax	59,234	68,420	68,000	68,000	-0.6%
Property Taxes - Road & Bridge	216,618	235,000	235,000	235,000	0.0%
Cook County Gas Tax Rebate	12,897	13,260	12,330	13,000	-2.0%
Block Grant Revenue	-	-	-	-	N/A
IDOT Grant Revenue	203,210	229,530	229,530	188,010	-18.1%
Emergency Ops Grant Revenue	3,428	3,740	3,740	4,000	7.0%
Tobacco Grant Revenue	-	-	56,000	-	N/A
Juvenile Block Grant Revenue	-	-	-	-	N/A
Total Intergovernmental	12,713,142	14,200,950	13,708,890	13,887,630	-2.2%



REVENUE DETAIL

GENERAL FUND *(continued)*

Account Name	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Charges for Services					
Plan Review Fees	11,825	13,000	5,000	5,000	-61.5%
Hearing Fees	40,950	40,000	40,000	40,000	-61.5%
Engineering Fees	285,726	250,000	200,000	100,000	0.0%
Ambulance Fees	926,176	1,000,000	900,000	950,000	-60.0%
Counseling Fees	24,612	30,000	25,000	25,000	-5.0%
Health Clinic Fees	34,160	35,000	36,000	40,000	-16.7%
Snow Removal Fees	74,688	40,000	58,000	40,000	14.3%
Police Hireback	336,304	320,000	340,000	340,000	0.0%
Hireback - Arena	280,946	416,000	268,000	275,000	6.3%
Report Fees- Police	7,995	9,000	7,000	8,000	-33.9%
False Alarm Fees	59,054	70,000	55,000	55,000	-11.1%
Counter Sales	67	500	500	500	-21.4%
Smoke Detector/Lock Box	4,328	3,000	14,000	14,000	0.0%
Lease Payments	610,763	597,000	620,000	650,000	366.7%
Cable TV Franchise Fee	503,966	500,000	515,000	530,000	8.9%
Fourth of July Proceeds	89,510	105,000	80,000	85,000	6.0%
Recapture Adm Fees	14,464	25,000	25,000	5,000	-19.0%
Equipment Usage	185,973	180,000	160,000	160,000	-80.0%
Employee Insurance Payments	973,749	950,000	986,000	1,000,000	-11.1%
Police & Fire Applic. Fees	-	-	25,000	-	N/A
Village-Sponsored Seminars	-	-	-	-	N/A
Passport Revenues	23,430	25,000	18,000	18,000	N/A
Wireless Alarm Subscribers	-	181,890	120,200	461,600	-28.0%
Total Charges for Services	4,488,686	4,790,390	4,497,700	4,802,100	0.2%
Fines and Forfeits					
Court Fines, County	340,042	385,000	370,000	350,000	-9.1%
Ticket Fines, Village	307,268	650,000	696,000	725,000	11.5%
Overweight Truck Permits	15,050	17,500	7,500	7,500	-57.1%
Administrative Towing Fee	498,000	15,000	15,000	15,000	0.0%
Red Light Camera Revenue	-	-	-	65,180	N/A
Total Fines and Forfeits	1,160,360	1,067,500	1,088,500	1,162,680	8.9%
Investment Earnings					
Interest Income	627,725	715,000	400,000	350,000	-51.0%
Unrealized Gain on Investments	72,752	-	-	-	N/A
Interest Income - Veterans Mem.	148	220	50	-	N/A
Total Investment Earnings	700,625	715,220	400,050	350,000	-51.1%



REVENUE DETAIL

GENERAL FUND *(continued)*

Account Name	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Miscellaneous					
Reimburse\Recoveries	194,132	75,000	150,000	75,000	0.0%
Sale of Equipment	9,259	2,500	11,000	3,000	20.0%
Miscellaneous Revenue	13,420	25,000	25,000	20,000	-20.0%
Board & Commissions Contrib.	8,952	6,000	4,500	29,000	383.3%
Industrial Developers Bond Fee	44,239	50,000	20,000	25,000	-50.0%
Sister Cities Proceeds	3,184	4,000	8,500	8,500	112.5%
Ethnic Festival Contributions	-	-	200	-	N/A
HE Park District Contributions	3,975	4,000	4,000	4,000	0.0%
Annexation Fees University Place	371,400	250,000	130,000	100,000	-60.0%
South Barrington Fuel Reimbur.	41,324	55,000	55,000	70,130	27.5%
Celebrations Comm. Contrib.	1,813	1,500	130	1,000	-33.3%
Veterans Memorial Contrib.	1,510	1,500	1,000	500	-66.7%
Tollway Fire/Ambulance Payments	49,500	50,000	50,000	50,000	0.0%
Childrens Memorial Commission	-	28,180	28,180	-	-100.0%
Arts Commission	1,303	200	200	-	-100.0%
Terminal Reserve Revenue	90,077	-	-	-	N/A
Court Supervision (from Escrow)	-	-	-	23,500	N/A
Recycling Revenue	-	-	93,000	-	N/A
Total Miscellaneous	834,088	552,880	580,710	409,630	-25.9%
Operating Transfers					
Transfer from E-911 Fund	-	438,700	377,770	-	-100.0%
Total Operating Transfers	-	438,700	377,770	-	-100.0%
Total Revenues	44,245,051	48,436,294	44,885,720	45,803,593	-5.4%



EXPENDITURE SUMMARY BY DEPARTMENT GENERAL FUND

Program	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
General Government					
Legislative	367,995	371,600	299,850	345,080	-7.1%
Administration	662,270	701,370	714,160	727,230	3.7%
Legal	352,900	424,070	419,470	431,060	1.6%
Finance	780,706	805,070	767,680	841,610	4.5%
Village Clerk	162,587	178,710	172,900	183,400	2.6%
Human Resource Management	484,591	527,250	490,160	522,010	-1.0%
Special Projects	24,314	-	-	-	N/A
Communications	187,299	262,090	237,840	220,510	-15.9%
Cable Television	159,819	244,780	138,210	261,620	6.9%
Emergency Operations	77,756	137,920	185,050	160,760	16.6%
Total General Government	3,260,237	3,652,860	3,425,320	3,693,280	1.1%
Police Department					
Administration	1,749,457	1,677,690	1,618,980	1,818,240	8.4%
Juvenile	692,422	714,380	687,280	753,030	5.4%
Problem Oriented Policing	228,527	238,000	231,860	252,430	6.1%
Tactical	755,647	632,250	698,790	785,080	24.2%
Patrol and Response	7,362,420	7,812,374	7,411,524	7,925,058	1.4%
Traffic Control	888,997	920,420	861,340	891,850	-3.1%
Investigations	1,027,427	1,068,480	1,036,410	1,116,790	4.5%
Community Relations	243,212	252,310	242,890	261,030	3.5%
Communications	627,119	555,000	552,070	598,230	7.8%
Canine	251,212	277,020	250,150	150,340	-45.7%
Special Services	267,111	370,290	238,420	248,550	-32.9%
Records	314,188	315,450	364,030	394,740	25.1%
Administrative Services	707,488	778,210	717,060	808,580	3.9%
Total Police	15,115,227	15,611,874	14,910,804	16,003,948	2.5%
Fire Department					
Administration	797,552	698,600	708,050	736,840	5.5%
Public Education	111,269	153,480	135,810	121,100	-21.1%
Suppression	5,545,938	6,318,405	6,140,340	6,175,535	-2.3%
Emergency Medical Services	4,601,458	5,101,475	4,611,150	4,679,540	-8.3%
Prevention	364,437	954,360	809,340	507,820	-46.8%
E.S.D.A.	44,806	51,840	23,310	-	N/A
Fire Stations	67,631	89,680	69,510	74,210	-17.3%
Total Fire	11,533,091	13,367,840	12,497,510	12,295,045	-8.0%



EXPENDITURE SUMMARY BY DEPARTMENT

GENERAL FUND *(continued)*

Program	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Public Works					
Administration	315,048	346,700	332,310	321,490	-7.3%
Snow and Ice Control	1,641,715	1,507,580	2,257,250	1,779,460	18.0%
Pavement Maintenance	552,662	682,810	698,930	371,080	-45.7%
Forestry	892,365	1,123,210	964,040	1,012,260	-9.9%
Facilities	881,131	854,730	846,870	958,720	12.2%
Fleet Services	1,537,610	1,404,090	1,410,080	1,472,440	4.9%
F.A.S.T.	254,223	278,010	282,220	286,480	3.0%
Storm Sewers	238,461	221,260	208,060	202,300	-8.6%
Traffic Control	617,005	590,560	564,330	616,930	4.5%
Total Public Works	6,930,220	7,008,950	7,564,090	7,021,160	0.2%
Development Services					
Administration	182,948	192,940	181,160	206,950	7.3%
Planning	591,884	634,470	602,690	491,400	-22.5%
Code Enforcement	1,199,771	1,268,690	1,225,860	1,184,750	-6.6%
Transportation & Engineering	1,118,582	1,173,150	1,154,880	1,113,570	-5.1%
Economic Development	621,637	2,529,340	1,207,830	1,319,070	-47.8%
Total Development Services	3,714,822	5,798,590	4,372,420	4,315,740	-25.6%
Health & Human Services					
Health & Human Services	708,890	793,010	686,660	707,110	-10.8%
Total Health & Human Services	708,890	793,010	686,660	707,110	-10.8%
Boards & Commissions					
Fourth of July Commission	129,585	142,320	141,435	155,520	9.3%
Fire and Police Commission	35,874	167,570	118,280	42,920	-74.4%
Miscellaneous Boards & Comm.	190,174	293,570	216,590	316,500	7.8%
Total Boards & Commissions	355,633	603,460	476,305	514,940	-14.7%
General Fund Total before					
Operating Transfers	41,618,120	46,836,584	43,933,109	44,551,223	-4.9%



EXPENDITURE SUMMARY BY DEPARTMENT

GENERAL FUND *(continued)*

Program	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Operating Transfers					
to 97 A & B G.O. Debt Service	426,820	506,010	506,010	513,000	1.4%
to 2001 G.O. Refunding	235,980	195,980	195,980	167,060	-14.8%
to 2004 G.O. Refunding	572,550	484,370	484,370	452,720	-6.5%
to 2008 G.O. Debt Service	-	-	-	-	N/A
to 1988 DCCA	-	-	-	-	N/A
to E-911 Fund	-	-	-	-	N/A
to Municipal Waste	-	-	-	-	N/A
to Capital Improvement Fund	1,797,120	927,040	454,540	25,000.00	N/A
to Capital Vehicle & Equipment	516,200	264,300	202,800	17,000	-93.6%
to Capital Replacement Fund	21,570	-	-	-	N/A
to Information System Fund	47,157	60,770	232,610	62,170	2.3%
to Insurance Fund	293	-	-	-	N/A
to Water & Sewer Fund	7,200	26,705	16,130	8,250	-69.1%
Total Operating Transfers	3,624,890	2,465,175	2,092,440	1,245,200	-49.5%
Total - All Programs	45,243,010	49,301,759	46,025,549	45,796,423	-7.1%



EXPENDITURE SUMMARY BY OBJECT GENERAL FUND

Expenditure Object	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries & Wages					
General Administration	2,022,015	2,050,410	2,035,450	2,238,660	9.2%
Police	9,107,978	9,616,630	9,131,310	9,692,880	0.8%
Fire	7,194,577	8,244,570	7,782,290	7,899,330	-4.2%
Public Works	2,920,739	2,825,590	2,990,920	2,961,980	4.8%
Development Services	2,050,691	2,190,950	2,202,110	2,111,370	-3.6%
Health & Human Services	404,806	471,680	384,010	415,940	-11.8%
Boards & Commissions	22,524	66,780	61,080	40,830	-38.9%
Total Salaries & Wages	23,723,330	25,466,610	24,587,170	25,360,990	-0.4%
Employee Benefits					
General Administration	748,595	823,350	780,150	907,120	10.2%
Police	3,552,984	3,828,614	3,744,524	4,061,628	6.1%
Fire	2,572,417	2,870,320	2,811,270	3,058,595	6.6%
Public Works	1,095,281	1,114,320	1,145,400	1,218,290	9.3%
Development Services	852,499	917,760	904,200	917,930	0.0%
Health & Human Services	171,195	187,970	165,630	154,330	-17.9%
Boards & Commissions	4,001	22,300	18,860	24,590	10.3%
Total Employee Benefits	8,996,972	9,764,634	9,570,034	10,342,483	5.9%
Miscellaneous Employee Benefits					
General Administration	79,669	105,490	77,920	85,170	-19.3%
Police	151,508	251,790	198,070	215,220	-14.5%
Fire	229,900	336,210	292,870	165,590	-50.7%
Public Works	27,646	45,560	41,480	36,830	-19.2%
Development Services	60,956	63,890	59,880	63,860	0.0%
Health & Human Services	4,625	5,710	4,380	4,280	-25.0%
Boards & Commissions	600	2,530	1,030	2,530	0.0%
Total Misc. Employee Benefits	554,904	811,180	675,630	573,480	-29.3%
Commodities					
General Administration	246,740	271,510	225,700	232,420	-14.4%
Police	94,188	94,090	92,380	89,350	-5.0%
Fire	98,820	117,910	118,130	110,160	-6.6%
Public Works	1,001,939	827,920	1,634,450	1,395,750	68.6%
Development Services	29,613	28,470	21,090	30,200	6.1%
Health & Human Services	34,186	34,060	33,680	35,370	3.8%
Boards & Commissions	1,653	5,550	1,880	2,230	-59.8%
Total Commodities	1,507,139	1,379,510	2,127,310	1,895,480	37.4%



EXPENDITURE SUMMARY BY OBJECT

GENERAL FUND *(continued)*

Expenditure Object	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Contractual Services					
General Administration	688,648	918,280	828,770	767,690	-16.4%
Police	1,770,710	1,659,760	1,604,480	1,770,560	6.7%
Fire	1,221,261	1,345,680	1,179,340	1,369,600	1.8%
Public Works	1,585,370	1,946,730	1,749,460	1,784,990	-8.3%
Development Services	716,236	2,660,500	1,258,960	1,267,030	-52.4%
Health & Human Services	94,078	93,590	98,960	97,190	3.8%
Boards & Commissions	326,855	506,300	393,455	444,760	-12.2%
Total Contractual Services	6,403,158	9,130,840	7,113,425	7,501,820	-17.8%
Capital Outlay					
General Administration	37,620	102,800	67,270	118,050	14.8%
Police	344,029	160,990	140,040	174,310	8.3%
Fire	115,349	536,100	532,210	78,600	-85.3%
Public Works	79,646	94,460	66,370	53,230	-43.6%
Development Services	9,205	5,850	4,650	900	-84.6%
Health & Human Services	-	-	-	-	N/A
Boards & Commissions	-	-	-	-	N/A
Total Capital Outlay	585,849	900,200	810,540	425,090	-52.8%
Operating Transfers					
Transfer to 97 A & B G.O. Debt Service	426,820	506,010	506,010	513,000	1.4%
Transfer to 2001 G.O. Refunding	235,980	195,980	195,980	167,060	-14.8%
Transfer to 2004 G.O. Refunding	572,550	484,370	484,370	452,720	-6.5%
Transfer to 2008 G.O. Debt Service	-	-	-	-	N/A
Transfer to 1988 DCCA	-	-	-	-	N/A
Transfer to E-911 Fund	-	-	-	-	N/A
Transfer to Municipal Waste	-	-	-	-	N/A
Transfer to Capital Improvement Fund	1,797,120	927,040	454,540	25,000.00	-97.3%
Transfer to Capital Vehicle & Equip.	516,200	264,300	202,800	17,000	-93.6%
Transfer to Capital Replacement Fund	1,020,470	679,970	479,970	-	-100.0%
Transfer to Information Systems	47,157	60,770	232,610	62,170	2.3%
Transfer to Insurance Fund	293	-	-	-	N/A
Transfer to Water and Sewer Fund	7,200	26,705	16,130	8,250	-69.1%
Total Operating Transfers	4,623,790	3,145,145	2,572,410	1,245,200	-60.4%
Cost Allocations					
Water Fund Cost Allocation	(716,815)	(775,580)	(957,330)	(1,131,290)	45.9%
EDA Fund Cost Allocation	(423,843)	(502,780)	(438,430)	(386,830)	-23.1%
CDBG Fund Cost Allocation	(11,474)	(18,000)	(35,210)	(30,000)	66.7%
Total Cost Allocations	(1,152,132)	(1,296,360)	(1,430,970)	(1,548,120)	19.4%
Total - All Objects	45,243,010	49,301,759	46,025,549	45,796,423	-7.1%



PROJECTED IMPACT OF FISCAL YEAR 2009

	Estimated Beginning Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Estimated Ending Fund Balance
General Fund	12,874,107	45,803,593	44,551,223	-	1,245,200	12,881,277
Special Revenue Funds						
EDA Administration	719,505	4,065,700	3,682,040	-	841,370	261,795
Motor Fuel Tax	98,584	1,478,390	80,740	-	1,414,990	81,244
Community Dev. Block Grant	1	310,480	310,480	-	-	1
E-911	978,105	61,000	-	-	-	1,039,105
Asset Seizure	152,842	245,530	258,530	-	-	139,842
Municipal Waste System	102,456	1,326,690	1,205,830	-	-	223,316
Roselle Rd TIF	1,960,995	850,820	2,028,750	-	20,000	763,065
Debt Service Funds						
1988 DCCA Debt Service	-	-	-	-	-	-
1997 A & B GO Debt Service	4,505	200	547,010	546,400	-	4,095
2001 G.O. Refunding	191,315	1,430,615	1,765,950	167,060	-	23,040
2003 G.O. Refunding	146,975	882,300	967,130	-	-	62,145
2004 G.O. Refunding	91,698	279,150	961,920	637,710	-	46,638
2005A G.O. Debt Service	2,248,848	3,995,860	3,905,860	-	-	2,338,848
2008 G.O. Debt Service	1,534,240	90,000	999,200	-	-	625,040
2005 EDA TIF Bond	23,684,760	11,983,490	11,983,490	-	-	23,684,760
1991 EDA TIF Bond	-	-	-	-	-	-
Capital Project Funds						
Capital Improvements Fund	749,733	1,106,740	3,250,540	1,675,000	-	280,933
Capital Vehicle & Equipment Fund	102,184	28,430	31,400	17,000	-	116,214
Capital Replacement Fund	5,079,191	150,000	200,180	-	-	5,029,011
Central Rd Corridor Improve. Fund	253,533	6,180	-	-	-	259,713
Hoffman Blvd Bridge Maintenance	393,713	9,570	7,500	-	-	395,783
Western Corridor Fund	457,963	43,490	-	-	-	501,453
Traffic Improvement Fund	736,543	18,350	100,000	-	-	654,893
EDA Series 1991 Project Fund	5,001,342	187,680	1,923,020	-	174,400	3,091,602
Western Area Traffic Improve. Fund	342,481	8,510	-	-	-	350,991
Central Area Impact Fee Fund	126,589	79,540	75,000	-	-	131,129
West. Area Rd. Impact Fee Fund	732,374	127,710	75,000	-	-	785,084
Sears Centre Arena Project Fund	-	-	-	-	-	-
Sears Centre Arena Reserve Fund	583,057	260,920	-	-	-	843,977
2008 Project Fund	6,087,935	250,000	6,010,850	-	-	327,085
2009 Project Fund	-	28,320,000	15,290,000	-	-	13,030,000
Water & Sewer Fund	13,565,365	10,436,270	18,143,420	182,650	7,000	6,033,865
Internal Service Funds						
Insurance	1,023,865	1,832,820	1,786,990	-	-	1,069,695
Information Systems	196,113	1,174,060	1,399,530	75,470	-	46,113
Trust & Agency Funds						
Police Pension	47,210,474	4,084,158	2,441,470	91,950	-	48,945,112
Firefighters Pension	51,041,979	3,879,355	2,288,380	309,720	-	52,942,674
Total Revenues & Expenditures		124,807,601	126,271,433	3,702,960	3,702,960	



MAJOR INCREASES OR DECREASES IN FUND BALANCE

SPECIAL REVENUE FUNDS

The EDA Administration Fund is expected to experience a 64% decrease in fund balance at the end of 2009. It is not uncommon for this fund to have a low fund balance. It is self-funded and the reason for any major fluctuations in fund balance is due to the timing of a large purchase, usually related to a police or fire vehicle.

The Motor Fuel Tax Fund fund balance is expected to decrease 18%. Fluctuations in fund balance in this fund are primarily due to minor fluctuations in revenues, as the expenditure levels remain relatively consistent.

The Municipal Waste System Fund is expected to have an increase in fund balance of 118%. A new commercial franchise and recycling program began in 2008 that will increase fund balance for the next couple of years. This accumulated fund balance will be used to offset garbage rate increases for residents in the future.

The Roselle Road TIF Fund will have a 61% decrease in fund balance for 2009 due to major improvements happening within this TIF.

DEBT SERVICE FUNDS

The 2001, 2003, and 2004 General Obligation Debt Service Funds will all experience significant decreases in fund balance for 2009. This fund balance is being used for debt service payments in the final years of these issues.

The 2008 General Obligation Debt Service Fund fund balance will decrease by 59% in 2009 due to the utilization of capitalized interest (fund balance) for the first three years of debt service payments.

CAPITAL PROJECT FUNDS

The Capital Improvements Fund will experience a decrease in fund balance of 63% in 2009. This is a planned draw-down of fund balance for capital projects. This fund balance has accumulated over the years from interest income and projects coming in under budget.

The Capital Vehicle & Equipment Fund will have an increase in fund balance of 14%, which is entirely due to interest income, which will not go towards funding any specific project in 2009.

The Traffic Improvement Fund will experience a decrease in fund balance of 11% due to a road improvement project that is planned for 2009. These funds have built up over the years from development-related revenues.

The EDA Series 1991 Project Fund has a decrease in fund balance for 2009 of 38%. This is a planned draw-down of funds based upon an approved schedule of improvements being made in the Economic Development Area (EDA).

The Sears Centre Arena Reserve Fund will be increasing its fund balance by 31%. This growth will occur until the fund reaches its funding requirement of two-times the maximum annual debt service payment.

The 2008 Project Fund will be experiencing a significant decrease in fund balance by 95%. These are bond proceeds being used for the remodeling of the Village Hall, the construction of a new fire



MAJOR INCREASES OR DECREASES IN FUND BALANCE *(continued)*

station, and the design and engineering of a new police station. These projects will be near 100% complete by the end of 2009.

The 2009 Project Fund is new for 2009. These bond proceeds will be used for the actual construction of the new police station.

INTERNAL SERVICE FUNDS

The Information Systems Fund is expected to have a 77% decrease in fund reserves for 2009. This is a planned draw-down of reserves for the purchase of technology-related capital.



REVENUE SUMMARY BY FUNDING SOURCE

OTHER FUNDS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Special Revenue Funds					
Motor Fuel Tax	1,481,744	1,560,920	1,477,890	1,478,390	-5.3%
Asset Seizure	194,855	371,550	288,900	245,530	-33.9%
EDA Administration	3,749,501	3,911,328	4,174,810	4,065,700	3.9%
Municipal Waste System	900,465	934,960	941,480	1,326,690	41.9%
E-911	322,008	264,000	206,540	61,000	-76.9%
Roselle Road TIF	852,248	918,380	850,750	850,820	-7.4%
CDBG	39,746	556,600	113,460	310,480	-44.2%
Total Special Revenue Funds	7,540,567	8,517,738	8,053,830	8,338,610	-2.1%
Debt Service Funds					
1997 A & B GO Debt Service	546,991	547,110	546,630	546,600	-0.1%
2001 G.O. Refunding	1,677,269	1,632,750	1,618,440	1,597,675	-2.1%
2003 G.O. Refunding	867,021	893,370	881,400	882,300	-1.2%
2004 G.O. Refunding	969,133	942,360	937,440	916,860	-2.7%
2005A G.O. Debt Service	2,944,530	3,899,240	3,834,580	3,995,860	2.5%
2008 G.O. Debt Service	-	-	2,231,900	90,000	N/A
2005 EDA TIF Bond	13,052,889	11,933,130	11,935,970	11,983,490	0.4%
1991 EDA TIF Bond	21,908,521	-	-	-	N/A
Total Debt Service Funds	41,966,354	19,847,960	21,986,360	20,012,785	0.8%
Capital Projects Funds					
Capital Improvements	4,324,966	3,600,160	2,884,290	2,781,740	-22.7%
Capital Vehicle & Equipment	596,311	333,050	289,170	45,430	-86.4%
Capital Replacement	1,527,044	969,710	914,710	150,000	-84.5%
Central Rd Corridor Improv.	11,837	12,440	6,000	6,180	-50.3%
Hoffman Blvd Bridge Maint.	18,574	19,380	9,290	9,570	-50.6%
Western Corridor	123,329	71,930	43,100	43,490	-39.5%
Traffic Improvement	36,803	38,330	17,820	18,350	-52.1%
EDA Series 1991 Project	15,032,592	508,690	184,900	187,680	-63.1%
Western Area Traffic Improv.	18,775	19,950	8,260	8,510	-57.3%
Central Area Impact Fee	156,922	14,490	29,320	79,540	448.9%
Western Area Rd. Impact Fee	314,984	57,180	75,200	127,710	123.3%
Sears Centre Arena Reserve	273,088	410,000	233,170	260,920	-36.4%
2008 Project	-	17,900,000	20,665,000	250,000	-98.6%
2009 Project	-	-	-	28,320,000	N/A
Total Capital Projects Funds	22,435,225	23,955,310	25,360,230	32,289,120	34.8%
Enterprise Funds					
Waterworks and Sewerage	12,359,940	9,992,205	16,711,140	10,618,920	6.3%
Total Enterprise Funds	12,359,940	9,992,205	16,711,140	10,618,920	6.3%



REVENUE SUMMARY BY FUNDING SOURCE

OTHER FUNDS *(continued)*

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Internal Service Fund					
Insurance	2,013,618	1,799,230	1,806,770	1,832,820	1.9%
Information Systems Fund	1,395,180	1,379,580	1,312,480	1,249,530	-9.4%
Total Insurance Fund	3,408,798	3,178,810	3,119,250	3,082,350	-3.0%
Trust Funds					
Police Pension	5,732,525	3,934,144	4,054,724	4,176,108	6.2%
Firefighters Pension	5,173,628	3,974,600	3,555,780	4,189,075	5.4%
Total Trust Funds	10,906,153	7,908,744	7,610,504	8,365,183	5.8%
Total - Other Funds	98,617,037	73,400,767	82,841,314	82,706,968	12.7%



EXPENDITURE SUMMARY BY FUNDING SOURCE

OTHER FUNDS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Special Revenue Funds					
Motor Fuel Tax	1,484,999	1,611,300	1,598,400	1,495,730	-7.2%
Asset Seizure	187,992	368,050	232,580	258,530	-29.8%
EDA Administration	4,141,665	3,992,080	3,814,570	4,523,410	13.3%
Municipal Waste System	1,126,762	1,166,450	1,212,680	1,205,830	3.4%
E-911	176,353	447,000	386,070	-	N/A
Roselle Road TIF	163,439	1,162,310	62,310	2,048,750	76.3%
Community Dev. Block Grant	39,746	556,600	113,460	310,480	-44.2%
Total Special Revenue Funds	7,320,956	9,303,790	7,420,070	9,842,730	5.8%
Debt Service Funds					
1997 A & B GO Debt Service	545,088	547,020	547,020	547,010	0.0%
2001 G.O. Refunding	1,646,438	1,703,000	1,703,000	1,765,950	3.7%
2003 G.O. Refunding	862,748	899,130	899,130	967,130	7.6%
2004 G.O. Refunding	963,750	963,240	963,240	961,920	-0.1%
2005A G.O. Debt Service	3,909,552	3,899,240	3,909,240	3,905,860	0.2%
2008 G.O. Debt Service	-	-	697,660	999,200	N/A
2005 EDA TIF Bond	12,234,959	11,933,130	11,935,970	11,983,490	0.4%
1991 EDA TIF Bond	21,915,000	-	40.00	-	N/A
Total Debt Service Funds	42,077,535	19,944,760	20,655,300	21,130,560	5.9%
Capital Projects Funds					
Capital Improvements	4,043,817	3,516,660	3,002,840	3,250,540	-7.6%
Capital Vehicle & Equipment	452,884	644,580	806,190	31,400	-95.1%
Capital Replacement	857,785	1,453,200	1,405,830	200,180	-86.2%
Central Rd Corridor Improvements	-	-	-	-	N/A
Hoffman Blvd Bridge Maintenance	-	7,500	-	7,500	0.0%
Western Corridor	-	-	-	-	N/A
Traffic Improvement	52,009	100,000	-	100,000	0.0%
EDA Series 1991 Project	15,084,766	2,685,000	-	2,097,420	-21.9%
Western Area Traffic Improvements	52,009	-	-	-	N/A
Central Area Impact Fee	143,543	-	25,000	75,000	N/A
Western Area Road Impact Fee	143,543	-	25,000	75,000	N/A
Sears Centre Arena Reserve	-	-	-	-	N/A
2008 Project	1,053,775	17,400,000	13,523,290	6,010,850	-65.5%
2009 Project	-	-	-	15,290,000	N/A
Total Capital Projects Funds	21,884,131	25,806,940	18,788,150	27,137,890	5.2%
Enterprise Funds					
Waterworks and Sewerage	10,982,160	13,969,230	12,602,980	18,150,420	29.9%
Total Enterprise Funds	10,982,160	13,969,230	12,602,980	18,150,420	29.9%



EXPENDITURE SUMMARY BY FUNDING SOURCE

OTHER FUNDS *(continued)*

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Internal Service Fund					
Insurance	1,081,943	1,763,400	1,737,730	1,786,990	1.3%
Information Systems Fund	1,095,639	1,621,930	1,794,790	1,399,530	-13.7%
Total Internal Service Fund	2,177,582	3,385,330	3,532,520	3,186,520	-5.9%
Trust Funds					
Police Pension	2,191,029	2,222,070	2,353,960	2,441,470	9.9%
Firefighters Pension	2,043,437	1,989,450	2,225,600	2,288,380	15.0%
Total Trust Funds	4,234,466	4,211,520	4,579,560	4,729,850	12.3%
Total - Other Funds	88,676,830	76,621,570	67,578,580	84,177,970	9.9%



2008 LEVY YEAR PROPERTY TAX LEVY ANALYSIS

Levy Year	Fiscal Year	(1) Corporate	(2) Police Pension	(3) Fire Pension	(4) I.M.R.F.	(5) Municipal Waste	(6) Bond & Interest	Less Abate.
1999	2000	6,120,115	701,342	555,976	357,500	265,365	4,727,176	(2,697,728)
2000	2001	6,120,115	854,958	654,476	272,500	265,365	4,758,755	(2,683,697)
2001	2002	6,520,115	924,534	626,365	270,000	265,365	4,691,613	(2,646,140)
2002	2003	7,120,115	1,131,274	765,308	-	265,365	4,616,358	(2,674,057)
2003	2004	7,980,840	1,240,276	919,016	-	-	3,822,713	(2,205,923)
2004	2005	8,493,553	1,255,523	1,004,240	-	-	3,854,723	(2,311,306)
2005	2006	8,903,910	1,341,910	1,034,406	-	-	3,959,011	(2,415,596)
2006	2007	9,297,880	1,510,337	1,106,754	-	-	6,169,657	(4,626,241)
2007	2008	9,843,180	1,630,564	1,203,710	-	-	8,009,307	(6,430,891)
2008	2009	10,443,180	1,754,998	1,390,335	-	-	9,467,796	(4,021,938)
Inc (Dec) over PY		600,000	124,434	186,625	-	-	1,458,489	2,408,953
Percent Inc (Dec)		6.1%	7.6%	15.5%	N/A	N/A	18.2%	-37.5%

Including April Tax Abatement for 2005A Debt Service:

2008	2009	10,443,180	1,754,998	1,390,335	-	-	9,467,796	(7,917,796)
Inc (Dec) over PY		600,000	124,434	186,625	-	-	1,458,489	(1,486,905)
Percent Inc (Dec)		6.1%	7.6%	15.5%	N/A	N/A	18.2%	23.1%

Levy Year	Fiscal Year	Sub-total Levy	Loss & Cost 2%	Total Extension	(7) EAV	Rate	Inc (Dec) Over Prior Yr	Inc (Dec) in EAV
1999	2000	10,029,746	200,595	10,230,341	934,143,678	1.095	-5.3%	5.9%
2000	2001	10,242,472	204,849	10,447,321	902,948,855	1.157	5.7%	-3.3%
2001	2002	10,651,852	213,037	10,864,889	1,091,830,989	0.995	-14.0%	20.9%
2002	2003	11,224,363	224,487	11,448,850	1,176,428,654	0.974	-2.1%	7.7%
2003	2004	11,756,922	235,138	11,992,060	1,171,201,344	1.024	5.1%	-0.4%
2004	2005	12,296,733	245,935	12,542,668	1,343,231,745	0.934	-8.8%	14.7%
2005	2006	12,823,641	256,473	13,080,114	1,451,884,884	0.901	-3.5%	8.1%
2006	2007	13,458,387	269,168	13,727,555	1,509,125,778	0.910	1.0%	3.9%
2007	2008	14,255,870	285,117	14,540,987	1,773,557,976	0.820	-9.9%	17.5%
2008	2009	19,034,371	380,687	19,415,058	1,773,557,976	1.095	33.5%	0.0%
Inc (Dec) over PY		4,778,501	95,570	4,874,071	-	0.275		
Percent Inc (Dec)		33.5%	33.5%	33.5%	0.0%	0.335		

Including April Tax Abatement for 2005A Debt Service:

2008	2009	15,138,513	302,770	15,441,283	1,773,557,976	0.871	6.2%	0.0%
Inc (Dec) over PY		882,643	17,653	900,296	-	0.051		
Percent Inc (Dec)		6.2%	6.2%	6.2%	0.0%	0.062		



FULL-TIME EQUIVALENT SUMMARY BY DEPARTMENT

Department/Division	2007 Actual	2008 Estimate	2009 Budget	Change from Prior Year
General Government				
Legislative	1.00	1.00	1.00	0.00
Administration	5.35	6.35	6.35	0.00
Legal	3.00	1.50	1.50	0.00
Finance	12.23	12.00	12.75	0.75
Village Clerk	2.57	2.63	2.63	0.00
Human Resources Management	4.63	4.63	4.80	0.17
Communications	1.00	1.00	1.00	0.00
Cable Television	1.50	1.50	1.50	0.00
Emergency Operations	0.68	1.00	1.00	0.00
Total General Government	31.96	31.61	32.53	0.92
Police				
Administration	9.00	9.00	9.00	0.00
Juvenile Investigations	5.65	5.65	5.65	0.00
Problem Oriented Policing	2.00	2.00	2.00	0.00
Tactical	7.00	6.00	6.00	0.00
Patrol & Response	60.75	60.75	60.75	0.00
Traffic Control	6.00	7.00	6.00	(1.00)
Investigations	8.60	9.60	8.60	(1.00)
Community Relations	2.00	2.00	2.00	0.00
Communications	-	-	-	0.00
Canine	2.00	2.00	1.00	(1.00)
Special Services	-	-	-	0.00
Records	4.50	5.50	5.20	(0.30)
Administrative Services	11.00	10.00	11.00	1.00
Total Police	118.50	119.50	117.20	(2.30)
Fire				
Administration	3.60	3.10	2.90	(0.20)
Public Education	0.40	0.70	0.50	(0.20)
Suppression	45.60	49.30	46.60	(2.70)
Emergency Medical Services	32.80	36.70	36.00	(0.70)
Fire Prevention	3.78	3.28	3.00	(0.28)
ESDA	0.10	-	-	0.00
Fire Stations	0.00	-	-	0.00
Total Fire	86.28	93.08	89.00	(4.08)
Information Systems	7.50	9.70	8.50	(1.20)
Total Information Systems	7.50	9.70	8.50	(1.20)



FULL-TIME EQUIVALENT SUMMARY BY DEPARTMENT *(continued)*

Department/Division	2007 Actual	2008 Estimate	2009 Budget	Change from Prior Year
Public Works				
Administration	2.75	2.75	2.75	0.00
Snow & Ice Control	9.13	8.74	8.74	0.00
Pavement Maintenance	2.95	3.61	3.61	0.00
Forestry	8.86	9.11	9.11	0.00
Facilities	4.93	4.83	4.83	0.00
Fleet Services	5.53	6.01	6.01	0.00
F.A.S.T.	2.09	1.43	1.43	0.00
Storm Sewers	1.58	1.58	1.58	0.00
Traffic Control	4.07	3.71	3.71	0.00
Total Public Works	41.89	41.77	41.77	0.00
Development Services				
Administration	0.85	1.09	1.09	0.00
Planning	7.21	8.14	5.39	(2.75)
Code Enforcement	14.83	14.83	13.58	(1.25)
Transportation & Engineering	11.50	11.00	10.00	(1.00)
Economic Development	1.00	2.33	2.33	0.00
Total Development Services	35.39	37.39	32.39	(5.00)
Health & Human Services				
Health & Human Services	9.54	9.83	7.83	(2.00)
Total Health & Human Services	9.54	9.83	7.83	(2.00)
EDA Administration				
Police	5.00	5.00	5.00	0.00
Fire	20.90	20.90	20.70	(0.20)
Public Works	0.80	0.80	0.80	0.00
Administration	1.69	1.19	1.19	0.00
Total EDA Administration	28.39	27.89	27.69	(0.20)
Water & Sewer				
Water	23.25	24.82	24.82	0.00
Sewer	10.12	11.32	11.32	0.00
Water Billing	3.62	3.62	3.62	0.00
Total Water & Sewer	36.99	39.76	39.76	0.00
Asset Seizure				
Asset Seizure	1.00	1.00	1.00	0.00
Total Asset Seizure	1.00	1.00	1.00	0.00
Misc. Boards & Commissions				
Misc. Boards & Commissions	0.50	1.00	1.00	0.00
Total Misc. Boards & Commissions	0.50	1.00	1.00	0.00
Total FTE's	397.94	412.53	398.67	(13.86)



CHANGES IN STAFF LEVELS

Position Title	Department	Division	FTE's	Action
Customer Service Representative	GG	Finance	0.75	Department reorganization
Staff Assistant	GG	HRM	0.17	Increased hours
Administrative Services Officer	Police	Admin. Services	1.00	New position
Police Officer	Police	Patrol & Response	(2.00)	Vacant position eliminated
Police Officer	Police	Investigations	(1.00)	Vacant position eliminated
Records Clerk	Police	Records	(0.30)	Partially filled after vacancy
Staff Assistant	Fire	Administration	(0.20)	Reduced to part-time
Staff Assistant	Fire	Public Education	(0.20)	Reduced to part-time
Firefighter	Fire	Suppression	(2.70)	Vacant position eliminated
Firefighter	Fire	EMS	(0.70)	Vacant position eliminated
Fire Inspector, PT	Fire	Prevention	(0.28)	Position eliminated
Data Technician	IS		(1.00)	Position eliminated
GIS Intern	IS		(0.20)	Internship eliminated
Associate Planner	DS	Planning	(1.00)	Position eliminated
Staff Assistant	DS	Planning	(1.00)	Position eliminated
Assistant Planner	DS	Planning	(0.75)	Position eliminated
Electrical Inspector	DS	Code	(1.00)	Position eliminated
Customer Service Representative	DS	Code	(0.25)	Department reorganization
Field Inspector	DS	Trans. & Eng.	(1.00)	Position eliminated
Outreach & Prevention Coord.	HHS		(1.00)	Vacant position eliminated
Post Doctor Fellow	HHS		(1.00)	Vacant position eliminated
Clerical Staff	EDA Admin	Fire	(0.20)	Reduced to part-time
Total			(13.86)	

General Government



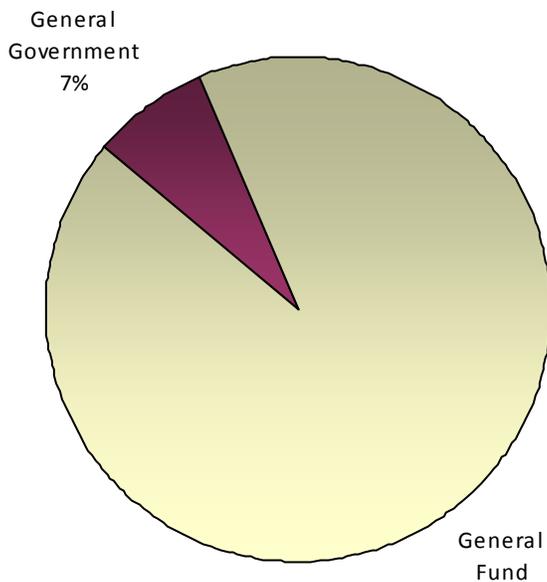
DEPARTMENT DESCRIPTION

The Department of General Government is divided into nine divisions: Legislative, General Government Administration, Legal, Finance, Village Clerk, Human Resources Management, Communications, Cable Television and Emergency Operations.

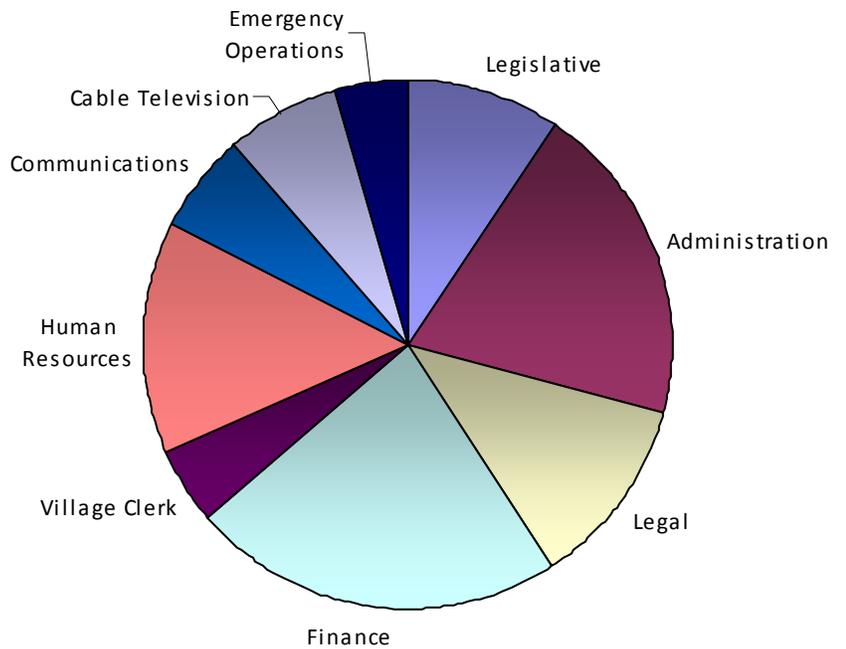
TOTAL OPERATING BUDGET

\$3,693,280

Department Expenditures to General Fund Expenditures



Annual Expenses by Division



General Government



ANNUAL EXPENSES BY DIVISION

DIVISION	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Legislative	367,995	371,600	299,850	345,080	-7.1%
Administration	662,270	701,370	714,160	727,230	3.7%
Legal	352,900	424,070	419,470	431,060	1.6%
Finance	780,706	805,070	767,680	841,610	4.5%
Village Clerk	162,587	178,710	172,900	183,400	2.6%
Human Resources	484,591	527,250	490,160	522,010	-1.0%
Communications	187,299	262,090	237,840	220,510	-15.9%
Cable Television	159,819	244,780	138,210	261,620	6.9%
Emergency Operations	77,756	137,920	185,050	160,760	16.6%
Special Projects	24,314	-	-	-	N/A
Total	3,260,237	3,652,860	3,425,320	3,693,280	1.1%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	2,022,015	2,050,410	2,035,450	2,238,660	9.2%
Employee Benefits	748,595	823,350	780,150	907,120	10.2%
Misc. Employee Expenses	79,669	105,490	77,920	85,170	-19.3%
Commodities	246,740	271,510	225,700	232,420	-14.4%
Contractual Services	688,648	918,280	828,770	767,690	-16.4%
Capital Outlay	37,620	102,800	67,270	118,050	14.8%
Operating Transfers	3,800	-	-	-	N/A
Cost Allocation	(566,850)	(618,980)	(589,940)	(655,830)	6.0%
Total	3,260,237	3,652,860	3,425,320	3,693,280	1.1%

The Special Projects Division listed in the first table above was no longer needed as of 2007, so there are no further details related to this division in this budget document.



LEGISLATIVE

The legislative and governing body of the Village of Hoffman Estates is the Village President and six Trustees who are elected on an at-large basis. The Village Board is the legislative body and is the Village's policy makers. The Board approves the annual budget and focuses on the Village's goals, major projects, and such long-term considerations as Village growth, land use development, capital improvements, strategic planning and finances.

