

VILLAGE OF FOX LAKE, ILLINOIS

ANNUAL OPERATING BUDGET

FOR THE FISCAL 2012/13 YEAR



**VILLAGE OF FOX LAKE, ILLINOIS
OFFICERS AND OFFICIALS
FISCAL YEAR 2012/13**

VILLAGE PRESIDENT

Edward Bender

BOARD OF TRUSTEES

Greg Murrey
Kevin Burt
Valerie Griseta
Jon Mumford
Donny Schmit
Nancy Koske

VILLAGE CLERK

Kimberly Mate

VILLAGE ADMINISTRATOR

Nancy J Schuerr

Village of Fox Lake, Illinois
Fiscal Year 2012/13 Proposed Budget
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**Village of Fox Lake
FY 2012/13**

March 27, 2012

The Honorable President and Board of Trustees
Village of Fox Lake
Fox Lake, Illinois

Honorable President and Board of Trustees:

In accordance with Illinois State Law, the following is the Fiscal Year 2012-13 Municipal Budget. In addition, narratives that precede each department in the general fund and each additional fund section have been included.

The Municipal Budget is a tool to consolidate the direction of the community, as represented by the Village President and Board of Trustees, into a manageable plan that fully embodies the sound principles of accounting and financial management held by the Governmental Accounting Standards Board. Through strategic planning, the Board, Village Treasurer, Village Administrator, and the Department Heads, converge to create goals that achieve the present and future needs of the community.

Honorable Mayor and Board of Trustees

We are pleased to present the Village of Fox Lake's annual budget for fiscal year 2012-13. The annual budget represents the single most important policy that is adopted each year in any municipal organization. This is especially true of the Village of Fox Lake, which offers a multitude of services and programs to its residents. The budget provides information that guides the Village Board in making important decisions based on the anticipated revenue projections. The budget document is a planned program of expenditures based on the revenue projections that carry out the Village's scope of services and goals established by the Mayor and Board of Trustees. This budget document is a tool used to assist Village officials in making sound and rational decisions regarding the services that are given to the public.

The Village of Fox Lake has 5 guiding principles that have been established to guide the budget's development and to measure the success of the recommended implementation of the budget. They are:

Economic Development – Economic Development is extremely important in offering residents a Village in which they can live, work and play. An effort such as the Land Vision Plan, which has involved the community, has created a program to market the benefits of the Village of Fox Lake. This provides a wonderful tool to promote the benefits of the Village of Fox Lake. The program will enhance the opportunities to the residents of the Village, as well, will create new jobs and bring visitors to our community. This will also provide additional revenue to the Village which will be used to fund needed capital projects and other programs.

Customer Service- In-order to provide the most efficient and effective services to residents, department heads must continually evaluate operations. They must continually focus on improving customer service by carefully examining their roles and their responsibilities to residents. The Village has a new website foxlake.org that allows residents to have easy access to current village information. They can also pay some fees on-line.

Infrastructure- A careful analysis of the Village of Fox Lake's infrastructure is necessary in order to make sure that roadways are safe, the water and sewer system is functionally sound, and the community parks and buildings are cared for. The Village must continue to develop multi-year plans to make sure that the Village's infrastructures are reviewed and maintained at the highest level. The Village must continue to develop and refine its transportation system in order to provide accessibility and mobility for its residents especially during these tough economic times and when fuel prices are increasing greatly.

Fiscal Management-The Village of Fox Lake must access all options to increase and maintain its revenue base. The Village will explore grants, operational efficiencies and other additional revenue sources for funding capital projects. Examples are:

- Regional Transportation Authority Grant (RTA) -Building Department – This grant provides the Village the opportunity to hire a planning consultant to assist in the planning around METRA

stations within Fox Lake. The Grant will provide \$80,000 with the Village paying \$20,000. This grant will begin May 1.

- Chicago Metropolitan Agency for Planning (CMAP) -Building Department-This grant provides for \$75,000 for the Village of Fox Lake to hire a consultant to plan bicycle trails throughout the Village. This grant will begin June 1.
- Illinois Green Infrastructure Green Program for Storm Water Management -Parks and Recreation Department- This grant will provide funds to reconstruct Lakefront Park parking lot with a pervious turf surface. The grant will provide \$240,000 with the Village paying \$80,000. The grant, if approved, will begin in summer.
- Illinois Department of Commerce and Economic Opportunity-Administration Department- This grant will provide \$185,000 for the construction of a salt-storage and containment facility. The grant, if approved, will be awarded in summer 2012.
- Community Development Block Grant (CDBG) -Water and Sewer and Streets Department-This grant assists in proposed work to be performed and shall consist of design engineering, construction engineering, and construction operation for the planned improvement of water-main construction, water-main service connections, fire hydrant construction and restoration. In addition, the grant also assists in construction design and construction engineering of streets. The grant for the water and sewer department is for \$322,000 and \$79,355 for the Street Department under the Motor Fuel Tax Fund. This grant, if approved, will be awarded in the fall of 2012.
- Illinois Public Risk Safety and Educational Grant-Police Department-This grant is given to the police department to improve safety and or provide educational programs to enhance safety. This grant in the amount of \$4900 and was approved. The police department is going to use the funds to purchase a camera for a squad car.
- Illinois Department of Commerce and Economic Opportunity Blower Grant-Northwest Region Water Reclamation Facility- This grant will pay for a portion of the blower replacement, a component of Phase IIA expansion. The cost of the two new blowers is \$500,000. The grant will reimburse the Village \$307,831,

Conservation-The Village of Fox Lake will continue to promote and develop programs with a focus on conservation of our natural resources. Thus it will promote and adhere to a conservation mindset and lifestyle. This has and will be the priority of the Village of Fox Lake. Conservation is imperative in order



to protect and conserve natural resources such as groundwater, wetlands and natural bodies of water that surround the Village. The Village will promote and enforce water conservation programs, and continue to work with other governmental agencies to address issues of water quality and quantity on a regular basis. The Village will continue to promote a recycling program through educational materials and working with its waste disposal company. Examples are:

- Illinois Department of Commerce and Economic Opportunity Lighting Grant-Northwest Region Water Reclamation Facility- An incentive to replace lamps and fixtures that will no longer be made, with more energy efficient lamps and fixtures. The cost of the replacement project is \$40,000. The Illinois Department of Commerce and Economic Opportunity will reimburse the Village \$33,498.97. The work is on-going and will be completed by summer 2012.
- Upgrade Lighting-Street Department will be upgrading and modifying its street lighting to a more energy efficient LED lighting system. This system consumes less energy and the bulbs have a longer life. The lights are being changed on an on- going basis.
- Recycling-The Village of Fox Lake with the assistance of its waste hauler, Waste Management, have distributed recycling bins to all of its residents. This receptacle has provided residents with an opportunity to segregate recyclable material from other waste materials. In addition, recyclable bins are located at the Village's parks. This has increased the amount of recyclable items that are collected within the Village of Fox Lake by Waste Management. The Village does receive a fee for the collection of recyclable material.
- Reduction of Water Loss-The Water and Sewer Department has made a concerted effort to reduce water loss in its system. The Department continually monitors the Village's water pipeline to make sure that any water loss is detected and repaired. The Department has reduced its loss by over 15%.
- Rain-Barrel Program/Awareness of Phosphorus Detergents and Fertilizers-The Utility Billing Department and the Water and Sewer Department has initiated a rain-barrel program to make residents aware of the need to conserve rain water to water their garden. The Village was selling rain-barrels at a reduced cost. In addition, leaflets were placed in utility bills to make residents aware of the need to be cautious when buying detergents and fertilizers that contain phosphorous. This chemical damages the eco-system. A coupon, valid at area stores, gave the residents a percentage off when purchasing non-phosphorus containing detergent and fertilizers.
- Recycling of Auto/Truck Engine Oil-The Motor Pool Department uses "spent" engine oil that it receives from Village vehicles to heat its building. The furnace in this building has been modified



to use this type of fuel. The Motor Pool Department uses this form of energy to entirely heat its building completely for the year. No additional form of energy is used to heat this facility.

- Paperless Operation-The Village of Fox Lake is reducing its use of paper. Board packets and other means of communication are being sent to Board Members on online, thus saving paper.

The Village of Fox Lake budget truly reflects anticipated revenues and disbursements. There isn't any exaggeration of figures to make the budget document falsely represent the actual economic environment of the Village. The Illinois State Statute states that the budget must be adopted before the beginning of the fiscal year which is May 1.

The budget for the Village is comprised of several funds. The principal operating funds are the General Fund, Special Revenue Funds and the Enterprise Funds. Each fund has a specific purpose. It is important to note that despite the conditions of the current economy, the Village is able to maintain service levels with a positive balance in its budget.

The fiscal year 12/13 budget for the Village of Fox Lake for all funds totals over \$27 million of expenditures, including transfers. They include:

- General Fund \$9,867,397
- Special Revenue Fund \$2,762,428
- Enterprise Fund \$14,876,689

General Fund

The General Fund Expenditures comprise the majority of the funds within the Village. These include the Administration Fund, Streets Department, Building Department, Police Department, Board of the Fire and Police Commission, Parks and Recreation Department, 911 Dispatch Department, Motor Pool, and Illinois Municipal Retirement Fund. This budget has increased 4.58% from \$9,434,943 to \$9,867,397. This increase is due to primarily to expenditures that occurred from the \$727,000 bond issue that the Village entered into in November 2011. These include the purchase of the Visionaire Office Management system for the police department, the construction of a salt storage barn, the removal of fuel tanks and the construction of a new fuel depot and the repaving of the police parking lot.

Special Revenue Fund

The Special Revenue Fund includes the Tax Increment Financing Fund, Motor Fuel Tax Fund, Park Fund, Refuse Fund, Insurance Fund and the Fire Fund. The budget has decreased 10.3% from \$3,047,594 to \$2,762,428. This decrease is primarily due to the refinancing of bonds and interest payments in the Park Fund. Bond and Interest payments decreased from \$147,547 to \$37,357. In addition the Motor Fuel Tax Fund is reduced by \$250,000 because of the reduction of a road repair grant.

Enterprise Fund

The Water and Sewer Fund, Northwest Region Fund and the Commuter Parking Fund are included in the Enterprise Fund in which user fees collected are able to fund operating expenses through the Village's water and sewer utility and commuter parking facilities. The Enterprise Fund expenditures are budgeted at \$14,876,689 versus \$20,550,495 budgeted last year. This reflects a 38% decrease from last year. The Northwest Region was involved in a major construction project last year that had cost over \$10,000,000 to complete.

Many factors, including policy issues, legislative mandates and economic conditions, have impacted this year's budget. Several of these factors are discussed in further detail.

Economic Factors Impacting the Budget

Several economists have reported that the current economic recession that started in the fall of 2007 reached its low point in the summer of 2009 and that we are in economic recovery. This is a very hopeful prediction. The Village of Fox Lake is functioning in a very guarded position in its development of this year's budget. Consumers, investments and governmental behavior have forever changed and a new attitude is now present in how to view the future. The Village will continue to maintain a very reserved attitude about their revenue so as to be able to maintain quality community service without increasing tax burdens on its residents.

The Village approached the impact of the economy on the budget in a strategic and collaborative way. The following economic factors were significant in the development of the 12/13 budget:

Unemployment: Unemployment, although improving, remains at a high level and is expected to have an adverse impact on revenues. Fox Lake finished 2011 with an overall unemployment rate of approximately 10%.

A slow employment recovery is expected to limit the revenue growth for income tax sources.

Foreclosures: Over 225 properties were foreclosed in Fox Lake since 2010. Foreclosures adversely impact property values and income sources that are distributed on a per capita basis due to population loss. The foreclosure market is active in Fox Lake, however, its impact on the Villages revenues and services will remain suspect until the housing market is stabilized.

Equalized Assessed Valuation (E.A.V.): The Village of Fox Lake limited development and higher than normal assessment challenges indicates that the value of the Villages land value will decrease. The E.A.V. of the Village of Fox Lake decreased from \$366,342,240 to \$351,316,494 or 4.3% in tax year 2011.

Interest Rates: The economic recession has minimized the rate of return on investments. The Federal Reserve System rate peaked in August 2007 at 5.41% and has reached a low point of .05% in 2010. Currently we are receiving an average interest rate of .08%. This low interest rate has reduced our revenue stream for the budget.

Fuel: The continued unrest in the Middle East, as well as recent earthquakes in Japan, has severely impacted the energy market, which substantially increases fuel prices for the Village's equipment and fleet. The budget reflects a cost of \$5.00 for regular gasoline and \$5.25 for diesel fuel. Thus we have budgeted \$66,100 more in this budget for the purchase of fuel.

The Village of Fox Lake developed the budget keeping a keen eye on the economy and the effect it would have on its revenue and of course expenditures. The Village strategies for coping with the economic downturn as follows:

Pursue Grants: The staff will continue to look for opportunities to supplement revenues with grants through the state and federally funded programs.

Evaluate Vacant Positions: If a position becomes available, the Village will evaluate the need for that position and either fills the position, delay the hiring process or eliminate the position. The need to add a position will be scrutinized thoroughly before the position is added. The evaluation process of employee's has begun. Merit raises are budgeted at 2%. Union employees will receive salary increases pursuant to their collective bargaining agreements.

Reduce Overtime: Departments have developed plans to minimize overtime costs while maintaining core community services.

Cash Reserves: The 12/13 budget as presented maintains an effort to improve the Village's cash reserve. Currently, the General Fund has a 4 month cash reserve. The goal is to eventually have a 1 year cash reserve.

Fixed Energy Price Agreements: The Village of Fox Lake, due to recent deregulation, has been able to enter into a multi-year fixed price agreement for electrical energy. The Village utilizes this valuable tool for the larger energy consuming accounts of the Water and Sewer and Northwest Region funds. This agreement has also aided the Village for electrical power for its streetlights and for other internal uses.

Issues in State of Illinois Revenue to the Village: The State of Illinois continues to address its financial challenges by reducing or eliminating promised funds to municipalities. The Village of Fox Lake has had \$50,000 of its Corporate Replacement Tax eliminated and it has had its State Income Tax in the amount of approximately \$250,000 delayed for over 6 months. In addition, the State had held approximately \$13,000 of the Village's Charitable Games Tax for over 6 months. Currently the State owes the Village over \$300,000.00 in State Income Tax. Last year the State of Illinois raised the State Income Tax, increasing individual and corporate tax rates. Municipalities did not receive any additional revenue from this funding.

The Village of Fox Lake will continue to monitor public safety pension legislation. Pension expenses are one of the fastest growing expenditures the Village has and undoubtedly will create future funding challenges for all municipalities. The Village is appropriately funding its pension obligations based on the results of annual actuarial studies. There is a fear as the staff ages and begins to retire that funding will be a major concern.

The Village of Fox Lake is working on the development of sound financial guidelines in constructing its budget. This has placed the Village in a stronger position to deal with the economic recession. The Village of Fox Lake recently received a bond rating of A1. This very positive rating was able to save the Village a sizable amount of insurance premiums when they secured bond and interest funds for planned capital projects. The Village also maintains debt obligations which are manageable and are paid out of their current budget.

The Village of Fox Lake understands that it must not only maintain and fund its day to day operations but it must continue to pursue the development of capital improvement projects. In many cases, these new capital improvement projects will reduce future operational costs. These cost savings will enhance the Village of Fox Lake ability to contend with the many pressures that are placed upon it by state and federal mandates, tax caps, declining revenue sources, escalating insurance and pension costs and other costs while keeping up with the demand for services from residents and businesses.

This budget process is transparent and makes the Village Administration, Village Officials, employees and residents more aware of the projects and their costs in operating the various departments within the Village. The budget's purpose is to maintain a sound financial base for the benefit of the residents of the community and the improvement of the Village's infrastructure.

This budget is a result of the combined leadership of the elected officials, support of the public and experience and skills of the Village Staff to focus on the importance of delivering uninterrupted, high quality service to the public. This budget will serve as a guide to maintain efficient and effective municipal service and accomplish many of the Village's financial objectives.

The Budget Process

The Village of Fox Lake has been very aware that the poor economic environment will affect its budget preparation. Therefore, a thorough financial report has been created and given to the Board every month. If needed, it has been determined to meet from time to time to have a more detailed discussion to monitor the actual revenue and expenditures of the coming year, versus the budget. In addition, the Village Administrator, Mayor, and Board of Trustees will monitor the budget performance and may amend the budget through appropriate action. The budgeting process began in October with a fiscal year 2012-13 meeting with the staff involved in the development of the budget. At this meeting the budget calendar and the steps in the budget process were discussed. Goal and Performance Objective Forms were distributed and discussed. All Department Heads were advised in the initial budget preparation meeting that this year's budget would need to be again scrutinized and costs reduced. There would be no extras.

In November the tax levy was proposed and discussed. A public hearing was held on December 13, 2011 and the tax levy for tax year 2011 was passed at the regular meeting later that evening.

In January-February the Department Heads turned in their Goal and Performance Objectives for the 2012-13 budget year. These goals and objectives were reviewed and discussed with the respective Department Head for a better understanding, and whether the goal could be afforded in the FY12-13 Budget.

In February and March Department Heads submitted their operating budget requests. A thorough assessment of each department's requests were made by the Village Administrator and Acting Treasurer.

In February and March the Department Heads, their monitoring Trustee, the Village Administrator, and the Acting Treasurer met to go over the budget and discuss reasons for budget needs. Department Heads were accountable for their decisions on the budget. These meetings continued until all departments had an opportunity to discuss their needs or address concerns with their assigned Trustee, the Village Administrator, and the Acting Treasurer.

A draft budget was prepared for the Village Administrator, the Trustee in charge of finance, and the Mayor to review and comment. All comments were incorporated and a recommended FY12/13 budget was distributed to all the Trustees for review.

A public meeting was held on April 10, 2012 to discuss the budget and entertain questions with the Mayor and Board of Trustees. Revenue and expenditures were thoroughly reviewed.

The budget reflects the modified accrual basis of accounting. Under the accrued basis, revenues are budgeted for the fiscal year in which they are received. "Received" means collected within the budget year or soon enough thereafter to be used to pay liabilities of the budget year. Expenditures are recorded in the budget year in which the liability is incurred.



**VILLAGE OF FOX LAKE
FY 2012-2013
FUND SUMMARY**

Fund	Actual 2010-2011	Budget 2011-2012	Year End Projected 2011-2012	Proposed 2012-2013
<u>GENERAL</u>				
Beginning Balance	249,756	0	1,174,741	851,814
Revenues	9,163,377	8,979,744	8,458,369	9,666,080
Expense	8,209,910	9,434,943	8,671,990	9,867,397
Difference	953,467	(455,199)	(213,621)	(201,317)
Ending Balance	1,203,223		961,120	650,497
<u>WATER</u>				
Beginning Balance	2,304,653		2,864,061	2,989,359
Revenues	2,537,316	2,851,650	2,613,450	3,029,050
Expense	1,977,908	4,500,424	2,488,152	3,727,622
Difference	559,408	(1,648,774)	125,298	(698,572)
Ending Balance	2,864,061		2,989,359	2,290,787
<u>NORTHWEST REGION</u>				
Beginning Balance	16,294,674		18,239,035	14,942,074
Revenues	5,715,274	6,113,000	5,349,745	5,807,419
Expense	3,770,913	15,833,759	8,646,706	10,912,286
Difference	1,944,361	(9,720,759)	(3,296,961)	(5,104,867)
Ending Balance	18,239,035		14,942,074	9,837,207
<u>COMMUTER PARKING</u>				
Beginning Balance	203,952		117,815	88,046
Revenues	149,413	142,300	151,530	150,300
Expense	235,550	216,312	181,299	236,781
Difference	(86,137)	(74,012)	(29,769)	(86,481)
Ending Balance	117,815		88,046	1,565
<u>FIRE & RESCUE</u>				
Beginning Balance	4,967		(85,857)	(45,104)
Revenues	1,239,561	1,192,178	1,186,039	1,292,000
Expense	1,330,385	1,165,779	1,145,286	1,246,428
Difference	(90,824)	26,399	40,753	45,572
Ending Balance	(85,857)		(45,104)	468
<u>MOTOR FUEL TAX</u>				
Beginning Balance	231,588		423,410	432,910
Revenues	453,394	555,396	451,000	387,853
Expense	261,572	755,000	441,500	444,000
Difference	191,822	(199,604)	9,500	(56,147)
Ending Balance	423,410		432,910	376,763

**VILLAGE OF FOX LAKE
FY 2012-2013
FUND SUMMARY**

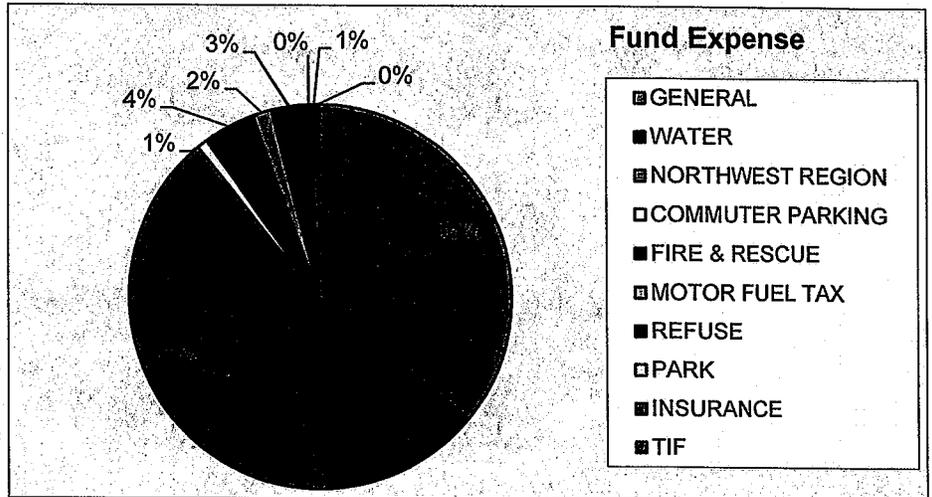
Fund	Actual 2010-2011	Budget 2011-2012	Year End Projected 2011-2012	Proposed 2012-2013
<u>REFUSE</u>				
Beginning Balance	(16,851)		41,792	48,645
Revenues	824,943	850,023	800,503	824,100
Expense	766,300	793,650	793,650	820,850
Difference	58,643	56,373	6,853	3,250
Ending Balance	41,792		48,645	51,895
<u>PARKS</u>				
Beginning Balance	28,312		39,747	39,292
Revenues	158,678	182,600	147,092	37,657
Expense	147,243	147,547	147,547	37,357
Difference	11,435	35,053	(455)	300
Ending Balance	39,747		39,292	39,592
<u>INSURANCE FUND</u>				
Beginning Balance	56,261		119,035	257,262
Revenues	319,609	331,420	323,491	331,000
Expense	256,835	175,618	185,264	203,793
Difference	62,774	155,802	138,227	127,207
Ending Balance	119,035		257,262	384,469
<u>TIF DISTRICT</u>				
Beginning Balance	89,814		126,309	162,566
Revenues	39,910	35,200	46,257	35,100
Expense	3,415	10,000	10,000	10,000
Difference	36,495	25,200	36,257	25,100
Ending Balance	126,309		162,566	187,666
<u>TOTAL</u>				
Beginning Balance	19,447,126		23,060,088	19,766,864
Revenues	20,601,475	21,233,511	19,527,476	21,560,559
Expense	16,960,031	33,033,032	22,711,394	27,506,514
Difference	3,641,444	(11,799,521)	(3,183,918)	(5,945,955)
Ending Balance	23,088,570		19,876,170	18,820,909

