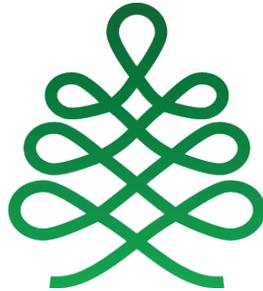


**Village of Flossmoor  
Annual Operating Budget**



**FLOSSMOOR**

*Welcoming. Beautiful. Connected.*

**Fiscal Year  
2020 - 2021**



# VILLAGE OF FLOSSMOOR, ILLINOIS

## ANNUAL OPERATING BUDGET FISCAL YEAR 20-21

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# FLOSSMOOR

Welcoming. Beautiful. Connected.

## Village of Flossmoor

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## Village Clerk

Ananda Billings

## Village Manager

Bridget A. Wachtel

May 1, 2020

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, 2020 and ending April 30, 2021. 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 2021. 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 Fiscal Year 2022. 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 2020 ACHIEVEMENTS**

Fiscal Year 2020 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 COVID-19 pandemic related economic downturn, 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. As the reader will note later in the message, those concerns became magnified at the turn of the fiscal year with the pandemic and the stay-at-home order. The financial impacts of social distancing and waiving various fees has the potential to have a significant impact on the budget.

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; various fee and fine increases as part of the Municipal Code Update Project and most recently, an increase in parking fees. “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 Village was once again challenged to meet an upcoming period of instability with the COVID-19 pandemic as the budget was being finalized. In response, with the presentation of the final budget, staff presented a contingency plan that includes anticipated revenue loss and an incremental response plan.

Both as part of the strategic planning process and even as recently as contingency planning on the pandemic, the Board is committed to our high quality services and agreed that a reduction in services is a “last resort.” Over the years, they have 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.

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 outlot, there was space for two additional users and over the past year, Captain Hook's and Jersey Mike's restaurants both opened. Special use permits have also been approved for Vet IQ, a veterinary care office inside Meijer and a Tesla car charging station in the Meijer parking lot. Construction completed on VetIQ and the Tesla project was well underway before fiscal year end. The Village had 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.

A Request for Qualifications for the Village-owned properties was issued with no immediate response, but the Village will continue to market the properties. 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.

Also this year, the Center for Dental Excellence completed a substantial expansion project after having purchased the former Great Lakes Bank building to the north. This full-service dental practice expanded by 4,350 square feet and now includes orthodontia and dental surgery. Construction also continues on the renovation at 2635 Flossmoor Road for an orthodontics office as well.

Downtown Flossmoor is anchored by three thriving restaurants and a mixture of retail and professional services. Unfortunately, one of the largest tenants, Coldwell Banker, left last fall, and the space is yet to be filled. A smaller storefront previously occupied by a children's clothing store is now occupied by a local realtor, HF Homes, and a home goods boutique, Gypsy Fix. Two salons were slated to open prior to the pandemic, Glow Salon in Flossmoor Commons and Little Fern in downtown Flossmoor. Finally, a banquet/event facility is also slated to open in Flossmoor Commons once social distancing restrictions are lifted.

Also this past year, the Village approved a concept plan for the Village owned properties on Flossmoor Road just west of downtown. Ideally, the Village would like to see a mixed development with commercial on the first floor and residential above.

Finally, with the State legalization of cannabis for recreational use, staff worked with the Plan Commission and Village Board to adopt zoning regulations to permit one dispensary in either the B-3 or B-6 zoning districts on Vollmer Road. The Board also adopted a local cannabis tax which would take effect if a dispensary opened in Flossmoor, and the tax would be applied to sales at that dispensary.

### **Public Works Department**

Thanks to a voter approved referendum in 2012 for \$7.28 million in General Obligation Bonds, the Village was able to replace six miles or approximately 10% of the Village's poorest performing water main throughout the community in 2013 and 2014. By replacing this main, the Village was able to reduce water loss due to leaks, improving our ability to access and service water mains, and increasing water flow to fight fires. At the same time, a leak was discovered in the Vollmer Road Reservoir, and crack repair and other rehabilitation was completed. As a result of both of these improvements, pumpage has significantly decreased and the correlating financial impact to the Water and Sewer fund has had a positive benefit. Assuming these trends continue over time, the financial health of the fund will improve and ultimately have a positive impact on water rates.

A project that has risen to the forefront of our priorities is the Village's water supply. A significant amount of time and effort has been spent working with consultant engineers to evaluate the Village's option for securing a new water supply contract with a new supplier. Over the past year, the Village has narrowed its connection options with the intent to ultimately secure a supply through Chicago Heights and the City of Hammond. More work will continue on this legacy decision over the next year with the goal of switching suppliers in 2022. This decision will impact the Village for the next twenty to forty years, if not longer.

Another water related project the Village had been set to undertake is the replacement of all the small (residential) water meters and converting to a radio read program. The Village had 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. Two factors have delayed this project from moving forward at this time. First, the Village is converting its financial software, which includes the utility billing system; converting the billing data and the usage data (the meter reads) at the same time could lead to significant problems. Second, although the upgraded meters will lead to improved financials, the cash outlay is significant and needs to be carefully timed. With the financial impact of the pandemic, it is likely that this project may be further delayed.

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 I design engineering to be completed in the coming months with the anticipation of starting and completing the Phase II engineering in Fiscal Year 2021.

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. 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 covers 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 2021 having been delayed by responding to the pandemic. The Village's application for a second Invest in Cook Grant for Phase II Engineering was unsuccessful, but the Village will continue to seek project funding to offset this significant capital investment.

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. To this point, the COVID budget contingency plan calls for an immediate halt to any large capital projects as the first step in response to any revenue shortfalls as a result of the pandemic.

### **Fire Department**

During the past calendar year, the Fire Department responded to 1288 paramedic calls and 432 fire calls. This service demand represents a 16.04% increase and a 0.23% decrease respectively from last year's service needs.

In January, Fire Chief Sewell retired, but a recruitment is yet to be underway given the pandemic. Retired Chief Berk joined our staff as Interim Chief in April for up to a year to provide the Village the needed stability and leadership during this time, for which we are most appreciative. Permanently filling this position will be a goal in the new fiscal year.

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). Following the analysis of adding full-time staffing and the offsetting contractual costs and the successful receipt of a FEMA SAFER grant, the Village hired two additional Captains for a total of three full-time Captains. During their first year, the Captains worked with department management on a comprehensive review of the Standard Operating Guidelines. Each Captain oversees a critical function of the department: training, fire prevention and education and emergency medical services. Acclimating those individuals and the full-time position into our organization remains ongoing.

Another Fiscal Year 2020 goal was 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 and finally received an Assistance to Firefighters Grant to offset the majority of this nearly \$200,000 investment. Finally, after delays in production and the COVID pandemic, at the beginning of Fiscal Year 2021, 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.

### **Building and Zoning 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 2019, the Inspectional Services Department issued 751 permits (\$103,276 in permit fees) compared to 733 permits in the previous year for new construction, additions and alterations. The total taxable construction value was \$5,230,390 in 2019 compared to \$6,479,150 in 2018. While there were no permits issued for new single-family dwellings in 2019, the department issued more permits for additions/remodels (239) than in 2018 (209), representing an 14% increase. These statistics reflect that while there was a reduction in the total taxable construction value in 2019, the reduction was entirely due to fewer commercial alterations and that residents continue to invest in their property with building improvements. The total number of inspections performed in calendar year 2019 was 1,017 which was comparable to the 1,019 performed in 2018.

In addition to conducting plan reviews, issuing building permits and performing building inspections, property maintenance staff issued 487 written violation notices in calendar year 2019. When compliance was not met upon follow-up, 96 citations were written requiring additional follow up and adjudication.

Relatedly, the Village entered into an agreement with ProChamps for the registration of vacant and foreclosed properties which is proving to be a valuable tool in the ability to identify and contact responsible property owners or agents.

In conjunction with the financial software upgrade, the Village approved the purchase of new community development software which when implemented in Fiscal Year 2021 will provide many of the newer technologies including online submittals and permitting, remote field inspection input, integrated plan review and a citizen request function. The new software will greatly streamline function in the department enhancing the inspection process for not only construction projects but property maintenance inspections as well.

Looking ahead to Fiscal Year 2021, the Inspectional Services Department has a few objectives in addition to routine functions. Staff has been developing a policy and procedures manual as time permits; with the transition of property maintenance functions to this division, these functions need to also be incorporated into the manual. Also, staff would like to revisit a rental property registration and business registration program. 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 2020, Chief Pulec announced his retirement from the department resulting in a full recruitment of the Village's next Police Chief. Deputy Chief Kamleiter was selected as Chief of Police following the rigorous search. The appointment resulted in the selection of Sergeant Clint Wagner as Deputy Chief and the creation of a new position, Commander, which was filled by Sergeant Keith Taylor. These appointments in turn caused the need for an updated sergeants eligibility list using the services of Board of Fire and Police Commissioners and C.O.P.S. and F.I.R.E. testing. The end result was Officer Mark Cagle appointed Sergeant on May 1. Two officer positions are currently vacant and will be replaced later in the fiscal year pending the Village's financial position with respect to the COVID recovery.

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. One sergeant attended the Northwestern University's Center of Public Safety Executive Management Program. Two officers completed Special Weapons and Tactics (S.W.A.T.) course, bringing the department total to fifteen officers trained and certified in this program which far exceeds the standard of most departments. Two additional officers are scheduled for the next session. The department also hosted several agencies in the area for Managing Implicit Bias for Law Enforcement with the Anti-Defamation League in which every member of the department participated. These trainings are in addition to the mandated and routine training in which members of the department participate.

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. To further support the Flossmoor Police Department's commitment to community relationships, Chief Kamleiter collaborated with local minority leaders, the NAACP and the Illinois Association of Chiefs of Police to recognize and implement the principles and guidelines of the Ten Shared Principles. The Police Department adopted the principles and made them a part of the department policy and vision. Community partnerships also extended to the first half-marathon in the Village, the Hidden Gem. The department's successful collaboration with I.L.E.A.S., mutual-aid from surrounding communities and citizen partnerships fostered a safe environment during this major event.

The Police Department was actively involved with Village administration and the Village Attorney to ensure that the community's quality of life issues were held to the highest regard with the legalization of cannabis and the local legislation that was adopted. Department management also worked closely with Homewood Flossmoor High School addressing staff and students on the law and consequences of illegal use.

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 with table-top discussion on crisis management with an update to their crisis plan.

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.

A couple of major equipment purchases are scheduled for the new fiscal year. Those include replacement of the closed circuit security system and an unplanned upgrade in the portable radios as a result of a mandate from Cook County.

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 one auditor adjustment for the previous fiscal year. This follows four of five years in a row of zero auditor adjustments, which given our staff size and workload is very impressive.

An outstanding goal for several years is the development of an RFP document and plan to replace the Village's financial management software, a project which will impact all departments. 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. The conversion was well underway in Fiscal Year 2020 and will continue into Fiscal Year 2021. In addition to installation, configuration and programming, implementation will include data conversion, training and likely changes to policies and procedures. In conjunction with the BS&A implementation, the Village has engaged one of their third-party vendors, InvoiceCloud to provide a new customer payment portal. The direct integration between the two systems will provide the Village real time customer updates for accounts and invoices. InvoiceCloud will allow customers to access information and make payments from a variety of devices including mobile technology as well as offering the option of going paperless and/or automated payments. Implementing all of this technology is a major priority in the new fiscal year.

The Village began to feel the impact of the latest major GASB overhaul with the mandatory implementation of GASB 74 in Fiscal Year 2018 and 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 and 75 created sweeping accounting changes and workload impacts. The audit for Fiscal Year 2020 will require the implementation of GASB 84 which addresses the accounting for fiduciary activities. The standard will have direct impact on the Village as Deposits Fund will now have financial activity statements and new accounting requirements, presentation of the pension funds will be impacted and the 457 and PEHP plan

might also be forced onto the financial statements. Correct implementation will be vital to the Village's ability to sustain its CAFR award as well as the S&P rating.

Finally, the Village Board has set a strategic goal of a November 2020 referendum for the purpose of a general obligation bond issue for street replacement and improvements. If undertaken, the bond issue will be a major project and include a Standard & Poor's rating review.

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. This year, the Finance Department's role includes monitoring and adapting to the COVID financial impacts.

### **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.

One elected trustee, one appointed trustee and an appointed Village Clerk joined the Village Board in May 2019. The Village Manager's Office along with all of the departments led a new board members' acclamation with an orientation.

Other initiatives that the Village Manager's Office facilitated were related to Diversity and Inclusion, beginning with a response to the racist incidents involving a Flossmoor resident and HF students in the May of 2019. In response, the Village coordinated with the Anti-Defamation League and our intergovernmental partners to host the ADL's State of Hate presentation at Village Hall. In addition, the Village participated in a community-led discussion on race relations in an effort to heal from both events. To further support this initiative, staff developed a new supply chain diversity program, hosted new events for Pride and Hispanic Heritage Month and examined and implemented new recruiting strategies to attract a more diverse pool of applicants for Village positions. In support of the Village's strategy to improve communications with the community, staff completed the upgrade of the Village's website and worked with Tiny Bold Creative to develop a marketing and awareness campaign which will be rolled out this summer.

The Village Manager's Office also led the coordination and planning effort with the Village departments and the Hidden Gem Committee on the inaugural Hidden Gem Half Marathon, including route planning, permitting and traffic management. In September 2019, the Village responded to a devastating flood event throughout Flossmoor; although the Village's application for a disaster declaration was ultimately not successful, staff mobilized quickly to develop a comprehensive record of the damage, meet with the business community, meet with State legislators and ultimately move forward with a handful of grant applications for stormwater management infrastructure.

Staff also led the 2020 Census awareness campaign for which the Village received a grant to produce two social media videos and print door hangers to educate residents on the importance of participating in the census. Staff also worked with volunteers and a hired architectural firm on the Flossmoor History Project to inventory and document Flossmoor homes and buildings fifty years and older. The completion of this project will extend into Fiscal year 2021.

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. While the Village's Personnel Manual received a comprehensive update in 2019, additional policy review extended into Fiscal Year 2020 including the development of the Families First Coronavirus Response Act policy. Following the replacement of work stations and updates to the network infrastructure in Fiscal Year 2019, replacing the Village email server and phone system are objectives for Fiscal Year 2021.

### **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 two years ago 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. Unfortunately, as of the writing of this document, the Village's events from March through June have been postponed or cancelled with uncertainty on the remainder of events that will be held the rest of the year, including Flossmoor Fest. In response, staff is designing virtual events to engage the community during this difficult time.

The Art Commission brought two new Terry Karpowicz pieces to the Village this year past year, although both have yet to be installed because of the pandemic. Both "Totem" and "Mount" will be installed in Ballantrae Park this summer.

### **EFFECT OF THE ECONOMY**

At the turn of the fiscal year, in the midst of a pandemic, the state of the economy is at the foremost on our minds. The financial impact of the pandemic will have devastating effects on all sectors of the economy for what looks to be multiple years. Despite a loss or stagnation in various revenues that are dependent upon the regional and/or national economy, the Village has been fortunate not to have had to make any draconian changes in service since the most recent recession, a goal that remains prominent for the Village Board.

For several years, 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 2020 budget experienced a 5% reduction in income tax which had an immediate revenue loss of \$45,000. A new Governor was able to advance a robust Capital Bill with several members initiatives, and along with new gaming revenues and the legalization of recreational cannabis, the start of the Fiscal Year 2020 looked promising for local municipalities to fund infrastructure projects and acquire new revenue. Unfortunately, the fruition of this legislative initiative did not come quickly enough. The fiscal year was overshadowed in the last quarter with a global pandemic in which Cook County and the south suburbs were a hotspot of incidences. The turn of the fiscal year brings uncertainty both at the State and local level.

Locally, the Village's economy has continued 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 Village will need to continue with constant and consistent revenue and expenditure monitoring over this unprecedented time of a global pandemic and the financial impact on our national, state and local economy.

Despite the economic turmoil that has surrounded the Village in national, state or even local episodes over the past several years, we have been able to appropriately respond to the financial concerns that have arisen. 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. The Village's planned approach in the midst of the pandemic is no different, slow down of capital improvements and capital equipment replacement prior to any cuts in operational programs and services, will be the general approach.

**FISCAL YEAR 2021 OVERVIEW**

The Village continues to have healthy financial reserves with a projection of \$5,417,861 in General Fund balance at April 30, 2020. Of this amount, the Village's Reserve Policy will require us to dedicate \$3,338,000 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**

**FY20 PROJECTED GENERAL FUND OPERATING BUDGET SUMMARY**

Operating Revenues	\$10,384,667
Operating Expenditures	\$10,565,713
Net	\$ (181,046)

For Fiscal Year 2020 we are projecting a small deficit of \$181,046 in General Fund fund balance; however, this calculation is much improved compared to a budgeted operating deficit of \$581,914 inclusive of budget amendments.

The following is an analysis of operating revenues in Fiscal Year 2020. Property taxes are a major revenue source. The 2018 property tax levy extension was less than the 2018 levy for capped funds, all of which was absorbed by the corporate, police and fire protection levies. Additional new property from commercial development was not recognized in the 2018 levy year. In addition, the actual levy received includes a 1% uncollectable factor resulting in the Village projecting to receive approximately \$91,000 less than budgeted for property taxes. Telecommunication taxes are projected to be \$68,000 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. Administrative tow fees are projected to be \$32,000 less than budgeted due to decreased activity in Fiscal Year 2020. Staffing issues discussed above have resulted in fewer total shifts worked in the year which has a direct impact on productivity statistics. Ingalls level of assessment and market value has been reduced thereby decreasing their Class 8 reimbursement to the Village. The payment made in Fiscal Year 2020 is \$21,000 less than budget. Vehicle sticker revenue is \$13,000 less than budget. The budget was likely overestimated for Fiscal Year 2020 as last year was a merge year with the Secretary of State's database which usually brings additional compliance.

At fiscal year end, the Village is projecting an increase in a few other revenues compared to budget. 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 2020 projections to be \$74,000 greater than budget (\$11,000 of which is non-home rule sales tax) for a total of \$1.275 million in sales tax revenue. The Village has increased its sales tax by 85% since Fiscal Year 2018. Utility taxes are projected to be \$25,000 more than budget which was generally impacted by the warmer weather in the summer of 2019. Further, the State income tax is projected to above budget by 2.3% or \$21,000. This is a per capita revenue and is

considered our third largest revenue source outside of property taxes and sales tax. The amount projected to receive is \$919,000. The local use tax is also projected to be higher than budget by \$20,000, a portion of which is impacted by the Wayfair sales tax decision. Interest and unrealized gains associated with the IMET recovery of a liquidating trust is together projected to bring another \$29,000 in revenue in Fiscal Year 2020. Court fines are anticipated to be \$13,000 more than budget by fiscal year end which is attributable to both court and adjudication fines consistently trending higher. In addition, special police services is projected to be approximately \$10,000 more than budget as a result of more school details. Ambulance fees are trending higher than budgeted, and it is anticipated that the Village will realize an additional \$50,000 in revenue simply as a result of an increase in service. Finally, the Village contracted with ProChamps this year to manage the registration of contact information for vacant and foreclosed properties. Along with a change in fee structure, the Village anticipates receiving an additional \$15,000 in registration fees.

Savings in operational expenditures during Fiscal Year 2020 compared to budget is significant in the projected amount of approximately \$359,000. Operating expenditures were originally budgeted at \$10,924,699 inclusive of budget amendments, and staff projects total operating expenditures to be \$10,565,713 at fiscal year-end. Personnel vacancies and turnover in several departments had a significant impact on budget savings. Specifically, personnel turnover and vacancies in the Police Department had a significant impact on budget savings this year. With the retirement of the Police Chief, there was a period of vacancy that created savings across several salary line items including Chief, Deputy Chief, and Sergeant. The appointment/promotion of a new Police Chief also resulted in an organizational change with the creation of a Commander position and the reduction in the number of Sergeants by one. The total savings across all these line items, inclusive of adding a new rank, is anticipated to be \$104,277.

Personnel related expenses in the Fire Department are also anticipated to contribute to the expense savings this fiscal year. The retirement and subsequent vacancy in the Fire Chief position is anticipated to translate into a \$26,000 savings. The introduction of the full-time captain positions includes a new salary line, Special Shift Pay, which has immature history from which to draw upon. The department's experience over this past year in using this pay to cover paid time off and other training did not materialize to the extent anticipated; a \$52,000 savings is projected in this line. Finally, our paid-on-call response has continued to decline, impacting the "call and training" pay by a projected \$24,000.

Across departments part-time personnel vacancies also contribute to projected savings. These are cases where positions were unfilled or budgeted hours were not expended. In total, there is a projected savings of approximately \$60,000.

Several benefit line items are impacted at least in part, by the staffing census and vacancy periods. Health insurance renewal was a significant savings, with an 7.25% budgeted increase versus a 0.014% actual renewal. Savings was also impacted by census changes and vacancies. The total projected savings is \$75,000. In addition, those line items include FICA, Medicare, Unemployment Contribution, IMRF (the pension plan for full-time employees who are not sworn police or fire personnel) and the EAP and Wellness Program. The Fiscal Year 2020 budget is based on full staffing levels, while projections are based on actual census and salary assumptions not realized. Savings across all these lines is projected to be \$25,127.

The Board Contingency Fund, which funds special projects of the Board, is anticipated to be \$15,000 under budget. Usually, this fund is budgeted at \$10,000 and has been used for projects such as strategic planning facilitators or referendum education materials. For Fiscal Year 2020, staff carried over \$10,000 with the intention that those monies would be used toward furthering our strategic priority of diversity and inclusion. With additional costs associated with Flossmoor Fest, Community Relations activities and Brewfest, staff held back on spending this money this year.

Computer network maintenance is also projected to be less than budgeted this year due to fewer hours expended as a result, in part, of the financial software implementation schedule. The projected budgeted savings is approximately \$32,000.

The Share the Cost Tree Planting Program is projected to end the year \$10,000 under budget, but this is offset by a projected loss of \$5,000 in revenue. The Village has experienced a decreasing participation in this program over time and yet, there is an annual tree canopy loss that is unfortunately not being fully replaced. Public Works, in conjunction with the Green Commission, is implementing changes to this program for this upcoming year which will hopefully increase the Village's tree canopy.

Very few expenses are projected to be over budget for Fiscal Year 2020. Following the arbitration award for the police officers' contract, the Village had two years of retroactivity to pay plus higher Fiscal Year 2020 wage increases. The cumulative effect is projected to be \$80,000. Police Department overtime is also projected to be over budget this year in the amount of \$48,000 due to a few reasons including school details (which are reimbursed), arrest overtime and fewer officers due to retirements, illness and injuries.

Fire Department vehicle maintenance is anticipated to end the fiscal year about \$28,000 more than budget. This fiscal year, the department has experienced some costly component failures to the apparatus including \$15,000 in repairs to the aerial, over \$7,000 to Engine 19 and another \$4,500 to Squad 19.

Engineering professional services is projected to be approximately \$16,000 more than budget. Additional studies were performed this year including storm drainage on Douglas. Finally, Public Works overtime is anticipated to be approximately \$12,000 more than budget due to storm event response and additional festivals.

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

FY20 PROJECTED GENERAL FUND BALANCE TOTAL SUMMARY

Total Revenues	\$10,749,317
Total Expenditures	<u>\$10,814,092</u>
Net	\$ (64,775)

Including non-operating and one-time capital expenditures for Fiscal Year 2020, the total revenues compared to total expenditures for that fiscal year results in a small projected deficit in fund balance in the amount of \$64,775. This projection is in comparison to the budgeted use of \$2,686,382 of fund balance at the time of budget preparation, of which approximately \$2,104,468 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 2020 at a budgeted cost of \$1,726,577. The Dartmouth Bike Bridge Reconstruction budgeted in the amount of \$500,000 has also been deferred; the Village remains hopeful to identify a grant to offset these costs. The Fiscal Year 2020 budget included \$250,000 for improvements to the Village Hall Municipal Complex. However, due to a setback with unfavorable bid results, none of these funds will be spent this fiscal year.

One-time purchases or non-operating expenses also affect the total fund position. Two department modules were purchased with the new financial software, a citizen request module and a community development module. At the time of Board approval, the budget was amended to include these purchases but now the implementation schedule will also cross budget years. Therefore, \$37,000 of this expenditure will not be realized in Fiscal Year 2020 but rather expended in Fiscal Year 2021. Another non-operating expense is the Center for Dental Excellence economic development incentive whereby the Village reimbursed permit fees in the amount of \$9,000. Finally, some board room and conference room furniture was replaced this year, and more chairs and conference room furniture is scheduled for replacement next fiscal year.

This single year snapshot analysis shows that we spent slightly more in fund balance than we projected to receive in revenue but far less than we budgeted. 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 2021 operating budget, inclusive of pandemic impacts as of late April 2020.

FY21 GENERAL FUND OPERATING BUDGET SUMMARY

Operating Revenues	\$10,316,625
<u>Operating Expenditures</u>	<u>\$11,229,284</u>
Net	\$ (912,659)

FY21 GENERAL FUND BALANCE TOTAL SUMMARY

Total Revenues	\$10,646,564
<u>Total Expenditures</u>	<u>\$13,163,285</u>
Net	\$(2,516,721)

At the time of initial budget preparation, staff anticipated an additional \$405,740 in operating revenues, and as a result of the pandemic, that revenue growth fell to a budgeted deficit of \$26,160 in General Fund operating revenues. In combination with a growth in expenditures, the net operating position in Fiscal Year 2021 compared to Fiscal Year 2020 is budgeted to fall by \$475,159. Some revenue is budgeted at higher amounts in the Fiscal Year 2021 budget compared to Fiscal Year 2020. Sales tax, including non-home rule sales tax, in Fiscal Year 2021 had been anticipated to be \$133,000 more than Fiscal Year 2020 as both the Meijer and other outlots continue to perform well, and the increase included new revenue from Dunkin' Donuts and budgets four months of the impact of the Wayfair decision which is supposed to move from Local Use Tax to Sales Tax effective January 1, 2021. As a result of the impact of COVID, these budgets were reduced to \$1,148,000 (\$186,000 decline). The new local MFT tax, which will be implemented July 1, 2020 will help offset the annual street maintenance program, had been budgeted at \$30,000, but as a result of social distancing during COVID and the Restore Illinois period, this budget was reduced to \$25,600.

Personal Property Replacement Tax is budgeted \$16,000 more than the Fiscal Year 2020 budget which is based on IML estimates. Property taxes are budgeted at \$108,000 more than Fiscal Year 2020. The 2019 levy took the approach of maximizing the levy by including CPI increases and new property increment still to be captured from the construction of 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.

State income and local use tax had been budgeted \$158,000 more than Fiscal Year 2020 based on IML per capita data. Of that, income tax had been budgeted at \$108,000 more than last year and local use tax is budgeted at \$50,000 more. Anticipating a State grab at the LGDF and declining income as a result of the pandemic, the State income tax revenues were decreased to \$906,000 (\$107,000 decline).

The utility tax is budgeted \$20,000 more than in Fiscal Year 2020 which is mainly attributable to trending weather patterns. Rich Township increased its levy which impacted the Village's share of the Road & Bridge

tax with an increase of \$18,000. Ambulance fees are also anticipated to continue to trend upward in growth with a \$13,000 budgeted increase.

Of those revenues that are regular and reoccurring, there are only a couple major revenues that are budgeted less than Fiscal Year 2020. Telecommunication tax is budgeted to continue to decline due to economy, bundled plans and collections by the State resulting in the Fiscal Year 2021 budget \$68,000 less than Fiscal Year 2020. The Residential Electrical Aggregation Program is expected to discontinue after this year. Should that happen, the Village will no longer receive a civic contribution to offset the administration of the program. We have conservatively budgeted this \$30,000 loss. Administrative tow fees are budgeted \$10,000 less than this year due to trend in activity.

There are only a few expenses less than the Fiscal Year 2020 budget. One of the most significant impacts on the Fiscal Year 2021 budget is the General Fund contribution to the Annual Street Maintenance Program. With the State's increase in the MFT formula, the Village anticipates receiving an additional \$146,000 in MFT monies. The Village also passed a local MFT ordinance. The Village Board remained committed to funding an equivalent street resurfacing program as it had for the previous couple of years, which has required a significant General Fund contribution; although less than Fiscal Year 2020, the Board committed \$150,000 in General Fund monies to be able to fund a \$450,000 program in Fiscal Year 2021. As a result of the financial impact of the pandemic, staff proposed and the Board agreed to two smaller resurfacing programs, the first of which will be fully funded by MFT funds in order to preserve any General Fund contribution to the street resurfacing program as part of the pandemic contingency plan. Both the Board Contingency Fund and the Marketing budget return to pre-Fiscal Year 2020 budgeted amounts with a combined budgeted savings of approximately \$23,000 compared to Fiscal Year 2020. The Share the Cost Tree Planting Program has been replaced with a Village-sponsored Tree Planting Program. The budget impact is a savings of \$10,000.

Usually, 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. The schedule and calculation is reviewed each year to capture deferrals, changes in pricing, additions and removals of capital equipment. At the time of budget preparation, it was anticipated that this contribution would decrease by a little more than \$100,000. As a result of the pandemic and its impact on the efficiency and normalcy of our operations, several items were last minute carryovers to Fiscal Year 2021. Re-budgeted to the new fiscal year, these replacements will be an impact on cash flow with a positive impact on Fiscal Year 2020. At the time of the budget approval, the General Fund contribution decreased by \$172,000.

There are several expenditures that are budgeted in Fiscal Year 2021 greater than what was budgeted in Fiscal Year 2020. A budget to budget comparison shows a \$65,000 increase to the Village's IMRF contribution. Staff anticipated this increase last year after receiving an artificially low contribution rate following IMRF changing actuary assumptions. The Fiscal Year 2021 funding is in-line with pre-FY 20 funding levels. The Village's workers compensation and liability insurance premium for Fiscal Year 2021 is \$52,000 greater than Fiscal Year 2020 due to a premium increase and a slight increase in the Village's claims experience modifier plus there is less available surplus to apply to the Fiscal Year 2021 premium. FOP negotiations will commence in Fiscal Year 2021 so additional legal funds have been budgeted. Building maintenance contracts are budgeted \$10,000 more than in Fiscal Year 2020 but this reflects actual expense. Finally, Fire Department professional services has been conservatively budgeted to accommodate for the recruitment of a Fire Chief and if needed, an Assistant Chief and Captain.

Finally, the Fiscal Year 2021 budget includes several 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 2021 budget includes the Water Meter Replacement Project as discussed above. While we have 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, assuming that the financial software conversion is complete and the Village is

confident to move this project forward. The reader will further note that the project is primarily funded out of the General Fund with only a \$300,000 portion out of the Water and Sewer Fund. The Village can reimburse the General Fund over time through the operating transfer.

The Village Hall Complex has several facility needs, and the Village Board has allocated \$250,000 toward 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. High bids prevented this project from moving forward last fiscal year. While a set aside remains in Fiscal Year 2021, additional thought needs to be had to move this project forward in an affordable way, and given the pandemic, the reality is that this project may not move forward in the new year.

Over the last several 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, the Village has budgeted additional monies for the annual Street Resurfacing Program in the General Fund, which also occurred this year. This year's MFT budget includes additional revenues as a result of a legislative change in the MFT rate which was long overdue, only to have this crisis resulting in social distancing and a shelter-in-place order impacting the public's daily driving to work and other activities. As the Board discussed the COVID contingency plan, they agreed to two smaller street rehabilitation programs – one this summer and one in the spring – with the thought to pull back the spring project if the financial picture is bleak. With respect to a comprehensive street program, during budget deliberations, the Board discussed current debt obligations and future financing options and remain committed 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 this summer with additional consideration to competing infrastructure needs like stormwater management as well as the state of the economy.

The reader will note that the Capital Plan identifies a handful of other capital infrastructure projects that are dependent upon an outside financial source such as the Phase IV Sanitary Sewer Rehabilitation Project, Dartmouth Bike Bridge and Bank Stabilization Project, and the Phase II engineering for the Central Business District Roadway, Pedestrian and Streetscape Improvements.

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 \$993,590. Our major fixed costs represent approximately 91% 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. In a financial response to the pandemic, should the Village exhaust options like deferring capital projects and equipment, the reader can see how quickly the Village would need to redefine services to have a meaningful impact on operating expenses, if needed.

FY21 GENERAL FUND OPERATING COSTS LESS MAJOR FIXED COSTS

Operating Expenditures	\$11,229,284
Personal Services	(\$ 6,322,272)
Fringe Benefits	(\$ 3,107,349)
Fire Contract Personnel	(\$ 559,073)
<u>IRMA Premiums</u>	<u>(\$ 247,000)</u>
Net	\$ 993,590

**Water/Sewer**

The following is a summary of our Water/Sewer Fund operating funds for Fiscal Year 2020 followed by a summary for the fund in total.

**FY20 PROJECTED WATER/SEWER OPERATING BUDGET SUMMARY**

Operating Revenues	\$3,553,724
Operating Expenditures	\$3,421,117
<hr/>	
Net	\$132,607

**FY20 WATER/SEWER TOTAL FUND SUMMARY**

Total Revenues	\$3,556,041
Total Expenditures	\$3,573,617
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Net	(\$17,576)

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 two years is significant and a welcome turnaround. For several 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! Over the past year, that statistic has fallen slightly to 75%. The Village can confidently say that the Water Main Improvement Program has been effective in mitigating the costs associated with water main repairs.

Sustained 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 improved financial health of the fund, the Village was 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 2020, water supply costs are projected to be approximately \$33,000 less than budget, and combined water and sewer sales are trending downward with a projection of receiving \$215,000 less than budget. For Fiscal Year 2021, budgeted water supply costs are flat compared to Fiscal Year 2020 as pumpage has decreased over time to a new average of 804,643 gallons per day which is down from a peak of 1,226,819 gallons per day prior to the improvements. A review of audited figures reveals \$65,500 less in water purchases between Fiscal Year 2019 and Fiscal Year 2018, and a projected \$50,000 less in Fiscal Year 2020 compared to Fiscal Year 2019. For Fiscal Year 2021, \$26,000 less is budgeted 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 delayed from the annual April discussion because of the pandemic, but that issue will need to be addressed shortly this summer to account for the Village’s pass through future supply purchase increases

for both Harvey and Chicago. Both Fiscal Years 2020 and 2021 will also be impacted with the waiver of penalties and fees for an estimated few months because of the pandemic.

With two 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. Analysis is underway, but depending upon the point of connection, pursuit of a new water supply would require capital financing and could likely include the Sterling Avenue water tower project at the same time. The study has been narrowed to two options, and hopefully a selected option is chosen within the next six months.

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 2019 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. Therefore, the last two years of positive performance are encouraging, and we are hopeful that these trends continue through Fiscal Year 2021.

The following is a summary of the Fiscal Year 2021 Water/Sewer Fund budget.

FY21 WATER/SEWER OPERATING BUDGET SUMMARY

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

FY 21 WATER/SEWER TOTAL FUND SUMMARY

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

Not only does the Fiscal Year 2021 budget include \$300,000 the Water and Sewer Fund's portion of the Water Meter Replacement Program, it also includes expenses associated with 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: two one-ton dumps with 4x4 and plow; a combination sewer jetter/vacuum truck (replacing a sewer jetter truck); and replacing both the small and large vehicle lifts that no longer comply with safety standards (new and unexpected replacements). A five yard dump truck with a plow and spreader will also be replaced in Fiscal Year 2021, the budget for which is adjusted to \$180,000. The replacement schedule and replacement cost for three other five yard dump trucks are also adjusted in the schedule; one truck will be replaced in Fiscal Year 2024 and two trucks will be replaced in Fiscal Year 2030. A few other pieces of Public Works equipment will be deferred from Fiscal Year 2021 to Fiscal Year 2022, including a tractor/mower, a zero-turn mower and a step van for the water department.

Two years ago, staff added back-up generators for the sanitary sewer lift stations in the capital equipment schedule. In addition to the replacement of the Village Hall generator, several back-up generators are planned to be installed in Fiscal Year 2021, including Butterfield Lift Station, Meinheit Booster Station and the Public Works Service Center. The schedule places all of these generators on a 20 year replacement schedule.

Two police squads and one police squad SUV are scheduled for replacement this year, one of which was deferred from Fiscal Year 2020. Two police administrative vehicles are also planned to be replaced, the Chief's vehicle and the detective vehicle. Both of those current vehicles will be pushed down into the fleet to replace older vehicles that can incur higher maintenance costs for repair. Fire Car 119, which was previously deferred will also be replaced. Truck 19 is expected for delivery in the first few months of Fiscal Year 2021, and therefore, the accounting of the expense was carried over to the new fiscal year. Finally, the Village Manager's car, which has been previously deferred, will be replaced.

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, and the product is being phased out. Vendor selection and award of contract occurred in Fiscal Year 2020, and it is expected that the project will expand at least two fiscal years. While some of the project costs were expended in Fiscal Year 2020, the Capital Equipment Fund will carry over the remaining project costs to Fiscal Year 2021.

Office equipment scheduled for replacement next year includes printers in Finance and the Public Works plotter and copier. The CCTV system is also due for replacement; 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. Staff had anticipated selecting a new system this year, but the funds are being carried over to Fiscal Year 2021.

Last year, the schedule was modified to include the replacement of police radios, an item not previously budgeted as the radios were purchased county-wide with a Homeland Security Grant several years ago. We have recently learned that Cook County will be moving to new technology in 2021 and Cook County communities will need to replace their radios. While funds are included in the Fiscal Year 2021 budget as planned last year, those funds had assumed a gradual replacement schedule; in the preparation of the Preliminary Fiscal Year 2021 budget, staff adjusted the budget to include a full replacement. Because of the far-reaching impact of a county-wide radio replacement, it is still unclear how this project will be managed and how it will be funded. Both the Police breath analysis equipment and the pistol range equipment are in good condition and continue to be deferred.

The Fire Department's cardiac monitors are due for replacement in Fiscal Year 2022. Due to a FDA ruling that will not allow our current cardiac monitors to be serviced past February 2021, including any type of repair, the replacement has been advanced to Fiscal Year 2021. Fire Department staff have also identified a grant opportunity for small equipment which if successful will result in a savings to the fund. The replacement of three AED units are also included in the Fiscal Year 2021 schedule.

The last couple of years have included various network and technology upgrades, and remaining network infrastructure replacement will be completed in Fiscal Year 2021. 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 began in Fiscal Year 2020 and will be completed in Fiscal Year 2021. Also, the completion of the financial software project will occur in Fiscal Year 2021. Two laptops are also scheduled to be replaced, the Village Manager's and the Village's Clerk's laptop.

