

**2013– 2014  
BUDGET**



**SUBMITTED TO CITY COUNCIL**

**MARCH 5, 2013**

**GAIL D. MITCHELL, MAYOR**

**SCOTT BORROR, FINANCE DIRECTOR**

## TAB – INTRODUCTION

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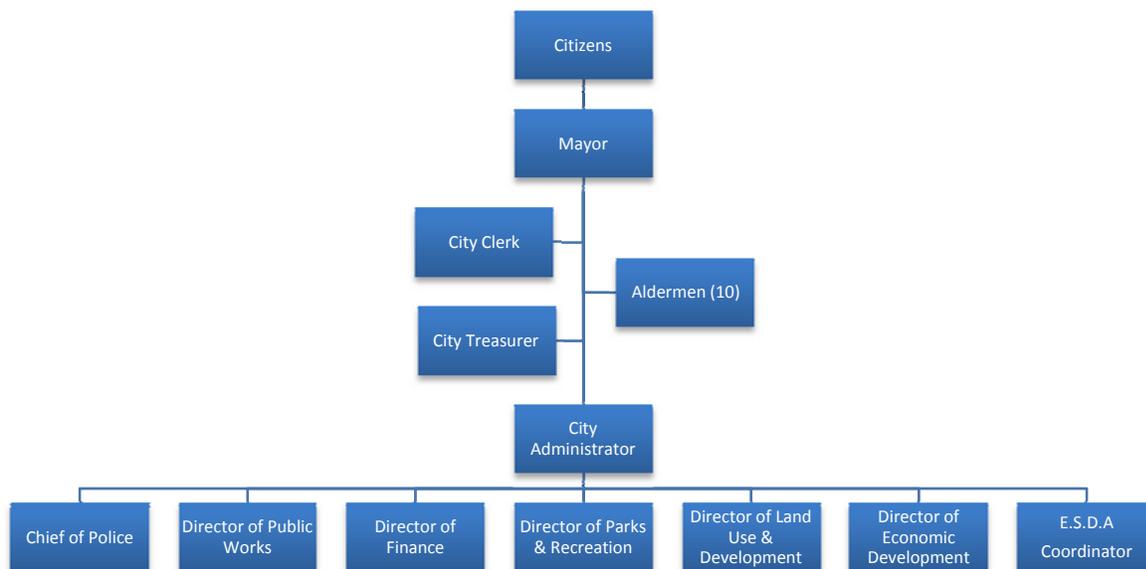
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## Organization Structure

The City has many stakeholders, first and foremost being the citizens of Fairview Heights. The City operates under a Mayor/Council form of government, and is a Home Rule municipality. As such, the City is granted additional flexibility in areas such as taxation and debt management. The Mayor and Aldermen together form the City Council, setting policy and direction for the City. The City is comprised of five wards, each represented by two aldermen. All elected officials (including the City Clerk and City Treasurer) serve four year terms. The aldermen within each ward serve alternating terms.



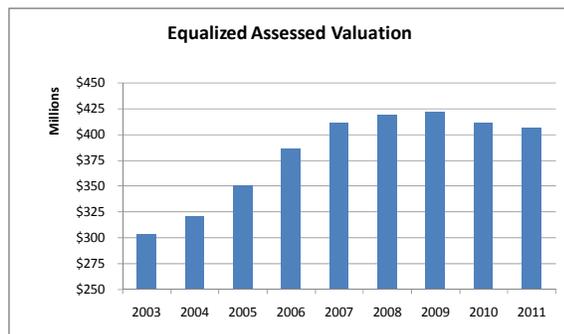
The Mayor with City Council approval appoints professional staff to implement the goals and policies of the City Council. A City Administrator reports directly to the Mayor, and oversees the daily operations of the City. Six department directors report directly to the City Administrator, and are also appointed by the Mayor and City Council. Services provided by the City include police protection, street maintenance, parks and recreation, land use and development, and administrative services. Programs include - but not limited to - Crime Free Housing, permitting and code enforcement, parks programs, and animal control/mosquito abatement.

Fairview Heights is a “Home Rule” community, which grants the City Council some legislative options not otherwise available. Some areas where “Home Rule” status provides the City Council flexibility includes taxation, land use options such as annexation, code enforcement issues, and minimizes state intervention in some other municipal affairs.

## Community Profile

Located within St. Clair County, Illinois – within the St. Louis Metropolitan area - early residents of the area were immigrant farmers and later coal miners. The City’s geographic location made it a natural location for growth, as it is at the crossroads between other communities already established in the early 20<sup>th</sup> century. By the 1950’s traffic in the area stimulated development of the residential community – led by the construction of Interstate 64 through the City. The City was incorporated in 1969. Early in the 1970’s retail interest began to focus on the community. This led to the opening of St. Clair Square Mall in 1974. All the while, Fairview Heights has experienced consistent population growth - with a 2010 census population of 17,078.

Today, Fairview Heights still maintains a strong retail environment and remains the largest retail shopping destination in southwestern Illinois. St. Clair Square continues to thrive, and recently added the “Shoppes @ St. Clair” district. Retailers in the City include nationally known destinations such as Macy’s, Best Buy, Target, and Sports Authority. The large retail presence has also led to a significant number of chain restaurants with eateries in Fairview Heights such as Red Lobster, Olive Garden, and Ruby Tuesday – just to name a few. The large retail presence has traditionally allowed the City to rely on sales tax revenue to support City functions, as opposed to property taxes. To the best of the City’s knowledge, Fairview Heights is only one of three municipalities in the State of Illinois that does not levy a property tax for operating expenses.



As of June 2012, the City’s Equalized Assessed Value (EAV) decreased 1.3% to a total of \$406.1 million. This reflects the tax year 2011 data, the most recent data available from the St. Clair County Clerk’s office. The average growth rate of the EAV during the past 10 years has been 4.5%. While the City does not currently issue a property tax levy, the EAV remains an important metric used to assess the economic health of the City as a whole.

Residents and businesses of Fairview Heights rely on other local government entities for essential services often times provided by municipal governments in Illinois. For instance, for many residents the City of O’Fallon provides water service and Caseyville Township provides sewer service. Fire protection is provided by various local fire protection districts. In terms of education, Fairview Heights residents are provided educational opportunities from several school districts, depending on their geographic location within the city limits. Fairview Heights is served by two elementary schools within the City, while residents attend high school in Belleville, O’Fallon, or East St. Louis. Southwestern Illinois College (SWIC) serves as the local community college for City residents.

In addition to the retail industry, the local Fairview Heights economy is strongly supported by Scott Air Force Base. Approximately 15 miles west of Fairview Heights, the base helps support both the retail and housing markets in the City. In addition, the City’s proximity to St. Louis enables many residents to pursue employment opportunities within a major metropolitan area.

## Budget Message

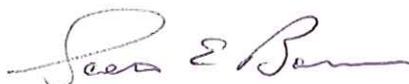
The City's budget – as with many local governments – remains a challenging endeavor. The City is faced with balancing increased scrutiny in the use of public dollars with increasing service demands. Fairview Heights is unique to historically have been able to rely heavily on the retail industry to support both the operating and capital budgets. To the best of our knowledge, the City is one of three municipalities in the State of Illinois to not levy a property tax. Despite the “Great Recession” of the past five years, coupled with a changing retail landscape towards web-based transactions, the City has maintained services despite stagnant retail sales. Recent tax rate increases during the previous fiscal year has enabled the City to fully fund pension obligations and a robust Capital Improvement Plan (CIP).

In Fiscal Year 2013/2014 internal decisions and external forces will affect the City's proposed budget. The recently adopted “Comprehensive Plan” will for the first time provide long-range budget planning objectives to the City. Components of the plan, such as the “Pedestrian & Bicycle Mobility Plan”, are included in the 5-year CIP plan. A new program - “Administrative Adjudication” (aka city court) – is anticipated to be implemented in the early portion of the new fiscal year. This service will allow for the City to have hearings on issues such as traffic citations and ordinance violations. It is anticipated to be budget neutral, meaning projected expenses should not exceed revenues. In the last quarter of the next fiscal year, new healthcare laws passed by Congress will affect personnel expenses by making 30 hour per week employees eligible for health insurance coverage. The proposed budget does not include additions to staffing.

The proposed CIP plan for the year includes \$5.1 million in multiple street and sidewalk projects, maintenance on City buildings, and investment in City parks. Some highlights for the year includes the renovation of a wing of the municipal complex for a Recreation Center (CIP project PR-05), reconstruction of Perrin Road (CIP project PW-15), and a Streetscape Project in the Lincoln Trail TIF (CIP project PW-30).

City leaders will continue to be challenged in this and future years to maintain service levels while remaining reliant on the retail industry. The continuation of efforts towards establishing a sustainable financial framework remains essential to the success of any local government – Fairview Heights included. Program analysis, proper asset allocation, and the establishment of city-wide goals/objectives will assist both staff and City leaders in their decision making. This type of proactive approach places the City of Fairview Heights in position to realize success for both the short and long-term.

Respectfully submitted,



Scott E. Borrer  
Director of Finance

## TAB – BUDGET OVERVIEW

**CITY OF FAIRVIEW HEIGHTS, IL.  
BUDGET CALENDAR FOR ADOPTING FY 2013-14 BUDGET \***

*\* dates subject to change*

**2012**

- NOV            Six Month Review of Current Budget  
Finance Committee reviews Property Tax Levy / Abatements  
Provide Mayor, Council, and Department Heads with the CIP request forms.
- DEC            Staff Finalizes the Proposed Capital Improvements Plan  
Provide Dept Directors with Budget Goals and Operating Budget worksheets.  
City Council Adopts Tax Levies / Abatements

**2013**

- January 8        Directors turn in their proposed operating budget to Director of Finance.  
Proposed CIP presented to the Finance Committee.
- January 10 - 25    City Administrator & Director of Finance meet with Directors for budget review.
- February 1        Council receives a copy of the proposed budget.
- February 5        City Council Meeting - Motion to have the tentative annual budget available for public  
review at City Hall after March 1st and establish a public hearing on the tentative  
annual budget on April 2, 2013.
- February 12        Budget Meeting with Finance Committee  
Capital Improvements Plan            PW - Municipal Complex  
PW - Engineering                        Land Use & Development  
PW - Vehicle Maintenance
- February 13        Budget Meeting with Finance Committee  
Police Department                        ESDA  
Parks & Recreation                      Finance Dept  
Mayor / City Council                      Library  
City Clerk                                    Administration
- February 26 \*\*    Special Finance Committee Meeting  
Motion to forward the proposed budget to the City Council.
- March 1            Publish notice of public hearing for April 2, 2013 on tentative budget. (Notice of public  
hearing must be published in paper at least 30 days before the final approval of the  
budget.)
- March 5            Council Meeting - Budget Ordinance - 1st Reading
- March 19           Council Meeting - Budget Ordinance - 2nd Reading
- Apr 2              Public hearing on tentative budget.  
(Before the final budget approval.)
- Council Meeting - Budget Ordinance - 3rd Reading  
City Council adopts a Budget Ordinance (after the public hearing). Budget must be  
adopted before May 1st.

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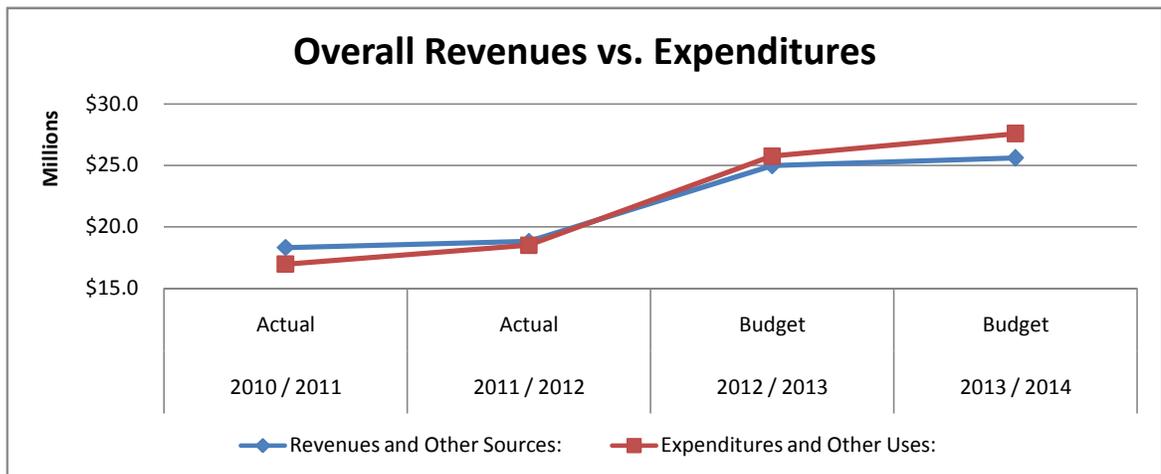
Within 6 business days after an IMRF employer approves a budget, a total compensation package report must be published by the municipality (PA 97-0609).

Within 30 days after adoption of budget, the City must file a certified copy of the budget with the County Clerk along with the Certificate of Publication for the public hearing notice (from the newspaper).

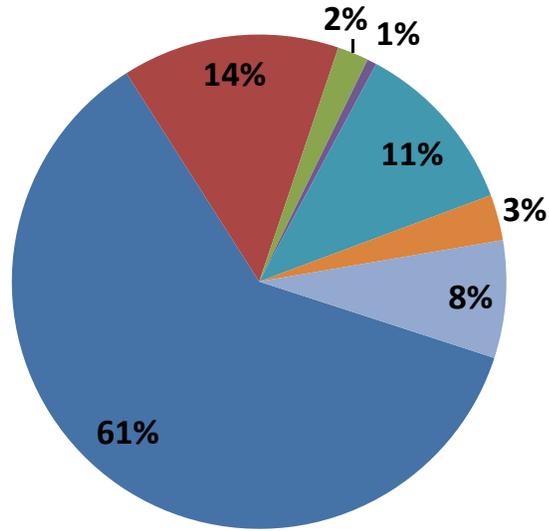
**\*\* If Necessary**

**OVERALL SUMMARY**  
**REVENUES & EXPENDITURES - BY TYPE**  
 FY 2013 / 2014  
 CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ 11,470,162	\$ 12,324,529	\$ 15,061,468	\$ 15,098,944	\$ 15,610,000
Other Taxes	3,140,064	3,159,310	3,658,000	3,685,688	3,635,000
Licenses	80,538	87,774	65,500	73,064	68,000
Permits	116,074	135,255	152,600	164,578	158,000
Intergovernmental	2,286,274	2,335,463	3,078,578	2,580,316	2,935,164
Fees / Fines	676,104	836,524	792,317	858,617	767,050
Transfers	49,208	(441,917)	609,629	566,100	1,969,535
Rents and Leases	194,606	181,844	195,361	166,398	195,000
Charges for Service	109,757	119,419	181,600	159,110	157,100
Miscellaneous	177,344	60,247	1,176,957	1,072,578	104,200
<b>Total</b>	<b>18,300,131</b>	<b>18,798,447</b>	<b>24,972,010</b>	<b>24,425,393</b>	<b>25,599,049</b>
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	9,611,904	10,695,679	12,666,697	12,128,772	12,546,823
Professional Services	484,259	457,918	774,045	899,285	585,701
Contractual Services	3,094,713	3,138,293	4,121,059	3,821,420	4,288,605
Supplies & Minor Equipment	955,620	1,057,878	1,734,443	1,502,845	1,523,521
Capital	1,154,572	1,501,155	4,418,028	3,534,100	5,193,628
Debt Payments	1,142,434	1,167,020	1,461,010	1,403,703	1,465,300
Transfers	507,355	481,141	574,629	573,337	1,964,535
<b>Total</b>	<b>\$ 16,950,857</b>	<b>\$ 18,499,084</b>	<b>\$ 25,749,911</b>	<b>\$ 23,863,462</b>	<b>\$ 27,568,113</b>

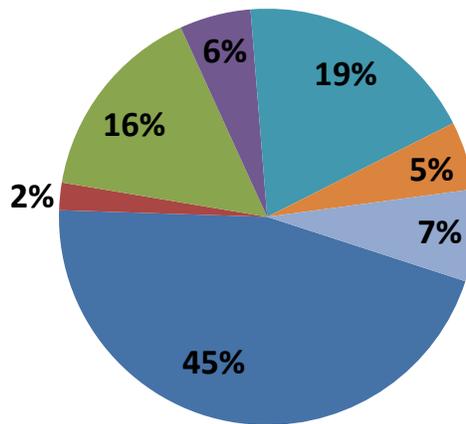


### Revenue by Source



■ Sales Tax ■ Other Taxes ■ Other Sources ■ Permits ■ Intergovernmental ■ Fees / Fines ■ Transfers

### Expenditures by Source



■ Personnel Expenses ■ Professional Services ■ Contractual Services  
 ■ Supplies & Minor Equipment ■ Capital ■ Debt Payments  
 ■ Transfers

## Budget Process

The City council is required to adopt an annual municipal budget for the City prior to May 1st. The budget is presented to the City Council for review, and public hearings are held to address priorities and the allocation of resources. The budgets for the operating funds are prepared on the cash and expenditures basis. Revenues are budgeted in the year receipts are expected, and expenditures are budgeted in the year that the applicable purchase orders are expected to be issued.

Revenues are budgeted by sources. When forecasting revenues, the Budget Director utilizes two approaches. For locally-driven revenues (such as sales tax, food and beverage tax, and hotel/motel tax), trend and market analysis is utilized in the projections. For revenues distributed to the City based on state-wide collections (such as income tax, use tax, and motor fuel tax), the City relies on per-capita forecasts published by the Illinois Municipal League.

Projecting expenditures during the year involves a number of variables. The Budget Director relies on input from both department directors and elected officials for both the operating and capital budgets. New programs, capital projects, and changes in staffing levels must be considered. City partners such as insurance brokers are relied upon to provide guidance related to changes in the insurance industry. In addition, labor contracts and changes to compensation structures must be considered. For presentation and reporting purposes, expenditures are categorized in the following manner and account number groups:

- Personnel Services (100)
- Professional Services (200)
- Contractual Services (300)
- Supplies & Minor Equipment (400)
- Capital Expenses (500)
- Debt Payments (600)
- Transfers (700)
- Police Escrow Expenditures (800)

Prior to April 1<sup>st</sup>, the Budget Director submits to the City Council a proposed operating and capital budget for the fiscal year commencing the following May 1<sup>st</sup>. Each fund's appropriated budget is prepared on an account basis. The legal level of control is by department within a fund. Expenditures may not exceed appropriations at this level. Prior to May 1<sup>st</sup>, the budget is legally enacted through the passage of an ordinance. Amendments that alter the total expenditures of any fund, or that occur between funds or departments, must be approved by the City Council by a vote of two-thirds (2/3).

## Budget Overview

The Fiscal Year 2013–2014 (FY '14) budget plan reflects the ongoing efforts toward the changing accounting framework and incorporating long-term strategic planning into the budget process. The current Fiscal Year (FY 2012-2013...FY '13) included significant changes to the accounting framework of the City, such as the creation of special revenue funds for reserve dollars that were previously accounted for within the General Fund.

The combined total of all funds for Fairview Heights for FY '14 amount to \$27.6 million, which is a 7% increase from the FY '13 budget of \$25.7 million. Growth can be largely attributed to an increased capital plan, increasing operating expenses, as well as changing accounting methods. The following chart provides a comparison for all funds from 2012 through 2014:

	Actual		Budget		Proposed		Increase (Decrease)	% Change	
	FY '12		FY '13		FY '14				
General Fund	\$	12,454,046	\$	15,110,917	\$	16,508,327	\$	1,397,410	9.0%
Capital Project Funds		1,897,662		4,113,028		4,569,628		456,600	11.0%
Debt Service Funds		3,080,128		2,453,305		2,434,401		(18,904)	-1.0%
Fiduciary Funds		-		1,633,600		1,300,000		(333,600)	-20.0%
Library Fund		-		475,761		479,357		3,596	1.0%
Reserve Funds		-		-		-		-	-
Special Revenue Funds		1,067,248		1,963,300		2,276,400		313,100	16.0%
<b>TOTAL</b>	<b>\$</b>	<b>18,499,084</b>	<b>\$</b>	<b>25,749,911</b>	<b>\$</b>	<b>27,568,113</b>	<b>\$</b>	<b>1,818,202</b>	<b>7.0%</b>

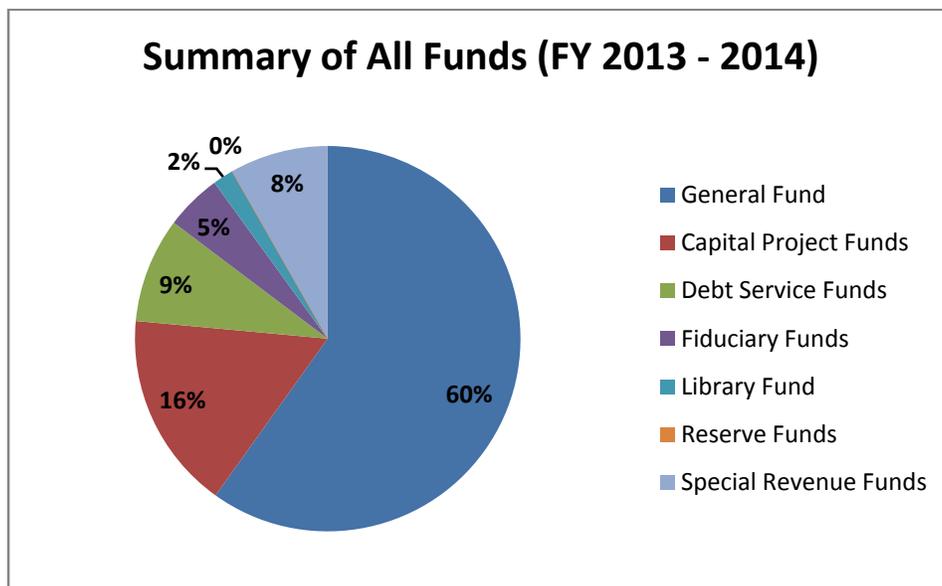
The General Fund has experienced rapid growth recently. The anticipated 9% increase in FY '14 is partially due to personnel expenditures. During FY'13, salary increases for both labor and non-labor employees were passed with the adoption of three labor contracts. This action also affected other personnel expenses such as payroll taxes and pensions. Additionally, growth in insurance premiums (health and liability) has contributed to the growth in general fund expenses. However, changes in accounting practices – namely the accounting for interfund transfers - have also contributed to the rising General Fund costs. With the creation of the Police Pension Fund and Library Fund, transfers to these new funds must now be accounted for in lieu of property taxes as funding sources.

The following matrix describes the budgeted transfers for FY '14:

ORIGINATING FUND	TRANSFER TO	TRANSFER AMOUNT	JUSTIFICATION
General Fund	TIF #1 – Bunkum Rd	\$17,500	(a)
General Fund	TIF #2 – Shoppes @ St. Clair	\$32,000	(a)
General Fund	TIF #3 – Lincoln Trail	\$25,000	(a)
General Fund	Police Pension Fund	\$1,300,000	(b)
General Fund	Library Fund	\$490,035	(b)
General Fund	Capital Reserve Fund	\$100,000	(c)

- (a) Per State Statute, a municipality with a TIF district that otherwise does not receive property tax revenue must contribute the equivalent of 10% of TIF receipts from the General Fund to the TIF fund.
- (b) In lieu of Property Tax
- (c) Per the City's "Fiscal Guidelines" Policy, 5% of revenues shall be reserved for future capital projects.

During FY '11, the City Council passed sales tax rate increase to – in part – address the increasing capital needs of the City. As a result, the Capital Project Funds budgets have increased during the past two years. The 11% increase proposed for FY '14 is partly due to a number of street projects. Detail can be found in the "Capital Projects Fund" section of the budget.



The City's lone Fiduciary Fund – the Police Pension Fund – is expected to see a decrease in spending during the upcoming fiscal year. The projection is based on an independent actuarial analysis requested from the Police Pension Board. Finally, increased spending within the City's Special Revenue Funds is primarily driven by proposed projects within the City's Lincoln Trail TIF fund. The primary project next year is a Streetscape project. Details may be found within the City's capital improvements fund section.

## Personnel Summary

As with most organizations, personnel expenses are the primary operating expense for the City. Staffing levels and base salaries are controlled through the use of two legislative documents via City Council legislation. A "Force Level Resolution" documents the number of employees allowable, and a "Salary Ordinance" establishes the base salary for all employees.

<b>POSITION SUMMARY SCHEDULE</b>				
Department	Prior Year FY 2010 - 2011	Prior Year FY 2011 - 2012	Current Year FY 2012 - 2013	Budget Year FY 2013 - 2014
City Clerk	4.00	4.00	4.00	4.00
Finance Dept.	4.00	4.00	3.00	3.00
Police Dept.	57.00	58.00	58.00	58.00
Administration	-	-	5.00	5.00
PW Engineering	15.50	16.50	16.50	16.50
PW Vehicle Maintenance	4.00	4.00	4.00	4.00
Parks & Recreation	18.00	18.00	18.50	18.50
PW Municipal Complex	7.25	7.25	7.25	7.25
Land Use & Development	10.25	10.25	9.25	9.25
Library	7.00	7.50	7.50	7.50
ESDA	0.50	0.50	0.50	0.50
<b>TOTALS</b>	<b>127.50</b>	<b>130.00</b>	<b>133.50</b>	<b>133.50</b>
NOTE: Elected officials not included. The "Administration Department" was included within the "Mayor & City Council" department prior to FY 2012-2013. Seasonal laborers are counted as 0.5 or 0.25 based on the City's Force Level personnel legislation.				

Nearly two-thirds of all City employees are represented by labor groups and negotiated labor contracts. These include:

- Local 148 - AFL-CIO, International Union of Operating Engineers
  - Serves approximately 40 employees
  - Represented in multiple departments (Public Works, Parks & Rec, Library, City Clerk)
  - Current contract expires 4/30/2013
- Illinois Fraternal Order of Police
  - Serves approximately 40 employees
  - Represents sworn officers via 2 contracts (patrolmen and sergeants.
  - Current contract expires 4/30/2014

## Fund Descriptions and Fund Structure

The City of Fairview Heights utilizes a fund accounting system. In such a system the emphasis is placed on accountability rather than profitability, as typically seen in the private sector. Funds can be created for various reasons. For instance, certain revenues can be required to be accounted for separately based on either state law (MFT Fund) or local ordinances (Food & Beverage Fund). All funds are appropriated via an adopted budget ordinance.

The City currently maintains 15 funds. For budgeting purposes, a fund is termed a “Major Fund” if either the revenues or expenditures of the fund represent at least 10% of the City’s total.

FUND NAME	FUND TYPE	MAJOR FUND?	REVENUES		EXPENDITURES	
			REQUESTED FY	% BUDGET	REQUESTED FY	% BUDGET
			2013-2014		2013-2014	
General Fund	General Fund	Yes	16,508,485	64.5%	16,508,327	59.9%
Motor Fuel Tax Fund	Special Revenue	No	477,950	1.9%	481,500	1.7%
Food & Beverage Fund	Debt Service	No	703,700	2.7%	1,031,650	3.7%
Hotel / Motel Tax Fund	Debt Service	No	636,100	2.5%	502,751	1.8%
Home Rule Tax (CIP) Fund	Capital Projects	Yes	3,597,579	14.1%	4,569,628	16.6%
Capital Reserve Fund	Reserve	No	100,300	0.4%	-	0.0%
Police Pension Fund	Fiduciary	No	1,300,100	5.1%	1,300,000	4.7%
Police Escrow Fund	Special Revenue	No	-	0.0%	-	0.0%
Library Fund	Library	No	490,035	1.9%	479,357	1.7%
Tax Rebate Fund	Debt Service	No	900,000	3.5%	900,000	3.3%
TIF #1 - Bunkum Road	Special Revenue	No	197,700	0.8%	381,600	1.4%
TIF #2 - Shoppes @ St. Clair	Special Revenue	No	352,400	1.4%	321,600	1.2%
TIF #3 - Lincoln Trail	Special Revenue	No	276,000	1.1%	1,036,000	3.8%
Police Youth Fund	Special Revenue	No	2,200	0.0%	2,200	0.0%
Parks Programs Fund	Special Revenue	No	56,500	0.2%	53,500	0.2%
TOTALS			\$ 25,599,049	100.0%	\$ 27,568,113	100.0%

### General Fund (001)

The General Fund is the primary operating fund of the City. It accounts for all general government activities not accounted for in other funds. A majority of department operations such as personnel costs, contractual obligations, and supplies are accounted for within the General Fund. The General Fund also supports the Police Pension Fund and the Library Fund via transfers - in lieu of levying a property tax.

### Motor Fuel Tax Fund (002)

The Motor Fuel Tax (MFT) program is administered by the State of Illinois. The City receives a per capita share of the revenue on a monthly basis. The City’s MFT revenue is required to be accounted for separately per state statute, and is restricted towards the use of road maintenance.

### **Food & Beverage Tax Fund (003)**

A debt service/special revenue fund that accounts for a local tax on all food and beverages prepared for immediate consumption. The tax supports the repayment of a General Obligation Bond originally issued in 2005 for the construction of a new police department building and some infrastructure projects. The property tax levy for repayment has traditionally been abated each year. In lieu of the property tax revenue, the City utilizes a majority of the Food & Beverage tax revenue towards the bond repayment. The remaining dollars support General Fund operations.

### **Hotel / Motel Tax Fund (004)**

A debt service/special revenue fund dedicated to the accounting for local hotel/motel tax receipts received by the City. Receipts are primarily utilized towards the repayment of a bond used in the construction of a conference center. Excess funds (if any) are appropriated at the discretion of the City Council towards programs which promote tourism within the City, in accordance with state statutes.

### **Home Rule Tax (CIP) Fund (005)**

The City's Home Rule Sales Tax was established in 2005. Per city ordinance, 45% of all receipts are to be utilized towards capital improvements. Thus, the fund supports the Capital Improvements Plan (CIP) of the City. The remaining 55% of receipts are allocated to the General Fund to support operations.

### **Cash Reserve Fund (006)**

A reserve fund utilized towards saving for future capital projects, and in meeting the City's cash reserve policy. Funds are transferred from the General Fund and Home Rule Fund on an annual basis.

### **Police Pension Fund (007)**

A fiduciary fund, dedicated towards the accounting of police pension activities. Fund oversight is the responsibility of an independent Police Pension Board, whose members are appointed by the Mayor. The City's contributions are funded by a General Fund transfer, in lieu of a property tax.

### **Police Escrow Fund (008)**

A special revenue fund, whose revenues derive from police seizures. The funds are restricted towards the support of police supplies and activities. The Chief of Police serves as the administrator of the program in accordance with federal guidelines.

### **Library Fund (009)**

A fund dedicated towards the activities of the Fairview Heights Municipal Library. Fund oversight is the responsibility of an independent Board of Trustees, whose members are appointed by the Mayor. The

Library Board establishes the annual tax levy needed to support operations. In lieu of adopting the levy, the City Council has historically funded the library through a General Fund transfer.

### **Sales Tax Rebate Fund (010)**

A special revenue fund dedicated towards the accounting of any sales tax rebate agreements entered into by the City for economic development purposes. Sales tax revenues are allocated to the fund on a quarterly basis, based on data provided by the Illinois Department of Revenue. The funds are distributed based on any adopted agreements in place. See the “Debt Overview & Trends” within the “Executive Summary” section of the budget for details on current agreements.

### **TIF #1 – Bunkum Road (011)**

A special revenue fund dedicated towards the accounting of the “Bunkum Road Tax Incremental Financing District”. The TIF was established in 2003 to assist in the development of a new residential neighborhood and address public infrastructure needs.

### **TIF #2 – Shoppes @ St. Clair (012)**

A special revenue fund dedicated towards the accounting of the “Shoppes @ St. Clair Tax Incremental Financing District”. The TIF was established in 2005 as part of a major redevelopment project within the City’s primary retail corridor.

### **TIF #3 – Lincoln Trail (013)**

A special revenue fund dedicated towards the accounting of the “Lincoln Trail Tax Incremental Financing District”. The TIF was established in 2007 to assist in redevelopment of the Lincoln Trail retail corridor (aka Illinois State Route 50).

### **Police Youth Fund (014)**

A special revenue fund dedicated towards annual youth programs sponsored by the Police Department and community donations.

### **Parks Programs Fund (015)**

A special revenue fund dedicated towards recreation programs administered by the Parks & Recreation Department. The fund is supported by user fees of program participants, and covers all overhead costs except personnel. Personnel costs are accounted for within the General Fund.

**DEPARTMENT MATRIX**

The following matrix displays the relationship between the departments and the appropriated funds in the aggregate, followed by a description of each department.

Department	General Fund	Motor Fuel Tax Fund	Food & Beverage Fund	Hotel / Motel Tax Fund	Home	Cash Reserve Fund	Police Pension Fund	Police Escrow Fund	Library Fund	Sales Tax Rebate Fund	TIF #1 - Bunkum Road	TIF #2 -	TIF #3 - Lincoln Trail	Police Youth Fund	Parks Programs Fund
					Rule Tax (CIP) Fund							Shoppes @ St. Clair			
City Clerk	A														
Mayor & City Council	A			E											
Finance Dept.	A		D	D		H									
Police Dept.	A				C	H	I	E						G	
Administration	A					H									
PW Engineering	A	B			C	H									
PW Vehicle Maint.	A				C	H									
Parks & Recreation	A				C	H									G
PW Municipal Cmplx	A					H									
Land Use & Devpmt	A					H				D	F	F	F		
Library									I						
ESDA	A					H									

Legend	
A	Department operating expenditures are primarily budgeted within the fund.
B	Activities supported by a restricted inter-governmental revenues.
C	Capital purchases supported by 50% of all "Home Rule" sales tax receipts.
D	Debt payments based on a dedicated revenue source.
E	Activities supported by restricted revenues.
F	TIF property tax revenue support the expenditures of the fund.
G	User-fee based activities support the operations of the fund.
H	Funds set aside from the General Fund and Home Rule Fund for future capital purchases and in support of the City's reserve requirements.
I	Primarily supported by a transfer from the General Fund, in lieu of a property tax.

## **Department Summary and Descriptions**

### **City Clerk**

The City Clerk's Office is the official record keeper for the City and is responsible for maintaining all City records. In addition, the Clerk's Office prepares, maintains, and files all City records, ordinances, resolutions, and official documents. The City Clerk is an elected position.

### **Mayor & City Council**

The Mayor and City Council members are elected officials that establish the policies, goals, and objectives of the City. The City operates under a strong council-weak Mayor form of government. The City is comprised of five wards, each represented by two aldermen who serve alternating four-year terms. The Mayor serves a four year term, and is also the City's Liquor Commissioner.

### **Finance Department**

The Finance Department is responsible for the sound financial management and integrity of the finance system in the administration, development, and monitoring of the operating and capital budgets. Tasks include investments, debt management, monthly reporting, payroll, and accounts payable. The department includes an elected Treasurer who works in conjunction with the full-time Finance Director.

### **Police Department**

The Police Department is tasked with the public safety of Fairview Heights citizens, visitors, and employees. It is the largest department in the city, in terms of both personnel and operating budget. The department is comprised of two divisions (operations and support), and includes both sworn and civilian personnel. In addition to traditional tasks such as patrol and investigations, the department coordinates a number of community programs such as a Crime-Free Multi-Housing and DARE.

### **Administration**

The Administration Department supports all City operations. Positions within the department include the City Administrator, Economic Development Director, and IT staff. The City Administrator is a professionally trained manager, tasked with overseeing the daily operations of City staff. The administrator reports directly to the Mayor, and is responsible for achieving the strategic goals and objectives of the Mayor & City Council as set forth through policy directive.

## **Public Works – Engineering**

PW Engineering is charged with the responsibility maintaining and upgrading the City's streets. The department maintains nearly 90 miles of roadway within the City. Tasks include snow removal, bulk trash pickup, grass cutting, concrete patching, and maintaining underground storm water drainage.

## **Public Works – Vehicle Maintenance**

An internal service division of Public Works, the department is tasked with the responsibility assuring that all City vehicles and equipment are operating properly. The department maintains a fleet of approximately 80 vehicles and 30 pieces of large equipment.

## **Public Works – Municipal Complex**

The Municipal Complex division of Public Works is responsible for the electrical, mechanical, and general maintenance of City facilities. These include City Hall, the Police Department, and the Library.

## **Parks & Recreation**

The goal of the Parks & Recreation Department is to provide a friendly, clean and wholesome atmosphere for residents and visitors to participate and enjoy their recreation time. Programs utilize city parks and other facilities in the community to provide a variety of activities for people of all ages.

## **Land Use & Development**

Land Use & Development is responsible for the planning and development functions of the city, as well as building code permitting and enforcement. The planning function entails the formulation and implementation of the City's Comprehensive Plan and Development Code, which includes zoning, land use and subdivision management regulations. Other tasks include animal control, building inspections, and code enforcement.

## **Library**

The Fairview Heights Public Library is a municipal library that provides services to residents and non-residents alike. The library is overseen by a nine member board of trustees appointed by the Mayor with the approval of the City Council. As a municipal library, fiscal oversight of library operations is maintained by the board of trustees.

## **Emergency Services Disaster Agency (ESDA)**

ESDA is responsible for disaster preparedness and the planning, mitigation, and response of such events. The City of Fairview Heights is only one of two accredited ESDA agencies in St. Clair County, and the only local level accredited program. The department is comprised of employees throughout the City, and receives various forms of funding to support the agency.

