

Village of Lake Zurich, Illinois

2009 – 2010 Fiscal Year

Adopted Budget



Bob Vitas
Village Administrator

Al Zochowski
Finance Director



Depicted on the cover, this page and throughout this Budget are conceptual drawings of the planned Downtown/Uptown Developing of Lake Zurich's Tax Increment Financing District.

On the Cover: Standing on proposed pier, looking back towards promenade and Block A building.

On this page: Standing on Main St. looking east. Boutique European-style hotel suites on left, Block B on right.

VILLAGE OF LAKE ZURICH

VILLAGE OFFICIALS

VILLAGE PRESIDENT

Suzanne K. Branding

TRUSTEES

Thomas Poynton	Jim Johnson
Jeff Halen	Rich Sustich
Dana Rzeznik	Jonathan Sprawka

VILLAGE CLERK

Wende Dau

ADMINISTRATION

Bogdan Vitas, Jr.	Village Administrator
Gerald A. Zochowski	Finance Director
Patrick M. Finlon	Police Chief
Terrence P. Mastandrea	Fire/Rescue Chief
David Heyden	Public Works Director
Daniel A. Peterson	Building and Zoning Director
Michael Perkins	Park and Recreation Director

Budget Adopted by
John Tolomei, President

Trustees

Thomas Poynton	Craig Taylor
Stephen McAvoy	Jim Johnson
Suzanne K. Branding	Steven Callahan



View of C North Block from across Old Rand. Breezewald Park visible to the right.



Village of Lake Zurich

Annual Budget

Fiscal Year 2010

How To Use This Document

This budget is divided into five sections: Overview, Fund Information, Department Information, Capital Spending and Debt Management, and Appendix. Throughout the document, the Village of Lake Zurich is referenced as the "Village".

The **Overview** contains a short message from the Village President, the Village Administrator's budget message, which discusses the major changes in this year's budget. It also includes budget highlights, the Village's goals and objectives established by the Board of Trustees, and organization chart. A flowchart depicting the budget process for the operating budgets is shown. Financial policies are included in this section as well as a brief overview of the Village's revenues and funds.

The **Fund Information** section is focused on the different funds the Village utilizes. Fund summaries show the activity in each fund to include, beginning balance, revenues and other sources, expenditures/expenses and other uses, and ending balance.

The **Department Information** provides each department's budget message. The messages include functions of the department, goals for next year, accomplishments, and staffing level. It also displays department expenditures in two views. One table gives an overall picture of the department listed by division. The other table(s) break a department out by fund and then displays the information by the following expenditure categories: Personnel Services, Operational, Debt Service, Capital Outlay and Transfers.

The **Capital Spending and Debt Management** section covers the Capital Improvement Program budget and a discussion on how the Village uses various financing tools to fund these projects. It explains the CIP Process, provides information on different funding sources, lists the capital improvement projects, and summarizes the Village's outstanding debt.

The **Appendix** contains a Glossary and five schedules. Schedule 1 lists revenue information by fund. Schedule 2 lists the Village's adopted expenditures, also by fund. These worksheets display 2008 actual expenditures, 2009 adjusted budgets, 2009 projections, and the 2010 adopted budget. Schedule 3 is the Village's staffing level and lists all the full time, part time and temporary/seasonal positions that are incorporated into this budget. Schedule 4 is a signed copy of the Village's Budget Ordinance No. 2009-04-626 adopting the annual budget for the Village of Lake Zurich for the fiscal year beginning on May 1, 2009 and ending on April 30, 2010. Schedule 5 provides the 2008 Tax Levy Worksheet. Finally a glossary is provided.



View looking south down new promenade area. Block A building to left, lakefront to the right

Village of Lake Zurich

Fiscal Year 2010 Adopted Budget Table of Contents

OVERVIEW

Village Administrator's Message
Budget Summary by Fund Group
Organizational Chart
Budget Process – Flow Chart
Budget Calendar
Financial Policies
How It All Works
Village Profile

FUND INFORMATION

Governmental Fund Types
 General Fund
 Special Revenue Funds
 Motor Fuel Tax Fund
 Hotel/Motel Tax Fund
 Special Tax Allocation Fund
Debt Service Funds
 Village Debt Service Fund
 TIF Debt Service Fund
Capital Projects Funds
 Village Capital Project Fund
 Park Improvement Fund
 TIF Capital Projects Fund
Proprietary Fund Types
 Enterprise Fund
 Waterworks and Sewer Fund
Internal Service Funds
 Medical Insurance Fund
 Vehicle Maintenance Fund
 Risk Management Fund

<u>Page</u>	DEPARTMENT INFORMATION	<u>Page</u>
		<u>Departments</u>
1	General Government	1
5	Village Administration	3
6	Finance Department	7
7	Police Department	10
8	Fire/Rescue Department	14
9	Public Works Department	21
14	Building and Zoning Department	45
15	Park and Recreation Department	52

<u>Funds</u>	CAPITAL SPENDING AND DEBT INFORMATION	<u>Capital</u>
3	Capital Improvement Program	1
7	Project Funding Sources	2
8	Project List	3
9		
	Debt Management	Debt 1
13	Table of Outstanding Debt	2
14		
	APPENDIX	
17		
18	Schedule 1 – Revenues	A – 1
19	Schedule 2 – Expenditures	B – 1
	Schedule 3 – Position Control	C – 1
	Schedule 4 – Budget Ordinance	D – 1
27	Schedule 5 – Tax Levy	E – 1
	Glossary	F – 1
31		
32		
33		



Standing across Old Rand, looking west towards North C Block.

Overview



Standing near corner of Main St. and Park. Looking west towards lake.



View from Block C, looking south across Main St. towards Block B.



Village of Lake Zurich

Budget Message

To the Honorable President and Board of Trustees:

We are pleased to submit to you the adopted budget for the Village of Lake Zurich for the fiscal year beginning May 1, 2009 and ending on April 30, 2010.

Background

The Village of Lake Zurich takes great pride in providing a high level of service to its residents, and the 2010 fiscal year budget reflects this ongoing commitment. The fiscal year 2010 budget was built with six major objectives in mind. The objectives include: 1). A balanced budget where anticipated revenues are equal to or greater than anticipated expenditures, 2). To meet all legal and contractual obligations of the Village such as funding the Police and Firefighter's Pensions in accordance with applicable State statutes, 3). To the fullest extent possible maintain the service levels for our community, 4). Maintain staffing levels in order to be able to maintain service levels, 5). Provide fair and equitable wages for all Village employees based upon the comparable market place, and 6). Holding down capital spending by extending the useful life of Village assets and providing for in-house capital improvement projects.

During the past year Village staff has embarked on a number of cost saving efforts including: reducing the number of Full Time Equivalent (FTE's) positions; a redesign of the Village's health insurance program; including Dispatch Center operational costs in the Fire/Rescue budget in order to have the Fire District pay their fair share of those services; and reorganization in the Building and Zoning, Public Works, and Park and Recreation Departments. The cost saving efforts, in general, did not have a material effect on the services provided to the Community. In addition, Village staff began the process of overhauling out-dated employee policies and compensation plans. The major goal of this overhaul is to define exactly what the Village requires of all employees and fairly and equitably defines what each employee can expect from the Village for both wages and benefits.

A major achievement during the current fiscal year, that will have significant impacts on future Village operations, was the restructuring and refunding of the Village's TIF debt obligation. This project not only provides a method of being able to meet the Village's debt and contractual obligations to School District #95, it also provides resources for being able to perform operation and maintenance activities within the TIF from TIF incremental revenues.

Another major accomplishment for the Village was the development of a new plan for the redevelopment of downtown. The new plan is based on a design charette held at the beginning of the fiscal year. It involved key community stakeholders and interested citizens. Following the completion and adoption of the new plan by the Village Board, the staff went on to complete new "Form Based Code" regulations to govern the future quality of all downtown development within a new Zoning Overlay District. Also, the Village Board entered into a new redevelopment agreement with Equity Services Group, LLC of Barrington, Illinois to lead the Village in major redevelopment efforts in a significant portion of the downtown. Even though there is a current downturn in the economy, the Village believes it is ready to move forward with the new plan and to be ready to take advantage of an upswing in the economy as it happens. We fully anticipate that Equity Services Group will be successful with their ambitious plans for the future of Lake Zurich's downtown.

Budget Process

This year's budget process was conducted as an intermediary step toward moving to a budget system that will meet the criteria established by the Government Finance Officer's Association in order to achieve their "Distinguished Budget Presentation Award". The GFOA established the Distinguished Budget Presentation Awards Program in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's recommended practices on budgeting and then to recognize individual governments that succeed in achieving that goal. The guidelines established by the GFOA require that governmental budgets begin as policy documents of the government.

During the coming year the Village will conduct a strategic planning retreat with our elected officials in order to document the Village Board's Mission, Vision, Goals and Objectives for our Village. In future years those initial Goals and Objectives will be used to set priorities for the Village which will ultimately be used to develop future budgets for the Village. When the Village budget is developed using the Goals and Objectives set by the Board of Trustees we will submit that budget to the GFOA for their review to determine whether the Village will be awarded the Distinguished Budget Presentation Award. Also important to this process, the new budget system will provide the Administration with the tools necessary to measure the operating performance of all Village Departments.

While many of the steps performed in the budget process were similar to prior budgets, some of the steps and the timing of those steps had to be modified. Most of the changes will begin in the fall of 2009 when the departments begin to develop their "Business Plan" for the 2010 – 2011 fiscal year. A "Business Plan" is meant to be a comprehensive performance based guideline that will be driven by the Village Goals and Objectives as established by the Board of Trustees. The goal of business planning is to help each department evaluate how its various programs contribute to accomplishing its mission through the delivery of products, goods and services. In the process of creating their plans, the departments will need to ask themselves, "**Are we doing better than last year?**" We are sure that staff will find that they can improve the level of service to our citizens by modifying existing processes, identifying new methods, changing techniques, or more effectively using technology to maintain, or even decrease, the costs associated with the delivery of their services.

Of course, as the departments change the way they plan for the future they will need direction from the Administrator who will develop his plan based upon the major Goals and

Objectives set by the Village Board. The Administrator's Plan will lay the foundation for the departments to build their Business Plans. The question may then be. **"How does the Village Board of Trustees develop the major Goals and Objectives that the Administrator is charged with meeting?"** We would suggest that the answer to that question is the Board asking two questions to the citizens of Lake Zurich. Those questions are simple. **"How are we doing?"** and **"What can we do better?"**

Although Board members work diligently to learn how the Village is doing the only mechanisms that are currently in place to provide that feedback are; 1.) what the public says during the "Public Comment" section of the Board of Trustees Board meetings, 2.) feedback they get when constituents meet them when they are about town, 3.) comments they receive through the Village's official website, or 4.) results of elections. Though Board members are very interested in hearing comments from the public at their meetings it is not unusual to only hear negative comments about the Village's actions and not always hear the positive ones. Likewise, comments that come from citizens the Board members may meet tend to come from people who have had or are having problems with the Village. As far as learning from election results that may be similar to trying to drive a car by looking only through your rear view mirror. It is an after the fact glance rather than a pro-active approach to governance. In an effort to become more pro-active we are initially suggesting that the Village randomly poll the citizens of our community through the form of a telephone survey that will, first, help establish a baseline for "How the Village is doing" based upon the perceptions of our citizens feedback. It can also be used to answer the question, **"Are we doing better than last year?"** In the future, this administration intends to develop and release an annual community wide survey to all property and business owners to measure Village performance.

The results of the telephone survey can be used to set performance measures for how the Village is doing. For example, one of the questions on the survey might be "On a scale of one being "extremely unsafe" and ten being "exceptionally safe", rate your feeling of the safety of the neighborhoods of Lake Zurich." If the average result came back as, let's say, 7.6, that would establish the baseline. The goal then might be set to raise the average result on that item from 7.6 up to an 8.5 over the next two years. At that point the Village could develop a plan to meet that goal. Perhaps the plan would include better communication of services that the Police and Fire/Rescue Department's provide. Maybe the Police Department needs to be more visible in the neighborhoods which could be addressed through the Department's Business Plan. On the other hand perhaps the result comes back as a 9.9 on a scale of 1 to 10. If that were to happen the Village Board might decide that the resources being allocated to Public Safety could be reduced and reallocated to other programs that need to have their rating improved.

In a parallel process the Village's 5-Year Capital Improvement Plan, using the same tools and techniques, could move forward with the annual update to the Plan. Then the management staff would review the capital improvement projects planned over the next five years and determine the resources required to keep the 5-Year CIP on tract and insure the upcoming year's needs are incorporated into the Village's budget within Village financial constraints.

Budget Summary

The combined operating, capital outlay, debt service and capital projects budget for fiscal year 2010 total \$39,157,585. The budget has been structurally balanced with only

ongoing revenues used to fund ongoing expenditures and longer term borrowing to fund debt service requirements within the Tax Increment Financing Fund and water and sewer infrastructure improvements (the well upgrades). Because revenues are greater than expenditures in the General Fund the fund balance is growing slightly. The total net assets in the Water and Sewer Fund is budgeted to decrease mainly due to the planned transfer of \$500,000 from that Fund to the General Fund. This planned draw down is the return on investment to the General Fund for operations of the water and sewer utility. All other "Fund Types" reflect an increase to Fund Balance.

A look at the "Position Control" master shows a decrease of full time staff incorporated into this budget. Over the last two budget years full time positions have been decreased from 187 positions to 180 positions. Changes in this budget for FY2010 include the following:

Position:	<u>2008 - 2009</u>	<u>2009 - 2010</u>
Fire/Rescue Department		
Firefighter/Paramedic	39	36
EMS Coordinator	0	1
Fire Inspector	0	1
Building and Zoning Department		
Building Inspector	3	1
Code Enforcement Office	0	1
Parks and Recreation Department		
Parks Maintenance Supervisor	1	0
Maintenance Workers	3	0
Public Works Department – General Services		
Parks Maintenance Supervisor	0	1
Maintenance Workers	0	3

Concluding Remarks

We would like to thank the Department Directors and their team members who exhibited impressive leadership along with great effort in developing a fiscally sound budget, which allows us to continue providing a high level of service to our citizens, continues to shore up the Village's fiscal infrastructure, and work toward ensuring the Village is a renewing, prospering community. We would also like to especially recognize the involvement of those citizens who participated in the process of developing a comprehensive Village budget. Finally we would like to thank the President and Trustees for their sincere dedication, support and leadership. The Administration is committed to providing the residents and businesses with an accountable and transparent local government and this budget reflects that goal.

Sincerely,

Bob Vitas
Village Administrator

Al Zochowski
Finance Director/Village Treasurer

Village of Lake Zurich

Budget Summary by Fund Group

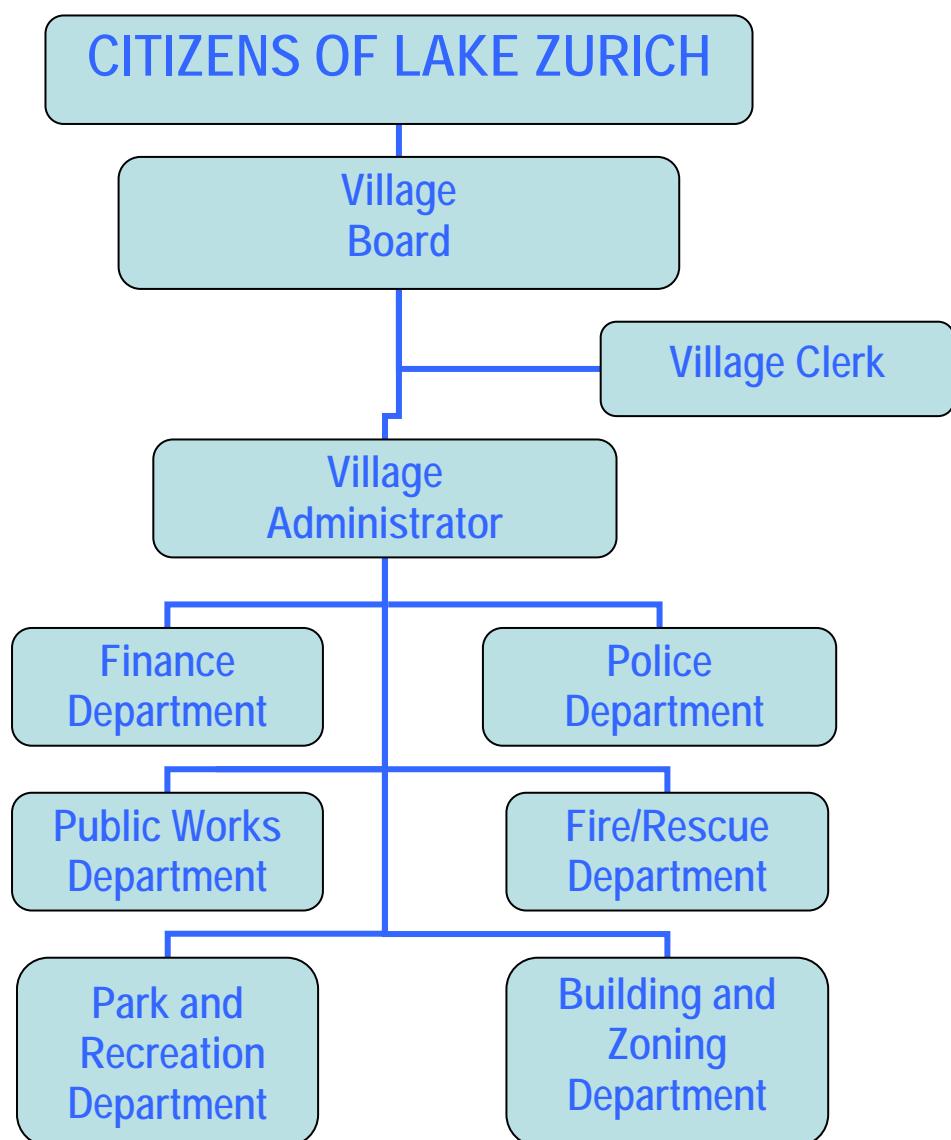
Fiscal Year 2009 - 2010

	Government Fund Types				Proprietary Fund Types		Total All Funds
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	2009 - 2010 Approved
Balance, May 1st	\$ 3,162,062	535,876	266,277	76,246	4,021,116	(388,042)	\$ 7,673,535
Sources:							
Revenues:							
Taxes	6,027,156	1,435,000	1,074,092	-	11,718	-	8,547,966
Licenses	1,385,000	-	-	-	-	-	1,385,000
Permits	422,910	-	-	-	-	-	422,910
Fines and Forfeitures	1,954,474	-	-	-	-	-	1,954,474
Charges for Services	5,353,217	-	-	-	4,844,710	4,145,814	14,343,741
Intergovernmental	8,313,900	499,700	-	750,000	50,000	105,000	9,718,600
Investment Income	75,000	11,250	25,000	30,000	100,000	-	241,250
All Other	287,300	206,676	-	-	10,500	-	504,476
Total Revenues	23,818,957	2,152,626	1,099,092	780,000	5,016,928	4,250,814	37,118,417
Transfers In	500,000	-	740,000	274,503	-	-	1,514,503
Loan Proceeds	-	1,750,000	-	-	750,000	-	2,500,000
Total Sources	24,318,957	3,902,626	1,839,092	1,054,503	5,766,928	4,250,814	41,132,920
Uses:							
Expenditures:							
Personnel	17,928,575	-	-	-	1,701,668	340,119	19,970,362
Contractual	4,809,392	2,454,500	4,800	10,000	1,430,948	3,083,746	11,793,386
Commodities	596,795	5,000	-	-	508,505	545,000	1,655,300
Total O&M Expenditures	23,334,762	2,459,500	4,800	10,000	3,641,121	3,968,865	33,419,048
Capital Outlay	493,625	35,000	-	-	1,114,250	-	1,642,875
Debt Service	263,288	-	1,831,630	-	1,029,543	-	3,124,461
Capital Improvements	120,000	351,201	-	550,000	-	-	1,021,201
Total Expenditures	24,211,675	2,845,701	1,836,430	560,000	5,784,914	3,968,865	39,207,585
Transfers Out	-	1,014,503	-	-	500,000	-	1,514,503
Total Uses	24,211,675	3,860,204	1,836,430	560,000	6,284,914	3,968,865	40,722,088
Balance, April 30th	\$ 3,269,344	\$ 578,298	\$ 268,939	\$ 570,749	\$ 3,503,130	\$ (106,093)	\$ 8,084,367



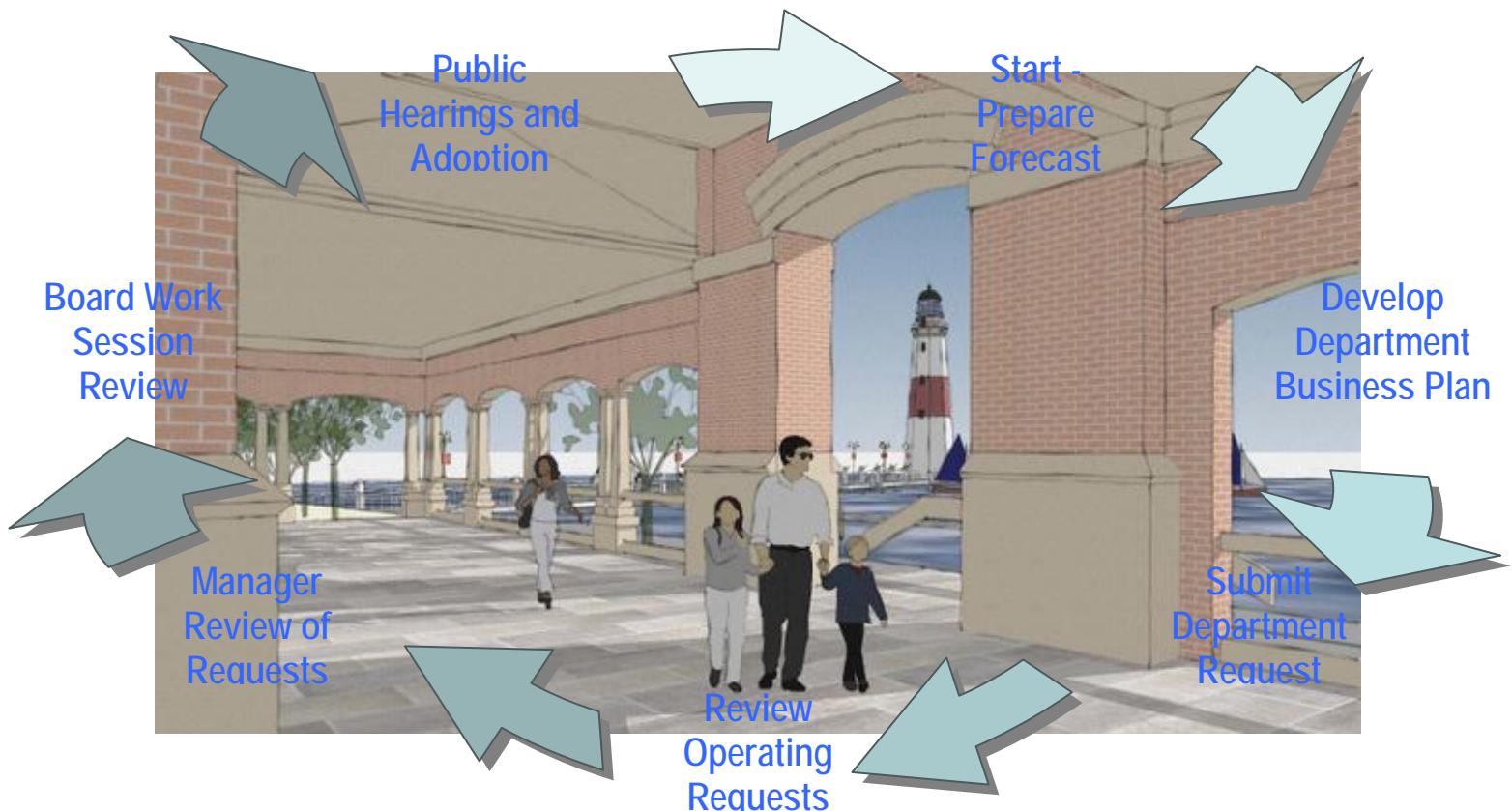
The Village of LAKE ZURICH

Organization Chart



BUDGET PROCESS FLOWCHART

Village Budgets



Standing under pavilion on new promenade area, looking towards the Lake and pavilion.

Village of Lake Zurich

Budget Calendar

Fiscal Year 2010

January 12, 2009	Distribute 5 Year General Fund Budget projections
Week of January 12, 2009	Departments prepare their budget request to be ready for input into Pentamation
January 19, 2009	Departments begin budget input into Pentamation
January 23, 2009	Finance closes Pentamation locking out Department input
Week of January 26, 2009	Finance Director runs reports in preparation for meetings with the Village Manager
Week of February 2, 2009	Finance Director meets with Departments regarding the Department budget requests
Week of February 9, 2009	Meeting with Village Manager regarding Department budget requests
March 19, 2009	Administrator's Fiscal Year 2010 Budget request is made available to the Board of Trustees and released for Public Inspection
March 30, 2009	Budget Workshop (Special Board Meeting) Departments make their presentation to the full Board of Trustees
April 6, 2009	Finance Committee approves to the Board the Administrator's Fiscal Year 2010 Budget request.
April 20, 2009	Public Hearing on Proposed Fiscal Year 2010 Appropriation Ordinance is held Board Adopts Fiscal Year 2010 Appropriation Ordinance

Financial Policies –

Financial policies provide guidance and direction while developing the operating and capital improvements project's (CIP) budget and managing the fiscal resources of the Village. With these tools the Village continues its quality accounting practices per the Government Finance Officers' Association (GFOA) and Government Accounting Standards Board (GASB) standards.

The Village must follow general budget legal requirements established by Illinois law, Lake County regulations and Municipal Code when preparing the annual budget. The chart to the right outlines the various actions and deadlines that must be followed. Under each category are the requirements listed by Illinois State Statute, Lake County regulations and Municipal Code or Village Policy.

Statutory Limitations

Illinois Compiled Statutes (65 ILCS 5/8-2-9.4), "Passage of the annual budget by the corporate authorities shall be in lieu of passage of the appropriation ordinance as required by Section 8-2-9 of this Act. The annual budget need not be published except in a manner provided for in Section 8-2-9.9. The annual budget shall be adopted by the corporate authorities before

Action Required	Municipal Code/ Village Policy	Illinois Statute/ County Deadlines	Process Date
Budget Officer presents proposed Operating, Capital Projects and Debt Service budget to the Board of Trustees	On or before the fourth Monday in February	N/A	Mar 19 th (Late)
Tentative Annual Budget made available for public inspection	At least 10 days prior to the required public hearing	At least 10 days prior to the required public hearing	Mar 19 th
Legal Notice of Public Hearing	At least 7 days prior to the Public Hearing	At least 7 days prior to the Public Hearing	Mar 25 th
Public Hearing on tentative budget	Not less than 10 days after the tentative budget is made available for inspection	Not less than 10 days after the tentative budget is made available for inspection	Apr 20 th
Adoption of the Annual Budget by the Board of Trustees	Prior to the start of the fiscal year	Prior to the start of the fiscal year	Apr 20 th
Public Hearing on the Proposed Tax Levy	Prior to Adoption	Prior to Adoption	Nov 3 rd
Adoption of the Annual Tax Levy by the Board of Trustees	In time to meet the filing requirement of the last Tuesday in December	In time to meet the filing deadline	Nov 17 th
Filing the Tax Levy with the Lake County Clerk's Office	On or before the last Tuesday in December	On or before the last Tuesday in December	Dec 5 th
Filing the Truth in Taxation Certification	On or Before the last Tuesday in December	Filed with the Tax Levy	Dec 5 th
Filing the Budget Ordinance		Within 30 days of adoption by the Board of Trustees	May 12 th

the beginning of the fiscal year to which it applies."

In connection with the adoption of the Ordinance the State requires the budget shall be prepared in a tentative form by the Budget Officer designated by the governing body. And in such tentative form shall be made conveniently available for public inspection for at least 10 days prior to final action thereon.

The statute also requires at least one public hearing be held as to the budget ordinance prior to final adoption and that public notice be given at least 7 days prior to the public hearing. The statute allows for a municipality to pass a continuing annual budget ordinance.

Lake County filing requirements have regulations that certain timelines be met during the Village's budget process. Lake County guideline require that the Budget must be filed with the County Clerk's Office within 30 days of the adoption of the Ordinance. The filing must be accompanied by an estimate of revenues by sources and must be certified by the municipality's chief financial officer.

Other Lake County deadlines require the government file its Tax Levy with the County Clerk's Office on or before the last Tuesday in December. In addition the government must file a "Truth in Taxation Certification" with its Tax Levy signed by the governing body's chief financial officer.

Basis of Accounting

The budget is prepared using the modified accrual basis of account for both governmental and proprietary funds.

- Depreciation is **not** budgeted.
- Capital purchases in proprietary funds are budgeted as expenditures.
- Debt service payments in proprietary funds are budgeted as expenditures and proceeds of long-term debt are budgeted as revenue-like "Other Financing Sources."
- For all funds, compensated absences expenditures are not recorded as earned; instead, all continuing positions are budgeted at 100% annually. Any differences relating to use of leave time or other accrueable leave is immaterial.
- Operating funds budget authority lapse at year end unless encumbered.

Budget Amendments

- Budget transfers between funds require Board approval.
- The Budget Officer (Village Administrator) is authorized to make transfers between departments (within the same fund).
- Budget transfer authority within department non-personnel line items in the same fund is delegated to the Finance Director.

Operating Budget Preparation

- Develop a balanced budget whereby the sum of all revenues and others sources added to available fund balance does not exceed requested expenditures unless short term borrowing from other funds will maintain fund liquidity and provide for cash resources to maintain operations.
- Maintain General Fund budgeted year end fund balance at a level that will meet the cash flow requirements of the fund at a level that will not require loans from other funds while waiting for the Property Tax payments from Lake County.
- Maintain Enterprise Fund working capital (Cash and Investments less current Liabilities) balances at a level to pay for current operations.
- A contingency set aside (equal to one half of one percent of the General Fund budget) is incorporated into the General Government section of the budget.

Revenues

- The Village maintains a broad-based, well diversified portfolio of revenues.
- Forecasted revenues are calculated by using a five-year trend analysis and are forecasted for the next five years. Adjustments to revenue forecasts are performed annually.
- Property Taxes have been increased to capture all new or improved Equalized Assessed Valuation (EAV) into the Levy calculation. New EAV is defined as annexed while improved are permitted property improvements.
- Based upon the State's Property Tax Cap regulations Property Tax are increased by the lower of 5% or the CPI for the preceding year. The 2008 Levy was indexed by 4.1% the prior year's CPI.
- Projected property taxes are gross of uncollectible taxes. The uncollectible rate for debt service levies is 5% while all other levies are 3%.
- All Village rates and fees are reviewed annually and adjusted if necessary.

Capital Projects

- Project costs must be greater than \$50,000.
- Impacts on the Village's future operating costs must be included in planning of projects and incorporated within the respective department's operating budget.
- Capital Projects are adopted in whole with the intent that each project retains its budget authority until project completion.
- All projects must have an identified, approved funding source.
- Projects will not start until the funds have been received – bond, loan or cash flow. Exceptions will be made for reimbursable projects only (Special Service Area and reimbursable grant projects).

Debt Management

- The Village is a non-home rule unit which means the Village is subject to statutory limits on the amount of general obligation debt outstanding.
- When advantageous to the Village the type of debt to be issued is General Obligation Debt with annual abatements to the Debt Service Levy based upon acquiring resources from alternate revenue sources.
- Long-term debt is not to be issued to finance current operations.
- The maturity date of any debt will not exceed the reasonably expected useful life of the project financed.
- The Village issues long-term debt to only those capital improvements that can not be financed from current assets.

Investments

- The Village of Lake Zurich's Investment Policy is adopted by the Board of Trustees. In accordance with that policy, public funds will be invested in a manner which will provide the maximum security of principal invested with secondary emphasis on providing the highest yield while meeting the daily cash needs of the Village.
- All investments will conform to applicable State and Village statutes governing the investment of public funds.

Miscellaneous

- The Village's capitalization policy is for items that have a life of at least two years and a minimum cost of \$25,000. (Certain items in excess of \$5,000 but less than \$25,000 are budgeted as Capital Outlay items but they are not capitalized.)

Service Delivery – OUR PRIMARY MISSION

Village services are delivered by department units. Please refer to the Department Section of this document for a review of the departments mission, accomplishments and goals. Village code, ordinances and political discourse determine the nature and extent of the services provided by these departments.

Five major operating departments provide most services:

- Police
- Fire/Rescue
- Public Works
- Building and Zoning
- Parks and Recreation

Services are also provided, both to citizens and internally to the “line” departments by these administrative departments:

- President and Board of Trustees
- Village Administrator’s Office
- Finance

Revenues –

Like a business, a village must have revenues to pay for the services it provides its citizens. Unlike the federal government, it can not spend for services money it does not have. Accordingly, service levels depend entirely on the amount of monies the Village collects. Revenues come in two broad categories: taxes and charges for services.

Taxes are broad-based revenues over larger tax bases to cover services for which the ultimate user is difficult to determine for fee purposes, i.e., public safety services. Taxes may be assessed on the basis of property valuation (property taxes) or upon the basis of a business transaction (sales taxes). The Village of Lake Zurich uses both methods.

Charges and fees are assessed directly to the ultimate beneficiary of service and may be intended to cover all or only a part of the service provided, such as:

- Licenses and permits
- Utility charges
- Park program fees

In those instances in which the charge is insufficient to cover the cost of service, the Village must subsidize the service with its general tax revenues.

Revenues, both taxes and charges, derive from three sources; local, state shared and grants and entitlements. The various funding sources are discussed later in the fund section of this document.

Funds –

Governments separate the accounting of revenue sources because of internal or external requirements and restrictions. For instance:

- The Village can not use Motor Fuel Tax revenues to pay for public safety operations (statutory limitations).
- The Village is restricted to use revenues from the Hotel Tax only for promotion of tourism only and can not be used for general government purposes. (Village Policy)

For these reasons, the Village follows rules promulgated by the Government Accounting Standards Board (GASB) and uses fund accounting to record and report its financial transactions.