Additional capital equipment projects relate to the municipal building maintenance. About four 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 included Finance and Facilities Plan funds to complete smaller scale building improvement projects such as security enhancements, restrooms and locker rooms; following the higher than anticipated bids for these projects, that work is on hold as the scope is reconsidered. However, the Capital Equipment Fund contains monies for routine maintenance and replacements, including the replacement of the Village Hall carpet which was deferred from Fiscal Year 2020 to Fiscal Year 2021. A significant project planned for the last couple of years was the roof replacement at Village Hall at a planned cost of \$600,000; this project has been deferred to Fiscal Year 2021. Maintenance monies are also set aside for some rotational interior and exterior painting, plumbing and hardware replacement as needed. The budget also includes funding for the replacement of the Fire Department Bay floor. As an aside the operating budget includes additional monies for board room audience chairs and committee room furniture (tables). The schedule also includes monies to complete floor coatings at the Sterling and Vollmer Pump Stations, work which will be deferred. The bay floor rehab at Public Works will be deferred another fiscal year from Fiscal Year 2020 to Fiscal Year 2021.

Replacement costs continue to be upgraded throughout the schedule and several continue to become more expensive, such as fire engines, vehicles and building maintenance. In recent years, new items have been added to the schedule including a building generator at Public Works and at the Meinheit Booster Station. The cost of the fund continues to grow as equipment becomes more expensive, more technology is relied upon to complete our work, and as our budgeting and replacement schedule becomes more sophisticated. In particular last fiscal year and this upcoming fiscal year 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.

Delayed capital equipment replacement is another area in which the Village can respond to any financial impact of the COVID pandemic. Equipment replacement deferred for another year can improve cash flow short-term; money which could otherwise be invested into Village operations. By no means is this approach a long-term strategy and it is not intended to imply that these replacements and purchases are not needed. It is a short-term response to sustain operations and services.

### **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 this program be included in the Fiscal Year 2021 budget at a total cost of \$73,244, although the Board wishes to proceed slowly with any new initiatives given an anticipated slow recovery from the pandemic.

## **Geographical Information Systems (GIS)**

GIS is a software system that has been common in government since the 1990s. GIS is both a mapping system and an asset management system and allows Village staff across departments to manage and view all details associated with a property or infrastructure asset in one software application and either perform data analysis and/or tell a story. Currently, in the Village this type of information is managed in multiple spreadsheets and software systems, as well as in paper files. The GIS system will provide an interface for bringing all the information into one database which will help to increase the data management and provide a more efficient manner in which to analyze data. It is also a powerful mapping tool for infrastructure and can help the community visualize infrastructure funding needs. The Village currently produces maps using Computer-Aided Drafting (CAD) software, which is helpful for engineering purposes but labor intensive and ineffective at using data to tell the story behind the picture or complete any analysis. The Village researched the GIS Consortium as a preferred option, but will revisit a few products as this initiative moves forward.

## **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**

	<b>Revenues</b>	<b>Expenditures</b>	<b>Allocated Fund Balance*</b>
General	\$10,646,564	\$13,163,285	\$2,516,721
Water Operations	\$2,891,467	\$2,925,200	-
Sewer Operations	\$983,673	\$1,011,542	\$233,912
Sanitary Sewer Rehabilitation	\$1,824,130	\$1,771,043	-
Storm Sewer	\$601,626	\$598,496	-
Capital Equipment	\$870,347	\$4,200,485	\$3,330,138
Municipal Parking Lots**	\$193,270	\$186,606	-
Motor Fuel Tax	\$317,505	\$410,094	\$92,589
Fire Pension	\$515,589	\$365,551	-
Police Pension	\$2,738,182	\$1,458,323	-
11-501 (J) Fund	\$1,800	\$3,000	\$1,200
9-1-1	\$175,661	\$175,661	-
Debt Service	\$1,076,743	\$1,078,243	\$1,500
Drug Forfeiture	\$2,050	\$7,000	\$4,950
Public Art Program	\$8,300	\$13,850	\$5,550
Foreign Fire Insurance	\$20,650	-	-
Public Safety Donations	\$600	\$11,600	\$11,000
FEMA Fire Station Alerting Grant Fund	\$553,805	\$562,585	\$8,780
Library	\$1,479,261	\$1,596,240	\$116,878
<b>TOTAL</b>	<b>\$24,751,773</b>	<b>\$29,473,394</b>	<b>\$4,721,621</b>

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

\*\*The Municipal Control and the Grant Controlled Parking Funds were consolidated in FY 2021 into the Municipal Parking Lots Fund.

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. Despite the anticipated challenges this new fiscal year will bring, staff looks forward to entering Fiscal Year 2021 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 2021 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,

A handwritten signature in cursive script that reads "Bridget A. Wachtel". The signature is written in black ink and is positioned above the printed name and title.

Bridget A. Wachtel  
Village Manager



## REVENUE HISTORY AND PROJECTIONS

<u>ACCOUNT #</u>	<u>TAXES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-00-1-401	Property Taxes - Corporate	953,837	967,896	977,141	890,708	847,390
01-00-1-402	Property Taxes - Police	1,304,062	1,321,839	1,335,191	1,218,474	1,160,408
01-00-1-403	Property Taxes - Fire	1,304,062	1,321,839	1,335,191	1,218,474	1,160,408
01-00-1-404	Property Taxes - Work. Comp/Liability Insurance	219,076	226,192	234,058	237,858	242,100
01-00-1-405	Property Taxes - Auditing	36,938	33,317	34,432	31,189	30,822
01-00-1-406	Property Taxes - Soc. Sec./Medicare	289,893	264,481	273,435	242,659	223,955
01-00-1-407	Property Taxes - IMRF	245,439	191,741	197,705	193,133	206,293
01-00-1-408	Property Taxes - Police Pension	818,019	716,436	740,389	668,144	865,046
01-00-1-409	Property Taxes - Fire Pension	326,689	254,578	261,964	203,934	328,277
01-00-1-410	Road and Bridge Taxes	120,000	114,810	102,000	102,950	97,118
01-00-1-411	Utility Taxes	497,000	502,000	477,000	511,157	489,970
01-00-1-412	Telecommunications Taxes	175,000	175,000	243,000	225,776	246,144
01-00-1-413	Video Gaming Taxes	7,200	10,100	6,600	9,024	5,600
01-00-1-414	Pers. Prop. Replacement Tax - Corp.	58,900	50,900	43,800	38,424	37,121
01-00-1-415	Pers. Prop. Replacement Tax - Police Pension	6,500	5,700	4,900	4,269	4,126
01-00-1-416	Sales Taxes	761,000	845,000	782,000	815,525	687,089
01-00-1-417	Non-Home Rule Sales Tax	387,000	430,000	419,000	328,668	0
01-00-1-418	State Income Tax	906,000	919,000	898,000	918,850	861,630
01-00-1-419	Local Use Tax	310,000	280,000	260,000	279,823	245,507
01-00-1-420	Local Motor Fuel Tax	25,600	0	0	0	0
01-00-1-421	State Cannabis Tax	5,000				
01-00-1-422	Local Cannabis Tax	0	0	0	0	0
	<b>TOTAL TAXES</b>	<b>8,757,215</b>	<b>8,630,829</b>	<b>8,625,806</b>	<b>8,139,037</b>	<b>7,739,002</b>
	<b>LICENSES &amp; PERMITS</b>					
01-00-2-420	Vehicle Stickers	223,000	237,000	250,000	233,701	239,266
01-00-2-421	Animal Licenses	15,800	15,800	16,400	15,281	16,505
01-00-2-422	Liquor & Restaurant Licenses	14,600	12,200	22,500	12,200	22,500
01-00-2-423	Scavenger Licenses	670	670	580	1,000	500
01-00-2-424	Yard Waste Stickers	150	150	170	148	157
01-00-2-426	Raffle Licenses	410	325	350	500	275
01-00-2-427	Alarm Permits	3,560	3,560	2,680	4,580	3,800
01-00-2-428	Fence Permits	3,600	3,200	3,610	3,600	2,800
01-00-2-429	Occupancy Permits	1,600	1,400	1,680	1,600	1,450
01-00-2-430	Building Permits	77,000	77,456	80,000	74,626	91,320
01-00-2-431	Electrical Permits	18,500	19,214	17,300	18,845	18,000
01-00-2-432	Plumbing Permits	10,600	10,045	11,400	10,980	9,940
01-00-2-433	Beekeeping Permits	600	0	0	0	0
01-00-2-434	Small Wireless Facility Permits	2,000	0	0	0	0
01-00-2-435	Video Gaming Permits	200	200	250	250	125
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>372,290</b>	<b>381,220</b>	<b>406,920</b>	<b>377,311</b>	<b>406,638</b>
	<b>INTERGOVERNMENTAL &amp; GRANTS</b>					
01-00-3-440	IDOT-Brookwood Bridge/Butterfield Crk Grant	30,502	12,918	10,808	992	6,912
01-00-3-441	FEMA-Fire SAFER Grant	155,292	140,809	141,483	52,891	
01-00-3-442	Cook Co - Inv in Cook CBD Grant	85,465	128,804	83,200	44,800	0
01-00-3-443	Cook Co - Census Awareness Grant	0	22,670			
01-00-3-446	DCEO-Brookwood Bridge/Butterfld Crk Grant	0	0	0	0	0
01-00-3-447	OJP Bulletproof Vest Grant	680	680	1,070	0	1,021
01-00-3-448	SD161 Communications Mgr Reimbursement	42,000	42,000	36,000	25,980	0
01-00-3-449	Library Reimbursement	3,680	3,690	3,640	3,709	3,604
	<b>TOTAL INTERGOVERNMENTAL &amp; GRANTS</b>	<b>317,619</b>	<b>351,571</b>	<b>276,201</b>	<b>128,372</b>	<b>11,538</b>

## REVENUE HISTORY AND PROJECTIONS

<u>ACCOUNT #</u>	<u>CHARGES FOR SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-00-4-450	Flossmoor Fest Fees	4,500	4,210	4,320	5,538	4,408
01-00-4-451	Ambulance Fees	350,000	350,000	338,000	354,615	336,772
01-00-4-452	Zoning and Subdivision Fees	2,600	2,060	2,540	2,700	3,000
01-00-4-453	Architectural Advisory Review Fees	0	0	0	0	50
01-00-4-454	Sales - Copies and Publications	1,280	1,510	1,160	1,238	1,176
01-00-4-455	Elevator Inspection Fees	2,870	2,760	3,340	1,955	4,290
01-00-4-456	Public Works Inspection Fees	11,240	13,371	10,600	11,710	10,380
01-00-4-457	Vacant Building Registration Fees	12,000	19,800	4,500	7,500	2,400
01-00-4-458	Health Inspection Fees	7,320	7,280	7,280	7,450	7,190
01-00-4-459	Village Building Rentals	1,100	1,030	1,630	125	600
01-00-4-460	Share the Cost Tree Program	0	5,000	10,000	1,868	4,300
01-00-4-461	Accident Response Fees	5,090	3,820	5,730	2,571	5,764
01-00-4-462	Weed Cutting Charges	1,440	1,600	1,230	1,315	924
01-00-4-463	Animal Shelter Fees	910	230	1,140	390	1,605
01-00-4-464	Excess Alarm Charges	6,110	7,110	6,080	3,950	6,650
01-00-4-465	Community Relations Programs	0	0	0	0	0
01-00-4-466	Flossmoor Brew Fest Revenues	9,300	9,300	11,000	9,307	400
01-00-4-467	Special Police Services Crossing guards, misc.	28,000	27,300	19,300	23,434	18,298
01-00-4-468	Special Fire Services Sunnycrest, Flossmoor CC, Sunrise, Ingalls	124,000	119,000	119,000	103,244	116,696
01-00-4-469	Public Works Engineering Fees	0	0	0	0	0
<b>TOTAL CHARGES FOR SERVICES</b>		<b>567,760</b>	<b>575,381</b>	<b>546,850</b>	<b>538,910</b>	<b>524,902</b>
<hr/>						
	<b><u>FINES AND FORFEITURES</u></b>					
01-00-5-470	Court Fines	112,500	148,047	118,000	114,022	125,045
01-00-5-471	Forfeitures	0	0	0	0	0
01-00-5-472	Administrative Tow Fees	18,800	26,000	50,000	35,000	48,400
01-00-5-473	Nuisance Property Fees	500	150	750	0	0
<b>TOTAL FINES AND FORFEITURES</b>		<b>131,800</b>	<b>174,197</b>	<b>168,750</b>	<b>149,022</b>	<b>173,445</b>
<hr/>						
	<b><u>MISCELLANEOUS REVENUES</u></b>					
01-00-6-480	Interest Earnings	41,000	141,000	127,000	137,270	46,016
01-00-6-481	Unrealized Gains/Losses-Investments	0	15,095	0	5,997	1,616
01-00-6-482	NSF Fees	60	75	60	27	99
01-00-6-483	Cable Franchise and Service Provider Fees	196,000	196,000	202,000	197,290	200,973
01-00-6-484	Gasoline Tax Rebate	1,120	2,166	790	1,694	607
01-00-6-485	Equalization Fees	0	0	0	343	2,135
01-00-6-486	Miscellaneous Income	2,110	1,040	2,050	2,596	2,652
01-00-6-487	Contributions/Donations	14,500	14,555	13,400	16,375	14,664
01-00-6-489	Sale of Village Property	0	735	0	25,000	650
01-00-6-490	Tower Lease Rental Payments Verizon Wireless Sprint T-Mobile	59,815 62,553 52,722	58,072 62,553 50,694	58,072 62,553 50,694	167,678	167,797
01-00-6-491	Electric Aggregation Program Civic Contribution	4,000	25,000	30,000	28,502	29,442
01-00-6-492	Class 8 Developer Payments Ingalls - through 2024	58,000	58,034	83,000	49,664	83,489
<b>TOTAL MISCELLANEOUS REVENUES</b>		<b>491,880</b>	<b>625,019</b>	<b>629,619</b>	<b>632,438</b>	<b>550,141</b>

## REVENUE HISTORY AND PROJECTIONS

<u>ACCOUNT #</u>	<u>CHARGES FOR SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	<b>TRANSFERS</b>					
01-00-9-413	Transfer from Special Assessments	0	0	0	0	102,090
01-00-9-420	Transfer from Working Cash	8,000	11,100	8,200	10,598	5,614
01-00-9-421	Transfer from FEMA Fire MDT Grant	0	0	0	0	0
	<b>TOTAL TRANSFERS</b>	<b>8,000</b>	<b>11,100</b>	<b>8,200</b>	<b>10,598</b>	<b>107,703</b>
	<b>TOTAL GENERAL FUND</b>	<b>10,646,564</b>	<b>10,749,317</b>	<b>10,662,346</b>	<b>9,975,686</b>	<b>9,513,368</b>
	<b>EXPENDITURES ALLOCATED FROM OR (SURPLUS POSTED TO) RESERVES:</b>					
	<b>OPERATING</b>	<b>912,659</b>	<b>181,046</b>	<b>560,379</b>	<b>61,035</b>	<b>282,516</b>
	<b>CAPITAL/NON-OPERATING</b>	<b>1,604,062</b>	<b>(116,271)</b>	<b>2,057,209</b>	<b>78,084</b>	<b>357,312</b>
	<b>TOTAL GENERAL FUND INCLUDING ALLOCATED FROM/SURPLUS TO RESERVES</b>	<b>13,163,285</b>	<b>10,814,092</b>	<b>13,279,934</b>	<b>10,114,805</b>	<b>10,153,196</b>

## GENERAL FUND SUMMARY (PROJECTIONS FY20)

CATEGORY	LEGISLATIVE	EXECUTIVE	FINANCE	LEGAL SERVICES	PLANNING & ZONING	POLICE	PUBLIC SAFETY RECEPTION AND RECORDS	FIRE	INSPEC. SERVICES	PUBLIC WORKS ADMIN.	BUILDING MAINT.	STREETS & GROUNDS	TOTALS
FULL TIME	0	357,547	485,458	0	78,250	2,067,493	250,641	550,621	119,966	198,163	0	877,996	4,986,135
PART TIME	57,600	63,810	0	0	0	61,229	110,966	357,442	53,348	11,600	0	40,304	756,299
SICK LEAVE BUY BACK	0	0	7,161	0	551	19,699	3,804	3,690	1,150	3,123	0	1,079	40,257
OVERTIME	0	0	3,800	0	0	163,335	10,000	0	0	1,000	0	45,354	223,489
<b>PERSONAL SERVICES</b>	57,600	421,357	496,419	0	78,801	2,311,756	375,411	911,753	174,464	213,886	0	964,733	6,006,180
FRINGE BENEFITS	6,185	108,639	243,870	0	14,668	1,304,717	129,162	456,331	25,178	63,559	0	399,728	2,752,037
COMMODITIES	6,250	4,864	19,370	0	810	93,183	0	95,265	6,126	7,741	22,350	51,930	307,889
CONTRACTUAL	196,063	34,520	77,191	167,770	14,502	68,006	29,743	581,441	14,328	54,231	59,316	526,489	1,823,600
TRAINING	10,600	11,000	5,050	0	959	26,218	225	43,437	2,080	2,450	0	2,800	104,819
MAINTENANCE	0	21,075	66,330	0	808	49,021	7,742	106,918	3,455	24,357	50,525	162,237	492,468
CAPITAL OUTLAY/NON-OPERATING	47,470	0	0	0	9,385	0	0	0	8,412	143,113	40,000	0	248,380
TRANSFERS	(27,766)	747,476	(250,385)	(17,379)	(12,047)	(73,059)	(83,925)	(59,858)	(22,636)	(210,740)	(15,766)	(895,197)	(921,282)
<b>TOTAL FUNCTION</b>	296,402	1,348,931	657,845	150,391	107,886	3,779,842	458,358	2,135,287	211,408	298,597	156,425	1,212,720	10,814,092
<b>TRANSFERS</b>	27,766	(747,476)	250,385	17,379	12,047	73,059	83,925	59,858	22,636	210,740	15,766	895,197	921,282
<b>GRAND TOTAL +/-</b>													
<b>TRANSFERS</b>	324,168	601,455	908,230	167,770	119,933	3,852,901	542,283	2,195,145	234,044	509,337	172,191	2,107,917	11,735,374

**GENERAL FUND SUMMARY (BUDGETED FY21)**

CATEGORY	LEGISLATIVE	EXECUTIVE	FINANCE	LEGAL SERVICES	PLANNING & ZONING	POLICE	PUBLIC SAFETY RECEPTION AND RECORDS	FIRE	INSPEC. SERVICES	PUBLIC WORKS ADMIN.	BUILDING MAINTENANCE	STREETS & GROUNDS	TOTALS
FULL TIME	0	375,462	500,754	0	78,338	2,140,319	255,667	653,098	120,889	202,126	0	906,127	5,232,780
PART TIME	57,600	71,151	1,914	0	0	61,986	99,072	421,365	77,047	6,387	0	75,737	872,259
SICK LEAVE BUY BACK	0	4,392	8,539	0	0	20,000	5,192	4,295	1,150	3,043	0	2,004	48,615
OVERTIME	0	9	4,564	0	0	122,695	9,196	354	6	112	0	31,682	168,618
<b>PERSONAL SERVICES</b>	57,600	451,014	515,771	0	78,338	2,345,000	369,127	1,079,112	199,092	211,668	0	1,015,550	6,322,272
FRINGE BENEFITS	6,539	125,950	284,054	0	17,411	1,477,012	155,388	501,414	53,784	74,525	0	411,272	3,107,349
COMMODITIES	7,370	9,200	20,010	0	1,400	97,325	0	116,305	9,190	7,950	17,850	54,315	340,915
CONTRACTUAL	199,100	36,920	89,351	189,600	19,140	67,819	105,205	697,089	18,440	112,078	59,316	460,757	2,054,815
TRAINING	10,722	12,435	7,450	0	4,000	22,000	200	45,900	4,200	2,450	0	1,800	111,157
MAINTENANCE	0	29,391	79,950	0	1,102	54,180	13,361	99,900	7,284	24,557	53,964	163,685	527,374
CAPITAL OUTLAY/NON-OPERATING	28,000	0	0	0	0	0	0	0	30,756	1,549,245	326,000	0	1,934,001
TRANSFERS	(41,290)	560,088	(275,643)	(17,704)	(15,211)	(81,848)	(77,125)	(70,957)	(22,824)	(227,204)	(48,891)	(915,989)	(1,234,598)
<b>TOTAL FUNCTION</b>	268,041	1,224,998	720,943	171,896	106,180	3,981,488	566,156	2,468,763	299,922	1,755,269	408,239	1,191,390	13,163,285
TRANSFERS	41,290	(560,088)	275,643	17,704	15,211	81,848	77,125	70,957	22,824	227,204	48,891	915,989	1,234,598
<b>GRAND TOTAL +/- TRANSFERS</b>	309,331	664,910	996,586	189,600	121,391	4,063,336	643,281	2,539,720	322,746	1,982,473	457,130	2,107,379	14,397,883

# **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.

## FY20 ACHIEVEMENTS:

- Appointed new Village Trustee and Clerk to fill vacancies on the Board of Trustees
- Maintained positive relationships with legislators, other taxing bodies and intergovernmental cooperatives and advocated for Village priorities through the State Capital Bill, grants and other avenues
- Appointed new Police Chief Tod Kamleiter to succeed retiring Chief Michael Pulec
- Approved the reorganization of the Inspectional Services Division to the Building & Zoning Department
- Approved annual operating budget, which included additional funding for street maintenance program
- Supported initiatives relative to Strategic Plan priorities

## FY21 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
		20-21	19-20	19-20	18-19	17-18
	<b>Salaries</b>					
01-41-1-501	Village Trustees	43,200	43,200	43,200	42,000	42,200
	Mayor	14,400	14,400	14,400	14,400	14,400
	<b>TOTAL SALARIES</b>	<b>57,600</b>	<b>57,600</b>	<b>57,600</b>	<b>56,400</b>	<b>56,600</b>
	<b>FRINGE BENEFITS</b>					
01-41-2-593	Unemployment Contributions	146	140	177	166	224
01-41-2-595	Village FICA Contributions	5,448	5,102	5,206	3,497	3,509
01-41-2-596	Village Medicare Contributions	945	943	907	818	821
	<b>TOTAL FRINGE BENEFITS</b>	<b>6,539</b>	<b>6,185</b>	<b>6,290</b>	<b>4,480</b>	<b>4,554</b>
	<b>COMMODITIES</b>					
01-41-3-601	Office Supplies	1,300	1,300	1,300	1,026	863
01-41-3-603	Postal Charges	4,400	3,800	4,400	3,105	2,359
01-41-3-604	Miscellaneous Mailings	700	700	700	0	0
01-41-3-605	Operating Supplies	370	370	0	297	0
01-41-3-606	Office Equipment	0	0	0	0	0
01-41-3-611	Awards and Plaques	200	80	300	31	78
01-41-3-612	Uniforms	400				
	<b>TOTAL COMMODITIES</b>	<b>7,370</b>	<b>6,250</b>	<b>6,700</b>	<b>4,459</b>	<b>3,301</b>
	<b>CONTRACTUAL SERVICES</b>					
01-41-4-630	Professional Services	15,000	10,000	10,000	7,000	11,529
01-41-4-631	Board Contingency Fund	10,000	5,000	20,000	0	6,487
01-41-4-632	Lobbying Services	23,500	23,500	23,500	0	0
01-41-4-635	Printing	10,000	10,000	10,000	10,348	4,970
01-41-4-644	Municipal Code	6,400	8,000	1,500	4,820	1,620
01-41-4-645	Paperless Agenda Software Service	5,300	5,100	5,300	4,977	4,977
01-41-4-650	Flossmoor Fest*	60,000	60,100	55,000	49,185	54,747
01-41-4-651	Community Relations Commission		10,000		4,442	5,429
	Movies in Our Parks	2,000		1,800		
	Winterfest	2,300		1,800		
	Green Committee					
	Miscellaneous (MLK Day, Promos, etc)	3,000		2,100		
01-41-4-652	Community Services Activities		4,000		2,168	4,900
	Rich Township					
	Gift Certificates	250		250		
	Flowers/Sympathy	900		900		
	Donations and Sponsorships	550		550		
	Meetings and Events	1,500		1,500		
	Awards					
	Miscellaneous	800		800		
01-41-4-653	Marketing Program		44,200		16,172	25,840
	Annual Communications (Newsletters, Photography, Graphics)	11,000		11,000		
	Special Projects (Website, advertising, campaign development)	29,600		33,200		
01-41-4-654	Flossmoor Brew Fest*	16,000	15,163	13,000	8,887	0
01-41-4-655	Green Commission**	1,000	1,000	1,000	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>199,100</b>	<b>196,063</b>	<b>193,200</b>	<b>107,998</b>	<b>120,498</b>

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

# LEGISLATIVE

ACCOUNT #		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		20-21	19-20	19-20	18-19	17-18
<b>TRAINING AND CONFERENCES</b>						
01-41-5-660	Dues and Subscriptions:		9,700		9,421	12,914
	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 Racism)	50		50		
	Metropolitan Mayors Caucus	426		426		
	Downtown Flossmoor Business Association	100		100		
	Miscellaneous					
01-41-5-661	Training:	1,000	900	1,000	606	62
	Miscellaneous seminars and conferences related to various boards and commissions					
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>10,722</b>	<b>10,600</b>	<b>10,722</b>	<b>10,027</b>	<b>12,976</b>
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
01-41-7-710	Land Acquisition - Flossmoor Road	0	0	0	72,116	5,000
01-41-7-711	Historic Building Survey	15,000	24,800	25,000	0	0
01-41-7-712	Census Awareness Grant	13,000	22,670	0	0	0
<b>TOTAL CAPITAL OUTLAY/NON-OPERATING</b>		<b>28,000</b>	<b>47,470</b>	<b>25,000</b>	<b>72,116</b>	<b>5,000</b>
<b>TRANSFERS</b>						
01-41-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(1,900)	(810)	(810)	(1,110)	(1,860)
01-41-9-907	Transfer from Storm Sewer	(3,581)	(2,451)	(2,451)	(1,919)	(1,990)
01-41-9-908	Transfer from Water and Sewer Fund	(35,809)	(24,505)	(24,505)	(23,026)	(19,895)
<b>TOTAL TRANSFERS</b>		<b>(41,290)</b>	<b>(27,766)</b>	<b>(27,766)</b>	<b>(26,055)</b>	<b>(23,745)</b>
<b>TOTAL FUNCTION</b>		<b>268,041</b>	<b>296,402</b>	<b>271,746</b>	<b>229,424</b>	<b>179,184</b>
<b>TRANSFERS</b>		<b>41,290</b>	<b>27,766</b>	<b>27,766</b>	<b>26,055</b>	<b>23,745</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>309,331</b>	<b>324,168</b>	<b>299,512</b>	<b>255,479</b>	<b>202,929</b>

# **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.

## FY20 ACHIEVEMENTS:

- Provided orientation for new Village Trustees and new Village Clerk
- Facilitated the completion or progress toward strategic priorities identified in the Village's strategic plan including:
  - Economic development projects including the concept plan for the Village-owned property on Flossmoor Road in Downtown Flossmoor and the development of marketing materials for the Village-owned properties in southwest Flossmoor in the former TIF District
  - Development and rollout of an advertising campaign to attract new residents
  - Initiatives related to Diversity & Inclusion, including a supply chain diversity project
- Updated Village's Personnel Manual
- Assisted in the recruitment and selection of a new Police Chief
- Facilitated the study of an alternate water supply
- Coordinated a Census outreach program
- Provided various programs and events throughout the year for the Village to connect to residents and to each other
- Supported the Flossmoor Business Association
- Continued to provide Flossmoor residents and taxpayers quality information on services
- Provided planning and logistical support for inaugural Hidden Gem Half-Marathon

## FY21 GOALS:

- Support strategic priorities related to housing, economic development and diversity and communications
- Reach agreement with the FOP for a new collective bargaining agreement
- Implement new Village-wide phone system
- Determine course of action for new water supplier

## EXECUTIVE

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	<b>Full-Time Salaries</b>					
01-42-1-502	Village Manager	170,949	167,597	167,597	164,502	159,868
01-42-1-503	Assistant Village Manager	140,507	130,715	130,715	121,625	111,258
01-42-1-504	Executive Assistant	0	0	0	0	0
01-42-1-507	Communcations Manager	64,006	59,235	59,235	38,577	0
	<b>TOTAL FULL-TIME SALARIES</b>	<b>375,462</b>	<b>357,547</b>	<b>357,547</b>	<b>324,705</b>	<b>271,126</b>
	<b>Part-Time Salaries</b>					
01-42-1-514	Temporary Assistant	2,143	500	2,101	484	2,140
01-42-1-515	Village Clerk	7,200	7,200	7,200	7,200	7,000
01-42-1-516	Marketing Coordinator	0	0	0	0	2,875
01-42-1-517	Program and Event Coordinator	21,409	23,102	21,012	21,620	19,952
01-42-1-518	Part-Time Admin Assistant	40,399	33,008	39,608	34,834	27,542
	<b>TOTAL PART-TIME SALARIES</b>	<b>71,151</b>	<b>63,810</b>	<b>69,921</b>	<b>64,138</b>	<b>59,510</b>
01-42-1-570	Sick Leave Buy Back	4,392	0	4,306	(798)	(491)
01-42-1-590	Overtime	9	0	432	0	0
	<b>TOTAL PERSONAL SERVICES</b>	<b>451,014</b>	<b>421,357</b>	<b>432,206</b>	<b>388,045</b>	<b>330,145</b>
	<b>FRINGE BENEFITS</b>					
01-42-2-590	Health Insurance Premium	33,960	32,007	34,050	31,698	13,831
01-42-2-591	Life Insurance Premium	276	290	293	245	207
01-42-2-592	EAP and Wellness Incentive Program	1,400	1,094	1,350	879	990
01-42-2-593	Unemployment Contributions	1,022	979	1,239	993	1,543
01-42-2-594	Village HSA Contributions	5,000	5,000	5,000	5,000	6,000
01-42-2-595	Village FICA Contributions	27,241	25,507	26,028	21,548	18,270
01-42-2-596	Village Medicare Contributions	6,618	6,604	6,350	5,470	4,754
01-42-2-597	Village IMRF Contributions	50,433	37,158	37,916	37,693	33,336
	<b>TOTAL FRINGE BENEFITS</b>	<b>125,950</b>	<b>108,639</b>	<b>112,226</b>	<b>103,526</b>	<b>78,930</b>
	<b>COMMODITIES</b>					
01-42-3-601	Office Supplies	2,000	1,300	2,000	2,257	1,800
01-42-3-602	Books and Maps	0	0	100	0	0
01-42-3-603	Postage	300	375	300	229	202
01-42-3-605	Operating Supplies	400	389	300	406	0
01-42-3-606	Office Equipment	2,800	500	2,800	475	133
01-42-3-607	Computer Equipment and Supplies	2,000	1,100	2,000	1,404	412
01-42-3-608	Petroleum Products	1,300	1,200	1,200	1,458	1,217
01-42-3-612	Uniforms	400				
	<b>TOTAL COMMODITIES</b>	<b>9,200</b>	<b>4,864</b>	<b>8,700</b>	<b>6,229</b>	<b>3,763</b>

## EXECUTIVE

<u>ACCOUNT #</u>	<u>CONTRACTUAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-42-4-630	Professional Services	2,000	2,000	2,000	483	1,000
01-42-4-632	Safety Committee	500	300	500	126	400
01-42-4-633	Wellness Committee	9,000	8,900	9,000	8,781	9,207
01-42-4-634	Other Miscellaneous Services ASCAP License	730	576	350	740	728
01-42-4-635	Printing	150	150	150	143	131
01-42-4-636	Pre-employment Physicals	300	750	300	1,196	523
01-42-4-637	Telephone	2,200	2,200	2,200	2,173	1,832
01-42-4-639	Internet Service Providers	12,500	11,300	12,288	10,745	4,256
01-42-4-640	IRMA-Workers Comp Premium	2,964	2,246	2,340	2,525	2,541
01-42-4-641	IRMA-Liability Premium Executive Outdoor Art Program	1,976	1,498	1,560	1,683	1,694
01-42-4-642	IRMA Insurance Deductible Executive Outdoor Art Program	0	0	0	0	0
01-42-4-645	Website Applications	3,200	3,000	3,200	2,724	2,556
01-42-4-652	Meetings and Events	1,400	1,600	1,200	1,747	774
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>36,920</b>	<b>34,520</b>	<b>35,088</b>	<b>33,066</b>	<b>25,642</b>
<hr/>						
<b>TRAINING</b>						
01-42-5-660	Membership Dues ICMA ILCMA, Metro Managers, IAMMA, Women Legacy Proj NPELRA, IPELRA Other Professional Associations, 3CMA Subscriptions	2,250	4,200	2,200	4,179	4,263
01-42-5-661	Training Various Seminars, Conferences and Auto Expense Reimbursement	7,500	6,800	7,000	6,868	2,202
<b>TOTAL TRAINING</b>		<b>12,435</b>	<b>11,000</b>	<b>11,860</b>	<b>11,047</b>	<b>6,465</b>
<hr/>						
<b>MAINTENANCE</b>						
01-42-6-670	Office Equipment Maintenance	200	200	200	0	175
01-42-6-671	Vehicle Maintenance & Supplies	400	250	400	2,207	158
01-42-6-672	Computer Software Maintenance	674	674	1,000	4,347	738
01-42-6-673	Computer Hardware Maintenance	18,317	13,251	17,750	6,582	8,592
01-42-6-674	Website Maintenance	4,800	4,700	4,700	5,223	4,682
01-42-6-682	Digital Phone System Maintenance	5,000	2,000	5,000	0	3,500
<b>TOTAL MAINTENANCE</b>		<b>29,391</b>	<b>21,075</b>	<b>29,050</b>	<b>18,360</b>	<b>17,845</b>

**EXECUTIVE**

	<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
<b>TOTAL CAPITAL OUTLAY/NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS</u></b>					
01-42-9-904 Transfer from Wat & Sew-FICA/Med/IMRF	(22,800)	(9,720)	(9,720)	(12,210)	(18,600)
01-42-9-907 Transfer from Storm Sewer	(2,453)	(2,357)	(2,357)	(2,029)	(2,654)
01-42-9-908 Transfer from Wat & Sew-Admin Transfer	(47,338)	(45,507)	(45,507)	(46,951)	(52,421)
01-42-9-916 Transfer to Capital Equipment Fund	633,763	806,110	806,110	664,630	602,322
01-42-9-940 Transfer from Municipal Parking	(1,084)	(1,050)	(1,050)	(993)	(993)
<b>TOTAL TRANSFERS</b>	<b>560,088</b>	<b>747,476</b>	<b>747,476</b>	<b>602,447</b>	<b>527,654</b>
<b>TOTAL FUNCTION</b>	<b>1,224,998</b>	<b>1,348,931</b>	<b>1,376,606</b>	<b>1,162,720</b>	<b>990,445</b>
<b>TRANSFERS</b>	<b>(560,088)</b>	<b>(747,476)</b>	<b>(747,476)</b>	<b>(602,447)</b>	<b>(527,654)</b>
<b>GRAND TOTAL +/- TRANSFERS</b>	<b>664,910</b>	<b>601,455</b>	<b>629,130</b>	<b>560,273</b>	<b>462,791</b>

# FINANCE DEPARTMENT

## SERVICES PROVIDED:

The Finance Department provides essential administrative, management, financial 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, miscellaneous receivables, utility bills and collection, voter registration, 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, debt management and producing numerous compliance 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.

## FY20 ACHIEVEMENTS:

- Maintained high standard of daily operations; efficiency resulted in 1 audit adjustment.
- Obtained GFOA Certificate of Achievement in Financial Reporting (CAFR).
- Implemented provisions of health care reform as required during the year.
- Participated in Village wide network infrastructure and department workstation replacement project.
- Implemented GASB 75 for new OPEB reporting requirements.
- Implemented provisions of new FOP contract in payroll including retroactive pay.
- Implemented changes from personnel policy revision as they impacted payroll, benefits and HR management.
- Implemented new GATA reporting mandate.
- Executed contract with BS&A Software for financial system software and community development software suite.
- Selected InvoiceCloud as new customer payment portal service provider.
- Completed major upgrade to existing MSI software.
- Facilitated approval and implementation of new local motor fuel gas tax.

## FY21 GOALS:

- Submit application and Comprehensive Annual Financial Report to GFOA for CAFR award.
- Implement new financial system software with BS&A.
- In conjunction with new BS&A software, implement new customer payment portal with InvoiceCloud.
- Revise accounting policies and procedures manual for changes driven by new BS&A software.
- Implement GASB 84 related to fiduciary activities, as required.
- Coordinate bond issue for streets if successful November 2020 referendum is undertaken.

