The seal of the Village of Hoffman Estates, Illinois, is a circular emblem. It features a central shield with a large letter 'H' and a smaller 'E' below it, flanked by two olive branches. The shield is set against a background of a laurel wreath. The outer ring of the seal contains the text 'VILLAGE OF HOFFMAN ESTATES' at the top and 'GROWING TO GREATNESS' at the bottom, separated by a decorative chain-link border. The year '1950' is also visible on the left side of the seal.

**Village of Hoffman Estates, Illinois**  
**2010 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**

Finance Director/Treasurer

**Mark Koplin**

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Hoffman Estates  
Illinois**

For the Fiscal Year Beginning

**January 1, 2009**

President

Executive Director



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# Village of Hoffman Estates

## Village Manager's Office

[www.hoffmanestates.org](http://www.hoffmanestates.org)

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November 30, 2009

### 2010 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 2010 fiscal year operating and capital budget. The 2010 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.

#### 2010 BUDGET HIGHLIGHTS

The national, regional and local economic downturn has had a tremendous impact on Hoffman Estates' overall budget over the last two fiscal years. Over the past 18 months, Village revenues have dropped almost \$7 million. Those revenues that are economy or consumption driven, like sales tax, food and beverage tax, hotel tax, development fees, real estate transfer tax, and building permits, all saw significant decreases. Additionally, the decline in pension fund reserves, loss of retirement fund values and escalating costs have taken a toll on the funding of public employee pensions. The Village Board challenged Village management, department heads and staff to reduce costs as much as possible, maintain the high quality services our residents and businesses expect, and work to maintain taxes as low as possible.

The total 2010 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 capital budget is \$127,181,253, a decrease of 2.1% from \$129,974,393 in 2009. 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) *Public building initiative*
- 2) *Accomplishment of Village Board initiatives and preservation of service levels in light of severe reductions in resources*
- 3) *Maintenance of Village tax rates and fund balance requirement*

## LONG-TERM FINANCIAL PLANNING

The annual budget process usually begins with a goal-setting retreat where the Village Board and Village Manager discuss current and long-term issues facing the Village. This retreat typically 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. Because of the ongoing fiscal stress of the economy, the Village Board was performing constant budget reviews and updates throughout 2009, so a formal retreat was not needed. When it came time for the 2010 budget process to begin, it was quite clear what current and long-term issues needed to be addressed because they had been discussed publicly for several months.

The Village 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 and has been updated several times since then, most recently in April, 2009. 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.

## REVIEW OF BUDGET YEAR 2009

In the 2009 approved budget, the Village projected a 5.4% decrease in General Fund revenues and a 7.1% decrease in expenditures. These projections arose from the 2008 Budget Reduction Plan in the amount of almost \$4.4 million that was implemented at mid-year in 2008. Declining trends were seen in the areas of building permits and sales taxes and these trends were not expected to change in 2009. No General Fund reserves were needed to balance the 2009 approved budget, with revenues over expenditures in the amount of \$7,170. As had been done in the past few years, the contribution of the General Fund to fund capital expenditures was reduced significantly in the 2009 budget due to the lack of growth in the Village's revenue base as well as the decline in other revenues.

General Fund Projected 2009 Year-end Results		
	Budget	Projected
Revenues	45,803,593	42,587,493
Expenditures	(45,796,423)	(43,512,797)
<b>Total Revenues over Expenditures</b>	<b>7,170</b>	<b>(925,304)</b>

## 2009 ACTUAL RESULTS INCLUDING BUDGET REDUCTION PLAN

As 2009 began, it became clear that revenues were again going to come in under projections, especially in the areas of building permits and various taxes, including sales, hotel, real estate transfers, and income tax. Original projections resulted in a revenue deficit of approximately \$2.8 million. At mid-year, a budget reduction plan was implemented in the amount of over \$1.7 million and the balance of \$1.1 million was pursued unsuccessfully through labor union concessions in 2009. Currently, however, this additional \$1.1 million shortfall has been reduced to approximately \$925,000 through additional savings measures that were taken by departments. Additional measures have been put into place to try to lessen this actual shortfall, but the results of these measures are not yet known. If a shortfall at year-end does occur, the reserves in the General Fund will be able to absorb the deficit.

General Fund revenues, which were budgeted at \$45,803,593, are projected to end the fiscal year \$3.2 million under budget. As was mentioned previously, this is primarily due to building and development related revenues and tax revenues, which are expected due to the state of the economy.

Due to the budget reduction plan that was implemented in 2009, currently expenditures are projected to be about \$2.3 million under budget for 2009. Every department did a tremendous job of recommending program reductions and capital that could be deferred. Also, vacant General Fund positions were frozen for the remainder of 2009 as well as into 2010.

## CAPITAL IMPROVEMENTS PROGRAM

Prior to preparing the annual 2010 operating budget, the Village produces the Capital Improvements Program (CIP) budget, which focuses on all vehicles and all capital items that are over \$25,000.

Capital Improvement Program by Project Type	2008	2009	2010
Water & Sanitary Sewer	7,913,980	6,111,960	3,583,240
Public Buildings	13,599,990	4,850,360	4,700,220
Street & Related Infrastructure	6,687,790	21,370,920	12,553,160
Misc. Public Improvements	1,726,500	2,596,370	349,000
Equipment	1,506,910	642,160	410,400
Technology	579,360	369,100	228,000
<b>Total</b>	<b>32,014,530</b>	<b>35,940,870</b>	<b>21,824,020</b>

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. The requests in the 2010-2014 CIP for FY2010 total \$21,824,020 with only \$293,320 being funded through General Fund reserves:

- \$35,000 for the replacement of the Cable TV editing system
- \$41,600 for the fire apparatus refurbishment program
- \$14,400 for needed fire department protective clothing replacements
- \$27,320 for sidewalk replacements
- \$75,000 for part of the Village Hall roof replacement (the balance of this project will be funded by the Energy Efficiency and Conservation Block Grant)
- \$100,000 for storm sewer improvements

The General Fund has been unable to contribute significantly to the Capital Improvement Program for several years now. All of the CIP items have been incorporated into the 2010 budget. The current CIP went before the Capital Improvements Board (CIB) on November 3, 2009. After approval by the CIB, the requests went before the Village Finance Committee for approval as part of the budget process.

<b>Capital Improvement Program by Funding Source</b>			
	<b>2008</b>	<b>2009</b>	<b>2010</b>
General Fund	497,755	190,670	-
General Fund Reserves	740,290	-	293,320
Water & Sewer Fund	2,328,635	3,159,170	1,573,930
Motor Fuel Tax Fund	1,358,800	1,245,740	1,162,400
Food & Beverage Tax	933,240	1,023,100	-
EDA Bond Proceeds	2,585,000	1,223,020	981,020
Capital Improvements Fund	-	345,920	-
Capital Veh & Equip Reserves	331,530	-	-
Federal & State Funds	471,500	623,000	858,500
Asset Seizure	110,000	-	-
Developer Contributions	1,600,000	850,000	1,425,000
EDA Administration Fund	99,990	653,300	51,500
Capital Replacement Fund	709,940	200,180	247,900
Emergency Services Escrow	216,320	-	-
Roselle Rd TIF Funds	1,140,000	2,026,370	20,000
DUI Reimbursement Fund	24,000	14,400	-
Impact Fees	-	-	-
Improvement Funds	100,000	100,000	146,000
Information Systems Fund	413,500	322,500	228,000
'08 & '09 Bond Proceeds	18,354,030	23,930,000	14,408,350
Park District Contribution	-	-	10,000
Court Supervision Escrow	-	23,500	30,000
Municipal Contribution	-	10,000	388,100
<b>Total</b>	<b>32,014,530</b>	<b>35,940,870</b>	<b>21,824,020</b>

## **2010 OPERATING BUDGET OVERVIEW**

In the 2010 budget, the Village is experiencing a 4.8% decrease in General Fund revenues and a 2.5% decrease in expenditures from the 2009 budget. Predicting that many of the revenue shortfalls experienced in 2009 would carry over into 2010, departments were initially allowed a 0% increase in discretionary line items within their budgets. After clarifying revenue projections, it was soon realized that additional reductions were going to have to be made. Every department had to reduce their budget requests, including capital and personnel. The 2010 General Fund operating budget currently shows revenues under expenditures by \$1,065,740 all of which will be funded by General Fund reserves.

The 2010 budget development was extremely challenging, especially with the reductions that have been made in 2008 and 2009 and the additional cuts that would be experienced in 2010. Discretionary spending was held in check and all available resources were utilized to focus on three primary issues:

**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 remodeling of the existing Village Hall has been completed in 2009.
- The new Fire Station 24 has been completed and occupied.
- The construction of the new Police Station and the new water tower are well underway.

The construction of the new Police Station will be completed in fiscal year 2010 using proceeds from a bond issue that occurred in early 2009.

***Accomplishment of Village Board initiatives and preservation of service levels in light of severe reductions in resources*** – Beginning in 2009, the Village began strong efforts towards “Green” initiatives as well as energy efficiency priorities. While “Green” these days has many definitions, Hoffman Estates has chosen to go “Green” in terms of sustainability, efficiency, conservation, and innovation.

In 2009, the Village participated in the Community Energy Challenge, a competition which pits twelve municipalities against each other to be the most energy efficient community in Chicagoland. Hoffman Estates was chosen because of our current interest and participation in energy programs. The competition continues through May 31, 2010.

Also in 2009, the Village was a recipient of the Energy Efficiency and Conservation Block Grant (EECBG) in the amount of \$515,000 of non-matching funds through the US Department of Energy (American Recovery and Reinvestment Act of 2009). This grant money will be used for several projects throughout the Village that will increase our energy efficiency including several energy efficient lighting retrofits, material conservation programs, and street lighting improvements.

The Village is also improving our level of “greenness” within the municipal facilities. From expanding the facility recycling program to decreasing use of polystyrene cups, the Village is trying to make a difference. The recently finished fire station was built to US EPA Green Building standards. These standards are aimed at using sustainable design practices to reduce consumption of natural resources, minimize pollution and ultimately improve human health. Green buildings are rated according to LEED criteria and the new fire station is targeting a Gold certification. The new police station that will be completed in 2010 will also be a “Green” building.

Several aspects of the Village’s newly created Bicycle Plan will be underway in 2010. The Village Bicycle Plan was developed in 2009 as a way to improve transportation efforts. Multiple open-house meetings were held for public input and the Village applied for three different bicycle path grants.

The fiscal year 2010 budget reflects a difficult but fiscally-necessary reduction of permanent staff, including four police officers. This reduction in staff equates to approximately \$352,000 of savings. This action came as a consequence of the Police union not being able to offer up viable concessions as part of the 2009 Budget Reduction Plan. 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 2010 budget relate directly to the Village Board Goals and primary service levels will not be reduced. 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 and capital reductions, we are proud of the fact that we were able to balance the 2010 budget without having to increase fees or tax rates. Also, the Village’s General Fund fund balance requirement of 25% has been maintained.

The chart below summarizes all 2010 budgeted revenues by source:

<b>Revenue Summary by Source</b>			
<b>All Funds</b>			
	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>Percent Change</b>
Property Taxes	19,168,941	22,030,466	14.9%
EDA Incremental Taxes	15,539,690	17,695,740	13.9%
Other Taxes	12,557,120	10,867,790	-13.5%
Licenses & Permits	1,157,440	889,500	-23.1%
Intergovernmental Revenues	15,787,600	14,105,790	-10.7%
User Charges	20,520,370	20,823,110	1.5%
Fines	1,420,610	1,679,200	18.2%
Investment Earnings	5,458,470	3,256,640	-40.3%
Miscellaneous	4,781,540	5,143,940	7.6%
Bond Proceeds	28,415,820	101,400	-99.6%
<b>Total Operating Revenues</b>	<b>124,807,601</b>	<b>96,593,576</b>	<b>-22.6%</b>
Operating Transfers	3,702,960	5,127,780	38.5%
<b>Total Revenues</b>	<b>128,510,561</b>	<b>101,721,356</b>	<b>-20.8%</b>

The projected operating fund revenues without operating transfers total \$96,593,576, a 22.6% decrease from 2009. The primary reason for this is the bond proceeds that were received in 2009 related to the 2009A General Obligation Bonds. These bonds were issued in early 2009 to fund the construction of a new Police Station as well as additional road improvements. It should be noted that there is a significant increase showing in property taxes due to the actuarially-required increases related to the pension fund property tax levies. Both the Police and Fire Pension Funds' tax levies are increasing approximately \$580,000 each, and the Corporate levy is increasing approximately \$140,000 related to the IMRF (Illinois Municipal Retirement Fund) levy requirement.

The operating budgeted expenditures, exclusive of interfund transfers, debt service and capital projects, for 2010 totals \$67,987,633. This represents a 4.2% decrease from the 2009 operating budget. The 2010 operating budget for all funds, including transfers, shows expenditures/expenses exceeding revenues by \$25,459,897. The main reason for this is that the bond proceeds received in 2009 will be spent in 2010. Also, the final, and largest, Economic Development Area (EDA) bond payment expense will happen in 2010, a large portion of which will be funded by an investment reserve that matures in 2010. Finally, the Water & Sewer Fund is using over \$4.3 million in retained earnings for projects that were accounted for in the most recent water rate study.

The following chart summarizes all 2010 budgeted expenditures/expenses, including transfers, by object:

<b>Expenditure Summary by Object</b>			
<b>All Funds</b>			
	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>Percent Change</b>
Salaries & Wages	30,780,820	29,365,240	-4.6%
Employee Benefits	16,358,103	17,540,643	7.2%
Misc. Employee Expenses	647,700	464,950	-28.2%
Commodities	2,391,970	1,961,700	-18.0%
Contractual Services	19,672,400	17,531,080	-10.9%
Debt Service	21,645,320	34,259,260	58.3%
Depreciation Expense	1,144,500	1,124,020	-1.8%
<b>Total Operating Expenses</b>	<b>92,640,813</b>	<b>102,246,893</b>	<b>10.4%</b>
Capital Outlay	33,630,620	19,806,580	-41.1%
Operating Transfers	3,702,960	5,127,780	38.5%
<b>Total Expenditures</b>	<b>129,974,393</b>	<b>127,181,253</b>	<b>-2.1%</b>

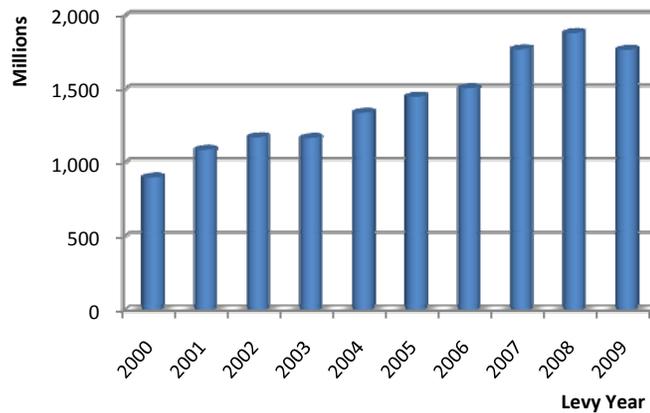
### **PROPERTY TAXES**

Last year at this time, the equalized assessed valuation (EAV) of the Village was projected to remain stable at 1,773,557,976 due to the little amount of commercial construction taking place throughout 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 0.871, which was 6.2% higher than the previous year's rate of 0.820.

In actuality, based on preliminary information from Cook County, the Village's EAV has increased approximately 6.3% to 1,885,037,469, which results in a tax rate of 0.82, the same as the 2007 tax levy year rate.

The 2010 budget includes total property tax revenue of \$16,636,773 for tax year 2009. Adding in the 2% loss and cost, the total property tax extension is \$16,969,508, which is a 9.9% increase over the 2008 levy. Each component of the property tax extension is thoroughly analyzed to calculate the best estimate possible.

### EQUALIZED ASSESSED VALUATION



Both of the pension fund levies are actuarially determined and are going up significantly due to unparalleled declines in pension fund reserves due to investment losses in those funds. Pension funding comes from three sources: employee contributions, employer contributions and investment returns. Since employee contributions are capped by the Illinois General Assembly, the fiscal burden falls upon Village contributions (local taxpayers) to keep these funds financially solvent. By law, Hoffman Estates is mandated to fund the pension benefits of police, firefighters and other municipal employees.

Total Property Tax Levy Levy Year 2009				
Fund	FY2009 Approved Levy	FY2010 Proposed Levy	Increase (Decrease)	Percent Change
Corporate	10,443,180	10,793,180	350,000	3.4%
Police Pension	1,754,998	2,323,041	568,043	32.4%
Fire Pension	1,390,335	1,970,552	580,217	41.7%
<b>Subtotal</b>	<b>13,588,513</b>	<b>15,086,773</b>	<b>1,498,260</b>	<b>11.0%</b>
Debt Service	9,467,796	10,396,051	928,255	9.8%
Less Abatements	(7,917,796)	(8,846,051)	(928,255)	11.7%
<b>Total</b>	<b>15,138,513</b>	<b>16,636,773</b>	<b>1,498,260</b>	<b>9.9%</b>

All Village Sworn Police Officers and Firefighters are covered under the downstate police pension plan and fire pension plan, respectively, as governed by Illinois Compiled Statutes and amended only by the Illinois Legislature. All other Village employees are covered under the Illinois Municipal Retirement Fund (IMRF).

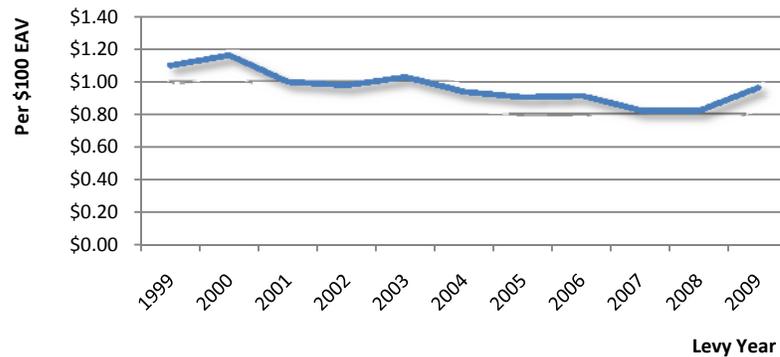
Recognizing the financial impact on taxpayers, the IMRF board took steps to mitigate its investment loss and offered options to municipalities to cap their fund contribution for municipal employees (except police and fire). Because of this action taken by the IMRF, the Village is expecting an increase in IMRF contributions of approximately \$140,000 for fiscal year 2010, which is part of the increase being seen in the Corporate property tax levy.

A similar cap on contributions to police and firefighter funds will require legislative action. Our community, through regional and state groups such as the Northwest Municipal Conference (NWMC), sought such a legislative remedy in 2009. The NWMC succeeded in getting Senate Bill 2011 approved by the Illinois Senate. Opposition from the state police and firefighter unions, however, stalled Senate Bill 2011's advancement in the Illinois House.

In October 2009, the General Assembly squandered an opportunity to remedy the current situation, thus resulting in a massive spike in public safety pension costs. This lack of a legislative remedy has resulted in significant increases in pension costs for fiscal year 2010. These increases have had a significant impact on the Village's 2010 budget, and may contribute to further cuts to services and staff.

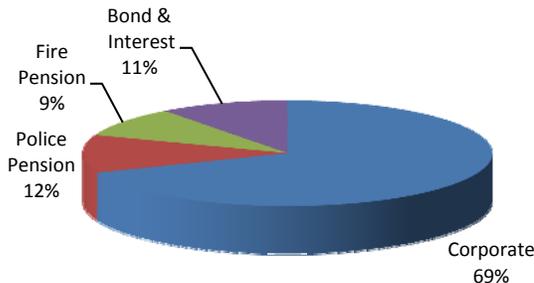
The Village is actively engaged in continuing to work towards public pension reform. Should the opportunity arise in 2010 for a legislative remedy similar to Senate Bill 2011, the Village will reach out to its residents to contact their state senators and representatives to urge their support in an attempt to control these escalating costs.

**PROPERTY TAX RATES  
(INCLUDING FULL ABATEMENT)**

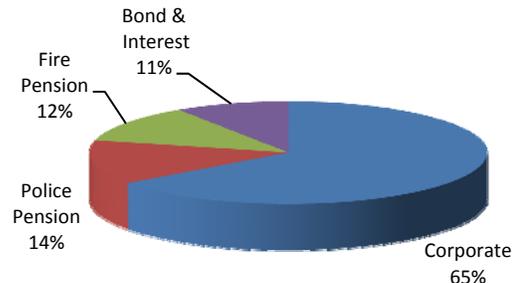


Another part of the property tax levy is for our outstanding debt service. These amounts are all determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, 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.

**2008 PROPERTY TAX LEVY  
TO BE COLLECTED IN 2009**



**2009 PROPERTY TAX LEVY  
TO BE COLLECTED IN 2010**



## PERSONNEL

Unfortunately, like many private sector businesses, the Village ultimately had to look at decreasing the number of personnel providing services to offset the decrease in revenues being realized. Over an 18 month period, the Village decreased the fulltime equivalent employment of the Village by 42.69 positions. This occurred through attrition, retirement and, ultimately, layoffs.

Related to salaries and benefits, annual base increases, which are normally around \$1.8 million per year, must be funded each 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 and FY2010 as well as several reductions in staffing that had to occur. Also, for 2010, all management, administrative, professional, clerical, Public Works and Fire personnel agreed to a zero percent wage increase. The Police labor union offered no acceptable wage-related concessions and chose to receive a 4% increase effective January 1, 2010; therefore, in the 2010 budget four police officers are being eliminated. However, the Village wants to assure residents and businesses that Police patrol staffing levels will remain unchanged.

No new personnel was added in the 2010 budget. The number of FTEs (full-time equivalents) in the 2010 budget is 369.39 as shown in the following table:

Full-Time Equivalents All Funds				
Major Function	2008 Actual	2009 Budgeted	2010 Budgeted	Decrease '08 to '10
Police	125.50	123.20	115.20	(10.30)
Fire	116.48	109.70	105.00	(11.48)
Public Works	78.71	78.91	72.23	(6.48)
Development Services	36.58	33.58	30.38	(6.20)
Health & Human Svcs	9.54	7.83	7.23	(2.31)
General Government	45.27	45.65	39.35	(5.92)
<b>Total FTE's</b>	<b>412.08</b>	<b>398.87</b>	<b>369.39</b>	<b>(42.69)</b>

The Village's public safety personnel (Police and Fire) represent 59.6% of the total number of employees in 2010. Total personnel and related expenditures equal \$46,905,883 or 36.9% of the entire expenditure budget for all funds. Total personnel expenditures/expenses, which includes benefits, represents 45.9% of the total operating costs (excluding capital outlay and operating transfers) for all funds.

## AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Hoffman Estates, Illinois for its annual budget for the fiscal year beginning January 1, 2009. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

## SUMMARY

In conclusion, the continuation of the decline in our financial economy projected for FY2010 was a challenge in compiling the 2010 Operating and Capital Budget. Difficult changes in

personnel as well as a decrease in capital funding were realized. However, service delivery is expected to be maintained and tax rates have not been increased. Also, Village Board goals will still remain a priority for all departments and 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.

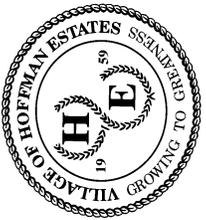
**ACKNOWLEDGEMENTS**

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 process is necessary in order to achieve the goals as set forth by the Village Board.

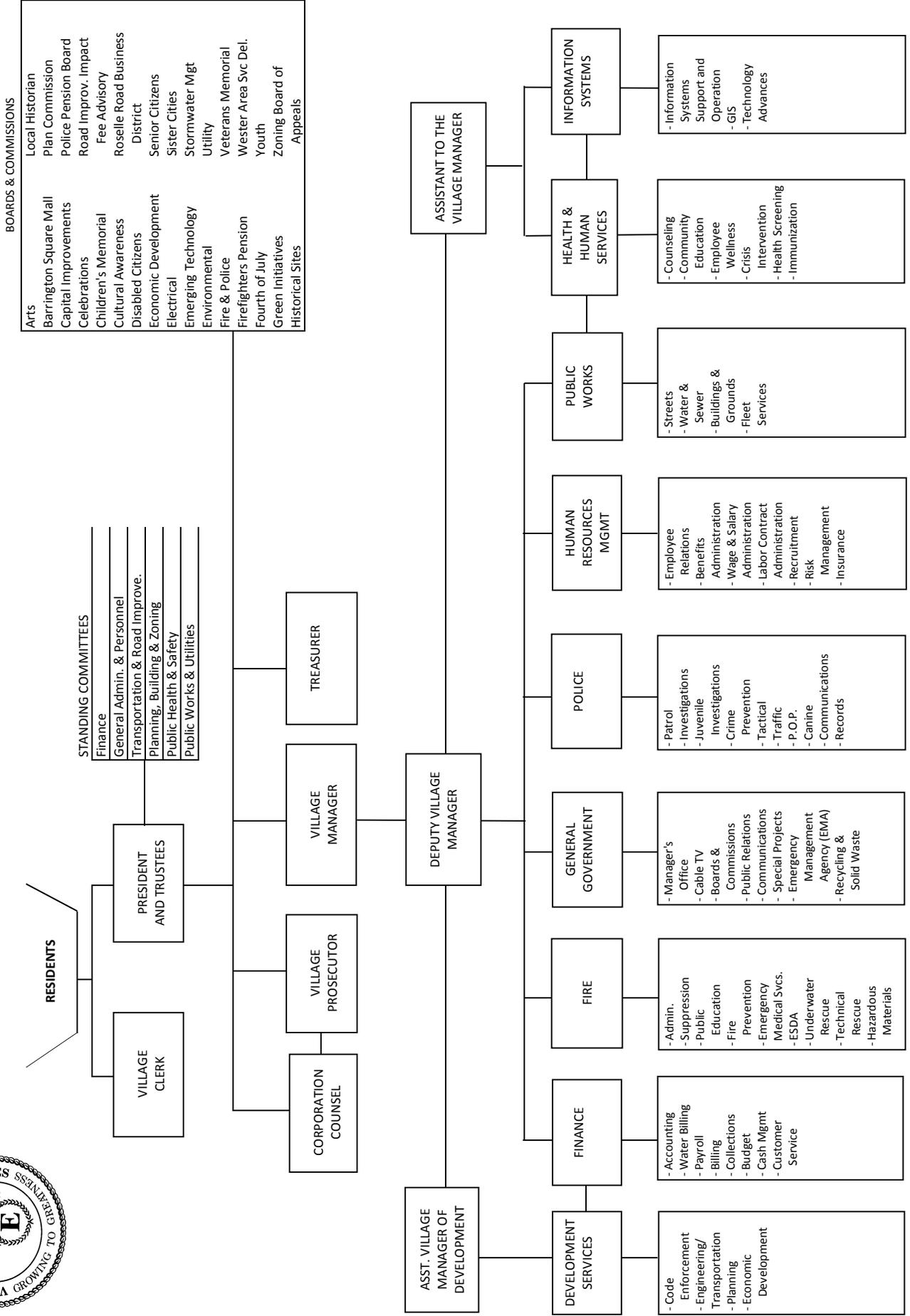
Respectfully submitted,  
James H. Norris  
Village Manager

Michael F. DuCharme  
Director of Finance





# VILLAGE OF HOFFMAN ESTATES ORGANIZATION CHART



# 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

## Current 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.



*The Sunderlage Family of the Hoffman Estates Sunderlage Farm, 1870's*

Beginning in 1961, the first land north of Interstate 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.



*Dianne Levy next to a Hoffman Estates Welcome Sign, 1965*

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

The 2009 Chicagoland economy mirrored the national economic downturn. There are some signs of a recovery, but they are coming very slowly. 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 opened two new American corporate headquarters for international companies, with a third under construction in 2009.

Mori Seiki (a worldwide toolmaker) celebrated the grand opening of their 102,000 square foot building in early November with a three day open house demonstrating their tools and drawing approximately 3,000 buyers, suppliers and partners from around the world. Hoffman Estates is fortunate to have a company regarded as one of the world's leading global producers and distributors of machine tools. Believing in the total package, Mori Seiki has 100 technical centers around the world offering 24/7, 365 days/year service support. BIG Kaiser moved into their 32,000 square foot facility in mid-December, 2009. In part, BIG Kaiser, another precision toolmaker, decided to relocate in Hoffman Estates to be near Mori Seiki, one of their major business partners.

JCL Bioassay broke ground in June for their 22,200 square foot laboratory and office building in the Prairie Stone Business Park. JCL expects to be open in spring 2010, bringing 55 employees to Prairie Stone. JCL performs quality control testing of pharmaceutical products. The Village welcomes this new biotech company to the impressive variety of companies in the business park. Two new companies moved into the Prairie Stone Corporate Center, including Daiichi Sankyo, a Japanese pharmaceutical company (occupying 10,000 square feet) and World Color, a printing company (occupying 3,500 square feet).

### RETAIL

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, TJ Maxx, Kirkland, Michaels and Lane Bryant filling out the "in line" center. Additional retailers, restaurants and service providers occupy outlot buildings.

The national downturn in the retail sector influenced local decisions, with no major new retail store openings in 2009. However, two new restaurants were approved in 2009. Rookies, an independent chain, signed a lease for a northern section of Poplar Creek Crossing Shopping Center, just east of Fifth Third Bank. The Saddle Room (and its Off Track Betting component) was approved for a prime location in Prairie Stone Business Park between the Sears Centre Arena and Cabela's. Construction should commence in early 2010.

To better identify and brand the emerging Entertainment District, including the two anchors - Cabela's and Sears Centre Arena, the Village approved a new logo using the name "Poplar Creek at 59/90" with the goal of providing the highway coordinates for a destination of entertainment, shopping and fun. The Village also partnered with Cabela's to erect a digital billboard (with "Poplar Creek at 59/90" on the marquee) on I-90 to promote the Cabela's store and the surrounding Entertainment District. To better assist consumers in locating Entertainment District tenants, the



## COMMUNITY ECONOMIC PROFILE

Village installed nine wayfinding signs. These signs are located just inside the three gateways to Poplar Creek at 59/90 (Hoffman Boulevard, Beverly Road and Higgins Road).

The Village worked with Barrington Square Mall ownership on a rehabilitation of the shopping center. A resolution to establish a TIF district was approved contingent upon a major anchor tenant and an upswing in the economy. The owners demolished the vacant former Menards store (over 100,000 square feet) to prepare the site for new development.

### ROSELLE ROAD BUSINESS DISTRICT

A priority of the Village during the past several years has been to redevelop and revitalize the Roselle Road Business Improvement District (BID). 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 total cost was \$7 million. The Village used \$2.7 million in TIF funds to leverage private reinvestment.

During 2009, the Village was able to work with the owners of the former Shell gas station at Roselle and Higgins Roads to demolish the vacant and dilapidated building. The property is now on the market. The Village investigated a purchase of the property with the intent of a gateway to the Roselle Road shopping district, but was outbid by an investor in the private sector.

Progress is slow but steady regarding a new stoplight on Roselle Road (between Higgins and Golf Roads). Both Cook County and the Illinois Department of Transportation have verbally approved the traffic signal, and the Village awaits written approval before proceeding. The stoplight would offer better traffic safety and improve the cross access between Hoffman Plaza and Golf Center Shopping Centers.

### SEARS CENTRE ARENA

The Village of Hoffman Estates acquired title to the Sears Centre Arena in late December, 2009 through a Deed in Lieu of Foreclosure process. Global Spectrum is currently under contract with the Village to manage the Sears Centre Arena. Global Spectrum manages 33 arenas across the country and Canada, and brings not only their professional management expertise, but also relationships with concert and event promoters, to bring more events to the Sears Centre Arena in the future. Because the entertainment industry schedules events with a long lead time, the impact of Global Spectrum's relationships and additional new events on the Sears Centre Arena calendar will not be realized until late 2010 and into 2011.



## COMMUNITY ECONOMIC PROFILE

### BUSINESS RETENTION

Village staff worked with numerous retailers with activity directed at keeping them in business. A number of retailers (big and small) have been forced to discontinue their operations. Whether working in partnership with the Chamber of Commerce regarding programming, marketing and business development or making direct retention calls to retailers, staff has attempted to assist in the rough economic times.

Staff has also been working with adjacent communities to explore a virtual Innovation Park along the I-90 Golden Corridor. According to Dunn & Bradstreet and the Chicago Metropolitan Agency for Planning, manufacturing and allied industries such as tool making, are projected to lose employment and growth in the near future. Consequently, efforts are being made to network with this group and provide programming and opportunities to collaboratively explore innovative options.

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
<b>Total</b>	<b>\$674,337,372</b>	

NOTE: The 2009 principal taxpayer data was not available at the time of assembling this document.



## COMMUNITY ECONOMIC PROFILE

### 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 Willis 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 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 5,000-6,000 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. Development of the vacant acreage 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.



## COMMUNITY ECONOMIC PROFILE

Village of Hoffman Estates Quick Facts		
<b>Population:</b>	2000 Census	49,495
	2003 Special Census	50,573
	2006 Estimate	52,479
<b>Number of Housing Units:</b>		17,387
<b>Median Household Income:</b>		\$65,937
<b>Median Home Value:</b>		\$181,700
<b>Percent of Foreign Born Residents:</b>		23.1%
<b>Percent of High School Graduates:</b>		89.6%
<b>Percent of College Graduates, Bachelor's:</b>		35.9%

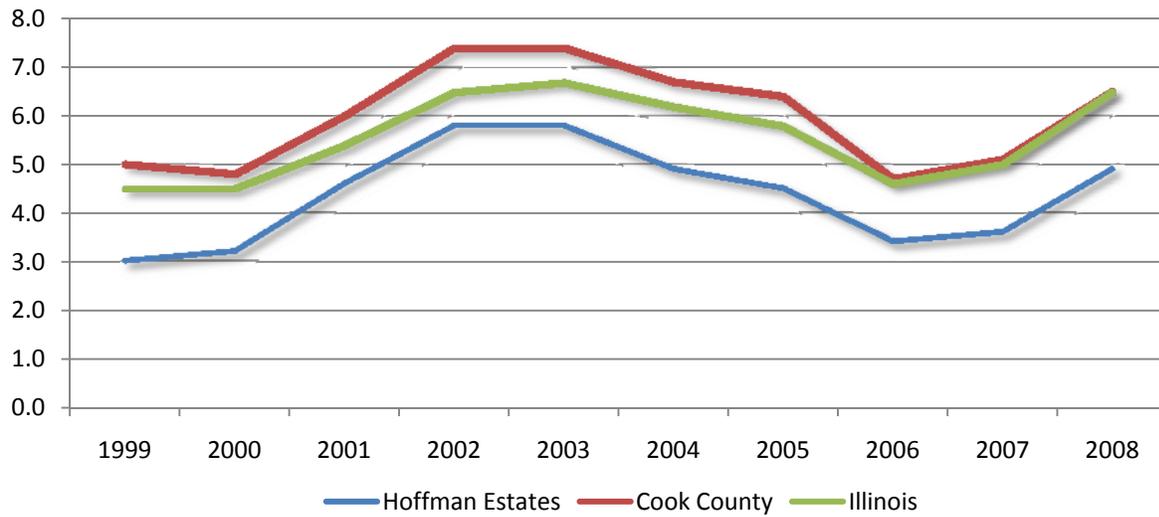
SOURCE: US Census Bureau, 2000 Census (unless otherwise noted)

Village of Hoffman Estates Tax Rates		
<b>Retail Sales Tax: Cook County</b>	State	5.00%
	County	1.75%
	Railroad Transit Authority	1.25%
	City	2.00%
	<b>Total</b>	<b>10.00%</b>
<b>Retail Sales Tax: Kane County</b>	State	5.00%
	County	0.25%
	Railroad Transit Authority	0.25%
	City	2.00%
	<b>Total</b>	<b>7.50%</b>
<b>Food &amp; Beverage Tax:</b>		2.00%
<b>Entertainment Tax:</b>		6.00%
<b>Hotel Tax:</b>		6.00%
<b>Real Estate Transfer Tax (per \$1,000 selling price):</b>		\$3.00



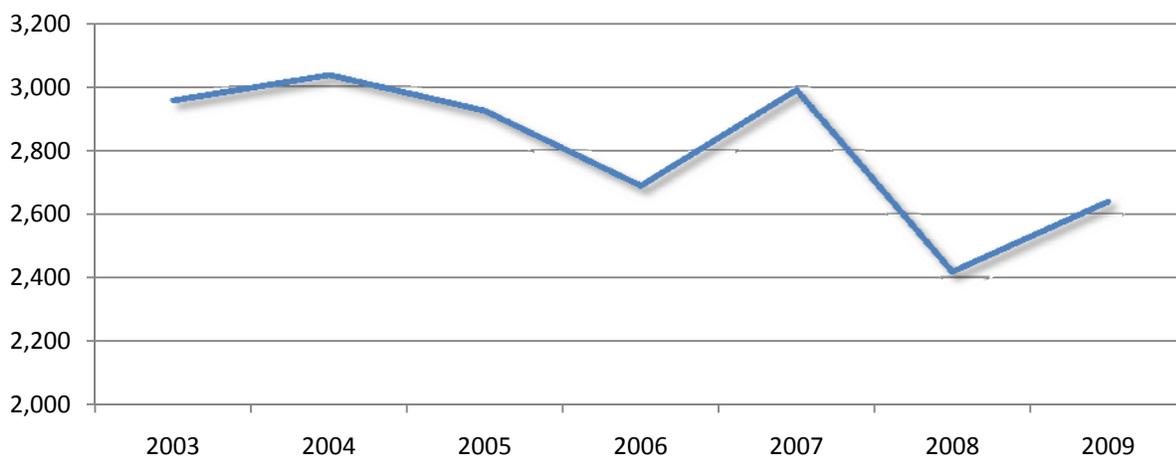
## COMMUNITY ECONOMIC PROFILE

### UNEMPLOYMENT RATE



The average unemployment rate for the last 10 years for the Village is currently 4.37%, which compares favorably to the county's average unemployment rate of 6.00% and the state's average rate of 5.57%.

### TOTAL NUMBER OF PERMITS ISSUED

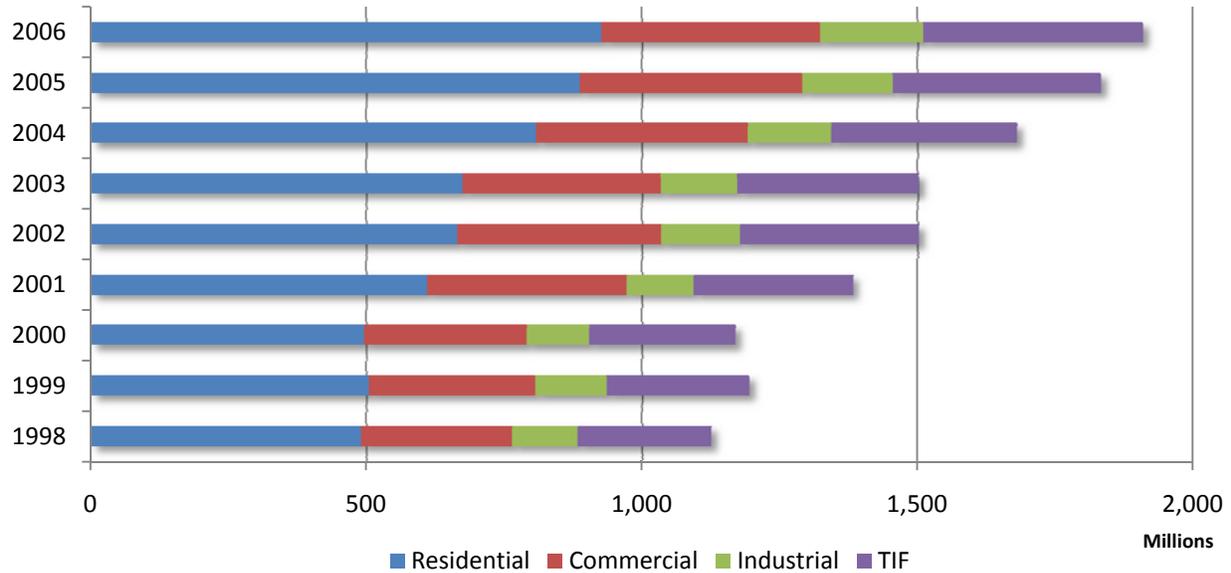


Permits include any form of commercial or residential new construction and remodeling within the Village. Items include roofing, siding, fences, decks, hot water heaters, HVAC, etc. The Village maintains a relatively steady amount of permit activity that average between 2,500-3,000 permits issued per year.

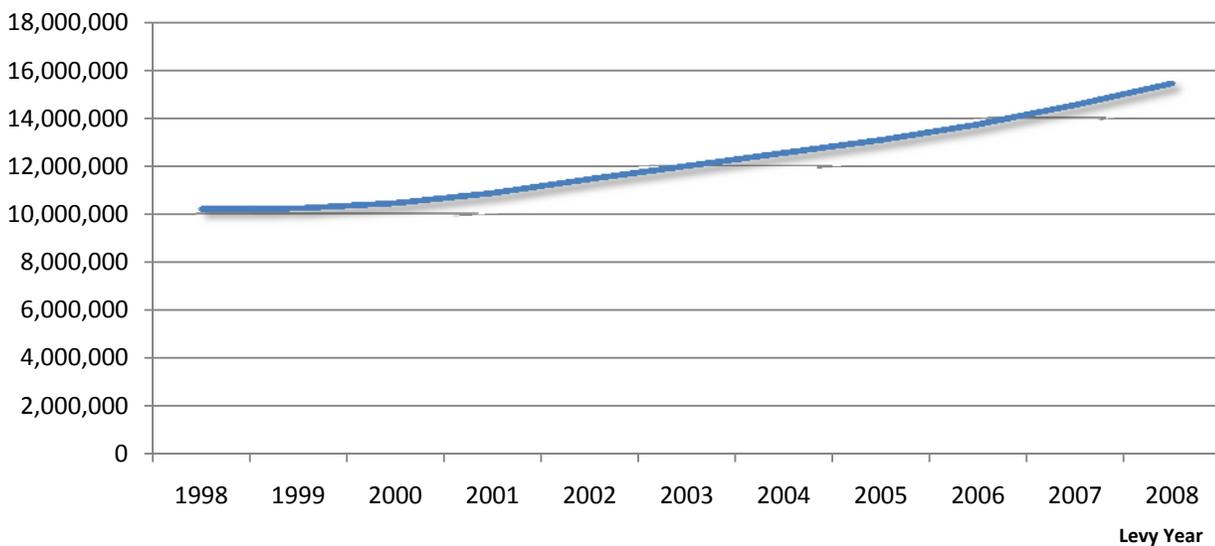


# COMMUNITY ECONOMIC PROFILE

**EQUALIZED ASSESSED VALUATIONS OF TAXABLE PROPERTY**



**PROPERTY TAX LEVIES**



Based on preliminary information from Cook County for the 2009 levy year, the Village's EAV has decreased approximately 6.1% to \$1,770,050,184 resulting in a tax rate of 1.183, which is higher than last year's rate. The 2010 budget includes total property tax revenue of \$20,536,111 for the 2009 tax year. Adding in the 2% loss and cost, the total property tax extension is \$20,946,833, which is a 35.7% increase over the 2008 levy.



## THE BUDGET PROCESS

This section explains the budget process used to develop the 2010 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 2010. 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 alter 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 can be changed by the Village Manager within the budget year. Changes affecting total departments or funds must be approved by the Village Board. Expenditures may not legally exceed the 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

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



## FUND STRUCTURE

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.

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.

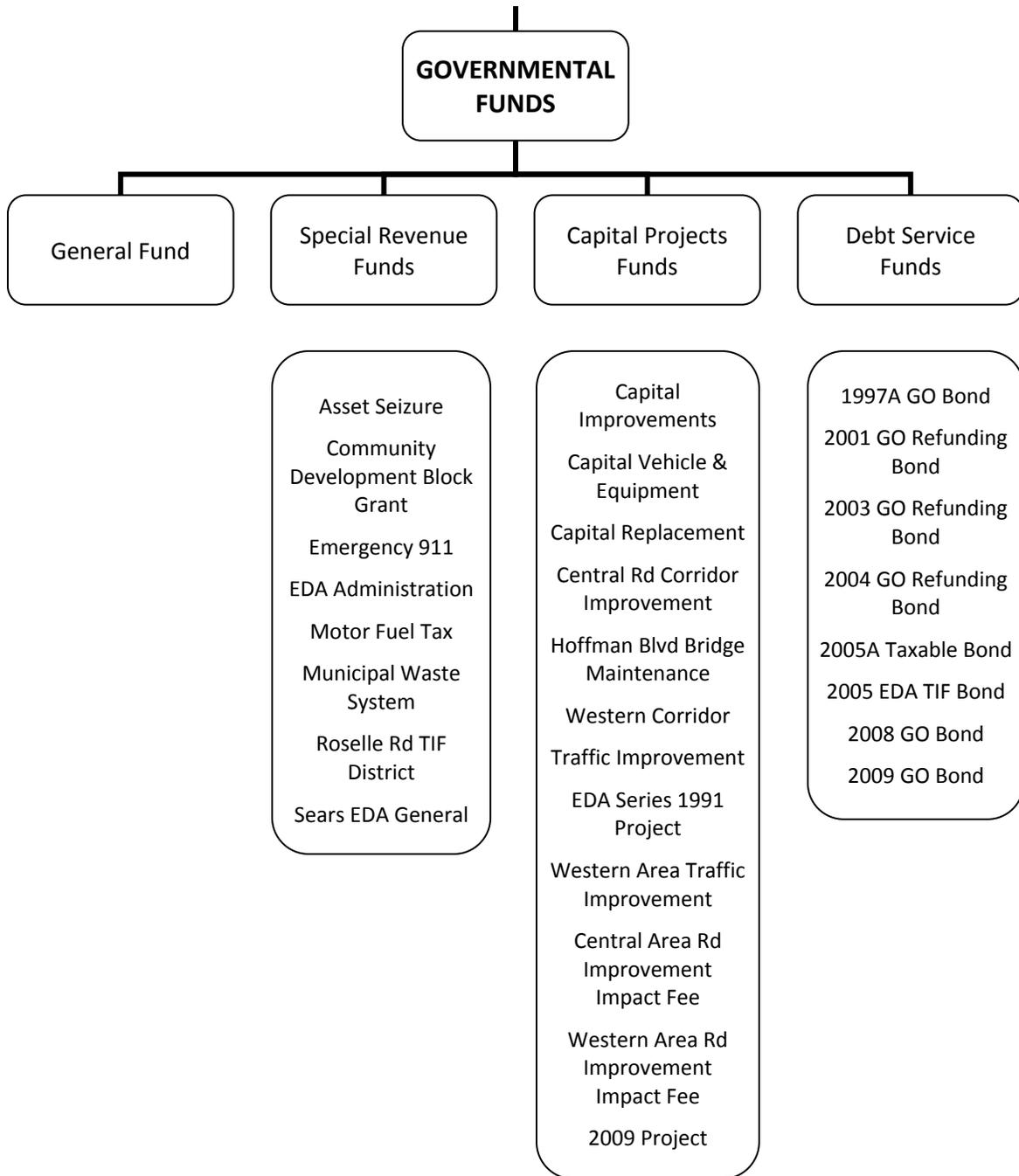
**GOVERNMENTAL FUNDS.** Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital project funds), and the servicing 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 another fund. Governmental funds focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. The Village maintains 29 individual governmental funds.

**PROPRIETARY FUNDS.** Proprietary funds are used to account for activities similar to those found in the private sector, where determination of net income is necessary or useful for sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds). The Village uses enterprise funds to account for its water and sewer system and the Sears Centre Arena fiscal operations. The internal service funds are used 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.