Budget Overview

The total expenses for FY 2012-2013 is \$27,506,514 The expenses of the Village by fund are as follows:

EXPENSES

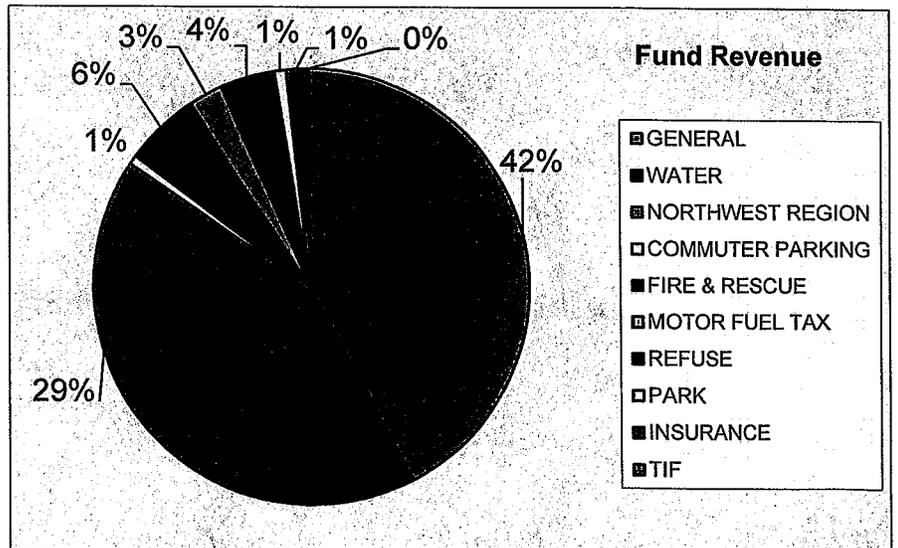
FUND	BUDGET
GENERAL	9,867,397
WATER	3,727,622
NORTHWEST REGION	10,912,286
COMMUTER PARKING	236,781
FIRE & RESCUE	1,246,428
MOTOR FUEL TAX	444,000
REFUSE	820,850
PARK	37,357
INSURANCE	203,793
TIF	10,000
TOTAL	<u>27,506,514</u>



The total revenues budgeted for FY 2012-2013 is \$21,560,559 The revenues of the Village by fund are as follows:

REVENUES

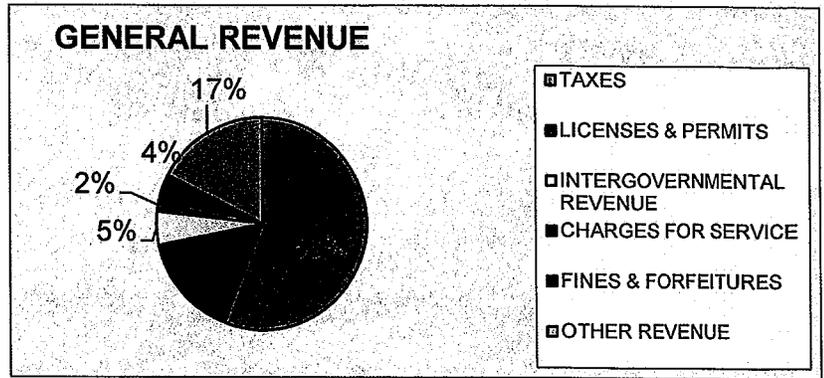
FUND	BUDGET
GENERAL	9,666,080
WATER	3,029,050
NORTHWEST REGION	5,807,419
COMMUTER PARKING	150,300
FIRE & RESCUE	1,292,000
MOTOR FUEL TAX	387,853
REFUSE	824,100
PARK	37,657
INSURANCE	331,000
TIF	35,100
TOTAL	<u>21,560,559</u>



General Fund

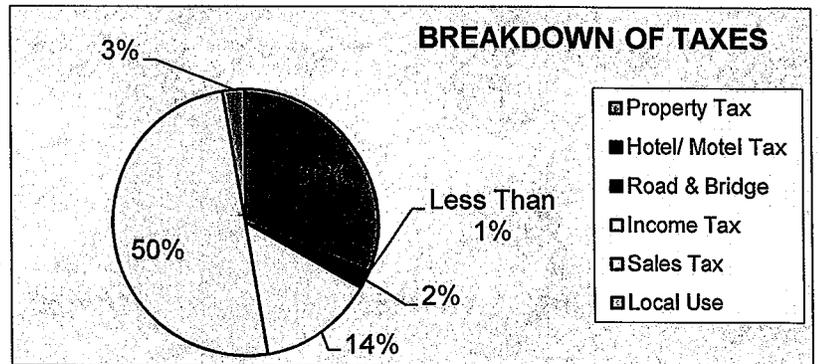
The General Fund revenues supporting operations are as follows:

REVENUE	AMOUNT
TAXES	5,416,432
LICENSES & PERMITS	1,515,876
INTERGOVERNMENTAL REVENUE	497,546
CHARGES FOR SERVICE	179,235
FINES & FORFEITURES	368,500
OTHER REVENUE	1,688,491
TOTAL	9,666,080



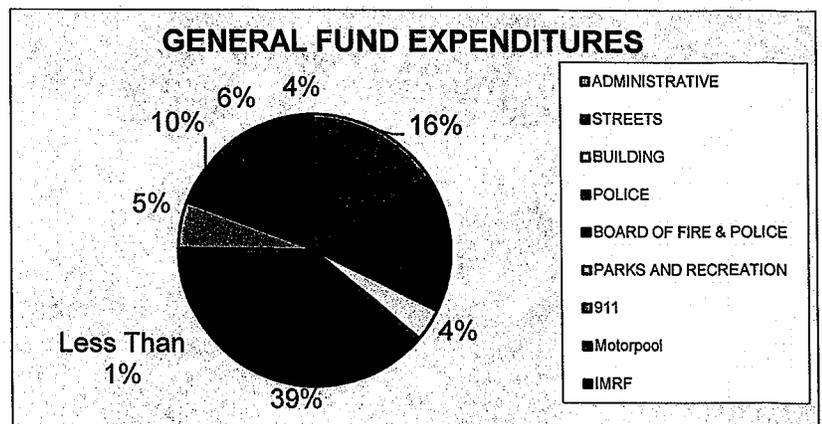
The major revenue source that supports the General Fund is taxes, which are broken down as follows:

TYPE	AMOUNT
Property Tax	1,673,510
Hotel/ Motel Tax	7,000
Road & Bridge	112,665
Income Tax	777,267
Sales Tax	2,695,000
Local Use	150,990
TOTAL	5,416,432



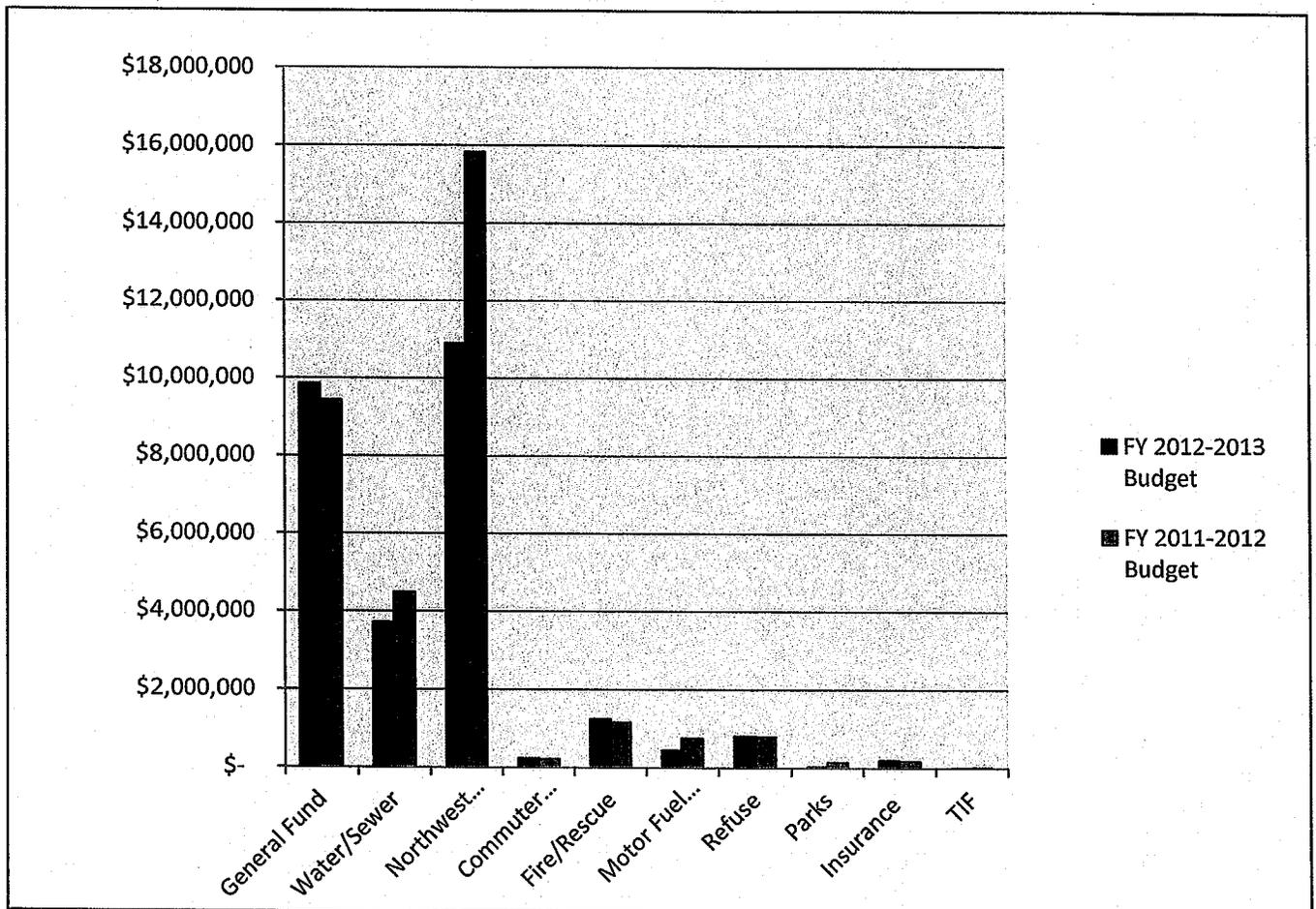
The expenses of the General Fund are as follows:

DEPARTMENT	AMOUNT
ADMINISTRATIVE	1,558,798
STREETS	1,636,646
BUILDING	378,081
POLICE	3,823,221
BOARD OF FIRE & POLICE	21,500
PARKS AND RECREATION	539,931
911	893,032
Motorpool	611,682
IMRF	404,506
TOTAL	9,867,397

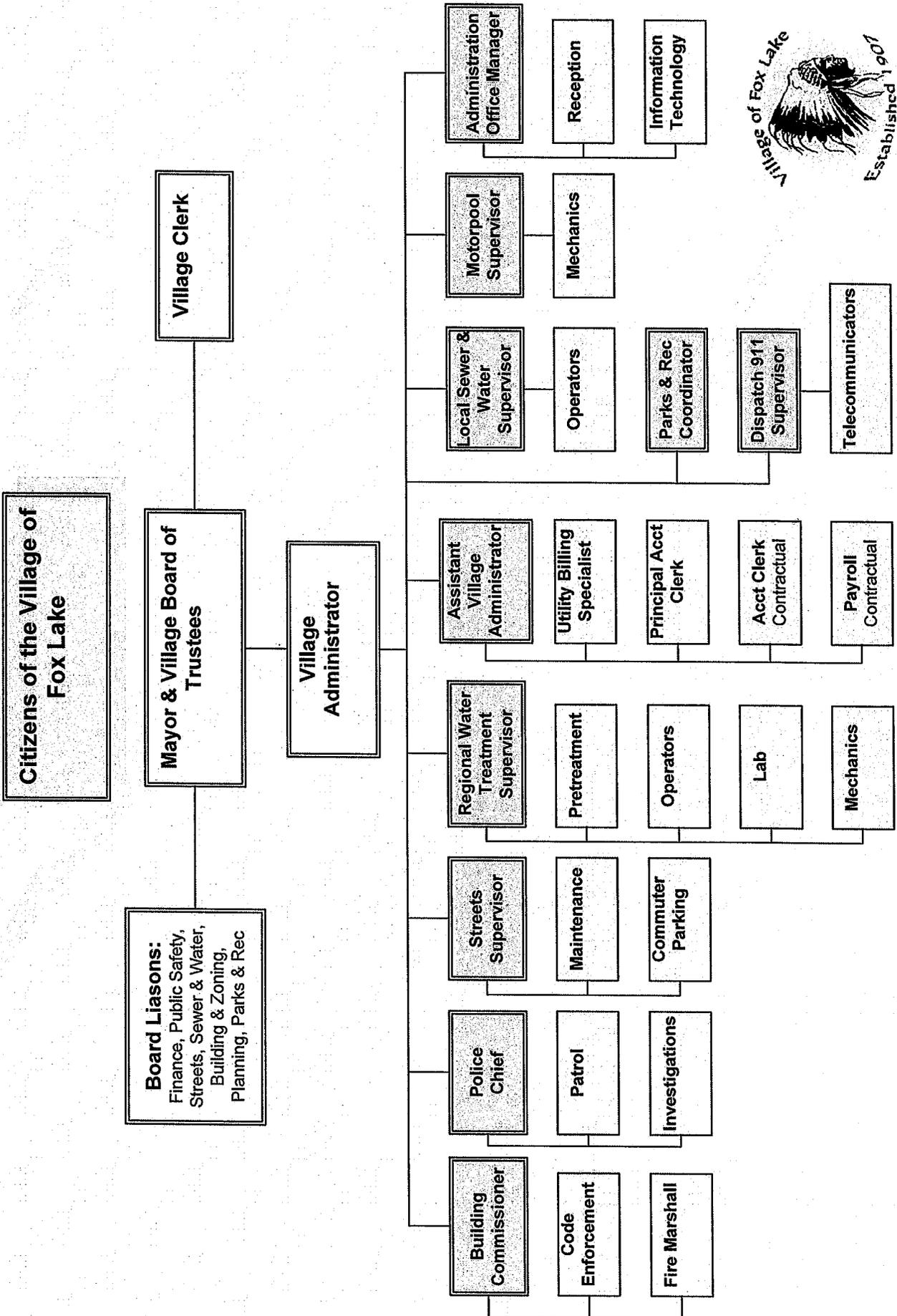


The Fiscal Year 2012/2013 Budget is decreased by 16.7% over the Fiscal Year 2011/2012 Budget. The breakdown of the budget is as follows:

	FY 2012-2013 Budget	FY 2011-2012 Budget	Percentage
General Fund	\$ 9,867,397	\$ 9,434,943	4.58%
Water/Sewer	\$ 3,727,622	\$ 4,500,424	-17.17%
Northwest Region	\$ 10,912,286	\$ 15,833,759	-31.00%
Commuter Parking	\$ 236,781	\$ 216,313	9.40%
Fire/Rescue	\$ 1,246,428	\$ 1,165,779	6.90%
Motor Fuel Tax	\$ 444,000	\$ 755,000	-41.20%
Refuse	\$ 820,850	\$ 793,650	3.40%
Parks	\$ 37,357	\$ 147,547	-74.67%
Insurance	\$ 203,793	\$ 175,618	16.00%
TIF	\$ 10,000	\$ 10,000	0.00%
Total	\$ 27,506,514	\$ 33,033,033	



Village of Fox Lake Organizational Chart - 2012



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

GENERAL FUND

Description

The General Fund is an accounting fund type to account for all monies received and distributed for general municipal purposes. The fund includes maintaining of the general assets, liabilities, revenues and expenses for the Village of Fox Lake.

These General cash flows include the following departments: Administration, Streets, Building, Police, Public Buildings, Board of Fire and Police, Parks and Recreation, 911, Motor Pool and IMRF.

Goals and Objectives

- Develop a financial plan, which balances the needs for resident services, and the tax payer's wallets.
- Retain and recruit high quality businesses by building strong relationships and streamlining processes.
- Establish improved lines of communication between the Village residents with tools, such as an interactive website.
- Improve the overall appearance of the Village.
- Increase the year-round recreational opportunities for residents, regardless of age or economic status.

The General Fund has experienced a positive fund balance this last fiscal year. The following chart illustrates this. Income tax and sales tax have decreased over the last year; interest rates have also declined. However the Village has taken the incentive to add other revenue sources such as utility taxes, and increases in fees. Many of the revenue streams are very susceptible to the economic climate and factors such as unemployment and foreclosures. The Village suffers from these economic factors and as such has made a tremendous effort to reduce expenses and raise new revenues to compensate for the decreased revenue stream, rather than cutting services to residents.



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

GENERAL FUND

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance	249,756		1,174,741	851,814
Revenues	9,163,377	8,979,744	8,458,369	9,666,080
<u>Expenses</u>				
ADMINISTRATIVE DEPARTMENT	1,497,677	1,591,025	1,473,001	1,558,798
STREET DEPARTMENT	1,065,510	1,417,640	1,340,628	1,636,646
BUILDING	343,920	540,089	395,290	378,081
POLICE DEPARTMENT	3,713,530	3,675,522	3,559,877	3,823,221
BOARD OF FIRE AND POLICE	12,666	20,510	20,510	21,500
PARKS AND RECREATION	186,296	212,672	193,108	539,931
911	823,153	922,351	817,707	893,032
MOTORPOOL	333,104	637,807	601,923	611,682
IMRF	234,054	417,327	269,946	404,506
<i>Total Expenses</i>	8,209,910	9,434,943	8,671,990	9,867,397
<i>Difference</i>	953,467	(455,199)	(213,621)	(201,317)
Ending Balance	1,203,223		961,120	650,497

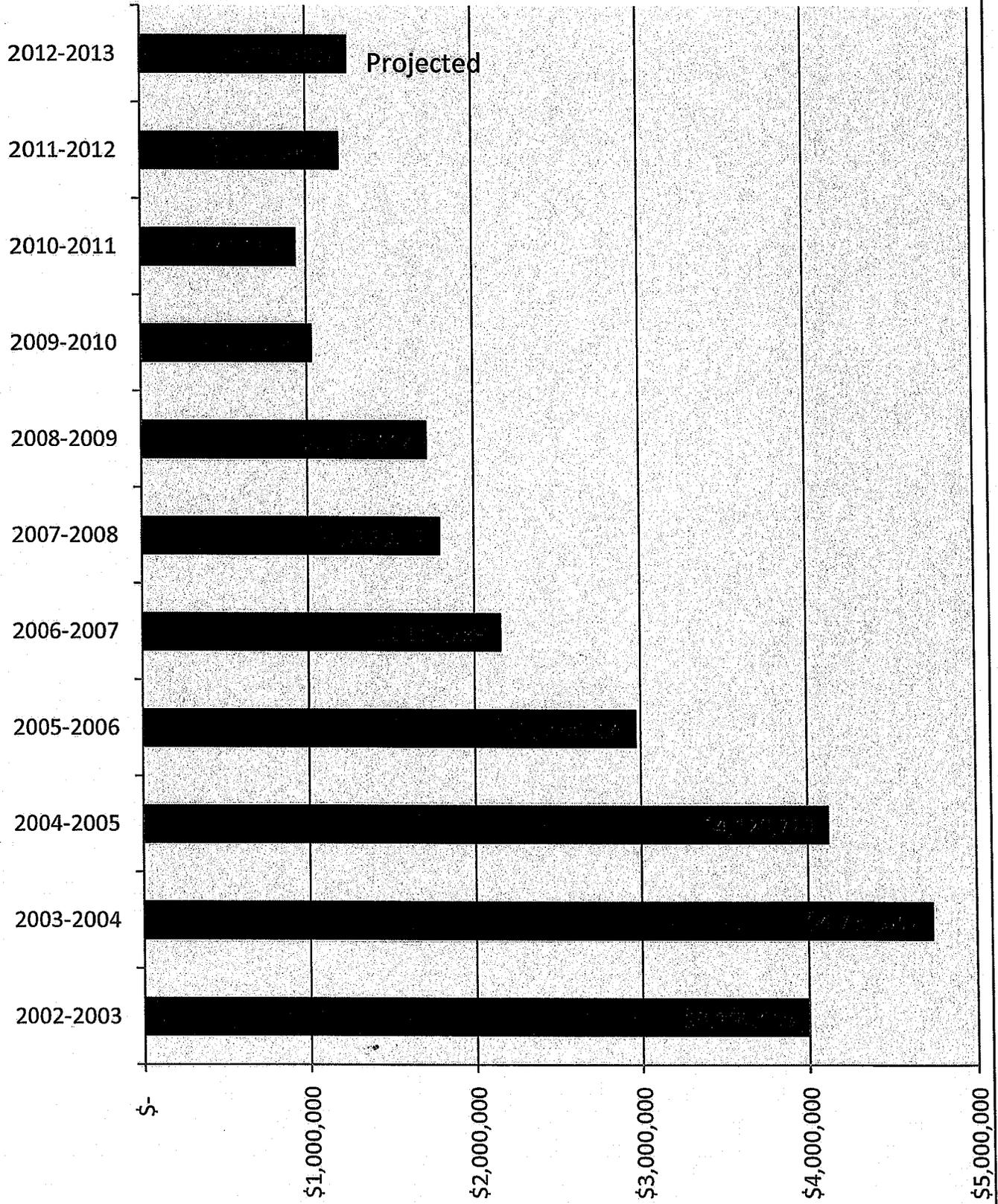
**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