2008 ACCOMPLISHMENTS

- The Board continued to further its goals related to Village policy for road improvement, including completion of the thirteenth year of the street rehabilitation program and continued pursuit of public transportation options with an emphasis on the EJ&E Commuter Rail and new STAR Line.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	126,825	134,920	131,540	169,080	25.3%
Employee Benefits	36,361	38,150	38,760	46,130	20.9%
Misc. Employee Expenses	20,783	29,480	29,480	29,480	0.0%
Commodities	21,160	16,960	16,860	17,060	0.6%
Contractual Services	199,261	192,370	119,200	121,550	-36.8%
Cost Allocation	(36,395)	(40,280)	(35,990)	(38,220)	-5.1%
Total	367,995	371,600	299,850	345,080	-7.1%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Increase includes the President and Board of Trustees and Liquor Commissioners' salaries.

Employee Benefits

Increases include health insurance and increases in social security and IMRF expenses due to increase in salaries.

Contractual Services

Decrease is due to the Greater Woodfield Convention & Visitors Bureau.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Legislative Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These reimbursements are then being shown in the Water & Sewer Fund.



GENERAL GOVERNMENT ADMINISTRATION

The General Government Administration Division houses the Office of the Village Manager, which is responsible for administering the day-to-day operations of the Village government. Administration consists of the Village Manager, Deputy Village Manager, Assistant to the Village Manager, Executive Assistant, Administrative Assistant and Administrative Intern.

The Office of the Village Manager takes direction from the Legislative branch to manage and direct the operating departments within the policies and legislation enacted by the Village President and Board of Trustees.

2008 ACCOMPLISHMENTS

- Implemented a Commercial Solid Waste Franchise Agreement.
- Negotiated and implemented an amended Residential Service Agreement for Solid Waste and Recycling Services.
- Continued improvement to the quality of information disseminated to the community by the Communications Division.
- Increased Code Enforcement presence and implemented the Clean Sweep program to help identify and address violations.
- Promoted economic development through programs targeted at business retention and attraction.
- Advancements were achieved regarding the revitalization of the Business Improvement District.
- Continued commitment to provide technology and related software to foster more efficient department operations.
- Implemented an online Customer Service Request Portal (Gov QA).
- Administered the laws and ordinances within the Village.
- Ensured all franchise, permits and privileges granted by the Village were observed.
- Investigated complaints relating to administration of government in the Village in an effort to enhance customer service.



GENERAL GOVERNMENT ADMINISTRATION

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Complete funding of renovation and relocation of public buildings. (Linked to Village Board Goal ST-1)
 - a. Complete relocation of Fire Station 24.
 - b. Continue process of renovation of Police Department facility.
- 2) Create unique and exciting opportunities to celebrate and commemorate the 50th Anniversary of the Village of Hoffman Estates. (Linked to Village Board Goal ST-7)
- 3) Promote the strength of the Village’s cultural diversity through expansion of community events celebrating diversity and review of programs to enhance service delivery. (Linked to Village Board Goal LT-2)
 - a. Continue to enhance community events such as Unity Day, Dr. Martin Luther King Jr. Day and Hispanic Heritage Month Event.
 - b. Continue efforts to promote diversity in hiring practices.
 - c. Work toward supplying information in multi-lingual platforms.
- 4) Participate in the creation of programs and policies that further the environmentally responsible actions of Village staff. (Linked to Village Board Goal LT-1)
 - a. Create policies to further a paperless environment for all Village businesses where possible.
 - b. Increase the amount of recycling at all municipal facilities.
 - c. Incorporate LEED standards to ensure that all municipal facilities will qualify for LEED certification.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-4C	Number of Municipal Facilities that incorporated LEED standards and will qualify for LEED certification	0 (0%)	1 (12.5%)	3 (37.5%)
ST-4B	Percent increase in recycling tonnage Village-wide	-2.04%	-1%	5%
ST-3A	Number of community events that celebrate the diversity in the Village	4	4	5



GENERAL GOVERNMENT ADMINISTRATION

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	447,567	469,240	471,540	517,640	10.3%
Employee Benefits	143,578	156,030	153,460	174,140	11.6%
Misc. Employee Expenses	23,552	24,240	24,330	17,350	-28.4%
Commodities	7,721	6,510	5,670	5,920	-9.1%
Contractual Services	103,532	121,640	135,380	92,740	-23.8%
Capital Outlay	1,820	-	-	-	N/A
Operating Transfers	3,290	-	-	-	N/A
Cost Allocation	(65,500)	(76,290)	(76,220)	(80,560)	5.6%
Total	665,560	701,370	714,160	727,230	3.7%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

An increase in the amount of \$48,400 is due to addition of General Government Intern and merit increases.

Commodities

A decrease of \$590 is primarily due to decrease in office supplies and other supplies.

Contractual Services

A decrease of \$21,840 is being seen in IS User Charges for 2009. This is due to the fact that other departments are utilizing more and more data space, thereby increasing their proportionate share of those costs and lessening the burden on the Administration Department. Also, part of the Information Systems fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to departments.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Administration Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These reimbursements are then being shown in the Water & Sewer Fund.



LEGAL

The Office of the Corporation Counsel is responsible for prosecuting and defending all suits in which the Village is a party, having direct communication with the corporate authorities and advising them on all legal matters, giving advice on all legal questions affecting the Village to the Village Board, the Village Manager and all Department Directors, reviewing all contracts and preparing all ordinances and resolutions, prosecuting of traffic misdemeanors and housing court violations, providing training for police personnel and coordinating Section 1983 and negligence actions against the Village.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	214,046	109,850	105,500	113,170	3.0%
Empl. Benefits	57,520	44,150	41,700	46,560	5.5%
Misc. Employee Expenses	2,128	2,500	100	1,500	-40.0%
Commodities	11,393	7,380	10,200	10,210	38.3%
Contractual Services	102,715	306,150	307,220	307,380	0.4%
Cost Allocation	(34,902)	(45,960)	(45,250)	(47,760)	3.9%
Total	352,900	424,070	419,470	431,060	1.6%

2009 BUDGET HIGHLIGHTS

Misc. Employee Expenses

The decrease of \$1,000 in this class is due to a reduction in travel & training.

Commodities

The \$2,830 increase in Commodities is primarily due to an increase in the Municipal Code update.



FINANCE

The Finance Division is comprised of 16 employees (3 of which are charged to the Water & Sewer Fund), who are responsible for customer service, cash and debt management, monthly water billing for approximately 15,000 accounts, payroll for approximately 400 employees, pension administration, budgeting and purchasing for over a \$126 million budget, accounting, auditing, revenue administration, billing and collections, tax administration and office services.

2008 ACCOMPLISHMENTS

- Received the Government Finance Officer's Association Certificate of Achievement in Financial Reporting for the Comprehensive Annual Report as of December 31, 2007. This is the 25th consecutive year the Village has received this award.
- Oversaw the issuance of the General Obligation Bonds, Series 2008A in the amount of \$26,645,000 to fund the remodeling of the Village Hall and the construction of a new police department, fire station and water tank.
- Combined the Finance Department front counter and Code Enforcement front counter into one unit, in cooperation with the Department of Development Services, in order to improve the availability of customer service and increase overall staff knowledge.
- Participated in the successful implementation of the new Administrative Adjudication process related to Police and Code Enforcement citations, resulting in an increase in citation revenue of over 120% from FY2007.
- Implemented a process, with the cooperation of the Police Department, to aggressively pursue violators who are currently holding 10 or more outstanding Village citations.
- Assisted with the efforts related to the upcoming implementation of e-Gov within the Village financial software. E-Gov is a web-based customer service program that will allow our residents to view their water account, parking tickets; building permits, etc. online, and pay for a variety of Village services.
- Increased the effectiveness of the budget document by enhancing departmental performance measures and narratives.
- Enhanced the Finance Department webpage in conjunction with the release of the new and improved Village website. Included procedures and forms that will assist residents with a variety of Finance-related tasks.



FINANCE

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Oversee the successful issuance of the 2009 General Obligation Bonds in the approximate amount of \$29 million for the funding of the construction of a new police department. (Linked to Village Board Goal ST-1)
 - a. Maintain the current bond ratings during the review by the rating agencies.
 - b. Monitor monthly cash flow of bond proceeds to ensure arbitrage compliance.
- 2) Improve cash flow and efficiency of the Village's accounts payable process. (Linked to Village Board Goal LT-1)
 - a. Develop a new procedure and related forms to implement a paperless purchase order request and approval process and vendor payment process.
 - b. Implement an electronic funds transfer (EFT) process to pay vendors electronically.
 - c. Improve the usage of the Village's credit program to reduce individual checks issued and take advantage of possible cash rebates.
- 3) Conduct the water rate study to determine if current water rates are sufficient to fund the Water & Sewer Fund over the next several years.
 - a. Seek the assistance of a third party consultant.
 - b. Provide thorough analysis of study to determine sufficiency of funding.
- 4) Implement the newly created Identity Theft Prevention Program, which is in compliance with the Identity Theft Rules of the Federal Trade Commission. This program is to protect our water billing customers from identity theft by facilitating the detection, prevention and mitigation of identity theft in connection with the opening of a new water billing account and activity on existing water billing accounts.
 - a. Perform an initial risk assessment to determine the vulnerability of our water billing accounts to identity theft.
 - b. Provide training to all staff and third-party service providers performing any activity in connection with our water bill accounts to ensure that the activity they perform is in accordance with the policies and procedures we have designed to detect, prevent and mitigate the risk of identity theft.
- 5) Assist with the implementation of the new electronic ticket writers and red light camera violations within the Police Department to ensure the recording and collection of fines is done accurately and efficiently. (Linked to Village Board Goals ST-8 and LT-1)
 - a. Work with the Information Systems Department to build a custom software program that will allow the electronic tickets to be downloaded into the Village's financial software.
 - b. Create new procedures for information reporting and filing related to the new paperless system.
 - c. Create procedures for the Administrative Adjudication hearings that would result in as little paper as possible being printed, thereby realizing the benefits of the new paperless system.



FINANCE

- 6) Continue to assist with the efforts related to the eventual implementation of e-Gov within the Sungard (Pentamation) financial system. (Linked to Village Board Goal ST-4)
 - a. Assist the Information Systems Department in cleaning up current data.
 - b. Formulate procedures and provide training necessary for a successful implementation.
 - c. Actively advertise new system to residents through the Village newsletter, water bill messages and other methods deemed effective.

- 7) Provide ongoing training to all Finance Department employees by taking advantage of local, low cost training provided by the Illinois GFOA in the following areas: Payroll, Accounting, Pension Administration, and Technology.

- 8) Continue to update policies and procedure manual within the Finance Department on an annual basis to provide a useful reference tool for cross training.
 - a. Update the Customer Service procedure manual to include new procedures that are in place resulting from the combination of Code Enforcement and Finance front counters.
 - b. Perform tests on current manuals to assure successful implementation.
 - c. Continue the successful cross-training program that currently exists within the Finance Department.

- 9) Continue to strive for 100% customer satisfaction related to customer service provided by the Finance Department.
 - a. Provide ongoing training to Customer Service staff.
 - b. Guide Customer Service staff with decision making abilities to allow them to be able to help every customer with their needs.

- 10) Continue to ensure the proper records retention procedures are followed by all department personnel.
 - a. Complete annual disposals on a timely basis.
 - b. Continue to update department master records listing.

- 11) Continue to ensure the timely communication of financial information among the Village Board members and Village departments in a manner that addresses current trends and meets operational needs.
 - a. Continue to prepare and provide budget and other related documents electronically.

- 12) Continue to further enhance the Finance Department webpage by making available the most commonly requested documents. (Linked to Village Board Goal ST-4)
 - a. Provide the following documents on-line as soon as available: 2009 Annual Operating Budget, 2009-2013 Capital Improvements Program and the Comprehensive Annual Financial Report for fiscal year ending December 31, 2008.
 - b. Assess availability of forms and processes currently on-line and possible improvements that could be made.



FINANCE

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1A	Village's Bond Rating – Moody's	Aa2	Aa2	Aa2
ST-1A	Village's Bond Rating – Standard & Poor's	AA+	AA+	AA+

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	637,680	681,100	659,690	727,390	6.8%
Employee Benefits	265,371	282,290	271,760	324,540	15.0%
Misc. Employee Expenses	4,636	7,730	5,160	7,650	-1.0%
Commodities	67,411	62,830	57,430	58,660	-6.6%
Contractual Services	166,936	143,450	128,810	132,620	-7.5%
Capital Outlay	919	5,000	4,270	1,900	-62.0%
Operating Transfers	3,800	-	-	-	N/A
Cost Allocation	(366,047)	(377,330)	(359,440)	(411,150)	9.0%
Total	780,706	805,070	767,680	841,610	4.5%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 6.8% increase in salaries is due to annual merit increases as well as the increase in hours for the Finance Department's Administrative Assistant related to her overseeing the payment collections at the Administrative Adjudication Hearings. This increase in hours occurred at the beginning of 2008 and was offset by the elimination of a part-time customer service employee since the Administrative Assistant would now be handling the bulk of the parking ticket questions received by the department.

Employee Benefits

Most of the employee benefits listed are based on a percentage of salaries, therefore, if salaries increase, employee benefits increase as well. The Village has estimated to see a 10% increase in health insurance expense on July 1, 2009. The remainder of the increases in employee benefits is due to the increase in hours for the Administrative Assistant.



FINANCE

Commodities

The 6.6% decrease in commodities is primarily due to a reduction in postage expenses, which is projected to decrease by \$4,000. This is due to the recent implementation of a mail-sorting process done by an external company, thus allowing the Village to use a reduced postage rate on all of its mailings. All of the postage for the Village is run through this Finance Department expense account, except for the mailing of the water bills and Village newsletter.

Contractual Services

A majority of this 7.5% decrease is due to IS User Charges, relating to the fact that other departments are utilizing more data space, thereby increasing their proportionate share of those costs and lessening the burden on the Finance Department. Also, part of the Information Systems fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to departments.

Capital Outlay

For 2008, this account included one-third of the cost for a new folding/inserting machine. No major equipment is needed in 2009, thus providing for a significant reduction in this class of expenses.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Finance Division, we are showing a reduction of expenses that pertain to the water billing function of the Village. These reimbursements are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.



VILLAGE CLERK

By law, the Clerk's Office is responsible for the following:

- Maintaining all regular and special Village Board and Executive Session minutes.
- Maintaining all permanent records of the Village including: agreements, annexations, contracts, liens, plats and all matters pertaining to bids and Freedom of Information requests.
- Administering the alcoholic beverage, home, retail, general premise, and contractors' licenses.
- Acting as Secretary to the Liquor Commission.
- Administering the vehicle decal parking programs which includes neighborhoods adjacent to Conant High School, Hoffman Estates High School and Alcoa Lane.
- Maintain and index Letters of Credit.

The Clerk's Office also compiles and mails all welcome packets; publishes and assists with the opening of all bids, publishes all ordinances and maintains official ordinance and resolution books, files the tax extensions with both Cook and Kane Counties and registers voters and conducts early voting, when requested. Both the Clerk and the Deputy Clerk provide a free Notary service for all departments and residents.

2008 ACCOMPLISHMENTS

- Planned and promoted all of the Celebration Commissions events.
- Planned the upcoming 50th Anniversary celebrations.
- Attended Illinois Municipal Clerk's training.
- The Village Clerk became a Deputy Registrar
- The Village Clerk became a Passport Agent.
- Reorganized the plat filing system.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Facilitate Village policies.
 - a. Process all business licenses in a timely manner
 - b. Efficiently process all liquor licenses
 - c. Process all passport applications
 - d. Maintain public access to past and current Village Board actions.
- 2) Embrace new innovative organization techniques.
 - a. Re-work liquor license application to enhance efficiency.
 - b. Make liquor licenses printable on the computer.
 - c. Make duplicate copies of all Ordinances and Resolutions to be put into binders for easy access/viewing.



VILLAGE CLERK

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to gain compliance with the State’s Local Records Act.
 - a. Track all FOI requests received by all Village departments.
 - b. Maintain all records of Village ordinances and resolutions.
- 2) Reorganize Clerk’s Office to be more user-friendly.
 - a. Organize office files to provide easy access.
 - b. Organize storage area in an orderly manner.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1A	Number of business licenses processed	2,052	2,220	2,230
LT-1B	Number of ordinances and resolutions	139	103	100
ST-1C	Number of passports processed	778	500	500
ST-1D	Number of Board and Executive Session meetings	44	43	43

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	94,714	103,360	104,190	112,920	9.2%
Employee Benefits	47,001	50,090	48,930	54,930	9.7%
Misc. Employee Expenses	1,861	3,910	3,170	3,910	0.0%
Commodities	8,402	10,300	6,710	8,260	-19.8%
Contractual Services	26,689	30,170	26,800	23,440	-22.3%
Capital Outlay	-	250	2,300	250	0.0%
Cost Allocation	(16,080)	(19,370)	(19,200)	(20,310)	4.9%
Total	162,587	178,710	172,900	183,400	2.6%



VILLAGE CLERK

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase in salaries is due to merit increases for 2009.

Employee Benefits

The increase in health insurance and increases in social security and IMRF expenses are due to increase in salaries.

Commodities

There is a decrease of \$500 in office supplies, a decrease in printing and binding of \$1,000 and a \$540 decrease in photocopy expense.

Contractual Services

A majority of this 22.3% decrease is due to IS User Charges. This is related to the fact that other departments are utilizing more data space, thereby increasing their proportionate share of those costs and lessening the burden on the Village Clerk Department. Also, part of the Information Systems fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to departments.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Village Clerk Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These reimbursements are then being shown in the Water & Sewer Fund.



HUMAN RESOURCES MANAGEMENT

The Human Resources Management (HRM) Department's mission is to facilitate the various processes involved in building, servicing the needs of, and retaining a stable, career-oriented workforce. The main objective is to cultivate a productive and diverse workforce dedicated to the concept of public service. Human Resources Management is also dedicated to protect the health and safety of its workforce by promoting a safety conscious, drug and harassment free work environment.

The staff of the HRM Department is divided into two (2) main operational functions. The first function is Human Resources, whose mission is to serve its customers (department staff, employees, applicants, candidates for appointment and the general public) in the areas of recruitment and selection, compensation practices, benefit administration, employee relations, contract negotiation and administration, employee development, and policy interpretation and formulization. The second function is Risk Management, whose mission is to protect the safety and health of Village employees and that of the general public, to promote a safety conscious environment, to ensure that insurance coverage is in place to protect the assets of the Village, to ensure continued Village operations and services and to eliminate or reduce the conditions and practices which cause loss.

2008 ACCOMPLISHMENTS

- In partnership with the Health and Human Services Department, the HRM Department conducted Diversity training for employees working at Village Hall.
- Through the affiliation with the Interpersonal Personnel Benefits Cooperative (IPBC), the HRM Department implemented a new drug card program, Medco.
- In partnership with the new Emergency Management Coordinator, HRM Director, Risk Manager and HRM Coordinator prepared for and participated in the Pharmaceutical Distribution program.
- Conducted extensive research and preparation for negotiations with MAP 96, Hoffman Estates Police Union.
- HRM successfully implemented the new Performance Evaluation policy.
- HRM Generalist conducted successful recruitment for the Fire Chief position.
- HRM staff successfully purged, packed and moved the Human Resources Management Department to the new office space on 2nd floor of Village Hall.
- HRM staff purged and identified old records for request for document disposal to the State of Illinois.
- Risk Manager attended the Franklin Covey 3-day leadership seminar.
- Risk Manager facilitated the Annual Safety Luncheon and Safety Slogan contest.



HUMAN RESOURCES MANAGEMENT

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) As part of the Management Negotiation Team, effectively facilitate collective bargaining sessions with union membership to a successful conclusion.
 - a. Conclude negotiations with Police Officer's Union MAP 96.
 - b. Conclude negotiations with Police Sergeant's Union MAP 97.
 - c. Conclude with Firefighter's Union IAFF, Local 2061.

- 2) Enhance the effectiveness of the HRM website to employees and community. (Linked to Village Board Goal ST-4)
 - a. Continue to improve the aesthetics of Human Resources Management website that is both attractive and user friendly.
 - b. Develop format on the Village intranet site for announcements and easily accessible forms and information for employees.
 - c. Track the number of hits the HRM intranet site receives.

- 3) Continue developing an atmosphere of diversity and inclusion for employees to create an environment respectful of everyone's skills and perspective. (Linked to Village Board Goal LT-2)
 - a. Post visual displays in all Village facilities that express our commitment to diversity.
 - b. Continue employee training on diversity.
 - c. Develop an orientation program for new employees.

- 4) Continue to improve management and employee relations through training and communication.
 - a. Sponsor and promote a Leadership Touchstone Training program with a goal of succession planning and preparation for critical position replacements due to retirements.
 - b. Develop an ongoing HRM policy and procedure training program.
 - c. Develop an employee mentoring program through leadership training.

- 5) Enhance awareness of sick leave and overtime expenses throughout the workforce through employee education, communication and more stringent administration.
 - a. Provide education and communication for supervisors and employees on FMLA laws, employee/employer rights and how process can be improved for all.
 - b. Provide Leadership Training for directors and supervisors in communication, team building and handling difficult situations.
 - c. Develop annual report with statistics on cost impact of sick leave and overtime, with a focus on reduction in costs.
 - d. Reduce sick leave and overtime expenses for Village workforce.

- 6) Continue to promote a work environment that is healthy, positive and productive.
 - a. Promote Health Focus website and benefits to employees.
 - b. Promote new employee workout room in Village Hall.
 - c. Promote an annual benefits fair to inform and educate employees of the importance of health care.
 - d. Increase employee retention rates.



HUMAN RESOURCES MANAGEMENT

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to improve management and employee relations through training and communication.
 - a. Develop an ongoing HRM policy and procedure training program (bi-annually).
 - b. Develop an employee mentoring program through leadership training.
 - c. Develop Employee Relations Survey and request feedback quarterly.
- 2) Prepare Village workforce for critical position replacements due to retirements.
 - a. Develop a Village-wide succession program.
- 3) Attract top talent to Village employment opportunities.
 - a. Implement a web-based recruitment software system.
 - b. Provide timely and accurate recruitment reports to enhance monitoring capabilities.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-6D	Percent of new hires still employed after 1 year	100%	93%	100%
ST-4B	Percent of employees attending in-house training events	17%	35.5%	40%
LT-3A	Average number of applicants per vacancy	64	69	75

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	310,683	322,880	326,520	340,800	5.6%
Employee Benefits	131,875	160,480	132,600	157,220	-2.0%
Misc. Employee Expenses	4,516	7,800	5,000	7,050	-9.6%
Commodities	18,574	22,710	19,250	24,190	6.5%
Contractual Services	66,869	73,130	60,630	50,580	-30.8%
Cost Allocation	(47,926)	(59,750)	(53,840)	(57,830)	-3.2%
Total	484,591	527,250	490,160	522,010	-1.0%



HUMAN RESOURCES MANAGEMENT

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Increase is due to the annual employee merit increase.

Employee Benefits

Decrease is attributed to the reduction in the tuition reimbursement program of \$27,500 based on fewer employees' participation.

Misc. Employee Expenses

Decrease is due to the discontinuation of a professional membership.

Commodities

Increase due to the number of potential retiree luncheons and awards in 2009.

Contractual Services

A majority of this 30.8% decrease is due to IS User Charges. This is related to the fact that other departments are utilizing more data space, thereby increasing their proportionate share of those costs and lessening the burden on the Finance Department. Also, part of the Information Systems fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to departments.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the HRM Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These reimbursements are then being shown in the Water & Sewer Fund.



COMMUNICATIONS

The Communications Division of General Government is intended to meet the Village Board's goal of increased communication to Village residents and businesses through enhanced website/electronic communication, public meetings, upgrade of the Citizen newsletter, and the commitment of full-time public information/reasons professional. The Community Relations Coordinator is responsible for all of the Village's marketing and public information functions as well as coordinating with the Cable Television Coordinator for additional programming on HETV. Further, the Community Relations Coordinator facilitates economic development marketing efforts with staff, consultants and the Village's Economic Development Commission.

2008 ACCOMPLISHMENTS

- An enhanced and expanded website was created and launched in August 2008.
- New business cards were designed that convey the new look and feel of the Village.
- Other specialized projects and publications have been created for various departments throughout the year, including a Village calendar, Board goals poster, Construction Times newsletter and a revamped intranet site.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to improve the communication output of the Village. (Linked to Village Board Goal ST-4)
 - a. Continue to produce a high-quality monthly resident newsletter.
 - b. Maintain and update the newly enhanced Village Web site.
 - c. Create additional communication tools for residents, businesses and visitors of Hoffman Estates.
- 2) Continue to improve the delivery of the Citizen newsletter to residents and the business community. (Linked to Village Board Goal ST-4)
 - a. Work with the post office to ensure delivery to all residents and businesses in a timely fashion.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to improve the communication output of the Village. (Linked to Village Board Goal ST-4)
 - a. Identify current publications that can be enhanced to clearly and effectively communicate Village programs and services.
 - b. Work to create new communication tools to promote Village programs and services.
 - c. Continually evaluate the Village's communication tools.



COMMUNICATIONS

- 2) Educate residents and the business community about environmentally responsible activities they can engage in to improve the overall environmental health of Hoffman Estates. (Linked to Village Board Goal LT-1)
 - a. Publicize “Green” programs available to residents through the newsletter, website and HETV that the community can take advantage of.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-2A	Number of monthly Village newsletters distributed to all residents by the first day of the month	12	12	12
LT-2A	Number of unique public relations outputs related to “Green Initiatives”	0	3	5

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	57,750	67,760	67,350	71,880	6.1%
Employee Benefits	23,856	27,990	27,270	30,700	9.7%
Misc. Employee Expenses	425	2,280	630	840	-63.2%
Commodities	91,810	131,380	98,650	105,600	-19.6%
Contractual Services	13,458	32,680	43,940	11,490	-64.8%
Total	187,299	262,090	237,840	220,510	-15.9%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase in salaries is due to merit increases for 2009.

Employee Benefits

Increase in health insurance and increases in social security and IMRF expenses due to increase in salaries.

Misc. Employee Expenses

Decrease of \$1,500 in travel/training expense since staff will not be attending the 3CMA Conference or the National Association of Government Webmasters Conference.



COMMUNICATIONS

Commodities

The total decrease in commodities is due to a \$1,500 decrease in postage costs, as well as a \$24,100 decrease in printing and binding costs.

Contractual Services

A majority of this 64.8% decrease is due to IS User Charges. This is related to the fact that other departments are utilizing more data space, thereby increasing their proportionate share of those costs and lessening the burden on the Finance Department. Also, part of the Information Systems fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to departments.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Communications Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These reimbursements are then being shown in the Water & Sewer Fund.



CABLE TELEVISION

The Cable Television Division consists of a Cable Television Coordinator and an unpaid Intern. The Cable TV Coordinator is responsible for oversight of the Cable Television franchise, an Intern, HETV programming, video production and most audio/visual functions. The Coordinator acts as the liaison with the Cable TV provider (Comcast) and AT&T's U-Verse video service. The Division handles residents' complaints regarding Cable TV, in addition to other video and telecommunications services. The Division also monitors federal and state telecommunications legislation, and Federal Communications Commission (FCC) actions that could affect the Village.

2008 ACCOMPLISHMENTS

- The Cable Coordinator worked with the Regional Cable Group Communities (RCG) of Buffalo Grove, Elk Grove, Palatine and Rolling Meadows to negotiate the renewal of the Village's Cable TV franchise.
- The Cable Coordinator worked with other municipal staffers on concerns with the AT&T U-Verse PEG (Public Education and Government) channel distribution system.
- The Cable TV Division continued the transition from analog to digital video production equipment that began in 2005. Video footage is now captured in High Definition to prepare for the future. All Broadcast networks will begin transmitting in digital in June, 2009.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Work with RCG communities to renew the Cable TV franchise.
 - a. Review FCC rulemaking.
 - b. Review Illinois franchising statute.
 - c. Review the list of community needs and wants.
 - d. Negotiate a new franchise agreement based on the above.
- 2) Incorporate new technologies to improve communication functions. (Linked to Village Board Goal ST-4)
 - a. Instruct Village employees and outside stake holders how to use the bulletin board system so that each department can keep its information current.
 - b. Learn to operate the new video equipment for televising Village Board and Committee Meetings.
- 3) Archive old Village programs to increase storage space and functionality.
 - a. Continue transferring old Village programs from video tape to DVD.



CABLE TELEVISION

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Keep HETV information/material updated.
 - a. Work with other departments to display information of current events and activities.
 - b. Seek ways to make it easier to access and display HETV information.
- 2) Continue to seek additional programming for HETV both from within and outside the Village.
 - a. Work with Village staff to identify program opportunities in Hoffman Estates.
 - b. Work with other Village agencies to identify potential sources of programs and talent related to Hoffman Estates.
 - c. Seek outside sources of educational programs of interest to Hoffman Estates residents.
 - d. Look for ways to make this information available beyond the conduit of HETV.
- 3) Maintain a record of cable complaints that can be used to assist Comcast and AT&T on areas to improve their system or service to the Village.
 - a. Seek to increase resident awareness of cable TV and video system assistance.
 - b. Work with Comcast and AT&T to resolve cable related problems as they are identified.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1A	Percent of department video requests completed	100%	100%	100%
LT-3B	Number of telecommunications issues resolved	79	48	50
LT-2A, LT-2B	Number of original video programs produced	31	30	55



CABLE TELEVISION

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	82,006	88,340	86,690	92,570	4.8%
Employee Benefits	31,965	35,260	33,930	38,170	8.3%
Misc. Employee Expenses	3,099	2,830	2,430	1,030	-63.6%
Commodities	2,264	4,690	2,180	770	-83.6%
Contractual Services	8,230	17,610	5,680	13,180	-25.2%
Capital Outlay	32,255	96,050	7,300	115,900	20.7%
Total	159,819	244,780	138,210	261,620	6.9%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Increase of 4.8% due to annual merit increases.

Employee Benefits

Increase is due to the general trend increases in the health insurance industry.

Misc. Employee Expenses

Travel and training expenses were decreased by \$1,800 due to no travel and training taking place in 2009.

Commodities

The 83.6% decrease in 2009 will be accomplished by purchasing extra items from the 2008 budget for use during the coming year.

Contractual Services

The Franchise renewal should be complete in the first half of 2009, allowing for a 25.2% decrease in maintenance of equipment and equipment rental.

Capital Outlay

The large increase in capital outlay is because of equipment costs related to televising Village Board meetings.



EMERGENCY OPERATIONS

The Emergency Operations Division is staffed by a full-time Emergency Management Coordinator, who budgets the needs of the community in terms of disaster preparedness and allows for the coordination of the Village's Emergency Operations Plan (EOP) and Emergency Operations Center (EOC). This function is completed in concert with all Village departments by coordinating emergency and disaster planning in a cohesive effort ensuring the saving of lives, property preservation and full recovery of the Village in the event of disaster. Disaster planning, coordination with external agencies, EOC preparedness, and updating the EOP is coordinated by the Emergency Management Coordinator. In addition, the Coordinator provides a liaison to the County EMA and State EMA. The Coordinator is an active member of several county and state committees, which enhance the overall image and preparedness level of the Village.

2008 ACCOMPLISHMENTS

- Began revision of the Emergency Operations Plan to include further National Incident Management System Requirements, lessons learned during the Strategic National Stockpile exercise and the County wide table top exercises held in August.
- Completed the 2007 and 2008 National Incident Management System Compliance Assessment Tool (NIMSCAST) roll-ups required for Federal and State grant funding for many of the Police, Fire and Emergency Management Grants.
- Continued development of the Volunteer Management Support Team with training in Incident Command principles.
- Obtained a \$15,000 grant for the Emergency Operations Center technology improvements from the Illinois Terrorism Task Force and the Illinois Emergency Services Management Association.
- While working with Cook County Emergency Management, we obtained an \$85,000 grant from Urban Areas Security Initiative (UASI) to conduct a full scale exercise at the Sears Centre Arena.
- Assumed the duties as President of the Illinois Emergency Services Management Association.
- Became the Co-Chair for the Emergency Management Committee of the Illinois Terrorism Task Force.



EMERGENCY OPERATIONS

- Obtained a \$100,000 grant from the Urban Areas Security Initiative for Cook County to plan, conduct and review county-wide tabletop exercises. The Coordinator was a key contributor on the planning team and facilitated at all three exercise locations.
- Responded to the Floods of September and assisted in the Village application for a Presidential Disaster Declaration. Further assisted the County in the endeavor.
- Worked with the Police Department to generate Incident Action Plans for the Village festival and parade in the event of severe weather.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Enhance the Emergency Operations Plan to address the Emergency Support Functions per the newly issued Federal Response Framework. (Linked to Village Board Goal ST-3)
 - a. Conform to new national guidelines.
 - b. Obtain State and/or Federal funding for the Village emergency operations from the Department of Homeland Security, Federal Emergency Management Agency (FEMA), and Urban Areas Security Initiative, Illinois Terrorism Task Force and/or private partnerships.
 - c. Conduct exercises (tabletop and functional) to validate operational planning.
- 2) Continue to coordinate and assist school emergency planning per the Safe Schools Act, including the new requirements for colleges and universities. (Linked to Village Board Goal ST-3)
 - a. Work with Superintendents and Principals for school emergency planning.
 - b. Review all submitted school plans.
 - c. Participate in school exercises related to emergency operations.
- 3) Update the National Incident Management System (NIMS) compliance. (Linked to Village Board Goal ST-3)
 - a. Provide and coordinate training required for compliance.
 - b. Complete the NIMSCAST metrics with the assistance of all Village departments.
 - c. Continue to improve existing NIMSCAST metrics status to ensure NIMS compliance. Failure to maintain NIMS compliance will result in loss of many grant opportunities for police, fire and emergency management.
- 4) Update and enhance the EOC technology and operations. (Linked to Village Board Goal ST-3)
 - a. Seek grant funding for critical needs items.
 - b. Set up ICS position guide cards and instructions.
 - c. Provide training for ICS Command and General Staff positions, specific to Hoffman Estates needs.



EMERGENCY OPERATIONS

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Become a State and County accredited Emergency Management Agency.
 - a. Enable Village to qualify for grant funding available only to accredited Emergency Management Agencies.
 - b. Continue to improve the Emergency Operations of the Village.
- 2) Become a Storm Ready community.
 - a. Obtain federal grants related to Storm Ready status.
 - b. Provide for increased resident awareness and preparedness.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1B	Number of Community Presentations on Disaster Preparedness	4	4	8
ST-3C, LT-1A	Number of prepared Incident Action Plans for Community Events	2	2	4
ST-2B ST-3B	Number Emergency Operations Plan review sessions with applicable village and external partners.	12	12	12
ST-1A	Number of documented severe weather guidelines for key village buildings	2	2	4
ST-1A	Number of completed BowMac standard operating procedures	2	8	8
ST-2B	Assist and review School All-Hazard Planning	0	2	6



EMERGENCY OPERATIONS

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	32,095	72,960	82,430	93,210	27.8%
Employee Benefits	5,580	28,910	31,740	34,730	20.1%
Misc. Employee Expenses	18,669	24,720	7,620	16,360	-33.8%
Commodities	18,005	8,750	8,750	1,750	-80.0%
Contractual Services	781	1,080	1,110	14,710	1262.0%
Capital Outlay	2,626	1,500	53,400	-	N/A
Total	77,756	137,920	185,050	160,760	16.6%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase in salaries is due to ESDA costs being added.

Employee Benefits

Increase in health insurance and increases in social security and IMRF expenses due to increase in salaries.

Misc. Employee Expenses

This \$8,800 decrease in travel & training is due to the transfer of these expenses from ESDA in Fire Department to this division.

Commodities

The primary decrease of \$7,000 in commodities is related to miscellaneous equipment and supplies in Other Supplies due to a reduction for supplies that are no longer needed.

Contractual Services

An increase of \$13,620 is due to ESDA Division now being included in this Division. Tornado siren maintenance is now included as well.

Capital Outlay

No department equipment will be needed for 2009.

Police

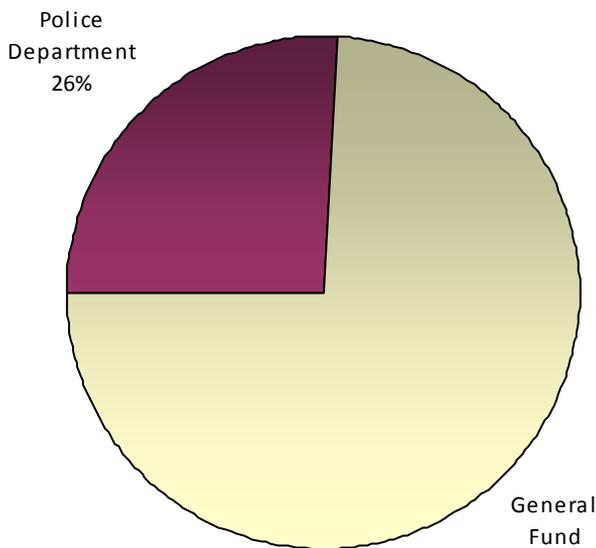


DEPARTMENT DESCRIPTION

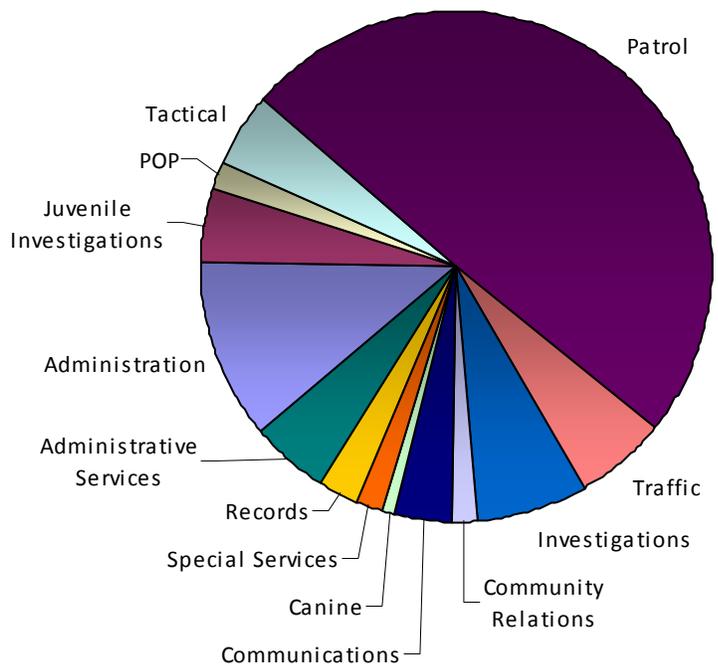
The Police Department is divided into thirteen divisions: Police Administration, Juvenile Investigations, Problem Oriented Policing, Tactical, Patrol & Response, Traffic, Investigations, Community Relations, Communications, Canine, Special Services, Records and Administrative Services. The mission of the Police Department is to protect and enhance the quality of life for all who live, work and visit our community by delivering the highest quality police services.

TOTAL OPERATING BUDGET
\$16,003,948

Department Expenditures to General Fund Expenditures



Annual Expenses by Division



Police



ANNUAL EXPENSES BY DIVISION

DIVISION	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Administration	1,749,457	1,677,690	1,618,980	1,818,240	8.4%
Juvenile Investigations	692,422	714,380	687,280	753,030	5.4%
POP	228,527	238,000	231,860	252,430	6.1%
Tactical	755,647	632,250	698,790	785,080	24.2%
Patrol & Response	7,362,420	7,812,374	7,411,524	7,925,058	1.4%
Traffic	888,997	920,420	861,340	891,850	-3.1%
Investigations	1,027,427	1,068,480	1,036,410	1,116,790	4.5%
Community Relations	243,212	252,310	242,890	261,030	3.5%
Communications	627,119	555,000	552,070	598,230	7.8%
Canine	251,212	277,020	250,150	150,340	-45.7%
Special Services	267,111	370,290	238,420	248,550	-32.9%
Records	314,188	315,450	364,030	394,740	25.1%
Administrative Services	707,488	778,210	717,060	808,580	3.9%
Total	15,115,227	15,611,874	14,910,804	16,003,948	2.5%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	9,107,978	9,616,630	9,131,310	9,692,880	0.8%
Employee Benefits	3,552,984	3,828,614	3,744,524	4,061,628	6.1%
Misc. Employee Expenses	151,508	251,790	198,070	215,220	-14.5%
Commodities	94,188	94,090	92,380	89,350	-5.0%
Contractual Services	1,770,710	1,659,760	1,604,480	1,770,560	6.7%
Capital Outlay	344,029	160,990	140,040	174,310	8.3%
Operating Transfers	93,830	-	-	-	N/A
Total	15,115,227	15,611,874	14,910,804	16,003,948	2.5%



POLICE ADMINISTRATION

The Police Administration Division is responsible for the development and implementation of Department goals and objectives, budget, research and development and various innovative programs. In addition, Police Administration sets Departmental policy, writes, reviews, and updates General Orders and ensures annual testing on those Orders is conducted for all personnel. They are also responsible for ensuring department personnel are appropriately trained and adequately equipped for their day-to-day operation. Risk Management is also considered a priority for Police Administration.

2008 ACCOMPLISHMENTS

- Officers who are members of the Recruiting Team attended 3 job fairs during the year to promote the Police Department's entry-level testing. The new applicant testing cycle was completed and a new eligibility list was established.
- We have been successful in many grant initiatives. We obtained continuing grant funding for traffic and highway safety programs for an amount exceeding \$95,000. In July, we were awarded an additional \$2,500 in the grant for equipment based on our participation in the Click-It-or-Ticket Campaigns, helping to raise the seat belt use in Illinois to over 90%. Also, the Village was presented with an award from the Illinois Department of Transportation – Division of Traffic Safety for our continued support of traffic safety and our management of traffic safety grant funds.
- We continued to work with the Sears Centre to update the traffic management plan for major events.
- We hired one new officer during the year and celebrated the retirements of Lt. Brad Hollister and Lt. Joe Perritano. As a result, several promotions were also made.
- A new Administrative Adjudication program was initiated allowing the Village to hold hearings for local ordinance violations. Also, in conjunction with the Cook County Department of Public Health and numerous other state and local agencies, a pharmaceutical distribution exercise was conducted at the Sears Centre.
- The Administration and other members of the Police Department continue to work on the plans for the new police facility.
- We continue to cross-train officers in Patrol with Detectives and Traffic. We hosted numerous training classes at our facility which afforded us the opportunity to have officers attend the training at no cost as the host agency. We also train annually on our Red Policy Orders.
- We continue to make timely updates to the Department's website to reflect seasonal activities and programs.



POLICE ADMINISTRATION

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Maintain high level of leadership, management and administrative support for the Department. (Linked to Village Board Goal ST-3)
 - a. Continue to seek out local, state and federal grant funding opportunities.
 - b. Continue career development program to cross-train officers in specialty units.
 - c. Maintain a high level of service and commitment to our employees.
 - d. Continue to update the Department's website.
 - e. Ensure in-service training is conducted, including annual testing of all Red Policy Orders.
 - f. Continue to provide meaningful training opportunities to employees through schools, seminars and conferences.
 - g. Ensure all personnel receive a minimum of 40 hours of training each year.
- 2) Continue to promote diversity. (Linked to Village Board Goal LT-2)
 - a. Continue recruitment efforts to target minority groups through job fairs, media announcements, website information, posters and brochures.
- 3) Promote security for the Village. (Linked to Village Board Goal ST-3)
 - a. Continue the commitment of an Assistant Chief to the Homeland Security Task Force.
 - b. Continue to pursue grant funding to upgrade security technology in the Village.
 - c. Continue work on upgrading equipment and technology in the Emergency Operations Center.
- 4) Coordinate special projects related to police operations. (Linked to Village Board Goals LT-6 and ST-1)
 - a. Coordinate police traffic and security services at the Sears Centre and Prairie Creek Theater.
 - b. Assist in finalizing research and planning for the new Police Department facility.
- 5) Coordinate the implementation of the Automated Photo Red Light Enforcement program. (Linked to Village Board Goal ST-8)
 - a. Work with vendor, IDOT and Transportation & Engineering to finalize program.
 - b. Hire new civilian ASO II to coordinate all operational aspects of the program including approval of violations, monthly reports and liaison to vendor and local adjudication.
 - c. Implement highly publicized public education campaign.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to plan for new police facility. (Linked to Village Board Goal ST-1)
 - a. Work with other Village personnel for budget planning and funding.
 - b. Work with Public Works personnel on architecture and site plans.



POLICE ADMINISTRATION

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1G	Percent of employee who meet required training hours	N/A	N/A	100%
ST-1E	Percent of employees trained in all Red Policy General Orders	N/A	100%	100%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	782,412	805,280	804,070	849,890	5.5%
Employee Benefits	298,208	272,030	265,380	295,500	8.6%
Misc. Employee Expenses	10,834	13,550	8,420	11,340	-16.3%
Commodities	45,257	38,280	37,430	38,110	-0.4%
Contractual Services	486,024	412,200	378,940	483,550	17.3%
Capital Outlay	112,382	136,350	124,740	139,850	2.6%
Operating Transfers	14,340	-	-	-	N/A
Total	1,749,457	1,677,690	1,618,980	1,818,240	8.4%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase in salaries is due to annual merit increases.

Employee Benefits

The increase is mainly attributable to the rise in health care costs.