Each fund is a self balancing set of accounts used to track the activity of specific revenues or series of revenues. Fund types that involve service delivery include the General Fund, Special Revenue Funds and Enterprise Funds. These three fund types account for most of the Village's service delivery. The General Fund is the largest fund and accounts for most primary services. Special Revenue funds account for the proceeds of special revenue sources. Either taxes, charges or grants that are used to finance projects or activities as required by law or contractual agreements. Enterprise funds are used for those activities designed by the Board to operate on a self-funding basis, using accounting methods similar to business enterprises. The intent of an Enterprise fund is to earn sufficient profit to insure the fund's continued existence without reliance on general tax revenues.

Other fund types used are Debt Service, Capital Project and Internal Service funds. These funds account for transactions not related to service delivery. Instead, they account for the financing, construction and inter-department services of the Village.

How It All Works –

This chart shows the interaction of revenues and how they are recorded within the major operating funds and how the related departments expend those revenues in service delivery.

Typical of the General Fund is the receipt of a number of different types of revenues, whether they are local or shared. Most departments in the Village provide general services, which are paid through the General Fund. Thus, revenue is “matched” with the expenditure or service provided.

Moreover, departments may cover services that are recorded in funds other than the General Fund. These “special revenues” must be segregated from other revenues, because of legislative, regulatory or Board requirements. In providing services through these special funds, expenditures are recorded in Special Revenue Funds, again to match the expenditures against its revenues.

In this manner, a given department, while a contiguous unit for management purposes, can expend various types of monies when providing certain services upon which the revenue is based. For example, as you can see in the chart to the right under the Expenditure Section, the Public Works Department provides services through the General Fund administration and general services activities, Special Revenue Funds for roadway activities associated with the use of Motor Fuel Tax monies, and the Water and Sewer Enterprise Fund for activities associated with the delivery of potable water and the transportation of sanitary waste water. A more complete summary of fund group follows that includes the aforementioned General, Special Revenue and Enterprise funds as well as the non-operating Capital Projects, Debt Service, Internal Service and Trust and Agency Funds.

	Revenues	General	Special Revenue	Enterprise
S H A R E D	State Sales Tax State Income Tax Motor Fuel Tax Grants	X X X		
L O C A L	Property Tax Utility Tax Hotel Room Tax Licenses Fees Permits Charges for Services Fines	X X X X X X X		X
	Expenditures			
D E P A R T M E N T S	General Government Administration Finance Police Fire/Rescue Public Works Parks and Recreation	X X X X X X X X	X X X X	X

THE VILLAGE OF LAKE ZURICH

General Information

The Village of Lake Zurich is located in southwestern Lake County approximately 37 miles northwest of downtown Chicago. The Village is an established residential community which traditionally served as a market center for surrounding rural areas and, earlier in the 20th century, as a popular summer resort. The population has increased by more than five times since 1960, as the Village has shared in the economic growth that has come from an expanding Chicago metropolitan area. Lake Zurich has developed into a community with above-wealth and housing values, and has a balanced tax and revenue base.

Settlers first came to the area in the 1830's. George Ela settled in the area of Deer Grove, not far from Cedar Lake (now Lake Zurich) in 1935. Seth Paine, a Chicagoan, came to the area in 1836, and built a number of commercial establishments in what is now downtown Lake Zurich. New England farmers and German immigrants followed, and the Village was incorporated on September 19, 1896.

The Village grew slowly after its incorporation. The Palatine and Lake Zurich and Wauconda Railroad was built in 1910, but the line was discontinued in 1920. Rand Road (now U.S. Route 12) was paved through town in 1922, and helped establish Lake Zurich, with its rural setting and 250-acre lake, as a summer resort community. The east-west State Route 22, which also runs through Lake Zurich, was constructed in 1927. Population growth accelerated after World War II, with the Village's population increasing from 850 in 1950 to 3,458 in 1960, and further to 4,082 in 1970, 8,225 in 1980, and 14,927 in 1990 (up 81.5% from 1980). The 2000 Census reported a population of 18,104 up 21.3% from 1990. The Village estimates its current population at 19,932. The land area of the Village is 6.9 square miles.

The Village's municipal neighbors include North Barrington to the west, Deer Park to the south, Kildeer to the southeast and east, and Hawthorn Woods to the north. Transportation links include U.S. Route 12 and State Route 22, and freight rail service by the CN Railroad. Commuter train service to Chicago is available in Barrington, five miles from Lake Zurich. O'Hare International Airport is approximately 30 miles from the Village.

Population

The following table shows the population of the Village for the last five U.S. Censuses.

<u>U.S. Census</u>	<u>Population</u>
1960	3,458
1970	4,082
1980	8,225
1990	14,927
2000	18,104

Source: U.S. Bureau of the Census

The following table shows the age distribution of the 2000 Census population of the Village.

<u>Category</u>	<u>Percent⁽¹⁾</u>
Under 19 Years.....	36.2%
20-24 Years	3.0
25-44 Years	34.1
45-64 Years	20.9
65 + Years	5.9
Median Age.....	34.7 Years

Source: U.S. Department of Commerce, Census Bureau

(1) Column may not sum to 100% due to rounding.

Village Government

The Village of Lake Zurich is governed by a President (Mayor) and Board of six trustees, all of whom are elected on an at large basis to four-year overlapping terms. The Village President is the chief executive officer of the Village. The President presides at all Village Board meetings and may exercise voting rights under certain circumstances. She approves all of the ordinances, orders and resolutions passed by the Board of Trustees, and supervises the conduct of the officers of the Village (except Trustees). Below is list of the Village's President and Board of Trustees.

	<u>Term Expires</u>
President: Suzanne K. Branding	2013
Village Clerk: Wende M. Dau.....	2013
<u>Village Trustees</u>	
Tom Poynton.....	2011
Jim Johnson	2011
Dana Rzeznik.....	2011
Jeff Halen	2013
Jonathan Sprawka	2013
Rich Sustich	2013

An appointed Village Administrator is charged with the day-to-day responsibility of coordinating the activities of the Village departments by facilitating the work necessary to carry out the policies established by the Board. The following is a list of all Village Department heads under the direction of the Administrator's Office:

Village Administrator	Bob Vitas
Finance Director	Al Zochowski
Chief of Police	Patrick Finlon
Fire Chief.....	Terry Mastandrea
Director of Building and Zoning	Daniel A. Peterson
Director of Public Works.....	David Heyden
Director of Parks & Recreation.....	Michael J. Perkins

REAL PROPERTY ASSESSMENT, TAX LEVY AND COLLECTION PROCEDURES

Tax Levy and Collection Procedures

Local Assessment Officers determine the assessed valuation of taxable real property and railroad property not held or used for railroad operations. The Illinois Department of Revenue (the "Department") assesses certain other types of taxable property, including railroad property held or used for railroad operations. Local Assessment Officers' valuation determinations are subject to review at the county level and then, in general, to equalization by the Department. Such equalization is achieved by applying to each county's assessments a multiplier determined by the Department. The purpose of equalization is to provide a common basis of assessments among counties by adjusting assessments toward the statutory standard of 33-1/3% of fair cash value. Farmland is assessed according to a statutory formula which takes into account factors such as productivity and crop mix. Taxes are extended against the assessed values after equalization.

Property tax levies of each taxing body are filed in the office of the county clerk of each county in which territory of that taxing body is located. The county clerk computes the rates and amount of taxes applicable to taxable property subject to the tax levies of each taxing body and determines the dollar amount of taxes attributable to each respective parcel of taxable property. The county clerk then supplies to the appropriate collecting officials within the county the information needed to bill the taxes attributable to the various parcels therein. After the taxes have been collected, the collecting officials distribute to the various taxing bodies their respective shares of the taxes collected. Taxes levied in one calendar year are due and payable in two installments during the next calendar year. Taxes that are not paid when due, or that are not paid by mail and postmarked on or before the due date, are subject to a penalty of 1-1/2% per month until paid. Unpaid property taxes, together with penalties, interest and costs, constitute a lien against the property subject to the tax.

Exemptions

An annual General Homestead Exemption provides that the Equalized Assessed Valuation ("EAV") of certain property owned and used for residential purposes ("Residential Property") may be reduced by the amount of any increase over the 1977 EAV, up to a maximum reduction of \$3,500 for taxable years prior to tax year 2004 in counties with less than 3,000,000 inhabitants, and a maximum reduction of \$5,000 for taxable year 2004 and thereafter (the "General Homestead Exemption").

The Homestead Improvement Exemption applies to Residential Properties that have been improved or rebuilt in the 2 years following a catastrophic event. The exemption is limited to \$45,000 through December 31, 2003, and \$75,000 per year beginning January 1, 2004 and thereafter, to the extent the assessed value is attributable solely to such improvements or rebuilding.

Additional exemptions exist for senior citizens. The Senior Citizens Homestead Exemption operates annually to reduce the EAV on a senior citizen's home for taxable years prior to 2004 by \$2,000 in counties with less than 3,000,000 inhabitants. For taxable years 2004 through 2005, the maximum reduction is \$3,000 in all counties. For taxable years 2006 and thereafter, the maximum reduction is \$3,500 in all counties. Furthermore, beginning with assessment year 2003, for taxes payable in 2004, property that is first occupied as a residence after January 1 of any assessment year by a person who is eligible for the Senior Citizens Homestead Exemption

must be granted a pro-rata exemption for the assessment year based on the number of days during the assessment year that the property is occupied as a residence by a person eligible for the exemption.

A Senior Citizens Assessment Freeze Homestead Exemption freezes property tax assessments for homeowners who are 65 and older and have annual incomes of \$35,000 or less prior to taxable year 1999, \$40,000 or less in taxable years 1999 through 2003, \$45,000 or less in taxable years 2004 and 2005, and \$50,000 or less in taxable year 2006 and thereafter. In general, the Exemption limits the annual real property tax bill of such property by granting to qualifying senior citizens an exemption as to a portion of the valuation of their property. Through taxable year 2005, the exempt amount is the difference between (i) the current EAV of their residence and (ii) the base amount, which is the EAV of a senior citizen's residence for the year prior to the year in which he or she first qualifies and applies for the Exemption (plus the EAV of improvements since such year). For taxable year 2006 and thereafter, the amount of the exemption phases out as the amount of household income increases. The amount of the exemption is calculated by using the same formula as above, and then multiplying that answer by a ratio that varies according to household income.

Another exemption available to disabled veterans operates annually to exempt up to \$70,000 of the Assessed Valuation of property owned and used exclusively by such veterans or their spouses for residential purposes. Lastly, certain property is exempt from taxation on the basis of ownership and/or use, such as public parks, not-for-profit schools and public schools, churches, and not-for-profit hospitals and public hospitals.

Property Tax Extension Limitation Law

The Property Tax Extension Limitation Law, as amended (the "Limitation Law"), limits the annual growth in the amount of property taxes to be extended for certain Illinois non-home-rule units, including the Issuer. In general, the annual growth permitted under the Limitation Law is the lesser of 5% or the percentage increase in the Consumer Price Index during the calendar year preceding the levy year. Taxes can also be increased due to new construction, referendum approval of tax rate increases, mergers and consolidations. Currently, the Limitation Law applies only to and is a limitation upon all non-home-rule taxing bodies (and school Districts) in Cook, DuPage, Kane, Lake, McHenry or Will Counties.

The effect of the Limitation Law is to limit the amount of property taxes that can be extended for a taxing body. In addition, general obligation bonds, notes and installment contracts payable from ad valorem taxes unlimited as to rate and amount cannot be issued by the affected taxing bodies unless they are approved by referendum, are alternate bonds or are for certain refunding purposes.

The Village has the authority to levy taxes for many different purposes. See "Tax Rates by Purpose per \$100 of Equalized Assessed Value." The ceiling at any particular time on the rate at which these taxes may be extended for the Village is either (i) unlimited (as provided by statute), (ii) initially set by statute but permitted to be increased by referendum, (iii) capped by statute, or (iv) limited to the rate approved by referendum. Public Act 94-0976, effective June 30, 2006, provides that the only ceiling on a particular tax rate is the ceiling set by statute above, at which the rate is not permitted to be further increased by referendum or otherwise. Therefore, taxing districts (such as the Village) will have increased flexibility to levy taxes for the purposes for which they most need the money. The total aggregate tax rate for the various

purposes subject to the Limitation Law, however, will not be allowed to exceed the Village's limiting rate computed in accordance with the provisions of the Limitation Law.

Truth in Taxation Law

Legislation known as the Truth in Taxation Law (the "Law") limits the aggregate amount of certain taxes which can be levied by, and extended for, a taxing district to 105% of the amount of taxes extended in the preceding year unless specified notice, hearing and certification requirements are met by the taxing body. The express purpose of the Law is to require published disclosure of, and hearing upon, an intention to adopt a levy in excess of the specified levels.

The following table sets forth the Village's EAV and estimated market value for the last five fiscal years.

Village of Lake Zurich Property Valuations

<u>Levy Year</u>	<u>Collection Year</u>	<u>Fiscal Year</u>	<u>EAV⁽¹⁾</u>	<u>Estimated Market Value</u>	<u>Percent Change</u>
2004	2005	2006	670,803,173	2,012,409,519	5.78
2005	2006	2007	720,508,999	2,161,526,997	7.41
2006	2007	2008	769,562,132	2,308,686,396	6.81
2007	2008	2009	848,924,815	2,546,774,445	10.31
2008	2009	2010	885,557,913	2,656,673,739	4.32
Per Capita 2009 EAV ⁽²⁾					\$44,286.75
Per Capita 2009 Estimated Market Value ⁽²⁾					\$132,860.26

Source: The Village

(1) Excluding tax increment financing district incremental EAV.

(2) Based on the Village's 2009 Estimated Census population of 19,996.

The following table sets forth the Village's EAV by use for the last five years.

Village of Lake Zurich Equalized Assessed Valuation by Use⁽¹⁾

<u>Classification</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Residential.....	\$528,221,760	\$575,464,672	\$611,259,074	\$660,487,846	\$684,983,320
Commercial.....	82,911,908	82,002,172	82,306,459	103,520,962	106,870,198
Industrial.....	59,635,995	62,011,322	72,876,097	84,870,140	93,642,385
Railroad.....	33,510	30,833	33,174	45,081	61,540
Farm.....	0	0	87,328	786	470
Total.....	<u>\$670,803,173</u>	<u>\$720,508,999</u>	<u>\$769,562,132</u>	<u>\$848,924,815</u>	<u>\$885,557,913</u>

Source: The Lake County Clerk's Office

(1) Excludes incremental valuation in the Village's tax increment financing districts. EAV by use for 2008 is not yet available.

The Village's property tax rates expressed as a dollar for each \$100 of EAV, for the tax levy years 2004 through 2008 are as follows:

**Village of Lake Zurich
Tax Rates by Purpose Per \$100 of Equalized Assessed Valuation**

	Levy Years				
	2004	2005	2006	2007	2008
Corporate.....	\$0.173	\$0.170	\$0.154	0.145	0.008
Bonds.....	0.269	0.176	0.140	0.125	0.126
Pensions (Inc. Soc. Security and IMRF)	0.180	0.178	0.182	0.173	0.286
Police Protection.....	0.118	0.116	0.117	0.111	0.111
Fire Protection.....	0.108	0.106	0.107	0.101	0.101
Liability Insurance.....	0.042	0.042	0.043	0.041	0.076
Rec. For Handicap.....	0.012	0.020	0.023	0.022	0.021
Ambulance.....	0.101	0.099	0.100	0.095	0.096
Total Village Purposes.....	\$1.003	\$0.907	\$0.866	\$0.813	\$0.825

Source: The Village

The Village's property tax rates and those levied by other units of government expressed as a dollar for each \$100 of EAV, for the tax levy years 2004 through 2008 are as follows:

**Village of Lake Zurich
Representative Property Tax Rates
Per \$100 Equalized Assessed Valuation**

	Levy Years				
	2004	2005	2006	2007	2008
Village of Lake Zurich.....	\$1.003	\$0.907	\$0.866	\$0.813	\$0.825
Lake County (1).....	0.684	0.664	0.654	0.645	0.625
Lake Zurich CUSD # 95.....	4.082	4.040	3.992	3.830	3.899
Lake County CC #532.....	0.200	0.197	0.195	0.192	0.196
Ela Area Public Library District..	0.334	0.323	0.317	0.306	0.308
All Other.....	0.126	0.125	0.128	0.124	0.127
Total.....	\$6.429	\$6.256	\$6.152	\$5.910	\$6.007

Source: The Village and the County Clerk's Office

(1) Includes Forest Preserve District.

Tax Collections and Extensions

The Village prepares an itemized budget upon which hearings are held. The County Collector, who is also the County Treasurer, collects the property taxes and remits the Village's share of the collections to the Village. Taxes levied in one calendar year become payable during the same calendar year. Tax bills are prepared by Lake County and are payable in two installments, on or about May 1 and September 1. The County collects such taxes and remits them periodically. The allowance for uncollectible taxes has been stated at 1% of the tax levy, to reflect actual collection experience.

At the end of each calendar year, the County Collector presents the Warrant Books to the Circuit Court, and applies for a judgment for all unpaid taxes. The Court order resulting from that application for judgment provides for a sale of all property with unpaid taxes shown on that year's Warrant Books. A public sale is held, at which time successful bidders pay the unpaid taxes plus penalties. Unpaid taxes accrue penalties at the rate of 1 1/2% (1% for agricultural property) per month from their due date until the date of sale. Taxpayers can redeem their property by paying the tax buyer the amount paid at the sale, plus a penalty. If no redemption is made within specified time periods based on the type of real estate involved, the tax buyer can receive a deed to the property. In addition, there are miscellaneous statutory provisions for foreclosure of tax liens.

The Truth in Taxation Act imposes procedural limitations on the Village's real estate taxing powers. The definition of "aggregate levy" under the Act, however, excludes debt service levies. Therefore, levies made to pay principal and interest on bonds (or lease rentals to Public Building Commissions) cannot be reduced by operation of the Act.

The Village is as a non-home rule unit subject to the Property Tax Extension Limitation Law (Public Act 89-1) effective March 1, 1995.

The following table sets forth the Village's tax levy and collections for the last five fiscal years.

**Village of Lake Zurich
Tax Levy and Collections**

Levy Year	Collection Year	Total Taxes Extended	Total Collections	
			Amount	Percent
2004	2005	\$6,728,155	\$6,721,078	99.89%
2005	2006	6,535,016	6,534,252	99.99%
2006	2007	6,664,408	6,671,241	100.10%
2007	2008	6,901,759	6,885,811	99.77%
2008	2009	6,979,532	In Process of Collection	

Source: The Village

Personal Property Tax Replacement

The Illinois General Assembly, pursuant to Section 5(c) of Article IX of the 1970 Constitution of the State of Illinois, abolished all ad valorem personal property taxes as of January 1, 1979, and to replace the lost revenue adopted a Personal Property Tax Replacement Income. Such tax is measured by the net income, as defined, of every corporation, partnership and trust for each taxable year ending after June 30, 1979, and also on the invested capital, as defined, of certain public utilities. Collections of said replacement taxes are deposited and held in a Personal Property Tax Replacement Fund for distribution to taxing districts.

Moneys received by any taxing district from the Personal Property Tax Replacement fund shall be first applied toward payment of the proportionate amount of debt service which was previously levied and collected from extensions against personal property on bonds outstanding as of December 31, 1978, and any funds remaining may be used for any corporate purpose for which personal property taxes were used. The table below shows the personal property replacement tax receipts received by the Village for the fiscal years ended April 30, 2005 through April 30, 2009.

**Village of Lake Zurich
Personal Property Replacement Tax**

<u>Fiscal Year Ended</u>	<u>Replacement</u>
<u>April 30</u>	<u>Taxes Received</u>
2005	\$42,957
2006	63,769
2007	64,363
2008	71,890
2009	51,642

Source: The Village

OTHER REVENUE

Other revenue includes grants, aid, revenue sharing and other entitlements from Federal and State government. Annually recurring intergovernmental revenue consists primarily of the 1% municipal portion of the retailer's occupation, service occupation and use tax, the Illinois motor vehicle fuel tax, and the Village's share of the State of Illinois 3% income tax.

Sales Tax

The Village receives a portion of the Illinois State sales tax levied in the Village. The following table sets forth the total sales tax receipts of the Village for the calendar years ended April 30, 2005 through 2009.

**Village of Lake Zurich
Retailer's Occupation, Service Occupation and Use Tax**

<u>Fiscal Year Ended April 30</u>	<u>Sales Tax Distributions</u>	<u>Annual Change</u>
2005	4,976,532	8.44%
2006	4,972,070	-0.09%
2007	5,296,357	6.52%
2008	5,458,214	3.06%
2009	5,554,361	1.76%

Source: The Village

Illinois Motor Vehicle Fuel Tax

The following table sets forth the motor fuel vehicle tax revenue received from the State for the fiscal years ended April 30, 2005 through April 30, 2009.

Village of Lake Zurich Illinois Motor Vehicle Fuel Tax

<u>Fiscal Year Ended April 30</u>	<u>Motor Fuel Tax Allocation</u>	<u>Annual Change</u>
2005	571,193	5.73%
2006	562,675	-1.49%
2007	569,949	1.29%
2008	539,674	-5.31%
2009	513,809	-4.79%

Source: The Village

Illinois State Income Tax

The following table sets forth the Illinois State income tax revenue received for the fiscal years ended April 30, 2005 through April 30, 2009.

Village of Lake Zurich Illinois State Income Tax

<u>Fiscal Year Ended April 30</u>	<u>State Income Tax Revenue</u>	<u>Annual Change</u>
2005	1,322,612	18.30%
2006	1,468,210	11.01%
2007	1,637,119	11.50%
2008	1,788,320	9.24%
2009	1,835,374	2.63%

Source: The Village

VILLAGE DEBT

Debt Limitations

The Village is a non-home rule municipality. Pursuant to authority granted by Chapter 24, Section 8-5-1 of the Illinois Compiled Statutes, a non-home rule municipality may incur general obligation indebtedness up to 8.625% of the total equalized assessed valuation of all taxable property in the municipality. Except for certain lease/purchase agreement powers, general obligation indebtedness must be incurred pursuant to referendum.

Village of Lake Zurich
Schedule of Legal Debt Margin

Legal Debt Limit (8.625% of Assessed Valuation) ⁽¹⁾	\$76,379,370.00
Less Total Debt	(25,321,850.75)
Plus Debt Not Applicable to Legal Debt Limit ⁽²⁾ ..	<u>13,275,000.00</u>
Legal Debt Margin.....	<u><u>\$64,442,519.25</u></u>

(1) Based on 8.625% of the Village's 2008 Equalized Assessed Valuation of \$885,557,913.

(2) Includes all of the Village's outstanding general obligation alternate revenue bonds. General obligation alternate revenue bonds under Illinois statutes are not subject to debt limitation under either the overall 8.625% of EAV debt limit or the non-referendum 0.5% of EAV limit for general obligation debt, until such time as the property taxes are extended to pay debt service at which time the amount then outstanding is included as indebtedness of the Village until such time as the Bonds are retired or an audit of the Village shows that the Bonds have been paid from the Pledged Revenues for a completed fiscal year.

Source: The Village

VILLAGE OF LAKE ZURICH

GOVERNMENTAL FUND TYPES

General Fund

Special Revenue Funds

Motor Fuel Tax Fund

Hotel/Motel Tax Fund

Special Tax Allocation Fund (TIF)

Debt Service Fund

Debt Service Fund

TIF Debt Service Fund

Capital Projects Fund

Capital Projects Fund

Park Improvement Fund

TIF Capital Improvements Fund

PROPRIETARY FUND TYPES

Enterprise Fund

Waterworks and Sewerage Fund

Internal Service Funds

Medical Insurance Fund

Vehicle Maintenance Fund

Risk Management Insurance Fund



View from residence balcony in Block A, looking west over courtyard towards lake.



Retail courtyard area on Block A, looking towards the Lake.

General Fund

The General Fund is the chief operating fund of the Village of Lake Zurich. This fund accounts for all financial resources except those required to be accounted for in another fund.



View of promenade cafe area with public pavilion in background.



Standing under pavilion on new promenade area, looking towards the Lake and pavilion.

Village of Lake Zurich, Illinois
 Schedule of Revenues, Expenditures and Changes in Fund Balance
 2009 - 2010 Budget

General Fund by Department

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	4,179,915	3,172,848	3,156,687	3,162,062
Revenues:				
General Government	95,174	597,274	589,450	584,609
Village Administration	1,383,256	1,531,859	1,387,142	1,249,650
Finance	10,162,514	10,408,662	10,276,450	9,345,394
Police	2,276,532	2,322,004	2,187,466	4,259,670
Fire/Rescue	6,033,642	6,178,802	6,231,273	7,064,679
Public Works - General Services	459,603	456,760	572,545	366,640
Building and Zoning	763,063	769,708	604,452	455,065
Parks and Recreation	844,522	904,600	904,396	993,250
Total Revenues and Other Sources	<u>22,018,306</u>	<u>23,169,669</u>	<u>22,753,174</u>	<u>24,318,957</u>
Funds Available for Appropriation	26,198,221	26,342,517	25,909,861	27,481,019
Expenditures:				
General Government	364,913	934,258	659,613	756,568
Village Administration	384,997	370,117	403,345	427,944
Finance	1,641,390	1,152,011	1,092,414	1,164,819
Police	7,183,885	6,946,825	6,889,768	7,824,844
Fire/Rescue	7,854,985	7,970,140	8,172,572	8,410,379
Public Works - General Services	2,789,995	2,458,025	2,558,896	2,451,301
Building and Zoning	875,177	995,358	917,281	924,998
Parks and Recreation	1,946,192	2,144,012	2,053,910	2,250,822
Total Expenditures	<u>23,041,534</u>	<u>22,970,746</u>	<u>22,747,799</u>	<u>24,211,675</u>
Total Expenditures and Other Uses	<u>23,041,534</u>	<u>22,970,746</u>	<u>22,747,799</u>	<u>24,211,675</u>
Fund Balance, April 30th	3,156,687	3,371,771	3,162,062	3,269,344

Village of Lake Zurich, Illinois
 Schedule of Revenues, Expenditures and Changes in Fund Balance
 2009 - 2010 Budget

General Fund by Major Category

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	4,179,915	3,172,848	3,156,687	3,162,062
Revenues:				
Taxes	5,619,789	5,782,397	5,860,007	6,027,156
Licenses	1,519,985	1,550,750	1,515,250	1,385,000
Permits	740,959	788,945	597,656	422,910
Fines and Forfeitures	481,478	488,481	399,786	1,954,474
Charges for Services	4,988,019	5,103,812	5,033,473	5,353,217
Intergovernmental	8,156,373	8,226,261	8,472,313	8,313,900
Investment Income	209,565	295,500	70,000	75,000
Miscellaneous	302,138	433,523	304,689	287,300
Total Revenues	<u>22,018,306</u>	<u>22,669,669</u>	<u>22,253,174</u>	<u>23,818,957</u>
Other Sources:				
Transfers	-	500,000	500,000	500,000
Total Other Sources	<u>-</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
Total Revenues and Other Sources	<u>22,018,306</u>	<u>23,169,669</u>	<u>22,753,174</u>	<u>24,318,957</u>
Funds Available for Appropriation	26,198,221	26,342,517	25,909,861	27,481,019
Expenditures:				
Personnel Services	17,525,270	17,295,621	17,412,431	17,928,575
Contractual Services	3,723,249	3,656,478	3,964,226	4,809,392
Commodities	425,685	567,699	524,363	596,795
Total Operations and Maintenance	<u>21,674,204</u>	<u>21,519,798</u>	<u>21,901,020</u>	<u>23,334,762</u>
Capital Outlay	838,062	1,184,536	569,366	493,625
Debt Services	477,363	266,412	266,413	263,288
Contingencies	51,905	-	11,000	120,000
Total Expenditures	<u>23,041,534</u>	<u>22,970,746</u>	<u>22,747,799</u>	<u>24,211,675</u>
Total Expenditures and Other Uses	<u>23,041,534</u>	<u>22,970,746</u>	<u>22,747,799</u>	<u>24,211,675</u>
Fund Balance, April 30th	3,156,687	3,371,771	3,162,062	3,269,344

Special Revenue Funds

Special Revenue funds are used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specific purposes. The Village of Lake Zurich uses four Special Revenue Funds.



Looking south along seawall/promenade area.



View from existing marina south of promenade area. Looking northeast towards Block A.

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Motor Fuel Tax Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	138,866	1,043	(74,364)	5,251
Revenues:				
Intergovernmental	539,674	553,089	533,330	499,700
Investment Income	2,991	3,035	1,285	1,250
Total Revenues	<u>542,665</u>	<u>556,124</u>	<u>534,615</u>	<u>500,950</u>
Total Revenues and Other Sources	<u>542,665</u>	<u>556,124</u>	<u>534,615</u>	<u>500,950</u>
Funds Available for Appropriation	681,531	557,167	460,251	506,201
Expenditures:				
Public Works - General Services	755,895	557,167	455,000	506,201
Total Expenditures	<u>755,895</u>	<u>557,167</u>	<u>455,000</u>	<u>506,201</u>
Total Expenditures and Other Uses	<u>755,895</u>	<u>557,167</u>	<u>455,000</u>	<u>506,201</u>
Fund Balance, April 30th	(74,364)	-	5,251	-

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Hotel/Motel Tax Fund

	2007 - 2008	2008 - 2009	2009 - 2010
	Actual	Budget	Projected
Fund Balance, May 1st	-	-	954
Revenues:			1,454
Miscellaneous	954	-	500
Total Revenues	<u>954</u>	<u>-</u>	<u>500</u>
Total Revenues and Other Sources	<u>954</u>	<u>-</u>	<u>500</u>
Funds Available for Appropriation	954	-	1,454
Expenditures:			79,454
Public Works - General Services	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Uses	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, April 30th	954	-	1,454
			79,454

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Special Tax Allocation Fund

	<u>2007 - 2008</u>	<u>2008 - 2009</u>	<u>2009 - 2010</u>
	Actual	Budget	Projected
Fund Balance, May 1st			529,171
Revenues:			
Taxes	-	1,435,000	1,303,000
Investment Income	-	80,000	27,000
Miscellaneous	-	-	111,225
Total Revenues	-	1,515,000	1,441,225
Other Sources:			
Proceeds from Borrowings	-	750,000	750,000
Total Other Sources	-	750,000	750,000
Total Revenues and Other Sources	-	2,265,000	2,191,225
Funds Available for Appropriation	-	2,265,000	2,191,225
			3,852,847
Expenditures:			
General Government	-	995,406	807,071
Total Expenditures	-	995,406	807,071
Other Uses:			
Transfers	-	-	854,983
Total Other Uses	-	-	854,983
Total Expenditures and Other Uses	-	995,406	1,662,054
Total Fund Balance, April 30th	-	1,269,594	529,171
			498,844



View of Block A and promenade area from proposed pier.

Debt Service Funds

Debt Service funds are used to account for the accumulation or resources for and the payment of general long-term debt principal and interest. The Village of Lake Zurich uses two Debt Service Funds



Standing on proposed pier, looking back towards promenade and Block A building.



Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Debt Service Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	160,811	151,904	201,668	266,277
Revenues:				
Taxes	1,078,372	1,037,117	1,060,000	1,074,092
Investment Income	18,241	9,000	3,562	10,000
Total Revenues	<u>1,096,613</u>	<u>1,046,117</u>	<u>1,063,562</u>	<u>1,084,092</u>
Total Revenues and Other Sources	<u>1,096,613</u>	<u>1,046,117</u>	<u>1,063,562</u>	<u>1,084,092</u>
Funds Available for Appropriation	1,257,424	1,198,021	1,265,230	1,350,369
Expenditures:				
Debt Service	1,055,756	1,040,717	998,953	1,095,438
Total Expenditures	<u>1,055,756</u>	<u>1,040,717</u>	<u>998,953</u>	<u>1,095,438</u>
Total Expenditures and Other Uses	<u>1,055,756</u>	<u>1,040,717</u>	<u>998,953</u>	<u>1,095,438</u>
Fund Balance, April 30th	201,668	157,304	266,277	254,931

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

TIF Debt Service Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	1,362,147	642,989	594,567	-
Revenues:				
Taxes	1,361,138	-	-	-
Investment Income	72,452	-	17,250	15,000
Total Revenues	1,433,590	-	17,250	15,000
Other Sources:				
Proceeds from Borrowings	-	-	750,000	-
Transfers	-	-	854,983	740,000
Total Other Sources	-	-	1,604,983	740,000
Total Revenues and Other Sources	1,433,590	-	1,622,233	755,000
Funds Available for Appropriation	2,795,737	642,989	2,216,800	755,000
Expenditures:				
Debt Service	2,201,170	2,187,226	2,216,800	740,992
Total Expenditures	2,201,170	2,187,226	2,216,800	740,992
Total Expenditures and Other Uses	2,201,170	2,187,226	2,216,800	740,992
Fund Balance, April 30th	594,567	(1,544,237)	-	14,008

Capital Projects Funds

Capital Projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds. The Village of Lake Zurich uses two Capital Projects Funds.