# FINANCE DEPARTMENT

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
<b>Full-Time Salaries</b>						
01-43-1-510	Finance Director	141,839	139,058	139,058	136,409	134,435
01-43-1-511	Assistant Finance Director^	124,959	121,799	121,799	112,275	105,724
01-43-1-512	Accounting Clerks	122,899	117,809	117,809	122,892	121,218
01-43-1-513	Cashier/Receptionist	54,979	51,814	51,814	48,054	46,499
01-43-1-516	General Finance Clerk	56,078	54,978	54,978	55,022	53,338
<b>TOTAL FULL-TIME SALARIES</b>		<b>500,754</b>	<b>485,458</b>	<b>485,458</b>	<b>474,653</b>	<b>461,213</b>
^was 01-43-1-517 prior to FY 21						
<b>Part-Time Salaries</b>						
01-43-1-514	Part-Time Assistant	1,914	0	0	0	0
<b>TOTAL PART-TIME SALARIES</b>		<b>1,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
01-43-1-570	Sick Leave Buy Back	8,539	7,161	6,964	6,725	5,794
01-43-1-590	Overtime	4,564	3,800	4,192	3,550	1,760
<b>TOTAL PERSONAL SERVICES</b>		<b>515,771</b>	<b>496,419</b>	<b>496,614</b>	<b>484,928</b>	<b>468,767</b>
<b>FRINGE BENEFITS</b>						
01-43-2-590	Health Insurance Premium	169,800	149,366	158,900	158,135	148,796
01-43-2-591	Life Insurance Premium	473	498	503	419	434
01-43-2-592	EAP and Wellness Incentive Programs	3,080	2,406	2,970	2,507	3,416
01-43-2-593	Unemployment Contributions	1,168	1,119	1,416	1,325	1,991
01-43-2-594	Village HSA Contributions	2,000	2,000	2,000	2,000	4,000
01-43-2-595	Village FICA Contributions	35,143	33,160	33,837	28,494	26,776
01-43-2-596	Village Medicare Contributions	8,509	7,547	7,257	6,729	6,313
01-43-2-597	Village IMRF Contributions	63,881	47,774	48,749	49,212	48,527
<b>TOTAL FRINGE BENEFITS</b>		<b>284,054</b>	<b>243,870</b>	<b>255,632</b>	<b>248,821</b>	<b>240,254</b>
<b>COMMODITIES</b>						
01-43-3-601	Office Supplies	2,750	2,750	2,750	2,002	2,201
01-43-3-602	Books and Maps	400	100	400	0	0
01-43-3-603	Postage	5,690	5,470	5,480	5,471	5,310
01-43-3-605	Other Operating Supplies ( <i>coffee, paper towels, etc.</i> )	50	50	50	0	0
01-43-3-606	Office Equipment	1,000	500	1,000	427	54
01-43-3-607	Computer Equipment and Supplies	3,000	3,000	3,000	3,117	2,082
01-43-3-609	License and Permit Supplies	5,920	6,300	5,740	6,887	4,101
01-43-3-610	Miscellaneous	1,200	1,200	1,200	637	75
<b>TOTAL COMMODITIES</b>		<b>20,010</b>	<b>19,370</b>	<b>19,620</b>	<b>18,540</b>	<b>13,823</b>

# FINANCE DEPARTMENT

		BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b><u>ACCOUNT # CONTRACTUAL SERVICES</u></b>						
01-43-4-631	Tax Reporting Services	5,150	5,175	5,025	4,784	4,782
01-43-4-632	Actuary Services	10,000	7,500	8,000	7,000	6,200
01-43-4-633	Accounting and Audit Services	36,731	31,831	33,438	28,642	27,688
01-43-4-634	Miscellaneous Services	2,750	2,250	2,750	3,062	1,160
01-43-4-635	Printing	1,790	2,130	1,420	1,741	1,500
01-43-4-636	Pre-employment Physicals	550	0	550	538	0
01-43-4-637	Telephone	6,300	4,380	7,900	6,704	7,928
01-43-4-638	Advertising	1,880	1,720	2,030	1,806	2,106
01-43-4-640	IRMA: Worker's Compensation	2,964	2,246	2,340	2,525	2,541
01-43-4-641	IRMA: Liability Insurance	1,976	1,498	1,560	1,683	2,541
01-43-4-642	IRMA: Insurance Deductible	550	0	550	0	113
01-43-4-643	IRMA: Supplemental Insurance	900	890	890	850	721
01-43-4-644	Cyber Liability Insurance	4,280	4,071	4,280	4,071	4,071
01-43-4-655	Bank Service Charges	13,420	13,400	12,360	11,415	12,171
01-43-4-656	Collection Services	110	100	110	0	105
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>89,351</b>	<b>77,191</b>	<b>83,203</b>	<b>74,821</b>	<b>73,627</b>
<hr/>						
<b><u>TRAINING</u></b>						
01-43-5-660	Dues and Subscriptions: Miscellaneous memberships	2,600	2,400	2,480	1,987	1,879
01-43-5-661	Training: GFOA, IGFOA, Misc Seminars	4,850	2,650	4,850	2,232	3,410
01-43-5-663	Tuition & Fees		0	0	0	0
<b>TOTAL TRAINING</b>		<b>7,450</b>	<b>5,050</b>	<b>7,330</b>	<b>4,219</b>	<b>5,289</b>
<hr/>						
<b><u>MAINTENANCE</u></b>						
01-43-6-670	Office Equipment Maintenance	12,150	8,500	11,160	11,279	16,774
01-43-6-672	Computer Software Maintenance	27,800	17,550	24,698	20,822	12,093
01-43-6-673	Computer Network Maintenance	40,000	40,280	41,000	11,705	17,535
<b>TOTAL MAINTENANCE</b>		<b>79,950</b>	<b>66,330</b>	<b>76,858</b>	<b>43,806</b>	<b>46,402</b>
<hr/>						
<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>						
None						
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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# FINANCE DEPARTMENT

<b>ACCOUNT #</b>	<b>TRANSFERS</b>	<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
01-43-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(28,500)	(12,150)	(12,150)	(16,650)	(26,040)
01-43-9-907	Transfer from Storm Sewer	(19,560)	(18,799)	(18,799)	(14,717)	(16,549)
01-43-9-908	Transfer from Wat & Sew- Admin Transfer	(196,139)	(188,974)	(188,974)	(177,013)	(167,329)
01-43-9-940	Transfer from Municipal Parking	(31,444)	(30,462)	(30,462)	(26,822)	(26,822)
	<b>TOTAL TRANSFERS</b>	<b>(275,643)</b>	<b>(250,385)</b>	<b>(250,385)</b>	<b>(235,202)</b>	<b>(236,740)</b>
	<b>TOTAL FUNCTION</b>	<b>720,943</b>	<b>657,845</b>	<b>688,872</b>	<b>639,933</b>	<b>611,422</b>
	<b>TRANSFERS</b>	<b>275,643</b>	<b>250,385</b>	<b>250,385</b>	<b>235,202</b>	<b>236,740</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>996,586</b>	<b>908,230</b>	<b>939,257</b>	<b>875,135</b>	<b>848,162</b>

# 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.

## FY 20 ACHIEVEMENTS:

- Advised Village on matters of planning and zoning, including recreational cannabis and code enforcement programs
- Advised the Village on matters of revenues including local motor fuel tax and recreational cannabis tax
- Provided counsel to the Village on complex contracts and agreements including water supply agreement
- 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

## LEGAL SERVICES

<u>ACCOUNT #</u>	<u>CONTRACTUAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-44-4-630	Retainer for Village Attorney	129,600	123,600	123,600	120,000	116,250
01-44-4-643	Unplanned Litigation	10,000	11,500	10,000	8,366	0
01-44-4-644	Other Legal Services	35,000	17,670	20,000	78,204	62,625
01-44-4-646	Local Adjudication Services	15,000	15,000	15,000	14,865	13,063
<b>TOTAL LEGAL SERVICES</b>		<b>189,600</b>	<b>167,770</b>	<b>168,600</b>	<b>221,435</b>	<b>191,938</b>
<hr/>						
	<b>TRANSFERS</b>					
01-44-9-907	Transfer from Storm Sewer	(843)	(828)	(828)	(721)	(890)
01-44-9-908	Transfer from Wat & Sew - Admin Transfer	(16,861)	(16,551)	(16,551)	(17,301)	(17,801)
<b>TOTAL TRANSFERS</b>		<b>(17,704)</b>	<b>(17,379)</b>	<b>(17,379)</b>	<b>(18,022)</b>	<b>(18,691)</b>
<b>TOTAL FUNCTION</b>		<b>171,896</b>	<b>150,391</b>	<b>151,221</b>	<b>203,413</b>	<b>173,247</b>
<b>TRANSFERS</b>		<b>17,704</b>	<b>17,379</b>	<b>17,379</b>	<b>18,022</b>	<b>18,691</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>189,600</b>	<b>167,770</b>	<b>168,600</b>	<b>221,435</b>	<b>191,938</b>

# 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.

## FY20 ACHIEVEMENTS:

- Development of the Meijer outlots continues with the remaining tenant spaces in Outlot A now being occupied and Special Use Permits issued for a veterinary clinic and electric car charging stations at the Meijer Store.
- Request for Qualifications have been issued for the Village owned properties in southwest Flossmoor.
- The Center for Dental Excellence expansion project is now completed on Governors Highway.
- Concept plan approved for marketing purposes of the vacant downtown Flossmoor Road property.

## FY21 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.
- Consider an update to the Village Comprehensive Plan and continue the ongoing review of the Zoning Ordinance.

# PLANNING AND ZONING

<u>ACCOUNT #</u>		<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b><u>PERSONAL SERVICES</u></b>					
	<b>Full-Time Salaries</b>					
01-45-1-504	Department Secretary	25,292	19,702	19,702	0	0
01-45-1-507	Building and Zoning Coordinator (50/50 P&Z/Insp. Services)	0	9,544	5,319	30,956	30,216
01-45-1-509	Inspectional Services Administrator (50/50 P&Z/Insp. Services)	53,046	49,004	49,004	39,940	37,250
	<b>TOTAL FULL-TIME SALARIES</b>	<b>78,338</b>	<b>78,250</b>	<b>74,025</b>	<b>70,896</b>	<b>67,466</b>
01-45-1-570	Sick Leave Buy Back	0	551	0	551	0
01-45-1-590	Overtime	0	0	0	0	0
	<b>TOTAL PERSONAL SERVICES</b>	<b>78,338</b>	<b>78,801</b>	<b>74,025</b>	<b>71,448</b>	<b>67,466</b>
	<b><u>FRINGE BENEFITS</u></b>					
01-45-2-590	Health Insurance Premium	0	0	0	0	0
01-45-2-591	Life Insurance Premium	79	83	84	58	60
01-45-2-592	EAP and Wellness Incentive Programs	560	437	540	79	92
01-45-2-593	Unemployment Contributions	292	140	177	166	224
01-45-2-594	Village HSA Contributions	0	0	0	0	0
01-45-2-595	Village FICA Contributions	5,448	5,102	5,206	4,387	4,056
01-45-2-596	Village Medicare Contributions	945	943	907	1,026	949
01-45-2-597	Village IMRF Contributions	10,087	7,963	8,125	7,559	7,330
	<b>TOTAL FRINGE BENEFITS</b>	<b>17,411</b>	<b>14,668</b>	<b>15,039</b>	<b>13,275</b>	<b>12,712</b>
	<b><u>COMMODITIES</u></b>					
01-45-3-601	Office Supplies	600	525	600	475	395
01-45-3-602	Books and Maps	100	0	100	0	0
01-45-3-603	Postage	300	225	300	111	227
01-45-3-606	Office Equipment	200	0	200	9	0
01-45-3-607	Computer Equipment and Supplies	200	60	200	0	147
	<b>TOTAL COMMODITIES</b>	<b>1,400</b>	<b>810</b>	<b>1,400</b>	<b>595</b>	<b>769</b>
	<b><u>CONTRACTUAL SERVICES</u></b>					
01-45-4-630	Professional Services: Update zoning map, miscellaneous planning studies	13,000	10,000	13,000	2,219	0
01-45-4-635	Printing and Binding: Update zoning map, address map, comprehensive plan, etc.	100	116	100	0	62
01-45-4-636	Pre-employment Physicals & Backgrounds	0	0	0	0	0
01-45-4-637	Telephone	500	228	500	624	665
01-45-4-638	Advertising: Public Hearing notices	300	414	300	409	(225)
01-45-4-640	IRMA-Workers Comp Premium	2,964	2,246	2,340	2,525	2,541
01-45-4-641	IRMA-Liability Premium	1,976	1,498	1,560	1,683	1,694
01-45-4-642	IRMA Insurance Deductible	0	0	0	0	2,500
01-45-4-644	Zoning Ordinance Case Management	300	0	300	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>19,140</b>	<b>14,502</b>	<b>18,100</b>	<b>7,459</b>	<b>7,237</b>

# PLANNING AND ZONING

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b><u>TRAINING AND CONFERENCES</u></b>					
01-45-5-660	Membership Dues: Amer. Plan. Assoc., Newsletters, inc.	500	489	500	386	386
01-45-5-661	Training: APA Annual Conference and other planning, land use law and economic development conferences	3,500	470	3,500	0	0
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>4,000</b>	<b>959</b>	<b>4,000</b>	<b>386</b>	<b>386</b>
	<b><u>MAINTENANCE</u></b>					
01-45-6-672	Computer Software Maintenance	17	17	100	46	34
01-45-6-673	Computer Hardware Maintenance	1,085	791	570	397	711
	<b>TOTAL MAINTENANCE</b>	<b>1,102</b>	<b>808</b>	<b>670</b>	<b>442</b>	<b>745</b>
	<b><u>CAPITAL OUTLAY/NON OPERATING</u></b>					
01-45-7-701	Economic Development Incentive - Dunnings	0	0	0	15,000	0
01-45-7-702	Economic Development Incentive - CDE	0	9,385	9,385	0	0
	<b>TOTAL CAPITAL OUTLAY/NON OPERATING</b>	<b>0</b>	<b>9,385</b>	<b>9,385</b>	<b>15,000</b>	<b>0</b>
	<b><u>TRANSFERS</u></b>					
01-45-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(3,800)	(1,620)	(1,620)	(2,220)	(3,720)
01-45-9-907	Transfer from Storm Sewer	(564)	(521)	(521)	(422)	(495)
01-45-9-908	Transfer from Water & Sewer - Admin Trans	(10,847)	(9,906)	(9,906)	(9,612)	(9,402)
	<b>TOTAL TRANSFERS</b>	<b>(15,211)</b>	<b>(12,047)</b>	<b>(12,047)</b>	<b>(12,254)</b>	<b>(13,617)</b>
	<b>TOTAL FUNCTION</b>	<b>106,180</b>	<b>107,887</b>	<b>110,572</b>	<b>96,352</b>	<b>75,698</b>
	<b>TRANSFERS</b>	<b>15,211</b>	<b>12,047</b>	<b>12,047</b>	<b>12,254</b>	<b>13,617</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>121,391</b>	<b>119,934</b>	<b>122,619</b>	<b>108,606</b>	<b>89,315</b>

# **BUDGET NOTES**

# POLICE DEPARTMENT

## SERVICES PROVIDED:

The Police Department is budgeted for twenty-one sworn officers staffed in the following divisions; Patrol, Criminal Investigations, Support Services, Administration, and Records and Reception. The Chief of Police oversees and gives guidance to all functions of the department and the services provided. The Deputy Chief of Police oversees the Commander, Criminal Investigations, and Records and Reception. The Commander oversees the Patrol Division and Support Services which includes one full-time Community Service Officer and two part-time Community Service Officers.

The primary responsibilities of the Police Department includes preventative patrol, response to calls for service, enforcement of criminal statutes and Village ordinance violations, crime prevention, criminal investigations, traffic enforcement, and to facilitate a positive interaction with the community. The department utilizes specialized programs that support the responsibilities which include; Vacation House Watch Program, Community Outreach Programs, Foot Patrol, Bicycle Patrol, Citizens' Police Academy, E-Cop e-mail Notification Program, D.A.R.E. School Presentations, Child Safety Seat Inspections, Bicycle Safety Programs, Business Checks, Homeowner, Business, and School Security and Safety Evaluations, and Citizen Satisfaction Contacts. The department participates in several mutual aid programs that benefit the staffing of the department by utilizing a shared resource principle; South Suburban Major Crimes Task Force, South Suburban Emergency Response Team, South Suburban Association of Chiefs of Police Honor Guard, Network III Tactical Unit, Suburban Major Accident Reconstruction Team, and ILEAS Mobile Field Force.

## FY20 ACHIEVEMENTS:

- The appointment of a new police chief, deputy police chief, and commander.
- Two new patrol officers were hired as a result of retirements and successfully completed the Cook County Sheriff's Police Training Academy.
- The majority of patrol officers have successfully completed SWAT training, Crisis Intervention Team training, and various other state mandated and advanced courses. The department continually strives to provide the best training opportunities for professional development and state mandated requirements.
- The crime rate for Flossmoor for FY19-20 as measured by the Uniform Crime Reporting Index has maintained the lowest in the immediate area. Flossmoor remains one of the lowest communities in the South Suburban Chicagoland area for crime.
- The Board of Fire and Police Commissioners conducted an assessment process and established an eligibility list for Patrol Sergeants.
- Adopted the Ten Shared Principles in a collaborative effort with the NAACP.
- Graduated a mid-level manager (Patrol Sergeant) from the Northwestern University Center of Public Safety's Executive Management Program.
- Worked with staff and Village attorney to establish procedures for ordinance compliance regarding the legalization and distribution of Cannabis.
- Hosted the third Coffee with a Cop and National Night Out event.
- Organized and managed the security, threat analysis, and emergency preparedness of the Village's first half marathon which led into the successful completion of the annual Fest.

## FY21 GOALS:

- Continue to work towards maintaining the lowest crime index in the immediate area.
- Continue using in-house talent for training and community outreach.
- Continue to our partnership in community events in an effort to rebuild trust, reduce crime, foster dialogue, and promote cooperation within the community.
- Replacement and phase out of 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 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
<b>Full-Time Salaries</b>						
01-48-1-520	Chief	138,654	96,129	139,058	135,380	132,948
01-48-1-521	Deputy Chief	123,767	110,069	122,509	122,556	114,680
01-48-1-522	Sergeants (3)	342,294	353,198	405,198	430,222	442,610
01-48-1-523	Police Officers (15)	1,273,744	1,331,348	1,250,780	1,175,789	1,230,205
01-48-1-524	Community Service Officer (1)	67,617	66,291	66,291	64,854	65,319
01-48-1-526	Mechanic (50/45/5 Pol/Sts/Fire)	42,279	39,647	39,233	36,207	36,845
01-48-1-528	Police Commander	120,489	43,160	45,433		
01-48-1-530	Field Officer Training Pay	5,933	4,609	3,434	1,316	2,076
01-48-1-531	Shift Leader Pay	17,529	17,529	17,529	16,045	15,042
01-48-1-532	Detective Pay	5,513	5,513	5,513	4,986	6,248
01-48-1-536	Extra Duty Pay	2,500	0	2,500	0	0
<b>TOTAL FULL-TIME SALARIES</b>		<b>2,140,319</b>	<b>2,067,493</b>	<b>2,097,478</b>	<b>1,987,354</b>	<b>2,045,974</b>
<b>Part-Time Salaries</b>						
01-48-1-525	Part-Time Community Service Officer	38,586	37,829	37,829	44,452	40,180
01-48-1-527	Crossing Guards	23,400	23,400	23,400	20,668	22,446
<b>TOTAL PART-TIME SALARIES</b>		<b>61,986</b>	<b>61,229</b>	<b>61,229</b>	<b>65,120</b>	<b>62,626</b>
01-48-1-533	Court Pay	22,695	22,695	22,695	19,364	20,509
01-48-1-570	Sick Leave Buy Back	20,000	19,699	19,676	17,067	13,918
01-48-1-590	Overtime	100,000	140,640	93,116	100,587	97,380
<b>TOTAL PERSONAL SERVICES</b>		<b>2,345,000</b>	<b>2,311,756</b>	<b>2,294,194</b>	<b>2,189,491</b>	<b>2,240,406</b>
<b>FRINGE BENEFITS</b>						
01-48-2-590	Health Insurance Premium	520,720	458,767	488,050	469,564	466,518
01-48-2-591	Life Insurance Premium	1,456	1,492	1,508	1,264	1,375
01-48-2-592	EAP and Wellness Incentive Programs	10,640	8,310	10,260	10,105	12,758
01-48-2-593	Unemployment Contributions	5,256	5,593	7,080	6,623	8,440
01-48-2-594	Village HSA Contributions	11,000	11,000	11,000	11,000	12,000
01-48-2-595	Village FICA Contributions	13,620	12,753	13,014	10,380	10,252
01-48-2-596	Village Medicare Contributions	35,928	36,796	35,381	29,420	30,487
01-48-2-597	Village IMRF Contributions	20,173	13,270	13,541	14,461	14,596
01-48-2-598	Village Police Pension Contribution	818,019	716,436	740,389	672,412	869,172
01-48-2-599	Village PEHP Contribution	40,200	40,300	40,300	34,986	38,284
<b>TOTAL FRINGE BENEFITS</b>		<b>1,477,012</b>	<b>1,304,717</b>	<b>1,360,523</b>	<b>1,260,215</b>	<b>1,463,883</b>

# POLICE DEPARTMENT

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
01-48-3-601	Office Supplies	3,125	3,125	3,125	2,461	2,538
01-48-3-602	Books and Maps	800	800	800	295	800
01-48-3-603	Postage	3,000	3,000	3,000	2,136	2,201
01-48-3-605	Operating Supplies: Crime Prev. Materials, D.A.R.E. Bike Rodeo, Incidental Sup.	3,000	3,000	3,000	2,592	2,434
01-48-3-607	Computer Equipment and Supplies	575	575	575	353	595
01-48-3-608	Petroleum Products	33,000	26,174	33,000	35,921	35,414
01-48-3-611	Special Police Commodities Prisoner's Meals, Jail Supplies, Range Supplies	5,575	5,575	5,575	5,659	5,068
01-48-3-612	Uniforms and Related Supplies (23 officers @ \$700) plus equipment	21,100	23,800	17,800	22,616	15,570
01-48-3-613	Photography Supplies	450	450	450	49	243
01-48-3-614	Vehicle Sticker Compliance	10,100	10,100	10,100	12,659	9,805
01-48-3-615	Small Tools and Equipment	6,900	6,900	6,900	6,276	4,717
01-48-3-620	Bicycle Patrol Program	2,000	2,000	2,000	1,390	1,122
01-48-3-621	Ammunition	7,700	7,684	7,700	7,694	7,624
<b>TOTAL COMMODITIES</b>		<b>97,325</b>	<b>93,183</b>	<b>94,025</b>	<b>100,100</b>	<b>88,132</b>
<b>CONTRACTUAL SERVICES</b>						
01-48-4-630	Professional Services	14,000	14,000	14,000	10,013	7,026
01-48-4-635	Printing (Station Comp. Books, Case, Report Forms)	2,800	2,800	2,800	277	1,997
01-48-4-636	Pre-employment Physicals & Backgrounds	2,250	2,250	2,250	1,762	1,258
01-48-4-638	Advertising	1,200	1,200	1,200	1,152	0
01-48-4-640	IRMA-Workers Comp Premium	7,410	7,862	8,190	16,414	100,381
01-48-4-641	IRMA-Liability Premium	6,916	7,488	7,800	23,569	15,247
01-48-4-642	IRMA Insurance Deductible	10,000	10,000	17,500	5,075	3,577
01-48-4-644	Lexipol Update and Daily Bulletin	6,543	6,543	6,500	6,232	5,936
01-48-4-645	Animal Control Services	1,200	500	1,200	603	1,628
01-48-4-648	South Suburban Major Crimes Task Force	1,000	1,000	1,000	1,000	750
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	13,000	12,863	8,425	10,685	10,744
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>67,819</b>	<b>68,006</b>	<b>72,365</b>	<b>78,282</b>	<b>150,044</b>
<b>TRAINING</b>						
01-48-5-660	Membership Dues & Subscriptions: Fire & Pol. Comm. Assn. Il. Chiefs Association Intl. Assoc. Chiefs of Police Pol. Product News, etc.	2,500	2,243	1,600	1,285	1,340
01-48-5-661	Training	19,500	23,975	19,500	19,502	19,645
01-48-5-665	Auto Expense Reimbursement	0	0	100	4	2
<b>TOTAL TRAINING</b>		<b>22,000</b>	<b>26,218</b>	<b>21,200</b>	<b>20,791</b>	<b>20,987</b>

# POLICE DEPARTMENT

<u>ACCOUNT #</u>	<u>MAINTENANCE</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-48-6-670	Office Equipment Maintenance	5,450	5,450	5,450	4,406	2,949
01-48-6-671	Motor Equipment Maintenance Supplies	12,000	12,000	12,000	13,750	13,833
01-48-6-672	Computer Software Maintenance	1,215	1,215	1,091	8,648	1,555
01-48-6-673	Computer Network Maintenance	20,862	15,703	21,381	9,356	18,676
01-48-6-674	Copier Maintenance	1,200	1,200	1,200	992	1,169
01-48-6-675	Range Maintenance	12,500	12,500	12,500	16,569	17,421
01-48-6-677	Taser Maintenance	953	953	953	953	953
<b>TOTAL MAINTENANCE</b>		<b>54,180</b>	<b>49,021</b>	<b>54,575</b>	<b>54,674</b>	<b>56,556</b>
<hr/>						
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
01-48-7-719	Police Department Staffing Study	0	0	0		0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>						
	<b><u>TRANSFERS</u></b>					
01-48-9-904	Transfer from Wat & Sew - FICA/Med/IMRF	(19,000)	(11,100)	(8,100)	(11,100)	(18,600)
01-48-9-907	Transfer from Storm Sewer	(785)	(792)	(728)	(792)	(839)
01-48-9-908	Transfer from Wat & Sew - Admin Transfer	(7,847)	(9,510)	(7,276)	(9,510)	(8,391)
01-48-9-940	Transfer from Municipal Parking	(54,216)	(51,657)	(52,520)	(51,657)	(51,657)
<b>TOTAL TRANSFERS</b>		<b>(81,848)</b>	<b>(73,059)</b>	<b>(68,624)</b>	<b>(73,059)</b>	<b>(79,487)</b>
<b>TOTAL FUNCTION</b>		<b>3,981,488</b>	<b>3,779,842</b>	<b>3,828,258</b>	<b>3,630,904</b>	<b>3,940,325</b>
<b>TRANSFERS</b>		<b>81,848</b>	<b>73,059</b>	<b>68,624</b>	<b>73,059</b>	<b>79,487</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>4,063,336</b>	<b>3,852,901</b>	<b>3,896,882</b>	<b>3,703,963</b>	<b>4,019,812</b>

# **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.

## **FY20 ACHIEVEMENTS:**

- 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.

## **FY21 GOALS:**

- Conduct massive expungements in compliance with the new Illinois Cannabis Control Act.
- Explore options available to recoup outstanding fines owed that are in collections. This would include the garnishment of Illinois tax refunds as being done by surrounding agencies.

## PUBLIC SAFETY RECEPTION AND RECORDS

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b>Full-Time Salaries</b>					
01-50-1-534	Police Records Clerks	186,501	182,831	182,831	179,984	178,999
01-50-1-535	Administrative Assistant	69,166	67,810	67,810	64,504	65,738
	<b>TOTAL FULL-TIME SALARIES</b>	<b>255,667</b>	<b>250,641</b>	<b>250,641</b>	<b>244,488</b>	<b>244,737</b>
	<b>Part-Time Salaries</b>					
01-50-1-591	Part-time Police Records Clerks supplement during vacation, sick leave, etc. 3500 hours	99,072	110,966	110,966	89,296	84,030
	<b>TOTAL PART-TIME SALARIES</b>	<b>99,072</b>	<b>110,966</b>	<b>110,966</b>	<b>89,296</b>	<b>84,030</b>
01-50-1-570	Sick Leave Buy Back	5,192	3,804	5,090	4,033	3,298
01-50-1-590	Overtime	9,196	10,000	9,016	11,323	11,012
	<b>TOTAL PERSONAL SERVICES</b>	<b>369,127</b>	<b>375,411</b>	<b>375,713</b>	<b>349,139</b>	<b>343,077</b>
	<b>FRINGE BENEFITS</b>					
01-50-2-590	Health Insurance Premium	79,240	64,014	68,100	6,928	67,896
01-50-2-591	Life Insurance Premium	276	248	251	230	240
01-50-2-592	EAP and Wellness Incentive Programs	1,960	1,530	1,890	1,338	677
01-50-2-593	Unemployment Contributions	876	559	708	993	1,346
01-50-2-594	Village HSA Contributions	6,500	5,000	6,500	6,500	9,000
01-50-2-595	Village FICA Contributions	27,241	22,956	23,425	20,344	20,222
01-50-2-596	Village Medicare Contributions	5,673	5,660	5,443	4,758	4,729
01-50-2-597	Village IMRF Contributions	33,622	29,195	29,791	26,937	28,550
	<b>TOTAL FRINGE BENEFITS</b>	<b>155,388</b>	<b>129,162</b>	<b>136,108</b>	<b>68,029</b>	<b>132,660</b>
	<b>CONTRACTUAL SERVICES</b>					
01-50-4-630	Professional Services (Partial E-Com Contract & Capital Contribution)*	73,340	58,606	61,550	58,165	114,929
01-50-4-636	Pre-employment Physicals & Backgrounds	600	0	600	0	0
01-50-4-637	Telephone: Police and Fire Administrative Lines Cellular Telephones & Modems Verizon Cards	25,500	25,500	25,500	28,056	28,348
01-50-4-638	Advertising	325	0	325	0	0
01-50-4-640	IRMA-Workers Comp Premium	2,964	2,246	2,340	2,525	2,541
01-50-4-641	IRMA-Liability Premium	1,976	1,497	1,560	1,683	1,694
01-50-4-642	IRMA Insurance Deductible	500	500	500	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>105,205</b>	<b>29,743</b>	<b>92,375</b>	<b>90,429</b>	<b>147,512</b>
	<b>TRAINING</b>					
01-50-5-661	Training Other training/needed	200	225	200	150	144
	<b>TOTAL TRAINING</b>	<b>200</b>	<b>225</b>	<b>200</b>	<b>150</b>	<b>144</b>

## PUBLIC SAFETY RECEPTION AND RECORDS

<u>ACCOUNT #</u>	<u>MAINTENANCE</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
01-50-6-670	Office Equipment Maintenance	400	400	400	123	397
01-50-6-672	Computer Software Maintenance	99	99	79	274	380
01-50-6-673	Computer Network Maintenance	6,362	4,643	6,617	746	346
01-50-6-676	Radio System Maintenance	6,500	2,600	6,500	1,529	2,413
<b>TOTAL MAINTENANCE</b>		<b>13,361</b>	<b>7,742</b>	<b>13,596</b>	<b>2,671</b>	<b>3,535</b>
<b>TRANSFERS</b>						
01-50-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(17,100)	(11,100)	(8,100)	(11,100)	(18,600)
01-50-9-907	Transfer from Storm Sewer	(2,394)	(2,555)	(3,002)	(2,555)	(2,896)
01-50-9-908	Transfer from Wat & Sew-Admin Transfer	(47,873)	(61,329)	(60,047)	(61,329)	(57,918)
01-50-9-941	Transfer from Grant Parking Fund	(9,758)	(8,941)	(9,454)	(8,941)	(8,941)
<b>TOTAL TRANSFERS</b>		<b>(77,125)</b>	<b>(83,925)</b>	<b>(80,603)</b>	<b>(83,925)</b>	<b>(88,355)</b>
<b>TOTAL FUNCTION</b>		<b>566,156</b>	<b>458,358</b>	<b>537,389</b>	<b>426,494</b>	<b>538,574</b>
<b>TRANSFERS</b>		<b>77,125</b>	<b>83,925</b>	<b>80,603</b>	<b>83,925</b>	<b>88,355</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>643,281</b>	<b>542,283</b>	<b>617,992</b>	<b>510,419</b>	<b>626,929</b>

# **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.

## FY20 ACHIEVEMENTS:

- Continue to orient our new Captain/Shift Commanders. The Captain/Shift Commanders will provide leadership and continuity for our personnel.
  - **Status:** Our new Captain/Shift Commanders have adjusted well to their new positions and have been working on department projects while leading their respective shifts
- The Captain/Shift Commanders will perform a comprehensive review and revision of the Fire Department's Standard Operating Guidelines (S.O.G.'s)
  - **Status:** All three Captain/Shift Commanders have been assigned a section of the S.O.G.'s to review. The process is currently about 60% complete, with the sections most in need of review being completed.
- Replace SCBA air packs.
  - **Status:** After receiving an Assistance to Firefighters Grant (AFG), we have ordered our new SCBA and they will be in-service by the end of January 2020.
- Take delivery and place into service a new Aerial Ladder Truck
  - **Status:** Our new Aerial Ladder Truck has been ordered and is currently under construction with an anticipated delivery in February 2020 and the Truck being placed in-service prior to the end of the Fiscal Year.

## FY21 GOALS:

- Replacement of the Fire Chief and any related backfill of lower ranks
- Replacement of the Apparatus Bay Floor

# FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
<b>Full-Time Salaries</b>						
01-49-1-504	Department Secretary	60,287	59,105	59,105	57,594	56,519
01-49-1-526	Mechanic (5/45/50 Fire/Sts/Pol)	4,230	3,997	3,997	3,620	3,684
01-49-1-540	Chief (70/30 Fire/Ins. Services)	99,288	71,000	97,341	92,064	92,274
01-49-1-541	Assistant Fire Chief*	124,959	122,509	122,509	89,430	86,630
01-49-1-542	Shift Captains (3)	274,817	257,736	257,736	169,798	91,329
01-49-1-543	Captain Holiday Extra Pay	15,077	16,464	14,781	8,543	0
01-49-1-549	Captain Special Shift Pay**	74,440	19,810	71,614	1,856	0
<b>TOTAL FULL-TIME SALARIES</b>		<b>653,098</b>	<b>550,621</b>	<b>627,083</b>	<b>422,905</b>	<b>330,436</b>
<b>Part-Time Salaries</b>						
01-49-1-514	Temporary Assistant	3,768	2,800	3,694	1,233	875
01-49-1-544	Fire & Paramedic Volunteer Calls and Training	61,625	36,173	61,625	53,850	58,275
01-49-1-545	Paramedic Incentive Pay Paramedic and EMT-B Incentives	48,058	44,434	48,058	46,124	42,426
01-49-1-546	Mechanic Helper	3,000	0	3,000	0	0
01-49-1-547	Duty Shift Pay Program	293,578	270,792	273,080	233,009	198,492
01-49-1-548	Officer Differential:				10,446	12,072
	Captain Differential (1)	0	0	0		0
	Lieutenant Differential (3)	0	0	0		0
01-49-1-549	Public Information Assistant	0	0	0		3,087
01-49-1-550	Photography Coordinator	3,308	3,243	3,243	3,156	3,087
01-49-1-551	Safety Officer	0	0	0	3,156	2,573
01-49-1-591	Summer Help: Test hose, service and paint hydrants, etc.	8,028	0	8,000	0	5,283
<b>TOTAL PART-TIME SALARIES</b>		<b>421,365</b>	<b>357,442</b>	<b>400,700</b>	<b>350,974</b>	<b>326,170</b>
01-49-1-570	Sick Leave Buy Back	4,295	3,690	5,199	2,763	2,083
01-49-1-590	Overtime	354	0	347	0	202
<b>TOTAL PERSONAL SERVICES</b>		<b>1,079,112</b>	<b>911,753</b>	<b>1,033,329</b>	<b>776,643</b>	<b>658,891</b>

\*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

<b>FRINGE BENEFITS</b>						
01-49-2-590	Health Insurance Premium	79,240	106,690	113,500	75,639	73,656
01-49-2-591	Life Insurance Premium	394	498	503	352	314
01-49-2-592	EAP and Wellness Incentive Programs	3,080	2,406	2,970	2,077	2,384
01-49-2-593	Unemployment Contributions	2,482	2,377	3,009	2,815	3,502
01-49-2-594	Village HSA Contributions	9,000	9,000	8,500	9,075	5,000
01-49-2-595	Village FICA Contributions	57,205	58,668	59,865	44,784	38,142
01-49-2-596	Village Medicare Contributions	13,237	14,151	13,607	10,832	9,323
01-49-2-597	Village IMRF Contributions	10,087	7,963	8,125	7,145	6,758
01-49-2-598	Village Fire Pension Contributions	326,689	254,578	261,964	203,934	328,277
<b>TOTAL FRINGE BENEFITS</b>		<b>501,414</b>	<b>456,331</b>	<b>472,043</b>	<b>356,652</b>	<b>467,355</b>

# FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
01-49-3-601	Office Supplies	2,750	2,174	2,750	2,661	2,481
01-49-3-602	Books and Maps	1,000	915	1,000	890	1,126
01-49-3-603	Postage	700	568	700	700	485
01-49-3-605	Operating Supplies	2,875	2,850	2,875	2,509	2,634
01-49-3-607	Computer Equipment and Supplies	1,000	700	1,000	895	1,078
01-49-3-608	Petroleum Products	16,500	16,703	16,000	16,903	15,960
01-49-3-611	Dormitory Supplies	5,850	5,830	5,850	4,376	5,177
01-49-3-612	Uniforms and Related Supplies		24,500	25,000	21,945	19,778
01-49-3-613	Photography Supplies	500	391	500	3	0
01-49-3-615	Small Tools and Equipment	8,000	7,912	8,000	7,625	7,179
01-49-3-616	Cleaning Supplies	3,300	2,700	3,300	3,513	3,937
01-49-3-617	Hose and Pager Supplies	18,500	17,834	18,500	17,768	1,628
01-49-3-621	Communications Equipment	7,500	7,688	5,000	4,966	3,953
	EMS Supplies and Equipment	4,500	4,500	4,500	4,502	4,175
	<b>TOTAL COMMODITIES</b>	<b>116,305</b>	<b>95,265</b>	<b>94,975</b>	<b>89,258</b>	<b>69,590</b>
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	<b>CONTRACTUAL SERVICES</b>					
01-49-4-630	Professional Services	40,000	0	0	11,311	0
01-49-4-634	Miscellaneous Services	2,500	144	3,000	1,018	3,227
01-49-6-635	Printing	700	150	700	151	237
01-49-4-636	Pre-employment Physicals & Background	7,000	6,483	6,000	5,229	5,233
01-49-4-637	Telephone/Alpha Pagers	1,900	2,143	1,900	2,128	2,039
01-49-4-640	IRMA-Workers Comp Premium	53,352	43,805	45,630	15,151	2,541
01-49-4-641	IRMA-Liability Premium	2,964	5,990	6,240	1,683	5,082
01-49-4-642	IRMA Insurance Deductible	2,500	2,905	2,500	0	82
01-49-4-648	Special Response Team	8,100	7,814	8,100	8,545	6,925
01-49-4-650	Contract Personnel (6)	559,073	493,663	493,663	561,534	673,691
01-49-4-656	Ambulance Collection Services	19,000	18,344	14,000	17,685	16,657
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>697,089</b>	<b>581,441</b>	<b>581,733</b>	<b>624,434</b>	<b>715,715</b>
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	<b>TRAINING AND CONFERENCES</b>					
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	1,700	2,100	1,582	1,949
01-49-5-661	Training: Int'l Chiefs' Conference, Nat'l Fire Academy IL Firefighters Conference (Fire Chief) Misc. seminars for volunteers	8,300	6,718	8,300	8,034	6,757
01-49-5-662	Physical Fitness and Inoculations	7,500	6,837	7,500	3,546	2,485
01-49-5-663	Tuition and Fees	20,000	19,478	20,000	12,310	32,364
01-49-5-664	Training Materials: Programs, materials, equipment, guest experts, etc.	8,000	8,704	8,000	6,641	6,375
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>45,900</b>	<b>43,437</b>	<b>45,900</b>	<b>32,112</b>	<b>49,930</b>

# FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>MAINTENANCE</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
01-49-6-670	Office Equipment Maintenance	700	0	1,000	0	0
01-49-6-671	Vehicle Maintenance	43,000	57,075	29,000	34,849	28,017
01-49-6-672	Computer Software Maintenance	10,000	10,100	10,000	9,679	8,145
01-49-6-673	Computer Network & Hardware Maintenance	20,000	14,019	20,000	10,937	7,878
01-49-6-674	Equipment Maintenance and Supplies	6,000	5,429	6,000	20,490	4,384
01-49-6-675	EMS Equipment Maintenance	1,000	952	1,000	812	240
01-49-6-677	Equipment Service Contracts	19,200	19,343	19,200	19,281	15,908
01-49-6-679	Fire Hydrant Rehabilitation/Sandblast & Paint	0	0	8,300	0	466
<b>TOTAL MAINTENANCE</b>		<b>99,900</b>	<b>106,918</b>	<b>94,500</b>	<b>96,049</b>	<b>65,038</b>
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	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
01-49-7-724	FEMA Fire Assistance Grant Purchases	0	0	0	0	0
01-49-7-732	Fit Test Machine	0	0	0	0	3,999
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,999</b>
<hr/>						
	<b><u>TRANSFERS</u></b>					
01-49-9-904	Transfer from Wat & Sew - FICA/Med/IMRF	(20,900)	(9,720)	(9,720)	(11,100)	(18,600)
01-49-9-907	Transfer from Storm Sewer	(4,771)	(2,727)	(2,727)	(2,133)	(2,478)
01-49-9-908	Transfer from Wat & Sew - Admin Transfer	(45,286)	(47,411)	(47,411)	(42,852)	(41,137)
<b>TOTAL TRANSFERS</b>		<b>(70,957)</b>	<b>(59,858)</b>	<b>(59,858)</b>	<b>(56,085)</b>	<b>(62,215)</b>
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<b>TOTAL FUNCTION</b>		<b>2,468,763</b>	<b>2,135,287</b>	<b>2,262,622</b>	<b>1,919,063</b>	<b>1,968,303</b>
<b>TRANSFERS</b>		<b>70,957</b>	<b>59,858</b>	<b>59,858</b>	<b>56,085</b>	<b>62,215</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>2,539,720</b>	<b>2,195,145</b>	<b>2,322,480</b>	<b>1,975,148</b>	<b>2,030,518</b>

# BUILDING DEPARTMENT

## SERVICES PROVIDED:

The Building Department 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 Department 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 Department. 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, Department personnel inspect the properties and communicate their findings to the contractor, builder or owner. The Department ensures that all occupancy requirements are met and approvals are granted prior to releasing a Certificate of Occupancy.