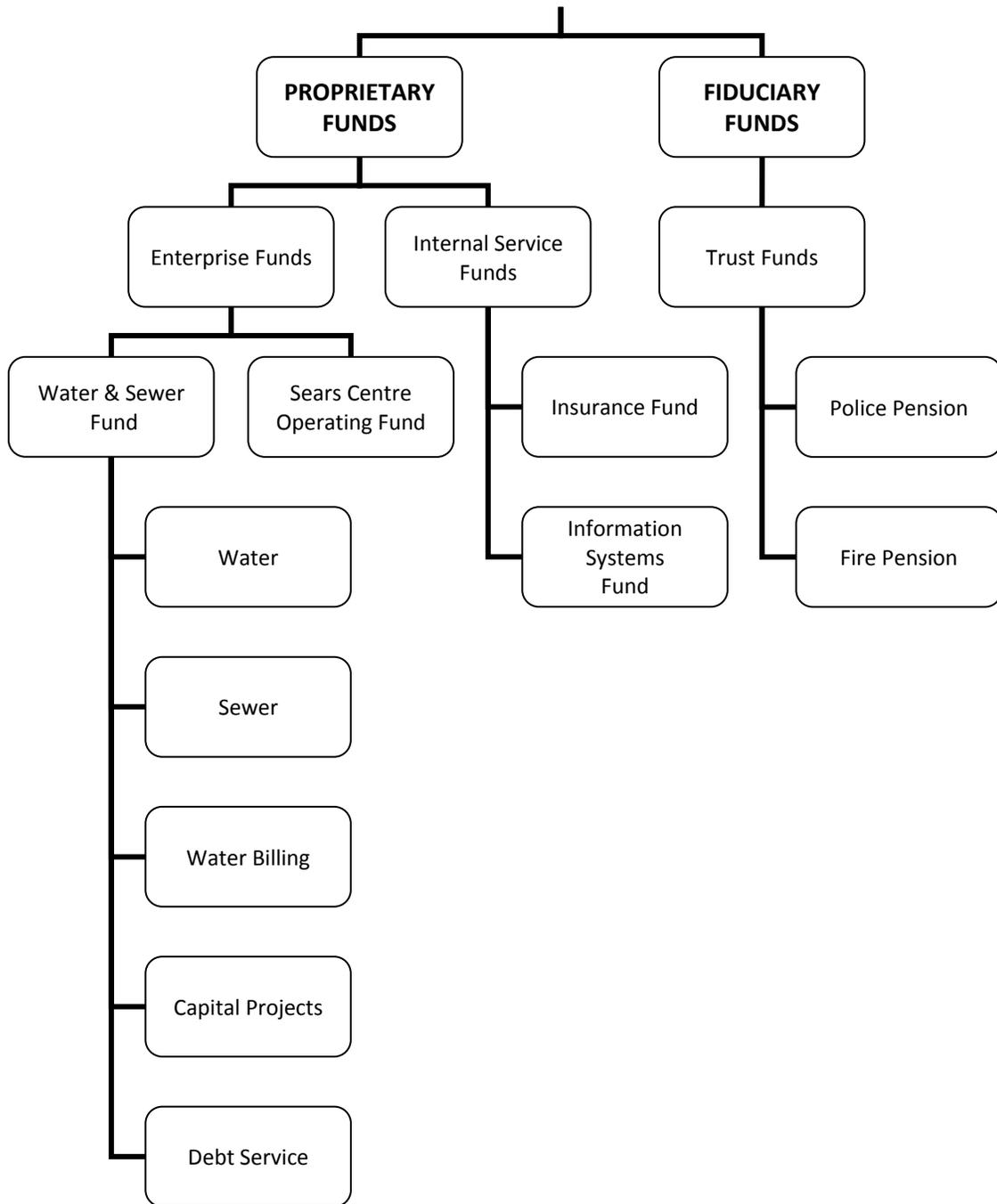


# FUND STRUCTURE





# 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 2010 budget year, the major funds are the General Fund, 2005 EDA TIF 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 \$43,601,313. The total projected decrease in General Fund revenues compared to the 2009 budget is 4.8%.

The General Fund expenditure budget, excluding transfers, is 2.8% lower than the 2009 budget. If all transfers to debt service and capital projects are included, the budget reflects a decrease of 2.5% over 2009.

**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.

**WATER & SEWER FUND.** The Village’s Water & Sewer Fund is an enterprise fund 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 \$4,108,870, and utilize existing cash reserves to fund many of the capital improvements planned for 2010.

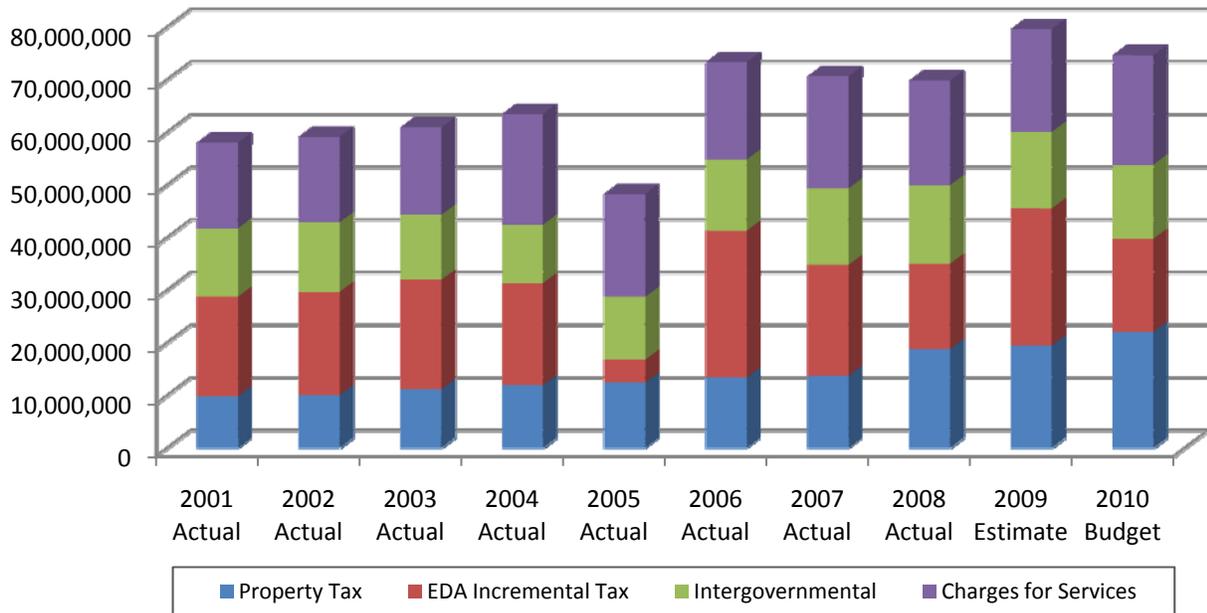
	Major Funds			Nonmajor Funds		
	Governmental		Proprietary	Governmental Funds	Proprietary Funds	Fiduciary Funds
	General Fund	2005 EDA TIF Fund	Water & Sewer Fund			
General Government	√	√	√	√	√	
Police	√			√		√
Fire	√			√		√
Public Works	√		√	√		
Development Services	√			√		
Health & Human Services	√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



## MAJOR REVENUE SOURCES

The Village is fortunate to have a diverse revenue stream. Any negative impacts affecting 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 the 2010 fiscal year is property tax, followed by charges for services, EDA incremental property tax and intergovernmental revenue.

### 10-YEAR ANALYSIS OF MAJOR REVENUE



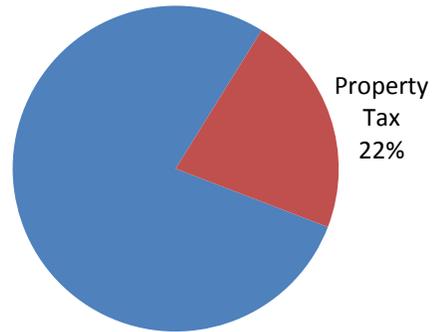


# MAJOR REVENUE SOURCES

## PROPERTY TAX

	BUDGET	ACTUAL
<b>2001</b>	\$11,868,606	\$11,311,370.82
<b>2002</b>	\$12,267,671	\$11,907,684.84
<b>2003</b>	\$14,317,224	\$14,340,627.48
<b>2004</b>	\$14,221,434	\$14,191,418.56
<b>2005</b>	\$14,928,494	\$14,742,311.96
<b>2006</b>	\$16,139,955	\$15,954,638.32
<b>2007</b>	\$16,822,632	\$16,514,402.72
<b>2008</b>	\$17,980,238	\$21,999,330.87
<b>2009</b>	\$19,168,941	
<b>2010</b>	\$22,030,466	

Property Tax to Total Revenue  
Budget 2010



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 2010 attach as an enforceable lien on January 1, 2010 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 and August 1 every year. 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.

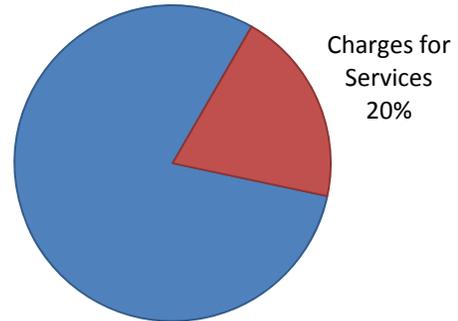


## MAJOR REVENUE SOURCES

### CHARGES FOR SERVICES

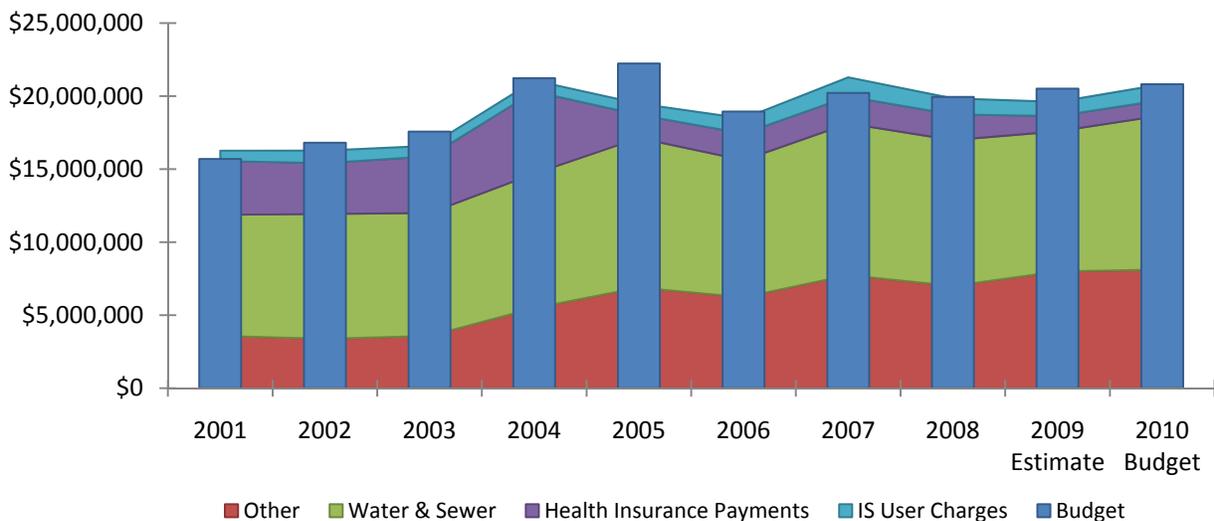
	BUDGET	ACTUAL
2001	\$15,697,410	\$16,276,733
2002	\$16,813,060	\$16,281,781
2003	\$17,575,510	\$16,604,508
2004	\$21,231,090	\$21,075,521
2005	\$22,239,100	\$19,495,951
2006	\$18,942,850	\$18,481,228
2007	\$20,217,960	\$21,293,057
2008	\$19,952,290	\$19,851,652
2009	\$20,961,420	
2010	\$20,823,110	

Charges for Services to Total Revenue  
Budget 2010



Charges for services include all revenues being paid for a service that is being provided by the Village. Some of the revenues included in this category are information systems user charges, employee insurance payments 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 also 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 2010.

Charges for Services by Class  
10-Year Analysis



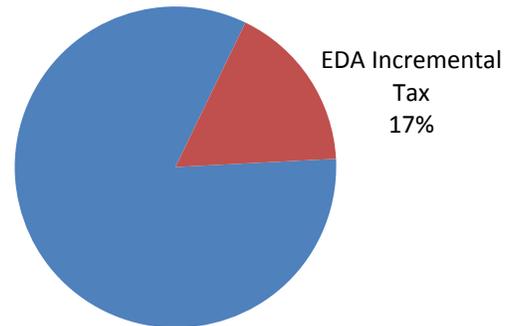


## MAJOR REVENUE SOURCES

### EDA INCREMENTAL PROPERTY TAX

	BUDGET	ACTUAL
<b>2001</b>	\$18,851,791	\$18,961,994.39
<b>2002</b>	\$20,620,426	\$19,644,218.96
<b>2003</b>	\$20,401,809	\$20,874,134.25
<b>2004</b>	\$20,986,632	\$19,458,965.53
<b>2005</b>	\$23,396,697	\$4,488,506.90
<b>2006</b>	\$20,454,964	\$27,979,114.34
<b>2007</b>	\$17,106,730	\$21,130,534.01
<b>2008</b>	\$15,239,958	\$16,294,213.15
<b>2009</b>	\$15,539,690	
<b>2010</b>	\$17,695,740	

EDA Incremental Tax to Total Revenue  
Budget 2010



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 keep those 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 \$102,297,531 (as of December 31, 2009).

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.

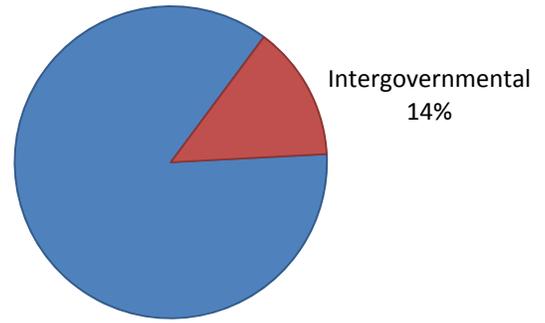


## MAJOR REVENUE SOURCES

### INTERGOVERNMENTAL REVENUE

	BUDGET	ACTUAL
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	
2010	\$14,105,790	

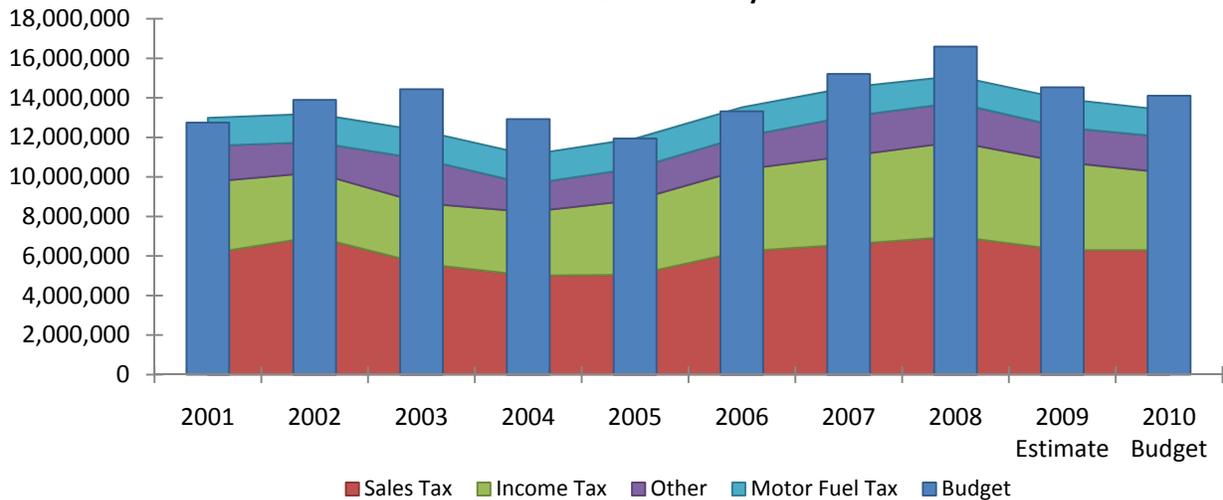
Intergovernmental to Total Revenue  
Budget 2010



The intergovernmental revenue 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 or obvious impacts in the economy, including both major growths as experienced in 2005-2007, and major downturns as the entire nation is currently experiencing.

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. With grants, there is always an expense to match the revenue; therefore, budgeting is never an issue.

Intergovernmental Revenue by Class  
10-Year Analysis







# REVENUE & EXPEDITURES

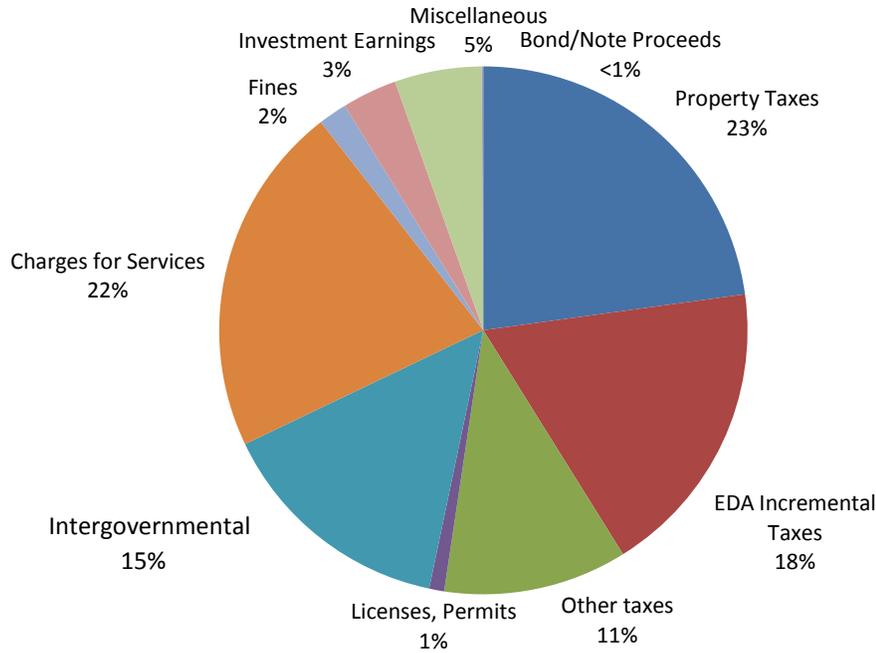
## ALL FUNDS

	2008 Actual	2009 Budget	2010 Budget	% Difference
<b>Revenues</b>				
General Fund	44,886,230	45,803,593	43,601,313	-4.8%
Special Revenue Funds	11,819,487	8,338,610	9,980,770	19.7%
Debt Service Funds	22,935,788	20,012,785	20,273,880	1.3%
Capital Project Funds	25,065,335	32,289,120	3,140,600	-90.3%
Enterprise Fund	12,480,365	10,618,920	12,567,600	18.4%
Internal Service Funds	2,644,951	3,082,350	3,049,740	-1.1%
Trust Funds	(6,261,784)	8,365,183	9,107,453	8.9%
<b>Total Revenues</b>	<b>113,570,373</b>	<b>128,510,561</b>	<b>101,721,356</b>	<b>-20.8%</b>
<b>Expenses</b>				
General Fund	46,060,417	45,796,423	44,667,053	-2.5%
Special Revenue Funds	11,302,025	9,842,730	7,940,140	-19.3%
Debt Service Funds	21,001,843	21,130,560	34,035,490	61.1%
Capital Project Funds	23,433,448	27,137,890	16,793,600	-38.1%
Enterprise Fund	12,285,385	18,150,420	15,587,500	-14.1%
Internal Service Funds	3,107,874	3,186,520	3,017,160	-5.3%
Trust Funds	4,545,221	4,729,850	5,140,310	8.7%
<b>Total Expenses</b>	<b>121,736,213</b>	<b>129,974,393</b>	<b>127,181,253</b>	<b>-2.1%</b>



# REVENUE SUMMARY BY FUNDING SOURCE

## ALL FUNDS

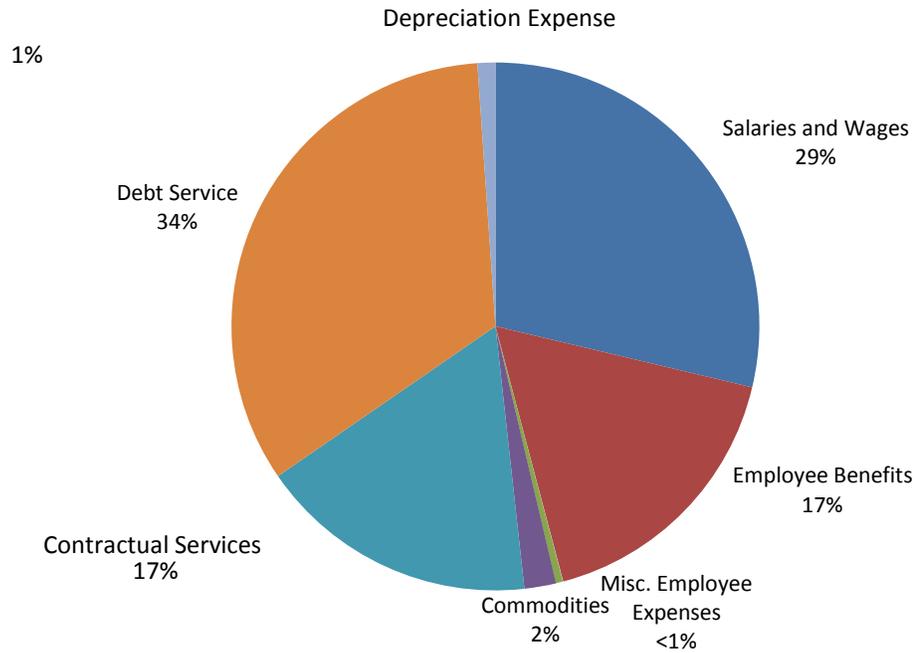


	2008 Actual	2009 Budget	2010 Budget	% Difference
Property Taxes	17,932,151	19,168,941	22,030,466	14.9%
EDA Incremental Taxes	20,429,709	15,539,690	17,695,740	13.9%
Other taxes	12,124,052	12,557,120	10,867,790	-13.5%
Licenses, Permits	1,280,249	1,157,440	889,500	-23.1%
Intergovernmental	15,123,467	15,787,600	14,105,790	-10.7%
Charges for Services	19,501,653	20,520,370	20,823,110	1.5%
Fines	1,682,621	1,420,610	1,679,200	18.2%
Investment Earnings	(9,098,294)	5,458,470	3,256,640	-40.3%
Miscellaneous	7,182,338	4,781,540	5,143,940	7.6%
Bond/Note Proceeds	19,826,683	28,415,820	101,400	-99.6%
<b>Total Operating Revenues</b>	<b>105,984,630</b>	<b>124,807,601</b>	<b>96,593,576</b>	<b>-22.6%</b>
Operating Transfers	7,585,743	3,702,960	5,127,780	38.5%
<b>Total Revenues &amp; Transfers</b>	<b>113,570,372</b>	<b>128,510,561</b>	<b>101,721,356</b>	<b>-20.8%</b>



# EXPENDITURE SUMMARY BY OBJECT

## ALL FUNDS



	2008 Actual	2009 Budget	2010 Budget	% Difference
Salaries and Wages	30,084,785	30,780,820	29,365,240	-4.6%
Employee Benefits	15,346,361	16,358,103	17,540,643	7.2%
Misc. Employee Expenses	684,598	647,700	464,950	-28.2%
Commodities	2,622,851	2,391,970	1,961,700	-18.0%
Contractual Services	17,166,216	19,672,400	17,531,080	-10.9%
Debt Service	25,297,524	21,645,320	34,259,260	58.3%
Depreciation Expense	1,125,863	1,144,500	1,124,020	-1.8%
<b>Total Operating Expenditures</b>	<b>92,328,198</b>	<b>92,640,813</b>	<b>102,246,893</b>	<b>10.4%</b>
Capital Outlay	21,822,271	33,630,620	19,806,580	-41.1%
Operating Transfers	7,585,743	3,702,960	5,127,780	38.5%
<b>Total Expenditures &amp; Transfers</b>	<b>121,736,212</b>	<b>129,974,393</b>	<b>127,181,253</b>	<b>-2.1%</b>



## 2009 LEVY YEAR PROPERTY TAX 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.
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	(7,917,796)
2009	2010	10,793,180	2,323,041	1,970,552	-	-	10,396,051	(4,946,713)
Inc (Dec) over P		350,000	568,043	580,217	-	-	928,255	2,971,083
Percent Inc (De		3.4%	32.4%	41.7%	N/A	N/A	9.8%	-37.5%

**Including March Tax Abatements:**

2009	2010	10,793,180	2,323,041	1,970,552	-	-	10,396,051	(8,846,051)
Inc (Dec) over P		350,000	568,043	580,217	-	-	928,255	(928,255)
Percent Inc (De		3.4%	32.4%	41.7%	N/A	N/A	9.8%	11.7%

*continues below*

Levy Year	Fiscal Year	Sub-total Levy	Loss & Cost 2%	Total Extension	(7) EAV	Rate	Inc (Dec) Over Prior Yr	Inc (Dec) in EAV
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	15,138,513	302,771	15,441,284	1,885,037,469	0.820	0.0%	6.3%
2009	2010	20,536,111	410,722	20,946,833	1,770,050,184	1.183	44.3%	-6.1%
Inc (Dec) over P		5,397,598	107,951	5,505,549	(114,987,285)	0.363		
Percent Inc (De		35.7%	35.7%	35.7%	-6.1%	44.3%		

**Including March Tax Abatements:**

2009	2010	16,636,773	332,735	16,969,508	1,770,050,184	0.959	17.0%	-6.1%
Inc (Dec) over P		1,498,260	29,964	1,528,224	(114,987,285)	0.139		
Percent Inc (De		9.9%	9.9%	9.9%	-6.1%	17.0%		



# REVENUE & EXPENDITURE SUMMARY

## GENERAL FUND

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Revenues</b>					
Taxes	22,702,394	24,034,113	22,926,613	24,216,873	0.8%
Licenses and Permits	1,280,249	1,157,440	911,000	889,500	-23.1%
Intergovernmental	13,474,955	13,887,630	12,509,250	11,997,620	-13.6%
Charges for Services	4,411,253	4,802,100	4,601,200	4,576,400	-4.7%
Fines and Forfeits	1,451,980	1,162,680	1,017,000	967,000	-16.8%
Investment Earnings	345,138	350,000	65,000	150,000	-57.1%
Miscellaneous	808,032	409,630	407,430	257,800	-37.1%
Operating Transfers	412,229	-	150,000	546,120	N/A
<b>Total Revenues</b>	<b>44,886,230</b>	<b>45,803,593</b>	<b>42,587,493</b>	<b>43,601,313</b>	<b>-4.8%</b>
<b>Expenditures</b>					
General Administration	3,528,987	3,693,280	3,326,485	3,458,870	-6.3%
Police	15,130,619	16,003,948	15,413,847	15,854,111	-0.9%
Fire	12,265,327	12,295,045	11,897,565	12,474,012	1.5%
Public Works	7,711,419	7,021,160	6,609,710	6,629,640	-5.6%
Development Services	4,345,985	4,315,740	4,054,290	3,902,860	-9.6%
Health & Human Services	686,756	707,110	624,700	626,010	-11.5%
Boards & Commissions	468,084	514,940	351,650	352,810	-31.5%
Operating Transfers	1,923,239	1,245,200	1,234,550	1,368,740	9.9%
<b>Total Expenditures</b>	<b>46,060,417</b>	<b>45,796,423</b>	<b>43,512,797</b>	<b>44,667,053</b>	<b>-2.5%</b>
<b>Excess/(Deficiency) of Revenues over Expenditures</b>	<b>(1,174,187)</b>	<b>7,170</b>	<b>(925,304)</b>	<b>(1,065,740)</b>	
<b>Fund Reserves Utilized</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,065,740</b>	
<b>Net Revenues over Expenditures</b>	<b>(1,174,187)</b>	<b>7,170</b>	<b>(925,304)</b>	<b>-</b>	



# REVENUE DETAIL

## GENERAL FUND

Account Name	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Taxes</b>					
Property Taxes, Current	9,563,610	10,443,180	10,443,180	10,793,180	3.4%
Property Taxes, Prior	193,757	100,000	163,000	130,000	30.0%
Hotel Tax	1,263,922	1,300,000	920,000	920,000	-29.2%
Real Estate Transfer Tax	755,637	725,000	350,000	400,000	-44.8%
Home Rule Sales Tax	3,938,726	4,000,000	3,620,000	3,620,000	-9.5%
Telecommunications Tax	3,404,303	3,550,000	3,500,000	3,500,000	-1.4%
EDA Property Tax Surplus	378,714	350,000	375,000	375,000	7.1%
Property Taxes - B/H	35,493	50,000	45,000	45,000	-10.0%
Property Taxes - Fire	1,221,105	1,407,885	1,407,885	1,988,102	41.2%
Property Taxes - Police	1,645,063	1,772,548	1,772,548	2,340,591	32.0%
EDA Prop. Tax Surplus, Fire	46,313	37,500	45,000	45,000	20.0%
EDA Prop. Tax Surplus, Police	62,736	48,000	60,000	60,000	25.0%
Entertainment Tax	193,015	250,000	225,000	-	N/A
<b>Total Taxes</b>	<b>22,702,394</b>	<b>24,034,113</b>	<b>22,926,613</b>	<b>24,216,873</b>	<b>0.8%</b>
<b>Licenses &amp; Permits</b>					
Vehicle Licenses	8,630	9,000	10,500	9,000	0.0%
Business Licenses	284,890	275,000	285,000	285,000	3.6%
Liquor Licenses	164,550	170,000	195,000	175,000	2.9%
Animal Licenses	14,099	15,000	12,500	12,500	-16.7%
Building Permits	797,568	680,940	400,000	400,000	-41.3%
Taxi/Livery Licenses	10,512	7,500	8,000	8,000	6.7%
<b>Total Licenses &amp; Permits</b>	<b>1,280,249</b>	<b>1,157,440</b>	<b>911,000</b>	<b>889,500</b>	<b>-23.1%</b>
<b>Intergovernmental</b>					
Sales Tax	6,990,526	7,100,000	6,300,000	6,300,000	-11.3%
Local Use Tax	748,732	737,000	680,000	670,000	-9.1%
Income Tax	4,781,261	5,173,620	4,454,000	3,900,000	-24.6%
Replacement Tax	316,166	350,000	342,000	325,000	-7.1%
Grants	42,634	-	22,770	12,760	N/A
Foreign Fire Ins. Tax	19,171	19,000	19,000	19,000	0.0%
Fire Protection Dist. Tax	67,745	68,000	68,000	68,000	0.0%
Property Taxes - Road & Bridge	236,408	235,000	235,000	235,000	0.0%
Cook County Gas Tax Rebate	12,325	13,000	12,500	12,000	-7.7%
IDOT Grant Revenue	196,134	188,010	183,000	51,690	-72.5%
Tobacco Grant Revenue	3,393	4,000	3,080	2,970	-25.8%
Emergency Ops Grant Revenue	60,460	-	10,400	46,900	N/A
KCAT Grant Revenue	-	-	67,080	86,220	N/A
CDBG-R Grant Revenue	-	-	81,000	-	N/A
EECBG Grant Revenue	-	-	31,420	268,080	N/A
<b>Total Intergovernmental</b>	<b>13,474,955</b>	<b>13,887,630</b>	<b>12,509,250</b>	<b>11,997,620</b>	<b>-13.6%</b>



# REVENUE DETAIL

## GENERAL FUND *(continued)*

Account Name	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Charges for Services</b>					
Plan Review Fees	5,655	5,000	3,500	4,200	-16.0%
Hearing Fees	40,175	40,000	30,000	32,500	-18.8%
Engineering Fees	167,296	100,000	40,000	40,000	-60.0%
Ambulance Fees	886,272	950,000	920,000	920,000	-3.2%
Counseling Fees	19,146	25,000	20,000	20,000	-20.0%
Health Clinic Fees	38,093	40,000	40,000	35,000	-12.5%
Snow Removal Fees	104,722	40,000	60,000	40,000	0.0%
Police Hireback	353,838	340,000	340,000	340,000	0.0%
Hireback - Arena	175,633	275,000	175,000	100,000	-63.6%
Report Fees- Police	5,841	8,000	1,500	1,500	-81.3%
False Alarm Fees	51,100	55,000	50,000	50,000	-9.1%
Counter Sales	97	500	200	200	-60.0%
Smoke Detector/Lock Box	3,888	14,000	2,000	2,000	-85.7%
Lease Payments	596,638	650,000	650,000	650,000	0.0%
Cable TV Franchise Fee	500,178	530,000	475,000	475,000	-10.4%
Cable TV PEG Fee	-	-	-	42,000	N/A
AT&T Franchise Fee	33,178	-	89,000	89,000	N/A
AT&T PEG Fee	-	-	19,000	19,000	N/A
Fourth of July Proceeds	78,933	85,000	80,000	60,000	-29.4%
Recapture Adm Fees	4,530	5,000	1,000	1,000	-80.0%
Equipment Usage	177,507	160,000	130,000	130,000	-18.8%
Employee Insurance Payments	1,014,253	1,000,000	1,050,000	1,050,000	5.0%
Police & Fire Applic. Fees	24,402	-	-	-	N/A
Passport Revenues	14,100	18,000	15,000	15,000	-16.7%
Wireless Alarm Subscribers	115,778	461,600	410,000	460,000	-0.3%
<b>Total Charges for Services</b>	<b>4,411,253</b>	<b>4,802,100</b>	<b>4,601,200</b>	<b>4,576,400</b>	<b>-4.7%</b>
<b>Fines &amp; Forfeits</b>					
Court Fines, County	334,737	350,000	363,000	360,000	2.9%
Ticket Fines, Village	656,294	725,000	600,000	600,000	-17.2%
Overweight Truck Permits	7,950	7,500	6,000	7,000	-6.7%
Administrative Towing Fee	452,999	15,000	48,000	-	N/A
Red Light Camera Revenue	-	65,180	-	-	N/A
<b>Total Fines &amp; Forfeits</b>	<b>1,451,980</b>	<b>1,162,680</b>	<b>1,017,000</b>	<b>967,000</b>	<b>-16.8%</b>
<b>Investment Earnings</b>					
Interest Income	268,122	350,000	65,000	150,000	-57.1%
Unrealized Gain on Investments	77,006	-	-	-	N/A
Interest Income - Veterans Mem.	10	-	-	-	N/A
<b>Total Investment Earnings</b>	<b>345,138</b>	<b>350,000</b>	<b>65,000</b>	<b>150,000</b>	<b>-57.1%</b>



# REVENUE DETAIL

## GENERAL FUND *(continued)*

Account Name	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Miscellaneous</b>					
Reimburse\Recoveries	253,120	75,000	130,220	75,000	0.0%
Reimbursements - KCAT	-	-	2,700	-	N/A
Reimbursements - ITTF	-	-	-	26,200	N/A
Sale of Equipment	16,720	3,000	80,000	10,000	233.3%
Miscellaneous Revenue	21,652	20,000	20,000	20,000	0.0%
Board & Commissions Contrib.	3,837	29,000	-	-	N/A
Industrial Developers Bond Fee	22,304	25,000	-	-	N/A
Sister Cities Proceeds	12,476	8,500	8,500	-	N/A
Cultural Awareness Comm.	200	-	-	-	N/A
HE Park District Contributions	4,475	4,000	4,400	4,400	10.0%
Annexation Fees University Pl.	89,509	100,000	15,000	15,000	-85.0%
S. Barrington Fuel Reimburse.	52,704	70,130	30,000	40,000	-43.0%
Celebrations Comm. Contrib.	1,845	1,000	1,000	1,000	0.0%
Veterans Memorial Contrib.	1,346	500	1,200	1,200	140.0%
Tollway Fire/Ambulance Pmts	46,650	50,000	35,000	35,000	-30.0%
Terminal Reserve Revenue	209,882	-	-	-	N/A
Court Supervision (from Escrow)	-	23,500	23,500	30,000	27.7%
50th Anniversary	-	-	55,910	-	N/A
Recycling Revenue	71,312	-	-	-	N/A
<b>Total Miscellaneous</b>	<b>808,032</b>	<b>409,630</b>	<b>407,430</b>	<b>257,800</b>	<b>-37.1%</b>
<b>Operating Transfers</b>					
Transfer from E-911 Fund	412,229	-	150,000	546,120	N/A
<b>Total Operating Transfers</b>	<b>412,229</b>	<b>-</b>	<b>150,000</b>	<b>546,120</b>	<b>N/A</b>
<b>Total - All Accounts</b>	<b>44,886,230</b>	<b>45,803,593</b>	<b>42,587,493</b>	<b>43,601,313</b>	<b>-4.8%</b>



## EXPENDITURE SUMMARY BY DEPARTMENT

### GENERAL FUND

Program	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>General Government</b>					
Legislative	310,234	345,080	341,460	348,100	0.9%
Administration	720,257	727,230	631,895	603,740	-17.0%
Legal	490,723	431,060	393,150	581,070	34.8%
Finance	775,414	841,610	764,500	819,340	-2.6%
Village Clerk	173,146	183,400	167,650	180,050	-1.8%
Human Resource Management	492,110	522,010	462,360	453,640	-13.1%
Communications	247,517	220,510	186,880	191,910	-13.0%
Cable Television	134,466	261,620	221,710	133,350	-49.0%
Emergency Operations	185,120	160,760	156,880	147,670	-8.1%
<b>Total General Government</b>	<b>3,528,987</b>	<b>3,693,280</b>	<b>3,326,485</b>	<b>3,458,870</b>	<b>-6.3%</b>
<b>Police Department</b>					
Administration	1,626,407	1,818,240	1,716,340	1,689,340	-7.1%
Juvenile	714,737	753,030	653,660	669,640	-11.1%
Problem Oriented Policing	236,549	252,430	249,710	2,150	-99.1%
Tactical	723,374	785,080	703,280	721,570	-8.1%
Patrol and Response	7,540,075	7,925,058	7,953,704	8,990,471	13.4%
Traffic Control	867,827	891,850	871,955	881,490	-1.2%
Investigations	1,099,019	1,116,790	1,100,050	1,059,740	-5.1%
Community Relations	245,846	261,030	251,500	10,450	-96.0%
Communications	570,669	598,230	542,410	546,120	-8.7%
Canine	252,410	150,340	146,850	141,860	-5.6%
Special Services	192,894	248,550	128,040	101,450	-59.2%
Records	360,059	394,740	371,830	362,170	-8.3%
Administrative Services	700,753	808,580	724,518	677,660	-16.2%
<b>Total Police Department</b>	<b>15,130,619</b>	<b>16,003,948</b>	<b>15,413,847</b>	<b>15,854,111</b>	<b>-0.9%</b>
<b>Fire Department</b>					
Administration	714,006	736,840	684,900	764,420	3.7%
Public Education	119,961	121,100	76,870	36,130	-70.2%
Suppression	5,941,798	6,175,535	5,791,655	5,861,582	-5.1%
Emergency Medical Services	4,546,133	4,679,540	4,801,570	5,336,990	14.0%
Prevention	847,152	507,820	475,240	450,500	-11.3%
E.S.D.A.	40,165	-	-	-	N/A
Fire Stations	56,112	74,210	67,330	24,390	-67.1%
<b>Total Fire Department</b>	<b>12,265,327</b>	<b>12,295,045</b>	<b>11,897,565</b>	<b>12,474,012</b>	<b>1.5%</b>



## EXPENDITURE SUMMARY BY DEPARTMENT

### GENERAL FUND *(continued)*

Program	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Public Works</b>					
Administration	322,670	321,490	331,300	256,670	-20.2%
Snow and Ice Control	2,344,985	1,779,460	1,810,500	1,759,050	-1.1%
Pavement Maintenance	704,305	371,080	367,150	376,830	1.5%
Forestry	919,925	1,012,260	955,000	840,620	-17.0%
Facilities	873,767	958,720	931,740	1,127,520	17.6%
Fleet Services	1,473,208	1,472,440	1,177,000	1,271,460	-13.6%
F.A.S.T.	278,085	286,480	239,320	209,270	-27.0%
Storm Sewers	232,461	202,300	196,700	205,320	1.5%
Traffic Control	562,013	616,930	601,000	582,900	-5.5%
<b>Total Public Works</b>	<b>2,545,767</b>	<b>2,578,150</b>	<b>2,214,020</b>	<b>2,268,950</b>	<b>-12.0%</b>
<b>Development Services</b>					
Administration	188,008	206,950	163,180	196,470	-5.1%
Planning	604,427	491,400	498,430	481,200	-2.1%
Code Enforcement	1,258,881	1,184,750	1,131,940	1,062,290	-10.3%
Transportation & Engineering	1,154,220	1,113,570	1,103,390	999,400	-10.3%
Economic Development	1,140,449	1,319,070	1,157,350	1,163,500	-11.8%
<b>Total Development Services</b>	<b>4,345,985</b>	<b>4,315,740</b>	<b>4,054,290</b>	<b>3,902,860</b>	<b>-9.6%</b>
<b>Health &amp; Human Services</b>					
Health & Human Services	686,756	707,110	624,700	626,010	-11.5%
<b>Total Health &amp; Human Services</b>	<b>686,756</b>	<b>707,110</b>	<b>624,700</b>	<b>626,010</b>	<b>-11.5%</b>
<b>Boards &amp; Commissions</b>					
Fourth of July Commission	141,870	155,520	142,920	152,950	-1.7%
Fire and Police Commission	108,530	42,920	4,340	22,980	-46.5%
Misc. Boards & Commissions	217,685	316,500	204,390	176,880	-44.1%
<b>Total Boards &amp; Commissions</b>	<b>468,084</b>	<b>514,940</b>	<b>351,650</b>	<b>352,810</b>	<b>-31.5%</b>
<b>General Fund Total before Operating Transfers</b>	<b>44,137,178</b>	<b>44,551,223</b>	<b>42,278,247</b>	<b>43,298,313</b>	<b>-2.8%</b>



## EXPENDITURE SUMMARY BY DEPARTMENT

### GENERAL FUND *(continued)*

Program	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Operating Transfers</b>					
to 97 A & B G.O. Debt Service	506,010	513,000	513,000	518,430	1.1%
to 2001 G.O. Refunding	195,980	167,060	167,060	454,660	172.2%
to 2004 G.O. Refunding	484,370	452,720	452,720	158,250	-65.0%
to Capital Improvement	454,540	25,000	25,000	102,320	309.3%
to Capital Vehicle & Equipment	202,800	17,000	17,000	76,600	350.6%
to Information System	63,409	62,170	51,520	58,480	-5.9%
to Water & Sewer	16,130	8,250	8,250	-	N/A
<b>Total Operating Transfers</b>	<b>1,923,239</b>	<b>1,245,200</b>	<b>1,234,550</b>	<b>1,368,740</b>	<b>9.9%</b>
<b>Total - All Programs</b>	<b>46,060,417</b>	<b>45,796,423</b>	<b>43,512,797</b>	<b>44,667,053</b>	<b>-2.5%</b>



## EXPENDITURE SUMMARY BY OBJECT

### GENERAL FUND

Object	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Salaries &amp; Wages</b>					
General Administration	2,057,206	2,238,660	2,051,780	2,011,980	-10.1%
Police	9,444,725	9,692,880	9,446,078	9,374,630	-3.3%
Fire	7,726,820	7,899,330	7,690,160	7,551,940	-4.4%
Public Works	3,135,543	2,961,980	3,039,520	2,781,370	-6.1%
Development Services	2,231,348	2,111,370	2,019,610	1,954,820	-7.4%
Health & Human Services	389,405	415,940	358,600	373,310	-10.2%
Boards & Commissions	61,736	40,830	36,810	36,710	-10.1%
<b>Total Salaries &amp; Wages</b>	<b>25,046,783</b>	<b>25,360,990</b>	<b>24,642,558</b>	<b>24,084,760</b>	<b>-5.0%</b>
<b>Employee Benefits</b>					
General Administration	761,657	907,120	822,560	765,060	-15.7%
Police	3,763,145	4,061,628	3,939,808	4,541,031	11.8%
Fire	2,830,304	3,058,595	2,962,465	3,704,862	21.1%
Public Works	1,116,950	1,218,290	1,170,520	1,076,930	-11.6%
Development Services	897,520	917,930	848,040	854,830	-6.9%
Health & Human Services	166,173	154,330	143,470	159,520	3.4%
Boards & Commissions	18,920	24,590	22,370	26,100	6.1%
<b>Total Employee Benefits</b>	<b>9,554,669</b>	<b>10,342,483</b>	<b>9,909,233</b>	<b>11,128,333</b>	<b>7.6%</b>
<b>Misc. Employee Benefits</b>					
General Administration	89,963	85,170	58,840	67,400	-20.9%
Police	198,137	215,220	189,510	120,400	-44.1%
Fire	230,720	165,590	131,260	138,180	-16.6%
Public Works	39,751	36,830	32,380	28,580	-22.4%
Development Services	58,788	63,860	44,190	50,060	-21.6%
Health & Human Services	4,478	4,280	3,230	2,800	-34.6%
Boards & Commissions	1,634	2,530	2,030	2,030	-19.8%
<b>Total Misc. Employee Benefits</b>	<b>623,471</b>	<b>573,480</b>	<b>461,440</b>	<b>409,450</b>	<b>-28.6%</b>
<b>Commodities</b>					
General Administration	249,397	232,420	191,585	200,710	-13.6%
Police	84,648	89,350	67,735	74,580	-16.5%
Fire	99,446	110,160	78,450	73,180	-33.6%
Public Works	1,711,594	1,395,750	1,038,580	1,238,530	-11.3%
Development Services	23,183	30,200	37,620	21,820	-27.7%
Health & Human Services	30,737	35,370	31,950	32,400	-8.4%
Boards & Commissions	2,949	2,230	750	1,300	-41.7%
<b>Total Commodities</b>	<b>2,201,954</b>	<b>1,895,480</b>	<b>1,446,670</b>	<b>1,642,520</b>	<b>-13.3%</b>



## EXPENDITURE SUMMARY BY OBJECT

### GENERAL FUND *(continued)*

Object	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Contractual Services</b>					
General Administration	891,849	767,690	684,680	923,600	20.3%
Police	1,514,627	1,770,560	1,600,890	1,697,260	-4.1%
Fire	1,004,264	1,369,600	1,272,000	1,331,050	-2.8%
Public Works	1,773,694	1,784,990	1,617,010	1,774,410	-0.6%
Development Services	1,186,965	1,267,030	1,172,250	1,115,050	-12.0%
Health & Human Services	95,964	97,190	87,450	57,980	-40.3%
Boards & Commissions	382,845	444,760	289,690	286,670	-35.5%
<b>Total Contractual Services</b>	<b>6,850,207</b>	<b>7,501,820</b>	<b>6,723,970</b>	<b>7,186,020</b>	<b>-4.2%</b>
<b>Capital Outlay</b>					
General Administration	61,328	118,050	105,350	21,250	-82.0%
Police	125,336	174,310	169,826	46,210	-73.5%
Fire	539,266	78,600	93,300	37,960	-51.7%
Public Works	47,115	53,230	44,610	119,450	124.4%
Development Services	3,948	900	200	200	-77.8%
<b>Total Capital Outlay</b>	<b>776,992</b>	<b>425,090</b>	<b>413,286</b>	<b>225,070</b>	<b>-47.1%</b>
<b>Operating Transfers</b>					
to 97 A & B G.O. Debt Service	506,010	513,000	513,000	518,430	1.1%
to 2001 G.O. Refunding	195,980	167,060	167,060	454,660	172.2%
to 2004 G.O. Refunding	484,370	452,720	452,720	158,250	-65.0%
to Capital Improvement	454,540	25,000	25,000	102,320	309.3%
to Capital Vehicle & Equipment	202,800	17,000	17,000	76,600	350.6%
to Capital Replacement	479,970	-	-	-	N/A
to Information Systems	63,409	62,170	51,520	58,480	-5.9%
to Water and Sewer	16,130	8,250	8,250	-	N/A
<b>Total Operating Transfers</b>	<b>2,403,209</b>	<b>1,245,200</b>	<b>1,234,550</b>	<b>1,368,740</b>	<b>9.9%</b>
<b>Cost Allocations</b>					
Water Fund Cost Allocation	(983,327)	(1,131,290)	(953,840)	(967,680)	-14.5%
EDA Fund Cost Allocation	(385,322)	(386,830)	(330,070)	(363,160)	-6.1%
CDBG Fund Cost Allocation	(28,219)	(30,000)	(35,000)	(47,000)	56.7%
<b>Total Cost Allocations</b>	<b>(1,396,867)</b>	<b>(1,548,120)</b>	<b>(1,318,910)</b>	<b>(1,377,840)</b>	<b>-11.0%</b>
<b>Total - All Objects</b>	<b>46,060,417</b>	<b>45,796,423</b>	<b>43,512,797</b>	<b>44,667,053</b>	<b>-2.5%</b>