Village of Lake Zurich, Illinois
 Schedule of Revenues, Expenditures and Changes in Fund Balance
 2009 - 2010 Budget

Capital Improvement Fund

	2007 - 2008	2008 - 2009	2009 - 2010
	Actual	Budget	Projected
Fund Balance, May 1st	-	-	139,252
Revenues:			
Intergovernmental	-	795,000	211,000
Investment Income	-	-	7,500
Miscellaneous	-	-	-
Total Revenues	<u>-</u>	<u>795,000</u>	<u>218,500</u>
Other Sources:			
Proceeds from Borrowings	-	275,000	268,752
Transfers	-	-	-
Total Other Sources	<u>-</u>	<u>275,000</u>	<u>268,752</u>
Total Revenues and Other Sources	<u>-</u>	<u>1,070,000</u>	<u>487,252</u>
Funds Available for Appropriation	-	1,070,000	487,252
Expenditures:			
Capital Improvements	<u>-</u>	<u>1,070,000</u>	<u>348,000</u>
Total Expenditures	<u>-</u>	<u>1,070,000</u>	<u>348,000</u>
Total Expenditures and Other Uses	<u>-</u>	<u>1,070,000</u>	<u>348,000</u>
Fund Balance, April 30th	-	-	139,252
			139,252

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

TIF Capital Projects Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	12,343,933	12,884,093	12,113,115	12,069,430
Revenues:				
Intergovernmental	735	-	-	-
Investment Income	36,186	-	-	-
Miscellaneous	179,533	-	-	-
Total Revenues	216,454	-	-	-
Other Sources:				
Transfers	-	-	-	274,503
Total Other Sources	-	-	-	274,503
Total Revenues and Other Sources	216,454	-	-	274,503
Funds Available for Appropriation	12,560,387	12,884,093	12,113,115	12,343,933
Expenditures:				
General Government	447,272	-	43,685	-
Total Expenditures	447,272	-	43,685	-
Total Expenditures and Other Uses	447,272	-	43,685	-
Total Fund Balance, April 30th	12,113,115	12,884,093	12,069,430	12,343,933
Reserved for Inventories	12,343,933	12,343,933	12,343,933	12,343,933
Unreserved TIF Fund Balance	(230,818)	-	(274,503)	-

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Park Improvement Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	2,052,168	953,168	715,647	211,497
Revenues:				
Intergovernmental	-	800,000	5,250	750,000
Investment Income	59,990	82,800	19,000	30,000
Miscellaneous	73,686	250,000	-	-
Total Revenues	<u>133,676</u>	<u>1,132,800</u>	<u>24,250</u>	<u>780,000</u>
Total Revenues and Other Sources	<u>133,676</u>	<u>1,132,800</u>	<u>24,250</u>	<u>780,000</u>
Funds Available for Appropriation	2,185,844	2,085,968	739,897	991,497
Expenditures:				
Parks and Recreation	1,470,197	1,018,000	528,400	560,000
Total Expenditures	<u>1,470,197</u>	<u>1,018,000</u>	<u>528,400</u>	<u>560,000</u>
Total Expenditures and Other Uses	<u>1,470,197</u>	<u>1,018,000</u>	<u>528,400</u>	<u>560,000</u>
Fund Balance, April 30th	715,647	1,067,968	211,497	431,497





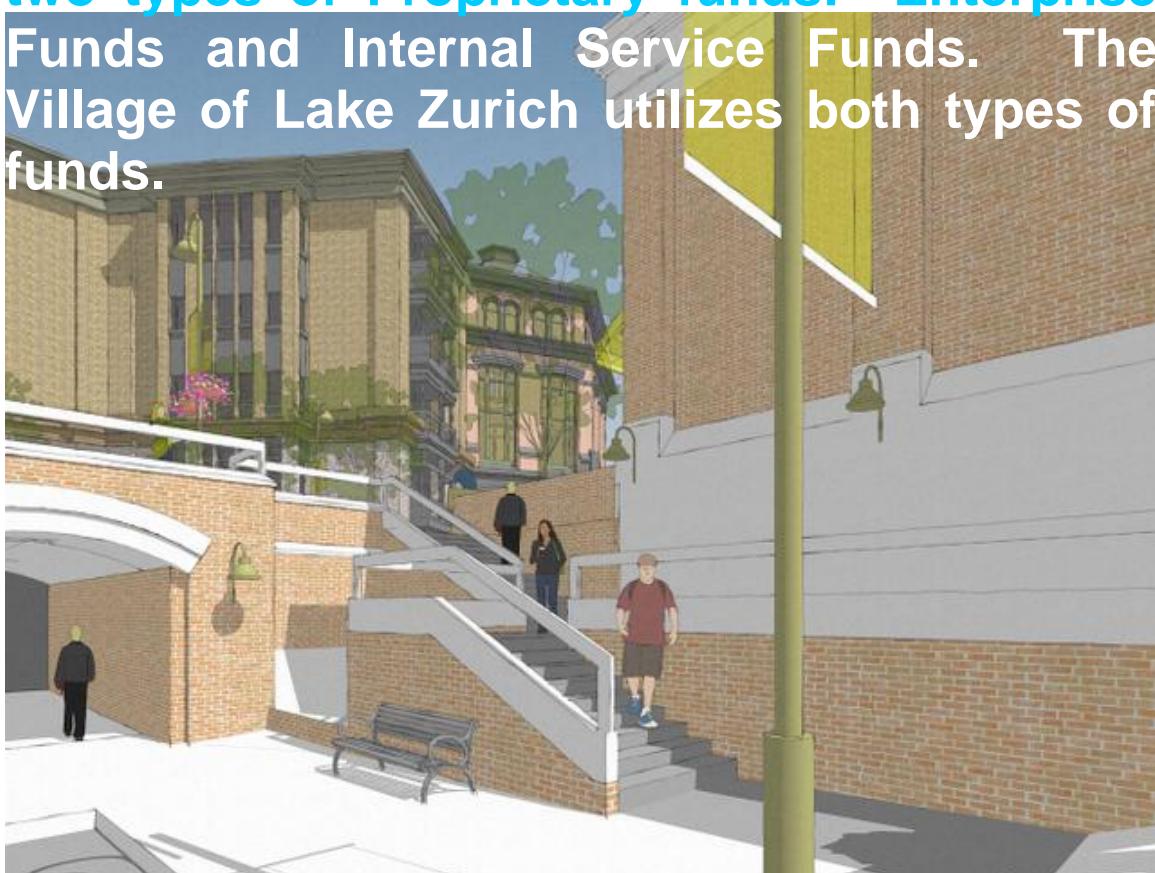
Non – Governmental Funds





Proprietary Fund Types

Proprietary Fund Types are funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flow. There are **two types of Proprietary funds: Enterprise Funds and Internal Service Funds.** The Village of Lake Zurich utilizes both types of funds.





Enterprise Fund

Enterprise funds are used to report on activity for which a fee is charged to external users for goods or services. The Village of Lake Zurich uses one Enterprise fund.

Waterworks and Sewerage Fund





Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Cash and Cash Equivalents
2009 - 2010 Budget

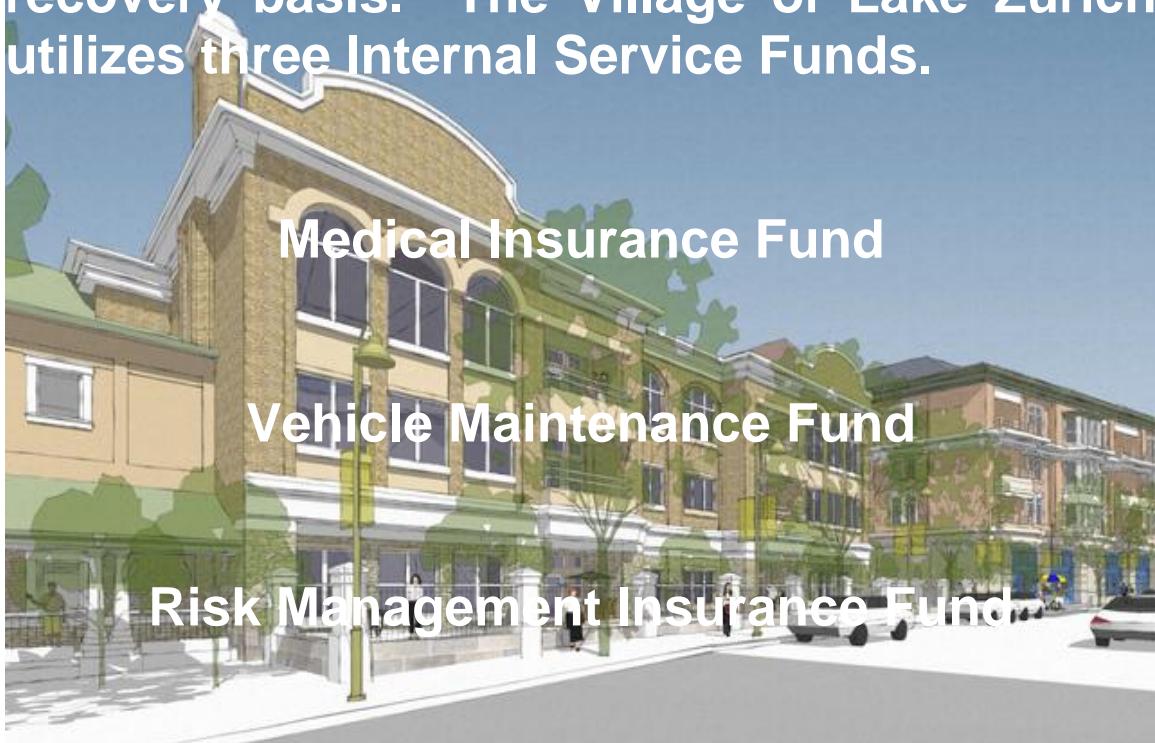
Water and Sewer Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Cash and Cash Equivalents, May 1st	4,520,018	2,478,691	5,390,020	4,021,116
Revenues:				
Taxes	11,732	11,718	11,724	11,718
Charges for Services	4,268,679	5,120,018	4,852,520	4,844,710
Intergovernmental	2,999	-	47,001	50,000
Investment Income	181,919	185,000	44,300	100,000
Miscellaneous	19,127	1,000	8,700	10,500
Total Revenues	<u>4,484,456</u>	<u>5,317,736</u>	<u>4,964,245</u>	<u>5,016,928</u>
Other Sources:				
Bond/Loan Proceeds	-	2,972,000	1,245,000	-
Interfund Loan	-	-	-	750,000
Total Other Sources	<u>-</u>	<u>2,972,000</u>	<u>1,245,000</u>	<u>750,000</u>
Total Revenues and Other Sources	<u>4,484,456</u>	<u>8,289,736</u>	<u>6,209,245</u>	<u>5,766,928</u>
Total Funds Available	9,004,474	10,768,427	11,599,265	9,788,044
Expenditures:				
Interfund Loan	-	750,000	750,000	-
Public Works - Water and Sewer	3,517,176	5,048,083	4,550,874	4,670,664
Total Expenditures	<u>3,517,176</u>	<u>5,798,083</u>	<u>5,300,874</u>	<u>4,670,664</u>
Other Uses:				
Transfers Out/Capital Assets	97,278	4,228,750	2,277,275	1,614,250
Total Other Uses	<u>97,278</u>	<u>4,228,750</u>	<u>2,277,275</u>	<u>1,614,250</u>
Total Expenditures and Other Uses	<u>3,614,454</u>	<u>10,026,833</u>	<u>7,578,149</u>	<u>6,284,914</u>
Cash and Cash Equivalents, April 30th	5,390,020	741,594	4,021,116	3,503,130



Internal Service Funds

Internal Service funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost recovery basis. The Village of Lake Zurich utilizes three Internal Service Funds.





Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Medical Insurance Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	-	(192,885)	10,120	(96,482)
Revenues:				
Charges for Services	2,512,947	2,648,372	2,337,500	2,444,482
Total Revenues	2,512,947	2,648,372	2,337,500	2,444,482
Total Revenues and Other Sources	2,512,947	2,648,372	2,337,500	2,444,482
Funds Available for Appropriation	2,512,947	2,455,487	2,347,620	2,348,000
Expenditures:				
General Government	2,502,827	2,648,372	2,444,102	2,348,000
Total Expenditures	2,502,827	2,648,372	2,444,102	2,348,000
Total Expenditures and Other Uses	2,502,827	2,648,372	2,444,102	2,348,000
Fund Balance, April 30th	10,120	(192,885)	(96,482)	-

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Vehicle Maintenance Fund

	2007 - 2008	2008 - 2009		2009 - 2010
	Actual	Budget	Projected	Approved
Fund Balance, May 1st		(138,794)	(49,728)	(82,994)
Revenues:				
Charges for Services	805,099	782,380	782,380	856,332
Intergovernmental	108,633	93,700	89,000	105,000
Total Revenues	<u>913,732</u>	<u>876,080</u>	<u>871,380</u>	<u>961,332</u>
Total Revenues and Other Sources	<u>913,732</u>	<u>876,080</u>	<u>871,380</u>	<u>961,332</u>
Funds Available for Appropriation	913,732	737,286	821,652	878,338
Expenditures:				
Public Works - Fleet Maintenance	963,460	885,865	904,646	960,341
Total Expenditures	<u>963,460</u>	<u>885,865</u>	<u>904,646</u>	<u>960,341</u>
Total Expenditures and Other Uses	<u>963,460</u>	<u>885,865</u>	<u>904,646</u>	<u>960,341</u>
Fund Balance, April 30th	(49,728)	(148,579)	(82,994)	(82,003)

Village of Lake Zurich, Illinois
Schedule of Revenues, Expenditures and Changes in Fund Balance
2009 - 2010 Budget

Risk Management Insurance Fund

	2007 - 2008	2008 - 2009	2009 - 2010	
	Actual	Budget	Projected	Approved
Fund Balance, May 1st	163,146	96,811	174,783	(208,566)
Revenues:				
Charges for Services	794,646	565,703	565,703	845,000
Total Revenues	<u>794,646</u>	<u>565,703</u>	<u>565,703</u>	<u>845,000</u>
Total Revenues and Other Sources	<u>794,646</u>	<u>565,703</u>	<u>565,703</u>	<u>845,000</u>
Funds Available for Appropriation	957,792	662,514	740,486	636,434
Expenditures:				
General Government	783,009	504,026	949,052	660,524
Total Expenditures	<u>783,009</u>	<u>504,026</u>	<u>949,052</u>	<u>660,524</u>
Total Expenditures and Other Uses	<u>783,009</u>	<u>504,026</u>	<u>949,052</u>	<u>660,524</u>
Fund Balance, April 30th	174,783	158,488	(208,566)	(24,090)



Departments

General Government



Park and Recreation

Looking south from Inn towards Block A hexagonal rotunda.



Looking southbound on Lakeview Place.

GENERAL GOVERNMENT

Description:

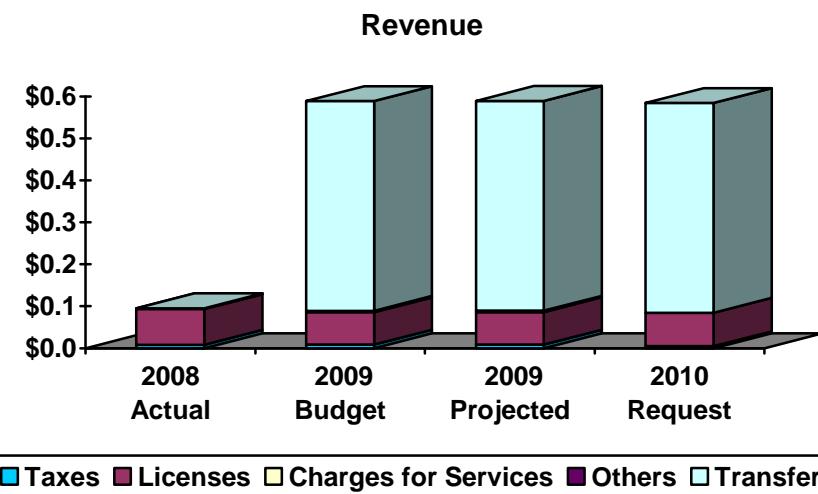
The Legislative Division of the General Government is made up of elected officials who are responsible for establishing and setting policy for the Village and appointed officials who volunteer to serve on advisory committees or boards. The elected officials are aided by recommendations from advisory boards and commissions, as well as staff. Contributions and membership fees for intergovernmental bodies are included in this division.

Expenses associated with the hearings for the Plan Commission and Zoning Board of Appeals are included in this budget. The Board of Fire and Police Commission has the task of testing, hiring, and promoting the police and fire-sworn personnel as outlined in Illinois Compiled Statutes and those costs are included here as well.

Other boards and commissions are the Park and Recreation Advisory Board, Plan Commission, Zoning Board of Appeals, Community and Police Advisory Committee, Board of Fire and Police Commissioners, and the Tree Commission.

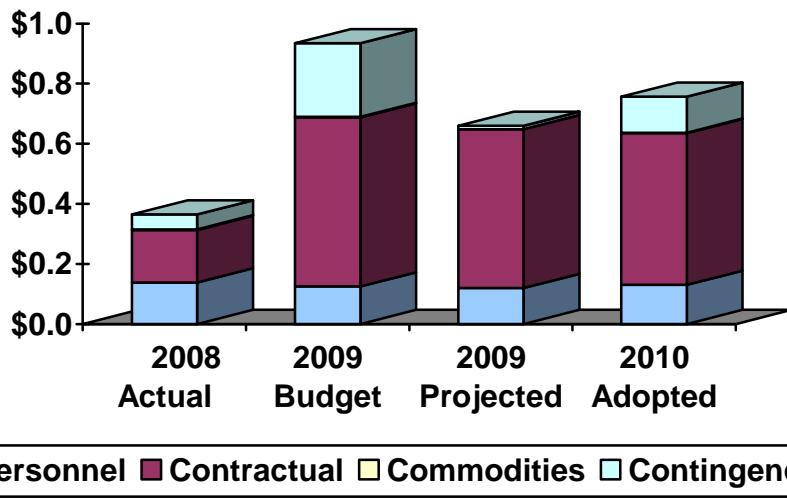
The positions included are part time elected officials of the Village; the Village President, six Trustees, and the Village Clerk who serve four-year overlapping terms. The personnel support is a portion of the time for full time staff and part time secretary in the administration area to assist the boards, commissions and elected officials.

Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Taxes	8,274	8,681	8,700	4,609
Licenses	85,000	77,065	77,250	80,000
Charges for Services	1,500	-	-	-
Other	2,500	11,528	3,500	-
Transfers	-	500,000	500,000	500,000
Total	97,274	597,274	589,450	584,609



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	138,814	125,298	119,835	130,433
Contractual	174,543	562,210	527,957	504,685
Commodities	2,060	1,750	821	1,450
Contingencies	49,496	245,000	11,000	120,000
Total	364,913	934,258	659,613	756,568

Expenditures



VILLAGE ADMINISTRATION

Department Description

The Village Administrator's Office is principally responsible for the management of all day to day operations and the services provided by all Village Departments. As the chief administrative officer, the Village Administrator is charged with the annual implementation of programs and projects which support the overall general vision and policies established by the President and Village Board and likewise, the enforcement of the Village Municipal Code. The Village Administrator, through the Human Resources Division, also oversees all matters related to personnel management and labor relations issues representing the entire workforce. The Human Resource Division under Administration handles all employee benefit programs, management of workmen compensation claims, recruitment/promotions, union contract matters, employee grievances and bi-weekly processing of payroll. The Human Resource Division assures that the Village adheres to all State and Federal labor laws. In addition, the Administrator coordinates the work of the Village Attorney's Office and Special Counsel as needed, in a manner to insure that the legal interests of the Village are protected effectively while working with both elected officials and staff. Administration supervises and approves content for the official Village website. All residential and business inquiries are resolved, as well as economic development issues, including the TIF property management matters to benefit the community.

In addition to the duties and responsibilities of the Administration, the Administrator's Office provides full time support to the elected President and Village Clerk in meeting the statutory and municipal code requirements of these elective offices. In particular, this office prepares and collects agenda information, reports, and materials for all Village Board meetings. Any matters related to liquor licensing on behalf of the Village President, Liquor Commissioner, are issued by this office.

The Village Clerk duties are handled in Administration on a daily basis. Specifically, all official records of the Village are managed by Administration as the Executive Assistant is the Records Management Officer. Administration oversees all matters related to local elections and Freedom of Information Act requests. All public meeting and legal notices for boards and commissions are prepared and published by this office. Lastly, all Village notary and registrar services are coordinated by the Deputy Village Clerk.

Four full time employees are staffed in the Administrator's Office which includes the Human Resources Division; Village Administrator, Executive Assistant/Deputy Village Clerk, Human Resources Manager and Payroll/Personnel Clerk. A part time Recording Secretary prepares minutes for the various Boards, Commissions and Committee meetings.

FY 2009 Accomplishments

- Reviewed and revised contractual relationship between Village and Rural Fire Protection District giving increased revenue to the Village and corresponding increase in cost to the District.
- Managed preparation, processing, completion, and implementation of more than 67 new municipal ordinances adopted by the President and Board of Trustees.
- Examined applications and managed correspondence, processing and re-issuance of 40 local liquor license applications.

- Reviewed and responded to more than 165 requests for inspection and release of Village records in accordance with the Illinois Freedom of Information Act.
- Oversaw and managed the process for execution of a new redevelopment agreement for the downtown.
- Directed process by which the new Form Base Regulations and Overlay District were adopted.
- Negotiated and completed a multi-year franchise renewal agreement with Comcast.
- Evaluated Village self-funded health insurance program to move to a fully funded plan, resulting in a \$1 million reduction in annual costs to the Village.
- Recruited Human Resources Manager to head up the new Human Resources Division of Administration
- Retained and managed consultants' work to complete a new Job Classification and Compensation Plan and Management Audit for implementation in FY 2010.
- In concert with Finance Director and consultants devised a financial plan to restructure and refund the existing TIF obligation debt which resolved a long-standing financial drain on municipal resources.
- Maintained the Village's Moody A-1 Bond Rating for all prior Village debt obligations and obtained a Standard and Poors AA positive Bond Rating for the refunding of \$16 million in TIF obligation debt which shall result in a \$1 million cost savings to the taxpayers.

FY 2010 Objectives

- Conduct strategic planning process with the Village Board and Executive Management team to establish a clear vision and mission for the Village which will result in the establishment of future goals and objectives to guide staff in critical budget planning and service delivery.
- Negotiate renewal of franchise agreements with NICOR and ComEd in cooperation with the efforts of the Northwest Municipal Conference
- Review and modify professional service agreements for legal and auditing services.
- Research and acquire updated equipment necessary for the live transmission of official Village meetings and related agenda materials via the Internet and Comcast broadcasting.
- Oversee the preparation of a comprehensive five year financial plan for Village-wide operations in concert with the Finance Department
- Oversee the management of the development of a comprehensive five year Capital Improvement Plan and Budget in concert with the Finance Department
- Provide management guidance to the Building and Zoning Department Planning and Development Division to facilitate economic development activities to attract and retain

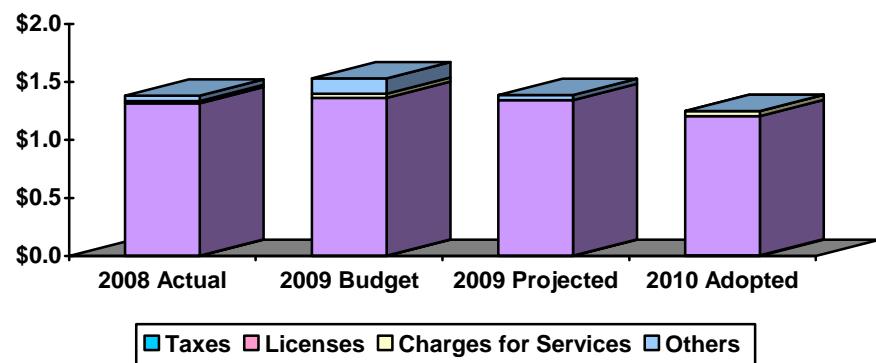
businesses in the downtown TIF, Industrial Park, Route 12 and Route 22 business corridors, and other areas of the Village.

- Task Force created in FY 2009 shall provide a feasibility study for development of a Community Center in the Village.
- Continue to work with Village of Kildeer to reach a successful conclusion on the Intergovernmental Agreement and related development issues.
- Complete a Intergovernmental Agreement with the Village of North Barrington, Lake County on behalf of the Wynstone Property Owners Association for extension of the sanitary sewer services.
- Continue to work with the Canadian National (CN) to negotiate an agreement for mitigation costs.
- Conclude staff research related to the outsourcing of the payroll function to enhance operations and accountability.
- Re-examine existing labor agreements based on the downturn of the economy and possibly renegotiate the terms of the final year.
- Implementation and administration of the new job classification and salary administration plan effective May 1, 2009 for non-union employees.
- Implementation of a new merit based performance evaluation system for all employees.
- Develop a new Employee Handbook in accordance with all applicable employment laws.
- Develop a new Employee Safety Manual.
- Evaluate the use of the Intergovernmental Risk Management Agency (IRMA) as the Village's sole provider for all liability insurance coverage.

	2009	2010	2010 FTE's
Full Time Positions	2.0	4.0	4.0
Total	2.0	4.0	4.0

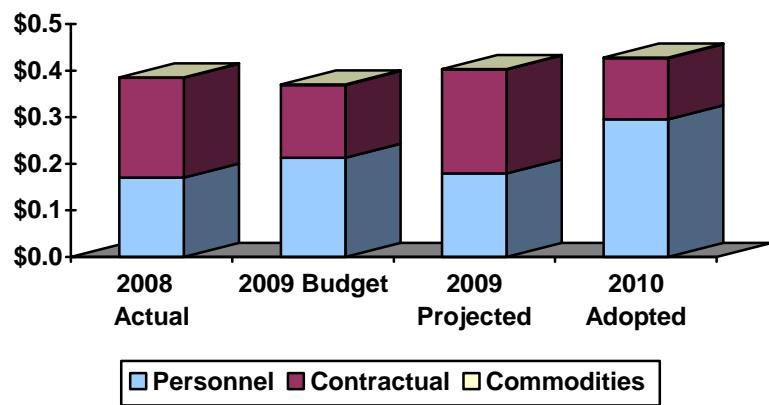
Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Taxes	1,815	1,986	2,100	5,250
Licenses	1,314,541	1,360,750	1,340,000	1,200,000
Charges for Services	19,910	37,000	1,017	44,400
Other	47,080	132,123	44,025	-
Total	1,383,256	1,531,859	1,387,142	1,249,650

Department Revenue



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	170,438	212,737	179,167	295,099
Contractual	214,042	156,230	223,278	131,695
Commodities	518	1,150	900	1,150
Total	384,998	370,117	403,345	427,944

Department Expenditures



FINANCE DEPARTMENT

Department Description

The Finance Department provides financial and MIS services to the Village. The Department is lead by a professional Finance Director and is supported with seven other professional and clerical level positions. Financial functions include the divisions of payroll, accounts payable, utility and miscellaneous billing, cashiering/receptionist and accounting. The MIS division is responsible for over 100 desktop computers, 12 servers and a wireless technology infrastructure. The department also monitors and creates financial policies for the safeguarding of Village assets. The Director is the Village Treasurer as well as the Treasurer of both the Police and Firefighter Pension Funds. In that roll the department is responsible for the investment of all Village funds.

Budget Highlights

The Finance Department budget for 2009/10 represents a modest 1.12% increase from the 2008/09 budget. The primary reason for this increase is the result of a reorganization of telephone costs which this year will be consolidated in the MIS Division and budgeting for the equipment to live stream Board meetings. Included in this budget are funds to begin a strategic information systems study. The study will evaluate the entire network infrastructure of the Village. While this study was budgeted for in the prior year's budget the resources, mainly time, were not available to get this project underway. After the strategic plan/study is complete it will be used to serve as an operational guide for all information technology systems of the Village in the future. Capital expenditures include upgrading switches and routers in the MIS division as well as the live streaming equipment and professional services costs.

FY 2009 Accomplishments

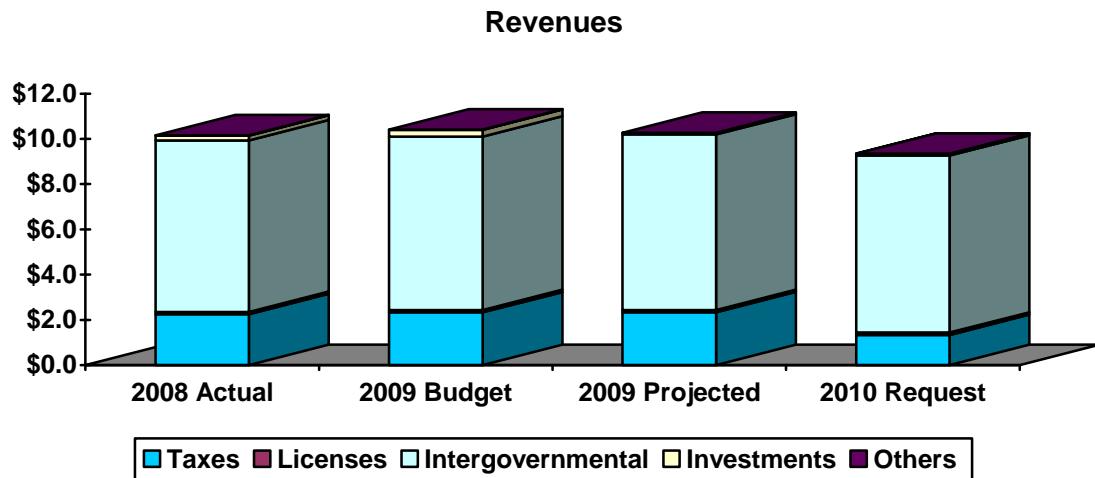
- Restructured the Village's budgeting system in order to improve transparent and provide for greater accountability.
- Restructure the Village's TIF debt in order to continue to make timely payments to bond holders and School District #95's annual make-whole payment.
- Implemented Pentamation's parking ticket/citation module
- Redeveloped the Village's health insurance plan that will lead to better control over the costs associated with providing the level of coverage the Village can reasonably afford while providing coverage the Village's staff need.

FY 2010 Objectives

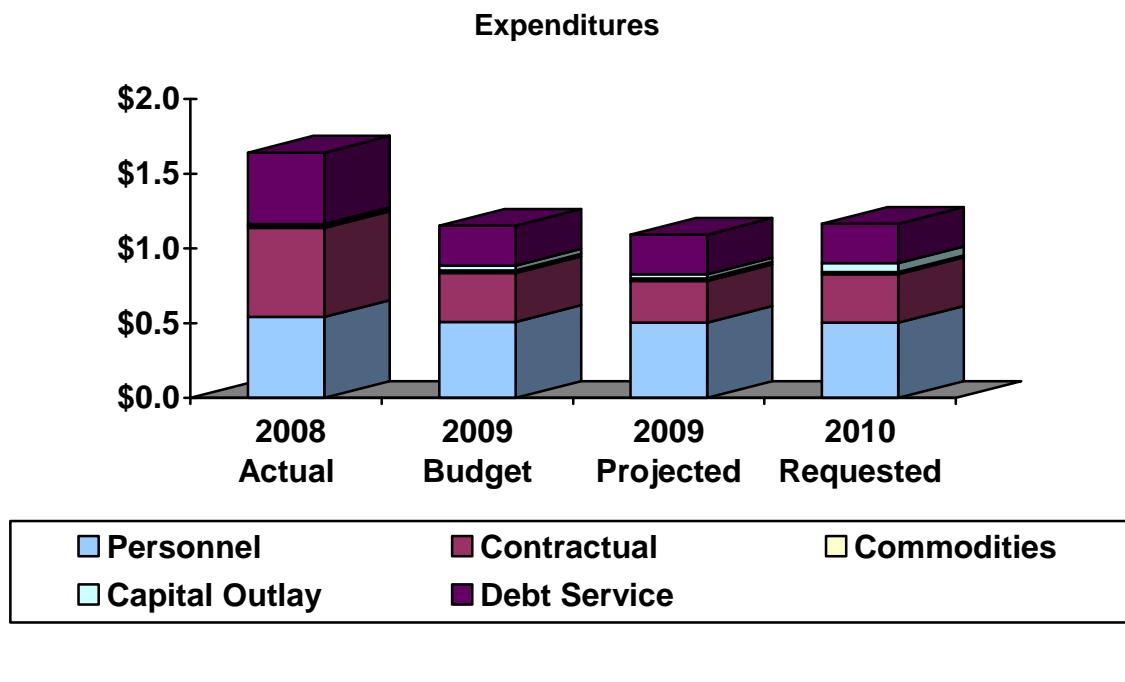
- Develop a comprehensive five year Village budget model which can be used proactively to control the financial position of the Village.
- Coordinate and implement a five year capital improvement plan. Develop policies and procedures to be used to guide the implementation of the plan.

- Begin the assessment and implementation of a Village wide IT strategic plan.
- Analyze the use of the Intergovernmental Risk Management Agency as the Village's provider of risk insurance to determine if IRMA is in the best interest of the Village.
- Enhance the Village's financial reporting to provide more useful information while providing transparency in the financial operations of the Village.
- **Ongoing** - Maintain internal financial reporting guidelines and internal controls that are consistent with generally accepted accounting principles and also comply with the Government Finance Officers Association Certificate of Achievement for Financial Reporting.
- **Ongoing** – Continue to develop a budget document that eventually complies with the Government Finance Officers Association Distinguished Budget Presentation.

	2009	2010	2010 FTE's
Full Time Positions	7	7	7
Part Time Positions	2	2	1
Total	9	9	8



Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Requested
Taxes	2,249,998	2,330,834	2,339,950	1,331,894
Licenses	95,460	105,000	98,000	105,000
Intergovernmental	7,590,512	7,666,128	7,758,500	7,823,500
Investments	209,565	295,500	70,000	75,000
Others	16,979	11,200	10,000	10,000
Total	10,162,514	10,408,662	10,276,450	9,345,394



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Request
Personnel	541,945	508,300	503,115	503,414
Contractual	595,070	326,420	278,336	324,292
Commodities	12,899	17,129	16,550	14,600
Capital Outlay	14,114	33,600	28,000	59,225
Debt Service	477,363	266,412	266,413	263,288
Total	1,641,390	1,151,861	1,092,414	1,164,819

POLICE DEPARTMENT

Department Description

The Lake Zurich Police Department provides professional law enforcement services to the Village residents and the general public, including: Traffic crash investigation and reporting, routine and specialized traffic enforcement, crime prevention initiatives, investigation of criminal activity and subsequent prosecution of offenders, lake patrol/marine unit, active participation with intergovernmental specialized emergency response organizations and a regional drug enforcement agency, management of police records, high school resource officer assignment, coordination of the school crossing guard program, patrol of Village streets, bicycle officer patrol, supervision of Explorer activities, and conducting senior citizen notification during severe weather. The Communications Center provides a full array of daily dispatch services to all Village Departments, as well as, the other neighboring communities of Kildeer and Hawthorn Woods under an annual compensatory agreement.

