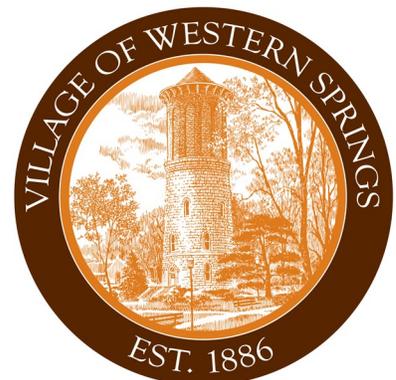


Western Springs, Illinois

Operating Budget Fiscal Year 2013

Corporate Plan 2013-2015



Village of Western Springs
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FY 2013

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Village of Western Springs
LIST OF VILLAGE OFFICIALS
FY 2013

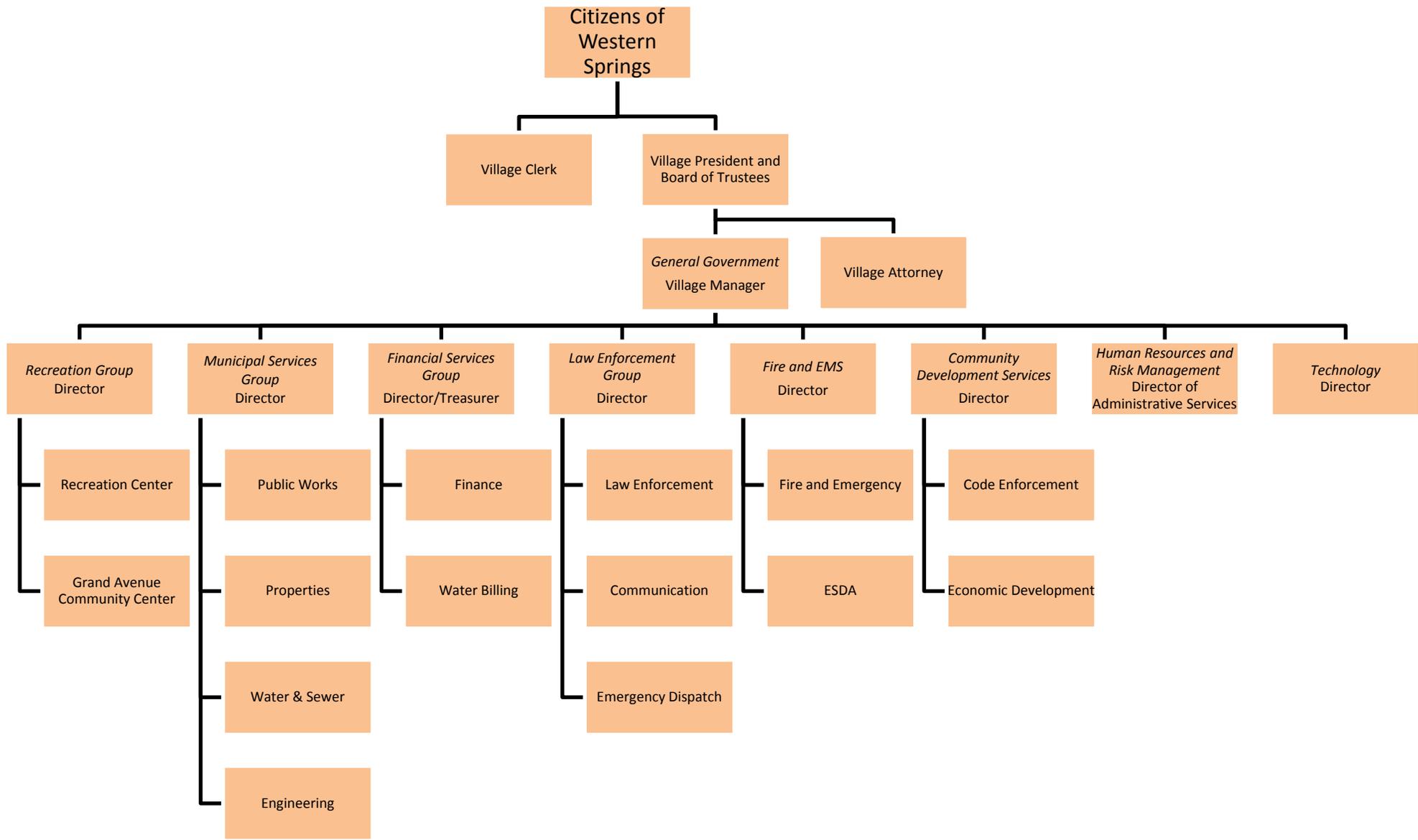
ELECTED OFFICIALS

Village President	William Rodeghier
Village Trustee	Suzanne Glowiak
Village Trustee	James Horvath
Village Trustee	Deborah Lyons
Village Trustee	Sheila Hansen
Village Trustee	Edward Tymick
Village Trustee	Patrick Word
Village Clerk	Jeanine M. Jasica

APPOINTED OFFICIALS

Village Manager	Patrick Higgins
Village Attorney	Klein, Thorpe and Jenkins, Ltd.
Director of Administrative Services	Ingrid Velkme
Director of Finance and Treasurer	Grace Turi
Director of Law Enforcement Services	Pamela Church
Director of Community Development	Martin Scott
Director of Municipal Services	Matthew Supert
Director of Recreation	W. Tracy Alden, III
Director of Technology	Pat Schramm
Director of Fire & Emergency Services	Patrick Kenny
Deputy Clerk	Elaine Haeske

Village of Western Springs ORGANIZATION CHART



Village of Western Springs

BUDGET RECAPITULATION

FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE Budget to Budget
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100—GENERAL FUND

Revenue

Property Taxes	\$3,918,632	\$3,780,889	\$4,046,129	3.25%
General Sales & Use Taxes	\$945,000	\$969,960	\$987,500	4.50%
Income Taxes	\$999,000	\$1,095,720	\$1,111,550	11.27%
Utility Taxes	\$854,000	\$854,000	\$854,000	0.00%
Licenses & Permits	\$933,450	\$1,018,771	\$1,014,240	8.65%
Intergovernmental	\$323,930	\$298,656	\$297,200	-8.25%
Charges for Services	\$497,450	\$495,129	\$496,388	-0.21%
Fines	\$260,500	\$314,700	\$320,000	22.84%
Interest Income	\$5,925	\$6,460	\$4,900	-17.30%
Rentals	\$294,205	\$294,205	\$304,315	3.44%
Transfer From E-911 Fund	\$50,000	\$50,000	\$50,000	0.00%
Transfer From Special Purpose Reserve Fund	\$63,000	\$63,000	\$0	-100.00%
Miscellaneous Revenue	\$4,000	\$47,018	\$3,800	-5.00%

Total General Fund Revenue	\$9,149,092	\$9,288,508	\$9,490,022	3.73%
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Expenditures

1101100 Board of Trustees	\$117,515	\$112,311	\$123,023	4.69%
1201100 Administration	\$917,278	\$914,357	\$909,520	-0.85%
Transfer to Special Purpose Reserve Fund	\$0	\$0	\$115,000	N/A
1202100 Legal	\$249,000	\$186,700	\$219,000	-12.05%
1203100 Management Services	\$349,611	\$355,176	\$382,619	9.44%
1204100 Communications	\$133,118	\$133,809	\$146,279	9.89%
Subtotal - General Government	<u>\$1,766,522</u>	<u>\$1,702,353</u>	<u>\$1,895,441</u>	7.30%
2101100 Finance	\$396,958	\$390,668	\$409,075	3.05%
Subtotal - Financial Administration	<u>\$396,958</u>	<u>\$390,668</u>	<u>\$409,075</u>	3.05%
3101100 Administration	\$1,168,784	\$1,153,335	\$1,213,742	3.85%
3102100 Patrol Services	\$1,256,925	\$1,389,592	\$1,425,096	13.38%
3103100 Criminal Investigations	\$443,118	\$444,548	\$469,572	5.97%
3104100 Crime Prevention/Youth	\$147,040	\$109,624	\$115,585	-21.39%
3105100 Communication/Info Mgmt	\$318,688	\$303,302	\$323,162	1.40%
3106100 Parking Enf/Ord Control	\$80,828	\$80,664	\$84,009	3.94%
Subtotal - Law Enforcement Services	<u>\$3,415,383</u>	<u>\$3,481,065</u>	<u>\$3,631,166</u>	6.32%
4101100 Administration	\$119,590	\$109,521	\$122,851	2.73%
4102100 R-O-W Maintenance	\$456,299	\$449,566	\$485,706	6.44%
4103100 Vehicle/Equip Maintenance	\$345,799	\$333,318	\$347,778	0.57%
4104100 Municipal Properties	\$183,861	\$169,707	\$193,878	5.45%
4105100 Forestry	\$400,420	\$373,766	\$405,730	1.33%
Subtotal - Municipal Services	<u>\$1,505,969</u>	<u>\$1,435,878</u>	<u>\$1,555,943</u>	3.32%

Village of Western Springs

BUDGET RECAPITULATION

FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE <small>Budget to Budget</small>
5101100 Fire Administration	\$354,765	\$350,462	\$406,078	14.46%
5102100 Fire Suppression	\$276,881	\$281,718	\$221,292	-20.08%
5103100 Emergency Medical Services	\$648,392	\$642,452	\$695,503	7.27%
5104100 Training & Public Education	\$189,205	\$133,465	\$141,612	-25.15%
5105100 Fire Prevention	\$77,089	\$80,516	\$79,898	3.64%
5106100 ESDA	\$7,075	\$7,675	\$7,425	4.95%
Subtotal - Fire & Emergency Services	<u>\$1,553,407</u>	<u>\$1,496,288</u>	<u>\$1,551,808</u>	-0.10%
5201100 Community Development	\$367,408	\$389,129	\$393,310	7.05%
Subtotal - Community Development	<u>\$367,408</u>	<u>\$389,129</u>	<u>\$393,310</u>	7.05%
Total General Fund Expenditures	<u>\$9,005,647</u>	<u>\$8,895,381</u>	<u>\$9,436,743</u>	4.79%
Excess of Revenue (deficiency) over expenditures	\$143,445	\$393,127	\$53,279	
Fund Balance @ 12/31/2011	<u>\$2,726,915</u>	<u>\$2,726,915</u>		
Projected Fund Balance @ 12/31/2012	<u>\$2,870,360</u>	<u>\$3,120,042</u>	<u>\$3,120,042</u>	
Projected Fund Balance @ 12/31/2013			<u>\$3,173,321</u>	
210—RECREATION FUND				
Revenue				
Property Taxes	\$369,337	\$374,586	\$366,403	-0.79%
Charges for Services	\$1,017,300	\$1,006,208	\$1,045,600	2.78%
Grant	\$0	\$36,707	\$0	N/A
Interest Income	\$700	\$213	\$700	0.00%
Donations	\$1,000	\$375	\$1,000	0.00%
Rentals	\$199,000	\$206,500	\$211,300	6.18%
Total Recreation Fund Revenue	<u>\$1,587,337</u>	<u>\$1,624,589</u>	<u>\$1,625,003</u>	2.37%
Expenditures				
6601210 Administration	\$339,032	\$337,732	\$351,466	3.67%
Transfer to Special Purpose Reserve Fund	\$46,393	\$46,393	\$46,393	0.00%
Transfer to Debt Service Fund	\$0	\$0	\$66,646	N/A
6602210 Recreation Services	\$688,202	\$678,829	\$702,040	2.01%
6603210 Building Services	\$227,373	\$568,982	\$278,184	22.35%
6605210 Grand Avenue Community Center	\$277,339	\$310,353	\$257,501	-7.15%
Total Recreation Fund Expenditures	<u>\$1,578,339</u>	<u>\$1,942,289</u>	<u>\$1,702,230</u>	7.85%
Excess of Revenue (deficiency) over expenditures	\$8,998	-\$317,700	-\$77,227	
Fund Balance @ 12/31/2011	<u>\$305,811</u>	<u>\$305,811</u>		
Projected Fund Balance @ 12/31/2012	<u>\$314,809</u>	<u>-\$11,889</u>	<u>-\$11,889</u>	
Projected Fund Balance @ 12/31/2013			<u>-\$89,116</u>	

Village of Western Springs

BUDGET RECAPITULATION

FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE <small>Budget to Budget</small>
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310—CAPITAL IMPROVEMENT FUND

Revenue

Property Taxes	\$207,000	\$205,121	\$213,000	2.90%
Intergovernmental Revenue	\$0	\$30,694	\$250,000	N/A
Interest Income	\$17,200	\$6,430	\$6,350	-63.08%
Proceeds from Sale of Assets	\$15,000	\$4,950	\$115,000	666.67%
Miscellaneous Revenue	\$0	\$0	\$0	N/A

Total Capital Improvement Fund Revenue	\$239,200	\$247,195	\$584,350	144.29%
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Expenditure

1201310 Administration	\$1,000	\$1,000	\$1,000	0.00%
Transfer to Debt Service Fund	\$63,773	\$63,249	\$63,810	0.06%
1203310 Management Services	\$60,000	\$60,000	\$75,000	25.00%
2101310 Finance Administration	\$3,000	\$1,500	\$3,000	0.00%
3101310 Police Administration	\$24,500	\$24,500	\$79,250	223.47%
3102310 Patrol Services	\$103,500	\$103,500	\$136,500	31.88%
3103310 Criminal Investigations	\$0	\$0	\$1,500	N/A
3106310 Parking Enf/Ord Control	\$0	\$0	\$0	N/A
4101310 Municipal Services	\$0	\$0	\$0	N/A
4103310 Vehicle/Equipment	\$56,760	\$50,000	\$64,110	12.95%
4104310 Municipal Properties	\$142,000	\$118,900	\$186,000	30.99%
4105310 Forestry	\$3,000	\$1,000	\$3,000	0.00%
5101310 Fire Administration	\$31,500	\$27,000	\$337,000	969.84%
5102310 Fire Suppression	\$99,300	\$99,300	\$37,500	-62.24%
5103310 Emergency Medical Services	\$5,000	\$5,032	\$20,300	306.00%
5201310 Community Development	\$0	\$0	\$0	N/A

Total Capital Improvement Fund Expenditures	\$593,333	\$554,981	\$1,007,970	69.88%
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Excess of Revenue (deficiency) over expenditures	(\$354,133)	(\$307,786)	(\$423,620)
Fund Balance @ 12/31/2011	\$1,687,924	\$1,687,924	
Projected Fund Balance @ 12/31/2012	\$1,333,791	\$1,380,138	\$1,380,138

Projected Fund Balance @ 12/31/2013			<u>\$956,518</u>
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Village of Western Springs
BUDGET RECAPITULATION
FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE <small>Budget to Budget</small>
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320—PUBLIC BENEFIT FUND

Revenue

Property Taxes	\$1,000	-\$150	\$0	-100.00%
Interest Income	\$5,510	\$2,714	\$3,285	-40.38%

Total Public Benefit Fund Revenue	\$6,510	\$2,564	\$3,285	-49.54%
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Expenditure

2401320 Public Benefit	\$0	\$0	\$0	N/A
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Total Public Benefit Fund Expenditures	\$0	\$0	\$0	N/A
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Excess of Revenue (deficiency) over expenditures	\$6,510	\$2,564	\$3,285	
Fund Balance @ 12/31/2011	\$77,696	\$77,696		
Projected Fund Balance @ 12/31/2012	\$84,206	\$80,260	\$80,260	
Projected Fund Balance @ 12/31/2013			\$83,545	

360—CBD PARKING FUND

Revenue

Permits	\$16,500	\$19,300	\$19,300	16.97%
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Total CBD Parking Fund Revenue	\$16,500	\$19,300	\$19,300	N/A
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Expenditure

4501360 Public Parking	\$1,700	\$835	\$500	-70.59%
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Total CBD Fund Expenditures	\$1,700	\$835	\$500	-70.59%
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Excess of Revenue (deficiency) over expenditures	\$14,800	\$18,465	\$18,800	
Fund Balance @ 12/31/2011	(\$42,206)	(\$42,206)		
Projected Fund Balance @ 12/31/2012	-\$27,406	-\$23,741	(\$23,741)	
Projected Fund Balance @ 12/31/2013			-\$4,941	

Village of Western Springs
BUDGET RECAPITULATION
FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE Budget to Budget
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370—MOTOR FUEL TAX FUND

Revenue

Utility Taxes	\$360,300	\$360,300	\$360,300	0.00%
MFT Distribution	\$296,709	\$366,776	\$317,239	6.92%
Interest income	\$1,050	\$2,400	\$1,275	21.43%
Grants	\$0	\$0	\$0	N/A

Total MFT Fund Revenue	\$658,059	\$729,476	\$678,814	3.15%
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Expenditures

4102370 R-O-W Maintenance	\$408,160	\$317,880	\$447,050	9.53%
Transfer to Debt Service Fund	\$369,830	\$365,754	\$359,060	-2.91%

Total MFT Fund Expenditures	\$777,990	\$683,634	\$806,110	3.61%
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Excess of Revenue (deficiency) over expenditures	(\$119,931)	\$45,842	(\$127,296)	
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Fund Balance @ 12/31/2011	\$1,057,564	\$1,057,564		
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Projected Fund Balance @ 12/31/2012	\$937,633	\$1,103,406	\$1,103,406	
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Projected Fund Balance @ 12/31/2013			\$976,110	
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375—ROADWAY CONSTRUCTION FUND

Revenue

General Property Tax	\$3,498	\$3,605	\$4,027	15.12%
Interest Income	\$15,050	\$2,130	\$4,050	-73.09%
Bond Proceeds	\$3,250,000	\$3,307,170	\$0	N/A
Miscellaneous	\$0	\$0	\$0	N/A

Total Roadway Construction Fund Revenue	\$3,268,548	\$3,312,905	\$8,077	N/A
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Expenditures

4102375 Roadway Construction	\$1,714,909	\$1,725,674	\$793,075	-53.75%
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Total Roadway Construction Fund Expenditures	\$1,714,909	\$1,725,674	\$793,075	N/A
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Excess of Revenue (deficiency) over expenditures	\$1,553,639	\$1,587,231	(\$784,998)	
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Fund Balance @ 12/31/2011	\$34,284	\$34,284		
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Projected Fund Balance @ 12/31/2012	\$1,587,923	\$1,621,515	\$1,621,515	
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Projected Fund Balance @ 12/31/2013			\$836,517	
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Village of Western Springs
BUDGET RECAPITULATION
FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE Budget to Budget
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380—ROW/GRANT FUND

Grants	\$0	\$0	\$0	N/A
Total ROW/GRANT Fund Revenue	\$0	\$0	\$0	N/A
Expenditures				
4102280 ROW/GRANT	\$0	\$1,261	\$0	N/A
Total ROW/GRANT Fund Expenditures	\$0	\$1,261	\$0	N/A
Excess of Revenue (deficiency) over expenditures	\$0	-\$1,261	\$0	
Fund Balance @ 12/31/2011	-\$8,043	-\$8,043		
Projected Fund Balance @ 12/31/2012	-\$8,043	-\$9,304	-\$9,304	
Projected Fund Balance @ 12/31/2013			-\$9,304	

410—DEBT SERVICE FUND

Revenue				
Property Taxes	\$773,510	\$881,100	\$854,237	10.44%
Interest Income	\$117	\$370	\$267	128.21%
Transfer From Motor Fuel Tax Fund	\$369,830	\$365,754	\$359,060	-2.91%
Transfer From Recreation Fund	\$0	\$0	\$66,646	N/A
Transfer From Capital Improvement Fund	\$63,773	\$63,773	\$63,810	0.06%
Total Debt Service Fund Revenue	\$1,207,230	\$1,310,997	\$1,344,020	11.33%
Expenditures				
2301410 General Obligation Debt	\$1,285,839	\$1,185,510	\$1,301,059	1.18%
Total Debt Service Fund Expenditures	\$1,285,839	\$1,185,510	\$1,301,059	1.18%
Excess of Revenue (deficiency) over expenditures	(\$78,609)	\$125,487	\$42,961	
Fund Balance @ 12/31/2011	\$153,633	\$153,633		
Projected Fund Balance @ 12/31/2012	\$75,024	\$279,120	\$279,120	
Projected Fund Balance @ 12/31/2013			\$322,081	

Village of Western Springs
BUDGET RECAPITULATION
FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE Budget to Budget
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510/515—WATER/SEWER FUND

Revenue

Property Taxes	\$100,417	\$100,964	\$123,400	22.89%
Charges/User Fees	\$3,013,250	\$3,040,750	\$3,038,250	0.83%
Interest Income	\$1,000	\$1,400	\$1,000	0.00%
Miscellaneous Revenue	\$0	\$1,720	\$0	N/A
IEPA Loan—Water Plant	\$8,352,000	\$7,700,000	\$1,552,000	-81.42%

Total Water/Sewer Fund Revenue	\$11,466,667	\$10,844,834	\$4,714,650	-58.88%
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Expenditures

2501510 Water Bond & Interest	\$472,635	\$442,291	\$444,573	-5.94%
4301510 Water Administration	\$295,185	\$273,942	\$299,287	1.39%
4302510 Water Production	\$871,026	\$759,613	\$1,100,526	26.35%
4303510 Water Distribution	\$779,078	\$789,517	\$590,828	-24.16%
4304510 Water Meter Reading	\$97,082	\$103,351	\$106,145	9.34%
4306510 Water Plant R/O	\$8,352,000	\$7,603,000	\$1,552,000	-81.42%
2502515 Sewer Bond & Interest	\$55,643	\$55,643	\$55,644	0.00%
4401515 Sewer Administration	\$217,511	\$208,114	\$239,241	9.99%
4402515 Sewer Maintenance	\$418,203	\$363,487	\$445,374	6.50%

Total Water/Sewer Fund Expenditures	\$11,558,363	\$10,598,958	\$4,833,618	-58.18%
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Excess of Revenue (deficiency) over expenditures	(\$91,696)	\$245,877	(\$118,968)	
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590—BURLINGTON NORTHERN FUND

Revenue

Property Taxes	\$5,370	\$5,170	\$5,772	7.49%
Intergovernmental Revenue	\$276,000	\$0	\$276,000	0.00%
Charges for Services	\$164,000	\$160,000	\$160,000	-2.44%
Interest Income	\$0	\$0	\$0	N/A
Rental	\$3,000	\$3,000	\$3,000	0.00%
Transfer from Special Purpose Reserve Fund	\$30,000	\$0	\$115,000	283.33%