GENERAL FUND REVENUES

<u>Account Number</u>		<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
TAXES					
01-00-311	Property Tax	1,601,433	1,766,904	1,572,000	1,673,510
01-00-314	Hotel/ Motel Tax	8,054	7,000	7,000	7,000
01-00-315	Road & Bridge	121,470	121,500	111,000	112,665
01-00-341	Income Tax	871,118	772,267	772,267	777,267
01-00-344	Sales Tax	2,497,143	2,400,000	2,400,000	2,695,000
01-00-345	Local Use	152,832	145,990	145,990	150,990
	Total Taxes	5,252,050	5,213,661	5,008,257	5,416,432
LICENSES & PERMITS					
01-00-316	Franchise Fees	117,157	112,000	93,000	93,000
01-00-317	Telecommunication Tax	258,347	240,000	260,000	290,000
01-91-317	911 Fee	49,111	42,000	15,000	16,000
01-91-318	911 Fee Cell Phone-Grayslake	64,559	64,500	86,900	86,900
01-91-318.1	911 Fee Cell Phone-Grayslake	-	-	-	-
01-00-319	Natural Gas Utility Tax	130,518	125,000	95,000	115,000
01-91-319	Outside Agencies	142,197	140,226	150,000	190,076
01-00-320	Electric Utility Tax	459,009	350,000	370,000	425,000
01-00-321	Liquor Licenses	51,005	48,100	50,000	50,000
01-00-322	Vehicle Licenses	104,192	105,000	105,000	105,000
01-00-323	Business Licenses	35,481	29,200	29,200	29,200
01-00-324	Animal Licenses	1,260	1,500	1,500	1,500
01-00-331	Building Permits/Fire Inspections	177,079	326,000	90,000	107,500
01-00-337	Reimbursed Engineering Fees	32,036	20,000	2,500	2,500
01-00-332	Zoning Fees/Hearing	4,047	4,000	3,200	3,200
01-00-336	Zoning permits	1,750	1,000	1,000	1,000
	Total Licenses & Permits	1,627,748	1,608,526	1,352,300	1,515,876
INTERGOVERNMENTAL REVENUE					
01-00-341.1	Auto Rental Tax	-	-	-	-
01-00-318	Charitable Games Tax	3,459	3,400	3,124	3,000
01-00-342	Replacement Tax	66,832	50,000	35,000	45,000
01-00-342.1	Replacement Tax-Antioch Township	83	50	50	50
01-00-342.2	Replacement Tax-Grant Township	3,165	3,164	20	1,500
01-00-347	State Grants	3,080	-	32,282	240,000
01-00-348	Federal Grants	-	-	-	-
01-00-349	Host Fee	176,525	207,996	207,996	207,996
	Total Intergovernmental Revenue	253,144	264,610	278,472	497,546

Account Number		Actual 2010-2011	Budget 2011-2012	Year End Projected 2011-2012	Proposed 2012-2013
CHARGES FOR SERVICE					
01-00-363	Alarm Service	7,275	7,000	7,000	7,000
01-00-369	Program Fees	77,433	72,000	70,000	72,500
01-00-369.1	Centennial	255	-	-	-
01-00-371	Maps/Landvision Books	143	100	100	100
01-00-378	Reports - Police	2,464	2,000	2,000	2,000
01-00-382	Rental	92,571	85,000	85,000	87,771
01-00-383	Rental-Gun Range	400	400	1,600	1,600
01-00-384	Charged Police Service	5,864	-	5,764	5,764
01-00-386	Charged for IT Service	1,852	-	2,600	-
01-00-387	Pace Revenue	903	5,000	2,500	2,500
	Total Charges For Service	<u>189,160</u>	<u>171,500</u>	<u>176,564</u>	<u>179,235</u>
FINES & FORFEITURES					
01-00-351	Court Fines	371,851	300,000	300,000	310,000
01-00-351.1	Court Fines-DUI	4,142	5,000	5,000	7,000
01-00-354	Ordinance Fines	70,462	75,000	50,000	50,000
01-00-355	Forfeitures-Drug Seizure	249	500	5,095	1,500
	Total Fines & Forfeitures	<u>446,704</u>	<u>380,500</u>	<u>360,095</u>	<u>368,500</u>
OTHER REVENUE					
01-00-381	Interest Income	1,326	1,400	1,000	1,000
01-91-381	Interest Income	100	100	50	50
01-16-311	Property Taxes-IMRF ✓	110,131	253,407	249,831	115,633
01-14-381	Miscellaneous Income-MP	-	-	-	-
01-14-385	Charge for Service (Internal) -MP	209,477	0	0	-
01-14-386	Charge for Service (External)- MP	36,569	150,040	100,000	122,000
01-00-389	Miscellaneous Income	13,523	7,000	5,000	5,000
01-00-392	Sale of Fixed Assets	893	1,000	1,000	1,000
01-00-395	TIF Expense Reimbursement	-	-	-	-
01-00-398	Administrative Charge	647,552	526,000	650,000 /	850,000
01-00-397	Loan	-	402,000	275,800	593,808
01-91-399	Internal Transfer-911	375,000	-	-	-
	Total Other Revenue	<u>1,394,571</u>	<u>1,340,947</u>	<u>1,282,681</u>	<u>1,688,491</u>
	Total Revenue	<u>9,163,377</u>	<u>8,979,744</u>	<u>8,458,369</u>	<u>9,666,080</u>

Ending Fund Balance Amounts General Fund





**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

ADMINISTRATION

Description

The Fox Lake Village Administration is comprised of the following:

Village President (Mayor) – Chief Executive Officer performing all duties required by statute and Village ordinance. The part-time Mayor position is elected for a four (4) year term of office.

Village Administrator – Advises the Mayor and Board of Trustees on policy decisions and drives the day-to-day operations of the Village. The Village Administrator provides relevant information and advice necessary for the Mayor and the Board to evaluate and make policy decisions. She also directs the operating departments in order to meet service levels of quality as established by the Mayor and the Board. Finally the Village Administrator represents the Village when working with the Federal, State, and Regional Agencies and community groups, as well as private enterprises and not-for-profit organizations. The Village Administrator is also responsible for directing employee relations, to include the hiring process, insurance and benefit program management, union relations, training, risk management, policy development and other administrative duties as determined by the Mayor.

Village Clerk – Performs a variety of Village Board administration duties in an elected four (4) year part-time position. Primary duties involve maintaining a record of proceedings, transcripts, and other related approved ordinance and resolutions.

Business Office – Responsible for managing the Village's financial transactions and reporting. Activities include accounts receivable, utility billing, accounts payable, payroll, financial statements, Village fund investments and budget management. The Office is currently directed by the appointed acting Treasurer with the assistance from full-time accounting staff and outsourced payroll and accounting services.

Office Manager & Deputy Clerk – Responsible for direct administrative support for the Mayor and the Trustees, operational support for the Village Clerk, licensing transactions, business of FOIA and Open-Meetings Act, and managing the front office staff to include reception personnel.



Goals and Objectives

- *Website -*

Continue working with Department Heads to complete modules not active due to time restraints to design and provide the information beneficial to our residents, development, businesses etc. An example of this would be to work with the Building Department on the Community Development page of the website, this includes available properties provided by a realtor website, listing of businesses and categorize the specific businesses (licensed and unlicensed), links to their websites. Incorporate for all departments the placement of regular forms to be available online. We need to be aggressively updating, improving, and monitor all facets of our website to provide the most up to date information available.

Market the "notify me" on the website (currently we only have 25), so more residents are aware of the service and we can expand that service. At the same time market the availability of having our newsletter via an electronic version in lieu of the mailed paper version. The goal would be long term to only mail copies to residents not assessable to the website.

- *Agenda Packet Access in Council Chambers –*

Purchase and training for the access documents through a laptop or tablet for viewing of documents during a Board Meeting.

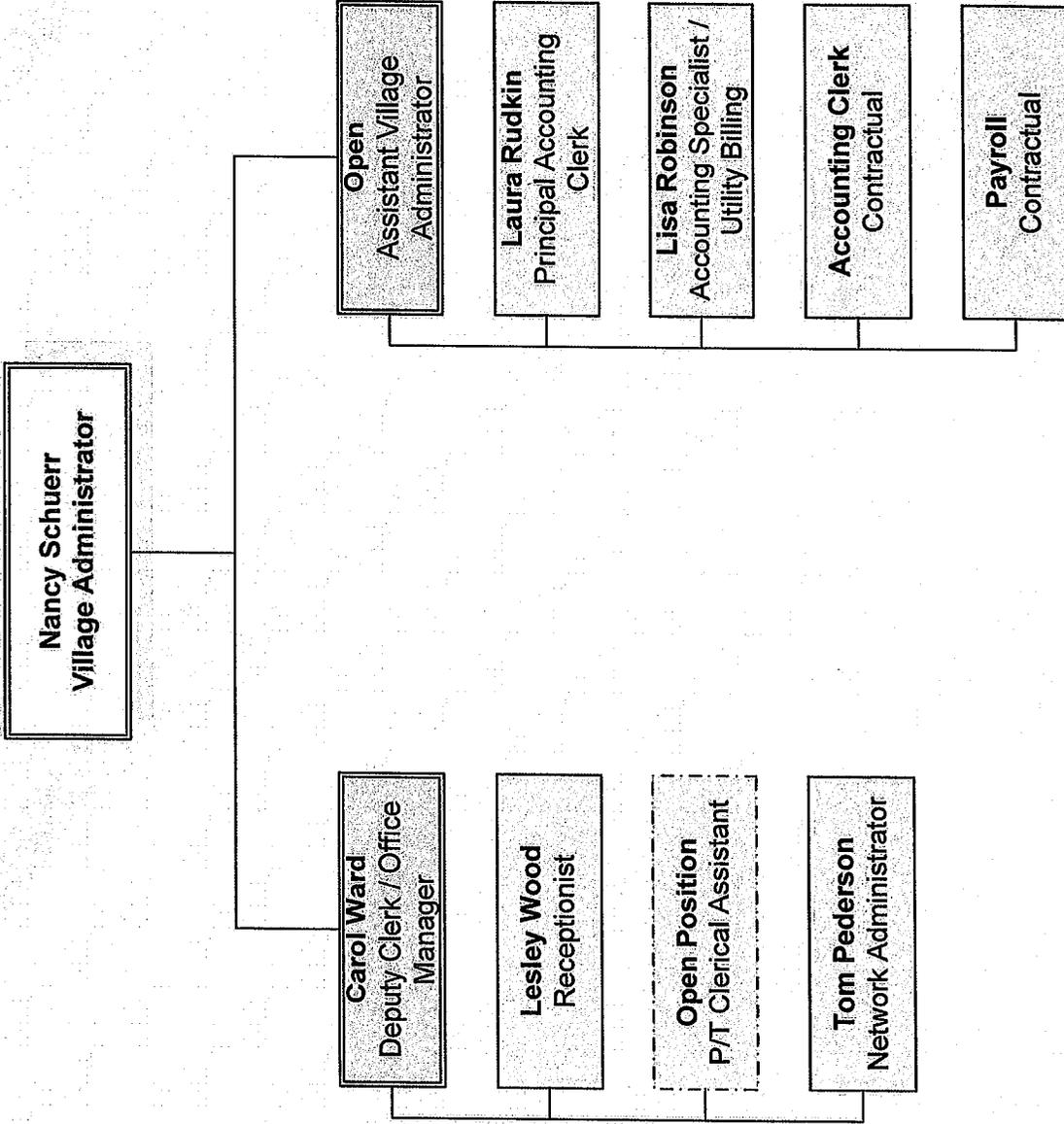
- *Council Chambers –*

Procurement of a permanent retractable screen, projector built into the Council Chambers. The numbers of presentations have increased dramatically and anticipate they will continue to increase. The labor time to borrow the equipment and set up for the Plan Commission and/or Board Meetings would offset the cost of this asset. This is planned to be included in this budget year.

- *Third Millennium Software – Vehicle Sticker*

Continue working with TMA to facilitate the addressing of empty, foreclosed, realtor owned houses to send only to the residents the vehicle sticker renewals. Work with the Mayor to send out second or third reminders to obtain compliance for vehicle stickers which will increase revenue for the Village.

Village of Fox Lake Organizational Chart - 2012

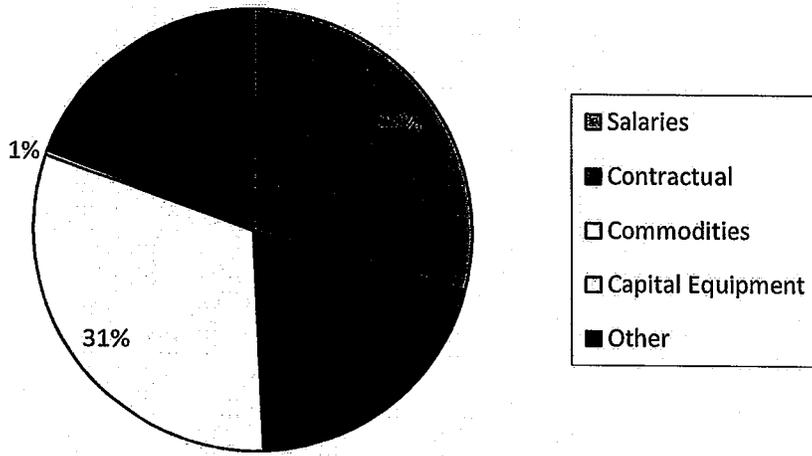


**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

ADMINISTRATIVE DEPARTMENT

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
01-11-421	Salary Full-time	270,995	317,212	283,697	326,264
01-11-422	Overtime	181	500	100	1,500
01-11-424	Elected officials	47,791	48,000	48,173	48,000
01-11-426	Salary Part Time	7,424	10,740	7,600	28,740
01-11-451	Health Insurance	17,356	33,962	29,006	41,780
01-11-452	Life Insurance	300	420	305	420
01-11-453	Unemployment Insurance	2,764	6,278	1,500	5,650
01-11-474	Employee Appreciation	2,110	2,650	2,000	2,650
	Total Personnel	348,921	419,762	372,381	455,004
CONTRACTUAL					
01-11-511	Maintenance Service Building	14,791	24,032	21,509	18,700
01-11-512	Maintenance Services - Equipment	4,446	7,650	12,000	6,720
01-11-512.1	Technology	19,962	30,544	24,000	70,654
01-11-531	Accounting Services	41,991	61,200	75,000	78,615
01-11-533	Legal Services	39,904	42,500	30,000	36,000
01-11-540	Filing Fees	990	1,500	1,400	1,500
01-11-548	Other Professional Services	69,682	22,250	15,000	31,690
01-11-548.1	TIF Expenses	-	-	-	-
01-11-551	Postage	9,266	17,100	12,000	11,100
01-11-552	Telephone For Administration	7,183	8,840	8,800	8,840
01-11-553	Publishing	8,076	8,500	6,000	8,500
01-11-554	Printing	14,089	15,850	16,000	18,050
01-11-558	Pace Program	1,696	3,250	2,500	3,250
01-11-561	Dues	3,146	3,536	3,000	5,426
01-11-562	Travel Expenses/ Business Meals	2,505	5,700	2,500	5,400
01-11-563	Training	2,450	6,400	2,000	5,600
01-11-571	Utilities	821	3,000	1,000	3,000
	Total Contractual	240,998	261,852	232,709	313,045
COMMODITIES					
01-11-611	Maintenance Supplies - Building	1,876	2,900	2,000	2,000
01-11-612	Maintenance Supplies - Equipment	24	-	-	-
01-11-651	Office Supplies	3,203	5,200	5,000	5,200
01-11-652	Operating Supplies	4,370	4,000	5,000	5,000
01-11-655	Fuel	-	-	-	500
01-11-684	Software	-	40,000	-	47,500
01-11-710	Principal Payment	285,229	289,064	289,064	181,339
01-11-720	Interest Expense	114,080	100,847	100,847	100,473
01-11-730	Fiscal Agent Fees	1,455	2,200	2,000	2,200
01-11-911	Community Relations	3,610	6,000	5,500	7,000
01-11-999	Internal Transfer	212,250	154,000	154,000	134,157
	Total Commodities	626,097	604,211	563,411	485,369

Adminstrative Department Expenses



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

STREETS

Description

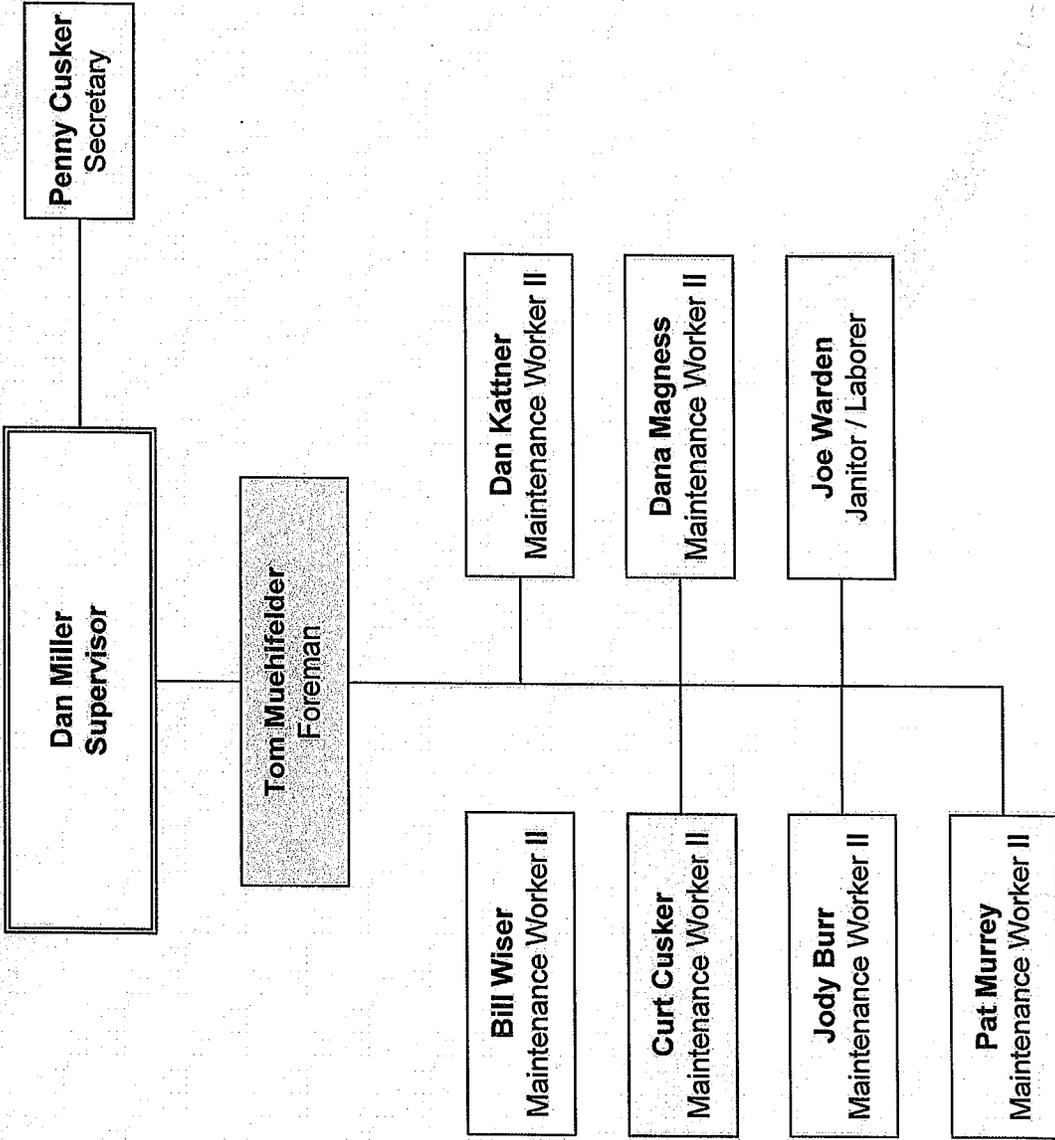
The Fox Lake Street Department is responsible for the maintenance of approximately 60 miles of roadways, easements, and sidewalks within the Village boundaries. Some of the operations performed are snow plowing and salting of the roads and parking lots, crack filling and road maintenance, mowing of easements and parks, sweeping of streets, trimming and hauling away of trees and brush, removal of debris from roadways and easements, maintenance of storm sewers, installation of signs, striping of roadways and crosswalks, and general landscaping for maintenance buildings and Village buildings.

In addition, the Street Department is responsible for maintaining 6 parks in the Village. This includes all mowing and landscaping, and all inspection and maintenance of playground equipment. Also, the Street Department maintains 6 parking lots at the METRA stations located in the Village. The department also provides assistance in setting up events for the Village. This includes but is not limited to Holiday activities like the winter holiday parade, Oktoberfest, and July 4th ceremonies.

Goals and Objectives

- Complete the deicing material containment building this year.
- Complete the triple separator project required by regulations.
- Complete 2-3 sectors of 7; upgrading street signs to meet Retro-reflect ability standards.
- Complete pay box/Sidewalk improvements by Metra Lot #1 (Grand Ave by Village Bakery)
- Complete 2011 CDBG-MFT Street resurfacing project
Streets include: Lakeshore Drive and Grass Lake Drive.
- Complete Street survey and mapping.
- Upgrade as many Street/Building lights to LED type of bulb.

