

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
November 20, 2012
7:30 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) December 4, 2012, Regular Meeting
 - b) December 11, 2012, Study Session
 - c) December 18, 2012, Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Village Council Minutes
 - i) October 16, 2012, Regular Meeting3
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- 6) Stormwater Monthly Summary Report.....14
- 7) Ordinances and Resolutions
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 - f) Ordinance MC-9-2012: Publication and Passage of Ordinances – Introduction.....72
- 8) Public Comment
- 9) Old Business: None.
- 10) New Business
 - a) Identity Theft Prevention Policy79

- 11) Appointments
- 12) Reports
- 13) Executive Session
- 14) Adjournment

NOTICE

All agenda materials are available at villageofwinnetka.org (*Council > Current Agenda*); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor).

Broadcasts of the Village Council meetings are televised on Channel 10 and AT&T Uverse Channel 99 every night at 7 PM. Webcasts of the meetings may also be viewed on the Internet via a link on the Village's web site: villageofwinnetka.org

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847.716.3543; T.D.D. 847.501.6041.

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
October 16, 2012**

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Council Chambers at Village Hall on Tuesday, October 16, 2012, at 7:30 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 7:33 p.m. Present: Trustees Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates, Stuart McCrary and Jennifer Spinney. Absent: None. Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Director of Public Works Steve Saunders, Assistant to the Village Manager Megan Pierce, Director of Water & Electric Brian Keys, and approximately 13 persons in the audience.
- 2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance and welcomed members of Boy Scout Troop #20.
- 3) Quorum.
 - a) Thursday, November 8, 2012, Rescheduled Regular Meeting. All of the Council members present indicated that they expected to attend.
 - b) November 13, 2012, Study Session. All of the Council members present indicated that they expected to attend.
 - c) November 20, 2012, Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Braun, seconded by Trustee Spinney, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) September 11, 2012, Study Session.
 - ii) September 18, 2012, Regular Meeting.
 - b) Warrant Lists Nos. 1769 and 1770. Approving Warrant List No. 1769 in the amount of \$864,379.71, and Warrant List No. 1770 in the amount of \$316,369.32.
 - c) Ordinance M-13-2012: Land Rover Lease Renewal – Adoption. Authorizing a lease with Land Rover Winnetka, substantially in the form presented in Exhibit A.
 - d) Ordinance MC-7-2012: Sign Code Amendments – Adoption. Amending the Village Code as it pertains to the size of signs.

Trustee McCrary, seconded by Trustee Braun, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

6) Stormwater Update.

- a) Stormwater Monthly Report. Mr. Saunders said he had revised the Estimated Project Cost spreadsheet to reflect separate columns for Initial and Current Project Cost Estimates, and a column had also been added for comments. He briefly reviewed his report, after which there was a short discussion.
- b) Sanitary Sewer Anti-Backup Program: Request for Additional Funding. Mr. Saunders reviewed the history of the anti-backup reimbursement program, and explained that after the 2011 flood, when interest in the program intensified, the budgeted amount for the program was increased.

Citing a backlog of requests for reimbursement, Mr. Saunders requested Council authorization for an additional \$40,000 in funding from the sanitary sewer capital budget to accommodate these residents.

The Council asked questions, including what public benefit the program provides, what happens to applicants if additional funding is not approved, and when the program might expire.

Mr. Saunders explained that inspections associated with the program uncover deficiencies such as improperly connected sump pumps, gutters or yard drains. He said in addition to requiring correction of such problems, there is also a public health benefit to preventing sewer backups. He noted if extra funding is not approved, the applicants will be put on a waiting list, and added that the program could conceivably run until all older homes are protected with backflow preventers.

After a brief discussion, in which it was agreed that the program should be thoroughly studied at budget time, including adding affordability criteria and a sunset provision, the Council reached consensus to approve the extra funding request.

Trustee Braun, seconded by Trustee Spinney, moved to authorize an additional \$40,000 of funding for the Sewer Anti-Backup Cost Sharing Program. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, McCrary and Spinney. Nays: Trustee Kates. Absent: None.

- c) Change Order: Primary Cable, Okonite Company. Mr. Keys explained that the proposed large-diameter storm sewer under Tower Road will necessitate the relocation of an electric duct line. He said in order to ensure that tie lines are available during the summer months and to avoid a potential delay of the storm sewer project, staff is proposing to have the lines re-routed by May of 2013, necessitating the purchase of additional cable.

The Council asked questions to ascertain that the large amount of cable was necessary to keep the stormwater improvements on track.

Trustee McCrary, seconded by Trustee Buck, moved to authorize the Village Manager to award a change order to the Okonite Company in the amount of \$77,510 for the purchase of primary cable at the unit prices bid, subject to the contract conditions. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

7) Ordinances and Resolutions.

- a) Ordinance M-16-2012: 528 Maple Landmark Designation – Adoption. Louise Holland, Chair of the Landmark Preservation Committee (LPC), reviewed the LPC’s recommendations to designate the Subject Property as a local landmark.

Penny Lanphier, 250 Birch, asked the Council to vote based upon the current Landmark Ordinance, and to save a discussion of the merits of the policy for a later date.

The applicants, Jen and Rick McQuet, defended the home’s rankings by the LPC and added that the interior of the home is irrelevant according to the Landmark Ordinance.

The Council discussed the designation request, with Trustees Buck and Corrigan expressing concerns that future owners could seek the property tax assessment freeze, and Trustee Kates stating that most of the home was new, due to extensive renovations.

Trustee Braun said the Landmark Ordinance makes no mention of property tax assessments, nor does it contain criteria about the vintage of designated structures, and added that if the Council feels strongly about these issues, it should amend the Village Code accordingly.

Trustee McCrary, seconded by Trustee Braun, moved to adopt Ordinance M-16-2012. By roll call vote, the motion failed. Ayes: Trustees Braun and McCrary. Nays: Trustees Buck, Corrigan, Spinney and Kates. Absent: None.

8) Public Comment and Questions.

- 9) Old Business. None.

10) New Business.

- a) Underground Tank Closure Bids. Mr. Keys explained that there are five underground fuel storage tanks at 1021 Tower Court that were used to supply fuel for the Village’s Electric Plant until 2006, when the State Fire Marshall ordered them closed since the tank farm did not have a leak detection system. He said last January, the Fire Marshall directed the Village to remove the tank farm, and he reviewed the bids that were received for the project.

Responding to questions from the Council, Mr. Keys explained that the State Fire Marshall ordered the tanks closed because of the absence of leak detection, and he said there are no grant funds available for the project.

Trustee Kates, seconded by Trustee Braun, moved to authorize the Village Manager to award a purchase order to Stiles, Inc. for the removal of the underground fuel storage tanks at 1021 Tower Court in accordance with the terms and conditions of Bid #012-020. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

- b) Change Order: Pioneer Environmental Services. Mr. Keys reported that Pioneer Environmental Services was engaged to coordinate closure of the underground fuel storage tanks at 1021 Tower Road at a cost not to exceed \$24,065. He explained that additional professional services beyond the original project scope are anticipated and he asked for Council approval to award a change order in the amount of \$7,858.

There being no questions or comments, Trustee Braun, seconded by Trustee Spinney, moved to authorize the Village Manager to award a change order to Pioneer Environmental Services in the amount of \$7,858 for professional services required to close the underground tank farm in accordance with the terms and conditions of RFP #012-005. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

11) Appointments.

- a) President Tucker announced the re-appointment of Richard Glenn to the Police Pension Board, effective immediately. Trustee Braun, seconded by Trustee Kates, moved to approve the appointment. By voice vote, the motion carried.
- b) President Tucker announced the re-appointment of Teri Lowinger to the Environmental and Forestry Commission, effective immediately. Trustee McCrary, seconded by Trustee Braun, moved to approve the appointment. By voice vote, the motion carried.
- c) President Tucker announced the appointment of Alissa Nolan as the student representative to the Environmental and Forestry Commission, effective immediately. Trustee Buck, seconded by Trustee Braun, moved to approve the appointment. By voice vote, the motion carried.

12) Reports

- a) Village President. President Tucker said the tax appeal seminar was a big success, as was the Police & Fire open house featuring a "Taste of Winnetka." She announced that a Veteran's Day Ceremony will be held on November 11th at the Community House and lastly, she urged residents to vote for Constitutional Amendment 49.
- b) Trustees.
 - i) Trustee Braun reported on activities of the Environmental and Forestry Commission.
 - ii) Trustee McCrary reported on events at the Historical Society's last meeting.
 - iii) Trustee Buck reported on the last Red Center meeting.
 - iv) Trustee Kates reported on the BCDC's last meeting and brought up safety concerns at the Hubbard Woods Metra station.
- c) Attorney. Attorney Janega reported that she would be a presenter at the upcoming IML Conference.
- d) Manager. Manager Bahan said he would be meeting the next day with the Director of the Chamber to discuss holiday plans, and that he would be attending the IML Conference on Friday.

- 13) Executive Session. Trustee Spinney moved to adjourn into Executive Session to discuss Pending and Probable Litigation, pursuant to Section 2(c)(11) of the Illinois Open Meetings Act. Trustee Braun seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None. The Council adjourned into Executive Session at 9:35 p.m.

The Council reconvened into Regular Session at 10:19 p.m. Present: President Tucker, Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None. Also present: Village Manager Rob Bahan and Village Attorney Katherine Janega.

- 14) Adjournment. Trustee Spinney, seconded by Trustee Braun, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:20 p.m.

Recording Secretary

**MINUTES
WINNETKA VILLAGE COUNCIL
RESCHEDULED REGULAR MEETING
November 8, 2012**

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in Village Hall on Thursday, November 8, 2012, at 7:30 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 7:33 p.m. Present: Trustees Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates, Stuart McCrary and Jennifer Spinney. Absent: None. Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Finance Director Ed McKee, Director of Water and Electric Brian Keys, Assistant to the Village Manager Megan Pierce, and 4 persons in the audience.
- 2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) November 13, 2012 Study Session. All of the Council members present indicated that they expected to attend.
 - b) November 20, 2012, Regular Meeting. All of the Council members present indicated that they expected to attend.
 - c) December 4, 2012, Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Braun, seconded by Trustee Spinney, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) October 2, 2012, Regular Meeting.
 - ii) October 9, 2012 Study Session.
 - b) Warrant Lists Nos. 1771 and 1772. Approving Warrant List No. 1771 in the amount of \$1,224,758.35, and Warrant List No. 1772 in the amount of \$470,451.97.

Trustee Braun, seconded by Trustee Spinney, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.
- 6) Stormwater Update. No report.

- 7) Change Order: Primary Cable, Okonite Company. Mr. Keys explained that a change order is being requested in order to accommodate the Park District's plan to underground utility lines on the west side of Hibbard, to make way for the proposed bike path. He noted that the Park District will reimburse the Village for the cost of the extra cable that is needed for the project. He added that the Electric Department will order the minimum order quantity and add any excess cable to the Department's inventory.

Trustee McCrary asked if it would make sense to order more than the minimum requirement, to ensure that the Village won't run short of cable down the road.

Mr. Keys said he had no objection to doing so, but he was confident that the inventory amount would meet the needs of the proposed project.

There being no further questions, Trustee McCrary, seconded by Trustee Braun, moved to authorize the Village Manager to award a change order to the Okonite Company in the amount of \$162,886 for the purchase of cable at the unit prices bid, subject to the contract conditions. By roll call vote, the motion passed. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

8) Ordinances and Resolutions.

- a) Ordinance MC-9-2012: Publication of Ordinances – Introduction. Attorney Janega reviewed the proposed amendments to the Code as it pertains to the publication and posting of ordinances. She explained the proposed amendments would replace publication by posting in three defined locations with publication in pamphlet form, which is the statutory form of publication in use in most municipalities throughout the state. She noted that a change in posting and publication procedures has the benefit of being consistent with the statutory publication method, and that publication in pamphlet form is more readily understood by the public, as it is already in widespread use.

Attorney Janega reviewed two proposed amendments to Section 2.04.040: one that replaces archaic language in the ordaining clause, and one that would further define the circumstances in which introduction of an ordinance can be waived and would reduce the vote required to waive introduction from unanimous to a majority. She explained that the proposed amendments would specifically permit introduction to be waived in certain zoning cases if the ordinance was prepared pursuant to policy direction after discussion at a Council meeting, as the council has periodically done. The draft ordinance also would provide for a waiver of introduction if it is necessary to proceed directly to passage in order to comply with a statutory deadline.

Trustee Kates said he was concerned about transparency, as the agenda did not specify that the Council would be discussing passage of ordinances along with the publication provisions.

Following further discussion, the consensus of the Council was not to amend the waiver of introduction provision, as the process has been working well and there was no reason to amend it.

Attorney Janega explained that no action was needed at this time, and said she would strike the proposed amendments for waiver of introduction, change the subject matter on her agenda report to reflect passage and publication of ordinances, and bring the revised draft before the Council at their next regular meeting. Responding to a request from

Trustee Braun, she added that she would circulate the revised draft before the full agenda is distributed.

- 9) Public Comment. Sandy Berger, 650 Ardsley and Caucus Chair, announced that the Village Town Meeting would be Monday, November 12, at the Skokie School. She encouraged residents to attend and vote on the Caucus candidate slate, and added that more information can be found on the Caucus website.

10) Old Business.

- a) 2012 Property Tax Levy and Pension Analysis. Mr. McKee reviewed the effects of the proposed 1.7% increase in the property tax levy, and he estimated that a household with a \$20,000 property tax bill would see a \$45 increase in Winnetka's portion if the increase is approved by the Council.

Mr. McKee also reviewed the answers to several questions he had received from the Council:

Q: Why can't the Village approve a 0% tax levy increase?

A: Wages, health insurance and pension costs increase with inflation. It is best to take a long term view – not have a few years with no tax increase, followed by a large increase at a later date to catch up.

Q: With an estimated \$6 million in stormwater improvements on the horizon, can taxes be raised a little more to cover them?

A: It would premature to do that, as there is no funding mechanism in place for stormwater projects, and some of the cost estimates need to be firmed up.

Q: What about pension costs?

A: Pension costs are paid off over a long period of time, somewhat like a mortgage. The Village already goes beyond what the State requires to fund the pensions, and is acting prudently. However, if the Council wants to fund at a higher amount, that would not be a bad decision either.

Mr. McKee then reviewed the actuarial reports in the agenda materials, explaining that the actuary certifies his report as "reasonable," which is the standard to meet in actuarial reporting.

The Council discussed the pension costs and actuarial assumptions on rate of return. Trustee Kates expressed concern about the decline in the pensions' funding levels. and suggested that the Village lower its assumed rate of investment return to help reduce costs in the long run.

President Tucker pointed out that there are a lot of other budget pressures, and that the Village is already doing a good job of funding its pensions.

Trustees Corrigan and McCrary agreed that lowering the assumption on return may not be necessary, as a big part of the problem with the funding levels is that 2008 was such a bad year, and impacted the funds very negatively.

Mr. McKee explained that the funds are paid off with earnings on investments, not by lowering assumptions on rates of return.

Trustee McCrary said the funds have earned about 6.25% over the last five years, and in the absence of evidence that something is wrong in Winnetka, there is no need to make a change.

Trustee Braun asked if anything was being done about the structure of the Village workforce in an effort to lower costs.

Manager Bahan said service modules are being evaluated, and that contractual arrangements for some services could be explored during the budget process. He explained that one of the ways the Village is able to keep costs under the rate of inflation has historically been through employee headcount reduction, and that some services are already contracted out.

President Tucker assured the Council that options would be discussed at budget time.