Budget Highlights

- **Personnel** – In 2008, the Department underwent several changes related to the sworn personnel. There were three planned retirements, one un-planned retirement, and the off-duty death of one sworn officer. Presently there are four sworn vacancies, one Deputy Chief and three patrol officers. To address this under staffing in FY2010, a Federal grant application will be submitted to the Department of Justice COPS Grant program to fill two sworn patrol officer vacancies.
- **Personnel** – The Department was informed in February 2009 that Community Unit School District 95 would not be funding the High School Resource Officer position. The Administration has directed the funding of this position, and the Department is dedicated to maintaining this position due to the benefits that have been realized through this long-term program.
- **Services** – The implementation of the red light enforcement cameras will have a significant impact on the reduction of expenditures and increase in revenues. Additionally, the Village will institute an administrative adjudication process that requires securing the services of an Administrative Hearing Officer.
- **Equipment** - \$4,000.00 for the purchase of 5 TASERs for assignment to Department Patrol personnel. This is an ongoing program to equip all field personnel with this device.
- **Equipment** - \$5,400.00 for the purchase of soft body armor for various Department personnel. Generally, the body armor has a 5-year useful life and previously issued soft body armor is due to be replaced. Approximately half of the expense will be reimbursed through a Federal grant.
- **Equipment** – The purchase of wireless microphones for all in-car video systems for field personnel. The cost of this equipment is offset by fines assessed to DUI offenders.
- **Facility Improvements** – The Department is completing the firearms range. This is not included in the Department's operating budget. The majority of this project is offset by a Federal grant and savings gained from the refinancing of original project debt.

- **Vehicles** - Requesting funds (\$50,000.00) to replace 2 squad cars & equipment in FY09-10. These vehicles are generally higher mileage vehicles on a 3-year replacement schedule. The Department is also replacing a service vehicle (\$28,000.00) used by both Patrol Officers and CSOs.
- **Communications** – Requesting \$3,000.00 to replace the Fire Department fire ground radio receiver and integration into the Zetron consoles.

FY 2009 Accomplishments

- The Department received Illinois Police Chief Association and International Police Chief Association Recognition for traffic safety initiatives. The Department was given a 3rd Place award in our class at the International Association of Chiefs of Police Conference in San Diego, California.
- The Department conducted 3 liquor compliance check campaigns. The compliance checks involved over 49 individual liquor purchase attempts resulting in 5 violations.
- Sworn Department members received 4075.5 hours of on-going training.
- The Department re-assigned supervisory and managerial personnel to perform line level supervision duties in an effort to reduce overtime. The Department was able to reduce the amount of overtime used in calendar year 2008 as compared to 2007.
- In calendar year 2008, the Department used 10,542.50 hours of overtime. This is a reduction from 2007 when 13,212.25 hours were used. This is a reduction of 2,669.75 hours or 20%.
- The Department received 232 referrals to the El Guardian Program dedicating 254.5 hours of staff time to assist members of the Hispanic Community.

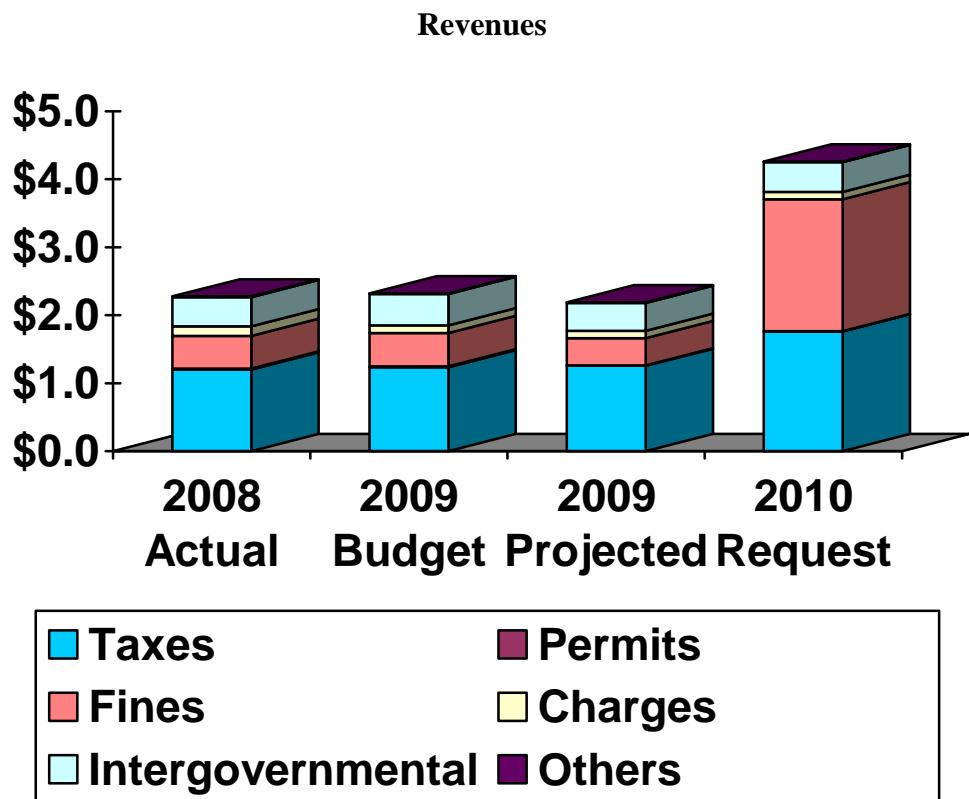
FY 2010 Objectives

- The Department is scheduled for its Commission on Accreditation for Law Enforcement Agencies (CALEA) on-site assessment in November, 2009. Through accreditation, the Department continues to demonstrate that it meets an established set of professional standards as a result of peer review.
- One of the Department's primary responsibilities, and a top priority of the Department, is traffic law enforcement and traffic crash investigation. This is accomplished by securing IDOT Grants for enforcement efforts and continued participation in the Major Crash Assistance Team. Traffic related issues have the greatest law enforcement impact on our residents, and we continue to achieve recognition on state and federal levels for our traffic safety programs. As part of the enforcement efforts, the Department will conduct a sobriety checkpoint during this budget year in conjunction with an enforcement campaign.
- We will continue our efforts to be more proactive with local business establishments regarding education and enforcement of liquor and tobacco laws by conducting routine compliance checks using undercover/underage operatives. The Department is active in the

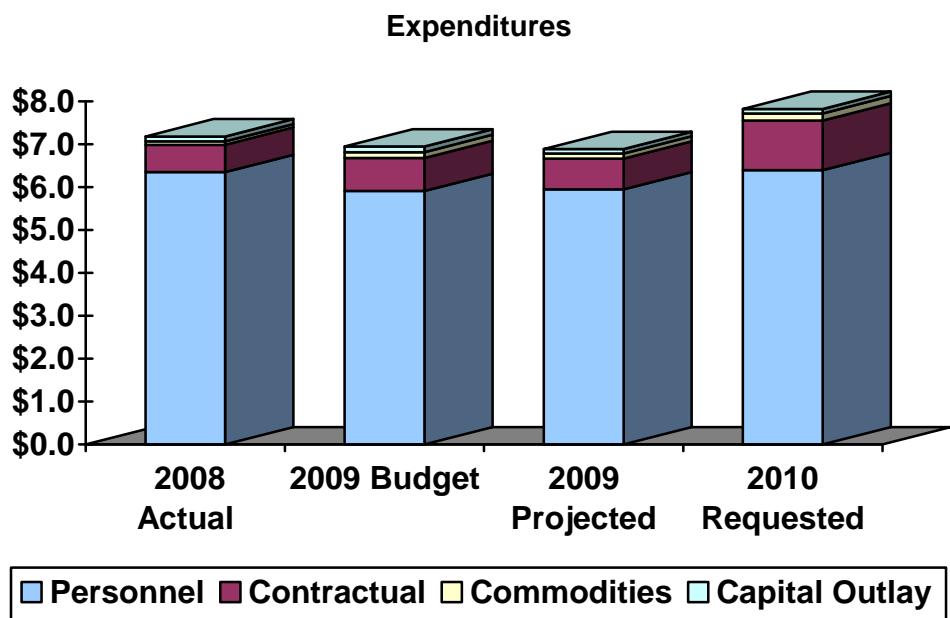
Lake County Chiefs of Police Association - Underage Drinking Prevention Task Force. Two members of the Department's administrative staff participate regularly in this Task Force.

- Department Traffic Safety Section members will review red light camera operations. Records personnel will be responsible for performing the clerical functions related to this process. This will include docket preparation. The Department Records function will also be responsible for all record-keeping for administrative hearings when utilized by other Village departments related to violations.
- The Department provides dispatch services to the Village of Hawthorn Woods and Kildeer. It is our intent to enter into a dialogue to address financial equity issues related to the dispatch agreements, which will include an increase in fees assessed.
- Expand the use of the administrative adjudication process to include assignment of Compliance Citations. Compliance Citations are used to enforce equipment and registration violations. The Department will also assign specific ordinance violations to this hearing process.
- Continue dialogue with the Hispanic community through the El Guardian Program.

	2009	2010	2010 FTE's
Full Time Positions	55	55	55
Total	55	55	55



Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Requested
Taxes	1,200,675	1,234,027	1,255,280	1,759,296
Permits	14,255	15,000	6,600	8,000
Fines	481,478	488,481	399,786	1,939,474
Charges for Services	138,598	112,000	107,550	104,900
Intergovernmental	429,519	464,096	411,250	439,600
Others	12,007	8,400	7,000	8,400
Total	2,276,532	2,322,004	2,187,466	4,259,670



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	6,353,796	5,908,820	5,947,900	6,398,412
Contractual	634,881	768,913	718,768	1,154,852
Commodities	81,578	141,592	116,100	168,580
Capital Outlay	113,631	127,500	6,889,768	7,824,844
Total	7,183,885	6,946,825	6,889,768	7,824,844

Fire / Rescue Department

Department Description

The Lake Zurich Fire-Rescue Department provides full-service, professional, efficient, and cost-effective services to the Village residents which include;

- Disaster management
- Fire suppression
- Advanced Life Support emergency medical care and transportation
- Hazardous materials/chemical-biological mitigation
- Underwater/ice rescue/recovery
- Confined space rescue
- Fire alarms - carbon monoxide alarms & residential lock-outs
- Trench rescue
- High angle rescue
- Structural collapse
- Fire prevention and education
- Plan review for new construction
- Life safety inspection services

Through a service agreement, the Village of Lake Zurich provides these same services to the Lake Zurich Rural Fire Protection District. This service agreement will support the costs of roughly 46% of the estimated FY2010 Budget or \$3.9 million. The combined service area of the Fire/Rescue Department covers roughly 25 square miles and approximately 40,000 citizens. During FY2009, the Fire/Rescue Department responded to 3458 fire/rescue service calls. These programs and services are provided by 62 personnel operating out of four strategically located fire stations. The following FY2010 specific budget proposal highlights the results of the department's strategic planning efforts.

Budget Highlights

Personnel:

- **Firefighter/Paramedic Staffing Reduction (3)** - The department will be reducing our daily staffing minimum from fifteen (15) to thirteen (13) effective May 1, 2009. This reduction follows a year of frozen positions that were covered by overtime. This change will reduce the daily staffing at Station #1 from both a two person Ambulance and three person ALS Engine to just a three person ALS Engine. Advanced Life Support (ALS) Emergency care can be initiated by the ALS Engine and then transport provided by an Ambulance from one of the three outlying stations. This action step will reduce expenditures for the fulltime salary portion of the FY2010 Budget by roughly \$225,000.
- **Overtime (Minimum Staffing)** - In the FY2010 Budget, funds are earmarked for covering unscheduled days off by shift personnel such as sick, injury, funeral, jury duty, etc. Because of the reduction in the daily minimum staffing mentioned above, the department will now have a one person buffer to cover a single unscheduled day off per shift. This action step will result in a decrease in overtime from \$329,805 to \$62,567 for a net savings of \$267,238.
- **Fire Pension Liability** – In the FY2010 Budget, funds earmarked to fully fund the Firefighter Pension Fund at an amount of \$718,050. This is a significant increase in the operating budget from prior years and it will be offset by approximately 46% from contributions added to the service agreement by the Lake Zurich Rural Fire Protection District. This action step will result in an increase in revenues for the sworn pension costs portion of the FY2010 budget of \$328,050

- **Dispatch Services** – In the FY2010 Budget, funds are earmarked to cover the Fire Rescue Departments share of the combined dispatch costs. This will be the first time that funds to support the dispatch center expenditures will be split between Police and Fire and included in the Fire Rescue Department budget. Approximately 46% of this cost will be offset from contributions added to the service agreement by the Lake Zurich Rural Fire Protection District. This action step will result in an increase in revenues for the dispatch services portion of the FY2010 Budget of \$266,037.
- **Fire Inspector Addition** - In the FY2010 budget, the department has included the addition of one Fire Inspector to the Fire Prevention Bureau. This addition has been requested in previous budgets but was not able to be funded. For FY2010, the Village organization structure has been modified resulting in a transfer of one Building Inspector to the Fire Prevention Bureau Inspector position. Although this will be a new Fire Rescue position, Village funds to support this individual are already being incurred in the General Fund and will be shifted from the Building Department to the Fire Rescue Department. With the increase in building construction over the past years, it has increased our requirements to complete annual inspections and public education/information services throughout our entire service area. We currently have 1350 occupancies that require annual inspections. With the new Inspector we project we will increase our total completed annual inspections from 82% to 100%. This action step will result in a transfer in the fulltime salaries portion of the FY2010 Budget of \$90,338.
- **Captain Float Program** - In the FY2010 Budget is a new program designed to reduce overtime. The current Training/Safety Captain who works 8-hour days will become a Float Shift Captain as well. The program will enable us to schedule the Float Captain to cover 24-hour shift day(s) when the regular Shift Captain is on a scheduled day off. This will be possible by implementing a flex schedule thus removing the need to hireback someone at an overtime rate. This action step is expected to result in a decrease in staff overtime by \$30,000. The down side of this program is that the Training/Safety Captain position which was a stand alone function will now be coordinated by the Captain while also working on shift.
- **EMS Coordinator** – In the FY2010 Budget, the department is recommending the hire of a fulltime Emergency Medical Services (EMS) Coordinator. The duties and responsibilities of this position are currently being completed on a part-time bases by off duty Firefighter/Paramedics at an overtime rate with an annual budget of \$46,874. The workload and subsequent demand for more time to commit to the position duties generates the need for this hire. The department will shift overtime funds currently allocated for the part-time program to cover the costs associated with hiring a fulltime civilian EMS Coordinator estimated at \$55,426 plus benefits. This action step will result in a net increase in the fulltime salaries portion of the FY2010 Budget of approximately \$14,000 once the overtime funds are shifted over.
- The following is a department personnel breakdown by position indicating current and proposed staffing numbers.

	FY2009	FY2010
Director/Fire Chief	1	1
Deputy Chief	1	1
Captain Training/Safety	1	0
EMS Officer	part-time	1

Captain Shift Commander	3	4
Lieutenant	12	12
Firefighter/Paramedic	39	36
Assistant Fire Marshal	1	1
Fire Inspector	2	3
Department Secretary	1	1
Fire Prevention Secretary	1	1
Total	62	61

Vehicles:

- **Staff Vehicle** – (Administration Budget) In FY2010, one staff vehicle is projected. The Deputy Chiefs vehicle, a 2003 Taurus will replace the department pool vehicle, a 1995 Van which has had its depreciation and useful life extended by three years will be taken out of service and declared surplus. This vehicle will be used for personnel to take to training and seminars. A new vehicle will be purchased to replace the Taurus for the Deputy Chief (\$24,000), which includes the required lighting and communications equipment. This vehicle better fulfills the response duties required.

Equipment:

- **Outdoor Warning Siren** - (EMA Program) In the FY2010 Budget are funds earmarked for the replacement of a Village outdoor warning siren located on the roof of fire station #1 at a cost of \$18,500. This Thunderbolt siren is 20+ years old and is no longer supported with parts or maintenance. It is also the last of the six Village sirens that has not been replaced in the last ten years and not of the same type as the others. The new siren will be installed behind station #1 on a separate pole and not on the training tower roof as the current unit. (An attempt to fund the outdoor warning siren by alternative funding methods will be made by submitting for a FY2009 IESMA EOC Technology Grant)
- **Community Notification System** – (EMA Program) In the FY2010 Budget are funds earmarked to support a new Emergency Community Notification Program at a cost of \$7,000. This program will incorporate a third party agency system that allows us to develop and make timely emergency notifications via phones to all residents or groups within our Village. (An attempt to fund the Community Notification System by alternative funding methods will be made by submitting for a FY2009 IESMA EOC Technology Grant)
- **LifePak 1000 Automatic External Defibrillators (4)** – (EMS Budget) In the FY09/10 Budget are funds earmarked for the replacement purchase of 4 LifePak 10 defibrillators which are on each of our Advanced Life Support (ALS) Engines. The cost for the new LifePak 1000's is \$13,040. The current LifePak 10's are now obsolete and in the last year of any available maintenance/parts agreement. We were able to reduce the number of units by one based on the defibrillator donation from GSH Cath Lab. (An attempt to fund the defibrillators by alternative funding methods will be made by submitting for a FY2010 EMS Assistance Fund Grant)
- **Panasonic Tablets w/Software** – (EMS Budget) In the FY2010 Budget are funds earmarked for the purchase of five computer tablets for EMS reporting. The cost for this initiative is \$22,000 to equip five apparatus. In the current year, the NWCH EMS system implemented a new EMS reporting module for all providers. The reporting software is the detailed information required to be entered and filed for each patient our EMS personnel provide care to. The Tablets are portable entry pads to electronically enter data on the

FY 2009 Accomplishments

- Completed all mandated fire, EMS and specialized team training to maintain the response levels expected to keep staff and the community safe in times of crisis. Recognized with Life Safety Achievement Award in 2008 for zero fire deaths.
- Completed annual update of all safety policies and procedures. “Fit for Duty” & “Return to Duty” policies were validated during employee termination hearing.
- Updated Automatic Response Agreements (ARA) with Wauconda, Barrington, and Long Grove Fire. Entered into new ARA with Palatine and Countryside Fire to enhance resource capability. Worked with Public Works to establish mutual aid which will enhance our EMA resources.
- Completed NIMS compliance in Fire Rescue and working with all other departments and elected officials to advance program. All Village department supervisors and most fulltime employees have completed required NIMS modules for positions. Completed Village-wide Table-top Exercise (Senior Officials Workshop) to fulfill NIMSCAST Exercise Compliance
- Fire recommendations, as they apply to building and fire codes, have been completed and institutionalized in the Form Based Regulations (FBR) documents. Additional down town code safety enhancements identified and presented for review to Building Department, and scheduled for May committee meeting.
- Made advancements in establishing a program to train a solid core of community volunteers to assist the Village during large-scale incidents requiring disaster management. Appointed Deputy Fire Chief Wheelock to become our local CERT Coordinator. The Certification Program is being presented to residents. Appointed Ingrid Skidmore as Citizen Corps Coordinator to maintain a schedule of training while working with the various departments for presentation of topics. Citizen Corps Grant funding of \$6,000 secured again for this budget.
- Made progress in the succession plan to attract, mentor and prepare interested personnel within the Fire Rescue Department to assume key roles as many near retirement. The Deputy Fire Chief completing current educational requirements for Fire Chief position, and gaining EMA experience as CERT Coordinator. Started promotional testing to establish an eligibility list for Captain and Lieutenants. Four Captain and 12 Lieutenant Candidates have signed up to test. Job descriptions and the collective bargaining agreement have been updated to include prerequisite position requirements (i.e. education, certification, etc.) in order to test. Motivating current Captains to seek administrative advancement is still a work in progress.
- Applied for several grant opportunities to support or subsidize programs and purchases. (i.e. SAFER Personnel Grant, Assistance to Firefighters (AFG) Grant for monitoring equipment, IESMA Grant for disaster siren & community notification system, Illinois Clean Energy Grant for replacement of station lighting to become more green, AFG Fire Prevention Grant for public education prop, EMS Assistance Grant for 5 defibrillators and 5 Note pads, Polaris Grant for ATV unit, AFG Grant for fire response to elderly and disabled residents). Applied for 8 and received 6 educational scholarships for employees to reduce Village tuition program costs.

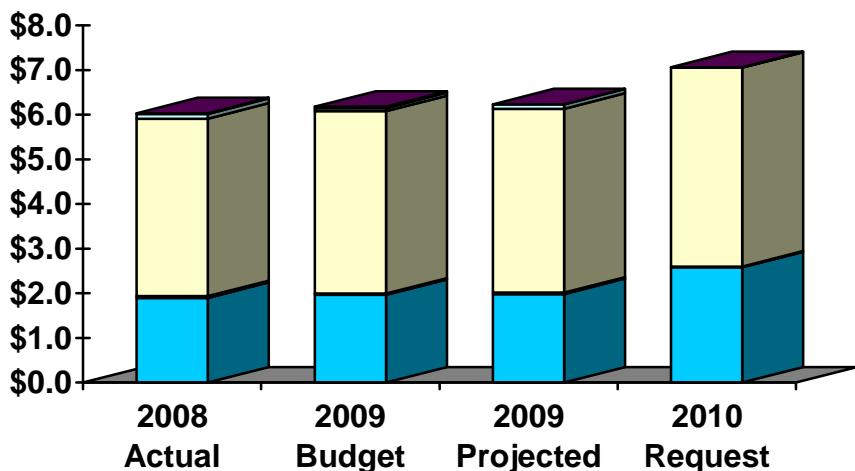
FY2010 Goals & Objective

The Fire-Rescue Department has determined some key objectives for FY2010 and the future. They are:

- Establish a Captain Float Program to reduce shift overtime costs.
- Complete rewrite of Village Emergency Operations Plan (EOP) utilizing the new County format.
- Develop and establish Mass Care Facility and Equipment Agreements with key Village resource providers.
- Continue to develop a succession plan to attract, mentor, and prepare interested and qualified personnel to fill future staff vacancies resulting from retirement.
- Continue to seek out alternative funding opportunities to support programs and purchases. In the FY2010 Budget, Grant funding opportunities to purchase equipment not budgeted will be submitted or determined. They are as follows:
 - Illinois Clean Energy Lighting Upgrade Grant - \$8,067, to change out all the lighting fixtures at station #1 to green clean energy.
 - FY2010 EMS Assistance Fund Grant - \$22,000, to purchase five EMS reporting tablets.
 - FY2009 Fire Prevention & Safety Grant - \$11,850, Program to provide seniors and disabled residents with emergency beacon lights, reflective address indicators, smoke and carbon monoxide detectors.
 - Polaris ATV Grant - To receive an ATV for use in remote areas without roadways to provide emergency service re: Cuba marshes, railroad right of ways, open space areas, festivals, etc.
 - FEMA SAFER Grant - \$300,000, to be used to hire three new Firefighter/Paramedics to maintain minimum staffing and reduce overtime. If awarded, this will eliminate the minimum staffing overtime costs in the proposed budget.
 - FEMA Fire Act Grant – Undetermined amount at this time, this is a safety initiative that will be used to upgrade and/or provide hearing protection through an intercom system in all response vehicles and for the purchase of backup cameras for each engine and truck to prevent backing accidents.
 - IESMA Grant - \$45,000, this Grant if awarded will be used to purchase the Outdoor Warning Siren and Community Notification System in lieu of Village budgeted funds.

	2009	2010	2010 FTE's
Full Time Positions	62	61	61
Total	62	61	61

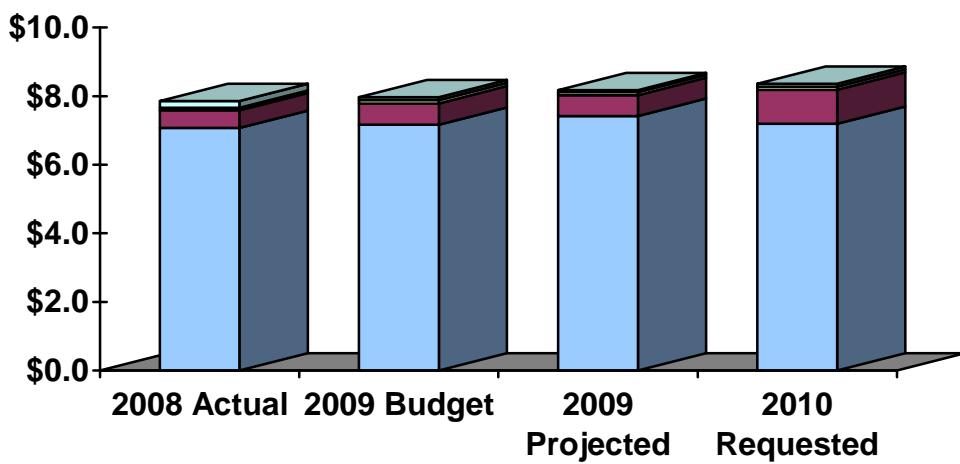
Revenues



■ Taxes ■ Permits ■ Charges ■ Intergovernmental ■ Others

Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Request
Taxes	1,898,552	1,965,423	1,980,445	2,582,167
Permits	37,507	28,400	34,158	18,800
Charges for Services	3,975,019	4,084,942	4,116,811	4,450,912
Intergovernmental	105,835	67,037	98,559	8,800
Others	16,729	33,000	1,300	4,000
Total	6,033,642	6,178,802	6,231,273	7,064,679

Expenditures



■ Personnel ■ Contractual ■ Commodities ■ Capital Outlay

Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	7,069,459	7,166,695	7,420,559	7,190,844
Contractual	514,730	619,424	607,134	995,628
Commodities	74,071	95,985	91,906	90,807
Capital Outlay	196,725	88,036	52,973	83,100
Total	7,854,985	7,970,140	8,172,572	8,360,379

Public Works Department

General Services Division

Division Description

The General Services Division had six primary areas of responsibility and salaries are prorated to each area. The pro-ration was adjusted this year to reflect the change in personnel and increased responsibilities such as storm water maintenance for NPDES Phase II compliance. In this upcoming program year park maintenance will be changed to fall under the Superintendent of General. The current park crew consists of a Park Maintenance Supervisor, two Maintenance Workers II and one Maintenance Worker I. The salaries and benefits of these employees are relocated from the Park Maintenance section of the General Fund to the multiple programs under the General Services section of the General Fund. Last years program broke down as follows:

<u>PROGRAM NAME</u>	<u>NUMBER</u>	<u>SALARY & OVERHEAD</u>
<u>PRORATION (%)</u>		
Forestry	Program 41	20%
Municipal Property Maintenance	Program 43	15%
Right-of-Way Maintenance	Program 44	25%
Snow and Ice Control	Program 45	15%
Street & Traffic Lighting	Program 46	5%
Storm water System Control	Program 47	20%

In this upcoming year, these percentages are anticipated to change based on the added work load of parks maintenance which will be tracked and monitored throughout the year. This proposed change will be on a trial basis during this budget year.

A Superintendent of Public Works manages the General Services Division. The proposed work force will consists of 17 employees with training in all programs of public works to provide maximum flexibility in work assignments. In addition, to routine maintenance and operations, the department responds to numerous work orders from the public and from other Village departments. The following is a list of positions used in General Services operations:

<u>POSITION</u>	<u>FY/07-08</u>	<u>FY/08-09</u>	<u>FY/ 09-10</u>
Superintendent	1.0	1.0	1.0
Operations Supervisor	1.0	1.0	2.0
Maintenance Worker II	4.0	5.0	7.0
Maintenance Worker I	5.0	4.0	5.0
Arborist	1.0	1.0	1.0
Cleaning Technician	1.0	1.0	1.0
TOTAL	13.0	13.0	17.0

The following is a synopsis of General Services programs which will assist in providing the reader an understanding of the expenditures requested for each program. While parks maintenance is scheduled to fall under the supervision of the General Services Division, the park maintenance expenditures will remain in the Park and Recreation budget.

PROGRAM 41 – FORESTRY (13% of General Services Budget)

The Forestry Program provides a budget plan for the maintenance of the Village's urban tree population. The budget encompasses trimming, removal, brush pick-up, and replacement of trees located in Village-owned right-of-ways and parks. The Division also sponsors several tree activities during the year. The use of tree software to manage the 7,900 plus trees serves as a very useful tool for our Arborist. Contracted tree trimming is utilized on an annual basis for routine maintenance of parkway trees on a village-wide basis and planned for the following areas this year: Bristol Trails, Cedar Creek, Chestnut Corners and Hunters Creek.

In-house staff tree trimming will be performed throughout the Village for low hanging branches and work order requests. With the inclusion of parks maintenance as a function of the General Services the Forestry staff will also be utilized for tree maintenance in the parks.

PROGRAM 43 – MUNICIPAL PROPERTY MAINTENANCE (17% of General Services Budget)

The Municipal Property Maintenance Program provides funds for general maintenance as well as the upkeep for Village buildings and public areas. This area has direct responsibility for maintenance of the Village Hall, Police Department, the Public Works Building, Fire Stations 1 and 3 and surrounding properties, including maintenance of all Village-owned downtown properties.

PROGRAM 44- RIGHT-OF-WAY MAINTENANCE (25% of General Services Budget)

This program involves repair and maintenance of the village's streets (78.5 street centerline miles) in addition to the maintenance of sidewalks, curbs and gutters, and village owned parking lots. Other functions include, traffic line striping, shoulder repair and street sweeping. In previous years, about half of the annual road resurfacing project was included in this program. Public Works is planning to put together a small road resurfacing program utilizing the available Motor Fuel Tax fund dollars which will be discussed later. Additionally all other road maintenance work will be completed by public works personnel and will primarily include concrete curb and sidewalk replacement and full depth asphalt repairs. The funds for the materials for this work have been moved to the Motor Fuel Tax Fund.

PROGRAM 45 – SNOW AND ICE CONTROL (13% of General Services Budget)

This Snow and Ice Program manages winter's hazardous road conditions on all Village streets and cul-de-sacs. Salting and Plowing priorities are illustrated in the 2008-2009 Snow and Ice Control Manual. Governmental units purchase their salt through the Department of Central Management Services under Motor Fuel Tax. Due to the concerns with this process last year, the Village is looking to secure our salt through different means. We have declined to utilize the Central Management Services bid this year and have currently secured salt for about \$80.00 per ton. As we have conserved salt this year and have implemented the liquid anti-ice program which will be fully operational for the entire season next year, it is expected that we will only need to purchase about 1,500 ton for a cost of \$120,000.00. The division continues using state of the art de-icing materials to minimize costs while assuring the effectiveness of the program.

The additional subdivisions with no increase in staff levels have resulted in increased de-icing materials and an increase in overtime to complete the snow removal operation. With the new liquid de-icing system, it is anticipated that some of these cost increases will be neutralized.

PROGRAM 46 – STREET AND TRAFFIC LIGHTING (13% of General Services Budget)

The Village of Lake Zurich maintains, or pays to maintain approximately 709 streetlights. This program also includes electricity to provide lighting for our residential streets as well as traffic signalization.

Only minimal increases in electricity for this program were seen over this past year's budget. The costs for this energy remained fairly stable as this power is consumed in the off-peak hours. The cost for off-peak energy is anticipated to increase substantially after January 1, 2010 as Com Ed will no longer be honoring their special rate plan for this type of energy.

Public Works staff will be researching alternate LED lighting fixtures for street light replacement heads as a means to reduce this cost. The new LED fixtures consume about two-thirds less energy and have a bulb life of 12 years. A cost benefit analysis will be performed on this new technology to determine the feasibility. No large scale replacements have been included in this year budget but we may be purchasing a few fixtures as a test case scenario.

PROGRAM 47 – STORMWATER SYSTEM CONTROL (19% of General Services Budget)

Lake Zurich's storm water drainage system includes 1432 manholes, 1205 inlets, and 1375 catch basins in addition to 167 retention-detention/wetland ponds. There will be a continuation of restoring adjustment rings, frames and grates associated with full depth asphalt repairs around failing structures. Typically the majority of this work would be included in the road resurfacing project which is not taking place this upcoming year and therefore will be done utilizing in-house personnel.

This program also includes the routine maintenance of the storm sewer system in accordance with the Village's NPDES Phase II Best Management Practices. Approximately one-fifth of the system is cleaned annually. Minor storm sewer improvements were found during the heavy rains in the fall of 07 and while most of these were fixed during the past year, there are a few more areas that need to be addressed in this year's program.

Budget Highlights

Tree Trimming	\$25,000	Partridge Storm	\$25,000
Mowing Contract	\$100,900	Buffalo Creek Stabilization	\$21,000
Tree Planting	\$12,000	2 ton truck replacement	\$48,000
Inductor loops on Oakwood	\$10,000		

FY 2009 Accomplishments

All Budget Highlights in 08-09 Budget were completed. In addition the following unanticipated projects were completed..

Sonoma Pond – Drainage investigation to determine flooding

MFT-Park Ave, Honey Lake, Willmette Terr. This work was included in the Road Maintenance Program which had to be modified. A smaller project was bid separately. This project will be completed as soon as the weather allows asphalt plants to be reopened.

28, 37, and 44 Park Avenue Improvements – Prepare units for rental income, significant improvements required at 28 and 37 Park Avenue as former owners were allowed to take all fixtures as these buildings were to be demolished.

Century Press-Improvements – Prepare unit for rental including removal of all old press equipment and relocation of the bathroom.

Anti-Ice System – Research, sought proposals and installed this new technology. Originally was to be only researched during this year but due to high cost of salt this process was expedited.

HR/Village Hall office improvements – Relocated entire second floor of Village and built new offices for the human resources personnel. Relocated engineering to 505 Telser.

Pinetree and Golfview Cleaning (supposedly abandon pipe) – Thoroughly cleaned existing pipe that was thought to have been abandoned. This resulted in significant reduction of flooding in a large portion of the manor.

Mionske Pond Cleaning and improvements - Public Works assisted IDOT the cleaning of their storm sewer system and cleaned and televised the entire existing storm sewer from the cattle crossing under the EJ&E (CN) Railroad to the old Route 22 right-of-way. These pipes were about one third full of sediments.

Storm improvements South Old Rand (Casper's True Value) - Existing drainage ditch was enclosed and new drainage system installed between EJ&E (CN) tracks and Casper Hardware's north driveway.