## Financial Policies

The City is in the midst of reviewing both city-wide strategic policies and financial policies that drive decision making. The City is currently without a strategic plan that typically identifies the goals and objectives of the City for staff implementation. It is the goal of the Finance Department to implement a performance based budget in the future. As such, it is a goal of the department to work with City leaders and other departments to begin working towards a strategic plan during the next fiscal year. In addition to outlining the goals of the community, financial policy review is underway. The City's investment policy is in need of updating. It's also expected that a comprehensive purchasing policy will be adopted during the next fiscal year.

Currently, the primary financial policy document was adopted in 2011. Resolution #3603-2011 established the "Fiscal & Budgetary Guidelines Policy" (see appendix). This policy established the structure for fiscal decision making. The policy is, by design, easy to read by bulleted points. As the name implies, it serves as a guideline for the financial framework of the budget. In addition, it provides direction for qualitative aspects of the City's financial strategies in areas such as external financial relationships, investments, and revenue and expense policies.

The core principle within the guideline policy is a revenue-based budgeting philosophy that calls for an "85/10/5" approach. This guideline is intended to promote that a) the operating budget is built primarily on current resources, thereby avoiding the use of cash reserves; and b) ensure that resources are dedicated towards all three budgeting elements. The "85/10/5" approach calls for the following:

- 85% of revenues are dedicated to operating expenses.
- 10% of revenues are dedicated to capital expenditures.
- 5% of revenues are dedicated to fund reserves.
  - 3% to capital investment and vehicle/equipment replacement.
  - 2% to fund reserves.

Based on non-TIF funds, the projected budgeted breakdown is as follows:

	Budget		
Budgeted Revenues	\$ 24,772,949		
		% Goal	% Actual
Operating Expenses	\$ 21,158,985	85%	85%
Capital Expenses	\$ 4,569,628	10%	18%
Reserves	\$ 100,300	5%	0%

The usage of fund balances/cash reserves can cause the actual percentage total to exceed 100%. For instance, the FY '14 budget plans for the usage of \$972,000 of reserve funds from the City's Home Rule Tax (CIP) Fund, a factor in the 18% ratio.

In terms of fund balance reserves, the guidelines policy addresses a fund balance goal for the General Fund. Special revenue funds such as the Police Youth Fund and Parks Programs Fund are not included in the policy. The policy recommends the “City will maintain an unreserved fund balance in the General Fund to fund operations for a period of at least three months (25%).” This guideline is more aggressive than what is typically recommended by professional government associations. However, as a municipality so heavily dependent on the retail industry, it is appropriate.

As seen on page 21, the City’s projected General Fund cash balance at the conclusion of FY 2013-2014 equals \$2.6 million. As the following table depicts, this equates to 18.1% - or slightly more than two months of operating reserves. While revenues are projected to exceed expenses within the fund for the year, this does fall short of the City’s 25% goal. The 6-month budget review during the fiscal year will be the optimal time to reassess the potential to meet this important goal.

	Projected Ending Balance 04/30/2014	Total Expenses	Less: Transfers	Operating Expenses	Fund Balance Ratio
General Fund	\$ 2,627,886	\$ 16,508,327	\$ 1,964,535	\$ 14,543,792	18.1%
Motor Fuel Tax Fund	\$ 845,783	\$ 481,500	\$ -	\$ 481,500	175.7%
Food & Beverage Fund	\$ 1,844,267	\$ 1,031,650	\$ -	\$ 1,031,650	178.8%
Hotel / Motel Tax Fund	\$ 903,752	\$ 502,751	\$ -	\$ 502,751	179.8%
Home Rule Tax Fund (CIP)	\$ 1,317,361	\$ 4,569,628	\$ -	\$ 4,569,628	28.8%

In addition to the General Fund the other primary City funds are displayed – including the two debt service funds (Food & Beverage and Hotel / Motel Tax Fund). Both of the debt service funds are well funded. With the upcoming retirement of the bond supported by the Food & Beverage Tax Fund (see debt section – page 31 & 32), the City Council has begun to allocate more of the annual food and beverage tax receipts into the general fund. Of the expected \$2 million in receipts in the upcoming fiscal year, \$1.3 million has been allocated to the General Fund. This will reduce the fund balance ratio of the fund, but maintain a ratio well above 150%.

As previously referenced, the City plans to utilize a significant amount of the Home Rule Tax fund balance during the upcoming fiscal year. While the 28.8% fund balance is very healthy, the City should establish a more defined fund balance policy for capital projects.

## TAB – EXECUTIVE SUMMARY

# REVENUES & OTHER SOURCES SUMMARY - ALL FUNDS

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
General Fund	\$ 13,616,740	\$ 12,001,501	\$ 14,360,734	\$ 14,127,265	\$ 16,508,485
Police Pension Fund	-	-	1,635,100	1,537,129	1,300,100
Library Fund	-	-	496,223	496,323	490,035
Police Youth Fund	-	-	2,200	2,200	2,200
Parks Programs Fund	-	-	85,000	59,754	56,500
Subtotal - Operating Funds	13,616,740	12,001,501	16,579,257	16,222,671	18,357,320
Food & Beverage Fund	1,033,666	1,621,070	1,053,692	1,153,920	703,700
Hotel / Motel Tax Fund	3,191,126	706,028	551,100	657,135	636,100
Motor Fuel Tax Fund	510,634	516,043	426,442	567,847	477,950
Home Rule Tax Fund (CIP)	1,768,592	2,145,796	3,957,714	3,628,471	3,597,579
Capital Reserve Fund	-	-	422,549	392,551	100,300
Police Escrow Fund	-	-	-	130,289	-
Tax Rebates Fund	-	770,132	886,776	1,078,097	900,000
TIF #1 - Bunkum Road	-	319,514	227,550	202,461	197,700
TIF #2 - Shoppes @ St. Clair	-	357,667	352,980	353,834	352,400
TIF #3 - Lincoln Trail	-	936,121	369,550	357,168	276,000
Total - All Funds	\$ 20,120,758	\$ 19,373,871	\$ 24,827,610	\$ 24,744,443	\$ 25,599,049

NOTE: The summaries above represent total budgeted revenues, expenditures, and transfers between City funds.

## EXPENDITURES & OTHER USES SUMMARY - ALL FUNDS

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Expenditures &amp; Other Uses:</b>					
General Fund	\$ 12,745,812	\$ 12,454,046	\$ 15,110,917	\$ 14,347,598	\$ 16,508,327
Police Pension Fund	-	-	1,633,600	1,630,000	1,300,000
Library Fund	-	-	475,761	475,761	479,357
Police Youth Fund	-	-	2,200	2,000	2,200
Parks Programs Fund	-	-	71,000	50,500	53,500
Subtotal - Operating Funds	12,745,812	12,454,046	17,293,478	16,505,859	18,343,384
Food & Beverage Fund	806,174	1,612,841	1,019,360	1,019,353	1,031,650
Hotel / Motel Tax Fund	595,424	705,890	523,200	473,150	502,751
Motor Fuel Tax Fund	445,862	501,964	481,500	419,000	481,500
Home Rule Tax Fund (CIP)	1,803,005	1,897,662	4,113,028	3,519,100	4,569,628
Capital Reserve Fund	-	-	-	-	-
Police Escrow Fund	-	-	-	195,385	-
Tax Rebates Fund	-	761,398	910,745	885,000	900,000
TIF #1 - Bunkum Road	175,177	203,478	362,600	241,600	381,600
TIF #2 - Shoppes @ St. Clair	359,759	357,666	383,200	323,600	321,600
TIF #3 - Lincoln Trail	19,645	4,140	662,800	473,800	1,036,000
Total - All Funds	\$ 16,950,857	\$ 18,499,084	\$ 25,749,911	\$ 24,055,847	\$ 27,568,113

NOTE: The summaries above represent total budgeted revenues, expenditures, and transfers between City funds.

## CHANGES IN FUND BALANCE - ALL FUNDS

City of Fairview Heights, IL.

FY 2013 - 2015

	Estimated Beginning Balance 05/01/13	FY 2013 / 2014 Revenues & Other Sources	FY 2013 / 2014 Expenditures & Other Uses	Projected Ending Balance 04/30/2014
General Fund	\$ 2,627,728	\$ 16,508,485	\$ 16,508,327	\$ 2,627,886
Motor Fuel Tax Fund	849,333	477,950	481,500	845,783
Food & Beverage Fund	2,172,217	703,700	1,031,650	1,844,267
Hotel / Motel Tax Fund	770,403	636,100	502,751	903,752
Home Rule Tax Fund (CIP)	2,289,410	3,597,579	4,569,628	1,317,361
Capital Reserve Fund	421,031	100,300	-	521,331
Police Pension Fund (a)	10,100	1,300,100	1,300,000	10,200
Police Escrow Fund	335,940	-	-	335,940
Library Fund	20,462	490,035	479,357	31,140
Tax Rebates Fund	10,687	900,000	900,000	10,687
TIF #1 - Bunkum Road	93,111	197,700	381,600	(90,789)
TIF #2 - Shoppes @ St. Clair	30,700	352,400	321,600	61,500
TIF #3 - Lincoln Trail	828,781	276,000	1,036,000	68,781
Police Youth Fund	2,124	2,200	2,200	2,124
Parks Programs Fund	26,490	56,500	53,500	29,490
	<u>\$ 10,488,518</u>	<u>\$ 25,599,049</u>	<u>\$ 27,568,113</u>	<u>\$ 8,519,454</u>

(a) - Above totals do not include securities managed by the Police Pension Fund.

**CITY OF FAIRVIEW HEIGHTS, IL**  
**BUDGET SUMMARY**  
**FISCAL YEAR 2013 - 2014**

FUND	REVENUE	EXPENSES BY DEPARTMENT												FUND EXPENSE TOTALS
		City Clerk	Mayor & City Council	Administration	Finance Dept.	Police Dept.	PW Engineering	PW Municipal Complex	PW Vehicle Maintenance	Parks & Recreation	Land Use & Development	Library	E.S.D.A.	
General Fund	\$ 16,508,485	\$ 1,814,090	\$ 837,376	\$ 960,665	\$ 367,039	\$ 7,238,152	\$ 1,396,155	\$ 797,595	\$ 881,705	\$ 1,241,930	\$ 881,820	\$ 59,710	\$ 32,090	\$ 16,508,327
Motor Fuel Tax Fund	477,950	-	-	-	-	-	481,500	-	-	-	-	-	-	481,500
Food & Beverage Fund	703,700	-	-	-	1,031,650	-	-	-	-	-	-	-	-	1,031,650
Hotel / Motel Tax Fund	636,100	5,000	172,801	-	302,950	22,000	-	-	-	-	-	-	-	502,751
Home Rule Tax Fund (CIP)	3,597,579	-	-	75,600	-	305,000	2,904,500	184,000	-	1,030,528	70,000	-	-	4,569,628
Capital Reserve Fund	100,300	-	-	-	-	-	-	-	-	-	-	-	-	-
Police Pension Fund	1,300,100	-	-	-	-	1,300,000	-	-	-	-	-	-	-	1,300,000
Police Escrow Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Library Fund	490,035	-	-	-	-	-	-	-	-	-	-	479,357	-	479,357
Tax Rebates Fund	900,000	-	-	-	-	-	-	-	-	-	900,000	-	-	900,000
TIF #1 - Bunkum Road	197,700	-	-	-	-	-	-	-	-	-	381,600	-	-	381,600
TIF #2 - Shoppes @ St. Clair	352,400	-	-	-	-	-	-	-	-	-	321,600	-	-	321,600
TIF #3 - Lincoln Trail	276,000	-	-	-	-	-	-	-	-	-	1,036,000	-	-	1,036,000
Police Youth Fund	2,200	-	-	-	-	2,200	-	-	-	-	-	-	-	2,200
Parks Programs Fund	56,500	-	-	-	-	-	-	-	-	53,500	-	-	-	53,500
	<u>\$ 25,599,049</u>	<u>\$ 1,819,090</u>	<u>\$ 1,010,177</u>	<u>\$ 1,036,265</u>	<u>\$ 1,701,639</u>	<u>\$ 8,867,352</u>	<u>\$ 4,782,155</u>	<u>\$ 981,595</u>	<u>\$ 881,705</u>	<u>\$ 2,325,958</u>	<u>\$ 3,591,020</u>	<u>\$ 539,067</u>	<u>\$ 32,090</u>	<u>\$ 27,568,113</u>

# TOP 20 REVENUES AND EXPENSES

Fiscal Year 2013 - 2014

REVENUES		
ACCOUNT NAME	BUDGET	% of Total
SALES TAX	\$ 8,230,000	32.2%
HOME RULE SALES TAX	7,285,000	28.5%
FOOD & BEVERAGE TAX	2,000,000	7.8%
INCOME TAX	1,530,000	6.0%
HOTEL-MOTEL TAX	885,000	3.5%
TIF REVENUE	750,000	2.9%
SPECIAL GRANTS	702,914	2.8%
MOTOR FUEL TAX ALLOTMENT	403,750	1.6%
POLICE FINES	365,000	1.4%
USE TAX	255,000	1.0%
FRANCHISES	223,400	0.9%
RENTS,LEASES,SHARECROP	195,000	0.8%
RESIDENTIAL RENTAL LICENSE FEE	102,150	0.4%
BUILDING PERMITS	100,000	0.4%
POLICE OUTSIDE EMPLOYMNT	100,000	0.4%
BUSINESS DISTRICT SALES TAX	95,000	0.4%
MISCELLANEOUS ITEMS	73,000	0.3%
LIQUOR LICENSES	53,000	0.2%
RECREATION USER FEES	50,000	0.2%
ROAD & BRIDGE ALLOTMENTS	40,000	0.2%
<i>Total of All Other Revenues</i>	2,160,835	8.4%
<b>TOTAL</b>	<b>\$ 25,599,049</b>	<b>100.0%</b>

EXPENSES		
ACCOUNT NAME	BUDGET	% of Total
SEMI-MONTHLY SALARIES	\$ 7,442,362	27.0%
HEALTH & LIFE INS	2,195,100	8.0%
STREETS & ALLEYS	1,384,000	5.0%
POLICE PENSION CONTRIBUTION	1,300,000	4.7%
INSURANCE LIABILITY	1,177,715	4.3%
BUILDINGS & STRUCTURES	1,170,928	4.3%
DEBT - PRINCIPLE	1,130,000	4.1%
SALES TAX REBATE	900,000	3.3%
TIF EXPENDITURES	840,000	3.1%
STORM DRAINAGE	755,000	2.7%
SUPPLIES	643,425	2.3%
EQUIPMENT & ROLLING STOCK	640,500	2.3%
RETIREMENT FUNDS	562,157	2.0%
SURVEY / ENGINEERING - CAPITAL	542,600	2.0%
OTHER CAPITAL IMPROVEMENTS	510,600	1.9%
LIBRARY FUND LEVY TRANSFER	490,035	1.8%
ELECTRIC UTILITY	399,800	1.5%
LEGAL FEE	361,600	1.3%
TECH & OUTSIDE SVCS	330,659	1.2%
OVERTIME	305,800	1.1%
<i>Total of All Other Expenses</i>	4,485,832	16.3%
<b>TOTAL</b>	<b>\$ 27,568,113</b>	<b>100.0%</b>

## Revenue Assumptions & Trends

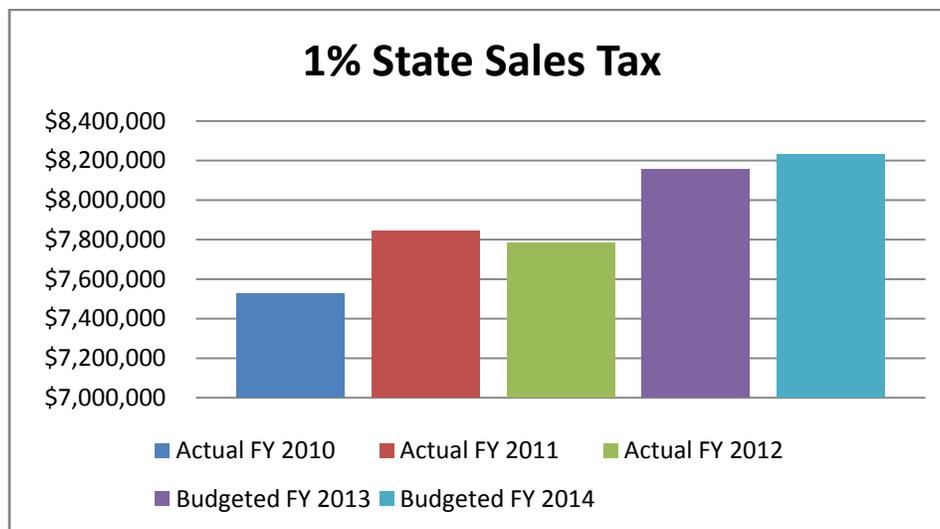
The top five revenue sources for the City of Fairview Heights comprise over 77% of total revenues, a majority of which is derived from user-type sales taxes. As such, forecasting revenues for the City of Fairview Heights can be a difficult task due to unknown factors such as the economy and consumer confidence – as opposed to what is typically known in the form of property taxes. These revenues include the following:

- 1% State Sales Tax
- 1% Home Rule Sales Tax
- Food & Beverage Tax
- Income Tax
- Hotel / Motel Tax

Due to these factors, the City of Fairview Heights takes a conservative approach towards forecasting these user-type revenues. In the case of intergovernmental revenues such as Income Tax, State Use Tax, and Motor Fuel Tax allotments, the City depends on the per-capita forecasts of the Illinois Municipal League. The following is a synopsis of the top 5 revenues listed above, with supporting trend summaries.

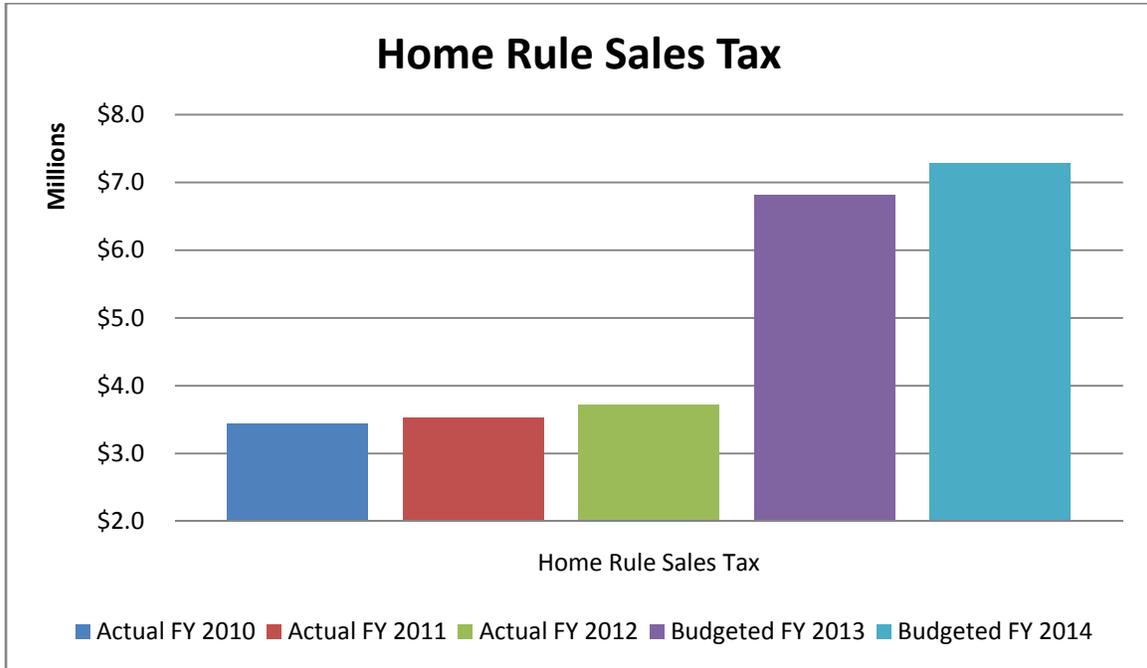
### 1% State Sales Tax

The City of Fairview Heights receives monthly distributions from the State of Illinois for all retail sales activity within city limits, and is the largest source of revenue for the City. This distribution is derived from 1% of the State rate of 6.35%. The budget assumes that the State of Illinois will continue the timely distribution of the municipal portion. For Fiscal Year 2013-2014 (FY '14), the City anticipates receiving a total of \$8,230,000 which represents a less than 1% increase from the current fiscal year budget.



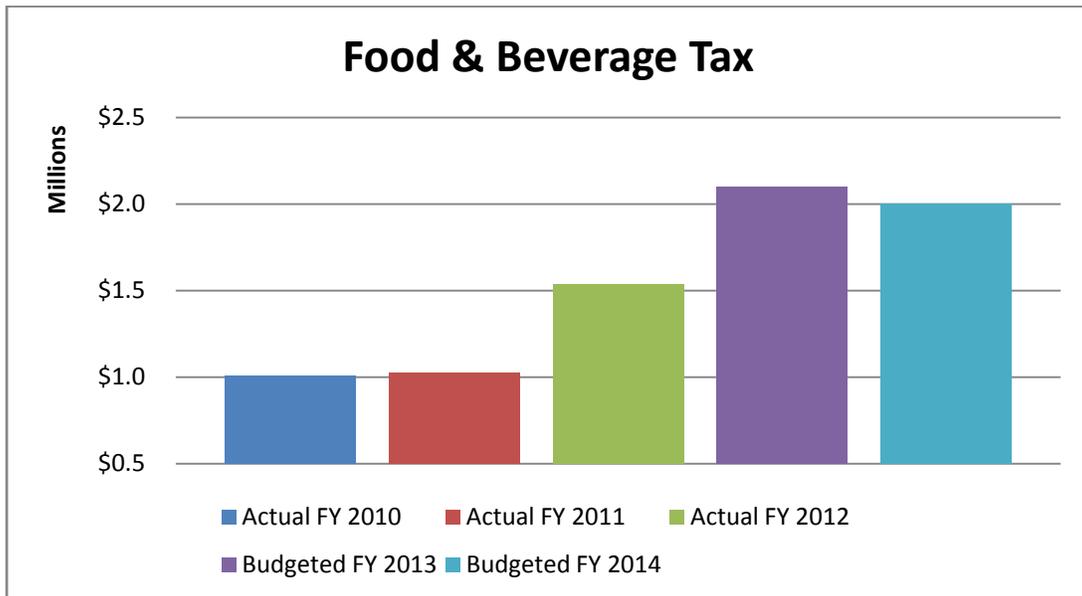
## Home Rule Sales Tax

As a "Home Rule" municipality, the City has taxing ability to impose an additional sales tax on all retail items except certain food, drugs, and licensed vehicles. As of January 1<sup>st</sup>, 2012 a home rule sales tax of 0.5% was increased to 1.0% in the City. Per City ordinance, the funds are allocated between the Home Rule (CIP) Fund to support capital projects and the General Fund for operating expenses. As with the State 1% rate, the City anticipates no interruption of the Home Rule Sales Tax distributions.



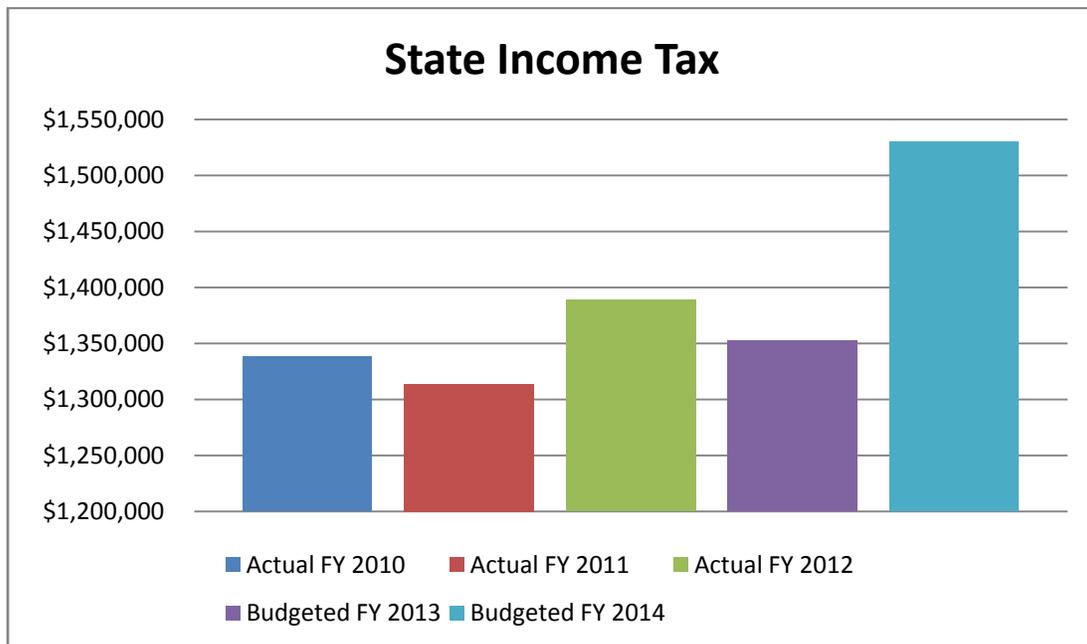
Food & Beverage Tax

This local tax is assessed on all food and beverages sold for immediate consumption within Fairview Heights. As of October 2011, the City rate was increased from 1% to 2%. Half of all proceeds from the tax are used within the Food & Beverage Tax Bond Fund to pay towards the retirement of a General Obligation Bond. The other half of the tax proceeds are utilized in the City's General Fund. As a local tax, the City of Fairview Heights is responsible for the monthly collections. As a result, the City does not anticipate any interruptions in collections.



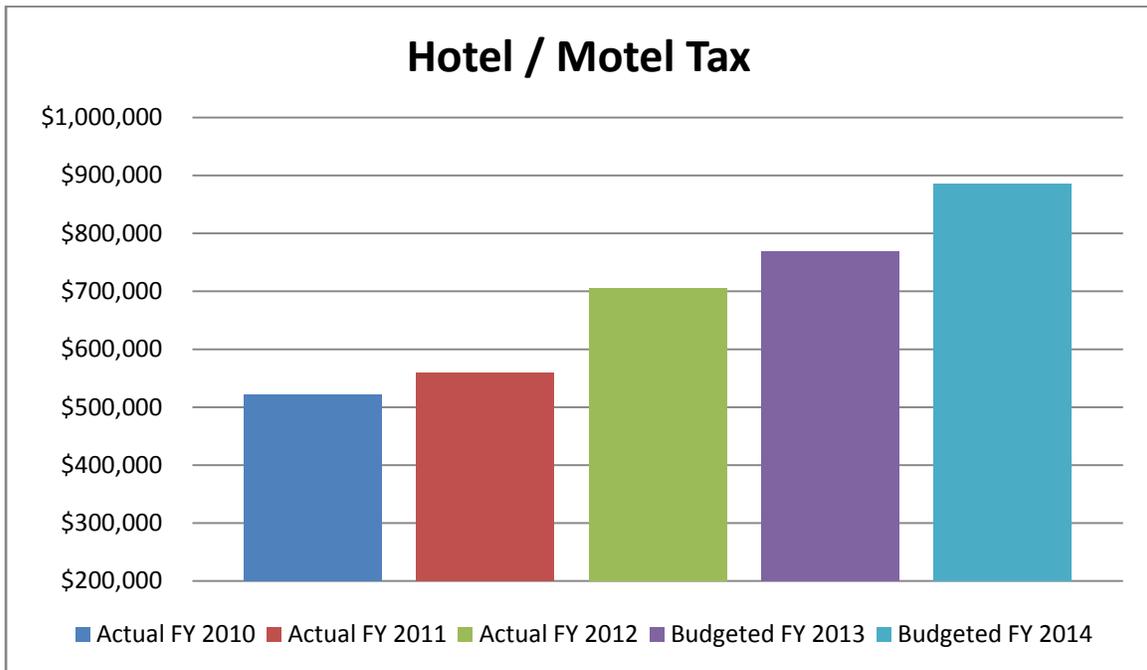
## State Income Tax

Municipalities in Illinois receive income tax distributions based on collections from the State of Illinois. While distributions have typically been 3-4 months behind during the past few years, the City has continued to receive 12 disbursements annually. While there are long-term concerns as to the continuation of this revenue source, there are not any known plans for it to occur during the next fiscal year. As a result, the City has elected to budget as usual. Income Tax disbursement amounts have actually increased during the past year, as the pool from which the State allocates the funds to municipalities on a per capita basis has increased. Based on projections provided by the Illinois Municipal League, the City has increased our projections for next year.



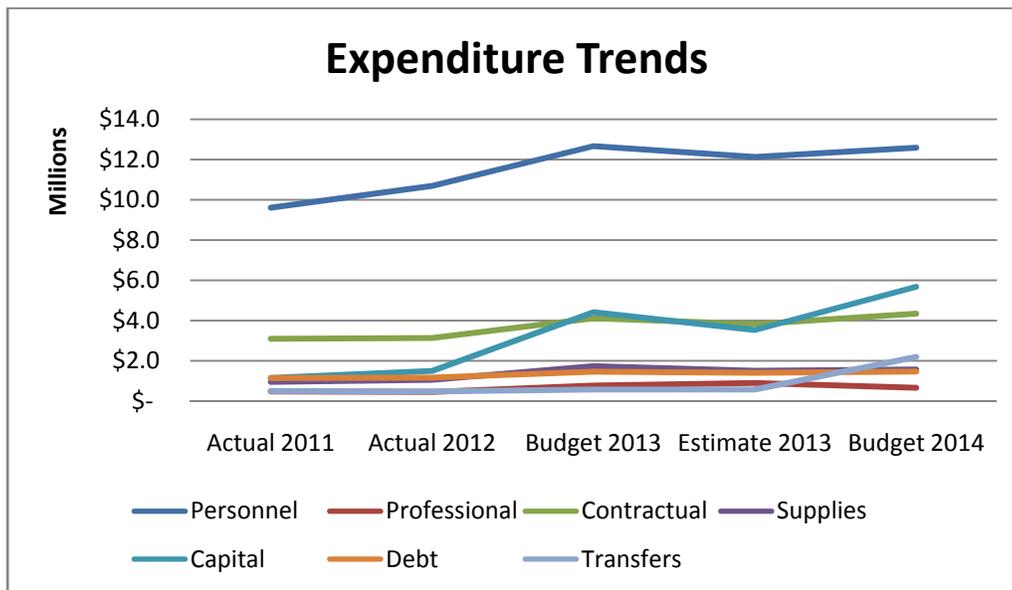
## Hotel / Motel Tax

The City of Fairview Heights imposes a 7% tax rate on gross receipts of hotel visits within the City Limits. As a local tax similar to the Food & Beverage Tax, the Hotel/Motel tax is collected by the City. A majority of the funds are utilized towards the repayment of a General Obligation Bond originally issued for the construction of a conference center. In October of 2011 the City Council increased the rate from 5% to 7%, allocating the increase towards General Fund operations. The increased budget figure for FY 2014 reflects the anticipated continuation of a positive trend in recent years.



## Expense Assumptions & Trends

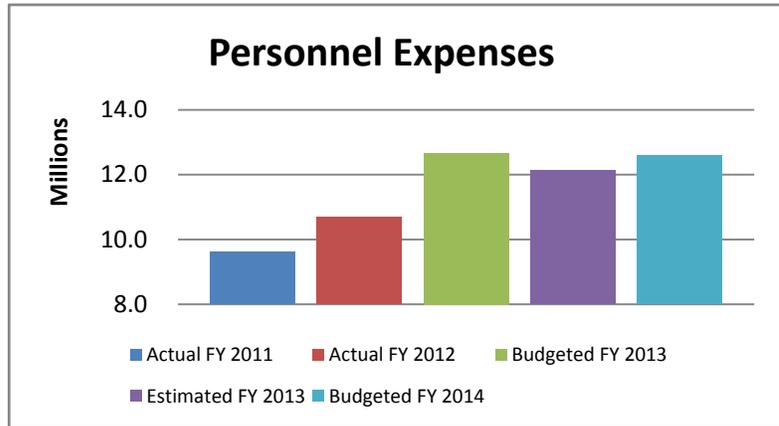
When analyzing City expenditures, it's important to differentiate between operating expenses, capital expenses, and transfers. In the past couple years the City has consciously increased the capital budget to address public infrastructure and City property/equipment. This was accomplished, in part, due to a sales tax rate increase in 2011. Accounting changes related to transfers has created a significant increase on paper, but is budget neutral since they appear as revenue in another section of the budget. A majority of operating expenses have been moved into the General Fund during the past couple years. While this places a heavier financial burden on the fund, it is the proper accounting methodology for municipal governments. This will also allow for easier trend analysis and comparisons in future years.



The overall City summary (page 5) shows that total expenditures have increased from \$16.9 million in FY 2010-2011 to \$27.5 million in the proposed budget for FY 2013-2014. However, as the above charts displays, operating categories such as professional and contractual services have remained consistent, while the aforementioned capital spending and the accounting for transfers has increased. Detail on transfers can be found on page 9 within the "Budget Overview" section.

Personnel expenditures are the primary expense for the City of Fairview Heights, accounting for 44% of total expenditures. Fortunately for budgeting purposes, many variables such as negotiated pay raises and pension contribution rates are known well in advance. The most volatile variable in forecasting personnel expenses continues to be health insurance. The City's health insurance package is renewed annually in April. For budgeting purposes, the City has anticipated a 10% increase in the employer portion. In addition, with the implementation of the Affordable Healthcare Act (ACA) on January 1<sup>st</sup> 2014, 30 hour per week employees will be eligible for health insurance coverage. As a result of the ACA, the City's has included an additional \$240,000 in health insurance expense.

The City currently employs approximately 130 full time equivalents (FTE's), which includes seasonal and part-time employees. Fiscal Year 2013-2014 personnel expenditures are expected to increase due to several factors, including a 2.75% negotiated salary increase for FOP sworn officers, whom represent the largest group of employees of the City.



On an account basis, several personnel accounts have experienced double digit increases recently. Health Insurance costs, in particular, have continued to increase at an unsustainable rate of 71.8% from the actual amount of \$1.2 million in FY 2011 to the budgeted amount of \$2.2 million in the next fiscal year. The following table depicts the changes:

ACCOUNT	Actual FY ' 11	Actual FY ' 12	Budget FY ' 13	Budget FY ' 14	Percent Change
SEMI-MONTHLY SALARIES	\$ 6,291,011	\$ 6,586,009	\$ 7,520,607	\$ 7,442,362	18.3%
ELECTED & APPT OFFICIALS	187,593	178,963	185,931	195,896	4.4%
OVERTIME COMP	285,728	265,262	325,700	305,800	7.0%
SHIFT PREMIUM	11,227	12,194	13,275	13,550	20.7%
HOLIDAY PREMIUM PAY	76,851	88,423	86,000	102,471	33.3%
ALLOWANCES	-	875	14,820	14,820	-
BONUSES	13,450	13,600	16,000	16,300	21.2%
UNEMPLOYMENT INSURANCE	35,010	53,996	53,875	49,855	42.4%
SOCIAL SECURITY	-	-	276,030	283,038	-
MEDICARE	-	-	112,950	104,945	-
RETIREMENT - POLICE PENSION	-	-	1,633,600	1,300,000	-
RETIREMENT FUNDS - IMRF	1,447,532	2,093,669	718,134	562,157	-61.2%
HEALTH & LIFE INS	1,277,873	1,408,602	1,709,775	2,195,100	71.8%
	\$ 9,626,276	\$ 10,701,592	\$ 12,666,697	\$ 12,586,294	30.7%

Further accounting changes related to personnel explains some of the inconsistencies within the table. Prior to FY 2013, many of the payroll taxes were accounted for within the "Retirement Funds - IMRF" account. Police Pension contributions were also accounted in that account.

## Capital & Debt Management

The City of Fairview Heights has renewed its commitment towards investing into the City’s capital assets during the past two years with the creation of the City’s first multi-year Capital Improvement Plan (CIP) and a corresponding tax rate increase used to fund the plan. The “Capital Projects Fund” section of the budget provides, in detail, the projects for FY 2013 – 2014 as well as the following four years. With the recent adoption of the City’s first Comprehensive Plan, the City has begun to incorporate aspects of the plan into the later years of the CIP (i.e. Commerce & Marketplace Roundabout).

While the City does not yet have a formal capital funding and/or debt management policy, the City has historically followed the “pay-as-you-go” approach to capital projects. As can be seen in the CIP plan, the city anticipates funding a majority of the upcoming projects with current revenues. While the City has no current plans to issue debt to assist in the funding of any projects, it remains a viable option in the future. As a Home Rule community, the City is not restricted by statutory debt limitations in relation to the City’s equalized assessed valuation. Currently, the City has two General Obligation Bonds in repayment. Property tax levies that would otherwise be utilized toward repayment have traditionally been abated to allow repayment from other sources. The bonds are as follows:

- **General Obligation Bond Series 2010**

- Originally issued in March of 2001 for construction of a 20,000 square foot conference center and infrastructure. The bond was refinanced in 2010.
- Payments via Hotel / Motel tax receipts within the Hotel / Motel Tax Fund



FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
13 – 14	\$245,000	\$55,699	\$300,699
14 – 15	\$255,000	\$50,799	\$305,799
15 – 16	\$260,000	\$45,444	\$305,444
16 – 17	\$265,000	\$39,984	\$304,984
17 – 18	\$275,000	\$34,419	\$309,419
18 – 19	\$280,000	\$26,169	\$306,169
19 – 20	\$285,000	\$17,769	\$302,769
20 – 21	\$295,000	\$9,219	\$304,219
<b>TOTALS</b>	<b>\$2,160,000</b>	<b>\$279,500</b>	<b>\$2,439,500</b>

- **General Obligation Bond Series 2005**

- Issued for the construction of a new Police Department and infrastructure.
- Payments via Food & Beverage Tax receipts within the Food & Beverage Tax Bond Fund.



