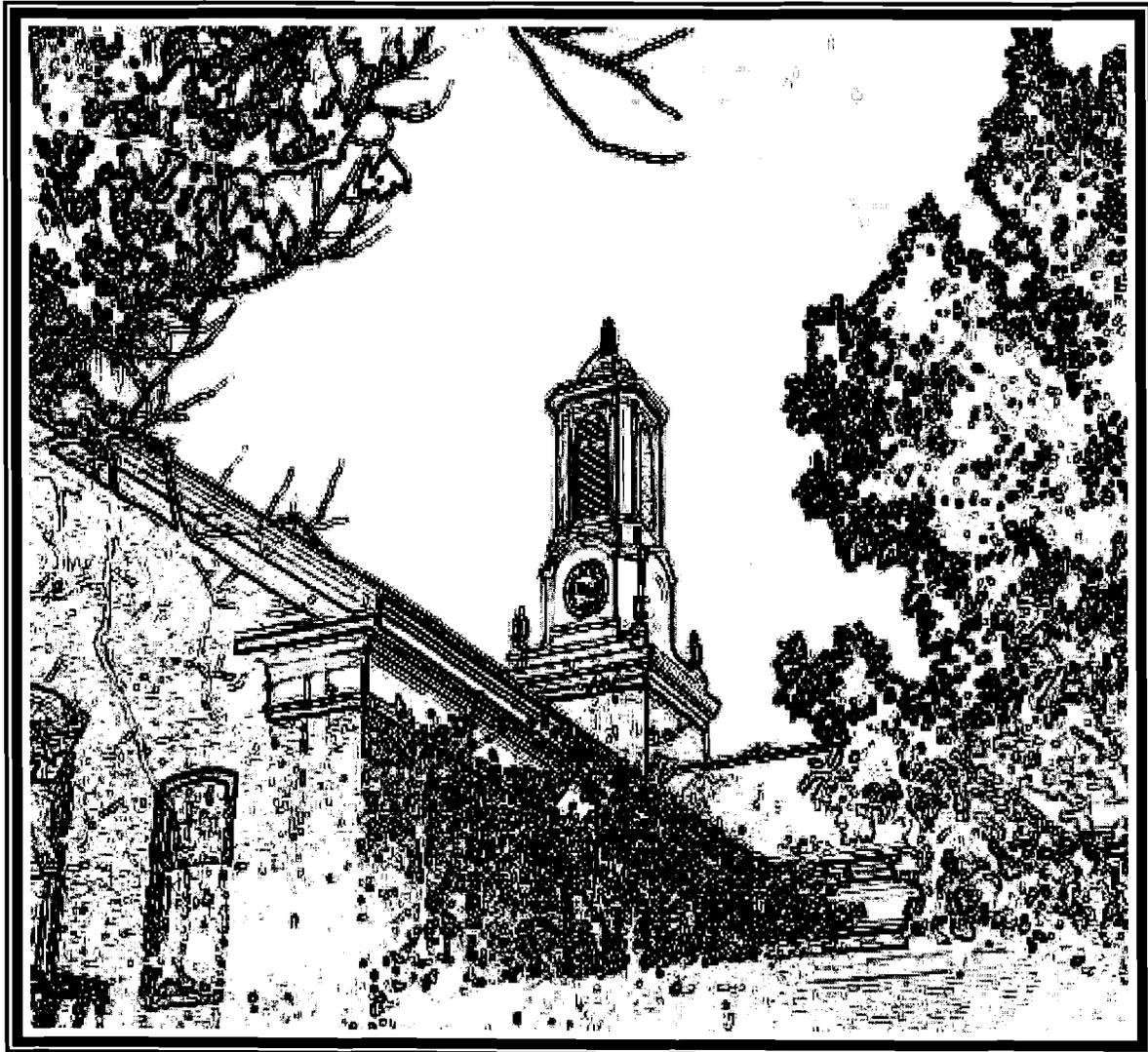


Village of Glencoe



Fiscal Year 2004
Budget

VILLAGE OF GLENCOE

FISCAL YEAR 2004 BUDGET

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Office of the Village Manager
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

FAX 847.835.1785
Phone 847.835.4114

March 1, 2003

The Honorable Village President
and Board of Trustees
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Dear Mr. President and Trustees:

I am pleased to submit the Annual Budget for the Fiscal Year beginning March 1, 2003 and ending February 29, 2004 (Fiscal Year 2004). The budget process affords the Village Board the opportunity to balance the needs of the community against available resources with the intent of gaining the maximum return on each revenue dollar. The budget also attempts to anticipate future expenditures. Once completed, the budget provides the financial plan for the upcoming fiscal year and a blueprint for staff to use in managing board goals. The final budget communicates the goals and decisions of the Village to many groups, including residents, the business community, vendors, and credit-rating agencies. The total budget for Fiscal Year 2004 is \$19,389,914.

FISCAL YEAR 2003 MAJOR ACCOMPLISHMENTS

Before reviewing the Fiscal Year 2004 Budget, it is important to review the major accomplishments of Fiscal Year 2003. The following are some of the more significant accomplishments:

- ◆ Performed remediation objectives for the purpose of obtaining a No Further Remediation status for former Village incinerator site;
- ◆ Explored opportunities to obtain additional federal or state assistance with remediation costs associated with Brownsfield site;
- ◆ Continued to develop Village Internet design services for innovative ways to provide services for the residents;
- ◆ Completed Phase II of the Downtown Streetscape Program;

- ◆ Continued custom programming of Village network computer and provided ongoing computer staff training to enhance staff capabilities;
- ◆ Continued installation of network to connect to remote locations of the Village (Golf club and Water Plant);
- ◆ Continued development of Village-wide Geographical Information System (GIS); and
- ◆ Developed action plans to implement Village Board goals, including a long range financial plan to address non-funded capital improvements, including water, storm sewer and sanitary sewer infrastructure improvements.
- ◆ Established a Cable TV Franchise Task Force to review the cable franchise agreement;
- ◆ Continued participation as a member of the Intergovernmental Risk Management Agency;
- ◆ Completed the Ten-Year Financial Plan 2012;
- ◆ Public Safety Department re-accreditation by the Commission on Accreditation for Law Enforcement Agencies;
- ◆ Hired three new Public Safety Officers;
- ◆ Hired an Assistant to the Director of Finance;
- ◆ Provided voice mail for the Village President and Board of Trustees;
- ◆ Replaced various capital equipment including a 2 ½ ton dump truck body, a garbage utility vehicle, and a leaf vac trailer;
- ◆ Conducted a Village Hall space study and formulated conceptual plans for implementation consistent with Long Range Financial Plan;
- ◆ Amended the ordinance relating to signage regulations for the HF zoning district;
- ◆ Engineered and designed a sanitary sewer extension to the Village Frontage Road Public Works site;
- ◆ Approved an ordinance extending the demolition waiting period for designated landmark properties to 180 days;
- ◆ Conducted a traffic study on Westley Road;

- ◆ Reviewed and approved plans for the construction of Weil Hummer and CarMax Auto Superstores facility on Frontage Road;
- ◆ Received an Illinois Environmental Protection Agency (IEPA) grant of \$120,000 for site investigation of Frontage Road properties;
- ◆ Amended the ordinance relating to pool fence requirements;
- ◆ Entered into an agreement with Teska & Associates to consult as the Village Planner;
- ◆ Approved an ordinance granting a Special Use Permit for Weil Hummer signage;
- ◆ Approved a temporary moratorium on multi-family housing in the R-D and business districts;
- ◆ Contracted with Groot Recycling & Waste Services for the disposal of leaves for Fall 2002;
- ◆ Purchased four replacement squad car video camera recorders for the Department of Public Safety;
- ◆ Amended the Solicitors' Permit requirements in the Village Code;
- ◆ Approved an ordinance amending the calendar year alarm permit fees;
- ◆ Purchased a replacement squad car for the Department of Public Safety;
- ◆ Approved an ordinance establishing a Village Cultural Center;
- ◆ Adopted an ordinance amending the Glencoe Zoning Code relating to variation standards;
- ◆ Adopted an ordinance amending garbage and recycling collection rates;
- ◆ Purchased mobile data computers for the Public Safety Department;
- ◆ Purchased a replacement computer network server for the Public Safety Department;
- ◆ Purchased a cardiac monitor/defibrillator for the Public Safety Department;
- ◆ Approved a three-year collective bargaining agreement with AFSCME for Public Works employees;

- ◆ Achieved safety standards that resulted in removal of Village from IRMA Watch List status.

FISCAL YEAR 2004 BUDGET SUMMARY

The total proposed expenditures including all funds are \$19,389,914. The 2002 (Fiscal Year 2004) property tax levy, including debt service and the Glencoe Public Library, is \$9,441,421, a 1.87% increase from the 2001 (Fiscal Year 2003) property tax extension. The Village's portion of Fiscal Year 2003 property tax increase, which is limited by property tax caps, is \$246,743 or 4.40%. Absent new EAV, the increase is 1.55%. The property tax cap legislation will allow only a 1.55% increase in the levy over that amount actually extended for Fiscal Year 2003 (without voter approval). The Village's tax levy, which is subject to tax caps, includes levies for general corporate purposes and is an estimated amount to fund the Village's pension obligations and the Garbage Fund.

The Water Fund and Glencoe Golf Club Fund are enterprise funds supported without property tax. The Garbage Fund, IMRF Fund, Social Security Fund, Motor Fuel Tax Fund, Enhanced 911 Fund, Capital Reserve Fund and Parking Fund are special revenue funds set up specifically to account for revenues restricted for special purposes.

The Village's property tax levy also provides for payment of voter approved debt service.

The following major budget items, projects and programs are included in the Fiscal Year 2004 Budget:

- Enhance the current Northern Illinois Police Alarm System (NIPAS) mutual aid agreement currently in effect;
- Continue development of the Village GIS system;
- Continue development of the Village web site and email access;
- Continue enhancement of network with remote locations (Golf Club and Water Plant);
- Establish a new Register of Eligibles for the hiring of Public Safety Officers;
- Modification of fees for non-resident ambulance billing and water/sewer rates;

- Continue the east diversion ditch improvements;
- Purchase an asphalt patch truck, 2 ½ ton dump truck and a ¾ ton pick up truck for the Public Works Department;
- Replace two squad cars for Public Safety;
- Establish a system for residents to pay for licenses and permits online;
- Replace refuse packer and Cushman scooter for Public Works;
- Continue annual Village-wide sidewalk replacement program;
- Replace laptop computers for Public Safety vehicles;
- Continue annual fire hydrant replacement;
- Continue bus shelter replacement program;
- Phase IA engineering for improvements to Dundee Road from Edens Expressway to Forestway Drive;
- Design and construct abandonment of pedestrian underpass on Green Bay Road at the Community Center;
- Upgrade the presentation equipment for Village Board meetings;
- Operational improvements for Public Works material storage facility on Frontage Road including site grading, sanitary sewer system improvements, fencing, and restoration landscaping.

FISCAL YEAR 2004 REVENUES

Each year the Village staff begins the budget process by reviewing projected actual revenues. The Village Board discusses service levels and strikes the appropriate balance between user fees and property taxes. The revenues of the Village tend to be relatively stable from year to year. The following is a summary of revenue activities in the four major funds:

FOUR MAJOR OPERATING FUND REVENUES
(all financing sources)

<u>Fund</u>	<u>FY 03 Actual</u>	<u>FY 04 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
GENERAL FUND ¹	11,221,193	10,902,472	(318,721)	-2.84%
WATER FUND	1,470,500	1,550,596	80,096	5.45%
GARBAGE FUND	1,267,281	1,250,630	(16,651)	-1.31%
GOLF FUND	1,151,810	1,436,800	284,990	24.74%
Operating Fund Total	15,110,784	15,140,498	(29,714)	-0.20%

GENERAL FUND REVENUES

Property tax is 46.3% of the total revenue included in the Fiscal Year 2004 General Fund Revenue Budget. The Fiscal Year 2004 property tax increases from the Fiscal Year 2003 property tax as a revenue source by 5.68%. Property tax still represents the single largest source of revenue to the General Fund. The Village's reliance on property tax for such a large portion of revenue is due primarily to the residential nature of the community and the Village's prior limited opportunity for increased commercial sales tax or alternative revenue sources. Introduction of sales tax from car dealerships will reduce the percentage of revenue represented by property tax.

Each year, Village staff attempts to identify alternative revenue sources. There are two specific fee adjustments recommended or scheduled in the General Fund for Fiscal Year 2004. The changes include the introduction of a non-resident ambulance billing rate of \$300.00 (resident rate remains the same) and an adjustment to the sewer rate to maintain the sewer charge as 35% of the winter quarter water charge.

WATER FUND

Projected actual revenue from water sales during Fiscal Year 2003 is estimated at \$21,705 higher than the budgeted amount of \$1,366,295. In past years, the Water Fund was partially subsidized by the General Fund through a fire hydrant rental. The Water Fund is now nearly self-sufficient as an enterprise fund. The General Fund subsidizes the payment of FICA and IMRF taxes. This practice will be reviewed during Plan 2013

¹ FY03 General Fund Projected Actual included one-time revenue of \$1,823,278 from the sale of Edens property.

development. The Fiscal Year 2004 Budget includes a 3.0% water rate increase. This increase is in accordance with Plan 2012.

GARBAGE FUND

Property tax makes up 60.6% of the proposed Fiscal Year 2004 Garbage Fund Revenue Budget. In Fiscal Year 2003 property tax represented 62.3% of the Garbage Fund Revenue. The primary reason for this increase in property tax as a percent of total revenue is to build fund balance levels for capital purchase (refuse packer) in FY04. Efficiencies implemented in service delivery have resulted in a reduction in personnel costs and improved service provided by the Garbage Fund. Also in December 1992, the Village established a \$9/quarter recycling fee resulting in approximately \$110,000 in new revenue per year that pays the contracting service for curbside recycling. In addition, the Village established a \$9/quarter fee in 1996 to fund the Village's share of SWANCC debt retirement. Per the sale of the SWANCC balefill site and other related financial activity, the SWANCC rate has been reduced. However, the recycling rate was adjusted to reflect the actual cost of service. A summary of the residential charge for solid waste service effective March 1, 2003 is as follows:

Solid Waste Disposal Fee Summary:

Garbage \$ 15.00 per quarter

Recycling \$ 14.25 per quarter

SWANCC \$ 3.75 per quarter

TOTAL \$ 33.00 per quarter

OR \$ 11.00 per month per residence

FISCAL YEAR 2004 EXPENDITURES

Once revenue projections are established, each department's expenditure budget request is reviewed by the Village Manager. The Village Manager strives to develop a balance between fund balance/revenue source considerations and needed expenditures to provide desired services. The following table summarizes four major operating fund expenditures both actual and proposed:

FOUR MAJOR OPERATING FUND EXPENDITURES

<u>Fund</u>	<u>FY 03 Projected Actual</u>	<u>FY 04 Approved Budget</u>	<u>\$ Change</u>	<u>% Change</u>
GENERAL ²	12,112,115	11,674,953	(437,162)	-3.61%
WATER FUND	1,428,315	1,569,267	140,952	9.87%
GARBAGE FUND	1,143,481	1,487,172	343,691	30.06%
GOLF FUND	1,348,458	1,427,266	78,808	5.84%
Operating Fund Total	16,032,369	16,158,658	126,289	0.79%

The following provides additional detail regarding the four major operating funds:

GENERAL FUND

The Fiscal Year 2004 General Fund expenditures reflect a \$437,000 or 3.61% decrease from the projected actual expenditures during Fiscal Year 2003. The proposed Fiscal Year 2004 Capital Budget in the General Fund is the same as Plan 2012 scheduled capital expenditures for the same year. The majority of the difference is due to the inclusion in the Fiscal Year 2003 Budget of the following items:

1. Expenditures as part of Eden's development;
2. Advance of \$285,000 to MFT Fund.

Services funded by the General Fund during Fiscal year 2004 are substantially similar to Fiscal Year 2003.

WATER FUND

The Fiscal Year 2004 Water Fund expenditures reflect a \$140,952, or (9.87%) increase from the projected actual expenditures during Fiscal Year 2003. Capital improvements during Fiscal Year 2004 are \$63,000 greater than anticipated in Plan 2012. This increase is primarily related to carry over items including \$40,000 for disinfection upgrades and \$27,000 for fire intrusion system. The Fiscal Year 2004 Budget for operations of the water utility is substantially similar to Fiscal Year 2003.

² Includes transfers to Debt Service Fund, Police Pension Fund and Fire Pension Fund.

GARBAGE FUND

The Fiscal Year 2004 Garbage Fund expenditures reflect a \$343,691, or 30.06% increase from projected actual expenditure during Fiscal Year 2003. The Fiscal Year 2003 Budget assumes continued participation in the solid waste disposal system developed by the Solid Waste Agency of Northern Cook County (SWANCC).

The Fiscal Year 2003 Budget provides for the continued "parkway leaf collection" program and the "spring clean-up" program. The Garbage Fund Capital Budget is the same as anticipated in Plan 2012. Staff will work with the Chicago Botanic Garden to resume acceptance of the Village's leaf collections for composting. No significant funding has been added to the budget if the Garden ceases this operation, which would have the greatest impact on the Fall curbside leaf collection program.

GLENCOE GOLF CLUB

The Fiscal Year 2004 Golf Club Fund expenditures reflect an increase of \$78,808, or 5.84%, from Fiscal Year 2003 projected actual expenditure. The focus of Fiscal Year 2004 is a beginning of a club-controlled food source operation.

Due to adverse weather conditions, the Golf Club continues to encounter financial concerns. Village staff will continue to carefully monitor the condition of the Glencoe Golf Club during this coming fiscal year.

CAPITAL IMPROVEMENT FUND

Fiscal Year 2003 was the final year for the Bond Construction Fund. The balance of the funding for future Street Programs will come from Motor Fuel Tax (MFT) Funds and other revenues on hand (i.e. sales tax).

DEBT SERVICE

The Village's active debt service schedule represents the original issuance of \$23,825,000 in general obligation debt to complete needed, and at times mandated, capital improvements and to refinance existing debt. As of February 28, 2003, the total general obligation debt outstanding is \$17,535,000.

The Village's long-term debt outstanding per capita as of February 28, 2003 is \$1,939.40. Using 2001 EAV of \$511,391,278, the Village's margin to the legal General Obligation debt limit is \$34,144,128.

FUND BALANCE

The Village ended Fiscal Year 2002 with a cash balance in the General Fund of \$3,589,042 as audited (less capital reserve). The cash balance in the General Fund on February 28, 2003 is projected to be \$2,698,110, a decrease of \$890,932 or a 24.8% decrease. The projected fund balance as of February 29, 2004 is \$1,805,628, a reduction of \$892,482 or 33.1%.

The dramatic change from Fiscal year 2002 through Fiscal Year 2003 is due to transactions related to Edens Corridor Development.

The Fiscal Year 2004 Budget presented to the Village Board maintains the Village's outstanding financial condition. The Village's financial condition as measured by fund balances is excellent. Even with budgeted use of fund balance, the General Fund remains in excess of Village Board established fund balance targets.

ACKNOWLEDGEMENTS

I would like to take this opportunity to acknowledge and thank all of the municipal staff for their efforts in preparing this budget for consideration by the Village President and Board of Trustees. If we can be of any assistance in your review of this budget, please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul M. Harlow". The signature is fluid and cursive, with a large initial "P" and "H".

Paul M. Harlow
Village Manager

cc: Executive Staff
Victor Filippini, Village Attorney

**FY 2004 Revenue Budget
(\$16,380,029, excluding
Transfers)**

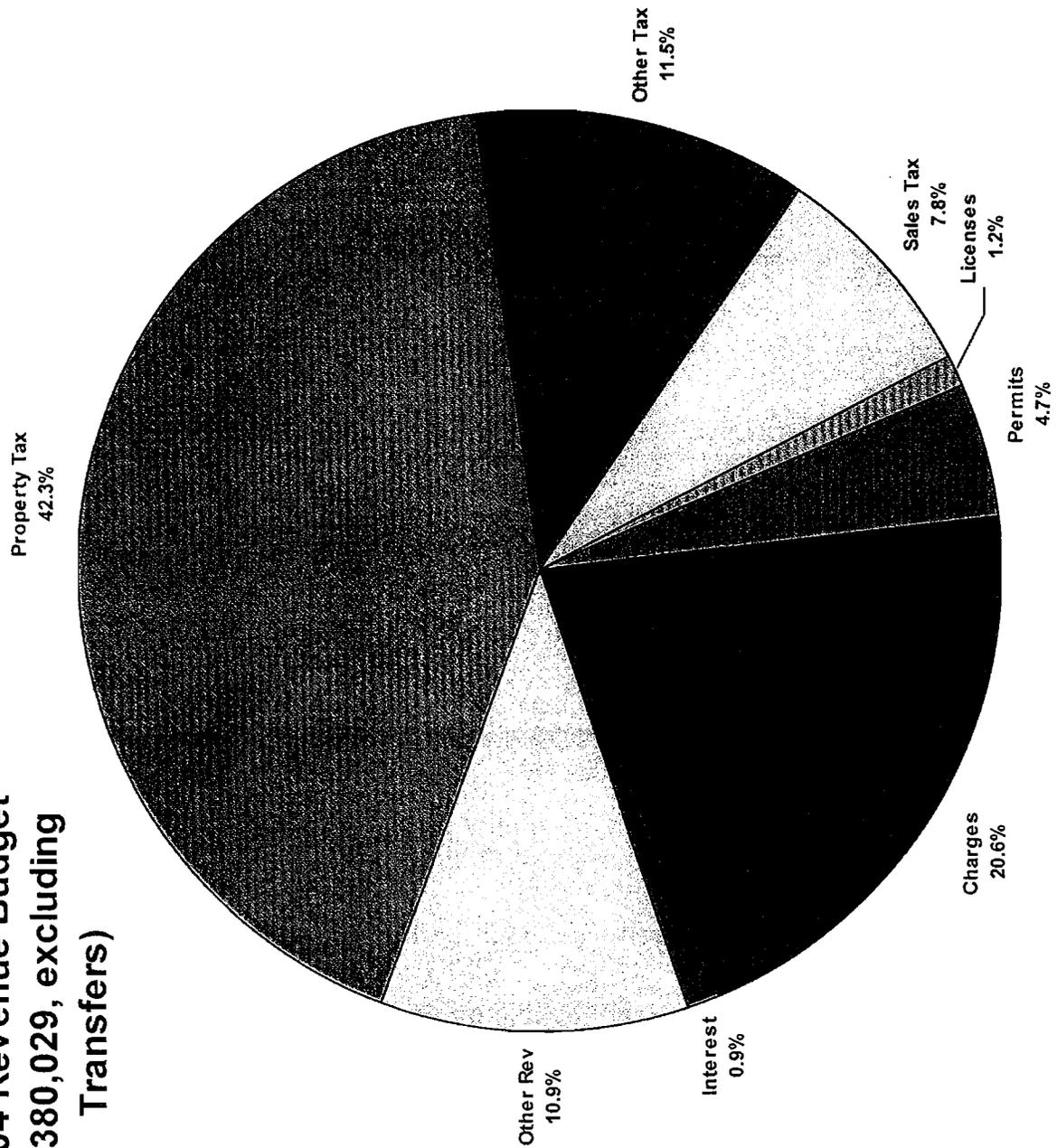


Chart I

**VILLAGE OF GLENCOE
SUMMARY OF PROPOSED FISCAL YEAR 2004 REVENUES**

FUND	GENERAL	WATER	GARBAGE	GOLF	SUB-TOTAL OPERATING	CIP (3)	PENSIONS(2)	MFT	E-911	SUB-TOTAL PENSIONS/ SPECIAL	DEBT	GRAND TOTAL	FY 2003 BUDGET	% CHANGE
TYPE OF REVENUE														
CHARGES FOR SERVICE	361,360	1,450,284	418,000	1,149,450	3,379,094	-	-			-		3,379,094	3,590,085	-5.88%
FEES	86,932				86,932	-	-			-		86,932	-	N/A
FINES/FORFEITS	98,880				98,880	-	-			-		98,880	96,500	2.47%
GRANTS	-				-	-	-			-		-	120,000	N/A
INTEREST	100,000	10,000	12,000	1,000	123,000	1,000	-	5,000	10,000	15,000	11,613	150,613	325,351	-53.71%
INTERGOVERNMENTAL	-				-	-	-	240,000		240,000		240,000	258,000	-6.98%
LICENSES	188,691				188,691	-	-			-		188,691	185,060	1.96%
MECHANISE SALES				276,825	276,825	-	-			-		276,825	-	N/A
OTHER REVENUES	1,038,627	24,812	8,100	9,525	1,081,064	-	-			-		1,081,064	454,740	137.73%
OTHER TAXES	1,733,300		7,000		1,740,300	-	-		148,750	148,750		1,889,050	882,400	114.08%
PERMITS	775,358				775,358	-	-			-		775,358	799,235	-2.99%
PROPERTY TAX	3,972,310		758,330		4,730,640	-	-			-	2,200,882	6,931,522	7,120,434	-2.65%
SALES TAX	1,282,000				1,282,000	-	-			-		1,282,000	800,000	60.25%
UTILITY TAX	-				-	-	-			-		-	1,100,580	-100.00%
SUB-TOTAL	9,637,458	1,485,096	1,203,430	1,436,800	13,762,784	1,000	-	245,000	158,750	403,750	2,212,495	16,380,029	15,732,385	4.12%
BOND PROCEEDS					-							-	-	0.00%
DUE TO PENSION FUNDS (1)	645,000				645,000							645,000	586,000	10.07%
DUE TO IMRF TAXES (2)	91,014				91,014							91,014		
DUE TO FICA TAXES (2)	284,000				284,000							284,000		
TRANSFERS IN	245,000	65,500	47,200		357,700	700,000				-	110,000	1,167,700	80,000	1359.63%
GRAND TOTAL	10,902,472	1,550,596	1,250,630	1,436,800	15,140,498	701,000	-	245,000	158,750	403,750	2,322,495	18,567,743	16,398,385	13.23%

Notes

- (1) Property taxes collected for the Police and Fire Pension funds.
- (2) Includes IMRF and FICA Funds only.
- (3) CIP includes Capital Reserve Fund and Capital Projects Fund (Non-Bond)

Exhibit Ia

VILLAGE OF GLENCOE
SUMMARY OF REVENUES

FY03 ACTUAL (PROJECTED)
AS COMPARED TO
FY03 BUDGET (ADOPTED)

<u>FUND/DIVISION</u>	<u>FY 03 ACTUAL (PROJECTED)</u>	<u>FY 03 BUDGET (ADOPTED)</u>	<u>DOLLARS OF BUDGET</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	11,221,183	9,232,550	1,988,633	121.54%
WATER FUND	1,470,500	1,442,042	28,458	101.97%
GARBAGE FUND	1,267,281	1,267,277	4	100.00%
GOLF CLUB FUND	1,151,810	1,329,271	(177,461)	86.65%
Sub-Total Operating Funds	15,110,774	13,271,140	1,839,634	113.86%
MFT FUND	547,000	295,000	252,000	185.42%
PARKING DIVISION	-	-	-	N/A
E911 FUND	152,000	155,000	(3,000)	98.06%
IMRF	55,255	55,284	(29)	99.95%
SOCIAL SECURITY	270,218	263,394	6,824	102.59%
Sub-Total Pension/Special Funds	1,024,473	768,678	255,795	133.28%
CAPITAL RESERVE FUND	451,800	80,000	371,800	564.75%
CAPITAL IMPROVEMENT FUND	45,483	67,055	(21,572)	67.83%
Sub-Total Capital Improvement	497,283	147,055	350,228	338.16%
DEBT SERVICE FUND	2,338,728	2,290,470	48,258	102.11%
GRAND TOTAL -- ALL FUNDS	18,971,258	16,477,343	2,493,915	115.14%

Exhibit 1b

VILLAGE OF GLENCOE
SUMMARY OF REVENUES

FY03 ACTUAL (PROJECTED)
AS COMPARED TO
FY04 BUDGET (PROPOSED)

<u>FUND/DIVISION</u>	<u>FY 03 ACTUAL (PROJECTED)</u>	<u>FY 04 BUDGET (PROPOSED)</u>	<u>DOLLAR CHANGE FROM PROJECTED</u>	<u>PERCENT CHANGE FROM PROJECTED</u>
GENERAL FUND	11,221,183	10,782,471	(438,712)	-3.91%
WATER FUND	1,470,500	1,550,596	80,096	5.45%
GARBAGE FUND	1,267,281	1,250,630	(16,651)	-1.31%
GOLF CLUB FUND	1,151,810	1,436,800	284,990	24.74%
Sub-Total Operating Funds	15,110,774	15,020,497	(90,277)	-0.60%
MFT FUND	547,000	245,000	(302,000)	-55.21%
PARKING DIVISION	-	-	-	N/A
E911 FUND	152,000	158,750	6,750	4.44%
IMRF	55,255	-	(55,255)	-100.00%
SOCIAL SECURITY	270,218	-	(270,218)	-100.00%
Sub-Total Pension/Special Funds	1,024,473	403,750	(620,723)	-60.59%
CAPITAL RESERVE FUND	451,800	501,000	49,200	10.89%
CAPITAL PROJECTS FUND	-	200,000	200,000	N/A
CAPITAL IMPROVEMENT FUND	45,483	-	(45,483)	-100.00%
Sub-Total Capital Improvement	497,283	701,000	203,717	40.97%
DEBT SERVICE FUND	2,338,728	2,322,495	(16,233)	-0.69%
GRAND TOTAL -- ALL FUNDS	18,971,258	18,447,742	(523,516)	-2.76%

Exhibit 1c

VILLAGE OF GLENCOE
SUMMARY OF REVENUES

FY04 BUDGET (PROPOSED)
AS COMPARED TO
FY04 BUDGET (ADOPTED)

<u>FUND/DIVISION</u>	<u>FY 04 BUDGET (PROPOSED)</u>	<u>FY 04 BUDGET (ADOPTED)</u>	<u>DOLLAR CHANGE FROM (PROPOSED)</u>	<u>PERCENT CHANGE FROM (PROPOSED)</u>
GENERAL FUND	10,782,471	10,902,471	120,000	1.11%
WATER FUND	1,550,596	1,550,596	-	0.00%
GARBAGE FUND	1,250,630	1,250,630	-	0.00%
GOLF CLUB FUND	1,436,800	1,436,800	-	0.00%
Sub-Total Operating Funds	15,020,497	15,140,497	120,000	0.80%
MFT FUND	245,000	245,000	-	0.00%
PARKING DIVISION	-	-	-	N/A
E911 FUND	158,750	158,750	-	0.00%
IMRF	-	-	-	N/A
SOCIAL SECURITY	-	-	-	N/A
Sub-Total Pension/Special Funds	403,750	403,750	-	0.00%
CAPITAL RESERVE FUND	501,000	501,000	-	0.00%
CAPITAL PROJECTS FUND	200,000	200,000	-	N/A
CAPITAL IMPROVEMENT FUND	-	-	-	N/A
Sub-Total Capital Improvement	701,000	701,000	-	0.00%
DEBT SERVICE FUND	2,322,495	2,322,495	-	0.00%
GRAND TOTAL – ALL FUNDS	18,447,742	18,567,742	120,000	0.65%

**FY 2004 Expenditures
Expenditures From All
Funds by Purpose
Total Budget \$18,222,214
(Excluding Transfers)**

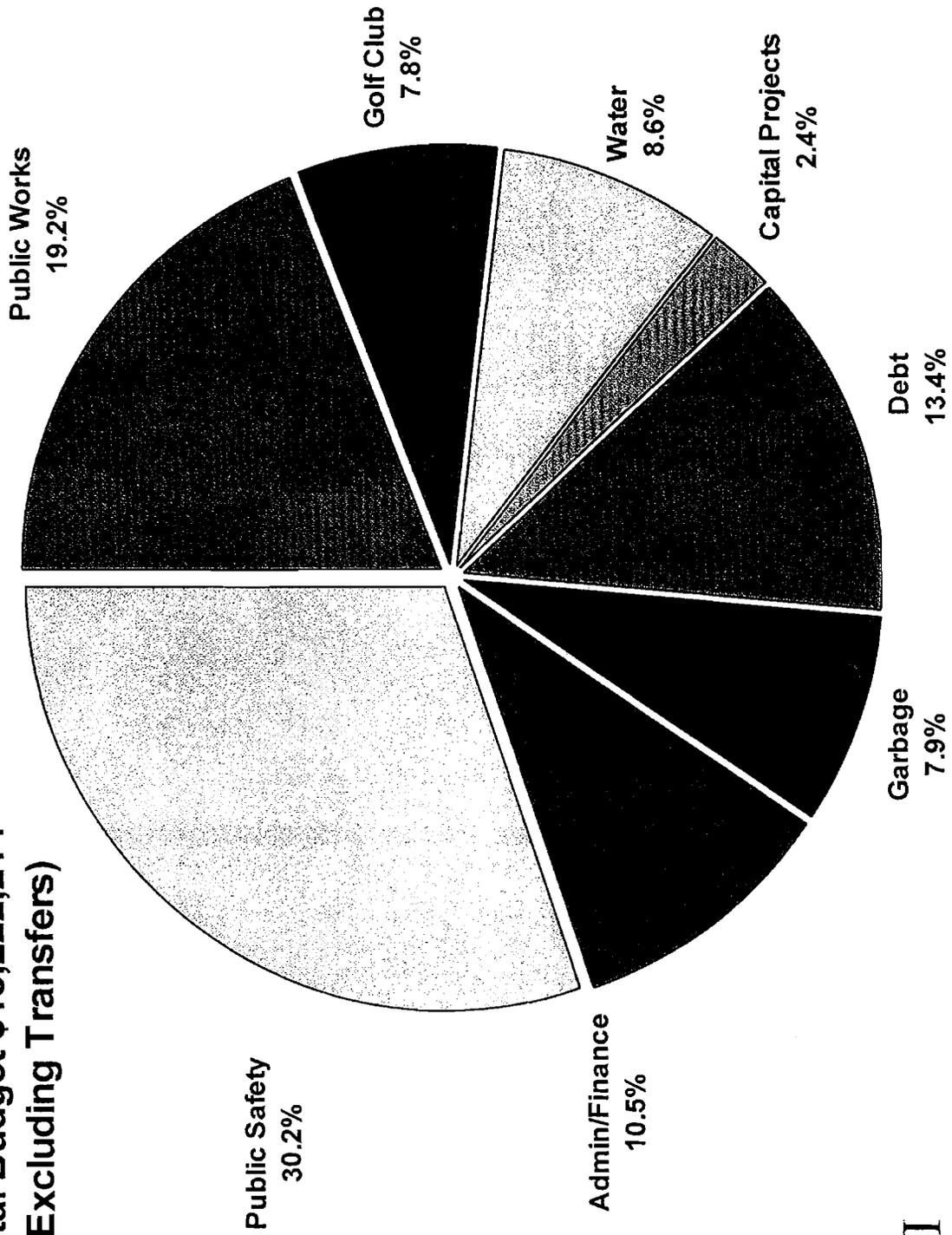


Chart II

VILLAGE OF GLENCOE
SUMMARY OF PROPOSED FISCAL YEAR 2004 EXPENDITURES

FUND	GENERAL (Sched. A)	WATER (Sched. B)	GARBAGE	GOLF (Sched. C)	SUB-TOTAL OPERATING	CAPITAL PROJECTS	PENSIONS	MFT	E-911	SUB-TOTAL PENSIONS / SPECIAL	DEBT	GRAND TOTAL	FY 2003 BUDGET (1)	% CHANGE
PERSONNEL	7,629,579	734,839	556,926	765,310	9,686,654	-	-	-	-	-	-	9,686,654	8,899,788	8.8%
SERVICES	1,560,499	271,933	541,806	286,894	2,661,132	-	-	-	61,170	61,170	-	2,722,302	2,602,876	4.6%
COMMODITIES	799,625	104,680	101,440	192,950	1,198,695	-	-	-	8,100	8,100	-	1,206,795	1,061,901	13.6%
SUB-TOTAL	9,989,703	1,111,452	1,200,172	1,245,154	13,546,481	-	-	-	69,270	69,270	-	13,615,751	12,564,565	8.4%
DEBT SERVICE	-	303,815	36,000	135,300	475,115	-	-	-	-	-	2,444,486	2,919,601	4,421,645	-34.0%
CAPITAL	448,000	154,000	201,000	46,812	849,812	442,500	-	-	30,000	30,000	-	1,322,312	2,517,579	-47.5%
SUB-TOTAL	448,000	457,815	237,000	182,112	1,324,927	442,500	-	-	30,000	30,000	2,444,486	4,241,913	6,939,224	-38.9%
OTHER	364,550	-	-	-	364,550	-	-	-	-	-	-	364,550	248,450	46.7%
COMBINED TOTAL	10,802,253	1,569,267	1,437,172	1,427,266	15,235,958	442,500	-	-	99,270	99,270	2,444,486	18,222,214	19,752,239	-7.7%
TRANSFERS OUT	872,700	-	50,000	-	922,700	-	-	245,000	-	245,000	-	1,167,700	110,000	961.5%
GRAND TOTAL	11,674,953	1,569,267	1,487,172	1,427,266	16,158,658	442,500	-	245,000	99,270	344,270	2,444,486	19,389,914	19,862,239	-2.4%

Note

(1) Detail of FY 2003 Budget listed below:

FUND	GENERAL (Sched. A)	WATER (Sched. B)	GARBAGE	GOLF (Sched. C)	SUB-TOTAL OPERATING	CAPITAL PROJECTS	PENSIONS	MFT	E-911	SUB-TOTAL PENSIONS / SPECIAL	DEBT	GRAND TOTAL
PERSONNEL	6,806,900	652,800	465,760	638,017	8,553,467	-	346,321	-	-	346,321	-	8,899,788
SERVICES	1,484,958	267,798	514,153	269,704	2,536,613	-	-	7,000	59,263	66,263	-	2,602,876
COMMODITIES	683,380	102,804	88,090	187,627	1,061,901	-	-	-	-	-	-	1,061,901
SUB-TOTAL	8,975,238	1,023,402	1,057,993	1,095,348	12,151,981	-	346,321	7,000	59,263	412,584	-	12,564,565
DEBT SERVICE	1,424,400	311,985	95,000	136,895	1,968,280	-	-	-	-	-	2,453,365	4,421,645
CAPITAL	525,600	177,000	75,500	99,400	877,500	93,079	-	1,200,000	347,000	1,547,000	-	2,517,579
SUB-TOTAL	1,950,000	488,985	170,500	236,295	2,845,780	93,079	-	1,200,000	347,000	1,547,000	2,453,365	6,939,224
OTHER	248,450	-	-	-	248,450	-	-	-	-	-	-	248,450
COMBINED TOTAL	11,173,688	1,512,387	1,228,493	1,331,643	15,246,211	93,079	346,321	1,207,000	408,263	1,959,584	2,453,365	19,752,239
TRANSFERS OUT	110,000	-	-	-	110,000	-	-	-	-	-	-	110,000
GRAND TOTAL	11,283,688	1,512,387	1,228,493	1,331,643	15,356,211	93,079	346,321	1,207,000	408,263	1,959,584	2,453,365	19,862,239

GRAND TOTAL	GENERAL	WATER	GARBAGE	GOLF	SUB-TOTAL	CAPITAL	PENSIONS	MFT	E-911	SUB-TOTAL	DEBT	GRAND
\$ CHANGE	391,265	56,880	268,879	96,623	802,447	349,421	(346,321)	(962,000)	(306,993)	(1,815,314)	(8,879)	(472,325)
% CHANGE	3.47%	3.76%	21.06%	7.18%	5.23%	375.40%	-100.00%	-79.70%	-75.57%	-82.43%	-0.36%	-2.36%

VILLAGE OF GLENCOE
 DETAIL OF GENERAL FUND
 PROPOSED FY 04 BUDGET AS COMPARED TO ADOPTED FY 03 BUDGET
 SUPPORTING EXHIBIT II

FUND	GENERAL																			% Change From FY03	
		Managers	Legal	Community Service	Boards & Commissions	Finance	Support Services	Liability	PW Admin	Sewer	Forestry	Municipal Buildings	Parks	Community Development	Municipal Garage	Streets	Street Lighting	Police	Fire		Paramedic
PERSONNEL	7,829,579	404,200	21,187	-	-	391,100	-	410,190	562,507	364,042	73,973	-	40,935	173,365	532,750	-	3,097,730	1,032,460	525,170	12.09%	
SERVICES	1,560,499	73,012	151,000	28,500	-	104,975	74,250	115,775	65,830	122,885	75,250	49,550	12,595	35,780	46,065	73,800	280,904	70,797	17,051	5.09%	
COMMODITIES	789,825	88,200	-	-	-	25,050	52,900	-	45,525	73,385	25,805	10,575	20,750	4,100	177,100	-	181,065	72,975	21,975	17.01%	
SUB-TOTAL	9,989,703	545,412	172,187	28,500	-	521,125	127,150	162,500	571,460	701,722	512,832	159,798	70,300	57,830	229,245	755,915	73,800	3,559,699	1,178,232	564,196	11.30%
DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-100.00%
CAPITAL	448,000	-	-	-	-	-	-	23,000	25,000	-	30,000	-	-	-	268,500	-	53,500	47,000	-	-14.78%	
SUB-TOTAL	448,000	-	-	-	-	-	-	23,000	25,000	-	30,000	-	-	-	268,500	-	53,500	47,000	-	-77.03%	
OTHER	364,550	200,000	-	32,700	112,850	3,000	-	-	10,000	-	-	-	-	-	-	-	-	6,000	-	46.73%	
COMBINED TOTAL	10,802,253	745,412	172,187	61,200	112,850	524,125	127,150	162,500	594,460	736,722	512,832	189,798	70,300	57,830	229,245	1,025,415	73,800	3,613,199	1,229,232	564,196	-3.32%
TRANSFERS OUT	872,700	500,000	-	-	-	-	312,700	60,000	-	-	-	-	-	-	-	-	-	-	-	-	893.36%
GRAND TOTAL	11,674,953	1,245,412	172,187	61,200	112,850	524,125	439,850	222,500	594,460	736,722	512,832	189,798	70,300	57,830	229,245	1,025,415	73,800	3,613,199	1,229,232	564,196	3.47%

Note
 (1) Detail of FY 2003 Budget listed below:

FUND	GENERAL																				
		Managers	Legal	Community Service	Boards & Commissions	Finance	Services	Liability	Admin	Sewer	Forestry	Buildings	Parks	Development	Garage	Streets	Lighting	Police	Fire	Paramedic	
PERSONNEL	6,808,900	317,700	19,500	-	-	325,100	-	344,680	467,895	313,400	63,880	-	24,500	148,380	452,480	-	2,841,825	987,500	500,300		
SERVICES	1,484,958	75,950	151,000	28,180	-	88,150	54,800	138,447	89,890	115,590	75,850	34,550	9,995	34,360	25,940	67,200	270,464	63,507	14,985		
COMMODITIES	883,380	48,200	-	-	-	17,500	33,300	-	38,275	59,460	24,245	9,550	15,050	4,000	14,400	182,050	148,585	67,790	20,975		
SUB-TOTAL	8,975,238	441,850	170,500	28,180	-	430,750	87,900	168,500	519,382	597,045	453,235	149,080	49,800	38,495	197,140	660,470	67,200	3,260,874	1,118,797	538,280	
DEBT SERVICE	1,424,400	1,424,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
CAPITAL	525,800	-	-	-	-	7,000	21,000	-	4,500	32,500	60,000	25,000	1,000	42,500	102,500	-	171,000	44,800	13,800		
SUB-TOTAL	1,950,000	1,424,400	-	-	-	7,000	21,000	-	4,500	32,500	60,000	25,000	1,000	42,500	102,500	-	171,000	44,800	13,800		
OTHER	248,450	170,000	-	31,700	40,750	-	-	-	-	-	-	-	-	-	-	-	-	6,000	-		
COMBINED TOTAL	11,173,688	2,038,250	170,500	59,880	40,750	437,750	108,900	168,500	523,882	629,545	513,235	174,080	50,800	38,495	239,640	762,970	67,200	3,431,874	1,169,597	550,080	
TRANSFERS OUT	110,000	50,000	-	-	-	-	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	
GRAND TOTAL	11,283,688	2,088,250	170,500	59,880	40,750	437,750	108,900	228,500	523,882	629,545	513,235	174,080	50,800	38,495	239,640	762,970	67,200	3,431,874	1,169,597	550,080	
GRAND TOTAL																					
\$ CHANGE	391,265	(840,838)	1,687	1,320	72,100	86,375	330,950	(8,000)	70,578	107,177	(403)	15,738	19,700	19,135	(10,395)	262,445	6,800	181,325	59,635	14,136	
% CHANGE	3.47%	-40.30%	0.99%	2.20%	178.93%	19.73%	303.90%	-2.63%	13.47%	17.02%	-0.08%	9.04%	38.93%	49.71%	-4.34%	34.40%	9.82%	5.28%	5.10%	2.57%	

Exhibit II – Schedule B

VILLAGE OF GLENCOE
 DETAIL OF WATER FUND
 PROPOSED FY 04 BUDGET
 AS COMPARED TO
 ADOPTED FY 03 BUDGET
 SUPPORTING EXHIBIT II

FUND	WATER			% Change From FY03
	TOTAL	Distribution	Production	
PERSONNEL	734,839	289,794	445,045	12.57%
SERVICES	271,933	57,195	214,738	1.54%
COMMODITIES	104,680	26,450	78,230	1.82%
SUB-TOTAL	1,111,452	373,439	738,013	8.60%
DEBT SERVICE	303,815	-	303,815	-2.62%
CAPITAL	154,000	37,000	117,000	-12.99%
SUB-TOTAL	457,815	37,000	420,815	-6.37%
OTHER	-	-	-	N/A
COMBINED TOTAL	1,569,267	410,439	1,158,828	3.76%
TRANSFERS OUT	-	-	-	N/A
GRAND TOTAL	1,569,267	410,439	1,158,828	3.76%

Note

(1) Detail of FY 2003 Budget listed below:

FUND	WATER		
	TOTAL	Distribution	Production
PERSONNEL	652,800	253,010	399,790
SERVICES	267,798	59,520	208,278
COMMODITIES	102,804	28,050	74,754
SUB-TOTAL	1,023,402	340,580	682,822
DEBT SERVICE	311,985	-	311,985
CAPITAL	177,000	102,000	75,000
SUB-TOTAL	488,985	102,000	386,985
OTHER	-	-	-
COMBINED TOTAL	1,512,387	442,580	1,069,807
TRANSFERS OUT	-	-	-
GRAND TOTAL	1,512,387	442,580	1,069,807

GRAND TOTAL			
\$ CHANGE	56,880	(32,141)	89,021
% CHANGE	3.76%	-7.26%	8.32%

Exhibit II -- Schedule C

VILLAGE OF GLENCOE
 DETAIL OF GOLF CLUB FUND
 PROPOSED FY 04 BUDGET
 AS COMPARED TO
 ADOPTED FY 03 BUDGET
 SUPPORTING EXHIBIT II

FUND	GOLF						% Change From FY03
	TOTAL	Admin.	Food Service	Building & Grounds	Play	Pro Shop	
PERSONNEL	765,310	109,560	90,125	402,525	163,100	-	19.95%
SERVICES	286,894	127,713	2,500	136,356	14,500	5,825	6.37%
COMMODITIES	192,950	1,500	31,850	68,100	18,000	73,500	2.84%
SUB-TOTAL	1,245,154	238,773	124,475	606,981	195,600	79,325	13.68%
DEBT SERVICE	135,300	135,300	-	-	-	-	-1.17%
CAPITAL	46,812	-	-	17,000	29,812	-	-52.91%
SUB-TOTAL	182,112	135,300	-	17,000	29,812	-	-22.93%
OTHER	-	-	-	-	-	-	N/A
COMBINED TOTAL	1,427,266	374,073	124,475	623,981	225,412	79,325	
TRANSFERS OUT	-	-	-	-	-	-	-
GRAND TOTAL	1,427,266	374,073	124,475	623,981	225,412	79,325	

Note

(1) Detail of FY 2003 Budget listed below:

FUND	GOLF					
	TOTAL	Admin.	Food Service	Building & Grounds	Play	Pro Shop
PERSONNEL	638,017	140,345	-	363,775	133,897	-
SERVICES	269,704	121,330	-	125,374	19,000	4,000
COMMODITIES	187,627	8,500	-	83,100	21,727	74,300
SUB-TOTAL	1,095,348	270,175	-	572,249	174,624	78,300
DEBT SERVICE	136,895	136,895	-	-	-	-
CAPITAL	99,400	-	-	34,400	65,000	-
SUB-TOTAL	236,295	136,895	-	34,400	65,000	-
OTHER	-	-	-	-	-	-
COMBINED TOTAL	1,331,643	407,070	-	606,649	239,624	78,300
TRANSFERS OUT	-	-	-	-	-	-
GRAND TOTAL	1,331,643	407,070	-	606,649	239,624	78,300

GRAND TOTAL						
\$ CHANGE	95,623	(32,997)	124,475	17,332	(14,212)	1,025
% CHANGE	7.18%	-8.11%	N/A	2.86%	-5.93%	1.31%

Exhibit Ila

VILLAGE OF GLENCOE
 COMBINED EXPENDITURE SUMMARY
 (ALL EXPENDITURE TYPES)
 FY 2003 ACTUAL (PROJECTED)
 AS COMPARED TO
 FY 2003 BUDGET (ADOPTED)

<u>FUND/DIVISION</u>	<u>FY 2003 ACTUAL (PROJECTED)</u>	<u>FY 2003 (1) BUDGET (ADOPTED)</u>	<u>DOLLARS OF BUDGET</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	12,112,115	11,283,688	828,427	107.3%
WATER FUND	1,428,315	1,512,387	(84,072)	94.4%
GARBAGE FUND	1,143,481	1,228,493	(85,012)	93.1%
GOLF CLUB	1,348,458	1,331,643	16,815	101.3%
Sub-Total Operating Funds	16,032,369	15,356,211	676,158	104.4%
MFT Fund	1,670,000	1,207,000	463,000	138.4%
PARKING FUND	-	-	-	0.0%
E911 Fund	306,263	406,263	(100,000)	75.4%
IMRF FUND	92,000	82,800	9,200	111.1%
FICA FUND	288,000	263,521	24,479	109.3%
Sub-Total Pensions/Special	2,356,263	1,959,584	396,679	120.2%
CAPITAL RESERVE FUND	441,000	-	441,000	N/A
CAPITAL IMPROVEMENT FUND	90,000	93,079	(3,079)	96.7%
Sub-Total Capital Improvement	531,000	93,079	437,921	570.5%
DEBT SERVICE FUND	2,453,565	2,453,365	200	100.0%
GRAND TOTAL -- ALL FUNDS	21,373,197	19,862,239	1,510,958	107.6%

Note

(1) Represents budget as originally adopted. See Exhibit Vib for amendments to the original Fiscal Year 2003 Budget as approved by the Village Board.