Total Burlington Northern Fund Revenue	\$478,370	\$168,170	\$559,772	17.02%
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Expenditures

4201590 Accounting/Collections	\$18,115	\$18,048	\$19,082	5.34%
4202590 B/N Municipal Services	\$459,307	\$202,372	\$572,645	24.68%

Total Burlington Northern Fund Expenditures	\$477,422	\$220,420	\$591,727	23.94%
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Excess of Revenue (deficiency) over expenditures	\$948	(\$52,250)	(\$31,955)	
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Village of Western Springs
BUDGET RECAPITULATION
FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE Budget to Budget
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595—E-911 FUND

Revenue

Utility Taxes	\$138,000	\$144,000	\$138,000	0.00%
Insurance Reimbursement	\$0	\$7,278	\$0	N/A
Interest Income	\$30	\$75	\$30	0.00%

Total E 911 Fund Revenue	\$138,030	\$151,353	\$138,030	0.00%
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Expenditures

3111595 E-911 Operation	\$183,056	\$167,250	\$208,056	13.66%
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Total E 911 Fund Expenditures	\$183,056	\$167,250	\$208,056	13.66%
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Excess of Revenue (deficiency) over expenditures	(\$45,026)	(\$15,897)	(\$70,026)	
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640—SPECIAL PURPOSE RESERVE FUND

Revenue

Interest Income	\$600	\$1,239	\$600	N/A
Transfer from General Fund	\$0	\$0	\$115,000	N/A
Transfer from Recreation Fund	\$46,393	\$46,393	\$46,393	0.00%

Total Special Purpose Reserve Fund Revenue	\$46,993	\$47,632	\$161,993	N/A
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Expenditures

Transfer To General Fund	\$63,000	\$63,000	\$0	-100.00%
Transfer to Burlington Northern Fund	\$30,000	\$0	\$115,000	283.33%

Total Special Purpose Reserve Fund Expenditures	\$93,000	\$63,000	\$115,000	N/A
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Excess of Revenue (deficiency) over expenditures	(\$46,007)	(\$15,368)	\$46,993	
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Fund Balance @ 12/31/2011	\$869,525	\$869,525		
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Projected Fund Balance @ 12/31/2012	\$823,518	\$854,157	\$854,157	
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Projected Fund Balance @ 12/31/2013			\$901,150	
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Village of Western Springs
BUDGET RECAPITULATION
FY 2013

	FY 2012 AMENDED BUDGET	FY 2012 ESTIMATED ACTUAL	APPROVED FY 2013 BUDGET	PERCENT CHANGE Budget to Budget
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660—POLICE PENSION FUND

Revenue

Village Contributions—Property Tax	\$682,313	\$690,813	\$704,260	3.22%
State Replacement Tax	\$12,000	\$12,000	\$12,000	0.00%
Interest Income	\$691,510	\$1,145,546	\$736,510	6.51%
Employee Contributions	\$170,000	\$157,100	\$170,000	3.22%

Total Police Pension Fund Revenue	\$1,555,823	\$2,005,459	\$1,622,770	4.30%
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Expenditures

Police Pension Beneficiary Benefits	\$1,096,599	\$1,149,696	\$1,168,535	6.56%
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Total Police Pension Fund Expenditures	\$1,096,599	\$1,149,696	\$1,168,535	6.56%
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Excess of Revenue (deficiency) over expenditures	\$459,224	\$855,763	\$454,235	
Net Assets @ 12/31/2011	\$11,174,116	\$11,174,116		
Projected Net Assets @ 12/31/2012	\$11,633,340	\$12,029,879	\$12,029,879	
Projected Net Assets @ 12/31/2013			\$12,484,114	

670—FIRE PENSION FUND

Revenue

Village Contributions—Property Tax	\$6,025	\$6,190	\$6,025	0.00%
Interest Income	\$2,300	\$2,100	\$2,300	0.00%

Total Fire Pension Fund Revenue	\$8,325	\$8,290	\$8,325	0.00%
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Expenditures

Fire Pension Beneficiary Benefits	\$35,634	\$22,758	\$22,128	-37.90%
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Total Fire Pension Fund Expenditures	\$35,634	\$22,758	\$22,128	-37.90%
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Excess of Revenue (deficiency) over expenditures	(\$27,309)	(\$14,468)	(\$13,803)	
Net Assets @ 12/31/2011	\$337,751	\$337,751		
Projected Net Assets @ 12/31/2012	\$310,442	\$323,283	\$323,283	
Projected Net Assets @ 12/31/2013			\$309,480	

Village of Western Springs
FUND BALANCES - SOURCES/USES
FY 2013

OPERATING FUNDS	Revenue	Expenditures	Addition to - (Reduction
General	\$9,490,022	(\$9,436,743)	\$53,279
Recreation	1,625,003	(1,702,230)	(77,227)
Debt Service	1,344,020	(1,301,059)	42,961
Special Purpose	161,993	(115,000)	46,993
Emergency 911	138,030	(208,056)	(70,026)
Subtotal	12,759,068	(12,763,088)	(4,020)
CAPITAL FUNDS			
Motor Fuel Tax	678,814	(806,110)	(127,296)
Roadway Construction	8,077	(793,075)	(784,998)
Capital Improvement	584,350	(1,007,970)	(423,620)
Water and Sewerage	4,714,650	(4,833,618)	(118,968)
Public Benefit	3,285	0	3,285
Burlington Northern Commuter Parking	559,772	(591,727)	(31,955)
ROW/Grants	-	0	0
CBD Parking	19,300	(500)	18,800
Subtotal	6,568,248	(8,033,000)	(1,464,752)
PENSION FUNDS			
Police Pension	1,622,770	(1,168,535)	454,235
Fire Pension	8,325	(22,128)	(13,803)
Subtotal	1,631,095	(1,190,663)	440,432
Total	\$20,958,411	(\$21,986,751)	(\$1,028,340)

Village of Western Springs

REVENUE ALLOCATION

FY 2012

General Fund Revenue



All Other Funds



Village of Western Springs
2012 PROPERTY TAX LEVY SUMMARY
FY 2013 BUDGET

TAXING AUTHORITY	TOTAL LEVY
Corporate	\$1,099,772
Refuse Disposal	130,540
Street & Bridge	285,557
Fire Protection	313,586
Police Protection	273,211
Civil Defense	2,981
Auditing	24,694
Liability Insurance	221,675
Street Lighting	122,843
Crossing Guards	28,624
Ambulance Service	433,827
Forestry	129,998
Subtotal Corporate Fund Levy	\$3,067,308
 OTHER PROPERTY TAX SUPPORTED FUNDS	
Capital Improvement	\$206,000
Police Pension	702,760
Fire Pension	6,000
IMRF	431,780
Recreation	204,001
Recreation for Handicapped - SEASPAR	110,183
Debt Service	848,687
Subtotal Other Property Tax Supported Funds	\$2,509,411
TOTAL PROPERTY TAX LEVY	\$5,576,719
 THOMAS FORD MEMORIAL LIBRARY TAX LEVY	
Library Operation	\$961,675
Liability Insurance/Worker's Compensation	10,900
Library Building & Sites	127,275
IMRF	71,850
TOTAL THOMAS FORD MEMORIAL LIBRARY LEVY	\$1,171,700
COMBINED VILLAGE AND LIBRARY LEVY	\$6,748,419

Village of Western Springs

PROPERTY TAX RATES

FY 2013

(Rate is expressed in dollars per \$100 in Equalized Assessed Valuation)

	2009 LEVY ACTUAL		2010 LEVY ACTUAL	
Equalized Assessed Valuation (EAV)		\$776,554,231		\$781,304,276
Percent Change in EAV		6.08%		0.61%
Village Tax Receipts per \$1 M in EAV		\$6,297		\$6,580
Percent Change in Tax Receipts		2.97%		4.485%
VILLAGE OF WESTERN SPRINGS	Tax Rate	Gross Taxes	Tax Rate	Gross Taxes
Corporate Levy	0.1011	\$789,646	0.1211	\$945,843
Garbage	0.0157	\$123,047	0.0162	\$126,738
IMRF/FICA	0.0760	\$594,177	0.0445	\$347,690
Street & Bridges	0.0345	\$269,165	0.0355	\$277,240
Public Benefit	0.0000	\$0	0.0000	\$0
Fire Protection	0.0378	\$295,583	0.0390	\$304,452
Police Protection	0.0330	\$257,527	0.0340	\$265,253
Civil Defense	0.0004	\$2,811	0.0004	\$2,894
Auditing	0.0030	\$23,277	0.0031	\$23,975
Liability Insurance	0.0179	\$139,790	0.0288	\$224,644
Street Lighting	0.0148	\$115,792	0.0153	\$119,265
Crossing Guards	0.0035	\$26,981	0.0036	\$27,790
Ambulance	0.0523	\$408,922	0.0539	\$421,191
Forestry	0.0157	\$122,536	0.0162	\$126,212
Subtotal	0.4056	\$3,169,254	0.4113	\$3,213,187
Debt Service	0.0864	\$675,366	0.0945	\$737,998
Subtotal	0.0864	\$675,366	0.0945	\$737,998
Police Pension	0.0755	\$589,592	0.0868	\$678,216
Fire Pension	0.0000	\$0	0.0004	\$3,090
Subtotal	0.0755	\$589,592	0.0872	\$681,306
Recreation	0.0241	\$188,001	0.0248	\$193,641
Handicapped Fund	0.0141	\$109,796	0.0155	\$120,918
Subtotal	0.0381	\$297,797	0.0403	\$314,559
Capital Improvement	0.0241	\$188,155	0.0248	\$193,800
Subtotal	0.0241	\$188,155	0.0248	\$193,800
TOTAL VILLAGE TAXES	0.6297	\$4,920,164	0.6580	\$5,140,850
THOMAS FORD LIBRARY				
Library Operations	0.1017	\$794,414	0.1112	\$868,468
Liability Insurance	0.0012	\$9,318	0.0014	\$10,815
Library Building and Sites	0.0188	\$146,768	0.0200	\$156,261
Debt Service	0.0000	\$0	0.0000	\$0
IMRF	0.0133	\$104,058	0.0082	\$63,860
Subtotal	0.1350	\$1,054,558	0.1407	\$1,099,404
TOTAL VILLAGE AND LIBRARY	0.7647	\$5,974,722	0.7987	\$6,240,254

Village of Western Springs

PROPERTY TAX RATES

FY 2013

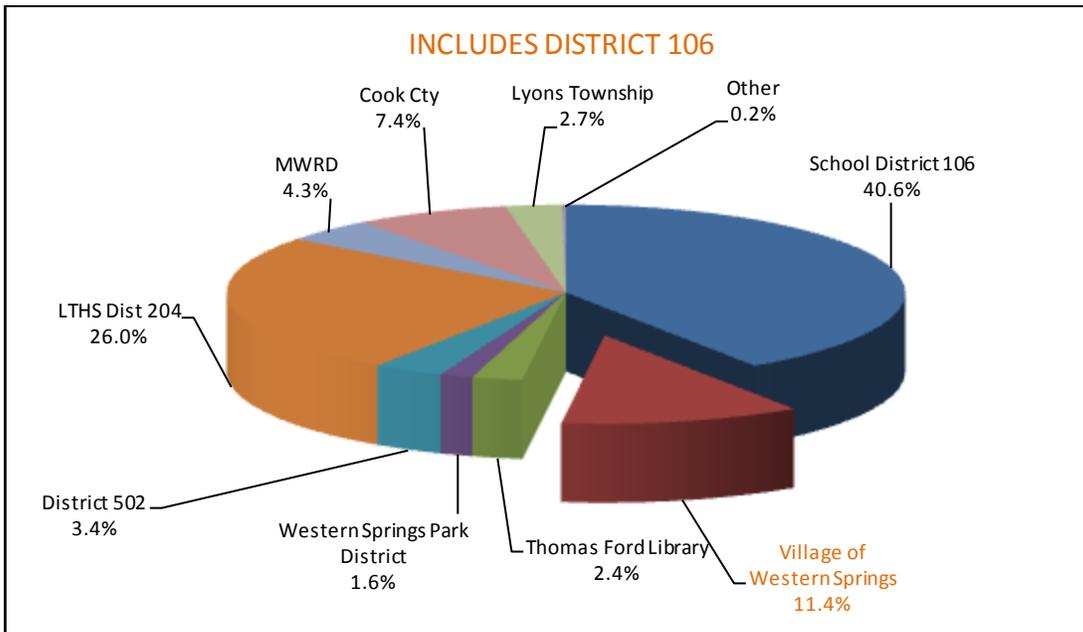
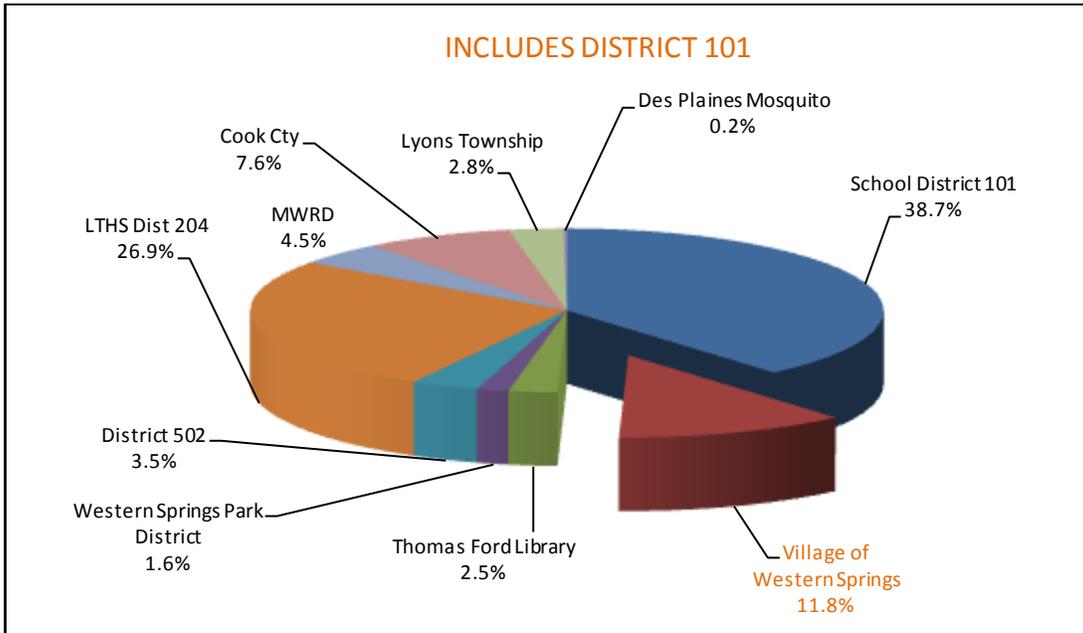
(Rate is expressed in dollars per \$100 in Equalized Assessed Valuation)

	2011 LEVY ACTUAL		2012 LEVY ESTIMATED	
Equalized Assessed Valuation (EAV)		\$636,370,071		\$655,461,173
Percent Change in EAV		-18.55%		3.00%
Village Tax Receipts per \$1 M in EAV		\$8,426		\$8,713
Percentage Change in Tax Receipts		28.061%		3.404%
VILLAGE OF WESTERN SPRINGS				
	Tax Rate	Gross Taxes	Tax Rate	Gross Taxes
Corporate Levy	0.1396	\$888,223	0.1678	\$1,099,772
Garbage	0.0205	\$130,540	0.0205	\$130,540
IMRF	0.0626	\$398,439	0.0679	\$431,780
Street & Bridges	0.0449	\$285,557	0.0449	\$285,557
Public Benefit	0.0000	\$0	0.0000	\$0
Fire Protection	0.0493	\$313,586	0.0493	\$313,586
Police Protection	0.0429	\$273,211	0.0429	\$273,211
Civil Defense	0.0005	\$2,981	0.0005	\$2,981
Auditing	0.0039	\$24,694	0.0039	\$24,694
Liability Insurance	0.0386	\$245,897	0.0348	\$221,675
Street Lighting	0.0193	\$122,843	0.0193	\$122,843
Crossing Guards	0.0045	\$28,624	0.0045	\$28,624
Ambulance	0.0682	\$433,827	0.0682	\$433,827
Forestry	0.0204	\$129,998	0.0204	\$129,998
Subtotal	0.5152	\$3,278,420	0.5448	\$3,499,088
Debt Service	0.1352	\$860,141	0.1334	\$848,687
Subtotal	0.1352	\$860,141	0.1334	\$848,687
Police Pension	0.1070	\$680,813	0.1104	\$702,760
Fire Pension	0.0009	\$6,000	0.0009	\$6,000
Subtotal	0.1079	\$686,813	0.1114	\$708,760
Recreation	0.0321	\$204,001	0.0321	\$204,001
Handicapped Fund	0.0199	\$126,795	0.0173	\$110,183
Subtotal	0.0520	\$330,796	0.0494	\$314,184
Capital Improvement	0.0324	\$206,000	0.0324	\$206,000
Subtotal	0.0324	\$206,000	0.0324	\$206,000
TOTAL VILLAGE TAXES	0.8426	\$5,362,170	0.8713	\$5,576,719
THOMAS FORD LIBRARY				
Library Operations	0.1393	\$886,180	0.1511	\$961,675
Liability Insurance	0.0015	\$9,400	0.0017	\$10,900
Library Building and Sites	0.0246	\$156,260	0.0200	\$127,275
Debt Service	0.0000	\$0	0.0000	\$0
IMRF	0.0118	\$74,800	0.0113	\$71,850
Subtotal	0.1770	\$1,126,640	0.1841	\$1,171,700
TOTAL VILLAGE AND LIBRARY	1.0197	\$6,488,810	1.0554	\$6,748,419

Village of Western Springs

PROPERTY TAX ALLOCATION CHARTS (2011 tax rates)

FY 2013



Village of Western Springs

DESCRIPTION OF MAJOR REVENUE SOURCES

FY 2013

REAL ESTATE PROPERTY TAXES

Property taxes are one of the largest single sources of revenue the Village receives. The proposed 2012 levy in the amount of \$5,576,719 is recorded in the General Fund, Capital Improvement Fund, Debt Service Fund, Water/Sewer Fund and Recreation Fund on a modified accrual basis and in the Police and Fire Pension Funds on a full accrual basis. The Village is a non-home rule community and, as such, is governed by state imposed property tax caps. The cap for the 2012 levy was a 3% increase plus any capture from new growth. The 2012 levy includes a 4% increase over the 2011 levy. The difference between the cap and the actual increase is allocated to new growth. Property taxes are levied by the Village but extended and collected by Cook County. Taxes are collected in two installments: March 1 and September 1.

It should be noted that while the Thomas Ford Memorial Library is governed by a separate elected Board of Trustees, the Village is required to levy taxes for the Library. Accordingly, the Library's budget is included in the Village's budget as a separate component. The revenue narrative contained in this section excludes any reference to the Library's activity.

SALES TAX

Sales tax is also a major source of revenue for the General Fund. Sales tax represents 1% of retail sales in the Village and is collected by the State of Illinois and remitted to the Village. Current sales tax has been consistent with prior years.

STATE SHARED TAXES

These taxes include State Income Tax, Personal Property Replacement Tax, and Motor Fuel Tax. These taxes are distributed to the State to municipalities on a per capita basis. It is projected that the FY 2013 income tax distribution will be marginally higher than the FY 2012 amount.

Motor Fuel Tax is a distribution of the State Motor Fuel Tax for the construction,

maintenance, and extension of municipal streets. The revenue allotted to the Village is not the Village's revenue but rather a revenue used by the Village as an agent of the state. The Village must comply with state standards and rules in spending these funds.

UTILITY TAXES

The Village imposes a 5% utility tax on businesses who distribute, supply, furnish, or sell natural gas for use or consumption within the corporate limits of the Village; and distribute, supply, furnish, or sell electricity for use or consumption within the corporate limits of the Village. A portion of the utility tax collected is recorded in the Motor Fuel Tax Fund to support the infrastructure program.

LICENSES, PERMITS, AND FEES

This category includes Vehicle Licenses, Business Licenses, and Building Permits. The Vehicle License fee is \$35.00 per passenger vehicle registered in the Village. The fee is slightly higher for recreational and truck vehicles. Business Licenses are renewed annually and are generally a constant number. Revenue from the issuance of building permits has been reduced to reflect a slowdown in housing construction.

INTEREST INCOME

Interest is earnings generated from investments held by the Village in accordance with the Village's investment policy. During fiscal year ending December 31, 2012, the Village primarily invested in certificates of deposit and the Illinois Metropolitan Investment Pool. Monies needed for operations were held in the Illinois Funds.

WATER AND SEWER CHARGES

The Village supplies water to approximately 97% of the Village residents. Water sales have been consistent, except during extremely warm weather, which causes consumption to increase. The current water and sewer rate is \$8.10 per 1,000 gallons. Reserve policies require that the rate is evaluated each year to determine its adequacy.

Village of Western Springs
DESCRIPTION OF MAJOR REVENUE SOURCES
FY 2013

RECREATION PROGRAM FEES

The Village provides a recreation program for the residents which is comprehensive and full service. Fees are charged for each program offered and recorded in its respective line item. Fees were reviewed and increased in FY 2012. The Recreation Department, in its attempt to meet the needs of the residents, is always amending the list of available programs.

LONG-TERM FINANCING

The Village utilizes long-term financing to fund infrastructure and to purchase rolling stock.