## REVENUE SUMMARY BY FUND

### OTHER FUNDS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Special Revenue Funds</b>					
Motor Fuel Tax	1,357,450	1,478,390	1,445,900	1,358,070	-8.1%
Asset Seizure	215,344	245,530	179,580	212,700	-13.4%
EDA Administration	3,843,377	4,065,700	4,359,281	5,735,570	41.1%
EDA General Account	4,135,496	-	10,181,360	-	N/A
Municipal Waste System	943,163	1,326,690	1,121,820	1,200,180	-9.5%
E-911	187,544	61,000	130,960	52,350	-14.2%
Roselle Road TIF	1,038,517	850,820	1,012,420	1,001,400	17.7%
CDBG	98,597	310,480	434,000	420,500	35.4%
<b>Total Special Revenue Funds</b>	<b>11,819,487</b>	<b>8,338,610</b>	<b>18,865,321</b>	<b>9,980,770</b>	<b>19.7%</b>
<b>Debt Service Funds</b>					
1997 A & B GO Debt Service	546,861	546,600	546,430	550,530	0.7%
2001 G.O. Refunding	1,551,928	1,597,675	1,643,670	1,168,450	-26.9%
2003 G.O. Refunding	901,287	882,300	883,860	941,600	6.7%
2004 G.O. Refunding	932,184	916,860	916,440	969,690	5.8%
2005A G.O. Debt Service	3,889,670	3,995,860	3,906,960	3,909,340	-2.2%
2008 G.O. Debt Service	2,216,374	90,000	333,350	333,100	270.1%
2009 G.O. Debt Service	-	-	4,601,100	540,000	N/A
2005 EDA TIF Bond	12,897,483	11,983,490	11,922,700	11,861,170	-1.0%
<b>Total Debt Service Funds</b>	<b>22,935,788</b>	<b>20,012,785</b>	<b>24,754,510</b>	<b>20,273,880</b>	<b>1.3%</b>
<b>Capital Projects Funds</b>					
Capital Improvements Fund	2,751,076	2,781,740	2,704,290	2,786,520	0.2%
Capital Vehicle & Equipment Fund	285,908	45,430	31,700	87,310	92.2%
Capital Replacement Fund	925,854	150,000	88,100	90,000	-40.0%
Central Rd Corridor Improve. Fund	5,039	6,180	820	840	-86.4%
Hoffman Blvd Bridge Maintenance	7,537	9,570	1,280	1,320	-86.2%
Western Corridor Fund	31,287	43,490	13,710	14,120	-67.5%
Traffic Improvement Fund	15,745	18,350	4,450	4,580	-75.0%
EDA Series 1991 Project Fund	209,917	187,680	19,170	14,520	-92.3%
Western Area Traffic Improve. Fund	7,428	8,510	2,380	2,450	-71.2%
Central Area Impact Fee Fund	3,406	79,540	1,580	610	-99.2%
West. Area Rd. Impact Fee Fund	51,085	127,710	37,500	38,330	-70.0%
Sears Centre Arena Reserve Fund	194,323	260,920	202,130	-	N/A
2008 Project Fund	20,576,731	250,000	115,120	-	N/A
2009 Project Fund	-	28,320,000	31,763,650	100,000	-99.6%
<b>Total Capital Projects Funds</b>	<b>25,065,335</b>	<b>32,289,120</b>	<b>34,985,880</b>	<b>3,140,600</b>	<b>-90.3%</b>



## REVENUE SUMMARY BY FUND

### OTHER FUNDS *(continued)*

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Enterprise Funds</b>					
Waterworks and Sewerage	12,480,365	10,618,920	15,794,810	11,342,600	6.8%
Sears Centre Operating	-	-	743,770	1,225,000	N/A
<b>Total Enterprise Funds</b>	<b>12,480,365</b>	<b>10,618,920</b>	<b>16,538,580</b>	<b>12,567,600</b>	<b>18.4%</b>
<b>Internal Service Funds</b>					
Insurance Fund	1,471,224	1,832,820	1,809,620	1,905,560	4.0%
Information Systems Fund	1,173,727	1,249,530	1,032,630	1,144,180	-8.4%
<b>Total Internal Service Funds</b>	<b>2,644,951</b>	<b>3,082,350</b>	<b>2,842,250</b>	<b>3,049,740</b>	<b>-1.1%</b>
<b>Trust Funds</b>					
Police Pension Fund	(2,764,790)	4,176,108	4,352,728	4,610,181	10.4%
Firefighters Pension Fund	(3,496,993)	4,189,075	2,940,675	4,497,272	7.4%
<b>Total Trust Funds</b>	<b>(6,261,784)</b>	<b>8,365,183</b>	<b>7,293,403</b>	<b>9,107,453</b>	<b>8.9%</b>
<b>Total Other Funds</b>	<b>68,684,142</b>	<b>82,706,968</b>	<b>105,279,944</b>	<b>58,120,043</b>	<b>-29.7%</b>



## EXPENDITURE SUMMARY BY FUND

### OTHER FUNDS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Special Revenue Funds</b>					
Motor Fuel Tax	1,439,437	1,495,730	1,492,553	1,445,940	-3.3%
Asset Seizure	183,659	258,530	180,060	227,200	-12.1%
EDA Administration	3,749,191	4,523,410	4,602,990	4,065,170	-10.1%
EDA General Account	4,135,496	-	10,181,360	-	N/A
Municipal Waste System	1,190,251	1,205,830	1,222,140	1,194,210	-1.0%
E-911	420,529	-	150,000	546,120	N/A
Roselle Road TIF	84,865	2,048,750	2,762,380	41,000	-98.0%
CDBG	98,597	310,480	434,000	420,500	35.4%
<b>Total Special Revenue Funds</b>	<b>11,302,025</b>	<b>9,842,730</b>	<b>21,025,483</b>	<b>7,940,140</b>	<b>-19.3%</b>
<b>Debt Service Funds</b>					
1997 A & B GO Debt Service	546,413	547,010	547,010	551,080	0.7%
2001 G.O. Refunding	1,703,000	1,765,950	1,765,950	1,163,050	-34.1%
2003 G.O. Refunding	899,123	967,130	967,130	967,210	0.0%
2004 G.O. Refunding	963,238	961,920	961,920	967,690	0.6%
2005A G.O. Debt Service	3,909,233	3,905,860	3,905,860	3,909,340	0.1%
2008 G.O. Debt Service	697,406	999,200	999,700	999,700	0.1%
2009 G.O. Debt Service	-	-	1,012,340	1,518,250	N/A
2005 EDA TIF Bond	12,283,432	11,983,490	11,983,490	23,959,170	99.9%
<b>Total Debt Service Funds</b>	<b>21,001,843</b>	<b>21,130,560</b>	<b>22,143,400</b>	<b>34,035,490</b>	<b>61.1%</b>
<b>Capital Projects Funds</b>					
Capital Improvements Fund	3,666,368	3,250,540	2,683,930	2,759,820	-15.1%
Capital Vehicle & Equipment Fund	751,555	31,400	141,080	112,200	257.3%
Capital Replacement Fund	1,669,693	200,180	202,230	247,900	23.8%
Hoffman Blvd Bridge Maintenance	-	7,500	7,500	7,500	0.0%
Traffic Improvement Fund	-	100,000	50,000	146,000	46.0%
EDA Series 1991 Project Fund	508,987	2,097,420	356,400	1,206,020	-42.5%
Western Area Traffic Improve. Fund	1,434	-	-	-	N/A
Central Area Impact Fee Fund	-	75,000	1,000	1,000	-98.7%
West. Area Rd. Impact Fee Fund	-	75,000	1,000	-	N/A
Sears Centre Arena Reserve Fund	-	-	743,770	-	N/A
2008 Project Fund	16,835,410	6,010,850	2,802,666	-	N/A
2009 Project Fund	-	15,290,000	18,800,484	12,313,160	-19.5%
<b>Total Capital Projects Funds</b>	<b>23,433,448</b>	<b>27,137,890</b>	<b>25,790,060</b>	<b>16,793,600</b>	<b>-38.1%</b>



## EXPENDITURE SUMMARY BY FUND

### OTHER FUNDS *(continued)*

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Difference
<b>Enterprise Funds</b>					
Waterworks and Sewerage	12,285,385	18,150,420	16,265,070	15,451,470	-14.9%
Sears Centre Operating	-	-	-	136,030	N/A
<b>Total Enterprise Funds</b>	<b>12,285,385</b>	<b>18,150,420</b>	<b>16,265,070</b>	<b>15,587,500</b>	<b>-14.1%</b>
<b>Internal Service Funds</b>					
Insurance Fund	1,826,174	1,786,990	1,878,600	1,872,960	4.8%
Information Systems Fund	1,281,700	1,399,530	1,446,080	1,144,200	-18.2%
<b>Total Internal Service Funds</b>	<b>3,107,874</b>	<b>3,186,520</b>	<b>3,324,680</b>	<b>3,017,160</b>	<b>-5.3%</b>
<b>Trust Funds</b>					
Police Pension Fund	2,305,726	2,441,470	2,463,060	2,545,640	4.3%
Firefighters Pension Fund	2,239,495	2,288,380	2,444,790	2,594,670	13.4%
<b>Total Trust Funds</b>	<b>4,545,221</b>	<b>4,729,850</b>	<b>4,907,850</b>	<b>5,140,310</b>	<b>8.7%</b>
<b>Total Other Funds</b>	<b>75,675,795</b>	<b>84,177,970</b>	<b>93,456,543</b>	<b>82,514,200</b>	<b>-2.0%</b>



## PROJECTED IMPACT OF FISCAL YEAR 2010

	Est. Beg. Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Est. Ending Fund Balance
<b>General Fund</b>	11,914,448	43,055,193	43,298,313	546,120	1,368,740	10,848,708
<b>Special Revenue Funds</b>						
EDA Administration	209,742	5,735,570	3,487,090	-	578,080	1,880,142
Motor Fuel Tax	90,454	1,358,070	100,400	-	1,345,540	2,584
CDBG	1	420,500	289,500	-	131,000	1
E-911	905,611	52,350	-	-	546,120	411,841
Asset Seizure	127,729	212,700	227,200	-	-	113,229
Municipal Waste System	26,248	1,200,180	1,194,210	-	-	32,218
Roselle Rd TIF	376,246	1,001,400	41,000	-	-	1,336,646
<b>Debt Service Funds</b>						
1997 A & B GO Debt Service	4,763	50	551,080	550,480	-	4,213
2001 G.O. Refunding	2,523	713,790	1,163,050	454,660	-	7,923
2003 G.O. Refunding	83,599	941,600	967,210	-	-	57,989
2004 G.O. Refunding	40,965	620,900	967,690	348,790	-	42,965
2005A G.O. Debt Service	2,305,045	3,909,340	3,909,340	-	-	2,305,045
2008 G.O. Debt Service	852,618	40,000	999,700	293,100	-	186,018
2009 G.O. Debt Service	3,588,760	540,000	1,518,250	-	-	2,610,510
2005 EDA TIF Bond	24,238,020	11,861,170	23,959,170	-	-	12,140,020
<b>Capital Project Funds</b>						
Capital Improvements	(26,649)	523,000	2,759,820	2,263,520	-	51
Capital Vehicle & Equipment	44,176	310	87,000	87,000	25,200	19,286
Capital Replacement	4,712,343	90,000	247,900	-	-	4,554,443
Central Rd Corridor Improv.	253,392	840	-	-	-	254,232
Hoffman Blvd Bridge Maint.	385,740	1,320	7,500	-	-	379,560
Western Corridor	459,860	14,120	-	-	-	473,980
Traffic Improvement	688,918	4,580	56,000	-	90,000	547,498
EDA Series 1991 Project	4,180,142	14,520	1,206,020	-	-	2,988,642
Western Area Traffic Improv.	342,595	2,450	-	-	-	345,045
Central Area Impact Fee	126,255	610	1,000	-	-	125,865
West. Area Rd. Impact Fee	769,759	38,330	-	-	-	808,089
Sears Centre Arena Reserve	2,569	-	-	-	-	2,569
2009 Project	12,963,166	100,000	11,563,160	-	750,000	750,006
<b>Enterprise funds</b>						
Water & Sewer	7,934,561	11,342,600	15,158,370	-	293,100	3,825,691
Sears Centre Operating	743,770	1,225,000	136,030	-	-	1,832,740



# PROJECTED IMPACT OF FISCAL YEAR 2010 *(continued)*

	Est. Beg. Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Est. Ending Fund Balance
<b>Internal Service Funds</b>						
Insurance	530,894	1,905,560	1,872,960	-	-	563,494
Information Systems	24,000	1,085,700	1,144,200	58,480	-	23,980
<b>Trust &amp; Agency Funds</b>						
Police Pension	42,328,861	4,486,441	2,545,640	123,740	-	44,393,402
Firefighters Pension	44,471,196	4,095,382	2,594,670	401,890	-	46,373,798
<b>Total Revenues &amp; Expenditures</b>		<b>96,593,576</b>	<b>122,053,473</b>	<b>5,127,780</b>	<b>5,127,780</b>	



## MAJOR INCREASES OR DECREASES IN FUND BALANCE

### SPECIAL REVENUE FUNDS

The EDA Administration Fund is expected to experience an increase in fund balance in the amount of \$1,670,400 (796%) at the end of 2010. It is not uncommon for this fund to have large variances in fund balance from year to year. 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 97% (\$87,870). Fluctuations in fund balance in this fund are primarily due to minor fluctuations in revenues, as the expenditure levels remain relatively consistent.

The Emergency 9-1-1 Fund is projecting a 55% (\$493,770) decrease in fund balance at the end of 2010. This is due to a planned draw-down of fund balance to offset the cost of the Village's membership with the Northwest Central Dispatch System. The fund balance in the Emergency 9-1-1 Fund was being built up for the future replacement of communications equipment. However, this purchase will not occur utilizing these funds as originally planned.

The Asset Seizure Fund fund balance is expected to decrease by 11% (14,500) in 2010. This is due to the draw-down of state seizure funds for allowable police-related purchases.

The Municipal Waste System Fund is expected to have an increase in fund balance of 23% (\$5,970). This minor growth is due to the new commercial franchise and recycling program that 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 255% (960,400) increase in fund balance for 2010 due to no major improvements happening within this TIF.

### DEBT SERVICE FUNDS

The 1997A and 2003 General Obligation Debt Service Funds will experience a 12% and 31% decrease in fund balance, respectively, for 2010. This fund balance is being used for debt service payments in the final years of these bond issues.

The 2001 General Obligation Refunding Debt Service Fund is projected to have an increase of 214% (\$5,400) in fund balance. This increase is minor and will be used up in the final years of this bond issue.

The 2008 and 2009 General Obligation Debt Service Funds fund balances will decrease significantly in 2010 due to the utilization of capitalized interest (fund balance) for the first three years of debt service payments.

The 2005 EDA TIF Bond Fund is showing a 50% (\$12,098,000) decrease in fund balance for 2010 due to a sizable bond and interest payment that is occurring.



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

### CAPITAL PROJECT FUNDS

The Capital Improvements Fund will experience an increase in fund balance which is expected to end 2009 in a deficit. Fiscal year 2010 will fund this deficit through a transfer from the Capital Vehicle & Equipment Fund.

The Capital Vehicle & Equipment Fund will have a decrease in fund balance of 56% (\$24,890), which is a planned drawdown to offset the shortfall in the Capital Improvements Fund.

The Traffic Improvement Fund will experience a decrease in fund balance of 21% (\$141,420) due to a road improvement project that is planned for 2010. 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 2010 of 29% (\$1,191,500). This is a planned draw-down of funds based upon an approved schedule of improvements being made in the Economic Development Area (EDA).

The 2009 Project Fund will experience a decrease in fund balance of 94% (\$12,213,160). This is a planned draw-down of the 2009 bond proceeds for the continued construction of the Village's new police station.

### ENTERPRISE FUNDS

The Water & Sewer Fund is expected to have a 52% (\$4,108,870) decrease in fund reserves for 2010. This is a planned draw-down of reserves for water and sewer system improvements.

The Sears Centre Operating Fund will experience an increase in fund reserves of 146% (\$1,088,970). However, since the acquisition of the Sears Centre by the Village and the creation of the budget was occurring simultaneously, the projected Sears Centre expenses were not finalized, therefore, it is expected that this number will fluctuate.



## FULL-TIME EQUIVALENT SUMMARY BY DEPARTMENT

Department/Division	2008 Actual	2009 Budget	2010 Budget	Change from Prior Year
<b>General Government</b>				
Legislative	1.00	1.00	1.00	0.00
Administration	5.35	6.35	4.35	(2.00)
Legal	1.50	1.50	1.50	0.00
Finance	12.50	12.75	11.09	(1.66)
Village Clerk	2.57	2.63	2.63	0.00
Human Resource Management	4.63	4.80	4.30	(0.50)
Communications	1.00	1.00	1.00	0.00
Cable Television	1.50	1.50	1.50	0.00
Emergency Operations	1.00	1.00	1.00	0.00
<b>Total General Government</b>	<b>31.05</b>	<b>32.53</b>	<b>28.37</b>	<b>(4.16)</b>
<b>Police Department</b>				
Administration	9.00	9.00	9.00	0.00
Juvenile	5.65	5.65	4.65	(1.00)
Problem Oriented Policing	2.00	2.00	0.00	(2.00)
Tactical	5.00	6.00	5.00	(1.00)
Patrol & Response	63.75	60.75	62.75	2.00
Traffic Control	6.00	6.00	5.00	(1.00)
Investigations	8.60	8.60	7.60	(1.00)
Community Relations	2.00	2.00	0.00	(2.00)
Canine	2.00	1.00	1.00	0.00
Records	4.50	5.20	5.20	0.00
Administrative Services	11.00	11.00	9.00	(2.00)
<b>Total Police Department</b>	<b>119.50</b>	<b>117.20</b>	<b>109.20</b>	<b>(8.00)</b>
<b>Fire Department</b>				
Administration	3.00	2.90	3.20	0.30
Public Education	0.90	0.50	0.20	(0.30)
Suppression	51.30	46.60	40.80	(5.80)
Emergency Medical Services	36.50	36.00	39.60	3.60
Prevention	3.78	3.00	1.90	(1.10)
ESDA	0.10	0.00	0.00	0.00
<b>Total Fire Department</b>	<b>95.58</b>	<b>89.00</b>	<b>85.70</b>	<b>(3.30)</b>
<b>Information Systems</b>	<b>9.60</b>	<b>8.50</b>	<b>6.75</b>	<b>(1.75)</b>



# FULL-TIME EQUIVALENT SUMMARY

## BY DEPARTMENT *(continued)*

Department/Division	2008 Actual	2009 Budget	2010 Budget	Change from Prior Year
<b>Public Works</b>				
Administration	2.75	2.75	1.85	(0.90)
Snow & Ice Control	9.13	9.13	7.66	(1.47)
Pavement Maintenance	3.21	3.21	3.61	0.40
Forestry	9.52	9.52	7.54	(1.98)
Facilities	4.93	4.93	4.68	(0.25)
Fleet Services	6.01	6.01	5.08	(0.93)
F.A.S.T.	1.43	1.43	0.77	(0.66)
Storm Sewers	1.58	1.58	1.53	(0.05)
Traffic Control	3.41	3.41	3.66	0.25
<b>Total Public Works</b>	<b>41.97</b>	<b>41.97</b>	<b>36.38</b>	<b>(5.59)</b>
<b>Development Services</b>				
Administration	0.85	1.09	1.00	(0.09)
Planning	6.71	5.39	5.51	0.12
Code Enforcement	15.58	13.58	11.38	(2.20)
Transportation & Engineering	11.00	10.00	9.00	(1.00)
Economic Development	1.00	2.33	2.30	(0.03)
<b>Total Development Services</b>	<b>35.14</b>	<b>32.39</b>	<b>29.19</b>	<b>(3.20)</b>
<b>Total Health &amp; Human Services</b>				
	<b>9.54</b>	<b>7.83</b>	<b>7.23</b>	<b>(0.60)</b>
<b>EDA Administration</b>				
Police	5.00	5.00	5.00	0.00
Fire	20.90	20.70	19.30	(1.40)
Public Works	0.60	0.80	0.80	0.00
Administration	1.44	1.19	1.19	0.00
<b>Total EDA Administration</b>	<b>27.94</b>	<b>27.69</b>	<b>26.29</b>	<b>(1.40)</b>
<b>Water &amp; Sewer</b>				
Water	24.82	24.82	22.88	(1.94)
Sewer	11.32	11.32	12.17	0.85
Water Billing	3.62	3.62	2.96	(0.66)
<b>Total Water &amp; Sewer</b>	<b>39.76</b>	<b>39.76</b>	<b>38.01</b>	<b>(1.75)</b>



## FULL-TIME EQUIVALENT SUMMARY

### BY DEPARTMENT *(continued)*

Department/Division	2008 Actual	2009 Budget	2010 Budget	Change from Prior Year
Asset Seizure	1.00	1.00	1.00	0.00
Misc. Boards & Commissions	1.00	1.00	1.00	0.00
<b>Pension Funds</b>				
Police Pension	0.00	0.00	0.13	0.13
Fire Pension	0.00	0.00	0.14	0.14
<b>Total Pension Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.27</b>	<b>0.27</b>
<b>Total FTE's</b>	<b>412.08</b>	<b>398.87</b>	<b>369.39</b>	<b>(29.48)</b>



# CHANGES IN STAFF LEVELS FROM 2009 TO 2010

Position Title	Dept	Division	FTE's	Action
Assistant to the Village Manager	GG	Administration	(1.00)	Unfilled vacancy
Administrative Intern	GG	Administration	(1.00)	Unfilled vacancy
Customer Service Representative	GG	Finance	(0.50)	Unfilled retirement
Accounts Payable Clerk	GG	Finance	(0.50)	Unfilled retirement
Office Services Clerk	GG	Finance	(0.50)	Salary reclassification
Permit Clerk	GG	Finance	0.11	Salary reclassification
Customer Service Representative	GG	Water Billing	(0.47)	Department reorganization
Office Services Clerk	GG	Water Billing	0.50	Salary reclassification
Meter Readers	GG	Water Billing	(0.69)	Layoff
Human Resource Generalist	GG	Human Resource Mgmt.	(0.50)	Reduced to part-time
Patrol Officer	Police	Juvenile	(1.00)	Unfilled retirement
Patrol Officer	Police	Problem Oriented Policing	(2.00)	Layoff
Patrol Officer	Police	Tactical	(1.00)	Unfilled retirement
Patrol Officer	Police	Patrol & Response	2.00	Salary reclassification
Patrol Officer	Police	Traffic Control	(1.00)	Salary reclassification
Patrol Officer	Police	Investigations	(1.00)	Salary reclassification
Patrol Officer	Police	Community Relations	(2.00)	Layoff
Administrative Services Officer	Police	Administrative Services	(2.00)	Unfilled vacancy
Fire Chief	Fire	Administration	0.30	Salary reclassification
Administrative Assistant	Fire	Public Education	(0.30)	Layoff
Firefighter	Fire	Suppression	(1.00)	Unfilled retirement
Firefighter	Fire	Suppression	(4.10)	Salary reclassification
Administrative Assistant	Fire	Suppression	(0.70)	Layoff
Firefighter	Fire	EMS	3.60	Salary reclassification
Fire Inspector	Fire	Prevention	(1.10)	Layoff
Firefighter	Fire	EDA Administration	(1.00)	Unfilled retirement
Fire Inspector	Fire	EDA Administration	(0.40)	Layoff
Data Technician	IS		(0.50)	Layoff
Technical Support Specialist	IS		(1.00)	Layoff
Data Analyst	IS		(0.25)	Unfilled vacancy
Maintenance I	PW	Administration	(0.90)	Salary reclassification
Maintenance I	PW	Snow & Ice	(1.00)	Unfilled retirement
Maintenance I	PW	Snow & Ice	(0.47)	Unfilled vacancy
Maintenance I	PW	Pavement Maintenance	0.40	Salary reclassification
Maintenance I	PW	Forestry	(0.98)	Unfilled vacancy
Maintenance I	PW	Forestry	(1.00)	Unfilled retirement
Maintenance I	PW	Facilities	(0.25)	Salary reclassification
Maintenance I	PW	Fleet Services	0.45	Salary reclassification



## CHANGES IN STAFF LEVELS FROM 2009 TO 2010 *(continued)*

Position Title	Dept	Division	FTE's	Action
Fleet Services Assistant	PW	Fleet Services	(0.48)	Unfilled vacancy
Shop Assistant	PW	Fleet Services	(0.90)	Unfilled retirement
Maintenance I	PW	FAST	(0.11)	Salary reclassification
Maintenance I	PW	FAST	(0.55)	Unfilled vacancy
Maintenance I	PW	Storm Stewers	(0.05)	Salary reclassification
Maintenance I	PW	Traffic Control	0.25	Salary reclassification
Maintenance I	PW	Water & Sewer	(0.05)	Salary reclassification
Staff Assistant	PW	Water & Sewer	(0.94)	Unfilled retirement
Shop Assistant	PW	Water & Sewer	(0.10)	Unfilled retirement
Assistant Village Manager - DS	DS	Administration	(0.09)	Salary reclassification
Associate Planner	DS	Planning	0.12	Salary reclassification
Code Enforcement Officer Seasonal	DS	Code	(0.60)	Unfilled vacancy
Customer Service Representative	DS	Code	(0.50)	Unfilled retirement
Code Enforcement Officer	DS	Code	(0.50)	Department reorganization
Permit Clerk	DS	Code	(0.60)	Salary reclassification
Administrative Staff Assistant	DS	Transportation & Engineering	(0.50)	Layoff
Administrative Staff Assistant	DS	Transportation & Engineering	(0.50)	Reduced to part-time
Administrative Staff Assistant	DS	Economic Development	(0.03)	Salary reclassification
Crisis Counselor	HHS		(0.60)	Unfilled vacancy
<b>Total</b>			<b>(29.48)</b>	

# General Government



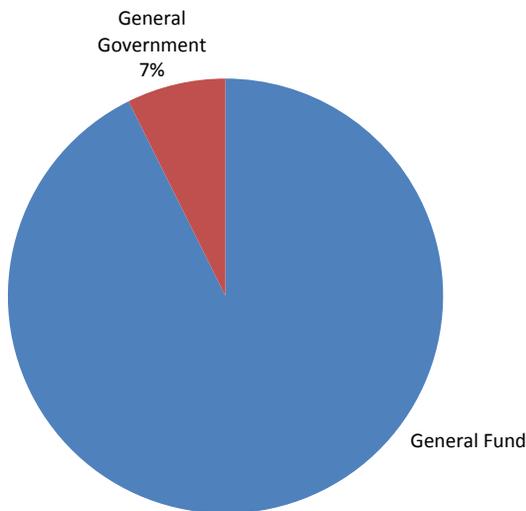
## DEPARTMENT DESCRIPTION

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.

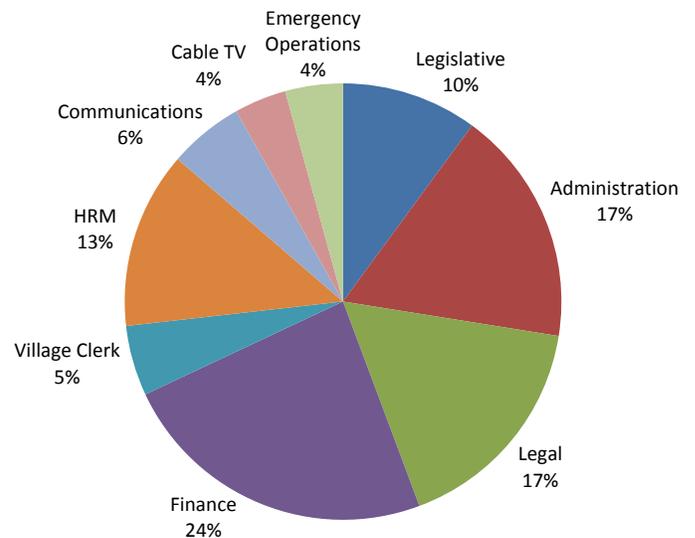
### TOTAL OPERATING BUDGET

\$3,458,870

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION



# General Government



## ANNUAL EXPENSES BY DIVISION

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Legislative	310,234	345,080	341,460	348,100	0.9%
Administration	720,257	727,230	631,895	603,740	-17.0%
Legal	490,723	431,060	393,150	581,070	34.8%
Finance	775,414	841,610	764,500	819,340	-2.6%
Village Clerk	173,146	183,400	167,650	180,050	-1.8%
Human Resources	492,110	522,010	462,360	453,640	-13.1%
Communications	247,517	220,510	186,880	191,910	-13.0%
Cable Television	134,466	261,620	221,710	133,350	-49.0%
Emergency Operations	185,120	160,760	156,880	147,670	-8.1%
<b>Total</b>	<b>3,528,987</b>	<b>3,693,280</b>	<b>3,326,485</b>	<b>3,458,870</b>	<b>-6.3%</b>

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	2,057,206	2,238,660	2,051,780	2,011,980	-10.1%
Employee Benefits	761,657	907,120	822,560	765,060	-15.7%
Misc. Employee Expenses	89,963	85,170	58,840	67,400	-20.9%
Commodities	249,397	232,420	191,585	200,710	-13.6%
Contractual Services	891,849	767,690	684,680	923,600	20.3%
Capital Outlay	61,328	118,050	105,350	21,250	-82.0%
Cost Allocation	(582,412)	(655,830)	(588,310)	(531,130)	-19.0%
<b>Total</b>	<b>3,528,987</b>	<b>3,693,280</b>	<b>3,326,485</b>	<b>3,458,870</b>	<b>-6.3%</b>



## 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 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.

### 2009 ACCOMPLISHMENTS

- The Board continued to further its goals related to Village policy for road improvement, including completion of the fourteenth year of the street rehabilitation program and continued pursuit of public transportation options with an emphasis on the EJ&E Commuter Rail and the new Suburban Transit Access Route (STAR) Line.
- The Board continued to make progress in securing funding for the completion of the full Barrington Road Interchange.

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	130,589	169,080	165,230	169,400	0.2%
Employee Benefits	37,029	46,130	45,470	49,570	7.5%
Misc. Employee Expenses	37,786	29,480	29,480	29,480	0.0%
Commodities	22,706	17,060	17,470	17,910	5.0%
Contractual Services	112,792	121,550	121,630	121,660	0.1%
Cost Allocation	(30,668)	(38,220)	(37,820)	(39,920)	-4.4%
<b>Total</b>	<b>310,234</b>	<b>345,080</b>	<b>341,460</b>	<b>348,100</b>	<b>0.9%</b>

### 2010 BUDGET HIGHLIGHTS

#### Employee Benefits

The 7.5% increase is primarily due to a \$1,980 increase in the health insurance distribution due to the reduction of total FTE's and a \$1,420 increase in IMRF expenses.

#### Commodities

The increase in this class is mostly related to a \$630 increase in copying expenses.



## LEGISLATIVE

### **Cost Allocation**

Cost allocations 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 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 expenses 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, 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.

### 2009 ACCOMPLISHMENTS

- Completed relocation of Fire Station 24.
- Concluded renovation of Village Hall.
- Celebrated the 50<sup>th</sup> Anniversary of the Village of Hoffman Estates by creating and hosting activities that culminated in a Gala attended by 500 guests.
- Created a Complete Count Commission to oversee 100% Village participation in the 2010 census.
- Increased recycling of large and small electronics, sharps and prescription drugs through hosting two Saturday recycling events.
- Continued improvement to the quality of information disseminated to the community by the Communications Division.
- An increase in Code Enforcement presence and implementation of the Clean Sweep program to help identify and address violations.
- The promotion of economic development through programs targeted at business retention and attraction.
- Advanced the revitalization of the Business Improvement District.
- Continued commitment to provide technology and related software to foster more efficient department operations.
- Investigated complaints relating to administration of government in the Village in an effort to enhance customer service.
- Administered numerous community initiated special events within the Village.



## GENERAL GOVERNMENT ADMINISTRATION

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Complete renovation and relocation of public buildings. (Linked to Village Board Goals ST-1)
  - a. Complete relocation of Police Department facility.
  - b. Finish construction of second water tower in the Western area.
- 2) 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.
- 3) 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 business 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.
- 4) Ensure everyone living within the Village of Hoffman Estates is counted in the 2010 Census.
  - a. Continue support for the Complete Count Commission.
  - b. Broadcast 2010 Census information to Village residents via the website, newsletter and HETV.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-3C	Number of Municipal Facilities that incorporated LEED standards and will qualify for LEED certification.	0	0	1	2
ST-3B	Percent increase in recycling tonnage Village-wide	-2.04%	1.45%	7.24%	7.75%
ST-2	Number of community events that celebrate the diversity in the Village	4	4	5	4



## GENERAL GOVERNMENT ADMINISTRATION

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	477,283	517,640	448,890	408,530	-21.1%
Employee Benefits	146,106	174,140	153,710	148,060	-15.0%
Misc. Employee Expenses	21,114	17,350	6,690	6,880	-60.3%
Commodities	6,086	5,920	4,165	3,970	-32.9%
Contractual Services	140,879	92,740	88,440	105,550	13.8%
Cost Allocation	(71,211)	(80,560)	(70,000)	(69,250)	-14.0%
<b>Total</b>	<b>720,257</b>	<b>727,230</b>	<b>631,895</b>	<b>603,740</b>	<b>-17.0%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 21.1% decrease is due to reduction in staff and no merit increases for 2010.

#### Employee Benefits

A decrease in employee benefits is also due to a reduction in staff for 2010.

#### Misc. Employee Expenses

A decrease of \$10,470 is primarily due to a reduction in travel and training, as well as the cancellation of the employee holiday party.

#### Commodities

The 32.9% decrease in commodities is due a reduction of expenses related to the 2010 Budget reduction plan.

#### Contractual Services

A 13.8% increase in contractual services is due to an increase for Information Systems user charges, as well as an increase in professional services related to Gov Deals (auction of Village property) services and membership.

#### Cost Allocation

Cost allocations 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 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 expenses 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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	107,072	113,170	107,750	106,780	-5.6%
Empl. Benefits	41,541	46,560	42,960	49,530	6.4%
Misc. Employee Expenses	258	1,500	1,300	1,300	-13.3%
Commodities	13,725	10,210	10,010	11,510	12.7%
Contractual Services	376,672	307,380	274,690	478,600	55.7%
Cost Allocation	(48,544)	(47,760)	(43,560)	(66,650)	39.6%
<b>Total</b>	<b>490,723</b>	<b>431,060</b>	<b>393,150</b>	<b>581,070</b>	<b>34.8%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

The 5.6% decrease is due to a reduction in merit increases in 2010.

### Employee Benefits

The increase in Employee Benefits is primarily due to an 11.8% (\$2,980) increase in the health insurance distribution due to the reduction of total full-time employees.

### Misc. Employee Expenses

The decrease of \$200 in this class is due to a reduction in travel & training due to the economic recession.

### Commodities

The increase in Commodities is primarily due to a \$1,500 increase in the Municipal Code update.

### Contractual Services

An increase of \$169,000 is due to an increase in legal fees related to litigation.

### Cost Allocation

Cost allocations are payments 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 expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the



## LEGAL

Legal Division, we are showing a reduction of expenses that pertain to the water billing function of the Village. These expenses 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.



## FINANCE

The Finance Department is comprised of 16 employees 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, accounting, auditing, revenue administration, billing and collections, tax administration and office services. Three of the Finance Department employees are allocated to the Water & Sewer Fund and, starting in fiscal year 2010, half of one of the part-time Accountants is allocated to the Police and Fire Pension Funds due to the accounting services that are provided to those funds.

### 2009 ACCOMPLISHMENTS

- Received the Government Finance Officer's Association Certificate of Achievement in Financial Reporting for the Comprehensive Annual Report as of December 31, 2008. This is the 26<sup>th</sup> consecutive year the Village has received this award.
- Received the Government Finance Officer's Association Distinguished Budget Presentation Award for the Fiscal Year 2009 Operating & Capital Budget. This was the first time the Village has received this award.
- Oversaw the issuance of the General Obligation Bonds, Series 2009A in the amount of \$30,355,000 to fund the completion of a new police department, as well as various road improvements.
- Conducted the 2009 Water Rate Study in conjunction with the Village Board's policy to reevaluate the Village's water rates every five years to determine if they are adequately supporting the fund. The study was conducted by AB&H, A Donohue Group and their recommended rate structure implementing annual increases over the study period was approved by the Village Board in October, 2009 for implementation with the December water bill issuance.
- Implemented the newly created Identity Theft Prevention Program, which is in compliance with the Identity Theft Rules of the Federal Trade Commission. The purpose of this program is to facilitate 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.
- Successfully increased collection efforts, including the suspension of driver's licenses in some cases, to aggressively pursue violators who are currently holding 10 or more Police non-moving violations and customers with delinquent garbage bills.
- Assisted with the efforts related to the upcoming implementation of e-Gov within the Village's 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. During 2009, all of the water billing data was checked for accuracy and a sampling was tested for reliance.
- Successfully completed the required audits of the Village's Police and Fire Pension Funds with the Illinois Department of Insurance.



## FINANCE

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Assist with the transition of the operations of the Sears Centre Arena to a new nationally recognized management company.
  - a. Formulate any financial internal control procedures that may be needed.
  - b. Establish new accounting procedures in order to accurately reflect Arena financial activity within the Village's financial system.
- 2) Improve cash flow and collection efforts. (Linked to Village Board Goal LT-1)
  - a. Research and analyze alternative collection methods in order to attain a higher citation collection success rate.
  - b. Develop a new procedure and related forms to implement a paperless purchase order request and approval process and vendor payment process.
  - c. Implement EFT process to pay vendors electronically.
  - d. Improve the usage of the Village credit card program to reduce individual checks issued and take advantage of possible cash rebates.
- 3) 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.
- 4) Continue to assist with the efforts related to the eventual implementation of e-Gov within the Sungard financial system. (Linked to Village Board Goal ST-4)
  - a. Formulate procedures and provide training necessary for a successful implementation.
  - b. Actively advertise the new system to residents through the Village newsletter, water bill messages and other methods deemed effective.
- 5) Continue to update the policies and procedures manual within the Finance Department on an annual basis to provide a useful reference tool for cross training.
  - a. Perform tests on current manuals to assure successful implementation.
  - b. Continue the successful cross-training program that currently exists within the Finance Department.
- 6) Continue to further enhance the Finance Department Web page by making available the most commonly requested documents. (Linked to Village Board Goal ST-4)



## FINANCE

- a. Provide the following documents online as soon as available: 2010 Annual Operating Budget, 2010-2014 Capital Improvements Program, and the Comprehensive Annual Financial Report for fiscal year ending December 31, 2009.
- b. Assess availability of forms and processes currently online and possible improvements that could be made.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
	Investment Portfolio as of 12/31 (not including pension funds - in mil)	\$65.1	\$70.3	\$86.3	\$90.0
	Adopted Budget (in mil)	\$134.0	\$125.9	\$130.0	\$127.9
	Actual revenues as a % of original budget (General Fund)	100%	93%	90%	100%
	Actual expenditures as a % of original budget (General Fund)	99%	93%	90%	100%
ST-1A	Village's Bond Rating – Moody's	Aa2	Aa2	Aa2	Aa2
ST-1A	Village's Bond Rating – Standard & Poor's	AA+	AA+	AA+	AA+
	Number of consecutive years received GFOA CAFR Award	25	26	27	28
	Number of consecutive years received GFOA Budget Award	0	0	1	2



## FINANCE

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	669,803	727,390	655,490	653,420	-10.2%
Employee Benefits	270,151	324,540	293,790	248,500	-23.4%
Misc. Employee Expenses	7,337	7,650	6,630	4,900	-35.9%
Commodities	53,767	58,660	54,370	56,220	-4.2%
Contractual Services	133,956	132,620	121,370	135,950	2.5%
Capital Outlay	6,662	1,900	-	-	N/A
Cost Allocation	(366,262)	(411,150)	(367,150)	(279,650)	-32.0%
<b>Total</b>	<b>775,414</b>	<b>841,610</b>	<b>764,500</b>	<b>819,340</b>	<b>-2.6%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 10.2% decrease in salaries is due to the elimination of one FTE through a reorganization of the department that was made possible when an employee retirement occurred. Also, 2010 annual merit increases were eliminated and part of one of the part-time Accountant's salary is now being allocated to the Police and Fire Pension Funds.

#### Employee Benefits

Most of the employee benefits listed are based on a percentage of salaries, therefore, if salaries decrease, employee benefits decrease as well.

#### Misc. Employee Expenses

The 35.9% decrease in this class of expenses is primarily due to a \$2,520 reduction in travel & training.

#### Commodities

The minor decrease in commodities is due to an overall reduction in office supplies, printing & binding and other supplies.

#### Contractual Services

A minor increase in contractual services is due to an increase in the Village's auditing fees, almost entirely offset by a reduction in IS User Charges. This is related 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 Finance Department.

#### Capital Outlay

All capital outlay has been eliminated for 2010 in the Finance Department.



## FINANCE

### Cost Allocation

Cost allocations are payments 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 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 expenses 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: 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 (FOI) 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 that include neighborhoods adjacent to Conant High School, Hoffman Estates High School and Alcoa Lane; and maintaining and indexing 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.

### 2009 ACCOMPLISHMENTS

- Planned and promoted all of the Celebration Commission's events.
- Planned 50<sup>th</sup> 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.

### 2010 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 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 and viewing.



## VILLAGE CLERK

### 2010 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 fashion.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	Number of business licenses processed	2,052	2,110	2,100	2,100
LT-1B	Number of ordinances and resolutions passed	139	102	112	110
ST-1C	Number of passports processed	778	546	400	400
ST-1D	Number of Board and Executive Session meetings	44	28	43	25



## VILLAGE CLERK

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	103,872	112,920	107,760	109,980	-2.6%
Employee Benefits	48,587	54,930	50,840	59,980	9.2%
Misc. Employee Expenses	2,044	3,910	3,610	4,620	18.2%
Commodities	6,670	8,260	7,780	5,520	-33.2%
Contractual Services	27,145	23,440	16,230	20,620	-12.0%
Capital Outlay	1,913	250	-	250	0.0%
Cost Allocation	(17,085)	(20,310)	(18,570)	(20,920)	3.0%
<b>Total</b>	<b>173,146</b>	<b>183,400</b>	<b>167,650</b>	<b>180,050</b>	<b>-1.8%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease in salaries is due to the elimination of overtime expenses.

#### Employee Benefits

Employee benefits increased due to increases in life insurance and health insurance expenses.

#### Misc. Employee Expenses

This class has an increase of 18.2% due to increased travel and training expenses.

#### Commodities

The 33.2% decrease is due to a reduction in other supplies, printing & binding costs and photocopy expenses.

#### Contractual Services

A majority of this 12.0% 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 Division.

#### Cost Allocation

Cost allocations 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 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 expenses 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.



## 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.

### 2009 ACCOMPLISHMENTS

- Assisted in bringing both MAP 96 and MAP 97 contract negotiations to a successful conclusion.
- Assisted in bringing a tentative Public Works Teamsters Local 714 Collective Bargaining Agreement to a successful conclusion.
- Developed Voluntary Separation Plan documents for eligible employees and implemented separation agreements.
- As part of the Management Team, Human Resources assisted in the Village reduction in workforce plan.
- Successfully developed and implemented a new policy due to a new federally mandated Family Medical Leave Act.
- Successfully implemented and educated employees on the rules set forth in US House Bill 5285 by extending employee dependent age to receive health insurance benefits.
- Successfully implemented the new COBRA continuation coverage assistance under the American Recovery and Reinvestment Act of 2009. The new benefit provides COBRA continuation coverage for employees who have been laid off with the employer paying 65% of the cost for up to nine months.
- Partnered with the Department of Health & Human Services and provided H1N1 training to employees and supervisors.



## HUMAN RESOURCES MANAGEMENT

- Revised and submitted for Board approval a new updated version of the Employee Personnel Policy Manual.
- Hosted a seminar on debt management presented by David Park, a certified financial planner with International City/County Management Association-Retirement Corporation (ICMA-RC).
- Coordinated efforts, gathered information and assisted in the preparation for three arbitration hearings.
- Conducted several employee benefit overview presentations in conjunction with benefit open enrollment.
- Enhanced the effectiveness of the HRM employer Web site.
- Risk Manager facilitated the Safety Slogan contest.
- Risk Manager facilitated the excess insurance renewal process.
- Risk Manager provided consultation related to insurance requirements and risk associated with the procurement of the Sears Centre.
- Risk Manager facilitated the provision of excess insurance coverage through the HELP pool for the Sears Centre.
- The Risk Manager concluded several high exposure liability and workers compensation claims.

## 2010 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 Fire IAFF Local 2061
- 2) Continue developing an atmosphere of diversity and inclusion for employees to create an environment respectful of everyone's skills and perspective.
  - 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.
- 3) Continue to promote a work environment that is healthy, positive and productive.
  - a. Promote Health Focus Web site and benefits to employees.
  - b. Promote new employee workout room in Village Hall.



## HUMAN RESOURCES MANAGEMENT

- c. Promote an annual benefits fair to inform and educate employees of the importance of health care.

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Prepare Village workforce for critical position replacements due to retirements.
  - a. Develop a Village-wide succession program.
  - b. Provide training through the Performance Evaluation process for managers and supervisors to recognize rising talent and learn to set goals to further enhance current skills and knowledge.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-6D	Percent of new hires still employed after 1 year	100%	93%	93%	100%
ST-4B	Percent of employees attending in-house training events	17%	35.5%	40%	45%
LT-3A	Average number of applicants per vacancy	64	69	75	0

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	330,778	340,800	320,580	310,120	-9.0%
Employee Benefits	126,963	157,220	138,750	135,260	-14.0%
Misc. Employee Expenses	4,482	7,050	2,620	2,230	-68.4%
Commodities	22,206	24,190	17,710	21,810	-9.8%
Contractual Services	56,321	50,580	33,910	38,960	-23.0%
Cost Allocation	(48,641)	(57,830)	(51,210)	(54,740)	-5.3%
<b>Total</b>	<b>492,110</b>	<b>522,010</b>	<b>462,360</b>	<b>453,640</b>	<b>-13.1%</b>



## HUMAN RESOURCES MANAGEMENT

### 2010 BUDGET HIGHLIGHTS

#### **Salaries & Wages**

Decrease is due to the Village reduction in workforce plan. One full-time position was reduced to part-time.

#### **Employee Benefits**

Decrease is attributed to the tuition reimbursement program being eliminated and the decline in insurance costs related to the reduction of one full-time position.

#### **Misc. Employee Expenses**

Decrease is due to the decrease in travel and training.

#### **Commodities**

The \$3,140 reduction represents the cost of retirement luncheons.

#### **Contractual Services**

A large portion of the decrease is due to a reduction in the advertising budget for recruitment in 2010. Open positions are to be filled only on a case-by-case basis under the approval of the Village Manager.

#### **Cost Allocation**

Cost Allocations are payments 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 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 billing function of the Village. These expenses 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.



## 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 Web site/electronic communication, public meetings, upgrade of the Citizen newsletter and the commitment of a full-time public relations 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.

### 2009 ACCOMPLISHMENTS

- A Social Media Policy was developed and approved in September 2009.
- A Facebook fan page, a Twitter account and a Flickr photo gallery was established.
- Other specialized projects have been completed for various departments throughout the year including the launch of [www.visithoffman.com](http://www.visithoffman.com), help with photography for the Village's commemorative 50th anniversary history book and outreach assistance with ComEd's Community Energy Challenge.

### 2010 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 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.
  - a. Work with the post office to ensure delivery to all residents and businesses in a timely fashion.

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to improve the communication output of the Village.
  - 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.
  - a. Publicize "Green" programs available to residents through the newsletter, Web site and HETV that the community can take advantage of.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-2A	Number of monthly Village newsletters distributed to all residents by the first day of the month	12	12	12	12
LT-2A	Number of public relations outputs related to "Green Initiatives"	0	3	5	7

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	68,607	71,880	70,890	70,660	-1.7%
Employee Benefits	27,320	30,700	28,580	33,000	7.5%
Misc. Employee Expenses	2,450	840	450	450	-46.4%
Commodities	112,139	105,600	77,700	80,100	-24.1%
Contractual Services	37,002	11,490	9,260	7,700	-33.0%
<b>Total</b>	<b>247,517</b>	<b>220,510</b>	<b>186,880</b>	<b>191,910</b>	<b>-13.0%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

Decrease in salary is due to a cut in salary increases.

### Employee Benefits

An increase in employee benefits is due to an increase in the allocation of health insurance costs related to the decrease in total FTE's and an increase in IMRF costs.

### Misc. Employee Expenses

A decrease in travel/training expense is due to the elimination of staff conference attendance.



## COMMUNICATIONS

### **Commodities**

These decreases are in postage, printing and binding costs due to the elimination of the production of the Village calendar in 2010 by staff.

### **Contractual Services**

The decrease is due to a reduction in professional services needed in relation to projects that were completed in 2009 that will not be redone in 2010.



## CABLE TELEVISION

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

### 2009 ACCOMPLISHMENTS

- Worked with the Regional Cable Group Communities of Buffalo Grove, Elk Grove, Palatine and Rolling Meadows to negotiate the renewal of the Village's cable television franchise.
- Worked with other municipal staff, the Illinois Attorney General and FCC on concerns with the AT&T U-Verse Public Education and Government (PEG) channel distribution system.
- Continued the transition from analog to digital video production equipment that began in 2005. Video footage is now captured in high definition to stay current with technological advances.
- Trained Cable Television Intern in the use of the AVID editing system and switching equipment in the Council Chambers.
- Oversaw the installation of televising equipment in the Council Chambers prior to airing Village Board and Committee meetings on HETV.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Work to improve the look of televised Board and Committee meetings.
- 2) Incorporate new technologies to improve communication functions. (Linked to Village Board Goal ST-4)
  - a. Instruct Village employees how to use the bulletin board system so that each department can keep its information current.
- 3) Archive old Village programs to increase storage space and functionality
  - a. Continue transferring old Village programs from video tape to DVD.