11) New Business.

- a) Annual Public Safety Pension Report. Mr. McKee offered to answer any questions about the subject report, which is required by Statute to be given to the Council on an annual basis.

There were no further questions about pensions from the Council.

12) Reports

- a) Village President. President Tucker announced the Veterans Day observance on Sunday, November 11; and the holiday tree lighting at 6 PM on November 30 at Station Park, followed by a weekend of festivities and special sales in the Village's commercial districts.
- b) Trustees.
 - i) Trustee Kates reported on activities of the BCDC.
- c) Attorney. No Report.
- d) Manager. No Report.

13) Appointments. None.

- 14) Executive Session. Trustee Braun moved to adjourn into Executive Session to discuss Pending and Probable Litigation and Personnel Matters, pursuant to Sections 2(c)(11) and 2(c)(1) respectively, of the Illinois Open Meetings Act. Trustee Kates seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None. The Council adjourned into Executive Session at 9:20 p.m.

The Council reconvened into Regular Session at 10:11 p.m. Present: President Tucker, Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None. Also present: Village Manager Rob Bahan and Village Attorney Katherine Janega.

- 15) Adjournment. Trustee Spinney, seconded by Trustee Buck, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:12 p.m.

Recording Secretary

AGENDA REPORT

TO: Village Council
FROM: Robert M. Bahan, Village Manager
DATE: November 15, 2012
SUBJECT: **Warrant Lists Nos. 1773 and 1774**

Warrants Lists Nos. 1773 and 1774 are enclosed in each Council member's packet.

Recommendation: Consider approving Warrants Lists Nos. 1773 and 1774.

Agenda Report

Subject: **Stormwater Monthly Summary Report**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: November 14, 2012

The Village's Stormwater Project Manager has prepared a monthly report for the Village Council that brings together status, cost, and schedule information, for each separate stormwater project, in one place. The report consists of four documents, explained below:

AT Group Project Summary Report (Attachment #1)

This report provides a brief outline and summary of each major stormwater project currently being undertaken by the Village.

One Year Look-Ahead Schedule (Attachment #2)

This document provides an overview schedule for each project.

Program Budget (Attachment #3)

This report provides financial information for the stormwater and sanitary sewer improvement programs.

Program Organization Chart (Attachment #4)

This document presents a one-page "snapshot" view of the status of each project, and how each project fits into the overall stormwater and sanitary sewer management program.

Recommendation:

Informational Report

Attachments:

1. AT Group Project Summary Report
2. One Year Look-Ahead Schedule
3. Program Budget
4. Program Organization Chart

Attachment #1
AT Group Project Summary Report



MEMORANDUM

DATE: November 14, 2012
TO: Steven Saunders, P.E.
Village of Winnetka
SUBJECT: Project Summary

Spruce Outlet (Tower)

Activity Summary The project team met on site with the Park District to discuss the route and shared improvements. CBBEL is proceeding with final design. Construction is scheduled for the summer of 2013.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$111,429. The total project cost estimate remains \$1,162,853.

6-Month Look Ahead The project team will:

1. Proceed with final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval
5. Conduct a neighborhood meeting on the project

Spruce Outlet (Lloyd)

Activity Summary CBBEL is proceeding with the final design and permitting. Construction is scheduled for the summer of 2013.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$37,143. The total project cost estimate remains \$398,786.

6-Month Look Ahead The project team will:

1. Complete the final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval
5. Conduct a neighborhood meeting on the project

Winnetka Avenue Pump Station

Activity Summary The project team participated in a site visit with the FPDCC to observe the operation of a trash rack system similar to the one proposed for this project by CBBEL. As the selected trash rack was acceptable to the FPDCC, the project team will finalize engineering and prepare the required submittal for the FPDCC. Although the engineering and construction for the project are included in the Village's current year budget, construction will occur in 2013.

Budget Summary The Village budgeted \$750,000 for the total project cost and committed \$29,300 for engineering.

Significant Items The FPDCC decision on whether to require a new license as opposed to amending the existing license may have a schedule and budget impact due to a longer review time and additional license fees, respectively. Based on discussions during the site visit noted above, the project team will prepare a license submittal based on an amendment and proceed accordingly.

6-Month Look Ahead The project team will:

1. Complete the final engineering
2. Submit an application for an amended license to the FPDCC
3. Prepare construction documents for bidding
4. Prepare and submit the required permits
5. Let the contract with Village Council approval

NW Winnetka (Greenwood/Forest Glen)

Activity Summary CBBEL has completed detailed surveys of the area and is proceeding with preliminary engineering.

Budget Summary The Village budgeted \$250,000 for engineering and committed \$226,874 for engineering. The total project cost estimate – including the Forest Glen improvements – remains \$4,266,924.

6-Month Look Ahead The project team will:

1. Continue fieldwork and preliminary engineering
2. Brief the Council on the preliminary engineering
3. Prepare construction documents for bidding
4. Prepare and submit the required permits
5. Let the contract with Village Council approval
6. Conduct a neighborhood meeting on the project



Willow Road Tunnel

Activity Summary Village staff presented route and construction methods to the Village Council on 11/13/12. Based on the direction received, Willow Road is the preferred routing and the project team will proceed accordingly. In keeping with Council consensus, staff will develop and provide additional information for the Council to evaluate and discuss related to the Underpass Study Area. Specifically, staff will provide cost-benefit information for the underpass extension, obtain additional flood damage data from New Trier High School, and evaluate constructing the underpass improvements either to a lower flood protection level, or at a reduced scope. In addition, the project team will prepare a Draft RFP for Village Council review.

Budget Summary The Village budgeted \$800,000 for engineering and committed \$70,350. The total project cost estimate is \$34,597,912.

6-Month Look Ahead The project team will:

1. Prepare a Draft RFP
2. Develop and present additional information on the Underpass Study Area
3. With Village Council approval, procure the services of an engineering consultant for design and permitting
4. Commence preliminary engineering

Stormwater Master Plan

Activity Summary Village staff continues to meet monthly with B&W representatives to discuss the status of the project. In addition to Baxter & Woodman, CBBEL also attends as needed for project coordination. The next scheduled work group meeting is November 30. The primary agenda items are the drainage area studies and public outreach meetings for the program.

Budget Summary The Village budgeted \$50,000 and committed \$101,220.

6-Month Look Ahead The project team will:

1. Present additional drainage area studies to the Council
2. Prepare the draft Stormwater Master Plan

Stormwater Utility Feasibility Study

Activity Summary Municipal and Financial Services Group (MFSG) presented a primer on stormwater funding mechanisms on 11/13/12. MFSG is reviewing and analyzing the data provided by the Village regarding the budgeting, financing, operations and maintenance, capital program and composition of the Village's storm sewer system.



Budget Summary The Village budgeted \$50,000 and awarded an agreement in the amount of \$72,100.

6-Month Look Ahead The project team will:

1. Proceed with the Feasibility Study
2. Conduct three workshops with the Council to discuss the status of the study, and present the findings and alternatives
3. Present the findings to the Council

Sanitary Sewer Evaluation

Activity Summary Staff developed additional information to clarify areas for further study and plans to present the findings for further discussion at a future Council meeting.

Budget Summary The Village budgeted \$100,000 and committed \$107,857.

6-Month Look Ahead The project team will:

1. Review possible future actions with the Council
2. If authorized, complete the additional studies
3. Report findings to the Council

Public Outreach

Activity Summary The project team continues to update the website and monitor the activity. To date, the Village has held two stormwater management seminars, provided comprehensive project summaries in the Winnetka Report, and issued regular updates in E-Winnetka newsletters. At a planned November 30 Stormwater Master Plan work group meeting, the team will identify public outreach activities for the program and prepare a preliminary schedule.

Budget Summary There is no separate budget associated with this project.

6-Month Look Ahead The project team will:

1. Develop a preliminary schedule for Public Outreach
2. Communicate opportunities for public input to stakeholders
3. Continue to update the website and monitor activity

If you have any questions or need additional information, please call me at 847-691-9832, or send an e-mail to jjohnson@theatgrp.com. Attached are the following documents:

1. One-Year Look-Ahead Schedule including Council Meeting Presentations
2. Program Budget
3. Program Organization Chart



Attachment #2
One Year Look-Ahead Schedule

Village of Winnetka
Stormwater Management Program

One-Year Look Ahead Schedule

11/14/2012

	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13
Tower/Foxdale											
Preliminary Engineering											
Permitting											
Final Engineering											
Construction											
Lloyd Outlet											
Preliminary Engineering											
Permitting											
Final Engineering											
Construction											
Tunnel (Willow North, Willow South, Provident, Cherry Outlet, Underpass)											
Feasibility Study											
Engineering RFP											
Preliminary Engineering											
NW Winnetka (Greenwood/Forest Glen)											
Preliminary Engineering											
Permitting											
Final Engineering											
Construction											
Winnetka Avenue Pump Station											
Preliminary Engineering											
Permitting											
Final Engineering											
Construction											
Sanitary Sewer											
Pilot Study											
Stormwater Master Plan											
Drainage Studies											
Develop SMP											
Water Quality Sampling											
Community Outreach											
Village Council Meeting Presentations											
Tunnel Project Update (Route)											
Stormwater Funding Mechanisms											
Stormwater Monthly Report											
Baxter & Woodman Additional Drainage Study Areas											
SSES Status											
Stormwater Monthly Report											
Stormwater Master Plan Status											
Stormwater Utility Feasibility Study Workshop #1											
Stormwater Monthly Report											
Stormwater Utility Feasibility Study Workshop #2											
Stormwater Monthly Report											
Stormwater Utility Feasibility Study Workshop #3											
Lloyd Outlet Bid Award											
Winnetka Avenue Pump Station											
Stormwater Master Plan Status											
NW Winnetka 65% Engineering											
Stormwater Monthly Report											
Stormwater Monthly Report											
Tower/Foxdale Bid Award											
Stormwater Master Plan Draft Report											
Stormwater Monthly Report											
NW Winnetka Bid Award											
Stormwater Master Plan Final Report											
Stormwater Monthly Report											
Stormwater Monthly Report											
Stormwater Monthly Report											
Stormwater Monthly Report											
Stormwater Monthly Report											

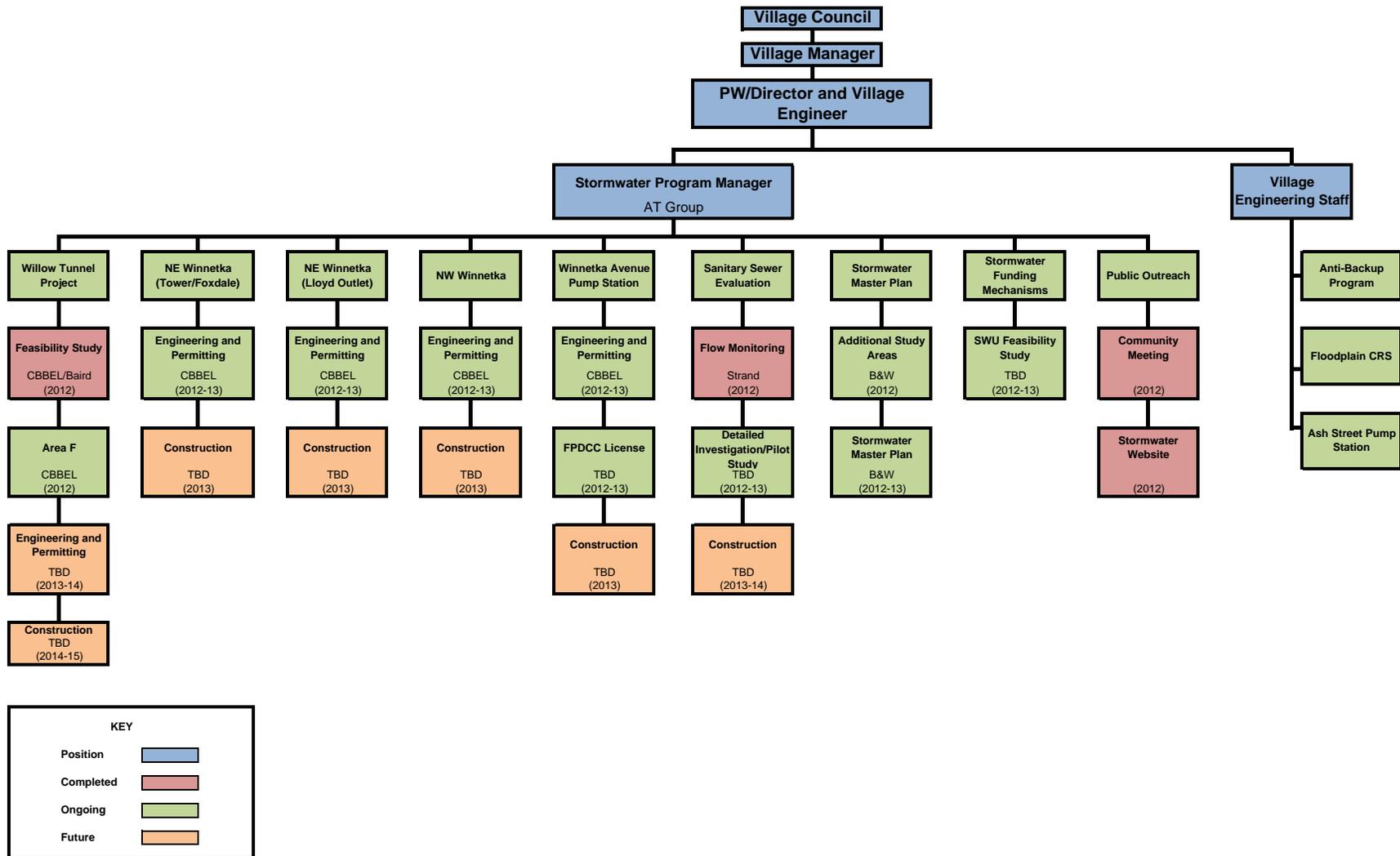
Attachment #3
Program Budget

**Village of Winnetka
Stormwater Management Program Budget**

Project	Initial Estimated Project Costs	Curent Estimated Project Costs	2012/2013 Budget	Council Authorized	Spent	Comments
<u>Stormwater Fund</u>						
<u>58.75.640.601</u>						
Winnetka Ave. pump station	\$ 750,000	\$ 750,000	\$ 750,000	\$ 29,300	\$ 16,205	Based on DPW 2011/12 Budget
Tower Road/Foxdale	\$ 1,419,544	\$ 1,162,853	\$ 90,000	\$ 111,429	\$ 79,884	Decrease based on 65% construction drawings
Lloyd Park/Spruce Street	\$ 601,030	\$ 398,786	\$ 90,000	\$ 37,143	\$ 26,628	Decrease based on 65% construction drawings
NW Winnetka Greenwood/Forest Glen	\$ 2,880,887	\$ 4,266,924	\$ 250,000	\$ 226,874	\$ 28,972	Added Forest Glen and included utilities from different line item
Willow Rd tunnel <i>Proposed Area F</i>	\$ 32,498,697	\$ 34,369,048	\$ 800,000	\$ 37,750 \$ 17,600	\$ 37,705 \$ 2,680	CBBEL October 2011 budget w/Kenny and Baird estimates
Stormwater rate study	\$ 50,000	\$ 72,100	\$ 50,000	\$ 72,100	\$ -	DPW 2011/12 Budget vs proposal
Stormwater master plan	\$ 50,000	\$ 101,220	\$ 50,000	\$ 101,220	\$ 33,496	DPW 2011/12 Budget vs proposal (added 6 drainage areas)
Total Stormwater Costs	\$ 38,250,158	\$ 41,120,930	\$ 2,080,000	\$ 633,416	\$ 225,570	
<u>Sanitary Sewer Fund</u>						
<u>54.70.640.201</u>						
Sanitary Sewer Studies	\$ 100,000	\$ 107,857	\$ 100,000	\$ 107,857	\$ 107,857	Additional monitoring
Trenchless lining	\$ 150,000	\$ 166,237	\$ 150,000	\$ 166,237	\$ -	DPW 2011/12 Budget vs bid
System I & I repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	
Total Sanitary Sewer Costs	\$ 350,000	\$ 374,094	\$ 350,000	\$ 274,094	\$ 107,857	



Attachment #4
Program Organization Chart



AGENDA REPORT

Subject: **Ordinance M-18-2012 2012 Tax Levy Ordinance**
 Ordinance M-19-2012 2012 Tax Abatement Ordinance
 Ordinance M-20-2012 SSA No. 3 Tax Levy Ordinance
 Ordinance M-21-2012 SSA No. 4 Tax Levy Ordinance
 Ordinance M-22-2012 SSA No. 5 Tax Levy Ordinance

Prepared by: Ed McKee, Finance Director

Reference: 2012 / 2013 Budget Hearings
 October 2, 2012 Council Meeting
 November 8, 2012 Council Meeting

Date: November 12, 2012

Executive Summary:

The Village of Winnetka is primarily a residential community that pays for many traditional municipal services with property tax revenues.