The Department is also responsible for addressing property maintenance issues throughout the Village. Additionally, contracts for services such as health and elevator inspections are administered. Administrative assistance is also provided to planning and zoning functions.

## FY20 ACHIEVEMENTS:

- Development of the Meijer Subdivision and the remainder of the former TIF area.  
**STATUS:** Outlot A in the Meijer Subdivision is now 100 percent occupied. Dunkin Restaurant continues to move forward with development plans.
- Administer an aggressive campaign to identify property maintenance violations.  
**STATUS:** Staff issued 487 written violation notices and adjudicated 96 citations in 2019.
- Assess the need for newer technologies for building permitting, plan review and inspection software.  
**STATUS:** The Village has approved the purchase of new community development software which will be implemented in FY21.

## FY21 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.
- Implement the new community development software.
- Continue development of new Standard Operating Policies for the Inspectional Services Department, including job descriptions and procedural guidelines.

**FIRE DEPARTMENT  
BUILDING DEPARTMENT**

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	<b>Full-Time Salaries</b>					
01-53-1-504	Department Secretary	25,292	19,702	19,702	0	0
01-53-1-507	Building and Zoning Coordinator (50/50 Ins.Svc./P&Z)	0	9,543	5,319	30,956	30,215
01-53-1-509	Building and Zoning Administrator* (50/50 Ins.Svc./P&Z)	53,046	49,004	49,004	39,941	37,250
01-53-1-540	Fire Chief (30/70 Ins.Svc./Fire)	42,551	41,717	41,717	39,456	39,546
01-53-1-541	Assistant Fire Chief (as of FY19-20 100% moved to Fire)	0	0	0	29,810	28,877
	<b>TOTAL FULL-TIME SALARIES</b>	<b>120,889</b>	<b>119,966</b>	<b>115,742</b>	<b>140,162</b>	<b>135,888</b>
	<b>Part-Time Salaries</b>					
01-53-1-514	Temporary Assistant	3,717	844	5,836	4,866	6,071
01-53-1-560	Structural Code Administrator	7,000	5,490	7,000	5,610	6,446
01-53-1-561	Electrical Code Administrator	10,500	9,180	10,500	8,113	9,005
01-53-1-562	Plumbing Code Administrator	7,000	3,890	7,000	4,060	3,733
01-53-1-565	Building Inspector	9,180	8,400	9,019	8,738	8,540
01-53-1-567	Property Maintenance Inspectors	39,650	25,544	38,873	24,241	11,766
	<b>TOTAL PART-TIME SALARIES</b>	<b>77,047</b>	<b>53,348</b>	<b>78,228</b>	<b>55,628</b>	<b>45,560</b>
01-53-1-570	Sick Leave Buy Back	1,150	1,150	0	1,723	815
01-53-1-590	Overtime	6	0	311	0	0
	<b>TOTAL PERSONAL SERVICES</b>	<b>199,092</b>	<b>174,464</b>	<b>194,281</b>	<b>197,513</b>	<b>182,264</b>
*In years prior to F\ 19-20 position was titled Inspectional Services Administrator						
	<b>FRINGE BENEFITS</b>					
01-53-2-590	Health Insurance Premium	22,640	832	22,700	19,975	19,839
01-53-2-591	Life Insurance Premium	79	83	84	58	60
01-53-2-592	EAP and Wellness Incentive Programs	560	437	540	124	124
01-53-2-593	Unemployment Contributions	292	280	354	334	449
01-53-2-594	Village HSA Contributions	0	0	0	0	0
01-53-2-595	Village FICA Contributions	16,344	12,754	13,014	11,951	10,932
01-53-2-596	Village Medicare Contributions	3,782	2,830	2,721	2,807	2,574
01-53-2-597	Village IMRF Contributions	10,087	7,963	8,125	7,902	7,330
	<b>TOTAL FRINGE BENEFITS</b>	<b>53,784</b>	<b>25,178</b>	<b>47,538</b>	<b>43,152</b>	<b>41,309</b>

**FIRE DEPARTMENT  
BUILDING DEPARTMENT**

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-53-3-601	Office Supplies	1,000	920	1,000	930	746
01-53-3-602	Books and Maps	1,840	960	1,000	893	1,090
01-53-3-603	Postage	750	320	750	232	244
01-53-3-606	Office Equipment	1,700	900	1,100	730	1,042
01-53-3-607	Computer Equipment and Supplies	900	900	900	929	519
01-53-3-608	Petroleum Products	2,000	1,266	2,000	1,634	910
01-53-3-612	Uniforms & Related Supplies	1,000	860	1,000	707	136
<b>TOTAL COMMODITIES</b>		<b>9,190</b>	<b>6,126</b>	<b>7,750</b>	<b>6,055</b>	<b>4,687</b>
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<b><u>CONTRACTUAL SERVICES</u></b>						
01-53-4-630	Professional Services	0	0	0	0	0
01-53-4-634	Miscellaneous Services	250	0	250	0	0
01-53-4-635	Printing	500	474	500	1,167	732
01-53-4-636	Pre-employment Physicals & Backgrounds	400	0	400	0	1,122
01-53-4-637	Telephone	1,500	1,054	1,500	1,587	1,578
01-53-4-640	IRMA-Workers Comp Premium	2,964	2,246	2,340	2,525	2,541
01-53-4-641	IRMA-Liability Premium	1,976	1,498	1,560	1,683	1,694
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	1,856	1,750	973	2,127
01-53-4-659	Sanitarian Inspection Services	6,600	7,200	6,600	6,800	6,600
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>18,440</b>	<b>14,328</b>	<b>17,400</b>	<b>14,734</b>	<b>16,394</b>
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<b><u>TRAINING AND CONFERENCES</u></b>						
01-53-5-660	Dues and Subscriptions:	600	480	600	418	637
01-53-5-661	Training	2,500	1,600	2,500	500	100
01-53-5-663	Tuition and Fees	1,100	0	1,100	0	0
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>4,200</b>	<b>2,080</b>	<b>4,200</b>	<b>918</b>	<b>737</b>
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<b><u>MAINTENANCE</u></b>						
01-53-6-670	Office Equipment Maintenance	1,150	1,194	1,150	827	1,492
01-53-6-671	Vehicle Maintenance	900	400	900	255	132
01-53-6-672	Computer Software Maintenance	3,045	187	3,045	514	172
01-53-6-673	Computer Network and Hardware Maintenance	2,189	1,674	1,372	610	1,016
<b>TOTAL MAINTENANCE</b>		<b>7,284</b>	<b>3,455</b>	<b>6,467</b>	<b>2,206</b>	<b>2,810</b>
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<b><u>CAPITAL OUTLAY/NON OPERATING</u></b>						
01-53-7-702	Community Development Software	30,756	8,412	39,168	0	0
<b>TOTAL CAPITAL OUTLAY/NON OPERATING</b>		<b>30,756</b>	<b>8,412</b>	<b>39,168</b>	<b>0</b>	<b>0</b>
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<b><u>TRANSFERS</u></b>						
01-53-9-904	Transfer from Water and Sewer - FICA/Med/IMRF	(7,600)	(3,240)	(3,240)	(4,440)	(7,440)
01-53-9-907	Transfer from Storm Sewer	(871)	(974)	(974)	(765)	(858)
01-53-9-908	Transfer from Water and Sewer - Admin Transfer	(14,353)	(18,422)	(18,422)	(17,398)	(16,700)
<b>TOTAL TRANSFERS</b>		<b>(22,824)</b>	<b>(22,636)</b>	<b>(22,636)</b>	<b>(22,603)</b>	<b>(24,998)</b>
<b>TOTAL FUNCTION</b>		<b>299,922</b>	<b>211,407</b>	<b>294,168</b>	<b>241,976</b>	<b>223,203</b>
<b>TRANSFERS</b>		<b>22,824</b>	<b>22,636</b>	<b>22,636</b>	<b>22,603</b>	<b>24,998</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>322,746</b>	<b>234,043</b>	<b>316,804</b>	<b>264,579</b>	<b>248,201</b>

# **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.

## **FY20 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 as a Class 7 Community.
- Completed the Phase I 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 Phase I Engineering for the Central Business District Roadway, Pedestrian, & Streetscape Improvements Project.

## **FY21 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 II Engineering for the Brookwood Bridge and Butterfield Road Culvert reconstruction project.
- Begin the Residential Water Meter Replacement with Radio Read project.
- Pursue grant funding for the Phase II Engineering for the Central Business District Roadway, Pedestrian, & Streetscape Improvements Project.
- Continue to pursue grant funding for the replacement of the Dartmouth Road Bicycle Bridge and Path.

## PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	<b>Full-Time Salaries</b>					
01-55-1-580	Public Works Director	141,839	139,058	139,058	136,755	132,499
01-55-1-504	Department Secretary	60,287	59,105	59,105	60,512	55,835
	<b>TOTAL FULL-TIME SALARIES</b>	<b>202,126</b>	<b>198,163</b>	<b>198,163</b>	<b>197,267</b>	<b>188,334</b>
	<b>Part-Time Salaries</b>					
01-55-1-514	Temporary Assistant	6,387	11,600	6,262	6,694	6,840
	<b>TOTAL PART-TIME SALARIES</b>	<b>6,387</b>	<b>11,600</b>	<b>6,262</b>	<b>6,694</b>	<b>6,840</b>
01-55-1-570	Sick Leave Buy Back	3,043	3,123	2,983	3,123	2,545
01-55-1-590	Overtime	112	1,000	110	804	296
	<b>TOTAL PERSONAL SERVICES</b>	<b>211,668</b>	<b>213,886</b>	<b>207,518</b>	<b>207,888</b>	<b>198,015</b>
	<b>FRINGE BENEFITS</b>					
01-55-2-590	Health Insurance Premium	22,640	21,338	22,700	20,772	19,839
01-55-2-591	Life Insurance Premium	158	166	168	154	157
01-55-2-592	EAP and Wellness Incentive Programs	1,120	875	1,080	384	413
01-55-2-593	Unemployment Contributions	584	419	531	662	870
01-55-2-594	Village H.S.A. Contributions	3,000	3,000	3,000	3,000	3,000
01-55-2-595	Village FICA Contributions	16,344	12,754	13,014	11,856	11,647
01-55-2-596	Village Medicare Contributions	3,782	3,774	3,629	2,924	2,846
01-55-2-597	Village IMRF Contributions	26,897	21,233	21,666	21,249	21,675
	<b>TOTAL FRINGE BENEFITS</b>	<b>74,525</b>	<b>63,559</b>	<b>65,788</b>	<b>61,003</b>	<b>60,447</b>
	<b>COMMODITIES</b>					
01-55-3-601	Office Supplies	1,200	1,200	1,200	2,762	1,008
01-55-3-602	Books and Maps (Reproductions & Purchases)	350	100	350	0	0
01-55-3-603	Postage	1,800	1,800	1,800	1,708	1,023
01-55-3-605	Operating Supplies	1,000	1,000	1,000	1,312	773
01-55-3-606	Office Equipment	800	800	800	478	620
01-55-3-607	Computer Equipment and Supplies	800	841	800	670	466
01-55-3-608	Petroleum Products	2,000	2,000	2,000	2,219	2,210
	<b>TOTAL COMMODITIES</b>	<b>7,950</b>	<b>7,741</b>	<b>7,950</b>	<b>9,149</b>	<b>6,100</b>
	<b>CONTRACTUAL SERVICES</b>					
01-55-4-630	Professional Services		33,749		39,314	13,623
	Consulting Engineers	17,050		17,050		
	CAD Mapping Services	500		500		
01-55-4-635	Printing	350	1,500	350	225	297
01-55-4-636	Pre-employment Physicals	1,100	1,100	1,100	804	1,903
01-55-4-637	Telephone	13,000	13,000	13,000	15,842	37,894
01-55-4-640	IRMA-Workers Comp Premium	2,964	2,246	2,340	2,525	2,541
01-55-4-641	IRMA-Liability Premium	1,976	1,498	1,560	1,683	1,694
01-55-4-642	IRMA Insurance Deductible	138	138	138	0	0
01-55-4-647	CDL Drug & Alcohol Testing	1,000	1,000	1,000	475	279
01-55-4-650	GIS Consortium	74,000				
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>112,078</b>	<b>54,231</b>	<b>37,038</b>	<b>60,868</b>	<b>58,231</b>

# PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT #</u>		<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b><u>TRAINING</u></b>					
01-55-5-660	Dues and Subscriptions APWA, II Soc. Prof. Eng., etc.	750	750	750	518	1,093
01-55-5-661	Training APWA Conf. & Misc. Sem.	1,700	1,700	1,700	2,419	1,916
	<b>TOTAL TRAINING</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>2,937</b>	<b>3,009</b>
	<b><u>MAINTENANCE</u></b>					
01-55-6-670	Office Equipment Maintenance	1,535	1,535	1,535	1,386	1,582
01-55-6-671	Vehicle Maintenance and Supplies	400	200	400	51	111
01-55-6-672	Computer Software Maintenance	4,035	4,035	4,035	7,817	2,166
01-55-6-673	Computer Network Maintenance	18,587	18,587	18,587	7,130	7,143
	<b>TOTAL MAINTENANCE</b>	<b>24,557</b>	<b>24,357</b>	<b>24,557</b>	<b>16,384</b>	<b>11,002</b>
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
01-55-7-760	Brookwood Bridge - Engineering (25% GF/75% SS)	30,502	12,918	10,808	(943)	7,855
01-55-7-761	Brookwood Bridge - Reconstruction	0	0	0	0	5,500
01-55-7-762	CBD Streetscape Improvements	85,465	128,804	135,000	32,196	0
01-55-7-763	IEPA Phase 4 Loan Prep Expenses	0	0	0	6,712	0
01-55-7-764	IEPA Phase 4 Design Engineering	0	0	0	0	0
01-55-7-769	Brookwood Bridge - Construction Observation Services	0	0	0	0	0
01-55-7-770	Dartmouth Road Bicycle Bridge & Path	0	0	500,000	0	0
01-55-7-771	Water Meter Replacement Program	1,426,577	0	1,426,577	47,500	0
01-55-7-772	Lift Stations SCADA Improvements	0	0	0	0	56,630
01-55-7-773	Vollmer Reservoir Rehabilitation	0	0	0	0	102,090
01-55-7-774	Citizen Request Software	6,701	1,390	8,091	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,549,245</b>	<b>143,113</b>	<b>2,080,476</b>	<b>85,465</b>	<b>172,075</b>
	<b><u>TRANSFERS</u></b>					
01-55-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(13,300)	(4,860)	(4,860)	(7,770)	(13,020)
01-55-9-907	Transfer from Storm Sewer	(68,949)	(65,782)	(65,782)	(59,214)	(67,880)
01-55-9-908	Transfer from Wat & Sew-Admin Transfer	(143,871)	(139,048)	(139,048)	(156,765)	(147,153)
01-55-9-909	Transfer to Sanitary Sewer Rehab	0	0	0	45,000	72,704
01-55-9-940	Transfer from Municipal Parking	(1,084)	(1,050)	(1,050)	(993)	(993)
	<b>TOTAL TRANSFERS</b>	<b>(227,204)</b>	<b>(210,740)</b>	<b>(210,740)</b>	<b>(179,742)</b>	<b>(156,342)</b>
	<b>TOTAL FUNCTION</b>	<b>1,755,269</b>	<b>298,597</b>	<b>2,215,037</b>	<b>263,952</b>	<b>352,536</b>
	<b>TRANSFERS</b>	<b>227,204</b>	<b>210,740</b>	<b>210,740</b>	<b>179,742</b>	<b>156,342</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>1,982,473</b>	<b>509,337</b>	<b>2,425,777</b>	<b>443,694</b>	<b>508,878</b>

# **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.

## FY20 ACHIEVEMENTS:

- Completed partial furniture replacement for Village Hall Board Room and Conference Room.
- Completed some carpet and flooring replacements at the Village Hall Complex and Public Works Facility.
- Completed the mechanic's bay doors replacement at the Public Works Service Center.
- Completed several service door replacements at the Village Hall Complex and Public Works Facility.
- Continue to maintain the fire alarm and suppression system throughout the Village Hall and Public Works Facility.
- Bid out the first phase of the Village Hall Complex improvements, which include improvements to front desk security at the Village Hall and Building Departments, and remodeling and ADA improvements to the Complexes bathroom and locker room facilities. Improvements will be completed as budget allows.

## FY21 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 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
01-67-3-605	Operating Supplies Light Bulbs, etc.	10,000	15,000	10,000	12,469	10,630
01-67-3-615	Small Tools and Equipment	150	150	150	427	157
01-67-3-616	Cleaning Supplies	5,500	5,000	5,500	5,085	4,879
01-67-3-620	Repair Supplies	2,200	2,200	2,200	1,188	1,350
	<b>TOTAL COMMODITIES</b>	<b>17,850</b>	<b>22,350</b>	<b>17,850</b>	<b>19,170</b>	<b>17,015</b>
	<b>CONTRACTUAL SERVICES</b>					
01-67-4-630	Cleaning Service	21,216	21,216	21,216	23,676	20,170
01-67-4-634	Miscellaneous Services	15,000	15,000	15,000	14,319	13,802
01-67-4-649	Water and Sewer Services	10,000	10,000	10,000	12,142	11,096
01-67-4-653	Gas, Energy/Pumps and Heating	10,000	10,000	10,000	17,856	9,859
01-67-4-654	Scavenger and Disposal Service	3,100	3,100	3,100	3,461	3,522
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>59,316</b>	<b>59,316</b>	<b>59,316</b>	<b>71,453</b>	<b>58,449</b>
	<b>MAINTENANCE</b>					
01-67-6-678	Building Repairs	5,000	5,000	5,000	10,875	8,976
01-67-6-679	General and Concrete Repairs Center and Buildings Concrete Repairs	1,500 1,000	1,500 1,000	1,500 1,000	3,200	3,445
01-67-6-680	Maintenance Contracts Village Hall Elevator Village Facilities HVAC Maintenance Electrical Improvements Other Heating Equip. Maint. Fire System Maint. Alarms/Sprinklers Annual Carpet Maintenance Hard Surface Floor Maintenance Miscellaneous Repairs	3,500 20,000 765 600 3,000 4,000 2,500 12,099	43,025	3,500 10,000 765 600 3,000 4,000 2,500 12,099	43,981	33,690
	<b>TOTAL MAINTENANCE</b>	<b>53,964</b>	<b>50,525</b>	<b>43,964</b>	<b>58,056</b>	<b>46,111</b>
	<b>CAPITAL OUTLAY/NON-OPERATING</b>					
01-67-7-762	3400 Flossmoor Road Demolition	0	0	0	16,940	0
01-67-7-763	VH Board Room Sound System	0	0	0	8,425	0
01-67-7-764	VH Board Room Furniture	36,000	20,000	20,000	0	0
01-67-7-765	VH Municipal Complex Improvements	250,000	20,000	250,000	8,485	0
01-67-7-766	Public Works Service Center Security Fence	40,000				
	<b>TOTAL CAPITAL OUTLAY</b>	<b>326,000</b>	<b>40,000</b>	<b>270,000</b>	<b>33,850</b>	<b>0</b>
	<b>TRANSFERS</b>					
01-67-9-907	Transfer from Storm Sewer	(9,778)	(3,153)	(3,153)	(2,478)	(2,951)
01-67-9-908	Transfer from Water and Sewer Fund	(39,113)	(12,613)	(12,613)	(11,895)	(11,805)
	<b>TOTAL TRANSFERS</b>	<b>(48,891)</b>	<b>(15,766)</b>	<b>(15,766)</b>	<b>(14,373)</b>	<b>(14,756)</b>
	<b>TOTAL FUNCTION</b>	<b>408,239</b>	<b>156,425</b>	<b>375,364</b>	<b>168,156</b>	<b>106,819</b>
	<b>TRANSFERS</b>	<b>48,891</b>	<b>15,766</b>	<b>15,766</b>	<b>14,373</b>	<b>14,756</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>457,130</b>	<b>172,191</b>	<b>391,130</b>	<b>182,529</b>	<b>121,575</b>

# 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.

## FY20 ACHIEVEMENTS:

- Completed rotational tree trimming in the Southeast Flossmoor and Ballantrae (in-house) neighborhoods.
- Continued the removal of dead and infested trees as part of the Parkway Tree Program.
- Continued the Sidewalk Replacement Program in 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 170 trees for planting through a grant awarded to the Student Conservation Association by the Great Lakes Restoration Initiative.

## FY21 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 Braeburn - Brassie 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>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b>Full-Time Salaries</b>					
01-60-1-526	Mechanic (45/5/50 Sts/Fire/Pol)	38,049	35,310	35,310	32,586	33,160
01-60-1-581	Assistant Public Works Director	107,682	101,644	101,644	68,575	102,294
01-60-1-583	Foremen (2)	167,980	164,685	164,685	155,137	154,796
01-60-1-584	Utilities Maintenance Technician	81,802	80,198	80,198	78,854	79,397
01-60-1-585	Maintenance Workers (6)	426,457	417,460	417,460	377,695	371,911
01-60-1-586	Forestry Maintenance Technician	77,605	72,147	72,147	66,092	65,486
01-60-1-589	Pager Compensation	6,552	6,552	6,552	6,215	2,761
	<b>TOTAL FULL-TIME SALARIES</b>	<b>906,127</b>	<b>877,996</b>	<b>877,996</b>	<b>785,153</b>	<b>809,805</b>
	<b>Part-Time Salaries</b>					
01-60-1-592	Temporary Mechanic	27,000	19,125	27,000	9,900	0
	<b>TOTAL PART-TIME SALARIES</b>	<b>27,000</b>	<b>19,125</b>	<b>27,000</b>	<b>9,900</b>	<b>0</b>
01-60-1-570	Sick Leave Buy Back	2,004	1,079	1,965	547	1,216
01-60-1-590	Overtime (Reg. employees)	13,608	25,000	13,341	9,275	7,970
	<b>TOTAL PERSONAL SERVICES</b>	<b>948,739</b>	<b>923,200</b>	<b>920,302</b>	<b>804,875</b>	<b>818,992</b>
	<b>FRINGE BENEFITS</b>					
01-60-2-590	Health Insurance Premium	203,760	213,380	227,000	186,901	212,356
01-60-2-591	Life Insurance Premium	749	788	796	673	736
01-60-2-592	EAP and Wellness Incentive Programs	5,600	4,374	5,400	3,360	3,512
01-60-2-593	Unemployment Contributions	2,482	2,377	3,009	2,484	3,840
01-60-2-594	Village H.S.A. Contributions	4,500	4,500	4,500	4,500	7,000
01-60-2-595	Village FICA Contributions	62,654	61,218	62,467	51,876	51,518
01-60-2-596	Village Medicare Contributions	15,128	14,151	13,607	12,141	12,049
01-60-2-597	Village IMRF Contributions	107,589	90,241	92,083	84,872	91,160
	<b>TOTAL FRINGE BENEFITS</b>	<b>402,462</b>	<b>391,029</b>	<b>408,862</b>	<b>346,806</b>	<b>382,172</b>
	<b>COMMODITIES</b>					
01-60-3-601	Office Supplies	600	600	600	1,247	533
01-60-3-605	Operating Supplies	3,450	6,000	3,450	3,021	4,043
01-60-3-608	Petroleum Products	16,000	16,000	16,000	14,335	14,164
01-60-3-612	Uniforms and Related Supplies	4,600	5,000	2,650	5,738	4,124
01-60-3-615	Small Tools and Equipment	4,450	4,450	4,450	3,976	4,935
01-60-3-618	Safety Equipment and Supplies	2,450	6,500	2,450	2,775	2,164
	<b>TOTAL COMMODITIES</b>	<b>31,550</b>	<b>38,550</b>	<b>29,600</b>	<b>31,092</b>	<b>29,963</b>

## STREETS AND GROUNDS

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		20-21	19-20	19-20	18-19	17-18
<b>ACCOUNT #</b>	<b>CONTRACTUAL</b>					
01-60-4-630	Professional Services	1,000	1,800	1,000	1,000	1,031
01-60-4-635	Annual Street Maintenance	150,000	250,000	250,000	137,481	0
01-60-4-636	Pre-employment Physicals	2,000	2,000	2,000	2,377	208
01-60-4-638	Advertising	2,000	500	2,000	514	529
01-60-4-640	IRMA-Workers Comp Premium	69,654	47,174	49,140	79,545	8,894
01-60-4-641	IRMA-Liability Premium	77,064	52,416	54,600	48,824	53,368
01-60-4-642	IRMA Insurance Deductible	2,614	2,614	2,614	9,852	10,881
01-60-4-650	Spoil Disposal	6,000	6,000	6,000	3,415	7,069
01-60-4-651	Equipment Rental	600	2,234	600	490	0
01-60-4-652	Share the Cost Tree Program	0	10,000	20,000	8,725	16,755
01-60-4-657	J.U.L.I.E. One-Call	825	825	825	759	822
	<b>TOTAL CONTRACTUAL</b>	<b>311,757</b>	<b>375,563</b>	<b>388,779</b>	<b>292,982</b>	<b>99,557</b>
	<b>TRAINING AND CONFERENCES</b>					
01-60-5-660	Dues and Subscriptions	800	800	800	810	400
01-60-5-661	Training: Miscellaneous Training and Seminars	1,000	2,000	1,000	2,210	672
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>1,800</b>	<b>2,800</b>	<b>1,800</b>	<b>3,020</b>	<b>1,072</b>
	<b>MAINTENANCE</b>					
01-60-6-671	Maintenance and Supplies	11,000	11,000	11,000	12,433	12,092
01-60-6-676	Radio System Maintenance	400	400	400	0	0
01-60-6-677	Repairs	2,505	2,505	2,505	11,570	4,023
01-60-6-678	Contract Landscape Maintenance	40,000	40,000	40,000	46,170	34,830
01-60-6-681	Art Program Maintenance	500	500	500	0	0
01-60-6-682	CBD Flags	1,500	1,500	1,500	1,500	1,500
	<b>TOTAL MAINTENANCE</b>	<b>55,905</b>	<b>55,905</b>	<b>55,905</b>	<b>71,673</b>	<b>52,445</b>
	<b>TRANSFERS</b>					
01-60-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(53,200)	(21,870)	(21,870)	(33,300)	(59,520)
01-60-9-907	Transfer from Storm Sewer	(276,941)	(279,680)	(279,680)	(215,210)	(260,789)
01-60-9-908	Transfer from Water & Sewer - Admin Transfer	(573,105)	(582,333)	(582,333)	(541,265)	(529,900)
01-60-9-941	Transfer from Grant Parking	(10,843)	(10,504)	(10,504)	(9,934)	(9,934)
	<b>TOTAL TRANSFERS</b>	<b>(914,089)</b>	<b>(894,387)</b>	<b>(894,387)</b>	<b>(799,709)</b>	<b>(860,143)</b>
	<b>TOTAL GENERAL OPERATING PROGRAM</b>	<b>838,124</b>	<b>892,660</b>	<b>910,861</b>	<b>750,739</b>	<b>524,059</b>

## STREETS AND GROUNDS

SNOW AND ICE CONTROL		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
ACCOUNT #	PERSONAL SERVICES	20-21	19-20	19-20	18-19	17-18
	<b>Part-Time Salaries</b>					
01-61-1-592	Temporary Employees	0	0	0	0	0
	<b>TOTAL PART-TIME SALARIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
01-61-1-590	Overtime (Reg. employees)	16,681	16,354	16,354	23,595	19,963
	<b>TOTAL PERSONAL SERVICES</b>	<b>16,681</b>	<b>16,354</b>	<b>16,354</b>	<b>23,595</b>	<b>19,963</b>
	<b>FRINGE BENEFITS</b>					
01-61-2-595	Village FICA Contributions	2,724	2,551	2,603	1,421	1,205
01-61-2-596	Village Medicare Contributions	0	0	0	333	282
01-61-2-597	Village IMRF Contributions	3,362	2,654	2,708	2,246	2,188
	<b>TOTAL FRINGE BENEFITS</b>	<b>6,086</b>	<b>5,205</b>	<b>5,311</b>	<b>4,000</b>	<b>3,675</b>
	<b>COMMODITIES</b>					
01-61-3-615	Small Tools and Equipment	250	250	250	138	276
	<b>TOTAL COMMODITIES</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>138</b>	<b>276</b>
	<b>MAINTENANCE</b>					
01-61-6-677	Program Maintenance	2,745	2,745	2,745	3,292	13,183
	<b>TOTAL MAINTENANCE</b>	<b>2,745</b>	<b>2,745</b>	<b>2,745</b>	<b>3,292</b>	<b>13,183</b>
	<b>TRANSFERS</b>					
01-61-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(1,900)	(810)	(810)	0	0
	<b>TOTAL TRANSFERS</b>	<b>(1,900)</b>	<b>(810)</b>	<b>(810)</b>	<b>0</b>	<b>0</b>
	<b>TOTAL SNOW AND ICE PROGRAM</b>	<b>23,862</b>	<b>23,744</b>	<b>23,850</b>	<b>31,025</b>	<b>37,097</b>

# STREETS AND GROUNDS

## HORTICULTURE MAINTENANCE

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b>Part-Time Salaries</b>					
01-62-1-591	Seasonal Employees	23,297	13,538	22,840	22,189	21,738
01-62-1-593	Laborers	15,000	0	0	0	0
	<b>TOTAL PART-TIME SALARIES</b>	<b>38,297</b>	<b>13,538</b>	<b>22,840</b>	<b>22,189</b>	<b>21,738</b>
	<b>FRINGE BENEFITS</b>					
01-62-2-595	Village FICA Contributions	2,724	2,551	2,603	1,376	1,348
01-62-2-596	Village Medicare Contributions	0	943	907	322	315
	<b>TOTAL FRINGE BENEFITS</b>	<b>2,724</b>	<b>3,494</b>	<b>3,510</b>	<b>1,697</b>	<b>1,663</b>
	<b>COMMODITIES</b>					
01-62-3-615	Small Tools and Equipment	1,000	1,000	1,000	546	908
01-62-3-619	Program Commodities	3,635	5,000	3,635	5,320	3,906
	<b>TOTAL COMMODITIES</b>	<b>4,635</b>	<b>6,000</b>	<b>4,635</b>	<b>5,866</b>	<b>4,814</b>
	<b>MAINTENANCE</b>					
01-62-6-677	Program Maintenance	1,450	1,450	1,450	353	1,415
01-62-6-681	Art Landscaping Maintenance	1,000	500	1,000	0	0
	<b>TOTAL MAINTENANCE</b>	<b>2,450</b>	<b>1,950</b>	<b>2,450</b>	<b>353</b>	<b>1,415</b>
	<b>TRANSFERS</b>					
01-62-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	0	0	0	0	0
	<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL HORTICULTURE MAINTENANCE</b>	<b>48,106</b>	<b>24,982</b>	<b>33,435</b>	<b>30,106</b>	<b>29,629</b>

# STREETS AND GROUNDS

## PARKWAY TREE MAINTENANCE

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	<b>Part-Time Salaries</b>					
01-63-1-592	Laborers	5,220	4,860	3,915	3,303	4,739
	<b>TOTAL PART-TIME SALARIES</b>	<b>5,220</b>	<b>4,860</b>	<b>3,915</b>	<b>3,303</b>	<b>4,739</b>
01-63-1-590	Overtime (Storm Damage)	1,393	4,000	1,366	1,367	231
	<b>TOTAL PERSONAL SERVICES</b>	<b>6,613</b>	<b>8,860</b>	<b>5,281</b>	<b>4,670</b>	<b>4,969</b>
	<b>FRINGE BENEFITS</b>					
01-63-2-595	Village FICA Contributions	0	0	0	287	313
01-63-2-596	Village Medicare Contributions	0	0	0	67	73
01-63-2-597	Village IMRF Contributions	0	0	0	140	34
	<b>TOTAL FRINGE BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>494</b>	<b>420</b>
	<b>COMMODITIES</b>					
01-63-3-615	Small Tools and Equipment	600	600	600	782	623
01-63-3-619	Tree Planting Program	10,000				
	<b>TOTAL COMMODITIES</b>	<b>10,600</b>	<b>600</b>	<b>600</b>	<b>782</b>	<b>623</b>
	<b>CONTRACTUAL SERVICES</b>					
01-63-4-653	Parkway Tree Services:		127,000		137,560	97,871
	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	20,426	20,000	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>147,000</b>	<b>147,426</b>	<b>147,000</b>	<b>137,560</b>	<b>97,871</b>
	<b>MAINTENANCE</b>					
01-63-6-677	Program Maintenance	1,385	1,385	1,385	0	330
	<b>TOTAL MAINTENANCE</b>	<b>1,385</b>	<b>1,385</b>	<b>1,385</b>	<b>0</b>	<b>330</b>
	<b>TOTAL PARKWAY TREE PROGRAM</b>	<b>165,598</b>	<b>158,271</b>	<b>154,266</b>	<b>143,507</b>	<b>104,213</b>

# STREETS AND GROUNDS

## WEEDY LOT PROGRAM

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b><u>PERSONAL SERVICES</u></b>					
	<b>Part-Time Salaries</b>					
01-64-1-592	Temporary Employees	0	0	0	0	0
	<b>TOTAL PART-TIME SALARIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b><u>FRINGE BENEFITS</u></b>					
01-64-2-595	Village FICA Contributions	0	0	0	0	0
01-64-2-596	Village Medicare Contributions	0	0	0	0	0
	<b>TOTAL FRINGE BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b><u>COMMODITIES</u></b>					
01-64-3-615	Small Tools and Equipment	950	300	950	0	922
	<b>TOTAL COMMODITIES</b>	<b>950</b>	<b>300</b>	<b>950</b>	<b>0</b>	<b>922</b>
	<b><u>CONTRACTUAL SERVICES</u></b>					
01-64-4-653	Code Enforcement Mowing Services	2,000	3,500	2,000	2,385	1,473
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,000</b>	<b>3,500</b>	<b>2,000</b>	<b>2,385</b>	<b>1,473</b>
	<b><u>MAINTENANCE</u></b>					
01-64-6-677	Program Maintenance	1,000	500	1,000	0	686
	<b>TOTAL MAINTENANCE</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>	<b>0</b>	<b>686</b>
	<b><u>TRANSFERS</u></b>					
01-64-9-904	Transfer from Water & Sewer-FICA/Med/IMRF	0	0	0	0	0
	<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL WEEDY LOT PROGRAM</b>	<b>3,950</b>	<b>4,300</b>	<b>3,950</b>	<b>2,385</b>	<b>3,080</b>

## STREETS AND GROUNDS

### CONCRETE REPAIR PROGRAM

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u>	<u>PROJ'D</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		<u>20-21</u>	<u>19-20</u>	<u>19-20</u>	<u>18-19</u>	<u>17-18</u>
01-65-3-615	Small Tools and Equipment	330	530	330	156	156
01-65-3-619	Program Commodities (See also MFT Budget)	1,500	1,500	1,500	1,879	1,491
01-65-3-627	Art Program Commodities	500	200	500	0	0
<b>TOTAL COMMODITIES</b>		<b>2,330</b>	<b>2,230</b>	<b>2,330</b>	<b>2,035</b>	<b>1,647</b>
<hr/>						
<b><u>MAINTENANCE</u></b>						
01-65-6-677	Program Maintenance	100	0	100	40	66
01-65-6-683	Sidewalk Replacement Program	100,000	99,752	100,000	101,931	59,573
<b>TOTAL MAINTENANCE</b>		<b>100,100</b>	<b>99,752</b>	<b>100,100</b>	<b>101,971</b>	<b>59,639</b>
<hr/>						
<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>						
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CONCRETE REPAIR PROGRAM</b>		<b>102,430</b>	<b>101,981</b>	<b>102,430</b>	<b>104,006</b>	<b>61,286</b>

(See also MFT budget)

### GENERAL CLEAN-UP

<b><u>PERSONAL SERVICES</u></b>						
<b>Part-Time Salaries</b>						
01-66-1-592	Laborers	5,220	2,781	3,915	4,914	4,392
<b>TOTAL PART-TIME SALARIES</b>		<b>5,220</b>	<b>2,781</b>	<b>3,915</b>	<b>4,914</b>	<b>4,392</b>
<hr/>						
<b><u>FRINGE BENEFITS</u></b>						
01-66-2-595	Village FICA Contributions	0	0	0	305	272
01-66-2-596	Village Medicare Contributions	0	0	0	71	64
<b>TOTAL FRINGE BENEFITS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>376</b>	<b>336</b>
<hr/>						
<b><u>MAINTENANCE</u></b>						
01-66-6-677	Program Maintenance	100	0	100	0	92
<b>TOTAL MAINTENANCE</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>92</b>
<b>TOTAL GENERAL CLEAN-UP PROGRAM</b>		<b>5,320</b>	<b>2,781</b>	<b>4,015</b>	<b>5,290</b>	<b>4,820</b>

# STREETS AND GROUNDS

## ASPHALT MAINTENANCE

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u>	<u>PROJ'D</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		<u>20-21</u>	<u>19-20</u>	<u>19-20</u>	<u>18-19</u>	<u>17-18</u>
01-68-3-619	Program Commodities	4,000	4,000	4,000	3,965	3,881
<b>TOTAL ASPHALT MAINTENANCE PROGRAM</b>		<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>3,965</b>	<b>3,881</b>
<b>TOTAL FUNCTION</b>		<b>1,191,390</b>	<b>1,212,720</b>	<b>1,236,807</b>	<b>1,071,022</b>	<b>768,065</b>
<b>TRANSFERS</b>		<b>915,989</b>	<b>895,197</b>	<b>895,197</b>	<b>799,709</b>	<b>860,143</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>2,107,379</b>	<b>2,107,917</b>	<b>2,132,004</b>	<b>1,870,731</b>	<b>1,628,208</b>

Budget Salaries Total Full-Time	906,127	877,996	877,996	785,153	809,805
Budget Salaries Total Part-Time	75,737	40,304	57,670	40,306	30,868
Budget Sick Leave Buy Back Total	2,004	1,079	1,965	547	1,216
Budget Overtime Total	31,682	45,354	31,061	34,237	28,164
Budget Personal Services	1,015,550	964,733	968,692	860,243	870,053
Budget Fringe Benefits Total	411,272	399,728	417,683	353,373	388,266
Budget Commodities Total	54,315	51,930	42,365	43,878	42,125
Budget Contractual Total	460,757	526,489	537,779	432,928	198,902
Budget Training and Conferences Total	1,800	2,800	1,800	3,020	1,072
Budget Maintenance Total	163,685	162,237	163,685	177,289	127,790
Budget Capital Outlay/Non-Operating Total	0	0	0	0	0
<b>Budget Transfers Total</b>	<b>(915,989)</b>	<b>(895,197)</b>	<b>(895,197)</b>	<b>(799,709)</b>	<b>(860,143)</b>

# **BUDGET NOTES**

## WATER REVENUES

<u>ACCOUNT #</u>	<u>SOURCE</u>	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		20-21	19-20	19-20	18-19	17-18
08-00-2-488	Water Meter Permit Fees	5,510	2,460	5,630	6,318	6,972
08-00-4-401	Water Sales (11.41 per 1,000 gallons)	2,835,000	2,678,000	2,856,000	2,750,744	2,877,328
08-00-4-402	Water Bill Assistance Credits	(9,600)	(9,000)	(16,000)	(10,482)	0
08-00-4-403	Water Tap Inspection Fees	220	200	200	225	150
08-00-4-404	Water New Account Fees	6,690	6,390	6,860	6,000	6,840
08-00-4-405	Penalties - Water	49,000	53,400	56,000	52,145	72,352
08-00-4-406	Shut-Off Notice Fees	25,700	29,900	28,000	20,783	24,605
08-00-4-407	Shut-Off List Fees	23,800	31,600	22,000	27,581	26,500
08-00-4-409	Water Construction Charges	0	0	0	0	810
08-00-6-480	Interest - Water (75/25 W/S)	4,000	10,050	12,000	11,044	4,814
08-00-6-482	NSF Fees	460	480	510	594	414
08-00-6-483	Payment Plan Fees	1,390	1,620	1,250	525	1,540
08-00-6-484	Equalization Fees (38% wat, 7% sew, 55% Gen. Fund)	0	0	0	237	1,475
08-00-6-486	Miscellaneous Revenue	5,890	8,310	3,930	4,676	1,636
08-00-6-487	Capital Contributions	0	0	0	0	266,928
08-00-6-488	Unrealized Gain/Loss	0	2,264	0	361	52
08-00-6-489	Sale of Village Property	0	2,317	0	0	0
<b>TOTAL WATER REVENUES</b>		<b>2,948,060</b>	<b>2,817,991</b>	<b>2,976,380</b>	<b>2,870,750</b>	<b>3,292,416</b>

## SEWER REVENUES

<u>ACCOUNT #</u>	<u>SOURCE</u>	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		20-21	19-20	19-20	18-19	17-18
08-00-4-410	Sewer Service (3.21 per 1,000 gallons)	758,000	726,000	763,000	696,304	764,551
08-00-4-411	Sewer Bill Assistance Credits	(3,200)	(3,000)	(5,400)	(3,494)	0
08-00-4-412	Sewer Only Account Sales (\$60.00 per qtr.)	2,120	2,210	2,210	1,920	2,220
08-00-4-413	Sewer Tap Inspection Fees	150	150	150	225	150
08-00-4-414	Sewer New Account Fees	1,660	1,540	1,710	1,500	1,710
08-00-4-415	Penalties - Sewer	17,600	17,800	14,000	17,382	24,117
08-00-6-481	Interest - Sewer (75/25 W/S)	1,300	3,350	4,000	3,681	1,688
08-00-6-485	Equalization Fees (38% wat, 7% sewer, 55% Gen. Fund)	0	0	0	44	272
<b>TOTAL SEWER REVENUES</b>		<b>777,630</b>	<b>748,050</b>	<b>779,670</b>	<b>717,561</b>	<b>794,707</b>
<b>TOTAL WATER AND SEWER REVENUES</b>		<b>3,725,690</b>	<b>3,566,041</b>	<b>3,756,050</b>	<b>3,588,311</b>	<b>4,087,124</b>

## WATER AND SEWER SUMMARY (PROJECTIONS FY20)

CATEGORY	WATER ADMINISTRATION	WATER DISTRIBUTION	SEWER ADMINISTRATION	SEWAGE COLLECTION	TOTALS WATER & SEWER
FULL TIME	0	0	0	0	0
PART TIME	7,256	16,796	2,420	4,950	31,422
OVERTIME	0	29,887	0	4,470	34,357
IMRF/SS	0	0	0	0	0
<b>PERS. SERVICES</b>	<b>7,256</b>	<b>46,683</b>	<b>2,420</b>	<b>9,420</b>	<b>65,779</b>
COMMODITIES	11,600	64,189	5,730	25,535	107,054
CONTRACTUAL	15,830	1,429,557	5,555	34,320	1,485,262
TRAINING	1,270	1,620	1,430	950	5,270
MAINTENANCE	2,950	127,389	2,050	111,160	243,549
CAPITAL OUTLAY/NON-OPERATING	0	152,500	0	0	152,500
DEBT SERVICE	0	0	0	0	0
TRANSFERS	837,495	0	676,708	0	1,514,203
<b>TOTAL FUNCTION</b>	<b>876,401</b>	<b>1,821,939</b>	<b>693,893</b>	<b>181,385</b>	<b>3,573,617</b>
<b>TRANSFERS</b>	<b>(837,495)</b>	<b>0</b>	<b>(676,708)</b>	<b>0</b>	<b>(1,514,203)</b>
<b>GRAND TOTAL +/-)</b>					
<b>TRANSFERS</b>	<b>38,906</b>	<b>1,821,939</b>	<b>17,185</b>	<b>181,385</b>	<b>2,059,414</b>

## WATER AND SEWER SUMMARY (BUDGETED FY21)

CATEGORY	WATER ADMINISTRATION	WATER DISTRIBUTION	SEWER ADMINISTRATION	SEWAGE COLLECTION	TOTALS WATER & SEWER
FULL TIME	0	0	0	0	0
PART TIME	7,402	25,320	2,468	4,950	40,140
OVERTIME	0	30,485	0	7,809	38,294
IMRF/SS	0	0	0	0	0
<b>PERS. SERVICES</b>	<b>7,402</b>	<b>55,805</b>	<b>2,468</b>	<b>12,759</b>	<b>78,434</b>
COMMODITIES	10,950	50,240	5,340	24,130	90,660
CONTRACTUAL	21,320	1,463,322	7,400	35,420	1,527,462
TRAINING	1,725	920	1,725	500	4,870
MAINTENANCE	3,200	150,700	2,290	176,460	224,750
CAPITAL OUTLAY/NON-OPERATING	0	260,000	0	75,000	335,000
DEBT SERVICE	0	0	0	0	0
TRANSFERS	899,616	0	668,050	0	1,567,666
<b>TOTAL FUNCTION</b>	<b>944,213</b>	<b>1,980,987</b>	<b>687,273</b>	<b>324,269</b>	<b>3,936,742</b>
<b>TRANSFERS</b>	<b>(899,616)</b>	<b>0</b>	<b>(668,050)</b>	<b>0</b>	<b>(1,567,666)</b>
<b>GRAND TOTAL +/-)</b>					
<b>TRANSFERS</b>	<b>44,597</b>	<b>1,980,987</b>	<b>19,223</b>	<b>324,269</b>	<b>2,369,076</b>

# **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 3,775 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.

## **FY20 ACHIEVEMENTS:**

- Maintained water collection rate at 99.4% of billings.
- Maintained high standard of daily operations; efficiency resulted in 1 audit adjustment.
- Completed training of new Accounting Clerk-Utility Billing.
- Worked with Public Works on residential water meter replacement program.
- Selected InvoiceCloud as new customer payment portal service provider.
- Participated in ongoing project to review alternate water supply options.
- Implemented lien process for large balance utility bills.

## **FY21 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.
- Implement new financial system software with BS&A.
- In conjunction with new BS&A software, implement new customer payment portal with InvoiceCloud.
- Work with Public Works on residential water meter replacement program if project is undertaken.
- Implement financing option selected for residential water meter replacement program.
- Participate in ongoing project to review alternate water supply options; assist with implementation of selected option.
- Implement financing option for alternate water supply if financing becomes necessary.
- Present bad debt policy for Board consideration.

# WATER ADMINISTRATION

		BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b><u>ACCOUNT # PERSONAL SERVICES</u></b>						
<b>Part-Time Salaries</b>						
08-10-1-501	Water Meter Reader (75/25 WA/SA)	7,402	7,256	7,256	7,096	6,928
<b>TOTAL PART-TIME SALARIES</b>		<b>7,402</b>	<b>7,256</b>	<b>7,256</b>	<b>7,096</b>	<b>6,928</b>
<b>TOTAL PERSONAL SERVICES</b>		<b>7,402</b>	<b>7,256</b>	<b>7,256</b>	<b>7,096</b>	<b>6,928</b>
<hr/>						
<b><u>COMMODITIES</u></b>						
08-10-3-601	Office Supplies	400	450	390	447	303
08-10-3-602	Books and Maps	100	50	100	0	0
08-10-3-603	Postage	7,910	8,680	6,880	7,083	6,837
	Mailing water bills, notices, etc.					
08-10-3-606	Office Equipment	500	250	500	0	0
08-10-3-607	Computer Equipment and Supplies	1,790	2,000	1,680	1,448	1,916
08-10-3-608	Petroleum Products	50	70	20	33	29
08-10-3-610	Miscellaneous	200	100	200	24	0
<b>TOTAL COMMODITIES</b>		<b>10,950</b>	<b>11,600</b>	<b>9,770</b>	<b>9,036</b>	<b>9,085</b>
<hr/>						
<b><u>CONTRACTUAL SERVICES</u></b>						
08-10-4-634	Miscellaneous Services	1,500	500	1,500	947	0
08-10-4-635	Printing	3,420	3,500	3,100	2,660	4,115
08-10-4-654	Invoice Cloud Customer Portal Service	3,000	0	2,000		
08-10-4-655	Bank Service Charges	12,800	11,430	11,270	10,193	10,521
08-10-4-656	Collection Services	600	400	800	0	425
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>21,320</b>	<b>15,830</b>	<b>18,670</b>	<b>13,800</b>	<b>15,062</b>
<hr/>						
<b><u>TRAINING AND CONFERENCES</u></b>						
08-10-5-660	Dues and Subscriptions	100	50	100	0	0
08-10-5-661	Training	1,625	1,220	1,520	683	423
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>1,725</b>	<b>1,270</b>	<b>1,620</b>	<b>683</b>	<b>423</b>
<hr/>						
<b><u>MAINTENANCE</u></b>						
08-10-6-672	Computer Software Maintenance	3,200	2,950	3,581	4,111	2,760
<b>TOTAL MAINTENANCE</b>		<b>3,200</b>	<b>2,950</b>	<b>3,581</b>	<b>4,111</b>	<b>2,760</b>

# WATER ADMINISTRATION

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		20-21	19-20	19-20	18-19	17-18
<b>ACCOUNT #</b>	<b>DEBT SERVICE</b>					
	None					
<b>TOTAL DEBT SERVICE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>						
<b>TRANSFERS</b>						
08-10-9-901	Transfer to General Fund - Admin Transfer	663,354	647,784	647,784	626,449	600,034
08-10-9-904	Transfer to General-FICA/Med/IMRF	150,000	68,000	68,000	91,000	145,000
08-10-9-916	Transfer to Capital Equipment	86,262	121,711	121,711	99,018	80,901
<b>TOTAL TRANSFERS</b>		<b>899,616</b>	<b>837,495</b>	<b>837,495</b>	<b>816,467</b>	<b>825,935</b>
<b>TOTAL FUNCTION</b>		<b>944,213</b>	<b>876,401</b>	<b>878,392</b>	<b>851,193</b>	<b>860,193</b>
<b>TRANSFERS</b>		<b>(899,616)</b>	<b>(837,495)</b>	<b>(837,495)</b>	<b>(816,467)</b>	<b>(825,935)</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>44,597</b>	<b>38,906</b>	<b>40,897</b>	<b>34,726</b>	<b>34,258</b>

# **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 an average of 865,000 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.

## **FY20 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.
- Continued the due diligence study of alternatives for a new water supply source.

## **FY21 GOALS:**

- Continue leak detection program to minimize system losses.
- Continue with the regular valve exercising and hydrant flushing program.
- Complete the due diligence study for a new water supply source and work towards implementation of switching to a new water supplier.
- Begin the Residential Water Meter Replacement with Radio Read project.

## WATER DISTRIBUTION

<u>ACCOUNT #</u>		<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b><u>PERSONAL SERVICES</u></b>					
	<b><u>PART-TIME SALARIES</u></b>					
08-11-1-591	Laborer	5,220	3,600	3,915	0	0
	<b>TOTAL PART-TIME SALARIES</b>	5,220	3,600	3,915	0	0
08-11-1-590	Overtime	30,485	29,887	29,887	27,860	14,721
	<b>TOTAL PERSONAL SERVICES</b>	<b>35,705</b>	<b>33,487</b>	<b>33,802</b>	<b>27,860</b>	<b>14,721</b>
	<b><u>COMMODITIES</u></b>					
08-11-3-601	Office Supplies	595	595	595	604	277
08-11-3-605	Operating Supplies	1,970	1,970	1,970	1,188	1,958
08-11-3-608	Petroleum Products	10,000	11,431	10,000	13,743	10,153
08-11-3-615	Small Tools and Equipment	2,200	2,900	2,200	2,328	1,948
08-11-3-618	Safety Equipment and Supplies	3,465	5,500	3,465	2,863	2,390
	<b>TOTAL COMMODITIES</b>	<b>18,230</b>	<b>22,396</b>	<b>18,230</b>	<b>20,727</b>	<b>16,725</b>
	<b><u>CONTRACTUAL</u></b>					
08-11-4-630	Equipment Rental	100	100	100	0	0
08-11-4-631	Electric, Power and Light	30,000	30,000	30,000	34,200	30,425
08-11-4-632	Leak Detection Program	15,000	15,000	15,000	21,720	30,720
08-11-4-634	Miscellaneous Services	5,500	5,500	5,500	6,926	3,997
08-11-4-635	Homewood - Lake Michigan Water	1,356,222	1,322,732	1,356,222	1,370,520	1,436,062
08-11-4-636	Homewood - Oper. and Maint. Charges	55,400	55,400	55,400	32,284	51,329
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	759	822
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,463,322</b>	<b>1,429,557</b>	<b>1,463,322</b>	<b>1,466,409</b>	<b>1,553,355</b>
	<b><u>TRAINING AND CONFERENCES</u></b>					
08-11-5-660	Dues and Subscriptions	120	120	120	175	220
08-11-5-661	Training	800	1,500	800	1,669	825
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>920</b>	<b>1,620</b>	<b>920</b>	<b>1,844</b>	<b>1,045</b>

## WATER DISTRIBUTION

<u>ACCOUNT #</u>		<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b><u>MAINTENANCE</u></b>					
08-11-6-671	Maintenance and Supplies	8,000	11,000	8,000	12,663	8,877
08-11-6-672	Water Meters and ROMs	10,000	10,000	10,000	24,123	16,487
08-11-6-673	Large Meter Testing and Repair (50/50 WD/SC)	5,000	5,000	5,000	4,117	1,667
08-11-6-675	System Maintenance and Repairs Valves, Hydrants, Clamps, etc.	20,000	32,289	20,000	47,723	38,844
08-11-6-676	Radio System Maintenance	800	800	800	0	0
08-11-6-677	Water Facility Maintenance	24,000	24,000	24,000	55,694	20,274
08-11-6-678	Fire Hydrant Flow Testing	30,000	30,000	30,000	31,876	33,289
08-11-6-679	Fire Hydrant Rehabilitation/Sandblast and Paint	38,000	0	59,200	7	22,797
08-11-6-680	Water Valve Contract Maintenance	13,500	13,500	13,500	12,050	13,500
	<b>TOTAL MAINTENANCE</b>	<b>149,300</b>	<b>126,589</b>	<b>170,500</b>	<b>188,252</b>	<b>155,735</b>
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
08-11-7-749	Water Meter Replacement Program	225,000	0	225,000	0	0
08-11-7-767	Sterling Avenue Tower Relocation Engineering	0	0	10,000	0	0
08-11-7-768	Sterling Avenue Tower IEPA Loan Prep	0	0	20,000	0	0
08-11-7-769	Vollmer Reservoir Rehab	0	0	0	0	104,197
08-11-7-770	Harvey Water Rate Study	0	10,000	10,000	0	0
08-11-7-771	Water Supply Feasibility Study	35,000	142,500	142,500	5,600	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>260,000</b>	<b>152,500</b>	<b>407,500</b>	<b>0</b>	<b>104,197</b>
	<b><u>GROUPS REPAIR PROGRAM</u></b>					
	<b><u>PERSONAL SERVICES</u></b>					
	<b>Part-Time Services</b>					
08-12-1-592	Laborer (34/33/33 WD/SC/SSR)	5,100	5,100	5,100	4,253	2,669
	<b>TOTAL PART-TIME SALARIES</b>	<b>5,100</b>	<b>5,100</b>	<b>5,100</b>	<b>4,253</b>	<b>2,669</b>
	<b><u>COMMODITIES</u></b>					
08-12-3-615	Small Tools and Equipment	845	845	845	0	304
08-12-3-619	Program Commodities	1,500	1,500	1,500	1,895	601
	<b>TOTAL COMMODITIES</b>	<b>2,345</b>	<b>2,345</b>	<b>2,345</b>	<b>1,895</b>	<b>905</b>
	<b><u>MAINTENANCE</u></b>					
08-12-6-677	Program Maintenance	200	100	200	0	0
	<b>TOTAL MAINTENANCE</b>	<b>200</b>	<b>100</b>	<b>200</b>	<b>0</b>	<b>0</b>
	<b>TOTAL GROUNDS REPAIR PROGRAM</b>	<b>7,645</b>	<b>7,545</b>	<b>7,645</b>	<b>6,149</b>	<b>3,574</b>

# WATER DISTRIBUTION

## WATER SYSTEM IMPROVEMENT PROGRAM

ACCOUNT #		BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
	<b>PERSONAL SERVICES</b>					
	Part-Time Services					
08-13-1-592	Laborer	15,000	8,096	15,000	5,519	10,772
	<b>TOTAL PART-TIME SALARIES</b>	<b>15,000</b>	<b>8,096</b>	<b>15,000</b>	<b>5,519</b>	<b>10,772</b>
	<b>COMMODITIES</b>					
08-13-3-615	Small Tools and Equipment	1,395	1,395	1,395	1,959	1,501
08-13-3-619	Program Commodities	20,450	32,073	20,450	32,499	31,427
	<b>TOTAL COMMODITIES</b>	<b>21,845</b>	<b>33,468</b>	<b>21,845</b>	<b>34,458</b>	<b>32,928</b>
	<b>CONTRACTUAL SERVICES</b>					
08-13-4-645	Engineer and Architect	0	0	0	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>MAINTENANCE</b>					
08-13-6-677	Program Maintenance	1,000	500	1,000	1,032	130
	<b>TOTAL MAINTENANCE</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>	<b>1,032</b>	<b>130</b>
	<b>TOTAL WATER SYSTEM IMPROVEMENT</b>	<b>37,845</b>	<b>42,064</b>	<b>37,845</b>	<b>41,008</b>	<b>43,830</b>

## STREET MAINTENANCE PROGRAM

	<b>COMMODITIES</b>					
08-14-3-611	Concrete	2,295	1,200	2,295	1,410	2,093
08-14-3-612	Asphalt Mix	4,000	4,000	4,000	3,355	3,859
08-14-3-613	Concrete Forms and Materials	600	100	600	0	0
08-14-3-614	Asphalt Materials	245	0	245	0	0
08-14-3-615	Small Tools and Equipment	680	680	680	0	0
	<b>TOTAL COMMODITIES</b>	<b>7,820</b>	<b>5,980</b>	<b>7,820</b>	<b>4,765</b>	<b>5,952</b>
	<b>MAINTENANCE</b>					
08-14-6-677	Program Maintenance	200	200	200	0	0
	<b>TOTAL MAINTENANCE</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>
	<b>TOTAL STREET MAINTENANCE</b>	<b>8,020</b>	<b>6,180</b>	<b>8,020</b>	<b>4,765</b>	<b>5,952</b>
	<b>TOTAL FUNCTION</b>	<b>1,980,987</b>	<b>1,821,939</b>	<b>2,147,784</b>	<b>1,757,014</b>	<b>1,899,135</b>
	<b>TRANSFERS</b>			<b>0</b>		<b>0</b>
	<b>GRAND TOTAL</b>	<b>1,980,987</b>	<b>1,821,939</b>	<b>2,147,784</b>	<b>1,757,014</b>	<b>1,899,135</b>

TOTAL PART-TIME SALARIES	25,320	16,796	24,015	9,772	13,441
TOTAL OVERTIME	30,485	29,887	29,887	27,860	14,721
TOTAL PERSONAL SERVICES	55,805	46,683	53,902	37,632	28,162
TOTAL COMMODITIES	50,240	64,189	50,240	61,845	56,510
TOTAL CONTRACTUAL	1,463,322	1,429,557	1,463,322	1,466,409	1,553,355
TOTAL TRAINING AND CONFERENCES	920	1,620	920	1,844	1,045
TOTAL MAINTENANCE	150,700	127,389	171,900	189,283	155,865
TOTAL CAPITAL OUTLAY/NON-OPERATING	260,000	152,500	407,500	0	104,197
<b>TOTAL FUNCTION</b>	<b>1,980,987</b>	<b>1,821,939</b>	<b>2,147,784</b>	<b>1,757,014</b>	<b>1,899,135</b>

# 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 3,775 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.

## FY20 ACHIEVEMENTS:

- Maintained water collection rate at 99.4% of billings.
- Maintained high standard of daily operations; efficiency resulted in 1 audit adjustment.
- Completed training of new Accounting Clerk-Utility Billing.
- Worked with Public Works on residential water meter replacement program.
- Selected InvoiceCloud as new customer payment portal service provider.
- Participated in ongoing project to review alternate water supply options.
- Implemented lien process for large balance utility bills.

## FY21 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.
- Implement new financial system software with BS&A.
- In conjunction with new BS&A software, implement new customer payment portal with InvoiceCloud.
- Work with Public Works on residential water meter replacement program if project is undertaken.
- Implement financing option selected for residential water meter replacement program.
- Present bad debt policy for Board consideration.

# SEWER ADMINISTRATION

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b><u>PERSONAL SERVICES</u></b>					
	<b>Part-Time Salaries</b>					
08-20-1-501	Water Meter Reader (25/75 SA/WA)	2,468	2,420	2,420	2,365	2,302
	<b>TOTAL PART-TIME SALARIES</b>	<b>2,468</b>	<b>2,420</b>	<b>2,420</b>	<b>2,365</b>	<b>2,302</b>
	<b>TOTAL PERSONAL SERVICES</b>	<b>2,468</b>	<b>2,420</b>	<b>2,420</b>	<b>2,365</b>	<b>2,302</b>
	<b><u>COMMODITIES</u></b>					
08-20-3-601	Office Supplies	280	360	250	268	214
08-20-3-602	Books and Maps	100	50	100	0	0
08-20-3-603	Postage	2,780	3,000	2,380	2,507	2,429
08-20-3-606	Office Equipment	500	250	500	0	0
08-20-3-607	Computer Equipment and Supplies	1,630	2,000	1,470	1,448	1,431
08-20-3-608	Petroleum Products	50	70	20	33	29
	<b>TOTAL COMMODITIES</b>	<b>5,340</b>	<b>5,730</b>	<b>4,720</b>	<b>4,256</b>	<b>4,104</b>
	<b><u>CONTRACTUAL SERVICES</u></b>					
08-20-4-634	Miscellaneous Services	750	250	750	762	0
08-20-4-635	Printing	1,250	1,260	1,120	990	1,491
08-20-4-654	Invoice Cloud Customer Portal Service	1,000	0	2,000		
08-20-4-655	Bank Service Charges	4,260	3,910	3,760	3,398	3,246
08-20-4-656	Collection Services	140	135	270	0	142
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>7,400</b>	<b>5,555</b>	<b>7,900</b>	<b>5,150</b>	<b>4,879</b>
	<b><u>TRAINING AND CONFERENCES</u></b>					
08-20-5-660	Dues and Subscriptions	100	50	100	0	0
08-20-5-661	Training	1,625	1,380	1,520	885	499
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>1,725</b>	<b>1,430</b>	<b>1,620</b>	<b>885</b>	<b>499</b>
	<b><u>MAINTENANCE</u></b>					
08-20-6-672	Computer Software Maintenance	2,290	2,050	2,681	3,253	1,902
	<b>TOTAL MAINTENANCE</b>	<b>2,290</b>	<b>2,050</b>	<b>2,681</b>	<b>3,253</b>	<b>1,902</b>
	<b><u>TRANSFERS</u></b>					
08-20-9-901	Transfer to General Fund-Admin Transfer	515,088	504,809	504,809	488,468	479,818
08-20-9-904	Transfer to General Fund-FICA/Med/IMRF	40,000	13,000	13,000	20,000	41,000
08-20-9-916	Transfer to Capital Equipment	112,962	158,899	158,899	128,817	75,381
	<b>TOTAL TRANSFERS</b>	<b>668,050</b>	<b>676,708</b>	<b>676,708</b>	<b>637,285</b>	<b>596,199</b>
	<b>TOTAL FUNCTION</b>	<b>687,273</b>	<b>693,893</b>	<b>696,049</b>	<b>653,194</b>	<b>609,886</b>
	<b>TRANSFERS</b>	<b>(668,050)</b>	<b>(676,708)</b>	<b>(676,708)</b>	<b>(637,285)</b>	<b>(596,199)</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>19,223</b>	<b>17,185</b>	<b>19,341</b>	<b>15,909</b>	<b>13,687</b>

# 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.

## FY20 ACHIEVEMENTS:

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

## FY21 GOALS:

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

## SEWAGE COLLECTION

<u>ACCOUNT #</u>		<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b><u>PERSONAL SERVICES</u></b>					
	<b>Part-Time Salaries</b>					
08-21-1-591	Laborers	0	0	0	0	0
	<b>TOTAL PART-TIME SALARIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
08-21-1-590	Overtime	7,809	4,470	7,656	5,212	4,292
	<b>TOTAL PERSONAL SERVICES</b>	<b>7,809</b>	<b>4,470</b>	<b>7,656</b>	<b>5,212</b>	<b>4,292</b>
	<b><u>COMMODITIES</u></b>					
08-21-3-601	Office Supplies	595	595	595	664	208
08-21-3-605	Operating Supplies	1,995	1,500	1,995	1,644	1,005
08-21-3-608	Petroleum Products	8,000	8,000	8,000	9,800	8,913
08-21-3-615	Small Tools and Equipment	1,495	2,100	1,495	2,504	1,780
08-21-3-618	Safety Equipment and Supplies	3,465	5,500	3,465	2,863	2,389
	<b>TOTAL COMMODITIES</b>	<b>15,550</b>	<b>17,695</b>	<b>15,550</b>	<b>17,475</b>	<b>14,295</b>
	<b><u>CONTRACTUAL</u></b>					
08-21-4-630	Equipment Rental	100	0	100	0	0
08-21-4-631	Electric, Power and Light	32,000	32,000	32,000	37,570	27,216
08-21-4-634	Miscellaneous Services (including emergency contract work)	1,495	1,495	1,495	2,359	2,017
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	759	822
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>35,420</b>	<b>34,320</b>	<b>35,420</b>	<b>40,689</b>	<b>30,055</b>
	<b><u>TRAINING AND CONFERENCES</u></b>					
08-21-5-660	Dues and Subscriptions	100	100	100	0	0
08-21-5-661	Training	400	850	400	1,163	435
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>500</b>	<b>950</b>	<b>500</b>	<b>1,163</b>	<b>435</b>
	<b><u>MAINTENANCE</u></b>					
08-21-6-671	Maintenance and Supplies	11,000	11,000	11,000	12,642	12,844
08-21-6-673	Large Meter Testing and Repair (50/50 SC/WD)	5,000	5,000	5,000	4,117	0
08-21-6-676	Radio System Maintenance	2,160	2,160	800	2,160	0
08-21-6-677	Sewer System Maintenance	157,900	92,700	92,700	10,054	1,597
	<b>TOTAL MAINTENANCE</b>	<b>176,060</b>	<b>110,860</b>	<b>109,500</b>	<b>28,973</b>	<b>14,441</b>
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
08-21-7-749	Water Meter Replacement Program	75,000	0	75,000	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>

# SEWAGE COLLECTION

## GROUNDS REPAIR PROGRAM

<u>ACCOUNT #</u>		<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b><u>PERSONAL SERVICES</u></b>					
	<b>Part-Time Salaries</b>					
08-22-1-592	Laborers (34/33/33 WD/SC/SSR)	4,950	4,950	4,950	4,128	2,599
	<b>TOTAL PART-TIME SALARIES</b>	<b>4,950</b>	<b>4,950</b>	<b>4,950</b>	<b>4,128</b>	<b>2,599</b>
	<b><u>COMMODITIES</u></b>					
08-22-3-615	Small Tools and Equipment	890	500	890	137	101
08-22-3-619	Program Commodities	1,500	1,500	1,500	2,035	502
	<b>TOTAL COMMODITIES</b>	<b>2,390</b>	<b>2,000</b>	<b>2,390</b>	<b>2,172</b>	<b>602</b>
	<b><u>MAINTENANCE</u></b>					
08-22-6-677	Program Maintenance	200	100	200	86	177
	<b>TOTAL MAINTENANCE</b>	<b>200</b>	<b>100</b>	<b>200</b>	<b>86</b>	<b>177</b>
	<b>TOTAL GROUNDS REPAIR PROGRAM</b>	<b>7,540</b>	<b>7,050</b>	<b>7,540</b>	<b>6,387</b>	<b>3,378</b>

## STREET MAINTENANCE PROGRAM

	<b><u>COMMODITIES</u></b>					
08-24-3-611	Concrete	1,000	1,000	1,000	1,410	1,178
08-24-3-612	Asphalt Mix	4,000	4,000	4,000	3,355	3,863
08-24-3-613	Concrete Forms and Materials	400	100	400	0	0
08-24-3-614	Asphalt Materials	50	0	50	0	0
08-24-3-615	Small Tools and Equipment	740	740	740	585	844
	<b>TOTAL COMMODITIES</b>	<b>6,190</b>	<b>5,840</b>	<b>6,190</b>	<b>5,350</b>	<b>5,885</b>
	<b><u>MAINTENANCE</u></b>					
08-24-6-677	Program Maintenance	200	200	200	0	200
	<b>TOTAL MAINTENANCE</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>
	<b>TOTAL STREET MAINTENANCE</b>	<b>6,390</b>	<b>6,040</b>	<b>6,390</b>	<b>5,350</b>	<b>6,085</b>

<u>ACCOUNT #</u>	<u>CAPITAL OUTLAY</u>	<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTION</b>				<b>257,556</b>	<b>72,981</b>	

	<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
Total Part-Time Salaries	4,950	4,950	4,950	4,128	2,599
Total Overtime	7,809	4,470	7,656	5,212	4,292
Total Personal Services	12,759	9,420	12,606	9,341	6,891
Total Commodities	24,130	25,535	24,130	24,997	20,782
Total Contractual	35,420	34,320	35,420	40,689	30,055
Total Training and Conferences	500	950	500	1,163	435
Total Maintenance	176,460	111,160	109,900	29,059	14,818
Total Capital Outlay	75,000	0	75,000	0	0
<b>Total Function</b>	<b>324,269</b>	<b>181,385</b>	<b>257,556</b>	<b>105,249</b>	<b>72,981</b>

# **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 (MWRD). 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.

## **FY20 ACHIEVEMENTS:**

- Continue with the maintenance of the sewer system and lift stations.
- Begin the required smoke testing and manhole inspections in the Flossmoor Hills/Highlands neighborhood to complete the sewer assessment work as required by the MWRD IICP program.
- Continue to pursue funding through the Illinois Environmental Protection Agency for the Phase IV Sanitary Sewer Rehabilitation Project.

## **FY21 GOALS:**

- Complete the smoke testing and manhole inspection work in the Flossmoor Hills/Highlands neighborhood.
- Continue with prioritized sewer assessment work throughout the collection system.

# SANITARY SEWER REHABILITATION

	BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>Net Assets (Beginning)</b>	<b>2,306,895</b>	<b>2,341,559</b>	<b>2,113,839</b>	<b>2,169,383</b>	<b>1,937,441</b>
<b><u>ACCOUNT # REVENUES</u></b>					
09-00-3-440 IEPA Loan Proceeds	1,460,000	0	1,460,000	0	0
09-00-3-440 IEPA Loan Proceeds					
09-00-4-417 Sanitary Sewer Surcharge	353,000	359,000	362,000	336,944	357,421
09-00-4-418 Penalties	10,900	8,700	12,400	13,190	12,962
09-00-6-480 Interest - Sanitary Sewer Rehab	230	625	500	540	221
09-00-6-481 Unrealized Gain/Loss	0	2,947	0	0	630
09-00-9-401 Transfer from General Fund	0	0	0	45,000	72,704
<b>TOTAL REVENUES</b>	<b>1,824,130</b>	<b>371,272</b>	<b>1,834,900</b>	<b>395,673</b>	<b>443,938</b>
<b>Less: IEPA Loan Proceeds</b>	<b>(1,460,000)</b>	<b>0</b>	<b>(1,460,000)</b>	<b>0</b>	<b>0</b>
<b>ADJUSTED REVENUES</b>	<b>364,130</b>	<b>371,272</b>	<b>374,900</b>	<b>395,673</b>	<b>443,938</b>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONAL SERVICES</u></b>					
<b><u>PART-TIME SALARIES</u></b>					
09-01-1-592 Laborer					
Ground Repair	4,950	4,950	4,950	4,128	2,591
(34/33/33 WD/SC/SSR)					
<b>TOTAL PART-TIME SALARIES</b>	<b>4,950</b>	<b>4,950</b>	<b>4,950</b>	<b>4,128</b>	<b>2,591</b>
<b><u>COMMODITIES</u></b>					
09-01-3-615 Small Tools and Equipment	245	245	245	0	0
09-01-3-620 Ground Repair Material	1,500	500	1,500	434	602
<b>TOTAL COMMODITIES</b>	<b>1,745</b>	<b>745</b>	<b>1,745</b>	<b>434</b>	<b>602</b>
<b><u>MAINTENANCE</u></b>					
09-01-6-671 Maintenance and Supplies	12,500	0	12,500	21	1,064
09-01-6-677 Sanitary Sewer Rehab Maintenance	0	1,500	0	8,670	4,973
09-01-6-683 Lift Station Maintenance	7,000	0	7,000	3,148	6,666
<b>TOTAL MAINTENANCE</b>	<b>19,500</b>	<b>1,500</b>	<b>19,500</b>	<b>11,839</b>	<b>12,704</b>
<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
09-01-7-714 Lift Station Rehab	29,000	10,000	29,000	22,105	2,006
09-01-7-790 Depreciation Expense	0	0	0	149,268	149,269
<b>TOTAL CAPITAL OUTLAY</b>	<b>29,000</b>	<b>10,000</b>	<b>29,000</b>	<b>171,373</b>	<b>151,275</b>

# SANITARY SEWER REHABILITATION

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		20-21	19-20	19-20	18-19	17-18
<b>ACCOUNT #</b>	<b>DEBT SERVICE</b>					
09-01-8-804	Debt Service - IEPA Loan 1999 - Phase I	0	132,893	132,893	5,313	8,597
09-01-8-805	Debt Service - IEPA Loan 2001 - Phase II	80,196	80,196	80,196	7,093	9,171
09-01-8-806	Debt Service - IEPA Loan 2003 - Phase III	175,652	175,652	175,652	23,318	27,057
	<b>TOTAL DEBT SERVICE</b>	<b>255,848</b>	<b>388,741</b>	<b>388,741</b>	<b>35,723</b>	<b>44,824</b>
	<b>IEPA LOAN - 2017 PROJECT COSTS - PHASE IV</b>					
09-53-7-701	Administration and Legal	10,000		0	0	0
09-53-7-702	Design Engineering	50,000		0	0	0
09-53-7-703	Construction Engineering	100,000		100,000	0	0
09-53-7-704	Construction	1,300,000		1,300,000	0	0
	<b>TOTAL IEPA LOAN - 2017 - PHASE IV</b>	<b>1,460,000</b>	<b>0</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,771,043</b>	<b>405,936</b>	<b>1,843,936</b>	<b>223,498</b>	<b>211,996</b>
	Less: IEPA Project Costs	(1,460,000)	0	(1,400,000)	0	0
	<b>ADJUSTED EXPENDITURES</b>	<b>311,043</b>	<b>405,936</b>	<b>443,936</b>	<b>223,498</b>	<b>211,996</b>
	<b>Net Assets (Ending)</b>	<b>2,359,982</b>	<b>2,306,895</b>	<b>2,044,803</b>	<b>2,341,559</b>	<b>2,169,383</b>
	<b>IEPA Committed Net Assets^#</b>	<b>84,262</b>	<b>436</b>	<b>436</b>	<b>52,115</b>	<b>106,255</b>
	<b>IEPA Commitment Less GF Transfer^#</b>	<b>84,262</b>	<b>436</b>	<b>436</b>	<b>52,115</b>	<b>106,255</b>
	<b>Unrestricted Net Assets</b>				<b>58,245</b>	<b>51,030</b>

^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 4-30-20 = \$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.

