

**Village of Flossmoor
Annual Operating Budget**



FLOSSMOOR

Welcoming. Beautiful. Connected.

**Fiscal Year
2019 - 2020**

VILLAGE OF FLOSSMOOR, ILLINOIS

ANNUAL OPERATING BUDGET FISCAL YEAR 19-20

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May 1, 2019

Honorable Mayor and Board of Trustees
Village of Flossmoor, Illinois

We are very pleased to present the annual budget for the Village of Flossmoor for the fiscal year beginning May 1, 2019 and ending April 30, 2020. This document represents the collaborative efforts of the management staff and the Village Board to produce a financial plan and work program for Fiscal Year 2020. The Village of Flossmoor's annual operating budget serves as the primary planning and financial tool to accomplish the many objectives, policies and programs set by the Village Board within the context of the following vision:

Residents choose Flossmoor for beautiful homes and neighborhoods, for good schools and easy access to Chicago, for a diverse and inclusive community in a family-friendly small town.

The quality of life in Flossmoor is supported by a fiscally responsible Village government that delivers first-class services, improves infrastructure, assures public safety and attracts homeowners and businesses.

This vision was reviewed and agreed to during a strategic planning process held in the summer of 2017 with the Board and executive staff. Using input from community members, staff and the Board, the Village agreed to five strategic priorities. Our organization's objectives are centered on these target areas until at least FY22. Those priorities are as follows:

1. **FINANCES & SERVICES:** Achieve a balanced budget with funding for prioritized services and infrastructure improvement: Maximize development of open commercial properties, foster healthy businesses, pursue other revenue and funding opportunities, and control expenditures.
2. **INFRASTRUCTURE:** Improve the Village infrastructure: Develop prioritized improvement plans and maintain/improve road, water, sewer and other infrastructure on an appropriate cycle.
3. **BUSINESS:** Engage in an economic development program: Attract, retain and help revitalize businesses and attain the development of available commercial properties.
4. **DIVERSITY & COMMUNICATIONS:** Foster a diverse, united and inclusive community: Pursue activities to maintain Flossmoor's diversity, promote inclusiveness, and build communications, understanding and unity among residents across neighborhoods and throughout the community.
5. **HOUSING:** Enhance the Village's housing stock and increase property values: Promote Flossmoor to attract homebuyers, beautify downtown and neighborhoods, and assure maintenance of residential properties.

Each year, as we begin the budget process, we pause to consider our accomplishments over the past year. We continue to be proud of our successes. This document reports those successes to the community so that all can understand how our tax dollars have been effectively and responsibly used to serve our residents.

FISCAL YEAR 2019 ACHIEVEMENTS

Fiscal Year 2019 was another successful year for the Village of Flossmoor filled with growth and development as well as progress. The Village has historically utilized sound financial planning which has allowed a healthy fund balance to grow for rainy days, special projects and capital improvements. As a non-home rule community with a large dependence on property tax, experiencing the pressure of property tax caps coupled with the recent recession and recovery period, rising labor and operational costs, declining or stagnant revenues dependent upon market conditions not to mention the “state” of the State of Illinois, the condition of our fund balances is a constant concern for the Village.

On-going financial analysis such as mid-year financial reviews and five-year projection studies have been instrumental in formulating short-term and long-term plans to mitigate any financial instability. Specific actions that the Village has taken over the last several years include the following: the deferral of Finance and Facilities Plan capital projects which would be financed with General Fund monies; the minimization of additional funding for new projects or programs; the adoption of new revenue opportunities and fee adjustments including an update to the police ticket fines, equipment violation fines, and property maintenance fines; property tax and sales tax referenda, the adoption of an administrative tow fee and an administrative adjudication system; the adoption of a storm water utility fee; increased ambulance fees; and various fee and fine increases as part of the Municipal Code Update Project. “Finances and services” was identified as a top priority in the strategic planning process, and the Board’s diligent review and response to changing fiscal conditions support this strategy.

The Board also committed to our high quality services and agreed that a reduction in services is a “last resort.” They charged staff with exploring creative and innovative solutions to maintain our services and reduce costs, including but not limited to sharing services, outsourcing, or in some cases bringing services in-house depending upon the cost. While some of that analysis occurs annually during budget preparation, staff has renewed these types of conversations with the other local taxing bodies in an effort to find economies of scale.

The community should feel confident that their local tax dollars are well managed, and the Village Board is appropriately responding to the observed financial trends. In fact, the Village’s sound financial practices and policies have been praised by Standard & Poor’s (S&P), a bond rating agency. In 2009, S&P upgraded the Village’s bond rating from AA to AA+, with “strong financial operations” cited as one of the four major strengths of the Village. The Village’s bond rating upgrade itself accounted for nearly \$80,000 of the \$265,000 savings associated with the 2009 Advance G.O. Refunding Bond Issue. These savings did not impact the Village budget, but rather, positively impacted property tax payers and were reflected in tax bills. In 2012 and 2014, the Village was re-rated by S&P as a result of the approval of the referendum to issue \$7.28 million in General Obligation Bonds to support the Water Main Improvement Program. In 2017, the Village refunded the Library Bonds one last time, which saved taxpayers approximately \$80,000 over the remainder of the life of the bonds. On all three occasions, Standard and Poor’s Ratings Services assigned its AA+ long-term rating to the Village of Flossmoor.

A combination of all these actions described above has resulted in some short-term effective measures to maintain our financial stability. As always, staff continues to present the annual budget in an extremely conservative manner with a critical eye on both expenditures and revenues to ensure our financial reserves remain strong and our ability to deliver current services remains intact.

Planning and Economic Development

Much of our efforts in recent years have been focused on the now former TIF District with the primary focus on highway-oriented retail along the Vollmer Road frontage. Although economic conditions continue to impede commercial development, staff has worked diligently to recruit developers and retailers for the Village. Despite a poor economy at the time, the Village experienced one of its largest developments in the Village’s history, a 192,940 sq. ft. Meijer store and gas station/convenience store that opened in 2016. The development also has five outlots for additional retail uses and development has occurred on two of them with a Buona Restaurant and Starbucks Restaurant and AT&T. In the Starbucks and AT&T outlet, there was space for two additional users and over the past year those leases have been filled and interior construction commenced for a Captain Hook’s and Jersey Mike’s restaurants. Both opened in early May.

The Village has also approved a concept plan for a Dunkin Donuts at the corner of Central Park and Vollmer Road. This development includes the purchase of Village-owned land for the construction. It was expected that the plan would have returned for final approval by now, except that the petitioner is working with Dunkin Donuts on a new store concept and Cook County's engineering review is outstanding. In addition to the quality of life amenities that these types of development will bring to our community, it will also financially impact the Village with significant property and sales tax revenue. Subsequent to this development, the Village will continue its economic development efforts in southwest Flossmoor focusing on development of the land to the east of the Meijer project and the remaining outlots with a request for proposals from developers.

Other developments this year include the following: the Center for Dental Excellence began a substantial expansion project in the fall of 2018 after having purchased the former Great Lakes Bank building to the north. They are expected to be completed with construction in the summer of 2019. Family Dollar purchased and rehabbed the former Family Video location at Flossmoor Road and Crawford Avenue. The store opened in the spring of 2019.

Dunning's Market relocated to downtown Flossmoor last year and is thriving in the former bakery space. Other businesses that opened in the downtown this past year include Love Noa, a girls clothing boutique, and Country Financial, an insurance agent. The former Villager space has been leased to a mid-century modern furniture and records store, Conservatory Vintage and Vinyl which will open in late summer. Finally, the Village purchased the vacant Flossmoor Road properties and is in the process of developing a site plan rendering that we can shop to developers.

This past year, the Village Board adopted an Economic Development Policy to guide them and future boards on the award of development incentives. Since then, two incentives have been provided: one to Dunning Market to offset the costs of a code required commercial cooking hood and suppression system and the reimbursement of permit fees to Center for Dental Excellence.

Public Works Department

One of the most significant decisions in the last several of years was the Village Board's decision to proceed with various water main replacement in the Village and successfully sought voter approval for \$7.28 million in General Obligation Bonds to pay for water main improvements. Those funds supported a Water Main Improvement Program to replace six miles or approximately 10% of the Village's water main throughout the community. The intent of this program was to replace the poorest performing water main reducing water loss due to leaks, improving our ability to access and service water mains, and increasing water flow to fight fires.

Near the time that the final phase of water main replacement was completed, a leak was discovered in the Vollmer Road Reservoir, and crack repair and other rehabilitation was identified. Between this project and the water main replacement discussed above, pumpage has significantly decreased. As the reader will note from the discussion below, the correlating financial impact to the Water and Sewer fund has had a positive benefit. If these trends continue, over time, the financial health of the fund will improve and ultimately have a positive impact on water rates.

Another water related project the Village is set to undertake is the replacement of all the small (residential) water meters and converting to a radio read program. Almost two years ago, the Village engaged Johnson Controls to test and evaluate a sample set of meters to analyze the return on investment from a village-wide upgrade. While performance improvement is expected, the return on investment that Johnson Controls estimated is not as high as our past experience with upgrades to the large meter program completed a few years ago. Given our positive experience and our knowledge of the meter technology, we expect greater results than the vendor is willing to guarantee. The financing of the \$1.72 million project has been deliberated at length with a conclusion to most likely upfront the majority of the cost through the General Fund and repay that fund with Water and Sewer Fund monies over time through the operating transfer with water revenues as funds allow.

Another project which had been deferred for several years is the replacement of the Brookwood Bridge deck. This project was initially considered straightforward until we identified that the Butterfield Road culvert located in close proximity to the bridge is failing. This culvert moves a significant portion of stormwater from the west half of the village to the east. The project was submitted to and approved by the Illinois Department of Transportation for STP-Bridge funds to cover the cost of the project for both engineering and construction at an 80/20 match. In addition, the project has been earmarked for a \$810,000 State Road Fund Grant. Staff expects Phase II design engineering to be completed in the coming months with the anticipation of starting Phase III construction engineering and construction in Fiscal Year 2020.

Three years ago, the IEPA mandated the relocation of the Sterling Avenue Water Tower overflow. Further study revealed that the tower did not meet structural standards to install the overflow. Long term, the Village has identified demolishing this tower and relocating it. This tower may become important for storage and redundancy should the Western Avenue tower need to come off-line. The Village contracted with Burke Engineering to study the future of this tower; the recommended option involves removing the existing tower and constructing a new 250,000 gallon tower at the Vollmer Reservoir property. Since that time, the Village has been evaluating water supply options which could impact the chosen location of this tower. The timing for both of these initiatives is good. Funding has been set aside in Fiscal Year 2020 to complete the engineering and loan preparation to obtain a low interest loan to complete the construction.

In Fiscal Year 2010, as a result of federal stimulus monies released to state agencies to encourage local infrastructure projects, the Village began the engineering and loan preparation documents in connection with the Phase IV Sanitary Sewer Reconstruction Project. This project includes a combination of spot repairs, total segment replacement and cured-in-place lining to restore the function and integrity of the sanitary sewer system in Flossmoor Hills and Highlands. The project was not chosen for funding at that time, and the Village did not proceed to construction. Our application could be called for funding soon. Additional work has continued on the application and loan submittal since Fiscal Year 2017, and contingent upon the receipt of funding, we will proceed to construction.

In Fiscal Year 2019, the Village was awarded an Invest in Cook Grant for Phase I Engineering for the Central Business District Roadway, Pedestrian and Streetscape Improvements. Earlier in the year, the Village implemented several pedestrian and roadway improvements to calm traffic and enhance pedestrian safety. Those improvements used paint, stanchions and signage and are viewed as a stop-gap to more permanent changes. This grant will cover 80% of the Phase I Engineering which has a total cost of \$160,000. The Village has identified the need for safety improvements included within the project such as re-configured intersection geometry, improved vehicle and pedestrian sight lines, improved crosswalk configuration and crossing safety treatments, evaluation of existing on-street parking locations and improved roadway and pedestrian lighting. The Village has also identified the need to modernize and accentuate the district by adding parkway and crosswalk pavers, sidewalk replacement, ADA access improvements, additional trees, benches, bike racks, wayfinding and other decorative landscaping elements. This work will continue into Fiscal Year 2020; however, staff is already applying for another Invest in Cook Grant for Phase II Engineering.

The majority of the Village's capital improvements are funded with reserve cash on hand. In times of economic pressures and the need to allocate additional reserves to fund daily operations, the Village is able to scale back capital improvements financed through the General Fund. This tactic has allowed the Village to pay for large capital projects without borrowing funds, which always costs more, and provides an immediate budget reduction in times of economic stress.

Fire Department

During the past calendar year, the Fire Department responded to 1110 paramedic calls and 433 fire calls. This service demand represents a 1.0% decrease and a 17.7% increase respectively from last year's service needs.

For several years now the Fire Department has made training a priority, logging approximately 4,000 hours of training in 2018, and the hard work and financial commitment to training is paying significant

dividends. Notably, in 2018 there were no accidents or injuries involving Fire Department personnel which is a fantastic accomplishment.

We have discussed in previous years a growing concern in the department is stable leadership, continuity, and improved safety at the company level for our day-to-day operations and other various programs (Public Education, EMS Coordinator, and other functions). This past year, department management completed an analysis of the impact of adding full-time staff and reducing contractual and part-time costs proportionately. The near term impact is fairly cost neutral and given the continued high turnover of supervisory personnel through our contract, staff advanced the discussion to the Board who approved the municipal code and personnel manual updates that are needed to implement this change. Subsequently, the Fire Department created an eligibility list per statute, off of which the Village hired two additional Captains, in Fiscal Year 2019. Acclimating those individuals and the full-time position into our organization remains a priority for the department in the new fiscal year.

The Village is excited to have received a grant from FEMA to help offset the cost of hiring these two positions for a period of three years. The grant is for the addition of firefighters to our daily staffing, thus the Village went from four firefighters on duty to five on the two shifts on which we hired Captains. There is no requirement for maintaining the fifth firefighter on duty beyond the three year grant performance period. This fifth position provides the organization with the benefit of being able to adequately staff both an ambulance and a fire engine for initial response to the community. The grant not only provides some financial relief, but also provides the operational benefit of the fifth firefighter on-duty. At the end of the performance period, the Village will evaluate call volume, staffing needs, costs, the Village's financial position, and the effectiveness of this firefighter-only position so we can decide whether to keep the position, eliminate it, or move in another direction.

Another Fiscal Year 2020 goal is to replace our current SCBA air packs. Our current SCBA have exceeded their useful service life and are required to be replaced in accordance with DOT regulations. The department has repeatedly applied for grant funding to offset these costs thereby delaying replacement. If the department is not successful this year, the Village will have to use Capital Equipment Funds that have been set aside. Finally, in late calendar year 2019 or early 2020, the Fire Department will take delivery of a new aerial ladder truck which will require training of all personnel on its operations and functions.

The success of our Fire Department is largely dependent upon the work and dedication of our many paid-on-call staff. Training and mentoring remain a priority for the Department, and we are proud of our participation in MABAS 24 including our leadership roles. I extend a heartfelt thanks to these individuals who dedicate their time and talent to protecting our community. Repeatedly, the Village has outdone industry standards by maintaining an effective paid-on-call and part-time staff as call volumes have increased over time and the operations have become more complex. The efforts that are being undertaken with our strategic planning process, workforce development, recruitment, and succession planning will help ensure that our Fire Department staffing structure will sustain the Village for as long as possible before more significant changes need to occur.

Inspectional Services Department

This department is responsible for conducting plan reviews, issuing building permits and performing building inspections, zoning regulations and property maintenance inspections. During calendar year 2018, the Inspectional Services Department issued 755 permits (\$121,713 in permit fees) compared to 855 permits in the previous year for new construction, additions and alterations. The total taxable construction value was \$6,481,250 in 2018 compared to \$10,084,999 in 2017. While three permits were issued for new single-family dwellings in 2018, the department issued less permits for additions/remodels (208) than in 2017 (227), representing an 8% decrease. However, the taxable construction value of these permits in 2018 was \$4,498,850 compared to \$4,404,385 in 2017 representing a 2% increase. These statistics reflect that residents continue to invest in their property with building improvements. The total number of inspections performed in calendar year 2018 was 1,072 compared to 1,207 in 2017 which is a decrease of 11%.

In 2018, the Village issued 3 permits for new single-family dwellings. While a large percentage of renovation permits are issued for homes that had been previously vacant, existing homeowners also continue to invest in their properties. Eight permits were issued in 2018 for new commercial occupancies in the Village.

In recent years, the Village adopted the International Codes, which we have found to be more effective for design professionals and contractors, but staff is still reviewing the Flossmoor Building Code and amending those model codes to incorporate any necessary changes that may be more stringent than the model codes in the interest of the safety and well-being of our residents. This past fiscal year, staff reviewed and the Board adopted the 2018 International Codes.

Also in Fiscal Year 2019, the Village adopted the Vacant Building Registration and Nuisance Property Registry. Both programs are implemented as additional property code enforcement measures. Although in their infancy, staff reports that the Vacant Building Registration has been helpful in reaching property owners or property management companies to maintain code compliance.

Looking ahead to Fiscal Year 2020, the Inspectional Services Department has several objectives. Staff has been developing a policy and procedures manual as time permits; with the transition of property maintenance functions to this division last year, these functions need to also be incorporated into the manual. Staff will continue this work into Fiscal Year 2020. Staff is also assessing the feasibility of using technology for online permitting, field inspection input, plan review as well as migration of building files and plans into an electronic format. This initiative is being reviewed, in part, with the selection of the new financial software. Finally, working with the Village Manager's Office on the continued development of southwest Flossmoor and the Meijer subdivision is a major priority moving into the new fiscal year.

Police Department

Our crime rate continues to be the lowest crime rate in the immediate area, as measured by the Uniform Crime Reporting Index, but the department continues to work collaboratively with other agencies, train our staff, develop programs to connect with the community and be ready and responsive in order to maintain that standing.

A major focus in the Police Department continues to be staffing. In Fiscal Year 2019, management staff worked with the Board of Police and Fire Commissioners to establish a new police officer eligibility list. Ninety applications were received and sixty applicants took part in the written exam. In the end, seventeen candidates qualified to be placed on the list and two have subsequently been hired.

During Fiscal Year 2019, administration spent a considerable amount of time working with the collective bargaining unit in an attempt to settle an agreement. Unfortunately, the parties could not resolve the wage package and ultimately, the agreement went before an arbitrator. In the end, a three year agreement was awarded in favor of the unit.

Staff development continues to be a significant priority for the Police Department. Officers are continually evaluated and provided with training opportunities that will make them more proficient in their duties as law enforcement officers. Two sergeants participated in the Northwestern University's Center for Public Safety Executive Management Program, one of which participated in the on-line version of the program, which made him available to respond and assist to situations in the community as the need arose. Two officers completed the Special Weapons and Tactics (S.W.A.T.) School, bringing the department to 13 officers certified in S.W.A.T., which far exceeds the standard of most departments. Two additional officers are scheduled for the next session.

Training and situational preparedness relative to critical incidents is a critical part of police readiness. Role playing and table-top drills are important for all public safety staff and support systems to prepare in case the reality ever occurs. This year's focus was Homewood Flossmoor High School. Not only was a table-top conducted with area police department and high school administration to review crisis management, but a full active shooter drill was held with all school staff and student role players. These drills continue to be invaluable for our staff as well as civilians.

The value of community policing activities continues to increase with an expectation that police departments find more opportunities for positive contacts and interactions with the residents of the village and those who work, visit, or attend school in the village. The department's continued participation in several programs provides many opportunities for citizens and students to interact with our officers, including D.A.R.E., Community Reader Day, Chalk the Walk, drivers education instruction on traffic stops, presentations to high school students, Coffee with a Cop, and National Night Out, to name only a few.

The department's participation in mutual aid organizations remains important for a small police force. With the depth of resources across these different groups, the Village retains access to a breadth of law enforcement specializations. These groups include but are not limited to the Network III Tactical Unit, Cook County Gang Unit, Cook County Department of Public Health's First Responder Task Force, South Suburban Major Accident Reconstruction Team, the Major Crime Task Force Investigations, and the South Suburban Emergency Response Team including the SWAT Special Weapons and Tactics Team.

As we move into the new fiscal year with new department leadership, the Police Department will be focused on continuing to provide strong public safety services including patrol to maintain a low crime index, community interaction to build strong community relationships, and leveraging the officers' talents to achieve those two objectives.

Finance Department

As always, the Village's Finance Department has been instrumental in ensuring that the Village's finance operations are efficient and responsive to both its internal customers (Village departments) and external customers (residents and vendors). Our sound financial planning has guaranteed that we are saving for our future financial needs. Our Capital Equipment Fund and Finance and Facilities Plan have been developed as excellent financial tools for the Village. Our prudent financing and daily accounting resulted in only three auditor adjustments for the previous fiscal year. This follows four years in a row of zero auditor adjustments, which given our staff size and workload is very impressive.

A department reorganization plan was approved effective September 1, 2016 and with the close of Fiscal Year 2019 is substantially complete with the transition of duties. The plan addresses internal and external factors which have pressured the department under previous structures and resources and future factors which will cause pressures to continue to grow.

An outstanding goal for several years is the development of an RFP document and plan to replace the Village's financial management software. The Village has delayed this replacement for several years, but made significant progress in Fiscal Year 2019 with the development of an RFP and vendor review, and as the Village enters the new fiscal year contract negotiation is underway. The advancement of technology has identified new opportunities in our next software that will be explored to improve customer service and increase operational efficiency which is exciting. Staff expects that a contract will be awarded and implementation will start in Fiscal Year 2020. In addition to installation, configuration and programming, implementation will include data conversion, training and likely changes to policies and procedures. This Finance-led project will impact all of the departments.

Upon completion of the next health insurance renewal in June of 2019, the Village, with the assistance of its broker, The Horton Group, will need to continue to work toward compliance with all 2019 Affordable Care Act (ACA) mandates and will have a better handle on the financial impacts of ACA both in the short-term and for long-term financial planning.

The Village began to feel the impact of the latest major GASB overhaul with the mandatory implementation of GASB 74 in Fiscal Year 2018 which is now followed by implementing GASB 75 in Fiscal Year 2019. These are the new other post-employment benefit (OPEB) reporting standards. The OPEB standards have been structured to basically mimic the new pension standards (GASB 67 & 68). Like the pension standards, GASB 74 will create sweeping accounting changes and workload impacts. Correct implementation will be vital to the Village's ability to sustain its CAFR award as well as the S & P rating.

The role of the Finance Department continues to be critical in monitoring the effect of the economy on the Village's financial health. This role includes monitoring long-range financial forecasts to quantify national and regional economic impacts, assisting in the identification and adoption of needed revenue enhancements, and assisting with the analysis of possible service modifications.

Administration

In addition to assisting the Village Board with policy development and implementation, as well as providing general management oversight to Village operations, the Village Manager's office has several areas of responsibility. First, this office is responsible for intergovernmental relations with other local taxing agencies as well as regional, state and federal agencies. The staff in this office is also responsible for general resident communications, including the development of the Village newsletter, *The Flossmoor News*, which is published quarterly, an electronic newsletter which is published semi-monthly, the Village website, and the development and distribution of general marketing information. Staff in this office also manages several events throughout the year including Flossmoor Fest, Winterfest, Movies in our Parks, Recyclepalooza and other Community Relations Commission events and activities. The Village Manager's office prepares the annual budget for Village Board review and approval and is responsible for working with the Village Board and departments on the development of an annual work plan, which correlates to the Village's Strategic Plan adopted in 2017 and advanced on a quarterly basis.

With the start of the new fiscal year, we will begin by seating the new Village Board following the April 2019 elections in which there was turnover in one trustee position. The Village Manager's Office will assist with the new board member's acclamation with an orientation. Another board member resigned in January after the ballot was finalized which means there is now an opening that will be filled with a Board appointment this summer. The appointed trustee will also receive an orientation.

Within the past couple of years, the department experienced a significant reorganization that is still ongoing, not only as the result of staff turnover but also some staffing structures that weren't as successful as anticipated and opportunities that presented themselves. As a result and with a desire to build a stronger communications and marketing strategy with School District 161, the Village and School District 161 entered into an intergovernmental agreement to share a full-time Communications Manager. Recruitment occurred in Fiscal Year 2019, and the agencies are close to a year anniversary in this relationship. Success to date has included advancing the school's good news to community members who do not have children in the district school as well as responding as a community to issues of school crisis.

Other initiatives that the Village Manager's Office facilitated were related to the strategic priority of diversity and inclusion, for which the Village was recognized by ICMA as a Program Excellence Award winner. Specific actions that the Village took this year in this area including developing a relationship with the Anti-Defamation League, staff training, the Board's adoption of Guidelines for Diversity and Inclusion and exploring other programs and training opportunities.

The staff in this department become involved in operational areas such as personnel management, labor negotiations, risk management, communications, infrastructure, capital projects, and economic development. This past year, staff completed, adopted and implemented a comprehensive update to the Personnel Manual, facilitated the Village's IMAP accreditation through the Village's risk insurer, oversaw the replacement of the Village's computer workstations and updates to the Village's network infrastructure, moved the backup of the Village's data to new technology and provided a redundant connection to the internet. In Fiscal Year 2020, the final piece of technology to update will be the phone system.

Committees and Commissions

The role of our resident committees and commissions is instrumental to the building and development of our community, both in physical growth as well as successful neighborhood relationships. We value the community service that these individuals provide by sharing their time and talents to better our Village. Two of our more active commissions with regard to community programming are the Community Relations Commission and the Art Commission. In addition to regular events such as Recyclepalooza

and MLK Day of Service, the Village added a Brew Fest featuring Flossmoor Station and other microbreweries which will return next year. Working with the Community Relations Commission, the Village looked for additional ways to connect the Village with the community and the community with itself, through New Resident Mixers and community feature stories in our newsletter and on Facebook. The Village Board charged the Community Relations Commission to work with them on the strategic priority relative to diversity and communication. The Village is introducing two new events next year: a PRIDE concert and a Juneteenth recognition.

The Art Commission brought three new pieces to the Village this year past year. The first is a Bruce Niemi piece entitled "Coming Together" located adjacent to the South commuter lot. The other two pieces were by artist Luis Kaiulani – "Red Cross-Lines" installed in Flossmoor Park and "Yellow Flat Line" installed at Flossmoor Hills School. Luis was so moved by the dedication to art by the Village of Flossmoor and the enthusiasm of the students, he is donating the "Yellow Flat Line" to us for our permanent collection.

EFFECT OF THE ECONOMY

The state of the economy continues to be foremost on our minds. Although the economy has sustained its recovery, many of the same concerns as previous few years remain. Although the Village has experienced a loss or stagnation in various revenues that are dependent upon the regional and/or national economy, the Village did not have to make any draconian changes in service since the most recent recession. In fact, the Village Board made it clear during the strategic planning process that they would take measures to ensure services are maintained, if not enhanced, before considering any reductions in service.

One of the looming threats to the Village's financial stability is the fiscal instability of the State of Illinois, and over the past couple of years, this threat has consumed a lot of energy worrying about property tax freezes and lobbying legislators to preserve the municipal share of the state income tax. Despite those efforts, the Village's Fiscal Year 2019 budget experienced a 10% reduction in income tax which had an immediate revenue loss of \$109,000. With a new Governor, several of his initiatives are attempting to be advanced in the current session. Many of them include new revenues, some of which are intended to support a Capital Bill which in turn should help local municipalities fund infrastructure projects. However, the State still has a massive operating budget shortfall to fill, and the reality is that the State could be looking at more take backs.

Although the economy has seen an end to the recession, there are still several indicators of the market that are lagging in recovery resulting in economic uncertainty. Locally, the Village's economy continues to perform well, although we carefully monitor several market indicators including the number of residential foreclosure filings which appear to have peaked in 2007, the property values as reflected in the residential property sales, the number of occupied businesses, and the various revenues that track the economy. The good news is that after several years of EAV decline reaching a loss of nearly 40%, this past year experienced a 15% increase above the 2016 level.

Despite the economic turmoil that has surrounded the Village, we have been able to appropriately respond to these financial concerns. Analyses, including the Mid-Year Financial review and the Five-Year Projection Analysis, have become paramount in closely monitoring this situation. The Village has not waited for revenues to dip to a level to no longer support Village operations, but instead has taken incremental steps to respond to any noted revenue gaps. The steps that the Village has taken have included a slowdown of our capital improvements, adjustments to fees, implementation and an adjustment to the storm water utility fee and the adoption of a non-home rule sales tax.

FISCAL YEAR 2020 OVERVIEW

The Village continues to have healthy financial reserves with a projection of \$6,105,575 in General Fund balance at April 30, 2019. Of this amount, the Village's Reserve Policy will require us to dedicate \$3,275,000 for emergencies and unforeseen circumstances to meet operational needs. This policy is that

33% of expenditures as reported in the prior year CAFR be set aside and, therefore, we have seen the dollar amount fluctuate from year to year. The remaining reserve has been dedicated to finance our capital improvement program, known as the Finance and Facilities Plan. Due to the Board's conservative financing, we have been able to fund much of our capital program through this fund balance, a practice that upholds the Village Board "save then spend" philosophy.

General Fund

FY19 PROJECTED GENERAL FUND OPERATING BUDGET SUMMARY

Operating Revenues	\$10,016,634
<u>Operating Expenditures</u>	<u>\$ 9,845,935</u>
Net	\$ 170,699

For Fiscal Year 2019 we are projecting a small surplus of \$170,699 in General Fund fund balance; however, this calculation is improved compared to a budgeted operating deficit of \$278,578 inclusive of budget amendments.

The following is an analysis of operating revenues in Fiscal Year 2019. Property taxes are a major revenue source. The 2017 property tax levy extension was less than the 2017 levy for capped funds, all of which was absorbed by the corporate, police and fire protection levies, compounded by the lack of Meijer increment and new property from commercial development not recognized along with a 1% uncollectable factor resulting in the Village projecting to receive approximately \$214,000 less than budgeted for property taxes. State income taxes are projected to be about \$48,000 less than budget based on a revised IML per capita trend. Telecommunication taxes are projected to be \$32,000 less than budget. This revenue source continues to decline due to the economy, bundled plans and collections handled by the State as best we can figure. Finally, administrative tow fees are projected to be \$15,000 less than budgeted due to decreased activity in Fiscal Year 2019.

Further, non-home rule sales tax is projected to be \$48,000 less than budget; the budget underestimated the impact of exclusions for food, groceries and drugs. That said, the Village is anticipating collecting approximately \$400,000 in this revenue in Fiscal Year 2019, for a combined total of \$1.1 million in sales tax. Regular sales tax is a significant revenue over budget which is excellent news given our efforts to grow the Village's commercial tax base. Staff anticipates Fiscal Year 2019 projections to be \$111,000 greater than budget for a total of \$764,000 in sales tax revenue. The Village has tripled its sales tax in the last three years, which is amazing. Staff is segregating the accounting of the non-home rule sales tax in the event that the State re-imposes the restriction to utilize these funds for capital improvements only.

At fiscal year end, the Village is projecting an increase in a few other revenues compared to budget. Ambulance fees are projected to be nearly \$21,000 more than budget as collection rates increase. A nice surprise is a projected increase in interest income in the amount of \$49,000 with an explanation due to a lower rate assumption at the time of the Fiscal Year 2019 budget preparation. Utility taxes are projected to be \$26,000 more than budget which is generally impacted by the warmer weather in the summer of 2018.

The Personal Property Replacement Tax is a State shared tax; based on IML estimates, the Village anticipates receiving \$13,000 more than budgeted. Finally, the Village is selling a piece of property this year for commercial development for the full appraised value of \$325,000. We anticipate this sale to be completed before fiscal year end. The influx of this revenue is having a positive influence on the General Fund's year-end surplus.

Savings in operational expenditures during Fiscal Year 2019 compared to budget is significant in the projected amount of approximately \$594,000. Operating expenditures were originally budgeted at \$10,439,834 inclusive of budget amendments, and staff projects total operating expenditures to be \$9,845,935 at fiscal year-end. Personnel vacancies and turnover in several departments had a significant impact on budget savings. Those positions included Communication Manager, Assistant Public Works Director, Maintenance Worker, a second Property Maintenance Inspector, and a Sergeant not at top pay.

The total impact to the budget is an estimated \$133,000 savings. A restructure of the Fire Department eliminated Paid-on-Call Captains and some part-time assignments and allocated full-time Captains. Two additional Captains were hired for a total of three Captains, one for each shift. The process to recruit, test and hire took longer than anticipated this year which impacted expenditures across several Fire Department salary lines. The total projected savings as a result is \$94,928. This was offset with the need to retain contract Shift Commanders longer than anticipated which cost an additional \$86,357 compared to budget.

Part-time personnel savings across departments is also an anticipated \$30,000 savings this year. Across departments, various part-time hours were not filled. Duty Shift Pay in the Fire Department is estimated to be approximately \$49,332 less than budget. This savings is attributable to reduced hours and part-time shifts either not covered or covered with a less credentialed employee. Fewer paid-on-call personnel is resulting in lower call response for the year which results in an estimated \$7,700 savings in fire and paramedic volunteers calls and training and an estimated savings of \$15,000 in fire tuition and fees.

Health insurance renewal was a significant savings, with an 11% budgeted increase versus a 0.07% actual renewal; census changes and vacancies also impacted the total projected savings of \$127,000. Several benefit line items are impacted at least in part, by the staffing census and vacancy periods. Those include FICA, Medicare, unemployment contribution and the EAP and Wellness Program. The Fiscal Year 2019 budget is based on full staffing levels, while projections are based on actual census and salary assumptions not realized. Savings is projected to be \$56,897. IMRF, which is the pension plan for full-time employees who are not sworn police or fire personnel, is projected to have a \$39,743 savings by fiscal year end. Not only is that savings due to the staffing counts and vacancies periods referenced above, but it also due to a rate decrease from 11.23% to 9.65% effective January 2019. The Village's workers compensation and liability premiums are projected to experience a savings of \$17,000 as poor claim experience dropped off and the actual premiums are lower than the estimated premiums included at the time of budget preparation. Finally, the cost of our dispatch center, E-Com, is projected to have far less of a budgetary impact on the General Fund this year than previous years due to a legislative increase in 911 surcharge monies which are anticipated through 2020. The impact is that the Village collected and allocated more 911 surcharge to support the center which resulted in less General Fund monies being spent with an anticipated savings of \$71,835.

Very few expenses are projected to be over budget for Fiscal Year 2019. Additional legal expenses were incurred this year with contract arbitration, exempt property filings, FLSA issues for the new Captain positions, and a comprehensive employee handbook update. Engineering professional services is projected to be approximately \$20,000 more than budget. Additional studies were performed this year including storm drainage on Hagen Lane and sanitary sewer overflow on Braeburn Avenue.

The Projected Fund Balance Total Summary chart includes all non-operating and one-time capital expenditures planned for the fiscal year.

FY19 PROJECTED GENERAL FUND BALANCE TOTAL SUMMARY

Total Revenues	\$10,634,938
Total Expenditures	\$10,131,417
Net	\$ 503,521

Including non-operating and one-time capital expenditures for Fiscal Year 2019, the total revenues compared to total expenditures for that fiscal year results in a projected surplus in fund balance in the amount of \$503,521. This projection is in comparison to the budgeted use of \$2,037,155 of fund balance at the time of budget preparation, of which approximately \$1,758,577 was originally designated to pay for capital and one-time expenses. The difference is mainly attributable to not completing the Water Meter Replacement Project in Fiscal Year 2019 at a budgeted cost of \$1,726,577. At fiscal year-end, approximately \$285,000 in non-operating and one-time capital projects are projected to be completed.

Those projects included the purchase of the Flossmoor Road property, the demolition of the old water plant on Flossmoor Road, the award of an economic development incentive to Dunnings, and Board Room microphone replacement. Additional engineering for the Brookwood Bridge and Butterfield Road Culvert Reconstruction project was completed this year, the cost of which is offset by a State grant. The Invest in Cook Grant offset the majority of the engineering associated with the Central Business District Roadway, Pedestrian and Streetscape Improvements.

This single year snapshot analysis shows that we spent less in fund balance than we planned because we did not proceed with the Water Meter Replacement Project before fiscal year end. Capital one-time non-operating projects are always planned with adequate monies available. However, the reader can note the immediate financial impact of deferring capital projects and improvements as outlined in the Finance and Facilities Plan. While adequate General Fund fund balance is available today to support operating costs (and in some years through the use of fund balance) and smaller capital projects, the Village's long-term financial forecasts do not include capital improvements and demonstrate that, very quickly in the next couple of years, the Village's fund balance will dwindle, thereby affecting not only the Village's "save then spend" program to support the Finance and Facilities Plan, but also affecting the financing of operational costs. For these reasons the Village's goal to maintain a position of financial strength while identifying ways in which to pay for infrastructure investment remains a strategic priority.

The following is a summary of our General Fund Fiscal Year 2020 operating budget.

FY20 GENERAL FUND OPERATING BUDGET SUMMARY

Operating Revenues	\$10,342,785
Operating Expenditures	<u>\$10,903,164</u>
Net	\$ (560,379)

FY20 GENERAL FUND BALANCE TOTAL SUMMARY

Total Revenues	\$10,662,346
Total Expenditures	<u>\$13,279,934</u>
Net	\$(2,617,588)

Some revenue is budgeted at higher amounts in the Fiscal Year 2020 budget compared to Fiscal Year 2019. In total, the Village is budgeting an additional \$181,000 in operating revenue in Fiscal Year 2020 compared to Fiscal Year 2019 in the General Fund. Specifically, sales tax in Fiscal Year 2020 is anticipated to be \$129,000 more than last year with the addition of Jersey Mike's and Dunkin Donuts. Property taxes are budgeted relatively flat with only a \$6,000 increase next year. Limited new property development includes Buona Beef and Starbucks. The Center for Dental Excellence project will be less revenue for the life of the Class 8 incentive; although vacant, the bank building would have been assessed at the commercial rate and the expansion will now be assessed at the 10% Class 8 rate for the next ten years. Long term, the impact will be beneficial to the Village and other taxing bodies but short term, it is no revenue growth. The Village was awarded a federal FEMA SAFER grant which helps to offset the cost of the two additional Captains over the next three years. This revenue is \$142,000 in the Fiscal Year 2020 budget. Further, Personal Property Replacement Tax is budgeted \$11,000 more than the Fiscal Year 2019 budget which is based on IML estimates and likely reflects a recovery of the State's diversion of funds from last year. Ambulance fees are also anticipated to continue to trend upward in growth with a \$13,000 budgeted increase. Finally, interest income is anticipated to continue to grow with a budgeted increase of \$58,000.

Of those revenues that are regular and reoccurring, there are only a couple major revenues that are budgeted less than Fiscal Year 2019. Telecommunication tax is budgeted to continue to decline due to economy, bundled plans and collections by the State resulting in the Fiscal Year 2020 budget \$28,000

less than Fiscal Year 2019. Non-home rule sales tax is budgeted in Fiscal Year 2020 to an amount comparable to what we expect in the Fiscal Year 2019 projections, which is \$40,000 less than the Fiscal Year 2019 budget. Court fines are anticipated to be \$11,000 less than the Fiscal Year 2019 budget based upon activity trends.

There are several expenses greater than the Fiscal Year 2019 budget. Since the Village's network was first established around 2002, the Village has allocated approximately a quarter of a staff person for IT support through a consulting company. The Village spends \$28,500 for 250 hours in a block. We have been renewing this contract approximately every 6 months. The Fiscal Year 2020 budget doubles the budget which allocates 50% of a staff person toward IT support. Fire Department special shift pay is a new line item and budgeted to be \$69,697. With the addition of the Captains and accommodating shift scheduling and FLSA standards, the Village has additional overtime costs. Staff has worked closely with our labor attorneys to structure this shift work as cost effectively as possible. While the cost of Fire Department contract employees has significantly decreased in the last year and a half with the addition of full-time staff, the Village can still anticipate an increase to the contract between Fiscal Year 2019 and Fiscal Year 2020 in the amount of \$11,335.

Street resurfacing has been a dire need in the community and MFT dollars have not been able to complete the same miles of street that they once were able to complete. Starting in Fiscal Year 2019, the Village Board has started to allocate General Fund monies to help support these costs. In the Fiscal Year 2020 budget, the Village is allocating an additional \$112,519 toward street maintenance for a total General Fund allocation of \$250,000 and another \$150,000 through MFT monies.

One of the larger impacts on the General Fund is the transfer from the General Fund to the Capital Equipment Fund to support the capital equipment replacement schedule. For Fiscal Year 2020, this contribution is increasing by \$116,000. The schedule and calculation is reviewed each year to capture deferrals, changes in pricing, additions and removals of capital equipment. A couple of different factors are affecting this increase. The first factor is that over time, the replacement schedule has become detailed and sophisticated but often time those schedule additions occur in the first five years of the plan, thereby decreasing the number of years available to fund these items. The second factor is the impact of major cash outlays in Fiscal Year 2020 and Fiscal Year 2021, and therefore, the amount of funds needed to support the cash flow of the fund is steep. The Village's Capital Equipment Plan structure has served the Village well, but it may be time to reevaluate our funding formula given this trend in dramatic increases.

The more significant expenditures that are budgeted in Fiscal Year 2020 in amounts less than what was budgeted in Fiscal Year 2019 include the following. The Village's IMRF pension plan is budgeted \$45,914 less than Fiscal Year 2019. Even with increased wages and full staffing levels, the rate decrease from 11.23% to 9.65% has a significant budgetary impact. Workers compensation and liability insurance premiums are budgeted \$33,000 less than this year. A combination of improved claims experience and a larger available surplus to apply toward the premium are contributing to this savings. As mentioned in the Fiscal Year 2019 budget analysis, the municipal 911 surcharge has increased for the time being. Even with an anticipated increase in the operational assessment to support E-Com, the Village's General Fund contribution will decrease with the increased surcharge. The Fiscal Year 2020 budget for this line has decreased by \$68,450. With the addition of the Captain positions, we have eliminated the officer differential in the paid-on-call pay scale which has a budgetary savings of \$14,000. Health insurance is a significant expense, as it is for most organizations. Our broker advises to budget for a 10% increase; however based on past excellent performance and market trends, we are budgeting for a 7% increase which is \$7,000 less compared to the Fiscal Year 2019 budget. New to the Fiscal Year 2020 budget is the addition of lobbyist services at a cost of just under \$25,000. The Village Board decided to pursue these services to primarily advocate for the Village's capital projects in the proposed state Capital Bill.

Finally, the Fiscal Year 2020 budget includes a few "must do" capital one-time non-operating expenses including funding associated with the Brookwood Bridge and Butterfield Road Culvert Reconstruction construction, the cost of which 25% is funded with General Fund monies and 75% is funded with Storm Sewer funds. These costs are offset with grant monies. Also, the Fiscal Year 2020 budget includes the

Water Meter Replacement Project as discussed above. While we discussed phasing this project over time to defer the drawdown of fund balance, there are several reasons in favor of completing this project all at once including: avoiding the delay in time to finish the project and realize water loss savings; the project's economy of scale; higher project management costs due to multiple projects and additional staff time needed to manage multiple projects, to name a few. Therefore, the full cost of the project at \$1.7 million is included in this budget. The reader will further note that the project is primarily funded out of the General Fund; the positive position on Water and Sewer Fund as discussed below will allow \$300,000 of the project to be paid for with Water and Sewer Fund monies. The Village can reimburse the General Fund over time through the operating transfer. The Fiscal Year 2020 budget also includes the reconstruction of the Dartmouth Bike Bridge and Bank Stabilization project; staff has been and will continue to seek grant funding for this project. The Village Hall Complex has several facility needs. In the Fiscal Year 2019 budget, the Village Board allocated \$250,000 toward Village Hall improvements. Per the assessment, staff has allocated monies to update all public and employee bathrooms and locker rooms, not only an update from the 1979 facilities but also ADA improvements. Security at the Finance and Building front desks is also a priority. Architectural plans can be ready shortly after the start of the fiscal year.

The health of the Water and Sewer Fund has had a detrimental impact on the General Fund. As the Water and Sewer Fund had struggled to even meet reserves, needed (and further "can't wait") projects have been paid for with General Fund fund balance, such as a portion of the Vollmer Reservoir Repairs and the upcoming water meter replacement. Almost a year and a half of improved water pumpage data combined with a flat trend in sales leaves staff optimistic that the fund's financial health has begun to improve.

Over the last few years, staff brought to your attention that the MFT Fund was becoming financially stressed with future implications on the General Fund. The situation has not significantly improved. The Village's investment in the annual Street Resurfacing Program continues to not provide the same value for several years now, resulting in less than two miles of paved streets annually. A recent pavement analysis report of all public and private streets in the Village states a nearly \$20 million need in investment. In recent years, staff has budgeted approximately \$220,000 for the annual Street Resurfacing Program in the MFT Fund. This year's program can only be supported with approximately \$150,000 in MFT funds. During budget deliberations, the Village Board allocated an additional \$112,519 toward street maintenance for a total General Fund allocation of \$250,000 in conjunction with the \$150,000 from MFT monies to at least maintain the program currently in place. During budget deliberations, the Board discussed current debt obligations and future financing options and tentatively agreed that a referendum should be considered in calendar year 2020 for construction in Fiscal Year 2021 when the Library Bonds are paid off. More deliberation on the financing of a comprehensive street resurfacing program will be considered in the future.