Sidewalk SOR EJ&E-Permit Pending – Connection of missing segment of sidewalk across the east side of South Old Rand Road at the EJ&E (CN) railroad tracks

- **Sidewalk Repair Program:**

It is the responsibility of the General Services Division to follow-up on all citizen and employee reports of sidewalk conditions in need of repair/replacement. The division strives for the prompt maintenance of the sidewalks that are in the jurisdiction of our municipality. To this end, 73.5 yards of concrete were used to repair 86 squares of sidewalk.

- **Material Used for General Street Maintenance:**

The department used 423.50 tons of blacktop to seal areas throughout the Village where utility repairs were needed or road failures in need of repair. In addition to asphalt patching, the division replaced almost 400 linear feet of curb and gutter.

One-hundred twenty-five (83) street signs were removed and/or replaced either due to damage and/or wear. The division installs Zoning Signs at the direction of the Building and Zoning Department.

FY 2010 Objectives

In addition to performing all normal day-to-day operations of General Services which includes right-of-way and building maintenance functions such as garbage and debris

clean-up, street sweeping, routine sign repair, street light replacements, landscape bed maintenance around Village buildings, tree replacements, storm sewer cleaning, carcass removals, pot-hole patching, snow plowing, resident service requests, ect., the General Services Division will be charged with completing the following special projects.

- Coordinate and perform a successful park maintenance program
- Continue Sidewalk Safety Inspection Repairs
- Continue Storm Sewer Maintenance Program
- Host Annual Electronics Drop off Site at 505 Telser on May 9, 2009
- Provide assistance with the annual household chemical waste clean-up program administered through SWALCO.
- Assist with the 2009 Public Works Open House scheduled for May 16, 2009
- Conduct analysis of liquid de-icing system to determine maximum effectiveness
- Install new drainage system on Partridge to eliminate flooding concerns
- Reconstruct Buffalo Creek stream bank to stabilize and prevent future erosion behind homes on Sheridan Court.
- Investigate and implement solution to relieve flooding concerns on Crescent.
- Conduct significant road repairs to maintain roads in safe condition. This work is expected to increase significantly as there is once again no funding for the annual road resurfacing 20 year program.
- Complete sign inventory and begin removing un-necessary signs. Repair signs that are not in accordance with MUTCD standard.
- Seal coat and re-stripe Public Works visitor lot and Village Hall parking lots.
- Seal coat Route 22 bike path.
- Work with engineering to identify areas for pavement crack sealing and lane marking contracts.
- Perform dam repairs/maintenance on Chestnut Corners dam.
- Maintain all Village owned building, including rental properties.
- Implement and supervise annual tree trimming contract.
- Closely monitor Emerald Ash Borer progress.

Engineering Division

Department Description

The Engineering Division is a part of the Public Works Department and is operated under the supervision of the Director of Public Works/Village Engineer. The number of employees in the Engineering Division is currently at three. A major focus for the Engineering Division in the year 2009/10 will be in the area of implementation of the NPDES Phase II regulations. This year is expected to have a reduced demand for the review of plans for private, commercial and industrial development (and redevelopment), due to the economic slow down. The division will oversee the completion of the Frank's Nursery site, Sonic restaurant, Donata Court and Astor Subdivision. Additionally, there are some residential subdivisions underway and will be continued which include; Meadow Woods (24 units), Flint Crossing (Dearborn Groups), Coventry Creek (Dartmoor Homes) and Lake Zurich Sunset Subdivision (JMLJ Construction). The Engineering Division, in addition to performing plan reviews for residential, industrial, commercial, and institutional proposed developments also provide subsequent inspections of both private and public improvements. Engineering provides assistance and oversight for a number of other public infrastructure considerations such as Ela Road right turn lanes, Midlothian Road Traffic Signal at the High School and Old Rand Road sidewalk connections. This division also assists Public Works with the implementation of their projects including street repair, crack sealing, pavement striping and resolving drainage concerns. Plan reviews for Downtown Redevelopment Projects is expected to be the primary area of focus in 2009/10.

Previously the Engineering Division also acted as enforcement and plan review entity in regards to stormwater management and isolated wetland Regulations. With the loss of Mr. Lebbos from the division, Kurt Kaszuba, engineering technician, has completed all the necessary classes and testing to become the new stormwater enforcement officer for Lake Zurich. With the limited amount of wetland impacts the Village encounters, it is doubtful that we will pursue obtaining the wetland certification for the Village in the future. As a certified storm water community, the Village of Lake Zurich operates under the Lake County Stormwater Management Commission regulations. Mr. Kaszuba, the Watershed Enforcement Officer is also a certified Erosion and Sediment Control Inspector for the Village and will be implementing the NPDES Phase II, which will require education of staff members as well as vast amounts of documentation.

Our goal is to continue to serve the Village of Lake Zurich and its residents.

Position	FY/07-08	FY/08-09	FY/09-10
Assistant Village Engineer	1	0	0
Civil Engineer	0	0	0
Assistant/Inspector	2	2	2
Assistant to the P. W. Director	1	1	1
Total	4	3	3

Budget Highlights:

With engineering staff time being reduced on plan reviews and inspections of Private and Public Development projects due to the reduced growth, focus will be shifted into other areas and will include the projects as listed in the proposed objectives below.

Status of Planned Prior Year Objectives:

- Assist general services with MFT road maintenance program
- 08/09 Street resurfacing program (Park, Wilmette and Honey Lake Road)
- Coordinated the approvals and design for Mionske Pond Bypass Sewer Project
- Performed construction inspection and conducted subsequent water quality monitoring for the Mionske pond Bypass Sewer Project
- Assisted HOA and general services with Sonoma Pond flooding
- Zoning Map updates
- Wetland Maintenance and Management (Control Burns)
 - John Court
 - Westberry Subdivision
 - Willow Ponds Subdivision
 - Heatherleigh Subdivision
 - Whispering Creek Subdivision
 - Chestnut Corners
 - Old Mill Grove
 - Braemar
 - East Harbor
 - Lot 42 Detention Pond
 - Seth Paine Detention Area
- Watershed Development Enforcement. Continued enforcement of Lake County and Village requirements
- Inspection and report of Chestnut Corners Dam
- Staff Education and Certification
 - Obtained enforcement officer certification
 - Obtained certification for Designated Erosion Control Officer (DECI)
 - Illinois Public Service Institute IPSI Graduate (Santoro)
 - Attended classes:
 - Recycling, Reusing & Management of Stormwater
 - Arcview/AutoCad training
 - Local Agency Construction Training
 - CMAQ Funds Application Workshop
 - IDOT MFT Documentation Class
 - APWA Public Works Construction Inspection Seminar
 - Designated Erosion Control Inspector Workshop

- Continued membership on LCSMC Technical Advisory Committee (TAC) and attend monthly meetings
- Continues participation in LCSMC Municipal Advisory Committee (MAC)
- Continue membership in Flint Creek Watershed Partners
- Attended Indian Creek Watershed Summit

Additional accomplishments that were not anticipated include:

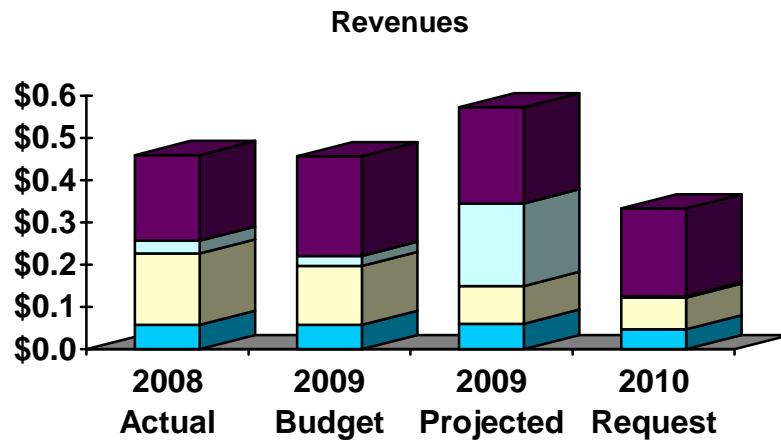
- Layout and inspection of drainage Improvements to Schiller Court
- Secured easement and coordinated the Ela Road storm sewer replacement with IDOT
- Assisted general services with design of liquid anti-ice system
- Facilitated Eagle Scout Project – Drainage stencil and curb marking program
- Grand Avenue storm sewer replacement

FY 2009/10 Objectives:

- Development, bid and oversight of 09-10 Road resurfacing Program which includes the resurfacing of Mionske Drive, replacement of pavement on Trailside Drive, Beechwood Drive and Ivy Court.
- Oversight and coordination of South Old Rand Road Sidewalk CMAQ Grant
- LED Streetlight conversion benefit/cost analysis
- Re-write of Exterior lighting Ordinance
- Land Development Code updates
- Crack sealing and thermoplastic pavement marking program coordination and inspection
- Design, layout and construction inspection for Lot 42 Drainage Improvements
- Stream bank restoration on Buffalo Creek
- Wetland Maintenance and Management
- Sidewalk Improvements along South Old Rand Road

- Watershed Development Enforcement Activities
- Staff Education of NPDES Phase II and erosion and sediment control
- Continue ARCVIEW/GIS Implementation
- GASB Documentation
- Verification of benchmark data
- Sidewalk at EJ&E/South Old Rand Road Crossing
- Continue assistance with inventory of infrastructure and database entry for GIS
- Mionske Pond Water Quality Analysis
- Continue coordination of Ela Road/Route 12 Right Turn Lane (Phase II)
- Continue coordination of Midlothian Rd. Traffic Light at the High School (Phase I and II)
- Assist other departments with GIS, mapping and presentation exhibits

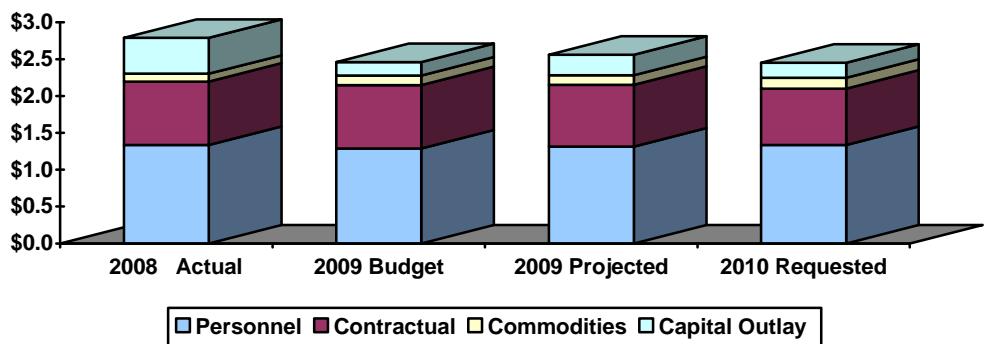
	2009	2010	2010 FTE's
Full Time Positions	19	23	23
Total	19	23	23



█ Taxes █ Charges █ Intergovernmental █ Others

Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Requested
Taxes	57,300	57,260	60,100	47,040
Charges for Services	169,047	139,500	89,466	74,600
Intergovernmental	30,508	24,000	195,504	37,000
Others	202,748	236,000	227,475	208,000
Total	459,603	456,760	572,545	366,640

Expenditures



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	1,334,188	1,288,298	1,312,966	1,336,196
Contractual	859,463	857,834	837,094	762,747
Commodities	107,110	131,393	133,081	148,058
Capital Outlay	488,623	180,500	275,554	204,300
Total	2,789,384	2,458,025	2,558,695	2,451,301

Motor Fuel Tax Fund

Fund Description

The Motor Fuel Tax Fund receives its sole revenue from the State of Illinois motor fuel tax program. The amount of allocation is determined on the total population basis.

In the past, the sole expenses from this program were the purchase of bulk road salt for the winter de-icing of roadways and partial funding of the contractual annual road resurfacing program.

Due to financial concerns, the annual road resurfacing program was significantly cut last year. A small contract was developed and bid for the resurfacing of three streets at a cost of approximately (\$80,000.00). The general services division utilized this fund to purchase road maintenance materials to maintain the streets. The majority of the funds were spent on the purchase of bulk rock salt due to the significant increase from \$45.00 per ton to \$127.00 per ton. This resulted in almost half of the total allocation (\$255,500.00) being spent on de-icing material. In addition, this fund was used to implement the liquid anti-ice system at a cost of about \$60,000.00. At the end of this fiscal year, there was a positive fund balance that will be carried over to the 09-10 program.

Budget Highlights for the 09-10 Program Include the following:

Purchase of 1,500 ton bulk rock road salt (\$120,000.00)

Village matching share of CMAQ sidewalk Project Phases 1,2 & 3 (\$60,000.00)

Ela Road Right Turn Lanes Phase 2 Engineering local match (\$25,000.00)

High School Traffic Signal Phase 1 Engineering Village Share (\$30,000.00)

Road Resurfacing Project – Mionske Drive, Trailside Drive, Beechwood Drive (\$245,000.00) and Ivy Court (optional) (\$54,000.00)

In house materials for road maintenance repairs (\$50,000.00)

Public Works Department

Water and Sewer Utility Division

Division Description

The Water and Sewer Utility Division is responsible for the delivery of potable water and wastewater transmission services for the residents of the Village. All activities necessary to provide such services are accounted for in the Water and Sewer Fund, including but not limited to, administration, operations and maintenance, financing and related debt service, billing and collections.

The fund is further subdivided into seven program budgets within the water and wastewater service divisions: Water Production & Storage, Water Distribution, Meter Reading, Industrial Pre-treatment Monitoring, Interceptor Sewer, Lift Stations, and Collection System.

The primary source of revenue for the fund is the monthly water billing and connection fees. The revenues generated from the monthly billing fees are utilized for the operation and maintenance of the system. The connection fees are utilized to fund the capital improvement projects of the fund.

The Superintendent of Utilities and the Operations Supervisor manage all Programs in the Utilities Division including managing the labor force of operators and maintenance workers. The table below shows the change in positions from FY/08-09 to FY/09-10.

<u>POSITION</u>	<u>FY/06-07</u>	<u>FY/07-08</u>	<u>FY/08-09</u>	<u>FY/09-10</u>
Superintendent of Utilities	1.0	1.0	1.0	1.0
Operations Supervisor	1.0	1.0	1.0	1.0
Utilities Operator	2.0	2.0	3.0	3.0
Maintenance Worker II	4.0	4.0	3.0	3.0
Maintenance Worker I	3.0	2.0	2.0	2.0
Meter Reader	1.0	1.0	1.0	1.0
TOTAL	12	11	11	11.0

The overhead expenses are allocated to the program budgets on a percentage basis as shown below:

<u>WATER SERVICE DIVISION</u>	<u>Program Number</u>	<u>Salary & Overhead</u>
Program		
Water Production & Storage	54	15%
Water Distribution	55	22%
Meter Reading	56	14%

WASTEWATER SERVICE DIVISION

Program

Industrial Pre-treatment Monitoring	64	3%
Interceptor Sewer	65	15%
Lift Stations	66	16%
Collection System	67	15%

Budget Highlights

- The 09-10 Budget includes a significant increase in connection fee revenue for the proposed sanitary tap-on fees that are anticipated from Wynstone utilization of excess system capacity.
- The budget includes a repayment of the \$750,000 into the fund from the General Fund.
- Funding is included to perform a rate analysis to assure the established billing rates are adequate to cover all operating and capital improvement expenses now and into the future.
- Fund capital (***in priority order***) and maintenance projects as shown below:

Capital Projects

- Purchase and Install automated chlorine monitors (five water plants) \$ 15,000
- SCADA implementation and electrical upgrades (five water plants for ion exchange plants) \$ 40,000
- Well 11 ION Exchange Plant Final Design \$125,000
- Route 12 (EJ&E) Force main Replacement Design and construction \$167,500
- Purchase of replacement of spare well motor \$ 95,000
- Year 3 of “ manual read” to “radio read” meter program \$166,400
- Hydraulic model of water system \$ 30,000
- SCADA implementation at four smaller lift stations \$ 60,000
- Design of water main reinforcement for the Heights Subdivision \$ 30,000
- Insituform Route 12 Sanitary Sewer \$ 62,400
- Design of additional elevated storage facility \$ 20,000

Maintenance Projects

- Replacement utilities box truck and cost share of 2 ton truck \$ 90,000
- Well 9 scheduled maintenance and portion of column pipe replacement \$ 85,900
- Cathodic protection replacement at both elevated storage tanks \$ 14,000
- Water and sewer rate analysis \$ 40,000
- Purchase of new speed shoring system for trenching operations \$ 5,000
- Purchase of automated valve exerciser \$ 6,000

➤ Soft starts for Northwest Pump Station	\$ 24,000
➤ Replacement of 2 lift station traffic enclosures	\$ 10,000
➤ Cost share of pressure washer	\$ 3,000
➤ Inflow and <i>Infiltration Elimination Program</i>	\$ 45,000

Additional information on individual programs is provided below in each of the program sections. Each program narrative goes into additional detail about expenditure contained in that program. Each will highlight specific capital outlays and enhancements provided to those programs.

WATER SERVICES DIVISION

Water Services Division is ultimately responsible for the production and supply of safe and potable water to the consumers within the Village of Lake Zurich. The division is responsible operating and maintaining six deep wells including five Ion Exchange Water Treatment Plants, two elevated storage tanks and 119 miles of distribution mains. This division is also responsible for monitoring, sampling, analysis, and the reporting required for compliance with the Safe Drinking Water Act and IEPA regulations. The Water Distribution Division is also responsible for repairing and maintaining the distribution system, and reading and repairing water meters.

Water Production and Storage (Program 54--35% of Utilities Budget). The Water Production and Storage Program provide for the maintenance, operation and development of the Village of Lake Zurich's system of deep wells and storage facilities. The Village currently has six deep wells that have the design capacity of approximately 6 million gallons per day, with a sustained capacity in the neighborhood of 4.2 million gallons per day. Well 11 has been idle since December 30, 2008, and been serving as an emergency back-up to the Village's system. The proposed budget includes funds to complete the final design plan to add an ion exchange system to Well 11, which is necessary to bring the well online. A new rate study is proposed in this budget to determine the funding source for this last well. Last year's water production totaled 686,889,900 gallons with an average daily production of 1,881,890 gallons/day.

This program also involves the maintenance and repair of the Village's storage facilities: a 750,000 gallon water spheroid at Paulus Park and a 1.5 million gallon water spheroid on Midlothian Road. The majority of expenses associated with such facilities relates to painting and cathodic protection (corrosion control). Additionally, all expenses related to bacteriological and chemical sampling and analysis to assure water quality are reflected in this program. In 2008, the Village completed construction on the ion exchange plants at Wells 9 and 12. It is important to note that costs directly related to production are expected to increase slightly as this process involves using additional chemicals needed for ION Exchange and electricity.

This program also monitors compliance certification and testing for backflow devices for fire protection, domestic, industrial and commercial lines and irrigation systems.

Water Distribution (Program 55--15% of Utilities Budget). The Water Distribution Program covers the cost of maintaining approximately 119 miles of water main that networks the Village of Lake Zurich. This division is responsible for the 24-hour maintenance of the piping systems, and therefore one can note overtime dollars are allocated to this program to pay crews for time spent repairing main breaks during non-working hours. This program also allocates funds for the maintenance and repair of approximately 1,700 system valves and 1,600 fire hydrants.

This program previously shared the cost of safety equipment and the J.U.L.I.E. Location Program. These program costs have been transferred into the Administration program of the utilities budget.

Meter Reading (Program 56--13% of Utilities Budget). The Village has responsibility for the Meter Reading Program, which provides for the installation, replacement, repair, testing, and reading of all water meters in the Village of Lake Zurich. The Village has responsibility for maintaining and reading approximately 6,400 meters: 5,900 residential, 400 commercial, and 100 industrial. Over the past two years the Village began a 5-year upgrade of all "Touch-read" meters to "Radio-read" capability. This new system when fully implemented will allow meters to be read in a single day which will improve efficiency of billing and allow for better water accountability. The third year of this program is currently funded in this years' budget, based on presumed connection fees, should these connection fees not be collected, the implementation of the program will be postponed.

WASTEWATER DIVISION

The Wastewater Division is responsible for repair and maintenance of the existing Sanitary Sewer and Lift Station Systems. In 1995 this section took on the responsibility for operating and maintaining the state-of-the-art Interceptor Sewer System. The ultimate charge of the Wastewater business is the collection and conveyance of wastewater from any home or business to the Lake County treatment facility in Buffalo Grove. Other Wastewater activities include:

- Interface with Lake County Public Works Officials;
- Discuss operations and pollution problems with IEPA Inspectors;
- Interpret and implement all sampling, analysis and reporting mandates issued by regulatory agencies;
- Read the meters that monitor flow from the Village of Kildeer to provide billing information to the Finance Department.

Industrial Pre-treatment Monitoring (Program 64--1% of Utilities Budget). This program funds the administration of the Industrial Pre-treatment Monitoring Program that provides inspection services within the Village of Lake Zurich. Discharge of contaminated sewage into the collection system is determined to be somewhat significant due to the manufacturing of industrial process being performed within certain industries. As part of connection to the Lake County Sewer Plant, it is an IEPA requirement that the Village conduct Industrial Pre-treatment Monitoring. The Village currently has two minor industrial users (Priority Foods & Hydrite Chemical) whose ability to discharge flow is controlled by permit from the Village. The Wastewater Collection Division monitors flow from each of these consumers.

On a regularly scheduled basis several other industries contract for laboratory analysis of the samples taken to determine if the sewage discharge exceed allowable standards set forth in the Pre-treatment Ordinance. Industries receiving monitoring services pay for all services rendered, including our time and the cost of contractual lab analysis. If lab results demonstrate that the industry discharge is in violation of minimum contaminant standards for non-conventional pollutants, fines are levied to the industry.

The total normal operating costs of supplies, services and personnel for operating the Industrial Pre-treatment Monitoring Program have decreased as a result of a decline in the number of Industrial units requiring pre-treatment monitoring.

Interceptor Sewer (Program 65--7% of Utilities Budget). This Interceptor Sewer System was built in order for the Village to be able to decommission the sewage treatment plants and use the Lake County Plant. During the past year, a volume of approximately 971,713,000 gallons of flow has been sent to Lake County through this sewer system. During the past two years our Sanitary Sewer Evaluation Study (SSES) Program, which includes flow monitoring, smoke testing, dye water flooding, and I & I Reduction has been limited due to the reduction in staff. The division has found a couple of large sources and has eliminated these sources, but I & I continues to be a concern and additional work will be emphasized this year.

The Interceptor Sewer Program provides the funds necessary for the following: Operation of the Quentin and Northwest pump stations; Maintenance of the pipeline from the Quentin Pump Station to Lake County's Treatment Plant; Maintenance of appurtenant equipment associated with the siphon that collectively transfers all of Lake Zurich's sewage to Lake County's Des Plaines River Treatment Plant in Buffalo Grove.

Employees are responsible on a daily basis for the following: Routine inspections of both pump stations; Inspection of all associated equipment and instrumentation; Maintenance of the vacuum priming structure in Kildeer; Maintenance of the flow control structure in Long Grove; 12.5 miles of force main and gravity sewer in four communities and a private golf club.

Lift Stations (Program 66, 17% of Utilities Budget). Program 66 includes the costs associated with the operation and maintenance of Lake Zurich's series of 15 lift stations that function 24-hours per day to provide dependable sewer service to all customers. These lift stations vary by size, type, age and manufacturer. Each lift station, because of its location in the system, is subject to varying flow conditions depending on time of day and weather. The lift stations require daily inspection and monitoring to insure their continued operation and to catch possible problems early before major failures develop.

The total normal operating costs of supplies, services, and personnel for managing the operation of the lift stations represent approximately 17% of the total budget provided in the Wastewater Collection Division. The major expenditures of note in this program are attributed to the electrical energy costs to power the lift stations.

Collection System (Program 67, 12% of Utilities Budget). Lake Zurich's Sanitary Sewage Collection System includes approximately 86 miles of sanitary gravity sewer and force main. For the most part, the Village's sanitary and storm sewer systems are totally separate, with the exception of some Inflow and Infiltration problems that have recently been addressed. The collection system is designed to receive sanitary flows from various sources throughout the Village. It then conveys those flows, unimpeded, to one of 15 lift stations, or directly into the wet well at one of the Interceptor Sewer pump stations. Age, movements of the earth and even corrosion from the wastewater has caused portions of the Village's collection system to fall into disrepair.

To address some of these collection system problems, the Utilities Division will continue an in-house inspection program by televising, smoke testing, and dye water flooding existing areas constructed of vitrified clay pipe, and problematic areas to determine if additional lining or replacement is warranted.

Continuing collection system improvements include: replacing defective manhole frames and lids, rehabilitating and lining of deteriorating manholes, installing Wrapid Seal Encapsulation and other water proofing techniques to reduce I & I.

FY 2009 Accomplishments

- Conceptual design for Well 11 Ion Exchange Plant. Full design could not be completed due to lack of funding for loan implementation.
- Met IEPA Regulatory Compliance Commitment by December 31, 2008. Submitted the Village's final Radionuclide Progress report as outlined in our revised Compliance Commitment Agreement dated June 4, 2007 for violation notice no. W-2203-00537 and W-2004-00338 and met all of our commitments and scheduled dates as outline in the Agreement.
- Coordinated Hawthorn Woods Sanitary Improvement Extension and replacement of portions of Village system. Construction of this project was not implemented by Hawthorn due to lack of funds.
- Well 8 Scheduled Maintenance
- Complete installation of Year 2 "Radio Read" Upgrade Program. Meters have been purchased and installation has begun.
- Prepared cost/benefit analysis for elimination of certain lift stations
- Negotiated multi-year energy supply agreement with Exelon Energy to lock in current low rates
- Replaced failed flow meters at Concord Village and RSR Lift Stations.
- Well 10 scheduled maintenance.
- Completed annual grease trap inspection program.
- Televised sections of interceptor sewer for inspection purposes.

Non-planned Accomplishments:

- Retrofitting both original Orchard Lift Station hydromatic submersible pumps for re-use as spare pumps for the new Orchard Lift.
- Installed new Culter Hammer MP3000 programmable motor protector at Well 7.
- Completed Lake Zurich disconnection for 16" water main on Old McHenry Road. Transferred ownership of line to Aqua/Hawthorn Woods.

- Installed new high 3-phase transformer (4169 volts primary to 2400 volts secondary) to main disconnect control panel for Well 9. This work was outside the scope of the ion exchange plant project.
- Well 10 spare replacement motor failure required this project to be done twice.
- Rebuilt 2400 volt main disconnect for Well 12 Caterpillar generator that is used for emergency back up power for Well 12.
- Re-built and reused fire hydrants from Route 22 expansion project for hydrant replacements identified through the hydrant flushing program.
- Relocated water main on Mionske Drive is preparation of new Mionske Pond bypass storm sewer.
- Working with Lake County to conduct a feasibility study on gravity portion of the sewer interceptor to determine if excess capacity is available for the County to utilize.

FY 2009 Goals carried to FY2010 Budget:

- Implement SCADA for Water Plant Integration and 4 small lift stations. Implementation of this program was postponed due to the delays associated with the construction of Wells 9 and 12.
- Rate Study was not completed due to the well construction taking longer than anticipated.
- Continue Sanitary Manhole Lining Program. This program was not completed due to poor results with prior installations. Staff is researching alternative solutions.

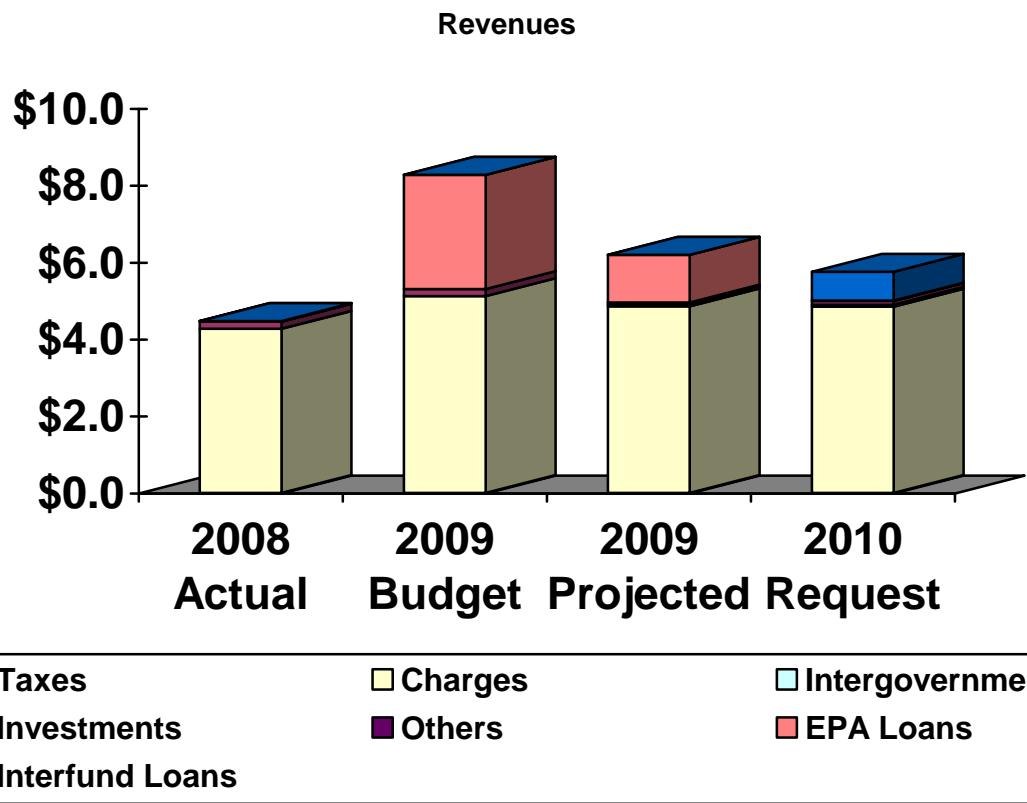
FY 2010 Objectives

The above budget highlights will be the main objectives for the Utilities Department this upcoming year. As shown, these items are both maintenance and capital related improvement projects, as well as, the replacement of some smaller tool items to get the work done safely. The maintenance items are necessary to maintain safe and quality drinking water to all of our residents. The capital related items are required to improve the system for added future reliability and to remain compliant with new IEPA regulations. Implementation of the capital related items will be dependent on proposed connection fees and will be completed in order of importance as the fees are collected. In addition to these items this Division will perform other necessary tasks which include.

- Assure compliance with all IEPA regulations for safe drinking water and provide all related testing and required documentation.
- Continue semi-annual hydrant flushing and begin documentation of flushing results to determine if a reduction in flushing can be implemented based on new ION Exchange systems removing impurities and minerals from the water.

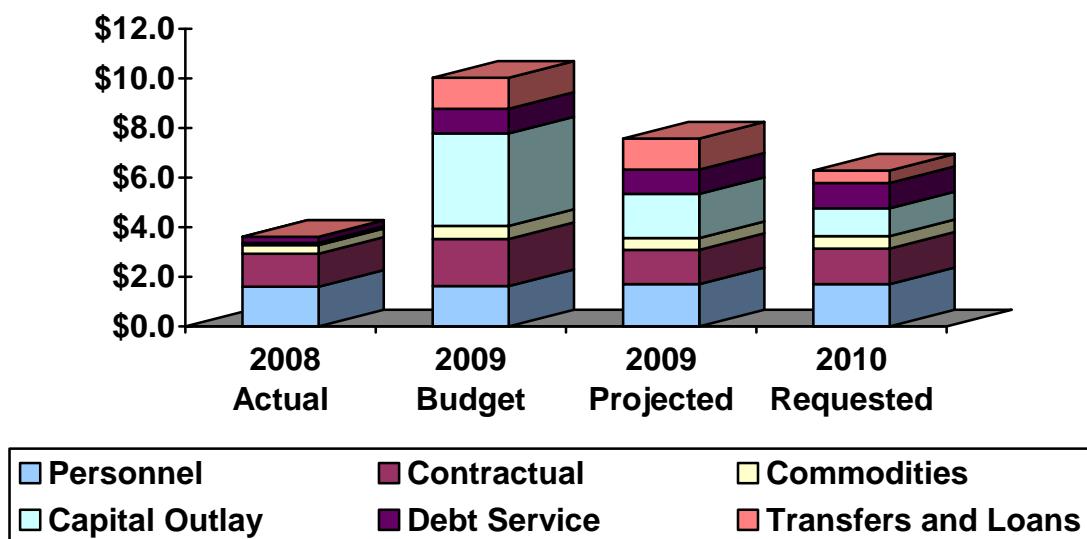
- Continue hydrant maintenance program which includes sand-blasting the hydrants to bare metal, priming and painting.
- Perform annual back-flow prevention testing.
- Perform annual grease trap inspection program.
- Work with Engineering to determine all existing and future utility crossings along the CN rail line.
- Develop master utility plan for downtown redevelopment project.
- Provide coordination with the Northern Lake County Lake Michigan Water Planning Group.
- Work with other government agencies to submit applications and design drawings to secure financing through grants, stimulus package or other means to reduce costs to the Village for capital related items if applicable.

	2009	2010	2010 FTE's
Full Time Positions	12	12	12
Total	12	12	12



Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Requested
Taxes	11,732	11,718	11,724	11,718
Charges for Services	4,268,679	5,120,018	4,852,520	4,844,710
Intergovernmental	2,999	-	47,001	50,000
Investments	181,919	185,000	44,300	100,000
Others	19,127	1,000	8,700	10,500
EPA Loans	-	2,972,000	1,245,000	-
TIF Loan Repayment	-	-	-	750,000
Total	4,484,456	8,289,736	6,209,245	5,766,928

Expenditures



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	1,594,019	1,617,708	1,699,446	1,701,668
Contractual	1,336,156	1,907,147	1,386,950	1,430,948
Commodities	340,726	530,910	472,160	508,505
Capital Outlay	97,278	3,728,750	1,777,275	1,114,250
Debt Service	246,275	992,318	992,318	1,029,543
Transfers and Loans	-	1,250,000	1,250,000	500,000
Total	3,614,454	10,026,833	7,578,149	6,284,914

Public Works Department

Fleet Service Division

Division Description

Maintenance of the Village's fleet vehicles and equipment is the responsibility of the Fleet Services Division. Service is provided to all divisions of the Public Works Department, the Police and Fire Departments, Building and Zoning, Community Development, Planning, Park and Recreation. Due to the nature of emergency vehicles such as police, fire and public works, personnel are on call 24 hours per day, seven days per week. The three individuals employed in this division perform preventative maintenance on a regularly scheduled basis and emergency repairs on approximately 178 pieces of equipment. Besides trucks and cars, this division also maintains tractors, mowers, saws, and other equipment used throughout the Village. The high resale of cars and trucks that have been resold is testimonial to the excellent maintenance care given by this division.