<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
<b>13 – 14</b>	\$885,000	\$144,050	\$1,029,050
<b>14 – 15</b>	\$910,000	\$112,632	\$1,022,632
<b>15 – 16</b>	\$950,000	\$76,233	\$1,026,233
<b>16 – 17</b>	\$605,000	\$41,558	\$646,558
<b>17 – 18</b>	\$240,000	\$18,870	\$258,870
<b>18 – 19</b>	\$250,000	\$9,750	\$259,750
<b>TOTALS</b>	<b>\$3,840,000</b>	<b>\$403,093</b>	<b>\$4,2243,093</b>

### Sales Tax Rebates

As a City so heavily dependent upon the retail industry, Fairview Heights has utilized sales tax rebate agreements as an economic development tool. All agreements are accounted for within the “Tax Rebate Fund”. Allocations from the 1% sales tax receipts and the Home Rule sales tax receipts are diverted from the General Fund into the Tax Rebate Fund on the basis of quarterly reports provided to the City by the Illinois Department of Revenue. The data reports reflect retail activity and sales tax reported by retailers within the geographic area of the sales tax rebate agreement. Currently, the City has three such agreements in place:

- Lincoln Place Phase II
  - Pursuant to Ordinance 1037-2001
  - The agreement calls for the City to pay the developer 80% of the sales tax collected from stores located within the development.
  - Supports repayment of a 20 year note currently held by the Southwestern Illinois Development Authority (SWIDA).

- PK Fairview, LLC
  - Established November 2005 pursuant Ordinance 1273-05
  - Calls for the City to pay 75% of the incremental sales tax revenue arising from sales.
  - \$1.5 million maximum rebate or rebate payments for a maximum of 10 years.
- Shoppes @ St. Clair
  - Established via Ordinance 1259-2005
  - Established a “Business District Tax” (BDT) rate of 1% within a defined geographic area.
  - 100% of the BDT is rebated.
  - Development agreement includes Tax Incremental Financing (see TIF #3).

TAB  
GENERAL FUND

## GENERAL FUND SUMMARY

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	<b>2010 / 2011</b>	<b>2011 / 2012</b>	<b>2012 / 2013</b>	<b>2012 / 2013</b>	<b>2013 / 2014</b>
<u>Revenues and Other Sources:</u>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
Sales Tax	\$ 9,707,108	\$ 9,278,417	\$ 9,043,469	\$ 9,054,371	\$ 11,595,135
Other Taxes	789,879	34,878	1,270,000	1,248,688	1,550,000
Licenses	80,538	87,774	65,500	73,064	68,000
Permits	116,074	135,255	152,600	164,578	158,000
Intergovernmental	1,786,795	1,783,501	1,932,122	1,955,316	2,060,200
Fees / Fines	676,104	836,524	782,317	855,817	762,050
Transfers	-	(492,930)	5,000	-	5,000
Rents and Leases	194,606	181,844	195,361	166,398	195,000
Charges for Service	109,757	119,419	106,600	108,610	107,100
Miscellaneous	155,879	36,819	807,765	500,423	8,000
<b>Total</b>	<b>13,616,740</b>	<b>12,001,501</b>	<b>14,360,734</b>	<b>14,127,265</b>	<b>16,508,485</b>
<u>Expenditures and Other Uses:</u>					
Personnel Expenses	9,069,941	9,893,003	10,663,515	10,129,190	10,856,490
Professional Services	321,873	275,331	537,870	672,110	480,025
Contractual Services	1,940,212	1,368,750	2,109,670	1,912,426	2,133,841
Supplies & Minor Equipment	656,295	755,906	1,217,933	1,060,535	1,073,436
Capital	643,062	46,161	-	-	-
Debt Payments	114,428	114,894	7,300	-	-
Transfers	-	-	574,629	573,337	1,964,535
<b>Total</b>	<b>12,745,812</b>	<b>12,454,046</b>	<b>15,110,917</b>	<b>14,347,598</b>	<b>16,508,327</b>
Revenues and Other Sources in Excess of Expenditures and Other Uses	870,929	(452,545)	(750,183)	(220,333)	158
Beginning FY Cash Balance	2,429,677	3,300,606	2,848,061	2,848,061	2,627,728
Ending FY Cash Balance	\$ 3,300,606	\$ 2,848,061	\$ 2,097,878	\$ 2,627,728	\$ 2,627,886

TAB – CITY CLERK

# CITY CLERK'S OFFICE

## MISSION STATEMENT

The City Clerk's Office staff is committed to provide outstanding service to our residents, visitors and the businesses located in our City. "Customer Service" has always been the number one goal of the Clerk's Office.

### Overview

The City Clerk Office is the official record keeper for the City and is responsible for maintaining all City Records. In addition, the City Clerk' Office prepares, maintains and files all City records and files all ordinances, resolutions, and other official documents of the City. The following bullet points reflect only a portion of the many duties of the City Clerk's Office:

- Custodian of City Seal
- City Collector
- Local Election Official
- Maintains official calendar
- Composing legislation
- City Council Agenda and Minutes
- Business Registrations
- Administers Oaths of Office
- Food and Beverage Tax
- Liability/Workmen Compensation Insurance
- Health Insurance
- Voter Registration
- Large Item Pickup
- Crime Free Housing License
- Records/transcribes Executive Sessions

### Executive Summary

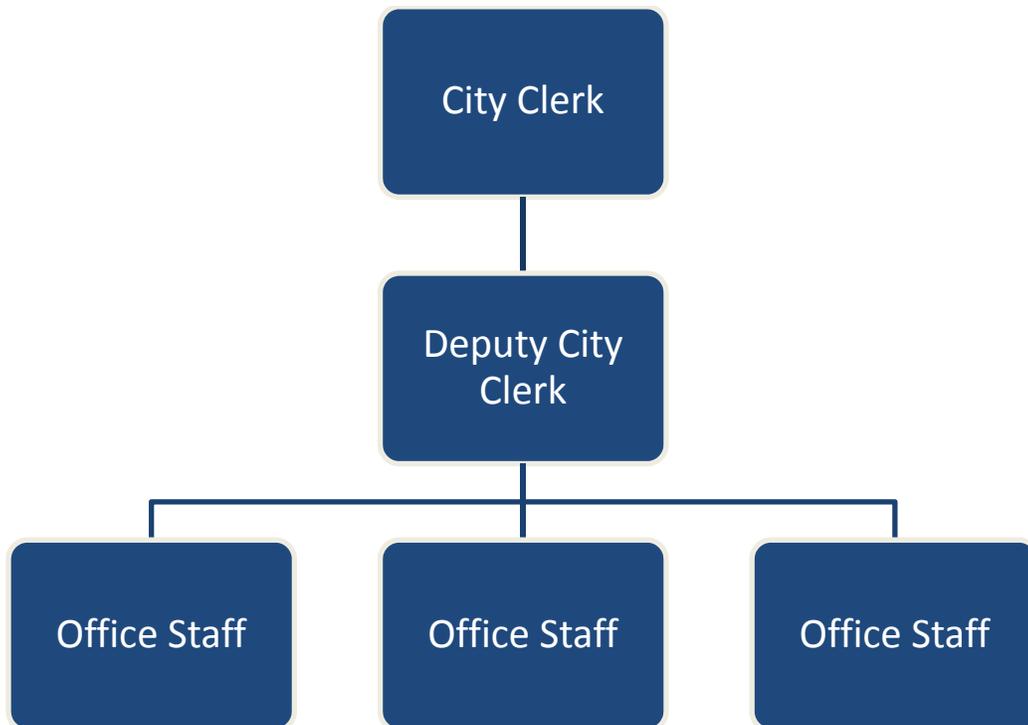
The City Clerk's Office will continue to perform the duties and functions as may be required by the Revised Code of Ordinances and the Illinois Compiled Statutes.

## "KEEPER OF THE RECORDS"





## CITY CLERK'S OFFICE 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

CITY CLERK DEPARTMENT  
FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-100-4-310-00	INCOME TAX	\$ -	\$ -	\$ 270,516	\$ 297,555	\$ 306,000
001-100-4-325-00	MISCELLANEOUS ITEMS	-	-	100,000	35,811	-
001-100-4-334-00	FOOD & BEVERAGE TAX	-	-	210,000	169,757	260,000
001-100-4-335-00	HOTEL-MOTEL TAX	-	-	44,000	46,750	50,000
001-100-4-340-00	SALES TAX	-	-	432,260	435,850	778,500
001-100-4-341-00	HOME RULE TAX	-	-	246,000	246,300	381,014
001-100-4-343-00	USE TAX	-	-	55,674	57,129	51,000
001-100-4-360-00	CITY SERVICES	-	-	150	1,387	150
001-100-4-367-00	USE OF COPY/FAX EQUIPMEN	-	-	250	253	250
001-100-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	168,850	49,633	-
001-100-4-602-00	EMPLOYEE CONT - PENSION	-	-	8,625	19,005	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,536,325</b>	<b>\$ 1,359,431</b>	<b>\$ 1,826,914</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**CITY CLERK OFFICE - DEPARTMENT # 100**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-100-5-100-00	SEMI-MONTHLY SALARIES	\$ 147,942	\$ 150,070	\$ 204,649	\$ 197,871	\$ 199,300
001-100-5-100-50	ELECTED & APPT OFFICIALS	12,956	9,600	9,600	9,600	9,600
001-100-5-101-00	OVERTIME COMP	-	-	200	-	200
001-100-5-105-00	BONUSES	600	600	600	600	600
001-100-5-106-00	UNEMPLOYMENT INSURANCE	-	-	1,500	1,500	1,550
001-100-5-107-00	SOCIAL SECURITY	-	-	13,400	12,700	13,100
001-100-5-108-00	MEDICARE	-	-	3,170	3,170	3,100
001-100-5-111-00	RETIREMENT FUNDS	27,453	30,082	33,175	25,594	27,500
001-100-5-112-00	HEALTH & LIFE INS	1,277,873	1,408,602	189,000	258,399	267,800
Total Personnel Expenses		1,466,824	1,598,954	455,294	509,434	522,750
001-100-5-205-00	LEGAL FEES	-	-	300	300	7,500
001-100-5-207-00	TRAVEL & MEETING EXP	1,754	1,003	1,300	1,300	1,300
001-100-5-220-00	BONDS, NOTARY FEES	30	-	50	60	60
001-100-5-225-00	MEMBERSHIP DUES	1,679	1,327	1,680	1,640	1,640
Total Professional Services		3,463	2,330	3,330	3,300	10,500
001-100-5-301-00	ADVERTISING & PUBLIC NOTICES	9,491	6,566	13,000	12,800	13,000
001-100-5-302-00	PUBLIC RELATIONS	1,945	3,397	5,851	3,800	4,000
001-100-5-304-00	EQUIPMENT RENTAL	27,222	26,400	1,250	1,250	3,300
001-100-5-320-00	TECH & OUTSIDE SVCS	3,026	5,085	3,200	3,200	3,700
001-100-5-330-00	INSURANCE LIABILITY	863,305	903,769	1,074,100	950,000	1,177,715
001-100-5-340-00	INSURANCE DEDUCTIBLE	41,654	43,980	50,000	50,000	52,000
Total Contractual Services		946,642	989,196	1,147,401	1,021,050	1,253,715
001-100-5-401-00	POSTAGE	12,500	12,000	11,300	12,000	12,000
001-100-5-402-00	OFFICE FURNITURE & EQUIP	189	-	400	375	850
001-100-5-403-00	PETTY CASH	15	-	75	75	75
001-100-5-426-00	SUBSCRIPTIONS-BOOKS	73	198	200	200	200
001-100-5-430-00	ELECTION EXPENSES	550	-	3,000	3,000	-
001-100-5-455-00	MISCELLANEOUS	-	873	-	-	-
001-100-5-480-00	SUPPLIES	6,574	7,664	12,300	12,300	14,000
Total Supplies & Minor Equipment		19,901	20,735	27,275	27,950	27,125
Total Capital		-	-	-	-	-
Total Debt Payments		-	-	-	-	-
001-100-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	16,090	16,090	-
Total Transfers		-	-	16,090	16,090	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 2,436,830</b>	<b>\$ 2,611,215</b>	<b>\$ 1,649,390</b>	<b>\$ 1,577,824</b>	<b>\$ 1,814,090</b>

TAB – MAYOR / CITY COUNCIL

# MAYOR & CITY COUNCIL DEPARTMENT

## Overview

The Mayor & City Council Department accounts for the activities related to the elected Mayor and the ten City Aldermen (two from each of the five wards in Fairview Heights). The Mayor and City Council is responsible for establishing the goals and policies of the City. All elected officials serve four year terms. Ward Aldermen serve non-concurrent terms, meaning each Ward elects an alderman every two years. Aldermen serve on various committees, per Mayoral appointment. Standing committees include:

- Committee of the Whole
- Public Works & Municipal Complex Committee
- Finance Committee
- Planning Committee
- Parks and Recreation Committee
- Law Enforcement & Public Protection Committee
- Personnel Committee

Special Committees include, but are not limited to:

- A.D.A. Committee
- Affirmative Action Committee
- Library Negotiating Committee
- Minor Change Committee
- TIF Committee
- Insurance Committee

## Executive Summary

In December of 2012, the City Council (as in prior years) abated property tax revenues otherwise used towards the operations of the Fairview Heights Municipal Library. As such, a transfer is included in the department budget to reflect the funding for the Library Fund. This represents a change in accounting procedures, as last year the Library Fund budget included sales tax revenue as opposed to a General Fund transfer.

In addition to the other operating expenses within the Mayor & City Council budget, the department also allocates Hotel/Motel funds to various organizations per the guidelines of the Hotel/Motel tax requirements.

# GENERAL FUND REVENUES

MAYOR & CITY COUNCIL  
FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-102-4-310-00	INCOME TAX	\$ -	\$ -	\$ 40,577	\$ 42,883	\$ 76,500
001-102-4-320-00	LIQUOR LICENSES	-	-	53,000	54,854	53,000
001-102-4-334-00	FOOD & BEVERAGE TAX	-	-	31,500	32,214	65,000
001-102-4-340-00	SALES TAX	-	-	172,904	174,340	428,175
001-102-4-341-00	HOME RULE TAX	-	-	98,400	99,420	209,557
001-102-4-375-00	LICENSES-OTHER THAN LIQ.	-	-	12,500	18,210	15,000
001-102-4-602-00	EMPLOYEE CONT - PENSION	-	-	3,135	2,088	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 412,016</b>	<b>\$ 424,009</b>	<b>\$ 847,232</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**MAYOR & CITY COUNCIL - DEPARTMENT # 102**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-102-5-100-00	SEMI-MONTHLY SALARIES	\$ 246,505	\$ 236,750	\$ -	\$ -	\$ -
001-102-5-100-50	ELECTED & APPT OFFICIALS	117,600	117,600	117,600	117,600	117,600
001-102-5-105-00	BONUSES	600	600	-	-	-
001-102-5-107-00	SOCIAL SECURITY	-	-	7,300	7,300	7,300
001-102-5-108-00	MEDICARE	-	-	1,705	1,705	1,400
001-102-5-111-00	RETIREMENT FUNDS	60,399	52,711	12,055	3,000	10,000
Total Personnel Expenses		425,104	407,661	138,660	129,605	136,300
001-102-5-201-00	BOARDS & COMMITTEES	-	-	3,500	3,500	3,500
001-102-5-201-10	ELECTED OFFICIAL EXP	-	-	900	800	900
001-102-5-204-00	EDUCATIONAL EXPENSE	100	-	-	-	-
001-102-5-205-00	LEGAL FEES	213,675	135,131	247,300	355,000	175,000
001-102-5-207-00	TRAVEL & MEETING EXP	1,945	3,191	23,000	10,000	23,000
001-102-5-220-00	BONDS, NOTARY FEES	-	40	-	-	-
001-102-5-225-00	MEMBERSHIP DUES	2,287	1,103	630	600	630
001-102-5-230-00	SAFETY PROGRAM	751	-	-	-	-
Total Professional Services		218,758	139,465	275,330	369,900	203,030
001-102-5-301-00	ADVERTISING & PUBLIC NOTICES	-	-	500	500	500
001-102-5-302-00	PUBLIC RELATIONS	-	-	2,400	2,400	1,400
001-102-5-304-00	EQUIPMENT RENTAL	28,914	33,607	-	-	-
001-102-5-306-00	TELEPHONE UTILITY	42,709	27,159	-	-	-
001-102-5-320-00	TECH & OUTSIDE SVCS	1,643	1,076	2,910	2,900	3,910
Total Contractual Services		73,266	61,841	5,810	5,800	5,810
001-102-5-402-00	OFFICE FURNITURE & EQUIP	490	-	700	700	700
001-102-5-403-00	PETTY CASH	46	25	-	-	-
001-102-5-421-00	RENOVATION OR REMODELING	-	-	1,500	1,500	1,500
001-102-5-426-00	SUBSCRIPTIONS-BOOKS	536	417	-	-	-
001-102-5-438-00	COMPUTERS	122,244	161,587	-	-	-
001-102-5-438-50	IT HARDWARE	-	-	1	-	1
001-102-5-480-00	SUPPLIES	523	514	-	-	-
Total Supplies & Minor Equipment		123,839	162,543	2,201	2,200	2,201
Total Capital		-	-	-	-	-
Total Debt Payments		-	-	-	-	-
001-102-5-729-00	TRANSFER TO LIBRARY FUND	-	-	-	-	490,035
001-102-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	12,360	12,360	-
Total Transfers		-	-	12,360	12,360	490,035
<b>DEPARTMENT TOTAL</b>		<b>\$ 840,967</b>	<b>\$ 771,510</b>	<b>\$ 434,361</b>	<b>\$ 519,865</b>	<b>\$ 837,376</b>

# TAB – FINANCE

# FINANCE DEPARTMENT

## MISSION STATEMENT

**The staff of the Finance Department is dedicated to providing the residents of Fairview Heights the highest level of service and responsibility as the financial stewards of the City of Fairview Heights.**

### Overview

The Finance Department is responsible for the sound financial management and integrity of the finance system in the administration, development, and monitoring of the operating and capital budgets. Tasks include investments, debt management, monthly reporting, payroll, and accounts payable. The Finance Department is here to assist the public and citizen groups with information request, and to make recommendations to the City Administrator, Mayor, City Treasurer, and other elected officials on financial and budgetary policies.

The Finance Department is currently comprised of 3 full-time employees, which includes the Director of Finance. The Director has general management responsibility of the Finance Department, and is designated as an ex-officio member of the Finance Committee but has no voting power. The Director of Finance consults with and advises staff and elected officials on efficient fiscal management operations as necessary, including the investment and depositing of municipal funds in accordance with City policy and all applicable laws.

### Executive Summary

The Finance Department continues to work towards establishing a sustainable financial framework through policy, analysis, and strategic planning. As we move into the new fiscal year, the Finance Department will focus on three primary goals:

1. To establish an updated investment policy and procedures.
2. To begin the establishment of a performance management system.
3. To enhance communications, accountability, efficiency, and effectiveness both within and outside the organization.

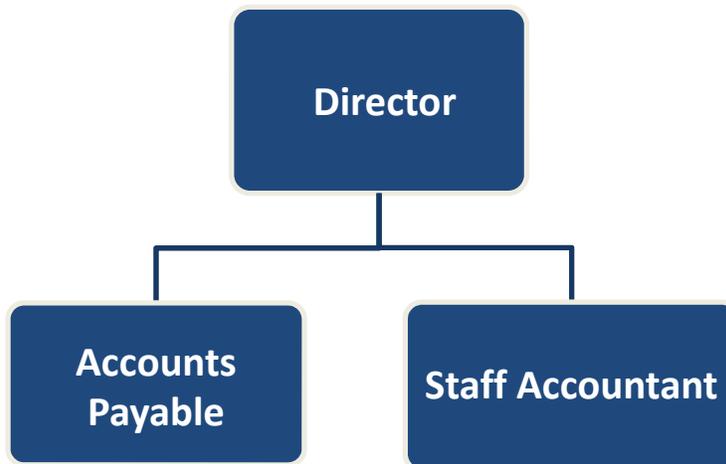
In order to accomplish these goals, the department has several objectives to meeting during FY 2013 – 2014, including:

- Issue an RFP for investment broker services.
- Implement and train city staff on an automated time certification program for payroll.
- Provide monthly training to city staff on utilizing existing financial tools.
- Work towards further establishing long-term financial goals via policy adoption.
- Begin the construction of analytical tools that will support balance scorecards and a performance based budgeting system.

The Finance Department is proud of the progress made during the past year, and look forward to further enhancements during Fiscal Year 2013 / 2014.



## FINANCE DEPARTMENT 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

FINANCE DEPT.  
FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-104-4-310-00	INCOME TAX	\$ -	\$ -	\$ 40,577	\$ 42,883	\$ 76,500
001-104-4-315-00	INTEREST INCOME	-	-	7,000	8,944	8,000
001-104-4-334-00	FOOD & BEVERAGE TAX	-	-	31,500	32,214	52,000
001-104-4-340-00	SALES TAX	-	-	230,539	234,120	155,700
001-104-4-341-00	HOME RULE TAX	-	-	131,200	133,227	76,203
001-104-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	4,650	6,935	-
001-104-4-602-00	EMPLOYEE CONT - PENSION	-	-	9,900	5,149	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 455,366</b>	<b>\$ 463,471</b>	<b>\$ 368,403</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**FINANCE DEPARTMENT - DEPARTMENT # 104**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-104-5-100-00	SEMI-MONTHLY SALARIES	\$ 165,108	\$ 172,919	\$ 208,682	\$ 169,500	\$ 180,400
001-104-5-100-50	ELECTED & APPT OFFICIALS	15,600	9,600	9,600	9,600	9,624
001-104-5-101-00	OVERTIME COMP	-	-	100	-	100
001-104-5-105-00	BONUSES	450	450	450	300	450
001-104-5-106-00	UNEMPLOYMENT INSURANCE	35,010	53,996	1,500	1,100	1,150
001-104-5-107-00	SOCIAL SECURITY	-	-	14,225	11,200	12,100
001-104-5-108-00	MEDICARE	-	-	3,325	2,650	2,840
001-104-5-111-00	RETIREMENT FUNDS	29,889	34,418	38,050	23,000	25,100
001-104-5-112-00	HEALTH & LIFE INS	-	-	38,700	38,000	51,600
Total Personnel Expenses		246,057	271,383	314,632	255,350	283,364
001-104-5-204-00	EDUCATIONAL EXPENSE	-	235	900	900	1,900
001-104-5-205-00	LEGAL FEES	-	-	-	-	7,500
001-104-5-206-00	AUDIT FEES	37,550	36,865	39,500	36,000	37,450
001-104-5-207-00	TRAVEL & MEETING EXP	120	1,330	5,350	5,200	5,650
001-104-5-225-00	MEMBERSHIP DUES	865	170	435	430	700
Total Professional Services		38,535	38,600	46,185	42,530	53,200
001-104-5-320-00	TECH & OUTSIDE SVCS	7,451	7,547	14,101	8,000	5,000
Total Contractual Services		7,451	7,547	14,101	8,000	5,000
001-104-5-402-00	OFFICE FURNITURE & EQUIP	-	172	700	500	700
001-104-5-403-00	PETTY CASH	-	-	50	-	-
001-104-5-426-00	SUBSCRIPTIONS-BOOKS	-	-	300	-	-
001-104-5-438-75	IT SOFTWARE	-	-	28,025	28,000	19,775
001-104-5-480-00	SUPPLIES	2,234	2,823	4,000	4,000	5,000
Total Supplies & Minor Equipment		2,234	2,995	33,075	32,500	25,475
Total Capital		-	-	-	-	-
Total Debt Payments		-	-	-	-	-
001-104-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	13,502	13,500	-
Total Transfers		-	-	13,502	13,500	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 294,278</b>	<b>\$ 320,525</b>	<b>\$ 421,495</b>	<b>\$ 351,880</b>	<b>\$ 367,039</b>

TAB – POLICE

# POLICE DEPARTMENT

## MISSION STATEMENT

**The Men and Women of the Fairview Heights Police Department are committed to keeping our citizens and visitors safe by fairly and vigorously enforcing laws, preventing crime, and keeping the peace, with safety and service to the citizens, visitors, and fellow employees always in mind.**

### Overview

A primary reason the City of Fairview Heights was incorporated in 1969 was to provide residents with improved police services. Today, the elected officials of Fairview Heights remain dedicated to providing the community with exceptional police services. This starts with the selection and hiring of only the best to serve our community. The appointed Board of Fire and Police Commissioners is tasked with the selection, appointment, promotion, and discharge of police officers. These volunteer commissioners put in many hours testing, interviewing, and selecting the best.

The Police Department is staffed by 43 sworn officers and is supported by 18 civilians, including emergency dispatchers, clerks, civilian aides, secretaries and other specialist positions. The department is divided into two divisions – operations and support. The Operations Division contains patrol, special operations, and jail operations. The Support Division contains the investigations, communications, school resource, records, and Crime Free Housing units.

### Executive Summary

The Police Department continues to focus our delivery of services on three overarching goals, under which we employ a number of strategies and objectives for success. These three goals are:

1. To prevent crime and promote safety and security in the community;
2. To leverage service delivery through technology;
3. To enhance communications, accountability, efficiency, and effectiveness both within and outside the organization.

In order to accomplish these goals, the department intends to employ a number of varying objectives in 2013 and 2014. Some of these objectives include:

- Enhancing neighborhood safety through neighborhood watch programs, the Neighborhood Expert Officer (NEO) program, Addressing Residential Concerns (ARC) program, and the Crime Free Rental Housing program, and the Targeting Residential Area Concerns Through Enforcement and Responsiveness;
- Developing opportunities to use volunteers in service to the police;

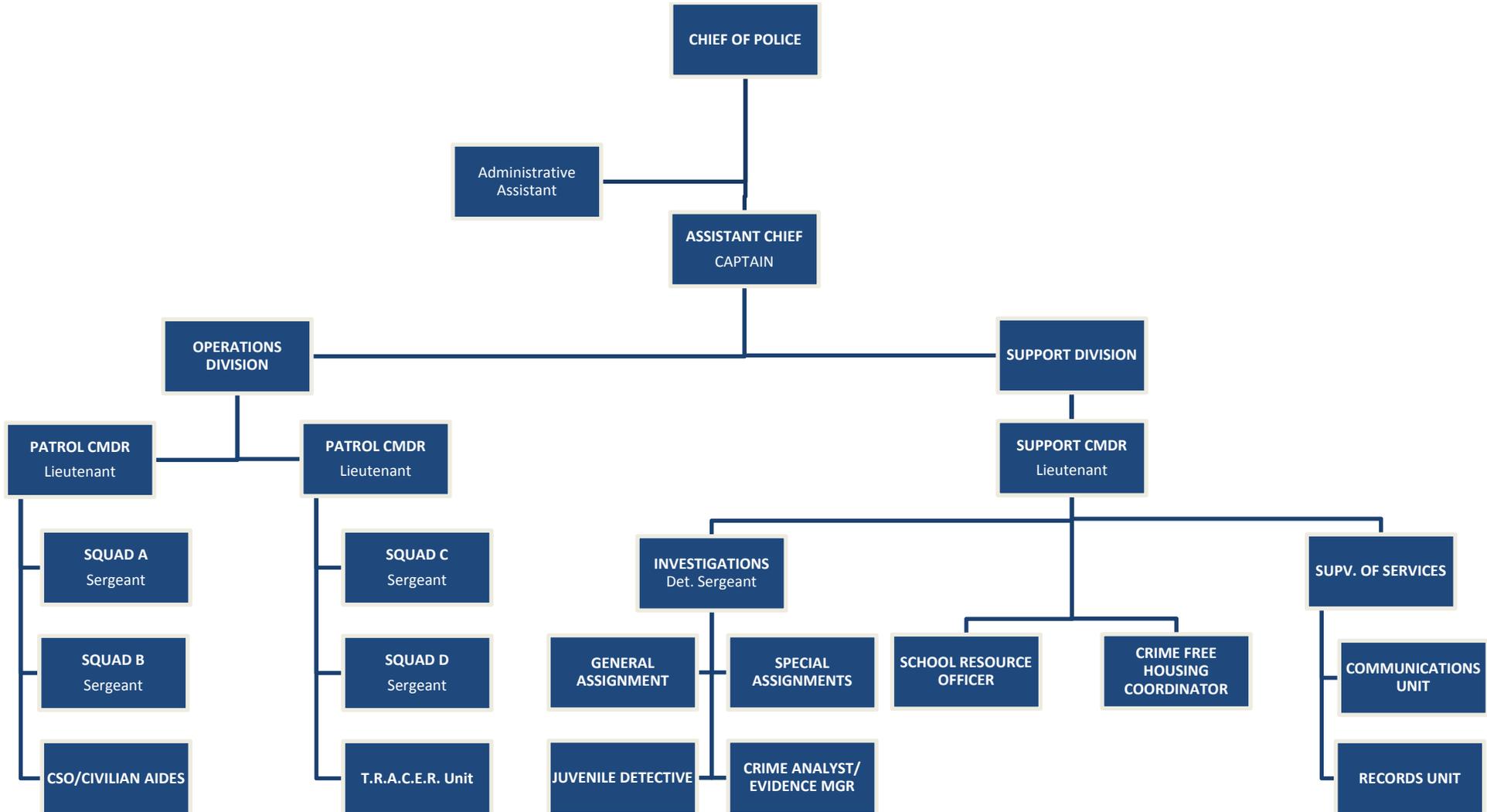
- Holding a number of events to interact with residents, including Citizens' Police Academy, self-defense training for residents, presenting seminars to residents, holding a Senior Citizens' Academy, a Police Youth Academy, and Safetytown for children;
- Develop a program to recognize outstanding citizenship through awards;
- Develop security and surveillance cameras on City-owned properties and in areas prone to crime problems;
- Develop a Crime Free Business program to help reduce crime potential at businesses in the community;
- Continue efforts to promote roadway safety, including DUI enforcement details, roadside safety checks, expanded neighborhood speed monitoring and enforcement, and truck violation enforcement;
- Continue to focus on keeping drugs and guns off the streets;
- Continue to focus on reducing burglaries and car burglaries;
- Acquisition of technology to improve productivity, including automated license plate readers, digital dictation equipment, tablet computing options, and a robotic camera.
- Promotion of employee safety and effectiveness through training, policies, and accountability.



# FAIRVIEW HEIGHTS POLICE

10027 BUNKUM ROAD ■ FAIRVIEW HEIGHTS, IL ■ 62208 ■ PHONE: (618) 489-2100 ■ FAX: (618) 489-2109  
 ONLINE AT: [www.fairviewpd.org](http://www.fairviewpd.org) ■ [www.facebook.com/fairviewpd](http://www.facebook.com/fairviewpd)

## 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

POLICE DEPT.

FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-110-4-310-00	INCOME TAX	\$ -	\$ -	\$ 67,628	\$ 68,139	\$ 76,500
001-110-4-334-00	FOOD & BEVERAGE TAX	-	-	52,500	53,689	65,000
001-110-4-335-00	HOTEL-MOTEL TAX	-	-	11,000	12,687	12,500
001-110-4-340-00	SALES TAX	-	-	2,881,735	2,839,003	4,281,750
001-110-4-341-00	HOME RULE TAX	-	-	1,640,000	1,660,333	2,095,574
001-110-4-343-00	USE TAX	-	-	13,919	14,332	12,750
001-110-4-355-00	SPECIAL GRANTS	-	-	250,274	137,051	230,000
001-110-4-366-00	POLICE REPORTS	-	-	3,500	3,800	4,000
001-110-4-370-00	POLICE FINES	-	-	387,500	449,048	365,000
001-110-4-372-00	POLICE OUTSIDE EMPLOYMNT	-	-	100,000	100,471	100,000
001-110-4-376-00	FUGITIVE FAILURE TO APPEAR FEE	-	-	25,000	25,341	25,000
001-110-4-377-00	BAIL BOND FEE	-	-	22,000	29,720	25,000
001-110-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	88,700	51,878	-
001-110-4-602-00	EMPLOYEE CONT - PENSION	-	-	33,000	25,032	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,576,756</b>	<b>\$ 5,470,523</b>	<b>\$ 7,293,074</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**POLICE DEPARTMENT - DEPARTMENT # 110**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-110-5-100-00	SEMI-MONTHLY SALARIES	\$ 3,165,748	\$ 3,396,947	\$ 3,968,004	\$ 3,945,000	\$ 4,048,111
001-110-5-101-00	OVERTIME COMP	233,231	227,941	266,800	265,000	234,000
001-110-5-102-00	SHIFT PREMIUM	9,450	10,349	10,500	10,500	10,750
001-110-5-103-00	HOLIDAY PREMIUM PAY	76,851	88,423	86,000	84,000	63,000
001-110-5-104-00	ALLOWANCES	-	-	4,320	4,300	4,320
001-110-5-105-00	BONUSES	6,700	6,700	8,200	8,200	8,200
001-110-5-106-00	UNEMPLOYMENT INSURANCE	-	-	23,500	23,000	23,500
001-110-5-107-00	SOCIAL SECURITY	-	-	48,400	48,000	49,800
001-110-5-108-00	MEDICARE	-	-	59,350	58,000	53,600
001-110-5-111-00	RETIREMENT FUNDS	870,490	938,909	126,795	124,000	118,000
001-110-5-112-00	HEALTH & LIFE INS	-	-	825,200	820,000	998,000
<b>Total Personnel Expenses</b>		<b>4,362,470</b>	<b>4,669,269</b>	<b>5,427,069</b>	<b>5,390,000</b>	<b>5,611,281</b>
001-110-5-201-00	BOARDS & COMMITTEES	17,999	14,550	25,775	15,000	14,975
001-110-5-204-00	EDUCATIONAL EXPENSE	21,940	17,830	33,100	33,100	28,900
001-110-5-205-00	LEGAL FEES	-	-	-	-	20,000
001-110-5-207-00	TRAVEL & MEETING EXP	3,719	5,077	8,000	8,000	9,000
001-110-5-220-00	BONDS, NOTARY FEES	1,075	1,166	1,800	1,800	1,800
001-110-5-225-00	MEMBERSHIP DUES	1,614	1,410	1,940	1,900	1,820
<b>Total Professional Services</b>		<b>46,347</b>	<b>40,033</b>	<b>70,615</b>	<b>59,800</b>	<b>76,495</b>
001-110-5-302-00	PUBLIC RELATIONS	3,842	3,478	6,575	6,575	8,075
001-110-5-303-00	BLDGS/PROPERTY RENTAL & LEASES	2,000	2,001	5,001	5,001	5,001
001-110-5-304-00	EQUIPMENT RENTAL	24,490	24,393	30,200	30,200	30,550
001-110-5-320-00	TECH & OUTSIDE SVCS	44,647	31,147	55,492	55,400	34,200
001-110-5-326-00	UNIFORM CLEANING	2,989	3,219	4,000	4,000	4,000
<b>Total Contractual Services</b>		<b>77,969</b>	<b>64,238</b>	<b>101,268</b>	<b>101,176</b>	<b>81,826</b>
001-110-5-401-00	POSTAGE	3,840	2,960	6,800	6,500	6,800
001-110-5-402-00	OFFICE FURNITURE & EQUIP	3,581	2,787	2,100	2,100	-
001-110-5-403-00	PETTY CASH	84	271	300	300	300
001-110-5-425-00	UNIFORM PURCHASE	23,016	19,403	20,950	20,950	20,950
001-110-5-426-00	SUBSCRIPTIONS-BOOKS	1,012	559	1,200	1,200	1,200
001-110-5-438-50	IT HARDWARE	-	-	60,000	60,000	-
001-110-5-438-75	IT SOFTWARE	-	-	-	-	52,000
001-110-5-450-00	MAINTENANCE TO EQUIP	49,578	55,591	72,930	72,900	39,600
001-110-5-453-00	MAINTENANCE TO RADIO	5,950	11,860	-	-	-
001-110-5-480-00	SUPPLIES	20,329	20,331	24,700	24,500	27,700
<b>Total Supplies &amp; Minor Equipment</b>		<b>107,390</b>	<b>113,762</b>	<b>188,980</b>	<b>188,450</b>	<b>148,550</b>
001-110-5-502-00	EQUIPMENT & ROLLING STOCK	91,021	-	-	-	-
001-110-5-502-50	EQUIPMENT ACCESSORIES	-	75	-	-	-
<b>Total Capital</b>		<b>91,021</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Debt Payments</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL FUND**  
**POLICE DEPARTMENT - DEPARTMENT # 110**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
001-110-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	165,588	165,588	20,000
001-110-5-745-00	TRANSFER TO POLICE PENSION	-	-	-	-	1,300,000
Total Transfers		-	-	165,588	165,588	1,320,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 4,685,196</b>	<b>\$ 4,887,377</b>	<b>\$ 5,953,520</b>	<b>\$ 5,905,014</b>	<b>\$ 7,238,152</b>

# TAB – ADMINISTRATION

# ADMINISTRATION DEPARTMENT

## Overview

The Administration Department provides a wide range of services for elected officials, internal staff, and external partners with the City of Fairview Heights. The department is comprised of five full-time employees, with the City Administrator serving as the head of the department. On a city-wide level, the City Administrator is tasked with implementing the goals and objectives of the City Council, manage human resource tasks, and oversee daily operations.

## Executive Summary

The Administration Department is further comprised of two divisions:

### *Economic Development:*

The Economic Development Department has two(2) primary goals:

1. Retain existing businesses within the City and advocate/assist in the expansion of those existing businesses.
2. Recruit new business startups and solicit Companies to locate in the City.