The following analysis demonstrates our inability to find "new" money to maintain the ever-rising operating costs to provide today's services. This analysis is noteworthy to demonstrate the significant allocation of resources in a service-oriented industry like local government. With the removal of our major fixed costs (personnel, health and liability insurance, benefits and contract personnel), we are operating the Village on \$1,178,906. Our major fixed costs represent approximately 89% of our operating expenses. Interestingly, from year to year, despite budget fluctuations, this fixed cost percentage remains fairly constant, although this is the lowest percentage it has been for a number of years.

FY20 GENERAL FUND OPERATING COSTS LESS MAJOR FIXED COSTS

Operating Expenditures	\$10,903,164
Personal Services	(\$ 6,146,725)
Fringe Benefits	(\$ 2,888,870)
Fire Contract Personnel	(\$ 493,663)
IRMA Premiums	(\$ 195,000)
Net	\$1,178,906

Water/Sewer

The following is a summary of our Water/Sewer Fund operating funds for Fiscal Year 2019 followed by a summary for the fund in total.

FY19 PROJECTED WATER/SEWER OPERATING BUDGET SUMMARY

Operating Revenues	\$3,776,270
Operating Expenditures	\$3,345,121
<hr/>	
Net	\$431,149

FY19 WATER/SEWER TOTAL FUND SUMMARY

Total Revenues	\$3,776,270
Total Expenditures	\$3,375,121
<hr/>	
Net	\$401,149

The health of the Water and Sewer Fund is largely dependent upon the purchase cost of water and water sales. The improvement in the Water and Sewer Fund’s financial health in the last eighteen months is significant and a welcome turnaround. Over the past few years, the Village had communicated with the community all of the problems associated with an aging water distribution system. In addition to serviceability and fire flow, the amount of leaks and breaks had contributed to a water loss of more than one in three gallons purchased. Following the completion of Phase 2C of the Water Main Improvement Program and the repairs to the Vollmer Reservoir, an improved water pumpage was almost immediate. Water pumpage is trending approximately 25% less almost consistently since these improvements and the billed/purchased ratio increased from 66% to 83% for calendar year 2018! The Village can confidently say that the Water Main Improvement Program has been effective in mitigating the costs associated with water main repairs.

This turnaround is fantastic news! Following the Fiscal Year 2018 audit, the Board approved the use of \$104,000 in Water and Sewer Fund fund balance to account for half of the emergency repairs to the Vollmer Road Reservoir completed in Fiscal Year 2018. This accounting decision is hopefully the first in “righting the ship” with regard to expenses allocated between the Water and Sewer Fund and General Fund.

Such continued improvement will result in long-term savings for the fund; rebuilding the fund balance will mean that the fund can pay for smaller capital improvements needed in the Water/Sewer Fund. The next step to further improve the billed/purchased ratio is with new small water meters. Replacing aging meters with new technology that captures low flow usage will further improve the accountability of water usage. The Village saw this success with the replacement of large meters to the newer technology a couple of years ago, and the analysis showed that the investment paid for itself in about a year. Given the positive surplus projected for the close of the fiscal year, the Village is comfortable allocating \$300,000 of the \$1.726 million needed for the Water Meter Replacement Project from the Water and Sewer Fund in Fiscal Year 2020. Considering high water rates and the community-wide impact of accounting for unbilled water, water meter replacement should remain a top priority.

For Fiscal Year 2019, water supply costs are projected to be approximately \$258,000 less than budget, and sales are also trending upward with a projection of receiving \$90,000 more than budget. For Fiscal Year 2020, staff is budgeting \$231,000 less in supply costs than the Fiscal Year 2019 budget and \$16,000 more in sales. Factors that influence the supply cost include the need to water lawns and gardens as well as the juxtaposing trend to conserve and return gardens and landscaping to a more natural state that is less dependent upon constant watering. Another driving cost of water purchase and the health of the fund is the Chicago water rate increase which is now tied to the lesser of December CPI or 5%. Water rate increases were approved in April as part of the budget process, and in addition to

accounting for the Village's cost to operate this utility, we also passed through future supply purchase increases for both Harvey and Chicago. With three years left on our current supply contract, the Village has been evaluating water supply options given the current instability in Harvey's management of its operations and the future impact of the Harvey fund going into receivership.

Another significant project affecting the financial health of the Water and Sewer Fund is the relocation of the Sterling Avenue Water Tower. The reader may recall that this project was precipitated by an IEPA mandate to relocate the overflow system. We later learned that the tower is not in a condition to install the overflow, and the cost to remediate the tower and install the overflow outweigh the cost of demolishing the tower. Since the Village had planned to demolish this tower in the next five years, we have sought temporary relief from the IEPA mandate to evaluate a location of a new tower. The Village has budgeted the cost of the engineering and loan preparation for an IEPA low interest loan in the Fiscal Year 2020 budget; a decision relative to the water supply question can also impact the location of this tower.

The Village has spent several years focusing on the overall financial stability of the Water and Sewer Fund, especially with regard to its support of water and sewer capital improvements. Generally, going back to Fiscal Year 1999 and the creation of the Sanitary Sewer Rehabilitation Fund, total fund balance has been decreasing with exceptions in Fiscal Years 2006 through 2008 and 2011, as well as 2014 through 2018 related mainly to the bond issue that financed Water Main Improvement Program. The unrestricted net assets, i.e. the operating component, has been in a pattern of general decline since Fiscal Year 1999, while the capital assets have generally declined throughout with a few exceptions thereby affecting the Fund's ability to keep pace with needed capital replacement and investment. Over the last decade, the overall problem has been compounded with a declining net unrestricted assets (fund balance) reflecting an accelerated decline in the poor billed (revenue) to purchased (expense) ratio. Since 2004, the Village's water rate increase has generally accounted for pass through supply rate increases and/or operating expenditures and/or funding reserve policy deficits. The Village has already experienced difficulty in meeting Reserve Level Policy in the Water and Sewer fund in Fiscal Year 2013 through 2017. Therefore, the last eighteen months of positive performance are encouraging, and we are hopeful that these trends continue through Fiscal Year 2020.

The following is a summary of the Fiscal Year 2020 Water/Sewer Fund budget.

FY20 WATER/SEWER OPERATING BUDGET SUMMARY

Operating Revenues	\$3,756,050
Operating Expenditures	\$3,448,319
Net	\$ 307,731

FY 20 WATER/SEWER TOTAL FUND SUMMARY

Total Revenues	\$3,756,050
Total Expenditures	\$3,813,319
Net	\$ (57,269)

Not only does the Fiscal Year 2020 budget include \$30,000 for engineering services and the IEPA loan application expenses associated with the Sterling Avenue Tower Relocation Project as described above as well as a share of the Water Meter Replacement Project, it also includes expenses associated with a water rate study of Harvey's supply costs and a feasibility study for alternative suppliers. In recent years, because of the declining fund balance in the Water and Sewer Fund to support operational costs, staff has only advanced mandated capital projects impacting the Water and Sewer Fund (the Water Main Improvement Program bonds are accounted for in a separate fund).

CAPITAL EQUIPMENT FUND

In order to control fluctuations in capital equipment spending and to provide the basis of long-range financial planning, the Village developed a Capital Equipment Fund. This fund receives an annual contribution, or revenue source, from the General Fund and Water/Sewer Fund to save for future equipment needs. This plan ensures that the Village makes a constant and relatively consistent savings to meet tomorrow's equipment needs. This fund is based on a ten-year replacement schedule for existing equipment. All non-computer equipment listed in the schedule is for replacement items estimated to cost \$5,000 or greater, and new equipment above and beyond our current inventory must be approved separately. The fund also includes computer equipment as well as building maintenance items such as painting, carpeting, etc. Both the Equipment Replacement Schedule and Fund are reviewed and considered each fiscal year as part of the budget process. No replacement is automatic but, instead, our staff diligently assesses our ability to continue to maintain a piece of equipment for another year versus the purchase of new equipment.

This year, the equipment schedule includes the following public works vehicles: a 12 year old tree chipper (which will be replaced after 10 years moving forward), 2 eight year old 1 ton dump trucks with plow, a seven year old ¾ ton pick-up with 4x4, a cargo van and an eight year old tractor/backhoe/loader. The Public Works Department has added an asphalt hot box trailer in next year's budget which will keep the patch asphalt at a hot temperature, improving its adherence to the pavement. The trailer is on a ten year rotation schedule.

Beginning last year, staff added back-up generators for the sanitary sewer lift stations in the capital equipment schedule. In Fiscal Year 2020, a back-up generator will be installed at the Butterfield Lift station; this equipment will ensure the operability of the lift station in a power outage. Additional back-up generators at other lift stations will be purchased over the next five years.

Two police squads are scheduled for replacement this year; one vehicle will replace an aging training/fleet vehicle while another will be traded in which will help offset the cost. Fire Truck 19 (formerly 1350) was ordered in Fiscal Year 2019 but will not be completed and received until Fiscal Year 2020; so therefore, those funds are re-budgeted. Finally, the Village Manager's car as well as Car 19 and Car 119 in the Fire Department will also be replaced in Fiscal Year 2020.

A project deferred for several years is the replacement and upgrade of the Village's financial software. Our current product, MSI, was purchased by Harris several years ago. Staff remains concerned that Harris will phase out MSI to current customers which in turn will likely extend to eventual ceasing of upgrades and diminished support of the MSI system. The financial software is critical to a majority of our business systems and newer products can do even more. This project involves not only the Finance Department but other staff as well. The cost of the project includes professional services to assist the Village in product selection and technology compatibility. The first phase of the project, vendor selection, is well-underway with two rounds of demos having been completed. It is expected that the selection process will conclude this fiscal year, and the software implementation will begin in Fiscal Year 2020.

Office equipment scheduled for replacement next year includes printers in the Fire, Finance, Executive and Inspectional Services Departments, the Public Works plotter and mobile data terminals in the Fire Department which are the computers in all the fire apparatus and vehicles. The CCTV system is also due for replacement next fiscal year; our current closed camera system is outdated with analog cameras that are showing signs of wear. In addition, we need to expand the system to be able to watch additional areas, like Public Works.

The Fire Department's current air packs are at the end of their useful life, can no longer be hydrostatically tested and are scheduled for replacement. We intended to replace them in Fiscal Year 2017, but deferred the purchase in hopes of receiving a federal grant for their replacement. Staff is making modifications to our FEMA grant application and we have renewed hope of having the grant approved next fiscal year, which will help offset the cost of this equipment.

The last couple of years have included various network and technology upgrades, and remaining network infrastructure replacement will be completed in Fiscal Year 2020. Completing the technology

enhancements is the planned replacement of the Village Hall phone system which will include an assessment of a VOIP platform; this project will be completed after the network enhancements in Fiscal Year 2020.

Additional capital equipment projects relate to the municipal building maintenance. About three years ago, the Village Board and staff worked with Linden Group to assess the Village Hall facility and plan for the future. As a 40 year old building, there are space, storage and functional deficiencies that need to be addressed. While basic maintenance and routine replacement of fixtures occurs through our Capital Equipment Fund, there are several "big ticket" maintenance and improvement issues that will need to be addressed. The Fiscal Year 2020 budget includes funds to complete smaller scale building improvement projects such as security enhancements, restrooms and locker rooms. A project carried over to Fiscal Year 2020 is new carpeting through the Village Hall facility. A significant project planned for Fiscal Year 2018 was the roof replacement at Village Hall at a planned cost of \$600,000; this project has been deferred to Fiscal Year 2020. Maintenance monies are also set aside for some rotational interior and exterior painting, masonry repairs and plumbing as needed. As an aside the operating budget includes monies for new board room and committee room furniture (tables and chairs). The budget also includes monies to complete floor coatings at the Sterling and Vollmer Pump Stations and replace a heater at the Kedzie Booster Station. The bay door rehab at Public Works will be deferred from Fiscal Year 2020 to Fiscal Year 2021.

As in previous years, there are modifications to the Capital Equipment Schedule including deferring several capital equipment items. Several pieces of equipment have been or will be deferred because of adequate performance: a tractor/mower are also being deferred one year to Fiscal Year 2021 (previously deferred), a step van (previously deferred), a riding zero turn mower, the police department's breath analysis equipment, a Police SUV squad, and the Police pistol range equipment.

Replacement costs continue to be upgraded throughout the schedule and several continue to become more expensive, such as fire engines, vehicles and building maintenance. New items have been added to the schedule including a building generator at Public Works and at the Meinheit Booster Station as well as the future replacement of police radios, which were last paid for with a Homeland Security Grant.

The cost of the fund continues to grow as equipment becomes more expensive, more technology is relied up to complete our work, and as our budgeting and replacement schedule becomes more sophisticated. In particular the next two fiscal years include a significant amount of replacement items which in turn requires the Village to ensure that there is enough cash flow in the fund to support the need. Staff has evaluated pulling certain costs out of this budget, which obviously creates an immediate financial relief to the General Fund and Water/Sewer Fund; however the funding for these items would still need to be identified. Further, this type of plan modification erodes at our "save then spend" philosophy. Staff will continue to evaluate whether any modifications should be considered to this fund.

ADDITIONAL FUNDING REQUESTS

The Village's budgeting practice has been to submit the basic operating budget for Board consideration and to list additional requests separately. Departments know to be prudent and only request the absolutely essential items for additional funding. These requests are considered at three levels: within departments, in department/Village Manager meetings and now at the Village Board level. After review, the Board directed that all three programs/projects be included in the Fiscal Year 2020 budget at a total cost of \$51,000. All three programs/projects affect the General Fund budget.

Residential Brush Collection

Up until this spring, the Village did not offer a brush collection service to residents, but after a resident request to the Village Board, staff considered this program more thoroughly and proposed a program for the Board's consideration. The cost is minimal at approximately \$6,000, and we believe it would be a benefit to our residents and a resource for the Building Department in working with residents on property maintenance concerns. The Board agreed, and Public Works implemented the program April 1 of this year.

Leaf Collection

The request for a fall leaf collection program is raised from time to time. Since staff was reviewing a brush collection program, it was natural to review a leaf collection program as well. To manage such a program in-house is cost prohibitive; however, contracting with a refuse collector as some other villages do, is more reasonable. After staff's research, we are proposing a 4 week program each fall in which residents collect, bag leaves and place them at the curb unstickered. The cost to the Village is between \$16,000 and \$20,000. Similar to the brush collection program, staff thought offering this program will incent residents to collect their leaves and not let them accumulate or blow into the street impacting storm drainage. This type of program further helps with property maintenance in the fall months. The Board agreed.

History Project Survey

This project has been spear-headed by two members of the Community Relations Commission who are interested in identifying and marketing our historic homes. The first step in this effort is to conduct a history building survey to objectively identify which homes and buildings are historically significant. The survey would be contracted to an experienced consultant, and costs could be mitigated with the help of volunteers. Survey data would be used to develop content for marketing the Village's history by developing content for a website, published guides and social media. Based on discussions with a firm who does this work, the estimated cost is \$25,000. The Board was supportive of including the project in the Fiscal Year 2020 budget.

FINANCE AND FACILITIES PLAN

At the end of the budget, the reader will find a copy of this year's Finance and Facilities Plan which details the Village's capital projects over the next three years, many of which are discussed above. The purpose of the plan is to identify and plan for the improvement of important infrastructure needs. By planning for these improvements before they become emergencies, the Village has been able to develop a savings plan to cover the costs of these major projects without incurring debt and still maintaining day-to-day services.

At the conclusion of the Capital Plan is a listing of future Finance and Facilities Program projects for which funding still needs to be identified. This summary will be very beneficial in planning for the future.

As appropriate, the Village pursues available federal, state, and other grant funds to assist with the financing of these large capital projects. In the Finance and Facilities Plan, the reader will note some of the recent grant opportunities the Village has received.

SUMMARY

	Revenues	Expenditures	Allocated Fund Balance*
General	\$10,662,346	\$13,279,934	\$2,617,588
Water Operations	\$2,976,380	\$2,905,045	-
Sewer Operations	\$779,670	\$908,274	\$128,604
Sanitary Sewer Rehabilitation	\$1,834,900	\$1,843,936	\$9,036
Storm Sewer	\$555,378	\$523,640	-
Capital Equipment	\$1,133,320	\$3,896,875	\$2,763,555
Municipal Parking Lots	\$59,080	\$60,020	\$940
Grant Parking Lot	\$151,730	\$108,090	-
Motor Fuel Tax	\$250,250	\$230,782	-
Fire Pension	\$425,064	\$280,820	-
Police Pension	\$1,859,534	\$1,414,007	-
11-501 (J) Fund	\$1,800	\$3,000	\$1,200
9-1-1	\$188,130	\$188,130	-
Debt Service	\$1,079,871	\$1,082,668	\$2,797
TIF Area #1	\$510	\$13,000	\$12,490
Drug Forfeiture	\$2,050	\$7,000	\$4,950
Public Art Program	\$13,300	\$19,570	\$6,270
Foreign Fire Insurance	\$20,650	\$50,000	\$29,350
Public Safety Donations	\$600	\$11,600	\$11,000
Library	\$1,486,439	\$1,524,292	\$37,853
TOTAL	\$23,481,002	\$28,350,683	\$5,625,633

*Each fund has adequate fund balance to cover each respective revenue gap.

The Village should be proud of its many accomplishments over the last year to better our community. Flossmoor continues to be a full service Village with strong financial management, efficient service delivery, high customer service response, positive community relations, neighborhood pride, art and culture. Staff looks forward to entering Fiscal Year 2020 continuing these traditions, working with the Board and community to uphold our excellence in local government management, and continuing to be a community that pursues progress.

Finally, I would like to extend a heartfelt thanks to those who have contributed to the budget process. The development of the Fiscal Year 2020 budget could not take place without the commitment and cooperation of many Village employees and the Board of Trustees. The formulation of the budget is a collaborative process that involves all Village departments. Many thanks are extended to the department directors and their staff for the cooperation and diligence in not only compiling their budgets but also reviewing ways in which to reduce expenditures, improve operations and, ultimately, provide the highest quality of service to Flossmoor residents.

I would also like to thank the Village Board for the responsible manner in which they conduct the fiscal affairs of the Village. Their careful review and prudent decisions have strengthened the Village's budget process and created a culture of strong financial management. We look forward to working with the Village Board in implementing the initiatives outlined in this budget.

Respectfully Submitted,



Bridget A. Wachtel
Village Manager

REVENUE HISTORY AND PROJECTIONS

ACCOUNT #	TAXES	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
01-00-1-401	Property Taxes - Corporate	977,141	914,835	951,875	847,390	817,088
01-00-1-402	Property Taxes - Police	1,335,191	1,253,238	1,305,360	1,160,408	1,120,328
01-00-1-403	Property Taxes - Fire	1,335,191	1,253,238	1,305,360	1,160,408	1,120,328
01-00-1-404	Property Taxes - Work. Comp/Liability Insurance	234,058	271,789	283,507	242,100	273,654
01-00-1-405	Property Taxes - Auditing	34,432	31,961	33,465	30,822	31,693
01-00-1-406	Property Taxes - Soc. Sec./Medicare	273,435	241,650	251,829	223,955	237,332
01-00-1-407	Property Taxes - IMRF	197,705	212,015	220,647	206,293	224,242
01-00-1-408	Property Taxes - Police Pension	740,389	745,535	776,737	865,046	687,398
01-00-1-409	Property Taxes - Fire Pension	261,964	245,180	254,231	328,277	212,406
01-00-1-410	Road and Bridge Taxes	102,000	97,490	96,000	97,118	89,157
01-00-1-411	Utility Taxes	477,000	504,000	478,000	489,970	486,424
01-00-1-412	Telecommunications Taxes	243,000	239,000	271,000	246,144	280,636
01-00-1-413	Video Gaming Taxes	6,600	7,600	5,400	5,600	2,145
01-00-1-414	Pers. Prop. Replacement Tax - Corp.	43,800	47,100	33,480	37,121	47,790
01-00-1-415	Pers. Prop. Replacement Tax - Police Pension	4,900	5,200	3,720	4,126	5,218
01-00-1-416	Sales Taxes	782,000	764,000	653,000	687,089	579,124
01-00-1-417	Non-Home Rule Sales Tax	419,000	401,000	458,300	0	0
01-00-1-418	State Income Tax	898,000	859,000	907,000	861,630	880,210
01-00-1-419	Local Use Tax	260,000	246,000	249,000	245,507	231,229
TOTAL TAXES		8,625,806	8,339,831	8,537,911	7,739,002	7,326,402

LICENSES & PERMITS						
01-00-2-420	Vehicle Stickers	250,000	243,000	250,000	239,266	236,951
01-00-2-421	Animal Licenses	16,400	16,400	16,600	16,505	15,686
01-00-2-422	Liquor & Restaurant Licenses	22,500	22,400	12,000	22,500	11,660
01-00-2-423	Scavenger Licenses	580	580	750	500	500
01-00-2-424	Yard Waste Stickers	170	170	210	157	(627)
01-00-2-426	Raffle Licenses	350	275	160	275	150
01-00-2-427	Alarm Permits	2,680	2,680	2,340	3,800	2,300
01-00-2-428	Fence Permits	3,610	3,480	3,320	2,800	3,000
01-00-2-429	Occupancy Permits	1,680	1,680	1,720	1,450	1,750
01-00-2-430	Building Permits	80,000	80,000	77,000	91,320	59,638
01-00-2-431	Electrical Permits	17,300	17,300	18,800	18,000	18,910
01-00-2-432	Plumbing Permits	11,400	11,300	10,200	9,940	13,140
01-00-2-435	Video Gaming Permits	250	125	250	125	250
TOTAL LICENSES & PERMITS		406,920	399,390	393,350	406,638	363,308

INTERGOVERNMENTAL & GRANTS						
01-00-3-440	IDOT-Brookwood Bridge/Butterfield Crk Grant	10,808	12,058	846,750	6,912	9,242
01-00-3-441	FEMA-Fire SAFER Grant	141,483	64,846	0	0	0
01-00-3-442	Cook Co - Inv in Cook CBD Grant	83,200	128,000	128,000	0	0
01-00-3-446	DCEO-Brookwood Bridge/Butterfld Crk Grant	0	0	0	0	0
01-00-3-447	OJP Bulletproof Vest Grant	1,070	1,000	1,000	1,021	1,022
01-00-3-448	SD161 Communications Mgr Reimbursement	36,000	25,399	35,857	0	0
01-00-3-449	Library Reimbursement	3,640	3,640	3,710	3,604	3,736
TOTAL INTERGOVERNMENTAL & GRANTS		276,201	234,943	1,015,317	11,538	14,000

REVENUE HISTORY AND PROJECTIONS

<u>ACCOUNT #</u>	<u>CHARGES FOR SERVICES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
01-00-4-450	Flossmoor Fest Fees	4,320	4,680	4,030	4,408	3,856
01-00-4-451	Ambulance Fees	338,000	345,945	325,000	336,772	311,909
01-00-4-452	Zoning and Subdivision Fees	2,540	2,060	2,610	3,000	2,700
01-00-4-453	Architectural Advisory Review Fees	0	0	0	50	0
01-00-4-454	Sales - Copies and Publications	1,160	1,250	1,100	1,176	1,195
01-00-4-455	Elevator Inspection Fees	3,340	3,890	2,870	4,290	3,485
01-00-4-456	Public Works Inspection Fees	10,600	10,590	10,950	10,380	13,150
01-00-4-457	Vacant Building Registration Fees	4,500	5,400	0	0	0
01-00-4-458	Health Inspection Fees	7,280	7,200	7,320	7,190	7,440
01-00-4-459	Village Building Rentals	1,630	100	2,400	600	2,645
01-00-4-460	Share the Cost Tree Program	10,000	4,250	10,000	4,300	3,857
01-00-4-461	Accident Response Fees	5,730	2,600	6,280	5,764	8,227
01-00-4-462	Weed Cutting Charges	1,230	1,315	1,130	924	1,923
01-00-4-463	Animal Shelter Fees	1,140	450	1,360	1,605	1,420
01-00-4-464	Excess Alarm Charges	6,080	3,690	6,410	6,650	6,750
01-00-4-465	Community Relations Programs	0	0	120	0	0
01-00-4-466	Flossmoor Brew Fest Revenues	11,000	9,307	0	0	0
01-00-4-467	Special Police Services					
	Crossing guards, misc.	19,300	22,990	17,300	18,298	18,903
01-00-4-468	Special Fire Services					
	Sunnycrest, Flossmoor CC, Sunrise, Ingalls	119,000	113,000	112,788	116,696	116,882
01-00-4-469	Public Works Engineering Fees	0	0	0	0	0
	TOTAL CHARGES FOR SERVICES	546,850	538,717	511,668	522,102	504,342
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	<u>FINES AND FORFEITURES</u>					
01-00-5-470	Court Fines	118,000	123,000	129,000	125,045	118,515
01-00-5-471	Forfeitures	0	0	0	0	1,089
01-00-5-472	Administrative Tow Fees	50,000	43,000	58,000	48,400	51,500
01-00-5-473	Nuisance Property Fees	750	0	0	0	0
	TOTAL FINES AND FORFEITURES	168,750	166,000	187,000	173,445	171,104
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	<u>MISCELLANEOUS REVENUES</u>					
01-00-6-480	Interest Earnings	127,000	118,000	69,000	46,016	34,036
01-00-6-481	Unrealized Gains/Losses-Investments	0	0	0	1,616	0
01-00-6-482	NSF Fees	60	20	80	99	54
01-00-6-483	Cable Franchise and Service Provider Fees	202,000	202,000	200,000	200,973	203,452
01-00-6-484	Gasoline Tax Rebate	790	1,694	0	607	0
01-00-6-485	Equalization Fees	0	343	0	2,135	362
01-00-6-486	Miscellaneous Income	2,050	1,000	2,100	2,652	2,166
01-00-6-487	Contributions/Donations	13,400	16,375	11,900	14,664	12,500
01-00-6-489	Sale of Village Property	0	325,000	0	650	350
01-00-6-490	Tower Lease Rental Payments					
	Verizon Wireless	58,072	56,382	56,382	54,739	53,145
	Sprint	62,553	62,553	62,553	62,553	62,553
	T-Mobile	50,694	48,745	48,745	50,505	43,336
01-00-6-491	Electric Aggregation Program Civic Contribution	30,000	30,945	37,500	29,442	39,807
01-00-6-492	Class 8 Developer Payments					
	Ingalls - through 2024	83,000	83,400	79,000	83,489	84,200
	TOTAL MISCELLANEOUS REVENUES	629,619	946,457	567,260	550,141	535,961

REVENUE HISTORY AND PROJECTIONS

<u>ACCOUNT #</u>	<u>CHARGES FOR SERVICES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	<u>TRANSFERS</u>					
01-00-9-413	Transfer from Special Assessments	0	0	0	102,090	0
01-00-9-420	Transfer from Working Cash	8,200	9,600	3,500	5,614	2,352
01-00-9-421	Transfer from FEMA Fire MDT Grant	0	0	0	0	10,644
	TOTAL TRANSFERS	8,200	9,600	3,500	107,703	12,996
TOTAL GENERAL FUND		10,662,346	10,634,938	11,216,006	9,510,568	8,928,113
EXPENDITURES ALLOCATED FROM OR						
(SURPLUS POSTED TO) RESERVES:						
	OPERATING	560,379	(170,699)	421,361	357,183	282,516
	CAPITAL/NON-OPERATING	2,057,209	(332,822)	1,698,071	54,867	357,312
TOTAL GENERAL FUND INCLUDING		13,279,934	10,131,417	13,335,438	9,922,618	9,567,941
ALLOCATED FROM/SURPLUS TO RESERVES						

GENERAL FUND SUMMARY (PROJECTIONS FY19)

CATEGORY	LEGISLATIVE	EXECUTIVE	FINANCE	LEGAL SERVICES	PLANNING & ZONING	POLICE	PUBLIC SAFETY RECEPTION AND RECORDS	FIRE	INSP. SERVICES	PUBLIC WORKS ADMIN.	BUILDING MAINT.	STREETS & GROUNDS	TOTALS
FULL TIME	0	322,637	472,700	0	70,845	1,975,613	243,461	432,723	141,253	192,859	0	783,367	4,635,458
PART TIME	57,600	66,898	0	0	0	65,800	95,000	325,777	60,109	6,094	0	51,722	729,000
SICK LEAVE BUY BACK	0	0	5,794	0	0	12,610	3,298	2,784	0	2,545	0	1,912	28,943
OVER TIME	0	0	14,450	0	0	124,064	10,700	0	0	804	0	31,034	181,052
PERSONAL SERVICES	57,600	389,535	492,944	0	70,845	2,178,087	352,459	761,284	201,362	202,302	0	868,035	5,574,453
FRINGE BENEFITS	3,249	129,409	208,797	0	14,312	1,295,227	118,008	452,808	43,208	71,944	0	377,745	2,714,707
COMMODITIES	5,625	6,535	20,105	0	589	91,393	0	93,349	6,652	9,322	17,350	44,061	294,981
CONTRACTUAL	123,048	31,220	74,726	183,100	7,230	82,975	89,411	605,381	15,143	55,255	62,224	426,892	1,756,605
TRAINING	10,200	11,960	4,950	0	386	20,525	200	34,763	3,550	2,450	0	2,411	91,395
MAINTENANCE	0	17,959	50,425	0	370	54,267	10,002	64,357	2,258	14,221	41,363	182,747	437,969
CAPITAL OUTLAY	72,116	0	0	0	15,000	0	0	0	0	172,058	26,308	0	285,482
TRANSFERS	(26,439)	602,041	(238,145)	(18,166)	(12,339)	(73,218)	(84,436)	(56,512)	(22,756)	(236,585)	(14,869)	(842,753)	(1,024,177)
TOTAL FUNCTION	245,399	1,188,659	613,802	164,934	96,393	3,649,256	485,644	1,955,430	249,418	290,967	132,376	1,059,139	10,131,417
TRANSFERS	26,439	(602,041)	238,145	18,166	12,339	73,218	84,436	56,512	22,756	236,585	14,869	842,753	1,024,177
GRAND TOTAL +/-	271,838	586,618	851,947	183,100	108,732	3,722,474	570,080	2,011,942	272,174	527,552	147,245	1,901,892	11,155,594

GENERAL FUND SUMMARY (BUDGETED FY20)

CATEGORY	LEGISLATIVE	EXECUTIVE	FINANCE	LEGAL SERVICES	PLANNING & ZONING	POLICE	PUBLIC SAFETY RECEPTION AND RECORDS	FIRE	INSP. SERVICES	PUBLIC WORKS ADMIN.	BUILDING MAINTENANCE	STREETS & GROUNDS	TOTALS
FULL TIME	0	357,547	485,458	0	80,917	2,096,247	250,641	627,083	122,634	198,163	0	877,996	5,096,686
PART TIME	57,600	69,921	0	0	0	61,229	110,966	400,700	78,228	6,262	0	57,670	842,576
SICK LEAVE BUY BACK	0	4,306	6,964	0	0	19,676	5,090	5,199	0	2,983	0	1,965	46,183
OVERTIME	0	432	4,192	0	0	115,811	9,016	347	311	110	0	31,061	161,280
PERSONAL SERVICES	57,600	432,206	496,614	0	80,917	2,292,963	375,713	1,033,329	201,173	207,518	0	968,692	6,146,725
FRINGE BENEFITS	6,290	112,226	255,632	0	15,039	1,360,523	136,108	472,043	47,538	65,788	0	417,683	2,888,870
COMMODITIES	6,700	8,700	19,620	0	1,400	94,025	0	94,975	7,750	7,950	17,850	42,365	301,335
CONTRACTUAL	174,000	35,088	83,203	168,600	18,100	72,365	92,375	581,733	17,400	37,038	59,316	537,779	1,876,997
TRAINING	10,722	11,860	7,330	0	4,000	21,200	200	45,900	4,200	2,450	0	1,800	109,662
MAINTENANCE	0	29,050	65,500	0	736	54,575	13,596	94,500	3,722	23,772	43,964	163,685	493,100
CAPITAL OUTLAY	25,000	0	0	0	9,385	0	0	0	0	2,072,385	270,000	0	2,376,770
TRANSFERS	(27,766)	747,476	(250,385)	(17,379)	(12,047)	(68,624)	(80,603)	(59,858)	(22,636)	(210,740)	(15,766)	(895,197)	(913,525)
TOTAL FUNCTION	252,546	1,376,606	677,514	151,221	117,530	3,827,027	537,389	2,262,622	259,147	2,206,161	375,364	1,236,807	13,279,934
TRANSFERS	27,766	(747,476)	250,385	17,379	12,047	68,624	80,603	59,858	22,636	210,740	15,766	895,197	913,525
GRAND TOTAL +/(-) TRANSFERS	280,312	629,130	927,899	168,600	129,577	3,895,651	617,992	2,322,480	281,783	2,416,901	391,130	2,132,004	14,193,459

BUDGET NOTES

LEGISLATIVE

SERVICES PROVIDED:

The Village of Flossmoor operates under the Council/Manager form of government. The Legislative branch of the Village consists of the Mayor and Board of Trustees who are elected at-large for four-year overlapping terms. This is the policy-making body of the Village and is responsible for setting its policies and programs. The Village's other boards, commissions and committees act as recommending bodies to the Village Board. The Board meets on a regular basis twice monthly to address matters of Village concern and set policy.

FY19 ACHIEVEMENTS:

- Awarded ICMA Award for Program Excellence for Diversity & Inclusion
- Held inaugural Flossmoor Brew Fest
- Passed ordinance revising zoning regulations in order to allow pickup truck parking in residential areas, following a public input process and advisory referendum
- Revised raffle regulations at the request of local groups in order to allow Queen of Hearts-style raffles
- Adopted ordinances focused on maintaining the Village's housing stock, including a Vacant Building Registration, Nuisance Building Registration and stricter rules to prohibit rooming houses and Airbnb-style rentals

FY20 GOALS:

- Support strategic priorities related to finances, infrastructure, housing, economic development and diversity and communications

LEGISLATIVE

ACCOUNT #	PERSONAL SERVICES	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
	Salaries					
01-41-1-501	Village Trustees	43,200	43,200	43,200	42,200	36,000
	Mayor	14,400	14,400	14,400	14,400	9,600
	TOTAL SALARIES	57,600	57,600	57,600	56,600	45,600
	FRINGE BENEFITS					
01-41-2-593	Unemployment Contributions	177	170	265	224	283
01-41-2-595	Village FICA Contributions	5,206	2,242	2,577	3,509	2,827
01-41-2-596	Village Medicare Contributions	907	837	881	821	661
	TOTAL FRINGE BENEFITS	6,290	3,249	3,723	4,554	3,772
	COMMODITIES					
01-41-3-601	Office Supplies	1,300	1,200	1,300	863	1,475
01-41-3-602	Books and Maps	0	0	0	0	0
01-41-3-603	Postal Charges	4,400	3,600	4,400	2,359	422
01-41-3-604	Miscellaneous Mailings	700	350	700	0	0
01-41-3-605	Operating Supplies	0	350	0	0	0
01-41-3-606	Office Equipment	0	0	0	0	0
01-41-3-611	Awards and Plaques	300	125	300	78	431
	TOTAL COMMODITIES	6,700	5,625	6,700	3,301	2,328
	CONTRACTUAL SERVICES					
01-41-4-630	Professional Services	10,000	10,000	10,000	11,529	0
01-41-4-631	Board Contingency Fund	20,000	10,000	10,000	6,487	0
01-41-4-632	Lobbying Services	23,500	0	0	0	0
01-41-4-635	Printing	10,000	10,000	5,500	4,970	784
01-41-4-644	Municipal Code	1,500	1,500	1,500	1,620	1,489
01-41-4-645	Paperless Agenda Software Service	5,300	4,977	5,300	4,977	4,918
01-41-4-650	Flossmoor Fest*	55,000	49,184	45,000	54,747	44,006
01-41-4-651	Community Relations Commission		6,500	6,700	5,429	4,412
	Movies in Our Parks	1,800		1,800		
	Winterfest	1,800		1,800		
	Green Committee			1,000		
	Miscellaneous (MLK Day, Promos, etc)	2,100		2,100		
01-41-4-652	Community Services Activities		4,000	2,350	4,900	1,393
	Rich Township			0		
	Gift Certificates	250		250		
	Flowers/Sympathy	900		300		
	Donations and Sponsorships	550		300		
	Meetings and Events	1,500		1,000		
	Awards			0		
	Miscellaneous	800		500		
01-41-4-653	Marketing Program		18,000	14,000	25,840	5,803
	Annual Communications (Newsletters, Photography, Graphics)	11,000				
	Special Projects (Website, advertising, campaign development)	14,000				
01-41-4-654	Flossmoor Brew Fest*	13,000	8,887	0 0	0	0
01-41-4-655	Green Commission**	1,000	0	0 0	0	0
	TOTAL CONTRACTUAL SERVICES	174,000	123,048	109,400	120,498	62,805

*Does not reflect the personnel cost for Fests. ** Previously budgeted in Community Relations Commission

LEGISLATIVE

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	<u>TRAINING AND CONFERENCES</u>					
01-41-5-660	Dues and Subscriptions:		9,700		12,914	9,582
	CMAP (NIPC)	357		357		
	Chicago Southland Chamber of Commerce	750		750		
	Chicago Southland Economic Development	500		500		
	SSMMA	5,644		5,644		
	Illinois Municipal League	1,000		1,000		
	South Suburban Housing Center	500		500		
	Homewood Chamber of Commerce	295		295		
	INT'L Council of Shopping Centers	100		100		
	Center for Multicultural Communities (Healing Racis)	50		50		
	Metropolitan Mayors Caucus	426		426		
	Downtown Flossmoor Business Association	100		100		
	Miscellaneous			0		
01-41-5-661	Training:	1,000	500	1,000	62	185
	Miscellaneous seminars and conferences related to various boards and commissions					
	TOTAL TRAINING AND CONFERENCES	10,722	10,200	10,722	12,976	9,767
	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
01-41-7-710	Land Acquisition - Flossmoor Road	0	72,116	80,000	5,000	0
01-41-7-711	Historic Building Survey	25,000	0	0	0	0
	TOTAL CAPITAL OUTLAY/NON-OPERATING	25,000	0	0	0	0
	<u>TRANSFERS</u>					
01-41-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(810)	(1,110)	(1,110)	(1,860)	(1,380)
01-41-9-907	Transfer from Storm Sewer	(2,451)	(2,303)	(2,303)	(1,990)	(2,641)
01-41-9-908	Transfer from Water and Sewer Fund	(24,505)	(23,026)	(23,026)	(19,895)	(26,406)
	TOTAL TRANSFERS	(27,766)	(26,439)	(26,439)	(23,745)	(30,427)
	TOTAL FUNCTION	252,546	173,283	161,706	174,184	93,845
	TRANSFERS	27,766	26,439	26,439	23,745	30,427
	GRAND TOTAL +/- TRANSFERS	280,312	199,722	188,145	197,929	124,272

BUDGET NOTES

EXECUTIVE

SERVICES PROVIDED:

The Executive branch consists of the Village Manager and her immediate staff. The Manager reports to the Mayor and Board of Trustees who are responsible for appointing the position. The position is responsible for the day-to-day operations of the Village, and all department directors report to her. The Manager is also responsible for gathering information relating to Village concerns, policies and programs for presentation to the Mayor and Board of Trustees at their regular meetings.

The Manager prepares the annual Village budget for Village Board review and approval. After the budget is set by the Village Board, the Manager oversees the expenditure of Village funds throughout the fiscal year.

FY19 ACHIEVEMENTS:

- Facilitated the completion or progress toward strategic priorities identified in the Village's strategic plan including:
 - Economic development projects including the economic development incentive policy, the continued progress toward acquiring and developing properties in the former TIF in southwest Flossmoor, new businesses in downtown and the acquisition of the former Bruti property in downtown Flossmoor
 - Implementation of Vacant Property Registration and Nuisance Property Registration
 - Prohibition of Rooming Houses
 - Initiatives related to Diversity & Inclusion, including the adoption of Guiding Principles for Diversity & Inclusion and changes to the Police Department recruiting process
- Completed the education process for the referendum related to pickup truck parking in residential areas
- Achieved IMAP Reaccreditation, the accreditation program for the Village's Risk Management Program
- Hired Communications Manager, a shared position with School District 161
- Facilitated the revision of raffle regulations

FY20 GOALS:

- Support strategic priorities related to housing, economic development, diversity and communications
- Revise and adopt updated Personnel Manual

EXECUTIVE

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	Full-Time Salaries					
01-42-1-502	Village Manager	167,597	163,111	163,111	159,868	160,621
01-42-1-503	Assistant Village Manager*	130,715	120,472	120,472	111,258	89,900
01-42-1-504	Executive Assistant	0	0	0	0	54,656
01-42-1-507	Communciations Manager	59,235	39,054	55,134	0	0
	TOTAL FULL-TIME SALARIES	357,547	322,637	338,717	271,126	305,176
	Part-Time Salaries					
01-42-1-514	Temporary Assistant	2,101	700	2,045	2,140	4,660
01-42-1-515	Village Clerk **	7,200	7,200	7,200	7,000	0
01-42-1-516	Marketing Coordinator	0	0	0	2,875	13,845
01-42-1-517	Program and Event Coordinator	21,012	20,450	20,450	19,952	13,574
01-42-1-518	Part-Time Admin Assistant	39,608	38,548	38,548	27,542	0
	TOTAL PART-TIME SALARIES	69,921	66,898	68,243	59,510	32,079
01-42-1-570	Sick Leave Buy Back	4,306	0	4,191	(491)	(228)
01-42-1-590	Overtime	432	0	420	0	2,424
	TOTAL PERSONAL SERVICES	432,206	389,535	411,571	330,145	339,451
*In years prior to FY 14-15 position was titled Assistant Village Manager/Planning Director **Village Clerk Position Previously Budgeted in Finance Department						
	FRINGE BENEFITS					
01-42-2-590	Health Insurance Premium	34,050	40,655	45,680	13,831	19,925
01-42-2-591	Life Insurance Premium	293	348	387	207	261
01-42-2-592	EAP and Wellness Incentive Program	1,350	958	1,330	990	622
01-42-2-593	Unemployment Contributions	1,239	1,018	1,590	1,543	1,700
01-42-2-594	Village HSA Contributions	5,000	5,000	3,500	6,000	4,000
01-42-2-595	Village FICA Contributions	26,028	24,658	28,343	18,270	18,093
01-42-2-596	Village Medicare Contributions	6,350	6,695	7,047	4,754	4,849
01-42-2-597	Village IMRF Contributions	37,916	50,077	53,846	33,336	36,442
	TOTAL FRINGE BENEFITS	112,226	129,409	141,723	78,930	85,892
	COMMODITIES					
01-42-3-601	Office Supplies	2,000	1,577	2,000	1,800	2,594
01-42-3-602	Books and Maps	100	0	100	0	0
01-42-3-603	Postage	300	165	300	202	129
01-42-3-605	Operating Supplies	300	350	300	0	0
01-42-3-606	Office Equipment	2,800	1,400	2,800	133	949
01-42-3-607	Computer Equipment and Supplies	2,000	1,825	2,000	412	1,005
01-42-3-608	Petroleum Products	1,200	1,218	1,100	1,217	1,011
	TOTAL COMMODITIES	8,700	6,535	8,600	3,763	5,688

EXECUTIVE

ACCOUNT #	CONTRACTUAL SERVICES	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
01-42-4-630	Professional Services	2,000	2,000	2,000	1,000	625
01-42-4-632	Safety Committee	500	400	500	400	257
01-42-4-633	Wellness Committee	9,000	8,500	9,000	9,207	7,513
01-42-4-634	Other Miscellaneous Services ASCAP License	350	350	350	728	1,096
01-42-4-635	Printing	150	200	150	131	128
01-42-4-636	Pre-employment Physicals	300	850	150	523	586
01-42-4-637	Telephone	2,200	1,980	2,200	1,832	2,323
01-42-4-639	Internet Service Providers	12,288	8,700	8,350	4,256	4,186
01-42-4-640	IRMA-Workers Comp Premium	2,340	2,544	2,736	2,541	2,617
01-42-4-641	IRMA-Liability Premium Executive Outdoor Art Program	1,560	1,696	912 912	1,694	873 872
01-42-4-642	IRMA Insurance Deductible Executive Outdoor Art Program	0 0	0 0	0 0	0 0	0 0
01-42-4-645	Website Applications *	3,200	2,800	3,200	2,556	3,046
01-42-4-652	Meetings and Events	1,200	1,200	1,200	774	1,266
TOTAL CONTRACTUAL SERVICES		35,088	31,220	31,660	25,642	25,388

* In years prior to FY 15-16 Website Applications was combined with Internet Services Providers

TRAINING						
01-42-5-660	Membership Dues		4,460	4,460	4,263	4,464
	ICMA	2,200		2,200		
	ILCMA, Metro Managers, IAMMA, Women Legacy Project	600		600		
	NPELRA, IPELRA	410		410		
	Other Professional Associations, 3CMA	1,300		900		
	Subscriptions	350		350		
01-42-5-661	Training Various Seminars, Conferences and Auto Expense Reimbursement	7,000	7,500	7,000	2,202	5,413
TOTAL TRAINING		11,860	11,960	15,920	6,465	9,878

MAINTENANCE						
01-42-6-670	Office Equipment Maintenance	200	100	200	175	0
01-42-6-671	Vehicle Maintenance & Supplies	400	1,600	400	158	946
01-42-6-672	Computer Software Maintenance	1,000	1,300	544	738	554
01-42-6-673	Computer Hardware Maintenance	17,750	8,804	8,741	8,592	11,225
01-42-6-674	Website Maintenance	4,700	4,655	4,770	4,682	4,770
01-42-6-682	Digital Phone System Maintenance	5,000	1,500	5,000	3,500	470
TOTAL MAINTENANCE		29,050	17,959	19,655	17,845	17,964

* In years prior to FY 15-16 Website Maintenance was combined with Internet Services

EXECUTIVE

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
<u>CAPITAL OUTLAY/NON-OPERATING</u>						
TOTAL CAPITAL OUTLAY/NON-OPERATING		0	0	0	0	0
<u>TRANSFERS</u>						
01-42-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(9,720)	(12,210)	(12,210)	(18,600)	(13,800)
01-42-9-907	Transfer from Storm Sewer	(2,357)	(2,435)	(2,435)	(2,654)	(2,714)
01-42-9-908	Transfer from Wat & Sew-Admin Transfer	(45,507)	(46,951)	(46,951)	(52,421)	(53,915)
01-42-9-916	Transfer to Capital Equipment Fund	806,110	664,630	664,630	602,322	549,333
01-42-9-941	Transfer from Grant Parking	(1,050)	(993)	(993)	(993)	(837)
TOTAL TRANSFERS		747,476	602,041	602,041	527,654	478,067
TOTAL FUNCTION		1,376,606	1,188,659	1,231,170	990,445	962,328
TRANSFERS		(747,476)	(602,041)	(602,041)	(527,654)	(478,067)
GRAND TOTAL +/- TRANSFERS		629,130	586,618	629,129	462,791	484,261

FINANCE DEPARTMENT

SERVICES PROVIDED:

The Finance Department provides essential administrative, management and business services to a wide array of customers including the residents, Village Board and Manager, other Village Departments and Village employees. Services provided to the residents include receiving and processing various permits and licenses such as vehicle licenses, parking permits, animal licenses, and restaurant and liquor licenses, renting of Village facilities, utility bills and collection, voter registration, administration of local elections, answering Village Hall phone and assisting residents, and receiving visitors to Village Hall. The Finance Department is responsible for several major administrative services including all Village Finance functions, Human Resources, Risk Management, and joint responsibility for domain administration of the Village-wide computer network. Included in the financial services are management of the Village's general ledger, bank accounts and cash flow, investment portfolio, budget maintenance, utility billing, payroll, accounts payable, accounts receivable, purchase orders, cashiering, tax collection, parking permit collection, production of the Comprehensive Annual Financial Report (CAFR), supervision of the annual audit process, and producing numerous reports as required by law. Human Resources services include management of the employees' benefits package, maintenance of personnel records, compliance management and assisting employees with personnel issues. Risk management services include oversight of Village insurance policies, coordinating all claims, minimizing risk, and participation on the IRMA Board. The Finance Department also provides the Library with services of maintaining the Library general ledger and preparing Library vendor checks and reports to the Library Board.