In addition to the above, these employees prepare specifications and provide recommendations for the purchase of fleet vehicles, provide welding and fabrication services, and perform set-up services for new squad cars including the radio installation. This division also maintains emergency generators at all Fire and Police Stations.

The Fleet Services division activity is recorded in the Vehicle Maintenance Fund which is an internal service fund operated on a full cost recovery basis. The fund provides services to other departments or to other governments, and allocates out the cost of operations to the departments/governments that it serves. The total expenditures are estimated for each Department based on past records and future anticipated costs.

The Village is required to participate in the Clean Fuel Fleet Program and has acquired vehicles the past few years that meet the emission standards thereby maintaining compliance with the Clean Fuel Initiatives (CFI) Directives.

The Village now owns a Bi-fuel van and 8 Bi-fuel Pick-up Trucks. These vehicles are now capable of refueling at our own CNG Fueling System that opened in the fall of 2001. Unfortunately the use of natural gas as an alternate fuel supply for vehicles is on the decline as opposed to new battery hybrids. As such, bi-fuel vehicles equipped with natural gas are no longer being manufactured by the automotive industry as an option. Staff expects this alternate fuel to be phased out over the next 10 years.

<u>POSITION</u>	<u>FY 2008</u>	<u>FY2009</u>	<u>FY2010</u>
Fleet Services Superintendent	1.0	1.0	1.0
Mechanic II	2.0	2.0	2.0
TOTAL	3.0	3.0	3.0

The Village has an Intergovernmental Agreement with Ela Township to provide Fleet Repair Services. Fleet Services also provides fuel for the Villages of Hawthorn Woods and Kildeer. These services are billed to the respective parties and shown as revenue sources.

Budget Highlights

There is an increase in the cost of operations for Fleet Services, primarily as a result of an aging fleet and increases in the cost of parts and supplies commodities. Some of the equipment is getting past its useful service life, resulting in significant repairs (i.e. transmission replacements, new front ends, suspensions and miscellaneous body work). Capital Outlay costs remain frozen for Fleet Services due to budget constraints.

FY 2009 Accomplishments

Fleet Services has maintained the fleet and equipment in an exceptional manner throughout the year and within the allocated budget. This was done despite the additional non-planned work which included the following:

Sand blast, weld, repaint and rewire two utility trailers.

Two significant accidents with squad cars, evolving into the premature replacement of one car.

Rebuild the front end on truck 438.

Replace the transmissions in trucks #329, #330, #331 and squad car #104.

Extensive dump body repairs on #330.

Replacement of several CNG regulators, led to a formal complaint filed with the National Highway Transportation Safety Administration. This now has turned into an on going project.

Repaired damaged frame on truck #324.

Replaced radio systems in three fire trucks, one ambulance and two cars for the Fire Dept. Installed IV warmer and interface cables in all three ambulances.

Replaced fuel injection system on truck #329.

Replaced steering motor and bearings on ASV track machine.

Several fueling system failures.

Replaced transmission/hydraulic cooler on 510C backhoe.

Rebuilt 12' snowplow frame.

The Fleet Service Division also did an excellent job maintaining all of the snow removal equipment and participating in the snow plowing efforts throughout this difficult and above average winter season. Almost all equipment was operational during the entire season.

In addition to maintenance, Fleet Services provided manpower assistance to General Services for snow plowing duties. Past practice has been to have a mechanic on call during snow events and often this mechanic would be called in and remain on duty during an entire snow event only for repairs. During this past winter, the on duty mechanic was called in during every event to assist General Services with snow removal operations. If a piece of equipment failed during the

snow event the mechanic would come in from plowing, complete the repair and continue plowing operations. This proved to have a dual benefit for the Department, having a mechanic on duty for any repairs and improving the snow removal process.

To date: Fleet Services have provided an additional 104.5 hours of snow plowing which has resulted in a cost savings of $104.5 \times \$145 / \text{hr} = \$15,125$ of contractual services.

FY 2010 Objectives

As usual Fleet Services will maintain the Fleet to our best ability, using the most cost-effective means, without sacrificing quality or safety. Continue with aggressive Preventative Maintenance Program, therefore reducing critical down time. Additional goals for next year include the following:

Body work repairs to three fire engines.

Preparation of new equipment purchased for inclusion in the fleet.

Fueling center repairs and maintenance.

Re-bush the 510 back-hoe.

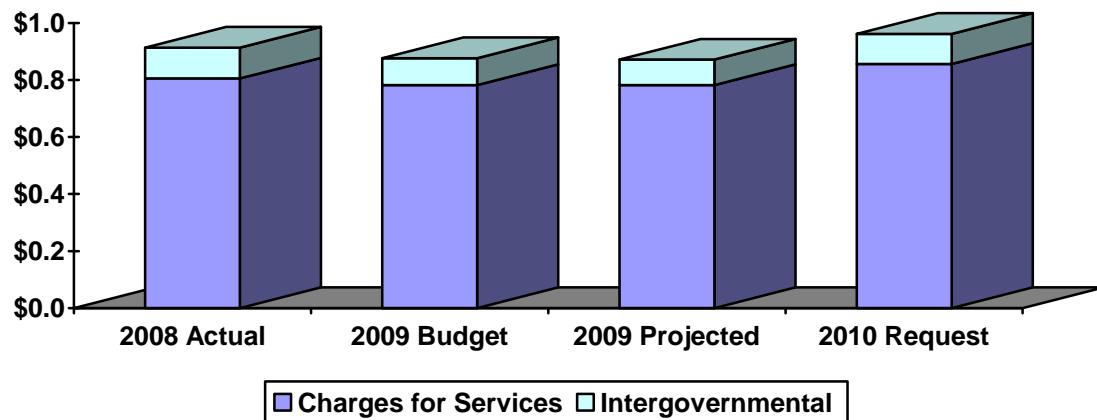
Minor body work on all snow plows and frames.

Sand blast and repaint three of the Western plows.

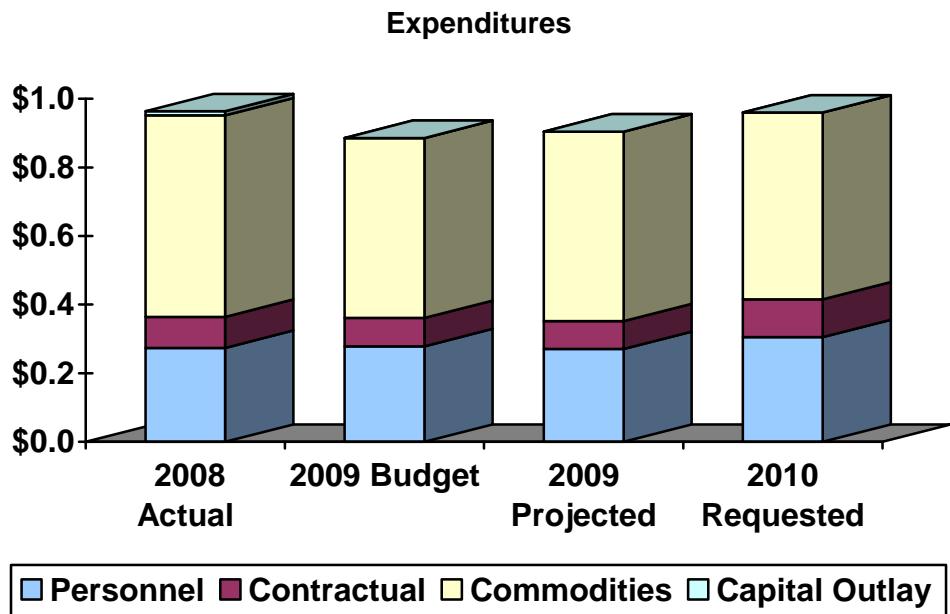
Fleet Services will continue to provide assistance to General Services for snow plowing duties.

	2009	2010	2010 FTE's
Full Time Positions	3	3	3
Total	3	3	3

Revenues



Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Requested
Charges for Services	805,099	782,380	782,380	856,332
Intergovernmental	108,633	93,700	89,000	105,000
Total	913,732	876,080	871,380	961,332



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	273,751	278,544	270,320	305,151
Contractual	90,530	82,171	81,651	110,190
Commodities	587,064	525,150	552,675	545,000
Capital Outlay	12,115	-	-	-
Total	963,460	885,865	904,646	960,341

BUILDING & ZONING

Department Description

The purpose of the Building & Zoning Department is to preserve and enhance the quality of life and to protect the safety of the built environment in the Village of Lake Zurich through planning, administration and enforcement of the Village's Comprehensive Plan, Land Development, Zoning and Building codes. These services are implemented through two divisions, the Building Division and the Planning & Development Division.

- The Building Division is responsible for review, approval and issuance of permits for all construction projects and code compliance matters. The division also performs scheduled and periodic inspections during construction to ensure compliance with building codes and standards.
- The Planning & Development Division is responsible for guiding applicants through all project phases of development and the approval process. Including services aimed at providing economic development, which include the Route 12 corridor guidelines, Form Based Regulations (FBR), FBR Overlay District, and the downtown redevelopment district.

Together, these two divisions work toward maintaining the quality neighborhood and business character of the community. The department staff is responsible for the oversight and implementation of the Village's Comprehensive Plan, Zoning Code, Building Codes, and department policies and procedures. The department also serves as a resource to elected and appointed officials and the community at-large. Additionally, staff serves as liaison to several boards and commissions, including the Village Board, Planning and Development Committee, Plan Commission, and the Zoning Board of Appeals.

FY2009 Additional Projects

The Building & Zoning Department took leadership roles and spent considerable staff time in the following unspecified major projects during FY 2009.

These projects included:

- Adoption of the Downtown Redevelopment Master Plan revisions, and adoption of new Form Based Regulations and overlay District;
- EJ&E Railroad Sale to Canadian National Railroad; United States Surface Transportation Board Action;
- Churchill, Cummings and Cedar Hill Development Projects Intergovernmental Agreement revisions;
- Local Municipal Adjudication Program for Red Light & Local Ordinance Enforcement.

FY 2009 Accomplishments

The Downtown Redevelopment Master Plan Revision process and adoption of Form Based Regulations (FBR) was a six month intensive project led by the Building & Zoning Department. Department staff, with full cooperation and support of the Village Board and other departments, carried this project forward from initiation through final ordinance adoption. The FBR and the new overlay district are the new tools in place that will guide and direct downtown revitalization and development for a significant land area within the TIF.

The economic downturn had a major impact upon the building department during FY2009. Many projects that were approved and scheduled to be built have been delayed. These include the Cozzi Redevelopment Project, Iverhouse Redevelopment and Zurich Meadows Senior Housing. The economic downturn has also delayed the Pathways Assisted Living facility to late FY2010 or early FY2011. Additionally, there has been an increase in vacant retail square footage as a number of local retailers have closed shop.

The Village is on pace to issue approximately 1,100 building permits this year and conduct the projected 5,000 inspections. The projects are smaller in nature and require more time and involvement as these projects are being completed mainly by home owners or smaller contractors that are not as knowledgeable with the codes and requirements of the Village.

The following is a review of the Building and Zoning Department FY2009 objectives.

- Adoption of 2006 Editions of the International Building Codes**

This project is 50% completed. The project would have been completed in the fall of 2008 but for the enormous amount of staff time that was re-directed to the Downtown Redevelopment/FBR and EJ&E/CN projects. Project completion will occur in the first quarter of FY2010.

- Maintain the Village's current ISO 3 rating**

ISO did not conduct the projected review of the Village during FY2009. Therefore, the current rating was maintained. However, the following steps were taken to meet this goal during the year: The 2006 ICC Codes were reviewed and adopted; all expired national certifications were renewed to a current approved status; staff added additional ICC certifications during the year, and assisted in providing additional training in areas where the department needed to expand knowledge, experience and training to meet criteria of the evaluation; a process review of the inspection record keeping system was started to assist with documentation and reporting for ISO evaluation.

- Develop and implement a proactive property maintenance program; increased prosecution and enforcement**

This objective will be continued and completed in FY2010. Staff will be presenting the local adjudication program for adoption through ordinance with implementation during first part of FY2010.

Staff completed the following actions toward the objective during FY2009. Staff attended a training seminar related to local ordinance adjudication, and code enforcement programs in Oak Park, Illinois; participated in the selection and recruitment of an Adjudication Hearing Officer; either renewed or passed the International Property Maintenance & Housing Inspector certification, which is the basis for certification; increased the number of cases

being cited and prosecuted during the year (change in the Village Prosecutor played a positive role in this effort).

- **Implementation of comprehensive contractor registration program**

The comprehensive contractor registration program and ordinance were approved with implementation March, 2009. The program has already registered 30 contractors and the official start date is March 1, 2009. The accomplishment of these items was a result of positive teamwork between B&Z, Fire Prevention Bureau, MIS and Accounting to get the systems in place and operating on time.

- **Review and amend the PC/ZBA application, building permit, plan review and Inspection fee schedules**

Significant work has been done in this area. However, staff does not believe that this is the right time to increase fees. With the downturn in the economy and our efforts to have residents, builders and business complete the proper paperwork and apply for the proper approvals, fee increases will likely force individuals into doing work without permits or approvals in an effort to control costs.

- **Streamline the department systems to reduce processing time of development requests, applications, permits, inspections and occupancy issuance.**

This effort is an ongoing project and will continue into FY2010. Steps that have been taken so far to accomplish this objective include:

Re-organization and remodeling of the Building Department, resulting in a central filing area and workroom to reduce time spent searching for files and plans; updated department informational handouts, revised application forms, and added information to the Village's website; initiated research to standardizing the development application form for all plan commission and zoning board of appeals items and applications; adjusted processes to accommodate the change in Village Board and Plan Commission meeting dates.

- **Evaluate the effectiveness of the Pentamation software program for efficiency to determine if software meets the department needs**

Participated in a web-based demonstration and training session to better understand the different functions of the software. The review and update of the permitting, contractor registration, inspection and plan review modules was initiated and the contractor registration component was completed this FY2009. Work to continue on the remaining modules during FY2010.

- **Planning and development activities geared to improve economic development services**

This objective will be further expanded in FY 2010. Staff progress in FY 2009 toward accomplishing the objective include: increased attendance in the Lake County Partners events to promote commercial and industrial projects within the Village and Lake County; completed a survey of the retail business vacancy rates in the commercial strip centers; attended the Chicago ISCS Deal Making show (resulted in Jimmy John's bringing a franchise to Lake Zurich); extended considerable efforts to bring a major auto dealer to Lake Zurich only to be hindered by the downturn in the auto-industry; spent considerable time and effort in attracting the Zurich Meadows senior housing project in for permit (included a significant number of affordable housing units); significant time was dedicated to the Churchill, Cedar Hill and Cummings property redevelopment efforts and intergovernmental agreements to bring retail development to the Village; Pathway's Victory Center, proposed

an assisted senior living facility that would bring 120 affordable housing units to the Village; actively participated in planning & development training and regional networking workshops with the Chaddick Institute and the Design Review Network.

- **Coordinate and implement a Special Census.**

The special census was successfully completed during 2008. In concert with the Village Board, staff facilitated the creation of the *Special Census Outreach Committee* to educate and motivate residents to participate in the Special Census. The committee volunteers contacted local schools, religious institutions, business community, and the media to create awareness and disseminated census information. The final count will be certified by the State of Illinois prior to FY2010. Estimated increase in population of 997 individuals will result in approximately \$130,000 additional revenues annually.

- **Develop, establish and recommend Architectural Design Guidelines.**

This item was partially accomplished through the FBR process for the downtown redevelopment area. This objective will be further expanded in FY2010.

- **FY2009 Major Construction Project Starts and Completions**

On-Hand/Cooper Alternatives –Industrial	Country Club Office Suites - Office
Robin America – Industrial	New Life Church - Expansion
Comcast Regional Call Center – Industrial	Triumph Development – Industrial
All American Roofing – Industrial	Donota Court A & B – Industrial
Smalley Steel Ring – Expansion	Holiday Inn Express - Commercial
Knights of Columbus – Commercial	Starbucks - Retail
Numerous Retail Build-outs (Goodwill, Costco, Dollar Tree, FedEx Kinkos)	Shoppes of Lakeview - Retail

FY2010 Department Objectives

Building Services Division

- Re-organization of the Building Division to create, develop and implement a proactive property maintenance program; including increased enforcement and prosecution to enhance the overall compliance, appearance and quality of life within the Village. To accomplish this objective re-assignment of staff is planned in FY 2010.
- Develop and implement a comprehensive employee development program focusing on enhancing professionalism, code knowledge, customer service and responsiveness to residents and business owners.
- Adopt the 2006 edition of the International Building Codes, with local amendments that will align the department into the current code cycle.
- Maintain the Village's current ISO 3 rating through the proper review of the department's applicable codes and practices.
- Provide continuous training in the proper use of the implemented permitting software program. Expand departmental usage of the plan review, inspection scheduling and inspection reporting components to increase operating efficiency and record keeping.

- Inspection activity should remain constant as the Department moves to conduct increased code compliance and enforcement activities at approximately ±5,000 inspections. The number of building permits issued is projected to be approximately 1,000 during FY2010.

Planning & Development Division

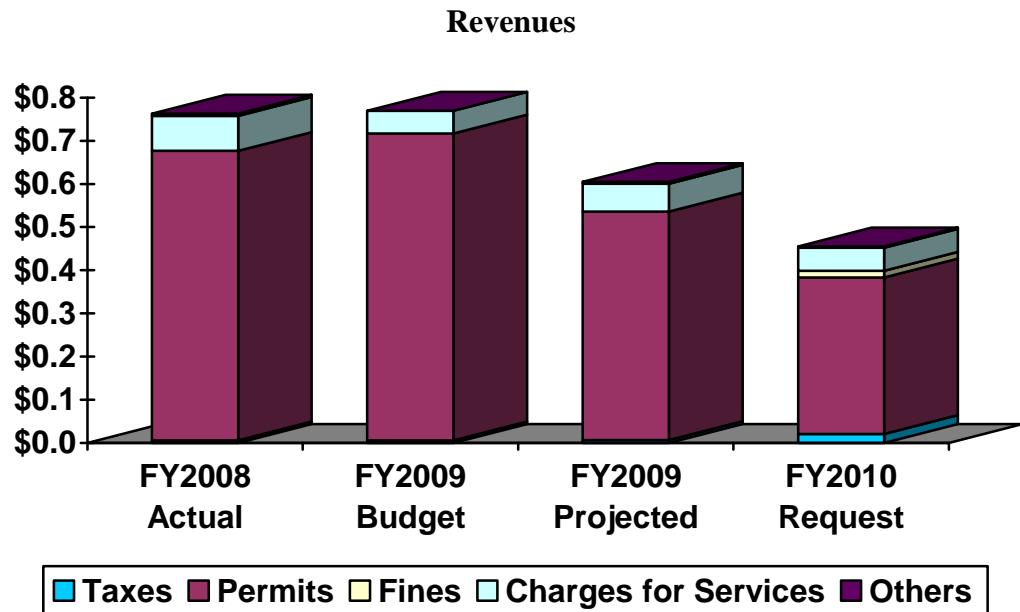
- Through inter-departmental cooperation and consulting services, develop and maintain an action plan to implement the recently adopted Form-Based Regulations (FBR) including the following:
 - a. Develop specifics for project approval process including guidelines on the use of FBR, required actions by developers and applicants.
 - b. Facilitate the process of retaining the services of an architectural design consultant to help with developing and implementing the architectural review process for projects in the FBR District.
- Facilitate the process of developing a downtown marketing strategy including current and desired business types, retail gaps, market support, and leasing the future 'market shed retail' at the lakefront promenade.
- Develop and implement a pro-active Economic Development (ED) Program to retain and attract businesses for the downtown TIF, Rt. 12 and Rt. 22 corridors, the industrial park and all other areas of the Village.
- Review, amend, and streamline department systems and processes including: plan commission/ZBA applications, plan reviews, building permits, and inspection fee schedules.
- Develop and recommend a process for developing, establishing, and implementing Architectural Design Guidelines through staff/Plan Commission/Village Board collaboration to address current infill and future developments within certain areas of the Village.
- Continue to assist and support efforts related to mitigation, operational issues, and complaints related to the CN RR.
- FY2010 Proposed Construction Projects

Astor Subdivision – Industrial
 Smalley Steel Ring – Industrial Expansion
 Meadow Woods – Residential
 Marathon Gas Station – Redevelopment
 Pathways Assisted Living – MF Residential

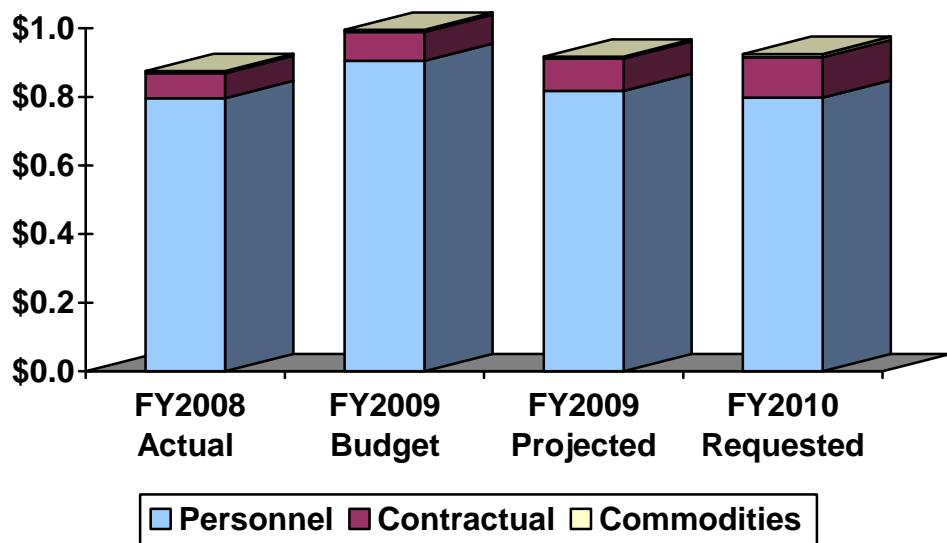
Peapod – Industrial Expansion
 Jimmy John's - Retail
 Cozzi's Redevelopment - Retail
 Iverhouse - Retail

The revenue portion of the budget is based on the projects listed above. Other revenue sources include miscellaneous residential remodeling and home improvement projects, as well as, various commercial, industrial buildings, and build-outs.

	FY2009	FY2010	FY2010 FTE's
Full Time Positions	10	9	9
Total	10	9	9



Revenues	FY2008 Actual	FY2009 Budget	FY2009 Projected	FY2010 Requested
Taxes	\$6,293	\$6,293	\$6,600	\$21,000
Permits	\$670,302	\$710,545	\$529,318	\$362,610
Fines	\$-	\$-	\$80	\$15,000
Charges for Services	\$80,972	\$52,770	\$64,604	\$53,455
Others	\$5,496	\$100	\$3,850	\$3,000
Total	\$763,063	\$769,708	\$604,452	\$455,065



Expenditures

Expenditures	FY2008 Actual	FY2009 Budget	FY2009 Projected	FY2010 Request
Personnel	796,208	904,921	817,072	797,805
Contractual	72,888	84,287	94,479	117,243
Commodities	6,081	6,150	5,730	9,950
Total	875,177	995,358	917,281	924,998

PARK & RECREATION

Department Description

The Park and Recreation Department offers a wide variety of quality leisure programs, services and facilities to the residents of the Village. The Department provides and implements and/or maintains the following:

- Maintains quality parks and buildings. Includes 31 park facilities, 22 playgrounds, 10 soccer fields, 5 tennis courts, 10 baseball fields, 3 basketball courts, 6 sand volleyball courts, 2 beaches and 1 spray ground, 12 walking paths, 11 shelters/gazebos, 15 nature areas, and 5 fishing locations. We have 7 facilities that we utilize for offices, program implementation, storage, rental/classroom areas, maintenance services, etc. They consist of The Barn, Chalet and Concession Building within Paulus Park, the Kuechmann House, Buffalo Creek Buildings A & B, and 351 Lyons Drive maintenance garage.
- Offers a broad spectrum of year-round programs; active and passive, indoor and outdoor, age group specific, family oriented programs and community special events. They are categorized by dance, preschool, youth programs, camps, athletics, aquatics, special interest, special events/trips, fitness and concessions.
- Utilizes the expertise of other departmental staff to accomplish its' goals and utilizes other resources within the community to jointly offer leisure opportunities to residents.

Currently, the full time staff of the Department includes the Director, three Recreation Supervisors (one vacant), Receptionist, Secretary, Park Operations Supervisor and three Park Maintenance employees. New staff would include the Superintendent of Recreation in place of the Recreation Supervisor position and the Superintendent of General Services (Public Works) supervising the maintenance staff. In addition, the Department employs over 150 part-time employees for various positions and approximately 250 volunteers help to put on special events and programs.

Budget Highlights

The Recreation Division currently has two Recreation Supervisors that oversee programs, special events and facility supervision. We also have a Receptionist that handles all of the program registration, including computer entry and cash-management in addition to overseeing the main office at the Barn. It is our intention to hire a Superintendent of Recreation in place of the vacant Recreation Supervisor position. This new position will oversee the operations of the Recreation Division as well perform programming responsibilities. The new position would report to the Director and assist in planning and development of the department and its functions.

Currently, the Park Maintenance Division consists of the Park Operations Supervisor and three Park Maintenance staff. The Park Operations Supervisor is responsible for new park and building development, safety inspections for all facilities and supervision of the other Park Maintenance personnel. The Park Maintenance staff is responsible for the day to day maintenance, repair, inspections, and routine improvements for all Department facilities and

parks. The Park Maintenance staff also assists in snow plowing during the winter months in conjunction with General Services. In FY 2010, the Park Maintenance Division will be reassigned as part of an organizational change. Though the Director of Park and Recreation will be responsible to oversee the overall planning and development of the parks, the maintenance staff will be supervised by the General Services Superintendent from Public Works. This change will result in improved park maintenance and coordination of services, and allow the Director to focus on more critical financial and managerial issues.

FY 2009 Accomplishments

- The Paulus Park OSLAD grant project has been completed with the exception of the spray ground mechanics which will be completed in spring 2009. Reimbursement for the OSLAD grant (up to \$400,000 in matching funds) will be requested once the project is done. The project was funded from the Park Improvement Fund and SRA Tax Levy.
- The Staples Park OSLAD grant project amenities was finished in the summer of 2008. The project included new pathways, playground equipment, 2 tennis courts, a basketball court, shelter/gazebo, and a parking lot. Final landscape finish work will be completed in the spring of 2009 concluding the overall project. Reimbursement for the OSLAD grant (up to \$400,000 in matching funds) will be requested once the project is done. This project was also funded from the Park Improvement Fund and SRA Tax Levy.
- Notification was received that the Village approved for a \$239,200 OSLAD matching grant for the Bristol Trail Park Improvements. Planning and all permits have been in process for several months since notification to prepare for bidding and construction.
- Applied for additional project grant funding for the Paulus Park – Phase II improvements. Unfortunately, the Village was not selected as one of the finalists. The Park and Recreation Advisory Board has chosen not to re-apply for this grant and to direct its concentration on other matters such as pursuing a community center. Village Administration established a special task force for this purpose.
- With over \$87,400 in funds from the SRA Tax Levy the following projects/equipment have been completed or purchased. Please note that the SRA Tax Levy funds can only be utilized for projects/equipment related to recreational opportunities for those with special needs.
 - Braemar Park – new pathway
 - A percentage of the costs for the new playgrounds at Sparrow Ridge, Warwick, and Chestnut Corner/Hunters Creek Parks.
 - A percentage of the costs for improvements in Staples Park and Bristol Trails Park.
 - New handicap picnic tables.
- In FY 2009 we offered the following special events: Easter Egg Hunt, Haunted House, 4th of July – Taste of Lake Zurich and Fireworks, Holiday Tree Lighting Ceremony, Family Camp-out, Fishing Derby, Chili Cook-off, Concerts in the Park, Earth/Arbor Day Celebration and a Luau in the Park. Other community sponsored events held in the parks where assistance was provided include: Alpine Races, Relay for Life Walk-a-thon, Expect a Miracle Walk-a-Thon, Lake County Triathlon, AHCF Walk-A-Thon and the LZACC – Taste of the Towns.
- Purchased/installed additional Holiday Decorations for Breezewald Park.

- Numerous parking lot and/or pathways at the parks were repaired or re-sealed.
- Purchased 5 new park signs for Heatherleigh, Countryside East, Jonquil, Old Mill Grove and Warwick Parks. An additional 5 signs were purchased for the Bird Observation Area, Countryside West and East Soccer Fields, Wicklow Ballfield and Whispering Creek Trail.
- Purchased a new 1-ton vehicle with snow plow equipment.
- The Oak Ridge Marsh Conservation Group worked with the Department on restoration to the Oak Ridge Marsh, through the use of local volunteers. Coordinator, in concert the Department submitted a C2000 grant to the state for \$12,000 to complete additional restoration in FY2010 for phases 2 and 3. Unfortunately, State funds were omitted and are not available.
- Upgraded our registration software (RecTrac) and implemented training.
- The Community Center Task Force was established and has started the process of evaluating and implementing a plan to develop a community center in the future.

FY 2010 Objectives

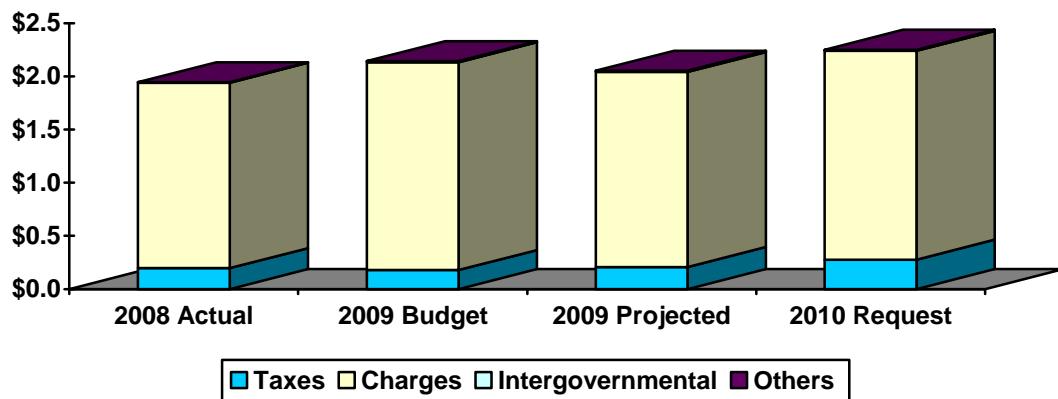
- Bristol Trails Park project went out to bid in late FY 2009 and a contract should be awarded by the Village Board to commence the project during the first quarter of FY 2010. The improvements include new pathways, playground equipment, basketball court, shelter/gazebo, par fitness stations around the pathway and a parking lot. This capital improvement project is supported by an OSLAD matching grant of \$239,200 for improvements to the park. The project will also use funds from the Park Improvement Fund and SRA Tax Levy.
- Purchase/install four new playgrounds at Buffalo Creek, Old Mill Grove, Orchards and Countryside East Parks using Park Improvement Funds and SRA Tax Levy Funds.
- Relocate our Safety Town program to Paulus Park and move the Preschool Camps to the Buffalo Creek facility.
- Funds of approximately \$80,000 from the SRA Tax Levy will be applied towards the following projects/purchases. A percentage of the parking and pathways costs for the parks, new playground equipment as well as playground surfacing, and the purchase of additional handicap picnic tables.
- The Community Center Task Force will meet on a regular basis to expedite the evaluation process and prepare a complete plan to facilitate the approval for the construction of a new community center.
- Develop and offer a new special event in the second quarter 2009 entitled the Lake Zurich Fall Fest
- Re-seal/repair parking lots and/or pathways at several of the parks.
- Purchase additional holiday decorations, new picnic tables, trash canisters, grills, benches

and other amenities for the parks.

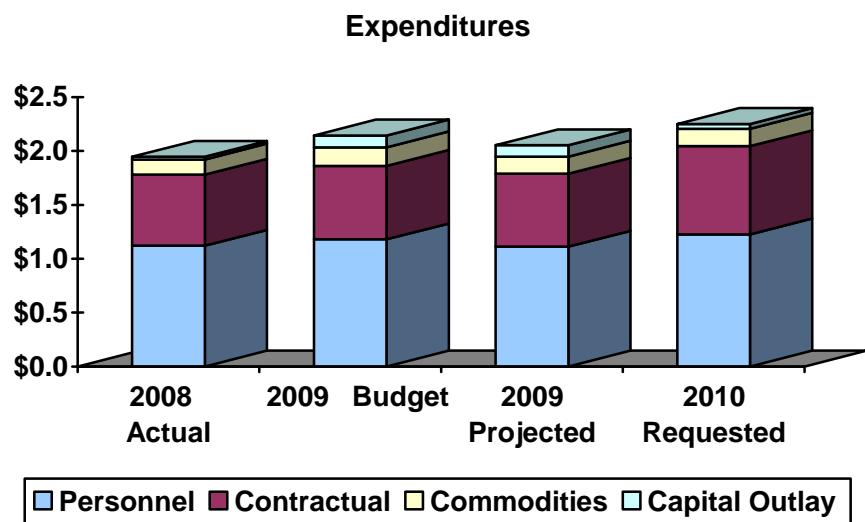
- Allow for both Recreation and Park Maintenance staff to attend trainings/seminars for professional development and certifications.
- Secure individuals and local corporate sponsors; specifically for sponsors to pay for entertainment for special events, park equipment and improvements. (i.e. July 4th Fireworks Show)
- Staff will continue to explore cooperative programming opportunities with other community service providers in using other facilities available to rent/lease for our current programming needs.