Exhibit IIb

VILLAGE OF GLENCOE
 COMBINED EXPENDITURE SUMMARY
 (ALL EXPENDITURE TYPES)
 FY 2003 ACTUAL (PROJECTED)
 AS COMPARED TO
FY 2004 BUDGET (PROPOSED)

<u>FUND/DIVISION</u>	<u>FY 2003 ACTUAL (PROJECTED)</u>	<u>FY 2004 BUDGET (PROPOSED)</u>	<u>DOLLARS FROM PROJECTED</u>	<u>PERCENT FROM PROJECTED</u>
GENERAL FUND (1)	12,112,115	11,674,953	(437,162)	-3.6%
WATER FUND	1,428,315	1,569,267	140,952	9.9%
GARBAGE FUND	1,143,481	1,487,172	343,691	30.1%
GOLF CLUB	1,348,458	1,427,266	78,808	5.8%
Sub-Total Operating Funds	16,032,369	16,158,658	126,289	0.8%
MFT Fund	1,670,000	245,000	(1,425,000)	-85.3%
PARKING FUND	-	-	-	N/A
E911 Fund	306,263	99,270	(206,993)	-67.6%
IMRF FUND	92,000	-	(92,000)	-100.0%
FICA FUND	288,000	-	(288,000)	-100.0%
Sub-Total Pensions/Special	2,356,263	344,270	(2,011,993)	-85.4%
CAPITAL RESERVE FUND	441,000	242,500	(198,500)	-45.0%
CAPITAL PROJECTS FUND	-	200,000	200,000	N/A
CAPITAL IMPROVEMENT FUND	90,000	-	(90,000)	-100.0%
Sub-Total Capital Improvement	531,000	442,500	(88,500)	-16.7%
DEBT SERVICE FUND	2,453,565	2,444,486	(9,079)	-0.4%
GRAND TOTAL -- ALL FUNDS	21,373,197	19,389,914	(1,983,283)	-9.3%

Exhibit IIc

VILLAGE OF GLENCOE
 COMBINED EXPENDITURE SUMMARY
 (ALL EXPENDITURE TYPES)
 FY 2004 INITIAL BUDGET (REQUEST)
 AS COMPARED TO
FY 2004 BUDGET (PROPOSED)

<u>FUND/DIVISION</u>	<u>FY 2004 INITIAL BUDGET (REQUEST)</u>	<u>FY 2004 BUDGET (PROPOSED)</u>	<u>DOLLARS FROM REQUEST</u>
GENERAL FUND (1)	11,733,873	11,674,953	(58,920)
WATER FUND	1,557,567	1,569,267	11,700
GARBAGE FUND	1,481,272	1,487,172	5,900
GOLF CLUB	1,434,181	1,427,266	(6,915)
Sub-Total Operating Funds	16,206,893	16,158,658	(48,235)
MFT Fund	250,000	245,000	(5,000)
PARKING FUND	-	-	-
E911 Fund	91,170	99,270	8,100
IMRF FUND	-	-	-
FICA FUND	-	-	-
Sub-Total Pensions/Special	341,170	344,270	3,100
CAPITAL RESERVE FUND	242,500	242,500	-
CAPITAL PROJECTS FUND	200,000	200,000	-
CAPITAL IMPROVEMENT FUND	-	-	-
Sub-Total Capital Improvement	442,500	442,500	-
DEBT SERVICE FUND	2,444,486	2,444,486	-
<u>GRAND TOTAL -- ALL FUNDS</u>	<u>19,435,049</u>	<u>19,389,914</u>	<u>(45,135)</u>

Note

Includes Police Pension Fund and Firefighters Pension Fund expenditures.

Exhibit IId

VILLAGE OF GLENCOE
 COMBINED EXPENDITURE SUMMARY
 (ALL EXPENDITURE TYPES)
 FY 2004 BUDGET (PROPOSED)
 AS COMPARED TO
FY 2004 BUDGET (APPROVED)

<u>FUND/DIVISION</u>	<u>FY 2004 BUDGET (PROPOSED)</u>	<u>FY 2004 BUDGET (APPROVED)</u>	<u>DOLLARS FROM REQUEST</u>
GENERAL FUND (1)	11,674,953	11,674,953	-
WATER FUND	1,569,267	1,569,267	-
GARBAGE FUND	1,487,172	1,487,172	-
GOLF CLUB	1,427,266	1,427,266	-
Sub-Total Operating Funds	16,158,658	16,158,658	-
MFT Fund	245,000	245,000	-
PARKING FUND	-	-	-
E911 Fund	99,270	99,270	-
IMRF FUND	-	-	-
FICA FUND	-	-	-
Sub-Total Pensions/Special	344,270	344,270	-
CAPITAL RESERVE FUND	242,500	242,500	-
CAPITAL PROJECTS FUND	200,000	200,000	-
CAPITAL IMPROVEMENT FUND	-	-	-
Sub-Total Capital Improvement	442,500	442,500	-
DEBT SERVICE FUND	2,444,486	2,444,486	-
GRAND TOTAL -- ALL FUNDS	19,389,914	19,389,914	-

Exhibit III

VILLAGE OF GLENCOE
 SUMMARY OF FY 03 ACTUAL (PROJECTED)
 AS COMPARED TO
 FY 03 BUDGET (ADOPTED) PERSONNEL AND OPERATIONS
EXCLUDING CAPITAL, DEBT SERVICE AND TRANSFERS

<u>FUND/DIVISION</u>	<u>FY 03 ACTUAL (PROJECTED)</u>	<u>FY 03 (1) BUDGET (ADOPTED)</u>	<u>DOLLARS OF BUDGET</u>	<u>PERCENT OF BUDGET</u>
<u>GENERAL FUND</u>				
Village Manager	\$ 957,004	\$ 882,980	\$ 74,024	108.4%
Finance	697,787	687,150	10,637	101.5%
Public Works	2,736,076	2,731,627	4,449	100.2%
Public Safety	4,975,185	4,921,931	53,254	101.1%
TOTAL GENERAL FUND	9,366,052	9,223,688	142,364	101.5%
WATER FUND	992,457	1,023,402	(30,945)	97.0%
GARBAGE FUND	1,015,481	1,057,993	(42,512)	96.0%
GOLF CLUB	1,138,963	1,095,348	43,615	104.0%
Sub-Total Operating Funds	12,512,953	12,400,431	112,522	100.9%
MFT FUND	7,000	7,000	-	100.0%
PARKING FUND	-	-	-	0.0%
E911 FUND	59,263	59,263	-	100.0%
PENSION FUNDS	380,000	346,321	33,679	109.7%
Sub-Total Pensions/Special	446,263	412,584	33,679	108.2%
GRAND TOTAL-ALL FUNDS	12,959,216	12,813,015	146,201	101.1%

Notes

(1) Represents budget as originally adopted. See Exhibit Vib for amendments to the original Fiscal Year 2003 Budget as approved by the Village Board.

DETAIL OF FY 03 ACTUAL (PROJECTED)
AS COMPARED TO
FY 03 BUDGET (ADOPTED) PERSONNEL AND OPERATIONS
EXCLUDING CAPITAL, DEBT SERVICE AND TRANSFERS

Exhibit IIIa

	Totals							
	FY 2003 Actual (Projected)		FY 2003 Budget (Adopted)		FY 2003	FY 2003	\$	%
	Personnel	Operations	Personnel	Operations	Projected	Adopted	Of Budget	Of Budget
Office of the Village Manager								
Administration	360,350	275,375	317,700	294,150	635,725	611,850	23,875	103.9%
Legal Services	19,600	200,500	19,500	151,000	220,100	170,500	49,600	129.1%
Community Services	-	59,679	-	59,880	59,679	59,880	(201)	99.7%
Boards/Commissions	-	41,500	-	40,750	41,500	40,750	750	101.8%
Manager's Sub-Total	379,950	577,054	337,200	545,780	957,004	882,980	74,024	108.4%
Finance								
Administration	327,255	111,132	325,100	105,650	438,387	430,750	7,637	101.8%
Support Services	-	94,400	-	87,900	94,400	87,900	6,500	107.4%
Liability Insurance	-	165,000	-	168,500	165,000	168,500	(3,500)	97.9%
Finance Sub-Total	327,255	370,532	325,100	362,050	697,787	687,150	10,637	101.5%
Public Works								
Administration	355,718	172,850	344,660	174,722	528,568	519,382	9,186	101.8%
Sewers	438,900	129,932	467,895	129,150	568,832	597,045	(28,213)	95.3%
Forestry	315,300	171,140	313,400	139,835	486,440	453,235	33,205	107.3%
Municipal Buildings	61,700	88,269	63,660	85,400	149,969	149,060	909	100.6%
Parking	-	50,746	-	49,600	50,746	49,600	1,146	102.3%
Community Development	24,500	17,734	24,500	13,995	42,234	38,495	3,739	109.7%
Municipal Garage	147,650	53,811	148,380	48,760	201,461	197,140	4,321	102.2%
Streets	448,680	188,670	452,480	207,990	637,350	660,470	(23,120)	96.5%
Street Lighting	-	70,476	-	67,200	70,476	67,200	3,276	104.9%
Public Works Sub-Total	1,792,448	943,628	1,814,975	916,652	2,736,076	2,731,627	4,449	100.2%
Public Safety								
Police	2,888,225	411,575	2,841,825	419,049	3,299,800	3,260,874	38,926	101.2%
Fire	983,200	157,725	987,500	137,297	1,140,925	1,124,797	16,128	101.4%
Paramedic	497,700	36,760	500,300	35,960	534,460	536,260	(1,800)	99.7%
Public Safety Sub-Total	4,369,125	606,060	4,329,625	592,306	4,975,185	4,921,931	53,254	101.1%
 ALL GENERAL FUND	6,868,778	2,497,274	6,806,900	2,416,788	9,366,052	9,223,688	142,364	101.5%
Water Fund								
Distribution	262,800	83,276	253,010	87,570	346,076	340,580	5,496	101.6%
Production	398,200	248,181	399,790	283,032	646,381	682,822	(36,441)	94.7%
Water Fund Sub-Total	661,000	331,457	652,800	370,602	992,457	1,023,402	(30,945)	97.0%
Garbage Fund	470,802	544,679	455,750	602,243	1,015,481	1,057,993	(42,512)	96.0%
Glencoe Golf Club								
Administration	141,145	131,970	140,345	129,830	273,115	270,175	2,940	101.1%
Food Service	-	-	-	-	-	-	-	N/A
Building & Grounds	366,004	210,841	363,775	208,474	576,845	572,249	4,596	100.8%
Play	145,400	45,761	133,897	40,727	191,161	174,624	16,537	109.5%
Pro Shop	-	97,842	-	78,300	97,842	78,300	19,542	0.0%
Golf Club Sub-Total	652,549	486,414	638,017	457,331	1,138,963	1,095,348	43,615	104.0%
TOTAL OPERATING FUNDS	8,653,129	3,859,824	8,553,467	3,846,964	12,512,953	12,400,431	112,522	100.9%
MFT Fund	-	7,000	-	7,000	7,000	7,000	-	100.0%
Parking Fund	-	-	-	-	-	-	-	0.0%
E911 Fund	-	59,263	-	59,263	59,263	59,263	-	100.0%
FICA Fund	288,000	-	263,521	-	288,000	263,521	24,479	109.3%
IMRF Fund	92,000	-	82,800	-	92,000	82,800	9,200	111.1%
Pension Fund Sub-Total	380,000	-	346,321	-	380,000	346,321	33,679	109.7%
TOTAL PENSIONS/SPECIAL	380,000	66,263	346,321	66,263	446,263	412,584	33,679	108.2%
GRAND TOTAL - ALL FUNDS	9,033,129	3,926,087	8,899,788	3,913,227	12,959,216	12,813,015	146,201	101.1%

Exhibit IV

VILLAGE OF GLENCOE
 SUMMARY OF FY 04 BUDGET (PROPOSED)
 AS COMPARED TO
 FY 03 ACTUAL (PROJECTED) PERSONNEL AND OPERATIONS
EXCLUDING CAPITAL, DEBT SERVICE AND TRANSFERS

<u>FUND/DIVISION</u>	<u>FY 03 ACTUAL (PROJECTED)</u>	<u>FY 04 BUDGET (PROPOSED)</u>	<u>DOLLAR CHANGE FROM PROJECTED</u>	<u>PERCENT CHANGE FROM PROJECTED</u>
GENERAL FUND				
Village Manager	\$ 957,004	\$ 1,091,649	\$ 134,645	14.1%
Finance	697,787	813,775	115,988	16.6%
Public Works	2,736,076	3,142,702	406,626	14.9%
Public Safety	4,975,185	5,306,127	330,942	6.7%
TOTAL GENERAL FUND	9,366,052	10,354,253	988,201	10.6%
WATER FUND	992,457	1,111,452	118,995	12.0%
GARBAGE FUND	1,015,481	1,200,172	184,691	18.2%
GOLF CLUB	1,138,963	1,245,154	106,191	9.3%
Sub-Total Operating Funds	12,512,953	13,911,031	1,398,078	11.2%
MFT FUND	7,000	-	(7,000)	-100.0%
E911 FUND	59,263	69,270	10,007	16.9%
PENSION FUNDS	380,000	-	(380,000)	-100.0%
Sub-Total Pensions/Special	446,263	69,270	(376,993)	-84.5%
GRAND TOTAL-ALL FUNDS	12,959,216	13,980,301	1,021,085	7.9%

DETAIL OF FY 03 ACTUAL (PROJECTED)
AS COMPARED TO
FY 04 BUDGET (PROPOSED) FOR PERSONNEL AND OPERATIONS
EXCLUDING CAPITAL, DEBT SERVICE AND TRANSFERS

Exhibit IVa

	FY 2003 Actual (Projected)		FY 2004 Budget (Proposed)		Totals			
	Personnel	Operations	Personnel	Operations	FY 2003	FY 2004	\$	%
					Projected	Requested	Change	Change
the Village Manager								
Administration	360,350	275,375	404,200	341,212	635,725	745,412	109,687	17.3%
Legal Services	19,600	200,500	21,187	151,000	220,100	172,187	(47,913)	-21.8%
Community Services		59,679		61,200	59,679	61,200	1,521	2.5%
Awards/Commissions		41,500		112,850	41,500	112,850	71,350	171.9%
Manager's Sub-Total	379,950	577,054	425,387	666,262	957,004	1,091,649	134,645	14.1%
Finance								
Administration	327,255	111,132	391,100	133,025	438,387	524,125	85,738	19.6%
Support Services	-	94,400	-	127,150	94,400	127,150	32,750	34.7%
Liability Insurance	-	165,000	-	162,500	165,000	162,500	(2,500)	-1.5%
Finance Sub-Total	327,255	370,532	391,100	422,675	697,787	813,775	115,988	16.6%
Public Works								
Administration	355,718	172,850	410,160	161,300	528,568	571,460	42,892	8.1%
Drivers	438,900	129,932	562,507	149,215	568,832	711,722	142,890	25.1%
Electricity	315,300	171,140	364,042	148,790	486,440	512,832	26,392	5.4%
Municipal Buildings	61,700	88,269	73,973	85,825	149,969	159,798	9,829	6.6%
Printing	-	50,746	-	70,300	50,746	70,300	19,554	38.5%
Community Development	24,500	17,734	40,935	16,695	42,234	57,630	15,396	36.5%
Municipal Garage	147,650	53,811	173,365	55,880	201,461	229,245	27,784	13.8%
Assets	448,680	188,670	532,750	223,165	637,350	755,915	118,565	18.6%
Street Lighting	-	70,476	-	73,800	70,476	73,800	3,324	4.7%
Public Works Sub-Total	1,792,448	943,628	2,157,732	984,970	2,736,076	3,142,702	406,626	14.9%
Public Safety								
Police	2,888,225	411,575	3,097,730	461,969	3,299,800	3,559,699	259,899	7.9%
Fire	983,200	157,725	1,032,460	149,772	1,140,925	1,182,232	41,307	3.6%
Emergency Medic	497,700	36,760	525,170	39,026	534,460	564,196	29,736	5.6%
Public Safety Sub-Total	4,369,125	606,060	4,655,360	650,767	4,975,185	5,306,127	330,942	6.7%
TOTAL GENERAL FUND	6,868,778	2,497,274	7,629,579	2,724,674	9,366,052	10,354,253	988,201	10.6%
Water Fund								
Distribution	262,800	83,276	289,794	83,645	346,076	373,439	27,363	7.9%
Production	398,200	248,181	445,045	292,968	646,381	738,013	91,632	14.2%
Water Fund Sub-Total	661,000	331,457	734,839	376,613	992,457	1,111,452	118,995	12.0%
Garbage Fund	470,802	544,679	556,926	643,246	1,015,481	1,200,172	184,691	18.2%
Income Golf Club								
Administration	141,145	131,970	109,560	129,213	273,115	238,773	(34,342)	-12.6%
Food Service	-	-	90,125	34,350	-	-	-	-
Building & Grounds	366,004	210,841	402,525	204,456	576,845	606,981	30,136	5.2%
Utility	145,400	45,761	163,100	32,500	191,161	195,600	4,439	2.3%
Club Shop	-	97,842	-	79,325	97,842	79,325	(18,517)	-18.9%
Golf Club Sub-Total	652,549	486,414	765,310	479,844	1,138,963	1,245,154	106,191	9.3%
TOTAL OPERATING FUNDS	8,653,129	3,859,824	9,686,654	4,224,377	12,512,953	13,911,031	1,398,078	11.2%
FT Fund	-	7,000	-	-	7,000	-	(7,000)	-100.0%
King Fund	-	-	-	-	-	-	-	0.0%
11 Fund	-	59,263	-	69,270	59,263	69,270	10,007	16.9%
CA Fund	288,000	-	-	-	288,000	-	(288,000)	-100.0%
RF Fund	92,000	-	-	-	92,000	-	(92,000)	-100.0%
Pension Fund Sub-Total	380,000	-	-	-	380,000	-	(380,000)	-100.0%
PENSIONS/SPECIAL	380,000	66,263	-	69,270	446,263	69,270	(376,993)	-84.5%
TOTAL - ALL FUNDS	9,033,129	3,926,087	9,686,654	4,293,647	12,959,216	13,980,301	1,021,085	7.9%

Exhibit V

VILLAGE OF GLENCOE
LONG RANGE PLAN (FY04)
AS COMPARED TO
FY 04 PRELIMINARY BUDGET

<u>DESCRIPTION</u>	<u>FY 04 BUDGET</u>	<u>FY 04 PLAN</u>	<u>\$ DIFF.</u>	<u>EXPLANATION</u>
<u>E911 FUND</u>				
LAPTOP COMPUTER REPLACEMENT	10,000	10,000	-	
SOFTWARE LICENSE UPGRADE	20,000	20,000	-	
	30,000	30,000	-	
<u>WATER FUND</u>				
FIRE HYDRANT REPLACEMENT	9,000	9,000	-	
WATER METERS	8,000	-	8,000	Remains as Capital
EMERGENCY WATER MAIN	20,000	20,000	-	
FLAT ROOF REPAIRS	-	24,000	(24,000)	Reprioritized
DISINFECTION UPGRADE	40,000	-	40,000	Carry Over, Deferred from 03
FILTER TURBIDMETERS	-	12,000	(12,000)	
FIRE INTRUSION SYSTEM	27,000	-	27,000	Deferred \$15,000 from FY 03
TELEMETRY SYSTEM UPGRADE	24,000	-	24,000	Reprioritized
FLOCCULATOR BEARINGS	26,000	26,000	-	
	154,000	91,000	63,000	
<u>GARBAGE FUND</u>				
CUSHMAN SCOOTER REPLACEMENT	23,000	23,000	-	
REFUSE PACKER	150,000	150,000	-	
STUMP GRINDER	28,000	-	28,000	Reprioritized
LEAF COLLECTION EQUIPMENT	-	28,000	(28,000)	Reprioritized
	201,000	201,000	-	
<u>GENERAL FUND</u>				
VEHICLE REPLACEMENT	23,000	23,000	-	
EAST DIVERSION DITCH	25,000	75,000	(50,000)	Reprioritized
BUS SHELTER	5,000	5,000	-	
VHALL ENTRY BRICK REPLACEMENT	10,000	-	10,000	New Item
VILLAGE HALL CARPETING	-	10,000	(10,000)	Reprioritized
WINDOW REPLACEMENT	15,000	15,000	-	
STREET EQUIPMENT	6,000	-	6,000	Remains as Capital
2-1/2 TON DUMP TRUCK	82,000	82,000	-	
3/4 TON PICKUP TRUCK	23,000	28,000	(5,000)	Updated Prices
ASPHALT PATCH TRUCK	83,500	85,000	(1,500)	Updated Prices
ENGINEERING - DUNDEE TO FRSTWAY	25,000	-	25,000	New Item
SIDEWALK PROGRAM	25,000	25,000	-	
SEAL GREEN BAY UNDERPASS	25,000	-	25,000	New Item
INTOXILYZER	-	10,000	(10,000)	Reprioritized
RANGE UPGRADES	-	25,000	(25,000)	Reprioritized
REPLACEMENT PHOTOCOPIER	15,000	-	15,000	New Item
POWER POINT PROJECTOR	6,000	-	6,000	New Item
VEHICLE REPLACEMENT	32,500	32,500	-	
SCBA TANKS	10,000	-	10,000	New Item
REFRIDGERATOR	4,500	-	4,500	New Item
VEHICLE REPLACEMENT	32,500	32,500	-	

Exhibit V

<u>DESCRIPTION</u>	<u>FY 04 BUDGET</u>	<u>FY 04 PLAN</u>	<u>\$ DIFF.</u>	<u>EXPLANATION</u>
	448,000	448,000	-	
<u>GOLF CLUB FUND</u>				
BUILDING ALTERATIONS	17,000	-	17,000	Reprioritized
CUSHMAN TRUCKSTER	-	14,000	(14,000)	Deferred
GREENS AERIFIER	-	8,000	(8,000)	Deferred
GREENS AERIFIER	-	8,000	(8,000)	Deferred
CART FLEET REPLACEMENT	29,812	30,000	(188)	Adjust to Actual
	46,812	60,000	(13,188)	
<u>MOTOR FUEL TAX FUND</u>				
STREET IMPROVEMENT	-	-	-	
<u>CAPITAL RESERVE FUND</u>				
SITE GRADING / DYNAMIC COMPACT.	135,000	-	135,000	Funded from Escrow Return
AGGREGATE BASE	30,000	-	30,000	Funded from Escrow Return
SANITARY SEWERS	25,000	-	25,000	Funded from Escrow Return
FENCE & GATE	20,000	-	20,000	Funded from Escrow Return
VAC-ALL WASHOUT BASIN	25,000	-	25,000	Funded from Escrow Return
RESTORATION LANDSCAPING	7,500	-	7,500	Funded from Escrow Return
	242,500	-	242,500	
<u>CAPITAL IMPROVEMENT PROJECT FUND</u>				
SANITARY SEWER MAIN REHAB / REPAIR	200,000	200,000	-	Funded by New Sales Tax
GRAND TOTAL	1,121,312	829,000	292,312	New Plus Escrow Funded (Reserve)
(LESS CAPITAL RESERVE)	878,812		49,812	Reprioritized / New

Exhibit V a

VILLAGE OF GLENCOE
 LONG RANGE PLAN (FY04)
 AS COMPARED TO
FY 04 PRELIMINARY BUDGET

<u>DESCRIPTION</u>	<u>FY 04 BUDGET</u>	<u>FY 04 PLAN</u>	<u>\$ DIFF.</u>	<u>EXPLANATION</u>
<u>GENERAL FUND</u>				
TELEWORKS	-	27,500	(27,500)	Remains Unfunded
E-COMMERCE APPLICATION DEVELOPMENT	-	24,000	(24,000)	Remains Unfunded
PERMITS / LICENSING ONLINE	-	11,500	(11,500)	Remains Unfunded
RESIDENTIAL SIDEWALKS	-	25,000	(25,000)	Remains Unfunded
TOTAL	-	88,000	(88,000)	
<u>GOLF CLUB</u>				
CONTINUOUS CART PATH	-	381,000	(381,000)	Remains Unfunded
COURSE IMPROVEMENT	-	40,000	(40,000)	Remains Unfunded
COURSE IMPROVEMENT	-	15,000	(15,000)	Remains Unfunded
COURSE IMPROVEMENT	-	40,000	(40,000)	Remains Unfunded
TOTAL	-	476,000	(476,000)	

FUND BALANCE SUMMARY
Including All Financing Sources and Uses

FUND	(1)	(2) (3) (4)			(5)	(6)	(7) (8) (9)			(10)	(11)
	ACTUAL	FY 2003 ACTUAL (PROJECTED)			PROJECTED	FUND	FY 2004 BUDGET (REQUESTED)			PROJECTED	FUND
	FUND BALANCE 2/28/2002	REVENUE PROPERTY TAX	EXPENSES OTHER	EXPENSES PROJECTED	EXPENSES SURPLUS/ (DEFICIT)	BALANCE 2/28/2003	REVENUE PROPERTY TAX	EXPENSES OTHER	EXPENSES PROPOSED	EXPENSES SURPLUS/ (DEFICIT)	BALANCE 2/28/2004
OPERATING FUNDS											
GENERAL (2)	3,589,042	3,839,683	7,381,500	12,112,115	(890,932)	2,698,110	3,932,010	6,970,461	11,674,953	(772,482)	1,925,628
WATER (1)	120,010	-	1,470,500	1,428,315	42,185	162,195	-	1,550,596	1,564,267	(13,671)	148,524
GARBAGE	316,763	785,204	482,077	1,143,481	123,800	440,563	747,000	503,630	1,487,172	(236,542)	204,021
GOLF CLUB (1)	42,639	-	1,151,810	1,348,458	(196,648)	(154,009)	-	1,436,800	1,427,266	9,534	(144,475)
SUB-TOTAL	4,068,454	4,624,887	10,485,887	16,032,369	(921,595)	3,146,859	4,679,010	10,461,487	16,153,658	(1,013,161)	2,133,698
PENSIONS/SPECIAL NON-OPERATING(3)											
IMRF	165,221	49,919	5,336	92,000	(36,745)	128,476	-	-	-	-	128,476
FICA	4,375	267,809	2,409	288,000	(17,782)	(13,407)	-	-	-	-	(13,407)
MFT	1,126,170	-	547,000	1,670,000	(1,123,000)	3,170	-	242,000	245,000	(3,000)	170
PARKING	-	-	-	-	-	-	-	-	-	-	-
E 9-1-1	328,989	-	155,000	306,263	(151,263)	177,726	-	159,650	99,270	60,380	238,106
SUB-TOTAL	1,624,755	317,728	709,745	2,356,263	(1,328,790)	295,965	-	401,650	344,270	57,380	353,345
CAPITAL/DEBT											
CIP - BONDS	51,167	-	44,699	95,866	(51,167)	-	-	-	-	-	-
CIP - SALES, ETC.	-	-	-	-	-	-	-	200,000	200,000	-	-
CAPITAL RESERVE	75,000	-	451,500	441,000	10,500	85,500	-	501,000	242,500	258,500	344,000
DEBT SERVICE	307,610	2,247,265	91,463	2,453,565	(114,837)	192,773	2,173,052	186,132	2,444,486	(85,302)	107,471
SUB-TOTAL	433,777	2,247,265	587,662	2,990,431	(155,504)	278,273	2,173,052	887,132	2,886,986	173,198	451,471
GRAND TOTAL	6,126,986	7,189,880	11,783,294	21,379,063	(2,405,889)	3,721,097	6,852,062	11,750,269	19,384,914	(782,583)	2,938,514

Notes

(1) Fund Balance on 2/28/2002 is Cash and Equivalents listed on Page 61 of the FY 2002 CAFR.

(2) Fund Balance Targets are as illustrated in table below:

Fund	FY 2003	FY 2003	FY 2003	FY 2004	FY 2004	FY 2004		FY 2004
	Fund Balance Capital Expense	% of Operating Expense	Fund Balance Max. Target	Capital Expense	% of Operating Expense	Fund Balance Min. Target	Fund Balance Max. Target	\$ Variance From Min.
General	561,834	23.4%	2,021,299	448,000	17.2%	1,684,043	1,964,717	241,585
Water	123,873	12.4%	228,277	154,000	10.5%	211,540	246,797	(63,016)
Garbage	68,000	41.0%	188,209	201,000	15.9%	183,940	214,597	20,081

(3) Pension Fund sub-total does not include fund balance, revenues and expense of the Police Pension Fund or Firefighters Pension Fund.

Exhibit VIa

VILLAGE OF GLENCOE
HISTORY OF ADOPTED BUDGETS

<u>FUND</u>	<u>ADOPTED FY 1999</u>	<u>ADOPTED FY 2000</u>	<u>ADOPTED FY 2001</u>	<u>ADOPTED FY 2002 (1)</u>	<u>ADOPTED FY 2003</u>	<u>PROPOSED FY 2004</u>	<u>% CHANGE FROM FY 2003</u>
REVENUE							
<u>OPERATING</u>							
GENERAL	7,036,026	7,362,967	7,847,170	8,629,824	9,232,550	10,902,471	18.09%
WATER	1,321,150	1,346,950	1,359,143	1,376,740	1,442,042	1,550,596	7.53%
GARBAGE	1,061,765	995,225	1,124,228	1,150,436	1,267,277	1,250,630	-1.31%
GOLF CLUB	1,272,220	1,386,525	1,421,364	1,446,589	1,329,271	1,436,800	8.09%
SUB-TOTAL	10,691,161	11,091,667	11,751,905	12,603,589	13,271,140	15,140,497	14.09%
<u>PENSIONS/SPECIAL NON-OPERATING</u>							
IMRF	230,000	235,768	162,900	108,330	55,284	-	-100.00%
FICA	190,000	211,175	255,900	264,298	263,694	-	-100.00%
MFT	213,519	220,992	224,347	291,000	295,000	245,000	-16.95%
PARKING	-	-	-	-	-	-	N/A
E911	111,884	133,000	131,931	135,889	155,000	158,750	2.42%
<u>CAPITAL/DEBT</u>							
CIP	5,000	4,092,975	140,378	487,234	67,055	-	-100.00%
DUNDEE ROAD	-	1,089,000	10,000	-	-	-	N/A
CAPITAL RESERVE	50,000	50,000	48,078	50,473	80,000	501,000	526.25%
CAPITAL PROJECTS	-	-	-	-	-	200,000	N/A
DEBT SERVICE	2,231,150	2,206,150	2,399,769	2,372,688	2,290,636	2,359,184	2.99%
TOTAL REVENUES	13,722,714	19,330,727	15,125,208	16,313,501	16,477,809	18,604,431	12.91%
EXPENDITURES							
<u>OPERATING</u>							
GENERAL	7,484,473	7,679,415	10,600,220	11,365,619	11,283,688	11,698,368	3.68%
WATER	1,470,183	1,448,729	1,500,572	1,511,016	1,512,387	1,569,267	3.76%
GARBAGE	1,138,817	1,019,066	1,141,460	1,307,677	1,228,493	1,487,172	21.06%
GOLF CLUB	1,293,400	1,388,755	1,453,411	1,379,778	1,331,643	1,427,266	7.18%
SUB-TOTAL	11,386,873	11,535,965	14,695,663	15,564,090	15,356,211	16,182,073	5.38%
<u>PENSIONS/SPECIAL NON-OPERATING</u>							
IMRF	270,000	265,200	160,000	80,000	82,800	-	-100.00%
FICA	230,781	233,500	246,000	254,610	263,521	-	-100.00%
MFT	26,000	26,000	27,000	277,000	1,207,000	250,000	-79.29%
PARKING	-	-	-	-	-	-	N/A
E911	147,613	132,363	137,301	403,263	406,263	99,270	-75.57%
<u>CAPITAL/DEBT</u>							
CIP	2,784,000	2,534,500	1,270,000	1,432,198	93,079	-	-100.00%
DUNDEE ROAD	-	1,079,000	10,000	-	-	-	N/A
CAPITAL RESERVE	-	-	60,350	-	-	242,500	N/A
CAPITAL PROJECTS	-	-	-	-	-	200,000	N/A
DEBT SERVICE	2,309,982	2,213,987	2,387,070	2,363,766	2,453,365	2,444,486	-0.36%
TOTAL EXPENDITURES	17,155,249	18,020,515	18,993,384	20,374,927	19,862,239	19,418,329	-2.23%

Notes

(1) Includes budget amendments, listed on Exhibit VIb.

Exhibit VIb

SUMMARY OF FY03 SUPPLEMENTAL APPROPRIATION ORDINANCE AND BUDGET AMENDMENTS

<u>Fund</u>	<u>FY 2003 Original Budget</u>	<u>FY 2003 Original Appropriation</u>	<u>FY 2003 Supplemental Appropriation</u>	<u>FY 2003 Total Appropriation</u>	<u>Amended FY 2003 Budget</u>
GENERAL FUND	\$ 11,283,688	\$12,412,057	\$ 811,561	\$13,223,618	\$ 12,115,499
Legal Counsel - Other (1)	\$ 6,000	\$ 6,600	\$ 23,400	\$ 30,000	\$ 30,000
Legal Counsel - Other (1)	\$ 500	\$ 550	\$ 49,450	\$ 50,000	\$ 50,000
Asset Remediation (1)	\$ 70,000	\$ 77,000	\$ 23,000	\$ 100,000	\$ 100,000
Transfer to Capital Reserve (1)	\$ 50,000	\$ 55,000	\$ 395,000	\$ 450,000	\$ 450,000
Advance to MFT (2)	\$ -	\$ -	\$ 285,000	\$ 285,000	\$ 285,000
Tree Planting	\$ 61,000	\$ 67,100	\$ 25,222	\$ 92,322	\$ 92,322
CIP Sidewalks (2)	\$ 15,000	\$ 16,500	\$ 10,489	\$ 26,989	\$ 26,989
General Fund Sub-Total	\$ 202,500	\$ 222,750	\$ 811,561	\$ 1,034,311	\$ 1,034,311
MOTOR FUEL TAX FUND	\$ 1,207,000	\$ 1,327,700	\$ 343,000	\$ 1,670,700	\$ 1,670,000
CIP Streets	\$ 1,200,000	\$ 1,320,000	\$ 343,000	\$ 1,663,000	\$ 1,663,000
MFT Fund Sub-Total	\$ 1,200,000	\$ 1,320,000	\$ 343,000	\$ 1,663,000	\$ 1,663,000
CAPITAL RESERVE	\$ -	\$ -	\$ 441,000	\$ 441,000	\$ 441,000
Engineering Services (1)	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 11,000
CIP Streets (1)	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
Asset Remediation (1)	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ 410,000
Capital Reserve Sub-Total	\$ -	\$ -	\$ 441,000	\$ 441,000	\$ 441,000
Amended Item Summary	\$ 12,490,688	\$13,739,757	\$ 1,595,561	\$15,335,318	\$ 14,226,499

Notes

(1) Related to Eden's Development and Village property improvement.

(2) Related to Downtown Streetscape Program.

VILLAGE OF GLENCOE

EXTENDED 2001 LEVY VERSUS ADOPTED 2002 TAX LEVY

	EXTENDED 2001		ADOPTED 2002		% CHANGE 2001 TO 2002	\$ CHANGE 2001 TO 2002	RATE CHANGE 2001 TO 2002
	TAX EXTENDED	TAX RATE(4)	ADOPTED TAX LEVY	ADOPTED TAX RATE(4)			
GENERAL CORPORATE	3,871,986	0.7571	4,092,010	0.8002	5.68%	\$220,024	0.0430
GARBAGE	791,809	0.1548	747,000	0.1461	-5.66%	(\$44,809)	(0.0088)
POLICE PENSION	585,478	0.1145	625,000	0.1222	6.75%	\$39,522	0.0077
FIRE PENSION	38,110	0.0075	20,000	0.0039	-47.52%	(\$18,110)	(0.0035)
I.M.R.F.	50,338	0.0098	90,514	0.0177	79.81%	\$40,176	0.0079
SOCIAL SECURITY	270,060	0.0528	280,000	0.0548	3.68%	\$9,940	0.0019
VILLAGE SUB-TOTAL(1)	5,607,781	1.0966	5,854,524	1.1448	4.40%	\$246,743	0.0482
DEBT SERVICE (2)	2,301,787	0.4501	2,173,052	0.4249	-5.59%	(\$128,735)	(0.0252)
VILLAGE TOTAL	7,909,568	1.5467	8,027,576	1.5698	1.49%	\$118,008	0.0231
LIBRARY TOTAL(3)	1,358,560	0.2657	1,413,845	0.2765	4.07%	\$55,285	0.0108
GRAND TOTAL	9,268,128	1.8123	9,441,421	1.8462	1.87%	\$173,293	0.0339

NOTE

- (1) Village Sub-Total includes \$160,000 as New EAV/Loss Collection. Absent that amount, increase is 1.55%
- (2) Includes \$60,000 abatement from General Fund, \$150,000 from Debt Service Fund and \$50,000 from the Garbage Fund.
- (3) Represents actual Library levy. Library this year seeking New EAV also.
- (4) Rate calculated using EAV of \$511,391,278. The actual dollar amount of levy to be extended will be limited as determined by Cook County using applicable tax cap limitation law.

Total Glencoe Tax Dollar (Based On 2001 Levy)

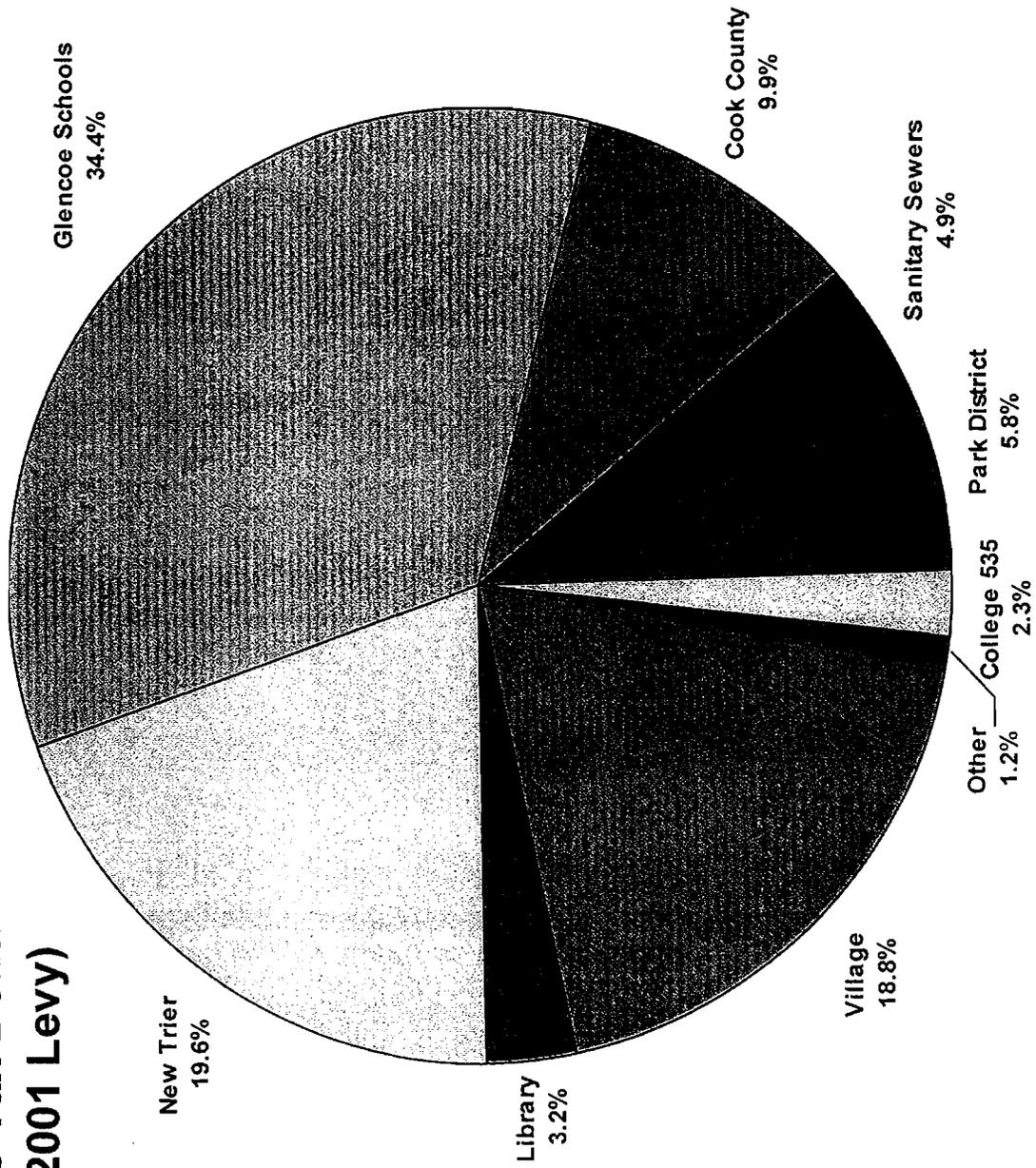


Chart III

Exhibit VIII

Total Glencoe Tax Rate
(Per \$100 of Assessed Value)

taxing Unit	1998 Tax Levy (Received in 1999)		1999 Tax Levy (Received in 2000)		2000 Tax Levy (Received in 2001)		2001 Tax Levy (Received in 2002)	
	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent
Village	1.7870	19.03%	1.8340	19.72%	1.8900	19.52%	1.5470	18.83%
Public Library	0.3030	3.23%	0.2980	3.20%	0.3150	3.25%	0.2660	3.24%
High School District #203	1.8710	19.93%	1.8450	19.83%	1.9360	19.99%	1.6110	19.61%
Grade School District #35	3.2180	34.27%	3.1820	34.21%	3.3790	34.89%	2.8250	34.38%
Cook County	0.9830	10.47%	0.9240	9.93%	0.8930	9.22%	0.8130	9.89%
Metropolitan Water	0.4440	4.73%	0.4190	4.50%	0.4150	4.29%	0.4010	4.88%
Reclamation District								
Ark District	0.5020	5.35%	0.4980	5.35%	0.5660	5.84%	0.4730	5.76%
Community College District #535	0.2050	2.18%	0.2030	2.18%	0.2130	2.20%	0.1860	2.26%
Other	0.0760	0.81%	0.0990	1.06%	0.0770	0.80%	0.0950	1.16%
	9.389	100.00%	9.302	100.00%	9.6840	100.00%	8.2170	100.00%

Breakdown of Village Tax Levy

	<u>1999 Tax Ext.</u>	<u>2000 Tax Ext.</u>	<u>2001 Tax Ext.</u>	<u>2002 Tax Levy (1)</u>
General Corporate	3,500,811	3,628,895	3,871,986	4,092,010
Garbage Fund	659,608	679,657	791,809	747,000
Police Pension	454,378	553,209	585,478	625,000
Fire Pension	21,343	36,070	38,110	20,000
I.M.R.F.	161,310	106,183	50,338	90,514
Social Security	256,947	264,649	270,060	280,000
Sub-Total	5,054,397	5,268,663	5,607,781	5,854,524
% Change	3.26%	4.24%	6.44%	4.40%
Debt Service	2,469,800	2,388,413	2,301,787	2,284,464
Grand Total	\$ 7,524,197	\$ 7,657,076	\$ 7,909,568	\$ 8,138,988
% Change	6.42%	1.77%	3.30%	2.90%

Equalized Assessed Valuation

	<u>1998 Tax Levy</u>	<u>1999 Tax Levy</u>	<u>2000 Tax Levy</u>	<u>2001 Tax Levy</u>
Total	\$ 395,362,334	\$ 410,459,742	\$ 405,281,999	\$ 511,391,278
% Change	11.64%	3.82%	-1.26%	26.18%

Property Tax Versus Tax Cap How Increase Compares to Tax Cap

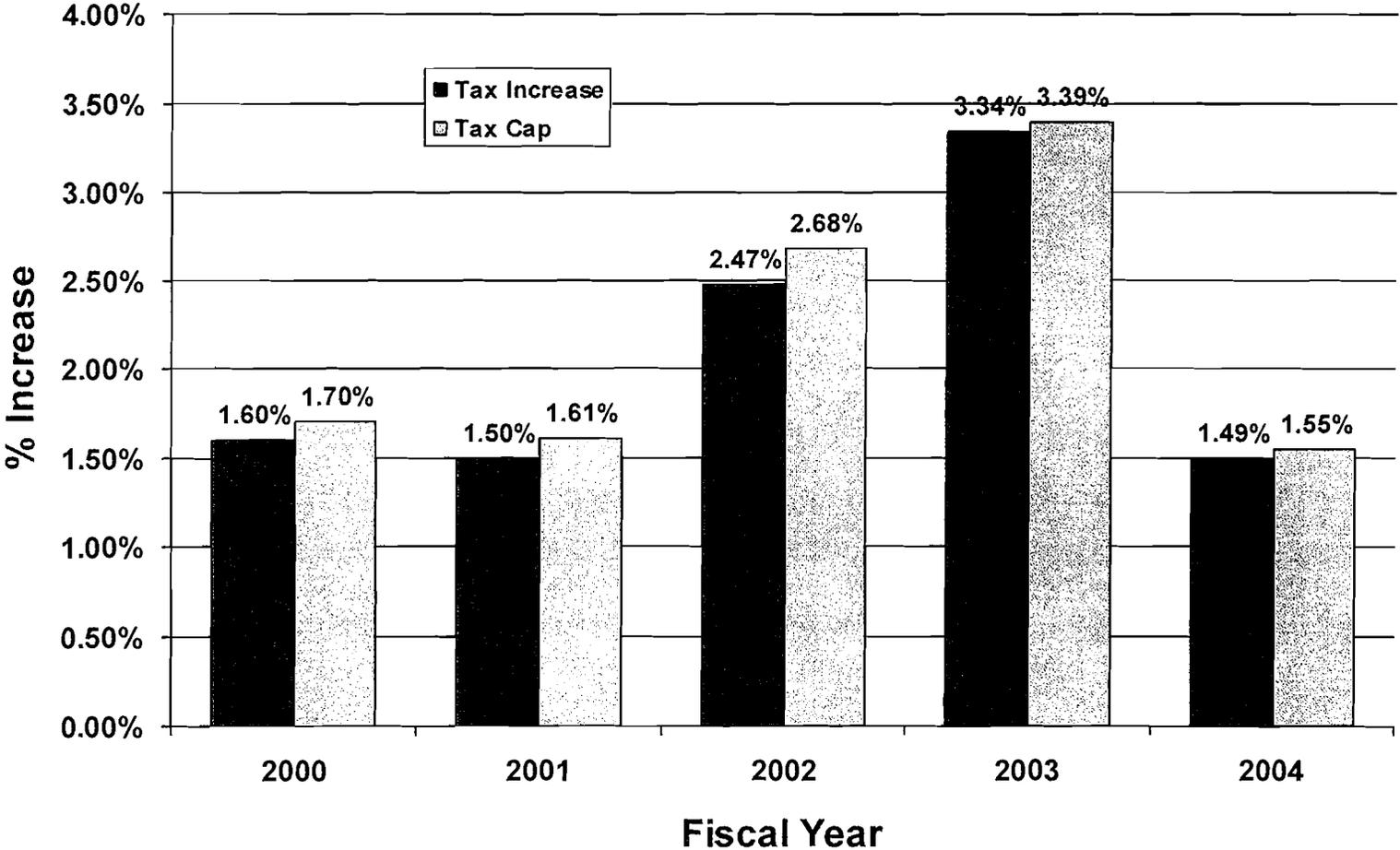


Chart IV

GENERAL FUND				
REVENUE				
ACCOUNT	ACTUAL FY 2002	PROJECTED FY 2003	BUDGET FY 2004	% INCREASE (DECREASE) FROM FY 2003 PROJECTED
CHARGES FOR SERVICE	\$318,411	\$352,000	\$361,360	2.66%
FEES	88,290	86,860	86,932	0.08%
FINES / FORFEITS	101,216	111,000	98,880	-10.92%
INTEREST	205,102	100,000	100,000	0.00%
LICENSES	188,838	188,060	188,691	0.34%
OTHER REVENUE	570,916	637,575	588,627	-7.68%
OTHER TAXES	1,810,664	1,691,800	1,733,300	2.45%
PERMITS	1,033,093	983,935	775,358	-21.20%
PROPERTY TAX	4,284,238	4,456,562	4,992,324	12.02%
SALES TAX	644,071	790,113	1,282,000	62.26%
TOTAL	\$9,244,839	\$9,397,905	\$10,207,472	8.61%
SALE OF EDENS PROPERTY	1,289,815	1,823,278	450,000	-75.32%
BOND PROCEEDS	1,357,800	-	-	N/A
INTERFUND TRANSFERS	20,000	-	245,000	N/A
GRAND TOTAL	\$ 11,912,454	\$ 11,221,183	\$ 10,902,472	-2.84%

FUND PURPOSE

The General Fund is the general operating fund of the Village. It is used to account for all financial resources except for those required to be accounted for in another fund. Revenues funding expenditures associated with administration, finance, police, fire, paramedic, engineering, building/zoning, street/sidewalk/sewer maintenance, forestry, building maintenance, parking and street light maintenance are accounted for in this fund.