FY19 ACHIEVEMENTS:

- Maintained high standard of daily operations; efficiency resulted in 3 audit adjustments.
- Obtained GFOA Certificate of Achievement in Financial Reporting (CAFR).
- Implemented provisions of health care reform as required during the year.
- Completed implementation of Finance Department reorganization plan.
- Completed Village wide capital asset inventory and reconciled to fixed asset records.
- Developed RFP document and plan for financial system software replacement; conducted RFP process and anticipate making vendor selection before fiscal year end.
- Implemented GASB 74 for new OPEB reporting requirements.
- Completed project to updated and reorganize personnel files to comply with HR Assessment.
- Implemented non-home rule sales tax approved in 2018 referendum.
- Participated in Village wide network infrastructure and department workstation replacement project.
- Facilitated closing of Special Assessment Fund and bank accounts to General Fund.
- Participated in Village wide project to update personnel policy.

FY20 GOALS:

- Submit application and Comprehensive Annual Financial Report to GFOA for CAFR award.
- Implement Affordable Care Act (ACA) mandates as required during the year including W-2 reporting and continue to develop financial strategies for dealing with ACA.
- Implement GASB 75 for new OPEB reporting requirements.
- Implement provisions of new FOP contract in payroll including retroactive pay, when approved.
- Implement financial system software conversion with selected vendor.
- Implement policy and procedures changes driven by new financial system software.

FINANCE DEPARTMENT

<u>ACCOUNT #</u>		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	<u>PERSONAL SERVICES</u>					
	Full-Time Salaries					
01-43-1-510	Finance Director	139,058	135,336	135,336	134,435	133,393
01-43-1-511	Accountant	0	0	0	0	9,400
01-43-1-512	Accounting Clerks	117,809	124,221	123,454	121,218	125,004
01-43-1-513	Cashier/Receptionist	51,814	48,438	48,438	46,499	46,433
01-43-1-516	General Finance Clerk	54,978	53,507	53,507	53,338	27,692
01-43-1-517	Assistant Finance Director	121,799	111,198	111,198	105,724	90,171
	TOTAL FULL-TIME SALARIES	485,458	472,700	471,933	461,213	432,093
	Part-Time Salaries					
01-43-1-514	Part-Time Assistant	0	0	0	0	2,753
01-43-1-515	Village Clerk (<i>moved to Executive in FY18</i>)	0	0	0	0	4,800
	TOTAL PART-TIME SALARIES	0	0	0	0	7,553
01-43-1-570	Sick Leave Buy Back	6,964	5,794	5,958	5,794	6,226
01-43-1-590	Overtime	4,192	14,450	5,181	1,760	100
	TOTAL PERSONAL SERVICES	496,614	492,944	483,072	468,767	445,971
	<u>FRINGE BENEFITS</u>					
01-43-2-590	Health Insurance Premium	158,900	121,966	137,040	148,796	123,281
01-43-2-591	Life Insurance Premium	503	387	430	434	392
01-43-2-592	EAP and Wellness Incentive Programs	2,970	2,107	2,926	3,416	2,473
01-43-2-593	Unemployment Contributions	1,416	1,357	2,120	1,991	2,267
01-43-2-594	Village HSA Contributions	2,000	2,000	4,000	4,000	4,500
01-43-2-595	Village FICA Contributions	33,837	26,900	30,919	26,776	24,979
01-43-2-596	Village Medicare Contributions	7,257	6,695	7,047	6,313	6,027
01-43-2-597	Village IMRF Contributions	48,749	47,385	53,846	48,527	47,946
	TOTAL FRINGE BENEFITS	255,632	208,797	238,328	240,254	211,866
	<u>COMMODITIES</u>					
01-43-3-601	Office Supplies	2,750	2,480	3,150	2,201	3,575
01-43-3-602	Books and Maps	400	100	400	0	0
01-43-3-603	Postage	5,480	5,100	5,500	5,310	6,041
01-43-3-605	Other Operating Supplies (<i>coffee, paper towels</i>)	50	25	50	0	20
01-43-3-606	Office Equipment	1,000	1,000	1,000	54	1,288
01-43-3-607	Computer Equipment and Supplies	3,000	4,500	3,000	2,082	3,501
01-43-3-609	License and Permit Supplies	5,740	5,700	6,300	4,101	5,101
01-43-3-610	Miscellaneous	1,200	1,200	1,000	75	398
	TOTAL COMMODITIES	19,620	20,105	20,400	13,823	19,924

FINANCE DEPARTMENT

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
<u>ACCOUNT #</u>	<u>CONTRACTUAL SERVICES</u>					
01-43-4-631	Tax Reporting Services	5,025	4,880	5,025	4,782	6,250
01-43-4-632	Actuary Services	8,000	7,000	6,800	6,200	6,200
01-43-4-633	Accounting and Audit Services	33,438	27,886	32,432	27,688	28,617
01-43-4-634	Miscellaneous Services	2,750	2,000	2,500	1,160	1,015
01-43-4-635	Printing	1,420	1,500	2,320	1,500	1,236
01-43-4-636	Pre-employment Physicals	550	538	500	0	0
01-43-4-637	Telephone	7,900	8,050	7,300	7,928	7,608
01-43-4-638	Advertising	2,030	2,000	1,990	2,106	1,967
01-43-4-640	IRMA: Worker's Compensation	2,340	2,545	2,736	2,541	2,617
01-43-4-641	IRMA: Liability Insurance	1,560	1,696	1,824	2,541	2,617
01-43-4-642	IRMA: Insurance Deductible	550	0	0	113	0
01-43-4-643	IRMA: Supplemental Insurance	890	760	760	721	721
01-43-4-644	Cyber Liability Insurance	4,280	4,071	4,280	4,071	4,031
01-43-4-645	HR On Demand Services	0	0	3,600	0	3,600
01-43-4-655	Bank Service Charges	12,360	11,700	13,140	12,171	11,727
01-43-4-656	Collection Services	110	100	110	105	124
	TOTAL CONTRACTUAL SERVICES	83,203	74,726	85,317	73,627	78,330
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	<u>TRAINING</u>					
01-43-5-660	Dues and Subscriptions:					
	Miscellaneous memberships	2,480	2,300	2,380	1,879	1,605
01-43-5-661	Training:					
	GFOA, IGFOA, Misc Seminars	4,850	2,650	4,850	3,410	2,808
01-43-5-663	Tuition & Fees	0	0	0	0	0
	TOTAL TRAINING	7,330	4,950	7,230	5,289	4,412
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	<u>MAINTENANCE</u>					
01-43-6-670	Office Equipment Maintenance	11,160	17,960	16,310	16,774	12,577
01-43-6-672	Computer Software Maintenance	13,340	12,225	12,210	12,093	11,357
01-43-6-673	Computer Network Maintenance	41,000	20,240	17,270	17,535	18,387
	TOTAL MAINTENANCE	65,500	50,425	45,790	46,402	42,321
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	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
	None					
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
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FINANCE DEPARTMENT

<u>ACCOUNT #</u>	<u>TRANSFERS</u>	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
01-43-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(12,150)	(16,650)	(16,650)	(26,040)	(19,320)
01-43-9-907	Transfer from Storm Sewer	(18,799)	(17,660)	(17,660)	(16,549)	(15,055)
01-43-9-908	Transfer from Wat & Sew- Admin Transfer	(188,974)	(177,013)	(177,013)	(167,329)	(155,202)
01-43-9-941	Transfer from Grant Parking	(30,462)	(26,822)	(26,822)	(26,822)	(24,280)
	TOTAL TRANSFERS	(250,385)	(238,145)	(238,145)	(236,740)	(213,857)
	TOTAL FUNCTION	677,514	613,802	641,992	611,422	588,967
	TRANSFERS	250,385	238,145	238,145	236,740	213,857
	GRAND TOTAL +/- TRANSFERS	927,899	851,947	880,137	848,162	802,824

LEGAL SERVICES

SERVICES PROVIDED:

The Legal Services unit is comprised of the appointed Village Attorney who acts as an independent contractor on retainer plus related legal expenses. The budget also covers special counsel which may be hired from time to time as appropriate. The Village Attorney provides legal advice and support to the Village Board, management and various commissions as needed. The Village Attorney also serves as the Village Prosecutor with respect to citations issued by the Village which then are heard in the local court. The Village Attorney keeps the Mayor and Trustees apprised of the status of all Village litigation, handling any such litigation which is not covered by the Village's insurance coverage.

FY19 ACHIEVEMENTS:

- Provided legal counsel to Electoral Board
- Advised Village on matters of planning and zoning, including economic development incentive program, pickup truck parking revisions, housing and code enforcement programs
- Outside counsel assisted village in the acquisition of properties through the No Cash Bid program and housekeeping matters related to the Village's tax-exempt property
- Outside counsel represented the Village in collective bargaining with the Fraternal Order of Police and in interest arbitration proceedings

LEGAL SERVICES

ACCOUNT #	CONTRACTUAL SERVICES	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
01-44-4-630	Retainer for Village Attorney	123,600	120,000	120,000	116,250	127,500
01-44-4-643	Unplanned Litigation	10,000	10,000	10,000	0	3,168
01-44-4-644	Other Legal Services	20,000	40,000	20,000	62,625	12,993
01-44-4-646	Local Adjudication Services	15,000	13,100	15,500	13,063	11,639
TOTAL LEGAL SERVICES		168,600	183,100	165,500	191,938	155,300
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TRANSFERS						
01-44-9-907	Transfer from Storm Sewer	(828)	(865)	(865)	(890)	(990)
01-44-9-908	Transfer from Wat & Sew - Admin Transf	(16,551)	(17,301)	(17,301)	(17,801)	(19,801)
TOTAL TRANSFERS		(17,379)	(18,166)	(18,166)	(18,691)	(20,791)
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TOTAL FUNCTION		151,221	164,934	147,334	173,247	134,509
TRANSFERS		17,379	18,166	18,166	18,691	20,791
GRAND TOTAL +/- TRANSFERS		168,600	183,100	165,500	191,938	155,300

PLANNING AND ZONING

SERVICES PROVIDED:

Planning and Zoning is responsible for guiding the growth, development and maturation of the community. It is also charged with enforcement of the Village's Zoning Ordinance, Comprehensive Plan and Subdivision Ordinance. Staff under this budget develop long-term land use plans, evaluate development proposals, provide guidance to residents, perform research in support of land planning/economic development, perform building permit reviews, monitor developments in land use and constitutional law, and represent the Village in regional planning and economic development efforts.

FY19 ACHIEVEMENTS:

- Development of the Meijer outlots continues with the remaining tenant spaces in Outlot A either under construction or under permit review with Jersey Mike's and Captain Hook's filling the two vacancies.
- The Center for Dental Excellence expansion project is currently underway and should be completed in the summer of 2019.
- Permits for a Family Dollar store to renovate the vacant Family Video space at 19105 Crawford Avenue have been issued and the renovations should be completed in the spring of 2019.
- The Zoning Ordinance has been codified in the Municipal Code and several amendments to the code have been adopted as part of an ongoing review and revision process.

FY20 GOALS:

- As the Meijer subdivision and the greater development area in southwest Flossmoor continues to progress, staff will continue to have substantial involvement throughout. The development of the entire B-6 zoning district is subject to PUD/Site Plan review by the Plan Commission and Village Board.
- Work with interested developers in other areas of the Village to provide those developments that are consistent to the needs and expectations of the Village of Flossmoor and its residents.
- Continue an ongoing review of the Zoning Ordinance, identifying areas that may need amendment and to recommend revisions accordingly.

PLANNING AND ZONING

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
	Full-Time Salaries					
01-45-1-507	Building and Zoning Coordinator (50/50 P&Z/Insp. Services)	31,913	31,059	31,059	30,216	30,514
01-45-1-509	Building and Zoning Administrator* (50/50 P&Z/Insp. Services)	49,004	39,786	39,786	37,250	35,129
	TOTAL FULL-TIME SALARIES	80,917	70,845	70,845	67,466	65,643
01-45-1-570	Sick Leave Buy Back	0	0	0	0	0
01-45-1-590	Overtime	0	0	0	0	0
	TOTAL PERSONAL SERVICES	80,917	70,845	70,845	67,466	65,643
* In years prior to FY19 -20 position was titled Inspectional Services Administrator						
	FRINGE BENEFITS					
01-45-2-590	Health Insurance Premium	0	0	0	0	0
01-45-2-591	Life Insurance Premium	84	77	86	60	60
01-45-2-592	EAP and Wellness Incentive Programs	540	383	532	92	29
01-45-2-593	Unemployment Contributions	177	170	265	224	283
01-45-2-594	Village HSA Contributions	0	0	0	0	3,895
01-45-2-595	Village FICA Contributions	5,206	4,483	5,153	4,056	911
01-45-2-596	Village Medicare Contributions	907	837	881	949	7,524
01-45-2-597	Village IMRF Contributions	8,125	8,362	9,502	7,330	
	TOTAL FRINGE BENEFITS	15,039	14,312	16,419	12,712	12,703
	COMMODITIES					
01-45-3-601	Office Supplies	600	446	600	395	439
01-45-3-602	Books and Maps	100	0	100	0	0
01-45-3-603	Postage	300	143	300	227	244
01-45-3-606	Office Equipment	200	0	200	0	0
01-45-3-607	Computer Equipment and Supplies	200	0	200	147	0
	TOTAL COMMODITIES	1,400	589	1,400	769	684
	CONTRACTUAL SERVICES					
01-45-4-630	Professional Services: Update zoning map, miscellaneous planning studies	13,000	2,219	13,000	0	0
01-45-4-635	Printing and Binding: Update zoning map, address map, comprehensive plan, etc.	100	100	100	62	24
01-45-4-636	Pre-employment Physicals & Backgrounds	0	0	0	0	0
01-45-4-637	Telephone	500	448	500	665	589
01-45-4-638	Advertising: Public Hearing notices	300	223	300	(225)	168
01-45-4-640	IRMA-Workers Comp Premium	2,340	2,544	2,736	2,541	2,617
01-45-4-641	IRMA-Liability Premium	1,560	1,696	1,824	1,694	1,745
01-45-4-642	IRMA Insurance Deductible	0	0	0	2,500	0
01-45-4-644	Zoning Ordinance Case Management	300	0	300	0	0
	TOTAL CONTRACTUAL SERVICES	18,100	7,230	18,760	7,237	5,143

PLANNING AND ZONING

<u>ACCOUNT #</u>		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
<u>TRAINING AND CONFERENCES</u>						
01-45-5-660	Membership Dues: Amer. Plan. Assoc., Newsletters, inc.	500	386	500	386	386
01-45-5-661	Training: APA Annual Conference and other planning, land use law and economic development conferences	3,500	0	3,500	0	0
TOTAL TRAINING AND CONFERENCES		4,000	386	4,000	386	386
<u>MAINTENANCE</u>						
01-45-6-672	Computer Software Maintenance	100	14	100	34	70
01-45-6-673	Computer Hardware Maintenance	636	356	570	711	619
TOTAL MAINTENANCE		736	370	670	745	689
<u>CAPITAL OUTLAY/NON OPERATING</u>						
01-45-7-701	Economic Development Incentive - Dunnings	0	15,000	0	0	0
01-45-7-702	Economic Development Incentive - CDE	9,385	0	0	0	0
TOTAL CAPITAL OUTLAY/NON OPERATING		9,385	15,000	0	0	0
<u>TRANSFERS</u>						
01-45-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(1,620)	(2,220)	(2,220)	(3,720)	(2,760)
01-45-9-907	Transfer from Storm Sewer	(521)	(507)	(507)	(495)	(556)
01-45-9-908	Transfer from Water & Sewer - Admin Trans	(9,906)	(9,612)	(9,612)	(9,402)	(10,624)
TOTAL TRANSFERS		(12,047)	(12,339)	(12,339)	(13,617)	(13,940)
TOTAL FUNCTION		117,530	96,393	99,755	75,698	71,307
TRANSFERS		12,047	12,339	12,339	13,617	13,940
GRAND TOTAL +/- TRANSFERS		129,577	108,732	112,094	89,315	85,247

BUDGET NOTES

POLICE DEPARTMENT

SERVICES PROVIDED:

The Police Department is budgeted for twenty-one sworn officers, staffing a Patrol Division, an Investigative/Juvenile Division, and Management/Supervisory positions. Three Sergeants are assigned to the Patrol function to oversee daily functions of officers assigned to patrol. One Sergeant is assigned as detective supervisor and training coordinator. The Deputy Chief directs patrol and investigative operations, and the Chief of Police is responsible for oversight of all functions. In addition, there is one full-time and two part-time Community Service Officers. Rich Township ESDA and Citizens' Police Academy Alumni assist the Police Department with crowd control and traffic direction at a variety of community events.

The primary responsibilities of the Police Department include preventive patrol, response to calls for service, enforcement of criminal statutes/Village ordinances, crime prevention and investigation, traffic enforcement, and to function as the first point of contact between the public and the Village. Some of the specialized programs that support the above responsibilities are Vacation House Watch, Community Outreach Programs, Foot Patrol, Bicycle Patrol, Citizens' Police Academy, E-Cop email notification program, D.A.R.E. School Presentations, Child Safety Seat Inspections, Bicycle Safety Programs, Business Checks, Homeowner, Business, School Safety Evaluations and Citizen Satisfaction Contacts. Officers also regularly participate in the mutual aid programs: South Suburban Major Crimes Task Force, South Suburban Emergency Response Team, South Cook County Honor Guard, Network III Tactical Unit, Suburban Major Accident Reconstruction Team, Cook County Gang Unit, MABAS Arson Investigation Team, and ILEAS Mobile Field Force.

FY19 ACHIEVEMENTS:

- The crime rate for Flossmoor, (evaluated by the calendar year), as measured by the Uniform Crime Reporting Index, has been maintained as the lowest in the immediate area, one of the lowest in the south suburban area.
- The Fire & Police Commission conducted an assessment process and established an eligibility list for Patrol Officer Candidates.
- Ensure the department continues to build, train, educate, and maintain trust between police and the community.
- The department graduated a supervisor from the Northwestern University Center of Public Safety's School of Staff and Command program and a supervisor from the Executive Management Development program.
- Worked with staff and Village attorney to establish procedures for ordinance compliance of Chronic Nuisance properties.
- The department held its second Coffee with a Cop and National Night Out event.

FY20 GOALS:

- Continue to work towards maintaining the crime index as the lowest in the immediate area.
- Continue using in-house talent for training and community outreach.
- Continue to participate in community policing events to reduce crime and foster dialogue, promote cooperation, and help citizens, and law enforcement officers get to know one another as partners.
- Research replacement cost for the Cook County 800 mhz portable radios.
- Upgrade of the department and Village's in-house video recording system.

POLICE DEPARTMENT

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
	Full-Time Salaries					
01-48-1-520	Chief	139,058	135,336	135,336	132,948	132,892
01-48-1-521	Deputy Chief	122,509	119,230	119,230	114,680	118,945
01-48-1-522	Sergeants (4)	449,400	431,600	447,401	442,610	434,967
01-48-1-523	Police Officers (14)	1,250,780	1,162,807	1,162,807	1,230,205	1,113,006
01-48-1-524	Community Service Officer (1)	66,291	64,517	64,517	65,319	66,756
01-48-1-526	Mechanic (50/45/5 Pol/Sts/Fire)	39,233	36,381	36,381	36,845	43,433
01-48-1-530	Field Officer Training Pay	3,434	3,207	3,207	2,076	2,327
01-48-1-531	Shift Leader Pay	17,529	17,143	17,143	15,042	13,439
01-48-1-532	Detective Pay	5,513	5,392	5,392	6,248	6,207
01-48-1-536	Extra Duty Pay	2,500	0	2,500	0	0
	TOTAL FULL-TIME SALARIES	2,096,247	1,975,613	1,993,914	2,045,974	1,931,971
	Part-Time Salaries					
01-48-1-525	Part-Time Community Service Officer	37,829	42,400	36,817	40,180	38,057
01-48-1-527	Crossing Guards	23,400	23,400	23,400	22,446	22,226
	TOTAL PART-TIME SALARIES	61,229	65,800	60,217	62,626	60,283
01-48-1-533	Court Pay	22,695	21,615	21,194	20,509	24,725
01-48-1-570	Sick Leave Buy Back	19,676	12,610	18,375	13,918	20,089
01-48-1-590	Overtime	93,116	102,449	86,959	97,380	113,725
	TOTAL PERSONAL SERVICES	2,292,963	2,178,087	2,180,659	2,240,406	2,150,794
	FRINGE BENEFITS					
01-48-2-590	Health Insurance Premium	488,050	426,880	479,640	466,518	415,090
01-48-2-591	Life Insurance Premium	1,508	1,394	1,549	1,375	1,347
01-48-2-592	EAP and Wellness Incentive Programs	10,260	7,661	10,640	12,758	4,195
01-48-2-593	Unemployment Contributions	7,080	6,784	10,600	8,440	9,920
01-48-2-594	Village HSA Contributions	11,000	11,000	11,000	12,000	7,500
01-48-2-595	Village FICA Contributions	13,014	11,208	12,883	10,252	10,641
01-48-2-596	Village Medicare Contributions	35,381	30,961	32,591	30,487	27,560
01-48-2-597	Village IMRF Contributions	13,541	16,724	19,005	14,596	16,378
01-48-2-598	Village Police Pension Contribution	740,389	745,535	776,737	869,172	692,616
01-48-2-599	Village PEHP Contribution	40,300	37,080	41,200	38,284	34,870
	TOTAL FRINGE BENEFITS	1,360,523	1,295,227	1,395,845	1,463,883	1,220,117

POLICE DEPARTMENT

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
01-48-3-601	Office Supplies	3,125	2,615	3,125	2,538	2,515
01-48-3-602	Books and Maps	800	775	800	800	756
01-48-3-603	Postage	3,000	2,375	3,000	2,201	2,552
01-48-3-605	Operating Supplies:					
	Crime Prev. Materials, D.A.R.E.					
	Bike Rodeo, Incidental Sup.	3,000	2,700	3,000	2,434	1,088
01-48-3-607	Computer Equipment and Supplies	575	575	575	595	293
01-48-3-608	Petroleum Products	33,000	33,100	32,500	35,414	28,728
01-48-3-611	Special Police Commodities					
	Prisoner's Meals, Jail Supplies,					
	Range Supplies	5,575	5,400	5,575	5,068	5,376
01-48-3-612	Uniforms and Related Supplies					
	(23 officers @ \$700) plus equipment	17,800	17,180	17,800	15,570	16,592
01-48-3-613	Photography Supplies	450	400	450	243	135
01-48-3-614	Vehicle Sticker Compliance	10,100	10,600	10,100	9,805	9,637
01-48-3-615	Small Tools and Equipment	6,900	6,533	6,900	4,717	5,566
01-48-3-620	Bicycle Patrol Program	2,000	1,500	2,000	1,122	1,101
01-48-3-621	Ammunition	7,700	7,640	7,700	7,624	6,960
	TOTAL COMMODITIES	94,025	91,393	93,525	88,132	81,299
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	<u>CONTRACTUAL SERVICES</u>					
01-48-4-630	Professional Services	14,000	11,664	14,270	7,026	10,536
01-48-4-635	Printing (Station Comp. Books, Case, Report Forms)	2,800	2,100	2,800	1,997	1,000
01-48-4-636	Pre-employment Physicals & Backgrounds	2,250	1,750	2,250	1,258	1,884
01-48-4-638	Advertising	1,200	1,000	1,200	0	743
01-48-4-640	IRMA-Workers Comp Premium	8,190	16,539	17,784	100,381	100,756
01-48-4-641	IRMA-Liability Premium	7,800	23,748	25,536	15,247	14,830
01-48-4-642	IRMA Insurance Deductible	17,500	5,775	17,500	3,577	416
01-48-4-644	Lexipol Update and Daily Bulletin	6,500	6,232	5,936	5,936	5,785
01-48-4-645	Animal Control Services	1,200	492	1,200	1,628	1,208
01-48-4-648	South Suburban Major Crimes Task Force	1,000	750	1,000	750	1,000
01-48-4-649	South Suburban Emer. Resp. Team-annual fee	1,500	1,500	1,500	1,500	1,500
01-48-4-656	Ticket Collection Services	8,425	11,425	5,925	10,744	6,105
	TOTAL CONTRACTUAL SERVICES	72,365	82,975	96,901	150,044	145,762
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	<u>TRAINING</u>					
01-48-5-660	Membership Dues & Subscriptions:					
	Fire & Pol. Comm. Assn.	1,600	1,440	1,600	1,340	1,542
	Il. Chiefs Association					
	Intl. Assoc. Chiefs of Police					
	Pol. Product News, etc.					
01-48-5-661	Training	19,500	19,000	19,500	19,645	15,603
	Management Training					
01-48-5-665	Auto Expense Reimbursement	100	85	100	2	69
	TOTAL TRAINING	21,200	20,525	21,200	20,988	17,214

POLICE DEPARTMENT

ACCOUNT #	MAINTENANCE	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
01-48-6-670	Office Equipment Maintenance	5,450	5,350	5,450	2,949	4,334
01-48-6-671	Motor Equipment Maintenance Supplies	12,000	11,740	11,500	13,833	12,816
01-48-6-672	Computer Software Maintenance	1,091	1,091	1,006	1,555	2,035
01-48-6-673	Computer Network Maintenance	21,381	16,353	16,353	18,676	14,179
01-48-6-674	Copier Maintenance	1,200	1,175	1,200	1,169	1,712
01-48-6-675	Range Maintenance	12,500	17,605	12,435	17,421	3,455
01-48-6-677	Taser Maintenance	953	953	953	953	953
TOTAL MAINTENANCE		54,575	54,267	48,897	56,556	39,484
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	CAPITAL OUTLAY/NON-OPERATING					
01-48-7-719	Police Department Staffing Study	0	0	0	0	18,900
TOTAL CAPITAL OUTLAY		0	0	0	0	18,900
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	TRANSFERS					
01-48-9-904	Transfer from Wat & Sew - FICA/Med/IMRF	(8,100)	(11,100)	(11,100)	(18,600)	(12,420)
01-48-9-907	Transfer from Storm Sewer	(728)	(951)	(951)	(839)	(819)
01-48-9-908	Transfer from Wat & Sew - Admin Transfer	(7,276)	(9,510)	(9,510)	(8,391)	(8,186)
01-48-9-941	Transfer from Grant Parking	(52,520)	(51,657)	(51,657)	(51,657)	(40,188)
TOTAL TRANSFERS		(68,624)	(73,218)	(73,218)	(79,487)	(61,613)
TOTAL FUNCTION		3,827,027	3,649,256	3,763,809	3,940,522	3,611,956
TRANSFERS		68,624	73,218	73,218	79,487	61,613
GRAND TOTAL +/- TRANSFERS		3,895,651	3,722,474	3,837,027	4,020,009	3,673,569

PUBLIC SAFETY RECEPTION & RECORDS

SERVICES PROVIDED:

The Public Safety Reception & Records (PSRR) budget provides funding for three full-time Records Clerks/Receptionists covering three shifts, twenty-four hours per day while part-time clerks fill in for days off, vacations, holidays, etc. In addition to serving as receptionist to visitors/callers to the Fire and Police Departments, these employees handle the numerous clerical functions of the Police Department, including:

1. Processing of all tickets and arrests/court scheduling.
2. Coding and computer entry of all investigative and crash reports.
3. Collection and billing for alarm-related fees.
4. Entry and maintenance of vehicle/animal tag records.
5. Permit sales during Village Hall off-hours.
6. Perform clerical duties during the Local Adjudication Hearings.
7. Processing of all Administrative Towing paperwork.
8. Assist in records retention scheduling and destruction.
9. Uniform Crime Reporting data entry.
10. Monitors camera system and performs scheduled inmate checks

Within their authority, they also address requests relating to special or unusual situations. Clerks make contact with Public Works Department personnel for emergencies such as water main breaks, sewer line blockages, emergency street repairs, and snow and ice removal from streets and downed trees during storms. The Public Safety Reception and Records Department is the only Village office open 24-hours-per-day 365 days per year, and as such, clerks are called upon to assist citizens to find solutions to problems that cannot wait until other Village offices are open. Records Clerks are the main communication link for the Village and its residents when other Village offices are closed.

The Administrative Assistant to the Chief of Police supervises this function in addition to other duties.

FY19 ACHIEVEMENTS:

- Personnel has become efficient in preparing and processing citations for Local Adjudication Hearings.
- Personal continued to actively participate in Spillman software users' group to promote a better understanding of software capabilities, thereby increasing utilization of its features.
- Personnel have again been instrumental in providing information critical to the enforcement of vehicle registration requirements and village tag purchase.
- Personnel received continuing education on customer service training.

FY20 GOALS:

- Continue effective records management and public contact as it contributes to the mission of the police department.
- Continue assistance in vehicle tag enforcement through records check and violation notice mailings.
- Records Clerk Personnel continue to assist in destruction of approved departmental records.

PUBLIC SAFETY RECEPTION AND RECORDS

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	Full-Time Salaries					
01-50-1-534	Police Records Clerks	182,831	177,466	177,466	178,999	174,470
01-50-1-535	Administrative Assistant	67,810	65,995	65,995	65,738	64,964
	TOTAL FULL-TIME SALARIES	250,641	243,461	243,461	244,737	239,434
	Part-Time Salaries					
01-50-1-591	Part-time Police Records Clerks supplement during vacation, sick leave, etc. 3500 hours	110,966	95,000	105,738	84,030	86,922
	TOTAL PART-TIME SALARIES	110,966	95,000	105,738	84,030	86,922
01-50-1-570	Sick Leave Buy Back	5,090	3,298	3,287	3,298	3,570
01-50-1-590	Overtime	9,016	10,700	8,775	11,012	10,380
	TOTAL PERSONAL SERVICES	375,713	352,459	361,261	343,077	340,305
	FRINGE BENEFITS					
01-50-2-590	Health Insurance Premium	68,100	50,819	57,100	67,896	49,207
01-50-2-591	Life Insurance Premium	251	232	258	240	241
01-50-2-592	EAP and Wellness Incentive Programs	1,890	1,341	1,862	677	784
01-50-2-593	Unemployment Contributions	708	1,018	1,590	1,346	1,700
01-50-2-594	Village HSA Contributions	6,500	6,500	6,500	9,000	4,000
01-50-2-595	Village FICA Contributions	23,425	22,416	25,766	20,222	20,218
01-50-2-596	Village Medicare Contributions	5,443	5,021	5,285	4,729	4,728
01-50-2-597	Village IMRF Contributions	29,791	30,661	34,842	28,550	30,211
	TOTAL FRINGE BENEFITS	136,108	118,008	133,203	132,660	111,090
	CONTRACTUAL SERVICES					
01-50-4-630	Professional Services (Partial E-Com Contract & Capital Contribution)*	61,550	58,165	130,000	114,929	142,090
01-50-4-636	Pre-employment Physicals & Backgrounds	600	475	600	0	472
01-50-4-637	Telephone: Police and Fire Administrative Lines Cellular Telephones & Modems Verizon Cards	25,500	25,385	23,206	28,348	25,586
01-50-4-638	Advertising	325	100	325	0	0
01-50-4-640	IRMA-Workers Comp Premium	2,340	2,872	3,088	2,541	2,617
01-50-4-641	IRMA-Liability Premium	1,560	1,914	2,058	1,694	1,745
01-50-4-642	IRMA Insurance Deductible	500	500	500	0	0
	TOTAL CONTRACTUAL SERVICES	92,375	89,411	159,777	147,512	172,509
	TRAINING					
01-50-5-661	Training Other training/needed	200	200	200	144	0
	TOTAL TRAINING	200	200	200	144	0

PUBLIC SAFETY RECEPTION AND RECORDS

		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
ACCOUNT #	MAINTENANCE					
01-50-6-670	Office Equipment Maintenance	400	385	400	397	377
01-50-6-672	Computer Software Maintenance	79	79	294	380	290
01-50-6-673	Computer Network Maintenance	6,617	3,538	5,230	346	439
01-50-6-676	Radio System Maintenance	6,500	6,000	6,000	2,413	1,846
	TOTAL MAINTENANCE	13,596	10,002	11,924	3,535	2,951
	TRANSFERS					
01-50-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(8,100)	(11,100)	(11,100)	(18,600)	(13,800)
01-50-9-907	Transfer from Storm Sewer	(3,002)	(3,066)	(3,066)	(2,896)	(2,826)
01-50-9-908	Transfer from Wat & Sew-Admin Transfer	(60,047)	(61,329)	(61,329)	(57,918)	(56,516)
01-50-9-941	Transfer from Grant Parking Fund	(9,454)	(8,941)	(8,941)	(8,941)	(7,535)
	TOTAL TRANSFERS	(80,603)	(84,436)	(84,436)	(88,355)	(80,677)
	TOTAL FUNCTION	537,389	485,644	581,929	538,574	546,179
	TRANSFERS	80,603	84,436	84,436	88,355	80,677
	GRAND TOTAL +/- TRANSFERS	617,992	570,080	666,365	626,929	626,856

BUDGET NOTES

FIRE DEPARTMENT

SERVICES PROVIDED:

It is the mission of the Flossmoor Fire Department to provide the residents of the Village of Flossmoor and the residents of the Sunnycrest Fire Protection District exceptional fire, emergency medical services, and rescue services in response to natural and man-made incidents involving our residents and those who call upon us.

The Flossmoor Fire Department will accomplish these services by providing a trained workforce, maintaining the resources entrusted to us in the highest state of readiness, and through education and fire prevention initiatives.

The services include, but are not limited to: Fire Suppression, Emergency Medical Services, Hazardous Mitigation, Fire Prevention Inspections, Public Education Safety Programs, Hazardous Material Problem Identification, and Fire Service Training. In addition, the members of the Flossmoor Volunteer Fire Department will sponsor four programs during the year that are directed to the children of the community. These programs are: Fourth of July Children's Parade, participation in the children's activities at Flossmoor Fest, a Children's Halloween Party, and an annual Visit with Santa at the Flossmoor Winterfest.

FY19 ACHIEVEMENTS:

- Implement goals determined in the Strategic Plan.
 - **Status:** The Strategic Planning process and progress will continue to be made over the next 5 years.
- Transition Shift Commander from Contract to sworn, full-time position.
 - **Status:** Two new Captains have been hired and are now in position and our Captain/Training Administrator has been moved from days to shift, all three shifts now have a Captain/Shift Commander in charge.
- Replace SCBA air packs.
 - **Status:** We have deferred the replacement of our SCBA air packs for one more year in hopes of receiving a grant for the purchase of the equipment.

FY20 GOALS:

- Continue to orient our new Captain/Shift Commanders. The Captain/Shift Commanders will provide leadership and continuity for our personnel.
- The Captain/Shift Commanders will perform a comprehensive review and revision of the Fire Department's Standard Operating Guidelines (S.O.G.'s)
- Replace SCBA air packs.
- Take delivery and place into service a new Aerial Ladder Truck.

FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
Full-Time Salaries						
01-49-1-504	Department Secretary	59,105	57,523	57,523	56,519	56,389
01-49-1-526	Mechanic (5/45/50 Fire/Sts/Pol)	3,997	3,638	3,638	3,684	4,343
01-49-1-540	Chief (70/30 Fire/Ins. Services)	97,341	94,736	94,736	92,274	98,141
01-49-1-541	Assistant Fire Chief*	122,509	89,422	89,422	86,630	90,662
01-49-1-542	Shift Captains (3)	257,736	180,329	244,090	91,329	94,041
01-49-1-543	Captain Holiday Extra Pay	14,781	7,075	38,242	0	0
01-49-1-549	Captain Special Shift Pay**	71,614	0	0	0	0
TOTAL FULL-TIME SALARIES		627,083	432,723	527,651	330,436	343,577
Part-Time Salaries						
01-49-1-514	Temporary Assistant	3,694	1,233	3,595	875	1,534
01-49-1-544	Fire & Paramedic Volunteer Calls and Training	61,625	53,850	61,625	58,275	54,638
01-49-1-545	Paramedic Incentive Pay Paramedic and EMT-B Incentives	48,058	43,650	47,000	42,426	46,394
01-49-1-546	Mechanic Helper	3,000	0	3,000	0	582
01-49-1-547	Duty Shift Pay Program	273,080	223,888	273,220	198,492	201,700
01-49-1-548	Officer Differential:				12,072	15,763
	Captain Differential (1)	0	7,160	4,529	0	0
	Lieutenant Differential (3)	0	3,286	9,859	0	0
01-49-1-549	Public Information Assistant	0	0	0	3,087	3,087
01-49-1-550	Photography Coordinator	3,243	3,156	3,156	3,087	3,087
01-49-1-551	Safety Officer	0	3,156	3,156	2,573	3,087
01-49-1-591	Summer Help: Test hose, service and paint hydrants, etc.	8,000	0	8,000	5,283	7,317
TOTAL PART-TIME SALARIES		400,700	339,379	417,140	326,170	337,189
01-49-1-570	Sick Leave Buy Back	5,199	2,784	5,253	2,083	(24)
01-49-1-590	Overtime	347	0	338	202	151
TOTAL PERSONAL SERVICES		1,033,329	774,886	950,382	658,891	680,893
*In years prior to FY19-20 the line item was split 75/25 Fire/Ins. Services						
**In years prior to FY19-20 the line item was known as Public Information Assistant in Part-Time salaries						
FRINGE BENEFITS						
01-49-2-590	Health Insurance Premium	113,500	121,966	137,040	73,656	79,581
01-49-2-591	Life Insurance Premium	503	464	516	314	314
01-49-2-592	EAP and Wellness Incentive Programs	2,970	1,341	1,862	2,384	1,217
01-49-2-593	Unemployment Contributions	3,009	2,883	4,505	3,502	5,668
01-49-2-594	Village HSA Contributions	8,500	8,500	5,000	5,000	10,000
01-49-2-595	Village FICA Contributions	59,865	51,558	59,262	38,142	38,860
01-49-2-596	Village Medicare Contributions	13,607	12,552	13,213	9,323	9,520
01-49-2-597	Village IMRF Contributions	8,125	8,364	9,502	6,758	7,190
01-49-2-598	Village Fire Pension Contributions	261,964	245,180	254,231	328,277	212,406
TOTAL FRINGE BENEFITS		472,043	452,808	485,131	467,355	364,756

FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
01-49-3-601	Office Supplies	2,750	2,186	2,750	2,481	1,454
01-49-3-602	Books and Maps	1,000	350	1,000	1,126	715
01-49-3-603	Postage	700	310	700	485	486
01-49-3-605	Operating Supplies	2,875	2,230	2,875	2,634	2,602
01-49-3-607	Computer Equipment and Supplies	1,000	623	1,000	1,078	687
01-49-3-608	Petroleum Products	16,000	16,436	16,000	15,960	16,093
01-49-3-611	Dormitory Supplies	5,850	6,000	5,850	5,177	0
01-49-3-612	Uniforms and Related Supplies	25,000	25,732	25,000	19,778	33,392
01-49-3-613	Photography Supplies	500	100	500	0	411
01-49-3-615	Small Tools and Equipment	8,000	8,659	8,000	7,179	9,505
01-49-3-616	Cleaning Supplies	3,300	3,222	3,300	3,937	3,167
01-49-3-617	Hose and Pager Supplies	18,500	18,500	18,500	1,628	9,820
01-49-3-621	Communications Equipment	5,000	4,589	5,000	3,953	4,724
01-49-3-622	EMS Supplies and Equipment	4,500	4,412	4,500	4,175	3,872
TOTAL COMMODITIES		94,975	93,349	94,975	69,590	86,929
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<u>CONTRACTUAL SERVICES</u>						
01-49-4-630	Professional Services	0	15,995	10,500	0	0
01-49-4-634	Miscellaneous Services	3,000	775	3,000	3,227	860
01-49-6-635	Printing	700	350	750	237	237
01-49-4-636	Pre-employment Physicals & Background	6,000	5,948	5,400	5,233	4,625
01-49-4-637	Telephone/Alpha Pagers	1,900	2,101	1,900	2,039	1,949
01-49-4-640	IRMA-Workers Comp Premium	45,630	15,267	16,416	2,541	2,617
01-49-4-641	IRMA-Liability Premium	6,240	1,696	1,824	5,082	4,362
01-49-4-642	IRMA Insurance Deductible	2,500	0	2,500	82	5,234
01-49-4-648	Special Response Team	8,100	8,126	8,100	6,925	5,878
01-49-4-650	Contract Personnel (6)	493,663	541,772	455,415	673,691	676,236
01-49-4-656	Ambulance Collection Services	14,000	13,351	14,000	16,657	16,107
TOTAL CONTRACTUAL SERVICES		581,733	605,381	519,805	715,715	718,106
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<u>TRAINING AND CONFERENCES</u>						
01-49-5-660	Dues and Subscriptions: Int'l Fire Chief's Association National Fire Protection Association Third District Chiefs' Association & various fire-related associations	2,100	1,950	2,100	1,949	1,339
01-49-5-661	Training: Int'l Chiefs' Conference, Nat'l Fire Academy IL Firefighters Conference (Fire Chief) Misc. seminars for volunteers	8,300	7,962	8,300	6,757	9,526
01-49-5-662	Physical Fitness and Inoculations	7,500	7,200	6,000	2,485	2,445
01-49-5-663	Tuition and Fees	20,000	9,601	25,000	32,364	18,242
01-49-5-664	Training Materials: Programs, materials, equipment, guest experts, etc.	8,000	8,050	8,000	6,375	10,054
TOTAL TRAINING AND CONFERENCES		45,900	34,763	49,400	49,930	41,606

FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>MAINTENANCE</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
01-49-6-670	Office Equipment Maintenance	1,000	0	1,000	0	211
01-49-6-671	Vehicle Maintenance	29,000	20,737	29,000	28,017	27,378
01-49-6-672	Computer Software Maintenance	10,000	10,572	10,000	8,145	7,541
01-49-6-673	Computer Network & Hardware Maintenance	20,000	8,154	12,000	7,878	10,912
01-49-6-674	Equipment Maintenance and Supplies	6,000	5,446	6,000	4,384	6,486
01-49-6-675	EMS Equipment Maintenance	1,000	950	1,000	240	1,084
01-49-6-677	Equipment Service Contracts	19,200	18,498	19,200	15,908	13,456
01-49-6-679	Fire Hydrant Rehabilitation/Sandblast & Paint	8,300	0	8,300	466	688
	TOTAL MAINTENANCE	94,500	64,357	86,500	65,038	67,755
	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
01-49-7-724	FEMA Fire Assistance Grant Purchases	0	0	0	0	0
01-49-7-732	Fit Test Machine	0	0	0	3,999	0
	TOTAL CAPITAL OUTLAY	0	0	0	3,999	0
	<u>TRANSFERS</u>					
01-49-9-904	Transfer from Wat & Sew - FICA/Med/IMRF	(9,720)	(11,100)	(11,100)	(18,600)	(15,180)
01-49-9-907	Transfer from Storm Sewer	(2,727)	(2,560)	(2,560)	(2,478)	(2,797)
01-49-9-908	Transfer from Wat & Sew - Admin Transfer	(47,411)	(42,852)	(42,852)	(41,137)	(44,600)
	TOTAL TRANSFERS	(59,858)	(56,512)	(56,512)	(62,215)	(62,577)
	TOTAL FUNCTION	2,262,622	1,969,032	2,129,681	1,968,303	1,897,468
	TRANSFERS	59,858	56,512	56,512	62,215	62,577
	GRAND TOTAL +/- TRANSFERS	2,322,480	2,025,544	2,186,193	2,030,518	1,960,045

INSPECTIONAL SERVICES

Retitling to Building Department in FY20

SERVICES PROVIDED:

The Division of Inspectional Services is the primary resource center for information, permits and inspections needed by residents, developers and contractors to build, maintain, remodel, or develop their property. The Division correlates the numerous requirements, restrictions and contingencies that affect different properties in Flossmoor.