During the 2012/2013 budget process, at pages 13 and 14 of the Budget Transmittal Letter, the metrics used to set the property tax levy for the Village suggested a property tax levy of \$14,078,200, which reflected an increase of 3.0% for existing properties plus an estimated 1.5% for new development.

At the October 2, 2012 Council meeting, Staff had reduced the recommended property tax levy increase from 3.0% to 1.7% for existing properties and also lowered our estimate of new development, resulting in a total proposed tax levy of \$13,875,587. Staff projects that the Village will be able to have a balanced budget at a 1.7% property tax levy increase for existing properties. The lower property tax levy amount reflects projected labor, benefit, and pension costs for 2013/2014, including recent settlements for our Fire and Police union contracts.

It is important to remember that the Village's property taxes are the largest and most stable revenue source for the general fund and are used to pay for most of the traditional municipal services (police, fire, public works, etc.). As promised when the Village became home rule (and was no longer bound by property tax cap limits), the Village has continued to keep property tax increases well below the capped rate applicable to non-home rule communities. It is estimated that the Village's 2012 property tax levy could be raised \$519,601 (or 3.7%) and still be compliant with the non-home rule property tax increase limit.

The following chart compares property taxes paid in 1997 versus 2011. It assumes a \$14,877 property tax bill in 1997 and a \$26,345 property tax bill in 2011. Over this long time frame, the Village had the second lowest property tax increase among local taxing bodies.

**Comparison of Property Taxes Paid
Typical Taxing Districts in Winnetka
2011 Versus 1997**

2012.09.17

	1997 *			2011 **			Increase in Taxes Paid	% Change
	Tax Rate	Taxes Paid	%	Tax Rate	Taxes Paid	%		
Winnetka Public Schools	2.723	\$4,712	31.67%	2.782	\$10,460	39.70%	\$5,748	122.0%
New Trier High School	1.967	\$3,404	22.88%	1.674	\$6,294	23.89%	\$2,890	84.9%
Village of Winnetka	1.481	\$2,563	17.23%	0.936	\$3,519	13.36%	\$956	37.3%
Cook County	1.028	\$1,779	11.96%	0.520	\$1,955	7.42%	\$176	9.9%
Winnetka Park District	0.445	\$770	5.18%	0.310	\$1,166	4.43%	\$396	51.4%
Water Reclamation District	0.451	\$780	5.24%	0.320	\$1,203	4.57%	\$423	54.2%
All Others	<u>0.502</u>	<u>\$869</u>	<u>5.84%</u>	<u>0.465</u>	<u>\$1,748</u>	<u>6.63%</u>	<u>\$879</u>	<u>101.2%</u>
Total	8.597	\$14,877	100.00%	7.007	\$26,345	100.00%	\$11,468	77.1%
Consumer Price Index - U	158.600			219.179	14 Year Increase in CPI >>			38.2%
CPI Index (December, 14 years)	1996			2010	Annual Geometric Mean >			2.3%

* 1997 Property taxes paid in March and August 1998.

** 2011 Property taxes paid in March and August 2012.

Today, on a \$20,000 total property tax bill, the Village receives 13.36% of those dollars or \$2,672. A 1.7% increase on the Village portion of the property tax bill equates to \$45—meaning a resident would pay \$2,717 to the Village on their \$20,000 property tax bill.

Tax Levy and Abatement Ordinances:

The complete tax levy process requires the adoption of five ordinances (see Attachment 3). Ordinance M-18-2012 is the basic tax levy for 2012. Ordinance M-19-2012 abates the amount of the levy that pertains to the 2003 bonds, because sales tax revenues were pledged to secure payment and those revenues are sufficient to meet the 2012 debt service.

Ordinances M-20-2012, M-21-2012 and M-22-2012 levy taxes in three special service areas that were created to fund local improvements. Special Service Area 3 funds repayment of the local share of the storm sewer and pavement upgrades for Trapp Lane. Special Service Areas 3 and 4 fund repayment of the costs of paving two alleys at the west end of the Village.

Staff will be available at the Council Meeting to answer any questions.

Recommendation: Consider Introduction of Ordinance M-18- 2012 Levying Taxes for the Year 2012 in the amount of \$13,875,587.

Consider Introduction of Ordinance M-19-2012 Abating the Tax Heretofore Levied for the Year 2012 (Series 2003 Bonds) in the amount of \$340,305.

Consider Introduction of Ordinance M-20-2012 Levying Taxes for Special Service Area 3, Trapp Lane for the Year 2012 in the amount of \$34,680.

Consider Introduction of Ordinance M-21-2012 Levying Taxes for Special Service Area 4, Elm, Oak, Locust, Rosewood for the Year 2012 in the amount of \$4,824.

Consider Introduction of Ordinance M-22-2012 Levying Taxes for Special Service Area 5, Elm, Oak, Rosewood, Glendale for the Year 2012 in the amount of \$4,098.

<u>Attachments:</u>	Attachment 1	Property Tax Levy Calculations Spreadsheet
	Attachment 2	Schedule of Special Service Area Property Tax Levies
	Attachment 3	Tax Levy and Abatement Ordinances
	M-18-2012	Levying Property Taxes for 2012
	M-19-2012	Abating 2003 Alternate Revenue Bond Tax levy for 2012
	M-20-2012	Levying Special Service Area 3 Property Taxes for 2012.
	M-21-2012	Levying Special Service Area 4 Property Taxes for 2012.
	M-22-2012	Levying Special Service Area 5 Property Taxes for 2012.

ATTACHMENT 1

Property Tax Levy Calculations Spreadsheet

Village of Winnetka

Property Tax Levy Calculations

Attachment 1

2012.11.12

<u>Tax Levy Category</u>	Column A 2011 Actual Tax Levy	Column B 2012 Proposed Tax Levy	Column C (Column B - A) Dollar Change	C/A*100 Percent Change
<u>General Fund:</u>				
Corporate	\$10,132,173	\$10,436,990	\$304,817	3.0%
FICA/Social Security	\$0	\$0	\$0	#DIV/0!
IMRF	\$0	\$0	\$0	#DIV/0!
Sub Total General	\$10,132,173	\$10,436,990	\$304,817	3.0%
<u>Other Funds:</u>				
Police Pension	\$992,534	\$1,009,152	\$16,618	1.7%
Fire Pension	\$1,108,794	\$1,191,031	\$82,237	7.4%
<i>Storm Water Utility</i>			\$0	
Refuse Utility	\$1,100,000	\$1,100,000	\$0	0.0%
Debt Service - Resurfacing 1999	\$138,899	\$138,414	(\$485)	-0.3%
<i>Debt Service - Stormwater 2012</i>			\$0	
Total Village-wide Tax Levy	\$13,472,400	\$13,875,587	\$403,187	3.0%
Less: Projected New Development				
@ 1.3%, (0.3% less than 10 yr. av.)		(\$175,141)	(\$175,141)	-1.3%
Existing Tax Payer Increase	\$13,472,400	\$13,700,446	\$228,046	1.7%

Increase Based on Total Property Tax Bill

Total Property Taxes Paid 100.00%	Other Taxing Distr. 86.64%	Village 13.36%	1.70% of Village
\$10,000	\$8,664	\$1,336	\$23
\$15,000	\$12,996	\$2,004	\$34
\$20,000	\$17,328	\$2,672	\$45
\$26,000	\$22,526	\$3,474	\$59
\$40,000	\$34,656	\$5,344	\$91

ATTACHMENT 2

Schedule of Special Service Area Property Tax Levies

Village of Winnetka
 Schedule of Special Service Area Property Tax Levies
 Interest Rate

4.00%

Attachment 2

2012.11.12

	SSA #3 Trapp Lane	SSA # 4 Elm, Oak, Locust, Rosewood	SSA # 5 Elm, Oak Rosewood, Glendale
	est cost	final cost	final cost
SSA Principal Amount for Homeowners	\$ 255,000.00	\$ 20,795.00	\$ 17,664.00
Limit in Ordinances Approving SSA	\$ 315,947.50	\$ 37,000.00	\$ 40,312.50
Term of Repayments in Years	10	5	5
Debt Retirement Schedule			
2011 Tax Levy			
Beginning Principal	\$ 255,000.00	\$ 20,795.00	\$ 17,664.00
Interest @ 4%	\$ 10,200.00	\$ 832.00	\$ 707.00
Principal repaid	\$ 25,500.00	\$ 4,159.00	\$ 3,533.00
Interest and Principal for YR	\$ 35,700.00	\$ 4,991.00	\$ 4,240.00
Ending Principal	\$ 229,500.00	\$ 16,636.00	\$ 14,131.00
2012 Tax Levy			
Beginning Principal	\$ 229,500.00	\$ 16,636.00	\$ 14,131.00
Interest @ 4%	\$ 9,180.00	\$ 665.00	\$ 565.00
Principal repaid	\$ 25,500.00	\$ 4,159.00	\$ 3,533.00
Interest and Principal for YR	\$ 34,680.00	\$ 4,824.00	\$ 4,098.00
Ending Principal	\$ 204,000.00	\$ 12,477.00	\$ 10,598.00

ATTACHMENT 3

Tax Levy and Abatement Ordinances

AN ORDINANCE LEVYING TAXES FOR THE YEAR 2012

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to tax; and

WHEREAS, on March 20, 2012, the Council of the Village of Winnetka (“Village Council”) adopted Resolution No. R-6-2012, which budgeted \$32,660,921 to meet the expenses and liabilities of the Village for general corporate purposes, refuse collection and disposal, debt service principal and interest, and retirement fund contributions for the fiscal year beginning April 1, 2012, and ending March 31, 2013; and

WHEREAS, pursuant to page 12 of the budget approved on March 20, 2012, the Village Council has made its preliminary estimate of the 2012 levy, estimating that it is necessary to raise Fourteen Million Seventy Eight Thousand Two Hundred Dollars (\$14,078,200) by taxation of taxable property within the Village for general corporate purposes, for refuse collection and disposal, for debt service principal and interest and for retirement fund contributions for the fiscal year beginning April 1, 2012, and ending March 31, 2013; and

WHEREAS, at its October 2, 2012 meeting, the Village Council directed the staff to present a 2012 property tax levy for consideration at the November 20, 2012, Village Council meeting, said property tax levy to be in the amount of Thirteen Million Eight Hundred Seventy Five Thousand Five Hundred Eighty Seven Dollars (\$13,875,587), as was estimated to be necessary to be raised by taxation of taxable property within the Village for general corporate purposes, for refuse collection and disposal, for debt service principal and interest and for retirement fund contributions for the fiscal year beginning April 1, 2012, and ending March 31, 2013; and

NOW, THEREFORE, the Council of the Village of Winnetka do ordain:

SECTION 1: That the foregoing recitals are hereby adopted as the findings of the Council of the Village of Winnetka, as fully set forth herein.

SECTION 2: That in order to meet the expenses and liabilities of the Village of Winnetka for the fiscal year beginning April 1, 2012, and ending March 31, 2013, for general corporate purposes, for refuse collection and disposal, for debt service principal and interest and for retirement fund contributions, there is hereby levied upon all of the taxable property within the corporate limits of the Village of Winnetka subject to taxation for the current year, as assessed and equalized for the year 2012, the sum of Thirteen Million Eight Hundred Seventy Five Thousand Five Hundred Eighty Seven Dollars (\$13,875,587), which is to be collected from the levy of the Village of Winnetka for the year 2012 for all purposes heretofore budgeted, the total of which has been ascertained and is as indicated in the following Summary of 2012 Property Tax Levy under the column labeled "Amount to Be Raised by Tax Levy," and as set forth in detail in the 2012 Property Tax Levy Report, which is attached as Exhibit A and is incorporated herein by reference.

[Remainder of this page intentionally left blank.]

2012 TAX LEVY SUMMARY

General Fund	Amount Budgeted	Amount To Be Raised By Tax Levy
For General Corporate Purposes		
Public Affairs	\$ 297,980	\$ 120,000
Manager's Office	\$ 590,919	\$ 320,000
Finance Department	\$ 1,859,232	\$ 800,000
Public Safety	\$ 6,347,610	\$ 3,785,000
Fire Safety	\$ 4,716,849	\$ 2,380,000
Community Development	\$ 1,540,250	\$ -
Public Works	\$ 3,870,472	\$ 2,165,000
Capital Expenses	\$ 3,455,305	\$ 866,990
General Fund Transfers	\$ 3,450,000	-0-
Totals for General Fund	\$ 26,128,617	\$ 10,436,990
For Debt Service Principal and Interest		
G.O. Refunding Bonds (2003, net of abatement)	\$ 362,320	\$ -
G.O. Bonds (1999, includes loss and cost)	\$ 143,414	\$ 138,414
Totals for Debt Service Principal and Interest	\$ 505,734	\$ 138,414
For Refuse Collection and Disposal	\$ 2,368,220	\$ 1,100,000
Totals for Refuse Fund	\$ 2,368,220	\$ 1,100,000
For Retirement Fund Contributions		
For Police Pension Fund	\$ 1,731,850	\$ 1,009,152
For Fire Pension Fund	\$ 1,926,500	\$ 1,191,031
Totals for Retirement Fund Contributions	\$ 3,658,350	\$ 2,200,183
Total Amount Budgeted	\$ 32,660,921	
Total Amount of Levy		\$ 13,875,587

SECTION 3: That there is hereby certified to the County Clerk of Cook County, Illinois, the several sums above, constituting said total amount, and the total amount of Thirteen Million Eight Hundred Seventy Five Thousand Five Hundred Eighty Seven Dollars (\$13,875,587), which is the total amount the Village of Winnetka requires to be raised by taxation for the current fiscal year of the Village, and that, on or before the time required by law, the Village Clerk shall file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois, whereupon. it shall be the duty of said County Clerk to levy taxes for the year

2012 on all properties subject to taxation within the Village of Winnetka, in accordance with the provisions of this Ordinance.