GENERAL FUND REVENUE SUMMARY

The General Fund is comprised of various revenues that come to the Village in support of the general operations of the Village. The Finance Department accounts for over 40 different revenue sources annually. However, on average, 10 revenue sources make up on average over 71% of the General Fund revenue. These Revenues are as follows, in descending order:

<u>Line Item</u>	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Year-End</u>	FY 2004 <u>Proposed</u>	Actual <u>Average</u>	% of <u>Total</u>
PROPERT TAX	3,496,874	4,165,767	4,284,238	4,456,562	4,992,324	4,302,189	52.7%
BUILDING PERMITS	731,038	824,582	887,812	850,000	650,000	854,131	10.5%
ILLINOIS INCOME TAX	614,182	672,587	629,283	600,000	600,000	633,957	7.8%
UTILITY TAX	547,858	651,950	669,029	590,000	600,000	636,993	7.8%
SALES TAX	522,517	553,525	539,285	700,000	1,200,000	597,603	7.3%
TELECOMMUNICATIONS TAX	379,565	405,363	405,866	380,000	420,000	397,076	4.9%
SEWER CHARGE	301,664	321,094	290,359	312,000	321,360	307,818	3.8%
INTEREST	149,922	215,671	166,482	100,000	100,000	160,718	2.0%
VEHICLE LICENSES	155,131	150,803	160,740	157,000	157,000	156,181	1.9%
SPECIAL DUTY OVERTIME	127,722	101,147	127,023	125,000	125,000	117,723	1.4%
 SELECTED TOTAL	 7,026,473	 8,062,489	 8,160,117	 8,270,562	 9,165,684	 8,164,389	 100.0%
 REMAINING TOTAL	 1,376,730	 2,987,389	 3,752,338	 2,950,621	 1,616,787	 3,230,116	
 GRAND TOTAL	 8,403,203	 11,049,878	 11,912,455	 11,221,183	 10,782,471	 11,394,505	
% SELECTED OF GRAND TOTAL	83.6%	73.0%	68.5%	73.7%	85.0%	71.7%	

Property Taxes are levied annually by ordinance adopted by the Village Board of Trustees each December. The monies are collected by the Cook County Collector and forwarded to the Villages semi-annually, usually in March and September. This revenue source not only the largest, but also the most predictable.

In December 1999, the Village Board adopted a tax levy and resolution which will result in the resumption of the Loss in Collection policy. Unless otherwise directed, the Cook County levies a loss in collection factor of 3.0% to make up for taxes levied but otherwise not received by a community. The 2002 Levy ordinance also includes a projection of the new 2002 Equalized Assessed Valuation. Any revenue collected beyond budgetary need will be used to abate General Obligation debt service payments unless otherwise directed by the Village Board.

Utility Taxes are levied upon the gross receipts from the sale of utilities such as electricity, telephone, and gas in an amount not to exceed 5% of such receipts. These taxes are collected by the utility companies and forwarded to the Village on a monthly basis. Revenue from this source is dependent upon weather, and rates charged.

Income Taxes are withheld from the paychecks of Illinois residents. These funds are then disbursed to the respective communities based upon their population. Though income taxes are a significant revenue source they can be subject to economic conditions.

Sales Taxes are derived from the sale of tangible personal property at businesses located in the Village of Glencoe. A tax in the amount of 7.75% is collected by the vendor and forwarded to the Illinois Department of Revenue. For a typical sale in July for example, the tax would be collected from the purchaser at the point of sale, forwarded to the IDOR in August, reviewed and formulated by the IDOR in September and received by the Village in October. The Village represents 1.00% of the 7.75%.

Fiscal Year 2004 includes gross sales tax revenue from new car dealerships on Edens. Specifically, the budget represents a full year of sales from Autohaus and approximately ½ year from CarMax and Weil.

Building Permits are paid by residents/contractors who are building or upgrading their homes or places of business. Plans are inspected to insure compliance with building and zoning regulations. The permits are issued at 2% of the cost of construction. The Village staff reviewed the minimum threshold, which is based on a per square foot cost and increased that value beginning March 1, 2002.

Telecommunications Taxes are received from "...all persons in the act or privilege of originating or receiving interstate or intrastate telecommunications at a rate of 5% of the gross charges paid by such person (sec. 35A-9 Glencoe Village Code). The tax is actually collected by telecommunications providers when they invoice their clients for the telecommunications service (telephone, fax, pagers, cellular). The service providers then forward the tax to the Village monthly. This tax will continue to grow as we see continued growth in communications technology and the internet.

Sewer Charges are calculated at 35% of the dollar amount of water that is used in the winter billing quarter. This formula minimizes sewer charges to those who use large amounts of water in non-winter months outside their home. Sprinkler system water typical does not return to the sanitary sewer system.

Vehicle Licenses are mailed to residents each winter with information retrieved from the Illinois Secretary of State's Office. Annual fees for most vehicles are \$30. Vehicle license stickers need not be displayed until April 15, 2002.

Investment Interest represent the amount of interest that is earned on investments the Village makes with any available funds it may have from time to time. During Fiscal Year 2001 the Village sought proposals for the Village's

banking services. After careful review, the Village opted to stay with Harris Bank Glencoe/Northbrook N.A.

Special Duty Overtime is a service performed by our Public Safety Officer for which the Village is reimbursed. The most notable duty is Ravinia Parking. Other services include security for special events. The General Fund accounts for both the revenue and expense of special duty overtime.

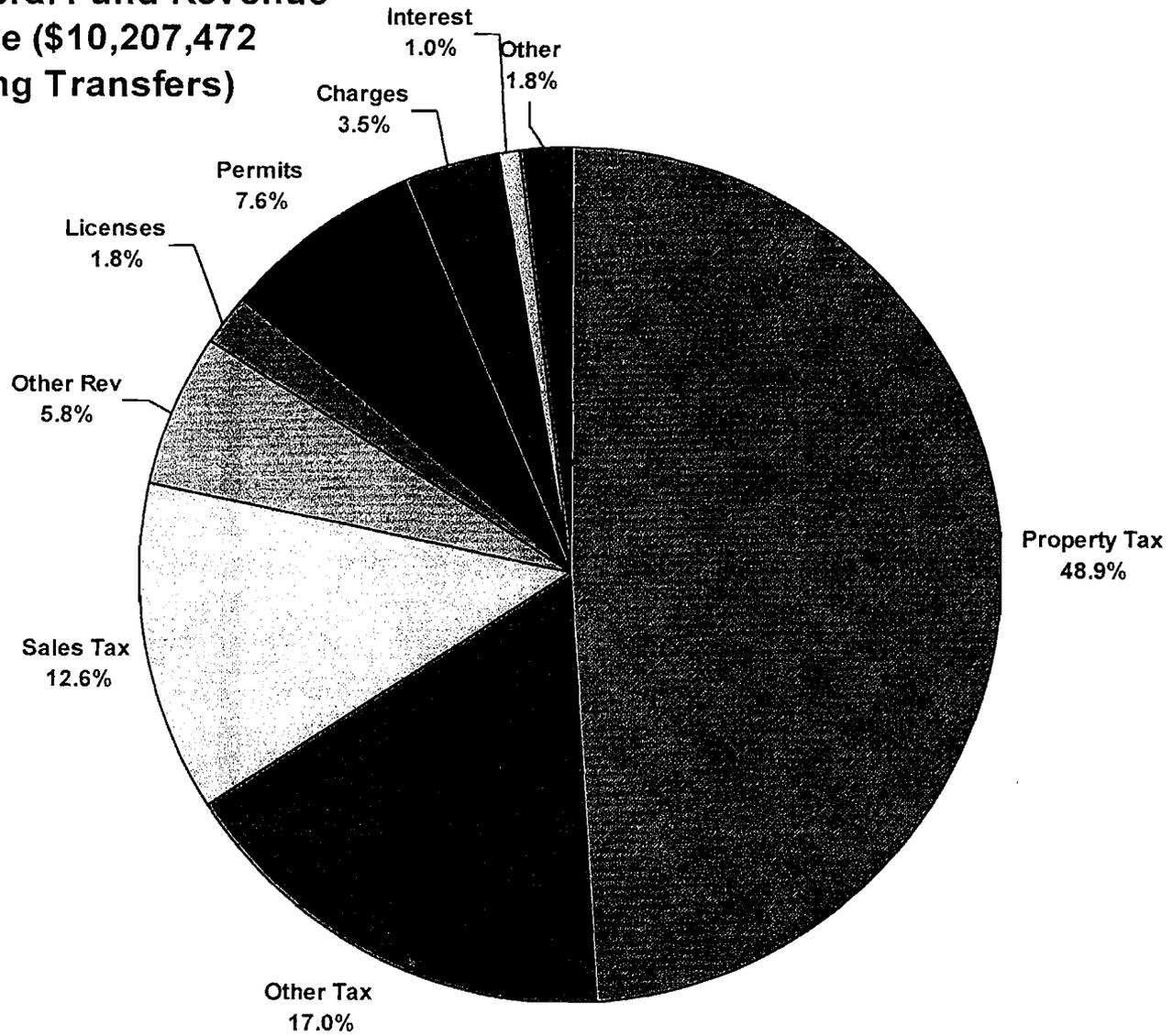
FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Account #	Description	Explanation
12-3414	Photoprocessing Tax	Discontinuation by State of Illinois as revenue source to local government.
12-3451	Sales Tax	Timing of payment to Village by State of Illinois.
12-3311	Building Permits	Conservative budget compared to actual history.
12-3683	Ambulance Services	Change to different billing service with better collection rate.
12-3811	Interest on Investment	Short-Term nature of Village portfolio and low rates.
12-3411	Illinois Income Tax	Down due to downturn in economy.
12-3447	Misc. State Grants	Mainly due to IEPA Remediation Grant
12-3922	Sale of Property - Edens	Sale of property to CarMax.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

	Property Taxes	Due to GASB 34. Property taxes for FICA and IMRF totalling \$375,014.
12-3451	Sales Tax	Increase of \$500,000 from previous year due to dealerships.
12-3922	Sale of Edens Property	Return of \$450,000 of escrow funding.
12-3994	Transfer From MFT	Return of \$245,000 of the advanced amount of \$285,000. Remainder to be returned during Fiscal Year 2005.
12-3311	Building Permits	From a projected amount of \$850,000, staff is proposing a budget of \$650,000.

**FY 2004 General Fund Revenue
By Source (\$10,207,472
Excluding Transfers)**



Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division			FY01	FY02	FY03	FY 03	FY 03	FY04	FY04	FY04
Key	Line	Description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
GENERAL FUND			2004							
--PROPERTY TAX--										
12	3111	PROPERTY TAX	3,559,151	3,665,409	3,759,210	3,858,484	3,839,683	3,932,010	3,932,010	3,932,010
12	3112	NON-CURRENT PROPERTY TAX	78,623	12,969	40,000	-15,097	-11,080	30,000	30,000	30,000
12	3113	PROP TAX INTEREST TAXES	14,530	8,374	10,000	8,409	10,000	10,300	10,300	10,300
12	3114	PROPERTY/PENSION-POLICE	474,569	562,692	568,425	583,436	580,594	625,000	625,000	625,000
12	3115	PROPERTY/PENSION-FIRE	22,097	36,831	37,000	37,977	37,793	20,000	20,000	20,000
12	3116	NON CURR-PROP TAX-FIRE PE	0	-125	0	-151	-111	0	0	0
12	3117	NON CURR PROP TAX-POLICE	0	-1,911	0	-2,301	-1,689	0	0	0
12	3118	PROP TAX-INTEREST-FIRE PE	0	0	0	83	100	0	0	0
12	3119	PROP TAX INTEREST-POLICE	0	0	0	1,272	1,272	0	0	0
12	3121	FOREIGN FIRE INS TAXES	16,797	0	0	0	0	0	0	0
12	3123	PROPERTY TAX - FICA	0	0	0	0	0	280,000	280,000	280,000
12	3124	NON CURR PROP TAX - FICA	0	0	0	0	0	3,000	3,000	3,000
12	3125	PROP. TAX INTEREST - FICA	0	0	0	0	0	1,000	1,000	1,000
12	3126	PROPERTY TAX - IMRF	0	0	0	0	0	90,514	90,514	90,514
12	3127	NON CURR PROP. TAX - IMRF	0	0	0	0	0	400	400	400
12	3128	PROP. TAX INTEREST - IMRF	0	0	0	0	0	100	100	100
Sub-Total			4,165,767	4,284,238	4,414,635	4,472,113	4,456,562	4,992,324	4,992,324	4,992,324
--OTHER TAXES--										
12	3131	MUNICIPAL UTILITY TAX	651,950	669,029	600,000	537,583	590,000	600,000	600,000	600,000
12	3133	ILL BELL FRANCHISE TAX	0	0	0	0	0	0	0	0
12	3134	TELECOMMUNICATIONS TAX	405,363	405,866	407,880	359,053	380,000	420,000	420,000	420,000
12	3136	TELECOM INFRA MAINT FEE	54,176	52,060	50,000	64,808	60,000	51,500	51,500	51,500
12	3411	ILLINOIS INCOME TAX	672,587	629,283	640,000	524,919	600,000	600,000	600,000	600,000
12	3412	ILL. INCOME TX SURCHARGE	0	0	0	0	0	0	0	0
12	3421	PERSONAL PROP REPL. TAX	63,530	54,427	61,800	39,696	61,800	61,800	61,800	61,800
Sub-Total			1,847,606	1,810,664	1,759,680	1,526,059	1,691,800	1,733,300	1,733,300	1,733,300
--SALES TAX--										
12	3413	USE TAX	105,720	86,621	103,000	72,441	82,000	82,000	82,000	82,000
12	3414	PHOTOPROCESSING TAX	18,441	18,166	20,600	8,113	8,113	0	0	0
12	3451	MUNICIPAL SALES TAX	553,525	539,285	800,000	601,360	700,000	1,200,000	1,200,000	1,200,000
Sub-Total			677,686	644,071	923,600	681,914	790,113	1,282,000	1,282,000	1,282,000
--LICENSES--										
12	3211	LIQUOR LICENSES	17,520	14,550	17,510	16,000	17,510	18,035	18,035	18,035
12	3221	VEHICLE LICENSES	150,803	160,740	154,000	157,013	157,000	157,000	157,000	157,000
12	3231	GENERAL BUSINESS LICENSES	5,533	6,903	6,850	6,556	6,850	7,056	7,056	7,056
	3241	ANIMAL LICENSES	4,487	5,145	5,100	5,071	5,100	5,000	5,000	5,000
12	3242	CAT LICENSES	0	0	0	0	0	0	0	0
12	3251	ELEVATOR LICENSES	1,600	1,500	1,600	1,300	1,600	1,600	1,600	1,600

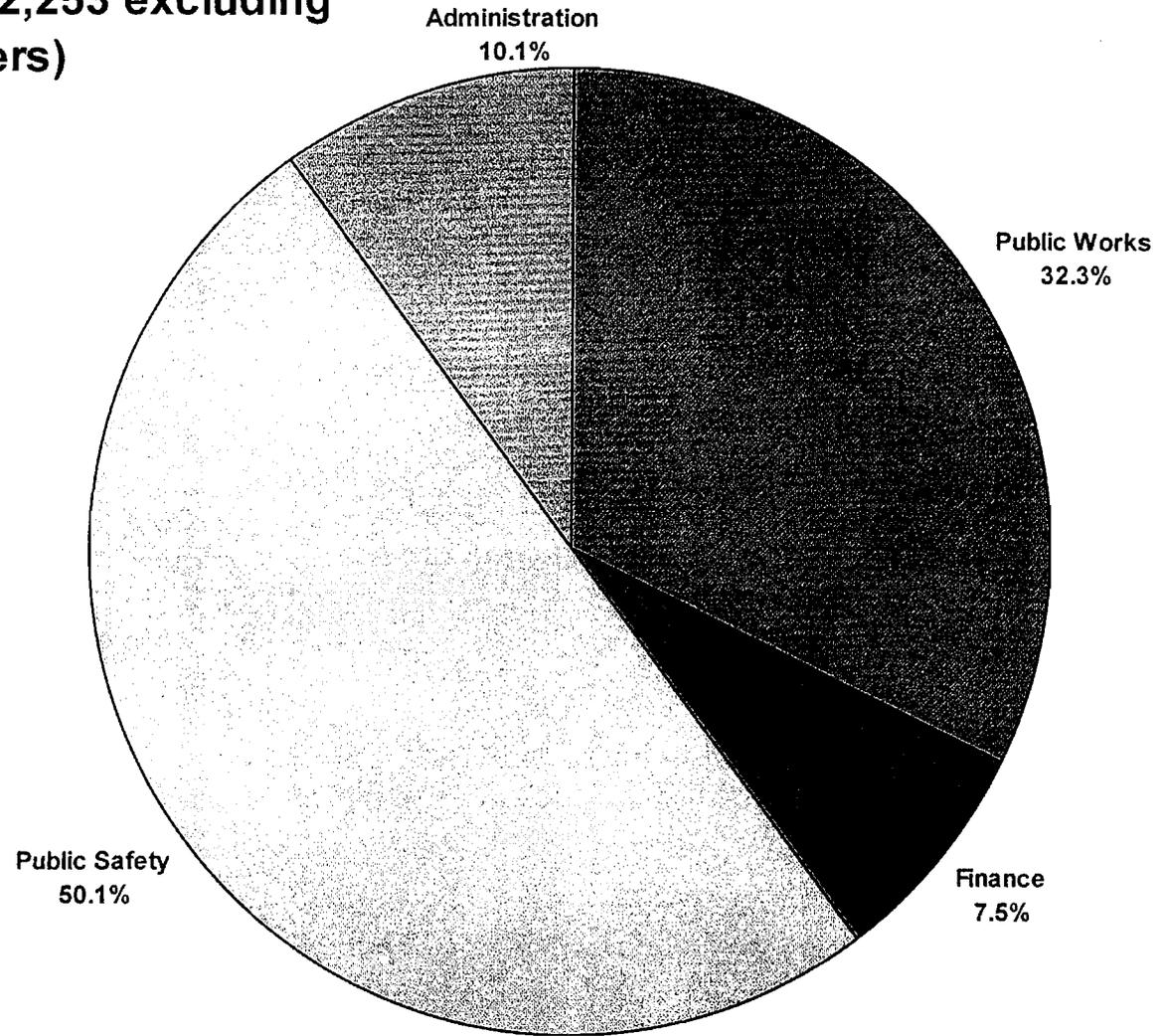
Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
12	3293	BICYCLE LICENSES	0	0	0	0	0	0	0	0
		Sub-Total	179,943	188,838	185,060	185,940	188,060	188,691	188,691	188,691
--PERMITS--										
12	3311	BUILDING PERMITS	824,582	887,812	600,000	868,444	850,000	650,000	650,000	650,000
12	3321	ELECTRICAL PERMITS	2,480	1,843	1,800	1,953	2,000	1,850	1,850	1,850
12	3351	SEWER PERMITS	10,880	28,880	20,000	17,340	18,000	20,600	20,600	20,600
12	3361	STREET OPENING PERMITS	0	9,310	9,000	14,630	12,500	9,270	9,270	9,270
12	3371	PLUMBING INSPECT. PERMITS	3,532	3,313	4,435	2,860	4,435	4,568	4,568	4,568
12	3381	BURGLER/FIRE ALARM PERMIT	69,212	60,675	69,000	53,740	69,000	71,070	71,070	71,070
12	3385	DRIVEWAY/PARKWAY PERMITS	5,203	41,260	15,000	27,970	28,000	18,000	18,000	18,000
		Sub-Total	915,889	1,033,093	719,235	986,937	983,935	775,358	775,358	775,358
--FINES--										
12	3522	PARKING FINES	0	0	0	0	0	0	0	0
12	3541	VOG VIOLATIONS	77,601	82,505	81,000	82,021	86,000	83,430	83,430	83,430
12	3542	ILL VIOLATIONS	22,747	18,711	15,000	26,505	25,000	15,450	15,450	15,450
12	3631	SEWER CHARGE LATE FEES	0	0	0	0	0	0	0	0
		Sub-Total	100,348	101,216	96,000	108,526	111,000	98,880	98,880	98,880
--CHARGES FOR SERVICES--										
12	3621	SEWER CHARGE FEES	321,094	290,359	312,000	261,367	312,000	321,360	321,360	321,360
12	3683	AMBULANCE SVCS	28,933	28,052	28,840	37,934	40,000	40,000	40,000	40,000
		Sub-Total	350,027	318,411	340,840	299,301	352,000	361,360	361,360	361,360
--FEES--										
12	3521	COIN BOX & METER FEES	2,501	2,451	2,000	1,810	2,000	2,060	2,060	2,060
12	3731	COMMUTER LOT FEES	77,906	81,529	78,000	56,372	78,000	80,340	80,340	80,340
12	3732	TEMPLE LOT FEES	0	0	0	0	0	0	0	0
12	3843	ZONING BOARD FEES	6,100	4,310	4,400	7,110	6,860	4,532	4,532	4,532
		Sub-Total	86,507	88,290	84,400	65,292	86,860	86,932	86,932	86,932
--INTEREST EARNINGS--										
12	3811	INTEREST ON INVESTMENTS	215,671	166,482	180,000	84,636	100,000	100,000	100,000	100,000
12	3812	IMET INTEREST	0	0	0	0	0	0	0	0
12	3818	T-BILL INTEREST	0	0	0	0	0	0	0	0
12	3820	UNREALIZED GAIN/(LOSS)	52,126	38,620	0	0	0	0	0	0
		Sub-Total	267,797	205,102	180,000	84,636	100,000	100,000	100,000	100,000
--OTHER REVENUES--										
12	3132	CABLE TELEVISION REVENUES	89,848	103,920	92,700	69,494	92,700	95,481	95,481	95,481
	3135	CABLE TV FRANCHISE FEES	0	0	0	0	0	0	0	0
12	3294	HELMETS	0	0	0	0	0	0	0	0
12	3433	MAINT. OF STATE HIGHWAYS	12,611	12,921	8,000	11,315	13,000	12,000	12,000	12,000
12	3441	COMMUTER LOT - FED GRANTS	0	0	0	0	0	0	0	0

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division	Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		3442	COMMUTER LOT - STA GRANTS	0	0	0	0	0	0	0	0
		3445	BUILD ILLINOIS GRANT	0	0	0	0	0	0	0	0
12		3446	MISC. FEDERAL GRANTS	0	2,803	0	0	0	0	0	0
12		3447	MISC. STATE GRANTS	0	3,489	120,000	132,360	150,000	25,000	35,000	155,000
12		3733	IMPOUNDING FEES	540	370	500	500	500	515	515	515
12		3751	GOLF CLUB MANAGEMENT SVCS	60,000	60,000	60,000	55,000	60,000	60,000	60,000	60,000
12		3753	BICYCLE HELMETS	0	0	0	0	0	0	0	0
12		3831	GIFTS AND CONTRIBUTIONS	5,000	2,427	2,000	1,650	2,000	2,060	2,060	2,060
12		3833	GLENCOE FLAGS	0	0	0	315	315	300	300	300
12		3841	DRIVEWAY APRON REIMBRSMNT	11,930	5,177	2,500	4,450	4,450	2,575	2,575	2,575
12		3842	IRMA REIMBURSEMENT	214,185	29,204	8,000	20,328	21,000	8,000	8,000	8,000
12		3844	HANDYMAN REIMBURSEMENT	1,581	1,442	1,500	1,058	1,500	1,545	1,545	1,545
12		3845	CITIZEN REIMBURSEMENT	630	0	0	0	0	0	0	0
12		3846	HISTORIC PRES. REIMBRSMNT	0	0	0	0	0	0	0	0
12		3847	MISC. REIMBURSEMENT	38,734	69,019	5,000	53,208	50,000	5,150	5,150	5,150
12		3848	A.M.E. CHURCH REIMBRSMNT	1,400	1,100	1,200	700	1,200	800	800	800
12		3850	LEASE OF VOG PROPERTY	19,500	44,400	50,000	16,500	50,000	51,500	51,500	51,500
12		3851	LEGAL REIMBURSMNT	2,712	37,270	10,000	10,985	11,000	10,300	10,300	10,300
12		3852	SPRINT CO-LOCATOR REV	0	7,020	8,000	2,682	6,000	8,240	8,240	8,240
12		3853	AT&T CO-LOCATOR REV	0	0	5,000	0	0	0	0	0
		3891	SUNDRY	39,379	43,172	28,600	37,223	28,600	29,458	29,458	29,458
12		3892	GLENCOE RD LANDSCAPE	0	0	0	0	0	0	0	0
12		3893	TREE DONOR PROGRAM	-10,944	20,050	20,000	10,380	20,000	20,600	20,600	20,600
12		3894	SPECIAL DUTY OVERTIME	101,147	127,023	106,000	123,814	125,000	125,000	125,000	125,000
12		3895	GLENCOE PATRIOTIC DAYS	0	0	0	210	210	0	0	0
12		3921	SALE OF ASSETS	0	0	0	0	0	0	0	0
12		3922	SALE OF PROPERTY	1,850,000	1,289,815	0	1,823,277	1,823,278	450,000	450,000	450,000
12		3923	SALE OF RECYCLING CARTS	55	110	100	22	100	103	103	103
12		3925	SALE OF FUEL TO EMPLOYEES	0	0	0	0	0	0	0	0
		Sub-Total		2,438,309	1,860,731	529,100	2,375,471	2,460,853	908,627	918,627	1,038,627
OTHER FINANCING SOURCES											
12		3910	INSTALLMENT CONTRACT REV	0	0	0	0	0	0	0	0
12		3914	OTHER FINANCING SOURCES	0	1,357,800	0	0	0	0	0	0
12		3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
		Sub-Total		0	1,357,800	0	0	0	0	0	0
-OPERATING TRANSFERS IN-											
12		3432	DAY LABOR TRANS FROM MFT	20,000	20,000	0	0	0	0	0	0
12		3993	TRANSFER FROM 1994C BOND	0	0	0	0	0	0	0	0
12		3994	TRANSFER FROM MFT FUND	0	0	0	0	0	250,000	245,000	245,000
		Sub-Total		20,000	20,000	0	0	0	250,000	245,000	245,000
		Fund Total		11,049,878	11,912,455	9,232,550	10,786,188	11,221,183	10,777,471	10,782,471	10,902,471

**FY 2004 General Fund Expenditure
By Division (\$10,802,253 excluding
Transfers)**



OFFICE OF THE VILLAGE MANAGER

Review of Fiscal Year 2003

In Fiscal Year 2003, the Village was the only recipient of a Brownsfield Grant Program to receive a \$120,000 grant from the Illinois Environmental Protection Agency. The Human Relations Forum sponsored *Glencoe Reads* in April and October 2002; the Public Safety Commission hired three Public Safety Officers; the Historic Preservation Commission presented eight awards at its Sixth Annual Preservation Awards Program and the taping and broadcast of Village Board and other significant Village Commission meetings was initiated.

Legal Services Division

Legal services during Fiscal Year 2003 were in excess of its budget. The excess was primarily due to the development of the Village owned Frontage Road properties, including environmental issues.

Health/Community Services

Having established a Village Board policy for the disbursement of funds, the Fiscal Year 2003 budget provided assistance to various community services groups.

Special Board's Division

The Special Board's Division of the Village Manager's Office provides funding for the operations of the various boards and commissions of the Village. Due to unanticipated advertising, the Zoning Board of Appeals expended \$700.00 over their budgeted allocation in FY03. The Public Safety Commission began a Public Safety Officer recruitment at the end of FY03; the costs for advertising will put this account over their allocation for FY03.

Goals for Fiscal Year 2004

The Village Manager's goal for FY2004 is to continue to provide the desired level of services with existing staff. The Village Manager will continue to evaluate personnel levels to seek ways to reduce redundancy and to ensure that the number of employees is proportionate with the required responsibilities.

Staff in the Manager's Office will continue to seek ways of providing innovative and desired services at cost efficient levels without jeopardizing the quality of services. Staff will continue to update the Village website, broadcast and tape library, and cable page to allow residents with additional methods of communication with the Village. E-mail addresses for staff and the Village Board are posted on the Village website, which increases resident access to staff. These avenues of notification have proved to be a successful way of communicating with Glencoe residents. Additionally, \$20,000 is allocated for enhancing audio/visual capabilities in the Council Chamber and Village Board information access.

Legal Services Division

The Village will finalize a development agreement for the remaining portion of Village owned properties west of the Edens Expressway and carry out the terms of the agreements with the property owners.

Health/Community Services Division

Contributions made for community services are reported as .03% of the Village's entire General Fund Budget. This Division's budget request is up by \$1,300 from FY03 to accommodate a request by Glencoe Youth Services and the Glencoe Garden Club. These requests are consistent with established Village Board Policy on community grant funding.

Special Board's Division

This Division's budget request includes increased funding from Fiscal Year 2003 levels as the Division's funding fluctuates with activities of the Public Safety Commission. The Public Safety Commission is requesting a budget allocation of \$6,000, which is an increase of \$3,500 from FY02.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Office of the Village Manager

Administration

ACCOUNT #	DESCRIPTION	EXPLANATION
204-4211	Salaries - Regular	
204-4261	Employee Benefits	Based on employee coverage election
204-5337	Legal Counsel - Other	Expenditure for development agreements of CCFPD Parcels #10 & #11 west of the Edens Expressway

Legal Services

ACCOUNT #	DESCRIPTION	EXPLANATION
208-5331	Labor Counsel	
208-5332	Corporate Counsel	Special projects – Auto Dealers

Boards/Commissions

ACCOUNT #	DESCRIPTION	EXPLANATION
216-9136	Zoning Board of Appeals	Special projects - publishing
216-9141	Public Safety Commission	Recruitment and hiring of three Public Safety Officers

OFFICE OF THE VILLAGE MANAGER

ADMINISTRATION DIVISION

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$439,754	\$360,350	\$404,200	12.17%
SERVICES	295,025	102,175	73,012	-28.54%
COMMODITIES	44,005	48,200	68,200	41.49%
DEBT MANAGEMENT	36,408	1,384,229	0	-100.00%
CAPITAL	1,463,808	0	0	N/A
OTHER EXPENSES	50,473	550,000	700,000	27.27%
TOTAL	\$2,329,473	\$2,444,954	\$1,245,412	-49.06%

DIVISION PURPOSE

The Administration Division of the Office of the Village Manager consists of the Village President and Board of Trustees which establishes Village policy and empowers the Village Manager to execute established policy. The Village Manager provides overall direction and administration of policies and programs established by the Village President and Board of Trustees, coordinates activities of all operating departments, and formulates policies with respect to financial and personnel management and the operating departmental goals and objectives. The Administration Division is also responsible for the Village's risk management program, personnel management and recruitment, financial administration and the day to day management of the Village's employee workforce. The Administrative Division also provides for professional legal services of the Village Attorney, Prosecutor and Labor Counsel. These legal services provide support and advice to the Village Administrative Staff as well as the Village President and Board of Trustees on Village legal matters. Health Services support Social Services for three Glencoe agencies, and services rendered by the North Shore Visiting Nurses Association. Senior Housing Aid and Deer Management Programs are provided in the Office of the Village Manager through the Health Services Division.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
ornn	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		VILLAGE MANAGER'S OFFICE								
204	4211	SALARIES - REGULAR	273,178	384,289	276,100	257,658	300,000	310,300	311,800	311,800
204	4221	SALARIES - TEMPORARY	9,904	10,338	9,500	9,070	10,350	10,000	10,000	10,000
204	4261	EMPLOYEE BENEFITS	38,119	45,127	32,100	46,280	50,000	48,600	48,600	48,600
204	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	16,300	16,300	16,300
204	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	4,600	4,600	4,600
204	4621	ILL MUNI. RET. FUND	0	0	0	0	0	12,900	12,900	12,900
	4000	==PERSONNEL EXPENDITURES==	321,202	439,754	317,700	313,008	360,350	402,700	404,200	404,200
204	5121	OFFICE EQUIPMENT MAINT.	393	1,214	3,075	905	3,000	3,137	3,137	3,137
204	5337	LEGAL COUNSEL - OTHER	35,833	223,347	6,000	17,466	30,000	0	0	0
204	5339	TRUSTEE EXPENSES	7,918	8,943	5,125	4,801	5,125	5,200	5,200	5,200
204	5341	EMPLOYMENT EXPENSE	26,384	621	0	0	0	0	0	0
204	5388	TEMPORARY LABOR	0	4,850	0	0	0	0	0	0
204	5511	POSTAGE	2,668	2,031	5,000	1,547	5,000	5,000	5,000	5,000
204	5521	TELECOM/INTERNET SERV.	4,943	5,250	2,500	4,630	4,800	5,000	6,000	6,000
204	5531	PUBLISHING	1,282	1,173	1,750	1,217	1,750	1,750	1,750	1,750
204	5541	PUBLIC REPORTING	17,422	26,498	28,000	25,005	28,000	28,000	28,000	28,000
204	5611	MEMBERSHIPS/DUES	14,843	14,034	15,000	13,249	15,000	14,425	14,425	14,425
204	5631	IN SERVICE TRAINING	6,818	7,064	9,500	4,134	9,500	9,500	9,500	9,500
	5000	===CONTRACTUAL SERVICES===	118,503	295,025	75,950	72,955	102,175	72,012	73,012	73,012
204	6299	SUNDRY	42,062	32,117	35,000	31,454	35,000	35,000	35,000	35,000
204	6301	MISC COMPUTER EQUIPMENT	0	0	0	0	0	20,000	20,000	20,000
204	6341	MISC EQUIPMENT	5,649	5,402	5,000	2,156	5,000	6,500	5,000	5,000
204	6511	OFFICE SUPPLIES	2,718	4,882	4,000	2,623	4,000	4,000	4,000	4,000
204	6551	VEHICLE OPERATING EXPENSE	1,564	1,605	4,200	1,590	4,200	4,200	4,200	4,200
	6000	=====COMMODITIES=====	51,993	44,005	48,200	37,823	48,200	69,700	68,200	68,200
204	7101	PRINCIPAL ON BONDS	0	0	1,357,800	1,357,800	1,357,800	0	0	0
204	7201	INTEREST ON BONDS	0	36,408	66,600	26,428	26,429	0	0	0
	7000	=====DEBT SERVICE=====	0	36,408	1,424,400	1,384,228	1,384,229	0	0	0
204	8106	ACQUIRED PROPERTY (EDENS)	1,850,000	1,450,000	0	0	0	0	0	0
204	8201	VILLAGE HALL IMPROVEMENTS	0	12,568	0	0	0	0	0	0
204	8301	DATA PROCESSING EQUIPMENT	2,088	0	0	0	0	0	0	0
		8346 OFFICE EQUIPMENT	790	1,240	0	0	0	0	0	0
204	8461	AUTOS, TRUCKS, TRACTORS,	0	0	0	0	0	0	0	0
204	8462	MOTOR VEHICLE EQUIPMENT	0	0	0	0	0	0	0	0

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
		8000	=====CAPITAL OUTLAY=====	1,852,878	1,463,808	0	0	0	0	0	0
204		9192	SALES TAX REBATE	0	0	100,000	0	25,000	200,000	200,000	200,000
204		9195	ASSET REMEDIATION	0	0	70,000	98,470	100,000	0	0	0
		9000	=OTHER EXPENDITURES/USES=	0	0	170,000	98,470	125,000	200,000	200,000	200,000
204		9517	TRANS TO CAPITAL RESERVE	0	50,473	50,000	398,873	450,000	500,000	500,000	500,000
		9520	-OPERATING TRANSFERS OUT-	0	50,473	50,000	398,873	450,000	500,000	500,000	500,000
VILLAGE MANAGER'S OFFICE				2,344,576	2,329,473	2,086,250	2,305,357	2,469,954	1,244,412	1,245,412	1,245,412

VILLAGE OF GLENCOE
 OFFICE OF THE VILLAGE MANAGER
 ADMINISTRATION DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Village Manager	1	100%	1	100%	1	100%
Assistant Village Manager	0	100%	0	100%	0	100%
Assistant to the Village Manager	2	100%	2	100%	2	100%
Executive Secretary	1	100%	1	100%	1	100%
FULL TIME EQUIVALENT	4		4		4	

FY 2003 Changes

None

FY 2004 Changes

None

OFFICE OF THE VILLAGE MANAGER

LEGAL SERVICES DIVISION

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$0	\$19,600	\$21,187	8.10%
SERVICES	181,839	200,500	151,000	-24.69%
TOTAL	\$181,839	\$220,100	\$172,187	-21.77%

DIVISION PURPOSE

The purpose of the Legal Services Division of the Office of the Village Manager Department is to provide for the services of our Village Attorney, Prosecutor and Labor Counsel who, in turn, provides support and advice to the Village Administrative Staff as well as the Village President and Board of Trustees on all legal matters.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
oran	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
LEGAL SERVICES										
208	4221	SALARIES - TEMPORARY	0	0	14,400	12,000	14,500	14,400	14,400	14,400
208	4261	EMPLOYEE BENEFITS	0	0	5,100	4,374	5,100	5,687	5,687	5,687
208	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	900	900	900
208	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	200	200	200
4000	==PERSONNEL EXPENDITURES=		0	0	19,500	16,374	19,600	21,187	21,187	21,187
208	5331	LABOR COUNSEL	26,250	34,051	25,000	22,972	25,000	30,000	25,000	25,000
208	5332	CORPORATE COUNSEL	211,724	145,716	115,000	170,031	115,000	115,000	115,000	115,000
208	5333	VILLAGE PROSECUTOR	188	286	500	0	500	500	500	500
208	5335	LITIGATION COUNSEL	9,349	1,187	10,000	0	10,000	10,000	10,000	10,000
208	5337	LEGAL COUNSEL - OTHER	47,346	600	500	0	50,000	500	500	500
5000	===CONTRACTUAL SERVICES==		294,857	181,839	151,000	193,004	200,500	156,000	151,000	151,000
LEGAL SERVICES			294,857	181,839	170,500	209,378	220,100	177,187	172,187	172,187

**OFFICE OF THE VILLAGE MANAGER
HEALTH/COMMUNITY SERVICES DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$26,033	\$27,989	\$28,500	1.83%
CAPITAL	10,000	0	0	N/A
OTHER EXPENSES	29,700	31,690	32,700	3.19%
TOTAL	\$65,733	\$59,679	\$61,200	2.55%

DIVISION PURPOSE

The purpose of the Health/Community Services Program of the Office of the Village Manager is to provide limited financial support for three Glencoe Social Service agencies, to provide funding for special events including quarterly blood drives and Fourth of July Arts & Crafts Fair and also to provide funding for monthly health screening services delivered by the North Shore Visiting Nurses Association. Funding for Senior Housing Aid and Deer Management Programs is included in this Division.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

Division	Agency	Program	Line	Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
COMMUNITY SERVICES												
	212	5342		FAMILY COUNSELING SERVICE	21,000	21,000	21,630	21,630	21,630	22,500	22,500	22,500
	212	5384		DEER MANAGEMENT	1,699	4,398	4,500	5,587	5,587	5,000	5,000	5,000
	212	5385		FOURTH OF JULY ART FAIR	698	635	750	772	772	1,000	1,000	1,000
	212	5389		MISC. COMMUNITY EVENTS	500	0	0	0	0	0	0	0
	212	5491		JOINT HEALTH SERVICE	0	0	1,300	0	0	0	0	0
	5000	===CONTRACTUAL SERVICES==			23,897	26,033	28,180	27,989	27,989	28,500	28,500	28,500
	212	8999		MISCELLANEOUS CAPITAL	0	10,000	0	0	0	0	0	0
	8000	=====CAPITAL OUTLAY=====			0	10,000	0	0	0	0	0	0
	212	9134		SENIOR HOUSING AID	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	212	9137		JUNIOR HIGH PROJECT	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
	212	9138		GLENCOE YOUTH SERVICES	7,000	7,000	7,500	7,500	7,500	8,500	8,500	8,500
	212	9143		CHAMBER OF COMMERCE	4,000	4,500	6,000	6,000	6,000	6,000	6,000	6,000
	212	9146		GLENCOE GARDEN CLUB	1,200	1,200	1,200	1,190	1,190	1,200	1,200	1,200
	212	9147		WRITER'S THEATER	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	212	9148		HISTORICAL SOCIETY	0	0	0	0	0	0	0	0
		9149		JUNIOR KINDERGARTEN	0	0	0	0	0	0	0	0
	9000	=OTHER EXPENDITURES/USES=			29,200	29,700	31,700	31,690	31,690	32,700	32,700	32,700
COMMUNITY SERVICES					53,097	65,733	59,880	59,679	59,679	61,200	61,200	61,200

**OFFICE OF THE VILLAGE MANAGER
SPECIAL BOARDS DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
OTHER EXPENSES	23,744	41,500	112,850	171.93%
TOTAL	\$23,744	\$41,500	\$112,850	171.93%

DIVISION PURPOSE

The purpose of the Special Boards Division of the Office of the Village Manager Department is to provide funding for the activities of the Village of Glencoe's Boards and Commissions including, but not limited to the Zoning Board of Appeals, the Zoning Commission, the Plan Commission, the Historic Preservation Commission and Public Safety Commission. Staff support is provided to the Village of Glencoe Boards and Commissions by the Office of the Village Manager, the Department of Public Works and Department of Public Safety.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

New during FY 2003 is 20,000 in funding for a planning consultant.

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Program	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
BOARDS/COMMISSIONS										
216	9131	HISTORIC PRESERVATION COM	10,707	5,573	6,000	3,751	6,000	6,000	6,000	6,000
216	9132	PLANNING COMMISSION	528	641	21,500	17,915	21,500	85,000	85,000	85,000
216	9133	BUSINESS DIST. PLANNING	1,165	1,342	3,000	2,100	3,000	3,000	3,000	3,000
216	9135	ZONING COMMISSION	242	0	1,000	200	1,000	1,000	1,000	1,000
216	9136	ZONING BOARD OF APPEALS	1,490	778	750	1,453	1,500	750	750	750
216	9141	PUBLIC SAFETY COMMISSION	11,235	14,474	6,000	5,673	6,000	13,600	13,600	13,600
216	9144	HUMAN RELATIONS	200	936	2,500	2,369	2,500	3,500	3,500	3,500
9000		=OTHER EXPENDITURES/USES=	25,567	23,744	40,750	33,461	41,500	112,850	112,850	112,850
BOARDS/COMMISSIONS			25,567	23,744	40,750	33,461	41,500	112,850	112,850	112,850

FINANCE DEPARTMENT

Review of Fiscal Year 2003

The Administration Division of the Finance Department is projecting to finish the year \$7,637 over budget or at 101.7% of budget. Of note, the department used a temporary service to fill a need that otherwise would have been filled with a temporary employee. The department continued to perform duties of monthly utility billing, accounts payable, payroll processing, employee benefits coordination, miscellaneous billing for services such as special detail, special rubbish, etc., coordinate activities of pension funds, review and develop administrative and financial policies for the Village, and maintained all Village accounts. The variance from budget is due to increased cost of employee benefits, and the creation of a new account to record refunds apart from revenue.

The Finance Department also coordinates the activities of the Support Services Division. Expenditures are only authorized to this division from the Village Manager, the Assistant to the Village Manager/Personnel, and the Finance Director. The expenditures in this division are approximately on target with budget. One noteworthy variance is the cost of Internet design service. The Village is getting great value for the money spent. In addition to the web site, the expenditure pays for data development for use on a Village staff intranet or on the Internet as appropriate. The department developed the Village's computer network. During this year, the Water Plant was added to the Village network. Now via a network, staff in the Village Manager's Office, Public Works and Finance can communicate via interoffice email, share data and schedule appointments. Other departments now have access to displays and queries from the Finance computer system. Village staff can look up water billing accounts, miscellaneous receivable accounts, payable records, vendor payment records, and line item history with the most recent activity.

The Support Service Division also includes a transfer during Fiscal Year 2003 of \$285,000 as an advance to the Motor Fuel Tax (MFT) Fund. The MFT fund will repay the General Fund during Fiscal Year 2004.

The Risk Management Division reflects the cost of the majority of the Village's contribution to IRMA. The Public Works Department, Water Fund, Golf Club Fund, Garbage Fund and the Public Safety Department also pay a share of the total contribution.

The Risk Management Division includes a transfer of \$60,000 to the Debt Service Fund. This anticipates the amount to be received via Loss in Collection Factor and New EAV.

In December of 2002, the Village Board adopted its annual levy and continued the Loss in Collection Factor/New EAV policy. Unless directed otherwise, Cook County levies a loss in collection factor of 3.0% to make up for taxes levied but otherwise not received by a community. Additionally, the Village will levy including new equalized assessed

valuation (EAV) created during the year. The resumption of the Loss in Collection Factor and the New EAV will result in tax revenue that will be used to reduce the Village's debt service obligation. The result will be neutral impact to the homeowners of the Village.

Goals for Fiscal Year 2004

Fiscal Year 2004 is the first year that the Village of Glencoe is subject to GASB 34. There are several key changes included in this budget that are in response to GASB 34. Included in the supporting material is a list of changes to be associated with GASB 34. At some point during Fiscal Year 2004, the staff may seek budget amendments related to GASB 34. These amendments would be associated with how data is organized and would not seek to amend dollar amounts. By adopting amendments, the process of preparing the annual comprehensive financial report in accordance with GASB will be much easier.

Beginning April 2003, the water bills will be modified providing residents with a much more readable format. Also residents will have the opportunity to have payments taken from a banking account on the due date of the bill. During this year, the staff will evaluate sending utility bills via email.

The Fiscal Year Budget also provides continued funding for custom programming and ongoing training of staff. Staff proposes to add a purchasing module to the financial system.

The Support Services Division anticipates completion of the installation of a computer network interconnection with the Public Safety Network. Staff will be evaluating options for connecting the network to the Golf Club. Also, an in-house inventory system developed by staff will be used at the Golf Club this season. The Finance Department also is finalizing the in-house development of a computerized service request system that will email requests to designated individuals in each department and allow executive staff to track and monitor completion of requested services. Staff would also like to present a policy on use of purchasing cards by departments. The department will continue to refine procedures, forms and databases for use on the network.

From the Support Services Division, funding is included to add a Community Development module to the financial system. This will essentially automate the present paper process of issuing and tracking building permits and other related activity.

Support Services also provides continued funding for Internet Web Site Design. The department is reviewing innovative ways to provide additional value added services for the residents of the Village at minimal budgetary cost. The future may also provide for payment via credit card online subject to Village Board approval of a policy to do so.

The Risk Management Division provides for a portion of the 2002 IRMA contribution, certain non-specific deductibles and the Village's unemployment insurance expense.

Finance Department
FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Account #	Description	Explanation
220-4221	Salaries - Temporary	Difficulty in finding skilled part-time personnel.
220-5306	Computer Software Maintenance	Based upon need to maintain operations of Financial Server.
220-5311	Auditing Services	Police and Fire Pension actuarial services and additiona services provided by auditor.
220-6551	Vehicle Operating Expense	Expenditures coded to Village Manager's Office
220-9153	Miscellaneous Refunds	New Account to track refund activity as opposed to netting against revenue.
222-5306	Computer Software Maintenance	Included costs associated with routine network service maintenance and implementation of network services for the Water Plant.
222-5307	Internet Design Service	Costs related to maintenance and development of web site resources. Also for development of Village databases for use on intranet and/or internet as appropriate including design of service request system.
222-9529	Advance to MFT Fund	Transfer of funds as approved by the Village Board as an advance on 2004 MFT allotment. MFT fund will repay advance during FY 2004. Funding of projects from MFT will be deferred until General Fund is repaid.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Account #	Description	Explanation
220-4261	Employee Benefits	Reflects employee selection of benefits and known increases in premium.
220-4611	Social Security Admin	Costs allocated to General Fund per GASB 34.
220-4612	Medicare Only Contribution	Costs allocated to General Fund per GASB 34.
220-4621	Illinois Municipal Retirement Fund	Costs allocated to General Fund per GASB 34.
220-5311	Audit Services	Costs related to CAFR and pension fund actuary services.
220-6306	Misc Computer Software	Purchasing Module for Financial System.
222-5306	Computer Software Maintenance	Maintenance of computer network resources
222-5307	Internet Design Services	Continued development of custom database programs and maintenance of the Village's website.
222-6301	Misc Computer Equipment	Replacement of hardware due to unanticipated failure or other need to upgrade.
222-6306	Misc Computer Software	Community Development Module for Financial System.
222-9521	Transfer to Water Fund	Water Fund portion of FICA and IMRF Costs. Will be reviewed during development of Plan 2013 in order to eliminate need for future transfers.
222-9523	Transfer to Garbage Fund	Garbage Fund portion of FICA and IMRF Costs. Will be reviewed during development of Plan 2013 in order to eliminate need for future transfers.