Day-to-day operations involve assisting residents, contractors, developers, and others over the phone and in person. Coordination of the permit review and construction process is also a daily function of the Division. A timely review of construction plans must be coordinated with various inspectors. Construction permits are prepared, and the permit fees are calculated and collected. Throughout the construction process, Division personnel inspect the properties and communicate their findings to the contractor, builder or owner. The Division ensures that all occupancy requirements are met and approvals are granted prior to releasing a Certificate of Occupancy.

Additionally, contracts for services such as health and elevator inspections are administered. Administrative assistance is also provided to planning and zoning functions.

FY19 ACHIEVEMENTS:

- Development of the Meijer Subdivision and the remainder of the former TIF area.
STATUS: Ongoing. Projects on Outlots A and C have been completed and the two remaining tenant spaces in Outlot A are either under construction or in the permit review process.
- Adoption of the 2018 International Codes.
STATUS: Ongoing. Staff has been reviewing the recently released 2018 I-Codes and is in the process of amending as necessary to ensure that the codes meet the standards of the Village of Flossmoor. It is anticipated that the new codes may be adopted in late winter.
- Adoption of a Vacant Building Registration and a Nuisance Property Registry.
STATUS: The Vacant Building Registration and Nuisance Property Registry Ordinances have been adopted and implemented and the Inspectional Services Department has received a very positive response to the Vacant Building Registration.
- Incorporated property maintenance inspection into the Inspectional Services Department.
STATUS: The Inspectional Services Department has hired an additional part-time property maintenance inspector and now has two inspectors on staff.

FY20 GOALS:

- Continue to oversee the development of the remaining Meijer Subdivision outlots as well as other developments that may arise throughout the Village.
- Continue to monitor the effectiveness of exterior property maintenance inspections and the adjudication process to ensure that property maintenance violations are abated as expeditiously as possible.
- Assess the need for additional enforcement of rental properties and implement new measures as necessary, such as registration and inspections for rental homes.
- Continue development of new Standard Operating Policies for the Inspectional Services Department, including job descriptions and procedural guidelines.

**FIRE DEPARTMENT
DIVISION OF INSPECTIONAL SERVICES**

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	Full-Time Salaries					
01-53-1-507	Building and Zoning Coordinator (50/50 Ins.Svc./P&Z)	31,913	31,059	31,059	30,215	30,514
01-53-1-509	Building and Zoning Administrator* (50/50 Ins.Svc./P&Z)	49,004	39,786	39,786	37,250	35,129
01-53-1-540	Fire Chief (30/70 Ins.Svc./Fire)	41,717	40,600	40,600	39,546	42,060
01-53-1-541	Assistant Fire Chief (as of FY19-20 100% moved to Fire)	0	29,808	29,808	28,877	30,221
	TOTAL FULL-TIME SALARIES	122,634	141,253	141,253	135,888	137,924
	Part-Time Salaries					
01-53-1-514	Temporary Assistant	5,836	5,972	5,680	6,071	5,550
01-53-1-560	Structural Code Administrator	7,000	7,251	7,000	6,446	6,124
01-53-1-561	Electrical Code Administrator	10,500	9,870	10,500	9,005	8,525
01-53-1-562	Plumbing Code Administrator	7,000	3,955	7,000	3,733	4,023
01-53-1-565	Building Inspector	9,019	7,280	8,778	8,540	6,980
01-53-1-567	Property Maintenance Inspectors	38,873	25,781	37,833	11,766	0
	TOTAL PART-TIME SALARIES	78,228	60,109	76,791	45,560	31,202
01-53-1-570	Sick Leave Buy Back	0	0	0	815	
01-53-1-590	Overtime	311	0	303	0	
	TOTAL PERSONAL SERVICES	201,173	201,362	218,347	182,264	169,126
*In years prior to FY 19-20 position was titled Inspectional Services Administrator						
	FRINGE BENEFITS					
01-53-2-590	Health Insurance Premium	22,700	20,328	22,840	19,839	17,978
01-53-2-591	Life Insurance Premium	84	77	86	60	60
01-53-2-592	EAP and Wellness Incentive Programs	540	383	532	124	80
01-53-2-593	Unemployment Contributions	354	339	530	449	567
01-53-2-594	Village HSA Contributions	0	0	0	0	0
01-53-2-595	Village FICA Contributions	13,014	11,208	12,883	10,932	9,743
01-53-2-596	Village Medicare Contributions	2,721	2,511	2,643	2,574	2,328
01-53-2-597	Village IMRF Contributions	8,125	8,362	9,502	7,330	7,524
	TOTAL FRINGE BENEFITS	47,538	43,208	49,016	41,309	38,280

**FIRE DEPARTMENT
DIVISION OF INSPECTIONAL SERVICES**

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
01-53-3-601	Office Supplies	1,000	786	1,000	746	565
01-53-3-602	Books and Maps	1,000	1,187	1,000	1,090	566
01-53-3-603	Postage	750	237	750	244	228
01-53-3-606	Office Equipment	1,100	1,020	1,100	1,042	1,020
01-53-3-607	Computer Equipment and Supplies	900	804	900	519	551
01-53-3-608	Petroleum Products	2,000	2,057	1,200	910	96
01-53-3-612	Uniforms & Related Supplies	1,000	561	1,000	136	293
TOTAL COMMODITIES		7,750	6,652	6,950	4,687	3,319
<u>CONTRACTUAL SERVICES</u>						
01-53-4-630	Professional Services	0	0	0	0	0
01-53-4-634	Miscellaneous Services	250	0	250	0	113
01-53-4-635	Printing	500	958	500	732	208
01-53-4-636	Pre-employment Physicals & Backgrounds	400	0	400	1,122	0
01-53-4-637	Telephone	1,500	1,399	1,500	1,578	853
01-53-4-640	IRMA-Workers Comp Premium	2,340	2,544	2,736	2,541	2,617
01-53-4-641	IRMA-Liability Premium	1,560	1,696	1,824	1,694	1,745
01-53-4-642	IRMA Insurance Deductible	2,500	0	2,500	0	0
01-53-4-645	Architectural Advisory Review	0	0	0	0	0
01-53-4-658	Elevator Inspection Services	1,750	1,946	1,750	2,127	2,575
01-53-4-659	Sanitarian Inspection Services	6,600	6,600	6,000	6,600	6,200
TOTAL CONTRACTUAL SERVICES		17,400	15,143	17,460	16,394	14,311
<u>TRAINING AND CONFERENCES</u>						
01-53-5-660	Dues and Subscriptions:	600	650	600	637	653
01-53-5-661	Training	2,500	2,100	2,500	100	1,628
01-53-5-663	Tuition and Fees	1,100	800	1,100	0	0
TOTAL TRAINING AND CONFERENCES		4,200	3,550	4,200	737	2,281
<u>MAINTENANCE</u>						
01-53-6-670	Office Equipment Maintenance	1,150	879	1,150	1,492	695
01-53-6-671	Vehicle Maintenance	900	437	900	132	0
01-53-6-672	Computer Software Maintenance	300	65	300	172	101
01-53-6-673	Computer Network and Hardware Maintenance	1,372	877	1,850	1,016	1,380
TOTAL MAINTENANCE		3,722	2,258	4,200	2,810	2,176
<u>TRANSFERS</u>						
01-53-9-904	Transfer from Water and Sewer - FICA/Med/IMRF	(3,240)	(4,440)	(4,440)	(7,440)	(5,520)
01-53-9-907	Transfer from Storm Sewer	(974)	(918)	(918)	(858)	(846)
01-53-9-908	Transfer from Water and Sewer - Admin Transfer	(18,422)	(17,398)	(17,398)	(16,700)	(16,384)
TOTAL TRANSFERS		(22,636)	(22,756)	(22,756)	(24,998)	(22,750)
TOTAL FUNCTION		259,147	249,418	277,417	223,203	206,742
TRANSFERS		22,636	22,756	22,756	24,998	22,750
GRAND TOTAL +/- TRANSFERS		281,783	272,174	300,173	248,201	229,492

BUDGET NOTES

PUBLIC WORKS ADMINISTRATION

SERVICES PROVIDED:

The Public Works Administration budget allocates funding for numerous functions involved in managing the Public Works Department and associated services. In addition to managing and coordinating the everyday functions of the Department, the Public Works Administration of the Department is also responsible for engineering, Division of Inspectional Services support through plan review and field inspections, management of all public works contracts, ordinance enforcement as it applies to Public Works, budgeting, departmental expenditures, personnel management, and project and program development.

FY19 ACHIEVEMENTS:

- Continued compliance with the Illinois Environmental Protection Agency's NPDES Phase II requirements.
- Continued compliance and coordination of activities in the FEMA Community Rating System.
- Began the Phase II Engineering for the Brookwood Bridge and Butterfield Road Culvert reconstruction project.
- Continue with IEPA low interest loan preparation documents for the Phase IV Sanitary Sewer Rehabilitation Project.
- Began the Residential Water Meter Replacement with Radio Read project.
- Began the Phase I Engineering for the Central Business District Roadway, Pedestrian, & Streetscape Improvements Project.

FY20 GOALS:

- Continue to protect the Village's interest in the development and construction of public and quasi-public improvements throughout the Village.
- Continue to pursue funding through the Illinois Environmental Protection Agency for the Phase IV Sanitary Sewer Rehabilitation Project.
- Complete the Phase III Construction for the Brookwood Bridge Deck and Butterfield Road Culvert reconstruction project.
- Continue to pursue funding for the replacement of the Dartmouth Road Bicycle Bridge and Path.

PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	<u>PERSONAL SERVICES</u>					
	Full-Time Salaries					
01-55-1-580	Public Works Director	139,058	135,336	135,336	132,499	130,003
01-55-1-504	Department Secretary	59,105	57,523	57,523	55,835	54,694
	TOTAL FULL-TIME SALARIES	198,163	192,859	192,859	188,334	184,697
	Part-Time Salaries					
01-55-1-514	Temporary Assistant	6,262	6,094	6,094	6,840	6,380
	TOTAL PART-TIME SALARIES	6,262	6,094	6,094	6,840	6,380
01-55-1-570	Sick Leave Buy Back	2,983	2,545	2,903	2,545	3,054
01-55-1-590	Overtime	110	804	107	296	541
	TOTAL PERSONAL SERVICES	207,518	202,302	201,963	198,015	194,673
	<u>FRINGE BENEFITS</u>					
01-55-2-590	Health Insurance Premium	22,700	30,491	34,260	19,839	28,843
01-55-2-591	Life Insurance Premium	168	155	172	157	157
01-55-2-592	EAP and Wellness Incentive Programs	1,080	766	1,064	413	119
01-55-2-593	Unemployment Contributions	531	678	1,060	870	850
01-55-2-594	Village H.S.A. Contributions	3,000	3,000	3,000	3,000	4,000
01-55-2-595	Village FICA Contributions	13,014	11,208	12,883	11,647	11,105
01-55-2-596	Village Medicare Contributions	3,629	3,347	3,523	2,846	2,808
01-55-2-597	Village IMRF Contributions	21,666	22,298	25,339	21,675	22,674
	TOTAL FRINGE BENEFITS	65,788	71,944	81,301	60,447	70,556
	<u>COMMODITIES</u>					
01-55-3-601	Office Supplies	1,200	1,800	1,200	1,008	1,257
01-55-3-602	Books and Maps (Reproductions & Purchases)	350	350	350	0	0
01-55-3-603	Postage	1,800	2,281	1,800	1,023	1,134
01-55-3-605	Operating Supplies	1,000	1,000	1,000	773	1,000
01-55-3-606	Office Equipment	800	800	800	620	800
01-55-3-607	Computer Equipment and Supplies	800	800	800	466	481
01-55-3-608	Petroleum Products	2,000	2,291	2,000	2,210	1,277
	TOTAL COMMODITIES	7,950	9,322	7,950	6,100	5,949
	<u>CONTRACTUAL SERVICES</u>					
01-55-4-630	Professional Services		36,627		13,623	27,786
	Consulting Engineers	17,050		17,050		
	CAD Mapping Services	500		500		
	Wetlands/Detention Maintenance	0		0		
	Pass Through Engineering	0		0		
01-55-4-635	Printing	350	350	350	297	0
01-55-4-636	Pre-employment Physicals	1,100	1,100	1,100	1,903	1,563
01-55-4-637	Telephone	13,000	12,299	13,000	37,894	46,243
01-55-4-640	IRMA-Workers Comp Premium	2,340	2,544	2,736	2,541	2,617
01-55-4-641	IRMA-Liability Premium	1,560	1,696	1,824	1,694	1,745
01-55-4-642	IRMA Insurance Deductible	138	138	138	0	0
01-55-4-647	CDL Drug & Alcohol Testing	1,000	500	1,000	279	230
	TOTAL CONTRACTUAL SERVICES	37,038	55,255	37,698	58,231	80,184

PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT #</u>	<u>TRAINING</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
01-55-5-660	Dues and Subscriptions	750	750	750	1,093	472
	APWA, II Soc. Prof. Eng., etc.					
01-55-5-661	Training	1,700	1,700	1,700	1,916	1,832
	APWA Conf. & Misc. Sem.					
	TOTAL TRAINING	2,450	2,450	2,450	3,009	2,304
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	<u>MAINTENANCE</u>					
01-55-6-670	Office Equipment Maintenance	1,535	1,535	1,535	1,582	1,576
01-55-6-671	Vehicle Maintenance and Supplies	400	200	400	111	0
01-55-6-672	Computer Software Maintenance	3,250	2,619	3,250	2,166	1,815
01-55-6-673	Computer Network Maintenance	18,587	9,867	6,000	7,143	7,707
	TOTAL MAINTENANCE	23,772	14,221	11,185	11,002	11,098
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	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
01-55-7-760	Brookwood Bridge - Engineering (25% GF/75% SS)	10,808	12,058	16,500	7,855	9,594
01-55-7-761	Brookwood Bridge - Reconstruction	0	0	810,000	5,500	0
01-55-7-762	CBD Streetscape Improvements	135,000	160,000	160,000	0	2,000
01-55-7-763	IEPA Phase 4 Loan Prep Expenses	0	0	0	0	3,143
01-55-7-764	IEPA Phase 4 Design Engineering	0	0	0	0	19,861
01-55-7-767	Woods Lift Station Reconstruction	0	0	0	0	337,700
01-55-7-769	Brookwood Bridge - Construction Observation Servic	0	0	20,250	0	0
01-55-7-770	Dartmouth Road Bicycle Bridge & Path	500,000	0	0	0	15,963
01-55-7-771	Water Meter Replacement Program	1,426,577	0	1,726,577	0	0
01-55-7-772	Lift Stations SCADA Improvements	0	0	0	56,630	0
01-55-7-773	Vollmer Reservoir Rehabilitation	0	0	0	102,090	3,800
	TOTAL CAPITAL OUTLAY	2,072,385	172,058	2,733,327	172,075	392,060
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	<u>TRANSFERS</u>					
01-55-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(4,860)	(7,770)	(7,770)	(13,020)	(9,660)
01-55-9-907	Transfer from Storm Sewer	(65,782)	(71,057)	(71,057)	(67,880)	(64,270)
01-55-9-908	Transfer from Wat & Sew-Admin Transfer	(139,048)	(156,765)	(156,765)	(147,153)	(138,062)
01-55-9-909	Transfer to Sanitary Sewer Rehab	0	0	0	72,704	40,817
01-55-9-941	Transfer from Grant Parking	(1,050)	(993)	(993)	(993)	(1,675)
	TOTAL TRANSFERS	(210,740)	(236,585)	(236,585)	(156,342)	(172,850)
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	TOTAL FUNCTION	2,206,161	290,967	2,839,289	352,536	583,973
	TRANSFERS	210,740	236,585	236,585	156,342	172,850
	GRAND TOTAL +/- TRANSFERS	2,416,901	527,552	3,075,874	508,878	756,823

BUDGET NOTES

BUILDING MAINTENANCE

SERVICES PROVIDED:

The Building Maintenance budget is designed to allocate funding for the routine operation and maintenance of the Village Hall, Fire Department, Police Department, and Public Works buildings including utility charges, scavenger service and numerous commodities such as cleaning products, paper products, light bulbs, air filters, etc. Maintenance contracts for the Heating and Air Conditioning System (HVAC), cleaning services and the elevator are also funded through the Building Maintenance budget.

As part of the Capital Equipment Fund, the Village reserves funds for replacement items such as carpeting, painting and other significant maintenance items. Contributions to this fund are based on the life expectancy and replacement costs of various items and systems. It is designed to provide that when each item or system needs to be replaced or rehabilitated, funding will be available.

FY19 ACHIEVEMENTS:

- Completed demolition of 3400 Flossmoor Road.
- Completed sound system replacement for Village Hall Board Room.
- Completed some carpet and flooring replacements at the Village Hall Complex and Public Works Facility.
- Completed the Public Works facility bay door replacements.
- Completed several service door replacements at the Village Hall Complex.
- Continue to maintain the fire alarm and suppression system throughout the Village Hall and Public Works Facility.

FY20 GOALS:

- Continue Village Hall scheduled maintenance program by contracting for additional interior/exterior painting.
- Enhance interior maintenance to keep up with increased usage.
- Complete the roof replacement project at the Village Hall Complex.

BUILDING MAINTENANCE

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
01-67-3-605	Operating Supplies					
	Light Bulbs, etc.	10,000	10,000	10,000	10,630	13,010
01-67-3-615	Small Tools and Equipment	150	150	150	157	150
01-67-3-616	Cleaning Supplies	5,500	5,000	5,500	4,879	5,599
01-67-3-620	Repair Supplies	2,200	2,200	2,200	1,350	2,528
	TOTAL COMMODITIES	17,850	17,350	17,850	17,015	21,287
	<u>CONTRACTUAL SERVICES</u>					
01-67-4-630	Cleaning Service	21,216	21,216	21,216	20,170	19,448
01-67-4-634	Miscellaneous Services	15,000	15,000	15,000	13,802	13,401
01-67-4-649	Water and Sewer Services	10,000	13,837	10,000	11,096	11,490
01-67-4-653	Gas, Energy/Pumps and Heating	10,000	9,071	15,000	9,859	7,368
01-67-4-654	Scavenger and Disposal Service	3,100	3,100	3,100	3,522	3,437
	TOTAL CONTRACTUAL SERVICES	59,316	62,224	64,316	58,449	55,144
	<u>MAINTENANCE</u>					
01-67-6-678	Building Repairs	5,000	5,000	5,000	8,976	2,942
01-67-6-679	General and Concrete Repairs		3,200		3,445	3,748
	Center and Buildings	1,500		1,500		
	Concrete Repairs	1,000		1,000		
01-67-6-680	Maintenance Contracts		33,163		33,690	42,916
	Village Hall Elevator	3,500		3,500		
	Village Facilities HVAC Maintenance	10,000		10,000		
	Electrical Improvements	765		765		
	Other Heating Equip. Maint.	600		600		
	Fire System Maint. Alarms/Sprinklers	3,000		3,000		
	Annual Carpet Maintenance	4,000		4,000		
	Hard Surface Floor Maintenance	2,500		2,500		
	Miscellaneous Repairs	12,099		12,099		
	TOTAL MAINTENANCE	43,964	41,363	43,964	46,111	49,606
	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
01-67-7-762	3400 Flossmoor Road Demolition	0	16,350	0	0	0
01-67-7-763	VH Board Room Sound System	0	9,958	0	0	0
01-67-7-764	VH Board Room Furniture	20,000	0	0	0	0
01-67-7-765	VH Municipal Complex Improvements	250,000	0	0	0	0
	TOTAL CAPITAL OUTLAY	270,000	26,308	0	0	0
	<u>TRANSFERS</u>					
01-67-9-907	Transfer from Storm Sewer	(3,153)	(2,974)	(2,974)	(2,951)	(2,951)
01-67-9-908	Transfer from Water and Sewer Fund	(12,613)	(11,895)	(11,895)	(11,805)	(11,805)
	TOTAL TRANSFERS	(15,766)	(14,869)	(14,869)	(14,756)	(14,756)
	TOTAL FUNCTION	375,364	132,376	111,261	106,819	111,280
	TRANSFERS	15,766	14,869	14,869	14,756	14,756
	GRAND TOTAL +/- TRANSFERS	391,130	147,245	126,130	121,575	126,036

STREETS AND GROUNDS

SERVICES PROVIDED:

The Streets and Grounds budget is designed to allocate funding for the routine operation and maintenance of Village streets, parkways, traffic islands, parkway trees, and the grounds that encompass Village-owned buildings and utilities. In addition, special horticulture, rotational tree trimming and vacant lot mowing programs are included in this budget.

FY19 ACHIEVEMENTS:

- Completed rotational tree trimming in the Flossmoor Park neighborhood.
- Continued the removal of dead and infested trees as part of the Parkway Tree Program.
- Continued the Sidewalk Replacement Program in the areas throughout the Village.
- Coordinated set-up and clean-up for Flossmoor Fest.
- Coordinated set-up and clean-up for Winterfest.
- Completed two Share-The-Cost Tree Planting Programs.
- Received approximately 150 trees for planting through a grant awarded to the Student Conservation Association by the Great Lakes Restoration Initiative.

FY20 GOALS:

- Continue working to enhance the maintenance and appearance of numerous traffic islands, commuter lots, and other Village-owned landscaped areas.
- Continue coordinating with the Green Commission on the planting of trees received through the Student Conservation Association grant.
- Continue rotational tree trimming in the South East Flossmoor neighborhoods.
- Continue the removal of dead and infested trees as part of the Parkway Tree Program.
- Continue the Share-the-Cost Tree Planting Program for spring and fall plantings.
- Continue the Sidewalk Replacement Program throughout the Village.
- Continue to provide all maintenance activities for the annual Flossmoor Fest and Winterfest.
- Continue to comply with the new MUTCD sign regulations.
- Continue with the development of a Village-wide sidewalk condition survey.

STREETS AND GROUNDS

GENERAL OPERATING PROGRAM

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
Full-Time Salaries						
01-60-1-526	Mechanic (45/5/50 Sts/Fire/Pol)	35,310	32,743	32,743	33,160	39,089
01-60-1-581	Assistant Public Works Director	101,644	59,792	119,230	102,294	112,503
01-60-1-583	Foremen (2)	164,685	160,249	160,249	154,796	135,392
01-60-1-584	Utilities Maintenance Technician	80,198	78,052	78,052	79,397	75,286
01-60-1-585	Maintenance Workers (6)	417,460	379,523	408,814	371,911	381,401
01-60-1-586	Forestry Maintenance Technician	72,147	66,456	66,456	65,486	44,909
01-60-1-589	Pager Compensation	6,552	6,552	6,552	2,761	2,828
TOTAL FULL-TIME SALARIES		877,996	783,367	872,096	809,805	791,409
Part-Time Salaries						
01-60-1-592	Temporary Mechanic	27,000	21,316	27,000	0	4,234
TOTAL PART-TIME SALARIES		27,000	21,316	27,000	0	4,234
Sick Leave Buy Back						
01-60-1-570	Sick Leave Buy Back	1,965	1,912	1,912	1,216	4,197
Overtime (Reg. employees)						
01-60-1-590	Overtime (Reg. employees)	13,341	13,789	12,984	7,970	8,868
TOTAL PERSONAL SERVICES		920,302	820,384	913,992	818,992	808,708
FRINGE BENEFITS						
01-60-2-590	Health Insurance Premium	227,000	203,276	228,400	212,356	200,453
01-60-2-591	Life Insurance Premium	796	735	817	736	725
01-60-2-592	EAP and Wellness Incentive Programs	5,400	4,213	5,852	3,512	2,155
01-60-2-593	Unemployment Contributions	3,009	2,544	3,975	3,840	5,101
01-60-2-594	Village H.S.A. Contributions	4,500	4,500	7,000	7,000	10,500
01-60-2-595	Village FICA Contributions	62,467	56,041	64,415	51,518	51,499
01-60-2-596	Village Medicare Contributions	13,607	13,389	14,094	12,049	12,044
01-60-2-597	Village IMRF Contributions	92,083	89,196	101,359	91,160	95,514
TOTAL FRINGE BENEFITS		408,862	373,895	425,912	382,172	377,992
COMMODITIES						
01-60-3-601	Office Supplies	600	1,000	600	533	789
01-60-3-605	Operating Supplies	3,450	3,450	3,450	4,043	4,479
01-60-3-608	Petroleum Products	16,000	12,146	16,000	14,164	10,346
01-60-3-612	Uniforms and Related Supplies	2,650	6,000	2,650	4,124	2,746
01-60-3-615	Small Tools and Equipment	4,450	4,450	4,450	4,935	3,357
01-60-3-618	Safety Equipment and Supplies	2,450	2,835	2,450	2,164	2,627
TOTAL COMMODITIES		29,600	29,881	29,600	29,963	24,343

STREETS AND GROUNDS

<u>ACCOUNT #</u>	<u>CONTRACTUAL</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
01-60-4-630	Professional Services	1,000	1,000	1,000	1,031	1,544
01-60-4-635	Annual Street Maintenance	250,000	137,481	137,481	0	0
01-60-4-636	Pre-employment Physicals	2,000	2,127	2,000	208	988
01-60-4-638	Advertising	2,000	800	2,000	529	4,399
01-60-4-640	IRMA-Workers Comp Premium	49,140	80,151	86,184	8,894	11,777
01-60-4-641	IRMA-Liability Premium	54,600	49,193	52,896	53,368	56,700
01-60-4-642	IRMA Insurance Deductible	2,614	11,415	2,614	10,881	13,910
01-60-4-650	Spoil Disposal	6,000	5,000	5,000	7,069	4,624
01-60-4-651	Equipment Rental	600	600	600	0	0
01-60-4-652	Share the Cost Tree Program	20,000	8,500	20,000	16,755	2,620
01-60-4-657	J.U.L.I.E. One-Call	825	825	825	822	761
TOTAL CONTRACTUAL		388,779	297,092	310,600	99,557	97,323
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<u>TRAINING AND CONFERENCES</u>						
01-60-5-660	Dues and Subscriptions	800	800	800	400	490
01-60-5-661	Training: Miscellaneous Training and Seminars	1,000	1,611	1,000	672	1,484
TOTAL TRAINING AND CONFERENCES		1,800	2,411	1,800	1,072	1,974
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<u>MAINTENANCE</u>						
01-60-6-671	Maintenance and Supplies	11,000	10,306	9,000	12,092	11,661
01-60-6-676	Radio System Maintenance	400	50	400	0	48
01-60-6-677	Repairs	2,505	15,000	2,505	4,023	2,507
01-60-6-678	Contract Landscape Maintenance	40,000	48,265	40,000	34,830	32,455
01-60-6-681	Art Program Maintenance	500	100	500	0	100
01-60-6-682	CBD Flags	1,500	1,500	1,500	1,500	1,500
TOTAL MAINTENANCE		55,905	75,221	53,905	52,445	48,270
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<u>TRANSFERS</u>						
01-60-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(21,870)	(33,300)	(33,300)	(59,520)	(42,780)
01-60-9-907	Transfer from Storm Sewer	(279,680)	(258,252)	(258,252)	(260,789)	(252,944)
01-60-9-908	Transfer from Water & Sewer - Admin Transfer	(582,333)	(541,267)	(541,267)	(529,900)	(515,729)
01-60-9-941	Transfer from Grant Parking	(10,504)	(9,934)	(9,934)	(9,934)	(9,209)
TOTAL TRANSFERS		(894,387)	(842,753)	(842,753)	(860,143)	(820,662)
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TOTAL GENERAL OPERATING PROGRAM		910,861	756,131	893,056	524,059	537,948

STREETS AND GROUNDS

SNOW AND ICE CONTROL		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
ACCOUNT #	PERSONAL SERVICES	19-20	18-19	18-19	17-18	16-17
	Part-Time Salaries					
01-61-1-592	Temporary Employees	0	0	0	0	0
	TOTAL PART-TIME SALARIES	0	0	0	0	0
01-61-1-590	Overtime (Reg. employees)	16,354	15,916	15,916	19,963	11,392
	TOTAL PERSONAL SERVICES	16,354	15,916	15,916	19,963	11,392
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	FRINGE BENEFITS					
01-61-2-595	Village FICA Contributions	2,603	0	0	1,205	684
01-61-2-596	Village Medicare Contributions	0	0	0	282	160
01-61-2-597	Village IMRF Contributions	2,708	0	0	2,188	1,304
	TOTAL FRINGE BENEFITS	5,311	0	0	3,675	2,148
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	COMMODITIES					
01-61-3-615	Small Tools and Equipment	250	250	250	276	158
	TOTAL COMMODITIES	250	250	250	276	158
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	MAINTENANCE					
01-61-6-677	Program Maintenance	2,745	2,745	2,745	13,183	3,530
	TOTAL MAINTENANCE	2,745	2,745	2,745	13,183	3,530
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	TRANSFERS					
01-61-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(810)	0	0	0	(1,380)
	TOTAL TRANSFERS	(810)	0	0	0	(1,380)
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TOTAL SNOW AND ICE PROGRAM		23,850	18,911	18,911	37,097	15,848

STREETS AND GROUNDS

HORTICULTURE MAINTENANCE

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	Part-Time Salaries					
01-62-1-591	Seasonal Employees	22,840	22,189	22,229	21,738	21,738
01-62-1-593	Part-Time Employees	0	0	0	0	1,130
	TOTAL PART-TIME SALARIES	22,840	22,189	22,229	21,738	22,867
	FRINGE BENEFITS					
01-62-2-595	Village FICA Contributions	2,603	2,242	2,577	1,348	1,422
01-62-2-596	Village Medicare Contributions	907	837	881	315	333
	TOTAL FRINGE BENEFITS	3,510	3,079	3,458	1,663	1,754
	COMMODITIES					
01-62-3-615	Small Tools and Equipment	1,000	1,000	1,000	908	609
01-62-3-619	Program Commodities	3,635	5,500	3,635	3,906	3,559
	TOTAL COMMODITIES	4,635	6,500	4,635	4,814	4,168
	MAINTENANCE					
01-62-6-677	Program Maintenance	1,450	1,450	1,450	1,415	495
01-62-6-681	Art Landscaping Maintenance	1,000	500	1,000	0	0
	TOTAL MAINTENANCE	2,450	1,950	2,450	1,415	495
	TRANSFERS					
01-62-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	0	0	0	0	0
	TOTAL TRANSFERS	0	0	0	0	0
	TOTAL HORTICULTURE MAINTENANCE	33,435	33,718	32,772	29,629	29,284

STREETS AND GROUNDS

PARKWAY TREE MAINTENANCE

		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
ACCOUNT #	PERSONAL SERVICES					
	Part-Time Salaries					
01-63-1-592	Summer Help	3,915	3,303	3,915	4,739	3,132
	TOTAL PART-TIME SALARIES	3,915	3,303	3,915	4,739	3,132
01-63-1-590	Overtime (Storm Damage)	1,366	1,329	1,329	231	492
	TOTAL PERSONAL SERVICES	5,281	4,632	5,244	4,969	3,624
	FRINGE BENEFITS					
01-63-2-595	Village FICA Contributions	0	252	0	313	25
01-63-2-596	Village Medicare Contributions	0	59	0	73	6
01-63-2-597	Village IMRF Contributions	0	85	0	34	49
	TOTAL FRINGE BENEFITS	0	395	0	420	79
	COMMODITIES					
01-63-3-615	Small Tools and Equipment	600	800	600	623	537
	TOTAL COMMODITIES	600	800	600	623	537
	CONTRACTUAL SERVICES					
01-63-4-653	Parkway Tree Services:		127,000		97,871	102,229
	Removals and emergency work	70,000		70,000		
	Parkway tree inventory update	5,000		5,000		
	Parkway tree trimming	52,000		52,000		
01-63-4-654	Leaf Collection Program	20,000	0	0	0	0
	TOTAL CONTRACTUAL SERVICES	147,000	127,000	127,000	97,871	102,229
	MAINTENANCE					
01-63-6-677	Program Maintenance	1,385	300	300	330	0
	TOTAL MAINTENANCE	1,385	300	300	330	0
	TOTAL PARKWAY TREE PROGRAM	154,266	133,127	133,144	104,213	106,469

STREETS AND GROUNDS

WEEDY LOT PROGRAM

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
01-64-1-592	Part-Time Salaries Temporary Employees	0	0	0	0	0
	TOTAL PART-TIME SALARIES	0	0	0	0	0
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	<u>FRINGE BENEFITS</u>					
01-64-2-595	Village FICA Contributions	0	0	0	0	0
01-64-2-596	Village Medicare Contributions	0	0	0	0	0
	TOTAL FRINGE BENEFITS	0	0	0	0	0
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	<u>COMMODITIES</u>					
01-64-3-615	Small Tools and Equipment	950	300	950	922	1,090
	TOTAL COMMODITIES	950	300	950	922	1,090
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	<u>CONTRACTUAL SERVICES</u>					
01-64-4-653	Code Enforcement Mowing Services	2,000	2,800	2,000	1,473	1,705
	TOTAL CONTRACTUAL SERVICES	2,000	2,800	2,000	1,473	1,705
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	<u>MAINTENANCE</u>					
01-64-6-677	Program Maintenance	1,000	400	1,000	686	1,425
	TOTAL MAINTENANCE	1,000	400	1,000	686	1,425
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	<u>TRANSFERS</u>					
01-64-9-904	Transfer from Water & Sewer-FICA/Med/IMRF	0	0	0	0	0
	TOTAL TRANSFERS	0	0	0	0	0
	TOTAL WEEDY LOT PROGRAM	3,950	3,500	3,950	3,080	4,220

STREETS AND GROUNDS

CONCRETE REPAIR PROGRAM

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
01-65-3-615	Small Tools and Equipment	330	330	330	156	299
01-65-3-619	Program Commodities (See also MFT Budget)	1,500	2,000	1,500	1,491	2,023
01-65-3-627	Art Program Commodities	500	0	500	0	31
TOTAL COMMODITIES		2,330	2,330	2,330	1,647	2,353

MAINTENANCE

01-65-6-677	Program Maintenance	100	100	100	66	137
01-65-6-683	Sidewalk Replacement Program	100,000	101,931	100,000	59,573	56,012
TOTAL MAINTENANCE		100,100	102,031	100,100	59,639	56,149

CAPITAL OUTLAY/NON-OPERATING

TOTAL CAPITAL OUTLAY		0	0	0	0	0
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TOTAL CONCRETE REPAIR PROGRAM		102,430	104,361	102,430	61,286	58,502
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(See also MFT budget)

GENERAL CLEAN-UP

PERSONAL SERVICES

Part-Time Salaries

01-66-1-592	Summer Help	3,915	4,914	3,915	4,392	3,591
TOTAL PART-TIME SALARIES		3,915	4,914	3,915	4,392	3,591

FRINGE BENEFITS

01-66-2-595	Village FICA Contributions	0	305	0	272	417
01-66-2-596	Village Medicare Contributions	0	71	0	64	97
TOTAL FRINGE BENEFITS		0	376	0	336	514

MAINTENANCE

01-66-6-677	Program Maintenance	100	100	100	92	58
TOTAL MAINTENANCE		100	100	100	92	58

TOTAL GENERAL CLEAN-UP PROGRAM		4,015	5,390	4,015	4,820	4,164
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STREETS AND GROUNDS

ASPHALT MAINTENANCE

ACCOUNT #	COMMODITIES	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
01-68-3-619	Program Commodities	4,000	4,000	4,000	3,881	2,950
TOTAL ASPHALT MAINTENANCE PROGRAM		4,000	4,000	4,000	3,881	2,950
TOTAL FUNCTION		1,236,807	1,059,139	1,192,278	768,065	759,385
TRANSFERS		895,197	842,753	842,753	860,143	822,042
GRAND TOTAL +/- TRANSFERS		2,132,004	1,901,892	2,035,031	1,628,208	1,581,427

Budget Salaries Total Full-Time	877,996	783,367	872,096	809,805	791,409
Budget Salaries Total Part-Time	57,670	51,722	57,059	30,868	33,824
Budget Sick Leave Buy Back Total	1,965	1,912	1,912	1,216	4,197
Budget Overtime Total	31,061	31,034	30,229	28,164	20,752
Budget Personal Services	968,692	868,035	961,296	870,053	850,182
Budget Fringe Benefits Total	417,683	377,745	429,370	388,266	382,488
Budget Commodities Total	42,365	44,061	42,365	42,125	35,600
Budget Contractual Total	537,779	426,892	439,600	198,902	201,257
Budget Training and Conferences Total	1,800	2,411	1,800	1,072	1,974
Budget Maintenance Total	163,685	182,747	160,600	127,790	109,927
Budget Capital Outlay/Non-Operating Total	0	0	0	0	0
Budget Transfers Total	(895,197)	(842,753)	(842,753)	(860,143)	(822,042)

BUDGET NOTES

WATER REVENUES

<u>ACCOUNT #</u>	<u>SOURCE</u>	<u>BUDGET</u>	<u>PROJ'D</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		<u>19-20</u>	<u>18-19</u>	<u>18-19</u>	<u>17-18</u>	<u>16-17</u>
08-00-2-488	Water Meter Permit Fees	5,630	3,480	4,050	6,972	6,306
08-00-4-401	Water Sales (11.35 per 1,000 gallons)	2,856,000	2,914,000	2,824,000	2,877,328	2,767,033
08-00-4-402	Water Bill Assistance Credits	(16,000)	(8,000)	(30,000)	0	0
08-00-4-403	Water Tap Inspection Fees	200	225	150	150	300
08-00-4-404	Water New Account Fees	6,860	6,630	7,400	6,840	7,536
08-00-4-405	Penalties - Water	56,000	48,000	54,200	72,352	60,599
08-00-4-406	Shut-Off Notice Fees	28,000	28,700	40,000	24,605	39,752
08-00-4-407	Shut-Off List Fees	22,000	24,000	21,600	26,500	20,700
08-00-4-409	Water Construction Charges	0	0	0	810	0
08-00-6-480	Interest - Water (75/25 W/S)	12,000	8,710	9,900	4,814	1,640
08-00-6-482	NSF Fees	510	660	510	414	369
08-00-6-483	Payment Plan Fees	1,250	1,500	1,540	1,540	1,890
08-00-6-484	Equalization Fees (38% wat, 7% sew, 55% Gen. Fund)	0	0	0	1,475	250
08-00-6-486	Miscellaneous Revenue	3,930	3,000	5,700	1,636	8,940
08-00-6-487	Capital Contributions	0	0	0	266,928	2,488,094
08-00-6-488	Unrealized Gain/Loss	0	0	0	52	0
08-00-6-489	Sale of Village Property	0	0	0	0	0
TOTAL WATER REVENUES		2,976,380	3,030,905	2,939,050	3,292,416	5,403,409

SEWER REVENUES

<u>ACCOUNT #</u>	<u>SOURCE</u>	<u>BUDGET</u>	<u>PROJ'D</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		<u>19-20</u>	<u>18-19</u>	<u>18-19</u>	<u>17-18</u>	<u>16-17</u>
08-00-4-410	Sewer Service (3.19 per 1,000 gallons)	763,000	769,000	759,000	764,551	736,641
08-00-4-411	Sewer Bill Assistance Credits	(5,400)	(2,700)	(10,000)	0	0
08-00-4-412	Sewer Only Account Sales (\$60.00 per qtr)	2,210	2,300	2,300	2,220	2,160
08-00-4-413	Sewer Tap Inspection Fees	150	225	100	150	75
08-00-4-414	Sewer New Account Fees	1,710	1,650	1,850	1,710	1,884
08-00-4-415	Penalties - Sewer	14,000	(28,000)	18,500	24,117	20,200
08-00-6-481	Interest - Sewer (75/25 W/S)	4,000	2,890	3,300	1,688	966
08-00-6-485	Equalization Fees (38% wat, 7% sewer, 55% Gen. Fund)	0	0	0	272	46
TOTAL SEWER REVENUES		779,670	745,365	775,050	794,707	761,973
TOTAL WATER AND SEWER REVENUES		3,756,050	3,776,270	3,714,100	4,087,124	6,165,382

WATER AND SEWER SUMMARY (PROJECTIONS FY19)

CATEGORY	WATER ADMINISTRATION	WATER DISTRIBUTION	SEWER ADMINISTRATION	SEWAGE COLLECTION	TOTALS WATER & SEWER
FULL TIME	0	0	0	0	0
PART TIME	7,062	9,467	2,355	3,833	22,717
OVERTIME	0	20,000	0	5,743	25,743
IMRF/SS	0	0	0	0	0
PERS. SERVICES	7,062	29,467	2,355	9,576	48,460
COMMODITIES	9,310	63,743	4,505	25,682	103,240
CONTRACTUAL	13,860	1,433,967	4,815	28,839	1,481,481
TRAINING	1,280	1,031	1,280	800	4,391
MAINTENANCE	2,850	201,391	1,940	47,616	253,797
CAPITAL OUTLAY	0	30,000	0	0	30,000
DEBT SERVICE	0	0	0	0	0
TRANSFERS	816,467	0	637,285	0	1,453,752
TOTAL FUNCTION	850,829	1,759,600	652,180	112,513	3,375,121
TRANSFERS	(816,467)	0	(637,285)	0	(1,453,752)
GRAND TOTAL +/- TRANSFERS	34,362	1,759,600	14,895	112,513	1,921,369

WATER AND SEWER SUMMARY (BUDGETED FY20)

CATEGORY	WATER ADMINISTRATION	WATER DISTRIBUTION	SEWER ADMINISTRATION	SEWAGE COLLECTION	TOTALS WATER & SEWER
FULL TIME	0	0	0	0	0
PART TIME	7,256	24,015	2,420	4,950	38,641
OVERTIME	0	29,887	0	7,656	37,543
IMRF/SS	0	0	0	0	0
PERS. SERVICES	7,256	53,902	2,420	12,606	76,184
COMMODITIES	9,770	50,240	4,720	24,130	88,860
CONTRACTUAL	16,670	1,463,322	5,900	35,420	1,521,312
TRAINING	1,620	920	1,620	500	4,660
MAINTENANCE	2,950	170,900	2,050	67,200	243,100
CAPITAL OUTLAY	0	290,000	0	75,000	365,000
DEBT SERVICE	0	0	0	0	0
TRANSFERS	837,495	0	676,708	0	1,514,203
TOTAL FUNCTION	875,761	2,029,284	693,418	214,856	3,813,319
TRANSFERS	(837,495)	0	(676,708)	0	(1,514,203)
GRAND TOTAL +/- TRANSFERS	38,266	2,029,284	16,710	214,856	2,299,116

WATER ADMINISTRATION

SERVICES PROVIDED:

The Water Administration Department of the Water/Sewer Fund provides an accounting for costs associated with administering the water billing, collection, and customer account management functions. Water Administration is responsible for managing approximately 3,770 water accounts which result in the quarterly billing of approximately 15,000 accounts. Functions include processing water billings, payments, new accounts, final reads, service orders with Public Works, collection of delinquent accounts, payment plans, financial assistance program, daily customer service, bank account maintenance/reconciliation, management of E-Pay system, management of Identity Theft Prevention Program (as mandated by FTC) and posting activity to the Village's general ledger. Water Administration also supervises the Water Meter Reader position.

FY19 ACHIEVEMENTS:

- Maintained water collection rate at 99.1% of billings.
- Maintained high standard of daily operations; efficiency resulted in 3 audit adjustments.
- Recruited and hired new Accounting Clerk-Utility Billing.
- Worked with Public Works on residential water meter replacement program.
- Purchased new envelope stuffing machine system.
- Implemented new financial assistance program.
- Completed mandatory E-pay software conversion for utility bill payments.

FY20 GOALS:

- Maintain collection rate at high percentage.
- Research utilizing other technologies in connection with financial system software including ACH direct debit and direct credit card billing; research as possible.
- Work with Public Works on residential water meter replacement program, if project is undertaken.
- Complete training of new Accounting Clerk-Utility Billing.
- Implement financial system software conversion with selected vendor.