	2009	2010	2010 FTE's
Full Time Positions	10	6	6
Total			

Revenues



Revenues	2008 Actual	2009 Budget	2009 Projected	2010 Requested
Taxes	196,703	178,300	206,832	275,900
Charges for Services	642,801	715,300	685,325	707,350
Intergovernmental	-	5,000	8,500	5,000
Others	5,018	6,000	3,739	5,000
Total	844,522	904,600	904,396	993,250



Expenditures	2008 Actual	2009 Budget	2009 Projected	2010 Adopted
Personnel	1,120,425	1,180,552	1,111,816	1,226,372
Contractual	660,044	681,160	677,180	818,250
Commodities	140,758	172,400	159,075	162,200
Capital Outlay	24,969	109,900	105,839	44,000
Total	1,946,195	2,144,012	2,053,910	2,250,822

Capital Spending and Debt





CAPITAL IMPROVEMENT PROGRAM -

The Village of Lake Zurich Capital Improvement Program (CIP) is a 5-year schedule of public physical improvements to the Village's infrastructure. The CIP sets forth proposed expenditures for systematically constructing, maintaining, upgrading, expanding, and replacing the community's physical plant, as required by Village Policy.

This section describes the CIP process and provides limited details of projects included within the capital improvements area of this adopted budget. The end result of the capital program is a separately published document, which includes detailed mapping, revenue sources and the complete five year program. The reader should refer to that document to attain more descriptive details than is included herein.

THE PROCESS

Projects are typically major expenditures. They can be either infrequent projects, such as the construction of a new police headquarters or systematic improvements, such as street surface improvements. Regular street maintenance of village facilities is not considered a Capital Improvement. Therefore, a project such as street repairs which fixes minor asphalt openings would not be found in this document and is funded, scheduled and completed within the Public Works Department's Operating and Maintenance (O&M) budget.

Because the CP identifies what Village facilities will be improved it is more than a schedule of expenditures. It is a statement of budgetary policy and a planning document. Implementation of the CIP is a tool to accomplish the adopted goals and policies of the Board of Trustees.

Projects are developed through the course of the fiscal year. The process involves board,

citizen, or staff proposing needed projects. Staff then coordinates the project with any related projects, reviews for compatibility with the Village's goals, identifies a funding source, and develops a project schedule. Projects are reviewed by the responsible department and placed within the department's 5-year schedule.

During the annual review of the 5-year CIP, completed projects are removed, new projects are proposed, and scheduled projects move forward in the schedule or out to later years. The timing of a project is dependent on the current condition of the facility and funding availability.

As the 5-year CIP is fine-tuned, it is under the oversight of the Engineering Division of the Department of Public Works. At this time, the specific dollar amounts available for each funding source are known or reliable projections can be made and projects may be added or dropped based upon the amount of funds available in the next five years.

CIP BUDGET

The first year of the 5-year CIP program is called the capital budget. An extensive project, such as the reconstruction of a major roadway, will typically be a multi-year project. The first year of the project is the design stage and the second year, and sometimes the third or even the fourth years, will involve the actual construction. The capital budget is integrated with the operating budget of the Village and adopted in one motion.

The projects within the first year of the CIP are prioritized. Prioritization is developed within each section and is established by the responsible departments. The prioritization is based on the need for the project and the available resources needed to complete the project.

The availability of funds is the key factor as to whether a project will be initiated and completed. There are a variety of funding sources available, but these sources are limited in both the amount available and how these funds can be used. The same funding restrictions discussed in the Funds section hold true here. Projects can be funded by village, state or federal monies and outside agencies and individuals. Village funding sources typically are local sales and property taxes as well as service and utility fees.

IMPACT ON OPERATING BUDGET

Because much of the funding for capital projects comes from the general and special revenues, the operating budget must have a clear connection to the CIP process. Those same revenues drive the daily services provided by the Village. Accordingly, its operating budget often comes first when priorities for projects are set, should tax or other revenues not be sufficient to maintain current operations and to build infrastructure. This is especially important when the project will create new or expanded facilities. For example, if a new roadway is built then the

Public Works Department must include supplemental information in its budget to maintain the new roadway. This would include not only the employees or contractors to maintain the roadway, but equipment and supplies for the roadway maintenance.

For most items in the 2010 capital budget, there is little, if any, actual impact on the operating budget since many capital items are replacement items already affecting operation costs. In most instances operating costs are projected to remain constant offsetting the impact of inflation.

Following this discussion are three tables related to capital projects. The first table lists the various projects funding source descriptions the Capital Improvement Program uses. The second table provides a summary by funding source of capital projects while the third table lists the actual projects included in the capital portion of the adopted budget. The list is grouped by the funding source and shows a brief descriptive title and the amount included in this year's adopted budget.

Project Funding Source	Description
General Fund	Revenues from Local Taxes, Fees, Charges, Intergovernmental and Investment Income
Motor Fuel Tax Fund	Intergovernmental revenues received from the State of Illinois for use on arterial roadways only
TIF Redevelopment Fund	Incremental Property Tax in the Village's TIF District
Capital Improvements Fund	Normally transfers from other funds, bond proceeds, or grants proceeds
Park Improvement Fund	Grant proceeds and donations from developers
Water and Sewer Fund	Income received from users of the Village's water and sewer systems

Projects Summary	
Fund	Amount
Motor Fuel Tax Fund	\$ 351,201
Park Improvement Fund	550,000
Water and Sewer Fund	275,000
Total	\$1,176,201

Project Type	Project Title	Project Budget
Transportation	2009 - 10 Roadway Program	\$ 351,201
	Transportation Total	\$ 351,201
Park Improvements	Facility and Parking Lot Improvements	\$ 50,000
	Park Equipment Improvements	500,000
	Park Improvement Total	\$ 550,000
Water System	Route 12 Water Main Improvements	\$ 100,000
	Route 12 Orchard Force Main	125,000
	Buffalo Creek Lift Station	40,000
	Upgrade Traffic Enclosures at Braemar, Deerpath	10,000
	Water System Total	\$275,000
	Grand Total	\$1,176,201

DEBT MANAGEMENT -

The last section described how the Village provided for its infrastructure needs. It was noted that operating revenues were the primary source for CIP projects. This 'pay-as-you-go' financing plan works well for smaller projects that can be paid out of current revenues. It doesn't work when project cost is greater than the annual collections from that source of revenues.

When more significant projects are planned which are beyond current revenues ability to spend, the Village will seek financing solutions that provide the necessary resources immediately. Although a variety of forms of financing are available, the Village usually turns to long-term bonds as a source of its financing.

LONG-TERM BONDS

Much like bank financing, the Village sells bonds on the open market to secure enough proceeds to pay for a project. With a ready source of cash, the Village can complete a large project without the cash-flow concerns of using 'pay-as-you-go'. Again, like bank financing, the bonds must be repaid over time, at market driven interest rates. These payback terms are spread based on the flow assumptions of the underlying revenue and can range from one to thirty years or more.

There are several reasons why bond financing is the most attractive source of capital. Because of their lower risk, with particular revenue types pledged to bond repayment, interest rates are lower. Municipal bonds are attractive to investors also because of favorable income tax treatments of bond interest payments.

Interest rates are fixed at the time of the bond sale, providing the Village with a known payment schedule. Servicing this debt becomes part of the operating budget along with operational capital needs. As noted earlier, the Village maintains a Debt Service

Fund, which is used to account for payment of the debt. Into this fund are transferred monies from other operating funds that can now pay over time for a costly project rather than trying to set aside monies until sufficient resources are available.

Most governments have been active in the bond market for years, especially with low long-term rates. The Village of Lake Zurich is no exception. This bond financing to pay for capital projects is especially prevalent in the fast-growing areas, like the "Downtown TIF" area in Lake Zurich.

BOND TYPES

There are different types of bonds used depending on the type of project and its anticipated repayment funding. A description of the bond types and their use by the Village follows.

General Obligation Bonds – This type of bond relies on property tax financing rather than on current operating revenue. Because of Lake Zurich's status as a non-home rule community, voter approval is required before the issuance of these types of bonds. The Village has outstanding General Obligation Bonds which can be seen in the table that follows. The 2008 Tax Levy required to meet debt service payments on the outstanding bonds is \$2,705,010 although \$1,741,375 are abated leaving a new requirement of \$963,635. The reasons for the abatements are that the funds required for repayment are either escrowed or are transferred from other Village of Lake Zurich funds.

Revenue Bonds – These bonds are similar to general obligation bonds except that they do not have the support of local property tax base for repayment. Instead, a source of revenue related to the project is pledged for repayment of the bonds. A typical revenue bond is related to the Water and Sewer Fund. The User Charges of the Water and Sewer fund can be

pledged for repayment of the bonds, as it is a reliable source of revenue. Debt service payments would then claim priority for spending from the fund until the bonds were repaid.

IMPACT OF DEBT SERVICE ON BUDGET

Much like the impact of capital projects, debt service payments are derived from the same general revenues that are used for operations. A balance must be achieved between operational needs, debt requirements and capital expenditures to stay within the limitations of annual revenues. Each year, the Board of Trustees and staff work carefully to assure this balance. The benefit of securing long-term financing to provide for timely construction of needed infrastructure can make a municipality "debt poor" if taken to extremes. While no rules exist for measuring the amount of debt capacity a village can bear, some

measures are available to compare governments. Per capita debt ratios and other means of comparison are reviewed to ensure that the Village goes not overreach its capacity for debt issuance. The Village continues to develop more quantifiable measurement for debt analysis.

More meaningful to this analysis is the Village's bond rating, A1. Rating agencies are instrumental in determining debt capacity of the Village. The Village works with these agencies closely to maintain its overall superior rating to assure the soundness of its ability to attain favorable interest rates in the financial markets.

OUTSTANDING DEBT

This table lists the Village's outstanding debt at April 30, 2009:

Purpose	Source of Repayment	Rate	Maturity	Issued	Outstanding
General Obligation Bonds					
GO 2003C	Equipment	Debt Service Fund	2.00 - 3.00%	5/1/2009	\$1,390,000
GO 2008A	Refunding PD	Debt Service Fund	3.50 - 5.00%	1/1/2020	\$4,265,000
GO 2008B	Limited Tax Bonds	Debt Service Fund	3.50%	1/1/2010	\$270,000
GO 2006	Water and Sewer	Water and Sewer Fund	4.00%	12/15/2014	\$2,050,000
					Total General Obligation \$6,525,000
Alternate Revenue Bonds					
ARB 2002	Water and Sewer	Water and Sewer Fund	4.00 - 4.25%	12/15/2012	\$2,000,000
ARB 2002	TIF	TIF Debt Service Fund	5.00 - 6.00%	12/15/2021	\$3,970,000
ARB 2002A	TIF	TIF Debt Service Fund	4.00 - 4.70%	12/15/2021	\$1,830,000
ARB 2003A	TIF	TIF Debt Service Fund	3.625 - 3.750%	12/15/2021	\$4,200,000
ARB 2009A	TIF	TIF Debt Service Fund	3.30 - 6.15%	2/1/2029	\$7,830,000
ARB 2009B	TIF	TIF Debt Service Fund	4.10 - 5.10%	12/15/2020	\$1,525,000
AEB 2009C	TIF	TIF Debt Service Fund	4.00 - 4.20%	12/15/2024	\$4,255,000
ARB 2003B	Water and Sewer	Water and Sewer Fund	2.50 - 2.625%	5/1/2011	\$1,960,000
ARB 2003D	Water and Sewer	Water and Sewer Fund	3.35 - 4.750%	5/1/2011	\$700,000
					Total ARB \$22,110,000
Revenue Bonds					
2005A	TIF	TIF Debt Service Fund	3.75 - 4.00%	12/15/2024	\$8,500,000
2005B	TIF	TIF Debt Service Fund	4.30 - 4.80%	12/15/2014	\$1,500,000
					Total Revenue Bonds \$8,270,000
Installment Contracts					
Contract	Equipment Purchase	Operating Funds	3.25%	12/15/2009	\$1,210,000
Illinois Environmental Protection Agency Loans					
IEPA 2005	Well 8	Water and Sewer Fund	2. 5%	6/15/2026	\$2,000,000
IEPA 2007	Well 12	Water and Sewer Fund	1.25%	8/11/2028	\$2,000,000
					Total IEPA Loans \$3,542,854



Appendix

**Revenue
By Fund
By Department
By Type**

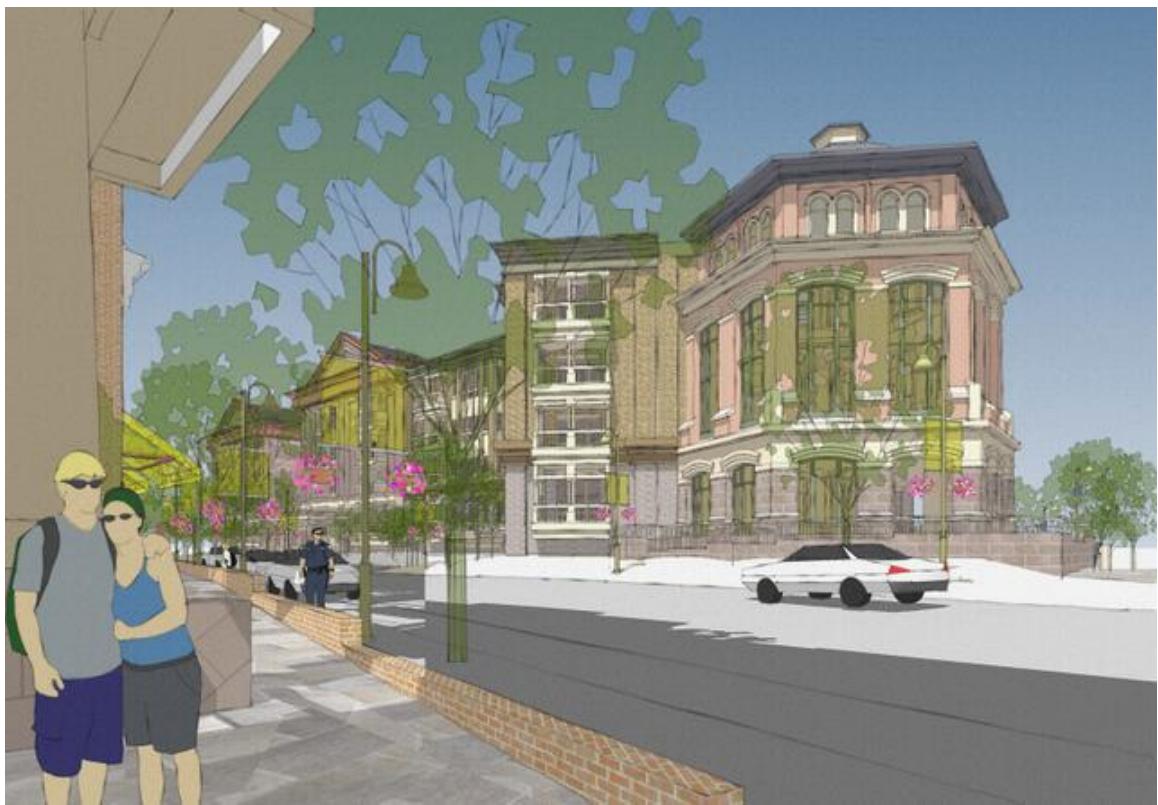
**Expenditures
By Fund
By Department
By Program**

Position Control

Budget Ordinance

Tax Levy Worksheets

Glossary of Terms



**Revenue
By Fund
By Department
By Type**





**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Revenue by Fund by Department by Type

Revenues:	General Fund	2007 - 2008	2008 - 2009		2009 - 2010
		Actual	Budget	Projected	Adopted
General Government					
Taxes	8,274	8,681	8,700	4,609	
Licenses	85,000	77,065	77,250	80,000	
Charges for Services	1,500	-	-	-	
All Others	400	11,528	3,500	-	
Transfers/Loans	-	500,000	500,000	500,000	
Total General Government	95,174	597,274	589,450	584,609	
Village Administration					
Taxes	1,815	1,986	2,100	5,250	
Licenses	1,314,451	1,360,750	1,340,000	1,200,000	
Charges for Services	19,910	37,000	1,017	44,400	
All Others	47,080	132,123	44,025	-	
Total Village Administration	1,383,256	1,531,859	1,387,142	1,249,650	
Finance					
Taxes	2,249,998	2,330,834	2,339,950	1,331,894	
Licenses	95,460	105,000	98,000	105,000	
Intergovernmental	7,590,512	7,666,128	7,758,500	7,823,500	
Investment Income	209,565	295,500	70,000	75,000	
All Others	16,979	11,200	10,000	10,000	
Total Finance	10,162,514	10,408,662	10,276,450	9,345,394	
Police Department					
Taxes	1,200,675	1,234,027	1,255,280	1,759,296	
Permits	14,255	15,000	6,600	8,000	
Fines and Forfeitures	481,478	488,481	399,786	1,939,474	
Charges for Services	138,598	112,000	107,550	104,900	
Intergovernmental	429,519	464,096	411,250	439,600	
All Others	12,007	8,400	7,000	8,400	
Total Police Department	2,276,532	2,322,004	2,187,466	4,259,670	
Fire/Rescue Department					
Taxes	1,898,552	1,965,423	1,980,445	2,582,167	
Permits	37,507	28,400	34,158	18,800	
Charges for Services	3,975,019	4,084,942	4,116,811	4,450,912	
Intergovernmental	105,835	67,037	98,559	8,800	
All Others	16,729	33,000	1,300	4,000	
Total Fire/Rescue Department	6,033,642	6,178,802	6,231,273	7,064,679	

**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Revenue by Fund by Department by Type

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Adopted
		Budget	Projected	
Revenues:				
Public Works Department - General Services				
Taxes	57,300	57,260	60,100	47,040
Charges for Services	169,047	139,500	89,466	74,600
Intergovernmental	30,508	24,000	195,504	37,000
All Others	202,748	236,000	227,475	208,000
Total Public Works - General Services	459,603	456,760	572,545	366,640
Building and Zoning Department				
Taxes	6,293	6,293	6,600	21,000
Permits	670,302	710,545	529,318	362,610
Fines	-	-	80	15,000
Charges for Services	80,972	52,770	64,604	53,455
All Others	5,496	100	3,850	3,000
Total Building and Zoning	763,063	769,708	604,452	455,065
Park and Recreation Department				
Taxes	196,703	178,300	206,832	275,900
Permits	-	-	-	-
Charges for Services	642,801	715,300	685,325	707,350
Intergovernmental	-	5,000	8,500	5,000
All Others	5,018	6,000	3,739	5,000
Total Park and Recreation Department	844,522	904,600	904,396	993,250
Total General Fund	22,018,306	23,169,669	22,753,174	24,318,957
Motor Fuel Tax Fund				
Public Works				
Intergovernmental	539,674	553,089	533,330	499,700
Investment Income	2,991	3,035	1,285	1,250
Total Public Works	542,665	556,124	534,615	500,950
Total Motor Fuel Tax Fund	542,665	556,124	534,615	500,950

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Revenue by Fund by Department by Type

Revenues:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Adopted
		Budget	Projected	
Special Tax Allocation Fund (TIF)				
General Government				
Taxes	-	1,435,000	1,303,000	1,435,000
Intergovernmental	735	-	-	-
Investment Income	36,186	80,000	27,000	10,000
All Others	179,533	-	111,225	481,179
Loan Proceeds	-	750,000	750,000	1,750,000
Total General Government Revenue	216,454	2,265,000	2,191,225	3,676,179
Total Special Tax Allocation Fund (TIF)	216,454	2,265,000	2,191,225	3,676,179
Debt Service Fund				
General Government				
Taxes	1,078,372	1,037,117	1,060,000	1,074,092
Investment Income	18,241	9,000	3,562	10,000
Total General Government Revenue	1,096,613	1,046,117	1,063,562	1,084,092
Total Debt Service Fund	1,096,613	1,046,117	1,063,562	1,084,092
TIF Debt Service Fund				
General Government				
Taxes	1,361,138	-	-	-
Investment Income	72,452	-	17,250	15,000
Transfers/Loans	-	-	1,604,983	740,000
Total General Government Revenue	1,433,590	-	1,622,233	755,000
Total TIF Debt Service Fund	1,433,590	-	1,622,233	755,000
Capital Improvement Fund				
General Government:				
Intergovernmental	-	795,000	211,000	-
Investment Income	-	-	7,500	-
Loan Proceeds	-	275,000	268,752	-
Total General Government Revenue	-	1,070,000	487,252	-
Total Capital Projects Fund	-	1,070,000	487,252	-

**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Revenue by Fund by Department by Type

Revenues:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Adopted
		Budget	Projected	
Park Improvement Fund				
Parks and Recreation				
Intergovernmental	-	800,000	5,250	750,000
Investment Income	59,990	82,800	19,000	30,000
All Others	73,686	250,000	-	-
Total Parks and Recreation Department	133,676	1,132,800	24,250	780,000
Total Park Improvement Fund	133,676	1,132,800	24,250	780,000
Water and Sewer Fund				
Public Works - Utilities				
Taxes	11,732	11,718	11,724	11,718
Charges for Services	4,268,679	5,120,018	4,852,520	4,844,710
Intergovernmental	2,999	-	47,001	50,000
Investment Income	181,919	185,000	44,300	100,000
All Others	19,127	1,000	8,700	10,500
Transfers/Loans	-	2,972,000	1,245,000	750,000
Total Public Works - Utilities	4,484,456	8,289,736	6,209,245	5,766,928
Total Water and Sewer Fund	4,484,456	8,289,736	6,209,245	5,766,928
Medical Insurance Fund				
General Government				
Charges for Services	2,512,947	2,648,372	2,337,500	2,444,482
Total Public Works - Utilities	2,512,947	2,648,372	2,337,500	2,444,482
Total Medical Insurance Fund	2,512,947	2,648,372	2,337,500	2,444,482
Vehicle Maintenance Fund				
Public Works - Vehicle Maintenance				
Charges for Services	805,099	782,380	782,380	856,332
Intergovernmental	108,633	93,700	89,000	105,000
Total Public Works - Vehicle Maintenance	913,732	876,080	871,380	961,332
Total Vehicle Maintenance Fund	913,732	876,080	871,380	961,332

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Revenue by Fund by Department by Type

Revenues:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Adopted
		Budget	Projected	
Risk Management Insurance Fund				
General Government				
Charges for Services	794,646	565,703	565,703	845,000
Total General Government	794,646	565,703	565,703	845,000
Total Risk Management Insurance Fund	794,646	565,703	565,703	845,000
Total Revenue	34,147,085	41,619,601	38,660,139	41,132,920



**Expenditures
By Fund
By Department
By Program**





**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Expenditures by Fund by Department by Program

Expenditures:	General Fund	2007 - 2008	2008 - 2009		2009 - 2010
		Actual	Budget	Projected	Approved
General Government					
Mayor and Board					
Personnel	91,486	81,130	76,875	81,499	
Contractual	140,791	541,340	509,557	481,115	
Commodities	1,701	1,000	701	1,000	
Contingencies	49,496	245,000	11,000	120,000	
Transfers to Other Funds					
Total Mayor and Board	283,474	868,470	598,133	683,614	
Village Clerk					
Personnel	21,008	20,585	20,210	24,076	
Contractual	3,973	3,570	5,055	5,470	
Commodities	359	750	120	450	
Total Village Clerk	25,340	24,905	25,385	29,996	
Boards and Commissions					
Personnel	26,320	23,583	22,750	24,858	
Contractual	29,779	17,300	13,345	18,100	
Total Village Clerk	56,099	40,883	36,095	42,958	
Total General Government		364,913	934,258	659,613	756,568
Village Administration					
Administration					
Personnel	156,729	202,882	170,050	285,600	
Contractual	60,503	60,130	57,297	49,895	
Commodities	518	1,150	900	1,150	
Total Administration	217,750	264,162	228,247	336,645	
Legal Services					
Personnel	13,709	9,855	9,117	9,499	
Contractual	133,379	79,100	148,981	63,800	
Total Village Clerk	147,088	88,955	158,098	73,299	
Employee Relations					
Contractual	20,160	17,000	17,000	18,000	
Total Village Administration		384,998	370,117	403,345	427,944

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
Financial Services				
Financial Administration				
Personnel	127,632	121,237	113,900	78,886
Contractual	367,924	64,218	51,725	42,670
Commodities	611	1,829	1,600	1,200
Total Financial Administration	496,167	187,284	167,225	122,756
Cash Management				
Personnel	20,699	20,674	20,290	26,601
Commodities	-	-	-	-
Total Cash Management	20,699	20,674	20,290	26,601
Accounting Services				
Personnel	202,660	183,142	172,550	191,231
Contractual	24,284	25,075	17,211	13,875
Commodities	1,107	2,000	1,600	1,500
Capital Outlay	150	-	-	-
Total Accounting Services	228,201	210,217	191,361	206,606
Management Information Services				
Personnel	151,525	145,647	163,150	148,026
Contractual	99,504	134,827	121,400	167,247
Commodities	8,161	9,600	9,700	9,750
Capital Outlay	13,964	33,600	28,000	59,225
Total Management Information Services	273,154	323,674	322,250	384,248
Customer Services				
Personnel	39,430	37,600	33,225	58,670
Contractual	103,357	102,300	88,000	100,500
Commodities	3,020	3,700	3,650	2,150
Debt Services	477,363	266,412	266,413	263,288
Total Customer Services	623,170	410,012	391,288	424,608
Total Finance Services	1,641,391	1,151,861	1,092,414	1,164,819
Police Department				
Administration				
Personnel	701,142	651,261	584,850	670,213
Contractual	252,590	324,196	298,050	683,543
Commodities	19,861	32,945	27,200	33,155
Capital Outlay	508	1,750	1,800	-
Total Administration	974,101	1,010,152	911,900	1,386,911

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
Operations				
Personnel	3,558,005	3,281,806	3,408,000	3,689,311
Contractual	304,294	301,575	288,478	327,635
Commodities	35,643	69,060	60,100	83,125
Capital Outlay	69,952	97,990	82,500	98,000
Total Operations	3,967,894	3,750,431	3,839,078	4,198,071
Communications				
Personnel	1,018,280	1,034,126	961,700	1,047,974
Contractual	38,147	51,168	46,650	51,654
Commodities	7,586	12,300	8,000	18,000
Capital Outlay	38,998	18,571	15,000	5,000
Total Communications	1,103,011	1,116,165	1,031,350	1,122,628
Crime Prevention				
Personnel	794,177	660,021	743,100	791,726
Contractual	7,142	19,846	14,250	16,355
Commodities	12,587	19,827	15,000	23,250
Capital Outlay	3,792	4,449	4,000	-
Total Crime Prevention	817,698	704,143	776,350	831,331
Intergovernmental				
Personnel	282,193	281,606	250,250	199,188
Contractual	32,708	72,128	71,340	75,665
Commodities	5,901	7,460	5,800	11,050
Capital Outlay	381	4,740	3,700	-
Total Intergovernmental	321,183	365,934	331,090	285,903
Total Police Department	7,183,887	6,946,825	6,889,768	7,824,844
Fire/Rescue Department				
Administration				
Personnel	365,742	400,641	426,129	448,498
Contractual	203,979	229,382	235,577	572,816
Commodities	17,314	20,990	19,534	21,562
Capital Outlay	146,758	30,060	5,994	24,000
Total Administration	733,793	681,073	687,234	1,066,876

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
ESDA				
Personnel	33,066	29,915	38,302	36,241
Contractual	9,194	16,800	9,792	16,602
Commodities	2,516	15,200	16,101	14,850
Capital Outlay	-	3,349	3,349	18,900
Total ESDA	44,776	65,264	67,544	86,593
Suppression				
Personnel	3,283,286	3,185,358	3,521,880	3,087,882
Contractual	132,193	163,002	155,756	195,635
Commodities	38,788	36,095	35,015	9,520
Capital Outlay	18,592	18,572	18,000	9,200
Total Suppression	3,472,859	3,403,027	3,730,651	3,302,237
EMS				
Personnel	2,952,939	3,021,845	2,948,020	3,042,198
Contractual	114,415	128,429	132,282	129,902
Commodities	12,616	18,780	16,950	36,035
Capital Outlay	12,854	13,465	13,465	22,000
Total EMS	3,092,824	3,182,519	3,110,717	3,230,135
Special Rescue				
Personnel	72,893	132,535	100,300	142,983
Contractual	24,118	37,345	36,320	37,757
Commodities	1,690	2,870	2,820	6,790
Capital Outlay	18,521	11,765	11,765	9,000
Total Special Rescue	117,222	184,515	151,205	196,530
Fire Prevention Bureau				
Personnel	361,533	396,401	385,928	483,042
Contractual	30,831	44,466	37,407	42,916
Commodities	1,147	2,050	1,486	2,050
Capital Outlay	-	10,825	400	-
Total Fire Prevention Bureau	393,511	453,742	425,221	528,008
Total Fire/Rescue Department	7,854,985	7,970,140	8,172,572	8,410,379

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

Expenditures:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Public Works Department				
Administration				
Personnel	102,370	101,593	91,323	114,924
Contractual	96,330	108,746	104,248	148,145
Commodities	1,472	1,865	1,600	6,885
Capital Outlay	850	-	-	-
Total Public Works Administration	201,022	212,204	197,171	269,954
Forestry				
Personnel	204,207	145,846	178,249	154,911
Contractual	61,772	67,616	73,374	64,685
Commodities	4,847	5,075	2,495	4,875
Capital Outlay	4,700	6,000	6,000	8,800
Total Public Works Forestry	275,526	224,537	260,118	233,271
Municipal Property Maintenance				
Personnel	126,834	212,392	161,999	227,921
Contractual	89,267	93,592	109,193	94,581
Commodities	14,095	22,825	22,891	25,825
Capital Outlay	17,970	6,500	6,500	66,000
Total Municipal Property Maintenance	248,166	335,309	300,583	414,327
Right of Way Maintenance				
Personnel	197,072	262,188	239,300	283,780
Contractual	233,479	212,217	213,052	219,160
Commodities	53,539	62,483	59,023	59,423
Capital Outlay	441,078	-	41,100	14,000
Total Right of Way Maintenance	925,168	536,888	552,475	576,363
Snow and Ice Maintenance				
Personnel	274,809	161,587	220,050	171,773
Contractual	92,621	61,979	61,139	65,161
Commodities	24,583	21,680	33,720	35,465
Capital Outlay	4,700	-	-	11,000
Total Snow and Ice Maintenance	396,713	245,246	314,909	283,399
Street/Traffic Lighting				
Personnel	32,626	76,787	49,909	82,996
Contractual	201,688	219,976	196,006	79,325
Commodities	2,122	4,915	3,472	4,840
Total Street/Traffic Lighting	236,436	301,678	249,387	167,161

**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
Storm Water Control				
Personnel	184,568	142,057	179,288	152,124
Contractual	40,708	46,181	31,436	47,320
Commodities	4,808	10,555	8,040	10,350
Capital Outlay	19,325	168,000	221,954	98,000
Total Storm Water Control	249,409	366,793	440,718	307,794
Engineering				
Personnel	211,701	185,848	192,848	147,767
Contractual	43,599	47,527	48,646	44,370
Commodities	1,644	1,995	1,840	395
Capital Outlay	-	-	-	6,500
Total Engineering	256,944	235,370	243,334	199,032
Total Public Works	2,789,384	2,458,025	2,558,695	2,451,301
Building and Zoning Department				
Administration				
Personnel	517,972	582,825	537,572	538,109
Contractual	53,969	63,564	73,289	95,183
Commodities	2,790	2,450	2,430	6,000
Total Administration	574,731	648,839	613,291	639,292
Inspections				
Personnel	278,235	322,096	279,500	259,696
Contractual	18,919	20,723	21,190	22,060
Commodities	3,291	3,700	3,300	3,950
Total Inspections	300,445	346,519	303,990	285,706
Total Building and Zoning Department	875,176	995,358	917,281	924,998
Parks and Recreation Department				
Administration				
Personnel	410,680	469,921	397,307	480,216
Contractual	58,565	63,950	57,100	189,250
Commodities	9,780	18,300	15,200	16,500
Capital Outlay	12,078	23,900	20,264	-
Total Administration	491,103	576,071	489,871	685,966
Special Recreation				
Contractual Services	179,161	178,300	181,800	187,300
Total Special Recreation	179,161	178,300	181,800	187,300

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
Parks Maintenance				
Personnel	318,584	328,491	318,777	356,629
Contractual	198,837	218,160	220,130	219,150
Commodities	79,837	90,750	85,100	88,600
Capital Outlay	10,645	80,000	83,650	44,000
Total Parks Maintenance	607,903	717,401	707,657	708,379
Dance				
Personnel	73,520	65,720	64,500	62,781
Contractual	15,159	12,800	20,700	16,000
Commodities	346	1,400	900	1,300
Capital Outlay	-	1,700	1,300	-
Total Dance	89,025	81,620	87,400	80,081
Preschool				
Personnel	148,256	136,439	134,400	136,439
Contractual	9,551	7,800	5,150	5,500
Commodities	9,161	9,500	9,000	10,000
Capital Outlay	2,246	2,750	-	-
Total Preschool	169,214	156,489	148,550	151,939
Youth Programs				
Personnel	6,225	3,230	1,723	2,153
Contractual	3,924	7,300	6,700	6,400
Commodities	250	250	150	200
Capital Outlay	-	750	-	-
Total Youth Programs	10,399	11,530	8,573	8,753
Camps				
Personnel	77,856	81,276	81,520	82,168
Contractual	12,111	13,500	12,300	13,500
Commodities	7,404	8,000	7,500	8,000
Total Camps	97,371	102,776	101,320	103,668
Athletics				
Personnel	2,546	3,875	2,910	3,444
Contractual	100,153	96,350	96,000	110,550
Commodities	-	500	-	300
Total Athletics	102,699	100,725	98,910	114,294