Misc. Employee Expenses

The decrease of \$2,210 is the result of our voluntary reduction of travel & training in 2009

Contractual Services

The increase in this class is due to IS User charges increasing by \$11,080 related to the wireless network installation that is continuing in 2009, as well as Administrative Adjudication Hearing Officer fees, which were omitted in the 2008 budget.

Capital Outlay

The increase is due to a rise in reimbursable IDOT Grant expenditures.



JUVENILE INVESTIGATIONS

The Juvenile Investigations Division investigates all crimes that involve juvenile offenders and suspects. They render decisions regarding juvenile offenders to include station adjustment, social referral, peer jury or petition to Juvenile Court, and maintain all files regarding juveniles. High School Consultants handle the same duties and any incidents occurring on school property. The Division also coordinates the Peer Jury Program.

2008 ACCOMPLISHMENTS

- The Juvenile Division met with all of the Village's schools this year and assisted them in conducting and evaluating their "Code Red" Disaster Drills.
- A new special needs school called Camelot opened in Hoffman Estates. Division members assisted the school in developing safety protocols and lockdown drills, as well as written procedures for various other safety issues. Division members conducted training in internet safety for parents and teachers. They also conducted training and provided updates on recent changes in juvenile law for the rest of the department.
- The Juvenile Division supervisor coordinated the Tobacco Enforcement Grant and supervised the three tobacco enforcement checks done during the year.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Be proactive in the initiation of criminal investigations involving juvenile offenders.
 - a. Continue to cooperate with the Children's Advocacy Center and the Department of Children and Family Services in joint investigations involving alleged abuse/neglect of children.
 - b. Coordinate cooperation with all school administrators and our school officers to exchange information on juvenile offenders.
 - c. Maintain up-to-date yearbooks in order to identify information on area juveniles.
 - d. Promote and encourage officers to make referrals to Safe From the Start, a domestic violence prevention agency serving children ages 0-5.
 - e. Maintain a level of 40 hours of training for all members of the Juvenile Division.
- 2) Continue to develop alternative strategies to deal with juvenile crime and juvenile offenders. (Linked to Village Board Goal LT-6)
 - a. Divert juvenile offenders into the Peer Jury program.
 - b. Divert juvenile offenders into the Family Options Program at Alexian Brothers Behavioral Health Hospital.
 - c. Continue to cooperate with community service agencies to better handle the dispositions involving non-violent juvenile offenders.
 - d. Implement an online Juvenile computer to track online crimes concerning Juveniles.
- 3) Meet regularly with other juvenile officers, the courts and the community to exchange information.
 - a. Continue to participate in the Northwest Suburban Juvenile Officers Association.



JUVENILE INVESTIGATIONS

- b. Make presentations to community groups regarding the seriousness of juvenile criminal activity.
- c. Maintain relationship with Bridge Youth and Family Services to better serve runaway and locked out youth.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to meet with and assist the schools within the Village with their disaster planning and drills. (Linked to Village Board Goal ST-3)
 - a. Assist in the implementation and evaluation of at least one disaster drill at each school each year.
 - b. Participate in helping each school district draft a uniform emergency plan.

PERFORMANCE MEASURES

Applicable		2007	2008	2009
Objective	MEASURE	Actual	Estimate	Target
ST-1E	Number of training hours in the Juvenile Investigations Division	800	262	240
LT-1B	Number of disaster drills per school in Hoffman Estates	14	14	14

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	471,178	481,840	458,720	500,990	4.0%
Employee Benefits	179,983	192,200	189,710	211,580	10.1%
Misc. Employee Expenses	6,376	6,820	6,500	6,500	-4.7%
Commodities	2,897	3,510	3,510	3,250	-7.4%
Contractual Services	31,988	30,010	28,840	30,710	2.3%
Total	692,422	714,380	687,280	753,030	5.4%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to the collective bargaining contract.



JUVENILE INVESTIGATIONS

Employee benefits

The Village has estimated to see an increase in health insurance expenses in 2009 of approximately 10%.

Commodities

Decrease due to the purchase of new stand alone computers and fax machine/printer in 2008. There are no computer purchases for 2009.



PROBLEM ORIENTED POLICING

The Problem Oriented Policing Division consists of two uniformed patrol officers. Their function is to concentrate on specific, recurring problems in a proactive manner and to devise unique methods in which to resolve problems. The Division also assists in coordinating the annual Police Department Open House & Pool Party for local youths. They conduct numerous other community functions, including the management of the Community Resource Center, Neighborhood Watch, the Gun Lock program and Safety Town.

2008 ACCOMPLISHMENTS

- The POP Unit was responsible for the successful resolution of and continued response to recurring and special neighborhood problems. Officers helped to solve these situations through close personal interaction with the residents. Typical issues were barking dogs, coyotes, skunks, loud music, parking complaints, residential property line disputes and other noise complaints. The Division coordinated the annual Teen Pool Party, the Police Open House, and attended events such as the Party in the Park, Business Under the Big Top, National Night Out and the Fishing Derby.
- Officers coordinated the Gun Lock Giveaway program, personal property engraving program, bike registration, citizen fingerprinting, residential home inspections, Neighborhood Watch, and assisted with Fourth of July activities. Officers also supplemented the Patrol Division throughout the summer due to shortness of staffing on the watches. Officers also assisted with various Traffic Safety Programs, contributed articles to the Citizen newsletter, taught sessions of the Citizen Police Academy and worked in reorganizing and updating the Community Resource Center.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Improve the level of safety to citizens and their property. (Linked to Village Board Goal LT-6)
 - a. Continue the Crime Hazard Alert Program with special attention to residential and commercial areas of the Village to enhance awareness of potential crime risks.
 - b. Conduct community presentations to residents on ID theft, internet crimes, solicitors and scams.
 - c. Promote residential security through public service announcements and articles in the Village newsletter.
 - d. Use the Neighborhood Watch program to educate residents about crime alerts via the Village's website.
 - e. Assist local businesses and residents in the use of Crime Prevention Through Environmental Design.
- 2) Promote the concept of Community Policing throughout the Village. (Linked to Village Board Goal LT-6)
 - a. Conduct regular meetings with apartment complexes, homeowners associations and multi-family dwelling units.
 - b. Continue to expand the Neighborhood Watch program.
 - c. Expand on National Night Out activities for 2009.
 - d. Continue to attend neighborhood block parties and other local community events.



PROBLEM ORIENTED POLICING

- e. Promote positive interaction through bike patrol and foot patrol.
 - f. Coordinate annual Pool Party and Police Open House.
- 3) Continue to promote highway safety. (Linked to Village Board Goal ST-8)
- a. Participate in and promote the Department’s highway safety programs through speaking engagements and assisting parents with installation of child safety seats.
 - b. Assist Traffic Section with special traffic safety efforts during Child Passenger Safety Week, Buckle-Up America Week, Click-It-or-Ticket campaigns, Red Light Running program and National Drunk & Drugged Driving Prevention Month.
 - c. Promote safety belt use in an effort to achieve over 93% use in the Village.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1B	Number of community presentations	4	5	6
ST-2A	Number of monthly meetings with multi-family dwelling managers	10	10	11
ST-3C	Percent of safety belt use Village-wide	92%	92.5%	93%
ST-3C	Number of individual sessions that instruct parents on proper child seat installation	110	125	130

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	150,498	155,420	150,570	161,500	3.9%
Employee Benefits	63,918	68,280	67,940	76,340	11.8%
Misc. Employee Expenses	1,719	1,880	1,730	1,880	0.0%
Commodities	629	1,200	1,210	1,210	0.8%
Contractual Services	11,763	11,220	10,410	11,500	2.5%
Total	228,527	238,000	231,860	252,430	6.1%



PROBLEM ORIENTED POLICING

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to annual labor contract obligations.

Employee benefits

The increase is due to additional health care costs.



TACTICAL

The role of the Tactical Division is to identify and target problem areas within the Village and direct activities to eliminate these problems. Their primary focus is "Zero Tolerance" on criminal gang activity and suppression of these activities. The Division also develops and exchanges criminal intelligence with other units and agencies. Lastly, it supplements other units and divisions of the Police Department with additional labor as needed.

2008 ACCOMPLISHMENTS

- The Tactical Division had Loitering added to the public nuisance ordinance leading to the identification of 15 residences as a public nuisance which are now monitored residences.
- The Division took part in monthly gang intelligence meetings held throughout the area to keep abreast of the latest trends or activities of the active gangs in Hoffman Estates.
- The Division maintained participation with a Federal task force that is focused on gang activities in the Northwest Suburbs.
- The Division maintained relationships with the surrounding municipal tactical units participating in joint gang investigations that lead to various arrest situations and search warrants throughout the Northwest Suburbs.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Improve the level of safety to citizens and their property. (Linked to Village Board Goal LT-6)
 - a. Monitor drug activity through aggressive enforcement, including the use of informants, asset seizure and follow-up investigations on reported drug violations.
 - b. Maintain citizen contacts through the use of bike and foot patrols in multi-family and problem areas.
 - c. Each Member of the Tactical Unit will receive at least 40 hours of training, with an emphasis on Gang and Drug strategies.
- 2) Maintain a zero tolerance toward criminal gang activity. (Linked to Village Board Goal LT-6)
 - a. Increase patrol activities directed toward identification of known and suspected gang members.
 - b. Maintain and update gang intelligence information and share this information with the rest of the department as well as our surrounding communities.
 - c. Continue working with the Investigations, POP and Patrol divisions to provide a coordinated approach to gang suppression.
 - d. Attend gang intelligence meetings and continue to share information with our surrounding communities on suspected gang members.
- 3) Update gang file to automated system.
 - a. Utilize gang file department wide once automated.



TACTICAL

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to monitor and develop strategies to deal with drug and gang problems within the Village. (Linked to Village Board Goal LT-6)
 - a. Monitor the ever evolving gang and drug problems and develop action plans to address these problems.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1C	Number of training hours per Officer	438	267	240
ST-2D	Number of monthly gang meetings attended	N/A	N/A	12

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	488,689	429,660	499,210	525,350	22.3%
Employee Benefits	221,271	169,280	167,310	220,880	30.5%
Misc. Employee Expenses	5,270	6,320	6,320	6,320	0.0%
Commodities	32	100	100	100	0.0%
Contractual Services	38,155	26,890	25,850	32,430	20.6%
Operating Transfers	2,230	-	-	-	N/A
Total	755,647	632,250	698,790	785,080	24.2%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to the collective bargaining increases and a reallocation of one full-time employee to this Division.



TACTICAL

Misc. Employee Expenses

The increase in this class is related to the increase of the above salaries, as well as the reallocation of one full-time employee to this Division.

Contractual Services

The increase of 21% is due to liability and worker's compensation insurance claim increases.



PATROL & RESPONSE

The primary objective of the Patrol Division is to respond to calls for service by the public. As first responders, patrol officers have the responsibility to take immediate control of any situation with the goal of preserving life and property. They complete a written report of incidents to which they are assigned and request additional services as needed. When not assigned to calls, patrol officers cruise their beats and provide traffic law enforcement and crime prevention measures.

At the start of each watch, patrol officers are briefed at roll call on recent incidents that require additional attention. Specific areas are targeted for extra patrols and officers are encouraged to use their experience to resolve problems with community interaction. This type of joint response by police and community members helps to reduce repeated traffic-related problems and criminal activities in a given location.

2008 ACCOMPLISHMENTS

- The Patrol Division has initiated 21,836 citations through September 30, 2008.
- The Division responded to 21,080 calls for service.
- The Division assisted in our public relations efforts by writing 2,276 crime hazard alerts.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Provide the highest level of safety to citizens and property through proactive crime prevention measures and strong traffic enforcement initiatives. (Linked to Village Board Goal LT-6)
 - a. Use directed assignments including bicycle, foot and unmarked patrols to provide greater police presence in problem areas.
 - b. Meet with multi-family housing managers and neighborhood watch groups to identify problem areas and develop action plans to address repetitive problems.
 - c. Meet with business owners, contractors and developers to assess security needs and develop a plan to reduce loss due to theft and vandalism.
 - d. Conduct traffic enforcement activities aimed at reducing crashes, improving compliance with occupant restraint laws, and conduct aggressive DUI enforcement in an effort to make the Village streets and highways safe for Village residents.
- 2) Continue our efforts to promote Police Department community relations with not only our Village residents, but with our other partners in the community as well by reaching out to schools, churches and businesses.
 - a. Improve our customer service by addressing citizen complaints in a timely manner and by using citizen call back initiatives to evaluate police response to calls for service.
 - b. Promote better relations with our Village residents by attending block parties, community events, group meetings and other social events.
 - c. Ensure that our officers meet with the various business owners in their respective beats in an effort to identify issues that the Police Department can assist them in.



PATROL & RESPONSE

- 3) Maintain a high level of training and continue to identify areas of potential liability to the Village in an effort to reduce that liability and improve the overall safety of the workplace. (Linked to Village Board Goal ST-3)
 - a. Enhance career development opportunities for officers through training programs and temporary assignments in other divisions aimed at increasing officer knowledge and experience in related police services.
 - b. Keep officers updated on new court decisions and law changes and amend Police Department policies and procedures as needed.
 - c. Review the Department’s Evidence Technician and Use of Force Programs to assure the latest technology and training is evaluated for possible use.
 - d. Ensure that all members of the Police Department are trained at the appropriate level of ICS training to ensure NIMS compliance.
 - e. Maintain a safe work environment by stressing officer safety techniques and placing an emphasis on risk management at all levels within the Police Department.
 - f. Notify the Village Risk Manager in a timely manner in all instances where exposure to liability is a concern.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to plan for continuing development to keep staffing and response efforts at an effective level.
 - a. Monitor proposed developments and their possible effects on our day-to-day operations.
 - b. Submit staffing proposals based on changes to our response times created by new developments.
- 2) Start to track and decrease vehicle idle time within the Patrol division by 40%. (Linked to Village Board Goal LT-1)

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-3A	Total number of training hours in the patrol division	11,357	4,100	4,100
ST-1B	Number of Crime Hazard Alerts initiated	1,358	2,276	2,200
ST-1D	Number of speed related violations issued	4,979	4,512	5,000



PATROL & RESPONSE

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2009 Budget	% Change
Salaries	4,701,898	5,014,050	4,724,750	1.9%
Employee Benefits	1,891,263	2,167,634	2,120,664	1.9%
Misc. Employee Expenses	103,916	184,720	147,730	-11.4%
Commodities	26,779	29,380	31,630	-1.2%
Contractual Services	400,356	406,050	383,030	-6.4%
Capital Outlay	221,338	10,540	3,720	211.1%
Operating Transfers	16,870	-	-	N/A
Total	7,362,420	7,812,374	7,411,524	1.4%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The decrease is related to our current staffing, which is down to 102 Police Officers authorized from 105.

Employee Benefits

No significant change due to the decrease in Department Personnel.

Misc. Employee Expenses

The decrease of 11.4% is the result of lower expenditures in 2008 that were not placed in the 2009 budget.

Commodities

The decrease is the result of deferring vehicle purchases until 2010.

Contractual Services

The reason for this decrease is the decision to defer vehicle purchases and related changeover costs until 2010.

Capital Outlay

The increase of 211% is related to the purchase of one car for 2009. All vehicles were purchased through the Capital Vehicle and Equipment fund in 2008.



TRAFFIC

The Traffic Division coordinates all traffic safety-related programs for the Police Department, which includes enforcement, education and the removal of abandoned automobiles. The Division also coordinates special events including numerous 5K runs, ½ marathons, etc. Officers in this Division are on call 24 hours a day for serious personal injury and fatality crashes.

The Division's programs include Child Passenger Safety, Impaired Driving Enforcement, speed related violations, safety belt and child safety seat use, overweight truck enforcement and abandoned automobiles. Special efforts are coordinated during Child Passenger Safety Week, Buckle Up America Week, Click-It-or-Ticket campaigns, You Drink-You Drive-You Lose and National Drunk and Drugged Driving Prevention Month.

Another function of this Section is to coordinate the 4th of July activities including traffic control, carnival grounds patrol, traffic direction for the Arts & Crafts, finance security and fireworks traffic direction.

The Section coordinates the use of the Department's two speed trailers and coordinates all extra patrol requests that are traffic-related. Additionally, they work on special traffic projects, tracking the worst crash locations and directing enforcement or education in those areas. They are also responsible for the Village Taxi and Limo licensing, Chauffeur licenses and overweight truck permitting. From January to July of 2008, nearly 100 taxi-limo licenses were issued. Also, they have collected over \$25,000 in truck permit fees and overweight truck fines.

2008 ACCOMPLISHMENTS

- The Division coordinated one Operation Safe Passage event, conducted numerous Seat Belt Enforcement Zones, and during Child Passenger Safety Week, distributed educational flyers to schools and day care facilities. Over 80 child seats have been inspected and installed by the department. They have also forwarded several press releases during these campaigns.
- The Division participated in the annual Saturn program with Illinois State Police and Streamwood Police. The program brings high school students to the Hoffman Estates Saturn dealership to learn about safe driving, DUI, airbags, insurance rates and the costs of bad driving. Two programs were completed in 2008.
- The Division had one officer trained and work temporarily with the Kane County Auto Theft Task Force. K-CAT has been concentrating on stolen automobiles that have been "cloned" by replacing the real VIN number on the stolen vehicle with a VIN number from a different vehicle. Numerous high-end automobiles have been recovered in the Hoffman Estates area and several recovered vehicles were awarded to the Police Department.
- The Division also nominates motorists for the State Saved by the Belt Award. Over a dozen motorists were nominated this year.



TRAFFIC

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Address traffic safety education throughout the Village. (Linked to Village Board Goals ST-8 and LT-6)
 - a. Coordinate all aspects of the new Automated Photo Red Light Enforcement program.
 - b. Coordinate the Occupant Restraint education program with special emphasis during Child Passenger Safety Week, Click It or Ticket campaigns, Buckle Up America Week and holiday periods.
 - c. Coordinate the Child Seat program to help educate parents on proper installation.
 - d. Coordinate press releases throughout the year regarding traffic safety issues.
 - e. Continue to expand the Drive Thru Buckle Up Program by enlisting more businesses to post buckle-up signs at the exits to their parking lots.
 - f. Coordinate the placement of the speed trailer in problem areas of the Village.
 - g. Research feasibility of training a part-time citizen volunteer to assist in coordinating educational efforts including scheduling and placement of a speed trailer, distribution of educational materials and conducting traffic counts and safety belt use surveys.

- 2) Coordinate traffic enforcement activities throughout the Village. (Linked to Village Board Goals ST-8 and LT-6)
 - a. Conduct safety belt enforcement zones aimed at increasing safety belt compliance.
 - b. Coordinate all extra patrol requests for traffic enforcement.
 - c. Coordinate speed enforcement in problem areas and high crash areas throughout the Village.
 - d. Continue to make impaired driving, speeding and safety belt violations a priority by aggressively enforcing these violations throughout the Village.
 - e. Continue enforcement of overweight & over-dimension trucks throughout the Village. Coordinate these efforts with State Police and Cook County Sheriff scale units.
 - f. Coordinate special enforcement efforts in roadway construction zones.

- 3) Address “quality of life” issues throughout the Village as they relate to traffic problems. (Linked to Village Board Goal LT-6)
 - a. Aggressively initiate reports on abandoned vehicles, covering every Village street a minimum of 3 times during the year.
 - b. Continue to determine those areas in the Village where repeat citizen complaints are received regarding traffic-related issues. Attempt to solve these problems through education, enforcement and traffic engineering.



TRAFFIC

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
	Number of Patrol Officers crossed trained in Traffic	3	2	3
ST-1F	Number of days that speed trailers were utilized	20	24	24
ST-2E	Number of Division Truck Inspection days	7	6	8
ST-2D	Percent of safety belt use Village-wide	92%	92.5%	93%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	657,874	678,520	627,020	627,530	-7.5%
Employee Benefits	189,436	200,350	196,720	227,510	13.6%
Misc. Employee Expenses	4,563	7,510	7,420	4,920	-34.5%
Commodities	1,205	1,200	980	1,140	-5.0%
Contractual Services	31,972	29,390	28,270	30,130	2.5%
Capital Outlay	3,947	3,450	930	620	-82.0%
Total	888,997	920,420	861,340	891,850	-3.1%

2009 BUDGET HIGHLIGHTS

Misc. Employee Expenses

A \$2,500 decrease in travel and training is due to eliminating all crash investigation training.

Contractual Services

The 2.5% increase is due to an increase in liability & worker's compensation insurance claims.

Capital Outlay

The \$2,830 decrease is due to the elimination of the purchase of road flares for the Sears Centre. Officers use flashlights and other emergency lights.



INVESTIGATIONS

The Investigations Division thoroughly investigates all assigned cases to ensure the timely arrest of offenders. The division:

- Locates and questions complainants, witnesses and suspects.
- Keeps complete reports and updates files on each case.
- Maintains sources of information.
- Gathers and processes evidence.
- Serves arrest and search warrants.
- Conducts background investigations and liquor license inspections.
- Makes presentations to community groups.
- Assists prosecuting attorneys in the preparation of court cases.
- Enforces all laws and ordinances within the Village.

2008 ACCOMPLISHMENTS

- The Investigations Division has been able to maintain an 80% clearance rate for all its assigned cases.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Improve the level of safety to citizens and their property. (Linked to Village Board Goal LT-6)
 - a. Be proactive in the initiation of criminal investigations.
 - b. Identify crime trends and coordinate directed enforcement efforts to reduce crime.
 - c. Ensure that all investigations personnel receive at least 40 hrs of training.

- 2) Continue the Tobacco/Alcohol education and enforcement programs.
 - a. Work with the Illinois Liquor Control Commission to administer the “Kids can’t buy ‘em here” Tobacco Enforcement Program.
 - b. Work with all Village Liquor license holders to ensure that all sales agents are properly trained to reduce the number of unlawful sales of alcohol to minors.
 - c. Conduct regular checks of liquor establishments to ensure compliance with Village code and to assist with any problems they encounter.

- 3) Continue to ensure that all sex offenders currently residing in the Village are in compliance with the law. (Linked to Village Board Goal LT-6)
 - a. Assign one investigator to monitor the Villages registered sex offenders.
 - b. Attend all organized meetings and training concerning sex offender registration updates and law changes.
 - c. Publish a list of all registered sex offenders quarterly, or as it changes, and distribute to Department members through their supervisor.
 - d. Conduct quarterly face-to-face meetings with all registered sex offenders within the Village.



INVESTIGATIONS

- 4) Continue to meet regularly with Local, County, State and Federal law enforcement officials to share information related to criminal and Homeland Security matters.
 - a. Continue attending monthly Anti-Terrorism Advisory Council meetings and quarterly Joint Terrorism Task Force meetings.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1C	Total number of training hours for the investigations division	1,791	421	600
ST-1A	Percent of all assigned cases within the division	79%	80%	75%
ST-1A	Percent of investigations within 90 days after the assignment of an investigator	N/A	N/A	70%
ST-3D	Percent of sex offenders residing in Hoffman Estates that meet with Division	100%	100%	100%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	688,956	715,900	690,010	740,700	3.5%
Employee Benefits	263,398	280,610	276,110	305,050	8.7%
Misc. Employee Expenses	9,761	12,040	12,040	12,140	0.8%
Commodities	1,600	1,380	1,380	1,530	10.9%
Contractual Services	57,600	55,650	53,970	56,570	1.7%
Capital Outlay	6,112	2,900	2,900	800	-72.4%
Total	1,027,427	1,068,480	1,036,410	1,116,790	4.33%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase of 3.5 % is due to increased wages from the labor contract.

Employee benefits

The increase of 8.7% is due to the rise in health care costs.



INVESTIGATIONS

Misc. Employee Expenses

This has maintained a relatively flat increase at .8% due to no increase in training funds for 2009.

Contractual Services

The modest increase of 1.7% is a result of higher worker's compensation insurance expenses.

Capital Outlay

The decrease of 72% is the result of no planned equipment purchases for 2009.



COMMUNITY RELATIONS

The Community Relations Division is comprised of 2 uniformed officers. They coordinate and conduct crime prevention programs and security seminars for Village residents and businesses, including events for the elderly at Devonshire and Brighton Gardens. The Division coordinates and conducts public education programs such as Drug and Alcohol Awareness, liquor servers, personal safety, Lions Pride, Breakfast Club at John Muir School and school public safety classes. They also supervise the activities of the Police Explorer Post and coordinate the Citizen Police Academy. The Division teaches public safety classes for over 1,600 students and is responsible for a large portion of the bicycle patrol program during the summer months. They also conduct fingerprinting for employment and background checks, public safety programs at Park District Safety Town, Day Care Centers and school Career Days.

2008 ACCOMPLISHMENTS

- Two sessions of the Citizen Police Academy have been conducted. D.A.R.E. courses have been conducted with over 900 students in 36 classes receiving the training program.
- Several Public Service Announcements were recorded and broadcasted on local Cable TV on topics such as identity theft, gun safety and vicious dogs.
- The Child Safety Seat program continues with approximately 20-25 car seats installed per month.
- Officers in this Division also participate in the summer Bike Patrol program, coordinate Special Olympics fundraising events at Claim Jumper, Jewel and Carsons, provide Home Security inspections, coordinate station tours, help coordinate the Summer Pool Party, Police Department Open House and National Night Out activities.
- The Division participated in the Chicago Auto Show promoting child seat safety and worked with Streamwood Police on driver safety for teen drivers through the annual Saturn Program.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to promote safety to citizens. (Linked to Village Board Goal LT-6)
 - a. Continue Crime Hazard Alert program with special attention to residential areas of the Village to enhance crime awareness.
 - b. Promote personal safety and crime prevention through community presentations, seminars, speaking engagements, etc.
 - c. Promote residential security through Public Service Announcements, Village water bill messages, etc.
- 2) Continue to promote highway safety throughout the Village. (Linked to Village Board Goal ST-8)
 - a. Assist in promoting the Department's Highway Safety Programs with special efforts during Child Passenger Safety Week, Buckle Up America Week, Click It or Ticket campaigns, red light campaigns and holiday periods.
 - b. Actively promote child passenger safety by providing education to parents through one-on-one contact via the fitting station concept.



COMMUNITY RELATIONS

- c. Promote bicycle safety through the bike helmet giveaway program and by providing bike safety kits to those in need.
- 3) Promote positive Police-Citizen relations. (Linked to Village Board Goal LT-2)
- a. Promote the Citizen Ride-Along program.
 - b. Promote and conduct the Citizen Police Academy.
 - c. Maintain positive relations through bike patrol and foot patrol in residential and multi-family areas.
 - d. Forward appropriate articles for inclusion in the Citizen Newsletter.
 - e. Continue to provide D.A.R.E. classes to 6th grade students.
 - f. Expand drug awareness program at Camelot School.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Expand efforts to promote positive Police-Citizen relations. (Linked to Village Board Goal LT-2)
- a. Expand efforts of Citizen Police Academy and support Academy Alumni efforts.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-3B	Number of Citizen Police Academy sessions	2	2	1
ST-1B	Number of community safety presentations	6	8	10
ST-1C	Number of safety messages to residents	8	10	10

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	155,642	160,320	153,700	165,200	3.0%
Employee Benefits	62,726	66,970	65,640	72,870	8.8%
Misc. Employee Expenses	2,481	2,460	2,460	2,460	0.0%
Commodities	10,878	12,050	11,300	9,750	-19.1%
Contractual Services	11,485	10,510	9,790	10,750	2.3%
Total	243,212	252,310	242,890	261,030	3.5%



COMMUNITY RELATIONS

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to annual labor contract obligations.

Employee Benefits

The increase is due to a rise in health insurance costs.

Commodities

The decrease is from a reduction in other supplies in the amount of \$2,400.

Contractual Services

The increase is a result of higher liability and worker's compensation insurance expenses.



COMMUNICATIONS

The Communications Division represents the annual assessment from Northwest Central Dispatch Inc. (NWCD) for police and fire dispatch services.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Contractual Services	566,729	555,000	552,070	598,230	7.8%
Operating Transfers	60,390	-	-	-	N/A
Total	627,119	555,000	552,070	598,230	7.8%

2009 BUDGET HIGHLIGHTS

Contractual Services

The \$43,230 increase is a result of an increase in NWCD assessments. Part of this cost is being charged to EDA Administration.



CANINE

The Canine Division consists of one officer and a canine named Bundo. The Canine Division will continue in its efforts by being visible elements of our community policing program.

The maintenance training of the canine teams will be a priority to ensure that they are ready for all of their required tasks. The Department's Canine Officer has continued to be involved with the training aspect of the Canine program and continues to increase certifications as an instructor to ensure quality training. The Canine Division will provide various services throughout the community and will avail themselves to surrounding communities to assist in their needs.

The officers assigned to the Canine Division have shown a commitment to community policing. This commitment allows for our canine to be a focal point at various community events such as block parties, open houses and D.A.R.E. graduations. Participation in cultural outreach programs will be a focal point of our community policing efforts in 2009.

2008 ACCOMPLISHMENTS

- Maintained essential training and continued full-time service as our Department's Canine Division.
- The Division has participated in a variety of community events proving to be an invaluable asset to our public relations efforts department-wide.
- The Division has been called upon to conduct searches for people, articles and drugs by our own Department along with numerous bordering agencies.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Maintain a level of 40 training hours, with at least 50% of that being canine-specific training.
 - a. Attend refresher training related to tracking lost or wanted individuals.
 - b. Attend training on drug and article searches.
- 2) Continue to use the Canine Division as a positive public relations tool and provide public safety services.
 - a. Participate in programs that increase outreach to culturally diverse residents.
 - b. Schedule time to be present at the Village's Fourth of July celebration, as well as D.A.R.E graduations and school open houses
 - c. Attend block parties as time and manpower constraints allow.
- 3) Maintain public safety staffing levels based on demands for service on our canines. (Linked to Village Board Goal LT-6)
 - a. Ensure the availability of at least one Canine Unit on the afternoon shift as manpower allows.



CANINE

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to plan for the eventual replacement of our current canine to limit disruption of service by the Canine Division.
 - a. Monitor the physical well-being of our canine.
 - b. Plan and budget for replacement at least one fiscal year in advance of anticipated retirement of the canine and or the handler.

PERFORMANCE MEASURES

Applicable		2007	2008	2009
Objective	MEASURE	Actual	Estimate	Target
LT-1A	Number of canine-specific training hours	364	198	350
ST-2B	Number of community events attended with canine present	N/A	N/A	20

ANNUAL EXPENSES BY CLASS

CLASS	2007 Budget	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	170,896	178,300	168,670	84,180	-52.8%
Employee Benefits	64,040	68,200	66,930	56,000	-17.9%
Misc. Employee Expenses	2,526	13,380	1,990	1,960	-85.4%
Commodities	683	3,530	1,370	1,270	-64.0%
Contractual Services	13,067	13,610	11,190	6,930	-49.1%
Total	251,212	277,020	250,150	150,340	-45.7%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to increased wages from the labor contract offset by a decrease in projected overtime costs.

Employee Benefits

The increase is due to the rise in health care costs offset by a reduction in overtime expenses.

Misc. Employee Expenses

The major decrease in this class is due to a \$10,580 decrease in travel & training.



CANINE

Commodities

The decrease is a result of a reduced need for small tools/equipment and other supplies in 2009.

Contractual Services

The decrease is a result of the fact that we are only maintaining 1 canine for fiscal year 2009.



SPECIAL SERVICES

The Special Services Division represents the funds utilized for department approved hire-back details, which are 100% reimbursable from outside entities.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Budget	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	264,038	365,000	235,840	245,000	-32.9%
Employee Benefits	3,073	5,290	2,580	3,550	-32.9%
Total	267,111	370,290	238,420	248,550	-32.9%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The decrease is the result of an estimated \$80,000 drop in hire-back expenses related to the Sears Arena for 2009.

Employee Benefits

The decrease is related to a drop in Medicare expenses resulting from the estimated drop in Sears Arena hire-back expenses.



POLICE RECORDS

The Police Records Division files, maintains and completes data entry for all police records. They prepare court files, process subpoenas, process and maintain the local warrant file, enter all police reports into a central records system (ID Networks) and provide citizens, businesses, and insurance companies with copies of reports and information. They process a variety of statistical data in different computer programs, prepare payroll, track officer activity and track the Traffic Stop Data Sheets filed by officers on every stop. They process all citations and prepare them for court. The Front Desk Administrative Service Officers are also a part of the Records Section.

2008 ACCOMPLISHMENTS

- The Records Division filed and completed data entry on thousands of reports and responded to hundreds of requests from insurance companies for crash and other various reports.
- The Division completed close to a thousand subpoena requests entailing copies of reports, video tapes and audio recordings from police arrests and other incidents.
- The processing of warrants was also turned over to the Records Section after it was determined they could complete them faster and more efficiently using the ID Networks system.
- The Records Division also updated the CityWatch notification system for weather and other emergency alerts.
- The Administrative Tow Fee program clerk was approved as a permanent position in 2008.
- The transition from PIMS to ID Networks, one of the 2008 objectives, was completed with little or no interruption in quality of service.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Maintain a high level of customer service to residents and other Village employees.
 - a. Continue to provide a timely response to requests for reports, audio, videotapes and DVD's from attorneys and the court.
 - b. Continue to respond in a professional manner to phone calls and in person requests from anyone requesting police assistance.
 - c. Continue to manage the Administrative Tow Fee Program.
 - d. Strive for a 24-hour turn-around in processing work coming into the Division.
- 2) Continue to update our technology in records keeping and customer service.
 - a. Work with other police department members to better familiarize them with the ID Networks records management system.
 - b. Continue to update the database in City Watch to ensure new residential and business phone numbers are included.



POLICE RECORDS

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1B	Percent of crash reports scanned into the TracView system within 48 hours (minimum is 90%)	N/A	N/A	90%
ST-1B	Percent of employees who meet required training hours	N/A	80%	100%
ST-1B	Percent of calls that meet standards for quality customer service	N/A	N/A	100%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	184,750	178,430	213,000	216,420	21.3%
Employee Benefits	80,163	83,020	85,890	113,180	36.3%
Misc. Employee Expenses	199	300	200	300	0.0%
Commodities	2,536	2,600	2,600	2,700	3.8%
Contractual Services	46,290	43,350	54,590	61,890	42.8%
Capital Outlay	250	7,750	7,750	250	-96.8%
Total	314,188	315,450	364,030	394,740	25.1%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to annual merit increases, as well as the addition of a full-time employee.

Employee Benefits

The increase is due to a rise in health insurance costs as well as the addition of a full-time employee.

Contractual Services

The 42.8% increase is due to an increase in ID Networks support fees and CadMobile support fees of approximately \$12,000.

Capital Outlay

The \$7,500 decrease is due to the purchase of a new digital phone recorder in 2008 which is not an expense in 2009.



ADMINISTRATIVE SERVICES

The Court Administrative Services Officer (ASO) coordinates the court dates for all of the officers in the Police Department. Other tasks include pulling all of the court files from the Records Division and making them available in court, tracking the case status and reporting the dispositions. The Property Room ASO ensures that property and evidence is properly packaged, marked and stored, locates owners, assists with the annual auction, coordinates destruction of unclaimed property, and delivers drugs and evidence for testing at the crime lab. Other ASO's coordinate the maintenance of all department equipment and vehicles. The majority of the ASO's staff the front desk operation on a 24-hour basis.

2008 ACCOMPLISHMENTS

- Interviewed numerous candidates for position of Front Desk ASO. Hired and trained new personnel.
- Expanded the use of ID Networks including warrants, contacts and court information.
- Researched and implemented a new phone logger system and a new system to record video at the Front Desk.
- Completed a full changeover of Front Desk equipment including new phones, desks, computers and video monitors.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to provide the highest level of customer service to the community. (Linked to Village Board Goal LT-6)
 - a. Provide continual updated training to ASO's.
 - b. Provide timely and objective performance evaluations to all ASO's.
- 2) Research and implement a new crash report scanning system to allow for online access to purchase crash reports. (Linked to Village Board Goal LT-6)
 - a. Install new equipment and train personnel.
 - b. Transition to new scan system and reduce personnel time required to send reports to insurance companies.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Reduce sick time use by Front Desk personnel. (Linked to Village Board Goal LT-6)
 - a. Research methods used by other agencies to reduce sick time use.



ADMINISTRATIVE SERVICES

PERFORMANCE MEASURES

MEASURE	2007 Actual	2008 Estimate	2009 Target
Percent of squad car maintenance issues responded to within 48 hours	N/A	N/A	90%
Percent of property & evidence inventoried within one business day	N/A	N/A	98%
Percent of correct court cases given to officers for every appropriate court call	N/A	N/A	100%
Number of monthly property room audits ensuring procedures are followed for chain of evidence	12	12	12

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	391,147	453,910	405,750	465,480	2.5%
Employee Benefits	235,505	254,750	239,650	270,420	6.2%
Misc. Employee Expenses	3,863	2,810	3,260	3,770	34.2%
Commodities	1,692	860	870	1,260	46.5%
Contractual Services	75,281	65,880	67,530	67,650	2.7%
Total	707,488	778,210	717,060	808,580	3.9%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase in salaries is due to annual merit increases.

Employee Benefits

The increase is due to an increase in health insurance costs.

Misc. Employee Expenses

The increase of \$540 in travel and training is due to adding all ASO's to the North East Multi-Regional Training (NEMRT), including Front Desk ASO's. The remaining \$700 increase is due to an increase in mileage paid to the Court Officer ASO who uses her own vehicle to and from court, which is less expensive than providing her with a vehicle.



ADMINISTRATIVE SERVICES

Commodities

The increase of \$400 is due to property and evidence items that are purchased only during odd numbered years.

Contractual Services

The increase is due to worker's compensation insurance increases.



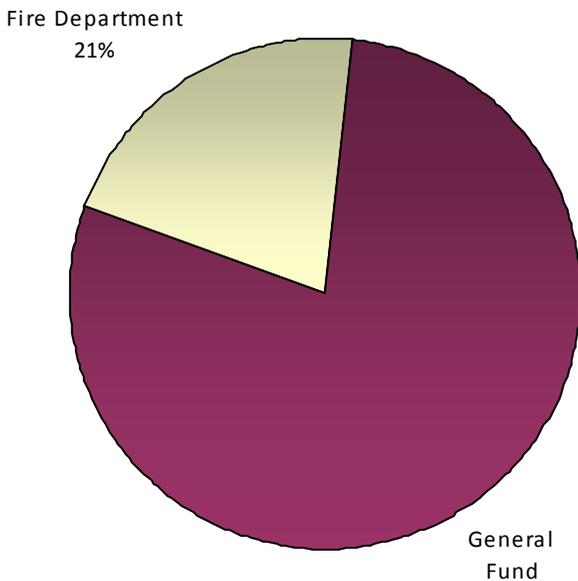
DEPARTMENT DESCRIPTION

The Fire Department is divided into seven divisions: Fire Administration, Public Education, Suppression, Emergency Medical Services, Prevention, Emergency Services Disaster Agency and Stations. The Fire Department's mission is to limit loss of life, injury and property damage to the citizens of Hoffman Estates by providing high quality fire protection, advanced life support and emergency services in the most cost effective manner.

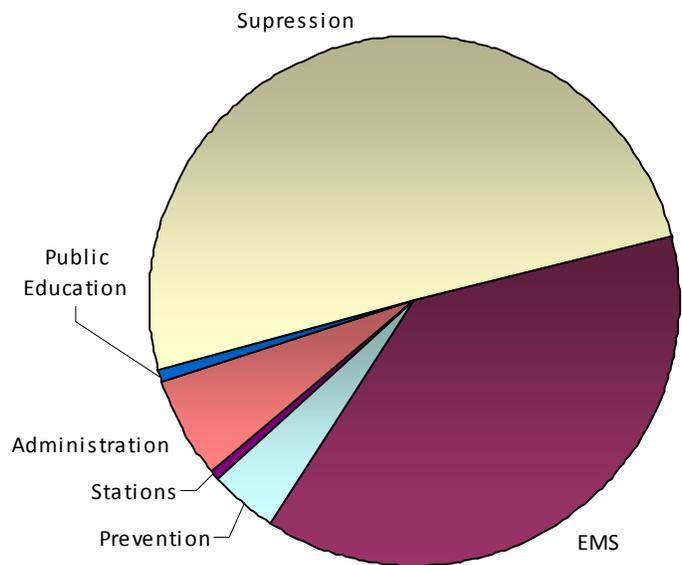
TOTAL OPERATING BUDGET

\$12,295,045

Department Expenditures to General Fund Expenditures



Annual Expenses by Division





ANNUAL EXPENSES BY DIVISION

DIVISION	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Administration	797,552	698,600	708,050	736,840	5.5%
Public Education	111,269	153,480	135,810	121,100	-21.1%
Suppression	5,545,938	6,318,405	6,140,340	6,175,535	-2.3%
EMS	4,601,458	5,101,475	4,611,150	4,679,540	-8.3%
Prevention	364,437	954,360	809,340	507,820	-46.8%
ESDA	44,806	51,840	23,310	-	-100.0%
Stations	67,631	89,680	69,510	74,210	-17.3%
Total	11,533,091	13,367,840	12,497,510	12,295,045	-8.0%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	7,194,577	8,244,570	7,782,290	7,899,330	-4.2%
Employee Benefits	2,572,417	2,870,320	2,811,270	3,058,595	6.6%
Misc. Employee Expenses	229,900	336,210	292,870	165,590	-50.7%
Commodities	98,820	117,910	118,130	110,160	-6.6%
Contractual Services	1,221,261	1,345,680	1,179,340	1,369,600	1.8%
Capital Outlay	115,349	536,100	532,210	78,600	-85.3%
Operating Transfers	524,610	419,830	219,830	-	-100.0%
Cost Allocation	(423,843)	(502,780)	(438,430)	(386,830)	-23.1%
Total	11,533,091	13,367,840	12,497,510	12,295,045	-8.0%



FIRE ADMINISTRATION

Fire Administration consists of a Fire Chief, Deputy Chief of Administration, Deputy Chief of Operations, Assistant Chief of Training and Safety and an administrative clerical support staff of three. Fire Administration is responsible for the development and implementation of the Department goals and objectives, budget and oversight of all Department operations.

The Deputy Chief of Operations oversees those programs and personnel associated with daily department activities and emergency service delivery.

The Deputy Chief of Administration oversees the department budget programs and personnel associated with non-emergency operations (such as Public Education, Fire Prevention, Apparatus and Facilities).

The Assistant Fire Chief – Training and Safety is responsible for all facets of training and safety for Fire Department personnel. There are committees of members from the department that work with the Assistant Chief to coordinate the training plan and review safety issues to keep current with requirements placed on our department by regulating agencies.

During a 2005 Village Board Retreat, a decision was made to begin the process of increasing fire department staffing levels over the next 6 years. The program called for the addition of 24 new firefighters to be hired over a 6-year period. This plan includes a third firefighter assigned to Engine 22 and Truck 22, and placing a second Truck Company in service in the fall of 2010 in the western service area. This decision was made based on known development in 2005. As a part of this plan, 6 new firefighters were hired early in 2008 to staff the fourth ambulance placed in service at Station 22 in September of 2007. However, with the current downturn in the economy, 3 existing vacant positions (2 retirements and a resignation) were eliminated from the staffing roster. These positions are expected to remain vacant through 2009.

2008 ACCOMPLISHMENTS

- The change-over to the Keltron Wireless Alarm Systems program was initiated and will provide new revenues from alarm monitoring charges.
- The construction of the new Fire Station 24 in the Western Area of the Village is underway. The structure will be under roof before the end of 2008, enabling construction to continue throughout the winter months with an anticipated completion date in 2009.
- Significant personnel changes occurred in Fire Administration in 2008. In June, all chief officers of Fire Administration staff changed positions after the departure of Chief Rynders. Robert Gorvett was named Fire Chief, Jeff Jorian was named Deputy Chief of Administration, John Mayer was named Deputy Chief of Operations and Greg Schuldt was named Assistant Chief of Training and Safety. In addition, Thomas Mackie was promoted to Battalion Chief, David Savone was promoted to Captain and Donald Richter was promoted to Lieutenant.
- Promotional testing for the rank of Fire Lieutenant was initiated and will be concluded by the end of 2008.