To accomplish these two (2) goals the Department utilizes a number of tools. A COMMUNITY PROFILE outlining the demographic and business characteristics of the City is maintained and updated on a regular basis. A MARKETING BROCHURE slanted toward Economic Development opportunities in the City has been produced to entice builders, developers and companies to locate here. AN INVENTORY OF VACANT BUILDINGS AND SITES available for occupancy or development in the City is maintained and updated continually. A BUSINESS ASSISTANCE PROGRAM document has been prepared to inform individuals and companies of financial incentives available to assist in locating, relocating or expanding in the City. All of these tools are available on the Department's website.

### *Information Technology:*

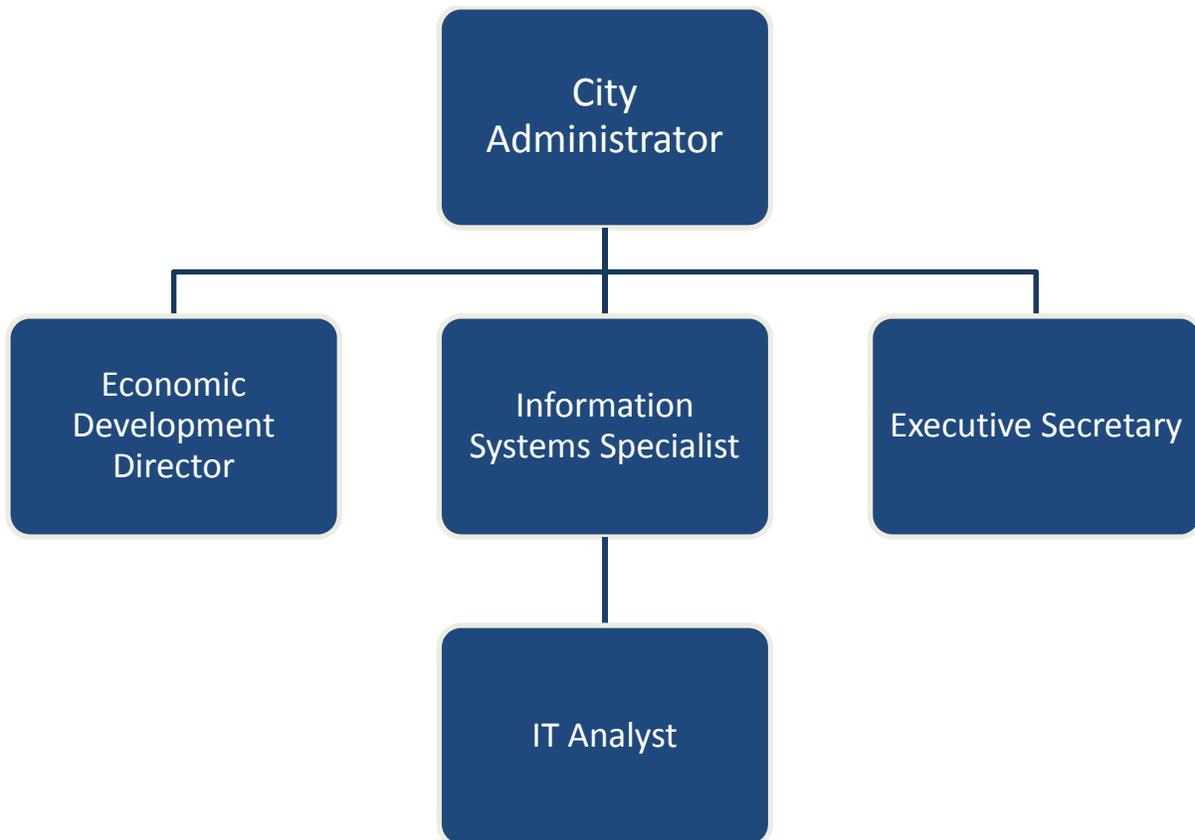
The IT (Information Technology) Department is in charge of all computer based systems in city hall and the police department. This involves providing systems, repairing and maintaining, as well as coming up with solutions for users (as in finding software for users, fixing issues, or providing entire frameworks for the staff to work with).

The IT department is charged with securing all systems and network devices, as well as optimizing their operations, so as to provide the best and quickest environment.

The IT Department is also in charge of wired and wireless communications between all of the city buildings. The "land lines", cell phones and wireless communication between laptops in police cars and the dispatchers and the laptops that the inspectors use to access the data in city hall all fall into the role of the IT Department.



## ADMINISTRATION OFFICE 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

## ADMINISTRATION DEPARTMENT

FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-115-4-310-00	INCOME TAX	\$ -	\$ -	\$ 81,155	\$ 81,766	\$ 122,400
001-115-4-334-00	FOOD & BEVERAGE TAX	-	-	63,000	64,427	104,000
001-115-4-335-00	HOTEL-MOTEL TAX	-	-	-	-	25,000
001-115-4-340-00	SALES TAX	-	-	576,347	577,801	467,100
001-115-4-341-00	HOME RULE TAX	-	-	328,000	329,067	228,608
001-115-4-343-00	USE TAX	-	-	-	-	25,500
001-115-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	4,650	2,787	-
001-115-4-602-00	EMPLOYEE CONT - PENSION	-	-	13,375	8,650	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,066,527</b>	<b>\$ 1,064,497</b>	<b>\$ 972,608</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**ADMINISTRATION - DEPARTMENT # 115**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-115-5-100-00	SEMI-MONTHLY SALARIES	\$ -	\$ 12,473	\$ 301,416	\$ 280,000	\$ 315,850
001-115-5-101-00	OVERTIME COMP	-	-	-	-	5,000
001-115-5-104-00	ALLOWANCES	-	725	8,700	7,800	8,700
001-115-5-105-00	BONUSES	-	-	750	600	750
001-115-5-106-00	UNEMPLOYMENT INSURANCE	-	-	1,865	1,865	1,950
001-115-5-107-00	SOCIAL SECURITY	-	-	18,425	18,000	19,600
001-115-5-108-00	MEDICARE	-	-	4,310	4,200	4,600
001-115-5-111-00	RETIREMENT FUNDS	-	-	51,475	36,000	41,500
001-115-5-112-00	HEALTH & LIFE INS	-	-	70,450	60,000	86,000
Total Personnel Expenses		-	13,198	457,391	408,465	483,950
001-115-5-204-00	EDUCATIONAL EXPENSE	-	-	250	250	2,750
001-115-5-205-00	LEGAL FEES	-	43,798	100,000	160,000	20,000
001-115-5-207-00	TRAVEL & MEETING EXP	-	-	11,245	9,000	16,750
001-115-5-220-00	BONDS, NOTARY FEES	-	-	50	50	50
001-115-5-225-00	MEMBERSHIP DUES	-	-	2,995	2,400	2,425
001-115-5-230-00	SAFETY PROGRAM	-	-	1,350	-	1,350
Total Professional Services		-	43,798	115,890	171,700	43,325
001-115-5-301-00	ADVERTISING & PUBLIC NOTICES	-	-	8,500	3,500	3,650
001-115-5-302-00	PUBLIC RELATIONS	-	-	3,000	3,000	4,000
001-115-5-304-00	EQUIPMENT RENTAL	-	2,142	65,440	65,400	76,940
001-115-5-306-00	TELEPHONE UTILITY	-	-	104,000	104,000	104,000
001-115-5-320-00	TECH & OUTSIDE SVCS	-	-	25,300	23,000	82,000
Total Contractual Services		-	2,142	206,240	198,900	270,590
001-115-5-401-00	POSTAGE	-	-	500	400	1,500
001-115-5-402-00	OFFICE FURNITURE & EQUIP	-	-	4,250	800	1,000
001-115-5-403-00	PETTY CASH	-	-	170	50	-
001-115-5-426-00	SUBSCRIPTIONS-BOOKS	-	-	715	600	400
001-115-5-438-00	COMPUTERS	-	-	10,000	10,000	10,000
001-115-5-438-50	IT HARDWARE	-	-	105,050	103,000	102,750
001-115-5-438-75	IT SOFTWARE	-	-	24,750	24,750	36,000
001-115-5-450-00	MAINTENANCE TO EQUIP	-	-	150	150	150
001-115-5-480-00	SUPPLIES	-	-	1,457	1,000	1,000
Total Supplies & Minor Equipment		-	-	147,042	140,750	152,800
Total Capital		-	-	-	-	-
Total Debt Payments		-	-	-	-	-
001-115-5-731-00	TRANSFER TO TIF #1 - BUNKUM RD	-	-	22,550	22,500	-
001-115-5-732-00	TRANSFER TO TIF #2 - SHOPPES	-	-	34,980	34,900	-
001-115-5-733-00	TRANSFER TO TIF #3 - LINCOLN TRAIL	-	-	124,550	124,500	-
001-115-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	31,996	31,000	10,000
Total Transfers		-	-	214,076	212,900	10,000
<b>DEPARTMENT TOTAL</b>		<b>\$ -</b>	<b>\$ 59,139</b>	<b>\$ 1,140,639</b>	<b>\$ 1,132,715</b>	<b>\$ 960,665</b>

# TAB – PW ENGINEERING

# PUBLIC WORKS DEPARTMENT

## Overview

The Public Works Department is, basically, the working wheels for the operation and maintenance of the City. The Department responsibilities include assuring vehicles are operating properly for police protection for the citizens and visitors of the community, provide snow removal for motorists to travel its roadways, provides a safe environment in the municipal complex for the City's staff to work and provide services to its residents and commercial entities, and maintain roadways for safe travel and storm drainage throughout the City.

## Executive Summary

The Public Works Department is comprised of three divisions:

### *Engineering Division:*

The Engineering Division is charged with the responsibility of upgrading the City's streets through various types of projects ranging from routine maintenance to capital improvements and special projects authorized by the City Council.

During the 40 plus years, since incorporation in 1969, the City can be proud of the progress achieved by upgrading its oil and chip streets to paved roadways with curbs and gutters and underground stormwater drainage. This objective still remains a major objective today as staff continues to budget funds and utilize grants from various funding sources to improve the City's roads.

The street crew maintains nearly 90 miles of roadway within the City. Activities include, but are not limited to, snow removal, bulk trash pick-up, oiling and chipping of roadways, maintaining ditches, grass cutting, and tree trimming on the City's right-of-ways, concrete patching (roadway, sidewalk, curb and gutter), maintaining underground storm water drainage, and pothole repair.

### *Vehicle Maintenance Division:*

As previously stated, the operation of Vehicle Maintenance assures that the City's vehicles and equipment are operating properly. Maintaining a fleet of approximately 80 vehicles and 30 pieces of equipment is the foundation of this Division. As technology has advanced in the construction of vehicles and equipment, so too staff's knowledge has advanced in this mechanical trade to maintain the City's fleet.

Assessment to determine a vehicle or equipment's worthiness for continued service to the City is compiled in order to budget funds to replace deteriorated vehicles and equipment, or perhaps transfer to another Department within the City to extend its period of service.

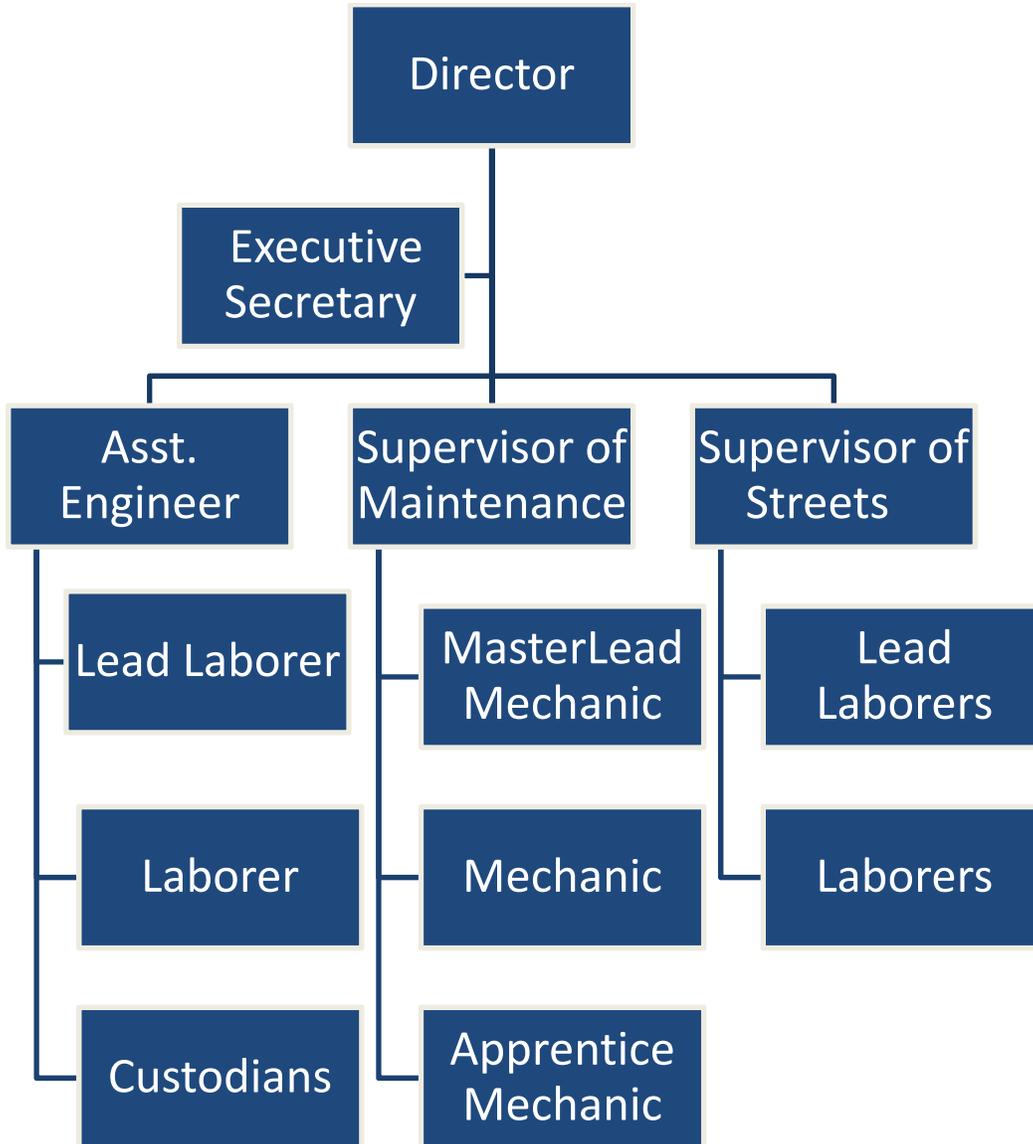
*Municipal Complex Division:*

The municipal complex consisting of City Hall, Police Department, Parks Department, and Library facilities has a vast array of systems to facilitate the City's staff, law enforcement, and services offered by the Library's personnel. Electrical, mechanical, various repairs, and general maintenance to these buildings are provided by the staff of this division. The City's Vehicle Maintenance building and Garage are also afforded the services of this division.

In summary, the Public Works Department is a powerful tool in keeping the City in its best form touching all operations of the City in some manner. Although economic downfalls have plagued communities in the last few years, the Public Works Department continues to search possible monetary avenues to improve the City for the benefit of its residents and attract commercial development to the area.



# PUBLIC WORKS DEPARTMENT 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

PW ENGINEERING DEPARTMENT  
FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-120-4-310-00	INCOME TAX	\$ -	\$ -	\$ 94,680	\$ 103,394	\$ 198,900
001-120-4-334-00	FOOD & BEVERAGE TAX	-	-	73,500	77,165	169,000
001-120-4-335-00	HOTEL-MOTEL TAX	-	-	13,200	14,625	10,000
001-120-4-340-00	SALES TAX	-	-	576,347	577,801	506,025
001-120-4-341-00	HOME RULE TAX	-	-	328,000	329,067	247,659
001-120-4-343-00	USE TAX	-	-	16,702	16,739	10,200
001-120-4-345-00	ROAD & BRIDGE ALLOTMENTS	-	-	44,700	42,897	40,000
001-120-4-350-00	FRANCHISES	-	-	223,427	230,229	223,400
001-120-4-355-00	SPECIAL GRANTS	-	-	-	586	500
001-120-4-368-00	BULK TRASH PICK-UP	-	-	2,700	2,700	2,700
001-120-4-391-00	WASTE HAULERS' FEE	-	-	1,500	1,500	1,500
001-120-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	20,700	9,938	-
001-120-4-602-00	EMPLOYEE CONT - PENSION	-	-	32,305	23,388	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,427,761</b>	<b>\$ 1,430,029</b>	<b>\$ 1,409,884</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**PUBLIC WORKS ENGINEERING - DEPARTMENT # 120**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
001-120-5-100-00	SEMI-MONTHLY SALARIES	\$ 400,599	\$ 753,613	\$ 862,307	\$ 795,000	\$ 774,425
001-120-5-101-00	OVERTIME COMP	13,070	5,714	15,000	15,000	15,000
001-120-5-102-00	SHIFT PREMIUM	-	-	25	-	-
001-120-5-105-00	BONUSES	1,500	1,800	1,950	1,950	1,950
001-120-5-106-00	UNEMPLOYMENT INSURANCE	-	-	6,525	6,500	5,100
001-120-5-107-00	SOCIAL SECURITY	-	-	53,100	49,000	47,850
001-120-5-108-00	MEDICARE	-	-	12,550	11,800	11,250
001-120-5-111-00	RETIREMENT FUNDS	65,568	140,101	124,305	99,000	101,900
001-120-5-112-00	HEALTH & LIFE INS	-	-	189,400	189,000	224,100
Total Personnel Expenses		480,737	901,229	1,265,162	1,167,250	1,181,575
001-120-5-202-00	SURVEY & ENGINEER FEES	-	-	1,000	1,000	1,000
001-120-5-204-00	EDUCATIONAL EXPENSE	1,090	1,591	4,000	4,000	4,000
001-120-5-205-00	LEGAL FEES	-	-	-	-	20,000
001-120-5-207-00	TRAVEL & MEETING EXP	30	620	2,000	2,000	1,500
001-120-5-220-00	BONDS, NOTARY FEES	99	171	200	200	200
001-120-5-225-00	MEMBERSHIP DUES	397	369	880	850	880
Total Professional Services		1,616	2,750	8,080	8,050	27,580
001-120-5-302-00	PUBLIC RELATIONS	500	-	1,000	1,000	1,000
001-120-5-304-00	EQUIPMENT RENTAL	-	-	30,500	30,000	30,500
001-120-5-305-00	ELECTRIC UTILITY	-	-	105,000	45,000	45,900
001-120-5-320-00	TECH & OUTSIDE SVCS	-	-	31,000	60,000	61,000
Total Contractual Services		500	-	167,500	136,000	138,400
001-120-5-403-00	PETTY CASH	20	14	100	100	100
001-120-5-425-00	UNIFORM PURCHASE	4,024	5,315	6,000	6,000	6,000
001-120-5-426-00	SUBSCRIPTIONS-BOOKS	-	-	200	200	200
001-120-5-450-00	MAINTENANCE TO EQUIP	200	-	-	-	-
001-120-5-470-00	MINOR EQUIPMENT	-	-	2,500	2,500	2,500
001-120-5-480-00	SUPPLIES	346	146	900	900	24,800
Total Supplies & Minor Equipment		4,590	5,476	9,700	9,700	33,600
Total Capital		-	-	-	-	-
Total Debt Payments		-	-	-	-	-
001-120-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	42,833	42,800	15,000
Total Transfers		-	-	42,833	42,800	15,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 487,442</b>	<b>\$ 909,454</b>	<b>\$ 1,493,275</b>	<b>\$ 1,363,800</b>	<b>\$ 1,396,155</b>

# TAB – PW MAINTENANCE

# GENERAL FUND REVENUES

## PW VEHICLE MAINTENANCE DEPARTMENT

FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-130-4-310-00	INCOME TAX	-	-	270,516	309,302	229,500
001-130-4-325-00	MISCELLANEOUS ITEMS	-	-	153,000	152,785	-
001-130-4-334-00	FOOD & BEVERAGE TAX	-	-	210,000	208,010	208,000
001-130-4-335-00	HOTEL-MOTEL TAX	-	-	44,000	45,915	50,000
001-130-4-340-00	SALES TAX	-	-	172,904	174,340	233,550
001-130-4-341-00	HOME RULE TAX	-	-	98,400	100,120	114,304
001-130-4-343-00	USE TAX	-	-	55,674	57,129	51,000
001-130-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	6,300	3,972	-
001-130-4-602-00	EMPLOYEE CONT - PENSION	-	-	10,500	8,716	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,021,294</b>	<b>\$ 1,060,289</b>	<b>\$ 886,354</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**PUBLIC WORKS VEHICLE MAINTENANCE - DEPARTMENT # 130**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-130-5-100-00	SEMI-MONTHLY SALARIES	\$ 232,851	\$ 213,119	\$ 294,851	\$ 290,000	\$ 245,975
001-130-5-101-00	OVERTIME COMP	6,526	968	5,500	5,000	5,500
001-130-5-105-00	BONUSES	600	600	600	600	600
001-130-5-106-00	UNEMPLOYMENT INSURANCE	-	-	1,495	1,495	1,650
001-130-5-107-00	SOCIAL SECURITY	-	-	14,950	14,900	15,350
001-130-5-108-00	MEDICARE	-	-	3,575	3,575	3,600
001-130-5-111-00	RETIREMENT FUNDS	42,285	43,178	40,315	40,000	32,400
001-130-5-112-00	HEALTH & LIFE INS	-	-	62,700	61,000	69,100
Total Personnel Expenses		282,262	257,864	423,986	416,570	374,175
001-130-5-204-00	EDUCATIONAL EXPENSE	1,276	1,188	1,800	1,800	1,800
001-130-5-207-00	TRAVEL & MEETING EXP	-	-	750	750	750
001-130-5-225-00	MEMBERSHIP DUES	139	123	180	180	180
Total Professional Services		1,415	1,311	2,730	2,730	2,730
001-130-5-304-00	EQUIPMENT RENTAL	-	-	200	200	200
001-130-5-320-00	TECH & OUTSIDE SVCS	3,617	4,303	4,500	4,300	4,500
001-130-5-327-00	UNIFORM RENTAL	2,227	2,503	3,000	3,000	3,000
Total Contractual Services		5,844	6,807	7,700	7,500	7,700
001-130-5-410-00	VEHICLE FUEL	91,336	117,419	320,000	320,000	300,000
001-130-5-425-00	UNIFORM PURCHASE	700	824	1,500	1,500	1,500
001-130-5-426-00	SUBSCRIPTIONS-BOOKS	-	158	500	500	500
001-130-5-450-00	MAINTENANCE TO EQUIP	-	-	2,500	2,500	2,500
001-130-5-452-00	MAINTENANCE TO ROLLING STOCK	26,990	8,979	150,000	15,000	59,500
001-130-5-453-00	MAINTENANCE TO RADIO	574	613	-	-	-
001-130-5-470-00	MINOR EQUIPMENT	-	-	11,500	11,500	11,500
001-130-5-480-00	SUPPLIES	103,791	99,554	108,600	108,000	106,600
Total Supplies & Minor Equipment		223,391	227,546	594,600	459,000	482,100
001-130-5-502-50	EQUIPMENT ACCESSORIES	10,258	9,847	-	-	-
Total Capital		10,258	9,847	-	-	-
Total Debt Payments		-	-	-	-	-
001-130-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	26,049	26,000	15,000
Total Transfers		-	-	26,049	26,000	15,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 523,170</b>	<b>\$ 503,374</b>	<b>\$ 1,055,065</b>	<b>\$ 911,800</b>	<b>\$ 881,705</b>

# TAB – PW MUNICIPAL COMPLEX

# GENERAL FUND REVENUES

PW MUNICIPAL COMPLEX DEPARTMENT

FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-150-4-310-00	INCOME TAX	-	-	148,784	157,905	153,000
001-150-4-325-00	MISCELLANEOUS ITEMS	-	-	54,000	35,981	-
001-150-4-334-00	FOOD & BEVERAGE TAX	-	-	115,500	116,116	130,000
001-150-4-335-00	HOTEL-MOTEL TAX	-	-	39,600	40,275	50,000
001-150-4-340-00	SALES TAX	-	-	115,269	117,560	155,700
001-150-4-341-00	HOME RULE TAX	-	-	65,600	68,613	76,203
001-150-4-343-00	USE TAX	-	-	50,107	51,716	51,000
001-150-4-395-00	RENTS,LEASES,SHARECROP	-	-	195,361	166,398	195,000
001-150-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	2,850	895	-
001-150-4-602-00	EMPLOYEE CONT - PENSION	-	-	12,475	5,483	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 799,546</b>	<b>\$ 760,943</b>	<b>\$ 810,903</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**PUBLIC WORKS MUNICIPAL COMPLEX - DEPARTMENT # 150**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-150-5-100-00	SEMI-MONTHLY SALARIES	\$ 210,117	\$ 176,790	\$ 279,508	\$ 178,000	\$ 293,250
001-150-5-101-00	OVERTIME COMP	5,012	2,250	5,000	5,000	5,000
001-150-5-102-00	SHIFT PREMIUM	548	581	1,200	1,200	1,200
001-150-5-105-00	BONUSES	450	300	300	300	600
001-150-5-106-00	UNEMPLOYMENT INSURANCE	-	-	3,100	3,100	2,420
001-150-5-107-00	SOCIAL SECURITY	-	-	17,200	12,000	27,050
001-150-5-108-00	MEDICARE	-	-	4,050	2,900	3,325
001-150-5-111-00	RETIREMENT FUNDS	38,056	34,961	42,994	23,000	27,400
001-150-5-112-00	HEALTH & LIFE INS	-	-	34,800	34,000	103,200
Total Personnel Expenses		254,182	214,881	388,152	259,500	463,445
001-150-5-204-00	EDUCATIONAL EXPENSE	-	-	1,500	1,500	3,500
001-150-5-207-00	TRAVEL & MEETING EXP	-	-	500	500	500
001-150-5-225-00	MEMBERSHIP DUES	-	-	150	150	150
Total Professional Services		-	-	2,150	2,150	4,150
001-150-5-304-00	EQUIPMENT RENTAL	69	162	500	500	500
001-150-5-305-00	ELECTRIC UTILITY	126,049	123,225	156,000	135,000	164,000
001-150-5-306-00	TELEPHONE UTILITY	(110)	-	-	-	-
001-150-5-307-00	SEWER UTILITY	10,308	7,024	11,500	11,000	12,000
001-150-5-308-00	WATER UTILITY	20,406	17,974	20,000	20,000	21,000
001-150-5-310-00	GAS UTILITY	6,792	-	8,000	8,000	8,500
001-150-5-320-00	TECH & OUTSIDE SVCS	22,369	19,413	84,000	80,000	30,000
Total Contractual Services		185,883	167,797	280,000	254,500	236,000
001-150-5-402-00	OFFICE FURNITURE & EQUIP	3,165	-	3,500	3,000	2,500
001-150-5-421-00	RENOVATION OR REMODELING	-	64,138	21,500	15,000	15,000
001-150-5-425-00	UNIFORM PURCHASE	1,780	734	4,200	4,000	4,500
001-150-5-450-00	MAINTENANCE TO EQUIP	5,566	7,328	11,500	11,000	12,000
001-150-5-455-00	MISCELLANEOUS	-	-	6,500	1,200	4,000
001-150-5-480-00	SUPPLIES	29,031	27,920	39,600	38,000	41,000
Total Supplies & Minor Equipment		39,542	100,121	86,800	72,200	79,000
001-150-5-502-50	EQUIPMENT ACCESSORIES	-	315	-	-	-
Total Capital		-	315	-	-	-
001-150-5-601-00	DEBT - PRINCIPLE	114,428	114,894	-	-	-
001-150-5-603-00	OTHER DEBT SERVICE	-	-	7,300	-	-
Total Debt Payments		114,428	114,894	7,300	-	-
001-150-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	22,366	22,366	15,000
Total Transfers		-	-	22,366	22,366	15,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 594,035</b>	<b>\$ 598,008</b>	<b>\$ 786,768</b>	<b>\$ 610,716</b>	<b>\$ 797,595</b>

# TAB – PW MUNICIPAL COMPLEX (LIBRARY)

**GENERAL FUND**  
**PUBLIC WORKS MUNICIPAL COMPLEX (LIBRARY) - DEPARTMENT # 170**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
001-170-5-100-00	SEMI-MONTHLY SALARIES	\$ 283,746	\$ 287,824	\$ 28,628	\$ 28,600	\$ 23,500
001-170-5-101-00	OVERTIME COMP	831	515	-	-	-
001-170-5-102-00	SHIFT PREMIUM	1,144	1,148	-	-	-
001-170-5-105-00	BONUSES	300	300	-	-	-
001-170-5-106-00	UNEMPLOYMENT INSURANCE	-	-	4,340	4,340	385
001-170-5-107-00	SOCIAL SECURITY	-	-	19,655	19,650	1,475
001-170-5-108-00	MEDICARE	-	-	4,600	4,600	350
001-170-5-111-00	RETIREMENT FUNDS	50,301	54,586	4,956	4,950	-
001-170-5-112-00	HEALTH & LIFE INS	-	-	31,425	31,425	-
Total Personnel Expenses		336,321	344,373	93,604	93,565	25,710
001-170-5-207-00	TRAVEL & MEETING EXP	1,254	1,500	-	-	-
001-170-5-220-00	BONDS, NOTARY FEES	-	30	-	-	-
001-170-5-225-00	MEMBERSHIP DUES	283	355	-	-	-
Total Professional Services		1,537	1,885	-	-	-
001-170-5-302-00	PUBLIC RELATIONS	1,999	2,000	-	-	-
001-170-5-305-00	ELECTRIC UTILITY	-	-	24,000	24,000	24,000
001-170-5-306-00	TELEPHONE UTILITY	1,984	4,670	-	-	-
001-170-5-307-00	SEWER UTILITY	-	-	500	500	500
001-170-5-308-00	WATER UTILITY	-	-	4,000	4,000	4,000
001-170-5-320-00	TECH & OUTSIDE SVCS	23,376	20,243	-	-	-
Total Contractual Services		27,359	26,913	28,500	28,500	28,500
001-170-5-426-00	SUBSCRIPTIONS-BOOKS	81,456	71,611	-	-	-
001-170-5-450-00	MAINTENANCE TO EQUIP	1,216	1,243	-	-	-
001-170-5-480-00	SUPPLIES	12,183	10,756	5,500	5,500	5,500
Total Supplies & Minor Equipment		94,854	83,609	5,500	5,500	5,500
001-170-5-560-00	LIBRARY GRANT	11,641	26,836	-	-	-
Total Capital		11,641	26,836	-	-	-
Total Debt Payments		-	-	-	-	-
Total Transfers		-	-	-	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 471,713</b>	<b>\$ 483,616</b>	<b>\$ 127,604</b>	<b>\$ 127,565</b>	<b>\$ 59,710</b>

# TAB – PARKS & RECREATION

# PARKS AND RECREATION

## MISSION STATEMENT

The men and women of the Fairview Heights Parks and Recreation Department are committed to provide recreation and facilities at the highest level of capability for our residents and visitors throughout the year. Be it through programs, events or recreation of their choice, we take pride in making their endeavor as safe, pleasant and fulfilling as possible.

### Overview

Under the guidance of a new Parks and Recreation Director, this department employs 12 full-time employees, 5 part-time employees, 3 seasonal employees and a host of volunteers to help accomplish successful programs and maintain the facilities within the city parks. The department works 363 days a year with the Parks being closed only for Christmas and New Year's Day. The Parks Department maintains the following facilities:

- Pleasant Ridge Park
- Moody Park at Longacre
- Old Lincoln Trail Park
- French Village Park
- Ogles Creek Mini-Park
- Fox Creek Mini-Park
- The Municipal Complex
- Snow Removal at the Fire Departments

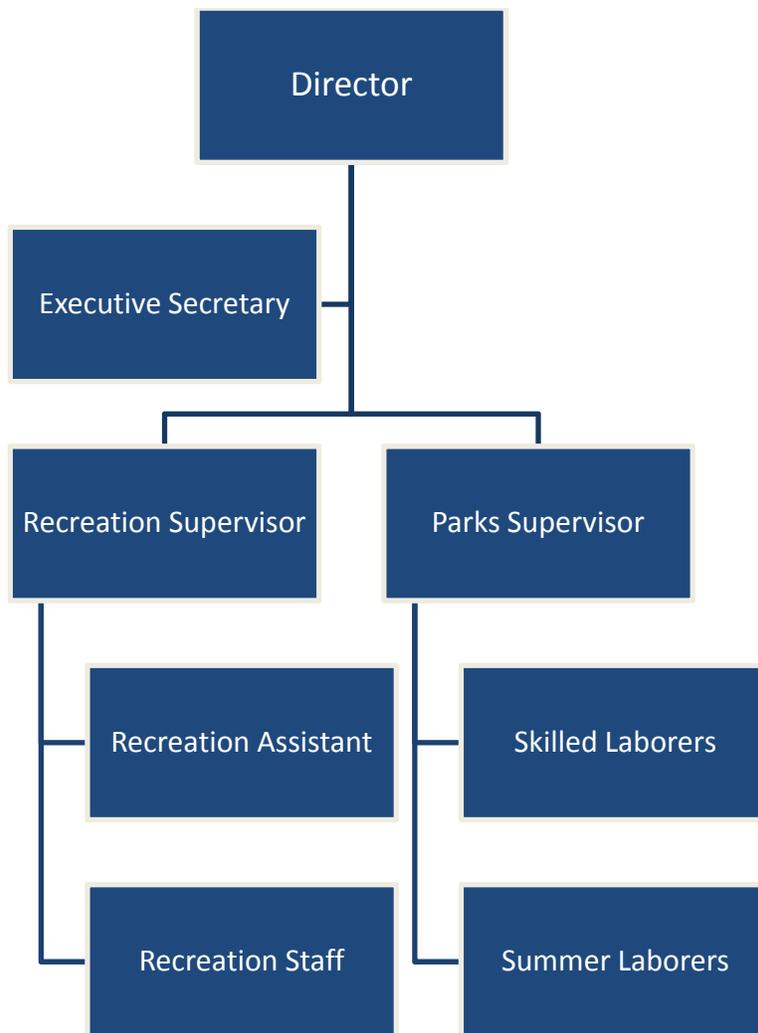
### Executive Summary

In the upcoming budget, City residents will begin to notice changes within our community parks. These changes will help enhance the quality of life for people of all ages. With the creation of the Capital Improvement Plan, the Parks and Recreation Department is confident that projects in the upcoming budget will prove to enhance the quality of our current facilities to better serve the residents of Fairview Heights. The Parks and Recreation Department is ready to meet and exceed its goals for FY 2013/2014 and anticipates the opportunity to ensure City Council that they can be proud to represent the City of Fairview Heights.





## PARKS AND RECREATION 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

## PARKS & RECREATION DEPARTMENT

FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-140-4-310-00	INCOME TAX	\$ -	\$ -	\$ 243,464	\$ 277,299	\$ 137,700
001-140-4-334-00	FOOD & BEVERAGE TAX	-	-	189,000	186,281	117,000
001-140-4-335-00	HOTEL-MOTEL TAX	-	-	39,600	40,110	25,000
001-140-4-340-00	SALES TAX	-	-	403,443	408,460	622,800
001-140-4-341-00	HOME RULE TAX	-	-	229,600	230,147	304,811
001-140-4-343-00	USE TAX	-	-	50,107	51,716	25,500
001-140-4-393-00	PARKS USER FEES	-	-	15,740	15,579	15,000
001-140-4-399-00	INTER-FUND TRANSFER	-	-	5,000	-	5,000
001-140-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	19,450	10,427	-
001-140-4-602-00	EMPLOYEE CONT - PENSION	-	-	29,000	16,820	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,224,404</b>	<b>\$ 1,236,840</b>	<b>\$ 1,252,811</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**PARKS & RECREATION - DEPARTMENT # 140**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-140-5-100-00	SEMI-MONTHLY SALARIES	\$ 621,051	\$ 584,417	\$ 683,611	\$ 578,000	\$ 656,750
001-140-5-101-00	OVERTIME COMP	5,780	3,231	15,000	14,000	15,000
001-140-5-102-00	SHIFT PREMIUM	85	116	200	200	200
001-140-5-105-00	BONUSES	1,650	1,500	1,800	1,200	1,800
001-140-5-106-00	UNEMPLOYMENT INSURANCE	-	-	5,325	5,300	7,400
001-140-5-107-00	SOCIAL SECURITY	-	-	40,775	33,000	42,100
001-140-5-108-00	MEDICARE	-	-	9,540	7,900	9,800
001-140-5-111-00	RETIREMENT FUNDS	109,502	109,126	111,300	70,000	80,800
001-140-5-112-00	HEALTH & LIFE INS	-	-	175,200	165,000	258,000
Total Personnel Expenses		738,068	698,391	1,042,751	874,600	1,071,850
001-140-5-204-00	EDUCATIONAL EXPENSE	20	-	350	350	15,000
001-140-5-205-00	LEGAL FEES	-	-	-	-	7,500
001-140-5-207-00	TRAVEL & MEETING EXP	-	-	1,600	1,500	2,100
001-140-5-225-00	MEMBERSHIP DUES	15	15	540	540	680
001-140-5-230-00	SAFETY PROGRAM	-	1,022	1,500	-	1,500
Total Professional Services		35	1,037	3,990	2,390	26,780
001-140-5-302-00	PUBLIC RELATIONS	-	-	5,000	5,000	5,000
001-140-5-304-00	EQUIPMENT RENTAL	44	204	500	500	500
001-140-5-305-00	ELECTRIC UTILITY	2,770	4,117	18,000	18,000	16,000
001-140-5-307-00	SEWER UTILITY	37	574	2,500	2,500	2,500
001-140-5-308-00	WATER UTILITY	380	2,851	11,000	11,000	11,000
001-140-5-309-00	SANITARY SERVICE UTILITY	4,541	6,103	14,500	14,500	14,500
001-140-5-320-00	TECH & OUTSIDE SVCS	-	663	3,000	3,000	2,850
Total Contractual Services		7,773	14,510	54,500	54,500	52,350
001-140-5-402-00	OFFICE FURNITURE & EQUIP	-	-	-	-	3,000
001-140-5-425-00	UNIFORM PURCHASE	2,027	1,430	2,700	2,700	2,700
001-140-5-470-00	MINOR EQUIPMENT	-	-	250	250	250
001-140-5-480-00	SUPPLIES	29,931	25,110	74,400	74,000	70,000
Total Supplies & Minor Equipment		31,958	26,539	77,350	76,950	75,950
001-140-5-502-50	EQUIPMENT ACCESSORIES	-	191	-	-	-
001-140-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	8,795	-	-	-
Total Capital		-	8,986	-	-	-
Total Debt Payments		-	-	-	-	-
001-140-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	36,732	36,700	15,000
Total Transfers		-	-	36,732	36,700	15,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 777,834</b>	<b>\$ 749,464</b>	<b>\$ 1,215,323</b>	<b>\$ 1,045,140</b>	<b>\$ 1,241,930</b>

# TAB – LAND USE & DEVELOPMENT

# LAND USE & DEVELOPMENT DEPARTMENT

## MISSION STATEMENT

**The mission of the City of Fairview Heights Land Use Department is to create an efficient, successful and sustainable organization providing insightful stewardship of our community, our heritage and our legacies. We deliver the highest quality, cost-effective and most responsive services possible to our residents, taxpayers, visitors and investors, while maintaining an atmosphere of professionalism, integrity, responsiveness and accountability.**

**We are guided by the following principles: *Integrity and Accountability, Teamwork, Communication, Learning, Attitude***

### **Overview**

The Land Use & Development Department is responsible for several inter-related functions of the City; the planning & development function and the building code permitting and enforcement function. The planning function entails the formulation and implementation of the City's Comprehensive Plan and Development Code, which includes zoning, land use and subdivision management regulations.