SECTION 4: This Ordinance is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Village President

Countersigned:

Village Clerk

Introduced:
Posted:
Passed and Approved:
Posted:

Exhibit A

2012 Property Tax Levy Detail Report

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
10-20-530-101	HISTORICAL MUSEUM - CONTRACTUAL SERVICES	15,000	0
10-20-530-102	LEGAL-CONTRACTUAL SERVICES	44,000	30,000
10-20-530-103	SURETY BONDS & INSURANCE-CONTRACT SERV	46,000	20,000
10-20-530-105	SUNDRY EXPENSE-CONTRACTUAL SERVICES	160,000	70,000
10-20-540-105	SUNDRY EXPENSE-COMMODITIES	32,980	0
10-20-511-150	EOC	0	0
10-20-512-150	EOC	0	0
10-20-530-150	EOC	0	0
10-20-540-150	EOC	0	0
	TOTAL FOR: PUBLIC AFFAIRS	297,980	120,000

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: OPERATING EXPENSE: MANAGER'S OFFICE -----			
10-21-511-102	LEGAL EXPENSE - REGULAR SALARIES	259,500	60,000
10-21-512-102	LEGAL EXPENSE - OVERTIME	0	0
10-21-522-102	LEGAL EXPENSE - HEALTH INSURANCE	26,064	0
10-21-523-102	LEGAL EXPENSE - RETIREMENT EXPENSE	56,135	0
10-21-530-102	LEGAL EXPENSE - CONTRACTUAL SERVICE	232,420	0
10-21-540-102	LEGAL EXPENSE - COMMODITIES	0	0
10-21-511-106	ADMINISTRATION-REGULAR SALARIES	363,000	210,000
10-21-512-106	ADMINISTRATION-OVERTIME SALARIES	1,000	0
10-21-530-106	ADMINISTRATION-CONTRACTUAL SERVICES	70,900	50,000
10-21-540-106	ADMINISTRATION-COMMODITIES	26,740	0
10-21-530-107	Tuition Reimbursement	20,000	0
	TOTAL FOR: MANAGER'S OFFICE	590,919	320,000
----- GENERAL FUND: OPERATING EXPENSE: FINANCE DEPARTMENT -----			
10-22-511-106	ADMINISTRATION-REGULAR SALARIES	1,092,980	800,000
10-22-512-106	ADMINISTRATION-OVERTIME SALARIES	24,000	0
10-22-521-106	ADMINISTRATION-WORKER'S COMPENSATION	24,000	0
10-22-522-106	ADMINISTRATION - HEALTH INSURANCE	208,512	0
10-22-523-106	ADMINISTRATION - RETIREMENT EXPENSE	304,910	0
10-22-524-106	LIABILITY INSURANCE	0	0
10-22-530-106	ADMINISTRATION-CONTRACT SERVICES	178,458	0
10-22-540-106	ADMINISTRATION-COMMODITIES	16,900	0
10-22-550-106	ADMINISTRATION-VEHICLE	4,272	0
10-22-530-107	TRAINING-CONTRACTUAL SERVICES	5,200	0
	TOTAL FOR: FINANCE DEPARTMENT	1,859,232	800,000

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: OPERATING EXPENSE: PUBLIC SAFETY -----			
10-26-511-106	ADMINISTRATION - SALARIES REGULAR	563,394	540,000
10-26-512-106	ADMINISTRATION - SALARIES OVERTIME	0	0
10-26-515-106	ADMINISTRATION - SALARIES SICK CASHED IN	16,910	0
10-26-521-106	ADMINISTRATION-WORKER'S COMPENSATION	40,000	0
10-26-522-106	ADMINISTRATION-HEALTH INSURANCE	469,152	0
10-26-523-106	ADMINISTRATION-RETIREMENT EXPENSE	1,242,674	0
10-26-524-106	LIABILITY INSURANCE	30,000	20,000
10-26-530-106	ADMINISTRATION-CONTRACTUAL SERVICES	46,250	20,000
10-26-540-106	ADMINISTRATION-COMMODITIES	11,325	0
10-26-511-107	TRAINING-SALARIES	8,175	0
10-26-512-107	TRAINING-OVERTIME SALARIES	11,800	10,000
10-26-530-107	TRAINING-CONTRACTUAL SERVICES	42,625	30,000
10-26-540-107	TRAINING-COMMODITIES	36,125	10,000
10-26-530-117	EMERGENCY 911 - CONTRACTUAL SERVICES	10,000	0
10-26-511-118	PUBLIC SERVICE OFFICERS - SALARIES REGULAR	198,276	170,000
10-26-512-118	PUBLIC SERVICE OFFICERS - SALARIES OVERTIME	1,000	0
10-26-515-118	PUBLIC SERVICE OFFICERS - SALARIES SICK CASHE	0	0
10-26-516-118	PUBLIC SERVICE OFFICERS - SALARIES HOLIDAY	0	0
10-26-530-118	PUBLIC SAFETY OFFICERS-CONTRACTUAL SERVICES	50,990	30,000
10-26-540-118	PUBLIC SAFETY OFFICERS-COMMODITIES	9,090	0
10-26-511-119	GENERAL & CRIMINAL RECORDS - SALARIES REGULAR	148,226	130,000
10-26-512-119	GENERAL & CRIMINAL RECORDS - SALARIES OVERTIM	6,200	0
10-26-515-119	GENERAL & CRIMINAL RECORDS - SALARIES SICK CA	0	0
10-26-516-119	GENERAL & CRIMINAL RECORDS - SALARIES HOLIDAY	1,913	0
10-26-530-119	GENERAL & CRIMINAL RECORDS-CONTRACT SERVICES	112,590	80,000
10-26-540-119	GENERAL & CRIMINAL RECORDS-COMMODITIES	19,140	0
10-26-530-120	IDENTIFICATION RECORDS-CONTRACT SERVICES	0	0
10-26-540-120	IDENTIFICATION RECORDS-COMMODITIES	0	0
10-26-511-121	COMMUNICATIONS - SALARIES REGULAR	314,028	300,000
10-26-512-121	COMMUNICATIONS - SALARIES OVERTIME	13,000	0
10-26-515-121	COMMUNICATIONS - SALARIES SICK CASHED IN	4,783	0
10-26-516-121	COMMUNICATIONS - SALARY HOLIDAY	7,652	0
10-26-530-121	COMMUNICATIONS-CONTRACTUAL SERVICES	121,700	100,000
10-26-540-121	COMMUNICATIONS-COMMODITIES	57,620	0
10-26-530-122	DETENTION & CUSTODY OF PRISONERS-CONTRACT SER	1,000	0
10-26-540-122	DETENTION & CUSTODY OF PRISONERS-COMMODITIES	1,500	0
10-26-511-123	INVESTIGATIONS - SALARY REGULAR	245,176	220,000
10-26-512-123	INVESTIGATIONS - SALARIES OVERTIME	49,900	30,000
10-26-515-123	INVESTIGATIONS - SALARIES SICK CASHED IN	0	0
10-26-516-123	INVESTIGATIONS - SALARIES HOLIDAY	4,734	0
10-26-530-123	INVESTIGATIONS-CONTRACTUAL SERVICES	32,700	0
10-26-540-123	INVESTIGATIONS-COMMODITIES	28,760	0
10-26-511-124	UNIFORMED PATROL - SALARIES REGULAR	1,635,107	1,580,000
10-26-512-124	UNIFORMED PATROL - SALARIES OVERTIME	114,200	85,000
10-26-515-124	UNIFORMED PATROL - SALARIES SICK CASHED IN	28,694	0
10-26-516-124	UNIFORMED PATROL - SALARIE HOLIDAY	37,525	30,000

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
10-26-530-124	UNIFORMED PATROL-CONTRACTUAL SERVICES	5,400	0
10-26-540-124	UNIFORM PATROL-COMMODITIES	64,450	40,000
10-26-511-125	SCHOOL CROSSING GUARD-REGULAR SALARIES	0	0
10-26-540-125	SCHOOL CROSSING PROTECTION-COMMODITIES	500	0
10-26-530-126	EMERGENCY MANAGEMENT-CONTRACT SERVICES	9,600	0
10-26-540-126	EMERGENCY MANAGEMENT-COMMODITIES	16,000	0
10-26-530-127	POLICE VEHICLES-CONTRACTUAL SERVICES	3,000	0
10-26-540-127	POLICE VEHICLES-COMMODITIES	4,500	0
10-26-550-127	PATROL VEHICLES-VEHICLE EXPENSE	249,052	220,000
10-26-530-128	SOCIAL WORK-CONTRACTUAL SERVICES	42,000	30,000
10-26-530-129	STATION MAINTENANCE-CONTRACT SERVICES	147,154	110,000
10-26-540-129	STATION MAINTENANCE-COMMODITIES	6,000	0
10-26-530-130	SAFETY-CONTRACTUAL SERVICES	7,020	0
10-26-540-130	SAFETY-COMMODITIES	19,000	0
10-26-511-131	COMMUNITY SERVICE-REGULAR SALARIES	0	0
10-26-512-131	COMMUNITY SERVICE-OVERTIME SALARIES	0	0
10-26-540-131	COMMUNITY SERVICE-COMMODITIES	0	0
	TOTAL FOR: PUBLIC SAFETY	6,347,610	3,785,000

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: OPERATING EXPENSE: FIRE SAFETY -----			
10-28-511-106	ADMINISTRATION-SALARIES REGULAR	311,365	290,000
10-28-515-106	ADMINISTRATION-SALARIES SICK CASHED IN	0	0
10-28-522-106	ADMINISTRATION-HEALTH INSURANCE	26,064	0
10-28-523-106	ADMINISTRATION-RETIREMENT EXPENSE	15,572	0
10-28-530-106	ADMINISTRATION-CONTRACTUAL SERVICES	97,452	50,000
10-28-540-106	ADMINISTRATION-COMMODITIES	36,500	0
10-28-550-106	ADMINISTRATION-VEHICLE	35,700	0
10-28-512-107	TRAINING-SALARIES OVERTIME	36,200	0
10-28-530-107	TRAINING-CONTRACTUAL SERVICES	26,800	0
10-28-540-107	TRAINING-COMMODITIES	5,500	0
10-28-530-121	COMMUNICATIONS-CONTRACTUAL SERVICES	149,300	130,000
10-28-540-121	COMMUNICATIONS-COMMODITIES	5,100	0
10-28-512-126	EMERGENCY MANAGEMENT-SALARIES OVERTIME	500	0
10-28-530-126	EMERGENCY MANAGEMENT-CONTRACT SERVICES	3,000	0
10-28-540-126	EMERGENCY MANGEMENT-COMMODITIES	3,000	0
10-28-530-129	STATION MAINTENANCE-CONTRACTUAL SERVICE	95,300	70,000
10-28-540-129	STATION MAINTENANCE-COMMODITIES	8,100	0
10-28-540-130	FOREIGN FIRE TAX	60,000	0
10-28-511-131	COMMUNITY SERVICE, REGULAR SALARIES	0	0
10-28-512-131	COMMUNITY SERVICE-OVERTIME SALARIES	3,000	0
10-28-530-131	COMMUNITY SERVICE-CONTRACTUAL SERVICE	500	0
10-28-540-131	COMMUNITY SERVICE-COMMODITIES	450	0
10-28-511-132	LIFE SAFETY/FIRE PREVENTION-REGULAR SALARIES	40,950	0
10-28-512-132	LIFE SAFETY-SALARIES OVERTIME	3,900	0
10-28-530-132	LIFE SAFETY-CONTRACTUAL SERVICES	1,700	0
10-28-540-132	LIFE SAFETY-COMMODITIES	6,950	0
10-28-511-133	FIREFIGHTING - SALARIES REGULAR	1,555,003	1,510,000
10-28-512-133	FIREFIGHTING - SALARIES OVERTIME	45,255	30,000
10-28-514-133	FIREFIGHTING-SALARIES SICK	89,000	70,000
10-28-515-133	FIREFIGHTING-SALARIES SICK CASHED IN	5,988	0
10-28-516-133	FIREFIGHTING - SALARIES HOLIDAY	53,612	40,000
10-28-521-133	FIREFIGHTING-WORKER'S COMPENSATION	48,000	0
10-28-522-133	FIREFIGHTING-HEALTH INSURANCE	258,358	0
10-28-523-133	FIREFIGHTING-RETIREMENT EXPENSE	1,135,524	0
10-28-524-133	FIREFIGHTING-PERSONNEL LIABILITY	0	0
10-28-530-133	FIRE FIGHTING-CONTRACTUAL SERVICES	44,945	20,000
10-28-540-133	FIRE FIGHTING-COMMODITIES	52,350	20,000
10-28-550-133	FIRE FIGHTING-VEHICLE	58,496	30,000
10-28-511-134	AMBULANCE-SALARIES REGULAR	246,114	120,000
10-28-512-134	AMBULANCE-SALARIES OVERTIME	21,200	0
10-28-514-134	AMBULANCE-SALARIES SICK	24,600	0
10-28-515-134	AMBULANCE-SALARIES SICK CASHED IN	3,413	0
10-28-516-134	AMBULANCE-SALARIES HOLIDAY	8,662	0
10-28-522-134	AMBULANCE-HEALTH INSURANCE	39,096	0
10-28-524-134	AMBULANCE-PERSONNEL LIABILITY	12,000	0
10-28-530-134	AMBULANCE SERVICE-CONTRACTUAL SERVICES	27,930	0

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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
10-28-540-134	AMBULANCE SERVICE-COMMODITIES	13,400	0
10-28-550-134	AMBULANCE SERVICE-VEHICLE	1,000	0
	TOTAL FOR: FIRE SAFETY	4,716,849	2,380,000

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: OPERATING EXPENSE: COMMUNITY DEVELOPMENT -----			
10-29-511-135	COMMUNITY DEVELOPMENT, REG SALARIES	829,940	0
10-29-512-135	COMMUNITY DEVELOPMENT, OVERTIME	0	0
10-29-521-135	COMMUNITY DEVELOPMENT-WORKER'S COMPENSATION	12,000	0
10-29-522-135	COMMUNITY DEVELOPMENT - HEALTH INSURANCE	130,400	0
10-29-523-135	COMMUNITY DEVELOPMENT - RETIREMENT EXPENSE	174,610	0
10-29-524-135	LIABILITY INSURANCE	0	0
10-29-530-135	COMMUNITY DEVELOPMENT-CONTRACTUAL SERVICES	379,200	0
10-29-540-135	COMMUNITY DEVELOPMENT-COMMODITIES	12,350	0
10-29-550-135	COMMUNITY DEVELOPMENT-VEHICLE	1,750	0
	TOTAL FOR: COMMUNITY DEVELOPMENT	1,540,250	0