Village of Fox Lake Organizational Chart - 2012





**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

STREET DEPARTMENT

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Personnel					
01-41-421	Full-time Salaries	466,949	464,627	504,383	480,614
01-41-422	Part Time Salaries	9,242	15,000	15,000	22,500
01-41-423	Overtime	35,408	30,000	25,000	35,000
01-41-451	Health Insurance	85,715	93,182	89,960	96,464
01-41-452	Life Insurance	605	600	525	600
01-41-453	Unemployment Insurance	5,721	6,166	6,900	9,565
01-41-471	Uniform Allowance	3,351	4,800	4,200	4,500
01-41-474	Employee Appreciation	44	200	300	200
	Total Personnel	607,035	614,575	646,268	649,443
CONTRACTUAL					
01-41-511	Maintenance Services Building	5,048	6,800	7,200	7,500
01-41-512	Maintenance Services Equipment	1,899	2,750	2,500	2,200
01-41-512.1	Technology	1,740	2,820	-	8,000
01-41-513.1	Maintenance Services Vehicles-MP	125,364	-	-	-
01-41-514	Maintenance Services Street	14,339	41,000	39,500	44,500
01-41-517	Maintenance Services Parks	1,333	2,800	2,500	2,500
01-41-532	Engineering Service	7,236	45,000	40,000	32,000
01-41-533	Legal Service	1,892	4,000	3,200	3,850
01-41-548	Other Professional Service	45,199	31,500	28,500	29,463
01-41-551	Postage	3	200	100	150
01-41-552	Telephone	4,011	4,000	4,600	4,600
01-41-561	Dues	-	100	-	150
01-41-563	Training	150	500	300	500
01-41-571	Utilities	2,104	4,000	2,500	3,500
01-41-572	Street Lighting	114,284	128,000	128,000	128,000
01-41-594	Rental	-	200	3,800	1,500
	Total Contractual	324,602	273,670	262,700	268,413
COMMODITIES					
01-41-611	Maintenance Supplies Building	2,313	4,500	4,500	6,000
01-41-612	Maintenance Supplies - Equipment	2,556	3,200	3,200	3,800
01-41-617	Maint-Supplies Grounds	904	6,500	2,500	3,200
01-41-651	Office Supplies	1,181	1,200	1,200	1,200
01-41-652	Operating Supplies	23,807	58,000	60,000	79,700
01-41-653	Small Tools	6,765	8,000	8,000	7,750
01-41-654	Janitorial Supplies	661	2,000	2,500	3,000
01-41-655	Automotive Fuel/ Oil	46,139	60,344	61,000	67,369
01-41-656	Chemicals	657	1,200	1,600	2,000
01-41-691	Food	-	-	750	750
01-41-710	Principal Payment	41,913	25,876	42,394	9,948
01-41-720	Interest Expense	6,977	21,575	5,166	532
01-41-998	Property Repair (Reimb. By Insurance)	-	-	-	-
	Total Commodities	133,873	192,395	192,810	185,249



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

STREET DEPARTMENT

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
CAPITAL					
01-41-830	Capital Outlay - Equipment	-	26,000	26,000	26,500
01-41-840	Capital Outlay - Vehicle	-	120,000	199,850	213,233
01-41-880	Capital Outlay	-	191,000	13,000	293,808
	Total Capital	-	337,000	238,850	533,541
	Total Department	1,065,510	1,417,640	1,340,628	1,636,646

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

BUILDING

Mission:

The Fox Lake Building Departments primary mission is to protect the life safety and welfare of the public. The Department functions to secure safety to life and property from hazards or incidents regarding the design, erection, repair, demolition and occupancy of buildings, structures and property improvements.

Department Overview:

The Department is responsible for implementation and enforcement of current applicable codes and ordinances within the Village of Fox Lake. Building Permits are required for new construction as well as for specific scopes of work to alter or repair existing structures or property. The Building Department oversees the construction process at various stages through building inspections to confirm the scope of work is being done per current codes and ordinances. The adopted Codes currently in place are:

2009 International Building Code (IBC)
2009 International Residential Code (IRC)
2009 International Fire Code (IFC)
2009 NFPA 101 Life Safety Code
2011 National Electrical Code (NEC)
2009 International Property Maintenance Code (IPMC)
2009 International Mechanical Code (IMC)
2009 International Energy Conservation Code (IECC)
2009 International Fuel Gas Code (IFGC)
2004 Illinois Plumbing Code
1987 Illinois Accessibility Code

Goals and Objective

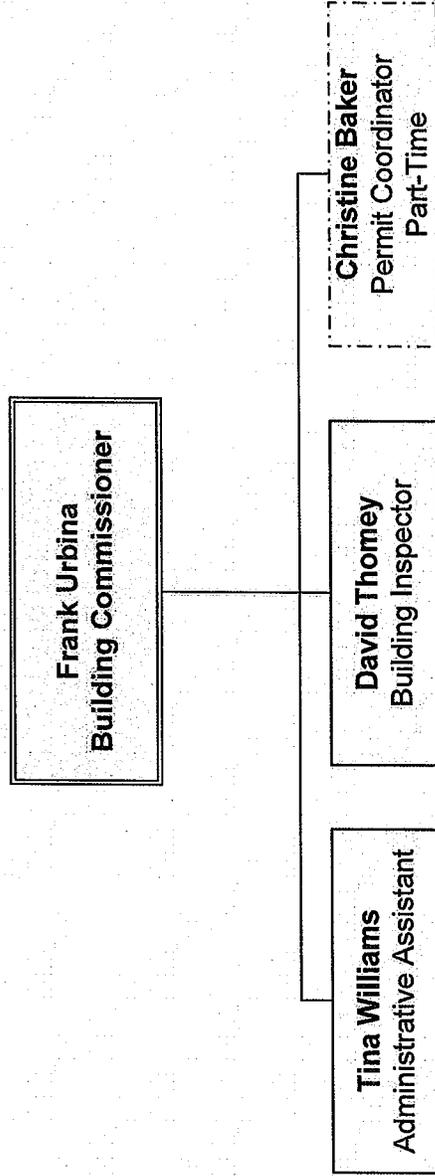
- With the use of grant funds, work with (CMAP) the Chicago Metropolitan Agency for planning and (RTA) Regional Transportation Authority to achieve proactive planning for future economic development with the awarded planning grants.
- Improve through continued education/training courses to stay informed with the latest codes and building technology and maintain certifications and licenses.
- Work with Land Vision Inc. and the Plan Commission to achieve a final complete professional Comprehensive Plan for Fox Lake.



- Partner with Land Vision, Inc. to complete service project proposal regarding vision planning for the Village.
- Review and update building ordinances to improve safety and health of Village residents
- Work with staff and our consulting engineers to incorporate new Ordinances such as, an Ordinance requiring specific buildings to have emergency generators, an Ordinance not allowing Hotels to have patrons occupy rooms for an indefinite period of time etc.
- Update permit applications and related documents and incorporate them on the Village Website.
- Continue to improve the Building Department permit submittal process such as, by accepting computer generated (AutoCad) drawings and documents in electronic format/discs to minimize required file space and paper storage archive space and allow plan reviews to take place at computer work stations.
- Revise and update pamphlets/brochures with updated codes for residents regarding regulations for sheds, decks, detached garages, fences, swimming pools, patios etc. for educational purposes and to simplify their understanding of code/ordinance requirements.
- Educate the public through the use of our monthly Newsletter, Website, Public Hearings, Village Board Meetings, Plan Commission Meetings and Zoning Board Meetings by providing information regarding Ordinances and the latest Codes.



Village of Fox Lake Organizational Chart - 2012



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

BUILDING

<u>Account Number</u>		<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
01-54-421	Full Time Salaries	128,448	224,715	167,000	166,397
01-54-424	Part Time Salaries	8,953	20,500	15,000	27,000
01-54-423	Overtime	227	500	900	250
01-54-451	Health Insurance	15,640	41,765	18,500	9,646
01-54-452	Life Insurance	105	240	150	180
01-54-453	Unemployment Insurance	1,223	2,352	250	2,612
01-54-471	Uniform Allowance	149	1,170	800	780
	Total Personnel	154,745	291,242	202,600	206,865
CONTRACTUAL					
01-54-512	Maintenance Service Equipment	1,410	1,750	1,500	2,453
01-54-512.1	Technology	2,155	8,400	8,400	12,661
01-54-513	Maintenance Service Vehicles	33	576	300	384
01-54-513.1	Maintenance Service Vehicles-MP	2,084	-	-	-
01-54-533	Legal	15,789	30,000	30,000	30,000
01-54-548	Professional Services	132,231	156,310	125,000	86,059
01-54-549	Reimbursed Costs-Engineering	14,146	20,000	500	5,000
01-54-551	Postage	1,323	2,500	2,000	2,000
01-54-552	Telephone	3,291	3,240	3,240	3,240
01-54-553	Publishing	1,388	2,500	2,500	3,000
01-54-554	Printing	767	5,000	5,000	8,000
01-54-561	Dues	771	2,351	1,800	1,019
01-54-562	Travel	362	200	150	450
01-54-563	Training	748	2,884	2,000	1,700
01-54-998	Repair of Property (Reimbursed)	-	-	-	-
	Total Contractual	176,498	235,711	182,390	155,966
COMMODITIES					
01-54-651	Office Supplies	5,251	3,700	2,400	3,700
01-54-652	Operating Supplies	2,511	5,000	4,600	6,250
01-54-655	Automobile Fuel	2,783	3,936	3,000	3,000
01-54-671	Books	2,132	500	300	500
	Total Commodities	12,677	13,136	10,300	13,450
CAPITAL					
01-54-830	Equipment/ Projects	-	-	-	-
01-54-840	Vehicle	-	-	-	1,800
01-54-928	Miscellaneous	-	-	-	-
	Total Capital	-	-	-	1,800
	Department Total	343,920	540,089	395,290	378,081

2013-17
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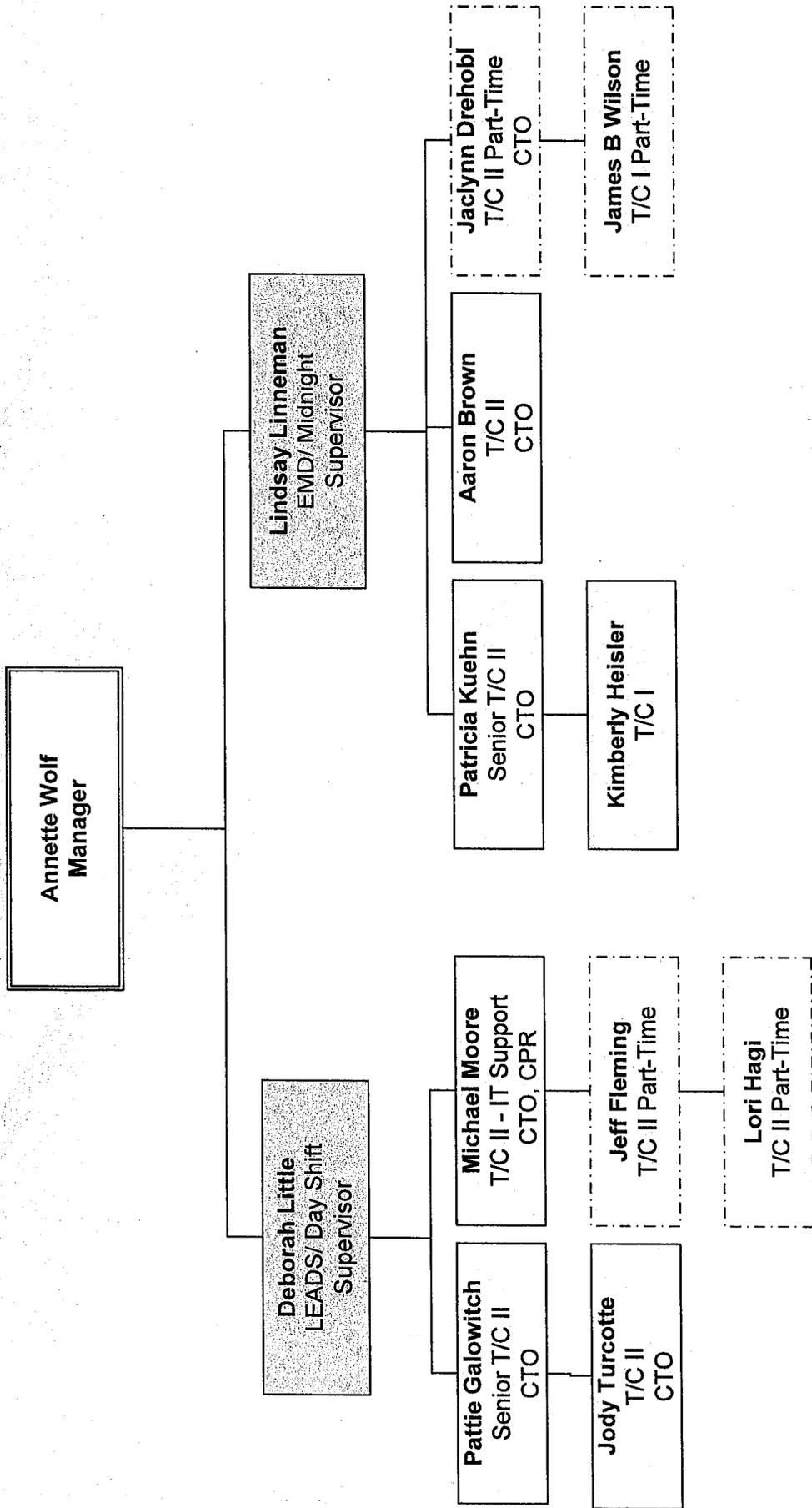
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**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

911 DISPATCH

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Personnel					
01-91-421	Salaries	335,175	391,465	351,000	394,796
01-91-422	Part-Time Salaries	103,046	83,200	93,429	83,200
01-91-423	Overtime	56,528	78,177	60,000	42,840
01-91-451	Health Insurance	84,023	92,528	89,150	96,764
01-91-452	Life Insurance	555	540	540	540
01-91-453	Unemployment	6,061	7,287	1,205	10,665
01-91-461	FICA	35,035	42,292	36,000	39,844
01-91-464	IMRF	45,924	53,208	51,000	51,024
01-91-471	Uniforms	678	675	801	675
01-91-474	Employee Appreciation	455	1,000	500	1,000
	Total Personnel	667,480	750,372	683,625	721,348
Contractual					
01-91-511	Maintenance Building	2,913	2,800	1,200	2,800
01-91-512	Maintenance Equipment	46,814	41,192	41,649	46,192
91-00-512.1	Technology	4,532	8,900	3,500	16,225
01-91-533	Legal	26	650	4,500	1,800
01-91-548	Other Professional Services	19,169	28,579	1,500	27,579
01-91-551	Postage	83	300	150	300
01-91-552	Telephone	51,835	55,000	49,000	51,576
01-91-553	Publishing	225	100	170	100
01-91-561	Dues	441	300	325	963
01-91-562	Travel	4,443	3,000	2,600	4,500
01-91-563	Training	6,598	4,800	4,800	7,760
01-91-571	Utilities	54	2,100	500	550
	Total Contractual	137,133	147,721	109,894	160,345
Commodities					
01-91-612	Maint. Supplies Equipment	383	500	500	1,000
01-91-651	Office Supplies	4,143	9,500	9,500	4,500
01-91-652	Operating Supplies	120	450	500	650
	Total Commodities	4,646	10,450	10,500	6,150
Other Expense					
01-91-710	Principal Payment	10,339	10,717	10,598	3,488
01-91-720	Interest Expense	3,555	3,091	3,090	1,701
01-91-830	Capital Equipment	-	-	-	-
	Total Other Expense	13,894	13,808	13,688	5,189
	Total Expense	823,153	922,351	817,707	893,032

Village of Fox Lake Organizational Chart - 2012



Village of Fox Lake - COMPLETE PAY & BENEFITS SUMMARY

FY 2012-2013	Dept.	Union	Annual Salary	IMRF/ Pension Employer Contribution	Total Insurance Cost	Life Ins \$25,000 Value Prem Paid	Un-Empl Employer Contrib	Soc Sec Employer Contrib	Medicare Employer Contrib	Budgetary Cost of Total Salary & Benefits
Brown, Aaron	Dispatch 911	Non Union	37,502.40	4,414.03	6645.87	60.00	820.38	2,325.15	543.78	51,036.28
Brown-Turcotte, Jody	Dispatch 911	Non Union	37,502.40	4,414.03	13467.84	60.00	820.38	2,325.15	543.78	51,036.28
Galowitch, Patricia	Dispatch 911	Non Union	40,206.40	4,732.29	13096.74	60.00	820.38	2,492.80	582.99	59,305.87
Heisler, Kim	Dispatch 911	Non Union	32,760.00	3,855.85	6645.87	60.00	820.38	2,031.12	475.02	45,372.90
Kuehn, Patricia	Dispatch 911	Non Union	38,625.60	4,546.23	17832.67	60.00	820.38	2,394.79	560.07	60,877.60
Linneman, Lindsay	Dispatch 911	Non Union	42,848.00	5,043.21	6645.87	60.00	820.38	2,656.58	621.30	57,419.99
Little, Deborah	Dispatch 911	Non Union	47,236.80	5,559.77	13096.74	60.00	820.38	2,928.68	684.93	67,701.58
Moore, Michael	Dispatch 911	Non Union	39,956.80	4,702.92	17832.67	60.00	820.38	2,477.32	579.37	59,007.80
Wolf, Annette	Dispatch 911	Non Union	60,444.80	7,114.35	1500.00	60.00	820.38	3,747.58	876.45	74,563.56
Sick			7,500.00	882.75				465.00	108.75	
Stipend for phone										
Part-time	83,200						3,281.52	5,158.40	1,206.40	
OT per	42,840			4,879.48				2,656.08	621.18	
Other pay			10,212.46	878.91				633.17	148.08	
Total			394,795.66	51,023.82	96,764.28	540.00	10,664.94	32,291.81	7,552.12	

*IMRF calculation is done for the entire FY with the same rate

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

POLICE

Mission

The mission of the Fox Lake Police Department is to provide the highest quality professional police services with fairness, honesty, integrity and pride. Always striving to improve services through education, problem solving and diligence, in partnership with the community to ensure a safe and secure place to live, work and visit.

Department Overview

The Fox Lake Police Department enforces and investigates all violations of State and Municipal Laws and Ordinances. This includes the enforcing of all State of Illinois Criminal Statutes, State of Illinois Traffic Laws, and Village of Fox Lake Municipal Ordinances.

- 3 Basic Divisions – Patrol, Investigations & Administrative
- 23 Full-Time Officers, 6 Part-Time Officers and 2 CSO's
- 24/7 operation

Goals and Objectives

- Purchase New Records management system – part of Visionaire
 - Make records more efficient
 - Reduces the redundancy of entering the same report 3 times
 - Able to store more memory in system –whole report entered not just an eighth of it.
 - Less time copying
 - Electronically e-mail file to Attorneys
 - Automatically entered in the system when call comes in
 - Just download information in am
 - Everything in one place not 4 or 5 different places
 - Less time spent “looking” for reports
- Implement Visionaire system
 - Interconnects a records management program, squad cars, CAD for efficiency
 - Reduces redundant entering and a less chance of errors
 - Automatically can send accident reports to state
 - Interfaces with other departments
 - Faster ability to pull much needed information

- More accurate data, numbers, reports etc...
- Able to do reports on the road in squads versus waiting to come back to station

- Send all Sergeant's to Staff & Command class
 - Updated on all current policies and laws
 - One Sergeant already attended – 3 left to send
 - Better communications

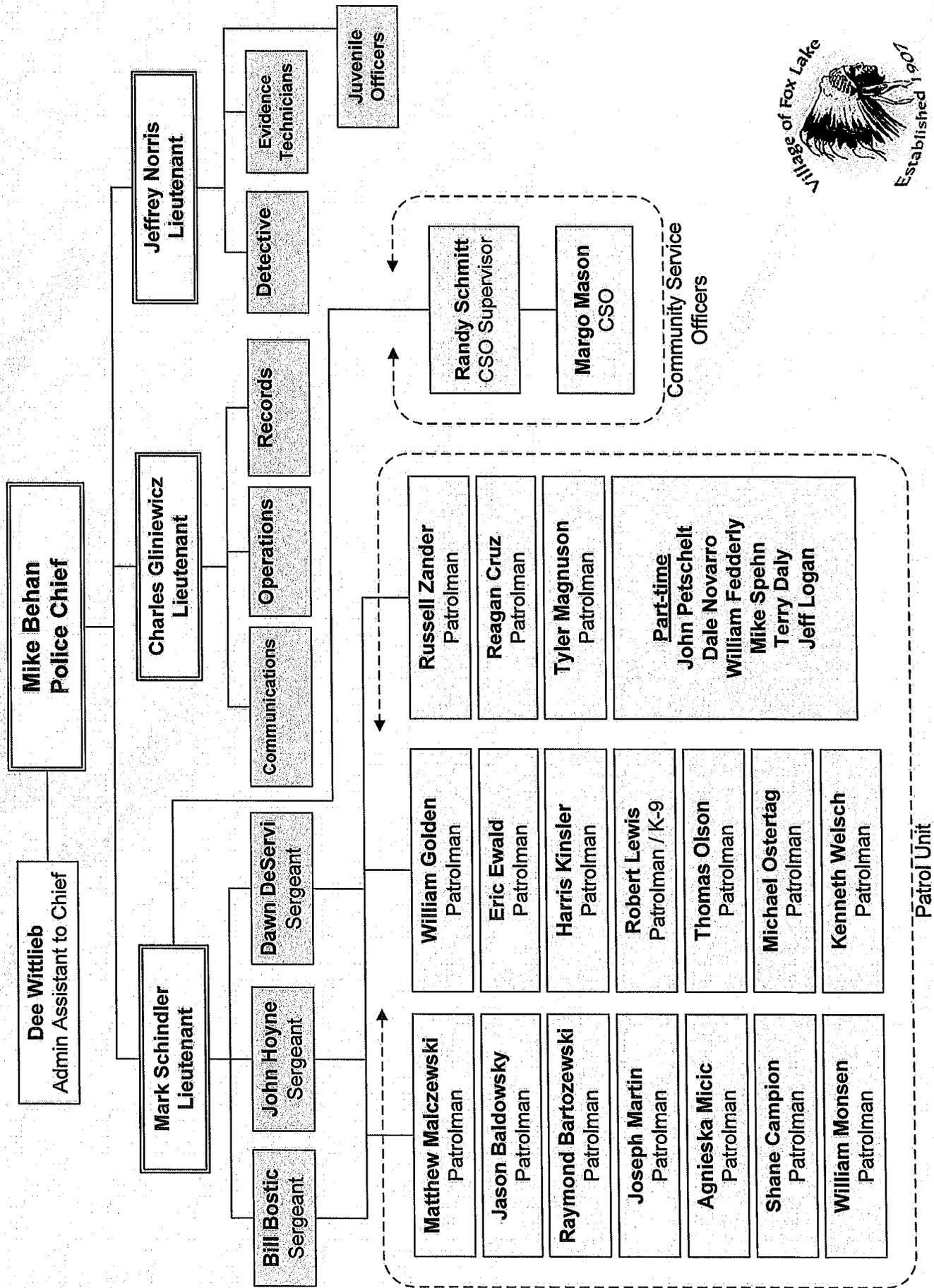
- Increase coverage for Investigations Department
 - Concentrated efforts
 - Able to complete case investigations sooner