Village of Western Springs

BUDGET REVENUES

FY 2013

ACCOUNT TITLE	ACTUAL REVENUE FY 2011	AMENDED BUDGET FY 2012	ESTIMATED ACTUAL FY 2012	PROPOSED BUDGET FY 2013
100 - GENERAL FUND				
General Property Tax	\$3,996,660	\$3,918,632	\$3,792,350	\$4,046,129
General Sales & Use Taxes	\$942,883	\$945,000	\$967,960	\$987,500
Income Taxes	\$1,082,274	\$999,000	\$1,095,720	\$1,111,550
Utility Taxes	\$862,131	\$840,000	\$840,000	\$840,000
Total Tax Revenue	\$6,883,948	\$6,702,632	\$6,696,030	\$6,985,179
Licenses	\$604,273	\$598,450	\$603,771	\$604,240
Permits	\$314,390	\$275,000	\$350,000	\$330,000
Total Licenses & Permits	\$918,663	\$873,450	\$953,771	\$934,240
Intergovernmental Revenues	\$311,565	\$313,780	\$316,743	\$317,088
General Government Services	\$126,901	\$178,100	\$182,735	\$178,100
Law Enforcement Services	\$75,773	\$163,500	\$125,013	\$131,400
Fire and EMS Services	\$168,545	\$155,000	\$151,520	\$156,000
Inspectional Services	\$80,713	\$60,000	\$108,000	\$80,000
Public Works Services	\$10,404	\$11,000	\$10,943	\$11,000
Total Charges for Services	\$462,336	\$567,600	\$578,211	\$556,500
Grants	\$53,625	0	\$6,832	0
Fines	\$280,550	\$260,500	\$314,700	\$320,000
Interest Income	\$18,392	\$5,925	\$6,460	\$4,900
Rentals	\$286,796	\$294,205	\$294,205	\$304,315
Miscellaneous Revenues	\$126,797	\$18,000	\$61,018	\$17,800
Transfer from E-911	\$0	\$50,000	\$50,000	\$50,000
Transfer from Special Purpose Reserve Fund	\$0	\$63,000	\$63,000	\$0
General Fund	\$9,342,672	\$9,149,092	\$9,340,970	\$9,490,022
210 - RECREATION FUND				
General Property Tax	\$400,411	\$369,337	\$374,586	\$366,403
Charges for Services	\$938,469	\$1,017,300	\$1,006,208	\$1,045,600
Interest Income	\$190	\$700	\$213	\$700
Grant	\$0	\$0	\$36,707	\$0
Donations	\$100	\$1,000	\$375	\$1,000
Rentals	\$199,661	\$199,000	\$206,500	\$211,300
Recreation Fund	\$1,538,831	\$1,587,337	\$1,624,589	\$1,625,003

Village of Western Springs

BUDGET REVENUES

FY 2013

ACCOUNT TITLE	ACTUAL REVENUE FY 2011	AMENDED BUDGET FY 2012	ESTIMATED ACTUAL FY 2012	PROPOSED BUDGET FY 2013
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310 - CAPITAL IMPROVEMENT FUND

General Property Tax	\$207,714	\$207,000	\$205,121	\$213,000
Intergovernmental Revenues	\$1,257,547	\$0	\$30,694	\$250,000
Interest Income	\$20,698	\$17,200	\$6,430	\$6,350
Proceeds from Sale of Gen Fixed Assets	\$116,985	\$15,000	\$4,950	\$115,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Capital Improvement Fund	\$1,602,944	\$239,200	\$247,195	\$584,350

320 - PUBLIC BENEFIT FUND

General Property Tax	\$14,784	\$1,000	(\$150)	\$0
Interest	\$7,969	\$5,510	\$2,714	\$3,285
Public Benefit Fund	\$22,753	\$6,510	\$2,564	\$3,285

360 - CBD PARKING

Permits	\$18,075	\$16,500	\$19,300	\$19,300
CBD Parking	\$18,075	\$16,500	\$19,300	\$19,300

370 - MOTOR FUEL TAX FUND

Utility Tax Revenue	\$244,409	\$360,300	\$360,300	\$360,300
MFT Distributions	\$373,061	\$296,709	\$366,776	\$317,239
Interest Income	\$4,568	\$1,050	\$2,400	\$1,275
Grants	\$0	\$0	\$0	\$0
Motor Fuel Tax Fund	\$622,039	\$658,059	\$729,476	\$678,814

375 - ROADWAY CONSTRUCTION FUND

General Property Tax	\$7,940	\$3,498	\$3,605	\$4,027
Interest Income	\$4,859	\$15,050	\$2,130	\$4,050
Bond Proceeds	\$0	\$3,250,000	\$3,307,170	\$0
Roadway Construction Fund	\$12,799	\$3,268,548	\$3,312,905	\$8,077

Village of Western Springs

BUDGET REVENUES

FY 2013

ACCOUNT TITLE	ACTUAL REVENUE FY 2011	AMENDED BUDGET FY 2012	ESTIMATED ACTUAL FY 2012	PROPOSED BUDGET FY 2013
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380 - ROW/GRANT FUND

Grants	\$0	\$0	\$0	\$0
ROW/Grant Fund	\$0	\$0	\$0	\$0

410 - DEBT SERVICE FUND

General Property Tax	\$783,628	\$773,510	\$881,100	\$854,237
Interest Income	\$177	\$117	\$370	\$267
Interfund Transfers	\$433,004	\$433,603	\$429,527	\$489,516
Debt Service Fund	\$1,216,810	\$1,207,230	\$1,310,997	\$1,344,020

510/515 - WATER/SEWER FUND

General Property Tax	\$161,941	\$100,417	\$100,964	\$123,400
Charges for Services	\$3,110,881	\$3,013,250	\$3,040,750	\$3,038,250
Interest Income	\$655	\$1,000	\$1,400	\$1,000
Miscellaneous Revenues	\$1,711	\$0	\$1,720	\$0
IEPA Loan	\$581,345	\$8,352,000	\$7,700,000	\$1,552,000
Water Operating Fund	\$3,856,534	\$11,466,667	\$10,844,834	\$4,714,650

590 - BURLINGTON NORTHERN FUND

General Property Tax	\$7,977	\$5,370	\$5,170	\$5,772
Intergovernmental Revenues	\$0	\$276,000	\$0	\$276,000
Charges for Services	\$151,197	\$164,000	\$160,000	\$160,000
Interest Income	\$1	\$0	\$0	\$0
Rental	\$3,000	\$3,000	\$3,000	\$3,000
Interfund Transfers	\$0	\$30,000	\$0	\$115,000
Burlington Northern Fund	\$162,175	\$478,370	\$168,170	\$559,772

595 - EMERGENCY (E911) TELEPHONE FUND

Surcharge Utility Tax	\$133,063	\$138,000	\$144,000	\$138,000
Insurance Reimbursement	\$0	\$0	\$7,278	\$0
Interest Income	\$37	\$30	\$75	\$30
Emergency (E911) Tele Fund	\$133,100	\$138,030	\$151,353	\$138,030

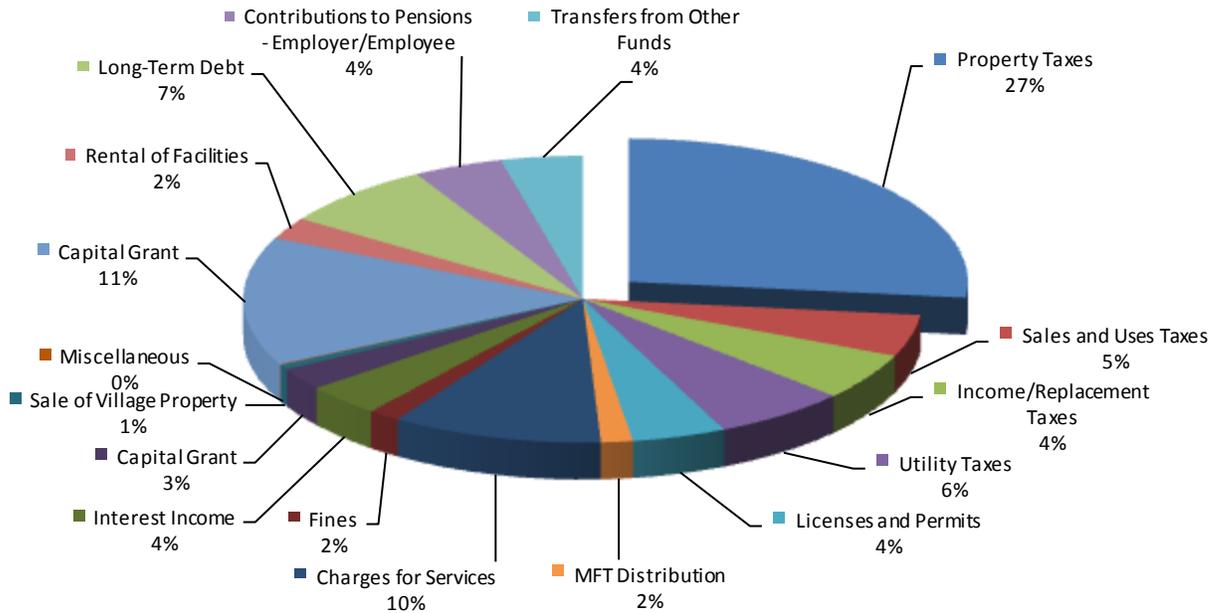
Village of Western Springs

BUDGET REVENUES

FY 2013

ACCOUNT TITLE	ACTUAL REVENUE FY 2011	AMENDED BUDGET FY 2012	ESTIMATED ACTUAL FY 2012	PROPOSED BUDGET FY 2013
640 - SPECIAL PURPOSE RESERVE FUND				
Interest Income	\$288	\$600	\$1,239	\$600
Interfund Transfers	\$46,393	\$46,393	\$46,393	\$161,393
Special Purpose Fund	\$46,681	\$46,993	\$47,632	\$161,993
660 - POLICE PENSION TRUST FUND				
Village Contributions - Property Tax	\$728,102	\$682,313	\$690,813	\$704,260
State Replacement Taxes	\$9,005	\$12,000	\$12,000	\$12,000
Interest Income	\$213,036	\$691,510	\$1,145,546	\$736,510
Employee Contributions	\$169,043	\$170,000	\$157,100	\$170,000
Police Pension Trust Fund	\$1,119,185	\$1,555,823	\$2,005,459	\$1,622,770
670 - FIRE PENSION TRUST FUND				
Village Contributions - Property Tax	\$6,356	\$6,025	\$6,190	\$6,025
Interest	\$2,912	\$2,300	\$2,100	\$2,300
Fire Pension Trust Fund	\$9,267	\$8,325	\$8,290	\$8,325
Total Revenue	\$19,703,865	\$29,826,684	\$29,813,734	\$20,958,411

Village of Western Springs SOURCES OF REVENUE—ALL FUNDS FY 2013



Revenue Sources	Proposed FY 2013 Budget
Property Taxes	\$5,612,968
Sales and Uses Taxes	\$987,500
Income/Replacement Taxes	\$1,111,550
Utility Taxes	\$1,338,300
Licenses and Permits	\$934,240
MFT Distribution	\$317,239
Charges for Services	\$2,098,488
Fines	\$320,000
Interest Income	\$761,267
Capital Grant	\$526,000
Sale of Village Property	\$115,000
Miscellaneous	\$18,800
Water and Sewer Charges	\$3,038,250
Rental of Facilities	\$518,615
Long-Term Debt	\$1,552,000
Contributions to Pensions - Employer/Employee	\$892,285
Transfers from Other Funds	\$815,909
Total Revenue	\$20,958,411

Village of Western Springs

DESCRIPTION OF MAJOR EXPENDITURES

FY 2012

SALARIES AND WAGES

The personnel costs of the Village and Library employees. This category includes full time, part time (regular), part time (other), overtime, and court time, holiday pay, and premium pay. Administrative employees are on a 37.5-hour work week, public works and public safety staff are on a 40-hour workweek and fire and paramedic staff are on a 52-hour work week. The FY 2013 budget contains a midyear-increase (up to 2.5%) for administrative and public works employees. Increases for employees covered by collective bargaining agreements are dictated by their contracts. Salaries and wages represent 36.5% of the total FY 2013 budget (including capital and debt service).

OTHER PERSONNEL BENEFITS

Employee benefits for all eligible staff include the Village's contribution to the following: Illinois Municipal Retirement Fund (IMRF), police and fire pensions, health and life insurance programs and Social Security and Medicare. The Village's IMRF contribution is 13.93% of salaries of the eligible employees. The FY 2013 renewed health insurance plan cost is 10% higher than the FY 2012 plan.

CONTRACTUAL SERVICES

It is Village policy that all contractual service line items be maintained at the same level as FY 2013 unless the department head demonstrated cause for an increase. A list of the significant contractual line items follows:

- OTHER PROFESSIONAL AND TECHNICAL SERVICES - Charges related to outside professional services such as consultants, accountants, programmers, and plan review and inspectional services contractors.
- TRAINING AND CONFERENCES – Charges related to approved training and conferences for staff. Department heads may attend conferences and training related to their field to advance their knowledge and skills. Line staff is also encouraged to attend classes that will enhance performance.

- IRMA ANNUAL CONTRIBUTION - Annual contribution to the Intergovernmental Risk Management Agency. The Village is a member of an intergovernmental insurance risk pool which provides general, auto, public officials liability insurance, worker compensation, and first party property coverage. The annual contribution is calculated using the Village's revenue base, which is a measurement of exposure.
- PARAMEDIC SERVICES - The annual fee to the contractual provider of the Village's firefighter/paramedic program.
- SOFTWARE SERVICES - Support related to the current programs and systems in operation.
- GENERAL ENGINEERING - Expenditures related to engineering costs for projects related to general right of way infrastructure issues and other miscellaneous right of way matters. This line item is also used to charge the attendance of Village Engineer at Board meetings.
- SIDEWALK REPLACEMENT - A "share cost program" that replaces existing defective sidewalk. The shared cost varies depending on participation.
- DISPOSAL SERVICES - The cost related to the disposal of leaves and street sweeping debris as well as the recycling blue bag program.
- TREE REPLACEMENT - A "share the cost program" which replaces parkway trees that are diseased and/or damaged.
- DESIGN ENGINEERING - Designing costs of the Village's regular infrastructure programs.
- INSPECTION ENGINEERING - Inspection of right of way projects in progress.

Village of Western Springs
DESCRIPTION OF MAJOR EXPENDITURES
FY 2013

- **PROJECT ENGINEERING TEA-LU**
Engineering specific to the Village high priority-funding project received through the *Transportation Equity Act of Legacy Users* passed by Congress in 2005.

MICROPAVING/CRACK FILLING

A maintenance/prevention program which repairs bituminous streets beginning to show early surface deterioration.

SEWER SYSTEM

Costs associated with the maintenance, repair and improvement of the sewer lines used for the collection and disposition of domestic waste and storm water.

TRANSFER TO OTHER FUNDS

Transfers made as a contribution or reimbursement for expenditures incurred by other funds. Contained In the FY 2013 Operating Budget are the following operating transfers: a transfer from the Capital Improvement Fund to the Debt Service Fund to reimburse the Debt Service Fund for the principal and interest of a promissory note not covered by the tax levy; a transfer from the E-911 Fund to the General Fund to cover personnel costs; a transfer from the Recreation Fund to the Special Purpose Reserve Fund to repay a portion of an interfund loan and a transfer from the Special Purpose Fund to the Burlington Northern Fund to reduce to the fund's deficit.

BUILDING IMPROVEMENTS

Improvements related to Village structures including the Village Hall, Public Works, Recreation Centers and the Water Plant.

LUST

Leaking Underground Storage Tanks. Costs associated with the repair, maintenance or removal of underground fuel storage tanks.

MACHINERY & EQUIPMENT

Large equipment and rolling stock used to service the various functions of the Village.

OFFICE FURNITURE AND EQUIPMENT

Items related to the administrative services provided by the Village. This line item includes the purchase of personal computers, furniture and miscellaneous equipment.

VEHICLES

Automobile vehicles used by staff. This line item includes the annual replacement of three marked squad cars, fire and inspectional service vehicles and administrative staff cars.

LAND IMPROVEMENTS

Site improvements on Village property. There are no land improvements in the 2013 budget.

MWRDGC USER CHARGE

Payment to the Metropolitan Water Reclamation District of Greater Chicago for the disposal of lime slurry by-product from the water treatment process. This user charge is expected to be eliminated upon the completion of the water plant rehabilitation.

COMMODITIES

Goods and products needed to support the services provided by the Village. As with the contractual line items, all commodities line item are to be maintained at the same level as the previous years unless the department head can demonstrate a need for an increase.

- **SUPPLIES** — Products (office, data processing and copier) needed to support the administrative offices .
- **SOFTWARE** — The purchase of software programs and systems.

Village of Western Springs

DESCRIPTION OF MAJOR EXPENDITURES

FY 2012

- POSTAGE — The annual cost of mailing and using the U.S. Postal system and other courier services.

CAPITAL

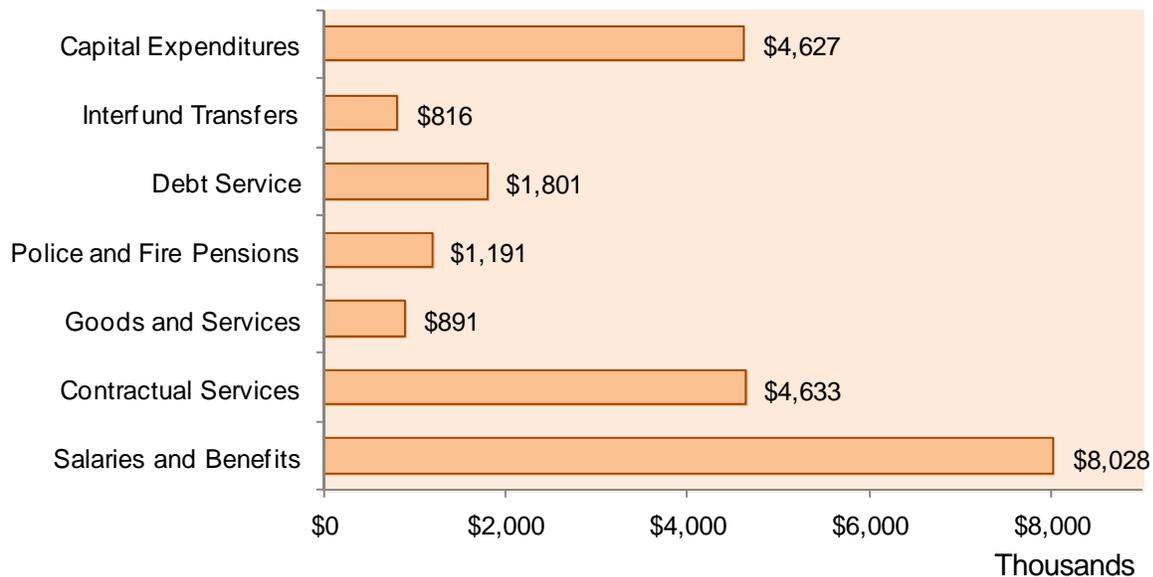
Capital expenditure line items appear in several funds; the Capital Improvement Fund, the Water and Sewer Funds, the Burlington Northern Fund, Motor Fuel Tax Fund and the Roadway Construction Fund. Capital items include the purchase of vehicles, trucks, computer hardware and software, and the 2013 Roadway Improvement Project. The funding sources for capital expenditures are varied but limited. The FY 2013 funding sources include grants from governmental agencies, utility taxes, the MFT allocation from the Illinois Department of Transportation and bond proceeds.

WATER SYSTEM

Costs associated with the repair, replacement and improvements to the production and distribution of water.

Village of Western Springs
EXPENDITURES BY FUNCTION — ALL FUNDS
FY 2013

Category	Proposed FY 2013 Expenditures	% Inc (Dec) Budget to Projected 2012
Salaries and Benefits	\$8,027,537	2.64%
Contractual Services	\$4,633,061	-4.77%
Goods and Services	\$891,336	16.32%
Police and Fire Pensions	\$1,190,663	1.55%
Debt Service	\$1,801,276	7.00%
Operations Total	16,543,873	22.74%
Interfund Transfers	\$815,909	38.54%
Operations + Transfers	17,359,782	61.29%
Capital Expenditures	\$4,626,970	-53.76%
Total Expenditures	\$21,986,752	5.17%



Village of Western Springs

CORPORATE FINANCIAL POLICIES

FY 2013

CORPORATE FINANCIAL POLICIES

The Village of Western Springs Corporate Financial Policies, presented within, set forth basic tenets for the overall fiscal management of the Village. Operating independently of changing circumstances and conditions, these policies provide a framework to assist the decision-making process of the Village Board and Village Management. These policies provide guidelines for evaluating both current activities and proposals for future guidance.

A majority of the policies herein represent long-standing principles, traditions, and practices which have guided the Village in the past and have maintained its financial stability. The Corporate Financial Policies are consolidated into one section for ease of review.

Most importantly, these Corporate Financial Policies provide the framework within which a multi-year planning and budgeting process operates. The Village of Western Springs Corporate Plan 2013-2015 is a multi-year document which will be adjusted each year, and from which the current year data will form the basis for the annual operating budget. The Corporate Plan enables the Village to plan, prioritize, and provide the resources necessary to accomplish Village goals and objectives.

CORPORATE BUDGET POLICIES

1. The Corporate Plan will be prepared by the Village Manager and submitted to the Village Board for review and modification during the fourth quarter of the Village's fiscal year.
2. The Corporate Plan will serve as a basis for the annual tax levy ordinance, and constitute the basis for the preparation of the annual operating budget each year, all of which shall be adopted in December.

OPERATING BUDGET POLICIES

1. The Village will maintain its present service level for all priority and essential services. New services may be added sparingly dependent upon Board policy decisions and available revenue sources.
2. The Village will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
3. The Village will continue to emphasize the necessity to control costs and minimize growth in employment.
4. The Combined Water and Sewer, Recreation, E-911, and Burlington Northern (Commuter Parking) Funds are totally self-supporting special revenue or enterprise funds.
5. The Village will compensate its employees competitively based on an ongoing analysis of the municipal market place, and award salary and wages based on performance.
6. The Village will pay for all current operating expenditures with current operating revenues and will avoid procedures that balance current budgets at the expense of meeting future year expenses, such as postponing expenditures or accruing future year revenue.
7. Accumulated reserves may be used for capital expenditures.
8. The budget will provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement.

Village of Western Springs

CORPORATE FINANCIAL POLICIES

FY 2013

9. The budget will provide for adequate funding of all retirement systems.

REVENUE POLICIES

1. The Village will maintain a diversified and stable revenue system to minimize the effect of short-term fluctuations in any one revenue source.
2. The Village will identify and endeavor to obtain additional revenue sources as a way of ensuring a balanced budget.
3. The Village will follow an aggressive policy of collecting revenues.
4. The Village will establish user charges and fees at a level related to the full cost (operating, direct, indirect, and capital) of providing the service.
5. The Village will review fees/charges annually, and will design and modify revenue systems to include provisions that will be adjusted at a rate that keeps pace with the cost of providing the service.
6. The Village will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees, and charges.
7. The Village will set fees and user charges for each enterprise and special revenue fund such as water, sewer, recreation, or parking at a level that fully supports the total direct cost of the activity.
8. Revenue projections for FY 2013 include a 4% real estate property tax increase. Property tax projections for years 2 and 3 also assume a 2% increase in property taxes to capture new growth.