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: OPERATING EXPENSE: PUBLIC WORKS -----			
10-30-511-106	ADMINISTRATION-REGULAR SALARIES	346,323	320,000
10-30-512-106	ADMINISTRATION-OVERTIME SALARIES	2,000	0
10-30-521-106	ADMINISTRATION-WORKER'S COMPENSATION	100,000	0
10-30-522-106	ADMINISTRATION-HEALTH INSURANCE	228,060	200,000
10-30-523-106	ADMINISTRATION-RETIREMENT EXPENSE	372,003	0
10-30-524-106	LIABILITY INSURANCE	0	0
10-30-530-106	ADMINISTRATION-CONTRACTUAL SERVICES	80,000	60,000
10-30-540-106	ADMINISTRATION-COMMODITIES	14,000	0
10-30-530-107	TRAINING-CONTRACTUAL SERVICES	11,850	0
10-30-540-107	TRAINING-COMMODITIES	12,000	0
10-30-511-131	COMMUNITY SERV, REGULAR SALARIES	0	0
10-30-512-131	COMMUNITY SERVICE, OVERTIME	0	0
10-30-530-131	COMMUNITY SERVICE-CONTRACTUAL SERVICES	0	0
10-30-540-131	COMMUNITY SERVICE-COMMODITIES	0	0
10-30-550-131	COMMUNITY SERVICE-VEHICLE	0	0
10-30-511-135	COMMUNITY DEVELOPMENT - SALARIES	0	0
10-30-512-135	COMMUNITY DEVELOPMENT - OVERTIME	0	0
10-30-530-135	COMMUNITY DEVELOPMENT-CONTRACTUAL SERVICES	0	0
10-30-540-135	COMMUNITY DEVELOPMENT-COMMODITIES	0	0
10-30-550-135	COMMUNITY DEVELOPMENT-VEHICLE	0	0
10-30-511-136	ENGINEERING, REGULAR SALARIES	184,230	175,000
10-30-512-136	ENGINEERING, OVERTIME	3,000	0
10-30-530-136	ENGINEERING-CONTRACTUAL SERVICES	41,000	50,000
10-30-540-136	ENGINEERING-COMMODITIES	2,000	0
10-30-511-137	SERVICE YARDS, REGULAR SALARIES	0	0
10-30-512-137	SERVICE YARDS, OVERTIME	0	0
10-30-530-137	SERVICE YARDS-CONTRACTUAL SERVICES	81,000	40,000
10-30-540-137	SERVICE YARDS-COMMODITIES	11,000	0
10-30-511-138	STREET MAINT, REGULAR SALARIES	662,616	400,000
10-30-512-138	STREET MAINTENANCE, OVERTIME	30,000	0
10-30-513-138	STREET MAINTENANCE-VACATION SALARIES	0	0
10-30-514-138	STREET MAINTENANCE-SICK SALARIES	0	0
10-30-515-138	STREET MAINTENANCE-SALARIES SICK CASHED IN	0	0
10-30-516-138	STREET MAINTENANCE-HOLIDAY SALARIES	0	0
10-30-530-138	STREET MAINTENANCE-CONTRACTUAL SERVICES	124,000	30,000
10-30-540-138	STREET MAINTENANCE-COMMODITIES	81,000	0
10-30-550-138	STREET MAINTENANCE-VEHICLE	218,784	200,000
10-30-530-139	PAVEMENT RECONSTRUCTION-CONTRACTUAL SERVICES	0	0
10-30-540-139	PAVEMENT RECONSTRUCTION-COMMODITIES	0	0
10-30-511-140	DRAINAGE, REGULAR SALARIES	117,718	80,000
10-30-512-140	DRAINAGE, OVERTIME	16,000	0
10-30-513-140	DRAINAGE-VACATION SALARIES	0	0
10-30-514-140	DRAINAGE-SICK SALARIES	0	0
10-30-516-140	DRAINAGE-HOLIDAY SALARIES	0	0
10-30-530-140	DRAINAGE-CONTRACTUAL SERVICES	97,500	30,000
10-30-540-140	DRAINAGE-COMMODITIES	31,000	0

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
10-30-511-141	SNOW REMOVAL & ICE CONTROL, REG SALARIES	0	0
10-30-512-141	SNOW REMOVAL & ICE CONTROL, OVERTIME	80,000	50,000
10-30-530-141	SNOW REMOVAL & ICE CONTROL-CONTRACTUAL SERVIC	6,000	0
10-30-540-141	SNOW REMOVAL & ICE CONTROL-COMMODITIES	140,397	100,000
10-30-511-142	PUBLIC PROPERTY, REGULAR SALARIES	0	0
10-30-512-142	PUBLIC PROPERTY, OVERTIME	0	0
10-30-530-142	PUBLIC PROPERTY-CONTRACTUAL SERVICES	289,000	180,000
10-30-540-142	PUBLIC PROPERTY-COMMODITIES	20,000	0
10-30-511-143	FORESTRY, REGULAR SALARIES	152,991	75,000
10-30-512-143	FORESTRY, OVERTIME	10,000	0
10-30-530-143	FORESTRY-CONTRACTUAL SERVICES	278,000	175,000
10-30-540-143	FORESTRY-COMMODITIES	12,000	0
10-30-530-144	STREET SWEEPING-CONTRACTUAL SERVICES	15,000	0
10-30-510-145	DAMAGES-SALARIES	0	0
10-30-530-145	DAMAGES-CONTRACTUAL SERVICES	0	0
10-30-540-145	DAMAGES-COMMODITIES	0	0
10-30-550-145	DAMAGES-VEHICLE	0	0
	TOTAL FOR: PUBLIC WORKS	3,870,472	2,165,000
	GENERAL FUND TOTAL OPERATING EXPENSE	19,223,312	9,570,000

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- GENERAL FUND: CAPITAL: PUBLIC AFFAIRS -----			
10-20-640-100	PUBLIC IMPROVEMENTS-CAPITAL	250,000	0
10-20-640-104	G.O. BONDS PRINCIPAL & INTEREST-CONTRACT SERV	340,305	0
	TOTAL FOR: PUBLIC AFFAIRS	590,305	0
----- GENERAL FUND: CAPITAL: FINANCE DEPARTMENT -----			
10-22-640-106	ADMINISTRATION - CAPITAL	425,000	0
	TOTAL FOR: FINANCE DEPARTMENT	425,000	0
----- GENERAL FUND: CAPITAL: PUBLIC SAFETY -----			
10-26-640-119	GENERAL & CRIMINAL RECORDS-CAPITAL	0	0
10-26-640-120	IDENTIFICATION RECORDS-CAPITAL	0	0
10-26-640-121	COMMUNICATIONS - CAPITAL	500,000	0
10-26-640-123	INVESTIGATIONS - CAPITAL	0	0
10-26-640-124	UNIFORMED PATROL-CAPITAL	0	0
10-26-640-127	POLICE VEHICLES - CAPITAL	0	0
10-26-640-129	STATION MAINTENANCE-CAPITAL	75,000	0
10-26-640-130	SAFETY - CAPITAL	0	0
	TOTAL FOR: PUBLIC SAFETY	575,000	0
----- GENERAL FUND: CAPITAL: FIRE SAFETY -----			
10-28-640-106	ADMINISTRATION - CAPITAL	0	0
10-28-640-107	TRAINING-CAPITAL	0	0
10-28-640-121	COMMUNICATIONS - CAPITAL	0	0
10-28-640-126	EMERGENCY MANAGEMENT-CAPITAL	0	0
10-28-640-129	STATION MAINTENANCE-CAPITAL	75,000	0
10-28-640-130	FOREIGN FIRE TAX	0	0
10-28-640-133	FIREFIGHTING-CAPITAL	0	0
10-28-640-134	AMBULANCE SERVICE - CAPITAL	275,000	0
	TOTAL FOR: FIRE SAFETY	350,000	0
----- GENERAL FUND: CAPITAL: COMMUNITY DEVELOPMENT -----			
10-29-640-135	COMMUNITY DEVELOPMENT - CAPITAL	0	0
	TOTAL FOR: COMMUNITY DEVELOPMENT	0	0
----- GENERAL FUND: CAPITAL: PUBLIC WORKS -----			
10-30-640-106	ADMINISTRATION - CAPITAL	0	0
10-30-640-137	SERVICE YARDS-CAPITAL	0	0
10-30-640-138	STREET MAINTENANCE - CAPITAL	0	0
10-30-640-139	PAVEMENT RECONSTRUCTION - CAPITAL	1,150,000	866,990
10-30-640-140	DRAINAGE - CAPITAL	0	0
10-30-640-141	SNOW REMOVAL & ICE CONTROL-CAPITAL	90,000	0

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
10-30-640-142	PUBLIC PROPERTY - CAPITAL	275,000	0
10-30-640-143	FORESTRY - CAPITAL	0	0
10-30-640-144	STREET SWEEPING - CAPITAL	0	0
	TOTAL FOR: PUBLIC WORKS	1,515,000	866,990
	GENERAL FUND TOTAL CAPITAL	3,455,305	866,990
----- GENERAL FUND: TRANSFERS: TRANSFERS OUT -----			
10-31-700-403	OTHER OPERATING TRANSFERS	3,450,000	0
	TOTAL FOR: TRANSFERS OUT	3,450,000	0
	TOTAL FOR FUND: GENERAL FUND	26,128,617	10,436,990

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- G. O. DEBT SERVICE: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
30-20-500-180	BOND PAYMENT	462,000	126,000
30-20-500-181	INTEREST PAYMENT	43,734	12,414
30-20-500-182	BOND ISSUE EXPENSES	0	0
	TOTAL FOR: PUBLIC AFFAIRS	505,734	138,414
	G. O. DEBT SERVICE TOTAL OPERATING EXPENSE	505,734	138,414
	TOTAL FOR FUND: G. O. DEBT SERVICE	505,734	138,414

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- SSA 3 TRAPP LANE: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
31-20-500-180	BOND PAYMENT	25,500	25,500
31-20-500-181	INTEREST PAYMENT	10,200	9,180
31-20-500-900	CONSTRUCTION	0	0
	TOTAL FOR: PUBLIC AFFAIRS	35,700	34,680
	SSA 3 TRAPP LANE TOTAL OPERATING EXPENSE	35,700	34,680
----- SSA 3 TRAPP LANE: TRANSFERS: PUBLIC AFFAIRS -----			
31-20-700-403	OTHER OPERATING TRANSFERS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	0	0
	TOTAL FOR FUND: SSA 3 TRAPP LANE	35,700	34,680

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- SSA #4 Locust to Rosewood: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
32-20-500-180	BOND PAYMENT	4,159	4,159
32-20-500-181	INTEREST PAYMENT	832	665
32-20-500-900	CONSTRUCTION	0	0
	TOTAL FOR: PUBLIC AFFAIRS	4,991	4,824
	SSA #4 Locust to Rosewood TOTAL OPERATING EXP	4,991	4,824
----- SSA #4 Locust to Rosewood: TRANSFERS: PUBLIC AFFAIRS -----			
32-20-700-403	OTHER OPERATING TRANSFERS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	0	0
	TOTAL FOR FUND: SSA #4 Locust to Rosewood	4,991	4,824

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- SSA #5 Rosewood to Glendale: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
33-20-500-180	BOND PAYMENT	3,533	3,533
33-20-500-181	INTEREST PAYMENT	707	565
33-20-500-900	CONSTRUCTION	0	0
33-20-500-901	MISCELLANEOUS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	4,240	4,098
	SSA #5 Rosewood to Glendale TOTAL OPERATING E	4,240	4,098
----- SSA #5 Rosewood to Glendale: TRANSFERS: PUBLIC AFFAIRS -----			
33-20-700-403	OTHER OPERATING TRANSPERS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	0	0
	TOTAL FOR FUND: SSA #5 Rosewood to Glendale	4,240	4,098

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- REFUSE FUND: OPERATING EXPENSE: COLLECTION -----			
56-81-520-106	ADMINISTRATION - PERSONNEL COSTS	0	0
56-81-521-106	ADMINISTRATION-WORKER'S COMPENSATION	102,000	40,000
56-81-522-106	ADMINISTRATION-HEALTH INSURANCE	91,224	0
56-81-523-106	ADMINISTRATION - RETIREMENT EXPENSE	117,753	0
56-81-524-106	LIABILITY INSURANCE	0	0
56-81-511-500	COMMERCIAL COLLECTION-SALARIES	0	0
56-81-512-500	COMMERCIAL COLLECTION-OVERTIME	0	0
56-81-513-500	COMMERCIAL COLLECTION-VACATION SALARIES	0	0
56-81-514-500	COMMERCIAL COLLECTION - SICK SALARIES	0	0
56-81-516-500	COMMERCIAL COLLECTION-HOLIDAY SALARIES	0	0
56-81-511-501	RESIDENTIAL COLLECTION-REGULAR SALARIES	479,207	300,000
56-81-512-501	RESIDENTIAL COLLECTION-OVERTIME SALARIES	35,000	0
56-81-513-501	RESIDENTIAL COLLECTION-VACATION SALARIES	0	0
56-81-514-501	RESIDENTIAL COLLECTION-SICK SALARIES	0	0
56-81-516-501	RESIDENTIAL COLLECTION-HOLIDAY SALARIES	0	0
56-81-530-501	RESIDENTIAL COLLECTION-CONTRACTUAL SERVICES	70,000	55,000
56-81-540-501	RESIDENTIAL COLLECTION-COMMODITIES	37,500	0
56-81-550-501	RESIDENTIAL COLLECTION-VEHICLE	231,876	135,000
56-81-511-502	SPECIAL COLLECTION-REGULAR SALARIES	0	0
56-81-512-502	SPECIAL COLLECTION-OVERTIME SALARIES	0	0
56-81-513-502	SPECIAL COLLECTION-VACATION SALARIES	0	0
56-81-514-502	SPECIAL COLLECTION - SICK SALARIES	0	0
56-81-516-502	SPECIAL COLLECTIONS-HOLIDAY SALARIES	0	0
56-81-511-503	YARD WASTE COLLECTION-REGULAR SALARIES	0	0
56-81-512-503	YARD WASTE COLLECTION-OVERTIME SALARIES	0	0
56-81-513-503	YARD WASTE COLLECTION-VACATION SLARIES	0	0
56-81-514-503	YARD WASTE COLLECTION-SICK SALARIES	0	0
56-81-530-503	YARD WASTE COLLECTION-CONTRACT SERVICES	40,000	0
56-81-540-503	YARD WASTE COLLECTION-COMMODITIES	10,000	0
	TOTAL FOR: COLLECTION	1,214,560	530,000
----- REFUSE FUND: OPERATING EXPENSE: DISPOSAL -----			
56-82-512-504	DISPOSAL-OVERTIME SALARIES	0	0
56-82-530-504	DISPOSAL-CONTRACTUAL SERVICES	403,784	320,000
	TOTAL FOR: DISPOSAL	403,784	320,000
----- REFUSE FUND: OPERATING EXPENSE: RECYCLING & COMPOSTING -----			
56-83-530-505	RECYCLING-CONTRACTUAL SERVICES	233,000	160,000
56-83-540-505	RECYCLING-COMMODITIES	5,000	0
56-83-530-506	COMPOSTING-CONTRACTUAL SERVICES	105,000	60,000
	TOTAL FOR: RECYCLING & COMPOSTING	343,000	220,000

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- REFUSE FUND: OPERATING EXPENSE: LANDFILL MONITORING -----			
56-84-511-507	MONITORING-REGULAR SALARIES	0	0
56-84-512-507	MONITORING-OVERTIME SALARIES	0	0
56-84-530-507	MONITORING-CONTRACTUAL SERVICES	98,000	30,000
56-84-540-507	MONITORING-COMMODITIES	2,000	0
	TOTAL FOR: LANDFILL MONITORING	100,000	30,000
----- REFUSE FUND: OPERATING EXPENSE: DEPRECIATION -----			
56-85-500-400	DEPRECIATION	135,000	0
	TOTAL FOR: DEPRECIATION	135,000	0
	REFUSE FUND TOTAL OPERATING EXPENSE	2,196,344	1,100,000
----- REFUSE FUND: CAPITAL: COLLECTION -----			
56-81-640-106	ADMINISTRATION - CAPITAL	0	0
56-81-640-508	COLLECTION EQUIPMENT-CAPITAL	0	0
	TOTAL FOR: COLLECTION	0	0
----- REFUSE FUND: CAPITAL: LANDFILL MONITORING -----			
56-84-640-510	MONITORING WELLS - CAPITAL	0	0
	TOTAL FOR: LANDFILL MONITORING	0	0
	REFUSE FUND TOTAL CAPITAL	0	0
----- REFUSE FUND: TRANSFERS: COLLECTION -----			
56-81-700-403	OTHER OPERATING TRANSFERS	0	0
	TOTAL FOR: COLLECTION	0	0
----- REFUSE FUND: TRANSFERS: ADMINISTRATIVE CHARGES -----			
56-86-700-401	PAYMENTS IN LIEU OF TAXES	44,796	0
56-86-700-402	ADMINISTRATIVE CHARGES	127,080	0
	TOTAL FOR: ADMINISTRATIVE CHARGES	171,876	0
	TOTAL FOR FUND: REFUSE FUND	2,368,220	1,100,000