WATER ADMINISTRATION

<u>ACCOUNT #</u>		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	<u>PERSONAL SERVICES</u>					
	Part-Time Salaries					
08-10-1-501	Water Meter Reader (75/25 WA/SA)	7,256	7,062	7,062	6,928	6,924
	TOTAL PART-TIME SALARIES	7,256	7,062	7,062	6,928	6,924
	TOTAL PERSONAL SERVICES	7,256	7,062	7,062	6,928	6,924
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	<u>COMMODITIES</u>					
08-10-3-601	Office Supplies	390	475	350	303	374
08-10-3-602	Books and Maps	100	50	100	0	0
08-10-3-603	Postage					
	Mailing water bills, notices, etc.	6,880	6,660	7,190	6,837	7,139
08-10-3-606	Office Equipment	500	200	400	0	0
08-10-3-607	Computer Equipment and Supplies	1,680	1,800	1,120	1,916	1,302
08-10-3-608	Petroleum Products	20	25	20	29	6
08-10-3-610	Miscellaneous	200	100	200	0	0
	TOTAL COMMODITIES	9,770	9,310	9,380	9,086	8,821
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	<u>CONTRACTUAL SERVICES</u>					
08-10-4-634	Miscellaneous Services	1,500	500	1,500	0	0
08-10-4-635	Printing	3,100	2,360	3,130	4,115	2,797
08-10-4-655	Bank Service Charges	11,270	10,600	12,120	10,521	9,307
08-10-4-656	Collection Services	800	400	820	425	1,571
	TOTAL CONTRACTUAL SERVICES	16,670	13,860	17,570	15,062	13,676
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	<u>TRAINING AND CONFERENCES</u>					
08-10-5-660	Dues and Subscriptions	100	50	100	0	0
08-10-5-661	Training	1,520	1,230	1,430	423	851
	TOTAL TRAINING AND CONFERENCES	1,620	1,280	1,530	423	851
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	<u>MAINTENANCE</u>					
08-10-6-672	Computer Software Maintenance	2,950	2,850	2,850	2,760	2,684
	TOTAL MAINTENANCE	2,950	2,850	2,850	2,760	2,684

WATER ADMINISTRATION

<u>ACCOUNT #</u>	<u>DEBT SERVICE</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	None					
	TOTAL DEBT SERVICE	0	0	0	0	0
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	<u>TRANSFERS</u>					
08-10-9-901	Transfer to General Fund - Admin Transfer	647,784	626,449	626,449	600,034	586,568
08-10-9-904	Transfer to General-FICA/Med/IMRF	68,000	91,000	91,000	145,000	99,000
08-10-9-916	Transfer to Capital Equipment	121,711	99,018	99,018	80,901	55,018
	TOTAL TRANSFERS	837,495	816,467	816,467	825,935	740,586
	TOTAL FUNCTION	875,761	850,829	854,859	860,194	773,541
	TRANSFERS	(837,495)	(816,467)	(816,467)	(825,935)	(740,586)
	GRAND TOTAL +/- TRANSFERS	38,266	34,362	38,392	34,259	32,955

BUDGET NOTES

WATER DISTRIBUTION

SERVICES PROVIDED:

The Water Distribution budget allocates funding to provide for the costs associated with the operation and maintenance of the Village's potable water system.

Flossmoor uses about 1.0 million gallons of water per day and is served by a water system comprised of approximately 64 miles of water mains, 822 fire hydrants, 724 main line valves, pumping facilities, three elevated water towers, and a three million gallon underground storage facility. Also included are water services and individual meters connecting the system to some 3,755 customers.

FY19 ACHIEVEMENTS:

- Conducted leak detection program over entire system with repairs to all leaks discovered.
- Continued maintenance on Village's water distribution system, including repair and replacement work on fire hydrants and water main valves.
- Continued working with an on-line backflow device inspection and database program with BSI, Inc.
- Began the Residential Water Meter Replacement with Radio Read project.
- Complete the IEPA loan preparation and engineering for the relocation of the Sterling Avenue Water Tower and related improvements.

FY20 GOALS:

- Continue leak detection program to minimize system losses.
- Continue with the regular valve exercising and hydrant flushing program.
- Continue to pursue funding through the IEPA for the relocation of the Sterling Avenue Water Tower and related improvements.

WATER DISTRIBUTION

<u>ACCOUNT #</u>		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	PERSONAL SERVICES					
	PART-TIME SALARIES					
08-11-1-591	Summer Help	3,915	0	0	0	0
	TOTAL PART-TIME SALARIES	3,915	0	0	0	0
08-11-1-590	Overtime	29,887	20,000	29,087	14,721	19,928
	TOTAL PERSONAL SERVICES	33,802	20,000	29,087	14,721	19,928
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	COMMODITIES					
08-11-3-601	Office Supplies	595	700	595	277	874
08-11-3-605	Operating Supplies	1,970	1,000	1,970	1,958	2,113
08-11-3-608	Petroleum Products	10,000	9,982	10,000	10,153	9,716
08-11-3-615	Small Tools and Equipment	2,200	2,200	2,220	1,948	2,669
08-11-3-618	Safety Equipment and Supplies	3,465	3,465	3,465	2,390	3,505
	TOTAL COMMODITIES	18,230	17,347	18,250	16,725	18,877
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	CONTRACTUAL					
08-11-4-630	Equipment Rental	100	100	100	0	0
08-11-4-631	Electric, Power and Light	30,000	21,725	30,000	30,425	32,257
08-11-4-632	Leak Detection Program	15,000	18,000	15,000	30,720	20,280
08-11-4-634	Miscellaneous Services	5,500	8,287	5,500	3,997	3,558
08-11-4-635	Homewood - Lake Michigan Water	1,356,222	1,329,630	1,587,736	1,436,062	1,800,134
08-11-4-636	Homewood - Oper. and Maint. Charges	55,400	55,400	55,400	51,329	58,636
08-11-4-637	Telephone	0	0	0	0	0
08-11-4-638	Advertising	275	0	275	0	0
08-11-4-657	J.U.L.I.E One-Call	825	825	825	822	761
	TOTAL CONTRACTUAL SERVICES	1,463,322	1,433,967	1,694,836	1,553,355	1,915,625
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	TRAINING AND CONFERENCES					
08-11-5-660	Dues and Subscriptions	120	300	120	220	135
08-11-5-661	Training	800	731	500	825	631
	TOTAL TRAINING AND CONFERENCES	920	1,031	620	1,045	766

WATER DISTRIBUTION

<u>ACCOUNT #</u>	<u>MAINTENANCE</u>	<u>BUDGET 19-20</u>	<u>PROJ'D 18-19</u>	<u>BUDGET 18-19</u>	<u>ACTUAL 17-18</u>	<u>ACTUAL 16-17</u>
08-11-6-671	Maintenance and Supplies	8,000	10,191	5,990	8,877	8,143
08-11-6-672	Water Meters and ROMs	10,000	17,000	10,000	16,487	16,715
08-11-6-673	Large Meter Testing and Repair (50/50 WD/SC)	5,000	20,300	5,000	1,667	313
08-11-6-675	System Maintenance and Repairs Valves, Hydrants, Clamps, etc.	20,000	40,000	20,000	38,844	20,092
08-11-6-676	Radio System Maintenance	800	400	800	0	0
08-11-6-677	Water Facility Maintenance	24,000	40,000	24,000	20,274	32,348
08-11-6-678	Fire Hydrant Flow Testing	29,000	29,000	29,000	33,289	30,860
08-11-6-679	Fire Hydrant Rehabilitation/Sandblast and Paint (50% WD/50% GF)	59,200	29,700	29,700	22,797	0
08-11-6-680	Water Valve Contract Maintenance	13,500	13,500	13,500	13,500	11,742
TOTAL MAINTENANCE		169,500	200,091	137,990	155,735	120,213
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	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
08-11-7-749	Water Meter Replacement Program	225,000	0	0	0	0
08-11-7-767	Sterling Avenue Tower Relocation Engineering	10,000	10,000	10,000	0	0
08-11-7-768	Sterling Avenue Tower IEPA Loan Prep	20,000	20,000	20,000	0	0
08-11-7-769	Vollmer Reservoir Rehab	0	0	0	104,197	0
08-11-7-770	Harvey Water Rate Study	10,000	0	0	0	0
08-11-7-771	Water Supply Feasibility Study	25,000	0	0	0	0
TOTAL CAPITAL OUTLAY		290,000	30,000	30,000	104,197	0
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<u>GROUNDS REPAIR PROGRAM</u>						
<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>					
	<u>Part-Time Services</u>					
08-12-1-592	Temporary Employees (34/33/33 WD/SC/SSR)	5,100	3,949	5,100	2,669	3,571
TOTAL PART-TIME SALARIES		5,100	3,949	5,100	2,669	3,571
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	<u>COMMODITIES</u>					
08-12-3-615	Small Tools and Equipment	845	400	845	304	321
08-12-3-619	Program Commodities	1,500	3,172	1,500	601	1,280
TOTAL COMMODITIES		2,345	3,572	2,345	905	1,602
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	<u>MAINTENANCE</u>					
08-12-6-677	Program Maintenance	200	200	200	0	703
TOTAL MAINTENANCE		200	200	200	0	703
TOTAL GROUNDS REPAIR PROGRAM		7,645	7,721	7,645	3,574	5,876

WATER DISTRIBUTION

WATER SYSTEM IMPROVEMENT PROGRAM

ACCOUNT #		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	PERSONAL SERVICES					
	Part-Time Services					
08-13-1-592	Temporary Employees	15,000	5,519	15,000	10,772	6,000
	TOTAL PART-TIME SALARIES	15,000	5,519	15,000	10,772	6,000
	COMMODITIES					
08-13-3-615	Small Tools and Equipment	1,395	1,395	1,395	1,501	418
08-13-3-619	Program Commodities	20,450	35,000	20,450	31,427	20,092
	TOTAL COMMODITIES	21,845	36,395	21,845	32,928	20,510
	CONTRACTUAL SERVICES					
08-13-4-645	Engineer and Architect	0	0	0	0	0
	TOTAL CONTRACTUAL SERVICES	0	0	0	0	0
	MAINTENANCE					
08-13-6-677	Program Maintenance	1,000	1,000	1,000	130	0
	TOTAL MAINTENANCE	1,000	1,000	1,000	130	0
	TOTAL WATER SYSTEM IMPROVEMENT	37,845	42,914	37,845	43,830	26,509

STREET MAINTENANCE PROGRAM

	COMMODITIES					
08-14-3-611	Concrete	2,295	1,829	2,295	2,093	1,673
08-14-3-612	Asphalt Mix	4,000	4,000	4,000	3,859	2,950
08-14-3-613	Concrete Forms and Materials	600	200	600	0	0
08-14-3-614	Asphalt Materials	245	0	245	0	0
08-14-3-615	Small Tools and Equipment	680	400	680	0	0
	TOTAL COMMODITIES	7,820	6,429	7,820	5,952	4,622
	MAINTENANCE					
08-14-6-677	Program Maintenance	200	100	200	0	12
	TOTAL MAINTENANCE	200	100	200	0	12
	TOTAL STREET MAINTENANCE	8,020	6,529	8,020	5,952	4,634
	TOTAL FUNCTION	2,029,284	1,759,600	1,964,293	1,899,135	2,112,428
	TRANSFERS	0	0	0	0	0
	GRAND TOTAL	2,029,284	1,759,600	1,964,293	1,899,135	2,112,428

TOTAL PART-TIME SALARIES	24,015	9,467	20,100	13,441	9,570
TOTAL OVERTIME	29,887	20,000	29,087	14,721	19,928
TOTAL PERSONAL SERVICES	53,902	29,467	49,187	28,162	29,499
TOTAL COMMODITIES	50,240	63,743	50,260	56,510	45,610
TOTAL CONTRACTUAL	1,463,322	1,433,967	1,694,836	1,553,355	1,915,625
TOTAL TRAINING AND CONFERENCES	920	1,031	620	1,045	766
TOTAL MAINTENANCE	170,900	201,391	139,390	155,865	120,928
TOTAL CAPITAL OUTLAY/NON-OPERATING	290,000	30,000	30,000	104,197	0
TOTAL FUNCTION	2,029,284	1,759,600	1,964,293	1,899,135	2,112,428

SEWER ADMINISTRATION

SERVICES PROVIDED:

The Sewer Administration Department of the Water/Sewer Fund provides an accounting for costs associated with administering the sanitary sewer service, sanitary sewer surcharge and stormwater sewer service billing, collection, and customer account management functions. Sewer Administration is responsible for managing approximately 3,770 sewer accounts which result in the quarterly billing of approximately 15,000 accounts. Functions include processing sewer billings, payments, new accounts, final reads, service orders with Public Works, collection of delinquent accounts, payment plans, financial assistance program, daily customer service, bank account maintenance/reconciliation, management of E-Pay system, management of Identity Theft Prevention Program (as mandated by FTC) and posting activity to the Village's general ledger. Sewer Administration also supervises the Water Meter Reader position.

FY19 ACHIEVEMENTS:

- Maintained water collection rate at 99.1% of billings.
- Maintained high standard of daily operations; efficiency resulted in 3 audit adjustments.
- Recruited and hired new Accounting Clerk-Utility Billing.
- Worked with Public Works on residential water meter replacement program.
- Purchased new envelope stuffing machine system.
- Implemented new financial assistance program.
- Completed mandatory E-pay software conversion for utility bill payments.

FY20 GOALS:

- Maintain collection rate at high percentage.
- Research utilizing other technologies in connection with financial system software including ACH direct debit and direct credit card billing; research as possible.
- Work with Public Works on residential water meter replacement program, if project is undertaken.
- Complete training of new Accounting Clerk-Utility Billing.
- Implement financial system software conversion with selected vendor.

SEWER ADMINISTRATION

<u>ACCOUNT #</u>		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	<u>PERSONAL SERVICES</u>					
	Part-Time Salaries					
08-20-1-501	Water Meter Reader (25/75 SA/WA)	2,420	2,355	2,355	2,302	2,308
	TOTAL PART-TIME SALARIES	2,420	2,355	2,355	2,302	2,308
	TOTAL PERSONAL SERVICES	2,420	2,355	2,355	2,302	2,308
	<u>COMMODITIES</u>					
08-20-3-601	Office Supplies	250	260	220	214	251
08-20-3-602	Books and Maps	100	50	100	0	0
08-20-3-603	Postage	2,380	2,170	2,610	2,429	2,523
08-20-3-606	Office Equipment	500	200	400	0	0
08-20-3-607	Computer Equipment and Supplies	1,470	1,800	930	1,431	1,302
08-20-3-608	Petroleum Products	20	25	20	29	6
	TOTAL COMMODITIES	4,720	4,505	4,280	4,104	4,082
	<u>CONTRACTUAL SERVICES</u>					
08-20-4-634	Miscellaneous Services	750	300	650	0	0
08-20-4-635	Printing	1,120	850	1,150	1,491	1,015
08-20-4-655	Bank Service Charges	3,760	3,540	4,030	3,246	2,903
08-20-4-656	Collection Services	270	125	275	142	530
	TOTAL CONTRACTUAL SERVICES	5,900	4,815	6,105	4,879	4,448
	<u>TRAINING AND CONFERENCES</u>					
08-20-5-660	Dues and Subscriptions	100	50	100	0	0
08-20-5-661	Training	1,520	1,230	1,430	499	844
	TOTAL TRAINING AND CONFERENCES	1,620	1,280	1,530	499	844
	<u>MAINTENANCE</u>					
08-20-6-672	Computer Software Maintenance	2,050	1,940	1,940	1,902	1,851
	TOTAL MAINTENANCE	2,050	1,940	1,940	1,902	1,851
	<u>TRANSFERS</u>					
08-20-9-901	Transfer to General Fund-Admin Transfer	504,809	488,468	488,468	479,818	470,662
08-20-9-904	Transfer to General Fund-FICA/Med/IMRF	13,000	20,000	20,000	41,000	39,000
08-20-9-916	Transfer to Capital Equipment	158,899	128,817	128,817	75,381	51,338
	TOTAL TRANSFERS	676,708	637,285	637,285	596,199	561,000
	TOTAL FUNCTION	693,418	652,180	653,495	609,886	574,533
	TRANSFERS	(676,708)	(637,285)	(637,285)	(596,199)	(561,000)
	GRAND TOTAL +/- TRANSFERS	16,710	14,895	16,210	13,687	13,533

SEWAGE COLLECTION

SERVICES PROVIDED:

The Sewage Collection budget allocates funding to provide for the ongoing costs associated with the operation and maintenance of the Village's sanitary sewer collection system.

The 48 miles of Flossmoor's collection system collects and pumps to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), an amount of wastewater that is in excess of one million gallons per day. During heavy rain, this amount can increase significantly. Assisting in the effort are six underground sewage pumping stations with pumping capacities of up to 3,300 gallons per minute. This entire system, including pump stations, requires ongoing routine maintenance as well as emergency repairs to various components.

FY19 ACHIEVEMENTS:

- Completed scheduled systematic pumping equipment maintenance/rehabilitation at lift stations.
- Performed miscellaneous spot repairs to damaged sewer throughout the Village.

FY20 GOALS:

- Continue with pump station equipment maintenance/rehabilitation efforts designed to address needs before major equipment failures occur.

SEWAGE COLLECTION

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	<u>PERSONAL SERVICES</u>					
	Part-Time Salaries					
08-21-1-591	Summer Help/Part-Time Employees	0	0	0	0	0
	TOTAL PART-TIME SALARIES	0	0	0	0	0
08-21-1-590	Overtime	7,656	5,743	7,451	4,292	8,156
	TOTAL PERSONAL SERVICES	7,656	5,743	7,451	4,292	8,156
	<u>COMMODITIES</u>					
08-21-3-601	Office Supplies	595	595	595	208	700
08-21-3-605	Operating Supplies	1,995	1,281	1,995	1,005	2,637
08-21-3-608	Petroleum Products	8,000	8,650	8,000	8,913	7,517
08-21-3-615	Small Tools and Equipment	1,495	1,800	1,495	1,780	1,575
08-21-3-618	Safety Equipment and Supplies	3,465	3,065	3,465	2,389	4,668
	TOTAL COMMODITIES	15,550	15,391	15,550	14,295	17,096
	<u>CONTRACTUAL</u>					
08-21-4-630	Equipment Rental	100	100	100	0	0
08-21-4-631	Electric, Power and Light	32,000	26,419	32,000	27,216	36,412
08-21-4-634	Miscellaneous Services (including emergency contract work)	1,495	1,495	1,495	2,017	1,962
08-21-4-638	Advertising	1,000	0	1,000	0	0
08-21-4-657	J.U.L.I.E. One-Call	825	825	825	822	761
	TOTAL CONTRACTUAL SERVICES	35,420	28,839	35,420	30,055	39,135
	<u>TRAINING AND CONFERENCES</u>					
08-21-5-660	Dues and Subscriptions	100	100	100	0	80
08-21-5-661	Training	400	700	400	435	626
	TOTAL TRAINING AND CONFERENCES	500	800	500	435	706
	<u>MAINTENANCE</u>					
08-21-6-671	Maintenance and Supplies	11,000	10,156	8,640	12,844	10,946
08-21-6-673	Large Meter Testing and Repair (50/50 SC/WD)	5,000	20,300	5,000	0	153
08-21-6-676	Radio System Maintenance	800	2,160	800	0	0
08-21-6-677	Sewer System Maintenance	50,000	15,000	1,000	1,597	1,414
	TOTAL MAINTENANCE	66,800	47,616	15,440	14,441	12,512
	<u>CAPITAL OUTLAY/NON-OPERATING</u>					
08-21-7-749	Water Meter Replacement Program	75,000	0	0	0	0
	TOTAL CAPITAL OUTLAY	75,000	0	0	0	0

SEWAGE COLLECTION

GROUNDS REPAIR PROGRAM

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	<u>PERSONAL SERVICES</u>					
	Part-Time Salaries					
08-22-1-592	Temporary Employees (34/33/33 WD/SC/SSR)	4,950	3,833	4,950	2,599	3,466
	TOTAL PART-TIME SALARIES	4,950	3,833	4,950	2,599	3,466
	<u>COMMODITIES</u>					
08-22-3-615	Small Tools and Equipment	890	890	890	101	890
08-22-3-619	Program Commodities	1,500	3,172	1,500	502	1,407
	TOTAL COMMODITIES	2,390	4,062	2,390	602	2,297
	<u>MAINTENANCE</u>					
08-22-6-677	Program Maintenance	200	0	200	177	0
	TOTAL MAINTENANCE	200	0	200	177	0
	TOTAL GROUNDS REPAIR PROGRAM	7,540	7,895	7,540	3,378	5,763

STREET MAINTENANCE PROGRAM

	<u>COMMODITIES</u>					
08-24-3-611	Concrete	1,000	1,829	1,000	1,178	1,673
08-24-3-612	Asphalt Mix	4,000	4,000	4,000	3,863	2,949
08-24-3-613	Concrete Forms and Materials	400	200	400	0	0
08-24-3-614	Asphalt Materials	50	0	50	0	186
08-24-3-615	Small Tools and Equipment	740	200	740	844	654
	TOTAL COMMODITIES	6,190	6,229	6,190	5,885	5,462
	<u>MAINTENANCE</u>					
08-24-6-677	Program Maintenance	200	0	200	200	0
	TOTAL MAINTENANCE	200	0	200	200	0
	TOTAL STREET MAINTENANCE	6,390	6,229	6,390	6,085	5,462

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	<u>CAPITAL OUTLAY</u>					
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL FUNCTION	214,856	112,513	88,291	72,981	88,291

	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
Total Part-Time Salaries	4,950	3,833	4,950	2,599	3,466
Total Overtime	7,656	5,743	7,451	4,292	8,156
Total Personal Services	12,606	9,576	12,401	6,891	11,621
Total Commodities	24,130	25,682	24,130	20,782	24,855
Total Contractual	35,420	28,839	35,420	30,055	39,135
Total Training and Conferences	500	800	500	435	706
Total Maintenance	67,200	47,616	15,840	14,818	12,512
Total Capital Outlay	75,000	0	0	0	0
Total Function	214,856	112,513	88,291	72,981	88,830

BUDGET NOTES

SANITARY SEWER REHABILITATION FUND

SERVICES PROVIDED:

The Sanitary Sewer Rehabilitation Fund was established to assist in rehabilitating the sanitary sewer system. This program began in an effort to reduce flooding and achieve compliance with the requirements set forth by the Metropolitan Water Reclamation District. A portion of the improvements are paid for by a sanitary sewer surcharge fee.

Based on continued funding derived from the sanitary sewer surcharge, along with additional funding from other sources, the Village has embarked on a multi-year effort to keep the current sanitary sewer system working as efficiently as possible and, at the same time, provide for the systematic replacement of old deteriorated sections of the system.

FY19 ACHIEVEMENTS:

- Continue with the maintenance of the sewer system and lift stations.

FY20 GOALS:

- Continue rotational maintenance program for all sanitary sewers. The program consists of annually contracting for a systematic heavy cleaning and televising of all sanitary sewers every five years.
- Continue to pursue funding through the Illinois Environmental Protection Agency for the Phase IV Sanitary Sewer Rehabilitation Project.

SANITARY SEWER REHABILITATION

	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
Net Assets (Beginning)	2,113,839	2,169,383	1,897,789	1,937,441	1,901,784
REVENUES					
ACCOUNT #	REVENUES				
09-00-3-440	IEPA Loan Proceeds	1,460,000	0	1,460,000	0
09-00-4-417	Sanitary Sewer Surcharge	362,000	362,000	366,000	357,421
09-00-4-418	Penalties	12,400	16,500	10,700	12,962
09-00-6-480	Interest - Sanitary Sewer Rehab	500	530	360	221
09-00-6-481	Unrealized Gain/Loss	0	0	0	630
09-00-9-401	Transfer from General Fund	0	0	0	72,704
	TOTAL REVENUES	1,834,900	379,030	1,837,060	443,938
	Less: IEPA Loan Proceeds	(1,460,000)	0	(1,460,000)	0
	ADJUSTED REVENUES	374,900	379,030	377,060	443,938
EXPENDITURES					
PERSONAL SERVICES					
PART-TIME SALARIES					
09-01-1-592	Temporary Employees Ground Repair (34/33/33 WD/SC/SSR)	4,950	3,833	4,950	2,591
	TOTAL PART-TIME SALARIES	4,950	3,833	4,950	2,591
COMMODITIES					
09-01-3-615	Small Tools and Equipment	245	0	245	0
09-01-3-620	Ground Repair Material	1,500	1,000	1,500	602
	TOTAL COMMODITIES	1,745	1,000	1,745	602
MAINTENANCE					
09-01-6-671	Maintenance and Supplies	12,500	1,000	12,500	1,064
09-01-6-677	Sanitary Sewer Rehab Maintenance	0	10,000	90,000	4,973
09-01-6-683	Lift Station Maintenance	7,000	5,000	7,000	6,666
	TOTAL MAINTENANCE	19,500	16,000	109,500	12,704
CAPITAL OUTLAY/NON-OPERATING					
09-01-7-714	Lift Station Rehab	29,000	25,000	29,000	2,006
09-01-7-790	Depreciation Expense	0	0	0	149,269
	TOTAL CAPITAL OUTLAY	29,000	25,000	29,000	151,275

SANITARY SEWER REHABILITATION

<u>ACCOUNT #</u>	<u>DEBT SERVICE</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>16-17</u>	<u>ACTUAL</u> <u>16-17</u>
09-01-8-804	Debt Service - IEPA Loan 1999 - Phase I	132,893	132,893	132,893	8,597	11,796
09-01-8-805	Debt Service - IEPA Loan 2001 - Phase II	80,196	80,196	80,196	9,171	11,190
09-01-8-806	Debt Service - IEPA Loan 2003 - Phase III	175,652	175,652	175,652	27,057	30,703
TOTAL DEBT SERVICE		388,741	388,741	388,741	44,824	53,690
<u>IEPA LOAN - 2017 PROJECT COSTS - PHASE IV</u>						
09-53-7-701	Administration and Legal	0	10,000	0	0	0
09-53-7-702	Design Engineering	0	50,000	0	0	0
09-53-7-703	Construction Engineering	100,000	0	100,000	0	0
09-53-7-704	Construction	1,300,000	0	1,300,000	0	0
TOTAL IEPA LOAN - 2017 - PHASE IV		1,400,000	60,000	1,400,000	0	0
TOTAL EXPENDITURES		1,843,936	494,574	1,933,936	211,996	375,181
Less: IEPA Project Costs		(1,400,000)	(60,000)	(1,400,000)	0	0
ADJUSTED EXPENDITURES		443,936	434,574	533,936	211,996	375,181
Net Assets (Ending)		2,044,803	2,113,839	1,740,913	2,169,383	1,937,441
IEPA Committed Net Assets^#		436	52,115	52,115	106,255	162,815
IEPA Commitment Less GF Transfer^#		436	52,115	52,115	106,255	64,003
Unrestricted Net Assets					89,061	51,030

^FY03 actual commitment included \$547,000 transfer from General Fund based on a \$1.9 million project. Project ended up at \$1,228,544; negating need for transfer. \$62,093 transferred as of 4-30-03. Total transfer commitment outstanding 4-30-03 = \$484,907

#Phase 3 loan was approved in FY 04; net assets commitment based on Phase 3 loan. New General Fund transfer commitment became \$184,093 including what had already been transferred under Phase 2. \$184,093 transferred as of 4-30-18. Total transfer commitment outstanding 4-30-19 = \$0.

BUDGET NOTES

STORM SEWER

SERVICES PROVIDED:

Storm water management is like any other public service, such as wastewater collection (sewer) and drinking water distribution (water). This fund supports several of the Village's storm water management activities and services. Some of these services include street sweeping of all curbed streets, storm sewer repairs, ditch cleaning, and routine maintenance. In addition to funding maintenance services, the fund also supports compliance with Federal and State mandated programs. These programs include NPDES compliance, MWRD Storm Water Management Activities, FEMA Floodplain compliance, and CRS program involvement. The fund is also designed for future capital improvements to the Village's storm sewer and drainage systems.

FY19 ACHIEVEMENTS:

- Completed street sweeping during the spring, summer, and fall seasons.
- Completed numerous catch basin repairs and maintenance.
- Completed the installation of numerous sump pump collection lines throughout the Village. These sump pump collection lines serve to alleviate ice dams and drainage issues.

FY20 GOALS:

- Continue contract storm sewer and catch basin cleaning in the southeast Flossmoor neighborhoods and in the Estates neighborhood.
- Continue with street sweeping during the spring, summer, and fall seasons.
- Continue with the repair/replacement of catch basins and storm manholes as they are identified.
- Continue installation of sump pump collection lines as identified.

STORM SEWER

		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	Unrestricted Net Assets (Beginning)	60,010	104,282	100,556	163,421	226,909
<u>ACCOUNT # REVENUES</u>						
07-00-3-440	IDOT-Brookwood Bridge/Butterfield Crk Grant	37,138	40,888	102,750	20,736	27,727
07-00-4-407	Stormwater Utility Fees	505,100	385,000	373,000	370,103	368,199
07-00-4-408	Penalties	12,700	14,400	11,300	14,170	12,609
07-00-4-457	Storm Sewer Tap Fees	110	150	100	75	75
07-00-4-466	In Lieu of Detention Fees	0	0	0	0	0
07-00-6-480	Interest	330	320	1,140	302	241
07-00-6-487	Capital Contributions	0	0	0	0	0
	TOTAL REVENUES	555,378	440,758	488,290	405,387	408,851
<u>EXPENDITURES</u>						
<u>COMMODITIES</u>						
07-01-3-619	Program Commodities	5,000	5,000	5,000	5,073	5,280
	TOTAL COMMODITIES	5,000	5,000	5,000	5,073	5,280
<u>CONTRACTUAL SERVICES</u>						
07-01-4-630	Anual NPDES Fee	1,000	1,000	1,000	1,000	1,000
07-01-4-632	Street Sweeping	40,000	35,500	40,000	24,507	30,929
	TOTAL CONTRACTUAL SERVICES	41,000	36,500	41,000	25,507	31,929
<u>TRAINING AND CONFERENCES</u>						
07-01-5-661	Training	1,500	1,500	1,500	565	1,892
07-01-5-662	CRS Project Management	1,000	500	1,000	0	50
	TOTAL TRAINING AND CONFERENCES	2,500	2,000	2,500	565	1,942
<u>MAINTENANCE</u>						
07-01-6-671	Maintenance and Supplies	7,000	8,000	5,000	8,323	4,953
07-01-6-675	System Maintenance and Repairs	25,000	21,583	25,000	24,790	26,568
07-01-6-678	Contract Maintenance	25,000	7,511	25,000	19,201	24,883
	TOTAL MAINTENANCE	57,000	37,094	55,000	52,315	56,404
<u>ACCOUNT # CAPITAL OUTLAY/NON-OPERATING</u>						
07-01-7-760	Brookwood Bridge Engineering (25% GF/75% SS)	37,138	40,888	102,750	19,793	27,374
	TOTAL CAPITAL OUTLAY	37,138	40,888	102,750	19,793	27,374
<u>TRANSFERS</u>						
07-01-9-901	Transfer to General Fund-Adm Transfer	381,002	363,548	363,548	361,269	349,409
	TOTAL TRANSFERS	381,002	363,548	363,548	361,269	349,409
	TOTAL EXPENDITURES	523,640	485,030	569,798	464,521	472,339
07-01-7-790	Depreciation Expense	0	0	0	97,320	97,319
	Unrestricted Net Assets (Ending)	91,748	60,010	19,048	104,282	163,421

CAPITAL EQUIPMENT FUND

SERVICES PROVIDED:

The Village maintains a significant inventory of capital equipment which is needed to efficiently deliver basic services to the residents. Examples of capital equipment inventory include police vehicles, fire vehicles, ambulances, trucks, snowplows, machines, and computers. Capital equipment items have a limited useful life which varies according to the type of equipment and nature of use. The Capital Equipment Fund is utilized as a financing mechanism to anticipate and fund capital equipment replacements upon the completion of an item's useful life. The Capital Equipment Fund is also utilized to fund replacement of major maintenance items (i.e. carpet, hvac, plumbing, painting) for Village Hall and the Public Works Service Center.

The primary objective of the Capital Equipment Fund is to provide funding for capital replacements in a manner which does not create significant funding fluctuations from year to year. A further objective of the Fund is to provide a basis for long-term financial planning.

The Fund has been successful in achieving its objectives. Funding has been available for annual capital replacement without overburdening the Village's budget in any one year. The Fund is capitalized by annual contributions from both the General Fund and Water & Sewer Fund. The contributions have remained relatively constant due to the annual contribution being based on a ten year replacement schedule for existing equipment. Additional schedules are maintained for replacements beyond ten years and up to twenty years so that major increases to the ten year schedule can be anticipated. All equipment listed in the schedules represent replacements of existing equipment. Additions of new equipment to the schedules are reviewed and approved annually during the budget process. The schedules, annual contributions, and fund itself are also evaluated annually as part of the budget process.

CAPITAL EQUIPMENT BUDGET

ACCOUNT #	REVENUES	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	Beginning Fund Balance	2,794,127	2,237,014	2,238,451	1,889,925	1,480,469
16-00-9-401	Transfer from General Fund	806,110	664,630	664,630	602,322	549,333
16-00-9-408	Transfer from Water Fund	121,711	99,018	99,018	80,901	55,018
16-00-9-409	Transfer from Sewer Fund	158,899	128,817	128,817	75,381	51,338
16-00-6-480	Interest	21,600	41,400	18,800	14,469	6,170
16-00-6-481	Unrealized Gain/Loss-Invest	0	0	0	1,260	0
16-00-6-486	Miscellaneous Income	0	29,040	0	0	12,325
16-00-6-487	Contributions/Donations	0	0	0	0	0
16-00-6-488	Sale of Village Property	0	0	0	375	241
16-00-6-489	Auction Proceeds	0	0	1,700	0	0
16-00-6-490	Trade-In Proceeds	25,000	27,600	27,600	34,550	5,800
	TOTAL REVENUES	1,133,320	990,505	940,565	809,258	680,225
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	EXPENDITURES					
16-01-7-742	Executive					
	Village Manager's Car	25,000	0	25,000	0	0
	Village Hall Phone System	80,000	0	80,000	0	0
	Copier	0	15,500	21,000	0	0
	TOTAL EXECUTIVE	105,000	15,500	126,000	0	0
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16-01-7-743	Finance					
	Envelope Stuffer Machine	0	7,603	13,000	0	0
	TOTAL FINANCE	0	7,603	13,000	0	0
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16-01-7-748	Police Department					
	Police Squads	85,000	0	0	70,873	0
	In-Car Video Systems	0	0	0	56,425	0
	CCTV System & Cameras	60,000	0	0	0	81,906
	TOTAL POLICE DEPT.	145,000	0	0	127,298	81,906
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16-01-7-749	Fire Department					
	Truck 19 (formerly engine 1350)	1,226,150	0	1,226,150	944	0
	Mobile Data Terminals	57,500	0	0	0	0
	Copier	0	8,500	8,500	0	0
	Car 119 (formerly car 1394)	37,000	0	0	0	0
	Car 19 (formerly car 1390)	35,000	0	35,000	41,300	0
	Air Packs	232,650	0	232,650	0	0
	TOTAL FIRE DEPT.	1,588,300	8,500	1,502,300	42,244	0

CAPITAL EQUIPMENT BUDGET

EXPENDITURES		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
16-01-7-753	Inspectional Services					
	Copier	0	8,500	8,500	0	0
	TOTAL INSPECT. SERV.	0	8,500	8,500	0	0
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16-01-7-755	Public Works					
	Lg Dump 5yd w/ plow & spread	180,000	0	150,000	0	0
	Lg Dump 5yd w/ plow & spread	180,000	0	150,000	0	0
	Pick up 3/4 ton w/4x4 forestry	0	34,215	32,000	0	0
	Sm Dump 1 ton w/4x4 & Plow	70,000	0	0	0	48,752
	Cargo Van	25,000	0	25,000	0	0
	Utility Vehicle	0	0	0	0	28,967
	Utility Vehicle-APWD	0	30,176	31,676	29,040	0
	Aerial Bucket Truck	0	91,492	0	0	0
	Tractor w/ Snow Blower	0	1,250	0	26,009	0
	Pick up 3/4 Ton w/4x4	31,825	0	0	0	0
	Pick up 3/4 Ton w/4x4 & plow	0	0	0	5,795	32,403
	Tree Chipper	75,000	0	0	0	0
	Drive On Trailer	0	7,907	7,955	0	0
	Tractor/Compact Loader	0	0	0	97,720	0
	Tractor/Backhoe/Loader	100,000	0	0	0	0
	Asphalt Hot Box Trailer	30,000				
	Butterfield Lift Station Generato	100,000	0	0	0	0
	Village Hall Generator	100,000	0	100,000	0	0
	TOTAL PUBLIC WORKS	891,825	165,040	496,631	158,564	110,122
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16-01-7-730	Computer Equipment	328,750	198,249	501,300	119,329	6,320
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16-01-7-767	Municipal Building Maintenance	838,000	30,000	223,000	14,734	72,421
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	TOTAL EXPENDITURES	3,896,875	433,392	2,870,731	462,169	270,769
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	ENDING FUND BALANCE	30,572	2,794,127	308,285	2,237,014	1,889,925

**CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29**

Fiscal Year	Description	Dept.	Useful Life (In Years)		Cost	General Fund	Water	Sewer	
2019-20	Manager's Car	Exec	5		25,000	12,500	6,250	6,250	
	Village Hall Phone System	Exec	7		80,000	60,000	10,000	10,000	
	Police Squads	Police	2	3	85,000	85,000			
	CCTV System & Cameras	Police	5		60,000	60,000			
	Truck 19 (formerly engine 1350)	Fire	25		1,226,150	1,226,150			
	Air Packs	Fire	27	15	232,650	232,650			
	Moblle Data Terminals	Fire	10	5	57,500	57,500			
	Car 119 (former 1394)	Fire	7		37,000	37,000			
	Car 19 (former 1390)	Fire	7		35,000	35,000			
	Lg Dump 5yd w/Plow & Spreader	Pub Wks	10		180,000	90,000	45,000	45,000	
	Lg Dump 5yd w/Plow & Spreader	Pub Wks	10		180,000	90,000	45,000	45,000	
	Cargo Van	Pub Wks	8		25,000		12,500	12,500	
	Sm Dump 1ton w/4x4 & Plow	Pub Wks	8		70,000	35,000	17,500	17,500	
	Pick up 3/4 ton w/4x4	Pub Wks	7		31,825	15,913	7,956	7,956	
	Tree Chipper	Pub Wks	10		75,000	75,000			
	Tractor/Backhoe/Loader	Pub Wks	8		100,000	33,333	33,333	33,333	
	Asphalt Hot Box Trailer	Pub Wks	10		30,000	10,000	10,000	10,000	
	Butterfield Lift Station Generator	Pub Wks	20		100,000			100,000	
	Village Hall Generator	Pub Wks	20		100,000	100,000			
	Computer Equipment								
	Laser Printer	Exec	5		2,500	1,250	625	625	
	Laser Printer-Manager	Exec	5		1,500	750	375	375	
	Laptop-Event Coord	Exec	5		2,000	1,000	500	500	
	Load Balancing Device	Exec	5		3,000	2,250	375	375	
	VMwareServer/hardware & software (virtual file servers: exchange, utility, finance, police, fire)								
	Network Replacement Project Services	Exec	2	5	15,000	11,250	1,875	1,875	
	Exchange, Office & Server Software	Exec	5		28,000	21,000	5,320	1,680	
	Financial system software	Finance	10		215,000	161,250	40,313	13,438	
	RFP & Implementation Services	Finance	10		125,000	9,375	2,344	781	
	Laser Printer	Fire	5		1,500	1,500			
	Network Printer	I/S	5		1,500	1,500			
	AutoCAD printer plus plotter	Pub Wks	5		3,500	1,750	875	875	
	Sub-total				328,750	244,938	60,724	23,089	
	Municipal Building Maintenance								
	Masonry	Vill Hall	10		25,000	25,000			
	Interior Paint	Vill Hall	5		5,000	5,000			
	Plumbing	Vill Hall	5		5,000	5,000			
	Roof	Vill Hall	15		600,000	600,000			
	Bay Doors	Vill Hall	7		25,000	25,000			
	Carpet	Vill Hall	15		100,000	100,000			
	Village Hall Hardware	Vill Hall	20		20,000	20,000			
	Bay Doors	PWSC	10		28,000	14,000	7,000	7,000	
	Exterior Paint	Misc Vill	10		1,000		500	500	
	HVAC	Misc Vill	15		2,000		1,000	1,000	
	Roof-Sterling Ave Pump Station	Misc Vill	15		20,000		10,000	10,000	
	Floors	Misc Vill	10		7,000		3,500	3,500	
	Sub-total				838,000	794,000	22,000	22,000	
	FY2019-2020 Totals					3,896,875	3,293,983	270,263	332,628

**CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29**

Fiscal Year	Description		Qty.	Useful Life (In years)	Cost	General fund	Water	Sewer	
2020-21	Police Squads	Police	2	3	85,000	85,000			
	Police Squad-Detective	Police		5	25,000	25,000			
	Police Squad-Chief	Police		5	25,000	25,000			
	Police Squad-SUV	Police		5	39,760	39,760			
	Breath Analysis Equipment	Police		8	6,000	6,000			
	Pistol Range Equipment	Police		15	36,500	36,500			
	Copier	Police			9,000	9,000			
	LgDump5yd w/Plow & Spreader	Pub Wks		10	180,000	90,000	45,000	45,000	
	Sm Dump 1ton w/4x4 & Plow	Pub Wks		8	70,000	35,000	17,500	17,500	
	Tractor/Mower	Pub Wks		10	37,125	37,125			
	Step Van	Pub Wks		8	65,310		32,655	32,655	
	Riding Zero Turn Mower	PubWkS		7	6,530	6,530			
	Sewer JetterVacuum Truck	Pub Wks		10	385,000	130,900	127,050	127,050	
	Meinhelt Booster Station	Pub Wks		20	60,000			60,000	
	Generator PWSC Generator	PubWks		20	60,000	30,000	15,000	15,000	
	Color Copier	PubWks		5	10,000	5,000	2,500	2,500	
	Computar Equipment								
	Village Cler1< Laplop	Leg		5	3,000	3,000			
	Village Manager Laptop	Exec		5	3,000	1,500	750	750	
	Heavy duty laser printer - b&w	Finance		5	2,000	1,000	750	250	
	ScanJet Printer	Police		5	300	300			
		Sub-total				8,300	5,800	1,500	1,000
	Municipal Building Maintenance								
	Interior Paint	Vill Hall			5,000	5,000			
	Exterior Paint	Vill Hall		10	15,000	15,000			
	Bay Door	PWSC		10	12,000	6,000	3,000	3,000	
	Interior Paint	Misc Vill		5	2,000		1,000	1,000	
		Sub-total			34,000	26,000	4,000	4,000	
	FY2020-2021 Totals					1,142,525	592,615	245,205	304,705
	2021-22	AED Units	Police		10	6,000	6,000		
Call Recorder		Police			12,500	12,500			
Cardiac Monitor		Fire	2	10	56,000	56,000			
Pick up 3/4 ton w/ utility box & hohlt		PubWks		7	43,490		21,745	21,745	
Sylvan Lift Station Generator		PubWkS		20	60,000			60,000	
Computar Equipment									
Heavy duty laser printer - color		Finance		5	2,500	1,250	938	313	
Laptop Computer-Field		Pub Wks		5	2,000	1,000	500	500	
		Sub-total			4,500	2,250	1,438	813	
Municipal Building Maintenance									
Interior Paint		Vill Hall			5,000	5,000			
Par1<ngLot		Vill Hall			7,500	7,500			
Interior Paint		PWSC			8,000	4,000	2,000	2,000	
Masonry		Misc Vill			5,000		2,500	2,500	
Exterior Paint		Misc Vill		10	3,000		1,500	1,500	
	Sub-total			28,500	16,500	6,000	6,000		
FY2021-2022 Totals					210,990	93,250	29,183	88,558	
2022-23	Police Squads	Police	2	3	85,000	85,000			
	AED Units	Police		10	4,000	4,000			
	In-Car Video Systems	Police		5	60,000	60,000			
	Tractor/Backhoe/Loader	Pub Wks			100,000	33,333	33,333	33,333	
	Pick Up 3/4 Ton w/4x4 & liftgate	Pub Wks			25,000	12,500	6,250	6,250	
	Pick Up 3/4 Ton w/4x4 & liftgate	Pub Wks			25,000	12,500	6,250	6,250	
	Utility vehicle-PW Dir	Pub Wks		6	30,000	10,000	10,000	10,000	
	Dartmou1hLiftStationGenerator	Pub Wks		20	60,000			60,000	
	Computer Equipment								
	Computer Data Cabinet	Finance		10	6,000	4,500	750	750	
	Laser Printer-Color (Fin Dir)	Finance		5	1,500	1,125	281	94	
		Sub-total			7,500	5,625	1,031	844	
	Municipal Building Malnt.								
	Interior Paint	Vill Hall			5,000	5,000			
	HVAC-Server Room & Fina Bay	Vill Hall		15	40,000	40,000			
	Plumbing	PWSC		5	3,000	1,500	750	750	
	Floors	Misc Vill		10	3,000		1,500	1,500	
		Sub-total			51,000	46,500	2,250	2,250	
FY2022-2023 Totals					447,500	269,458	59,115	118,927	

**CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29**

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Fiscal Year	Description	Dept	Qty	Useful Life (in Years)	Cost	General Fund	Water	Sewer	
2023-24	Copier	Exec		5	21,000	10,500	5,250	5,250	
	Envelope Stuffer Machine	Finance		5	10,000	2,000	5,000	3,000	
	Police Squads	Police	2	3	85,000	85,000			
	Copier	Fire		5	8,500	8,500			
	Ambulance 119 (former 1372)	Fire		12	220,000	220,000			
	Copier	I/S		5	8,500	8,500			
	Lg Dump 5yd w/Plow & Spreader	Pub Wks		10	180,000	90,000	45,000	45,000	
	Utility Vehicle-APWD	Pub Wks		6	30,000	10,000	10,000	10,000	
	Sm Dump 1ton w/4x4 & Plow	Pub Wks		8	70,000	35,000	17,500	17,500	
	Pick Up 3/4 Ton w/4x4 & Plow	Pub Wks		7	35,000	17,500	8,750	8,750	
	Commons Lift Station Generator	Pub Wks		20	60,000			60,000	
	Computer Equipment								
	VMwareServer/hardware & software (virtual file servers: exchange, utility, finance, police, fire)								
		Exec	2	5	15,000	11,250	1,875	1,875	
	Backup File Server/hardware & software	Exec		5	7,000	5,250	875	875	
	Storage Area Network Device	Exec		5	19,000	14,250	2,375	2,375	
	Network Replacement Project Services	Exec		5	42,750	32,063	8,123	2,565	
	Exchange, Office & Server Software	Exec		5	28,000	21,000	5,320	1,680	
	Load Balancing Device	Exec		5	3,000	2,250	375	375	
	Computer Workstations (VM, Sec, AVM, Comm Mgr-Mac, IT Tech)								
		Exec	5	5	13,000	6,500	3,250	3,250	
	Computer Workstations (Fin Dir, Acct, Acct Clrk-2, GFC, Cashier)								
		Finance	6	5	12,000	9,000	2,250	750	
	Laptop Computers (Fin Dir, Fr Desk)	Finance	2	5	4,000	3,000	750	250	
	Computer Workstations (Sgt Off-2, PSC 1 & 3, Adm Asst, Duty Off-4, CCTV Sys, Evid)								
		Police	11	5	27,500	27,500			
	Laptops/ Tablets (Chief, Dep Ch, CS0-2, Adm Sgt, Det-2, Squad Cars-5)								
		Police	12	5	36,325	36,325			
	Computer Workstations (Chief, Asst Chief, Radio, Sec, Library-2, Tr Capt, EMS Capt, Fire Pr Capt)								
		Fire	9	5	22,500	22,500			
	Computer Workstations-Training Room	Fire	6	5	12,000	12,000			
	Laptop Computer (Pub Ed/Fir Pr)	Fire	1	5	3,000	3,000			
	Computer Workstations (Coard, Adm/Insp, IS Admin, PM Insp)								
		I/S	4	5	10,000	10,000			
	Computer Workstations (Sec.Mechanic, Util Mtce Tech, For Mice Tech, 2 Foreman)								
		Pub Wks	6	5	9,000	4,500	2,250	2,250	
	CAD Computer Workstation (PW Dir, Asst Dir)	Pub Wks	2	5	9,000	4,500	2,250	2,250	
		Sub-total			273,075	224,888	29,693	18,495	
	Municipal Building Maint.								
	Interior Paint	Viii Hall		5	5,000	5,000			
	HVAC	Viii Hall		15	10,000	10,000			
	Parking Lot	PWSC		15	50,000	25,000	12,500	12,500	
	Roof-Vollmer Res	Misc Viii		15	20,000		10,000	10,000	
		Sub-total			85,000	40,000	22,500	22,500	
	FY2023-2024 Totals				1,086,075	751,888	143,693	190,495	

CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29

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Fiscal Year	Description	Dept.	Qty	Useful Life (In Years)		General Fund	Water	Sewer
2024-25	Manager's Car	Exec		5	25,000	12,500	6,250	6,250
	CCTV System & Cameras	Police		5	60,000	60,000		
	Portable Radios	Police	5	5	34,375	34,375		
	Mobile Data Tenninals	Fire	10	5	57,500	57,500		
	Car 19 (former 1390)	Fire		7	37,000	37,000		
	Copier	I/S		5	8,500	8,500		
	Heather Lift Station Generator	Pub Wks		20	60,000			60,000
	Computer Equipment							
	Laser Printer	Exec		5	2,500	1,250	625	625
	Laser Printer-Manager	Exec		5	1,500	750	375	375
	Laptop-Event Coord	Exec		5	2,000	1,000	500	500
	Laser Printer	Fire		5	1,500	1,500		
	Network Printer	I/S		5	1,500	1,500		
	AutoCAD printer plus plotter	Pub Wks		5	3,500	1,750	875	875
		Sub-total			12,500	7,750	2,375	2,375
	Municipal Building Maint.							
	Interior Paint	Viii Hall		5	5,000	5,000		
	Plumbing	Viii Hall		5	5,000	5,000		
	HVAC	Misc Viii		15	2,000		1,000	1,000
		Sub-total			12,000	10,000	1,000	1,000
		FY2024-2025 Totals			306,875	227,625	9,625	69,625
2025-26	Police Squads	Police	2	3	85,000	85,000		
	Police Squad-Detective	Police	1	5	25,000	25,000		
	Police Squad-Chief	Police		5	25,000	25,000		
	Police Squad-SUV	Police		5	39,760	39,760		
	Portable Radios Copier	Police	5	5	34,375	34,375		
		Police		5	9,000	9,000		
	Asphalt Roller 3 Ton	Pub Wks		15	15,000	7,500	3,750	3,750
	Pick Up 3/4 Ton w/4x4 & llftgate	Pub Wks		7	25,000	12,500	6,250	6,250
	Pick Up 3/4 Ton w/4x4 & llftgate	Pub Wks		7	25,000	12,500	6,250	6,250
	Pick up 3/4 ton w/4x4 forestry	Pub Wks		7	32,000	32,000		
	Color Copier	Pub Wks		5	10,000	5,000	2,500	2,500
	Computer Equipment							
	Village Clerk Laptop	Leg		5	3,000	3,000		
	Heavy duty laser printer - b & w	Finance		5	2,000	1,000	750	250
	Network Infrastructure (routers, firewall, switches, cabling, wi-fi etc. & labor)	Exec		7	50,000	37,500	6,250	6,250
	Village Manager Laptop	Exec		5	3,000	1,500	750	750
	ScanJet Printer	Police		5	300	300		
		Sub-total			58,300	43,300	7,750	7,250
	Municipal Building Maint.							
	Interior Paint	Vill Hall		5	5,000	5,000		
	Bay Doors	Vill Hall		7	25,000	25,000		
	Interior Paint	Misc Vill		5	2,000		1,000	1,000
	HVAC	Misc Vill		15	2,000		1,000	1,000
		Sub-total			34,000	30,000	2,000	2,000
		FY2025-2026 Totals			417,435	360,935	28,500	28,000

**CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29**

5 of 6

Fiscal Year	Description	Dpt.	Qty.	Useful Life (In Years)	Cost	General Fund	Water	Sewer
2026-27	Village Hall Phone System	Exec		7	80,000	60,000	10,000	10,000
	Police Squads	Police	2	3	85,000	85,000		
	Portable Radios	Police	5	5	34,375	34,375		
	Car 119 (former 1394)	Fire		7	37,000	37,000		
	Compressor For Air Packs	Fire		15	48,000	48,000		
	Pick up 314 ton w/4x4	Pub Wks		7	31,825	15,913	7,956	7,956
	Cargo Van	PubWks		8	25,000		12,500	12,500
	Computer Equipment							
	Heavy duty laser printer - color	Finance		5	2,500	1,250	936	313
	Laptop Computer-Field	Pub Wks		5	2,000	1,000	500	500
		Sub-total			4,500	2,250	1,438	813
	Municipal Building Mainl							
	Interior Paint	Vill Hall		5	5,000	5,000		
	Parking Lot	Vill Hall		5	7,500	7,500		
	HVAC	Vill Hall		15	120,000	120,000		
	Interior Paint	PWSC		5	8,000	4,000	2,000	2,000
	Exterior Paint	PWSC		10	8,000	4,000	2,000	2,000
	HVAC	PWSC		15	20,000	10,000	5,000	5,000
	Bay Doors	PWSC		10	20,000	10,000	5,000	5,000
	Masonry	Misc Vill		5	5,000		2,500	2,500
		Sub-total			193,500	160,500	16,500	16,500
		FY2026-2027 Totals			539,200	443,038	48,394	47,769
2027-28	Call Recorder	Police		6	12,500	12,500		
	h-Car Video Systems	Police	6	5	60,000	60,000		
	Portable Radios	Police	5	5	34,375	34,375		
	Utility Vehicle 19 (former 1380)	Fire		10	39,000	39,000		
	Fit Test Machine	Fire		10	11,100	11,100		
	Lg Dump Syd w/Plow & Spreader	PubWks		10	150,000	75,000	37,500	37,500
	Lg Dump Syd w/Plow & Spreader	Pub Wks		10	150,000	75,000	37,500	37,500
	Sm Dump 1ton w/4x4 & Plow	Pub Wks		8	70,000	35,000	17,500	17,500
	Tractor/Backhoe/Loader	PubWks		8	100,000	33,333	33,333	33,333
	Tractor/Compact Loader	Pub Wks		10	100,000	100,000		
	Aerial Bucket Truck	Pub Wks		10	100,000	100,000		
	RidingZero Tum Mower	Pub Wks		7	6,530	6,530		
	Riding Mower w/ snow blower	Pub Wks		10	26,000	26,000		
	Computer Equipment							
	Laser Printer-Color (Fin Dir)	Finance		5	1,500	1,125	281	94
		Sub-total			1,500	1,125	281	94
	Municipal Building Mainl							
	Interior Paint	Vill Hall		5	5,000	5,000		
	Bay Floor-Fire Station	Vill Hall		10	30,000	30,000		
	Bay Doors	PWSC		10	28,000	14,000	7,000	7,000
	Plumbing	PWSC		5	3,000	1,500	750	750
		Sub-total			66,000	50,500	7,750	7,750
		FY2027-2028 Totals			927,005	659,463	133,865	133,677

**CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29**

Fiscal Year	Description	Dpt.	Qty	Useful Life (In Years)	Cost	General Fund	Water	Sewer
2028-29	Manager's Car	Exec		5	25,000	12,500	6,250	6,250
	Copier	Exec		5	21,000	10,500	5,250	5,250
	Envelope Stuffer Machine	Finance		5	10,000	2,000	5,000	3,000
	Police Squads	Police	2	3	85,000	85,000		
	Copier	Fire		5	8,500	8,500		
	Copier	I/S		5	8,500	8,500		
	Sm Dump 1ton w/4x4 & Plow	Pub Wks		8	70,000	35,000	17,500	17,500
	Pick up 3/4 ton w/ util box & hoist	Pub Wks		7	43,490		21,745	21,745
	Utility Vehicle-PW Dir	Pub Wks		6	30,000	10,000	10,000	10,000
	Village Hall Generator	Pub Wks		20	100,000	100,000		
Computer Equipment								
	Network Infrastructure (routers, firewall, switches, cabling, wi-fi etc. & labor)	Exec		7	47,000	35,250	5,875	5,875
	VMware Server/hardware & software (virtual file servers: exchange, utility, finance, police, fire)	Exec	2	5	15,000	11,250	1,875	1,875
	Backup File Server/hardware & software	Exec		5	7,000	5,250	875	875
	Storage Area Network Device	Exec		5	19,000	14,250	2,375	2,375
	Network Replacement Project Services	Exec		5	42,750	32,063	8,123	2,565
	Exchange, Office & Server Software	Exec		5	28,000	21,000	5,320	1,680
	Load Balancing Device	Exec		5	3,000	2,250	375	375
	Computer Workstations (VM, Sec, AVM, Comm Mgr-Mac, IT Tech)	Exec	5	5	13,000	6,500	3,250	3,250
	Laptop-Event Coord	Exec		5	2,000	1,500	250	250
	Laser Printer-Manager	Exec		5	1,300	650	325	325
	Computer Workstations (Fin Dir, Acct, Acct Clrk-2, GFC, Cashier)	Finance	6	5	12,000	9,000	2,250	750
	Laptop Computers (Fin Dir, Fr Desk)	Finance	2	5	4,000	3,000	750	250
	Computer Workstations (Sgt Off-2, PSC 1 & 3, Adm Asst, Duty Off-4, CCTV Sys, Evid)	Police	11	5	27,500	27,500		
	Computer Workstations (Chief, Asst Chief, Radio, Sec, Library-2, Tr Capt, EMS Capt, Fire Pr Capt)	Fire	9	5	22,500	22,500		
	Laptop Computer (Pub Ed/Fir Pr)	Fire		5	3,000	3,000		
	Computer Workstations (Coord, Adm/Insp, IS Admin, PM Insp)	I/S	4	5	10,000	10,000		
	Computer Workstations (Sec, Mechanic, Util Mtce Tech, For Mtce Tech, 2 Foreman)	Pub Wks	6	5	9,000	4,500	2,250	2,250
	CAD Computer Workstation (PW Dir, Asst Dir)	Pub Wks	2	5	9,000	4,500	2,250	2,250
		Sub-total			275,050	213,963	36,143	24,945
Municipal Building Maint.								
	Interior Paint	Vill Hall		5	5,000	5,000		
	Parking Lot	PWSC		15	80,000	40,000	20,000	20,000
	Masonry	PWSC		10	5,000	2,500	1,250	1,250
		Sub-total			90,000	47,500	21,250	21,250
FY2028-2029 Totals					766,540	533,462	123,138	109,940

**CAPITAL EQUIPMENT SCHEDULE
FY2019-20 THROUGH FY2028-29**

Fiscal Year	Description	Dept	Qty.	Useful Life (In Years)	Cost	General Fund	Water	Sewer
2029-30	Drive On Trailer	Pub Wks		11	7,955	3,977	1,989	1,989
2029-30	Roof	PWSC		15	500,000	250,000	125,000	125,000
2029-30	Pistols	Police	30	12	15,000	15,000		
2029-30	Squad 19 (former 1320)	Fire		20	550,000	550,000		
2029-30	Ambulance 19(former 1370)	Fire		12	220,000	220,000		
2030-31	Pistol Range Equipment	Police		15	36,000	36,000		
2030-31	HVAC	Viii Hall		15	600,000	600,000		
2030-31	HVAC	Misc VIII		15	2,000		1,000	1,000
2031-32	Truck 19 (former 1350) Refurbishing	Fire		25	100,000	100,000		
2031-32	HVAC	PWSC		15	20,000	10,000	5,000	5,000
2032-33	Live Scan System	Police		15	100,000	100,000		
2032-33	Air Packs	Fire	27	15	232,650	232,650		
2032-33	Roof-Kedzle	Misc Vill		15	8,000		4,000	4,000
2033-34	Engine 19(former 1330)	Fire		20	550,000	550,000		
2033-34	Truck 19 Refurbish	Fire		25	75,000	75,000		
2033-34	Roof	Misc Vill		15	15,000		7,500	7,500
2033-34	Roof-Sterling	Misc Vill		15	20,000		10,000	10,000
2033-34	Carpet	Vill Hall		15	75,000	75,000		
2033-34	Carpet	PWSC		15	5,000	2,500	1,250	1,250
2034-35	Roof	Viii Hall		15	600,000	600,000		
2034-35	Sterling Station Generator	Pub Wks		20	60,000			60,000
2035-36	Ambulance 119(former 1372)	Fire		12	220,000	220,000		
2036-37	Pistol Range Equipment	Police		15	36,000	36,000		
2036-37	HVAC	Misc Vill		15	2,000		1,000	1,000
2037-38	HVAC-Server Room & Fire Bay	Vill Hall		15	40,000	40,000		
2037-38	Woods Lift Station Generator	Pub Wks		20	60,000			60,000
2038-39	Village Hall Generator	Pub Wks		20	100,000	100,000		
2038-39	Parking Lot	PWSC		15	50,000	25,000	12,500	12,500
2038-39	Roof-Vollmer Res	Misc Vill		15	20,000		10,000	10,000
2044-45	Truck 19 (formerly engine 1350)	Fire		25	925,000	925,000		
Totals					5,244,605	4,766,127	179,239	299,239

**CALCULATION OF 2019-20 REVENUE CONTRIBUTIONS AND 10
YEAR PROJECTION OF CAPITAL EQUIPMENT FUND BUDGET**

Fiscal Year	No.	Expenditures Per Capital Equipment Schedule			Projected Revenues				Fund Balance Excess/ (Deficit) 4-30 proj 4-30-19 2,794,127			
		General Fund	Water Portion	Sewer Portion	Total	General Fund	Water Portion	Sewer Portion		Interest/Auct/Tr-In	Total	
2018-19	0											
2019-20	1	3,293,983	270,263	332,628	3,896,875	806,110	121,711	158,899	46,600	1,133,320	(2,763,555)	30,572
2020-21	2	592,615	245,205	304,705	1,142,525	806,110	121,711	158,899	25,504	1,112,224	(30,301)	271
2021-22	3	93,250	29,183	88,558	210,990	806,110	121,711	158,899	25,004	1,111,724	900,734	901,006
2022-23	4	269,458	59,115	118,927	447,500	806,110	121,711	158,899	39,867	1,126,587	679,087	1,580,092
2023-24	5	751,888	143,693	190,495	1,086,075	806,110	121,711	158,899	51,072	1,137,792	51,717	1,631,809
2024-25	6	227,625	9,625	69,625	306,875	806,110	121,711	158,899	51,925	1,138,645	831,770	2,463,579
2025-26	7	360,935	28,500	28,000	417,435	806,110	121,711	158,899	65,649	1,152,369	734,934	3,198,513
2026-27	8	443,038	48,394	47,769	539,200	806,110	121,711	158,899	77,775	1,164,495	625,295	3,823,808
2027-28	9	659,463	133,865	133,677	927,005	806,110	121,711	158,899	88,093	1,174,813	247,808	4,071,616
2028-29	10	533,462	123,138	109,940	766,540	806,110	121,711	158,899	92,182	1,178,902	412,362	4,483,978
		<u>7,225,717</u>	<u>1,090,979</u>	<u>1,424,324</u>	<u>9,741,020</u>	<u>8,061,098</u>	<u>1,217,109</u>	<u>1,588,993</u>	<u>563,671</u>	<u>11,430,871</u>		

Adjustments

-fy18 bud fd bal to act ov/(un) (1,358,811) (205,161) (267,847) (1,831,819)
 fy20 fd bal + to 0 or-to fy20 exp yr 2,194,192 331,291 432,516 2,958,000

17-18 budgeted fund bal = 405,195; actual = 2,237,014; diff = (1,831,819)
 28-29 fund bal = 599,679; surplus; subtract to high fund bal yr - high exp yr or add to 0 (if deficit)
 highest fund bal yr (fy 27) = 792,717; highest exp yr (fy 20) = 3,183,875
 balance - to 0 = (fy 20) (282,528); Adj needed to eliminate fy 20 deficit

Adjusted Total	8,061,098	1,217,109	1,588,993	10,867,201
Contribution-fy20	806,110	121,711	158,899	1,086,720
	74.2%	11.2%	14.6%	

Assumptions:

- 4-30-19 estimated fund balance based on 17-18 audit bal and 18-19 projections per budget
- 2019-20 revenue based on annual average
- Over/Under based allocated based on total 10 yr. 18-19 sched exp %s; gen 74% wat 11% sew 15%
- Revenues for years 21-29 based on 19-20 level

BUDGET NOTES

MOTOR FUEL TAX

SERVICES PROVIDED:

The Motor Fuel Tax (MFT) budget is funded with revenue the Village receives as its share of revenue derived from gasoline taxes. The Illinois Department of Transportation (IDOT) regulates the use of these funds which are restricted to road construction and maintenance. Besides the actual construction and rehabilitation of roads, other maintenance items are also MFT eligible. These include snow and ice control, road salt purchase, sidewalk repair and replacement, street signage, electric power for street lights, and street striping.

In addition to the routine maintenance items, Flossmoor has developed a systematic program of maintenance, whereby about 1 ¼ miles of the Village's 42.5 miles of streets are resurfaced each year.

FY19 ACHIEVEMENTS:

- Completed the FY19 annual street repair/resurfacing program.
- Completed street striping at school crosswalks and parking lots.
- Continue the phased replacement of street name and regulatory signs to meet new Federal Highway Administration MUTCD regulatory standards.
- Conducted all engineering for roadway improvements as an in house Public Works function.
- Continued the use of anti-icing liquids in our snow and ice control program. The application of anti-icing liquids helps to reduce the amount of rock salt needed during winter storm events.

FY20 GOALS:

- Conduct the FY20 annual street maintenance program. The department will continue to work towards expanding the amount of work that gets completed during the annual street maintenance program, contingent on available funding.
- Continue street striping throughout the Village for pedestrian safety.
- Continue the phased replacement of street name and regulatory signs to meet new Federal Highway Administration MUTCD regulatory standards.

MOTOR FUEL TAX

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	BEGINNING FUND BALANCE	89,505	74,363	74,363	102,322	163,685
02-00-1-475	Motor Fuel Tax Allotments	250,000	243,409	250,000	241,644	239,879
02-00-6-480	Interest Earnings	250	2,474	250	1,426	881
	TOTAL REVENUES	250,250	245,883	250,250	243,071	240,760

EXPENDITURES

CURB & SIDEWALK REPAIR AND REPLACEMENT

COMMODITIES

02-01-3-605	Concrete	1,000	1,500	1,000	737	1,673
	TOTAL CURB AND SIDEWALK PROGRAM	1,000	1,500	1,000	737	1,673

ASPHALT MAINTENANCE

COMMODITIES

02-01-3-604	LP Fuel	100	50	100	47	0
02-01-3-606	Asphalt Mix	4,000	4,000	4,000	1,620	2,950
02-01-3-607	Asphalt Materials	100	50	100	0	0

CONTRACTUAL SERVICES

02-01-4-635	Annual Street Maintenance	150,000	151,013	151,014	188,685	227,925
02-01-4-645	Engineer and Architect	5,000	3,936	5,000	3,124	3,113
	TOTAL ASPHALT MAINTENANCE	159,200	159,049	160,214	193,476	233,988

SNOW & ICE CONTROL

COMMODITIES

02-01-3-602	Road Salt - Chemicals	21,082	21,082	21,082	14,118	24,321
02-01-3-619	LCC - Bulk Chemical Purchase	15,000	15,000	15,000	12,311	0

SNOW & ICE PROGRAM TOTAL

36,082	36,082	36,082	26,429	24,321
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MOTOR FUEL TAX

<u>ACCOUNT #</u>	<u>TRAFFIC CONTROL & REGULATION</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	COMMODITIES					
02-01-3-610	Street Signs	4,500	4,500	4,500	3,775	415
02-01-4-630	Electric, Power and Light	20,000	20,000	20,000	25,254	21,573
02-01-4-631	Street Striping	10,000	9,610	7,700	8,893	7,684
	CAPITAL OUTLAY/NON-OPERATING					
02-01-7-701	Pavement Management Report	0	0	0	12,466	12,469
	TRAFFIC CONTROL TOTAL	34,500	34,110	32,200	50,388	42,141
	TOTAL EXPENDITURES	230,782	230,741	229,496	271,030	302,123
	ENDING FUND BALANCE	108,973	89,505	95,117	74,363	102,322

TAX INCREMENT FINANCING

SERVICES PROVIDED:

The Tax Increment Financing (TIF) Fund accounts for the increment in property tax collections from the TIF District located in southwest Flossmoor which was established by the Village in 1991. The purpose of a TIF District is to encourage development and improvement of “blighted” areas through the use of incentives. The TIF fund is the accounting mechanism for collecting the increment in property tax base over the years, interest income generated by these funds, as well as providing the ability for the Village to execute the incentive-related expenditures.

The TIF District dissolved December 31, 2015 and no longer collects tax increment earned after that date. In the dissolution, the Village set aside remaining funds to complete property acquisition that had been initiated and further pursue development with the support of a developer advisory consultant.

FY19 ACHIEVEMENTS:

- Completed final inspections and supported the grand opening of AT&T.
- Received and approved interior construction plans for Captain Hooks and Jersey Mike’s, both of which should be open by fiscal year end.
- Continued to pursue the acquisition of property for additional redevelopment through the Cook County No Cash Bid Program. The remaining three titles were received this fiscal year for a total of four properties received through this program.
- Drafted a Request for Proposal for Purchase and Development for the remaining Village owned property in the TIF.
- Prepared the TIF Annual Report and conducted the annual Joint Review Board meeting.

FY20 GOALS:

- Promote the TIF as a location for retail development using the Request for Proposal for Purchase and Development and assess development proposals.
- Continue to close out remaining financial obligations of the district in accordance with the set asides in the TIF dissolution ordinance.



TIF AREA NO. 1

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	BEGINNING FUND BALANCE	12,788	36,621	36,621	1,429,183	1,480,654
05-00-1-414	Property Tax		0	0	0	8,373
05-00-6-480	Interest	510	650	400	609	383
05-00-6-481	Unrealized Gain/Loss - Investments				1,335	
05-00-6-489	Sale of Village Property	0	0	0	0	0
	TOTAL REVENUE	510	650	400	1,943	8,755
	EXPENDITURES					
05-01-3-603	Postage	0	0	0	0	0
05-01-4-630	Professional Services	3,500	1,500	5,000	8,174	13,191
05-01-4-633	Accounting and Audit Service	1,500	1,075	1,500	1,081	1,060
05-01-4-653	TIF Planning and Promotion	8,000	17,000	17,000	0	11,095
05-01-7-701	Crawford Avenue Water Main Extension	0	0	0	0	0
05-01-7-705	Land Acquisition	0	0	0	1,358,350	0
05-01-7-706	Property Taxes	0	4,908	5,000	0	5,377
05-01-7-707	Crawford Avenue Roadway Improvements	0	0	0	0	0
05-01-7-708	Demolition	0	0	0	26,900	29,504
	TOTAL FUNCTION	13,000	24,483	28,500	1,394,505	60,227
05-01-9-908	Transfer To Water Fund	0	0	0	0	0
	ENDING FUND BALANCE	298	12,788	8,521	36,621	1,429,183

*\$1,358,350 non-cash assets; aquired land held for resale.

DEBT SERVICE

SERVICES PROVIDED:

The Debt Service Fund accounts for principal and interest payments on outstanding general obligation (G.O.) debt for the Village. The Village has three outstanding general obligation bond issues: 1) the 2017 G.O. Refunding Bond Issue which refinanced the 2009 G.O. Advance Refunding Bond Issue (which refinanced the original 2002 Library Construction Bond Issue), 2) the 2013 G.O. Water Main Improvement Bond Issue; and, 3) the 2014 G.O. Water Main Improvement Bond Issue.

The 2017 G.O. Refunding Bond Issue was issued in FY 18 in the amount of \$2,310,000 with a 4 year term and payments due on June 1 and December 1 each year through 2021. The bonds refunded the 2009 G.O. Advance Refunding Bond Issue which had refinanced the 2002 Library Construction Bond Issue. The balance on the 2017 G.O. Refunding Bond Issue at April 30, 2019 will be \$1,765,000.

The 2002 G.O. Library Construction Bond Issue was originally issued in FY 02 in the amount of \$7,980,000 with a 20 year term.

The 2013 Water Main Improvement Bond Issue was issued in FY 13 in the amount of \$3,470,000 with a 20 year term and payments due on June 1 and December 1 each year through 2033. The balance on the 2013 Water Main Improvement Bond Issue at April 30, 2019 will be \$2,515,000.

The 2014 Water Main Improvement Bond Issue was issued in FY 15 in the amount of \$3,810,000 with a 20 year term and payments due on June 1 and December 1 each year through 2034. The balance on the 2014 Water Main Improvement Bond Issue at April 30, 2019 will be \$3,205,000.

DEBT SERVICE

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>PROJ'D</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		<u>19-20</u>	<u>18-19</u>	<u>18-19</u>	<u>17-18</u>	<u>16-17</u>
06-00-1-401	Property Taxes-2013 GO Issue	216,018	222,537	214,280	199,332	200,218
06-00-1-402	Property Taxes-2014 GO Issue	237,300	244,791	236,050	219,871	220,421
06-00-1-403	Property Taxes-2017 GO Refunding	626,553	645,358	620,075	285,108	0
06-00-1-419	Property Taxes-2009 GO Refunding	0	0	0	318,762	627,868
06-00-9-419	Transfer from 2017 GO Refunding Bonds	0	0	0	1,397	0
TOTAL REVENUES		1,079,871	1,112,686	1,070,405	1,024,469	1,048,507

<u>EXPENDITURES</u>						
06-01-8-825	Debt Serv-2009 GO Refund-Principal	0	0	0	530,000	510,000
06-01-8-826	Debt Serv-2009 GO Refund-Interest	0	0	0	114,800	131,375
06-01-8-827	Agent Fees-2009 GO Refund Issue	0	0	0	0	450
06-01-8-830	Debt Serv-2013 GO Issue-Principal	150,000	145,000	145,000	135,000	135,000
06-01-8-831	Debt Serv-2013 GO Issue-Interest	66,018	69,280	69,280	71,980	74,680
06-01-8-832	Agent Fees-2013 GO Issue	450	450	450	350	350
06-01-8-835	Debt Serv-2014 GO Issue-Principal	130,000	125,000	125,000	120,000	115,000
06-01-8-836	Debt Serv-2014 GO Issue-Interest	107,300	111,050	111,050	114,650	118,100
06-01-8-837	Agent Fees-2014 GO Issue	450	450	450	450	450
06-01-8-840	Debt Serv-2017 GO Refund-Principal	575,000	545,000	545,000	0	
06-01-8-841	Debt Serv-2017 GO Refund-Interest	52,950	75,075	75,075	0	
06-01-8-842	Agent Fees-2017 GO Refund Issue	500	500	450	0	
TOTAL EXPENDITURES		1,082,668	1,071,805	1,071,755	1,087,230	1,085,405

POLICE PENSION FUND



SERVICES PROVIDED:

The Police Pension Fund accounts for contributions, investments, and expenses related to the statutorily required pension plan for full-time sworn Village police personnel. Contributions to the Fund are comprised of a 9.91% payroll deduction for participating employees, plus the annual employer's contribution; provided through the Village's tax levy, which is determined by an independent actuarial report.

The fund balance is weighted and invested pursuant to current Illinois statutes governing pensions. Investments are made at the direction of the Police Pension Board in various securities to generate income, while still maintaining sufficient liquidity to meet expenses and pension payment obligations.

The fund is actively managed to assure the advantage of and or protection from market volatilities within the constraints allowable by Illinois statute; while concentrating on the long term health of the fund.

POLICE PENSION FUND

<u>ACCOUNT #</u>	<u>REVENUES</u>	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
10-00-6-480	Interest	230,808	307,672	236,320	189,865	151,154
10-00-6-481	Unrealized Gain/(Loss)-Investments	697,437	275,238	676,056	370,135	788,221
10-00-6-482	Realized Gain/(Loss)-Sale of Investments	0	139,811	0	0	0
10-00-6-483	Emp. Pension Cont. - PPRT	4,900	5,200	3,720	4,126	5,218
10-00-6-484	Emp. Pension Cont. - Property Tax	740,389	745,535	776,737	865,046	687,398
10-00-6-485	Member Contributions	186,000	183,740	186,000	189,051	179,651
10-00-6-487	Contributions/Donations	0	0	0	0	0
10-00-6-489	Dividends	0	0	0	247,217	224,586
10-00-6-490	Member Contribution Refunds	0	0	0	0	(511)
TOTAL REVENUES		1,859,534	1,657,196	1,878,833	1,865,439	2,035,717

<u>EXPENDITURES</u>						
10-01-2-592	Pension Benefit Payments	1,200,000	976,611	1,200,000	862,348	823,083
10-01-2-593	Disability Benefit Payments	137,807	92,807	100,000	92,807	92,807
10-01-3-610	Miscellaneous	1,000	0	1,000	555	0
10-01-3-620	Investment Expenses	0	0	16,000	0	0
10-01-4-630	Department of Insurance Fees	3,000	2,750	2,800	2,538	2,576
10-01-4-633	Accounting Services	15,000	12,000	15,000	11,125	10,800
10-01-4-644	Legal Services	10,000	88	5,000	1,154	643
10-01-4-650	Investment Manager Fees	30,000	24,054	43,000	40,769	37,741
10-01-4-651	Medical Expenses	10,000	0	2,000	0	0
10-01-5-661	Training	7,200	5,876	7,200	5,665	6,110
TOTAL EXPENDITURES		1,414,007	1,114,185	1,392,000	1,016,961	973,759

FIRE PENSION FUND

SERVICES PROVIDED:

The Fire Pension Fund accounts for contributions, investments and expenses related to the statutorily required pension plan for full-time Village firefighting personnel. Contributions to the Fund are comprised of a 9.455% payroll deduction for participating employees plus the annual employer's contribution provided through the Village's tax levy which is determined by an actuarial report. The fund also has three members contributing an additional 1.000% payroll deduction for continued service credit from previous fire pension fund employers. The fund balance is invested per the direction of the Fire Pension Board in various securities to generate income while still maintaining sufficient liquidity to meet any expenses and pension payment obligations.

FIRE PENSION FUND

<u>ACCOUNT #</u>	<u>REVENUES</u>	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
11-00-6-480	Interest	43,000	30,000	21,000	10,904	12,059
11-00-6-481	Unrealized Gain/Loss-Investments	0	0	0	(15,363)	(8,169)
11-00-6-482	Unrealized Gain/Loss-ITT Hartford	40,000	35,200	32,000	57,226	62,019
11-00-6-483	Unrealized Gain/Loss-Aviva/Athene	15,600	15,800	15,000	11,356	22,049
11-00-6-484	Emp. Pension Cont. - Property Tax	261,964	245,180	254,231	328,277	212,406
11-00-6-485	Member Contributions	57,000	40,200	35,700	35,802	35,785
11-00-6-487	Contributions/Donations	0	0	0	0	50
11-00-6-488	Unrealized Gain/Loss-Pacific Life	7,500	7,200	7,000	4,021	8,632
	TOTAL REVENUES	425,064	373,580	364,931	432,223	344,832
	<u>EXPENDITURES</u>					
11-01-2-592	Pension Benefit Payments	262,000	253,440	254,000	245,502	238,351
11-01-4-630	Department of Insurance Fees	490	452	460	433	424
11-01-4-632	Actuary Services	3,000	0	0	0	0
11-01-4-634	Miscellaneous Services	5,300	5,300	5,300	4,800	4,800
11-01-4-644	Legal Services	4,000	3,420	3,500	1,000	2,939
11-01-4-650	Investment Manager Fees	1,630	1,220	1,140	1,662	662
11-01-4-655	Bank Service Charges	400	750	770	768	878
11-01-5-660	Dues and Subscriptions	1,000	600	1,000	0	0
11-01-5-661	Training	3,000	2,670	2,500	2,061	2,029
	TOTAL EXPENDITURES	280,820	267,852	268,670	256,226	250,082

2014 WATER MAIN IMPROVEMENT FUND

SERVICES PROVIDED:

The 2014 Water Main Improvement Bond Fund accounts for financial activity of funds sent to the Village on the December 16, 2014 closing date for the 2014 Water Main Improvements G.O. Bond Issue. The amount of the bond issue was \$3.81 million. Financial activity includes bond proceeds paid directly to the Village at closing, payment of all water main improvement project costs and payment of bond issue costs.

The 2014 Water Main Improvement Fund was established to fund the replacement of sections of the water main system as outlined in the 2004 Water System Study. Using the recommendations of the study, Public Works staff developed an 8 year water main replacement program that involves the replacement of approximately 6 miles of water main in various areas of the Village at a cost of \$7.28 million dollars. In November 2012, a G.O. Bond Referendum was passed by voters to cover the cost of the program.

The last project associated with this fund was completed in FY18.

FY19 ACHIEVEMENTS:

- All work associated with this fund is completed.

FY20 GOALS:

- All work associated with this fund is completed.

2014 WATER MAIN IMPROVEMENT FUND

	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
BEGINNING FUND BALANCE	(0)	(0)	(0)	365,703	2,525,701
<u>ACCOUNT #</u>	<u>REVENUES</u>				
18-00-6-410	0	0	0		
18-00-6-411	0	0	0		
18-00-6-480	0	0	0	964	1,800
18-00-6-481	0	0	0	36	64
18-00-6-482	0	0	0	0	4,010
18-00-6-483	0	0	0	0	0
18-00-6-484	0	0	0	(17,825)	12,475
18-00-6-485	0	0	0	21,959	(10,097)
TOTAL REVENUES	0	0	0	5,134	8,252
<u>EXPENDITURES</u>					
<u>ENGINEERING SERVICES</u>					
18-01-1-702	0	0	0	0	0
18-01-1-703	0	0	0	160,517	64,685
TOTAL ENGINEERING SERVICES	0	0	0	160,517	64,685
<u>CONSTRUCTION</u>					
18-01-4-731	0	0	0	0	1,749,267
18-01-4-732	0	0	0	128,358	231,101
18-01-4-741	0	0	0	0	102,009
18-01-4-742	0	0	0	81,963	21,187
TOTAL CONSTRUCTION	0	0	0	210,322	2,103,564
<u>BOND ISSUE COSTS</u>					
18-01-8-770	0	0	0	0	0
18-01-8-771	0	0	0	0	0
TOTAL MAINTENANCE	0	0	0	0	0
PROGRAM TOTAL	0	0	0	370,838	2,168,250
ENDING FUND BALANCE	(0)	(0)	(0)	(0)	365,703

2017 G.O. REFUNDING BONDS FUND

SERVICES PROVIDED:

The 2017 G.O. Refunding Bonds Fund accounts for financial activity of funds sent to the Village on the November 1, 2017 closing date for the 2017 G.O. Current Refunding bond issue. Financial activity included bond proceeds paid directly to the Village at closing and payment of bond issue costs. The 2017 bond issue refunded the 2009 G.O. Refunding bond issue which refunded the original 2002 G.O. bond issue for library construction.

The fund was closed in January 2018 and the excess fund balance was transferred to the Debt Service Fund and utilized for abatement of the 2018 bond and interest tax levy.

2017 G.O. REFUNDING BONDS

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>18-19</u>	<u>PROJ'D</u> <u>17-18</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
BOND ISSUE REVENUES						
19-00-6-410	Bond Issue Proceeds	0	0	0	2,310,000	0
19-00-6-411	Bond Issue Premium	0	0	0	91,125	0
19-00-6-480	Interest	0	0	0	41	0
TOTAL REVENUES		0	0	0	2,401,165	0
EXPENDITURES						
BOND ISSUE COSTS						
19-01-7-771	Bond Issue Underwriter Discount	0	0	0	13,860	0
19-01-8-775	Payment to Escrow Agent	0	0	0	2,340,000	0
19-01-8-770	Bond Issue Costs	0	0	0	45,909	0
TRANSFERS						
19-01-9-406	Transfer To Debt Service Fund	0	0	0	1,397	0
TOTAL EXPENDITURES		0	0	0	2,401,165	0

FEMA FIRE MDT GRANT

SERVICES PROVIDED:

The Village received a 2010 Assistance to Firefighters grant from FEMA for the purchase of mobile data computers (MDC's) and fire mobile software for all of the fire agencies within E-COM (our combined emergency dispatch center).

GRANT ACHIEVEMENTS:

An Intergovernmental Agreement (IGA) was drafted and executed by all seven agencies: E-COM, Flossmoor, Glenwood, Homewood, Hazel Crest, Riverdale, and South Holland. Hardware was purchased off the Illinois state bid contract and the software was purchased and installed from Spillman (The current E-COM Computer Aided Dispatch software vendor). The hardware installation was also bid, awarded, and completed. The program is complete and depreciation has been tracked. Final Close-out of this fund occurred at the end of FY15.

FY20 GOALS:

None: With the completion of this project, this budget was closed at the end of FY 15. A final true up of fund balance vs. actual expenditures occurred in FY 17. Any remaining balance or deficit of funds vs. actual expenditures were true up with all participants in accordance with the IGA.

FEMA FIRE MDT GRANT FUND

	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
	19-20	18-19	18-19	17-18	16-17
BEGINNING FUND BALANCE	(0)	(0)	(0)	(0)	9,004
<u>ACCOUNT # REVENUES</u>					
21-00-3-440 FEMA Fire Assistance Grant	0	0	0	0	1,641
21-00-3-441 Local Share (E-COM & Community Members)	0	0	0	0	0
21-00-3-449 Administrative Cost Reimbursements	0	0	0	0	0
21-00-9-401 Transfer From General Fund (Flossmoor Local Share)	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	1,641
<u>EXPENDITURES</u>					
21-01-4-644 Legal Services	0	0	0	0	0
21-01-7-701 FEMA Fire Assistance Grant Purchases	0	0	0	0	0
21-01-7-702 Administrative Cost Refunds	0	0	0	0	0
21-01-9-901 Transfer to General Fund	0	0	0	0	10,645
TOTAL EXPENDITURES	0	0	0	0	10,645
ENDING FUND BALANCE	(0)	(0)	(0)	(0)	(0)

PUBLIC SAFETY DONATIONS

SERVICES PROVIDED:

The Police Department has two primary donation accounts to account for persons or businesses that contribute to the Department. Two main accounts are used: Police General Donations Fund and the Police Equipment Fund. Small monetary contributions are deposited into the Police General Donations Fund and are utilized for honorary and memorial contributions. The Police Equipment Fund is for larger donations or donations earmarked for police special equipment. The donation accounts accrue interest and are allowed to carry over from year to year.

The Fire Department donations portion of the fund is utilized to purchase tools, equipment, or other items as specified by the individual, estate, corporation, or entity making the donation. Funds deposited also accrue interest and carryover from fiscal year to fiscal year.

PAST PURCHASES (POLICE)

- FY 14: Purchased Interview Room Camera System. The current system is unreliable and new State Mandates of recording interrogations has forced the department to invest in a new system. Funds used for a portion of this purchase will be utilized from the Police Equipment Fund.
- FY 15: Purchased two laptop computers for the investigations division.
- FY 16: Purchased four new Police Patrol Bikes to replace the worn and older police bikes.
- FY 17: Purchased one Thermal Imaging Camera to assist officers in managing surveillance activities, locate and apprehend suspects, investigative crime scenes, and conduct search and rescue operations.
- FY 18: Purchased one computer tablet, in-car mounting hardware, and mobile docking computing station for police administrator.
- FY 19: Utilized funds for The Power Safe Communities grant match.

PAST PURCHASES (FIRE)

- FY 14: Purchased electronic patient care reporting software. This software which is utilized on our ambulances allows us to document patient findings and treatment electronically. The information is then transmitted to the receiving hospital prior to our arrival allowing the hospital to better prepare for receipt of the patient and additional care needed.
- FY 15: Purchased ambulance 1370, A Type I Osage ambulance on a Dodge 4500 chassis and related equipment to place the ambulance in-service. The purchase was made possible thanks to a significant donation from the Donna Hendrickson Trust.
- FY 16: Purchased a medical oxygen bottle holder for the patient cot used in the ambulance purchased in FY 15.
- FY 18: Purchased a cabinet to house charging units for EMS equipment.
- FY 19: Purchased new EMS equipment and oxygen bags to be used in providing initial medical care to patients.

PUBLIC SAFETY DONATIONS

<u>ACCOUNT #</u>	<u>BEGINNING FUND BALANCE</u>	<u>BUDGET</u> <u>19-20</u>	<u>PROJ'D</u> <u>18-19</u>	<u>BUDGET</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>	<u>ACTUAL</u> <u>16-17</u>
	Miscellaneous Police	1,642	1,595	1,595	1,641	1,650
	Special Police Equipment Fund	23,504	22,980	22,980	24,192	22,870
	Miscellaneous Fire & EMS	100	100	100	100	100
	Hendrickson Fire Par Equip FD	36,951	41,351	41,351	46,917	38,800
	TOTAL BEGINNING FUND BALANCE	62,197	66,025	66,025	72,850	63,420
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	<u>REVENUES</u>					
24-00-3-440	ComEd/MMC-Power Safe Grant - Police	0	4,312			
24-00-6-485	Miscellaneous Police Donations	100	100	100	50	180
24-00-6-486	Special Police Equipment Fund Donations	500	700	500	8	5,550
24-00-6-490	Miscellaneous Fire and EMS Donations	0	0	0	0	0
24-00-6-491	Hendrickson Fire Par Equip FD	0	0	0	0	13,354
	TOTAL REVENUES	600	5,112	600	58	19,084
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	<u>EXPENDITURES</u>					
24-01-7-770	Miscellaneous Police	100	53	100	96	189
24-01-7-771	Special Police Equipment Fund	7,500	4,488	7,500	1,220	4,228
24-01-7-780	Miscellaneous Fire and EMS	0	0	0	0	0
24-01-7-781	Hendrickson Fire Par Equip FD	4,000	4,400	5,000	5,566	5,237
	TOTAL EXPENDITURES	11,600	8,941	12,600	6,882	9,654
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	<u>ENDING FUND BALANCE</u>					
	Miscellaneous Police	1,642	1,642	1,595	1,595	1,641
	Special Police Equipment Fund	16,504	23,504	15,980	22,980	24,192
	Miscellaneous Fire & EMS	100	100	100	100	100
	Hendrickson Fire Par Equip FD	32,951	36,951	36,351	41,351	46,917
	TOTAL ENDING FUND BALANCE	51,197	62,197	54,025	66,025	72,850

11-501 “J” FUND

SERVICES PROVIDED:

The 11-501 “J” Fund was established as a receptacle for funds obtained through 730 ILCS 5/5-5-3(b) (8). State statute provides for the reimbursement of emergency services expenses to the community by persons convicted of Driving Under the Influence. Funds obtained through this program can be used to enhance the enforcement of DUI laws and related education expenses only. This fund, as it grows, will be available for the purchase of equipment/supplies related to DUI enforcement and education.