- Assign an SRO to high school
 - One Officer to interact with the High School Students
 - Presence during school hours
 - Officer on grounds reduces offenses committed

- Balance Police staffing
 - Increase shift minimum
 - Patrol more areas per shift
 - Generate more DUI's
 - Generate more Officer initiated calls

- Upgrade / Replace police radios per FCC narrow banding requirement
 - Per FCC requirements
 - Meet unfunded mandate
 - Updated radios – Our frequency is only UHF
 - Must be 700-900 mhz or 12 kilowatts (UHF cannot handle this frequency)
 - Better communications throughout Lake County
 - Must complete by January 2013
 - Involves 16 Squad radios and 35 Portable radios

Village of Fox Lake Organizational Chart - 2012



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

POLICE DEPARTMENT

<u>Account Number</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL				
01-21-421 Full Time	1,929,219	1,923,138	1,997,000	1,935,018
01-21-422 Part Time	41,708	50,000	48,200	50,000
01-21-423 Overtime	93,468	156,000	58,000	100,000
01-21-451 Health Insurance	323,250	346,565	325,700	338,432
01-21-452 Life Insurance	1,600	1,620	1,620	1,620
01-21-453 Unemployment Insurance	15,477	16,719	3,000	25,054
01-21-471 Uniform Allowances	8,699	10,000	11,000	12,000
01-21-474 Employee Appreciation	238	1,000	1,070	1,000
Total Personnel	2,413,659	2,505,042	2,445,590	2,463,125
CONTRACTUAL				
01-21-511 Maintenance Service Building	20,729	38,745	35,000	31,050
01-21-512 Maintenance Services Equipment	26,900	37,550	37,550	46,480
01-21-512.1 Technology	20,886	36,845	36,845	54,952
01-21-513 Maintenance Services Vehicles	4,110	4,500	4,500	4,500
01-21-513.1 Maintenance Services Vehicles-MP	65,431	-	-	-
01-21-533 Legal	59,052	86,160	80,000	98,160
01-21-548 Other Professional Services	41,609	71,900	71,000	72,604
01-21-551 Postage	1,697	2,500	2,100	2,500
01-21-552 Telephone	10,886	17,000	13,000	13,000
01-21-553 Publishing	75	600	200	500
01-21-554 Printing	5,592	6,500	4,500	5,600
01-21-561 Dues	1,115	2,000	2,000	2,400
01-21-562 Travel Expenses	42	1,000	500	2,000
01-21-563 Training	3,324	12,000	12,000	17,000
01-21-571 Utilities	163	8,300	4,300	5,000
01-21-587 Animal Shelter	1,559	5,000	2,500	5,000
Total Contractual	263,170	330,600	305,995	360,746
COMMODITIES				
01-21-611 Maint. Supplies Building	1,539	8,000	8,000	7,100
01-21-651 Office Supplies	5,405	7,000	7,000	5,500
01-21-652 Operating Supplies	17,503	31,050	31,050	29,600
01-21-655 Automotive Fuel/ Oil	79,034	116,688	100,000	137,280
01-21-658 Meals	293	2,000	500	1,000
01-21-696 DUI Restricted Cash Expense	5,903	18,500	18,500	18,500
01-21-697 Drug Seizure Expense	5,774	9,000	9,000	8,500
01-21-698 Charitable Games Tax	-	11,400	8,000	9,511
01-21-998 Repair of Property (Reimbursed by Insurance)	7,764	-	-	-
01-21-911 Community Relations	2,729	3,000	3,000	3,000
Total Commodities	125,944	206,638	185,050	219,991



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

POLICE DEPARTMENT

<u>Account Number</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
CAPITAL				
01-21-820 Building	-	-	-	137,000
01-21-830 Equipment	-	85,000	75,000	91,000
01-21-840 Vehicles	76,022	103,000	103,000	93,359
Total Capital	76,022	188,000	178,000	321,359
Other Finance Uses				
01-21-954 Police Pension Funding	459,735	445,242	445,242	458,000
01-21-999 Internal Transfer	375,000	-	-	-
Total Other Finance	834,735	445,242	445,242	458,000
Department Total	3,713,530	3,675,522	3,559,877	3,823,221

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

POLICE AND FIRE COMMISSION

Description

The Village of Fox Lake Board of Fire and Police Commission is established and administered pursuant to Illinois Revised Statutes for the purpose of examining applicants for entry into and promoting within the Police Department.

It shall be the duty of the Board of Fire and Police Commissioners to make appointments to the Police Department of the Village where applicable and said Board shall conduct and hold all entrance and promotional examinations and exercise such other powers and duties as provided by law.



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

POLICE & FIRE COMMISSION

<u>Account Number</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL				
01-25-421 Salaries	2,755	4,800	4,800	4,800
<i>Total Salaries</i>	2,755	4,800	4,800	4,800
CONTRACTUAL				
01-25-548 Other Professional Service	6,672	9,010	9,010	10,000
01-25-551 Postage	163	150	150	150
01-25-553 Publishing	31	1,700	1,700	1,700
01-25-561 Dues	375	500	500	500
01-25-562 Travel Expense	1,929	2,200	2,200	2,200
01-25-563 Training	445	2,000	2,000	2,000
<i>Total Contractual</i>	9,615	15,560	15,560	16,550
COMMODITIES				
01-25-651 Office Supplies	250	150	150	150
01-25-928 Miscellaneous	46			
<i>Total Commodities</i>	296	150	150	150
<i>Total Department</i>	12,666	20,510	20,510	21,500

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

PARKS & RECREATION

Mission

The mission of the Fox Lake Parks and Recreation Department is to enhance the quality of life for residents. We strive to attract residents and members of surrounding communities by providing safe events and programs that promote a sense of community through cultural, educational and recreational activities for all generations to enjoy.

Department Overview

The Parks and Recreation department consists of a full-time Coordinator and part time assistant. It is responsible for coordinating with the Street department for the maintenance of the following facilities and Parks.

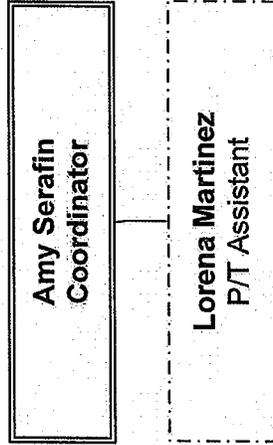
- Lakefront Park & Building
- Community Center
- Veteran's Memorial Park
- Eagle Point Park
- King's Island Park
- Millennium Park
- Round Hill Park
- Village Shuttle Services are offered Monday through Friday within Village limits to our senior and disabled residents.
- Community Center rentals are available to residents, non-residents and local organizations.

Goals and Objectives

- Install ice shields on the Lakefront Park building for safety
- Collaborating with Zion Park District to offer exercise programs for our senior community at the Lakefront Park building.
- Implement a Parks and Recreation Brochure marketing strategy for spring and fall events and classes every year.
- Obtain grant to resurface Lakefront Park building's parking lot.
 - Lessen the chance of injury of people walking through the parking lot.
 - Improve the appearance of both buildings.
 - The IGIG grant has been submitted and there will be a selection by April of 2012.
- Review the Shuttle Van Program and determine the financial impact on the Village's budget.

- Elaborate on and expand the various events held by the Parks & Recreation department.
- Develop a more efficient recycling program in all of the Parks.
- Develop an interactive webpage on foxlake.org to promote events and programs, and share pictures of past programs.
- Translate our rental reservation forms in Spanish.
 - Many of our rentals are to the Latino community therefore, we must insure the rules and expectations are understood when renting our facilities
- Continuous training for department development.
 - Attending the Illinois Parks and Recreation Association Convention
 - Classes at the College of Lake County
 - Networking with other professionals, as well as attending other applicable seminars

Village of Fox Lake Organizational Chart - 2012



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

PARKS & RECREATION

<u>Account Number</u>		<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
01-27-421	Salaries	31,390	38,928	32,576	39,270
01-27-422	Part-Time Salaries	32,919	31,200	23,000	30,720
01-27-423	Overtime		2,000	1,000	2,000
01-27-451	Health Insurance	1,035	1,500	1,500	1,500
01-27-452	Life Insurance	50	60	60	60
01-27-453	Unemployment Insurance	1,295	982	1,165	2,679
01-27-474	Employee Appreciation	126	250	225	250
	Total Personnel	<u>66,815</u>	<u>74,920</u>	<u>59,526</u>	<u>76,479</u>
CONTRACTUAL					
01-27-511	Maintenance Service Building/Ex	21,022	21,420	13,600	22,890
01-27-512	Maint Service Equipment	11	-	-	-
01-27-512.1	Technology	504	2,080	2,080	630
01-27-513.1	Maint Vehicle-MP	91	-	-	-
01-27-533	Legal	312	200	1,000	1,000
01-27-548	Other Professional Services	1,098	1,855	5,350	1,900
01-27-551	Postage	1,058	1,100	1,000	1,000
01-27-552	Telephone	3,035	2,560	2,500	2,560
01-27-553	Publishing/Advertising	2,969	3,464	2,700	3,873
01-27-554	Printing	2,390	3,000	3,464	3,250
01-27-561	Dues	1,006	960	800	989
01-27-562	Travel	630	600	600	600
01-27-563	Training	394	245	220	455
01-27-571	Utilities	1,276	2,000	2,000	2,250
	Total Contractual	<u>35,796</u>	<u>39,484</u>	<u>35,314</u>	<u>41,397</u>
COMMODITIES					
01-27-611	Maint. Supplies Building	4,702	7,500	7,500	7,100
01-27-651	Office Expense	1,156	1,410	1,410	1,410
01-27-652	Operating Supplies	72,645	81,670	81,670	84,500
01-27-655	Fuel	5,182	7,688	7,688	9,045
	Total Commodities	<u>83,685</u>	<u>98,268</u>	<u>98,268</u>	<u>102,055</u>
01-27-800	Capital Outlay	-	-	-	320,000
	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>320,000</u>
	Total Expense	<u>186,296</u>	<u>212,672</u>	<u>193,108</u>	<u>539,931</u>



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

MOTOR POOL

Description

The Fox Lake Motor Pool is an internal service fund. Its fund function is comprised of the following:

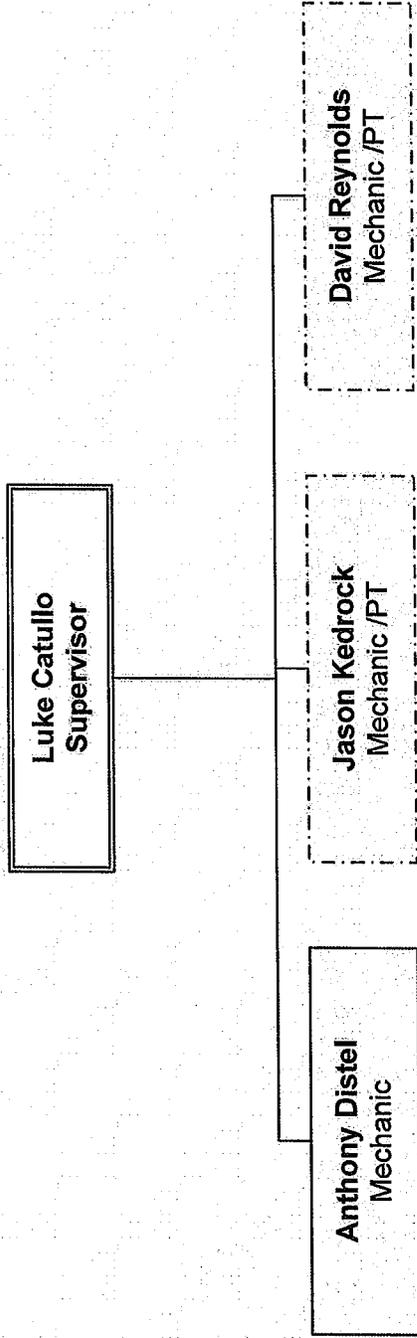
The Motor Pool internal fund was established to provide a more cost effective means of maintaining vehicles, by implementing preventing maintenance schedules and performing repairs so the vehicles and equipment will be available for use when needed (shorter down time). This process will lower the overall cost to maintain and operate the vehicles and equipment by lowering repair costs and extending the useful lives of the vehicles and equipment.

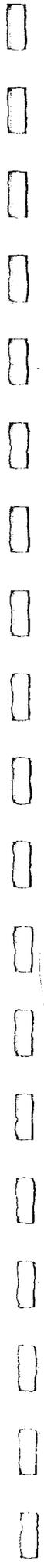
Goals and Objectives

- Replace two-way radios in the Village's vehicles upgraded to meet the narrow banding FCC requirement
- Obtain EVT certifications for staff members
- Obtain International Truck diagnostic training for staff members
- Complete Fuel Station



Village of Fox Lake Organizational Chart - 2012





**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

Motor Pool

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
EXPENSE					
PERSONNEL					
01-14-421	Employee Full-Time	122,980	129,843	128,900	172,658
01-14-422	Employee Part-Time	13,562	42,230	21,000	15,400
01-14-423	OverTime	2,785	5,000	6,800	5,000
01-14-461	FICA	10,249	13,266	75,369	14,769
01-14-451	Health Insurance	19,154	18,457	14,918	37,165
01-14-452	Life Insurance	120	120	195	180
01-14-453	Unemployment Ins.	1,623	1,121	1,000	3,282
01-14-464	IMRF	12,863	15,320	82,801	20,910
01-14-471	Uniforms	1,278	1,451	1,200	1,757
01-14-474	Employee Appreciation	-	150	75	150
	Total Personnel	184,614	226,958	332,258	271,271
CONTRACTUAL					
01-14-511	Maint. Services-Building	1,016	1,600	1,600	2,500
01-14-512.1	Technology	1,315	1,037	1,037	6,990
01-14-548	Other Professional Service	160	10,500	5,000	2,000
01-14-552	Telephone	845	978	978	978
01-14-562	Travel	-	-	-	-
01-14-563	Training	814	1,798	500	1,836
	Total Contractual	4,150	15,913	9,115	14,304
COMMODITIES					
01-14-611	Maint Supplies-Building	876	1,500	500	1,500
01-14-651	Office Supplies	92	600	250	750
01-14-652	Operating Supplies	134,298	162,020	150,000	177,099
01-14-653	Small Tools	5,226	7,525	5,000	10,000
01-14-654	Janitorial Supplies	2,139	2,891	2,000	3,508
01-14-655	Fuel	1,709	3,400	2,800	3,250
01-14-720	Interest Expense				
	Total Commodities	144,340	177,936	160,550	196,107
CAPITAL OUTLAY					
01-14-880	Capital Improvement	-	217,000	100,000	130,000
	Total Expense	333,104	637,807	601,923	611,682



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

IMRF

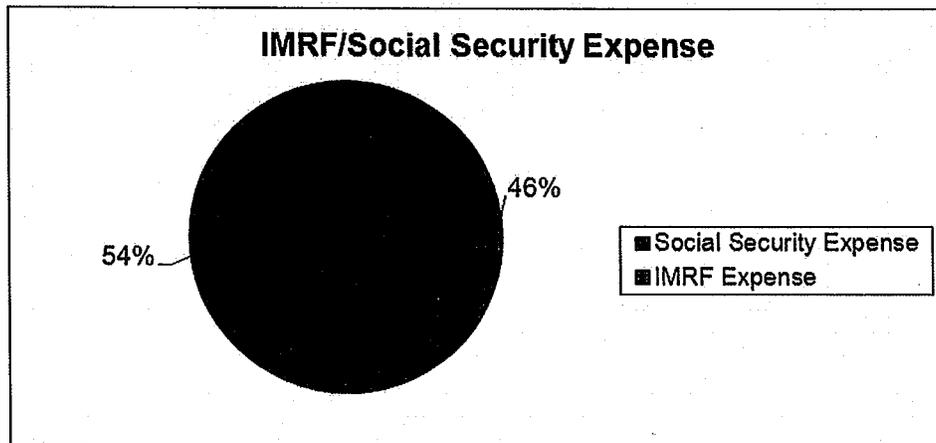
Description

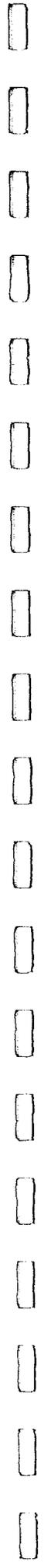
The Fox Lake IMRF fund function is comprised of the following:

The IMRF (Illinois Municipal Retirement Fund) special revenue fund was established to pay the retirement benefits of all full-time Village employees employed in all departments not encompassed by an enterprise fund. These retirement expenditures include payments made to the Illinois Municipal Retirement Fund and the United States Federal Government for Medicare and Social Security. The revenue for this fund comes from a separate property tax levy.

Goals and Objectives

- Accurate track costs of providing retirement benefits to Village employees eligible to receive IMRF retirement benefits.
- Provide an accurate manner for tracking the special revenue taxed on Village residents for the purpose of providing retirement benefits to Village employees.
- Provide employees with the retirement and disability benefits.





**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

IMRF

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Expense					
01-16-461	SS Expense	116,462	207,019	128,946	187,692
01-16-464	IMRF Contributions	117,592	210,308	141,000	217,626
	Total Expense	234,054	417,327	269,946	405,318
	Ending Balance	234,054	417,327	269,946	405,318

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

911

Description

The mission of the FoxComm Emergency 9-1-1 Center is to provide public safety communications and support services to the public, Village of Fox Lake, Fox Lake Fire Protection District and the Grayslake Fire Protection District in the most efficient manner possible.

These services shall include

- Answering of 9-1-1 and emergency telephone calls providing the caller with information, support and assurance that help will be provided in a timely manner.
- Dispatching of The Village of Fox Lake, Fox Lake Fire Protection District and Grayslake Fire Protection District to incidents requiring their services or the routing of the caller or information to the proper dispatching center.
- Answering of non-emergency and administrative telephone calls for the Village of Fox Lake, Fox Lake Fire Protection District and Grayslake Fire Protection District.
- Maintenance of operations, systems, records and recordings to comply with legal requirements. Services shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements
- Service conducted in accordance with the National Academy of Medical Emergency Dispatching (NAOMED) in conjunction with the Northern Illinois Medical Center Emergency Medical System (EMS) Coordinator and the Condell Medical Center Emergency Medical System (EMS) Coordinator.

Department Overview

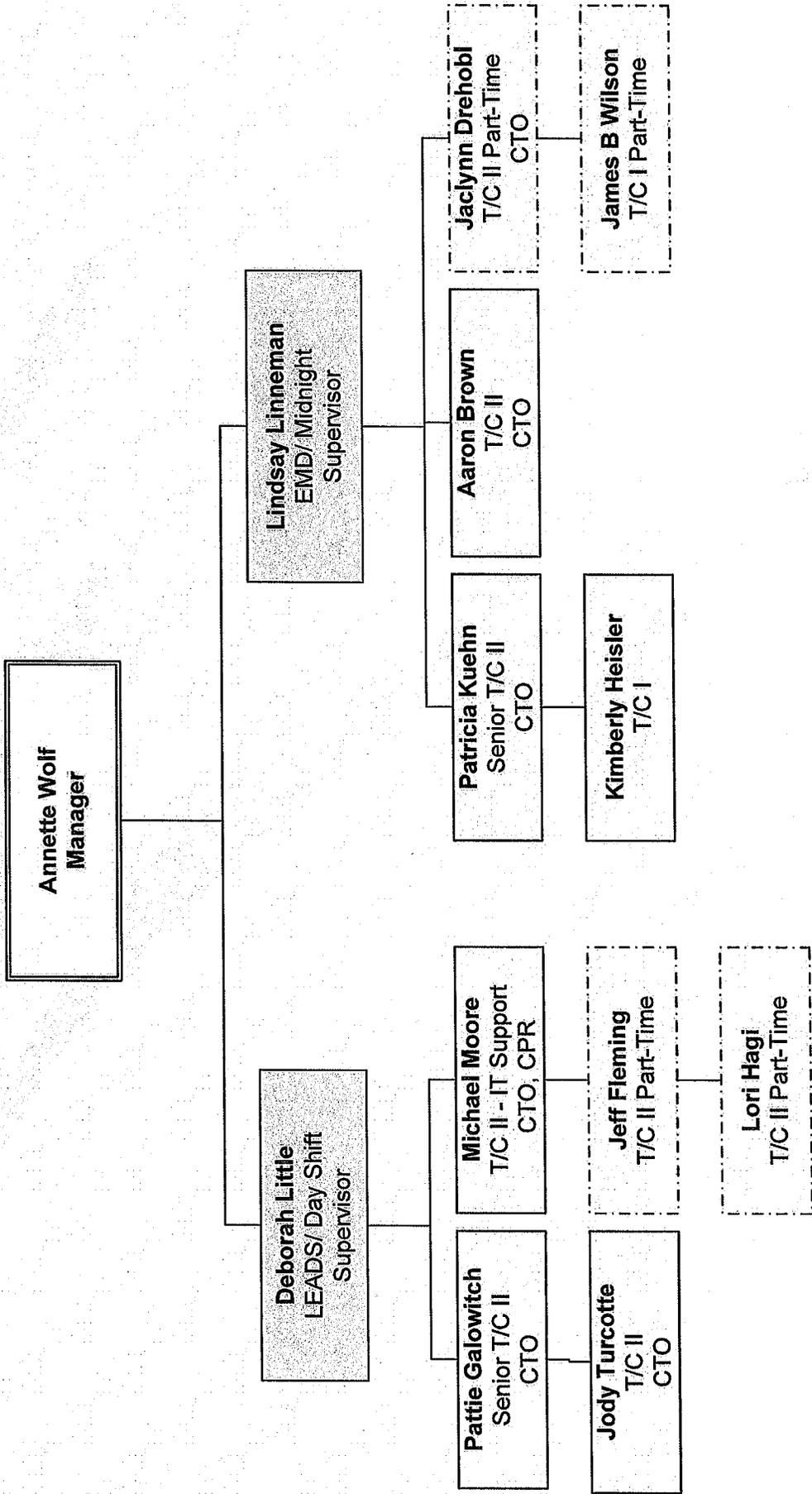
FoxComm operates on a 12-hour shift rotation. This schedule was adopted and in place as of December 16, 2007 and has drastically reduced the sick time usage and increased moral. The staff is as follows

- Manager
- 2 – Supervisors
 - 1- Training/ LEAD Supervisor in charge of Day Shift Rotation
 - 1 – EMD/NIMS Supervisor in charge of Midnight Shift Rotation
- 6 – Telecommunicator II
- 4 – Part Time Telecommunicator II

Goals and Objectives

- Pursue other agencies that could become potential clients for FoxComm 911
- Work toward a relationship with Lake County ETSB to accept FoxComm as a Joint ETSB allowing FoxComm to service agencies that are within the ETSBs control.