TAX LEVY REPORT
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ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- POLICE PENSION FUND: OPERATING EXPENSE: POLICE PENSION -----			
80-95-500-801	GENERAL & ADMINISTRATIVE	131,850	0
80-95-500-802	BENEFITS & REFUNDS	1,600,000	1,009,152
	TOTAL FOR: POLICE PENSION	1,731,850	1,009,152
	POLICE PENSION FUND TOTAL OPERATING EXPENSE	1,731,850	1,009,152
	TOTAL FOR FUND: POLICE PENSION FUND	1,731,850	1,009,152

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- FIRE PENSION FUND: OPERATING EXPENSE: FIRE PENSION -----			
81-96-500-801	GENERAL & ADMINISTRATIVE	121,500	0
81-96-500-802	BENEFITS & REFUNDS	1,805,000	1,191,031
	TOTAL FOR: FIRE PENSION	1,926,500	1,191,031
	FIRE PENSION FUND TOTAL OPERATING EXPENSE	1,926,500	1,191,031
	TOTAL FOR FUND: FIRE PENSION FUND	1,926,500	1,191,031

**AN ORDINANCE
ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2012
TO PAY THE PRINCIPAL OF AND INTEREST ON
\$3,190,000 GENERAL OBLIGATION REFUNDING BONDS
(SALES TAX ALTERNATIVE REVENUE SOURCE), SERIES 2003,
OF THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS**

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to tax; and

WHEREAS, the Council of the Village of Winnetka, Cook County, Illinois (the “Village Council”), by Ordinance Number M-1-2003, adopted on the 7th day of January, 2003 (the “Ordinance”), did provide for the issue of \$3,190,000 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source), Series 2003 (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds: and

WHEREAS, the Village will have the Pledged Sales Tax Income (as defined in the Ordinance) in the appropriate fund pursuant to the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including December 1, 2013; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2012 to pay the principal of and interest on the Bonds be abated.

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: Abatement of Tax. The tax heretofore levied for the year 2012 of Three Hundred Forty Thousand Three Hundred Five Dollars (\$340,305) in Ordinance Number M-1-2003 to pay the principal of and interest on \$3,190,000 General Obligation Refunding Bonds (sales Tax Alternate Revenue Source), Series 2003, of the Village of Winnetka, Cook County, Illinois, is hereby abated in its entirety.

SECTION 2: Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Village Clerk shall file a certified copy hereof with the County Clerk of the County of Cook, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2012 in accordance with the provisions hereof.

SECTION 3: Home Rule. This Ordinance is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 3: Effective Date. This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Countersigned:

Village President

Village Clerk

Introduced:
Posted:
Passed and Approved:
Posted:

**AN ORDINANCE
LEVYING TAXES FOR THE YEAR 2012
FOR VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS
SPECIAL SERVICE AREA NO. 3**

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to tax; and

WHEREAS, Village of Winnetka Special Service Area No. 3 has been established pursuant to Ordinance M-6-2010, adopted by the Council of the Village of Winnetka (“Village Council”) on April 20, 2010, and Ordinance M-13-2010, adopted by the Village Council on July 20, 2010, to provide for certain special services within the territory described in said ordinances, such special services consisting of the construction of a storm sewer, the reconstruction and repaving of Trapp Lane, the construction of a cul-de-sac at the terminus of Trapp Lane and the construction of related appurtenances (“Special Services”), all in conjunction with the dedication of Trapp Lane as a public right of way; and

WHEREAS, the Village Council have determined that, in the interest of the health, safety and welfare of the Village and its residents, it is appropriate to adopt an ordinance levying taxes within Special Service Area No. 3; and

WHEREAS, the construction of the improvements in Special Service Area No. 3 are substantially complete with an estimated total project cost for the Special Services provided to Special Service Area No. 3 of Two Hundred Fifty-Five Thousand Dollars (\$255,000); and

WHEREAS, the total term of repayment of the project costs for Special Service Area No. 3 is 10 years and the 2012 Tax Levy is for Year Two of Ten; and

WHEREAS, the Village Council have determined that the total amount to be raised by the levy of taxes on taxable property within Special Service Area No. 3 for the cost of providing such Special Services for the fiscal year beginning April 1, 2012, and ending March 31, 2013 is Thirty-Four Thousand Six Hundred Eighty Dollars (\$34,680).

NOW, THEREFORE, the Council of the Village of Winnetka do ordain:

SECTION 1: That the foregoing recitals are hereby adopted as the findings of the Council of the Village of Winnetka, as fully set forth herein.

SECTION 2: That in order to meet the cost of providing the above-described Special Services within Special Service Area No. 3 for the fiscal year beginning April 1, 2012, and ending March 31, 2013, there is hereby levied upon all of the taxable property within Village of Winnetka Special Service Area No. 3 subject to taxation for the current year, as assessed and equalized for the year 2012, the sum of Thirty-Four Thousand Six Hundred Eighty Dollars (\$34,680), which is to be collected from the levy of the Village of Winnetka for the year 2012 for the purposes heretofore budgeted, the total of which has been ascertained and is as indicated in the following Summary of 2012 Property Tax Levy under the column labeled "Amount to Be Raised by Tax Levy," and as set forth in detail in the 2012 Property Tax Levy Report, which is attached as Exhibit A and is incorporated herein by reference.

SECTION 3: That there is hereby certified to the County Clerk of Cook County, Illinois, the several sums above, constituting said total amount, and the total amount of Thirty-Four Thousand Six Hundred Eighty Dollars (\$34,680), which is the total amount the Village of Winnetka requires to be raised by taxation to meet the costs of Special Service Area No. 3 for the current fiscal year of the Village, and that, on or before the time required by law, the Village Clerk shall file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois, whereupon it shall be the duty of said County Clerk to levy taxes for the year 2012 on all properties subject to taxation within Village of Winnetka Special Service Area No. 3, in accordance with the provisions of this Ordinance.

SECTION 4: Each provision of this Ordinance is severable. If any provision of this Ordinance or the application of any provision of this Ordinance to any person or circumstance is held invalid, then the remainder of this Ordinance and the application of the provisions of this Ordinance to other persons or circumstances shall not be affected thereby and shall remain valid, enforceable and otherwise in full force and effect.

SECTION 5: This Ordinance is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 6: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Countersigned:

Village President

Village Clerk

Introduced:
Posted:
Passed and Approved:
Posted:

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- SSA 3 TRAPP LANE: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
31-20-500-180	BOND PAYMENT	25,500	25,500
31-20-500-181	INTEREST PAYMENT	10,200	9,180
31-20-500-900	CONSTRUCTION	0	0
	TOTAL FOR: PUBLIC AFFAIRS	35,700	34,680
	SSA 3 TRAPP LANE TOTAL OPERATING EXPENSE	35,700	34,680
----- SSA 3 TRAPP LANE: TRANSFERS: PUBLIC AFFAIRS -----			
31-20-700-403	OTHER OPERATING TRANSFERS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	0	0
	TOTAL FOR FUND: SSA 3 TRAPP LANE	35,700	34,680

**AN ORDINANCE
LEVYING TAXES FOR THE YEAR 2011
FOR VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS
SPECIAL SERVICE AREA NO. 4**

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to tax; and

WHEREAS, Village of Winnetka Special Service Area No. 4 has been established pursuant to Ordinance M-2-2011, adopted by the Council of the Village of Winnetka (“Village Council”) on April 26, 2011, and Ordinance M-13-2011, adopted by the Village Council on September 6, 2011, to provide for certain special services within the territory described in said ordinances, such special services consisting of the construction of a storm sewer and a new concrete alley, and the construction of related appurtenances (“Special Services”) in the single family residential area consisting of properties bounded by Elm Street, Oak Street, Locust Street, and Rosewood Avenue; and

WHEREAS, the Village Council have determined that, in the interest of the health, safety and welfare of the Village and its residents, it is appropriate to adopt an ordinance levying taxes within Special Service Area No. 4; and

WHEREAS, the construction of the improvements in Special Service Area No. 4 has been completed and the total project cost for the Special Services provided to Special Service Area No. 4 is Twenty Thousand Seven Hundred Ninety-Five Dollars (\$20,795.00); and

WHEREAS, the total term of repayment of the project costs for Special Service Area No. 4 is five years and the 2012 Tax Levy is for Year Two of Five; and

WHEREAS, the Village Council have determined that the total amount to be raised by the levy of taxes on taxable property within Special Service Area No. 4 for providing such Special Services for the fiscal year beginning April 1, 2012, and ending March 31, 2013 is Four Thousand Eight Hundred Twenty-Four Dollars (\$4,824.00).

NOW, THEREFORE, the Council of the Village of Winnetka do ordain:

SECTION 1: That the foregoing recitals are hereby adopted as the findings of the Council of the Village of Winnetka, as fully set forth herein.

SECTION 2: That in order to meet the cost of providing the above-described Special Services within Special Service Area No. 4 for the fiscal year beginning April 1, 2012, and ending March 31, 2013, there is hereby levied upon all of the taxable property within Village of Winnetka Special Service Area No. 4 subject to taxation for the current year, as assessed and equalized for the year 2012, the sum of Four Thousand Eight Hundred Twenty-Four Dollars (\$4,824.00), which is to be collected from the levy of the Village of Winnetka for the year 2012 for the purposes heretofore budgeted, the total of which has been ascertained and is as indicated in the following Summary of 2012 Property Tax Levy under the column labeled "Amount to Be Raised by Tax Levy," and as set forth in detail in the 2012 Property Tax Levy Report, which is attached as Exhibit A and is incorporated herein by reference.

SECTION 3: That there is hereby certified to the County Clerk of Cook County, Illinois, the several sums above, constituting said total amount, and the total amount of Four Thousand Eight Hundred Twenty-Four Dollars (\$4,824.00), which is the total amount the Village of Winnetka requires to be raised by taxation to meet the costs for Special Service Area No. 4 for the current fiscal year of the Village, and that, on or before the time required by law, the Village Clerk shall file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois, whereupon it shall be the duty of said County Clerk to levy taxes for the year 2012 on all properties subject to taxation within Village of Winnetka Special Service Area No. 4, in accordance with the provisions of this Ordinance.

SECTION 4: Each provision of this Ordinance is severable. If any provision of this Ordinance or the application of any provision of this Ordinance to any person or circumstance is held invalid, then the remainder of this Ordinance and the application of the provisions of this Ordinance to other persons or circumstances shall not be affected thereby and shall remain valid, enforceable and otherwise in full force and effect.

SECTION 5: This Ordinance is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 6: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Countersigned:

Village President

Village Clerk

Introduced:

Posted:

Passed and Approved:

Posted:

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- SSA #4 Locust to Rosewood: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
32-20-500-180	BOND PAYMENT	4,159	4,159
32-20-500-181	INTEREST PAYMENT	832	665
32-20-500-900	CONSTRUCTION	0	0
	TOTAL FOR: PUBLIC AFFAIRS	4,991	4,824
	SSA #4 Locust to Rosewood TOTAL OPERATING EXP	4,991	4,824
----- SSA #4 Locust to Rosewood: TRANSFERS: PUBLIC AFFAIRS -----			
32-20-700-403	OTHER OPERATING TRANSFERS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	0	0
	TOTAL FOR FUND: SSA #4 Locust to Rosewood	4,991	4,824

**AN ORDINANCE
LEVYING TAXES FOR THE YEAR 2011
FOR VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS
SPECIAL SERVICE AREA NO. 5**

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to tax; and

WHEREAS, Village of Winnetka Special Service Area No. 5 has been established pursuant to Ordinance M-3-2011, adopted by the Council of the Village of Winnetka (“Village Council”) on April 26, 2011, and Ordinance M-14-2011, adopted by the Village Council on September 6, 2011, to provide for certain special services within the territory described in said ordinances, such special services consisting of the construction of a storm sewer and a new concrete alley, and the construction of related appurtenances (“Special Services”) in the single family residential area consisting of properties bounded by Elm Street, Oak Street, Glendale Avenue, and Rosewood Avenue; and

WHEREAS, the Village Council have determined that, in the interest of the health, safety and welfare of the Village and its residents, it is appropriate to adopt an ordinance levying taxes within Special Service Area No. 5; and

WHEREAS, the construction of the improvements in Special Service Area No. 5 has been completed and the total project cost for the Special Services provided to Special Service Area No. 5 is Seventeen Thousand Six Hundred Sixty-Four Dollars (\$17,664.00); and

WHEREAS, the total term of repayment of the project costs for Special Service Area No. 5 is five years and the 2012 Tax Levy is for Year Two of Five; and

WHEREAS, the Village Council have determined that the total amount to be raised by the levy of taxes on taxable property within Special Service Area No. 5 for the cost of providing such Special Services for the fiscal year beginning April 1, 2012, and ending March 31, 2013 is Four Thousand Ninety-Eight Dollars (\$4,098.00).

NOW, THEREFORE, the Council of the Village of Winnetka do ordain:

SECTION 1: That the foregoing recitals are hereby adopted as the findings of the Council of the Village of Winnetka, as fully set forth herein.

SECTION 2: That in order to meet the cost of providing the above-described Special Services within Special Service Area No. 5 for the fiscal year beginning April 1, 2012, and ending March 31, 2013, there is hereby levied upon all of the taxable property within Village of Winnetka Special Service Area No. 5 subject to taxation for the current year, as assessed and equalized for the year 2012, Four Thousand Ninety-Eight Dollars (\$4,098.00), which is to be collected from the levy of the Village of Winnetka for the year 2012 for the purposes heretofore budgeted, the total of which has been ascertained and is as indicated in the following Summary of 2012 Property Tax Levy under the column labeled "Amount to Be Raised by Tax Levy," and as set forth in detail in the 2012 Property Tax Levy Report, which is attached as Exhibit A and is incorporated herein by reference.

SECTION 3: That there is hereby certified to the County Clerk of Cook County, Illinois, the several sums above, constituting said total amount, and the total amount of Four Thousand Ninety-Eight Dollars (\$4,098.00), which is the total amount the Village of Winnetka requires to be raised by taxation to meet the costs of Special Service Area No. 5 for the current fiscal year of the Village, and that, on or before the time required by law, the Village Clerk shall file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois, whereupon it shall be the duty of said County Clerk to levy taxes for the year 2012 on all properties subject to taxation within Village of Winnetka Special Service Area No. 5, in accordance with the provisions of this Ordinance.

SECTION 4: Each provision of this Ordinance is severable. If any provision of this Ordinance or the application of any provision of this Ordinance to any person or circumstance is held invalid, then the remainder of this Ordinance and the application of the provisions of this Ordinance to other persons or circumstances shall not be affected thereby and shall remain valid, enforceable and otherwise in full force and effect.

[Remainder of this page intentionally left blank.]