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
Aquatics				
Personnel	58,864	62,784	77,034	70,420
Contractual	131	4,500	400	500
Commodities	2,329	4,500	3,000	4,500
Total Aquatics	61,324	71,784	80,434	75,420
Special Interest				
Personnel	-	1,077	-	1,077
Contractual	20,204	18,300	16,000	11,000
Commodities	2,183	3,000	800	1,500
Total Special Interest	22,387	22,377	16,800	13,577
Special Events				
Personnel	8,796	12,453	13,865	13,282
Contractual	55,690	54,000	51,900	51,100
Commodities	18,463	25,600	21,800	20,600
Total Special Events	82,949	92,053	87,565	84,982
Fitness				
Personnel	9,095	10,442	10,100	10,442
Contractual	6,558	6,200	9,000	8,000
Commodities	-	100	625	200
Capital Outlay	-	800	625	-
Total Fitness	15,653	17,542	20,350	18,642
Rentals				
Commodities	598	1,000	200	500
Total Rentals	598	1,000	200	500
Concessions				
Personnel	6,002	4,844	9,680	7,321
Contractual				
Commodities	10,406	9,500	14,800	10,000
Total Concessions	16,408	14,344	24,480	17,321
Total Parks and Recreation Department	1,946,194	2,144,012	2,053,910	2,250,822
Total General Fund	23,040,928	22,970,596	22,747,598	24,211,675

**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Expenditures by Fund by Department by Program

Expenditures:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved		
		Budget	Projected			
Motor Fuel Tax Fund						
Public Works Department						
Public Works - Motor Fuel Tax						
Contractual	188,568	125,000	150,000	155,000		
Commodities	-	-	-	-		
Capital Projects	567,327	432,167	305,000	351,201		
Total Public Works Motor Fuel Tax	755,895	557,167	455,000	506,201		
Total Motor Fuel Tax	755,895	557,167	455,000	506,201		
Special Tax Allocation Fund (TIF)						
General Government						
Special Tax Allocation						
Contractual	-	973,406	802,124	2,299,500		
Commodities	-	-	4,947	5,000		
Capital Outlay	-	22,000	-	35,000		
Capital Projects	447,272	-	43,685	-		
Transfer	-	-	854,983	1,014,503		
Total TIF Redevelopment	447,272	995,406	1,705,739	3,354,003		
Total Special Tax Allocation Fund (TIF)	447,272	995,406	1,705,739	3,354,003		
Debt Service Fund						
General Government						
Non-TIF Debt Service Obligations						
Debt Service	1,055,756	1,040,717	998,953	1,095,438		
Total Non-TIF Debt Service Obligations	1,055,756	1,040,717	998,953	1,095,438		
Total Debt Service Fund	1,055,756	1,040,717	998,953	1,095,438		
TIF Debt Service Fund						
General Government						
TIF Debt Service Obligations						
Debt Service	2,201,170	2,187,226	2,216,800	740,992		
Total TIF Debt Service Obligations	2,201,170	2,187,226	2,216,800	740,992		
Total TIF Debt Service Fund	2,201,170	2,187,226	2,216,800	740,992		

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

Expenditures:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Capital Improvement Fund				
Public Works Department				
Public Works - Capital Projects				
Capital Projects	-	1,070,000	348,000	-
Total Public Works Capital Projects	-	1,070,000	348,000	-
Total Capital Projects Fund	-	1,070,000	348,000	-
Park Improvement Fund				
Parks and Recreation Department				
Park Improvements				
Contractual	5,000	10,000	-	10,000
Capital Improvements	61,333	69,000	28,400	50,000
Capital Projects	1,403,865	950,000	500,000	500,000
Total Park Improvements	1,470,198	1,029,000	528,400	560,000
Total Park Improvement Fund	1,470,198	1,029,000	528,400	560,000
Water and Sewer Fund				
Public Works Department				
Administration				
Personnel	572,035	537,777	607,626	486,235
Contractual	428,833	476,708	395,762	525,113
Commodities	4,283	5,505	4,875	10,630
Capital Outlay	1,025	9,850	9,850	450
Debt Service	246,275	992,318	992,318	1,029,543
Transfer Out/Loans	-	1,250,000	1,250,000	500,000
Total Public Works Administration	1,252,451	3,272,158	3,260,431	2,551,971
Water Production and Storage				
Personnel	165,720	168,107	199,554	228,244
Contractual	694,110	892,880	711,145	517,725
Commodities	82,464	150,655	140,760	156,435
Capital Outlay	15,018	13,600	13,615	136,500
Capital Improvements	66,150	3,270,000	1,433,000	180,000
Total Water Production and Storage	1,023,462	4,495,242	2,498,074	1,218,904

Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget

Expenditures by Fund by Department by Program

	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Expenditures:				
Water Distribution				
Personnel	260,372	236,081	235,463	232,191
Contractual	47,160	47,359	43,058	80,700
Commodities	36,845	62,130	61,515	69,350
Capital Outlay	11,895	220,000	219,890	231,600
Total Water Distribution	356,272	565,570	559,926	613,841
Meter Reading				
Personnel	111,960	144,521	144,191	169,482
Contractual	45,552	39,835	37,485	31,230
Commodities	186,774	253,070	215,785	212,190
Total Meter Reading	344,286	437,426	397,461	412,902
Industrial Monitoring				
Personnel	26,905	32,835	34,480	34,281
Contractual	7,544	11,764	7,495	7,300
Commodities	93	850	515	750
Total Industrial Monitoring	34,542	45,449	42,490	42,331
Interceptor Sewer				
Personnel	148,550	153,937	128,050	135,483
Contractual	23,797	56,387	35,235	49,400
Commodities	5,568	15,350	12,350	14,500
Capital Outlay	13,452	33,100	18,940	56,600
Total Interceptor Sewer	191,367	258,774	194,575	255,983
Lift Stations				
Personnel	157,659	174,045	174,883	210,401
Contractual	77,902	300,647	132,485	135,010
Commodities	16,208	19,000	17,415	19,150
Capital Outlay	2,630	63,600	63,490	318,100
Total Lift Stations	254,399	557,292	388,273	682,661
Collection System				
Personnel	150,818	170,405	175,199	205,351
Contractual	11,257	81,567	24,285	84,470
Commodities	8,493	24,350	18,945	25,500
Capital Outlay	2,630	118,600	18,490	191,000
Total Collection System	173,198	394,922	236,919	506,321
Total Public Works	3,629,977	10,026,833	7,578,149	6,284,914
Total Water and Wastewater Fund	3,629,977	10,026,833	7,578,149	6,284,914

**Village of Lake Zurich
Fiscal Year 2009 - 2010 Adopted Budget**

Expenditures by Fund by Department by Program

Expenditures:	2007 - 2008 Actual	2008 - 2009		2009 - 2010 Approved
		Budget	Projected	
Medical Insurance Fund				
General Government				
Employee Health Insurance				
Contractual	2,502,827	2,648,372	2,444,102	2,348,000
Total Employee Health Insurance	2,502,827	2,648,372	2,444,102	2,348,000
Total Medical Insurance Fund	2,502,827	2,648,372	2,444,102	2,348,000
Vehicle Maintenance Fund				
Public Works				
Fleet Maintenance				
Personnel	273,751	278,544	270,320	305,151
Contractual	90,530	82,171	81,651	110,190
Commodities	587,064	525,150	552,675	545,000
Capital Outlay	12,115	-	-	-
Total Fleet Maintenance	963,460	885,865	904,646	960,341
Total Vehicle Maintenance Fund	963,460	885,865	904,646	960,341
Risk Management Insurance Fund				
General Government				
Risk Insurance				
Personnel	36,239	21,913	42,052	34,968
Contractual	746,770	482,063	907,000	625,556
Commodities	-	50	-	-
Total Risk Insurance	783,009	504,026	949,052	660,524
Total Risk Management Insurance Fund	783,009	504,026	949,052	660,524
Total Expenditures	36,850,492	43,915,208	40,876,439	40,722,088

Position Control





**VILLAGE OF LAKE ZURICH
FULL TIME PERSONNEL COMPARISON
FOR FISCAL YEAR - 2009 AND 2010**

	GRADE /STEP	BASE SALARY			
		2009	2010	FTE's	
ADMINISTRATION					
VILLAGE ADMINISTRATOR	SPEC	1.00	139,050.00	1.00	143,222.00
EXECUTIVE ASSISTANT	8/MAX	1.00	67,825.50	1.00	70,212.00
PERSONNEL ASSISTANT	6/FROZ	1.00	60,158.00	1.00	60,158.00
HUMAN RESOURCES MANAGER	13	1.00	80,000.00	1.00	82,400.00
TOTAL ADMINISTRATION		4.00		4.00	
FINANCE					
FINANCE DIRECTOR/TREASURER	17	1.00	113,500.00	1.00	116,500.00
ASSISTANT FINANCE DIRECTOR	12	1.00	75,000.00	1.00	75,000.00
NETWORK ADMINISTRATOR	12	1.00	81,291.00	1.00	83,730.00
MIS ASSISTANT	7/ENTRY	1.00	44,392.00	1.00	46,240.00
ACCOUNTING ASSISTANT	5/MAX	1.00	55,390.00	1.00	55,786.00
ACCOUNTS PAYABLE	4/D	1.00	45,576.00	1.00	47,205.00
WATER BILLING/ACCOUNTS RECEIVABLE	4/MIN	1.00	40,706.00	1.00	41,941.00
TOTAL FINANCE DEPARTMENT		7.00		7.00	
POLICE					
ADMINISTRATION					
POLICE CHIEF	17	1.00	115,646.00	1.00	121,751.00
DEPUTY POLICE CHIEF	15	1.00	107,751.00	1.00	110,984.00
OFFICE MANAGER - POLICE	5/FROZ	1.00	57,368.00	1.00	57,368.00
		3.00		3.00	
OPERATIONS					* = includes \$2,000 Annual Certified Officer Stipend
COMMANDER	13	3.00	99,350.00	3.00	102,331.00
POLICE SERGEANT	12	4.00	93,350.00	4.00	96,151.00
POLICE SERGEANT	12	2.00	85,428.00	2.00	87,991.00
POLICE OFFICER	FOP*	19.00	74,765.00	19.00	79,196.00
POLICE OFFICER	FOP*	1.00	70,288.00	1.00	74,447.00
POLICE OFFICER	FOP*	1.00	67,141.00	1.00	71,111.00
POLICE OFFICER	FOP*	2.00	56,487.00	2.00	59,806.00
POLICE OFFICER	FOP*	2.00	52,854.00	2.00	55,951.00
COMMUNITY SERVICES OFFICER	FOP	2.00	50,026.00	2.00	51,526.85
		36.00		36.00	
COMMUNICATIONS					
COMMUNICATIONS DIRECTOR	12	1.00	84,072.00	1.00	86,594.00
COMMUNICATIONS SUPERVISOR	9/E	1.00	65,075.00	1.00	67,467.00
TELECOMMUNICATOR	FOP	2.00	56,861.00	2.00	58,566.98
TELECOMMUNICATOR	FOP	2.00	53,889.00	2.00	55,505.22
TELECOMMUNICATOR	FOP	2.00	50,917.00	2.00	52,444.53
TELECOMMUNICATOR	FOP	4.00	46,580.00	4.00	47,977.08
TELECOMMUNICATOR	FOP	1.00	44,144.00	1.00	45,468.05
		13.00		13.00	
RECORDS					
RECORDS SUPERVISOR	9/A	1.00	57,363.00	1.00	59,944.00
RECORDS CLERK	3/MAX	1.00	48,636.00	1.00	50,600.00
RECORDS CLERK	3/A	1.00	39,283.00	1.00	41,142.00
		3.00		3.00	
TOTAL POLICE DEPARTMENT		55.00		55.00	
FIRE/RESCUE					
ADMINISTRATION					
FIRE CHIEF	17/TOP	1.00	127,837.00	1.00	130,227.00
DEPUTY FIRE CHIEF	15/FROZ	1.00	115,037.00	1.00	115,037.00
OFFICE MANAGER - FIRE	5/MAX	1.00	54,419.00	1.00	55,786.00
		3.00		3.00	

**VILLAGE OF LAKE ZURICH
FULL TIME PERSONNEL COMPARISON
FOR FISCAL YEAR - 2009 AND 2010**

	GRADE /STEP	BASE SALARY			
		2009	2010	FTE's	
<u>FIRE BUREAU</u>					
ASSISTANT FIRE MARSHALL	12	1.00	92,191.00	1.00	94,957.00
ADMINISTRATIVE ASSISTANT	4/D	1.00	45,521.00	1.00	47,205.00
FIRE INSPECTOR	9/F	-	-	1.00	69,491.00
FIRE INSPECTOR	9/E	1.00	64,470.00	1.00	67,467.00
FIRE INSPECTOR	9/ENTRY	1.00	53,943.00	1.00	55,426.00
		4.00	5.00		
<u>SUPPRESSION/EMS</u>					
CAPTAIN	13/FROZ	4.00	104,433.00	4.00	104,433.00
FIRE LIEUTENANT	FF CONT *	12.00	90,314.00	12.00	92,934.00
FIREFIGHTER/PARAMEDIC	FF CONT *	32.00	76,396.00	31.00	78,598.00
FIREFIGHTER/PARAMEDIC	FF CONT *	2.00	71,153.00	2.00	73,198.00
FIREFIGHTER/PARAMEDIC	FF CONT *	2.00	66,766.00	2.00	68,679.00
FIREFIGHTER/PARAMEDIC	FF CONT *	3.00	53,934.00	1.00	53,934.00
EMS COORDINATOR	9/ENTRY	-	-	1.00	55,426.00
		55.00	53.00		
TOTAL FIRE/RESCUE DEPARTMENT		62.00	61.00		
PUBLIC WORKS					
GENERAL SERVICES					
PUBLIC WORKS DIRECTOR	17	1.00	108,665.00	1.00	111,924.95
SUPERINTENDENT - GENERAL SERVICES	12	1.00	75,597.00	1.00	77,865.00
OPERATIONS SUPERVISOR	9/G	1.00	67,871.00	1.00	71,576.00
PARK MAINTENANCE SUPERVISOR	9/D	-	-	1.00	65,502.00
ADMINISTRATIVE ANALYST	5/E	1.00	49,131.00	1.00	51,052.00
ADMINISTRATIVE ASSISTANT	4/B	1.00	42,505.00	1.00	44,495.00
CLEANING TECHNICIAN	1/C	1.00	38,355.00	1.00	39,590.00
ARBORIST	150	1.00	61,330.79	1.00	63,170.71
MAINTENANCE WORKER II	150	2.00	58,102.85	2.00	59,845.93
MAINTENANCE WORKER II	150	1.00	54,239.64	1.00	55,866.82
MAINTENANCE WORKER II	150	1.00	50,633.27	2.00	52,152.27
MAINTENANCE WORKER II	150	-	-	1.00	48,684.70
MAINTENANCE WORKER I	150	1.00	53,260.94	1.00	54,858.77
MAINTENANCE WORKER I	150	2.00	44,844.28	2.00	46,189.61
MAINTENANCE WORKER I	150	-	-	1.00	43,118.50
MAINTENANCE WORKER I	150	1.00	40,446.98	1.00	41,660.39
MAINTENANCE WORKER I	150	1.00	39,079.21	1.00	40,251.59
		16.00	20.00		
ENGINEERING					
ENGINEER TECHNICIAN	7/MIN	1.00	46,597.00	1.00	48,552.00
ENGINEER TECHNICIAN	7/ENTRY	1.00	41,241.00	1.00	46,240.00
ASSISTANT TO THE PUBLIC WORKS DIRECTOR	6/B	1.00	48,202.00	1.00	50,528.00
		3.00	3.00		
TOTAL PUBLIC WORKS DEPARTMENT - GENERAL FUND		19.00	23.00		
BUILDING AND ZONING					
DIRECTOR OF BUILDING AND ZONING	17	1.00	92,700.00	1.00	95,481.00
PLANNING MANAGER	12	1.00	77,095.00	1.00	79,408.00
ASSISTANT BUILDING MANAGER	12	1.00	73,922.00	1.00	76,140.00
PLUMBING INSPECTOR	10/B	1.00	62,665.00	1.00	64,829.00
BUILDING INSPECTOR	9/F	1.00	67,439.00	-	-
BUILDING INSPECTOR	9/ENTRY	1.00	53,173.00	1.00	55,426.00
ZONING INSPECTOR/ZONING PLAN REVIEWER	9/D	1.00	63,849.00	1.00	65,502.00
CODE ENFORCEMENT INSPECTOR	7/ENTRY	1.00	25,734.00	1.00	46,240.00
PERMIT COORDINATOR	5/ENTRY	1.00	39,720.00	1.00	41,941.00
BUILDING AND ZONING SECRETARY	4/D	1.00	45,633.00	1.00	47,205.00
TOTAL BUILDING AND ZONING DEPARTMENT		10.00	9.00		

**VILLAGE OF LAKE ZURICH
FULL TIME PERSONNEL COMPARISON
FOR FISCAL YEAR - 2009 AND 2010**

	GRADE /STEP	BASE SALARY			
		2009	2010	FTE's	
PARK & RECREATION					
PARKS AND RECREATION DIRECTOR	17	1.00	87,197.00	1.00	89,813.00
PARKS AND RECREATION SUPERVISOR	8/MIN	1.00	52,199.00	1.00	55,426.00
PARKS AND RECREATION SUPERVISOR	8/ENTRY	1.00	42,268.00	1.00	52,787.00
PARKS AND RECREATION SUPERVISOR	8/ENTRY	1.00	35,000.00	1.00	52,787.00
ADMINISTRATIVE ASSISTANT	4/D	1.00	45,913.00	1.00	47,205.00
RECEPTIONIST	3/ENTRY	1.00	35,093.00	1.00	38,042.00
PARKS MAINTENANCE SUPERVISOR	9/D	1.00	63,359.00	-	-
MAINTENANCE WORKER II	150	1.00	50,633.27	-	-
MAINTENANCE WORKER II	150	1.00	47,266.70	-	-
MAINTENANCE WORKER I	150	1.00	41,862.62	-	-
TOTAL PARKS AND RECREATION DEPARTMENT		10.00		6.00	
TOTAL GENERAL FUND FULL TIME PERSONNEL COSTS		167.00		165.00	
UTILITIES					
ASSISTANT DIRECTOR OF PUBLIC WORKS	15	1.00	93,253.00	1.00	96,051.00
SUPERINTENDENT - UTILITIES	12	1.00	77,280.00	1.00	79,598.00
OPERATIONS SUPERVISOR	9/MAX	1.00	70,704.00	1.00	73,723.00
WATER WORKS OPERATOR	150	1.00	63,751.74	1.00	65,664.29
WATER WORKS OPERATOR	150	1.00	59,512.93	1.00	61,298.31
WATER WORKS OPERATOR	150	1.00	50,108.28	1.00	51,611.53
MAINTENANCE WORKER II	150	3.00	58,102.84	3.00	59,845.93
MAINTENANCE WORKER II	150	1.00	50,633.28	1.00	52,152.27
MAINTENANCE WORKER I	150	1.00	44,844.28	1.00	46,189.61
METER READER	150	1.00	41,963.17	1.00	43,222.06
TOTAL WATER AND SEWER FUND		12.00		12.00	
VEHICLE MAINTENANCE					
SUPERINTENDENT - FLEET SERVICES	12	1.00	79,717.00	1.00	82,109.00
MECHANIC II	150	1.00	63,751.74	1.00	65,664.29
MECHANIC II	150	1.00	51,862.08	1.00	53,417.94
TOTAL VEHICLE MAINTENANCE FUND		3.00		3.00	
TOTAL VILLAGE WIDE FULL TIME POSITION CONTROL		182.00		180.00	



**Budget
Ordinance
No.
2009-04-626**





Ordinance No. 2009-04-626

AN ORDINANCE ADOPTING THE BUDGET OF THE VILLAGE OF LAKE ZURICH,
LAKE COUNTY, ILLINOIS FOR ALL CORPORATE PURPOSES FOR THE FISCAL
YEAR COMMENCING ON THE FIRST DAY OF MAY 2009 AND ENDING ON THE
THIRTIETH DAY OF APRIL 2010.

Published in pamphlet form
by the authority of the President and Board of Trustees
of the
Village of Lake Zurich
Lake County, Illinois

Date of Publication: May 1, 2009

VILLAGE OF LAKE ZURICH, ILLINOIS

ORDINANCE NO. 2009-04-626

AN ORDINANCE ADOPTING THE BUDGET
OF THE VILLAGE OF LAKE ZURICH, LAKE COUNTY, ILLINOIS
FOR ALL CORPORATE PURPOSES

FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY 2009
AND ENDING ON THE THIRTIETH DAY OF APRIL 2010

WHEREAS, a tentative annual budget for the Village of Lake Zurich, Lake County, Illinois, for the fiscal year ending April 30, 2009, on which this Budget Ordinance is based, was heretofore duly prepared and made conveniently available for at least 10 days prior to the adoption of this Budget Ordinance, in all accordance with the Budget Officer System adopted by Lake Zurich Ordinance No. 88-03-258; and

WHEREAS, the Board of Trustees of the Village of Lake Zurich, held a public hearing on April 20, 2009 at the Village Hall, 70 East Main Street, Lake Zurich, Illinois, for the purpose of hearing and considering testimony regarding said tentative annual budget, in accordance with Section 8-2-9.9 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.9; and

WHEREAS, all required or necessary revisions, alterations, increases, or decreases in said tentative annual budget have since been made;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake Zurich, Lake County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated herein as findings of the President and Board of Trustees.

Section 2. Adoption Of Budget. The Budget for all corporate purposes of the Village of Lake Zurich, Lake County, Illinois, for the fiscal year commencing on the first day of May 2009 and ending on the thirtieth day of April 2010, as presented to the President and Board of Trustees of the Village of Lake Zurich on April 20, 2009 is incorporated herein by this reference and made a part hereof and is hereby adopted.

Section 3. Authority of Village Administrator. The Corporate authorities hereby delegate to the Village Administrator, in accordance with Section 8-2-9.6 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.6, the authority to delete, add to, change, or create sub-classes within object classes budgeted previously within any department.

Section 4. Filing; Effective Date. The Village Clerk shall be, and hereby is, authorized and directed to file a certified copy of this Budget Ordinance, together with a full and complete copy of the Budget hereby adopted and the Chief Fiscal Officer's certified estimate of revenues by source, with the County Clerk of Lake County within 30 days after the adoption of this Budget Ordinance. This Budget Ordinance shall be in full force and effect upon passage, approval, and publication in pamphlet form in the manner required by law.

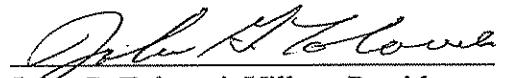
PASSED this 20th day of April 2009.

AYES: 5 President Tolomei, Trustees Breeding, Callahan,
Johnson and Taylor

NAYS: 0

ABSENT: 2 Trustees McAvoy and Payton

APPROVED this 20th day of April 2009.


John G. Tolomei, Village President

ATTEST:



Gloria M. Palmlad, Village Clerk

Tax Levy Worksheets





Village of Lake Zurich
Property Tax Levy Worksheet
Levy Year 2008

Step #1

Estimate Property Tax EAV For Current Year Levy

Current year EAV	2007	\$ 848,924,815
<u>Estimated New Construction:</u> Provided by Village B&Z Department:		
Residential	\$ -	-
Commercial-Industrial	<u>\$ 41,733,351</u>	<u>13,911,117</u>
Estimated EAV For Current Property Tax Levy		<u>\$ 862,835,932</u>

Step #2

Estimate Maximum Increase in Property Tax Levy, Excluding Debt Service:

Current Year Property Tax Extension, Exclusive of SSA	\$ 6,901,759
Less Debt Service Portion Of Above Property Tax Levy and SRA Levy	<u>(1,247,919)</u>
Adjusted Current Year Tax Levy	\$ 5,653,839
Apply IDOR Approved CPI Factor - Letter From County Estimated Increase In Property Tax Levy	4.1% <u>231,807</u>
Estimated Maximum New Property Tax Levy	<u>\$ 5,885,647</u>

Step #3

Estimate New Property Tax Levy, Excluding Debt Service

A	Estimated Maximum New Property Tax Levy	\$ 5,885,647
	Current EAV	<u>848,924,815</u>
	Calculated Limiting Factor (Divide New Property Tax Levy by Current EAV)	<u>0.693306</u>
B	Estimated New EAV Calculated In Step 1 Above	\$ 862,835,932
	Apply Limiting Factor Calculated In A Above	<u>0.693306</u>
	Calculated New Property tax Levy, Excluding Debt Service	<u>\$ 5,982,093</u>

Step #4

Calculate Estimated Change In Property Tax Levy, Excluding Debt Service

Estimated New Maximum Property Tax Levy	\$ 5,982,093
Current Property Tax Levy	\$ 5,653,839
Estimated Change In Property Tax Levy	<u>\$ 328,254</u> <u>5.806%</u>

**Village of Lake Zurich
Property Tax Levy Worksheet
Levy Year 2008**

Step #5

Calculate Debt Service Property Tax Levy

General Obligation Refunding Bonds Series 2008A		Last TL Yr. =	283,312
General Obligation Limited Bonds Series 2008B		Last TL Yr. =	283,368
General Obligation Bonds Series 2002	Abate Annually	370,756.00	Last TL Yr. = 2021
General Obligation Bonds Series 2003B	Abate Annually	272,391.00	Last TL Yr. = 2011
General Obligation Bonds Series 2003C			Last TL Yr. = 40,600
Water and Sewer ARB Series 2002	Abate Annually	241,776.00	Last TL Yr. = 2021
Water and Sewer ARB Series 2003D - Taxable	Abate Annually	101,162.00	Last TL Yr. = 2011
Water and Sewer Series 2006	Abate Annually	128,000.00	Last TL Yr. = 2014
TIF Bonds Series 2002A	Abate Annually	162,714.00	Last TL Yr. = 2021
TIF Bonds Series 2003A	Abate Portion	350,496.00	Last TL Yr. = 2021
TIF Revenue Bonds 2005A	Abate Annually	441,874.00	Last TL Yr. = 2024
TIF Revenue Bonds 2005B Taxable	Abate Annually	365,962.00	Last TL Yr. = 2014
Total Debt Service Property Tax Levy			\$ 607,280
		2,435,131.00	
Apply Debt Service Property Tax Estimated Loss Factor			<u>101.022%</u>
Estimated Debt Service Property Tax Levy			<u>\$ 613,486</u>

Step #6

Calculate New Estimated Property Tax Levy

Calculated New Property Tax Levy, Excluding Debt Service	\$ 5,982,093
Calculated New Debt Service Property Tax Levy	613,486
Calculated New SRA Tax Levy	178,300
Total New Property Tax Levy	<u>\$ 6,773,880</u>

Step #7

Comparison New To Current Property Tax Levy

	New	Current	Change
Property Tax Lev, Excluding Debt Service & SRA	\$ 5,982,093	\$ 5,653,839	\$ 328,254
	%		<u>5.8059%</u>
Debt Service Property Tax Levy	\$ 613,486	\$ 1,061,156	\$ (447,670)
	%		<u>-42.187%</u>
Special Recreation Levy	\$ 178,300	\$ 186,763	(8,463)
	%		<u>-4.532%</u>
Combined Total Property Tax Levy	\$ 6,773,880	\$ 6,901,759	\$ (127,879)
	%		<u>-1.853%</u>

Village of Lake Zurich, Illinois

2008 Tax Levy

Exhibit A

Fund	Tax Levy Requirement	Abatements	Net 2008 Levy	Provision for Loss & Cost in Collections	Total 2008 Levy	2007 Final Extended Levy
Corporate Purposes:						
Corporate Use	61,850	-	61,850	1,855	63,705	1,230,941
Police Protection	961,165	-	961,165	28,835	990,000	942,307
Fire Protection	873,786	-	873,786	26,214	900,000	857,414
Ambulance	822,330	-	822,330	24,670	847,000	806,479
IMRF	229,126	-	229,126	6,874	236,000	229,210
Social Security	818,932	-	818,932	24,568	843,500	848,925
Insurance	650,485	-	650,485	19,515	670,000	348,059
Total Corporate Purposes	4,417,675	-	4,417,675	132,530	4,550,205	5,263,335
Pension:						
Police	672,131	-	672,131	20,164	692,295	195,253
Fire	718,051	-	718,051	21,542	739,593	195,253
Total Pensions	1,390,183	-	1,390,183	41,705	1,431,888	390,506
Total Levy Subject to PTELL	5,807,857	-	5,807,857	174,236	5,982,093	5,653,841
Special Recreation Levy	174,078	-	174,078	5,222	179,300	186,763
Total levy Request	5,981,935	-	5,981,935	179,458	6,161,393	5,840,604
Debt Service Levy:						
Police Building Series 2000	-	-	-	-	-	523,371
General Obligation Bond Series 2001						466,851
General Obligation Bonds Series 2002	370,756	(370,756)	-	-	-	-
Water and Sewer ARB Series 2002	241,776	(241,776)	-	-	-	-
TIF Bond Series 2002A	162,714	(162,714)	-	-	-	-
General Obligation Bonds Series 2003B	272,391	(272,391)	-	-	-	-
General Obligation Bonds Series 2003C	39,417	-	39,417	1,183	40,600	40,600
Water and Sewer ARB Series 2003D	101,162	(101,162)	-	-	-	-
TIF Bonds Series 2003A	350,496	(350,496)	-	-	-	-
TIF Revenue Bonds Series 2005A	441,874	(441,874)	-	-	-	-
TIF Revenue Bonds Series 2005B	365,962	(365,962)	-	-	-	-
Water and Sewer Series 2006	128,000	(128,000)	-	-	-	-
General Obligation Refunding Bonds Series 2008A	275,060	-	275,060	8,252	283,312	-
General Obligation Limited Bonds Series 2008B	275,115	-	275,115	8,253	283,368	-
General Obligation Limited Bonds Series 2009	447,902	-	447,902	13,437	461,339	-
Total Debt Service Levy	3,472,625	(2,435,131)	1,037,494	31,125	1,068,619	1,030,822
Total Village of Lake Zurich 2008 Levy Request	9,454,560	(2,435,131)	7,019,429	210,583	7,230,012	6,871,426

Notes

(1) The 2007 Equalized Assessed Value (EAV) of the Village is \$848,924,815.
The EAV for 2008 is projected to be \$862,835,932 (prior to any reassessments).

(2) The 2007 tax rate for the Village is 0.813 while the 2008 tax rate is projected to be 0.838.

(3) Abatements will be funded from alternate revenue sources. Those sources are either Incremental TIF Revenues or Water and Sewer Fund Revenues

(4) Provisions for Loss and Cost in Collections are equal to 3% of the Net Tax Levy for Non-Debt Service and at 5% for Debt Service.



Glossary of Terms





GLOSSARY OF TERMS

The Annual Budget contains terminology unique to public finance and budgeting. This glossary was prepared to assist the reader of this document in the understanding of some of these terms.

Abatement: A partial or complete cancellation of a levy imposed by the Village. Abatements usually apply to tax levies special assessments and service charges.

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.

Appropriation: A legal authorization granted by the Village Board 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 value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Township Assessor.)

Assets: Property owned by a government.

Audit: A systematic collection of sufficient, competent evidential matter needed to attest to the fairness of the presentation of the Village's financial statements. The audit tests the Village's account system to determine whether the internal accounting controls are both available and being used.

Balance Sheet: That portion of the Village's financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

Basis of Accounting: A term used when revenues, expenditures, expenses, transfers, 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 case, modified accrual or the accrual method.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for the financing of capital improvements.

Budget: A plan of Village financial operations which includes an estimate of proposed expenditures and a proposed means of financing them. The term used without any modifier usually indicates a financial plan for a single operating year. The budget is the primary means by which the expenditure and service levels of the Village are controlled.

Budget Message: The opening section of the budget which provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Village Administrator.

Cash Management: The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activates of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances.

Certificate of Deposit: A negotiable or non-negotiable receipt for monies deposited in a bank of financial institution for a specified period for a specified rate of interest.

Charges for Service: User charges for services provided by the Village to those specifically benefiting from those services.

Debt: A financial obligation resulting from the borrowing of money. Debts of government include bonds, notes, and land contracts.

Deficit: The excess of expenditures or expenses over revenues or income during a single accounting period.

Department: A major administrative division of the Village which indicates overall management responsibility for an operation.

Depreciation: The allocation of the cost of a fixed asset over the assets useful. Through this process the entire cost of this asset less any salvage value is ultimately charged off as an expense. This method of cost allocation is used in proprietary funds.

Enterprise Fund: A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where 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 transfers.

Expenses: Charges incurred, whether paid or unpaid, resulting from the delivery of Village services.

Fiscal Policy: The Village's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year: A 12 month period to which the Village's annual operating budget applies and at the end to which the Village determines its financial position and the results of its operation. The Village has specified May 1 to April 30 as its fiscal year.

Fixed Assets: Assets of a long term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

Fund: An accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance: The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. Fund balances increase when revenues exceed expenditures and decrease when expenditures exceed revenues.

Generally Accepted Accounting Principles (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 encompass the conventions, rules and procedures necessary to define accepted 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 Governmental Accounting Standards Board (GASB).

General Obligation Bonds: Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from the Debt Service Fund, and these bonds are backed by the full faith and credit of the issuing government.

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 and trust funds. In essence, these funds are accounting segregation 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 the 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.

Income: A term used in proprietary fund type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

IRMA (Intergovernmental Risk Management Agency): An organization of 50 municipalities in the six county collar areas around Chicago which joined together to pool insurance risk, cost, and coverage. IRMA, through its risk-sharing provisions, provides the Village with coverage for liability, property damage, automobile, and worker's compensation insurance.

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Levy: (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by the Village.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

MFT: Motor Fuel Tax

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, which is when they become both "measurable" and "available" to financial 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 expenditure either when purchased, or when used, and (2) prepaid insurance on similar items that may be considered expenditures either when paid for or when consumes. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Net Income: Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers in over operating expenses, non-operating expenses, and operating transfers out.

Property Tax: Property taxes are levied on real property according to the property's valuation and the tax rate.

Proprietary Fund Types: The classification used to account for a Village'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, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Retained Earnings: An equity account reflecting the accumulated earnings of the Village's Proprietary Funds.

Revenue: Funds that the government receives as income. It includes such items as tax receipts, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

TIF: Tax Increment Financing

Tax Increment District: A legal entity created by local resolution to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

Tax Levy: The total amount to be raised by general property taxes for operating and debt service purposes.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

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.