Village of Fox Lake Organizational Chart - 2012





**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

911 DISPATCH

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Personnel					
01-91-421	Salaries	335,175	391,465	351,000	394,796
01-91-422	Part-Time Salaries	103,046	83,200	93,429	83,200
01-91-423	Overtime	56,528	78,177	60,000	42,840
01-91-451	Health Insurance	84,023	92,528	89,150	96,764
01-91-452	Life Insurance	555	540	540	540
01-91-453	Unemployment	6,061	7,287	1,205	10,665
01-91-461	FICA	35,035	42,292	36,000	39,844
01-91-464	IMRF	45,924	53,208	51,000	51,024
01-91-471	Uniforms	678	675	801	675
01-91-474	Employee Appreciation	455	1,000	500	1,000
	Total Personnel	667,480	750,372	683,625	721,348
Contractual					
01-91-511	Maintenance Building	2,913	2,800	1,200	2,800
01-91-512	Maintenance Equipment	46,814	41,192	41,649	46,192
91-00-512.1	Technology	4,532	8,900	3,500	16,225
01-91-533	Legal	26	650	4,500	1,800
01-91-548	Other Professional Services	19,169	28,579	1,500	27,579
01-91-551	Postage	83	300	150	300
01-91-552	Telephone	51,835	55,000	49,000	51,576
01-91-553	Publishing	225	100	170	100
01-91-561	Dues	441	300	325	963
01-91-562	Travel	4,443	3,000	2,600	4,500
01-91-563	Training	6,598	4,800	4,800	7,760
01-91-571	Utilities	54	2,100	500	550
	Total Contractual	137,133	147,721	109,894	160,345
Commodities					
01-91-612	Maint. Supplies Equipment	383	500	500	1,000
01-91-651	Office Supplies	4,143	9,500	9,500	4,500
01-91-652	Operating Supplies	120	450	500	650
	Total Commodities	4,646	10,450	10,500	6,150
Other Expense					
01-91-710	Principal Payment	10,339	10,717	10,598	3,488
01-91-720	Interest Expense	3,555	3,091	3,090	1,701
01-91-830	Capital Equipment	-	-	-	-
	Total Other Expense	13,894	13,808	13,688	5,189
	Total Expense	823,153	922,351	817,707	893,032

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

TIF FUND

Description

The TIF Fund (Tax Increment Financing) was created as a method of public financing for development in our community. It is a tool to use future gains in taxes to finance current improvements, which will in-turn create conditions for future gains. Further, this may also increase the value of the surrounding real estate, and perhaps new investments in the Village. Currently our TIF Fund is being utilized for the development of a Hotel project to be located along US Route 12.

Goals and Objectives

- Provide a tax mechanism that would provide funds to improve the infrastructure of the community, and pay other fees.
- Create funding that that would otherwise be unaffordable to the Village/developers by borrowing against future property tax revenue.
- Stimulate future business in the Village of Fox Lake.



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

TIF DISTRICT

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		89,814		126,309	162,566
Revenues					
12-00-311	Property Taxes	39,910	35,000	46,157	35,000
12-00-381	Interest Income	0	200	100	100
12-00-399	Interfund Transfer	0	0	0	0
	Total Revenue	39,910	35,200	46,257	35,100
Expense					
Personal					
12-00-422	Part-Time Salaries	0	0	0	0
12-00-424	Salaries-Supervisors	0	0	0	0
	Total Personal	0	0	0	0
Contractual					
12-00-548	Other Professional Service	3,415	10,000	10,000	10,000
	Total Contractual	3,415	10,000	10,000	10,000
Commodities					
12-00-611	Maintenance & Supplies-B	0	0	0	0
	Total Commodities	0	0	0	0
	Total Expense	3,415	10,000	10,000	10,000
	Difference	36,495	25,200	36,257	25,100
	Ending Balance	126,309		162,566	187,666

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

MOTOR FUEL TAX FUND

Description

The Motor Fuel Tax Fund was established in 1959 under an Act titled the "Illinois Highway Code." The intent of the law was to continue to develop the integrated highway system throughout the State of Illinois.

The Motor Fuel Tax is distributed on a per capita basis as a percentage based on the collection of motor fuel sold throughout the State of Illinois. The Illinois Municipal League projects estimates of Motor Fuel Tax collections, and municipalities in turn, use these estimates for budgetary purposes. Funds can be used by municipalities for construction and maintenance on designated thoroughfares, sidewalks, and infrastructures, as well as lighting and snow and ice removal.

Goals and Objectives

- Create a long range roadway replacement schedule to incorporate both resurfacing and full reconstruction to capitalize on available funds.



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

MOTOR FUEL TAX

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		231,588		423,410	432,910
Revenues					
15-00-343	Allotments	270,666	251,251	251,000	250,000
15-00-348	Grants	127,167	204,145	100,000	137,853
15-00-381	Interest Income	471	0	0	0
15-00-389	Miscellaneous Income	55,090	100,000	100,000	0
	Total Revenue	453,394	555,396	451,000	387,853
Expense Contractual					
15-00-532	Engineering	0	75,000	8,000	14,000
15-00-548	Professional Services	3,295	10,000	3,500	10,000
15-00-572	Traffic Signals	21,358	30,000	30,000	30,000
	Total Contractual	24,653	115,000	41,500	54,000
Commodities					
15-00-616	General Supplies	84,696	200,000	175,000	200,000
	Total Commodities	84,696	200,000	175,000	200,000
Capital					
15-00-890	Capital Outlay	152,223	440,000	225,000	190,000
	Total Capital	152,223	440,000	225,000	190,000
	Total Expense	261,572	755,000	441,500	444,000
	Difference	191,822	(199,604)	9,500	(56,147)
	Ending Balance	423,410		432,910	376,763



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

PARKS FUND

Description

The Park Fund was created to account for impact fees paid to the Village of Fox Lake. These impact fees are designed for capital improvements at the Village's 7 parks: Veterans Park, Lake Front Park, Eagle Point Park, Kings Island Park, Round Hill Park, Millennium Park, and through an intergovernmental agreement, Lotus School Park.

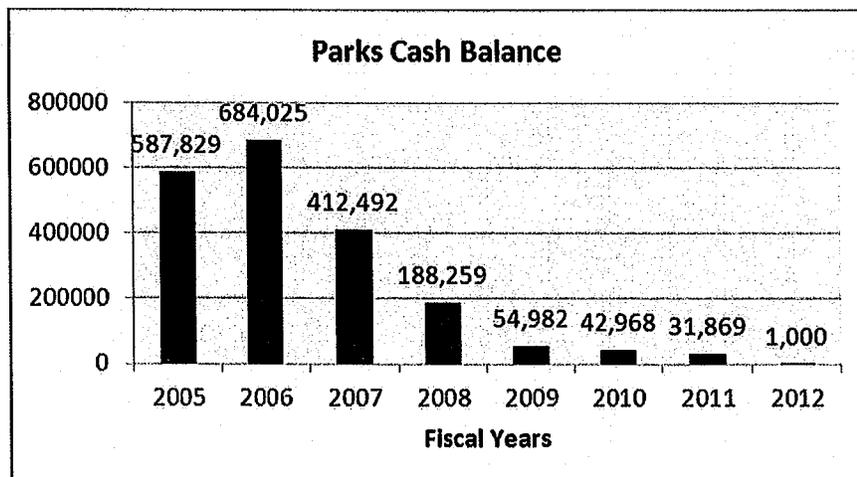
Each one of the Village of Fox Lake Parks includes educational and physically challenging playground equipment suited for children, along with picnic tables and park benches. Some other highlights of our Village parks are as follows:

- Veterans Park includes a fishing pond, 2 picnic pavilions, an outdoor cooking area as well as a skate park.
- Lake Front Park includes a designated fishing area, a pavilion, and 22 benches along the Nippersink Lake Shoreline.
- Millennium Park, which is connected to a Bike Path, has personalized bricks adorned by a gazebo.

Unfortunately this year the Village has not received the impact fees at the level of prior years. This is due primarily to the lack of development. Consequently the general fund will need to transfer needed funds until this financial down turn is resolved.

Goals and Objectives

- Provide a safe and enjoyable environment for all Village residents.
- Improve Parking at Lake Front Park facility.
- Ensure adequate cash resources to pay future Park Bond payments.





**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

PARKS

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
	Beginning Balance	28,312		39,747	39,292
Revenue					
17-00-347	State Grants	-	-	-	-
17-00-368	Impact Fees	10,020	34,000	3,000	3,000
17-00-381	Interest Income	-	-	-	-
17-00-383	Donations	658	600	-	-
17-00-389	Misc	-	-	500	500
17-00-397	Loan Proceeds	-	-	-	-
17-00-399	Interfund Transfer	148,000	148,000	143,592	34,157
	Total Revenue	158,678	182,600	147,092	37,657
Expense					
17-00-548	Other Professional Services	-	-	-	-
17-00-629	Maint & Other Supplies	-	-	-	-
17-00-800	Capital Outlay	212	-	-	-
	Total Capital	212	-	-	-
Financing					
17-00-710	Principal Payment	104,396	109,657	109,657	12,000
17-00-720	Interest Expense	42,635	37,890	37,890	25,357
	Total Financing	147,031	147,547	147,547	37,357
	Total Expense	147,243	147,547	147,547	37,357
	Difference	11,435	35,053	(455)	300
	Ending Balance	39,747		39,292	39,592

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

REFUSE FUND

Description

The Fox Lake Refuse Fund function is comprised of the following:

The Refuse special revenue fund was established to pay for garbage services for residents residing within the Village of Fox Lake. The revenue for this fund comes from a user fee charged to residents. The user fee is currently charged as part of the resident's utility bills.

Goals and Objectives

- Provide an accurate manor for tracking the revenue received from Village residents for the purpose of providing refuse pick-up.
- Maintain a proper revenue stream that would maintain this service.
- The Utility Billing Department will update and accurately maintain records of residents for proper billing and reconciliation with refuse provider.
- Encourage residents to recycle by providing new recycling receptacles which are larger, covered and without additional cost to the resident.



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

REFUSE

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		(16,851)		41,792	48,645
Revenues					
18-00-311	Property Tax	0	0	0	0
18-00-363	Refuse Charges	781,843	840,023	785,503	809,100
18-00-381	Interest Income	0	0	0	0
18-00-389	Miscellaneous Income	5,850	10,000	15,000	15,000
18-00-399	Interfund Transfer	37,250	0	0	0
Total Revenue		824,943	850,023	800,503	824,100
Expense					
18-00-551	Postage	791	2,000	2,000	2,000
18-00-573	Refuse Disposal	765,509	791,650	791,650	818,850
Total Expense		766,300	793,650	793,650	820,850
Difference		58,643	56,373	6,853	3,250
Ending Balance		41,792		48,645	51,895

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

INSURANCE RESERVE FUND

Description

The Insurance Reserve Fund reflects the cost of coverage for the Village's property and casualty insurance program through the Illinois Municipal League Risk Management Association (IMLRMA) insurance pool.

Goals and Objectives

- To provide liability insurance in the most cost-effective manner possible.
- Through education and training, lower incidents of on the job injuries.

**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

INSURANCE FUND

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		56,261		119,035	257,262
Revenues					
28-00-311	Property Tax	319,609	331,420	323,491	331,000
28-00-381	Interest Revenue	0	0	0	0
	Total Revenue	<u>319,609</u>	<u>331,420</u>	<u>323,491</u>	<u>331,000</u>
Expense					
28-00-591	Liability Insurance	<u>256,835</u>	<u>175,618</u>	<u>185,264</u>	<u>203,793</u>
	Total Expense	256,835	175,618	185,264	203,793
	Difference	62,774	155,802	138,227	127,207
	Ending Balance	119,035		257,262	384,469

VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013

FIRE FUND

Description

The mission of the Village is to provide timely emergency services to the citizens of our community, resident of our district, and the transient populous that visit our area. Supply skilled Emergency Medical Services (EMS), property protection, and crisis intervention in the utmost professional and empathetic manner.

The Fox Lake Fire Protection District is contracted to respond to an average of 3,000 emergency calls per year. In addition to emergency responses the department will provide a fully staffed Fire Prevention Bureau. This bureau will provide, at no charge, all forms of public education, including first aid, fire prevention, CPR, and a juvenile fire setter program.

Goals and Objectives

- To ensure the Village residents emergency services covering both personal and property protection.

**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

FIRE & RESCUE

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		4,967		(85,857)	(45,104)
Revenue					
30-00-311	Property Tax	1,132,033	1,165,597	1,145,000	1,172,000
30-00-337	Inspection Fees	55,408	10,000	-	-
30-00-382	Foreign Fire Insurance	10,771	11,581	14,039	14,000
30-00-389	Misc Income	2,164	4,000	13,000	5,000
30-00-392	Sale of Fixed Assets	12,185	1,000	14,000	1,000
30-00-399	Internal Transfer	27,000	-	-	100,000
	Total Revenue	1,239,561	1,192,178	1,186,039	1,292,000
Expense		1,330,385	1,165,779	1,145,286	1,246,428
Difference		(90,824)	26,399	40,753	45,572
Ending Balance		(85,857)		(45,104)	463

*Foreign Fire Ins
\$ 12,742.04*

**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

FIRE & RESCUE

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
30-00-422	Salary Part Time	67,081			-
30-00-451	Health Insurance	13,266			-
30-00-452	Life Insurance	-			-
30-00-453	Unemployment	1,280			-
30-00-471	Uniform Allowance	-	-	-	-
30-00-473	Employee Medical	-	-	-	-
30-00-474	Employee Appreciation	-	-	-	-
	Total Personnel	81,627	-	-	0
CONTRACTUAL					
30-00-511	Maintenance Services Building	675	-	-	1,000
30-00-512	Maintenance Services Equipment	3,715	-	-	-
30-00-512.1	Technology	1,111	-	-	100
30-00-513	Maintenance Services Vehicle	-	-	-	-
30-00-513.1	Maintenance Services Vehicle	13,567	-	-	-
30-00-533	Legal	598	-	286	1,000
30-00-548	Other Professional Services	743	-	-	51,328
30-00-549	Fire Protection District	1,128,846	1,145,779	1,145,000	1,172,000
30-00-551	Postage	38	-	-	-
30-00-552	Telephone/Communications	6,071	-	-	-
30-00-553	Publishing	-	-	-	-
30-00-561	Dues	-	-	-	-
30-00-562	Travel Expense	-	-	-	-
30-00-563	Training	-	-	-	-
30-00-571	Utilities	118	-	-	-
	Total Contractual	1,155,482	1,145,779	1,145,286	1,225,428
COMMODITIES					
30-00-611	Maintenance Supplies-Stations	-	-	-	1,000
30-00-612	Maintenance Supplies-Equipment	-	-	-	-
30-00-614	Dive Gear/Water Rescue	-	-	-	-
30-00-651	Office Supplies	-	-	-	-
30-00-652	Operating Supplies	-	-	-	-
30-00-655	Automotive Fuel/ Oil	48,078	-	-	-
30-00-657	General Supplies	-	-	-	-
30-00-911	Community Relations	-	-	-	-
	Total Commodities	48,078	-	-	1,000

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
CAPITAL					
30-00-820	Capital Outlay Building	45,198	20,000	-	20,000
30-00-830	Capital Outlay Equipment	-	-	-	-
30-00-840	Capital Outlay - Vehicle	-	-	-	0
30-00-999	Interfund Transfer	-	-	-	-
	Total Capital	45,198	20,000	-	20,000
FINANCING					
30-00-720	Interest Expense	-	-	-	-
	Total Department	1,330,385	1,165,779	1,145,286	1,246,428

VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013

COMMUTER PARKING FUND

Description

This fund is designed to account for revenue and expenses related to the operation of commuter parking facilities located along the Metra Railroad tracks. The lots and daily fee spaces provide a combined total of over 450 spaces between Fox Lake and Ingleside. Expenses for this fund include maintenance, snow removal, and capital improvements for the parking lots.

The pay boxes are collected deposited daily. The grounds are maintained through a contract service for lawn maintenance and snowplowing.

Goal and Objectives

- Provide clean and safe environment for parking patrons.
- Manage monies collected to best effectively maintain grounds.
- Collect fees daily and issue penalties and fines in a timely fashion.

**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

COMMUTER PARKING

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		203,952		117,815	88,046
Revenues					
50-00-352	Parking Fines	-	-	7,500	7,500
50-00-367	Parking Fees	149,330	142,200	144,000	142,800
50-00-381	Interest Income	83	100	30	
Total Revenue		<u>149,413</u>	<u>142,300</u>	<u>151,530</u>	<u>150,300</u>
Expense Personnel					
50-00-421	Full Time Salaries	2,431	6,315	2,500	6,327
50-00-451	Health Insurance				872
50-00-453	Unemployment	25	56	56	82
50-00-461	FICA	165	469	170	475
50-00-464	Pension	229	698	698	730
Total Personnel		<u>2,850</u>	<u>7,538</u>	<u>3,424</u>	<u>8,486</u>
Contractual					
50-00-512	Maintenance Service Equipment	2,330	10,500	5,000	12,000
50-00-516	Maintenance Service - Snow Removal	22,925	14,000	7,000	16,000
50-00-517	Maintenance Services - Grounds	9,444	20,000	12,000	30,000
50-00-531	Accounting Service	2,948	6,800	10,408	8,760
50-00-533	Legal Service	1,216	1,600	200	800
50-00-548	Other Professional Service	9,132	1,957	1,957	1,955
50-00-551	Postage	319	1,400	750	1,400
50-00-554	Printing	3,046	3,500	3,500	3,500
50-00-571	Utilities	7,007	7,500	8,600	9,500
50-00-591	Insurance	25,177	17,217	16,360	19,980
Total Contractual		<u>83,544</u>	<u>84,474</u>	<u>65,775</u>	<u>103,895</u>
Commodities					
50-00-651	Office Supplies	337	300	100	400
50-00-652	Operating Supplies	8,396	4,000	2,000	4,000
Total Commodities		<u>8,733</u>	<u>4,300</u>	<u>2,100</u>	<u>4,400</u>
Capital Outlay					
50-00-800	Capital Outlay	26,845	20,000	10,000	20,000
Capital Outlay		<u>26,845</u>	<u>20,000</u>	<u>10,000</u>	<u>20,000</u>
50-00-928	Administrative Expense	113,578	100,000	100,000	100,000
Total Department		<u>235,550</u>	<u>216,312</u>	<u>181,299</u>	<u>236,781</u>
Difference		(86,137)	(74,012)	(29,769)	(86,481)
Ending Balance		117,815	(74,012)	88,046	1,565

**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

WATER AND SEWER FUND

Description

In 1928 the Village of Fox Lake Public Water System was put into service. The system supplied potable water to our residents from Route 12 and Grand Avenue to Washington Street and Rollins Road. The system also supplied potable water north up Forest Avenue to Lakeview Avenue and Howard Avenue. The distribution system was comprised of a 60,000-gallon water tower floating over 10", 8" and 6" cast iron water mains. Well #1, drilled in 1928, supplied all of the Village's treated water until 1941.

Well #2, was put into service in 1941. Iron removal filters were required to reduce the iron concentration to an acceptable limit.

In 1976 a new 500,000-gallon water tower and new Well #3 were put into service. Well #3 and Wells #1 and #2 supplied all of the Village's potable water until 1988.

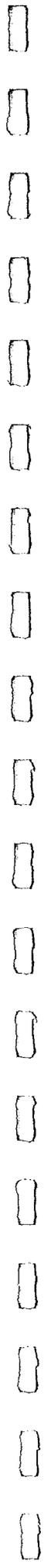
Well #4 was drilled in 1987 and put into service in 1988. Not unlike Well #2, Iron Removal Filters were required to reduce the treated water's iron concentration to an acceptable level.

In 1999 a 250,000-gallon water tower was constructed to replace the original 60,000-gallon tower.

In spring of 2004 a new Well #5 was put into service and required an Iron Removal Filter.

Today our Water System supplies 500,000 to 1,000,000 gallons of potable water per day for over 5,000 Village residents, and our water system now reaches as far south as Route 134 and Route 12. Wells #1, 2, 4 and 5 supply the entire Village's treated water.

Water from Well#1 is pumped and blended with filtered water from Well #2. Polyphosphates are added for corrosion control, followed by the addition of fluorine to help control tooth decay, chlorine is then added for disinfection. Water from Wells #4 and #5 is pumped and filtered for iron, polyphosphates are added for corrosion, followed by the addition of fluorine and chlorine.