INVESTMENT POLICY SCOPE

This policy applies to the investment of operating funds. Investments of the Police and Firefighters' pension funds are covered by separate policies.

1. **Pooling of Funds.** Except for cash in certain restricted and special funds, the Village of Western Springs will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
2. **General Objectives.** The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:
 - a) **Safety.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - i. **Credit Risk.** The Village of Western Springs will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the safest type of securities.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Village of Western Springs will do business.
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

- ii. **Interest Rate Risk.** The Village of Western Springs will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:
 - Structuring the investment portfolio so the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.
 - b) **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
 - c) **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.
 - d) Securities shall not be sold prior to maturity with the following exceptions:
 - A security with declining credit may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.
3. **Standards of Care**
- a) **Prudence.** The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
 - b) **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village of Western Springs.

- c) **Delegation of Authority.** Authority to manage the investment program is granted to the Treasurer/Director of Finance and derived from the following:

The Western Springs Municipal Code of 1997, as amended. Title 1: Administration; Chapter 8B: Village Treasurer and Chapter 9C: Financial Services Group. Responsibility for the operation of the investment program is hereby delegated to the Treasurer/Director of Finance, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral or depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Director of Finance shall be responsible for all transactions undertaken and shall establish a

system of controls to regulate the activities of subordinate officials.

4. Safekeeping and Custody

- a) **Authorized Financial Dealers and Institutions.** A list will be maintained of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the Village of Western Springs' investment policy

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Treasurer/Director of Finance. From time to time, the Treasurer/Director of Finance may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to the criteria under Paragraph 1 may be granted. All terms and

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

relationships will be fully disclosed prior to purchase and will be reported to the Village Manager entity on a consistent basis and should be consistent with state or local law. These types of investment purchases will be approved by the Finance Committee in advance.

- b) **Internal Controls.** The Treasurer/Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village of Western Springs are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Treasurer/Director of Finance shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

- c) **Delivery vs. Payment.** All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

5. Suitable and Authorized Investments

- a) **Investment Types.** Consistent with the Illinois Compiled Statutes 30-ILCS 235/2, the following investments will be permitted by this policy:

- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and are guaranteed by the full faith credit of the United States of America as to principal and interest.
- Interest bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and only those insured by the Banking Insurance Fund (BIF).
- Short-term discount obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase with the highest classification established by at least two (2) standard rating service and which mature not later than 180 days from the date of purchase, (b) no more than 25% of any fund is invested in such obligations at any time, and (c) such purchases do not exceed 10% of the corporation's outstanding obligations.

Village of Western Springs
CORPORATE FINANCIAL POLICIES
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- Illinois Public Treasurer's Investment Pool (Illinois Funds).
- Local government investment pools either state-administered or administered through joint powers statutes and other intergovernmental agreement legislation (i.e., Illinois Metropolitan Investment Fund (IMET)).

Investment in derivatives of the above instruments shall not be permitted.

- b) **Collateralization.** It is the policy of the Village to require that funds on deposit in excess of Banking Insurance Fund and Savings Association Insurance Fund limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Federal Agencies
- Village of Western Springs Municipal Bonds

The fair market value of collateral provided will be not less than 110% of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly and additional collateral will be requested when the ratio declines below the level required. Pledged collateral will be held by the Village or in safekeeping and evidenced by a safekeeping agreement. If collateral is held in safekeeping, it must be held by a third party or by an escrow agent of the pledging institution. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village, however they will allow for an

exchange of collateral of like value.

- c) **Repurchase Agreements.** The Village may not purchase financial contracts, futures contracts, leveraged investments, lending securities, or reverse repurchase agreements. Repurchase agreements will only be purchased if specific securities are under the control of the Village.

6. Investment Parameters

- a) **Diversification.** The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (i.e., Illinois Funds) and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

- b) **Maximum Maturities.** To the extent possible, the Village of Western Springs shall attempt to match its investments with anticipated cash flow requirements. Maturities of investments of the various funds of the Village shall be determined to enable the Village to have available sufficient cash for all operating purposes. Investments may be purchased with maturities to match current expenditures, future projects, and liability requirements. The Village of

Village of Western Springs

CORPORATE FINANCIAL POLICIES

FY 2013

Western Springs shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding 5 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Finance Committee and Village Manager.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as Illinois Funds, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

7. Reporting

a) **Methods.** The Treasurer/Director of Finance shall prepare an investment report monthly including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the Village of Western Springs to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Village Board. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or

losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.

- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio represented by each type of investment.

b) **Performance Standards.** The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

c) **Marking to Market.** The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed. In defining market value, considerations should be given to the Governmental Accounting Standards Board (GASB) Statement 31 pronouncement.

8. Policy Considerations

a) **Exemption.** Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

b) **Amendments.** This policy shall be reviewed on an annual basis. Any changes must be recommended by the Treasurer/Director of Finance and

Village of Western Springs

CORPORATE FINANCIAL POLICIES

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approved by the Finance Committee and the Board of Trustees.

DEBT POLICY

1. The Village will confine long-term borrowing to fund capital improvements or projects that cannot be financed from current revenues.
2. When the Village finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
3. The Village will keep the average maturity of voter approved or alternate revenue source general obligation bonds below 20 years.
4. The Village will keep the average maturity for limited tax bonds and other short-term debt below 20 years.
5. Total debt service for general obligation debt may not exceed 8.625% of total assessed valuation of taxable property.
6. When possible, the Village will use special assessment, revenue, alternate revenue source, or other self-supporting bonds instead of general obligation bonds.
7. The Village will not use long-term debt for current operations.
8. The Village will maintain good communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.
9. Cash reserves and short-term debt will be used for capital equipment acquisition and replacement.
10. The current Moody's rating is Aa3.

RESERVE POLICIES

1. General Fund Reserve Policy

Purpose: The reserve is intended to insulate and protect current service levels from unexpected and unanticipated expenditure requirements. These funds may be used at the Village's discretion to address temporary cash flow shortages, emergencies, unanticipated economic downturns, and one-time opportunities. This reserve is not intended to be used when normal expenditure growth exceeds normal revenue growth.

- a) The unappropriated fund balance in the General Fund shall be set at four months (30%) of the current fiscal year operating expenditures (not including transfers to support capital projects).
- b) The annual budget will include a contribution to (or drawdown from) the Special Purpose Reserve Fund to assure compliance with this policy. The levels of other required restrictions, commitments and assignments will fluctuate depending on activity.
- c) This policy may be amended from time to time according to the wishes of the Village of Western Springs Board of Trustees.
- d) Unassigned fund balance in the General Fund in excess of the reserve commitment shall be transferred to the Special Purpose Reserve Fund
- e) The Village will spend the most restricted dollars before less restricted in the following order:
 - Nonspendable (if funds become spendable)
 - Restricted
 - Committed
 - Assigned
 - Unassigned

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

- f) The Director of Finance will determine if a portion of the fund balance should be assigned.
- g) During periods of economic uncertainties, stagnation, or in order to address other extraordinary circumstances, the Village Board, at its discretion, may use the General Fund reserve, potentially reducing the reserve below 30% to maintain consistent service levels.
- h) A plan of action to restore the General Fund reserve will commence the fiscal year following its use. The subsequent budget years shall include provisions for restoration of the reserve until such time that the 30% funding level is attained. Provisions for restoration of the reserve should be consistent with maintaining acceptable service levels.
- i) Due to the limited composition of the Village's revenue base, the Village has relied on property taxes to maintain consistent service levels. Historically, the budget guidelines utilized a 4.5% annual property tax increase (when legally permissible) as a benchmark when determining the initial assessment for the annual levy.

- 10% of annual operating expenditures
- 12.5% of annual operating expenditures for contingency purposes.

The last audited statements will be utilized in the calculation to determine available cash.

- b) The water and sewer service charge shall be reviewed annually to determine if the rate is adequate to cover operating expenses, debt service payments, and the accumulation of funds to fund future capital projects.

3. Capital Improvement Fund Reserve Policy

Purpose: The reserve is intended to serve as a method of accumulating monies to fund capital purchases and projects. These funds are not intended to support current service levels. The Village, at its discretion, may use the reserve for emergencies and unanticipated events.

- a) The fund balance monies shall be generated and accumulated so that current annual capital requirements are funded.
- b) Long-term (years 2 through 5) fund balance projections shall utilize all available funding mechanisms to support the total estimated costs of projects included in the Village's five-year capital projects plan.
- c) The plan shall cover the acquisition of the following assets:
 - Public safety equipment
 - Computer hardware and software
 - Administrative vehicles
 - Building improvements – Village Hall and Fire Station(s)

2. Water and Sewer Cash Reserve Policy

Purpose: The reserve is intended to insulate and protect current service levels from unexpected and unanticipated expenditure requirements. These funds may be used at the Village's discretion to address temporary cash flow shortages and emergencies. This cash reserve is not intended to subsidize the water and sewer system operations.

- a) Available cash reserves should equal the sum of the following:
 - Annual debt service payment

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

- d) The Capital Improvement Fund is partially funded by property tax levy which is legally capped at 5 cents per \$100 of valuation. The tax levy generates approximately 10% of the required funding; therefore, the fund must be supplemented by interest income, sale of real property, grants, and transfers from the General Fund.
- e) The funding mechanism for any capital purchase/project shall rely on (1) cash on hand, (2) interfund transfer, (3) interfund loan, (4) debt, (5) grants.
- f) The three-year capital plan shall be reviewed and revised annually during the budget process.

4. Recreation Fund Reserve Policy

Purpose: The reserve is intended to insulate and protect the Recreation Department's current service levels from unexpected and unanticipated expenditure requirements and/or revenue reductions.

- a) The undesignated fund balance shall be set at 20% of the current fiscal year operating expenditures.
- b) Fund balance may be accumulated and designated to reduce any outstanding debt.
- c) Fund balance shall also be designated and function as a funding source for any capital needs related to the Recreation Center and the Grand Avenue Community Center.
- d) All unused appropriations lapse at the fiscal year end and are rolled into unreserved fund balance and must be reappropriated (if necessary) at the beginning of the next fiscal year.

5. Motor Fuel Tax Fund Reserve Policy

Purpose: The reserve is intended to serve as a method of accumulating monies to fund MFT projects. All reserves accumulated shall be designated for MFT projects. These funds are not intended to support current service levels (current operations). The Village, at its discretion, may use the reserve for emergencies and unanticipated events.

- a) The fund balance monies shall be generated and accumulated so that the current and capital requirements are funded.
- b) The long-term (years 2 through 5) fund balance projections shall utilize all available funding mechanisms to support the capital costs included in the Village's five-year capital projects plan.
- c) The Motor Fuel Tax Fund is funded by the State's per capita distribution, utility taxes, grants, and interest income.
- d) The Village's twenty-year infrastructure plan shall be reviewed and revised annually during the budget process.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

- 1. The Village will cause an independent audit to be performed annually in accordance with state law.
- 2. The Village will produce annual financial reports in accordance with generally accepted accounting practices (GAAP), as outlined by Governmental Auditing, Accounting and Financial Reporting (GAAFR).

Village of Western Springs

CORPORATE FINANCIAL POLICIES

FY 2013

3. The Village will provide monthly financial and annual financial reports by major funds.

CAPITAL BUDGET POLICIES

1. The Village will develop a three-year plan for capital improvements as part of the Corporate Plan. The Capital Improvement Plan will be updated annually and capital improvements will be made in accordance with the Plan.
2. The Village will maintain its physical assets at a level adequate to protect the Village's capital investment, and to minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of capital plant and equipment from current revenues where possible.
3. The Village will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population or changes in economic base will be calculated and included in capital budget projections.
4. The Village will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
5. The Village will use intergovernmental assistance to finance capital improvements that are consistent with the Capital Improvement Plan and Village priorities and whose operating and maintenance costs have been included in operating budget forecasts.

RECREATION FUND

1. **Fund Description.** The Recreation Fund is a self-supporting fund of the Village.

Recreation Department activities are financed through a separate tax levy, contractor rentals, donations and grants, and program fees.

2. **Major Services.** The basic function of the Recreation Fund is the provision of recreational, cultural, child day care, and preschool services to the residents of the Village. These services are provided from the Recreation Center, the Grand Avenue Community Center, and numerous parks. The parks are owned and operated by the Western Springs Park District, an independent local government under Illinois law.
3. **Funding Sources.** Revenue from a separate recreation tax levy, customer charges, and rental fees from contractors constitute the three major funding sources for the recreation operating fund. In addition, a separate special recreation tax levy funds a membership in SEASPAR (Southeast Association for Special Parks and Recreation).
4. **Recreation Fund Policies**
 - a) The goal is to increase the fund balance which will allow for the coverage of unforeseen emergencies or capital improvements.
 - b) Debt and fund balance shall be used only for the replacement of capital items, and not for operating expenditures.
 - c) All base program fees shall be established at a rate equal to program costs, less building, grounds, and administrative overhead. This amount shall be added to or subtracted from any profit or subsidies approved on an annual basis.
 - d) Real estate property tax levied for

Village of Western Springs
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recreational activities shall be used to fund Recreation Department administrative costs. Such administrative costs are defined to include those general continuing costs of running the Recreation Department, apart from the specific costs incurred for any specific program.

- e) All funds generated by the Recreation Fund shall be used solely for the operation and maintenance of the Recreation Department and the Debt Service for the Recreation Center.
- f) All programs (department, contractual, special, etc.) shall be reviewed and evaluated on a timely basis.

5. Fund Assumptions

- a) Normally, only Recreation Fund tax revenues, contractor rents, and program fees are utilized for the operation and maintenance of the Recreation Department.
- b) Projections for the periods of FY 2014 and FY 2015 include adjustments for economics, i.e., 2% increases in the cost of personnel services.
- c) The Village will continue to receive special education/recreation services from SEASPAR.
- d) Grand Avenue Community Center will be maintained and operated in the same manner as in past years. Significant capital improvements have been made to the facility to improve its utility.
- e) All future capital improvements to the Grand Avenue Community Center will be funded by the Recreation Fund.

COMBINED WATERWORKS AND SEWERAGE FUND

- 1. **Fund Description.** The Combined Waterworks and Sewerage Fund is a self-supporting enterprise or proprietary operation of the Village government. It consists of the combined operational and capital departments of water pumpage, treatment, and distribution and sanitary and storm sewer collection. The services provided by the fund also consist of the capitalization and the bond retirement of the Village's water and sewer system.

The Village's sewer systems discharge to interceptors owned and operated by the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC).

- 2. **Major Services.** The water utility provides high-quality drinking water to 4,200 Village residences and businesses. An estimated 140 residences are presently not served by the Village's water system. They receive drinking water from the LaGrange Highlands Sanitary District. The basic function of the sewer utility is to provide for the collection and transport of waste water and storm water. The service is provided only to residents, and is performed pursuant to an ongoing program of sanitary and storm sewer system maintenance designed to address the ongoing infrastructure needs of the system. The sewer utility serves all residences and businesses in the Village with the exception of some located to the west of Wolf Road, south of 55th Street. They receive sanitary and storm sewer collection service from the LaGrange Highlands Sanitary District.
- 3. **Major Funding Sources.** Revenue from water sales and sewer collection constitutes the major revenue source for the Combined Waterworks and Sewerage Fund. Proceeds from general obligation bonds (alternate revenue source) and revenue bonds have been periodically

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

utilized for major additions and capital improvements to the water system.

4. Combined Waterworks and Sewerage Fund Policies

a) Operating Fund Standards

- i. Long-term debt will only be used for capital expansion and improvement of the physical plant and appurtenances thereto, not for current operational expenses.
- ii. Any capital project financed through the issuance of bonds shall be financed for a period not to exceed the expected life of the project.

b) Reserve, Surplus, and Depreciation Standards

- i. The Village Policy Reserve is set over and above the other reserves pursuant to the direction of the Finance Committee as approved by the Village President and Board of Trustees.
- ii. Net income generated for general obligation bond (alternate revenue source) debt retirement will be at a level of 1.25 times the average annual debt retirement.
- iii. Net income generated from the annual bond debt coverage requirement should only be utilized for:
 - Capital expenditures;
 - Restoration of contingency reserves;
 - Other purposes deemed appropriate by the corporate authorities and Village management other than current annual revenue bond debt coverage.

iv. Fixed assets will be financed from funds provided by one or more of the following:

- Current operating revenues
- Excess yearly revenues over yearly expenditures limited by the reserve requirements detailed in the Corporate Plan
- Issuance of revenue, general obligation bonds (alternate revenue source) bonds, installment agreements, or Illinois Environmental Protection Agency loans.

v. The cost of service studies will be performed and reviewed each fiscal year. Recommendations for rate increases will be made when required.

WATER AND SEWER RATE POLICY

The policy is designed to determine the adequacy of the water and sewer rates, and to ensure that the rate covers operating expenses, debt service payments, and the accumulation of monies to fund future capital projects. The frequency of billing will be evaluated to determine the sufficiency of cash flow.

1. The water and sewer rate will be reviewed annually by the Finance Committee prior to the budget process. Any changes or recommendations will be incorporated during the budget process.

2. The water and sewer rate shall contain the following components:

- An amount to cover annual operations and maintenance expenditures
- 10% of annual depreciation expense as a capital replacement factor
- An inflationary factor to cover annual cost increases

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

3. Water and sewer bills are issued on a bi-monthly basis.

4. Fund Assumptions

- a) Projections for FY 2014 and FY 2015 include adjustments for economics, i.e., 2% increase in the cost of personnel services.
- b) The Village Board approved the use of IEPA low interest rate loans to fund the rehabilitation of the water plant project.

BURLINGTON NORTHERN FUND

1. **Description.** The Burlington Northern Fund is an enterprise fund of the Village.

2. **Major Service.** The basic function of the Burlington Northern Fund is to provide for the operation, maintenance, and capitalization of the Burlington Northern commuter facility, including the commuter station, platforms, commuter parking areas, and associated landscaping along the railroad right-of-way which bisects the Village. The commuter facility serves the rail commuting needs of Village residents and commuters from several surrounding villages. The facilities are located on leased railroad right-of-way with the Village owning the actual improvements.

3. **Major Revenue Sources.** Revenue from commuter parking lot meters and parking permits constitutes the major funding source for the Burlington Northern operating fund. Grants from the West Suburban Mass Transit District, METRA, and IDOT are utilized to provide for improvements and additions to capital equipment and plant.

4. Burlington Northern Fund Policies

- a) The fund shall be a self-supporting fund utilizing only revenues from the operation of the commuter parking facility plus intergovernmental grants for capital improvements.

b) The fund shall maintain a 10% contingency reserve adequate to provide for unanticipated non-recurring expenses.

5. Fund Assumptions

- a) Revenues from the commuter parking facility will be adequate to fund the operation and maintenance of the system through 2013.
- b) Projections for 2014 and 2015 include adjustments for economic conditions, i.e., 2% increase in the cost of personnel services.

6. **Future Capital Projects.** The Village will complete the train station project with the reconstruction of quadrants III and IV platforms.

EMERGENCY 911 FUND

1. **Description.** The Emergency 911 (E-911) Fund is a special revenue fund of the Village for budgetary purposes.

2. **Major Service.** The basic function of the E-911 Fund is to provide for the operation, maintenance, and capitalization of the E-911 Emergency Dispatch System. The Emergency Dispatch System serves the needs of the community through the timely dispatching of public safety vehicles in response to emergency calls from Village residents and businesses or from neighboring mutual aid communities.

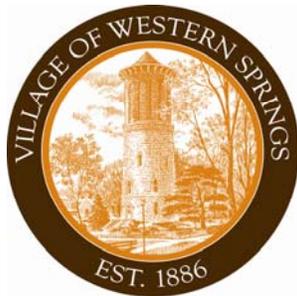
3. **Major Revenue Sources.** Revenue from the E-911 surcharge tax and interest income are the only major sources of revenue to the Fund. This tax was approved by referendum and is assessed at \$1.00 per telephone line per month and approximately \$.45 per cellular phone line and personal communication service user per month.

Village of Western Springs
CORPORATE FINANCIAL POLICIES
FY 2013

4. E-911 Fund Policies

- a) The fund shall be self-supporting utilizing only revenues from the E-911 surcharge tax
- b) The fund shall maintain at least a 10% contingency reserve to provide for unanticipated nonrecurring expenses.

5. Future Capital Projects. Funds accumulated will be used for equipment replacement.



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General Government-Governance & Administration

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The purpose of this programmatic area is to provide and foster a public forum for considering and determining Village policy and administering that policy through the Village Manager's office. It includes the key officers of the Village including the Village President, Board of Trustees, the Village Clerk, the Village Manager and the Village Attorney. In addition to the policy component, this area also functions to represent the Village in the larger organizational environment including interfaces with other levels of government, the court system, and various other intergovernmental agencies.

Budget Overview

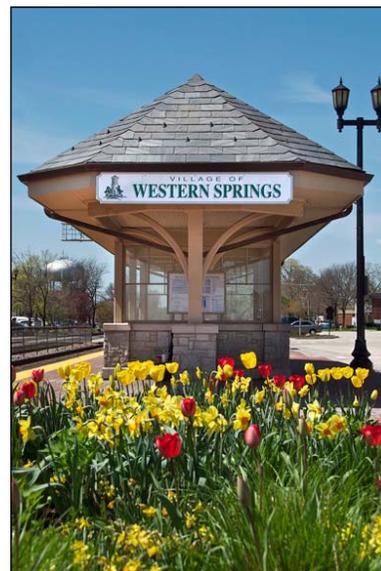
Major functions included in this program are the legislative function as conducted by the President and Board of Trustees, the records keeping function conducted by the Village Clerk's office, the major functions of the Village Manager's office, including general administration, human resource management, risk management and loss control, solid waste management, information technology, communication, and general office support activities. It also funds the legal functions conducted by the Village including the Village Attorney's office, the prosecutorial function, and labor representation. Due to economic circumstances, the Administration changed its key initiatives in order to achieve the goal of "rightsizing" the organization.