The Department is also responsible for working with appointed boards, including the Planning Commission, Zoning Board of Appeals, Economic Development Commission and other special committees. We work with these appointed bodies through the preparation of research materials and application processing prior to their review by the appropriate board, commission or committee. The other function of the Department involves building inspections, code enforcement, and animal control. The Department reviews architectural designs for compliance with the adopted building and associated codes and conducts inspections of new construction and existing residential units for compliance with relevant codes. The Department also oversees the Property Maintenance Code and Occupancy permits for both residential and commercial properties.

### **Executive Summary**

In the calendar year 2012, the building division issued 633 building and sign permits. Additionally we conducted 1680 inspections on new construction, commercial/residential occupancy permits, daycare exterior inspections, property maintenance violations and complaints, sign permit inspections, application reviews on commercial, residential & signage. We also performed 918 plan reviews.

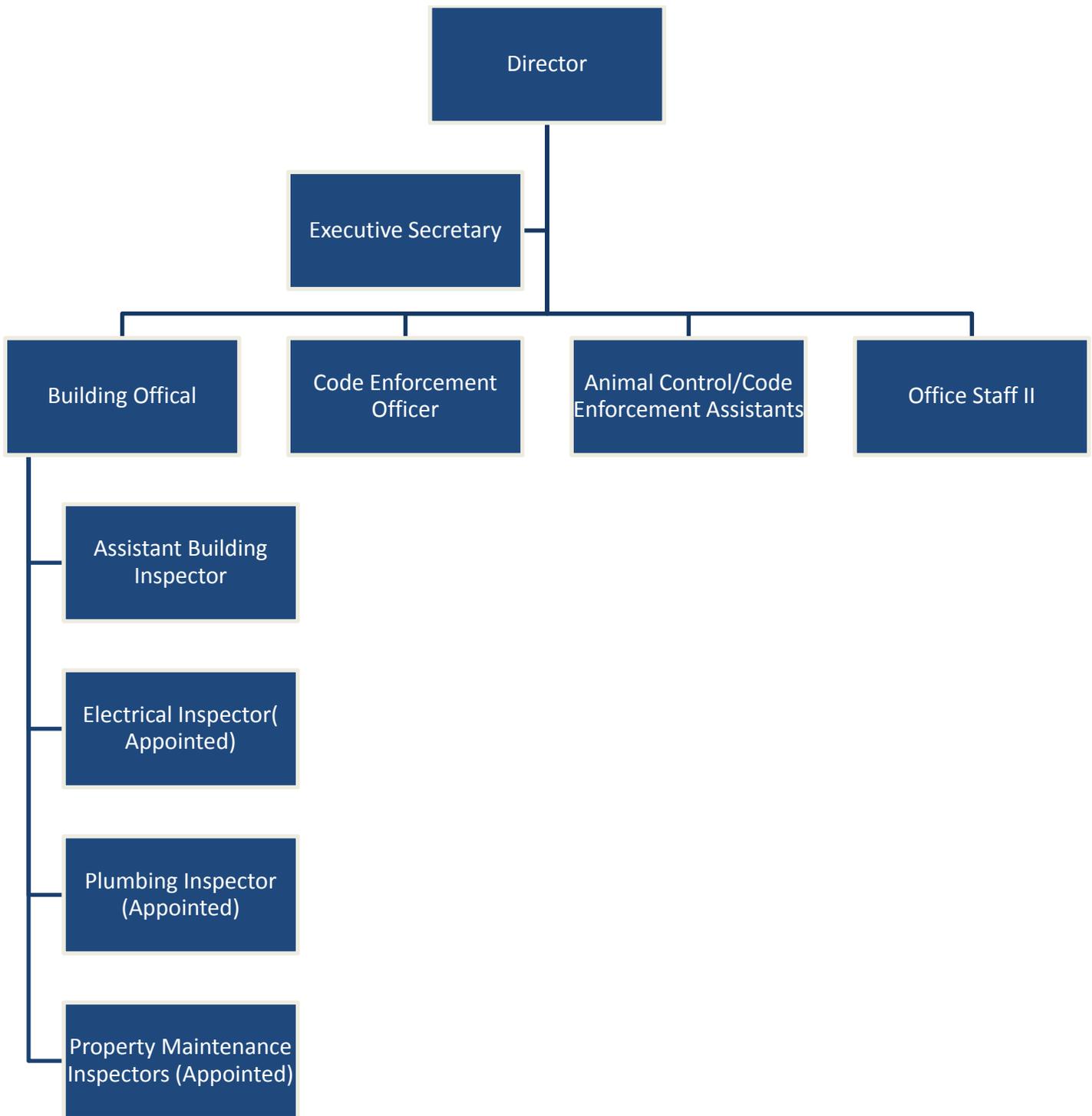
On the property maintenance side, 1409 inspections were conducted. Additionally, 393 electrical inspections and 271 plumbing inspections were conducted. We issued 1126 occupancy permits during 2012 as well.

On the code side, there were 378 court cases and 475 citations. Additionally we had 530 grass and weed complaints, 247 vehicle complaints, and 568 yard sale permits.

The Department responded to 106 FOIA requests.



# LAND USE AND DEVELOPMENT 2013 ORGANIZATIONAL CHART



# GENERAL FUND REVENUES

## LAND USE & DEVELOPMENT FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-160-4-301-00	BUILDING PERMITS	\$ -	\$ -	\$ 100,000	\$ 101,631	\$ 100,000
001-160-4-302-00	PLUMBING PERMITS	-	-	1,500	1,510	1,500
001-160-4-303-00	ELECTRIC PERMITS	-	-	4,500	4,435	4,500
001-160-4-305-00	DEMO, SATELLITE & GRADE	-	-	1,000	7,233	5,000
001-160-4-306-00	SIGN PERMITS	-	-	8,100	10,833	8,500
001-160-4-308-00	BLDG MAINTENANCE PERMITS	-	-	37,000	38,935	38,000
001-160-4-310-00	INCOME TAX	-	-	94,680	103,394	153,000
001-160-4-334-00	FOOD & BEVERAGE TAX	-	-	73,500	77,165	130,000
001-160-4-335-00	HOTEL-MOTEL TAX	-	-	15,400	16,662	12,500
001-160-4-340-00	SALES TAX	-	-	201,721	203,730	155,700
001-160-4-341-00	HOME RULE TAX	-	-	114,800	115,073	76,203
001-160-4-343-00	USE TAX	-	-	19,486	19,945	12,750
001-160-4-355-00	SPECIAL GRANTS	-	-	2,400	1,260	1,200
001-160-4-371-00	RESIDENTIAL RENTAL LICENSE FEE	-	-	102,150	104,400	102,150
001-160-4-390-00	ZONING PERMITS	-	-	500	-	500
001-160-4-397-00	SALES TAX REBATE APP FEE	-	-	5,000	-	5,000
001-160-4-601-00	EMPLOYEE CONT - HEALTH INS	-	-	6,300	3,972	-
001-160-4-602-00	EMPLOYEE CONT - PENSION	-	-	19,000	12,135	-
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 807,037</b>	<b>\$ 822,315</b>	<b>\$ 806,503</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**LAND USE & DEVELOPMENT - DEPARTMENT # 160**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-160-5-100-00	SEMI-MONTHLY SALARIES	\$ 364,660	\$ 388,773	\$ 392,207	\$ 380,000	\$ 401,668
001-160-5-100-50	ELECTED & APPT OFFICIALS	36,154	36,879	49,131	47,000	51,072
001-160-5-101-00	OVERTIME COMP	5,301	4,343	1,500	1,500	3,000
001-160-5-102-00	SHIFT PREMIUM	-	-	50	50	100
001-160-5-104-00	ALLOWANCES	-	150	1,800	1,800	1,800
001-160-5-105-00	BONUSES	600	750	900	900	900
001-160-5-106-00	UNEMPLOYMENT INSURANCE	-	-	4,725	4,700	4,750
001-160-5-107-00	SOCIAL SECURITY	-	-	28,600	28,000	28,600
001-160-5-108-00	MEDICARE	-	-	6,775	6,775	6,700
001-160-5-111-00	RETIREMENT FUNDS	65,842	79,545	73,100	57,000	58,200
001-160-5-112-00	HEALTH & LIFE INS	-	-	92,900	92,000	137,300
Total Personnel Expenses		472,557	510,440	651,688	619,725	694,090
001-160-5-201-00	BOARDS & COMMITTEES	262	250	2,360	2,350	2,520
001-160-5-204-00	EDUCATIONAL EXPENSE	4,900	-	250	250	250
001-160-5-205-00	LEGAL FEES	1,260	795	1,500	1,500	24,100
001-160-5-207-00	TRAVEL & MEETING EXP	2,617	1,692	2,900	2,900	2,900
001-160-5-225-00	MEMBERSHIP DUES	1,128	1,141	1,995	1,995	1,650
Total Professional Services		10,167	3,878	9,005	8,995	31,420
001-160-5-301-00	ADVERTISING & PUBLIC NOTICES	38	100	600	600	500
001-160-5-312-00	SALES TAX REBATE	583,639	-	-	-	-
001-160-5-320-00	TECH & OUTSIDE SVCS	10,324	12,175	79,650	79,500	37,050
Total Contractual Services		594,001	12,275	80,250	80,100	37,550
001-160-5-402-00	OFFICE FURNITURE & EQUIP	209	259	750	750	750
001-160-5-403-00	PETTY CASH	105	25	60	60	60
001-160-5-425-00	UNIFORM PURCHASE	1,390	1,414	1,500	1,500	1,500
001-160-5-426-00	SUBSCRIPTIONS-BOOKS	543	799	1,600	1,600	1,600
001-160-5-438-75	IT SOFTWARE	-	-	5,000	5,000	8,075
001-160-5-439-00	G.I.S. EXPENSES	-	-	19,500	19,500	13,000
001-160-5-450-00	MAINTENANCE TO EQUIP	381	209	750	750	750
001-160-5-480-00	SUPPLIES	4,102	5,813	9,375	9,300	8,525
Total Supplies & Minor Equipment		6,728	8,519	38,535	38,460	34,260
001-160-5-501-00	LAND	530,142	-	-	-	-
001-160-5-502-50	EQUIPMENT ACCESSORIES	-	101	-	-	-
Total Capital		530,142	101	-	-	-
Total Debt Payments		-	-	-	-	-

**GENERAL FUND**  
**LAND USE & DEVELOPMENT - DEPARTMENT # 160**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
001-160-5-731-00	TRANSFER TO TIF #1 - BUNKUM RD	-	-	-	-	17,500
001-160-5-732-00	TRANSFER TO TIF #2 - SHOPPES	-	-	-	-	32,000
001-160-5-733-00	TRANSFER TO TIF #3 - LINCOLN TRAIL	-	-	-	-	25,000
001-160-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	24,022	24,022	10,000
Total Transfers		-	-	24,022	24,022	84,500
<b>DEPARTMENT TOTAL</b>		<b>\$ 1,613,596</b>	<b>\$ 535,214</b>	<b>\$ 803,500</b>	<b>\$ 771,302</b>	<b>\$ 881,820</b>

TAB – ESDA

# CITY OF FAIRVIEW HEIGHTS



## FY 2013 / 2014 E.S.D.A. BUDGET

# E.S.D.A. DEPARTMENT

## MISSION STATEMENT

**The Fairview Heights Emergency Services and Disaster Agency (ESDA) was created to prevent, minimize, repair and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage or other hostile action or from natural or man-made disaster.**

### Overview

The ESDA function is not just the identified representative of the city for ESDA but is made up of a group of dedicated professionals who come from the police department, two (2) fire departments, public works, land management and many other facets of city government. All of these individuals volunteer and receive training in their respective area of expertise.

The city has a unique distinction in Illinois Emergency Management Agency Region 8 of being one of two municipalities to be accredited. The accreditation is not easily earned. The ESDA position for the city is technically identified as one individual, the coordinator. However, there are many other city and fire department employees that truly comprise our agency who are not compensated for their hard work and dedication. These individuals provide their knowledge, skills and abilities in pursuit to be as prepared as possible for residents and visitors alike should disaster strike.

### Executive Summary

The Emergency Services and Disaster Agency will be focusing on the following areas in the coming budget year:

- **Continuing Education:** There were tremendous strides made in the previous year in this regard and we will continue to make this a priority. Employees from various disciplines were involved in emergency management training courses to a degree not witnessed previously. All involved learned a great deal on a personal level but also are better prepared in case of an emergency to perform their assigned function. This endeavor not only involves the responders but the public, particularly our residents. Information regarding the program and preparedness were provided to residents at a neighborhood meeting. Code Red, the community notification system, was promoted by partnering with the clergy of the city in order to distribute information about the program. Education of the public as well as the responders will continue to be a priority.
- **Technology Improvements:** We have been fortunate, through the support of the elected officials and state/federal agencies, in regard to technology advancement. While some of these events were initiated in the previous year they will continue to be a primary focus for the coming months.

- We were extremely fortunate to receive a grant to improve the Emergency Operations Center technology. The equipment purchased has been installed and utilized however there are other technological advances we would like to pursue in the coming months to ensure our EOC is equipped adequately to ensure a rapid, professional and effective response to any unusual occurrence.
- Additionally, with the support of the Elected Officials we were able to secure funding in order to replace our current outdoor warning siren system. This was a major and worthwhile project which will replace an outdated warning system with a state of the art network of sirens, monitors and a control station. While the work will be completed during the current fiscal year, we will continue to monitor the coverage areas and anticipate some adjustments to ensure we have the best coverage possible.

The Agency is looking forward to pursuing these worthwhile goals and several others which were not included in this document. We look forward to working with all the city departments, City Council and outside entities to establish a team and the tools to respond appropriately to unusual occurrences the city may face.

# GENERAL FUND REVENUES

E.S.D.A. DEPARTMENT  
FISCAL YEAR 2013 / 2014

ACCOUNT #	ACCOUNT NAME	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
001-181-4-335-00	HOTEL-MOTEL TAX	\$ -	\$ -	\$ 13,200	\$ 14,625	\$ 15,000
001-181-4-343-00	USE TAX	-	-	16,702	16,739	15,300
001-181-4-356-00	E.S.D.A. GRANT	-	-	3,800	3,554	3,500
<b>TOTAL DEPARTMENT REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,702</b>	<b>\$ 34,918</b>	<b>\$ 33,800</b>

NOTE: Departmentalization of General Fund revenues began with FY 2012 / 2013.

**GENERAL FUND**  
**EMERGENCY SERVICES DISASTER AGENCY (E.S.D.A.) - DEPARTMENT # 181**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
001-181-5-100-00	SEMI-MONTHLY SALARIES	\$ -	\$ -	\$ 5,126	\$ 5,126	\$ -
001-181-5-100-50	ELECTED & APPT OFFICIALS	5,283	5,283	-	-	8,000
001-181-5-111-00	RETIREMENT FUNDS	76	77	-	-	-
Total Personnel Expenses		5,359	5,360	5,126	5,126	8,000
					-	
					-	
001-181-5-204-00	EDUCATIONAL EXPENSE	-	-	250	250	250
001-181-5-207-00	TRAVEL & MEETING EXP	-	244	250	250	500
001-181-5-225-00	MEMBERSHIP DUES	-	-	65	65	65
Total Professional Services		-	244	565	565	815
001-181-5-302-00	PUBLIC RELATIONS	-	-	250	250	250
001-181-5-306-00	TELEPHONE UTILITY	894	784	950	950	950
001-181-5-320-00	TECH & OUTSIDE SVCS	12,630	14,700	15,200	15,200	15,200
Total Contractual Services		13,524	15,484	16,400	16,400	16,400
001-181-5-401-00	POSTAGE	-	150	150	150	150
001-181-5-426-00	SUBSCRIPTIONS-BOOKS	-	-	25	25	25
001-181-5-450-00	MAINTENANCE TO EQUIP	1,499	3,911	6,000	6,000	6,000
001-181-5-480-00	SUPPLIES	369	-	700	700	700
Total Supplies & Minor Equipment		1,867	4,061	6,875	6,875	6,875
Total Capital		-	-	-	-	-
Total Debt Payments		-	-	-	-	-
001-181-5-740-00	TRANSFER TO CAPITAL RESERVE FUND	-	-	1,011	1,011	-
Total Transfers		-	-	1,011	1,011	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 20,750</b>	<b>\$ 25,149</b>	<b>\$ 29,977</b>	<b>\$ 29,977</b>	<b>\$ 32,090</b>

## TAB – DEBT SERVICE FUNDS

TAB

003 – FOOD & BEVERAGE TAX FUND

# FOOD & BEVERAGE TAX BOND FUND SUMMARY

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	1,029,885	1,617,796	1,050,000	1,015,000	700,000
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	3,782	3,273	3,692	1,635	3,700
Total	1,033,666	1,621,069	1,053,692	1,016,635	703,700
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	48,980	568,876	-	-	-
Professional Services	21,534	175,582	1,150	1,150	1,150
Contractual Services	-	-	-	-	1,000
Supplies & Minor Equipment	52	-	-	-	-
Capital	-	74,988	-	-	-
Debt Payments	735,608	738,605	1,018,210	1,018,203	1,029,500
Transfers	-	54,790	-	-	-
Total	806,174	1,612,841	1,019,360	1,019,353	1,031,650
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	227,492	8,228	34,332	(2,718)	(327,950)
Beginning FY Cash Balance	1,939,214	2,166,706	2,174,935	2,174,935	2,172,217
Ending FY Cash Balance	\$ 2,166,706	\$ 2,174,935	\$ 2,209,267	\$ 2,172,217	\$ 1,844,267

**FOOD & BEVERAGE TAX BOND FUND**  
FISCAL YEAR BUDGET 2013 / 2014

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
003-000-4-325-00	MISCELLANEOUS ITEMS	\$ -	\$ 105	\$ -	\$ 35	\$ -
003-000-4-334-00	FOOD & BEVERAGE TAX	1,029,885	\$ 1,617,796	\$ 1,050,000	1,015,000	700,000
003-000-4-315-00	INTEREST INCOME	3,782	\$ 3,168.00	\$ 3,692	1,600	3,700
<b>TOTAL REVENUE</b>		<b>1,033,666</b>	<b>1,621,069</b>	<b>1,053,692</b>	<b>1,016,635</b>	<b>703,700</b>
<b>EXPENDITURES</b>						
<b>CITY CLERK</b>						
003-100-5-100-00	SEMI-MONTHLY SALARIES	41,680	41,671	\$ -	-	-
003-100-5-111-00	RETIREMENT FUNDS	7,300	7,205	\$ -	-	-
<b>DEPT SUBTOTAL</b>		<b>48,980</b>	<b>48,876</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MAYOR &amp; CITY COUNCIL</b>						
003-102-5-205-00	LEGAL FEES	20,434	174,156	\$ -	-	-
<b>DEPT SUBTOTAL</b>		<b>20,434</b>	<b>174,156</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>POLICE DEPARTMENT</b>						
003-110-5-111-00	RETIREMENT FUNDS	-	520,000	-	-	-
<b>DEPT SUBTOTAL</b>		<b>-</b>	<b>520,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FINANCE DEPT</b>						
003-104-5-204-00	EDUCATIONAL EXPENSE	-	300	\$ -	-	-
003-104-5-206-00	AUDIT FEES	1,100	1,125	\$ 1,150	1,150	1,150
003-104-5-320-00	TECH & OUTSIDE SVCS	-	-	\$ -	-	1,000
003-104-5-480-00	SUPPLIES	52	-	\$ -	-	-
003-104-5-601-00	DEBT - PRINCIPLE	-	-	\$ 845,000	845,000	885,000
003-104-5-602-00	DEBT - INTEREST	-	-	\$ 173,210	173,203	144,500
003-104-5-724-00	TRANSFERS	-	54,790	\$ -	-	-
<b>DEPT SUBTOTAL</b>		<b>1,152</b>	<b>56,215</b>	<b>1,019,360</b>	<b>1,019,353</b>	<b>1,031,650</b>
<b>PARKS &amp; RECREATION</b>						
003-140-5-502-00	EQUIPMENT & ROLLING STOCK	-	74,988	\$ -	-	-
<b>DEPT TOTAL</b>		<b>-</b>	<b>74,988</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PW MUNICIPAL COMPLEX</b>						
003-150-5-601-00	LONG TERM DEBT	735,608	738,605	\$ -	-	-
<b>DEPT SUBTOTAL</b>		<b>735,608</b>	<b>738,605</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND EXPENSE</b>		<b>\$ 806,174</b>	<b>\$ 1,612,841</b>	<b>\$ 1,019,360</b>	<b>\$ 1,019,353</b>	<b>\$ 1,031,650</b>

TAB

004 – HOTEL /MOTEL TAX FUND

## HOTEL / MOTEL TAX FUND SUMMARY

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	560,135	705,217	570,000	655,000	635,000
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	991	812	1,100	400	1,100
Total	561,126	706,029	571,100	655,400	636,100
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	170,740	198,911	15,600	15,600	22,000
Professional Services	6,100	6,125	46,150	46,150	1,151
Contractual Services	70,837	97,337	110,950	110,900	128,800
Supplies & Minor Equipment	6,715	14,910	-	-	-
Capital	49,536	48,516	-	-	-
Debt Payments	120,756	141,180	350,500	300,500	350,800
Transfers	170,740	198,911	-	-	-
Total	595,424	705,890	523,200	473,150	502,751
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	(34,298)	139	47,900	182,250	133,349
Beginning FY Cash Balance	622,312	588,014	588,153	588,153	770,403
Ending FY Cash Balance	\$ 588,014	\$ 588,153	\$ 636,053	\$ 770,403	\$ 903,752

**HOTEL / MOTEL TAX FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
004-000-4-337-00	H-M MISCELLANEOUS INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
004-000-4-325-00	MISCELLANEOUS ITEMS	-	-	-	-	-
004-000-4-335-00	HOTEL-MOTEL TAX	560,135	705,217	570,000	655,000	635,000
004-000-4-315-00	INTEREST INCOME	991	812	1,100	400	1,100
<b>TOTAL REVENUE</b>		<b>561,126</b>	<b>706,029</b>	<b>571,100</b>	<b>655,400</b>	<b>636,100</b>
<b>EXPENDITURES</b>						
<b>CITY CLERK DEPARTMENT</b>						
004-100-5-301-00	ADVERTISING & PUBLIC NOTICES	-	-	4,150	4,100	-
004-100-5-302-00	PUBLIC RELATIONS	2,376	3,003	500	500	5,000
	<b>DEPT SUBTOTAL</b>	<b>2,376</b>	<b>3,003</b>	<b>4,650</b>	<b>4,600</b>	<b>5,000</b>
<b>MAYOR &amp; CITY COUNCIL</b>						
004-102-5-225-00	MEMBERSHIP DUES	5,000	5,000	45,000	45,000	1
004-102-5-302-00	PUBLIC RELATIONS	60,000	85,300	87,800	87,800	122,800
004-102-5-320-00	TECH & OUTSIDE SVCS	-	-	18,500	18,500	-
004-102-5-603-00	OTHER DEBT SERVICE	-	-	50,000	-	50,000
	<b>DEPT SUBTOTAL</b>	<b>65,000</b>	<b>90,300</b>	<b>201,300</b>	<b>151,300</b>	<b>172,801</b>
<b>FINANCE DEPARTMENT</b>						
004-104-5-100-00	SEMI-MONTHLY SALARIES	-	20,000	-	-	-
004-104-5-111-00	RETIREMENT FUNDS	-	3,650	-	-	-
004-104-5-206-00	AUDIT FEES	1,100	1,125	1,150	1,150	1,150
004-104-5-320-00	TECH & OUTSIDE SVCS	-	-	-	-	1,000
004-104-5-601-00	DEBT - PRINCIPLE	-	-	240,000	240,000	245,000
004-104-5-602-00	DEBT - INTEREST	-	-	60,500	60,500	55,800
004-104-5-725-00	TRANSFER OUT	170,740	198,911	-	-	-
	<b>DEPT SUBTOTAL</b>	<b>171,840</b>	<b>223,686</b>	<b>301,650</b>	<b>301,650</b>	<b>302,950</b>
<b>POLICE DEPARTMENT</b>						
004-110-5-100-00	SEMI-MONTHLY SALARIES	125,642	125,642	-	-	-
004-110-5-101-00	OVERTIME COMP	9,200	12,800	15,600	15,600	22,000
004-110-5-111-00	RETIREMENT FUNDS	27,950	27,950	-	-	-
004-110-5-320-00	TECH & OUTSIDE SVCS	195	-	-	-	-
004-110-5-502-00	EQUIPMENT & ROLLING STOCK	25,335	-	-	-	-
	<b>DEPT SUBTOTAL</b>	<b>188,322</b>	<b>166,392</b>	<b>15,600</b>	<b>15,600</b>	<b>22,000</b>
<b>CAPITAL PROJECTS DEPT.</b>						
004-121-5-507-00	OTHER CAPITAL IMPROVEMENTS	24,201	48,516	-	-	-
	<b>DEPT SUBTOTAL</b>	<b>24,201</b>	<b>48,516</b>	<b>-</b>	<b>-</b>	<b>-</b>

**HOTEL / MOTEL TAX FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>PARKS &amp; RECREATION</b>						
004-140-5-101-00	OVERTIME COMP	6,777	7,500	-	-	-
004-140-5-111-00	RETIREMENT FUNDS	1,170	1,369	-	-	-
004-140-5-302-00	PUBLIC RELATIONS	5,000	5,000	-	-	-
004-140-5-305-00	ELECTRIC UTILITY	1,796	1,791	-	-	-
004-140-5-307-00	SEWER UTILITY	222	-	-	-	-
004-140-5-308-00	WATER UTILITY	-	993	-	-	-
004-140-5-309-00	SANITATION SERVICE	1,248	1,250	-	-	-
004-140-5-438-00	COMPUTERS	843	783	-	-	-
004-140-5-480-00	SUPPLIES	5,872	14,127	-	-	-
	<b>DEPT SUBTOTAL</b>	<b>22,929</b>	<b>32,813</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PW MUNICIPAL COMPLEX</b>						
004-150-5-601-00	LONG TERM DEBT	2,706,978	141,180	-	-	-
	<b>DEPT SUBTOTAL</b>	<b>2,706,978</b>	<b>141,180</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND EXPENSE</b>		<b>\$ 3,181,646</b>	<b>\$ 705,890</b>	<b>\$ 523,200</b>	<b>\$ 473,150</b>	<b>\$ 502,751</b>

TAB

010 – TAX REBATES FUND

**TAX REBATE FUND**  
 FY 2013 / 2014  
 CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ 763,028	\$ 886,776	\$ 888,350	\$ 900,000
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total	-	763,028	886,776	888,350	900,000
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	-	-	-
Contractual Services	-	761,398	910,745	885,000	900,000
Supplies & Minor Equipment	-	-	-	-	-
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	-	761,398	910,745	885,000	900,000
Revenues and Other Sources in Excess of Expenditures and Other Uses	-	1,630	(23,969)	3,350	-
Beginning FY Cash Balance	-	-	7,337	7,337	10,687
Ending FY Cash Balance	\$ -	\$ 1,630	\$ (16,632)	\$ 10,687	\$ 10,687

NOTE: This fund was established mid-year during Fiscal Year 2011 / 2012.

**TAX REBATE FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
010-000-4-321-00	TAX REBATES FUND INTEREST	\$ -	\$ -	\$ -		\$ -
010-000-4-338-00	KOMAN SALES TAX REBATE PHASE 2	-	322,778	-		-
010-000-4-340-00	SALES TAX	-	-	540,307	540,350	445,000
010-000-4-341-00	HOME RULE SALES TAX	-	-	254,883	255,000	360,000
010-000-4-351-00	SHOPPES AT ST CLAIR REBATE	-	316,294	-	-	-
010-000-4-352-00	PK CAPITAL REBATE	-	29,492	-	-	-
010-000-4-354-00	BUSINESS DISTRICT SALES TAX	-	89,464	91,586	93,000	95,000
010-000-4-397-00	SALES TAX REBATEMENT	-	5,000	-	-	-
010-000-4-399-00	INTER-FUND TRANSFER	-	-	-	-	-
<b>TOTAL REVENUE</b>		-	763,028	886,776	888,350	900,000
<b>EXPENDITURES</b>						
<i>Land Use &amp; Dev.</i>						
010-160-5-312-00	SALES TAX REBATE	-	761,398	910,745	885,000	900,000
	DEPT SUBTOTAL	-	761,398	910,745	885,000	900,000
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ 761,398	\$ 910,745	\$ 885,000	\$ 900,000

# TAB – CAPITAL PROJECTS FUND

TAB

005 – HOME RULE FUND

# HOME RULE TAX (CIP) FUND SUMMARY

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ 1,763,054	\$ 2,283,084	\$ 3,280,000	\$ 3,300,000	\$ 3,114,865
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	50,000	671,214	150,000	471,214
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	5,538	5,263	6,500	9,900	11,500
Total	1,768,592	2,338,347	3,957,714	3,459,900	3,597,579
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	322,243	34,889	-	-	-
Professional Services	134,751	880	-	-	-
Contractual Services	518,721	334,207	-	-	-
Supplies & Minor Equipment	288,605	283,216	-	-	-
Capital	30,428	844,689	4,028,028	3,434,100	4,484,628
Debt Payments	171,642	172,341	85,000	85,000	85,000
Transfers	336,615	227,440	-	-	-
Total	1,803,005	1,897,662	4,113,028	3,519,100	4,569,628
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	(34,413)	440,685	(155,314)	(59,200)	(972,049)
Beginning FY Cash Balance	1,942,339	1,907,926	2,348,610	2,348,610	2,289,410
Ending FY Cash Balance	\$ 1,907,926	\$ 2,348,610	\$ 2,193,296	\$ 2,289,410	\$ 1,317,361

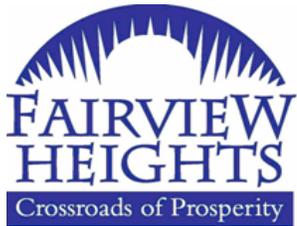
**HOME RULE TAX (CIP) FUND**  
FISCAL YEAR BUDGET 2013 / 2014

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
005-000-4-363-00	SALE OF SURPLUS PROPERTY	\$ -	\$ -	\$ -	\$ 6,900	5,000
005-000-4-341-00	HOME RULE TAX	1,763,054	2,283,084	3,280,000	3,300,000	3,114,865
005-000-4-355-00	SPECIAL GRANTS	-	50,000	671,214	150,000	471,214
005-000-4-315-00	INTEREST INCOME	5,538	5,263	6,500	3,000	6,500
<b>TOTAL REVENUE</b>		<b>1,768,592</b>	<b>2,338,347</b>	<b>3,957,714</b>	<b>3,459,900</b>	<b>3,597,579</b>
<b>EXPENDITURES</b>						
<b>MAYOR &amp; CITY COUNCIL</b>						
005-102-5-100-00	SEMI-MONTHLY SALARIES	15,194	-	-	-	-
005-102-5-111-00	RETIREMENT FUNDS	2,773	11,239	-	-	-
005-102-5-205-00	LEGAL FEES	133,898	-	-	-	-
005-102-5-306-00	TELEPHONE UTILITY	40,000	24,962	-	-	-
<b>DEPT SUBTOTAL</b>		<b>191,865</b>	<b>36,201</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FINANCE DEPARTMENT</b>						
005-104-5-111-00	RETIREMENT FUNDS	-	3,650	-	-	-
005-104-5-100-00	SEMI-MONTHLY SALARIES	-	20,000	-	-	-
005-104-5-480-00	SUPPLIES	43	125	-	-	-
<b>DEPT SUBTOTAL</b>		<b>43</b>	<b>23,775</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>POLICE DEPARTMENT</b>						
005-110-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	115,000	112,000	220,000
005-110-5-502-50	EQUIPMENT ACCESSORIES	16,740	-	-	-	-
005-110-5-504-00	BUILDINGS & STRUCTURES	-	-	-	-	60,000
005-110-5-505-00	STREETS & ALLEYS	-	-	-	-	25,000
<b>DEPT SUBTOTAL</b>		<b>16,740</b>	<b>-</b>	<b>115,000</b>	<b>112,000</b>	<b>305,000</b>
<b>ADMINISTRATION</b>						
005-115-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	65,000	65,000	30,000
005-115-5-504-00	BUILDINGS & STRUCTURES	-	-	15,000	15,000	15,000
005-115-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	-	90,000	90,000	30,600
<b>DEPT SUBTOTAL</b>		<b>-</b>	<b>-</b>	<b>170,000</b>	<b>170,000</b>	<b>75,600</b>
<b>PW - ENGINEERING</b>						
005-120-5-100-00	SEMI-MONTHLY SALARIES	255,797	-	-	-	-
005-120-5-111-00	RETIREMENT FUNDS	48,479	-	-	-	-
005-120-5-202-00	SURVEY & ENGINEER FEES	853	880	-	-	-
005-120-5-304-00	EQUIPMENT RENTAL	440	1,538	-	-	-
005-120-5-305-00	ELECTRIC UTILITY	165,433	165,828	-	-	-
005-120-5-320-00	TECH & OUTSIDE SVCS	30,453	39,508	-	-	-
005-120-5-480-00	SUPPLIES	156,659	66,688	-	-	-
005-120-5-501-20	EASEMENTS	-	-	165,000	160,000	190,000

**HOME RULE TAX (CIP) FUND**  
FISCAL YEAR BUDGET 2013 / 2014

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
005-120-5-502-00	EQUIPMENT & ROLLING STOCK	11,191	217,495	169,000	165,000	292,000
005-120-5-502-50	EQUIPMENT ACCESSORIES	2,498	24,454	-	-	-
005-120-5-503-00	SURVEY / ENGINEERING - CAPITAL	-	-	297,500	270,000	412,500
005-120-5-504-00	BUILDINGS & STRUCTURES	-	-	260,000	250,000	40,000
005-120-5-505-00	STREETS & ALLEYS	-	-	815,000	800,000	930,000
005-120-5-506-00	STORM DRAINAGE	-	-	730,000	700,000	755,000
005-120-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	602,740	-	-	200,000
005-120-5-603-00	OTHER DEBT SERVICE	-	-	85,000	85,000	85,000
	DEPT SUBTOTAL	671,802	1,119,131	2,521,500	2,430,000	2,904,500
<b>PW - VEHICLE MAINT.</b>						
005-130-5-410-00	VEHICLE OP COSTS	81,734	102,227	-	-	-
005-130-5-452-00	MAINTENANCE TO ROLLING STOCK	32,911	16,945	-	-	-
005-130-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	20,000	20,000	-
	DEPT SUBTOTAL	114,645	119,172	20,000	20,000	-
<b>PARKS &amp; RECREATION</b>						
005-140-5-305-00	ELECTRIC UTILITY	8,975	8,987	-	-	-
005-140-5-307-00	SEWER UTILITY	1,245	871	-	-	-
005-140-5-308-00	WATER UTILITY	5,349	5,487	-	-	-
005-140-5-309-00	SANITATION SERVICE	4,916	4,932	-	-	-
005-140-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	135,000	130,000	22,000
005-140-5-503-00	SURVEY / ENGINEERING - CAPITAL	-	-	33,100	33,100	40,100
005-140-5-504-00	BUILDINGS & STRUCTURES	-	-	630,428	150,000	928,428
005-140-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	-	-	-	40,000
	DEPT SUBTOTAL	20,485	20,278	798,528	313,100	1,030,528
<b>PW - MUNICIPAL CPLX</b>						
005-150-5-421-00	RENOVATION OR REMODELING	17,257	97,232	-	-	-
005-150-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	-	-	56,500
005-150-5-504-00	BUILDINGS & STRUCTURES	-	-	210,000	200,000	127,500
005-150-5-601-00	LONG TERM DEBT	171,642	172,341	-	-	-
	DEPT SUBTOTAL	188,899	269,573	210,000	200,000	184,000
<b>LAND USE &amp; DEV.</b>						
005-160-5-312-00	SALES TAX REBATE	256,303	-	-	-	-
005-160-5-320-00	TECH & OUTSIDE SVCS	5,608	82,093	-	-	-
005-160-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	24,000	24,000	20,000
005-160-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	-	50,000	50,000	50,000
	DEPT SUBTOTAL	261,911	82,093	74,000	74,000	70,000
<b>E.S.D.A.</b>						
005-181-5-502-00	EQUIPMENT & ROLLING STOCK	-	-	204,000	200,000	-
	DEPT SUBTOTAL	-	-	204,000	200,000	-
<b>TOTAL FUND EXPENSE</b>		\$ 1,466,390	\$ 1,670,222	\$ 4,113,028	\$ 3,519,100	\$ 4,569,628