FIRE ADMINISTRATION

- Promotional testing for the rank of Fire Captain is expected to start later this year with a new promotional list posting in early 2009.
- New hire testing began with 740 applications being distributed in September and is expected to be concluded by January 13, 2009.
- Six new Firefighter Paramedics were hired in February to staff Ambulance 22.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Maintain the current level of staffing and hire and train replacement firefighters if further vacancies occur. (Linked to Village Board Goal LT-6)
 - a. Monitor staffing levels with consideration of Village revenues as any additional vacancies occur.
- 2) Continue to monitor the construction process of new Fire Station 24. (Linked to Village Board Goals LT-1 and ST-1)
 - a. Monitor the construction process and modify as needed to maintain compliance with the “Gold” LEED certification standard through completion in spring of 2009.
 - b. Track progress toward a spring 2009 occupancy.
- 3) Consider options to provide for a remodeling or replacement of Fire Station 22, making it capable of adequately housing the Fire Department staff required to maintain current and future service standards.
 - a. Maintain the building in a fiscally responsible manner until funds are appropriated for a long-term replacement or renovation plan.
- 4) Complete the promotional testing process and create an eligibility list for the rank of Fire Captain.
 - a. Complete all portions of the exam process in compliance with the promotional article language found in the collective bargaining agreement and create a list of eligible candidates by the spring of 2009.
- 5) Evaluate the need of the Department to maintain the current number of 96 certified EMT-Paramedic positions. (Linked to Village Board Goal LT-6)
 - a. Determine the number of paramedics required to adequately staff the Departments EMT-P equipped vehicles.
 - b. Consider all options and develop a plan for implementation.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to monitor the growth of the Village, evaluate response volume and service quality and make necessary recommendations for changes. (Linked to Village Board Goal LT-6)



FIRE ADMINISTRATION

- a. Evaluate current mutual aid, automatic aid and Fire District agreements with consideration for any potential changes that would serve to enhance service delivery from the Fire Department.
 - b. Utilize statistical analysis abilities in the Fireview Software programming to provide quarterly response time analysis reports.
 - c. Initiate a plan to identify suitable locations for the future design and construction of a new Fire Station 21.
- 2) Move forward with the plan to gain more diversification within the Fire Department workforce in a more dedicated manner. (Linked to Village Board Goal LT-2)
- a. Work with other Village departments to coordinate the outreach of information to differing ethnic neighborhoods through the use of posters, personal visits, video presentations and internet programs.
 - b. Participate in educational and business advertising expositions throughout the Chicagoland area.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	344,886	320,230	360,160	334,830	4.6%
Employee Benefits	97,867	86,170	84,510	94,880	10.1%
Misc. Employee Expenses	13,704	15,330	11,280	9,080	-40.8%
Commodities	13,687	12,420	11,390	13,450	8.3%
Contractual Services	380,328	308,340	279,820	331,770	7.6%
Capital Outlay	27,707	20,000	20,000	19,000	-5.0%
Cost Allocation	(80,627)	(63,890)	(59,110)	(66,170)	3.6%
Total	797,552	698,600	708,050	736,840	5.5%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

An increase of 4.6% (\$14,600) is due to annual merit increases, offset by a \$4,900 decrease in overtime due to the reduction of attendees associated with monthly staff meetings.

Misc. Employee Expenses

There is a decrease of 40.8% (-\$6,250) due to the reduction of travel and training expenses in the Fire Administration Division.



FIRE ADMINISTRATION

Commodities

Increase of 8.3% (\$1,030) is due to funds associated with miscellaneous expenses related to the 50th anniversary of the Village.

Contractual Services

Increase of 7.6% (+\$23,430) is the result of higher worker's compensation insurance and installation of a wireless network in the Information Systems Fund.

Capital Outlay

Decrease of 5% (-\$1,000) is due to the decrease of Foreign Fire Insurance.

Cost Allocation

Increase of 3.6% for the amount of Fire Department costs that are allocated to the EDA Administration Fund. Nonreciprocal reimbursements are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as an expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fire Administration Division, we are showing a reduction of expenses that pertain to the EDA function of the Village. These expenses are then being shown in the EDA Administration Fund.



PUBLIC EDUCATION

Public Education is a division of the Fire Prevention Bureau, staffed by 20 shift personnel and operates under two sections: Educational and Public Relations. A Lieutenant oversees all activities related to these two areas. The Public Education Division handles all school safety programs for pre-school thru grade 12, CPR programs for the public, extinguisher training programs for local businesses and civic groups, Citizen Fire Academy, cable television programming, business evacuation planning, smoke detector program and residential inspections. The Public Education Division also makes special presentations to various community organizations and groups, sponsors Fire Prevention Week activities and participates with other communities in various fire safety expositions and demonstrations.

2008 ACCOMPLISHMENTS

- The Public Education Division completed the 10th Annual Citizen Fire Academy. During this session, 18 students participated in the ten-week program where they were involved in live fire presentations, auto extrication, specialized rescue operations and emergency medical training, including CPR certification.
- The Public Education Division increased its outreach through the addition of the internet-based Gov.com website through the Village. Residents can access the site gaining information and receiving answers to questions at their convenience.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Develop a list of programs to implement in 2009 in conjunction with the Village's 50th Anniversary. (Linked to Village Board Goal ST-7)
 - a. Participate in an anniversary committee created by the Village to assist in spreading fire safety initiatives for all residents and businesses within the village.
 - b. Include budget dollars to support any programs implemented by the Village for this celebration.
- 2) Expand the reach of our Public Education activities to a broader range of individuals through the use of the Village website. (Linked to Village Board Goals ST-4 and LT-8)
 - a. Include viewable complete lesson plan materials on the website that are the same as those used in the school programs we offer to the area schools.
 - b. Offer more fire safety information on this website that will enable individuals easier access to these materials.
 - c. Produce an evaluation method to determine the number of visits to the website.
- 3) Place our individual grade programs and instructor evaluation forms online to improve dissemination and feedback of material more efficiently and cost effectively. (Linked to Village Board Goal ST-4)
 - a. Add downloadable program documents to the website eliminating the need to print these materials, resulting in a cost savings.
 - b. Make the evaluation forms available on the website allowing for the teachers to have more accessibility to them, leading to higher return percentages of evaluations.



PUBLIC EDUCATION

- c. Better understand the direction of the Public Education program through these evaluations and make changes to improve the program.
- 4) Conduct increased personal community outreach of fire safety programs. (Linked to Village Board Goal ST-4)
 - a. Inform community members of residential home inspections offered.
 - b. Conduct station tours and attend block parties throughout the year.
 - c. Conduct business programs.
 - d. Participate in other community events (Jaycees, Park District, etc.).

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Enhance the educational abilities of our in-house instructors.
 - a. Have members complete Instructor II certification through the Office of the State Fire Marshal.
 - b. Identify those that need this certification and plan for their instruction.
 - c. Budget the appropriate funds to be able to carry out this education plan.
- 2) In 2010, all commercial occupancies are required to be retrofitted with fire suppression sprinkler systems. As this deadline approaches, it will be necessary to increase community awareness and assist business owners with compliancy.
 - a. Identify and inventory those occupancies that are not compliant.
 - b. Create and distribute information to assist business owners with achieving compliancy.
- 3) Pursue grant opportunities at the federal, state and local level to offset department expenses as well as expand other activities within the program.
 - a. Seek grant opportunities through research on the internet, information sharing with other departments and other educational facilities.
 - b. Attend training sessions for the purposes of writing grant applications that are complete and present the needs we have in a clear and concise manner.



PUBLIC EDUCATION

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-4D	Number of public education events executed	260	290	325
ST-4A	Number of people contacted regarding public education events	16,000	17,000	18,000
ST-2C	Number of visits to the Fire Department section of the Village website	N/A	N/A	1,500
ST-3B	Percent of returned evaluations of school programs	40%	60%	80%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	84,936	109,400	93,100	84,340	-22.9%
Employee Benefits	12,508	24,520	23,790	20,310	-17.2%
Misc. Employee Expenses	513	300	300	-	N/A
Commodities	15,649	17,450	17,450	17,450	0.0%
Contractual Services	2,860	7,300	6,660	4,250	-41.8%
Capital Outlay	317	-	-	-	N/A
Cost Allocation	(5,514)	(5,490)	(5,490)	(5,250)	-4.4%
Total	111,269	153,480	135,810	121,100	-21.1%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease of 22.9% (\$25,060) due to the reclassification of a full-time employee to part-time.

Employee Benefits

Decrease of 17.2% (\$4,210) due to the reclassification of the full-time employee to part-time.

Misc. Employee Expenses

Decrease of \$300 is a result of the removal of a training session.



PUBLIC EDUCATION

Commodities

There was no change to this section of the budget. Commodities for Public Education include all of the materials generated for school programs, public events, CPR and Automated External Defibrillator (AED) training and the Citizen Fire Academy.

Contractual Services

Decrease of \$3,050 is solely due to decreased costs in liability and worker's compensation insurance.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fire Administration Division, we are showing a 4.04% reduction of expenses that pertain to the EDA function of the Village. These expenses are then being shown in the EDA Administration Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.



FIRE SUPPRESSION

The focus of the Suppression Division is emergency response operations to fire emergencies, rescues, both above and below grade and water rescues, and hazardous materials incidents. These emergencies are handled by personnel assigned among three shifts, with each shift working a 24-hour period. A Battalion Chief manages a Captain, 4 Lieutenants (one shift has 2 Captains and 3 Lieutenants), and 27 Firefighter/Paramedics assigned to each shift. Each shift operates from and maintains 4 equipped fire stations.

Due to the downturn in the economy, revenue sources were decreased which led to our department having to reduce our manpower by 3 full-time positions in 2008. Fortunately, this reduction was as a result of 3 members leaving the department and the decision to not fill their vacancies.

2008 ACCOMPLISHMENTS

- The Division hired and provided initial training for 6 new firefighters.
- The Division completed live burn training for all personnel and hosted the Mutual Aid Box Alarm System (MABAS) regional training exercises.
- The Division placed 5 new apparatuses in service.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to build on career development programs for our officer core that were started in 2007 and 2008.
 - a. Send newly promoted officers to the required Office of the State Fire Marshal (OSFM) officer level courses.
 - b. Continue working with these new officers on legal, risk management and human resources related issues, utilizing Village staff when possible.
 - c. Continue to have Chief Officers mentor all junior officers to prepare them to meet the challenges they will face as their career advances.
- 2) Continue to provide consistent and valuable training in all areas of fire and rescue emergency response to all members of the Department in conjunction with the guidelines set forth by the OSFM Illinois Department of Labor (IDOL), Insurance Services Organization (ISO) and the National Fire Protection Agency (NFPA). (Linked to Village Board Goal LT-6)
 - a. Continue driver training for all members focused on emergency response procedures using all types of apparatuses that we currently utilize.
 - b. Conduct in-house training exercises in several of the rescue specialty areas (i.e., Confined Space, Vehicle Extrication and High Angle) by utilizing experienced instructors from within our own department, thereby saving funds that would normally have been expended by sending our personnel to outside training classes not available to us in 2009.
 - c. Plan on conducting a regional large-scale fire training exercise hosted by our department. This training will be coordinated by the A/C of Training



FIRE SUPPRESSION

- 3) Provide training, equipment and support related to the specialized rescue activities for hazardous materials emergencies according to the OSFM and MABAS Division One guidelines. (Linked to Village Board Goal LT-6)
 - a. Complete the required annual training of all department members and members of the MABAS Division One Hazardous Materials Team according to the Standard Operating Guidelines established by the Hoffman Estates Fire Department and MABAS Division One.
 - b. Purchase the approved alcohol resistant foam concentrate and train all members in its use on ethanol based fires/spills and then place the foam on responding apparatus for use at these types of emergency incidents.
 - c. Complete the inspection and maintenance of all department hazardous materials equipment according to manufacturer's recommendations.
 - d. Work with Groot Industries on training our members on special response hazards regarding their use of compressed natural gas fueled vehicles.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to search for revenue sources to assist in purchasing a distance learning system that will enable our members to receive consistent, quality and efficient training while remaining in their still districts, thereby allowing for quicker and more complete response to emergency incidents within their still districts. (Linked to Village Board Goal LT-8)
 - a. Continue to apply for grant opportunities that allow for this type of training and information sharing system.
 - b. Research current and applicable systems and develop a plan that will fulfill the needs of our department in a cost effective way.
- 2) Continue to plan for the replacement of department apparatuses with like equipment of excellent quality. (Linked to Village Board Goal LT-1)
 - a. Continually monitor the department's apparatus needs and research different vendors for their ability to provide the necessary elements to satisfy those needs.
 - b. Utilize the Northwest Municipal Conference and other consortiums to assist in reducing purchase costs
 - c. Research "Green" or Flex Fueled vehicles to help preserve the environment



FIRE SUPPRESSION

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-2A	Number of annual training hours per employee	307	341	350
ST-3A	Number of Hazardous Materials training hours for all shift personnel; For Hazardous Materials Team members only	8; 24	8; 24	8; 24
LT-2D	Number of "Green" or Flex Fueled vehicles in service	0	2	2
ST-1A	Number of officers who have completed all required training	15	14	16

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	3,651,727	4,154,300	4,028,950	4,096,850	-1.4%
Employee Benefits	1,383,374	1,576,185	1,545,700	1,630,065	3.4%
Misc. Employee Expenses	186,074	253,820	244,070	128,390	-49.4%
Commodities	24,216	26,750	28,000	23,240	-13.1%
Contractual Services	497,366	516,120	519,240	491,960	-4.7%
Capital Outlay	34,258	54,220	52,480	23,100	-57.4%
Cost Allocation	(231,077)	(262,990)	(278,100)	(218,070)	-17.1%
Total	5,545,938	6,318,405	6,140,340	6,175,535	-2.3%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease of 1.4% (-\$57,450) is due to the downturn in the economy; the Division reduced manpower by 3 full-time positions at the end of 2008.

Misc. Employee Expenses

A decrease of 49.4% (-\$125,430) is related to a reduction of travel and training costs for all Divisions within the Department. Also, the annual purchase of our replacement turnout gear was postponed until 2010.



FIRE SUPPRESSION

Commodities

Decrease of 13.1% (-\$3,510) is due to the reduction of allocated expenditures allowed for tools, equipment and supplies.

Capital Outlay

Decrease of 57.4% (\$-31,120) is due to a reduction of allocated expenditures allowed for equipment purchases for all Divisions in the Department.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fire Administration Division, we are showing a reduction of expenses that pertain to the EDA function of the Village. These expenses are then being shown in the EDA Administration Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.



EMERGENCY MEDICAL SERVICES

The focus of the Emergency Medical Services (EMS) Division is emergency response for medical emergency incidents. These emergencies are handled by shift paramedics assigned among three shifts, with each shift working a 24-hour period. The Department currently operates with nine front-line advanced life support units, four of which are transport units. Currently, 91 of our 99 shift personnel are state-certified paramedics. The Division is projecting to respond to over 3,500 medical incidents in 2008.

In 2009, the Department will continue to complete paramedic training of the new recruits and ensure that recertification training is completed for our existing personnel. The Department continues to have additional personnel involved in the delivery of our EMS training and with the service and repair of our medical equipment.

A significant amount of time is required to maintain continuing education, documentation and legal issues involving the staff. The EMS Officer participates in ambulance and EMS equipment purchasing, as well as many other issues. At some point in the future, it would be our desire to provide a full-time administrative position to handle all EMS issues. For more efficiency, this position could possibly be shared between EMS and Public Education.

2008 ACCOMPLISHMENTS

- Education and licensing of 6 new Northwest Community Hospital system paramedics.
- New ambulance purchased and expected to be placed in service beginning November 1, 2008 at Fire Station 22.
- Purchased and placed new automated external defibrillators in service on Truck 22 and Car 8 (Shift Commander).
- Added a third paramedic continuing education class to the monthly schedule in order to reduce class size and ease scheduling.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Create and evaluate ways to improve patient care to the community.
 - a. Maintain our continuing education requirements consisting of classroom, practical and clinical training.
 - b. Develop a program to train and certify select personnel in specialty coursework, such as Advanced Cardiac Life Support (ACLS).
 - c. Research the newest technology and improvements available in Electrocardiogram (ECG) 12 lead monitors in preparation for complete replacement of equipment on all of our Advanced Life Support (ALS) vehicles in 2010.



EMERGENCY MEDICAL SERVICES

- 2) Educate, certify and obtain licensure of 4 new paramedic students. Our 4 newest hires will attend the paramedic program at Northwest Community Hospital beginning October 23, 2008.
 - a. Students will complete classroom portion in February.
 - b. In-field preceptors evaluate students from February through May.
 - c. Students challenge state exams in June 2009.

- 3) Complete the implementation of the new EMS reporting system. (Linked to Village Board Goal LT-8)
 - a. Work with Northwest Community Hospital (NCH) to finalize the reporting system
 - b. Purchase the needed hardware and software to implement system.
 - c. Train all department personnel on the new system.
 - d. Plan for the future purchase of additional report writing tablet computers.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Improve training opportunities and patient care experience for our paramedics. One possibility would be to consider reducing the total number of Emergency Medical Technicians (EMT) and changing their status from EMT-P to EMT-B.
 - a. Reevaluate the number of paramedics necessary to provide service to the community.
 - b. Research options to the number of paramedics currently certified.
 - c. Evaluate staffing needs for our ambulances and ALS engines with staff.
 - d. Coordinate efforts with staff and membership to determine how best to achieve the change.

- 2) Explore ways to reach out to the community on varied medical issues.
 - a. Offer information on diabetic screening and stroke care.
 - b. Evaluate ways to disseminate information.
 - c. Work in conjunction with other health care providers including the Village's Health and Human Services Department, Alexian Brothers health system, school nursing staffs, etc.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-3D	Number of available reporting tablets in service	N/A	N/A	4



EMERGENCY MEDICAL SERVICES

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	2,853,948	3,401,250	3,085,330	3,198,130	-6.0%
Employee Benefits	996,481	1,111,015	1,090,660	1,259,490	13.4%
Misc. Employee Expenses	22,920	55,300	27,970	22,730	-58.9%
Commodities	14,948	20,850	18,850	19,850	-4.8%
Contractual Services	247,698	248,670	250,520	262,590	5.6%
Capital Outlay	38,760	2,650	2,650	2,500	-5.7%
Operating Transfers	524,610	419,830	219,830	-	N/A
Cost Allocation	(97,907)	(158,090)	(84,660)	(85,750)	-45.8%
Total	4,601,458	5,101,475	4,611,150	4,679,540	-8.3%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease of 6.0% (\$203,120) is related to an over-anticipated need for overtime costs in 2008 to man the positions on Ambulance 22 and the costs associated with new or replacement hires not taking place in 2009.

Employee Benefits

Increase of 13.4% (+\$148,475) is due to the increase in health insurance by 10%, the increase in life insurance rates and pension contributions.

Misc. Employee Expenses

Decrease of 58.9% (\$32,570) is due to a reduced need for training EMT or Paramedic students in 2009.

Commodities

Decrease of 4.8% (\$1,000) is due to a reduction in paramedic supplies.

Contractual Services

Increase 5.6% (\$13,920) is due to price increases for our ambulance stretcher maintenance and in worker's compensation insurance.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fire Administration Division, we are showing a reduction of expenses that pertain to the EDA function of the Village. These expenses are then being shown in the EDA Administration Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.



FIRE PREVENTION

The Fire Prevention Division is responsible for managing the activities of the Fire Prevention Bureau (FPB). The mission of the FPB is to create a safe environment for the residents and business community through education, prevention, investigations and enforcement of codes/ordinances.

2008 ACCOMPLISHMENTS

- The FPB proceeded with the implementation of a wireless fire alarm program for all commercial and multi-family occupancies in the Village. Over 440 units were purchased and a majority of these units were installed and placed in service during 2008, generating new revenue for the Village.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to meet the inspectional needs of the community.
 - a. Monitor the progress of construction and review all plans for construction within a 7-10 business day period.
 - b. Provide monthly updates to staff regarding status of inspections and construction projects.
- 2) Provide enhanced fire alarm monitoring of Village occupancies through the installation and activation of a wireless fire alarm system. The majority of businesses completed the installation in 2008 and the remaining businesses will have their systems installed in 2009.
 - a. Identify those occupancies that have not yet signed up to use the wireless technology and contract with them to provide service.
 - b. Create a timeline for the installation of the remaining wireless alarms. By July 2009, receive confirmation of all occupancies whether or not they wish to subscribe to this program.
- 3) Ensure that all commercial properties comply with the 1996 fire sprinkler ordinance by 2010. (Linked to Village Board Goal LT-6)
 - a. Create and mail additional reminders to all applicable occupancies.
 - b. Identify and track compliance of all occupancies that need to comply with the ordinance by the end of 2010.
 - c. Initiate contact with property owners to assist them with eventual compliance.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Conduct fire inspections for a majority of the occupancies in the Village.
 - a. Improve the completion rates of annual fire inspections.
 - b. Identify the number of inspectable occupancies within the Village.
- 2) Continue to monitor and address changes/upgrades to our current wireless fire alarm system, which eliminates the dependency on phone lines for the transmission of fire alarms.
 - a. Evaluate the system on a quarterly basis to ensure the system is functioning as designed.
 - b. Research new and improved technology that may enhance the service that this type of system provides.



FIRE PREVENTION

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1A	Percent of total occupancies inspected	95%	70%	75%
ST-3B	Number of sprinkler ordinance compliant occupancies yet to comply	163	158	142
ST-2A	Number of wireless alarms in service	N/A	325	440

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	229,888	221,800	197,430	182,930	-17.5%
Employee Benefits	78,112	68,200	63,700	53,850	-21.0%
Misc. Employee Expenses	5,786	11,060	9,250	5,390	-51.3%
Commodities	11,231	21,940	23,940	17,670	-19.5%
Contractual Services	38,492	191,480	75,140	217,980	13.8%
Capital Outlay	928	439,880	439,880	30,000	-93.2%
Total	364,437	954,360	809,340	507,820	-46.8%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease of 17.5% (\$38,870) is due to a reduction of a part-time inspector, decrease in the hours of 2 full-time administrative employees and a decrease in overtime wages.

Employee Benefits

Decrease of 21.0% (\$14,350) is directly related to the decreases in salaries and wages.

Misc. Employee Expenses

Decrease of 51.3% (\$5,670) is due to the decrease in funds available for travel and training.



FIRE PREVENTION

Commodities

Decrease of 19.5% (\$4,270) is primarily related to a decrease in printing and binding costs and decreases in the allocation for the Federation of European Biochemical Societies boxes – a pass-through account.

Contractual Services

Increase of 13.8% (\$26,500) reflects the monthly monitoring fees for Village owned building systems and all other outside systems associated with the implementation of the new wireless alarm program.

Capital Outlay

Decrease of 93.2% (\$409,880) reflects the reduction of up-front costs associated with the implementation of the new wireless alarm program. The majority of the system was purchased in 2008 and a reduced amount is left for future system purchases in 2009.



EMERGENCY SERVICES & DISASTER AGENCY

The Emergency Services and Disaster Agency (ESDA) is under the direction of the Deputy Fire Chief and is responsible for managing the activities of the Division to serve the Village in times of disasters and emergencies. The Agency consists of one volunteer Assistant Coordinator and nine other volunteers.

During the year, many of the ESDA budget accounts were relocated under the newly created Emergency Management Coordinator's direction within the General Government Department.

The ESDA volunteers provide security and traffic control for numerous Village events including the Fourth of July festival, numerous sporting events, Chamber of Commerce events and Park District and School District activities. These basic responsibilities could be categorized as police assistance as opposed to fire type services.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	28,977	33,090	12,820	-	N/A
Employee Benefits	4,075	4,230	2,910	-	N/A
Misc. Employee Expenses	903	400	-	-	N/A
Commodities	458	-	-	-	N/A
Contractual Services	10,393	14,120	7,580	-	N/A
Total	44,806	51,840	23,310	-	N/A

2009 BUDGET HIGHLIGHTS

In 2009, this division will be relocated to the Emergency Management Operations division within the General Government Department.



FIRE STATIONS

The Fire Department maintains four fully staffed fire stations within the Village:

Station 21 is staffed with one Company Officer and four firefighters operating an Advanced Life Support (ALS) engine company and a Mobile Intensive Care Unit (MICU) ambulance. The station also houses one reserve ambulance and one reserve engine. This building was originally constructed in 1960 and the most recent addition was completed in 1998.

Station 22 is staffed with one Battalion Chief (Shift Commander), two Company Officers and a minimum of six firefighters operating one command vehicle, one ALS engine company, one truck company, one MICU ambulance and one ALS rescue squad. The station also houses one reserve engine, the two Emergency Services and Disaster Agency vehicles and one back-up command vehicle. This building was constructed in 1974 and underwent extensive remodeling in 1993 and 1994. Due to the recent increase in the number of personnel assigned to this station, consideration of a renovation or replacement of this building is a high priority.

Station 23 is staffed with one Company Officer and four firefighters operating an ALS engine company and an MICU ambulance. This building was constructed in 1975 and underwent an extensive addition and remodel in 2004 and 2005.

Station 24 is staffed with one Company Officer and four firefighters operating an ALS engine company and an MICU ambulance. This building was constructed in 1991 and is scheduled to be replaced in 2009. Work has begun on the new Station 24. Occupancy is expected to be in June of 2009.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) To continue to monitor the construction process of new Fire Station 24. The station is designed to the “gold” LEED certification standards. (Linked to Village Board Goals LT-1 and ST-1)
 - a. Monitor the construction process and modify as needed to maintain compliance with the “gold” LEED certification standard.
 - b. Track progress toward a spring 2009 occupancy.
- 2) Consider options to provide for a remodeling or replacement of Fire Station 22, making it capable of adequately housing the Fire Department staff required to maintain current and future service standards.
 - a. Maintain the building in a fiscally responsible manner until funds are appropriated for a long term replacement or renovation plan.



FIRE STATIONS

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	215	4,500	4,500	2,250	-50.0%
Commodities	18,631	18,500	18,500	18,500	0.0%
Contractual Services	44,124	59,650	40,380	61,050	2.3%
Capital Outlay	13,379	19,350	17,200	4,000	-79.3%
Cost Allocation	(8,718)	(12,320)	(11,070)	(11,590)	-5.9%
Total	67,631	89,680	69,510	74,210	-17.3%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease of 50.0% (\$2,250) is related to the decline in overtime funds for meetings related to the construction of Fire Station 24.

Contractual Services

Increase of 2.3% (\$1,400) is associated with maintenance of our fire stations as a result of service price increases.

Capital Outlay

Decrease of 79.3% (\$15,350) is due to a reduction in Department equipment needs and building improvements.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fire Administration Division, we are showing a reduction of expenses that pertain to the EDA function of the Village. These expenses are then being shown in the EDA Administration Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.

Public Works



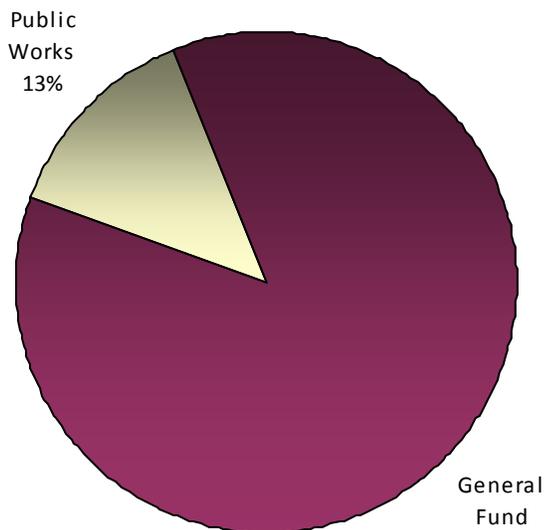
DEPARTMENT DESCRIPTION

The Public Works Department is divided into nine divisions: Public Works Administration, Snow & Ice, Pavement Maintenance, Forestry, Facilities, Fleet Services, Fast Action Service Team, Storm Sewers and Traffic Control. The Public Works Department is responsible for the maintenance and repairs of Hoffman Estates infrastructure, which includes streets, parkways, water and sewer systems, creeks and drainage swales, municipal grounds, traffic control signs and roadway lighting.

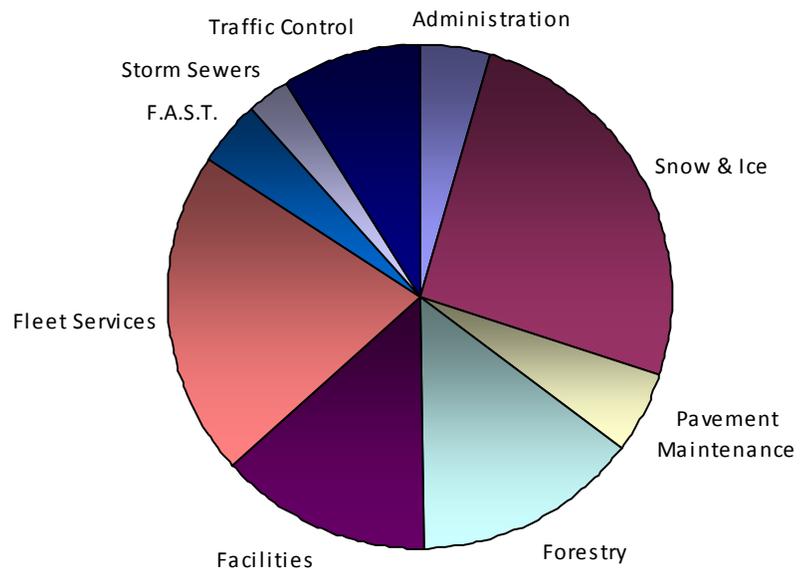
TOTAL OPERATING BUDGET

\$7,021,160

Department Expenditures to General Fund Expenditures



Annual Expenses by Division



Public Works



ANNUAL EXPENSES BY DIVISION

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Administration	315,048	346,700	332,310	321,490	-7.3%
Snow & Ice	1,641,715	1,507,580	2,257,250	1,779,460	18.0%
Pavement Maintenance	552,662	682,810	698,930	371,080	-45.7%
Forestry	892,365	1,123,210	964,040	1,012,260	-9.9%
Facilities	881,131	854,730	846,870	958,720	12.2%
Fleet Services	1,537,610	1,404,090	1,410,080	1,472,440	4.9%
F.A.S.T.	254,223	278,010	282,220	286,480	3.0%
Storm Sewers	238,461	221,260	208,060	202,300	-8.6%
Traffic Control	617,005	590,560	564,330	616,930	
Total	6,930,220	7,008,950	7,564,090	7,021,160	0.2%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	2,920,739	2,825,590	2,990,920	2,961,980	4.8%
Employee Benefits	1,095,281	1,114,320	1,145,400	1,218,290	9.3%
Misc. Employee Expenses	27,646	45,560	41,480	36,830	-19.2%
Commodities	1,001,939	827,920	1,634,450	1,395,750	68.6%
Contractual Services	1,585,370	1,946,730	1,749,460	1,784,990	-8.3%
Capital Outlay	79,646	94,460	66,370	53,230	-43.6%
Operating Transfers	353,780	260,140	260,140	0	-100.0%
Cost Allocation	(134,181)	(105,770)	(324,130)	(429,910)	306.5%
Total	6,930,220	7,008,950	7,564,090	7,021,160	0.2%



PUBLIC WORKS ADMINISTRATION

The Public Works Administration Division provides management, planning and coordination of programs and activities for the Department's 74 full-time and 3 part-time positions. Administration coordinates responses to customer service requests, provides support in areas of payroll, recordkeeping, accounting, clerical assistance, front counter and phone customer service, and budgets for the Department-wide programs, projects and activities. A portion of administrative staff time is allocated to other Divisions.

2008 ACCOMPLISHMENTS

- Conducted various operations safety training in 2008 inclusive of Illinois Department of Transportation (IDOT) Certified Flagger Training for all field personnel, Certified Fork Lift Training for 19 operators, Northeastern Illinois Public Safety Training Academy (NIPTSA) Confined Space Entry Training for 10 employees and the Department's Annual Training Day Fair that included Automated External Defibrillator (AED) and Cardiac Pulmonary Resuscitation (CPR) training.
- Outfitted all Collective Bargaining Agreement personnel and Department supervisors with new uniforms utilizing a local vendor (Cabela's).
- Participated in the Community Development Block Grant (CDBG) neighborhood improvement project. The focus of this project is the replacement and installation of street lights throughout the Barrington Square area to improve resident, pedestrian and vehicular safety. The project includes planning, photometric design, electrical design, cost estimating, surveying, preparation of construction documents, reproduction cost, bidding evaluation and construction administration.

2009 SHORT-TERM GOALS AND OBJECTIVES

- 1) Continue to provide a high level of customer service by interacting with customers and addressing their individual needs, either in-house or by providing the appropriate information to other Departments or agencies in a timely manner.
 - a. Create work orders for all service requests.
 - b. Ensure timely completion of all work orders by carefully tracking progress.
 - c. Provide a timely response for all facilities requests with coordination of facilities Ext. #2727 call system.
- 2) Provide additional equipment and staff time for computer-related services and gathering of data with the GIS software for production of utility drawings for various Village projects.
 - a. Maintain and update current Village utility atlases.
 - b. Verify subdivision/commercial as-built information.
 - c. Research utility locations for input into the Arc Map Software.
- 3) Diversify Public Works Department programs.
 - a. Update the Public Works Policy and Procedure Manual.
 - b. Provide training for backup heavy equipment operators.



PUBLIC WORKS ADMINISTRATION

- c. Provide additional contractual assistance for programs such as mowing and tree trimming to enable better service delivery to customers.
- d. Assist with the implementation of the CDBG neighborhood infrastructure improvements.
- e. Promote revitalization programs by continuing to improve infrastructure and safety needs existing in neighborhoods.

2009 LONG-TERM GOALS AND OBJECTIVES

- 1) Provide additional Department training work-hours for higher loss type incidents/accidents through staff facilitated training programs.
 - a. Ensure involvement of personnel to maintain up-to-date Trench/Shoring and Confined Space Entry Certifications.
 - b. Provide training for dig-ups.
 - c. Ensure all personnel are in compliance with wearing Personal Protective Equipment (PPE).

- 2) Provide enhancements to the Public Works webpage by keeping information updated throughout the year for improved customer service information dissemination. (Linked to Village Board Goal ST-4)
 - a. Promote awareness of Public Works programs to the community.
 - b. Provide up-to-date information on annual programs such as curbside branch pick-up program.
 - c. Present information from other agency related programs related to Public Works operations.

- 3) Continue to participate in the Northwest Municipal Conference Dynamic Government Performance Measurement.
 - a. Identify comparable community Public Works Departments.
 - b. Benchmark production and efficiency.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1A	Number of Action Requests Received	2,946	2,950	2,950
ST-1D	Right-of-way permits Issued	80	60	60



PUBLIC WORKS ADMINISTRATION

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	151,836	164,590	159,430	173,410	5.4%
Employee Benefits	65,779	71,070	68,300	76,840	8.1%
Misc. Employee Expenses	951	1,410	770	1,030	-27.0%
Commodities	6,626	5,820	5,630	5,750	-1.2%
Contractual Services	136,608	111,180	101,630	108,090	-2.8%
Capital Outlay	285	5,750	4,200	-	N/A
Cost Allocation	(47,037)	(13,120)	(7,650)	(43,630)	232.5%
Total	315,048	346,700	332,310	321,490	-7.3%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 5.4% increase of \$8,820 in salaries is due to annual merit increases.

Employee Benefits

The 8.1% increase of \$5,770 is due to a combination of the rise in health care costs and merit increases.

Misc. Employee Expenses

The 27.0% decrease of \$380 is due to a decrease in travel and training.

Contractual Services

The 2.8% decrease of \$3,090 is due to a reduction in IS user charges due to the utilization of Information Systems Fund reserves for part of the 2009 expenses.

Capital Outlay

The 100% decrease of \$5,750 relates to the second year deferral of kiosk stations at the Public Works Center and Vehicle Maintenance Buildings.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Public Works Administration Division, we are showing a 232.5% increase of expenses that pertain to the water and sewer fund function of the Village. These expenses are then being shown in the Public Works Division in the Water and Sewer Fund.



SNOW AND ICE CONTROL

The Snow and Ice Control Division provides snow removal and ice control for 157 center lane miles, 361 cul-de-sacs, 10 parking lots and all sidewalks adjacent to public buildings. Operational costs for all snow/ice control materials (salt and liquid calcium chloride), employee salaries, related equipment, snow fencing, contractual services (as needed) and other associated essentials are included in this Division. Staffing includes 47 assigned drivers with 4 supporting mechanics, 2.5 sidewalk clearers, 4.5 clerical staff, and up to 7 supervisors. A portion of staff time is allocated to other Divisions.

2008 ACCOMPLISHMENTS

- Construction of a new 5,500 ton salt storage dome inclusive of a conveyor loading system was completed during the summer of 2008.
- Responded to 42.4 inches of snowfall during the first four months of 2008, resulting in 15 full plowing and salting operations and 23 salting only responses, requiring a total of 4,709 tons of road salt and 8,670 hours of labor.

2009 SHORT-TERM GOALS AND OBJECTIVES

- 1) Ensure all Village streets are cleared of snow/ice within 14 hours after snow has stopped for any given snowfall amount.
 - a. Maintain contractor assistance for implementation as weather events warrant.
 - b. Maintain and train auxiliary drivers from other Departments for plowing parking lots and cul-de-sacs, as required.
- 2) Prepare for snow and ice removal operations.
 - a. Prepare draft of snow removal plan and present to Public Works Committee by October 2009.
 - b. Complete all snow and ice control associated vehicle and equipment preparations by November 15, 2009.
 - c. Update plowing/salting route assignments by November 1, 2009.
 - d. Complete installation of all predetermined snow fence locations by November 15, 2009.

2009 LONG-TERM GOALS AND OBJECTIVES

- 1) Maintain a snow/ice control employee task force to review program accomplishments and recommend improvements.
 - a. Identify efficiency improvements through modifying existing routes, trucks and/or driver assignments.
 - b. Conduct time studies for average street salting operations.
 - c. Review equipment replacement needs and additional equipment requirements based on Village growth.
 - d. Review new technologies and practices for salt and chemical application.



SNOW AND ICE CONTROL

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1A	Cost per center lane mile	\$6,985	\$10,302	\$7,273

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	911,183	773,740	965,270	789,190	2.0%
Employee Benefits	293,006	285,300	332,160	299,760	5.1%
Misc. Employee Expenses	2,264	3,800	3,550	3,400	-10.5%
Commodities	322,098	271,490	840,580	529,890	95.2%
Contractual Services	113,164	152,480	94,920	151,720	-0.5%
Capital Outlay	-	20,770	20,770	5,500	-73.5%
Total	1,641,715	1,507,580	2,257,250	1,779,460	18.0%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 2.0% increase of \$15,450 shown is a result of annual wage increases and salt roster staffing stipend. Also, while overtime cannot be accurately projected due to the unpredictability of weather events, a requested increase from 2008 is included.

Employee Benefits

The 5.1% increase of \$14,460 in employee benefits is due to expected increases in health insurance costs.

Misc. Employee Expenses

The 10.5% decrease of \$400 is due to a decrease in uniforms.

Commodities

The 95.2% increase of \$258,400 for salt reflects a dramatic increase primarily due to product and transportation cost increases.

Capital Outlay

The 73.5% decrease of \$15,270 is for one 8 ft. snow pusher for use with rental/contractor end loader that is requested at a cost of \$5,500.



PAVEMENT MAINTENANCE

The Pavement Maintenance Division provides for the maintenance of approximately 157 center lane miles of Village asphalt pavement. It is accomplished by 4 full-time maintenance personnel and a supervisor. This program addresses small scale asphalt repairs resulting from utility dig-ups and pavement failures, road reconstruction driveway repairs and inlet rehabilitation. This unit provides inspections of the Contracted Crack Sealing Program and oversees the re-striping of roadway markings within the Village. A portion of staff time is allocated to other programs, inclusive of Department-wide safety training coordination.

2008 ACCOMPLISHMENTS

- Placement of 270 tons of hot asphalt material and 54 tons of cold patch material.
- In-house repairs, as part of the Village’s Street Revitalization Program, included 42 separate street and 52 driveway locations.
- Assisted the Transportation and Engineering Division with \$150,000 edge line patching at pre-determined locations. This was a new program in 2008.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Assist Transportation and Engineering Division in identifying street reconstruction and resurfacing priority changes based on field observations and/or pothole patching requirement levels.
 - a. Provide quarterly reports to the Engineering and Transportation Division on observations requiring higher level of repair needs for consideration of resurfacing/reconstruction.
 - b. Perform in-house repairs, when required.
- 2) Report on 2009 utility excavation repairs.
 - a. Identify square yards of utility excavation repairs and materials used.
 - b. Identify a labor cost per square yard for utility excavation repairs.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1B	Tons of hot asphalt material installed	270	300	300
ST-1B	Tons of cold patch material installed	68	75	70
ST-1A	Number of Street Revitalization Program-related asphalt repairs	82	60	60



PAVEMENT MAINTENANCE

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	197,556	185,610	208,250	224,050	20.7%
Employee Benefits	80,548	85,490	87,200	104,720	22.5%
Misc. Employee Expenses	2,195	3,600	3,400	2,480	-31.1%
Commodities	2,378	2,270	2,270	2,270	0.0%
Contractual Services	28,823	184,350	180,170	36,110	-80.4%
Capital Outlay	1,442	5,200	1,350	1,450	-72.1%
Operating Transfers	239,720	216,290	216,290	-	N/A
Total	552,662	682,810	698,930	371,080	-45.7%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 20.7% increase of \$38,440 is due to annual salary adjustments, merit increases and redistribution of salaries from another Division.

Employee Benefits

The 22.5% increase of \$19,230 is due to expected increases in health insurance by 10% and redistribution of employee costs.

Misc. Employee Expenses

The 31.1% decrease of \$1,120 is due to a decrease in travel & training and uniforms.

Contractual Services

The 80.4% decrease of \$148,240 results from the deferral of the Edge Line Patching Program.

Capital Outlay

The 72.1% decrease of \$3,750 is due to replacement purchases of Work Zone Safety signs. The targeted purchase of a portable safety traffic crash barrier unit was deferred, resulting in the decrease in 2009.

Operating Transfers

The 100% decrease of \$216,290 is due to the healthy fund balance that has been built up in the Capital Replacement Fund; therefore, the annual funding transfer has been deferred.



FORESTRY

The Forestry Division provides maintenance and care of approximately 17,000 Village-owned trees and 150 acres of turf growth property. Presently, 20 turf acres are maintained in-house and 130 acres are maintained through contracted services. The Forestry Division is comprised of 10 full-time maintenance staff, 7 seasonal and a supervisor. A portion of staff time is allocated to other Divisions.

2008 ACCOMPLISHMENTS

- The Village was awarded its 17th consecutive Tree City USA recognition.
- The annual Arbor Day Program continued in 2008 with the class from Whitely School attending the celebration at Arbor Day Park with numerous Village officials and staff members.
- Continued the tree inspection program for early detection of potential insect infestation including Emerald Ash Bore.
- New tree plantings scheduled for fall of 2008 are expected to exceed 350 trees.
- Trimmed 2,300 parkway trees.

2009 SHORT-TERM GOALS AND OBJECTIVES

- 1) Continue to provide programs that protect trees from storm damage and inspect for insects and diseases.
 - a. Continue to trim/shape approximately 400 trees with in-house staff.
 - b. Ensure maintenance activities data within the Tree Inventory Maintenance History Log are entered properly for use in planning and scheduling of maintenance activities, inclusive of continuation of contract tree trimming in future years.
 - c. Address receding or damaged trees in a timely manner.
- 2) Re-certify as a Tree City USA community for the 18th consecutive year.
 - a. Assemble and submit forms from Illinois Department of Natural Resources to the National Arbor Day Foundation for approval by mid-March 2009, in addition to meeting all other criteria.
- 3) Continue cross training a minimum of one crew member to increase staff capabilities, in either Forestry or Grounds maintenance activities.
 - b. Cross train one individual in aerial lift truck operations by June 1, 2009.
 - c. Cross train Forestry Maintenance II, with Grounds Maintenance II operations and responsibilities by August 1, 2009.



FORESTRY

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue Global Positioning System (GPS) location numbering system for tree inventory database.
 - a. Provide field location of 500 parkway trees with GPS System.
- 2) Add tree maintenance history to GPS database for targeted 500 trees.
 - a. Transfer existing maintenance history to GPS.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1C	Number of Declared Emergency Branch Pick-ups	1	0	1
ST-2A	Number of years the Village has been awarded as a Tree City Designation	16	17	18
ST-1A	Number of trees trimmed In-house	568	400	400

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	441,039	501,910	458,710	500,470	-0.3%
Employee Benefits	184,507	213,690	205,290	221,840	3.8%
Misc. Employee Expenses	6,508	11,920	11,430	8,660	-27.3%
Commodities	4,831	7,250	5,250	5,050	-30.3%
Contractual Services	141,179	333,960	241,220	258,010	-22.7%
Capital Outlay	38,671	33,040	20,700	18,230	-44.8%
Operating Transfers	75,630	21,440	21,440	-	N/A
Total	892,365	1,123,210	964,040	1,012,260	-9.9%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 0.3% decrease of \$1,440 is due to reallocation of personnel between Divisions.



FORESTRY

Misc. Employee Expenses

The 27.3% decrease of \$3,260 is due to a uniform decrease due to uniform garment purchases in 2008 for collective bargaining members in lieu of prior garment rentals and to provide an annual uniform allowance through contract agreement expiring December 31, 2009. Decreases are also related to travel & training and dues & memberships.

Commodities

The 30.3% decrease of \$2,200 is due to a decrease in small tools/minor equipment and other supplies.

Contractual Services

The 22.7% decrease of \$75,950 is due to a \$50,000 decrease of a 2009 deferral of a contract tree trimming program.

Capital Outlay

The 44.8% decrease of \$14,810 is due to an equipment decrease of \$9,400 or 100% due to the deferral of a replacement turf mower. Other furniture and equipment decreased \$410 (8%) from FY 2008 expenditures.