SECTION 5: This Ordinance is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 6: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Countersigned:

Village President

Village Clerk

Introduced:
Posted:
Passed and Approved:
Posted:

TAX LEVY REPORT
FISCAL YEAR 2013, SORTED BY PROGRAM

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	AMOUNT TO BE RAISED BY TAX LEVY
----- SSA #5 Rosewood to Glendale: OPERATING EXPENSE: PUBLIC AFFAIRS -----			
33-20-500-180	BOND PAYMENT	3,533	3,533
33-20-500-181	INTEREST PAYMENT	707	565
33-20-500-900	CONSTRUCTION	0	0
33-20-500-901	MISCELLANEOUS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	4,240	4,098
	SSA #5 Rosewood to Glendale TOTAL OPERATING E	4,240	4,098
----- SSA #5 Rosewood to Glendale: TRANSFERS: PUBLIC AFFAIRS -----			
33-20-700-403	OTHER OPERATING TRANSFERS	0	0
	TOTAL FOR: PUBLIC AFFAIRS	0	0
	TOTAL FOR FUND: SSA #5 Rosewood to Glendale	4,240	4,098

AGENDA REPORT

SUBJECT: Ordinance MC-9-2012 – Passage and Publication of Ordinances

PREPARED BY: Katherine S. Janega, Village Attorney

DATE: November 13, 2012

REFERENCE: November 8, 2012 Council Meeting, Agenda pages 10-15

Background

Ordinance MC-9-2012 amends Section 2.04.040 and 2.16.040 of the Winnetka Village Code as they pertain to the passage, approval and publication of ordinances. Section 2.04.040 addresses the Council's procedures, while Section 2.16.040 addresses the Village Clerk's duties.

The current text of these two provisions pre-dates the Village's status as a home rule unit, and are therefore based on the 1869 Village Charter, which required that all ordinances be posted in "three of the most public places" in the Village after they are adopted by the Council. Section 2.04.040 also defines the ordaining clause for ordinances, using the unique, arcane language dictated by the Village Charter. The Village Code also requires posting after an ordinance is introduced, although the introduction and initial posting are not required by the Charter.

The three posting locations currently in effect are the bulletin board at Village Hall, the Winnetka Public Library, and a display case adjacent to the Chestnut Street Post Office. Those locations were established in June of 2004, pursuant to Ordinance MC-9-2004. That amendment was triggered by a Park District request to move the three ordinance display cases, which were then located in Hubbard Woods Park, Station Park and Indian Hill Park, each in close proximity to one of the Village's three METRA stations.

As explained at the November 8, 2012, Council meeting, the procedures and language set by the Village Code pursuant to the Village Charter differ from the procedures and language established by the Illinois Municipal Code. (See 65 ILCS 5/1-2-1, *et seq.*) However, prior to becoming a home rule unit in 2005, the Village did not consider altering the publication methods and ordaining language because, as a chartered, non-home rule municipality, doing so would mean abandoning the benefits of the Village Charter and becoming subject to the Illinois Municipal Code.

It should be noted at this juncture that, although the draft presented for initial consideration at the November 8 Council meeting would have reduced the vote required to waive introduction and would have defined some specific circumstances in which waiver would be permitted, those proposed amendments have been removed from the draft, as directed by the Council in the course of the discussion.

Passage and publication of ordinances

The principal amendments proposed in the draft of Ordinance MC-9-2012 would replace publication by posting in three defined locations with publication in pamphlet form. Pamphlet form

is the preferred statutory form of publication for most municipalities, as all that it requires is adding a cover sheet to each ordinance. (65 ILCS 5/1-2-4) The proposed amendment retains the introduction requirement, but replaces the initial posting that now follows introduction with a requirement to make the ordinance available for public inspection. In so doing, the proposed amendment continues the Village's practice of making the Council's actions easily accessible to the public, allows the Village to take advantage of its website, and retains the flexibility to take advantage of developments in technology without first having to amend the Village Code to do so.

The amendments to the posting and publication procedures following passage of an ordinance provides several benefits. First, because they are consistent with the statutory publication method, it becomes easier to establish the validity of Village ordinances when necessary to do so. This occurs most frequently when doing a bond financing, or when documenting actions for intergovernmental agencies that are accustomed to seeing the statutory forms. For example, when the Village has issued bonds, we have adopted the practice of publishing the relevant ordinances in pamphlet form in addition to publishing them by posting, thereby eliminating questions about the validity of the enactment and providing comfort to bond counsel and bond purchasers alike.

Second, because publication in pamphlet form is provided for by statute and is in widespread use, it is also more understandable to the general public, as well as to the courts should it be necessary to prove the existence of a valid ordinance.

Third, publication in pamphlet form is easily accomplished, since all that is required is the preparation of a cover sheet form to attach to the final ordinance, a task that can be accomplished in a matter of minutes without leaving one's desk. This allows the technicalities of enacting an ordinance to be completed immediately after an ordinance is approved by the Village President. Posting, on the other hand, occurs after the date of the meeting and requires Village staff to leave Village Hall, a task that has become increasingly difficult because of other time-sensitive duties that are performed in the Village Manager's office.

Finally, the ease of publication afforded under the draft amendments allows the Village to focus attention on expanding the use of technology to publicize the Council's actions, without being tied to outdated, manual methods.

Ordaining Clause

Ordinance MC-9-2012 would also replace the archaic ordaining clause established by the Charter ("The Council do ordain"), with the statutory formula ("Be it ordained...") established by the Illinois Municipal Code. (65 ILCS 5/1-2-2) This change to the familiar statutory formula carries many of the same benefits as publication by pamphlet, *i.e.*, familiarity, understandability and acceptability due to its widespread use throughout the State.

Other Amendments

In addition to adopting the statutory procedures and ordaining language, Section 2 of Ordinance MC-9-2012 would also flesh out the entire legislative process, including the preparation of ordinances for Council consideration, introduction of ordinances, and making ordinances available for public inspection. Those additional amendments are based on provisions found in the municipal codes of neighboring communities and other communities in the general area.

In addition, Section 3 of Ordinance MC-9-2012 amends the duties of the Village Clerk pertaining to the publication of ordinances so that they fully correspond to the new introduction, passage and publication process defined in Section 2.

Timing of Ordinance and Effective Date of Amendments

Finally, it should be noted that, although Section 5 of Ordinance MC-9-2012 contains the standard language that would make it effective immediately, the beginning phrases of Sections 2 and 3 of the Ordinance clearly state that the amended Code provisions will actually become effective on January 1, 2013. This date has been chosen for several reasons.

First, Village Code amendments that affect the Council's legislative processes are best made to go into effect at the beginning of the year, as January 1st provides an easily identified and easily remembered point of demarcation between the old process and the new. For example, the Village Code was recodified by Ordinance MC-1-2000. That ordinance also marked the beginning of the new numbering system for ordinances and resolutions.

Second, as previously explained, the Council is considering significant stormwater improvements and how those improvements would be financed. As explained above, having an ordinance form and a method of publication that are consistent with the language and process set by statute helps to avoid questions about the validity of those legislative enactments. Amending the Village Code at this time will assure that the amendments are in place well before any final decisions are made as to the structure or financing of a proposed stormwater utility. This, in turn, will leave the Council free to focus on the substantive stormwater issues without having to address timing issues.

Finally, clearly requiring ordinances to be placed on the agenda and to be made available for public inspection before the meeting not only maintains the heart of the long-established advance notice requirement of both the Village Charter and the current Village Code, it is also consistent with the requirements of the Open Meetings Act. Effective January 1, 2013, the Open Meetings Act will require that all agendas "set forth the general subject matter of any resolution or ordinance that will be the subject of the final action at the meeting" and that at least one copy of the notice and agenda be "continuously available for public review during the entire 48-hour period preceding the meeting." (Public Act 97-827) This requirement can be satisfied by posting the notice and agenda on the Village's website.

Recommendation:

Consider introduction of Ordinance MC-9-2012, amending Chapters 2.04 and 2.16 of the Winnetka Village Code as they pertain to the passage and publication of ordinances.

**AN ORDINANCE AMENDING
CHAPTERS 2.04 AND 2.16 OF THE WINNETKA VILLAGE CODE
AS THEY PERTAIN TO
THE PASSAGE AND PUBLICATION OF ORDINANCES**

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to adopt ordinances, to promulgate rules and regulations and to exercise any power and perform any function pertaining to the government and affairs of the Village and that protect the public health, safety and welfare of its citizens; and

WHEREAS, prior to becoming a home rule municipality in 2005, the requirements for enacting form and procedures for passing ordinances were established by the Winnetka Village Charter of 1869 (“Village Charter”); and

WHEREAS, pursuant to the Village Charter, Section 2.04.040 of the Winnetka Village Code, captioned “Passage of Ordinances,” requires that all ordinances passed by the Winnetka Village Council be published by the Winnetka Village Clerk, by posting copies of the ordinances in “three of the most public places” in the Village, and designates the Village Hall bulletin board, the Winnetka Public Library and in or adjacent to the parking lots adjacent to the Winnetka branch of the U.S. Post Office; and

WHEREAS, Section 1-2-1 of the Illinois Municipal Code (65 ILCS 5/1-2-1) establishes the language for the ordaining clause of ordinances; and

WHEREAS, Section 1-2-4 of the Illinois Municipal Code (65 ILCS 5/1-2-4) provides for the publication of ordinances in book or pamphlet form under the authority of the corporate authorities; and

WHEREAS, the Village Council has determined that the passage and publication of ordinances in the manner provided by the Illinois Municipal Code is in the best interests of the Village and its citizens, in that it will make the Village’s procedures consistent with the procedures followed in the immediate vicinity and throughout the State of Illinois.

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: That the foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Effective January 1, 2013, Section 2.04.040, "Passage of Ordinances," of Chapter 2.04, "Village Council," of Title 2 of the Winnetka Village Code, "Administration and Personnel," is hereby amended in its entirety to provide as follows:

Section 2.04.040 Passage of ordinances.

The preparation, introduction and passage of all ordinances shall be governed by the following rules of procedure:

A. Preparation of ordinances. All ordinances shall be prepared by the Village Attorney at the request of the Council, a committee of the Council, the Village President, or the Village Manager.

B. Ordaining clause. The ordaining clause of all ordinances of the Village shall be: "Be it ordained by the President and Board of Trustees of the Village of Winnetka."

~~C.-A. Introduction of ordinances. All proposed ordinances shall first be read and presented to the Council and a motion shall be made to introduce the ordinance.~~

1. Except as provided in subsection E, below, every ordinance shall first be introduced at a meeting of the Council and made available for public inspection.

2. Except as provided in subsection E, below, no ordinance shall be introduced at any meeting of the Council unless it has appeared on the published agenda for that meeting.

3. The Council may consider and discuss each ordinance at the time of introduction, and may direct that the text of the ordinance be amended prior to being presented for passage.

4. The concurrence of a majority of the Council members present shall be required to introduce an ordinance.

5. Except as provided in subsection E, below, no ordinance shall be passed by the Council at the same meeting at which it was introduced.

~~B. Initial Posting. Upon introduction of any ordinance, the Village Clerk shall make a copy of the proposed ordinance available for inspection in his or her office and shall post a copy of the proposed ordinance in three of the most public places in the Village, which are designated as the following: (1) the Village bulletin board on the first floor of Winnetka Village Hall; (2) inside the Winnetka Public Library at 768 Oak Street; and (3) in or adjacent to the Post Office parking lots located on the west side of Chestnut Street, between Elm Street and Oak Street. The proposed ordinance shall be so posted not less than five days prior to the next regular meeting of the Council.~~

~~D.-C. Passage, Approval and Publication of Ordinances. Posting.~~

1. A proposed ordinance, after it that has been introduced and posted as provided in this section, may be called up for passage at any subsequent meeting of the Council, provided the ordinance has been placed on the published agenda for such

~~meeting and made available for public inspection, when the statutory vote necessary for passage shall be taken. After the ordinance has been approved and signed by the Village President and countersigned by the Village Clerk, the Village Clerk shall post a copy of such ordinance in each of the three places designated in subsection B of this section not later than five days after passage.~~

~~2. If the text of an ordinance has been amended since introduction, the Council shall vote to amend the ordinance prior to voting on the passage of the ordinance. The concurrence of a majority of the members of the Council then present shall be required to accept any such amendments. For purposes of this provision, the correction of errors in a draft ordinance shall not be considered an amendment to the text of the ordinance. The Village President shall be the sole judge of whether a change in an ordinance is an amendment to the text of the ordinance or a correction of an error.~~

~~3. Unless otherwise required by law, the passage of all ordinances shall require the concurrence of a majority of the Council then holding office.~~

~~4. Unless otherwise provided by law, all ordinances shall be effective immediately upon their passage by the Council, approval by the Village President and publication in the manner provided by law. Where publication is by printing in book or pamphlet form, the printing shall contain the legend, "Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois," and the date of publication.~~

~~E. D.—Waiver of Introduction and Initial Posting. The—~~ Except as provided by law, the Council may waive or suspend the procedures set forth in subsections ~~C and D A and B~~ of this section when the members of the Council then present have unanimously determined, by motion, that an emergency exists or that cause has been presented to establish that the procedures do not in that instance serve the best interests of the Village. (Ord. MC-183-97 § 16, 1997: prior code § 2.05)

SECTION 3: Effective January 1, 2013, Subsection E of Section 2.16.040, "Powers and Duties," of Chapter 2.16, "Village Clerk," of Title 2 of the Winnetka Village Code, "Administration and Personnel," is hereby amended to provide as follows:

E. Recording and ~~Posting~~ Publication of Ordinances. To record each ordinance passed by the Council in a book to be kept for that purpose, before the next regular meeting after passage of the ordinance. The Village Clerk shall also ~~post copies of~~ publish each ordinance passed by the Council in the manner provided by law. Where publication is by printing in book or pamphlet form, the printing shall contain the legend, "Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois," and the date of publication. in three of the most public places in the Village, as designated by the Council, not later than five days after the passage of such ordinances, and In addition, the Village Clerk shall note at the foot of the record of each ordinance a memorandum showing the date when the ordinance was introduced, ~~when the ordinance was posted prior to the passage of such ordinance, and~~ the date of the

passage and approval of the ordinance, ~~and the date of posting the ordinance after its passage.~~

SECTION 4: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Village President

Countersigned:

Village Clerk

Introduced:
Posted:
Passed and Approved:
Posted:

Agenda Report

Subject: **Identity Theft Prevention Policy**

Prepared by: Ed McKee, Finance Director

Date: November 2, 2012

In November 2008, the Village passed Ordinance MC-7-2008 to comply with the Fair and Accurate Credit Transactions (FACT) Act of 2003. This law required the Village to implement policies and procedures to detect, prevent, and mitigate the impact of identity theft. The Village is considered a creditor under this law as services are provided by the Village (such as electric, water, and refuse) before a customer pays for those services.

One aspect of the law is periodic review by the governing body of 1) the Village's policies, and 2) any instances where potential identity theft might have occurred. Factors that can be indicative of identity theft are commonly referred to as red flags. The Village's policy documents 13 red flags, including notification received by the Village from credit reporting agencies, personal identification not looking original or matching the applicant, mail not received by the customer, and other events that could be a sign of compromised customer identity.

In terms of the program itself, the staff has been able to work within the guidelines established and no revisions are currently recommended. Copies of the Village's existing policy, as well as Ordinance MC-7-2008, are attached.

In terms of occurrences, since the last report to the Council in November 2011, no red flag events have occurred that required the intervention of the finance director.

Recommendation: Review the provided materials; information only report.