## FY20 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.

## FY21 GOALS:

- 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 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
	Unrestricted Net Assets (Beginning)	114,201	103,758	60,010	104,286	163,421
<b>ACCOUNT #</b>	<b>REVENUES</b>					
07-00-3-440	IDOT-Brookwood Bridge/Butterfield Crk Grant	91,506	38,755	37,138	2,977	20,736
07-00-4-407	Stormwater Utility Fees	497,000	469,000	505,100	355,091	370,103
07-00-4-408	Penalties	12,600	10,300	12,700	13,382	14,170
07-00-4-457	Storm Sewer Tap Fees	100	75	110	150	75
07-00-4-466	In Lieu of Detention Fees	0	0	0	0	0
07-00-6-480	Interest	420	570	330	271	302
07-00-6-487	Capital Contributions	0	0	0	800	0
	<b>TOTAL REVENUES</b>	<b>601,626</b>	<b>518,700</b>	<b>555,378</b>	<b>372,670</b>	<b>405,387</b>
	<b>EXPENDITURES</b>					
	<b>COMMODITIES</b>					
07-01-3-619	Program Commodities	5,000	8,500	5,000	4,436	5,073
	<b>TOTAL COMMODITIES</b>	<b>5,000</b>	<b>8,500</b>	<b>5,000</b>	<b>4,436</b>	<b>5,073</b>
	<b>CONTRACTUAL SERVICES</b>					
07-01-4-630	Professional Services	10,000	0	0	0	0
07-01-4-631	Annual NPDES Fee	1,000	1,000	1,000	1,000	1,000
07-01-4-632	Street Sweeping	40,000	40,000	40,000	37,363	24,507
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>51,000</b>	<b>41,000</b>	<b>41,000</b>	<b>38,363</b>	<b>25,507</b>
	<b>TRAINING AND CONFERENCES</b>					
07-01-5-661	Training	1,500	500	1,500	266	565
07-01-5-662	CRS Project Management	1,000	500	1,000	151	0
	<b>TOTAL TRAINING AND CONFERENCES</b>	<b>2,500</b>	<b>1,000</b>	<b>2,500</b>	<b>417</b>	<b>565</b>
	<b>MAINTENANCE</b>					
07-01-6-671	Maintenance and Supplies	7,000	8,000	7,000	8,262	8,323
07-01-6-675	System Maintenance and Repairs	25,000	25,000	25,000	12,641	24,790
07-01-6-678	Contract Maintenance	25,000	5,000	25,000	4,381	19,201
	<b>TOTAL MAINTENANCE</b>	<b>57,000</b>	<b>38,000</b>	<b>57,000</b>	<b>25,284</b>	<b>52,315</b>
	<b>CAPITAL OUTLAY/NON-OPERATING</b>					
07-01-7-760	Brookwood Bridge Engineering (25% GF/75% SS)	91,506	38,755	37,138	943	19,793
	<b>TOTAL CAPITAL OUTLAY</b>	<b>91,506</b>	<b>38,755</b>	<b>37,138</b>	<b>943</b>	<b>19,793</b>
	<b>TRANSFERS</b>					
07-01-9-901	Transfer to General Fund-Adm Transfer	391,490	381,002	381,002	302,955	361,269
	<b>TOTAL TRANSFERS</b>	<b>391,490</b>	<b>381,002</b>	<b>381,002</b>	<b>302,955</b>	<b>361,269</b>
	<b>TOTAL EXPENDITURES</b>	<b>598,496</b>	<b>508,257</b>	<b>523,640</b>	<b>372,398</b>	<b>464,521</b>
07-01-7-790	Depreciation Expense		0	0		97,320
	<b>Unrestricted Net Assets (Ending)</b>	<b>117,331</b>	<b>114,201</b>	<b>91,748</b>	<b>103,758</b>	<b>104,286</b>

# 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 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
	<b>Beginning Fund Balance</b>	3,346,215	2,891,213	2,794,127	2,237,014	1,889,925
16-00-9-401	<b>Transfer from General Fund</b>	633,763	806,110	806,110	664,630	602,322
16-00-9-408	<b>Transfer from Water Fund</b>	86,262	121,711	121,711	99,018	80,901
16-00-9-409	<b>Transfer from Sewer Fund</b>	112,962	158,899	158,899	128,817	75,381
16-00-3-440	<b>FEMA-Firefighters Assistance Grant- SCBA Air Packs</b>	0	180,000	0	0	0
16-00-6-480	<b>Interest</b>	11,000	51,000	21,600	45,596	14,469
16-00-6-481	<b>Unrealized Gain/Loss-Invest</b>	0	5,893	0	0	1,260
16-00-6-486	<b>Miscellaneous Income</b>	0	0	0	29,040	0
16-00-6-487	<b>Contributions/Donations</b>	0	0	0	0	0
16-00-6-488	<b>Sale of Village Property</b>	0	162	0	0	375
16-00-6-489	<b>Auction Proceeds</b>	3,760	15,060	0	0	0
16-00-6-490	<b>Trade-In Proceeds</b>	22,600	25,000	25,000	25,000	34,550
	<b>TOTAL REVENUES</b>	870,347	1,363,835	1,133,320	992,101	809,258
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	<b>EXPENDITURES</b>					
16-01-7-742	<b>Executive</b>					
	Village Manager's Car	25,000	0	25,000	0	0
	Village Hall Phone System	65,000	15,000	80,000	0	0
	Copier	0	0	0	15,500	0
	<b>TOTAL EXECUTIVE</b>	90,000	15,000	105,000	15,500	0
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16-01-7-743	<b>Finance</b>					
	Envelope Stuffer Machine	0	0	0	6,787	0
	<b>TOTAL FINANCE</b>	0	0	0	6,787	0
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16-01-7-748	<b>Police Department</b>					
	Police Squads	85,000	85,000	85,000	0	70,873
	Police Squad-Detective	30,000	0	0	0	0
	Police Squad-Chief	30,000	0	0	0	0
	Police Squad-SUV	39,760	0	0	0	0
	In-Car Video Systems	0	0	0	0	56,425
	Portable Radios	133,325	0	0	0	0
	CCTV System & Cameras	80,000	0	60,000	0	0
	<b>TOTAL POLICE DEPT.</b>	398,085	85,000	145,000	0	127,298
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16-01-7-749	<b>Fire Department</b>					
	Truck 19 (formerly engine 1350)	1,200,000	26,150	1,226,150	0	944
	Mobile Data Terminals	0	57,500	57,500	0	0
	Copier	0	0	0	9,214	0
	Car 119 (formerly car 1394)	40,000	0	37,000	0	0
	Car 19 (formerly car 1390)	0	0	35,000	0	41,300
	Cardiac Monitors	66,000	0	0	0	0
	AED Units	11,500	0	0	0	0
	Air Packs	232,650	0	232,650	0	0
	<b>TOTAL FIRE DEPT.</b>	1,550,150	83,650	1,588,300	9,214	42,244

## CAPITAL EQUIPMENT BUDGET

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
EXPENDITURES		20-21	19-20	19-20	18-19	17-18
16-01-7-753	<b>Building</b>					
	Copier	0	0	0	9,214	0
	<b>TOTAL INSPECT. SERV.</b>	0	0	0	9,214	0
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16-01-7-755	<b>Public Works</b>					
	Lg Dump 5yd w/ plow & spreader	0	180,000	180,000	0	0
	Lg Dump 5yd w/ plow & spreader	0	180,000	180,000	0	0
	Lg Dump 5yd w/ plow & spreader D-15	180,000	0	0	0	0
	Pick up 3/4 ton w/4x4 forestry	0	0	0	34,370	0
	Sm Dump 1 ton w/4x4 & Plow L-12	70,000	0	70,000	0	0
	Sm Dump 1 ton w/4x4 & Plow	70,000	0	0	0	0
	Cargo Van	25,000	0	25,000	0	0
	Tractor/Mower	0	0	0	0	0
	Utility Vehicle-APWD	0	0	0	31,676	29,040
	Aerial Bucket Truck	0	7,330	0	91,492	0
	Tractor w/ Snow Blower	0	0	0	1,250	26,009
	Drive-On Trailer	0	0	0	6,251	0
	Pick up 3/4 Ton w/4x4	0	31,825	31,825	0	0
	Pick up 3/4 Ton w/4x4 & plow	0	0	0	0	5,795
	Tree Chipper	0	84,435	75,000	0	0
	Tractor/Compact Loader	0	0	0	0	97,720
	Sewer Jetter/Vacuum Truck	385,000	0	0	0	0
	Tractor/Backhoe/Loader	0	100,000	100,000	0	0
	Asphalt Hot Box Trailer	0	29,484	30,000	0	0
	Public Works Small Vehicle Lift	30,000	0	0	0	0
	Public Works Large Vehicle Lift	50,000	0	0	0	0
	Color Copier	10,000	0	0	0	0
	Meinheit Booster Station Generator	60,000	0	0	0	0
	PWSC Generator	60,000	0	0	0	0
	Butterfield Lift Station Generator	100,000	0	100,000	0	0
	Village Hall Generator	100,000	0	100,000	0	0
	<b>TOTAL PUBLIC WORKS</b>	1,140,000	613,074	891,825	165,039	158,564
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16-01-7-730	Computer Equipment	188,250	106,565	328,750	126,898	119,329
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16-01-7-767	Municipal Building Maintenance	834,000	5,544	838,000	5,250	14,734
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	<b>TOTAL EXPENDITURES</b>	4,200,485	908,833	3,896,875	337,902	462,169
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	<b>ENDING FUND BALANCE</b>	16,077	3,346,215	30,572	2,891,213	2,237,014

**CAPITAL EQUIPMENT SCHEDULE  
FY2020-21 THROUGH FY2029-30**

1 of 5

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>	
2020-21	Manager's Car	Exec	1	5	25,000	12,500	6,250	6,250	
	Village Hall Phone System	Exec	1	7	65,000	48,750	8,125	8,125	
	Police Squads	Police	2	3	85,000	85,000			
	Police Squad-Detective	Police	1	5	30,000	30,000			
	Police Squad-Chief	Police	1	5	30,000	30,000			
	Police Squad-SUV	Police	1	5	39,760	39,760			
	Portable Radios	Police	25	5	133,325	133,325			
	CCTV System & Cameras	Police	1	5	80,000	80,000			
	Car 119 (former 1394)	Fire	1	7	40,000	40,000			
	Cardiac Monitors	Fire	2	10	66,000	66,000			
	AED Units	Fire	3	10	11,500	11,500			
	Truck 19 (formerly engine 1350)	Fire	1	25	1,200,000	1,200,000			
	Air Packs	Fire	27	15	232,650	232,650			
	Lg Dump 5yd w/Plow & Spreader D-15	Pub Wks	1	10	180,000	90,000	45,000	45,000	
	Sm Dump 1 ton w/4x4 & Plow L-12	Pub Wks	1	8	70,000	35,000	17,500	17,500	
	Cargo Van	Pub Wks	1	8	25,000		12,500	12,500	
	Sm Dump 1 ton w/4x4 & Plow	Pub Wks	1	8	70,000	35,000	17,500	17,500	
	Sewer Jetter/Vacuum Truck	Pub Wks	1	10	385,000	130,900	127,050	127,050	
	Butterfield Lift Station Generator	Pub Wks	1	20	100,000			100,000	
	Village Hall Generator	Pub Wks	1	20	100,000	100,000			
	Meinheit Booster Station Generator	Pub Wks	1	20	60,000			60,000	
	PWSC Generator	Pub Wks	1	20	60,000	30,000	15,000	15,000	
	Public Works Small Vehicle Lift	Pub Wks	1	20	30,000	15,000	7,500	7,500	
	Public Works Large Vehicle Lift	Pub Wks	1	20	50,000	25,000	12,500	12,500	
	Color Copier	Pub Wks	1	5	10,000	5,000	2,500	2,500	
	<b>Computer Equipment</b>								
	Village Clerk Laptop	Leg	1	5	3,000	3,000			
	Laser Printer	Exec	1	5	2,500	1,250	625	625	
	Laser Printer-Manager	Exec	1	5	1,500	750	375	375	
	Exchange Software	Exec	1	5	5,000	3,750	625	625	
	Village Manager Laptop	Exec	1	5	3,000	1,500	750	750	
	Network Replacement Project Services	Exec	1	5	42,750	32,063	8,123	2,565	
	Financial system software	Finance	1	10	125,000	93,750	23,438	7,813	
	Heavy duty laser printer - b & w	Finance	1	5	2,000	1,000	750	250	
	AutoCAD printer plus plotter	Pub Wks	1	5	3,500	1,750	875	875	
	<b>Sub-total</b>					<b>188,250</b>	<b>138,813</b>	<b>35,560</b>	<b>13,878</b>
	<b>Municipal Building Maintenance</b>								
	Roof	Vill Hall	1	15	600,000	600,000			
	Carpet	Vill Hall	1	15	100,000	100,000			
	Bay Floor-Fire Station	Vill Hall	1	10	50,000	50,000			
	Interior Paint	Vill Hall	1	5	5,000	5,000			
	Plumbing	Vill Hall	1	5	5,000	5,000			
	Village Hall Hardware	Vill Hall	1	20	20,000	20,000			
	Bay Doors-Fire Station	Vill Hall	1	7	25,000	25,000			
	Roof-Sterling Ave Pump Station	Misc Vill	1	15	20,000		10,000	10,000	
Floors	Misc Vill	1	10	7,000		3,500	3,500		
Interior Paint	Misc Vill	1	5	2,000		1,000	1,000		
<b>Sub-total</b>					<b>834,000</b>	<b>805,000</b>	<b>14,500</b>	<b>14,500</b>	
<b>FY2020-2021 Totals</b>					<b>4,200,485</b>	<b>3,419,198</b>	<b>321,485</b>	<b>459,803</b>	
2021-22	AED Units	Police	3	10	6,000	6,000			
	Call Recorder	Police	1	6	12,500	12,500			
	Breath Analysis Equipment	Police	1	8	6,000	6,000			
	Pistol Range Equipment	Police	1	15	97,500	97,500			
	Copier	Police	1	5	9,000	9,000			
	Pick up 3/4 ton w/ utility box & hoist P-23	Pub Wks	1	7	43,490		21,745	21,745	
	Step Van V-8	Pub Wks	1	8	65,310		32,655	32,655	
	Tractor/Mower	Pub Wks	1	10	37,125	37,125			
	Riding Zero Turn Mower	Pub Wks	1	7	6,530	6,530			
	Sylvan Lift Station Generator	Pub Wks	1	20	60,000			60,000	
	<b>Computer Equipment</b>								
	Heavy duty laser printer - color	Finance	1	5	2,500	1,250	938	313	
	Laptop Computer-Field	Pub Wks	1	5	2,000	1,000	500	500	
	<b>Sub-total</b>					<b>4,500</b>	<b>2,250</b>	<b>1,438</b>	<b>813</b>
	<b>Municipal Building Maintenance</b>								
	Interior Paint	Vill Hall	1	5	5,000	5,000			
	Parking Lot	Vill Hall	1	5	7,500	7,500			
	Exterior Paint	Vill Hall	1	10	15,000	15,000			
	Interior Paint	PWSC	1	5	8,000	4,000	2,000	2,000	
	Bay Door	PWSC	1	10	12,000	6,000	3,000	3,000	
Masonry	Misc Vill	1	5	5,000		2,500	2,500		
Exterior Paint	Misc Vill	1	10	3,000		1,500	1,500		
<b>Sub-total</b>					<b>55,500</b>	<b>37,500</b>	<b>9,000</b>	<b>9,000</b>	
<b>FY2021-2022 Totals</b>					<b>403,455</b>	<b>214,405</b>	<b>64,838</b>	<b>124,213</b>	

**CAPITAL EQUIPMENT SCHEDULE  
FY2020-21 THROUGH FY2029-30**

2 of 5

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2022-23	<b>Police Squads</b>	Police	2	3	85,000	85,000		
	<b>AED Units</b>	Police	2	10	4,000	4,000		
	<b>In-Car Video Systems</b>	Police	6	5	60,000	60,000		
	<b>Copier</b>	Building	1	5	9,500	9,500		
	<b>Tractor/Backhoe/Loader T-21</b>	Pub Wks	1	8	100,000	33,333	33,333	33,333
	<b>Pick Up 3/4 Ton w/4x4 &amp; liftgate P-24</b>	Pub Wks	1	7	25,000	12,500	6,250	6,250
	<b>Pick Up 3/4 Ton w/4x4 &amp; liftgate P-25</b>	Pub Wks	1	7	25,000	12,500	6,250	6,250
	<b>Utility vehicle-PW Dir A-14</b>	Pub Wks	1	6	30,000	10,000	10,000	10,000
	<b>Dartmouth Lift Station Generator</b>	Pub Wks	1	20	60,000			60,000
	<b>Computer Equipment</b>							
	Computer Data Cabinet	Finance	1	10	6,000	4,500	750	750
	Laser Printer-Color (Fin Dir)	Finance	1	5	1,500	1,125	281	94
	<b>Sub-total</b>				<u>7,500</u>	<u>5,625</u>	<u>1,031</u>	<u>844</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	HVAC-Server Room & Fire Bay	Vill Hall	2	15	40,000	40,000		
	Plumbing	PWSC	1	5	3,000	1,500	750	750
	Floors	Misc Vill	1	10	3,000		1,500	1,500
	<b>Sub-total</b>				<u>51,000</u>	<u>46,500</u>	<u>2,250</u>	<u>2,250</u>
	<b>FY2022-2023 Totals</b>				<u>457,000</u>	<u>278,958</u>	<u>59,115</u>	<u>118,927</u>
2023-24	<b>Copier</b>	Exec	1	5	21,000	10,500	5,250	5,250
	<b>Envelope Stuffer Machine</b>	Finance	1	5	10,000	2,000	5,000	3,000
	<b>Police Squads</b>	Police	2	3	85,000	85,000		
	<b>Copier</b>	Fire	1	5	9,000	9,000		
	<b>Ambulance 119 (former 1372)</b>	Fire	1	12	230,000	230,000		
	<b>Lg Dump 5yd w/Plow &amp; Spreader D-14</b>	Pub Wks	1	10	180,000	90,000	45,000	45,000
	<b>Pick Up 3/4 Ton w/4x4 &amp; Plow P-26</b>	Pub Wks	1	7	35,000	17,500	8,750	8,750
	<b>Commons Lift Station Generator</b>	Pub Wks	1	20	60,000			60,000
	<b>Computer Equipment</b>							
	VMwareServer/hardware & software (virtual file servers: exchange, utility, finance, police, fire)	Exec	2	5	18,000	13,500	2,250	2,250
	Storage Area Network Device	Exec	1	5	23,000	17,250	2,875	2,875
	Network Replacement Project Services	Exec	1	5	42,750	32,063	8,123	2,565
	Exchange, Office & Server Software	Exec	1	5	28,000	21,000	5,320	1,680
	Load Balancing Device	Exec	1	5	3,500	2,625	438	438
	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
next yr: add afd laptop	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, CSO-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 (Coord, Adm/Insp, IS Admin, PM Insp)	Building	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
	<b>Sub-total</b>				<u>273,575</u>	<u>225,263</u>	<u>29,755</u>	<u>18,558</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	HVAC	Vill Hall	1	15	10,000	10,000		
	Parking Lot	PWSC	1	15	50,000	25,000	12,500	12,500
	Roof-Vollmer Res	Misc Vill	1	15	20,000		10,000	10,000
	<b>Sub-total</b>				<u>85,000</u>	<u>40,000</u>	<u>22,500</u>	<u>22,500</u>
	<b>FY2023-2024 Totals</b>				<u>988,575</u>	<u>709,263</u>	<u>116,255</u>	<u>163,058</u>

**CAPITAL EQUIPMENT SCHEDULE  
FY2020-21 THROUGH FY2029-30**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2024-25	<b>Portable Radios</b>	Police	5	5	34,375	34,375		
	<b>Mobile Data Terminals</b>	Fire	12	5	78,000	78,000		
	<b>Utility Vehicle-APWD A-16</b>	Pub Wks	1	6	30,000	10,000	10,000	10,000
	<b>Sm Dump 1 ton w/4x4 &amp; Plow L-13</b>	Pub Wks	1	8	70,000	35,000	17,500	17,500
	<b>Heather Lift Station Generator</b>	Pub Wks	1	20	60,000			60,000
	<b>Computer Equipment</b>							
	Laser Printer	Exec	1	5	2,500	1,250	625	625
	Laser Printer-Manager	Exec	1	5	1,500	750	375	375
	Laptop-Event Coord	Exec	1	5	2,000	1,000	500	500
	Computer Printer	Fire	1	5	1,000	1,000		
	Network Printer	Building	1	5	1,500	1,500		
	AutoCAD printer plus plotter	Pub Wks	1	5	3,500	1,750	875	875
	<b>Sub-total</b>				<u>12,000</u>	<u>7,250</u>	<u>2,375</u>	<u>2,375</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	HVAC	Misc Vill	1	15	2,000		1,000	1,000
	<b>Sub-total</b>				<u>7,000</u>	<u>5,000</u>	<u>1,000</u>	<u>1,000</u>
	<b>FY2024-2025 Totals</b>				<u>291,375</u>	<u>169,625</u>	<u>30,875</u>	<u>90,875</u>
2025-26	<b>Manager's Car</b>	Exec	1	5	25,000	12,500	6,250	6,250
	<b>Police Squads</b>	Police	2	3	85,000	85,000		
	<b>Police Squad-Detective</b>	Police	1	5	30,000	30,000		
	<b>Police Squad-Chief</b>	Police	1	5	30,000	30,000		
	<b>Police Squad-SUV</b>	Police	1	5	39,760	39,760		
	<b>Portable Radios</b>	Police	5	5	34,375	34,375		
	<b>CCTV System &amp; Cameras</b>	Police	1	5	60,000	60,000		
	<b>Car 19 (former 1390)</b>	Fire	1	7	37,000	37,000		
	<b>Asphalt Roller 3 Ton</b>	Pub Wks	1	15	15,000	7,500	3,750	3,750
	<b>Pick up 3/4 ton w/4x4 forestry P-27</b>	Pub Wks	1	7	32,000	32,000		
	<b>Color Copier</b>	Pub Wks	1	5	10,000	5,000	2,500	2,500
	<b>Computer Equipment</b>							
	Village Clerk Laptop	Leg	1	5	3,000	3,000		
	Heavy duty laser printer - b & w	Finance	1	5	2,000	1,000	750	250
	Network Infrastructure (routers, firewall, switches, cabling, wi-fi etc. & labor)	Exec	1	7	50,000	37,500	6,250	6,250
	Village Manager Laptop	Exec	1	5	3,000	1,500	750	750
	AutoCAD printer plus plotter	Pub Wks	1	5	3,500	1,750	875	875
	<b>Sub-total</b>				<u>61,500</u>	<u>44,750</u>	<u>8,625</u>	<u>8,125</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Bay Doors	Vill Hall	1	7	25,000	25,000		
	Plumbing	Vill Hall	1	5	5,000	5,000		
	Interior Paint	Misc Vill	1	5	2,000		1,000	1,000
	HVAC	Misc Vill	1	15	2,000		1,000	1,000
	<b>Sub-total</b>				<u>39,000</u>	<u>35,000</u>	<u>2,000</u>	<u>2,000</u>
	<b>FY2025-2026 Totals</b>				<u>498,635</u>	<u>452,885</u>	<u>23,125</u>	<u>22,625</u>

**CAPITAL EQUIPMENT SCHEDULE  
FY2020-21 THROUGH FY2029-30**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2026-27	<b>Police Squads</b>	Police	2	3	85,000	85,000		
	<b>Copier</b>	Police	1	5	9,000	9,000		
	<b>Compressor For Air Packs</b>	Fire	1	15	48,000	48,000		
	<b>Pick up 3/4 ton w/4x4 P-22</b>	Pub Wks	1	7	31,825	15,913	7,956	7,956
	<b>Computer Equipment</b>							
	Heavy duty laser printer - color	Finance	1	5	2,500	1,250	938	313
	Laptop Computer-Field	Pub Wks	1	5	2,000	1,000	500	500
	<b>Sub-total</b>				<u>4,500</u>	<u>2,250</u>	<u>1,438</u>	<u>813</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Parking Lot	Vill Hall	1	5	7,500	7,500		
	HVAC	Vill Hall	1	15	120,000	120,000		
	Interior Paint	PWSC	1	5	8,000	4,000	2,000	2,000
	Exterior Paint	PWSC	1	10	8,000	4,000	2,000	2,000
	HVAC	PWSC	1	15	20,000	10,000	5,000	5,000
	Bay Doors	PWSC	1	10	20,000	10,000	5,000	5,000
	Masonry	Misc Vill	1	5	5,000		2,500	2,500
	<b>Sub-total</b>				<u>193,500</u>	<u>160,500</u>	<u>16,500</u>	<u>16,500</u>
	<b>FY2026-2027 Totals</b>				<u>371,825</u>	<u>320,663</u>	<u>25,894</u>	<u>25,269</u>
2027-28	<b>Village Hall Phone System</b>	Exec	1	7	80,000	60,000	10,000	10,000
	<b>Call Recorder</b>	Police	1	6	12,500	12,500		
	<b>In-Car Video Systems</b>	Police	6	5	60,000	60,000		
	<b>Car 119 (former 1394)</b>	Fire	1	7	40,000	40,000		
	<b>Utility Vehicle 19 (former 1380)</b>	Fire	1	10	39,000	39,000		
	<b>Fit Test Machine</b>	Fire	1	10	11,100	11,100		
	<b>Copier</b>	Building	1	5	9,500	9,500		
	<b>Sm Dump 1 ton w/4x4 &amp; Plow L-11</b>	Pub Wks	1	8	70,000	35,000	17,500	17,500
	<b>Tractor/Backhoe/Loader T-20</b>	Pub Wks	1	8	100,000	33,333	33,333	33,333
	<b>Tractor/Compact Loader T-22</b>	Pub Wks	1	10	100,000	100,000		
	<b>Aerial Bucket Truck BT-1</b>	Pub Wks	1	10	100,000	100,000		
	<b>Cargo Van V-7</b>	Pub Wks	1	8	25,000		12,500	12,500
	<b>Riding Mower w/ snow blower T-23</b>	Pub Wks	1	10	26,000	26,000		
	<b>Computer Equipment</b>							
	Laser Printer-Color (Fin Dir)	Finance	1	5	1,500	1,125	281	94
	<b>Sub-total</b>				<u>1,500</u>	<u>1,125</u>	<u>281</u>	<u>94</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Bay Floor-Police Station	Vill Hall	1	10	30,000	30,000		
	Bay Doors	PWSC	1	10	28,000	14,000	7,000	7,000
	Plumbing	PWSC	1	5	3,000	1,500	750	750
	<b>Sub-total</b>				<u>66,000</u>	<u>50,500</u>	<u>7,750</u>	<u>7,750</u>
	<b>FY2027-2028 Totals</b>				<u>740,600</u>	<u>578,058</u>	<u>81,365</u>	<u>81,177</u>

**CAPITAL EQUIPMENT SCHEDULE  
FY2020-21 THROUGH FY2029-30**

5 of 5

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2028-29	<b>Copier</b>	Exec	1	5	21,000	10,500	5,250	5,250
	<b>Envelope Stuffer Machine</b>	Finance	1	5	10,000	2,000	5,000	3,000
	<b>Police Squads</b>	Police	2	3	85,000	85,000		
	<b>Copier</b>	Fire	1	5	9,000	9,000		
	<b>Sm Dump 1 ton w/4x4 &amp; Plow L-12</b>	Pub Wks	1	8	70,000	35,000	17,500	17,500
	<b>Pick up 3/4 ton w/ util box &amp; hoist P-23</b>	Pub Wks	1	7	43,490		21,745	21,745
	<b>Utility Vehicle-PW Dir A-14</b>	Pub Wks	1	6	30,000	10,000	10,000	10,000
	<b>Riding Zero Turn Mower</b>	Pub Wks	1	7	6,530	6,530		
	<b>Computer Equipment</b>							
	Network Infrastructure (routers, firewall, switches, cabling, wi-fi etc. & labor)	Exec	1	7	47,000	35,250	5,875	5,875
	VMwareServer/hardware & software (virtual file servers: exchange, utility, finance, police, fire)	Exec	2	5	18,000	13,500	2,250	2,250
	Storage Area Network Device	Exec	1	5	23,000	17,250	2,875	2,875
	Network Replacement Project Services	Exec	1	5	42,750	32,063	8,123	2,565
	Exchange, Office & Server Software	Exec	1	5	28,000	21,000	5,320	1,680
	Load Balancing Device	Exec	1	5	3,500	2,625	438	438
	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	1	5	2,000	1,500	250	250
	Laser Printer-Manager	Exec	1	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		
	Laptops/Tablets (Chief, Dep Ch, CSO-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 (Coord, Adm/Insp, IS Admin, PM Insp)	Building	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
	<b>Sub-total</b>				<b>323,875</b>	<b>262,663</b>	<b>36,205</b>	<b>25,008</b>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Parking Lot	PWSC	15		80,000	40,000	20,000	20,000
	Masonry	PWSC	1	10	5,000	2,500	1,250	1,250
	<b>Sub-total</b>				<b>90,000</b>	<b>47,500</b>	<b>21,250</b>	<b>21,250</b>
	<b>FY2028-2029 Totals</b>				<b>688,895</b>	<b>468,193</b>	<b>116,950</b>	<b>103,753</b>
2029-30	<b>Police Squads</b>	Police	2	3	85,000	85,000		
	<b>Pistols</b>	Police	30	12	15,000	15,000		
	<b>Breath Analysis Equipment</b>	Police	1	8	6,000	6,000		
	<b>Mobile Data Terminals</b>	Fire	10	5	67,500	67,500		
	<b>Squad 19 (former 1320)</b>	Fire	1	20	650,000	650,000		
	<b>Ambulance 19 (former 1370)</b>	Fire	1	12	230,000	230,000		
	<b>Copier</b>	Bldg	1	5	8,500	8,500		
	<b>Utility Vehicle-APWD A-16</b>	Pub Wks	1	6	30,000	10,000	10,000	10,000
	<b>Lg Dump 5yd w/Plow &amp; Spreader D-16</b>	Pub Wks	1	10	180,000	90,000	45,000	45,000
	<b>Lg Dump 5yd w/Plow &amp; Spreader D-17</b>	Pub Wks	1	10	180,000	90,000	45,000	45,000
	<b>Tree Chipper</b>	Pub Wks	1	10	75,000	75,000		
	<b>Pick Up 3/4 Ton w/4x4 &amp; liftgate P-24</b>	Pub Wks	1	7	25,000	12,500	6,250	6,250
	<b>Pick Up 3/4 Ton w/4x4 &amp; liftgate P-25</b>	Pub Wks	1	7	25,000	12,500	6,250	6,250
	<b>Tractor/Backhoe/Loader T-20</b>	Pub Wks	1	8	100,000	33,333	33,333	33,333
	<b>Asphalt Hot Box Trailer</b>	Pub Wks	1	10	30,000	10,000	10,000	10,000
	<b>Drive On Trailer</b>	Pub Wks	1	11	7,955	3,977	1,989	1,989
	<b>Computer Equipment</b>							
	Laser Printer	Exec	1	5	2,500	1,250	625	625
	Laser Printer-Manager	Exec	1	5	1,500	750	375	375
	Laptop-Event Coord	Exec	1	5	2,000	1,000	500	500
	Computer Printer	Fire	1	5	1,000	1,000		
	Network Printer	Building	1	5	1,500	1,500		
	AutoCAD printer plus plotter	Pub Wks	1	5	3,500	1,750	875	875
	<b>Sub-total</b>				<b>12,000</b>	<b>7,250</b>	<b>2,375</b>	<b>2,375</b>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Plumbing	Vill Hall	1	5	5,000	5,000		
	Masonry	Vill Hall	1	10	25,000	25,000		
	Roof	PWSC	1	15	500,000	250,000	125,000	125,000
	Exterior Paint	Misc Vill	1	10	1,000		500	500
	Floors	Misc Vill	1	10	7,000		3,500	3,500
	HVAC	Misc Vill	1	15	2,000		1,000	1,000
	<b>Sub-total</b>				<b>545,000</b>	<b>285,000</b>	<b>130,000</b>	<b>130,000</b>
	<b>FY2029-2030 Totals</b>				<b>2,271,955</b>	<b>1,691,560</b>	<b>290,197</b>	<b>290,197</b>

**CAPITAL EQUIPMENT SCHEDULE  
11-20 YEAR ITEMS NOT INCLUDED ON 10 YEAR SCHEDULE**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2030-31	Apparatus Portable Radios	Fire	21	15	73,500	73,500		
2030-31	Officers Portable Radios	Fire	10	15	80,000	80,000		
2030-31	HVAC	Vill Hall	1	15	600,000	600,000		
2030-31	HVAC	Misc Vill	1	15	2,000		1,000	1,000
2031-32	HVAC	PWSC	1	15	20,000	10,000	5,000	5,000
2032-33	Live Scan System	Police	1	15	100,000	100,000		
2032-33	Air Packs	Fire	27	15	232,650	232,650		
2032-33	Roof-Kedzie	Misc Vill	1	15	8,000		4,000	4,000
2033-34	Engine 19 (former 1330)	Fire	1	20	515,000	515,000		
2033-34	Truck 19 (former 1350) Refurbishing	Fire	1	25	75,000	75,000		
2033-34	Roof	Misc Vill	1	15	15,000		7,500	7,500
2033-34	Carpet	Vill Hall	1	15	100,000	100,000		
2033-34	Carpet	PWSC	1	15	5,000	2,500	1,250	1,250
2034-35	Roof	Vill Hall	1	15	600,000	600,000		
2034-35	Air Packs	Fire	27	15	232,650	232,650		
2034-35	Carpet	Vill Hall	1	15	100,000	100,000		
2034-35	Sterling Station Generator	Pub Wks	1	20	60,000			60,000
2035-36	Ambulance 119 (former 1372)	Fire	1	12	230,000	230,000		
2035-36	Roof-Sterling	Misc Vill	1	15	20,000		10,000	10,000
2036-37	Pistol Range Equipment	Police	1	15	36,000	36,000		
2036-37	HVAC	Misc Vill	1	15	2,000		1,000	1,000
2037-38	HVAC-Server Room & Fire Bay	Vill Hall	1	15	40,000	40,000		
2037-38	Woods Lift Station Generator	Pub Wks	1	20	60,000			60,000
2038-39	Parking Lot	PWSC	1	15	50,000	25,000	12,500	12,500
2038-39	Roof-Vollmer Res	Misc Vill	1	15	20,000		10,000	10,000
2039-40	Butterfield Lift Station Generator	Pub Wks	1	20	100,000			100,000
2039-40	Village Hall Generator	Pub Wks	1	20	100,000	100,000		
2044-45	Truck 19 (formerly engine 1350)	Fire	1	25	925,000	925,000		
<b>Totals</b>					<b>4,401,800</b>	<b>4,077,300</b>	<b>52,250</b>	<b>272,250</b>

**CALCULATION OF 2020-21 REVENUE CONTRIBUTIONS AND  
10 YEAR PROJECTION OF CAPITAL EQUIPMENT FUND BUDGET**

Fiscal Year	No.	Expenditures Per Capital Equipment Schedule				Projected Revenues					Fund Balance	
		General Fund	Water Portion	Sewer Portion	Total	General Fund	Water Portion	Sewer Portion	Interest/Auct/Tr-In	Total	Excess/ (Deficit) proj 4-30-20	Balance 4-30
2019-20	0											3,346,215
2020-21	1	3,419,198	321,485	459,803	4,200,485	633,763	86,262	112,962	37,360	870,347	(3,330,138)	16,077
2021-22	2	214,405	64,838	124,213	403,455	633,763	86,262	112,962	26,553	859,540	456,085	472,162
2022-23	3	278,958	59,115	118,927	457,000	633,763	86,262	112,962	32,026	865,013	408,013	880,175
2023-24	4	709,263	116,255	163,058	988,575	633,763	86,262	112,962	36,922	869,909	(118,666)	761,509
2024-25	5	169,625	30,875	90,875	291,375	633,763	86,262	112,962	35,498	868,485	577,110	1,338,620
2025-26	6	452,885	23,125	22,625	498,635	633,763	86,262	112,962	42,423	875,411	376,776	1,715,395
2026-27	7	320,663	25,894	25,269	371,825	633,763	86,262	112,962	46,945	879,932	508,107	2,223,502
2027-28	8	578,058	81,365	81,177	740,600	633,763	86,262	112,962	53,042	886,029	145,429	2,368,931
2028-29	9	468,193	116,950	103,753	688,895	633,763	86,262	112,962	54,787	887,774	198,879	2,567,811
2029-30	10	1,691,560	290,197	290,197	2,271,955	633,763	86,262	112,962	57,174	890,161	(1,381,794)	1,186,016
		<u>8,302,807</u>	<u>1,130,098</u>	<u>1,479,895</u>	<u>10,912,800</u>	<u>6,337,632</u>	<u>862,617</u>	<u>1,129,622</u>	<u>422,730</u>	<u>8,752,601</u>		

**Adjustments**

-fy19 bud fd bal to act ov/(un)	(1,965,174)	(267,480)	(350,273)	(2,582,928)
fy29 fd bal + to 0 or-to fy21 exp yr	0	0	0	0

18-19 budgeted fund bal = 308,285; actual = 2,891,213; diff = (2,582,928)  
 29-30 fund bal = 1,186,016; surplus; subtract to high fund bal yr-high exp yr or add to 0 (if deficit)  
 highest fund bal yr (fy 29) = 2,567,811; highest exp yr (fy 21) = 4,200,485; fy 21 deficit = 0  
 balance high fb yr-high exp yr = (fy 29-fy 21) No Adj needed as high fb yr-high exp yr less than 0

Adjusted Total 6,337,632 862,617 1,129,622 8,329,872

Contribution-fy21 633,763 86,262 112,962 832,987  
 76.1% 10.4% 13.6%

**Assumptions:**

- 4-30-20 estimated fund balance based on 18-19 audit bal and 19-20 projections per budget
- 2020-21 revenue based on annual average
- Over/Under based allocated based on total 10 yr. 20-21 sched exp %s; gen 73% wat 12% sew 15%
- Revenues for years 22-30 based on 21 level

# 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.

## FY20 ACHIEVEMENTS:

- Completed the FY20 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.

## FY21 GOALS:

- Conduct the FY21 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>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b>BEGINNING FUND BALANCE</b>	<b>120,837</b>	<b>88,030</b>	<b>89,505</b>	<b>74,363</b>	<b>102,323</b>
02-00-1-475	Motor Fuel Tax Allotments	317,255	341,782	250,000	240,240	241,644
02-00-6-480	Interest Earnings	250	250	250	2,041	1,426
	<b>TOTAL REVENUES</b>	<b>317,505</b>	<b>342,032</b>	<b>250,250</b>	<b>242,280</b>	<b>243,071</b>
<hr/>						
	<b><u>EXPENDITURES</u></b>					
	<b>CURB &amp; SIDEWALK REPAIR AND REPLACEMENT</b>					
	<b><u>COMMODITIES</u></b>					
02-01-3-605	Concrete	1,000	1,000	1,000	1,410	737
	<b>TOTAL CURB AND SIDEWALK PROGRAM</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,410</b>	<b>737</b>
<hr/>						
	<b><u>ASPHALT MAINTENANCE</u></b>					
	<b><u>COMMODITIES</u></b>					
02-01-3-604	LP Fuel	100	50	100	32	47
02-01-3-606	Asphalt Mix	4,000	4,000	4,000	3,711	1,620
02-01-3-607	Asphalt Materials	100	50	100	0	0
	<b><u>CONTRACTUAL SERVICES</u></b>					
02-01-4-635	Annual Street Maintenance	300,000	201,367	213,561	151,013	188,685
02-01-4-645	Engineer and Architect	5,000	2,865	5,000	3,936	3,124
	<b>TOTAL ASPHALT MAINTENANCE</b>	<b>309,200</b>	<b>208,332</b>	<b>222,761</b>	<b>158,692</b>	<b>193,476</b>
<hr/>						
	<b><u>SNOW &amp; ICE CONTROL</u></b>					
	<b><u>COMMODITIES</u></b>					
02-01-3-602	Road Salt - Chemicals	50,394	50,394	50,394	19,377	14,118
02-01-3-619	LCC - Bulk Chemical Purchase	15,000	15,000	15,000	9,476	12,311
	<b>SNOW &amp; ICE PROGRAM TOTAL</b>	<b>65,394</b>	<b>65,394</b>	<b>65,394</b>	<b>28,852</b>	<b>26,429</b>
	<b><u>TRAFFIC CONTROL &amp; REGULATION</u></b>					
	<b><u>COMMODITIES</u></b>					
02-01-3-610	Street Signs	4,500	4,500	4,500	5,789	3,775
02-01-4-630	Electric, Power and Light	20,000	20,000	20,000	24,260	25,254
02-01-4-631	Street Striping	10,000	10,000	10,000	9,610	8,893
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
02-01-7-701	Pavement Management Report	0	0	0	0	12,466
	<b>TRAFFIC CONTROL TOTAL</b>	<b>34,500</b>	<b>34,500</b>	<b>34,500</b>	<b>39,659</b>	<b>50,388</b>
	<b>TOTAL EXPENDITURES</b>	<b>410,094</b>	<b>309,226</b>	<b>323,655</b>	<b>228,613</b>	<b>271,030</b>
	<b>ENDING FUND BALANCE</b>	<b>28,248</b>	<b>120,837</b>	<b>16,100</b>	<b>88,030</b>	<b>74,363</b>

# **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. Those funds are projected to be expended in their entirety by the end of Fiscal Year 2020.