FY19 ACHIEVEMENTS:

- \$3,174.00 was awarded to the Village of Flossmoor in FY18; for the first half of this fiscal year, \$3,043.00 has been received as a result of this program with several petitions for restitution pending in court.
- The department’s D.A.R.E. officer continues to teach D.A.R.E. classes at four District 161 schools and Infant Jesus of Prague School.
- Utilized \$2,504.00 of 11-501 “J” funds for The Power Safe Communities grant match. The department was one of the 21 selected for funding from 75 applicants for the department’s “Portable Speed Warning Signs” program.

FY20 GOALS:

- The Police Department will file the necessary petitions for restitution in the case of every DUI arrest that requires a supplemental emergency response as provided by statute.
- We will continue to utilize 11-501 “J” funds to help sustain the D.A.R.E. program and other DUI enforcement.
- Purchase a laptop for the D.A.R.E. program.

11-501 "J" FUND

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>PROJ'D</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		<u>19-20</u>	<u>18-19</u>	<u>18-19</u>	<u>17-18</u>	<u>16-17</u>
	BEGINNING FUND BALANCE	11,045	11,545	11,545	11,081	7,276
25-00-5-470	Fines and Forfeitures	1,800	3,500	1,400	3,175	4,565
	TOTAL REVENUE	1,800	3,500	1,400	3,175	4,565
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	<u>EXPENDITURES</u>					
	<u>Commodities</u>					
25-01-3-610	D.U.I. Enforcement and Educational	3,000	4,000	4,000	2,710	761
	<u>Training</u>					
25-01-5-661	DARE Training	0	0	0	0	0
	TOTAL FUNCTION	3,000	4,000	4,000	2,710	761
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	ENDING FUND BALANCE	9,845	11,045	8,945	11,545	11,081
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DRUG FORFEITURE FUND

SERVICES PROVIDED:

The Drug Forfeiture Fund was established in 1993 as a receptacle for funds obtained through forfeiture when those funds are connected to a drug-related arrest. State statute requires that funds obtained through forfeiture be kept separate from other funds and used only for the enforcement of laws governing cannabis and controlled substances. This fund, as it grows, will be available for the purchase of equipment related to drug enforcement.

FY19 ACHIEVEMENTS:

- So far this fiscal year the fund has received \$6,927.00 through drug asset seizure.
- Awarded one vehicle following a conviction linked to a narcotic arrest.
- Funds are used for membership fees and to pay for the equipment and training needs of our officer assigned to the South Suburban Emergency Response Team (S.S.E.R.T.) and other drug enforcement opportunities as they present themselves.
- Purchased software to update Interview Room Camera recording system.
- Purchased police photo lineup software.
- Purchased a ballistic shield and breaching tools.

FY20 GOALS:

- The Police Department will continue to be alert for opportunities to obtain forfeiture of funds and assets when those funds and assets are connected to drug-related arrests.
- Use of money in the Drug Forfeiture Fund will be considered whenever a need for a drug enforcement/education related expenditure is identified.
- Funds will continue to be budgeted to support S.S.E.R.T.

DRUG FORFEITURE FUND

	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17	
BEGINNING FUND BALANCE	37,658	36,558	36,558	55,210	32,340	
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<u>ACCOUNT #</u>	<u>REVENUES</u>					
26-00-6-480	Interest Earnings	550	600	100	507	217
26-00-6-486	Forfeitures	1,500	7,000	1,500	3,227	29,101
26-00-6-489	Auction Proceeds	0	0	0	0	0
	TOTAL REVENUE	2,050	7,600	1,600	3,734	29,318
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	<u>EXPENDITURES</u>					
	<u>Commodities</u>					
26-01-3-610	Miscellaneous	6,000	5,500	6,000	1,984	5,537
	<u>Capital Outlay/Non-Operating</u>					
26-01-7-701	So. Sub Emer. Res. Tm. Equip.	1,000	1,000	1,000	3,042	911
26-01-7-702	Investigation Vehicle	0	0	0	17,361	0
	EXPENDITURES	7,000	6,500	7,000	22,386	6,448
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	ENDING FUND BALANCE	32,708	37,658	31,158	36,558	55,210

PUBLIC ART PROGRAM

SERVICES PROVIDED:

The Public Art Program has been created to enhance the Village by placing outdoor sculpture and gardens in public areas. The program is planned to be a long-term effort funded by donations from residents who wish to contribute for a memorial to a loved one or a celebration of community. The goals of the Public Art Program are as follows:

- To enhance the appearance of the Village by placing outdoor sculpture and gardens in public places.
- To create a “signature” for the community and allow the Village to market its traditions of excellence in a very visible program.
- To educate and encourage Village residents and neighboring communities, especially the youth, to appreciate and support visual arts and creative landscape.
- To provide an opportunity for significant artists to showcase their art.

FY19 ACHIEVEMENTS:

- Acquired “Coming Together” by Bruce Niemi as part of the rotational sculpture program
- Selected two new sculptures by Luis Kaiulani for placement as part of the rotational sculpture program

FY20 GOALS:

- Raise \$10,000 – 15,000 through Shadow Boxing, a fundraiser in October 2019
- Install new plaques at each of the sculptures

PUBLIC ART PROGRAM

		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
ACCOUNT #	BEGINNING FUND BALANCE	66,432	74,216	74,216	76,550	69,354
REVENUES						
27-00-4-450	Fundraiser Events	10,000	0	10,000	0	11,735
27-00-6-480	Interest	850	1,600	362	851	362
27-00-6-486	Miscellaneous Revenue	0	0	0	0	0
27-00-6-487	Contributions/Donations	2,450	5,041	1,500	2,494	2,450
	TOTAL REVENUES	13,300	6,641	11,862	3,345	14,546
EXPENDITURES						
COMMODITIES						
27-01-3-619	Program Commodities	50	50	50	79	23
	Brick Purchases					
	TOTAL COMMODITIES	50	50	50	79	23
CONTRACTUAL SERVICES						
27-01-4-630	Art Consultant	0	0	0	0	0
27-01-4-634	Miscellaneous Services	150	175	150	224	195
27-01-4-635	Printing	750	500	750	480	120
27-01-4-638	Advertising	0	0	0	0	0
27-01-4-645	Special Events/Projects	2,100	1,100	2,700	1,533	2,741
27-01-4-646	Educational Programming	520	0	0	0	690
27-01-4-650	Rotational Sculpture Program	6,000	10,600	3,600	3,156	3,580
	Artists' Honoraria					
	Artwork Transportation					
	Artwork Installation					
	TOTAL CONTRACTUAL SERVICES	9,520	12,375	7,200	5,392	7,326
TRAINING						
27-01-5-660	Membership Dues & Subscriptions	0	0	0	0	0
27-01-5-661	Training/Transportation	0	0	0	0	0
	TOTAL TRAINING	0	0	0	0	0
PROGRAM MAINTENANCE						
27-01-6-677	Program Maintenance				208	
	Sculpture Maintenance	9,000	2,000	9,000		0
	Landscape Maintenance	1,000		1,000		0
	TOTAL MAINTENANCE	10,000	2,000	10,000	208	0
	TOTAL FUNCTION	19,570	14,425	17,250	5,679	7,350
	ENDING FUND BALANCE	60,162	66,432	68,828	74,216	76,550

FOREIGN FIRE INSURANCE FUND

SERVICES PROVIDED:

The Foreign Fire Insurance Fund accounts for the tax or license fee paid by insurance companies, which are not incorporated in the State of Illinois and are engaged in effecting fire insurance within our municipal boundaries. The fee is paid annually to the Village Treasurer for the maintenance, use and benefit of the Fire Department as determined by the Fire Department Foreign Fire Insurance Board.

Please note that the Foreign Fire Insurance Board continually reviews the needs of the membership, thus the project list and priorities for budgeted items may change at any time during a given fiscal year. Funds received, interest accumulated, expenditure tracking, and required auditing is done through and with the assistance of the Village Finance Department.

PAST ACHIEVEMENTS:

- FY 14 Purchased Misc. equipment used to place new ambulance in service
- FY 16 Electronic Door Lock and intercom installation for station security
- FY 17 Completed an extensive two-year Training Room Upgrade project

FY20 GOALS:

- The Foreign Fire Board is currently saving funds to construct a future fire department training site to be located on Village TIF property somewhere near Public Works. The future site is to include:
 - Burn facilities
 - Flammable liquid pit
 - Propane trainer
 - Vehicle extrication pad
 - Technical Rescue props (Confined Space, Trench, and Vertical Rescue)
 - Additional equipment and vehicle storage building
 - Fire pump test pit

FOREIGN FIRE INSURANCE

		BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
	Beginning Fund Balance	72,092	51,705	51,705	32,679	22,565
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ACCOUNT #	REVENUES					
28-00-1-407	Foreign Fire Insurance Taxes	19,000	18,738	18,500	18,434	16,675
28-00-6-480	Interest	1,650	1,650	25	591	164
	TOTAL REVENUES	20,650	20,388	18,525	19,026	16,839
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	EXPENDITURES					
	COMMODITIES					
28-01-3-605	Operating Supplies	0	0	0	0	0
28-01-3-615	Tools and Equipment	0	0	0	0	0
	TOTAL COMMODITIES	0	0	0	0	0
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	TRAINING					
28-01-5-664	Training Materials	0	0	0	0	0
	TOTAL TRAINING	0	0	0	0	0
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	CONTRACTUAL SERVICES					
28-01-4-634	Miscellaneous Services	0	0	0	0	0
	TOTAL CONTRACTUAL SERVICES	0	0	0	0	0
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	CAPITAL OUTLAY/NON-OPERATING					
28-01-7-704	Training Room Upgrades	0	0	0	0	6,725
28-01-7-705	FD Shower Remodel	0	0	0	0	0
28-01-7-706	US Digital Fire Station Alerting	50,000	0	50,000	0	0
	TOTAL CAPITAL OUTLAY	50,000	0	50,000	0	6,725
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	TOTAL EXPENDITURES	50,000	0	50,000	0	6,725
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	ENDING FUND BALANCE	42,742	72,092	20,230	51,705	32,679

9-1-1 FUND

SERVICES PROVIDED:

The 9-1-1 Fund was established by referendum in 1989 as a funding source for providing telephone users within the Village of Flossmoor with access to Fire, Police, and Emergency Medical Service by dialing the three digits – 9-1-1. Because the Flossmoor Fire Department also services the Sunnycrest Fire Protection District by contract, that area is included in the Flossmoor 9-1-1 service on a shared cost basis. Funds are used to purchase/maintain equipment and compensate employees involved in the emergency dispatch service.

E-Com, a combined emergency communications center, has replaced the Village's emergency communications function; all 9-1-1 surcharge receipts are forwarded directly to E-Com and expended under the authority of the joint ETSB. E-Com is comprised of the City of Country Club Hills, Villages of East Hazel Crest, Flossmoor, Glenwood, Hazel Crest, Homewood, Riverdale, South Holland, and Thornton.

FY19 ACHIEVEMENTS:

- Personnel continued to participate in the Spillman software users' group to promote a better understanding of software capabilities, thereby increasing utilization of its features.
- Upgraded current recording system compliant with NextGen 9-1-1.
- Purchase of Quickest Route Spillman Module when used with AVL mapping giving fire personnel responding the quickest and ideal route to a call.
- Upgraded VHF Fire Radio System to simulcast transmitting.
- Purchase of Mobile Field Reporting allowing police responders to access to arrest forms and reporting in the field.

FY20 GOALS:

- To continue the high level of service provided to the Village's residents and visitors through participation in the E-Com oversight and planning committees including the Board of Directors, Finance, New Member, and Operating Committees; Police, Fire, and Public Works Subcommittees.
- Installation of US Digital Design primary dispatch system. This system will allow for quicker response to fire calls using multiple means of alerting the fire department and will interface into our Spillman CAD software.
- Motorola MCC 7500 console upgrade for the dispatch center.
- E-Com Dispatch Center tech upgrade.
- Consider the new Next Genn 911 System.

9-1-1 FUND

(EMERGENCY TELEPHONE SYSTEM)

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
<u>ACCOUNT #</u>	<u>REVENUES</u>					
30-00-1-416	Telephone Surcharge	188,130	193,710	119,830	126,482	116,321
	TOTAL REVENUES	188,130	193,710	119,830	126,482	116,321
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	<u>EXPENDITURES</u>					
30-01-4-650	E-Com Budget Contribution	188,130	193,710	119,830	126,482	116,321
	TOTAL EXPENDITURES	188,130	193,710	119,830	126,482	116,321

MUNICIPAL PARKING LOTS FUND

SERVICES PROVIDED:

The Village operates and maintains two commuter lots: the South Lot, with 208 spaces available for lease, and the North Lot, with 84 spaces available for lease. In addition to the 84 commuter spaces, and because parking is limited in the Central Business District, 29 spaces in the North Lot are leased to merchants for their use and their employees. The Central Drive Lot contains 38 regular parking spaces and two handicapped spaces. Sixteen additional spaces are leased to merchants in lots on the south side of Central Drive. In order to maximize use of each available commuter parking space, the lots are over sold each month by 10%, and a number of permits are available for daily parking. Revenues from this fund are used exclusively to cover the operating and maintenance costs of the municipal lots and other associated commuter access amenities. The Village also maintains the Flossmoor Library Lot, in addition to its customer parking there are 6 merchant leased and 9 occasional commuter spaces available.

FY19 ACHIEVEMENTS:

- Completed resurfacing of the Flossmoor Public Library parking lot.
- Staff is working on the review of parking rates to ensure that revenue generated is sufficient to cover the cost of current minor maintenance and future major maintenance for all of the parking lots.
- Restriped the North Commuter, South Commuter, Central Drive, and Library lots.

FY20 GOALS:

- Continue to monitor the parking needed in the downtown area so that the Village is responsive to the multiple demands for the very limited spaces available.
- Conduct annual parking lot striping on all commuter parking lots.
- Complete the resurfacing of the Merchant Parking Lot.

MUNICIPAL PARKING LOTS FUND

	BUDGET 19-20	PROJ'D 18-19	BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17
<u>GRANT CONTROL PARKING</u>					
Unrestricted Net Assets (Beginning)	120,262	68,563	68,563	38,538	(657)
<u>ACCOUNT # REVENUES</u>					
41-00-6-480 Interest	100	1,159	100	379	125
Commuter Parking Rental Merchant/Individual Parking					
41-00-7-450 North Lot - 22 spaces	11,240	11,240	11,240	9,240	9,240
41-00-8-450 South Lot - 204 spaces	140,390	140,390	140,390	122,734	116,664
TOTAL GRANT CONTROL REVENUES	151,730	152,789	151,730	132,353	126,029
<u>EXPENDITURES</u>					
<u>North Lot</u>					
41-30-4-634 Miscellaneous Services	800	400	800	785	660
41-30-6-677 Maintenance and Repairs	250	250	250	250	660
41-30-9-901 Transfer to General Fund for Operating Expenses	10,504	9,934	9,934	9,934	10,803
Total North Lot Expenditures	11,554	10,584	10,984	10,969	12,123
<u>South Lot</u>					
41-31-4-634 Miscellaneous Services	1,000	500	1,000	954	798
41-31-6-677 Maintenance and Repairs	1,000	600	1,000	1,000	992
41-31-9-901 Transfer to General Fund for Operating Expenses	94,536	89,406	89,406	89,406	72,921
Total South Lot Expenditures	96,536	90,506	91,406	91,360	74,711
<u>Commuter Access</u>					
Total Expenses: Commuter Access	0	0	0	0	0
TOTAL GRANT CONTROL EXPENSES	108,090	101,090	102,390	102,329	86,834
41-33-7-790 Depreciation Expense	0	0	0	8,240	8,352
GRANT CONTROL LOTS					
ENDING UNRESTRICTED NET ASSETS*	163,902	120,262	117,903	68,563	38,538

MUNICIPAL PARKING LOTS FUND

ACCOUNT #	MUNICIPAL CONTROL PARKING LOTS	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		19-20	18-19	18-19	17-18	16-17
	Unrestricted Net Assets (Beginning)	137,177	158,102	158,102	138,788	127,322
	REVENUES					
	<u>Miscellaneous</u>					
40-00-6-480	Interest	100	4,110	100	2,150	708
	<u>North Parking Lot</u>					
40-00-7-450	Commuter Parking less 22 spaces	39,010	39,010	39,010	29,616	29,527
40-00-7-451	Merchant/Individual Parking Space Rental	11,790	11,790	11,790	8,313	9,526
	Total North Lot Revenue	50,900	54,910	50,900	40,079	39,761
	<u>Miscellaneous Leased Parking</u>					
40-00-8-451	Merchant/Individual Parking Space Rental (Central Drive and Library)	8,180	8,180	8,180	6,307	6,695
	Total Miscellaneous Revenue	8,180	8,180	8,180	6,307	6,695
	TOTAL REVENUES	59,080	63,090	59,080	46,386	46,456
	EXPENDITURES					
40-30-4-634	Miscellaneous Services	1,800	1,800	1,800	(236)	989
40-30-6-677	Maintenance and Repairs	1,500	100	100	100	0
40-30-6-682	CBD Flags	1,500	1,500	1,500	0	1,500
	Total North Lot Expenditures	4,800	3,400	3,400	(136)	2,489
	EXPENDITURES					
	<u>Central Drive/Library Lot</u>					
40-32-4-634	Miscellaneous Services	2,800	2,800	2,800	1,327	1,978
40-32-6-677	Maintenance and Repairs	250	250	250	301	0
40-32-7-701	Library Parking Lot Resurfacing	0	43,636	60,000	0	0
40-32-7-702	Merchant Parking Lot Resurfacing	20,000	0	0	0	0
	Total Central Drive/Library Lot	23,050	46,686	63,050	1,628	1,978
	<u>Commuter Access</u>					
40-33-1-590	Overtime - Central Business District	5,220	5,080	5,080	3,226	4,169
40-33-1-591	Part-Time Employees	15,000	15,000	15,000	5,876	14,310
40-33-3-615	Small Tools and Equipment	250	250	250	312	500
40-33-4-634	Miscellaneous Services	5,100	5,100	5,100	8,401	5,240
40-33-6-671	Maintenance and Supplies	6,600	8,500	6,600	7,766	6,304
40-33-7-703	Metra Platform Lights			0	0	0
	Total C.B.D. Expenditures	32,170	33,930	32,030	25,580	30,523
	TOTAL EXPENDITURES	60,020	84,016	98,480	27,072	34,990
40-33-7-790	Depreciation Expense	0	0	0	4,710	4,747
	MUNICIPAL CONTROL					
	ENDING UNRESTRICTED NET ASSETS*	136,237	137,177	118,702	158,102	138,788

BUDGET NOTES

LIBRARY

SERVICES PROVIDED:

Your Flossmoor Public Library is a bustling, diverse community center and vital resource committed to providing access to information, materials, programs, and spaces to patrons of all ages. Those looking for a quiet area or meeting space can take advantage of our five separate meeting / study rooms that are available to the public. If you need a larger space, we have our Conference Room or the Helen Wilson Meeting Room available to reserve as well.

We offer resources for intellectual growth and personal development, assist children and people of all ages in achieving educational goals, provide support for cultural and recreational pursuits, and help people to effectively obtain and evaluate the information presented to them. Our friendly, customer service oriented staff is on hand to provide assistance seven days a week, including reference and reader's advisory services; in person or through digital means.

The library's collection contains tens of thousands of books, magazines, music CDs, DVDs, video games, audiobooks, eBooks and eAudiobooks. The library makes available to patrons, seven local and national newspapers and its reference collection is comprised of extensive automated resources and databases. In addition, thousands of magazine and newspapers articles are available online both at the library and remotely from a home PC or your mobile device. Fast internet access is available for patron use as well as computers with Microsoft Office Suite. We have computers and tablets for children and teens featuring fun and educational game apps and strong WiFi access is available throughout the Library.

The Library provides a variety of programs for all ages. For example, the youth services department provides opportunities for younger patrons to expand their horizons through year-round story times and other special programs. Through participating in the Teen Advisory Board, teenagers help select Library materials of interest to them and they can volunteer to assist in special Library projects. Adults enjoy a variety of programs throughout the month. In addition to these programs, the Library sponsors three summer reading programs: one for readers between the ages of three and eleven, one for teens, and one for adults. All summer reading programs provide incentives and emphasize the fun of reading. For detailed information about Library programs, pick up a current copy of the Library's quarterly newsletter from the Patron Services Desk or check out the Library's website at www.flossmoorlibrary.org

Our Inspiration Station provides experiences ranging from art programs, jewelry making, crafting, card making, and digitization workshops to STEM initiatives such as Lego robotics and video production. This past year, we added the ability to digitize 8mm film reels as well as make personalized keychains or magnets. We have camcorders, tripods and our WACOM Graphics tablet that can now be checked out with your library card.

The Flossmoor Public Library is a member of the SWAN Consortium (System Wide Area Network) which provides public access to an extensive range of materials and services beyond our doors. Patrons can search the SWAN catalog from computers in the library, their home PC, or mobile devices. Patrons can borrow materials from other libraries and have them delivered here, as well as use their library card at any of the other 97 SWAN libraries in Illinois. Additionally, Flossmoor is part of the RAILS library system that has merged with four other systems in the northern half of the state to create a new, much larger system, greatly expanding our borrowing capabilities.

Throughout the year we have passes available to a variety of places, including Brookfield Zoo and the Children's Museum of Oak Lawn. During the Illinois Philharmonic Orchestra season, we have passes available to select shows, all free of charge! So stop by your Flossmoor Public Library today and see what we have to offer you!

FLOSSMOOR PUBLIC LIBRARY

REVENUES		APPROVED BUDGET 19-20	AMENDED BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17	ACTUAL 15-16
ACCOUNT # TAXES						
50-00-1-401	Property Taxes	1,286,809	1,286,809	1,172,845	1,097,579	1,160,295
50-00-1-402	Property Tax - Soc Sec	56,000	56,000	50,377	49,227	52,987
50-00-1-403	Property Tax - IMRF	65,000	65,000	65,827	69,189	76,717
50-00-1-415	Personal Property Repl Tax	12,000	12,000	11,250	13,046	12,986
TOTAL TAXES		1,419,809	1,419,809	1,300,299	1,229,041	1,302,985
INTERGOVERNMENTAL AND GRANTS						
50-00-3-440	Per Capita Grant	11,830	7,500	11,830	7,348	7,295
50-00-3-441	Other Grants	0	500	0	0	0
TOTAL GRANTS		11,830	8,000	11,830	7,348	7,295
CHARGES FOR SERVICES						
50-00-4-450	Program fees	3,300	3,400	2,775	2,880	3,427
PROGRAM FEES		3,300	3,400	2,775	2,880	3,427
FINES AND FEES						
50-00-5-471	Fines and Fees	7,500	8,500	10,779	16,649	16,189
TOTAL FINES AND FEES		7,500	8,500	10,779	16,649	16,189
MISCELLANEOUS REVENUES						
50-00-6-480	Interest	28,000	25,000	8,518	5,932	6,123
50-00-6-483	Copier Income	11,000	12,000	11,945	11,536	11,218
50-00-6-485	Private Contributions	1,000	1,000	470	889	1,928
50-00-6-486	Miscellaneous Income	500	500	15	3,122	3,999
50-00-6-487	Designated Gifts	3,500	4,000	6,995	2,625	5,136
TOTAL MISC. REVENUES		44,000	42,500	27,943	24,104	28,404
TOTAL REVENUES		1,486,439	1,482,209	1,353,626	1,280,022	1,358,300

FLOSSMOOR PUBLIC LIBRARY

EXPENDITURES		APPROVED BUDGET 19-20	AMENDED BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17	ACTUAL 15-16
<u>ACCOUNT # PERSONNEL SERVICES</u>						
Salaries						
50-01-1-501	Library Salaries	751,000	731,800	700,831	659,631	724,350
Fringe Benefits						
50-01-2-590	Health Ins Prem/EAP	65,000	62,000	61,228	59,037	75,354
50-01-2-591	Life Insurance Premium	1,280	1,225	1,223	1,053	889
50-01-2-593	Unemployment Comp	2,100	1,750	2,089	1,542	1,128
50-01-2-595	Library FICA Contributions	45,375	45,375	42,576	40,024	46,513
50-01-2-596	Library Medicare Contr	10,625	10,625	9,957	9,361	10,878
50-01-2-597	Library IMRF Contributions	65,000	65,000	68,373	68,749	82,943
TOTAL PERSONNEL SERV		940,380	917,775	886,277	839,397	942,055
<hr/>						
<u>COMMODITIES</u>						
50-01-3-601	Office Supplies	3,800	4,200	3,355	3,989	3,842
50-01-3-602	Books	73,000	72,500	67,233	66,877	61,452
50-01-3-603	Postage	2,425	2,300	2,365	2,229	2,380
50-01-3-604	Leased Books	4,300	4,300	0	4,137	4,128
50-01-3-605	Periodicals	10,000	10,000	9,507	9,523	12,089
50-01-3-606	Electronic Resources	11,700	11,500	8,670	8,785	6,975
50-01-3-607	Audio Visual	17,500	18,500	17,219	16,848	16,911
50-01-3-610	ILL Charges	1,000	750	198	42	81
50-01-3-611	Circulation Supplies	3,650	3,650	2,174	2,031	1,668
50-01-3-612	Technical Service Supplies	6,500	6,500	6,416	6,491	3,597
50-01-3-614	Building Supplies	6,250	6,000	4,465	4,924	5,878
50-01-3-615	Programming	32,300	32,000	32,982	25,418	28,089
50-01-3-616	Printer Supplies	5,750	6,000	5,839	5,487	6,234
50-01-3-617	Software and Updates	10,600	12,000	4,978	8,733	7,077
TOTAL COMMODITIES		188,775	190,200	165,401	165,514	160,401

FLOSSMOOR PUBLIC LIBRARY

EXPENDITURES		APPROVED BUDGET 19-20	AMENDED BUDGET 18-19	ACTUAL 17-18	ACTUAL 16-17	ACTUAL 15-16
<u>ACCOUNT # CONTRACTUAL SERV</u>						
50-01-4-633	Auditing Service	7,000	7,750	4,155	4,455	5,700
50-01-4-635	Printing and Advertising	8,500	12,500	10,226	6,995	7,792
50-01-4-637	Telecommunications	7,500	7,500	6,480	6,301	6,898
50-01-4-640	Workmen's Compensation	3,500	3,500	2,701	4,441	4,687
50-01-4-641	Ins-Prop/Casualty/Liability	13,000	13,000	11,988	11,138	10,677
50-01-4-644	Legal Services	3,500	6,500	5,751	891	2,985
50-01-4-645	Consultants	20,000	13,000	12,270	14,028	1,670
50-01-4-646	Security	7,500	2,250	2,235	21,368	7,994
50-01-4-647	Janitorial Services	38,000	38,000	36,120	36,120	35,580
50-01-4-648	Computer Technical Serv	10,000	12,500	12,500	14,425	11,000
50-01-4-649	Water and Sewer Service	3,050	2,900	2,730	2,580	2,465
50-01-4-650	Gas Energy/Heating	17,000	18,000	17,669	14,907	14,607
50-01-4-651	Equipment rental	7,500	10,000	3,814	3,248	2,386
50-01-4-655	Payroll Services/Fees	2,500	2,500	2,151	2,143	2,235
50-01-4-656	Village Accounting Serv	5,750	6,000	5,115	5,084	4,919
50-01-4-657	Surety Bond	500	500	491	491	491
50-01-4-659	SWAN/Data Entry	24,587	23,000	22,035	21,891	22,467
TOTAL CONTRACTUAL SERV		179,387	179,400	158,431	170,506	144,553
<u>STAFF DEVELOPMENT</u>						
50-01-5-661	Staff Development	19,500	12,525	16,110	6,147	9,302
TOTAL STAFF DEVELOPMENT		19,500	12,525	16,110	6,147	9,302
<u>MAINTENANCE</u>						
50-01-6-670	Equipment Maint/setup	39,000	18,800	18,642	18,970	25,936
50-01-6-676	Building and Grounds Maint	137,250	80,000	80,277	76,561	50,784
50-01-6-677	Emergency and Contingency	10,000	10,000	6,151	10,000	10,536
TOTAL MAINTENANCE		186,250	108,800	105,070	105,531	87,256
<u>CAPITAL OUTLAY/NON-OPERATING</u>						
50-01-7-701	Equipment and Furnishings	10,000	7,000	3,628	1,943	891
50-01-7-702	Remodel Project		0	0	0	523,054
TOTAL CAPITAL OUTLAY		10,000	7,000	3,628	1,943	523,945
TOTAL EXPENDITURES		1,524,292	1,415,700	1,334,917	1,289,038	1,867,512
SURPLUS/(DEFICIT)		(37,853)	66,509	18,709	(9,016)	(509,212)

FLOSSMOOR PUBLIC LIBRARY
 GASB 54 FUND BALANCE DISTRIBUTION
 PROJECTED FY18-19
 (for inclusion with FY19-20 Budget)

	General Projected FY18-19
PROJ FUND BALANCE TOTAL 4/30/19	1881942
FUND BALANCE CLASSIFICATIONS	
RESTRICTED FUND BALANCE	0
COMMITTED FUND BALANCE	
Private Donations-Special Acquisitions	310000
Building- major exterior repair/maint	377400
Building- major interior repair/maint	828760
Building remodel	25000
ASSIGNED FUND BALANCE	
Technology projects	20000
"Green" initiatives	4000
Security upgrades	5000
UNASSIGNED FUND BALANCE	
Reserves	311782
TOTAL	0

BUDGET NOTES

Village of Flossmoor

CAPITAL PROGRAM

for

Infrastructure Rehabilitation, Maintenance, and Improvements

For the past 28 years, the Village has implemented an ongoing capital program referred to as the Finance and Facilities Plan. The Plan has been developed as a continuing effort by the Village to identify important infrastructure needs, and to plan for meaningful maintenance and rehabilitation several years in advance. By proactively planning and identifying capital projects for the future, the Village developed a financial savings plan that covers the costs associated with major projects, while still maintaining day-to-day Village services at a level desired by the community. By laying out the long-range capital goals of the Village, the following challenges and improvements were accomplished:

Street Resurfacing Program

A street maintenance program had been developed to keep Village streets in “good to excellent” condition at all times using only funding derived from Motor Fuel Taxes (MFT). The program ensured that each year repairs and resurfacing are completed on approximately one mile of the Village’s 40+ miles of streets at an annual cost of approximately \$220,000. The plan was originally created so that every street in Flossmoor is resurfaced on a 15 year rotation. Over the last several years, the MFT Fund has become financially stressed and rehabilitation costs have increased. The situation has not improved. The Village’s investment in the annual Street Resurfacing Program continues to not provide the same value as even a few years ago, resulting in approximately one mile of the streets resurfaced each year compared to the 2.5 miles of streets resurfaced per year when the program was designed. For FY 2020, MFT fund balances have dropped to a point where it can only support \$150,000 for the program, and the General Fund will provide \$250,000 towards the program. Identifying funding and developing a viable street resurfacing program is needed.

Street Pavement Rehabilitation Program

In Fiscal Year 2017, Public Works staff retained a consultant to complete a Pavement Management Report of all streets in the Village. This report assigned a grade to each street and also recommendations for rehabilitation and estimates of cost to complete. The total cost of repair/rehabilitation in 2017 dollars for all Village owned streets is \$20,057,360. The street rehabilitation work is divided into three main strategies; crack sealing and patching, mill and resurface, full depth pavement reconstruction, curb and gutter repairs, and sidewalk and ADA repairs. The report will be the outline for the street maintenance program moving forward.

Staff is currently developing a major pavement rehabilitation program that can be supported by a bond issue. While the scope of the project is still being developed, it is estimated the project could span three years. Staff anticipates that this project could begin as early as 2021.

Sidewalk Replacement Program

The first phase of the Village's sidewalk replacement program was completed in Fiscal Year 2008. The program included the removal and replacement of approximately 750 defective sidewalk squares in the Old Flossmoor and Flossmoor Park neighborhoods. Due to the age of the community and an anticipated high number of sidewalk squares throughout the remainder of the Village warranting replacement, the program was initially designed to be implemented over a five year period but has taken longer to complete a cycle of the Village based on shrinking funding levels. Similar to streets, the Village Board allocated \$100,000 from the General Fund fund balance for the FY 2020 sidewalk replacement program.

- Fiscal Year 2009 – Replaced 600 defective squares in Pinewood subdivision and Flossmoor Hills
- Fiscal Year 2010 – Replaced 600 defective squares in Flossmoor Hills and Highlands
- Fiscal Year 2012 – Replaced 175 defective squares in the Heather Hill Neighborhood
- Fiscal Year 2013 – Replaced 220 defective squares in the Heather Hill Neighborhood
- Fiscal Year 2014 – Replaced 242 defective squares in the Heather Hill Neighborhood
- Fiscal Year 2015 – Replaced 446 defective squares in the Heather Hill Neighborhood and other various locations in the Village
- Fiscal Year 2016 – Replaced 467 defective squares in the Heather Hill Neighborhood
- Fiscal Year 2017 – Replaced 376 defective squares in the Heather Hill Neighborhood and on Flossmoor Road
- Fiscal Year 2018 – Replaced 397 defective squares in the Heather Hill, Old Flossmoor, and Flossmoor Park Neighborhoods.
- Fiscal Year 2019 – Replaced 537 defective squares in the Dartmouth neighborhood, on Avers Ave., and in the CBD island area.

Parkway Trees

Due to the importance of parkway trees in terms of aesthetics and impact on property values, the Village initiated a progressive parkway tree program in 1991. The program has resulted in the following:

1. A computer-based inventory of each and every tree on public property in Flossmoor. The inventory also maintains information on the location, species, size, health, appearance, and value of each tree.
2. A Village-subsidized planting program encourages residents to plant new parkway trees. Since 1991, approximately 2,140 new trees have been planted on Village parkways and public properties.
3. A rotational trimming program has been in place to ensure that each parkway tree is trimmed every five years.

In 2007, the Village dedicated additional financial resources to tree trimming throughout the Village. The additional funding toward an enhanced tree trimming program enables the Village to restore this program to a nearly five year cycle for all parkway trees. Over the past nine years, the annual rotational Parkway Tree Trimming Program was completed in the following neighborhoods:

- Fiscal Year 2008 – Southeast Flossmoor and the Braeburn/Brassie Neighborhood
- Fiscal Year 2009 – South Section of the Heather Hill Neighborhood

- Fiscal Year 2010 – North Section of the Heather Hill Neighborhood and the East Section of the Flossmoor Hills Neighborhood
- Fiscal Year 2011 - West Section of the Flossmoor Hills Neighborhood, the Flossmoor Highlands Neighborhood and the Pinewood Neighborhood
- Fiscal Year 2012 – Old Flossmoor Neighborhood
- Fiscal Year 2013 – Flossmoor Park Neighborhood and Southeast Flossmoor
- Fiscal Year 2014 – Southeast Flossmoor and the Braeburn/Brassie Neighborhood
- Fiscal Year 2015 – North Section of the Heather Hill Neighborhood
- Fiscal Year 2016 – South Section of the Heather Hill Neighborhood
- Fiscal Year 2017 – Flossmoor Hills and Highlands Neighborhoods
- Fiscal Year 2018 – Old Flossmoor and Ballantrae Neighborhoods
- Fiscal Year 2019 – Flossmoor Park Neighborhood

Emerald Ash Borer

In Fiscal Year 2010, the Emerald Ash Borer was officially identified in the Village of Flossmoor. Confirmation was made by our certified arborist from Natural Path Forestry who was updating the Village's Parkway Tree Inventory. Between Fiscal Year 2010 and Fiscal Year 2014 1,350 ash trees were removed.

As of January 1, 2019 our parkway tree inventory consists of five large ash trees , which are in good condition and being treated by residents.

Water System Improvement Program

In November 2012, Flossmoor residents voted in favor of a general obligation bond referendum in the amount of \$7.28 million dollars for the replacement of approximately 6 miles of water main throughout the Village over an eight year period. The Phase 1A, Phase 1B, Phase 2A, Phase 2B, and Phase 2C Projects of the Water System Improvement Program are completed. A brief description of each project is provided below.

Phase 1A (CY 2013) Completed the replacement of water main and services on Bob O’Link Road, Golfview Lane, Robertson Lane, Mast Court, Bunker Avenue, Brassie Avenue, First Private and Second Private Roads. The project included installation of 8,931 linear feet (1.7 miles) of new water main, 135 new water services, 27 new fire hydrants, and 26 new operating valves.

Phase 1B (CY 2014) Completed the replacement of water main and services on Gardner Road, Vollmer Road and Princeton Road. The project included the installation of 7,574 lineal feet (1.4 miles) of new water main, 53 new water services, 29 new fire hydrants, and 24 new operating valves.

Phase 2A (CY 2015) Completed the replacement of water main and services on Hutchison Road (Western Avenue to Marston Lane), Collett Lane (Hutchison Road to Latimer Lane), the Heather Hill North Neighborhood, and the block surrounded by Carroll Parkway, Evans Road, Travers Lane, and Flossmoor Road. The project included the

installation of 5,911 lineal feet (1.1 miles) of new water main, 111 new water services, 23 new fire hydrants, and 23 new operating valves.

Phase 2B (CY 2016) Completed the replacement of water main and services on Travers Lane (Collett Lane to Vardon Lane), Latimer Lane (Collett Lane to Cummings Lane), Marston Lane (Travers Lane to Latimer Lane), Cummings Lane (Travers Lane to Latimer Lane), and Vardon Lane (Hutchison Road to Travers Lane). Also included in this project was the water main replacement for Tina Lane (Dixie Highway to End), Thomas Court (Tina Lane to End), Markey Lane (Dixie Highway to Tina Lane), and Pinehurst Lane (Dixie Highway to Tina Lane). The project included the installation of 8,554 lineal feet (1.6 miles) of new water main, 166 water services, 26 new fire hydrants, and 26 new operating valves.

Phase 2C (CY 2017) Completed the replacement of water main and services on Dundee Ave., Perth Ave. (Heather Rd. to Brumley Rd.), Sterling Ave. (Heather Rd. to Brumley Rd.), Berry Ln. (Flossmoor Rd. to Sunset Ave.), and Cambridge Ave. (1350 Cambridge Ave. to the Dartmouth bike path). The project included installing 3,414 linear feet (0.65 miles) of new water main, 45 new water services, 11 new fire hydrants, and 14 new operating valves.

The Phase 2C Project was the last project in the 2014 Water Main Improvement Fund, and the final planned project in the Water System Improvement Program. This program resulted in a total of 6.5 miles of new water main, 510 new water services, 116 new fire hydrants, and 113 new operating valves. Funding for additional water main improvements will need to be identified, but this work represented the worst 10% of the system.

Sanitary Sewer System

Prior to 1996, the Village began initial planning for extensive sanitary sewer improvements. This included project engineering and coordination with the Illinois Environmental Protection Agency (IEPA) on loan application procedures for funding the necessary improvements. As a result of these efforts, the following projects were completed:

Phase I (CY 1999) A \$1.9 million project to rehabilitate the 80-year-old sanitary sewers in Flossmoor Park and Old Flossmoor neighborhoods.

Phase II (CY 2001) A \$1.7 million project to rehabilitate the sanitary sewers in the Braeburn/Brassie neighborhood.

Phase III (CY 2003) A \$2.2 million project to rehabilitate the sanitary sewers and lift stations in the southeast section of the Village.

Phase IV (CY 2009) Completed a majority of the design engineering and loan application for the rehabilitation of the sanitary sewer system in the Flossmoor Hills and Highland neighborhoods. The engineering plans and loan application were submitted to

IEPA for funding through their low interest loan program. The Village still remains in line for funding through the IEPA, and the Village expects to complete more work on our loan application and supporting documents in Fiscal Year 2019.

Funding for three of the four projects was secured by low-interest loans obtained through the IEPA. Repayment of the loans is pledged with funds derived from an existing Sanitary Sewer Rehabilitation surcharge that residents pay along with their water and sewer bill each quarter.

In Fiscal Year 2017, the Village approved a design-build project for the reconstruction/rehabilitation of the Woods Lift Station, located behind the Flossmoor Country Club. This project involved the conversion of the station from a dry pump well configuration to a wet-well station. Also included was the installation of a natural gas powered emergency back-up generator to power the station during storm events.

In Fiscal Year 2018, Public Works contracted with a vendor to install a new SCADA system for the Village's six wastewater lift stations at a cost of \$56,630. The old system utilized phone circuits to relay alarms to the Public Works Department via ECOM. The new system utilizes cellular based cloud technology to relay alarms to the Department via text messages. The system is web-based and allows staff to monitor the station remotely on their cell phones and computers. This improvement paid for itself in less than two years because of the savings related to the disconnected phone circuits.

Contract Sanitary Sewer Cleaning Program

The Village is now in its 12th year of implementing its annual rotational contract sewer cleaning program. Components of the program include regular cleaning and maintenance for all sanitary sewers throughout the Village. Scheduling of this program ensures that all sanitary sewer mains are cleaned every five years. The success of these programs is readily apparent in the reduced incidences of sewer failure, sewer blockages, and flooded basements. As part of this program, in Fiscal Year 2008, a televising program was implemented along with the annual cleaning. A televising program provides Public Works the ability to proactively identify maintenance and repair needs before they become major reconstruction issues.

Storm Sewer Drainage System

In 2000, the Village received approximately \$115,000 through state grants for the completion of a storm sewer cleaning and rehabilitation study for Flossmoor Park and Old Flossmoor neighborhoods. The study identified that \$1.2 million in rehabilitation work was necessary to restore the storm system back to original design capacity. After reviewing and discussing the report, the Village completed final engineering and approved an \$836,000 contract to rehabilitate the storm sewer systems in both sections of the Village. The rehabilitation work was completed during the spring and summer months of 2002.

Also in 2000, the Mayor and Board approved funding for an engineering study to analyze the drainage conditions in the Oak Court area of Flossmoor Hills. Following periodic rain events, residents experienced significant flooding as a result of the Village's existing storm sewers' inability to convey proper flow. After reviewing the various alternatives, the Village determined that a larger bypass pipe extending from Flossmoor Road to a pond located on Coyote Run Golf Course was the best option. The design and construction was completed concurrently with the H-F Park District golf course renovation. The contract

for construction of the storm sewer improvement was awarded in 2003. Pipe installation, final landscaping and paving were completed in 2005.

In 2005, the Mayor and Board reviewed an engineering study and cost estimates for a potential federally-assisted storm sewer project to reduce flooding in the central business district viaduct. It included the installation of a large diameter sewer pipe that would extend from the Canadian National viaduct to Butterfield Creek at Dixie Highway. The estimated cost of the project was \$2.7 million. After all options were considered, it was determined that the cost-benefit ratio did not justify moving forward with this project at that time.

During 2006, the Village examined additional solutions for resolving the Flossmoor Road viaduct flooding. One option included upstream improvements to divert water away from the viaduct. After further investigation into the components associated with implementing this option, the Village determined that the costs were not justifiable at that particular time. This past Fiscal Year, after several large storm events over the last couple of years, staff desires another review of these improvements, including extending the scope of study west to Leavitt Park and the tie-in to the Leavitt detention. Staff will pursue funding for this project through MWRD as well as including it on a “wish list” for capital funding.

In Fiscal Year 2010, Phase II of the Village’s Storm Sewer Rehabilitation Program was completed in the Estates neighborhood. The project included a combination of spot repairs, total segment replacement, and cured in place relining to restore the function and integrity of our aging system at a cost of over \$1,000,000. This capital improvement has been vital to the performance of the Village’s overall storm sewer system as this section of the Village has many of the larger diameter pipes that carry the Village’s entire storm water to Butterfield Creek.

In Fiscal Year 2012, the Village established a Storm Sewer Fee and Storm Sewer utility fund. The fee covers the operational costs associated with storm management services as well as accounts for savings toward storm sewer capital improvements. When the fund was established, the Board directed staff to establish a Finance and Facilities plan similar to the other major funds once fund balance became available to set aside toward capital improvements. As a result of a small projected fund balance for Fiscal Year 2012, 75% of the Butterfield Lane Culvert Replacement project was paid for with storm sewer utility fee monies. Also, beginning in Fiscal Year 2016, 75% of the engineering design costs for the Brookwood Bridge and Butterfield Road Culvert were allocated to the Storm Sewer Fund.

There are areas in the Village where flooding is a concern and storm sewer improvements should be considered. One such area is on Hagen Lane. The Village contracted with our consultant for a study in 2018 to investigate the causes of the flooding and what improvements were recommended to address the issue. This study is still underway and should be completed in the Spring of 2019.