222-9527	Transfer to CIP Fund	Transfer of Sales Tax and other designated revenue for future improvements per the Village's Long Range Financial Plan and Long Range CIP Plan.
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**FINANCE DEPARTMENT
ADMINISTRATION DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$237,100	\$327,255	\$391,100	19.51%
SERVICES	82,900	92,232	104,975	13.82%
COMMODITIES	10,908	15,900	25,050	57.55%
CAPITAL	5,414	7,000	0	-100.00%
OTHER EXPENSES	0	3,000	3,000	0.00%
TOTAL	\$336,322	\$445,387	\$524,125	17.68%

DIVISION PURPOSE

The Administration Division of the Finance Department provides the financial and personnel support and accounting services for payroll, disbursements, revenue receipts, benefits administration, processing water-sewer-rubbish and recycling bills and day to day support to the Office of the Village Manager.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
FINANCE - ADMIN											
220		4211	SALARIES - REGULAR	181,188	203,037	251,300	210,538	264,900	274,700	275,900	275,900
220		4221	SALARIES - TEMPORARY	0	2,924	24,900	2,355	2,355	24,000	18,000	18,000
220		4231	OVERTIME	0	0	0	0	0	0	0	0
220		4261	EMPLOYEE BENEFITS	26,124	31,139	48,900	47,015	60,000	64,000	64,000	64,000
220		4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	17,600	17,600	17,600
220		4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	4,300	4,300	4,300
220		4621	ILL MUNI. RET. FUND	0	0	0	0	0	11,300	11,300	11,300
4000 ==PERSONNEL EXPENDITURES=				207,312	237,100	325,100	259,908	327,255	395,900	391,100	391,100
220		5121	OFFICE EQUIPMENT MAINT.	6,208	3,994	6,350	894	4,000	4,125	4,125	4,125
220		5306	COMPUTER SOFTWARE MAINT	16,297	21,575	21,900	19,759	21,900	26,000	26,000	26,000
220		5311	AUDITING SERVICES	32,939	27,201	24,750	31,082	31,082	35,650	35,650	35,650
220		5315	BANKING FEES	0	0	0	0	0	0	0	0
220		5388	TEMPORARY LABOR	6,202	13,691	15,000	13,510	18,000	20,000	18,000	18,000
220		5511	POSTAGE	3,715	4,365	3,450	3,495	4,300	4,000	4,000	4,000
220		5521	TELECOM/INTERNET SERV.	3,603	4,356	3,300	2,124	3,400	3,140	3,140	3,140
		5531	PUBLISHING	467	1,421	1,250	613	1,250	950	950	950
220		5611	MEMBERSHIPS/DUES	2,659	3,386	2,400	2,866	2,900	2,110	2,110	2,110
220		5631	IN SERVICE TRAINING	1,403	2,911	9,000	5,357	5,400	15,000	10,000	10,000
220		5641	TUITION REIMBURSE	0	0	750	0	0	1,000	1,000	1,000
5000 ===CONTRACTUAL SERVICES==				73,492	82,900	88,150	79,700	92,232	111,975	104,975	104,975
220		6301	MISC COMPUTER EQUIPMENT	3,843	1,209	4,500	4,159	5,000	6,500	6,500	6,500
220		6306	MISC COMPUTER SOFTWARE	0	0	0	0	0	0	4,000	4,000
220		6341	MISC EQUIPMENT	3,347	2,632	3,000	3,687	3,700	4,000	4,000	4,000
220		6511	OFFICE SUPPLIES	9,721	6,948	7,000	5,801	7,000	8,200	8,200	8,200
220		6551	VEHICLE OPERATING EXPENSE	0	119	3,000	31	200	2,350	2,350	2,350
6000 =====COMMODITIES=====				16,911	10,908	17,500	13,677	15,900	21,050	25,050	25,050
220		8301	DATA PROCESSING EQUIPMENT	0	5,414	7,000	1,716	7,000	4,000	0	0
220		8346	OFFICE EQUIPMENT	0	0	0	0	0	0	0	0
8000 =====CAPITAL OUTLAY=====				0	5,414	7,000	1,716	7,000	4,000	0	0
220		9153	MISCELLANEOUS REFUNDS	0	0	0	2,232	3,000	3,000	3,000	3,000
9000 =OTHER EXPENDITURES/USES=				0	0	0	2,232	3,000	3,000	3,000	3,000
FINANCE - ADMIN				297,715	336,323	437,750	357,233	445,387	535,925	524,125	524,125

VILLAGE OF GLENCOE
 FINANCE DEPARTMENT
 ADMINISTRATION DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Director of Finance	1	100%	1	100%	1	100%
Assistant to the Finance Director	0	0%	1	100%	1	100%
Accountant	1	100%	1	100%	1	100%
Payroll Benefit Coordinator	1	100%	1	100%	1	100%
Account Clerk-Biller	1	100%	1	100%	1	100%
FULL TIME EQUIVALENT	4		5		5	

FY 2003 Changes

New position created called Assistant to the Finance Director.

FY 2004 Changes

None

**FINANCE DEPARTMENT
SUPPORT SERVICES DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$63,335	\$60,400	\$74,250	22.93%
COMMODITIES	27,422	34,000	52,900	55.59%
CAPITAL	82,111	27,245	0	-100.00%
OTHER EXPENSES	0	285,000	312,700	9.72%
TOTAL	\$172,868	\$406,645	\$439,850	8.17%

DIVISION PURPOSE

The Support Services Division of the Finance Department provides support services to other departments. This support service includes a centralized division for the purchase of office supplies, equipment and publishing. Each department orders its own supplies, and the Finance Department processes the expenditures.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
SUPPORT SERVICES										
222	5121	OFFICE EQUIPMENT MAINT.	3,330	6,204	6,400	5,026	6,400	2,400	2,400	2,400
222	5306	COMPUTER SOFTWARE MAINT	9,748	15,803	13,000	16,870	18,000	20,000	20,000	20,000
222	5307	INTERNET DESIGN SERVICES	0	26,000	26,000	27,000	30,000	45,450	45,450	45,450
222	5341	EMPLOYMENT EXPENSE	9,900	13,116	5,200	166	2,000	2,000	2,000	2,000
222	5521	TELECOM/INTERNET SERV.	480	2,212	4,000	2,691	4,000	4,400	4,400	4,400
5000	===	CONTRACTUAL SERVICES==	23,457	63,335	54,600	51,752	60,400	74,250	74,250	74,250
222	6299	SUNDRY	6,977	5,921	6,150	8,630	9,000	6,150	6,150	6,150
222	6301	MISC COMPUTER EQUIPMENT	0	0	0	0	0	13,400	13,400	13,400
222	6306	MISC COMPUTER SOFTWARE	0	0	0	0	0	0	4,000	4,000
222	6511	OFFICE SUPPLIES	21,789	21,500	27,150	9,179	25,000	29,350	29,350	29,350
6000	=====	COMMODITIES=====	28,766	27,422	33,300	17,809	34,000	48,900	52,900	52,900
222	8301	DATA PROCESSING EQUIPMENT	20,023	17,802	0	0	0	4,000	0	0
222	8346	OFFICE EQUIPMENT	0	64,308	21,000	27,246	27,245	0	0	0
8000	=====	CAPITAL OUTLAY=====	20,023	82,111	21,000	27,246	27,245	4,000	0	0
222	9521	TRANSFER TO WATER FUND	0	0	0	0	0	65,500	65,500	65,500
222	9523	TRANSFER TO GARBAGE FUND	0	0	0	0	0	47,200	47,200	47,200
222	9527	TRANSFER TO CIP FUND	0	0	0	0	0	200,000	200,000	200,000
222	9529	ADVANCE TO MFT FUND	0	0	0	0	285,000	0	0	0
9520	-	OPERATING TRANSFERS OUT-	0	0	0	0	285,000	312,700	312,700	312,700
SUPPORT SERVICES			72,246	172,867	108,900	96,807	406,645	439,850	439,850	439,850

**FINANCE DEPARTMENT
RISK MANAGEMENT DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$ 162,798	\$ 165,000	\$ 162,500	-1.52%
OTHER EXPENSES	60,000	60,000	60,000	0.00%
TOTAL	\$222,798	\$225,000	\$222,500	-1.11%

DIVISION PURPOSE

The purpose of the Risk Management Program of the Finance Department is to finance the Village of Glencoe's premiums for participation in the Intergovernmental Risk Management Agency (IRMA), to fund deductible losses related to actual claims, and also to pay premium cost of unemployment insurance.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

General Fund abatement of property taxes from New EAV and Loss in Collection Factor revenue is as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2000	\$ 121,000
2001	74,000
2002	60,000
2003	60,000
2004	<u>60,000</u>
Total	\$ 375,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Account	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
		LIABILITY INSURANCE								
	224	5912 PUBLIC LIABILITY INSUR.	33,218	153,258	150,000	120,720	140,000	153,000	153,000	153,000
	224	5915 INSURANCE DEDUCTIBLES	5,087	1,798	1,500	0	8,000	1,500	1,500	1,500
	224	5924 UNEMPLOYMENT INSURANCE	7,292	7,742	17,000	6,621	17,000	8,000	8,000	8,000
	5000	===CONTRACTUAL SERVICES==	45,597	162,798	168,500	127,341	165,000	162,500	162,500	162,500
	224	9524 TRANSFER TO DEBT SERV FD	74,000	60,000	60,000	0	60,000	60,000	60,000	60,000
	9520	-OPERATING TRANSFERS OUT-	74,000	60,000	60,000	0	60,000	60,000	60,000	60,000
		LIABILITY INSURANCE	119,597	222,798	228,500	127,341	225,000	222,500	222,500	222,500

PUBLIC WORKS DEPARTMENT

Goals and Objectives (By Division)

Administration Division

The objective of the Public Works Administration Division is to oversee, coordinate, and provide administrative support for all Public Works operations. The goal of the Division is to promote a safe and healthy environment for the residents of Glencoe by maintaining the Village's infrastructure through sound planning, design, and construction of capital improvements. The services provided by the Public Works Administration Division include the preparation of preliminary engineering studies and surveys, preparation of plans, specifications and cost estimates, supervision and inspection of public improvement construction, review of utility permits, subdivision plats and other land development proposals, and other relevant studies and/or services as may be requested. The Public Works Administration Division also provides ongoing and regular staff support to the Office of the Village Manager, Plan Commission, Zoning Board of Appeals, Village President and Board of Trustees, and other committees, commissions and task forces as assigned.

Public Works Sewers

The objective of the Sewer Division of the Public Works Department is to provide a program of regular inspection, cleaning, repair, and maintenance of the Village's 2100 sanitary and storm sewer manholes, 109.7 miles of sanitary and storm sewer lines and 8 sanitary sewer lift stations. In addition, the Division provides emergency repair when needed. The goal of the Division is to maintain a reliable and safe sewer system for the Village.

Public Works Forestry

The objective of the Forestry Division of the Public Works Department is to provide maintenance trimming and pruning of the Village's parkway trees, to plant new trees through the 50/50 cost-sharing program, to remove dead or dying trees, to examine trees for Dutch Elm disease and enforce the removal of infected trees, and to provide information to residents on the care of both public and private trees. The Forestry Division also removes tree stumps, works to minimize street end/bluff erosion, upgrades public property with landscaping enhancements, and performs emergency removal of broken limbs and trees following a storm. The goal of the Forestry Division is to maintain and enhance the Village's green space and forest canopy through modern forestry practices, public participation programs and education.

Public Works Municipal Buildings

The objective of the Municipal Buildings Division of the Public Works Department is to provide for the effective and timely maintenance and improvements to the Village Hall, Village Hall grounds, Temple Court Parking lot and Green Bay Road bus shelters. The Municipal Buildings Division also provides funds for Village Hall heating, lighting, air

conditioning and janitorial services. The goal of the division is to provide an attractive, comfortable and safe environment for residents and employees utilizing these facilities.

Public Works Parking and Traffic Control

The objective of the Parking and Traffic Control Division of the Public Works Department is to provide maintenance and installation of traffic signals, traffic control signs and street name signs and maintain and repair the train station parking areas. The goal of the division is to provide a safe and orderly flow of vehicular traffic and to minimize traffic problems throughout the Village.

Public Works Community Development

The objective of the Community Development Division of the Public Works Department is to provide clients (residents, architects, contractors, realtors, and others) with accurate and precise zoning and building information in a timely manner. The Division provides technical review and response to questions pertaining to building, electrical, plumbing, mechanical and sign codes. It provides an in-house plan review process for all building permits. Zoning and sign code enforcement and the Handyman Program are included in the division. The division enforces the tree preservation ordinance, administers the tree planting program and DED tree letter notifications and provides information and advice to residents and builders on the care of public and privately owned trees. The goal of the Community Development Division is to, within its power, ensure that all building construction complies with all applicable code and permit requirements as well as ensuring that construction is in accordance with approved plans.

Public Works Municipal Garage

The objective of the Municipal Garage Division of the Public Works Department is to provide proper and timely maintenance and service of all Village vehicles and equipment and to provide routine maintenance to the service building. The goal of the division is to maintain a safe and functional service building and reliable and efficient vehicle fleet maintenance.

Public Works Streets

The objective of the Streets Division of the Public Works Department is to provide for the maintenance, repair and cleaning of the Village's streets, curbs, sidewalks and bridges. The division is also responsible for snow and ice control, mowing grass in public areas, maintenance of the bike trails, and business district improvement projects. In addition, the General Fund portion of the Capital Improvement Program is contained in this Division. It is the goal of the Streets Division to maintain the street, sidewalks, bridges and public right-of-ways in a safe, high quality condition for pedestrian and vehicular use.

Public Works Street Lighting

It is the objective of the Street Lighting Division of the Public Works Department to provide for the repair and maintenance of the streetlights maintained by the Village. This Division also provides for the downtown holiday lighting. The goal of the Street Lighting Division is to provide adequate lighting for the safety and security of all residents.

Review of Fiscal Year 2003

Administration Division

In Fiscal Year 2003, the Village continued its ongoing development and implementation of a Geographic Information System (GIS). Work completed during this fiscal year included the continued development of utility system data, continued development of planimetric features and parcel mapping, and the development of utility plats for field crews. Significant staff training on the use of the GIS occurred again in FY 03, and staff continues to regularly utilize the GIS system "live" in Village Board meetings.

The success of the GIS program is growing and staff remains committed to the long-term benefits for all Village departments and eventually for resident services.

A major addition in FY 03 was the addition of a Village Planner. Following a detailed Qualification Based Selection (QBS) process, staff recommended the selection of Teska Associates of Evanston to serve as the Village's planning consultant. Lee Brown, AICP, was designated as the Village's planner, and began working with the Village on a number of issues in August 2002. Mr. Brown has extensive experience in the areas of urban planning, and is a valuable addition to the Village staff.

In addition to staffing the Plan Commission and Zoning Commission in FY 03, staff supported the Appearance Review Task Force.

Sewer Division

Sewer improvements were completed in the downtown business district in FY 03 as part of the second phase of the downtown improvements. A significant storm event in August 2002 resulted in Village-wide flooding of a magnitude not experienced since 1987. As a result, staff pursued follow-up investigation of a number of storm sewer system locations. Localized maintenance improvements to storm sewer was completed on east Wentworth Street, Jefferson Avenue, and Woodlawn Avenue in the fall of 2002. Further review continues and staff recommendations for short term and long-term improvements to storm sewer systems will be incorporated into the Village's long-range budget plans.

A thorough system-wide study of the Village's sanitary sewer system was completed in FY2002. This study focused on four targeted areas in the Village where sanitary sewer surcharging and backups have been occurring. The department continued to follow-up on areas identified in the study in an effort to direct focused maintenance efforts and plan for rehabilitation projects in a multi-year capital improvement program. Staff initiated communication with the Metropolitan Water Reclamation District (MWRD) in the fall of 2002 to pursue concerns with the MWRD's sanitary sewer system serving the region.

Maintenance efforts on approximately 90,000 feet of the Village's existing storm and sanitary sewers included cleaning, root control, and in-house televising of sewer mains to determine problem locations continued in FY 2003. Capital equipment purchased included upgrades to the sewer televising equipment.

Forestry Division

During Fiscal Year 2003, the annual tree-planting program saw 292 trees planted on Village right-of-way. In addition, this year was the eighth year where residents were given the option for planting trees on private property, and 10 trees were planted. The computerized forestry inventory system was utilized again in FY 03 to maintain the trimming and pruning program. A total of 151 trees were removed (dead, hazard or DED) and 468 trees were trimmed. Village staff worked closely with the Glencoe Golf Club to remove a number of dead trees and continue maintenance trimming on the golf course. Capital improvements at the Public Works Material Storage Facility at the Village's Water Tower site were again deferred until proposed development plans and environmental investigative efforts for the former incinerator site are completed. Forestry Division equipment purchased in FY 03 included the replacement of a 1-1/2 ton truck.

Municipal Building Division

Routine repairs to all municipal buildings continued in Fiscal Year 2003 including routine maintenance painting of windows and roof dormers at the Village Hall. In addition, the flat roof on the northwest corner of the Village Hall was replaced. Landscape improvements were planted along the west side of the Village Hall as part of the downtown streetscape improvements completed in the fall of 2002.

Parking and Traffic Control Division

Traffic Studies were completed for sections of Westley Road and Grove Street and minor improvements were implemented; intersection modifications were constructed on Linden Avenue at Green Bay Road as part of an ongoing study of the Linden Avenue corridor. Requests for new parking restrictions were analyzed and administered by the engineering staff as the situations warranted. Sign upgrades continued as part of the Downtown Street Improvements.

Community Development Division

New home construction and remodeling was again strong in FY 2003 with thirty-nine (39) new single-family home permits issued. Residential construction continued in the Beinlich Estate Subdivision, a five (5) lot subdivision at 671-675 Dundee Road and the Leeward Subdivision, a three (3) lot subdivision at Fairfield and Westwood. Multi-family development activity was busy along Green Bay Road in FY 03 with construction underway on a 3-unit Townhouse development approved at 412 Green Bay Road and a 10-unit Townhouse approved at 934-946 Green Bay Road.

FY2003 was a milestone for the Village with the completion and opening of the Autohaus dealership at 1600 Frontage Road. This 80,000 square feet facility houses a Mercedes-

Benz franchise. FY 03 also included the permitting of two additional dealerships on Frontage Road south of the Village's Water Tower parcel. CarMax Superstores is planning on developing a new CarMax franchise at 2000 Frontage Road, and Irwin Weil has begun construction of a new Hummer franchise at 2100 Frontage Road.

Municipal Garage Division

Routine maintenance continued on the HVAC and Building systems of the Public Works Service Building during Fiscal Year 2003. Improvements at the Material Storage Facility located at the Water Tower site on Frontage Road included the construction of a temporary loading dock to operate a temporary landscape waste transfer station at the site. Capital equipment purchased in FY 03 included the scheduled replacement of a 3/4 ton service van for the fleet service crew.

Streets, Sidewalks and Bridge Division

Fiscal Year 2003 marked the completion of the fifth year of Phase III of the Street Improvement Program. Elm Ridge Drive and three streets located in the downtown were included in the 2002 Street Program. As part of the downtown improvements, new modular sidewalk pavers and street lighting was installed along with new landscape planters. As a change order to the street program intersection improvements were constructed on Linden Avenue at Green Bay Road. Maintenance improvements during FY 03 included continuation of the sidewalk replacement program. Capital equipment replaced in FY 03 included a 2-½ ton dump truck with a salt spreader.

Street Lighting Division

During Fiscal Year 2003 routine maintenance activities continued on the street lights in the downtown business district, the Skokie Heights and Ridges, the train station commuter lots and the downtown holiday lights. New custom street lights were installed on the remaining three streets in the business district as part of the downtown streetscape improvements. New controllers and conduit for the downtown holiday lighting were also installed. In addition, new fixtures and underground wiring were installed on Elm Ridge Drive, completing the upgrading of all of the Village maintained street lighting in the Skokie Heights and Ridges.

Goals for Fiscal Year 2004

Administration Division

Development of the Geographical Information System (GIS) will continue in Fiscal Year 2004. The Village continues as a charter member of GIS Con, a consortium of North Shore area communities that together are seeking to reduce the cost of implementing a GIS program. Projects to be completed in FY 04 include continued utility data conversion, continued development of planimetric features and parcel mapping, and the creation of utility plats for field crews.

The success of the GIS program is dependent on the knowledge of its users and staff will continue to receive training on the GIS system during FY 04. Through the GIS

consortium, employees will have an opportunity to attend appropriate training in the use of GIS software. A new large plotter will be purchased in FY 04.

Capital equipment scheduled in FY 04 include the replacement of an administrative vehicle.

Sewer Division

Isolated storm and sanitary sewer maintenance improvements will continue in Fiscal Year 2004 based on ongoing evaluation. Routine maintenance televising and root control treatment will be continued on the sanitary and storm sewer systems. Planning will continue on long-range storm sewer/drainage improvements, and additional preliminary engineering will review and update options for clearing the east diversion ditch. A new program proposed in FY 04 will be a cost share reimbursement for private residential flood control system improvements.

Forestry Division

The tree-planting program in Fiscal Year 2004 will again include funds to replace trees removed by the Village in the previous year, particularly in areas where the 50/50 program may not apply. Further, the Village will continue to promote the 50/50 program and the private property option. Trimming and pruning efforts will be aggressively pursued using programs outlined by the computerized tree inventory system. Staff will be reviewing the merging of data in the computerized tree inventory system with the GIS system.

Municipal Building Division

Routine repairs to all municipal buildings and continued repairs to the Village Hall are scheduled for the new fiscal year. Capital projects include the replacement of the concrete sidewalks at the north end of the Village Hall with clay pavers, and the first phase of a multi-phase window replacement project at the Village Hall. In addition, the existing bus shelter at Harbor Street and Green Bay Road will be reconstructed.

Parking and Traffic Control Division

It is anticipated that upgrading of local street signing and pavement markings will continue in Fiscal Year 2004. This upgrading includes a Village-wide effort to standardize parking and regulatory traffic signing.

Community Development Division

Residential and commercial construction activity is expected to continue strong in Fiscal Year 2004. Construction of the new auto dealerships at 2000 and 2100 Frontage Road should be completed by the fall of 2003. Site improvements at the Public Works Material Storage Facility on Frontage Road will also begin in FY 04.

The Beinlich Subdivision on Dundee will likely see the issuance of the final three house permits in 2003, and construction on the Leeward Subdivision (3 lot) should be

completed. Townhouse structures under construction at 412 and 932 Green Bay Road should be completed during FY 2004. Further development in the multi-family zoning district along Green Bay Road may be reviewed.

Municipal Garage Division

Routine repairs to the Public Works Garage building will continue in FY2004.

Streets, Sidewalks and Bridge Division

The Village will continue street maintenance crack sealing, thermoplastic pavement markings, and patching efforts on the Village's street system, as well as the annual sidewalk replacement program. A maintenance contract to seal and backfill the existing pedestrian underpass under Green Bay Road at the Community Center will be designed and constructed. Street equipment scheduled for replacement and purchase in the fiscal year includes an administrative vehicle, an asphalt patch truck and a 2-½ ton dump truck with spreader.

Pre-Phase I engineering for improvements to Dundee Road between the Edens Expressway and Forestway Drive are scheduled for FY 04.

Street Lighting Division

Routine efforts to maintain streetlights in the train station's commuter parking lots, the Skokie Heights and Ridges, and the downtown will continue. Maintenance of downtown holiday lighting will continue.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Public Works Administration

ACCOUNT#	DESCRIPTION	EXPLANATION
228-6511	Office Supplies	Over run due to re-filing of house files, and excessive departmental mailings.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Public Works Administration

ACCOUNT#	DESCRIPTION	EXPLANATION
228-5308	GIS Services	Reduction due to no contractual database scheduled; only GIS staffing component.
228-8461	Auto, Trucks and Tractors	Increase due to scheduled administrative vehicle replacement.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Sewer

ACCOUNT#	DESCRIPTION	EXPLANATION
232-6112	Materials	Increase due to stone backfill for storm sewer replacement on Woodlawn Avenue.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Public Works Department

Sewer

ACCOUNT#	DESCRIPTION	EXPLANATION
232-6341	Misc. Equipment	Increase due to proposed upgrades to sewer camera equipment.
232-9140	Grant Programs	New program to reimburse residents for installation of private flood control systems.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Forestry

ACCOUNT#	DESCRIPTION	EXPLANATION
236-5293	Tree Planting	Over budget; does not reflect \$35,000 of contractor funded plantings.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Forestry

ACCOUNT#	DESCRIPTION	EXPLANATION
236-5116	Grounds Maintenance	Proposed expenditure increased to account for contract landscape maintenance.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Public Works Department

Municipal Building

ACCOUNT#	DESCRIPTION	EXPLANATION
240-5711	Municipal Building Heating	Proposed increase to include maintenance contract on Village Hall HVAC system.
240-8201	Village Hall Improvements	Proposed expenditure includes capital projects including bus shelter replacement (Green Bay & Harbor), Village Hall north entry brick, and Phase I of Village Hall window replacement.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Parking

ACCOUNT#	DESCRIPTION	EXPLANATION
244-8924	Sidewalks and Crossings	Expenditure over budget due to Consultant Traffic Studies for Westley Road and Grove Street.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Parking

ACCOUNT#	DESCRIPTION	EXPLANATION
244-5295	Traffic Signal Improvements	Proposed expenditure increased for ICC mandated improvements to RR interconnects at Park and Harbor crossings (90% federal reimbursement)

FISCALYEAR 2004 NOTEWORTHY VARIANCES

Public Works Department

Community Development

ACCOUNT#	DESCRIPTION	EXPLANATION
248-4221	Salaries - Temporary	Budget increased due to expanded hours of part-time Plan Reviewer/Inspector.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Streets

ACCOUNT #	DESCRIPTION	EXPLANATION
256-8682	CIP Sidewalks	Expenditure over budget due to additional sidewalk installed for Pebblewood Drive.

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Public Works Department

Streets

ACCOUNT #	DESCRIPTION	EXPLANATION
256-5141	Crack Sealing Repairs	Proposed expenditure increased to reflect absence of MFT funding
256-5146	Utility Street Patch	Proposed expenditure to reflect new account – street patching funded by private development contractor fees
256-5745	Dumping Fees	Proposed expenditure to reflect new account – contract hauling for downtown snow removal
256-8461	Auto, Trucks and Tractors	Proposed expenditure for scheduled replacement of two dump trucks and administrative vehicle
256-8681	CIP Streets	Phase IA engineering – Dundee Road
256-8684	CIP Bridges	Proposed expenditure for engr/const. To seal and backfill Green Bay Road underpass.

**PUBLIC WORKS DEPARTMENT
ADMINISTRATION DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$305,253	\$355,718	\$410,160	15.30%
SERVICES	80,145	130,850	115,775	-11.52%
COMMODITIES	22,741	42,000	45,525	8.39%
CAPITAL	65,541	4,000	23,000	475.00%
TOTAL	\$ 473,680	\$ 532,568	\$ 594,460	11.62%

DIVISION PURPOSE

The purpose of the Public Works Administration Division of the Public Works Department is to coordinate for the provision and maintenance of our Village's infrastructure through planning, design and construction of capital improvements; and to provide a safe and healthy environment. The services provided by the Public Works Administration Division include the preparation of preliminary engineering studies and surveys, preparation of plans, specifications and cost estimates, supervision and inspection of public improvement installations, review of utility permits, subdivision plats and other land development proposals, and other such studies and/or services as may be requested. The Public Works Administration Division also provides ongoing and regular staff support to the Office of the Village Manager, Planning Commission, the Zoning Commission and Village President and Board of Trustees for the review and consideration of all planning and development proposals within the Village of Glencoe.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Vehicle Replacement (#610) \$ 23,000

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
orcn	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		PUBLIC WORKS - ADMIN								
228	4211	SALARIES - REGULAR	198,903	259,731	286,800	250,840	297,800	310,397	312,800	312,800
228	4221	SALARIES - TEMPORARY	278	4,392	4,560	3,814	4,500	15,000	4,560	4,560
228	4231	OVERTIME	839	414	500	618	618	500	500	500
228	4261	EMPLOYEE BENEFITS	35,789	40,716	52,800	47,419	52,800	57,600	57,600	57,600
228	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	17,600	17,600	17,600
228	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	4,400	4,400	4,400
228	4621	ILL MUNI. RET. FUND	0	0	0	0	0	12,700	12,700	12,700
4000		==PERSONNEL EXPENDITURES==	235,809	305,253	344,660	302,691	355,718	418,197	410,160	410,160
228	5121	OFFICE EQUIPMENT MAINT.	1,652	2,020	1,700	1,080	1,600	1,700	1,700	1,700
228	5122	RADIO EQUIPMENT MAINT.	250	0	300	0	0	300	300	300
228	5308	GIS SERVICES	0	0	65,652	37,323	65,000	43,950	43,950	43,950
228	5348	CDL TESTING	3,225	2,865	3,000	250	2,900	3,000	3,000	3,000
228	5371	DATA PROCESSING SERVICES	2,911	2,578	2,700	1,522	2,600	2,700	2,700	2,700
228	5511	POSTAGE	3,609	3,006	3,000	2,879	3,000	3,000	3,000	3,000
228	5521	TELECOM/INTERNET SERV.	11,945	10,849	11,600	5,015	10,000	11,700	11,700	11,700
228	5531	PUBLISHING	1,781	834	1,000	662	750	1,000	1,000	1,000
228	5631	IN SERVICE TRAINING	3,491	3,330	3,495	2,091	2,500	3,545	3,545	3,545
228	5912	PUBLIC LIABILITY INSUR.	9,304	40,210	38,000	28,055	34,000	38,760	38,760	38,760
228	5915	INSURANCE DEDUCTIBLES	14,042	14,454	6,000	7,859	8,500	6,120	6,120	6,120
5000		===CONTRACTUAL SERVICES===	52,210	80,145	136,447	86,738	130,850	115,775	115,775	115,775
228	6299	SUNDRY	2,660	1,599	5,200	2,964	5,000	5,150	5,150	5,150
228	6301	MISC COMPUTER EQUIPMENT	6,413	4,579	16,175	4,698	16,000	18,975	18,975	18,975
228	6341	MISC EQUIPMENT	980	1,298	3,000	3,776	4,000	7,100	7,100	7,100
228	6511	OFFICE SUPPLIES	12,106	11,154	9,500	11,911	13,000	9,500	9,500	9,500
228	6551	VEHICLE OPERATING EXPENSE	3,475	4,110	4,400	3,490	4,000	4,800	4,800	4,800
6000		=====COMMODITIES=====	25,633	22,741	38,275	26,839	42,000	45,525	45,525	45,525
228	8301	DATA PROCESSING EQUIPMENT	70,473	61,637	0	0	0	0	0	0
228	8346	OFFICE EQUIPMENT	4,479	3,904	4,500	2,694	4,000	4,500	0	0
228	8461	AUTOS, TRUCKS, TRACTORS,	0	0	0	0	0	23,000	23,000	23,000
8000		=====CAPITAL OUTLAY=====	74,952	65,541	4,500	2,694	4,000	27,500	23,000	23,000
PUBLIC WORKS - ADMIN			388,603	473,680	523,882	418,962	532,568	606,997	594,460	594,460

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 ADMINISTRATION DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Director of Public Works	1	100%	1	100%	1	100%
Village Engineer	1	100%	1	100%	1	100%
Deputy Director of Public Works/ Community Development	1	100%	1	100%	1	100%
Office Coordinator	1	100%	1	100%	1	100%
FULL TIME EQUIVALENT	4		4		4	

FY 2003 Changes

None

FY 2004 Changes

None

**PUBLIC WORKS DEPARTMENT
SEWER DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$429,021	\$438,900	\$562,507	28.16%
SERVICES	58,961	66,532	65,830	-1.06%
COMMODITIES	69,102	63,400	73,385	15.75%
CAPITAL	88,175	34,450	25,000	-27.43%
OTHER EXPENSES	0	0	10,000	N/A
TOTAL	\$645,259	\$603,282	\$736,722	22.12%

DIVISION PURPOSE

The Sewer Division of the Public Works Department provides for the inspection, cleaning, repair and maintenance of the Village of Glencoe's 900 sanitary sewer manholes; 38.5 miles of sanitary sewer gravity sewer lines; 1.2 miles of sanitary sewer forced main; eight sanitary sewer lift stations. In addition, our Sewer Division plans, directs and controls the maintenance of 70 miles of storm sewer lines and more than 1,200 storm sewer manholes and catch basins.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

East Diversion Ditch \$ 25,000

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

Division	Key	Line	Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
			SEWERS								
		232	4211 SALARIES - REGULAR	281,337	334,848	371,400	284,119	343,400	398,600	402,491	402,491
		232	4221 SALARIES - TEMPORARY	6,252	21,548	14,915	14,990	15,000	18,000	18,000	18,000
		232	4231 OVERTIME	12,291	15,057	16,080	11,687	15,000	16,616	16,616	16,616
		232	4261 EMPLOYEE BENEFITS	55,744	57,569	65,500	59,411	65,500	76,500	76,500	76,500
		232	4611 SOCIAL SECURITY ADMIN.	0	0	0	0	0	25,700	25,700	25,700
		232	4612 MEDICARE ONLY CONTRIB.	0	0	0	0	0	6,100	6,100	6,100
		232	4621 ILL MUNI. RET. FUND	0	0	0	0	0	17,100	17,100	17,100
		4000	==PERSONNEL EXPENDITURES=	355,623	429,021	467,895	370,207	438,900	558,616	562,507	562,507
		232	5151 SEWER MAINTENANCE	36,034	45,377	40,000	29,051	40,000	39,500	39,500	39,500
		232	5152 SEWER PUMP REPAIR/MAINT.	2,405	2,521	3,500	1,644	3,400	3,500	3,500	3,500
		232	5158 LIFT STATION R/M	8,369	1,342	12,000	1,536	10,000	8,000	8,000	8,000
		232	5262 DRY CLEANING SERVICES	1,803	1,963	2,250	1,775	2,200	2,500	2,500	2,500
		232	5521 TELECOM/INTERNET SERV.	1,894	1,752	2,040	2,171	2,172	2,180	2,180	2,180
		232	5631 IN SERVICE TRAINING	994	1,361	1,700	1,091	1,200	1,950	1,950	1,950
		232	5765 ELECTRICAL - LIGHT/AC	248	4,010	7,200	3,173	6,000	7,200	7,200	7,200
		232	5931 EQUIPMENT RENTAL	800	635	1,000	1,560	1,560	1,000	1,000	1,000
		5000	===CONTRACTUAL SERVICES===	52,546	58,961	69,690	42,002	66,532	65,830	65,830	65,830
		232	6112 MATERIALS	16,603	23,109	20,150	24,099	25,000	21,715	21,715	21,715
		232	6341 MISC EQUIPMENT	1,260	3,193	1,900	1,193	1,900	8,000	8,000	8,000
		232	6346 SAFETY EQUIPMENT	1,376	6,729	5,350	1,740	4,000	7,750	7,750	7,750
		232	6521 CLOTHING	2,269	1,744	3,460	2,181	3,000	2,420	2,420	2,420
		232	6533 TOOL PURCHASE/REPAIR	6,491	9,220	9,800	7,328	9,500	12,300	12,300	12,300
		232	6551 VEHICLE OPERATING EXPENSE	15,995	25,107	18,800	18,791	20,000	21,200	21,200	21,200
		6000	=====COMMODITIES=====	43,992	69,102	59,460	55,332	63,400	73,385	73,385	73,385
		232	8349 SEWER EQUIPMENT	15,560	1,325	7,500	9,450	9,450	0	0	0
		232	8461 AUTOS, TRUCKS, TRACTORS,	69,683	0	0	0	0	0	0	0
		232	8584 CIP SEWERS	0	81,350	25,000	359	25,000	35,000	25,000	25,000
		232	8588 PUMP STATION REHABILITATION	7,997	5,500	0	0	0	0	0	0
		8000	=====CAPITAL OUTLAY=====	93,240	88,175	32,500	9,809	34,450	35,000	25,000	25,000
		232	9110 UNCOLLECTABLES	0	0	0	0	0	0	0	0
		232	9140 GRANT PROGRAMS	0	0	0	0	0	0	10,000	10,000
		9000	=OTHER EXPENDITURES/USES=	0	0	0	0	0	0	10,000	10,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division

Key_
Item_ line description

FY 01 FY 02 FY 03 FY 03 FY 03 FY 04 FY 04 FY 04
ACT ACT BUD YTD PRJ DPT MGR APP

SEWERS	545,402	645,260	629,545	477,349	603,282	732,831	736,722	736,722
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VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 SEWER DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
General Superintendent	1	100%	1	100%	1	100%
Public Works Superintendent	0	0%	0	0%	0	0%
Community Development Analyst	1	100%	1	100%	1	100%
Administrative Secretary	1	100%	1	100%	1	100%
Maintenance Equipment Operator	5	100%	5	100%	5	100%
FULL TIME EQUIVALENT	8		8		8	

FY 2003 Changes

None.

FY 2004 Changes

None.

**PUBLIC WORKS DEPARTMENT
FORESTRY DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$284,855	\$315,300	\$364,042	15.46%
SERVICES	141,756	149,292	122,885	-17.69%
COMMODITIES	18,360	21,848	25,905	18.57%
CAPITAL	154,233	60,187	0	-100.00%
TOTAL	599,204	546,627	512,832	-6.18%

DIVISION PURPOSE

The Forestry Division of the Public Works Department provides maintenance of our Village's parkway trees; adds trees through the 50/50 cost-sharing program for the replacement of dead trees and new trees; removes dead or dying trees, including elms and provides information to residents on the care of both public and private trees. The Forestry Division also repairs parkways, removes tree stumps, and works to minimized street end/bluff erosion. Tree management and preservation are greatly aided by computerized inventory of all major Village trees.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

Division	By_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Program	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		FORESTRY								
236	4211	SALARIES - REGULAR	227,871	215,783	229,300	195,981	235,600	243,500	246,262	246,262
236	4221	SALARIES - TEMPORARY	7,612	25,758	26,000	20,492	26,000	20,500	20,500	20,500
236	4231	OVERTIME	10,902	9,478	14,400	5,270	10,000	14,880	14,880	14,880
236	4261	EMPLOYEE BENEFITS	41,096	33,837	43,700	39,257	43,700	51,100	51,100	51,100
236	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	17,300	17,300	17,300
236	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	4,000	4,000	4,000
236	4621	ILL MUNI. RET. FUND	0	0	0	0	0	10,000	10,000	10,000
4000		==PERSONNEL EXPENDITURES=	287,481	284,855	313,400	260,999	315,300	361,280	364,042	364,042
236	5116	GROUNDS MAINTENANCE	18,889	17,728	17,000	20,380	20,380	20,500	20,500	20,500
236	5118	TREE MAINTENANCE	5,593	9,453	9,900	9,349	9,900	3,900	3,900	3,900
236	5129	GENERAL EQUIPMENT R/M	11	339	3,000	636	2,500	3,500	3,500	3,500
236	5144	BICYCLE PATH REPAIR	839	2,488	2,000	376	2,000	5,500	5,500	5,500
236	5291	GLENCOE ROAD RESTORATION	1,800	3,500	3,500	504	3,500	3,500	3,500	3,500
236	5293	TREE PLANTING	56,387	88,096	61,000	92,322	92,322	64,400	64,400	64,400
236	5311	AUDITING SERVICES	440	431	500	450	450	510	510	510
236	5355	WATER TOWER SITE MAINT.	0	2,084	1,000	449	1,000	1,000	1,000	1,000
236	5362	DRY CLEANING SERVICES	1,852	1,776	2,190	1,303	2,190	2,300	2,300	2,300
236	5371	DATA PROCESSING SERVICES	0	644	1,100	0	1,100	1,100	1,100	1,100
236	5521	TELECOM/INTERNET SERV.	1,176	1,434	1,300	1,034	1,250	1,325	1,325	1,325
236	5631	IN SERVICE TRAINING	1,533	2,618	2,600	2,128	2,200	2,850	2,850	2,850
236	5745	DUMPING FEES	7,200	11,165	10,500	8,425	10,500	12,500	12,500	12,500
5000		===CONTRACTUAL SERVICES===	95,718	141,756	115,590	137,356	149,292	122,885	122,885	122,885
236	6341	MISC EQUIPMENT	1,648	1,481	3,600	3,337	3,500	5,600	5,600	5,600
236	6521	CLOTHING	1,829	1,449	2,375	2,148	2,148	1,835	1,835	1,835
236	6533	TOOL PURCHASE/REPAIR	2,599	3,927	4,270	2,305	4,200	4,170	4,170	4,170
236	6551	VEHICLE OPERATING EXPENSE	14,104	11,502	14,000	8,269	12,000	14,300	14,300	14,300
6000		=====COMMODITIES=====	20,179	18,360	24,245	16,058	21,848	25,905	25,905	25,905
236	8113	WATER TOWER LAND IMPROVE	0	126,982	10,000	12,675	12,675	0	0	0
236	8344	STREET EQUIPMENT	0	0	0	0	0	0	0	0
236	8461	AUTOS, TRUCKS, TRACTORS,	0	27,252	50,000	47,513	47,512	0	0	0
8000		=====CAPITAL OUTLAY=====	0	154,233	60,000	60,188	60,187	0	0	0
		FORESTRY	403,379	599,204	513,235	474,601	546,627	510,070	512,832	512,832

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 FORESTRY DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Public Works Supervisor	1	100%	1	100%	1	100%
Maintenance Equipment Operator	5	100%	4	100%	4	100%
FULL TIME EQUIVALENT	6		5		5	

Notes

None

FY 2003 Changes

Authorization in Forestry Division reduced by one employee.

FY 2004 Changes

None

**PUBLIC WORKS DEPARTMENT
MUNICIPAL BUILDING DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$59,770	\$61,700	\$73,973	19.89%
SERVICES	63,236	77,219	75,250	-2.55%
COMMODITIES	10,479	11,050	10,575	-4.30%
CAPITAL	23,134	20,140	30,000	48.96%
TOTAL	\$156,619	\$170,109	\$189,798	11.57%

DIVISION PURPOSE

The Municipal Building Division of the Public Works Department provides for the effective and timely maintenance and improvement of the Village Hall, Village Hall grounds, Temple Court Parking Lot, and bus shelters. The Municipal Building Division also provides funds for Village Hall heating, lighting, air conditioning and cleaning services. The Village related portion of the Handyman Assistance Program is included in this Division.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Bus Shelter Replacement (Harbor Street)	\$ 5,000
Village Hall Entry Way Brick	10,000
Window Replacement Program (Phase I)	<u>15,000</u>
Total	\$ 30,000

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

Division	Agency	Line	Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
MUNICIPAL BUILDINGS											
	240	4211	SALARIES - REGULAR	42,688	44,895	45,200	37,690	44,000	46,500	47,123	47,123
	240	4221	SALARIES - TEMPORARY	4,011	4,776	4,500	3,987	4,500	4,650	4,650	4,650
	240	4231	OVERTIME	1,197	681	2,960	1,573	2,200	3,100	3,100	3,100
	240	4261	EMPLOYEE BENEFITS	9,794	9,417	11,000	9,828	11,000	12,850	12,850	12,850
	240	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	3,350	3,350	3,350
	240	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	800	800	800
	240	4621	ILL MUNI. RET. FUND	0	0	0	0	0	2,100	2,100	2,100
	4000	==PERSONNEL EXPENDITURES==		57,689	59,770	63,660	53,077	61,700	73,350	73,973	73,973
	240	5111	BUILDING MAINTENANCE	3,865	12,992	12,700	9,737	12,700	12,300	12,300	12,300
	240	5114	MUNICIPAL BLDG REPAIR	19,446	11,088	14,000	6,943	14,000	11,500	11,500	11,500
	240	5116	GROUND MAINTENANCE	2,684	1,183	1,500	4,404	4,404	1,000	1,000	1,000
	240	5125	DIESEL MOTORS R/M	26	453	750	0	500	1,200	750	750
	240	5145	BUS SHELTER REPAIR	0	729	500	215	215	500	500	500
	240	5361	JANITORIAL CLEANING SERV.	19,990	19,373	30,000	22,222	26,000	27,000	27,000	27,000
	240	5362	DRY CLEANING SERVICES	908	502	900	459	900	2,200	2,200	2,200
		5711	MUNI BLDG HEATING	6,149	8,199	7,500	9,054	10,000	12,000	12,000	12,000
		5765	ELECTRICAL - LIGHT/AC	9,869	8,717	8,000	7,966	8,500	8,000	8,000	8,000
	5000	===CONTRACTUAL SERVICES===		62,937	63,236	75,850	61,000	77,219	75,700	75,250	75,250
	240	6111	JANITORIAL SUPPLIES	7,709	8,699	7,000	7,866	8,500	8,000	8,000	8,000
	240	6299	SUNDRY	1,132	1,097	1,000	297	1,000	1,000	1,000	1,000
	240	6521	CLOTHING	104	92	300	0	300	325	325	325
	240	6533	TOOL PURCHASE/REPAIR	505	591	500	0	500	500	500	500
	240	6555	GASOLINE, OIL, GREASE	137	0	750	0	750	750	750	750
	6000	=====COMMODITIES=====		9,587	10,479	9,550	8,164	11,050	10,575	10,575	10,575
	240	8201	VILLAGE HALL IMPROVEMENTS	0	23,134	25,000	20,140	20,140	30,000	30,000	30,000
	8000	=====CAPITAL OUTLAY=====		0	23,134	25,000	20,140	20,140	30,000	30,000	30,000
MUNICIPAL BUILDINGS				130,213	156,619	174,060	142,381	170,109	189,625	189,798	189,798

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 MUNICIPAL BUILDINGS DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Building Custodian	1	100%	1	100%	1	100%
FULL TIME EQUIVALENT	1		1		1	

Note
 MEO performing Building Custodian duties.