Operating Transfers

The 100% decrease of \$21,440 is due to the healthy fund balance that has been built up in the Capital Replacement Fund, therefore, the annual funding transfer has been deferred.



FACILITIES MAINTENANCE

The Facilities Division provides for custodial, physical and mechanical system maintenance at the Village's ten principal buildings totaling approximately 250,000 square feet of area. This is accomplished by a Facilities Manager, a Supervisor, 1 part-time and 3.5 full-time staff members. Planning and management functions also provide for various Village improvement projects to ensure functionality and quality.

2008 ACCOMPLISHMENTS

- Repaired the fuel island surround at the Vehicle Maintenance Facility.
- Assisted with the selection of the new office furniture for the remodeled Village Hall.
- Performed utility, systems specification and plan reviews of the new Police and Fire Station facilities.
- Coordinated and resolved construction issues relating to the Village Hall remodeling project, and the enhancement and expansion of building security systems at the Village Hall.

2009 SHORT-TERM GOALS AND OBJECTIVES

- 1) Continue to assist with various facilities-related capital construction projects. (Linked to Village Board Goal ST-1)
 - a. Provide assistance with the Fire Station 24 construction project currently in progress.
 - b. Continue assisting with the construction process for the new Police Department facility.
 - c. Specify, bid and manage Village Hall roof replacement project.
- 2) In conjunction with the Village Board goal of promoting green activities, continue to advance environmentally friendly products, systems and processes throughout all facilities. (Linked to Village Board Goal LT-1)
 - a. Rewrite contract janitorial procedures to be compliant with green initiatives.
 - b. Specify, purchase and promote green products and services.
 - c. Advance facility recycling programs.
- 3) Improve facility preventative maintenance performance.
 - a. Continue to perform recommended preventative maintenance on Village heating, ventilating and air conditioning systems.
 - b. Improve preventative maintenance efficiency.

2009 LONG-TERM GOALS AND OBJECTIVES

- 1) Manage the Public Works Center and Vehicle Maintenance facilities expansion construction project.
 - a. Select engineering and design firm for building expansion.
 - b. Oversee construction trades work while still maintaining operational continuity.



FACILITIES MAINTENANCE

- c. Coordinate office reconfigurations and moves at the end of the construction process.
- 2) Install a new canopy over the Vehicle Maintenance Building fuel island station.
 - a. Select engineering services to provide design drawings and specifications, bid out work.
 - b. Oversee construction of canopy.
- 3) Clean exterior Village Hall masonry.
 - a. Write bid specifications and manage cleaning process.
- 4) Manage capital replacements of roofing on all Village buildings.
 - a. Evaluate roofing condition in relation to budgeted expenditures.
 - b. Write specifications and bid roofing replacements.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-3A	Total Labor Percentage of Preventative Maintenance	20%	21%	22%
ST-3B	Number of work order labor hours building facilities	4,986	3,110*	5,000

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	300,735	300,310	299,310	332,920	10.9%
Employee Benefits	115,899	118,050	114,990	139,740	18.4%
Misc. Employee Expenses	4,912	6,670	5,920	6,450	-3.3%
Commodities	24,636	23,350	27,910	28,000	19.9%
Contractual Services	475,962	490,700	485,820	534,680	9.0%
Capital Outlay	29,081	8,300	4,800	22,750	174.1%
Operating Transfers	17,050	-	-	-	N/A
Cost Allocation	(87,144)	(92,650)	(91,880)	(105,820)	14.2%
Total	881,131	854,730	846,870	958,720	12.2%



FACILITIES MAINTENANCE

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 10.9% increase of \$32,610 is due to the replacement of a retiree with an employee at lower starting wage offset by the annual labor contract increase.

Employee Benefits

The 18.4% increase of \$21,690 is due to the expected rise in health care costs.

Commodities

The 19.9% increase of \$4,650 is due to a uniform increase to provide uniform garment purchases for collective bargaining members in lieu of current garment rentals and to provide an annual uniform allowance through contract agreement expiring 12/31/09, and an increase in the contract for janitorial supplies.

Contractual Services

The 9.0% increase of \$43,980 is due to an anticipated 20% increase in contractual cleaning services.

Capital Outlay

The 174.1% increase of \$14,450 in Building Improvements is due to an upgrade of the fire alarm audio/visual at the Public Works Center.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Facilities Division, we are showing a reduction of expenses that pertain to the Water Cost Allocation function of the Village. These expenses are then being shown in the Water Cost Allocation in the Water & Sewer Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.



FLEET SERVICES

The Fleet Services Division provides routine, preventative maintenance and repair for all Village vehicles and equipment. This includes over 300 pieces of titled, portable and stationary pieces of equipment.

Tracking preventative maintenance was expanded to include all vehicle classifications. Preventative maintenance is the key to lowering downtime, road calls and non-scheduled repairs. Tracking of vehicle and equipment preventative maintenance for comparison with other municipalities and private sector has been implemented.

2008 ACCOMPLISHMENTS

- Fleet Services achieved its 8th year attainment of the Automotive Service Excellence (ASE) Blue Seal Award.
- Installed Emergency Fuel Shut Down Switch at the fuel island.
- Replaced fuel island metal edge surround.
- Nine vehicle/equipment pieces were replaced using State Purchasing Contracts, US General Services Administration and bids.

2009 SHORT-TERM GOALS AND OBJECTIVES

- 1) When cost effective, utilize in-town vendors to make purchases and perform repairs.
 - a. Purchase tires from in-town dealership and use for wheel alignment.
 - b. Utilize contractual services when economically practical.
- 2) Provide 100% safe, dependable, road worthy vehicles and equipment to all Departments to ensure transportation is available in order to protect the health, safety and welfare of the community.
 - a. Keep current with preventive maintenance schedules.
 - b. Inspect annual Snow and Ice vehicle preparedness.
 - c. Reduce emergency repairs.
 - d. Reduce unscheduled repairs.
- 3) Continue to work with all Departments to purchase new vehicles and equipment included in the Capital Improvements Program.
 - a. Distribute information on State contracts, State Purchasing Cooperative contracts and other vehicle purchase programs to Village Department purchasing vehicles.
 - b. Assist all Departments with vehicle purchase decisions, when needed.
- 4) Continue routine inspection and maintenance of the fueling system.
 - a. Utilize annual vendor inspections to check and certify compliance with State regulations.



FLEET SERVICES

2009 LONG-TERM GOALS AND OBJECTIVES

- 1) Replace older vehicles/equipment to be more in line with Village Equipment Replacement Guidelines.
 - a. Replace all 7 Public Works units on the CIP in 2009.
 - b. Replace all 5 Public Works units appearing on the CIP in 2010.
- 2) Expand Vehicle Maintenance Facility to better serve growing Village fleet.
 - a. Plan and design changes to existing building.
 - b. Go to bid on addition.
- 3) Upgrade the Vehicle Information System to the newest version.
 - a. Enhance ability to track vehicle maintenance and fuel usage. Mechanics will have more involvement with the system.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-2A	Percent of labor as scheduled maintenance	89.47%	86.40%	91.00%
ST-2E	Percent of labor as non-scheduled maintenance	5.53%	7.04%	5.00%
ST-2D	Percent of labor as emergency maintenance	5.00%	6.56%	4.00%
ST-1B	Percent of labor as in-house maintenance	94.47%	94.56%	95.00%
	Percent of labor as contracted maintenance	5.54%	5.44%	5.00%
LT-3A	Gallons of unleaded fuel usage, Village Owned	154,255	159,655	159,655
	Gallons of diesel fuel usage, Village Owned	72,607	71,336	71,336



FLEET SERVICES

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	454,932	457,830	448,560	466,070	1.8%
Employee Benefits	163,996	168,170	166,010	181,230	7.8%
Misc. Employee Expenses	4,317	8,170	6,670	6,890	-15.7%
Commodities	617,948	495,410	734,960	806,960	62.9%
Contractual Services	285,803	262,460	268,730	287,450	9.5%
Capital Outlay	8,134	9,300	7,000	4,300	-53.8%
Operating Transfers	2,480	2,750	2,750	-	N/A
Water Cost Allocation	-	-	(224,600)	(280,460)	N/A
Total	1,537,610	1,404,090	1,410,080	1,472,440	4.9%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 1.8% increase of \$8,240 is due to increases in annual salary adjustment, merit increases and reinstatement of part-time shop assistant.

Employee Benefits

The 7.8% increase of \$13,580 is due to the increase health care costs.

Misc. Employee Expenses

The 15.7% decrease of \$1,280 is due to a uniform decrease due to uniform garment purchases in 2008 for collective bargaining members in lieu of prior garment rentals and to provide an annual uniform allowance through contract agreement expiring 12/31/09.

Commodities

The 62.9% increase of \$311,550 is due to costs of gas and oil, which is only \$72,000 over 2008 estimate.

Contractual Services

The 9.5% increase of \$24,990 to maintenance of vehicles is due to refining this budget number based on actual history, as well as the fact that the Village will be retaining patrol vehicles longer due to the extended replacement cycle that will be implemented in 2009.

Capital Outlay

The 53.8% decrease of \$5,000 to Department Equipment is due to equipment that will not be needed again in 2009.



FLEET SERVICES

Operating Transfers

The decrease of \$2,750 is due to the healthy fund balance that has been built up in the Capital Replacement Fund, therefore, the annual funding transfer has been deferred.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fleet Services Division, we are showing a reduction of expenses that pertain to the Water Cost Allocation function of the Village. These expenses are then being shown in the Water Cost Allocation Division in the Water & Sewer Fund. These costs are in direct relation to the other Divisional costs so they increase and decrease accordingly.



FAST ACTION SERVICE TEAM

The Fast Action Service Team (FAST) Division responds to quick action type internal and external service requests. The unit has been in operation for 11 years and has minimized the need to interrupt work activities of other crews. Service requests are first dispatched to FAST, resulting in initial contact with the requestor (within 24 hours or less). FAST also facilitates responses from other appropriate Department work teams. When available, members also augment other internal work unit labor needs. FAST works with community service organizations, such as the Peer Jury and the Cook County Sheriff's Work Alternative Program (SWAP). A portion of staff time is allocated to other Divisions.

2008 ACCOMPLISHMENTS

- Supervised 1,410 labor hours provided by the Cook County SWAP. The SWAP group was responsible for removing 52 yards of debris from various right-of-ways located throughout the Village.
- Provided grinding/milling of over 580 sidewalk deviations located throughout the Village.
- Prioritized and supervised the contractor replacement of 3,900 square feet of concrete sidewalk.
- Removed graffiti from 29 various locations throughout the Village. Repaired or replaced 152 damaged mailboxes due to snow/ice operations.
- Responded to 780 residential action requests for services.
- Set up portable message signs on 23 separate occasions for the Police Department or Sears Arena events.
- Supervised and operated water valves for 13 contacted hydrant flow tests. Per resident requests, 106 truckloads of wood chips were delivered.
- Performed weekly light maintenance work at the Public Works Building, allowing the Facility Maintenance Division time for the Village remodeling project.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to decrease the need to interrupt work activities of other crews and become more involved with Department-wide planning and scheduling of activities received through weekly management team meetings.
 - a. Increase the number of customer service requests handled by FAST, alleviating work interruptions to other Public Works units.
- 2) Continue to improve the quality and safety of Village sidewalks.
 - a. Mill a minimum of 600 qualified deviations throughout the Village.



FAST ACTION SERVICE TEAM

- 3) Improve response time for snow/ice related concerns.
 - a. Respond within 24 hours for temporary and/or permanent mailbox repairs resulting from snow plowing operations.
- 4) Thoroughly train team members in all functions of the water/sewer Supervisory Control and Data Acquisition (SCADA) system.
 - a. Monitor results during quarterly reviews on assigned personnel.
- 5) Aesthetically improve Village right of ways, to organize and supervise the Cook County SWAP Program.
 - a. Provide 1,450 SWAP labor hours of debris removal during 2009.
 - b. Provide supervision for peer jury community services.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1A	Number of FAST customer service requests	659	780	800
ST-2A	Number of deviation millings completed	455	580	600
ST-3A	Number of snow/ice mailbox repairs	138	152	50
ST-5A	Hour spent supervising SWAP	1,280	1,410	1,450
ST-5B	Hours spent supervising peer jury	48	48	72



FAST ACTION SERVICE TEAM

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	96,982	129,580	135,160	135,540	4.6%
Employee Benefits	48,907	45,940	46,000	49,690	8.2%
Misc. Employee Expenses	1,119	1,730	1,620	1,270	-26.6%
Commodities	5,179	5,680	5,300	5,680	0.0%
Contractual Services	100,003	86,730	86,590	93,300	7.6%
Capital Outlay	2,033	8,350	7,550	1,000	-88.0%
Total	254,223	278,010	282,220	286,480	3.0%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 4.6% increase of \$5,960 is due to increases in annual salaries and merit increases.

Employee Benefits

The 8.2% increase of \$3,750 is due to a combination of the rise in health care costs and merit increases.

Misc. Employee Expenses

The 26.6% decrease of \$460 is due to a uniform decrease that is due to uniform garment purchases in 2008 for collective bargaining members in lieu of prior garment rentals and to provide an annual uniform allowance through contract agreement expiring 12/31/09.

Contractual Services

The 7.6% increase of \$6,570 is due to an increase in other contractual services.

Capital Outlay

The \$88.0% decrease of \$7,350 is due to a decrease in department equipment.



STORM SEWERS

The Storm Sewers Division is responsible for the maintenance and repair of all Village-owned storm sewer infrastructure and storm drainage ways. The Storm Sewer team is comprised of 2 full-time street unit and water/sewer unit personnel who assist on a part-time basis. A portion of staff time is allocated to other programs. Monthly inspections are performed on all Village drainage ways and lake/pond outfall lines to minimize the risk of flooding.

2008 ACCOMPLISHMENTS

- Phase II ditch and creek cleaning continued in Parcel A, including the removal of 550 feet of hazardous and obstructive vegetation within the area creek lines.
- Replaced/ repaired 20 feet of storm sewer pipe at the intersections of Wainsford Drive and Dexter Lane. Television and root cutting was performed on 500 feet of pipe.
- Routine creek/lake checks were performed to ensure that proper flow is maintained at times of heavy rains to reduce the possibility of street flooding.
- Removed flow obstructions created by beavers in Village creeks.
- Cleaned and flushed 2,151 feet of main line sewer.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Increase flow capacity of the North Twin Lake 27 inch outflow pipe at the crossing of Nicor Gas transmission gas mains.
 - a. Improve Highpoint and Highland area drainage.
 - b. Reduce inflow and infiltration into the sanitary sewer.
 - c. Reduce the possibility of street flooding during major storms.
- 2) Conduct a local drainage examination with a focus on the 42 inch culvert pipe at Washington Boulevard and Bodes Road.
 - a. Improve Parcel C area drainage.
 - b. Reduce inflow and infiltration into the sanitary sewer.
 - c. Reduce the possibility of street flooding during major storms.
- 3) Rehabilitate the Highpoint Lake outflow structure with creative engineering to protect floatable debris from getting inside the pipe and causing flow blockage.
 - a. Reduce the needs to pump pond level down after intense storms.
 - b. Enhance the image of the Public Works Department.
 - c. Reduce operational costs.



STORM SEWERS

2009 LONG-TERM GOALS AND OBJECTIVES

- 1) Review major storm response plan for opportunities to further prevent or minimize street intersection and private property flooding.
 - a. Interact with other municipalities and the Illinois Tollway Authority for common drainage work.
 - b. Prevent storm run-off backing up into low standing houses.
 - c. Enable lower flood insurance rates for Village residents.

- 2) Complete all base level storm sewer maintenance work.
 - a. Flush and/or root cut 2,000 feet of storm sewer.
 - b. Rebuild a total of 10 inlets.
 - c. Complete monthly creek checks.
 - d. Complete bi-weekly pond outflow pipe checks.
 - e. Perform storm sewer repairs, as required.
 - f. Implement Best Management Practices.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-2A	Flushed storm sewer footage	9,312	3,000	3,000
LT-2E	Repair/replacement storm sewer footage	220	20	20

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	131,100	102,890	101,300	109,010	5.9%
Employee Benefits	47,069	43,450	42,120	47,230	8.7%
Misc. Employee Expenses	2,593	3,530	3,390	2,870	-18.7%
Commodities	1,502	1,650	2,050	1,650	0.0%
Contractual Services	37,297	50,080	39,540	41,540	-17.1%
Operating Transfers	18,900	19,660	19,660	-	N/A
Total	238,461	221,260	208,060	202,300	-8.6%



STORM SEWERS

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 5.9% increase of \$6,120 is due to annual salary adjustments and merit increases.

Employee Benefits

The 8.7% increase of \$3,780 is due to expected increases in health insurance costs.

Misc. Employee Expenses

The 18.7% decrease of \$660 is due to a decrease in travel & training and uniforms.

Contractual Services

The 17.1% decrease of \$8,630 is due to storm sewer maintenance.

Operating Transfers

The 100% decrease of \$19,660 is due to the healthy fund balance that has been built up in the Capital Replacement Fund, therefore, the annual funding transfer has been deferred.



TRAFFIC CONTROL

The Traffic Control Division provides for maintenance of all Village street signs, street lights and street pavement markings. The Division installs and maintains 120 Village Pride banners that are affixed to street light poles. The Division is also responsible for miscellaneous sign fabrications. It is comprised of 5 full-time staff and 1 seasonal staff member. A portion of staff time is allocated to other Divisions.

2008 ACCOMPLISHMENTS

- Responded to 374 requests for street light repairs.
- There were 466 traffic control devices/signs replaced as a result of wear/age/vehicle damage/vandalisms, 86 devices/signs were installed at new locations, and 43 miscellaneous signs/banners were designed and fabricated for Village events.
- All street signs and posts were replaced on streets that have been recently reconstructed or updated.
- 40 streets were completed under the re-posting program.
- Four seasonal change-outs of 86 street light pole mounted banners will be performed by year end. This unit provides inspections of contractor street sweeping.

2009 SHORT-TERM GOALS AND OBJECTIVES

- 1) Correct all reported street light outages of Village-owned lights (not requiring contractor services) within 4 business days from date reported.
 - a. Utilize staff time to perform activities related to improving response time for street light repairs.
 - b. Maintain sufficient parts inventory for general repairs.
- 2) Continue with re-posting of new traffic signs on all roadways within the 2009 Street Revitalization Project.
 - a. Order/fabricate new signs by May 2009.
 - b. Coordinate new sign installations with the Transportation and Engineering Division during predetermined construction phases.
 - c. Utilize staff time to perform activities related to improving response time for street signs.
- 3) Continue the Replacement Program of deteriorated concrete street light poles.
 - a. Perform field inspection of all concrete poles by April 15, 2009, identifying priority list for replacements within budget.
 - b. Solicit bids and award contract by July 15, 2009.
 - c. Complete all targeted replacements by November 1, 2009.



TRAFFIC CONTROL

2009 LONG-TERM GOALS AND OBJECTIVES

- 1) Review vendor participation for seasonal Village banner change-outs.
 - a. Bid contractor assistance in 2009 for possible inclusion in 2010 budget recommendations.
- 2) Keep current with requirement upgrades of the Federal Manual on Uniform Traffic Control Devices (MUTCD).
 - a. Meet all requirements of the MUTCD manual cost effective manner.

PERFORMANCE MEASURES

Applicable		2007	2008	2009
Objective	MEASURE	Actual	Estimate	Target
ST-1A	Number of street light repairs performed	374	420	500
ST-2C	Number of traffic control devices replaced	466	490	500
LT-2A	Number of new traffic control devices installed	86	90	95

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	235,376	209,130	214,930	231,320	10.6%
Employee Benefits	95,570	83,160	83,330	97,240	16.9%
Misc. Employee Expenses	2,787	4,730	4,730	3,780	-20.1%
Commodities	16,741	15,000	10,500	10,500	-30.0%
Contractual Services	266,531	274,790	250,840	274,090	-0.3%
Capital Outlay	-	3,750	-	-	N/A
Total	617,005	590,560	564,330	616,930	4.5%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The 10.6% increase of \$22,190 is due to annual salary adjustments and merit increases.

Employee Benefits

The 16.9% increase of \$14,080 is due to expected increases in health insurance costs.



TRAFFIC CONTROL

Misc. Employee Expenses

The 20.1% decrease of \$950 is due to a uniform decrease that is due to uniform garment purchases for collective bargaining members in 2008 in lieu of prior garment rentals and to provide an annual uniform allowance through contract agreement expiring 12/31/09.

Commodities

The 30.0% decrease of \$4,500 is due to a decrease in other supplies.

Capital Outlay

No department equipment is requested in 2009.

Development Services

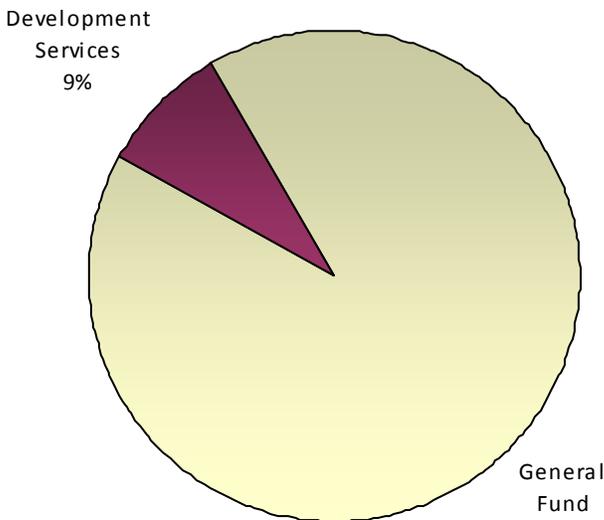


DEPARTMENT DESCRIPTION

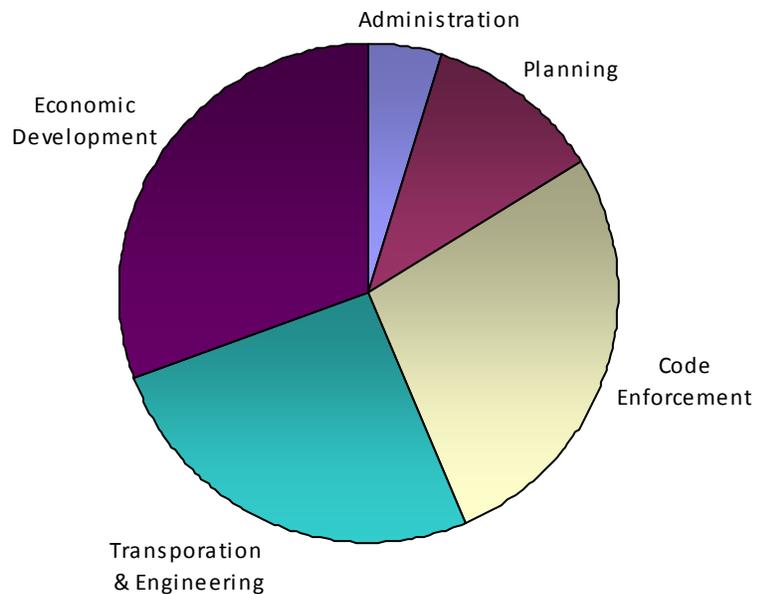
The Department of Development Services is divided into four divisions: Development Services Administration, Planning, Code Enforcement, Transportation & Engineering and Economic Development. These divisions coordinate all aspects of residential and commercial development in Hoffman Estates. They work with residents and existing businesses on improvements to their property, and work with the development community to bring new businesses to Hoffman Estates. The Department provides information and professional services to residents, developers, realtors, contractors, other governmental agencies and other interested parties on a wide variety of topics.

TOTAL OPERATING BUDGET
\$4,315,740

Department Expenditures to General Fund Expenditures



Annual Expenses by Division



Development Services



ANNUAL EXPENSES BY DIVISION

DIVISION	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Administration	182,948	192,940	181,160	206,950	7.3%
Planning	591,884	634,470	602,690	491,400	-22.5%
Code Enforcement	1,199,771	1,268,690	1,225,860	1,184,750	-6.6%
Trans. & Engineering	1,118,582	1,173,150	1,154,880	1,113,570	-5.1%
Economic Development	621,637	2,529,340	1,207,830	1,319,070	-47.8%
Total	3,714,822	5,798,590	4,372,420	4,315,740	-25.6%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	2,050,691	2,190,950	2,202,110	2,111,370	-3.6%
Employee Benefits	852,499	917,760	904,200	917,930	0.0%
Misc. Employee Expenses	60,956	63,890	59,880	63,860	0.0%
Commodities	29,613	28,470	21,090	30,200	6.1%
Contractual Services	716,236	2,660,500	1,258,960	1,267,030	-52.4%
Capital Outlay	9,205	5,850	4,650	900	-84.6%
Operating Transfers	22,880	-	-	-	N/A
Cost Allocation	(27,258)	(68,830)	(78,470)	(75,550)	9.8%
Total	3,714,822	5,798,590	4,372,420	4,315,740	-25.6%



DEVELOPMENT SERVICES ADMINISTRATION

The Administration Division of the Development Services Department coordinates and provides assistance to the Economic Development, Planning, Transportation and Engineering, and Code Enforcement Divisions in developing new programs and assisting in the implementation of existing programs. The Department works with developers and landowners to attract businesses, navigate through the approval process, obtain construction permits and inspect residential and commercial construction projects, as well as streets and public utilities. The Department oversees the Annual Street Construction Project and enforces the Property Maintenance Code to resolve violations, and also works with other Village Departments on a variety of projects.

For the year ahead, major efforts will continue to be focused on economic development opportunities and activities in the western area of the Village, in addition to implementing the Business District Plan and reviewing development projects throughout the Village. Ongoing activities include participating in the efforts to implement the STAR Line commuter rail proposal, as well as the increased attention to code enforcement and property maintenance.

2008 ACCOMPLISHMENTS

- The Department coordinated new development proposals, as well as inspections and occupancies of completed commercial and residential buildings. The 70 acre Huntington Woods Corporate Park received approval and construction was started on the 102,000 square foot More Seiki building. The Prairie Creek Outdoor Amphitheater received approval and construction is anticipated in the next couple of months. Approval was also granted for the 75 unit Autumn Woods subdivision. During 2008, projects completed include Prairie Stone Corporate Center, Serta International, AMCOL International and the Prairie Pointe Medical Office Building. The White Oak Unit 4 and Canterbury Fields subdivisions were also completed and accepted.
- Code Enforcement Division completed their Annual Residential Inspection Program of all single-family homes south of Golf Road. In addition, the annual inspection of all multi-family buildings was completed. Code Enforcement Division also coordinated the first Annual “Clean Sweep” Program. In a single day, all single-family homes received a drive-by visual inspection by Village elected officials and staff.
- In Economic Development, a new Tourism Program was initiated by hiring a full time person to coordinate tourism and hospitality, along with business retention efforts. The Division also produced Visitor’s and Shopping brochures to promote Hoffman Estates businesses.



DEVELOPMENT SERVICES ADMINISTRATION

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Facilitate Economic Development Division activities. (Linked to Village Board Goal ST-2)
 - a. Create foldout brochure showing Hoffman Estates hotels, restaurants and attractions.
 - b. Promote hotels, restaurants and attractions through continuing efforts with the private sector.
 - c. Coordinate hospitality and other complementary development in the Entertainment District.
 - d. Work to revitalize Barrington Square Mall.

- 2) Facilitate Planning Division activities.
 - a. Oversee development approvals for the western area and other projects.
 - b. Coordinate streetscape project for the Roselle Road Business District
 - c. Coordinate signage and streetscape project for the Entertainment District.

- 3) Facilitate Transportation and Engineering Division activities. (Linked to Village Board Goal ST-5)
 - a. Complete and improve Annual Road Resurfacing/Reconstruction Program.
 - b. Coordinate transit opportunities in the Village, with an emphasis towards the STAR Line.
 - c. Coordinate major road projects, such as obtaining approval for a full interchange and traffic signal at Barrington Road.

- 4) Facilitate Code Enforcement Division activities.
 - a. Enhance enforcement and compliance with Village codes throughout the Village.
 - b. Facilitate permitting inspections and occupancies for new development.
 - c. Promote property maintenance activities in single-family, multi-family and commercial buildings.
 - d. Coordinate a second “Clean Sweep” program.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to enhance customer service as related to the development process.
 - a. Enhance timely plan reviews and responses to information requests.

- 2) Work with citizens and developers to maintain and enhance Hoffman Estates as a great community in a dynamically changing development environment.

- 3) Maintain and improve the Department’s presence on the Village website.
 - a. Ensure each division to provide quarterly updates.



DEVELOPMENT SERVICES ADMINISTRATION

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	82,201	85,930	85,230	115,080	33.9%
Employee Benefits	27,234	29,070	28,360	40,220	38.4%
Misc. Employee Expenses	2,710	2,370	570	2,620	10.5%
Commodities	6,815	7,010	5,340	5,850	-16.5%
Contractual Services	60,558	64,010	57,660	42,980	-32.9%
Capital Outlay	-	4,550	4,000	200	-95.6%
Operating Transfers	3,430	-	-	-	N/A
Total	182,948	192,940	181,160	206,950	7.3%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Increase due to annual merit increases and reallocation of DS Administration hours from the EDA Administration Fund (\$29,150).

Employee Benefits

Increase due to rising health care cost and reallocation of personnel from EDA Administration Fund (\$11,150).

Misc. Employee Benefits

Slight increase is due to travel and training expenses (\$250).

Commodities

There is a 15% decrease in office supplies (\$1,160).

Contractual Services

A 33.6% decrease (\$21,030) is due to part of the Information Systems fund reserves that are being used in 2009 to fund projects, thus decreasing the total IS user charges that are spread back to departments.

Capital Outlay

Decrease from 2008 of 95.6% (\$4,350) due to the cost of a new folding/inserting machine.



PLANNING

The Planning Division works with the development community and residents to prepare plans for presentation to the Zoning Board of Appeals, Plan Commission and Village Board. The Division coordinates the development review process within the Village, maintains contacts with outside agencies, manages the Community Development Block Grant (CDBG) program and performs commercial property maintenance inspections. Information is provided to business owners, developers, the general public and other interested parties. The Division also drafts code text amendments and prepares special studies within the Village.

2008 ACCOMPLISHMENTS

- The Division reviewed significant development proposals in Prairie Stone, including:
 - Prairie Creek Amphitheater (final)
 - Splash H2Otel Hotel/Waterpark (final)
 - 16 restaurants (La Hacienda and Tilted Kilt) (final)
 - Famous Dave's Restaurant in Prairie Stone Crossing Shopping Center
 - Other various restaurant/retail proposals (under review)
- Elsewhere in the Village, other noted projects included:
 - Huntington Woods Corporate Center Concept Plan (part of AT&T site)
 - Mori Seiki Flex-Tech building (final)
 - Big Kaiser Flex-Tech building (final)
 - Sutton Crossing infrastructure improvements
 - Other miscellaneous reviews of site plan amendments
- The Commercial Property Improvement Program was expanded in 2008 to include maintenance inspections on various office properties, in addition to all commercial and shopping center properties. The Division also provided support for the:
 - Plan Commission (PC)
 - Zoning Board of Appeals (ZBA)
 - Planning, Building and Zoning Committee (PB & Z)
 - Prairie Stone Entertainment District Committee
 - Business District Committee
 - Barrington Square Mall Land Use Committee

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Expedite review of key projects in the Prairie Stone Entertainment and Retail area, including restaurants, hotels and retail proposals.
 - a. Perform staff plan review and provide comments in less than the standard 2 week review time, whenever feasible.
 - b. Coordinate Village review process to try and accommodate developer's desired schedule.
 - c. Coordinate project with the streetscape and signage plans for the District.



PLANNING

- 2) Review annexation and development proposals in the western area, including Laufenberger Farm, Beverly Properties, Plum Farms, Sutton Crossing and Prairie Stone, among others. (Linked to Village Board Goal ST-6)
 - a. Ensure quality development and adherence to Village codes and regulations by minimizing the number of waivers granted for new projects.
 - b. Work with developers to make sure appropriate level of transportation and other infrastructure improvements are provided with each development.
 - c. Coordinate developer’s plans and land use proposals with needs of the community and Village Goals.
 - d. Evaluate impacts on area roadways and coordinate any new private improvements with the need for public road improvements. Specifically, coordinate the improvement of Shoe Factory Road with surrounding improvements.

- 3) Coordinate the efforts to upgrade streetscapes in the Roselle Road BID/TIF and Prairie Stone Entertainment District. (Linked to Village Board Goal ST-9 and LT-3)
 - a. Coordinate efforts of consultants.
 - b. Conduct meetings with the Committee, Property Owners Association and interested parties.
 - c. Conclude planning stage and take appropriate steps to implement the plan.
 - d. On Roselle Road, work in concert with governmental agencies, private property owners and tenants to facilitate the redevelopment of retail properties, obtain a new traffic signal and implement streetscape improvements.

- 4) Promote the development or redevelopment underutilized properties within the Village. (Linked to Village Board Goal LT-7)
 - a. Work with owners of the Barrington Square shopping center and the Barrington Square Mall Land Use Committee to find appropriate uses and tenants and to help find possible funding opportunities.
 - b. Work with property owners to develop appropriate plans and to help find possible funding opportunities for the northwest corner of Higgins Road and Old Sutton Road.
 - c. Continue to work with shopping center and other retail property owners to implement the commercial property improvement requirements of the Subdivision Code.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Maintain and improve the quality of life through land use planning, review and approval of development proposals. (Linked to Village Board Goal LT-4)
 - a. Ensure quality development and adherence to Village codes and regulations by minimizing the number of waivers granted for new projects.
 - b. When appropriate, incorporate bike path and pedestrian connections into new development proposals to enhance these networks in the Village

- 2) Continue Shopping Center Rehabilitation Program and Commercial Sign Program.
 - a. Obtain 90% compliance level within 120 days of initial notice of violations.
 - b. Obtain 100% compliance level within 1 year of initial notice of violations.



PLANNING

- 3) Maintain Planning Division portion of the Village website. (Linked to Village Board Goal ST-4)
 - a. Update Current Project page, agenda summaries and other regular PC & ZBA related items to keep site current within one week of activities.
 - b. Review content of all pages, including photos and update information every 3 months, or as needed to keep site current.

- 4) Coordinate and promote the orderly growth of the community.
 - a. Review each development proposal for consistency with Comprehensive Plan, Subdivision Code, Zoning Code and other Village regulations.
 - b. For each development proposal, review details in comparison to other recent and similar projects to ensure consistent implementation of Village Codes.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-3B	Number of Committees supported	7	6	6
LT-4A	Number of PC, ZBA and PB & Z meetings held	58	52	60
ST-4C	Number of commercial property and sign inspections	135	180	180

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	418,895	443,560	441,060	346,600	-21.9%
Employee Benefits	166,456	189,590	183,470	158,440	-16.4%
Misc. Employee Expenses	5,100	5,910	3,000	5,170	-12.5%
Commodities	6,876	4,290	3,900	4,520	5.4%
Contractual Services	5,931	9,020	6,370	6,570	-27.2%
Capital Outlay	100	100	100	100	0.0%
Cost Allocation	(11,474)	(18,000)	(35,210)	(30,000)	66.7%
Total	591,884	634,470	602,690	491,400	-22.5%



PLANNING

2009 BUDGET HIGHLIGHTS

Salaries

Reductions in Division personnel will reduce expenses in 2009 by \$96,960.

Employee Benefits

The Village has estimated an increase in health insurance expenses, however, reductions in Division personnel will cause a decrease in 2009 of 16.2% (\$31,150).

Miscellaneous Employee Expenses

Subscriptions to Congress for New Urbanism and the Planning Advisory Service have been discontinued to reduce costs in 2009 of 12.5% (\$740).

Commodities

The photo copy expense increased in 2009 by 5.4% (\$230).

Contractual Services

Legal notice publication expenses have been reduced due to an expected decline in development activity, therefore, reducing costs in 2009 by 27.2 % (\$2,450).

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Planning Division, this represents the amount of funds that the Village can be reimbursed from the CDBG program to cover staff salaries to administer the program. The increase in 2009 is \$12,000 (66.7%).



CODE ENFORCEMENT

The Code Enforcement Division of the Development Services Department is responsible for assuring compliance with Village codes relating to building construction, property maintenance, health regulations and zoning requirements.

This responsibility includes processing of all building permit applications, the plan review of construction drawings for compliance with codes, the inspection of all construction permits (residential and commercial), property maintenance inspections (residential and multi-family), health inspections (restaurants, daycare facilities, commercial swimming pools), the enforcement of Zoning Code regulations and the investigation/resolution of service requests.

Extensive recordkeeping, tracking and retrieval for these functions are critical components of the daily operation of the Division.

Our mission is to safeguard and protect the public health, safety and general welfare of the residents of Hoffman Estates through application of the adopted codes and ordinances in an efficient and effective manner, through the wise use and management of all available resources.

2008 ACCOMPLISHMENTS

- The Division issued over 3,000 building permits and collected nearly \$900,000 in permit fees. Division personnel conducted over 6,800 building field inspections. Approximately 1,500 plan reviews were completed.
- The Residential Inspection Program (RIP) completed over 3,300 inspections of single family residences south of Golf Road. Over 1,200 code violation letters were mailed, with all violations brought into compliance. There were over 6,500 property maintenance investigations performed, with the majority being Division generated. These violations include items such as: tall grass/weeds, improper outside storage and exterior maintenance of property. The Multi-Family Inspection Program is completed twice a year, with over 400 building exterior and common area inspections completed in 2008.
- The seasonal part-time Code Enforcement Officers had a very successful second year. The two officers were highly visible on the streets after normal working hours, in addition to Saturdays and Sundays from May through September. The program generated almost 2,000 code violations, which were brought into compliance. With the officers being on the street and most residents at home in the evening, the officers are personally able to educate residents in property maintenance code.
- Code Enforcement participated in the new Village Adjudication Program bringing over 100 property maintenance and zoning violations before the Village Hearing Judge. Citations included tall grass, improper storage, home occupations and various others.
- A “Clean Sweep Day” was held during May. Department Directors and Village elected officials rode together with Division inspectors to perform visual inspections of every single-family residence for minor property maintenance violations in one day. Roughly 800 violations were noted. The Code staff followed up on all that were noted.



CODE ENFORCEMENT

- Over 400 health inspections were conducted of restaurants and food preparation establishments, commercial daycares and health facilities. Health inspections were also conducted at Village events such as the 4th of July activities, Unity Day, the Fishing Derby and Pakistan Independence Day.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Maintain a management system that effectively and efficiently utilizes resources to achieve the mission of the Division.
 - a. Continue to look for ways to improve service delivery to our customers, such as information on the website or Gov Q/A.
 - b. Incorporate a quality assurance component into each Division activity, beginning with a survey postcard included with each permit application.
 - c. Process all plans, permits and inspections in a friendly, efficient, accurate and timely manner.
 - d. Combine Finance and Code Front Counter activities by cross training to achieve a more efficient and better servicing front counter.
- 2) Recognize the continuing need to develop improved safety standards and provide information to the public regarding life, health and safety standards in construction.
 - a. Improve the Division's response to development interests by intensifying training programs for field inspectors and plan check personnel.
 - b. Continually improve the effectiveness and efficiency of the permit and inspection process.
 - c. Enhance the Division's ability to interact with the public and other agencies by effective communication with applicants and the general public.
- 3) Enhance the Code Compliance Program in coordination with the Planning Division, Police Department and Public Works Department.
 - a. Develop and implement a new complaint management system.
 - b. Develop a neighborhood based outreach effort to promote voluntary correction of code violations and property maintenance standards.
 - c. Continue the proactive enforcement program.
 - d. Implement the Health Inspection software program.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Provide prompt, courteous and efficient service to building owners, design professionals, contractors and trades persons in the review and approval of plans and issuance of building, plumbing, mechanical and electrical permits.
 - a. Invite feedback from Division customers that will focus on needs and services to the community and provide information that will assist in identifying future needs.
 - b. Enhance the Division's ability to interact with the public and other agencies by effective communication with applicants and the general public.



CODE ENFORCEMENT

- c. Assign Permit Assistants and Permit Services Coordinator to attend Association of Building Coordinators of Illinois (ABCI) meetings in order to network with surrounding municipalities.
- 2) Develop information and technical assistance programs that will expand the public's understanding of the role of Code Enforcement in creating a reasonably safe and healthy community.
 - a. Improve the image of the Division as a service organization by preparing articles for inclusion in the local media.
 - b. Develop and implement a Homeowner Academy (similar to Police and Fire Academy), which will include basics from changing a light switch to how to secure the residence from intruders.
 - c. Enhance Building Safety Week activities by working with local home improvement retailers.
 - 3) Continue involvement in the International Code Council (ICC) code change venue.
 - a. Submit code changes for the International Building Code and International Property Maintenance Code which reflect current Village amendments.
 - b. Assign Director of Code Enforcement to attend International Code Council Code Change Hearings.
 - c. Prepare to adopt 2009 International Code Council Family of Codes during the 2010 calendar year.
 - d. Continue to bring forward possible code changes to address property maintenance issues.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1C	Number of building permits Issued	3,482	3,000	3,000
ST-1C	Number of building inspections performed	9,974	6,800	6,800
LT-1B	Number of nuisance complaints responded to	6,849	6,500	6,500
ST-1C	Number of health inspections completed	445	400	400
ST-1C	Number of Residential Inspection Programs completed	3,853	3,310	3,500
ST-1C	Number of Multi-family Inspection Programs completed	300	302	302



CODE ENFORCEMENT

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	712,921	804,250	781,190	753,500	-6.3%
Employee Benefits	346,141	372,840	361,160	352,890	-5.4%
Misc. Employee Expenses	12,966	13,950	11,400	9,920	-28.9%
Commodities	9,230	8,910	5,180	7,880	-11.6%
Contractual Services	108,533	68,740	66,930	60,560	-11.9%
Operating Transfers	9,980	-	-	-	N/A
Total	1,199,771	1,268,690	1,225,860	1,184,750	-6.6%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease due to downsizing in the Division. Overtime for Saturday morning and Monday evening hours will be substituted for time off (\$50,750).

Employee Benefits

The Village has estimated an 8% increase in health insurance expenses in 2008 offset by the downsizing (-\$19,950).

Misc. Employee Benefits

Travel and training were reduced by 31% and dues and memberships by 5% (net -\$4,030). McHenry County College training, Building and Fire Code training and the Environmental Health Officer Conference were removed in 2009.

Commodities

The decrease is due to a reduction in printing and binding and small tools and equipment accounts (\$1,030).

Contractual Services

The overall decrease is mainly due to part of the Information Systems Fund reserves that are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to Departments, which is a decrease of 12.5% (\$8,180).



TRANSPORTATION & ENGINEERING

The Transportation & Engineering Division is responsible for the planning, design, and operation of various components of the Village infrastructure system. Examples of activities undertaken by the Transportation and Engineering Division include:

- Commercial and residential site plan review
- Private and public construction inspection
- Project design, inspection services and all project management for Village projects such as the annual street project, sidewalk improvements, drainage improvements, crack sealing and other utility projects
- Conduct traffic engineering studies and investigations
- Review traffic impact analyses prepared for new development
- Provide input on design plans for transportation components of private development
- Monitor traffic operations
- Coordinate with State of Illinois, Cook County, Illinois Tollway, Pace, Metra, RTA and other municipalities (additional coordination occurs with other Village Departments, Army Corps of Engineers, Environmental Protection Agency, Metropolitan Water Reclamation District and the Federal Emergency Management Agency)
- Provide technical expertise and assistance on a variety of engineering and transportation issues.

2008 ACCOMPLISHMENTS

- Submitted application for Federal Congestion Mitigation Air Quality funds to construct a pedestrian / bicycle facility on Higgins Road. The Chicago Metropolitan Agency for Planning has approved the funding application and is waiting for Federal approval.
- The pilot phase of the subsidized taxi program began. A six month status report was presented to the Village Board.
- Performed technical analysis of the proposed purchase of EJ&E Railway by Canadian National. Submitted comments to the Surface Transportation Board on the scope of the Environmental Impact Statement (EIS) as well as the draft EIS itself.
- Division staff continued to work on design options for Shoe Factory Road with Cook County and developers. Potential changes to road and parcel access were identified and are under discussion.
- Provided coordination support for the continuation of the HOT Line shuttle bus service with Pace and Village employers.
- With other Development Services staff, information was prepared which led to the selection of the Village's consultant and continued development of plans for electronic community message signs.
- Staff served on the study group for the Interstate-90 Corridor study, which is still in progress. One finding is that the completion of a full interchange at Barrington Road is not contingent on other interchange improvements in the area.