Key Accomplishments 2012

- Settled contract negotiations with MAP 360 Police Officers and MAP 456 Sergeants.
- Conducted 12 safety and health training seminars for employees.
- Completed Phase I of the 125th Legacy Committee project by constructing new stairs at the historic Water Tower.
- Updated technology with replacement of police server and began process of moving alarms to fiber. Conducted staff training on internet use/safety.
- Redesigned website to improve communication with citizens and to foster community engagement.
- In cooperation with the Villages of LaGrange and LaGrange Park, selected a vendor to conduct the dispatch consolidation study.

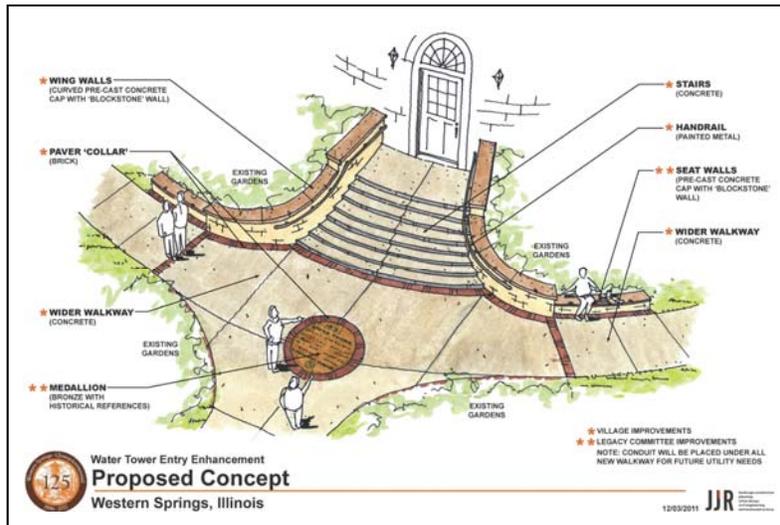
Key Initiatives 2013

- Evaluate the impact of the Affordable Healthcare for America Act on the Village's health care plan.
- Explore new uses for WEB 2.0 technologies.
- Conclude the dispatch consolidation study and implement the recommendations.
- Upgrade the network infrastructure.
- Implement camera replacement program for Village's security camera system.
- Review and revise the Personnel Policy and Procedures Manual.
- In conjunction with the 125th Legacy Committee, develop a plan for Phase II of the rehabilitation of the historic Water Tower which includes additional seat walls and a bronze medallion honoring the Village's Quasquicentennial.



General Government-Governance & Administration EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$589,871	\$621,197	\$650,960	\$651,879	\$622,516	-\$28,444	-4.37%
Contractual Expenditures	\$962,666	\$1,046,975	\$1,051,975	\$904,476	\$1,059,575	\$7,600	0.72%
Commodities Expenditures	\$97,423	\$99,350	\$99,350	\$93,800	\$99,350	\$0	0.00%
Total Operating Budget	\$1,649,960	\$1,767,522	\$1,802,285	\$1,650,155	\$1,781,441	-\$20,844	-1.16%
Transfer to Other Funds	\$63,894	\$63,773	\$63,773	\$63,773	\$178,810	\$115,037	180.39%
Capital Expenditures	\$64,284	\$60,000	\$60,000	\$60,000	\$75,000	\$15,000	25.00%
Total Budget	\$1,778,138	\$1,891,295	\$1,926,058	\$1,773,928	\$2,035,251	\$109,193	5.67%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund	\$1,802,285	\$1,781,441	(1.16%)
Capital Improvement Fund	123,773	253,810	105%
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Outside Grants			
TOTAL	\$1,926,058	\$2,035,251	5.67%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION	AMOUNT
1. Decrease for Benefits and Compensation Adjustments	(\$28,444)
2. Increase in Professional Services	20,000
3. Increase in Internet Service	12,000
4. Decrease in IRMA Contribution and Self Insurance	(17,060)
5. Increase in Various Contractual Services	1,500
6. Decrease in Legal Services	(30,000)
7. Decrease in Audit	(400)
8. Increase in Other Equipment	10,000
9. Increase in Disposal Services	12,560
10. Increase in Phone Service and Equipment	3,000
11. Decrease in Advertising	(4,000)
 TOTAL OPERATING CHANGES	 (\$20,844)
12. Increase in Transfer to Other Funds	\$115,037
 TOTAL TRANSFERS TO OTHER FUNDS CHANGES	 \$115,037
 CAPITAL IMPROVEMENT PROJECTS	
13. Adjustment to Eliminate FY 2012 Capital	(60,000)
14. Computer Replacement Program	75,000
 TOTAL CAPITAL PROJECTS CHANGES	 \$15,000
 TOTAL CHANGES	 \$109,193

General Government-Governance & Administration THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$589,871	\$651,879	\$622,516	\$627,469	\$643,072
Contractual Expenditures	\$962,666	\$904,476	\$1,059,575	\$1,014,219	\$1,020,250
Commodities Expenditures	\$97,423	\$93,800	\$99,350	\$100,350	\$103,350
Total Operating Budget	\$1,649,960	\$1,650,155	\$1,781,441	\$1,742,038	\$1,766,672
Transfer to Other Funds	\$63,894	\$63,773	\$178,810	\$63,995	\$64,125
Capital Expenditures	\$64,284	\$60,000	\$75,000	\$60,000	\$60,000
Total Budget	\$1,778,138	\$1,773,928	\$2,035,251	\$1,866,033	\$1,890,797

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund	\$1,781,441	\$1,742,038	\$1,766,672
General Fund Reserve			
Capital Improvement Fund	139,810	123,995	124,125
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
E-911 Fund			
Outside Grants			
TOTAL	\$1,921,251	\$1,866,033	\$1,890,797

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- To develop a downtown plan to facilitate the redevelopment and expansion of the commercial/retail composition of the downtown area

Support Services-Finance

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The purpose of this area is to maintain an accurate and timely accounting system and to safeguard the assets of the Village. It includes providing financial services to other departments and outside agencies.

Budget Overview

The major functions included in this program are as follows: the maintenance of accounting records in accordance to Generally Accepted Accounting Principals (GAAP) for Governmental Accounting and Financial Reporting purposes, the management of the Village's assets, and the preparation of all required reports such as the annual operating budget, the CAFR, the State Treasurer's report, etc. This program also functions as the Village's collector for all billing processes such as utility billing and commuter parking. The Finance Department also provides accounting and reporting services to the Thomas Ford Memorial Library and the Western Springs Park District.

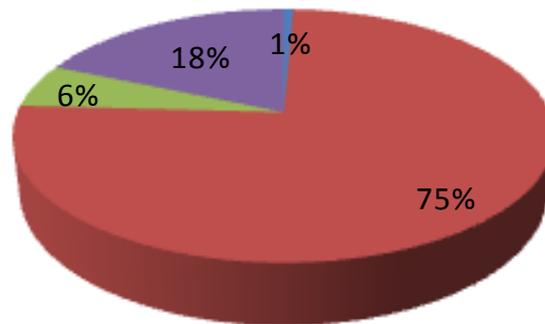
Key Accomplishments 2012

- Established fund balance policy as it pertains to GASB 54

Key Initiatives 2013

- Evaluate the necessity of a water meter replacement program
- Update Corporate Plan Financial Policies
- Evaluate the option of in-house utility billing processing.

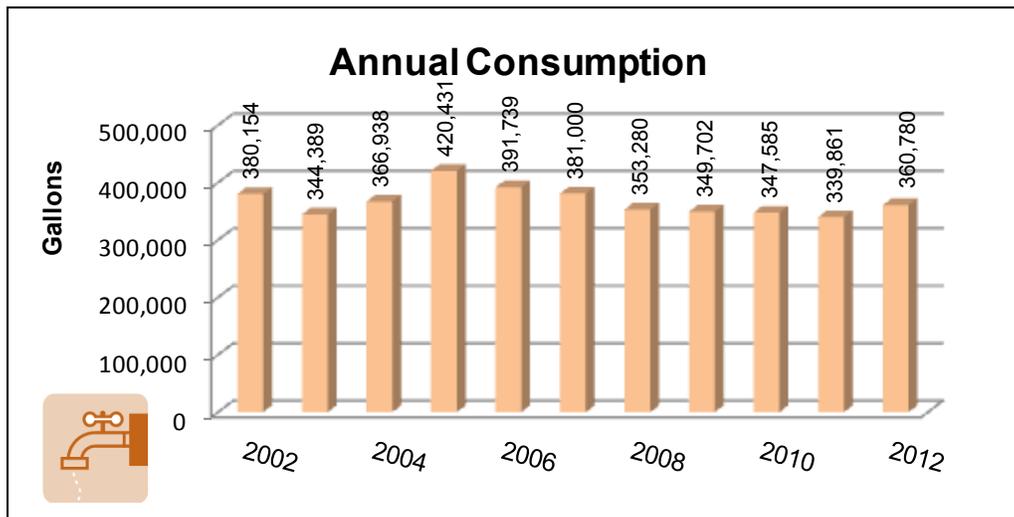
Program Allocation



■ Capital ■ Administration ■ B/N Acct & Collect ■ Water/Sewer Billing

Support Services-Finance EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$377,670	\$392,405	\$392,405	\$388,917	\$403,417	\$11,012	2.81%
Contractual Expenditures	\$42,145	\$47,750	\$47,750	\$51,600	\$53,450	\$5,700	11.94%
Commodities Expenditures	\$39,039	\$47,435	\$47,435	\$44,250	\$47,435	\$0	0.00%
Total Operating Budget	\$458,853	\$487,590	\$487,590	\$484,767	\$504,302	\$16,712	3.43%
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Capital Expenditures	\$31,141	\$28,000	\$28,000	\$36,840	\$33,000	\$5,000	17.86%
Total Budget	\$489,994	\$515,590	\$515,590	\$521,607	\$537,302	\$21,712	4.21%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund	\$396,958	\$409,075	3%
General Fund Reserve			
Capital Improvement Fund	3,000	3,000	0%
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund	97,082	106,145	13%
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Burlington Northern Fund	18,550	19,082	3%
Outside Grants			
TOTAL	\$515,590	\$537,302	4.21%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION	Amount
1. Increase for Benefits and Compensation Adjustments	\$11,012
2. Increase in Credit Cards Fees and Service Charges	1,500
3. Increase in Village Attorney Services	1,500
4. Increase in Training	2,000
5. Increase in Memberships	100
6. Increase in Contractual Services	600
TOTAL OPERATING CHANGES	\$16,712
CAPITAL IMPROVEMENT PROJECTS	
7. Adjustment to Eliminate FY 2012 Capital	(\$28,000)
8. Water Meter	30,000
9. Miscellaneous Equipment	3,000
TOTAL CAPITAL PROJECTS CHANGES	\$5,000
TOTAL CHANGES	\$21,712

Support Services-Finance

THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$377,670	\$388,917	\$403,417	\$416,041	\$429,051
Contractual Expenditures	\$42,145	\$51,600	\$53,450	\$52,100	\$52,200
Commodities Expenditures	\$39,039	\$44,250	\$47,435	\$48,635	\$48,650
Total Operating Budget	\$458,853	\$484,767	\$504,302	\$516,776	\$529,901
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$31,141	\$36,840	\$33,000	\$28,000	\$28,000
Total Budget	\$489,994	\$521,607	\$537,302	\$544,776	\$557,901

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund	409,075	421,022	431,964
Capital Improvement Fund	3,000	3,000	3,000
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund	106,145	101,180	102,836
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Burlington Northern Fund	19,082	19,575	20,101
Outside Grants			
TOTAL	\$537,302	\$544,776	\$557,901

MULTIYEAR AND OUT-YEAR KEY INITIATIVES:

- Research new revenue sources
- Expand financial software capabilities
- In-house billing processing/collection

Support Services-Debt Service Fund

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The purpose of this fund is to accumulate revenue and appropriate expenditures for the retirement of the Village's long term debt.

Budget Overview

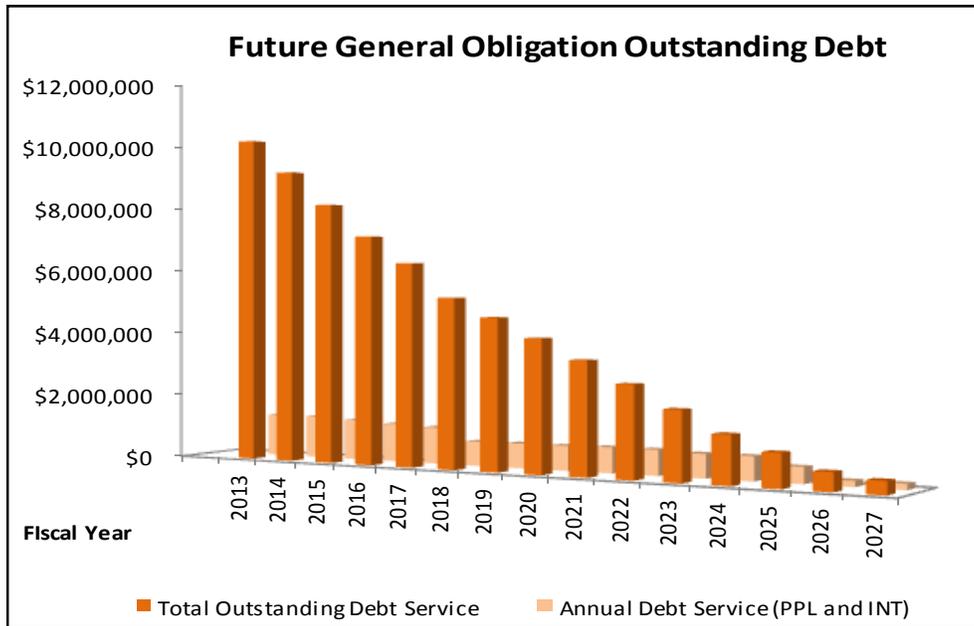
Debt Obligations are separated into four types: general obligation bonds, installment contracts, revenue bonds and promissory notes. General obligations bonds refer to debt obligations that are backed by the full faith and credit of the Village. Non-home rule communities may only issue non-referendum general obligation debt in amounts that will maintain the annual debt service levy at an amount equal or less than the 1994 annual levy amount, while maintaining outstanding debt at a level equal or less than one-half of one percent of the current equalized assessed valuation. The current outstanding bonds include two general obligation alternate revenue bonds, two general obligation limited tax corporate purpose bonds, two promissory notes and general obligation referendum bonds. The Village issued the second half of the 6.5 million general obligation bonds in the amount of \$3,250,000 in 2012 and a promissory note in the amount of \$560,000 to purchase real estate. Outstanding debt for the waterworks and sewerage projects appears in the Water/Sewer Fund.

Key Initiative 2013

To ensure repayment of all outstanding obligations.

Support Services-Debt Service Fund EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Principal Payments	\$850,300	\$931,800	\$931,800	\$931,800	\$1,039,500	\$107,700	11.56%
Interest/Paying Agent Fees	\$286,958	\$354,039	\$354,039	\$354,039	\$261,559	-\$92,480	-26.12%
Commodities Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Operating Budget	\$1,137,258	\$1,285,839	\$1,285,839	\$1,285,839	\$1,301,059	\$15,220	1.18%
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Budget	\$1,137,258	\$1,285,839	\$1,285,839	\$1,285,839	\$1,301,059	\$15,220	1.18%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund			
General Fund Reserve			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Debt Service Fund/Property Tax	\$773,627	854,504	11%
Recreation Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
Transfer from Other Funds	433,603	489,515	12.9%
Burlington Northern Fund			
TOTAL	\$1,207,230	\$1,344,019	11.3%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION	AMOUNT
1. Decrease in G.O. Alternate Revenue Bond Series 2003B, Principal	(300,000)
2. Decrease in G.O. Alternate Revenue Bond Series 2003B, Interest	(69,830)
3. Decrease in Limited Tax Corporate Bond Series 2005, Interest	(31,875)
4. Increase in Limited Tax Corporate Bond Series 2007, Principal	5,000
5. Decrease in Limited Tax Corporate Bond Series 2007, Interest	(800)
6. Increase in Promissory Note Series 2008, Principal	1,700
7. Decrease in Promissory Note Series 2008, Interest	(1,665)
8. Decrease in G.O. Bonds Series 2009, Principal	(265,000)
9. Decrease in G.O. Bonds Series 2009, Interest	(9,960)
10. Decrease in G.O. Bonds Series 2012, Interest	(14,356)
11. Decrease in Limited Tax Corporate Bond Series 2005, Principal	(140,000)
12. Increase in Promissory Note Series 2012, Principal	56,000
13. Increase in Promissory Note Series 2012, Interest	10,646
14. Increase in G.O. Referendum Bonds Series 2012, Principal	225,000
15. Increase in Limited Tax Corporate Bonds Series 2012C, Principal	185,000
16. Increase in Limited Tax Corporate Bonds Series 2012C, Interest	6,300
17. Increase in G.O. Alternate Revenue Bonds Refunded Series 2012A, Principal	340,000
18. Increase in G.O. Alternate Revenue Bonds Refunded Series 2012A, Interest	19,060
 TOTAL OPERATING CHANGES	 \$15,220
 CAPITAL IMPROVEMENT PROJECTS	
Not applicable	
 TRANSFERS TO OTHER FUNDS	
Not applicable	
 TOTAL CHANGES	 \$15,220

Support Services-Debt Service Fund

THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Principal Payments	\$850,300	\$931,800	\$1,039,500	\$1,051,400	\$1,003,300
Interest and Paying Agent Fees	\$286,958	\$354,039	\$261,559	\$242,996	\$229,157
Commodities Expenditures	\$0	\$0	\$0	\$0	\$0
Total Operating Budget	\$1,137,258	\$1,285,839	\$1,301,059	\$1,294,396	\$1,232,457
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0
Total Budget	\$1,137,258	\$1,285,839	\$1,301,059	\$1,294,396	\$1,232,457

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Debt Service Fund/Property Tax	811,544	807,970	750,025
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
Transfers from Other Funds	489,515	486,426	482,432
Burlington Northern Fund			
TOTAL	\$1,301,059	\$1,294,396	\$1,232,457

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Maintain fund balance at a level adequate to ensure annual debt service payments

Law Enforcement Services

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

It is the mission of the Western Springs Police Department to provide professional, high quality, and effective police services in partnership with the community. We, the members of the Western Springs Police Department, believe that our services have a vital impact on the quality of life in our community. To demonstrate our commitment to excellence, we will establish and administer proactive law enforcement initiatives and response methods to ensure a safe environment.

Budget Overview

Administration provides uniforms, training and educational expenses, Accreditation expenses, and departmental supplies. Personnel budgeted in Administration include the Director of Law Enforcement Services, the Deputy Director, the part-time Department Secretary, the part-time Accreditation Manager, and the School Crossing Guards.

Patrol Services is the largest component of the Department which provides the proper staffing for patrol activities, special events, response to all calls for service, traffic enforcement activities, and enforcement of Village ordinance and criminal laws. Four Patrol Sergeants and nine Patrol Officers are budgeted in this program.

The Criminal Investigation program provides resources to investigate crimes reported to the Department. The Unit is comprised of the Lieutenant who directly manages the Unit's activities and supervises the 2 Investigators. In addition, there is an officer that is assigned to the BATTLE/Greater Metro Auto Theft Task Force.

The Crime Prevention/Youth program provides the resources for a full time School Liaison officer at Lyons Township High School South Campus. Other activities in this program include the Auxiliary Unit, Peer Jury, and Police Explorers.

The Communications/Information Management program provides the resources necessary to answer emergency and non-emergency calls for service along with dispatching police, Fire, and EMS calls. There are 4 full-time Telecommunicators in this program who also perform records related functions. FY 2013 budget includes funding for three newly created part-time Telecommunicator positions.

The Parking Enforcement/Ordinance Control program provides the proper staffing for parking enforcement, animal control services, and other community services. There is one Community Service Officer assigned to this program who also provides supervision and training to the Telecommunicators.