FY 2003 Changes
 None

FY 2004 Changes
 None

PUBLIC WORKS DEPARTMENT

PARKING AND TRAFFIC CONTROL DIVISION

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$51,741	\$32,250	\$49,550	53.64%
COMMODITIES	10,289	18,496	20,750	12.19%
CAPITAL	1,660	4,851	0	-100.00%
TOTAL	\$63,690	\$55,597	\$70,300	26.45%

DIVISION PURPOSE

The Parking and Traffic Control Division of the Public Works Department provides for the safe and orderly flow of vehicular traffic through the Village by the maintenance and installation of traffic signals, traffic control signs and street name signs; maintenance and repair of the train station parking areas and the train station; and parking improvements.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
orion	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
	PARKING									
244	5112	CNW DEPOT MAINTENANCE	15,376	12,819	9,800	8,737	9,000	8,800	8,800	8,800
244	5147	PARKING IMPROVEMENTS	3,812	2,880	1,000	0	1,000	1,000	1,000	1,000
244	5148	RAILROAD CROSSING R/M	0	0	0	0	0	0	500	500
244	5149	TRAIN STATION WALK R/M	324	903	500	0	500	500	500	500
244	5292	TRAFFIC SIGNAL R/M	4,701	17,759	6,000	5,148	6,000	6,500	6,500	6,500
244	5295	TRAFFIC SIGNAL IMPROVE.	0	0	0	0	0	12,000	12,000	12,000
244	5321	ENGINEERING SERVICES	0	0	0	0	0	3,000	3,000	3,000
244	5901	UP PARKING LEASE	13,760	17,380	14,750	8,290	14,750	14,750	14,750	14,750
244	5915	INSURANCE DEDUCTIBLES	2,376	0	2,500	832	1,000	2,500	2,500	2,500
5000	===CONTRACTUAL SERVICES===		40,349	51,741	34,550	23,007	32,250	49,050	49,550	49,550
244	6113	MATERIALS - PAINT, TAPE	3,909	4,189	8,000	3,541	9,000	8,000	8,000	8,000
244	6202	SUPPLIES	797	218	300	71	300	500	500	500
244	6348	SIGN REPLACEMENT	5,302	5,524	6,000	8,696	8,696	8,000	8,000	8,000
244	6533	TOOL PURCHASE/REPAIR	145	357	750	0	500	4,250	4,250	4,250
6000	=====COMMODITIES=====		10,153	10,289	15,050	12,309	18,496	20,750	20,750	20,750
8924	SIDEWALKS AND CROSSINGS		39,742	1,660	1,000	4,851	4,851	500	0	0
8000	=====CAPITAL OUTLAY=====		39,742	1,660	1,000	4,851	4,851	500	0	0
PARKING			90,245	63,690	50,600	40,167	55,597	70,300	70,300	70,300

**PUBLIC WORKS DEPARTMENT
COMMUNITY DEVELOPMENT DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$3,760	\$24,500	\$40,935	67.08%
SERVICES	16,314	14,734	12,595	-14.52%
COMMODITIES	3,535	3,000	4,100	36.67%
TOTAL	\$23,609	\$42,234	\$57,630	36.45%

DIVISION PURPOSE

The Community Development Division of the Public Works Department provides for inspection and plan review services to assure that construction improvement requests are in compliance with all applicable code, permit, and Zoning/Plan Commission requirements, and to assure that construction is in accordance with the approved plans by performing on-going construction inspection. Zoning Ordinance and Sign Ordinance enforcement/administration are also included in the Community Development Division. The Village resident portion of the Handyman Assistance Program is also included in this Division.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division

key_	oran	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
COMMUNITY DEVELOPMENT											
248		4221	SALARIES - TEMPORARY	3,698	3,760	24,500	13,223	24,500	37,870	37,870	37,870
248		4261	EMPLOYEE BENEFITS	0	0	0	46	0	0	0	0
248		4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	1,565	1,565	1,565
248		4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	400	400	400
248		4621	ILL MUNI. RET. FUND	0	0	0	0	0	1,100	1,100	1,100
4000 ==PERSONNEL EXPENDITURES=				3,698	3,760	24,500	13,269	24,500	40,935	40,935	40,935
248		5381	HANDYMAN ASSISTANCE PROG.	308	709	500	534	534	500	500	500
248		5490	MISC INSPECTION SERVICES	0	0	0	0	0	0	1,000	1,000
248		5492	PLAN REVIEW	1,761	8,516	3,000	4,498	5,000	4,000	3,000	3,000
248		5493	PLUMBING INSPECTIONS	5,443	3,612	3,000	3,106	4,300	4,000	3,000	3,000
248		5495	UPGRADE MAP RECORDS	1,694	1,424	1,400	2,546	3,000	2,500	2,500	2,500
248		5634	IN SERVICE TRAINING	1,937	2,054	2,095	1,869	1,900	2,595	2,595	2,595
5000 ===CONTRACTUAL SERVICES==				11,143	16,314	9,995	12,553	14,734	13,595	12,595	12,595
248		6551	VEHICLE OPERATING EXPENSE	1,573	3,535	4,000	1,881	3,000	4,100	4,100	4,100
00 =====COMMODITIES=====				1,573	3,535	4,000	1,881	3,000	4,100	4,100	4,100
COMMUNITY DEVELOPMENT				16,414	23,609	38,495	27,703	42,234	58,630	57,630	57,630

**PUBLIC WORKS DEPARTMENT
MUNICIPAL GARAGE DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$130,524	\$147,650	\$173,365	17.42%
SERVICES	28,596	40,011	35,760	-10.62%
COMMODITIES	16,581	13,800	20,120	45.80%
CAPITAL	31,790	44,267	0	-100.00%
TOTAL	\$207,491	\$245,728	\$229,245	-6.71%

DIVISION PURPOSE

The Municipal Garage Division of the Public Works Department provides proper and timely maintenance and service of all Village vehicles and equipment and provides for maintenance repair and improvements to the service building.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	Line	Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
			MUNICIPAL GARAGE								
252		4211	SALARIES - REGULAR	92,959	98,318	104,900	86,914	104,000	107,800	109,320	109,320
252		4221	SALARIES - TEMPORARY	0	3,504	8,550	4,420	8,550	21,525	8,550	8,550
252		4231	OVERTIME	13,441	9,938	12,830	12,061	13,000	13,070	13,070	13,070
252		4261	EMPLOYEE BENEFITS	19,588	18,764	22,100	20,378	22,100	27,700	27,700	27,700
252		4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	7,925	7,925	7,925
252		4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	1,800	1,800	1,800
252		4621	ILL MUNI. RET. FUND	0	0	0	0	0	5,000	5,000	5,000
4000			==PERSONNEL EXPENDITURES=	125,989	130,524	148,380	123,773	147,650	184,820	173,365	173,365
252		5111	BUILDING MAINTENANCE	10,059	10,215	9,050	10,027	10,500	10,050	10,050	10,050
252		5114	MUNICIPAL BLDG REPAIR	0	0	0	0	0	0	0	0
252		5129	GENERAL EQUIPMENT R/M	545	3,621	5,000	8,861	8,861	5,750	5,750	5,750
252		5362	DRY CLEANING SERVICES	2,329	1,941	3,540	2,165	3,200	3,540	3,540	3,540
252		5371	DATA PROCESSING SERVICES	2,116	2,766	4,250	1,909	4,250	3,750	3,750	3,750
252		5631	IN SERVICE TRAINING	1,698	685	2,000	1,262	2,000	2,150	2,150	2,150
252		5711	MUNI BLDG HEATING	6,810	6,562	6,920	6,997	8,000	6,920	6,920	6,920
252		5765	ELECTRICAL - LIGHT/AC	3,226	2,807	3,600	954	3,200	3,600	3,600	3,600
5000			===CONTRACTUAL SERVICES===	26,783	28,596	34,360	32,176	40,011	35,760	35,760	35,760
252		6341	MISC EQUIPMENT	4,844	6,658	4,500	917	4,500	9,700	9,700	9,700
252		6521	CLOTHING	792	864	1,350	645	1,300	1,320	1,320	1,320
252		6533	TOOL PURCHASE/REPAIR	8,840	7,027	7,500	3,446	7,000	8,000	8,000	8,000
252		6551	VEHICLE OPERATING EXPENSE	1,285	2,032	1,050	503	1,000	1,100	1,100	1,100
6000			=====COMMODITIES=====	15,760	16,581	14,400	5,510	13,800	20,120	20,120	20,120
252		8209	BUILDING ALTERATIONS	0	31,790	0	0	0	0	0	0
252		8303	RADIO EQUIPMENT	0	0	0	0	0	0	0	0
252		8461	AUTOS, TRUCKS, TRACTORS,	0	0	42,500	44,095	44,267	0	0	0
8000			=====CAPITAL OUTLAY=====	0	31,790	42,500	44,095	44,267	0	0	0
MUNICIPAL GARAGE				168,532	207,491	239,640	205,554	245,728	240,700	229,245	229,245

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VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 MUNICIPAL GARAGE DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Mechanic	2	100%	2	100%	2	100%
FULL TIME EQUIVALENT	2		2		2	

FY 2003 Changes

None

FY 2004 Changes

None

**PUBLIC WORKS DEPARTMENT
STREET, SIDEWALK AND BRIDGE DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$408,314	\$448,680	\$532,750	18.74%
SERVICES	28,397	24,260	46,065	89.88%
COMMODITIES	138,665	164,410	177,100	7.72%
CAPITAL	119,997	124,961	269,500	115.67%
TOTAL	\$695,373	\$762,311	\$1,025,415	34.51%

DIVISION PURPOSE

The Street, Sidewalk and Bridge Division of the Public Works Department is responsible for the maintenance of street surfaces, curbs, sidewalks and bridges. The Street, Sidewalk and Bridge Division is also responsible for maintaining streets, parkways and bridges free from dirt and litter. Other duties include keeping streets, sidewalks, bridges and parking lots clear of ice and snow, mowing public areas, bike trail repairs, and other Village improvement projects. The General Fund portion of the Capital Improvement Program is also contained in this division.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Vehicle Replacement (#7)	\$ 23,000
Replace Asphalt Patch Truck (#30)	83,500
2-1/2 Ton Dump Truck (#41)	82,000
Phase I Engineering Dundee Road	25,000
Sidewalk Program	25,000
Seal Green Bay Road Underpass	25,000
Snow Removal Equipment	<u>6,000</u>
TOTAL	\$ 269,500

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
STREETS											
256		4211	SALARIES - REGULAR	298,419	298,811	310,900	265,596	316,100	328,600	332,200	332,200
256		4221	SALARIES - TEMPORARY	10,349	21,834	21,280	18,332	21,280	22,050	22,050	22,050
256		4231	OVERTIME	65,349	30,002	54,000	42,680	45,000	55,800	55,800	55,800
256		4261	EMPLOYEE BENEFITS	55,250	57,668	66,300	62,014	66,300	76,700	76,700	76,700
256		4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	24,100	24,100	24,100
256		4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	5,600	5,600	5,600
256		4621	ILL MUNI. RET. FUND	0	0	0	0	0	16,300	16,300	16,300
4000			==PERSONNEL EXPENDITURES==	429,367	408,314	452,480	388,622	448,680	529,150	532,750	532,750
256		5113	BUSINESS DISTRICT R/M	1,200	8,914	2,500	3,136	3,136	3,500	3,500	3,500
256		5122	RADIO EQUIPMENT MAINT.	2,455	23	2,000	788	2,000	2,000	2,000	2,000
256		5129	GENERAL EQUIPMENT R/M	8,611	6,322	7,200	2,666	7,000	7,200	7,200	7,200
256		5141	CRACK SEALING REPAIRS	7,000	6,129	7,000	6,547	6,547	10,000	10,000	10,000
256		5142	BRIDGE REPAIRS	0	1,000	1,000	0	0	1,000	1,000	1,000
256		5146	UTILITY STREET PATCH R/M	0	0	0	0	0	0	10,000	10,000
256		5362	DRY CLEANING SERVICES	1,740	1,881	2,240	1,837	2,240	2,240	2,240	2,240
256		5521	TELECOM/INTERNET SERV.	1,238	1,304	1,200	1,337	1,337	1,225	1,225	1,225
256		5631	IN SERVICE TRAINING	1,319	2,824	2,800	849	2,000	2,900	2,900	2,900
256		5745	DUMPING FEES	0	0	0	0	0	6,000	6,000	6,000
5000			===CONTRACTUAL SERVICES===	23,563	28,397	25,940	17,160	24,260	36,065	46,065	46,065
256		6144	BITUMINOUS MATERIALS	6,489	5,634	9,570	4,163	9,000	7,790	7,790	7,790
256		6145	STREET STONE MATERIALS	8,672	11,692	15,900	17,911	18,000	14,750	14,750	14,750
256		6161	ICE CONTROL MATERIALS	41,904	38,668	67,180	36,951	55,000	56,130	56,130	56,130
256		6291	THERMOPLASTIC MARKINGS	4,440	7,359	8,000	8,763	8,763	9,000	9,000	9,000
256		6292	SUPPLIES	2,066	2,733	3,000	2,021	3,000	3,100	3,100	3,100
256		6341	MISC EQUIPMENT	3,969	3,525	4,500	338	4,000	5,500	5,500	5,500
256		6348	SIGN REPLACEMENT	1,388	4,840	2,000	2,623	3,000	3,000	3,000	3,000
256		6521	CLOTHING	2,592	2,487	3,200	2,508	3,000	2,450	2,450	2,450
256		6533	TOOL PURCHASE/REPAIR	2,123	2,849	2,700	2,647	2,647	2,600	2,600	2,600
256		6551	VEHICLE OPERATING EXPENSE	61,588	58,878	66,000	44,729	58,000	72,780	72,780	72,780
6000			=====COMMODITIES=====	135,231	138,665	182,050	122,656	164,410	177,100	177,100	177,100
256		8344	STREET EQUIPMENT	13,914	12,866	6,000	0	6,000	6,000	6,000	6,000
256		8461	AUTOS, TRUCKS, TRACTORS,	124,360	84,976	81,500	86,838	87,122	195,000	188,500	188,500
		8681	CIP STREETS	0	0	0	4,850	4,850	35,000	25,000	25,000
256		8682	CIP SIDEWALKS	21,284	22,156	15,000	26,989	26,989	25,000	25,000	25,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key Line Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
	3684 CIP BRIDGES	14,274	0	0	0	0	25,000	25,000	25,000
256	8686 BUS DIST STREETScape	0	0	0	0	0	0	0	0
8000	=====CAPITAL OUTLAY=====	173,830	119,997	102,500	118,677	124,961	286,000	269,500	269,500
	STREETS	761,991	695,373	762,970	647,115	762,311	1,028,315	1,025,415	1,025,415

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 STREET DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Public Works Supervisor	1	100%	1	100%	1	100%
Receptionist/Cashier	1	100%	1	100%	1	100%
Maintenance Equipment Operator	5	100%	5	100%	5	100%
FULL TIME EQUIVALENT	7		7		7	

FY 2003 Changes

None

FY 2004 Changes

None

**PUBLIC WORKS DEPARTMENT
STREET LIGHTING DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$ 70,960	\$ 70,476	\$ 73,800	4.72%
TOTAL	\$ 70,960	\$ 70,476	\$ 73,800	4.72%

DIVISION PURPOSE

The Street Lighting Division of the Public Works Department provides and maintains street intersection lighting to minimize traffic flow problems, and provide a sense of public safety and security to residents. Electric power and maintenance for most Village streetlights is provided by Commonwealth Edison at a per-month cost based on the size of the light. Three areas of the Village (Business Center, Skokie Heights and Skokie Ridge Subdivision and the four commuter parking lots) have poles, light fixtures, and wiring maintained by the Village. This division also provides for the downtown holiday lighting.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
STREET LIGHTING											
260	5721		GENERAL OVERHEAD LIGHTING	60,068	51,353	52,000	43,727	52,000	52,000	52,000	52,000
260	5722		RESIDENTIAL STREET LIGHTS	7,044	6,379	2,500	2,502	2,500	4,700	4,700	4,700
260	5723		BUS DISTICT STREET LIGHTS	5,918	3,978	2,000	1,571	3,800	2,500	2,500	2,500
260	5724		HOLIDAY STREET LIGHTING	4,158	9,249	10,700	12,176	12,176	14,600	14,600	14,600
5000	===		CONTRACTUAL SERVICES===	77,187	70,960	67,200	59,975	70,476	73,800	73,800	73,800
STREET LIGHTING				77,187	70,960	67,200	59,975	70,476	73,800	73,800	73,800

PUBLIC SAFETY SERVICES

Goals and Objectives:

The Public Safety Department delivers police, fire and emergency medical services provided by Public Safety Officers assigned to the various Public Safety functions. It is the charge of this Department to protect the constitutional rights of each citizen, enforce Federal, State and local laws as required by our jurisdictional restrictions, to provide the highest levels of fire prevention and suppression capabilities and emergency medical services to protect the lives and property of the community.

The primary objectives of the Department of Public Safety are to maintain the high levels of public safety services (police, fire, EMS) to the community; to continue to provide emergency medical response through highly-trained and certified Public Safety paramedics; to continue and refine the shared resource fire responses with neighboring fire departments and through the MABAS system; to provide necessary assistance and back up fire coverage for the community through the use of trained and certified paid-on-call officers; to participate in regional mutual aid systems through the NORPAC communities, the Northern Illinois Police Alarm System (NIPAS), to provide effective levels of service in a community oriented delivery system; and to refine and formalize the Village Emergency Disaster Plan by shared participation with all Village Departments.

The Department will endeavor to provide Department members with the appropriate levels of training determined by law and professional standards. Programs that use mutual aid systems to provide assistance in fire and paramedic situations that are beyond the capability of the Department will be enhanced. The Department continues to meet the standards of Law Enforcement Accreditation. The Department was assessed for re-accreditation in December 2001 and awarded the certification as an Accredited Law Enforcement Agency in March 2002 during the annual meeting held in Jacksonville, Florida. The Department is proceeding with Fire Service Accreditation as an applicant agency with a potential on-site set for April of 2003.

Review of FY2003:

For the 12 months comprising 2002, our Public Safety personnel investigated 122 Part I offenses and 419 Part II offenses, and made 162 arrests. Officers wrote 8,289 citations, investigated 329 motor vehicle accidents, conducted 7,282 "other" public safety services and performed 2,197 fire service activities. Public Safety personnel assigned to paramedic duties responded to 419 calls, conducted CPR training sessions for the public and Park District employees, performed Infant Car Seat Inspections, instructed a firearms safety class, and arranged various public information seminars as requested. Department personnel established a neighborhood specific e-mail notification system when a pattern of crime or community concerns affected

particular neighborhoods. We participated in numerous area training sessions covering various medical emergency service provisions.

Department members conducted numerous crime prevention programs, including "Officer Friendly", drug awareness, "Just Say No" Parade and Family Festival, home safety inspections, "Halloween Safety", "Bicycle Rodeo", DUI Seminars, and partnered with the Parents / Teacher Organization program "Readers are Leaders". All members of the Department attended training sessions covering a wide range of police, fire and related topics. A major training focus in during this fiscal year dealt with "Community Customer Service", which included handling the routine calls for service, complaints, and special calls for service.

Our "Mission Statement", was refined during the annual Diversity Training Program and reviewed for value and meaning.

***To provide the highest level
of public safety services
to everyone,
in cooperation with
the community in
a partnership of equality
and integrity, in a spirit
of unity and mutual trust***

As part of the re-accreditation for law enforcement Department members developed and adopted (December 11, 2001) the following value statement for our organization:

We, the members of the Department of Public Safety, value the training and camaraderie that allows us to perform all aspects of our job with integrity, courage, and the ability to provide service at the highest standard of excellence to all.

As an applicant agency to the Commission on Fire Accreditation the Department has formulated and adopted (June 01, 2002) a vision statement to act as a template for organizational goals and objectives:

The Glencoe Public Safety Department is committed to further professionalism and will be a safe, efficient, fiscally viable, pro-active provider of emergency services for law enforcement, fire suppression, rescue, emergency medical care, fire prevention, crime prevention, and public education. The Department will enhance service delivery by maintaining continual professional liaisons with various law enforcement, fire service, and medical institutions, and implementing a best practices model for law enforcement, fire service, and emergency medical assistance. The intent is to assure the overall quality of service to all occupants of the community.

G alvanized in our commitment to serve Glencoe.

D rive to help people in need.

P ride in professionalism.

S ound in judgment.

The Community Oriented Public Safety (COPS) Program, where the community was asked to be partners with the Department of Public Safety, was carried out for our sixth year. A neighborhood e-mail newsletter was developed to alert resident of crime or unusual activities. We participated in community events such as: September 11th memorial, Martin Luther King Observance, Pumpkin Day, South School Day, PTO Fun run, Glencoe Family Services "Fun under the Stars", and the Park District Safety Town preschool education program.

The Public Safety Commission used the established Register of Eligibles to fill three vacancies for Public Safety Officer. Officer Stanley Robinson resigned after 9 years of service. Estuardo Rendon, Nancy Rupp, and Theodore Browning were hired as Public Safety Officers. All have completed the basic law enforcement academy and have begun their field training experience.

Proposed for FY2004:

Training continues to be a cornerstone of the integrated public safety program. The proposed Budget provides training programs to keep Public Safety Officers at the necessary skill and knowledge levels to keep current with law enforcement, fire suppression and paramedic technology. Consistent with the training requirements, the Department has budgeted for an additional year of participation in the Northeastern Illinois Public Safety Training Academy (NIPSTA). This facility is expected to become a full service public safety-training center. It was made available by the Village of Glenview as part of the take over of the Glenview Naval Air Station. It is expected that NIPSTA will begin offering public safety training classes during FY 2003. Completion of the 600' X 400' driver-training pad to train emergency equipment operators will be functional by May 01 2003.

The Budget continues our Police Information Management System (PIMS) participation through the Illinois Criminal Justice Information Authority by use of the State-wide Illinois Wireless Intercommunications Network (IWIN) in our patrol vehicles. This program will be enhanced with wireless 911 pass-through and Computer Aided Dispatch (CAD) that will allow 911 information, utilization of the Global Information System (GIS) and access to department and Village data via the mobile units in the field. Our department will be one of the first agencies to receive this technology and will serve as the Motorola beta site for the technology.

The Budget provides for continued participation in the Northern Illinois Police Crime Lab for the 34th year, enabling us to receive complete crime laboratory services. Of note, the Northern Illinois Police Crime Laboratory became an "accredited" laboratory in 1997, making it the first non-profit, full service, regional laboratory in the world to earn ASCLAD/LAB Accreditation.

The Public Safety Counselor Program continues to provide emergency counseling services to the Department through Family Counseling Services. It serves as a model program that is now being researched by surrounding communities; the Emergency Services Agreement with the Chicago Botanic Garden is being examined to explore fire, emergency medical services and law enforcement services. The Department Canine Program will enter it's ninth full year of service; replacement of squad cars, will be continued per Department policy; and the Department continues participation in the Northern Illinois Police Alarm System (NIPAS) response plan and the NIPAS Emergency Services Team (EST). In addition, the Department will continue to be an active member in the North Region Major Crimes Task Force (NORTAF) in order to have quality resources available to Glencoe. The Department continues to participate and support the Mutual Aid Box Alarm System (MABAS) that provides a shared costing of specialized teams and equipment in the event of a Hazardous Material Response or high-rise above grade rescue or confined space rescue.

In addition, the Department will continue and expand the very successful public education section. This group provided community residents programs on topics such as: firearms safety and registration, home safety inspections, infant car seat inspections, baby sitter classes, and CPR.

In preparation of Fire Service Accreditation, the Department has budgeted \$6,000 for the cost of expenditures as may be necessitated to achieve that certification. As part of a Village Staff Committee, the Public Safety Department Budget also reflects \$5,800 for expenditures to further the Village wide disaster planning and preparation.

**PUBLIC SAFETY DEPARTMENT
POLICE SERVICE DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$2,850,068	\$2,888,225	\$3,097,730	7.25%
SERVICES	245,063	291,320	280,904	-3.58%
COMMODITIES	142,571	150,255	181,065	20.51%
CAPITAL	72,578	176,000	53,500	-69.60%
TOTAL	\$3,310,280	\$3,505,800	\$3,613,199	3.06%

DIVISION PURPOSE

The Police Service Division of the Public Safety Department provides law enforcement services to the community, through education, patrol, investigation, apprehension, recovery of evidence and community services. It provides for the consistent enforcement of criminal and traffic laws on the federal, state and local levels and protection of persons and property. These functions encompass specific areas, such as patrol and traffic, investigation, youth activities and personnel training.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Replacement Photocopier	\$ 15,000
Power Point Projector	6,000
Vehicle Replacement (#654)	<u>32,500</u>
TOTAL	\$ 53,500

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

Division	Key Program	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
POLICE SERVICES										
	288	4211 SALARIES - REGULAR	1,589,687	1,672,511	1,693,300	1,426,646	1,682,900	1,737,700	1,744,900	1,744,900
	288	4221 SALARIES - TEMPORARY	31,495	46,527	45,000	29,673	45,000	46,350	46,350	46,350
	288	4224 SALARIES - PARKING ENFORC	0	0	0	0	0	0	0	0
	288	4231 OVERTIME	212,748	264,145	216,000	242,885	262,800	222,480	222,480	222,480
	288	4232 SPECIAL DETAIL OVERTIME	105,715	107,234	100,000	109,217	110,000	103,000	103,000	103,000
	288	4240 PENSION COST	0	0	0	0	0	0	0	0
	288	4246 PENSION COST - POLICE	474,569	568,692	568,425	499,468	568,425	625,000	625,000	625,000
	288	4261 EMPLOYEE BENEFITS	204,183	190,975	219,100	206,528	219,100	265,000	265,000	265,000
	288	4611 SOCIAL SECURITY ADMIN.	0	-16	0	0	0	36,500	36,500	36,500
	288	4612 MEDICARE ONLY CONTRIB.	0	0	0	0	0	33,000	33,000	33,000
	288	4621 ILL MUNI. RET. FUND	0	0	0	0	0	21,500	21,500	21,500
	4000	==PERSONNEL EXPENDITURES==	2,618,398	2,850,068	2,841,825	2,514,417	2,888,225	3,090,530	3,097,730	3,097,730
	288	5121 OFFICE EQUIPMENT MAINT.	1,993	2,248	2,600	1,727	2,600	2,600	2,600	2,600
	288	5122 RADIO EQUIPMENT MAINT.	27,455	13,748	27,100	26,348	27,100	32,600	27,500	27,500
	288	5125 SAFETY EQUIPMENT TESTING	1,876	783	2,200	2,165	2,200	2,200	2,200	2,200
		5337 LEGAL COUNSEL - OTHER	0	0	0	0	0	0	0	0
		5343 PUBLIC SAFETY SERVICES	17,034	18,337	22,770	21,861	22,770	26,585	26,585	26,585
	288	5346 POLICE CANINE SERVICES	2,462	1,416	3,000	1,432	3,000	3,000	3,000	3,000
	288	5347 CRISIS SOCIAL WORK SERVIC	33,924	33,924	35,424	29,520	35,424	36,222	36,222	36,222
	288	5371 DATA PROCESSING SERVICES	26,595	20,329	25,028	23,916	25,000	20,328	20,328	20,328
	288	5375 JULIE SYSTEM	0	0	0	0	0	0	0	0
	288	5494 PUBLIC EDUCATION	20,320	6,824	7,000	19,077	19,100	7,550	7,550	7,550
	288	5511 POSTAGE	2,096	2,216	2,340	2,322	2,340	2,500	2,500	2,500
	288	5521 TELECOM/INTERNET SERV.	34,653	27,765	26,000	29,562	30,000	33,019	33,019	33,019
	288	5631 IN SERVICE TRAINING	36,645	41,052	44,416	48,098	48,100	44,400	44,400	44,400
	288	5641 TUITION REIMBURSE	2,285	15,367	18,586	16,621	18,586	20,000	20,000	20,000
	288	5912 PUBLIC LIABILITY INSUR.	10,746	49,580	50,000	36,783	50,000	51,000	51,000	51,000
	288	5915 INSURANCE DEDUCTIBLES	10,300	11,474	4,000	5,091	5,100	4,000	4,000	4,000
	5000	===CONTRACTUAL SERVICES===	228,384	245,063	270,464	264,524	291,320	286,004	280,904	280,904
	288	6151 PARKING PROGRAM EXPENSES	5,113	6,185	7,500	7,449	7,500	18,000	18,000	18,000
	288	6301 MISC COMPUTER EQUIPMENT	0	0	0	0	0	0	13,050	13,050
	288	6306 MISC COMPUTER SOFTWARE	2,250	3,751	4,150	4,519	4,520	3,910	3,910	3,910
	288	6341 MISC EQUIPMENT	11,348	10,817	15,650	13,325	15,650	19,400	19,400	19,400
	288	6511 OFFICE SUPPLIES	10,184	9,326	9,900	7,858	9,900	11,050	11,050	11,050
	288	6512 PUBLIC SAFETY SUPPLIES	24,413	29,091	29,985	24,647	29,985	32,455	32,455	32,455

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

Division			FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Key	Line	Description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
	521	CLOTHING	31,279	35,851	36,400	37,673	37,700	37,200	37,200	37,200
288	6551	VEHICLE OPERATING EXPENSE	54,656	47,549	45,000	39,878	45,000	46,000	46,000	46,000
6000		=====COMMODITIES=====	139,243	142,571	148,585	135,348	150,255	168,015	181,065	181,065
288	8301	DATA PROCESSING EQUIPMENT	8,634	0	15,000	13,791	15,000	13,050	0	0
288	8303	RADIO EQUIPMENT	0	8,898	5,000	4,929	5,000	3,500	0	0
288	8341	FIRE EQUIPMENT	4,847	9,106	10,000	9,974	10,000	6,000	6,000	6,000
288	8346	OFFICE EQUIPMENT	0	0	15,000	19,549	20,000	15,000	15,000	15,000
288	8461	AUTOS, TRUCKS, TRACTORS,	77,964	54,574	126,000	41,523	126,000	32,500	32,500	32,500
8000		=====CAPITAL OUTLAY=====	91,445	72,578	171,000	89,767	176,000	70,050	53,500	53,500
POLICE SERVICES			3,077,469	3,310,280	3,431,874	3,004,056	3,505,800	3,614,599	3,613,199	3,613,199

**VILLAGE OF GLENCOE
PUBLIC SAFETY DEPARTMENT
POLICE DIVISION**

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Director of Public Safety	1	60%	1	60%	1	60%
Deputy Director of Public Safety	3	60%	2	60%	2	60%
Lieutenant	6	60%	6	60%	6	60%
Public Safety Officer	26	60%	26	60%	26	60%
Assistant to the Director of Public Safety	0	60%	1	60%	1	60%
Communications Operator	5	60%	5	60%	5	60%
Community Service Officer	2	60%	2	60%	2	60%
Administrative Secretary	1	60%	1	60%	1	60%
Records Clerk	1	60%	1	60%	1	60%
FULL TIME EQUIVALENT	45		45		45	

Notes

Of the remaining 40% share of salary, 25% is charged to Fire Division and 15% to Paramedic Division. Although 26 PSOs are authorized, the Budget only provides funding for 25 PSOs.

FY 2003 Changes

None.

FY 2004 Changes

None.

PUBLIC SAFETY DEPARTMENT

FIRE SERVICE DIVISION

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$958,085	\$983,200	\$1,032,460	5.01%
SERVICES	56,040	63,750	70,797	11.05%
COMMODITIES	65,354	87,975	72,975	-17.05%
CAPITAL	36,854	44,800	47,000	4.91%
OTHER EXPENSES	3,905	6,000	6,000	0.00%
TOTAL	\$1,120,238	\$1,185,725	\$1,229,232	3.67%

DIVISION PURPOSE

The Fire Service Division of the Public Safety Department is to respond, attack, confine and extinguish fires when they occur with a minimal loss of life and property, to conduct such fire prevention and education programs as may be desirable in order to reduce the incidence of fire within the community, to respond to and control hazardous material situations to provide underground and underwater rescue and recovery. To be proactive in the business community in fire prevention activities through survey and inspections in order to reduce fire safety concerns.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

SCBA Tanks	\$ 10,000
Refrigerator	4,500
Vehicle Replacement (#3004)	<u>32,500</u>
TOTAL	\$ 47,000

**Village of Glencoe
Fiscal Year 2004 Expenditure Budget**

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
organ	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		FIRE SERVICES								
292	4211	SALARIES - REGULAR	660,766	687,230	705,500	596,571	701,200	724,034	727,100	727,100
292	4221	SALARIES - TEMPORARY	27,474	33,659	27,700	27,430	27,700	28,530	28,530	28,530
292	4231	OVERTIME	57,307	83,488	81,000	59,419	81,000	83,430	83,430	83,430
292	4232	SPECIAL DETAIL OVERTIME	1,196	1,433	2,000	645	2,000	2,000	2,000	2,000
292	4240	PENSION COST	0	0	0	0	0	0	0	0
292	4245	PENSION COST - FIRE	22,097	39,206	37,000	32,511	37,000	20,000	20,000	20,000
292	4261	EMPLOYEE BENEFITS	105,778	100,481	115,300	110,048	115,300	147,900	147,900	147,900
292	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	0	0	0
292	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	0	0	0
292	4621	ILL MUNI. RET. FUND	0	0	0	0	0	0	0	0
292	4631	ANNUAL MEDICAL EXAMS	15,640	12,590	19,000	1,449	19,000	23,500	23,500	23,500
4000		==PERSONNEL EXPENDITURES==	890,258	958,085	987,500	828,073	983,200	1,029,394	1,032,460	1,032,460
292	5121	OFFICE EQUIPMENT MAINT.	672	888	1,125	520	1,125	1,125	1,125	1,125
292	5122	RADIO EQUIPMENT MAINT.	1,173	3,117	4,550	1,356	4,550	4,750	4,750	4,750
292	5125	SAFETY EQUIPMENT TESTING	4,416	2,918	5,400	5,382	5,400	7,100	7,100	7,100
	5343	PUBLIC SAFETY SERVICES	6,658	9,294	9,500	9,393	9,500	16,000	11,000	11,000
	5494	PUBLIC EDUCATION	5,449	6,036	6,000	5,281	6,000	6,500	6,500	6,500
292	5511	POSTAGE	185	202	975	54	975	1,000	1,000	1,000
292	5521	TELECOM/INTERNET SERV.	17,927	17,904	18,000	17,885	18,000	19,935	19,935	19,935
292	5631	IN SERVICE TRAINING	25,370	15,682	17,957	18,136	18,200	19,387	19,387	19,387
5000		===CONTRACTUAL SERVICES===	61,850	56,040	63,507	58,007	63,750	75,797	70,797	70,797
292	6306	MISC COMPUTER SOFTWARE	660	1,250	1,250	0	1,250	1,250	1,250	1,250
292	6341	MISC EQUIPMENT	8,206	5,918	6,000	12,340	12,400	12,400	12,400	12,400
292	6511	OFFICE SUPPLIES	3,856	3,643	4,125	3,270	4,125	4,125	4,125	4,125
292	6512	PUBLIC SAFETY SUPPLIES	12,052	10,938	10,315	24,039	24,100	8,000	8,000	8,000
292	6521	CLOTHING	8,374	8,558	9,100	2,887	9,100	9,200	9,200	9,200
292	6551	VEHICLE OPERATING EXPENSE	33,297	35,046	37,000	33,636	37,000	38,000	38,000	38,000
6000		=====COMMODITIES=====	66,446	65,354	67,790	76,172	87,975	72,975	72,975	72,975
292	8303	RADIO EQUIPMENT	399	825	3,000	2,905	3,000	3,000	0	0
292	8341	FIRE EQUIPMENT	5,764	26,790	31,800	24,487	31,800	25,000	10,000	10,000
292	8346	OFFICE EQUIPMENT	0	9,239	10,000	0	10,000	7,000	4,500	4,500
292	8461	AUTOS, TRUCKS, TRACTORS,	0	0	0	0	0	32,500	32,500	32,500
8000		=====CAPITAL OUTLAY=====	6,163	36,854	44,800	27,392	44,800	67,500	47,000	47,000
292	9145	EMER SERV DISASTER AGENCY	4,862	3,905	6,000	5,823	6,000	6,000	6,000	6,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division

key_	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
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9000		=OTHER EXPENDITURES/USES=	4,862	3,905	6,000	5,823	6,000	6,000	6,000	6,000
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		FIRE SERVICES	1,029,578	1,120,237	1,169,597	995,467	1,185,725	1,251,666	1,229,232	1,229,232
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**VILLAGE OF GLENCOE
PUBLIC SAFETY DEPARTMENT
FIRE DIVISION**

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Director of Public Safety	1	25%	1	25%	1	25%
Deputy Director of Public Safety	3	25%	2	25%	2	25%
Lieutenant	6	25%	6	25%	6	25%
Public Safety Officer	26	25%	26	25%	26	25%
Assistant to the Director of Public Safety	0	25%	1	25%	1	25%
Communications Operator	5	25%	5	25%	5	25%
Community Service Officer	2	25%	2	25%	2	25%
Administrative Secretary	1	25%	1	25%	1	25%
Records Clerk	1	25%	1	25%	1	25%
FULL TIME EQUIVALENT	45		45		45	

Notes

Of the remaining 75% share of salary, 60% is charged to Police Division and 15% to Paramedic Division, Although 26 PSOs are authorized, the Budget only provides funding for 25 PSOs.

FY 2003 Changes

None.

FY 2004 Changes

None.

**PUBLIC SAFETY DEPARTMENT
PARAMEDIC SERVICE DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$ 470,756	\$ 497,700	\$ 525,170	5.52%
SERVICES	11,771	15,785	17,051	8.02%
COMMODITIES	19,415	20,975	21,975	4.77%
CAPITAL	0	13,933	0	-100.00%
TOTAL	\$ 501,942	\$ 548,393	\$ 564,196	2.88%

DIVISION PURPOSE

The Paramedic Service Division of the Public Safety Department provides emergency medical services in order to stabilize the condition of sick or injured persons and to ensure their transport to a medical facility with minimal effects of trauma or illness. The Department also provides education programs as may be desirable in order to increase first aid awareness in the Village.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Agency	Line	Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
PARAMEDIC SERVICES											
	296	4211	SALARIES - REGULAR	394,788	411,830	423,300	356,662	420,700	434,420	436,200	436,200
	296	4221	SALARIES - TEMPORARY	0	211	3,000	0	3,000	3,000	3,000	3,000
	296	4231	OVERTIME	15,931	12,251	19,000	10,181	19,000	19,570	19,570	19,570
	296	4232	SPECIAL DETAIL OVERTIME	0	0	100	0	100	100	100	100
	296	4261	EMPLOYEE BENEFITS	48,408	46,464	54,900	49,547	54,900	66,300	66,300	66,300
	296	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	0	0	0
	296	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	0	0	0
	296	4621	ILL MUNI. RET. FUND	0	0	0	0	0	0	0	0
	4000	==PERSONNEL EXPENDITURES==		459,128	470,756	500,300	416,390	497,700	523,390	525,170	525,170
	296	5121	OFFICE EQUIPMENT MAINT.	0	324	700	0	700	700	700	700
	296	5122	RADIO EQUIPMENT MAINT.	6,558	6,428	7,200	122	7,200	7,251	7,251	7,251
	296	5511	POSTAGE	0	0	585	0	585	600	600	600
	296	5631	IN SERVICE TRAINING	3,716	5,018	6,500	7,206	7,300	8,500	8,500	8,500
	5000	===CONTRACTUAL SERVICES===		10,274	11,771	14,985	7,328	15,785	17,051	17,051	17,051
	296	6511	OFFICE SUPPLIES	1,552	2,608	2,475	962	2,475	2,475	2,475	2,475
	296	6512	PUBLIC SAFETY SUPPLIES	7,643	6,617	9,000	6,208	9,000	10,000	10,000	10,000
	296	6521	CLOTHING	15	2,158	2,000	946	2,000	2,000	2,000	2,000
	296	6551	VEHICLE OPERATING EXPENSE	6,133	8,032	7,500	3,842	7,500	7,500	7,500	7,500
	6000	=====COMMODITIES=====		15,343	19,415	20,975	11,958	20,975	21,975	21,975	21,975
	296	8352	PARAMEDIC EQUIPMENT	9,928	0	13,800	13,932	13,933	0	0	0
	296	8461	AUTOS, TRUCKS, TRACTORS,	0	0	0	0	0	0	0	0
	8000	=====CAPITAL OUTLAY=====		9,928	0	13,800	13,932	13,933	0	0	0
PARAMEDIC SERVICES				494,673	501,942	550,060	449,608	548,393	562,416	564,196	564,196

**VILLAGE OF GLENCOE
PUBLIC SAFETY DEPARTMENT
PARAMEDIC DIVISION**

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Director of Public Safety	1	15%	1	15%	1	15%
Deputy Director of Public Safety	3	15%	2	15%	2	15%
Lieutenant	6	15%	6	15%	6	15%
Public Safety Officer	26	15%	26	15%	26	15%
Assistant to the Director of Public Safety	0	15%	1	15%	1	15%
Communications Operator	5	15%	5	15%	5	15%
Community Service Officer	2	15%	2	15%	2	15%
Administrative Secretary	1	15%	1	15%	1	15%
Records Clerk	1	15%	1	15%	1	15%
FULL TIME EQUIVALENT	45		45		45	

Notes

Of the remaining 85% share of salary, 60% is charged to Police Division and 25% to Fire Division. Although 26 PSOs are authorized, the Budget only provides funding for 25 PSOs.

FY 2003 Changes

None.

FY 2004 Changes

None.

GARBAGE FUND

Review of Fiscal Year 2003

Per the Village's Project Use Agreement with Solid Waste Agency of Northern Cook County (SWANCC), the Village continues to haul solid waste to the Wheeling Township Transfer Station (WTTS) operated by SWANCC. In addition, the Village continued to pay its portion of the debt service, which reduced to \$12 per ton in August 2002, for the construction of the facility. Approximately 4,200 tons of refuse was collected by the Village and delivered to the WTTS in Fiscal Year 2003. In addition, approximately 2,000 tons of recyclables from the residential and business district was collected by Groot Recycling and diverted to their Elk Grove facility.

In addition, approximately 6,997 cubic yards of landscape waste was collected by the Village, and delivered to the WTTS and the Village's temporary transfer station at the Water Tower site. The temporary transfer station was constructed by the Village, and permitted by the IEPA, following notice from the Chicago Botanical Garden that their composting facility would not be open due to on-site construction. The Village contracted with Groot to haul landscape waste from its temporary transfer station facility.

Equipment replaced in FY 03 included a garbage scooter, a ¾-ton pickup truck and a leaf vacuum machine.

Goals for Fiscal Year 2004

The Village will continue all of its programs in the Garbage Division in Fiscal Year 2004 including refuse collection, recycling and landscape waste programs. Recycling services are proposed to be expanded in FY 04 with the introduction of 65-gallon recycling carts to replace the 18-gallon tubs. The debt service for SWANCC is expected to be reduced to \$7 per ton in the spring of 2003 as SWANCC refinances balefill debt. Capital expenditures proposed in Fiscal Year 2003 include replacement of a garbage scooter, a leaf vacuum machine and a ¾-ton pickup truck.

Garbage Fund - Miscellaneous Data

A. History of Rates

Effective Date	Garbage	Recycling	SWANCC	Total Quarterly Rate	% Change
3/1/1994	15	9	0	24	0.0%
3/1/1995	15	9	0	24	0.0%
3/1/1996	15	9	9	33	37.5%
3/1/1997	15	9	9	33	0.0%
3/1/1998	15	9	9	33	0.0%
3/1/1999	15	9	9	33	0.0%
3/1/2000	15	9	9	33	0.0%
3/1/2001	15	9	9	33	0.0%
3/1/2002	15	9	9	33	0.0%
3/1/2003	15	14.25	3.75	33	0.0%

B. Collection Volume / Trips to the Wheeling Transfer Station

Calendar Year	Cubic Yards	Transfer Trips (1)	
1996	8,189	303	
1997	7,574	281	
1998	8,026	297	Note
1999	8,861	328	(1) Assumes 25 Yards per Trip, prior years assumed 27 Yards.
2000	9,275	344	
2001	10,470	388	
2002 (1)	11,746	470	
Average	9,163	344	

C. Volume Recycled (Cubic Yards) / Transfer Station Trips Avoided

	1998	1999	2000	2001	2002	Average	% of Total
Paper	2,768	3,010	3,989	3,981	3,555	3,461	77.4%
Plastics	137	127	515	276	682	347	7.8%
Metals/ Rubber	115	109	279	152	123	156	3.5%
Aluminum	83	76	289	155	87	138	3.1%
Glass	646	599	391	177	145	392	8.8%
Total	3,749	3,921	5,463	4,741	4,592	4,469	100.0%
Avoided Transfer Station Trips =			223				

D. Volume of Yard Waste Collected

	1998	1999	2000	2001	2002 (1)	Average
Yardwaste	5,455	5,261	5,500	4,750	6,997	5,593
Avoided Transfer Station Trips =			280			

Note

(1) 2002 Yardwaste delivered to Village operated temporary transfer station at Water Tower Site.

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Garbage

ACCOUNT#	DESCRIPTION	EXPLANATION
330-4231	Overtime	Increased expenditure due to annual curbside leaf collection program
330-7101	Principal on bonds	Decrease due to SWANCC debt refinancing
330-7201	Interest on bonds	Decrease due to SWANCC debt refinancing

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Garbage

ACCOUNT#	DESCRIPTION	EXPLANATION
330-5735	Leaf removal	Proposed increase due to operation of temporary landscape waste transfer station
330-5745	Dumping Fees	Proposed increase in expenditures due to alternate disposal costs for yard waste collection materials
330-7101	Principal on bonds	Proposed decrease due to SWANCC debt refinancing
330-7201	Interest on bonds	Proposed decrease due to SWANCC debt refinancing
330-846	Autos, trucks and tractors	Scheduled vehicle replacements: refuse packer, refuse scooter and new stump grinder

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		<u>AGE FUND</u>	2004							
--PROPERTY TAX--										
13	3111	PROPERTY TAX	680,334	685,529	768,747	785,203	785,204	747,000	747,000	747,000
13	3112	NON-CURRENT PROPERTY TAX	6,259	2,643	9,000	-2,076	2,077	9,270	9,270	9,270
13	3113	PROP TAX INTEREST TAXES	2,777	1,601	2,000	1,720	2,000	2,060	2,060	2,060
Sub-Total			689,370	689,773	779,747	784,847	789,281	758,330	758,330	758,330
--OTHER TAXES--										
13	3421	PERSONAL PROP REPL. TAX	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Sub-Total			7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
--FINES--										
13	3544	LATE PAYMENT PENALTIES	0	0	0	0	0	0	0	0
Sub-Total			0	0	0	0	0	0	0	0
--CHARGES FOR SERVICES--										
13	3681	RECEIPTS FROM SUBSCRIBERS	216,112	202,265	208,000	168,154	208,000	208,000	208,000	208,000
13	3682	RECYCLING SUBSCRIPTIONS	112,008	106,616	109,000	88,727	109,000	120,000	120,000	120,000
13	3684	SWANCC SVCS	115,273	109,361	110,000	91,980	110,000	65,000	65,000	65,000
13	3757	SPECIAL REFUSE PICK-UPS	26,858	25,551	25,000	17,209	25,000	25,000	25,000	25,000
Sub-Total			470,251	443,794	452,000	366,070	452,000	418,000	418,000	418,000
--INTEREST EARNINGS--										
13	3811	INTEREST ON INVESTMENTS	13,929	18,688	20,000	11,270	12,000	12,000	12,000	12,000
13	3820	UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
Sub-Total			13,929	18,688	20,000	11,270	12,000	12,000	12,000	12,000
--OTHER REVENUES--										
13	3756	RECYCLING REVENUE	6,880	5,747	7,000	1,641	7,000	7,000	7,000	7,000
13	3842	IRMA REIMBURSEMENT	36,841	8,227	1,000	0	0	1,000	1,000	1,000
13	3891	SUNDRY	157	0	530	0	0	100	100	100
Sub-Total			43,879	13,975	8,530	1,641	7,000	8,100	8,100	8,100
OTHER FINANCING SOURCES										
13	3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
Sub-Total			0	0	0	0	0	0	0	0
-OPERATING TRANSFERS IN-										
13	3991	TRANSFER FROM GENERAL FD	0	0	0	0	0	47,200	47,200	47,200
Sub-Total			0	0	0	0	0	47,200	47,200	47,200
Fund Total			1,224,430	1,173,229	1,267,277	1,170,828	1,267,281	1,250,630	1,250,630	1,250,630

**PUBLIC WORKS DEPARTMENT
GARBAGE FUND**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$490,060	\$470,802	\$556,926	18.29%
SERVICES	432,765	464,671	541,806	16.60%
COMMODITIES	81,945	80,008	101,440	26.79%
DEBT MANAGEMENT	94,428	60,000	36,000	-40.00%
CAPITAL	161,439	68,000	201,000	195.59%
OTHER EXPENSES	0	0	50,000	N/A
TOTAL	\$1,260,637	\$1,143,481	\$1,487,172	30.06%

FUND PURPOSE

The Refuse Collection Division of the Public Works Department provides timely and orderly collection and disposal of household and business district refuse by providing twice-a-week back door garbage collection for our residents, and pickups as needed for our businesses. The Division also supervises the once-a-week curbside recycling by contract which collects glass, newspaper, plastics and metal cans. Leaf disposal is also contained in this Division. The Garbage Fund continues to provide for the expanded collection of additional recyclables at curbside. The vacuum collection of leaves initiated during fiscal year 1995 is continued. Leaves and other yard waste will continue to be collected at curbside. This year's Budget also provides for continued Spring Clean-Up service.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Scooter Replacement	\$ 23,000
Refuse Packer	150,000
Stump Gringer	28,000
TOTAL	\$ 201,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
bran	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		GARBAGE								
330	4211	SALARIES - REGULAR	293,142	351,882	338,600	277,622	325,832	356,000	361,100	361,100
330	4221	SALARIES - TEMPORARY	34,192	32,156	30,970	27,779	30,970	37,800	37,800	37,800
330	4231	OVERTIME	25,541	31,071	19,380	37,861	39,000	20,026	20,026	20,026
330	4261	EMPLOYEE BENEFITS	59,793	74,950	66,800	70,118	75,000	95,800	95,800	95,800
330	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	24,700	25,100	25,100
330	4621	ILL MUNI. RET. FUND	0	0	0	0	0	16,700	17,100	17,100
4000		==PERSONNEL EXPENDITURES==	412,667	490,060	455,750	413,380	470,802	551,026	556,926	556,926
330	5116	GROUNDS MAINTENANCE	870	1,000	1,000	3,351	3,351	0	0	0
330	5362	DRY CLEANING SERVICES	2,243	2,629	2,920	2,169	2,920	2,600	2,600	2,600
330	5388	TEMPORARY LABOR	0	0	0	0	0	0	0	0
330	5521	TELECOM/INTERNET SERV.	7,578	7,045	7,380	3,580	6,000	6,845	6,845	6,845
330	5611	MEMBERSHIPS/DUES	464	296	300	57	300	300	300	300
330	5631	IN SERVICE TRAINING	898	2,018	3,200	3,054	3,100	2,750	2,750	2,750
330	5735	LEAF REMOVAL	35,000	28,890	37,000	9,000	33,000	40,250	40,250	40,250
330	5736	RECYCLING PROGRAMS	112,807	117,785	124,133	112,142	124,000	121,448	121,448	121,448
330	5745	DUMPING FEES	221,268	225,949	293,220	210,594	250,000	321,773	321,773	321,773
330	5912	PUBLIC LIABILITY INSUR.	9,574	43,307	42,000	32,243	40,000	42,840	42,840	42,840
330	5915	INSURANCE DEDUCTIBLES	2,535	3,846	3,000	1,189	2,000	3,000	3,000	3,000
5000		===CONTRACTUAL SERVICES===	393,237	432,765	514,153	377,380	464,671	541,806	541,806	541,806
330	6292	SUPPLIES	15,673	14,682	23,300	16,097	21,500	25,250	25,250	25,250
330	6341	MISC EQUIPMENT	432	196	600	42	600	4,800	4,800	4,800
330	6511	OFFICE SUPPLIES	1,884	1,476	1,600	2,308	2,308	1,600	1,600	1,600
330	6521	CLOTHING	3,143	1,726	2,790	2,469	2,600	2,790	2,790	2,790
330	6533	TOOL PURCHASE/REPAIR	3,014	502	3,300	1,357	3,000	3,000	3,000	3,000
330	6551	VEHICLE OPERATING EXPENSE	62,722	63,363	56,500	39,435	50,000	64,000	64,000	64,000
6000		=====COMMODITIES=====	86,869	81,945	88,090	61,708	80,008	101,440	101,440	101,440
330	7101	PRINCIPAL ON BONDS	53,578	54,819	55,000	29,991	35,000	25,000	25,000	25,000
330	7201	INTEREST ON BONDS	38,798	39,610	40,000	21,718	25,000	11,000	11,000	11,000
7000		=====DEBT SERVICE=====	92,376	94,428	95,000	51,709	60,000	36,000	36,000	36,000
330	8304	SMALL TOOLS & EQUIPMENT	0	0	0	0	0	0	0	0
330	8461	AUTOS, TRUCKS, TRACTORS,	17,588	161,439	75,500	62,128	68,000	201,000	201,000	201,000
8000		=====CAPITAL OUTLAY=====	17,588	161,439	75,500	62,128	68,000	201,000	201,000	201,000
330	9524	TRANSFER TO DEBT SERV FD	0	0	0	0	0	50,000	50,000	50,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Agency	Program	Line	Description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
			20	-OPERATING TRANSFERS OUT-	0	0	0	0	0	50,000	50,000	50,000
				GARBAGE	1,002,738	1,260,637	1,228,493	966,305	1,143,481	1,481,272	1,487,172	1,487,172

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 GARBAGE FUND

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Public Works Supervisor	1	100%	1	100%	1	100%
Mechanic	1	100%	1	100%	1	100%
Maintenance Equipment Operator	6	100%	6	100%	6	100%
FULL TIME EQUIVALENT	8		8		8	

FY 2003 Changes

None.