TRANSPORTATION & ENGINEERING

- Division staff worked closely with the Police Department and Sears Centre personnel/contractors to place and operate traffic controls for patrons attending events. In addition, staff coordinated traffic control with the Police Department for other events in the Village.
- At the direction of the Village Board, the Division began developing a comprehensive bicycle plan with specific project requests submitted through the annual Capital Improvements Program.
- The annual street rehabilitation project was completed on schedule and under the contract amount. The 2008 project scope included a balance of resurfacing and reconstructing streets. The Division completed the annual pavement condition ratings earlier in the season to allow more time to conduct and review core samples to fine tune rehabilitation strategies.
- The Division completed over 100 residential drainage inspections at the request of residents. In addition, drainage characteristics were evaluated for over 50 driveways, room addition and garage permits.
- Division members served on the Metra STAR Line Technical Advisory Committee and supported the efforts of the Task Force on this regional transit project.
- Division staff participated as a member of the Technical Advisory Committee for a new Cook County Stormwater Management Plan.
- The Canterbury Fields subdivision public and private improvements were accepted in 2008. Inspections are ongoing for two other residential subdivisions with the goal of acceptance in 2009.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Improve pavement condition of Village streets.
 - a. Develop street lists for reconstruction and preventive maintenance for the annual street project to be included in the Capital Improvements Board and Village Board approval.
 - b. Complete the plans and specifications for the 2009 Street Revitalization Project.
 - c. Complete construction of the 2009 Street Revitalization Project by November 30, 2009.
- 2) Provide Stormwater Management Services.
 - a. Complete the 2009 Drainage Improvement Project
 - b. Assist residents and business owners with technical advice on drainage problems and floodplain concerns.
 - c. Conduct drainage inspections at single family residences.
- 3) Provide high quality, professional customer services to developers, engineering companies, contractors, residents and staff.



TRANSPORTATION & ENGINEERING

- a. Continue to conduct plan reviews and construction inspections for all public and private improvements to reduce future maintenance.
 - b. Work with staff, developers, engineers and contractors to provide high quality solutions in site development, including assistance to the Business District team.
 - c. Serve as a technical resource on all civil and site related issues.
 - d. Work to encourage developers to complete site work in a timely manner to allow acceptance of subdivisions.
- 4) Improve communications and information sharing. (Linked to Village Board Goal ST-4)
- a. Improve web-based information on Village projects, services, and those of regional significance. Update Division webpage on an as needed basis.
 - b. Serve as liaison to resident and business communities for road improvements and transit service.
- 5) Coordinate Major Road Projects.
- a. Continue to provide technical support as needed for Barrington Road/I-90 full interchange. Pursue memorandum of understanding with Illinois Tollway. (Linked to Village Board Goals ST-5 and LT-5)
 - b. Work toward approval of the Roselle Road Traffic signal at Golf Center and Hoffman Plaza (contingent on Cook County, IDOT and landowner approvals). (Linked to Village Board Goal LT-3)
 - c. Obtain construction and permanent easements needed for the Roselle Road signal.
 - d. With Cook County, complete plans for the Shoe Factory Road and Beverly Road widening project. (Linked to Village Board Goal ST-6)
- 6) Coordinate Public Transportation Services. (Linked to Village Board Goals LT-1 and ST -5)
- a. Conduct an evaluation of the Subsidized Taxi Program after a full year of operation by March 2009.
 - b. Work on implementing plans for the next phases of Village transit services.
 - c. Facilitate HOT Line with Village businesses to obtain funding commitments
 - d. Assist Metra and Task Force with the next phase of studies for the STAR Line.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Improve overall pavement condition and pavement condition database.
- a. Further develop the application of the pavement condition data through integration with GIS for use as a decision making tool.
 - b. Enhance capabilities of the Pavement Management System to create methods to estimate and predict future pavement conditions.
 - c. Continue with the professional management of the annual street project.
- 2) Provide stormwater management services.
- a. Assist residents with technical advice on drainage problems.
 - b. Continue to provide Letter of Map Amendment documentation to lower insurance costs for residents located in the floodplain.



TRANSPORTATION & ENGINEERING

- c. Create long term plan for incorporating projects into the Annual Drainage Improvement Project.
- 3) Improve communications and information sharing. (Linked to Village Board Goal ST-4)
- a. Improve web-based information on Village projects, services and those of regional significance.
 - b. Develop a library of traffic engineering reference brochures dealing with typical traffic requests and concerns.
- 4) Manage major infrastructure and safety projects. (Linked to Village Board Goals ST-5 and LT-5)
- a. Prepare technical studies for Barrington Road and I-90 full interchange, leading to construction through coordination with the Illinois Tollway.
 - b. Develop a plan for and complete construction of a full interchange and Beverly Road.
 - c. Coordinate construction of improvements with Cook County for Shoe Factory Road and Beverly Road widening project.
 - d. Manage traffic safety systems to identify problem areas and implement solutions with the Police Department.
 - e. Identify potential projects for Surface Transportation funds, Congestions Mitigation Air Quality funds and other sources leading to implementation.
- 5) Manage public transportation services. (Linked to Village Board Goal LT-1)
- a. Continue efforts with regional agencies to complete project studies, secure funding and construct Metra STAR Line commuter service.
 - b. Develop station area concepts for STAR Line.
 - c. Work on implementation of future phases of the Village transit plan.
 - d. Identify potential funding sources for transit improvement and services.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1A	Percent of street projects at or under the contract amount	99%	99%	99%
ST-6	Percent of ID cards assigned within 3 days from the date of application	N/A	65%	80%
ST-4A	Percent of Annual Street Projects posted to website on a weekly basis	80%	85%	90%



TRANSPORTATION & ENGINEERING

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	736,466	752,570	751,050	703,570	-6.5%
Employee Benefits	279,488	291,600	290,220	290,680	-0.3%
Misc. Employee Expenses	8,220	9,530	4,180	7,370	-22.7%
Commodities	3,414	4,110	3,670	3,700	-10.0%
Contractual Services	72,419	114,140	105,210	107,650	-5.7%
Capital Outlay	9,105	1,200	550	600	-50.0%
Operating Transfers	9,470	-	-	-	N/A
Total	1,118,582	1,173,150	1,154,880	1,113,570	-5.1%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The decrease of 6.5% (\$49,000) is due to the combined effects of eliminating overtime in 2009, position changes and the annual merit increases.

Employee Benefits

The Village has projected an increase in health insurance expenses in 2009, but the net effect is zero for the Division, due to reductions in personnel and overtime.

Miscellaneous Employee Benefits

The decrease of 22.7% (\$2,160) is due to a reduction in training and travel in response to budget constraints.

Commodities

The decrease of 10% (\$410) is due to a reduction in printing and binding.

Contractual Services

At this point in the budget process, the estimated share of the Pace Route 554 operating costs is included. Cost change reflects the shift of the Taxi Discount Program from the Capital Improvement Fund to the annual Division operating budget. Also, part of the Information Systems Fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to Departments. The decrease of about 5.7% (\$6,490) is the net effect of these changes.

Commodities

The decrease of 10% (\$410) is due to a reduction in printing and binding.

Capital Outlay

The decrease of 50% (\$600) is due to a reduction in other furniture and equipment.



ECONOMIC DEVELOPMENT

The primary goal of the Economic Development Division is to raise the basic standard of living in the Village of Hoffman Estates. The traditional strategy to accomplish this goal has been through the recruitment and retention of businesses in the community. In recent years, we have expanded the strategy to include tourism and more retention activity.

2008 ACCOMPLISHMENTS

- The central area is enjoying a major reconstruction of Hoffman Plaza Shopping Center, including a \$6 million renovation to the Jewel/Osco store and new facades, new landscaping, upgraded lighting, repaving the parking lot and other improvements to the surrounding shopping center. The Village partnered with Jewel and Hoffman Plaza ownership in their grand reopening celebration October 31-November 16.
- The western area of the Village has seen significant growth in both the retail and office sector. The office buildings have been completed in Prairie Stone, which include Liberty Mutual (100,000 square feet), Serta International (81,000 square feet), Prairie Stone Corporate Center (140,000 square feet), AMCOL International (74,000 square feet) and Prairie Pointe Medical Building (66,000 square feet).
- New retail tenants in the Prairie Stone Crossing Shopping Center include a Sports Authority (42,000 square feet) and a Chipotle (2,200 square feet).
- New retail tenants in Poplar Creek Crossing Shopping Center include Prairie Stone Pizza, Red Robin and Subway.
- Approved entertainment venues and restaurants pending construction in the Prairie Stone Entertainment District include Splash H2Otel (240 room hotel and indoor/outdoor water park and conference center), Prairie Creek outdoor amphitheater (9,400 seats), Famous Dave's (6,500 square feet), La Hacienda and Tilted Kilt.
- An important accomplishment was the production and distribution of two new publications - the Visitor's Guide and Shopping Center Guide. The Visitor's Guide, with the cooperation of the hotel community, was distributed to hotel guests. The Village will also provide a bi-monthly calendar update for the Visitor's Guide. The Shopping Center Guide was mailed to all residents of the Village. The Visitor's Guide portrays the Village of Hoffman Estates as a destination highlighting lodging, dining, shopping, outdoor recreation, festivals and attraction choices for visitors, as well as a comprehensive listing of support services for conference, tournament and special event organizers. The Shopping Center Guide is an inclusive listing of every merchant in every retail center in Hoffman Estates defined into broader shopping districts, listed alphabetically and by category with center specific and Village-wide maps for ease in locating.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Create publications and articles for business attraction and retention. (Linked to Village Board Goal ST-2)



ECONOMIC DEVELOPMENT

- a. A fold out brochure mapping the hotels, restaurants, and area attractions.
 - b. Produce and distribute updated Visitor Guides and Explore Hoffman Estates shopping center guides.
 - c. Write and promote articles regarding economic development in Hoffman Estates.
- 2) Develop improved components for the Village’s new website.
 - a. Create a new “Entertainment District” link to educate residents and visitors of venues adjacent to the Sears Centre and Cabela’s.
 - b. Update and expand components of the economic development sections of the Village’s website.
 - c. Measure visits to the economic development section of the website to establish a baseline to direct and evaluate future website advertising efforts.
- 3) Develop a “visithoffman.com” website to direct tourists and visitors to Village hotels, restaurants and attractions. (Linked to Village Board Goal ST-2)
 - a. Gather bids for the development of an attractive tourist website.
 - b. Gather input from Village hotels to better serve their accommodation needs.
 - c. Train internal staff to maintain and update the website.
 - d. Track hits to the web site
- 4) Expand the tourism and cultural components of the Village. (Linked to Village Board Goal ST-2)
 - a. Work with the Village’s new Tourism and Business Retention Coordinator to develop new events for residents and visitors (such as the International Marching Band Parade or International Tartan Day in spring 2009).
 - b. Collaborate with allied tourism organizations to better broadcast tourist options and packages in Hoffman Estates (Northern Illinois Tourism Association).
 - c. Work with the Tourism and Business Retention Coordinator to establish a stronger accommodations connection with Willow Creek Church and their numerous conferences.
- 5) Strengthen assistance to local business during the economic downturn.
 - a. Develop surveys for local business to determine need areas
 - b. Coordinate seminars with local resources to address business need areas
 - c. Provide free advertisements for local businesses in directories and fulfillment publications.
- 6) Work to revitalize the Barrington Square Mall.
 - a. Explore the feasibility of a TIF district.
 - b. Work with brokers on a build-to-suite contingent upon the market reactions of redeveloping the Menards building.
 - c. Work with ownership to upgrade/revitalize the mall.



ECONOMIC DEVELOPMENT

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to revitalize the Roselle Road TIF into a more viable shopping destination in Hoffman Estates. (Linked to Village Board Goal LT-3)
 - a. Work with the Planning and Transportation and Engineering Divisions to coordinate with adjacent landowners to complete requirements such as easements, landscaping and signage.
 - b. Work with Transportation and Engineering Division and Cook County to obtain approval for a stoplight linking the two shopping centers on Roselle Road.
 - c. Continue to work with outlot ownership for building and tenant upgrades to complement primary shopping center redevelopment (e.g. Shell, Hoffman Lanes, etc.).

- 2) Serve as liaison to the Economic Development Commission. (Linked to Village Board Goal ST-2)
 - a. Work with the Village’s marketing consultant and the Commission to implement the objectives of the Village.
 - b. Coordinate tasks between the Commission, the Village and the consultant regarding marketing collateral material.
 - c. Continue to facilitate Commission meetings and activities as assigned.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1C	Number of articles for publications to highlight economic development accomplishments	6	7	8
ST-3A	Number of hits from the Visit Hoffman website	N/A	N/A	300
LT-3D	Number of times companies have been contacted for recruitment on a weekly basis	10	8	8
ST-5A	Number of business retention surveys sent to local businesses	N/A	N/A	400



ECONOMIC DEVELOPMENT

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	100,208	104,640	143,580	192,620	84.1%
Employee Benefits	33,180	34,660	40,990	75,700	118.4%
Misc. Employee Expenses	31,960	32,130	40,730	38,780	20.7%
Commodities	3,278	4,150	3,000	8,250	98.8%
Contractual Services	468,795	2,404,590	1,022,790	1,049,270	-56.4%
Cost Allocation	(15,784)	(50,830)	(43,260)	(45,550)	-10.4%
Total	621,637	2,529,340	1,207,830	1,319,070	-47.8%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Increase of 84.1% (87,980) is due to annual merit increases and a new staff position (offset by savings from dropping membership to the Greater Convention and Tourism Bureau) created in mid-2008.

Employee Benefits

Increase of 118.4% (41,040) is due to an increase in health insurance by 8% and increases in social security, Medicare and IMRF due to a new position.

Miscellaneous Employee Benefits

Increase of 20.7% (\$6,650) is due to adding travel & training and dues and memberships for the new staff position.

Commodities

Increase of 98.8% (\$4,100) is due to printing costs and informative reading materials.

Contractual Services

Decrease of 56.4% (\$1,355,320) is due to professional services and sales tax rebates.

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Economic Development Division, we are showing a 10.4% (\$5,280) reduction of expenses that pertain to the water and sewer function of the Village. These expenses are then being shown in the Water and Sewer Fund.

Health & Human Services

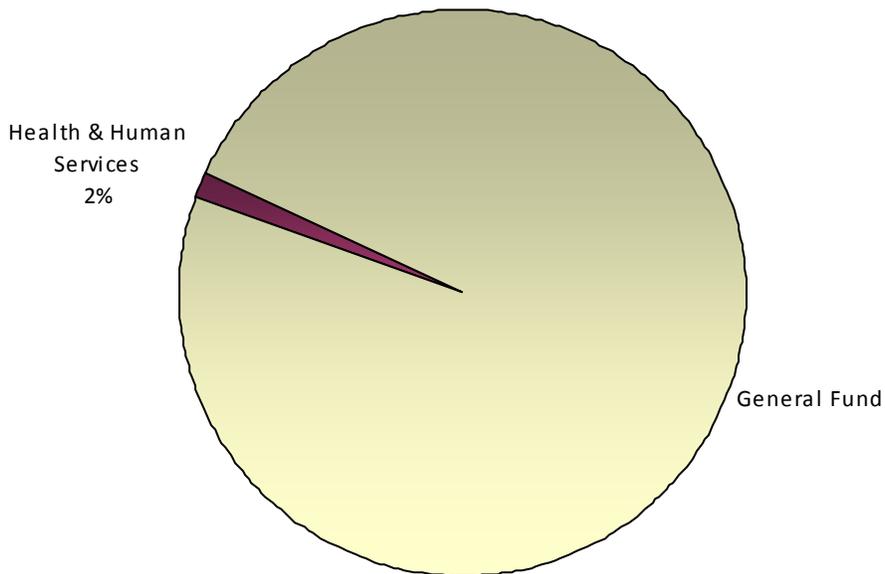


DEPARTMENT DESCRIPTION

The Department of Health and Human Services provides the following services: immunizations, health screening, counseling services and community education. The Department's mission is to serve the community by providing high quality preventative health and mental health services via coordination with Village departments and community partners.

TOTAL OPERATING BUDGET
\$707,110

**Department Expenditures to
General Fund Expenditures**





HEALTH & HUMAN SERVICES

The Department of Health and Human Services (HHS) provides much needed and affordable healthcare services to the employees and residents of Hoffman Estates. The Department's mission is to serve the community by providing high quality preventative health and mental health services via coordination with Village departments and community partners. Through these collaborative relationships, HHS is able to fill the gaps in needed services.

The Department of Health and Human Services provides infant and child immunizations, adult and older adult health clinics and immunizations, individual counseling, family counseling and couples counseling. Community based services include prevention and educational programming for youth, and community outreach.

2008 ACCOMPLISHMENTS

- Nursing staff provided 3,391 combined (adults, infants, children) patient visits, an increase of 99% over 2007. There was a 28% increase in Medicaid clients in 2008 (108 in 2007 and 128 in 2008). There was a total of 1,157 infant/children vaccinations, 1,891 free health screenings (blood pressure, hemoglobin and blood glucose) and 776 adult vaccinations (Tetanus, Hepatitis A/B, Twinrix).
- HHS added Vision and Hearing screening services for preschool children during 2008 and 385 screenings were completed.
- 104 residents utilized the medical equipment lending program, an increase of 15%.
- The clinical psychology staff and trainees provided 700 clinical visits, which is an increase of 10% compared to visits in 2007. 1,200 hours of affordable counseling hours were provided by the psychology trainees. There was a total of 1,306 individual counseling sessions, 124 couple counseling sessions, 80 family counseling sessions and 5 psychological assessments. Utilization of the Employee Wellness Program counseling services increased by 50%.
- HHS continued the implementation of evidence-based prevention programs for youth that include: Reaching for the Stars, Real Girls-Real Talk and Lions Pride. The purpose of each group is to enhance leadership skills, decision making ability and self-esteem of participating youth.
- HHS counseling staff initiated counseling services and bi-monthly workshops at the Community Resource Center for Spanish speaking residents.
- HHS, in collaboration with Human Resources Management, continued diversity training for Village employees.
- HHS successfully received funding from the Hoffman/Schaumburg Rotary to support two community programs. The rotary provided \$1,000 to provide free flu vaccinations for residents who demonstrate financial need and \$500 to support the youth photo contest.
- HHS staff, in collaboration with the Emergency Management Coordinator, Fire Department and Police Department, successfully planned, trained staff and implemented the Strategic National Stockpile pharmaceutical distribution exercise.



HEALTH & HUMAN SERVICES

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Provide preventive healthcare services to reduce the impact of preventable disease among youth within the Hoffman Estates community. (Linked to Village Board Goal LT-6)
 - a. Increase utilization of HHS' infant and children's immunization clinics by 10% via targeted marketing in underserved communities.
 - b. Assist 24 qualifying applicants with the completion of AllKids insurance applications.
 - c. Collaborate with local schools to assure minimum student absences due to out of date or incomplete immunizations.

- 2) Assure the mental health and safety of Hoffman Estates residents through the provision of community education, outreach programs and counseling services (Linked to Village Board Goal LT-6)
 - a. Implement a standardized protocol to respond to family violence in the Hoffman Estates community.
 - b. Conduct three community awareness workshops that address health/mental health concerns (i.e. parenting, family violence, substance abuse, gang prevention).

- 3) Continue advancement of the Village's Diversity program. (Linked to Village Board Goal LT-2)
 - a. Provide three cultural diversity training sessions for Village directors, supervisors and staff.
 - b. Participate in HRM's Diversity Task Force Initiatives.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to provide access to affordable physical and mental health services for Village employees and residents. (Linked to Village Board Goal LT-6)
 - a. Identify grant opportunities that will provide long term financial support for HHS services.
 - b. Review current fee structure to assure optimum balance between client fees and cost of operations.
 - c. Continue strategic marketing of HHS services to assure targeted populations are aware of available services.

- 2) Revise HHS programming based on the needs of the community.
 - a. Finalize analysis of the community needs assessment.
 - b. Continue to develop collaborative relationships with community providers.
 - c. Implement ongoing evaluation protocol to assess department services.

- 3) Assure the health, safety and wellbeing of Village employees through increased utilization of the Employee Wellness Program.
 - a. Collaborate with HRM to develop ongoing employee health educational programs.
 - b. Review clinic schedules to assure that employees have adequate access to available services.
 - c. Revise marketing strategies of counseling services to employees.



HEALTH & HUMAN SERVICES

- d. Develop ongoing employee fitness program.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1B	Number of AllKids applications completed	19	7	24
LT-2B	Number of children who received immunizations	720	526	750
ST-3C	Number of employees who utilize the Employee Wellness Program (counseling)	6	10	15
ST-4D	Number of Diversity Workshops conducted	2	2	3

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	404,806	471,680	384,010	415,940	-11.8%
Employee Benefits	171,195	187,970	165,630	154,330	-17.9%
Misc. Employee Benefits	4,625	5,710	4,380	4,280	-25.0%
Commodities	34,186	34,060	33,680	35,370	3.8%
Contractual Services	94,078	93,590	98,960	97,190	3.8%
Total	708,890	793,010	686,660	707,110	-10.8%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Due to resignations and promotions during 2008, HHS had four vacant positions at various times of the year: Assistant Director, Staff Therapist, Post Doctoral Fellow and Coordinator of Outreach and Prevention. These changes account for the decrease in salary and wages. Presently, the Coordinator of Outreach and Prevention and the Post Doctoral Fellow are vacant. The responsibilities have been distributed among current staff.

Employee Benefits

The decreases are accounted for by the vacancies in the Department.



HEALTH & HUMAN SERVICES

Misc. Employee Expenses

The increased expense in this area relates to biannual licensing fees for nursing staff and clinical psychology staff.

Commodities

The increase in this area is due to increased costs associated with the purchase of required medical supplies for the health, immunization and wellness clinics and the purchase of psychological testing materials. Also, additional costs were incurred for the purchase of necessary office supplies.

Contractual Services

The increase in contractual services is primarily due to a 3% increase in funding for the International Youth Parliament program and an increase in fees associated with medical waste recycling.

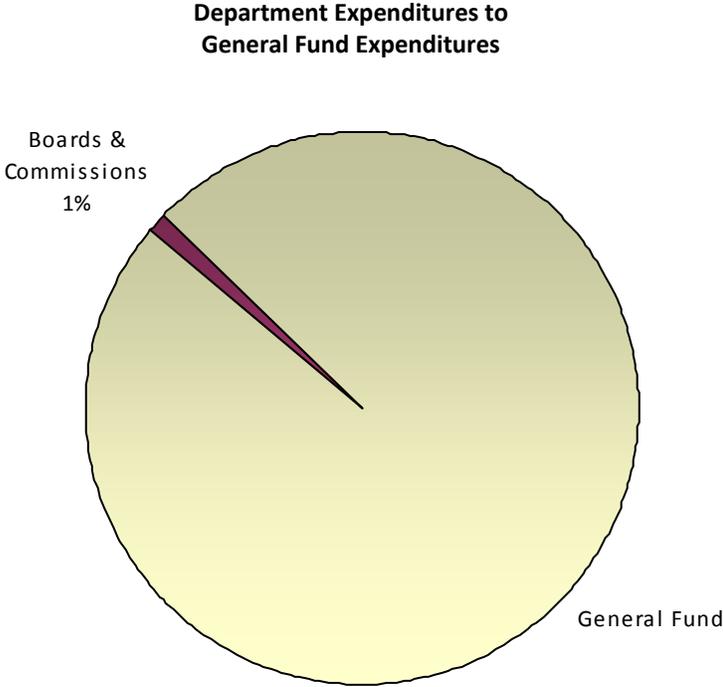
Boards & Commissions



DESCRIPTION

The Boards & Commissions Division consists of the Fourth of July Commission, Fire & Police Commission and Miscellaneous Boards & Commissions, which consists of sixteen volunteer commissions. Each board and commission represents an opportunity for residents to volunteer their time and play an active role in their community.

TOTAL OPERATING BUDGET
\$514,940



Boards & Commissions



ANNUAL EXPENSES BY COMMISSION

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
4th of July	129,585	142,320	141,435	155,520	9.3%
Police & Fire	35,874	167,570	118,280	42,920	-74.4%
Miscellaneous	190,174	293,570	216,590	316,500	7.8%
Total	355,633	603,460	476,305	514,940	-14.7%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	22,524	66,780	61,080	40,830	-38.9%
Employee Benefits	4,001	22,300	18,860	24,590	10.3%
Misc. Employee Expenses	600	2,530	1,030	2,530	0.0%
Commodities	1,653	5,550	1,880	2,230	-59.8%
Contractual Services	326,855	506,300	393,455	444,760	-12.2%
Total	355,633	603,460	476,305	514,940	-14.7%



FOURTH OF JULY COMMISSION

The Fourth of July Commission plans and conducts the annual Village celebration for the Fourth of July. The celebration includes entertainment, food, fireworks, a carnival, a parade and an arts and crafts fair.

The 2008 Festival was conducted within the budget expenditures created by the Village Board. The 2009 budget reflects a 5-day festival taking place during 2009. The primary increase in the 2009 budget is related to Entertainment.

ANNUAL EXPENSES BY CLASS

Class	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Contractual Services	129,585	142,320	141,435	155,520	9.3%
Total	129,585	142,320	141,435	155,520	9.3%



FIRE & POLICE COMMISSION

The Fire and Police Commission consists of five civilians appointed by the Village Board. This Commission is responsible for administering Fire and Police entry-level testing and promotional testing for Police Sergeant, Police Lieutenant, Fire Lieutenant and Fire Captain. In addition, the Commission is also responsible for conducting disciplinary hearings.

ANNUAL EXPENSES BY CLASS

Class	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	125	27,500	25,750	500	-98.2%
Employee Benefits	1	2,110	190	40	-98.1%
Misc. Employee Expenses	600	2,530	1,030	2,530	0.0%
Commodities	38	4,250	910	1,250	-70.6%
Contractual Services	35,110	131,180	90,400	38,600	-70.6%
Total	35,874	167,570	118,280	42,920	-74.4%



MISCELLANEOUS BOARDS & COMMISSIONS

The Miscellaneous Boards and Commissions include all of the commissions, with the exception of the Fourth of July and Fire and Police Commissions. This division accounts for the various commission costs, as well as the Boards and Commissions Secretary.

The budgets for the following Boards and Commissions are included in this division:

Boards & Commissions	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Workers Comp Insurance	-	120	150	130	8.3%
Sister Cities	15,225	17,610	10,300	16,530	-6.1%
Environmental Comm.	3,471	8,050	7,750	8,050	0.0%
Commission for Seniors	6,350	10,090	9,190	10,090	0.0%
Youth Commission	31	5,000	5,150	2,150	-57.0%
Emerging Technologies	-	-	-	250	N/A
Historical Sites	1,040	1,900	1,500	1,900	0.0%
Cultural Awareness	9,128	12,000	8,000	14,250	18.8%
Arts Commission	20,472	24,650	22,000	24,200	-1.8%
Utilities Commission	20	300	300	330	10.0%
Green Commission	-	-	-	250	N/A
Local Historian	710	10,500	500	10,500	0.0%
Celebration Commission	5,280	22,900	23,600	27,900	21.8%
Economic Development	63,024	60,000	59,900	35,000	-41.7%
Children's Memorial	12,409	28,680	-	28,180	-1.7%
50th Anniversary	25,000	25,000	10,000	50,000	N/A
Commission for the Disabled	-	6,000	3,280	5,930	-1.2%
Total	162,160	232,800	161,620	235,640	1.2%

ANNUAL EXPENSES BY CLASS

Class	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	22,399	39,280	35,330	40,330	2.7%
Employee Benefits	4,000	20,190	18,670	24,640	22.0%
Commodities	1,615	1,300	970	980	-24.6%
Contractual Services	162,160	232,800	161,620	210,640	-9.5%
Total	190,174	293,570	216,590	276,590	-5.8%

Special Revenue Funds

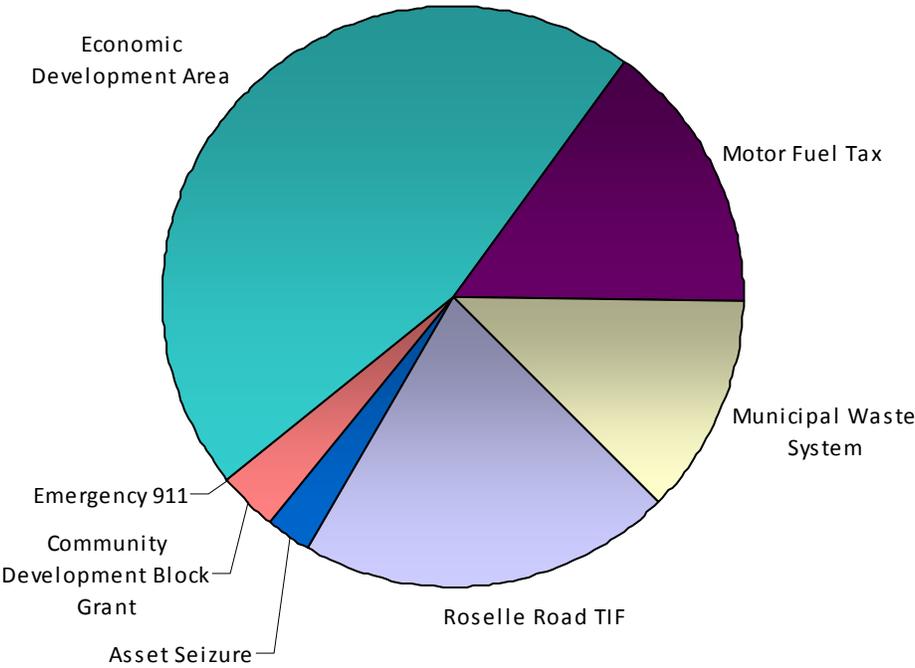


DESCRIPTION

Special Revenue Funds include the following funds: Asset Seizure, Community Development Block Grant, Emergency 911, Economic Development Area, Motor Fuel Tax, Municipal Waste System and Roselle Road TIF. These funds are defined as those used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

TOTAL OPERATING BUDGET
\$9,842,730

Annual Expenses by Fund





ASSET SEIZURE FUND

The Asset Seizure Fund (State and Federal) consists of funds awarded to the Police Department by the courts relating to monies seized in conjunction with narcotic arrests and seizures. There is one patrol officer assigned to the Department of Treasury, United States Customs Service. The officer participates in a Narcotics Task Force.

2008 ACCOMPLISHMENTS

- Total funds received from seizures in 2008 equal \$290,167.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to work with the Department of Treasury–Customs Enforcement on drug/narcotic cases, which result in seizure funds being returned to the Department.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to participate in this program and expand the Police Department’s relationship with other Federal agencies in similar assignments when possible.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Fines	187,391	368,050	287,230	243,530	-33.8%
Investment Earnings	3,295	3,500	1,670	2,000	-42.9%
Miscellaneous	4,169	-	-	-	N/A
Total Revenues	194,855	371,550	288,900	245,530	-33.9%
Expenditures					
Salaries	96,060	116,680	100,910	119,750	2.6%
Employee Benefits	13,656	13,870	13,650	15,350	10.7%
Misc. Employee Expenses	2,786	11,000	11,000	11,000	0.0%
Contractual Services	24,038	24,800	23,820	28,430	14.6%
Capital Outlay	43,204	91,200	83,200	84,000	-7.9%
Operating Transfers	8,248	110,500	-	-	N/A
Total Expenditures	187,992	368,050	232,580	258,530	-29.8%
Net Revenues over Expenditures	6,863	3,500	56,320	(13,000)	-471.4%



ASSET SEIZURE FUND

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Increase of 2.6% is due to annual merit increase.

Contractual Services

Increase of 14.6% is due to Report Writing maintenance fee for 2009.

Capital Outlay

The decrease of 7.9% is due to lower capital requests for 2009.



COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant (CDBG) is funding the Village receives from the Federal Government under the Department of Housing and Urban Development. This funding is to be directed to capital improvement, housing rehabilitation and public service projects that benefit low/moderate income residents of the Village. The Village is funding two activities: a single family rehabilitation program and a neighborhood improvement project. In addition, the costs of administering the CDBG program will be subsidized with the CDBG funds.

The single family rehabilitation program will be administered by the North West Housing Partnership, a non-profit organization devoted to maintaining and supplementing affordable housing. A total of \$110,000 is allocated for the rehabilitation of several homes in the Village over the course of the program year. Improvements may include upgraded electrical systems, new plumbing, windows, doors, flooring, or exterior siding and are estimated to cost approximately \$15,000 to \$20,000 per home. The owners of the homes must qualify based on income levels to obtain funding which is provided as a no interest loan, to be repaid to the Village when the home is sold.

During the first year of the Village’s CDBG program, it was determined that the Barrington Square Neighborhood needed additional street lighting to address safety issues, including nuisance calls, criminal damage and pedestrian/traffic conflicts. Plans for the upgraded street lighting system have been completed and a contractor has been hired. It is expected that work will begin within the year. A total of \$390,000 is available at this time to begin work on this project.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Intergovernmental	39,746	556,600	113,460	310,480	-44.2%
Total Revenues	39,746	556,600	113,460	310,480	-44.2%
Expenditures					
Contractual Services	28,271	117,100	28,250	150,480	28.5%
Capital Outlay	-	421,500	50,000	130,000	-69.2%
Cost Allocation	11,475	18,000	35,210	30,000	66.7%
Total Expenditures	39,746	556,600	113,460	310,480	-44.2%
Net Revenues over Expenditures	-	-	-	-	N/A



EMERGENCY 911 FUND

The Village of Hoffman Estates hosted its own 911 dispatch center until 1997, when the Northwest Central Dispatch System was created, which combined several municipalities into one dispatch center. Since then, this fund has continued to be utilized to account for the 911 surcharge that the Village receives. These revenues, up until 2008, were used to fund a portion of debt service that was used for the original purchase of communications equipment in 1997. The balance of the accumulated funds will be used for equipment replacement in the future.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Intergovernmental	272,502	200,000	180,000	31,000	-84.5%
Investment Earnings	49,506	64,000	26,540	30,000	-53.1%
Operating Transfers	-	-	-	-	N/A
Total Revenues	322,008	264,000	206,540	61,000	-76.9%
Expenditures					
Contractual Services	85,514	-	-	-	N/A
Equipment	5,839	-	-	-	N/A
Operating Transfers	85,000	447,000	386,070	-	N/A
Total Expenditures	176,353	447,000	386,070	-	N/A
Net Revenues over Expenditures	145,655	(183,000)	(179,530)	61,000	-133.3%



ECONOMIC DEVELOPMENT AREA (EDA) FUND

Administration

The EDA Administration Division is charged with oversight of all aspects of the EDA, which encompasses the Sears, Roebuck and Co. headquarters and the 780 acre Prairie Stone Business Park. Activities include coordination of development activities, such as site plan approval, permitting, construction and ultimately occupancy. The Administration Division also oversees infrastructure development in and adjacent to the EDA. Finally, management of EDA Bond funds and EDA Notes remain an important ongoing activity.

Fire & Police

The Police and Fire EDA Divisions represent the funds necessary to provide Police, Fire and EMS services around the clock for the EDA of the Village. Fire staffing is provided at Fire Station 24 and a Police patrol beat encompasses the EDA.

Public Works

The Public Works EDA Division identifies Department costs directly associated with EDA needs. During preparation of the Public Works 2009 budget request, several services specifically related to the EDA were identified. Those services included a four month rental of one end loader tractor to accommodate snow drift control needs, maintenance of EDA regulatory signage as existing street signage is showing wear and fading, general maintenance of the Village Green restrooms and storage building and cost percentages associated with two Department vehicles.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

DIVISION	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Taxes	3,324,275	3,821,328	4,132,940	4,020,700	5.2%
Investment Earnings	79,618	90,000	40,000	45,000	-50.0%
Miscellaneous	345,608	-	1,870	-	N/A
Total Revenues	3,749,501	3,911,328	4,174,810	4,065,700	3.9%
Expenditures					
Administration	535,149	213,290	218,210	219,310	2.8%
Fire	2,852,283	3,023,040	2,849,540	3,089,130	2.2%
Police	619,632	639,450	617,550	664,040	3.8%
Public Works	134,601	116,300	129,270	550,930	373.7%
Total	4,141,665	3,992,080	3,814,570	4,523,410	13.3%
Net Revenue over Expenditures	(392,164)	(80,752)	360,240	(457,710)	466.8%



MOTOR FUEL TAX FUND

The Motor Fuel Tax (MFT) Fund accounts for resources received from the MFT allotments the Village receives monthly from the Illinois Department of Transportation. These funds are used for road improvements, street light installations, and debt service payments for bonds that were issued to pay for prior year road improvements.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Intergovernmental	1,470,859	1,548,800	1,473,390	1,473,390	-4.9%
Investment Earnings	10,885	12,120	4,500	5,000	-58.7%
Total Revenues	1,481,744	1,560,920	1,477,890	1,478,390	-5.3%
Expenditures					
Contractual Services	52,363	63,600	60,000	65,000	2.2%
Capital Outlay	28,266	38,100	28,800	15,740	-58.7%
Operating Transfers	1,404,370	1,509,600	1,509,600	1,414,990	-6.3%
Total Expenditures	1,484,999	1,611,300	1,598,400	1,495,730	-7.2%
Net Revenues over Expenditures	(3,255)	(50,380)	(120,510)	(17,340)	-65.6%



MUNICIPAL WASTE SYSTEM FUND

The Municipal Waste System Fund accounts for the Village’s garbage collection program. The primary revenue source for this fund is the garbage fees paid by residents. On January 1, 2004, the Village switched from the former pay-as-you-throw method to a flat fee alternative. The Village has absorbed the annual \$0.25 residential rate increase for 2005-2008 and plans to do so continuing forward. In 2008, the residential garbage contract expired and a new contract was negotiated that will take the Village thru 2015. At the same time, a new commercial garbage contract was established.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
User Charges	878,948	907,560	935,170	1,316,690	45.1%
Investment Earnings	19,578	25,000	4,780	10,000	-60.0%
Miscellaneous	1,939	2,400	1,530	-	N/A
Total Revenues	900,465	934,960	941,480	1,326,690	41.9%
Expenditures					
Commodities	-	4,000	2,000	-	N/A
Contractual Services	127,170	173,590	198,340	301,470	73.7%
Tipping Fees	936,571	930,790	933,920	824,300	-11.4%
Debt Service	63,021	58,070	78,420	80,060	37.9%
Total Expenditures	1,126,762	1,166,450	1,212,680	1,205,830	3.4%
Net Revenues over Expenditures	(226,297)	(231,490)	(271,200)	120,860	-152.2%



ROSELLE ROAD TIF FUND

The Roselle Road TIF Fund was created to account for the project costs and resources related to the Golf/Higgins/Roselle Road Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving an area of the Village.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Taxes	705,852	750,000	700,000	700,000	-6.7%
Investment Earnings	60,825	62,850	60,200	55,000	-12.5%
Note Proceeds	85,571	105,530	90,550	95,820	-9.2%
Total Revenues	852,248	918,380	850,750	850,820	-7.4%
Expenditures					
Contractual Services	163,439	1,162,310	62,310	2,028,750	74.5%
Operating Transfers	-	-	-	20,000	N/A
Total Expenditures	163,439	1,162,310	62,310	2,048,750	76.3%
Net Revenues over Expenditures	688,809	(243,930)	788,440	(1,197,930)	391.1%

Debt Service Funds



FUND DESCRIPTION

Debt Service Funds are established to account for the accumulation of resources for, and the payment of, general long-term principal and interest. These obligations represent the Village's annual installment payments of principal and interest for previous capital projects or acquisitions funded through debt financing. The Village currently has seven outstanding bond issues:

- 1997A General Obligation Bonds
- 2001 General Obligation Refunding Bonds
- 2003 General Obligation Refunding Bonds
- 2004 General Obligation Refunding Bonds
- 2005A Taxable Series General Obligation Bonds
- 2008A General Obligation Bonds
- 2005 Tax Increment Revenue Refunding Bonds

The Village also expects to issue more bonds in early 2009 for the construction of its new police station. The bond and interest payments related to this new debt have not been included in this budget document as the payment schedule was not yet known.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

All General Obligation Debt

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Taxes	2,466,947	2,552,210	2,551,710	2,573,515	0.8%
Investment Earnings	223,882	218,880	184,990	208,750	-4.6%
Miscellaneous	2,786,125	3,737,380	3,737,380	3,895,860	4.2%
Operating Transfers	1,527,990	1,406,360	3,576,310	1,351,170	-3.9%
Total Revenues	7,004,944	7,914,830	10,050,390	8,029,295	1.4%
Expenditures					
Paying Agent Fees	1,700	2,300	3,300	2,300	0.0%
Trustee Fees	10,000	-	10,000	10,000	N/A
Principal Expense	4,350,000	4,610,000	4,610,000	4,920,000	6.7%
Interest Expense	3,565,876	3,399,330	4,095,990	4,214,770	24.0%
Total Expenditures	7,927,576	8,011,630	8,719,290	9,147,070	14.2%
Net Revenues over Expenditures	(922,632)	(96,800)	1,331,100	(1,117,775)	1054.7%

Debt Service Funds



ANNUAL REVENUES AND EXPENDITURES BY CLASS EDA Tax Increment Debt

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Incremental Property Taxes	17,710,809	11,333,130	15,549,870	11,433,490	0.9%
Investment Earnings	550,910	600,000	521,600	550,000	-8.3%
Reimbursement from Sears	16,699,691	0	0	0	N/A
Total Revenues	34,961,410	11,933,130	16,071,470	11,983,490	0.4%
Expenditures					
Professional Services	56,378	80,000	90,000	90,000	12.5%
Trustee Fees	6,950	6,000.00	6,040	6,000	N/A
Arbitrage Expense	34,841	0	0	0	N/A
Principal Expense	32,215,000	10,700,000	12,840,470	11,100,000	3.7%
Interest Expense	1,836,790	1,147,130	3,135,000	787,490	-31.4%
Total Expenditures	34,149,959	11,933,130	16,071,510	11,983,490	0.4%
Net Revenues over Expenditures	811,451	0	(40)	0	N/A

LEGAL DEBT MARGIN

Under the 1970 Illinois Constitution, there is no legal debt limit for home rule municipalities except as set by the General Assembly. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.



DEBT SERVICE SCHEDULES OVERVIEW

This section summarizes the debt service obligations of the Village as of the end of the 2008 budget period (December 31, 2008). The following is a description of each bond obligation existing on December 31, 2008.

1997A General Obligation Bonds

Purpose:	Purchase of fire equipment (\$1,635,000), Fire Engine 24 (\$342,000), Emergency 911 communications equipment (\$500,000) and road improvements (\$3,888,000)
Maturity Date:	December 1, 2012
Original Principal Amount:	\$6,365,000
Principal Outstanding:	\$1,970,000
Interest:	\$235,176
Funding Source:	Telecommunications Tax, Emergency 911 Revenues, Transfers from EDA Administration Fund

2001 General Obligation Refunding Bonds

Purpose:	To refund the Series 1995A bond issue
Maturity Date:	December 1, 2011
Original Principal Amount:	\$10,760,000
Principal Outstanding:	\$3,230,000
Interest:	\$241,200
Funding Source:	Food & Beverage Tax, Telecommunications Tax

2003 General Obligation Refunding Bonds

Purpose:	To refund the Series 1993 bond issue
Maturity Date:	December 1, 2011
Original Principal Amount:	\$6,155,000
Principal Outstanding:	\$2,485,000
Interest:	\$150,906
Funding Source:	Property Tax Levy



DEBT SERVICE SCHEDULES OVERVIEW

2004 General Obligation Refunding Bonds

Purpose:	To refund the Series 1997B bond issue
Maturity Date:	December 1, 2012
Original Principal Amount:	\$6,765,000
Principal Outstanding:	\$3,545,000
Interest:	\$325,400
Funding Source:	Telecommunication Tax, Motor Fuel Tax

2005A General Obligation Taxable Bonds

Purpose:	To reimburse the developers of the Sears Centre Arena for part of their construction costs
Maturity Date:	December 1, 2033
Original Principal Amount:	\$54,935,000
Principal Outstanding:	\$52,860,000
Interest:	\$43,406,658
Funding Source:	Reimbursements from the Sears Centre Arena

2005 EDA Tax Increment Revenue Refunding Bonds

Purpose:	Refunded 1997 bonds, which were issued as incentive for Sears headquarters to relocate to Hoffman Estates
Maturity Date:	2010
Original Principal Amount:	\$65,400,000
Principal Outstanding:	\$34,900,000
Interest:	\$850,660
Funding Source:	EDA Incremental Property Taxes

Fiscal Year	2005 EDA Bonds		Total
	Principal	Interest	
2009	11,100,000	787,491	11,887,491
2010	23,800,000	63,169	23,863,169
Total	34,900,000	850,660	35,750,660



DEBT SERVICE SCHEDULES OVERVIEW

2008 General Obligation Bonds

Purpose:	To remodel Village Hall (\$6.2 million), construct a new Fire station (\$6.4 million), purchase land and start the design work for a new Police station (\$4.8 million) and construct a new water tower (\$5.7 million)
Maturity Date:	2038
Original Principal Amount:	\$26,645,000
Principal Outstanding:	\$26,645,000
Interest:	\$37,070,500
Funding Source:	Property Tax, Water and Sewer Revenue



DEBT SERVICE SCHEDULES

ANNUAL PRINCIPAL PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	PRINCIPAL						Total
	Series '97A	Series '01	Series '03	Series '04	Series '05A	Series '08	
2009	455,000	1,620,000	890,000	835,000	1,120,000	-	4,920,000
2010	480,000	1,090,000	915,000	870,000	1,175,000	-	4,530,000
2011	505,000	520,000	680,000	905,000	1,230,000	-	3,840,000
2012	530,000	-	-	935,000	1,285,000	-	2,750,000
2013	-	-	-	-	1,345,000	-	1,345,000
2014	-	-	-	-	1,415,000	-	1,415,000
2015	-	-	-	-	1,485,000	-	1,485,000
2016	-	-	-	-	1,555,000	-	1,555,000
2017	-	-	-	-	1,635,000	-	1,635,000
2018	-	-	-	-	1,720,000	-	1,720,000
2019	-	-	-	-	-	-	-
2020	-	-	-	-	-	-	-
2021	-	-	-	-	-	-	-
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
2026	-	-	-	-	-	-	-
2027	-	-	-	-	-	-	-
2028	-	-	-	-	-	-	-
2029	-	-	-	-	-	-	-
2030	-	-	-	-	-	2,415,000	2,415,000
2031	-	-	-	-	-	2,540,000	2,540,000
2032	-	-	-	-	-	2,665,000	2,665,000
2033	-	-	-	-	-	2,795,000	2,795,000
2034	-	-	-	-	-	2,935,000	2,935,000
2035	-	-	-	-	-	3,085,000	3,085,000
2036	-	-	-	-	-	3,240,000	3,240,000
2037	-	-	-	-	-	3,400,000	3,400,000
2038	-	-	-	-	-	3,570,000	3,570,000
Total	1,970,000	3,230,000	2,485,000	3,545,000	13,965,000	26,645,000	51,840,000



DEBT SERVICE SCHEDULES

ANNUAL INTEREST PAYMENTS – GENERAL OBLIGATION DEBT

Fiscal Year	INTEREST						Total
	Series '97A	Series '01	Series '03	Series '04	Series '05A	Series '08	
2009	91,403	145,350	76,523	126,413	2,775,858	1,332,250	4,547,795
2010	70,473	72,450	51,603	97,188	2,724,338	1,332,250	4,348,300
2011	48,393	23,400	22,780	66,738	2,669,700	1,332,250	4,163,260
2012	24,910	-	-	35,063	2,611,890	1,332,250	4,004,113
2013	-	-	-	-	2,550,210	1,332,250	3,882,460
2014	-	-	-	-	2,484,305	1,332,250	3,816,555
2015	-	-	-	-	2,414,263	1,332,250	3,746,513
2016	-	-	-	-	2,340,013	1,332,250	3,672,263
2017	-	-	-	-	2,261,485	1,332,250	3,593,735
2018	-	-	-	-	2,177,283	1,332,250	3,509,533
2019	-	-	-	-	-	1,332,250	1,332,250
2020	-	-	-	-	-	1,332,250	1,332,250
2021	-	-	-	-	-	1,332,250	1,332,250
2022	-	-	-	-	-	1,332,250	1,332,250
2023	-	-	-	-	-	1,332,250	1,332,250
2024	-	-	-	-	-	1,332,250	1,332,250
2025	-	-	-	-	-	1,332,250	1,332,250
2026	-	-	-	-	-	1,332,250	1,332,250
2027	-	-	-	-	-	1,332,250	1,332,250
2028	-	-	-	-	-	1,332,250	1,332,250
2029	-	-	-	-	-	1,332,250	1,332,250
2030	-	-	-	-	-	1,332,250	1,332,250
2031	-	-	-	-	-	1,211,500	1,211,500
2032	-	-	-	-	-	1,084,500	1,084,500
2033	-	-	-	-	-	951,250	951,250
2034	-	-	-	-	-	811,500	811,500
2035	-	-	-	-	-	664,750	664,750
2036	-	-	-	-	-	510,500	510,500
2037	-	-	-	-	-	348,500	348,500
2038	-	-	-	-	-	178,500	178,500
Total	235,178	241,200	150,905	325,400	25,009,343	35,070,500	61,032,525

Capital Project Funds



DESCRIPTION

The Capital Projects Funds include the following: Capital Improvements, Capital Vehicle and Equipment, Capital Replacement, Central Road Corridor Improvement, Hoffman Boulevard Bridge Maintenance, Western Corridor, Traffic Improvement, EDA Series 1991 Project, Western Area Traffic Improvement, Central Area Road Improvement Impact Fee, Western Area Road Improvement Impact Fee, Sears Centre Reserve, 2008 Project and 2009 Project. These funds are used to accumulate and expend funds for the purchase of capital improvements and equipment.

<p>TOTAL OPERATING BUDGET \$27,137,890</p>



CAPITAL IMPROVEMENTS FUND

The Capital Improvements Fund accounts for all capital projects of a non-vehicle or equipment nature. Buildings, roads and drainage improvements are a few of the examples of the types of projects shown in this fund. Since the Capital Improvements Fund does not have a dedicated revenue source for most of the projects, funding sources must come from other funds.

Effective January 1, 2006, a dedicated revenue source was implemented to help fund a portion of the annual road improvements. The Village's Food & Beverage Tax was increased by 1% to a total of 2%. The 1% increase goes into this fund for roads and currently produces approximately \$1.0 million per year. As you can see by the chart below, the amount of General Fund funding has decreased significantly over the past few years.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Food & Beverage	954,147	993,300	1,012,650	1,023,100	3.0%
EDA Administration Fund	-	-	-	400,000	N/A
General Fund	1,797,120	927,040	454,540	25,000	N/A
MFT Fund	1,230,000	1,330,000	1,330,000	1,230,000	-7.5%
Other	343,699	349,820	87,100	103,640	-70.4%
Total Revenues	4,324,966	3,600,160	2,884,290	2,781,740	-22.7%
Expenditures					
Building Improvements	48,201	327,320	10,000	295,920	-9.6%
Road Improvements	3,777,476	2,323,300	2,248,300	2,728,100	17.4%
Other Capital Improvements	129,431	650,290	633,790	-	N/A
Drainage Improvements	64,200	105,000	85,000	-	N/A
Sidewalk Improvements	24,509	110,750	25,750	226,520	104.5%
Total Expenditures	4,043,817	3,516,660	3,002,840	3,250,540	-7.6%
Net Revenues Over Expenditures	281,149	83,500	(118,550)	(468,800)	-661.4%



CAPITAL VEHICLE & EQUIPMENT FUND

The Capital Vehicle & Equipment Fund accounts for the purchase of all vehicles and equipment over \$25,000.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

Fund balance was used for some of the vehicles and equipment purchased in 2008. Since the Capital Vehicle & Equipment Fund does not have a dedicated revenue source, funding sources must come from other funds.

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
General Fund	516,200	264,300	202,800	17,000	-93.6%
EDA Fund	23,250	48,750	48,750	-	N/A
Water Fund	29,050	-	-	-	N/A
Other	27,811	20,000	37,620	28,430	42.2%
Total Revenues	596,311	333,050	289,170	45,430	-86.4%
Expenditures					
Department Equipment	87,050	430,860	377,680	31,400	-92.7%
Motor Vehicles	335,590	2,190	2,190	-	N/A
Fire Apparatus	30,244	211,530	226,320	-	N/A
Transfer to Replace Fund	-	-	200,000	-	N/A
Total Expenditures	452,884	644,580	806,190	31,400	-95.1%
Net Revenues over Expenditures	143,427	(311,530)	(517,020)	14,030	N/A



CAPITAL REPLACEMENT FUND

The Capital Replacement Fund was created in 1997 for the purpose of setting aside resources to be used to acquire and replace capital vehicles and equipment in accordance with an approved replacement schedule, subject to the annual budget. When a vehicle or piece of equipment is purchased, the item is added to the replacement schedule. A replacement cost for the item is estimated and this cost is allocated over the useful life. Then every year, the user department transfers the annual portion into the Capital Replacement Fund. When the time of replacement gets close and the item appears in the 5-year capital budget, adjustments can be made to the funding if necessary. It is the intent of this fund that, as time goes on and more equipment is added to the replacement schedule, large amounts needed from the General Fund for purchases of replacement equipment would be kept to a minimum.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Investment Earnings	236,719	275,000	200,000	150,000	-45.5%
Miscellaneous	110,305	-	20,000	-	N/A
General Fund	1,020,470	679,970	479,970	-	N/A
EDA Administration Fund	149,920	14,740	14,740	-	N/A
Capital Vehicle & Equipment Fund	-	-	200,000	-	N/A
IS Fund	9,630	-	-	-	N/A
Total Revenues	1,527,044	969,710	914,710	150,000	-84.5%
Expenditures					
Department Equipment	-	206,820	179,580	20,000	-90.3%
Motor Vehicles	105,488	673,080	572,350	180,180	-73.2%
Fire Apparatus	740,297	573,300	653,900	-	N/A
Transfer to Water & Sewer Fund	12,000	-	-	-	N/A
Total Expenditures	857,785	1,453,200	1,405,830	200,180	-86.2%
Net Revenues Over Expenditures	669,259	(483,490)	(491,120)	(50,180)	-89.6%



CENTRAL ROAD CORRIDOR IMPROVEMENT FUND

This fund is used to account for resources that were paid by developers for the construction of public improvements such as streets, storm sewers, and street lighting in the Central Road area. There are no projects planned for 2009.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Investment Earnings	11,837	12,440	6,000	6,180	-50.3%
Total Revenues	11,837	12,440	6,000	6,180	-50.3%
Expenditures					
Contractual Services	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	11,837	12,440	6,000	6,180	-50.3%



HOFFMAN BOULEVARD BRIDGE MAINTENANCE FUND

This fund is used to account for the maintenance of the Hoffman Boulevard Bridge in accordance with the development agreement. The only expense planned for 2009 is \$7,500 for a bridge inspection.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Investment Earnings	18,574	19,380	9,290	9,570	-50.6%
Total Revenues	18,574	19,380	9,290	9,570	-50.6%
Expenditures					
Contractual Services	-	7,500	-	7,500	0.0%
Total Expenditures	-	7,500	-	7,500	0.0%
Net Revenues over Expenditures	18,574	11,880	9,290	2,070	-82.6%



WESTERN CORRIDOR FUND

This fund is used to account for financial resources to be used for the reconstruction of the new alignment section of Shoe Factory Road. No projects are planned for 2009.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Charges for Services	105,248	54,240	30,000	30,000	-44.7%
Investment Earnings	18,081	17,690	13,100	13,490	-23.7%
Total Revenues	123,329	71,930	43,100	43,490	-39.5%
Expenditures					
Contractual Services	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	123,329	71,930	43,100	43,490	-39.5%



TRAFFIC IMPROVEMENT FUND

This fund is used to account for financial resources arising from developers' donations, which are to be used for various infrastructure improvements. The budget for 2009 is for Palatine Road improvements.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Investment Earnings	36,803	38,330	17,820	18,350	-52.1%
Total Revenues	36,803	38,330	17,820	18,350	-52.1%
Expenditures					
Contractual Services	52,009	100,000	-	100,000	0.0%
Total Expenditures	52,009	100,000	-	100,000	0.0%
Net Revenues over Expenditures	(15,206)	(61,670)	17,820	(81,650)	32.4%



EDA SERIES 1991 PROJECT FUND

This fund is used to account for bond proceeds used to pay qualified project costs related to the Village’s Economic Development Area. There are quite a few expenditures planned for 2009 including the activation of Wells 21 and 22, entertainment district streetscape improvements, Prairie Stone signage and an upgrade to the Higgins/Prairie Stone intersection and traffic signal.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Charges for Services	176,714	250,000	75,500	75,000	-70.0%
Investment Earnings	236,327	258,690	109,400	112,680	-56.4%
Note Proceeds	14,619,551	-	-	-	N/A
Total Revenues	15,032,592	508,690	184,900	187,680	-63.1%
Expenditures					
Contractual Services	14,621,084	-	-	-	N/A
Capital Outlay	463,682	2,685,000	-	1,923,020	-28.4%
Transfer to Water & Sewer Fund	-	-	-	174,400	N/A
Total Expenditures	15,084,766	2,685,000	-	2,097,420	-21.9%
Net Revenues over Expenditures	(52,174)	(2,176,310)	184,900	(1,909,740)	-12.2%



WESTERN AREA TRAFFIC IMPROVEMENT FUND

This fund is used to account for resources arising from donations by developers building within the Village’s western area. Such donations are to be used for needed infrastructure improvements. There are no projects planned for 2009.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Investment Earnings	18,775	19,950	8,260	8,510	-57.3%
Total Revenues	18,775	19,950	8,260	8,510	-57.3%
Expenditures					
Contractual Services	52,009	-	-	-	N/A
Total Expenditures	52,009	-	-	-	N/A
Net Revenues over Expenditures	(33,234)	19,950	8,260	8,510	-57.3%



CENTRAL AREA ROAD IMPROVEMENT IMPACT FEE FUND

This fund is used to account for developer impact fees assessed under an impact fee ordinance. Resources accumulated are to be used for specific street improvements required due to development along the Barrington Road/Central Road corridors. The Village has five years from receipt of funds to use them. If the funds are not used, developers can request a refund of the unused portion. The only project planned for 2009 is the design phase of the Shoe Factory/Beverly Road widening project.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Charges for Services	143,543	-	25,000	75,000	N/A
Investment Earnigns	13,379	14,490	4,320	4,540	-68.7%
Miscellaneous	-	-	-	-	N/A
Total Revenues	156,922	14,490	29,320	79,540	448.9%
Expenditures					
Capital Outlay	143,543	-	25,000	75,000	N/A
Total Expenditures	143,543	-	25,000	75,000	N/A
Net Revenues over Expenditures	13,379	14,490	4,320	4,540	-68.7%



WESTERN AREA ROAD IMPROVEMENT IMPACT FEE FUND

This fund is used to account for developer impact fees assessed under an impact fee ordinance. Resources are to be used for specific street improvements within the Village’s western area. The Village has five years from receipt of funds to use them. If the funds are not used, developers can request a refund of the unused portion. The only project planned for 2009 is the design phase of the Shoe Factory/Beverly Road widening project.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Charges for Services	253,570	-	25,000	75,000	N/A
Investment Earnings	61,414	57,180	50,200	52,710	-7.8%
Miscellaneous	-	-	-	-	N/A
Total Revenues	314,984	57,180	75,200	127,710	123.3%
Expenditures					
Capital Outlay	143,543	-	25,000	75,000	N/A
Total Expenditures	143,543	-	25,000	75,000	N/A
Net Revenues over Expenditures	171,441	57,180	50,200	52,710	-7.8%



SEARS CENTRE RESERVE FUND

As part of the Redevelopment Agreement mentioned above, the Village is required to establish a reserve fund to accumulate the maximum amount of debt service in any one year. The funding source for this fund is 50% of the Entertainment Tax that the Village receives as well as contributions from Sears.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Entertainment Tax	263,112	400,000	222,570	250,000	-37.5%
Investment Earnings	9,976	10,000	10,600	10,920	9.2%
Total Revenues	273,088	410,000	233,170	260,920	-36.4%
Expenditures					
Capital Outlay	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	273,088	410,000	233,170	260,920	-36.4%



2008 PROJECT FUND

This fund will be used to account for the 2008 bond proceeds and the projects related to that bond issue. These projects include Village Hall remodeling and the construction of a new Police station, Fire station and water tower.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Charges for Services	-	-	575,000	-	N/A
Investment Earnings	-	500,000	245,000	250,000	-50.0%
Note Proceeds	-	17,400,000	19,845,000	-	N/A
Total Revenues	-	17,900,000	20,665,000	250,000	-98.6%
Expenditures					
Village Hall Improvements	964,625	5,500,000	5,286,000	-	N/A
Water Tank Improvements	-	6,500,000	-	-	N/A
Police Dept Improvements	-	-	4,900,000	-	N/A
Fire Station Improvements	89,150	5,400,000	975,000	6,010,850	11.3%
Cost of Issuance	-	-	192,340	-	1.0%
Transfer to '08 Debt	-	-	2,169,950	-	N/A
Total Expenditures	1,053,775	17,400,000	13,523,290	6,010,850	-65.5%
Net Revenues over Expenditures	(1,053,775)	500,000	7,141,710	(5,760,850)	N/A



2009 PROJECT FUND

The 2009 Project Fund is funded by the 2009 bond proceeds. This fund will be used to account for the construction of the new Police Department building.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues	-				
Interest Earnings	-	-	-	-	N/A
Bond Proceeds	-	-	-	28,320,000	N/A
Premium/Discount	-	-	-	-	N/A
Total Revenues	-	-	-	28,320,000	N/A
Expenditures					
Police Dept Improvements	-	-	-	15,000,000	N/A
Cost of Issuance	-	-	-	290,000	N/A
Total Expenditures	-	-	-	15,290,000	N/A
Net Revenues over Expenditures	-	-	-	13,030,000	N/A

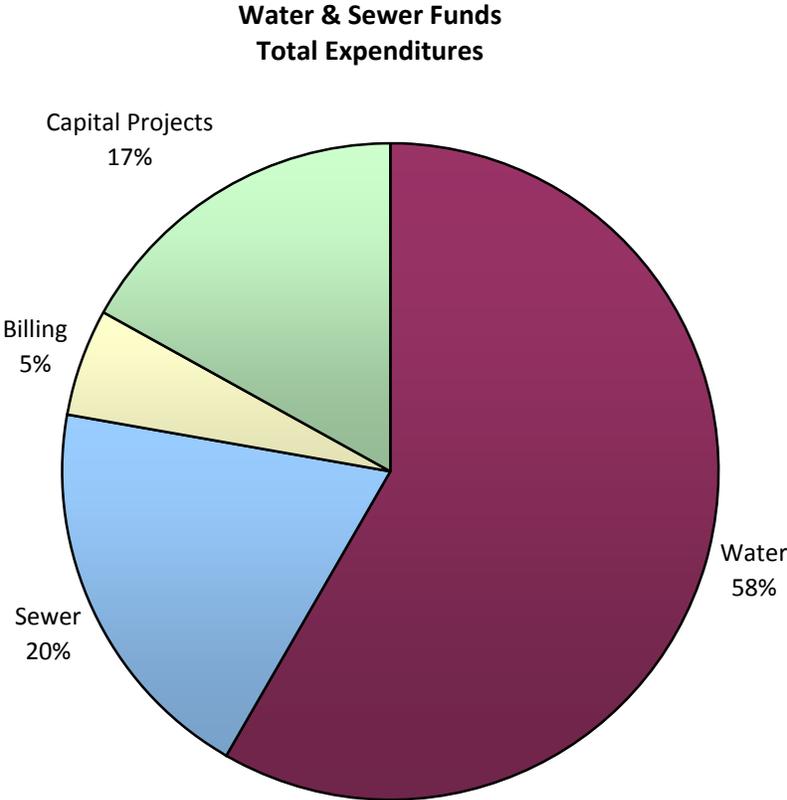
Water & Sewer Fund



DESCRIPTION

The Water & Sewer Fund includes the Water and Sewer Division, which are both part of the Public Works Department, and the Water Billing Division, which is overseen by the Director of Finance. The Capital Project Division is new to the Water & Sewer Fund in 2009, which accounts for capital projects funded by the 2008 GO Bond.

TOTAL OPERATING BUDGET
\$18,150,420



Water & Sewer Fund



ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Operating Revenues					
User Charges	10,378,340	9,565,500	9,823,000	10,051,270	5.1%
Total Operating Revenues	10,378,340	9,565,500	9,823,000	10,051,270	5.1%
Non-Operating Revenues					
Investment Earnings	419,998	375,000	340,000	355,000	-5.3%
Miscellaneous	1,542,402	25,000	49,000	30,000	20.0%
Bond Proceeds	-	-	6,483,010	-	N/A
Operating Transfers	(9,850)	26,705	16,130	175,650	557.7%
Total Non-Operating Revenues	1,952,550	426,705	6,888,140	560,650	31.4%
Expenditures					
Salaries	2,251,291	2,503,040	2,253,670	2,551,640	1.9%
Employee Benefits	819,615	937,050	876,690	996,040	6.3%
Misc. Employee Expenses	23,054	40,430	35,440	34,220	-15.4%
Commodities	458,225	459,640	439,090	459,370	-0.1%
Contractual Services	5,675,003	5,824,390	5,836,150	5,703,880	-2.1%
Capital Outlay	244,961	2,139,250	627,380	2,856,100	33.5%
Cost Allocation	850,885	933,800	1,097,510	1,255,770	34.5%
Operating Transfers	29,050	-	-	7,000	N/A
Total Expenditures	10,352,084	12,837,600	11,165,930	13,864,020	8.0%
Operating Income (Loss) Before					
Depreciation	555,513	(3,272,100)	1,392,930	(6,635,750)	102.8%
Depreciation Expense	(1,130,283)	(1,131,630)	(1,090,380)	(1,123,090)	-0.8%
Operating Income (Loss)	(574,770)	(4,403,730)	(2,483,310)	(7,758,840)	76.2%
Net Income (Loss)	1,377,780	(3,977,025)	4,108,160	(7,531,500)	89.4%



WATER

The Water Division of the Public Works Department is responsible for water supply, distribution and quality assurance (complying with the Illinois Environmental Protection Agency and the US Environmental Protection Agency standards). Preventative maintenance and repairs include 6 water towers, 4 reservoirs, 2 pumping stations, 6 wells, 2,854 fire hydrants, 229 miles of water main piping, 2,714 valves and 15,000 water meters.

2008 ACCOMPLISHMENTS

- Painted 626 hydrants internally, reducing costs.
- Conversion into the radio meter read system has achieved 79% completion of all Village meter routes.
- Completed 26 leak repairs, including 3 critical leak repairs on the Ela Road transmission water main.
- Completed the Bode Road leak survey.
- Completed preliminary engineering work for the upgrade of 2 deep wells for emergency standby water supply to the western development area.
- Achieved a 9% annual increase on backflow device registration totaling 2,545 accounts.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Implement Village-wide radio meter reading program with an advanced mobile data collection module.
 - a. Achieve major cost savings.
 - b. Increase Meter Reader's productivity.
 - c. Streamline water revenue maintenance program.
 - d. Improve meter reading accuracy.
 - e. Increase number of radial read module installations.
- 2) Complete the foundation work of the Western Development Area's 2nd Water Tower Construction Project.
 - a. Enable successful 2010 completion of the entire project.
 - b. Achieve major Western Development Area infrastructure improvements.
 - c. Provide better environment for community development.
 - d. Improve backup water storage for peak daily demand and fire department water supply.
 - e. Enhance major water tower maintenance planning.
- 3) Complete all base level water system maintenance work.
 - a. Replace 7 Traverse City hydrants in Parcel C.
 - b. Replace 3 defective main line valves as found to be defective during annual valve exercising program.



WATER

- c. Supervise contracted parkway restoration, site restoration of landscape, pavement and sidewalks.
- d. Complete painting of 300 fire hydrants.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Improve Cross Connection Control Program management for increased compliance/registration for the entire Village with a focus on the residential properties to ensure voluntary compliance.
 - a. Ensure no delinquency in testing and reporting.
 - b. Ensure compliance with standards set by USEPA and IEPA.
 - c. Achieve 4% increase on annual backflow prevention device registration rate.
- 2) Complete water system leak survey in Parcel C.
 - a. Reduce water lost through distribution system leaks.
 - b. Repair leaks proactively through scheduled repairs and reduce reactive emergency excavations.
- 3) Complete installation of water quality monitoring station at critical locations of the Village water distribution system.
 - a. Enable early detection of water quality change.
 - b. Improve operational control.
 - c. Improve safeguarding public water supply.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1D	Number of residential customer water service requests	5,099	4,465	5,000
ST-1E	Water meter radio read devices installed	1,949	2,420	3,000
ST-3A	Number of Hydrants Replaced	9	7	7
ST-3D	Number of Hydrants Painted	52	626	600



WATER

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	1,462,146	1,656,080	1,438,800	1,631,630	-1.5%
Employee Benefits	522,972	612,810	565,350	632,040	3.1%
Misc. Employee Expenses	22,253	38,780	34,590	33,770	-12.9%
Commodities	372,706	379,850	360,220	378,400	-0.4%
Contractual Services	5,196,398	5,460,510	5,436,770	5,324,360	-2.5%
Capital Outlay	113,262	461,750	280,190	1,221,890	164.6%
Cost Allocation	288,787	348,270	432,780	504,450	44.8%
Total	7,978,524	8,958,050	8,548,700	9,726,540	8.6%

2009 BUDGET HIGHLIGHTS

Misc. Employee Expenses

The decrease in this class is due to a uniform decrease due to uniform garment purchases in 2008 for collective bargaining members in lieu of prior garment rentals and to provide an annual uniform allowance through contract agreement expiring December 31, 2009.

Contractual Services

The decrease in this account is mostly due to the reduction in the amount the Village pays to the Joint Action Water Agency for water usage. The 2009 budget is based on actual history.

Capital Outlay

The increase in capital outlay can mostly be attributed to increases in water projects related to water tanks and emergency back-up improvements.



SEWER

The Sewer Division of the Public Works Department is responsible for preventative maintenance and repairs of 174 miles of sanitary sewer main lines and 19 sewage pump stations. Other maintenance activities include routine televising, flushing and root cutting of sanitary main lines and the inspection, monitoring, repair and replacement of pumps, motors and electrical components.

2008 ACCOMPLISHMENTS

- Completed 7 major lift station pump repairs.
- Flushed and cleaned over 106,848 feet of sewer main line.
- Performed root cutting over 20,500 feet of sewer main for restoration of flow capacity.
- Examined 5,719 feet of sewer main by closed circuit television inspections.
- Completed engineering design for the Sanitary Sewer Rehabilitation Project for 26,000 feet of pipe to be rehabilitated by Cured-In-Place lining.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Streamline contractual lift station maintenance program with a focus on preventative and cost effective work through high level expertise and advanced technology.
 - a. Increase station operational reliability.
 - b. Add additional expertise into the daily maintenance work.
 - c. Reduce operation and maintenance cost.
- 2) Complete sanitary sewer flow monitoring in two sub-basins of the collection system utilizing results for improved maintenance.
 - a. Provide benchmark check for Phase IV Sanitary Sewer Rehabilitation engineering design.
 - b. Reduce inflow and infiltration into sanitary sewer.
 - c. Eliminate sewer backup incidents caused by storm.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Achieve continued success of the 2009 Western Development Area's Lift Station Odor Control.
 - a. Further enhance the image of Public Works Department.
 - b. Establish better customer service relationships.
 - c. Improve lift station operation and maintenance.
- 2) Complete Barrington Lift Station Rehabilitation.
 - a. Increase station operational reliability.
 - b. Reduce operation and maintenance cost.



SEWER

- 3) Complete all base level sanitary sewer maintenance work.
 - a. Flush and/or root cut 200,000 feet of sanitary sewer main.
 - b. Supervise contracted cleaning and televising of 4,000 feet of sanitary main line sewer in addition to what is currently planned under the Sanitary Sewer Rehabilitation Program.
 - c. Provide weekly maintenance of 18 lift stations.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
ST-1A	Major lift station pump repairs	26	10	10
LT-3B	Sewer footage inspected by closed circuit TV	6,444	6,000	6,000

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	644,676	700,530	665,620	767,030	9.5%
Employee Benefits	239,236	265,390	253,500	300,380	13.2%
Commodities	1,874	2,370	2,370	2,370	0.0%
Contractual Services	421,403	304,860	341,960	329,980	8.2%
Capital Outlay	131,386	1,635,550	305,240	1,553,610	-5.0%
Cost Allocation	161,903	170,170	270,460	310,550	82.5%
Total	1,600,478	3,078,870	1,839,150	3,263,920	6.0%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The increase is due to annual salary adjustments and merit increases offset by the redistribution of salaries.

Employee Benefits

The increase in employee benefits is due to expected increases in health insurance by 10% offset by the redistribution of employee costs.

Contractual Services

The increase in contractual services of 8.4% is due to rising electricity costs and maintenance needs.



SEWER

Capital Outlay

The decrease of 5.0% in capital outlay expenses is due to a reduction in the scope of the sanitary sewer rehabilitation project.

Cost

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Sewer Division, we are showing an increase of expenses that reflect the cost of its water usage.



WATER BILLING

The Finance Department includes 2 full-time and 1 part-time employee that are responsible for the water billing for the Village. There are also 3 part-time meter readers that are paid on a per read basis and 2 seasonal employees. Due to high turnover within the meter reader positions, these seasonal workers help with water meter reads when current meter reader positions are vacant. During times of full staffing, these seasonal workers help the Public Works Department with work that has backed up, due to their employees helping with water meter reads during the balance of the year when the seasonal workers are not employed. The Water Billing Division maintains approximately 15,000 water accounts and takes care of all the billing and collections on a monthly basis.

A water rate study, which was conducted by Alvord, Burdick & Howson, was presented to the Village Board in October, 2004. Based on this study, increases to the Village's water rates will continue every December 1 until 2008. A new water rate study is planned for 2009.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	144,469	146,430	149,250	152,980	4.5%
Employee Benefits	57,407	58,850	57,840	63,620	8.1%
Misc. Employee Expenses	567	1,650	850	450	-72.7%
Commodities	83,645	77,420	76,500	78,600	1.5%
Contractual Services	57,202	59,020	57,420	49,540	-16.1%
Capital Outlay	313	41,950	41,950	80,600	92.1%
Cost Allocation	400,195	415,360	394,270	440,770	6.1%
Total	743,798	800,680	778,080	866,560	8.2%

2009 BUDGET HIGHLIGHTS

Salaries & Wages

The above average increase in salaries is related to annual merit increases.

Employee Benefits

The Village has estimated to see a 10% increase in health insurance expense on July 1, 2009.

Misc. Employee Expenses

The decrease of \$1,200 is due to a reduction in uniform needs.

Contractual Services

Due to the purchase of a new radio meter reading system that reads the Village's water meters remotely, reading guns are no longer needed, thus reducing the maintenance costs.



WATER BILLING

Capital Outlay

We are planning on replacing the remittance processor equipment during 2009. This piece of equipment allows the Finance Department to process all of the water bill payments in house.



CAPITAL PROJECTS

The Capital Project division was added in 2008 to account for the construction of the new water tower in the western area of the Village. This project is being funded by the 2008 bond proceeds, and because of the special funding source, it was felt it should be kept in a separate division for accounting purposes.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Water System Improvements	-	-	50,000	2,830,000	N/A
Total	-	-	50,000	2,830,000	N/A

2009 BUDGET HIGHLIGHTS

Water System Improvements

The design of the new western area water tower was started in 2008. Construction is expected to be completed in early 2010. The entire project is being funded through bond proceeds.

Internal Service Funds

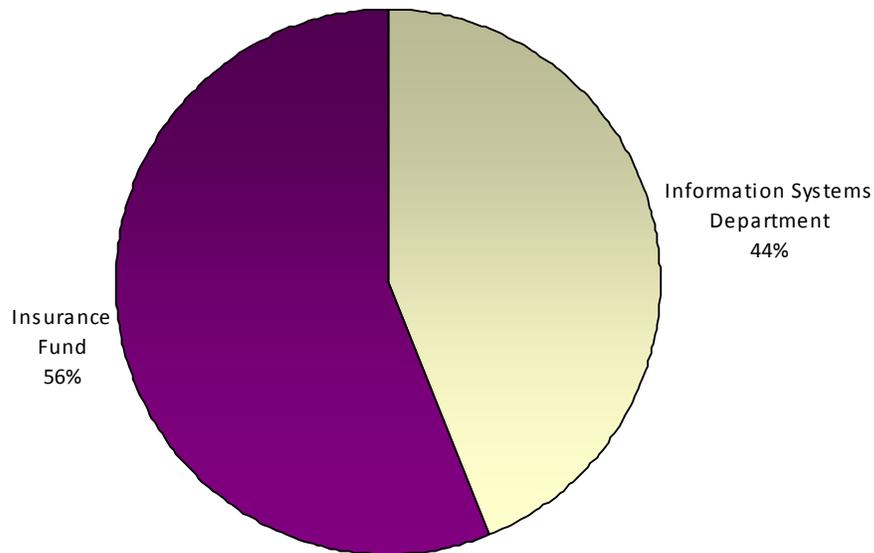


DESCRIPTION

Internal Service Funds include the Information Systems Department/Fund and the Insurance Fund. These funds are used by state and local governments to account for the financing of goods and services provided by one department to other departments within the organization on a cost-reimbursement basis.

TOTAL OPERATING BUDGET
\$3,186,520

**Internal Service Funds
Total Expenditures**





INFORMATION SYSTEMS

The Information Systems Department is responsible for the security and maintenance of over 350 personal computers, 16 file servers and the related connectivity among 8 physical Village sites. Daily end-user support is provided to all Village Departments by our staff. 24/7 support is also provided for critical Public Safety systems.

2008 ACCOMPLISHMENTS

- Pilot programs for wireless access to Police and Fire vehicles were introduced this year as part of our network expansion into the area of field operations. We are preparing for the new Northwest Central Mobile Client for use within the Police and Fire Departments.
- The Department maintained A+ Certification as an organization, which has enabled us to remain a self-maintainer partner with Gateway (MPC) and Dell Computer companies. This gives us expedited access to parts and service for our desktops.
- The third phase of our disaster recovery plan began with our partnership in the NIUnet (Northern Illinois University) fiber optic program. We will link the new Fire Station 24, two water towers and our main fiber optic segment near the Public Works Center.
- Enhancements were made to our handling of email and viruses, with no virus outbreaks during the year and a sharp reduction in Spam email.
- The conversion of the Sungard Pentamation databases to the Windows platform has been completed and all associated reporting services converted to the Structured Query Language (SQL) database environment. All of these databases are now replicated to the Storage Area Networks (SAN), in conformance with our Disaster Recovery Plan.
- The software and processes necessary to support the adjudication of local ordinance violations have been implemented during the first quarter of 2008. The penalty process for these violations and the notification processes have been created and maintained by the Business Systems Analyst since inception in January, 2008.
- Analysis and data consolidation of the CommunityPLUS database has been undertaken in preparation for the implementation of the eGov constituent portal in 2009. At this point, we are at the halfway point of data verification and cleanup. We anticipate beginning the installation and testing of the server and software for eGov during the first quarter of 2009. E-Gov is a web-based portal that will allow Village residents to review and pay their water bills and parking tickets online, as well as apply for building permits and inspections.
- We continued our program of offering employee training in desktop software this year through our Computer User Group. They have been a major source of ideas for new classes and informational seminars. This group has representatives from all departments of the Village, many of whom also assist with the employee-created Intranet (www.hoffnet.gov), which was revised this year.



INFORMATION SYSTEMS

- The Geographical Information System staff members continued to make progress with the addition of new color orthophotos of the entire Village, the preparation for Pictometry data, and the expansion of our GIS (ArcIMS) website to use the more powerful ArcGIS Server 9.3 interface.
- IS Staff provided training to all front counter personnel to accomplish their goal of cross-training in all Pentamotion applications, including citations, permits, permit inspections, contractor information, and licensing for businesses, pets and vehicles. In addition, Building Inspectors were trained in the use of the Permit Inspection module to allow them to enter their results directly.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Prepare for the implementation of eGov. (Linked to Village Board Goal ST-4)
 - a. Find and eliminate existing errors.
 - b. Consolidate records accurately.
 - c. Provide training and guidance to prevent future data errors.
 - d. Assess our readiness for an eGov implementation.
 - e. Purchase and install hardware for the eGov platform.
 - f. Install and configure software on the eGov server.
 - g. Design the web pages used by constituents to coordinate with the Village's newly designed website.
 - h. Test the environment and applications.
 - i. Implement in the live environment.
- 2) Improve the level of service provided to both the internal and external customers through improved management of our resource allocation and prioritization of efforts.
 - a. Provide education and enforcement of the Information Systems Policy Manual.
 - b. Provide the technical leadership and knowledge required to maintain Hoffman Estates in the forefront of technology.
 - c. Oversee the implementation of the new Village phone and switching project.
- 3) Perform strategic planning and fiscal responsibility.
 - a. Consider and prioritize all Department needs in the development of the Information Systems budget.
 - b. Purchase and acquire all systems and software in a timely and cost effective manner.
 - c. Expand upon our existing use of short-term and long-term planning for the technology needs of the Village and its residents.
- 4) Improve service levels of technical support functions for all Departments.
 - a. Create technical specifications for technology projects in other Departments.
 - b. Provide assessment and compatibility advice.
 - c. Expand use of customer feedback forms by revising our online feedback process.
 - d. Increase our involvement at the Department level in project planning.



INFORMATION SYSTEMS

- e. Begin Service Level Agreements (SLA) between IS and other Departments. We plan to begin the development of a series of SLAs for our main customer departments. This has been used successfully in the private sector to open dialogue, clarify roles and create an understanding of expectations between departments.
- 5) Build Data Redundancy into our Storage and Upgrade Pentamation modules to Village standard of Microsoft SQL.
- a. Covert all Pentamation modules to a Microsoft Application Server platform and MS-SQL.
 - b. Begin introduction of the web browser-based client rather than the 4Js client.
 - c. Use second SAN at the Police Department to provide replication of all Village data.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Complete service level agreements with all Departments.
- a. Formalize service expectations.
 - b. Develop metrics for tracking the SLA.
 - c. Develop reporting system regarding SLA performance.
- 2) Continue implementation of the Time Entry module of Pentamation to additional Departments until all Village staff uses this method of entering payroll hours.
- a. Discuss objective with each Department.
 - b. Develop steps for implementation.
 - c. Train and implement for each Department
 - d. Follow up on implementation.
- 3) Expand and enhance the Geographic Information System.
- a. Develop new web interface.
 - b. Customize online views for the Departments.
 - c. Train employees in use of tools.
 - d. Continue development of new data sets such as Pictometry.



INFORMATION SYSTEMS

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1B	Number of yearly service requests	2589	2850	3000
ST-2B	Number of email accounts managed	401	420	475
ST-2B	Number of PC's installed/Replaced	92	75	60
ST-3A	Number of monitored Village projects	68	85	85
LT-1B	Percent of issues resolved on time	95%	95%	95%
ST-1C	Number of training contact hours supplied to Departments	N/A	210	300



INFORMATION SYSTEMS

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
User Charges	1,316,420	1,183,310	1,064,330	1,154,060	-2.5%
Investment Earnings	23,356	25,000	15,540	20,000	-20.0%
Miscellaneous	-	-	-	-	N/A
General Fund	47,156	60,770	232,610	62,170	2.3%
EDA Administration Fund	-	-	-	6,300	N/A
Asset Seizure Fund	8,248	110,500	-	-	N/A
Water Fund	-	-	-	7,000	N/A
Total Revenues	1,395,180	1,379,580	1,312,480	1,249,530	-9.4%
Expenditures					
ADMINISTRATION					
Salaries	459,775	595,660	557,660	547,670	-8.1%
Empl. Benefits	175,210	215,070	207,900	206,340	-4.1%
Misc. Employee Expenses	23,758	26,400	22,650	21,500	-18.6%
Commodities	32,816	35,760	35,780	35,780	0.1%
Contractual Services	6,030	6,090	6,140	9,310	52.9%
OPERATIONS					
Contractual Services	180,144	214,450	209,400	208,900	-2.6%
Depreciation Exp	19,994	20,590	20,790	21,410	4.0%
Capital Outlay	94,674	130,050	119,150	136,900	5.3%
CAPITAL ASSETS					
Capital Outlay	227,677	536,080	755,500	336,200	-37.3%
Operating Transfers	9,630	-	-	-	N/A
Cost Allocation	(134,069)	(158,220)	(140,180)	(124,480)	-21.3%
Total Expenditures	1,095,639	1,621,930	1,794,790	1,399,530	-13.7%
Net Revenues over Expenditures	299,541	(242,350)	(482,310)	(150,000)	N/A

2009 BUDGET HIGHLIGHTS

Salaries & Wages

Decrease is due to a reduction of one full-time position.

Employee Benefits

The Village has estimated to see an increase of 10% in health insurance expenses on July 1, 2009.

Misc. Employee Expenses

Travel and training expenses were reduced per budget restrictions.



INFORMATION SYSTEMS

Cost Allocation

The cost allocation is the repayment of expenses by departments to the fund where the expense was initially paid. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Information Systems Fund, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These reimbursements are then being shown in the Water & Sewer Fund.



INSURANCE FUND

The Insurance Fund accounts for liability and workman's compensation insurance coverage and activity for the Village, as well as unemployment benefits and excess liability coverage. It is overseen by the Risk Manager who is part of the Human Resources Management Department.

2008 ACCOMPLISHMENTS

- Successfully conducted the 2008 Annual Safety Luncheon.
- Successfully met with the Department of Labor regarding compliance with the State of Illinois regulations. The Village is at 100% compliance to date.
- Handled all workers' compensations in a fair and timely manner.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Reduce the frequency of worker's compensation claims by 10%.
 - a. Develop a safety incentive/recognition program in order to create greater safety awareness among all employees.
 - b. Conduct site inspections of all Village properties. Develop reports that identify unsafe acts and hazards in the workplace, as well as deficiencies in regulatory compliance.
 - c. Review and revise the Village's ergonomics program to reduce the number of incidents of work-related cumulative trauma disorders.
- 2) Reduce the severity of worker's compensation claims by 10%.
 - a. Coordinate appropriate and cost effective claims handling.
 - b. Ensure fair and timely claims administration.
 - c. Direct the activities of the third party administrator, insurance carrier and Village personnel to reduce claims costs.
 - d. Conduct periodic claim reviews.
 - e. Pursue subrogation against appropriate tort feesors.
 - f. Direct, coordinate and evaluate the activities of the third party claims administrator and occupational medical professionals.
- 3) Reduce the frequency of general liability claims by 10%.
 - a. Evaluate the Village's exposure to loss using established risk management techniques, and develop a comprehensive loss prevention program that will provide a measurable reduction in loss claims.
 - b. With the assistance of the departmental safety committees, develop guidelines that will assist the Department in accident prevention.
 - c. Review each Department's operational high risk policies and procedures.
 - d. Using the third party administrator's loss runs and the risk management data base, review loss information to identify loss trends. Develop programs that will reduce the number of property and casualty claims.



INSURANCE FUND

- 4) Reduce the severity of general liability claims by 10%.
 - a. Coordinate appropriate and cost effective claims handling.
 - b. Ensure fair and timely claims administration.
 - c. Direct the activities of the third party administrator and legal counsel to reduce claims costs.
 - d. Conduct periodic claim reviews.
 - e. Pursue subrogation against appropriate tort feesors.
- 5) Conduct sexual harassment awareness training.
 - a. Train all newly hired employees.
 - b. Train all existing employees who have not previously received training.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Implement a comprehensive safety awareness and awards program.
 - a. Increase safety awareness of all Village employees.
 - b. Reduce the number of accidents and injuries.
 - c. Reduce the cost of accidents and injuries.
- 2) Research and acquire claims management software to electronically manage claims that are administered internally.
 - a. Increase efficiency in claims handling.
 - b. Provide detailed and customized loss runs.
 - c. Increase productivity of the Risk Manager.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1A	Number of Safety Luncheon participants	125	140	150
ST-1B	Number of sites inspected for unsafe acts and hazards	2	4	6
ST-3C	Percent of high-risk departmental policies and procedures reviewed	N/A	80%	90%



INSURANCE FUND

ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
User Charges	1,843,020	1,754,230	1,754,230	1,777,820	1.3%
Investment Earnings	64,784	40,000	48,540	50,000	25.0%
Miscellaneous	105,521	5,000	4,000	5,000	0.0%
Operating Transfers	293	-	-	-	N/A
Total Revenues	2,013,618	1,799,230	1,806,770	1,832,820	1.9%
Expenditures					
Salaries	(999)	-	-	-	N/A
Employee Benefits	19,096	9,170	6,500	9,170	0.0%
Commodities	1,302	-	-	-	N/A
Contractual Services	1,062,544	1,754,230	1,731,230	1,777,820	1.3%
Total Expenditures	1,081,943	1,763,400	1,737,730	1,786,990	1.3%
Net Revenues over Expenditures	931,675	35,830	69,040	45,830	27.9%

2009 BUDGET HIGHLIGHTS

Contractual Services

The 1.3% increase is due to the general trend increases in the insurance industry.

Pension Trust Funds



Pension Trust funds are used to account for assets held by the Village as trustee or agent for individuals, private organizations or other governmental units. The Village's Police and Firefighters Pension Funds provide pension benefits for all retired Police and Fire personnel.

The Village, Police Pension System (PPS) participants and Fire Pension System (FPS) participants are obligated to fund all PPS and FPS costs, respectively, based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. The PPS and FPS are reported as pension trust funds because of the Village's fiduciary responsibility.



POLICE PENSION

The Village's sworn police employees participate in the Police Pension System (PPS). The PPS functions for the benefit of those employees and is governed by a five-member pension board. Two members are appointed by the Village President, one member is an elected pension beneficiary, and the final two members are elected police officers.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Taxes	1,533,904	1,678,564	1,683,564	1,802,998	7.4%
Intergovernmental	16,688	17,550	17,550	17,550	0.0%
Charges for Services	776,823	827,200	791,800	823,470	-0.5%
Investment Earnings	3,116,823	1,321,560	1,464,160	1,440,140	9.0%
Miscellaneous	200,737	-	8,380	-	N/A
EDA Administration Fund	87,550	89,270	89,270	91,950	3.0%
Total Revenues	5,732,525	3,934,144	4,054,724	4,176,108	6.2%
Expenditures					
Salaries	1,000	900	1,000	1,000	
Employee Benefits	2,075,971	2,124,900	2,216,360	2,299,090	8.2%
Misc. Employee Expenses	1,317	1,500	1,500	1,500	0.0%
Commodities	535	500	100	500	0.0%
Contractual Services	112,206	94,270	135,000	139,380	47.9%
Total Expenditures	2,190,029	2,221,170	2,352,960	2,440,470	9.9%
Net Revenues over Expenditures	3,542,496	1,712,974	1,701,764	1,735,638	1.3%



FIRE PENSION

The Village's sword firefighters participate in the Firefighters' Pension System (FPS). The FPS functions for the benefit of those employees and is governed by a nine-member board. The Village President, Treasurer, Clerk, Attorney, Fire Chief, one elected pension beneficiary and three elected fire employees constitute the pension board.

ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Revenues					
Taxes	1,145,329	1,241,210	1,247,210	1,427,835	15.0%
Intergovernmental	16,688	17,550	17,550	17,550	0.0%
Charges for Services	699,140	719,860	750,970	781,010	8.5%
Investment Earnings	3,047,751	1,709,180	1,253,250	1,652,960	-3.3%
Miscellaneous	-	-	-	-	N/A
EDA Administration Fund	264,720	286,800	286,800	309,720	8.0%
Total Revenues	5,173,628	3,974,600	3,555,780	4,189,075	5.4%
Expenditures					
Employee Benefits	1,813,937	1,846,340	1,972,330	2,034,260	10.2%
Misc. Employee Expenses	381	2,500	1,000	2,500	0.0%
Commodities	300	500	400	400	-20.0%
Contractual Services	228,819	140,110	251,870	251,220	79.3%
Total Expenditures	2,043,437	1,989,450	2,225,600	2,288,380	15.0%
Net Revenues over Expenditures	3,130,191	1,985,150	1,330,180	1,900,695	-4.3%

Capital Improvements Program



The Capital Improvements Program (CIP) is the Village's comprehensive multi-year plan for the development of the Village's capital facilities and improvements. Capital projects include all vehicles, in addition to projects that cost more than \$25,000 in a given year. The plan outlines the capital projects that are expected to take place over the next five years. Each year, projects are reviewed for need, cost and priority.

CAPITAL IMPROVEMENTS BOARD

The Capital Improvements Board (CIB) consists of two Trustees, Village residents and the Director of Finance who serves as the staff liaison. As outlined in the Village Municipal Code, the CIB has the responsibilities of recommending the needs of public structures in terms of expansion and new construction, recommending plans for rebuilding roadways within the Village and recommending priorities of capital construction needs including timetables, scope of work and financing considerations.

GENERAL PROJECT CRITERIA

Since the cost for funding all capital requests typically exceeds available revenue, the CIB strives to recommend funding only after considering a list of logical criteria. The primary criteria considered include:

1. Are there any legal obstacles?
2. What is the degree of citizen support?
3. Does the project address a threat to the public health and safety?
4. Is there urgency because of criteria other than public health and safety (maintenance costs, public service, etc.)?
5. Will the solution clearly solve the problem?
6. Will the tax base benefit?
7. Will maintenance costs be significantly reduced?
8. Will the solution be beneficial over a long period of time?
9. By acting now, will there be an opportunity that will be lost or will other alternatives have to be initiated?
10. Is the project consistent with the Village Board goals?

HOW TO READ THIS SECTION

Each department request is known as a project and is listed on its respective department summaries. Summaries are provided based on CIP requests by fund, project type and department.

You can examine each project by project type. Each project falls into 1 of 6 project type groups. The 6 project types are:

1. Water and Sanitary Sewer
2. Street and Related Infrastructure Improvements
3. Public Buildings
4. Miscellaneous Public Improvements
5. Equipment
6. Technology

Capital Improvements Program



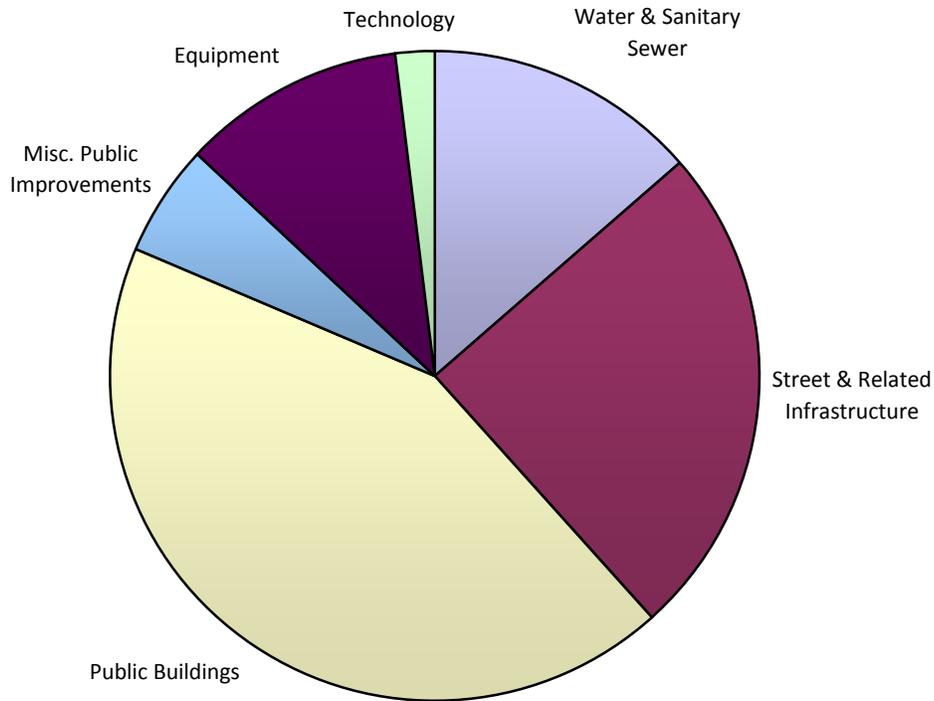
Each project is also summarized by department. You can examine each project under the department section of the CIP. The departments are:

1. General Government
2. Police
3. Fire
4. Public Works
5. Development Services
6. Economic Development Area
7. Information Systems

Within each department, projects that are classified as significant and non-routine will include a description of the project, along with its financial impact on the Operating Budget. Significant projects are those that cost more than \$500,000 over the life of the project. Non-routine projects are those that are not reoccurring. The Village considers all vehicles as routine projects due to the fact that their useful life is on a planned schedule, which can be between 2-15 years.



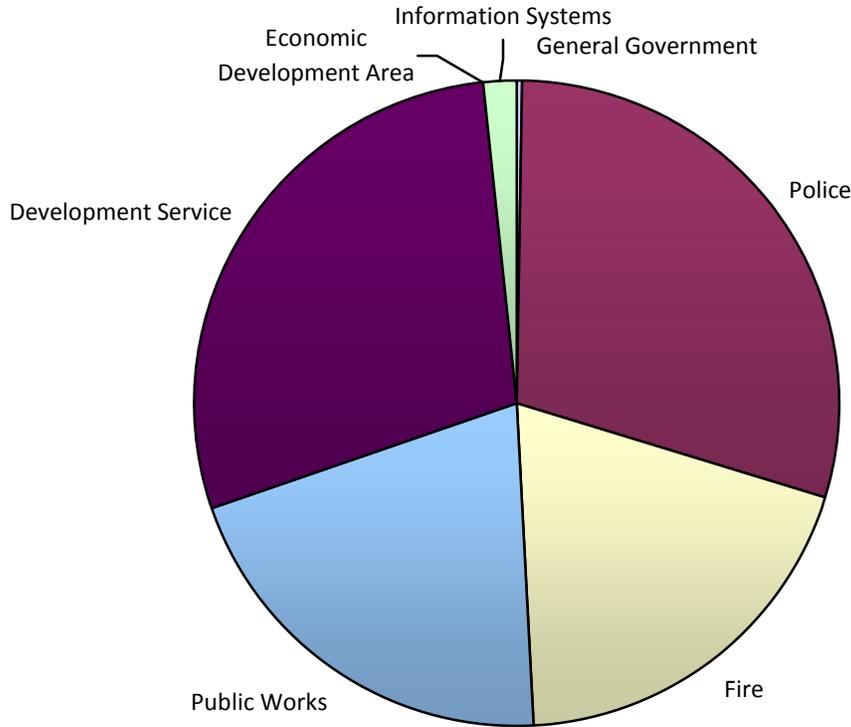
SUMMARY OF CAPITAL REQUESTS BY PROJECT TYPE



Project Type	2009	2010	2011	2012	2013	Total 2009-2013
Water & Sanitary Sewer	6,111,960	4,238,210	2,057,680	775,080	800,410	13,983,340
Street & Related Infrastructure	4,850,360	6,678,510	4,346,910	3,315,460	5,704,500	24,895,740
Public Buildings	21,370,920	18,014,820	1,478,300	2,919,620	145,000	43,928,660
Misc. Public Improvements	2,596,370	307,400	831,000	1,455,000	350,000	5,539,770
Equipment	642,160	4,016,350	3,079,250	2,530,690	1,251,490	11,519,940
Technology	369,100	551,000	337,620	327,740	308,270	1,893,730
Total	35,940,870	33,806,290	12,130,760	11,323,590	8,559,670	101,761,180



SUMMARY OF CAPITAL REQUESTS BY DEPARTMENT



Department	2009	2010	2011	2012	2013	Total 2009-2013
General Government	100,000	15,000	-	35,000	123,000	273,000
Police	15,087,900	13,647,330	341,940	274,340	364,540	29,716,050
Fire	6,362,700	7,431,010	2,237,790	2,941,840	464,120	19,437,460
Public Works	6,673,300	5,342,160	4,231,130	3,135,800	1,415,360	20,797,750
Development Services	6,437,470	6,972,790	5,030,400	4,657,110	5,934,250	29,032,020
Economic Development Area	950,000	-	-	-	-	950,000
Information Systems	329,500	398,000	289,500	279,500	258,400	1,554,900
Total	35,940,870	33,806,290	12,130,760	11,323,590	8,559,670	101,761,180



SUMMARY OF CAPITAL REQUESTS

SOURCE OF FUNDS

Fund	2009	2010	2011	2012	2013	Total 2009-2013
General Fund	190,670	7,800,180	2,908,880	4,864,270	1,537,720	17,301,720
Water & Sewer Fund	3,159,170	2,407,160	2,896,560	1,645,160	968,410	11,076,460
Motor Fuel Tax Fund	1,245,740	1,262,400	1,263,370	1,264,370	1,265,400	6,301,280
Food & Beverage Tax	1,023,100	1,053,790	1,085,400	1,107,110	1,129,250	5,398,650
E-911 Fund	-	28,000	29,000	-	30,000	87,000
Asset Seizure	653,300	912,460	1,821,460	555,040	58,940	4,001,200
EDA Administration Fund	1,223,020	500,000	894,800	-	-	2,617,820
EDA Bond Proceeds	2,026,370	-	-	850,000	-	2,876,370
Roselle Rd TIF Funds	345,920	-	-	-	-	345,920
Cap. Improv. Fund Reserves	-	120,000	-	-	-	120,000
Capital V & E Fund Reserves	200,180	379,860	337,790.00	216,140.00	492,550.00	1,626,520
Capital Replacement Fund	322,500	431,000	289,500	272,500	248,400	1,563,900
IS User Charges	-	125,000	125,000	300,000	1,000,000	1,550,000
Central/Western Impact Fees	100,000.00	550,000	245,000	-	-	895,000
Traffic/Western Improv. Fund	850,000	3,000,000	-	15,000	1,775,000	5,640,000
Developer Contributions	10,000	-	-	-	-	10,000
Bond Proceeds	23,930,000	15,026,440	-	-	-	38,956,440
DUI Reimbursement Fund	14,400	-	24,000	24,000	24,000	86,400
Grant Funding	623,000	180,000	180,000	180,000	-	1,163,000
Court Supervision Escrow	23,500	30,000	30,000	30,000	30,000	143,500
Total Funds	35,940,870	33,806,290	12,130,760	11,323,590	8,559,670	101,761,180



CAPITAL REQUESTS

DEPARTMENT OF GENERAL GOVERNMENT

Project Name	Project Type	2009	2010	2011	2012	2013	Total 2009-2013
Remittance Processing System	5	80,000	-	-	-	98,000	178,000
Copier Replacement Program	5	20,000	15,000	-	35,000	25,000	95,000
Total		100,000	15,000	-	35,000	123,000	273,000

SIGNIFICANT NON-ROUTINE PROJECTS

There are no significant non-routine projects in the Department of General Government.



CAPITAL REQUESTS POLICE DEPARTMENT

Project Name	Project Type						Total
		2009	2010	2011	2012	2013	2009-2013
New Police Building	3	15,000,000	13,320,000	-	-	-	28,320,000
Patrol Vehicles	5	23,500	146,400	153,000	163,000	164,400	650,300
In-Car Digital Video Cameras	6	14,400	-	45,000	45,000	46,500	150,900
Patrol Vehicles, EDA	5	26,500	27,500	28,500	29,500	30,500	142,500
Administrative Vehicles	5	23,500	24,500	25,500	26,500	27,500	127,500
Emergency Overhead Lights	5	-	11,930	9,940	10,340	10,740	42,950
Vehicles - Investigations	5	-	28,000	29,000	-	30,000	87,000
Traffic Section Vehicle	5	-	24,500	25,500	-	27,400	77,400
Canine Vehicle	5	-	24,500	25,500	-	27,500	77,500
Computers - Records	6	-	40,000	-	-	-	40,000
Total		15,087,900	13,647,330	341,940	274,340	364,540	29,716,050

SIGNIFICANT NON-ROUTINE PROJECTS

NEW POLICE BUILDING

Description: Design and construction of a new Police Department facility.

FY 2009 Costs	Total Costs	Source of Funds	
\$15,000,000	\$28,320,000	2008 Bond Proceeds	\$15,000,000
		2009 Bond Proceeds	\$13,320,000

Annual Impact on Operating Budget: The new Police Station will be a “green” building. The goal of a green building is to primarily reduce energy costs. In our case, the energy model that is being created shows the new building will be around 30% more energy efficient than the existing police facility. Although the upfront cost of this type of equipment is slightly more expensive, the building will be much more energy efficient and the return on the initial investment is anticipated at about 8 years.

Annual maintenance of the new building will be more sophisticated than a regular building and may require a contract with an outside vendor, and thus increase annual costs slightly by about 10%. The building’s function as a police station will also require slightly higher technical support due to the security systems that will be in place. However, as of now, these services are provided in-house, so no initial increase in cost is expected.

Several necessary building improvements on the old facility were being planned and now will not have to be expended. For example, the old building was scheduled to get a sprinkler system installed in 2009 for \$125,000 and new air conditioning condenser units in the amount of \$75,000. Also, roof work on the old facility in the amount of \$92,830 was delayed and now will not have to be completed.



CAPITAL REQUESTS

FIRE DEPARTMENT

Project Name	Project Type	Year					Total 2009-2013
		2009	2010	2011	2012	2013	
Station 22 Capital Improvements	3	-	191,040	-	1,500,000	-	1,691,040
Reconstruction of Fire Stations	3	6,100,000	3,811,720	-	-	-	9,911,720
Distance Learning System	6	-	80,000	-	-	-	80,000
Protective Clothing	5	-	67,500	74,000	80,000	88,000	309,500
Fitness Equip. at Fire Stations	5	-	112,500	40,000	45,000	50,000	247,500
Apparatus Refurbishment	5	-	200,500	94,500	-	-	295,000
EMS Reporting Program	6	25,200	33,000	3,120	3,240	3,370	67,930
Cardiac Monitors	5	-	270,000	-	-	-	270,000
Tomado Siren Replacement	4	17,000	37,400	41,000	-	-	95,400
Reserve Ambulance 24 (RA24)	5	220,500	-	-	-	-	220,500
Reserve Engine 23 (RE23)	5	-	740,000	-	-	-	740,000
Car 12- ESDA	5	-	51,900	-	-	-	51,900
Reserve Ambulance 23 (RA23)	5	-	242,550	-	-	-	242,550
Car 3	5	-	82,450	-	-	-	82,450
Reserve Truck 24 (RT24)	5	-	1,510,450	-	-	-	1,510,450
Reserve Ambulance 21 (RA21)	5	-	-	266,770	-	-	266,770
Truck 24 (T24)	5	-	-	1,661,500	-	-	1,661,500
Car 11- Administration/FPB	5	-	-	56,900	-	-	56,900
Reserve Ambulance 24 (RA24)	5	-	-	-	293,450	-	293,450
Car 14- Administration/FPB	5	-	-	-	63,050	-	63,050
Reserve Engine 21 (RE21)	5	-	-	-	957,100	-	957,100
Reserve Ambulance 23 (RA23)	5	-	-	-	-	322,750	322,750
Total		6,362,700	7,431,010	2,237,790	2,941,840	464,120	19,437,460

SIGNIFICANT NON-ROUTINE PROJECTS

STATION 22 CAPITAL IMPROVEMENTS

Description: Improvements need be made to the current bunkroom, locker room and living quarters, which are currently unable to accommodate the number of personnel assigned to Station 22. The proposed changes would allow cubicle sleeping quarters and spacious lockers for personnel. The Training Room will also undergo upgrades that include a new computer, LCD projector, sound system, a lectern and miscellaneous equipment. This room represents the sole in-house training option for the entire department. However, it should be noted that if plans for a new Station 22 begin to be discussed, these improvements may be unnecessary and postponed.

FY 2009 Costs	Total Costs	Source of Funds
\$0	\$1,691,040	General Fund
		\$1,691,040



CAPITAL REQUESTS

FIRE DEPARTMENT

Annual Impact on Operating Budget: These improvements will have a minimal impact on the operating budget, solely related to training room equipment maintenance. It is expected that maintenance costs will increase approximately \$1,000 per year for the computer equipment. The operating budget will not be impacted at all related to the bunkroom and locker room improvements, as these improvements will be made in existing space.

RECONSTRUCTION OF FIRE STATIONS (FIRE STATIONS 21 AND 24)

Description: Over the past decade, the Fire Department has conducted a number of studies addressing response times throughout the community. These studies concluded the need for a relocation of both Station's #21 and #24 to ensure the industry standard of a 4-6 minute response time to all parts of our community. With respect to Station 21, areas in the Highlands, south of I-90 and east of Jones Road would be better served if Station 21 were relocated to a location further north and west from its current location. A newly constructed station at this site would better serve the needs of the district.

Continued western development has increased the number of residential properties in Station 24's district, with many homes being built further away from the current station. Response times to these areas have increased proportionately. While Station 24 met the needs of the area a decade ago, the current station location presents challenges in meeting our goal of a 4-6 minute emergency response time. The new site will be located south of I-90 and west of Beverly Road in order to provide coverage throughout the entire district.

Construction of the new Station 24 has begun and is expected to be completed in 2009. Design of Station 21 has not yet begun.

FY 2009 Costs	Total Costs	Source of Funds	
\$6,100,000	\$9,911,720	General Fund	\$3,811,720
		Bond Proceeds	\$6,100,000

Annual Impact on Operating Budget: The construction of Station 24 as a “green” facility, similar to the new Police Station, will result in reduced energy costs of about 30%. Annual maintenance, however, is expected to increase due to the fact that the new building will be twice as big as the old one. Since all building equipment will be new, emergency repairs are not expected in the immediate future. However, operations and maintenance is expected to be 50% higher than in the previous building.



CAPITAL REQUESTS

PUBLIC WORKS DEPARTMENT

Project Name	Project Type						Total
		2009	2010	2011	2012	2013	2009-2013
New Water Meters	1	64,400	126,970	130,780	130,780	130,780	588,710
Meter Change-Outs	1	258,900	261,900	120,000	125,000	162,200	928,000
Lift Station Pump System	1	10,920	451,500	474,000	175,300	340,430	1,452,150
Sewer Main & Lift Contract Services	1	40,000	40,000	40,000	40,000	40,000	200,000
Sanitary Sewer Rehabilitation	1	332,200	474,400	474,400	-	42,500	1,323,500
Western Area Water Tank	1	2,830,000	1,706,440	-	-	-	4,536,440
Western Area Water System	1	900,000	-	140,000	-	-	1,040,000
Well 21 & 22 Activation	1	298,020	-	-	-	-	298,020
Annual Remote Site SCADA Upgrade	1	30,000	30,000	-	-	-	60,000
Lift Stations	1	913,060	-	-	-	-	913,060
Replace Water Main	1	151,960	640,000	640,000	-	-	1,431,960
Hydrant Replacements	1	17,500	18,000	18,500	19,000	19,500	92,500
Valve Replacement	1	15,000	20,000	20,000	20,000	20,000	95,000
Emergency back-up generators	1	230,000	-	-	-	45,000	275,000
Exterior Painting T-6	1	-	444,000	-	-	-	444,000
Abbeywood Pump Replacement	1	-	-	-	220,000	-	220,000
100 KW Generator Unit 311	1	-	-	-	45,000	-	45,000
Village Creek Drainage Improv.	4	-	40,000	45,000	50,000	55,000	190,000
Sidewalk Replacement	2	26,520	27,320	28,140	28,980	29,850	140,810
Street Light Pole Replacement	2	15,740	32,400	33,370	34,370	35,400	151,280
Expansion of PW Buildings	3	-	167,640	1,433,300	1,419,620	-	3,020,560
Roof Replacements	3	270,920	384,420	-	-	-	655,340
Fuel Island Canopy	3	-	140,000	-	-	-	140,000
Village Hall Masonry Cleaning	3	-	-	45,000	-	-	45,000
Replace Vil. Hall Chiller & Valves	3	-	-	-	-	145,000	145,000
4x4 Mini-Dump Truck Unit 46	5	72,720	-	-	-	-	72,720
4x4 Pick-Up Truck, Unit 32	5	41,980	-	-	-	-	41,980
4x4 Pick-Up Truck, Unit 39	5	41,980	-	-	-	-	41,980
Tandem Dump Truck Unit 3	5	-	135,000	-	-	-	135,000
4x4 Stake Body Truck, Unit 44	5	-	56,290	-	-	-	56,290
4x4 Crew Cab Pick-Up Unit 37	5	-	45,050	-	-	-	45,050
New 2.5 Ton HD Dump Truck	5	-	-	135,190	-	-	135,190
4x4 Mini Dump Truck, Unit 49	5	-	-	77,150	-	-	77,150
4x4 Mini-Dump Truck Unit 48	5	-	-	77,150	-	-	77,150
55 Ft. Aerial Lift Truck Unit #55	5	-	-	-	150,000	-	150,000



CAPITAL REQUESTS

PUBLIC WORKS DEPARTMENT *(continued)*

Project Name	Project Type						Total
		2009	2010	2011	2012	2013	2009-2013
Tandum Dump Truck Unit 10	5	-	-	-	143,000	-	143,000
40 Ft. Aerial Lift Truck Unit 54	5	-	-	-	120,000	-	120,000
Branch/Brush Chipper Unit 126	5	-	-	56,380	-	-	56,380
4x4 Pick-up Truck	5	-	-	44,540	-	-	44,540
Pavement Roller Unit 51	5	-	-	31,200	-	-	31,200
Telematics Vehicle Tracking	5	-	-	-	74,400	36,900	111,300
55 Ft. Aerial Lift Truck Unit 55	5	-	-	-	150,000	-	150,000
Tandum Dump Truck Unit 10	5	-	-	-	143,000	-	143,000
40 Ft. Aerial Lift Truck Unit 54	5	-	-	-	120,000	-	120,000
4x4 Pick-Up Truck Unit 34	5	-	-	-	52,100	-	52,100
4x4 Pick-Up Truck Unit 35	5	-	-	-	52,100	-	52,100
Tractor/Mower Unit 144	5	-	-	-	35,200	-	35,200
Engine Overhaul Unit FE22	5	-	-	-	25,000	-	25,000
Engine Overhaul Unit FT22	5	-	-	-	25,000	-	25,000
Engine Overhaul Fire Unit SQ22	5	-	-	-	20,000	-	20,000
4x4 Pick-Up Truck, Unit 22	5	-	-	-	-	45,500	45,500
4x4 Stake Body Truck, Unit 43	5	-	-	-	-	57,300	57,300
Four Door Sedan Unit 80	5	-	-	-	15,000	15,000	30,000
Four Door Sedan Unit 89	5	-	-	-	15,000	15,000	30,000
Village Hall Pool Car Unit 73	5	-	-	-	-	30,000	30,000
Village Hall Pool Car Unit 96	5	-	-	-	-	30,000	30,000
Four Door Sedan Unit 95	5	-	-	-	-	30,000	30,000
Four Door Sedan Unit 93	5	-	-	-	-	30,000	30,000
Water Quality Monitoring	5	25,000	25,000	-	-	-	50,000
4x2 3/4 Ton Pick-Up Truck	5	31,990	-	-	-	-	31,990
4x2 3/4 Ton Pick-Up Truck	5	31,990	-	-	-	-	31,990
Compact Pick-up Truck Unit 77	5	27,500	-	-	-	-	27,500
Skid Steer Tractor Unit 52	5	-	49,720	-	-	-	49,720
4x2 1/2 Ton Pick-Up Truck	5	-	26,110	-	-	-	26,110
4x4 3/4 Ton Stake Body Truck Unit 62	5	-	-	46,280	-	-	46,280
Step Van Unit 40	5	-	-	52,500	-	-	52,500
4x4 Pick-up Truck Unit 19	5	-	-	41,360	-	-	41,360
4x2 Pick-up Truck Unit 23	5	-	-	26,890	-	-	26,890
4x2 1/2 Ton Pick-Up Truck	5	-	-	-	34,870	-	34,870
4x4 3/4 Ton Pick-Up Truck	5	-	-	-	42,600	-	42,600
Mini Backhoe Tractor Unit 57	5	-	-	-	53,480	-	53,480
4x4 Full Size SUV Unit 75	5	-	-	-	-	30,000	30,000
Total		6,673,300	5,342,160	4,231,130	3,165,800	1,385,360	20,797,750



CAPITAL REQUESTS

PUBLIC WORKS DEPARTMENT *(continued)*

SIGNIFICANT NON-ROUTINE PROJECTS

WESTERN AREA WATER TANK

Description: Additional storage capacity is needed due to development occurring in the western area of the Village.

FY 2009 Costs	Total Costs	Source of Funds	
\$2,830,000	\$4,536,440	Bond Proceeds	\$4,536,440

Annual Impact on Operating Budget: The additional water tank will result in increased operating expenditures of approximately \$1,000 of annual tank inspections. Tank repainting will not have to occur for approximately 15 years, but will be a sizeable cost to the Village. A tank being repainted in 2009 is projected to cost about \$450,000.

WESTERN AREA WATER SYSTEM IMPROVEMENTS

Description: The current is system is in need of upgrades in order to improve system pressure and increase the emergency water supply.

FY 2009 Costs	Total Costs	Source of Funds	
\$900,000	\$1,040,000	Water & Sewer Fund	\$995,200
		EDA Bond Proceeds	\$44,800

Annual Impact on Operating Budget: These water system improvements will not result in any increase in operating expenditures for at least the first five years. System inspections are done in-house with current staff.

ABANDON FREDERICK & HIGHLAND LIFT STATIONS

Description: The Frederick Lift Station was constructed in 1960 and Highland Lift Station was constructed in 1961. Both stations have shown serious corrosion damage to the piping, valves and pumps in varying degrees. The damage is also noticeable on dry well walls and suspected corrosion damage on the wet well structure. Due to the difficulty of taking a station out of service, a contract for a joint engineering study with the Village of Schaumburg was awarded to provide a precise assessment of the damage and evaluation of possible solutions. The study concluded that both the Highland Lift & Frederick Lift stations should be abandoned with a gravity sewer flowing to Crestwood Court in Schaumburg. The Village of Schaumburg is responsible for 48.87% of the total cost.

FY 2009 Costs	Total Costs	Source of Funds	
\$913,060	\$913,060	Water & Sewer Fund	\$913,060

Annual Impact on Operating Budget: The abandonment of these lift stations will result in no increase to the operation budget.



CAPITAL REQUESTS

PUBLIC WORKS DEPARTMENT *(continued)*

EXPANSION OF PUBLIC WORKS BUILDINGS

Description: Both the Public Works Center and the Vehicle Maintenance Facility buildings were constructed in 1989 and 1990, respectfully. Since that time, expansion of the Village's fleet, new equipment serviceability issues and Village development, coupled with additional Public Works storage needs, requires facility expansion. Additional vehicle parking space is needed within the Public Works Center, as currently several fleet vehicles are being parked outside due to 100% utilization of existing interior space. Outside parking of fleet vehicles presents security issues and decreases vehicle longevity. In 2001, the Public Works Department identified additional space needs for an emergency operations center and additional meeting/training space. Design and architectural/engineering services will include drawings and site review, construction costing, specifications, bids, construction supervision and timelines.

FY 2009 Costs	Total Costs	Source of Funds	
\$0	\$3,020,560	Water & Sewer Fund	\$1,510,280
		General Fund	\$1,510,280

Annual Impact on Operating Budget: Since this project is expanding the current size of the facility, annual maintenance is expected to increase slightly. However, a decrease in vehicle maintenance due to all vehicles now being stored inside is expected to offset any minimal increase in facility maintenance.



CAPITAL REQUESTS

DEPARTMENT OF DEVELOPMENT SERVICES

Project Name	Project Type	Project					Total
		2009	2010	2011	2012	2013	2009-2013
Sidewalk Improvements	2	150,000	70,000	300,000	105,000	80,000	705,000
Safe Routes to School	2	50,000	50,000	50,000	50,000	-	200,000
Street Revitalization	2	2,728,100	2,283,790	2,315,400	2,337,110	2,359,250	12,023,650
Roadway Improvements - Roads	2	150,000	3,000,000	-	15,000	150,000	3,315,000
Roadway Improvements - EDA	2	680,000	500,000	850,000	-	-	2,030,000
Palatine Road Improvement	2	100,000	550,000	245,000	-	-	895,000
CDBG Projects	4	573,000	130,000	130,000	130,000	-	963,000
Roselle Rd Business Dist.	4	2,006,370	-	-	850,000	-	2,856,370
General Drainage Improv.	4	-	25,000	25,000	25,000	25,000	100,000
Storm Sewer Improvements	4	-	75,000	590,000	400,000	270,000	1,335,000
Roadway Improvements - Signals	2	-	40,000	400,000	445,000	425,000	1,310,000
Barrington Rd/Bode Rd Intersection	2	-	125,000	125,000	300,000	2,625,000	3,175,000
Ford Taurus - Unit 93	5	-	28,000	-	-	-	28,000
Ford Explorer - Unit 75	5	-	32,000	-	-	-	32,000
Pickup Truck Unit 85	5	-	32,000	-	-	-	32,000
Ex-Police Vehicle Unit 96	5	-	32,000	-	-	-	32,000
Total		6,437,470	6,972,790	5,030,400	4,657,110	5,934,250	29,032,020

SIGNIFICANT NON-ROUTINE PROJECTS

ROSELLE ROAD BUSINESS DISTRICT

Description: The Village has identified the Roselle Road area from Golf Road to south of Higgins Road as a business district area. This project includes a new traffic signal on Roselle Road at the shopping center driveways. The signal is now under design with approvals requested from the County and State. Streetscape improvements are currently being studied by the Village consultant and will then be reviewed by the Business District committee.

FY 2009 Costs	Total Costs	Source of Funds
\$2,006,370	\$2,856,370	Roselle Road TIF Fund
		\$2,856,370

Annual Impact on Operating Budget: The only increase in the operating budget that will result from this project is annual traffic signal maintenance in the amount of about \$5,000 per year. Motor Fuel Tax funds will be used for these operating costs, so the General Fund will not be affected.



CAPITAL REQUESTS ECONOMIC DEVELOPMENT AREA

Project Name	Project Type	2009	2010	2011	2012	2013	Total 2009-2013
Entertainment District	2	900,000	-	-	-	-	900,000
Prairie Stone Pkwy Access	2	50,000	-	-	-	-	50,000
Total		950,000	-	-	-	-	950,000

SIGNIFICANT NON-ROUTINE PROJECTS

ENTERTAINMENT DISTRICT STREETScape/SIGNAGE

Description: This project includes new destination signage at the gateways to Prairie Stone and enhancements to the streetscape and landscape within the Entertainment District. These improvements could include widening sidewalks, way finding signage, seating areas, pedestrian scale lighting and other improvements to enhance the experience to those visiting the Entertainment District.

FY 2009 Costs	Total Costs	Source of Funds	
\$900,000	\$900,000	EDA Bond Proceeds	\$200,000
		Developer Contributions	\$700,000

Annual Impact on Operating Budget: Currently, maintenance of the Entertainment District landscape is being done by an outside vendor and is being paid for by the owner of the properties. Operating costs for the Village will not increase.



CAPITAL REQUESTS

INFORMATION SYSTEMS DEPARTMENT

Project Name	Project Type	2009	2010	2011	2012	2013	Total 2009-2013
GIS	6	38,000	38,000	22,000	27,000	35,400	160,400
Computer Replacements	6	89,500	119,500	119,500	119,500	126,000	574,000
Network File Server	6	90,000	60,000	65,000	50,000	50,000	315,000
Software Upgrades	6	50,000	116,000	61,000	56,000	20,000	303,000
Wireless Infrastructure	6	62,000	12,000	12,000	12,000	12,000	110,000
Document Management Project	6	-	52,500	10,000	15,000	15,000	92,500
Total		329,500	398,000	289,500	279,500	258,400	1,554,900

SIGNIFICANT NON-ROUTINE PROJECTS

There are no significant non-routine projects in the Department of Information Systems.

FINANCIAL POLICIES

The Village of Hoffman Estates strives to maintain a conservative, fiscally prudent approach to budgeting and management of its fiscal affairs. To this end, the Village has created and maintains formal policies based on “best practices” in the areas of: Financial Stability, Debt Issuance, Cash Management and Investments, and Budget Development and Adjustment. These policies form the foundation of our internal and external financial practices. Additional policies may be incorporated over time.

Financial Stability and Reporting Policies

Fund Balance Policy – In years where revenues exceed expenditures within the General Fund, excess funds are utilized according to the Village’s Fund Balance Policy. This policy, which was adopted by the Village Board during the budget process in FY2000, states that the Village will strive to maintain an unallocated/unreserved fund balance within the General Fund equal to 25% of the preceding year’s annual operating budget. While the General Fund is above this level of fund balance, any year where year-end revenues exceed expenditures, the amount of surplus will be transferred to other funds to address known future financial needs. This allocation will be 50 percent to the Capital Improvements Fund for street improvements and 50 percent to remain within the General Fund or other funds as needed based on the annual recommendation of the Village Manager and approval by the Village Board.

Generally Accepted Accounting Principles – The Village will maintain its position as a leader in producing financial reports in conformance with generally accepted accounting principles and pronouncements by the Governmental Accounting Standards Board.

Fund Accounting – The Village uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Basis of Accounting and Budgeting – The basis for accounting and budgeting for the General Fund, special revenue, debt service and capital project funds is modified accrual. Modified accrual recognizes revenues when they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

The basis of accounting and budgeting for enterprise, internal service funds and pension trust funds is full accrual. Full accrual is a method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of. The appropriate basis of accounting for all fund types is used throughout the budgeting, accounting and reporting processes.

The Village is entitled to present a balanced budget every fiscal year. A budget is balanced when planned revenues or existing fund equity equal or exceed planned expenditures, that is, total outlays or disbursements, for a fiscal year.

Capital Replacement Policy – The Village felt it was prudent and consistent with sound comprehensive financial policies to establish a Capital Replacement Fund for the purpose of setting

FINANCIAL POLICIES

aside resources to be used to acquire and replace capital vehicles and equipment in accordance with an approved replacement schedule subject to the annual operating budget. Therefore, the Village Board adopted a Capital Replacement Policy on August 18, 1997.

Technology Policy – On November 4, 1996, the Village Board adopted a Strategic Plan for Information Technology that addressed various issues and goals on the direction and implementation of information technology for the Village. The information technology strategic goals that have been identified for implementation are:

- Enhance the quality of service provided to both external and internal customers of the Village by increasing efficiency and knowledge of Village employees.
- Increase the overall performance of the Village's network by keeping in the mainstream of advancing technological change.
- Provide automated document retrieval and access to needed information for both Village employees and the public.

A formal Information Systems Policy was adopted by the Village Board on August 18, 1997 to accomplish these goals. This policy was the background for the creation of the Information Systems Fund.

Debt Issuance Policy

A formal debt policy was adopted on July 21, 1997, that provides guidance for future decisions regarding debt and recognizes the long-term commitment to full and timely repayment of all debt. Under the 1970 Illinois Constitution, there is no legal debt limit for home rule municipalities except as set by the General Assembly. The Village of Hoffman Estates is a home rule community, and therefore has no legal debt limit.

While the 2007 budget shows cash purchases (pay-as-you-go) for certain equipment at the time of purchase, other methods of payment will be reviewed for feasibility. For example, an operating or capital lease may be more advantageous for copy machines or computer equipment.

Investment and Cash Management Policy

The most recently revised policy for the Village was implemented per Resolution 1287-2005 on December 19, 2005. This policy details the Village's investment guidelines. The primary objective is to invest public funds in a manner which will provide a competitive investment return with the maximum security while meeting daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.

Budget Development and Adjustment Policies

General budget policies and guidelines were established, outlined, and provided to the Department Directors. These guidelines are as follows:

- Current expenditures will be paid with current revenues and excess General Fund reserves would be subject to the fund balance policy revised by the Village Board during the budget process in 2000.
- If possible, the departments will avoid deferring essential maintenance and personnel training.

FINANCIAL POLICIES

- Budget requests submitted should be based on current service levels and personnel levels. Any new programs or requests for personnel must be approved by the Village Manager and appropriately justified.
- Adequate funding will be provided for all retirement systems for Village employees.
- A budget monitoring and control system will be maintained to assure adherence to the budget plan. Monthly departmental expenditure reports are issued with sufficient detail to assist in budgetary control.
- All requests for amendments to the current budget must be made using the Budget Adjustment form following administrative procedures.

GLOSSARY

Accrual Basis of Accounting: A method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of

Appropriation: an authorization by the Village Board to make expenditures and to incur obligations for a specific purpose

Assessed Valuation: a value established for real property for use as a basis in levying property taxes

Audit: Prepared by an independent certified public accountant, the primary objective of an audit is to determine if the Village’s financial statements fairly represent the Village’s financial position and results of operations in conformity with generally accepted accounting principles

Balanced Budget: A budget is balanced when planned revenues or existing fund equity equal or exceed planned expenditures, that is, total outlays or disbursements, for a fiscal year

Bond: a form of borrowing that reflects a written promise from the Village to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects

Budget: a financial plan for a specified period of time that matched projected revenues and planned expenditures to municipal services, goals and objectives. The Village of Hoffman Estates uses a budget covering one fiscal year, January 1st thru December 31st

Budget Message: provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years and the views and recommendations of the Village Manager

Capital Improvement: a permanent addition to the Village’s assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of the same

Capital Improvement Board (CIB): A body of Village representatives made up of two Village Trustees, resident members, and the Finance Director, responsible for reviewing the Capital Improvement Program budget and recommending approval to the Village Board.

Capital Improvement Program (CIP): a five-year financial plan of proposed capital improvement projects that is adopted annually.

Capital Outlay: any expense that result in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements

Capital Projects: the largely one-time cost for acquisition, construction, improvement, or renovation of land, structures and improvements thereon. The cost must be \$25,000 or more in order to be considered a capital project. All vehicle purchases are also considered capital projects, even if the cost is below \$25,000

Charges for Services: a revenue category which includes a charge for a specific service. These primarily include water & sewer revenues, employee insurance payments, and other miscellaneous user fees.

Community Development Block Grant: Federal grant that aims to develop viable urban communities by providing decent housing, a suitable living environment and expanded opportunities for persons of low and moderate income

Cost Allocation: Assignment of cost charges from one department that reimburse another department for services received.

GLOSSARY

Debt Service: payment of principal and interest on an obligation resulting from the issuance of bonds or notes

Deficit: an excess of expenditures over revenues

Depreciation: The loss of asset value over time and usage, recorded as an expense under the full accrual method of accounting.

Equalized Assessed Valuation (EAV): a value established for real property for use as a basis in levying property taxes within Cook County, Illinois. The EAV is calculated by taking the Assessed Valuation multiplied by the Cook County equalization factor, which changes every year

Expenditure: the outflow of funds paid or to be paid for an asset or goods and services obtained, regardless of when the expense is actually paid

Fiscal Year: a 12-month period of time to which the budget applies; the fiscal year for the Village of Hoffman Estates is January 1 thru December 31

Full-Time Equivalent: the decimal equivalent of a part-time position converted to a full-time base (an employee that works a 40-hour work week is 1.0)

Fund: an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created

Fund Balance: the amount of financial resources available for use; the excess of assets over liabilities

Generally Accepted Accounting Principles: uniform minimum standards and guidelines for financial accounting and reporting

Grant: contribution of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility

Inter-Fund Transfers: monies moved from one fund to another; money is transferred to finance the operations of another fund or to reimburse the fund for expenses

Modified Accrual Basis of Accounting: an adaptation of the accrual basis of accounting for governmental fund types - revenues and other financing sources are recognized when they become available to finance expenditures of the current period

Municipal Code: a collaboration of Village Board approved ordinances currently in effect

Operating Budget: annual appropriation of funds for ongoing program costs

Ordinance: a formal legislative enactment by the Village Board that is the full force and effect of law within the Village boundaries

Reserve: an account used to record that a portion of the fund's balance is legally restricted for a specific purpose

Revenue: amount received for taxes, fees, permits, licenses, interest and intergovernmental sources during the fiscal year

User Fees: payment of a fee or direct receipt of a public service by benefiting from the service for a specific purpose and is, therefore, not available for general appropriation

COMMONLY USED ACRONYMS

3CMA: City-County Communications & Marketing Association

ABCI: Association of Building Coordinators of Illinois

ACLS: Advanced Cardiac Life Support

AED: Automated External Defibrillator

ALS: Advanced Life Support

ASE: Automotive Service Excellence

ASO: Administrative Services Officer

CAFR: Comprehensive Annual Financial Report

CDBG: Community Development Block Grant

CIP: Capital Improvement Program

CMA: Chicago Metropolitan Agency for Planning

CN: Canadian National

CPR: Cardiopulmonary resuscitation

DARE: Drug Abuse Resistance Education

DHS: Department of Homeland Security

DUI: Driving Under the Influence

EDA: Economic Development Area

EIS: Environmental Impact Statement

EJ&E: Elgin, Joliet and Eastern rail

EMA: Emergency Management Agency

EMS: Emergency Medical Services

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

ESDA: Emergency Service Disaster Agency

FAST: Fast Action Service Team

FCC: Federal Communications Commission

FEMA: Federal Emergency Management Agency

FMLA: Family Medical Leave Act

FOI: Freedom of Information

FPB: Fire Prevention Bureau

FPS: Fire Pension System

GFOA: Government Finance Officers Association

GIS: Geographical Information Systems

GO: General Obligation (bonds/debt service)

GPS: Global Positioning System

HETV: Hoffman Estates Television

HHS: Health and Human Services

HRM: Human Resources Management

IAFF: International Association of Fire Fighters

ICC: International Code Council

ICS: Incident Command System

IDOL: Illinois Department of Labor

IDOT: Illinois Department of Transportation

IEPA: Illinois Environmental Protection Agency

IMRF: Illinois Municipal Retirement Fund

IPBC: Interpersonal Personnel Benefits Cooperative

IS: Information Systems

ISO: Insurance Services Organization

K-CAT: Kane County Auto Theft Task Force

LEED: Leadership in Energy and Environmental Design

MABAS: Mutual Aid Box Alarm System

MAP: Metropolitan Alliance of Police

MICU: Mobile Intensive Care Unit

MTF: Motor Fuel Tax

MUTCD: Manual on Uniform Traffic Control Devices

NCH: Northwest Community Hospital

NEMRT: North East Multi-Regional Training

NFPA: National Fire Protection Agency

NHW: Neighborhood Watch

NIMCAST: National Incident Management System Compliance Assessment Tool

NIMS: National Incident Management System

NIPSTA: Northeastern Illinois Public Safety Training Academy

NWCD: Northwest Central Dispatch

OSFM: Office of the State Fire Marshal

PB & Z: Planning, Building and Zoning Committee

PC: Planning Commission

PIMS: Police Information Management System

COMMONLY USED ACRONYMS

POP: Problem Oriented Policing
PPE: Personal Protective Equipment
PPS: Police Pension System
RCG: Regional Cable Group Communities
RIP: Residential Inspection Program
SAN: Storage Area Network
SCADA: Supervisory Control and Data Acquisition
SLA: Service Level Agreement
SQL: Structured Query Language
STAR: Suburban Transit Access Route
SWAP: Sheriff's Work Alternative Program
TIF: Tax Increment Financing
UASI: Urban Areas Security Initiative
USEPA: United States Environmental Protection Agency
ZBA: Zoning Board of Appeals