Goals and Objectives

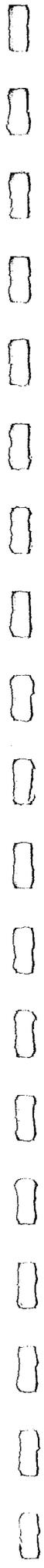
- **The Department major goals are the Capital outlay projects.**
 1. Wildwood lift Station and Lippincott Lift Station/Pump Replacement
 2. South Lake and South Maple Water Main Loop

Daily in house goals:

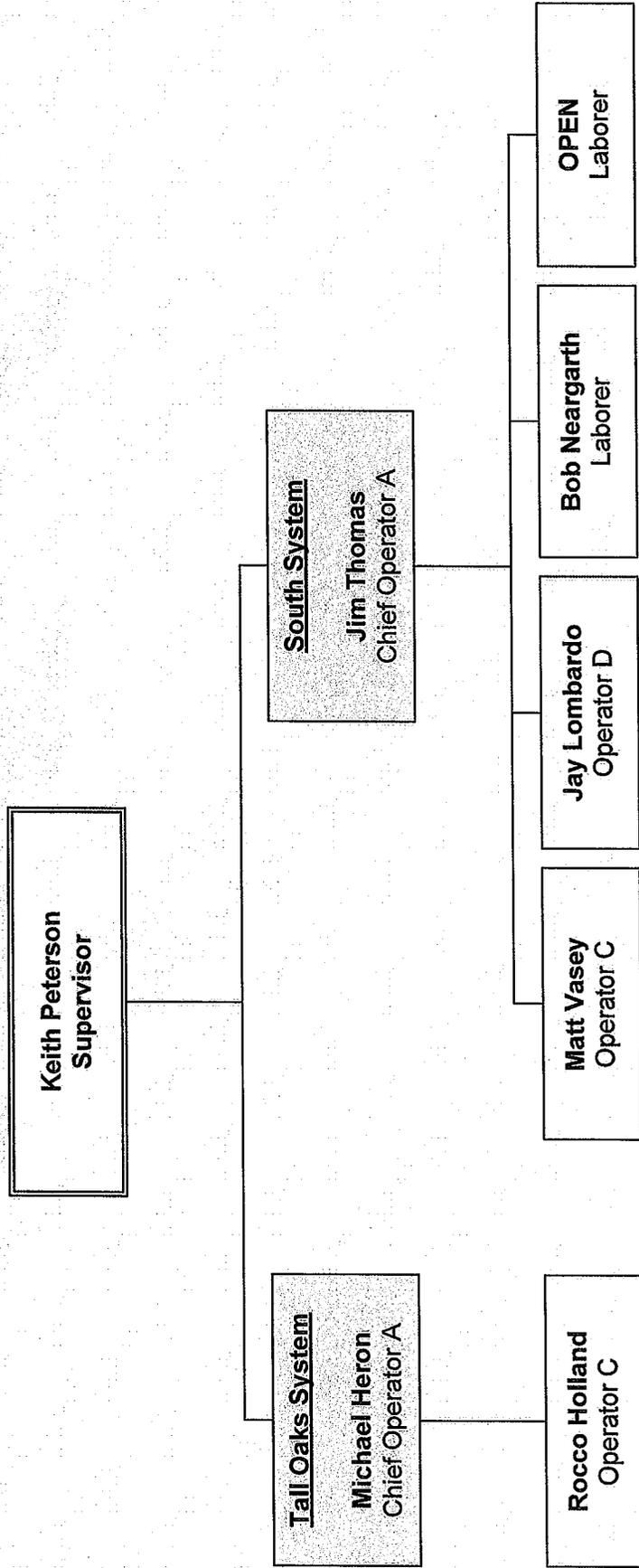
- In 2012-13 we have scheduled sanitary sewers along the waterfront for their first cleaning since their installation in 1959. About 20,000 feet in all. **Weather Permitting**
- Both water systems are flushed twice, once in April and once in October. This cleans the distribution system of sediments and debris; our goal is to have zero water quality (Red Water) complaints. We also operate all Fire Hydrants at these times building a biannual repair and replacement list.
- All main line valve to be exercised in our annual valve exercise program.
- Approximately 150 to 200 meters on our change out program. This is performed annually to keep all our customer's meters registering accurately, improving our billing and water accountability.
- Install new water main on S Lake & S Maple, looping to the exiting water main on S Lake and Spruce.

Our goal is to add customers to this water main and the water mains on Elm, Hickory and Manor.

We hope to use the Tap-on Charges from these new customers to set-up a yearly program of adding new water main on one or two streets per year. We then use those Tap-on Charges the next year to install more water mains on other streets in an effort to bring water to all village residents.



Village of Fox Lake Organizational Chart - 2012



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

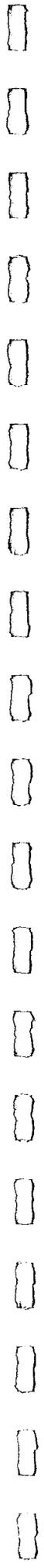
WATER REVENUES

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		2,304,653		2,864,061	2,989,359
Revenue					
51-00-347	State Grants	-	-	-	322,000
51-00-361	Sale of Water/Sewer Charges	2,432,484	2,700,000	2,500,000	2,600,000
51-00-364	Tap-On-Fees	27,138	80,500	39,000	25,000
51-00-365	Meter Sales	366	4,500	1,500	1,800
51-00-367	Inspection Fees	-	1,650	250	750
51-00-368	Remedial Waste	58,797	50,000	60,000	65,000
51-00-381	Interest Income	7,217	8,500	6,000	8,500
51-00-389	Misc Income	10,748	5,000	6,000	5,000
51-00-392	Sale of Assets	566	1,500	700	1,000
51-00-397	Loan				
	Total Revenue	2,537,316	2,851,650	2,613,450	3,029,050
	South System Expenses	1,438,808	2,666,482	1,802,158	2,342,257
	Leisure Tech Expenses	539,100	1,833,942	685,994	1,385,365
	Total Expenses	1,977,908	4,500,424	2,488,152	3,727,622
	Difference	559,408	(1,648,774)	125,298	(698,572)
	Ending Balance	2,864,061		2,989,359	2,290,787

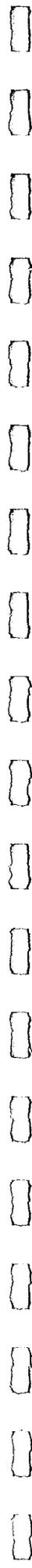
**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

WATER & SEWER

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
51-00-420	Salary Part Time	8,664	-	-	-
51-00-421	Salary Full-time	275,304	343,978	304,719	346,191
51-00-422	Overtime Pay	8,541	13,000	15,690	13,000
51-00-451	Health Insurance	64,387	110,407	63,500	76,983
51-00-452	Life Insurance	300	480	390	360
51-00-453	Unemployment Insurance	3,473	4,989	1,000	5,661
51-00-456	EAP Program	121	260	260	260
51-00-461	Medicare/Social Security	20,965	27,309	23,160	27,478
51-00-464	IMRF	28,377	40,660	34,483	42,128
51-00-471	Uniform Allowance	3,431	3,500	3,300	3,500
51-00-473	Physicals/Shots	-	250	250	250
	Total Personnel	413,563	544,833	446,752	515,811
CONTRACTUAL					
51-00-511	Maintenance Service Building	1,850	4,500	4,000	500
51-00-512	Maintenance Service Equipment	15,906	12,500	10,500	13,500
51-00-512.1	Technology	2,510	3,750	3,500	9,240
51-00-513	Maintenance Service Vehicles	6,957	-	-	-
51-00-513.1	Maintenance Service Vehicles-MP	21,017	26,460	18,988	29,650
51-00-515	Maintenance Service Utility System	89,042	211,000	125,000	163,500
51-00-531	Accounting Services	18,268	33,450	46,000	40,100
51-00-532	Engineering	45,242	85,000	70,000	85,000
51-00-533	Legal Services	6,106	20,000	15,000	20,000
51-00-538	Outside Lab Testing	6,406	13,220	13,250	13,220
51-00-539	J.U.L.I.E.	1,522	2,000	1,000	1,250
51-00-548	Professional Service	51,734	26,338	26,500	14,273
51-00-551	Postage	9,184	14,000	7,500	7,200
51-00-552	Telephone	15,397	13,000	13,000	12,500
51-00-553	Publishing	3,171	5,000	7,000	6,500
51-00-554	Printing	3,298	4,000	3,900	3,000
51-00-561	Dues & Subscriptions	-	250	225	250
51-00-562	Travel Expenses	77	100	50	50
51-00-563	Training & Safety	606	1,000	1,000	1,000
51-00-564	Tuition Reimbursement	-	500	300	500
51-00-571	Utilities	83,774	85,000	80,000	80,000
51-00-591	Insurance	80,566	55,096	55,096	63,935
51-00-593	Rentals	1,000	500	500	500
51-00-595	Taxes	-	-	-	-
51-00-599	Contractual Services	1,395	9,550	3,000	3,000
	Total Contractual	465,028	626,214	505,309	568,668



<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
COMMODITIES					
51-00-611	Maintenance Supplies Buildings & Ground	27,149	37,250	36,000	19,500
51-00-612	Maintenance Supplies Equipment	3,788	6,000	5,500	6,000
51-00-613	Maintenance Supplies Vehicles	206	100	200	250
51-00-615	Lab Supplies	2,841	4,200	3,800	3,700
51-00-618	Maintenance - Lab Supplies	-	-	-	-
51-00-619	Water Meters & Meter Supplies	43,110	45,000	45,000	44,500
51-00-620	Fire Hydrants & Valves	-	15,000	7,500	7,500
51-00-629	Maintenance Supplies Other	11,592	20,000	12,500	17,000
51-00-651	Office Supplies	1,879	2,750	4,250	2,300
51-00-652	Operating Supplies	359	3,300	2,000	3,000
51-00-653	Small Tools/Safety Equipment	3,391	5,000	5,000	5,000
51-00-655	Vehicle Fuel/ Oil	14,331	21,645	24,000	24,919
51-00-656	Treatment Chemicals	9,222	15,000	12,500	13,000
51-00-720	Interest Expense	212,893	205,481	97,458	139,459
51-00-730	Fiscal Agent	1,350	2,000	2,000	2,750
	Total Commodities	332,111	382,726	257,708	288,878
CAPITAL					
51-00-810	Capital Outlay	-	24,200	24,200	-
51-00-820	Capital Outlay Building	-	-	-	-
51-00-840	Capital Outlay Vehicle	-	20,000	23,189	7,500
51-00-890	Capital Outlay Other	35,890	636,509	225,000	226,400
	Total Capital	35,890	680,709	272,389	233,900
51-00-928	Administrative Expense	192,216	112,000		
Other Financial Uses					
51-00-710	Principal Payment	-	320,000	320,000	735,000
		0	320,000	320,000	735,000
	Total Department	1,438,808	2,666,482	1,802,158	2,342,257



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

LEISURE TECHNOLOGIES FUND

Description

In 1972 the Leisure Technologies completed construction of the Tall Oaks Public Water Supply, now known as the Fox Lake Water System #2. This new water system supplied potable water to the Leisure Village and Vacation Village Home Owners Associations.

The water treatment facility consisted of a 500,000 gallon ground reservoir, one shallow well, and three high pressure booster pumps. The distribution system consisting of 10", 8", and 6" water main, serviced all of the Leisure Village and Vacation Village area.

Well #1 was drilled to a depth of 146 feet in 1972 and produced 1500 gallons per minute. At present this Well produces 300 gallons per minute (GPM) and is treated with sodium hypochlorite for disinfection, and hydrofluosilicic acid to help prevent tooth decay. The treated water from Well #1 is then pumped into the ground reservoir.

In the fall of 1976 Well #2 was drilled to a depth of 133 feet and produced 730 GPM.

With the high iron content in both Wells #1 and #2 an iron removal filtration system was installed in 1989 to lower the iron content to an acceptable limit. At present Well #2 produces 600 GPM.

The Tall Oaks Water System now supplies potable water to Leisure Village, Vacation Village, Hickory Cove, East and West Dunns Lake, Woodland Greens, Reva Bay, Country Club Hills and Vern's Landing subdivisions.

The Tall Oaks Water System is now treating approximately 200,000 gallons of water per day in the cool months, and approximately 400,000 gallons per day during the warmer months of the year.

Goals and Objectives

- **The Department major goals are the Capital outlay projects.**
 1. Grass Lake Road/West Shore Drive Water Main Loop
 2. Geno's Way to Clarendon Court Water Main Loop
 3. New Tower in the Tall Oaks System.

Daily in house goals:

- In 2012-13 we have scheduled sanitary sewers along the waterfront for their first cleaning since their installation in 1959. About 20,000 feet in all. **Weather Permitting**
- Both water systems are flushed twice, once in April and once in October. This cleans the distribution system of sediments and debris; our goal is to have zero water quality (Red Water) complaints. We also operate all Fire Hydrants at these times building a biannual repair and replacement list.
- All main line valve to be exercised in our annual valve exercise program.
- Approximately 150 to 200 meters on our change out program. This is performed annually to keep all our customer's meters registering accurately, improving our billing and water accountability.
- Install new water main on S Lake & S Maple, looping to the exiting water main on S Lake and Spruce.
Our goal is the add customers to this water main and the water mains on Elm, Hickory and Manor.
We hope to use the Tap-on Charges from these new costumers to set-up a yearly program of adding new water main on one or two streets per year. We then use those Tap-on Charges the next year to install more water mains on other streets in an effort to bring water to all village residents.

**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

LEISURE TECH

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
51-10-420	Salary Part Time	-	-	-	-
51-10-421	Salary Full-time	116,653	115,459	115,459	118,592
51-10-422	Overtime Pay	13,336	10,000	12,000	10,000
51-10-451	Health Insurance	28,147	33,914	32,000	35,665
51-10-452	Life Insurance	180	120	130	120
51-10-453	Unemployment Insurance	2,014	1,121	500	1,641
51-10-456	Compsych	61	60	60	60
51-10-461	Medicare/Social Security	8,794	9,598	12,000	9,837
51-10-464	Pension	12,271	14,290	13,500	15,097
51-10-471	Uniform Allowance	1,281	1,100	1,000	1,200
51-10-473	Shots	-	-	-	-
	Total Personnel	182,737	185,662	186,649	192,212

CONTRACTUAL

51-10-511	Maint Service Building	-	500	200	500
51-10-512	Maint Serv Equipment	12,817	6,000	6,500	6,500
51-10-512.1	Technology	159	3,250	2,500	11,500
51-10-513	Maint. Service Vehicle	-	-	-	-
51-10-513.1	Motor Pool Maint. Serv Vehicle	11,871	6,500	6,000	5,850
51-10-515	Maint.Serv Sewer & Water Syste	46,588	60,000	95,000	70,000
51-10-516	Maint. Service - Other	-	-	-	-
51-10-531	Accounting	2,530	6,800	2,000	1,850
51-10-532	Engineering	80,832	95,000	75,000	50,000
51-10-533	Legal	5,436	20,000	7,500	15,000
51-10-538	Outside Lab Testing	3,276	6,600	6,500	6,600
51-10-539	JULIE	1,279	1,200	750	800
51-10-548	Professional Service	9,697	15,772	15,500	16,468
51-10-551	Postage	7,242	4,300	6,000	3,350
51-10-552	Telephone Service	4,380	4,750	4,400	4,750
51-10-553	Publishing	3,171	5,000	4,500	5,000
51-10-554	Printing	272	2,000	2,000	2,000
51-10-561	Dues & Subscriptions	-	150	200	225
51-10-562	Travel Expenses	20	100	50	50
51-10-563	Training & Safety	161	1,000	1,000	1,000
51-10-571	Utilities	85,446	65,000	64,000	65,000
51-10-593	Rentals	-	500	425	500
51-10-599	Contractual Service	340	3,500	3,100	3,500
	Total Contractual	275,517	307,922	303,125	270,443

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
COMMODITIES					
51-10-611	Maint. Supp. Building & Grds.	9,669	10,000	9,980	10,000
51-10-612	Maint. Supp. Equipment	2,334	3,500	3,300	3,500
51-10-613	Maint. Supp. Vehicles	34	100	40	50
51-10-615	Lab Supplies	9,579	13,210	12,000	13,210
51-10-619	Watermeters & Meter Supplies	25,767	89,000	30,000	93,500
51-10-629	Maint. Supp. Other	1,074	3,000	2,900	4,000
51-10-651	Office Supplies	181	3,050	2,500	2,650
51-10-652	Operating Supplies	1,304	1,850	2,500	1,850
51-10-653	Small Tools & Safety Equipment	613	2,000	9,000	2,000
51-10-655	Vehicle Fuel/Oil	5,166	6,090	7,000	7,000
51-10-656	Treatment Chemicals	25,125	17,750	17,000	14,250
	Total Commodities	80,846	149,550	96,220	152,010
CAPITAL					
51-10-810	Capital Outlay	-	-	-	-
51-10-840	Capital Outlay Vehicle/Equipmer	-	20,000	-	7,500
51-10-890	Capital Outlay Other	-	1,170,808	100,000	763,200
	Total Capital	-	1,190,808	100,000	770,700
	Total Department	539,100	1,833,942	685,994	1,385,365



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

NORTHWEST REGIONAL WATER RECLAMATION FACILITY FUND

Description

The Northwest Regional Water Reclamation Facility (NWRWRF) is owned and operated by the Village of Fox Lake. The NWRWRF is a regional facility serving the communities of Fox Lake, Hainesville, Lakes Region Sanitary District, NW Lake County, Lake Villa, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, and Volo.

The NWRWRF is designed to treat an average of 9.0 MGD, with a design maximum flow of 22.5 MGD. A combination of physical, chemical and biological processes are utilized the facility to remove impurities from the wastewater and to achieve the required degree of treatment to protect the water quality in the Fox River Water Shed.

Fiscal Year 2011-2012 Budget includes \$10,075,000.00 for Phase II expansion construction. Completed, Phase I replaced equipment most in need of repair which was at the end of its useful life. Projects included a Secondary Clarifier, replacement of Sand Filters with Rotating Disc Filters, replacement of Climbing Rake Bar Screens with Perforated Screens, and additional Grit Removal.

Funding by reserves and a grant, Phase II includes the conversion of the biological treatment process and the expansion of the solids treatment facilities. Driven by capacity and regulatory demands "Phase II A" will consist of pump station improvements, primary clarifier improvements, the conversion of the aeration basis from a single-stage nitrification system to a Modified Ludzak-Etinger (MLE) system, blowers, chemical feed facility. "Phase II B" will be digester improvements and addition. A component of the solids handling project is a cogeneration system to recapture energy from process gas to convert it to electricity.

Upon completion the facility will be expanded from 9.0 mgd, design maximum 22.5 mgd to 12 mgd, design maximum of 30 mgd. Phase II Expansion is expected to take two years to complete extending over into 2012/2013-budget year. The engineers estimate of the entire expansion (Phase I and Phase II A&B) is \$19,600,000.00 funded through connection fees.

The remainder of the budget is appropriated to daily operations, analytical testing, employee salaries and benefits, preventative and predictive maintenance of the facility.



Goals and Objectives

GOAL: STRIVE TO EXPAND THE FACILITY TO MEET EPA LIMITS IN THE MOST COST EFFECTIVE MANNER WHILE BALANCING THE CUSTOMERS, OPERATION AND THE ENVIRONMENTAL NEEDS

- Complete phase II A & B Expansion so that all systems are on line to meet new NPDES Permit limits.

So that...

The compliance of NPDES permit is maintained expanding the Facility from 9.0 mgd to 12.0 mgd

Semi-automate the digester feed to allow more frequent pumping of smaller quantities of sludge to not upset the Digesters

Conventional Activated sludge process is converted to the Modified Ludzack Ettinger (MLE), bio-N removal and chemical P removal process

Energy savings be realized

- Safety

So that...

Safe work environment is maintained for all employees and contractors and lowered insurance rates are maintained.

- Laboratory analysis of daily process control and required discharge monitoring for the NWRWRF and Tall Oaks. Streamline lab analysis and increase traceability of data.

So that...

Reliable analytical results are provided for operational process control and regulatory reporting.

- Mechanical upkeep of the facility

So that:

To prevent equipment failures, sewer backups and ensure discharge compliance during and after expansion construction.