FY 2004 Changes

None.

MOTOR FUEL TAX FUND

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$0	\$7,000	\$0	-100.00%
CAPITAL	0	1,663,000	0	-100.00%
OTHER EXPENSES	20,000	0	245,000	N/A
TOTAL	\$ 20,000	\$ 1,670,000	\$ 245,000	-85.33%

FUND PURPOSE

The Motor Fuel Tax Fund receives and allocates funds provided by the State of Illinois which generates revenue through a tax on fuel sales and is distributed to municipalities throughout the State on a per capita basis. The Village of Glencoe's use of monies within the Motor Fuel Tax Fund is limited to the maintenance of streets and supports the ongoing street rehabilitation program.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		<u>FUEL TAX FUND</u>								
										2004
-INTERGOVERNMENTAL-										
6	3434	MOTOR FUEL TAX ALLOTMENTS	253,389	243,059	250,000	185,690	240,000	240,000	240,000	240,000
		Sub-Total	253,389	243,059	250,000	185,690	240,000	240,000	240,000	240,000
-INTEREST EARNINGS-										
16	3811	INTEREST ON INVESTMENTS	45,114	41,152	45,000	12,184	22,000	5,000	5,000	5,000
16	3820	UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
		Sub-Total	45,114	41,152	45,000	12,184	22,000	5,000	5,000	5,000
OTHER FINANCING SOURCES										
6	3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
OPERATING TRANSFERS IN-										
16	3991	TRANSFER FROM GENERAL FD	0	0	0	0	285,000	0	0	0
		Sub-Total	0	0	0	0	285,000	0	0	0
Fund Total			298,502	284,211	295,000	197,874	547,000	245,000	245,000	245,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_	or	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
				MFT STREET MAINT.								
344			5141	CRACK SEALING REPAIRS	6,981	0	7,000	7,000	7,000	0	0	0
344			5315	BANKING FEES	0	0	0	0	0	0	0	0
			5000	===CONTRACTUAL SERVICES==	6,981	0	7,000	7,000	7,000	0	0	0
344			8681	CIP STREETS	0	0	1,200,000	1,648,108	1,663,000	0	0	0
			8000	=====CAPITAL OUTLAY=====	0	0	1,200,000	1,648,108	1,663,000	0	0	0
344			9525	TRANSFER TO GENERAL FUND	20,000	20,000	0	0	0	250,000	245,000	245,000
			9520	-OPERATING TRANSFERS OUT-	20,000	20,000	0	0	0	250,000	245,000	245,000
				MFT STREET MAINT.	26,981	20,000	1,207,000	1,655,108	1,670,000	250,000	245,000	245,000

ENHANCED 9-1-1 SYSTEM FUND

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$ 45,057	\$ 59,263	\$ 61,170	3.22%
COMMODITIES	0	0	8,100	N/A
CAPITAL	153,317	247,000	30,000	-87.85%
TOTAL	\$ 198,374	\$ 306,263	\$ 99,270	-67.59%

FUND PURPOSE

The Enhanced 9-1-1 System Fund is established for the collection and disbursement of monies received from the telephone surcharge of \$1.50 per month per network connection on telecommunication carriers. The Glencoe electors granted authority for the surcharge on March 17, 1992. The Enhanced 9-1-1 System Fund is governed by the Village Board of Trustees and finances implementation and maintenance of an Enhanced 9-1-1 Emergency Telephone System in the Village of Glencoe.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Lap Top Computer Replacement	\$ 10,000
Software License Upgrade	20,000
Total	\$ 30,000

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		ENHANCED 911 SYSTEM								2004
-OTHER TAXES-										
9	3452	ENHANCED 911 SURCHARGE	111,946	134,222	125,000	121,896	125,000	128,750	128,750	128,750
9	3453	CELLULAR 911 SURCHARGE	0	9,580	15,000	18,402	19,000	20,000	20,000	20,000
		Sub-Total	111,946	143,802	140,000	140,298	144,000	148,750	148,750	148,750
-INTEREST EARNINGS-										
19	3811	INTEREST ON INVESTMENTS	18,741	15,950	15,000	6,009	8,000	10,000	10,000	10,000
9	3820	UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
		Sub-Total	18,741	15,950	15,000	6,009	8,000	10,000	10,000	10,000
-OTHER REVENUES-										
19	3447	MISC. STATE GRANTS	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
OTHER FINANCING SOURCES										
19	3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
Fund Total			130,687	159,752	155,000	146,307	152,000	158,750	158,750	158,750

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Program	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		911 SYSTEM								
199	5129	GENERAL EQUIPMENT R/M	0	0	0	0	0	0	2,500	2,500
199	5306	COMPUTER SOFTWARE MAINT	0	0	0	0	0	0	6,500	6,500
199	5345	TELECOMMUNICATION SERVICE	34,595	45,057	59,263	28,724	59,263	61,170	0	0
199	5521	TELECOM/INTERNET SERV.	0	0	0	0	0	0	13,100	13,100
199	5999	MISC CONTRACTUAL SERVICES	0	0	0	0	0	0	39,070	39,070
5000		===CONTRACTUAL SERVICES==	34,595	45,057	59,263	28,724	59,263	61,170	61,170	61,170
199	6301	MISC COMPUTER EQUIPMENT	0	0	0	0	0	0	1,600	1,600
199	6303	MISC RADIO EQUIPMENT	0	0	0	0	0	0	6,500	6,500
6000		=====COMMODITIES=====	0	0	0	0	0	0	8,100	8,100
199	8301	DATA PROCESSING EQUIPMENT	41,951	153,317	347,000	163,928	247,000	30,000	30,000	30,000
8000		=====CAPITAL OUTLAY=====	41,951	153,317	347,000	163,928	247,000	30,000	30,000	30,000
		911 SYSTEM	76,546	198,374	406,263	192,653	306,263	91,170	99,270	99,270

SOCIAL SECURITY (FICA) FUND

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$278,762	\$288,000	\$0	-100.00%
TOTAL	\$278,762	\$288,000	\$0	-100.00%

FUND PURPOSE

The purpose of the Social Security (FICA) Fund is to provide financing for the Village of Glencoe's required contribution to FICA on behalf of the Village of Glencoe and the Village of Glencoe Library employees. The Social Security Fund is funded through an annual property tax levy.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division			FY01	FY02	FY03	FY 03	FY 03	FY04	FY04	FY04
Key	Line	Description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
GENERAL SECURITY FUND		2004								
-PROPERTY TAX-										
1	3111	PROPERTY TAX	264,863	267,044	262,194	267,807	267,809	0	0	0
21	3112	NON-CURRENT PROPERTY TAX	2,437	1,055	0	-809	809	0	0	0
21	3113	PROP TAX INTEREST TAXES	1,081	623	500	586	600	0	0	0
Sub-Total			268,381	268,722	262,694	267,584	269,218	0	0	0
-INTEREST EARNINGS-										
1	3811	INTEREST ON INVESTMENTS	394	1,063	1,000	858	1,000	0	0	0
21	3820	UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
Sub-Total			394	1,063	1,000	858	1,000	0	0	0
-OTHER REVENUES-										
1	3891	SUNDRY	0	16,993	0	0	0	0	0	0
Sub-Total			0	16,993	0	0	0	0	0	0
Fund Total			268,775	286,777	263,694	268,442	270,218	0	0	0

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
		FICA								
356	4611	SOCIAL SECURITY ADMIN.	233,285	259,044	244,521	224,315	266,000	0	0	0
356	4612	MEDICARE ONLY CONTRIB.	16,262	19,718	19,000	19,241	22,000	0	0	0
4000		==PERSONNEL EXPENDITURES=	249,547	278,762	263,521	243,556	288,000	0	0	0
		FICA	249,547	278,762	263,521	243,556	288,000	0	0	0

IMRF FUND				
<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$76,252	\$92,000	\$0	-100.00%
TOTAL	\$76,252	\$92,000	\$0	-100.00%

FUND PURPOSE

The Illinois Municipal Retirement Fund is a State sponsored retirement system established for the purpose of providing a sound and efficient method for the payment of retirement annuities in conjunction with FICA, disability and death benefits to employees of local governments in Illinois. This fund includes the IMRF obligations of the Village of Glencoe and the Glencoe Library. All IMRF obligations are funded with a property tax levy authorized by the State with an unlimited rate.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

**Village of Glencoe
Fiscal Year 2004 Revenue Budget**

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		<u>MUNICIPAL RET.</u>								
				2004						
		-PROPERTY TAX-								
	3111	PROPERTY TAX	166,188	104,810	48,872	49,918	49,919	0	0	0
	3112	NON-CURRENT PROPERTY TAX	1,338	1,366	0	-323	324	0	0	0
23	3113	PROP TAX INTEREST TAXES	678	391	412	109	412	0	0	0
		Sub-Total	168,205	106,566	49,284	49,704	50,655	0	0	0
		-INTEREST EARNINGS-								
	3811	INTEREST ON INVESTMENTS	5,966	7,190	6,000	3,834	4,600	0	0	0
23	3820	UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
		Sub-Total	5,966	7,190	6,000	3,834	4,600	0	0	0
		OTHER FINANCING SOURCES								
	3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
		Fund Total	174,171	113,756	55,284	53,538	55,255	0	0	0

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
			IMRF								
360	4621		ILL MUNI. RET. FUND	141,214	76,252	82,800	79,885	92,000	0	0	0
4000			==PERSONNEL EXPENDITURES=	141,214	76,252	82,800	79,885	92,000	0	0	0
			IMRF	141,214	76,252	82,800	79,885	92,000	0	0	0

CAPITAL RESERVE FUND				
ACCOUNT	ACTUAL FY 2002	PROJECTED FY 2003	BUDGET FY 2004	% INCREASE (DECREASE) FROM FY 2003 PROJECTED
SERVICES	\$0	\$11,000	\$0	-100.00%
CAPITAL	134,812	20,000	242,500	1112.50%
OTHER EXPENSES	0	410,000	0	-100.00%
TOTAL	\$ 134,812	\$ 441,000	\$ 242,500	-45.01%

FUND PURPOSE

The Fiscal Year 1998 Budget established the Capital Reserve Fund. This fund will be used to meet future, unanticipated capital needs of the Village of Glencoe. This year \$50,000 is transferred from the General fund to enhance the existing balance. There are no budgeted expenditures for Fiscal Year 2000. Maximum growth of this fund is established at \$200,000 subject to review by the Village President and Board of Trustees.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Site Grading/Dynamic Compaction	\$ 135,000
Aggregate Base	30,000
Sanitary Sewers	25,000
Fence and Gate	20,000
Vac-All Washout Basin	25,000
Restoration Landscaping	7,500
Total	\$ 242,500

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division			FY01	FY02	FY03	FY 03	FY 03	FY04	FY04	FY04
Key	Line	Description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
GENERAL RESERVE FUND		2004								
-PROPERTY TAX-										
53	3114	PROPERTY/PENSION-POLICE	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
-INTEREST EARNINGS-										
453	3811	INTEREST ON INVESTMENTS	0	0	0	1,379	1,500	1,000	1,000	1,000
		Sub-Total	0	0	0	1,379	1,500	1,000	1,000	1,000
OTHER FINANCING SOURCES										
453	3911	BOND PROCEEDS	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
-OPERATING TRANSFERS IN-										
453	3991	TRANSFER FROM GENERAL FD	0	50,473	50,000	398,873	450,000	500,000	500,000	500,000
		Sub-Total	0	50,473	50,000	398,873	450,000	500,000	500,000	500,000
		Fund Total	0	50,473	50,000	400,252	451,500	501,000	501,000	501,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key_	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
CAPITAL RESERVE FUND										
453	5321	ENGINEERING SERVICES	0	0	0	5,558	11,000	0	0	0
453	5399	ADMINISTRATIVE SERVICES	0	0	0	0	0	0	0	0
5000		===CONTRACTUAL SERVICES==	0	0	0	5,558	11,000	0	0	0
453	8113	WATER TOWER LAND IMPROVE	0	0	0	0	0	242,500	242,500	242,500
453	8210	BUILDING IMPROVEMENTS	0	81,900	0	0	0	0	0	0
453	8399	MISCELLANEOUS EQUIPMENT	0	0	0	0	0	0	0	0
453	8461	AUTOS, TRUCKS, TRACTORS,	60,350	52,912	0	0	0	0	0	0
453	8584	CIP SEWERS	0	0	0	0	0	0	0	0
453	8681	CIP STREETS	0	0	0	19,875	20,000	0	0	0
453	8686	BUS DIST STREETScape	0	0	0	0	0	0	0	0
453	8999	MISCELLANEOUS CAPITAL	0	0	0	0	0	0	0	0
8000		=====CAPITAL OUTLAY=====	60,350	134,812	0	19,875	20,000	242,500	242,500	242,500
453	9195	ASSET REMEDIATION	0	0	0	357,002	410,000	0	0	0
9000		=OTHER EXPENDITURES/USES=	0	0	0	357,002	410,000	0	0	0
9522		TRANSFER TO GENERAL FUND	0	0	0	0	0	0	0	0
9520		-OPERATING TRANSFERS OUT-	0	0	0	0	0	0	0	0
CAPITAL RESERVE FUND			60,350	134,812	0	382,435	441,000	242,500	242,500	242,500

PARKING FUND				
<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVOCES	\$0	\$0	\$0	N/A
COMMODITIES	0	0	0	N/A
TOTAL	\$ -	\$ -	\$ -	N/A

FUND PURPOSE
Established by Ordinance, the Fiscal Year 2000 Budget initiates the Parking Fund to be used to account for revenues derived in lieu of meeting the Village's parking requirements. There are neither revenues nor expenditures anticipated for Fiscal Year 2002.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division			FY01	FY02	FY03	FY 03	FY 03	FY04	FY04	FY04
Key	Line	Description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
<u>NG DIVISION</u>		2004								
--PERMITS--										
.55	3311	BUILDING PERMITS	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
--INTEREST EARNINGS--										
.355	3811	INTEREST ON INVESTMENTS	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
-OPERATING TRANSFERS IN-										
.355	3991	TRANSFER FROM GENERAL FD	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
		Fund Total	0							

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Item	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
PARKING DIVISION										
355	5147	PARKING IMPROVEMENTS	0	0	0	0	0	0	0	0
5000		===CONTRACTUAL SERVICES===	0	0	0	0	0	0	0	0
355	6113	MATERIALS - PAINT, TAPE	0	0	0	0	0	0	0	0
355	6292	SUPPLIES	0	0	0	0	0	0	0	0
355	6348	SIGN REPLACEMENT	0	0	0	0	0	0	0	0
6000		=====COMMODITIES=====	0	0	0	0	0	0	0	0
PARKING DIVISION			0							

WATER FUND

Review of Fiscal Year 2003

Water Production Division

Capital improvements completed in FY2003 include the installation of an induction mixer and associated basin modifications, and continued investigation into an alternative disinfection process.

Water Distribution Division

The Water Distribution Division continued maintenance upgrades on the Village's system with the replacement of seven (7) fire hydrants, and several valve replacements in the business district as part of the downtown improvements. Also completed in FY 03 was the replacement of a two major check valves on the 16-inch water mains at the east end of Park Avenue. Equipment purchased in FY 03 included the scheduled replacement of a ¾-ton truck.

Goals for Fiscal Year 2004

Water Production Division

Capital improvements in the Water Production Division for Fiscal Year 2004 include the installation of a fire and security system in the Plant, replacement of flocculator bearings, telemetry system upgrades, and upgrades to the disinfection system.

Water Distribution Division

Capital improvements in Water Distribution include the replacement of six fire hydrants as we continue our program to replace older hydrants in the system. Water main replacement will be performed on an as-needed basis.

Water Fund - Miscellaneous Data

A. History Of Water Rate Increases (With Projection for 2003 and 2005)

<u>Effective Date</u>	<u>Rate/1000 Cubic Feet</u>	<u>% Change</u>	
3/1/1996	19.50	2.9%	Actual
3/1/1997	19.50	0.0%	Actual
3/1/1998	19.50	0.0%	Actual
3/1/1999	19.50	0.0%	Actual
3/1/2000	19.70	1.0%	Actual
3/1/2001	19.89	1.0%	Actual
3/1/2002	20.39	2.5%	Actual
3/1/2003	21.00	3.0%	Projected
3/1/2004	21.00	0.0%	
3/1/2005	21.63	3.0%	

B. Total Pumpage

<u>Fiscal Year</u>	<u>MG's</u>
1995	658.950
1996	636.030
1997	593.465
1998	613.005
1999	672.835
2000	678.245
2001	595.002
2002	594.180
Actual Average	630.214
Standard Deviation	36.190

C. Debt Service Schedule

<u>Fiscal Year</u>	<u>Series 1994-B1</u>	<u>Series 1994-B2</u>	<u>Total</u>
2003	260,500	49,085	309,585
2004	-	302,615	302,615
2005	-	-	-

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Public Works Department

Water Production

ACCOUNT	DESCRIPTION	EXPLANATION
328-6301	Misc. Comp. Equipment	Increase due to purchase of replacement PC for SCADA system
328-6581	Lab Equip/Supplies	Increased expenditure due to purchase of lab testing equipment for Glencoe Park District (reimbursable)
328-8589	Water system improvements	Reduction in expenditure due to deferral of alternative disinfection and plant security alarm projects until FY04

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Water Production

ACCOUNT#	DESCRIPTION	EXPLANATION
328-5744	MWRD	Proposed expenditure increased to reflect change in user rate
328-8304	Small tools and equipment	Proposed expenditure increased for deferred plant fire and intrusion alarm system
328-8589	Water System Improvement	Proposed expenditure for telemetry system upgrade and modifications to disinfection system

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
3 FUND			2004							
--PERMITS--										
11	3366	WATER PERMITS	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
--FINES--										
1	3544	LATE PAYMENT PENALTIES	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
--CHARGES FOR SERVICES--										
11	3611	WATER SALES - GLENCOE	1,240,903	1,239,692	1,366,295	1,260,644	1,388,000	1,407,284	1,407,284	1,407,284
1	3671	METER SALES	43,795	43,448	36,050	45,435	47,000	43,000	43,000	43,000
		Sub-Total	1,284,698	1,283,140	1,402,345	1,306,079	1,435,000	1,450,284	1,450,284	1,450,284
--INTEREST EARNINGS--										
11	3811	INTEREST ON INVESTMENTS	15,869	10,112	15,608	5,252	7,500	10,000	10,000	10,000
1	3820	UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
		Sub-Total	15,869	10,112	15,608	5,252	7,500	10,000	10,000	10,000
-OTHER REVENUES-										
	3842	IRMA REIMBURSEMENT	24,829	0	0	0	0	0	0	0
11	3850	LEASE OF VOG PROPERTY	0	24,258	24,000	18,320	24,000	24,720	24,720	24,720
1	3891	SUNDRY	2,930	30	89	3,684	4,000	92	92	92
		Sub-Total	27,759	24,288	24,089	22,004	28,000	24,812	24,812	24,812
OTHER FINANCING SOURCES										
11	3911	BOND PROCEEDS	0	0	0	0	0	0	0	0
11	3912	PREMIUM ON BONDS SOLD	0	0	0	0	0	0	0	0
1	3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
OPERATING TRANSFERS IN-										
11	3991	TRANSFER FROM GENERAL FD	0	0	0	0	0	65,500	65,500	65,500
		Sub-Total	0	0	0	0	0	65,500	65,500	65,500
		Fund Total	1,328,326	1,317,540	1,442,042	1,333,335	1,470,500	1,550,596	1,550,596	1,550,596

**PUBLIC WORKS DEPARTMENT
WATER DISTRIBUTION DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$237,726	\$262,800	\$289,794	10.27%
SERVICES	68,786	55,576	57,195	2.91%
COMMODITIES	22,852	27,700	26,450	-4.51%
CAPITAL	49,916	103,873	37,000	-64.38%
OTHER EXPENSES	0	0	0	0.00%
TOTAL	\$ 379,280	\$ 449,949	\$ 410,439	-8.78%

DIVISION PURPOSE

The Water Distribution Division of the Public Works Department provides both regular and emergency maintenance of the 49 miles of the distribution system, water meter installation, water meter reading services, and water main replacement and improvement projects. The Water Distribution Division also maintains our 450 fire hydrants, which are vitally important to the Public Safety Department.

The primary goal of our Water Distribution Division is the continued supply of the highest quality water to our residents, uninterrupted and in sufficient amounts and pressures.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Fire Hydrant Replacement	\$ 9,000
Emergency Water Main	20,000
Water Meters	8,000
Total	\$ 37,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
organ	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		WATER DISTRIBUTION								
324	4211	SALARIES - REGULAR	167,654	194,855	201,800	170,020	201,800	210,000	212,300	212,300
324	4221	SALARIES - TEMPORARY	0	0	0	0	0	2,040	2,040	2,040
324	4231	OVERTIME	27,357	20,218	12,820	20,112	25,000	13,254	13,254	13,254
324	4261	EMPLOYEE BENEFITS	33,914	22,653	38,390	24,712	36,000	39,000	39,000	39,000
324	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	13,600	13,900	13,900
324	4621	ILL MUNI. RET. FUND	0	0	0	0	0	9,200	9,300	9,300
	4000	==PERSONNEL EXPENDITURES==	228,925	237,726	253,010	214,844	262,800	287,094	289,794	289,794
324	5121	OFFICE EQUIPMENT MAINT.	343	370	500	468	500	500	500	500
324	5122	RADIO EQUIPMENT MAINT.	0	278	1,400	0	500	1,400	1,400	1,400
324	5131	FIRE HYDRANT R/M	9,142	6,433	7,000	3,809	7,000	7,000	7,000	7,000
324	5155	METER REPAIRS AND INSTALL	1,831	2,169	2,500	1,931	2,500	3,500	3,500	3,500
324	5157	MAINT. OF WATER TOWER	0	0	500	0	500	500	500	500
324	5183	REPAIR SERV PIPES/FITTING	32,660	29,285	27,000	21,064	26,000	27,000	27,000	27,000
324	5195	SHOP REPAIRS	220	561	1,100	585	1,100	1,000	1,000	1,000
324	5311	AUDITING SERVICES	1,058	1,036	1,200	1,076	1,076	1,220	1,220	1,220
324	5323	TESTING SERVICES	0	0	0	0	0	0	0	0
324	5362	DRY CLEANING SERVICES	1,486	1,673	1,820	1,557	1,750	1,900	1,900	1,900
324	5388	TEMPORARY LABOR	0	0	3,500	0	3,500	0	0	0
324	5493	PLUMBING INSPECTIONS	1,560	3,720	2,000	540	2,000	2,000	2,000	2,000
324	5511	POSTAGE	4,634	4,392	4,700	4,294	4,700	4,750	4,750	4,750
324	5521	TELECOM/INTERNET SERV.	3,102	2,724	2,900	1,630	2,200	2,725	2,725	2,725
324	5631	IN SERVICE TRAINING	788	612	1,400	547	750	2,200	2,200	2,200
324	5915	INSURANCE DEDUCTIBLES	5,009	15,535	2,000	829	1,500	1,500	1,500	1,500
	5000	===CONTRACTUAL SERVICES===	61,833	68,786	59,520	38,329	55,576	57,195	57,195	57,195
324	6341	MISC EQUIPMENT	2,446	2,771	7,000	3,983	7,000	5,300	5,300	5,300
324	6346	SAFETY EQUIPMENT	1,174	1,550	1,500	720	1,500	1,500	1,500	1,500
324	6511	OFFICE SUPPLIES	4,755	7,352	5,250	6,683	7,000	5,250	5,250	5,250
324	6521	CLOTHING	559	710	1,600	661	1,200	1,200	1,200	1,200
324	6524	SHOP SUPPLIES	1,460	1,936	1,900	1,802	1,700	1,900	1,900	1,900
324	6533	TOOL PURCHASE/REPAIR	2,314	2,786	2,800	2,353	2,800	3,000	3,000	3,000
324	6551	VEHICLE OPERATING EXPENSE	8,539	5,748	8,000	5,201	6,500	8,300	8,300	8,300
	6000	=====COMMODITIES=====	21,247	22,852	28,050	21,402	27,700	26,450	26,450	26,450
	8304	SMALL TOOLS & EQUIPMENT	0	442	0	75	75	0	0	0
324	8305	FIRE HYDRANTS	38,461	2,844	9,000	9,993	9,993	9,000	9,000	9,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division

key_ gran	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
	3346	OFFICE EQUIPMENT	0	0	0	0	0	0	0	0
324	8461	AUTOS, TRUCKS, TRACTORS,	0	0	35,000	36,733	36,733	0	0	0
324	8582	WATER MAINS	-5,835	5,800	25,000	16,475	25,000	20,000	20,000	20,000
324	8585	WATER METERS	1,660	1,660	8,000	11,072	11,072	8,000	8,000	8,000
324	8587	DISTRIBUTION LEAK SURVEY	900	7,650	0	600	1,000	0	0	0
324	8589	WATER SYSTEM IMPROVEMENTS	0	31,520	25,000	4,272	20,000	0	0	0
8000		=====CAPITAL OUTLAY=====	35,186	49,916	102,000	79,219	103,873	37,000	37,000	37,000
324	9110	UNCOLLECTABLES	0	0	0	0	0	0	0	0
9000		=OTHER EXPENDITURES/USES=	0	0	0	0	0	0	0	0
WATER DISTRIBUTION			347,191	379,280	442,580	353,794	449,949	407,739	410,439	410,439

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 WATER DISTRIBUTION DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Public Works Supervisor	1	100%	1	100%	1	100%
Maintenance Equipment Operator	3	100%	3	100%	3	100%
FULL TIME EQUIVALENT	4		4		4	

FY 2003 Changes

None.

FY 2004 Changes

None.

**PUBLIC WORKS DEPARTMENT
WATER PRODUCTION DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$408,846	\$398,200	\$445,045	11.76%
SERVICES	186,467	188,056	214,738	14.19%
COMMODITIES	36,754	60,125	78,230	30.11%
DEBT MANAGEMENT	307,414	311,985	303,815	-2.62%
CAPITAL	9,131	20,000	117,000	485.00%
TOTAL	\$ 948,612	\$ 978,366	\$ 1,158,828	18.45%

DIVISION PURPOSE

The Water Production Division of the Public Works Department provides and maintains quality drinking water throughout our Village's 49 miles of water main, and provides water in sufficient quantity and pressure to meet consumer needs with a minimum of service interruptions. This includes meeting all requirements of State and Federal agencies, such as the Illinois Department of Public Health, Illinois Environmental Protection Agency - Division of Public Water Supplies, U.S. Environmental Protection Agency, and the Metropolitan Water Reclamation District of Greater Chicago. The Village of Glencoe Water Plant is operated by State-Certified personnel. Operations include daily lab tests which include twice-a-week sampling of the distribution system to assure compliance with Federal, State and Local requirements. °

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Disinfection Upgrade	\$ 40,000
Fire Intrusion System	27,000
Telemetry Upgrade	24,000
Flocculator Bearings	<u>26,000</u>
Total	\$ 117,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
organ	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		WATER PRODUCTION								
328	4211	SALARIES - REGULAR	381,704	336,447	308,900	268,102	308,000	320,400	324,900	324,900
328	4221	SALARIES - TEMPORARY	1,904	3,872	4,560	4,135	4,500	4,560	4,560	4,560
328	4231	OVERTIME	20,589	18,749	20,630	18,152	20,000	16,385	16,385	16,385
328	4261	EMPLOYEE BENEFITS	59,002	49,778	65,700	51,370	65,700	64,000	64,000	64,000
328	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	20,800	21,100	21,100
328	4621	ILL MUNI. RET. FUND	0	0	0	0	0	13,900	14,100	14,100
4000		==PERSONNEL EXPENDITURES==	463,200	408,846	399,790	341,760	398,200	440,045	445,045	445,045
328	5115	STATION REPAIRS	5,147	5,387	4,800	4,997	4,997	5,800	5,800	5,800
328	5116	GROUNDS MAINTENANCE	299	850	850	0	500	850	850	850
328	5121	OFFICE EQUIPMENT MAINT.	459	412	1,000	300	500	1,000	1,000	1,000
328	5123	CHEMICAL FEED EQUIP. R/M	1,402	2,910	2,700	0	1,500	2,700	2,700	2,700
328	5124	COAGULATION EQUIP. R/M	244	41	500	152	500	500	500	500
328	5126	FILTER EQUIP. R/M	1,816	1,318	2,000	838	2,000	2,000	2,000	2,000
328	5127	CHLORINE EQUIP. R/M	542	864	1,800	380	1,000	1,800	1,800	1,800
328	5128	INSTRUMENTS R/M	1,938	1,666	2,000	1,141	1,500	2,000	2,000	2,000
328	5129	GENERAL EQUIPMENT R/M	5,002	2,399	5,800	4,499	5,500	5,800	5,800	5,800
328	5135	DIESEL MOTORS R/M	420	122	1,000	0	250	1,000	1,000	1,000
328	5153	PUMP REPAIR	1,000	1,620	3,000	448	2,000	7,500	7,500	7,500
328	5154	ELECTRICAL SYSTEM R/M	2,342	3,119	2,500	0	750	2,500	2,500	2,500
328	5156	INTAKE REPAIRS	4,866	125	0	0	0	0	0	0
328	5178	LEASE OF OVERHEAD WIRE	591	693	800	694	750	850	850	850
328	5181	LAB EQUIPMENT R/M	1,004	1,124	2,750	487	1,500	2,750	2,750	2,750
328	5311	AUDITING SERVICES	882	863	1,000	1,232	1,232	0	0	0
328	5321	ENGINEERING SERVICES	4,432	8,048	1,000	881	1,000	3,000	3,000	3,000
328	5322	LABORATORY SERVICES	18,909	10,248	5,000	3,476	5,000	5,000	5,000	5,000
328	5362	DRY CLEANING SERVICES	1,916	2,263	2,500	2,007	2,500	2,500	2,500	2,500
328	5371	DATA PROCESSING SERVICES	0	0	0	0	0	5,300	5,300	5,300
328	5511	POSTAGE	514	408	600	349	500	600	600	600
328	5521	TELECOM/INTERNET SERV.	3,487	3,996	4,228	4,052	4,200	4,588	4,588	4,588
328	5531	PUBLISHING	605	577	600	577	577	600	600	600
328	5631	IN SERVICE TRAINING	3,180	1,674	3,100	3,207	3,300	3,100	3,100	3,100
328	5744	METRO. WATER RECLAM. DIST	13,944	9,084	12,000	11,968	16,500	18,000	18,000	18,000
328	5765	ELECTRICAL - LIGHT/AC	82,287	87,080	100,000	72,898	90,000	90,000	90,000	90,000
328	5777	GAS	10,041	10,242	17,000	4,088	12,000	15,000	15,000	15,000
328	5912	PUBLIC LIABILITY INSUR.	6,455	29,184	29,000	21,731	28,000	29,500	29,500	29,500
328	5915	INSURANCE DEDUCTIBLES	3,596	150	750	0	0	500	500	500

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
orgn	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
	.00	===CONTRACTUAL SERVICES==	177,320	186,467	208,278	140,402	188,056	214,738	214,738	214,738
328	6111	JANITORIAL SUPPLIES	712	292	850	337	850	850	850	850
328	6301	MISC COMPUTER EQUIPMENT	0	793	1,800	4,622	4,622	4,200	3,200	3,200
328	6341	MISC EQUIPMENT	0	2,730	0	0	0	0	0	0
328	6346	SAFETY EQUIPMENT	183	226	500	132	250	500	500	500
328	6511	OFFICE SUPPLIES	77	685	500	92	500	500	500	500
328	6521	CLOTHING	363	0	1,300	626	1,000	1,250	1,250	1,250
328	6533	TOOL PURCHASE/REPAIR	461	846	960	741	1,200	1,080	1,080	1,080
328	6551	VEHICLE OPERATING EXPENSE	1,845	2,486	2,500	1,749	2,400	2,620	2,620	2,620
328	6555	GASOLINE, OIL, GREASE	935	1,648	1,400	879	750	1,450	1,450	1,450
328	6562	ODOR CONTROL CHEMICALS	4,634	1,165	25,440	1,352	3,500	25,500	25,500	25,500
328	6563	TREATMENT CHEMICALS	1,665	1,607	5,920	6,908	7,000	5,920	5,920	5,920
		COAGULATION CHEMICALS	14,103	10,163	15,004	16,653	16,653	15,004	15,004	15,004
328	6566	DISINFECTION CHEMICALS	3,358	4,767	5,400	4,386	5,000	7,176	7,176	7,176
328	6568	FLOURIDATION CHEMICALS	4,001	3,877	4,780	4,108	4,500	4,780	4,780	4,780
328	6577	GENERAL PLANT SUPPLIES	362	1,573	1,600	618	1,600	1,600	1,600	1,600
328	6581	LAB EQUIPMENT/SUPPLIES	6,675	3,896	6,800	9,076	10,300	6,800	6,800	6,800
	.00	=====COMMODITIES=====	39,375	36,754	74,754	52,280	60,125	79,230	78,230	78,230
328	7101	PRINCIPAL ON BONDS	265,000	0	285,000	285,000	285,000	290,000	290,000	290,000
328	7201	INTEREST ON BONDS	43,406	35,614	24,585	24,585	24,585	12,615	12,615	12,615
328	7301	BOND ISSUANCE/MAINT EXP	1,200	1,800	2,400	1,200	2,400	1,200	1,200	1,200
	7000	=====DEBT SERVICE=====	309,606	37,414	311,985	310,785	311,985	303,815	303,815	303,815
328	8209	BUILDING ALTERATIONS	-4,910	4,620	0	0	0	0	0	0
328	8304	SMALL TOOLS & EQUIPMENT	17,500	4,301	15,000	0	0	12,000	27,000	27,000
328	8461	AUTOS, TRUCKS, TRACTORS,	-4,795	0	0	0	0	0	0	0
328	8589	WATER SYSTEM IMPROVEMENTS	-18,410	210	60,000	11,668	20,000	100,000	90,000	90,000
	8000	=====CAPITAL OUTLAY=====	-10,616	9,131	75,000	11,668	20,000	112,000	117,000	117,000
328	9110	UNCOLLECTABLES	11,901	0	0	0	0	0	0	0
328	9511	DEPRECIATION	140,740	148,361	0	0	0	0	0	0
	9000	=OTHER EXPENDITURES/USES=	152,641	148,361	0	0	0	0	0	0
WATER PRODUCTION			1,131,526	826,973	1,069,807	856,896	978,366	1,149,828	1,158,828	1,158,828

VILLAGE OF GLENCOE
 PUBLIC WORKS DEPARTMENT
 WATER PRODUCTION DIVISION

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Village Engineer	0	0%	0	0%	0	0%
General Superintendent	0	0%	0	0%	0	0%
Water Plant Superintendent	1	100%	1	100%	1	100%
Water Plant Operator	5	100%	5	100%	5	100%
FULL TIME EQUIVALENT	6		6		6	

FY 2003 Changes

None.

FY 2004 Changes

None.

GLENCOE GOLF CLUB

Review of Fiscal Year 2003

Fiscal Year 2003 was the third consecutive year for below average rounds of golf played. While the spring experienced poor weather conditions, very nice weather conditions returned approximately mid-June 2002. The majority of the summer months were very nice and play was solid with the help of aggressive marketing and promotion. For all practical purposes, the season ended abruptly in mid-October with unusually cold and winter like conditions.

Due to lower than expected play and revenues, capital purchases were once again deferred (with the exception of the cart fleet replacement). The Glencoe Golf Club continues to do an outstanding job of keeping a severely aging fleet of equipment operating with some reliability. It is once again our hope to see business and weather return to more recognized norms in FY04. Staff will continue to monitor costs to ensure that repair and/or maintenance costs for existing equipment do not outweigh costs for the purchase of new equipment.

Season Debit Cards were implemented to replace the Season Playing Pass. Annual rounds were reduced, thus increasing average revenue per round for annual play. Daily fee rounds were increased and the net result for both is increased revenues that would not have been realized with the season playing pass. In the current poor economy, the Debit Card allowed the Club to see revenues that were better than would have been experienced in past seasons with unlimited use season playing passes. Regular customers learned that the Debit Card was indeed a fair deal and that their fears were unfounded. The Debit Card was a success in its inaugural year and will continue in the future. In fact, results should improve as the per round rate is adjusted upward.

Staff will continue to implement suggestions from the Operational Audit performed by Price Waterhouse Coopers in FY01. Information developed through this study will continue to be implemented over the next several fiscal years as budget constraints allow.

In FY03, the Glencoe Golf Club Advisory Committee began a much more aggressive schedule of meetings designed to assist the Club as it moves forward. Staff continues to work to find new sources of revenues in order to better compete in this ever-changing business.

Club management instituted a new schedule of fees based on time of day and demand in addition to the implementation of an aggressive radio and print marketing program, both with very good results.

The Glencoe Golf Club remains one of the finest public golf facilities on the North Shore. With a return to "normal" weather conditions, as well as aggressive marketing and improved customer service, rounds and revenues should begin to rebound.

Glencoe Golf Club

Forecast for Fiscal Year 2004

Fiscal Year 2004 will find the Glencoe Golf Club continuing to focus on customer service, golf course conditions and aesthetics. The Operational Audit completed in FY01 will continue to be implemented as budget constraints allow.

Season Debit Cards will build on their successful launch in FY03. These cards will continue to have play capped at 50 rounds resulting in improved revenue per round played for the Club.

A new fee structure concentrating on time of day and demand will be fully implemented following a successful trial instituted at the mid-point of FY03. Club management will continue to be proactive where rates are concerned in order to obtain any competitive advantage possible.

FY04 will see the Club absorb the Food and Beverage operation as a new department continuing management's search for new revenue sources. The potential ability to acquire a liquor license in FY04 would provide new revenues that would be very important to the Club. Currently at the top of the Price Waterhouse Coopers (operational audit) list is the need to improve Food and Beverage revenue. These changes could provide significant new revenues that would be of great assistance in addressing the aging Club infrastructure.

The new website Glencogolfclub.com will be launched in order to better promote the Club, improve communications with customers and facilitate the sales of all products and services.

The Clubhouse will receive a desperately needed new roof in FY04. Currently, even the smallest amount of rain results in leaks throughout the building.

No other capital equipment or projects have been budgeted with the exception of routine items in an effort to strengthen the financial position of the Club. With a return to past seasonal norms, the Club should see a return to scheduled capital programs developed by the Financial Plan.

The goal of staff and the Glencoe Golf Club Advisory Committee will be to continue to provide the finest public golf experience on the North Shore. A determined management and staff will ensure that this goal is achieved.

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division	Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
			JOE GOLF CLUB								
			2004								
			---CHARGES FOR SERVICES---								
			3770 DEBIT CARD PASSES	0	0	200,000	153,431	153,431	185,800	185,800	185,800
			3771 SEASON PLAYING PRIVILEGES	228,700	184,656	0	0	0	0	0	0
			3772 GREEN FEES - WEEK DAYS	363,411	312,708	325,000	238,360	238,360	215,246	215,246	215,246
			3773 GREEN FEES - WEEKENDS	282,322	299,946	375,000	398,712	398,712	430,116	430,116	430,116
			3774 RESERVED START TIME - ANN	32,300	45,655	45,000	44,955	44,995	57,680	57,680	57,680
			3775 RESERVED START TIME - DAY	0	0	0	0	0	0	0	0
			3776 ANNUAL LOCKER RENTAL	1,450	860	1,000	780	780	1,275	1,275	1,275
			3777 GOLF CART FEES	193,536	191,478	230,000	180,138	180,138	196,933	196,933	196,933
			3778 GOLF CART RENTAL	13,216	12,872	10,000	12,250	13,000	14,882	14,882	14,882
			3782 PRACTICE RANGE REVENUES	20,764	19,921	23,000	22,569	23,000	25,573	25,573	25,573
			3784 CDGA REVENUE	7,275	4,275	5,800	7,980	7,980	9,320	9,320	9,320
			3785 CLUB/CART STORAGE REVENUE	6,375	5,635	6,500	4,475	4,475	12,625	12,625	12,625
			Sub-Total	1,149,349	1,078,006	1,221,300	1,063,649	1,064,871	1,149,450	1,149,450	1,149,450
			---MERCHANDISE SALES---								
			3783 PRO SHOP REVENUES	67,598	0	0	0	0	0	0	0
			3786 FOOD & BEVERAGE SALES	0	0	0	0	0	185,000	185,000	185,000
			3789 GOLF BALLS	0	21,302	31,050	14,953	14,953	18,750	18,750	18,750
			3790 ACCESSORIES	0	7,464	7,245	11,470	12,000	16,250	16,250	16,250
			3791 GOLF BAGS	0	745	6,038	1,669	2,000	2,500	2,500	2,500
			3792 CLOTHING	0	5,406	18,113	15,868	18,000	22,500	22,500	22,500
			3793 GOLF CLUBS	0	10,796	10,350	9,183	10,350	15,000	15,000	15,000
			3794 GOLF SHOES	0	5,033	6,900	6,166	6,900	14,325	14,325	14,325
			3795 MISC. COMMODITIES	0	4,054	5,000	5,634	6,000	2,500	2,500	2,500
			Sub-Total	67,598	54,800	84,696	64,943	70,203	276,825	276,825	276,825
			---INTEREST EARNINGS---								
			3811 INTEREST ON INVESTMENTS	9,807	5,409	5,000	1,082	1,082	1,000	1,000	1,000
			3812 IMET INTEREST	0	0	0	0	0	0	0	0
			3820 UNREALIZED GAIN/(LOSS)	0	0	0	0	0	0	0	0
			Sub-Total	9,807	5,409	5,000	1,082	1,082	1,000	1,000	1,000
			---OTHER REVENUES---								
			3779 TELEPHONE COMMISSIONS	10	0	25	0	0	25	25	25
			3780 FOOD CONCESSION COM/REV	1,000	1,000	5,000	6,654	6,654	0	0	0
			3781 NORTHBROOK REV REPLACEMNT	0	0	0	0	0	0	0	0
			3788 NONTAX INVENTORY RETURNS	7,319	6,101	9,000	8,028	9,000	9,000	9,000	9,000
			3831 GIFTS AND CONTRIBUTIONS	75	2,340	4,000	0	0	250	250	250
			3842 IRMA REIMBURSEMENT	19,854	0	0	0	0	0	0	0
			3891 SUNDRY	6,743	17,457	250	2	0	250	250	250
			Sub-Total	35,002	26,898	18,275	14,684	15,654	9,525	9,525	9,525

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
_R FINANCING SOURCES										
60	3911	BOND PROCEEDS	0	0	0	0	0	0	0	0
70	3913	ACCRUED INT ON BONDS SOLD	0	0	0	0	0	0	0	0
0	3914	OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0
60	3999	USE OF FUND BALANCE	0	0	0	0	0	0	0	0
Sub-Total			0	0	0	0	0	0	0	0
Fund Total			1,261,756	1,165,113	1,329,271	1,144,357	1,151,810	1,436,800	1,436,800	1,436,800

GLENCOE GOLF CLUB ADVISORY COMMITTEE FEE RECOMMENDATION

	FY 03 APPROVED FEES	FY 04 ECOMMENDE FEES	FY 05 PROJECTED FEES	FY 06 PROJECTED FEES	FY 07 PROJECTED FEES
<u>Electric Golf Cars</u>					
Per Person	\$ 18.00	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00
	\$ 24.00				
	\$ 32.00				
<u>Pull Carts</u>	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00
<u>Weekday Greens Fees (Monday - Thursday)</u>					
Non-Prime	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00
Prime	\$ 38.00	\$ 38.00	\$ 39.00	\$ 40.00	\$ 41.00
Junior/Seni	\$ 18.00	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00
Twilight	\$ 21.00	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00
	\$ 29.00	N/A	N/A	N/A	N/A
<u>Weekend Greens Fees (Fri., Sat., Sun., Holiday)</u>					
Non-Prime	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
Prime	\$ 44.00	\$ 46.00	\$ 47.00	\$ 48.00	\$ 49.00
Twilight	\$ 21.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00
	\$ 29.00	N/A	N/A	N/A	N/A
<u>Annual Reservations</u>					
Weekday	\$ 240.00	\$ 240.00	\$ 280.00	\$ 320.00	\$ 360.00
Weekend	\$ 640.00	\$ 800.00	\$ 1,000.00	\$ 1,200.00	\$ 1,400.00
<u>Annual Locker Rental</u>	\$ 60.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00
<u>Club & Cart Storage</u>	\$ 175.00	\$ 250.00	\$ 275.00	\$ 300.00	\$ 325.00
<u>Club Storage</u>	\$ 100.00	\$ 125.00	\$ 150.00	\$ 175.00	\$ 200.00
<u>Season Debit Card</u>					
Class A	\$ 1,350.00	\$ 1,450.00	\$ 1,550.00	\$ 1,650.00	\$ 1,750.00
Class B	\$ 750.00	\$ 725.00	\$ 775.00	\$ 825.00	\$ 875.00
Class C	\$ 450.00	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00
	\$ 450.00	N/A	N/A	N/A	N/A
	\$ 2,500.00	N/A	N/A	N/A	N/A
<u>Practice Range</u>					
Small	\$ 4.50	\$ 6.00	\$ 6.00	\$ 7.00	\$ 8.00
Medium	\$ 7.00	N/A	N/A	N/A	N/A
Large	\$ 14.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00

FISCAL YEAR 2003 NOTEWORTHY VARIANCES

Glencoe Golf Club

Expenditures

ACCOUNT#	DESCRIPTION	EXPLANATION
385-5535	Marketing/Advertising	Radio and print advertising
385-5631	In Service Training	Managed reduction of costs
387-5743	Water and Sewer Service	Increased water requirement
387-8209	Building Alterations	Fire code requirements
388-5297	Golf Cart R/M	New cart fleet
388-8309	Electric Golf Cars	Market and interest related cost decrease
389-6515	Golf Balls	Reduced inventory needs
389-6516	Accessories	Increased inventory needs
389-6521	Clothing	Increased inventory needs
389-6522	Golf Clubs	Increased inventory needs

FISCAL YEAR 2004 NOTEWORTHY VARIANCES

Expenditures

ACCOUNT#	DESCRIPTION	EXPLANATION
385-5535	Marketing/Advertising	Radio and print advertising
386-All	All F&B accounts	New Food and Beverage Department
387-8209	Building alterations	New Clubhouse roof

**GLENCOE GOLF CLUB
ADMINISTRATION DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$146,228	\$141,145	\$109,560	-22.38%
SERVICES	114,687	121,375	127,713	5.22%
COMMODITIES	5,309	8,100	1,500	-81.48%
DEBT MANAGEMENT	135,428	136,895	135,300	-1.17%
CAPITAL	9,720	0	0	N/A
OTHER EXPENSES	0	2,495	0	-100.00%
TOTAL	\$411,372	\$410,010	\$374,073	-8.76%

CLUB HISTORY

The Glencoe Golf Club was originally established in 1921, and was one of the first municipal golf courses in the Chicago Area. The first nine holes were opened in 1922 and the second nine in 1925. The course occupies 126 acres (60 owned by the Village and 66 owned by the Cook County Forest Preserve District). In its entire history, the course has received no taxes or other subsidy from the Village or any other public body. It has been, and must continue to be, supported solely by income from golfers. Virtually every good weather day from March 1 through November 15 finds the course crowded with play. The Glencoe Golf Club has the reputation of being one of the most popular and attractive public courses in the Chicago area.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Division	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
ADMINISTRATION										
385	4211	SALARIES - REGULAR	58,863	84,201	80,300	67,767	81,100	84,000	84,360	84,360
385	4261	EMPLOYEE BENEFITS	10,094	12,513	11,400	9,725	11,400	15,500	15,500	15,500
385	4611	SOCIAL SECURITY ADMIN.	38,417	39,888	37,260	36,771	37,260	5,100	5,100	5,100
385	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	1,200	1,200	1,200
385	4621	ILL MUNI. RET. FUND	19,316	9,626	11,385	9,641	11,385	3,400	3,400	3,400
4000	==PERSONNEL EXPENDITURES==		126,690	146,228	140,345	123,903	141,145	109,200	109,560	109,560
385	5311	AUDITING SERVICES	3,083	3,019	3,570	3,203	3,203	3,203	3,203	3,203
385	5315	BANKING FEES	25	0	0	0	0	0	0	0
385	5497	VOG MANAGEMENT SERVICES	60,000	60,000	60,000	45,000	60,000	65,000	60,000	60,000
385	5511	POSTAGE	1,054	512	700	699	700	700	700	700
385	5521	TELECOM/INTERNET SERV.	17,476	22,115	20,000	14,730	20,000	20,000	20,000	20,000
385	5521	PUBLISHING	3,505	2,873	3,060	194	2,000	3,060	3,060	3,060
385	5535	MARKETING/ADVERTISING	64	140	500	4,865	4,865	10,000	10,000	10,000
385	5611	MEMBERSHIPS/DUES	857	941	1,000	970	970	750	750	750
385	5631	IN SERVICE TRAINING	475	1,378	3,000	137	137	500	500	500
385	5912	PUBLIC LIABILITY INSUR.	6,303	23,338	28,000	17,378	28,000	28,000	28,000	28,000
385	5915	INSURANCE DEDUCTIBLES	367	371	1,500	874	1,500	1,500	1,500	1,500
5000	===CONTRACTUAL SERVICES===		93,209	114,687	121,330	88,050	121,375	132,713	127,713	127,713
385	6299	SUNDRY	3,385	4,650	7,500	4,001	7,500	500	500	500
385	6511	OFFICE SUPPLIES	777	658	1,000	189	600	1,000	1,000	1,000
6000	=====COMMODITIES=====		4,162	5,309	8,500	4,190	8,100	1,500	1,500	1,500
385	7101	PRINCIPAL ON BONDS	5,000	-5,000	115,000	115,000	115,000	120,000	120,000	120,000
385	7201	INTEREST ON BONDS	31,255	25,528	20,995	20,995	20,995	14,400	14,400	14,400
385	7301	BOND ISSUANCE/MAINT EXP	900	900	900	900	900	900	900	900
7000	=====DEBT SERVICE=====		37,155	21,428	136,895	136,895	136,895	135,300	135,300	135,300
385	8925	GOLF COURSE IMPROVEMENTS	0	9,720	0	0	0	0	0	0
8000	=====CAPITAL OUTLAY=====		0	9,720	0	0	0	0	0	0
385	9153	MISCELLANEOUS REFUNDS	0	0	0	2,495	2,495	0	0	0
385	9511	DEPRECIATION	84,960	98,524	0	0	0	0	0	0
70	=OTHER EXPENDITURES/USES=		84,960	98,524	0	2,495	2,495	0	0	0
ADMINISTRATION			346,176	395,896	407,070	355,534	410,010	378,713	374,073	374,073

**GLENCOE GOLF CLUB
FOOD SERVICE DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$0	\$0	\$90,125	N/A
SERVICES	-	-	2,500	N/A
COMMODITIES	-	-	31,850	N/A
DEBT MANAGEMENT	-	-	-	N/A
CAPITAL	-	-	-	N/A
OTHER EXPENSES	-	-	-	N/A
TOTAL	\$0	\$0	\$124,475	N/A

CLUB HISTORY

Fiscal Year is the first year of Club-operated food service. The Club anticipates operating either via staff or contractual services a full service food service operation as a compliment to other course amenities.