Municipal Facilities

The age of the municipal complex requires significant facility maintenance and improvements on an annual basis. The following municipal facilities’ projects have been implemented:

- Replaced four rooftop air handlers and various undersized and deteriorated ductwork.
- Ventilated the exterior soffits of the Village Hall and sealed the perimeter of the building to eliminate infiltration of unconditioned outside air into the building.
- Conditioned the air in the space between the ceiling tiles and the roof pan.
- Replaced the twenty-year-old roof on the Public Works Service Center.
- Replaced all ceiling tiles and various sections of the ceiling tile suspension system. The cost of the replacement was \$92,000, and the project was completed in Fiscal Year 2006. A portion of the project was paid for with grant funding from the Illinois Department of Commerce and Economic Opportunity.
- Improvements were made to both Public Works and Fire Department bay floors. The Public Works Department's portion of the contract was for preventative maintenance purposes. The work conducted ensures that the integrity of the floor remains intact for at least the next 10 years. The Fire Department's portion of the contract included a complete restoration of their entire bay floor area. Both projects were completed in Fiscal Year 2008.
- The furnaces in the Fire Department apparatus bay were replaced with a new infrared heating system designed for greater efficiency. The project was completed in Fiscal Year 2008.
- Through a FEMA assistance grant, a new vehicle exhaust capture system was installed on the Fire Department apparatus bay floor. The system contributes to the overall health of the Department's personnel throughout the building. The project was completed in Fiscal Year 2008.
- In Fiscal Year 2009, a centralized computer network server room was constructed in the Village Hall. The project included several facility improvements such as a separate air conditioner, humidity control unit and new flooring. The purpose of the room is to extend the overall life of the server equipment by storing it in a properly controlled environment.
- Also in Fiscal Year 2009, through the Illinois Clean Energy Foundation, the Village received a grant through the Public Safety Lighting Upgrade Program. With the grant money received, the Village converted all florescent fixtures, ballasts and exit lighting in the Village Hall to a more energy efficient system.
- In Fiscal Year 2010, thirty year old exhaust fans were replaced in the Fire Department apparatus room.
- In Fiscal Year 2011, the Village received an Energy Efficiency Block Grant from Cook County in the amount of \$100,000 for the replacement of the Village Hall boiler. This replacement is the first replacement of the boiler since the building was constructed in 1979.
- In Fiscal Year 2015, the Village completed another HVAC system replacement at the Village Hall Complex. The project also included renovations to the Police Department Firing Gun Range, which will enhance the ventilation and cooling system in the shooting area. Other improvements included duct work insulation, new electronic thermostats, VAV upgrades, and a new computer controlled automation system.
- In Fiscal Year 2017, the Village completed the HVAC system replacement at the Public Works Service Center. Other improvements included new electronic thermostats and improvements to the outside air economizer which is an energy savings improvement. The roof at the Public Works Service Center was also replaced.
- In Fiscal Year 2020, the generator at the Municipal Complex was replaced with a more robust generator that will service the entire facility in a power outage allowing full municipal operations to continue in such circumstances.

Given the age of the Village Hall Municipal Complex (40 years old) along with the increased use of technology in operations and onerous records retention requirements, the Village Hall Municipal Complex needs attention. Those needs range from common area aesthetics and landscaping up to and including the provision of technology, storage and office space. In Fiscal Year 2016, Staff contracted with an architect to conduct an Assessment Study of the Village Hall complex. This study will be used to better plan for future capital projects and needs in the complex. The study presented improvement projects that can be completed in a phased approach. Staff is currently working with an architect on planning for the Phase 1 improvements to be completed in FY 2020. These improvements include front desk security measures at the Administration/Finance and Building Departments, and remodeling of the Complex’s bathrooms and locker rooms.

Municipal Parking Lots

As part of the fiscal year 2019 budget preparation, Staff developed a schedule for the resurfacing and maintenance of the municipal parking lots. Below is a summary of the lots, schedule and cost.

Merchant Parking Lot Resurfacing (FY20) -	\$20,000 (Municipal Control)
South Commuter Lot Resurfacing (FY22) -	\$125,000 (Municipal Control)
North Commuter Lot Resurfacing (FY24) -	\$55,000 (13% Grant Control & 87% Municipal Control)
Central Drive Lot Resurfacing (FY27) -	\$40,000 (Municipal Control)
Library Lot Resurfacing (FY34) -	\$60,000 (Municipal Control)

Water Meter Replacement

Stemming from a recommendation in the 2004 Water System Study, the Village implemented Phase I of the Water Meter Replacement Program in Fiscal Year 2008. This program installed 250 residential water meters and outside touch pad reading devices for accounts within Billing Cycle #2. The upgraded meter equipment provides a means to more effectively account for the Village’s water usage, and provides the ability to read the meters more efficiently. Following the Phase I program, a more aggressive meter replacement schedule was implemented. Throughout Fiscal Year 2009, approximately 1,000 meters in the Village were replaced and upgraded. Also, in Fiscal Year 2010 an additional 500 meters were replaced and upgraded to the electric touch pad technology.

During Fiscal Year 2014, the Village replaced 9 large meters at its largest water user accounts. In Fiscal Year 2015, the Village replaced 7 large meters. In Fiscal Year 2016, the Village replaced the remaining large meters. To date, 88 large meters (1.5” to 6”) have been upgraded to the newer style Sensus Omni meter and an additional 15 large meters will be replaced by fiscal year end in Fiscal Year 2019. The larger meters are true performers in capturing lower water usages and have advanced tracking for daily and monthly usage at each location through a laptop computer.

In Fiscal Year 2017, Public Works Staff solicited a Request for Qualifications from Energy Services Performance Contract contractors for the replacement of the small meter inventory to an automated meter infrastructure system. This project will update the small meter inventory (5/8” to 1”) to the newer style Sensus iPERL water meter with radio read technology. Staff anticipates that this project will result

in a reduction in water loss due to poor metering accuracy and efficiency improvements in meter reading.

As part of the development of the Performance Contract Agreement, the vendor completed a performance analysis of approximately 103 meters in town. The analysis resulted in a guaranteed performance improvement of 3% from the Performance Contracting vendor, Johnson Controls. Staff anticipates that the actual improvement will be greater. The project is still being developed and staff anticipates that it will proceed in Fiscal Year 2020.

Grant Funding

As appropriate, the Village pursues available federal, state, and other grant funds to assist with the financing of these large capital projects. Current projects for which the Village has requested grant funds through other governmental agencies include:

- Brookwood Bridge and Butterfield Road Reconstruction
- Phase IV Sanitary Sewer Rehabilitation Construction
- Central Business District Roadway, Pedestrian and Streetscape Improvements
- General Infrastructure Improvements

With the passage of the American Reinvestment and Recovery Act (ARRA), several of the projects listed in the Village's Capital Plan were expedited. The following projects were all supported with stimulus and other State of Illinois funding.

- Water System Automation
- Crawford Avenue North Water Main Extension
- Resurfacing of Flossmoor Road from Western Avenue to Dixie Highway
- Resurfacing of Flossmoor Road from Sterling Avenue to Governors Highway
- Central Business District Street Light Replacement
- Meinheit Water Tower Painting
- Village Hall HVAC Upgrade Project
- Vollmer Road Water Main Replacement
- Brookwood Bridge and Butterfield Road Culvert Reconstruction

Proposed Future Projects

As part of the Fiscal Year 2020 budget preparation, the Public Works Department, the Village Manager and the Finance Department prepared the current Finance & Facilities Plan for the Mayor and Village Board's review. Before a tentative schedule was set, we discussed the list of potential Capital Projects, fund balances and reserves, along with other possible funding sources that may be available. The following is a three year capital improvement schedule for the Mayor and Board of Trustee's consideration and approval. The budget identified is the full budget with no consideration of outside funding sources such as grants.

FISCAL YEAR 2020

- **Brookwood Bridge and Butterfield Road Culvert Reconstruction – Construction**
Projected Budget: \$1,104,180 (General Fund*) – The project includes construction and Phase III construction engineering for the reconstruction of the Brookwood Bridge and Butterfield Road Culvert. As described above, State Road Funds will be used to offset the costs for the Phase I Engineering, Phase II Engineering, Phase III Engineering, and a portion of the construction costs. STP Bridge Fund monies will be used to cover the remaining construction costs. This project is not currently shown in the FY20 budget, but will be presented for a budget amendment once the State Road Funds and STP Bridge grants are approved. ***(Project is contingent on grant funding.)**

- **Phase IV - Sanitary Sewer Engineering and Construction***
Projected Budget: \$1,450,000 (General Fund and Sanitary Sewer Rehabilitation Fund) – The project is anticipated to include a combination of spot repairs, total segment replacement, and cured in place lining to restore the function and integrity of the sanitary sewer system within the Flossmoor Hills and Highlands neighborhoods. Engineering and loan preparation documents are substantially complete for this project. The project has been submitted to the IEPA for funding as part of their low interest loan program. In Fiscal Year 2017, additional work commenced on the Village’s loan application and supporting documents; the allocation of resources for this project was precipitated by an influx of federal funding in the state program announced in Fiscal Year 2013 and the IEPA encouraging the Village to respond to application comments. ***(Project is contingent on receiving IEPA loan funding.)**

- **Residential Water Meter Replacement with Radio Read**
Projected Budget: \$1,726,577 (General Fund and Water Fund*) – The project includes the upgrade of the remainder of the small meter inventory (1,895 meters) to the new style Sensus iPERL meter and convert the entire meter inventory to a radio read system. A radio read system will provide the Village the opportunity to read meters quicker, more efficiently and provide the ability to identify leaks and meter issues on a daily basis with real time data. ***(Funding for this project is still being deliberated.)**

- **Dartmouth Bike Bridge Replacement Project – Engineering and Construction**
Projected Budget: \$500,000 (General Fund) – This project includes the design engineering and construction for the Dartmouth Road Bike Bridge bank stabilization of Butterfield Creek. Baxter & Woodman Consulting Engineers was retained to complete a Preliminary Design Memorandum in Fiscal Year 2016. This memorandum identified the scope for the project, alternative design options, cost estimates, and potential grant funding sources to offset the cost for the project. Staff will pursue grant funding to offset the cost of this project.

- **Central Business District Roadway, Pedestrian and Streetscape Improvements – Phase II Engineering**
Projected Budget: \$150,000 (General Fund) - The project includes the Phase II Engineering for the Central Business District Roadway, Pedestrian and Streetscape Improvements project. The Village has identified the need for safety improvements included within the project such as re-

configured intersection geometry, improved vehicle and pedestrian sight lights, improved crosswalk configuration and crossing safety treatments, evaluation of existing on-street parking locations, and improved roadway and pedestrian lighting. The Village has also identified the need to modernize and accentuate the Central Business District by adding parkway and crosswalk pavers, sidewalk replacement to remove tripping and other safety hazards, ADA access improvements, additional trees with tree grates, benches, bike racks, wayfinding and safety signage, and other decorative landscaping elements. Staff is currently pursuing grant funding to offset the cost of the project. ***(Project is contingent on receiving grant funding.)**

- **Village Hall Municipal Complex Improvements – Phase 1**

Projected Budget: \$250,000 (General Fund) – The project is a set-aside for engineering and construction of the first phase of the municipal complex improvements. Proposed improvements were identified by an architect’s assessment study that was completed in Fiscal Year 2016. Staff is using this study to further identify what must-do projects can be absorbed through the Finance and Facilities Plan. This first phase will address security issues at the Administration/Finance Department front desk, security issues at the Building Department front desk and reception area, and remodeling of the complex’s bathrooms and locker room facilities. If funding allows, additional complex improvements could be included in Phase 1.

- **FY2020 Street Pavement Maintenance (MFT Supplement)**

Projected Budget: \$250,000 (General Fund) – This project is an additional funding supplement to the annual street pavement maintenance project. The total budget cost for fiscal year 2020 is \$400,000 (\$250,000 General Fund and \$150,000 Motor Fuel Tax). This project will be comprised of a street resurfacing project and a street crack sealing project.

- **Merchant Parking Lot Resurfacing**

Projected Budget: \$20,000 (Municipal Parking Lots Fund) – This project includes the milling, patching, resurfacing, and re-striping of the Merchant parking lot and adjacent alley area.

FISCAL YEAR 2021

- **Central Business District Roadway, Pedestrian and Streetscape Improvements – Phase III Construction**

Projected Budget: \$1,777,000 (General Fund) - The project includes the Phase III Construction and the Construction Engineering for the Central Business District Roadway, Pedestrian and Streetscape Improvements project. Staff plans on pursuing grant funding for this phase of the project through the Illinois Department of Transportation’s “Illinois Transportation Enhancement Program (ITEP)”. ***(Project is contingent on receiving grant funding.)**

- **Street Pavement Rehabilitation Program – Phase 1***

Projected Budget: \$4,400,000 (2021 Street Rehabilitation Fund) – This is the first of three projects planned in the Street Rehabilitation Fund Program. The project includes street resurfacing (1 ¾” surface, ¾” leveling binder), patching, curb and gutter repairs, sidewalk repairs (both ADA and mid-block), and crack sealing throughout the project area. Staff anticipates that this program will

be funded through a bond issue and completed in three consecutive construction seasons.
***(Project contingent on receiving bond funding.)**

- **Sterling Avenue Water Tower Relocation – Construction**
Project Budget: \$1,345,000 (General Fund and Water Fund) – This project includes the demolition of the existing Sterling Avenue Water Tower and the construction of a new 250,000 gallon water tower located on the Vollmer Road Reservoir property. The project is anticipated to be financed with the IEPA low interest loan program. ***(Project is contingent on receiving IEPA loan funding.)**

- **Village Hall Municipal Complex Improvements – Phase 2**
Projected Budget: \$250,000 (General Fund) – The project is a set-aside for engineering and construction of the next phase of the municipal complex improvements. Proposed improvements were identified by an architect’s assessment study that was completed in Fiscal Year 2016. This study not only addresses space needs and facility improvements required for regulatory purpose, but also maintenance upgrades such as windows, doors, hardware, and building facade. Staff will work this year to prioritize the remaining recommended improvements in the complex, and development the scope of this phase prior to the FY2021 Budget preparation.

- **Public Works Salt Storage Building Reconstruction**
Projected Budget: \$200,000 (General Fund) – This project includes the reconstruction of the Public Works Salt Storage Building, located at the Public Works Service Center. The existing pre-cast concrete salt storage building is 22 years old, and is showing its age and deterioration from salt corrosion and heavy use. Staff is investigating other alternatives for the reconstruction of this building that will be both cost effective and long lasting.

FISCAL YEAR 2022

- **Street Pavement Rehabilitation Program – Phase 2***
Projected Budget: \$4,400,000 (2021 Street Rehabilitation Fund) – This is the second project planned in the Street Rehabilitation Fund program. The project includes street resurfacing (1 ¾” surface, ¾” leveling binder), patching, curb and gutter repairs, sidewalk repairs (both ADA and mid-block), and crack sealing throughout the project area. ***(Project contingent on receiving bond funding.)**

- **South Commuter Lot Resurfacing**
Projected Budget: \$125,000 (Municipal Parking Lots Fund (Grant Control)) – This project includes the milling, patching, resurfacing, and re-striping of the South Commuter Lot.

Based on a continuous evaluation of infrastructure needs, a significant number of projects have been planned for the next three years. Each year, as progress is made, Village-wide capital project needs will be re-evaluated, and the plan will be extended. By planning into the future, major infrastructure conditions and service can be preserved, and every attempt can be made to finance these ongoing projects with money already saved for the purpose, along with additional revenue conservatively anticipated during ensuing years.

SUMMARY OF CAPITAL PROJECTS:

Included in the Capital Plan and the Finance and Facilities Plan for the next three years:

▪ Brookwood Bridge & Butterfield Road Culvert Reconstruction – Construction	\$1,104,180
▪ Phase IV - Sanitary Sewer Engineering and Construction	\$1,450,000
▪ Residential Water Meter Replacement with Radio Read	\$1,726,577
▪ Dartmouth Bike Bridge Replacement Project – Engineering and Construction	\$500,000
▪ CBD Roadway, Pedestrian and Streetscape Improvements – Phase II Engineering	\$150,000
▪ Village Hall Municipal Complex Improvements – Phase 1	\$250,000
▪ FY2020 Street Pavement Maintenance (MFT Supplement)	\$250,000
▪ Merchant Parking Lot Resurfacing	\$20,000
▪ CBD Roadway, Pedestrian and Streetscape Improvements – Phase III Const.	\$1,777,000
▪ Street Pavement Rehabilitation Program – Phase 1	\$4,400,000
▪ Sterling Avenue Water Tower Relocation – Construction	\$1,345,000
▪ Village Hall Municipal Complex Improvements – Phase 2	\$250,000
▪ Public Works Salt Storage Building Reconstruction	\$200,000
▪ Street Pavement Rehabilitation Program – Phase 2	\$4,400,000
▪ South Commuter Lot Resurfacing	\$125,000

Other projects listed below have been identified as infrastructure needs, but have not been scheduled in the Capital Plan nor the Finance and Facilities Plan. These projects will be scheduled as funding becomes available or as priorities are changed.

▪ Western Avenue Tower Painting and Repairs	\$300,000
▪ Phase III Storm Sewer Rehabilitation - Engineering	\$175,000
▪ Phase III Storm Sewer Rehabilitation – Construction	\$1,100,000
▪ Berry Lane Water Main Replacement	\$325,000
▪ Imperial Ct. & Embassy Row Water Main Replacement	\$155,000
▪ Elm Ct. Water Main Replacement	\$75,000
▪ Hamlin Ave. Water Main Replacement	\$550,000
▪ Central Park Ave. Water Main Extension	\$232,500
▪ Butterfield Lift Station Forcemain – Assessment & Rehabilitation	\$1,120,000
▪ Woods Lift Station Forcemain – Assessment & Rehabilitation	\$660,000
▪ Heather Road Lift Station Forcemain – Assessment & Rehabilitation	\$165,000
▪ Sylvan Ct. Lift Station Forcemain – Assessment & Rehabilitation	\$225,000
▪ Commons Lift Station Forcemain – Assessment & Rehabilitation	\$30,000
▪ Dartmouth Rd. Lift Station Forcemain – Assessment & Rehabilitation	\$315,000
▪ Hagen Lane Storm Sewer Improvements	\$400,000
▪ Central Park Avenue Storm Sewer Impr. (Beech St. to Brumley Dr.)	\$150,000
▪ Heather Rd. Lift Station Reconstruction	\$250,000
▪ Braeburn Ave. Sanitary Sewer Improvement	\$500,000

GENERAL FUND
FINANCE AND FACILITIES PLAN
FINAL APRIL 30, 2019

<u>Designation</u>	Projected Balance <u>4/30/19</u>
Fund Balance	\$6,105,575
Reserves	3,275,000
Village Hall Municipal Complex Improvements	500,000
Public Works Salt Storage Building Reconstruction	200,000
Brookwood Bridge Reconstruction & Butterfield Road Culvert	158,784
Brookwood Bridge/Butterfield IDOT Grant	(158,784)
Dartmouth Road Bicycle Bridge & Path	300,000
Residential Water Meter Replacement with Radio Read	<u>1,426,577</u>
Balance Available For Allocation	<u>\$ 403,998</u>

WATER & SEWER FUND
FINANCE AND FACILITIES PLAN
FINAL APRIL 30, 2019

<u>Designation</u>	<u>Projected Balance 4/30/19</u>
Net Unrestricted Assets*	\$1,784,035
Reserves	1,198,000
Residential Water Meter Replacement with Radio Read	<u>300,000</u>
Balance Available For Allocation	<u>\$286,035</u>

Notes:

*Does not include depreciation which posts to Net Capital Assets;
FY 18 depreciation expense = \$550,585

SANITARY SEWER REHABILITATION FUND
FINANCE AND FACILITIES PLAN
FINAL APRIL 30, 2019

<u>Designation</u>	Projected Balance <u>4/30/19</u>
Net Unrestricted Assets*	(\$26,483)
IEPA Loan Repayment-Dedicated Repayment Source	52,115
IEPA Loan-Dedicated to Sanitary Sewer System Maintenance	<u> -</u>
Balance Available For Allocation	<u>(\$78,598)</u>

*Does not include depreciation which posts to Net Capital Assets;
FY 18 depreciation expense = \$149,269

MFT FUND
FINANCE AND FACILITIES PLAN
FINAL APRIL 30, 2019

<u>Designation</u>	Projected Balance <u>4/30/19</u>
Fund Balance	\$89,506
No Projects Allocated	<u> -</u>
Balance Available For Allocation	<u><u>\$89,506</u></u>

PARKING FUNDS
FINANCE AND FACILITIES PLAN
FINAL APRIL 30, 2019

<u>Designation</u>	<u>Projected Balance 4/30/19</u>
 <u>MUNICIPAL CONTROL</u>	
Net Unrestricted Assets*	\$137,175
North Commuter Lot Resurfacing	47,850
Central Drive Lot Resurfacing	40,000
Library Lot Resurfacing	60,000
Merchant Lot Resurfacing	<u>20,000</u>
Balance Available For Allocation	<u>(\$30,675)</u>
 <u>GRANT CONTROL</u>	
Net Unrestricted Assets*	\$120,262
North Commuter Lot Resurfacing	7,150
South Commuter Lot Resurfacing	<u>125,000</u>
Balance Available For Allocation	<u>(\$11,888)</u>

*Does not include depreciation which posts to Net Capital Assets
FY 18 depreciation expense = \$4,710 (Municipal); \$8,240 (Grant)

TIF FUND
FINANCE AND FACILITIES PLAN
FINAL APRIL 30, 2019

<u>Designation</u>	Actual Balance <u>4/30/19</u>
Fund Balance	\$12,788
Development Consultant Advisory Services	<u>8,000</u>
Balance Available For Allocation	<u>\$4,788</u> #

#Other expenses budgeted in FY 20 = \$4,788

VILLAGE OF FLOSSMOOR
FUND BALANCE DISCLOSURES
FY 20 BUDGET
PAGE 1 OF 3

FUND BALANCE CHART

Projected and budgeted fund balances and net unrestricted assets (enterprise funds) for FY 19 and FY 20, respectively, follow on page 3 of the disclosure section.

GOVERNMENTAL FUND BALANCE CATEGORIZATIONS

Fund balance categorizations and Village Board action (if applicable) for each fund balance category at April 30, 2019 in conjunction with the approval of the FY 20 budget are as follows:

Nonspendable Fund Balance

Represents fund balances which are not available to be spent because of their form or because they must be maintained intact.

Restricted Fund Balance

Represents fund balances which are subject to externally enforceable limitations or result from enabling legislation adopted by the Village.

Committed Fund Balance

Represents fund balances that have self-imposed limitations put in place by formal action by the Village Board. The following is approved in conjunction with the FY 20 budget as committed fund balances at April 30, 2019.

Finance and Facilities Plan Set Asides

The set asides amounts disclosed in the Finance and Facilities Plan document which is included as an appendix in the FY 20 budget document are considered committed fund balances. The commitment of those fund balances can only be adjusted by Village Board action.

Assigned Fund Balance

Represents fund balances that have limitations due to being earmarked for an intended use. Authority to assign fund balances is designated to Village staff as disclosed in a later section.

Unassigned Fund Balance

Represents total General Fund balance in excess of nonspendable, restricted, committed and assigned fund balances. The categorization only applies to the General Fund. Unassigned fund balance is available and expendable for any General Fund purpose.

VILLAGE OF FLOSSMOOR
FUND BALANCE DISCLOSURES
FY 20 BUDGET
PAGE 2 OF 3

GOVERNMENTAL FUND FLOW ASSUMPTIONS

The Village's flow assumptions are stated in the FY 20 budget document to allow for application of GASB 54 in FY 19. The flow assumptions are based on GASB 54 definitions. The Village will spend the most restricted fund balances first; in the following order.

1. Restricted
2. Committed
3. Assigned
4. Unassigned

AUTHORITY TO ASSIGN GOVERNMENTAL FUND BALANCES

The Village Board's determination of authority to assign fund balances is stated in the FY 20 budget document to allow for application of GASB 54 in FY 19. Authority to determine assigned fund balances is conveyed to both the Finance Director and Village Manager/Treasurer.

From FY 11 budget document:

GOVERNMENTAL FUND BALANCE CATEGORIZATION

The Village Board in conjunction with approval of the FY 11 budget approves the following categorization of its fund balances based on pre-GASB 54 guidance.

Reserved Fund Balances:

General and Capital Equipment Funds – account for all items required to be reserved in accordance with GASB standards.

All other Governmental Funds – fund balance is reserved for the specific purpose of the fund to the extent that it is funded by a revenue source that is externally restricted for use.

Unreserved and Designated:

General Fund – All General Fund balances not reserved or undesignated (for the fund balance policy reserve); including the Finance and Facilities Plan set asides shall be reported as designated for construction projects. The set aside for the IEPA loan shall be disclosed with its own designation.

All other Governmental Funds – does not apply.

Unreserved and Undesignated:

General Fund – This represents the set aside in the Finance and Facilities Plan as disclosed in the FY 11 budget for "Reserves"; which represents the Village's fund balance policy.

Capital Equipment Fund – The entire Capital Equipment fund balance shall be undesignated but can only be used for capital projects.

VILLAGE OF FLOSSMOOR FUND
BALANCE DISCLOSURES
FY 20 BUDGET
PAGE 3 OF 3

GOVERNMENTAL FUNDS

	Fund	Projected	Projected	Budgeted	Budgeted
	Balance	Surplus/	Fund	Surplus/	Fund
<u>Fund</u>	<u>5/1/2018</u>	(Deficit)	Balance	(Deficit)	Balance
		<u>FY 19</u>	<u>4/30/2019</u>	<u>FY 20</u>	<u>4/30/2020</u>
General	\$ 5,602,054	\$ 503,521	\$ 6,105,575	\$ (2,593,088)	\$ 3,512,487
Motor Fuel Tax	74,363	15,142	89,505	19,468	108,973
TIF Area No. 1	36,621	(23,833)	12,788	(12,490)	298
Debt Service	365,962	40,881	406,843	(2,797)	404,046
Capital Equipment	2,237,014	557,113	2,794,127	(2,763,555)	30,572
Public Safety Donations	66,026	(3,829)	62,197	(11,000)	51,197
11-501 (J)	11,545	(500)	11,045	(1,200)	9,845
Drug Forfeiture	36,558	1,100	37,658	(4,950)	32,708
Public Art Program	74,216	(7,784)	66,432	(6,270)	60,162
Foreign Fire Insurance	51,705	20,388	72,093	(29,350)	42,743
E-911	-	-	-	-	-

FIDUCIARY FUNDS

	Fund	Projected	Projected	Budgeted	Budgeted
	Balance	Surplus/	Fund	Surplus/	Fund
<u>Fund</u>	<u>5/1/2018</u>	(Deficit)	Balance	(Deficit)	Balance
		<u>FY 19</u>	<u>4/30/2019</u>	<u>FY 20</u>	<u>4/30/2020</u>
Police Pension	\$ 14,595,771	\$ 543,011	\$ 15,138,782	\$ 445,527	\$ 15,584,309
Fire Pension	2,431,312	105,728	2,537,040	144,244	2,681,284

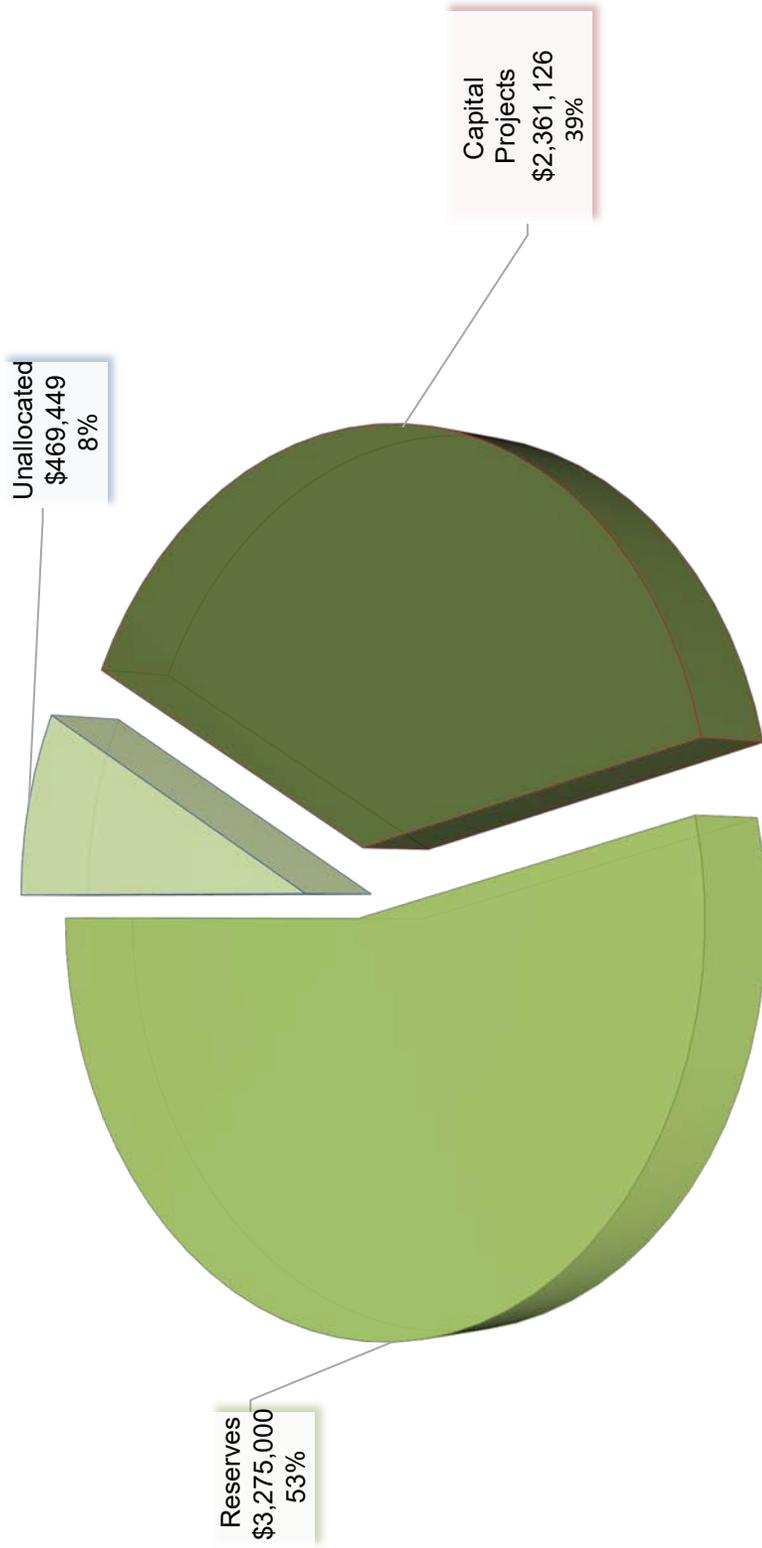
ENTERPRISE FUNDS

	Net	Projected	Net	Budgeted	Net
	Unrestricted	Surplus/	Unrestricted	Surplus/	Unrestricted
	Assets	(Deficit)	Assets	(Deficit)	Assets
<u>Fund</u>	<u>5/1/2018</u>	<u>FY 19</u>	<u>4/30/2019</u>	<u>FY 20</u>	<u>4/30/2020</u>
Water & Sewer	\$ 1,382,886	\$ 401,149	\$ 1,784,035	\$ (57,269)	\$ 1,726,766
Sanitary Sewer Rehabilitation	89,061	(115,544)	(26,483)	(9,036)	(35,519)
Storm Sewer	104,282	(44,272)	60,010	31,738	91,748
Municipal Control Parking Lots	158,102	(20,925)	137,177	19,060	156,237
Grant Control Parking Lots	68,563	51,699	120,262	43,640	163,902

NOTE: Enterprise Funds projected and budgeted surplus/(deficit) shown based on cash basis budget; actual impact to Net Unrestricted Assets will be adjusted for accrual basis.

SOURCE: FY 20 draft budget document and FY 18 CAFR.

GENERAL FUND FUND BALANCE ALLOCATION FY 2020



TOTAL: \$6,105,575

* Non-audited figures as approved in the Finance and Facilities Plan in the FY 2020 Budget

VILLAGE OF FLOSSMOOR FRINGE
BENEFIT ALLOCATIONS FY 20 BUDGET

Description	Account Number	Total Budget FY 20	Legislative 41	Executive 42	Finance 43	Pl & Zon 45	Police 48	Fire 49	PSRR 50	Ins Serv 53	PW Adm 55	PW Str 60	PW Snow 61	PW Hort 62	PW Tree 63	PW Wlot 64	
																	Allocation %
Health Insurance Allocation %	01-xx-2-590	1,135,000	-	34,050	158,900	-	488,050	113,500	68,100	22,700	22,700	227,000	-	-	-	-	1,135,000
		100%	0%	3%	14%	0%	43%	10%	6%	2%	2%	20%	0%	0%	0%	0%	0%
Life Insurance Allocation %	01-xx-2-591	4,190	-	293	503	84	1,508	503	251	84	168	796	-	-	-	-	4,190
		100%	0%	7%	12%	2%	36%	12%	6%	2%	4%	19%	0%	0%	0%	0%	0%
EAP & Wellness Allocation %	01-xx-2-592	27,000	-	1,350	2,970	540	10,260	2,970	1,890	540	1,080	5,400	-	-	-	-	27,000
		100%	0%	5%	11%	2%	38%	11%	7%	2%	4%	20%	0%	0%	0%	0%	0%
Unemployment Allocation %	01-xx-2-593	17,700	177	1,239	1,416	177	7,080	3,009	708	354	531	3,009	-	-	-	-	17,700
		100%	1%	7%	8%	1%	40%	17%	4%	2%	3%	17%	0%	0%	0%	0%	0%
Vill HSA Contrib Allocation %	01-xx-2-594	40,500	-	5,000	2,000	-	11,000	8,500	6,500	-	3,000	4,500	-	-	-	-	40,500
		100%	0%	12%	5%	0%	28%	21%	16%	0%	7%	11%	0%	0%	0%	0%	0%
Vill FICA Contrib Allocation %	01-xx-2-595	260,282	5,206	26,028	33,837	5,206	13,014	59,865	23,425	13,014	13,014	62,467	2,603	2,603	2,603	-	260,282
		100%	2%	10%	13%	2%	5%	23%	9%	5%	5%	24%	1%	1%	1%	0%	0%
Vill Med Contrib Allocation %	01-xx-2-596	90,716	907	6,350	7,257	907	35,381	13,607	5,443	2,721	3,629	13,607	-	907	-	-	90,716
		100%	1%	7%	8%	1%	39%	15%	6%	3%	4%	15%	0%	1%	0%	0%	0%
Vill IMRF Contrib Allocation %	01-xx-2-597	270,829	-	37,916	48,749	8,125	13,541	8,125	29,791	8,125	21,666	92,083	2,708	-	-	-	270,829
		100%	0%	14%	18%	3%	5%	3%	11%	3%	8%	34%	1%	0%	0%	0%	0%
Vill Pol Pen Cont Allocation %	01-xx-2-598	740,389	-	-	-	-	740,389	-	-	-	-	-	-	-	-	-	740,389
		100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Vill Fire Pen Cont Allocation %	01-xx-2-598	261,964	-	-	-	-	-	261,964	-	-	-	-	-	-	-	-	261,964
		100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Vill PEHP Cont Allocation %	01-xx-2-599	40,300	-	-	-	-	40,300	-	-	-	-	-	-	-	-	-	40,300
		100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

**IRMA PREMIUM ALLOCATIONS
FY 20 BUDGET**

Description	Account Number	Total Budget FY 20	Executive	Finance	PI & Zon	Police	Fire	PSRR	Ins Serv	PW Adm	PW Str	Allocation %
Work Comp	01-xx-4-640	117,000	2,340	2,340	2,340	8,190	45,630	2,340	2,340	2,340	49,140	117,000
Allocation %		100%	2%	2%	2%	7%	39%	2%	2%	2%	42%	
Liab Insurance	01-xx-4-641	78,000	1,560	1,560	7,800	6,240	1,560	1,560	1,560	1,560	54,600	78,000
Allocation %		100%	2%	2%	10%	8%	2%	2%	2%	2%	70%	
Total		195,000	3,900	3,900	3,900	15,989	51,871	3,900	3,900	3,900	103,740	195,000

VILLAGE OF FLOSSMOOR

FULL-TIME POSITION SALARY RANGES MAY 1, 2019 (2.75%)

	Entry Level <u>Salary</u>	Maximum Salary <u>(Goal)</u>	<u>Number</u>
<u>Village Manager's Office</u>			
** Village Manager	134,078	167,597	1
** Assistant Village Manager	111,246	139,058	1
** Communications Manager	56,650	70,814	1
<u>Finance Department</u>			
** Finance Director	111,246	139,058	1
** Assistant Finance Director	98,007	122,509	1
Accounting Clerk	50,739	63,423	2
General Finance Clerk	43,982	54,978	1
Cashier/Receptionist	43,982	54,978	1
<u>Fire Department</u>			
** Fire Chief	111,246	139,058	1
** Assistant Fire Chief	98,007	122,509	1
Shift Captain	77,170	96,462	3
Department Secretary (Fire)	47,284	59,105	1
<u>Inspectional Services Department</u>			
** Building & Zoning Administrator	98,007	122,509	1
Building & Zoning Coordinator	51,062	63,827	1
<u>Police Department</u>			
** Police Chief	111,246	139,058	1
** Deputy Chief	98,007	122,509	1
** Sergeant	91,941	114,926	4
Patrol Officer-Detective	59,147	94,948	2
Patrol Officer-Shift Leader	59,147	94,948	3
Patrol Officer-Acting Shift Leader	56,664	92,465	3
Patrol Officer	55,983	91,784	7
Community Service Officer	53,033	66,291	1
<u>Public Safety Reception & Records</u>			
Civilian Administrative Assistant Police	54,248	67,810	1
Records Clerk	48,758	60,948	3
<u>Public Works Department</u>			
** Director of Public Works	111,246	139,058	1
** Assistant Public Works Director	98,007	122,509	1
Forestry Maintenance Technician	62,233	77,791	1
Mechanic	70,524	88,155	1
Foreman	65,874	82,343	2
Utility Maintenance Technician	64,158	80,198	1
Maintenance Worker	57,282	71,603	6
Department Secretary	47,284	59,105	<u>1</u>
			<u>57</u>
** Exempt Position			

VILLAGE OF FLOSSMOOR

PART-TIME SALARIES

MAY 1, 2019

(2.75%)

<u>Position</u>	<u>Number</u>	<u>Eligible For ATB Increase</u>	<u>Pay Type</u>	<u>Wage Rate</u>	<u>Annual Hours</u>	<u>Budget FY 19-20</u>	<u>Dept. Totals</u>
<u>Executive</u>							
Temporary Assistant	1	Yes	Hourly	18.76	112	2,101	
Administrative Assistant	1	Yes	Hourly	26.26	1,508	39,608	
Program & Event Coordinator	1	Yes	Hourly	21.01	999	21,012	
							62,721
<u>Finance</u>							
Part-Time Assistant	1	Yes	Hourly	18.76	0	0	0
<u>Finance-Wat/Sew Adm</u>							
Meter Reader-Wat/Sw	1	Yes	sal nov-feb	430.04	9	3,870	
Bud: W=7256 S=2420			" mar-oct	341.51	17	5,806	9,676
<u>Police</u>							
Comm Serv Offr-A -3 yrs (imrf)	1	Yes	Hourly	21.83	1,180		
Comm Serv Offr-A -2 yrs (imrf)	0	Yes	Hourly	20.08			
Comm Serv Offr-A -1 yr (imrf)	0	Yes	Hourly	18.30			
Comm Serv Offr-B - 3 yrs	0	Yes	Hourly	21.83			
Comm Serv Offr-B - 2 yrs	0	Yes	Hourly	20.08			
Comm Serv Offr-B - 1 yr	1	Yes	Hourly	18.30	600	37,829	
Animal Warden	0	No	Hourly	8.25-9.00	0	0	
Crossing Guards	2	No	Daily	27.50	180		
Crossing Guards	2	No	Daily	25.00	180		
Crossing Guards	2	No	Daily	above rates	180	23,400	61,229
<u>Pub. Safety Records & Rec.</u>							
Records Clerk-A -> 5 yrs (imrf)	1	Yes	Hourly	28.32	1,000		
Records Clerk-A -3-5 yrs (imrf)	0	Yes	Hourly	25.48			
Records Clerk-A -< 3 yrs (imrf)	0	Yes	Hourly	22.64			
Records Clerk-A -training (imrf)	0	Yes	Hourly	16.99			
Records Clerk-B -> 5 yrs	5	Yes	Hourly	28.32			
Records Clerk-B -3-5 yrs	1	Yes	Hourly	25.48			
Records Clerk-B -up to 3 yrs	1	Yes	Hourly	22.64			
Records Clerk-B -in training	0	Yes	Hourly	16.99	2,500	110,966	110,966
<u>Fire</u>							
Summer Help	2	No	Hourly	8.25-9.00	890	8,000	
Duty Shift-Plan I Commander	10	Yes	Hourly	24.66			
Duty Shift-Plan II	31	Yes	Hourly	21.58			
Duty Shift-Plan III	4	Yes	Hourly	16.54			
Duty Shift-Plan IV	2	Yes	Hourly	14.18			
Duty Shift-Plan V	5	Yes	Hourly	11.83	6,264		
Duty Shift-Plan VI	1	Yes	Hourly	10.28			
Duty Shift-Sat & Sun	42	Yes	Hourly	11.28-22.58	2,496		
Duty Shift-Commndr Sat & Sun	6	Yes	Hourly	25.66		273,080	
Mechanic	0	Yes	Hourly	36.21		0	
Mechanic Helper	1	Yes	Hourly	33.98	93	3,000	
Temporary Assistant	1	Yes	Hourly	18.76	196	3,694	

<u>Position</u>	<u>Number</u>	<u>Eligible For ATB Increase</u>	<u>Pay Type</u>	<u>Wage Rate</u>	<u>Annual Hours</u>	<u>Budget FY 19-20</u>	<u>Dept. Totals</u>
<u>Fire-Continued</u>							
Paramedic- 0-3 yrs (85%)	6	No	Monthly	180.35			
Paramedic- 4-8 yrs	5	No	Monthly	212.17			
Paramedic- > 8 yrs	11	No	Monthly	245.91	12	48,058	
EMT- 0-3 years (85%)	10	No	Monthly	90.17			
EMT- 4-8 years	4	No	Monthly	106.08			
EMT- > 8 years	6	No	Monthly	122.95	8		
Photography Coord.	1	Yes	Annual	3,243	1	3,243	
Fire & Paramedic Calls	all	No	Per call/point				
-Lieutenant				18.00			
-Engineer				15.00			
-Firefighter EMT-Paramedic				12.00			
-Firefighter EMT-Basic				11.00			
-Firefighter				10.00			
-Probationary Firefighter				9.00	4,930	61,625	400,700
<u>Inspectional Services</u>							
Temporary Assistant	1	Yes	Hourly	18.76	311	5,836	
Structural Code Administrator	1	No	Review-hrly	60.00			
			Consult-hrly	25.00	300	7,000	
Electrical Code Administrator	1	No	Per review	35.00			
			Per inspec	35.00	300	10,500	
Plumbing Code Administrator	2	No	Per review	35.00			
			Per inspec	35.00	200	7,000	
Building Inspector	1	Yes	Review-hrly	19.45	464	9,019	
		No	Per inspec	35.00			
		Yes	Admin asst	19.45			
Property Maint Inspectors	2	Yes	Hourly	19.45	1,999	38,873	
Back-up Inspectors & Administrators	1		(At above part- time rates)				
							78,228
<u>Public Works</u>							
Temporary Assistant	1	Yes	Hourly	18.76	335	6,262	
Temporary Mechanic	2	No	Hourly	10.00-13.50	1,998	27,000	
Temporary Snow & Ice	0	No	Hourly	8.25-13.50	0	0	
Horticult. Workers-Seasonal	2	Yes	Hourly	12.77-18.27	1,250	22,840	
Horticult. Wrkrs-Part time	2	Yes	Hourly	14.97	0	0	
Crew Leader-Horticulture	1	No	Hourly	11.00-15.00	0	0	
Skill Laborer-Horticulture	2	No	Hourly	up to 10.50	0	0	
Summer Help-Pkwy Trees	1	No	Hourly	8.25-9.00	435	3,915	
Summer Help-Gen Clean Up	1	No	Hourly	8.25-9.00	435	3,915	63,932
<u>Public Works-Weedy Lot</u>							
Crew Leader	1	No	Hourly	13.50-15.00	999	0	0

<u>Position</u>	<u>Number</u>	<u>Eligible For ATB Increase</u>	<u>Pay Type</u>	<u>Wage Rate</u>	<u>Annual Hours</u>	<u>Budget FY 19-20</u>	<u>Dept. Totals</u>
<u>Public Works-Water Dist</u>							
Water Dist Summer Help	1	No	Hourly	8.25-9.00	435	3,915	
Crew Leader-Grounds	1^	No	Hourly	11.00-15.00	999	5,100	
Laborer-Grounds	1^	No	Hourly	8.25-9.00	0	0	
Crew Leader-Wat Sys	1	No	Hourly	11.00-15.00	999	15,000	
Skill Laborer-Wat Sys	0	No	Hourly	9.00-10.50	0	0	
Unskill Labor-Wat Sys	0	No	Hourly	8.25-9.00	0	0	24,015
<u>Public Works-Sewer Coll</u>							
Sewer Coll Summer Help	0	No	Hourly	8.25-9.00	0	0	
Crew Leader-Grounds	1^	No	Hourly	11.00-15.00	999	4,950	
Laborer-Grounds	1^	No	Hourly	8.25-9.00	0	0	4,950
<u>Public Works-San Sew</u>							
Crew Leader-Grounds	1^	No	Hourly	11.00-15.00	999	4,950	
Laborer-Grounds	1^	No	Hourly	8.25-9.00	0	0	4,950
<u>Municipal Parking-Comm Acc</u>							
Part-time Comm Access	1	No	Hourly	11.00-15.00	999	15,000	
Temporary Comm Access	0	No	Hourly	11.00-13.50	0	0	15,000

^Position paid from more than one department