# TAB – CAPITAL IMPROVEMENT PLAN (CIP)



**CAPITAL IMPROVEMENT PLAN**  
Project Summary

CIP #	PROJECT	DEPARTMENT	FISCAL YEAR					TOTALS
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
PR-01	Moody Park Pavilions	Parks & Rec	75,000	-	75,000	-	-	150,000
PR-02	Creative Playground	Parks & Rec	175,000	-	-	-	-	175,000
PR-03	Lanxon Field Updates	Parks & Rec	-	15,000	-	-	-	15,000
PR-04	Shed Renovation	Parks & Rec	-	40,000	-	-	-	40,000
PR-05	Recreation Center *	Parks & Rec	718,528	-	-	-	-	718,528
PR-06	Tennis Courts Reconstruction	Parks & Rec	-	180,000	-	-	-	180,000
PR-07	Municipal Complex Landscaping	Parks & Rec	20,000	20,000	-	-	-	40,000
PR-08	Christmas Decorations	Parks & Rec	20,000	15,000	15,000	15,000	15,000	80,000
PR-09	Pedestrian & Bicycle Mobility	Parks & Rec	-	-	-	500,000	500,000	1,000,000
PW-01	Vehicle / Equipment Replacement Program	All Departments	429,000	408,000	426,000	406,000	427,000	2,096,000
PW-02	Storm Drainage Program	PW - Engineering	230,000	485,000	180,000	235,000	235,000	1,365,000
PW-03	Sidewalks Program	PW - Engineering	75,000	75,000	75,000	75,000	75,000	375,000
PW-04	Pleasant Ridge Road	PW - Engineering	-	-	370,000	1,800,000	-	2,170,000
PW-05	Longacre Drive Improvements	PW - Engineering	-	125,000	750,000	-	-	875,000
PW-06	South Ruby Lane	PW - Engineering	120,000	740,000	-	-	-	860,000
PW-08	Municipal Complex - Roof Replacement	PW - Muni Complex	-	40,000	175,000	-	-	215,000
PW-09	Asphalt Overlays	PW - Engineering	200,000	175,000	175,000	200,000	200,000	950,000
PW-10	I-64 / RT 159 Interchange Enhancement	PW - Engineering	220,000	-	-	-	-	220,000
PW-11	Meeting Room Renovations	PW - Muni Complex	56,500	-	-	-	-	56,500
PW-12	Municipal Complex Renovations / Maint.	PW - Muni Complex	55,000	-	-	175,000	175,000	405,000
PW-13	Heat Pump Replacement Program	PW - Muni Complex	20,000	20,000	20,000	20,000	20,000	100,000
PW-14	(Minor) Old Caseyville Road	PW - Engineering	650,000	-	-	-	-	650,000
PW-15	(Minor) Perrin Road	PW - Engineering	540,000	490,000	-	-	-	1,030,000
PW-16	Richmond Drive Bridge	PW - Engineering	167,500	450,000	-	-	-	617,500
PW-17	(Minor) Greenridge Heights Road	PW - Engineering	290,000	400,000	-	-	-	690,000
PW-18	(Minor) Kassing Avenue	PW - Engineering	70,000	400,000	-	-	-	470,000
PW-19	(Minor) Wilshire Drive	PW - Engineering	-	200,000	1,100,000	-	-	1,300,000
PW-20	(Minor) Mark Drive	PW - Engineering	-	130,000	740,000	-	-	870,000
PW-21	(Minor) Bonita Boulevard	PW - Engineering	-	-	155,000	850,000	-	1,005,000
PW-22	(Minor) Second Avenue	PW - Engineering	-	-	-	115,000	750,000	865,000
PW-23	Library Renovations / Maintenance	PW - Muni Complex	7,500	105,000	-	-	-	112,500
PW-25	Vehicle Maintenance - Garage Renovations	PW - Muni Complex	45,000	-	-	-	-	45,000
PW-26	I-64 / RT 159 Congestion Mitigation	PW - Engineering	-	-	-	-	2,000,000	2,000,000
PW-27	Equipment Barn	PW - Engineering	40,000	-	-	-	-	40,000
PW-28	Business and Industrial Park	PW - Engineering	-	500,000	-	-	-	500,000
PW-29	Market and Commerce Roundabout	PW - Engineering	-	-	-	155,000	700,000	855,000
PW-30	Lincoln Trail TIF Streetscape Project *	Land Use	519,000	55,000	-	-	321,200	895,200



**CAPITAL IMPROVEMENT PLAN**  
Project Summary

CIP #	PROJECT	DEPARTMENT	FISCAL YEAR					TOTALS
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
ADM-01	Inspector Software	Land Use	50,000	-	-	-	-	50,000
ADM-02	Surveillance Project	Police	125,000	-	-	-	-	125,000
ADM-03	MS Enterprise Agreements	Admin / IT	30,600	31,400	-	-	-	62,000
ADM-04	Facility Security / Access Control	Admin / IT	15,000	110,000	-	-	-	125,000
ADM-05	VOIP Phone System	Admin / IT	30,000	-	-	-	-	30,000
POL-02	Command Cars - IT Equipment Replacement	Police	-	90,000	45,000	60,000	-	195,000
POL-03	Command Center Update	Police	60,000	60,000	-	-	-	120,000
POL-04	West End Police Substation	Police	-	-	-	-	100,000	100,000
POL-05	Traffic Calming and Safety Program	Police	25,000	50,000	50,000	50,000	50,000	225,000
<b>TOTALS</b>			<b>\$ 5,078,628</b>	<b>\$ 5,409,400</b>	<b>\$ 4,351,000</b>	<b>\$ 4,656,000</b>	<b>\$ 5,568,200</b>	<b>\$ 25,063,228</b>

\* Grant and/or TIF Funded Project



## CAPITAL IMPROVEMENT PLAN FUNDING SUMMARY

Funding Type	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
Bond Financing	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Lease	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Reserves	\$ 20,000	\$ 12,131	\$ -	\$ -	\$ -
Current Revenues	\$ 4,587,414	\$ 4,947,269	\$ 4,251,000	\$ 4,356,000	\$ 2,693,200
Grants	\$ 471,214	\$ 450,000	\$ -	\$ 200,000	\$ 2,200,000
Property Replacement Fund	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 675,000
<b>Grand Total</b>	<b>\$ 5,078,628</b>	<b>\$ 5,409,400</b>	<b>\$ 4,351,000</b>	<b>\$ 4,656,000</b>	<b>\$ 5,568,200</b>



<b>Capital Purchase / Project Name:</b>	
Moody Park Pavilions	
Project Department:	Parks & Rec
CIP #	PR-01
Project Status:	New
Activity Code	3000
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-140-5-504-00	Home Rule	\$ 75,000					\$ 75,000
Bldgs & Structures	005-140-5-504-00	Home Rule			\$ 75,000			\$ 75,000
<b>TOTALS</b>			\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 150,000

**PROJECT NARRATIVE**

The project is separated into two phases. Both phases include the demolition of two existing pavilions and the construction of one new pavilion in their place. We feel that adding larger pavilions will help alleviate congestion in the area and help with parking.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 75,000		\$ 75,000			\$ 150,000
<b>TOTALS</b>		\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 150,000



<b>Capital Purchase / Project Name:</b>	
Creative Playground	
Project Department:	Parks & Rec
CIP #	PR-02
Project Status:	Continuing
Activity Code	3001
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-140-5-504-00	Home Rule	\$ 175,000					\$ 175,000
<b>TOTALS</b>			\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

**PROJECT NARRATIVE**

This project will be phasing out older wooden structures at the Creative playground with new and updated equipment. We are currently working on a master plan that will depict what the playground will look like after these revisions.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 175,000					\$ 175,000
<b>TOTALS</b>		\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000



<b>Capital Purchase / Project Name:</b>	
Lanxon Field Updates	
Project Department:	Parks & Rec
CIP #	PR-03
Project Status:	Continuing
Activity Code	3002
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	005-140-5-507-00	Home Rule		\$ 15,000				\$ 15,000
<b>TOTALS</b>			\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

**PROJECT NARRATIVE**

Replacement of fencing and backstops is to be completed during FY 2012-2013. To keep costs at a minimum we will be replacing sections of the area between homeplate and the grandstand. The fencing there now is approximately 35 years old and needs replacing. We think we can still use the poles that are already there, which will help cut the costs.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 15,000				\$ 15,000
<b>TOTALS</b>		\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000



<b>Capital Purchase / Project Name:</b>	
Shed Renovation	
Project Department:	Parks & Rec
CIP #	PR-04
Project Status:	New
Activity Code	3003
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-140-5-504-00	Home Rule		\$ 40,000				\$ 40,000
<b>TOTALS</b>			\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000

**PROJECT NARRATIVE**

Heating and installation of bathrooms - We would like to install a heated area to the big shed to give us a larger work area in the winter, along with plumbing for restrooms. This would also give us a place to wash down equipment that we store in this building.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 40,000				\$ 40,000
<b>TOTALS</b>		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000



<b>Capital Purchase / Project Name:</b>	
Recreation Center	
Project Department:	Parks & Rec
CIP #	PR-05
Project Status:	Continuing
Activity Code	3004
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-140-5-504-00	Home Rule	\$ 678,428					\$ 678,428
Capital Surveying / Engineering	005-140-5-503-00	Home Rule	\$ 39,000					\$ 39,000
Capital Surveying / Engineering	005-140-5-503-00	Home Rule	\$ 1,100					\$ 1,100
<b>TOTALS</b>			<b>\$ 718,528</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 718,528</b>

**PROJECT NARRATIVE**

Renovations to the old PD - This would include tuckpointing and sealing the outside, new roof, new restrooms, new floor, new ceiling and lighting, new entranceway, new HVAC, and new parking area. The award letter from IDNR was received in November 2011. The MEPRD grant award letter was received in December of 2011.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 247,314					\$ 247,314
Grants	MEPRD	\$ 67,314					\$ 67,314
Grants	IDNR	\$ 403,900					\$ 403,900
<b>TOTALS</b>		<b>\$ 718,528</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 718,528</b>



<b>Capital Purchase / Project Name:</b>	
Tennis Courts Reconstruction	
Project Department:	Parks & Rec
CIP #	PR-06
Project Status:	New
Activity Code	3005
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-140-5-504-00	Home Rule		\$ 180,000				\$ 180,000
<b>TOTALS</b>			\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000

**PROJECT NARRATIVE**

Project would include pulverizing existing asphalt and using for base, and remove the old asphalt. Then resurfacing the courts with new asphalt , seal and paint, placement of new nets, and installation of new fencing.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 180,000				\$ 180,000
<b>TOTALS</b>		\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000



<b>Capital Purchase / Project Name:</b>	
Municipal Complex Landscaping	
Project Department:	Parks & Rec
CIP #	PR-07
Project Status:	New
Activity Code	2002
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	005-140-5-507-00	Home Rule	\$ 20,000	\$ 20,000				\$ 40,000
<b>TOTALS</b>			\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 40,000

**PROJECT NARRATIVE**

Design and Construction of the Municipal entrance which will be done in 2 phases. Phase 1 will be to replace landscaping against the front entrance of City Hall and Phase 2 will consist of replacing landscaping around the circle. This landscaping is over 30 years old and needs to be replaced.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 20,000	\$ 20,000				\$ 40,000
<b>TOTALS</b>		\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 40,000



<b>Capital Purchase / Project Name:</b>	
Christmas Decorations	
Project Department:	Parks & Rec
CIP #	PR-08
Project Status:	New
Activity Code	3021
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	005-140-5-507-00	Home Rule	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 80,000
<b>TOTALS</b>			\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 80,000

**PROJECT NARRATIVE**

Installation of brackets/equipment on poles and decorations themselves. Fiscal Year 2013-2014 purchase and install 20-30 new Christmas decorations on poles continuing west down Lincoln Highway and Bunkum Road. Fiscal Year 2014-2015 Replace Christmas Decorations, our current decorations are over 10 years old and we need to begin to replace them before they become inoperable.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Cash Reserves	Home Rule	\$ 20,000	\$ 12,131				\$ 32,131
Current Revenues	Home Rule		\$ 2,869	\$ 15,000	\$ 15,000	\$ 15,000	\$ 47,869
<b>TOTALS</b>		\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 80,000



<b>Capital Purchase / Project Name:</b>	
Pedestrian & Bicycle Mobility	
Project Department:	Parks & Rec
CIP #	PR-09
Project Status:	New
Activity Code	3022
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	005-140-5-507-00	Home Rule				\$ 500,000	\$ 500,000	\$ 1,000,000
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 1,000,000

**PROJECT NARRATIVE**

"Pedestrian and Bicycle Mobility" has been identified as a component of the City's comprehensive plan (Section 8 / Transportation & Mobility Plan). Two local trails - Moody Park Trail and Pleasant Ridge Park Trail - would eventually tie into a network developed and maintained by St. Clair County and the Metro-East Park and Recreation District (MEPRD). Projects would qualify for grants from sources such as the MEPRD, Ill Dept of Natural Resources, and/or federal resources.

Funding Sources	Fund	FISCAL YEAR					TOTAL	
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018		
Current Revenues	Home Rule				\$ 300,000		\$ 300,000	
Grants	Home Rule				\$ 200,000	\$ 200,000	\$ 400,000	
Property Replacement Fund	Home Rule					\$ 300,000	\$ 300,000	
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 1,000,000



<b>Capital Purchase / Project Name:</b>	
Vehicle / Equipment Replacement Program	
Project Department	All Departments
CIP #	PW-01
Project Status	Continuing
Activity Code	2004
Asset Classification	Machinery / Equipment

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Equipment & Rolling Stock	005-120-5-502-00	Home Rule	\$ 292,000	\$ 184,000	\$ 284,000	\$ 225,000	\$ 255,000	\$ 1,240,000
Equipment & Rolling Stock	005-110-5-502-00	Home Rule	\$ 95,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 105,000	\$ 500,000
Equipment & Rolling Stock	005-140-5-502-00	Home Rule	\$ 22,000	\$ 129,000	\$ 42,000	\$ 51,000	\$ 67,000	\$ 311,000
Equipment & Rolling Stock	005-160-5-502-00	Home Rule	\$ 20,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 45,000
<b>TOTALS</b>			\$ 429,000	\$ 408,000	\$ 426,000	\$ 406,000	\$ 427,000	\$ 2,096,000

**PROJECT NARRATIVE**

Provides for the orderly replacement and necessary additions to vehicles and heavy equipment used by the various City departments. The recommendations are based on a scoring system utilized by the PW Maintenance department, and is based on a number of factors. A detailed schedule is attached.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 429,000	\$ 408,000	\$ 326,000	\$ 306,000	\$ 327,000	\$ 1,796,000
Property Replacement Fund	Reserve Transfer			\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
<b>TOTALS</b>		\$ 429,000	\$ 408,000	\$ 426,000	\$ 406,000	\$ 427,000	\$ 2,096,000

Detail: CIP PW-1

Vehicle / Equipment Replacement Program

					REPLACEMENT FISCAL YEAR				
Department	Original Vehicle / Equipment	Age / Original Purchase Date	Internal Rating *	New Vehicle / Equipment Description	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018
PW - Engineering	1997 Ford F-250		22	1 Pickup	\$ 38,000				
PW - Engineering	2004 Johnston Sweeper	10 years old		Sweeper Vacuum	\$ 250,000				
PW - Engineering	TBD			Mower Deck	\$ 4,000				
Police Dept	TBD		17+		\$ 32,000				
Police Dept	TBD		17+		\$ 32,000				
Police Dept	TBD		17+		\$ 31,000				
Parks & Recreation	2000 Ford F-150		23	1 Pickup Truck	\$ 22,000				
Land Use	2000 Ford Taurus		24	1 Vehicle	\$ 20,000				
PW - Engineering	1998 Intl Tandem		27	1 Tandem truck w/plow		\$ 125,000			
PW - Engineering	1996 Ford Tractor	19 years old		Tractor		\$ 45,000			
PW - Engineering	TBD			Salt Spreader		\$ 14,000			
Police Dept	TBD		17+			\$ 32,000			
Police Dept	TBD		17+			\$ 32,000			
Police Dept	TBD		17+			\$ 31,000			
Parks & Recreation	2001 Dodge Pickup		26	Pickup		\$ 22,000			
Parks & Recreation	J.D. 6 FT.Mower	4 years old		Mower		\$ 45,000			
Parks & Recreation	1996 J.D. Skid Steer	19 years old		Bobcat/Skidsteer		\$ 50,000			
Parks & Recreation	2001 Howard Maverick	11 years old		Utility Vehicle		\$ 12,000			
PW - Engineering	1982 CAT 950 Loader	34 years old		1 Wheel Loader			\$ 210,000		
PW - Engineering	2003 Ford F-350 4x4		23	1 One-Ton 4x4			\$ 60,000		
PW - Engineering	TBD			Salt Spreader			\$ 14,000		
Police Dept	TBD		17+				\$ 34,000		
Police Dept	TBD		17+				\$ 34,000		
Police Dept	TBD		17+				\$ 32,000		
Parks & Recreation	2001 Dodge Pickup		24	1 Pickup Truck			\$ 22,000		
Parks & Recreation	2004 Scag Mower	12 years old		1 Mower			\$ 20,000		
PW - Engineering	2000 Intl Tandem		27	1 Tandem truck w/plow			\$ 130,000		
PW - Engineering	1998 Dodge Pickup		29	Pickup			\$ 25,000		
PW - Engineering	1998 Bobcat	19 years old		Bobcat/Skidsteer			\$ 70,000		
Police Dept	TBD		17+				\$ 35,000		
Police Dept	TBD		17+				\$ 35,000		
Police Dept	TBD		17+				\$ 35,000		
Parks & Recreation	1983 Ford Tractor	33 years old		1 Tractor			\$ 45,000		
Parks & Recreation	TBD	15+ years old		Mower deck			\$ 6,000		
Land Use	2003 Ford Taurus		24	1 Vehicle			\$ 25,000		
PW - Engineering	2000 CAT Backhoe	18 Years		1 Backhoe				\$ 110,000	
PW - Engineering	1997 Intl Dump		30	1 Dump Truck w/ Plow				\$ 115,000	
PW - Engineering	2003 Ford F-250		25	1 3/4 Ton Pickup				\$ 30,000	
Police Dept	TBD		17+					\$ 35,000	
Police Dept	TBD		17+					\$ 35,000	
Police Dept	TBD		17+					\$ 35,000	
Parks & Recreation	2005 J.D.Gator	12 Years		1 Utility Veh (Gator)				\$ 12,000	
Parks & Recreation	2012 Toro Mower	6 years		1 Mower				\$ 55,000	
					\$ 429,000	\$ 408,000	\$ 426,000	\$ 406,000	\$ 427,000

\* As of December, 2012



<b>Capital Purchase / Project Name:</b>	
Storm Drainage Program	
Project Department:	PW - Engineering
CIP #	PW-02
Project Status:	Continuing
Activity Code	2006
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 20,000	\$ 60,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 165,000
Easements	005-120-5-501-20	Home Rule	\$ 10,000	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
Storm Drainage	005-120-5-506-00	Home Rule	\$ 200,000	\$ 400,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 1,150,000
<b>TOTALS</b>			\$ 230,000	\$ 485,000	\$ 180,000	\$ 235,000	\$ 235,000	\$ 1,365,000

**PROJECT NARRATIVE**

This Storm Drainage Program is intended to address storm sewer issues that are of major significance. Annual objectives are:		
2013-2014	Ogles Creek at Richmond Drive	
2014-2015	Hollandia Storm Sewer Improvements	
2015-2016	Storm Sewer Maintenance / Pipe Lining Various Areas	
2016-2017	Storm Sewer Maintenance / Pipe Lining Various Areas	
2017-2018	Storm Sewer Maintenance / Pipe Lining Various Areas	

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 230,000	\$ 485,000	\$ 180,000	\$ 235,000	\$ 235,000	\$ 1,365,000
<b>TOTALS</b>		\$ 230,000	\$ 485,000	\$ 180,000	\$ 235,000	\$ 235,000	\$ 1,365,000



<b>Capital Purchase / Project Name:</b>	
Sidewalks Program	
Project Department:	PW - Engineering
CIP #	PW-03
Project Status:	Continuing
Activity Code	2001
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	013-120-5-507-00	TIF #3 - Lincoln Trail	\$ 75,000	\$ 75,000	\$ 75,000			\$ 225,000
Other Capital Improvements	005-120-5-507-00	Home Rule				\$ 75,000	\$ 75,000	\$ 150,000
<b>TOTALS</b>			<b>\$ 75,000</b>	<b>\$ 375,000</b>				

**PROJECT NARRATIVE**

The intent of the sidewalk CIP item is to provide safe walkways adjacent to Il Rte 159 and Lincoln Trail. The yearly cost estimate reflects a quantity of 1500 feet of 4 foot wide sidewalk. Engineering would be limited to plans, specifications, and bid documents which will be prepared in house. Specific locations will be determined annually.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	TIF #3 - Lincoln Trail	\$ 75,000	\$ 75,000	\$ 75,000			\$ 225,000
Current Revenues	Home Rule				\$ 75,000	\$ 75,000	\$ 150,000
<b>TOTALS</b>		<b>\$ 75,000</b>	<b>\$ 375,000</b>				



<b>Capital Purchase / Project Name:</b>	
Pleasant Ridge Road	
Project Department:	PW - Engineering
CIP #	PW-04
Project Status:	New
Activity Code	2007
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule			\$ 270,000			\$ 270,000
Easements	005-120-5-501-20	Home Rule			\$ 100,000			\$ 100,000
Storm Drainage	005-120-5-506-00	Home Rule				\$ 540,000		\$ 540,000
Streets & Alleys	005-120-5-505-00	Home Rule				\$ 1,260,000		\$ 1,260,000
<b>TOTALS</b>			\$ -	\$ -	\$ 370,000	\$ 1,800,000	\$ -	\$ 2,170,000

**PROJECT NARRATIVE**

Pleasant Ridge Road relatively recently has been improved from Pleasant Ridge Park to East O'Fallon Drive. The motivation for the inclusion of this project on the CIP is to complete Pleasant Ridge Road with similar improvements from the Park to Bunkum Road providing a new and safe corridor from Bunkum Road to East O'Fallon Drive.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule			\$ 370,000	\$ 1,800,000		\$ 2,170,000
<b>TOTALS</b>		\$ -	\$ -	\$ 370,000	\$ 1,800,000	\$ -	\$ 2,170,000



<b>Capital Purchase / Project Name:</b>	
Longacre Drive Improvements	
Project Department:	PW - Engineering
CIP #	PW-05
Project Status:	New
Activity Code	2008
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule		\$ 115,000				\$ 115,000
Easements	005-120-5-501-20	Home Rule		\$ 10,000				\$ 10,000
Storm Drainage	005-120-5-506-00	Home Rule			\$ 300,000			\$ 300,000
Streets & Alleys	005-120-5-505-00	Home Rule			\$ 450,000			\$ 450,000
<b>TOTALS</b>			\$ -	\$ 125,000	\$ 750,000	\$ -	\$ -	\$ 875,000

**PROJECT NARRATIVE**

The intent of this project is to improve and widen Longacre Drive from S. Ruby Lane to Union Hill Drive. The widening will occur on the south side of Longacre by removing the existing curb and gutter and placing an additional seven feet of concrete pavement to accommodate a center turn lane for this section of roadway. This will increase traffic flow efficiency on Longacre in particular within the Brittany Estates vicinity. An STP Grant has been applied for, status is pending.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 125,000	\$ 187,500			\$ 312,500
Current Revenues	STP Grant Pending			\$ 450,000			\$ 450,000
Current Revenues	STP Grant Pending			\$ 112,500			\$ 112,500
<b>TOTALS</b>		\$ -	\$ 125,000	\$ 750,000	\$ -	\$ -	\$ 875,000



<b>Capital Purchase / Project Name:</b>	
South Ruby Lane	
Project Department:	PW - Engineering
CIP #	PW-06
Project Status:	New
Activity Code	2010
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 110,000					\$ 110,000
Easements	005-120-5-501-20	Home Rule	\$ 10,000					\$ 10,000
Storm Drainage	005-120-5-506-00	Home Rule		\$ 222,000				\$ 222,000
Streets & Alleys	005-120-5-505-00	Home Rule		\$ 518,000				\$ 518,000
<b>TOTALS</b>			\$ 120,000	\$ 740,000	\$ -	\$ -	\$ -	\$ 860,000

**PROJECT NARRATIVE**

South Ruby Lane is one of the worst streets in the City of Fairview Heights to travel. It is an need of improvement as it leads to our signature park, the Illinois Autism Center and eventually to our maintenance facility. The funding for this project would be used to upgrade South Ruby from Longacre to Wilcox.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 120,000	\$ 740,000				\$ 860,000
Current Revenues	Home Rule						
Current Revenues	Home Rule						
Current Revenues	Home Rule						
<b>TOTALS</b>		\$ 120,000	\$ 740,000	\$ -	\$ -	\$ -	\$ 860,000



<b>Capital Purchase / Project Name:</b>	
Municipal Complex - Roof Replacement	
Project Department:	PW - Muni Complex
CIP #	PW-08
Project Status:	New
Activity Code	2017
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-150-5-504-00	Home Rule		\$ 40,000	\$ 175,000			\$ 215,000
<b>TOTALS</b>			\$ -	\$ 40,000	\$ 175,000	\$ -	\$ -	\$ 215,000

**PROJECT NARRATIVE**

Project will require the removal of ventilation hoods used by the Illinois State Police Crime Lab. This project should be done after the crime lab moves. Included in the project is to fill openings created by ventilation system. A portion of the complex's roof was replaced towards the end of fiscal year 2012 - 2013.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 40,000	\$ 175,000			\$ 215,000
<b>TOTALS</b>		\$ -	\$ 40,000	\$ 175,000	\$ -	\$ -	\$ 215,000



<b>Capital Purchase / Project Name:</b>	
Asphalt Overlays	
Project Department:	PW - Engineering
CIP #	PW-09
Project Status:	Continuing
Activity Code	2012
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Streets & Alleys	005-120-5-505-00	Home Rule	\$ 200,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 950,000
<b>TOTALS</b>			\$ 200,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 950,000

**PROJECT NARRATIVE**

This CIP item is intended to maintain existing City of Fairview Heights asphalt streets by installing a new pavement surface. Existing pavement surface conditions are evaluated to determine which streets should be overlaid. The following streets have been identified: 2014 => Jubaka and Lenora Drives, 2015 => Joseph and Bayberry Drives, 2016 => Windy Lane and Highland Park Road, 2017 => Susan Court, McKnight Road and Executive Drive.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 200,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 950,000
<b>TOTALS</b>		\$ 200,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 950,000



<b>Capital Purchase / Project Name:</b>	
I-64 / RT 159 Interchange Enhancement	
Project Department:	PW - Engineering
CIP #	PW-10
Project Status:	New
Activity Code	2013
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 20,000					\$ 20,000
Other Capital Improvements	005-120-5-507-00	Home Rule	\$ 200,000					\$ 200,000
<b>TOTALS</b>			\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000

**PROJECT NARRATIVE**

The main goal of this project is to dress up the City's front door. The intersection of Interstate 64 and IL RTE 159 will be enhanced by various landscaping schemes and decorative signage. The funding is by a grant that that will cover 80% of the construction costs.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 220,000					\$ 220,000
<b>TOTALS</b>		\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000



<b>Capital Purchase / Project Name:</b>	
Meeting Room Renovations	
Project Department:	PW - Muni Complex
CIP #	PW-11
Project Status:	New
Activity Code	2014
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Equipment & Rolling Stock	005-150-5-502-00	Home Rule	\$ 25,000					\$ 25,000
Equipment & Rolling Stock	005-150-5-502-00	Home Rule	\$ 31,500					\$ 31,500
<b>TOTALS</b>			\$ 56,500	\$ -	\$ -	\$ -	\$ -	\$ 56,500

**PROJECT NARRATIVE**

Includes the replacement of approximately 45 meeting room chairs in meeting room A, the conference room, and the City Council room. The IT equipment for each of the meeting rooms would include permanent placement of projectors, laptops, and possibly "Smartboards" and/or dry erase boards.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 56,500					\$ 56,500
<b>TOTALS</b>		\$ 56,500	\$ -	\$ -	\$ -	\$ -	\$ 56,500



<b>Capital Purchase / Project Name:</b>	
Municipal Complex Renovations / Maint.	
Project Department:	PW - Muni Complex
CIP #	PW-12
Project Status:	New
Activity Code	2015
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-150-5-504-00	Home Rule				\$ 70,000	\$ 175,000	\$ 245,000
Bldgs & Structures	005-150-5-504-00	Home Rule				\$ 65,000		\$ 65,000
Bldgs & Structures	005-150-5-504-00	Home Rule				\$ 40,000		\$ 40,000
Bldgs & Structures	005-150-5-504-00	Home Rule	\$ 15,000					\$ 15,000
Bldgs & Structures	005-150-5-504-00	Home Rule	\$ 40,000					\$ 40,000
<b>TOTALS</b>			\$ 55,000	\$ -	\$ -	\$ 175,000	\$ 175,000	\$ 405,000

**PROJECT NARRATIVE**

This item includes tuckpointing for the Municipal Complex, along with renovations to the Crime Lab once the state police moves to their new building. Also, it includes an HVAC system for the western portion of the south wing, which does not fall into the project limits of the Recreation Center construction. This item includes the installation of phones in the elevator, which is required by law. Item includes the final phase of the front lobby enclosure.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 55,000			\$ 175,000		\$ 230,000
Property Replacement Fund	Home Rule					\$ 175,000	\$ 175,000
<b>TOTALS</b>		\$ 55,000	\$ -	\$ -	\$ 175,000	\$ 175,000	\$ 405,000



<b>Capital Purchase / Project Name:</b>	
Heat Pump Replacement Program	
Project Department:	PW - Muni Complex
CIP #	PW-13
Project Status:	Continuing
Activity Code	2016
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-150-5-504-00	Home Rule	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
<b>TOTALS</b>			\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

**PROJECT NARRATIVE**

Boilers were newly installed during FY 2011 - 2012. Individual heat pump units need to be replaced in offices and meeting rooms. This project will include the replacement of 3 heat pumps per year. There are approximately 120 pumps in the complex.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
<b>TOTALS</b>		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000



<b>Capital Purchase / Project Name:</b>	
(Minor) Old Caseyville Road	
Project Department:	PW - Engineering
CIP #	PW-14
Project Status:	Continuing
Activity Code	2018
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 35,000					\$ 35,000
Easements	005-120-5-501-20	Home Rule	\$ 15,000					\$ 15,000
Storm Drainage	005-120-5-506-00	Home Rule	\$ 200,000					\$ 200,000
Streets & Alleys	005-120-5-505-00	Home Rule	\$ 400,000					\$ 400,000
<b>TOTALS</b>			\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000

**PROJECT NARRATIVE**

Old Caseyville Road is first on the list of the "Minor Projects". Approximately 1200 feet of street will be improved from Sullivan Drive to Jardin court. This road is heavily traveled as it is the southern of two entrances to the Greenbriar Meadows subdivision. This project also appears on the Joint list as a portion will be funded by the Village of Swansea. The estimate of cost is for the Fairview Heights portion. Three hundred feet (+/-) will be funded by Swansea adding \$100,000 to the project total. The cost to maintain this street with oil and chip is \$ 3,125 every couple of years. The progress on this project has been delayed by a change in scope. St. Clair County has requested that a turn lane be installed on Sullivan Drive, which subsequently rolls this project into the '13-'14 fiscal year.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 650,000					\$ 650,000
<b>TOTALS</b>		\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000



<b>Capital Purchase / Project Name:</b>	
(Minor) Perrin Road	
Project Department:	PW - Engineering
CIP #	PW-15
Project Status:	Continuing
Activity Code	2019
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 30,000					\$ 30,000
Easements	005-120-5-501-20	Home Rule	\$ 25,000					\$ 25,000
Storm Drainage	005-120-5-506-00	Home Rule	\$ 155,000	\$ 160,000				\$ 315,000
Streets & Alleys	005-120-5-505-00	Home Rule	\$ 330,000	\$ 330,000				\$ 660,000
<b>TOTALS</b>			\$ 540,000	\$ 490,000	\$ -	\$ -	\$ -	\$ 1,030,000

**PROJECT NARRATIVE**

Perrin Road, like Old Caseyville Road, has the majority of the engineering work completed and will need to have the plans updated. The extents of this project include approximately a half mile of improvements with the Old Collinsville Road connector street, also improved under this contract. The improvements will include storm sewer, curb and gutter, and new asphalt pavement. The cost to maintain this street with oil and chip is \$ 5,200 every couple of years. // On schedule as of 12/2012. Project to bid in early 2013.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 540,000	\$ 490,000				\$ 1,030,000
<b>TOTALS</b>		\$ 540,000	\$ 490,000	\$ -	\$ -	\$ -	\$ 1,030,000



<b>Capital Purchase / Project Name:</b>	
Richmond Drive Bridge	
Project Department:	PW - Engineering
CIP #	PW-16
Project Status:	Continuing
Activity Code	2026
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 67,500					\$ 67,500
Easements	005-120-5-501-20	Home Rule	\$ 100,000					\$ 100,000
Storm Drainage	005-120-5-506-00	Home Rule		\$ 100,000				\$ 100,000
Streets & Alleys	005-120-5-505-00	Home Rule		\$ 350,000				\$ 350,000
<b>TOTALS</b>			\$ 167,500	\$ 450,000	\$ -	\$ -	\$ -	\$ 617,500

**PROJECT NARRATIVE**

This project is intended to improve the flooding issues associated with Ogles Creek in the Richmond Drive vicinity. There exists today a bridge over Ogles Creek at Mt. Vernon Drive, (upstream), and a bridge over Ogles Creek on Hampton Drive, (downstream). It is the opinion of the Public Works Department that a bridge over Ogles Creek at Richmond Drive is necessary to provide more than one access point to the neighborhood to the north. Richmond Drive is currently closed to traffic due to the poor condition of the culvert pipes under Richmond at Ogles Creek.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 167,500	\$ 450,000				\$ 617,500
<b>TOTALS</b>		\$ 167,500	\$ 450,000	\$ -	\$ -	\$ -	\$ 617,500



<b>Capital Purchase / Project Name:</b>	
(Minor) Greenridge Heights Road	
Project Department:	PW - Engineering
CIP #	PW-17
Project Status:	New
Activity Code	2020
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 75,000					\$ 75,000
Easements	005-120-5-501-20	Home Rule	\$ 15,000					\$ 15,000
Storm Drainage	005-120-5-506-00	Home Rule	\$ 200,000					\$ 200,000
Streets & Alleys	005-120-5-505-00	Home Rule		\$ 400,000				\$ 400,000
<b>TOTALS</b>			\$ 290,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 690,000

**PROJECT NARRATIVE**

This project will include storm sewer, curb and gutter, and asphalt pavement for the extents of Greenridge Heights Road. The cost to maintain this street with oil and chip is \$ 2,700 every couple of years. It will be necessary to install a cul-de-sac or turn around area at the terminus of Greenridge Heights for emergency and waste hauling vehicles.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 290,000	\$ 400,000				\$ 690,000
<b>TOTALS</b>		\$ 290,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 690,000



<b>Capital Purchase / Project Name:</b>	
(Minor) Kassing Avenue	
Project Department:	PW - Engineering
CIP #	PW-18
Project Status:	New
Activity Code	2021
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule	\$ 55,000					\$ 55,000
Easements	005-120-5-501-20	Home Rule	\$ 15,000					\$ 15,000
Storm Drainage	005-120-5-506-00	Home Rule		\$ 120,000				\$ 120,000
Streets & Alleys	005-120-5-505-00	Home Rule		\$ 280,000				\$ 280,000
<b>TOTALS</b>			\$ 70,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 470,000

**PROJECT NARRATIVE**

This project will provide the residents of Kassing Avenue with new storm sewer, curb and gutter, and asphalt pavement. The cost to maintain this street with oil and chip is \$ 2,300 every couple of years.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 70,000	\$ 400,000				\$ 470,000
<b>TOTALS</b>		\$ 70,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 470,000