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key_	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
		FOOD SERVICE								
386	4211	SALARIES - REGULAR	0	0	0	0	0	45,000	45,025	45,025
386	4221	SALARIES - TEMPORARY	0	0	0	0	0	25,000	25,000	25,000
386	4261	EMPLOYEE BENEFITS	0	0	0	0	0	12,900	12,900	12,900
386	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	4,300	4,300	4,300
386	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	1,000	1,000	1,000
386	4621	ILL MUNI. RET. FUND	0	0	0	0	0	1,900	1,900	1,900
4000		==PERSONNEL EXPENDITURES=	0	0	0	0	0	90,100	90,125	90,125
386	5921	INSURANCE	0	0	0	0	0	2,500	2,500	2,500
5000		===CONTRACTUAL SERVICES==	0	0	0	0	0	2,500	2,500	2,500
386	6299	SUNDRY	0	0	0	0	0	850	850	850
386	6341	MISC EQUIPMENT	0	0	0	0	0	1,000	1,000	1,000
386	6524	SHOP SUPPLIES	0	0	0	0	0	30,000	30,000	30,000
6000		=====COMMODITIES=====	0	0	0	0	0	31,850	31,850	31,850
		FOOD SERVICE	0	0	0	0	0	124,450	124,475	124,475

GLENCOE GOLF CLUB

BUILDING & GROUNDS DIVISION

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
PERSONNEL	\$377,400	\$366,004	\$402,525	9.98%
SERVICES	123,644	131,741	136,356	3.50%
COMMODITIES	70,538	79,100	68,100	-13.91%
CAPITAL	39,310	42,600	17,000	-60.09%
TOTAL	\$610,892	\$619,445	\$623,981	0.73%

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Building Alterations \$ 17,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
BUILDING & GROUNDS											
	387	4211	SALARIES - REGULAR	155,228	196,149	196,900	165,222	196,900	204,400	203,000	203,000
	387	4221	SALARIES - TEMPORARY	102,741	100,143	93,150	94,985	95,000	90,000	90,000	90,000
	387	4231	OVERTIME	55,490	43,874	36,225	36,603	36,604	26,225	26,225	26,225
	387	4261	EMPLOYEE BENEFITS	27,404	37,234	37,500	29,886	37,500	44,400	44,400	44,400
	387	4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	20,100	20,100	20,100
	387	4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	4,800	4,800	4,800
	387	4621	ILL MUNI. RET. FUND	0	0	0	0	0	14,000	14,000	14,000
	4000	==PERSONNEL EXPENDITURES==		340,863	377,400	363,775	326,695	366,004	403,925	402,525	402,525
	387	5111	BUILDING MAINTENANCE	19,087	25,170	22,500	16,883	20,000	20,000	20,000	20,000
	387	5129	GENERAL EQUIPMENT R/M	23,292	18,321	19,768	16,188	20,000	20,000	20,000	20,000
	387	5150	IRRIGATION SYSTEM R/M	0	0	0	0	0	6,000	6,000	6,000
	387	5282	FORESTRY AND LANDSCAPING	4,823	1,265	500	580	750	12,750	12,750	12,750
	387	5496	GOLF COURSE DESIGN CONSUL	18,197	664	1,000	0	0	0	0	0
	387	5611	MEMBERSHIPS/DUES	1,245	1,748	2,000	625	625	500	500	500
	387	5631	IN SERVICE TRAINING	1,455	3,600	3,000	1,059	1,060	500	500	500
	387	5743	WATER AND SEWER SERVICE	15,715	16,138	19,000	31,698	31,700	19,000	19,000	19,000
	387	5765	ELECTRICAL - LIGHT/AC	24,478	29,958	29,000	19,539	29,000	29,000	29,000	29,000
	387	5777	GAS	8,885	10,988	13,000	7,670	13,000	13,000	13,000	13,000
	387	5924	UNEMPLOYMENT INSURANCE	14,189	15,793	15,606	15,789	15,606	15,606	15,606	15,606
	5000	===CONTRACTUAL SERVICES===		131,366	123,644	125,374	110,031	131,741	136,356	136,356	136,356
	387	6299	SUNDRY	607	2,513	500	0	500	500	500	500
	387	6533	TOOL PURCHASE/REPAIR	878	634	1,500	1,523	1,600	1,600	1,600	1,600
	387	6952	SOIL/SAND	3,017	5,242	5,100	1,790	3,000	6,000	6,000	6,000
	387	6953	CHEMICALS/SEED/FERTILIZER	39,592	33,111	50,000	45,940	46,000	35,000	35,000	35,000
	387	6954	MAINTENANCE SUPPLIES	27,027	29,038	26,000	24,445	28,000	25,000	25,000	25,000
	6000	=====COMMODITIES=====		71,122	70,538	83,100	73,698	79,100	68,100	68,100	68,100
	387	8107	SAND & SOIL	3,669	4,784	7,400	3,235	3,500	0	0	0
	387	8209	BUILDING ALTERATIONS	0	4,981	6,000	17,078	17,078	17,000	17,000	17,000
	387	8307	IRRIGATION SYSTEM	8,205	5,382	6,000	7,022	7,022	0	0	0
	387	8308	GOLF EQUIPMENT	3,246	2,465	0	0	0	0	0	0
	387	8461	AUTOS, TRUCKS, TRACTORS,	0	0	0	0	0	0	0	0
	387	8925	GOLF COURSE IMPROVEMENTS	2,339	7,457	0	0	0	0	0	0
	8000	=====CAPITAL OUTLAY=====		17,458	25,069	19,400	27,335	27,600	17,000	17,000	17,000
	387	8929	FORESTRY & LANDSCAPING	8,611	14,241	15,000	14,796	15,000	0	0	0

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
	8900	—OTHER IMPROVEMENTS—	8,611	14,241	15,000	14,796	15,000	0	0	0
		BUILDING & GROUNDS	569,421	610,892	606,649	552,556	619,445	625,381	623,981	623,981

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	Key	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
			PLAY								
388		4211	SALARIES - REGULAR	32,608	32,658	34,922	41,326	49,400	51,000	50,100	50,100
388		4221	SALARIES - TEMPORARY	75,113	86,821	87,975	78,647	79,000	80,000	80,000	80,000
388		4231	OVERTIME	12	0	0	0	0	0	0	0
388		4261	EMPLOYEE BENEFITS	9,437	11,740	11,000	12,322	17,000	19,100	19,100	19,100
388		4611	SOCIAL SECURITY ADMIN.	0	0	0	0	0	6,000	6,000	6,000
388		4612	MEDICARE ONLY CONTRIB.	0	0	0	0	0	2,000	2,000	2,000
388		4621	ILL MUNI. RET. FUND	0	0	0	0	0	5,900	5,900	5,900
4000			==PERSONNEL EXPENDITURES==	117,170	131,218	133,897	132,295	145,400	164,000	163,100	163,100
388		5297	GOLF CART R/M	6,794	4,880	4,000	1,091	1,500	1,500	1,500	1,500
388		5498	CREDIT CARD FEES	19,378	23,729	12,000	21,591	21,600	12,000	12,000	12,000
388		5611	MEMBERSHIPS/DUES	779	540	1,000	310	310	500	500	500
388		5621	IN SERVICE TRAINING	483	921	2,000	421	421	500	500	500
5000			===CONTRACTUAL SERVICES===	27,433	30,070	19,000	23,413	23,831	14,500	14,500	14,500
388		6292	SUPPLIES	436	4,285	3,000	3,202	3,203	3,000	3,000	3,000
		6524	SHOP SUPPLIES	0	0	0	0	0	0	0	0
		6951	PLAY/LOCKER ROOM SUPPLIES	11,276	14,678	18,727	15,015	18,727	15,000	15,000	15,000
6000			=====COMMODITIES=====	11,712	18,963	21,727	18,217	21,930	18,000	18,000	18,000
388		8309	ELECTRIC GOLF CARS	0	1,382	65,000	29,771	30,000	29,812	29,812	29,812
8000			=====CAPITAL OUTLAY=====	0	1,382	65,000	29,771	30,000	29,812	29,812	29,812
PLAY				156,316	181,632	239,624	203,697	221,161	226,312	225,412	225,412

**GLENCOE GOLF CLUB
PRO SHOP DIVISION**

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
SERVICES	\$0	\$ 6,000	\$ 5,825	-2.92%
COMMODITIES	65,547	91,842	73,500	-19.97%
TOTAL	\$65,547	\$97,842	\$79,325	-18.93%

FISCAL YEAR 2004 CAPITAL EQUIPMENT AND IMPROVEMENTS

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

Division	by_		FY 01	FY 02	FY 03	FY 03	FY 03	FY 04	FY 04	FY 04
Program	line	description	ACT	ACT	BUD	YTD	PRJ	DPT	MGR	APP
		PRO SHOP								
389	5349	CDGA SERVICES	0	0	4,000	6,000	6,000	5,825	5,825	5,825
	5000	===CONTRACTUAL SERVICES==	0	0	4,000	6,000	6,000	5,825	5,825	5,825
389	6515	GOLF BALLS	40,899	27,963	27,000	14,252	14,500	15,000	15,000	15,000
389	6516	ACCESSORIES	7,456	1,361	6,300	11,877	14,000	13,000	13,000	13,000
389	6517	GOLF BAGS	5,742	596	5,250	2,006	2,006	2,000	2,000	2,000
389	6521	CLOTHING	28,487	7,662	15,750	25,236	25,236	18,000	18,000	18,000
389	6522	GOLF CLUBS	33,890	10,973	9,000	16,584	16,600	12,000	12,000	12,000
389	6523	GOLF SHOES	8,679	10,071	9,000	17,429	17,500	11,500	11,500	11,500
389	6999	MISC. COMMODITIES	9,994	6,920	2,000	1,349	2,000	2,000	2,000	2,000
6000		=====COMMODITIES=====	135,148	65,547	74,300	88,732	91,842	73,500	73,500	73,500
		PRO SHOP	135,148	65,547	78,300	94,732	97,842	79,325	79,325	79,325

VILLAGE OF GLENCOE
 GLENCOE GOLF CLUB

POSITION TITLE	FY 2002		FY 2003		FY 2004	
	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary	Number of Positions Authorized	Department % Share Of Salary
Golf Club Manager	1	100%	1	100%	1	100%
Golf Club Superintendent	0	100%	0	100%	0	100%
Assistant Superintendent	2	100%	2	100%	2	100%
Food Service Manager	0	0%	0	0%	1	100%
Grounds Keeper	3	100%	3	100%	3	100%
	6		6		7	

FY 2003 Changes

None.

FY 2004 Changes

New Food Service Manager added.

PERTB03

GLENCOE GOLF CLUB
521 WESTLEY ROAD

scellaneous Data:

Established: 1921 (9 Holes)
 1925 (18 Holes)

Area: 126 Acres

3. Rounds Played:

YEAR	TOTAL HALF-DAYS CLOSED*	DEBIT CARD PLAYERS	DAILY FEE PLAYERS	GRAND TOTAL
1992	15	14,769	21,786	36,555
1993	34	15,912	20,350	36,262
1994	24	19,052	22,073	41,125
1995	59	16,535	18,589	35,124
1996	75	14,216	16,225	30,441
1997	35	18,739	21,346	40,085
1998	28	21,597	22,581	44,178
1999	54	19,740	20,330	40,070
2000	84	16,335	18,643	34,978
2001	106	13,774	16,979	30,753
2002	74	11,066	17,827	28,893

Half Days Closed From May 1 Through September 30

C. Average Rounds Per Season: 36,224

D. Debit Card Sales:

Type	1996	1997	1998	1999	2000	2001	2002	AVERAGE
Unrestricted	157	145	152	157	137	103	94	135
Senior	52	39	50	40	47	47	35	44
Junior	7	52	83	63	68	36	19	47

E. Rounds Played By Glencoe Residents:

1992	4,596
1993	4,200
1994	6,996
1995	4,988
1996	5,505
1997	8,409
1998	9,753
1999	8,545
2000	7,458
2001	5,891
2002	5,351

				GLENCOE GOLF CLUB					
		VEHICLE AND EQUIPMENT INVENTORY LIST AND REPLACEMENT SCHEDULE							
		THROUGH FISCAL YEAR 2006							
Equipment					Dollar Amount	Due For Replacement			
#	Year	Model	Type	Serial Number	Repl. Cost	FY 04	FY 05	FY 06	
1	1984	122-3-84	AERWAY I 7'6" AERATOR	D8417	\$ 3,200				
2	1977	1300 SL	ADVANCE-HURRICANE PRES.	441006	\$ 1,600				
3	1977	901003	AREINS ROCKET ROTO TILLER	010 424	\$ 1,550				
4	1988	20-350-462	BEFCO DETHATCHER OVERSE	118040	\$ 7,700		X		
5			BEFCO 15' FLEX ROTARY MOW	142307 142326 142327 142341	\$ 14,000				
6	1990	I-14111	CLUB CAR CARRY-ALL	F90322117779	\$ 3,800		X		
7	1991	II GASOLINE	CLUB CAR CARRY-ALL	E69101-231706	\$ 4,500	X			
8	1991	II GASOLINE	CLUB CAR GOLF CAR	AG 9238-302911	\$ 3,750	X			
9	1991	II GASOLINE	CLUB CAR GOLF CAR	AG 9238-302913	\$ 3,750	X			
10	1981	898507-8110	CUSHMAN TRUCKSTER	546377	\$ 13,500		X		
11	1983		CUSHMAN TRUCKSTER	563339	\$ 13,500			X	
12	1983		CUSHMAN TRUCKSTER	563187	\$ 13,500				
13	1985		CUSHMAN TRUCKSTER	579254	\$ 13,500				
14	1986	53187	CUSHMAN RUNABOUT	592547	\$ 8,500				
15	1992	898507-8110	CUSHMAN TRUCKSTER	92005363	\$ 14,000				
16	1992		CUSHMAN TRUCKSTER	92005554	\$ 14,000				
17	1989	S81LP-LPT	DAIHATSU LIFT PICK TIPPER	300203	\$ 11,500		X		
18	1980	MS-1	DANUSER LOG SPLITTER	6436	\$ 1,500				
19	1978	T-F 300	DAVIS TASK FORCE 300 TREN	5679018	\$ 15,400				
20	1983	4507	DEUTZ DIESEL TRACTOR	7548-2886	\$ 19,500		X		
21	1984	4507	DEUTZ DIESEL TRACTOR	7548-3066	\$ 19,500			X	
22		2500	FLORY LEAF BLOWER	230	\$ 7,000		X		
23	1991	463LCG	FORD DIESEL 2 WHEEL DRIVE	BC90387	\$ 19,500				
24	1983	545	FORD DIESEL TRACKTOR LOA	C-700638 CL-37165 CB-34556	\$ 32,500		X		

		GLENCOE GOLF CLUB		VEHICLE AND EQUIPMENT INVENTORY LIST AND REPLACEMENT SCHEDULE		THROUGH FISCAL YEAR 2006	
		Dollar		Equipment		Amount Due For Replacement	
#	Year	Model	Type	Serial Number	Cost	FY 04	FY 05
25	1988	F600	FORD DUMP TRUCK	1FDNK64POJV449922	\$ 40,000		X
26			GOLF CLUB VEHICLE		\$ 20,000		X
28	1982	0050	JOHN DEERE BOX SCRAPER	004458HR	\$ 800		
29	1990	1070	JOHN DEERE TRACTOR	M01070A002458	\$ 12,200		
30	1990	RB 3584	LAND PRIDE SCRAPER BLADE	L1053	\$ 750		
31		L-2000-1970	LELY FERTILIZER SPREADER	495094-B	\$ 4,200		
32	1989	LG72B	MATTHEWS LAWN GENIE	48669	\$ 3,600		
33	1986	F15	METER-MATIC II TOPDRESSER	85415-682068	\$ 4,400		
34	1986	F15	METER-MATIC II TOPDRESSER	85415-682075	\$ 4,400		
35	1990	500	NEARY REEL GRINDER	709	\$ 8,900		
36	1990	250	NEARY BED KNIFE GRINDER	410	\$ 3,300		
37	1980	107	NEW IDEA FERTILIZER SPREADER	118464	\$ 700		
38	1984	84	OLATHE SEEDER	840694	\$ 3,650		
40	1978	VQ325	QUINCY AIR COMPRESSOR	325-14-117985L	\$ 4,000		X
41	1999	3020	STEINER ROTARY MOWER	08885-90478	\$ 12,000		
42	1962	TRCP-13	ROSEMAN TILLER RAKE	3337	\$ 1,900		
43	1984	544801-8420	RYAN GREENSAIRE II	102531	\$ 7,500		X
44	1985	544801-8510	RYAN GREENSAIRE II	111362	\$ 7,500		X
45	1987	300 D39-7P	SDI POWER SPRAYER	3016	\$ 8,000		
46	1991		SMITHCO DIESEL SUPER RAKE	1839	\$ 11,000		X
47	1989	UT1235	SNOW BIRD UTILITY TRAILER	185646L14K1001022	\$ 1,750		
48	1984	48"X72"	SOUTHWORTH LIFT TABLE	LSO236SLE6XSIB	\$ 2,400		

				GLENCOE GOLF CLUB					
				VEHICLE AND EQUIPMENT INVENTORY LIST AND REPLACEMENT SCHEDULE					
				THROUGH FISCAL YEAR 2006					
Equipment					Dollar Amount Due For Replacement				
#	Year	Model	Type	Serial Number	Replacement Cost	FY 04	FY 05	FY 06	
55	1985	217D	TORO GROUNDSMASTER	50549 50596	\$ 12,000		X		
56	1986	33855-60101	TORO 9 GANG MOWER	01007-61144					
				01007-61146					
				01007-61160					
				01007-61161					
				01007-61162					
				01007-61163					
				01007-61164					
				01007-61165					
				01007-61228					
				01007-61230	\$ 18,500				
57	1989	4350	TORO GREENSMaster 3000	90506	\$ 13,500				
58	1989	4350	TORO GREENSMaster 3000	90478	\$ 13,500				
59	1991		TORO GREENS AERATOR	00816	\$ 9,600				
60	1993	5100D	TORO REELMASTER	03502-30697	\$ 30,000			X	
61	1993	5100D	TORO REELMASTER	03502-30699	\$ 30,000				
62	1999	3215A	JOHN DEERE	TC3215A050130	\$ 35,000				
63	1998	898630	CUSHMAN	98002257	\$ 15,000				
64	1999	898650	CUSHMAN	99001733	\$ 15,000				
65	1998	HR-5111	JACOBSEN	69129-2252	\$ 45,000				
66	1999	230	TORO SAND PRO	FC3314	\$ 15,000				

DEBT SERVICE FUND

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
DEBT SERVICE	10,358,420	2,453,565	2,444,486	-0.37%
TOTAL	\$ 10,358,420	\$ 2,453,565	\$ 2,444,486	-0.37%

FUND PURPOSE

The Debt Service Fund is a bond service fund established for the purpose of retiring general obligation and other debt incurred to finance various capital improvements in the Village.

FUND SUMMARY

The following is a summary of gross payments and the impact of abatements and other financing sources:

<u>Fiscal Year</u>	<u>Actual 2002</u>	<u>Projected 2003</u>	<u>Budget 2004</u>
Expenditure Total	2,341,047	2,453,565	2,444,486
Other Financing Uses	7,459,018	-	-
Total Expenditure (Uses)	9,800,065	2,453,565	2,444,486
Transfers in	74,978	60,000	110,000
Interest	38,852	16,986	11,434
Other Financing Sources	7,518,564	-	-
Total All Financing Sources	7,632,394	76,986	121,434
Use of Fund Balance		253,565	150,000
Remaining Expenditure (Funded by Property Tax)	2,339,699	2,200,000	2,173,052

ANNUAL PRINCIPAL PAYMENT ON EXISTING G.O. DEBT SERVICE
FISCAL YEAR 2003 THROUGH FISCAL YEAR 2008

<u>SERIES</u>	<u>RETIREMENT DATE</u>	<u>ORIGINAL DEBT</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
1994-A	Dec-03	1,200,000	120,000	120,000	-	-	-	-
1997	Dec-13	4,600,000	-	-	-	-	225,000	1,030,000
1999	Dec-11	4,000,000	-	-	-	-	100,000	100,000
1999SR	Dec-03	3,720,000	820,000	245,000	-	-	-	-
1999IEPA	Dec-02	1,365,000	285,000	-	-	-	-	-
2001R93	Dec-02	3,820,000	130,000	615,000	605,000	625,000	655,000	680,000
2001R94E	Dec-02	3,690,000	215,000	645,000	1,020,000	1,000,000	730,000	-
2001	Dec-02	1,200,000	80,000	105,000	110,000	115,000	120,000	125,000
Installment Contract		1,357,800	1,357,800					
		24,952,800						
Annual Principal Payment			3,007,800	1,730,000	1,735,000	1,740,000	1,830,000	1,935,000
<u>Principal Balance</u>								
	March 1		20,002,800	16,995,000	15,265,000	13,530,000	11,790,000	9,960,000
	February 28 (29)		16,995,000	15,265,000	13,530,000	11,790,000	9,960,000	8,025,000
Equalized Assessed Valuation 3.0% Annual Increase			511,391,278	526,733,016	542,535,007	558,811,057	575,575,389	592,842,650
G.O. Debt Limit - 10.00% of EAV			51,139,128	52,673,302	54,253,501	55,881,106	57,557,539	59,284,265
Legal G.O. Debt Margin On 2/28 (29)			34,144,128	37,408,302	40,723,501	44,091,106	47,597,539	51,259,265
Long Term Debt Per Capita (Assumes Constant Population of 8,763)			1,939.40	1,741.98	1,543.99	1,345.43	1,136.60	915.78

EXISTING DEBT SERVICE TAX LEVY PROJECTION
FISCAL YEAR 2003 THROUGH FISCAL YEAR 2008

<u>SERIES</u>	<u>RETIREMENT DATE</u>	<u>ORIGINAL DEBT</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
1994-A	Dec-03	1,200,000	130,260	125,220	-	-	-	-
1997	Dec-13	4,600,000	221,008	221,008	221,008	221,008	446,008	1,240,433
1999	Dec-11	4,000,000	164,000	164,000	164,000	164,000	264,000	259,900
1999SR	Dec-03	3,720,000	863,665	255,045	-	-	-	-
1999IEPA	Dec-02	1,365,000	296,685	-	-	-	-	-
2001R93	Dec-08	3,820,000	266,683	747,133	715,608	712,920	719,483	719,920
2001R94E	Dec-06	3,690,000	348,225	770,700	1,123,125	1,064,875	757,375	-
2001	Dec-11	1,200,000	151,619	149,946	151,271	152,311	153,056	153,436
Annual Tax Levy			2,442,145	2,433,052	2,375,012	2,315,114	2,339,922	2,373,689

Village of Glencoe

2002 Abatement Ordinance

<u>Ordinance Authorizing Debt</u>	<u>Purpose</u>	<u>Year</u>	<u>Original Debt</u>	<u>Retirement Date</u>	<u>1/1/2003 Principal Outstanding</u>	<u>2002 Debt Service</u>	<u>2002 Scheduled Tax Abatement</u>	<u>2002 Net Tax Levy</u>
94-05-1941	Village Hall Improvements	1994A	\$ 1,200,000	12/1/2003	\$ 120,000	\$ 125,220	\$ -	\$ 125,220
94-05-1941	1990 Bond Refinancing (2)	1994-B2	\$ 1,045,000	12/1/2003	\$ 290,000	\$ 302,615	\$ 302,615	\$ -
94-34-1970	Golf Club Improvements	1994-D	\$ 1,000,000	12/1/2004	\$ 250,000	\$ 134,440	\$ 134,440	\$ -
97-06-2029	Street Program/PW Garage	1997	\$ 4,600,000	12/1/2009	\$ 4,600,000	\$ 221,008	\$ -	\$ 221,008
99-09-2074	Street Program	1999	\$ 4,000,000	12/1/2011	\$ 4,000,000	\$ 164,000	\$ -	\$ 164,000
99-09-2074	Street Program Refunding	1999SR	\$ 3,270,000	12/1/2003	\$ 245,000	\$ 255,045	\$ 210,000	\$ 45,045
01-07-3024	1993 Refunding	2001R93	\$ 3,820,000	12/1/2008	\$ 3,515,000	\$ 747,133	\$ 50,000	\$ 697,133
01-07-3024	1994E Refunding	2001R94E	\$ 3,690,000	12/1/2006	\$ 3,395,000	\$ 770,700	\$ -	\$ 770,700
01-13-3030	Downtown Improvement Program	2001C	\$ 1,200,000	12/1/2011	\$ 1,120,000	\$ 149,946	\$ -	\$ 149,946
			\$ 23,825,000		\$ 17,535,000	\$ 2,870,107	\$ 697,055	\$ 2,173,052

Notes

(1) Includes \$60,000 from General Fund, \$50,000 from the Garbage Fund and \$150,000 from Debt Service Fund

(2) Abatement by direct payment by Enterprise Funds in amount of \$437,055 (Golf Club and Water Fund).

CAPITAL IMPROVEMENT PROJECT FUND				
CIP SALES TAX & OTHER REVENUE				
<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED</u>
CAPITAL	\$ -	\$ -	\$ 200,000	N/A
TOTAL	\$ -	\$ -	\$ 200,000	N/A

FUND PURPOSE

The CIP Sales Tax & Other Revenue Division of the Capital Improvement Project Fund is new for Fiscal Year 2004. The concept of this division was developed during the most recent update of the Village's Long Range Financial Plan. Per that plan new revenues generated from additional sales tax and other designated revenue would be used to pay for capital improvements on a pay as you go basis.

Sanitary Sewer Main Rehab/Repair

\$ 200,000

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division	Key	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
			<u>PROJECTS</u>								
											2004
---INTEREST EARNINGS---											
	3	3811	INTEREST ON INVESTMENTS	0	0	0	0	0	0	0	0
			Sub-Total	0	0	0	0	0	0	0	0
OTHER REVENUES--											
	18	3847	MISC. REIMBURSEMENT	0	0	0	0	0	0	0	0
	18	3891	SUNDRY	0	0	0	0	0	0	0	0
			Sub-Total	0	0	0	0	0	0	0	0
OTHER FINANCING SOURCES											
	3	3914	OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0
			Sub-Total	0	0	0	0	0	0	0	0
OPERATING TRANSFERS IN-											
	18	3991	TRANSFER FROM GENERAL FD	0	0	0	0	0	200,000	200,000	200,000
	8	3994	TRANSFER FROM MFT FUND	0	0	0	0	0	0	0	0
			Sub-Total	0	0	0	0	0	200,000	200,000	200,000
			Fund Total	0	0	0	0	0	200,000	200,000	200,000

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division

fy_	gran	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
CIP SALES TAX & OTHER REV											
301	8584		CIP SEWERS	0	0	0	0	0	200,000	200,000	200,000
8000			=====CAPITAL OUTLAY=====	0	0	0	0	0	200,000	200,000	200,000
CIP SALES TAX & OTHER REV				0	0	0	0	0	200,000	200,000	200,000

VILLAGE OF GLENCOE
 FISCAL YEAR 2004 PROPOSED BUDGET
 AS COMPARED TO
 APPROVED LONG RANGE CAPITAL PLAN 2012)
 BY PROJECT TYPE

ITEM	FUNDED			OTHER REVENUE			UNFUNDED		
	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE
GENERAL FUND									
BUS SHELTER	5,000	5,000	bldg						
RANGE UPGRADES	-	25,000	bldg						
VILLAGE HALL CARPETING	-	10,000	bldg						
WINDOW REPLACEMENT	15,000	15,000	bldg						
Sub-Total	20,000	55,000		0	0		0	0	
INTOXILYZER	-	10,000	equip						
POWER POINT PROJECTOR	6,000	-	equip						
REFRIDGERATOR	4,500	-	equip						
REPLACEMENT PHOTOCOPIER	15,000	-	equip						
SCBA TANKS	10,000	-	equip						
STREET EQUIPMENT	6,000	-	equip						
Sub-Total	41,500	10,000		0	0		0	0	
TELEWORKS							-	27,500	
E-COMMERCE APPLICATIONS							-	24,000	
PERMITS/LICENSING ONLINE							-	11,500	
Sub-Total	0	0		0	0		-	63,000	
SANITARY SEWER REHAB / REPAIR	-	-		200,000	200,000	sewer			
EAST DIVERSION DITCH	25,000	75,000	sewer						
Sub-Total	25,000	75,000		200,000	200,000				
SIDEWALK PROGRAM	25,000	25,000	sidew				0	25,000	
VHALL ENTRY BRICK REPLACEMENT	10,000	-	sidew						
Sub-Total	35,000	25,000		0	0		-	25,000	

By Proj. Type

VILLAGE OF GLENCOE
 FISCAL YEAR 2004 PROPOSED BUDGET
 AS COMPARED TO
 APPROVED LONG RANGE CAPITAL PLAN 2012)
 BY PROJECT TYPE

ITEM	FUNDED			OTHER REVENUE			UNFUNDED		
	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE
ENGINEERING - DUNDEE TO FRSTWAY	25,000	-	street						
SEAL GREEN BAY UNDERPASS	25,000	-	street						
Sub-Total	50,000	-		0	0		0	0	
2-1/2 TON DUMP TRUCK	82,000	82,000	vehicle						
3/4 TON PICKUP TRUCK	23,000	28,000	vehicle						
ASPHALT PATCH TRUCK	83,500	85,000	vehicle						
VEHICLE REPLACEMENT	23,000	23,000	vehicle						
VEHICLE REPLACEMENT	32,500	32,500	vehicle						
VEHICLE REPLACEMENT	32,500	32,500	vehicle						
Sub-Total	276,500	283,000		0	0		0	0	
GENERAL FUND TOTAL	448,000	448,000		200,000	200,000		-	88,000	
<u>WATER FUND</u>									
FLAT ROOF REPAIRS	-	24,000	bldg						
DISINFECTION UPGRADE	40,000	-	bldg						
FIRE INTRUSION SYSTEM	27,000	-	bldg						
TELEMETRY SYSTEM UPGRADE	24,000	-	bldg						
FILTER REHAB #5	-	-	bldg	-	85,000	bldg			
WATER TOWER MAINTENANCE	-	-	bldg	-	50,000	bldg			
Sub-Total	91,000	24,000		-	135,000		0	0	
FILTER TURBIDMETERS	-	12,000	equip						
FLOCCULATOR BEARINGS	26,000	26,000	equip						

VILLAGE OF GLENCOE
 FISCAL YEAR 2004 PROPOSED BUDGET
 AS COMPARED TO
 APPROVED LONG RANGE CAPITAL PLAN 2012)
 BY PROJECT TYPE

ITEM	FUNDED			OTHER REVENUE			UNFUNDED		
	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE
FIRE HYDRANT REPLACEMENT	9,000	9,000	equip						
WATER METERS	8,000	-	equip						
Sub-Total	43,000	47,000		0	0		0	0	
EMERGENCY WATER MAIN	20,000	20,000	water main						
Sub-Total	20,000	20,000		0	0		0	0	
WATER FUND TOTAL	154,000	91,000		-	135,000		-	-	
<u>GARBAGE FUND</u>									
STUMP GRINDER	28,000	-	equip						
LEAF COLLECTION EQUIPMENT	-	28,000	equip						
Sub-Total	28,000	28,000		0	0		0	0	
CUSHMAN SCOOTER REPLACEMENT	23,000	23,000	veh						
REFUSE PACKER	150,000	150,000	veh						
Sub-Total	173,000	173,000		0	0		0	0	
GARBAGE FUND TOTAL	201,000	201,000		-	-		-	-	

VILLAGE OF GLENCOE
 FISCAL YEAR 2004 PROPOSED BUDGET
 AS COMPARED TO
 APPROVED LONG RANGE CAPITAL PLAN 2012)
 BY PROJECT TYPE

ITEM	FUNDED			OTHER REVENUE			UNFUNDED		
	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE	FY 2004 BUDGET	FY 2004 PLAN	PROJECT TYPE
GOLF CLUB									
BUILDING ALTERATIONS	17,000	-	bldg						
COURSE IMPROVEMENT (11 GREEN)							-	40,000	bldg
COURSE IMPROVEMENT							-	40,000	bldg
COURSE IMPROVEMENT (12 TEE)							-	15,000	bldg
CONTINUOUS CART PATH	-	-	bldg				-	381,000	bldg
Sub-Total	17,000	-		0	0		-	476,000	
GREENS AERIFIER	-	8,000	equip						
GREENS AERIFIER	-	8,000	equip						
Sub-Total	-	16,000		0	0		0	0	
CUSHMAN TRUCKSTER	-	14,000	veh						
CART FLEET REPLACEMENT	29,812	30,000	veh						
Sub-Total	29,812	44,000		0	0		0	0	
GOLF CLUB TOTAL	46,812	60,000		-	-		-	476,000	

VILLAGE OF SLENCOE
LONG RANGE CAPITAL PLAN (CIP 2012)

	<u>FY 2004 PLAN</u>	<u>FY 2005 PLAN</u>	<u>FY 2006 PLAN</u>	<u>FY 2007 PLAN</u>	<u>FY 2008 PLAN</u>	<u>FY 2009 PLAN</u>	<u>FY 2010 PLAN</u>	<u>FY 2011 PLAN</u>	<u>FY 2012 PLAN</u>
I. GENERAL FUND									
A. FUNDED PROGRAM									
BUILDING & GROUNDS	55,000	43,000	15,000	25,000	50,000	15,000	-	-	-
EQUIPMENT	10,000	148,000	59,500	25,000	40,000	-	237,500	39,000	15,000
SEWER	75,000	-	100,000	-	-	-	-	-	-
SIDEWALK	25,000	25,000	25,000	50,000	50,000	25,000	25,000	25,000	25,000
VEHICLE	283,000	139,000	197,000	355,500	313,000	410,000	177,000	395,000	429,000
SUB-TOTAL	448,000	355,000	396,500	455,500	453,000	450,000	439,500	459,000	469,000
B. OTHER REVENUE SOURCE									
BUILDING & GROUNDS	-	320,000	335,000	340,000	-	-	-	-	-
EQUIPMENT	-	-	-	-	-	-	-	-	90,000
PARKING	-	-	-	-	-	-	100,000	150,000	150,000
SEWER	200,000	250,000	250,000	250,000	300,000	440,000	310,000	50,000	-
STREET	-	-	-	-	-	-	-	400,000	400,000
VEHICLE	-	-	-	-	-	500,000	-	-	-
SUB-TOTAL	200,000	570,000	585,000	590,000	300,000	940,000	410,000	600,000	640,000
C. UNFUNDED / GRANTS									
BRIDGES	-	-	-	25,000	-	50,000	-	50,000	-
BUILDING & GROUNDS	-	119,000	25,000	50,000	-	20,000	75,000	50,000	50,000
EQUIPMENT	-	-	26,000	-	15,000	16,000	-	15,000	14,500
PARKING	-	-	-	-	150,000	150,000	100,000	-	-
SERVICE	63,000	-	-	-	-	-	-	-	-
SEWER	-	-	-	-	-	75,000	50,000	250,000	250,000
SIDEWALKS	25,000	25,000	25,000	-	-	25,000	25,000	25,000	25,000
STREET	-	-	-	-	-	-	-	400,000	400,000
VEHICLE	-	350,000	-	-	-	-	-	-	-
SUB-TOTAL	88,000	494,000	76,000	75,000	165,000	336,000	250,000	790,000	739,500
FUND TOTAL	736,000	1,419,000	1,057,500	1,120,500	918,000	1,726,000	1,099,500	1,849,000	1,848,500

	FY 2004 PLAN	FY 2005 PLAN	FY 2006 PLAN	/ 2007 PLAN	FY 2008 PLAN	FY 2009 PLAN	FY 2010 PLAN	FY 2011 PLAN	Y 2012 PLAN
II. WATER FUND									
A. FUNDED PROGRAM									
BUILDING & GROUNDS	24,000	-	-	-	-	125,000	-	-	-
EQUIPMENT	38,000	20,000	15,000	-	-	-	-	-	20,000
HYDRANTS	9,000	10,000	10,000	-	-	-	-	-	-
METERS	-	-	38,000	-	-	125,000	125,000	45,000	80,000
VEHICLE	-	28,000	30,000	30,000	-	30,000	-	79,000	35,000
WATER MAIN	20,000	320,000	320,000	300,000	300,000	200,000	245,000	200,000	200,000
SUB-TOTAL	91,000	378,000	413,000	330,000	300,000	480,000	370,000	324,000	335,000
B. OTHER REVENUE SOURCE									
BUILDING & GROUNDS	135,000	175,000	-	-	-	175,000	100,000	-	-
EQUIPMENT	-	-	-	20,000	20,000	-	20,000	-	-
HYDRANTS	-	-	-	-	-	-	-	-	-
METERS	-	-	-	-	-	-	-	-	-
VEHICLE	-	-	-	-	-	-	-	-	-
WATER MAIN	-	-	20,000	-	300,000	-	-	-	-
SUB-TOTAL	135,000	175,000	20,000	20,000	320,000	175,000	120,000	-	-
C. UNFUNDED / GRANTS									
BUILDING & GROUNDS	-	-	-	-	-	-	-	3,000,000	-
WATER MAIN	-	-	-	-	-	-	4,500,000	-	-
SUB-TOTAL	-	-	-	-	-	-	4,500,000	3,000,000	-
FUND TOTAL	226,000	553,000	433,000	350,000	620,000	655,000	4,990,000	3,324,000	335,000
III. GARBAGE FUND									
A. FUNDED PROGRAM									
EQUIPMENT	28,000	-	30,000	30,000	26,000	-	-	-	32,000
VEHICLES	173,000	173,500	24,000	24,500	25,000	25,500	218,000	26,500	202,000
SUB-TOTAL	201,000	173,500	54,000	54,500	51,000	25,500	218,000	26,500	234,000
IV. GOLF CLUB FUND									
A. FUNDED PROGRAM									
EQUIPMENT	16,000	15,000	40,000	42,000	38,000	-	30,000	-	-
VEHICLE	44,000	72,000	31,000	79,000	122,500	40,000	-	-	-
SUB-TOTAL	60,000	87,000	71,000	121,000	160,500	40,000	30,000	-	-
B. UNFUNDED / GRANTS									
BUILDING & GROUNDS	476,000	50,000	10,000	300,000	75,000	50,000	100,000	4,775,000	200,000
SUB-TOTAL	476,000	50,000	10,000	300,000	75,000	50,000	100,000	4,775,000	200,000
FUND TOTAL	536,000	137,000	81,000	421,000	235,500	90,000	130,000	4,775,000	200,000

	FY 2004 PLAN	FY 2005 PLAN	FY 2006 PLAN	FY 2007 PLAN	FY 2008 PLAN	FY 2009 PLAN	FY 2010 PLAN	FY 2011 PLAN	FY 2012 PLAN
V. MOTOR FUEL TAX FUND (MFT)									
A. FUNDED PROGRAM									
STREETS	-	275,000	275,000	275,000	275,000	285,000	285,000	285,000	285,000
SUB-TOTAL	-	275,000	275,000	275,000	275,000	285,000	285,000	285,000	285,000
VI. ENHANCED 911 FUND (E911)									
A. FUNDED PROGRAM									
BUILDING & GROUNDS	-	210,000	-	-	-	-	-	-	-
EQUIPMENT	10,000	15,000	140,000	43,000	-	-	10,000	8,000	-
SERVICE	20,000	-	-	-	20,000	-	-	-	-
SUB-TOTAL	30,000	225,000	140,000	43,000	20,000	-	10,000	8,000	-

The Village of Glencoe
Office of the Village Manager

THE VILLAGE OF GLENCOE

OFFICIAL PAY PLAN

March 1, 2003

VILLAGE OF GLENCOE
OFFICE OF THE VILLAGE MANAGER
March 1, 2003

OFFICIAL PAY PLAN

1.0 Purpose:

1.1 To officially disseminate the Official Pay Plan as approved by the Village Board of Trustees.

2.0 Scope:

2.1 The Official Pay Plan establishes the authority and official guidelines by which the Village Manager may appoint, promote, evaluate and compensate all Village employees.

3.0 Policy:

3.1 The Village Manager, as the Chief Administrative Officer of the Village, shall be responsible to the Village Board of Trustees for the administration and interpretation of the Official Pay Plan.

4.0 Distribution:

4.1 To all Department Heads and to be made available for review by all employees.

Office of the Village Manager
March 1, 2003

Procedures and Implementation Data

THE OFFICIAL PAY PLAN

The Salary Ranges, Position Titles, and Position Classifications as presented herein, shall constitute the Official Pay Plan for all employees of the Village of Glencoe except for the Village Manager. The Village Manager operates under a separate plan with the Village Board. The Official Plan grants certain authority to the Village Manager, but does not obligate the Manager to act with regards to compensation of employees.

ADMINISTRATOR OF THE PAY PLAN

The Village Manager, as Chief Administrative Officer of the Village, shall be responsible to the Village Board of Trustees for the administration and interpretation of the Official Pay Plan and shall set salaries for all employees within the limits of the salary ranges established herein. The Village Manager shall apprise the Village Board of Trustees annually regarding the appropriateness of municipal salary levels, taking into consideration cost of living, area employment conditions, level of employee performance and other appropriate factors. All salary adjustments shall be authorized by the Village Manager following the consideration of recommendations of Department Heads who shall certify as to each employee's eligibility and qualifications for such salary adjustment. The Village Manager is further authorized to establish and administer an employee evaluation and development program to be used to determine employee job effectiveness, performance, and individual employee development. Such a program serves as an important factor in consideration of employee salary adjustments. Additionally, the Village Manager shall have the authority to establish personnel review boards to administratively review and recommend employees for probation and salary adjustments.

Salary Administration Procedure

SALARY RANGE

The Official Pay Plan establishes a salary range that recognizes that individual ability and exhibited job performance are the basic considerations in salary administration. The Plan also recognizes that it is desirable to provide the opportunity for employees to attain, within a reasonable period following employment, a salary level appropriate to their position and skills exhibited, based on their performance.

ORIGINAL APPOINTMENT AND PROBATIONARY PERIOD

Employees shall normally be appointed at the minimum level of the range authorized for the position. However, employees may be hired at a level higher than the minimum with the expressed approval of the Village Manager who shall have authority to establish initial employment compensation at any salary level within the range authorized for the position.

Employees appointed at the initial increment for their position salary range shall be eligible for a salary increase upon satisfactory completion of a probationary period and recommendation for salary adjustment by the Department Head. Probationary periods shall normally cover the initial six (6) months of employment; however, such period may be extended not to exceed one (1) year if, in the opinion of the Department Head and Village Manager, an extended period is necessary to fully evaluate the employee for regular appointment. Appointment as regular employee bestows no additional rights to the employee. All employees are considered "at will" employees. No employee shall be considered for regular employee appointment nor salary increase if the employee is determined to not satisfactorily perform duties of the position to which the employee is assigned.

The Village Manager may authorize larger increases if the performance and skills exhibited during the probationary period warrant additional compensation.

ADMINISTRATION PLAN

Following completion of the probationary period employees shall be evaluated annually on or before March 1st for a salary adjustment based upon demonstrated, satisfactory job performance. The incremental salary increase shall generally follow the guidelines established by the Village Manager and approved by the Village Board.

PAY PLAN ADJUSTMENTS

Periodically, based upon economic conditions and other factors, the pay plan may be adjusted by the Village Board of Trustees upon the recommendation of the Village Manager. At the time of such periodic adjustment all regular, full time employees will be eligible for salary increase consideration at the newly assigned salary rate, or any portion thereof dependent upon their evaluation, unless a Department Head, upon a formal evaluation of any employee and following consultation with said employee determines an increase is not in order due to the employee's failure to perform assigned duties in a satisfactory manner. Such adjustment, when withheld, may be granted by the Village Manager at any later time when said employee's performance has improved to a satisfactory extent.

PROMOTIONS

When an employee is transferred or promoted from one position or salary range to another position or salary range, the employee's salary may be adjusted by the Village Manager. Such salary will be at an increment commensurate with the employee's knowledge, skills and abilities to perform the new duties. In the case of promotions, the Village Manager may authorize a salary increase within the new salary range that reflects the increased duties and responsibilities assigned the employee.

RECLASSIFICATION

An employee's position may be re-established by the Village Manager to a higher or lower salary range to properly reflect assigned duties and responsibilities. The Village Manager shall have the authority to reassign and place an employee at a lower salary range.

ADDITIONAL DUTY PAY

The Village Manager shall have the authority to assign additional duty responsibilities, on a temporary or permanent basis, to regular employees that will be special or collateral assignments in addition to the employee's regular position. Employees assigned an additional duty position shall be eligible, upon authorization by the Village Manager, for salary adjustments not to exceed \$1,000 per month. The salary adjustments shall be in effect only so long as authorized by the Village Manager.

The standards for awarding additional duty pay shall be as follows:

1. The additional duties must represent skills not normally associated with the position classification as determined by the Village Manager.
2. The individual must be performing duties not normally assigned to the position and the additional duties must represent forty percent (40%) of the individual's time or represent significant off-duty preparation time.
3. The individual must act as a working leader for a crew of three (3) or more employees for sixty percent (60%) of the individual's time. This must include:
 - assigning personnel;
 - directing personnel;
 - being held responsible for crew
 - performance by the Department Head; and
 - being assigned as acting Department Head periodically.
4. The additional duties must represent assigned managerial responsibilities either as an "acting" position or as an "assistant to" position.

ADDITIONAL MERIT PAY

The Village Manager shall have the authority to establish an additional Merit Pay policy for review and approval by the Village Board of Trustees if deemed necessary or desirable.

Temporary Employees

Certain job functions are required to be performed only on a temporary or seasonal basis. Such positions are unclassified in the Official Pay Plan and are authorized to be filled and paid within established salary levels, as approved by the Village Manager.

Non-Regular Employee Temporary Positions	Hourly Pay Range	
	Minimum	Maximum
Special Education Intern	5.15	5.78
Administrative Intern	5.15	12.32
Engineering Intern	5.15	11.29
Office Clerk	5.15	13.93
Clerk Typist	6.5	18.48
Secretary	6.8	24.32
Seasonal Laborer	5.15	11.78
Handyman	6.8	14.47
Crossing Guard	300	400 per month
Paid On-Call Firemen	20	20 per call
Health Officer	600	800 per month

Executive, Managerial and Administrative Classification

The Village Manager shall, within established salary levels, have full discretion and authority to periodically adjust salaries of those persons in the Executive, Managerial and Administrative Classification of the Official Pay Plan. Performance of such professional personnel will be reviewed at least annually. Increases shall not extend salary levels beyond the maximum per annum rates established for the positions and approved by the Village Board of Trustees.

Salary increases shall be based upon demonstrated performance in the following areas:

1. Management.
 - a. The ability to secure cooperation and obtain optimum results through the efforts of others.
 - b. The demonstration of fiscal accountability and efficient and effective utilization of resources.

- c. The ability to conceptualize the needs of the Department and organize necessary programs and activities to increase efficiency and effectiveness.
 - d. The ability for written and oral communication.
- 2. Technical skills and abilities.
 - 3. Personal development for personal growth and continued value to the organization.

In addition, the salary plan shall be reviewed each year based upon the following considerations:

- 1. The relationship between positions of similar responsibilities and authorities and of preserving management and supervisory relationships.
- 2. The Village's competitive position in terms of retaining existing personnel and recruiting new personnel.
- 3. The Village's financial ability to adequately compensate authorized personnel.