## CABLE TELEVISION

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Keep HETV information updated in a timely manner.
  - 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 from both within and outside the Village.
  - a. Work with other 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 Actual	2009 Estimate	2010 Target
LT-1A	Percent of department video requests completed	100%	100%	100%	100%
LT-3B	Percent of telecommunications issues resolved	100%	100%	100%	100%
LT-2A, LT-2B	Number of original video programs produced	31	30	40	60



## CABLE TELEVISION

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	84,848	92,570	87,550	90,850	-1.9%
Employee Benefits	33,632	38,170	34,860	22,220	-41.8%
Misc. Employee Expenses	3,020	1,030	900	1,180	14.6%
Commodities	2,390	770	630	1,920	149.4%
Contractual Services	4,281	13,180	4,370	6,180	-53.1%
Capital Outlay	6,295	115,900	93,400	11,000	-90.5%
<b>Total</b>	<b>134,466</b>	<b>261,620</b>	<b>221,710</b>	<b>133,350</b>	<b>-49.0%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

There are no wage increases for 2010.

#### Employee Benefits

Decrease is due to a reduction in health insurances costs including employees who waived the Village's health insurance coverage.

#### Misc. Employee Expenses

Travel and training expenses increased to cover more local events.

#### Commodities

The 149% increase is due to the need to replenish supplies not purchased in 2009. For example, other supplies was cut by over 75% for 2009 and videotape and DVD supplies will need to be ordered in 2010, but the account will still be 28% below 2008 actual expenditures.

#### Contractual Services

This class was decreased by 53.1%, as a company was found that will perform franchise fee audits for a percentage of underpaid fees rather than a flat fee upfront, reducing the professional services portion to \$0.

#### Capital Outlay

This class is greatly reduced as the installation of television equipment in the Council Chambers has been completed and no additional installations or changes are expected.



## EMERGENCY OPERATIONS

The Emergency Operations Division is staffed by a full-time Emergency Management Coordinator and budgets for 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 public safety, 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 acts as a liaison to the County Emergency Management Association and State Emergency Management Association. The Coordinator is an active member of several county and state committees, which enhances the overall image and preparedness level of the Village.

### 2009 ACCOMPLISHMENTS

- Revised the Emergency Operations Plan to include further National Incident Management System (NIMS) requirements, lessons learned during the Strategic National Stockpile exercise and the County-wide table top exercises held in August.
- Upgraded compliance, including the 2009 roll-up, to the NIMS, which is required for federal and state preparedness and homeland security funding for many of the Police, Fire and Emergency Management Grants.
- Completed Volunteer Management Support Team Incident Command System (ICS) training to the ICS-100 and ICS-200 levels.
- Initiated the move of the neighborhood watch program under the Citizen Corps umbrella to ensure sustainable funding via grants from the National Citizen Corps.
- Obtained \$11,000 in grants for the Hoffman Estates Citizen Corps programs.
- Working with Cook County Emergency Management, obtained a \$149,000 grant from Urban Areas Security Initiative (UASI) to conduct a full scale exercise in the Cook County UASI.
- Assumed the duties as Immediate Past President of the Illinois Emergency Services Management Association.
- Continued duties as the Co-Chair for the Emergency Management Committee of the Illinois Terrorism Task Force. Secured nearly \$7 million in funding for emergency management programs and systems across the state.
- Obtained a \$100,000 grant from the Urban Areas Security Initiative for Cook County to plan, conduct and review a full scale exercise in the Cook County area. Key contributor on the planning team. Facilitated at all three exercise locations.



## EMERGENCY OPERATIONS

- Assisted the Cook County EMA with its Hazard Mitigation Grant Plan which will enable the Village to apply for Hazard Mitigation grants. One will alleviate the flooding in the High Point Park area.
- Worked with the Police Department to generate Incident Action Plans for the Village festival and parade in the event of severe weather.
- In partnership with Department of Health and Human Services, continued our planning for the Strategic National Stockpile (SNS) distribution and possible vaccination for H1N1.
- Assisted in the evacuation of 500 students from MacArthur School to Hoffman Estates High School. Setup a reunification center to bring students back to their parents or guardians.
- Selected as a member of the Illinois Emergency Services Management Support Team (Emergency Management mutual aid).
- Selected as a team member of the Illinois Incident Management Team.
- Assisted in the creation of the Illinois Public Works Mutual Aid Network as a founding board member.
- Applied for accreditation status from the Illinois Emergency Management Agency.

## 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Implement 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 DHS, FEMA, 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. Currently, District 54 is entirely synced to national and state planning strategies. (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 compliance. (Linked to Village Board Goal ST-3)
  - a. Provide and coordinate training required for compliance.
  - b. Complete the NIMCAST metrics with the assistance of all Village departments.



## EMERGENCY OPERATIONS

- c. Continue to improve existing NIMCAST 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.
  - d. Assist the State in redefining the required NIMS metrics.
- 4) Update and enhance the EOC technology and operations in both the primary and back up EOC's. (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.

## 2010 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 Actual	2009 Estimate	2010 Target
LT-1B	Number of community presentations on disaster preparedness	4	4	6	10
ST-3C, LT-1A	Number of prepared Incident Action Plans for community events	2	2	2	4
ST-2B, ST-3B	Number Emergency Operations Plan review sessions with applicable Village and external partners	12	10	15	15
ST-1A	Number of documented severe weather guidelines for key village buildings	2	2	4	5
ST-1A	Number of completed Bow Mac standard operating procedures	2	6	10	5
LT-1B	Number of community presentations on disaster preparedness	4	4	6	10



## EMERGENCY OPERATIONS

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	84,353	93,210	87,640	92,240	-1.0%
Employee Benefits	30,327	34,730	33,600	18,940	-45.5%
Misc. Employee Expenses	11,474	16,360	7,160	16,360	0.0%
Commodities	9,709	1,750	1,750	1,750	0.0%
Contractual Services	2,801	14,710	14,780	8,380	-43.0%
Capital Outlay	46,457	-	11,950	10,000	N/A
<b>Total</b>	<b>185,120</b>	<b>160,760</b>	<b>156,880</b>	<b>147,670</b>	<b>-8.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Employee Benefits

The 45.5% decrease in employee benefits is primarily due to an employee waiving the Village health insurance coverage.

#### Contractual Services

The decrease of 43.0% is due to the reduction of tornado siren maintenance, which will be done internally in 2010.

#### Capital Outlay

The Citizens Corporate Grant will be funding \$10,000 for equipment and training.



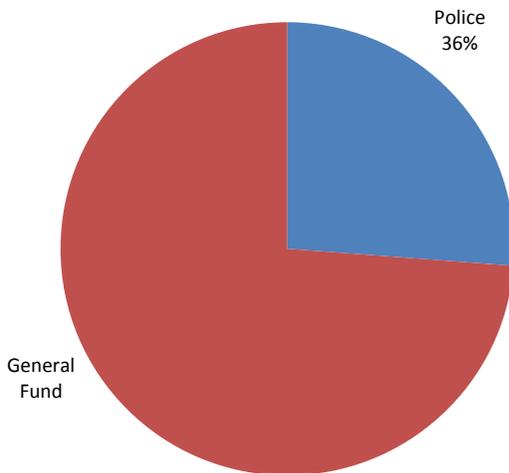


## DEPARTMENT DESCRIPTION

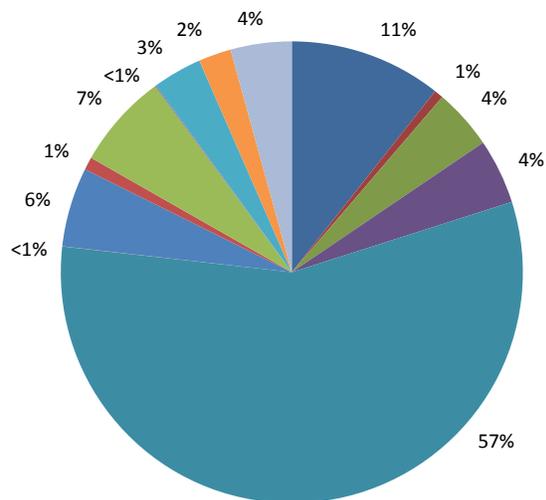
The Police Department is divided into thirteen divisions: Police Administration, Juvenile Investigations, Problem Oriented Policing, Tactical, Patrol & Response, Traffic, Investigations, Community Relations, Communications, Canine, Special Services, Records and Administrative Services. The mission of 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**  
\$15,854,111

**DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES**



**ANNUAL EXPENSES BY DIVISION**



- Administration
- Special Services
- Juvenile Investigations
- Tactical
- Patrol
- POP
- Traffic
- Canine
- Investigations
- Community Relations



## ANNUAL EXPENSES BY DIVISION

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Administration	1,626,407	1,818,240	1,716,340	1,689,340	-7.1%
Juvenile Investigations	714,737	753,030	653,660	669,640	-11.1%
POP	236,549	252,430	249,710	2,150	-99.1%
Tactical	723,374	785,080	703,280	721,570	-8.1%
Patrol & Response	7,540,075	7,925,058	7,953,704	8,990,471	13.4%
Traffic	867,827	891,850	871,955	881,490	-1.2%
Investigations	1,099,019	1,116,790	1,100,050	1,059,740	-5.1%
Community Relations	245,846	261,030	251,500	10,450	-96.0%
Communications	570,669	598,230	542,410	546,120	-8.7%
Canine	252,410	150,340	146,850	141,860	-5.6%
Special Services	192,894	248,550	128,040	101,450	-59.2%
Records	360,059	394,740	371,830	362,170	-8.3%
Administrative Services	700,753	808,580	724,518	677,060	-16.2%
<b>Total</b>	<b>15,130,619</b>	<b>16,003,948</b>	<b>15,413,847</b>	<b>15,854,111</b>	<b>-0.9%</b>

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	9,444,725	9,692,880	9,446,078	9,374,630	-3.3%
Employee Benefits	3,763,145	4,061,628	3,939,808	4,541,031	11.8%
Misc. Employee Expenses	198,137	215,220	189,510	120,400	-44.1%
Commodities	84,648	89,350	67,735	74,580	-16.5%
Contractual Services	1,514,627	1,770,560	1,600,890	1,697,260	-4.1%
Capital Outlay	125,336	174,310	169,826	46,210	-73.5%
<b>Total</b>	<b>15,130,619</b>	<b>16,003,948</b>	<b>15,413,847</b>	<b>15,854,111</b>	<b>-0.9%</b>



## POLICE ADMINISTRATION

The Police Administration Division is responsible for the development and implementation of Police 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 are 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.

### 2009 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.
- Obtained continuing grant funding for traffic and highway safety programs for an amount exceeding \$65,000. Awarded an additional \$2,500 for equipment based on our participation in the Click It or Ticket Campaigns, helping to increase the seat belt use in Illinois to over 90%.
- Chief, Assistant Chiefs and other key personnel attended over 50 meetings related to the planning, design, furniture purchases and other details for the new police facility.
- Working with the Sears Centre, the Division updated the traffic management plan for major events.
- The Administrative Adjudication program continues to be successful, allowing the Village to hold hearings for local ordinance violations.
- Continued cross-training officers in Patrol with Investigations and Traffic Divisions. Hosted numerous training classes at our facility, which afforded the opportunity to have officers attend the training at no cost as the host agency.
- Continued making timely updates to the Department's Web site to reflect seasonal activities and programs.

### 2010 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 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 Web site.
  - 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.



## POLICE ADMINISTRATION

- g. Ensure all personnel receive a minimum of 40 hours of training each year.
- 2) Continue to promote diversity within the Department. (Linked to Village Board Goal LT-2)
  - a. Continue recruitment efforts to target minority groups through job fairs, media announcements, Web site 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 technology in the Village.
- 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.
  - b. Assist in finalizing plans for moving into the new police facility.
- 5) Coordinate the implementation of Automated Photo Red Light Enforcement Program. (Linked to Village Board Goal ST-8)
  - a. Work with vendor, IDOT and the Transportation & Engineering Division to finalize program with the new vendor.
  - b. Hire new civilian ASO II to coordinate all operational aspects of the program including approval of violations, monthly reports and act as the liaison to the vendor and local adjudication.
  - c. Implement highly publicized public education campaign.

## 2010 LONG-TERM GOALS & OBJECTIVES

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

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1G	Percent of employees who meet required training hours	N/A	95%	98%	100%
ST-1F	Percent of employees trained in all Red Policy General Orders	N/A	100%	100%	100%



## POLICE ADMINISTRATION

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	817,143	849,890	838,870	859,450	1.1%
Employee Benefits	266,646	295,500	286,450	340,530	15.2%
Misc. Employee Expenses	12,932	11,340	7,150	5,800	-48.9%
Commodities	37,307	38,110	32,590	34,090	-10.5%
Contractual Services	379,170	483,550	416,310	446,500	-7.7%
Capital Outlay	113,209	139,850	134,970	2,970	-97.9%
<b>Total</b>	<b>1,626,407</b>	<b>1,818,240</b>	<b>1,716,340</b>	<b>1,689,340</b>	<b>-7.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The increase in salaries is due to annual merit increases and a minor increase in overtime wages.

#### Employee Benefits

The increase is mainly attributable to the rise in police pension contributions related to the pension property tax levy.

#### Misc. Employee Expenses

The decrease is due to a large reduction in travel and training, as well as uniform expenses.

#### Commodities

The reduction is due to a decrease in office supplies, awards, administrative towing fees, and photocopy expenses. There is a \$1,500 increase to the Board of Prisoners.

#### Contractual Services

The decrease is due to moving maintenance security to the Public Works Department and eliminating other maintenance, equipment and contractual service expenses. There is also a reduction in IS User charges.

#### Capital Outlay

The decrease is due to the elimination of the IDOT Traffic Challenge grant, which now is managed by the Illinois Association of Chiefs of Police.



## JUVENILE INVESTIGATIONS

The Juvenile Investigations Division of the Police Department 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. This Division also coordinates the Peer Jury Program.

### 2009 ACCOMPLISHMENTS

- The Juvenile Division assisted two school districts with the content, design and implementation of a Uniform Emergency Plan, otherwise known as a Lockdown Plan. This included meeting with school officials numerous times throughout the year to discuss emergency preparations. The Division also conducted a lockdown drill at every school in Hoffman Estates.
- Officers in the Division met on an ongoing basis with the principal at each school in Hoffman Estates to discuss and resolve any school safety issues.
- The Juvenile Division supervisor coordinated the Tobacco Enforcement Grant and supervised the three tobacco enforcement checks done during the year.
- The Division is assisting Alexian Brother Behavioral Health Hospital with the content and implementation of a Lockdown Plan for the hospital in case of an intruder or other dangerous situations.

### 2010 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 updated yearbooks identifying 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 years old.
  - e. Maintain a level of 40 hrs training for all members of the Juvenile Investigations Division.
- 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.



## JUVENILE INVESTIGATIONS

- 3) 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.
  
- 4) Meet regularly with other juvenile officers, courts and the community to exchange information.
  - a. Continue to participate in the Northwest Suburban Juvenile Officers Association.
  - b. Make presentations to community groups regarding juvenile crime and its seriousness.
  - c. Maintain relationships with the Bridge Youth and Family Services to better serve runaway and locked out youth.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to meet with and assist 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. Practice and refine the new uniform emergency plan for School Districts 211 and 54.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1E	Total number of training hours in the Juvenile Investigations Division	800	575	575	200
LT-1B	Number of disaster drills conducted at schools in Hoffman Estates	14	14	14	14



## JUVENILE INVESTIGATIONS

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	491,515	500,990	412,020	421,510	-15.9%
Employee Benefits	191,175	211,580	202,500	215,720	2.0%
Misc. Employee Expenses	6,242	6,500	6,460	3,950	-39.2%
Commodities	3,011	3,250	2,500	2,700	-16.9%
Contractual Services	22,793	30,710	30,180	25,760	-16.1%
<b>Total</b>	<b>714,737</b>	<b>753,030</b>	<b>653,660</b>	<b>669,640</b>	<b>-11.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

This decrease is due to the reduction of one full-time equivalent and court time costs.

#### Employee benefits

The increase is due to the rise in police pension contributions related to the pension property tax levy offset by a decrease in insurance costs related to the reduction of one full-time equivalent.

#### Misc. Employee Expenses

This decrease is due to fewer juvenile investigators assigned to the Division, as well as the elimination of travel and training expenses.

#### Commodities

This decrease is due to no new purchases planned for fiscal year 2010.

#### Contractual Services

This decrease reflects lower projected costs for the Juvenile Division due to the decrease in the number of employees in the Division, as well as the transfer of telephone expenses to the Police Administration Division for more efficient tracking.



## PROBLEM ORIENTED POLICING

The Problem Oriented Policing (POP) Division consists of two uniformed police 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 relations functions, including management of the Community Resource Center, Neighborhood Watch Program, the Gun Lock program and Safety Town.

### 2009 ACCOMPLISHMENTS

- The POP Division 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 improved the level of safety to citizens and their property by coordinating the Crime Hazard Alert Program, developing a burglary prevention brochure for area businesses and conducting community presentations to area banks. The Division also conducted site safety surveys for local businesses and residents.
- Officers promoted the concepts of community policing throughout the Village by increasing the number of Neighborhood Watch Programs and conducting programs at the Community Resource Center. The Division coordinated the annual Teen Pool Party, attended events such as the Party in the Park, Business Under the Big Top, Touch a Truck and the summer concert events.
- Officers continued to conduct the Gun Lock Giveaway Program, personal property engraving program, bike registration, citizen fingerprinting and residential home inspections.
- The Division assisted with 4<sup>th</sup> of July and Tartan Day Parade activities. Officers also supplemented the Patrol Division throughout the summer due to shortness of staffing on the Watches.
- The Division assisted with various Traffic Safety Programs, contributed articles to the Citizen newsletter, taught sessions of the Citizen Police Academy and developed and taught panic alarm procedures to Village Hall employees.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Improve the level of safety to citizens and their property.
  - 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, etc.
  - c. Promote residential security through public service announcements and articles in the Village newsletter.



## PROBLEM ORIENTED POLICING

- d. Assist local businesses and residents in the use of Crime Prevention Through Environmental Design.
  - e. Conduct regular vicious dog inspections to ensure compliance with the Village Ordinance and provide education to the animal owners.
  - f. Conduct Liquor Server training classes to ensure the safety of patrons and the community from the dangers of over serving and to curtail underage drinking by identifying fake identification.
- 2) Promote the concept of Community Policing throughout the Village.
- a. Conduct regular meetings with apartment complexes, homeowners associations and multi-family dwelling units.
  - b. Work to recruit and train members of the Neighborhood Watch Program to be involved in the Citizen Corp Programs.
  - c. Expand on National Night Out activities for 2010.
  - d. Continue to attend neighborhood block parties and other local community events.
  - e. Promote and give presentations to the Citizen Police Academy.
  - f. Promote positive interaction with citizens through the use of bike patrol, foot patrol and squad patrol through residential and business areas.
- 3) Continue to promote highway safety.
- 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 Division 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.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Expand efforts to promote positive police-citizen relations.
  - a. Expand efforts of the Citizen Police Academy and support Academy Alumni efforts.



## PROBLEM ORIENTED POLICING

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1F	Number of liquor server training classes	12	11	12	12
ST-2A	Number of meetings with multi-family dwelling managers	10	6	6	6
ST-3C	Percent of safety belt use in the Village	92.0%	90.0%	93.0%	93.5%
ST-1E	Number of vicious dog checks	20	24	24	24

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	156,807	161,500	163,510	-	N/A
Employee Benefits	68,444	76,340	74,180	-	N/A
Misc. Employee Expenses	1,823	1,880	1,580	1,600	-14.9%
Commodities	1,125	1,210	-	-	N/A
Contractual Services	8,349	11,500	10,440	550	-95.2%
<b>Total</b>	<b>236,549</b>	<b>252,430</b>	<b>249,710</b>	<b>2,150</b>	<b>-99.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is due to a redistribution of staff to the Patrol Division.

#### Employee Benefits

The decrease is a direct result of the redistribution of staff to the Patrol Division.

#### Misc Employee Expenses

The decrease is due to a reduction in travel and training and the elimination of bicycle uniform purchases.



## PROBLEM ORIENTED POLICING

### **Commodities**

The decrease is due to the elimination of printing and binding costs and the elimination of community event supplies.

### **Contractual Services**

The decrease is a result of the redistribution of staff to the Patrol Division.



## TACTICAL

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

### 2009 ACCOMPLISHMENTS

- Implemented a new Uniform Crime Report (UCR) code, allowing the reporting and tracking of public nuisance complaints related to drug activity.
- The Tactical Division took part in monthly gang intelligence meetings held throughout the area to keep abreast of the latest trends or activities of the gangs active in Hoffman Estates.
- The Tactical Division maintains relationships with the surrounding town's tactical units participating in joint gang investigations that lead to various arrest situations and search warrants in all towns.

### 2010 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 Division will receive at least 40 hrs 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 system Department-wide once automated.



## TACTICAL

### 2010 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 evolving gang and drug problems and develop action plans to address these problems.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1C	Number of training hours per Officer	438	481	240	240
ST-2D, LT 1A	Number of monthly gang meetings attended	N/A	12	12	12

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	528,267	525,350	451,700	458,080	-12.8%
Employee Benefits	169,312	220,880	213,790	231,110	4.6%
Misc. Employee Expenses	6,220	6,320	6,320	4,500	-28.8%
Commodities	117	100	30	180	80.0%
Contractual Services	19,457	32,430	31,440	27,700	-14.6%
<b>Total</b>	<b>723,374</b>	<b>785,080</b>	<b>703,280</b>	<b>721,570</b>	<b>-8.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is due to the elimination of one full-time employee in this Division.

#### Employee Benefits

The increase is due to the rise in police pension contributions related to the pension property tax levy offset by a decrease in insurance costs related to the elimination of one full-time equivalent.



## TACTICAL

### **Misc. Employee Expenses**

This 28.8% decrease is due to an elimination of travel and training, as well as a reduction in uniform expenses.

### **Commodities**

This \$80 increase is related to printing and binding expenses.

### **Contractual Services**

The decrease is due to contractual services related to the number of full-time employees, as well as the consolidation of the telephone expense to the Police Administration Division for efficient tracking.



## PATROL & RESPONSE

The primary objective of the Patrol & Response 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 patrol 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.

### 2009 ACCOMPLISHMENTS

- Patrol Officers responded to approximately 20,000 calls for service.
- Assisted in public relations efforts by writing 1,599 crime hazard alerts.

### 2010 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 Goals 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 repeat 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 efforts to promote Police Department community relations with Village residents and other partners in the community by reaching out to schools, churches and businesses.
  - a. Improve 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 Village residents by attending block parties, community events, group meetings and other social events.
  - c. Ensure 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.
- 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.



## PATROL & RESPONSE

- 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. (Linked to Village Board Goal ST-3)
- 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.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to plan for continuing development and implement procedures to keep staffing and response efforts at an acceptable level.
  - a. Monitor proposed developments and their possible effect 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 vehicle idle time and decrease vehicle idling time within the Patrol Division by 40%. (Linked to Village Board Goal LT-1)

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST 3-a,b,d	Total number of training hours in the patrol division	11,357	6,712	8,000	3,000
ST 1	Number of Crime Prevention and Enforcements initiated	1,358	2,810	3,198	3,000
ST 1-d	Number of speed related violations issued	4,979	6,399	7,854	7,000



## PATROL & RESPONSE

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	4,915,384	5,110,640	5,259,620	5,559,820	8.8%
Employee Benefits	2,132,038	2,208,748	2,149,028	2,839,201	28.5%
Misc. Employee Expenses	143,588	163,630	144,500	85,770	-47.6%
Commodities	28,712	29,030	25,600	25,660	-11.6%
Contractual Services	316,705	380,220	342,590	437,280	15.0%
Capital Outlay	3,648	32,790	32,366	42,740	30.3%
<b>Total</b>	<b>7,540,075</b>	<b>7,925,058</b>	<b>7,953,704</b>	<b>8,990,471</b>	<b>13.4%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The increase is related to our current collective bargaining contract and an increase in 2 full-time equivalents due to redistribution of personnel, offset by a decrease in overtime wages.

#### Employee Benefits

The increase is due to the rise in police pension contributions related to the pension property tax levy and an increase in the insurance expenses related to an increase in full-time equivalents.

#### Misc. Employee Expenses

This decrease of 47.6% is directly related to the elimination of NEMRT fees and reduction of overall training dollars.

#### Commodities

The decrease is the result of the elimination of some report purchases related to our in-car report writing initiative and cost saving reductions put in place for 2010.

#### Contractual Services

The increase is due to vehicle purchases and related changeover costs deferred until 2010, as well as insurance increases resulting from increased personnel offset by a decrease in professional services and telephone expenses as part of cost saving measures for 2010.

#### Capital Outlay

The increase is related to planned vehicle purchases that are deferred until 2010.



## TRAFFIC

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

Traffic's programs include Child Passenger Safety, Impaired Driving Enforcement, speed related violations, safety belt and child 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 Division is to coordinate the 4<sup>th</sup> of July activities including traffic control, carnival grounds patrol, traffic direction for the Arts & Crafts Fair, finance security and fireworks traffic direction.

Traffic also 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 limousine licensing, chauffer licenses and overweight truck permitting.

## 2009 ACCOMPLISHMENTS

- Coordinated 1 Operation Safe Passage, conducted numerous Seat Belt Enforcement Zones, and during Child Passenger Safety Week, distributed educational flyers to schools and day care facilities. Over 90 child seats have been inspected and installed by the Police Department.
- 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, DUIs, airbags, insurance rates and how much driving can cost you.
- The Traffic Division had one officer trained and working temporarily with the Kane County Auto Theft Task Force (K-CAT). 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 during 2009 and several of those recovered vehicles were awarded to the Police Department. A second Traffic Officer has been assigned to K-CAT starting in October, 2009.
- The Traffic Division also nominates motorists for the State Saved by the Belt Award. Over a dozen motorists were nominated this year.



## TRAFFIC

### 2010 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 of 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 the 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 and 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 three 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 Actual	2009 Estimate	2010 Target
	Number of patrol officers cross-trained in Traffic	3	3	1	3
	Number of occurrences the speed trailers are used	20	26	30	24
	Number of truck Inspection days conducted	7	4	4	6
	Percent of safety belt use in the Village	92.0%	90.0%	93.0%	93.5%

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	638,410	627,530	611,590	611,200	-2.6%
Employee Benefits	197,958	227,510	224,680	237,120	4.2%
Misc. Employee Expenses	7,394	4,920	4,270	4,220	-14.2%
Commodities	695	1,140	535	600	-47.4%
Contractual Services	22,447	30,130	30,360	27,850	-7.6%
Capital Outlay	924	620	520	500	-19.4%
<b>Total</b>	<b>867,827</b>	<b>891,850</b>	<b>871,955</b>	<b>881,490</b>	<b>-1.2%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is due to the elimination of one full-time equivalent in this Division.

#### Employee Benefits

Increase is due to the pension contribution expense related to the property tax levy.

#### Misc. Employee Expenses

The decrease is due to the elimination of NEMRT training fees and meal expenses for schools.



## TRAFFIC

### **Commodities**

The decrease is due to a reduction in printing and binding material, as well as other supplies.

### **Contractual Services**

The 7.6% decrease is a result of decreased liability and workers compensation insurance related to the decrease in one full-time equivalent, as well as the consolidation of the telephone expense to the Police Administration Division for efficient tracking.

### **Capital Outlay**

A \$120 decrease is due to the reduction of the purchase of traffic cones and one safety vest for the Sears Centre Arena.



## 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; and enforces all laws and ordinances within the Village.

### 2009 ACCOMPLISHMENTS

- During Citizen Police Academy sessions, Detectives taught classes on the dangers and identification of date rape and club drugs.
- Detectives presented information to the senior citizen community on topics related to identity theft and personal safety.
- Received training in the program startup for the purpose of investigating internet crimes targeting children.
- Recovered property relating to assigned cases totaling \$68,181.

### 2010 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) Initiate Predator Program.
  - a. Identify and enforce internet crimes against children.
  - b. Work closely with the Cook County Task Force with internet crimes against children.
- 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 Village's 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 and/or as it changes and distribute to the department members through their supervisors.
  - d. Conduct quarterly face to face contacts with all registered sex offenders within the Village.
- 4) Continue to meet regularly with local, county, state and federal law enforcement officials to share information related to criminal and homeland security matters.



## INVESTIGATIONS

- a. Continue attending monthly Anti-Terrorism Advisory Council meetings and quarterly Joint Terrorism Task Force meetings.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1C	Total number of training hours for the investigations division	1,791	1,018	800	360
ST-1A	Percent of all assigned cases cleared within the division	79%	79%	80%	80%
ST-1A	Total number of cases initiated within the division	N/A	281	160	250
ST-3D	Percent of quarterly face to face meetings with all the registered sex offenders residing in Hoffman Estates	100%	100%	100%	100%

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	759,862	740,700	729,230	682,080	-7.9%
Employee Benefits	278,134	305,050	297,860	315,290	3.4%
Misc. Employee Expenses	11,433	12,140	12,560	8,500	-30.0%
Commodities	1,564	1,530	1,260	1,530	0.0%
Contractual Services	48,025	56,570	57,170	52,340	-7.5%
Capital Outlay	-	800	1,970	-	N/A
<b>Total</b>	<b>1,099,019</b>	<b>1,116,790</b>	<b>1,100,050</b>	<b>1,059,740</b>	<b>-5.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease of 7.9% is due to the reduction of one full-time equivalent.



## INVESTIGATIONS

### **Employee benefits**

The increase of 3.4% is due to the rise in police pension contributions related to the pension property tax levy offset by a decrease in insurance costs related to the reduction of one full-time equivalent.

### **Misc. Employee Expenses**

This \$3,640 decrease is due to moving the NEMRT expense to the Patrol Division and the elimination of various training funds for 2010.

### **Contractual Services**

The decrease is due to the transfer of telephone expenses to the Police Administration Division for more efficient tracking offset by an increase in computer system and licensing expenses.

### **Capital Outlay**

The decrease is the result of no planned equipment purchases for 2010.



## COMMUNITY RELATIONS

The Community Relations Division is comprised of two uniformed police officers. 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 coordinate and conduct crime prevention programs and security seminars for Village residents and businesses, including events for the elderly at Devonshire and Brighton Gardens. They also supervise the activities of the Police Explorer Post. 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.

### 2009 ACCOMPLISHMENTS

- Officers in this Division taught over 900 5<sup>th</sup> and 6<sup>th</sup> grade students about the dangers of drugs and alcohol and how to make good choices in the DARE program. The Division conducted safety awareness training to pre-school through 5<sup>th</sup> grade children in their stranger danger, personal safety, 911 emergency and bicycle safety classes, as well as their participation in the safety town events.
- Conducted crime prevention classes and taught children the consequences of committing crimes like vandalism, shoplifting and bullying.
- Participated in the summer Bike Patrol Program, coordinated Special Olympics fundraising events at local business and the Law Enforcement Torch Run. The Division conducted police station tours for various groups and helped coordinate the Summer Pool Party and National Night Out activities. They attended the Chamber of Commerce fishing derby and Summer Concert in the Park events.
- The Division continues to promote child safety through the Child Safety Seat Program. They participated in the Chicago Auto Show promoting child seat safety and installed about 20-25 child safety seats a month for local area residents.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Promote positive police-citizen relations.
  - a. Promote the Citizen Ride-Along program.
  - b. Maintain positive relations through bike patrol and foot patrol in residential and multi-family areas.
  - c. Forward appropriate articles for inclusion in the Citizen Newsletter and Village Voice.
  - d. Continue to provide DARE classes to 5<sup>th</sup> and 6<sup>th</sup> grade students.
- 2) Continue to promote safety to citizens.
  - a. Continue the Crime Hazard Alert Program with special attention to residential areas of the Village to enhance crime awareness.



## COMMUNITY RELATIONS

- 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.
- 3) Continue to promote highway safety throughout the Village.
- a. Assist in promotion of 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.
  - c. Promote bicycle safety through the bike helmet giveaway program, and by providing bike safety kits to those in need.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Expand efforts to promote positive police-citizen relations.
  - a. Expand efforts to promote and grow the Police Explorer Program.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1D	Number of DARE presentations	400	402	400	400
ST-2B	Number of community safety presentations	150	185	200	200
LT-1A	Number of Explorer program meetings	24	24	20	30
ST-3B	Number of individual instruction to parents on child seat installations	110	185	150	175



## COMMUNITY RELATIONS

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	159,866	165,200	165,480	800	-99.5%
Employee Benefits	66,001	72,870	70,770	-	N/A
Misc. Employee Expenses	2,482	2,460	1,680	1,700	-30.9%
Commodities	9,642	9,750	3,270	7,150	-26.7%
Contractual Services	7,855	10,750	10,300	800	-92.6%
<b>Total</b>	<b>245,846</b>	<b>261,030</b>	<b>251,500</b>	<b>10,450</b>	<b>-96.0%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is due to a redistribution of staff to the Patrol Division.

#### Employee Benefits

The decrease is a direct result of the redistribution of staff to the Patrol Division.

#### Misc. Employee Expenses

A \$760 decrease is due to reductions in travel and training, and dues and memberships.

#### Commodities

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

#### Contractual Services

The decrease is a result of the redistribution of staff to the Patrol Division.



## COMMUNICATIONS

The Communications Division represents the annual assessment from Northwest Central Dispatch Inc. (NWCD) for police and fire dispatch services. NWCD is a private agency contracted by the Village to provide all police and fire emergency and non-emergency dispatching services. This agency, headquartered in Arlington Heights, provides this service for a total of nine local communities (Hoffman Estates, Arlington Heights, Rolling Meadows, Buffalo Grove, Mount Prospect, Prospect Heights, Schaumburg, Palatine and Streamwood). NWCD processes over a quarter of a million 9-1-1 calls each year. The annual assessment is partially based on calls for service to each community.

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Contractual Services	570,669	598,230	542,410	546,120	-8.7%
<b>Total</b>	<b>570,669</b>	<b>598,230</b>	<b>542,410</b>	<b>546,120</b>	<b>-8.7%</b>

### 2010 BUDGET HIGHLIGHTS

#### Contractual Services

The \$52,110 decrease is a result of a lower NWCD assessment, as well as a 10% allocation of this cost being charged to the EDA Administration Fund.



## CANINE

The Canine Division currently has one canine unit, consisting of one officer and one canine partner. Due to budget restraints, the second canine unit is deferred for a future fiscal year. The Canine Division will continue in their efforts by being visible elements of our community policing program.

The maintenance training of the canine team is a priority to ensure they are ready for all required tasks. The canine team is involved with the training aspect of the Canine Program and continues to increase instructor certifications to ensure quality training. The canine team will provide various services throughout the community and will avail themselves to surrounding communities to assist with their needs. The canine team is a focal point at various community events such as block parties, open houses and Drug Abuse Resistance Education (DARE) graduations.

### 2009 ACCOMPLISHMENTS

- Maintained certifications in order to provide training for the Village and other surrounding communities.
- Participated in or attended many community events proving to be a valuable asset to the Police Department's public relations effort.
- Conducted searches for people, articles and drugs for the Police Department and numerous bordering agencies.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Maintain resourceful levels of training.
  - a. Attend refresher training related to tracking lost or wanted individuals.
  - b. Attend training on drug and article searches.
  - c. Maintain a level of 100 hrs training with at least 50% of that being canine specific training for the Canine Division.
- 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 4<sup>th</sup> of July celebration, as well as DARE 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

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to plan for the eventual replacement of our current canine to limit disruption of service by the Canine Unit.
  - 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 Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	Number of canine specific training hours	364	248	128	128
ST-2B	Number of community relations events attended	N/A	N/A	30	32

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Budget	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	171,660	84,180	82,560	86,070	2.2%
Employee Benefits	67,282	56,000	55,110	46,370	-17.2%
Misc. Employee Expenses	2,199	1,960	1,450	1,360	-30.6%
Commodities	648	1,270	1,270	1,020	-19.7%
Contractual Services	10,621	6,930	6,460	7,040	1.6%
<b>Total</b>	<b>252,410</b>	<b>150,340</b>	<b>146,850</b>	<b>141,860</b>	<b>-5.6%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 2.2% increase or \$1,890 is due to increased wages from the labor contract offset by a decrease in projected court time wages.

#### Employee Benefits

The 17.2% decrease or \$9,630 is due to a correction in the allocation of the police pension contribution.



## CANINE

### **Misc. Employee Expenses**

The decrease is due to specific training seminars not being offered.

### **Commodities**

The \$250 decrease is a result of a reduced need for small tools and equipment and the elimination of the printing and binding expense in 2010.

### **Contractual Services**

The 1.6% increase is a result of increased liability and workers compensation insurance.



## SPECIAL SERVICES

The Special Services Division represents the funds utilized for Department approved hire-back details, which are 100% reimbursable from outside entities. Typically, these hire-back funds would represent overtime worked by police officers and supervisors for Sears Centre events or any other specific overtime scheduled as a result of a request for officers from an outside entity such as Life Changers Church traffic direction, 5K races, etc. Based on a restructuring of the number of persons required for events at the Sears Centre, the total dollars needed was reduced.

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Budget	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	190,618	245,000	126,300	100,000	-59.2%
Employee Benefits	2,276	3,550	1,740	1,450	-59.2%
<b>Total</b>	<b>192,894</b>	<b>248,550</b>	<b>128,040</b>	<b>101,450</b>	<b>-59.2%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is the result of an estimated \$125,000 drop in hire-back expenses related to the Sears Centre Arena.

#### Employee Benefits

The decrease is related to a drop in Medicare expenses resulting from the estimated drop in Sears Centre 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 files, 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 and track officer activity, as well as 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 also are a part of the Records Division.

### 2009 ACCOMPLISHMENTS

- During the year, 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.
- Records also 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 Division after it was determined they could be completed 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 Division is transitioning to a new system with North West Central Dispatch and will no longer be paying fees to CityWatch.

### 2010 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 and videotapes and DVDs 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 record keeping and customer service.
  - a. Work with other Police Department members to better familiarize them with the ID Networks record management system.
  - b. Train personnel in new notification system that replaces City Watch.



## POLICE RECORDS

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
	Percent of crash reports scanned into the TracView system within 48 hours (minimum is 90%)	N/A	N/A	90%	95%
	Percent of employees who meet required training hours	N/A	90%	90%	100%
	Percent of calls that meet standards for quality customer service	N/A	N/A	95%	100%

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	213,643	216,420	205,470	211,640	-2.2%
Employee Benefits	86,431	113,180	110,510	86,370	-23.7%
Misc. Employee Expenses	200	300	-	300	0.0%
Commodities	903	2,700	200	900	-66.7%
Contractual Services	51,327	61,890	55,650	62,960	1.7%
Capital Outlay	7,555	250	-	-	N/A
<b>Total</b>	<b>360,059</b>	<b>394,740</b>	<b>371,830</b>	<b>362,170</b>	<b>-8.3%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 2.2% decrease is due to the reduction of merit raises.

#### Employee Benefits

This is due to a decrease in insurance costs due to the reallocation of health insurance expenses.

#### Commodities

The reduction is due to the elimination of the cost of endeavor reports for the CityWatch system.

#### Contractual Services

The increase is in liability and worker compensation insurance costs.



## ADMINISTRATIVE SERVICES

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

### 2009 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, as well as 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.

### 2010 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 ASOs.
  - b. Provide timely and objective performance evaluations to all ASOs.
- 2) Continue to monitor new crash report scanning system to allow for online access to purchase crash reports. Give monthly notification on number of reports sold and funds received. (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.

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to 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

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
	Maximum number of hours to respond to squad car maintenance issues	N/A	48	48	48
	Percent of property and evidence inventoried within one business day	N/A	98%	98%	98%
	Percent accuracy of officers called to appropriate court case	N/A	100%	100%	100%
	Number of property room audits to ensure procedures are followed for chain of evidence	12	12	12	12

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	401,548	465,480	399,728	383,980	-17.5%
Employee Benefits	237,448	270,420	253,190	227,870	-15.7%
Misc. Employee Expenses	3,624	3,770	3,540	2,700	-28.4%
Commodities	924	1,260	480	750	-40.5%
Contractual Services	57,208	67,650	67,580	62,360	-7.8%
<b>Total</b>	<b>700,753</b>	<b>808,580</b>	<b>724,518</b>	<b>677,660</b>	<b>-16.2%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 17.5% decrease or \$81,500 is due to reduction in overtime expenses and full-time equivalents.

#### Employee Benefits

The decrease is due to a reduction in full-time equivalents.

#### Misc. Employee Expenses

The 28.4% decrease is due to the elimination of paying the court officer mileage, as well as the elimination of North East Multi-Regional Training (NEMRT) dues.



## ADMINISTRATIVE SERVICES

### **Commodities**

The 40.5% decrease is due to a reduction in other supplies.

### **Contractual Services**

The 7.8% decrease is due to a reduction in full-time equivalents, as well as the consolidation of the telephone expense to Police Administration for efficient tracking.



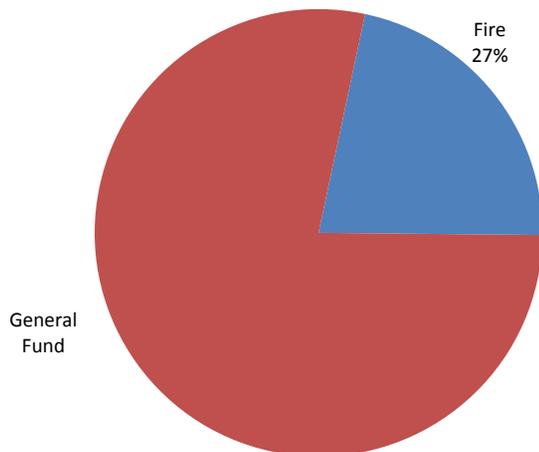
## DEPARTMENT DESCRIPTION

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.

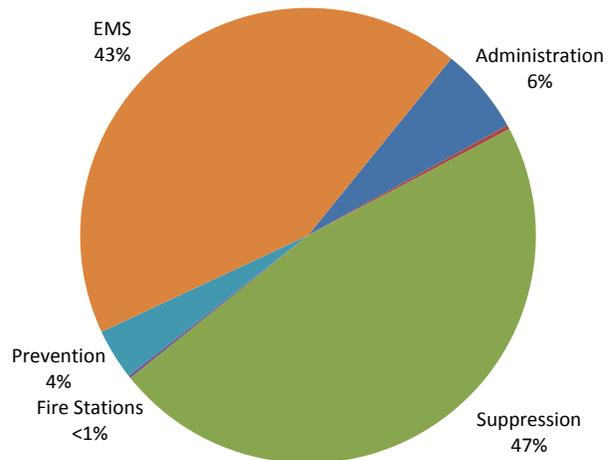
### TOTAL OPERATING BUDGET

\$12,474,012

DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



ANNUAL EXPENSES BY DIVISION





## ANNUAL EXPENSES BY DIVISION

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Administration	714,006	736,840	684,900	764,420	3.7%
Public Education	119,961	121,100	76,870	36,130	-70.2%
Suppression	5,941,798	6,175,535	5,791,655	5,861,582	-5.1%
EMS	4,546,133	4,679,540	4,801,570	5,336,990	14.0%
Prevention	847,152	507,820	475,240	450,500	-11.3%
Fire Stations	56,112	74,210	67,330	24,390	-67.1%
ESDA	40,165	-	-	-	N/A
<b>Total</b>	<b>12,265,327</b>	<b>12,295,045</b>	<b>11,897,565</b>	<b>12,474,012</b>	<b>1.5%</b>

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	7,726,820	7,899,330	7,690,160	7,551,940	-4.4%
Employee Benefits	2,830,304	3,058,595	2,962,465	3,704,862	21.1%
Misc. Employee Expenses	230,720	165,590	131,260	138,180	-16.6%
Commodities	99,446	110,160	75,450	73,180	-33.6%
Contractual Services	1,004,264	1,369,600	1,272,000	1,331,050	-2.8%
Capital Outlay	539,266	78,600	93,300	37,960	-51.7%
Operating Transfers	219,830	-	-	-	N/A
Cost Allocation	(385,322)	(386,830)	(330,070)	(363,160)	-6.1%
<b>Total</b>	<b>12,265,327</b>	<b>12,295,045</b>	<b>11,897,565</b>	<b>12,474,012</b>	<b>1.5%</b>



## 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 one. 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.

## 2009 ACCOMPLISHMENTS

- The change-over to the Keltron Wireless Alarm Systems program was continued and will provide new revenues from alarm monitoring charges.
- The construction of the new Fire Station 24, at 5775 Beacon Point was completed and companies began responding from that station in early June of 2009.
- Promotional testing for the rank of Fire Lieutenant was completed with a final list being posted on April 29, 2009, which will expire on December 31, 2010.
- Placed a new Engine 23 and Ambulance 24 in service during the year.
- New hire testing began with 740 applications being distributed in September of 2008 and a final list of 94 candidates was posted on April 4, 2009.
- Four Probationary Firefighters completed paramedic school in June and received their state license as an EMT-Paramedic. The four probationary firefighters were granted permanent status by the Board of Fire & Police Commissions.
- Collective Bargaining Agreement negotiations continued throughout the year with Local 2061 as the end of a previous contract expired on December 31, 2008.



## FIRE ADMINISTRATION

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to be proactive in the purchasing of “green” maintenance products to be used at all four fire station locations. Fire Station #24 was built to the “gold” LEED certification standard and will be maintained in a manner that is consistent with the certification standards. (Linked to Village Board Goals LT-1 and ST-1)
  - a. Research products and distributors that allow for the most ecologically friendly and cost sensible products for maintaining the stations
  - b. Track progress of departmental purchases to determine the savings or overages of comparable year budget expenditures.
- 2) To 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.
- 3) To 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 fall of 2010.
- 4) Continue to monitor the expenditures of the Department in order to facilitate prudent budget control. (Linked to Village Board Goal LT-6)
  - a. Develop a new review and approval process for purchasing equipment or services for all aspects of the Fire Department
  - b. Review the process changes with all personnel for submitting expenditure requests.

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) 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 included 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. Due to the current economic conditions, the Fire Department has suspended plans to add any additional positions in the foreseeable future. (Linked to Village Board Goal LT-6)
  - a. Monitor staffing levels with consideration of village revenues as any additional vacancies occur.



## FIRE ADMINISTRATION

- 2) Continue to monitor the growth of the village, evaluate response volume, service quality and make necessary recommendations for changes in the original 2005 long-term plan. We do anticipate that the relocation of Station 24 to the Beacon Pointe location will greatly improve service levels to the western areas of the village. (Linked to Village Board Goal LT-6)
  - a. Continue to 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 program to provide quarterly response time analysis reports.
  - c. Initiate a plan to identify suitable locations for the future design and construction of a new Station 21.
  
- 3) During the past years, the Fire Department has worked at trying to gain more diversification within its workforce. The long term goal of the department will be to continue to identify, review, and implement measures that will ultimately result in a more diversified workforce. (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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	356,489	334,830	333,190	356,150	6.4%
Employee Benefits	84,781	94,880	92,220	129,480	36.5%
Misc. Employee Expenses	11,204	9,080	5,670	6,370	-29.8%
Commodities	12,623	13,450	9,180	6,860	-49.0%
Contractual Services	284,547	331,770	280,610	306,690	-7.6%
Capital Outlay	24,160	19,000	19,000	19,000	0.0%
Cost Allocation	(59,799)	(66,170)	(54,970)	(60,130)	-9.1%
<b>Total</b>	<b>714,006</b>	<b>736,840</b>	<b>684,900</b>	<b>764,420</b>	<b>3.7%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

The 6.4% or \$21,320 increase in this account is due to increases in employee union wages as well as a reallocation from other divisions to this division.



## FIRE ADMINISTRATION

### **Employee Benefits**

The 36.5% increase is due to a rise in health insurance expenses, as well as a significant increase in pension contributions.

### **Misc. Employee Expenses**

There is a decrease in this budget category due to the removal of all travel and training expenses. However, there is an increase of the amount of dues required to maintain membership with MABAS Division One.

### **Commodities**

There is an overall 49.0% decrease with the majority of which comes from a reduction in the office and other supplies accounts.

### **Contractual Services**

There is an increase in the Telephone, Liability Insurance and Worker's Compensation Insurance line items, but a decrease of 9.8% in the IS User Charges costs for an overall decrease of 7.6%.

### **Cost Allocation**

Cost allocations 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 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: the Educational and Public Relations Divisions. A Lieutenant oversees all activities related to these two areas. The Public Education Division is responsible for 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.

Due to budget constraints in 2010, most of the programs in this Division have been scaled back or eliminated. However, the Public Education Division will continue to focus on school and business fire safety programs with the limited funding available, while researching new cost effective ways to promote fire safety.

### 2009 ACCOMPLISHMENTS

- In 2009, the Public Education Division completed the 11<sup>th</sup> Annual Citizen Fire Academy. During this session, 20 students participated in the ten-week program where they were involved in simulated 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.
- As of September of 2009, the Public Education Division has reached almost 18,000 children and adults while participating in over 80 events.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Work to offer as much public education material to school programs as allowed by appropriated funding. (Linked to Village Board Goal ST-7)
  - a. Pursue new cost effective methods of presenting safety materials to schools in our area.
  - b. Work with educational leadership in deploying the materials and presentations that will allow for full coverage of grades to continue.
- 2) To 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 provide individual's easier access to these materials.
  - c. Produce an evaluation method to determine the number of visits to the website.