Key Accomplishments 2012

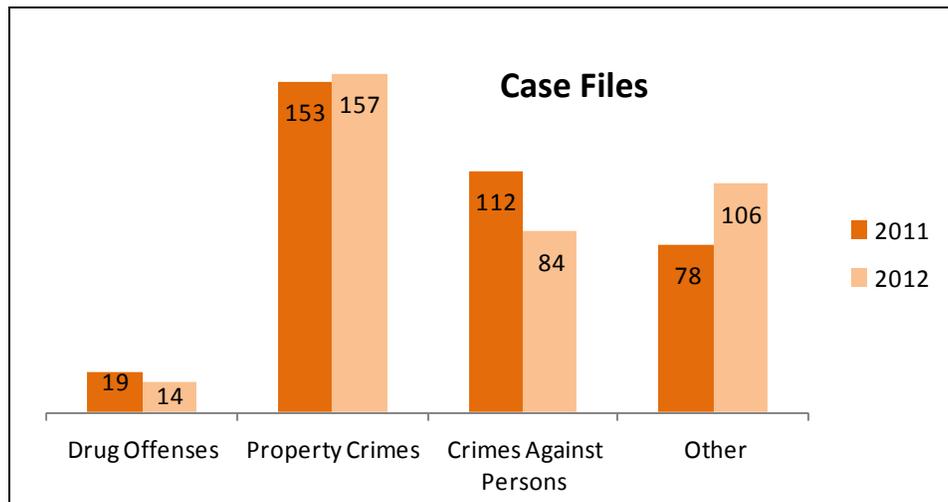
- Participated in the shared services study
- Implemented new organizational restructuring
- Established new police officer eligibility list and hired one new police officer
- Purchased two new squad cars
- Appointed and trained 3 new Auxiliary police officers
- Completed new interoperable portable radio replacement program
- Hired 3 new part-time telecommunicators
- Upgraded mobile data computer software in squads
- Equipped each police officer with personal riot control gear

Key Initiatives 2013

- Continue to move forward with the shared services initiative
- Conduct new police officer testing process
- Conduct Lieutenant's promotional testing process
- Purchase two new squad cars
- Continue in-car video camera replacement program
- Continue mobile data computer replacement program
- Complete CALEA re-accreditation process
- Recruit, appoint, and train additional Auxiliary Police Officers
- Complete new public service announcement for the Ogden/Woodland pedestrian crossing

Law Enforcement Services EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$3,335,407	\$3,251,983	\$3,373,683	\$3,286,291	\$3,451,666	\$77,983	2.31%
Contractual Expenditures	\$174,745	\$191,806	\$201,006	\$164,000	\$226,306	\$25,300	12.59%
Commodities Expenditures	\$36,044	\$55,150	\$58,750	\$56,750	\$61,750	\$3,000	5.11%
Total Operating Budget	\$3,546,196	\$3,498,939	\$3,633,439	\$3,507,041	\$3,739,722	\$106,283	2.93%
Transfer to Other Funds	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Capital Expenditures	\$105,226	\$177,500	\$177,500	\$165,284	\$266,750	\$89,250	50.28%
Total Budget	\$3,651,422	\$3,726,439	\$3,860,939	\$3,722,325	\$4,056,472	\$195,533	5.06%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund	\$3,533,884	\$3,631,166	2.8%
Capital Improvement Fund	128,000	217,250	69.7%
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund	199,056	208,056	5.1%
Outside Grants			
TOTAL	\$3,860,940	\$4,056,472	.05%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION	AMOUNT
1. Increase for Salary and Benefits Compensation	\$56,036
2. Increase in Police Pension Funding	21,947
3. Increase in C.A.L.E.A.	2,700
4. Increase in Various Contractual Services	300
5. Increase in Training	7,000
6. Increase in Professional/Technical Services	9,000
7. Increase in Various Commodities	300
8. Increase in Board of Fire & Police Commissioners	9,000
TOTAL OPERATING CHANGES	\$106,283
CAPITAL IMPROVEMENT PROJECTS	
9. Adjustment to eliminate FY 2012 Capital	(\$177,500)
10. Light Bars and Sirens	4,000
11. Less Lethal Weapons	3,000
12. Two Patrol Vehicles	80,000
13. Equipment-NIPAS	1,500
14. Radar and Trailer Replacement	6,000
15. In-car Computer Modem VRM and 3 Laptop Replacements	16,000
16. In-car Video Recorder and Camera	17,000
17. Speed Monitor	55,000
18. Office Equipment (E-911)	12,000
19. Radio Equipment (E-911)	37,500
20. Rifle Racks and Rifles	750
21. Bike Patrol and Equipment	500
22. Ballistic Shield and Training	1,000
23. Safety Equipment	2,000
24. Garage and Building Security	15,000
25. Laptop Technology Upgrades	3,500
26. Director's Vehicle	40,000
27. Facilities Maintenance and Upgrades	15,000
28. Digital Still Camera	1,500
29. In-car Radio Replacement	5,000
TOTAL CAPITAL PROJECTS CHANGES	\$89,250
TOTAL CHANGES	\$195,533

Law Enforcement Services THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$3,335,407	\$3,286,291	\$3,451,666	\$3,561,397	\$3,678,914
Contractual Expenditures	\$174,745	\$164,000	\$226,306	\$194,850	\$216,000
Commodities Expenditures	\$36,044	\$56,750	\$61,750	\$60,800	\$65,000
Total Operating Budget	\$3,546,196	\$3,507,041	\$3,739,722	\$3,817,047	\$3,959,914
Transfer to Other Funds	\$0	\$0	\$50,000	\$0	\$0
Capital Expenditures	\$105,226	\$165,284	\$266,750	\$257,800	\$221,250
Total Budget	\$3,651,422	\$3,672,325	\$4,056,472	\$4,074,847	\$4,181,164

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund	\$3,631,166	\$3,738,049	\$3,866,364
Capital Improvement Fund	217,250	232,800	196,250
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund	208,056	103,998	118,550
Outside Grants			
TOTAL	\$4,056,472	\$4,074,847	\$4,181,164

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- 2013 – Purchase two replacement squad cars and squad equipment, in-car video cameras, and laptop technology upgrades
- 2013 – Remodel women’s and men’s locker rooms
- 2014 - Purchase and install mobile CAD software
- 2014 – Purchase a law enforcement informational kiosk for lobby

Fire Services

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The mission of the Western Springs Department of Fire and EMS is to insure the preparation of personnel and equipment to a state of readiness in order to provide a range of cost effective programs designed to protect the lives and property of the inhabitants of the Village of Western Springs from the adverse effects of fire, medical emergencies or exposure to dangerous conditions created by either man or nature. Presently these programs include: fire suppression, vehicle rescue, hazardous materials response, fire prevention, vertical rescue, public education and emergency medical services.

Budget Overview

The department's administration develops and implements programs, which aid in the efficient and cost-effective delivery of fire, emergency medical and inspectional services. Fire suppression provides for effective response, extinguishment and investigation of fire incidents and the reduction of fire loss and fire related injury. The emergency medical services program provides a system of trained first responders, with proficient advanced life support response and transport personnel. The training program educates departmental personnel in the fields of fire suppression and emergency medical services to state certified levels. The fire prevention program promotes a fire-safe environment in the community through inspectional services and public education programs. The emergency management program plans and provides for the coordinated orderly community response to both natural and manmade disasters or emergencies as well as mitigate the effects of those disasters/emergencies.

Key Accomplishments 2012

- Conducted training for 18 new Paid On call Firefighter Candidates.
- Received \$64,300 from Assistance to Firefighters Grant (AFG) and Staffing for Adequate Fire and Emergency Responses (SAFER)..
- Revised critical safety standard operating procedures regarding communications and emergency responses.
- Significantly increased communication and training with our Mutual Aid neighboring departments.
- Identified officers' development as a critical need and hosted a National Fire Academy

class with curriculum specific to officer development.

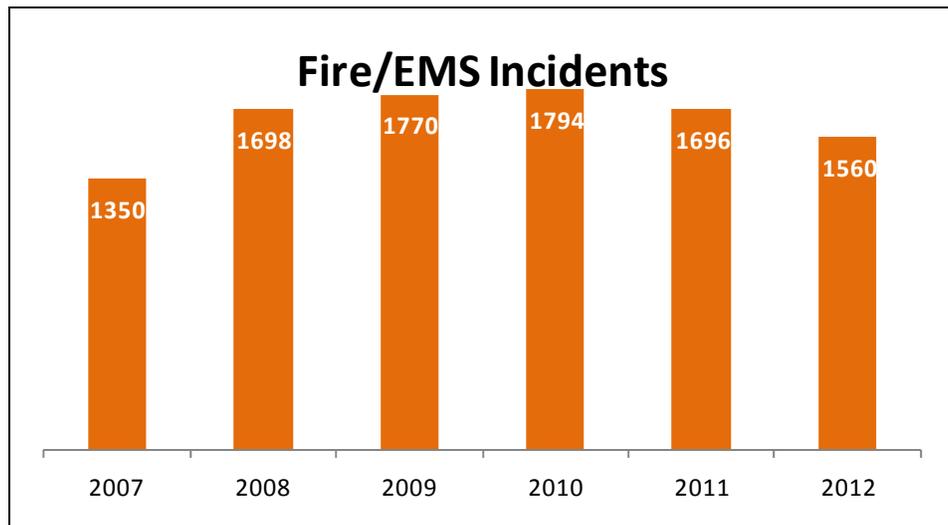
- Distributed a College Dorm Safety Program to the LTHS Junior class using funds remaining from a 2102 AFG Grant.
- Insurance Service Offices (ISO) evaluation was conducted of the Department with results due in early 2013.
- Established and implemented an employee performance evaluation process for the Administrative Captain position.
- Conducted narrow banding of all mobile and portable radios
- Implemented "I Am Responding" software program to more effectively track members responding to the station.
- Participated in the preparations and oversight of the May 2012 NATO Summit in Chicago.
- In conjunction with the Police Department, revised the Village's Emergency Operations Plan and Tornado Policy.

Key Initiatives 2013

- Certify a minimum of 10 recruits at the Firefighter II level
- State certify 5 recruits as EMT's
- Increase the number of Mutual Aid training opportunities
- Conduct the second in a series of National Fire Academy class offerings
- Continue Standard Operating Procedures review and update
- Develop and implement an employee performance evaluation process
- Design and provide Officer/Senior Firefighter Development Class
- Examine and revise mutual aid response to improve overall response capabilities

Fire Services EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$826,518	\$915,738	\$939,338	\$900,047	\$931,190	-\$8,148	-0.87%
Contractual Expenditures	\$535,277	\$560,619	\$570,919	\$551,724	\$570,469	-\$450	-0.08%
Commodities Expenditures	\$31,444	\$51,450	\$56,150	\$59,450	\$50,150	-\$6,000	-10.69%
Total Operating Budget	\$1,393,239	\$1,527,807	\$1,566,407	\$1,511,221	\$1,551,809	-\$14,598	-0.93%
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Capital Expenditures	\$44,543	\$81,500	\$135,800	\$117,351	\$394,800	\$259,000	190.72%
Total Budget	\$1,437,782	\$1,609,307	\$1,702,207	\$1,628,572	\$1,946,609	\$244,402	14.36%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund	\$1,566,407	\$1,551,809	(.93%)
Capital Improvement Fund	135,800	394,800	190%
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
E-911 Fund			
TOTAL	\$1,702,207	\$1,946,609	14.36%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION AMOUNT

1. Decrease for Benefits and Compensation Adjustment	(\$8,148)
2. Decrease in Paramedic Services Contract	(12,000)
3. Increase in Membership	4,000
4. Decrease in Contractual Services	700
5. Increase in Professional Services	2,000
6. Increase in Training	6,250
7. Decrease in Small Equipment	(7,000)
8. Increase in Commodities	1,000

TOTAL OPERATING CHANGES **(\$14,598)**

CAPITAL IMPROVEMENT PROJECTS

9. Adjustment to Eliminate FY 2012 Capital	(\$135,800)
10. Engine Truck	300,000
11. Turnout Gear	12,500
12. Hoses	5,000
13. Thermal Imaging Cameras (2)	20,000
14. Equipment	37,000
15. Ambulance Upgrades	20,300

TOTAL CAPITAL PROJECTS CHANGES **(\$259,000)**

TOTAL CHANGES **\$244,402**

Fire Services THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$826,518	\$900,047	\$931,190	\$960,804	\$978,024
Contractual Expenditures	\$535,277	\$551,724	\$570,469	\$581,613	\$601,766
Commodities Expenditures	\$31,444	\$59,450	\$50,150	\$55,950	\$58,200
Total Operating Budget	\$1,393,239	\$1,511,221	\$1,551,809	\$1,598,367	\$1,637,990
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$44,543	\$117,351	\$394,800	\$247,500	\$64,500
Total Budget	\$1,437,782	\$1,628,572	\$1,946,609	\$1,845,867	\$1,702,490

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund	\$1,551,809	\$1,598,367	\$1,637,990
Capital Improvement Fund	394,800	247,500	64,500
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
E-911 Fund			
Outside Grants			
TOTAL	\$1,946,609	\$1,845,867	\$1,702,490

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Preserve Paid On-Call (POC) status of the Department through aggressive training and recruitment and retention of residents.
- Examine opportunities to consolidate emergency services with comparable fire agencies.
- Continue to seek funding from Federal, State and local grants for designated projects.
- Examine and prepare recommendations on vehicle replacement and refurbishing..

Community Development

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The mission of the Western Springs Department of Community Development is to protect the health, safety and welfare of the citizens of the Village by assuring that all buildings, structures, and related equipment are constructed, installed and maintained in compliance with the standards contained within the Village of Western Springs Building Code. Additionally, the Department provides guidance to residents, contractors, and developers throughout the zoning application and planning process, as well as providing assistance to the Village Board, Planning and Zoning Committee, Plan Commission, and Board of Zoning Appeals in the performance of their duties. In regards to economic development efforts, staff members work to retain existing businesses while recruiting new businesses to the Downtown and outlying commercial areas.

Budget Overview

To provide for the health, safety and welfare of Village residents through plan review, inspectional service and the enforcement of building, zoning, and health codes and related ordinances.

business, commercial build-out, detached garages and other construction related projects

- Modified the DCO (e.g. generators and chickens)

Key Accomplishments 2012

- Issued permits for 20 new single homes, 23 single family additions, 8 major renovations, and 15 demolition permits
- Performed 1,693 inspections of new construction, additions, and remodeling for residential and commercial buildings
- Reviewed plans for new construction, additions, and remodeling
- Registered all contractors working within the Village
- Performed 45 property maintenance inspections, investigated construction site violations, 21 issued property tickets, 9 court citations, 3 zoning violations and 8 construction site warnings
- Conducted 86 quarterly and intermittent health inspections of 19 food establishments and weekly inspections at the French Market
- Updated the Village zoning map
- Processed 6 special event liquor license requests, 2 French Market licenses, and prepared modifications to various sections of the Liquor Control Ordinance relating to the French Market and extended hours.
- Created new guides relating to liquor licenses, special events, opening a

Key Initiatives 2013

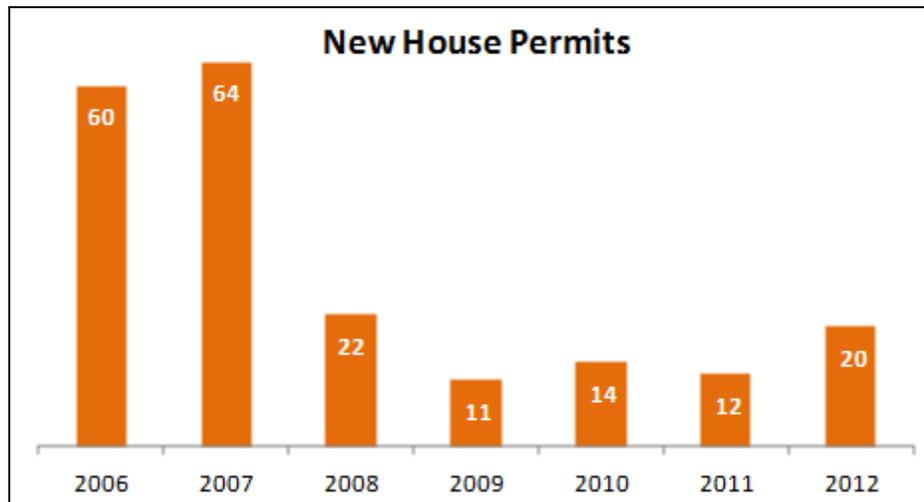
- Creation of an economic development policy
- Implementation of downtown recruitment and retention plan
- Processing of additional MGL map amendment requests for village owned properties
- Revisions to DCO and Building Code
- Creation of Department staff guidebook for all basic building related tasks



*Grand Opening of Green Promoting
January, 2012*

Community Development EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$286,548	\$290,908	\$290,908	\$289,993	\$298,810	\$7,902	2.72%
Contractual Expenditures	\$114,544	\$74,450	\$91,450	\$111,806	\$90,450	-\$1,000	-1.09%
Commodities Expenditures	\$1,474	\$2,050	\$2,050	\$1,922	\$4,050	\$2,000	97.56%
Total Operating Budget	\$402,565	\$367,408	\$384,408	\$403,721	\$393,310	\$8,902	2.32%
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Total Budget	\$402,565	\$367,408	\$384,408	\$403,721	\$393,310	\$8,902	2.32%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund	\$384,408	\$403,721	2.32%
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
E-911 Fund			
TOTAL	\$384,408	\$403,721	2.32%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION	AMOUNT
1. Increase for Benefits and Compensation Adjustments	\$7,902
2. Decrease in Professional Services/Plan Review Fees	(3,000)
3. Increase in Advertising	2,000
4. Increase in Tools	2,000
TOTAL OPERATING CHANGES	\$8,902
CAPITAL IMPROVEMENT PROJECTS	
3. Adjustment to Eliminate FY2012 Capital	\$0
TOTAL CHANGES	\$8,902

Community Development THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$286,548	\$289,993	\$298,810	\$308,397	\$318,544
Contractual Expenditures	\$114,544	\$111,806	\$90,450	\$91,450	\$93,900
Commodities Expenditures	\$1,474	\$1,922	\$4,050	\$4,050	\$3,950
Total Operating Budget	\$402,565	\$403,721	\$393,310	\$403,897	\$416,394
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$0	\$0	\$0	\$25,000	\$0
Total Budget	\$402,565	\$403,721	\$393,310	\$428,897	\$416,394

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund	\$393,310	\$403,897	\$416,394
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
E-911 Fund			
Outside Grants			
TOTAL	\$393,310	\$403,897	\$416,394

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Creation/implementation of a Business Retention and Recruitment Plan
- Creation/implementation of an Economic Development Marketing Plan

Municipal Services-Public Works

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2012

MISSION STATEMENT

The purpose of this programmatic area is to provide for the planning of activities and management of resources of the Public Works department in order to meet the goals and objectives of the department. It is the goal of the Public Works Department to repair and maintain the Village's streets, sidewalks, and vehicles in a good state of repair and in a functional and safe operating condition; to maintain municipal facilities in a manner which protects the integrity of the structures, promotes effective employee performance and presents an attractive appearance; and to preserve, maintain, and expand to full capacity a healthy and varied population of public trees to enhance the aesthetic and environmental characteristics of the Village and to promote public safety.

Budget Overview

In addition to the administrative function, this budget includes the street, forestry, motor pool, and properties divisions of Public Works as well as the infrastructure capital improvement component. It provides for virtually all above ground work performed within the Village right-of-way including: the removal of snow, leaves and other debris; installation and maintenance of traffic signs and signals; maintenance of street lights; maintenance of sidewalks; the trimming, removal, and planting of parkway trees; maintenance of all Village vehicles; gasoline and other fluids; and the maintenance/rehabilitation of roadways.

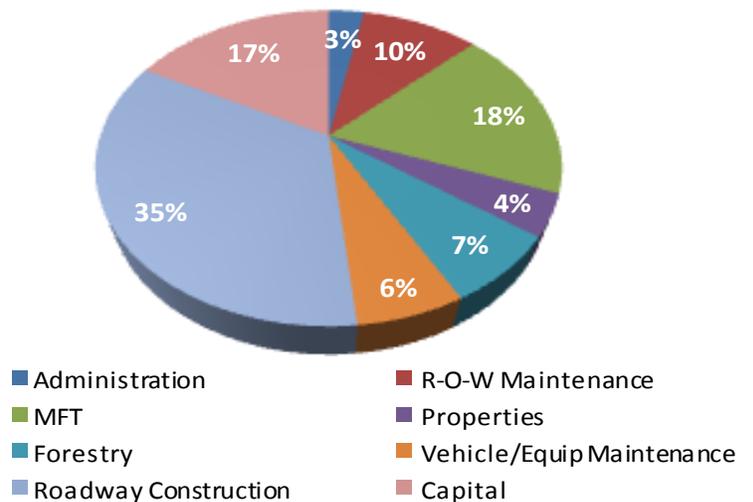
Key Initiatives 2013

- Reconstruct Woodland Avenue from Hillgrove Avenue to Chestnut
- Implement new service request system
- Reconstruct Village Hall and Fire House parking lot
- Purchase new end loader
- Continue upgrade and replacement of security cameras
- Install new 8" water main on Woodland Avenue from Hillgrove Avenue to Chestnut

Key Accomplishments 2012

- Completed construction of Woodland Avenue from Chestnut to Ogden
- Resurfaced 49th Street from Fair Elms to Wolf Road
- Resurfaced Franklin Avenue and Ernst Court in Springdale
- Completed micropaving of Springdale
- Resurfaced Hillgrove Avenue from Wolf Road to the Public Works yard and the Theatre alley
- Constructed new stairs for historical water tower
- Purchased New International dump truck

Program Allocation



Municipal Services-Public Works EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$610,963	\$631,348	\$631,348	\$572,512	\$651,618	\$20,270	3.21%
Contractual Expenditures	\$822,435	\$1,283,690	\$1,311,410	\$1,010,544	\$1,063,650	-\$247,760	-18.89%
Commodities Expenditures	\$199,240	\$265,700	\$257,700	\$196,880	\$266,300	\$8,600	3.34%
Total Operating Budget	\$1,632,639	\$2,180,738	\$2,200,458	\$1,779,936	\$1,981,568	-\$218,890	-9.95%
Transfer to Other Funds	\$369,110	\$369,830	\$369,830	\$365,754	\$359,060	-\$10,770	N/A
Capital Expenditures	\$2,382,930	\$1,651,760	\$1,651,760	\$1,663,740	\$1,068,110	-\$583,650	-35.34%
Total Budget	\$4,384,679	\$4,202,328	\$4,222,048	\$3,809,430	\$3,408,738	-\$813,310	-19.26%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund	\$1,526,669	\$1,555,943	2%
Capital Improvement Fund	201,760	253,110	26%
MFT/Infrastructure Fund	777,990	806,110	4%
Commuter Fund			
Recreation Fund			
Public Benefit			
Water/Sewer Fund			
Roadway Construction	1,714,909	783,075	(54%)
CBD Parking Lot	1,700	500	(70%)
ROW Grant Fund			
Outside Grants/Donations			
TOTAL	\$4,223,048	\$3,408,738	(19%)

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION

1. Decrease for Benefit and Compensation Adjustments	(\$20,270)
2. Decrease in Signal Maintenance	(18,220)
3. Decrease in Inspectional Engineering	(80,210)
4. Decrease in Landscaping	(11,380)
5. Decrease in Design Engineering	(73,850)
6. Decrease in Patching	(10,000)
7. Decrease in Testing Services	(51,000)
8. Decrease in Fencing	(35,000)
9. Increase in Parts	600
10. Increase in Disposal	20,000
11. Decrease in Professional Services	(6,600)
12. Increase in Street Striping	2,000
13. Increase in Chemicals	7,000
14. Increase in Architecture	8,100
15. Increase in Curb Repair	5,000
16. Increase in DPW Maintenance	3,500

TOTAL OPERATING CHANGES **(\$219,890)**

17. Decrease Transfer to Other Funds	(10,770)
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TOTAL TRANSFER TO OTHER FUNDS/CHANGES **(\$10,770)**

CAPITAL IMPROVEMENT PROJECTS

18. Adjustment to Eliminate FY 2012 Capital	(\$1,651,760)
19. Vehicles (end loader and pickup truck)	64,110
20. Fuel Storage Tanks	5,000
21. Building Improvements	81,000
22. Woodland Avenue Roadway Reconstruction Project (Chestnut to Hillgrove)	500,000
23. Forestry Equipment	3,000
24. Downtown Improvements	55,000
25. Machinery and Equipment	45,000
26. Village Campus	315,000

TOTAL CAPITAL PROJECTS CHANGES **(\$583,650)**

TOTAL CHANGES **(\$814,310)**

Municipal Services-Public Works

THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$610,963	\$572,512	\$651,618	\$669,017	\$687,366
Contractual Expenditures	\$822,435	\$1,010,544	\$1,063,650	\$1,140,320	\$937,500
Commodities Expenditures	\$199,240	\$196,880	\$266,300	\$263,450	\$263,450
Total Operating Budget	\$1,632,639	\$1,779,936	\$1,981,568	\$2,072,787	\$1,888,316
Transfer to Other Funds	\$369,110	\$365,754	\$359,060	\$367,260	\$353,790
Capital Expenditures	\$2,382,930	\$1,663,740	\$1,068,110	\$1,364,120	\$412,500
Total Budget	\$4,384,679	\$3,809,430	\$3,408,738	\$3,804,167	\$2,654,606

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund	\$155,943	\$1,596,140	\$1,620,540
Capital Improvement Fund	253,110	364,120	412,500
MFT/Infrastructure Fund	806,110	447,260	433,790
Commuter Fund			
Recreation Fund			
Public Benefit			
Water/Sewer Fund			
Roadway Construction	793,075	1,396,648	187,776
CBD Parking			
ROW/Grant			
Outside Grants/Donations			
TOTAL	\$3,408,738	\$3,804,167	\$2,654,606

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Continue capital improvements at historical water tower and tower green
- Coordinate with Community Development Department for downtown rehabilitation projects
- Complete rehabilitation of roadway network as committed by referendum
- Upgrade Central Business District lighting to LED

Municipal Services-Water and Sewer

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The purpose of this programmatic area is to manage the resources of the Water and Sewer Systems to meet the goals and objectives of all the programs in the Department on a financially self-supporting basis; to produce a sufficient quantity of potable water to meet all Village consumption demands; to provide for the continuous supply of potable water in a quantity and at a pressure sufficient to meet both consumer demand and fire flow needs; and to provide and adequately maintain sewerage systems for the collection and disposition of domestic wastes and storm water in order to promote public health and convenience and to minimize the frequency and severity of flooding and pollution.

Budget Overview

This budget provides for the Water and Sewer divisions of the Public Works Department. These divisions perform the essential function of pumping, treating and ensuring the safe distribution of approximately 400 million gallons of potable water annually. This budget also provides for the replacement and maintenance of fire hydrants and water system valves as well as the upkeep of the Water Plant, Wells, and associated equipment, and the materials, laboratory and testing required ensuring the safety and quality of the water supply.

The Sewer Division is responsible for the maintenance of over 40 miles of storm, sanitary, and combined sewers as well as their associated laterals and basins. This work includes periodic cleaning and televising of sewers as well as the replacement and upgrade of deficient structures.



Key Accomplishments 2012

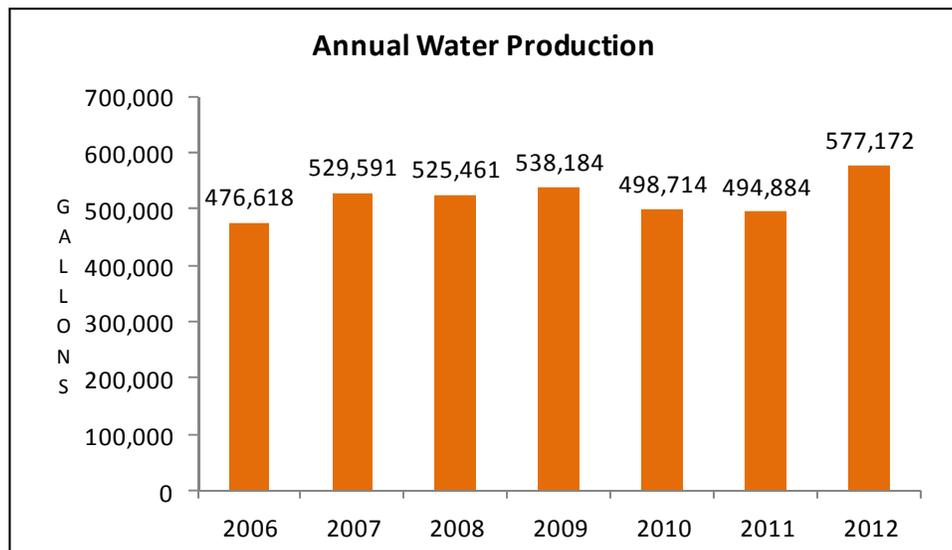
- Completed draft IEPA Long-Term control plan for combined sewer system
- Completed sewer modeling
- Replaced 4" watermain on Woodland Avenue from Chestnut to Ogden
- Completed Reverse Osmosis rehabilitation project for water plant
- Reconditioned well #4
- Began redesign for well house #3

Key Initiatives 2013

- Replace 4" watermain on Woodland Avenue from Hillgrove to Chestnut
- Receive quotes to repaint standpipe
- Begin planning for residential meter replacement program
- Continue monitoring for unaccounted water pumping data

Municipal Services-Water and Sewer EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$942,913	\$941,331	\$941,331	\$1,039,442	\$1,009,950	\$68,619	7.29%
Contractual Expenditures	\$831,463	\$1,296,552	\$1,296,552	\$1,209,056	\$696,196	-\$600,356	-46.30%
Commodities Expenditures	\$321,115	\$352,350	\$352,350	\$293,528	\$374,350	\$22,000	6.24%
Total Operating Budget	\$2,095,492	\$2,590,233	\$2,590,233	\$2,542,026	\$2,080,496	-\$509,737	-19.68%
Debt Service	\$553,648	\$528,278	\$528,278	\$500,296	\$500,217	-\$28,061	-5.31%
Capital Expenditures	\$2,077,994	\$8,342,750	\$8,342,750	\$6,499,566	\$2,146,760	-\$6,195,990	-74.27%
Total Budget	\$4,727,133	\$11,461,261	\$11,461,261	\$9,541,888	\$4,727,473	-\$6,733,788	-58.75%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund	\$11,461,261	\$4,727,473	(59%)
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$11,461,261	\$4,727,473	(59%)

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION

1. Increase for Benefit and Compensation Adjustments	\$68,619
2. Decrease in General Engineering	(1,500)
3. Decrease in Inspection Engineering	(608,978)
4. Increase in Chemicals	22,000
5. Decrease in Design Engineering	(10,578)
6. Increase in Disposal	20,000
7. Increase in Landscaping	700

TOTAL OPERATING CHANGES **(\$509,737)**

8. Decrease in Debt Service Payments	(28,061)
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TOTAL DEBT SERVICE CHANGES **(\$28,061)**

CAPITAL EXPENSE CHANGES

9. Adjustment to Eliminate FY 2012 Capital	(8,342,750)
10. Sewer System	75,000
11. Vehicles (2 one-ton dump trucks/25%; administrative vehicle/33%)	145,890
12. Building Improvements	225,500
13. Fuel Storage Tank	5,000
14. Meter Replacements and Miscellaneous Equipment	5,400
15. Water Plant Rehabilitation for Reverse Osmosis	1,500,000
16. Water Distribution	189,920

TOTAL CAPITAL CHANGES **(\$6,195,920)**

TOTAL CHANGES **(\$6,733,788)**

Municipal Services-Water and Sewer THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$942,913	\$1,039,442	\$1,009,950	\$1,032,527	\$1,064,059
Contractual Expenditures	\$831,463	\$1,209,056	\$696,196	\$649,980	\$606,450
Commodities Expenditures	\$321,115	\$293,528	\$374,350	\$372,350	\$372,350
Total Operating Budget	\$2,095,492	\$2,542,026	\$2,080,496	\$2,054,857	\$2,042,859
Debt Service	\$553,648	\$500,296	\$500,217	\$936,741	\$717,740
Capital Expenditures	\$2,077,994	\$6,499,566	\$2,146,760	\$737,870	\$200,150
Total Budget	\$4,727,133	\$9,541,888	\$4,727,473	\$3,729,468	\$2,960,749

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund	\$4,727,473	\$3,729,468	\$2,960,749
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$4,727,473	\$3,729,468	\$2,960,749

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Replace all 4" water main throughout Village's water distribution system
- Monitor unaccounted for water pumping data
- Implement annual leak detection and monitoring program
- Implement residential meter replacement program
- Pull and service well #3
- Paint and recondition standpipe

Municipal Services-Commuter Facilities

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The purpose of this programmatic area is to maintain the railroad commuter station, parking facilities, and related properties in a safe, functional and aesthetically pleasing condition.

Budget Overview

The Burlington Northern Santa Fe Railroad owns a 100 foot right of way containing the railroad tracks. The Village owns and is responsible for all above ground improvements except the tracks and crossings. Most of this budget is devoted to the maintenance of the commuter station, platforms and landscaping.

Key Accomplishments 2012

- Began east platform conceptual design
- Phase I engineering submitted to IDOT for east platforms
- Received IDOT approval for West Underpass Local Project Development Report

Key Initiatives 2013

- Complete Phase II design of west underpass
- Complete Phase II design of east platforms
- Bid west underpass project
- Bid east platforms project



Municipal Services-Commuter Facilities EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$36,151	\$36,307	\$36,307	\$36,272	\$37,895	\$1,588	4.37%
Contractual Expenditures	\$48,563	\$397,500	\$397,500	\$152,600	\$301,500	-\$96,000	-24.15%
Commodities Expenditures	\$9,618	\$9,000	\$9,000	\$9,000	\$9,000	\$0	0.00%
Total Operating Budget	\$94,332	\$442,807	\$442,807	\$197,872	\$348,395	-\$94,412	-21.32%
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Capital Expenditures	\$14,780	\$16,500	\$16,500	\$4,500	\$224,250	\$207,750	1259.09%
Total Budget	\$109,112	\$459,307	\$459,307	\$202,372	\$572,645	\$113,338	24.68%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund	\$459,307	\$572,645	24.7%
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$459,307	\$572,645	24.7%

ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET

CHANGES FOR OPERATION

1. Increase for Benefits and Compensation Adjustments	\$1,588
2. Decrease in Design Engineering Study	(96,000)

TOTAL OPERATING CHANGES **(\$94,412)**

CAPITAL IMPROVEMENT PROJECTS

3. Adjustment to Eliminate FY 2012 Capital	(\$16,500)
4. Burlington Northern Collection Boxes Replacement	3,500
5. Miscellaneous Equipment	10,750
6. East Platforms	200,000
7. Train Station Interior Repairs	10,000

TOTAL CAPITAL PROJECT CHANGES **\$207,750**

TOTAL CHANGES **\$113,338**

Commuter Facilities

THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$36,151	\$36,272	\$37,895	\$39,108	\$40,390
Contractual Expenditures	\$48,563	\$152,600	\$301,500	\$1,411,450	\$286,950
Commodities Expenditures	\$9,618	\$9,000	\$9,000	\$9,000	\$9,000
Total Operating Budget	\$94,332	\$197,872	\$348,395	\$1,459,558	\$336,340
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$14,780	\$4,500	\$224,250	\$2,005,500	\$3,500
Total Budget	\$109,112	\$202,372	\$572,645	\$3,465,058	\$339,840

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund	\$572,645	\$3,465,058	\$339,840
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$572,645	\$3,465,058	\$339,840

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Complete Quadrants 3 and 4 of pedestrian platform reconstruction project
- Construct west underpass
- Begin analysis and budgeting with Community Development Department for downtown redevelopment.

Recreation Program

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

To provide the residents of Western Springs and surrounding communities with healthy, creative and learning experiences whereby people can meet, share and unite in a community of common interests and ideas; and to provide aesthetically pleasing, safe and properly maintained facilities for programs and activities

Budget Overview

The focus of the department is the delivery of programs and services through our employees and independent contractors. 78% of revenue comes from non-tax dollars generated by contractor agreements, program fees, and various charges.

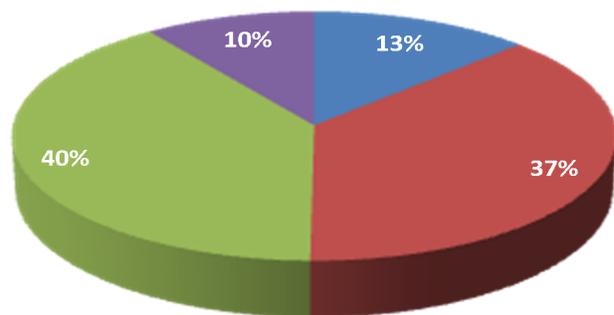
Key Accomplishments 2012

- 2012 budget goals were met.
- 2012 winter session had 6162 enrollments and 34,116 participant hours.
- 2012 summer session had 2621 enrollments and 33,375 participant hours.
- 2011 fall session had 3770 enrollments and 18,477 participant hours.
- Lacrosse is the single biggest program grossing near \$250,000 in 2012. Tennis is second grossing at \$101,128.00 for 2012.
- Continued strong participation in all program areas despite weak economy.
- 10% program fee increase went into effect.
- Recreation Fund generated a surplus.
- Completed the Grand Avenue Center window replacement project on the historic section of the building.
- Purchased the 4368 Hampton property for land and programming opportunities..
- Both Centers had various improvements made in classrooms (counter tops, carpet), upgraded lights and ballast, and additional landscaping to enhance the area.

Key Initiatives 2013

- Recreation Fund will continue to absorb FICA into operation and not through tax levy.
- Invest in capital projects: Grand Avenue Center gym area windows and Recreation Center play lot.
- Determine best use for 4368 Hampton property.
- Complete major plumbing project in Grand Avenue Center.

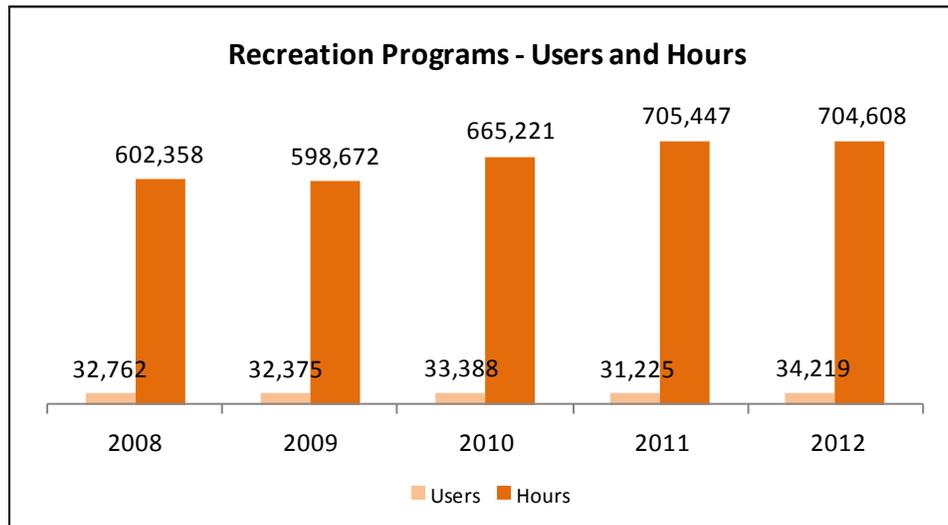
Program Allocation



- Grand Avenue Community Center
- Administration
- Recreation Services
- Recreation Center

Recreation Program EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$557,434	\$574,311	\$583,011	\$589,008	\$620,475	\$37,464	6.43%
Contractual Expenditures	\$572,221	\$589,384	\$600,884	\$565,167	\$571,465	-\$29,419	-4.90%
Commodities Expenditures	\$131,780	\$144,251	\$138,051	\$135,172	\$145,751	\$7,700	5.58%
Total Operating Budget	\$1,261,434	\$1,307,946	\$1,321,946	\$1,289,347	\$1,337,691	\$15,745	1.19%
Transfer to Other Funds	\$46,393	\$46,393	\$46,393	\$46,393	\$113,039	\$66,646	143.66%
Capital Expenditures	\$176,769	\$224,000	\$820,707	\$699,796	\$251,500	-\$569,207	-69.36%
Total Budget	\$1,484,596	\$1,578,339	\$2,189,046	\$2,035,536	\$1,702,230	-\$486,816	-22.24%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund	\$2,189,046	\$1,702,230	(23%)
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$2,189,046	\$1,702,230	(23%)

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION

1. Increase for Benefit and Compensation Adjustment	\$37,464
2. Increase in Building Supplies	1,000
3. Decrease in Tower Trot	(9,000)
4. Decrease in Printed Material	(2,000)
5. Decrease in SEASPAR Contribution	(12,919)
6. Increase in Summer Supplies	6,000
7. Increase in Contractual Expenditures	500
8. Decrease in Youth Supplies	(7,000)
9. Increase in Various Programs	2,500
10. Increase in General Architecture	1,800
11. Increase in Tennis Supplies	4,700
12. Decrease in Young Rembrandts	(2,800)
13. Decrease in Utilities	(6,500)
14. Increase in Commodities Expenditures	3,000

TOTAL OPERATING CHANGES **\$15,745**

15. Increase in Transfer to Other Funds	66,646
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TOTAL TRANSFER TO OTHER FUNDS **\$66,646**

CAPITAL IMPROVEMENT PROJECTS

16. Adjustment to Eliminate FY 2012 Capital	(\$820,707)
17. Building Improvements	222,500
18. Park District User Fees	29,000

TOTAL CAPITAL PROJECTS CHANGES **(\$569,207)**

TOTAL CHANGES **(\$486,816)**

Recreation Program THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$557,434	\$589,008	\$620,475	\$630,034	\$640,344
Contractual Expenditures	\$572,221	\$565,167	\$571,465	\$576,465	\$577,465
Commodities Expenditures	\$131,780	\$135,172	\$145,751	\$146,751	\$146,751
Total Operating Budget	\$1,261,434	\$1,289,347	\$1,337,691	\$1,353,250	\$1,364,560
Transfer to Other Funds	\$46,393	\$46,393	\$113,039	\$111,974	\$64,517
Capital Expenditures	\$176,769	\$699,796	\$251,500	\$280,000	\$232,000
Total Budget	\$1,484,596	\$2,035,536	\$1,702,230	\$1,745,224	\$1,661,077

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund	\$1,702,230	\$1,745,224	\$1,661,077
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$1,702,230	\$1,745,224	\$1,661,077

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Grand Avenue Community Center improvements over the next three years include tuck pointing, soffit/gutter repairs/paint, flooring and window replacement.
- Recreation Center improvements over the next three years include landscaping, playlot upgrade, parking lot repair and fencing.
- Study additional gym and classroom space at Recreation Center.

Police and Fire Pension Funds

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The purpose of these funds is to accumulate, manage and administrate the funds related to the Police and Fire Pension Funds.

Budget Overview

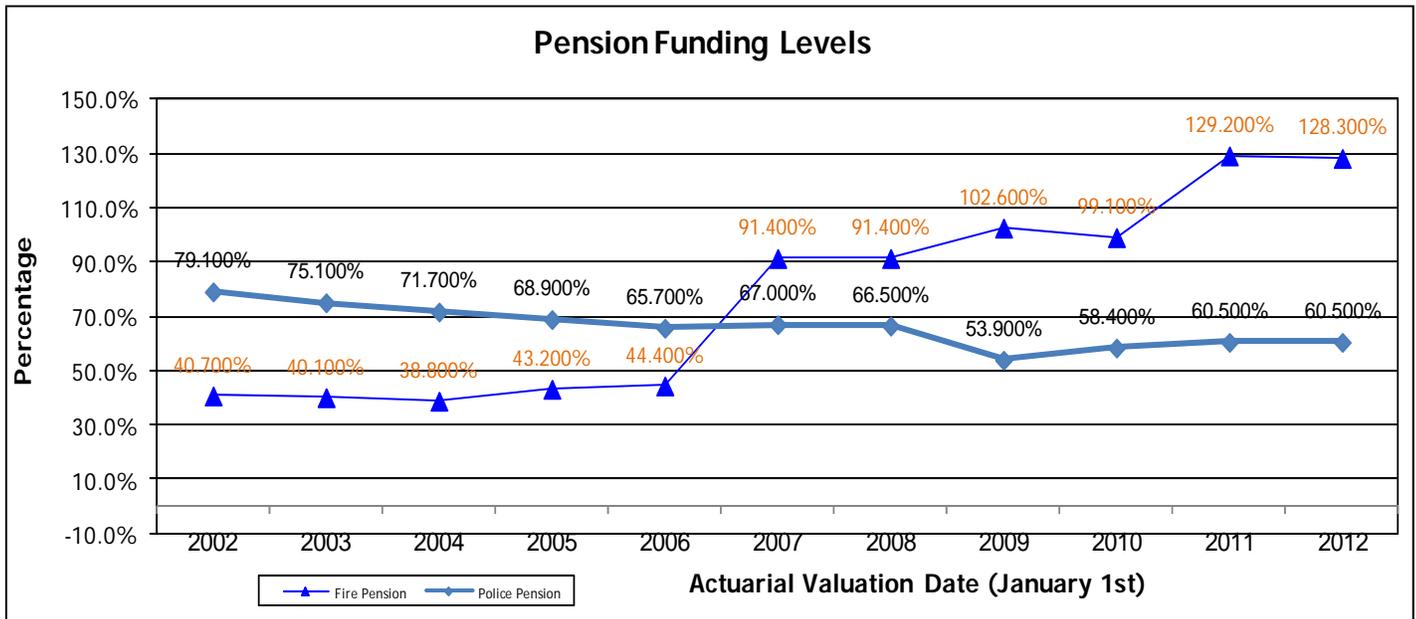
The Police and Fire Pensions are single-employer defined benefit pension plans. The benefits, benefit levels, employee contributions and employer contributions are governed by the Illinois Compiled Statutes and can only be amended by Illinois General Assembly.

The Police Pension members are police sworn personnel. Employees are required to contribute 9.91% of their base salary to the Pension. The Village annually levies a property tax to fund the employer's contribution. Effective January 1, 2011, the fund must be 90% of the total actuarial liabilities of the pension fund by the end of the FY 2040. There are currently 21 vested employees and 21 beneficiaries.

There are no employees covered by the Fire Pension Plan. The Village is required to fund for the beneficiaries as actuarially determined by an enrolled actuary. The only beneficiary is one widow.

Police and Fire Pension EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Beneficiary Benefits	\$1,018,455	\$1,071,953	\$1,071,953	\$1,117,657	\$1,129,783	\$57,830	5.39%
Contractual Expenditures	\$54,411	\$60,280	\$60,280	\$54,796	\$60,880	\$600	1.00%
Commodities Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Operating Budget	\$1,072,866	\$1,132,233	\$1,132,233	\$1,172,453	\$1,190,663	\$58,430	5.16%
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Budget	\$1,072,866	\$1,132,233	\$1,132,233	\$1,172,453	\$1,190,663	\$58,430	5.16%



RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds	\$1,132,233	\$1,190,663	5.16%
E-911 Fund			
Outside Grants			
TOTAL	\$1,132,233	\$1,190,663	5.16%

ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET

CHANGES FOR OPERATION	AMOUNT
1. Increase in Beneficiary Benefits	\$58,430
TOTAL OPERATING CHANGES	\$58,430
 CAPITAL IMPROVEMENT PROJECTS	
Not applicable	
 TOTAL CHANGES	 \$58,430

Police and Fire Pensions

THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Beneficiary Benefits	\$1,018,455	\$1,117,657	\$1,129,783	\$1,146,080	\$1,178,284
Contractual Expenditures	\$54,411	\$54,796	\$60,880	\$75,280	\$75,280
Commodities Expenditures	\$0	\$0	\$0	\$0	\$0
Total Operating Budget	\$1,072,866	\$1,172,453	\$1,190,663	\$1,221,360	\$1,253,564
Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Total Budget	\$1,072,866	\$1,172,453	\$1,190,663	\$1,221,360	\$1,253,564

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds	\$1,190,663	\$1,221,360	\$1,253,564
E-911 Fund			
Outside Grants			
TOTAL	\$1,190,663	\$1,221,360	\$1,253,564

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Monitor investment performance against selected benchmarks.

Special Purpose Reserve Fund
PROGRAM/DEPARTMENT BUDGET SUMMARY
FY 2013

MISSION STATEMENT

The purpose of these funds is to account for funds which represent excess reserves funds from the General Fund. The proceeds are to be used for future capital projects.

Budget Overview

The Special Purpose Reserve Fund has accumulated excess reserves from the General Fund. The Reserves Fund policy requires that the General Fund maintain a reserve of 30% of the current year expenditures. Any excess may be transferred to the Special Purpose Reserve Fund.

EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Contractual Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Transfer to Other Funds	\$0	\$93,000	\$93,000	\$63,000	\$115,000	\$22,000	23.66%
Total Budget	\$0	\$93,000	\$93,000	\$63,000	\$115,000	\$22,000	23.66%

THREE YEAR CORPORATE RATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Total Operating Budget	\$0	\$0	\$0	\$0	N/A
Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$63,000	\$115,000	\$25,000	\$25,000
Total Budget	\$0	\$63,000	\$115,000	\$25,000	\$25,000



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Thomas Ford Memorial Library

BUDGET REVENUES

FY 2013

ACCOUNT TITLE	ACTUAL REVENUE FY 2011	AMENDED BUDGET FY 2012	ESTIMATED ACTUAL FY 2012	APPROVED BUDGET FY 2013
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920 - LIBRARY OPERATING FUND

General Property Tax	\$1,021,684	\$970,380	\$1,025,563	\$1,044,425
State Replacement	\$6,861	\$7,000	\$7,000	\$6,800
Total Tax Revenue	\$1,028,545	\$977,380	\$1,032,563	\$1,051,225
Federal Grants	\$0	\$0	\$0	\$0
Operating Grants	\$12,784	\$12,500	\$12,500	\$12,500
Total Grants	\$12,784	\$12,500	\$12,500	\$12,500
Charges for Services	\$8,442	\$9,800	\$8,200	\$8,500
Fines	\$21,827	\$21,500	\$26,600	\$25,000
Interest	\$136	\$200	\$150	\$150
Rentals	\$0	\$0	\$0	\$0
Donations	\$4,882	\$4,000	\$8,500	\$3,000
Miscellaneous Revenues	\$240	\$1,000	\$8,313	\$1,000
Library Operating Fund	\$1,076,857	\$1,026,380	\$1,096,827	\$1,101,375

925 - LIBRARY SPECIAL REVENUE FUND

Interest	\$5,433	\$3,000	\$3,500	\$2,000
Donations	\$3,529	\$0	\$0	\$0
Library Special Revenue Fund	\$8,961	\$3,000	\$3,500	\$2,000

930 - LIBRARY BUILDING/EQUIPMENT MAINTENANCE FUND

General Property Tax	\$166,222	\$156,260	\$156,838	\$127,275
Interest	\$28	\$50	\$25	\$50
Donation	\$31,719	\$0	\$31,719	\$0
Proceed L/T Debt	\$0	\$0	\$0	\$0
Transfers from Other Funds	\$0	\$0	\$0	\$0
Transfers from Reserves	\$0	\$0	\$17,740	\$0
Library Bldg/Equip Maint Fund	\$197,969	\$156,310	\$206,322	\$127,325

Thomas Ford Memorial Library

BUDGET REVENUES

FY 2013

ACCOUNT TITLE	ACTUAL REVENUE FY 2011	AMENDED BUDGET FY 2012	ESTIMATED ACTUAL FY 2012	APPROVED BUDGET FY 2013
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940 - LIBRARY DEBT SERVICE FUND

General Property Tax	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$24	\$25
Transfers from Other Funds	\$42,760	\$42,560	\$42,560	\$43,320
Library Debt Service Fund	\$42,760	\$42,560	\$42,584	\$43,345

950 - LIBRARY TIMBER TRAILS IMPACT FEES

Interest	\$27	\$40	\$60	\$40
Donation	\$0	\$0	\$0	\$0
Library Timber Trails Impact Fees	\$27	\$40	\$60	\$40

970 - LIBRARY SPECIAL RESERVE FUND

Interest	\$504	\$300	\$188	\$270
Donation	\$0	\$0	\$0	\$0
Transfer with Equity	\$0	\$0	\$0	\$0
Library Special Reserve Fund	\$504	\$300	\$188	\$270

Thomas Ford Memorial Library

PROGRAM/DEPARTMENT BUDGET SUMMARY

FY 2013

MISSION STATEMENT

The Thomas Ford Library enriches people's lives by providing opportunities to access a vast array of ideas and information, and up-to-date technology, with welcoming, state-of-the art service in a comfortable setting for work, study, meetings, events, and community activities.

Budget Overview

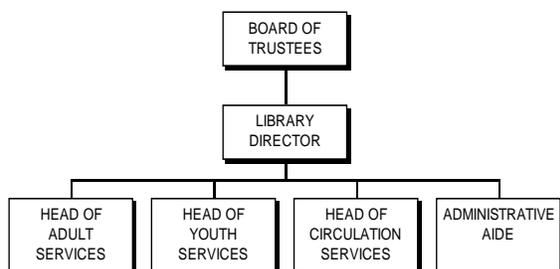
The Library Operating Fund is used to pay the "everyday expenses" of the Library. Revenue sources include property taxes, fees, fines, grants, interest, and gifts. Some of the items paid for from this fund are salaries/benefits, books, cds, dvds, insurance, technology, and programming. Other Library funds are Building Maintenance, Capital Reserve, and the Graham Fund (private endowment). The budget for FY11 was balanced. The Library continues to make payments on the ten-year Promissory Note it secured to pay for the new roof and HVAC system that was installed in 2009-10. A merger of the five library systems that serve northern Illinois communities occurred on July 1, 2011 as part of a cost-saving measure by the Illinois State Library. While the new system, RAILS, provides delivery service and support of the shared online catalog (SWAN), it no longer offers consulting services or continuing education programs. The Library Board of Trustees carefully plans and budgets to cover these and all other necessary expenses so that Western Springs patrons continue to receive the excellent Library service.

Key Accomplishments 2012

- Increased circulation of Library materials (est. 4%)
- Conducted Village-wide community survey
- Created Marketing Plan based on survey responses
- Increased visibility of Library in the community (held 80th Anniversary activities, appeared on Western Springs vehicle stickers, cooperated with WS Historical Society to host outdoor family concert, launched successful Library card drive)
- Purchased CASSIE computer booking system to coordinate patron use and protect privacy
- Promoted databases and electronic resources
- Deepened ties with local schools through meetings with faculty and creation of materials detailing teacher services

Key Initiatives 2013

- Institute Sunday hours during the summer (Community Survey request)
- Encourage use of eBook collection
- Explore ways to increase member satisfaction and convenience based on survey data
- Evaluate teens' use of Library
- Increase promotional displays of materials



Thomas Ford Memorial Library EXPENDITURES

	A. FY 2011 ACTUAL	B. FY 2012 APPROVED BUDGET	C. FY 2012 AMENDED BUDGET	D. FY 2012 ESTIMATED ACTUAL	E. FY 2013 APPROVED BUDGET	F. DOLLAR CHANGE E-C	G. PERCENT CHANGE =E/C
Operating Budget							
Salary and Benefits	\$736,440	\$774,400	\$774,400	\$754,804	\$802,300	\$27,900	3.60%
Contractual Expenditures	\$179,412	\$194,650	\$194,650	\$217,935	\$191,950	-\$2,700	-1.39%
Commodities Expenditures	\$22,720	\$24,800	\$24,800	\$24,058	\$25,100	\$300	1.21%
Total Operating Budget	\$938,572	\$993,850	\$993,850	\$996,797	\$1,019,350	\$25,500	2.57%
Transfer to Other Funds	\$42,760	\$67,560	\$67,560	\$60,300	\$68,320	\$760	1.12%
Debt Service	\$42,178	\$42,560	\$42,560	\$41,925	\$43,320	\$760	0.00%
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Capital Expenditures	\$127,636	\$139,170	\$139,170	\$140,017	\$168,030	\$28,860	20.74%
Total Budget	\$1,151,145	\$1,243,140	\$1,243,140	\$1,239,038	\$1,299,020	\$55,880	4.50%

RESOURCES FOR BUDGET

	FY 2012 AMENDED BUDGET	FY 2013 APPROVED BUDGET	PERCENT CHANGE
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Reserve Fund			
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Library Funds	\$1,243,140	\$1,299,020	4.5%
TOTAL	\$1,243,140	\$1,299,020	4.5%

**ANALYSIS OF CHANGE
FROM 2012 AMENDED BUDGET TO 2013 APPROVED BUDGET**

CHANGES FOR OPERATION	AMOUNT
1. Increase for Salary and Benefits Compensation	\$27,900
2. Decrease in Printing	(2,000)
3. Increase in Commodities	300
4. Decrease in Professional Services	(3,000)
5. Decrease in Property Maintenance	(950)
6. Decrease in Various Contractual Services	1,200
7. Decrease in Phone Service	(1,500)
8. Increase in Copy Machine Services	750
9. Decrease in Utilities	(1,500)
10. Increase in Training	1,000
11. Increase in Unemployment	800
12. Increase in Other Sponsorship	2,500
TOTAL OPERATING CHANGES	\$25,500
CAPITAL IMPROVEMENT PROJECTS	
13. Increase in Periodicals, Subscriptions, CD's, etc.	\$28,860
14. Increase in Debt Service	760
15. Increase in Transfers to Other Funds	760
TOTAL CAPITAL PROJECTS CHANGES	30,380
TOTAL CHANGES	\$55,880

Thomas Ford Memorial Library THREE YEAR CORPORATE PLAN SUMMARY

	FY 2011 ACTUAL	FY 2012 ESTIMATED ACTUAL	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
Operating Budget					
Salary and Benefits	\$736,440	\$754,804	\$802,300	\$818,346	\$834,713
Contractual Expenditures	\$179,412	\$217,935	\$191,950	\$194,650	\$194,650
Commodities Expenditures	\$22,720	\$24,058	\$25,100	\$25,100	\$25,100
Total Operating Budget	\$938,572	\$996,797	\$1,019,350	\$1,038,096	\$1,054,463
Transfer to Other Funds	\$42,760	\$60,300	\$68,320	\$43,320	\$43,000
Debt Service	\$42,178	\$41,925	\$43,320	\$43,320	\$43,200
Contingency	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$127,636	\$140,017	\$168,030	\$135,000	\$135,000
Total Budget	\$1,151,145	\$1,239,038	\$1,299,020	\$1,259,736	\$1,275,663

RESOURCES FOR CORPORATE PLAN

	FY 2013 APPROVED BUDGET	FY 2014 PROPOSED BUDGET	FY 2015 PROPOSED BUDGET
General Fund			
Capital Improvement Fund			
MFT/Infrastructure Fund			
Commuter Fund			
Recreation Fund			
Library Fund	\$1,299,020	\$1,259,736	\$1,275,663
Water/Sewer Fund			
Public Benefit Fund			
Pension Funds			
E-911 Fund			
Outside Grants			
TOTAL	\$1,299,020	\$1,259,736	\$1,275,663

MULTIYEAR AND OUT-YEAR KEY INITIATIVES

- Development of a financial plan to increase Library's reserves
- Creation of a building maintenance plan (window restoration/replacement, etc.)
- Investigation of outside funding sources to decrease Library's dependency on property taxes

Village of Western Springs

BUDGET GLOSSARY

FY 2013

ABATEMENT

A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments, and service charges.

ACCRUAL BASIS

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

ACCUMULATED DEPRECIATION

A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed assets.

AGENCY FUND

A fund normally used to account for assets held by a government as an agent for individuals, private organizations, or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans.

ALLOWANCE FOR UNCOLLECTIBLE

A contra-asset valuation account used to indicate the portion of a receivable not expected to be collected.

ANNUAL BUDGET

A budget applicable to a single fiscal year.

ANNUAL OPERATING BUDGET

See **OPERATING BUDGET**.

APPROPRIATION

A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

ASSESSED VALUATION

A valuation set upon real estate or property by a government as a basis for levying taxes.

ASSESSMENT

(1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

BASIS OF ACCOUNTING

A term used to refer to *when* revenues, expenditures, expenses, and transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BOND

Most often, a written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security.

BONDED DEBT

The portion of indebtedness represented by outstanding bonds.

BUDGET DOCUMENT

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.

BUDGET MESSAGE

A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

BUDGET AMENDMENT

A legal procedure utilized by the Village Manager and the Board of Trustees to revise the adopted budget. This can be done at any time during the fiscal year in accordance with the Village's municipal code.

Village of Western Springs

BUDGET GLOSSARY

FY 2013

BUDGETARY CONTROL

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

BUILDINGS AND BUILDING IMPROVEMENTS

A fixed asset account reflecting the acquisition cost of permanent structures owned or held by a government and the improvements thereon.

CAPITAL EXPENDITURES

Permanent additions to the Village's assets or infrastructure, including the design, construction, or purchase of land, buildings, facilities, or major renovations or equipment costing more than \$25,000 for furniture, equipment and vehicles and \$125,000 for buildings, building improvements and infrastructure, with a life expectancy of one year or greater.

CAPITAL PROJECTS FUND

A fund created to account for financial resources to be used for the acquisition of construction of major capital facilities (other than those financed by proprietary funds and trust funds).

CASH BASIS

A basis of accounting under which transactions are recognized when cash is received or disbursed.

COMMODITIES

Materials and supplies purchased for use in Village operations.

COMPENSATED ABSENCES

Absences, such as vacation, illness, and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation, or other long-term fringe benefits, such as group insurance and long-term disability pay.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The official annual report of a government. GAAP mandates a complete set of basic financial statements, including accompanying note disclosures, as well as the presentation of certain required supplementary information (RSI). At a minimum, every CAFR comprises three basic sections (in addition to the report cover, title pages, and table of contents):

- The introductory section provides general information on the government's structure and the services it provides.
- The financial section contains the basic financial statements and RSI (including management's discussion and analysis), as well as the independent auditor's report. In addition, the financial section provides information on each individual fund and component unit for which data are not provided separately within the basic financial statements. The financial section also may include supplementary information of interest to financial statement users.
- The statistical section provides a broad range of financial and demographic information useful in assessing a government's economic condition, much of it in the form of ten-year trend data.

CONTRACTUAL SERVICES

Services provided to the Village.

DEBT

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, and notes.

DEBT SERVICE FUND

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT

(1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

DEPRECIATION

(1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process the entire cost of the asset is ultimately charged off as an expense.

Village of Western Springs

BUDGET GLOSSARY

FY 2013

DUE FROM OTHER FUNDS

An asset account used to indicate amounts owed to a particular fund for goods sold or services rendered. This account includes only short-term obligations on open account, not interfund loans.

DUE TO OTHER FUNDS

A liability account reflecting amounts owed by a particular fund to another fund for goods sold or services rendered. These amounts include only short-term obligations on open account, not interfund loans.

ENCUMBRANCES

Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND

(1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas, and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements, and shared revenues.

EXPENSES

Outflows or other usage of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the entity's ongoing major or central operations.

EQUALIZED ASSESSED VALUATION (EAV)

A method of valuing real estate. The EAV of a

property is used as a base for which to calculate property taxes. In Cook County, where Western Springs is located, the EAV is equal to 33% (on average) of the market value of the property.

FISCAL YEAR

The time period designated by the Village signifying the beginning and ending period of recording financial transactions. The Village of Western Springs has specified January 1 through December 31 as its fiscal year.

FUND

A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and charges therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE

The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND TYPE

Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GAAP ADJUSTMENT

The reconciling difference on the Fund Summary pages between bottom line financial status change (fund balance) from the budget perspective and the change from an accounting perspective. The reasons for the differences are generally explained in the section of the budget entitled "Basis of Accounting."

GENERAL FUND

The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted

Village of Western Springs

BUDGET GLOSSARY

FY 2013

accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

GOAL

A broad statement of policy which sets the general direction for the program; also, an expression of the mission of a program. Goals are long term and are monitored over time.

GOVERNMENTAL FUND TYPES

Funds used to account for the acquisition, use, and balances of expendable financial resources and the related current liabilities, except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses, and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund balance is the primary governmental fund-type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers, and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service, and capital projects.

GRANT

A contribution by a government or other organization to be used or expended for a specified purpose. The grant may be classified as categorical or block, depending upon the amount of discretion allowed the Village.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

All civilian employees (other than sworn police officers and firefighters) who work 1,000 or more hours per year are mandated by state law to participate in IMRF, which is a statewide agency

charged with the fiduciary responsibility to provide pension and disability benefits. The employee contributes 4.5% of his or her salary and the Village, as employer, contributes an actuarially determined amount, which will be 13.93% as of January 1, 2013.

INCOME

A term used in proprietary fund-type accounting to represent (1) revenue of (2) the excess of revenues over expenses.

INFRASTRUCTURE PROGRAM

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

INTERFUND TRANSFERS

Monies transferred from one fund to another. Interfund transfers are neither expenses nor revenues. There are two types of interfund transfers: operating transfers and residual transfers of equity.

LAND

A fixed asset account reflecting the cost of land owned by a government.

LEVEL OF BUDGETARY CONTROL

One of the three possible levels of budgetary control and authority to which organizations, programs, activities, and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized nonappropriated budget review and approval process, which is outside the appropriated budget process, or (c) nonbudgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized nonappropriated budget review and approval process, but still are relevant for sound financial management and oversight.

LEVY (PROPERTY TAX LEVY)

(1) (Verb) To impose taxes, special assessments, or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

Village of Western Springs

BUDGET GLOSSARY

FY 2013

MODIFIED ACCRUAL BASIS

The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds, and agency funds are accounted for using the modified accrual basis of accounting.

NONEXPENDABLE TRUST FUND

A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OBJECTIVES

Specific statements with qualities which allow them to be turned into results. Objectives are consistent with goals of the program.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFERS

All interfund transfers except residual equity transfers.

OPERATION

A major budgetary category in which expenditures are grouped. Most operations are Village programs, but some budgetary operations are simply logical groupings of accounts to clearly define a program-

matic area or to collect similar, relevant expenditure information.

ORDINANCE

A formal legislative enactment by the Board of Trustees having the full force and effect of law within the Village.

OTHER FINANCING SOURCES

Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER FINANCING USES

Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

OVERLAPPING DEBT

Overlapping debt is debt of a government outside of the financial reporting entity that is supported, at least in part, by the financial reporting entity's taxpayers. Except for special assessment debt, the amount of debt of each taxing unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction. Special assessment debt is allocated on the basis of the ratio of assessment receivable in each jurisdiction, which will be used wholly or in part to pay off the debt, to total assessments receivable, which will be used wholly or in part for this purpose.

PENSION CONTRIBUTION

The amount paid into a pension plan by an employer (or employee), pursuant to the terms of the plan, state law, actuarial calculations, or some other basis for determinations.

PERSONAL SERVICES

Salaries for personnel, not involving the furnishing of material or purchase of equipment. Currently the Village does not include non-salary benefits such as social security or health insurance benefits in the definition of personal services.

Village of Western Springs

BUDGET GLOSSARY

FY 2013

PROGRAM

A major organization group with overall management responsibility for specific operations or within a broad functional area.

PROPRIETARY FUND TYPES

Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position, and changes in financial position. However, when the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RATINGS

In the context of bonds, normally an evaluation of credit-worthiness performed by an independent rating service.

REAL ESTATE TAX

Tax which is levied on property according to that property's valuation and tax rate.

REFUNDING BONDS

Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

RESERVED FUND BALANCE

Those portions of fund balance that are not appropriate for expenditures or that are legally segregated for a specific future use.

RESIDUAL EQUITY TRANSFERS

Nonrecurring or nonroutine transfers of equity between funds (e.g., contribution of enterprise fund or internal service fund capital by the general fund, subsequent return of all or part of such contribution to the general fund, and transfers of residual balances of discontinued funds to the General Fund or a Debt Service Fund).

RETAINED EARNINGS

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

REVENUES

(1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions, and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL REVENUE FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

TAX LEVY ORDINANCE

An ordinance by means of which taxes are imposed.

TAX RATE

The amount of tax stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property).

TAXES

Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TRUST AND AGENCY FUND

One of the seven fund types in governmental accounting.

TRUST FUNDS

Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.