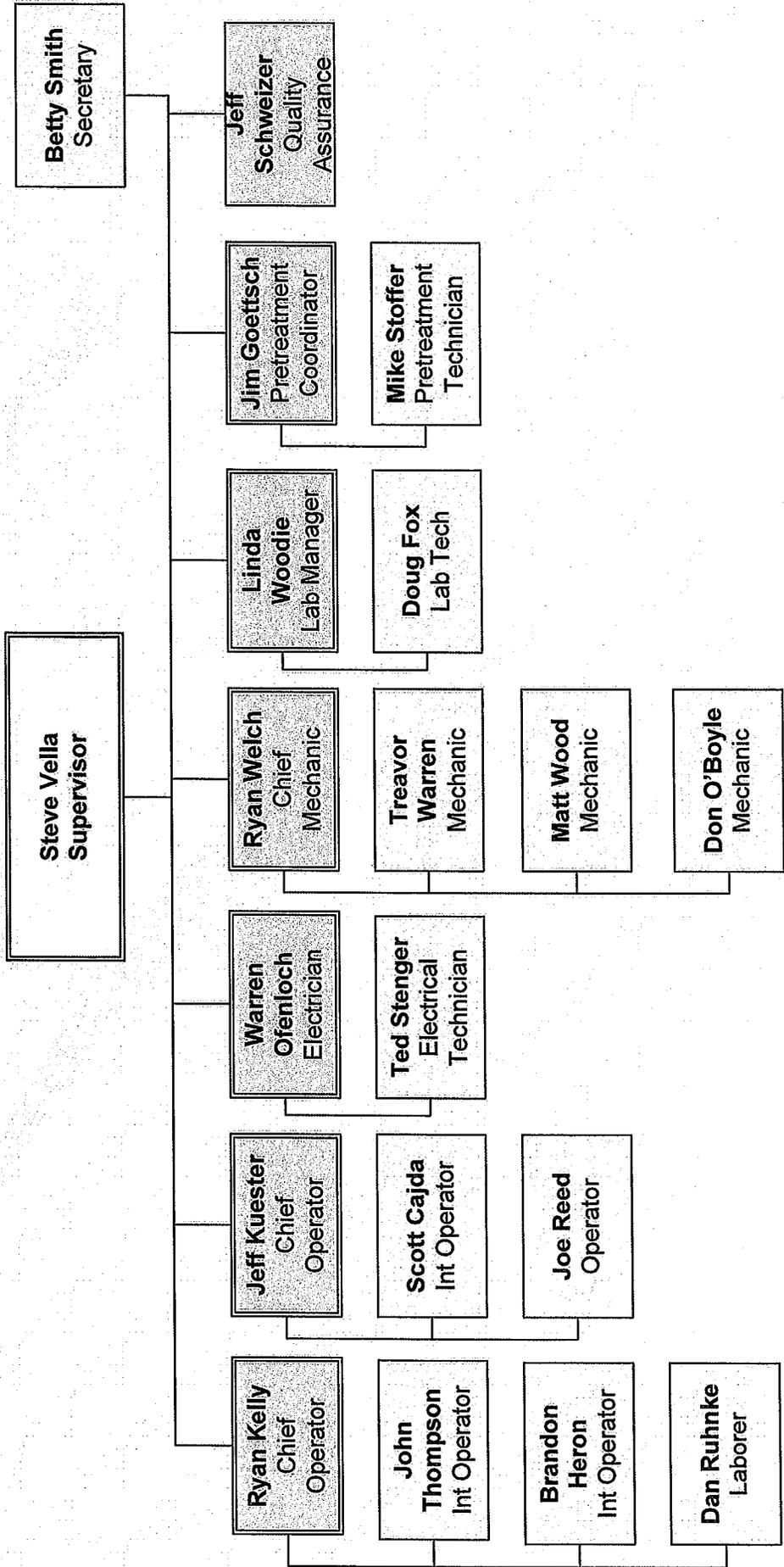
- Collect on Grants

So that:

Savings are realized from solicited grants



Village of Fox Lake Organizational Chart - 2012

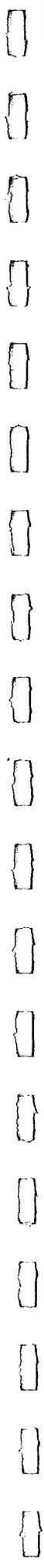


**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

NORTHWEST REGION

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Beginning Balance		16,294,674		18,239,035	14,942,074
Revenues					
52-00-353	Sewer Surcharges	22,639	10,000	1,500	3,500
52-00-354	Fines	18,618	20,000	4,500	4,500
52-00-362	Local Sewer Charges	780,204	770,000	709,000	750,000
52-00-364	Tap on Fees	461,460	500,000	501,500	500,000
52-00-367	County Sewer	4,091,004	4,158,000	4,020,000	4,020,000
52-00-368	Remedial Waste	58,807	50,000	72,000	70,000
52-00-381	Interest Income	77,538	600,000	35,245	100,000
52-00-389	Miscellaneous Income	205,004	3,000	4,000	349,419
52-00-392	Sale of Fixed Assets	-	2,000	2,000	10,000
Total Revenue		<u>5,715,274</u>	<u>6,113,000</u>	<u>5,349,745</u>	<u>5,807,419</u>
Expense					
NORTHWEST REGION		3,450,935	15,415,919	8,308,412	10,503,456
NW-PRETREATMENT		<u>143,453</u>	<u>209,844</u>	<u>130,298</u>	<u>200,830</u>
Total Expense		<u>3,594,388</u>	<u>15,625,763</u>	<u>8,438,710</u>	<u>10,704,286</u>
Other Finance Uses					
52-00-710	Bond Payment	-	0	0	-
52-00-750	Host Fee	<u>176,525</u>	<u>207,996</u>	<u>207,996</u>	<u>208,000</u>
		<u>176,525.00</u>	<u>207,996</u>	<u>207,996</u>	<u>208,000</u>
Difference		1,944,361	(9,720,759)	(3,296,961)	(5,104,867)
Ending Balance		18,239,035		14,942,074	9,837,207

The funds to pay for the capital improvements in the NW Region budget are dollars that were not spent and reserved from prior budgets



**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

NORTHWEST REGION

<u>Account Number</u>	<u>Description</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
PERSONNEL					
52-00-420	Full Time	923,184	985,380	973,000	1,010,053
52-00-421	Part Time		0	0	0
52-00-423	Overtime	21,916	35,000	24,000	35,000
52-00-451	Health Insurance	147,874	178,732	145,229	201,865
52-00-452	Life Insurance	1,120	1,080	1,100	1,080
52-00-453	Unemployment	8,784	3,194	1,500	15,505
52-00-456	Compsych	484	500	500	500
52-00-461	Medicare/Social Security	68,650	78,059	72,000	79,947
52-00-464	Pension	95,675	108,738	106,861	123,003
52-00-471	Uniform Allowance	10,442	15,615	10,300	12,980
52-00-473	Physical/ Shots	55	520	350	520
52-00-474	Employee Appreciation	193	300	100	200
	Total Personnel	1,278,377	1,407,118	1,334,940	1,480,663
CONTRACTUAL					
52-00-511	Maintenance Service-Building	48,635	81,700	60,000	219,300
52-00-512	Maintenance - Equipment	142,236	204,500	150,000	165,750
52-00-512.1	Technology	7,731	10,025	6,300	30,725
52-00-513.1	Maintenance - Vehicles-MP	6,621	15,000	6,000	17,500
52-00-531	Accounting Services	20,798	33,450	36,000	43,225
52-00-532	Engineering Service	13,979	125,000	50,000	50,000
52-00-533	Legal Services	74,409	100,000	80,000	50,000
52-00-538	Outside Lab Testing	11,327	13,300	11,000	10,670
52-00-548	Other Professional Service	90,793	68,924	70,000	142,925
52-00-551	Postage	11,150	14,650	9,500	16,350
52-00-552	Telephone	13,244	12,840	11,000	13,040
52-00-553	Publishing	305	500	500	500
52-00-554	Printing	3,036	8,040	4,000	7,190
52-00-561	Dues	5,104	6,090	5,400	5,985
52-00-562	Travel Expenses	2,095	1,800	1,800	3,100
52-00-563	Training	3,493	3,890	1,000	6,955
52-00-564	Tuition Reimbursement	318	500	-	500
52-00-571	Utilities	795,667	738,600	700,000	696,000
52-00-573	Garbage Disposal	6,903	9,280	7,000	159,000
52-00-578	Sludge Removal	93,093	90,000	104,000	108,000
52-00-591	Insurance	140,991	96,417	96,417	111,887
52-00-593	Rental	980	2,700	1,000	2,500
	Total Contractual	1,492,908	1,637,206	1,410,917	1,861,102



BUDGET SUMMARY

NORTHWEST REGION

Account Number	Description	Actual 2010-2011	Budget 2011-2012	Year End Projected 2011-2012	Proposed 2012-2013
COMMODITIES					
52-00-611	Maintenance Supplies Buildings	67,518	211,620	147,000	332,501
52-00-612	Maintenance Supplies Equipment	23,829	36,700	20,000	31,800
52-00-613	Maintenance Supplies Vehicles	2,807	1,800	1,800	2,900
52-00-618	Maintenance Supplies Lab	17,727	25,500	23,000	22,700
52-00-650	Safety	8,002	12,350	5,000	18,415
52-00-651	Office Supplies	3,638	4,925	1,600	3,875
52-00-652	Operating Supplies	14,425	15,150	12,000	17,550
52-00-653	Small Tools	8,308	10,350	7,500	11,950
52-00-654	Janitorial Supplies	3,908	4,900	4,300	4,200
52-00-655	Fuel	15,988	23,150	25,000	38,500
52-00-656	Chemicals	171,742	249,750	180,100	305,300
	Total Commodities	337,892	596,195	427,300	789,691
CAPITAL					
52-00-820	Cap Outlay-Buildings	-	11,325,000	4,700,000	5,750,000
52-00-830	Equipment	-	10,400	13,255	30,500
52-00-840	Vehicles	-	140,000	22,000	91,510
	Total Capital	-	11,475,400	4,735,255	5,872,010
52-00-928	Administrative Expense	341,758	300,000	400,000	500,000
		341,758	300,000	400,000	500,000
	Department Total	3,450,935	15,415,919	8,308,412	10,503,456



**VILLAGE OF FOX LAKE
ANNUAL OPERATING BUDGET
FY 2012-2013**

NORTHWEST REGION – PRETREATMENT FUND

Description

The pretreatment program is required by the United States Environmental Protection Agency (USEPA), and as such is a specific condition of the Northwest Regional WRF's NPDES discharge permit No. IL0020958 as issued and renewed by the Illinois Environmental Protection Agency (IEPA).

The pretreatment program operates pursuant to legal authority enforceable in Federal, State, and local courts, which authorizes the NWRWRF to apply and enforce the requirements of sections 307(b) and (c) and 402(b)(8) of the Clean Water Act (CWA) and any regulations implementing those sections.

The sewer regulations contained within Chapter 3 and the pretreatment program provisions found within Article A of the Village of Fox Lake Ordinance as well as existing intergovernmental agreements provide the NWRWRF the authorization to issue control mechanisms, compliance schedules and monetary penalties in order to effectively implement the pretreatment program.

Goals and Objectives

Maintain and improve the Pretreatment Enforcement process by:

- Removing non-sanitary sewer user from discharging into the collection system
- Rewriting permits to reflect ordinance revisions
- Trace radium from unknown users
- Preventing interference, upset or pass-through of pollutant which may cause a violation of the NPDES permit
- Annually inspect and monitor significant industrial users (SIU) and evaluate slug loading and spill potentials
- Reviewing self-monitoring results and IU reports to determine compliance and require appropriate corrective actions specific to non-compliance
- Updating industrial users (UI) inventory to ensure that all SIU's have been properly identified and categorized
- Maintaining an adequate revenue structure for continued operation of the Pretreatment Program per section condition 8A1g. of the NPDES permit
- Inspecting and monitor all FOG producing facilities annually within Fox Lake
- Removing Precision Chromes remediation waste discharge from Sanitary Sewer
- Acquiring new fields for sludge land application

**VILLAGE OF FOX LAKE
FY 2012-2013
BUDGET SUMMARY**

NW-PRETREATMENT

<u>Account</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Year End Projected 2011-2012</u>	<u>Proposed 2012-2013</u>
Personnel				
52-10-420 Full-time	70,029	100,616	47,000	102,621
52-10-423 Overtime	259	1,000	500	1,000
52-10-451 Health Insurance	20,205	20,998	41,838	30,929
52-10-461 Social Security/Medicare	5,526	7,774	3,700	7,927
52-10-464 IMRF	7,612	14,646	5,425	16,222
52-10-453 Unemployment	546	338	100	1,641
52-10-452 Life Insurance	90	120	55	120
52-10-471 Uniform Allowance	1,625	1,482	1,200	1,370
52-10-473 Physical/Shots	-	235	180	105
Total Personnel	105,892	147,209	99,998	161,935
Contractual				
52-10-512.1 Technology	898	1,510	900	1,510
52-10-513.1 Maintenance VehiclesMP	-	2,400	1,700	4,500
52-10-532 Engineering	-	1,000	100	300
52-10-533 Legal Fees	-	2,000	200	1,000
52-10-538 Lab Testing	27,527	39,800	18,000	17,000
52-10-548 Other Professional Services	179	4,610	1,000	3,070
52-10-552 Telephone	436	600	600	600
52-10-562 Travel	288	1,150	1,150	1,200
52-10-563 Training	575	1,950	875	1,050
Total Contractual	29,903	55,020	24,525	30,230
Commodities				
52-10-650 Safety	1,409	1,240	500	1,240
52-10-651 Office Supplies	327	800	200	450
52-10-652 Operating Supplies	4,922	4,300	3,800	5,100
52-10-655 Fuel	1,000	1,275	1,275	1,875
Total Commodities	7,658	7,615	5,775	8,665
Capital				
52-10-830 Equipment	-	-	-	-
52-10-840 Vehicles	-	-	-	-
Total Capital	-	-	-	-
Total Department	143,453	209,844	130,298	200,830



GLOSSARY

ACCOUNT DESCRIPTION

The title in each program detail explaining various line items.

ACCOUNT FUND STRUCTURE

Traditional means of categorizing various activities by particular fund.

ANNUAL OPERATING BUDGET

A budget applicable to a single fiscal year.

BUDGET SUMMARIES

A section of the budget that provides a consolidated summary of revenues and expenditures for operating and non-operating funds. Spreadsheets and charts are used to convey budgetary information on Village funds.

CAPITAL IMPROVEMENT PROGRAM

A long range plan of various equipment, structural, and infrastructure improvements throughout a five (5) year period.

CAPITAL

Expenditures, which result in the acquisition of, or addition to, fixed assets.

CAPITAL CONSTRUCTION

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds (Source: GAAFR, 1998, p.291).

COMMODITIES

Expenditures of articles and supplies consumed during normal operations, but not limited to office supplies, operating supplies, books and literature, uniforms, training and other items.

CONTINGENCY ACCOUNT

Amount held in reserve each year for various unforeseen circumstances.

CONTRACTURAL SERVICES

Expenditure for services rendered to the Village by outside agencies, including but not limited to travel, dues and subscriptions, and equipment maintenance contract.

DEBT SERVICE FUND

The debt service fund is used to account for the accumulation of resources and payment of general obligation and revenue bond principal and interest from governmental resources and special assessment bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the Village is obligated in some manner for the payment.



GLOSSARY

ENCUMBRANCES

Commitments related to unperformed (executory) contracts for goods and services.

ENTERPRISE FUND

The fund established to account for operations (a) that are financed and operated in the 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. Examples of Enterprise Funds are Water and Sewer fund, Commuter Parking fund and Northwest Regional Treatment Plant fund.

EXPENDITURE

Decreases in net financial resources. Expenditures include current or future use of net current assets, debt service, and capital outlays. The unmodified use of the term expenditures in this text is intended to mean budgetary expenditures.

EXPENDITURE SUMMARY BY DEPARTMENT

A composite listing of the expenditures in each department broken down by personal services, contract services, commodities, other services and charges and capital outlay for the current and two (2) previous fiscal years.

FACILITY IMPROVEMENT

Capital improvements to build physical above ground structures or improve those structures.

FEES & CHARGES

Revenue provided to the Village from direct charges to Village residents. Examples are water service charges, parking and transportation charges.

FINES

Revenue provided to the Village through the court system including but not limited to traffic, narcotics and parking.

FUND

The fiscal and accounting entity with a self balancing set account recording cash and other fiscal resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying a specific activity or obtaining certain objectives in accordance with special regulations, restrictions or limitations.

GLOSSARY

FUND BALANCE

The fund equity of governmental funds and trust funds.

GALLONS OF WATER PUMPED

The number of gallons of water pumped to the surface and dispersed through the Village's distribution system.

GENERAL FUND

The general fund is used to account for the resources traditionally associated with government which are not required to be accounted for in another fund.

GENERAL OBLIGATION BONDS

Bonds for whose payment the full faith and credit of the issue and government are pledged.

GENERAL GOVERNMENT

A category in budget highlights detailing the expenditures of various general operating funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and the content of the basic financial statement of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines for general application, but also detailed particular time. They include not only broad guidelines for general application, but also detailed practices and procedures. GAAP provides the standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to State and local governments in NCGA statement 1. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of governmental GAAP financial reports are different from and much broader than the objectives of business enterprise GAAP financial reports.

GOALS AND OBJECTIVES

Actives and results each department was directed to project and intend to work toward throughout the coming year.

INTEREST INCOME

Funds earned through investment instruments of compensating balances.

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of the Village and to other government units, on a cost reimbursement basis (Source: GAAFR, 1998, p.311).

GLOSSARY

INTERFUND TRANSFER

Transfer of revenue earned from one fund to another to pay for that fund's proportionate share of expenses incurred to run general operations. Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, transfers of tax revenues from a special revenue fund to a debt service fund, transfers from a general fund to a special revenue or a capital projects fund, operating subsidy transfers from the general or special revenue fund to an enterprise fund, and transfers from an enterprise fund other than payments in lieu of taxes to finance general fund expenditures.

LETTER OF TRANSMITTAL

An introduction and overview provided by the Finance Department to the Board of Trustees and Mayor highlighting various facets of the operating budget.

LICENSES AND PERMITS

Revenue category including but not limited to building permits, plumbing, sewer water and other permits. Various licenses include liquor licenses, food handler, business and vehicle licenses.

OBJECTIVE EXPENDITURE ACCOUNTS

A detailed description of all object codes and their related line items.

OPERATIONAL FUNDS

A category of funds in the Summary of Revenues including general, health insurance, liability insurance, central garage, water and sewer, parking and transportation.

ORGANIZATIONAL CHART

A flow chart shows the chain of command and structure of the Village Administration.

PERSONNEL

Expenditure classification for services tendered by all officers and employees of the Village of Fox Lake. Those include regular salaries, part-time wages and overtime.

PERSONNEL SUMMARY

Detailed summaries of all full and part-time personnel by program.

PROPERTY TAX

Revenue received by the Village of Fox Lake collected by Lake and McHenry County based on a rate and calculated against the equalized assessed evaluation of a particular property.

REVENUE ANALYSIS

A detailed description of the revenue sources by particular fund for different fiscal years.

GLOSSARY

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

STATE INCOME TAX

Revenue provided to the Village by the State of Illinois on a per capita basis. This revenue is distributed from the State's individual income tax collection.

STATE SALES TAX

Revenues distributed by the State of Illinois generated by retailers within the Village of Fox Lake at 1% of the gross receipts received by the State of Illinois on total sales.

SUMMARY OF CAPITAL OUTLAY

Detail summary of all capital outlay purchases divided by program.

SUMMARY OF EXPENDITURES – ALL FUNDS

A detailed summary of all Village expenditures by operational funds, debt service funds, pension and trust funds, and capital projects funds; further categorized by personal services, contractual services, commodities, other charges and capital outlay.

SUMMARY OF EXPENDITURES – OPERATING FUNDS ONLY

A detailed expenditure listing of all operating funds by general liability insurance, central garage, water and sewer, parking and transportation; and categorized further by personal service, contractual services, commodities, other charges, and capital outlay.

SUMMARY OF REVENUES

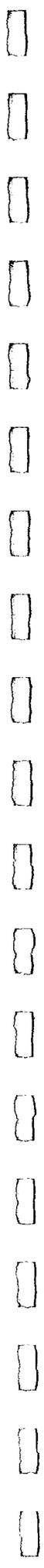
A detailed summary of all revenues received by operations, debt service, pension and trust and capital projects funds; and categorized further by property taxed, interest income, fees and charges, interfund transfers, sales tax, income tax, licenses and permit, fines and other.

TRUST AND AGENCY FUNDS

Trust funds are used to account for assets held by the Village in a trustee capacity. Examples include the Police and Fire Pension Funds. Agency funds are used to account for assets held by the government as a agent for individuals, private organizations, other governments and/or other funds (Source: GASFR, 1998, p.319)

WATER AND SEWER SALES

The amount of revenue from the user charges for both water and sewer services.



Village of Fox Lake
Financial Policies

CAPITAL BUDGET POLICY

The Village will develop a multi-year plan for capital improvements updated annually and will budget all capital improvements in accordance with the plan. Various funding sources including motor fuel tax, and transfers from the general and water and sewer funds are allocated to support these improvements.

The Village will maintain its physical assets at a level adequate to protect the capital investment and to minimize future maintenance and replacement cost. The operating budget will provide for adequate maintenance and orderly replacement of capital plant and equipment from current revenues where possible.

Capital investment objectives will be prioritized by the Village Board and appropriately reflected in the capital and operating budgets.

CASH MANAGEMENT

In order to properly manage the funds of the Village and the commingled cash accounts that the Village maintains, it is necessary that from time to time interfund loans and transfers may be needed to cover negative cash balances. The Village Treasurer is authorized to make such interfund loans and transfers as necessary in order to eliminate negative cash balances. Such loans and transfers shall be recorded on the books and records of the Village and shall be audited as part of the annual Village audit.

COLLECTION

The Village will take an aggressive approach in pursuing all revenues due for services provided, and ensure that fines and permits due the Village are collected in a reasonable fashion. This policy will hold true for revenues generated in operating, enterprise, and special revenue funds.

DEBT MANAGEMENT

The Village will confine long-term borrowing to capital improvements and moral obligations, and the use of short-term debt for tax anticipation purposes only. The Village will follow a policy of full disclosure on every financial report and bond prospectus.

The Village will take advantage of every opportunity to refinance current debt in order to save tax dollars needed to support debt payments.

ENTERPRISE FUNDS

Northwest Regional Treatment Plant, Local Water and Sewer, and Commuter Parking funds will be self-supporting from all operations and capital outlay. However, grant funding will be secured where appropriate. These funds will retain an adequate operating fund balance. All operating and capital improvement expenditures will be evaluated separately reflecting the condition of each individual enterprise fund. It is the policy of the Village to maintain the capital structure of these enterprise funds at the most efficient levels in order to reflect there best use.

FIXED ASSETS

A fixed asset inventory is herein established to insure compliance with government financial reporting standards and to safeguard Village assets.

Fixed assets shall include land, buildings, machinery, and equipment and be capitalized in accordance to the Village of Fox Lake Fixed Asset Policy.

FUND BALANCE

The Village will establish an adequate fund balance to pay for expenses caused by unforeseen emergencies or for shortfalls caused by revenue declines. For the general operating fund, this fund balance will be maintained at an amount set by the board.

LEVEL OF SERVICE

The operating budget will be compiled in a manner to maintain the existing level of service to the community. Increases or decreases in service levels will be prioritized by the Village Board at budget sessions or during the fiscal year as required. This will also reflect current staffing levels.

OPERATING BUDGET

The Village will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports comparing actual revenues and expenditures to budget.

PROPERTY TAX

In accordance with Chapter 24, Section 8-3-1 of the Illinois Revised Statutes, the Village is authorized to levy a property tax for corporate purposes. The Village levies property taxes for:

- Corporate
- IMRF
- Social Security
- Audit Tax
- Police Protection
- Fire Protection
- Ambulance Service
- Garbage Disposal
- Police Pension
- Liability Insurance

The Village is required to stay within the 5% cap required by statute.

RISK MANAGEMENT AND LOSS CONTROL

The Village is committed to provide a safe work environment, manage all risks in an appropriate manner and conduct loss control measures to insure that liability and workers compensation losses are kept at manageable level.

VEHICLE REPLACEMENTS

Village vehicles and equipment will be replaced according to an established schedule. The schedule will be reviewed annually at budget sessions or as necessary during the fiscal year.



*Village of Fox Lake
Financial Policies*

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