## **FY20 ACHIEVEMENTS:**

- Drafted and published a Request for Proposal for Purchase and Development for the remaining Village owned property in the TIF.
- Marketed the properties through International Shopping Centers and direct developer contact.
- Prepared the TIF Annual Report and conducted the annual Joint Review Board meeting.

# TIF AREA NO. 1

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b>BEGINNING FUND BALANCE</b>	<b>(0)</b>	<b>10,729</b>	<b>12,788</b>	<b>36,621</b>	<b>1,429,183</b>
05-00-1-414	Property Tax	0	0	0	0	0
05-00-6-480	Interest	0	290	626	643	609
05-00-6-481	Unrealized Gain/Loss - Investments	0	6,244	0	0	1,335
05-00-6-489	Sale of Village Property	0		0	0	0
	<b>TOTAL REVENUE</b>	<b>0</b>	<b>6,534</b>	<b>626</b>	<b>643</b>	<b>1,943</b>
<hr/>						
	<b><u>EXPENDITURES</u></b>					
05-01-3-603	Postage	0	42	0	0	0
05-01-4-630	Professional Services	0	1,500	3,500	3,623	8,174
05-01-4-633	Accounting and Audit Service	0	1,100	1,500	1,075	1,081
05-01-4-653	TIF Planning and Promotion	0	14,621	8,000	16,929	0
05-01-7-701	Crawford Avenue Water Main Extension	0	0	0	0	0
05-01-7-705	Land Acquisition	0	0	0	0	1,358,350
05-01-7-706	Property Taxes	0	0	0	0	0
05-01-7-707	Crawford Avenue Roadway Improvements	0	0	0	4,908	0
05-01-7-708	Demolition	0	0	0	0	26,900
	<b>TOTAL FUNCTION</b>	<b>0</b>	<b>17,263</b>	<b>13,000</b>	<b>26,535</b>	<b>1,394,505</b>
<hr/>						
05-01-9-908	Transfer To Water Fund	0	0	0	0	0
<hr/>						
	<b>ENDING FUND BALANCE</b>	<b>(0)</b>	<b>(0)</b>	<b>414</b>	<b>10,729</b>	<b>36,621</b>

\*\$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, 2020 will be \$1,190,000.

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, 2020 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, 2020 will be \$3,205,000.

## DEBT SERVICE

	BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>Beginning Fund Balance</b>	<b>366,796</b>	<b>327,115</b>	<b>0</b>	<b>365,962</b>	<b>428,723</b>
<b><u>ACCOUNT # REVENUES</u></b>					
06-00-1-401 Property Taxes-2013 GO Issue	217,643	224,470	216,018	206,525	199,332
06-00-1-402 Property Taxes-2014 GO Issue	238,400	246,917	237,300	227,034	219,871
06-00-1-403 Property Taxes-2017 GO Refunding	620,700	650,962	626,553	599,399	285,108
06-00-1-419 Property Taxes-2009 GO Refunding	0	0	0	0	318,762
06-00-9-419 Transfer from 2017 GO Refunding Bonds	0	0	0	0	1,397
<b>TOTAL REVENUES</b>	<b>1,076,743</b>	<b>1,122,349</b>	<b>1,079,871</b>	<b>1,032,958</b>	<b>1,024,469</b>
<b><u>EXPENDITURES</u></b>					
06-01-8-825 Debt Serv-2009 GO Refund-Principal			0	0	530,000
06-01-8-826 Debt Serv-2009 GO Refund-Interest			0	0	114,800
06-01-8-827 Agent Fees-2009 GO Refund Issue			0	0	0
06-01-8-830 Debt Serv-2013 GO Issue-Principal	155,000	150,000	150,000	145,000	135,000
06-01-8-831 Debt Serv-2013 GO Issue-Interest	62,643	66,018	66,018	69,280	71,980
06-01-8-832 Agent Fees-2013 GO Issue	500	450	450	450	350
06-01-8-835 Debt Serv-2014 GO Issue-Principal	135,000	130,000	130,000	125,000	120,000
06-01-8-836 Debt Serv-2014 GO Issue-Interest	103,400	107,300	107,300	111,050	114,650
06-01-8-837 Agent Fees-2014 GO Issue	500	450	450	450	450
06-01-8-840 Debt Serv-2017 GO Refund-Principal	585,000	575,000	575,000	545,000	0
06-01-8-841 Debt Serv-2017 GO Refund-Interest	35,700	52,950	52,950	75,075	0
06-01-8-842 Agent Fees-2017 GO Refund Issue	500	500	500	500	0
<b>TOTAL EXPENDITURES</b>	<b>1,078,243</b>	<b>1,082,668</b>	<b>1,082,668</b>	<b>1,071,805</b>	<b>1,087,230</b>
<b>Ending Fund Balance</b>	<b>365,296</b>	<b>366,796</b>		<b>327,115</b>	<b>365,962</b>

# **POLICE PENSION FUND**

## **SERVICES PROVIDED:**

The Police Pension Fund will undergo the statewide consolidation of Article 3 and Article 4 Police and Fire Pension Funds effective January 1, 2020 with a deadline of consolidation of June 30 2022, under Public Act 101-0610.

Currently, the fund is actively managed by the Flossmoor Police Pension Board with advice from the investment manager following the investment policy 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 and funding ratio. The 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 review completed on an annual basis. The fund is invested pursuant to current Illinois statutes governing pensions.

# POLICE PENSION FUND

<b>ACCOUNT #</b>	<b>REVENUES</b>	<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
10-00-6-480	Interest	200,000	193,825	230,808	196,371	189,865
10-00-6-481	Unrealized Gain/(Loss)-Investments	950,000	908,073	697,437	443,742	370,135
10-00-6-482	Realized Gain/(Loss)-Sale of Investments	150,000	172,020	0	139,811	0
10-00-6-483	Emp. Pension Cont. - PPRT	6,500	6,500	4,900	4,269	4,126
10-00-6-484	Emp. Pension Cont. - Property Tax	818,019	818,019	740,389	668,144	865,046
10-00-6-485	Member Contributions	193,663	188,023	186,000	183,059	189,051
10-00-6-487	Contributions/Donations	0	0	0	0	0
10-00-6-489	Dividends	420,000	420,015	0	402,508	247,217
10-00-6-490	Other Police Pens. Fds-Reciprocity					
	<b>TOTAL REVENUES</b>	<b>2,738,182</b>	<b>2,706,475</b>	<b>1,859,534</b>	<b>2,037,902</b>	<b>1,865,439</b>
	<b>EXPENDITURES</b>					
10-01-2-592	Pension Benefit Payments	1,218,074	1,097,927	1,200,000	946,086	862,348
10-01-2-593	Disability Benefit Payments	139,249	139,249	137,807	92,807	92,807
10-01-2-595	Member Contribution Refunds	4,000	0	0	0	0
10-01-3-610	Miscellaneous	1,000	100	1,000	0	555
10-01-3-620	Investment Expenses	0	0	0	0	0
10-01-4-630	Department of Insurance Fees	3,000	2,920	3,000	2,751	2,538
10-01-4-633	Accounting Services	22,000	21,095	15,000	12,610	11,125
10-01-4-644	Legal Services	10,000	6,946	10,000	5,938	1,154
10-01-4-650	Investment Manager Fees	45,000	43,119	30,000	42,156	40,769
10-01-4-651	Medical Expenses	10,000	7,470	10,000	0	0
10-01-5-661	Training	6,000	5,130	7,200	6,671	5,665
	<b>TOTAL EXPENDITURES</b>	<b>1,458,323</b>	<b>1,323,956</b>	<b>1,414,007</b>	<b>1,109,018</b>	<b>1,016,961</b>

# **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 two 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>	<b>BUDGET 20-21</b>	<b>PROJ'D 19-20</b>	<b>BUDGET 19-20</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 17-18</b>
11-00-6-480	Interest	50,000	37,000	43,000	29,759	10,904
11-00-6-481	Unrealized Gain/Loss-Investments	0	1,150	0	10,865	(15,363)
11-00-6-482	Unrealized Gain/Loss-ITT Hartford	51,000	44,000	40,000	1,847	57,226
11-00-6-483	Unrealized Gain/Loss-Aviva/Athene	14,600	16,400	15,600	71,660	11,356
11-00-6-484	Emp. Pension Cont. - Property Tax	326,689	254,578	261,964	203,934	328,277
11-00-6-485	Member Contributions	55,000	56,000	57,000	43,973	35,802
11-00-6-486	Unrealized Gain/Loss-Mutuals	7,500	3,620			
11-00-6-487	Contributions/Donations	0	0	0	0	0
11-00-6-488	Unrealized Gain/Loss-Pacific Life	7,200	7,600	7,500	9,582	4,021
11-00-6-489	Realized Gain/Loss on Sale	0	0		(1,068)	
11-00-6-490	Dividends	3,600	900			
	<b>TOTAL REVENUES</b>	<b>515,589</b>	<b>420,348</b>	<b>425,064</b>	<b>370,552</b>	<b>432,223</b>
	<b>EXPENDITURES</b>					
11-01-2-592	Pension Benefit Payments	347,000	288,000	262,000	252,867	245,502
11-01-4-630	Department of Insurance Fees	510	487	490	452	433
11-01-4-632	Actuary Services	0	0	3,000	0	0
11-01-4-633	Accounting Services	1,491	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	4,000	4,000	3,283	1,000
11-01-4-650	Investment Manager Fees	2,500	1,680	1,630	1,151	1,662
11-01-4-655	Bank Service Charges	750	720	400	849	768
11-01-5-660	Dues and Subscriptions	1,000	1,000	1,000	0	0
11-01-5-661	Training	3,000	2,500	3,000	2,689	2,061
	<b>TOTAL EXPENDITURES</b>	<b>365,551</b>	<b>303,687</b>	<b>280,820</b>	<b>266,092</b>	<b>256,226</b>

# 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.

## **FY20 ACHIEVEMENTS:**

- All work associated with this fund is completed.

## **FY21 GOALS:**

- All work associated with this fund is completed.

## 2014 WATER MAIN IMPROVEMENT FUND

	BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>BEGINNING FUND BALANCE</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(1)</b>	<b>365,703</b>
<b><u>ACCOUNT # REVENUES</u></b>					
18-00-6-410	Bond Issue Proceeds	0	0	0	0
18-00-6-411	Bond Issue Premiums	0	0	0	0
18-00-6-480	Interest-Illinois Funds	0	0	0	964
18-00-6-481	Interest-PMA Savings	0	0	0	36
18-00-6-482	Interest-Certificates of Deposit	0	0	0	0
18-00-6-483	Interest-US Treasuries	0	0	0	0
18-00-6-484	Interest-US Agencies	0	0	0	(17,825)
18-00-6-485	Unrealized Gain/Loss	0	0	0	21,959
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,134</b>
<b><u>EXPENDITURES</u></b>					
<b><u>ENGINEERING SERVICES</u></b>					
18-01-1-702	Phase 2B Engineering	0	0	0	0
	Marston Lane Engineering				
	Cummings Lane Engineering				
	Travers Lane Engineering				
	Pinehurst Neighborhood Engineering				
18-01-1-703	Phase 2C Engineering	0	0	0	160,517
	Perth Avenue Engineering				
	Dundee Avenue Engineering				
<b>TOTAL ENGINEERING SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160,517</b>
<b><u>CONSTRUCTION</u></b>					
18-01-4-731	Phase 2B Construction	0	0	0	0
	Marston Lane Main Replacement				
	Cummings Lane Main Replacement				
	Travers Lane Main Replacement				
	Pinehurst Neighborhood Main Replacement				
18-01-4-732	Phase 2C Construction	0	0	0	128,358
	Perth Avenue Construction				
	Dundee Avenue Main Replacement				
18-01-4-741	Phase 2B Construction Observation Services	0	0	0	0
18-01-4-742	Phase 2C Construction Observation Services	0	0	0	81,963
<b>TOTAL CONSTRUCTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210,322</b>
<b><u>BOND ISSUE COSTS</u></b>					
18-01-8-770	Bond Issue Costs	0	0	0	0
18-01-8-771	Arbitrage Rebate Services	0	0	0	0
<b>TOTAL MAINTENANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>370,838</b>
<b>ENDING FUND BALANCE</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(1)</b>

## **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>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
<b>BOND ISSUE REVENUES</b>						
19-00-6-410	Bond Issue Proceeds	0	0	0	0	2,310,000
19-00-6-411	Bond Issue Premium	0	0	0	0	91,125
19-00-6-480	Interest	0	0	0	0	41
<b>TOTAL REVENUES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,401,165</b>
<b>EXPENDITURES</b>						
<b>BOND ISSUE COSTS</b>						
19-01-7-771	Bond Issue Underwriter Discount	0	0	0	0	13,860
19-01-8-775	Payment to Escrow Agent	0	0	0	0	2,340,000
19-01-8-770	Bond Issue Costs	0	0	0	0	45,909
<b>TRANSFERS</b>						
19-01-9-406	Transfer To Debt Service Fund	0	0	0	0	1,397
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,401,165</b>

# **FEMA FIRE STATION ALERTING GRANT FUND**

## **SERVICES PROVIDED:**

In Fiscal Year 20, the Village received a 2018 Assistance to Firefighters grant from FEMA for the purchase of station alerting equipment and software for fire agencies within E-COM (our combined emergency dispatch center) and SouthCom.

## **FY20 ACHIEVEMENTS:**

- An intergovernmental agreement was drafted and executed by all nine agencies (Flossmoor, Glenwood, Hazel Crest Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton). Hardware and Software were purchased off the NPPGov (a competitive bidding process).

## **FY21 GOALS:**

- Completion of the station alerting project.

# FEMA FIRE STATION ALERTING GRANT FUND

		BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>BEGINNING FUND BALANCE</b>		<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>
<b><u>ACCOUNT #</u></b>	<b><u>REVENUES</u></b>					
	<b><u>GRANT REVENUES</u></b>					
22-00-3-440	FEMA Fire Assistance to Firefighters Grant	479,489	479,489	479,489	0	0
22-00-3-441	Local Share (Community Members) - Grant	42,684	42,864	42,864	0	0
22-00-9-428	Transfer from Foreign Fire Insurance Fund (Flossmoor Local Share) - Grant		5,085	5,085		
	<b><u>NON-GRANT REVENUES</u></b>					
22-00-3-442	Local Share (Community Members) - Non-Grant	31,632	31,632	31,632		
22-00-9-429	Transfer Foreign Fire Insurance Fund (Flossmoor Local Share) Non-Grant	0	3,515	3,515	0	0
22-00-3-449	Administrative Cost Reimbursements	0	0	0	0	0
<b>TOTAL REVENUES</b>		<b>553,805</b>	<b>562,585</b>	<b>562,585</b>	<b>0</b>	<b>0</b>
<b><u>EXPENDITURES</u></b>						
22-01-7-701	FEMA Fire Assistance Grant Purchases	521,438	521,438	521,438	0	0
22-01-7-702	Fire Station Alerting Non-Grant Purchases	35,147	35,147	35,147	0	0
22-01-7-703	Administrative Costs	6,000	6,000	6,000	0	0
<b>TOTAL EXPENDITURES</b>		<b>562,585</b>	<b>562,585</b>	<b>562,585</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>		<b>(8,780)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

# **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 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.
- FY 20: Purchased StatPacks color-coded EMS bags for providing initial medical care to patients
- FY 20: Purchased Mobile Data Terminals (MDTs) and CradlePoint Routers for both ambulances to be used in gathering call data while enroute to a medical run as well as gathering information on the Electronic Patient Care Report (EPCR).

# PUBLIC SAFETY DONATIONS

<u>ACCOUNT #</u>	<u>BEGINNING FUND BALANCE</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	Miscellaneous Police	5,954	5,954	1,642	1,595	1,641
	Special Police Equipment Fund	13,750	18,250	23,504	22,980	24,192
	Miscellaneous Fire & EMS	100	100	100	100	100
	Hendrickson Fire Par Equip FD	24,971	39,824	36,951	41,351	46,917
	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>44,775</b>	<b>64,128</b>	<b>62,197</b>	<b>66,025</b>	<b>72,850</b>
<hr/>						
	<b><u>REVENUES</u></b>					
24-00-3-440	ComEd/MMC-Power Safe Grant - Police	0	0	0	4,312	0
24-00-6-485	Miscellaneous Police Donations	100	100	100	100	50
24-00-6-486	Special Police Equipment Fund Donations	500	500	500	800	8
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	0
	<b>TOTAL REVENUES</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>5,212</b>	<b>58</b>
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	<b><u>EXPENDITURES</u></b>					
24-01-7-770	Miscellaneous Police	100	100	100	53	96
24-01-7-771	Special Police Equipment Fund	7,500	5,000	7,500	5,530	1,220
24-01-7-780	Miscellaneous Fire and EMS	0	0	0	0	0
24-01-7-781	Hendrickson Fire Par Equip FD	4,000	14,853	14,853	1,527	5,566
	<b>TOTAL EXPENDITURES</b>	<b>11,600</b>	<b>19,953</b>	<b>22,453</b>	<b>7,109</b>	<b>6,882</b>
<hr/>						
	<b><u>ENDING FUND BALANCE</u></b>					
	Miscellaneous Police	5,954	5,954	1,642	5,954	1,595
	Special Police Equipment Fund	6,750	13,750	16,504	18,250	22,980
	Miscellaneous Fire & EMS	100	100	100	100	100
	Hendrickson Fire Par Equip FD	20,971	24,971	22,098	39,824	41,351
	<b>TOTAL ENDING FUND BALANCE</b>	<b>33,775</b>	<b>44,775</b>	<b>40,344</b>	<b>64,128</b>	<b>66,025</b>

# 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.

## FY20 ACHIEVEMENTS:

- \$972.00 was awarded to the Village of Flossmoor in FY20 for the first half of this fiscal year.
- 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. The program has been expanded this year to include curriculum that will be presented to second grade students.

## FY21 GOALS:

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

## 11-501 "J" FUND

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
	<b>BEGINNING FUND BALANCE</b>	<b>12,043</b>	<b>13,443</b>	<b>13,443</b>	<b>11,546</b>	<b>11,081</b>
25-00-5-470	Fines and Forfeitures	1,800	1,600	1,800	5,839	3,175
	<b>TOTAL REVENUE</b>	<b>1,800</b>	<b>1,600</b>	<b>1,800</b>	<b>5,839</b>	<b>3,175</b>
<hr/>						
	<b><u>EXPENDITURES</u></b>					
	<b><u>Commodities</u></b>					
25-01-3-610	D.U.I. Enforcement and Educational	3,000	3,000	3,000	3,942	2,710
	<b><u>Training</u></b>					
25-01-5-661	DARE Training			0	0	0
	<b>TOTAL FUNCTION</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,942</b>	<b>2,710</b>
<hr/>						
	<b>ENDING FUND BALANCE</b>	<b>10,843</b>	<b>12,043</b>	<b>12,243</b>	<b>13,443</b>	<b>11,546</b>
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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.

## FY20 ACHIEVEMENTS:

- Funds are utilized to support the activity of the Network III tactical unit. This unit logged hundreds of contacts with multiple felony and misdemeanor arrests, assisting our Department at several sporting events, and investigations.
- So far this fiscal year the fund has not yet received any seized funds. We will be sending a vehicle to auction that had been seized with in the previous year.
- Funds are used for membership fees and to pay for the equipment and training needs of our officers assigned to the South Suburban Emergency Response Team (S.S.E.R.T.) and other drug enforcement opportunities as they present themselves.
- Funds from this account were utilized for a member of the department to attend a legal marijuana summit held in Denver Colorado in October of FY20. The knowledge gained during this summit was utilized in forming policy and local laws ahead of the legalization of recreational use of marijuana.

## FY21 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 the Network III tactical team and the S.S.E.R.T.

# DRUG FORFEITURE FUND

		BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>BEGINNING FUND BALANCE</b>		36,744	39,644	37,658	36,558	55,210
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<b>ACCOUNT #</b>	<b>REVENUES</b>					
26-00-6-480	Interest Earnings	550	550	550	824	507
26-00-6-486	Forfeitures	1,500	1,500	1,500	6,927	3,227
26-00-6-489	Auction Proceeds	0	0	0	0	0
<b>TOTAL REVENUE</b>		<b>2,050</b>	<b>2,050</b>	<b>2,050</b>	<b>7,752</b>	<b>3,734</b>
<hr/>						
<b>EXPENDITURES</b>						
<b>Commodities</b>						
26-01-3-610	Miscellaneous	3,000	3,950	6,000	4,286	1,984
26-01-5-661	Training	3,000	0	0	0	0
<b>Capital Outlay/Non-Operating</b>						
26-01-7-701	So. Sub Emer. Res. Tm. Equip.	1,000	1,000	1,000	380	3,042
26-01-7-702	Investigation Vehicle	0	0	0	0	17,361
<b>EXPENDITURES</b>		<b>7,000</b>	<b>4,950</b>	<b>7,000</b>	<b>4,666</b>	<b>22,386</b>
<hr/>						
<b>ENDING FUND BALANCE</b>		<b>31,794</b>	<b>36,744</b>	<b>32,708</b>	<b>39,644</b>	<b>36,558</b>

# **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.

## **FY20 ACHIEVEMENTS:**

- Acquired five sculptures for placement throughout Flossmoor as part of the rotational sculpture program
- Held Flags of Flossmoor fundraiser during the summer of 2019

## **FY21 GOALS:**

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

# PUBLIC ART PROGRAM

<u>ACCOUNT #</u>	<u>BEGINNING FUND BALANCE</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	65,948	73,623	66,432	74,216	76,550	
<b><u>REVENUES</u></b>						
27-00-4-450	Fundraiser Events	5,000	3,000	10,000	0	0
27-00-6-480	Interest	850	1,600	850	1,603	851
27-00-6-486	Miscellaneous Revenue	0	0	0	0	0
27-00-6-487	Contributions/Donations	2,450	2,400	2,450	5,969	2,494
	<b>TOTAL REVENUES</b>	<b>8,300</b>	<b>7,000</b>	<b>13,300</b>	<b>7,572</b>	<b>3,345</b>
<b><u>EXPENDITURES</u></b>						
<b><u>COMMODITIES</u></b>						
27-01-3-619	Program Commodities	0	200	50	103	79
	Brick Purchases					
	<b>TOTAL COMMODITIES</b>	<b>0</b>	<b>200</b>	<b>50</b>	<b>103</b>	<b>79</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
27-01-4-630	Art Consultant	0	0	0		0
27-01-4-634	Miscellaneous Services	350	175	150	380	224
27-01-4-635	Printing	0	0	750	0	480
27-01-4-638	Advertising	0	0	0	0	0
27-01-4-645	Special Events/Projects	2,500	3,300	2,100	682	1,533
27-01-4-646	Educational Programming	0	0	520	0	0
27-01-4-650	Rotational Sculpture Program	6,000	7,000	6,000	7,000	3,156
	Artists' Honoraria					
	Artwork Transportation					
	Artwork Installation					
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>8,850</b>	<b>10,475</b>	<b>9,520</b>	<b>8,062</b>	<b>5,392</b>
<b><u>TRAINING</u></b>						
27-01-5-660	Membership Dues & Subscriptions	0	0	0	0	0
27-01-5-661	Training/Transportation	0	0	0	0	0
	<b>TOTAL TRAINING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>PROGRAM MAINTENANCE</u></b>						
27-01-6-677	Program Maintenance				0	208
	Sculpture Maintenance	5,000	4,000	9,000		
	Landscape Maintenance	0	0	1,000		
	<b>TOTAL MAINTENANCE</b>	<b>5,000</b>	<b>4,000</b>	<b>10,000</b>	<b>0</b>	<b>208</b>
	<b>TOTAL FUNCTION</b>	<b>13,850</b>	<b>14,675</b>	<b>19,570</b>	<b>8,165</b>	<b>5,679</b>
	<b>ENDING FUND BALANCE</b>	<b>60,398</b>	<b>65,948</b>	<b>60,162</b>	<b>73,623</b>	<b>74,216</b>

# 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.

## FY20 ACHIEVEMENTS:

- The Foreign Fire Board funded the local portion of our FEMA Assistance to Firefighters Grant (AFG) for Station Alerting. The U.S. Digital Design (USDD) Station Alerting system will provide for a modern station alerting as Emergency Calls come in without “shocking” the firefighter’s system during this notification.
- Day Room furniture. The FFB replaced out 14-year old furniture in the Day Room with 7 reclining chairs.
- Purchased kitchen supplies including pots, pans and utensils.

## FY21 GOALS:

- In FY 21 the Foreign Fire Board will look to address the following projects:
  - Complete the US Digital Design Station Alerting installation
  - Purchase and install a Liftmaster Light Curtain on the apparatus bay doors
  - FD Conference Room A/V upgrades

## FOREIGN FIRE INSURANCE

		BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>Beginning Fund Balance</b>		<b>69,698</b>	<b>72,080</b>	<b>72,092</b>	<b>51,705</b>	<b>32,679</b>
<hr/>						
<b>ACCOUNT #</b>	<b>REVENUES</b>					
28-00-1-407	Foreign Fire Insurance Taxes	19,000	19,068	19,000	18,738	18,434
28-00-6-480	Interest	1,650	1,650	1,650	1,638	591
<b>TOTAL REVENUES</b>		<b>20,650</b>	<b>20,718</b>	<b>20,650</b>	<b>20,376</b>	<b>19,026</b>
<hr/>						
<b>EXPENDITURES</b>						
<b>COMMODITIES</b>						
28-01-3-605	Operating Supplies	0	0	0	0	0
28-01-3-615	Tools and Equipment	0	0	0	0	0
<b>TOTAL COMMODITIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>						
<b>TRAINING</b>						
28-01-5-664	Training Materials	0	0	0	0	0
<b>TOTAL TRAINING</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>						
<b>CONTRACTUAL SERVICES</b>						
28-01-4-634	Miscellaneous Services	0	0	0	0	0
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>						
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
28-01-7-704	Training Room Upgrades	0	0	0	0	0
28-01-7-705	FD Shower Remodel	0	0	0	0	0
28-01-7-706	US Digital Fire Station Alerting	0	14,506	50,000	0	0
28-01-9-922	Transfer to Fire Station Alerting Grant	0	8,594	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>23,100</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>23,100</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>		<b>90,348</b>	<b>69,698</b>	<b>42,742</b>	<b>72,080</b>	<b>51,705</b>

# 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.

## FY20 ACHIEVEMENTS:

- Continued 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 allows for quicker response to fire calls using multiple means of alerting the fire department and interfaced into our Spillman CAD software.
- Motorola MCC 7500 console upgrade for the dispatch center.
- E-Com Dispatch Center tech upgrade. Including New Next Genn 911 System

## FY21 GOALS:

- Finish Crime Mapping project and roll out of the Public and Private Crime mapping data.
- Consolidation study, study to determine if a Consolidation with SouthCom is a fiscally responsible option.
- Full policy review and update.
- Facility needs assessment, staff will look into options related to relocating the facility to match the growth of the center.

**9-1-1 FUND**

**(EMERGENCY TELEPHONE SYSTEM)**

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>20-21</u>	<u>PROJ'D</u> <u>19-20</u>	<u>BUDGET</u> <u>19-20</u>	<u>ACTUAL</u> <u>18-19</u>	<u>ACTUAL</u> <u>17-18</u>
30-00-1-416	Telephone Surcharge	175,661	189,035	188,130	211,468	126,482
	<b>TOTAL REVENUES</b>	<b>175,661</b>	<b>189,035</b>	<b>188,130</b>	<b>211,468</b>	<b>126,482</b>
<hr/>						
	<u>EXPENDITURES</u>					
30-01-4-650	E-Com Budget Contribution	175,661	189,035	188,130	211,468	126,482
	<b>TOTAL EXPENDITURES</b>	<b>175,661</b>	<b>189,035</b>	<b>188,130</b>	<b>211,468</b>	<b>126,482</b>

# 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.

Prior to Fiscal Year 2021, this fund was comprised of a Grant Control Parking Fund and a Municipal Control Parking Fund. Starting in Fiscal Year 2021, the two funds were combined into one Fund called the Municipal Parking Lots Fund.

## FY20 ACHIEVEMENTS:

- Restriped the North Commuter, South Commuter, Central Drive, and Library lots.

## FY21 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 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>GRANT CONTROL PARKING</b>						
	Unrestricted Net Assets (Beginning)		114,389	120,262	68,563	38,538
<b>ACCOUNT #</b>	<b>REVENUES</b>					
41-00-6-480	Interest		1,879	100	1,235	379
	Commuter Parking Rental					
	Merchant/Individual Parking					
41-00-7-450	North Lot - 22 spaces		11,240	11,240	9,900	9,240
41-00-8-450	South Lot - 204 spaces		140,390	140,390	137,924	122,734
	<b>TOTAL GRANT CONTROL REVENUES</b>		<b>153,509</b>	<b>151,730</b>	<b>149,059</b>	<b>132,353</b>
<b>EXPENDITURES</b>						
<u>North Lot</u>						
41-30-4-634	Miscellaneous Services		400	800	785	785
41-30-6-677	Maintenance and Repairs		250	250	785	250
41-30-9-901	Transfer to General Fund for Operating Expenses		10,504	10,504	9,934	9,934
	<b>Total North Lot Expenditures</b>		<b>11,154</b>	<b>11,554</b>	<b>11,504</b>	<b>10,969</b>
<u>South Lot</u>						
41-31-4-634	Miscellaneous Services		1,000	1,000	954	954
41-31-6-677	Maintenance and Repairs		1,000	1,000	1,369	1,000
41-31-9-901	Transfer to General Fund for Operating Expenses		94,536	94,536	89,406	89,406
	<b>Total South Lot Expenditures</b>		<b>96,536</b>	<b>96,536</b>	<b>91,728</b>	<b>91,360</b>
<u>Commuter Access</u>						
	<b>Total Expenses: Commuter Access</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL GRANT CONTROL EXPENSES</b>		<b>107,690</b>	<b>108,090</b>	<b>103,232</b>	<b>102,329</b>
41-33-7-790	Depreciation Expense		0	0	8,240	8,240
	<b>GRANT CONTROL LOTS</b>					
	<b>ENDING UNRESTRICTED NET ASSETS*</b>		<b>160,208</b>	<b>163,902</b>	<b>114,389</b>	<b>68,563</b>

## MUNICIPAL PARKING LOTS FUND

<u>ACCOUNT #</u>	<u>MUNICIPAL CONTROL PARKING LOTS</u>	<u>BUDGET 20-21</u>	<u>PROJ'D 19-20</u>	<u>BUDGET 19-20</u>	<u>ACTUAL 18-19</u>	<u>ACTUAL 17-18</u>
	Unrestricted Net Assets (Beginning)		137,435	137,177	158,102	138,788
	<b><u>REVENUES</u></b>					
	<u>Miscellaneous</u>					
40-00-6-480	Interest		4,383	100	4,378	2,150
	<u>North Parking Lot</u>					
40-00-7-450	Commuter Parking less 22 spaces		39,010	39,010	34,779	29,616
40-00-7-451	Merchant/Individual Parking Space Rental		11,790	11,790	9,453	8,313
	<b>Total North Lot Revenue</b>		<b>55,183</b>	<b>50,900</b>	<b>48,611</b>	<b>40,079</b>
	<u>Miscellaneous Leased Parking</u>					
40-00-8-451	Merchant/Individual Parking Space Rental (Central Drive and Library)		8,180	8,180	8,137	6,307
	<b>Total Miscellaneous Revenue</b>		<b>8,180</b>	<b>8,180</b>	<b>8,137</b>	<b>6,307</b>
	<b>TOTAL REVENUES</b>		<b>63,363</b>	<b>59,080</b>	<b>56,747</b>	<b>46,386</b>
	<b><u>EXPENDITURES</u></b>					
40-30-4-634	Miscellaneous Services		1,000	1,800	0	(236)
40-30-6-677	Maintenance and Repairs		1,500	1,500	0	100
40-30-6-682	CBD Flags		1,500	1,500	1,500	0
	<b>Total North Lot Expenditures</b>		<b>4,000</b>	<b>4,800</b>	<b>1,500</b>	<b>(136)</b>
	<b><u>EXPENDITURES</u></b>					
	<u>Central Drive/Library Lot</u>					
40-32-4-634	Miscellaneous Services		1,000	2,800	1,055	1,327
40-32-6-677	Maintenance and Repairs		250	250	144	301
40-32-7-701	Library Parking Lot Resurfacing		0	0	43,636	0
40-32-7-702	Merchant Parking Lot Resurfacing		0	20,000	0	0
	<b>Total Central Drive/Library Lot</b>		<b>1,250</b>	<b>23,050</b>	<b>44,835</b>	<b>1,628</b>
	<b><u>Commuter Access</u></b>					
40-33-1-590	Overtime - Central Business District		8,500	5,220	2,969	3,226
40-33-1-591	Part-Time Employees		15,000	15,000	14,083	5,876
40-33-3-615	Small Tools and Equipment		250	250	250	312
40-33-4-634	Miscellaneous Services		5,100	5,100	5,127	8,401
40-33-6-671	Maintenance and Supplies		10,000	6,600	8,651	7,766
	<b>Total C.B.D. Expenditures</b>		<b>38,850</b>	<b>32,170</b>	<b>31,079</b>	<b>25,580</b>
	<b>TOTAL EXPENDITURES</b>		<b>44,100</b>	<b>60,020</b>	<b>77,414</b>	<b>27,072</b>
40-33-7-790	Depreciation Expense		0	0	5,619	4,710
	<b>MUNICIPAL CONTROL ENDING UNRESTRICTED NET ASSETS*</b>		<b>156,699</b>	<b>136,237</b>	<b>137,435</b>	<b>158,102</b>

# MUNICIPAL PARKING LOTS FUND

	BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<b>BEGINNING UNRESTRICTED NET ASSETS</b>	316,907				
<b><u>REVENUES</u></b>					
<u>North Parking Lot</u>					
40-00-7-450 Commuter Parking - 84 spaces	46,070				
40-00-7-451 Merchant/Individual Parking Space Rental	10,810				
<b>Total North Lot Revenues</b>	<b>56,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>South Parking Lot</u>					
40-00-8-450 Commuter Parking - 218 spaces	128,690				
<b>Total South Lot Revenue</b>	<b>128,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>Central Drive, Library &amp; Merchant Parking Lots</u>					
40-00-8-451 Merchant/Individual Parking Space Rental	7,500				
<b>Total Central/Library/Merchant Lot Revenues</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>Miscellaneous</u>					
40-00-6-480 Interest	200				
<b>TOTAL REVENUES</b>	<b>193,270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>EXPENDITURES</u></b>					
<u>North Parking Lot</u>					
40-30-4-634 Miscellaneous Services	2,600				
40-30-6-677 Maintenance and Repairs	1,750				
40-30-6-682 CBD Flags	1,500				
40-30-9-901 Transfer to General Fund	10,843				
<b>Total North Lot</b>	<b>16,693</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>South Parking Lot</u>					
40-31-4-634 Miscellaneous Services	1,000				
40-31-6-677 Maintenance and Repairs	1,000				
40-31-9-901 Transfer to General Fund	97,589				
<b>Total South Lot</b>	<b>99,589</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## MUNICIPAL PARKING LOTS FUND

	BUDGET 20-21	PROJ'D 19-20	BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18
<u>Central Drive, Library &amp; Merchant Parking Lots</u>					
40-32-4-634	Miscellaneous Services	2,800			
40-32-6-677	Maintenance and Repairs	250			
40-32-7-701	Library Parking Lot Resurfacing	0			
40-32-7-702	Merchant Parking Lot Resurfacing	35,000			
<b>Total Central Drive/Library/Merchant Lots</b>		<b>38,050</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>					
<u>Commuter Access-C.B.D.</u>					
40-33-1-590	Overtime - Central Business District	5,324			
40-33-1-591	Part-Time Employees	15,000			
40-33-3-615	Small Tools and Equipment	250			
40-33-4-634	Miscellaneous Services	5,100			
40-33-6-671	Maintenance and Supplies	6,600			
<b>Total Commuter Access-C.B.D.</b>		<b>32,274</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>					
<b>TOTAL EXPENDITURES</b>		<b>186,606</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>					
40-33-7-790	Depreciation Expense	0			
<b>ENDING UNRESTRICTED NET ASSETS</b>		<b>323,571</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Prior to FY 21, there were two parking funds: Municipal Control Parking and Grant Control Parking