**VILLAGE OF WINNETKA
IDENTITY THEFT PREVENTION PROGRAM**

Village Council Review: November 20, 2012

Program Administrator: Finance Director

Signature: _____

Effective Date: December 1, 2012

This Identity Theft Prevention Program is hereby adopted by the above-named Illinois municipality pursuant to and in compliance with the Identity Theft Rules of the Federal Trade Commission (FTC), Part 681 of Title 16 of the Code of Federal Regulations (16 CFR Part 681).

Purpose

The purpose of this Identity Theft Prevention Program (Program) is to protect customers of the Municipality’s utility services from identity theft. The Program is intended to establish reasonable policies and procedures to facilitate the detection, prevention and mitigation of identity theft in connection with the opening of new Covered Accounts and activity on existing Covered Accounts.

Scope

This Program applies to the creation, modification and access to Identifying Information of a customer of one or more of the utilities operated by the Village and all employees. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program, but rather it is intended to supplement any such existing policies and programs.

Definitions

When used in this Program, the following terms have the meanings set forth opposite their name, unless the context clearly requires that the term be given a different meaning:

Covered Account: The term “covered account” means an account that the Municipality offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments of transactions. (16 CFR 681.2(b)(3)(i)). A utility account is a “covered account.” The term “covered account” also includes other accounts offered or maintained by the Municipality for which there is a reasonably foreseeable risk to customers the Municipality or its customers from identity theft. (16 CFR 681.2(b)(3)(ii)).

Identity Theft: The term “identity theft” means a fraud committed or attempted using the identifying information of another person without authority. (16 CFR §681.2(b)(8) and 16 CFR §603.2(a)).

Identifying Information: The term “identifying information” means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any name, social security number, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number. Additional examples of “identifying information” are set forth in 16 CFR §603.2(a).

Red Flag: The term “Red Flag” means a pattern, practice or specific activity that indicates the possible existence of identity theft.

Certain terms used but not otherwise defined herein shall have the meanings given to them in the FTC’s Identity Theft Rules (16 CFR Part 681) or the Fair Credit Reporting Act of 1970 (15 U.S.C. §1681 *et seq.*), as amended by the Fair and Accurate Credit Transactions Act of 2003 into law on December 4, 2003. (Public Law 108-159).

Administration of the Program

The initial adoption and approval of the Identity Theft Prevention Program shall be by Ordinance of the Village Council. Thereafter, changes to the Program of a day-to-day operational character and decisions relating to the interpretation and implementation of the Program may be made by the Finance Director who shall be the Program Administrator. Major revisions of this policy shall be approved by the Village Council.

Development, implementation, administration and oversight of the Program will be the responsibility of the Program Administrator. The Program Administrator will report at least annually to the Village Council regarding compliance with this Program.

Issues to be addressed in the annual Identity Theft Prevention Report include:

1. The effectiveness of the policies and procedures in addressing the risk of Identity Theft in connection with the opening of new Covered Accounts and activity with respect to existing Covered Accounts.
2. Service provider arrangements.
3. Significant incidents involving Identity Theft and management’s response.
4. Recommendations for material changes to the Program, if needed, for improvement.

Identity Theft Prevention Elements

Identification of Relevant Red Flags

The Municipality has considered the guidelines and the illustrative examples of possible Red Flags from the FTC's Identity Theft Rules and has reviewed the Municipality's past history with instances of identity theft, if any. The municipality hereby determines that the following are the relevant Red Flags for purposes of this Program given the relative size of the Municipality and the limited nature and scope of the services that the Municipality provides to its citizens:

- A. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers.
 - 1. A Consumer Reporting Agency alerts the Village of a credit freeze, address disparity, or that an account has been noted to have abusive or fraudulent activity.
- B. The presentation of suspicious documents.
 - 2. Documents provided for ID do not appear to be genuine and unaltered.
 - 3. The photo or physical description is not consistent with the appearance of the applicant.
 - 4. Information given to open the account is not consistent with the ID of the applicant.
- C. The presentation of suspicious personal identifying information, such as a suspicious address change.
 - 5. Personal ID is of the same type associated with fraudulent activity: fictitious address, mail box drop, or prison or phone number is invalid; it is associated with a pager or answering service.
 - 6. Personal ID provided is associated with known fraudulent activity.
 - 7. Personal ID is inconsistent with utility records.
 - 8. The customer fails to provide all needed personal ID upon request.

D. The unusual use of, or other suspicious activity related to, a Covered Account.

9. The utility is notified of unauthorized charges or transactions in connection with a customer's account.

10. Customer notifies utility that they are not receiving their bill.

11. Mail sent to customer is repeatedly returned.

12. Payments are made in a manner associated with fraud. For example, a deposit or initial payment is made and no payments are made thereafter.

E. Notice of Possible Identity Theft.

13. Utility is notified by law enforcement officials or others, that it has opened a fraudulent account for a person engaged in identity theft.

Detection of Red Flags

The employees of the Municipality that interact directly with customers on a day-to-day basis shall have the initial responsibility for monitoring the information and documentation provided by the customer and any third-party service provider in connection with the opening of new accounts and the modification of or access to existing accounts and the detection of any Red Flags that might arise. Management shall see to it that all employees who might be called upon to assist a customer with the opening of a new account or with modifying or otherwise accessing an existing account are properly trained such that they have a working familiarity with the relevant Red Flags identified in this Program so as to be able to recognize any Red Flags that might surface in connection with the transaction.

An Employee who is not sufficiently trained to recognize the Red Flags identified in this Program shall not open a new account for any customer, modify any existing account or otherwise provide any customer with access to information in an existing account without the direct supervision and specific approval of a management employee. Management employees shall be properly trained such that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may present themselves in connection with the opening of a new account or with modifying or accessing of an existing account. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

The Program Administrator shall establish from time to time a written policy setting forth the manner in which prospective customers shall apply for service, the information and documentation to be provided by the prospective customer in connection with an application for a new utility service account, the steps to be taken by the employee assisting the customer with the application in verifying the customer's identity and the manner in which the information and documentation provided by the customer and any third-party service provider shall be maintained. Such policy shall be generally consistent with the spirit of the Customer Identification Program rules (31 CFR 103.121) implementing Section 326(a) of the USA PATRIOT Act but need not be as detailed. The Program Administrator shall establish from time to time a written policy setting forth the manner in which customers with existing accounts shall establish their identity before being allowed to make modifications to or otherwise gain access to existing accounts.

Response to Detected Red Flags

If the responsible employees of the Municipality as set forth in the previous section are unable, after making a good faith effort, to form a reasonable belief that they know the true identity of a customer attempting to open a new account or modify or otherwise access an existing account based on the information and documentation provided by the customer and any third-party service provider, the Municipality shall not open the new account or modify or otherwise provide access to the existing account as the case may be. Opening new accounts or the modification or access to existing accounts will be on a non-discriminatory basis based on the Village's policies.

The Program Administrator shall establish from time to time a written policy setting forth the steps to be taken in the event of an unresolved Red Flag situation. Consideration should be given to aggravating factors that may heighten the risk of Identity Theft, such as a data security incident that results in unauthorized access to a customer's account, or a notice that a customer has provided account information to a fraudulent individual or website. Appropriate responses to prevent or mitigate Identity Theft when a Red Flag is detected include:

1. Monitoring a Covered Account for evidence of Identity Theft.
2. Contacting the customer.
3. Changing any passwords, security codes, or other security devices that permit access to a Covered Account.
4. Reopening a Covered Account with a new account number.
5. Not opening a new Covered Account.
6. Closing an existing Covered Account.
7. Not attempting to collect on a Covered Account or not selling a Covered Account to a debt collector.
8. Notifying law enforcement.
9. Determining that no response is warranted under the particular circumstances.

Program Management and Accountability

Initial Risk Assessment – Covered Accounts

Utility accounts for personal, family and household purposes are specifically included within the definition of “covered account” in the FTC’s Identity Theft Rules. Therefore, the Municipality determines that with respect to its residential utility accounts it offers and/or maintains covered accounts. The Municipality also performed an initial risk assessment to determine whether the utility offers or maintains any other accounts for which there are reasonably foreseeable risks to customers or the utility from identity theft. In making this determination the Municipality considered (1) the methods it uses to open its accounts, (2) the methods it uses to access its accounts, and (3) its previous experience with identity theft, and it concluded that it does not offer or maintain any such other covered accounts.

Program Updates – Risk Assessment

The Program, including relevant Red Flags, is to be updated as often as necessary but at least annually to reflect changes in risks to customers from Identity Theft. Factors to consider in the Program update include:

1. An assessment of the risk factors identified above.
2. Any identified Red Flag weaknesses in associated account systems or procedures.
3. Changes in methods of Identity Theft.
4. Changes in methods to detect, prevent, and mitigate Identity Theft.
5. Changes in business arrangements, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements.

Training and Oversight

All staff and third-party service providers performing any activity in connection with one or more Covered Accounts are to be provided appropriate training and receive effective oversight to ensure that the activity is conducted in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

Other Legal Requirements

Awareness of the following related legal requirements should be maintained:

- 31 U.S.C. 5318 (g) – Reporting of Suspicious Activities
- 15 U.S.C. 1681 c-1 (h) – Identity Theft Prevention; Fraud Alerts and Active Duty Alerts – Limitations on Use of Information for Credit Extensions
- 15 U.S.C. 1681 s-2 – Responsibilities of Furnishers of Information to Consumer Reporting Agencies
- 15 U.S.C. 1681 m – Requirements on Use of Consumer Reports

Village of Winnetka

Red Flag Events

A	B	C	D	E
Alerts, Notifications or Warnings from Consumer Reporting Agency	Suspicious Documents	Suspicious Personal I.D. Information	Unusual Use or Suspicious Activity related to the Covered Account	Notice of Theft
1. A Consumer Reporting Agency alerts the Village of a credit freeze, address disparity, or that an account has been noted to have abusive or fraudulent activity.	2. Documents provided for ID do not appear to be genuine and unaltered.	5. Personal ID is of the same type associated with fraudulent activity.: fictitious address, mail box drop, or prison or phone number is invalid; it is associated with a pager or answering service.	9. The utility is notified of unauthorized charges or transactions in connection with a customer's account.	13. Utility is notified by law enforcement officials or others, that it has opened a fraudulent account for a person engaged in identity theft.
	3. The photo or physical description is not consistent with the appearance of the applicant.	6. Personal ID provided is associated with known fraudulent activity.	10. Customer notifies utility that they are not receiving their bill.	
	4. Information given to open the account is not consistent with the ID of the applicant.	7. Personal ID is inconsistent with utility records.	11. Mail sent to customer is repeatedly returned.	
		8. The customer fails to provide all needed personal ID upon request.	12. Payments are made in a manner associated with fraud. For example, a deposit or initial payment is made and no payments are made thereafter.	

ORDINANCE NO. MC-7-2008

**AN ORDINANCE AMENDING
CHAPTERS 2.48 AND 4.04 OF THE WINNETKA VILLAGE CODE
TO PROVIDE FOR IDENTITY THEFT PROTECTION PROCEDURES**

WHEREAS, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to regulate for the protection of the public health, safety and welfare; and

WHEREAS, the United States Congress has enacted the Fair and Accurate Credit Transactions (FACT) Act of 2003, which requires that creditors implement policies and procedures to detect, prevent, and mitigate the impact of identity theft; and

WHEREAS, the FACT Act has a mandatory compliance date of November 1, 2008; and

WHEREAS, as required by the FACT Act, the Federal Trade Commission (FTC) and federal banking agencies have issued final rules and guidelines for implementing the FACT Act; and

WHEREAS, because the Village provides a variety of services, including electric, water and refuse service, before the customer is required to pay for them, and because the Village occasionally enters into payment plans with customers with past due accounts, the Village is considered a creditor under the FACT Act and must implement policies and procedures as required by the FACT Act and applicable federal rules.

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Subsection E of Section 2.48.010 of Chapter 2.48, “Finance Department,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Powers and Duties. The Finance Director shall be subject to the control and direction of the Village Manager and shall be head of the Finance Department. Subject to the approval of the Village Manager, the Finance Director shall have both control over all of the property and employees of the Finance Department and the power to appoint and remove such employees as may be required for the efficient operation of the Department. In addition to the duties required by state law, the Finance Director shall have the following duties, functions and responsibilities:

1. To assist the Budget Officer in the preparation of the annual budgets, and to prepare tax levy and tax abatement ordinances;
2. To supervise all expenditures of the Village and to maintain accurate records of such expenditures;
3. To keep the financial records of the Village;
4. To oversee all purchases made by the Village and to develop and recommend procedures for such purchases;
5. To prepare financial reports and statements;
6. To issue bills and collect fees for water, electric, sewer, refuse and other services rendered by the Village;
7. To invest Village funds with the approval of the Treasurer;
8. To collect, and to maintain accurate records of, the following: all special assessments; all cash deposits required by the Village, including deposits for electric, sewer and water service; all fees for licenses and permits issued by the Village; and all payments of fines and fees, as provided in this code;
9. To collect late fees and to recover costs related to the collection of any unpaid or delinquent fees, fines, deposits or other payments due and owing to the Village;
10. To retain deposits and excess payments that may otherwise be subject to refunds, for the sole purpose of applying the retained amount to pay all or part of a delinquent account owed by the person making the deposit; ~~and~~
11. To develop and implement procedures to detect, prevent, and mitigate the impact of identity theft in accordance with section 4.04.020 of this Code and applicable federal laws, rules and regulations; and
12. To perform such other services as may be required by the Village Manager.

SECTION 3: Chapter 4.04, “Fiscal Provisions Generally” of Title 4 of the Winnetka Village Code, “Revenue and Finance,” is hereby amended to provide as follows:

Chapter 4.04

~~FISCAL GENERAL PROVISIONS GENERALLY~~

Sections:

- 4.04.010 Disposition of funds.**
~~4.04.020 Identity Theft Protection~~

Section 4.04.010 Disposition of funds.

No person shall be paid from the treasury upon any warrant except from the money belonging to the particular funds, or budget item, upon which such warrant shall be drawn; nor shall money be transferred by the Treasurer from one fund to another after the money has been received by the Treasurer, nor appropriated to any other purpose than that for which it has been collected or paid, except as provided in Section 4.08.010(D) of this code. (Ord. MC-228-99 § 1 (part), 1999: prior code § 3.04 (part))

Section 4.04.020 Identity Theft Protection.

A. Statement of Policy. It is the policy of the Village of Winnetka to establish procedures to detect, prevent, and mitigate the impact of identity theft, as required by the Fair and Accurate

Credit Transactions Act of 2003 and applicable rules promulgated by the Federal Trade Commission and federal banking agencies pursuant to said Act.

B. Development of Procedures. The Finance Director, under the supervision of the Village Manger, shall be responsible for developing the Village of Winnetka Identity Theft Protection Procedures, which shall establish procedures appropriate to the Village's operations for the detection, prevention, and mitigation of the impact of identity theft, as required by the aforesaid Act. The procedures shall include a requirement that all incidents of identity theft be reported to the Winnetka Police Department and any other law enforcement agency having jurisdiction over such matters for investigation and prosecution.

C. Village Council Review and Approval. The Village of Winnetka Identity Theft Protection Procedures, and amendments thereto, shall be subject to the review and approval of the Village Council.

D. Annual Report. During the fourth calendar quarter of each year, the Finance Director shall report to the Village Council regarding the implementation of the Village procedures, including reports of identity theft and recommendations for modifications to the procedures.

SECTION 4: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this 6th day of November, 2008, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 6th day of November, 2008.

Signed:

Village President

Countersigned:

Village Clerk

Introduced: October 21, 2008

Posted: October 22, 2008

Passed and Approved: November 6, 2008

Posted: November 7, 2008