## PUBLIC EDUCATION

- 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.
  - 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 as funding permits.
  - d. Participate in other community events (Jaycees, Park District, etc.).

## 2010 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) To 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.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2008 Estimate	2009 Target
ST-4A-4D	Number of people contacted regarding public education events	16,000	18,000	18,500	19,000
ST-2C	Number of visits to the website	N/A	N/A	800	1200



## PUBLIC EDUCATION

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	85,676	84,340	55,600	26,540	-68.5%
Employee Benefits	23,973	20,310	13,590	7,610	-62.5%
Misc. Employee Expenses	225	-	-	-	N/A
Commodities	8,799	17,450	5,800	2,110	-87.9%
Contractual Services	5,015	4,250	4,260	2,320	-45.4%
Capital Outlay	128	-	-	-	N/A
Cost Allocation	(3,856)	(5,250)	(2,380)	(2,450)	-53.3%
<b>Total</b>	<b>119,961</b>	<b>121,100</b>	<b>76,870</b>	<b>36,130</b>	<b>-70.2%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease of 68.5% here is related to a combination of the removal of one of our full-time Fire Inspectors (1/2 of salary in this category) and the decrease in available overtime funds and cuts of programs due to budget constraints.

#### Employee Benefits

The decrease of 62.5% here is related to the decrease in Public Education FTE's for 2010.

#### Misc. Employee Expenses

There was no change to this section of the budget; it remains at a zero balance.

#### Commodities

There was a decrease of 87.9% in this section as a result of cuts in programs related to Public Education due to budget constraints.

#### Contractual Services

Decrease is solely due to decreased costs in Liability and Workers Comp Insurance.

#### Capital Outlay

There was no change to this section of the budget; it remains at a zero balance.



## FIRE SUPPRESSION

The focus of the Suppression Division is to provide emergency response operations to fires, rescues that include above and below grade, and water and hazardous materials incidents. The Division's 97 shift personnel are assigned to one of three shifts and work for a 24-hour period. Each shift is staffed by one Battalion Chief, five Company Officers, and twenty six Firefighter-Paramedics. Shift personnel are assigned to one of four firehouses.

### 2009 ACCOMPLISHMENTS

- The department began responding from the new Fire Station #24 located at 5775 Beacon Point Drive in June of 2009.
- The department sent several members to Illinois Terrorism Task Force training in the areas of Technical Rescue, Hazardous Materials, and Dive Rescue. The Division was reimbursed for training expenses by the State of Illinois.
- The Department placed 2 new apparatus in service; Engine 23 at Station #23 and Ambulance 24 at Station #24.
- The department celebrated its 50<sup>th</sup> anniversary in existence with the Village. A group Departmental photo was taken to commemorate this milestone event.

### 2010 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 educating our 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 careers.
- 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 Office of the State Fire Marshall (OFSM), 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. Continue to provide in-house fire related training to our personnel which will be evaluated on a quarterly basis.
  - c. Conduct in-house training exercises in several of the rescue specialty areas (i.e., Confined Space, Hazardous Materials, Dive Rescue, Vehicle Extrication and High Angle) by utilizing experienced instructors from within our own department, thereby reducing costs.



## FIRE SUPPRESSION

- d. 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
- 3) As funds are available, and due to changes being made regarding team response guidelines, provide training, equipment and support related to the specialized rescue activities for Technical Rescue, Hazardous Materials and Dive Rescue 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 team members of the MABAS Division One Specialty Teams according to the guidelines set forth by MABAS Division One.
  - b. Purchase budget approved tools and supplies for each of the team specialties.
  - c. Complete the inspection and maintenance of all department specialty team equipment according to manufacturer's recommendations.

## 2010 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. (Linked to Village Board Goal LT-8)
  - a. Continue to evaluate 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 manner.
- 2) Continue to plan for the replacement of department apparatus 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 Actual	2009 Estimate	2010 Target
LT-2C	Number of "Green" or Flex Fueled vehicles in service	0	1	2	2

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	3,984,872	4,096,850	3,825,460	3,692,510	-9.9%
Employee Benefits	1,555,622	1,630,065	1,581,275	1,786,762	9.6%
Misc. Employee Expenses	200,042	128,390	92,830	120,170	-6.4%
Commodities	16,438	23,240	20,580	21,000	-9.6%
Contractual Services	380,279	491,960	433,250	431,500	-12.3%
Capital Outlay	45,990	23,100	14,400	12,660	-45.2%
Cost Allocation	(241,444)	(218,070)	(176,140)	(203,020)	-6.9%
<b>Total</b>	<b>5,941,798</b>	<b>6,175,535</b>	<b>5,791,655</b>	<b>5,861,582</b>	<b>-5.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease here is related to a combination of a reduction in staffing levels through members separating and positions being frozen and a minor reallocation of FTE positions to another account.

#### Employee Benefits

The decreases in Health Insurance, Life Insurance and Medicare expenses were offset by an increase in the Fire Pension Contributions related to the pensions property tax levy.

#### Misc. Employee Expenses

A decrease of 6.4% is related to a reduction of travel and training costs for all divisions within the department. There was a slight increase in the Uniform account due to the needed replacement of our turnout gear, with the major portion of the annual purchase of our replacement turnout gear pushed off into 2011.

#### Commodities

Decreases in small tools and minor equipment due to the reduction of allocated expenditures allowed as a result of budget constraints.



## FIRE SUPPRESSION

### **Contractual Services**

Decreases in this budget area reflect changes in the following areas: removed funding for equipment rental of Live Burn tower and decrease in employee physical coverage. There was an increase in contractual services for related expense increases of several of our existing maintenance agreements.

### **Capital Outlay**

Decrease reflects the reduction of allocated expenditures allowed for equipment purchases for all divisions in the department.



## EMERGENCY MEDICAL SERVICES

The purpose of the Emergency Medical Services (EMS) Division is to provide response to medical emergency incidents. EMS emergency response is provided by shift paramedics assigned to three shifts, with each shift working a 24-hour period. The Division currently staffs with 9 front-line advanced life support units, 4 of which are transport units. Currently, 93 of our 97 shift personnel are state-certified paramedics. The Department is projecting to respond to over 3,500 medical incidents in 2009.

In 2010, the Division will continue to complete paramedic recertification training for our personnel. The Department continues to have personnel involved in the delivery of our EMS training through the Northwest Community Hospital system and with the service and repair of our medical equipment.

A great amount of time is required to maintain continuing education, documentation, and legal issues involving the staff. The EMS Officer participates in ambulance purchasing, EMS equipment, and the implementation of medical policy and procedure changes.

### 2009 ACCOMPLISHMENTS

- Education and licensing of 4 new Northwest Community Hospital system paramedics including one of them as the Valedictorian – FF/PM Ryan Bebe.
- New ambulance purchased and placed in service October 1, 2009 at Fire Station 24.
- Completed the conversion to a new patient reporting system (Image Trend) through Northwest Community Hospital, Region IX.
- Purchased 4 new tablet style computers for in-field use of the medical reporting system. Training our personnel for its implementation will continue before the new system is fully implemented.

### 2010 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 ECG 12 lead monitors in preparation for complete replacement of equipment on all of our ALS vehicles in 2011.
- 2) Improve training opportunities and patient care experience for our paramedics through the continued pursuit of quality instruction and evaluation of our personnel.
  - a. Continue to monitor the training classes offered on a monthly basis.
  - b. Continue to receive evaluation reports from the NWCH system on handling incidents by our personnel.



## EMERGENCY MEDICAL SERVICES

- c. Modify any training or information gathering as needed to continue this goal.
- 3) Complete “phase 2” implementation of the new tablet style EMS reporting system. (Linked to Village Board Goal LT-8)
- a. Continue to complete the required equipment installations into the 4 frontline ambulances.
  - b. Train all department personnel on the new system.
  - c. Plan for the future purchase of additional report writing tablet computers.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Research newer equipment options as directed by the NWCH system for possible future implementation and use.
  - a. Continue to communicate with NWCH on new technology as it becomes available.
  - b. Research outside possibilities for new products related to EMS by attending trade shows or through the internet.
- 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 Health and Human Services, Alexian Brothers Health System, school nursing staffs, etc.

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	3,078,675	3,198,130	3,346,000	3,348,750	4.7%
Employee Benefits	1,098,899	1,259,490	1,226,060	1,734,700	37.7%
Misc. Employee Expenses	12,320	22,730	27,300	7,580	-66.7%
Commodities	18,295	19,850	19,850	19,850	0.0%
Contractual Services	187,562	262,590	267,500	317,740	21.0%
Capital Outlay	3,535	2,500	-	-	N/A
Operating Transfers	219,830	-	-	-	N/A
Cost Allocation	(72,984)	(85,750)	(85,140)	(91,630)	6.9%
<b>Total</b>	<b>4,546,133</b>	<b>4,679,540</b>	<b>4,801,570</b>	<b>5,336,990</b>	<b>14.0%</b>



## EMERGENCY MEDICAL SERVICES

### 2010 BUDGET HIGHLIGHTS

#### **Salaries & Wages**

There is a 4.7% increase in salaries and wages due to an increase in full time wages, but offset by a reduction in overtime expenses and hireback salary expenses.

#### **Employee Benefits**

Increases in this budget item are primarily a result of Fire Pension Contributions related to the property tax levy.

#### **Misc. Employee Expenses**

There is a decrease in this budget category due to a reduced need for training EMT or Paramedic students in 2010. The decrease in this account is \$15,150 or -66.7%.

#### **Contractual Services**

This increase is due to a price increase for telephone services for all EMS vehicles and an increase for cardiac monitor maintenance. Also, an increase in Liability and Workers Comp Insurances exists in this class.



## FIRE PREVENTION

The Prevention Division of the Fire Department 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.

### 2009 ACCOMPLISHMENTS

- The FPB continued 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 have been installed and placed in service during 2008 and 2009, generating new revenue for the Village.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) With the reduction of staff in the department, 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 2009 and the remaining businesses will have their systems installed in 2010.
  - 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 2010, all occupancies shall have subscribed to this program.
- 3) 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.

### 2010 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) Ensure that all commercial properties comply with the 1996 fire sprinkler ordinance by December 2013. (Linked to Village Board Goal LT-6)



## FIRE PREVENTION

- a. Create and mail additional registered mail reminders to all applicable occupancies.
- b. Identify and track compliance of all occupancies that need to comply with the ordinance by the end of 2013.
- c. Initiate contact with property owners to assist them with eventual compliance.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
LT-1A	Percent of annual occupancy inspections	95%	80%	95%	85%
LT-2B	Number of sprinkler ordinance compliant occupancies yet to comply	163	158	131	120
ST-2A	Number of wireless alarms in service	N/A	215	315	440

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	191,910	182,930	128,410	126,490	-30.9%
Employee Benefits	63,107	53,850	49,300	46,290	-14.0%
Misc. Employee Expenses	6,685	5,390	5,460	4,060	-24.7%
Commodities	24,792	17,670	4,540	4,860	-72.5%
Contractual Services	104,783	217,980	231,330	268,800	23.3%
Capital Outlay	455,875	30,000	56,200	-	N/A
<b>Total</b>	<b>847,152</b>	<b>507,820</b>	<b>475,240</b>	<b>450,500</b>	<b>-11.3%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

The 30.9% decrease in wages is due to a reduction of one Full-time inspector (1/2 of salary in this account) and one Part-time Administrative Assistant position.

### Employee Benefits

There is a decrease in this budget category due to the reduction of personnel expenses.



## FIRE PREVENTION

### **Misc. Employee Expenses**

The decrease in this account of 24.7% (\$1,330) is mostly due to the decrease in travel training and uniform funds being reduced.

### **Commodities**

The major portion of the decrease in this section is the removal of the pass-through account for the FEBS Box line item of \$12,000 (-76.6%).

### **Contractual Services**

This increase reflects the monthly alarm monitoring fees for additional Village owned building systems and all other outside systems associated with the implementation of the new wireless alarm program. This is a pass-through account but shows a transfer of allocated funds from alarm installation and connection to the monthly monitor/maintenance fees, with an increase of 24.9% (\$51,260).

### **Capital Outlay**

This decrease reflects the reduction of “up-front” costs associated with the implementation of the new wireless alarm program. The majority of the systems were purchased in 2008 and any need for additional alarms would be considered a pass-through item.



## FIRE STATIONS

The Fire Department maintains 4 fully staffed fire stations within the Village:

Station 21: 225 Flagstaff Lane is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and MICU ambulance. The station also houses 1 reserve ambulance and 1 reserve engine. This building was originally constructed in 1960, and the most recent addition was completed in 1998.

Station 22: 1700 Moon Lake Boulevard is staffed with 1 Battalion Chief (Shift Commander), 2 Company Officers and a minimum of 6 firefighters operating 1 command vehicle, 1 ALS engine, 1 truck, 1 MICU ambulance and 1 ALS rescue squad. The station also houses 1 reserve engine, the 2 Emergency Services and Disaster Agency vehicles and 1 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: 1300 Westbury Drive is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and an MICU ambulance. This building was constructed in 1975 and underwent an extensive addition and remodel in 2004 and 2005.

Station 24: 5775 Beacon Point Drive, our newest station, is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and an MICU ambulance. This building was constructed in 2008 and 2009 and was designed to meet the LEEDS "Gold" standard. Occupancy and operations began in June of 2009. The old Station #24 building, located at 2601 Pratum Avenue, will be sold.

## 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) To develop a coordinated plan that will transfer building maintenance and improvement responsibilities to the Public Works Department for all of the four fire stations. (Linked to Village Board Goals LT-1 and ST-1)
  - a. Meet with members of the Public Works Department to determine and come to agreement on the specific details of the new maintenance process they will cover.
  - b. Inform Fire Department members on the changeover and for proper contacts for service to our buildings.
- 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 needs.
  - 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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	3,545	2,250	1,500	1,500	-33.3%
Employee Benefits	17	-	20	20	N/A
Commodities	18,497	18,500	18,500	18,500	0.0%
Contractual Services	31,714	61,050	55,050	4,000	-93.4%
Capital Outlay	9,577	4,000	3,700	6,300	57.5%
Cost Allocation	(7,238)	(11,590)	(11,440)	(5,930)	-48.8%
<b>Total</b>	<b>56,112</b>	<b>74,210</b>	<b>67,330</b>	<b>24,390</b>	<b>-67.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is related to the decline in overtime funds for meetings related to the construction of Station #24.

#### Contractual Services

There was a 93.4% decrease in expenses now that the Public Works Division will be transitioning over Fire Station Maintenance and other contractual services.

#### Capital Outlay

Expenses increased by 57.5% due to department equipment purchases and capital equipment needed in 2010.

#### Cost Allocation

Cost allocations 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 expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Fire 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 Works

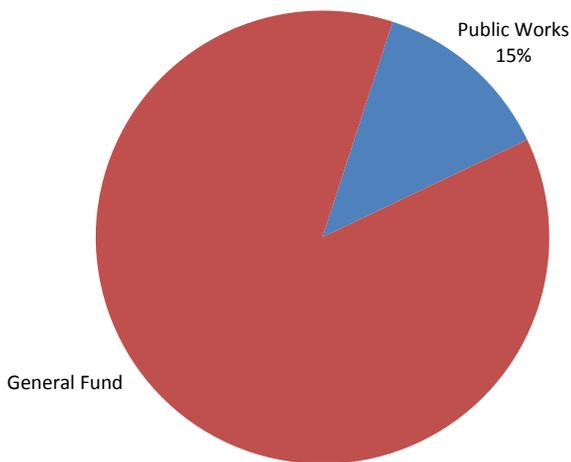


## DEPARTMENT DESCRIPTION

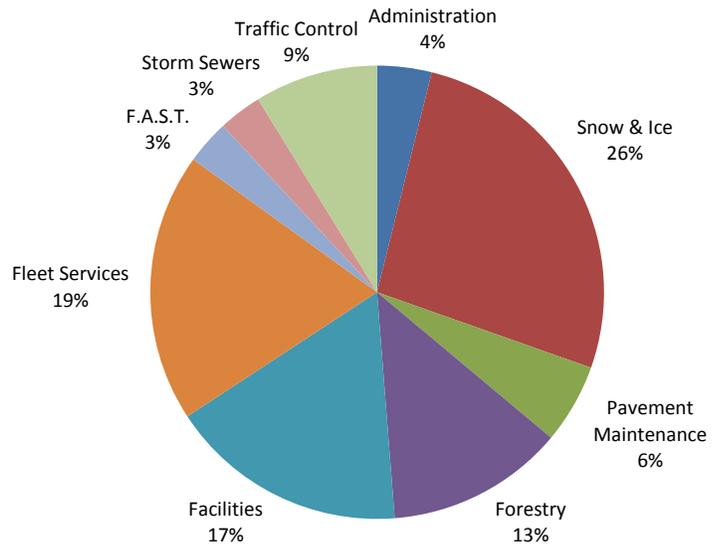
The Public Works Department is divided into nine divisions: Public Works Administration, Snow & Ice, Pavement Maintenance, Forestry, Facilities, Fleet Services, Fast Action Service Team, Storm Sewers and Traffic Control. The Public Works Department is responsible for the maintenance and repairs of Hoffman 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**  
\$6,629,640

**DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES**



**ANNUAL EXPENSES BY DIVISION**



# Public Works



## ANNUAL EXPENSES BY DIVISION

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Administration	322,670	321,490	331,300	256,670	-20.2%
Snow & Ice	2,344,985	1,779,460	1,810,500	1,759,050	-1.1%
Pavement Maintenance	704,305	371,080	367,150	376,330	1.5%
Forestry	919,925	1,012,260	955,000	840,620	-17.0%
Facilities	873,767	958,720	931,740	1,127,520	17.6%
Fleet Services	1,473,208	1,472,440	1,177,000	1,271,460	-13.6%
F.A.S.T.	278,085	286,480	239,320	209,270	-27.0%
Storm Sewers	232,461	202,300	196,700	205,320	1.5%
Traffic Control	562,013	616,930	601,000	582,900	-5.5%
<b>Total</b>	<b>7,711,419</b>	<b>7,021,160</b>	<b>6,609,710</b>	<b>6,629,640</b>	<b>-5.6%</b>

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	3,135,543	2,961,980	3,039,520	2,781,370	-6.1%
Employee Benefits	1,116,950	1,218,290	1,170,520	1,076,930	-11.6%
Misc. Employee Expenses	39,751	36,830	32,380	28,580	-22.4%
Commodities	1,711,594	1,395,750	1,038,580	1,238,530	-11.3%
Contractual Services	1,773,694	1,784,990	1,617,010	1,774,410	-0.6%
Capital Outlay	47,115	53,230	44,610	119,450	124.4%
Operating Transfers	260,140	-	-	-	N/A
Cost Allocation	(373,368)	(429,910)	(332,910)	(389,630)	-9.4%
<b>Total</b>	<b>7,711,419</b>	<b>7,021,160</b>	<b>6,609,710</b>	<b>6,629,640</b>	<b>-5.6%</b>



## PUBLIC WORKS ADMINISTRATION

The Public Works Administration Division provides management, planning, and coordination of programs and activities for the Department's 70 full-time and 1 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.

### 2009 ACCOMPLISHMENTS

- Conducted various operations safety training in 2009 inclusive of Illinois Department of Transportation (IDOT) Certified Flagger Training, Certified Fork Lift Training, and Northeastern Illinois Public Safety Training Academy (NIPSTA) Work Zone Safety.
- Confined Space Entry and Trench Shoring Training in 2009 was conducted by the Village's Fire Department Training Coordinators and provided to all effected Public Works personnel.
- Updated the current Geodatabase with Village utility atlases and installed ArcPad 8 Software onto Locator laptops.
- Completion of Phase I Community Development Block Grant (CDBG) neighborhood improvement project. The project replaced and/or installed 56 new street lights throughout the Barrington Square area to improve resident, pedestrian, and vehicular safety. The project included planning, photometric design, electrical design, cost estimating, surveying, preparation of construction documents, reproduction cost, bidding evaluation, and construction administration.

### 2010 SHORT-TERM GOALS AND OBJECTIVES

- 1) Continue to provide a cost effective high level of customer service responses by focusing on customer satisfaction.
  - 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 data with the GIS software for production of utility drawings for various Village projects.
  - a. Maintain current geodatabase with accurate Village utility atlases.
  - b. Verify subdivision/commercial as-built information.
  - c. Conduct personnel training on the GPS (GeoXH and GeoXT) units for field use.
- 3) Diversify Public Works Department programs.
  - a. Provide training for backup heavy equipment operators.
  - b. Provide additional contractual assistance for programs such as mowing and tree trimming to enable enhanced service delivery to customers.



## PUBLIC WORKS ADMINISTRATION

- c. Assist with the implementation of the CDBG neighborhood infrastructure Phase II improvements.
- d. Promote revitalization programs by continuing to maintain and improve infrastructure and safety needs in neighborhoods.

### 2010 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 competent person training for dig-ups.
  - c. Ensure all personnel are in compliance with wearing Personal Protective Equipment (PPE).
- 2) Provide enhancements to the Public Works web page 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 public.
  - b. Provide up-to-date information on annual programs such as curbside branch/pick-up program.
  - c. Present information from other agency related programs linked with Public Works operations.
- 3) Continue to participate in the Northwest Municipal Conference Dynamic Government Performance Measurement.
  - a. Identify comparable Conference Community Public Works Departments.
  - b. Benchmark production and efficiency.
- 4) Link existing GIS data with all utility databases from Microsoft Access.
  - a. Identify each database and implement a more expandable use of GIS.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	Number of Customer Service Requests Received	2,946	3151	2500	2500
ST-1D	Right of way (ROW) Permits Issued	80	64	50	50



## PUBLIC WORKS ADMINISTRATION

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	156,423	173,410	167,530	123,500	-28.8%
Employee Benefits	68,168	76,840	71,290	52,210	-32.1%
Misc. Employee Expenses	1,541	1,030	570	360	-65.0%
Commodities	6,286	5,750	5,630	4,840	-15.8%
Contractual Services	99,305	108,090	91,790	107,800	-0.3%
Capital Outlay	4,176	-	-	-	N/A
Cost Allocation	(13,229)	(43,630)	(5,510)	(32,040)	-26.6%
<b>Total</b>	<b>322,670</b>	<b>321,490</b>	<b>331,300</b>	<b>256,670</b>	<b>-20.2%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 28.8% decrease or \$49,910 in salaries is due to a reduction in staffing in the Administration Division.

#### Employee Benefits

The reduction in staffing; as well as, a decrease in our health insurance expense experienced in 2009, causes this class to reflect a 32.1% decrease or \$24,630.

#### Misc. Employee Expenses

The 65% decrease or \$670 is due to a decrease in Travel/Training and uniform allowances.

#### Commodities

This minor decrease of \$910 is due to reductions in office supplies, printing & binding and periodicals.

#### Capital Outlay

No Capital Outlay expenses are requested for 2010.

#### Cost Allocation

The cost allocation expense is a repayment 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 expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Public Works Administration Division, we are showing a decrease of expenses that pertain to the water and sewer fund function of the Village, thus the decrease in the water cost allocation. These expenses are then being shown in the Public Works Division in the Water and Sewer Fund.



## SNOW AND ICE CONTROL

The Department's Snow and Ice Control Division provides snow removal and ice control for 157 center lane miles, 361 cul-de-sacs, 10 parking lots, and sidewalks adjacent to all 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 46 primary assigned drivers, 4 supporting mechanics, 3 sidewalk clearers, 3 clerical staff, and up to 7 supervisors. A portion of staff time is allocated to other Divisions.

### 2009 ACCOMPLISHMENTS

- The new 5,500 ton salt storage dome, inclusive of a conveyor loading system, was utilized during the 2008/2009 winter with much success.
- Responded to 30.2 inches of snowfall during the first four months of 2009, resulting in seven (7) full plowing and salting operations, and eight (8) salting only responses, requiring a total of 2,795 tons of road salt and 4,666 hours of labor.

### 2010 SHORT-TERM GOALS AND OBJECTIVES

- 1) Ensure all Village streets are cleared of snow/ice within 14 hours after snow fall has ended.
  - a. Maintain contractor assistance for implementation as weather events may warrant.
  - b. Maintain a roster of a minimum of 30 auxiliary drivers comprised of staff from other Departments and from the general public for plowing parking lots and cul-de-sacs and operating other snow removal equipment as may be required to maintain minimum staffing level requirements.
- 2) Prepare for snow and ice removal operations.
  - a. Prepare draft of snow removal plan and present to Public Works Committee by October 2010.
  - b. Complete all snow and ice control associated vehicle and equipment preparations by November 15, 2010.
  - c. Update plowing/salting route assignments by November 1, 2010.
  - d. Complete installation of all predetermined snow fence locations by November 15, 2010.

### 2010 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, truck, and/or driver assignments.
  - b. Conduct time studies for average street salting operations.



## SNOW AND ICE CONTROL

- c. Review equipment replacement needs and additional equipment requirements based on Village growth/needs.
- d. Review new technologies and practices for salt and chemical application.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
LT-1A	Overtime Costs	\$407,127	\$536,096	\$319,480	\$227,640
LT-1D	Salt Costs	\$274,420	\$824,995	\$687,450	\$531,520
LT-1D	Chemical Costs	\$28,374	\$31,253	\$16,710	\$12,870
LT-1A	Cost per Center Lane Mile	\$6,985	\$10,302	\$10,730	\$10,520

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	1,059,439	789,190	894,220	852,310	8.0%
Employee Benefits	311,580	299,760	303,390	259,770	-13.3%
Misc. Employee Expenses	3,351	3,400	2,470	1,970	-42.1%
Commodities	877,742	529,890	501,290	536,710	1.3%
Contractual Services	88,673	151,720	109,130	108,290	-28.6%
Capital Outlay	4,200	5,500	-	-	N/A
<b>Total</b>	<b>2,344,985</b>	<b>1,779,460</b>	<b>1,810,500</b>	<b>1,759,050</b>	<b>-1.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 8% increase shown is a result of an increase in overtime. While overtime cannot be accurately projected due to the unpredictability of weather events, a requested increase from 2009 is included. Additionally, the expense for auxiliary snow plowing employees has been moved from contractual services to part-time wages for 2010 since these employees are paid through the Village's payroll system.



## SNOW AND ICE CONTROL

### **Employee Benefits**

The decrease in employee benefits is due to a reduction in FTE's in this Division.

### **Misc. Employee Expenses**

The 42.1% decrease or \$ 1,430 is due to the elimination of clothing allowances and deferral of out of house training for 2010.

### **Commodities**

The increases of 1.3% or \$6,820 results from the increase in product needs such as salt, liquid calcium chloride plow blades and snow fencing materials.

### **Contractual Services**

The 28.6% decrease or \$43,430 primarily results from a reduction in previously budgeted levels of contract snow removal services.

### **Capital Outlay**

No Capital Outlay expenses are requested for 2010.



## PAVEMENT MAINTENANCE

The Pavement Maintenance Division provides for the maintenance of approximately 157 center lane miles of Village asphalt pavement. This 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 Division provides inspections of the Contracted Crack Sealing Program and oversees the re-stripping of roadway markings within the Village. A portion of staff time is allocated to other programs.

### 2009 ACCOMPLISHMENTS

- Placement of 260 tons of hot asphalt material and 67 tons of cold patch material.
- In-house repairs, as part of the Village’s Street Revitalization Program, included 52 separate street and 60 driveway locations.

### 2010 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 Transportation and Engineering Division on observations requiring consideration for future resurfacing/reconstruction.
  - b. Perform in-house repairs, when required.
- 2) Report on 2010 utility excavation repairs.
  - a. Identify square footage of utility excavation repairs and materials used.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1B	Tons of Hot Asphalt Material Installed	270	300	300	300
ST-1B	Tons of Cold Patch Material Installed	68	75	70	70
ST-1A	Street Revitalization Program Related Asphalt Repairs	82	60	60	50



## PAVEMENT MAINTENANCE

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	216,632	224,050	225,900	231,580	3.4%
Employee Benefits	87,006	104,720	98,970	103,600	-1.1%
Misc. Employee Expenses	3,297	2,480	2,350	2,330	-6.0%
Commodities	1,935	2,270	2,270	2,020	-11.0%
Contractual Services	177,812	36,110	36,210	36,600	1.4%
Capital Outlay	1,333	1,450	1,450	700	-51.7%
Operating Transfers	216,290	-	-	-	N/A
<b>Total</b>	<b>704,305</b>	<b>371,080</b>	<b>367,150</b>	<b>376,830</b>	<b>1.5%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 3.4% increase, or \$7,530, is due to annual salary adjustments, merit increases and the minor redistribution of salaries from another Division.

#### Employee Benefits

The minor decrease in this class is due to the decrease in health insurance that was experienced in 2009.

#### Misc. Employee Expenses

The 6% decrease or \$150 is due to a decrease in travel and training.

#### Commodities

The 11% decrease or \$250 is due to a decrease in small tools and minor equipment.

#### Contractual Services

The increase is primarily due to a 13.2% increase in liability and workers comp insurances.

#### Capital Outlay

The 51.7% decrease or \$750 is due to deferral of Department equipment requests for 2010.

#### Operating Transfers

No operating transfers are planned for 2010.



## FORESTRY

The Public Works' Forestry and Grounds 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 contractual services. A portion of staff time is allocated to other Divisions.

### 2009 ACCOMPLISHMENTS

- The Village was awarded its 18th consecutive Tree City USA recognition.
- The annual Arbor Day Program continued in 2009 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 Borer (EAB).
- Year 2009 new tree plantings scheduled for fall are expected to exceed 300.
- Trimmed 474 parkway trees with in-house staff.

### 2010 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 19th consecutive year.
  - a. Assemble and submit forms from Illinois Department of Natural Resources to the National Arbor Day Foundation for approval by mid-March 2010, 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.
  - a. Cross train one individual in aerial lift truck operations by June 1, 2010.
  - b. Cross train crew leaders responsibilities by August 1, 2010.

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue GPS location numbering system for tree inventory database.



## FORESTRY

- 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 of existing maintenance history to GPS.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1C	Number of Declared Emergency Branch Pick-ups	1	0	1	1
ST-2A	Number of years the Village has been awarded as a Tree City Designation	16	17	18	19
ST-1A	Trees Trimmed In-house	568	400	400	400

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	454,398	500,470	501,500	419,830	-16.1%
Employee Benefits	199,447	221,840	214,100	172,680	-22.2%
Misc. Employee Expenses	11,209	8,660	8,260	7,320	-15.5%
Commodities	4,890	5,050	4,400	4,500	-10.9%
Contractual Services	206,774	258,010	208,510	218,070	-15.5%
Capital Outlay	21,767	18,230	18,230	18,220	-0.1%
Operating Transfers	21,440	-	-	-	N/A
<b>Total</b>	<b>919,925</b>	<b>1,012,260</b>	<b>955,000</b>	<b>840,620</b>	<b>-17.0%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

The 16.1% decrease in salaries is due to the reduction of staff in the Forestry Division.



## FORESTRY

### **Employee Benefits**

The 22.2% decrease, or \$49,160, is due to a decrease in benefits associated with the reduction in staff, as well as a decrease in overall health insurance expense.

### **Misc. Employee Expenses**

The 15.5% decrease in this class is primarily due to a reduction in uniform expense.

### **Commodities**

The 10.9% decrease or \$550 is due to deferrals in small tools/minor equipment, other supplies and chemical needs.

### **Contractual Services**

The 15.5% decrease is primarily due to a \$35,000 deferral of the contract tree trimming program.

### **Capital Outlay**

The requests for 2010 expenditures mirrored 2009 for other capital expenditures (trees/other plantings), while decreasing \$10 for other furniture & equipment.

### **Operating Transfers**

No operating transfers are planned for 2010.



## FACILITIES MAINTENANCE

The Facilities Unit provides for custodial and mechanical system maintenance and repairs at the Village's 10 principal buildings, totaling approximately 250,000 square feet of area. Planning and management functions also provide support for various Village construction and improvement projects to ensure functionality and quality.

### 2009 ACCOMPLISHMENTS

- Implemented new “green” cleaning program at Village facilities in conjunction with the janitorial cleaning contract.
- Performed utility, systems specification, and plan reviews of the new Police and Fire Station facilities.
- Coordinated and resolved construction issues related to the Village Hall remodeling project, and the enhancement and expansion of building security systems at the Village Hall.

### 2010 SHORT-TERM GOALS AND OBJECTIVES

- 1) Continue to assist with various facilities related capital construction projects. (Linked to Village Board Goal ST-1)
  - a. Continue providing construction process support for new Police Department facility.
  - b. Transition the physical maintenance of all fire stations to the Facilities Team and create an effective preventative maintenance program to protect building assets.
- 2) In conjunction with the Village Board goal, continue to develop and promote green activities and programs throughout all facilities. (Linked to Village Board Goal LT-1)
  - a. Monitor contract janitorial practices to ensure they are compliant with “green” initiatives.
  - b. Specify, purchase, and promote “green” products and services.
  - c. Promote facility recycling programs.
- 3) Improve facility preventative maintenance performance.
  - a. Continue to perform recommended preventative maintenance on Village HVAC systems.
  - b. Improve preventative maintenance efficiency through the utilization of tracking software.
  - c. Promote automation systems integration to improve occupant comfort levels throughout all Village facilities.

### 2010 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) Clean exterior Village Hall masonry.
  - a. Write bid specifications and manage cleaning process.
- 3) 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 Actual	2009 Estimate	2010 Target
ST-3A	Total Labor Percentage of Preventative Maintenance	20%	24%	22%	24%
ST-3B	Number of work order labor hours building facilities	4,986	3,096	3,100	4,000

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	301,279	332,920	332,080	326,000	-2.1%
Employee Benefits	114,121	139,740	131,450	130,070	-6.9%
Misc. Employee Expenses	5,105	6,450	5,450	3,950	-38.8%
Commodities	24,500	28,000	27,800	31,800	13.6%
Contractual Services	515,016	534,680	516,680	670,880	25.5%
Capital Outlay	667	22,750	21,500	94,930	317.3%
Cost Allocation	(86,921)	(105,820)	(103,220)	(130,110)	23.0%
<b>Total</b>	<b>873,767</b>	<b>958,720</b>	<b>931,740</b>	<b>1,127,520</b>	<b>17.6%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

The 2.1 decrease is due to the replacement of a retiree with an employee at lower starting wage.



## FACILITIES MAINTENANCE

### Employee Benefits

The 6.9% decrease is due to a reduction in staffing costs, as well as a decrease in our health insurance expenses offset by an increase in IMRF Expense.

### Misc. Employee Benefits

The 38.8% decrease is due to the elimination of a clothing allowance and deferral of training levels for 2010.

### Commodities

The 13.6% increase or \$3,800 is due to increased needs for janitorial supplies because of the Village Hall remodeling.

### Contractual Services

The 25.5% increase or \$136,200 is mostly due to the increase in contractual cleaning services for the Village Hall and Public Works taking over the maintenance of all Fire Stations.

### Capital Outlay

The 317.3% increase or \$72,180 is due to new Village Hall Fire/Sprinkler upgrades and building access control safety upgrades. Furthermore, \$65,000 of this increase is identified funding expenses from the EECBG Grant for all Village Buildings, which will be offset by grant revenue.

### Cost Allocation

Cost allocation 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 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 of 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/equipment preventative maintenance for comparison with other municipalities and private sector has been implemented.

### 2009 ACCOMPLISHMENTS

- Fleet Services achieved its ninth year attainment of the Automotive Service Excellence (ASE) Blue Seal Award.
- Installed engine idle hour meters on Public Works vehicles to monitor vehicle idling to lower fuel consumption.
- Oil change intervals were extended to lower cost and the amount of oil used.
- Seven vehicles were replaced using State Purchasing Contracts and Suburban Purchasing Cooperative.
- Implemented vehicle information system (CFA) to create repair orders and update repair information.

### 2010 SHORT-TERM GOALS AND OBJECTIVES

- 1) Whenever possible, utilize in-town vendors to make purchases and to perform vehicle 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 to support the health, safety, and welfare of the community.
  - a. Keep preventive maintenance schedules up-to-date.
  - b. Perform annual Snow and Ice vehicle preparedness inspections.
  - c. Maintain 2009 levels for emergency repairs.
  - d. Maintain 2009 levels for unscheduled repairs.
- 3) Continue to work with all Departments to purchase new vehicles and equipment included in the Capital Improvements Program (CIP).
  - a. Distribute information on State Contract, SPC contact, and other vehicle purchase programs to Village Department purchasing vehicles.
  - b. Assist all Departments with vehicle purchase decisions.



## FLEET SERVICES

- 4) Continue routine inspections and maintenance of the fueling system.
  - a. Perform annual contractual inspection to certify compliance with state regulations.

### 2010 LONG-TERM GOALS AND OBJECTIVES

- 1) Replace older vehicles/equipment in compliance with CIP Vehicle Equipment Replacement Guidelines.
  - a. Replace all 5 Public Works units on the CIP in 2010.
  - b. Replace all 10 Public Works units appearing on the CIP in 2011.
- 2) Expand Vehicle Maintenance Facility to better serve growing Village fleet.
  - a. Plan and design changes to existing building.
- 3) Upgrade the Vehicle Information System (CFA) to most current version.
  - a. Enhance ability to track vehicle maintenance and fuel usage by involving mechanics with the newer system.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-2A	Scheduled Maintenance	89.47%	89.06%	87.97%	91.00%
ST-2D	Non-Scheduled Maintenance	5.53%	5.54%	6.86%	5.00%
ST-2C	Emergency Maintenance	5.00%	5.40%	5.17%	4.00%
ST-1A-B	In-House Maintenance	94.47%	93.71%	92.54%	95.00%
	Contracted Outside Maintenance	5.54%	6.29%	7.46%	5.0%
LT-3A	Gallons of unleaded fuel usage, Village Owned	154,255	156,491	130,771	138,240
	Gallons of diesel fuel usage, Village Owned	72,607	74,743	60,457	63,321



## FLEET SERVICES

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	477,878	466,070	456,180	391,660	-16.0%
Employee Benefits	165,471	181,230	169,350	168,990	-6.8%
Misc. Employee Expenses	5,533	6,890	5,790	5,590	-18.9%
Commodities	778,606	806,960	478,960	641,910	-20.5%
Contractual Services	309,487	287,450	287,470	286,740	-0.2%
Capital Outlay	6,701	4,300	3,430	4,050	-5.8%
Operating Transfers	2,750	-	-	-	N/A
Cost Allocation	(273,218)	(280,460)	(224,180)	(227,480)	-18.9%
<b>Total</b>	<b>1,473,208</b>	<b>1,472,440</b>	<b>1,177,000</b>	<b>1,271,460</b>	<b>-13.6%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 16.0% decrease is due to a reduction in staffing within the Fleet Division.

#### Employee

The 6.8% decrease is due to a reduction in staffing as well as a decrease in the health insurance expense.

#### Misc. Employee Expenses

The 18.9% decrease or \$1,300 is due to a uniform decrease and deferral of training levels for 2010.

#### Commodities

The 20.5% decrease or \$165,050 is due to cost savings resulting from the no idling policy and the current trend for Gas & Oil market price decreases compared to 2009.

#### Contractual Services

A minor decrease is expected for this class.

#### Capital Outlay

The 5.8% decrease or \$250 in department equipment is presented.

#### Cost Allocation

Cost allocations are payments 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 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 Department's Fast Action Service Team (FAST) is designed to respond quickly to smaller scope activities and projects from internal staff and from citizens. The Division has been in operation for 12 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.

### 2009 ACCOMPLISHMENTS

- Supervised 1,432 man-hours provided by the Cook County SWAP. The SWAP group was responsible for removing 61 cubic yards of debris from various rights of way located throughout the Village.
- Provided milling/profiling approximately 600 sidewalk deviations located throughout the Village.
- Prioritized and supervised contractor replacement of 3,900 square feet of concrete sidewalk.
- Removed graffiti from 24 various locations throughout the Village.
- Responded to 820 residential action requests for services.
- Set up portable message board signs on 19 separate occasions for the Police Department, Sears Arena events, and other special events.
- Supervised and operated water valves for 17 contracted hydrant flow tests. 110 truckloads of wood chips were delivered to residents.
- Performed weekly maintenance work at Public Works Building, allowing the Facility Maintenance Team time for the Village remodeling project.
- Developed a P.M. shift with an employee working weekdays from 2:00 p.m. – 10:30 p.m. to provide enhanced customer service.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Continue to decrease the need to interrupt work activities of other crews, 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.



## FAST ACTION SERVICE TEAM

- 2) Continue to improve the quality and safety of Village sidewalks.
  - a. Mill/profile a minimum of 620 sidewalk deviations throughout the Village.
- 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 of assigned personnel.
- 5) Aesthetically improve Village right of ways to organize and supervise the Cook County SWAP Program.
  - a. Provide 1,500 SWAP labor hours of debris removal during 2010.
  - b. Provide supervision for peer jury community services.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	FAST Customer Service Requests	659	780	820	840
ST-2A	Deviation Millings	455	580	600	620
ST-3A	Snow/Ice Mailbox Repairs	138	152	98	50
ST-5A	Supervise SWAP Man Hours	1280	1410	1432	1450
ST-5B	Supervise Peer Juror Hours	48	48	24	48



## FAST ACTION SERVICE TEAM

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	139,053	135,540	116,450	98,890	-27.0%
Employee Benefits	45,638	49,690	43,520	34,280	-31.0%
Misc. Employee Expenses	1,823	1,270	1,130	640	-49.6%
Commodities	5,014	5,680	5,680	5,250	-7.6%
Contractual Services	78,286	93,300	72,540	68,660	-26.4%
Capital Outlay	8,271	1,000	-	1,550	55.0%
<b>Total</b>	<b>278,085</b>	<b>286,480</b>	<b>239,320</b>	<b>209,270</b>	<b>-27.0%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 27.0% decrease or \$36,650 is due to a reduction in staffing within the Division.

#### Employee Benefits

The 31% decrease or \$15,410 is due to the reduction in staffing as well as a decrease in health insurance expense.

#### Misc. Employee Expenses

The 49.6% decrease or \$630 is due to a uniform decrease and deferred training levels for 2010.

#### Commodities

A slight decrease of 7.6% or \$430 was achieved for purchasing Small Tools, Minor Equipment and Other Supplies.

#### Contractual Services

The 26.4% decrease or \$24,640 is due to less equipment rental and a reduction in contracted street sweeping services.

#### Capital Outlay

The 55.0% increase or \$550 is for the purchase of a heavy duty power debris vacuum which is otherwise rented annually.



## STORM SEWERS

The Storm Sewer Division is responsible for the maintenance and repair of all Village owned storm sewer infrastructure and storm drainage ways. The Village currently maintains 9.66 miles of storm sewer pipe ranging between 4" and 36", 4260 catch basins, and 4913 inlets. Monthly inspections are performed on all Village drainage ways and lake/pond outfall lines to reduce the risk of flooding. A portion of staff time is allocated to other programs.

### 2009 ACCOMPLISHMENTS

- Joint effort with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) greatly improved creek flow by removing accumulated debris in the Poplar Creek and along the creek's culverts.
- Rebuilt 35 catch basins and/or inlets.
- Performed routine creek/lake checks to ensure that proper flow was maintained at times of heavy rains to reduce the possibility of street flooding.
- Removed flow obstructions created by beavers in Village creeks.
- Cleaned 4,130 feet of main line sewer.
- Flushed and cleaned two (2) 24" pipes at the toll-way Nicor Gas Crossing restoring flow capacity to 100%.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Initiate a joint effort with Tollway Authority to clean storm culvert pipes at I-90 crossings on a more regular basis to reduce inflow and infiltration into the sanitary sewer system reducing the likelihood of street flooding during major storms.
- 2) Conduct a joint drainage examination with the Village of Schaumburg on Highland Blvd. and Jones Road intersection to resolve the pond run-off overflow problem.
  - a. Improve Highland subdivision area drainage.
  - b. Reduce inflow and infiltration into the sanitary sewer system.
  - c. Reduce the possibility of street flooding during major storms and reduce operational costs.
  - d. Reduce the need to utilize pumping to reduce pond levels after major intense storms at Highland Blvd. and Jones Rd.

### 2010 LONG-TERM GOALS AND OBJECTIVES

- 1) Review major storm response plan for opportunities to further prevent or minimize street intersection and private property flooding.



## STORM SEWERS

- a. Interact with other municipalities and 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 40 storm sewer 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 for storm sewer system.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
LT-2A	Flushed Storm Sewer Footage	9,312	2,151	2,500	2,500
LT-2E	Repair/Replacement Storm Sewer Inlets/Catch Basins	39	30	35	40
LT-2F	Storm Sewer Maintenance Cost	\$21,094	\$31,022	\$23,750	\$23,750

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	116,876	109,010	109,280	108,550	-0.4%
Employee Benefits	43,830	47,230	44,610	50,550	7.0%
Misc. Employee Expenses	3,392	2,870	2,870	2,870	0.0%
Commodities	3,181	1,650	2,250	1,400	-15.2%
Contractual Services	45,522	41,540	37,690	41,950	1.0%
Operating Transfers	19,660	-	-	-	N/A
<b>Total</b>	<b>232,461</b>	<b>202,300</b>	<b>196,700</b>	<b>205,320</b>	<b>1.5%</b>



## STORM SEWERS

### 2010 BUDGET HIGHLIGHTS

#### **Salaries & Wages**

The .4% decrease is due to minor salary adjustments.

#### **Employee Benefits**

The 7% increase or \$3,320 is due to a redistribution of benefits.

#### **Misc. Employee Expenses**

The cost is maintained at same level as FY 2009 and staff training will be done in house with minimum expense.

#### **Commodities**

This \$250 decrease is due to a reduction in small tool purchases.

#### **Contractual Services**

The 1% increase or \$410 is due to an increase in liability and workers compensation insurance.



## TRAFFIC CONTROL

The Department's Traffic Control Division provides for maintenance of all Village street signs and street pavement markings. This team installs and maintains 120 Village Pride banners that are affixed to street light poles. The Traffic Control Division maintains 2,308 street lights and Village owned parking lighting. Other responsibilities include sign fabrications. A portion of staff time is allocated to other Divisions.

### 2009 ACCOMPLISHMENTS

- Responded to 361 requests for street light repairs.
- Replaced 402 traffic control devices/signs due to wear/age/vehicle damage/vandalisms. 75 devices/signs were installed at new locations, and 38 other signs/banners were designed and fabricated for Village events.
- All street signs and posts were replaced on streets that were recently reconstructed or updated.
- 88 streets were completed under the re-posting program.
- Inspected contractor street sweeping.

### 2010 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 2010 Street Revitalization Project.
  - a. Order/fabricate new signs by May 2010.
  - b. Coordinate new sign installations with Transportation and Engineering Division during predetermined construction phases.
  - c. Maintain sign upgrades to the Manual on Uniform Traffic Control Devices updates.
- 3) Continue the Replacement Program of deteriorated concrete street light poles.
  - a. Perform field inspection of all concrete poles by April 15, 2010, identifying priority list for replacements within budget.
  - b. Solicit bids and award contract by July 15, 2010.
  - c. Complete all targeted replacements by November 1, 2010.



## TRAFFIC CONTROL

### 2010 LONG-TERM GOALS AND OBJECTIVES

- 1) Review vendor participation for seasonal Village banner change-outs.
- 2) Keep current with requirement upgrades of the Federal Manual on Uniform Traffic Control Devices (MUTCD).
  - a. Meet all requirements of the MUTCD manual in a planned/programmed cost effective manner.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	Performed Street Light Repairs	374	420	500	400
ST-2C	Traffic Control Devices Replaced	466	490	500	450
LT-2A	New Traffic Control Devices Installed	86	90	95	90

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	213,565	231,320	236,380	229,050	-1.0%
Employee Benefits	81,689	97,240	93,840	104,780	7.8%
Misc. Employee Expenses	4,500	3,780	3,490	3,550	-6.1%
Commodities	9,440	10,500	10,300	10,100	-3.8%
Contractual Services	252,819	274,090	256,990	235,420	-14.1%
<b>Total</b>	<b>562,013</b>	<b>616,930</b>	<b>601,000</b>	<b>582,900</b>	<b>-5.5%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 1.0% decrease is due to minor salary adjustments.



## TRAFFIC CONTROL

### **Employee Benefits**

The 8.4% increase is due to additional FTE's charged to this Division.

### **Misc. Employee Expenses**

The 6.1% decrease or \$230 is due to the reduction in training for 2010.

### **Commodities**

The 3.8% decrease or \$400 is due to a deferral in small tool requests.

### **Contractual Services**

The 14.1% decrease or \$38,600 is from reductions in anticipated electrical costs, the deferral of street light maintenance, and traffic control cost levels for 2010.