# 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 tablet for children and teens featuring fun and educational game apps and strong WiFi access is available throughout the Library. New this year, we also started circulating WiFi Hotspots, that are available for check out at 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](http://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. 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 20-21	AMENDED BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18	ACTUAL 16-17
<b>ACCOUNT #</b>	<b>TAXES</b>					
50-00-1-401	Property Taxes	1,301,831	1,301,831	1,164,310	1,172,845	1,097,579
50-00-1-402	Property Tax - Soc Sec	56,700	56,700	49,940	50,377	49,227
50-00-1-403	Property Tax - IMRF	64,900	64,900	60,271	65,827	69,189
50-00-1-415	Personal Property Repl Tax	13,000	13,000	13,772	11,250	13,046
	<b>TOTAL TAXES</b>	<b>1,436,431</b>	<b>1,436,431</b>	<b>1,288,293</b>	<b>1,300,299</b>	<b>1,229,041</b>
<b>INTERGOVERNMENTAL AND GRANTS</b>						
50-00-3-440	Per Capita Grant	11,830	11,830	11,830	11,830	7,348
50-00-3-441	Other Grants	0	0	500	0	0
	<b>TOTAL GRANTS</b>	<b>11,830</b>	<b>11,830</b>	<b>12,330</b>	<b>11,830</b>	<b>7,348</b>
<b>CHARGES FOR SERVICES</b>						
50-00-4-450	Program fees	2,000	3,000	2,081	2,775	2,880
	<b>PROGRAM FEES</b>	<b>2,000</b>	<b>3,000</b>	<b>2,081</b>	<b>2,775</b>	<b>2,880</b>
<b>FINES AND FEES</b>						
50-00-5-471	Fines and Fees	4,000	7,500	8,155	10,779	16,649
	<b>TOTAL FINES AND FEES</b>	<b>4,000</b>	<b>7,500</b>	<b>8,155</b>	<b>10,779</b>	<b>16,649</b>
<b>MISCELLANEOUS REVENUES</b>						
50-00-6-480	Interest	7,000	28,000	36,252	8,518	5,932
50-00-6-483	Copier Income	11,000	11,000	11,271	11,945	11,536
50-00-6-485	Private Contributions	1,500	1,000	666	470	889
50-00-6-486	Miscellaneous Income	500	500	557	15	3,122
50-00-6-487	Designated Gifts	5,000	3,500	0	6,995	2,625
	<b>TOTAL MISC. REVENUES</b>	<b>25,000</b>	<b>44,000</b>	<b>48,746</b>	<b>27,943</b>	<b>24,104</b>
	<b>TOTAL REVENUES</b>	<b>1,479,261</b>	<b>1,502,761</b>	<b>1,359,605</b>	<b>1,353,626</b>	<b>1,280,022</b>

# FLOSSMOOR PUBLIC LIBRARY

EXPENDITURES		APPROVED BUDGET 20-21	AMENDED BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18	ACTUAL 16-17
<b>ACCOUNT # PERSONNEL SERVICES</b>						
<b>Salaries</b>						
50-01-1-501	Library Salaries	765,500	741,000	685,068	700,831	659,631
<b>Fringe Benefits</b>						
50-01-2-590	Health Ins Prem/EAP	71,000	65,000	58,040	61,228	59,037
50-01-2-591	Life Insurance Premium	1,280	1,280	1,196	1,223	1,053
50-01-2-593	Unemployment Comp	2,500	2,500	2,497	2,089	1,542
50-01-2-595	Library FICA Contributions	45,950	45,950	41,863	42,576	40,024
50-01-2-596	Library Medicare Contr	10,750	10,750	9,791	9,957	9,361
50-01-2-597	Library IMRF Contributions	64,900	64,900	62,977	68,373	68,749
<b>TOTAL PERSONNEL SERV</b>		<b>961,880</b>	<b>931,380</b>	<b>861,432</b>	<b>886,277</b>	<b>839,397</b>
<b>COMMODITIES</b>						
50-01-3-601	Office Supplies	3,500	3,800	3,888	3,355	3,989
50-01-3-602	Books	74,210	73,000	69,031	67,233	66,877
50-01-3-603	Postage	2,400	2,425	2,303	2,365	2,229
50-01-3-604	Leased Books	4,300	4,300	0	0	4,137
50-01-3-605	Periodicals	10,400	10,000	10,345	9,507	9,523
50-01-3-606	Electronic Resources	10,700	12,000	10,309	8,670	8,785
50-01-3-607	Audio Visual	20,500	17,500	17,897	17,219	16,848
50-01-3-610	ILL Charges	800	1,000	792	198	42
50-01-3-611	Circulation Supplies	3,650	3,650	2,233	2,174	2,031
50-01-3-612	Technical Service Supplies	6,500	6,500	6,305	6,416	6,491
50-01-3-614	Building Supplies	6,000	6,250	5,037	4,465	4,924
50-01-3-615	Programming	30,550	32,300	23,069	32,982	25,418
50-01-3-616	Printer Supplies	5,500	5,750	4,208	5,839	5,487
50-01-3-617	Software and Updates	19,100	10,600	6,450	4,978	8,733
<b>TOTAL COMMODITIES</b>		<b>198,110</b>	<b>189,075</b>	<b>161,867</b>	<b>165,401</b>	<b>165,514</b>

# FLOSSMOOR PUBLIC LIBRARY

EXPENDITURES		APPROVED BUDGET 20-21	AMENDED BUDGET 19-20	ACTUAL 18-19	ACTUAL 17-18	ACTUAL 16-17
<b>CONTRACTUAL SERV</b>						
50-01-4-633	Auditing Service	7,400	7,000	6,750	4,155	4,455
50-01-4-635	Printing and Advertising	8,850	8,500	10,418	10,226	6,995
50-01-4-637	Telecommunications	8,500	8,000	6,516	6,480	6,301
50-01-4-640	Workmen's Compensation	3,500	3,500	3,185	2,701	4,441
50-01-4-641	Ins-Prop/Casualty/Liability	13,700	13,000	12,457	11,988	11,138
50-01-4-644	Legal Services	3,500	3,500	5,510	5,751	891
50-01-4-645	Consultants	25,000	30,000	10,320	12,270	14,028
50-01-4-646	Security	15,000	7,500	0	2,235	21,368
50-01-4-647	Janitorial Services	39,000	38,000	37,320	36,120	36,120
50-01-4-648	Computer Technical Serv	4,750	10,000	5,000	12,500	14,425
50-01-4-649	Water and Sewer Service	3,300	3,050	2,498	2,730	2,580
50-01-4-650	Gas Energy/Heating	15,000	17,000	16,512	17,669	14,907
50-01-4-651	Equipment rental	7,000	7,500	4,873	3,814	3,248
50-01-4-655	Payroll Services/Fees	3,500	2,700	2,243	2,151	2,143
50-01-4-656	Village Accounting Serv	12,000	5,750	5,347	5,115	5,084
50-01-4-657	Surety Bond	300	300	491	491	491
50-01-4-659	SWAN/Data Entry	25,000	24,587	21,875	22,035	21,891
<b>TOTAL CONTRACTUAL SERV</b>		195,300	189,887	151,315	158,431	170,506
<b>STAFF DEVELOPMENT</b>						
50-01-5-661	Staff Development	13,000	19,500	8,040	16,110	6,147
<b>TOTAL STAFF DEVELOPMENT</b>		13,000	19,500	8,040	16,110	6,147
<b>MAINTENANCE</b>						
50-01-6-670	Equipment Maint/setup	52,500	39,000	17,422	18,642	18,970
50-01-6-676	Building and Grounds Maint	155,450	127,250	72,249	80,277	76,561
50-01-6-677	Emergency and Contingency	10,000	132,000	5,883	6,151	10,000
<b>TOTAL MAINTENANCE</b>		217,950	298,250	95,554	105,070	105,531
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
50-01-7-701	Equipment and Furnishings	10,000	10,000	0	3,628	1,943
<b>TOTAL CAPITAL OUTLAY</b>		10,000	10,000	0	3,628	1,943
<b>TOTAL EXPENDITURES</b>		1,596,240	1,638,092	1,278,208	1,334,917	1,289,038
<b>SURPLUS/(DEFICIT)</b>		(116,979)	(135,331)	81,397	18,709	(9,016)

**FLOSSMOOR PUBLIC LIBRARY**  
**GASB 54 FUND BALANCE DISTRIBUTION**  
**PROJECTED FY19-20**  
 (for inclusion with FY20-21 Budget)

	General Projected FY19-20
<b>PROJ FUND BALANCE TOTAL 4/30/20</b>	1844165
<b>FUND BALANCE CLASSIFICATIONS</b>	
<b>RESTRICTED FUND BALANCE</b>	0
<b>COMMITTED FUND BALANCE</b>	
Private Donations-Special Acquisitions	317000
Building- major exterior repair/maint	368217
Building- major interior repair/maint	721486
Building remodel	25000
<b>ASSIGNED FUND BALANCE</b>	
Technology projects	20000
"Green" initiatives	4000
Security upgrades	5000
<b>UNASSIGNED FUND BALANCE</b>	
Reserves	383462
<b>TOTAL</b>	0

# **BUDGET NOTES**

**Village of Flossmoor**  
**CAPITAL PROGRAM**

for

***Infrastructure Rehabilitation, Maintenance, and Improvements***

For the past 29 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 primarily funding from Motor Fuel Taxes (MFT). The program ensures 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 \$300,000. 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 had become financially stressed and rehabilitation costs have increased. The situation has improved with the increase in MFT by the State. 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 2021, MFT fund balances have dropped to a point where it can only support \$300,000 for the program, and the General Fund will provide \$30,000 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 at an approximate cost of \$11M. 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 2021 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.
- Fiscal Year 2020 – Replaced 506 defective squares in the Heather Hill, Old Flossmoor, Flossmoor Park, Flossmoor Hills, Southeast Flossmoor, and Chestnut Hills Neighborhoods.

The sidewalk replacement program will increase with the implementation of the Street Pavement Rehabilitation Program because sidewalk within the street program will be replaced as part of that overall project.

### **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
- Fiscal Year 2020 – Southeast Flossmoor and Ballantrae Neighborhoods

### **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 2021.

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.

In Fiscal Year 2021, Public Works will be working on a large scale emergency back-up generator project for several facilities, including the Butterfield Lift Station. This is the Village's largest wastewater lift station, which frequently experiences power outages.

### **Contract Sanitary Sewer Cleaning Program**

The Village is now in its 13<sup>th</sup> 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.

The last section of rotational cleaning occurred in Fiscal Year 2017 in the Phase 4 Sanitary Sewer Rehabilitation project area, and has been on hold since then due to funding limitations. Staff plans on

continuing with this rotational program in Fiscal Year 2022, following the completion of the sewer system assessment work that will be completed in the Phase 4 Sanitary Sewer Rehabilitation project area in Fiscal Year 2021.

### **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. Another such area is the rear yards of Douglas Avenue between the Parker Junior High School and Douglas Avenue. The studies for both of these areas were completed in Fiscal Year 2020. Staff has worked with our consultants to submit these projects to the MWRD for funding consideration in their Phase 2 Stormwater Program.

Another area of flooding concern in the Village is the Flossmoor Road viaduct under the Metra/CN Railroad. During heavy rainfall events, the viaduct floods and cuts off vehicular access between the west and east sides of the Village. The flooding also inundates the adjacent downtown businesses. This is a very serious issue because emergency vehicles cannot access the east side of town in a timely response time. Staff worked with our consultant in Fiscal Year 2020 to submit an application to the FEMA Hazard Mitigation Grant Program for funding for the engineering and construction of improvements to solve the flooding issue that exists.

### **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 2021, the generator at the Municipal Complex will be 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. This improvement will be completed with three other generator projects in Fiscal Year 2021.
- In Fiscal Year 2021, the roof at the Municipal Complex will be replaced at an estimated cost of \$600,000. The existing roof is in poor condition and should be replaced in the next year.

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. In Fiscal Year 2020, Staff worked with an architect on the planning for the Phase 1 improvements. These improvements include front desk security measures at the Administration/Finance and Building Departments, and remodeling of the Complex's bathrooms and locker rooms. The project was bid in Fiscal Year 2020 and bids were rejected due to

them coming in well over the project budget. Staff is will be working with our Architect to rescope the project and rebid in Fiscal Year 2021.

**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 (FY21) -	\$35,000
South Commuter Lot Resurfacing (FY22) -	\$125,000
North Commuter Lot Resurfacing (FY24) -	\$55,000
Central Drive Lot Resurfacing (FY27) -	\$40,000
Library Lot Resurfacing (FY34) -	\$60,000

**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 2021, following the implementation of the financial software project.

## **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 (DCEO, IDOT)
- Phase IV Sanitary Sewer Rehabilitation Construction (IEPA)
- Central Business District Roadway, Pedestrian and Streetscape Improvements (Cook County, IDOT)
- Local Road Safety Plan (CMAP)
- Flossmoor Road Viaduct Drainage Improvements (FEMA, ACOE)
- Hagen Lane and Douglas Avenue Drainage Improvements (MWRD)

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 2021 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 2021**

- **Chicago Heights Water Supply Development – Engineering & Construction**  
Projected Budget: \$11,244,523 (funding to be determined) – This project includes the engineering and construction to develop a new water supply connection to the City of Chicago Heights. This project will also include the demolition of the Sterling Avenue Water Tower, Vollmer Reservoir Improvements, and other system improvements that will be needed to make this water supply transition feasible. Staff has been working with our consultant on a feasibility

study for the project and the project scope is still being developed and analyzed. The project will have to be financed and should begin in Fiscal Year 2021.

- **Brookwood Bridge and Butterfield Road Culvert Reconstruction – Phase II Engineering**  
Projected Budget: \$80,400 (25% General Fund and 75% Storm Sewer Fund\*) – The project includes continuing with the Phase II design engineering for the reconstruction of the Brookwood Bridge and Butterfield Road Culvert. State Road Funds will be used to offset the costs for this project. **\*(Project is contingent on grant funding.)**
  
- **Phase IV Sanitary Sewer Rehabilitation Engineering and Construction\***  
Projected Budget: \$1,460,000 (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. Staff and our consultant are currently working on the IEPA application review comments, and we anticipate that the construction will move forward in Fiscal Year 2021. **\*(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. **(Project is contingent on receiving grant funding).**
  
- **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 and security issues at the Building Department front desk and reception area.

- **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 \$11M bond issue and completed in three consecutive construction seasons. **\*(Project contingent on receiving bond funding.)**

- **FY2021 Street Pavement Maintenance (MFT Supplement)**

Projected Budget: \$30,000 (General Fund) – This project is an additional funding supplement to the annual street pavement maintenance (resurfacing) project. The total budget cost for fiscal year 2021 is \$300,000 (\$30,000 General Fund and \$300,000 Motor Fuel Tax).

- **Merchant Parking Lot Resurfacing**

Projected Budget: \$35,000 (Municipal Parking Lots Fund) – This project includes the milling, patching, resurfacing, and re-striping of the Merchant parking lot and adjacent alley area.

- **Public Works Service Center Security Fence**

Projected Budget: \$40,000 (General Fund) – This project includes the installation of a six foot tall chain link security fence around the rear outside storage area of the Public Works Service Center. This fence will help secure the materials and supplies that are stored outside of the building and also help secure the fuel tanks and anti-icing tank areas. Also included in the project are powered gates that can be opened from Village vehicles to allow efficient access to the fuel pump area.

## **FISCAL YEAR 2022**

- **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. **\*(Project is contingent on grant funding.)**
  
- **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 is currently pursuing grant funding to offset the cost of the project. **\*(Project is contingent on receiving grant funding.)**
  
- **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.)**
  
- **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.
  
- **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.
  
- **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 24 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 2023**

- **Street Pavement Rehabilitation Program – Phase 3\***  
Projected Budget: \$2,200,000 (2021 Street Rehabilitation Fund) – This is the third 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.)**

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:

▪ Chicago Heights Water Supply Development – Engineering & Construction	\$11,244,523
▪ Brookwood Bridge & Butterfield Road Culvert Reconstruction – Phase II Eng.	\$80,400
▪ Phase IV Sanitary Sewer Rehabilitation Engineering and Construction	\$1,460,000
▪ 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
▪ Street Pavement Rehabilitation Program – Phase 1	\$4,400,000
▪ FY2021 Street Pavement Maintenance (MFT Supplement)	\$30,000
▪ Public Works Salt Storage Building Reconstruction	\$200,000
▪ Merchant Parking Lot Resurfacing	\$35,000
▪ Public Works Service Center Security Fence	\$40,000
▪ Brookwood Bridge & Butterfield Road Culvert Reconstruction – Construction	\$1,104,180
▪ CBD Roadway, Pedestrian and Streetscape Improvements – Phase III Const.	\$1,777,000
▪ Street Pavement Rehabilitation Program – Phase 2	\$4,400,000
▪ Village Hall Municipal Complex Improvements – Phase 2	\$250,000
▪ 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 Drainage Improvements	\$750,000
▪ Douglas Avenue Drainage Improvements	\$175,000
▪ Flossmoor Road Viaduct Drainage Improvements	\$6,500,000
▪ 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
▪ Village Hall Municipal Complex Improvements – future phases	\$1,000,000
▪ North Commuter Parking Lot Resurfacing	\$55,000
▪ South Commuter Parking Lot Resurfacing	\$125,000
▪ Central Drive Parking Lot Resurfacing	\$40,000
▪ Library Parking Lot Resurfacing	\$60,000

**GENERAL FUND**  
**FINANCE AND FACILITIES PLAN**  
**FINAL APRIL 30, 2020**

<u>Designation</u>	<u>Projected Balance 4/30/20</u>
Fund Balance	\$5,417,861
Reserves	3,338,000
Village Hall Municipal Complex Improvements	480,000
Public Works Salt Storage Building Reconstruction	200,000
Brookwood Bridge Reconstruction & Butterfield Road Culvert	145,866
Brookwood Bridge/Butterfield IDOT Grant	(145,866)
Local Share - Stormwater Improvement Grants	300,000
Residential Water Meter Replacement with Radio Read	<u>1,426,577</u>
Balance Available For Allocation	<u>\$ (326,716)</u>

**WATER & SEWER FUND**  
**FINANCE AND FACILITIES PLAN**  
**FINAL APRIL 30, 2020**

<u>Designation</u>	Projected Balance <u>4/30/20</u>
Net Unrestricted Assets*	\$1,629,371
Reserves	1,184,000
Residential Water Meter Replacement with Radio Read	<u>300,000</u>
Balance Available For Allocation	<u><u>\$145,371</u></u>

Notes:

\*Does not include depreciation which posts to Net Capital Assets;  
FY 19 depreciation expense = \$573,892

**SANITARY SEWER REHABILITATION FUND**  
**FINANCE AND FACILITIES PLAN**  
**FINAL APRIL 30, 2020**

<u>Designation</u>	<u>Projected Balance 4/30/20</u>
Net Unrestricted Assets*	\$23,581
IEPA Loan Repayment-Dedicated Repayment Source	436
IEPA Loan-Dedicated to Sanitary Sewer System Maintenance	<u>23,145</u>
Balance Available For Allocation	<u>\$0</u>

\*Does not include depreciation which posts to Net Capital Assets;  
FY 19 depreciation expense = \$149,268

**MFT FUND**  
**FINANCE AND FACILITIES PLAN**  
**FINAL APRIL 30, 2020**

<u>Designation</u>	Projected Balance <u>4/30/20</u>
Fund Balance	\$120,796
No Projects Allocated	<u>                  -</u>
Balance Available For Allocation	<u>                  \$120,796</u>

**MUNICIPAL PARKING LOTS FUND**  
**FINANCE AND FACILITIES PLAN**  
**FINAL APRIL 30, 2020**

<u>Designation</u>	Projected Balance <u>4/30/20</u>
Net Unrestricted Assets*	\$316,907
North Commuter Lot Resurfacing	55,000
South Commuter Lot Resurfacing	125,000
Central Drive Lot Resurfacing	40,000
Library Lot Resurfacing	60,000
Merchant Lot Resurfacing	<u>35,000</u>
Balance Available For Allocation	<u><u>\$1,907</u></u>

\*Does not include depreciation which posts to Net Capital Assets  
 FY 19 depreciation expense = \$13,859

\*\*All 4-30-20 balances were transferred from separate Municipal Control Parking  
 and Grant Control Parking Funds on 5-1-20 into combined fund.

**VILLAGE OF FLOSSMOOR  
FUND BALANCE DISCLOSURES  
FY 21 BUDGET  
PAGE 1 OF 3**

FUND BALANCE CHART

Projected and budgeted fund balances and net unrestricted assets (enterprise funds) for FY 20 and FY 21, 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, 2020 in conjunction with the approval of the FY 21 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 21 budget as committed fund balances at April 30, 2020.

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 21 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 21 BUDGET  
PAGE 2 OF 3**

**GOVERNMENTAL FUND FLOW ASSUMPTIONS**

The Village's flow assumptions are stated in the FY 21 budget document to allow for application of GASB 54 in FY 20. 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 21 budget document to allow for application of GASB 54 in FY 20. Authority to determine assigned fund balances is conveyed to both the Finance Director and Village Manager/Treasurer.

**VILLAGE OF FLOSSMOOR**  
**FUND BALANCE DISCLOSURES**  
**FY 21 BUDGET**  
**PAGE 3 OF 3**

**GOVERNMENTAL FUNDS**

<u>Fund</u>	Fund Balance <u>5/1/2019</u>	Projected Surplus/ (Deficit) <u>FY 20</u>	Projected Fund Balance <u>4/30/2020</u>	Budgeted Surplus/ (Deficit) <u>FY 21</u>	Budgeted Fund Balance <u>4/30/2021</u>
General	\$ 5,462,934	\$ (64,775)	\$ 5,398,159	\$ (2,516,721)	\$ 2,881,438
Motor Fuel Tax	88,030	32,807	120,837	(92,589)	28,248
TIF Area No. 1	10,729	(10,729)	-	-	-
Debt Service	327,115	39,681	366,796	(1,500)	365,296
Capital Equipment	2,891,213	455,002	3,346,215	(3,330,138)	16,077
FEMA Fire Station Alerting Grant	-	-	-	(8,780)	(8,780)
Public Safety Donations	64,128	(19,353)	44,775	(11,000)	33,775
11-501 (J)	13,443	(1,400)	12,043	(1,200)	10,843
Drug Forfeiture	39,644	(2,900)	36,744	(4,950)	31,794
Public Art Program	73,623	(7,675)	65,948	(5,550)	60,398
Foreign Fire Insurance	72,080	(2,382)	69,698	20,650	90,348
E-911	-	-	-	-	-

**FIDUCIARY FUNDS**

<u>Fund</u>	Fund Balance <u>5/1/2019</u>	Projected Surplus/ (Deficit) <u>FY 20</u>	Projected Fund Balance <u>4/30/2020</u>	Budgeted Surplus/ (Deficit) <u>FY 21</u>	Budgeted Fund Balance <u>4/30/2021</u>
Police Pension	\$ 15,384,843	\$ 1,382,519	\$ 16,767,362	\$ 1,279,859	\$ 18,047,221
Fire Pension	2,541,773	116,661	2,658,434	150,038	2,808,472

**ENTERPRISE FUNDS**

<u>Fund</u>	Net Unrestricted Assets <u>5/1/2019</u>	Projected Surplus/ (Deficit) <u>FY 20</u>	Net Unrestricted Assets <u>4/30/2020</u>	Budgeted Surplus/ (Deficit) <u>FY 21</u>	Net Unrestricted Assets <u>4/30/2021</u>
Water & Sewer	\$ 1,598,947	\$ (17,576)	\$ 1,581,371	\$ (211,052)	\$ 1,370,319
Sanitary Sewer Rehabilitation	58,245	(34,664)	23,581	53,087	76,668
Storm Sewer	103,758	10,443	114,201	3,130	117,331
Municipal Parking Lots*	-	-	-	24,308	341,215
Municipal Control Parking Lots*	137,436	19,263	156,699	-	-
Grant Control Parking Lots*	114,389	45,819	160,208	-	-

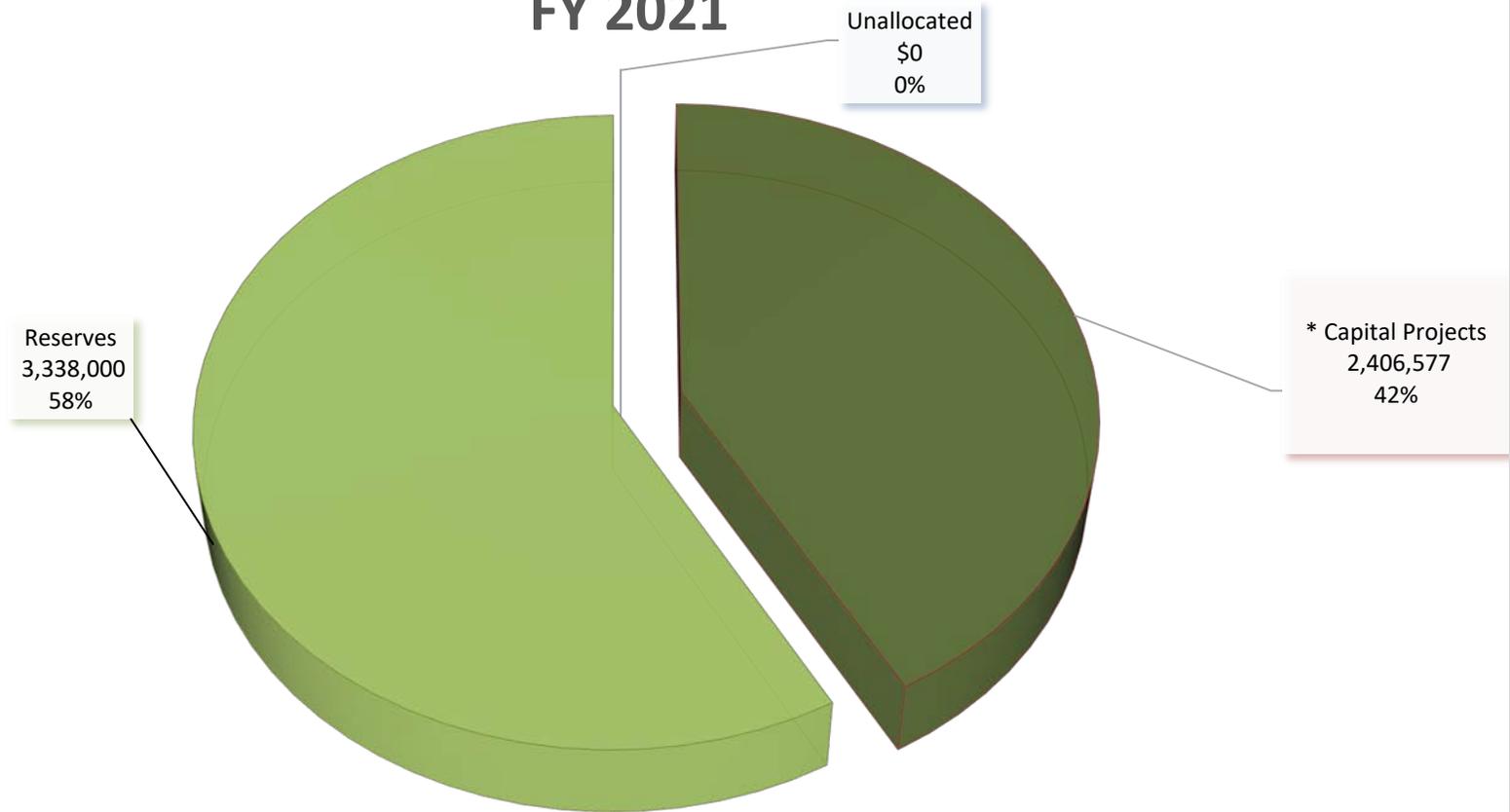
\*Municipal Control and Grant Control funds consolidated into one Municipal Parking Lots fund effective 5-1-20

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 21 draft budget document and FY 19 CAFR.

# GENERAL FUND FUND BALANCE ALLOCATION

## FY 2021



TOTAL: \$5,417,861

\*Non-audited figures as approved in the Finance and Facilities Plan in the FY 2021 Budget  
Identified needs in FY 21 - FY 23 were greater than available allocation amounts.

Actual spending will need to be further prioritized.

VILLAGE OF FLOSSMOOR  
FRINGE BENEFIT ALLOCATIONS  
FY 21 BUDGET

Description	Account Number	Total Budget FY 21	Legislative 41	Executive 42	Finance 43	PI & 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	
Health Insurance	01-xx-2-590	1,132,000	-	33,960	169,800	-	520,720	79,240	79,240	22,640	22,640	203,760	-	-	-	-	1,132,000
Allocation %		100%	0%	3%	15%	0%	46%	7%	7%	2%	2%	18%	0%	0%	0%	0%	
Life Insurance	01-xx-2-591	3,940	-	276	473	79	1,456	394	276	79	158	749	-	-	-	-	3,940
Allocation %		100%	0%	7%	12%	2%	37%	10%	7%	2%	4%	19%	0%	0%	0%	0%	
EAP & Wellness	01-xx-2-592	28,000	-	1,400	3,080	560	10,640	3,080	1,960	560	1,120	5,600	-	-	-	-	28,000
Allocation %		100%	0%	5%	11%	2%	38%	11%	7%	2%	4%	20%	0%	0%	0%	0%	
Unemployment	01-xx-2-593	14,600	146	1,022	1,168	292	5,256	2,482	876	292	584	2,482	-	-	-	-	14,600
Allocation %		100%	1%	7%	8%	2%	36%	17%	6%	2%	4%	17%	0%	0%	0%	0%	
Vill HSA Contrib	01-xx-2-594	41,000	-	5,000	2,000	-	11,000	9,000	6,500	-	3,000	4,500	-	-	-	-	41,000
Allocation %		100%	0%	12%	5%	0%	27%	22%	16%	0%	7%	11%	0%	0%	0%	0%	
Vill FICA Contrib	01-xx-2-595	272,406	5,448	27,241	35,413	5,448	13,620	57,205	27,241	16,344	16,344	62,654	2,724	2,724	-	-	272,406
Allocation %		100%	2%	10%	13%	2%	5%	21%	10%	6%	6%	23%	1%	1%	0%	0%	
Vill Med Contrib	01-xx-2-596	94,547	945	6,618	8,509	945	35,928	13,237	5,673	3,782	3,782	15,128	-	-	-	-	94,547
Allocation %		100%	1%	7%	9%	1%	38%	14%	6%	4%	4%	16%	0%	0%	0%	0%	
Vill IMRF Contrib	01-xx-2-597	336,218	-	50,433	63,881	10,087	20,173	10,087	33,622	10,087	26,897	107,589	3,362	-	-	-	336,218
Allocation %		100%	0%	15%	19%	3%	6%	3%	10%	3%	8%	32%	1%	0%	0%	0%	
Vill Pol Pen Cont	01-xx-2-598	818,019	-	-	-	-	818,019	-	-	-	-	-	-	-	-	-	818,019
Allocation %		100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Vill Fire Pen Cont	01-xx-2-598	326,689	-	-	-	-	-	326,689	-	-	-	-	-	-	-	-	326,689
Allocation %		100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	
Vill PEHP Cont	01-xx-2-599	40,200	-	-	-	-	40,200	-	-	-	-	-	-	-	-	-	40,200
Allocation %		100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

VILLAGE OF FLOSSMOOR  
 IRMA PREMIUM ALLOCATIONS  
 FY 21 BUDGET

<u>Description</u>	<u>Account Number</u>	<u>Total Budget FY 21</u>										
			<u>Executive 42</u>	<u>Finance 43</u>	<u>PI &amp; Zon 45</u>	<u>Police 48</u>	<u>Fire 49</u>	<u>PSRR 50</u>	<u>Ins Serv 53</u>	<u>PW Adm 55</u>	<u>PW Str 60</u>	
Work Comp	01-xx-4-640	148,200	2,964	2,964	2,964	7,410	53,352	2,964	2,964	2,964	69,654	148,200
<i>Allocation %</i>		<i>100%</i>	<i>2%</i>	<i>2%</i>	<i>2%</i>	<i>5%</i>	<i>36%</i>	<i>2%</i>	<i>2%</i>	<i>2%</i>	<i>47%</i>	
Liab Insurance	01-xx-4-641	98,800	1,976	1,976	1,976	6,916	2,964	1,976	1,976	1,976	77,064	98,800
<i>Allocation %</i>		<i>100%</i>	<i>2%</i>	<i>2%</i>	<i>2%</i>	<i>7%</i>	<i>3%</i>	<i>2%</i>	<i>2%</i>	<i>2%</i>	<i>78%</i>	
<b>Total</b>		<b>247,000</b>	<b>4,940</b>	<b>4,940</b>	<b>4,940</b>	<b>14,325</b>	<b>56,317</b>	<b>4,940</b>	<b>4,940</b>	<b>4,940</b>	<b>146,718</b>	<b>247,000</b>

**VILLAGE OF FLOSSMOOR**  
**FULL-TIME POSITION SALARY RANGES**  
**MAY 1, 2020 (2.0%)**

	<u>Position</u>	<u>Entry Level Salary</u>	<u>Maximum Salary (Goal)</u>	<u>Number</u>
	<b><u>Village Manager's Office</u></b>			
**	Village Manager	136,759	170,949	1
**	Assistant Village Manager	113,471	141,839	1
**	Communications Manager	57,783	72,230	1
	<b><u>Finance Department</u></b>			
**	Finance Director	113,471	141,839	1
**	Assistant Finance Director	99,967	124,959	1
	Accounting Clerk	51,754	64,691	2
	General Finance Clerk	44,862	56,078	1
	Cashier/Receptionist	44,862	56,078	1
	<b><u>Fire Department</u></b>			
**	Interim Fire Chief	155,250	155,250	1
**	Fire Chief	113,471	141,839	1
**	Assistant Fire Chief	99,967	124,959	1
	Shift Captain	78,713	98,391	3
	Department Secretary (Fire)	48,230	60,287	1
	<b><u>Inspectional Services Department</u></b>			
**	Building & Zoning Administrator	99,967	124,959	1
	Department Secretary	48,230	60,287	1
	<b><u>Police Department</u></b>			
**	Police Chief	113,471	141,839	1
**	Deputy Chief	99,967	124,959	1
**	Police Commander	96,391	120,489	1
	Sergeant	93,780	117,225	3
	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	54,094	67,617	1
	<b><u>Public Safety Reception &amp; Records</u></b>			
	Civilian Administrative Assistant	55,333	69,166	1
	Police Records Clerk	49,734	62,167	3
	<b><u>Public Works Department</u></b>			
**	Director of Public Works	113,471	141,839	1
**	Assistant Public Works Director	99,967	124,959	1
	Forestry Maintenance Technician	63,478	79,347	1
	Mechanic	71,934	89,918	1
	Foreman	67,192	83,990	2
	Utility Maintenance Technician	65,442	81,802	1
	Maintenance Worker	58,428	73,035	6
	Department Secretary	48,230	60,287	1

**58**

\*\* Exempt Position - not eligible for overtime

**VILLAGE OF FLOSSMOOR**

**PART-TIME SALARIES**

**MAY 1, 2020**

**(2.0%)**

<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 20-21</u>	<u>Dept. Totals</u>
<b><u>Executive</u></b>							
Temporary Assistant	1	Yes	Hourly	19.14	112	2,144	
Administrative Assistant	1	Yes	Hourly	26.79	1,508	40,399	
Program & Event Coordinator	1	Yes	Hourly	21.43	999	21,409	
							63,952
<b><u>Finance</u></b>							
Part-Time Assistant	1	Yes	Hourly	19.14	100	1,914	1,914
<b><u>Finance-Wat/Sew Adm</u></b>							
Meter Reader-Wat/Sw	1	Yes	sal nov-feb	438.67	9	3,948	
Bud: W=7402 S=2468			" mar-oct	348.35	17	5,922	9,870
<b><u>Police</u></b>							
Comm Serv Offr-A -3 yrs (imrf)	1	Yes	Hourly	22.27	1,180		
Comm Serv Offr-A -2 yrs (imrf)	0	Yes	Hourly	20.48			
Comm Serv Offr-A -1 yr (imrf)	0	Yes	Hourly	18.67			
Comm Serv Offr-B - 3 yrs	0	Yes	Hourly	22.27			
Comm Serv Offr-B - 2 yrs	1	Yes	Hourly	20.48			
Comm Serv Offr-B - 1 yr	0	Yes	Hourly	18.67	600	38,586	
Animal Warden	0	No	Hourly	9.25	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	61,986
<b><u>Pub. Safety Records &amp; Rec.</u></b>							
Records Clerk-A -> 5 yrs (imrf)	1	Yes	Hourly	28.89	1,000		
Records Clerk-A -3-5 yrs (imrf)	0	Yes	Hourly	25.99			
Records Clerk-A -< 3 yrs (imrf)	0	Yes	Hourly	23.09			
Records Clerk-A -training (imrf)	0	Yes	Hourly	17.33			
Records Clerk-B -> 5 yrs	5	Yes	Hourly	28.89			
Records Clerk-B -3-5 yrs	1	Yes	Hourly	25.99			
Records Clerk-B -up to 3 yrs	1	Yes	Hourly	23.09			
Records Clerk-B -in training	0	Yes	Hourly	17.33	2,500	99,072	99,072
<b><u>Fire</u></b>							
Summer Help	2	No	Hourly	9.25	890	8,028	
Duty Shift-Plan I Commander	10	Yes	Hourly	25.15			
Duty Shift-Plan II	31	Yes	Hourly	22.01			
Duty Shift-Plan III	4	Yes	Hourly	16.87			
Duty Shift-Plan IV	2	Yes	Hourly	14.46			
Duty Shift-Plan V	5	Yes	Hourly	12.07	6,264		
Duty Shift-Plan VI	1	Yes	Hourly	10.49			
Duty Shift-Sat & Sun	42	Yes	Hourly	11.49-23.01	2,496		

Duty Shift-Commdr Sat & Sun	6	Yes	Hourly	26.15		293,578
Mechanic	0	Yes	Hourly	36.93		0
Mechanic Helper	1	Yes	Hourly	34.66	93	3,000
Temporary Assistant	1	Yes	Hourly	19.14	196	3,768

5-1-20

<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 20-21</u>	<u>Dept. Totals</u>
<b><u>Fire-Continued</u></b>							
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	3,308	1	3,308	
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				9.25	4,930	61,625	421,365

**Inspectional Services**

Temporary Assistant	1	Yes	Hourly	19.14	194	3,717	
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	19.84	464	9,180	
		No	Per inspec	35.00			
		Yes	Admin asst	19.84			
Property Maint Inspectors	2	Yes	Hourly	19.84	1,999	39,650	
Back-up Inspectors & Administrators	1		(At above part-time rates)				

77,047

**Public Works**

Temporary Assistant	1	Yes	Hourly	19.14	335	6,387	
Temporary Mechanic	2	No	Hourly	10.00-13.50	1,998	27,000	
Horticult. Workers-Seasonal	2	Yes	Hourly	13.03-18.64	1,250	23,297	
Laborer (6 month)	1	No	Hourly	10.00-15.00	999	15,000	
Laborer (3 month)	2	No	Hourly	10.00-12.00	870	10,440	

82,124

<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 20-21</u>	<u>Dept. Totals</u>
<b><u>Public Works-Water Dist</u></b>							
Laborer (6 month)	1	No	Hourly	10.00-15.00	999	15,000	
Laborer (6 month)	1^	No	Hourly	10.00-15.00	999	5,100	
Laborer (3 month)	1	No	Hourly	10.00-12.00	435	5,220	
							25,320
<b><u>Public Works-Sewer Coll</u></b>							
Laborer (6 month)	1^	No	Hourly	10.00-15.00	999	4,950	
							4,950
<b><u>Public Works-San Sew</u></b>							
Laborer (6 month)	1^	No	Hourly	10.00-15.00	999	4,950	
							4,950
<b><u>Municipal Parking-Comm Acc</u></b>							
Part-time Comm Access	1	No	Hourly	11.00-15.00	999	15,000	
							15,000

^Position paid from more than one department