Office of the Village Manager
March 1, 2003

Pay Plan Schedule for Fiscal Year 2003

Class	Position	Adopted FY 2003 Annual		FY 03 Percentile Rank		PROPOSED FY 2004 Annual		% Change Minimum	% Change Maximum
		Minimum	Maximum	50th Minimum	75th Maximum	Minimum	Maximum		
EXECUTIVE, MANAGERIAL AND ADMINISTRATIVE PERSONNEL									
1.	Director of Public Works Director of Public Safety Director of Finance Golf Club Manager	\$ 78,774	\$ 107,444	\$ 79,362	\$ 107,398	\$ 81,885	\$ 111,689	3.95%	3.95%
	Village Engineer	\$ 52,055	\$ 76,571	\$ 52,895	\$ 76,361	\$ 54,111	\$ 79,596	3.95%	3.95%
3.	Executive Secretary/Village Clerk	\$ 38,692	\$ 54,752	\$ 38,693	\$ 54,314	\$ 40,221	\$ 56,915	3.95%	3.95%
	Deputy Chief / Public Safety (1) PW General Superintendent Deputy Director of Public Works/ Community Development	\$ 70,373	\$ 89,856	\$ 71,081	\$ 89,766	\$ 73,152	\$ 93,405	3.95%	3.95%
	Assistant to the Village Manager Community Development Analyst	\$ 43,030	\$ 66,704	\$ 46,387	\$ 66,704	\$ 44,730	\$ 69,338	3.95%	3.95%
	Assistant to the Director of Public Safety Assistant to the Director of Finance	\$ 36,850	\$ 54,335	\$ 45,553	\$ 67,567	\$ 41,000	\$ 64,300	11.26%	18.34%
DEPARTMENT OF FINANCE									
1.	Accountant	\$ 42,027	\$ 57,144	\$ 42,027	\$ 57,144	\$ 43,688	\$ 59,401	3.95%	3.95%
	Payroll/Benefit Coordinator	\$ 33,616	\$ 45,958	\$ 33,475	\$ 45,958	\$ 34,944	\$ 47,773	3.95%	3.95%
	Account Clerk-Biller	\$ 31,870	\$ 44,101	\$ 31,832	\$ 44,018	\$ 33,129	\$ 45,843	3.95%	3.95%
DEPARTMENT OF PUBLIC WORKS									
1.	Water Plant Superintendent	\$ 54,444	\$ 73,632	\$ 54,444	\$ 73,632	\$ 56,595	\$ 76,540	3.95%	3.95%
2.	Public Works Supervisor	\$ 47,131	\$ 70,373	\$ 47,107	\$ 68,818	\$ 48,992	\$ 73,152	3.95%	3.95%
	Mechanic			By Contract		By Contract			
4.	Water Plant Operator			By Contract		By Contract			
	Maintenance Equipment Operator			By Contract		By Contract			
6.	Building Custodian			By Contract		By Contract			
	Office Coordinator	\$ 32,881	\$ 47,013	\$ 32,060	\$ 46,489	\$ 34,179	\$ 48,870	3.95%	3.95%
8.	Administrative Secretary	\$ 31,869	\$ 43,709	\$ 31,972	\$ 45,939	\$ 33,128	\$ 45,436	3.95%	3.95%
	Receptionist/Cashier	\$ 27,268	\$ 38,619	\$ 27,293	\$ 38,721	\$ 28,345	\$ 40,145	3.95%	3.95%

Pay Plan Schedule for Fiscal Year 2003

Class	Position	Adopted FY 2003 Annual		FY 03 Percentile Rank		PROPOSED FY 2004 Annual		% Change Minimum	% Change Maximum
		Minimum	Maximum	50th Minimum	75th Maximum	Minimum	Maximum		
DEPARTMENT OF PUBLIC SAFETY									
1.	Lieutenant (2) (4) (5)	\$ 62,476	\$ 80,665	\$ 68,100	\$ 86,497	\$ 64,943	\$ 83,851	3.95%	3.95%
2.	Public Safety Officer (3) (4) (5)	\$ 43,386	\$ 66,203	\$ 48,402	\$ 67,671	\$ 45,100	\$ 68,818	3.95%	3.95%
	Communications Operator	\$ 34,737	\$ 50,232	\$ 36,006	\$ 48,971	\$ 36,109	\$ 52,216	3.95%	3.95%
4.	Administrative Secretary	\$ 31,375	\$ 44,306	\$ 31,972	\$ 45,939	\$ 32,614	\$ 46,056	3.95%	3.95%
	Community Service Officer	\$ 32,052	\$ 44,652	\$ 35,110	\$ 47,878	\$ 35,100	\$ 47,800	9.51%	7.05%
6.	Public Safety Records Clerk	\$ 30,784	\$ 42,640	\$ 32,130	\$ 42,969	\$ 32,000	\$ 44,324	3.95%	3.95%
LENCOE GOLF CLUB									
1.	Assistant Superintendent	\$ 31,238	\$ 56,401	\$ 31,238	\$ 56,401	\$ 32,472	\$ 58,629	3.95%	3.95%
	Gounds Worker	\$ 25,106	\$ 39,336	\$ 25,106	\$ 39,336	\$ 26,097	\$ 40,890	3.95%	3.95%
3.	Golf Professional	By Contract		By Contract		By Contract			
	Food Concessionaire	By Contract		By Contract		By Contract			

Footnotes

Does not include Public Safety pro-pay bonus of \$1,500.

Does not include Public Safety pro-pay bonus of \$1,250.

(3) Does not include Public Safety pro-pay bonus of \$1,000.

(4) Does not include Public Safety paramedic-pay bonus of \$500

(5) FY 03 Percentile Rank is 110% of the average of comparable position in survey group.

FIRE PENSION FUND				
ACCOUNT	ACTUAL FY 2002	PROJECTED FY 2003	BUDGET FY 2004	% INCREASE (DECREASE) FROM FY 2003 PROJECTED ACTUAL
PERSONNEL	168,151	139,000	146,200	5.18%
SERVICES	5,313	4,893	5,000	2.19%
COMMODITIES	0	0	-	0.00%
TOTAL	173,464	143,893	151,200	5.08%

FUND PURPOSE

The Fire Pension Fund, established and regulated by Illinois State Statutes, provides for a retirement and disability program for sworn Village of Glencoe Public Safety Department Personnel. The property tax levy for the Fire Pension Fund was established by the State of Illinois to amortize the fund's actuarial deficiency by 2033+A6 and to provide for the normal cost of the program based on the number of active participants.

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division	Account	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		<u>EMPLOYERS PENSION</u>								
		2004								
		-PROPERTY TAX-								
	3111	PROPERTY TAX	21,812	465	0	0	0	0	0	0
	3112	NON-CURRENT PROPERTY TAX	-1,857	37	0	0	0	0	0	0
5	3113	PROP TAX INTEREST TAXES	89	51	21	0	0	0	0	0
	3121	FOREIGN FIRE INS TAXES	0	0	0	0	0	0	0	0
5	3122	EMPLOYER CONTRIBUTIONS	0	36,277	37,000	37,764	37,765	20,000	20,000	20,000
		Sub-Total	20,044	36,831	37,021	37,764	37,765	20,000	20,000	20,000
		OTHER TAXES--								
5	3421	PERSONAL PROP REPL. TAX	2,375	2,375	2,446	2,375	2,375	2,375	2,375	2,375
		Sub-Total	2,375	2,375	2,446	2,375	2,375	2,375	2,375	2,375
		---INTEREST EARNINGS---								
	3811	INTEREST ON INVESTMENTS	2,663	14,916	5,366	1,439	3,500	3,500	3,500	3,500
5	3813	MUTUAL FUND EARNINGS	0	0	0	0	0	0	0	0
	3814	GNMA INTEREST	0	0	0	0	0	0	0	0
5	3815	MONEY MARKET INTEREST	13,335	7,465	4,244	456	1,000	1,000	1,000	1,000
5	3816	CD INTEREST	0	0	0	5,923	6,000	0	0	0
	3817	IPTIP INTEREST	0	0	0	0	0	0	0	0
	3818	T-BILL INTEREST	43,796	28,844	48,801	24,400	24,400	26,000	26,000	26,000
5	3819	SPECIAL ACCTS	0	0	0	0	0	0	0	0
	3820	UNREALIZED GAIN/(LOSS)	49,301	0	0	0	0	0	0	0
		Sub-Total	109,095	51,226	58,411	32,219	34,900	30,500	30,500	30,500
		OTHER REVENUES--								
5	3831	GIFTS AND CONTRIBUTIONS	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
		Fund Total	131,515	90,431	97,878	72,358	75,040	52,875	52,875	52,875

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division	obj_	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
FIREFIGHTERS PENSION DIV											
	372	4271	PENSIONS - RETIRED MEMBER	137,282	141,400	145,000	104,397	115,000	122,200	122,200	122,200
	372	4272	PENSIONS - WIDOWED/DEPEND	18,241	26,751	24,000	20,000	24,000	24,000	24,000	24,000
	372	4273	PENSIONS - CHILD	0	0	0	0	0	0	0	0
	372	4274	PENSION - DISABILITY DUTY	0	0	0	0	0	0	0	0
	372	4275	PENSION - DISABILITY ND	0	0	0	0	0	0	0	0
	4000	==PERSONNEL EXPENDITURES=		155,523	168,151	169,000	124,397	139,000	146,200	146,200	146,200
	372	5311	AUDITING SERVICES	1,127	1,519	1,093	982	1,093	1,000	1,000	1,000
	372	5312	FINANCIAL SERVICES	4,022	3,794	4,492	2,632	3,800	4,000	4,000	4,000
	372	5315	BANKING FEES	0	0	0	0	0	0	0	0
	5000	===CONTRACTUAL SERVICES==		5,149	5,313	5,585	3,614	4,893	5,000	5,000	5,000
	372	6999	MISC. COMMODITIES	0	0	0	0	0	0	0	0
	6000	=====COMMODITIES=====		0	0	0	0	0	0	0	0
FIREFIGHTERS PENSION DIV				160,672	173,464	174,585	128,011	143,893	151,200	151,200	151,200

POLICE PENSION FUND

<u>ACCOUNT</u>	<u>ACTUAL FY 2002</u>	<u>PROJECTED FY 2003</u>	<u>BUDGET FY 2004</u>	<u>% INCREASE (DECREASE) FROM FY 2003 PROJECTED ACTUAL</u>
PERSONNEL	686,227	813,396	870,366	7.00%
SERVICES	37,125	42,675	39,900	-6.50%
COMMODITIES	0	0	0	0.00%
OTHER EXPENSES	0	0	0	0.00%
TOTAL	723,352	856,071	910,266	6.33%

FUND PURPOSE □

The Police Pension Fund, established and regulated by Illinois State Statutes, provides for a retirement and disability program for sworn Village of Glencoe Public Safety Department Personnel. The property tax levy for the Police Pension Fund was established by the State of Illinois to amortize the fund's actuarial deficiency by 2033 and to provide for the normal cost of the program based on the number of active participants.

Village of Glencoe
Fiscal Year 2004 Revenue Budget

Division	Line	Description	FY01 ACT	FY02 ACT	FY03 BUD	FY 03 YTD	FY 03 PRJ	FY04 DPT	FY04 MGR	FY04 APP
		<u>MENS PENSION</u>								
				2004						
		-PROPERTY TAX-								
	3111	PROPERTY TAX	468,444	7,101	0	0	0	0	0	0
	3112	NON-CURRENT PROPERTY TAX	-39,683	2,714	6,180	0	0	0	0	0
26	3113	PROP TAX INTEREST TAXES	1,912	1,102	637	0	0	0	0	0
	3122	EMPLOYER CONTRIBUTIONS	0	551,775	568,425	580,176	580,176	625,000	625,000	625,000
		Sub-Total	430,673	562,692	575,242	580,176	580,176	625,000	625,000	625,000
		OTHER TAXES-								
26	3421	PERSONAL PROP REPL. TAX	6,000	6,000	6,180	6,000	6,000	6,000	6,000	6,000
		Sub-Total	6,000	6,000	6,180	6,000	6,000	6,000	6,000	6,000
		---INTEREST EARNINGS---								
27	3811	INTEREST ON INVESTMENTS	22,718	12,099	7,097	3,196	4,020	4,000	4,000	4,000
28	3813	MUTUAL FUND EARNINGS	354,719	59,856	41,200	15,195	15,200	42,436	42,436	42,436
26	3814	GNMA INTEREST	1,886	1,450	3,913	824	1,000	4,031	4,031	4,031
29	3815	MONEY MARKET INTEREST	17,985	36,749	9,018	1,915	2,500	3,000	3,000	3,000
20	3816	CD INTEREST	0	12,363	0	19,999	20,000	20,000	20,000	20,000
26	3817	IPTIP INTEREST	0	0	0	0	0	0	0	0
	3818	T-BILL INTEREST	408,842	206,140	10,024	201,947	202,000	200,000	200,000	200,000
	319	SPECIAL ACCTS	0	0	332,932	0	0	0	0	0
22	3820	UNREALIZED GAIN/(LOSS)	-481,261	174,143	11,849	0	11,849	12,205	12,205	12,205
		Sub-Total	324,889	502,801	416,033	243,075	256,569	285,671	285,671	285,671
		-OTHER REVENUES-								
3	3831	GIFTS AND CONTRIBUTIONS	0	0	0	0	0	0	0	0
26	3832	MEMBER CONTRIBUTIONS	201,237	218,012	213,706	193,858	213,706	220,117	220,117	220,117
3	3849	PENSION REINSTATEMENT	0	0	0	32,970	32,970	0	0	0
20	3891	SUNDRY	0	0	0	0	0	0	0	0
		Sub-Total	201,237	218,012	213,706	226,828	246,676	220,117	220,117	220,117
		OPERATING TRANSFERS IN-								
26	3991	TRANSFER FROM GENERAL FD	0	0	0	0	0	0	0	0
		Sub-Total	0	0	0	0	0	0	0	0
		Fund Total	962,800	1,289,504	1,211,160	1,056,079	1,089,421	1,136,788	1,136,788	1,136,788

Village of Glencoe
Fiscal Year 2004 Expenditure Budget

division

key_	orgn	line	description	FY 01 ACT	FY 02 ACT	FY 03 BUD	FY 03 YTD	FY 03 PRJ	FY 04 DPT	FY 04 MGR	FY 04 APP
POLICEMENS PENSION DIV											
376		4271	PENSIONS - RETIRED MEMBER	295,835	490,197	559,500	468,085	559,500	580,000	580,000	580,000
376		4272	PENSIONS - WIDOWED/DEPEND	90,947	82,411	69,771	68,143	76,000	81,800	81,800	81,800
376		4273	PENSIONS - CHILD	27,066	27,066	27,066	22,555	27,066	27,066	27,066	27,066
376		4274	PENSION - DISABILITY DUTY	84,751	84,751	84,750	129,820	146,000	181,500	181,500	181,500
376		4275	PENSION - DISABILITY ND	0	0	0	0	0	0	0	0
376		4276	POL PEN CONTRIB REFUND	0	1,802	0	4,830	4,830	0	0	0
4000 ==PERSONNEL EXPENDITURES=				498,598	686,227	741,087	693,432	813,396	870,366	870,366	870,366
376		5311	AUDITING SERVICES	2,233	1,196	1,422	2,275	2,275	2,300	2,300	2,300
376		5312	FINANCIAL SERVICES	34,384	35,088	25,334	26,577	32,000	36,000	36,000	36,000
376		5315	BANKING FEES	0	0	0	0	0	0	0	0
376		5999	MISC CONTRACTUAL SERVICES	2,876	841	1,591	8,397	8,400	1,600	1,600	1,600
5000 ===CONTRACTUAL SERVICES==				39,492	37,125	28,346	37,248	42,675	39,900	39,900	39,900
376		6999	MISC. COMMODITIES	0	0	0	0	0	0	0	0
6000 =====COMMODITIES=====				0							
151 PENSION PORTABILITY PYMNT				0	0	0	0	0	0	0	0
9000 =OTHER EXPENDITURES/USES=				0							
POLICEMENS PENSION DIV				538,090	723,352	769,433	730,680	856,071	910,266	910,266	910,266

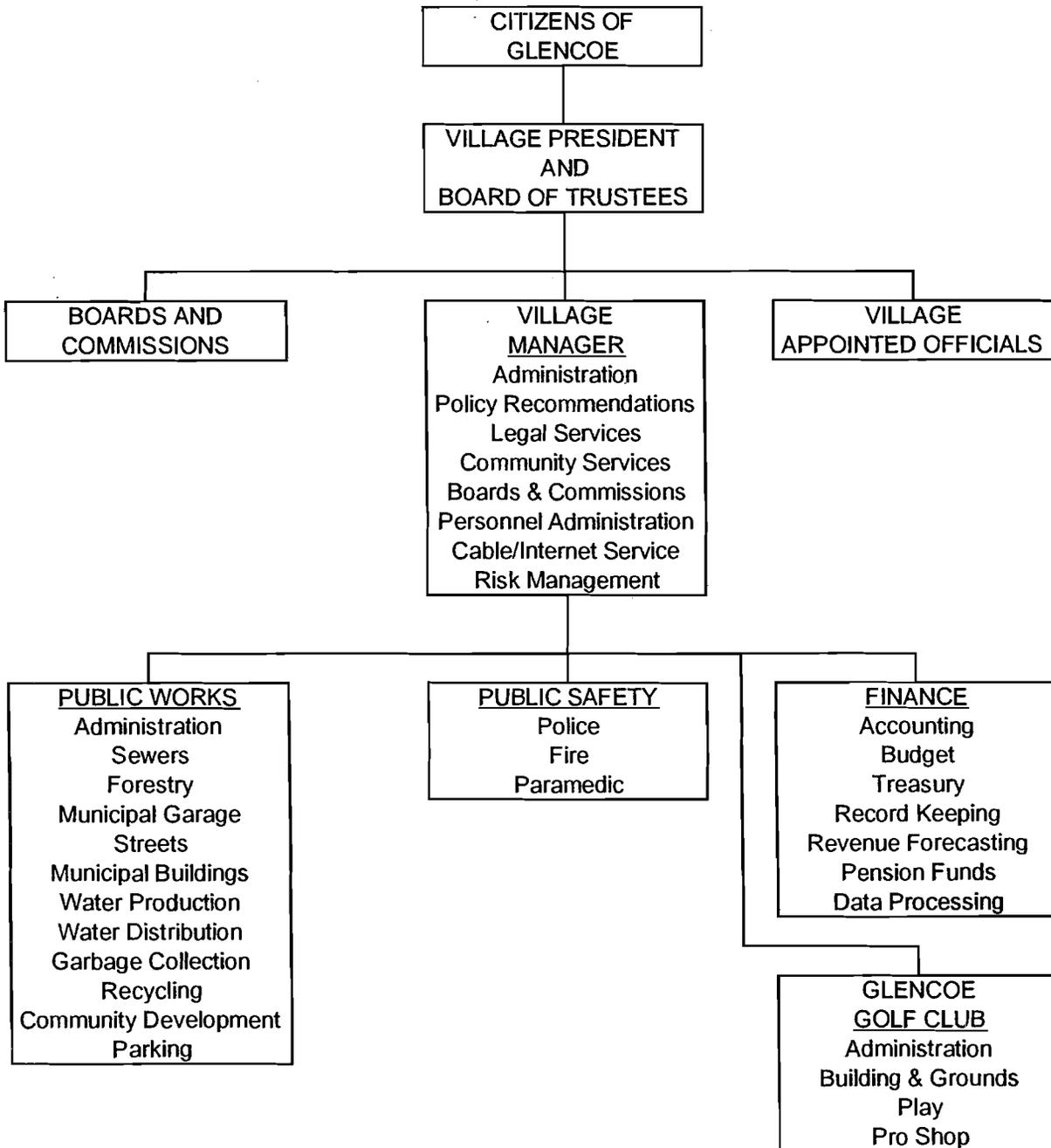
HISTORY OF AUTHORIZED FULL TIME POSITIONS

	ADOPTED BUDGET <u>FY 1998</u>	ADOPTED BUDGET <u>FY 1999</u>	ADOPTED BUDGET <u>FY 2000</u>	ADOPTED BUDGET <u>FY 2001</u>	ADOPTED BUDGET <u>FY 2002</u>	ADOPTED BUDGET <u>FY 2003</u>	PROPOSED BUDGET <u>FY 2004</u>	PROJECTED <u>FY 2005</u>	PROJECTED <u>FY 2006</u>	PROJECTED <u>FY 2007</u>
<u>OFFICE OF THE VILLAGE MANAGER</u>										
VILLAGE MANAGER	1	1	1	1	1	1	1	1	1	1
ASSISTANT VILLAGE MANAGER	1	1	1	0	0	0	0	0	0	0
ASSISTANT TO THE MANAGER	1	1	1	2	2	2	2	2	2	2
EXECUTIVE SECRETARY	1	1	1	1	1	1	1	1	1	1
TOTAL	4	4	4	4	4	4	4	4	4	4
<u>DEPARTMENT OF FINANCE</u>										
DIRECTOR OF FINANCE	1	1	1	1	1	1	1	1	1	1
ASSISTANT TO THE FINANCE DIRECTOR	0	0	0	0	0	1	1	1	1	1
ACCOUNTANT	1	1	1	1	1	1	1	1	1	1
PAYROLL/BENEFIT COORDINATOR	1	1	1	1	1	1	1	1	1	1
ACCOUNT CLERK-BILLER	1	1	1	1	1	1	1	1	1	1
TOTAL	4	4	4	4	4	5	5	5	5	5
<u>DEPARTMENT OF PUBLIC SAFETY</u>										
DIRECTOR OF PUBLIC SAFETY	1	1	1	1	1	1	1	1	1	1
DEPUTY DIRECTOR OF PUBLIC SAFETY	3	3	3	3	2	2	2	2	2	2
ASSISTANT TO THE DIRECTOR	0	0	0	0	1	1	1	1	1	1
LIEUTENANT	6	6	6	6	6	6	6	6	6	6
OFFICER	25	26	26	26	26	26	26	26	26	26
COMMUNICATIONS OPERATOR	5	5	5	5	5	5	5	5	5	5
COMMUNITY SERVICE OFFICER	2	2	2	2	2	2	2	2	2	2
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1	1	1	1
RECORDS CLERK	1	1	1	1	1	1	1	1	1	1
TOTAL	44	45	45	45	45	45	45	45	45	45

HISTORY OF AUTHORITY FULL TIME POSITIONS

	ADOPTED BUDGET FY 1998	ADOPTED BUDGET FY 1999	ADOPTED BUDGET FY 2000	ADOPTED BUDGET FY 2001	ADOPTED BUDGET FY 2002	ADOPTED BUDGET FY 2003	PROPOSED BUDGET FY 2004	PROJECTED FY 2005	PROJECTED FY 2006	PROJECTED FY 2007
<u>DEPARTMENT OF PUBLIC WORKS</u>										
DIRECTOR OF PUBLIC WORKS	1	1	1	1	1	1	1	1	1	1
VILLAGE ENGINEER	1	1	1	1	1	1	1	1	1	1
DEPUTY DIRECTOR PUBLIC WORKS/ COMMUNITY DEVELOPMENT	1	1	1	1	1	1	1	1	1	1
PUBLIC WORKS SUPERINTENDENT	0	0	0	0	0	0	0	0	0	0
WATER PLANT SUPERINTENDENT	0	1	1	1	1	1	1	1	1	1
GENERAL SUPERINTENDENT	1	1	1	1	1	1	1	1	1	1
ASSISTANT TO THE DIRECTOR	1	1	1	1	0	0	0	0	0	0
COMMUNITY DEVELOPMENT COORD.	0	0	0	0	1	1	1	1	1	1
PUBLIC WORKS SUPERVISOR	5	4	4	4	4	4	4	4	4	4
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1	1	1	1
OFFICE COORDINATOR	1	1	1	1	1	1	1	1	1	1
RECEPTIONIST/CASHIER	1	1	1	1	1	1	1	1	1	1
MECHANIC	3	3	3	3	3	4	4	4	4	4
MEO	25	24	24	24	24	23	23	23	23	23
WATER PLANT OPERATOR	5	5	5	5	5	4	4	4	4	4
BUILDING CUSTODIAN	1	1	1	1	1	1	1	1	1	1
TOTAL	47	46	46	46	46	45	45	45	45	45
<u>GLENCOE GOLF CLUB</u>										
GOLF MANAGER	1	1	1	1	1	1	1	1	1	1
SUPERINTENDENT	1	1	1	1	0	0	0	0	0	0
ASSISTANT SUPERINTENDENT	1	1	1	1	2	2	2	2	2	2
GROUNDS KEEPER	2	2	2	2	3	3	3	3	3	3
TOTAL	5	5	5	5	6	6	6	6	6	6
TOTAL FULL TIME EQUIVALENT	104	104	104	104	105	105	105	105	105	105

Village of Glencoe



**BOARD OF TRUSTEES
VILLAGE OF GLENCOE**

Anthony J. Ruzicka	President	2001- 2005
Mitchell D. Lifson	Trustee	2001 - 2005
Judith Louis	Trustee	2002 – 2003
Mitchell J. Melamed	Trustee	2001 - 2005
Robert J. Paley	Trustee	1995 – 2003
Kenneth A. von Kluck	Trustee	2001 - 2005
Jerry W. Savitt	Trustee	1999 - 2003

ADMINISTRATIVE STAFF

VILLAGE OF GLENCOE
GLENCOE, ILLINOIS

March 1, 2003

<u>Name</u>	<u>Present Position</u>	<u>Year Appointed to</u>	
		<u>Present Position</u>	<u>Village Staff</u>
Paul M. Harlow	Village Manager	2000	1975
David C. Mau	Director of Public Works	1996	1990
David A. Clark	Director of Finance	1999	1988
Sharon L. Peterson	Assistant to the Village Manager	2000	2000
Peter Scalera	Assistant to the Village Manager	2001	1999
Melinda Formusa	Executive Secretary	2001	2001
Mikel Milks	Director of Public Safety	2001	1978
Michael Volling	Deputy Chief	2001	1984
John C. Fay	Deputy Chief	2001	1983
Alan R. Kebby	Lieutenant	1990	1980
Thomas F. Wadycki	Lieutenant	1990	1979
Richard S. Weiner	Lieutenant	2001	1985
Richard L. Bookie	Lieutenant	2001	1986
Joseph E. Walker	Lieutenant	2001	1983
Elizabeth Seno	Lieutenant	2001	1984
Michael A. Moran	General Superintendent	1997	1979
William F. Kilcoyne	Public Works Supervisor	1989	1979
David A. Vetter	Public Works Supervisor	1990	1980
Robert S. Litwitz	Public Works Supervisor	1991	1982
Raymond Irby	Public Works Supervisor	2000	1990
Thomas J. Weathers	Water Plant Superintendent	1998	1988
John L. Houde	Deputy Director Public Works/ Community Development	1996	1979
Christine Van Dornick	Village Engineer	1999	1996
Nathan Parch	Community Development Analyst	2001	2001

VILLAGE OF GLENCOE

PLAN COMMISSION

<u>Representation</u>	<u>Name</u>	<u>Term Expires</u>	<u>Sponsor</u>
Public-at-Large	Arnold Levy (Chairman)**	4/30/05	Village Board
Public-at-Large	Brian Brandt**	4/30/05	Village Board
Public-at-Large	Ellen Shubart**	4/30/05	Village Board
Public-at-Large	Caren Thomas**	4/30/05	Village Board
Village Board	Kenneth von Kluck (Vice-Chairman)	4/01/05	Village Board
Zoning Board of Appeals	Mary Bucaro***	4/30/06	Village Board
Historic Preservation Commission	Ed Goodale***	5/30/07	Village Board

	<u>Name</u>	<u>Term Expires</u>
School Board	Larry Debb – Ex Officio*	2003 School Board
Park District	Robert Gundry – Ex Officio*	2003 Park Board
Library Board	Sue Aspen – Ex Officio*	2003 Library Board

Notes:

1. Ex-Officio members are President or their designee of their respective boards (*).
2. At-Large members serve until the first day of May following a regular election for the office of Village President (**).
3. Chairman of the Historic Preservation Commission and Zoning Board of Appeals are automatic appointments coincident with term of HPC or ZBA (***).

VILLAGE OF GLENCOE
ZONING BOARD OF APPEALS/ZONING COMMISSION
(Five-Year Terms)

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Mary Bucaro, Chairman*	Commission Member (since 1996)	May 1, 2006
Leonard Foster	Commission Member (since 1997)	April 1, 2007
Phillip Gold	Commission Member (since 1997)	April 1, 2007
Lynn Goldschmidt	Commission Member (since 2000)	April 1, 2005
Stanley Nitzberg	Commission Member (since 2000)	April 1, 2005
Samuel Tamkin	Commission Member (since 2000)	April 1, 2005
Carolyn Winter	Commission Member (since 1997)	April 1, 2007

*Appointed Chairman 4/2000

VILLAGE OF GLENCOE
PUBLIC SAFETY COMMISSION
(Three-Year Terms)

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Arthur Smith, Chairman	Commission Member (since 1999)	April 2005
Pamela Louik	Commission Member (since 2000)	June 2003
Jeffrey Stone	Commission Member (since 2001)	July 2004

VILLAGE OF GLENCOE
HISTORIC PRESERVATION COMMISSION

(Five-Year Terms)

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Ed Goodale, Chairman	May 2002	May 2007
Scott Javore	May 2002	May 2007
Patrick O'Rourke	June 1994	April 2004
Lesa A. Rizzolo	October 2000	October 2005
Kathleen Wright	March 1996	April 2003

VILLAGE OF GLENCOE

GLENCOE GOLF CLUB ADVISORY COMMITTEE

Created November, 1992
(Two-Year Terms)

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Kenneth von Kluck, Chairman	2001	April 2003
Denise Fisher	1999	November 2005
Steven Katz	2002	November 2005
Arnold Levy	2002	November 2005
Robert B. Morris	1994	November 2004
Shari Noskin	1996	November 2004
Harold Shulman	1997	November 2003
Howard Stone	1996	November 2005
Lamar Tyler	1997	November 2003
Scott Miller, Golf Club Manager		

VILLAGE OF GLENCOE
HUMAN RELATIONS FORUM

Created October, 1997
(Staggered Terms)

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Deborah Shamlin, Chairman	2001	April 2004
Jerry Savitt, Vice Chairman	1999	October 2003
Rev. Carl Becker	2001	April 2004
Sally Conley	1998	October 2004
Pat Cantor	2001	December 2004
Angela Taylor Hatfield	2001	December 2004
Maile Winograd	2002	December 2005
Marcia Schneider	2002	December 2005

VILLAGE OF GLENCOE
POLICE PENSION FUND BOARD
(Two-Year Terms)

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Michael Neimark, President	1999	Continuing
Mikel Milks, Trustee	2000	Continuing
Daniel Jesse, Trustee	2002	April 2004
David A. Clark, Finance Director	1999	Continuing
Joel E. Solomon, Trustee	2002	April 2004
Martin F. Robinson, Trustee	1999	April 2002

VILLAGE OF GLENCOE
FIREMEN'S PENSION FUND BOARD

<u>Representation</u>	<u>Name</u>	<u>Term Expires</u>
Public Safety Department	Mikel Milks	Continuing
Village President	Anthony J. Ruzicka	Continuing
Village Attorney	Victor Filippini	Continuing
Treasurer/Village Clerk	David A. Clark	Continuing
Retired Person	Kenneth Jost	Continuing

VILLAGE OF GLENCOE
APPOINTED VILLAGE OFFICIALS

<u>Name</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Village Attorney, Victor Filippini	1995	5/2003
Deputy Village Clerk, David A. Clark	2001	5/2003
Village Marshall, Mikel Milks	2001	5/2003
Street Commissioner, David A. Mau	1996	5/2003
Village Treasurer, David A. Clark	1999	5/2003
Village Collector, David A. Clark	1999	5/2003
<hr/>		
Village Prosecutor, Terry Weppler	1994	Continuing
Parking Adjudicator, Ann S. Hoenig	1994	Continuing

BUDGET GUIDELINES AND ASSUMPTIONS FOR FISCAL YEAR 2004

These guidelines and assumptions below have been prepared after review of the Long Range Financial Plan (Plan 2012), Village Board direction during the planning process and staff analysis of Village finances. The guidelines proposed for the Fiscal Year 2004 Budget are as follows:

GUIDELINES

(The following guidelines are carried forward from FY03, except as noted.)

1. Balance all operating expenditures in each fund with equal current reserves. Do not finance operating expenditures with reserves.
2. Maintain a cash flow reserve in the General Corporate Fund, Water Fund and Garbage Fund between 15% and 17.5% of current operating expenditures, excluding capital. The General Fund cash flow reserve balance may fall short of the 15% requirement if approved by the Village Board, but should never be less than \$500,000.
3. Ensure that all funds are self sufficient wherever possible and maintain positive fund balances with no deficit financing in any funds.
4. Consider fee rate adjustments, if necessary, to reflect increased operating and capital costs, and to ensure compliance with any applicable bond covenants or restrictions.
5. Recognize that property tax is the major source of the Village's revenue and has a distinct advantage because it is 100% deductible for federal income tax purposes. However, because of tax cap legislation and growing concern over an ever-increasing property tax burden, other revenue sources will be sought wherever possible to ensure proper charges for services. Cost effective changes will be recommended for implementation, where appropriate, and every effort will be made to search for new revenue sources having minimum impact on residents.
6. Adequately fund on a current basis all employee pension obligations pursuant to State of Illinois or independent actuarial opinions.
7. Maintain all service levels at existing levels, as approved by the Village Board of Trustees.
8. Transfer sales tax and other revenue (as designated by the Village Board) to the Capital Projects Division for expenditures as identified in the Long Range Capital Improvement Program (CIP 2012).

FISCAL YEAR 2004 ASSUMPTIONS

Revenue

1. The 2002 Tax Levy subject to tax caps to increase by 1.55% due to change in CPI from December 2000 through December 2001. (No Change from Plan 2012).
2. Levy collected in excess of budgetary levy due to loss in collection factor and new EAV will be used to abate existing debt service obligation.
3. Water rate increase of 3.0% beginning effective March 1, 2003. Biennial increases of 3.0% from March 1, 2004 through 2012 (Plan 2006 assumed a water rate increase program totaling 10.5% beginning with 4.0% effective 9/1/2001; 3.5% effective 3/1/2002; and 1.0% on 3/1 of 2003, 2004, 2005).
4. Revenues to be adjusted through line item review. IML revenues to increase based upon trend from per capita estimates.
5. Autohaus started as of August 2002, the Village will begin to receive sales tax revenue as of October 2002 based upon \$40.0M annual sales.
6. Weil Hummer will begin operations by August of 2003. Sales tax revenue to begin in October 2003 based upon \$20.0M annual sales.
7. CarMax will begin operations by August 2003, the Village will begin to receive sales tax revenue in October 2003 based upon \$38.0M annual sales.
8. Any funds from the Escrow Fund established for funding environmental cleanup established during Fiscal Year 2003 will be considered capital reserve.
9. Motor Fuel Tax Fund will repay the General fund for the "advance" during Fiscal Year 2003.
10. No sale of water to other communities during Fiscal Year 2004.
11. All fees will be reviewed and adjusted as appropriate following consideration by the Village Board.
12. Sale of alcohol will begin at the Golf Club beginning Fiscal Year 2004.

13. The Village will continue to pursue grant opportunities including Illinois Criminal Justice Authority, Brownsfield, Village Hall and Water Plant Improvements under Homeland Security and other types of grants.

Expenditure

1. Personnel expenditures (excluding benefits) will increase as determined by the Village Board after consideration of the Fiscal Year Personnel Report and Pay Plan.
2. Expenditures for employee benefits will increase 18% from Fiscal Year 2003.
3. Fiscal Year 2004 will be first year of new agreement with the Public Works Bargaining Unit (AFSCME).
4. For purposes of analysis, full-time positions authorized by the Village Board will remain at or below Fiscal Year 2003 budget levels of 105.
5. Operational line items will be adjusted per line item review by department heads.
6. Capital expenditures will be on a pay-as-you-go basis with no lease purchase of equipment in accordance with the Long Range Capital Improvement Plan.
7. The remaining state portion of Dundee Road will be improved subject to a jurisdictional transfer agreement with the State.
8. Debt repayment obligation will be completed in Water Fund at the end of Fiscal Year 2004.
9. Debt repayment obligation will be completed in Golf Club at the end of Fiscal Year 2005.
10. Expenditures proposed for Glencoe Golf Club will be consistent with conservative revenue projections.
11. Capital expenditures will be per the Long Range Capital Improvement Program (CIP 2012).
12. Any balance from the escrow fund will be used for site improvements of the Village-owned Frontage Road Public Works Storage Facility.
13. Funds will be provided for engineering of improvements to the State portion of Dundee Road should the Village Board opt to proceed.

14. Funds will be included for pilot trench clean out of East Diversion Ditch.
15. Capital expenditures funded by sales tax or other revenues will be considered after revenue has been received and will be tracked in a separate Capital Improvement Projects Fund.
16. Although no budgetary changes anticipated, the Village staff anticipates re-negotiating the agreement with the Chicago Botanic Garden for services.
17. Implementation of budgetary changes consistent with GASB 34. Changes include payment of pension contributions from operating funds and divisions rather than from IMRF or FICA fund.

Village of Glencoe
Financial Plan and FY 2004 Budget Development Calendar

Meeting Date	Topic	Due Date
04/11/02	Meet with Finance Committee to discuss financial planning concepts	04/05/02
05/02/02	Discuss goals and objectives of long range financial plan Review and refine existing plan document to meet Village Board information needs	
05/16/02	Review assumptions for long range financial plan (Review underlying policies related to Village Finances)	
06/06/02	Review Capital Improvement Plan and Unfunded Inventory	
06/20/02	Approve Capital Improvement Plan and Unfunded Inventory	
08/15/02	Review draft long range financial plan (Plan 2012)	
09/19/02	Approve long range financial plan (Plan 2012)	
N/A	Prepare and deliver Budget Workbook to Executive Staff	09/06/02
10/03/02	Review Fiscal Year 2004 Draft Budget Guidelines with the Finance Committee	09/20/02
N/A	Review and Consideration of Alternative Sources of Revenue Generation Identify New Revenue and Expenditure Line Items for Consideration Fiscal Year 2003 Projected Actual Expenditure Analysis Fiscal Year 2003 Projected Actual Revenue Analysis	

Meeting Date	Topic	Due Date
N/A	Fiscal Year 2003 Fund Balance Analysis	10/11/02
11/07/02	Schedule 2002 Tax Levy Public Hearing Review Fiscal Year 2004 Draft Budget Guidelines and Assumptions	
11/21/02	Fiscal Year 2004 Preliminary Revenue Budget Fiscal Year 2004 Preliminary Capital Budget Fiscal Year 2004 Preliminary Operating Budget Initial consideration of Proposed 2002 Tax Levy	11/01/02
12/19/02	Meeting and Consideration of 2002 Tax Levy Ordinance (Public Hearing) Continued Review of Proposed Fiscal Year 2004 Budget (if necessary)	12/13/02
01/16/03	Consideration of 2002 Tax Levy Abatement Ordinance	01/10/03
	Distribution of Fiscal Year 2004 Budget Distribution of Fiscal Year 2004 Pay Plan	02/07/03
02/20/03	Consider Supplemental Appropriation Ordinance (if necessary)	02/14/03
03/20/03	Consideration of 2003 Appropriation Ordinance	03/14/03

VILLAGE OF GLENCOE
GLENCOE, ILLINOIS

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Village of Glencoe was incorporated on March 28, 1869 and is a non-home rule municipality under the 1970 Illinois Constitution. The Village has operated under a Council-Manager form of government since 1914 and provides services which include the following: police and fire protection, paramedic service, a water utility, garbage collection and disposal, street/sidewalk/sewer/forestry maintenance, and general administrative services.

The accounting policies of the Village conform to generally accepted accounting principles as applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles. The following is a summary of the more significant policies:

A. Reporting Entity and its Services

This report includes the Village government and all related organizations for which the Village exercises oversight responsibility as defined by GASB.

The Village has developed criteria to determine whether outside agencies with activities that benefit the citizens of the Village should be included within its financial reporting entity. The criteria include, but are not limited to, whether the Village (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management or assets, etc.).

Using these criteria, the Village includes in its Comprehensive Annual Financial Report (CAFR) report the activities of the Glencoe Golf Club (Golf Club), Glencoe Public Library, Police Pension Fund, and Firemen's Pension Fund. These entities have separate boards but are included as part of the Village's appropriation ordinance. In addition, the Glencoe Public Library, Police Pension Fund, and Firemen's Pension Fund have as their primary source of revenue property taxes that are levied by the Village.

In addition, there are other government entities, such as School District #35 and the Glencoe Park District, which are located primarily within the Village's limits. These entities have separately elected boards, power to levy taxes, and authorization to expend funds. The Village exercises no oversight responsibility in relation to these entities, and they are therefore not included in the Village's financial statements.

B. Basis of Presentation – Fund Accounting

The accounts of the Village are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into six generic fund types and three broad fund categories as follows:

1. Governmental Fund Types

Governmental funds are those through which most governmental functions of the Village are financed. The Village's expendable financial resources (except those accounted for in proprietary funds) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following are the Village's Governmental Fund Types:

General Fund – The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. Although treated as separate funds for budget reporting, the Capital Reserve Fund and the CIP (sales tax) are treated as part of the General Fund for the purposes of financial reporting (CAFR).

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specified purposes. The Village has five (5) Special Revenue Funds:

Garbage
Enhanced 9-1-1
Motor Fuel Tax
Illinois Municipal Retirement Fund (IMRF)
Social Security

Debt Service Funds – Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The Village Debt Service Funds provides principal and interest payments on the 1994A G.O. Bonds, 1997 G.O. Bonds, 1999 G.O. Bonds, 1999SR G.O. Bonds, 1999IEPA G.O. Bonds, 2001R93 G.O.

Bonds, 2001R94E, G.O. Bonds, 2001 G.O. Bonds and Hogarth Lane Special Service Area Bonds

2. Proprietary Fund Type

Enterprise Funds – Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Village Water Fund and Glencoe Golf Club Fund are Enterprise Funds.

3. Fiduciary Fund Type

Fiduciary funds are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.

Trust and Agency Funds – Trust and Agency Funds include Pension Trust and Deferred Compensation Funds. Operations of the Pension Trust Funds are accounted for and reported in the same manner as proprietary funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Village Police Pension Fund and the Firemen's Pension Fund are Trust Funds. The Public Employee Deferred Compensation Section 457 Plan is the Village's Agency Fund. The Village includes in its CAFR the activities of the Trust and Agency Funds.

C. Budgetary Data

The operating budget includes proposed expenditures and the means of financing them. The operating budget can be amended by the Village Board as long as the amended budget remains within the legal expenditures ceiling set forth by the appropriation ordinance. The preparation of the budget follows the following schedule:

- (1) The Village Board updates the Long Range Financial Plan and Long Range Capital Improvement Plan;

- (2) All Departmental budget requests are submitted to Village Manager for review;
- (3) Manager review and completes proposed budget with Department Heads;
- (4) Budget delivered to Village President and Board of Trustees for review;
- (5) Public hearing is conducted to obtain taxpayer comments; and
- (6) Prior to April 15 the budget is legally enacted, and prior to May 15 the appropriation ordinance is legally enacted.

The budget is prepared on a basis consistent with general accepted accounting principles (GAAP). Budget appropriations lapse at year-end. Encumbrance accounting is not used by the Village.

D. Property Taxes

The Village's property taxes are levied each calendar year on all taxable real property located in the Village. For governmental funds, property taxes that are due within the current fiscal year and collected within 60 days subsequent to year-end are recorded as revenue. Taxes for the 1997 levy collected in February 1998, prior to their due date, have been recorded as deferred revenue. Property taxes for Pension Trust funds are recorded on the accrual basis.

The County Assessor is responsible for assessment of all taxable real property within Cook County (County) except for certain railroad property that is assessed directly by the state. One-third of the County is reassessed each year on a repeating triennial schedule established by the County Assessor.

The County Clerk computes the annual tax for each parcel of real property and prepares tax books used by the County Collector as the basis for issuing tax bills to all taxpayers in the County.

Property taxes are collected by the County Collector and are submitted to the County Treasurer, who remits to the units their respective shares of the collections. Taxes levied in one year become due and payable in two installments in March 1 and August 1 during the following year. The first installment is an estimated bill, and is one-half of the prior year's tax bill. The second installment is based on the current levy, assessment, and equalization, and any changes from the prior year will be reflected in the second installment bill. Taxes must be levied by the last Tuesday in December for the following levy year. The levy becomes an enforceable lien against the property as of January 1 immediately following the levy year.

Based upon collection histories, the Village has not provided an allowance for uncollectible real property taxes for the current year's levy.

E. Process for Amending the Budget

The Board meets throughout the year and has an opportunity to review and amend the budget. Typically, such changes are driven by unforeseen circumstance or emergency. Once a year (February), the Village Board will adopt an ordinance making supplemental appropriations (if necessary) and amend the budget.

GLOSSARY OF TERMS

Appropriation: an authorization by the Village Board, which permits the Village to incur obligations and make expenditures for specified purposes.

Appropriation Ordinance: The legal document enacted by the Village Board, which lists appropriations for a given fiscal year.

Budget: A financial plan for a specified period of time that matches all planned revenues and expenditures with various municipal services. The terminology "Submitted Budget" is utilized throughout the budget document to indicate the budgetary totals and concepts as presented by the Village Manager. The terminology "Adopted Budget" refers to the official budgetary totals adopted by the Board of Trustees.

Budgetary Accounts: 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.

Budget Calendar: The schedule of key dates that the Village follows in the preparation and adoption of the budget.

Capital Expense: Any item or project costing over \$10,000. Included as capital expense are expenditures for equipment, vehicles or machines that result in an addition to fixed assets.

Capital Improvement Program (CIP): a plan for major capital expenditures to be incurred each year over a five-year period.

Capital Project Fund: These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment.

Depreciation: That portion of the cost of a capital asset which is charged as an expense during a particular period reflecting expiration in the asset's service life. Only capital assets of the Village's enterprise funds are depreciated.

Fiscal Year: A twelve-month period designated as the operating year for an entity. The Village's fiscal year begins March 1 and ends February 28(29).

Letter of Transmittal: The opening section of the budget, which provides the Village Board and the public with a general summary of the most important aspects of the budget.

Operating Expense: Any item that cannot be defined as a capital expense. Operating expenses are typically incurred annually. While some expenses cost more than \$10,000, they are excluded from the capital budget because they are generally incurred every year (e.g. service charges, maintenance costs).

General Fund: The general fund is used to account for all revenues and expenditures of the Village, which are not accounted for in any other fund. It is an operating fund from which most of the current operations of the Village are financed.

General Obligation Bond (G.O. Bond): A long-term security where the general taxing power of the Village is pledged to pay both principal and interest.

Illinois Municipal Retirement Fund (IMRF): This retirement fund, established under statutes adopted by the Illinois General Assembly, provides employees of local governments and school districts in Illinois with a system for the payment of retirement annuities, disability, and death benefits.

Infrastructure: The basic installations and facilities on which the continuance and growth of a community depend. Examples include sewer and water systems, roadways, communications systems and public buildings.

Inter-Fund Transfer: A planned movement of money between funds to offset expenses incurred in the receiving fund due to the operation of the sending fund. This is sometimes also referred to as overhead transfer.

Levy: An imposing and collecting of a tax.

Line-Item Budget: A form of budget, which allocates money for expenditures to specific items or objects of cost.

Other: Included operating charges primarily of a fixed charge nature that cannot properly be classified as personnel services, contractual services, commodities, capital outlay, or capital improvements.

Personal Services: Expenditures directly attributed to Village employees, including salaries, overtime and health insurance.

Special Revenue Fund: A fund that is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

VILLAGE OF GLENCOE

Miscellaneous Statistical Data

A. General

Date of incorporation and adoption of present charter:	March 29, 1869
Form of Government:	Council-Manager
Population:	
1970	10,542
1980	9,200
1990	8,499
2000	8,762
Area:	3.86 square miles
Mean Family Income (1990 estimate)	\$ 165,536
Median Family Income (2000 census)	\$ 223,725
Per Capita Income (1990 census)	\$ 60,012

B. Municipal Facilities

Streets and Sewers:	
Miles of streets:	46
Miles of sidewalk:	70
Miles of sewer:	
Storm	70
Sanitary	40
Water System	
Metered accounts:	3,100
Daily average consumption:	1,629,000 gallons
Daily Water Plant capacity:	8,000,000 gallons
Miles of water mains:	51 miles
Storage capacity:	3,150,000 gallons
Fire hydrants:	460

C. Municipal Services:	<u>2002</u>	<u>2001</u>	<u>2000</u>
Ordinances Adopted:	25	28	34
Resolutions Adopted:	23	18	3
Meetings Held:			
Village Board	20	28	35
Historic Preservation Commission	12	12	12
Plan Commission	12	9	4
Economic Development Committee	3	3	-
Zoning Board of Appeals/ Zoning Commission	11	13	11
Appearance Review Committee	11	-	-
Public Safety Commission	5	9	7
Human Relations Forum	12	10	7
Glencoe Golf Club Advisory Committee	6		4
Public Works Services: (streets, sewer, forestry)	<u>2002</u>	<u>2001</u>	<u>2000</u>
<u>Streets:</u> Repairs (miles):	38	34	176
Plowed (times)	5	1	13
Salted (times)	10	10	15
<u>Sidewalks:</u> Repaired (sq. ft.):	800	800	900
Plowed (times)	9	9	8
<u>Sanitary Sewers:</u> Cleaned (ft.):	97,411	48,039	50,528
Repaired (ft.)	74	36	118
<u>Storm Sewers:</u> Cleaned (ft.):	29,410	41,766	26,349
Repaired (ft.)	589	1,077	303

Public Safety Services:	<u>2002</u>	<u>2001</u>	<u>2000</u>
Fire/Paramedic Service Calls	2,197	2,348	2,212
Motor Vehicle Accidents	329	318	318
Animal Complaints	535	497	600
Driving Violations	1190	606	635
Local Ordinance Violation	7,099	5,993	6,980
Part I Offenses	122	140	143
Part I Arrests	25	14	20
Part II Offenses	419	331	318
Part II Arrests	137	1	127

Property Values

Stolen	445,712	327,051	534,540
Recovered	96,701	145,176	124,168
Destroyed	37,653	23,937	44,091