**Capital Purchase / Project Name:**

(Minor) Wilshire Drive

Project Department: PW - Engineering  
 CIP #: PW-19  
 Project Status: New  
 Activity Code: 2022  
 Asset Classification: Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule		\$ 150,000				\$ 150,000
Easements	005-120-5-501-20	Home Rule		\$ 50,000				\$ 50,000
Storm Drainage	005-120-5-506-00	Home Rule			\$ 330,000			\$ 330,000
Streets & Alleys	005-120-5-505-00	Home Rule			\$ 770,000			\$ 770,000
<b>TOTALS</b>			\$ -	\$ 200,000	\$ 1,100,000	\$ -	\$ -	\$ 1,300,000

**PROJECT NARRATIVE**

This project will provide the residents of Wilshire Drive with new storm sewer, curb and gutter, and asphalt pavement. The cost to maintain this street with oil and chip is \$ 6,950 every couple of years.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 200,000	\$ 1,100,000			\$ 1,300,000
<b>TOTALS</b>		\$ -	\$ 200,000	\$ 1,100,000	\$ -	\$ -	\$ 1,300,000



<b>Capital Purchase / Project Name:</b>	
(Minor) Mark Drive	
Project Department:	PW - Engineering
CIP #	PW-20
Project Status:	New
Activity Code	2023
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule		\$ 100,000				\$ 100,000
Easements	005-120-5-501-20	Home Rule		\$ 30,000				\$ 30,000
Storm Drainage	005-120-5-506-00	Home Rule			\$ 222,000			\$ 222,000
Streets & Alleys	005-120-5-505-00	Home Rule			\$ 518,000			\$ 518,000
<b>TOTALS</b>			\$ -	\$ 130,000	\$ 740,000	\$ -	\$ -	\$ 870,000

**PROJECT NARRATIVE**

This project will provide the residents of Mark Drive with new storm sewer, curb and gutter, and asphalt pavement. The cost to maintain this street with oil and chip is \$ 4,500 every couple of years.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 130,000	\$ 740,000			\$ 870,000
<b>TOTALS</b>		\$ -	\$ 130,000	\$ 740,000	\$ -	\$ -	\$ 870,000



<b>Capital Purchase / Project Name:</b>	
(Minor) Bonita Boulevard	
Project Department:	PW - Engineering
CIP #	PW-21
Project Status:	New
Activity Code	2024
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule			\$ 125,000			\$ 125,000
Easements	005-120-5-501-20	Home Rule			\$ 30,000			\$ 30,000
Storm Drainage	005-120-5-506-00	Home Rule				\$ 255,000		\$ 255,000
Streets & Alleys	005-120-5-505-00	Home Rule				\$ 595,000		\$ 595,000
<b>TOTALS</b>			\$ -	\$ -	\$ 155,000	\$ 850,000	\$ -	\$ 1,005,000

**PROJECT NARRATIVE**

This project will provide the residents of Bonita Boulevard with new storm sewer, curb and gutter, and asphalt pavement. The cost to maintain this street with oil and chip is \$ 4,400 every couple of years.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule			\$ 125,000			\$ 125,000
Current Revenues	Home Rule			\$ 30,000			\$ 30,000
Current Revenues	Home Rule				\$ 255,000		\$ 255,000
Current Revenues	Home Rule				\$ 595,000		\$ 595,000
<b>TOTALS</b>		\$ -	\$ -	\$ 155,000	\$ 850,000	\$ -	\$ 1,005,000



<b>Capital Purchase / Project Name:</b>	
(Minor) Second Avenue	
Project Department:	PW - Engineering
CIP #	PW-22
Project Status:	New
Activity Code	2025
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule				\$ 85,000		\$ 85,000
Easements	005-120-5-501-20	Home Rule				\$ 30,000		\$ 30,000
Storm Drainage	005-120-5-506-00	Home Rule					\$ 225,000	\$ 225,000
Streets & Alleys	005-120-5-505-00	Home Rule					\$ 525,000	\$ 525,000
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ 115,000	\$ 750,000	\$ 865,000

**PROJECT NARRATIVE**

This project will provide the residents of Second Avenue with new storm sewer, curb and gutter, and asphalt pavement. The cost to maintain this street with oil and chip is \$ 1,800 every couple of years.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule				\$ 115,000	\$ 750,000	\$ 865,000
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ 115,000	\$ 750,000	\$ 865,000



<b>Capital Purchase / Project Name:</b>	
Library Renovations / Maintenance	
Project Department:	PW - Muni Complex
CIP #	PW-23
Project Status:	New
Activity Code	3007
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-150-5-504-00	Home Rule		\$ 70,000				\$ 70,000
Bldgs & Structures	005-150-5-504-00	Home Rule		\$ 35,000				\$ 35,000
Bldgs & Structures	005-150-5-504-00	Home Rule	\$ 7,500					\$ 7,500
<b>TOTALS</b>			\$ 7,500	\$ 105,000	\$ -	\$ -	\$ -	\$ 112,500

**PROJECT NARRATIVE**

Carpeting needs to be replaced on the first floor. The brickwork for FY 2015 represents the completion of an earlier project, and will finish the repair of brickwork on the Library retaining walls. State codes require the installation of phones in elevators. This will be done in conjunction with an installation in the City Hall elevator.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 7,500	\$ 105,000				\$ 112,500
<b>TOTALS</b>		\$ 7,500	\$ 105,000	\$ -	\$ -	\$ -	\$ 112,500



<b>Capital Purchase / Project Name:</b>	
Vehicle Maintenance - Garage Renovations	
Project Department:	PW - Muni Complex
CIP #	PW-25
Project Status:	Continuing
Activity Code	3009
Asset Classification:	Buildings / Structures

Expense Account	Item Description	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-150-5-504-00	Home Rule	\$ 35,000					\$ 35,000
Bldgs & Structures	005-150-5-504-00	Home Rule	\$ 10,000					\$ 10,000
<b>TOTALS</b>			\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

**PROJECT NARRATIVE**

A two-phased project, year one will demolish the old street crew lunch room and repair Vehicle Maintenance garage where lunchroom was connected. The project includes roof and HVAC system replacement.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 45,000					\$ 45,000
<b>TOTALS</b>		\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000



<b>Capital Purchase / Project Name:</b>	
I-64 / RT 159 Congestion Mitigation	
Project Department:	PW - Engineering
CIP #	PW-26
Project Status:	New
Activity Code	3028
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule					\$ 2,000,000	\$ 2,000,000
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000

**PROJECT NARRATIVE**

Per Resolution # 3685-2012 - This item of the CIP is to remedy the I-64/IL RT 159 intersection congestion issue. The funding reflected in this project is for initial engineering studies and analysis. Per the resolution, "staff is directed to attempt to seek full funding from outside sources".

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Grants	Home Rule					\$ 2,000,000	\$ 2,000,000
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000



<b>Capital Purchase / Project Name:</b>	
Equipment Barn	
Project Department:	PW - Engineering
CIP #	PW-27
Project Status:	New
Activity Code	3023
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-120-5-504-00	Home Rule	\$ 40,000					\$ 40,000
<b>TOTALS</b>			\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

**PROJECT NARRATIVE**

This item is for the construction of a pole barn to store salt spreaders and other equipment out of the elements of the weather.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 40,000					\$ 40,000
<b>TOTALS</b>		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000



<b>Capital Purchase / Project Name:</b>	
Business and Industrial Park	
Project Department:	PW - Engineering
CIP #	PW-28
Project Status:	New
Activity Code	3024
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Streets & Alleys	005-120-5-505-00	Home Rule		\$ 350,000				\$ 350,000
Storm Drainage	005-120-5-506-00	Home Rule		\$ 150,000				\$ 150,000
<b>TOTALS</b>			\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

**PROJECT NARRATIVE**

The Comprehensive Plan includes a proposed light industrial development located near the intersection of Rt 161 and St. Clair Avenue, which includes 33 acres zoned industrial. This project includes street and alley construction as well as water/sewer extension. The proposed development cost estimate total will approach \$1 Million, shared between the developer and the City. Of the City's \$500,000 share, grants are anticipated to cover all but \$50,000.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Grants	Home Rule		\$ 450,000				\$ 450,000
Current Revenues	Home Rule		\$ 50,000				\$ 50,000
<b>TOTALS</b>		\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000



<b>Capital Purchase / Project Name:</b>	
Market and Commerce Roundabout	
Project Department:	PW - Engineering
CIP #	PW-29
Project Status:	New
Activity Code	3025
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	005-120-5-503-00	Home Rule				\$ 105,000		\$ 105,000
Easements	005-120-5-501-20	Home Rule				\$ 50,000		\$ 50,000
Streets & Alleys	005-120-5-505-00	Home Rule					\$ 700,000	\$ 700,000
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ 155,000	\$ 700,000	\$ 855,000

**PROJECT NARRATIVE**

The Comprehensive Plan recommends the construction of a new traffic circle (aka roundabout) at the intersection of Market Plance and Commerce Lane. The flow of traffic in this vicinity will be greatly improved, and the appearance of the shopping district enhanced.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule				\$ 155,000	\$ 700,000	\$ 855,000
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ 155,000	\$ 700,000	\$ 855,000



<b>Capital Purchase / Project Name:</b>	
Lincoln Trail TIF Streetscape Project	
Project Department:	Land Use
CIP #	PW-30
Project Status:	New
Activity Code	3035
Asset Classification:	Infrastructure

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Capital Surveying / Engineering	013-160-5-503-00	TIF #3	\$ 90,000					\$ 90,000
Other Capital Improvements	013-160-5-507-00	TIF #3	\$ 429,000	\$ 55,000			\$ 321,200	\$ 805,200
<b>TOTALS</b>			\$ 519,000	\$ 55,000	\$ -	\$ -	\$ 321,200	\$ 895,200

**PROJECT NARRATIVE**

FY 2013-2014 is the first phase of the Lincoln Trail Streetscape improvement project. This includes engineering design for the entire project and bidding, contracting and installation of the street lights. This includes the lighting along Market Plance and Commerce, and totals approximately 56 lights (actual number will be determined by engineering design). Directional signage will be next year and sidewalks are projected for a future year.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	TIF #3	\$ 519,000	\$ 55,000			\$ 321,200	\$ 895,200
<b>TOTALS</b>		\$ 519,000	\$ 55,000	\$ -	\$ -	\$ 321,200	\$ 895,200



<b>Capital Purchase / Project Name:</b>	
Inspector Software	
Project Department:	Land Use
CIP #	ADM-01
Project Status:	Continuing
Activity Code	3010
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	005-160-5-507-00	Home Rule	\$ 50,000					\$ 50,000
<b>TOTALS</b>			\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**PROJECT NARRATIVE**

**CONGINUNG PROJECT FROM THE PREVIOUS FISCAL YEAR** - The current software does not allow us to create and send a letter; cannot print an envelope; cannot issue occupancy permits; cannot run reports to see who occupants are; cannot assign numbers for occupancy permits; can schedule inspections but cannot print calendars for inspectors who do not have access to computers; company has not updated property owners since 2007; system does not maintain former employee notes; system cannot generate reminders and/or alerts on specific addresses for follow up; two people cannot do notices on the same property the same day (i.e. building and code). All of these issues make the existing software essentially nonfunctional for the Land Use Department. Items have to be entered more than once or have to be cut and pasted as a work around to the existing system and it still doesn't do the things we need it to do.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 50,000					\$ 50,000
<b>TOTALS</b>		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000



<b>Capital Purchase / Project Name:</b>	
Surveillance Project	
Project Department:	Police
CIP #	ADM-02
Project Status:	New
Activity Code	3011
Asset Classification:	Machinery / Equipment

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Equipment & Rolling Stock	005-110-5-502-00	Home Rule	\$ 125,000					\$ 125,000
<b>TOTALS</b>			\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

**PROJECT NARRATIVE**

This project will establish a video-monitor system at city buildings and other selected positions on City property throughout the City.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 125,000					\$ 125,000
<b>TOTALS</b>		\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000



<b>Capital Purchase / Project Name:</b>	
MS Enterprise Agreements	
Project Department:	Admin / IT
CIP #	ADM-03
Project Status:	Continuing
Activity Code	3012
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Other Capital Improvements	005-115-5-507-00	General	\$ 30,600	\$ 31,400				\$ 62,000
TOTALS			\$ 30,600	\$ 31,400	\$ -	\$ -	\$ -	\$ 62,000

**PROJECT NARRATIVE**

This project will provide significant upgrades to individual user stations and CPU capabilities, thus addressing computer speed, memory, and overall functionality. Licensing for Microsoft Office, Outlook, Office Exchange. Includes web-based training, major upgrades to software and version upgrades to MS Office. This project will cover an estimated 110 licenses, and will cover a 3 year period with an option to extend. // **Agreement entered into July 2012 - Resolution 3675-2012.**

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 30,600	\$ 31,400				\$ 62,000
							\$ -
							\$ -
							\$ -
TOTALS		\$ 30,600	\$ 31,400	\$ -	\$ -	\$ -	\$ 62,000



<b>Capital Purchase / Project Name:</b>	
Facility Security / Access Control	
Project Department:	Admin / IT
CIP #	ADM-04
Project Status:	Continuing
Activity Code	3013
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-115-5-504-00	Home Rule		\$ 50,000				\$ 50,000
Bldgs & Structures	005-115-5-504-00	Home Rule		\$ 60,000				\$ 60,000
Bldgs & Structures	005-115-5-504-00	Home Rule	\$ 15,000					\$ 15,000
<b>TOTALS</b>			\$ 15,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 125,000

**PROJECT NARRATIVE**

Multi-building Prox Card System will address access control issues to buildings off the main campus, expanding what is currently at City Hall to the other facilities. Garage - 5 doors (front, outer office, rear entrance near lunch room, internal office, tool room), Big Shed (1 man door, 2 garage doors) Moody Park (Pavilion 5 concession stand, chushman shed) Pleasant Ridge Park (1- garage door). Hunter Building (1 man door and 2- garage doors). The fire access portion of the project is limited to City Hall, and will bring the fire alarm system up to building code standards. The Parks building does not have a fire alarm system. The FY 2013 expense is for the installation at that location.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 15,000	\$ 110,000				\$ 125,000
<b>TOTALS</b>		\$ 15,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 125,000



<b>Capital Purchase / Project Name:</b>	
VOIP Phone System	
Project Department:	Admin / IT
CIP #	ADM-05
Project Status:	New
Activity Code	3014
Asset Classification:	Machinery / Equipment

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Equipment & Rolling Stock	005-115-5-502-00	Home Rule	\$ 30,000					\$ 30,000
<b>TOTALS</b>			\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

**PROJECT NARRATIVE**

This project applies to the phone system for the entire city. The expense of the CIP relates to hardware (phone and cable) replacements only. The current lease extends through 2013. Due to rapid changes in telephone technology, staff believes it is in the City's best interest to renew leasing arrangements for the phone systems, as opposed to purchasing the entire system. The annual cost of the lease (currently ~\$28,000) is accounted for in the operating budget.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 30,000					\$ 30,000
<b>TOTALS</b>		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000



<b>Capital Purchase / Project Name:</b>	
Command Cars - IT Equipment Replacement	
Project Department:	Police
CIP #	POL-02
Project Status:	Continuing
Activity Code	3017
Asset Classification:	Machinery / Equipment

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Equipment & Rolling Stock	005-110-5-502-00	Home Rule		\$ 90,000				\$ 90,000
Equipment & Rolling Stock	005-110-5-502-00	Home Rule			\$ 45,000	\$ 60,000		\$ 105,000
<b>TOTALS</b>			\$ -	\$ 90,000	\$ 45,000	\$ 60,000	\$ -	\$ 195,000

**PROJECT NARRATIVE**

1) In car-computer replacements are typically replaced all at one time, and currently on a lease schedule. The "toughbooks" were acquired during FY 2010, and have a 4 year estimated useful life. The estimated cost per unit is \$4,000. 2) The in-car video cameras are on a 5-year replacement schedule, and have an estimated per unit cost of \$5,000. All units have been updated during the past two fiscal years. The in-car video system requires a "back office" server system to service the cameras. The server was replaced in 10/2011 with an anticipated life of 5 years.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule		\$ 90,000	\$ 45,000	\$ 60,000		\$ 195,000
<b>TOTALS</b>		\$ -	\$ 90,000	\$ 45,000	\$ 60,000	\$ -	\$ 195,000



<b>Capital Purchase / Project Name:</b>	
Command Center Update	
Project Department:	Police
CIP #	POL-03
Project Status:	New
Activity Code	3018
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-110-5-504-00	Home Rule	\$ 60,000	\$ 60,000				\$ 120,000
<b>TOTALS</b>			\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 120,000

**PROJECT NARRATIVE**

The Communications Center is due for an upgrade as technology has progressed dramatically with changes in the 911 system. Emergency Sirens, 800mHz Radio Communication, CCTV monitoring...etc. have been added since the construction of the center. Due to these upgrades additional equipment has been introduced to the center making the work environment cramped and congested. A third station was constructed but never equipped with the proper hardware to make it a functional work station.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 60,000	\$ 60,000				\$ 120,000
<b>TOTALS</b>		\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 120,000



<b>Capital Purchase / Project Name:</b>	
West End Police Substation	
Project Department:	Police
CIP #	POL-04
Project Status:	New
Activity Code	3026
Asset Classification:	Buildings / Structures

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Bldgs & Structures	005-110-5-504-00	Home Rule					\$ 100,000	\$ 100,000
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

**PROJECT NARRATIVE**

The City's Comprehensive Plan calls for establishing a Police Substation in the West End. As of FY 2013-2014 there are numerous questions surrounding the project - including location, cost, and what operations would exist.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Property Replacement Fund	Home Rule					\$ 100,000	\$ 100,000
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000



<b>Capital Purchase / Project Name:</b>	
Traffic Calming and Safety Program	
Project Department:	Police
CIP #	POL-05
Project Status:	New
Activity Code	3027
Asset Classification:	Other Improvements

Expense Account	Account #	Fund	FISCAL YEAR					TOTAL
			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Streets & Alleys	005-110-5-505-00	Home Rule	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000
<b>TOTALS</b>			\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000

**PROJECT NARRATIVE**

The Police Department and Public Works are partnering to develop strategies to make roadways safer in neighborhoods. The program, called Traffic Calming, is fairly common in communities. As an example, speeding problems are often identified in certain streets in the community. Prior attempts to solve such problems usually meant putting up stop signs as speed control measures. Studies show this is not usually an effective solution. Instead, roadway engineering can help reduce problems. Some calming strategies we would employ include solar powered pole mounted speed limit signs that also display the motorist's speed, color stamping intersections, roadway striping, etc. Traffic calming is also more aesthetically pleasing and make neighborhoods more attractive. Our estimate is that employing calming strategies would cost about \$25,000 per location. We propose one location for FY 14, and then two locations for each FY thereafter.

Funding Sources	Fund	FISCAL YEAR					TOTAL
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Current Revenues	Home Rule	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000
<b>TOTALS</b>		\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000

## TAB – SPECIAL & OTHER FUNDS

TAB

002 – MOTOR FUEL TAX FUND

# MOTOR FUEL TAX FUND SUMMARY

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	499,479	501,962	475,242	475,000	403,750
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	11,155	14,080	75,600	148,700	74,200
Total	510,634	516,042	550,842	623,700	477,950
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	-	-	-
Contractual Services	10,363	11,317	128,000	114,000	163,900
Supplies & Minor Equipment	3,953	3,846	353,500	305,000	317,600
Capital	431,546	486,801	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	445,862	501,964	481,500	419,000	481,500
Revenues and Other Sources in Excess of Expenditures and Other Uses	64,772	14,078	69,342	204,700	(3,550)
Beginning FY Cash Balance	565,783	630,555	644,633	644,633	849,333
Ending FY Cash Balance	\$ 630,555	\$ 644,633	\$ 713,975	\$ 849,333	\$ 845,783

**MOTOR FUEL TAX FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
002-000-4-355-00	SPECIAL GRANTS	\$ 73,179	\$ 81,233	\$ -	\$ -	\$ -
002-000-4-330-00	MOTOR FUEL TAX ALLOTMENT	426,300	420,729	\$ 475,242	475,000	403,750
002-000-4-325-00	MISCELLANEOUS ITEMS	9,950	12,587	\$ 74,400	147,500	73,000
002-000-4-315-00	INTEREST INCOME	1,205	1,493	\$ 1,200	1,200	1,200
<b>TOTAL REVENUE</b>		<b>510,634</b>	<b>516,042</b>	<b>550,842</b>	<b>623,700</b>	<b>477,950</b>
<b>EXPENDITURES</b>						
<b>PUBLIC WORKS - ENGINEERING</b>						
002-120-5-305-00	ELECTRIC UTILITY	10,363	11,317	\$ 104,000	104,000	149,900
002-120-5-320-00	TECH & OUTSIDE SVCS	-	-	\$ 24,000	10,000	14,000
002-120-5-450-00	MAINTENANCE TO EQUIP	3,909	3,846	\$ 8,500	5,000	8,500
002-120-5-480-00	SUPPLIES	44	-	\$ 345,000	300,000	309,100
002-120-5-503-00	SURVEY / ENGINEERING	431,546	486,801	\$ -	-	-
	Dept Subtotal	445,862	501,964	481,500	419,000	481,500
<b>TOTAL FUND EXPENSE</b>		<b>\$ 445,862</b>	<b>\$ 501,964</b>	<b>\$ 481,500</b>	<b>\$ 419,000</b>	<b>\$ 481,500</b>

TAB

006 – CAPITAL RESERVE FUND

## CAPITAL RESERVE FUND

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	422,549	388,900	100,000
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	-	-	300
Total	-	-	422,549	388,900	100,300
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	-	-	-
Contractual Services	-	-	-	-	-
Supplies & Minor Equipment	-	-	-	-	-
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	-	-	-	-	-
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	-	-	422,549	388,900	100,300
Beginning FY Cash Balance	-	-	32,131	32,131	421,031
Ending FY Cash Balance	\$ -	\$ -	\$ 454,680	\$ 421,031	\$ 521,331

NOTE: This fund was established at the beginning of Fiscal Year 2012 / 2013.

**CAPITAL RESERVE FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
006-000-4-315-00	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ 300
006-100-4-399-00	TRANSFER FROM GENERAL FUND	-	-	46,090	15,000	-
006-102-4-399-00	TRANSFER FROM GENERAL FUND	-	-	12,360	10,000	-
006-104-4-399-00	TRANSFER FROM GENERAL FUND	-	-	13,502	13,500	-
006-110-4-399-00	TRANSFER FROM GENERAL FUND	-	-	165,588	165,600	20,000
006-115-4-399-00	TRANSFER FROM GENERAL FUND	-	-	31,996	32,000	10,000
006-120-4-399-00	TRANSFER FROM GENERAL FUND	-	-	42,833	42,800	15,000
006-130-4-399-00	TRANSFER FROM GENERAL FUND	-	-	26,049	26,000	15,000
006-140-4-399-00	TRANSFER FROM GENERAL FUND	-	-	36,732	36,700	15,000
006-150-4-399-00	TRANSFER FROM GENERAL FUND	-	-	22,366	22,300	15,000
006-160-4-399-00	TRANSFER FROM GENERAL FUND	-	-	24,022	24,000	10,000
006-181-4-399-00	TRANSFER FROM GENERAL FUND	-	-	1,011	1,000	-
<b>TOTAL REVENUE</b>		-	-	422,549	388,900	100,300
<b>EXPENDITURES</b>						
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ -	\$ -	\$ -	\$ -

TAB

007 – POLICE PENSION FUND

# POLICE PENSION FUND

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ 1,355,000	\$ 1,360,000	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	1,300,000
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	280,100	280,100	100
Total	-	-	1,635,100	1,640,100	1,300,100
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	1,633,600	1,630,000	1,300,000
Professional Services	-	-	-	-	-
Contractual Services	-	-	-	-	-
Supplies & Minor Equipment	-	-	-	-	-
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	-	-	1,633,600	1,630,000	1,300,000
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	-	-	1,500	10,100	100
Beginning FY Cash Balance	-	-	-	-	10,100
Ending FY Cash Balance	\$ -	\$ -	\$ 1,500	\$ 10,100	\$ 10,200

NOTE: This fund was established at the beginning of Fiscal Year 2012 / 2013.

**POLICE PENSION FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
007-000-4-315-00	INTEREST INCOME	\$ -	\$ -	\$ 100	\$ 100	\$ 100
007-000-4-315-50	CHANGE IN PORTFOLIO VALUE			-	-	-
007-000-4-340-00	SALES TAX			1,355,000	1,360,000	\$ -
007-000-4-399-00	INTERF-FUND TRANSFER			-	-	1,300,000
007-000-4-602-00	EMPLOYEE CONT - PENSION			280,000	280,000	-
<b>TOTAL REVENUE</b>		-	-	1,635,100	1,640,100	1,300,100
<b>EXPENDITURES</b>						
<b>POLICE DEPARTMENT</b>						
007-110-5-110-00	RETIREMENT - POLICE PENSION	-	-	1,633,600	1,630,000	1,300,000
	DEPT SUBTOTAL	-	-	1,633,600	1,630,000	1,300,000
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ -	\$ 1,633,600	\$ 1,630,000	\$ 1,300,000

TAB

008 – POLICE ESCROW FUND

**POLICE ESCROW FUND**  
 FY 2013 / 2014  
 CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	-	129,420	-
Total	-	-	-	129,420	-
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	-	-	-
Contractual Services	-	-	-	3,000	-
Supplies & Minor Equipment	-	-	-	-	-
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Police Escrow	-	-	-	192,385	-
Total	-	-	-	195,385	-
Revenues and Other Sources in Excess of Expenditures and Other Uses	-	-	-	(65,965)	-
Beginning FY Cash Balance	-	-	401,905	401,905	335,940
Ending FY Cash Balance	\$ -	\$ -	\$ 401,905	\$ 335,940	\$ 335,940

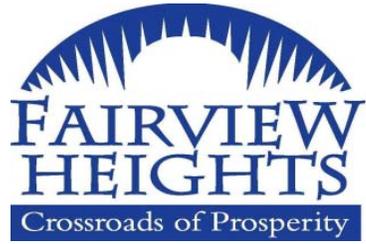
NOTE: This fund was established at the beginning of Fiscal Year 2012 / 2013. The Chief of Police serves as the administrator of the "Police Escrow Fund". Per the guidelines of Police Escrow programs, as a "Special Revenue Fund" municipalities do not budget for the usage of escrow funds.

**POLICE ESCROW FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

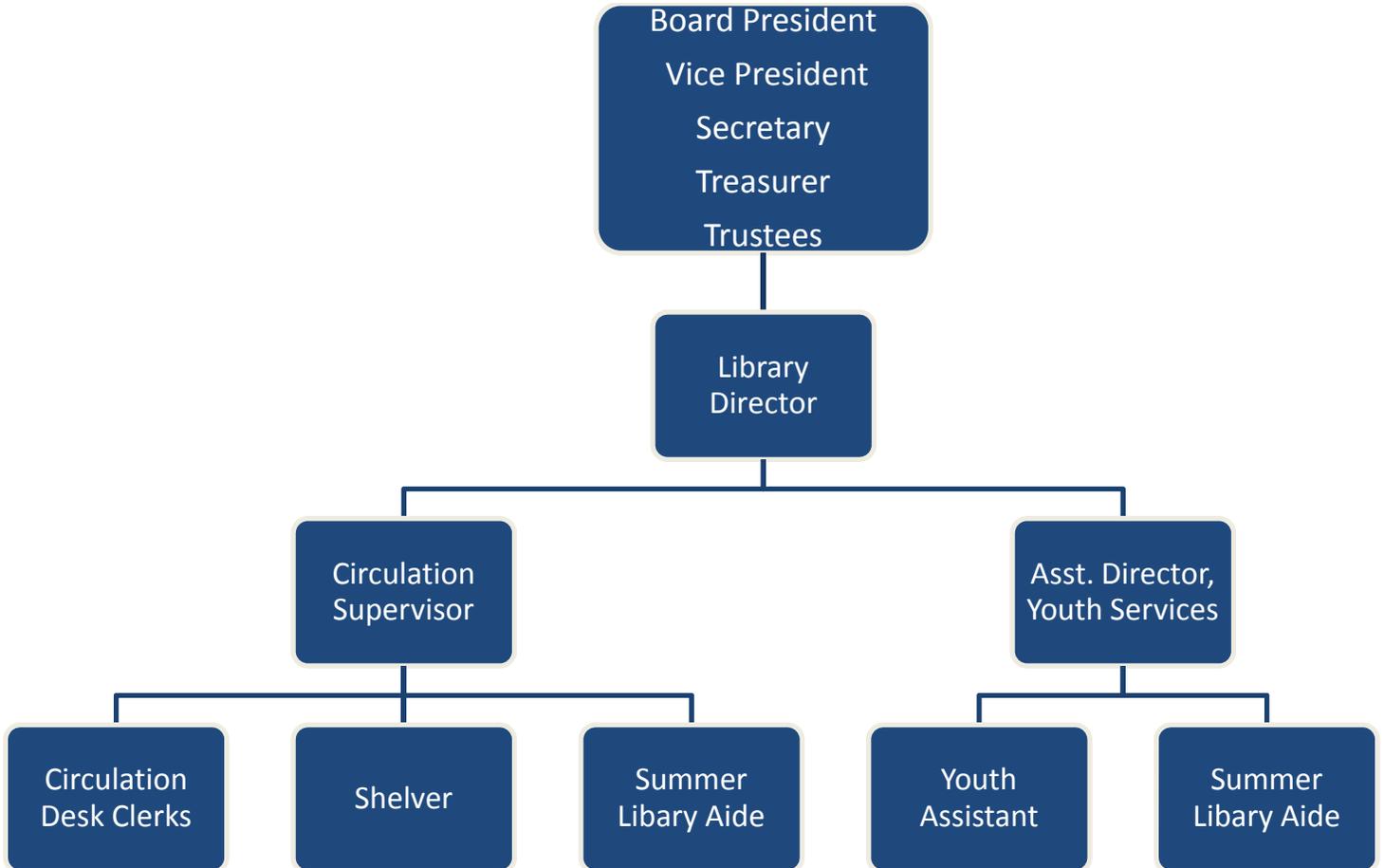
Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
008-000-4-400-00	FEDERAL FORFEITURE	\$ -	\$ -	\$ -	\$ 65,000	\$ -
008-000-4-401-00	STATE DRUG	-	-	-	145	-
008-000-4-402-00	DUI	-	-	-	22,400	-
008-000-4-403-00	VEHICLE	-	-	-	18,700	-
008-000-4-404-00	PD - OTHER	-	-	-	2,150	-
008-000-4-405-00	PD - HOLDING	-	-	-	21,025	-
<b>TOTAL REVENUE</b>		-	-	-	129,420	-
<b>EXPENDITURES</b>						
<b>POLICE DEPARTMENT</b>						
008-110-5-320-00	TECH & OUTSIDE SVCS	-	-	-	3,000	-
008-110-5-801-00	OVERTIME	-	-	-	18,100	-
008-110-5-805-00	INFORMANTS/BUY MONEY/REWARDS	-	-	-	7,975	-
008-110-5-810-00	TRAVEL & TRAINING	-	-	-	53,500	-
008-110-5-815-00	COMMUNICATIONS & COMPUTERS	-	-	-	12,970	-
008-110-5-820-00	WEAPONS & PROTECTIVE GEAR	-	-	-	3,380	-
008-110-5-825-00	ELECTRONIC SURVEILLANCE EQPMT	-	-	-	17,335	-
008-110-5-830-00	BUILDINGS & IMPROVEMENTS	-	-	-	22,575	-
008-110-5-835-00	TRANSFERS TO OTHER AGENCIES	-	-	-	56,050	-
008-110-5-840-00	OTHER	-	-	-	500	-
008-110-5-845-00	COMMUNITY BASED PROGRAMS	-	-	-	-	-
008-110-5-850-00	MATCHING GRANTS	-	-	-	-	-
	DEPT SUBTOTAL	-	-	-	195,385	-
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ -	\$ -	\$ 195,385	\$ -

TAB

009 – LIBRARY FUND



## PUBLIC LIBRARY 2013 ORGANIZATIONAL CHART



**LIBRARY FUND**  
 FY 2013 / 2014  
 CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<u>Revenues and Other Sources:</u>					
Sales Tax	\$ -	\$ -	\$ 496,223	\$ 496,223	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	490,035
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total	-	-	496,223	496,223	490,035
<u>Expenditures and Other Uses:</u>					
Personnel Expenses	-	-	353,982	353,982	363,333
Professional Services	-	-	1,875	1,875	1,875
Contractual Services	-	-	27,594	27,594	19,164
Supplies & Minor Equipment	-	-	92,310	92,310	94,985
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	-	-	475,761	475,761	479,357
Revenues and Other Sources in Excess of Expenditures and Other Uses	-	-	20,462	20,462	10,678
Beginning FY Cash Balance	-	-	-	-	20,462
Ending FY Cash Balance	\$ -	\$ -	\$ 20,462	\$ 20,462	\$ 31,140

NOTE: This fund was established at the beginning of Fiscal Year 2012 / 2013.