# Development Services

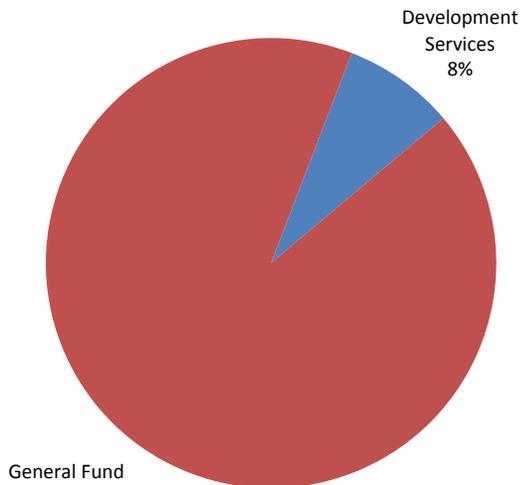


## DEPARTMENT DESCRIPTION

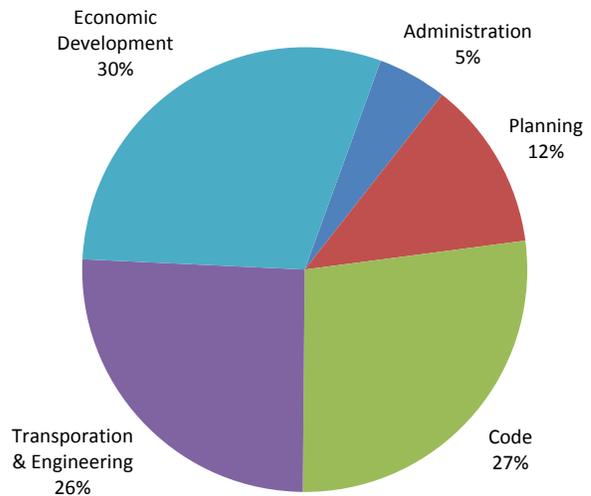
The Department of Development Services is divided into four divisions: Development Services Administration, Planning, Code Enforcement, Transportation & Engineering and Economic Development. These divisions coordinate all aspects of residential and commercial development in Hoffman Estates. They work 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.

<b>TOTAL OPERATING BUDGET</b> \$3,902,860
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**DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES**



**ANNUAL EXPENSES BY DIVISION**



# Development Services



## ANNUAL EXPENSES BY DIVISION

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Administration	188,008	206,950	163,180	196,470	-5.1%
Planning	604,427	491,400	498,430	481,200	-2.1%
Code Enforcement	1,258,881	1,184,750	1,131,940	1,062,290	-10.3%
Transportation & Engineering	1,154,220	1,113,570	1,103,390	999,400	-10.3%
Economic Development	1,140,449	1,319,070	1,157,350	1,163,500	-11.8%
<b>Total</b>	<b>4,345,985</b>	<b>4,315,740</b>	<b>4,054,290</b>	<b>3,902,860</b>	<b>-9.6%</b>

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	2,231,348	2,111,370	2,019,610	1,954,820	-7.4%
Employee Benefits	897,520	917,930	848,040	854,830	-6.9%
Misc. Employee Expenses	58,788	63,860	44,190	50,060	-21.6%
Commodities	23,183	30,200	37,620	21,820	-27.7%
Contractual Services	1,186,965	1,267,030	1,172,250	1,115,050	-12.0%
Capital Outlay	3,948	900	200	200	-77.8%
Cost Allocation	(55,766)	(75,550)	(67,620)	(93,920)	24.3%
<b>Total</b>	<b>4,345,985</b>	<b>4,315,740</b>	<b>4,054,290</b>	<b>3,902,860</b>	<b>-9.6%</b>



## 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 land owners 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 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.

### 2009 ACCOMPLISHMENTS

- In Economic Development, three new corporate headquarters committed to Hoffman Estates. More Seiki opened in October 2009. BIG Kaiser and JCL Bioassay broke ground in spring 2009 for completion in late 2009/early 2010. The Tourism Program initiated in 2008 continued to coordinate tourism and hospitality, along with business retention efforts. The Division also produced brochures and marketing materials to promote Hoffman Estates sites and businesses.
- Code Enforcement Division completed their Annual Residential Inspection Program of 3,100 single-family homes south of Golf Road. In addition, the annual inspection of all multi-family buildings was completed. The Code Enforcement Division also coordinated the second Annual "Clean Sweep" Program. In a single day, single-family homes received a drive-by visual inspection by Village elected officials and staff.
- With the downturn in new development, the Department focused on other areas, including property maintenance, the bicycle plan, acquiring government grant funding, environmentally friendly initiatives, the ComEd energy challenge and Community Development Block Grant activities.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Facilitate Economic Development Division activities. (Linked to Village Board Goal ST-2)
  - a. Promote hotels, restaurants and attractions through continuing efforts with private sector.
  - b. Coordinate hospitality and other complementary development in the Entertainment District.
  - c. Work to redevelop Barrington Square Mall.
- 2) Facilitate Planning Division activities.
  - a. Development approvals for western area and other projects.



## DEVELOPMENT SERVICES ADMINISTRATION

- b. Coordinate streetscape project for the Roselle Road Business District.
  - c. Coordinate signage and streetscape project for the Entertainment District.
  - d. Pursue environmentally friendly initiatives.
- 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 annual “Clean Sweep” program.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continue to enhance customer service as it is related to the development process.
  - a. 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 Web site.
  - a. Each division will provide quarterly updates.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST 2,4,5,8, 9 LT 3,5,6, 7	Number of meetings with Division directors to monitor progress on tasks and projects.	N/A	12	14	16
ST 2,4,5,8, 9 LT 3,5,6, 7	Number of meetings with Division directors to monitor progress towards Department and Division goals	N/A	12	14	16



## DEVELOPMENT SERVICES ADMINISTRATION

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	86,755	115,080	88,960	98,270	-14.6%
Employee Benefits	27,729	40,220	33,330	38,600	-4.0%
Misc. Employee Expenses	1,967	2,620	970	1,220	-53.4%
Commodities	8,120	5,850	3,850	4,360	-25.5%
Contractual Services	59,503	42,980	36,070	54,020	25.7%
Capital Outlay	3,935	200	-	-	N/A
<b>Total</b>	<b>188,008</b>	<b>206,950</b>	<b>163,180</b>	<b>196,470</b>	<b>-5.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

This decrease is due to reallocation of Administration hours to the EDA Administration Fund, as well as the elimination of merit increases.

#### Employee Benefits

This decrease is due to the reallocation of personnel to the EDA Administration Fund.

#### Misc. Employee Benefits

Travel and training decreased because there will be no attendance to the national conference.

#### Commodities

Office supply expenses were reduced as part of a budget savings program.

#### Contractual Services

The 26% increase results from the increase in IS user charges.



## 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, and manages the Community Development Block Grant (CDBG) program. Information is provided to business owners, developers, the general public and other interested parties. The Division drafts text amendments and prepares special studies within the Village, as needed.

In 2009, commercial property maintenance activities were scaled back due to a reduction in staff levels and reallocation of staff resources to other projects. The comprehensive commercial property maintenance inspection program was suspended due to a lack of staff time available for all the inspections and necessary follow-up. However, as time has allowed staff has continued to work with Code Enforcement on major commercial maintenance cases, followed up on outstanding violations from 2008, and performed a comprehensive assessment of illegal lighted window signs in the Village.

In 2009 several new responsibilities were assigned to Division staff including:

- Coordinating Village grants provided by the American Reinvestment and Recovery Act including CDBG funds and the Energy Efficiency and Conservation Block Grant
- Supporting the Green Initiatives Commission and participating in new recycling and other programs, such as Clean Air Counts
- Pursuing and managing other grant programs, such as the ComEd Energy Challenge
- Coordinating Village efforts for the 2010 United States Census

## 2009 ACCOMPLISHMENTS

- Although development slowed significantly due to the economy, during 2009, the Division reviewed development proposals in Prairie Stone, including:
  - Saddle Room (Preliminary in April and Final in July)
  - JCL Bioassay USA, Inc.
- Elsewhere in the Village, other noted projects included:
  - Barrington Square Mall infrastructure improvements
  - 675 Golf Road site improvements (2 projects)
  - Subdivision Code updates
  - National City Bank
  - Beacon Pointe Phase 2 land use and concept plan reviews
  - New Village Fire Station 24
  - New Village Police Department Building
  - Village Entertainment District Tollway Sign (with Cabela's)
  - Bradwell Road Jurisdiction research
  - Native landscaping inspections in Prairie Stone
  - A total of 7 Administrative Approvals were processed through October 2009.
- The Commercial Property Improvement Program was scaled back in 2009. Comprehensive inspections were not performed on all commercial businesses in the



## PLANNING

Village due to limited staff resources. The Division did lead or assist in several significant code enforcement efforts, including:

- Former Shell Gas Station at Roselle and Higgins Roads
  - 675 Golf Road/Crossroad Commons
  - Huntington Plaza Shopping Center
  - Grand Sports Arena
  - Fountain Crossing
  - Lighted window sign inspections and compliance
  - Outside storage and display, including propane tanks
  - O'Malley Farm House
  - Southeast corner of Roselle and Golf Roads
- During 2009, administration of the CDBG program required an additional staff commitment for training, a HUD audit, and new projects. Specific activities included:
    - Barrington Square Street Light Installation Project (with Public Works)
    - Managing North West Housing Partnership home rehab program
    - U. S. Department of Housing and Urban Development formal monitoring audit and response process
    - Completion of all required reports, forms, and all other program administrative duties
    - Spring Mill Drive reconstruction (with Transportation and Engineering)
    - Barrington Square Sidewalk Replacement Project (utilizing funds provided under the American Reinvestment and Recovery Act of 2009)
- As time has been available, Division staff has assisted with projects in other Divisions. These included:
    - Economic Development Division web page
    - New Tourism Website
    - Creation of ICSC documents, exhibits, etc.
    - Assisted with Bike Plan preparation and public meetings
    - IL-DNR Sidewalk Grant Application
    - Higgins Road Sidewalk Plans and CMAQ Grant Application
- The Division provided staff support for:
    - Plan Commission
    - Zoning Board of Appeals
    - Planning, Building and Zoning Committee
    - Prairie Stone Entertainment District Committee
    - Business District Committee
    - Barrington Square Mall Land Use Committee
    - Comprehensive Plan Committee
    - Green Initiatives Commission
    - Complete Count Committee (2010 Census)



## PLANNING

### 2010 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.
- 2) Review annexation and development proposals in the western area, including Laufenberger Farm, Beverly Properties, Plum Farms, Sutton Crossing and Prairie Stone, among others.
  - 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.
  - a. Coordinate efforts of consultants.
  - b. Conduct meetings with the Committees, Property Owners Association, and interested parties.
  - c. Conclude planning stage and take appropriate steps to implement the plan.
  - d. In Prairie Stone, work in concert with private developments to integrate streetscape improvements into new developments, where feasible. Continue to work with developers to leverage private funds for Entertainment District improvements.
- 4) Promote the development or redevelopment of underutilized properties within the Village.
  - 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 owner 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.
  - d. Work with owner and developers of the Beacon Pointe Phase 2 project at Shoe Factory Road and Beverly Road to find a project that is economically feasible and meets the goals and objectives of the Village.
- 5) Through use of funds provided by U. S. Department of Housing and Urban Development (HUD), administer the Community Development Block Grant (CDBG) Program to provide



## PLANNING

decent housing, a suitable living environment, and expand economic opportunities that benefit low- and moderate-income residents.

- a. Prepare and submit all required CDBG plans and reports in accordance with required HUD deadlines.
- b. Develop and implement an annual budget for use of all CDBG funds on projects that will benefit low- to moderate-income residents of the Village.
- c. Work with the North West Housing Partnership (NWHP) to promote use of CDBG funds allocated to the residential rehabilitation program.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Maintain and improve the quality of life through land use planning, review, and approval of development proposals.
  - 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, as staff resources will allow. For identified violations:
  - 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.
- 3) Maintain Planning Division and other portions of the Village website.
  - 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.
  - c. Provide updated information on the CDBG program, including public notices, RFP's, construction status, contact information, access to CDBG reports, etc.
  - d. Create and maintain the Village's Growing to Greenness webpage, including participation in Community Energy Challenge program and the Clean Air Counts program.
  - e. Create and maintain the Village's Economic Recover and Grants webpage.
  - f. Create and maintain the Village's 2010 Census webpage.
- 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.
  - c. Continually monitor development codes and prepare amendments as necessary.



## PLANNING

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-3B	Number of Committees supported	7	7	9	8
LT-4A	Number of PC, ZBA & PB&Z meetings	58	52	38	42
ST-4C	Number of Commercial property and sign inspections	135	162	NA	NA

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	440,924	346,600	372,500	345,570	-0.3%
Employee Benefits	181,181	158,440	152,490	172,790	9.1%
Misc. Employee Expenses	2,134	5,170	2,490	3,450	-33.3%
Commodities	2,544	4,520	2,180	2,320	-48.7%
Contractual Services	5,850	6,570	3,770	4,070	-38.1%
Capital Outlay	13	100	-	-	N/A
Cost Allocation	(28,219)	(30,000)	(35,000)	(47,000)	56.7%
<b>Total</b>	<b>604,427</b>	<b>491,400</b>	<b>498,430</b>	<b>481,200</b>	<b>-2.1%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries

Salaries will remain essentially unchanged due to the lack of a wage increase during 2010.

#### Employee Benefits

The Village has estimated an 11.7% increase in health insurance expenses.

#### Miscellaneous Employee Expenses

Travel and training expenses have been significantly reduced and uniform expense has been eliminated, saving 33.3%.

#### Commodities

The decrease of 48.7% is due to printing and binding expenses and photocopy expenses being significantly reduced.



## PLANNING

### **Contractual Services**

Legal notice publication expenses have been reduced due to an expected decline in development activity, therefore reducing costs in 2009 of 38.1% (-\$2,500).

### **Cost Allocation**

This represents the amount of funds that the Village can be reimbursed from the CDBG program to cover staff salaries to administer the program. There will be an increase in 2010 of 56.7% (+\$17,000).



## CODE ENFORCEMENT

The Code Enforcement Division is responsible for insuring compliance with all Village codes relating to building construction, property maintenance, environmental health regulations, and zoning requirements. Our Mission Statement is to safeguard and protect the public health, safety and general welfare of the residents of Hoffman Estates through application and enforcement of the adopted codes and ordinances in an efficient and effective manner, through the wise use and management of all available resources.

Building includes the plan review of all permit applications, processing the permit, conducting all field inspections including the final occupancy inspection for both commercial and residential construction; Property Maintenance includes providing an education program to the residents in order to bring private property into compliance with the national property maintenance code adopted by the Village; Environmental Health provides for the inspection of all restaurants, day-care facilities, commercial swimming pools and inspection of events where food is served; Enforcement of the Zoning Code along with investigation and resolution of service requests.

Extensive record keeping, tracking and retrieval for the above functions are a critical component of the daily operation of the Division.

## 2009 ACCOMPLISHMENTS

- During 2009 the Division issued over 3,000 building permits and collected nearly \$450,000 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 3,100 inspections of single-family residences south of Golf Road. Over 700 code violations letters were mailed, with all violations brought into compliance. There were over 8,500 property maintenance investigations performed during 2009, 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 2009
- Due to budget restraints, the summer part-time code enforcement officers were not included into the budget. The building inspectors conducted property maintenance inspections when not doing building inspections. The inspectors on duty for Saturday summer hours also conducted property maintenance inspections when no other inspections were scheduled. Inspectors voluntarily flexed hours to provide coverage for Sunday code inspections.
- Code Enforcement participated in the Village Adjudication Program bringing over 150 property maintenance and zoning violations before the Village Hearing Judge. Citations included tall grass, improper storage, home occupations, and others.
- In addition to Code participating in the Adjudication Program, a second annual “Clean Sweep Day” was held during June. Department Directors and Village elected officials rode together with Division inspectors to perform visual inspections of every single-family residence for



## CODE ENFORCEMENT

minor property maintenance violations in one day. Roughly 700 violations were noted. The Code staff followed up on all that were noted.

- 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, and the Fishing Derby.
- 2009 marked the first full year that Finance and Code were combined at the Front Counter to provide a “One Stop Shopping” service for residents/customers. This integration has proved to be a great success. Due to budget cuts in Fire Prevention staffing, the Front Counter took on all Fire Prevention permitting to provide full services at one location.
- Code Enforcement was trained for the new electronic Freedom of Information (FOI) requests and has successfully implemented this new procedure into providing a quick response for FOIs.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Implement an Emergency Damage Assessment
  - a. Develop comprehensive capability for Disaster Intelligence Gathering and Damage Assessment.
  - b. Develop protocols for Disaster/Emergency inspectional personnel/equipment deployment.
  - c. Develop a quarterly “Windshield Verification Inspection” drill.
  - d. Contact surrounding communities in order to develop a Building Department Mutual Aid Program.
- 2) Building Permit Applications/Plan Reviews/Inspectional Process
  - a. Develop a “Fast Track” permit review process.
  - b. Continue to maintain a 7 to 10 day review turnover for building permit review, processing and issuance.
  - c. Work with other Departments/Divisions to determine if there is work being done without the required permits.
- 3) Trash House Task Force
  - a. Meet quarterly with members of Code Enforcement, Health and Human Services, Fire and Police to review procedures in resolving trash issues.
  - b. Continue to have the ability to function on a 24/7 schedule.
  - c. Review the temporary housing arrangement plan.



## CODE ENFORCEMENT

### 2010 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.
  - c. 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 and improve 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. 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.



## CODE ENFORCEMENT

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
LT 6	Obtain/Maintain NIMS Certificates	12	14	21	25
LT 6	Obtain/Maintain ICC Certificates	62	67	70	75
LT 3,6 ST 9	Building Permits Issued	3,482	2,696	2,500	2,500
LT 3,6 ST 9	Building Inspections performed	9,974	6,462	5,000	5,000
LT 6	Nuisance Complaints responded to	6,849	6,799	6,800	6,900
LT 6	Health Inspections	445	453	500	500
LT 6	Residential Inspection Program inspections	3,853	3,310	4,000	3,900
LT 6	Multi-family Inspection Program inspections	300	400	400	400

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	800,991	753,500	706,980	669,230	-11.2%
Employee Benefits	360,801	352,890	323,480	312,120	-11.6%
Misc. Employee Expenses	11,683	9,920	9,080	12,690	27.9%
Commodities	7,348	7,880	26,650	8,150	3.4%
Contractual Services	78,057	60,560	65,750	60,100	-0.8%
<b>Total</b>	<b>1,258,881</b>	<b>1,184,750</b>	<b>1,131,940</b>	<b>1,062,290</b>	<b>-10.3%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The 11% decrease is due to downsizing in the Division.



## CODE ENFORCEMENT

### **Employee Benefits**

The Village has estimated a decrease of 12% due to downsizing.

### **Miscellaneous Employee Expenses**

Added \$6,000 related to the Energy Efficiency and Conservation Program Grant in Travel and Training, which accounts for the 28% increase. The \$6,000 is 100% covered by the Grant.

### **Commodities**

Added \$2,500 related to the Energy Efficiency and Conservation Program Grant for periodicals and publications related to the Grant. The \$2,500 is 100% covered by the Grant.



## 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, concerns, and situations.

### 2009 ACCOMPLISHMENTS

- Submitted federal Congestion Mitigation Air Quality application for bicycle facilities on Huntington Boulevard / Huntington right of way / Harmon Boulevard corridor.
- Submitted federal Congestion Mitigation Air Quality application for bicycle facilities under the Hoffman Boulevard and I-90 bridges to connect the Shoe Factory Road path with Prairie Stone.
- Submitted Department of Natural Resources grant application for a new bicycle path on Central Road to connect Huntington Woods Corporate Center to the Paul Douglas Forest Preserve path.
- Submitted federal Congestion Mitigation Air Quality application for diesel engine retrofits and hybrid vehicle replacements.
- Submitted an application for federal Surface Transportation Program funds for the reconstruction of Hassell Road including three culvert replacements.
- Submitted an application for federal Surface Transportation Program funds for the reconstruction of Bode Road as a joint project with the Village of Schaumburg.
- Submitted federal Congestion Mitigation Air Quality application for adding right turn lanes at the IL 59 and Shoe Factory Road intersection. IDOT prepared the application and the Village then assumed the lead applicant role.



## TRANSPORTATION & ENGINEERING

- Submitted numerous information packets in response to requests for projects from various legislators and agency groups which may lead to eventual funding.
- Submitted engineering plans to IDOT for a new bicycle path and sidewalk project on Higgins Road generally east of Roselle Road. CMAQ funds were approved for this project following the Village's application in 2008.
- Continued to administer the Taxi Discount Program and prepared an annual summary of performance to date.
- Finalized the agreement with Canadian National for various mitigation projects. Monitoring of freight rail operations and coordination with CN to develop plans for these mitigation measures.
- Through work with Cook County, arrived at resolution of design concept for the Shoe Factory Road project between Essex Road and Beverly Road
- Provided coordination support for the continuation of the HOT Line shuttle bus service with Pace and Village employers.
- With other Development Services and Village staff, completed installation of two electronic community message signs.
- Staff serves on the study group for the I-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.
- Division staff worked closely with the Police Department and Sears Centre personnel/contractors to place and program electronic message boards for larger events. In addition, staff coordinated traffic control with Police Department for other events in the Village.
- Prepared a first draft of a comprehensive bicycle plan for the Village. Held public open house meetings to solicit input on the goals of the plan as well as specific suggestions for bicycle projects.
- The annual street rehabilitation project was completed on schedule and under the contract amount. The 2009 project scope included a balance of resurfacing and reconstruction 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.
- Glen Lane reconstruction funded through a grant from State of Illinois with economic stimulus through Representative Fred Crespo.
- 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.



## TRANSPORTATION & ENGINEERING

- Division members serve 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 Haverford Place and While Oak Units 5 subdivisions' public and private improvements were accepted in 2009. Inspections are ongoing for one other residential subdivision with the goal of acceptance in 2009 or 2010.
- Under the American Recovery and Reinvestment Act of 2009 (Recovery Act), the Village of Hoffman Estates received \$81,078 in CDBG-R funds, which are supplemental to the regular CDBG program and are required to be used for infrastructure investments that will create or sustain jobs and generate long-term economic benefits. The 2008 Annual Action Plan was amended to allocate the \$81,078 to fund sidewalk improvements, including Americans with Disabilities Act (ADA) accessible ramps within the Barrington Square neighborhood, which is a qualifying low and moderate income area in accordance with HUD regulations. A portion of the CDBG-R allocation (\$8,000) will reimburse the Village for Planning and Administration expenses. This project met the intent of the Recovery Act by creating/retaining construction jobs. The project also promoted energy conservation and reduced pollution by improving accessibility for pedestrians in the neighborhood. In accordance with the goal of the Recovery Act to have projects be started and completed expeditiously, the Village has completed this project in 2009.

### 2010 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 presented to the Capital Improvements Board and Village Board for approval.
  - b. Consider additional rehabilitation and maintenance strategies such as structural overlays, surfacing patching, and edge patching as components of the annual street project scope
  - c. Complete the plans and specifications for the 2010 Street Revitalization Project.
  - d. Complete construction of the 2010 Street Revitalization Project by November 30, 2010.
- 2) Provide Stormwater Management Services.
  - a. Assist residents and business owners with technical advice on drainage problems and floodplain concerns.
  - b. Conduct drainage inspections at single family residences.
- 3) Provide high quality, professional customer services to developers, engineering companies, contractors, residents and staff.
  - 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 the best solutions in site development, including assistance to the Business District team.



## TRANSPORTATION & ENGINEERING

- c. Serve as a technical resource on all civil and site related issues, concerns or problems.
  - 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.
  - b. Post weekly updates on the Village street project status and other agency projects as needed.
  - c. 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. Serve as lead agency for Barrington Road full interchange project.
  - c. 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)
  - d. Obtain construction and permanent easements needed for the Roselle Road signal.
  - e. With Cook County, complete plans for the Shoe Factory Road and Beverly Road widening project. (Linked to Village Board Goal ST-6)
  - f. Implement projects that are successful in obtaining federal, state, or other funding assistance
- 6) Coordinate Public Transportation Services. (Linked to Village Board Goals LT-1 and ST -5)
- a. Conduct an evaluation of the Taxi Discount Program after two years of operation by August 2010.
  - b. Work on implementation plans for next phases of Village transit services.
  - c. Facilitate HOT Line with Village businesses to obtain funding commitments
  - d. Assist Metra and Task Force with next phase of studies for the STAR Line.
- 7) Bicycle and Pedestrian Projects
- a. Present Comprehensive Bicycle Plan to Village Board for consideration and adoption.
  - b. Implement bicycle and pedestrian projects that are successful in obtaining federal, state, or other funding assistance.
  - c. Look for opportunities to incorporate pedestrian and bicycle improvements into other agency's projects

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Improve overall pavement condition and pavement condition database.



## TRANSPORTATION & ENGINEERING

- a. Further develop the application of the pavement condition data through integration with GIS for use as decision making tool.
  - b. Enhance capabilities of 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.
  - c. Create long term plan for incorporating projects into the Annual Drainage Improvement Project.
- 3) Improve communications and information sharing. (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) Major Infrastructure and Safety Projects. (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.
  - f. Implement projects that are successful in obtaining federal, state, or other funding assistance
- 5) Public Transportation Services. (Linked to Village Board Goal LT-1)
- a. Continue efforts with regional agencies to complete project studies, secure funding, construct, and start-up 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 operating improvement and services.
- 6) Bicycle and Pedestrian Projects
- a. Implement components of Comprehensive Bicycle Plan, as adopted by the Village Board, to improve connectivity in the area.
  - b. Implement components of the Comprehensive Bicycle Plan, as adopted by the Village Board, to encourage increased use of bicycles for commuting and recreation
  - c. Investigate funding opportunities for implementation of bicycle and pedestrian improvements



## TRANSPORTATION & ENGINEERING

- d. Implement components of the Village Comprehensive Plan related to pedestrian and bicycle needs

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	Percent of street projects at or under the contract amount	99%	100%	100%	100%
ST-6	Percent of ID cards assigned within 3 days from the date of application	N/A	95%	95%	95%
ST-4A	Percent of Annual Street Projects posted to website on a weekly basis	80%	90%	95%	95%

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	755,109	703,570	679,140	653,010	-7.2%
Employee Benefits	287,183	290,680	270,960	250,170	-13.9%
Misc. Employee Expenses	3,865	7,370	3,470	3,620	-50.9%
Commodities	3,439	3,700	3,090	2,840	-23.2%
Contractual Services	104,624	107,650	146,530	89,560	-16.8%
Capital Outlay	-	600	200	200	-66.7%
<b>Total</b>	<b>1,154,220</b>	<b>1,113,570</b>	<b>1,103,390</b>	<b>999,400</b>	<b>-10.3%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease of 7.2% is due to reduction in staff and merit increase for 2010 compared to 2009.

#### Employee Benefits

The decrease of 13.9% is due to reduction in staff for 2010 compared to 2009.

#### Miscellaneous Employee Benefits

The decrease of 50.9% is due to a reduction in Travel and Training of \$3,200 and a reduction in uniforms of \$400.



## TRANSPORTATION & ENGINEERING

### **Commodities**

The decrease of 23.2% is due to reduced printing and binding costs as well as purchasing fewer publications and small tools and a reduction of 60% in photocopy expense.

### **Contractual Services**

At this point in the budget process, the estimated share of Pace Route 554 operating cost is included. Estimated costs in 2010 for the Taxi Discount Program are included too. The decrease of 16.8% is the net effect of these changes. This is primarily due to a reduction in the estimated funds to be used for the Taxi Discount Program.

### **Capital Outlay**

The decrease of 66.7% is due to a cost reduction plan for 2010 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. The Village expanded the strategy to include tourism and more retention activity in 2008 and 2009.

Economic Development was a challenge in 2009. The downturn in the national and world economies, with equity markets down, resulted in scarce development activity. However, there have been some bright spots for Hoffman Estates.

### 2009 ACCOMPLISHMENTS

#### Corporate Headquarters

Three new companies made Hoffman Estates their American Headquarters in 2009 during a period of negative growth for many communities.

- *Mori Seiki* opened their 102,000 square foot facility at Central Road and Huntington Boulevard in October. The building consists of showroom, training, and office components. The headquarters brings new jobs to Hoffman Estates and is expected to generate approximately 1,000 hotel room nights to accommodate customers and trainees.
- *BIG Kaiser* is building a 32,000 square foot building to house their precision toolmaking function. The building will be composed of office and assembly functions. Occupancy is expected in late 2009.
- *JCL Bioassay* came from Toyonako, Japan, to build their American Headquarters. JCL tests pharmaceutical drugs to keep consumers safe and is the first company of its kind in Hoffman Estates. The 22,000 square foot facility is located between Mary Kay Distribution Center and AMCOL International on Forbs Avenue and is expected to open the second quarter of 2010.

#### Restaurants

As of mid-2009, three new restaurants are in the process of either seeking Village approvals or completing lease/sale agreements with property owners.

- *The Saddle Room* will be located on the southeast corner of Prairie Stone Parkway and Pratum Avenue. It will be a combination restaurant and off-track betting (OTB) establishment. The approximate 8,000 square foot building is designed to maintain an equestrian theme with indoor and outdoor fireplaces, outdoor patios, and American cuisine. The project was approved in summer and should be under construction this winter.
- *Rookies All-American Pub & Grill* is scheduled to buildout approximately 6,000 square feet in the Poplar Creek Crossing Shopping Center east of the Fifth Third Bank. Building on the notable success of Buffalo Wild Wings at the south portion of the shopping center, Rookies will have a similar draw for families and sports enthusiasts. With one in St. Charles and Elgin, this national chain will be the third Rookies owned by a local Chicagoland entrepreneur.



## ECONOMIC DEVELOPMENT

- *The Tilted Kilt* is a national chain restaurant with locations in Chicago and Woodridge (among others) and will be located in the Prairie Stone Crossing Center. The restaurant has a Scottish theme and discussions have already begun for their participation in the annual Tartan Day in Hoffman Estates.

### Marketing

- With the new tourism staff and consequent efforts, a *Tourism Website* ([visithoffman.com](http://visithoffman.com)) became official in July 2009. The web presence promotes hotels, restaurants, and entertainment venues in the Village. Staff will continually update the website to keep it fresh for online visitors.
- The new site, plus ads in tourism publications such as the Northern Illinois Tourism magazine, generate thousands of inquiries every year. A new *Tourism Postcard* was produced to send out to potential Hoffman Estates tourists to encourage them to stay in our hotels, eat in our restaurants, and visit our shopping centers and entertainment venues.

### Retail

- The major retail thrust has been to retain existing businesses as there has been only minor expansion in the down economy. Staff worked with the Hoffman Estates Chamber of Commerce on retention surveys and seminar programming.

### Tartan Day Parade

- Hoffman Estates added the Tartan Day parade. The parade was a component of a full day of activity ending with the Heartland International Tartan Day Music and Dance Festival at the Sears Centre Arena in mid-April 2009. Plans are already underway for the 2010 Tartan Day festival and parade.

## 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Work with the hotels and retailers, such as Cabela's, to gather feedback on the usefulness of the Hoffman Estates Visitor Guide.
  - a. Develop a brief survey asking questions about what information readers like and what is missing from the Visitor Guide.
  - b. Solicit prizes, such as free meals, to encourage visitors to complete the survey.
  - c. Attempt to gather 50 completed surveys.
- 2) Promote the [visithoffman.com](http://visithoffman.com) visitor website to increase visibility by 50% in comparison to the 2009 level.
  - a. Promote 25 hyperlinks to other websites to expand the site's presence and visibility in the Chicago area and beyond.
  - b. Monitor visitor presence on the website monthly to measure increased activity in conjunction with specific promotion of events.
  - c. Conduct activity to improve search engine optimization by increasing visits by 30% from 2009 levels.



## ECONOMIC DEVELOPMENT

- 3) Coordinate with brokers and owners to increase tenancy of “distressed shopping Centers” by 20% over 2009 levels.
  - a. Gather leasing and tenant information of four specific distressed centers (Barrington Square Mall, Hoffman Village, Poplar Creek Crossing, Fountain Crossing).
  - b. Meet with brokers and owners to determine targeted co-tenants and/or plan of action for leasing.
  - c. Work with ownership to address deficiencies in centers to enhance leasability (signage, broken lights, etc.).
- 4) Continue to explore the viability of some form of a research park or derivative in Prairie Stone, Huntington Woods, and the Stonington/Pembroke industrial area of the Village.
  - a. Gather data on companies in these business clusters and develop a database.
  - b. Meet with four potential university partners starting with Northern Illinois University to be resources for collaboration.
  - c. Meet with 15 individual companies to communicate a vision of the future possibilities regarding some form of a research park.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Continuation of efforts to revitalize the Roselle Road TIF shopping centers.
  - a. Complete activity to achieve contract signatures for temporary and permanent easement agreements from three affected entities for a new traffic signal between Higgins and Golf Roads.
  - b. Finalize a sale to the Village of the former Shell site.
  - c. Explore the viability of a “Facade Program” to enhance the look and feel of outlots in the TIF district. Determine a reasonable number of facade programs per year dependent on TIF budget.
- 2) Focus a portion of staff time to continue to coordinate activity with Village’s Economic Development Commission.
  - a. Work with the Economic Development Commission to welcome and engage new companies into the Hoffman Estates corporate community.
  - b. Coordinate activities between the Village and Economic Development Commission members.
  - c. Facilitate Economic Development Commission meetings and activities, as assigned.



## ECONOMIC DEVELOPMENT

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	147,568	192,620	172,030	188,740	-2.0%
Employee Benefits	40,626	75,700	67,780	81,150	7.2%
Misc. Employee Expenses	39,139	38,780	28,180	29,080	-25.0%
Commodities	1,732	8,250	1,850	4,150	-49.7%
Contractual Services	938,931	1,049,270	920,130	907,300	-13.5%
Cost Allocation	(27,547)	(45,550)	(32,620)	(46,920)	3.0%
<b>Total</b>	<b>1,140,449</b>	<b>1,319,070</b>	<b>1,157,350</b>	<b>1,163,500</b>	<b>-11.8%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

There will be no merit increases in 2010, and because the increases in 2009 were less than projected in the 2009 budget, there is a 2.0% decrease in this class of expenses.

#### Employee Benefits

There is a 7.2% increase in this division related to health insurance due to a correction in the distribution.

#### Miscellaneous Employee Benefits

The decrease of 25.0% in this class of expenses is related to reduced trade show related costs.

#### Commodities

The \$4,100 reduction in this class is due to a reduction in Printing & Binding, Periodicals, and Office Supply expenses.

#### Contractual Services

The sizeable reduction of \$141,970 in this class is due to a reduction in some marketing efforts and the elimination of the Sports Council membership. Also, \$56,000 of this reduction is related to a decrease in the sales tax incentives paid to developers. This cost is directly linked to sales tax revenue performance.



# Health & Human Services

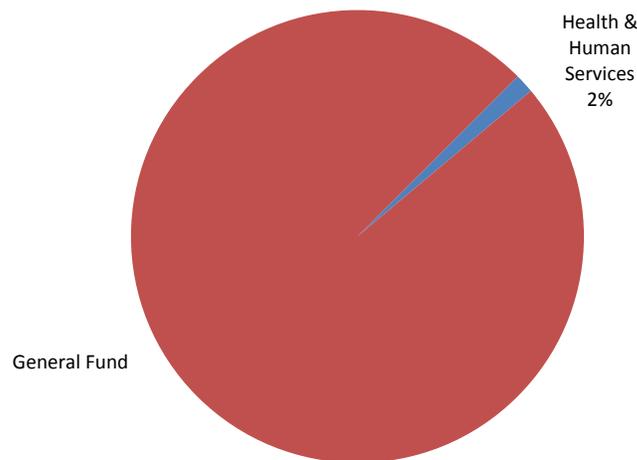


## DEPARTMENT DESCRIPTION

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.

<b>TOTAL OPERATING BUDGET</b> \$626,010
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### 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.

### 2009 ACCOMPLISHMENTS

- Nursing staff provided 4573 combined (adults, infants, children) patient visits, an increase of 25% over 2008. 217 Medicaid eligible clients received services through HHS; an increase of 41% over 2008. A total of 1,504 infant/children vaccinations, 2,582 free health screenings (blood pressure, pulse, hemoglobin and blood glucose) and 793 adult vaccinations (Tetanus, Hepatitis A/B, Twinrix).
- Utilization of Vision and Hearing screening services increased 40%; a total of 645 screenings of preschool children were completed.
- 120 residents utilized the medical equipment lending program, an increase of 13%.
- The clinical psychology staff and trainees provided 877 clinical visits, which is an increase of 20% compared to visits in 2008. 1,962 hours of mental health counseling hours were provided, an increase of 39%. There was a total of 1,723 individual counseling sessions, 150 couple counseling sessions, 87 family counseling sessions and 2 psychological assessments. Utilization of counseling services via the Employee Wellness Program increased by 40%.
- 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. 301 combined encounters occurred via the outreach programs.
- HHS counseling staff conducted eight educational workshops at the Community Resource Center.
- HHS, in collaboration with Human Resources Management, completed six diversity training sessions with the Hoffman Estates Fire Department.
- Mujeres Unidas, a psychosocial support group for Spanish speaking women, was initiated in January of 2009; more than 300 hours of group counseling have been provided. Additionally, HHS received \$1,000 from the Hoffman/Schaumburg Rotary to support this service.



## HEALTH & HUMAN SERVICES

- 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.
- Developed a Domestic Violence screening tool to access for domestic violence.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Provide preventative 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 5% via targeted marketing in underserved communities.
  - b. Assist 24 qualifying applicants with the completion of Allkids insurance applications.
- 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. 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.

### 2010 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. 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. Continue to develop collaborative relationships with community providers.
  - b. 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.



## HEALTH & HUMAN SERVICES

- c. Revise marketing strategies of counseling services to employees.
- d. Continue employee wellness/fitness program.

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1B	Number of AllKids applications completed	19	7	24	20
LT-2B	Number of children who received immunizations	720	526	750	750
ST-3C	Number of employees who utilize the Employee Wellness Program	6	10	15	10
ST-4D	Number of Diversity Workshops conducted	2	2	3	3

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	389,405	415,940	358,600	373,310	-10.2%
Employee Benefits	166,173	154,330	143,470	159,520	3.4%
Misc. Employee Benefits	4,478	4,280	3,230	2,800	-34.6%
Commodities	30,737	35,370	31,950	32,400	-8.4%
Contractual Services	95,964	97,190	87,450	57,980	-40.3%
<b>Total</b>	<b>686,756</b>	<b>707,110</b>	<b>624,700</b>	<b>626,010</b>	<b>-11.5%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease is due to the reduction of one part time employee.

#### Employee Benefits

The increase is due to a correction in the allocation of Health Insurance expenses across Divisions.

#### Misc. Employee Expenses

Decrease is due to the 56.9% decrease in Travel and Training.



## HEALTH & HUMAN SERVICES

### **Commodities**

Decrease due to a reduction of supply purchases across the spectrum by about 30%.

### **Contractual Services**

The decrease is due to reducing the Telephone Expense, Professional Services and Maintenance of Equipment in half; as well as, a 71.8% decrease in Youth Programs as part of the budget reduction plan.



# Boards & Commissions

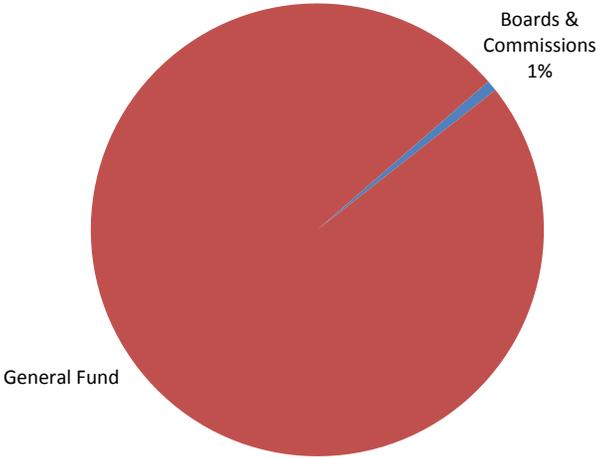


## DESCRIPTION

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**  
\$352,810

### DEPARTMENT EXPENDITURES TO GENERAL FUND EXPENDITURES



# Boards & Commissions



## ANNUAL EXPENSES BY COMMISSION

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
4 <sup>th</sup> of July	141,870	155,520	142,920	152,950	-1.7%
Police & Fire	108,530	42,920	4,340	22,980	-46.5%
Miscellaneous	217,684	316,500	204,390	176,880	-44.1%
<b>Total</b>	<b>468,084</b>	<b>514,940</b>	<b>351,650</b>	<b>352,810</b>	<b>-31.5%</b>

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	61,736	40,830	36,810	36,710	-10.1%
Employee Benefits	18,920	24,590	22,370	26,100	6.1%
Misc. Employee Expenses	1,634	2,530	2,030	2,030	-19.8%
Commodities	2,949	2,230	750	1,300	-41.7%
Contractual Services	382,845	444,760	289,690	286,670	-35.5%
<b>Total</b>	<b>468,084</b>	<b>514,940</b>	<b>351,650</b>	<b>352,810</b>	<b>-31.5%</b>



## 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 arts and crafts fair.

The 2009 Festival was conducted within the budget expenditures created by the Village Board.

The 2010 budget reflects a 5-day festival taking place during 2010 (Thursday, Friday, Saturday, Sunday, and Monday). There are no significant increases planned in the budget for the 2010 festival.

### ANNUAL EXPENSES BY CLASS

Class	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Contractual Services	141,870	155,520	142,920	152,950	-1.7%
<b>Total</b>	<b>141,870</b>	<b>155,520</b>	<b>142,920</b>	<b>152,950</b>	<b>-1.7%</b>



## 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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	25,996	500	-	-	N/A
Employee Benefits	707	40	-	-	N/A
Misc. Employee Expenses	1,634	2,530	2,030	2,030	-19.8%
Commodities	2,269	1,250	310	450	-64.0%
Contractual Services	77,924	38,600	2,000	20,500	-46.9%
<b>Total</b>	<b>108,530</b>	<b>42,920</b>	<b>4,340</b>	<b>22,980</b>	<b>-46.5%</b>



## MISCELLANEOUS BOARDS & COMMISSIONS

The Miscellaneous Boards and Commissions Division include all of the Commissions, with the exception of 4th of July and Fire and Police Commission. 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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Sister Cities	13,041	16,530	15,860	15,180	-8.2%
Environmental Comm.	5,782	8,050	8,050	8,050	0.0%
Commission for Seniors	5,777	10,090	6,350	10,090	0.0%
Youth Commission	1,036	2,150	2,150	2,150	0.0%
Emerging Technologies	-	250	100	250	0.0%
Historical Sites	1,298	1,900	1,550	1,900	0.0%
Cultural Awareness	8,439	14,250	14,250	5,500	-61.4%
Arts Commission	19,562	24,200	21,920	22,200	-8.3%
Utilities Commission	231	330	330	330	0.0%
Green Commission	-	250	-	750	200.0%
Local Historian	-	10,500	500	500	-95.2%
Celebration Commission	18,845	27,900	5,750	21,000	-24.7%
Economic Development	57,622	35,000	17,000	10,000	-71.4%
Children's Memorial	-	28,180	1,500	1,000	-96.5%
50th Anniversary	31,333	65,000	45,000	-	N/A
Commission for the Disabled	-	5,930	4,330	5,430	-8.4%
Tartan Day	-	-	-	8,750	N/A
<b>Total</b>	<b>162,966</b>	<b>250,510</b>	<b>144,640</b>	<b>113,080</b>	<b>-54.9%</b>

## ANNUAL EXPENSES BY CLASS

Class	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	35,740	40,330	36,810	36,710	-9.0%
Employee Benefits	18,213	24,550	22,370	26,100	6.3%
Commodities	680	980	440	850	-13.3%
Contractual Services	163,051	250,640	144,770	113,220	-54.8%
<b>Total</b>	<b>217,685</b>	<b>316,500</b>	<b>204,390</b>	<b>176,880</b>	<b>-44.1%</b>



# Special Revenue Funds

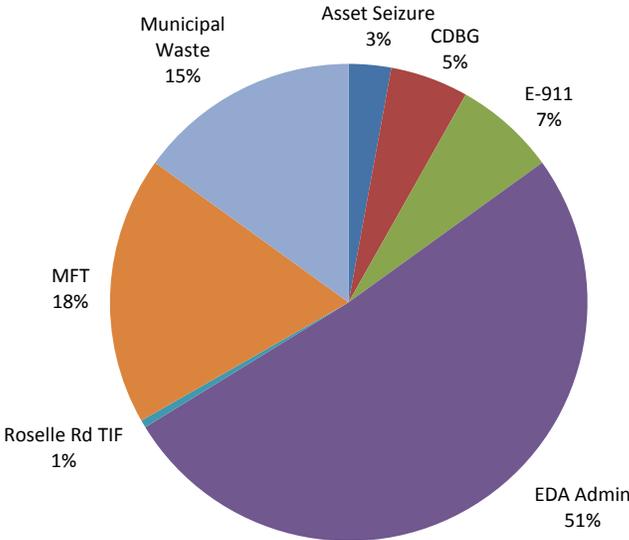


## DESCRIPTION

Special Revenue Funds include the following funds: Asset Seizure, Community Development Block Grant, Emergency 911, Economic Development Area Administration, 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**  
\$7,940,140

**ANNUAL EXPENSES BY FUND**





## ASSET SEIZURE FUND

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

### 2009 ACCOMPLISHMENTS

- The Police Department has been awarded approximately \$400,000 in seizure funds during 2009.

### 2010 SHORT-TERM GOALS & OBJECTIVES

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

### 2010 LONG-TERM GOALS & OBJECTIVES

- Continue to participate in this program and expand the Departments relationship with other Federal agencies in similar assignments when possible.

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Fines	206,641	243,530	179,230	212,200	-12.9%
Investment Earnings	1,403	2,000	350	500	-75.0%
Miscellaneous	7,300	-	-	-	N/A
<b>Total Revenues</b>	<b>215,344</b>	<b>245,530</b>	<b>179,580</b>	<b>212,700</b>	<b>-13.4%</b>
<b>Expenditures</b>					
Salaries	103,798	119,750	104,560	118,140	-1.3%
Employee Benefits	13,688	15,350	14,540	16,020	4.4%
Misc. Employee Expenses	2,465	11,000	11,000	11,000	0.0%
Contractual Services	16,162	28,430	22,960	25,540	-10.2%
Capital Outlay	47,546	84,000	27,000	56,500	-32.7%
<b>Total Expenditures</b>	<b>183,659</b>	<b>258,530</b>	<b>180,060</b>	<b>227,200</b>	<b>-12.1%</b>
<b>Net Revenues over Expenditures</b>	<b>31,685</b>	<b>(13,000)</b>	<b>(480)</b>	<b>(14,500)</b>	<b>N/A</b>



## ASSET SEIZURE FUND

### 2010 BUDGET HIGHLIGHTS

#### **Salaries & Wages**

Decrease due to slightly lower overtime projection.

#### **Contractual Services**

Decrease due to lower Contractual services requests for 2010 related to the report writing software maintenance fees.

#### **Capital Outlay**

The decrease in this is due to lower capital requests for 2010. Several items budgeted in 2009 will not be needed in 2010.



## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant (CDBG) funding is provided to the Village from the U. S. Department of Housing and Urban Development (HUD). This funding is to be directed to capital improvement, housing rehabilitation, and public service projects that benefit low/moderate income residents of the Village. As required by HUD, the Village has adopted a five-year Consolidated Plan that sets forth goals and objectives for the program. Each year, the Village is required to complete an Annual Action Plan that stipulates how CDBG funding will be spent. The Village's CDBG program year runs from October 1 through September 30.

For Program Year 2010 (started October 1, 2010), the Village is utilizing CDBG funds for a single family home rehabilitation program, neighborhood improvement projects and reimbursement for the costs of administering the CDBG program.

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, or flooring; or exterior siding and are estimated to cost approximately \$7,500 to \$20,000 per home. The owners of the homes must income qualify 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. The first phase of this project was completed in 2009 and the second phase is expected to be completed in 2010. A total of \$119,000 is budgeted for Phase 2.

The Village has allocated CDBG funds to reconstruct public streets in eligible neighborhoods. A total of \$130,986 is budgeted for street projects. It is expected that this money will be pooled with other funds to pay for a street project. At this time, Williamsburg Drive and Western Street are two of the streets in the Village most in need of repairs and in eligible neighborhoods. The exact street will be determined in conjunction with the 2010 Street Revitalization Project.

The Village has budgeted \$60,496 to be used for administrative costs throughout the program year, which equals the maximum amount allowed by HUD. This amount will be split between reimbursement for Village staff (\$47,000) and consultant support (\$13,496).



## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Intergovernmental	98,597	310,480	434,000	420,500	35.4%
<b>Total Revenues</b>	<b>98,597</b>	<b>310,480</b>	<b>434,000</b>	<b>420,500</b>	<b>35.4%</b>
<b>Expenditures</b>					
Contractual Services	39,060	150,480	70,000	123,500	-17.9%
Capital Outlay	31,318	130,000	230,000	119,000	-8.5%
Operating Transfers	-	-	99,000	131,000	N/A
Cost Allocation	28,219	30,000	35,000	47,000	56.7%
<b>Total Expenditures</b>	<b>98,597</b>	<b>310,480</b>	<b>434,000</b>	<b>420,500</b>	<b>35.4%</b>
<b>Net Revenues over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

### 2010 BUDGET HIGHLIGHTS

#### Contractual Services & Capital Outlay

These amounts have decreased based on the amount of CDBG funds available to be spent. Last year, there was a large carryover of funds that was spent on projects. Now that the carryover amount has been spent down, the 2010 expenditures will decrease based on a lesser amount of funds available.

#### Cost Allocation

The cost allocation is the amount of funds the Village is reimbursed from the CDBG Program to cover staff expenses. In 2010, this amount will increase 56.7% due to an increase in the amount of staff time needed to manage the program.



## EMERGENCY 911 FUND

The Village of Hoffman Estates used to host its own 911 dispatch center. In 1997, the Northwest Central Dispatch System (NWCD) was created, which combined several municipalities into one dispatch center. Since then this fund has been continued to be utilized to account for the 911 surcharge that the Village receives. These revenues are used to fund a portion of the current cost paid to the NWCD through a transfer to the General Fund.

### ANNUAL EXPENSES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Intergovernmental	161,927	31,000	109,070	30,000	-3.2%
Investment Earnings	25,617	30,000	21,890	22,350	-25.5%
Operating Transfers	-	-	-	-	N/A
<b>Total Revenues</b>	<b>187,544</b>	<b>61,000</b>	<b>130,960</b>	<b>52,350</b>	<b>-14.2%</b>
<b>Expenditures</b>					
Operating Transfers	420,529	-	150,000	546,120	N/A
<b>Total Expenditures</b>	<b>420,529</b>	<b>-</b>	<b>150,000</b>	<b>546,120</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>(232,985)</b>	<b>61,000</b>	<b>(19,040)</b>	<b>(493,770)</b>	<b>N/A</b>

### 2010 BUDGET HIGHLIGHTS

#### Operating Transfers

The large transfer in 2008 was to the General Fund to fund the purchase of the equipment needed for the new wireless alarm program. This transfer will be paid back with revenues received from the alarm program. In 2009 and 2010, the transfer is again to the General Fund, but now it is to help fund a portion of the expense to the NWCD System.



## ECONOMIC DEVELOPMENT AREA (EDA) ADMINISTRATION 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 780 acre Prairie Stone Business Park. Activities include coordination of development activities, from 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 2010 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, the purchase of a new Village Green tent, and maintenance associated with two Department vehicles.

## ANNUAL REVENUE AND EXPENDITURES BY CLASS

DIVISION	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Taxes	3,802,103	4,020,700	4,351,541	5,729,570	42.5%
Investment Earnings	31,556	45,000	5,620	6,000	-86.7%
Miscellaneous	9,717	-	2,120	-	N/A
<b>Total Revenues</b>	<b>3,843,377</b>	<b>4,065,700</b>	<b>4,359,281</b>	<b>5,735,570</b>	<b>41.1%</b>
<b>Expenditures</b>					
Administration	219,616	219,310	376,940	303,090	38.2%
Fire	2,753,185	3,089,130	2,962,020	2,825,780	-8.5%
Police	640,065	664,040	712,010	751,130	13.1%
Public Works	136,325	550,930	552,020	185,170	-66.4%
<b>Total Expenditures</b>	<b>3,749,191</b>	<b>4,523,410</b>	<b>4,602,990</b>	<b>4,065,170</b>	<b>-10.1%</b>
<b>Net Revenue over Expenditures</b>	<b>94,185</b>	<b>(457,710)</b>	<b>(243,709)</b>	<b>1,670,400</b>	<b>N/A</b>

The increase in Revenues - Taxes result from the EDA governmental share increase from Phase I, as well as the Phase II percentage increasing from 25% to 30%. The revenue increases fund the increased Administration and Police costs.



## 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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Intergovernmental	1,354,107	1,473,390	1,445,400	1,357,070	-7.9%
Investment Earnings	3,343	5,000	500	1,000	-80.0%
<b>Total Revenues</b>	<b>1,357,450</b>	<b>1,478,390</b>	<b>1,445,900</b>	<b>1,358,070</b>	<b>-8.1%</b>
<b>Expenditures</b>					
Contractual Services	65,282	65,000	63,413	68,000	4.6%
Capital Outlay	34,557	15,740	14,150	32,400	105.8%
Operating Transfers	1,339,597	1,414,990	1,414,990	1,345,540	-4.9%
<b>Total Expenditures</b>	<b>1,439,437</b>	<b>1,495,730</b>	<b>1,492,553</b>	<b>1,445,940</b>	<b>-3.3%</b>
<b>Net Revenues over Expenditures</b>	<b>(81,987)</b>	<b>(17,340)</b>	<b>(46,653)</b>	<b>(87,870)</b>	<b>406.7%</b>



## 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 rate increase for 2005-2009 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 through 2015. At the same time, a new commercial garbage contract was established.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
User Charges	876,767	875,640	876,000	872,120	-0.4%
Investment Earnings	3,133	10,000	120	360	-96.4%
Miscellaneous	63,263	441,050	245,700	327,700	-25.7%
<b>Total Revenues</b>	<b>943,163</b>	<b>1,326,690</b>	<b>1,121,820</b>	<b>1,200,180</b>	<b>-9.5%</b>
<b>Expenditures</b>					
Commodities	-	-	7,350	-	N/A
Contractual Services	190,307	301,470	312,970	387,380	28.5%
Tipping Fees	921,283	824,300	818,100	726,530	-11.9%
Debt Service	78,661	80,060	83,720	80,300	0.3%
<b>Total Expenditures</b>	<b>1,190,251</b>	<b>1,205,830</b>	<b>1,222,140</b>	<b>1,194,210</b>	<b>-1.0%</b>
<b>Net Revenues over Expenditures</b>	<b>(247,088)</b>	<b>120,860</b>	<b>(100,320)</b>	<b>5,970</b>	<b>-95.1%</b>



## ROSELLE ROAD TIF FUND

The Roselle Rd 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

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Taxes	894,876	700,000	898,880	890,000	27.1%
Investment Earnings	53,089	55,000	17,720	10,000	-81.8%
Note Proceeds	90,552	95,820	95,820	101,400	5.8%
<b>Total Revenues</b>	<b>1,038,517</b>	<b>850,820</b>	<b>1,012,420</b>	<b>1,001,400</b>	<b>17.7%</b>
<b>Expenditures</b>					
Contractual Services	84,865	2,028,750	2,742,380	41,000	-98.0%
Operating Transfers	-	20,000	20,000	-	N/A
<b>Total Expenditures</b>	<b>84,865</b>	<b>2,048,750</b>	<b>2,762,380</b>	<b>41,000</b>	<b>-98.0%</b>
<b>Net Revenues over Expenditures</b>	<b>953,652</b>	<b>(1,197,930)</b>	<b>(1,749,960)</b>	<b>960,400</b>	<b>-180.2%</b>

# 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 eight outstanding bond issues:

- 1997A General Obligation Bonds
- 2001 General Obligation Refunding Bonds
- 2003 General Obligation Refunding Bonds
- 2004 General Obligation Refunding Bonds
- 2005A Taxable General Obligation Bonds
- 2005 Tax Increment Revenue Refunding Bonds (EDA)
- 2008A General Obligation Bonds
- 2009A General Obligation Bonds

## 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 Funds



## ANNUAL REVENUES AND EXPENDITURES BY CLASS

### All General Obligation Debt

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Taxes	2,497,153	2,573,515	2,910,820	2,772,790	7.7%
Investment Earnings	143,630	208,750	85,110	93,550	-55.2%
Miscellaneous	3,820,209	3,895,860	3,895,860	3,899,340	0.1%
Operating Transfers	3,577,313	1,351,170	5,940,020	1,647,030	21.9%
<b>Total Revenues</b>	<b>10,038,305</b>	<b>8,029,295</b>	<b>12,831,810</b>	<b>8,412,710</b>	<b>4.8%</b>
<b>Expenditures</b>					
Paying Agent Fees	2,450	2,300	3,300	3,300	43.5%
Trustee Fees	10,000	10,000.00	10,000	10,000	0.0%
Principal Expense	4,610,000	4,920,000	4,920,000	4,530,000	-7.9%
Interest Expense	4,095,961	4,214,770	5,226,610	5,533,020	31.3%
<b>Total Expenditures</b>	<b>8,718,411</b>	<b>9,147,070</b>	<b>10,159,910</b>	<b>10,076,320</b>	<b>10.2%</b>
<b>Net Revenues over Expenditures</b>	<b>1,319,894</b>	<b>(1,117,775)</b>	<b>2,671,900</b>	<b>(1,663,610)</b>	<b>48.8%</b>

## ANNUAL REVENUES AND EXPENDITURES BY CLASS

### EDA Tax Increment Debt

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Incremental Property Taxes	12,383,062	11,433,490	11,433,490	11,861,170	3.7%
Investment Earnings	514,421	550,000	489,210	-	N/A
<b>Total Revenues</b>	<b>12,897,483</b>	<b>11,983,490</b>	<b>11,922,700</b>	<b>11,861,170</b>	<b>-1.0%</b>
<b>Expenditures</b>					
Professional Services	80,859	90,000	90,000	90,000	0.0%
Trustee Fees	6,800	6,000	6,000	6,000	0.0%
Arbitrage Expense	117,400	-	-	-	N/A
Principal Expense	10,700,000	11,100,000	11,100,000	23,800,000	114.4%
Interest Expense	1,378,373	787,490	787,490	63,170	-92.0%
<b>Total Expenditures</b>	<b>12,283,432</b>	<b>11,983,490</b>	<b>11,983,490</b>	<b>23,959,170</b>	<b>99.9%</b>
<b>Net Revenues over Expenditures</b>	<b>614,051</b>	<b>-</b>	<b>(60,790)</b>	<b>(12,098,000)</b>	<b>N/A</b>



## DEBT SERVICE SCHEDULES OVERVIEW

This section summarizes the debt service obligations of the Village as of the end of the 2009 budget period (December 31, 2009). The following is a description of each bond obligation existing on December 31, 2009.

### **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
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+
Principal Outstanding:	\$1,515,000
Interest:	\$143,775
Funding Source:	Telecommunications Tax, E-911 Revenues, Transfers from EDA Admin 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
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+
Principal Outstanding:	\$1,610,000
Interest:	\$95,850
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
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+
Principal Outstanding:	\$1,595,000
Interest:	\$74,383
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
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+
Principal Outstanding:	\$2,710,000
Interest:	\$198,988
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
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+
Principal Outstanding:	\$12,845,000
Interest:	\$22,233,485
Funding Source:	Reimbursements from the Sears Centre Arena

### **2008A 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
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+
Principal Outstanding:	\$26,645,000
Interest:	\$33,738,250
Funding Source:	Property Tax, Water and Sewer Revenue



## DEBT SERVICE SCHEDULES OVERVIEW

### 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		
Investment Rating:	Standard & Poor's Rating Group: AA-		
Principal Outstanding:	\$23,800,000		
Interest:	\$63,169		
Funding Source:	EDA Incremental Property Taxes		
Fiscal Year 2010 Payments:	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
	\$23,800,000	\$63,169	\$23,863,169

### 2009A General Obligation Bonds

Purpose:	To finance the construction of the new Village police headquarters and Village street reconstruction work.		
Maturity Date:	2029		
Original Principal Amount:	\$30,355,000		
Investment Rating:	Moody's Investors Service: Aa2 Standard & Poor's Rating Group: AA+		
Principal Outstanding:	\$30,355,000		
Interest:	\$21,347,519		
Funding Source:	Property Tax, Other Fees and Revenues		



## 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	Series '09	
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	-	1,200,000	2,545,000
2014	-	-	-	-	1,415,000	-	1,235,000	2,650,000
2015	-	-	-	-	1,485,000	-	1,295,000	2,780,000
2016	-	-	-	-	1,555,000	-	1,360,000	2,915,000
2017	-	-	-	-	1,635,000	-	1,410,000	3,045,000
2018	-	-	-	-	1,720,000	-	1,485,000	3,205,000
2019	-	-	-	-	-	-	1,555,000	1,555,000
2020	-	-	-	-	-	-	1,640,000	1,640,000
2021	-	-	-	-	-	-	1,725,000	1,725,000
2022	-	-	-	-	-	-	1,815,000	1,815,000
2023	-	-	-	-	-	-	1,910,000	1,910,000
2024	-	-	-	-	-	-	2,010,000	2,010,000
2025	-	-	-	-	-	-	2,115,000	2,115,000
2026	-	-	-	-	-	-	2,225,000	2,225,000
2027	-	-	-	-	-	-	2,335,000	2,335,000
2028	-	-	-	-	-	-	2,455,000	2,455,000
2029	-	-	-	-	-	-	2,585,000	2,585,000
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
<b>Total</b>	<b>1,515,000</b>	<b>1,610,000</b>	<b>1,595,000</b>	<b>2,710,000</b>	<b>12,845,000</b>	<b>26,645,000</b>	<b>30,355,000</b>	<b>77,275,000</b>



## 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	Series '09	
2010	70,473	72,450	51,603	97,188	2,724,338	1,332,250	1,009,238	<b>5,357,538</b>
2011	48,393	23,400	22,780	66,738	2,669,700	1,332,250	1,513,856	<b>5,677,116</b>
2012	24,910	-	-	35,063	2,611,890	1,332,250	1,513,865	<b>5,517,978</b>
2013	-	-	-	-	2,550,210	1,332,250	1,513,856	<b>5,396,316</b>
2014	-	-	-	-	2,484,305	1,332,250	1,513,856	<b>5,330,411</b>
2015	-	-	-	-	2,414,263	1,332,250	1,477,856	<b>5,224,369</b>
2016	-	-	-	-	2,340,013	1,332,250	1,419,194	<b>5,091,457</b>
2017	-	-	-	-	2,261,485	1,332,250	1,357,681	<b>4,951,416</b>
2018	-	-	-	-	2,177,283	1,332,250	1,303,281	<b>4,812,814</b>
2019	-	-	-	-	-	1,332,250	1,232,781	<b>2,565,031</b>
2020	-	-	-	-	-	1,332,250	1,158,531	<b>2,490,781</b>
2021	-	-	-	-	-	1,332,250	1,076,894	<b>2,409,144</b>
2022	-	-	-	-	-	1,332,250	990,794	<b>2,323,044</b>
2023	-	-	-	-	-	1,332,250	900,231	<b>2,232,481</b>
2024	-	-	-	-	-	1,332,250	804,944	<b>2,137,194</b>
2025	-	-	-	-	-	1,332,250	704,669	<b>2,036,919</b>
2026	-	-	-	-	-	1,332,250	599,144	<b>1,931,394</b>
2027	-	-	-	-	-	1,332,250	488,106	<b>1,820,356</b>
2028	-	-	-	-	-	1,332,250	377,969	<b>1,710,219</b>
2029	-	-	-	-	-	1,332,250	258,300	<b>1,590,550</b>
2030	-	-	-	-	-	1,332,250	132,481	<b>1,464,731</b>
2031	-	-	-	-	-	1,211,500	-	<b>1,211,500</b>
2032	-	-	-	-	-	1,084,500	-	<b>1,084,500</b>
2033	-	-	-	-	-	951,250	-	<b>951,250</b>
2034	-	-	-	-	-	811,500	-	<b>811,500</b>
2035	-	-	-	-	-	664,750	-	<b>664,750</b>
2036	-	-	-	-	-	510,500	-	<b>510,500</b>
2037	-	-	-	-	-	348,500	-	<b>348,500</b>
2038	-	-	-	-	-	178,500	-	<b>178,500</b>
<b>Total</b>	<b>143,775</b>	<b>95,850</b>	<b>74,383</b>	<b>198,988</b>	<b>22,233,485</b>	<b>33,738,250</b>	<b>21,347,527</b>	<b>77,832,257</b>



# Capital Project Funds



**DESCRIPTION**

The Capital Project 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 and 2009 Project. These funds are used to accumulate and expend funds for the purchase of capital improvements and equipment.

<p><b>TOTAL OPERATING BUDGET</b> \$16,793,600</p>
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## 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 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, prior to 2010, was going into this fund for road improvements. However, for 2010, due to bond proceeds from the 2009 bond issuance that can also be used for road improvements, the Food & Beverage Tax revenue source has been moved to the newly created Sears Centre Operating Fund.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Food & Beverage	931,386	1,023,100	872,350	-	N/A
EDA Administration Fund	-	400,000	400,000	10,000	-97.5%
General Fund	454,540	25,000	25,000	102,320	309.3%
MFT Fund	1,159,997	1,230,000	1,230,000	1,155,000	-6.1%
Other	205,153	103,640	176,940	1,519,200	1365.8%
<b>Total Revenues</b>	<b>2,751,076</b>	<b>2,781,740</b>	<b>2,704,290</b>	<b>2,786,520</b>	<b>0.2%</b>
<b>Expenditures</b>					
Building Improvements	48,057	295,920	25,000	290,500	-1.8%
Road Improvements	2,191,329	2,728,100	2,527,100	1,972,000	-27.7%
Other Capital Improvements	703,451	-	50,000	-	N/A
Drainage Improvements	84,794	-	-	100,000	N/A
Sidewalk Improvements	58,944	226,520	76,520	397,320	75.4%
Operating Transfers	579,795	-	5,310	-	N/A
<b>Total Expenditures</b>	<b>3,666,368</b>	<b>3,250,540</b>	<b>2,683,930</b>	<b>2,759,820</b>	<b>-15.1%</b>
<b>Net Revenues Over Expenditures</b>	<b>(915,292)</b>	<b>(468,800)</b>	<b>20,360</b>	<b>26,700</b>	<b>N/A</b>



## CAPITAL VEHICLE & EQUIPMENT FUND

The Capital Vehicle & Equipment Fund accounts for the purchase of all vehicles and equipment over \$25,000. Fund balance was used for some of the vehicles and equipment purchased in 2008 and 2009. Since the Capital Vehicle & Equipment Fund does not have a dedicated revenue source, funding sources must come from other funds, including the General Fund.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Fines	24,000	14,400	14,400	-	-100.0%
Investment Earnings	10,358	14,030	300	310	-97.8%
General Fund	202,800	17,000	17,000	76,600	350.6%
EDA Fund	48,750	-	-	10,400	N/A
<b>Total Revenues</b>	<b>285,908</b>	<b>45,430</b>	<b>31,700</b>	<b>87,310</b>	<b>92.2%</b>
<b>Expenditures</b>					
Department Equipment	310,137	31,400	141,080	35,000	11.5%
Motor Vehicles	3,361	-	-	-	N/A
Fire Apparatus	238,057	-	-	52,000	N/A
Transfer to Replacement Fund	200,000	-	-	-	N/A
Transfer to Cap. Improve. Fund	-	-	-	25,200	N/A
<b>Total Expenditures</b>	<b>751,555</b>	<b>31,400</b>	<b>141,080</b>	<b>112,200</b>	<b>257.3%</b>
<b>Net Revenues over Expenditures</b>	<b>(465,648)</b>	<b>14,030</b>	<b>(109,380)</b>	<b>(24,890)</b>	<b>N/A</b>



## 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 EXPENSES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Investment Earnings	169,106	150,000	85,500	90,000	-40.0%
Miscellaneous	62,038	-	2,600	-	N/A
General Fund	479,970	-	-	-	N/A
EDA Admin Fund	14,740	-	-	-	N/A
Capital Vehicle & Equipment Fund	200,000	-	-	-	N/A
<b>Total Revenues</b>	<b>925,854</b>	<b>150,000</b>	<b>88,100</b>	<b>90,000</b>	<b>-40.0%</b>
<b>Expenditures</b>					
Department Equipment	529,590	20,000	20,000	15,000	-25.0%
Motor Vehicles	404,401	180,180	182,230	232,900	29.3%
Fire Apparatus	735,702	-	-	-	N/A
<b>Total Expenditures</b>	<b>1,669,693</b>	<b>200,180</b>	<b>202,230</b>	<b>247,900</b>	<b>23.8%</b>
<b>Net Revenues Over Expenditures</b>	<b>(743,839)</b>	<b>(50,180)</b>	<b>(114,130)</b>	<b>(157,900)</b>	<b>214.7%</b>



## CENTRAL ROAD CORRIDOR IMPROVEMENT FUND

The Central Road Corridor Improvement 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 2010.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Investment Earnings	5,039	6,180	820	840	-86.4%
<b>Total Revenues</b>	<b>5,039</b>	<b>6,180</b>	<b>820</b>	<b>840</b>	<b>-86.4%</b>
<b>Expenditures</b>					
Contractual Services	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>5,039</b>	<b>6,180</b>	<b>820</b>	<b>840</b>	<b>-86.4%</b>



## HOFFMAN BOULEVARD BRIDGE MAINTENANCE FUND

The Hoffman Boulevard Bridge Maintenance Fund is used to account for the maintenance of the Hoffman Boulevard Bridge in accordance with the development agreement. The only expense planned for 2010 is \$7,500 for a bridge inspection.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Investment Earnings	7,537	9,570	1,280	1,320	-86.2%
<b>Total Revenues</b>	<b>7,537</b>	<b>9,570</b>	<b>1,280</b>	<b>1,320</b>	<b>-86.2%</b>
<b>Expenditures</b>					
Contractual Services	-	7,500	7,500	7,500	0.0%
<b>Total Expenditures</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.0%</b>
<b>Net Revenues over Expenditures</b>	<b>7,537</b>	<b>2,070</b>	<b>(6,220)</b>	<b>(6,180)</b>	<b>-398.6%</b>



## WESTERN CORRIDOR FUND

The Western Corridor 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 2010.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Charges for Services	20,240	30,000	9,710	10,000	-66.7%
Investment Earnings	11,047	13,490	4,000	4,120	-69.5%
<b>Total Revenues</b>	<b>31,287</b>	<b>43,490</b>	<b>13,710</b>	<b>14,120</b>	<b>-67.5%</b>
<b>Expenditures</b>					
Contractual Services	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>31,287</b>	<b>43,490</b>	<b>13,710</b>	<b>14,120</b>	<b>-67.5%</b>



## TRAFFIC IMPROVEMENT FUND

The Traffic Improvement Fund is used to account for financial resources arising from developers' donations that are to be used for various infrastructure improvements. The budget for 2010 is for Palatine Road improvements.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Investment Earnings	15,745	18,350	4,450	4,580	-75.0%
<b>Total Revenues</b>	<b>15,745</b>	<b>18,350</b>	<b>4,450</b>	<b>4,580</b>	<b>-75.0%</b>
<b>Expenditures</b>					
Contractual Services	-	100,000	50,000	56,000	-44.0%
Operating Transfers	-	-	-	90,000	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>100,000</b>	<b>50,000</b>	<b>146,000</b>	<b>46.0%</b>
<b>Net Revenues over Expenditures</b>	<b>15,745</b>	<b>(81,650)</b>	<b>(45,550)</b>	<b>(141,420)</b>	<b>73.2%</b>



## EDA SERIES 1991 PROJECT FUND

The EDA Series 1991 Project 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 2010 including the activation of Wells #21 and #22, entertainment district streetscape improvements, Prairie Stone signage, Hoffman Bridge signage and an upgrade to the Higgins Road/Prairie Stone intersection and traffic signal.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Charges for Services	49,125	75,000	9,730	5,000	-93.3%
Investment Earnings	80,926	112,680	9,240	9,520	-91.6%
Miscellaneous	10,500	-	200	-	N/A
Note Proceeds	69,366	-	-	-	N/A
<b>Total Revenues</b>	<b>209,917</b>	<b>187,680</b>	<b>19,170</b>	<b>14,520</b>	<b>-92.3%</b>
<b>Expenditures</b>					
Contractual Services	69,366	-	-	-	N/A
Capital Outlay	439,621	1,923,020	182,000	1,206,020	-37.3%
Transfer to Water Fund	-	174,400	174,400	-	N/A
<b>Total Expenditures</b>	<b>508,987</b>	<b>2,097,420</b>	<b>356,400</b>	<b>1,206,020</b>	<b>-42.5%</b>
<b>Net Revenues over Expenditures</b>	<b>(299,070)</b>	<b>(1,909,740)</b>	<b>(337,230)</b>	<b>(1,191,500)</b>	<b>-37.6%</b>



## CENTRAL AREA ROAD IMPROVEMENT IMPACT FEE FUND

The Central Area Road Improvement Impact Fee 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 2010 is the design phase of the Shoe Factory and Beverly Roads widening project.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Charges for Services	-	75,000	1,000	-	N/A
Investment Earnings	3,406	4,540	580	610	-86.6%
Miscellaneous	-	-	-	-	N/A
<b>Total Revenues</b>	<b>3,406</b>	<b>79,540</b>	<b>1,580</b>	<b>610</b>	<b>-99.2%</b>
<b>Expenditures</b>					
Capital Outlay	-	75,000	1,000	1,000	-98.7%
<b>Total Expenditures</b>	<b>-</b>	<b>75,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-98.7%</b>
<b>Net Revenues over Expenditures</b>	<b>3,406</b>	<b>4,540</b>	<b>580</b>	<b>(390)</b>	<b>-108.6%</b>



## WESTERN AREA TRAFFIC IMPROVEMENT FUND

The Western Area Traffic Improvement 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 2010.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Investment Earnings	7,428	8,510	2,380	2,450	-71.2%
<b>Total Revenues</b>	<b>7,428</b>	<b>8,510</b>	<b>2,380</b>	<b>2,450</b>	<b>-71.2%</b>
<b>Expenditures</b>					
Contractual Services	1,434	-	-	-	N/A
<b>Total Expenditures</b>	<b>1,434</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>5,994</b>	<b>8,510</b>	<b>2,380</b>	<b>2,450</b>	<b>-71.2%</b>



## WESTERN AREA ROAD IMPROVEMENT IMPACT FEE FUND

The Western Area Road Improvement Impact Fee 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. There are no projects planned for 2010.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Charges for Services	-	75,000	1,000	-	N/A
Investment Earnings	51,085	52,710	36,500	38,330	-27.3%
<b>Total Revenues</b>	<b>51,085</b>	<b>127,710</b>	<b>37,500</b>	<b>38,330</b>	<b>-70.0%</b>
<b>Expenditures</b>					
Capital Outlay	-	75,000	1,000	-	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>75,000</b>	<b>1,000</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>51,085</b>	<b>52,710</b>	<b>36,500</b>	<b>38,330</b>	<b>-27.3%</b>



## 2009 PROJECT FUND

The 2009 Project Fund will be used to account for the 2009 bond proceeds and the projects related to that bond issue. These projects include the construction of a new Police station and some Village road improvements.

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Investment Earnings	-	-	146,620	100,000	N/A
Note Proceeds	-	28,320,000	31,617,030	-	N/A
<b>Total Revenues</b>	-	<b>28,320,000</b>	<b>31,763,650</b>	<b>100,000</b>	<b>-99.6%</b>
<b>Expenditures</b>					
Police Department Improvements	-	15,000,000	14,232,924	12,313,160	-17.9%
Cost of Issuance	-	290,000	272,060	-	N/A
Transfer to Capital Improve. Fund	-	-	-	750,000	N/A
Transfer to 2009 Debt Service	-	-	4,295,500	-	N/A
<b>Total Expenditures</b>	-	<b>15,290,000</b>	<b>18,800,484</b>	<b>13,063,160</b>	<b>-14.6%</b>
<b>Net Revenues over Expenditures</b>	-	<b>13,030,000</b>	<b>12,963,166</b>	<b>(12,963,160)</b>	<b>-199.5%</b>



# Enterprise Funds



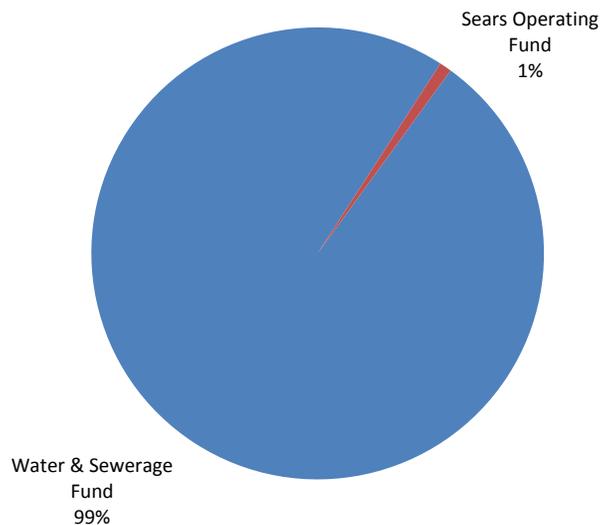
## FUND DESCRIPTION

Enterprise Funds include the Water and Sewerage Fund and the Sears Centre Operating Fund. The Sears Centre Operating Fund was added in 2009 in preparation for the transfer of ownership of the Sears Centre Arena to the Village. The Water and Sewerage Fund includes the following Divisions: Water, Sewer, Water Billing and Capital.

### TOTAL OPERATING BUDGET

\$15,587,500

### ENTERPRISE FUNDS TOTAL EXPENDITURES





## WATER & SEWERAGE FUND

### ANNUAL REVENUES AND EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Operating Revenues</b>					
User Charges	9,989,993	10,051,270	9,783,000	10,759,500	7.0%
<b>Total Operating Revenues</b>	<b>9,989,993</b>	<b>10,051,270</b>	<b>9,783,000</b>	<b>10,759,500</b>	<b>7.0%</b>
<b>Operating Expenditures</b>					
Salaries	2,291,444	2,551,640	2,425,490	2,523,240	-1.1%
Employee Benefits	926,932	996,040	922,480	992,890	-0.3%
Misc. Employee Expenses	36,880	34,220	28,330	30,470	-11.0%
Commodities	381,718	459,370	431,120	282,840	-38.4%
Contractual Services	5,919,158	5,703,880	5,673,770	5,695,270	-0.2%
Capital Outlay	311,949	5,686,100	4,015,560	3,125,460	-45.0%
Cost Allocation	1,125,258	1,255,770	1,081,220	1,089,590	-13.2%
<b>Total Expenditures</b>	<b>10,993,339</b>	<b>16,687,020</b>	<b>14,577,970</b>	<b>13,739,760</b>	<b>-17.7%</b>
<b>Operating Income (Loss) Before Depreciation</b>					
	<b>(1,003,346)</b>	<b>(6,635,750)</b>	<b>(4,794,970)</b>	<b>(2,980,260)</b>	<b>-55.1%</b>
<b>Depreciation Expense</b>	<b>(1,106,443)</b>	<b>(1,123,090)</b>	<b>(1,053,930)</b>	<b>(1,085,540)</b>	<b>-3.3%</b>
<b>Non-Operating Revenues</b>					
Investment Earnings	325,328	355,000	203,000	185,000	-47.9%
Miscellaneous	2,228,160	30,000	114,530	398,100	1227.0%
Bond Proceeds	(79,246)	-	5,511,630	-	N/A
Operating Transfers In	16,130	182,650	182,650	-	N/A
<b>Total Non-Operating Revenues</b>	<b>2,490,372</b>	<b>567,650</b>	<b>6,011,810</b>	<b>583,100</b>	<b>2.7%</b>
<b>Non-Operating Expenses</b>					
Debt Service	(185,603)	(333,310)	(333,070)	(333,070)	-0.1%
Operating Transfers Out	-	(7,000)	(300,100)	(293,100)	4087.1%
<b>Total Non-Operating Expenses</b>	<b>(185,603)</b>	<b>(340,310)</b>	<b>(633,170)</b>	<b>(626,170)</b>	<b>84.0%</b>
<b>Net Income (Loss)</b>	<b>194,980</b>	<b>(7,531,500)</b>	<b>(470,260)</b>	<b>(4,108,870)</b>	<b>-45.4%</b>



## WATER

The Water Division's responsibilities include water supply, distribution and quality assurance by complying with all United States Environmental Protection Agency Standards (USEPA) and Illinois Environmental Protection Agency (IEPA) regulations and standards. Preventative maintenance and repairs include 6 water towers, 4 reservoirs, 2 pumping stations, 6 emergency supply wells, 2,822 fire hydrants and 228 miles of water main pipe, 2,680 valves and 15,000 water meters.

### 2009 ACCOMPLISHMENTS

- Painted 425 hydrants in-house reducing budget expense.
- Conversion into the radio meter read system achieved 100% completion within the entire Village meter routes and implemented Village wide radio meter reading program with advanced mobile data collection system.
- Completed 25 leak repairs, including 1 critical leak repair underneath Plum Grove Road.
- Completed Conant High School water main loop engineering and hydraulic study.
- Replaced 9 fire hydrants.
- Completed preliminary engineering work for booster pump station for the White Oak 4, White Oak 5 and the Hunters Ridge III subdivisions in the Western Development Area (WDA).
- Completed water system field facility SCADA upgrade by replacing obsolete analog system with PLC (Programmable Digital Logic Controller).
- Achieved 6% annual increase on backflow prevention device registration totaling 2,612 accounts.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Implement a new 2 year combined purchase program for water meter accessories.
  - a. Achieve major cost savings.
  - b. Support planned meter change-out program.
  - c. Streamline meter purchase paperwork processing.
  - d. Monitor overall meter accuracy, establish optimum change-out threshold.
  - e. Support preventative meter maintenance work by performing meter change-outs.
- 2) Complete Water Supply and Storage Projects in WDA
  - a. Complete T-7 Water Tower Construction Project by November 2010.
  - b. Prepare specifications for T-6 water tower painting in 2011.
  - c. Perform pump and control upgrades at JAWA pump station.
  - d. Install booster pump station to increase pressure in high ridge area.



## WATER

- e. Increase emergency water supply by connecting Poplar Creek wells #21 and #22 to system.
- 3) Complete all base level water system maintenance work.
- a. Replace 15 obsolete hydrants in Parcel C.
  - b. Replace main line valves found to be defective during annual valve exercising program.
  - c. Supervise contracted parkway restoration, site restoration of landscape, pavement and sidewalks.
  - d. Paint 600 fire hydrants.

## 2010 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. Strive for 100% compliance on annual backflow prevention device registration rate.
- 2) Complete water system leak survey along Route 72 and Barrington Road.
- a. Reduce water lost through distribution system leaks.
  - b. Repair leaks proactively through advance scheduling to reduce emergency excavations.
- 3) Complete construction work for the booster pump station for the White Oak 4, White Oak 5 and Hunters Ridge III subdivisions in the western development area.
- a. Ensure that proper water pressure is maintained for optimum function of house fire sprinklers throughout the subdivisions.
  - b. Add area water system control and monitoring.



## WATER

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1D	Number of Residential Customer Water Service Requests	5,099	4,488	4,500	5,000
ST-1E	Water Meter Radio Read Devices Installed	1,949	2,558	2,795	1,000
LT -2B	Maintenance Cost of Watermains	\$108,468	\$57,117	\$68,640	\$68,640
ST-3E	Maintenance Cost of Hydrants	\$21,684	\$20,988	\$34,590	\$34,590
ST-3A	Number of Hydrants Replaced	9	8	9	15
ST-3D	Number of Hydrants Painted	52	626	425	600

### ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	1,443,783	1,631,630	1,508,280	1,585,240	-2.8%
Employee Benefits	586,191	632,040	576,840	612,620	-3.1%
Misc. Employee Expenses	36,349	33,770	27,940	30,470	-9.8%
Commodities	304,366	378,400	349,710	199,270	-47.3%
Contractual Services	5,520,081	5,324,360	5,263,720	5,257,700	-1.3%
Capital Outlay	126,485	1,221,890	337,440	74,400	-93.9%
Cost Allocation	411,013	504,450	415,320	466,810	-7.5%
<b>Total</b>	<b>8,428,267</b>	<b>9,726,540</b>	<b>8,479,250</b>	<b>8,226,510</b>	<b>-15.4%</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The decrease in Salaries is due to a reduction in 1.5 full-time equivalents.

#### Employee Benefits

The decrease in employee benefits is related to the reduction of full-time equivalents.



## WATER

### **Misc. Employee Expenses**

The 9.8% decrease or \$3,300 is due the elimination of uniform allowances and deferred training levels for 2010.

### **Commodities**

The water meter account is decreasing by 50.2% to reflect the current plan for the meter installations for new construction and meter replacements and repairs for 2010. Conversion to radio meter reading technology was completed in 2009. The purchases of meter interface units for 2010 is reduced for only repair and replacement needs.

### **Contractual Services**

The decrease of 1.3% in this account is mostly realized by the 2009 completion of water rate study and reduced water sample and testing needs according to IEPA requirements.

### **Capital Outlay**

The decrease in capital outlay spending can mostly be attributed to deferring vehicle replacement and the Water System Improvement projects to future years.

### **Cost Allocation**

Cost allocations 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 expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Water Division, we are showing a decrease of expenses that reflect the cost of its water usage.



## SEWER

The Department's sanitary sewer program's responsibilities include preventative maintenance and repairs of 179 miles of sanitary sewer main lines and 18 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.

### 2009 ACCOMPLISHMENTS

- Completed 11 major lift station pump, motor and other component repairs.
- Flushed and cleaned 167,000 feet of sewer main line.
- Performed cleaning of Moon Lake Lift Station wet well 2 times and removed solid waste materials incorrectly discharged into the sanitary sewer collection system.
- Replaced 36 feet of sanitary sewer on Durham Lane.
- Completed the design for joint engineering and construction project with the Village of Schaumburg for the abandonment of Frederick, Highland and Jones Road Lift Stations and the installation of a new joint gravity sewer line.

### 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Successfully completed joint construction project with Schaumburg for the abandonment of the Frederick, Highland and Jones Lift Stations and the installation of the new joint gravity sewer line. The project will eliminate lift station maintenance and reduce potential sewer back-ups and improve operation of sanitary sewer collection system by added flow capacity through gravity line.
  - a. Perform joint municipal coordination and facilitation in construction management and supervision including critical phase inspections, public notification and project progress reports resulting in minimal inconvenience to residents.
- 2) Complete sanitary sewer flow monitoring of Hoffman Estates Blvd. and Sedge Blvd. sub-basins of the collection system utilizing results for improved maintenance by reducing inflow and infiltration into sanitary sewer to eliminate sewer backup incidents caused by storms.
  - a. Provide benchmark check for Phase IV Sanitary Sewer Rehabilitation engineering design.

### 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Achieve continued success of 2010 WDA Lift Station Odor Control.
  - a. Receive no odor complaints.
  - b. Improve lift station operation by upgrade of blast fan air velocity and control.



## SEWER

- 2) Complete Barrington Lift Station Rehabilitation.
  - a. Increase station operational reliability by installing new pumping equipment, instrumentation and control system.
  - b. Reduce operation and maintenance cost by using energy efficient technology.
  
- 3) Complete all base level sanitary sewer maintenance work.
  - a. Flush and/or root cut 200,000 feet of sanitary sewer main line pipe.
  - b. Supervise contracted cleaning and televising of 4,000 feet of sanitary main line sewer.
  - c. Perform weekly maintenance of 18 lift stations.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
ST-1A	Major Lift Station Pump Repairs	26	9	9	5
LT-3B	Sewer Footage Inspected by Closed Circuit TV	6,444	5,719	6,500	6,500
LT-3A	Sewer Maintenance Cost	\$56,289	\$63,961	\$70,000	\$70,000
ST-2B	Sewer Back-up Cleaning Cost	\$18,831	\$10,816	\$2,000	\$2,000
ST-1C	Lift Station Maintenance Cost	\$137,991	\$52,704	\$40,000	\$40,000

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	697,803	767,030	788,260	821,670	7.1%
Employee Benefits	282,748	300,380	287,320	339,500	13.0%
Commodities	2,762	2,370	2,370	2,370	0.0%
Contractual Services	344,203	329,980	349,190	374,700	13.6%
Capital Outlay	179,785	1,553,610	898,770	1,698,770	9.3%
Cost Allocation	308,797	310,550	269,240	301,990	-2.8%
<b>Total</b>	<b>1,816,099</b>	<b>3,263,920</b>	<b>2,595,150</b>	<b>3,539,000</b>	<b>8.4%</b>



## SEWER

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

The increase is due to a .85 increase in FTE's.

#### Employee Benefits

The increase in employee benefits is related to the increase in FTE's as well as a correction in the calculation of Health Insurance expenses.

#### Commodities

The spending levels for small tools and minor equipment will remain the same as was needed in 2009.

#### Contractual Services

The 13.6% increase in contractual services is mostly due to rising electricity costs, replacement of WDA lift well hatch and increased liability and workers compensation insurance expenses.

#### Capital Outlay

The 9.3% increase or \$145,160 in capital outlay expenses is due the Barrington Lift Station Rehab and Fredrick & Highland Lift Abandonment.

#### Cost Allocation

Cost allocations 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 expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Sewer Division, we are showing a decrease of expenses that reflect the cost of its water usage.



## WATER BILLING

The Water Billing Division, which is a subdivision of the Finance Department, includes 2 full-time and 1 part-time employees that are responsible for the water billing for the Village. Due to high turnover within the meter reader positions, there are also 2 seasonal workers who 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 AB&H, A Donohue Group, was presented to the Village Board in October, 2009. Based on this study, increases to the Village's water rates will continue every December 1 until 2013 to adequately fund operations of the Water & Sewer Fund. A new water rate study is planned every five years.

## ANNUAL EXPENSES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Salaries	149,858	152,980	128,950	116,330	-24.0%
Employee Benefits	57,993	63,620	58,320	40,770	-35.9%
Misc. Employee Expenses	532	450	390	-	N/A
Commodities	74,590	78,600	79,040	81,200	3.3%
Contractual Services	54,874	49,540	60,860	62,870	26.9%
Capital Outlay	3,304	80,600	29,100	7,100	-91.2%
Cost Allocation	405,447	440,770	396,660	320,790	-27.2%
<b>Total</b>	<b>746,598</b>	<b>866,560</b>	<b>753,320</b>	<b>629,060</b>	<b>-27.4%</b>

## 2010 BUDGET HIGHLIGHTS

### Salaries & Wages

The 24% decrease is due to a 0.66 decrease in full-time equivalent employees. The water meter readers were eliminated when the Village converted to radio meter readings.

### Employee Benefits

The decrease in employee benefits is related to the reduction of personnel.

### Misc. Employee Expenses

The decrease is due to no uniform needs for 2010.

### Contractual Services

The increase is due to the maintenance agreement for the meter reading software and equipment and the related JP Morgan Chase Bank fees and credit card acceptance fees.



## WATER BILLING

### Capital Outlay

The 91.2% decrease is due to the 2009 purchase of the remittance processing equipment. This piece of equipment allows the Water Billing Division 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	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
Water System Improvements	2,375	2,830,000	2,750,250	1,345,190	-52.5%
<b>Total</b>	<b>2,375</b>	<b>2,830,000</b>	<b>2,750,250</b>	<b>1,345,190</b>	<b>N/A</b>

### 2010 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.



## SEARS CENTRE ARENA OPERATING FUND

The Sears Centre Arena Operating Fund was set up in 2009 to handle all operations within the Arena due to the Village taking over ownership. These preliminary numbers will be much expanded upon with projections from the new management company that will be operating the Arena. For now, it is projected that all of the Village’s Entertainment Tax and half of the Food & Beverage Tax will be going into this fund. Also, the only known expense showing currently is the increase in the Village’s liability insurance related to the ownership of the Arena. But again, this is a preliminary number and once more information is received from the new management company, a budget adjustment will be taken before the Village Board for approval.

### ANNUAL REVENUES AND EXPENSES BY CLASS

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Entertainment Tax	-	-	-	875,000	N/A
Food & Beverage Tax	-	-	-	350,000	N/A
<b>Total Revenues</b>	-	-	-	<b>1,225,000</b>	<b>N/A</b>
<b>Expenditures</b>					
Operating & Ticketing	-	-	-	136,030	N/A
Transfers	-	-	743,770	-	N/A
<b>Total Expenditures</b>	-	-	<b>743,770</b>	<b>136,030</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	-	-	<b>(743,770)</b>	<b>1,088,970</b>	<b>N/A</b>



# Internal Service Funds

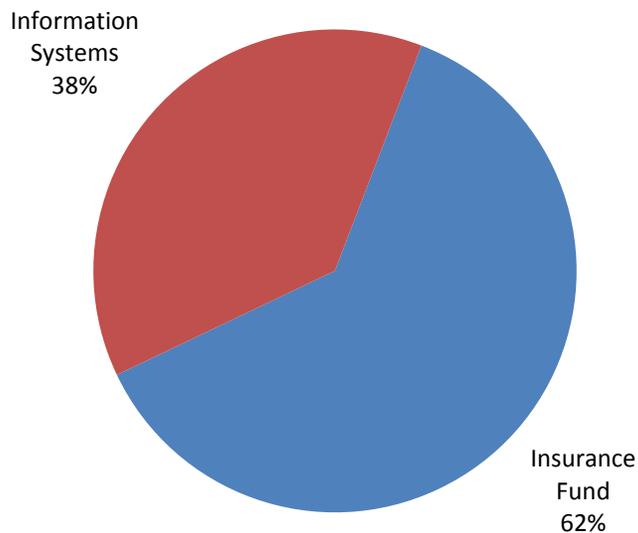


## DESCRIPTION

Internal Service Funds include the Information Systems 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. The Information Systems Fund accounts for the operation of the Information Systems Department (technology) of the Village. The Insurance Fund accounts for the servicing and payment of claims for the Village's self-insurance programs including Workers' Compensation and Liability. Financing for both of these funds is provided through billings to various Village Departments.

**TOTAL OPERATING BUDGET**  
\$3,017,160

### 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 eight 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.

### 2009 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 in Police and Fire.
- The third phase of our disaster recovery plan was begun with our partnership in the NIUnet fiber optic program. The Beverly Rd, Stonington Ave and Westbury Dr water towers were linked via microwave and the new Fire Station 4 was linked via fiber optic cable to Beverly Road water tower and to NIUnet. Also, Fire Station 3 was linked via fiber optic cable to Westbury Drive water tower and Public Works was linked via fiber optic cable to Stonington Avenue water tower.
- The fiber optic infrastructure was extended about 12,000 feet with the installation of cable from the current Police Department at 1200 Gannon Drive to the new Police facility at 411 Higgins Road and to Fire Station 1 at 225 Flagstaff Lane. The new cable was spliced into the existing cable at 1200 Gannon Drive. Fire Station 1 was brought online so their data and voice communications are now up to the standard of the rest of the Village facilities. The fiber optic connection to the new Police facility will be completed in the spring of 2010 when the building construction is ready to accept the connection.
- Enhancements were made to our handling of email and viruses, with no virus outbreaks during the year and a sharp reduction in Spam email.
- 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](http://www.hoffnet.gov)) which was revised this year.
- The Geographical Information System 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) web site to use the more powerful ArcGIS Server 9.3 interface.
- Extensive progress was made for the CommunityPLUS eGovPLUS implementation.



## INFORMATION SYSTEMS

- Since March of 2007 corrections were made by IS staff to over 27,000 entity records, 35,000 duplicates were consolidated and over 10,000 location records were added, corrected or merged.
  - In light of the number of corrections needed, training was provided to all Village staff responsible for data entry of entities.
  - Extensive testing was performed on the functionality of the Utility Billing application on the eGovPLUS website and the accuracy of the data displayed on individual accounts.
  - The format and design of each webpage displayed was evaluated, customized and tested to our requirements.
  - We have developed procedures and training plans to successfully deploy eGovPLUS.
  - A Custom Payment Gateway was developed to integrate eGovPLUS to the Illinois ePay payment website, thereby eliminating the annual and monthly costs we would have been charged by PayPal for their merchant account. This Custom Payment Gateway has been extensively tested. This Gateway will enable the recording of the payment in the cash receipts application of CommunityPLUS, which is later interfaced to FinancePLUS.
- 
- Based on the current status of testing and implementation, we anticipate going live with the Utility Billing application in eGovPLUS application during the 4<sup>th</sup> quarter of 2009.
  - Due to the retirement of key Finance Department employees, it was determined that extensive training needed to be provided to all five staff members, both newly hired and those in new positions. IS presented training in multiple areas to these staff members during the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2009. Additional training will be provided in year-end processing during the 4<sup>th</sup> quarter to get those new people up to speed.
  - Worked with the Clerk's Office to streamline the license renewal process for all license categories. Developed and deployed new renewal documents.
  - Worked with SunGard to customize Utility Billing to store attachments at the account serial number level to meet the Identity Theft Program recordkeeping requirements implemented by the Finance Department.
  - Created searchable electronic archives of both Permit records and ACTION items from 1999-2007.
  - Developed and implemented a new Citations Penalty Process. This was necessitated by the move to our Local Adjudication Court and the resultant court date-based penalty process. The baseline software has an issue date-based penalty process.



## INFORMATION SYSTEMS

- Revamped the statutes and violation codes for all Park District Violations for the Citations application. Created the data elements necessary for the Fire Department to use Citations for Fire Violations.
- Worked extensively with the Police Department and APS to provide the data for their lookup tables and configure the software that will control the operation of the Automated Ticket Writing software. Began development of the Citations custom interface utility that will be needed to upload the violations from the APS database to CommunityPLUS. This project will be completed in 2010.
- Developed and deployed new Cognos Code Enforcement letters to replace the FormEasy letters that have been using for the past nine years. These are the letters that are mailed to residents when they are found to be in violation of Village codes. These new letters were designed to eliminate the need for mailing labels, as are all the form letters the IS Department creates for Village mailings, in an effort to reduce supply costs.
- Revamped the Permit Types and Fees tables and converted existing data to enable detailed reporting of Permit Fees by type. These tables were created a long time ago, when the big picture was not yet in view. Now, we can provide granular reporting to fulfill all the needs identified by Development Services.
- Assisted Neptune Technology Group and Water Billing staff with the implementation of the new water meter reading hardware and software to integrate with the SunGard Public Sector Utility Billing Application.
- Provided technical analysis and testing necessary needed to implement the new Summit Remittance Processor hardware and software, which is used to scan the Utility Billing payments received by mail.
- Implemented the Zoning and Developments application for recordkeeping of the plan review process for initial reviews performed by Fire Department personnel. By implementing this application, this also forms the basis of Plan Reviews for Permits, which could be implemented by Development Services, if desired.

## 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) To 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.
- 2) Strategic planning and fiscal responsibility.



## INFORMATION SYSTEMS

- a. Consider and prioritize all department needs in the development of the Information Systems Budget.
  - b. Purchase and acquisition of all systems and software in a timely and cost effective manner.
  - c. To expand upon our existing use of short-term and long-term planning for the technology needs of the Village and its residents.
- 3) Improve service levels of Technical Support functions for all departments.
- a. Create technical specifications for technology projects in other departments. Provide assessment and compatibility advice.
  - b. Expand use of customer feedback forms by revising our online feedback process.
  - c. Increase our involvement at the department level in project planning.
  - d. Begin Service Level Agreements (SLAs) between IS and various 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.
- 4) Build Data Redundancy into our Storage and Upgrade Pentamation modules to Village Standard of Microsoft SQL.
- a. Use offsite facility through NIUnet to provide replication of all Village Data.
- 5) Begin analysis and testing for additional eGovPLUS applications.  
(Linked to Village Board Goal ST-4)
- 6) CommunityPLUS 8.4 Beta Testing and Live Implementation.
- 7) Upgrade FinancePLUS to 4.3 to alleviate need for separate Genero Clients for CommunityPLUS and FinancePLUS databases.
- 8) Develop and deploy electronic court documents for use by Finance Department staff and the Court Officials during the Local Adjudication Court hearings. This will enable the Finance Department to achieve the goal of a paperless ticketing system.
- 9) Complete the fiber optic cable extension to the new Police Facility at 411 Higgins Road.
- a. Pull the cable onto the property and into the building.
  - b. Terminate and test the fiber optic strands.

## 2010 LONG-TERM GOALS & OBJECTIVES

- 1) Create Service Level Agreements with all departments.
  - a. Formalize service expectations.
  - b. Develop metrics for tracking the SLA.
  - c. Develop reporting on SLA performance.
- 2) Complete Custom Modification for Automated Ticket Writer interface utility to Citations.



## INFORMATION SYSTEMS

- 3) Due to budget constraints, we will not be implementing any new SunGard applications or features that will involve expenditure of additional Village funds. Therefore, we have removed upgrades to the web-based versions of CommunityPLUS and FinancePLUS. In order to move Police, Public Works and Fire to Time Entry, we need to have the web-based version of FinancePLUS. Subsequently we have suspended our plan to further implement electronic Time Keeping for those departments, until such time that funding is once again available.
- 4) Expand and Enhance the Geographic Information System.
  - a. Develop new Web Interface.
  - b. Customize online views for departments.
  - c. Train employees in use of tools.
  - d. Continue development of new data sets such as Pictometry.

## PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
LT-1A, B	Service Requests	2,589	2,850	2,436	2,750
ST-2B	Email Accounts	401	420	468	480
ST-2B	PC Install/Replaced	92	75	0	80
ST-3A	Reportable/ Monitored Village Projects	68	85	76	85
LT-1A, B	Issues Resolved on time	95%	95%	97%	95%
ST-1C, ST-3C	Training Contact Hours Supplied to Departments	N/A	210	153	225



## INFORMATION SYSTEMS

### ANNUAL REVENUE AND EXPENDITURES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
User Charges	1,098,310	1,154,060	965,070	1,080,700	-6.4%
Investment Earnings	12,008	20,000	2,740	5,000	-75.0%
General Fund	63,409	62,170	51,520	58,480	-5.9%
EDA Admin Fund	-	6,300	6,300	-	N/A
Water Fund	-	7,000	7,000	-	N/A
<b>Total Revenues</b>	<b>1,173,727</b>	<b>1,249,530</b>	<b>1,032,630</b>	<b>1,144,180</b>	<b>-8.4%</b>
<b>Expenditures</b>					
<b>ADMINISTRATION</b>					
Salaries	569,588	547,670	498,760	467,160	-14.7%
Employee Benefits	214,080	206,340	187,210	160,900	-22.0%
Misc. Employee Expenses	17,645	21,500	6,780	6,280	-70.8%
Commodities	38,288	35,780	35,000	35,020	-2.1%
Contractual Services	8,415	9,310	9,600	14,120	51.7%
<b>OPERATIONS</b>					
Contractual Services	180,557	208,900	177,300	210,300	0.7%
Capital Outlay	91,889	136,900	99,050	100,850	-26.3%
Depreciation	19,420	21,410	37,360	38,480	79.7%
<b>CAPITAL ASSETS</b>					
Capital Outlay	283,749	336,200	522,400	233,000	-30.7%
Cost Allocation	(141,931)	(124,480)	(127,380)	(121,910)	-2.1%
<b>Total Expenditures</b>	<b>1,281,700</b>	<b>1,399,530</b>	<b>1,446,080</b>	<b>1,144,200</b>	<b>-18.2%</b>
<b>Net Revenues over Expenditures</b>	<b>(107,973)</b>	<b>(150,000)</b>	<b>(413,450)</b>	<b>(20)</b>	<b>N/A</b>

### 2010 BUDGET HIGHLIGHTS

#### Salaries & Wages

Decrease is due to a reduction of 1.75 full-time equivalent positions.

#### Employee Benefits

The decrease in employee benefits is related to the decrease in personnel.

#### Misc. Employee Expenses

Travel and training expenses were reduced per budget restrictions by \$15,200.



## INFORMATION SYSTEMS

### **Contractual Services**

The \$4,800 increase in contractual services is the result of centralizing the costs for spare and discontinued cell phones to the IS Department.

### **Cost Allocation**

Cost allocations 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 expenditures 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 expenses 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.

The Village will test insurance market conditions in 2009 by approaching several public entity markets through the Village's insurance broker Mesirow Financial Services. The Village's property and casualty and workers' compensation excess insurance coverage will be renewed in 2009 for the 2010 term per the recommendations of the broker and careful review of the Risk Manager.

Depending on favorable market conditions, a full request for proposal process for brokerage services and excess insurance coverage is scheduled to be performed in 2010 for the 2011 coverage term and beyond.

## 2009 ACCOMPLISHMENTS

- Successfully conducted the 2009 Annual Safety Slogan Program.
- Handled all workers' compensation and in-house general liability claims in a fair and timely manner.
- Supervised the handling of all claims being adjusted by the Village's third party claims administrators.
- The annualized workers' compensation claims frequency for 2009 is projected to be 40% less than the previous year.
- The annualized workers' compensation claims severity for 2009 is projected to be 44% less than the previous year.
- The annualized general liability claims frequency for 2009 is projected to be 21% less than the previous year.

## 2010 SHORT-TERM GOALS & OBJECTIVES

- 1) Reduce the frequency of workers' 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.



## INSURANCE FUND

- 2) Reduce the severity of workers' 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 feorsors.
  - 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.
- 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 feorsors.
- 5) Conduct Sexual harassment awareness training.
  - a. Train all newly hired employees.
  - b. Train all existing employees who have not previously received training.

## 2010 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 be used to electronically manage claims that are administered in-house.
  - a. Increase efficiency in claims handling.
  - b. Provide detailed and customized loss runs.
  - c. Increase productivity of the Risk Manager.



## INSURANCE FUND

### PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Actual	2009 Estimate	2010 Target
LT-1A	Number of Safety Luncheon participants	125	140	150	N/A
ST-1B	Number of sites inspected for unsafe acts and hazards	2	4	6	6
ST-3C	Percentage of high-risk departmental policies and procedures reviewed	N/A	80%	90%	90%

### ANNUAL REVENUES AND EXPENDITURES BY CLASS

CLASS	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
User Charges	1,404,210	1,777,820	1,777,820	1,872,960	5.4%
Investment Earnings	49,193	50,000	26,800	27,600	-44.8%
Miscellaneous	17,821	5,000	5,000	5,000	0.0%
<b>Total Revenues</b>	<b>1,471,224</b>	<b>1,832,820</b>	<b>1,809,620</b>	<b>1,905,560</b>	<b>4.0%</b>
<b>Expenditures</b>					
Employee Benefits	3,892	9,170	-	80,000	772.4%
Contractual Services	1,822,282	1,777,820	1,786,600	1,792,960	0.9%
<b>Total Expenditures</b>	<b>1,826,174</b>	<b>1,786,990</b>	<b>1,878,600</b>	<b>1,872,960</b>	<b>4.8%</b>
<b>Net Revenues over Expenditures</b>	<b>(354,950)</b>	<b>45,830</b>	<b>(68,980)</b>	<b>32,600</b>	<b>-28.9%</b>

### 2010 BUDGET HIGHLIGHTS

#### Employee Benefits

The 772.4% increase or \$70,830 is due to the projected increase in unemployment benefits due to the reduction of FTE's.

#### Contractual Services

The slight increase of .9% is due to an increase in the Liability and Workers Comp fixed costs by 9.5% and 8.2% respectively as well as an increase in the Excess Liability Pool of 10.4%. This was offset by a decrease in Workers Comp claims by 7.1%.



# 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's 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

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Taxes	1,695,159	1,802,998	1,804,998	2,383,041	32.2%
Intergovernmental	16,441	17,550	17,550	17,550	0.0%
Charges for Services	810,177	823,470	829,890	863,090	4.8%
Investment Earnings	(5,443,688)	1,440,140	1,568,340	1,222,760	-15.1%
Miscellaneous	67,851	-	40,000	-	N/A
EDA Administration Fund	89,270	91,950	91,950	123,740	34.6%
<b>Total Revenues</b>	<b>(2,764,790)</b>	<b>4,176,108</b>	<b>4,352,728</b>	<b>4,610,181</b>	<b>10.4%</b>
<b>Expenditures</b>					
Salaries	1,000	1,000	1,000	8,720	772.0%
Employee Benefits	2,203,886	2,299,090	2,347,160	2,416,600	5.1%
Misc. Employee Expenses	562	1,500	1,500	1,500	0.0%
Commodities	119	500	100	500	0.0%
Contractual Services	100,159	139,380	113,300	118,320	-15.1%
<b>Total Expenditures</b>	<b>2,305,726</b>	<b>2,441,470</b>	<b>2,463,060</b>	<b>2,545,640</b>	<b>4.3%</b>
<b>Net Revenues over Expenditures</b>	<b>(5,070,517)</b>	<b>1,734,638</b>	<b>1,889,668</b>	<b>2,064,541</b>	<b>19.0%</b>



## 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

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	% Change
<b>Revenues</b>					
Taxes	1,258,555	1,427,835	1,435,615	2,015,552	41.2%
Intergovernmental	16,441	17,550	17,550	17,550	0.0%
Charges for Services	750,533	781,010	753,210	783,340	0.3%
Investment Earnings	(5,809,323)	1,652,960	424,580	1,278,940	-22.6%
EDA Administration Fund	286,800	309,720	309,720	401,890	29.8%
<b>Total Revenues</b>	<b>(3,496,993)</b>	<b>4,189,075</b>	<b>2,940,675</b>	<b>4,497,272</b>	<b>7.4%</b>
<b>Expenditures</b>					
Salaries	-	-	-	9,260	N/A
Employee Benefits	2,014,974	2,034,260	2,183,950	2,327,350	14.4%
Misc. Employee Expenses	75	2,500	1,500	2,500	0.0%
Commodities	400	400	720	400	0.0%
Contractual Services	224,046	251,220	258,620	255,160	1.6%
<b>Total Expenditures</b>	<b>2,239,495</b>	<b>2,288,380</b>	<b>2,444,790</b>	<b>2,594,670</b>	<b>13.4%</b>
<b>Net Revenues over Expenditures</b>	<b>(5,736,488)</b>	<b>1,900,695</b>	<b>495,885</b>	<b>1,902,602</b>	<b>0.1%</b>



# 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 project type, department and funding source.

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



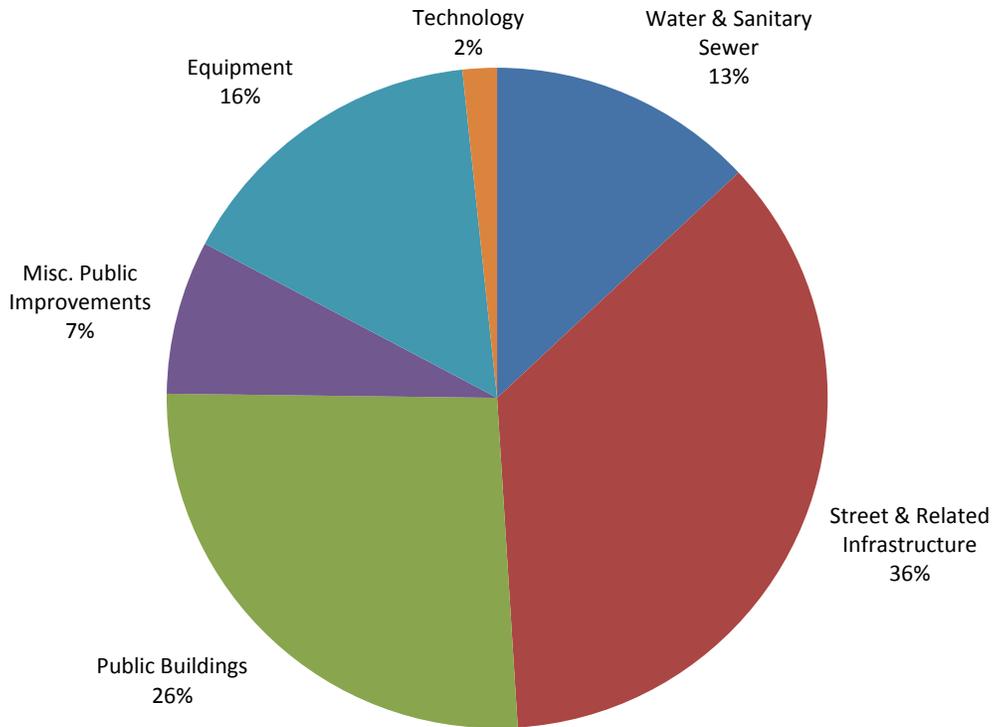
Each project is also summarized by department. You can examine each project under the department section of the CIP. The departments are:

1. General Government
2. Police
3. Fire
4. Public Works
5. Development Services
6. 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.



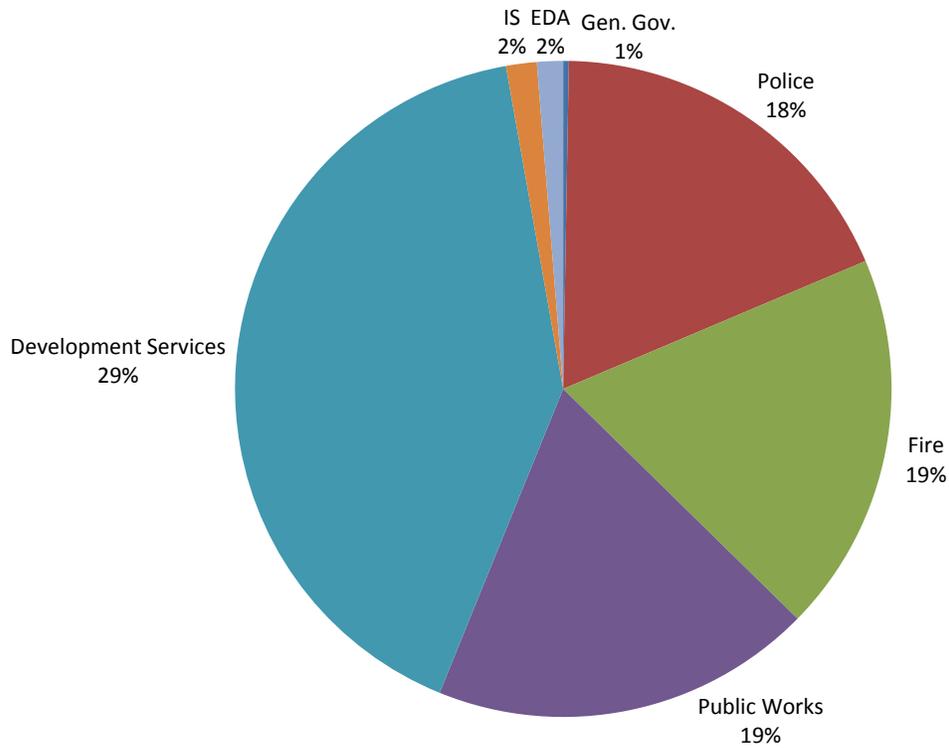
## SUMMARY OF CAPITAL REQUESTS BY PROJECT TYPE



Project Type	2010	2011	2012	2013	2014	Total 2010-2014
Water & Sanitary Sewer	3,583,240	1,699,430	1,764,240	1,465,580	1,186,440	<b>9,698,930</b>
Street & Related Infrastructure	4,700,220	9,555,010	4,408,650	2,815,860	5,258,140	<b>26,737,880</b>
Public Buildings	12,553,160	182,750	2,165,680	460,710	4,120,910	<b>19,483,210</b>
Misc. Public Improvements	349,000	267,000	2,652,150	1,912,520	417,230	<b>5,597,990</b>
Equipment	410,400	4,805,270	2,568,740	1,079,340	2,718,080	<b>11,581,830</b>
Technology	228,000	352,500	309,500	289,900	76,500	<b>1,256,400</b>
<b>Total</b>	<b>21,824,020</b>	<b>16,861,960</b>	<b>13,868,960</b>	<b>8,023,910</b>	<b>13,777,390</b>	<b>74,356,240</b>



## SUMMARY OF CAPITAL REQUESTS BY DEPARTMENT



Department	2010	2011	2012	2013	2014	Total 2010-2014
General Government	50,000	17,000	72,400	66,000	-	205,400
Police	12,511,560	286,400	356,340	249,140	238,400	13,641,880
Fire	70,000	3,941,350	3,017,490	518,800	6,380,280	13,927,920
Public Works	3,882,960	2,782,170	3,279,230	2,411,570	1,613,710	13,969,640
Development Services	4,341,500	9,263,500	6,879,000	4,535,000	5,515,000	30,534,000
Economic Development Area	740,000	380,000	-	-	-	1,120,000
Information Systems	228,000	191,500	264,500	243,400	30,000	957,400
<b>Total</b>	<b>21,824,020</b>	<b>16,861,960</b>	<b>13,868,960</b>	<b>8,023,910</b>	<b>13,777,390</b>	<b>74,356,240</b>



## SUMMARY OF CAPITAL REQUESTS

### SOURCE OF FUNDS

Fund	2010	2011	2012	2013	2014	Total 2010-2014
General	293,320	3,705,820	4,810,590	2,131,275	6,968,735	<b>17,909,740</b>
Water & Sewer	1,573,930	1,605,500	2,008,330	1,682,635	1,307,185	<b>8,177,580</b>
Motor Fuel Tax	1,162,400	2,643,370	1,264,370	1,265,400	750,000	<b>7,602,000</b>
Food & Beverage Tax	-	-	750,000	750,000	750,000	<b>2,250,000</b>
Asset Seizure	-	-	29,000	-	-	<b>29,000</b>
EDA Administration	51,500	1,105,930	256,300	361,960	-	<b>1,775,690</b>
EDA Bond Proceeds	981,020	1,930,000	1,200,000	-	-	<b>4,111,020</b>
Roselle Road TIF	20,000	-	2,044,000	900,000	90,000	<b>3,054,000</b>
Capital Replacement	247,900	612,340	884,870	220,240	426,010	<b>2,391,360</b>
IS User Charges	228,000	191,500	257,500	233,400	30,000	<b>940,400</b>
Central/Western Impact Fees	-	125,000	125,000	300,000	1,000,000	<b>1,550,000</b>
Traffic/Western Improvement	146,000	40,000	-	-	-	<b>186,000</b>
Developer Contributions	1,425,000	3,000,000	-	15,000	1,775,000	<b>6,215,000</b>
Municipal Contributions	388,100	-	-	-	-	<b>388,100</b>
Bond Proceeds	14,408,350	750,000	-	-	-	<b>15,158,350</b>
DUI Reimbursement	-	24,000	24,000	24,000	24,000	<b>96,000</b>
Grants	575,000	410,000	160,000	110,000	110,000	<b>1,365,000</b>
Court Supervision Escrow	30,000	30,000	30,000	30,000	30,000	<b>150,000</b>
Hoffman Bridge Maintenance	-	-	25,000	-	-	<b>25,000</b>
Hoffman Estates Park District	10,000	80,000	-	-	-	<b>90,000</b>
State Participation	247,500	388,500	-	-	-	<b>636,000</b>
IDOT & Cook County	36,000	220,000	-	-	-	<b>256,000</b>
<b>Total</b>	<b>21,824,020</b>	<b>16,861,960</b>	<b>13,868,960</b>	<b>8,023,910</b>	<b>13,777,390</b>	<b>74,356,240</b>



## CAPITAL REQUESTS

### DEPARTMENT OF GENERAL GOVERNMENT

Project Name	Type	2010	2011	2012	2013	2014	Total 2010-2014
Editing System Replacement	5	35,000	-	-	-	-	<b>35,000</b>
Tornado Siren Replacement	4	-	17,000	37,400	41,000	-	<b>95,400</b>
Copier Replacement Program	5	15,000	-	35,000	25,000	-	<b>75,000</b>
<b>Total</b>		<b>50,000</b>	<b>17,000</b>	<b>72,400</b>	<b>66,000</b>	<b>-</b>	<b>205,400</b>

### SIGNIFICANT NON-ROUTINE PROJECTS

There are no significant non-routine projects in the Department of General Government.



## CAPITAL REQUESTS POLICE DEPARTMENT

Project Name	Type	2010	2011	2012	2013	2014	Total 2010-2014
New Police Building	3	12,313,160	-	-	-	-	<b>12,313,160</b>
Patrol Vehicles	5	146,400	153,000	163,000	164,400	164,400	<b>791,200</b>
Patrol Vehicles, EDA	5	27,500	28,500	29,500	-	-	<b>85,500</b>
Administrative Vehicles	5	24,500	25,500	26,500	27,500	27,500	<b>131,500</b>
In-Care Digital Video Cameras	6	-	45,000	45,000	46,500	46,500	<b>183,000</b>
Emergency Overhead Lighting	5	-	9,940	10,340	10,740	-	<b>31,020</b>
Traffic Section Vehicles	5	-	24,500	25,500	-	-	<b>50,000</b>
Vehicles, Investigations Division	5	-	-	29,000	-	-	<b>29,000</b>
Canine Vehicles	5	-	-	27,500	-	-	<b>27,500</b>
<b>Total</b>		<b>12,511,560</b>	<b>286,440</b>	<b>356,340</b>	<b>249,140</b>	<b>238,400</b>	<b>13,641,880</b>

### SIGNIFICANT NON-ROUTINE PROJECTS

#### NEW POLICE BUILDING

Description: Design and construction of a new Police Department facility.

FY 2010 Costs	Total Costs	Source of Funds
\$12,313,160	\$12,313,160	2009 Bond Proceeds   \$12,313,160

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	Type	2010	2011	2012	2013	2014	Total 2010-2014
Protective Clothing	5	18,000	74,000	80,000	88,000	96,800	356,800
Apparatus Refurbishment	5	52,000	222,500	-	-	-	274,500
EMS Reporting	6	-	36,000	-	-	-	36,000
Station 22 Capital Improvements	3	-	105,000	1,590,040	-	-	1,695,040
Fitness Equipment	5	-	115,000	40,000	45,000	50,000	250,000
Distance Learning System	6	-	80,000	-	-	-	80,000
Fire Car 4	5	-	53,500	-	-	-	53,500
Cardiac Monitors	5	-	390,000	-	-	-	390,000
Reserve Engine 23	5	-	796,150	-	-	-	796,150
Car 12, ESDA	5	-	54,280	-	-	-	54,280
Reserve Ambulance 23	5	-	266,020	-	-	-	266,020
Car 3	5	-	88,150	-	-	-	88,150
Reserve Truck 24	5	-	1,660,750	-	-	-	1,660,750
Reserve Engine 21	5	-	-	957,100	-	-	957,100
Reserve Ambulance 21	5	-	-	293,450	-	-	293,450
Car 11, Administration/FPB	5	-	-	56,900	-	-	56,900
Reserve Ambulance 24	5	-	-	-	322,750	-	322,750
Car 14, Administration/FPB	5	-	-	-	63,050	-	63,050
Truck 24	5	-	-	-	-	1,910,730	1,910,730
Reserve Ambulance 23	5	-	-	-	-	322,750	322,750
Relocation of Fire Station 21	3	-	-	-	-	4,000,000	4,000,000
<b>Total</b>		<b>70,000</b>	<b>3,941,350</b>	<b>3,017,490</b>	<b>518,800</b>	<b>6,380,280</b>	<b>13,927,920</b>

### 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. 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 2010 Costs	Total Costs	Source of Funds
\$0	\$1,695,040	General Fund
		\$1,695,040



## CAPITAL REQUESTS

### FIRE DEPARTMENT *(continued)*

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.

#### RELOCATION OF FIRE STATION 21

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 Station #21 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 will be better served when Station 21 is relocated to a location further north and west from its current location. A newly constructed station at this site will better serve the needs of the district.

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$4,000,000	General Fund	\$4,000,000

Annual Impact on Operating Budget: The impact on the Village’s operating budget pertaining to the relocation of a fire station is unknown at this time, due to the fact that planning has not even occurred. As of now, this project is not scheduled until 2014. When the construction does occur, it is very likely that the new station will be a “green” facility, similar to the new Police Station that is being constructed as well as the new Fire Station #24 that was recently completed. Being a “green” facility will result in significantly reduced energy costs. The long-term benefits include a 50% decrease in energy consumption, 30-50% reduction in energy costs, improved air quality, reduced natural resource consumption and increased worker productivity. Since all building equipment will be new, emergency repairs are not expected in the immediate future.



# CAPITAL REQUESTS

## PUBLIC WORKS DEPARTMENT

Project Name	Type	2010	2011	2012	2013	2014	Total 2010-2014
Expansion of PW Buildings	3	-	-	167,640	315,710	120,910	<b>604,260</b>
Village Creek Drainage Improv.	4	-	40,000	45,000	50,000	55,000	<b>190,000</b>
Street Light Pole Replacement	2	32,400	33,370	34,370	35,400	36,460	<b>172,000</b>
Roof Replacements	3	240,000	32,750	408,000	-	-	<b>680,750</b>
Sidewalk Replacement Program	2	27,320	28,140	28,980	29,850	30,750	<b>145,040</b>
Village Masonry Cleaning	3	-	45,000	-	-	-	<b>45,000</b>
Fuel Dispensing System	4	-	25,000	-	-	-	<b>25,000</b>
Curb Replacement	2	-	10,000	10,300	10,610	10,930	<b>41,840</b>
Lake Level Monitoring Stations	4	-	25,000	25,750	26,520	27,320	<b>104,590</b>
Tandem Dump Truck Unit 3	5	-	135,000	-	-	-	<b>135,000</b>
4x4 Stake Body Truck, Unit 44	5	-	57,980	-	-	-	<b>57,980</b>
4x4 Crew Cab Pick-Up, Unit 37	5	-	34,640	-	-	-	<b>34,640</b>
2.5 Ton HD Dump Truck	5	-	135,190	-	-	-	<b>135,190</b>
4x4 Mini Dump Truck, Unit 49	5	-	64,200	-	-	-	<b>64,200</b>
4x4 Mini Dump Truck, Unit 48	5	-	64,200	-	-	-	<b>64,200</b>
Branch/Brush Chipper, Unit 126	5	-	56,380	-	-	-	<b>56,380</b>
Pavement Roller, Unit 51	5	-	44,520	-	-	-	<b>44,520</b>
4x4 Pick-Up Truck	5	-	34,650	-	-	-	<b>34,650</b>
55 Ft Aerial Lift Truck, Unit 55	5	-	-	150,000	-	-	<b>150,000</b>
Tandem Dump Truck, Unit 10	5	-	-	143,000	-	-	<b>143,000</b>
40 ft Aerial Lift Truck, Unit 54	5	-	-	120,000	-	-	<b>120,000</b>
Telematics Vehicle Tracking Sys.	5	-	-	74,400	36,900	-	<b>111,300</b>
4x4 Pick-Up Truck, Unit 34	5	-	-	35,700	-	-	<b>35,700</b>
4x4 Pick-Up Truck, Unit 35	5	-	-	35,700	-	-	<b>35,700</b>
Tractor/Mower, Unit 144	5	-	-	35,200	-	-	<b>35,200</b>
Engine Overhaul Unit, FE22	5	-	-	25,000	-	-	<b>25,000</b>
Engine Overhaul Unit, FT22	5	-	-	25,000	-	-	<b>25,000</b>
Engine Overhaul Unit, SQ22	5	-	-	20,000	-	-	<b>20,000</b>
Replace Village Hall Chiller	3	-	-	-	145,000	-	<b>145,000</b>
4x4 Stake Body Truck, Unit 43	5	-	-	-	57,300	-	<b>57,300</b>
4x4 Pick-Up Truck, Unit 22	5	-	-	-	39,500	-	<b>39,500</b>
Four Door Sedan, Unit 80	5	-	-	-	30,000	-	<b>30,000</b>
Four Door Sedan, Unit 89	5	-	-	-	30,000	-	<b>30,000</b>
Village Hall Pool Car, Unit 73	5	-	-	-	30,000	-	<b>30,000</b>
Four Door Sedan, Unit 85	5	-	-	-	30,000	-	<b>30,000</b>
Village Hall Pool Car, Unit 93	5	-	-	-	30,000	-	<b>30,000</b>
Four Door Sedan, Unit 95	5	-	-	-	30,000	-	<b>30,000</b>
4x4 Mini Dump Truck, Unit 61	5	-	-	-	-	70,140	<b>70,140</b>
4x4 Crew Cab Pick-Up, Unit 33	5	-	-	-	-	37,880	<b>37,880</b>
4x4 Crew Cab Pick-Up, Unit 97	5	-	-	-	-	37,880	<b>37,880</b>
Water Meters/New Construction	1	9,660	130,780	130,780	130,780	130,780	<b>532,780</b>
Annual Meter Change-Outs	1	135,000	120,000	125,000	170,000	175,000	<b>725,000</b>



## CAPITAL REQUESTS PUBLIC WORKS DEPARTMENT *(continued)*

Project Name	Type	2010	2011	2012	2013	2014	Total 2010-2014
Lift Station Pump System Rehab.	1	463,420	474,000	175,300	230,430	400,000	<b>1,743,150</b>
Sewer Main & Lift Contract	1	40,000	41,200	42,440	43,710	45,020	<b>212,370</b>
Sanitary Sewer Rehab	1	74,400	74,400	400,000	442,500	-	<b>991,300</b>
Western Area Water Tank	1	1,345,190	-	-	-	-	<b>1,345,190</b>
Western Area Water Sys. Impr.	1	-	250,000	540,000	-	-	<b>790,000</b>
Well 21 & 22 Activation	1	286,020	-	-	-	-	<b>286,020</b>
Remote Site SCADA Upgrade	1	30,000	-	-	-	30,000	<b>60,000</b>
Abandonment of Lift Stations	1	1,108,550	-	-	-	-	<b>1,108,550</b>
Water Main Replacement	1	10,000	10,000	-	315,000	315,000	<b>650,000</b>
Hydrant Replacements	1	36,000	37,000	38,000	39,000	40,000	<b>190,000</b>
Valve Replacement	1	20,000	20,600	21,200	21,840	22,500	<b>106,140</b>
Water Quality Monitoring System	1	25,000	25,750	26,520	27,320	28,140	<b>132,730</b>
4x2 ½ Ton Pick-Up Truck, Unit 21	5	-	17,570	-	-	-	<b>17,570</b>
Exterior Painting T-6	1	-	466,200	-	-	-	<b>466,200</b>
Skid Steer Tractor, Unit 52	5	-	51,220	-	-	-	<b>51,220</b>
Step Van, Unit 40	5	-	52,500	-	-	-	<b>52,500</b>
4x4 ¾ Ton Stake Body Truck 62	5	-	51,170	-	-	-	<b>51,170</b>
4x4 Pick-Up Truck, Unit 19	5	-	26,160	-	-	-	<b>26,160</b>
4x4 Pick-Up Truck, Unit 23	5	-	18,100	-	-	-	<b>18,100</b>
University Lift Station Pump Impr.	1	-	49,500	-	-	-	<b>49,500</b>
Abbeywood Pump Replacement	1	-	-	220,000	-	-	<b>220,000</b>
Mini Backhoe Tractor, Unit 57	5	-	-	53,480	-	-	<b>53,480</b>
100kW Generator, Unit 311	1	-	-	45,000	-	-	<b>45,000</b>
4x4 ¾ Ton Pick-Up Truck 29	5	-	-	42,600	-	-	<b>42,600</b>
4x4 ½ Ton Pick-Up Truck 24	5	-	-	34,870	-	-	<b>34,870</b>
Emergency Backup Generators	1	-	-	-	45,000	-	<b>45,000</b>
4x4 Full Size SUV, Unit 75	5	-	-	-	19,200	-	<b>19,200</b>
<b>Total</b>		<b>3,882,960</b>	<b>2,782,170</b>	<b>3,279,230</b>	<b>2,411,570</b>	<b>1,613,710</b>	<b>13,969,640</b>

## SIGNIFICANT NON-ROUTINE PROJECTS

### 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. The Public Works Department has identified additional space needs for an emergency operations center and additional meeting/training space. The costs shown below are for preliminary design and architectural/engineering services, which will include drawings and site review, construction costing, specifications, bids, construction supervision and timelines.



## CAPITAL REQUESTS

### PUBLIC WORKS DEPARTMENT *(continued)*

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$604,260	Water & Sewer Fund	\$302,130
		General Fund	\$302,130

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.

#### WESTERN AREA WATER TANK

Description: Additional storage capacity is needed due to development occurring in the western area of the Village. The construction of this tank began in 2009 and will be completed in 2010.

FY 2010 Costs	Total Costs	Source of Funds	
\$1,345,190	\$1,345,190	Bond Proceeds	\$1,345,190

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 2010 is projected to cost about \$450,000.

#### WESTERN AREA WATER SYSTEM IMPROVEMENTS

Description: The current system is in need of upgrades in order to improve system pressure and increase the emergency water supply.

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$790,000	Water & Sewer Fund	\$790,000

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.

#### ABANDONMENT OF 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 34% of the total cost.



# CAPITAL REQUESTS

## PUBLIC WORKS DEPARTMENT *(continued)*

FY 2010 Costs	Total Costs	Source of Funds	
\$1,108,550	\$1,108,550	Water & Sewer Fund	\$730,450
		Village of Schaumburg	\$378,100

Annual Impact on Operating Budget: The abandonment of these lift stations will result in no increase to the operation budget.



## CAPITAL REQUESTS

### DEPARTMENT OF DEVELOPMENT SERVICES

Project Name	Type	2010	2011	2012	2013	2014	Total 2010-2014
Entertainment District	2	650,000	-	-	-	-	650,000
CDBG Projects	4	229,000	110,000	110,000	110,000	110,000	669,000
Storm Sewer Improvements	4	100,000	25,000	340,000	760,000	110,000	1,335,000
Misc. Prairie Stone Improvements	2	90,000	380,000	-	-	-	470,000
Ford Taurus, Unit 93	5	28,000	-	-	-	-	28,000
Roselle Rd Business District	4	20,000	-	2,044,000	900,000	90,000	3,054,000
Street Revitalization	2	2,011,000	1,980,000	1,980,000	1,980,000	1,980,000	9,931,000
Roadway Improvements	2	1,000,000	3,000,000	-	15,000	150,000	4,165,000
Central Rd Bicycle Path	2	200,000	-	-	-	-	200,000
Higgins Rd Bicycle Path/Sidewalk	2	100,000	-	-	-	-	100,000
IL 59/Shoe Factory Turn Lanes	2	36,000	220,000	-	-	-	256,000
Roadway Improvements, EDA	2	180,000	1,800,000	1,200,000	-	-	3,180,000
Palatine Rd Improvements	2	303,500	388,500	-	-	-	692,000
CN Bicycle Path, CMAQ	2	20,000	80,000	-	-	-	100,000
Safe Routes to School	2	50,000	50,000	50,000	-	-	150,000
Ford Explorer, Unit 75	5	32,000	-	-	-	-	32,000
Pick-Up Truck, Unit 85	5	32,000	-	-	-	-	32,000
General Drainage Improvements	4	-	25,000	25,000	25,000	25,000	100,000
Huntington Blvd Bicycle Path	2	-	80,000	-	-	-	80,000
Hassell Rd Reconstruction	2	-	1,380,000	-	-	-	1,380,000
Barrington/Bode Rd Impr,	2	-	125,000	125,000	300,000	2,625,000	3,175,000
Traffic Signal Improvements	2	-	-	440,000	445,000	425,000	1,310,000
Bode/Salem Reconstruction	-	-	-	540,000	-	-	540,000
Hoffman Blvd Bridge Maint.	-	-	-	25,000	-	-	25,000
<b>Total</b>		<b>5,081,500</b>	<b>9,643,500</b>	<b>6,879,000</b>	<b>4,535,000</b>	<b>5,515,000</b>	<b>31,654,000</b>

## 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 2010 Costs	Total Costs	Source of Funds	
\$650,000	\$650,000	EDA Bond Proceeds	\$425,000
		Developer Contributions	\$225,000

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

### DEPARTMENT OF DEVELOPMENT SERVICES *(continued)*

#### 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. Construction of the traffic signal is planned for 2012. Streetscape improvements are currently being studied by the Village consultant and will then be reviewed by the Business District committee.

FY 2010 Costs	Total Costs	Source of Funds	
\$20,000	\$3,054,000	Roselle Road TIF Fund	\$3,054,000

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.

#### ROADWAY IMPROVEMENTS

Description: These roadway improvements pertain to the widening of Shoe Factory Road at Beverly Road. These improvements are to be paid for by developer contributions and the timing of the project depends on the developer's plans and approvals from the County.

FY 2010 Costs	Total Costs	Source of Funds	
\$1,000,000	\$4,165,000	Developer Contributions	\$4,165,000

Annual Impact on Operating Budget: The widening of Shoe Factory Road will not result in any additional operating costs for the Village.

#### ROADWAY IMPROVEMENTS - EDA

Description: The various roadway improvements needed in the Economic Development Area (EDA) include new traffic signals and intersection improvements. The timing of these projects will be based on the need created by development in the area. These improvements were identified with the completion of a four million square foot traffic study for the EDA business park. The recommendations from that study included: adding a right turn lane to Hoffman Blvd at IL-59; adding a third eastbound ramp lane on the exit from I-90 to IL-59; optimization of traffic signal timing at various locations; and construction of a new traffic signal on Higgins Rd at Prairie Stone Pkwy.

FY 2010 Costs	Total Costs	Source of Funds	
\$180,000	\$3,180,000	EDA Bond Proceeds	\$3,180,000

Annual Impact on Operating Budget: These roadway improvements within the EDA will not result in any additional operating costs for the Village.



## CAPITAL REQUESTS

### DEPARTMENT OF DEVELOPMENT SERVICES *(continued)*

#### PALATINE ROAD IMPROVEMENT

Description: Palatine Road is an unmarked State route. The improvements needed would include installing left turn lanes at Huntington, Castaway, and Thornbark to complete the three lane cross-section. The Illinois Department of Transportation (IDOT) has also determined that the intersection of Palatine Road and Huntington Blvd meets traffic signal warrants. This request has been approved by the Northwest Municipal Conference Technical Committee for Surface Transportation Program (STP) funding, which will pay for 70% of the total construction costs. IDOT recently created a Letter of Intent to contribute up to \$640,000 toward Phase II engineering and construction.

FY 2010 Costs	Total Costs	Source of Funds	
\$303,500	\$692,000	Traffic Improvement Fund	\$56,000
		State Participation	\$636,000

Annual Impact on Operating Budget: Since Palatine Road is a State route, these improvements will not result in any additional operating costs for the Village.

#### HASSELL ROAD RECONSTRUCTION

Description: Hassell Road is in need of a complete reconstruction from near Barrington Road on the west to Fairview Court on the east. There are also three culverts that need to be replaced due to their poor condition. The project is under consideration by the Northwest Municipal Conference for programming into their five-year Surface Transportation Program (STP) plan. The Village's request is for construction funding in 2011. The costs shown below represent the local share (30%) of the total project costs.

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$1,380,000	Motor Fuel Tax Fund	\$1,380,000

Annual Impact on Operating Budget: The reconstruction of Hassell Road will not result in any additional operating costs for the Village.

#### BARRINGTON RD/BODE RD INTERSECTION IMPROVEMENT

Description: The intersection improvements planned for the Barrington and Bode Roads intersection would provide three through lanes on Barrington Road, turn lane modifications on Bode Road and an improved traffic signal at Bode Road. An application has been submitted to the Northwest Municipal Conference for STP funding. The costs shown below are the local share (30%) of the total project costs.

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$3,175,000	Impact Fee Funds	\$1,550,000
		Developer Contributions	\$1,625,000

Annual Impact on Operating Budget: The improvements planned for Barrington and Bode Roads will not result in any additional operating costs for the Village.



## CAPITAL REQUESTS

### DEPARTMENT OF DEVELOPMENT SERVICES *(continued)*

#### INTERSECTION IMPROVEMENTS - SIGNALS

Description: The Illinois Department of Transportation (IDOT) and Cook County periodically propose traffic signal installations, which may require Village participation. Traffic conditions must satisfy State criteria for new signal installations. Other locations will eventually warrant signalization based on increased traffic volumes. Only projected Village costs are shown below.

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$1,310,000	General Fund	\$1,310,000

Annual Impact on Operating Budget: The traffic signals proposed by IDOT and Cook County will be maintained by those organizations; therefore this project will not result in any additional operating costs for the Village.

#### BODE – SALEM RECONSTRUCTION

Description: This road reconstruction is a joint project with the Village of Schaumburg utilizing STP funding. Schaumburg plans to reconstruct Salem Road from Golf Road to Bode. The Village of Hoffman Estates’ portion goes from Bode Circle East through the Salem intersection to the Village boundary at Braintree. The costs shown below represent only the Village’s local share (30%) of the Bode Road work.

FY 2010 Costs	Total Costs	Source of Funds	
\$0	\$540,000	General Fund	\$540,000

Annual Impact on Operating Budget: The reconstruction of Bode and Salem Roads will not result in any additional operating costs for the Village.



## CAPITAL REQUESTS

### INFORMATION SYSTEMS DEPARTMENT

Project Name	Type	2010	2011	2012	2013	2014	Total 2010-2014
Geographical Information System	6	7,000	7,000	12,000	20,400	-	<b>46,400</b>
Computer Replacements	6	124,500	89,500	104,500	111,000	-	<b>429,500</b>
Network File Server	6	66,500	65,000	50,000	50,000	-	<b>231,500</b>
Software Upgrades	6	30,000	30,000	71,000	35,000	30,000	<b>196,000</b>
Wireless Infrastructure	6	-	-	12,000	12,000	-	<b>24,000</b>
Document Management Project	6	-	-	15,000	15,000	-	<b>30,000</b>
<b>Total</b>		<b>228,000</b>	<b>191,500</b>	<b>264,500</b>	<b>243,400</b>	<b>30,000</b>	<b>957,400</b>

### 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 Expenditure:** any expense that result in the acquisition of capital such as department equipment, office furniture and equipment, or building improvements (interchangeable with the term capital outlay)

**Capital Improvement:** a permanent addition to the Village’s assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of the same

**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 (interchangeable with the term capital expenditure)

**Capital Projects:** the largely one-time cost for acquisition, construction, improvement, or renovation of land, structures and improvements thereon. The cost must be \$25,000 or more in order to be

## GLOSSARY

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.

**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

## GLOSSARY

**Interfund Transfers:** monies moved from one fund to another; money is transferred to finance the operations of another fund or to reimburse the fund for expenses

**Modified Accrual Basis of Accounting:** an adaptation of the accrual basis of accounting for governmental fund types - revenues and other financing sources are recognized when they become available to finance expenditures of the current period

**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

<b>ACLS:</b> Advanced Cardiac Life Support	<b>GO:</b> General Obligation (bonds/debt service)
<b>AED:</b> Automated External Defibrillator	<b>GPS:</b> Global Positioning System
<b>ALS:</b> Advanced Life Support	<b>HETV:</b> Hoffman Estates Television
<b>ASE:</b> Automotive Service Excellence	<b>HHS:</b> Health and Human Services
<b>ASO:</b> Administrative Services Officer	<b>HRM:</b> Human Resources Management
<b>CAFR:</b> Comprehensive Annual Financial Report	<b>HUD:</b> Housing & Urban Development
<b>CDBG:</b> Community Development Block Grant	<b>HVAC:</b> Heating, Ventilating & Air Conditioning
<b>CIB:</b> Capital Improvement Board	<b>ICMA-RC:</b> Illinois City/County Management Association-Retirement Corporation
<b>CIP:</b> Capital Improvement Program	<b>ICS:</b> Incident Command System
<b>CMAQ:</b> Congestion Mitigation & Air Quality	<b>IDOL:</b> Illinois Department of Labor
<b>CN:</b> Canadian National	<b>IDOT:</b> Illinois Department of Transportation
<b>COBRA:</b> Consolidated Omnibus Budget Reconciliation Act	<b>IEPA:</b> Illinois Environmental Protection Agency
<b>CPR:</b> Cardiopulmonary resuscitation	<b>IMRF:</b> Illinois Municipal Retirement Fund
<b>DARE:</b> Drug Abuse Resistance Education	<b>IPBC:</b> Interpersonal Personnel Benefits Cooperative
<b>DUI:</b> Driving Under the Influence	<b>IS:</b> Information Systems
<b>EAB:</b> Emerald Ash Borer	<b>ISO:</b> Insurance Services Organization
<b>EAV:</b> Equalized Assessed Value	<b>JAWA:</b> Joint Action Water Agency
<b>EDA:</b> Economic Development Area	<b>KCAT:</b> Kane County Auto Theft Task Force
<b>EECBG:</b> Energy, Efficiency & Conservation Block Grants	<b>LEED:</b> Leadership in Energy and Environmental Design
<b>EMA:</b> Emergency Management Agency	<b>MABAS:</b> Mutual Aid Box Alarm System
<b>EMS:</b> Emergency Medical Services	<b>MAP:</b> Metropolitan Alliance of Police
<b>EOC:</b> Emergency Operations Center	<b>MICU:</b> Mobile Intensive Care Unit
<b>EOP:</b> Emergency Operations Plan	<b>MTF:</b> Motor Fuel Tax
<b>ESDA:</b> Emergency Service Disaster Agency	<b>MUTCD:</b> Manual on Uniform Traffic Control Devices
<b>FAST:</b> Fast Action Service Team	<b>MWRDGC:</b> Metropolitan Water Reclamation District of Greater Chicago
<b>FCC:</b> Federal Communications Commission	<b>NEMRT:</b> North East Multi-Regional Training
<b>FEMA:</b> Federal Emergency Management Agency	<b>NFPA:</b> National Fire Protection Agency
<b>FMLA:</b> Family Medical Leave Act	<b>NIMCAST:</b> National Incident Management System Compliance Assessment Tool
<b>FOIA:</b> Freedom of Information Act	<b>NIMS:</b> National Incident Management System
<b>FPB:</b> Fire Prevention Bureau	<b>NWCD:</b> Northwest Central Dispatch
<b>FPS:</b> Fire Pension System	<b>NWCH:</b> Northwest Community Hospital
<b>FTE:</b> Full-Time Equivalent	<b>NWMC:</b> Northwest Municipal Conference
<b>FY:</b> Fiscal Year	<b>OSFM:</b> Office of the State Fire Marshal
<b>GFOA:</b> Government Finance Officers Association	
<b>GIS:</b> Geographical Information Systems	

## COMMONLY USED ACRONYMS

**PEG:** Public, Educational & Governmental  
**POP:** Problem Oriented Policing  
**PPE:** Personal Protective Equipment  
**PPS:** Police Pension System  
**SAN:** Storage Area Network  
**SCADA:** Supervisory Control and Data Acquisition  
**SNS:** Strategic National Stockpile  
**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  
**USR:** Uniform Crime Report  
**WDA:** Western Development Area