**LIBRARY FUND**  
FISCAL YEAR BUDGET 2013 / 2014

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
009-000-4-340-00	SALES TAX	\$ -	\$ -	\$ 496,223	\$ 496,223	\$ -
009-000-4-399-00	INTER-FUND TRANSFER	-	-	-	-	490,035
<b>TOTAL REVENUE</b>		-	-	496,223	496,223	490,035
<b>EXPENDITURES</b>						
<b>LIBRARY</b>						
009-170-5-100-00	SEMI-MONTHLY SALARIES	-	-	291,618	291,618	298,133
009-170-5-101-00	OVERTIME COMP	-	-	1,000	1,000	1,000
009-170-5-102-00	SHIFT PREMIUM	-	-	1,300	1,300	1,300
009-170-5-105-00	CHRISTMAS BONUS	-	-	450	450	450
009-170-5-107-00	SOCIAL SECURITY	-	-	-	-	18,713
009-170-5-108-00	MEDICARE	-	-	-	-	4,380
009-170-5-111-00	RETIREMENT FUNDS	-	-	59,614	59,614	39,357
009-170-5-207-00	TRAVEL & MEETING EXP	-	-	1,500	1,500	1,500
009-170-5-225-00	MEMBERSHIP DUES	-	-	375	375	375
009-170-5-302-00	PUBLIC RELATIONS	-	-	2,000	2,000	2,000
009-170-5-306-00	TELEPHONE UTILITY	-	-	4,700	4,700	4,815
009-170-5-320-00	TECH & OUTSIDE SVCS	-	-	20,894	20,894	12,349
009-170-5-426-00	SUBSCRIPTIONS-BOOKS	-	-	80,500	80,500	83,000
009-170-5-450-00	MAINTENANCE TO EQUIP	-	-	1,310	1,310	1,785
009-170-5-480-00	SUPPLIES	-	-	10,500	10,500	10,200
<b>DEPT SUBTOTAL</b>		-	-	475,761	475,761	479,357
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ -	\$ 475,761	\$ 475,761	\$ 479,357

TAB

011 – TIF #1 BUNKUM ROAD

# TIF #1 - BUNKUM ROAD

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	183,237	213,431	205,000	200,000	180,000
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	16,503	18,498	22,550	20,000	17,500
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	-	-	200
Total	199,740	231,929	227,550	220,000	197,700
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	1,600	1,600	21,600
Contractual Services	175,177	203,478	246,000	240,000	245,000
Supplies & Minor Equipment	-	-	-	-	-
Capital	-	-	115,000	-	115,000
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	175,177	203,478	362,600	241,600	381,600
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	24,563	28,451	(135,050)	(21,600)	(183,900)
Beginning FY Cash Balance	61,697	86,260	114,711	114,711	93,111
Ending FY Cash Balance	\$ 86,260	\$ 114,711	\$ (20,339)	\$ 93,111	\$ (90,789)

**TIF#1 - BUNKUM ROAD**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
011-000-4-315-00	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ 200
011-000-4-346-00	TIF REVENUE	183,237	213,431	205,000	200,000	180,000
011-000-4-399-00	INTER-FUND TRANSFER	16,503	18,498	22,550	20,000	17,500
<b>TOTAL REVENUE</b>		<b>199,740</b>	<b>231,929</b>	<b>227,550</b>	<b>220,000</b>	<b>197,700</b>
<b>EXPENDITURES</b>						
<i>Land Use &amp; Development</i>						
011-160-5-205-00	LEGAL FEES	-	-	-	-	20,000
011-160-5-206-00	AUDIT FEES	-	-	1,600	1,600	1,600
011-160-5-372-00	TIF EXPENDITURES	175,177	203,478	246,000	240,000	245,000
011-160-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	-	115,000	-	115,000
<b>DEPT SUBTOTAL</b>		<b>175,177</b>	<b>203,478</b>	<b>362,600</b>	<b>241,600</b>	<b>381,600</b>
<b>TOTAL FUND EXPENSE</b>		<b>\$ 175,177</b>	<b>\$ 203,478</b>	<b>\$ 362,600</b>	<b>\$ 241,600</b>	<b>\$ 381,600</b>

TAB

012 – TIF # 2 SHOPPES @ ST. CLAIR

## TIF #2 - SHOPPES @ ST. CLAIR

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	327,054	325,151	318,000	322,000	320,000
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	32,705	32,515	34,980	32,200	32,000
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	-	100	400
Total	359,759	357,666	352,980	354,300	352,400
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	1,600	1,600	1,600
Contractual Services	359,759	357,666	381,600	322,000	320,000
Supplies & Minor Equipment	-	-	-	-	-
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	359,759	357,666	383,200	323,600	321,600
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	-	-	(30,220)	30,700	30,800
Beginning FY Cash Balance	-	-	-	-	30,700
Ending FY Cash Balance	\$ -	\$ -	\$ (30,220)	\$ 30,700	\$ 61,500

**TIF #2 - SHOPPES @ ST. CLAIR**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
012-000-4-315-00	INTEREST INCOME	\$ -	\$ -	\$ -	\$ 100	\$ 400
012-000-4-321-00	TIF #2 -INTEREST	-	-	-	-	-
012-000-4-346-00	TIF REVENUE	327,054	325,151	318,000	322,000	320,000
012-000-4-399-00	INTER-FUND TRANSFER	32,705	32,515	34,980	32,200	32,000
		359,759	357,666	352,980	354,300	352,400
<b>EXPENDITURES</b>						
<i>Land Use &amp; Development</i>						
012-160-5-205-00	LEGAL FEES	-	-	-	-	-
012-160-5-206-00	AUDIT FEES	-	-	1,600	1,600	1,600
012-160-5-372-00	TIF EXPENDITURES	359,759	357,666	381,600	322,000	320,000
	DEPT SUBTOTAL	359,759	357,666	383,200	323,600	321,600
<b>TOTAL FUND EXPENSE</b>		\$ 359,759	\$ 357,666	\$ 383,200	\$ 323,600	\$ 321,600

TAB

013 – TIF #3 LINCOLN TRAIL

### TIF #3 - LINCOLN TRAIL

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	249,874	262,837	245,000	245,000	250,000
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	124,550	125,000	25,000
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	500	-
Miscellaneous	-	-	-	100	1,000
Total	249,874	262,837	369,550	370,600	276,000
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	183,800	174,800	76,800
Contractual Services	19,645	4,140	194,000	194,000	354,000
Supplies & Minor Equipment	-	-	10,000	5,000	11,200
Capital	-	-	275,000	100,000	594,000
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	19,645	4,140	662,800	473,800	1,036,000
Revenues and Other Sources in Excess of Expenditures and Other Uses	230,229	258,697	(293,250)	(103,200)	(760,000)
Beginning FY Cash Balance	443,055	673,284	931,981	931,981	828,781
Ending FY Cash Balance	\$ 673,284	\$ 931,981	\$ 638,731	\$ 828,781	\$ 68,781

**TIF #3 - LINCOLN TRAIL**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
013-000-4-315-00	INTEREST INCOME	\$ -	\$ -	\$ -	\$ 100	\$ 1,000
013-000-4-322-00	TIF #3 -INTEREST	-	-	-	-	-
013-000-4-346-00	TIF REVENUE	249,874	262,837	245,000	245,000	250,000
013-000-4-360-00	CITY SERVICES (REIMB)	-	-	-	500	-
013-000-4-399-00	INTER-FUND TRANSFER	-	-	124,550	125,000	25,000
<b>TOTAL REVENUE</b>		<b>249,874</b>	<b>262,837</b>	<b>369,550</b>	<b>370,600</b>	<b>276,000</b>
<b>EXPENDITURES</b>						
<b>LAND USE &amp; DEVELOPMENT</b>						
013-160-5-202-00	SURVEY & ENGINEER FEES	-	-	12,000	8,000	15,000
013-160-5-205-00	LEGAL FEES	-	-	170,000	165,000	60,000
013-160-5-206-00	AUDIT FEES	-	-	1,800	1,800	1,800
013-160-5-301-00	ADVERTISING & PUBLIC NOTICES	-	-	4,000	4,000	4,000
013-160-5-345-00	DEMOLITION SERVICE	-	-	75,000	75,000	75,000
013-160-5-372-00	TIF EXPENDITURES	19,645	4,140	115,000	115,000	275,000
013-160-5-470-00	MINOR EQUIPMENT	-	-	-	-	1,200
013-160-5-499-00	CONTINGENCIES	-	-	10,000	5,000	10,000
013-160-5-503-00	SURVEY / ENGINEERING - CAPITAL	-	-	-	-	90,000
013-160-5-505-00	STREETS & ALLEYS	-	-	275,000	100,000	429,000
013-160-5-507-00	OTHER CAPITAL IMPROVEMENTS	-	-	-	-	75,000
<b>DEPT SUBTOTAL</b>		<b>19,645</b>	<b>4,140</b>	<b>662,800</b>	<b>473,800</b>	<b>1,036,000</b>
<b>TOTAL FUND EXPENSE</b>		<b>\$ 19,645</b>	<b>\$ 4,140</b>	<b>\$ 662,800</b>	<b>\$ 473,800</b>	<b>\$ 1,036,000</b>

TAB

014 – POLICE YOUTH FUND

**POLICE YOUTH FUND**  
 FY 2013 / 2014  
 CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	-	-	-
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	-	-	-
Miscellaneous	-	-	2,200	1,500	2,200
Total	-	-	2,200	1,500	2,200
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	-
Professional Services	-	-	-	-	-
Contractual Services	-	-	-	-	-
Supplies & Minor Equipment	-	-	2,200	2,000	2,200
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	-	-	2,200	2,000	2,200
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	-	-	-	(500)	-
Beginning FY Cash Balance	-	-	2,624	2,624	2,124
Ending FY Cash Balance	\$ -	\$ -	\$ 2,624	\$ 2,124	\$ 2,124

NOTE: This fund was established at the beginning of Fiscal Year 2012 / 2013.

**POLICE YOUTH FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
014-000-4-328-00	DONATIONS	\$ -	\$ -	\$ 2,200	\$ 1,500	\$ 2,200
<b>TOTAL REVENUE</b>		-	-	2,200	1,500	2,200
<b>EXPENDITURES</b>						
<b>POLICE DEPARTMENT</b>						
014-110-5-480-00	SUPPLIES	-	-	2,200	2,000	2,200
	DEPT SUBTOTAL	-	-	2,200	2,000	2,200
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ -	\$ 2,200	\$ 2,000	\$ 2,200

TAB

015 – PARKS PROGRAM FUND

# PARKS PROGRAMS FUND

FY 2013 / 2014

CITY OF FAIRVIEW HEIGHTS, IL

	2010 / 2011 Actual	2011 / 2012 Actual	2012 / 2013 Budget	2012 / 2013 Estimate	2013 / 2014 Budget
<b>Revenues and Other Sources:</b>					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Other Taxes	-	-	-	-	-
Licenses	-	-	-	-	-
Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Fees / Fines	-	-	10,000	2,800	5,000
Transfers	-	-	-	-	-
Rents and Leases	-	-	-	-	-
Charges for Service	-	-	75,000	50,000	50,000
Miscellaneous	-	-	-	300	1,500
Total	-	-	85,000	53,100	56,500
<b>Expenditures and Other Uses:</b>					
Personnel Expenses	-	-	-	-	5,000
Professional Services	-	-	-	-	1,500
Contractual Services	-	-	12,500	12,500	22,900
Supplies & Minor Equipment	-	-	58,500	38,000	24,100
Capital	-	-	-	-	-
Debt Payments	-	-	-	-	-
Transfers	-	-	-	-	-
Total	-	-	71,000	50,500	53,500
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	-	-	14,000	2,600	3,000
Beginning FY Cash Balance	\$ -	\$ -	\$ 23,890	\$ 23,890	\$ 26,490
Ending FY Cash Balance	\$ -	\$ -	\$ 37,890	\$ 26,490	\$ 29,490

NOTE: This fund was established at the beginning of Fiscal Year 2012 / 2013.

**PARKS PROGRAMS FUND**  
**FISCAL YEAR BUDGET 2013 / 2014**

Account Number	Account Name	2010 / 2011	2011 / 2012	2012 / 2013	2012 / 2013	2013 / 2014
		Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>						
015-000-4-328-00	DONATIONS	\$ -	\$ -	\$ -	\$ 300	\$ 1,500
015-000-4-362-00	ADVERTISING REVENUE	-	-	10,000	2,800	5,000
015-000-4-393-00	RECREATION USER FEES	-	-	75,000	50,000	50,000
<b>TOTAL REVENUE</b>		-	-	85,000	53,100	56,500
<b>EXPENDITURES</b>						
<b>PARKS &amp; RECREATION</b>						
015-140-5-100-00	SEMI-MONTHLY SALARIES	-	-	-	-	5,000
015-140-5-201-00	BOARDS & COMMITTEES	-	-	-	-	1,500
015-140-5-320-00	TECH & OUTSIDE SVCS	-	-	12,500	12,500	22,900
015-140-5-401-00	POSTAGE	-	-	-	-	7,000
015-140-5-480-00	SUPPLIES	-	-	58,500	38,000	17,100
<b>DEPT SUBTOTAL</b>		-	-	71,000	50,500	53,500
<b>TOTAL FUND EXPENSE</b>		\$ -	\$ -	\$ 71,000	\$ 50,500	\$ 53,500

# TAB - APPENDIX

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## CHART OF REVENUE ACCOUNTS

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301.00 Building Permits	Fees for permits obtained for building, renovations or additions to a property.
302.00 Plumbing Permits	Fees for permits obtained for plumbing work.
303.00 Electric Permits	Fees for permits obtained for electrical work.
306.00 Sign Permits	Fees for permits obtained to display permanent or temporary signs.
315.00 Interest Income	Monthly Interest received by banks.
320.00 Liquor License	Fees for Liquor License.
330.00 Motor Fuel Tax Allotment	Revenue received for Motor Fuel Tax
334.00 Food & Beverage	Tax paid by businesses in Food and Beverage Industry.
335.00 Hotel-Motel Tax	Taxes paid by Hotels/Motels.
340.00 Sales Tax	Sale taxes paid by businesses.
341.00 Home Rule Sales Tax	Taxes paid for Home Rule.
345.00 Road and Bridge Allotment	Revenue received from Caseyville Township and St. Clair County.
350.00 Franchises (Charter/Ameren)	Franchise Fees
355.00 Grants	Grant Money
360.00 City Services	Revenue received from Parks Activity Funds, Copies, etc.
366.00 Police Reports	Fees collected for copies of police reports.
370.00 Police Fine/Tow Fees	Revenue for collection of fines or towing fees.
371.00 Residential Rental License Fee	Fees for residential rental property.
372.00 Police Outside Employment	Revenue collected for services performed for outside businesses or organizations.
377.00 Bail Bond Fee	Revenue collected for Bail Bonds.
390.00 Zoning Variance Permits	Fees for permits obtained for a variance.

391.00 Waste Haulers Fees

Fee charged to allow waste haulers to do business within city.

393.00 User-Fees Parks

Rental fees for Park Facilities.

**ESCROW REVENUE**

400.00 Federal Forfeiture

Funds received from Federal Law Enforcement Agencies with use controlled under the Federal Equitable Sharing Guidelines

401.00 State Drug

Funds received through the seizure and forfeiture of assets through the State Of Illinois with use controlled by state statutes.

402.00 DUI

Funds received through the state courts as part of a conviction of DUI, the use of said funds to be specifically for DUI enforcement activities per statute.

403.00 Vehicle

Funds received through state courts as part of a conviction for a traffic related offense for which as sentence of supervision is granted. Said funds must be set aside for law enforcement vehicles only.

404.00 PD – Other

Funds received through various sources specifically dedicated for Police Department use, such as private donations to the Police Department.

405.00 PD – Holding

Funds received and held pending criminal cases or transfer to another agency. These funds are not generally available for expenditure.

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## CHART OF EXPENSE ACCOUNTS

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### **PERSONNEL ACCOUNT NUMBERS**

100.00 Regular Salaries	Gross salaries anticipated for semi-monthly employees
101.00 Overtime	Gross overtime for all city employees
102.00 Shift Premium	Second & third shift premium
103.00 Holiday Premium Pay	Police officers holiday pay
104.00 Allowances	Mileage
105.00 Christmas Bonus	Employee bonus granted by Council on March 3, 1981
106.00 Unemployment Insurance	Federal & State requirements
107.00 Social Security	Federal Requirement
108.00 Medicare	Federal Requirement
109.00 Workers Compensation	State Requirement
110.00 Retirement – Police Pension	Monthly retirement payment
111.00 Retirement – IMRF	Semi-monthly deduction
112.00 Health Insurance	City's portion of insurance

### **PROFESSIONAL SERVICES ACCOUNT NUMBERS**

201.00 Boards & Commissions	Expenses incurred by Boards & Commissions
201.10 City Council Expenses	Expenses incurred by Council
201.20 Economic Development Commission	
202.00 Survey/Engineering – Non Capital	
204.00 Tuition Reimbursement	Reimbursement for tuition & special training courses

205.00	Legal Fees	Attorney fees
206.00	Audit Fees	Auditors fees
207.00	Training & Meeting Expenses	Expenses reimbursed by the City for authorized travel & meetings
220.00	Bond's, Notary Fees, License's	License's & titles for city owned vehicles, notary & bond fees for employees
225.00	Membership Dues	Dues to all authorized organizations

**CONTRACTUAL SERVICES ACCOUNT NUMBERS**

301.00	Advertising & Public Notices	Newspaper ads & legal notices
302.00	Public Relations	Flowers, awards & congratulatory gifts
303.00	Building/Property Rental & Leases	Payments for building & property rentals
304.00	Equipment Rental & Leases	Payments for outside equipment & car leasing
305.00	Electric Utility	Electric Service
306.00	Telephone Utility	Telephone Service
307.00	Sewer Utility	Sewer Service
308.00	Water Utility	Water Service
309.00	Sanitation Service Utility	Trash Service
310.00	Gas Utility	Gas Service
312.00	Sales Tax Rebate	Monies to developers regarding ordinances due to rebates
320.00	Insurance Liability	Liability Insurance expenses
326.00	Uniform Cleaning	Dry-cleaning of police uniforms
327.00	Uniform Rental	Rental of uniforms from outside sources

330.00 Insurance Liability	Liability insurance expenses
340.00 Insurance on Equipment	Coverage of vehicles, office equip, etc
399.00 Bad Debt	

**SUPPLIES & MINOR EQUIPMENT ACCOUNT NUMBERS**

401.00 Postage	Postage for meters, etc
402.00 Office Furniture & Equipment	Furniture or Equip over \$100.00
402.00 Petty Cash	Cash for minor purchases under \$24.99
410.00 Vehicle Fuel	Gasoline & oil
421.00 Renovation or Remodeling	Improvements to city owned property
425.00 Uniform Purchase	Employee uniform purchases
426.00 Reference Material	Subscriptions to magazines & reference books
430.00 Election Expenses	Expenses incurred during or incidental to a city election
438.00 IT Expenses	All computer related leases & expenses
438.50 IT Hardware	All computer supplies
438.75 IT Software	All computer programs
439.00 G.I.S. Expenses	Geographical Information Systems
450.00 Maintenance to Equipment	Repairs to office equip, maintenance contracts & outside warning system
451.00 Maintenance to Buildings	Repairs & maintenance to city property
452.00 Maintenance to Rolling Stock	Repairs to maintain city owned vehicles

453.00 Maintenance to Radio	Maintenance contracts & repairs on radio equipment
455.00 Miscellaneous	Minor items not provided for under other categories of the budget
470.00 Minor Equipment	Hand tools, etc.
480.00 Supplies	Supplies, equipment & materials needed for city maintenance
499.00 Contingencies	10% of total budget as provided by state statute

**CAPITAL ACCOUNT NUMBERS**

501.00 Land	Land Acquisition
501.10 Right of Way	Permanent rights to land use.
501.20 Easements	Rights to land use.
502.00 Equipment & Rolling Stock	Vehicles & Equipment that are mobile.
502.50 Equipment Accessories	Additions to equipment necessary to place it into service.
503.00 Survey/Engineering – Capital	Professional services related to capital projects.
504.00 Buildings & Structures	Property acquisition and/or construction.
505.00 Streets & Alleys	Street / Road infrastructure.
506.00 Storm Drainage	Storm Drainage Infrastructure.
507.00 Other Capital Improvements	Misc. capital project expenses

**DEBT PAYMENT ACCOUNT NUMBERS**

601.00 Debt – Principle	Principle portion of debt payments.
602.00 Debt – Interest	Interest portion of debt payments.
603.00 Other Debt Services	Non –borrowed debt payments (i.e. contractual obligations)

**TRANSFER ACCOUNT NUMBERS**

705.00 Transfer to General Fund

710.00 Transfer to MFT

715.00 Transfer to Food & Beverage

720.00 Transfer to Hotel/Motel

725.00 Transfer to Home Rule

730.00 Transfer to Sales Tax Rebates

731.00 Transfer to TIF #1 Bunkum Road

732.00 Transfer to TIF #2 Shoppes @ St. Clair

733.00 Transfer to TIF #3 Lincoln Trail

740.00 Transfer to City Property/Replacement

745.00 Transfer to Police Pension

750.00 Transfer to Police Escrow

## **ESCROW ACCOUNT NUMBERS**

801.00 Overtime

805.00 Informants/Buy Money/Rewards

810.00 Travel & Training

815.00 Communications & Computers

820.00 Weapons & Protective Gear

825.00 Electronic Surveillance Eqpmt

830.00 Buildings & Improvements

835.00 Transfers to Other Agencies

840.00 Other

845.00 Community Based Programs

850.00 Matching Grants

# GLOSSARY OF TERMS

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Cook County, IL

[www.cookcountygov.com/.../FY2011\\_EXECREC\\_PREFACEv2.pdf](http://www.cookcountygov.com/.../FY2011_EXECREC_PREFACEv2.pdf)

## GLOSSARY OF TERMS

<b>ADMINISTRATION</b>	A functional grouping of County departments that provide select services to other County departments and offices, and to the general public.
<b>ANNUAL APPROPRIATION BILL</b>	An Ordinance approved by the Cook County Board of Commissioners establishing the budget for Cook County government for the fiscal year.
<b>ANNUAL BUDGET</b>	A budget applicable to a single fiscal year.
<b>APPROPRIATION</b>	The legal authorization granted by the Cook County Board of Commissioners to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.
<b>ASSESSED VALUATION</b>	The estimated value of all land and property in Cook County. The valuation is used as the basis for computing the Property Tax Levy.
<b>BOND</b>	A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
<b>BONDED DEBT</b>	The portion of indebtedness represented by outstanding bonds.
<b>BUDGET</b>	The financial plan for maintaining Cook County government for one 12-month period. The plan is an estimate of proposed expenditures and the proposed means of financing them.
<b>BUDGETARY ACCOUNTS</b>	Accounts used to enter the formally adopted annual operating budget into the General Ledger as part of the management control technique of formal budgetary integration.
<b>BUDGETARY CONTROL</b>	The control or management of a government in accordance with an approved budget to monitor and control expenditures within the limitations of approved appropriations and available revenues.
<b>BUREAU</b>	Organizational unit in which departments with related missions report to single executive, such as Bureau Chief, Cook County has a Bureau of Administration, Bureau of Economic Development, Bureau of Finance, Bureau of Human Resources, and Bureau of Technology.
<b>BUSINESS UNIT (COST CENTER)</b>	The division of the County which may require an income statement or balance sheet. This is where all accounting transactions are recorded. For the purpose of recording expenses, these divisions were previously called sub-activities or cost centers.
<b>CAPITAL BUDGET</b>	The five-year estimate of capital project costs. It sets forth each project and equipment purchase, and specifies the resources estimated to be available to finance the projected expenditures.
<b>CAPITAL EQUIPMENT</b>	Equipment items that have physical substance and a life in excess of one year such as, institutional equipment, office furnishings and equipment, computer equipment, vehicles, automotive equipment, telecommunications equipment, and other equipment.
<b>CAPITAL EXPENDITURES</b>	Expenditures resulting in the acquisition of, or addition, to the County's general fixed assets.
<b>CAPITAL IMPROVEMENT</b>	Improvements or additions to fixed County assets and the acquisition of new County assets. Capital Improvements are detailed in a separate section of the budget and are financed through the direct issuance of general obligation bonds.

<b>CHARGEBACK</b>	A transaction used for the financing of goods or services provided by one department to other departments or agencies of a government, or to other governments on a cost-reimbursement basis.
<b>CHART OF ACCOUNTS</b>	<p>A chart detailing the system (numbered and descriptive) of general ledger accounts used to designate funds, expenditures, revenues, and balance sheet accounts..</p> <p><b>Operating Accounts</b> – Provides funding for the purchase of goods and services deemed necessary throughout the fiscal year excluding purchases categorized as Capital Outlay (See Object Classification)</p> <p><b>Capital Accounts (New/Replacement)</b> – This fund provides financing for the purchase of capital equipment. Capital Equipment is defined as durable goods with a useful life of three or more years. Equipment not recommended for bonding is eligible for funding from equipment notes.</p> <p><b>Major Capital Accounts</b> – This fund provides funding for certain projects with requirements and with a depreciable life of at least three (3) years.</p> <p><b>Major Lease of Capital Accounts</b> - This fund provides funding for projects that would benefit from lease financing arrangements. Projects include the lease of the mainframe computer, mainframe printers, and large capacity document printers.</p>
<b>COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)</b>	The official annual report stating the financial position and result of operations of Cook County for the fiscal year. It incorporates an opinion on the Report's general-purpose financial statements by an independent certified public accounting firm.
<b>COST-OF-LIVING-ALLOWANCE (COLA)</b>	A periodic adjustment to salaries and wages to allow for inflation (changes in the cost of living).
<b>DEBT</b>	An obligation resulting from the borrowing of money or from the purchase of goods and services.
<b>DEBT SERVICE REQUIREMENTS</b>	The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.
<b>DEPARTMENT</b>	A unit of Cook County government. Departments are usually under the direction of non-elected County management staff.
<b>EMPLOYEE EXPENSES</b>	A sub-category of the Personal Services object classification. Employee expenses consist of expenditures that are related to employees, but not considered salary or fringe benefits. An example of an employee expense would be the cost of a training program or professional seminar.
<b>ENCUMBRANCES</b>	Financial commitments related to unperformed contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.
<b>EQUALIZED ASSESSED</b>	The assessed value of real property, as determined by the Cook County Assessor, multiplied by an annual equalization factor determined for the County by the Illinois Department of Revenue. The Assessed Valuation is the basis for levying property taxes.
<b>EXPENDITURE</b>	Any use of financial resources by Cook County for the provision or acquisition of goods and services for operations, debt service, capital outlay, transfers, or other financial uses.
<b>FISCAL YEAR</b>	A 12-month period for which the Annual Appropriation Bill is enacted. For Cook County, the fiscal year begins on December 1 and ends on November 30 of the succeeding year.
<b>FRINGE BENEFITS</b>	Personnel costs (hospitalization insurance, dental insurance, vision insurance, life insurance, employer match of employee's Medicare contribution, and pension) supplemental to an employee's salary or wages which are paid wholly or in part by the County.

<b>FULL TIME EQUIVALENT (FTE)</b>	A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. A full-time position would be 1.0 FTE while a part-time position scheduled for a 20-hour week would be 0.5 FTE.
<b>FUNCTION</b>	Specific (or like group) activities or organizational units directed at attaining specific purposes or objectives. The principal functions of Cook County are health care, courts, and corrections.
<b>FUND (COMPANY)</b>	An independent, self-balancing account used to record revenue and expenditures within the budget. For Cook County, the major funds are Corporate Purposes, Public Safety and Health. In addition, each of the major Hospital Organizations requires a Fund.
<b>FUND BALANCE</b>	The difference between assets and liabilities of governmental funds.
<b>GENERAL FUNDS</b>	The funds used to account for all financial resources, except those required, or chosen, to be accounted for in special purpose funds. The General Funds consist of the Corporate, Public Safety and Health funds.
<b>GENERAL OBLIGATION DEBT</b>	Debt backed by the full faith and credit of Cook County government.
<b>GENERAL PUBLIC</b>	The individuals that Cook County serves and is responsible to; the "customer" and "Board of Directors."
<b>GRANTS</b>	Contributions or gifts of cash or other assets from another government, public or private foundation, or department to be used or expended for a specified purpose, activity, or facility.
<b>GROSS BONDED DEBT</b>	The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.
<b>HOME RULE COUNTY</b>	A county that has authority to exercise any power and perform any function pertaining to its government and affairs including; but not limited to, the power to regulate for the protection of the public health, safety, morals, and welfare; to license; to tax; and to incur debt.
<b>INFRASTRUCTURE</b>	Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar assets that are immovable.
<b>INSURANCE</b>	The transfer of risk of loss from one party (the insured) to another party (the insurer) in which the insurer promises to pay the insured (or others on the insured's behalf) an amount of money for economic losses sustained from specific events.
<b>INTERGOVERNMENTAL REVENUES</b>	Revenues from other governments (federal, state, and local) in the form of grants, entitlements, or shared revenues.
<b>INVESTMENTS</b>	Securities and real estate held for income in the form of interest, dividends, rentals, or lease payments.
<b>LEASE-PURCHASE AGREEMENTS</b>	Contractual agreements that are termed leases; but that in substance, are purchase contracts.
<b>LEVEL OF SERVICE</b>	Used generally to define the existing or current services, programs, activities, and/or facilities provided by a government to its citizens. Level of service in any given department or office may be increased, decreased or remain constant depending upon needs, alternatives, productivity and available resources. To continue a given level of services into future years assumes that objectives, goals, quantity and quality of the service will remain unchanged.
<b>LINE-ITEM BUDGET</b>	The presentation of the County's budget in a form which lists each spending unit's approved budget by specific line-item of expense along with the dollar amount budgeted.
<b>LONG-TERM DEBT</b>	Any obligation of the County with a remaining maturity term of more than one year.
<b>MAJOR CAPITAL EQUIPMENT</b>	Certain equipment items involved in projects with funding requirements and with a depreciable life of greater than three (3) years.

<b>MODIFIED ACCRUAL BASIS</b>	Governmental funds are accounted for by using the modified accrual basis. Under it, revenues are recognized when they become susceptible to accrual (when they become both measurable and available to finance expenditures of the current period). Available means collectible in the current period or soon enough thereafter to be used to pay current period liabilities.
<b>NON-RECURRING REVENUES</b>	Revenues accruing to the County that are unique and occur at one time only, or follow a sporadic, unpredictable pattern.
<b>OBJECT CLASSIFICATION</b>	<p>The categorization of expenditures grouped by similarity of purpose. For Cook County, the following object classifications are used:</p> <p><b>Personal Services</b> -Includes expenditures for salaries and wages, fringe benefits, and other costs directly related to the support of employees. All budgetary accounts 100 through 199 are included in this object classification.</p> <p><b>Contractual Services</b> -Includes expenditures for routine office/department activities; such as, printing, transportation, communications and other purchased services. Also, included in this classification are all professional and technical services contracted by Cook County. All budgetary accounts 200 through 299 are included in this object classification.</p> <p><b>Supplies and Materials</b> -Includes expenditures for necessary supplies for each department. All budgetary accounts 300 through 399 are included in this object classification.</p> <p><b>Operation and Maintenance</b> -Includes expenditures for routine operation and maintenance, such as utility costs and repair of equipment. All budgetary accounts 400 through 499 are included in this object classification.</p> <p><b>Capital Outlay</b> -Includes expenditures for the acquisition of fixed assets including land, buildings and equipment. All budgetary accounts 500 through 599 are included in this object classification.</p> <p><b>Rental and Leasing</b> -Includes expenditures for the rental and leasing of office, automotive, medical equipment, and facilities. All budgetary accounts 600 through 699 are included in this object classification.</p> <p><b>Contingency and Special Purpose Appropriations</b> -Includes various unanticipated and estimated expenditures, and reserves. All budgetary accounts 800 through 899 are included in this object classification.</p>
<b>OBJECT CODE</b>	The numeric, computer-based code that uniquely distinguishes each account in the County's Chart of Accounts.
<b>OFFICE</b>	A unit of Cook County government. Offices are generally managed by elected County officials. However, the term is also used to designate some non-elective units of County government.
<b>OPERATING BUDGET</b>	The primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The Operating Budget excludes capital improvements.
<b>PERFORMANCE-BASED BUDGETING</b>	Performance-based budgeting uses statements of missions, goals and objectives to explain why the money is being spent. It is a way to allocate resources to achieve specific objectives based on program goals and measured results.
<b>PROGRAM</b>	A group of departments of government performing a particular function.
<b>RESERVED FUND BALANCE</b>	Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for specific future use.
<b>REVENUE</b>	The amount of monies collected from taxes, fines, fees, and reimbursements from others for the purpose of financing governmental operations and services.

<b>REVISED REQUEST</b>	A modification to a department's initial request, as deemed necessary, by a department; in conjunction with Budget and Management Services.
<b>RISK MANAGEMENT</b>	Use of the various ways and means to avoid accidental loss, or to reduce its consequences if it does occur.
<b>SPECIAL PURPOSE FUNDS</b>	The remaining funds after the General Funds are excluded. These funds are used to account for the proceeds from special revenue sources, and the expenditures for specified or restricted purposes.
<b>TAX EXTENSION</b>	The final actual sum of money allocated to Cook County Government generated through property taxes.
<b>TAX LEVY</b>	The total dollar amount of the Cook County Annual Appropriation Bill that is to be covered by property taxes.
<b>TAX RATE</b>	The rate calculated to generate the revenue required from the tax levy. For Cook County, the rate is determined by dividing the final tax extension by the total Equalized Assessed Valuation of County property.

# CITY OF FAIRVIEW HEIGHTS



## *FISCAL & BUDGETARY GUIDELINES POLICY*

# FISCAL & BUDGET GUIDELINES

Fiscal planning and control is necessary to ensure that the City of Fairview Heights establishes a sustainable financial framework. The guidelines of this policy will be used by elected officials and staff during budgeting, policy structure, and in the daily operations of the city. Unless so indicated, the budgeted expenses will be determined based on the fiscal & budget policy measurement baseline.

## FISCAL & BUDGET POLICY MEASUREMENT BASELINE

Total revenues for each department.

## SPECIFIC POLICY GUIDELINES BY CATEGORY

Operating Expenses – The budget goal or objective is for operating expenses not to exceed 85% of the defined fiscal & budget policy measurement baseline.

Capital Expenditures – The budget goal or objective is for capital expenditures not to exceed 10% of the defined fiscal & budget policy measurement baseline.

Fund / Financial Reserves – The budget goal or objective is for a minimum of 5% of the defined fiscal & budget policy measurement baseline to be contributed to reserves on an annual basis.

Said reserves shall be allocated in the following manner:

- 3% for vehicle and equipment purchases / replacement.
- 2% for fund reserves (see “Reserves and Contingencies”).

# REVENUE POLICIES

The City's revenue policies are intended to provide guidelines for determining the revenues and revenue sources necessary to provide services. It is the City's goal to maintain a diversified, yet stable, revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. An integral factor in the City's ability to maintain a strong revenue supply is the diversity of its tax base and the health of the area economy. Therefore, the City includes in its policies the goal to encourage economic development within the City.

## REVENUES

- The City will estimate its annual revenues by an objective, analytical process. All projections will be made using analytical techniques designed to produce revenue estimates which are slightly conservative.
- The city will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
- The City will establish all user charges and fees at a level related to the cost of providing the services.
- Each year, the City will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other cost increases.
- To the degree possible, revenues will be linked to specific expenditure categories to clarify revenue-expenditure relationships.
- The City will revise user fees with the review of the City Council to adjust for the effects of inflation.

# OPERATING EXPENDITURE POLICIES

Operating expenditures must meet the City's requirements to provide services within the framework of available revenues. The following operating expenditure policies will guide the evaluation and control of the City's appropriations and expenditures.

## OPERATING BUDGET

- The annual operating budget as accepted by the Council will be adhered to in detail unless a conscious management decision is made to deviate from the budget. Any substantial alteration to the budget must be approved by the Council (City Code 3-11-6, 7).
- The City will balance operating expenditures with operating revenues unless specifically budgeted otherwise.
- The City will pay for all current expenditures with current revenues. The City will avoid expenditures at the expense of meeting future year's expenses, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.
- The budget will provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement.
- The budget will provide for adequate funding of all retirement systems.
- The City will maintain a budgetary control system to help it adhere to the budget.
- The Director of Finance will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
- Each year the City will update capital expenditure projections for the next five years. Projections will include estimated operating costs of future capital improvements that are included in the capital budget.
- Where possible, the City will integrate performance measures, productivity indicators, and goals within the budget.

# CAPITAL IMPROVEMENTS PLANNING

Policies for the capital improvements program are intended to encourage planning for future growth and infrastructure repair within the framework of the city's other financial policies.

## CAPITAL IMPROVEMENTS

- The City will make all capital improvements in accordance with an adopted capital improvement program.
- The threshold for capital expenditures is established at \$15,000. Items that fall below the threshold will be considered operating expenditures.
- The City will develop a multi-year plan for capital improvements and update it annually.
- The City will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be calculated and included in capital budget projections.
- The City will coordinate development of the capital improvement budget with development of the operating budget. Operating costs associated with new capital improvement will be projected and included in the operating budget.
- The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvements plan and City priorities, and whose operating and maintenance costs have been included in operating budget forecasts.
- The City will maintain all of its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- The City will project its equipment replacement and maintenance needs for the next five years and will update the projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
- The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the Council, as part of the budgeting process.
- The City will determine the least costly financing method for all new projects.

# DEBT MANAGEMENT GUIDELINES

The issuance of debt is a necessity for the financing of many major capital improvements. Determining the method and timing for financing is subject to many considerations. The City's debt policies are intended to encourage conservative debt management while maintaining the flexibility to use the various financing mechanisms which are available to the City.

One of the City's financing goals is to minimize as much as possible the impact of debt issuance on the City's tax levy. Other revenue sources will be used, when available, to abate general obligation debt payments. Alternative methods of financing such as revenue bonds, special assessment debt, lease purchase agreements and developer financed improvements will be used when appropriate to finance capital improvements.

The costs of financing through the issuance of debt are also affected by the strength of the City's financial position. Bond ratings and investor's bids are influenced by the City's debt management policies. It is the City's goal to maintain debt management policies which keep outstanding debt within manageable levels and which maintain the City's flexibility to issue debt in the case of unusual circumstances beyond the City's control.

## DEBT

- The City will continue long-term borrowing to finance capital improvements or projects that cannot be financed from current revenues.
- When the City finances capital projects by issuing bonds or by lease purchases, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- The City will try to keep the average maturity of general obligation bonds at or below 20 years.
- The City will try to keep its per capita general obligation debt at less than \$1,000.
- Annual payments of principal and interest on all long-term debt shall not exceed 20% of total City revenue.
- Annual payments of principal and interest on short-term debt shall not exceed 10% of total City revenue.
- Total debt (including overlapping) will be less than 4% of market value of the property base at all times.
- Total debt service for general obligation debt will not exceed 20% of total annual locally generated operating revenue.

- Total general obligation debt will not exceed 60% of the statutory debt limit.
- The City will not use long-term debt to finance current operations.
- The City will retire tax and revenue anticipation debt annually and will retire bond anticipation debt within six months after completion of the project.
- The City will maintain good communications with bond rating agencies about its financial condition. The city will follow a policy of full disclosure on every financial report and bond prospectus.

## **RESERVES AND CONTINGENCIES**

The maintenance of adequate reserves provides the City with flexibility and security and is an important factor considered by rating agencies and the underwriting community when reviewing City debt issuance.

### **RESERVES**

- The City will maintain a reserve sufficient to provide for unanticipated expenditures and unforeseen emergencies.
- The City will maintain an unreserved fund balance in the General Fund to fund operations for a period of at least three months (25%). This will be calculated based on the total General Fund expenditures less capital outlay and transfers.
- The City will establish and maintain a “City Property Improvement/Replacement Fund” and will appropriate funds to it annually to provide for timely replacement of equipment and City property. The amount in the reserve will be maintained at a minimum of \$50,000. The minimum amount of \$15,000 will be added annually.
- Upon expiration of revenue debt, debt service reserve accounts shall either be maintained to assist future debt issues or be allocated to fund depreciation and equipment replacement.

# INVESTMENT GUIDELINES

The City's investment policies are intended to maximize the investment earnings on City funds thereby reducing "Other Source" revenue requirements. Ordinance # 990-99 specifically addresses the City's investment policies. The following guidelines are designed to compliment the existing ordinance and internal procedures.

## INVESTMENT PRACTICES

- Investments shall be selected under the prudent investor rule. The criteria are safety, liquidity, and value in that order.
- The Treasurer and Finance Director shall report periodically to the City Administrator to provide information and insight into the handling of investments.
- Investments shall be undertaken to attain the best possible rate of return taking into account risk constraints and cash flow characteristics.
- Funds held for future capital projects shall be invested in investments that will produce enough income to offset inflationary construction cost, yet will not be exposed to price fluctuations which may jeopardize the ability to meet stated objectives.
- The Finance Department will determine the cash flow needs of all funds on, at the minimum, a quarterly basis. Disbursements, collections, and deposits of all funds will be scheduled to insure maximum cash availability.
- When permitted by law, the City will pool cash from several different funds, for investment purposes.
- Idle cash shall be invested on a continuous basis.
- The Treasurer and Finance Director will analyze market conditions and investment securities as needed to determine what yield can be obtained.
- The accounting system will provide regular information concerning cash position and investment performance.
- The City will require financial reporting by its financial servicing institutions on an annual basis.

# EXTERNAL FINANCIAL RELATIONSHIPS

## ACCOUNTING, AUDITING, BANKING, AND FINANCIAL REPORTING

- The City will establish and maintain a high standard of accounting and ethical financial practices, based in part by directives of the Governmental Accounting Standards Board (GASB) and independent auditor recommendations.
- The accounting system will maintain records on a basis consistent with accepted standards for local government accounting.
- Regular monthly and annual financial reports will present a summary of financial activity by major types of funds.
- Wherever possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by fund.
- An independent public accounting firm will perform an annual audit and will publicly issue a financial opinion.
- The City's relationship with its independent accounting firm will be reviewed every three years.
- The City shall issue a request for proposal (RFP) for banking services every three years.

Adopted: 7/19/2011 – Resolution # 3603-2011  
Revised: